

Reference Guide



# Operations

Revoria Press SC180

Revoria Press SC170

# 1 Preface

This reference guide lists various functions that can be performed on the touch panel display. In addition, this manual uses screen images that show all optional units and optional products equipped to describe operations.



## Note

- The values set at the machine can be checked by printing out the Configuration Report.



## Refer

- Refer to "Logging in to Authentication Mode" (P.23) when logging in to Administrator Mode.
- Refer to Internet Services help for details of Internet Services.

- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

Refer to *Reference Guide - Main Unit* for trademarks or manual conventions.

## 1.1 Acquiring the Latest Software

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The latest software version for items such as the printer driver, scanner driver and utilities can be acquired from our official website.

<https://support-fb.fujifilm.com/setupWorldwide.do>

# 2 Setup

## 2.1 Administrator Information

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It is recommended to change the administrator User ID and password to prevent the settings from being changed and to maintain security.

### Refer

- Refer to *User's Manual* for the default administrator ID and password.
- Refer to "[Administrator Settings]" (P.163) for how to set.

## 2.2 Using Internet Services

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Internet Services is a service that uses a web browser to display the machine's status and job history, and also change machine settings.

This service can be used at a client computer connected over a network with the machine in a TCP/IP environment.

1. Start the web browser.
2. Enter the machine's IP address or the Internet address in the web browser's address bar and then press the <Enter> key.

### Note

- If the network uses DNS (Domain Name System) and the machine's host name has been registered at the DNS name server, the machine can be accessed using the Internet address that contains the host name and domain name. If the host name is "myhost" and the domain name is "example.com", the Internet address will be "myhost.example.com".
- When setting the port number, use a colon ":" after the IP address or Internet address and then enter the port number.

### Refer

- Refer to "Device Status" (P.26) for the IP address.
- Refer to Internet Services help for operations.

## 2.3 Scan Feature

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It is necessary to log in to Administrator Mode to perform settings.

### Scan to Folder

- TCP/IP Address  
Refer to "[Protocol Settings]" (P.137).
- Enable ports  
Set each port for [SNMP], [SOAP] and [WebDAV] to [Enabled]. For details, refer to "[Port Settings]" (P.128).
- Registering a Folder  
Refer to "Registering a Folder" (P.72).

## Scan (to PC)

- TCP/IP Address  
Refer to "[Protocol Settings]" (P.137).
- Enable ports  
Set each port for [FTP Client], [SFTP Client] and [SMB Client] to [Enabled]. For details, refer to "[Port Settings]" (P.128).
- Create the transfer destination folder
  - FTP/SFTP Transfer  
Create the transfer destination folder on the login server and then set the write permission.
  - SMB Transfer  
Create the folder on the client computer and then set it to a shared folder. Set the write permission for the shared folder.

### Note

- An account (login name and password) are required to use FTP/SFTP transfer.
- When using SMB with macOS/OS, it is necessary to set [System Preferences] > [Shared] > [File Sharing].

## Scan (Email)

Refer to "Email Feature" (P.5).

## My Folder

This feature is available when "[Authentication/Accounting Settings]" (P.160) is set to [Remote].

### Note

- If using our products (sold separately) as the remote authentication system, select [Authentication Agent] in [Remote Authentication / Directory Service] > "[Authentication System Setup]" (P.146).
- TCP/IP Address  
Refer to "[Protocol Settings]" (P.137).
- Enable ports  
Set the [SMB Client] port to [Enabled]. For details, refer to "[Port Settings]" (P.128).
- Start the service and set the transfer method  
Use Internet Services to set the My Folder feature.

## Scan to USB

Scan to USB feature can be switched between Enabled/Disabled using Internet Services.

If it is set disabled, [Scan to USB] is no longer be displayed in [USB] on the Home screen, or [Print from USB] is displayed instead of [USB].

## Scan to Desktop

### Note

- The scan function cannot be used with the default settings in Windows Server.
- TCP/IP Address  
Refer to "[Protocol Settings]" (P.137).
- Enable ports  
Set the [WSD] port to [Enabled]. For details, refer to "[Port Settings]" (P.128).

## 2.4 Email Feature

It is necessary to log in to Administrator Mode to perform settings.

Setting items	Refer to
TCP/IP Address	"[Protocol Settings]" (P.137)
Email Port	"[Receive Email]" (P.132) "[Send Email]" (P.133) "[Email Notification Service]" (P.133)
Machine's Email Address	"[Device Email Address / Host Name]" (P.141)
Protocol to Receive Email	"[Other Settings]" (P.156) > [Protocol to Receive Email]
SMTP Server Address (Set as required)	"[Outgoing/Incoming Email Settings]" (P.144)
SMTP AUTH Login Name, Password (Set as required)	
POP3 Server Address (Set as required)	
POP3 Login Name, Password (Set as required)	
Subnet Mask (Set as required)	"[TCP/IP - Network Settings]" (P.139)
Gateway Address (Set as required)	
DNS Server Address (Set as required)	
S/MIME (Set as required)	
S/MIME (Set as required)	"[S/MIME Settings]" (P.151)

### Note


- A certificate is required in advance to send and receive Email after attaching a digital signature to the Email and encrypting the Email using S/MIME.

## 2.5 Paper Tray Settings

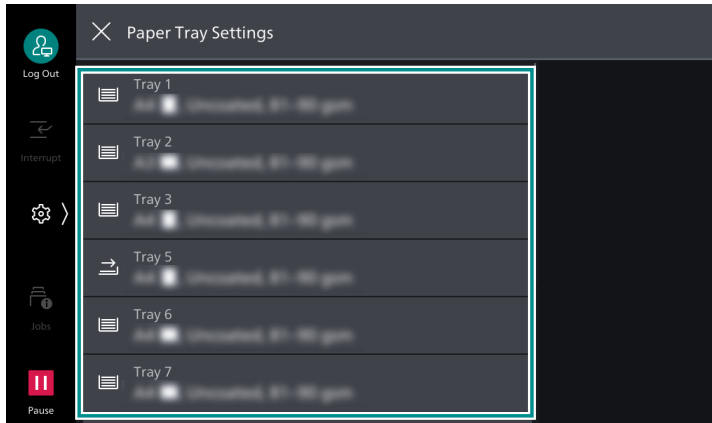
After loading paper in the paper tray, set information of loaded paper such as the paper size, the paper type, and the paper color.

### Refer

- Refer to "Basic Operations of the Machine" in *Reference Guide - Main Unit* for how to load paper.

1. Tap on  > [Device] > [Paper Tray Settings].

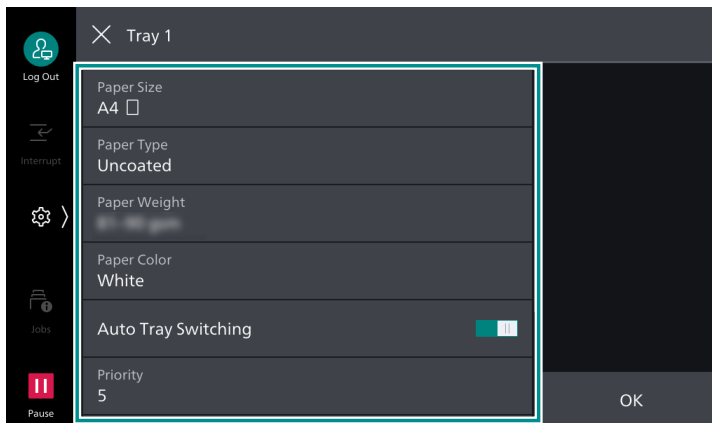
## 2. Tap on a tray to change its paper settings.






### 6d Refer

- Refer to "[Common Settings]" (P.92) for [Common Settings] displayed in Administrator Mode.

## 3. As needed, configure the setting items.




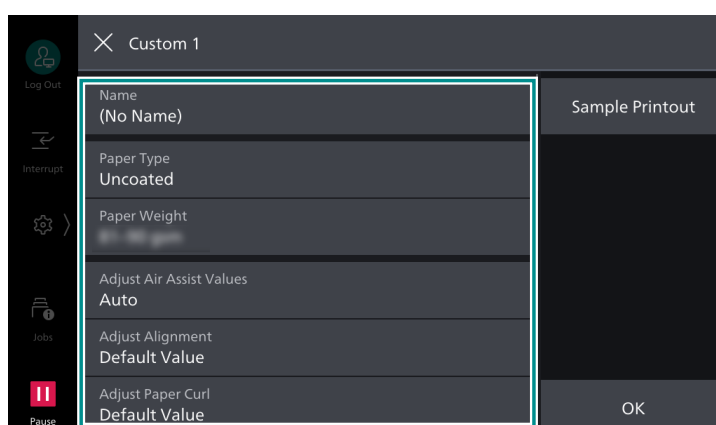
Item	Details
[Paper Size]	[Auto Detect]: The machine specifies the paper size automatically. [Manual Size Input]: Enter the paper size you use.
[Paper Type]	Set the paper type.  <b>Note</b> • You can select the paper for which the detail settings or name has been registered in advance (custom paper). For how to set the custom paper, refer to "Setting of Custom Paper" (P.7).
[Paper Weight]	Set the paper weight.
[Paper Color]	Set the paper color.
[Auto Tray Switching]	Set whether to use this tray automatically, when paper specified by a user is loaded, or when paper on the tray in use run out in the middle of a job.  <b>Note</b> • You can set this item in Administrator Mode.
[Priority]	If [Auto Tray Switching] is enabled, set a priority of this tray when there are several trays to be switched.  <b>Note</b> • You can set this item in Administrator Mode.

Item	Details
[Adjust Paper Curl]	Select the correction type registered in advance or the paper curl adjustment value registered in "[Image Quality]" (P.173) > [Adjust Paper Curl].   <b>Note</b> <ul style="list-style-type: none"> <li>If you select the custom paper in [Paper Type], the setting value of [Adjust Paper Curl] for the corresponding custom paper.</li> </ul>
[Adjust Alignment]	Select the alignment adjustment setting registered in "[Manual Alignment]" (P.180).   <b>Note</b> <ul style="list-style-type: none"> <li>If you select the custom paper in [Paper Type], the setting value of [Adjust Alignment] for the corresponding custom paper.</li> </ul>
[Adjust Fold Position]	Select the adjustment value registered in "[Adjust Finisher]" (P.189) > [Adjust Fold Position].   <b>Note</b> <ul style="list-style-type: none"> <li>If you select the custom paper in [Paper Type], the setting value of [Adjust Fold Position] for the corresponding custom paper.</li> </ul>
[Standard Size Defaults]	If tray 5 (bypass) was selected, set the paper size displayed for tray 5 in [Paper Supply] from the Features List.



4. Tap on [OK].





## Setting of Custom Paper

1. Tap on  > [Device] > [Paper Tray Settings] > [Common Settings].
2. Tap on [Custom Paper Settings].
3. Tap on a tray to change its settings.
4. As needed, configure the setting items.



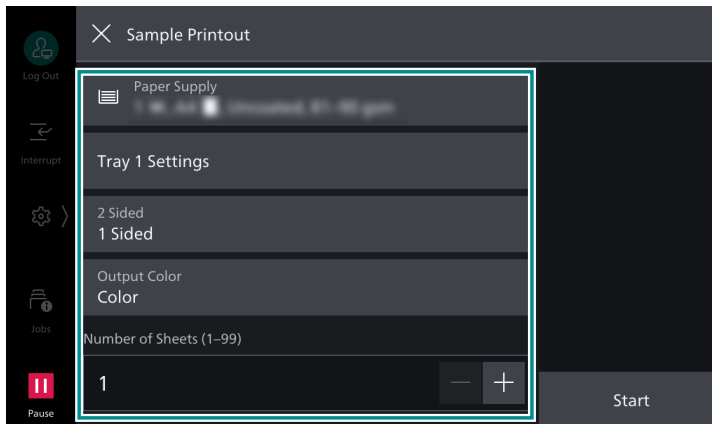
Item	Description
[Name]	Set name for custom paper.
[Paper Type]	Select the paper type to be set to the custom paper.
[Paper Weight]	Select the paper weight to be set to the custom paper.

Item	Description
[Adjust Air Assist Values]	<p>Air assist is the function that feeds air into the machine as paper is fed to prevent multi-feeding and paper jams. You can adjust the air assist values depending on each custom paper. When a high-capacity feeder or parallel high-capacity feeder is installed, you can select, [Auto], [Standard Table], [Multi-Feed Handling Table], [Misfeed Handling Table], [Custom Table 1]~[Custom Table 4] or [Force Off].</p> <ul style="list-style-type: none"> <li>• [Auto]: The air assist value is automatically adjusted according to the paper type and paper weight.</li> <li>• [Standard Table]/[Multi-Feed Handling Table]/[Misfeed Handling Table]: Adjustment values are prepared in advance.</li> <li>• [Custom Table 1]~[Custom Table 4]: These items are for adjustment of [Auto], [Standard Table], [Multi-Feed Handling Table] and [Misfeed Handling Table].</li> <li>• [Force Off]: Air assist does not work.</li> </ul> <p>If the air suction feeder C1-DS is installed, [Air Blower A]/[Air Blower B]/[Air Blower C]/[Air Blower D]/[Air Blower E]/[Air Blower F] can be adjusted individually.</p> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• Refer to the <i>Setting of Air Assist Value Adjustment Profile</i> manual when paper jam occurs.</li> </ul>
[Adjust Alignment]	Select the alignment adjustment setting registered in "[Manual Alignment]" (P.180).
[Adjust Paper Curl]	Select the correction type registered in advance or the paper curl adjustment value registered in "[Image Quality]" (P.173) > [Adjust Paper Curl].
[Adjust Image Transfer]	Enables setting of the optimal image transfer value for the custom paper when the image is not transferred in the optimal condition to paper. Specify the percentage of the voltage value to be applied numerically, or adjust it using a sample print.
[Adjust Regi-Loop]	When performing skew adjustment for the pre-register feed, the adjustment value can be set for each user paper. The adjustment value of the pre-register feed can be set in the range of - 9 to 9 mm, in 0.3 mm increments.
[Adjust Fold Position]	Select the adjustment value registered in "[Adjust Finisher]" (P.189) > [Adjust Fold Position].
[Adjust Image Transfer for Trail Edge]	<p>Adjusts the voltage ratio of the second transfer roll in the transfer unit.</p> <p>When using heavyweight paper, if uneven colors due to transfer failure occur only at the trail edge of the paper, adjusting the voltage ratio of the second transfer roll may improve the transfer failure.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If the voltage ratio of the second transfer roll is too high or too low for the paper to be used, it may cause transfer failure. If a transfer failure occurs, change this number to adjust the voltage ratio.</li> </ul>
[Adjust Paper Speed at Transfer Unit]	<p>If the color uniformity becomes poor with heavyweight paper, adjusting the paper speed at the Transfer Unit may improve the problem.</p> <p>Perform this adjustment if the transfer failure does not improve even after trying Adjust Image Transfer.</p> <p>You can set the transfer speed in the range of -0.5 to 0.5% in 0.01% increments.</p>

Item	Description
[Adjust Fusing Temperature]	<p>Adjusts the fusing unit temperature. If the toner peels off the paper, increasing the temperature may improve it.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you decrease the temperature too much, the toner on the high density images is not fused enough and it may peel off from the paper.</li> <li>• If the temperature is raised too high when printing on lightweight paper, a paper jam may occur in the fusing and peeling section.</li> <li>• When changing the settings, check the print results. Also return the value to the default "0" after printing because the environmental condition is always different.</li> </ul>
[Tray Heater]	<p>This is the function to prevent the paper jam or multi-feeding by making the air warm when the air is fed through the air assist adjustment, making it easier to resolve paper adhesion forces.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• As warm air is sent out, the paper may partially dry out and affect the image quality.</li> </ul>
[Multi-Feed Detection]	<p>Sets whether to detect multi-feed of paper.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• For the see-through paper, false detection may occur.</li> </ul>
[Adjust Fusing Speed]	<p>If printing defects (image distortion, image stretching/shrinking, and so on) occur in the image on the latter half of the paper, adjusting the speed of the fusing unit may improve the printing defects. When the image is shrinking, speed the fusing unit up, and when it is stretching, slow the fusing unit down.</p>
[Adjust Primary Transfer Current Y]/[Adjust Primary Transfer Current M]/[Adjust Primary Transfer Current C]/[Adjust Primary Transfer Current K]/[Adjust Primary Transfer Current SP]	<p>Adjusts the voltage ratio of the first transfer roll in the transfer unit. If blurring, white streaks, or afterimages (ghosting) occur due to poor transfer, adjusting the voltage ratio of the first transfer roll may improve the transfer failure.</p> <ul style="list-style-type: none"> <li>• Increase the voltage ratio when blurring occurs in the image on the paper edge (an area of about 10 mm).</li> <li>• Decrease the voltage ratio when white streaks or afterimages (ghosting) occur in the halftone area.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If the current ratio is increased too much, uneven color may occur. If the current ratio is reduced too much, a decrease in toner density or blurring may occur.</li> </ul>

5. If confirming the adjustment results with the values you set, tap on [Sample Printout] to print the sample.

1) Select the paper tray where the corresponding paper is set, change the print setting as required.



2) Tap on [Start].

3) When printing is completed, tap on [Close].

4) Tap on [x] on the top left of the [Sample Printout] screen.

6. Tap on [OK].

## 2.6 Smart Card Registration



Smart Card Registration allows users to associate their own smart card with user information. If you set Smart Card Registration, [Smart Card Registration] appears on the menu screen of the machine.

### Note

- This service is available for users who use Card ID which is different from the user ID.
- The following functions or services cannot be used with this service.
  - Smart WelcomEyes
  - Finger vein authentication
  - Services which do not assume the usage with the Local and Remote authentication modes
- Do not use the following user IDs.
  - User ID contains only " " (half-width space).
  - User ID contains any of the following: " ", "+", ";", "<", ">", "?", "[", "]", "\", "{", "|", "}", ":", "#", "(", ")", "\\", ",", "\*", "/", and "=".
  - User ID starts with " ' ".
- You cannot re-register to the different domain if you once registered.

# Environmental Settings

Set environments to use Smart Card Registration.

Items	Required Settings
[Port Settings]	 > [Device] > [Network Settings] > [Port Settings] > [SOAP] <ul style="list-style-type: none"> <li>• [Port Status]: [Enabled]</li> <li>• [Port Number]: 80</li> </ul>
[Protocol Settings]	 > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings] <ul style="list-style-type: none"> <li>• IP address, subnet mask, and gateway address: settings for the use in TCP/IP network environment</li> </ul>


You can register the Smart Card information for up to 999 users when the authentication type is the local account. When the authentication type is the remote account, the maximum number of users to register the Smart Card information depends on the restriction of the Active Directory server.


When using Active Directory for authentication, confirm the following with the administrator of Active Directory:



- Authentication information of the user registering the Smart Card information is registered.
- When the authentication type is the remote account, the user registering the Smart Card information is given the write access privilege.

 **Note**

- When you use an Active Directory server, the authentication information saved on the Active Directory server is copied and saved in the machine.


Under  > [Device] > [Authentication/Accounting] > [Accounting] > [Authentication/Accounting Settings], set [Off], or [Local]. When the authentication type is the remote account, accounting setting is arbitrary.

Also, under  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication], set as follows.

Items	Required Settings	
[Authentication/Accounting Settings]	[Local] or [Remote]	
[User Details Setup]	[Use of IC Card]	[On]
	[Account Auto Setup for Card Login]	[Enabled]  <b>Note</b> <ul style="list-style-type: none"> <li>• Set this item when the authentication type is the local account.</li> <li>• [App Access] is set when you control the access of guest users.</li> </ul>
	[IC Card Link Mode]	[No Password Required]  <b>Note</b> <ul style="list-style-type: none"> <li>• Set this item when the authentication type is the remote account.</li> </ul>

# Active Directory Server Settings

If you use the authentication information of the Active Directory server, set the Active Directory server.

Set under  > [Device] > [Network Settings] > [Remote Authentication / Directory Service] on the control panel.

- [Attribute of Login User Name]: Used as the User ID.
- [Attribute Type of Email Address]: Used as the e-mail address.

## Note

- User Name cannot be set on the control panel or Internet Services. The "displayName" attribution of the Active Directory server is acquired and set to the user information.

# User Registration

If the user who has been registered with the machine uses this feature, register the user information such as the user ID and password on the machine using the control panel or Device Setup.

## Note

- Notify users their ID and password, and that the authentication destination is "local".

# System Administrator's Information Settings

Set the information of a system administrator with Smart Card Registration.

## Note

- If you change [System Administrator ID] or [System Administrator Password] on Setting Screen on the machine, also change this service's settings. If not, this service may not run properly.

- 1. Log in to Administrator Mode with the control panel of the machine.**
- 2. Tap on [Smart Card Registration].**
- 3. Enter the system administrator ID and password in [System Administrator ID] and [Password], And then tap on [Register].**
- 4. Configure necessary settings in accordance with the authentication type.**

### When the Authentication Type is "Local Accounts"

- 1) Select [Domain] in accordance with the current configuration.**
- 2) When [Standard Domain] is displayed, select the authentication destination which is displayed by default when the user registers the Smart Card.**
- 3) Enable [Smart Card ID Verification].**
- 4) Tap on [Save].**

### When the Authentication Type is "Remote Accounts"

- 1) To display the Smart Card registration screen when logging in to the machine, set [Smart Card registration during Login to Remote Accounts] to be enabled.**
- 2) Tap on [Save].**



- 5. Restart the machine.**

## 2.7 Updatings for Add-on Application

Allows you to automatically or manually update add-on applications and certificates.

### Machine Settings

Log in to Administrator Mode of the machine and set as follows.

Items	Required Settings
[Port Settings]	 > [Device] > [Network Settings] > [Port Settings] > [SOAP] <ul style="list-style-type: none"> <li>• [Port Status]: [Enabled]</li> <li>• [Port Number]: 80</li> </ul>
[Plug-in Settings]	 > [Device] > [System Settings] > [Plug-in Settings] <ul style="list-style-type: none"> <li>• [Embedded Plug-ins]: Enabled</li> </ul>

### Setting Automatic Updating

1. Log in to Administrator Mode with the control panel of the machine.
2. Tap on [Updating for Add-on Apps] on the Application screen.
3. Tap on [Update settings].
4. For each importance level for updates (A), set the update method (B).

#### Note

- When performing operation with the version of add-on applications fixed, set all of the importance levels to [Disable automatically update].
- If the updated content of Updatings for Add-on Application includes additional functions or changes, the settings and functions may be affected.
- The schedule at which automatic updating is executed differs for each multifunction device serial number. If you update the add-on applications of multiple multifunction devices at the same time, execute manual updating.



(A) Importance levels for updates

Item	Explanation
[Urgently maintenance]	Important updates we wish all customers to apply as security measures and to ensure stable operation.
[Important updates]	Updates for updating to a stable version including additions and changes to functionality.
[Normal maintenance]	Updates for updating to a stable version by improving functionality.

(B) Update methods

Item	Explanation
[Enable automatically update]	Performs updating when a new version is confirmed at the time and days of the week specified for automatic updating.
[Disable automatically update]	To perform an update, you need to execute [Manual update].

## 5. Set the details for automatic updating.

Item	Explanation
[Day of week]	Select the day of the week to perform automatic updating.
[Start time]	Specify the time to start automatic updating.   <b>Note</b> <ul style="list-style-type: none"><li>• This setting cannot be changed individually for each importance level.</li><li>• If the machine is not powered on, updating will be performed on the next update day.</li></ul>
[Retry settings]	Set retry operations for when updating has failed.   <b>Note</b> <ul style="list-style-type: none"><li>• This setting cannot be changed individually for each importance level for updates.</li><li>• Update will fail, if you are operating the machine, if you are running a job, or if there are other errors.</li><li>• If you set [Forced termination time for retries], the retry operation ends when the specified time has elapsed.</li></ul>

## 6. Tap on [Updating for Add-on Apps].

# Checking the Result of Automatic Updating

1. Log in to Administrator Mode with the control panel of the machine.
2. Tap on [Updating for Add-on Apps] on the Application screen.
3. Tap on [Latest result].  
The result of the of the automatic updating appears.

# Updating Add-on Applications Manually

1. Log in to Administrator Mode with the control panel of the machine.
2. Tap on [Updating for Add-on Apps] on the Application screen.
3. Tap on [Manual update].
4. Tap on the add-on application, or system application to be updated, and tap on [Update].



### Note

- System application may contain multiple applications and certificates, but they cannot be updated individually.  
For stable operation of the machine, please update if the system application is displayed.

## 2.8 ScanAuto

### Machine Settings



**Note**

- Enable Custom Services and Embedded Plug-ins to use this service.

Item	Details
[Port Settings]	> [Device] > [Network Settings] > [Port Settings] > [SOAP] <ul style="list-style-type: none"> <li>• [Port Status]: [Enabled]</li> <li>• [Port Number]: 80</li> </ul>
[Protocol Settings]	> [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings] <ul style="list-style-type: none"> <li>• This is the setting for using this machine in the TCP/IP environment such as IP address, subnet mask, and gateway address.</li> </ul>
[Web Browser Setup]	> [Device] > [App Settings] > [Web Browser Setup] <ul style="list-style-type: none"> <li>• [Web Applications Version]: [V5]</li> <li>• [Clear Cache upon Closing]: Disabled</li> <li>• [Use Cache]: Enabled</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• When [Web Browser Setup] is not displayed, the password setting for software options or validation of the customize service is required.</li> </ul>

When using the authentication feature, confirm the items are set as follows.

Item	Details
[Authentication Type]	> [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings] <ul style="list-style-type: none"> <li>• [Authentication/Accounting Settings]: [Local] or [Network]</li> </ul> <p>When the authentication type is "Local Accounts":  &gt; [Device] &gt; [Authentication/Accounting] &gt; [Authentication/Security Settings] &gt; [Authentication] &gt; [Create/View User Accounts]</p> <ul style="list-style-type: none"> <li>• User registration</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• When [Login to Remote Accounts] is selected, you do not need to register users.</li> </ul>
[Access Control]	> [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control] <ul style="list-style-type: none"> <li>• [Device Access]: [Locked]</li> </ul>









**Note**

- Java Script must be enabled on the web browser.




### HTTP Connection Setting

- Set [Enabled] for > [Device] > [Network Settings] > [Port Settings] > [Internet Services (HTTP)] > [Port Status].

## E-mail Setting

- Set [Enabled] for  > [Device] > [Network Settings] > [Port Settings] > [Email] > [Port Status].
- Specify items such as an IP address, subnet mask, and gateway address to use the machine in a TCP/IP network under  > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings].
- Configure the machine's e-mail address and the host name on  > [Device] > [Network Settings] > [Device Email Address / Host Name].
- Set [SMTP] or [POP3] for  > [Device] > [Network Settings] > [Other Settings] > [Protocol to Receive Email].
- Configure the SMTP server setting on  > [Device] > [Network Settings] > [Outgoing/Incoming Email Settings] > [SMTP Server Settings].
- When the Email receiving protocol is set to POP3, configure the POP3 server setting on  > [Device] > [Network Settings] > [Outgoing/Incoming Email Settings] > [POP3 Server Settings].

## Scan to PC Setting

- Before scanning, you need to create a shared folder where scanned data is saved on your computer.
- When using SMB protocol, select [Enabled] under  > [Device] > [Network Settings] > [Port Settings] > [SMB Client] > [Port Status].
- When using FTP protocol, select [Enabled] under  > [Device] > [Network Settings] > [Port Settings] > [FTP Client] > [Port Status].
- Specify items such as an IP address, subnet mask, and gateway address to use the machine in a TCP/IP network under  > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings].

## E-mail Setting for Authenticated Users

- When the Authentication feature is enabled, register users who use this service and their e-mail addresses.

## 2.9 Settings Cloning For Add-on Applications

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You can duplicate the information of Add-on Application to other machines.



Refer

- For details, refer to Internet Services help.

# 3 Basic Operations

## 3.1 Touch Panel Display

### Home Screen

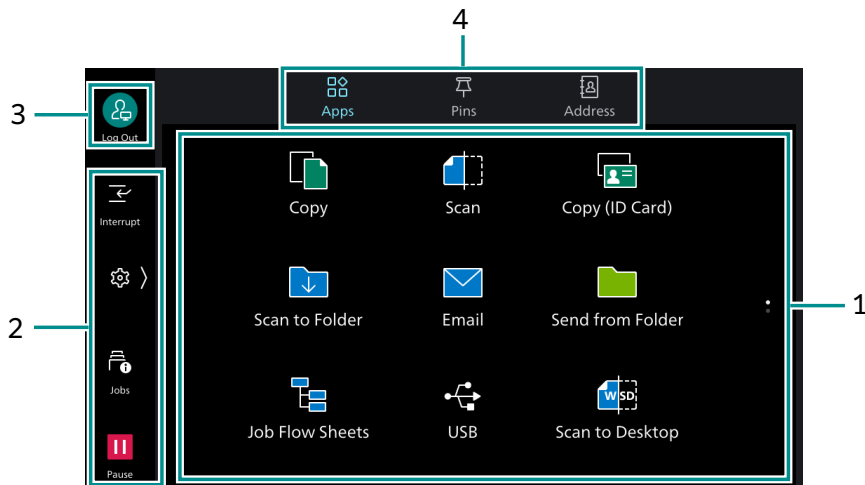
This is the screen to access the various features of the machine.

You can display only the feature used frequently or change the display order.



#### Note

- You can change the default settings of the Home screen. For details, refer to "[Screen/Button Settings]" (P.95).




### 1. App display area



Select [Apps] on the Home tab, and then available apps are displayed.

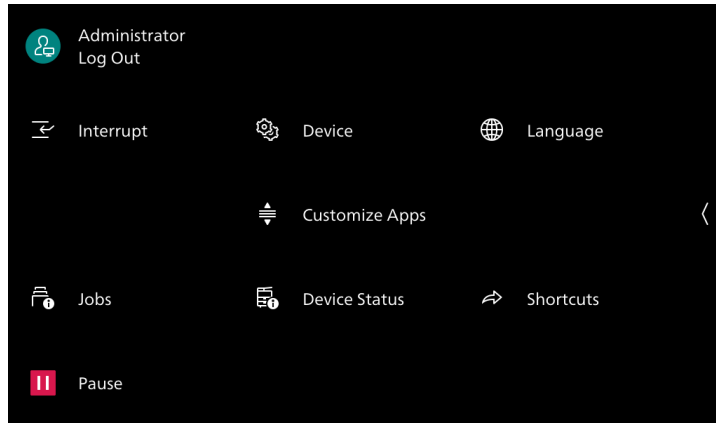
If logging in as a system administrator or an authenticated user, you can change apps to display or display position. For details, refer to "Customizing the Home Screen" (P.31).

App name	Feature Overview	Listed location
[Copy]	Operate the copy feature.	"Copy" (P.47)
[Scan]	Transfer the scanned data to the client computer on the network. You can also perform [URL], [Email] and [My Folder].	"Scan" (P.61)
[Copy (ID Card)]	Both the front and rear of documents whose size cannot be automatically detected, such as an ID card, can be copied side by side onto a single sheet of paper.	"Copy (ID Card)" (P.49)
[Scan to Folder]	Save the scanned data in the folder on the machine.	"Scan to Folder" (P.60)
[Email]	Sends the scanned data as an Email attachment.	"Basic Operations (Email)" (P.56)

App name	Feature Overview	Listed location
[Send from Folder]	Operate the data saved in the folder on the machine.	"Folder" (P.72)
[Job Flow Sheets]	Scan the data using the job flow sheet (series of operations) registered in the machine.	"Job Flow Sheets" (P.78)
[USB]	<p>You can save the scanned data in the USB memory device, or print data saved in the USB memory device.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If either the scan to USB or print from USB feature cannot be used, [Scan to USB] or [Print from USB] is displayed.</li> </ul>	"Scan to USB" (P.62) "Print from USB" (P.45)
[Scan to Desktop]	Saves the scanned data to a specified client computer.	"Scan to Desktop" (P.63)
[Web Applications]	Access the web server via the network from the browser programed in the machine, then save or display the data.	<i>Reference Guide - Appendix</i>
[Remote Assistance]	Enables you to resolve problems while sharing the screen with the operator. When using it for the first time, you must agree to the terms of use in Administrator Mode.	-
[Private Charge Print]	Print private charge print files.	"Private Charge Print" (P.44)
[Secure Print]	Print Secure Print files (files with password set).	"Secure Print" (P.43)
[Sample Set]	Print the remaining number of copies of the file specified for Sample Set (printing one copy for trial).	"Sample Set" (P.42)
[Delayed Print]	Enables you to print the Delayed Print files (files with specified print time) before the specified time.	"Delayed Print" (P.43)
[Charge Print]	Print charge print files.	"Charge Print" (P.44)
[Connect to Print Utility]	Displays the QR code for connection.	-

## 2. Control Tab

Tap on  and then the control menu opens. To close, tap on  on the right side of the screen.




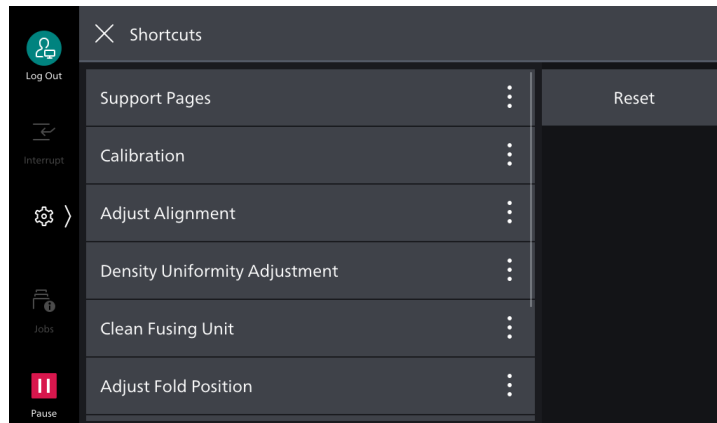
Feature name	Listed location/description
[Interrupt]	"Interrupt" (P.34)
[Jobs]	"Jobs" (P.25)
[Pause]	"Pausing Active Jobs" (P.24)
[Device]	"Device" (P.91)
[Customize Apps]	"Customizing the Apps Screen" (P.33)
[Device Status]	"Device Status" (P.26)
[Language]	Switches the displayed language and keyboard layout.
[Shortcuts]	"[Shortcuts]" (P.20)
[Auto Printing]	When [Disabled] is selected, printing can be temporarily disabled. When [Enabled] is selected, printing is enabled.

### Note


- The feature icon displayed on the left side of the screen can be displayed and tapped even when the control menu is closed.
- The features to display or positions can be changed in [Edit Control Menu] of "[Screen/Button Settings]" (P.95). [Pause] is, however, always displayed on the bottom left, and cannot be customized.
- [Printer Lockout] in "[System Clock / Timers]" (P.93) needs setting to [Allow User to Lock Out] to display [Auto Printing] on the control menu.

## [Shortcuts]

Register the features frequently used in shortcut, and you can access them from  > [Shortcuts].



### Note

- Tap on  displayed on the right of each feature in Administrator Mode, you can change the display order or delete the feature from the list. Tap on [Reset] to restore the list to the state at factory shipment.
- Tap on [Shortcut] displayed on the top right on the screen of the features to register, and add to [Shortcuts].

Features that can be registered	Listed location
[Support Pages]	"[Support Pages]" (P.169)
[Calibration]	"[Image Quality]" (P.173)
[Adjust Alignment]	
[Density Uniformity Adjustment]	
[Clean Fusing Unit]	"[Clean Fusing Unit]" (P.191)
[Adjust Fold Position]	"[Adjust Finisher]" (P.189)
[Custom Paper Settings]	"Setting of Custom Paper" (P.7)
[Adjust Paper Curl]	"[Image Quality]" (P.173)
[Screen Brightness]	"[Screen/Button Settings]" (P.95)

## 3. Login Information Field

The user is authenticated when the user enters the User ID and logs in.

While the user is authenticated, tapping on the login information field logs out the user, and the state becomes [Anonymous].

### Note

- When [Enabled] is set in [Authentication] > [User Details Setup] > [Logout Confirmation Screen], the confirmation screen is displayed before logout.

### Refer

- For details, refer to "Logging in to Authentication Mode" (P.23).

## 4. Home Tab

Switches between the Home screens.



### Note

- The tab to display first can be changed in [Home Screen Default] of "[Screen/Button Settings]" (P.95).

Tab name	Listed location
[Apps]	"1. App display area" (P.17)
[Pins]	"Pins" (P.35)
[Address]	"Address Book" (P.83)

## Basic Operation Method

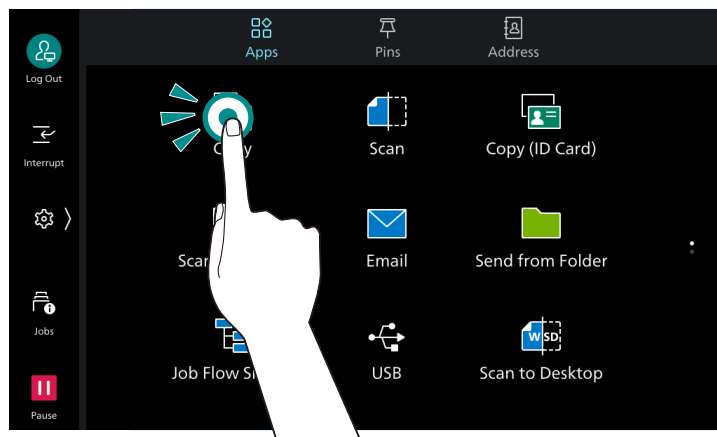


### Note

- Except for the Preview screen, the pinch-in (zoom in operation by pinching the screen with two fingers) and pinch-out (zoom out operation by spreading two fingers on the screen) are not available.

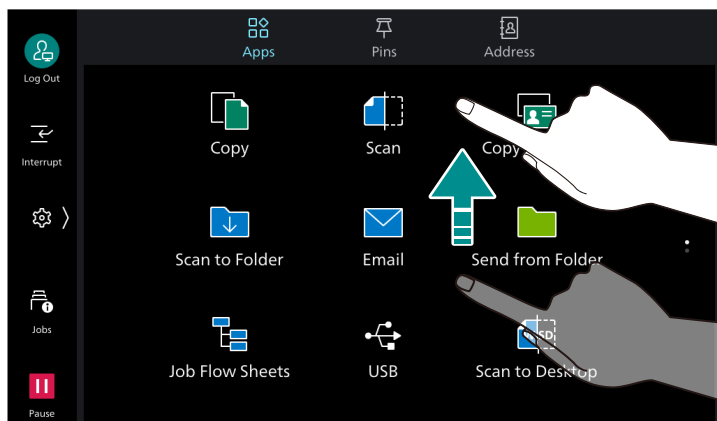
### Tap

Lightly touch the touch panel display and then immediately lift up your finger.



### Swipe

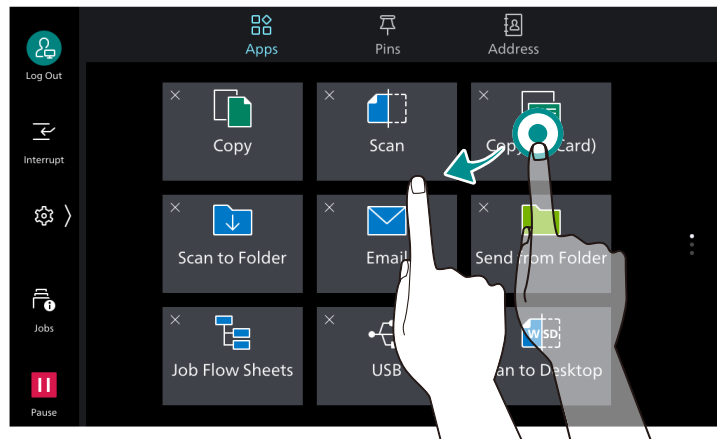
While lightly touching the touch panel display, move your finger up and down to scroll the screen up and down.




A flick action (lightly sweeping the screen to a desired direction with your finger) is also available.

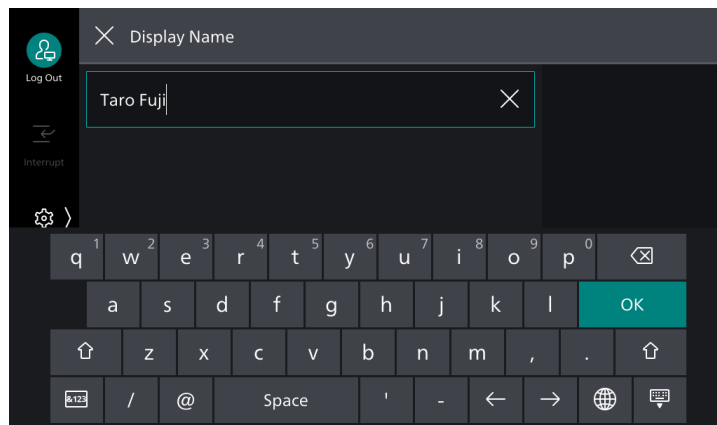
## Long-tap

Touch and keep your finger on an app icon or Menu item. While maintaining the long-tap, dragging your finger to your desired position can change the position of the icon.



## Keyboard

Tap on  to change the input method and input language.



### Note

- Displayed buttons differ depending on the input screen and input language.

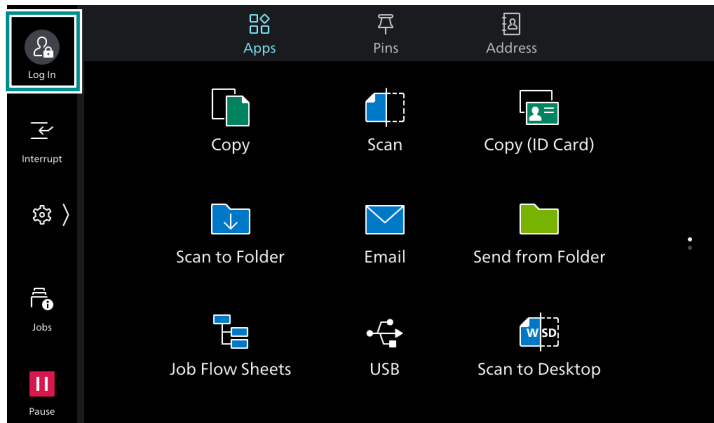
## 3.2 Logging in to Authentication Mode

The icon changes at the login information field after logging in to Authentication Mode. Open the control menu to confirm the login user name.

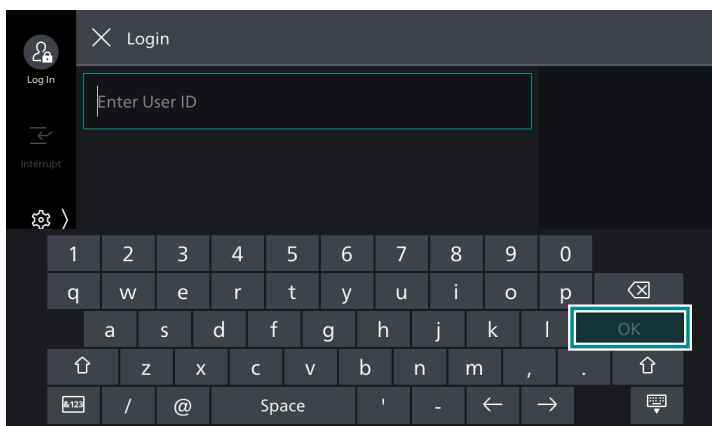
When not using the authentication feature, [Local User] is displayed.

When the user logs in with the administrator rights, [Administrator] is shown in this area.

### 1. Tap on login information field.



### 2. Enter the User ID and then tap on [OK].

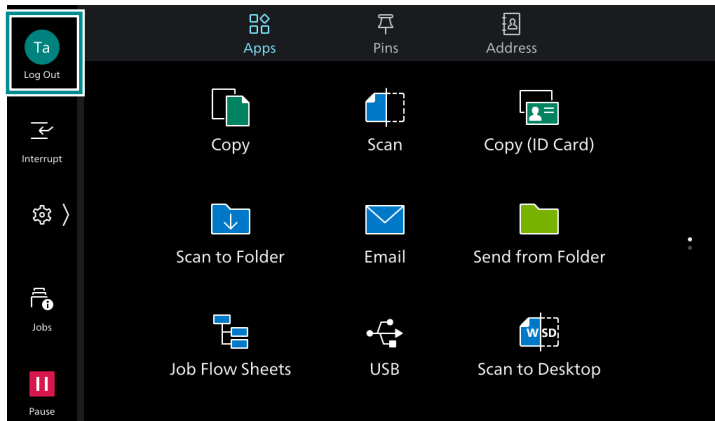


#### Note


- Input the password if a password input field is displayed.
- When linked to Azure Active Directory, enter the user name that comes before @ for the User ID. For example, enter "fujitaro" for fujitaro@sample.com.
- For the remote accounts (other than LDAP), tap on [Domain] and select the domain.
- If [Select from List] is set for how to specify the User ID in Internet Services, you can specify the User ID on the [Select User] screen.

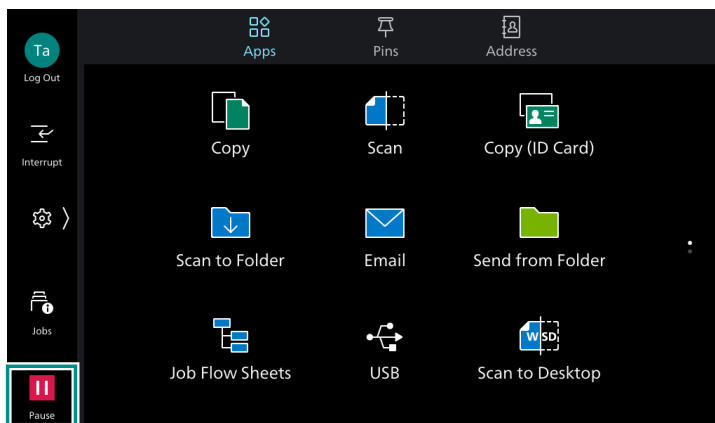
# Canceling the Authentication

1. Tap on the login information field.



## 3.3 Pausing Active Jobs

1. Tap on  ([Pause]) on the bottom left of the screen while the document is scanned and the job is running.



You can select to continue or pause jobs on the displayed screen.



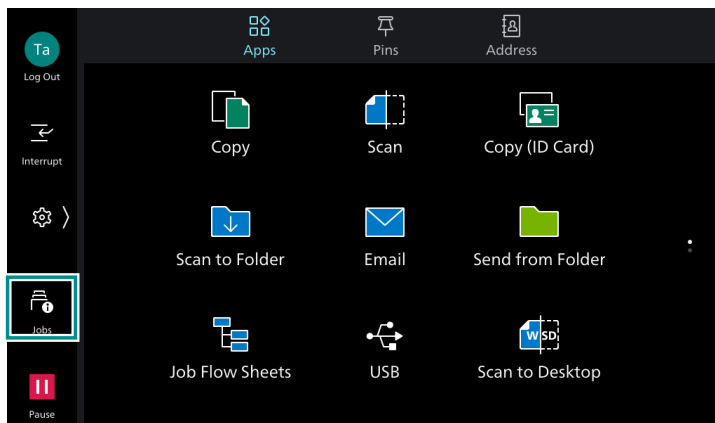
### Note

- When multiple jobs are running, the [Jobs] screen is displayed and you can select the job to operate.

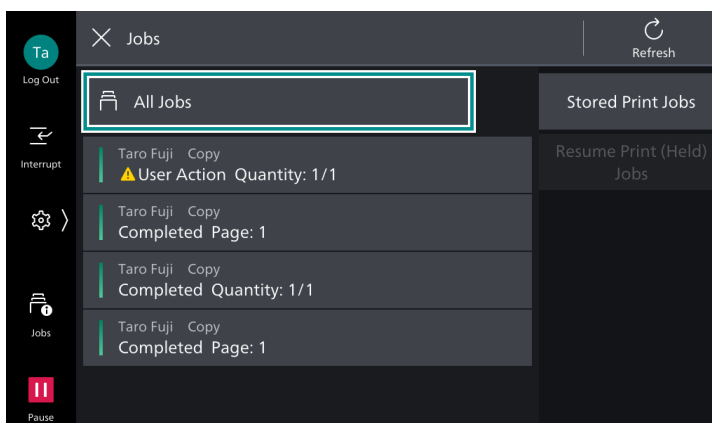
## 3.4 Jobs

You can check active jobs (both running and waiting) and completed jobs. It is also possible to cancel printing and print a job that is waiting to be printed or waiting for operation.

### 1. Tap on ([Jobs]).

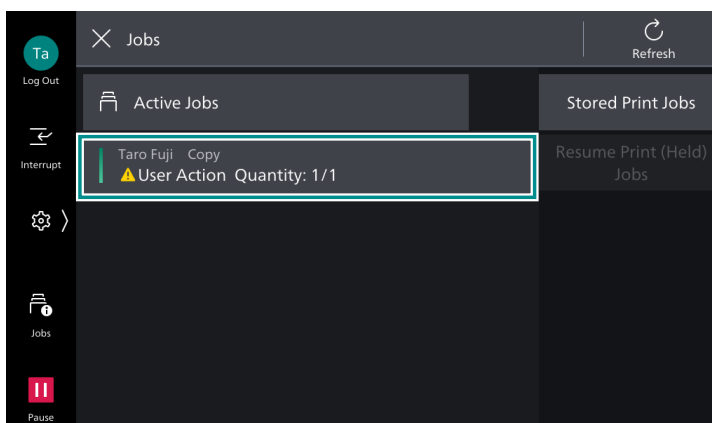


### 2. Tap on [All Jobs], and switch the job type to display.



- Refer to "Printing Stored Data" (P.42) for [Stored Print Jobs].

### 3. Tap on the job to operate.



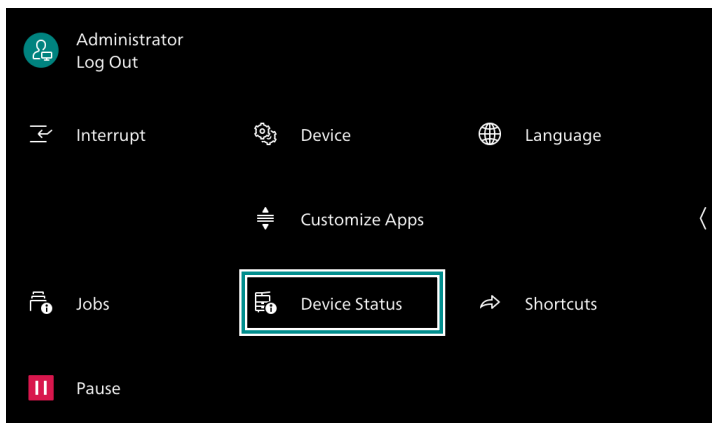
#### 4. Select the next operation on the displayed screen.

- For running or paused jobs, you can instruct the machine to stop or resume the job. Also, tap on [Promote] to prioritize and run the selected job.
- For completed jobs, you can confirm the job results or output the report.
- For the job flow jobs or stored jobs, tap on [Child Jobs] and display the list of child jobs.

## 3.5 Device Status

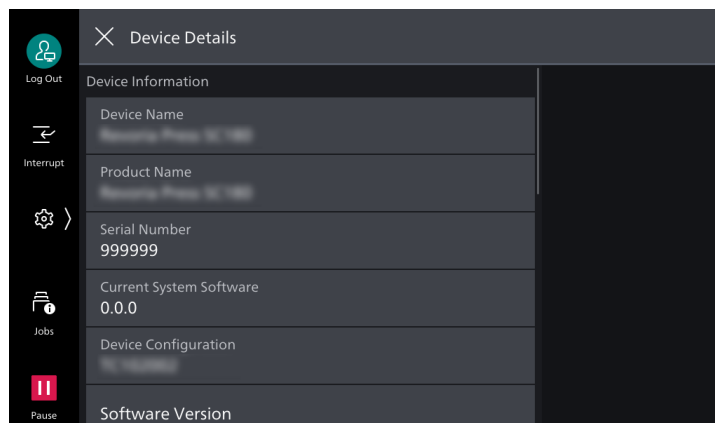
You can confirm the status of the machine or print the report.

### 1. Tap on > [Device Status].



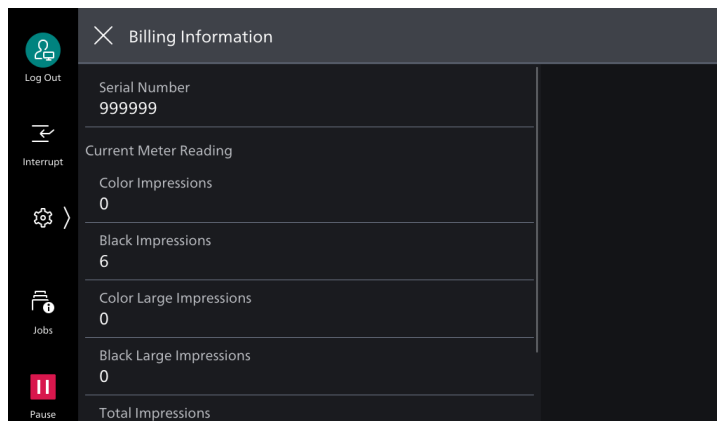
### [Device Details]



Enables confirmation on screen of various types of information pertaining to the machine, such as machine configuration.



# [Billing Information]

Enables confirmation of number of output pages for each meter.



Item	Settings
[Serial Number]	Displays serial number of the machine.
[Color Impressions]	Displays total number of pages for color copies and color prints.   <b>Note</b> <ul style="list-style-type: none"> <li>In the following cases, jobs are recognized as color print. <ul style="list-style-type: none"> <li>When you set [Full Color] in the color mode</li> <li>When it is judged that colors other than black are used for the data if you do not specify the color mode</li> </ul> </li> </ul>
[Black Impressions]	Displays the total number of pages for black & white copies and black & white prints.   <b>Note</b> <ul style="list-style-type: none"> <li>In the following cases, jobs are recognized as black &amp; white print. <ul style="list-style-type: none"> <li>When you set [Black &amp; White] or [Grayscale] in the color mode</li> <li>When it is judged that only black is used for the data if you do not specify the color mode</li> </ul> </li> </ul>
[Color Large Impressions]	Displays total number of pages for color copies and color prints when the paper size is larger than 400 mm in landscape orientation.
[Black Large Impressions]	Displays total number of pages for black & white copies and black & white prints when the paper size is larger than 400 mm in landscape orientation.
[Total Impressions]	Displays total number of pages for copies and prints.
[User Account Billing Information]	Enables confirmation of number of pages by user. If the accounting feature has been set to enabled, it is possible to confirm the meter for the currently authenticated user ID.

## ■ Counting of Blank Pages

When a blank page is printed, the meter counts it.

### Note

- When Skip Blank Pages is set in the printer driver, a blank page without drawing is not printed. However, the blank page may be printed in the following cases.
  - When only a line break is on the page
  - When only a white space character is on the page
  - When only a line break and a white space character are on the page
  - In addition, when a command such as of drawing white background is passed from the application

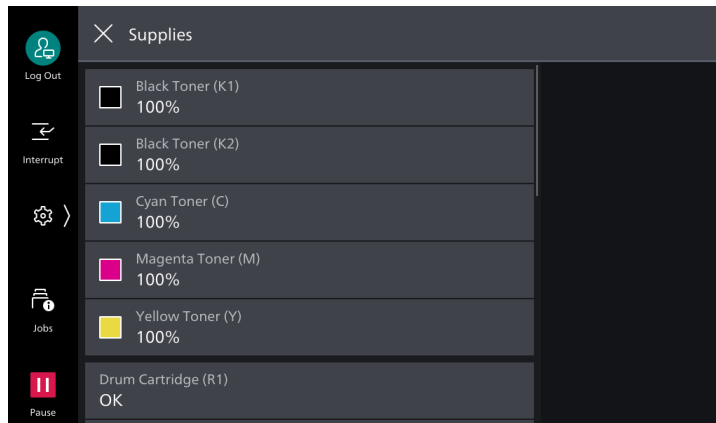
## ■ Counting of Long Paper

Each meter value per page is as follows based on the area of A3 (297.2 x 420.4 mm).

- 1.5 or more to 2 or less times (when width: 330.0 mm, length: 568.0 to 757.2 mm): 2
- More than 2 to 3 or less times (when width: 330.0 mm, length: 757.3 to 1135.8 mm): 3
- More than 3 times (when width: 330.0 mm, length: 1135.9 mm): 4

## [Supplies]

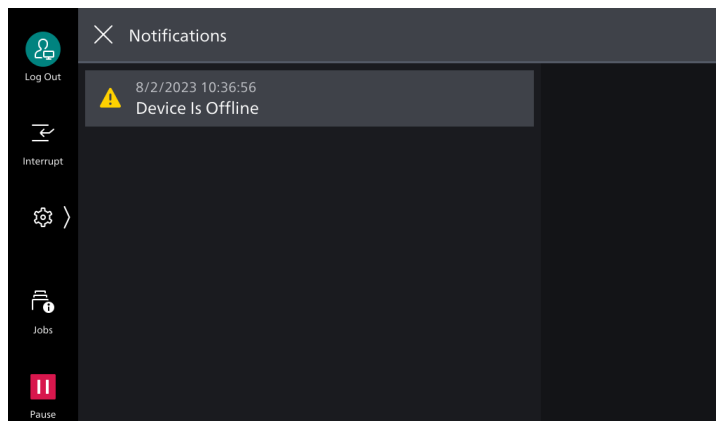
Enables confirmation of the status of supplies.



## [Notifications]

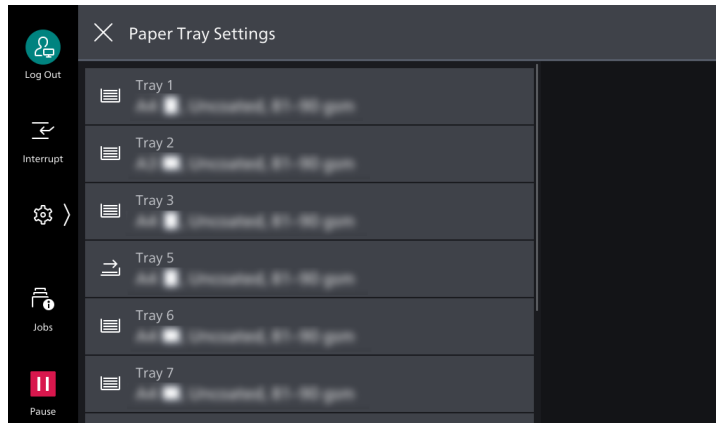
Displays notifications from the machine on the status of problems, replacement periods, and other important messages, in order of importance.

If notifications is selected, details and related pages can be confirmed.



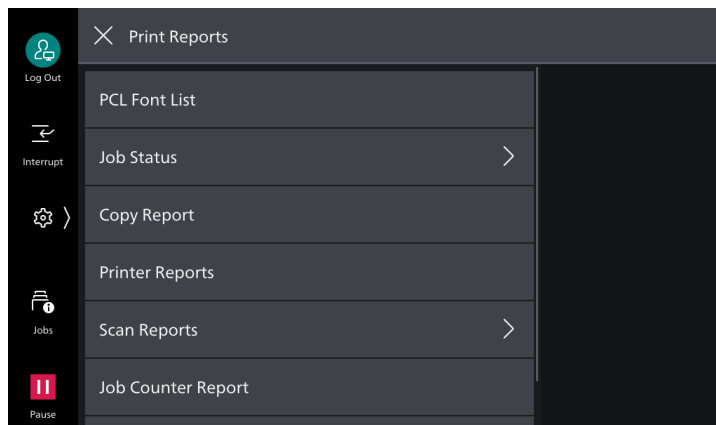
# [Paper Tray Settings]

Enables confirmation of the setting and status of paper trays.



# [Print Reports]




Enable printing of a report or list.



 **Note**

- Some items can be displayed only in Administrator Mode.

Item	Description
[PCL Font List]	Prints fonts usable with PCL.
[Job Status]	
[Job History Report]	Prints results of running jobs, up to the most recent 200 jobs. Printing can also be done by job type. Applying a check mark in [Include Child Jobs] prints each related job on each one line. Disabling prints related jobs (including job flow jobs) together in one line.
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.
[Copy Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.

Item	Description
[Printer Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[PCL Settings List]	Prints settings for PCL print mode.
[PCL Macro List]	Prints list of forms created for PCL print mode.
[PDF Settings List]	Prints settings for PDF print mode.
[TIFF/JPEG Settings List]	Prints each setting for TIFF and JPEG print mode.
[TIFF/JPEG Logical Printers List]	Prints list of logical printers created in TIFF and JPEG print mode.  <b>Note</b> <ul style="list-style-type: none"> <li>Setting of TIFF and JPEG logical printers is done with Internet Services.</li> </ul>
[ESC/P Settings List]	Prints settings for ESC/P emulation mode.
[ESC/P Logical Printers List]	Prints settings for logical printers in ESC/P emulation mode.
[ESC/P User Defined List]	Prints set content of forms, logos, and patterns usable with ESC/P.  <b>Note</b> <ul style="list-style-type: none"> <li>For detailed specifics on each mode, contact your local representative.</li> </ul>
[HP-GL/2 Settings List]	Prints settings for HP-GL, HP-GL/2, and HP-RTL emulation mode.
[HP-GL/2 Logical Printers List]	Prints settings for logical printers in HP-GL, HP-GL/2, and HP-RTL emulation mode.
[HP-GL/2 Palette List]	Prints sample list of 256 colors settable as pen attributes for HP-GL and HP-GL/2 emulation.
[KS5843 Settings List]	Prints settings for KS5843 emulation mode.
[KSSM Settings List]	Prints settings for KSSM emulation mode.
[KS5895 Settings List]	Prints settings for KS5895 emulation mode.
[Font List]	Prints list of usable fonts.
[PCL Font List]	Prints fonts usable with PCL.
[DocuWorks Printer Settings List]	Prints settings for DocuWorks direct print.
[Scan Reports]	
[Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[Scan/Fax Configuration Report]	Prints setting status relating to scanner features.
[Domain Filter List]	Prints setting status of domains with filtering.
[Address Book]	Prints the registered information of the Address Book.  <b>Note</b> <ul style="list-style-type: none"> <li>Enabling [Print Details] prints information also such as Address Type or Starting Rate.</li> </ul>
[Job Counter Report]	Prints breakdown of actual use by feature (print quantity, number of uses, etc.) and cumulative time not in use (standby time, Low Power Mode time, Sleep Mode time, power off time, etc.) in minute units.

Item	Description
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.

## Other Settings

Item	Listed location/description
[Print Mode]	"Switching Between Online and Offline" (P.34) "Emulation" in <i>Reference Guide - Appendix</i>
[Overwrite Storage]	Displays the status of overwrite erases for storage. The number of overwrite erases are set in "[Overwrite Storage]" (P.168) by the Administrator.

## 3.6 Customization

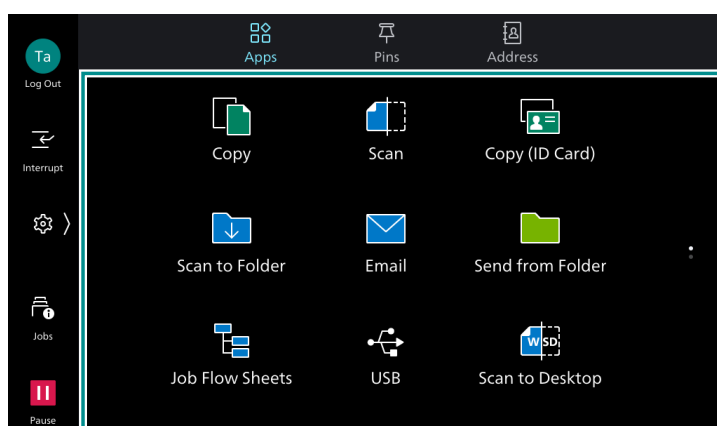
You can customize the display of app icons and the default value of the features list in each app. When not using the authentication feature, the settings customized in Administrator Mode are applied for all users.

When using the authentication feature, the machine can be customized for each user, and the customized settings is for individuals. For the authenticated users who have not customized the machine or anonymous users, the settings customized in Administrator Mode are applied.

### Customizing the Home Screen

Allows you to display or hide app icons or change their positions.

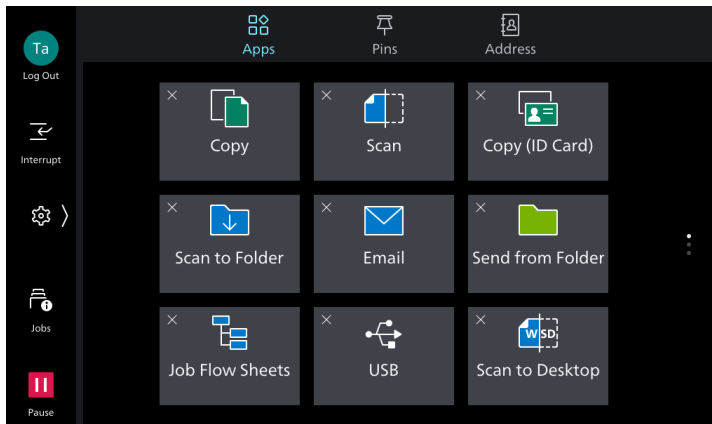
#### 1. Touch and keep your finger on the app display area.



## 2. Perform the following operation.

### Hiding icons

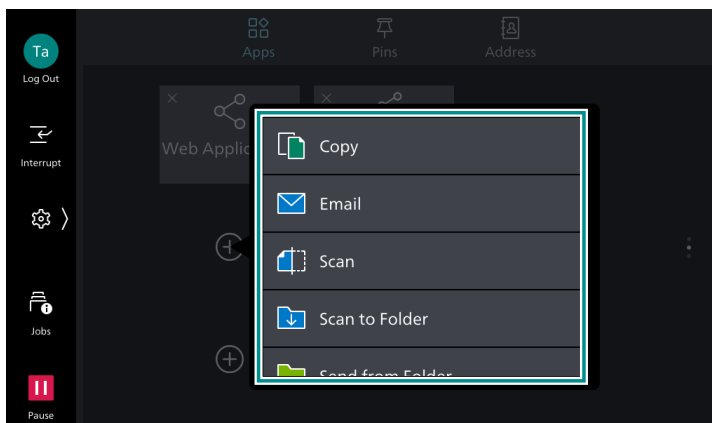
1) Tap on  to hide the icon.



### Displaying icons

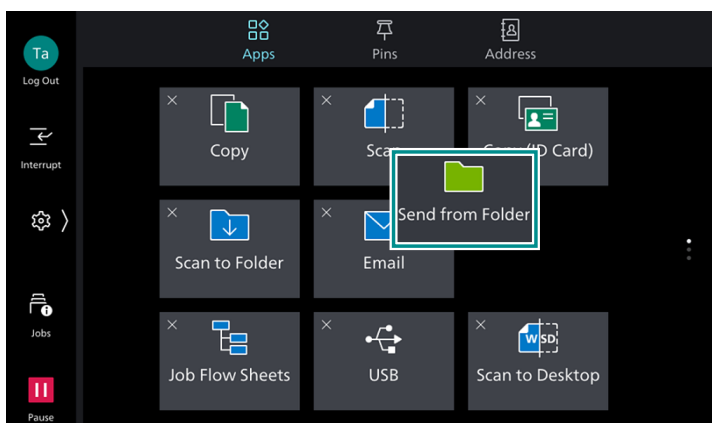
1) On the page where you want the icon to display, tap on .

2) Tap on the apps to add.



### Changing the icon's position


1) Move the icon to the target position while long-tapping.

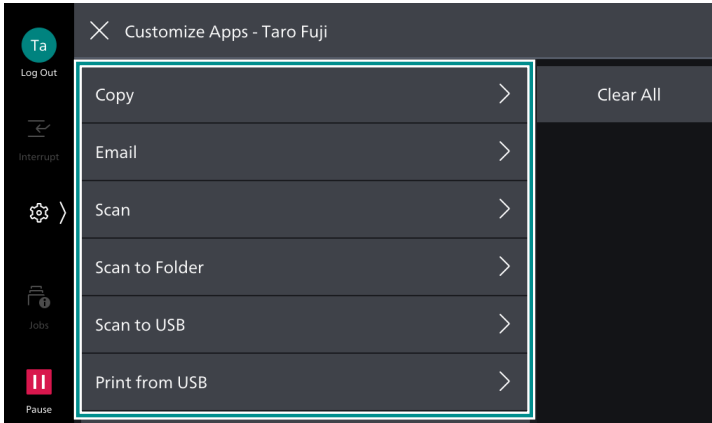


3. When you complete the customization, tap on the outside area of the apps icons.

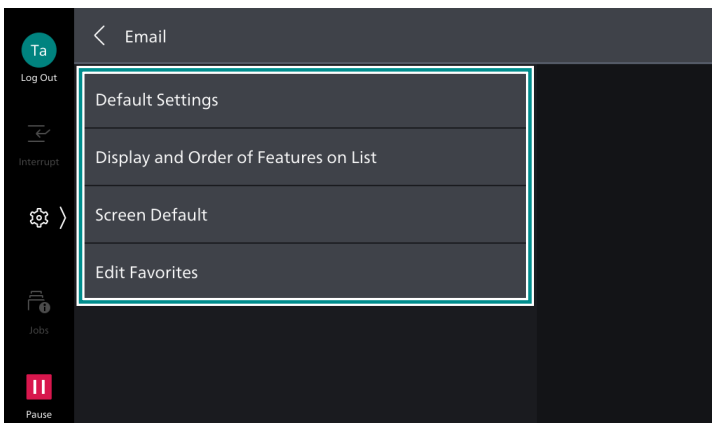
# Customizing the Apps Screen

Allows you to customize the screen display of the apps such as copy or scan.

1. Tap on  > [Customize Apps].
2. Tap on the app to customize.



3. Select the item to customize.



### Note


- Displayed Items differ depending on the login status or apps.

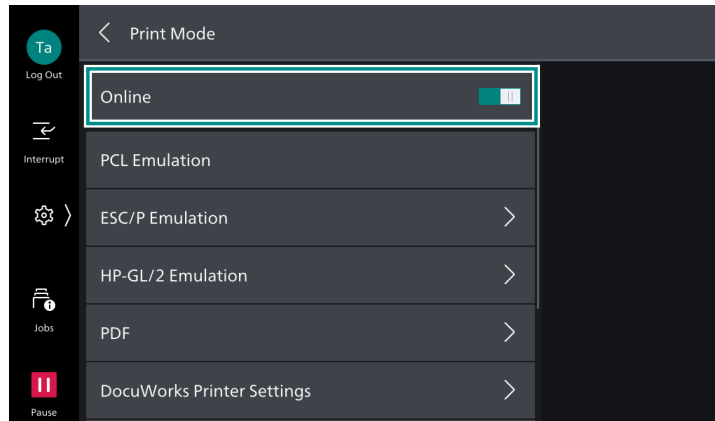
Item	Function
[Default Settings]	Sets the default value when launching the app.
[Display and Order of Features on List]	Tap on each feature and change Hide <input type="checkbox"/> /Display <input checked="" type="checkbox"/> . You can change the display order by long-tap.
[Screen Default]	Sets the screen that displays when launching the app.
[Edit Favorites]	Sets contacts that display in favorites.
[Clear All]	Deletes all customized settings.

## 3.7 Switching Between Online and Offline

The machine cannot receive data from computers while it is offline.

The machine goes offline while its settings are changed or it is under maintenance.

You can switch between online and offline in  > [Device Status] > [Print Mode].



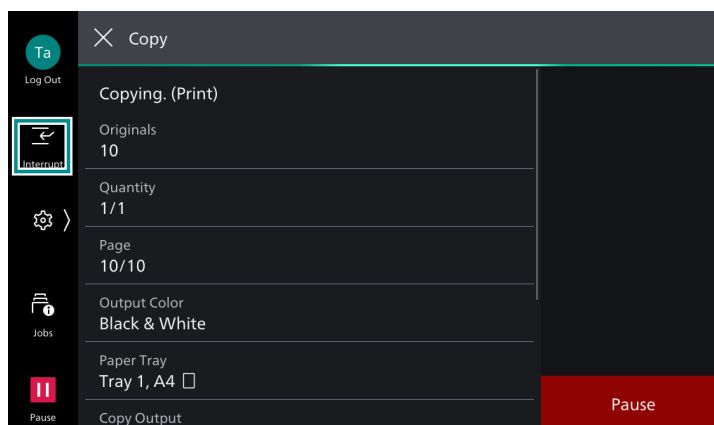
## 3.8 Interrupt

This feature allows you to prioritize another job during consecutive copying or printing by suspending a currently-running job. Below is an example of copying using the interrupt feature during consecutive copying.

### Note

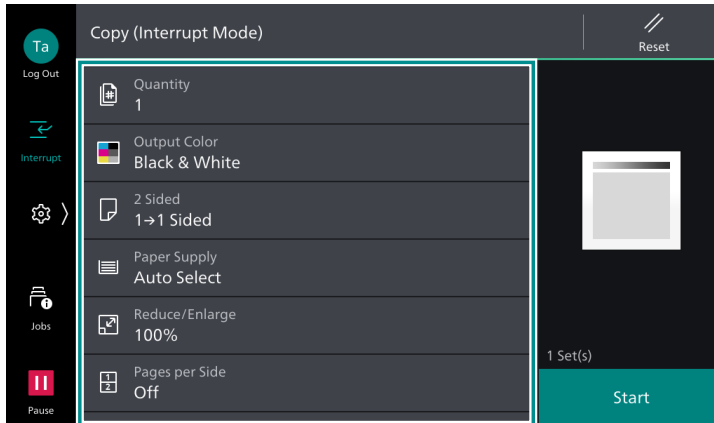
- [Interrupt] may not be accepted while copying 10 copies or less using the document glass surface.
- If documents are being scanned or there are queued jobs, [Interrupt] cannot be used.

### 1. Tap on ([Interrupt]) during continuous copying.



### 2. Load the document to be copied during the interruption.

### 3. Set each feature as needed.



### 4. Tap on [Start].

### 5. After an interrupt copy job is complete, tap on ([Interrupt]). The job before the interrupt is restarted.

## 3.9 Pins

---

The job history of copy and scan are saved in [Pins] (  ).

This feature enables you to launch an app to restart a job selected from the job history.

Setting [Create Pin] also enables you to restart a job directly, without launching any app.

#### Note

- When using the authentication feature, the job history is saved for each user and you can use [Pins].
- The job history for which the administrator has set [Create Pin] is displayed to all users.

#### Refer

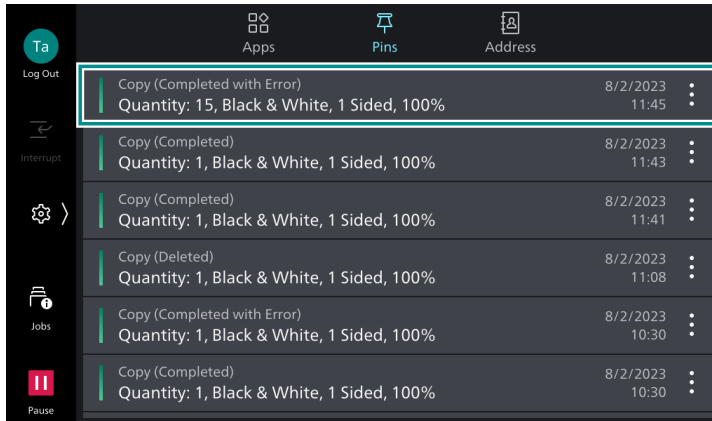
- Refer to "[Pins Settings]" (P.96) for controlling the use of [Pins].

## Launching an App

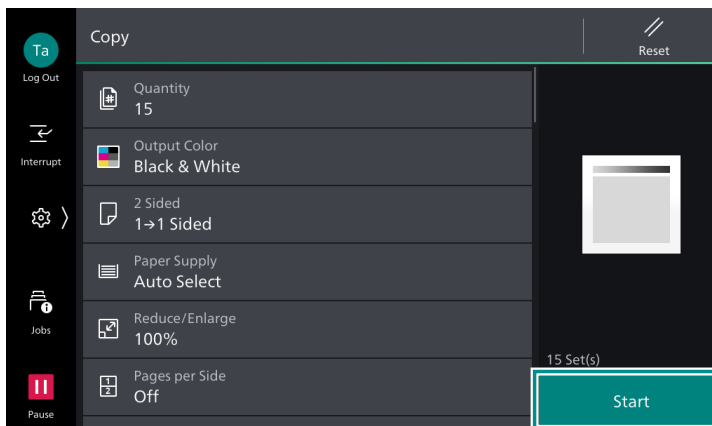
### 1. Load the document.

### 2. Tap on [Pins].

### 3. Tap on the job history to be used.



### 4. Tap on [Start].



## Setting Pins

If [Create Pin] is set for the job history, the following operation can be performed.

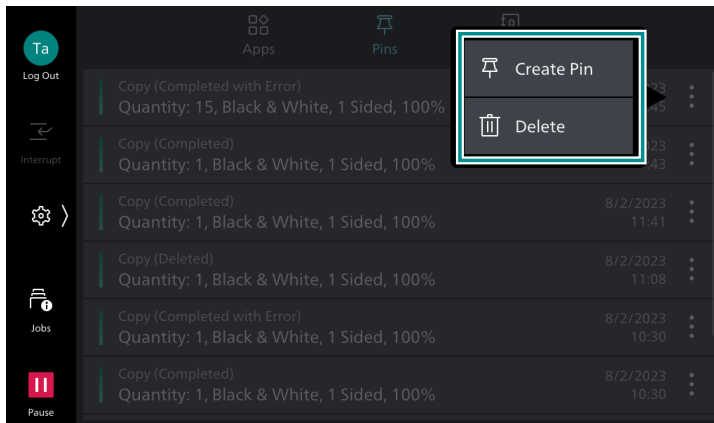
- [Start Now]: Run the job using the setting saved in the job history.

#### Note

- This cannot be displayed depending on the model.
- [Edit Name]: Edit the name for the saved pin.
- [Move to Top]: Move to the top of the list.
- [Delete]: Delete from the list.


### 1. Tap on [Pins].

2. Tap on  > [Create Pin] in the job history.





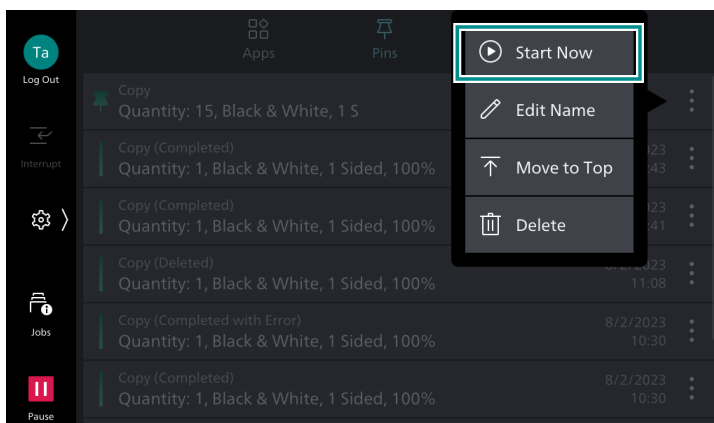
If you tap on [Delete], the job history is deleted.

3. Enter the name to save, and then tap on [OK].

 is displayed in the job history.

## Direct Restart

1. Load the document.
2. Tap on [Pins].
3. Tap on  in the job history with .
4. Tap on [Start Now].



## 3.10 Power Saver

---

This feature enables you to reduce power consumption.

When the machine is not used for a fixed period of time, it will enter Low Power Mode and then after a set period of time has elapsed, it will switch to Sleep Mode.

### Note

- While operating in Warmer Mode, the machine will not switch to Sleep Mode.
- Only the necessary units of the machine (such as touch panel display, storage, output unit, and document feeder) can also be waken according to the feature to use.

### Refer

- Refer to "[Power Saver Settings]" (P.94).

## Power Saver Mode

The <Power/Power Saver> button flashes when the machine is in Power Saver Mode.

- When pressing the <Power/Power Saver> button and then tapping on [Enter Power Saver]
- When the machine has not been operated, when a job has not been run, and when print data has not been received before the time to switch to Power Saver Mode

## Exiting from Power Saver Mode

- When the <Power/Power Saver> button was pressed
- When a job such as print is received
- When clicking [Save] in Internet Services
- When a document was loaded in the document feeder
- When the document cover was opened

## Warmer Mode

When waking from Sleep Mode, the temperature inside the machine rises and condensation may form depending on the environment in which the machine is used. Setting Warmer Mode can prevent or reduce condensation from forming.

It is recommended that this mode is set during the change in seasons.

### Note

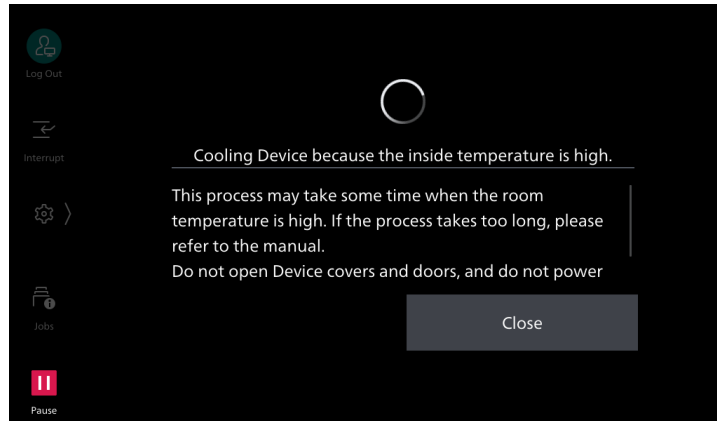
- While operating in Warmer Mode, the machine will not switch to Sleep Mode.

### Refer

- For details, refer to [Warmer Mode] in "[System Clock / Timers]" (P.93).

# Cooling Mode

If the inside of the machine becomes hot, it will automatically switch to Cooling Mode. When cooling is finished, the screen indicating Cooling Mode will close automatically.



## Important

- Do not open the cover or turn off the power while in Cooling Mode, as the fan inside the machine operates to dissipate heat.



## Note

- Tapping on [Close] will close the screen, but Cooling Mode will not be canceled, so you will not be able to operate the machine.
- While operating in Cooling Mode, the machine will not switch to Sleep Mode.

## 3.11 USB Memory Device

---

You can print data saved on the USB memory device or save scanned data.

### Compatible Files for Printing

- PDF file (extension: pdf)
- TIFF file (extension: tif, MH/MMR compression, 8-bit grayscale (uncompressed, PackBits compression, JPEG compression), 8-bit RGB index color (uncompressed, PackBits compression), 24-bit RGB color (uncompressed, PackBits compression, JPEG compression))
- XPS file (extension: xps, oxps)
- DocuWorks file (extension: xdw)
- DocuWorks binder (extension: xbd)
- Exif 2.0 to Exif 2.2 file (extension: jpg, tif)
- JPEG (JFIF) file (extension: jpg, grayscale (8-bit), color (24-bit, sRGB color space))


## Cautions for Use

- Media devices that have more than 900 folders may not be recognized correctly.
- If the full path of the file (all hierarchical folder names and character strings contained in the file names) exceeds 257 characters, it will not be displayed.
- The number of files that can be processed by Media Print is 900 files.
- Use the USB memory device formatted. Supported formats are FAT12, FAT16 and FAT32 only. NTFS, exFAT formats are not supported.
- CMYK TIFF files and JPEG (JFIF) files are not supported.
- It may take from a few minutes to over 20 minutes to print depending on the number of files on the USB memory device and the capacity of the device.
- The data in the USB memory device may be damaged. Be sure to back up the data in advance.
- Please note that we are not responsible for any direct or indirect damages caused by your data loss.
- If the machine is in Power Saver Mode, cancel it before inserting the USB memory device.
- It is not possible to install and use multiple USB memory devices simultaneously.
- The following USB memory devices cannot be used.
  - The USB memory device that requires utility separately
  - The USB memory device with several partitions
  - The USB memory device connected via an external hub
- "System Volume Information" is a folder that is not displayed on your computer. Do not select as a folder to save files in.

## Removal

### Note

- Remove the USB memory device before turning off power to the machine.

1. Tap on  (removal).
2. Tap on [Confirm].
3. Remove the USB memory device.

## 3.12 Error Code

---

When an error occurs and printing does not finish normally, or when a failure occurs in this machine, the message and error code (\*\*-\*\*) are displayed on the control panel.

### Note

- If an error code is displayed, the print data remaining in the machine or the information stored in the memory of the machine are not guaranteed.
- Refer to the error code search in our official website for how to treat the error codes.

If an error code which is not listed on our official website, or if an error does not disappear even after following the treating method, contact your local representative. Depending on the situation, we may ask the customer for confirmation, or maintenance by a customer engineer may be required.

# 4 Print

## Printing Specified from a Client Computer

- Printing using a printer driver
- Direct Print
- Printing a document attached to an Email (Print Email)

## Printing Data Stored in this Machine

- Sample Set
- Delayed Print
- Secure Print
- Charge Print
- Private Charge Print

## Printing Data Saved on a USB memory Device (Media Print)

- Print from USB

## Other Printing Services

- Printing from a Mobile Device
- Emulation

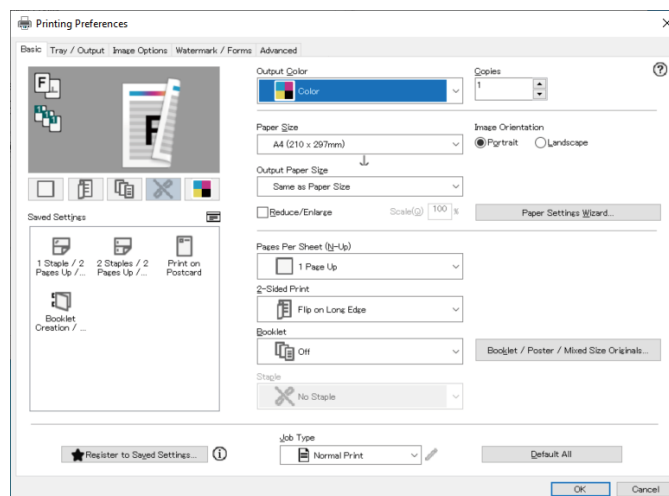


Refer

- Refer to *Reference Guide - Appendix* for Direct Print and emulation.

## 4.1 Printing by a Client Computer

### Printing Using a Printer Driver



Refer

- Refer to the printer driver help for the printing method.

## Print Email

When the Email address of this machine is specified as the recipient and an Email is sent, printing is performed in accordance with the settings of the machine.

## Receiving Email from a Client Computer

Both text format and HTML format can be used in the email message. However the text part in HTML format is printed only when the email has both data of HTML and text format. Note that if no text part is sent in a HTML format email, the message will not be printed.

Attachment files with extensions other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".oxps", ".xdw", and ".xbd" may not be printed correctly.

If the file extension of an attachment file is ".txt", it is printed only when "text/plain" is specified for Content-Type and charset is specified.

## 4.2 Printing Stored Data


Temporarily store the print data sent from the printer driver and print them by operations on the touch panel display.

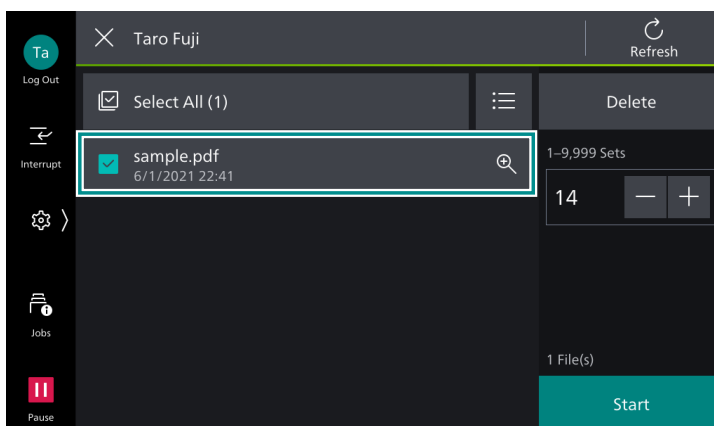
### Note

- To save received jobs to the Charge Print or Private Charge Print, the setting in "[Authentication]" (P.163) > [Charge/Private Print Settings] > [Receive Control] is required. In this case, even if you instruct the Sample Set, Delayed Print, or Secure Print by the printer driver, it may be ignored.
- When each app is displayed on the Home screen by the customization feature, you can operate directly from such apps.

## Sample Set

Prints the remaining number of copies of the file specified for Sample Set (printing one copy for trial).

1. Tap on  > [Jobs] > [Stored Print Jobs] > [Sample Set].
2. Tap on the target user.
3. Tap on the file to be printed, to apply a check mark.



4. Change the print quantity as needed.


### Note

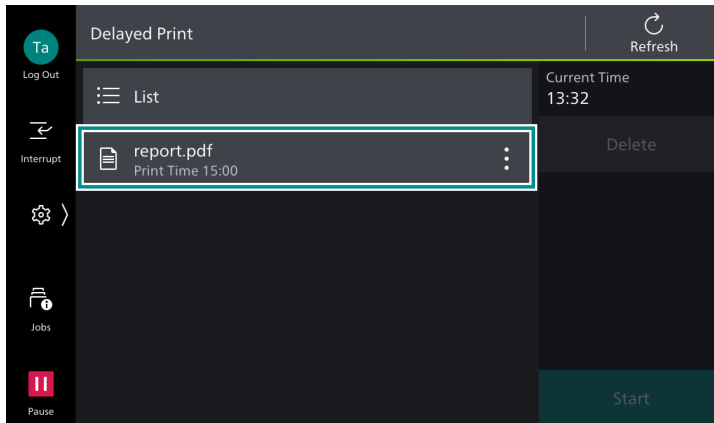
- The print quantity displayed is the print quantity set in the printer driver less one copy.

5. Tap on [Start].

# Delayed Print

Delayed Print files (files with specified print time) can be printed before the specified time.


1. Tap on  > [Jobs] > [Stored Print Jobs] > [Delayed Print].
2. Tap on the file to be printed.

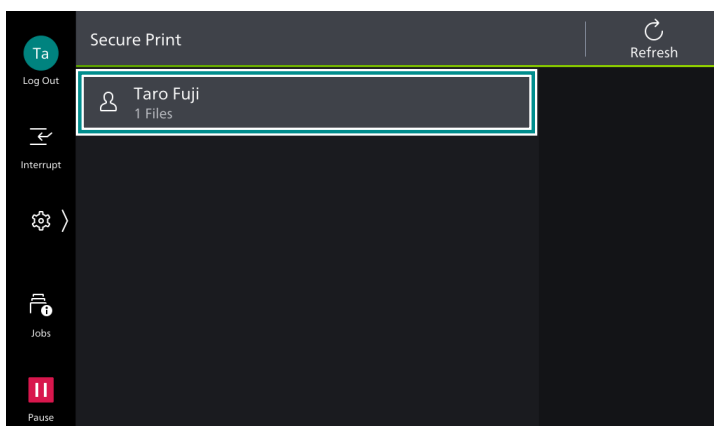


3. Tap on [Start].

# Secure Print

Print Secure Print files (files with password set).

1. Tap on  > [Jobs] > [Stored Print Jobs] > [Secure Print].
2. Tap on the target user.

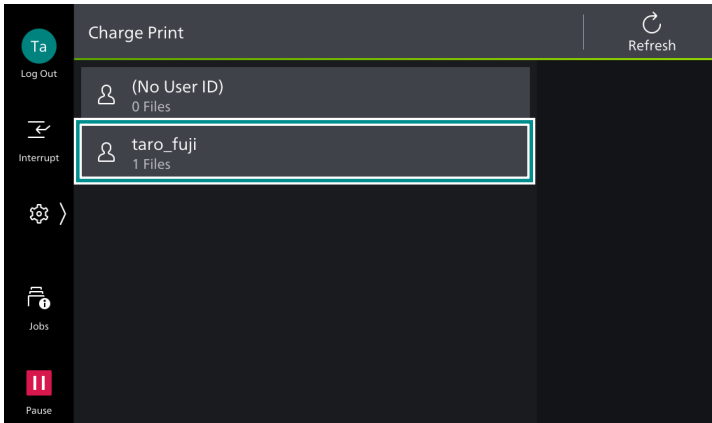


3. Enter the password specified in the printer driver, and tap on [OK].
4. Tap on the file to be printed, to apply a check mark.
5. Change the print quantity as needed.
6. Tap on [Start].

# Charge Print

Print Charge Print files. Charge Print files are saved for each user ID for storage set in the printer driver. When you do not set the user ID for storage, the file is saved in [(No User ID)].

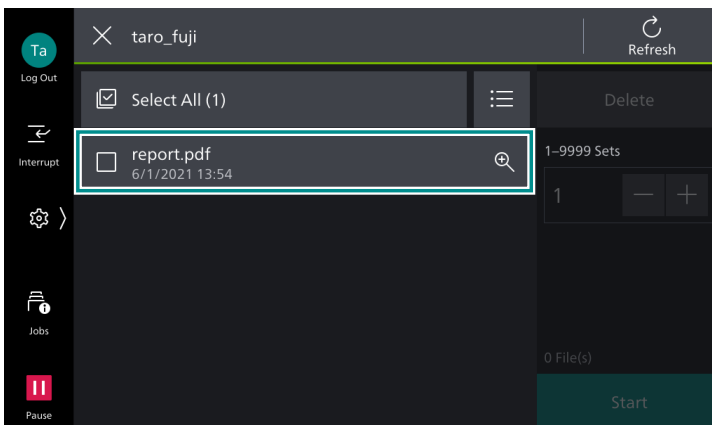
1. Log in to Authentication Mode.
2. Tap on [Settings] > [Jobs] > [Stored Print Jobs] > [Charge Print].
3. Tap on the target user.



## Note

- When the Secure Print Passcode is set in the printer driver, the screen to enter the Passcode displays. Enter the Passcode, and tap on [OK].

4. Tap on the file to be printed, to apply a check mark.




5. Change the print quantity as needed.
6. Tap on [Start].

# Private Charge Print

Print private charge print files. Private charge print files are saved for each user ID.

## Note

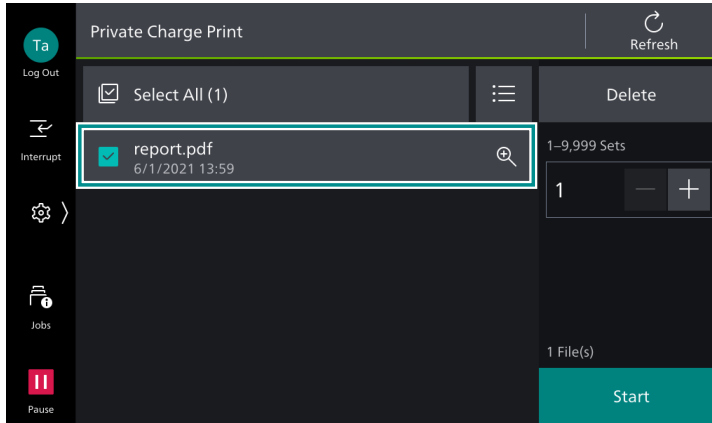
- A separate application is required to use the service that allows you to associate a sub-user with the user ID of an authenticated user. For details, contact your local representative.
- This feature is available also for files saved with Server-less On-Demand Print (optional).

1. Log in to Authentication Mode.
2. Tap on  > [Jobs] > [Stored Print Jobs] > [Private Charge Print].

 **Note**

- Up to 100 files can be printed at a time.

3. Tap on the file to be printed, to apply a check mark.



4. Change the print quantity as needed.

5. Tap on [Start].

 **Note**

- When printing with the finisher function specified while in a status where it cannot be used, this specification is deleted and the printing is performed.
- This cannot be used when any device except an IC Card reader is connected.

## 4.3 Print from USB

---

You can print data saved in the USB memory device.

1. Insert the USB memory device.


2. Tap on [Confirm].

3. Tap on [Print from USB].

 **Note**

- You can use this feature from [USB] > [Print from USB] or [Print from USB] on the Home screen.

4. Tap on the file to be printed from the target folder.

5. Tap on  and set each feature as needed.

6. Tap on [Start].

# Features List

Item	Description
[Quantity]	Enter the number of copies.
[Output Color]	Set either full color or monochrome.
[Paper Supply]	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
[2 Sided]	Print on both sides.
[Staple]	Set the position for stapling.
[Hole Punch]	Set the position of the hole punch.
[Pages per Side]	Multiple page documents can be copied onto one page. Specify the layout and the orientation of the loaded document is set when printing.
[Bitmap Smoothing]	Specify whether to improve the image quality by performing corrections associated with rotation, enlargement, or reduction of images.

## 4.4 Other Printing Services

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### Printing from a Mobile Device

Printing can be performed on this machine from a mobile device with Print Utility (Android OS/iOS). When the NFC function is used, the setting of Internet Services is required.



#### Note

- Print Utility can be downloaded from Google Play, or App Store.



#### Refer

- For Print Utility, refer to our official website.

### Connect Using the QR Code

If you tap on [Connect to Print Utility] on the Home screen, the QR code for connection is displayed.

# 5 Copy

## 5.1 Basic Operations

---

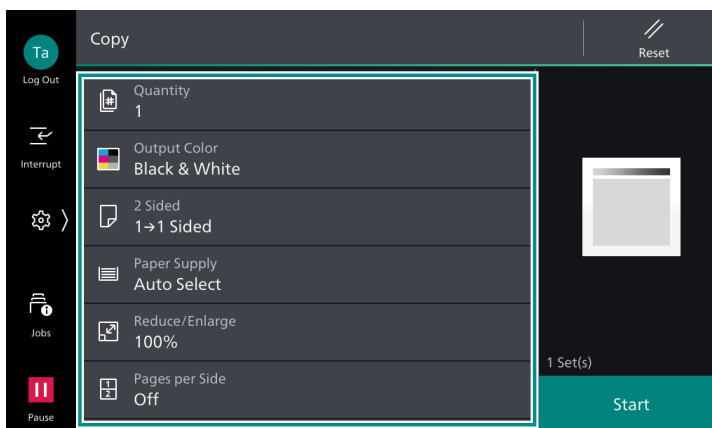
### 1. Load the document.

#### Refer


- For how to load documents, refer to "Basic Operations" in *Reference Guide - Main Unit*.

### 2. Tap on [Copy].

### 3. Configure the print quantity and the setting items.



#### Note

- Tap on  ([Reset]) when turning the setting value to default.

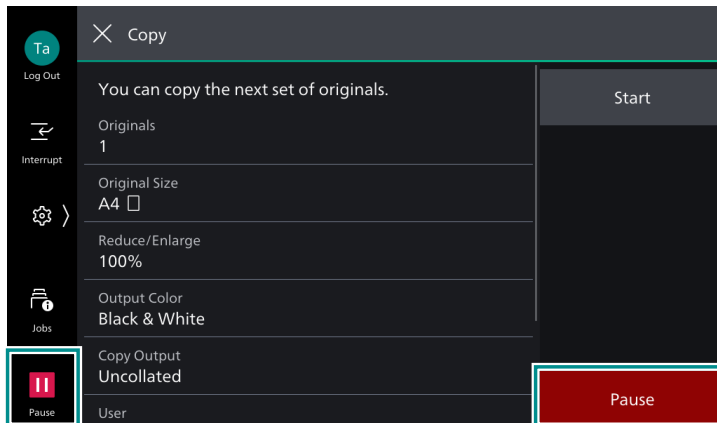
#### Refer

- Refer to "Features List" (P.50) for the description of each item.

### 4. Tap on [Start].

# Deleting

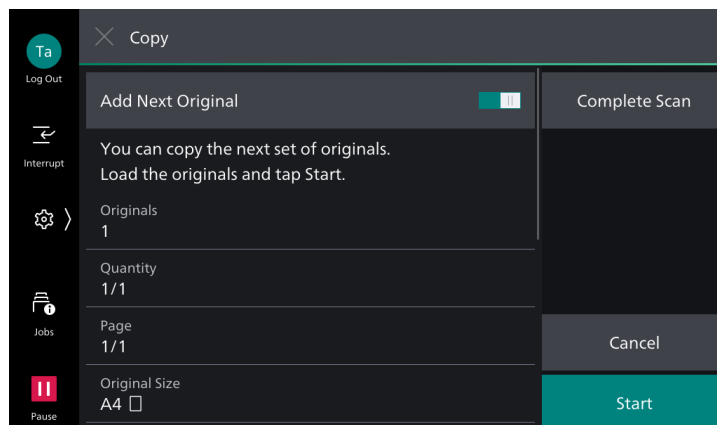
1. Tap on  or [Pause].



2. Tap on [Cancel].

# Continuous Copying

The following confirmation screen appears if you set [Next Original] to [On] in the features list.

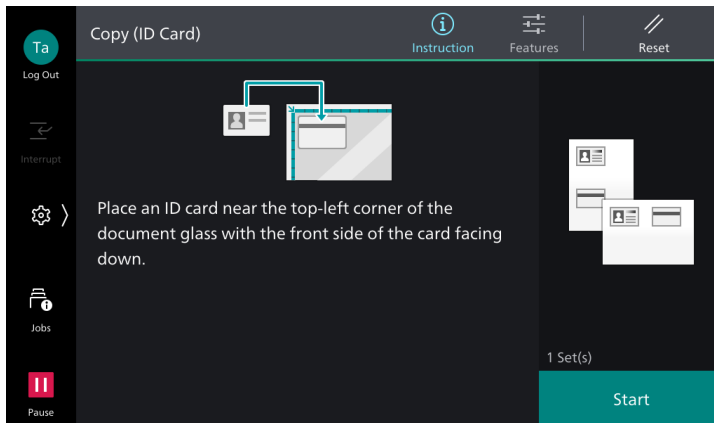


1. When reading the previous document is completed, load the next document.
2. Tap on [Start].
3. When all the documents have been scanned, tap on [Complete Scan].

## 5.2 Copy (ID Card)


This feature allows you to copy both sides of the original whose size cannot be automatically detected, such as an ID Card, onto a single sheet of paper.

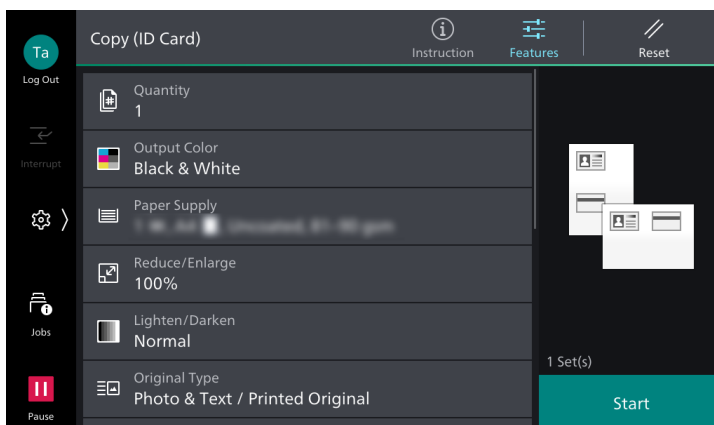
1. Tap on [Copy (ID Card)].
2. Open the document cover and load the ID card with the side to be copied facing down.



### Note

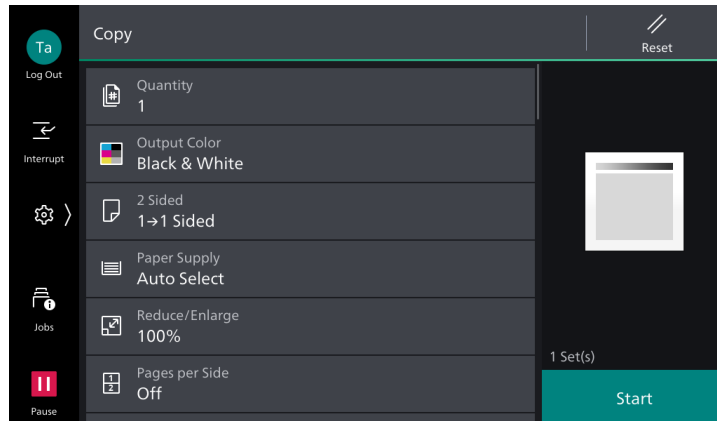
- Load the ID card in a position at least 5 mm from the top edge and left edge of the document glass.




3. Close the document cover.
4. Tap on  on the upper side of the screen, and set each item.














5. Tap on [Start].
6. Open the document cover and load the ID card with the side to be copied facing down same as the step 2.
7. Close the document cover.
8. Tap on [Start].

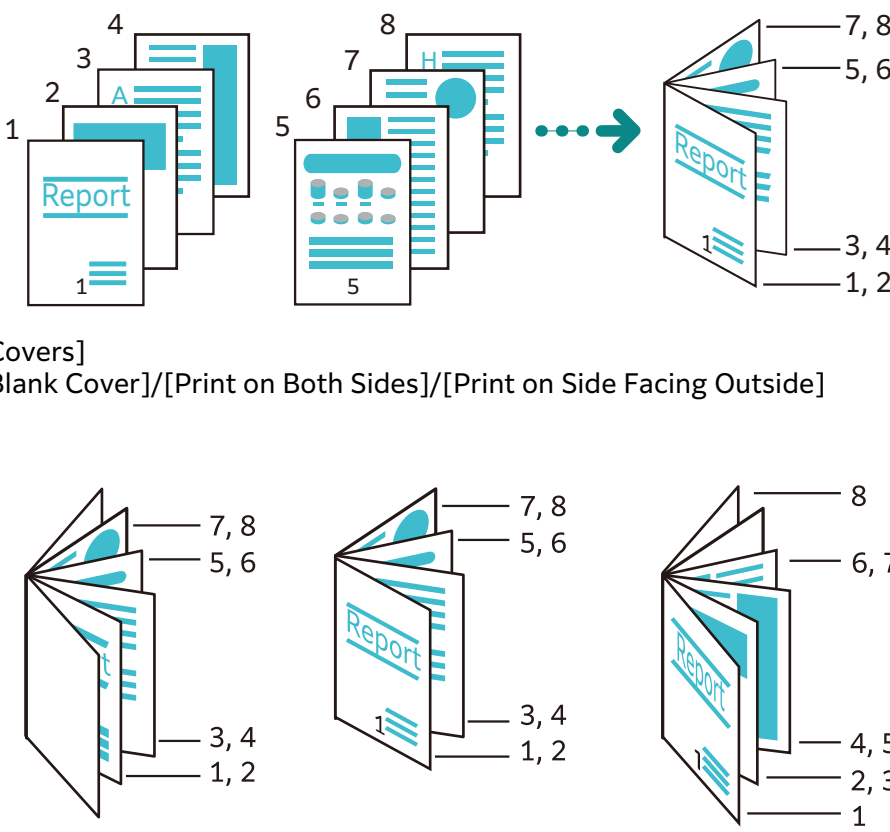
## 5.3 Features List








Item	Description
[Quantity]	Enter the number of copies.
[Output Color]	Set [Output Color] when copying.   <b>Note</b> <ul style="list-style-type: none"> <li>• When [Auto Detect] is selected, the yellow, magenta, and cyan drums and toner may be consumed, even if the document is monochrome.</li> <li>• You can specify [Custom Colors] in [Dual Color] and [Single Color]. Refer to "[Custom Colors]" (P.107) for details.</li> </ul>
[2 Sided]	Set whether to scan both sides of the document and whether to print on both sides of the paper.
[Paper Supply]	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
[Reduce/Enlarge]	Set the percentage reduction/enlargement when copying. When [Auto %] is selected, the appropriate percentage is set from the document size and the paper size. When entering the value, you can copy with specified reduce/enlarge value. When [Slight Reduction] is enabled, copy slightly smaller than the selected percentage, so that an image is not clipped.
[Pages per Side]	Multiple page documents can be copied onto 1 page. Specify the layout and the orientation of the loaded documents set when copying.
[Lighten/Darken]	Adjust the copy to lighten/darken it.
[Staple]	Set the position for stapling.
[Hole Punch]	Set the position of the hole punch.
[Folding]	Fold the copied paper and output. If [Print Position] is displayed, set whether the print position is on the inside or on the outside. If the Square Back Fold Trimmer is installed, you can set [Trimming] and [Folding] when [Single Fold] is selected.   <b>Note</b> <ul style="list-style-type: none"> <li>• The orientation of the paper is  restricted.</li> </ul>
[Copy Output]	Set the direction for outputting the paper.
[Output Destination / Offset Stacking]	Select the destination paper tray. Also, sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen.

Item	Description
[Face Up/Down Output]	Set the face up/down output.
[Original Type]	Set the document type.
[Mixed Size Originals]	<p>You can scan documents of various sizes at one time and make copies on each size or a single size of paper.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>The recommended combinations are A4  and A3 , and JIS B5  and JIS B4 .</li> </ul>
[Original Orientation]	Set the orientation in which you load the document in the document glass or the document feeder.
[Original Size]	<p>Specify the size when scanning documents of irregular sizes or copying different sizes.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>When the document is loaded in the document feeder, the origin of the reading size of the portrait direction ([Y]) is in the center. For example, when the size to be read is specified as 100 mm, the size to be read is 50 mm upward from the mid half of the document and 50 mm downward from the mid half.</li> </ul>
[Sharpness]	Adjust the sharpness.
[Saturation]	Adjust the saturation.
[Image Enhancement]	<p>Remove the background color or adjust the contrast on newspapers or documents with a background color.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>When the [Original Type] setting is [Photo], background suppression is not possible.</li> </ul>
[Color Effects]	<p>Select a color effect from choices, and [Image Enhancement], [Lighten/Darken], [Sharpness], [Saturation], [Color Shift] and [Color Balance] are automatically adjusted.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>After selecting a color effect at [Color Effects], if the other image quality functions are changed, the [Color Effects] setting is eliminated.</li> </ul>
[Color Balance]	<p>Adjust the strength to [Highlights]/[Midtones]/[Shadows] for each of the four colors: [Yellow], [Magenta], [Cyan], and [Black].</p> <p>With [Lighten/Darken], the concentration of the four colors is adjusted together, but with [Color Balance], the concentration of each toner color is finely set, so the color balance can be finely adjusted to reddish, bluish, etc.</p>
[Color Shift]	Adjust the color shift of color documents.
[Book Copying]	Copy the pages of double-page spread such as books separately in page order.
[2 Sided Book Copying]	Copy double-pages of books, booklets, etc. on both sides of paper, allocating pages so that the copied document can be viewed in the same way as the document. Also, the starting page and the ending page can be specified for the left and right of double-page spreads, and the range for elimination of the center binding shadow can be specified.

Item	Description
[Edge Erase]	<p>When a document is copied with the document cover opened or when a booklet is copied, a dark shadow can be formed around the periphery or in the center binding part. In these cases erase the shadows when copying.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document.</li> <li>• When [Reduce/Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged.</li> <li>• When copying a 2 sided document using the document glass, the setting [Mirror Side 1] is disabled. In this case, use the document feeder or for the document that is not suitable for the document feeder, select [Joint Job] and change the edge erase setting, on side 1 and side 2.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• The whole side cannot be copied even if the edge erase width is set to 0 mm. Refer to "Print Area" in <i>Reference Guide - Main Unit</i> for information on the area that can actually be copied.</li> </ul>
[Image Shift]	<p>Move the position of the image of the document vertically and horizontally, move the center of the document onto the center of the paper, and copy. Also, copying can be performed with top and bottom and left and right margins (binding margins) applied. For 2 sided printing, you can set the moving positions both for [Side 1] and [Side 2].</p>
[Mirror Image]	<p>Copy a document image with the left-right direction reversed.</p>
[Negative Image]	<p>Copy an original image in reverse.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• When the [Output Color] is [Black &amp; White] or [Single Color], the density (brightness) is reversed.</li> <li>• When the [Output Color] is [Full Color], the colors are reversed to their complementary color.</li> <li>• When both [Negative Image] and [Edge Erase] are set, the edge erase area becomes white.</li> </ul>
[Image Rotation]	<p>When the orientations of the loaded document and the paper that has been loaded in the paper tray are different, rotate the document image, and copy with the vertical and horizontal orientation of the document and the paper aligned. Also, when there is a mixture of LEF and SEF documents, it is possible to select which is the reference for rotation.</p>

Item	Description
[Booklet Creation]	<p>Copy the document copied on multiple pages with the page sequence allocated so that it forms a booklet (saddle stitched booklet). Also, when producing a booklet, the center binding margin and covers can be set.</p> <ul style="list-style-type: none"> <li>[Create Left/Top Bound Booklet]</li> </ul>  <ul style="list-style-type: none"> <li>[Covers] <ul style="list-style-type: none"> <li>[Blank Cover]/[Print on Both Sides]/[Print on Side Facing Outside]</li> </ul> </li> </ul> <p>If the Square Back Fold Trimmer is installed, you can set [Trimming], [Square Back] and [Fold Firmly] when [Fold], [Crease] or [Fold &amp; Staple] is selected.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Four pages of documents are copied onto one sheet of paper, so if the number of the document pages is not four times the number of pages, the remaining pages will be blank.</li> </ul>
[Covers]	Copy with covers. Different paper (colored paper, heavyweight paper, etc.) can be used as the first page of a document and copied as the front cover and back cover.
[Front Cover]	<ul style="list-style-type: none"> <li>[Off] <ul style="list-style-type: none"> <li>A cover is not provided.</li> </ul> </li> <li>[Blank Cover] <ul style="list-style-type: none"> <li>White paper or paper copied for the cover can be added. Specify the number of sheet or type of paper to attach.</li> </ul> </li> <li>[Print on Side 1] <ul style="list-style-type: none"> <li>Copy the 1st page of the document onto side 1 of the cover.</li> </ul> </li> <li>[Print on Side 2] <ul style="list-style-type: none"> <li>Copy the 1st page of the document onto side 2 of the cover.</li> </ul> </li> <li>[Print on Both Sides] <ul style="list-style-type: none"> <li>Copy the 1st page and the 2nd page of the document onto the two sides of the cover.</li> </ul> </li> </ul>

Item	Description
[Back Cover]	<ul style="list-style-type: none"> <li>• [Off] A cover is not provided.</li> <li>• [Blank Cover] White paper or paper copied for the cover can be added. Specify the number of sheet or type of paper to attach.</li> <li>• [Print on Side 1] Copy the 1st page of the document onto side 1 of the cover.</li> <li>• [Print on Side 2] Copy the 1st page of the document onto side 2 of the cover.</li> <li>• [Print on Both Sides] Copy the 1st page and the 2nd page of the document onto the two sides of the cover.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Select the paper tray to be used for the cover if adding a cover.</li> <li>• When both [Front Cover] and [Back Cover] are set, scan the document for the back cover first. It is copied as the front cover document from the document next to the back cover document.</li> </ul>
[Poster]	<p>Divide the scanned image into multiple sheets and copy enlarged. By pasting the divided copies, a large size poster can be produced. There is a margin for glue, so that the copied sheets can be cut and pasted. The margin for glue is fixed at 10 mm.</p>
[Repeat Image]	<p>Copy a scanned image repeatedly a specified number of times onto a single sheet of paper. When the magnification or reduction is automatically specified, the repeated image is copied so that it fits onto the selected paper. Also, the arrangement direction of the scanned image can be specified.</p>
[Preset Repeat Image]	<p>Copy the same image of a single document repeatedly onto a single sheet of paper that is uniformly divided in accordance with the specified number.</p>
[Annotations]	<p>Combines and copies text at any position on the paper. Sets whether to add a predetermined string, such as [CONFIDENTIAL] or [Copy Prohibited], date, or page number. The details such as the print position or size can be selected from formats prepared in advance.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If a layout template is set with [Apply Layout Template to Copy/Print Jobs] in [Force Annotation] set here is superimposed on that template.</li> </ul>
[Watermark]	<p>Copies a set string of characters repeatedly and thinly composited over the entire background of the paper. When you print [Control Number], for example, if the starting number is set to "1", then "1" will be printed on every page of the first copy, and "2" will be printed on every page of the second copy. This can be used as a serial number that associates each distributed copy with a person, in order to prevent duplication of confidential documents, etc., distributed at a meeting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If a layout template is set with [Apply Layout Template to Copy/Print Jobs] in [Force Annotation], the watermark data is printed superimposed on that template.</li> <li>• If [Force Watermark - Copy] is set to [On], it cannot be changed.</li> </ul>

Item	Description
[Secure Watermark]	<p>Control the security by embedding information in the document to deter duplication, restricting duplication of a document, embedding digital codes, and analyzing documents (“when”, “from which device”, and “by whom” the document was output).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If a layout template is set with [Apply Layout Template to Copy/Print Jobs] of [Force Annotation], the information to deter duplication is embedded superimposed on that template.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• To analyze the digital codes, the application ApeosWare Secure Watermark Analyzer (sold separately) from our company is required. Refer to the manual for the application for the method of operating ApeosWare Secure Watermark Analyzer.</li> </ul>
[Joint Job]	<p>Change and save the settings for each page or bundle of pages of a document, and finally copy the document together with the different settings as a single job. Also the separator can be insert before the document.</p>
[Sample Job]	<p>When making multiple sets of copies, you can print a sample set to check the output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. Also, the number of copy sets can be changed. The sample copy is included in the total number of copy sets.</p>
[Delete Outside / Delete Inside]	<p>Copy only the required area. Set the area by specifying two points on the image, and extract or delete it. Up to three areas can be specified. Also, the target side of the document can be specified.</p>
[Next Original]	<p>Set this item to copy the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to copy multiple documents as a single job using the document glass.</p>

# 6 Scan

## 6.1 Basic Operations (Email)

### Note

- As the scanning methods there are also [Scan to Folder], [Scan], [Scan to USB] and [Scan to Desktop].
- To send an e-mail, the e-mail settings need to be configured in the machine beforehand.

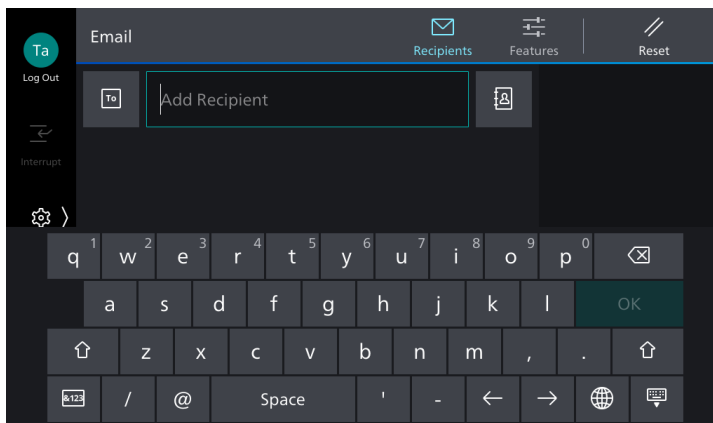
### 1. Load the document.

### Refer

- For how to load documents, refer to "Basic Operations" in *Reference Guide - Main Unit*.

### 2. Tap on [Email].

### 3. Specify the recipient by directly entering using the keyboard, or by tapping on the Address Book (👤).



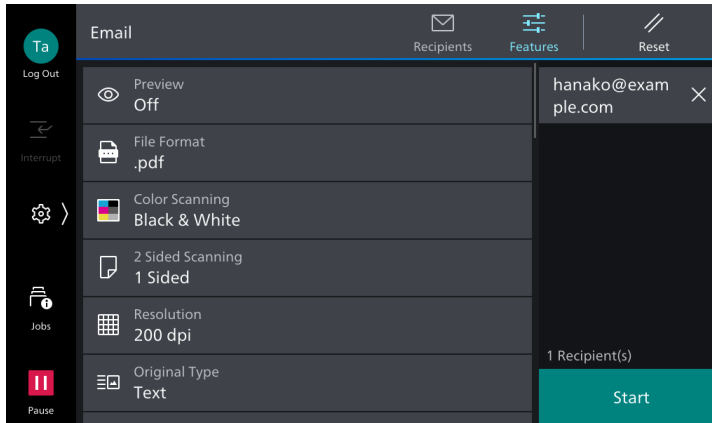
### Note

- To change the recipient type (To/Cc/Bcc), tap on [Ta].
- The displayed screen differs depending on the setting of [Screen Default] in "Customizing the Apps Screen" (P.33).


### Refer

- Refer to "One-touch Button" (P.60) for specifying the recipient using one-touch button.

#### 4. Tap on on the upper side of the screen, and set each item.



#### Note

- Tap on  ([Reset]) when turning the setting value to default.

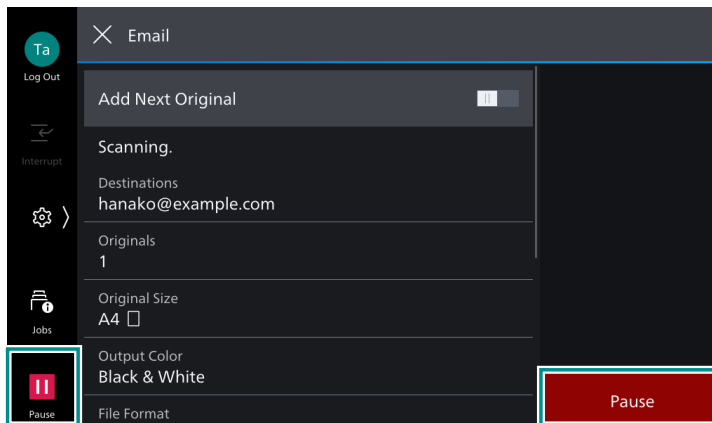
#### Refer

- Refer to "Features List" (P.65) for the description of each item.

#### 5. Tap on [Start].

## Deleting

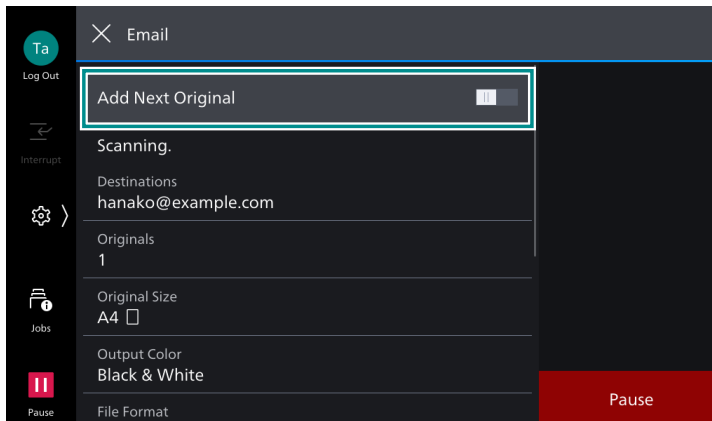
#### 1. Tap on or [Pause].



#### 2. Tap on [Cancel].

# Continuous Scanning

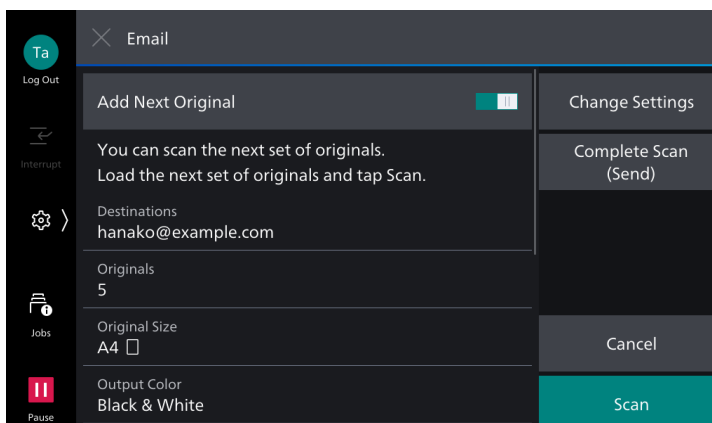
## 1. Tap on [Add Next Original].



### Note

- Even when [Next Original] is set to [On] in the features list, the divided documents can be scanned.

## 2. Select the following operation.



### Scan Next Document

1) Load the next document.

2) Tap on [Scan].

### Changing the Settings of the Next Document

1) Load the next document.

2) Tap on [Change Settings].

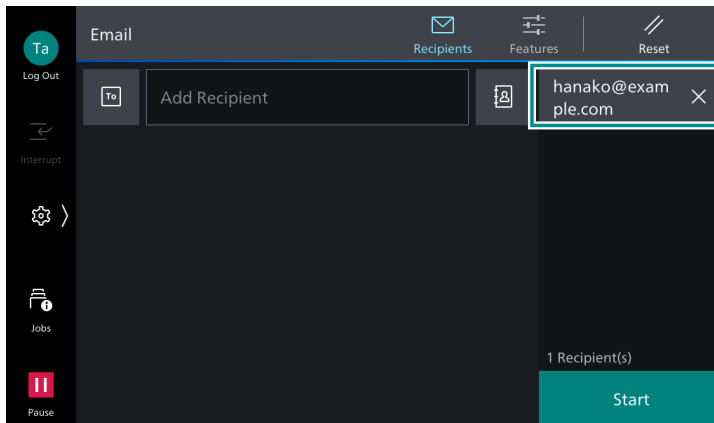
3) Change the features list settings.

4) Tap on [Start].

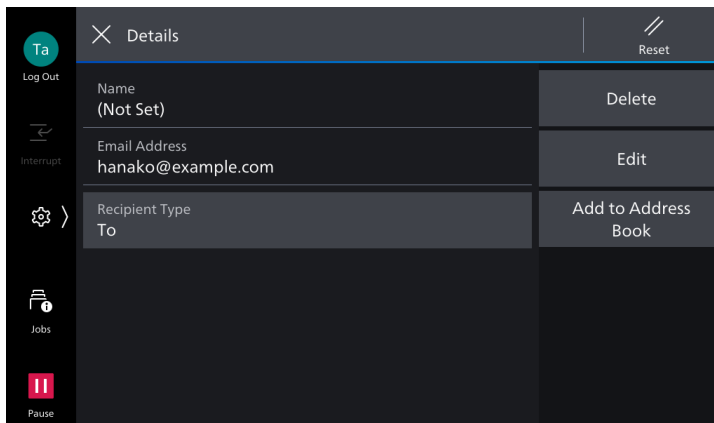
## 3. When all the documents have been scanned, tap on [Complete Scan (Send)].

# Editing Recipient

## 1. Tap on the recipient.



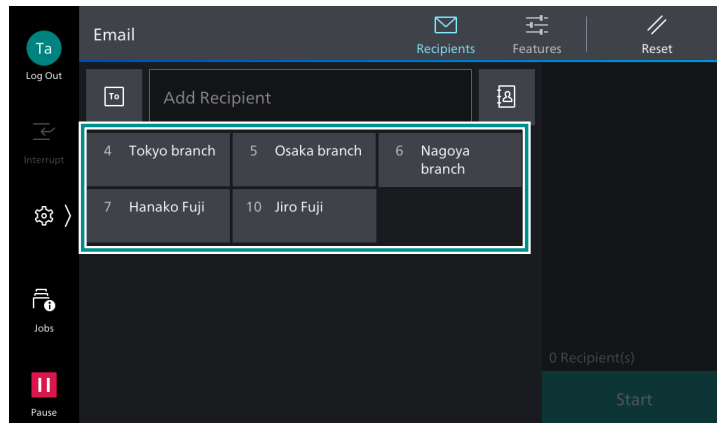
## 2. Select the following operation.



Item	Description
[Recipient Type]	[To], [Cc], or [Bcc] can be specified for Email. For Scan, only [To] can be set.
[Delete]	Delete a recipient.
[Edit]	Correct a recipient.
[Add to Address Book]	Create a new contact. Or, add an address to an existing contact.
[Browse]	Refer to the network and display the recipient.

# One-touch Button

If registering recipients to one-touch button in advance, you can specify the recipient only by tapping a button.

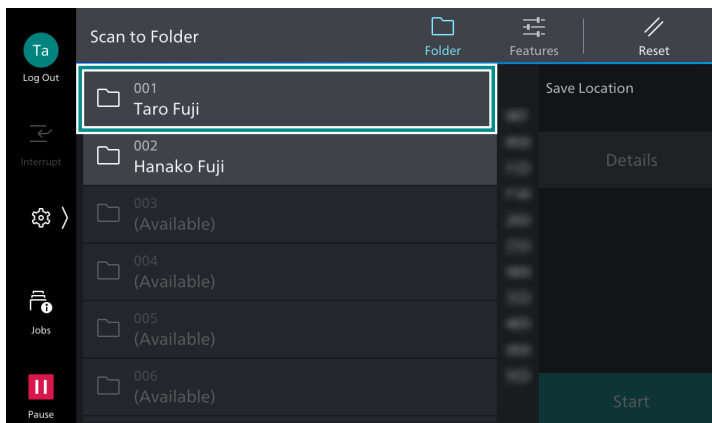



## Refer

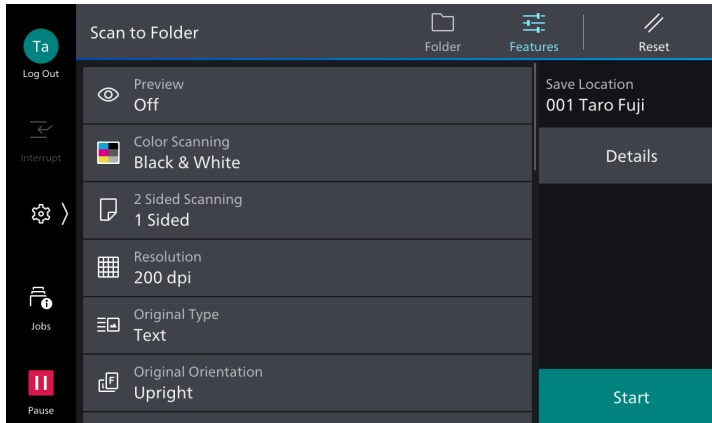
- Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.126) for registering the recipient to one-touch button.

## 6.2 Scan to Folder

1. Load the document.
2. Tap on [Scan to Folder].
3. Tap on the folder to be saved to.



4. Tap on , and set each item.



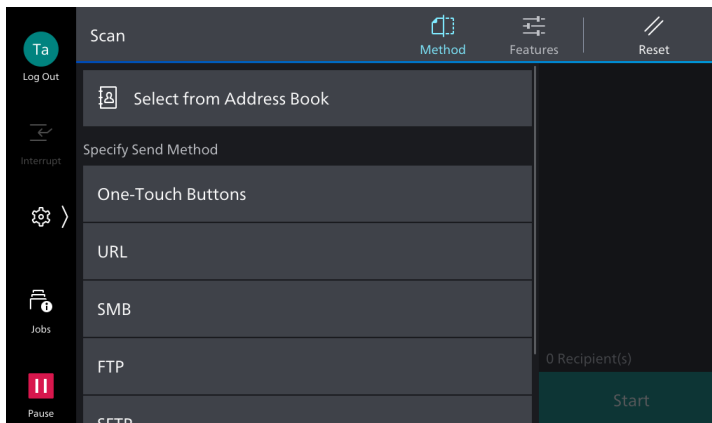
5. Tap on [Start].

## 6.3 Scan


You can send scanned data in various ways.

You can also send data using multiple features at the same time.

1. Load the document.
2. Tap on [Scan].
3. Sets the sending method.



Feature	Description
[Select from Address Book]	Start the relevant app from the recipient.
[One-Touch Buttons]	Send the scanned data to the recipient registered in the one-touch buttons.
[URL]	Save the scanned data on the machine then send an Email with the URLs for downloading and for deleting the scanned data to the registered Email address of the authenticated user. Only users authorized on this machine can be recipients.

Feature	Description
[SMB]/[FTP]/[SFTP]	Transfer the scanned data to the computer. Set the destination information on the screen that appears when you tap on the item. You can also search for the destination on the network.   <b>Refer</b> • Refer to "Setting Detailed Items for Each Service" (P.84) for setting items.
[Email]	Attach scanned data to an Email and send.
[My Folder]	This feature is available when "[Authentication/Accounting Settings]" (P.160) is set to [Remote]. Transfer the scanned document to different destinations depending on the authenticated user.
[IC Card Email Address]	Send the scanned data to the Email address on the encryption certificate or the signing certificate registered in the IC Card.



#### Note

- The displayed screen differs depending on the setting of [Screen Default] in "Customizing the Apps Screen" (P.33).
- When SMBv1 is disabled on the server, a recipient cannot be searched with [SMB]. In this case input directly.
- When the SMB NetBIOS function is disabled on Internet Services, the following are not possible.
  - Searching for recipients with [SMB]. In this case select [Save Location] for inputting.
  - Sending by specifying just the host with [SMB].

4. The following operation is the same as step 3 onwards in "Basic Operations (Email)" (P.56).

## 6.4 Scan to USB

1. Load the document.
2. Insert the USB memory device.
3. Tap on [Confirm].
4. Tap on [Scan to USB].



#### Note


- You can use this feature from [USB] > [Scan to USB] or [Scan to USB] on the Home screen.

5. Select the folder where the file will be saved.



#### Note

- If the save destination is not specified, the scanned data will be saved directly below the root directory.

6. Tap on , and set each item.

7. Tap on [Start].

## 6.5 Scan to Desktop

---

Saves the scanned data to a specified client computer.



### Note

- Specify the settings for the resolution, file format, etc., in scan profile of Windows.

### Save

1. Load the document.
2. Tap on [Scan to Desktop].
3. Select the save destination from the list in accordance with the use.
4. Tap on [Scan].

### Remote Scan

Here an example of operation with Windows 10 is explained.

1. Load the document.
2. From the [Start] menu, select [Windows Accessories] > [Windows Fax and Scan].
3. Tap on [New Scan].
4. Check that the model name of this machine is displayed to the right of [scanner].



### Note

- If the model name of this machine is not displayed, click [Change], and select this machine.

5. Select [Profile] > [Document].
6. As needed, configure the setting items.
7. Tap on [Scan].
8. When all the documents have been scanned, tap on [Save (Last Original)].

## 6.6 Importing Scanned Data

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### TWAIN Compliant Applications

The scanner driver is used for importing using TWAIN compliant applications.



### Note

- To export scanned data in TIFF format, a TIFF Viewer is used.
- If the Secondary Ethernet kit is mounted, "Network Scanner Utility 3" does not operate, even if the Ethernet 2 IP address is specified.

1. Start up the application.

2. Select the command to select the scanner (source) from the [File] menu.
3. Click [FUJIFILM Network Scanner 3 TWAIN] > [Choose].
4. Select the command to import an image from the scanner from the [File] menu.
5. From the displayed list, click the name of a scanner to be connected to this machine, and click [Next].

 **Note**

- If nothing is displayed, click [Search again].
- The scanner names displayed are only the scanners on the same network. To display scanners on other networks, click [Search/Display Settings], and register the IP address and the scanner name.

6. Enter the folder number where the file to be imported is stored in [Folder Number], and the password in [Password].
7. Click [Save].
8. Select the file to be imported from the list, and click [Import].

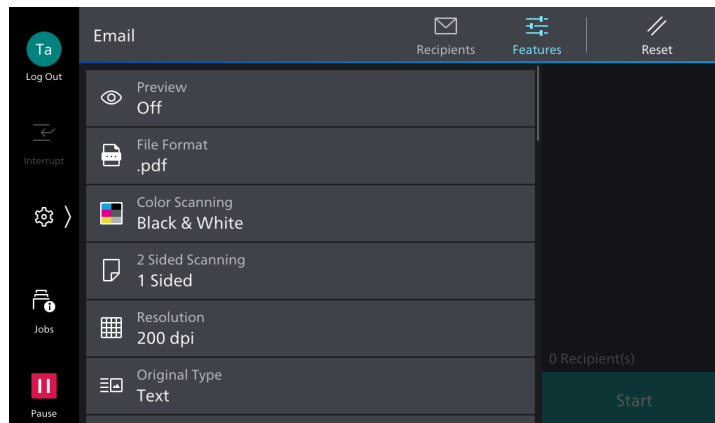
## DocuWorks






With DocuWorks 7 or later, a scan document can be imported without using a scanner driver.



## Folder Viewer





When Folder Viewer 3 is used, importing can be performed without the use of an application.

## 6.7 Features List

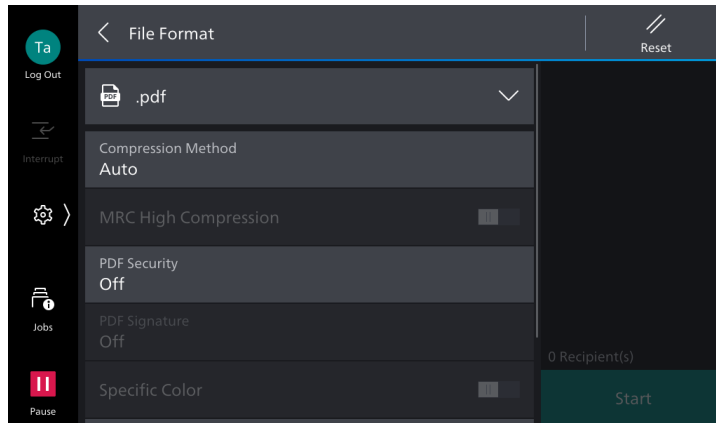


Item	Description
[Preview]	Confirm the scan results on the screen.
[File Format]	Set the saving format of the scan results. For details, refer to "File Format" (P.68).
[Color Scanning]	Set the output color when importing the document.
[2 Sided Scanning]	This is effective when using the document feeder. Specify the side of the document to be read. When the document stitching method is set, the documents are read with the front and reverse top edges aligned.
[Resolution]	Set the resolution for scan.
[Original Type]	Set the document type.
[Original Orientation]	Set the document orientation to specify the upper part of the document.
[Reduce/Enlarge]	Reduce or enlarge the scanned image by the specified percentage. Select from among fixed percentages, or input and specify a value.
[Original Size]	Specify the document size. The size can be specified when reading documents of irregular sizes or reading at a size that is different from that of the loaded document.
[Mixed Size Originals]	Scan documents of various sizes at once, send each size, and send as a single size.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• The recommended combinations are A4  and A3 , and JIS B5  and JIS B4 .</li> <li>• Set [Original Size] to [Auto Detect].</li> </ul> </div> </div>
[Lighten/Darken]	Adjust the density for scan.
[Sharpness]	Adjust the sharpness.
[PDF Security - File Open Password]	When a password is set by applying a check mark, the password is required to open the file.
[Quality / File Size]	Select the compression percentage of the image when scanning in [Color] or [Grayscale] in [Color Scanning].
[Photographs]	Select this for scanning color photograph documents.
[Background Suppression]	Newspapers or documents with a background color can be scanned with the background color removed.

Item	Description
[Contrast]	When [Color Scanning] is [Auto Detect], [Color] or [Grayscale], adjust the contrast.
[Shadow Suppression]	When scanning documents with double sided printing on thin paper, the shadow from the reverse side of the document can be suppressed. Set when [Color Scanning] is [Auto Detect], [Color] or [Grayscale].
[Color Space]	Specify [Color Space] for scanning.
[sRGB]	Scanning is in the standard color representation (color space) in accordance with sYCC.
[Device Color Space]	An individual color representation standard (color space) can be specified for scanning. Use this for advanced color processing to faithfully reproduce colors.   <b>Note</b> <ul style="list-style-type: none"> <li>The ICC profile is effective when performing special processing with an application that specializes in handling colors on data scanned with [Device Color Space] specified. You can download the ICC profile for the device color space from our official website.</li> </ul>
[Auto Upright Orientation]	Set whether to automatically determine the orientation of the original. At the same time, set the language to determine the text on the original.
[Skew Correction]	Set whether to correct the image skew.
[Skip Blank Pages]	If the scanned page is blank, set whether to exclude it from the scan data.
[Book Scanning]	Scan the pages of double-page spread such as books separately in page order.
[Edge Erase]	When a document is scanned with the document cover opened or when a booklet is scanned, a dark shadow can be formed around the periphery or in the center binding part. In these cases the shadows are erased when scanning.   <b>Note</b> <ul style="list-style-type: none"> <li>For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document.</li> <li>When [Reduce/Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged.</li> </ul>
[File Name]	Enter the file name to send/save.
[File Name Conflict]	Set the process when there is already a file with the same name in the specified save destination.
[Scan (URL) - Email Subject]	Enter the subject of Scan (URL).
[Scan (URL) - Email Message]	Enter the message for Scan (URL).
[Subject]	Enter the subject of the Email.
["From" Address]	Display the Email address of the sender.
[Reply To]	Tap on the address entry area, and set the reply address. Tap [Reply to Me] to input the address set by the sender in the Reply To address.
[Message]	Enter the message for the Email.

Item	Description
<p>[Split Send]</p> <p>[Split by Page]</p> <p>[Split by Data Size]</p>	<p>When using the Email feature and when the volume of data to be attached is large, it is possible to send split into a set number of page units or constant data volume units.</p> <p>Split the data into page units.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• This can be set only when either [.pdf] or [.xdw (DocuWorks)] is selected for [File Format], or when a check mark is not applied to [Single File for Each Page] for [.tif].</li> </ul> <p>Split the data into constant data volumes.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Select [Split by Data Size] when the receiver supports message/partial.</li> </ul>
<p>[Read Receipts]</p>	<p>Set to receive the notification of the sending result from the Email recipient when using the Email feature. It is necessary that the other party supports the MDN function.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• When multiple Emails are sent with [Split Send], an Email opening confirmation is requested for each Email.</li> </ul>
<p>[Encryption]</p>	<p>Email can be sent encrypted by S/MIME. When sending an encrypted Email, select an Email address associated with a certificate that can be encrypted from the Address Book.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• To send an Email encrypted by S/MIME it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to Internet Services help for the certificates.</li> </ul>
<p>[Digital Signature]</p>	<p>Email can be send digitally signed by S/MIME. If it is digitally signed, the recipient can check whether the content of an Email has been altered, whether an Email has been sent by the correct sender, etc.</p>
<p>[Next Original]</p>	<p>Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.</p>

# 6.8 File Format



**Note**

- The items that can be set is different depending on the selected file format.
- When [.tif/.jpg (Auto Select)] is selected, automatic full color and gray scale images are set for [.jpg], and monochrome images are set for [.tif] for each page.

Item	Description
[Compression Method]	Sets the format for compression of image data after scanning.
[MRC High Compression]	Saves PDF files in a high compression format.
[Searchable Text]	Sets whether PDF or DocuWorks files are in a searchable text format or not. At the same time, set the language for searchable text.
[PDF Security]	Sets the security for data saved in PDF format, to prevent unauthorized access.
[PDF Signature]	Applies a signature to a file.
[DocuWorks Security]	Sets the security for data saved in DocuWorks format, to prevent unauthorized access.
[DocuWorks Signature]	Applies a signature to a file.
[Specific Color]	Compresses and saves a document with a small number of colors. The file size is smaller than when saving after selecting [MRC High Compression].
[Single File for Each Page]	Sets a single file for each page, and saves in the specified format.
[Optimize for Quick Web View]	Enables the time for displaying a page to be shortened, when a PDF is displayed on a web browser.
[Add Thumbnail]	When a DocuWorks format is selected, thumbnails can be added to the scanned data.
[Page Orientation]	For saving the file with the DOC format or XLS format, set whether to save the file with the orientation same as the original document loaded or the upright orientation for the recognized text with Searchable Text (OCR) feature.
[Image Area Format]	For saving the file with the DOC format or XLS format, set whether to save the image contained in the file as [AutoShapes] or [Picture Object].
[Language of the Original]	For saving the file with the DOC format or XLS format, set a language to identify the text on the original document and a font to be used for the recognized text.



## 6.9 ScanAuto Operation

"ScanAuto" allows you to scan documents by just loading documents and tapping on [Start].

You can send the scanned data to the specified e-mail address in the PDF or DocuWorks format. You can also save the scanned data on the computer using the Scan feature.

 **Note**

- When the authentication type is set to the custom authentication, and [Remote Authentication Settings] > [Authentication System] is set to [Authentication Agent] in Internet Services, ScanAuto is available even if the scan feature is restricted.
- In a remote account using LDAP or Azure Active Directory, it is not possible to restrict the scan feature for each user.
- This operation is not guaranteed when a device such as PaymentKit is connected.

Items	Descriptions
[Scan Settings]	Allows you to select the most appropriate setting for an image quality or a file size of a document.
[File Name]	Allows you to set the file name.   <b>Note</b> <ul style="list-style-type: none"> <li>• To display [File Name], the system administrator setting is required.</li> <li>• Selecting multiple buttons allows files to be given names in combination of their items.</li> </ul>
[User Name]	Displays the current user name when the authenticated user logs in. Tapping on this button sets the user name as a file name.
[YYYY_MMDD_HHMMSS]	Displays the date. Tapping on this button sets the date as a file name.   <b>Note</b> <ul style="list-style-type: none"> <li>• "YYYY_MMDD_HHMMSS" represents year-month-day-hour-minute-second of the time when a scan job starts.</li> </ul>
[Date Format]	Sets date format.
[Auto Set]	If this feature is enabled, the scanning date is automatically assigned to the file name.

## Scanning Procedure

 **Note**

- When original documents are single sided, and Skip Blank Pages feature is disabled, scanned data in PDF or DocuWorks format may have a blank page in landscape orientation between pages with images in portrait orientation. To prevent this case, rotate original documents 90 degrees and scan them again.

**1. When the machine is operated in the authentication mode, input authentication information to log in.**

 **Note**



- If use without authentication is authorized in the administrator settings, ScanAuto can be used without entering the authentication information even when running in the authentication mode.

**2. Tap on [ScanAuto].**

### 3. Specify the recipient by directly entering using the keyboard, or by tapping on Address Book ( ) or History ( ).

For authenticated users who set their email address, or when the system administrator sets the fixed recipient email address, the e-mail address is displayed.

 **Note**

- Depending on the setting by the system administrator,  and  may not be displayed.

### 4. Configure features as necessary.

### 5. Load the document according to the illustration displayed on the screen, and start scanning.

 **Note**


- The machine does not accept another job while using this feature.

## System Administrator Settings

The system administrator can set the default recipient address, how to send a file, and storage period of the document.

It is necessary to log in to Administrator Mode for the system administrator settings.

 **Note**

- In the case of a login user who has the authority as a system administrator, pressing [Admin Menu] from  at the bottom of the [ScanAuto] screen displays the Admin Settings screen where you can set the same settings.
- You can set the administrator also in Internet Services. For how to set, refer to Internet Services help.


### 1. Tap on [ScanAuto].




### 2. Tap on at the left of the screen and tap on [Admin Menu].

### 3. Select the item to be set.

### 4. Tap on [Save].

## Setting Items

Items	Descriptions
[Default Recipient Address]	Sets the default recipient address.
[Delete Sent File History]	Selecting [Yes] deletes all the histories of the recipients sent.
[File Sending Method]	Sets the file sending method when you send Emails.  <b>Note</b> <ul style="list-style-type: none"><li>• Under the environment using the firewall, when the scanned data is sent with the setting of [Temporarily Store in Device], the scanned data cannot be checked and retrieved from the specified URL in the computer connected to the external network. When the setting is changed to [Auto Switch by File Size], the scanned data can be attached to the e-mail. Depending on the network connecting methods, the security of the scanned data may not be protected.</li><li>• The maximum attachment size is 200 MB.</li></ul>
[URL File Expiration]	Allows you to set the storage period from 1 to 168 hours in increments of 1 hour.

Items	Descriptions
[Retain Settings After Job Execution]	Selecting [Yes] retains the previous setting of ScanAuto after the job execution.
[Display File Name Button]	Allows you to set whether or not to display the [File Name] button on the [ScanAuto] screen.
[Text String Presets for File Name]	Allows you to change the text string presets displayed on the file name buttons on the [File Name] screen.
[Default Scan Settings]	Sets a default value for [Scan Settings] on the [ScanAuto] screen.
[Auto Upright Orientation]	<p>Sets whether the orientation of the document is automatically determined.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>Automatically detects the language of the document based on the [Language] setting in your machine. Set the appropriate language.</li> </ul>
[Original Orientation]	Sets the document loading orientation.
[2 Sided Scanning]	Sets whether to feed 2-sided documents.
[File Format]	Sets the file format.
[Skew Correction]	Allows you to set a default value for [Skew Correction].
[Allow Anonymous User]	<p>Settings can be made to allow ScanAuto to be operated even without entering authentication information.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>[Allow Anonymous User] can be set if the machine fulfills all the following conditions. <ul style="list-style-type: none"> <li>The authentication type is [Local] or [Network].</li> <li>Under  &gt; [Device] &gt; [Authentication/Accounting] &gt; [Authentication/Security Settings] &gt; [Authentication] &gt; [Access Control], both [App Access] &gt; [Scan to Folder] and [Feature Access] &gt; [Retrieve Files from Folder] are set to [Unlocked].</li> </ul> </li> </ul>

# 7 Folder

Folder is the location where to store data and files for print submitted from a client computer.

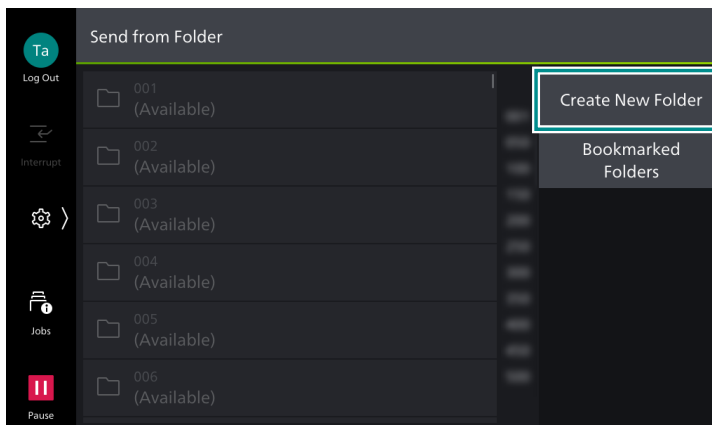
The files stored in a folder can be sent with an Email, checked, printed, or retrieved from the client computer via a network.

Personal folders and shared folders can also be registered and used for different purposes.

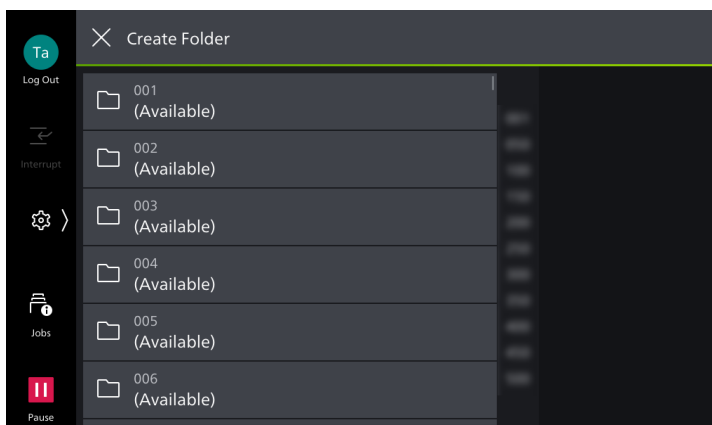
## 7.1 Registering a Folder

---

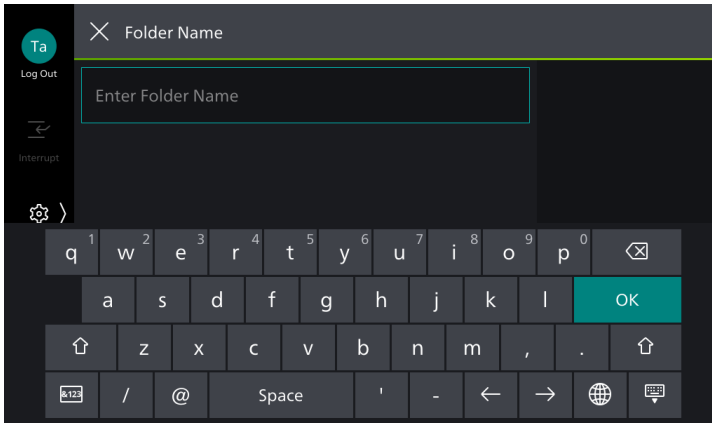
1. Tap on [Send from Folder].
2. Tap on [Create New Folder].



3. Tap on the folder to be registered.



**4. Enter the folder name.**

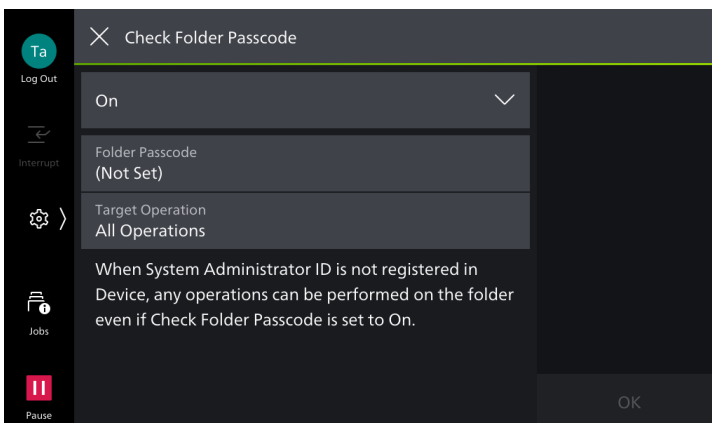


**5. Tap on [OK].**

**6. When you set the access control for the folder, perform the followings.**

**1) Tap on [Check Folder Passcode] > [On].**

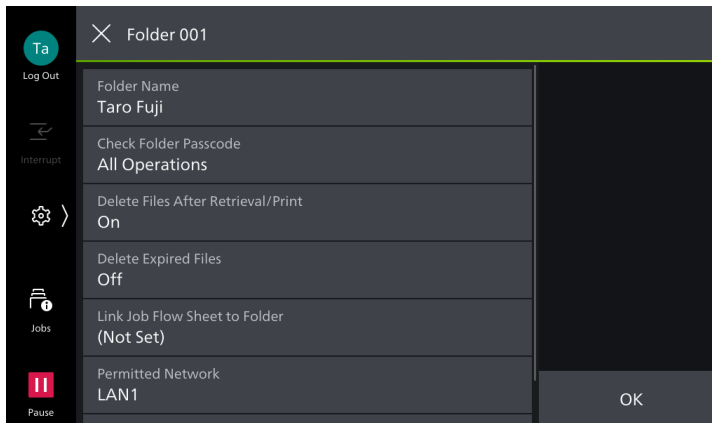
**2) As needed, configure the setting items.**



Item	Description
[Folder Passcode]	Enter the password for use with the folder.
[Target Operation]	Specify the operations that require a password when using the folder.

**3) Tap on [OK].**

## 7. As needed, configure the setting items.

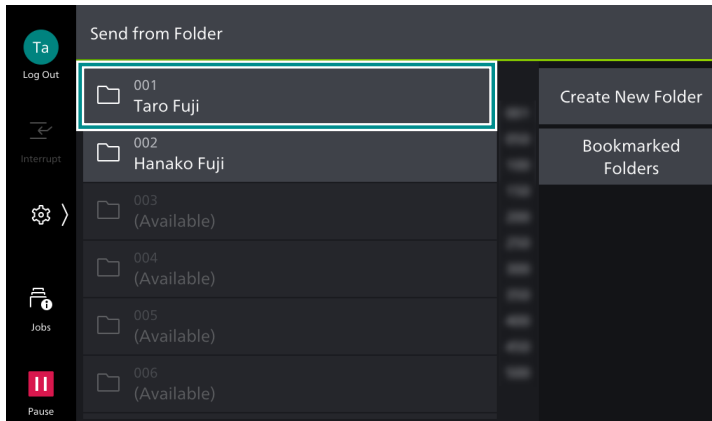


Item	Description
[Delete Files After Retrieval/Print]	After retrieve or print a file, set whether or not to delete a file.
[Delete Expired Files]	Files that have been saved in a folder are deleted after the saving period has passed.
[Link Job Flow Sheet to Folder]	A job flow sheet can be associated with a folder. It is possible to set the method of processing a file saved within a folder by linking to a job flow sheet in which is registered a series of actions.
[Permitted Network]	Set the network to be used for saving or retrieving files. If a document is saved in the folder, the settings cannot be changed.
[Display in Bookmarked Folders]	If it is set enabled it is displayed in [Bookmarked Folders] on the [Send from Folder] screen. Up to 10 folders can be set.

## 8. Tap on [OK].

## 7.2 Folder Operations

1. Tap on [Send from Folder].
2. Tap on the folder.




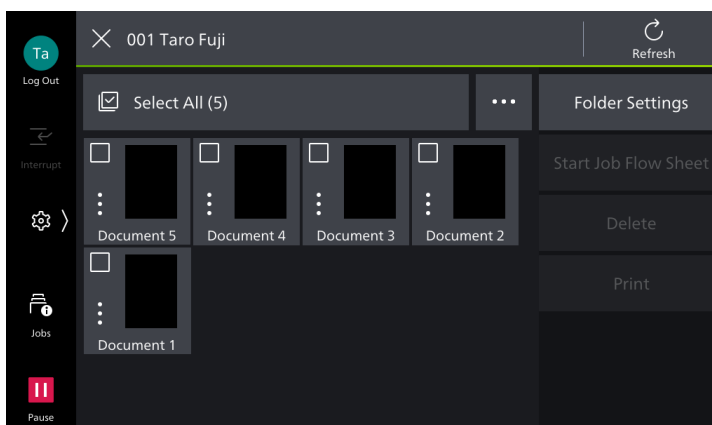
### Note

-  is displayed at a folder linked to a job flow sheet.  is displayed at a folder for which Auto Start is set.

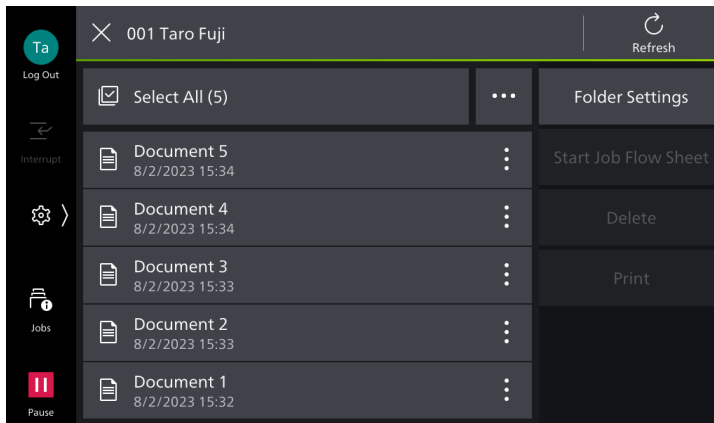
### Refer




- Refer to "Executing Job Flow Sheets" (P.80) for the operations about the job flow.

3. Tap on  on the upper right of the screen as needed to switch display methods and orders.  
If [Thumbnail] is selected in [Change View]



If [List] is selected in [Change View]

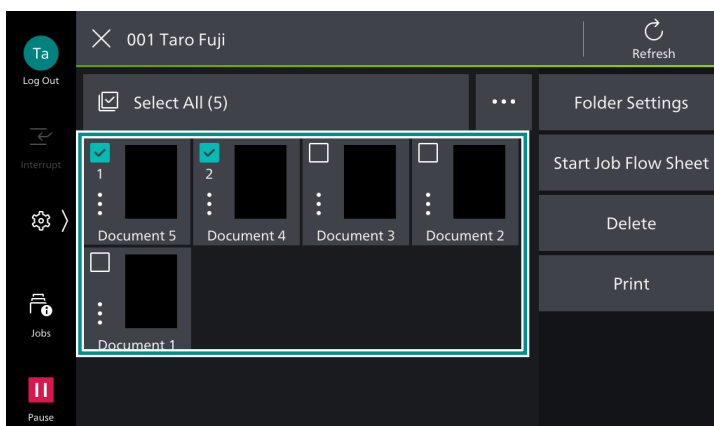


Icon	Description
	Indicates a scanned file.
	Indicates a stored file from print driver.
	You can confirm the file details and preview by tapping on this icon.



- Note**
- To change or delete the folder settings, tap on [Folder Settings].

#### 4. Tap on the file to be operated and apply a check mark.



#### 5. Execute the operation for the selected file.

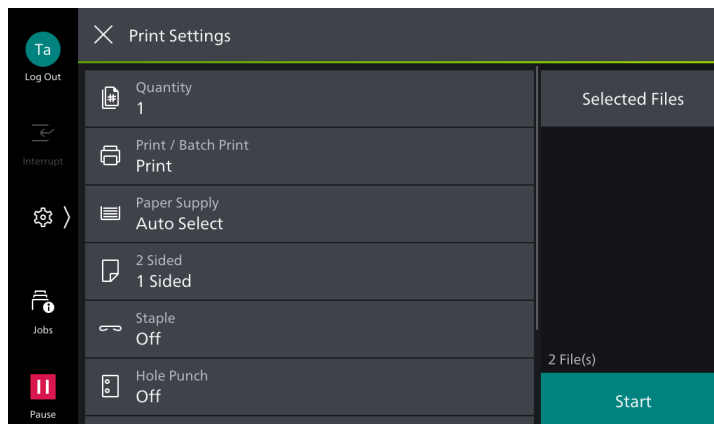
##### Deleting

- 1) Tap on [Delete].
- 2) Tap on [Delete].

## Printing

1) Tap on [Print].

2) As needed, configure the setting items.



[Print / Batch Print]

If multiple files have been selected, set either [Print] or [Batch Print]. When Batch Print is set, the documents can be printed as a single file. The files are collated in the selected sequence. Up to 100 files can be printed at a time.

### Note

- If different size files are mixed as a result of tying documents together, there is a possibility that documents will be printed with unintended orientation.
- For other items, refer to the features list for the applicable feature.

3) Tap on [Start].

4) Tap on [Print].

# 8 Job Flow Sheets

This feature enables executing a series of actions registered. Up to 1,000 job flow sheets can be registered.

You can link a folder with a job flow sheet to print stored files or send stored files to specified recipients.

A job flow sheet starting from a folder can be created with this machine. A job flow sheet starting from scanning is created using Device Setup.

There are following methods to execute a job flow sheet.

- It is automatically executed when a file is saved in the folder.
- Select a file saved in a folder and manually execute the associated job flow sheet.
- Select a file saved in a folder and a job flow sheet, and manually execute them.
- Select a job flow sheet created using Device Setup, and manually execute it.

## 8.1 Use and Setting of Device Setup

---

### TCP/IP



Refer

- Refer to "[Protocol Settings]" (P.137).

### [SOAP]

Set [Port Status] to [Enabled]. For details, refer to "[SOAP]" (P.135).

### [SNMP]

Set [Port Status] to [Enabled]. For details, refer to "[SNMP]" (P.131).

### Software

For how to download Device Setup, contact your local representative.



Refer

- Refer to the Device Setup manual.

## 8.2 Creating Job Flow Sheets

---

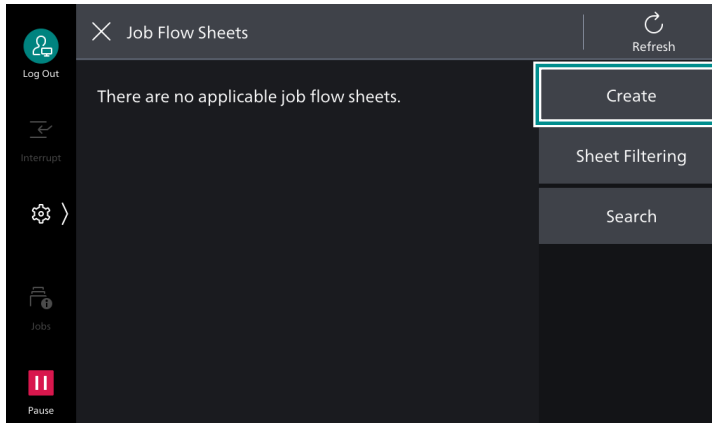
1. Tap on  > [Device] > [App Settings] > [Job Flow Sheets Settings] > [Create Job Flow Sheet].



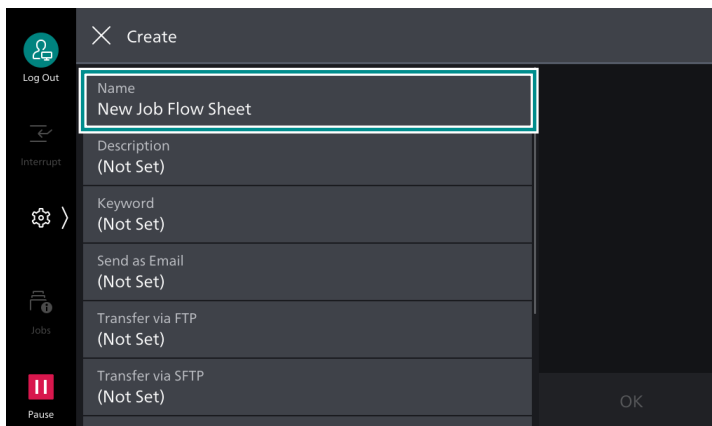
Note

- A job flow sheet created from [Send from Folder] can only be used for the folder for which the job flow sheet was created. It cannot be used with other folders.

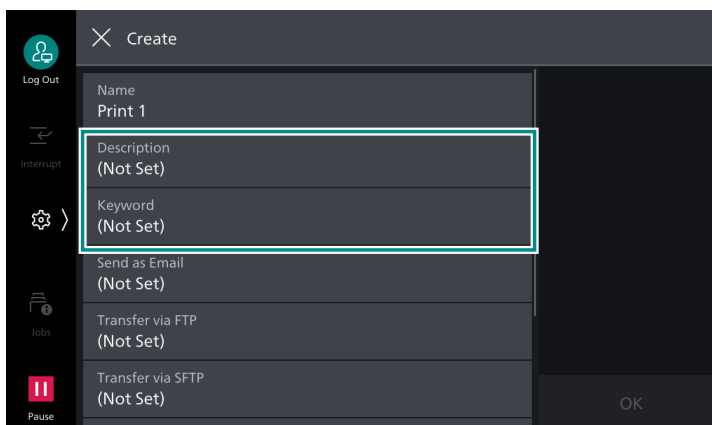
## 2. Tap on [Create].



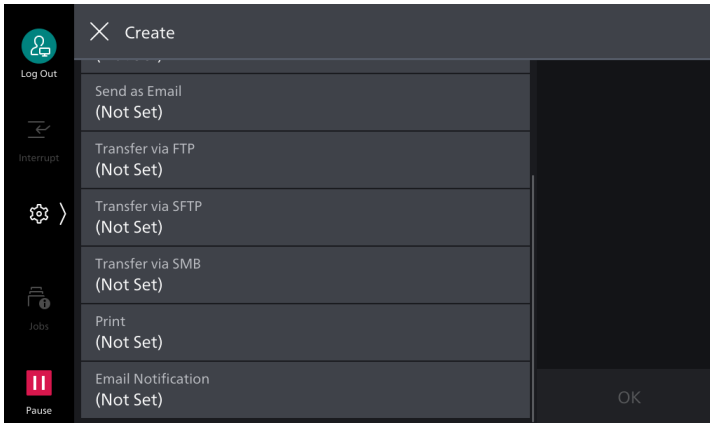
## 3. Enter the job flow sheet name in [Name].



## 4. Set [Description] and [Keyword] as needed.



**5. Tap on the job flow sheets feature.**



**6. Set each items.**

**7. Tap on [OK].**

## 8.3 Executing Job Flow Sheets

---

### Auto Start

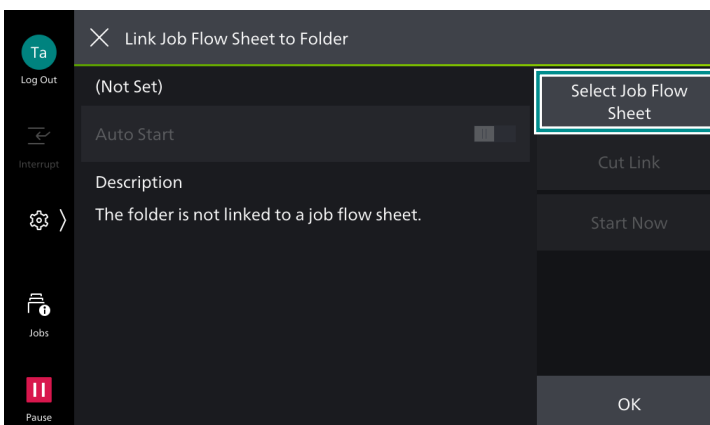
Link the job flow sheet to the folder and execute automatically.

**1. Tap on [Send from Folder].**

**2. Tap on the folder.**

**3. Tap on [Folder Settings] > [Link Job Flow Sheet to Folder].**

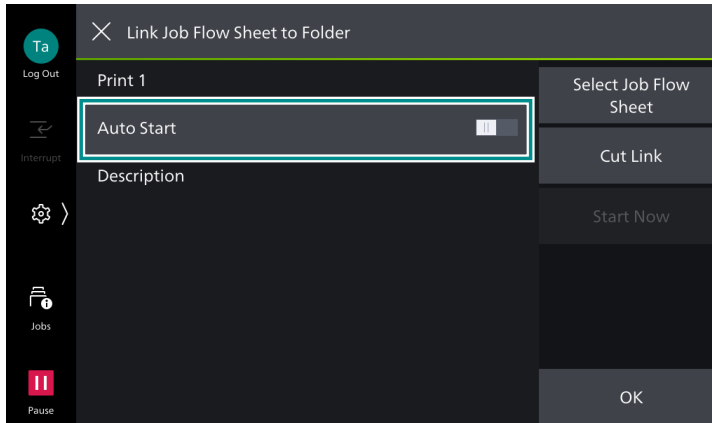
**4. Tap on [Select Job Flow Sheet].**



**5. Tap on the job flow sheet to be used.**

**6. Tap on [OK].**


## 7. Tap on [Auto Start] to enable.



## 8. Tap on [OK].

## 9. Tap on [OK] on the folder confirmation screen.

### Note

-  is displayed at a folder for which Auto Start is set to the folder.

## Manual Start

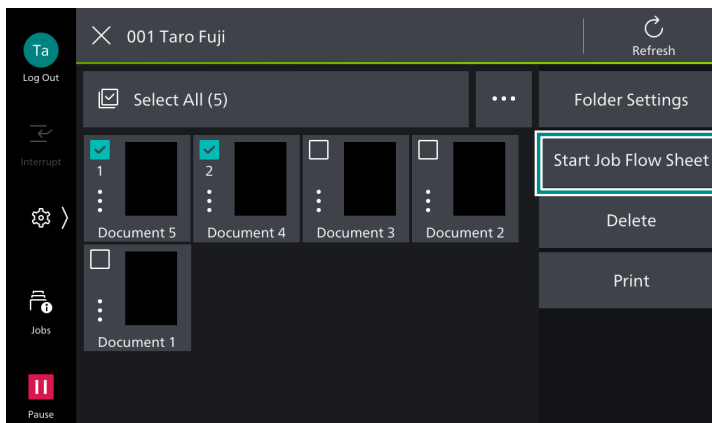
Manually execute the job flow sheet by selecting the files.

### 1. Tap on [Send from Folder].

### 2. Tap on the folder.

### 3. Tap on the file to be operated and apply a check mark.

### 4. Tap on [Start Job Flow Sheet].



### 5. If there is no link between the folder and job flow sheets, select a job flow sheet to use and then tap on [OK].

### 6. Tap on [Start].

## Device Setup

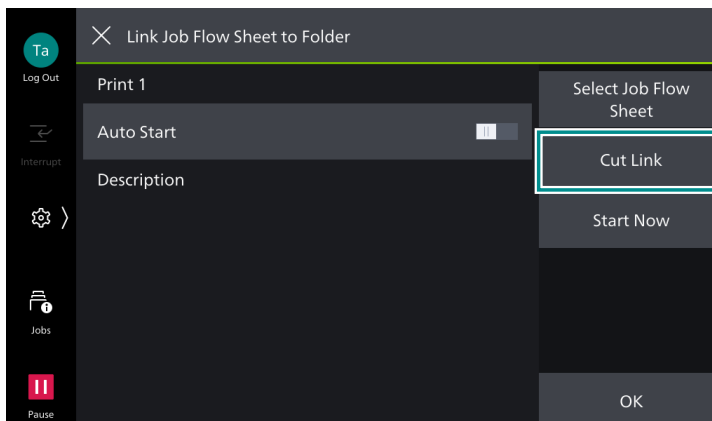
Select a job flow sheet created using Device Setup and execute it.

1. Load the document.
2. Tap on [Job Flow Sheets].
3. Tap on the job flow sheet to be used.
4. Tap on [OK].
5. To temporarily change the job flow sheet settings, perform the following operations.
  - 1) Tap on [Change Settings], and change the items.
  - 2) Tap on [OK].
6. Tap on [Start] to execute the job flow sheet.

## Canceling

Cut the link to the job flow sheet associated with the folder.

1. Tap on [Send from Folder].
2. Tap on the folder whose job flow sheet is to be canceled.
3. Tap on [Folder Settings] > [Link Job Flow Sheet to Folder].
4. Check the linked job flow sheet, and tap on [Cut Link].



5. Tap on [Clear].

# 9 Address Book

Using information registered with the Address Book, you can easily specify recipients or transfer destinations of Email and Scan features. Starting apps from the Address Book entries is also available.

## 9.1 Registering Contacts

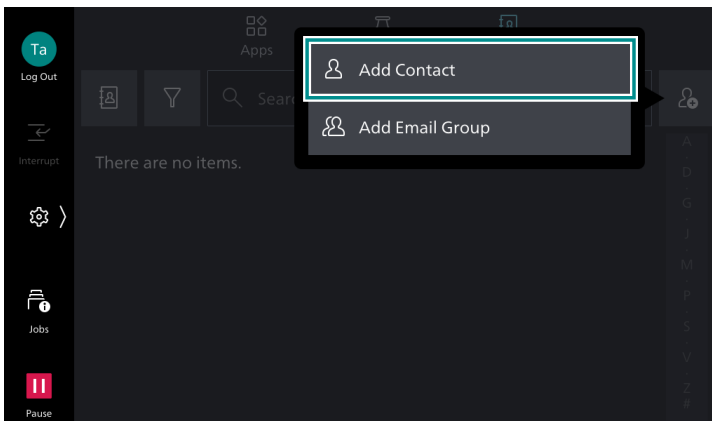
5,000 contacts can be registered with the Address Book in the machine. A single contact can contain recipients for Email and Server each up to one.



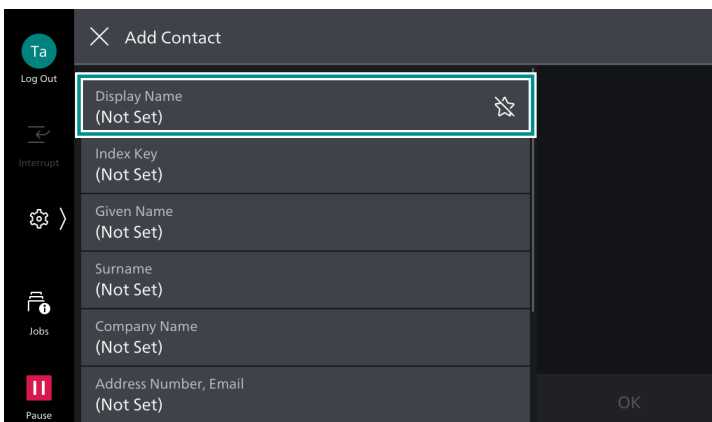
### Note

- Using Internet Services, a large volume of address information can be registered at one time in CSV format.


1. Tap on [Address].
2. Tap on  > [Add Contact].



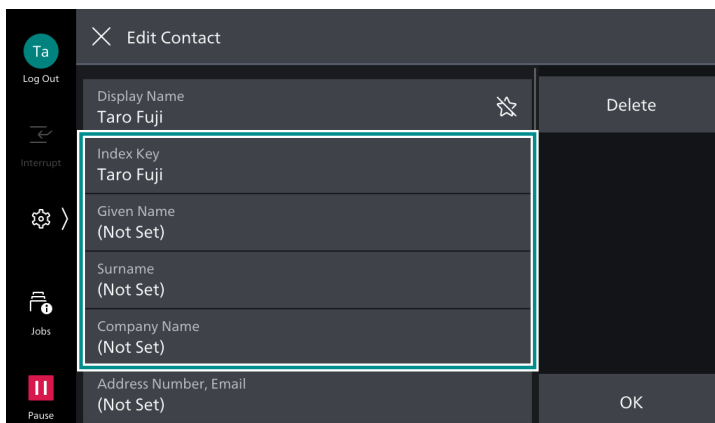
3. Tap on [Display Name] to enter the name to be displayed.



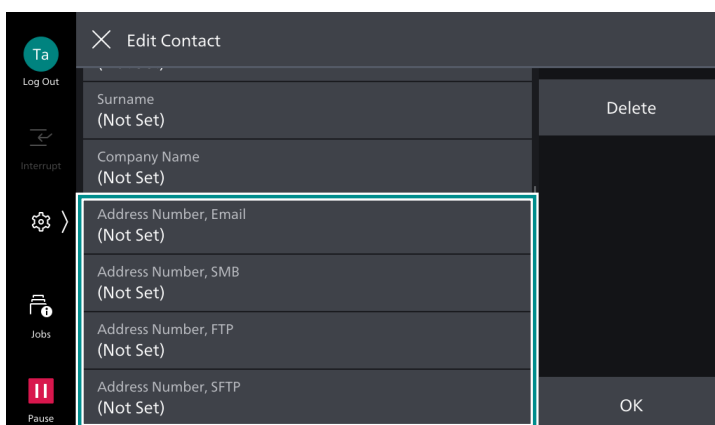
### Note

- To register in [Favorites], tap on .

4. Modify [Index Key] or enter [Surname], [Given Name] and [Company Name] as necessary.



5. Tap on each feature and enter the recipient.







6. Tap on [OK] or [Complete].

7. Set the detailed items for each service and tap on [OK].

8. Tap on [OK].

## 9.2 Setting Detailed Items for Each Service

Item	Description
[Address Number]	<p>Set the registration number of the address. If [Display One-Touch Buttons] is enabled, the contact is set as the one-touch button when you set its address number from 1 to 72.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>Assign the respective Address Numbers per destination type.</li> <li>[Address Number] is displayed when [Display Address Number] in "[Address Book Settings]" (P.120) is set to [On].</li> </ul>
Telephone Number, Office, Post	<p>Enter each items. Item names can be changed by setting [Attribute Name of Custom Item 1] from [Attribute Name of Custom Item 3] of "[LDAP Server / Directory Service Settings]" (P.147).</p>

Item	Description
[S/MIME Certificate]	<p>Associate S/MIME certificates. It is necessary to prepare the certificate in advance. To associate a certificate, tap on [Attach Certificate], and select a certificate from the screen displayed. To cut a link, tap on [Cut Link].</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If a certificate linked to an S/MIME certificate in the Address Book is lost owing to the execution of [Device] &gt; [Reset] &gt; [Restore Factory Defaults] or the deletion of the certificate, the linkage with the S/MIME certificate becomes invalid. You have to manually set the S/MIME certificate linkage on the Address Book again after re-registering the S/MIME certificate.</li> <li>• If there are multiple certificates registered on this machine, associating the certificates may take time.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• Refer to Internet Services help.</li> </ul>
[Server]	Enter [Server Name] or the IP address of the transfer destination.
[Share Name]	<p>Enter the shared name set in the SMB Folder.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Do not use "/" at the beginning of the shared name.</li> </ul>
[Port Number]	Specify the port number of the transfer destination.
[Save Location]	<p>Enter the directory where the file will be saved. In the case of SMB, input in UNC format.</p> <ul style="list-style-type: none"> <li>• FTP/SFTP Transfer Example) To save in directory bbb of directory aaa in the root directory when logged in aaa/bbb</li> <li>• SMB Transfer Example) To save in directory bbb of directory aaa of the specified volume aaa\bbb</li> </ul>
[User Name]	<p>If the server of the transfer destination requires a user name to be input, set the user name.</p> <ul style="list-style-type: none"> <li>• UPN Format User name@domain name Input example: fuji@example.com (fuji: user name, example.com: domain name)</li> <li>• NetBIOS Format Domain name\user name Input example: example\fuji (example: domain name, fuji: user name)</li> <li>• Work Group Local User Name Input example: Fuji-Taro</li> </ul>
[Password]	If the server of the transfer destination requires a user name to be input, set the password.
[Browse]	Refer to the network and display the list of destination you can specify.

## 9.3 Creating Recipient Groups

You can register multiple recipients as a group to send the same file at a time.

Note that it is necessary to register in advance in the Address Book the recipients to include to a recipient group.

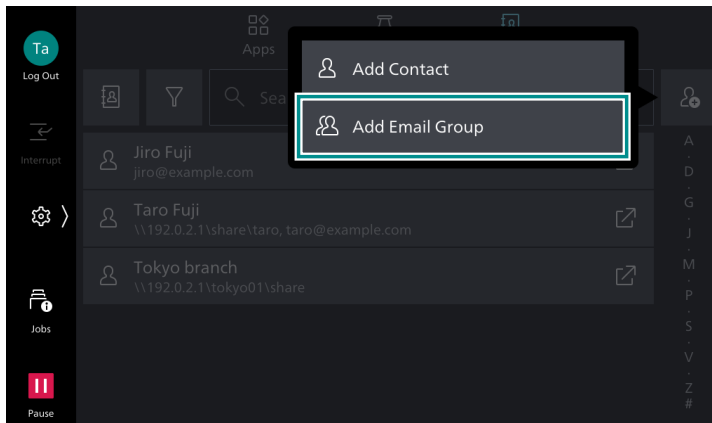
A recipient group can become a recipient of Email.

### Note

- Up to 250 groups can be registered group. One group can include 100 recipients.


1. Tap on [Address].

2. Tap on  > [Add Email Group].

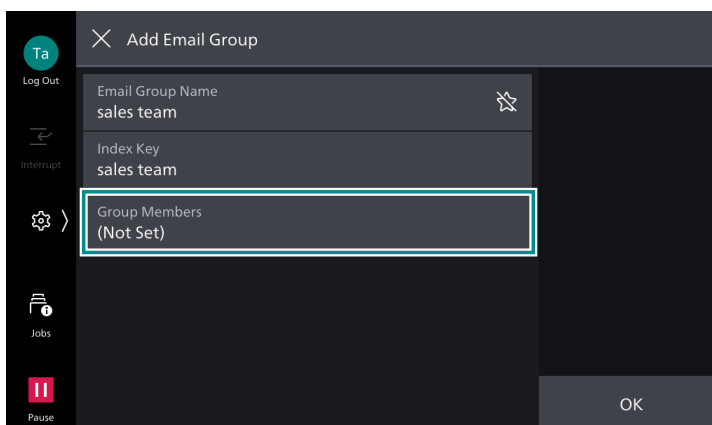


3. Enter [Email Group Name] and [Index Key].

### Note

- To register in [Favorites], tap on .

4. Tap on [Group Members].



5. Tap on [Edit].

6. Tap on the member to be registered, to apply a check mark.

7. Tap on [OK].

8. Confirm the group member and tap on [OK].

9. Tap on [OK].

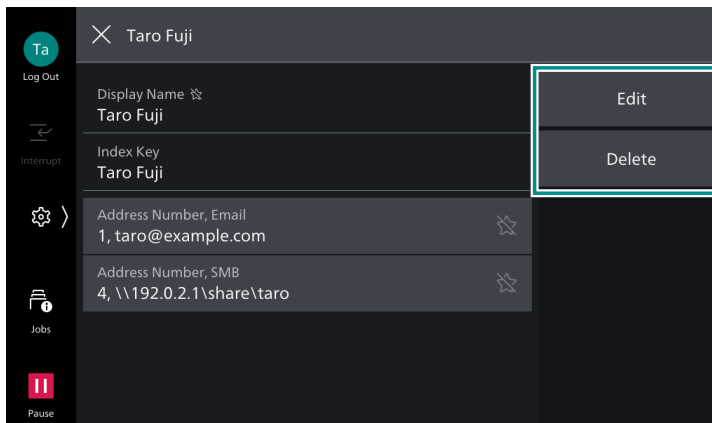
## 9.4 Editing/Deleting a Contact

1. Tap on [Address].

2. Tap on the contact.

3. Tap on [Edit] or [Delete].

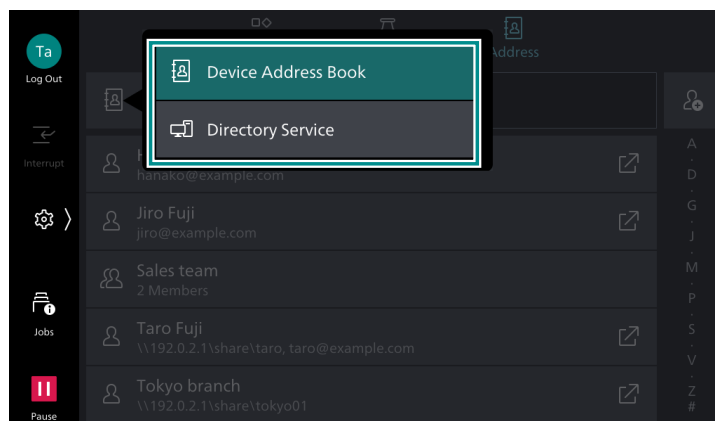
When you tap on [Edit], the following operation is the same as step 4 onwards "Registering Contacts" (P.83).




## 9.5 Switching the Display of Contacts

### Switching the Address Book

You can switch the Address Book type to use by tapping on .



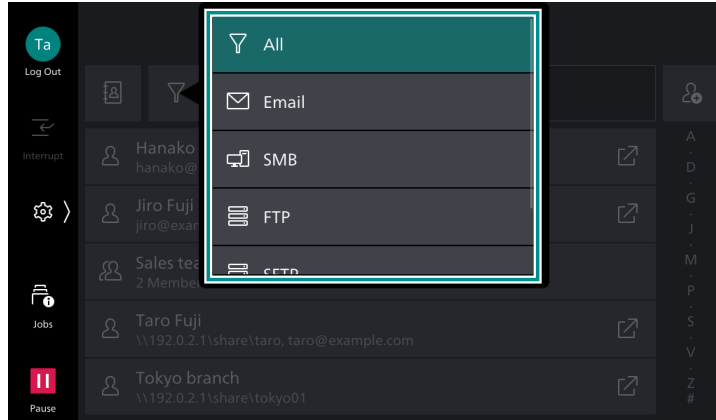
# Filter

You can narrow down the address type to display on the list by tapping on .



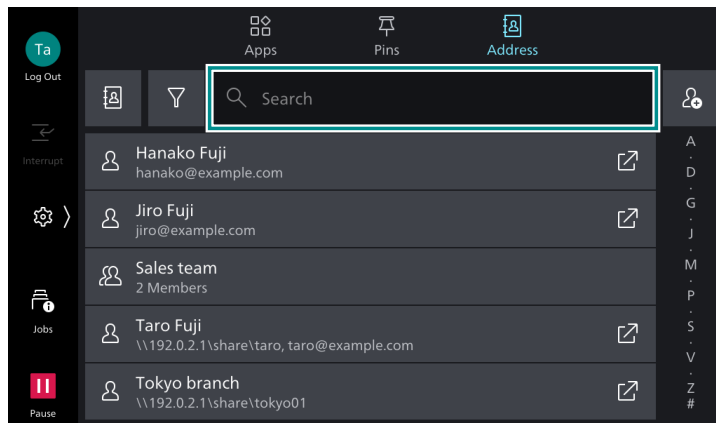
### Note

- The filter function is available only when the Device Address Book is displayed.



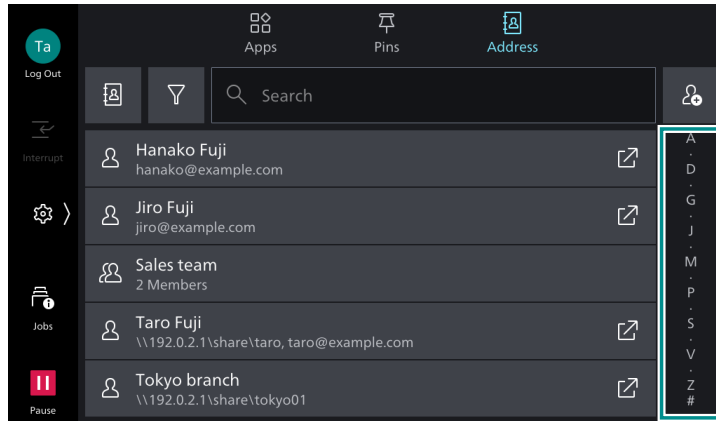
# Text String Search

Tap on the [Search] box and enter the text string to search, then the contacts containing the entered text string are displayed.



# Index Search

Tap on any index letter and switch the starting position of the list display according to the registered text [Index Key].

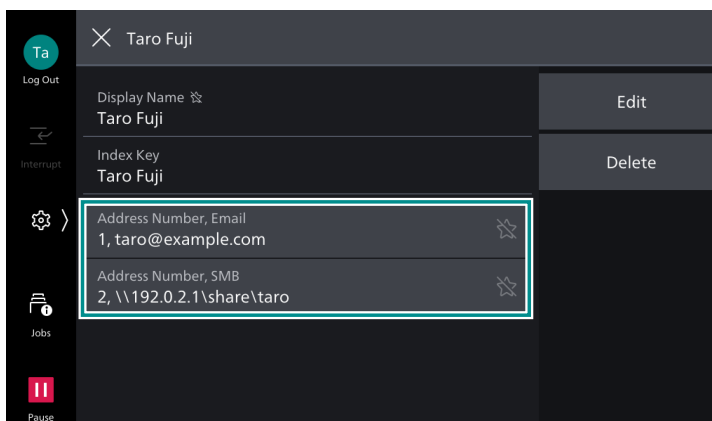


## 9.6 Launching the App from a Contact

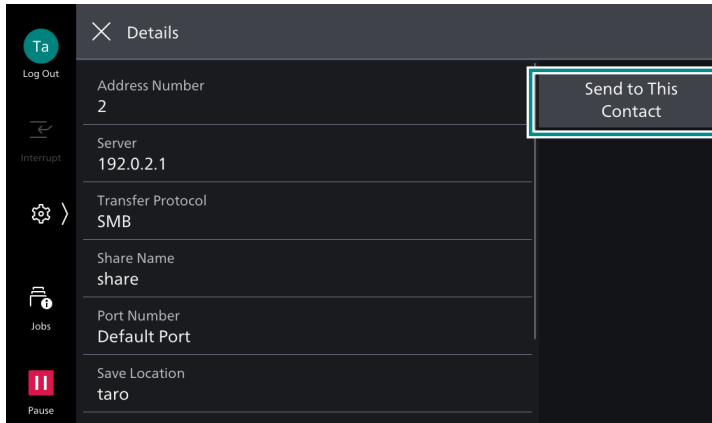
You can launch the app to be used directly from a contact registered in the Address Book to start sending operation.

### Launching the App After Checking the Destination Details

1. Tap on [Address].
2. Tap on the contact.
3. Tap on the destination to send.



#### 4. Tap on [Send to This Contact].



The send screen of the app to be used is displayed.

#### 5. Set each items.

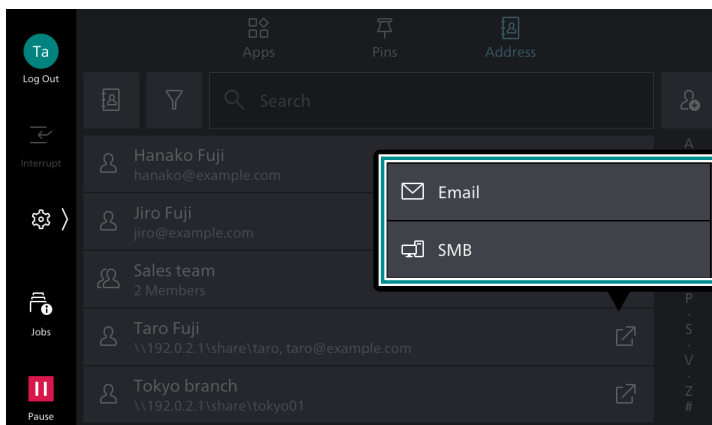
#### 6. Tap on [Start].

## Launching the App by Selecting the Destination Type

#### 1. Tap on [Address].

#### 2. Tap on of the contact.

#### 3. Tap on the destination type if there are two or more destinations registered.




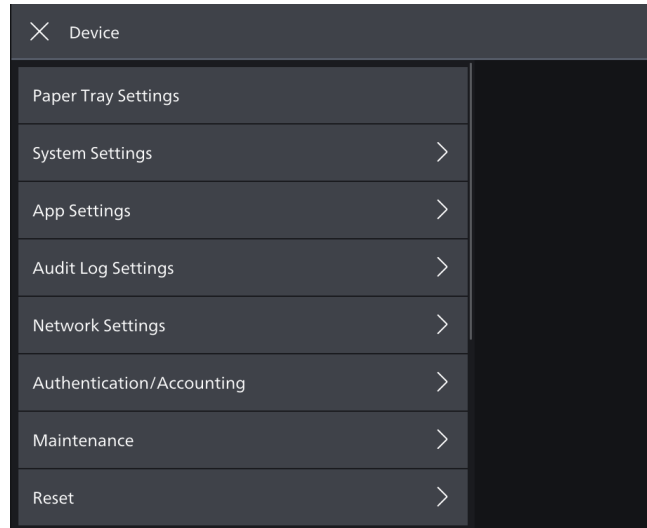
The send screen of the app to be used is displayed.

#### 4. Set each items.

#### 5. Tap on [Start].

# 10 Device

If you tap on  > [Device] on the Home screen, the [Device] screen can be displayed on the Home screen. Configure the various settings of this machine here.

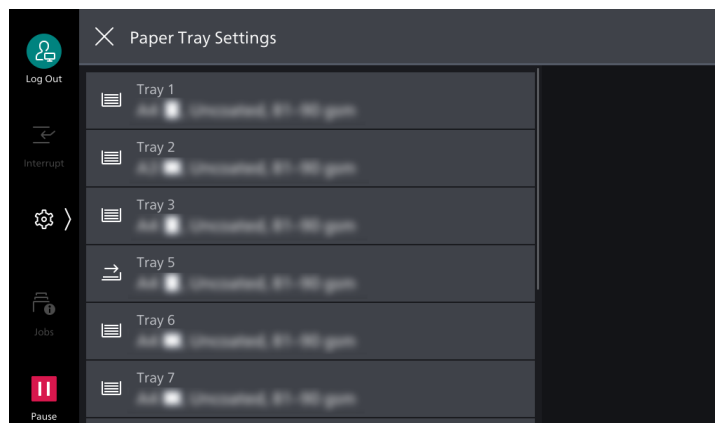


- Note**
- The section also covers settings that can only be manipulated in Administrator Mode.

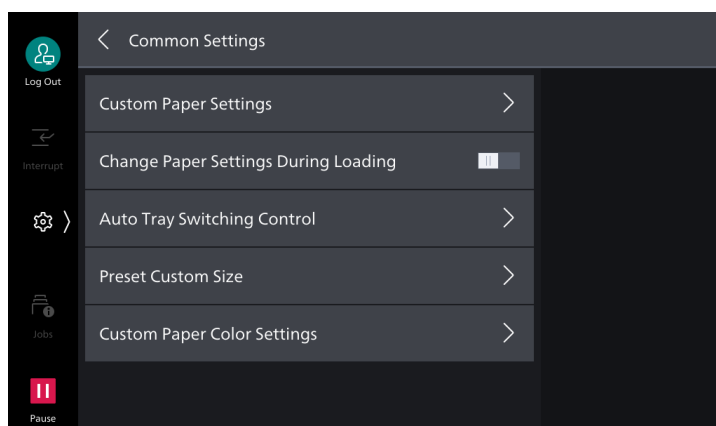
## 10.1 [Paper Tray Settings]



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The type of paper loaded is set by tapping on a tray number.



# [Common Settings]

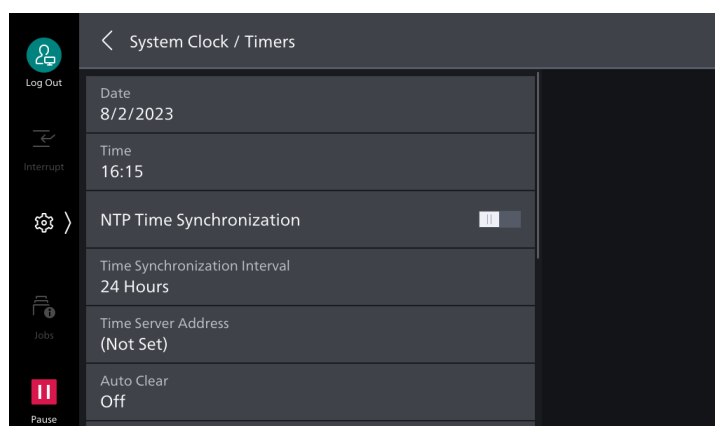


Item	Settings
[Custom Paper Settings]	<p>Enables you to register custom paper.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].</li> <li>The custom paper can be set to allow local users to register them. Set [Local User Access - Maintenance] to [Enabled] in "[Other Settings]" (P.103). Local users should use the adjustment menu from [Shortcuts] of the control menu.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>For setting details or how to register, refer to "Setting of Custom Paper" (P.7).</li> </ul>
[Change Paper Settings During Loading]	Displays paper setting when paper is loaded.
[Auto Tray Switching Control]	Sets the switching condition and target when paper in a selected tray runs out.
[Auto Tray Switching]	<p>Sets conditions for auto switching.</p> <ul style="list-style-type: none"> <li>[Enable When Auto Select Is Set] Enables when [Auto Select] is set for the Paper Supply setting.</li> <li>[Enable for Same Type, Weight, and Color] Enables every time, only the tray with same paper type, paper weight and color as switching target.</li> </ul>
[Targeted Paper Type/Weight (Copy)]	Sets paper type and paper weight when selecting tray automatically during copying.
[Targeted Paper Color (Copy Jobs)]	<p>Sets handling of paper color when selecting tray automatically during copying.</p> <ul style="list-style-type: none"> <li>[All Colors] Sets all paper colors as target.</li> <li>[Selected Color Only] Specifies paper color.</li> </ul>
[Targeted Paper Type/Weight (Others)]	Sets paper type and paper weight when selecting tray automatically during printing other than copying.
[Targeted Paper Color (Other Jobs)]	<p>Sets handling of paper color when selecting tray automatically during printing other than copying.</p> <ul style="list-style-type: none"> <li>[All Colors] Sets all paper colors as target.</li> <li>[Selected Color Only] Specifies paper color.</li> </ul>



Item	Settings
[Preset Custom Size]	Enables you to register custom size paper.
[Custom Paper Color Settings]	Sets name for custom paper color.

## 10.2 [System Settings]

### [System Clock / Timers]



Item	Description
[Date]	Sets the date of the machine's system clock.
[Time]	Sets time of the machine's system clock.
[NTP Time Synchronization]	Retrieves time from server and adjusts the machine's time to be the same as time of the time server (NTP: Network Time Protocol).
[Time Synchronization Interval]	Sets interval (in hours) for connecting to time server.
[Time Server Address]	Sets server name or IP address of time server.
[Auto Clear]	<p>Sets whether auto clear is performed when a fixed time has passed in a state with no operation. If [On] is selected, the time is set.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Even if this is set to [Off], if no operation is performed for 1 minute while a job is suspended, auto clear may be performed and the job may be resumed. Job operation after auto clear is set with "Paused Job Handling". For details of paused job handling, refer to "[Other Settings]" (P.103).</li> </ul>
[Auto Job Release]	Sets the time for releasing the current job, until the next job can be run, when an error (paper replenishing, document jam, paper jam, etc.) has occurred during copying or scanning.
[Specify Auto Print Time]	Sets time until printing can be done after operating the touch panel display (except [Start]).

Item	Description
[Printer Lockout]	<p>Sets whether to display [Auto Printing] in the control menu. If it is set to [Allow User to Lock Out], [Auto Printing] can be displayed on the control menu in [Edit Control Menu].</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• A specific time slot can be set to printer lockout with Internet Services.</li> </ul>
[Time Zone]	Sets within the range - 12 hours to + 12 hours relative to GMT.
[Daylight Savings]	Sets daylight savings time. During the set period, time is determined by adding 1 hour to the current time.
[Warmer Mode]	<p>Enables entry to Warmer Mode for preventing or reducing condensation inside the machine.</p> <ul style="list-style-type: none"> <li>• If you select [On] and set [Start Time - Hour] and [Duration], Warmer Mode is enabled during the set time.</li> <li>• If it is set to [Auto Start], the Warmer Mode becomes active automatically based on the prediction of condensation regardless of selecting [Off] or [On]. The machine enters the Warmer Mode at the specified [Start Time - Hour].</li> <li>• If you apply a check mark in [Auto Stop], the Warmer Mode becomes deactivated automatically when no condensation occurs for a certain period.</li> <li>• If [Condensation Alert] is enabled, a message appears when the machine detects a possibility of condensation occurrence.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Setting by a service representative may be necessary, depending on the product.</li> </ul>
[Print-on-Demand Duration]	Sets enabled time when printing using web applications. A print instruction is disabled when no print data is received from the remote server within the time set here after the print instruction.

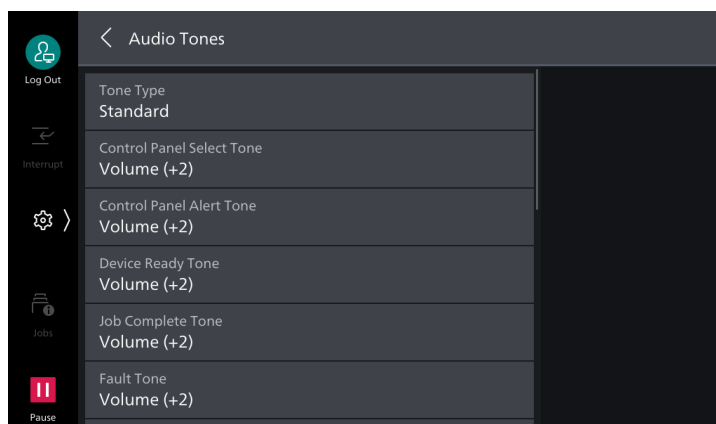
## [Power Saver Settings]

Item	Description
[Power Saver Timers]	Input the time for entering each mode.
[Enter Power Saver After Printing Ends]	Sets timing for entering Power Saver Mode after the received printing, such as a print from a client computer, has been finished.
[Sleep Mode Settings]	For operation during Sleep Mode, sets whether [Prioritize Power Saver] or [Prioritize Wake Up Time].
[Power Saver Deactivation]	Set whether to allow the machine to supply power only to the components necessary to activate, when exiting Power Saver mode.
[Scheduled Power Off]	Sets so power goes off at the set time.

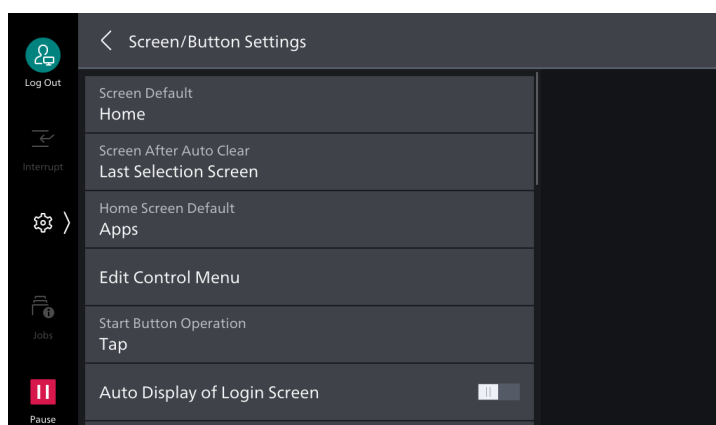
## [Audio Tones]



Sets type and volume of audio output during operation and when an error occurs.


You can set whether to repeat the alert on [Continuous Alert/Warning Tone]. If it is set enabled, the alert repeats until the error is cleared or a user operates the control panel.



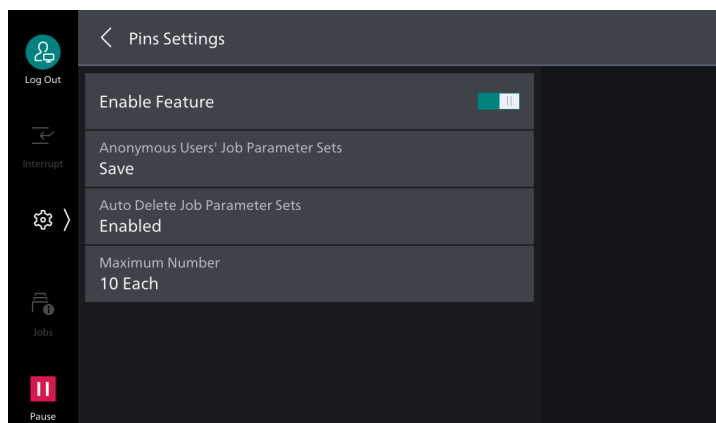
## [Screen/Button Settings]



Item	Description
[Screen Default]	Sets screen displayed when power is turned on or power saver is deactivated.
[Screen After Auto Clear]	Sets screen displayed after auto clear.
[Home Screen Default]	Sets the Home tab to display on the Home screen for the first time.
[Edit Control Menu]	Sets the features to display in the control menu.
[Start Button Operation]	Sets the types of the [Start] buttons to operate copy or scan.
[Auto Display of Login Screen]	Enables display of login screen when power is turned on or power saver is deactivated while using the authentication feature.
[Display One-Touch Buttons]	Set in [Scan] and [Email] so that you can specify recipients from one-touch button.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <b>Note</b> </div> <ul style="list-style-type: none"> <li>• Assignment to the one-touch button is performed in [One-Touch Button Settings].</li> </ul> <div style="margin-right: 10px; margin-top: 10px;">  <b>Refer</b> </div> <ul style="list-style-type: none"> <li>• Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.126).</li> </ul> </div>

Item	Description
[Default Language]	Switches the language and keyboard layout displayed when the power is turned on.
[Screen Brightness]	Adjusts brightness of touch panel display.
[Reconfirm Email Recipients]	Enables display of screen for reconfirming recipient when sending Email.
[Display Supplies Screen]	Set the timing to display the information when to replace the consumables.
[Screen After Inserting USB]	<p>Sets whether to switch the screen display when the USB memory device has been inserted into the USB memory port. This also sets the screen type at the time.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If set to [App Selection Screen], a screen for selecting [Scan to USB] or [Print from USB] can be displayed when the USB memory device is inserted.</li> </ul>
[Display Warning Screen After Inserting USB]	Displays confirmation screen when USB is inserted.
[Keyboard Input Restriction]	Enables restriction of characters that can be input from the keyboard displayed on the machine to ASCII only.
[Security Warning (Administrator)]	Displays security warning when the machine logging in to Administrator Mode.
[Security Warning (SNMP)]	
[Security Warning (Global IP)]	
[Disable Notification Messages]	Reduce the number of messages displayed in pop-ups. You can confirm in [Notifications] in [Device Status] the messages which are not displayed.
[Message Display Time]	Selects message display time.
[Foot Switch Action on Preview Screen]	Set which button on the Preview screen works when the Foot Switch is pressed.

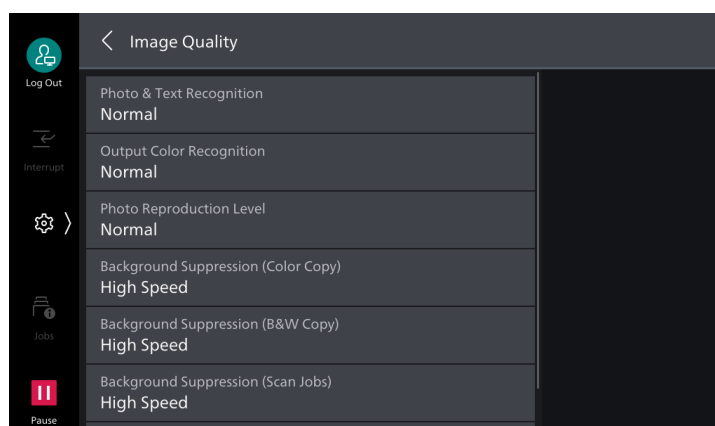
## [Pins Settings]



Item	Description
[Enable Feature]	Set the use of the [Pins] feature on the Home tab.

Item	Description
[Anonymous Users' Job Parameter Sets]	Set whether to maintain the job history of anonymous users in [Pins] for each type of the jobs.
[Auto Delete Job Parameter Sets]	Set to delete automatically the job history saved in [Pins] after a certain period of time.
[Maximum Number]	Set the maximum number of pins that can be saved in [Pins].

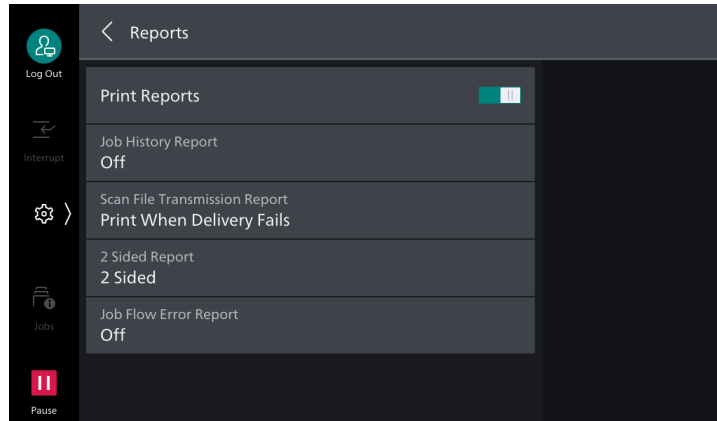
## [Image Quality]



Item	Description
[Photo & Text Recognition]	Sets the level for discriminating text or photo when copying, or scanning a document, with [Photo & Text] for [Original Type].
[Output Color Recognition]	Sets the level for discriminating whether a document is B & W or color when [Output Color] has been set to [Auto Detect].
[Photo Reproduction Level]	Enables adjustment of color reproduction of image determined to be photo when copying with [Photo & Text] for [Original Type]. When set to [More Text], the high-density parts of the image are emphasized, yielding a clear copy result. When set to [More Photo], reproduction of light colors is improved, and gradations of photo parts of the image become smooth.
[Background Suppression (Color Copy)]	Sets method of background suppression when copying in color.
[Background Suppression (B&W Copy)]	Sets method of background suppression when copying in B & W.
[Background Suppression (Scan Jobs)]	Sets method of background suppression when scanning.
[Image Enhancement]	Processes image to be printed with copy so it appears smooth.

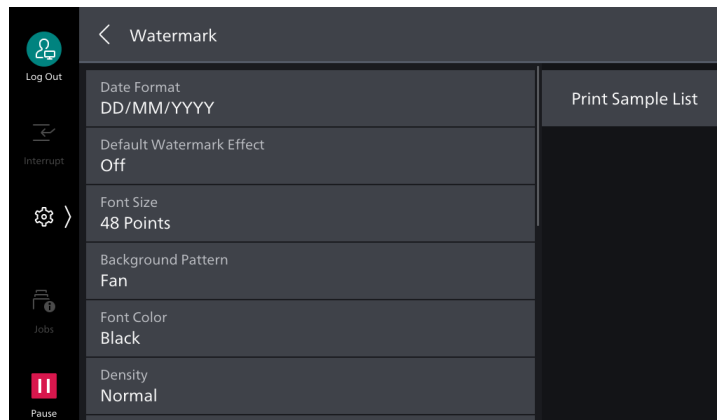
## [Reports]

Sets whether to display the content of [Print Reports] when not in Administrator Mode, or to print each report automatically.



## [Watermark]


The Watermark feature prints text string or background pattern on the whole page to inhibit the replication of documents.



### Note

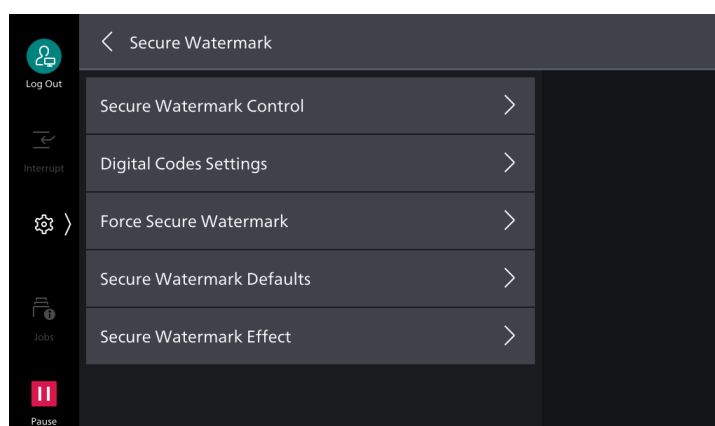
- The user control number may not be printed, depending on Authentication Mode setting.

Item	Description
[Date Format]	Sets date format. The value set here is applied to [Annotations], [Watermark], and [Force Annotation].
[Default Watermark Effect]	Sets default of secure watermark effect for watermark.
[Font Size]	Sets size of text printed as watermark.
[Background Pattern]	Sets background pattern for embedding text string used in secure watermark.
[Font Color]	Sets color of text of secure watermark for watermark.
[Density]	Sets density of text printed as watermark.
[Watermark/Background Contrast]	Sets contrast of text/background printed as watermark. You can set by referring to samples printed with [Print Sample List].



Item	Description
[Force Watermark - Copy]	Sets whether to force watermarking when copying. When set to [On], [Watermark] for the copy feature is fixed to [On] and cannot be changed. The printed text string is the user control number, machine ID, and copy date & time.
[Force Watermark - Client Print]	Sets whether to force watermarking when printing from client computer. To promote settings of the machine, select [Allow Device Settings to Override], and to promote settings of software (such as ApeosWare Copy Protection (sold separately)) or print servers, select [Allow Client Settings to Override]. If [Allow Device Settings to Override] has been selected, either user details, or the user control number, machine ID and printing date & time, are printed.   <b>Note</b> <ul style="list-style-type: none"> <li>This is the same as [Client Print] in [Force Secure Watermark]. For Force Secure Watermark, refer to "[Secure Watermark]" (P.99).</li> </ul>
[Force Watermark - Print Stored File]	Sets whether to force watermarking when printing from folder. The printed text string is the user control number, machine ID, and printing date & time.
[Force Watermark - Media Print]	Sets whether to force watermarking when performing Print from USB. The printed text string is the user control number, machine ID, and printing date & time.
[Custom Watermark 1] to [Custom Watermark 3]	Sets text string printed as watermark.
[Print Sample List]	Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on the print sample.

## [Secure Watermark]

Sets whether to detect protection code embedded in a document. When a document with an embedded protection code is scanned, the job is forced to cancel.

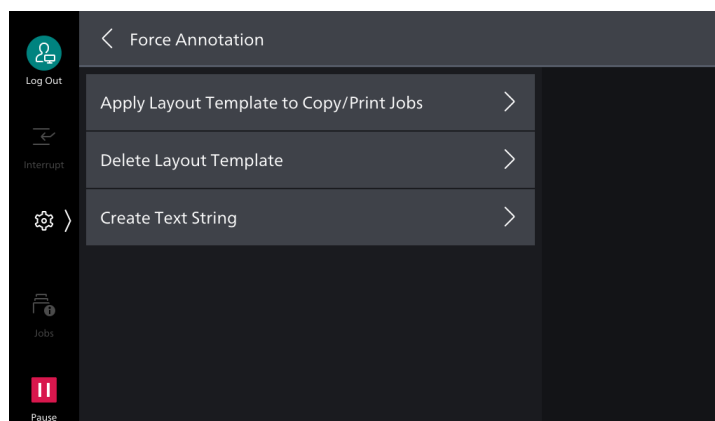


Item	Description
[Secure Watermark Control]	Sets whether to detect protection code embedded in a document.

Item	Description
[Digital Codes Settings]	<p>Sets analysis password and character string of digital code to be embedded in file.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>To analyze the digital codes, the software ApeosWare Secure Watermark Analyzer (sold separately) from our company is required.</li> <li>If [Decoding Password] is set, it is possible to restrict the application users who analyze digital codes of files.</li> </ul>
[Force Secure Watermark]	<p>Sets whether to force use of the secure watermark feature for each job type.</p> <ul style="list-style-type: none"> <li>Settings for [Client Print] are the same as "Force Watermark-Client Print". For Force Watermark-Client Print, refer to "[Watermark]" (P.98).</li> </ul>
[Secure Watermark Defaults]	<p>Sets whether to embed a protection code.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>The set protection code also provides the same limits in scan operation.</li> </ul>
[Secure Watermark Effect]	<p>If watermark text is set, the watermark text is embedded in the file to be copied/printed. If the file with embedded watermark text is copied, the embedded watermark text is blanked out.</p>
[Default Secure Watermark]	<p>Sets text string of secure watermark.</p>
[Background Pattern]	<p>Sets background pattern of secure watermark.</p>
[Font Color]	<p>Sets color of secure watermark text.</p>
[Watermark/Background Contrast]	<p>Sets watermark/background contrast of secure watermark. You can set by referring to samples printed with [Print Sample List].</p>
[Custom Secure Watermark 1] to [Custom Secure Watermark 3]	<p>Sets text string of secure watermark.</p>
[Print Sample List]	<p>Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on printed sample.</p>

## [Force Annotation]

This feature performs forced printing of text strings such as user names or dates (annotations) according to a layout template applied to each job type.



### [preset1]

Print position: Bottom right

Printed items: File name, client computer IP address, user name, card ID, user ID, date & time

### [preset2]

Print position: Bottom left

Printed items: File name, client computer IP address, user name, card ID, user ID, date & time

### [preset3]

Print position: Bottom right

Printed items: User ID, date & time

### [preset4]

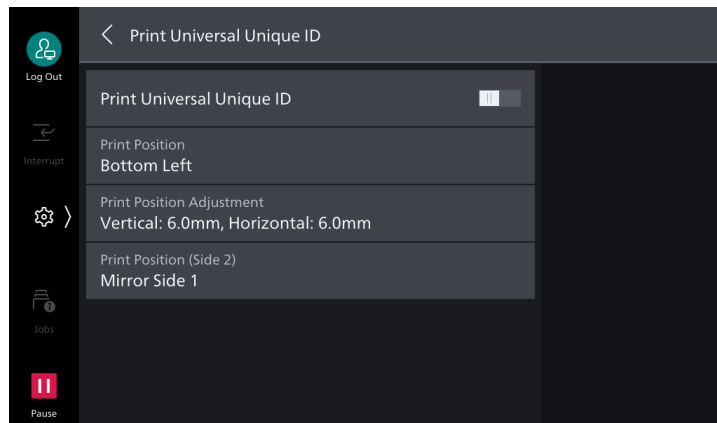
Print position: Bottom left

Printed items: User ID, date & time

## [Print Universal Unique ID]

Allows you to print an identifying ID (UUID) to enable identification of jobs for each data.

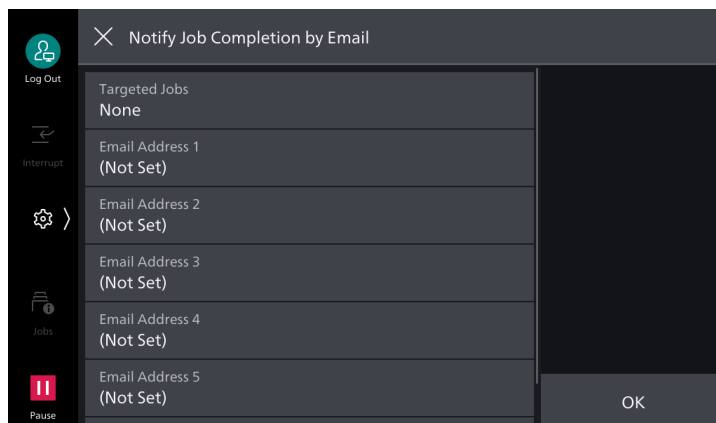
If the log control feature is used with our product (sold separately), it is possible to search the log using a UUID as a key, and confirm information for each job such as who performed the copy, print, or scan, and when.



#### Note

- If a layout template is set with [Apply Layout Template to Copy/Print Jobs] for [Force Annotation], then the text set here is printed on the set template.
- Increasing the fine-tune value, taking the paper edge as 0 mm, results in movement in the direction of the paper center. However, if [Top Center] or [Bottom Center] is selected in [Print Position], then the fine-tune value in the length takes the paper center to be 100 mm. If [Top Center] or [Bottom Center] is selected in [Print Position], adjust after first setting the fine-tune value to 100 mm.

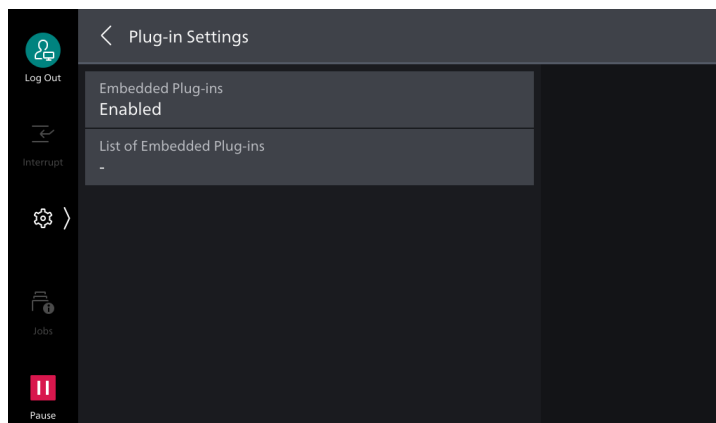
## [Notify Job Completion by Email]



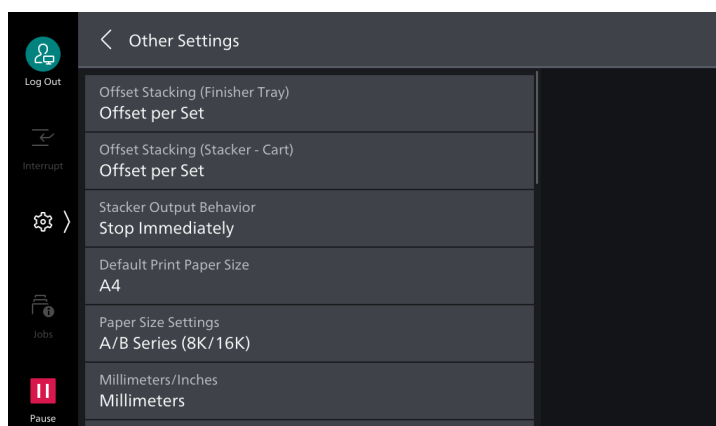
Item	Description
[Targeted Jobs]	Sets service for notification of the results of running jobs, and the timing of notification. If one or more targeted jobs have been set, then [Selected] is displayed.
[Email Address 1] to [Email Address 5]	Sets notification destination for Email.
[Email Message]	Enables input of comment attached to Email.



## [Plug-in Settings]


Set the display of the list of available Plug-ins and switching Plug-ins.



# [Other Settings]



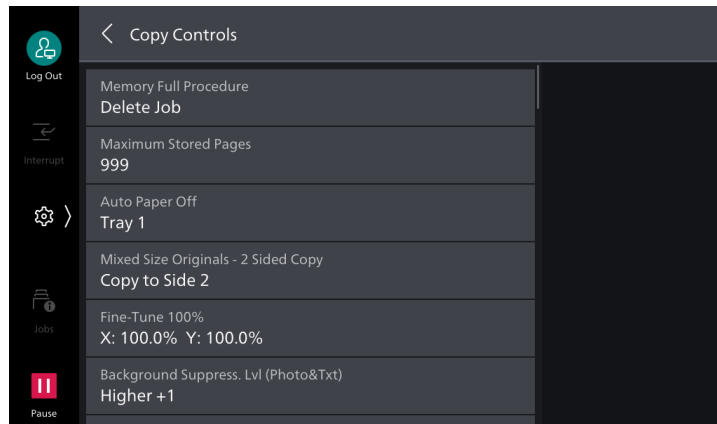
Item	Description
[Offset Stacking]	Sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen. If set to [Offset per Set], offset stacking is performed in print quantity units. If set to [Offset per Job], offset stacking is performed in job (print instruction) units.
[Stacker Output Behavior]	Sets the paper output operation when the removing stacker button is tapped on.
[Default Print Paper Size]	Sets the paper size used when printing a report/list.
[Paper Size Settings]	Sets the paper size group when detecting standard size documents and paper.
[Millimeters/Inches]	Sets units displayed on the screen.
[Data Encryption]	Performs encryption of data such as saved address information, authentication information, and stored files. Encryption is also performed when writing copied, scanned, or printed data.
[Encryption Key for Confidential Data]	Sets encryption key for encryption of confidential data such as administrator passwords, and folder passwords.   <b>Refer</b> <ul style="list-style-type: none"> <li>The encryption key is set to the default administrator password at factory shipment. Refer to <i>User's Manual</i> for the default administrator password.</li> </ul>
[Service Rep. Operation Restriction]	Operation by service representatives can be restricted to prevent machine security settings from being changed by someone impersonating a service representative. This setting requires a service representative to input a maintenance password to perform maintenance work on the machine. Set a maintenance password of 4 to 12 alphanumeric characters.   <b>Note</b> <ul style="list-style-type: none"> <li>This setting makes it necessary to replace a circuit board in order to change restrictions or perform maintenance work. Replacing a circuit board requires a charge for the board and for replacement labor, so be careful not to forget the user ID and password of the administrator, and the maintenance password.</li> </ul>
[Software Download]	Enables software download. This item is set by a service representative.

Item	Description
[Document Feeder Quiet Mode]	Sets whether to reduce operating noise when scanning a document with the document feeder. To reduce operating noise, select [Enabled].
[Document Feeder Tray Elevation]	Sets the timing for elevating the document feeder tray when a document is loaded in the document feeder.
[Check Document Guides Position]	Displays a confirmation screen when the guide position of the document feeder is set to 8.5" and scanning is started.
[Multi-feed Detection]	Sets whether to detect multi-feed.
[Status Indicator (Green)]	Enables the lamp which lights/flashes while the machine is performing some operation such as during active jobs.
[Data Indicator]	Sets Data Indicator.
[Document Feeder Attention Light]	Sets the feature to prevent forgetting to remove the document loaded in the document feeder and output after scanning.
[Detect Original Left on Glass]	Sets the feature not to forget to taking away the document loaded in the document glass. If it is set to [Enabled], the message, status indicator or sound notifies you.
[Paused Job Handling]	Sets the handling method after operation of a job that has been started is paused, and left until the specified with [Auto Clear] has elapsed.
[Interrupt Mode]	Sets enable/disable Interrupt Mode. If it is set to [Disabled], [Interrupt] on the control menu is deleted.
[First Page Printing Optimization]	Sets which state to stand by in, color print or B & W print.
[Local User Access - Maintenance]	Allows local users to register the custom paper or adjust the image quality and folding position.   <b>Refer</b> <ul style="list-style-type: none"> <li>• For registering the custom paper, refer to "[Paper Tray Settings]" (P.91).</li> <li>• For the image quality adjustment, refer to "[Image Quality]" (P.173).</li> <li>• For the folding position adjustment, refer to "[Adjust Finisher]" (P.189).</li> </ul>

# 10.3 [App Settings]

## [Copy Settings]

### [Copy Controls]



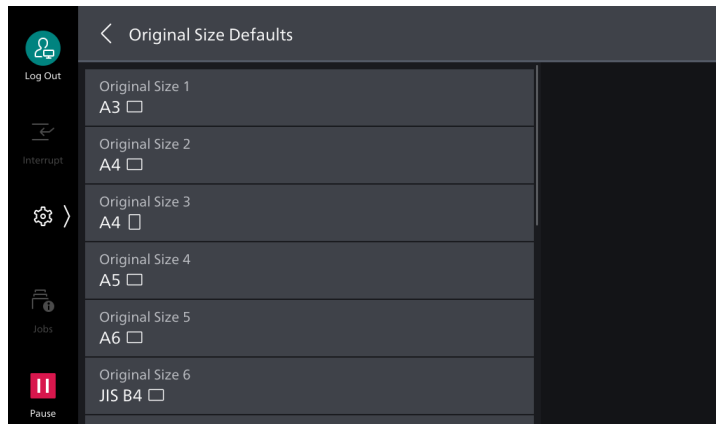
Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the copy document.
[Auto Paper Off]	Sets tray selected when [Auto Select] for [Paper Supply], on the [Copy] screen, is canceled.
[Mixed Size Originals - 2 Sided Copy]	Sets paper for copying side 2, when papers with different sizes for side 1 and side 2 have been selected in auto paper supply, in a case where the document size is different for side 1 and side 2 in 2 sided copying.
[Copy to New Sheet]	Copies on side 1 of the new paper selected as the side 2.
[Copy to Side 2]	Copies as is on side 2 of same paper as side 1, without changing paper size.
[Fine-Tune 100%]	Reduces/enlarges when copying with no reduce (100%). The setting is applied to the reduce/enlarge [100%] on the [Copy] screen.
[Background Suppress. Lvl (Photo&Txt)]	Sets background suppression level when copying in color. Setting is enabled when [Photo & Text] is selected at [Original Type]. The larger the value, the stronger the background suppression.
[Background Suppression Level (Text)]	Sets background suppression level when copying in color. Setting is enabled when [Text] is selected at [Original Type]. The larger the value, the stronger the background suppression.
[Photo & Text / Printed Original]	Sets the type of document when [Printed Original] is selected for [Photo & Text] at [Original Type].
[Normal]	Copies with normal image quality.
[Inkjet Originals]	Select when copying documents printed with inkjet printer. This enables improved color discrimination for inkjet documents.
[Highlighted Originals]	Select when copying documents marked with highlighter. This improves color discrimination (orange/green) for highlighter.

Item	Description
[Original Type - See-Through Paper]	Enables display of [Text on See-Through Paper] when [Text] is selected at [Original Type].
[Face Up/Down Output - Reverse Order]	Displays [Face Up (Reverse Order)] in [Face Up/Down Output] on the [Copy] screen.
[Face Up/Down - Auto (Single Sheet)]	If [Auto] is selected in [Face Up/Down Output], sets the operation when the number of output paper is one.
[Default Trim Margin]	Sets the default trimming value for the fore edge trim. The fore edge trim is the feature to align the edge of the booklet by trimming its spine and opposite.
[Auto Img Positioning-105gsm or Less]	Sets the image positioning value when 105 g/m <sup>2</sup> or less paper is used. The image positioning is the feature to adjust the image position to print at the same position from the edges of inside and outside paper for booklet creation.
[Auto Img Positioning-106gsm or More]	Sets the image positioning value when 106 g/m <sup>2</sup> or less paper is used.
[Annotations - Comment Density]	Sets density of comments printed in annotations.
[Comment - Top Left] to [Comment - Bottom Right]	Adjusts position for printing comment in annotations.
[Date - Top Left] to [Date - Bottom Right]	Adjusts position for printing date in annotations.
[Page Number - Top Left] to [Page Number - Bottom Right]	Adjusts position for printing page number in annotations.
[Bates Stamp - Top Left] to [Bates Stamp - Bottom Right]	Adjusts position for printing Bates stamp in annotations.
[Annotations - Edit Comment 1] to [Annotations - Edit Comment 8]	Allows users to set or change text strings printed as annotations. When set to [Do Not Allow], no users, including the administrator, can edit text strings.
[Maximum Number of Sets]	Sets the number of sets. This makes it impossible to set a number of sets exceeding the number set here.
[Sample Output to Stacker - Top Tray]	Sets whether to include sample sets output to the Top Output Tray in the number of copies while jobs are being output to the High Capacity Stacker.

## [Original Size Defaults]

Sets the document size displayed at [Manual Size Input] for [Original Size].

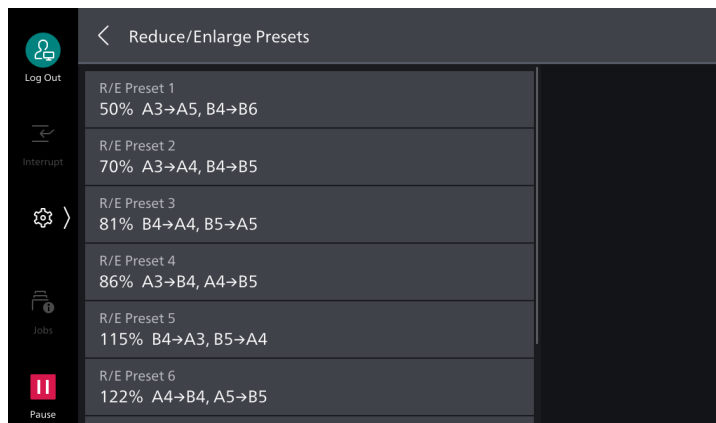
In situations like frequently copying documents with custom sizes, the operation of inputting the document size for each copy can be eliminated by setting the custom size beforehand.



## [Reduce/Enlarge Presets]

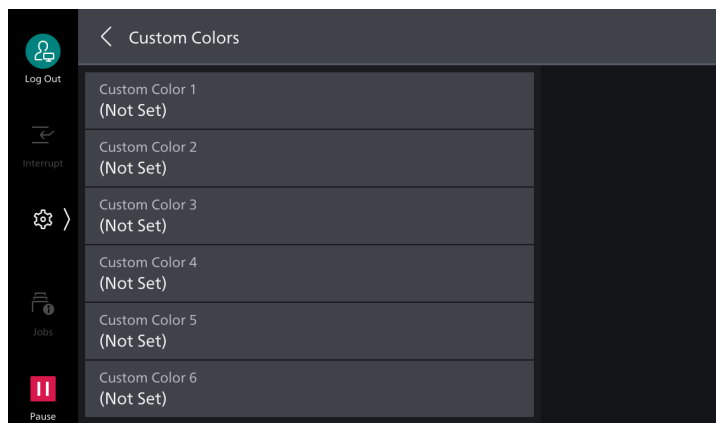
Sets reduce/enlarge displayed on [Proportional %] for [Reduce/Enlarge].

This enables changing the reduce/enlarge assigned to buttons other than [100%] and [Auto].



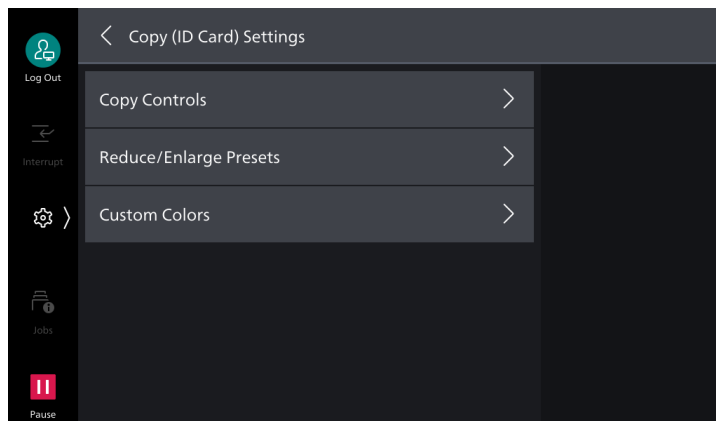
## [Custom Colors]

Sets user-set color used in [Dual Color] and [Single Color] for [Output Color].



# [Copy (ID Card) Settings]

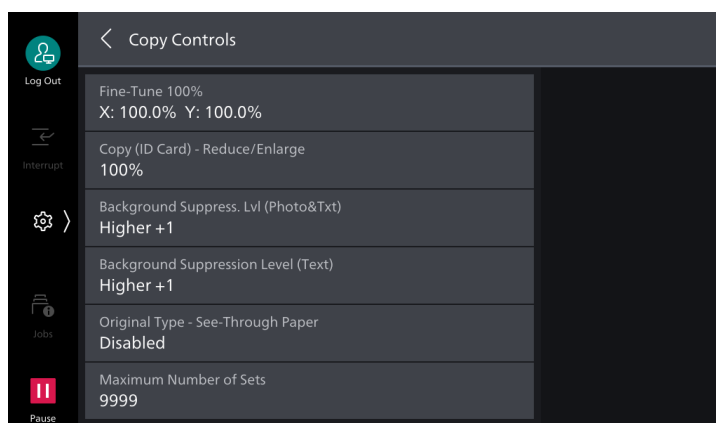
The settings other than [Copy (ID Card) - Reduce/Enlarge] in [Copy Controls] is the same as [Copy Settings].



## Refer

- Refer to "[Copy Settings]" (P.105) for each item.

# [Copy Controls]

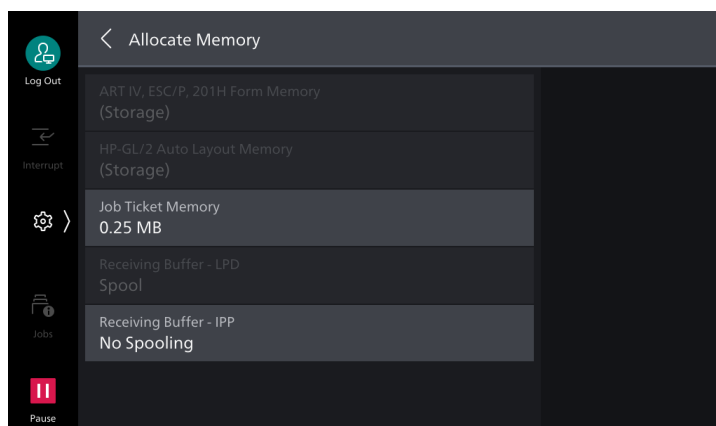


Item	Description
[Copy (ID Card) - Reduce/Enlarge]	Sets reduce/enlarge when performing Copy (ID Card). <b>Note</b> <ul style="list-style-type: none"> <li>• For users save the default value, the setting in this item may not be reflected. Refer to "Customizing the Apps Screen" (P.33) for saving the default value.</li> </ul>

# [Print Settings]

## [Allocate Memory]

Sets memory capacity to use for each printer mode.







### Important

- When memory capacity is changed, memory is reset. Therefore, all data stored in each memory area is erased.

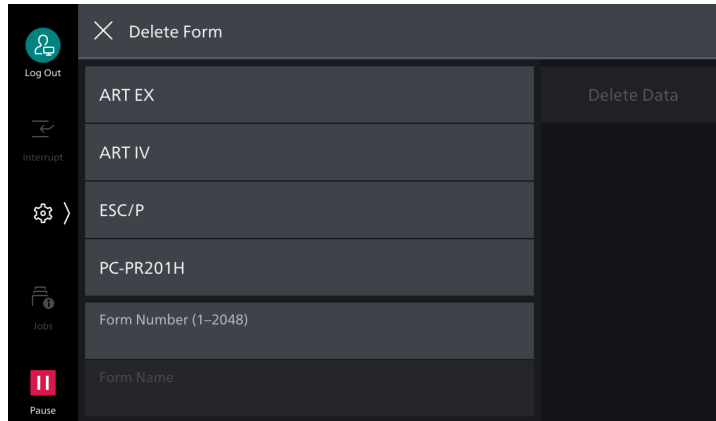
### Note

- The memory capacity of receive buffer (place for temporarily storing data sent from client) can be changed for each interface to suit the use situation and purpose. If the receive buffer capacity is increased, then the release of clients responding to each interface may become faster.

Item	Description
[ART IV, ESC/P, 201H Form Memory]	Sets the memory area for work when you use the ESC/P form.  <b>Note</b> <ul style="list-style-type: none"><li>• When storage is installed, the storage is specified and cannot be changed.</li></ul>
[HP-GL/2 Auto Layout Memory]	Sets the memory area for work when you use the HP-GL/2 auto layout feature.  <b>Note</b> <ul style="list-style-type: none"><li>• When storage is installed, the storage is specified and cannot be changed.</li></ul>
[Job Ticket Memory]	Specifies the memory capacity to use for processing the job ticket (which describes the output number of jobs or post-processing).
[Receiving Buffer - LPD]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process.  <b>Note</b> <ul style="list-style-type: none"><li>• When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the LPD printing.</li><li>• Depending on the setting of [LPD Print Queue], [Receiving Buffer - LPD] cannot be changed. For [LPD Print Queue], refer to "[Other Settings]" (P.113).</li></ul>
[Receiving Buffer - IPP]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process.  <b>Note</b> <ul style="list-style-type: none"><li>• When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the IPP printing.</li></ul>

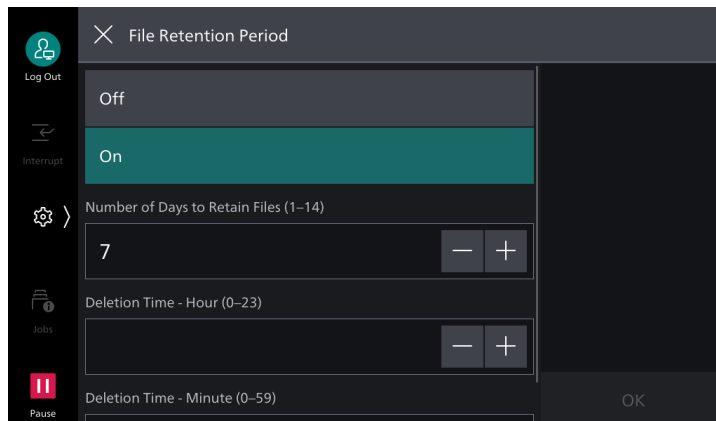
## [Delete Form]

Individually deletes set forms. Input the form number for each print mode, and delete after checking the displayed form name.



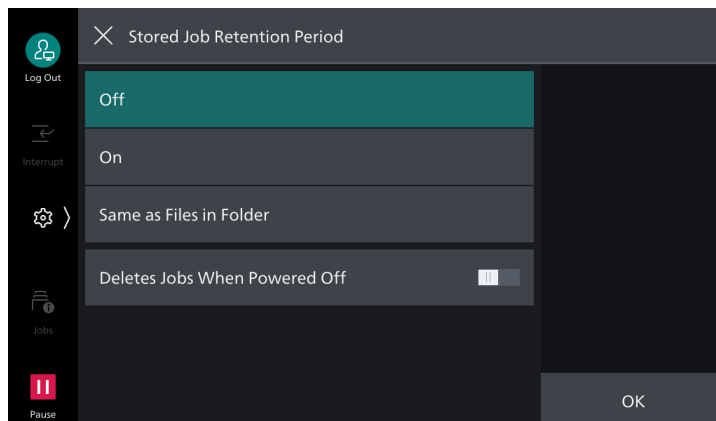
## [File Retention Period]

Sets the retention period for files in folders, after which they will be deleted. When this is set, files are deleted when the time set with [File Deletion Time] arrives after the retention period has elapsed. The setting is common for all folders.



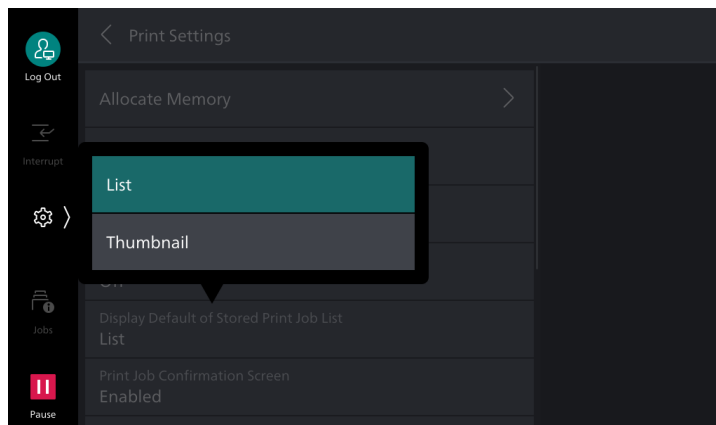
## [Stored Job Retention Period]

Sets delete method for stored print jobs.



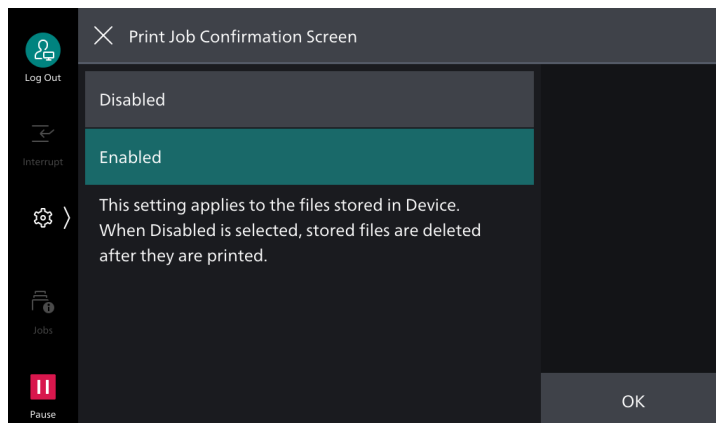
## [Display Default of Stored Print Job List]

Sets [List] or [Thumbnail] display for stored print job list.



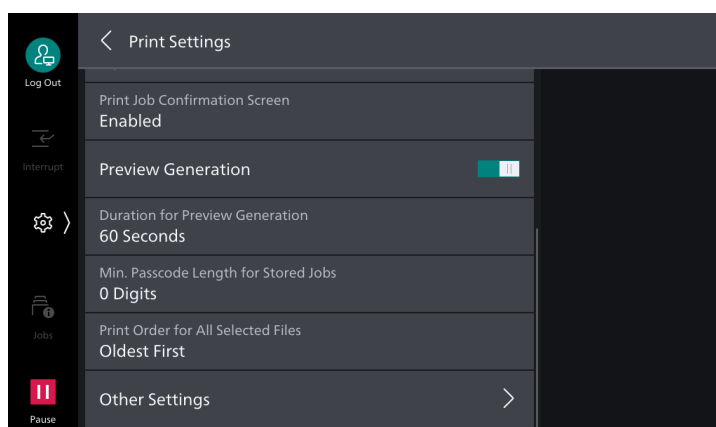
## [Print Job Confirmation Screen]

When printing a stored print job, a confirmation screen can be displayed for deletion of the file after printing. If set to [Disabled], the job is deleted after printing.



## [Preview Generation]

Enables creation of a preview image when displaying the list of stored print jobs.

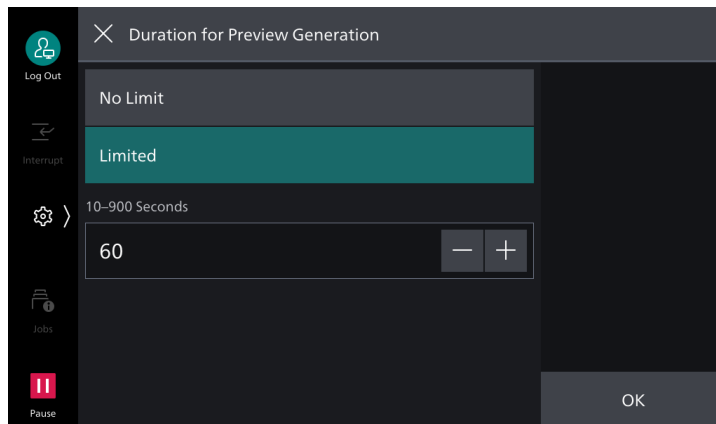


### Note

- This also enables setting from the printer driver whether to create a preview image.

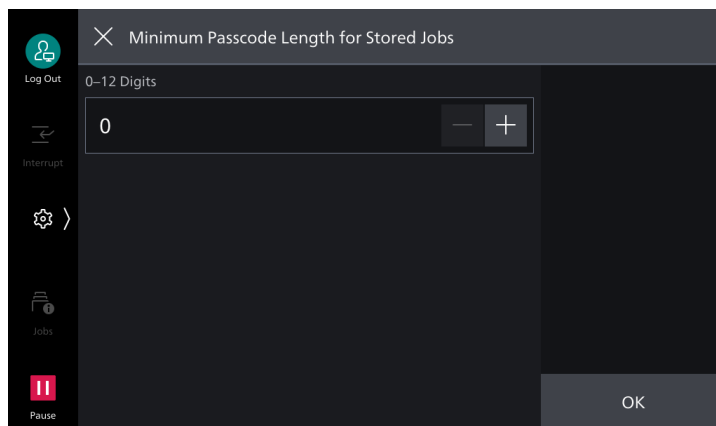
## [Duration for Preview Generation]

Enables limitation of preview image creation time for stored print jobs. When set to [Limited], only the preview image created within the limited time is displayed.



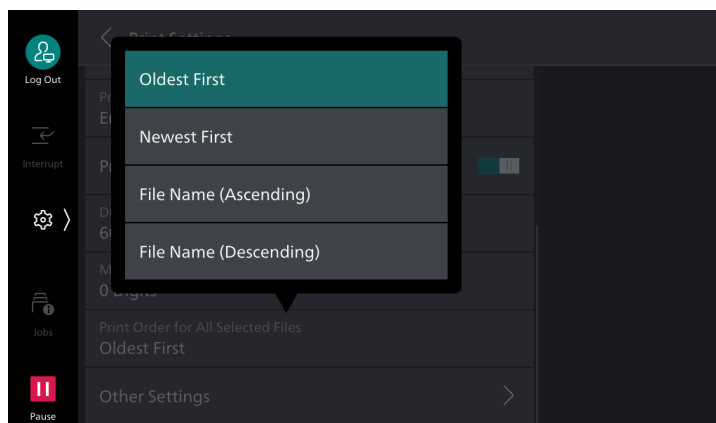
## [Minimum Passcode Length for Stored Jobs]

Sets the minimum number of digits for the password number needed when storing or printing secure print files or charge print files.

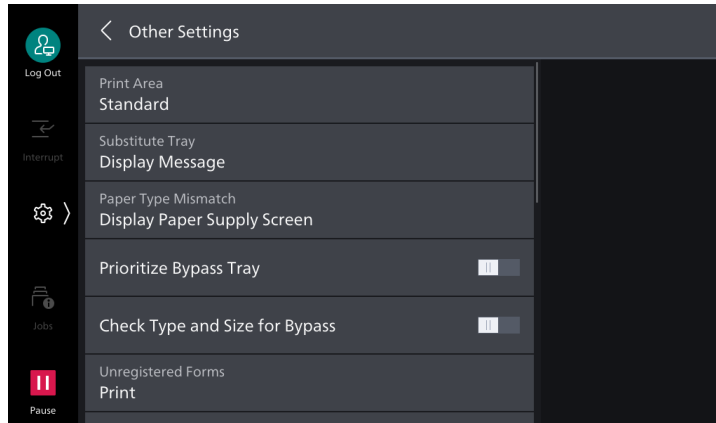



## [Print Order for All Selected Files]




Enables setting of print sequence when all files are selected for stored print jobs.



# [Other Settings]



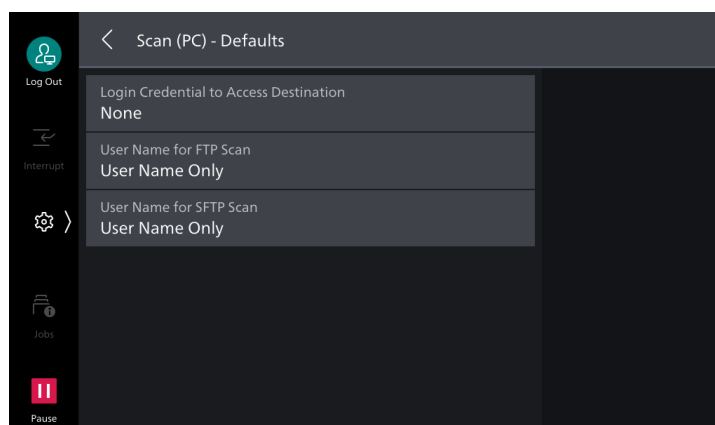
Item	Description
[Print Area]	Expands print area.
[Substitute Tray]	Sets processing when paper of the specified paper size has not been loaded in the tray.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p><b>Note</b></p> </div> <ul style="list-style-type: none"> <li>• If printing is done using the emulation such as ESC/P or HP-GL/2, then the message prompting to supply paper is displayed regardless of the setting here.</li> </ul> </div>
[Display Message]	Displays the message to replenish paper, without substitution.
[Use Larger Size]	Prints with no reduction on paper of the next larger size above the specified paper size.
[Use Closest Size]	Prints on paper of the size closest to the specified paper size. Prints by reducing if paper length or width is insufficient for the paper size.
[Use Closest Size (No Reduce)]	Prints on paper of the size closest to the specified paper size. No reduction is performed, even if the image will not fit.
[Use Closest Size (Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. Prints by reducing if paper length or width is insufficient for the paper size.
[Use Closest (No Reduce, Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. No reduction is performed, even if the image will not fit.
[Select Tray 5]	Prints from tray 5 at the specified paper size. If paper of a different size is loaded, a message is displayed to load paper of the selected size.
[Switch Size Series]	Prints by switching between the papers in the AB-based size series and inch-based size series. The switchable combinations are as follows. <ul style="list-style-type: none"> <li>• A5 and 5.5 x 8.5"</li> <li>• A4 and Letter (8.5 x 11")</li> <li>• A3 and 11 x 17"</li> </ul>
[Paper Type Mismatch]	Sets processing when paper type specified for printing with the printer driver, etc., does not match the paper type loaded in the paper tray.
[Print]	Prints with the paper type set for the paper tray.

Item	Description
	<p>[Display Confirmation Screen]</p> <p>Displays confirmation screen to continue printing. When printing, specification of the paper type specified for printing with the printer driver, etc., is disabled, and printing is done according to the [Priority], paper size, and [Substitute Tray] settings.</p>
	<p>[Display Paper Supply Screen]</p> <p>Displays the screen to change the settings of the paper tray. If [Start] is tapped after switching paper in the paper tray in accordance with the message displayed on the display, the paper type set for the paper tray is changed to the paper type setting displayed on the display, and then printing is done.</p>
<p>[Prioritize Bypass Tray]</p>	<p>When [Paper Tray] is set to [Automatically Select] with the printer driver, tray 5 can be selected with priority.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If there is a match between paper size and paper type specified in the print job, and loaded paper, then paper is supplied from tray 5.</li> </ul>
<p>[Check Type and Size for Bypass]</p>	<p>Displays a screen for confirming the loaded paper, when printing on paper in tray 5.</p>
<p>[Unregistered Forms]</p>	<p>Sets the processing method when the form indicated for printing in the form data file (overlay printing) is unregistered on the printer side. When set to [Print], only the data is printed because there is no specified form.</p>
<p>[Resume Job After Print Error]</p>	<p>Sets the method of resuming subsequent jobs when a print job has been canceled due to an error, etc.</p>
<p>[Resume Job Automatically]</p>	<p>Cancels job, and resumes printing of subsequent jobs.</p>
<p>[Resume by User]</p>	<p>Displays confirmation screen before job is canceled.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• When a job is canceled, the subsequent print jobs are limited, and thus enter the offline state. When the machine is returned to online, printing of subsequent jobs is resumed.</li> </ul>
<p>[When Paper Jam Occurs]</p>	<p>Sets print processing method when an error occurs such as a paper jam during printing.</p>
<p>[Resume Job After Jam Clearance]</p>	<p>Resumes printing from the next page after the last normally ejected page when handling of a paper jam is finished.</p>
<p>[Delete Job]</p>	<p>Cancels printing, and deletes that print job.</p>
<p>[Print User ID]</p>	<p>Enables printing of the user ID when printing using the printer driver. The first 64 characters of the user ID are printed.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• To use the print user ID feature, it is necessary to set the user ID beforehand with the printer driver.</li> </ul>
<p>[Banner Pages]</p>	<p>In cases such as when the machine is used by multiple users, this prints banner pages to separate the jobs of each user, and prevent mixing of printed materials. Items such as date, time, user name, and file name are printed on the banner page.</p>
<p>[Banner Page Offset]</p>	<p>Enables offset stacking when printing papers for sorting (banner pages).</p>
<p>[Banner Page Tray]</p>	<p>Sets tray for supplying papers for sorting (banner pages). Tray 5 cannot be set.</p>

Item	Description
[XPS Print Ticket Processing]	Sets operation of the machine when scanning print setting (print ticket) defined in an XPS file.
[Off]	Print ticket processing is not performed.
[Standard Mode]	Performs print ticket processing in standard mode.
[Compatible Mode]	Sets print settings defined in print ticket through operation compatible with Microsoft specifications.
[LPD Print Queue]	Sets order of LPD printing.
[Print upon Receipt]	Prints data immediately after receipt.
[Data Processing Order]	Prints data in the order in which it enters a printable state, after data is received. When multiple files are printed consecutively, even if data that requires time for data processing is received first, data for which data processing is finished may be printed first.
[First In First Out]	Print LPR in the order of receipt.
[OCR Font Glyphs (0x5C)]	Sets whether to print the "0x5C" character as a backslash (\) or yen symbol (¥) when using an OCR font.
[Paper Settings for Printer Jobs]	The paper type that can be set with the printer driver differs from the paper type that can be set with the paper tray of this machine. Link the paper type specified with the printer driver to the paper type and weight of this machine.

## [Scan Settings]

### [Scan (PC) - Defaults]

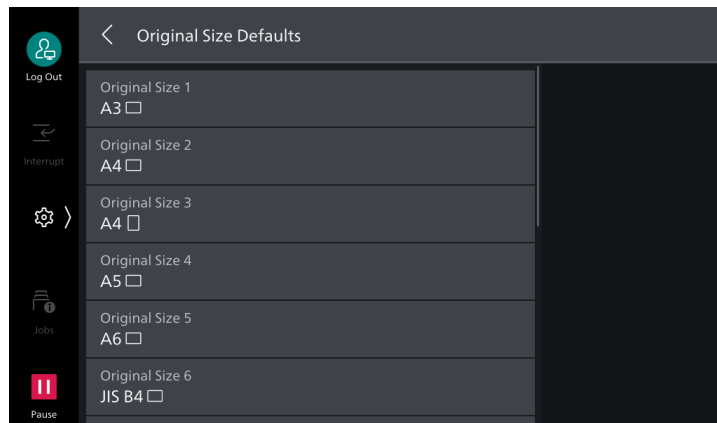


Item	Description
[Login Credential to Access Destination]	Enables use of credential logged in to remote accounts when logging in to a client computer through SMB/FTP/SFTP transmission.
[User Name for FTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with FTP transmission.
[User Name Only]	Uses only the user name part (before "@" of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@" as the login name.

Item	Description
[User Name for SFTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with SFTP transmission.
[User Name Only]	Uses only the user name part (before "@" of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@" as the login name.

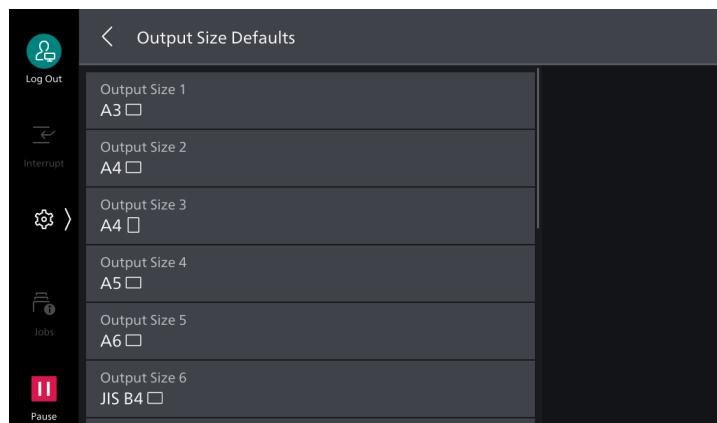
## [Original Size Defaults]

Sets the document size displayed at [Manual Size Input] for [Original Size]. Original sizes are assigned to each button other than [Auto Detect].



## [Output Size Defaults]

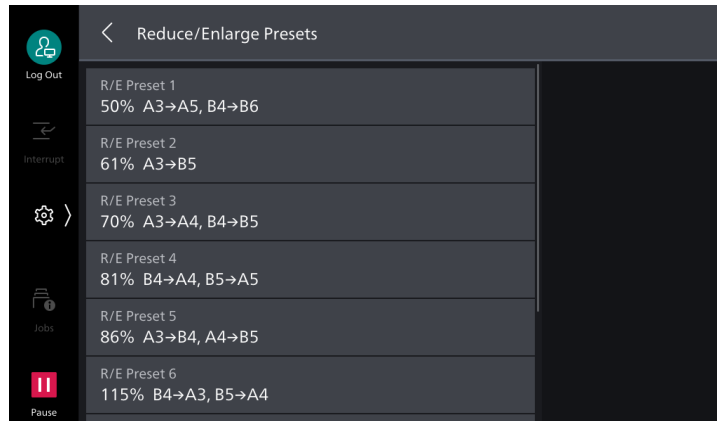
Sets size displayed at [Auto (Select Output Size)] for [Reduce/Enlarge]. This enables assignment of any desired output size to output size button.



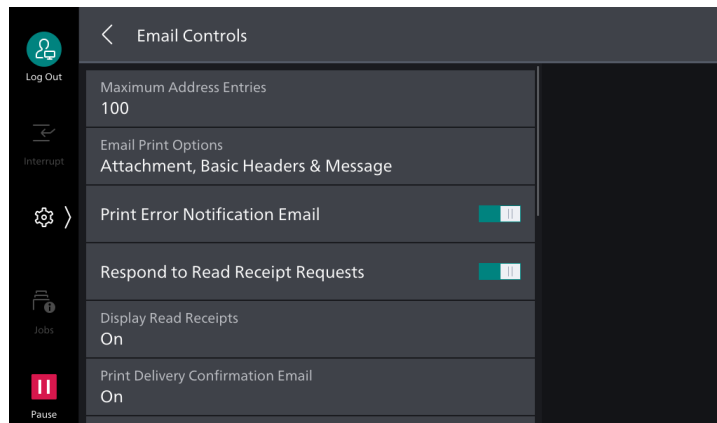
## [Reduce/Enlarge Presets]

Sets reduce/enlarge displayed on [Proportional %] for [Reduce/Enlarge].




This enables assignment of any desired reduce/enlarge to each button other than [100%].



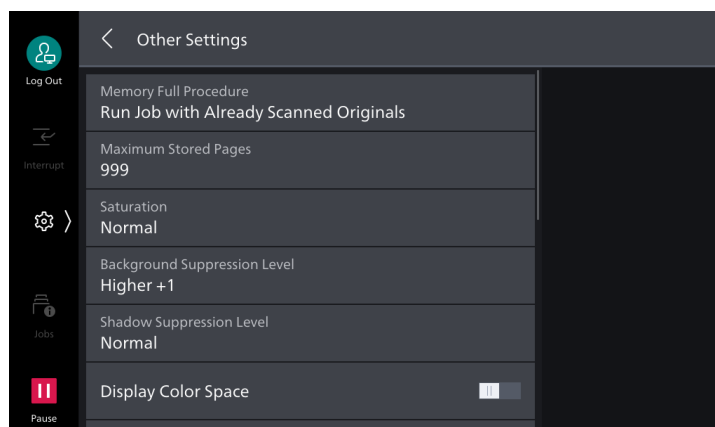
## [Email Controls]



Item	Description
[Maximum Address Entries]	Sets maximum number of recipient addresses when sending Email. The number of recipient addresses is the total of TO/CC/BCC. If the maximum number of recipient addresses is exceeded, sending of the Email is canceled.
[Email Print Options]	Enables setting of printing when Email is received addressed to the Email address of the machine.
[Print Error Notification Email]	Enables printing of error notification Email if a mistaken address is set, or if sending is impossible due to occurrence of an error.
[Respond to Read Receipt Requests]	Sets to notify sender that message has been read when Email requesting a read receipt is read.
[Display Read Receipts]	Enables use of read receipt feature when sending Email from the machine.
[Print Delivery Confirmation Email]	Enables printing of send result Email (DSN reply Email/MDN reply Email).
[Maximum Data Size per Email]	Sets maximum data size per a single Email.

Item	Description
[Maximum Total Data Size]	Sets maximum data size of Email.   <b>Note</b> <ul style="list-style-type: none"> <li>When you attach a file to an email, the actual data size may be larger than the size displayed by your email software.</li> </ul>
[Maximum Split Count]	Sets maximum split count when splitting Email.
[Edit "From" Field]	Enables editing of a sender's address in ["From" Address] of feature list when sending Email.
[When Sender's Address Is Unknown]	Enables limitation of use of Email sending when login user cannot retrieve Email address.
[Add Me to "To" Field]	Enables addition of sender address to [To] field.   <b>Note</b> <ul style="list-style-type: none"> <li>When you use [Scan], the sender address is added to the [To] field. Change the setting for when using [Email] in [Email Settings] &gt; "[Email Controls]" (P.120).</li> </ul>
[Edit Email Recipients]	Sets whether to enable local users to edit or add the recipient of To/CC/BCC.   <b>Note</b> <ul style="list-style-type: none"> <li>If [Edit Email Recipients] is set to [Disabled], you cannot edit or add the email address. Set [Add Me to "To" Field] enabled to use [Email].</li> </ul>

## [Other Settings]

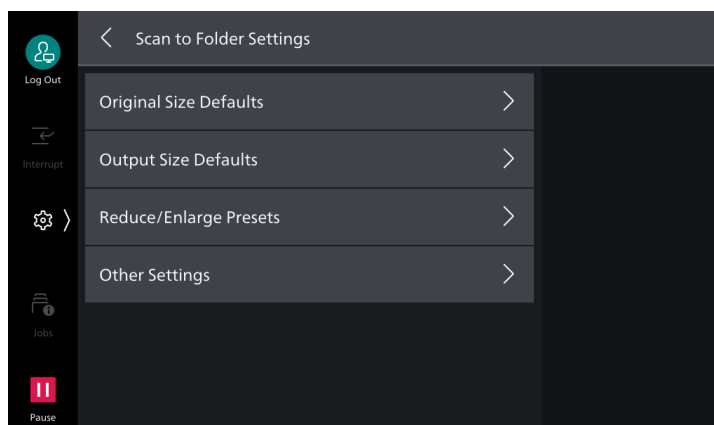


Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the scan document.
[Saturation]	Sets saturation when scanning a color document. When scanning, adjustment is done according to the value set here.
[Background Suppression Level]	Sets background suppression level.
[Shadow Suppression Level]	Sets shadow suppression level.
[Display Color Space]	Enables display of [Color Space] in feature list.
[TIFF Format]	Sets TIFF format when scanning scan data.

Item	Description
[Conversion Mode for Searchable]	Sets the processing accuracy for searchable text (OCR).
[Page Orientation for Searchable]	Enables processing so that text is upright when a document is scanned using searchable text.
[Auto Upright Mode]	Sets precision of feature for processing so that text is upright when a document is scanned using searchable text.
[Display Image Transfer Screen]	Enables display of transfer screen after a document has been scanned.
[File Name Format]	Sets format of filenames for scanned files.
[Add Date to Email Attachment Name]	Enables addition of date and page number to file name of file sent when using [Email].
[URL File Expiration]	Sets URL file expiration.
[Generation of URL Link]	Sets method of generating URL link for sending in URL sending.
[Scan (URL) - Maximum File Size]	Sets maximum image size of file for URL sending.
[Add Login Name to PDF Properties]	Enables addition of login user name to [Creator ID] of attribute information for saved PDF file when scanning is done in PDF format using log in to local accounts, or log in to remote accounts, etc.
[Reset Settings After Job Execution]	Sets whether to reset the sending settings including the recipient after job operated, and whether to display the message when the settings are not reset.
[SMB/FTP/SFTP Save Locations]	Sets whether to enable local users to edit or add the recipient of SMB/FTP/SFTP.

## [Scan to Folder Settings]

This is the same as [Scan Settings].

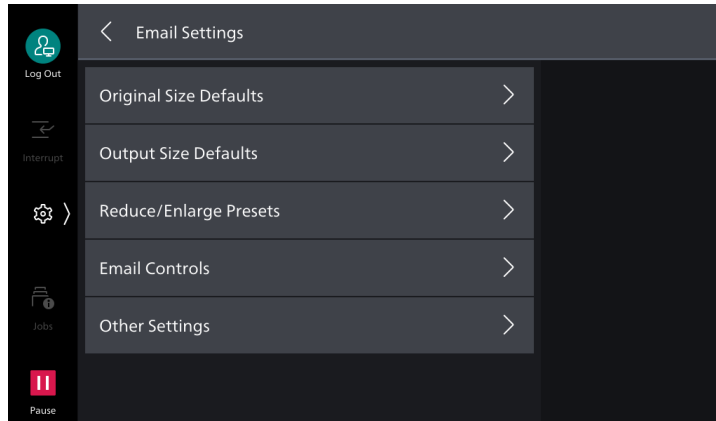


### Refer

- Refer to "[Scan Settings]" (P.115) for each item.

## [Email Settings]

The settings other than [Add Me to "To" Field] and [Add Me to "Cc" Field] in [Email Controls] are the same as [Scan Settings].



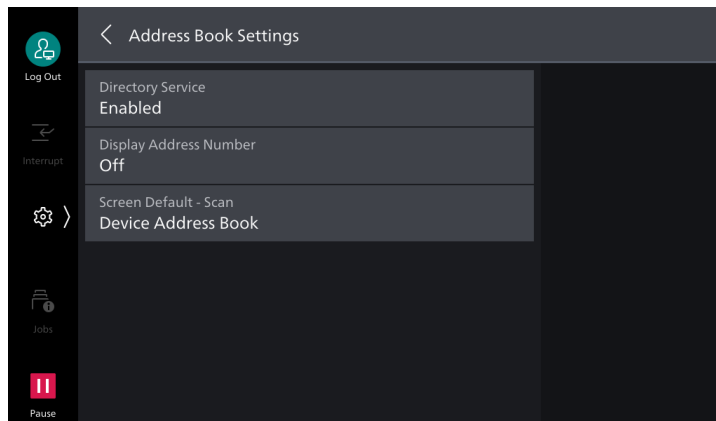
### Refer

- Refer to "[Scan Settings]" (P.115) for each item.

## [Email Controls]

Item	Description
[Add Me to "To" Field]	Enables addition of sender address to [To] field.
[Add Me to "Cc" Field]	Enables addition of sender address to [Cc] field.

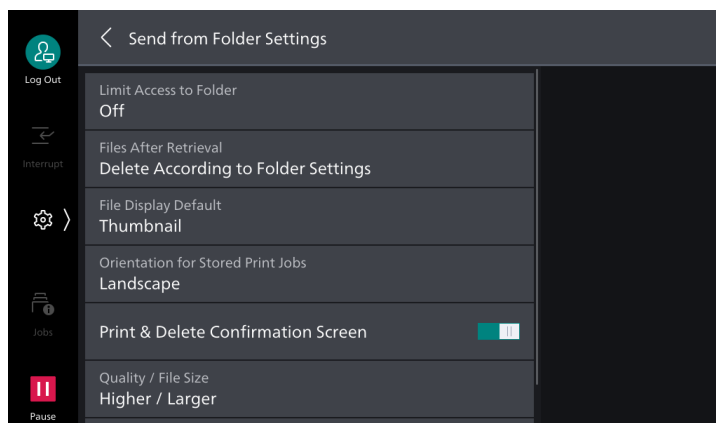
## [Address Book Settings]



Item	Description
[Directory Service]	Enables use of the Address Book saved on directory server.
[Display Address Number]	Sets whether to display the address number on the Address Book.
[Screen Default - Scan]	Sets the type of Address Book to be displayed first when displaying the Address Book from Email and Scan features.

## [Send from Folder Settings]

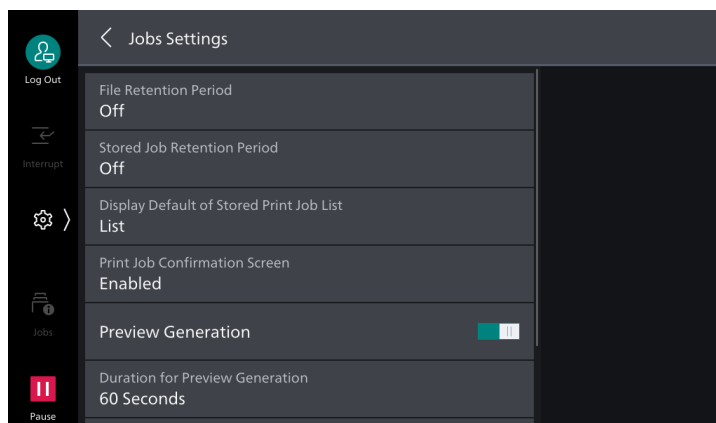
Sets method of processing files saved in folder.



Item	Description
[Limit Access to Folder]	Enables making password input mandatory.
[Files After Retrieval]	Enables deletion of files when files saved in a folder have been retrieved from the client side.
[File Display Default]	Sets method of display when screen listing files in folder has been opened.
[Orientation for Stored Print Jobs]	Sets orientation when saving custom size files. Even if [Portrait] is specified, saving in [Landscape] is forced if a print job is saved with an orientation that cannot be loaded into the paper tray.
[Print & Delete Confirmation Screen]	Enables display of confirmation screen for deleting file after printing file in folder.
[Quality / File Size]	Sets file image quality and file size for high compression and retrieval of files from folder.
[File Retention Period]	Sets the retention period for files in folders. Files are deleted when the retention period expires. The setting is common for all folders.

## [Jobs Settings]

This is the same as [Print Settings].

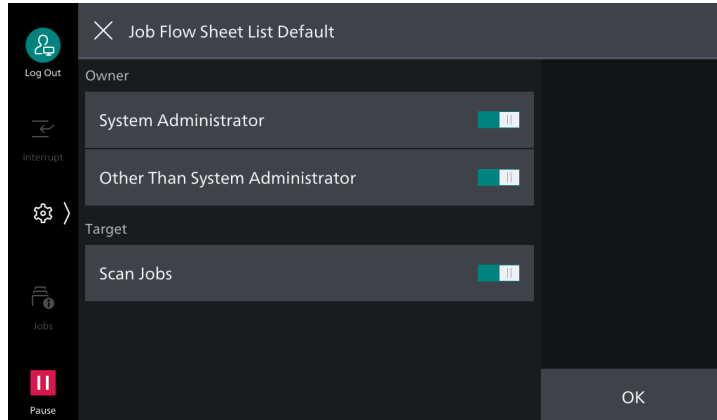


- Refer to "[Print Settings]" (P.109) for each item.

# [Job Flow Sheets Settings]

## [Job Flow Sheet List Default]

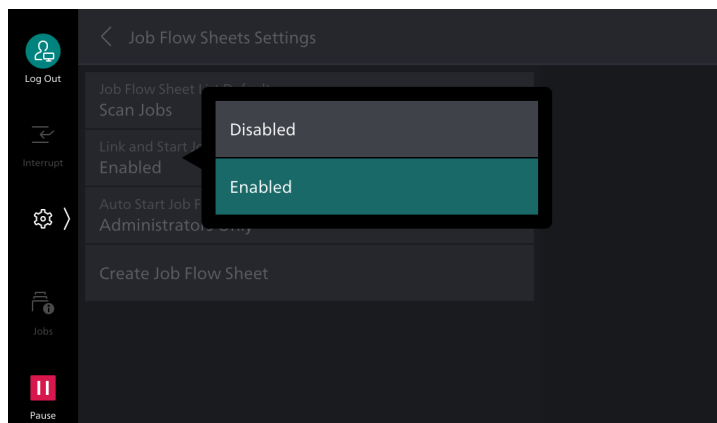
Sets default owner and target displayed when [Job Flow Sheets] on Home screen is tapped.



Item	Description
[Owner]	Enables display of job flow sheets for the administrator and non-administrator.  <b>Note</b> <ul style="list-style-type: none"><li>• Sets whether to display the shared and personal job flow sheets when authentication is on.</li></ul>
[Target]	Enables display of scan job flow sheets.

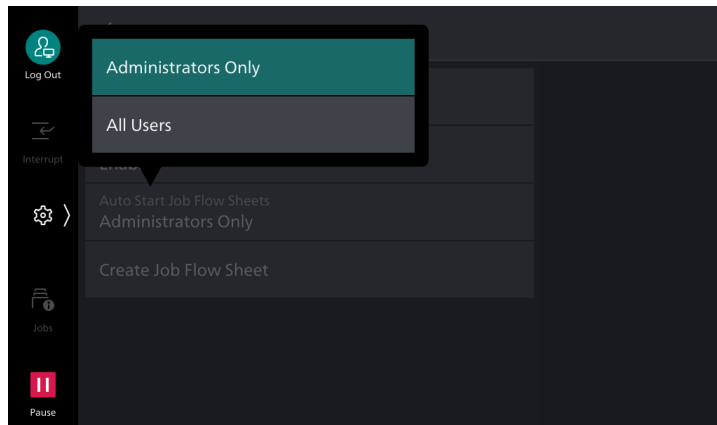
## [Link and Start Job Flow Sheets]

Set whether to disable [Link Job Flow Sheet to Folder] of the folder. If [Disabled] is set, you cannot also manually execute the job flow from the folder.



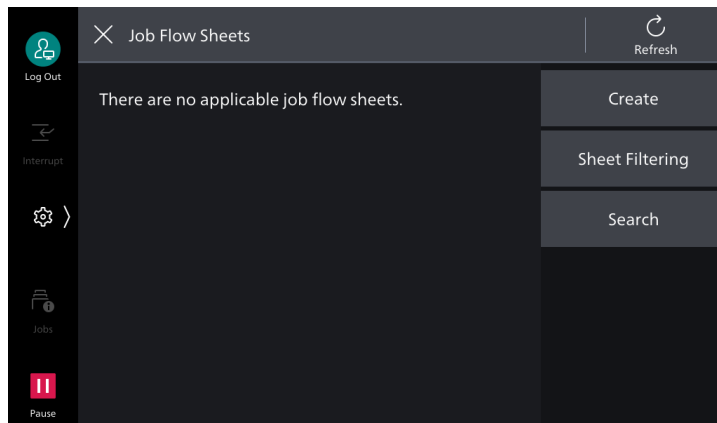
## [Auto Start Job Flow Sheets]

Sets users allowed to start job flow.



## [Create Job Flow Sheet]

Enables tasks such as creating a new job flow, or changing its content.

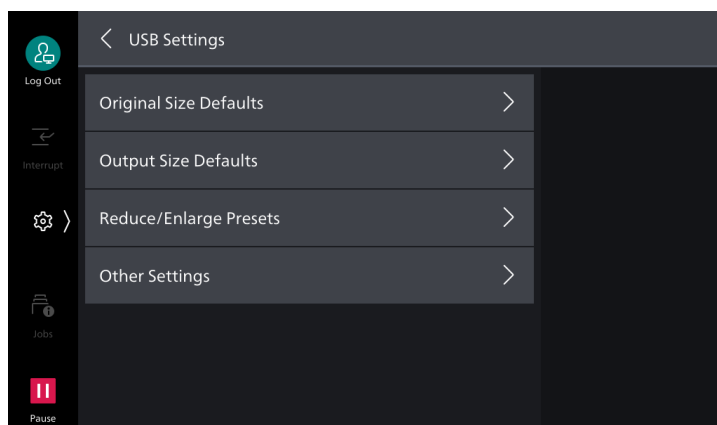


 Refer

- Refer to "Creating Job Flow Sheets" (P.78).

## [USB Settings]

This is the same as [Scan Settings].

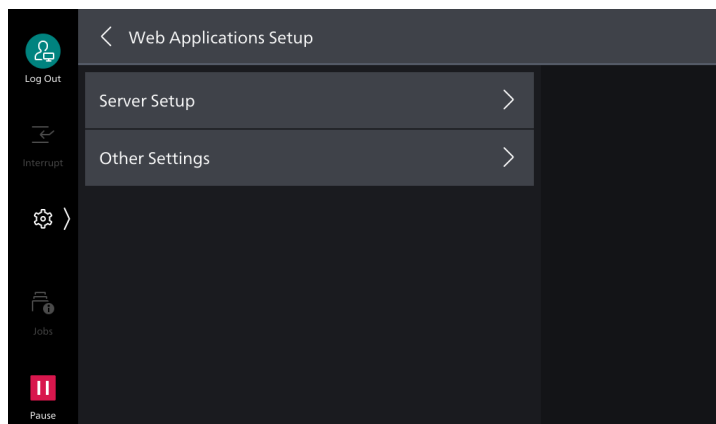


 Refer

- Refer to "[Scan Settings]" (P.115) for each item.

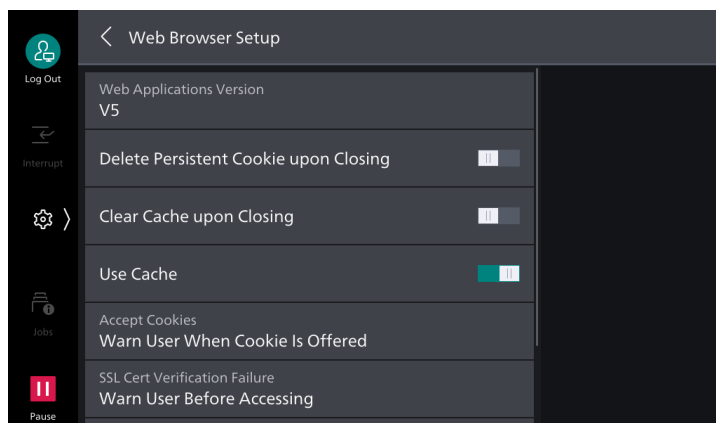
## [Web Applications Setup]

Feature for carrying out tasks such as directly displaying remote services linked with the machine, uploading files scanned with the machine to remote services, and directly printing by selecting a file saved on a remote server.



Item	Description
[Server Setup]	Sets up server for web applications.
[Other Settings]	
[When Sending User Details]	Enables display of confirmation screen when sending user details from user authentication on the machine (authenticated user ID, password, Email address, service restrictions, etc.) to the connection destination server for web applications.

## [Web Browser Setup]

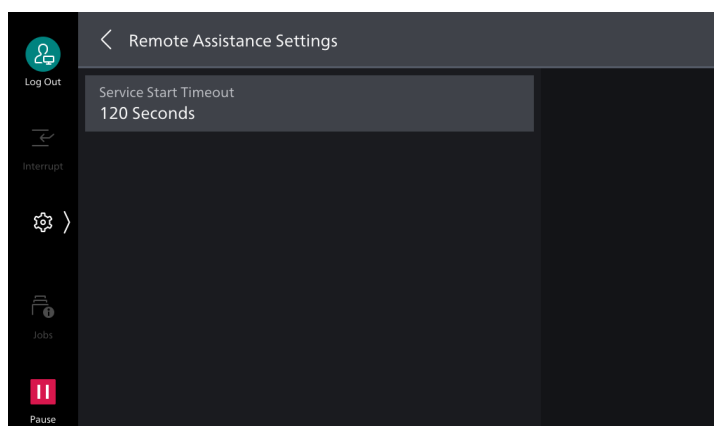


Item	Description
[Web Applications Version]	Sets web browser version used for external access.
[Delete Persistent Cookie upon Closing]	Enables deletion of persistent (expiring) cookies when closing access to web applications.
[Clear Cache upon Closing]	Enables deletion of cache when closing access to web applications.
[Use Cache]	Enables use of cache.
[Accept Cookies]	Enables use of cookies.

Item	Description
[SSL Cert Verification Failure]	Sets whether to display an access confirmation screen asking whether to cancel access to server when verification of SSL server certificate has failed.
[Enable File Printing]	Enables use of file printing feature. The file printing feature enables direct printing of printable files retrieved from remote web servers.
[Functional Code]	Set as necessary for the external access linkage service to be used.

## [Remote Assistance Settings]


Sets maximum wait time to start service for remote assistance.

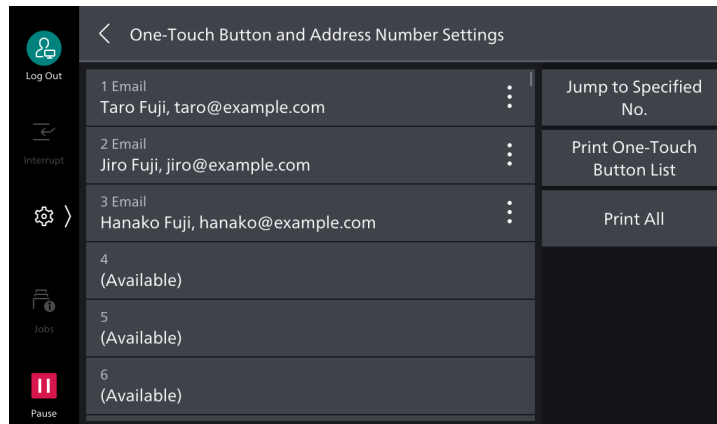


# [One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]

Assigns recipients set in the Address Book to the address numbers.

If [Display One-Touch Buttons] is enabled, the address numbers from 1 to 72 are displayed on the one-touch button.

Tap on  of each number to set the destination or confirm details.



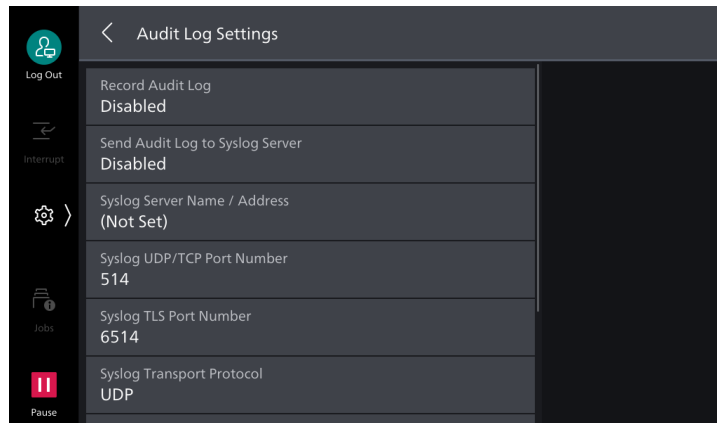
## Note

- Tap on [Jump to Specified No.] to specify the number to be displayed on the top row.
- Tapping on [Print One-Touch Button List]/[Print] allows you to print the list of the destination assigned to one-touch buttons.
- Tapping on [Print All] allows you to print the list of all the destinations. Depending on the number of destinations registered, printed number of pages may become large.
- To display the Address Number, set [Display Address Number] to [On] under "[Address Book Settings]" (P.120).
- To use the One-touch button, set [Display One-Touch Buttons] enabled in "[Screen/Button Settings]" (P.95).

# 10.4 [Audit Log Settings]

Sets settings for the audit log, and set settings relating to the Syslog. (The audit log is sent to other client computers on the network using the Syslog protocol.)

The audit log records who did what work and when with the machine. If the audit log feature is used, it is possible to monitor for improper use of the machine, or attempts at improper use.



**Note**

- Internet Services are used to retrieve the audit log.

**Refer**

- For information on the items recorded in the audit log, refer to *Audit Log Reference Guide* provided at our official website.

Item	Description
[Record Audit Log]	Sets whether to record the audit log. An audit log is recorded in the machine if the audit log feature is enabled. Up to 15,000 logs are recorded in the log, and the logs with the older date are deleted if 15,000 is exceeded.
[Send Audit Log to Syslog Server]	Sets whether to send the audit log to the Syslog server.
[Syslog Server Name / Address]	Input server name or IP address of Syslog server.
[Syslog UDP/TCP Port Number]	Input the Syslog UDP or TCP port number.
[Syslog TLS Port Number]	Input TLS port number of Syslog server.
[Syslog Transport Protocol]	Sets transport protocol when sending to Syslog.
[Syslog Facility]	Input facility number of audit log sent to Syslog.
[Syslog Timeout Value]	Input sending timeout for sending to Syslog.
[When Send Error Occurs]	Sets operation when audit log in machine reaches maximum number of logs while sending to Syslog is not finished.
[Prioritize Device Operation]	Overwrites logs, starting from the oldest dates. Syslog sending is impossible for overwritten audit logs.
[Prioritize Audit Log]	A system error occurs, and the machine stops. Reboot after setting to the state where the machine and Syslog server can be connected for restarting machine.

# 10.5 [Network Settings]

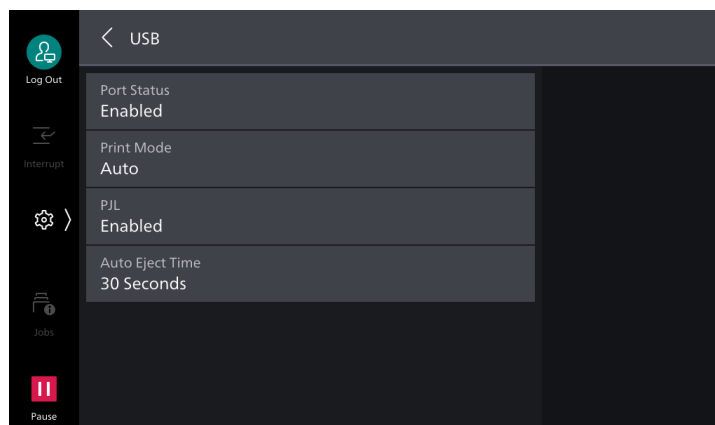
 **Note**

- Do not use the same port numbers as other ports for LPD, port 9100, HTTP-SSL/TLS communication, primary server, and secondary server.
- Do not use the same port numbers as LPD, port 9100, or HTTP-SSL/TLS communication for ports which use HTTP (IPP, Internet services (HTTP), UPnP discovery, SOAP, WSD).
- If any of the following port numbers are set, the machine may fail to operate normally due to the port setting situation.
  - 25
  - 139
  - 427
  - 445
  - 631
  - 15000

## [Port Settings]

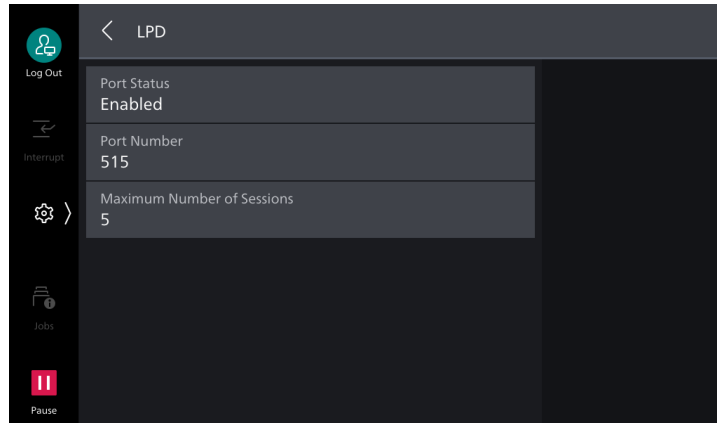
Sets settings of interfaces of the machine connected to clients.

## [USB]



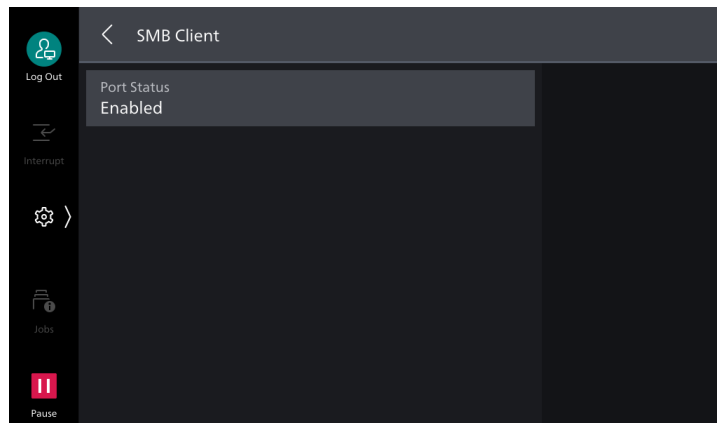
Item	Description
[Port Status]	Set to [Enabled] to use USB.
[Print Mode]	Set type of print language used. If set to [Auto], it is determined what language is used to express data received from host, and appropriate print processing is performed in accordance with the data.
[PJM]	PJM (Printer Job Language) commands are data attached at the beginning of an actual print job. Normally, the machine is used with this left set to [Enabled].
[Auto Eject Time]	Sets time from when it becomes impossible for data to be sent to the machine until paper is ejected.

## [LPD]



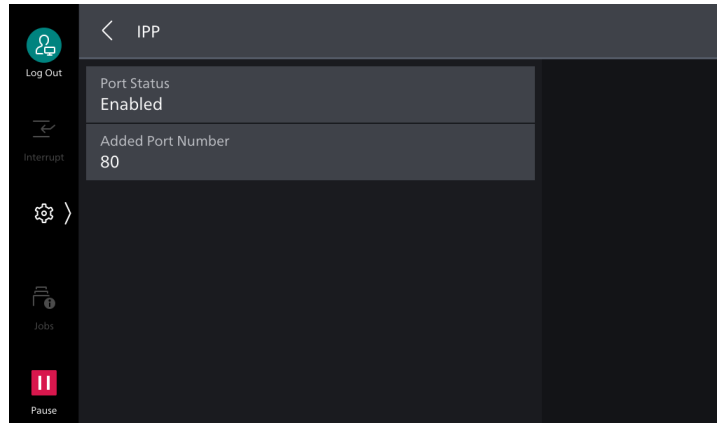
Item	Description
[Port Status]	Set to [Enabled] to use LPD.
[Port Number]	Set port number used with LPD.
[Maximum Number of Sessions]	Set maximum number of clients that can be connected simultaneously to the machine with LPD.

## [SMB Client]



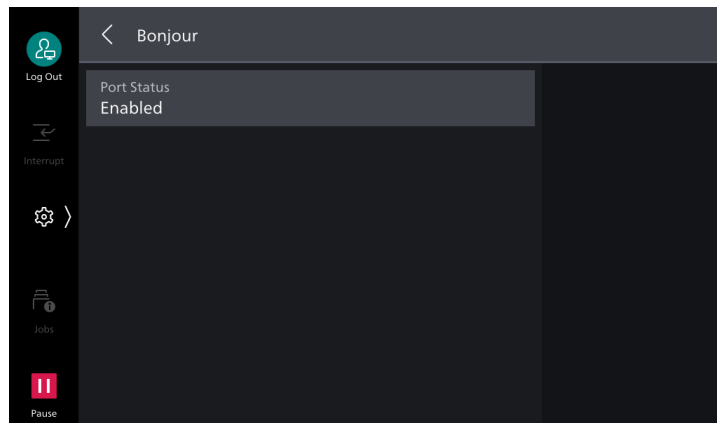
Item	Description
[Port Status]	Set to [Enabled] to use SMB. This is set when performing SMB transfer using [Scan].

## [IPP]



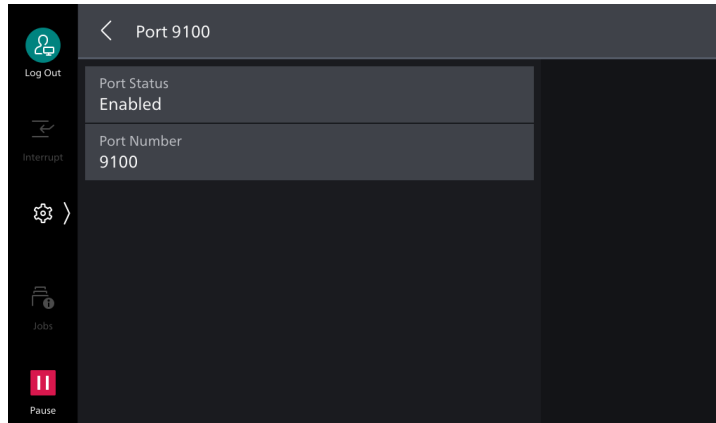
Item	Description
[Port Status]	Set to [Enabled] to use IPP. This is set when printing via the Internet using IPP (Internet Printing Protocol).
[Added Port Number]	Set so that IPP is received at a non-standard port number.

## [Bonjour]



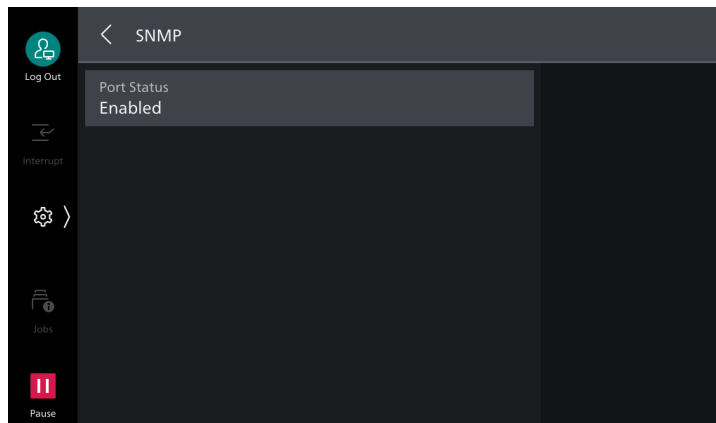
Item	Description
[Port Status]	Set to [Enabled] to use Bonjour.

## [Port 9100]



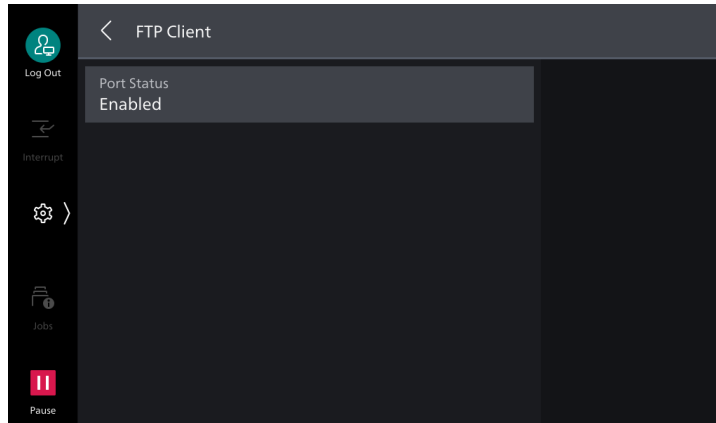
Item	Description
[Port Status]	Set to [Enabled] to use Port 9100. Set when using RAW protocol with standard TCP/IP port monitor of Windows.
[Port Number]	Set port number used with Port 9100.

## [SNMP]



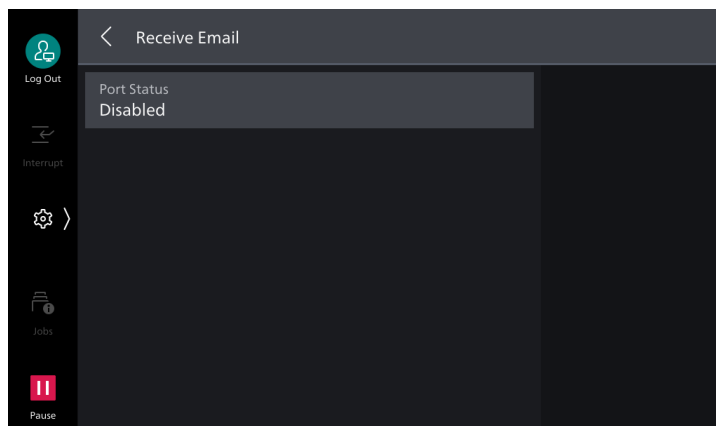
Item	Description
[Port Status]	Set to [Enabled] to use SNMP. This is set when using applications made by us for managing the machine using a network.

## [FTP Client]



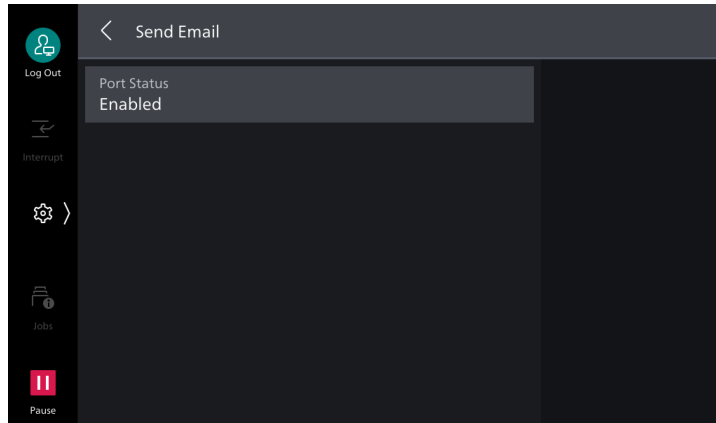
Item	Description
[Port Status]	Set to [Enabled] to use FTP. <b>Note</b> <ul style="list-style-type: none"> <li>Setting of the starting rate when sending a scanned image via FTP communication is performed with Internet Services.</li> </ul>

## [Receive Email]



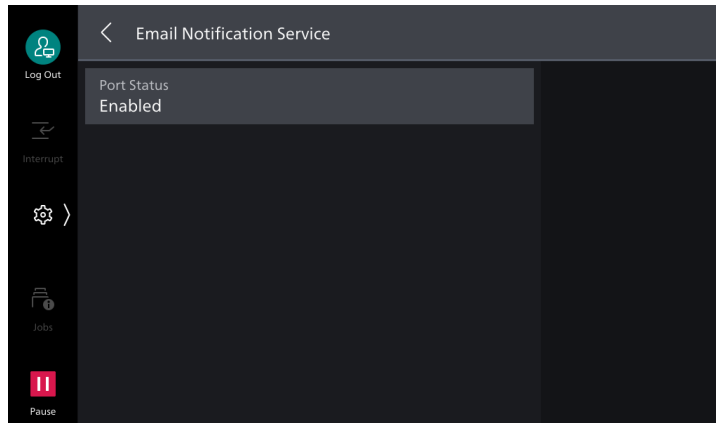
Item	Description
[Port Status]	Set to [Enabled] to receive Email.


## [Send Email]



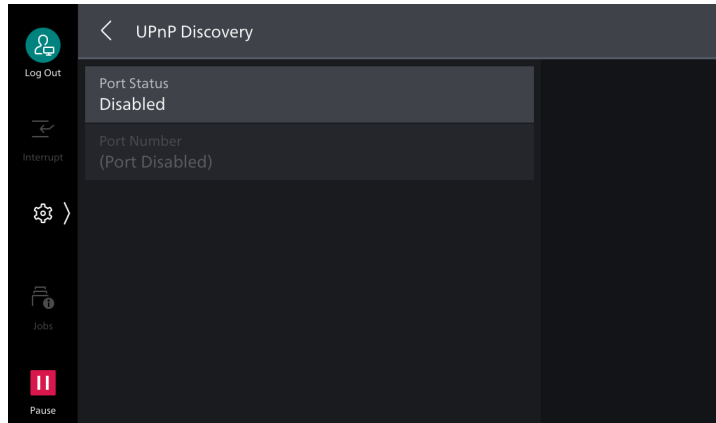
Item	Description
[Port Status]	Set to [Enabled] to send Email.

## [Email Notification Service]



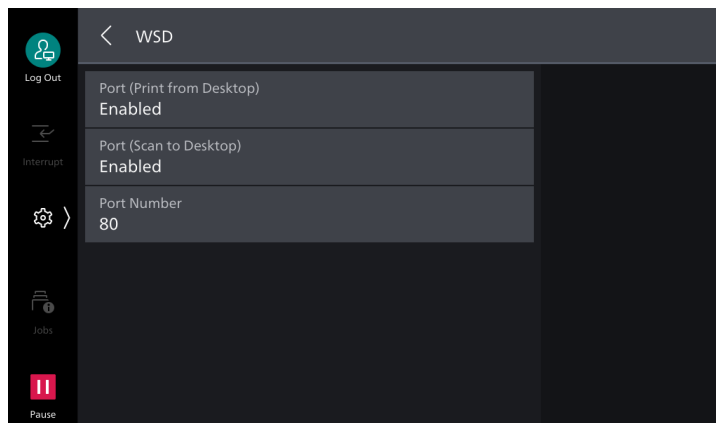
Item	Description
[Port Status]	<p>Set to [Enabled] to use Email notification service or [Notify Job Completion by Email].                      The status of the notified machine is: "Consumables Status", "Parts Status", "Paper Tray Status", "Output Tray Status", "Jam Status", "Interlock Status", or "Fault Notice".</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>Setting of Email Notification Service is done with Internet Services.</li> </ul>

## [UPnP Discovery]



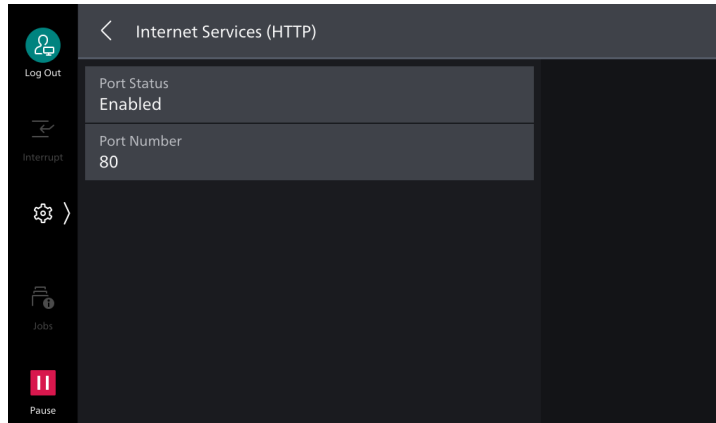
Item	Description
[Port Status]	Set to [Enabled] to use UPnP.
[Port Number]	Set port number used with UPnP communication.

## [WSD]



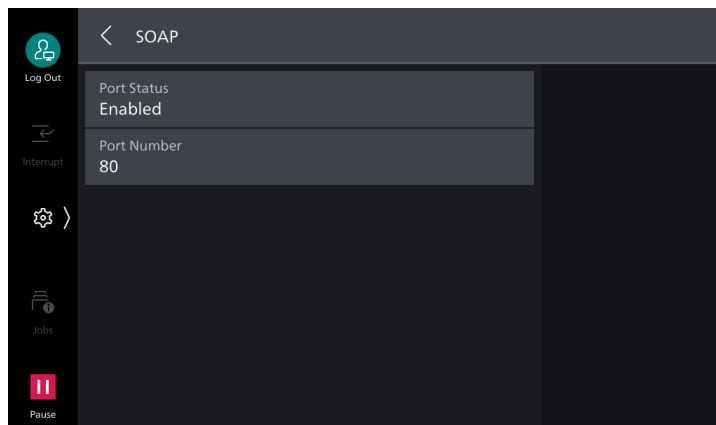
Item	Description
[Port (Print from Desktop)]	Set to [Enabled] to use WSD print. This is set when searching devices on a network from Windows OS.
[Port (Scan to Desktop)]	Set to [Enabled] to use scan to desktop. This is set when searching devices on a network from Windows OS.
[Port Number]	Set port number used with WSD communication.

## [Internet Services (HTTP)]



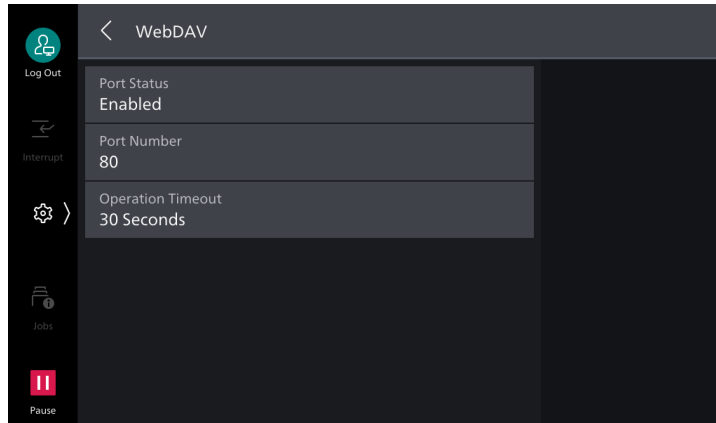
Item	Description
[Port Status]	Set to [Enabled] to use Internet Services.
[Port Number]	Set port number used with Internet Services.

## [SOAP]



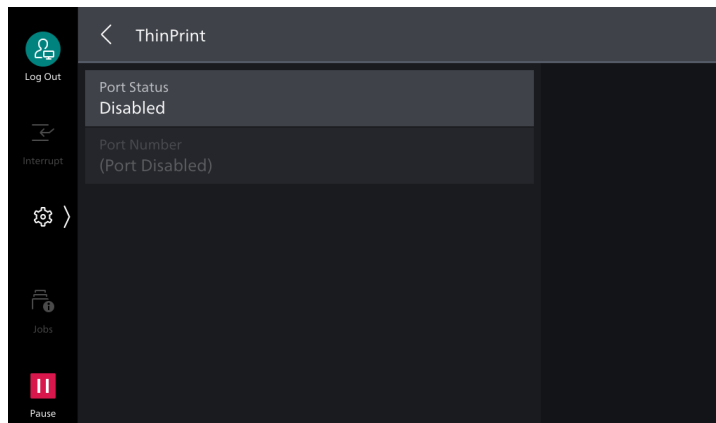
Item	Description
[Port Status]	Set to [Enabled] to use SOAP port. This is set when using applications such as Device Setup.
[Port Number]	Set port number used with SOAP.

## [WebDAV]



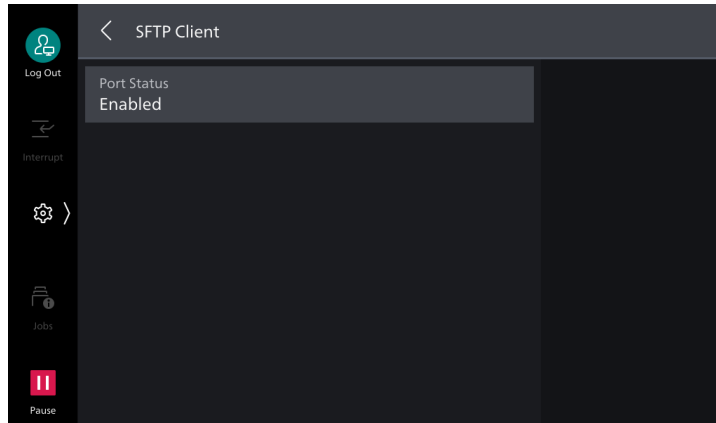
Item	Description
[Port Status]	Set to [Enabled] to use WebDAV. This is set when accessing the machine's folder using an application.
[Port Number]	Set port number used with WebDAV.
[Operation Timeout]	Set timeout time.

## [ThinPrint]



Item	Description
[Port Status]	Set to [Enabled] to use ThinPrint. The machine supports printing in the ThinPrint environment. Printing is done by decompressing data compressed and sent from the server (Windows Server).
[Port Number]	Set port number used with ThinPrint.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Can be used when communication protocol operates with IPv4.</li> <li>• The maximum number of simultaneous connections is 3.</li> </ul> </div>

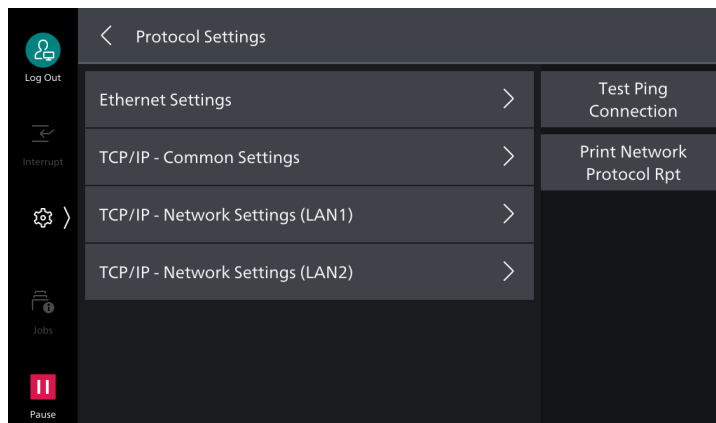
## [SFTP Client]



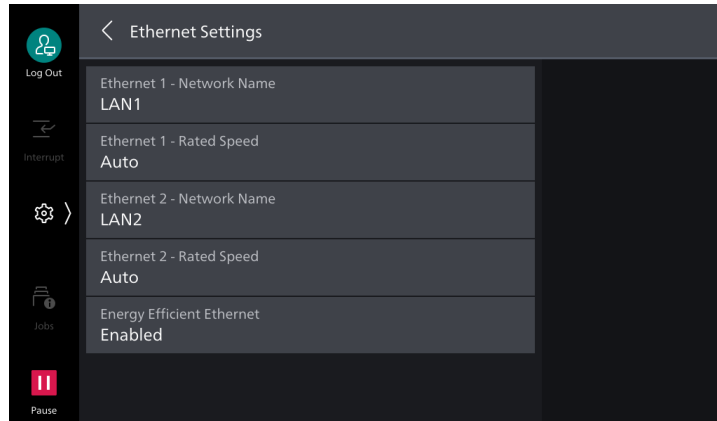
Item	Description
[Port Status]	Set to [Enabled] to use SFTP.

## [Protocol Settings]

Sets the conditions needed for communication.

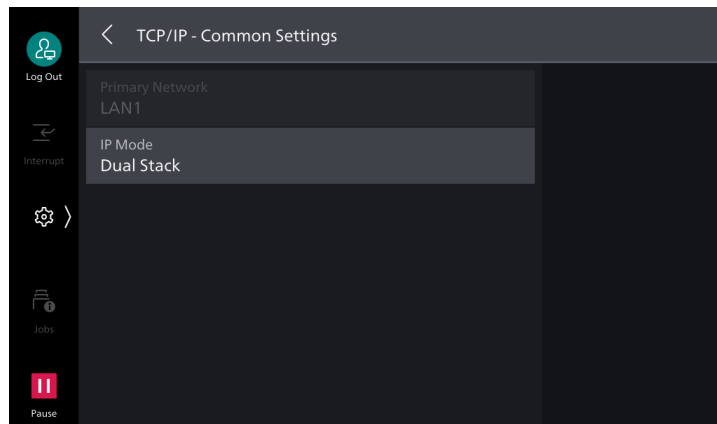


## [Ethernet Settings]



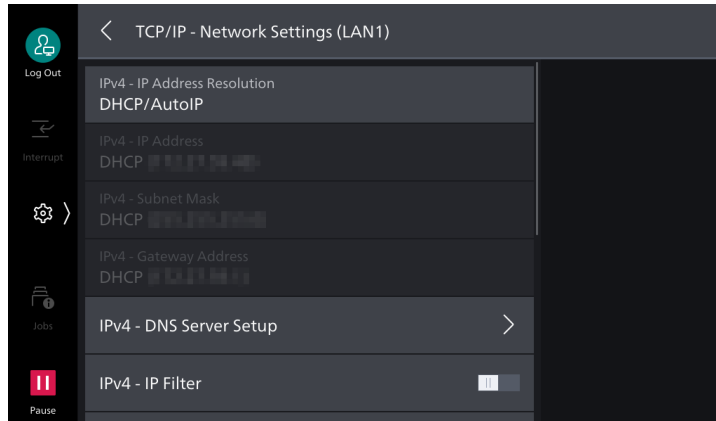
Item	Description
[Ethernet 1 - Network Name]/[Ethernet 2 - Network Name]	Sets the names of each line when using 2 Ethernet interface lines.
[Ethernet - Rated Speed]/ [Ethernet 1 - Rated Speed]/ [Ethernet 2 - Rated Speed]	Sets communication speed of Ethernet interface. Select auto detect or fixed speed according to the connected network environment.
[Energy Efficient Ethernet]	Enables energy efficient feature of Ethernet interface.

## [TCP/IP - Common Settings]



Item	Description
[Primary Network]	Displays name of network operating as primary network when using multiple interfaces.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>Setting of the primary network is done with Internet Services.</li> </ul> </div> </div>
[IP Mode]	Sets TCP/IP operation mode.



# [TCP/IP - Network Settings]



**Note**

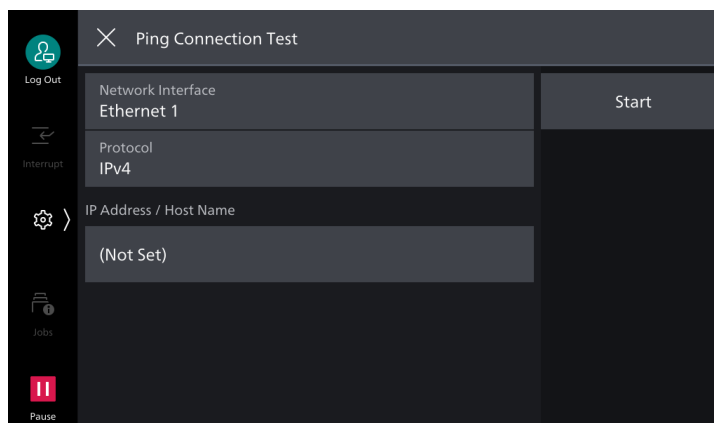
- If you use multiple interfaces, this item is displayed [TCP/IP - Network Settings (Ethernet 1)]/[TCP/IP - Network Settings (Ethernet 2)].
- The same IP address cannot be set in [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)].
- Ports usable in a secondary network are: LPD, Port 9100, SNMP, Internet services (HTTP), Bonjour, IPP, ThinPrint and WSD. A secondary network interface may fail to operate if it is set with an application that uses another port.

Item	Description
[IPv4 - IP Address Resolution]	Sets method of retrieving IP address, subnet mask, and gateway address.
[IPv4 - IP Address]	Specifies IP address.
[IPv4 - Subnet Mask]	Specifies subnet mask.
[IPv4 - Gateway Address]	Specifies gateway address.
[IPv4 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[IPv4 - IP Filter]	<p>Enables limitation of connection to the machine with the IPv4 address.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• [IPv4 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications.</li> <li>• To enable [IPv4 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. Switching of the FTP starting rate is done using Internet Services.</li> <li>• Setup of the IPv4 address for receiving connections is done with [IP Filter] of Internet Services.</li> </ul>
[IPv6 Address Manual Configuration]	Enables manual setting of IPv6 address.
[IPv6 - Manual Address]	Specifies IPv6 address.
[IPv6 - Manual Prefix]	Sets prefix length.

Item	Description
[IPv6 - Manual Gateway]	Sets gateway address.
[IPv6 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[Auto Configured IPv6 Address]	Displays set IP address.   <b>Note</b> <ul style="list-style-type: none"> <li>• If the IP address is set manually, up to 2 addresses can be assigned with stateless automatic configuration.</li> </ul>
[IPv6 - IP Filter]	Enables limitation of connection to the machine with the IPv6 address.   <b>Note</b> <ul style="list-style-type: none"> <li>• [IPv6 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications.</li> <li>• To enable [IPv6 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. You can set the FTP starting rate in Internet Services.</li> <li>• Setup of the IPv6 address for receiving connections is done with [IP Filter] of Internet Services.</li> </ul>

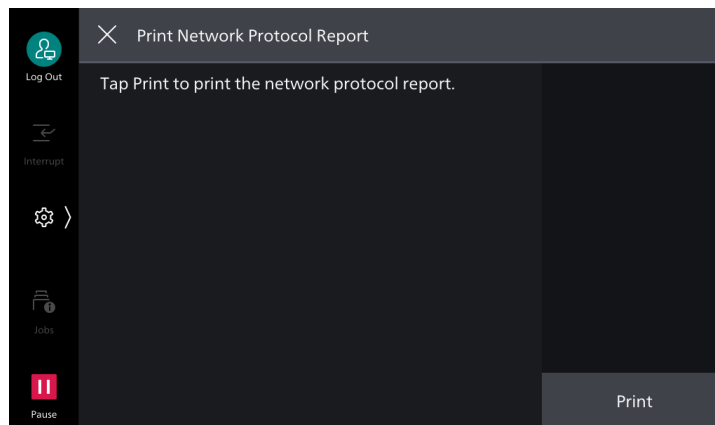
## [Test Ping Connection]

Enables confirmation whether normal communication is possible between the machine and client computer under the set conditions.

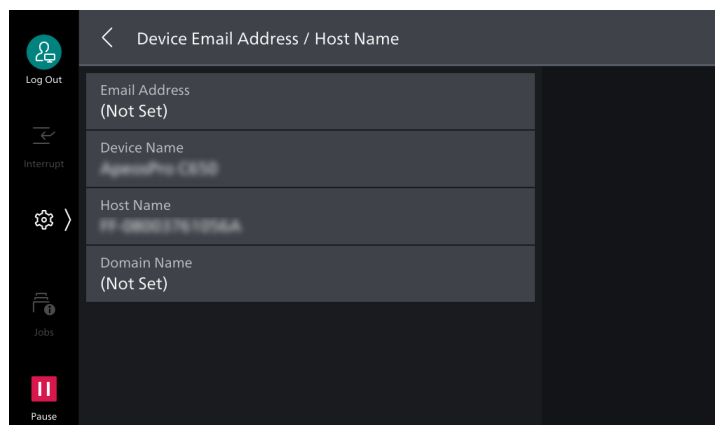


## [Print Network Protocol Report]

Outputs report on protocol settings for primary interface.



## [Device Email Address / Host Name]



## [Email Address]

Input the Email address of the machine up to 128 characters.

### SMTP Reception

Any name can be set for the account (part to the left of the @ mark). Set the combination of the host name and domain name as the address part (part to the right of the @ mark). An alias cannot be set.

For example,

- Account name: mymail
- Host name: myhost
- Domain name: example.com

In this case, the Email address is mymail@myhost.example.com.

### POP3 Reception

Specify the Email Address for receiving emails.

## [Device Name]

Input the name of the machine up to 32 characters.

## [Host Name]

Input the host name in 32 half-size characters or less.

### Note

- In communication with SMB, the part from the beginning to 15 half-size characters is used as a host name. To correctly identify the machine, set the host name to 15 half-sized characters or less.

## [Domain Name]

Input the domain name up to 255 characters.

## [Proxy Server List]

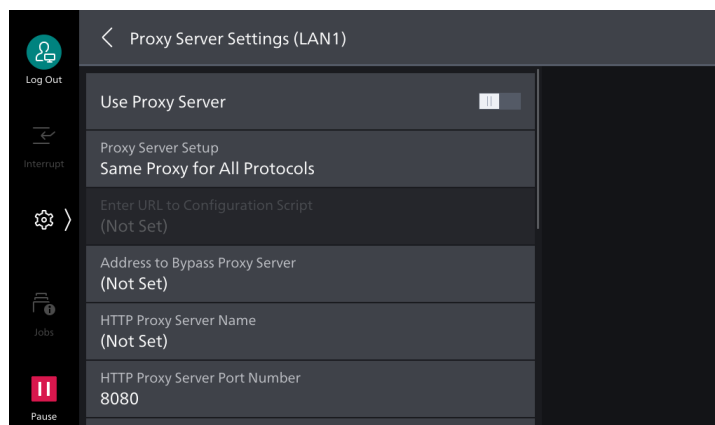
Set when using web applications.

### Note

- Change the settings only when using services that require proxy setting.

## [Proxy Server Settings]

Proxy server settings can be set for each interface, in accordance with the network environment.



### Note

- If you use multiple interfaces, this item is displayed [Proxy Server Settings - Ethernet 1]/[Proxy Server Settings - Ethernet 2].
- These are also applied to connection with SFTP servers.

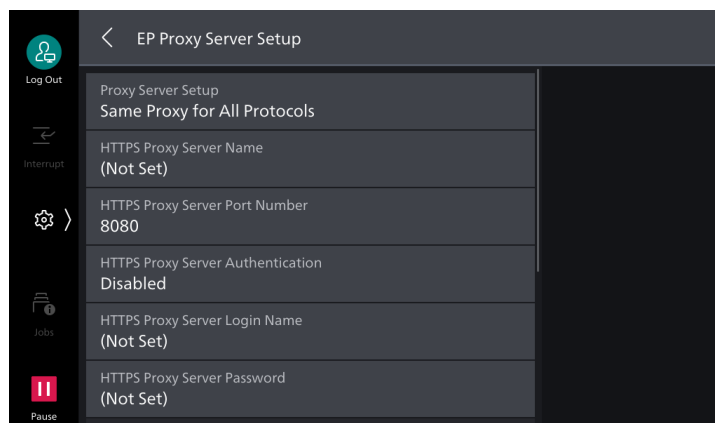
Item	Description
[Use Proxy Server]	Enables use of proxy server.
[Proxy Server Setup]	Sets method of specifying proxy server. <ul style="list-style-type: none"><li>• [Same Proxy for All Protocols] Settings for HTTP proxy server are also applied to HTTPS proxy server.</li><li>• [Different Proxy for Each Protocol] Enables different settings for HTTPS proxy server and HTTP proxy server, respectively.</li><li>• [Use Automatic Proxy Configuration Script] Setting is done by using PAC file for setting HTTPS proxy server and HTTP proxy server.</li><li>• [Automatically Detect Settings] Detects settings for HTTPS proxy server and HTTP proxy server.</li></ul>
[Enter URL to Configuration Script]	Specifies URL when setting [Proxy Server Setup] to [Use Automatic Proxy Configuration Script].

Item	Description
[Address to Bypass Proxy Server]	Sets addresses for not using a proxy server. Specification can be done with IPv4 address, IPv6 address, and FQDN format. Specification can also be done using "*" (wild card).
[HTTP Proxy Server Name]/ [HTTPS Proxy Server Name]	Input server name or IP address. Specification can be done with IPv4 address, IPv6 address, and FQDN format.
[HTTP Proxy Server Port Number]/[HTTPS Proxy Server Port Number]	Specifies port number of HTTP proxy server and HTTPS proxy server.
[HTTP Proxy Server Authentication]/[HTTPS Proxy Server Authentication]	Set to [Enabled] if authentication is necessary when connecting to an HTTP proxy server or HTTPS proxy server.
[HTTP Proxy Server Login Name]/[HTTPS Proxy Server Login Name]	Input the login name.
[HTTP Proxy Server Password]/[HTTPS Proxy Server Password]	Input password.

## [EP Proxy Server Setup]

Sets settings for proxy server for EP connection, when using the EP system for EP-BB multifunction device management service via the Internet.

This is the same as [Proxy Server List].



### Note

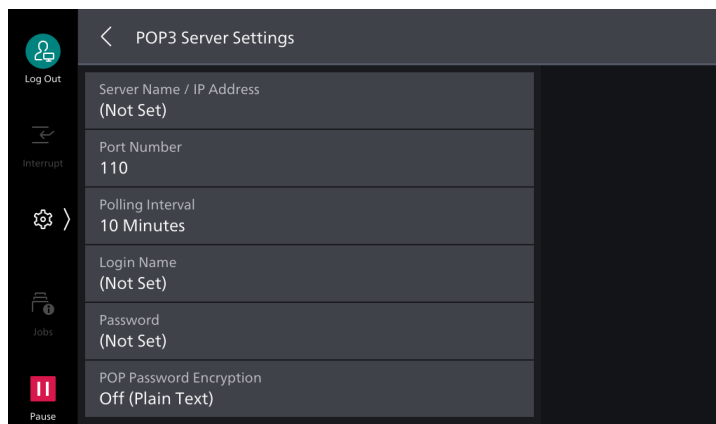
- There are countries and regions where the EP-BB multifunction device management service is not available.

### Refer

- Refer to our official website for information on the EP-BB multifunction device service.

# [Outgoing/Incoming Email Settings]

## [POP3 Server Settings]



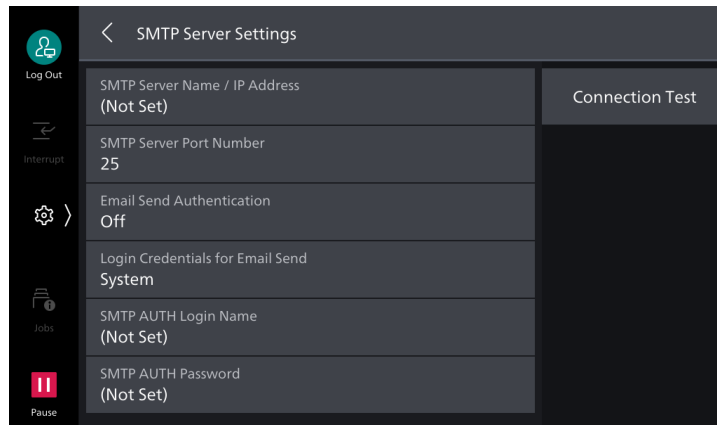
### Note


- You can set the POP3 server of Exchange Online which uses Oauth2.0 authentication using Internet Services.
- You can set only one POP3 server. The settings you made later takes effect.
- If you set the POP3 server of Exchange Online which uses Oauth2.0 authentication, the setting of this item is not used.

Item	Description
[Server Name / IP Address]	Input server name or IP address of POP3 server.
[Port Number]	Sets port number of POP3 server.
[Polling Interval]	Sets interval for checking POP3 server for Email.
[Login Name]	Input name for logging in to POP3 server.
[Password]	Sets password for POP reception.
[POP Password Encryption]	Enables password encryption.

## [SMTP Server Settings]

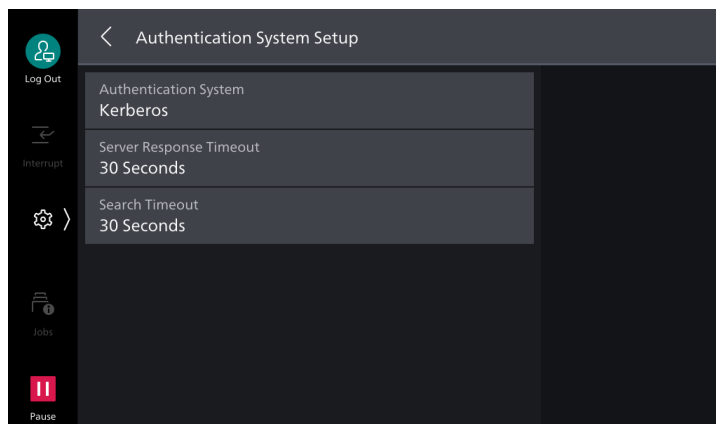
Enables confirmation of the connection situation between the machine and SMTP server by tapping on [Connection Test] and sending a test Email to an Email address specified by the machine. Also, if [Connection Test] > [Print SMTP Comm Report] is selected, a report is printed showing the specifics of the SMTP communication protocol sent/received by the machine.



Item	Description
[SMTP Server Name / IP Address]	Input server name or IP address of SMTP server.
[SMTP Server Port Number]	Sets port number of SMTP server.
[Email Send Authentication]	Sets method of authentication for sending via SMTP.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p><b>Note</b></p> </div> <ul style="list-style-type: none"> <li>As authentication methods, the system supports AUTH GSSAPI (only when specifying Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, and AUTH CRAM-MD5.</li> </ul> </div>
[Login Credentials for Email Send]	Sets Login Credentials for Email Send. If set to [Remotely Authenticated User], login to the SMTP server is performed with the remote authentication user name/password if log in to remote accounts is performed on the machine prior to running a job. You can also select Operation in case login fails. If log in to remote accounts is not used, then the user name/password set for the machine is used.
[SMTP AUTH Login Name]	Sets login name for SMTP server.
[SMTP AUTH Password]	Sets login password for SMTP server.

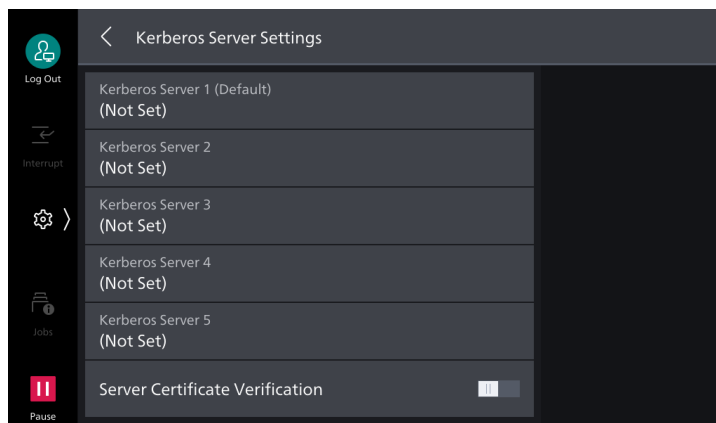
# [Remote Authentication / Directory Service]

## [Authentication System Setup]




Item	Description
[Authentication System]	<p>Selects system for performing authentication.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• If using our products (sold separately) as the remote accounts, select [Authentication Agent].</li> <li>• Setting of the Azure Active Directory is done with Internet Services.</li> </ul>
[Server Response Timeout]	Sets server response timeout for authentication.
[Search Timeout]	Sets timeout for user details search.

## [Kerberos Server Settings]



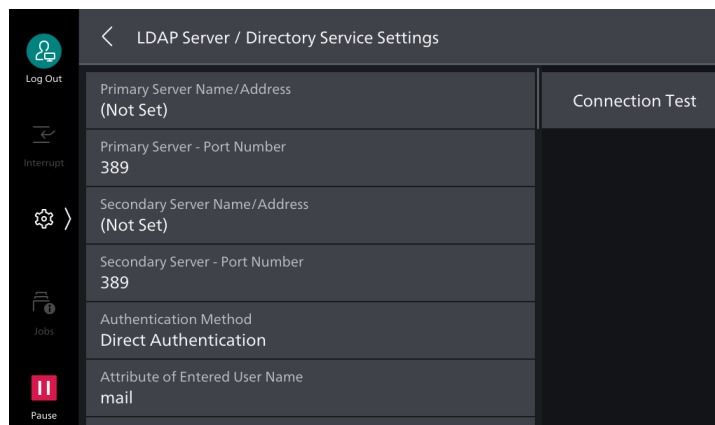
Item	Description
[Kerberos Server 1 (Default)] to [Kerberos Server 5]	Kerberos Server 1 to 5 are set, respectively, as follows. The specifics set for Kerberos Server 1 are used as the default for authentication.
[Primary Server Name/Address]	Input server name or IP address of primary server.
[Primary Server - Port Number]	Input port number of primary server.
[Secondary Server Name/Address]	Input server name or IP address of secondary server.

Item	Description
[Secondary Server - Port Number]	Input port number of secondary server.
[Domain Name]	When using Active Directory of a Windows Server as the server, set the domain name of Active Directory as the domain name.   <b>Note</b> <ul style="list-style-type: none"> <li>• Be sure to set the domain name in all uppercase letters. An authentication error will occur if set in lowercase letters.</li> </ul>
[Server Certificate Verification]	Server Certificate can be verified.





## [LDAP Server / Directory Service Settings]


Sets items such as the directory server and the attributes and scope for search when LDAP authentication and the Address Book search using LDAP is used.

Connection with the server can be confirmed by tapping on [Connection Test].



Item	Description
[Primary Server Name/Address]	Input server name or IP address of primary server.
[Primary Server - Port Number]	Input port number of primary server.
[Secondary Server Name/Address]	Input server name or IP address of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Secondary Server - Port Number]	Input port number of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Authentication Method]	
[Direct Authentication]	Authentication for the LDAP server is performed with the entered user ID and password.
[Authentication of User Attributes]	Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name].

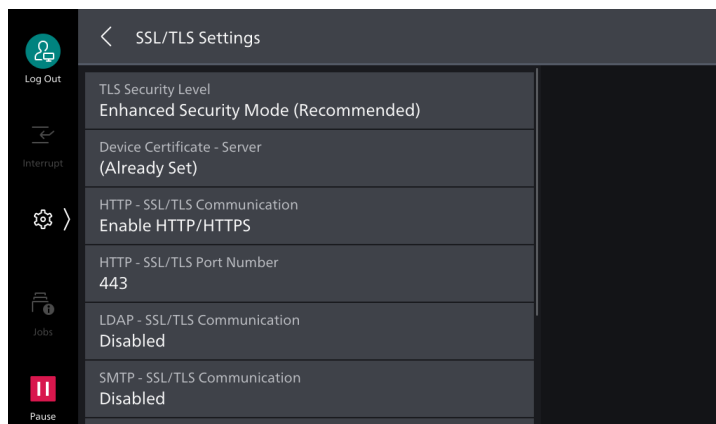
Item	Description
[Attribute of Entered User Name]	<p>Sets attribute name when authentication method for LDAP authentication is [Authentication of User Attributes]. Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name]. For example, set "mail" to have users input their Email address.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Set an attribute that guarantees that each user is provided with a unique value.</li> </ul>
[Attribute of Login User Name]	<p>Input the attribute name to be used as the user's display name or identifier.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Set an attribute that guarantees that each user is provided with a unique value.</li> <li>• Login is not possible if the set attribute cannot be retrieved from the LDAP server.</li> <li>• If the authentication method is [Direct Authentication], set to an item the same as the user ID attribute input at authentication from the operation panel.</li> </ul>
[Use Added Text String]	<p>Enables automatic addition of information input with [Text String Added to User Name] when entering user details from the touch panel display.</p>
[Text String Added to User Name]	<p>If [Use Added Text String] is set for [Enabled], that fixed text string is input. For example, if "@myhost.example.com" is set when authenticating using an Email address (user@myhost.example.com), login can be done by entering "user" only.</p>
[Attribute of IC Card]	<p>Sets search attribute of card ID when performing LDAP authentication using an IC Card.</p>
[Network User ID Attribute]	<p>Sets attribute of login user name for searching by card ID of the IC Card, when performing LDAP authentication using the IC Card. The retrieved user name is used as the user details provided to the remote service.</p>
[Login Credentials to Search Entries]	<p>Sets credentials used when searching.</p>
[Login Name]	<p>Sets user name when accessing directory server using the Address Book search and LDAP certification via the [Authentication of User Attributes] method. This is the setting only for only when directory service authentication is necessary.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Input should basically be done in the DN format. However, attribute values such as display name can also be specified in the case of Active Directory. For details, visit the official website of Microsoft.</li> </ul>
[Password]	<p>Sets login password of user specified with [Login Name].</p>
[Search Directory Root]	<p>Input the text string to serve as the root for search.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• The root specified here serves as the basis for user search. Specify the root of the hierarchy containing the users who log in. However, if the number of users or groups contained in the hierarchy below the root is too large, it may take some time to log in to the machine.</li> </ul>
[Search Scope]	<p>Sets the search scope from the directory root.</p>


Item	Description
[Object Class of Search Target]	Input the object class for search.
[LDAP Referrals]	Enables reconnection to specified server when an instruction to connect to another LDAP server is given by the connected LDAP server.
[LDAP Referral Hop Limit]	When using the referral feature this sets how many times to allow switching of the connected server.
[LDAP Server]	Sets software used with directory server.
[Search Entries by Common Name]	Enables use of the attribute type of name as a search condition when searching with a name as the search key.
[Search Entries by Surname]	Enables use of the attribute type of surname as a search condition when searching with a name as the search key.
[Search Entries by Given Name]	Enables use of the attribute type of given name as a search condition when searching with a name as the search key.
[Attribute Type of Name]	Sets attribute type of recipient name. This enables input of attribute name of field used as recipient name from the among items of user details set for the LDAP server to be used. For Windows, input "cn" for the attribute name used as the recipient name.
[Attribute Type of Surname]	Sets attribute type of recipient surname.
[Attribute Type of Given Name]	Sets attribute type of recipient given name.
[Attribute Type of Email Address]	Sets attribute type of Email address. Sets attribute name of field used as Email information from among the items of user details set for the LDAP server to be used. For Windows, input "mail" for the attribute name used as the Email information.
[Attribute Type of Custom Item 1] to [Attribute Type of Custom Item 3]	Sets LDAP attribute types for custom items 1 to 3. Enables free specification of user attributes set at LDAP server that is the search target, other than [Attribute Type of Name] or [Attribute Type of Email Address].
[Attribute Name of Custom Item 1] to [Attribute Name of Custom Item 3]	Sets attributes names assigned to custom items 1 to 3.
[Attribute Type of Certificate]	<p>Sets attribute type of certificate. This enables input of attribute name of field used as certificate from among the items of user details set for the LDAP server to be used.</p> <p>For Windows, input "userCertificate;binary" for the attribute name of the certificate. This information is used as an S/MIME certificate when selecting a recipient using directory service, and end an Email encrypted with S/MIME.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>To carry out encrypted communication, setup is necessary for all the trusted root certificate authorities and intermediate certificate authorities set in the certificate path used for the machine.</li> </ul>
[Maximum Number of Search Results]	Sets the number of results for displaying addresses matching search conditions. If the search results exceed the maximum number, further search processing is suspended.
[Search Timeout]	Sets search timeout time.

# [Security Settings]

## [SSL/TLS Settings]

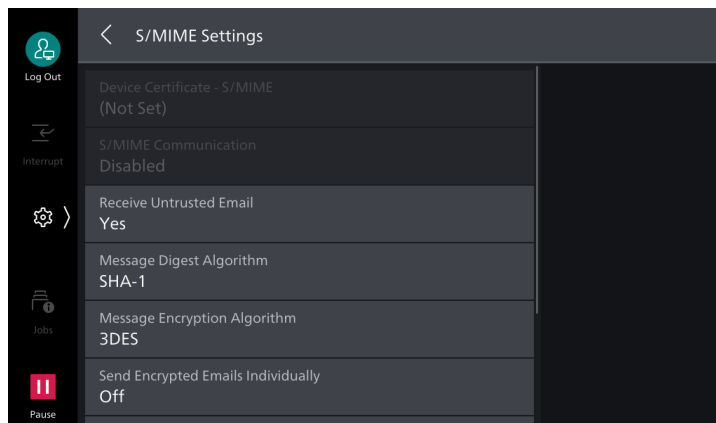
Set when encrypting communication between the machine and servers or client computers.



Item	Description
[TLS Security Level]	Sets the mode of encrypted communication.
[Device Certificate - Server]	Sets server certificate for SSL/TLS communication.
[HTTP - SSL/TLS Communication]	Enables use of SSL/TLS communication only.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <b>Note</b> </div> <ul style="list-style-type: none"> <li>• If set to [Enable HTTPS Only], the ports for [UPnP Discovery] and [WSD] are stopped.</li> </ul> </div>
[HTTP - SSL/TLS Port Number]	Specifies port number for SSL/TLS communication.
[LDAP - SSL/TLS Communication]	Enables SSL/TLS communication for accessing authentication, search, etc. To enable SSL communication, it is necessary to change [Primary Server - Port Number] and [Secondary Server - Port Number] for [LDAP Server / Directory Service Settings]. The port number for SSL communication of the LDAP directory server is ordinarily 636.
[SMTP - SSL/TLS Communication]	Sets settings for SSL/TLS communication.
[Disabled]	SSL/TLS communication is not performed.
[STARTTLS (If Available)]	Performs SSL/TLS communication after verifying certificate. SSL/TLS communication is not performed if certificate cannot be verified.
[STARTTLS]	Performs SSL/TLS communication after verifying certificate. Communication is not performed if certificate cannot be verified.
[SSL/TLS]	Performs SSL/TLS communication.
[ThinPrint - SSL/TLS Communication]	Enables SSL/TLS communication.
[Device Certificate - Client]	Sets client certificate for performing SSL/TLS communication.
[Verify Remote Server Certificate]	Enables verification of remote server certificate when operating the machine as an SSL client.

# [S/MIME Settings]

Set when sending and receiving Emails using encryption or signature features.

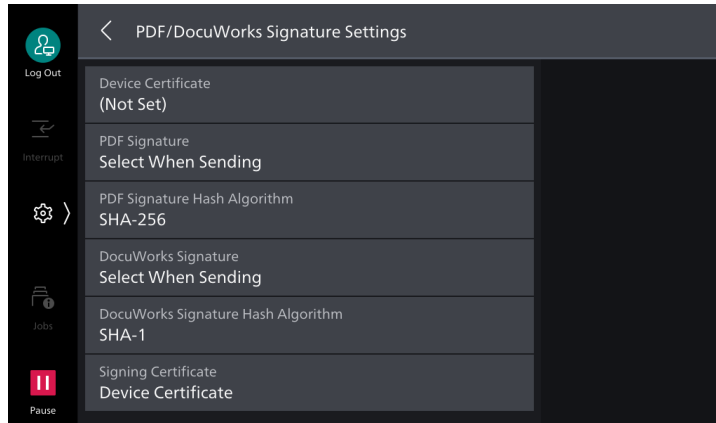


### Refer

- For more information on encryption and signature features, refer to “Encryption and Signature Features” in *Reference Guide - Appendix*.

Item	Description
[Device Certificate - S/MIME]	Sets certificate used in S/MIME communication.
[S/MIME Communication]	Enables S/MIME communication.
[Receive Untrusted Email]	The following Emails cannot be received when set to [No]. <ul style="list-style-type: none"> <li>• Email other than S/MIME when [S/MIME Communication] has been set to enabled</li> <li>• Emails for which signature/verification has failed</li> <li>• Emails whose attached certificate is expired</li> </ul>
[Message Digest Algorithm]	Sets cryptography method used when converting Emails to a hash value called a message digest. <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If the public key of the certificate is RSA 512-bit, then incomplete Email may be sent if set to [SHA-512].</li> </ul>
[Message Encryption Algorithm]	Sets message encryption algorithm.
[Send Encrypted Emails Individually]	Enables sending of encrypted Emails individually for each recipient.
[Digital Signature - Email]	Sets whether to always use a digital signature, or to select when sending, when sending Email.
[Signing Certificate (Email)]	Specifies the certificate used in [Digital Signature] for sending Email.
[Certificate Auto Store]	Enables saving of certificate when an Email with S/MIME certificate attached is received from an Email address set in the Address Book.

# [PDF/DocuWorks Signature Settings]



## 6d Refer

- For more information on signature features, refer to “Encryption and Signature Features” in *Reference Guide - Appendix*.

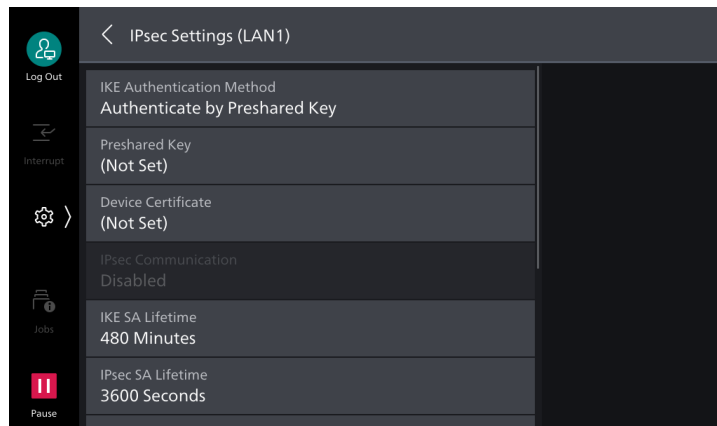
Item	Description
[Device Certificate]	Sets certificate used for signature.
[PDF Signature]	Enables signing of PDF files.
[PDF Signature Hash Algorithm]	Sets hash algorithm used for PDF signatures.
[DocuWorks Signature]	Enables signing of DocuWorks documents.
[DocuWorks Signature Hash Algorithm]	Sets hash algorithm used for DocuWorks signatures.
[Signing Certificate]	Sets certificate used with PDF/DocuWorks signature of scanner.

# [IPsec Settings]

Sets to ensure safe communication by encrypting the network in packet units.

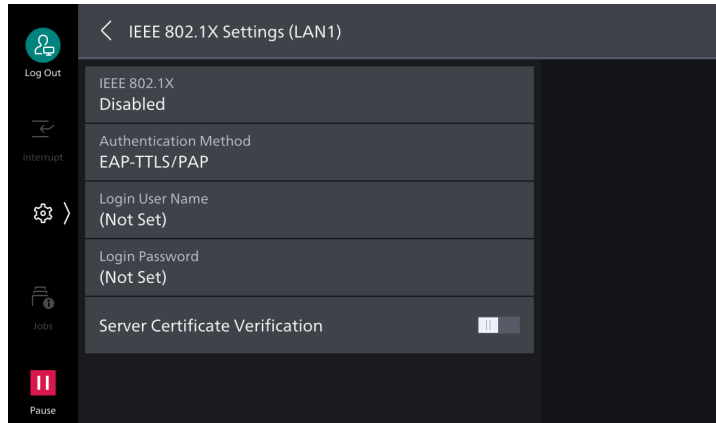
 **Note**

- If the Secondary Ethernet kit is installed, this item can only be specified for the primary network.
- Check with the network administrator regarding [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings].



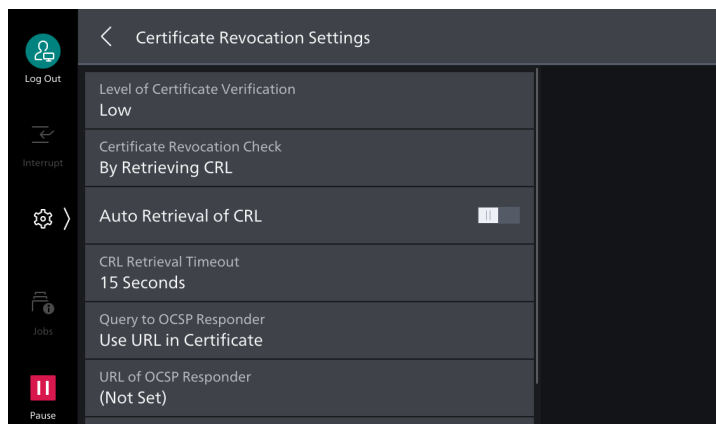
Item	Description
[IPsec Settings]/[IPsec Settings (Ethernet 1)]/[IPsec Settings (Ethernet 2)]	
[IKE Authentication Method]	Sets IKE authentication method.
[Preshared Key]	Input preshared key. Set when [IKE Authentication Method] is [Authenticate by Preshared Key].
[Device Certificate]	Sets certificate used in IPsec communication. Set when [IKE Authentication Method] is [Authenticate by Digital Signature]. Here, a self-signed certificate created with Internet Services cannot be used.
[IPsec Communication]	Enables IPsec communication.
[IKE SA Lifetime]	Sets valid period of IKE SA.
[IPsec SA Lifetime]	Sets valid period of IPsec SA.
[DH Group]	Sets DH group.
[PFS Settings]	Enables PFS.
[Destination IPv4 Address]	Sets IPv4 address or range of destinations for allowing communication.
[Destination IPv6 Address]	Sets IPv6 address or range of destinations for allowing communication.
[Communicate with Non-IPsec Devices]	Enables communication with devices not supported by IPsec, at addresses other than those set with the destination address.

## [IEEE 802.1X Settings]



Item	Description
[IEEE 802.1X Settings]/[IEEE 802.1X Settings (Ethernet 1)], [IEEE 802.1X Settings (Ethernet 2)]	
[IEEE 802.1X]	Enables use of IEEE 802.1x authentication.
[Authentication Method]	Sets IEEE 802.1x authentication method.
[Login User Name]	Input the login user name up to 128 characters.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>If you set [Authentication Method] to [EAP-TLS], the user name in the client certificate is used.</li> </ul> </div> </div>
[Login Password]	Input login password in 1 to 128 bytes or less.  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>If you set [Authentication Method] to [EAP-TLS], the password is not necessary for authentication.</li> </ul> </div> </div>
[Server Certificate Verification]	Enables verification of the server certificate if the [Authentication Method] is [PEAP/MS-CHAPv2].

## [Certificate Revocation Settings]



Item	Description
[Level of Certificate Verification]	Sets level of certificate verification.

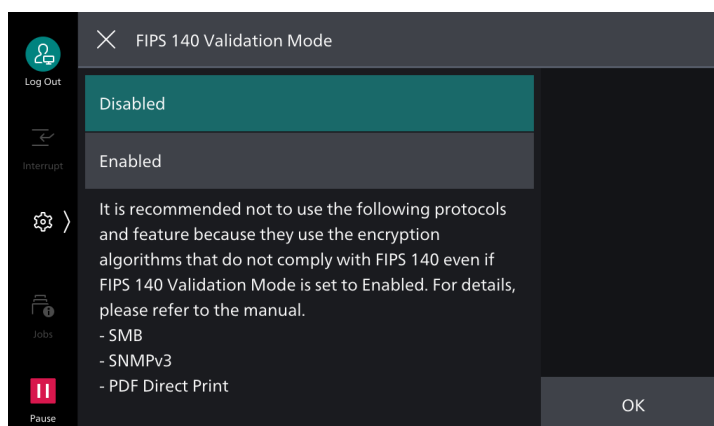
Item	Description
[Certificate Revocation Check]	Sets method for retrieval of certificate status. Set to [By Retrieving CRL] if the machine retrieves and verifies the certificate revocation list (CRL) from the validation authority. Set to [By OCSP] if confirmation is done by inquiring with the certification authority or validation authority using the OCSP (Online Certificate Status Protocol) enabling confirmation of the validity of the certificate.
[Auto Retrieval of CRL]	Enables auto retrieval of certificate revocation list (CRL).
[CRL Retrieval Timeout]	Sets upper limit on time for retrieving certificate revocation list (CRL).
[Query to OCSP Responder]	Specifies method of specifying OCSP responder. Can be set to [Use URL in Certificate] or [Use URL Set by Administrator].
[URL of OCSP Responder]	Set URL of inquiry contact when [Use URL Set by Administrator] has been selected for [Query to OCSP Responder].
[OCSP Communication Timeout]	Sets upper limit of communication time with OCSP responder.

## [Other Settings]

### [FIPS 140 Validation Mode]

FIPS 140 (Federal Information Processing Standard 140) is a U.S. Federal Standard prescribing specifications for security requirements relating to cryptography modules.

Security can be further strengthened by setting the FIPS 140-2 mode to [Enabled].



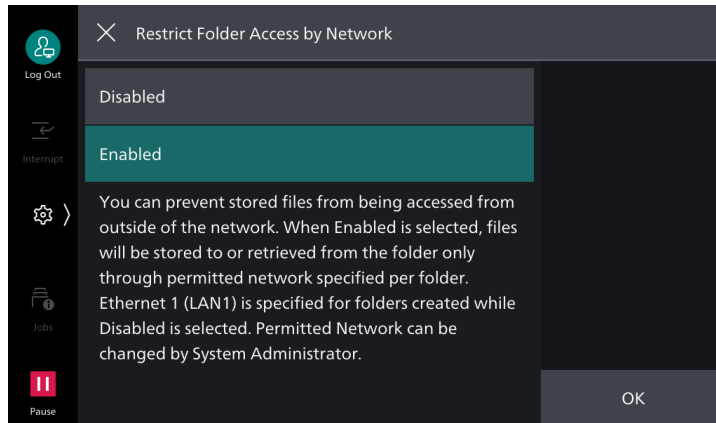
The following features operate using cryptography algorithms that are not FIPS 140 certified. Use in an environment compatible with FIPS 140 is recommended.

- SMTP authentication
- HTTP authentication
- SMB Transfer
- Scan to Folder
- DocuWorks direct print
- LDAP authentication
- Kerberos authentication
- 802.1x authentication
- Email
- PDF direct print

Email is applicable only when S/MIME or SMTP AUTH has been used.

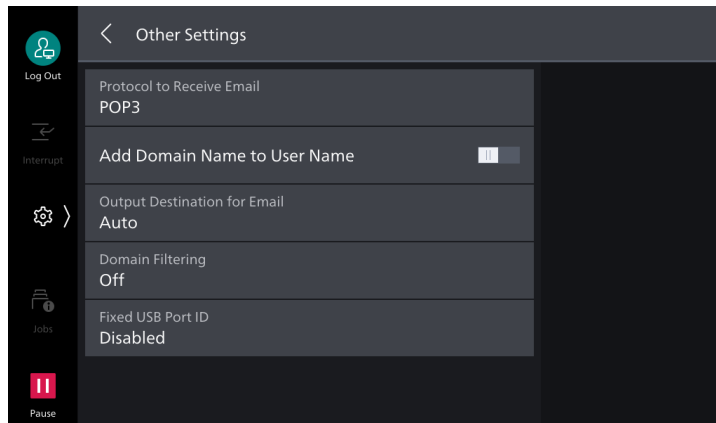
## [Restrict Folder Access by Network]

Enables limitation of networks used for storage or retrieval of files in folders.



## [Other Settings]

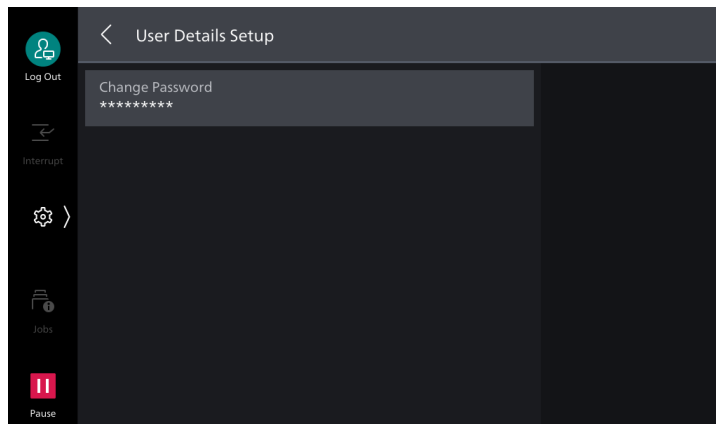
Sets other settings relating to the network.



Item	Description
[Protocol to Receive Email]	Set according to use environment.
[Add Domain Name to User Name]	Enables addition of domain name to user name.
[Output Destination for Email]	Sets output destination for printing Email. If set to [Auto], the output destination set as the default for output destination is selected.
[Domain Filtering]	Sets domains for allowing, or disabling sending and receiving of Email.
[Domain Filtering]	Enables specification of domains for allowing sending and receiving when set to [Allow Domains]. Enables specification of domains for disabling sending and receiving when set to [Block Domains].
[Domain 1] to [Domain 50]	Enables specification of domain names for sending and receiving when [Domain Filtering] is set to [Allow Domains] or [Block Domains].
[Fixed USB Port ID]	Sets whether to use a serial number or to use a fixed value as the ID for notification via the USB interface.

# 10.6 [Authentication/Accounting]

## [User Details Setup]



### [Change Password]

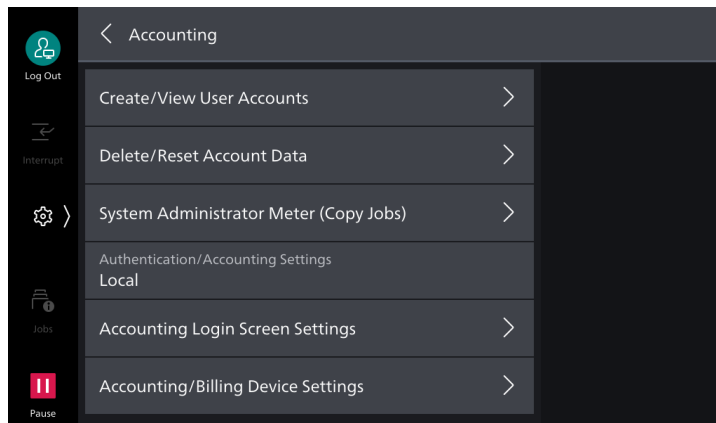
Enables login users to change their own passwords.



- Refer to "Changing a Registered User Password" (P.215).

## [Accounting]

Performs account setup for machine users, and sets authentication and accounting type.

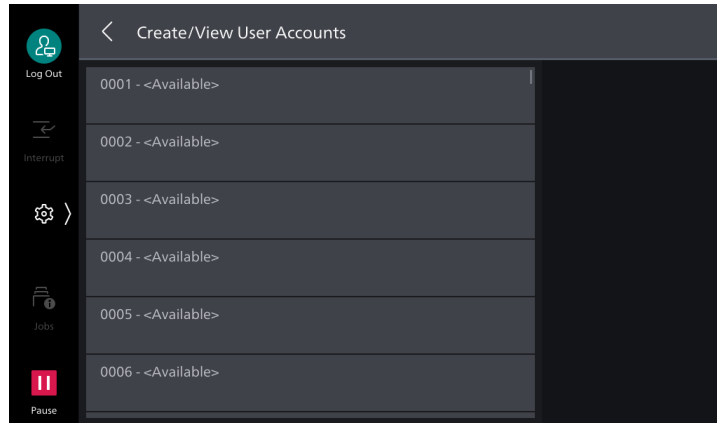


- Refer to "Authentication and Accounting Feature" (P.196).

## [Create/View User Accounts]

Creates user IDs and user names for authentication of created users if accounting is set to enabled. The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user.

This is the same as [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].



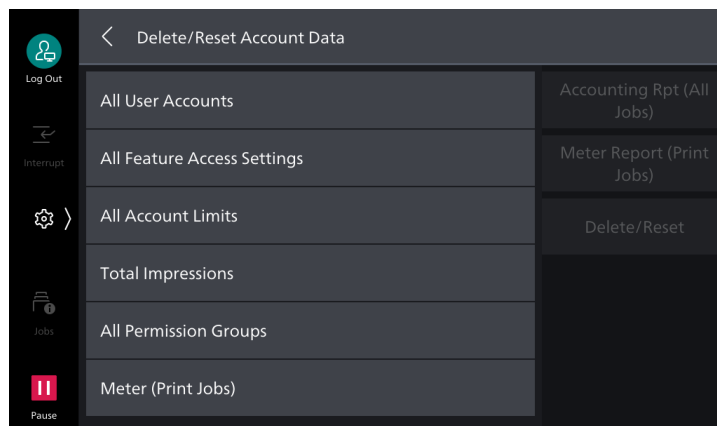
**Note**

- Create user accounts after setting Accounting Mode to be used with "[Authentication/Accounting Settings]" (P.160).
- This item is not displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Network], [Remote] or [Custom].

## [Delete/Reset Account Data]

Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset.



This is the same as [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].



**Note**

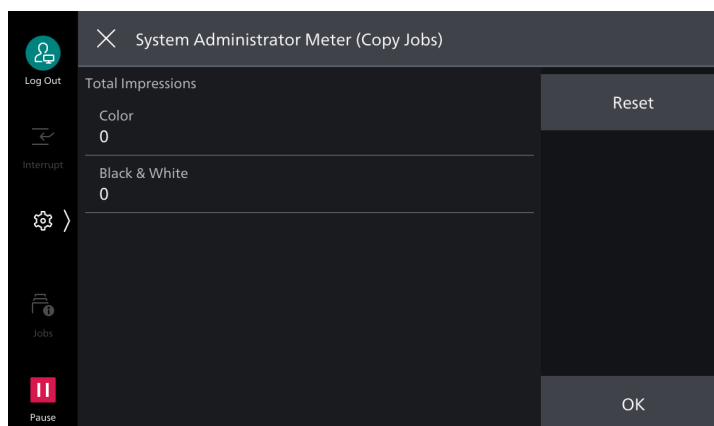
- This item is not displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Network].

Item	Description
[All User Accounts]	Deletes all setting specifics set for each user. Also deletes all data such as account limits, cumulative pages, and meter (print jobs).
[All Feature Access Settings]	Deletes all feature access settings for all users.

Item	Description
[All Account Limits]	Resets the upper limit settings of the available number of pages per user all to the default.
[Total Impressions]	Resets all total impressions for all users, including the administrator. Number of pages is also reset to "0".
[All Permission Groups]	Resets all authorization groups for all users.
[Meter (Print Jobs)]	Resets all meters (print jobs), and deletes automatically created job owner names. All meter printing counts are reset to "0".   <b>Note</b> <ul style="list-style-type: none"> <li>• [Meter (Print Jobs)] is displayed if the setting is to disable accounting for printers.</li> </ul>
[Accounting Rpt (All Jobs)]	Enables printing of report on accounting data for all apps. Used when confirming beforehand the information to be deleted/reset.
[Meter Report (Print Jobs)]	Enables printing of report on accounting data for printing. Used when confirming beforehand the information to be deleted/reset.   <b>Note</b> <ul style="list-style-type: none"> <li>• [Meter Report (Print Jobs)] is displayed if the setting is to disable accounting for printers.</li> </ul>
[Delete/Reset]	Deletes/resets data for selected item.

## [System Administrator Meter (Copy Jobs)]

Enables confirmation/resetting on screen of cumulative pages of copying used from Administrator Mode.



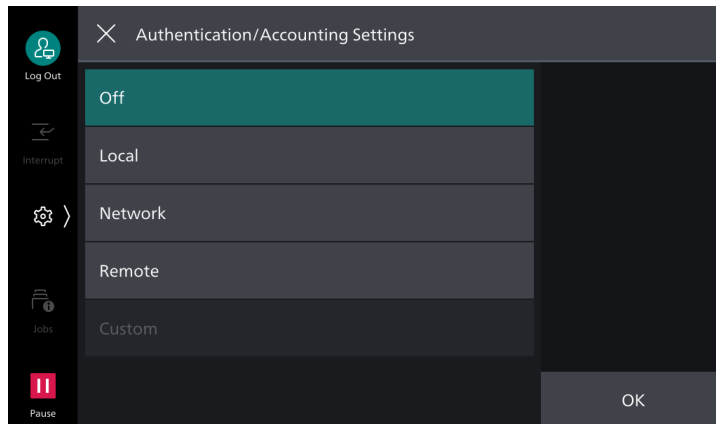
### Note





- This item is not displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Network].

# [Authentication/Accounting Settings]

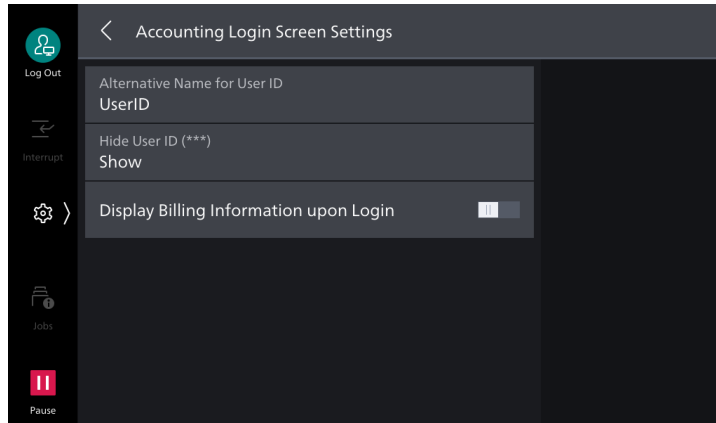
Sets the authentication/accounting method.




This is the same as [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].



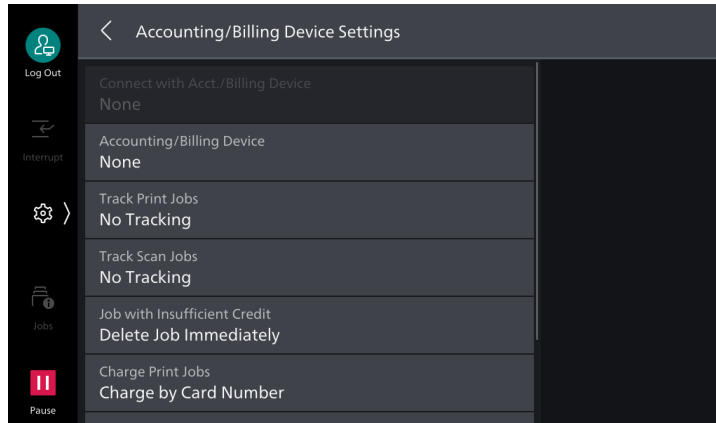
Item	Description
[Off]	Does not use the authentication and accounting feature.
[Local]	Uses user details set in the machine for authentication and accounting.   <b>Note</b> <ul style="list-style-type: none"> <li>If the setting is changed from [Local] to [Off] or [Remote], all user details set in the machine are deleted.</li> </ul>
[Network]	Register the user details managed with remote services and performs authentication and accounting using the details.   <b>Note</b> <ul style="list-style-type: none"> <li>[Account ID] can be input at the authentication screen displayed when an attempt is made to use services requiring accounting.</li> </ul>
[Remote]	Uses user details set in a remote authentication server for authentication.   <b>Note</b> <ul style="list-style-type: none"> <li>Enables saving of user details used for log in to remote accounts in the machine. Even if the remote authentication server has not started at the time of login to remote accounts, the machine can be used by logging in the user using user details saved in the machine.</li> <li>Set [Save Remote Accounts in This Device] to [Off] when not saving user details used for remote accounts in the machine. Refer to "[Authentication]" (P.163) for [Save Remote Accounts in This Device].</li> <li>When [Authentication System] is [Authentication Agent], accounting is performed using an authentication server.</li> </ul>
[Custom]	Set this feature when using the authentication customization contents or plug-ins.
[Accounting Mode]	Enables use of accounting feature for each service.   <b>Note</b> <ul style="list-style-type: none"> <li>The displayed items differ depending on the installed services.</li> </ul>

# [Accounting Login Screen Settings]



Item	Description
[Alternative Name for User ID]	Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
[Hide User ID (***)]	Sets method of displaying text string when entering user ID.
[Alternative Name for Account ID]	Changes the indication, displayed as the "Account ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "Account Name" or "Number" as required.   <b>Note</b> <ul style="list-style-type: none"> <li>This item is displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Network].</li> </ul>
[Hide Account ID (***)]	Sets method of displaying text string when entering account ID.   <b>Note</b> <ul style="list-style-type: none"> <li>This item is displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Network].</li> </ul>
[Display Billing Information upon Login]	Enables display of billing information for each user immediately after authentication.   <b>Note</b> <ul style="list-style-type: none"> <li>This item is displayed when "[Authentication/Accounting Settings]" (P.160) is set to [Local].</li> </ul>

# [Accounting/Billing Device Settings]



Item	Description
[Connect with Acct./Billing Device]	Sets whether to use a connected accounting/billing device.
[Accounting/Billing Device]	Selects type of accounting/billing device.
[Track Print Jobs]	Sets whether to track print jobs.
[Track Scan Jobs]	Sets whether to track scan jobs. This can be used when equipment other than a payment device and dispenser is installed.
[Job with Insufficient Credit]	Sets whether to cancel or hold jobs when credit is insufficient. This can be used when equipment other than a card-type cumulative device or an IC Card authentication device is installed.
[Charge Print Jobs]	Sets whether to charge print jobs by card number. This can be used when a card-type cumulative device or card-type subtracter is installed.
[Print Control with Cumulative Device]	Sets timing for billing of print or copy jobs. This can be used when a card-type cumulative device is installed.
[Scan Ahead for Copy Job]	Sets whether to scan ahead for copy job. This can be used when a card-type cumulative device or card-type subtracter is installed.

# [Authentication/Security Settings]

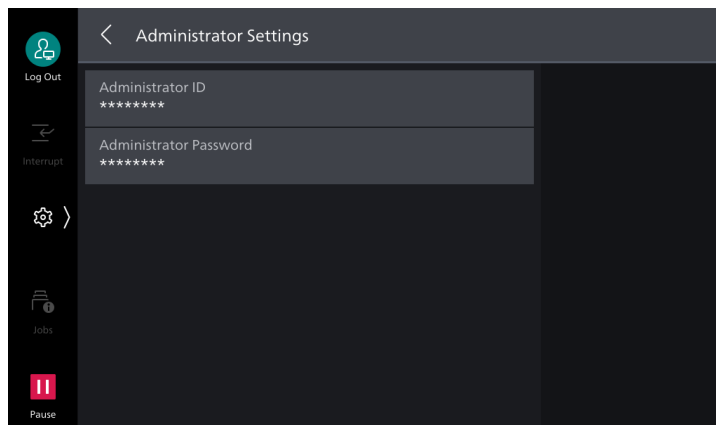
Enables creation of users of the machine, and setting of authentication and security.

Refer

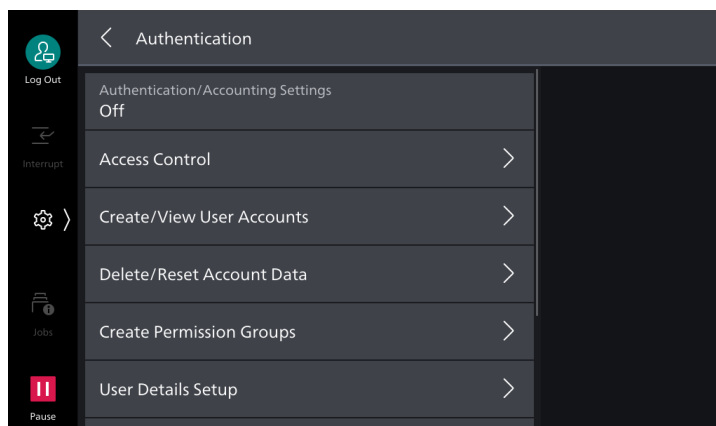
- Refer to "Authentication and Accounting Feature" (P.196).



## [Administrator Settings]

Sets user ID and password for the administrator.






## [Authentication]



Item	Description
[Authentication/Accounting Settings]	Sets the authentication/accounting method. This is the same as "[Authentication/Accounting Settings]" (P.160).
[Access Control]	<p>You can restrict access to the machine and each service in Authentication Mode. User login is necessary to use this.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>When logging in to remote accounts (other than when using our products (sold separately)), this is based on access permission information for usable services, retrieved from the remote authentication server.</li> </ul>
[System Settings Access]	Enables limitation of changes to machine settings by anyone other than the administrator.
[Device Access]	Enables restriction of button operation on touch panel display of the machine.
[App Access]	<p>Enables limitation of each service of the machine.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>If a service is set to [Locked (Hide Icon)], the pertinent service is not displayed on the Home screen. The pertinent service is also displayed when authentication is finished.</li> </ul>
[Feature Access]	
[Color Copying]	Enables limitation of color copying.

Item	Description
[Print Files from Folder]	Enables limitation of printing files from folder.
[Retrieve Files from Folder]	Enables limitation of sending and transfer of files from folder.
[Recipient Selection Method]	Enables limitation of selecting recipients not set in the Address Book when sending Email. When set to [Only from Address Book], it becomes impossible to input the recipient from a keypad or keyboard. Sending is limited only to recipients set in the Address Book.
[Address Book Editing]	Enables limitation of creating or changing recipients in the Address Book by local users.
[Create/View User Accounts]	Creates user IDs and user names for authentication of created users if authentication is set to enabled. The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user. User data can be created for up to 1,000 accounts. This is the same as "[Create/View User Accounts]" (P.158).
[Delete/Reset Account Data]	Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset. This is the same as "[Delete/Reset Account Data]" (P.158).
[Create Permission Groups]	Enables the administrator to grant "Authorization" enabling use of features that cannot normally be used to login users. If an authorization group is created, management can be done by grouping users by authorization.
[User Details Setup]	Sets information needed when logging in.
[Alternative Name for User ID]	Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
[Hide User ID (***)]	Enables setting of method of displaying text string when entering user ID. Set items such as strengthening of security if necessary. When set to [Show], the display shows the entered text string when a user ID is input. If set to [Hide], [*****] is displayed.
[Failed Access Log]	Sets the number of login attempts for detecting unauthorized access. If login fails the number of times set here within a specified time (10 minutes), it is recorded as an error.
[Logout Confirmation Screen]	Enables display of a confirmation screen when logging out.
[User ID for Login]	Sets text type of user ID for login. When set to [Case Sensitive], login is done with the user ID in the created form (including both upper and lower case). When set to [Non-Case Sensitive], login is done without distinguishing upper and lower case, even if there is mixture of upper and lower case in the user ID.
[Login When Card Reader Is Connected]	Enables user ID login when an IC Card reader is connected to the machine, if logging in to local accounts. User ID login cannot be used if set to [IC Card Login Only]. If set to [IC Card / Control Panel Login], then both IC Card login and user ID login can be used.

Item	Description
[Guest User]	Enables use of guest users in case of log in to remote accounts.
[Account Auto Setup for Card Login]	Enables account setup when an IC Card is held over the IC Card reader if a user has not been created with log in to local accounts. Account setup is not done if set to [Disabled]. Account setup is done if set to [Enabled].
[Use of IC Card]	Enables use of IC Cards when an IC Card reader is connected to the machine. When set to [On], it is possible to set for each feature whether to control jobs with IC Cards. [On (PKI Only)] is set when only the security feature is controlled, without using an IC Card for authentication and job control.
[IC Card Link Mode]	Enables requiring input of password at IC Card login in the case of log in to remote accounts.
[Contactless IC Card Logout Timing]	Sets the method of logging out in case of IC Card login. If set to [Log Out When Card Is Removed], logout is done when the IC Card is moved away from the IC Card reader. If set to [Log Out from Control Panel], logout is done through operation of the touch panel display.
[Cache Login Credentials on Device]	Enables saving of user details used for log in to remote accounts in the machine. When [Enabled] is set, and even if the remote authentication server has not been started at log in to remote accounts, the machine can be used by logging in the user using user details saved in the machine.   <b>Note</b> <ul style="list-style-type: none"> <li>• This applies only to users who sets [IC Card Link Mode] to [No Password Required] and logs in with an IC Card.</li> <li>• Users logged in using user details saved in the machine are set in [(Remote Accounts Logged In with Cached Credentials)].</li> </ul>
[Delete Cached Login Credentials]	Enables deletion of user details for log in to remote accounts saved in the machine.   <b>Note</b> <ul style="list-style-type: none"> <li>• This applies only to users logged in with an IC Card.</li> </ul>
[Invalid Login Settings]	Sets this setting so that invalid operation is not performed through impersonation. Sets the number of attempts until access is denied for the [Maximum Failed Attempts], so that access is denied if there are consecutive failures in authenticating the same user ID.   <b>Note</b> <ul style="list-style-type: none"> <li>• When the machine is restarted, the number of failed attempts is reset.</li> <li>• When setting, set [Maximum Login Attempts - System Administrator] or [Maximum Login Attempts - Local User] to [On].</li> <li>• Restart the machine to cancel the access denied state.</li> <li>• Maximum login attempts for local users can be set in the case of login to local accounts.</li> </ul>
[Password Policy]	
[Password for Control Panel Login]	Enables input of a password when a user uses the machine. If set to [On], the [Password] for [Create/View User Accounts] is enabled. If set to [Off], password input is not required, even if a password is specified with the above setting.
[Password for IC Card Login]	Enables input of password when the administrator or user performs IC Card login for log in to local accounts.

Item	Description
[Minimum Password Length]	Specifies minimum password length.
[Maximum Password Length]	Specifies maximum password length.
[Charge/Private Print Settings]	Sets for control of the Charge Print or Private Charge Print.
[Receive Control]	Sets how to handle received print jobs.
[Control by Job Login Results]	Sets handling of jobs for, respectively, [Job Login Success], [Job Login Failure] and [Job Without User ID] when [Printer] in [App Access] is set to [Locked] using the authentication/accounting feature.
[Save as Private Charge Print Job]	Saves all jobs with user ID attached as private charge prints, regardless of whether the authentication feature is used or not. This sets handling of jobs for, respectively, [Job Without User ID] and [Non-PJL Command Jobs].
[Save as Charge Print Job]	Saves all received jobs as charge prints, regardless of whether the authentication feature is used or not.

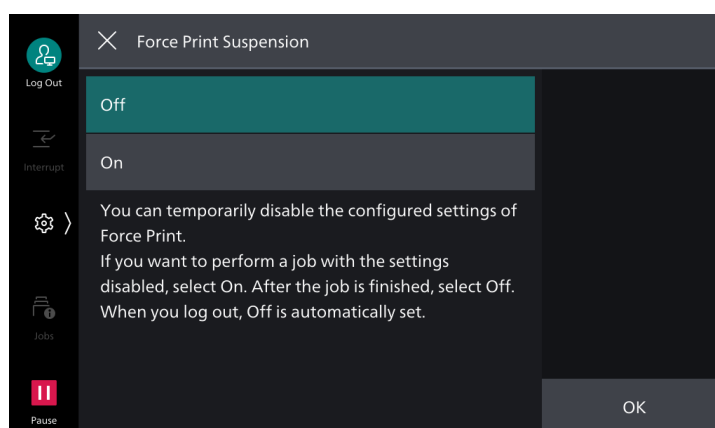
## [Force Print Suspension]

Used in cases such as printing where forced printing is done, but there is no forced printing for specific output only.

Active settings can be temporarily disabled, even if active settings have been set, such as force watermark, force secure watermark, print universal unique ID, and force annotation.

If copy, stored file print, or print from USB is performed in the state set to [On], then active settings are disabled. (They are not disabled in the case of an ordinary print, or report/list.)

This is displayed only when [Force Print Suspension] for the authorization group to which the login user belongs has been set to [Allow].

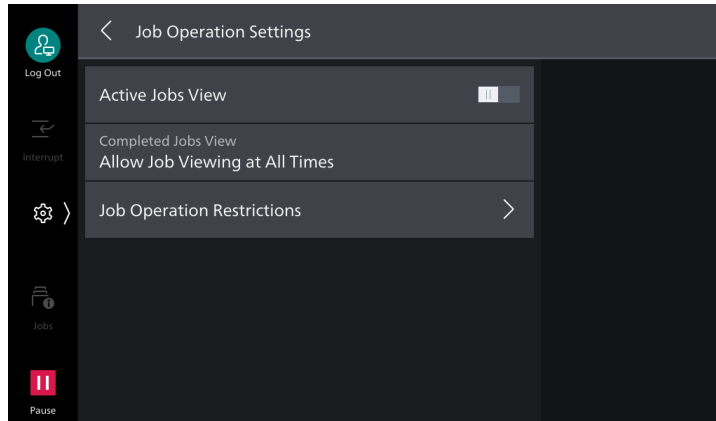


### Note

- Active settings can be disabled even in cases where a file in a folder is selected and running is done manually using job flow sheets.
- This can be set for users with administrator rights, regardless of the authorization group.
- For watermarks specified by the user in ApeosWare Copy Protection (sold separately) or copying, this setting is disabled even if it's allowed.

## [Job Operation Settings]

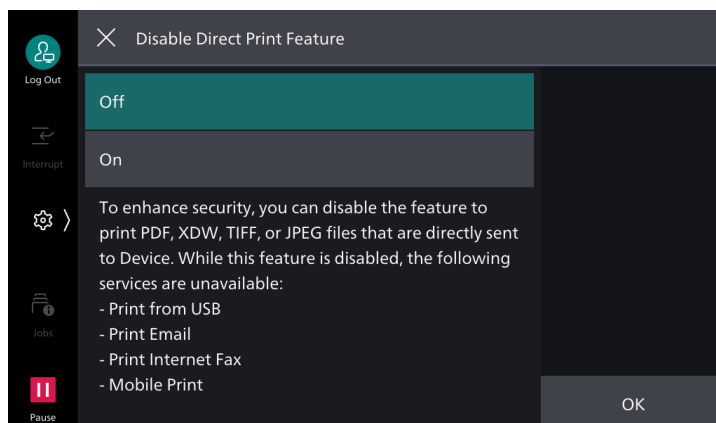
Enables restriction of display of active jobs. This protects privacy and deters information leaks for unauthenticated users and users who are not job owners.



Item	Description
[Active Jobs View]	Enables restriction of display of information for active jobs.
[Completed Jobs View]	
[Allow Job Viewing at All Times]	Enables confirmation all finished jobs, regardless of login. Display of detailed information on jobs can be restricted.
[Require Login to View Jobs]	Enables confirmation of finished jobs only by users currently logged into the machine. Display of detailed information on jobs can be restricted by setting jobs that can be confirmed to only the jobs of logged in users.
[Hide]	Disables display of all finished jobs, regardless of login.
[Job Operation Restrictions]	Sets range of users allowed to perform job operation for each type of operation.

## [Disable Direct Print Feature]

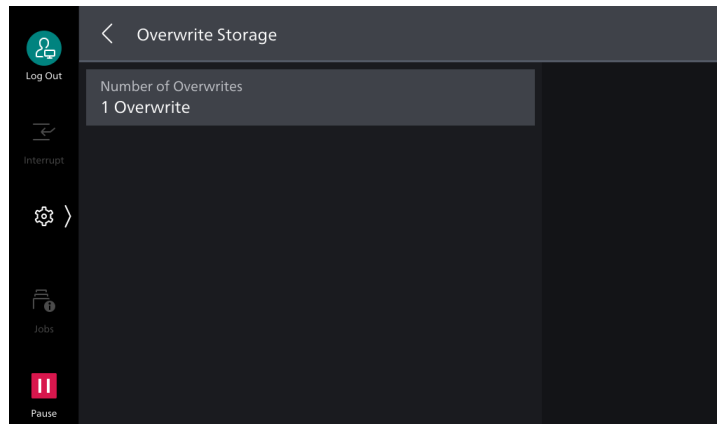
When set to [On], direct print features are disabled, such as print from USB, print Email, and mobile print.



## [Overwrite Storage]

Set the number of overwrite erases when deleting data.

By overwriting data that has no information in the area where the data was recorded, you can prevent unauthorized retrieval and restoration of the data.

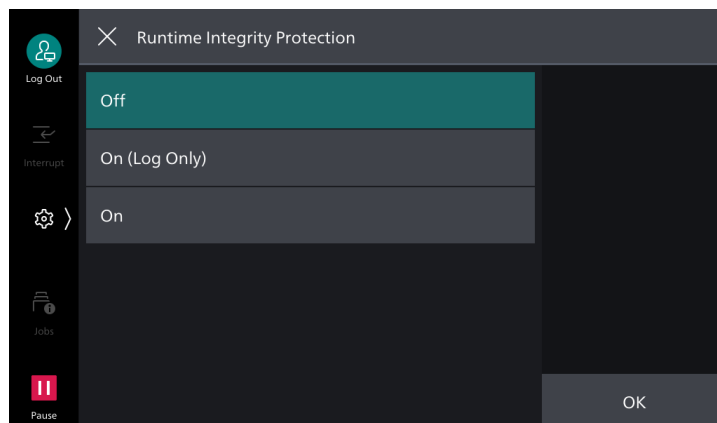


## [Runtime Integrity Protection]

Sets whether to detect access to or running of unauthorized file during machine operation.

If set to [On], file writing or running are denied, and the specifics of the access are recorded in the audit log.

If set to [On (Log Only)], recording is done in the audit log, but access to the file is not denied.



### 6d Refer

- The audit log feature must be set to enabled to record in the audit log. For details, refer to "[Audit Log Settings]" (P.127).

## 10.7 [Maintenance]

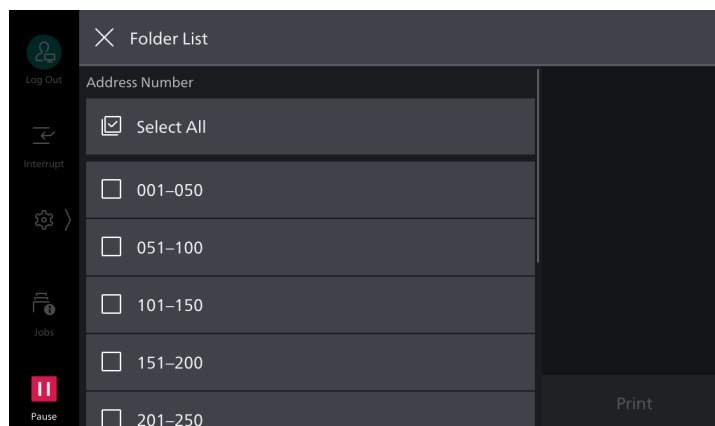
### [Support Pages]

 **Note**

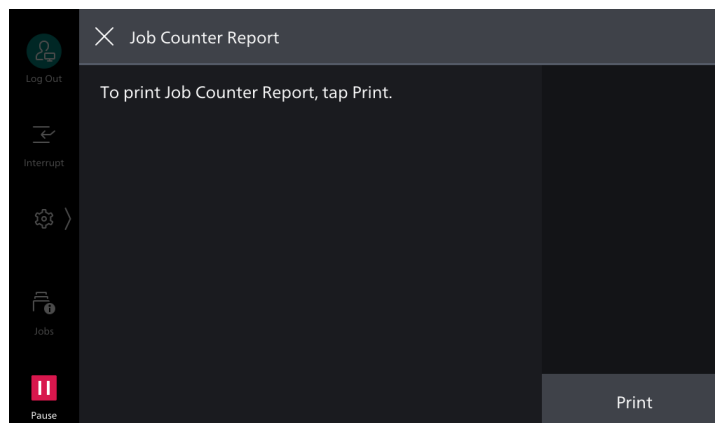
- You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

### [Folder List]

Prints the list of settings and processing methods during folder storage for folders in the range of specified numbers.



### [Job Counter Report]



 **Refer**

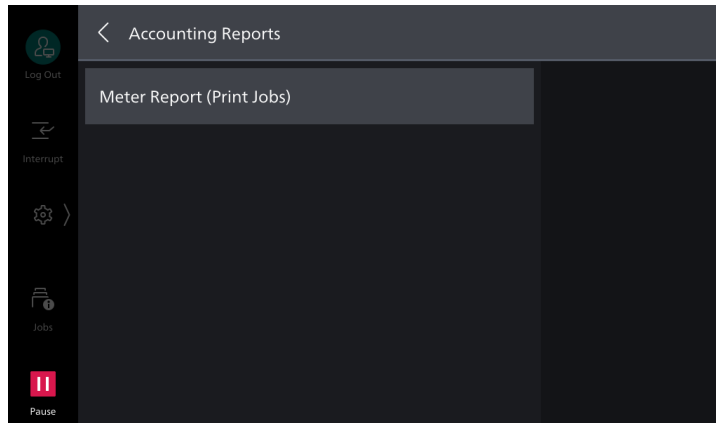
- For the job counter report, refer to "[Print Reports]" (P.29).

## [Accounting Reports]

Enables printing of accounting reports by user. The screen displayed for accounting reports varies depending on whether the accounting feature is enabled.

### If [Authentication/Accounting Settings] is set to something other than [Local]

The following screen is displayed, and a meter report (print jobs) can be printed. This enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner).



#### Note

- [Meter Report (Print Jobs)] counts from the time that data was initialized.

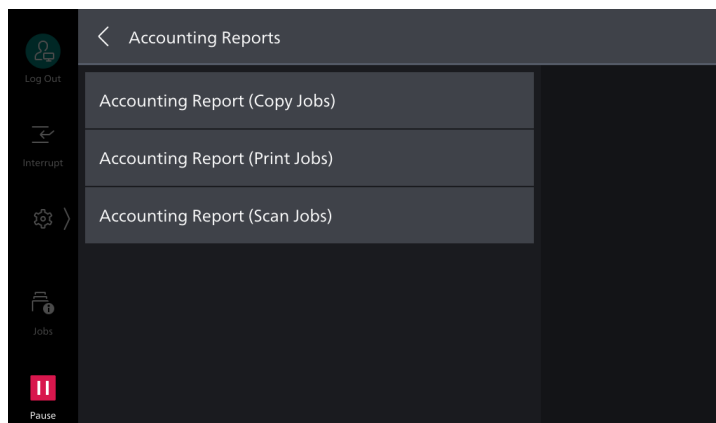
### If [Authentication/Accounting Settings] is set to [Local]

The [Accounting Reports] screen is displayed. This enables printing by feature of accounting reports by user for features for which the accounting feature has been set to [Enable Accounting].

#### Refer

- Refer to "[Accounting]" (P.157).


To print an accounting report, select any accounting report, and specify the range of user numbers.



#### Note

- The [No.] indicated on the report is the No. (user control no.) set at account setup with [Accounting] and [Authentication/Security Settings].

Item	Description
[Accounting Report (Copy Jobs)]	Enables confirmation of total pages copied, or pages printed, with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Copy Jobs)] counts from the time that data was initialized.

Item	Description
[Accounting Report (Print Jobs)]	Enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner). [Accounting Report (Print Jobs)] counts from the time that data was initialized.   <b>Note</b> <ul style="list-style-type: none"> <li>When [Printer] is set to [Disable Accounting] in [Accounting Mode] of [Authentication/Accounting Settings], not [Accounting Report (Print Jobs)] but [Meter Report (Print Jobs)] is displayed.</li> </ul>
[Accounting Report (Scan Jobs)]	Enables confirmation of total pages scanned with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Scan Jobs)] counts from the time that data was initialized.

## [NVM Read/Write History Report]

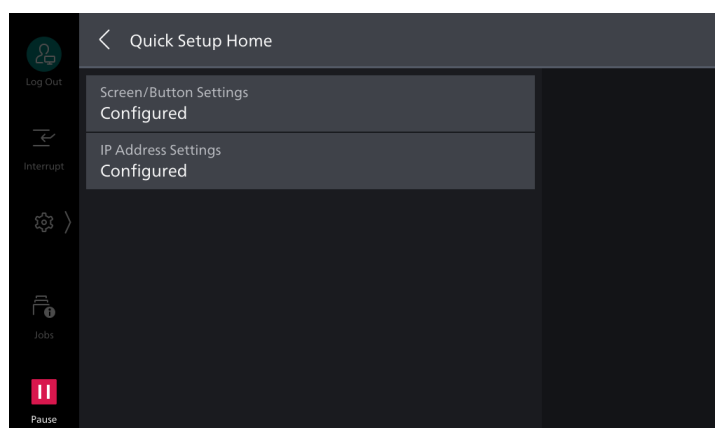
You can print the history changed in [NVM Read/Write].

## [EP Registration]/[EP Diagnostics Request / Repair Request]

If checking or repair is needed, contact our company.

## [Quick Setup Home]

Confirms that quick setup for using the machine is finished. The setting screen can be started from here for items that have not been finished with quick setup.



## [Check EP Connection]

Checks whether communication with the EP-BB multifunction device management service is operating correctly.

### **Note**

- There are countries and regions where the EP-BB multifunction device management service is not available.

### **Refer**

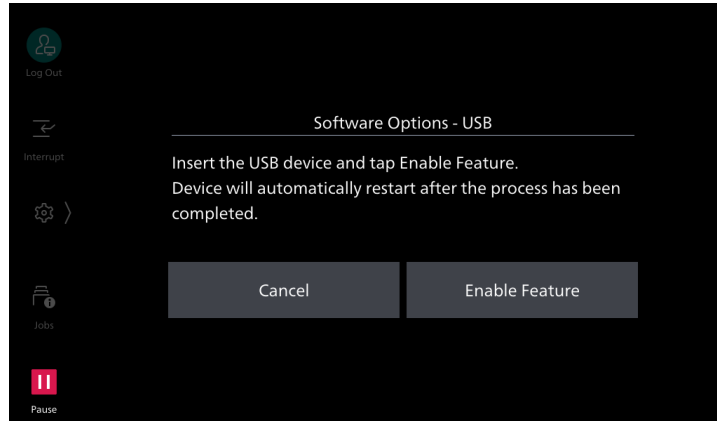
- Refer to our official website for information on the EP-BB multifunction device service.

## [Software Options]

Set by a service representative.

## [Software Options - USB]

Enables use of options by mounting a USB dongle.



## [Software Update]

Updates software when the software version needs to be updated.



### Important

- Do not turn off power until the software update is finished. If power is turned off midway through, the software will be incomplete, and it may be impossible for the machine to start.



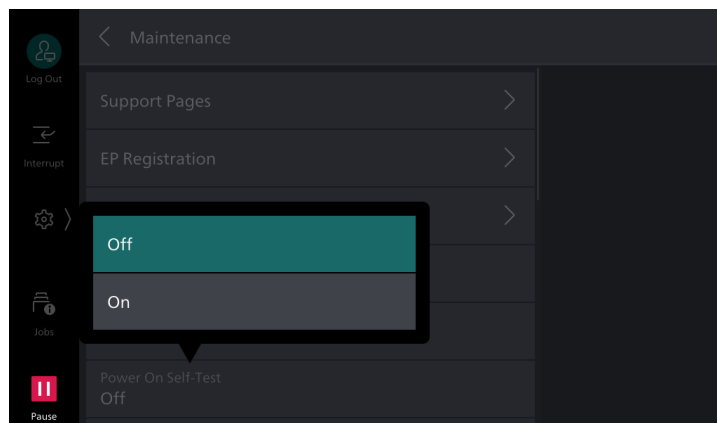
### Note

- When the software is downloaded, the machine restarts and updates the software. The machine restarts again and displays the Home screen then the software update is finished.

## [Power On Self-Test]

Enables self testing when machine power is turned on.

If a problem is found in the self test, such as intentional rewriting of the program, startup is stopped, and a record is left in the audit log.



## [Check IC Card Details]

If [Check IC Card Details] is selected, and the IC Card being used is touched to the IC Card reader, IC Card details are displayed on the touch panel display.

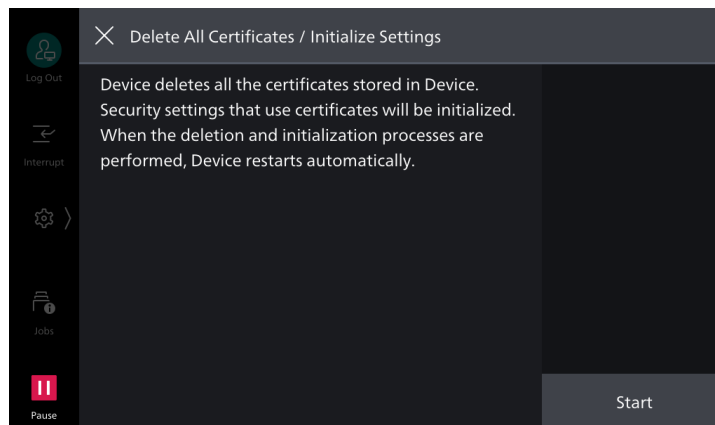


### Note

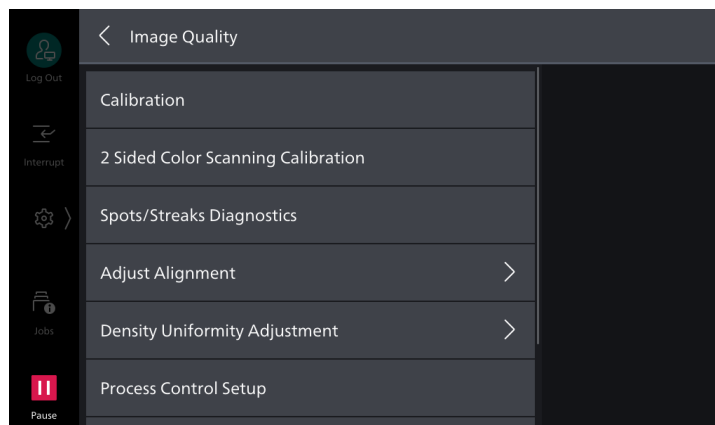
- Information used for authentication is set with Internet Services.

## [Delete All Certificates / Initialize Settings]

Deletes all certificates and initializes settings. This is used when certificate data can no longer be used for reasons such as errors with certificate files, even though the machine has been set to use certificates with [Network Settings] > [Security Settings] > [SSL/TLS Settings].






## [Image Quality]





### Note

- The following items can be used when there is free capacity of the total amount of folder spaces.
  - [Combined Calibration]
  - [Spots/Streaks Diagnostics]
  - [Auto Alignment]
  - [Semi Auto Process Using Scanner]
  - [Save Diagnostic Charts]
- For the items with [Shortcut] displayed on the top right of the screen, you can register the shortcut of this item to [Shortcuts] of the control menu.

- If [Local User Access - Maintenance] is set to [Enabled] in "[Other Settings]" (P.103), local users can adjust the following items. Local users should use the adjustment menu from [Shortcuts] of the control menu.
  - [Adjust Alignment]
  - [Adjust Paper Curl]
  - [Density Uniformity Adjustment]
- If the situation does not improve even though image quality adjustment is regularly carried out, contact your local representative.

Item	Description
[Calibration]	<p>Calibrates gradations when the color gradations of print image quality have shifted. Calibration enables print image quality of the machine to be maintained at a fixed level.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Reset the copy feature list before performing calibration.</li> <li>• [Copy Job 1] Calibrates screen gradations used for [Text] or [Map] for [Original Type].</li> <li>• [Copy Job 2] Calibrates screen gradations used for [Photo &amp; Text] or [Photo] for [Original Type].</li> <li>• [Print Job 1] For PCL printer driver           <ul style="list-style-type: none"> <li>- Calibrates screen gradations used for all features set with the [Image Options] tab ([Image Quality], [Image Settings], [Image Types]).</li> <li>- Calibrates screen gradations used when [Auto], [Fineness], or [Standard] has been selected at [Screen] of the [Image Options] tab.</li> </ul> </li> <li>• [Print Job 2] For PCL printer driver           <ul style="list-style-type: none"> <li>- Calibrates screen gradations used when [Gradation] has been selected at [Screen] of the [Image Options] tab. (The case when [High Resolution] is selected for [Image Quality] is an exception.)</li> <li>- Calibrates screen gradations used when [Print Page Mode] has been set to [On] at the [Advanced] tab.</li> </ul> </li> </ul>
[2 Sided Color Scanning Calibration]	<p>Adjusts the difference of the color between the both side of paper when you load the document with the document feeder.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Perform calibration beforehand to achieve suitable print results.</li> </ul>
[Spots/Streaks Diagnostics]	<p>Diagnoses the cause when problems such as spots or streaks appear in the output.</p> <p>Diagnosis results are not displayed at the machine, but if there is a connection to the EP system, results are sent to our company by tapping on [EP Diagnostics].</p>
[Adjust Alignment]	<p>Adjusts position of image for printing on paper.</p> <ul style="list-style-type: none"> <li>• [Auto Alignment] Adjusts the image position.</li> <li>• [Manual Alignment] Registers the adjustment value of image position.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• For details, refer to "[Auto Alignment]" (P.175)/"[Manual Alignment]" (P.180).</li> </ul>

Item	Description
[Density Uniformity Adjustment]	<p>Adjusts uniformity of density of image printed on paper.</p> <ul style="list-style-type: none"> <li>[Manual Process] Enter the adjustment value to adjust uniformity of image.</li> <li>[Semi Auto Process Using Scanner] Adjusts uniformity of image.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>For details, refer to "[Semi Auto Process Using Scanner]" (P.185)/ "[Manual Process]" (P.186).</li> </ul>
[Process Control Setup]	Automatically adjusts the calibration.
[Save Diagnostic Charts]	<p>Diagnoses the image when the image failure occurs.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>Follow the instruction of the customer engineer to operate because the performance of the machine may be affected.</li> </ul>
[Adjust Paper Curl]	Register the curl adjustment value in accordance with paper properties.

## [Auto Alignment]

Adjusts the output image position per each paper tray.

Adjust the output image position when it is misaligned due to paper stretching, cutting accuracy, or paper storage conditions.

 **Note**

- Adjust it with the calibration chart on the document glass. For the background sheet, print "SIQA\_sheet" at the end of *Reference Guide - Appendix*.

## Printing the Calibration Chart

### 1. Load the paper for adjustment in the tray for adjustment.

 **Note**

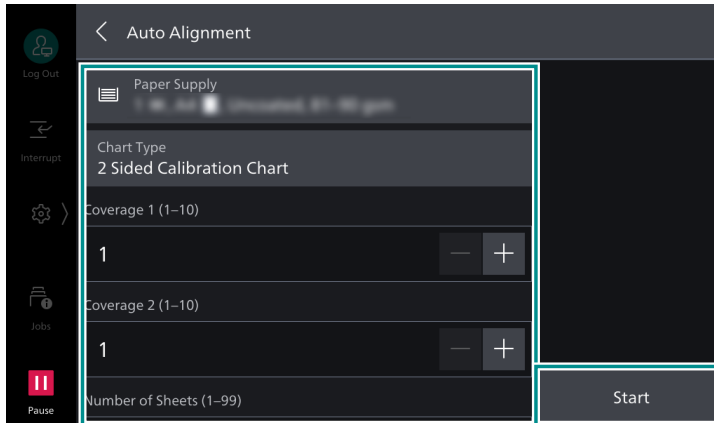
- When printing the calibration chart, load paper of size at least 182 x 182 mm.

### 2. Log in to Administrator Mode.

### 3. Tap on > [Device] > [Maintenance] > [Image Quality] > [Adjust Alignment].

### 4. Tap on [Auto Alignment].

## 5. Set each item and tap on [Start].



[Paper Supply]

Select the tray where paper was loaded in step 1.

[Chart Type]

Set whether to print one-sided or two-sided calibration charts.

[Coverage 1]/[Coverage 2]

Set two types of density to print on the calibration chart.

[Number of Sheets]

Set the number of charts to be printed. To calculate the average value of image variation, it is recommended to print 3 or more copies.

[Print Calibration Charts]

If already printing the calibration chart and only reading it, set it off.

### Note

- When adjusting multiple paper trays at the same time, reselect the paper trays in [Paper Supply] and print again.

## 6. Read the printed calibration chart.

### Refer

- "Document Glass Adjustment" (P.176)
- "Document Feeder Adjustment" (P.178)
- "Reading Accuracy Adjustment of Document Feeder" (P.179)

## Document Glass Adjustment

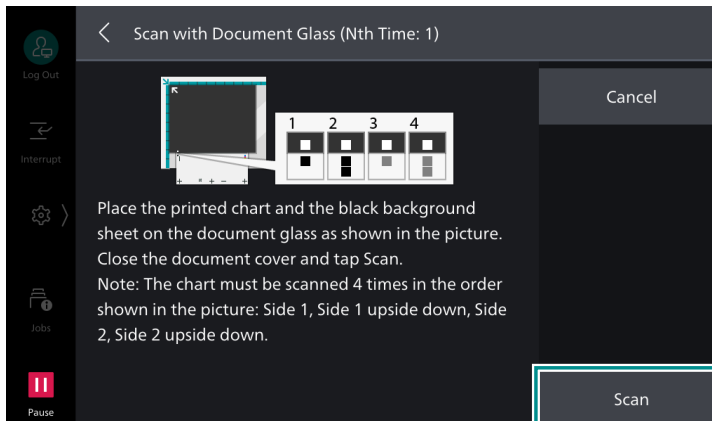
Adjust the document glass by reading the calibration chart with it.

### 1. Tap on [Scan with Document Glass].

### 2. Select the size and type of the printed calibration chart and tap on [Next].

**3. Load the calibration chart, following the instruction on the screen, and tap on [Scan].**

Align the square marks of the background sheet and the calibration chart, and read them twice on the front side and twice on the back side.



**Note**

- Align the line at the top of the square mark on the calibration chart with the bottom edge of the background sheet.

**4. When printing multiple calibration charts, tap on [Scan Next Chart] to repeat loading as many as the number of the charts.**

**5. When reading the calibration chart is completed, tap on [Start Adjustment].**

**6. Set the alignment adjustment type.**

If [(Not Set)] is displayed on the tray or if you want to change the set type, perform the followings.

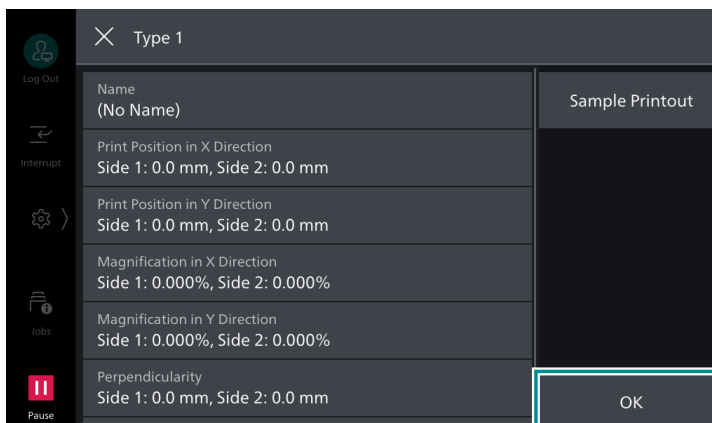
**1) Tap on [ ] of the tray for which you want to set the type.**

**2) Tap on [Type Setup].**

**3) Tap on the type to register the adjustment value.**

The adjustment value is applied.

**4) Tap on [OK].**



**Note**

- Print the print sample with [Sample Printout], and confirm adjustment results, then you can make fine adjustment as necessary. For fine adjustment, refer to "[Manual Alignment]" (P.180).

**5) Tap on [x].**

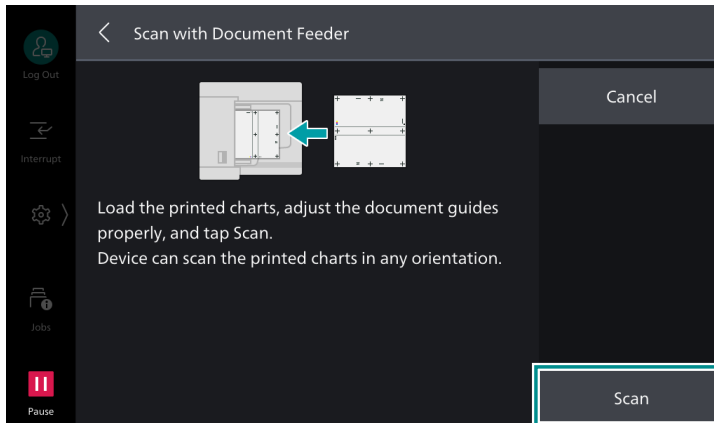
**6) Select the type you set and tap on [OK].**

7. Confirm a check mark is applied to the tray to reflect the adjustment value and tap on [OK].

## Document Feeder Adjustment

Adjust the document feeder by scanning the calibration chart with it.

1. Tap on [Scan with Document Feeder].
2. Load the calibration chart, following the instruction on the screen, and tap on [Scan].



### Note

- Multiple calibration charts can be read at the same time. Also in case of the different paper tray, read the tray information automatically.
- Do not set calibration charts of different sizes together.

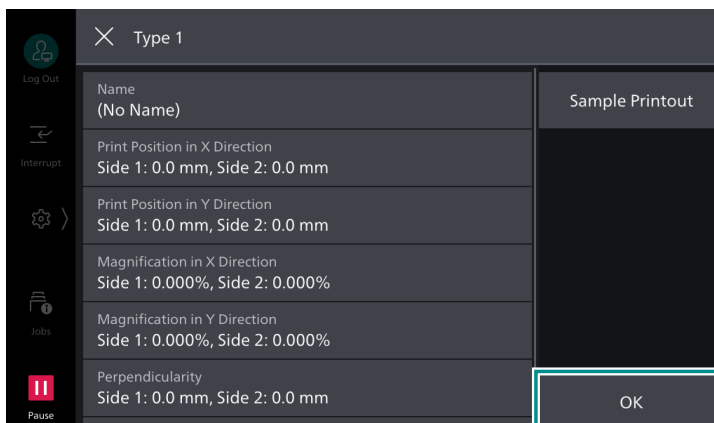
### 3. Set the alignment adjustment type.

If [(Not Set)] is displayed on the tray or if you want to change the set type, perform the followings.

- 1) Tap on [Type Setup] of the tray for which you want to set the type.
- 2) Tap on [Type Setup].
- 3) Tap on the type to register the adjustment value.

The adjustment value is applied.

- 4) Tap on [OK].



### Note

- Print the print sample with [Sample Printout], and confirm adjustment results, then you can make fine adjustment as necessary. For fine adjustment, refer to "[Manual Alignment]" (P.180).

5) Tap on [x].

6) Select the type you set and tap on [OK].

4. Confirm a check mark is applied to the tray to reflect the adjustment value and tap on [OK].

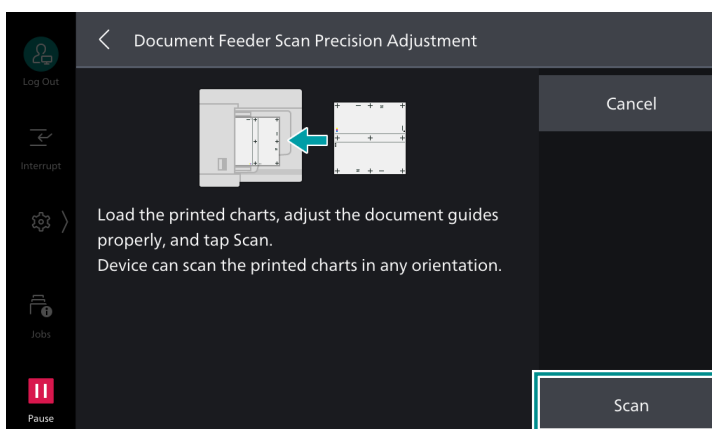
## Reading Accuracy Adjustment of Document Feeder

Adjusts accuracy of reading with the document feeder as reading with the document glass. Adjusts when executing Auto Alignment using the document feeder for the first time or when the huge difference between the adjustment results of the document feeder and the document glass.

After scanning the calibration chart with the document feeder, scan the same chart with the document glass to adjust.

1. Tap on [Document Feeder Scan Precision Adjustment].

2. Load the calibration chart, following the instruction on the screen, and tap on [Scan].

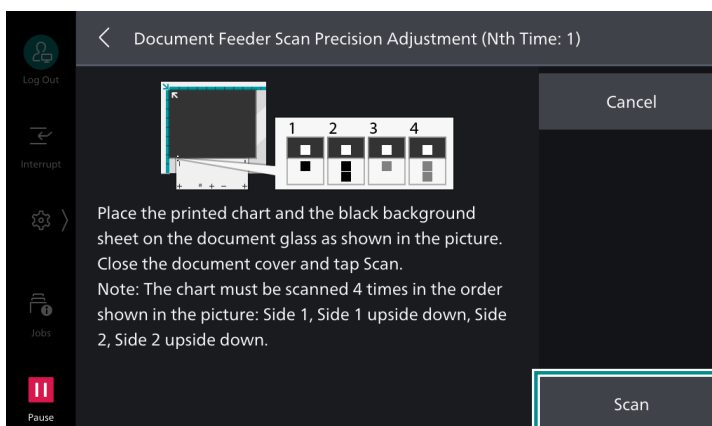


### Note

- Multiple calibration charts can be scanned at the same time.
- Do not set calibration charts of different sizes together.

3. Load the calibration chart, following the instruction on the screen, and tap on [Scan].

Align the square marks of the background sheet and the calibration chart, and load them twice on the front side and twice on the back side.



### Note

- Align the line at the top of the square mark on the calibration chart with the bottom edge of the background sheet.

4. When printing multiple calibration charts, tap on [Scan Next Chart] to repeat loading as many as the number of the charts.

5. When loading the calibration chart is completed, tap on [Start Adjustment].

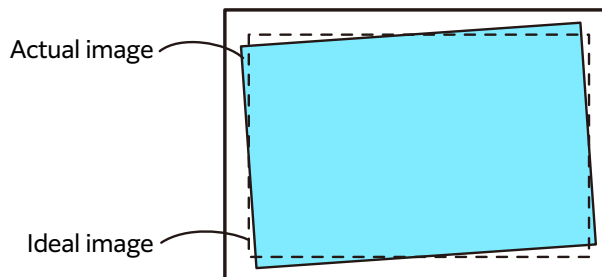
## [Manual Alignment]

Register the alignment value with a name in accordance with paper properties. The registered alignment value can be set in [Adjust Alignment] of the paper tray.

### Correction Items Possible to Be Registered

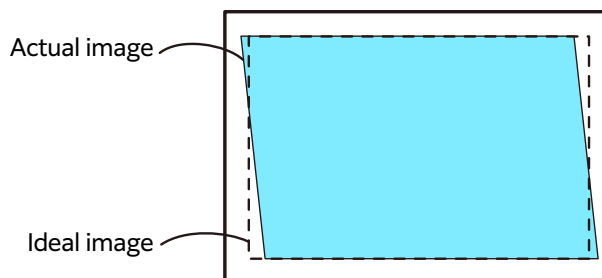
#### ■ [Skew]

Adjusts skewing image in sub scan direction (paper feed direction).



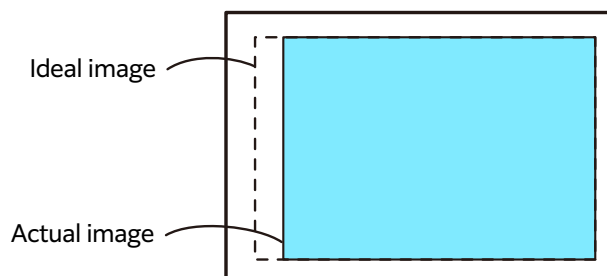
#### ■ [Perpendicularity]

Adjusts image distortion (parallelogram) in the sub scan direction (paper feed direction).



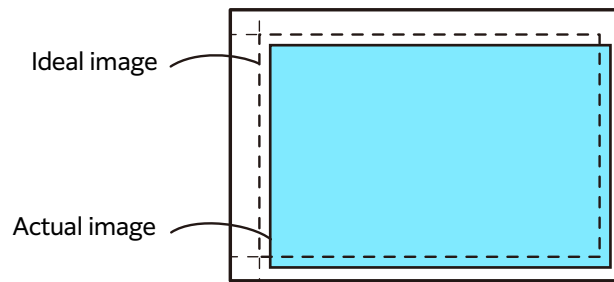
#### ■ [Magnification in X Direction]/[Magnification in Y Direction]

Adjusts reduce/enlarge of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).




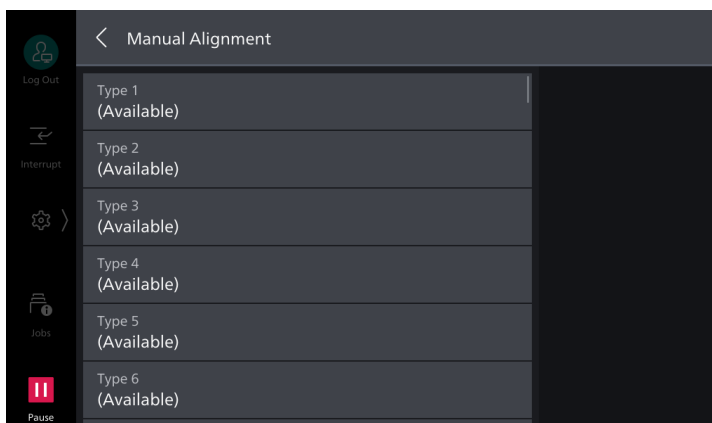
## ■ [Print Position in X Direction]/[Print Position in Y Direction]

Adjusts position of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).

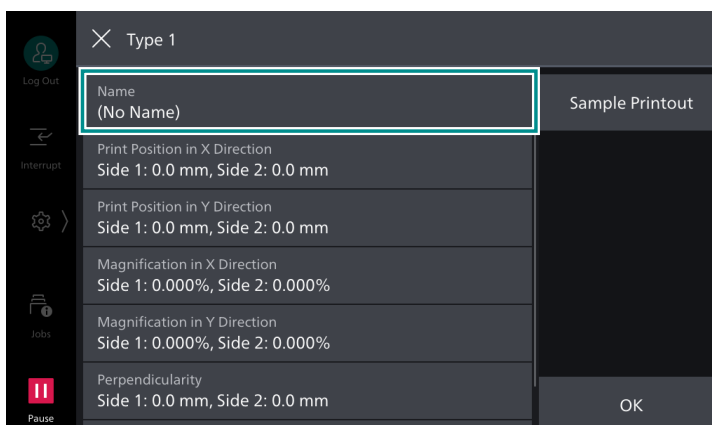


## Adjustment Procedure

1. Load the paper for adjustment in the tray for adjustment.
2. Log in to Administrator Mode.
3. Tap on  > [Device] > [Maintenance] > [Image Quality] > [Adjust Alignment].
4. Tap on [Manual Alignment].
5. Tap on the field to be registered.



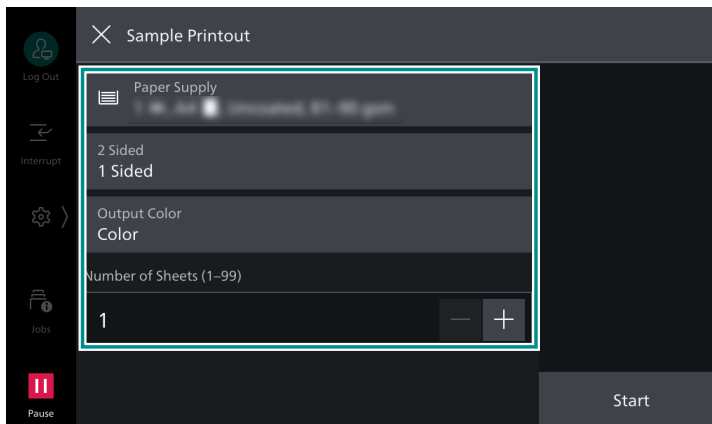
6. Tap on [Name].



7. Enter a name and tap on [OK].

8. Tap on [Sample Printout].

9. Select the tray where paper was loaded in step 1 and set 2 Sided/1 Sided, Output Color and Number of Sheets.

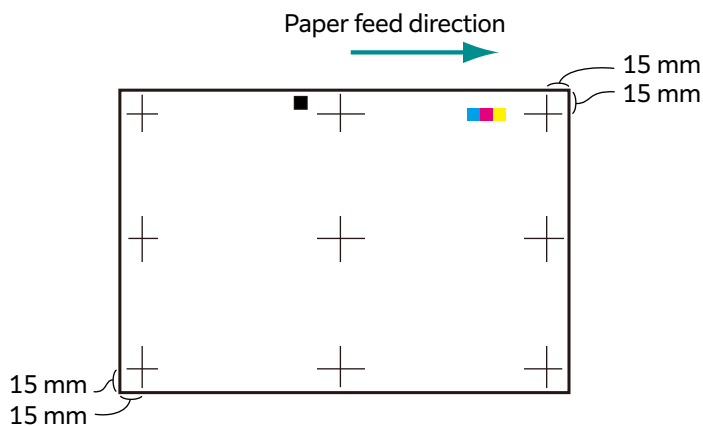


 **Note**

- Due to image variation, it is recommended to print 10 or more copies.

10. Tap on [Start].

11. Measure the gap on the sample copy printed.



 **Note**

- The black square for the upside and the gray square for the downside of the image are printed on the sample copy printed in [Sample Printout]. A Mark with thee colors are printed to indicate the paper feed direction.

12. If the position gap occurs, enter the gap value.

 **Note**

- If adjusting multiple gaps, operate in order of [Skew] -> [Perpendicularity] -> [Magnification in X Direction]/[Magnification in Y Direction] -> [Print Position in X Direction]/[Print Position in Y Direction].

 **Refer**

- "[Skew] Adjustment" (P.183)
- "[Perpendicularity] Adjustment" (P.183)
- "[Magnification in X Direction]/[Magnification in Y Direction] Adjustment" (P.184)
- "[Print Position in X Direction]/[Print Position in Y Direction] Adjustment" (P.184)

### 13. Tap on [Sample Printout] again.

The sample copy reflecting the adjustment value you entered is printed.

### 14. If you can adjust correctly, tap on [OK].

## [Skew] Adjustment

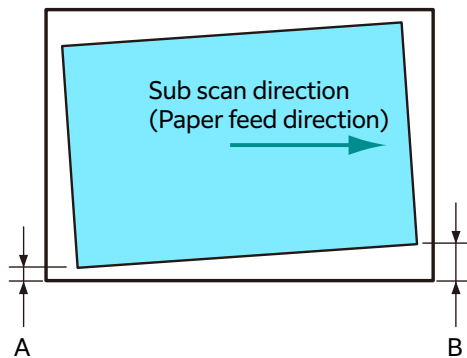
#### 1. Tap on [Skew].

#### 2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).



#### Note

- Adjustment amount (mm) = A - B



#### 3. Tap on [OK].

## [Perpendicularity] Adjustment

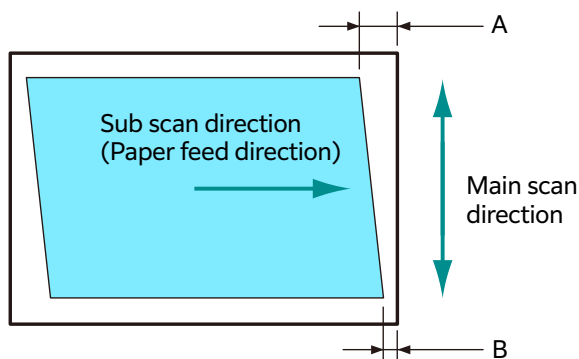
#### 1. Tap on [Perpendicularity].

#### 2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).



#### Note

- Adjustment amount (mm) = Inclination amount (A - B) (mm) x 400 ÷ (width in main scanning direction of paper (mm) - 30)



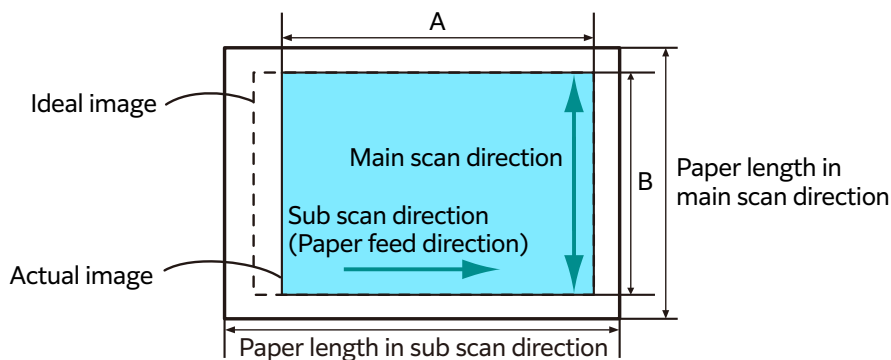
#### 3. Tap on [OK].

## [Magnification in X Direction]/[Magnification in Y Direction] Adjustment

1. Tap on [Magnification in X Direction] or [Magnification in Y Direction].
2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.025%).

**Note**

- [Magnification in X Direction]  
Adjustment amount (%) =  $(\text{Paper length in sub scan direction (mm)} - 30 - A) \div (\text{Paper length in sub scan direction (mm)} - 30) \times 100$
- [Magnification in Y Direction]  
Adjustment amount (%) =  $(\text{Paper length in main scan direction (mm)} - 30 - B) \div (\text{Paper length in main scan direction (mm)} - 30) \times 100$



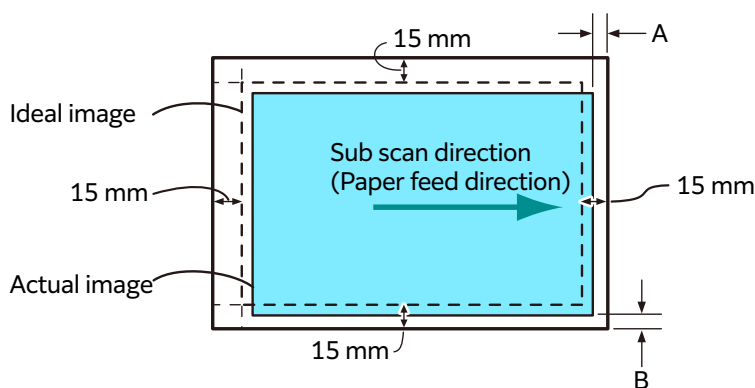
3. Tap on [OK].

## [Print Position in X Direction]/[Print Position in Y Direction] Adjustment

1. Tap on [Print Position in X Direction] or [Print Position in Y Direction].
2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).

**Note**

- [Print Position in X Direction]  
Adjustment amount (mm) =  $15 - A$  (mm)
- [Print Position in Y Direction]  
Adjustment amount (mm) =  $15 - B$  (mm)



3. Tap on [OK].

# [Semi Auto Process Using Scanner]

Adjusts density uniformity of output image.

## 1. Load the paper for adjustment in the tray for adjustment.

### Note

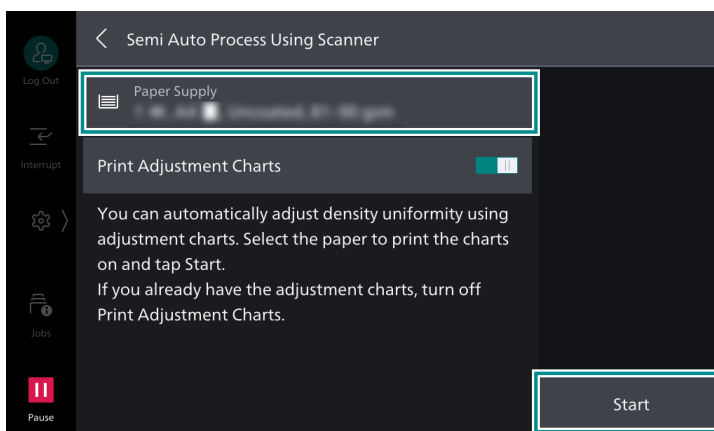
- When printing the adjustment chart, load paper of size at least 210 x 210 mm.

## 2. Log in to Administrator Mode.

## 3. Tap on [Device] > [Maintenance] > [Image Quality] > [Density Uniformity Adjustment] > [Semi Auto Process Using Scanner].

## 4. In [Paper Supply], select the tray where paper was loaded in step 1, and tap on [Start].

The CMYK chart is printed on the first page, and the RGB chart on the second.



### Note

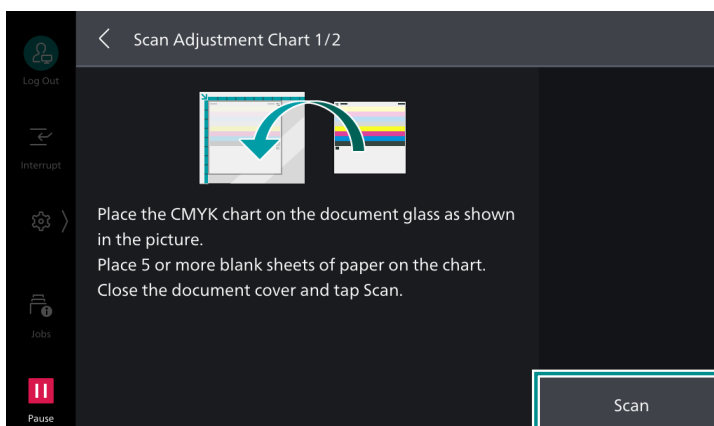
- If already printing the calibration chart and only reading it, set [Print Adjustment Charts] off.

## 5. Load the CMYK chart on the document glass.

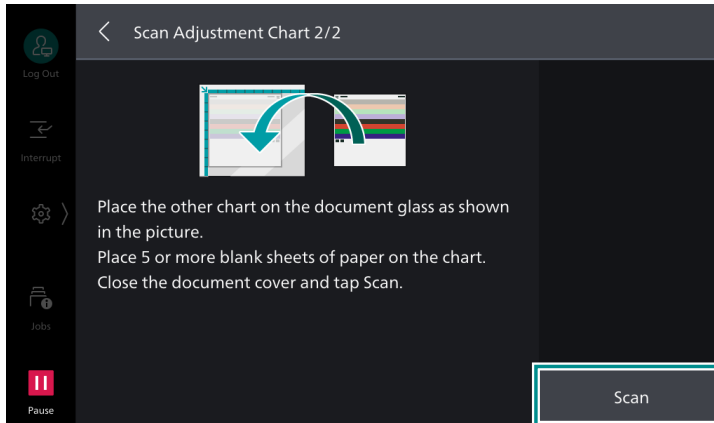
With the print side facing down, align the side with the black mark with the back of the original glass.

## 6. Place five or more blank sheets of the same size as the chart on top of the chart.

## 7. Close the document cover and tap on [Scan].



**8. Repeat from step 5 to 7, and also read the RGB chart.**



**9. Print the print sample with [Sample Printout], and confirm adjustment results.**

**10. To reflect the adjustment, tap on [OK].**

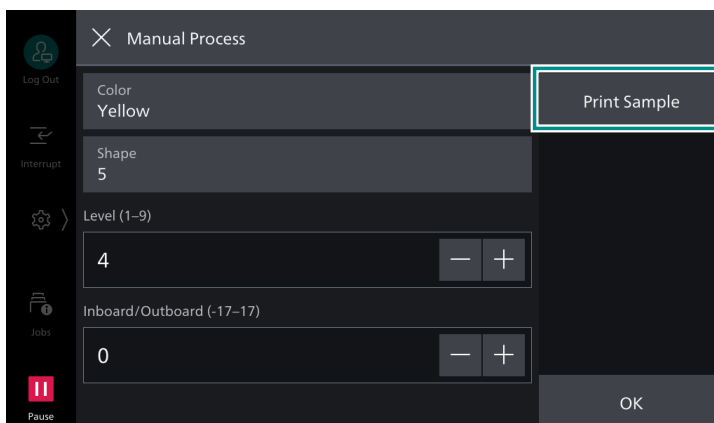
**Note**

- If you need to readjust, tap [x] at the top left of the screen to stop the adjustment and try the adjustment again.

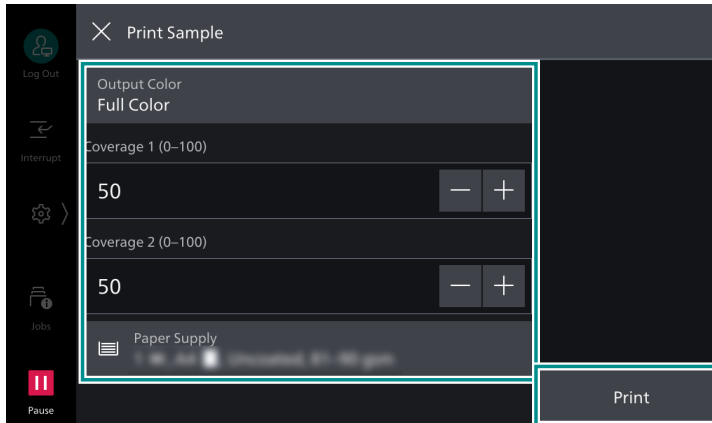
## [Manual Process]

Density uniformity can be adjusted more accurately using [Manual Process]. Auto Adjust is not possible with long paper, adjust manually.

- 1. Load the paper for adjustment in the tray for adjustment.**
- 2. Log in to Administrator Mode.**
- 3. Tap on [Device] > [Maintenance] > [Image Quality] > [Density Uniformity Adjustment] > [Manual Process].**
- 4. Tap on [Print Sample].**



## 5. Set each item and tap on [Print].



### [Output Color]

To confirm density and balance of all colors, select [Full Color], and to confirm density only of a specific color, select [Single Color].

If [Single Color] is selected, select the color to print from [Yellow], [Magenta], [Cyan], and [Black] at [Color] on the [Manual Process] screen.

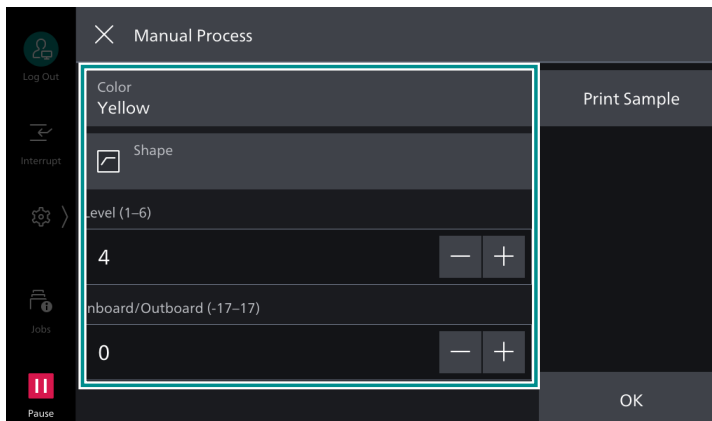
### [Coverage 1]/[Coverage 2]

Two types of density can be set to print on the print sample for each color: yellow, magenta, cyan, and black.

### [Paper Supply]

Select the tray where paper was loaded in step 1.

## 6. Confirm the printed sample, and if there is any non-uniformity, adjust density.



### [Color]

Select the color to be adjusted.

### [Shape]

Select the amount of density distribution adjustment for the print sample from shapes 1 to 10.

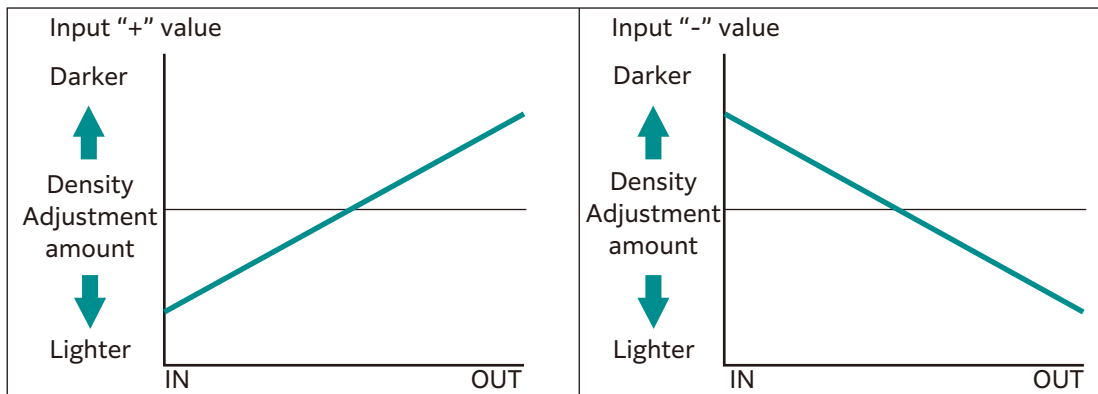
### [Level]

Select the level of the density difference of the print sample from 1 to 9. Level 1 indicates no adjustment, and the larger the value, the larger the adjustment amount.

[Inboard/Outboard]

Adjust the density distribution as follows with respect to the print sample. Set the adjustment amount in the range -17 to 17.

The larger the value, the larger the adjustment amount.

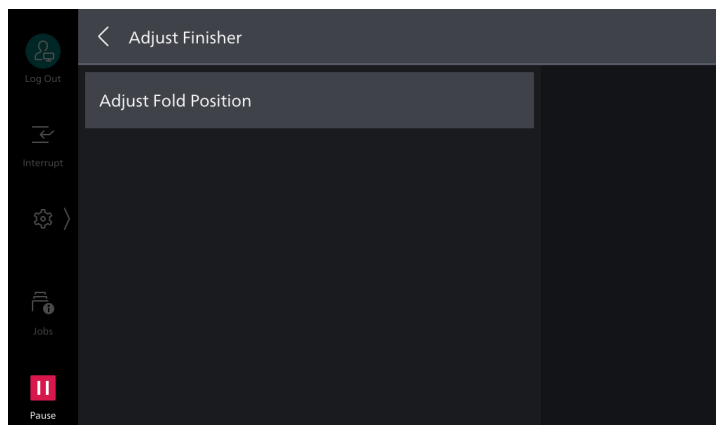


**Note**

- When the density distribution differs from these patterns, adjust using [Shape] and [Level].

- 7.** After adjustment, print the print sample again with [Print Sample], and confirm adjustment results.
- 8.** If you can adjust correctly, tap on [OK].

# [Adjust Finisher]



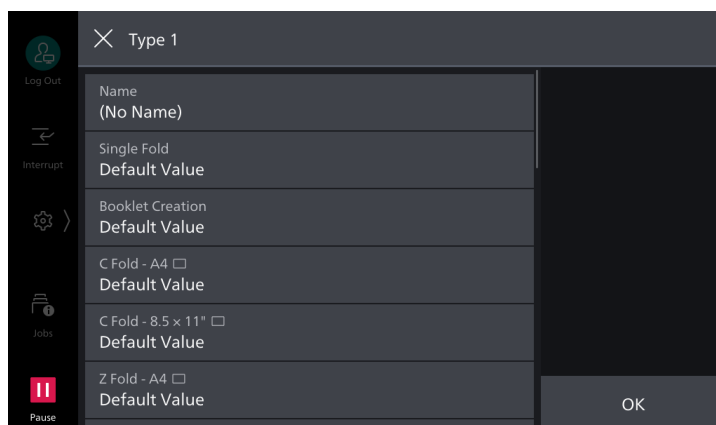
**Note**

- The displayed items differ depending on the machine configurations.

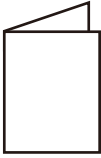
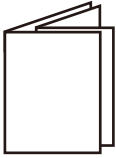
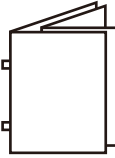



Item	Description
[Adjust Fold Position]	<p>Registers the folding positions and the adjustment value according to paper type or number of sheets. The registered alignment value can be selected in the settings of the paper tray or custom paper.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].</li> <li>• This item can be set to allow local users to adjust this item. Set [Local User Access - Maintenance] to [Enabled] in "[Other Settings]" (P.103). Local users should use the adjustment menu from [Shortcuts] of the control menu.</li> </ul> <p> <b>Refer</b></p> <ul style="list-style-type: none"> <li>• For details, refer to "[Adjust Fold Position] Type Setup" (P.189).</li> </ul>

## [Adjust Fold Position] Type Setup


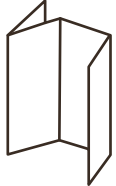
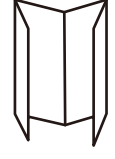
Assign the names for each type, and by following the screen, set the adjustment value for fold position for Single Fold, Booklet, C Fold, Z Fold, and Z Fold Half Sheet. If the Crease/Two-Sided Trimmer is installed, you can adjust the positions of folds for Single Fold, C Fold, Z Fold, Z Fold Half Sheet, Double Gate Fold, Double Parallel Fold and Accordion Fold.



## Folding

Single Fold	Booklet Creation	Booklet Creation + Staple
		
C Fold	Z Fold	Z Fold Half Sheet
		

## Crease

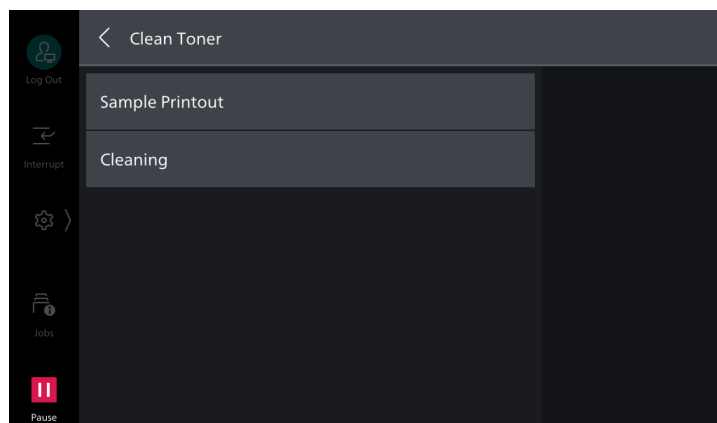
Double Gate Fold	Double Parallel Fold	Accordion Fold
		

### Refer

- Refer to "Folding Position Adjustment" in *Reference Guide - Appendix*, for how to adjust the folding position.

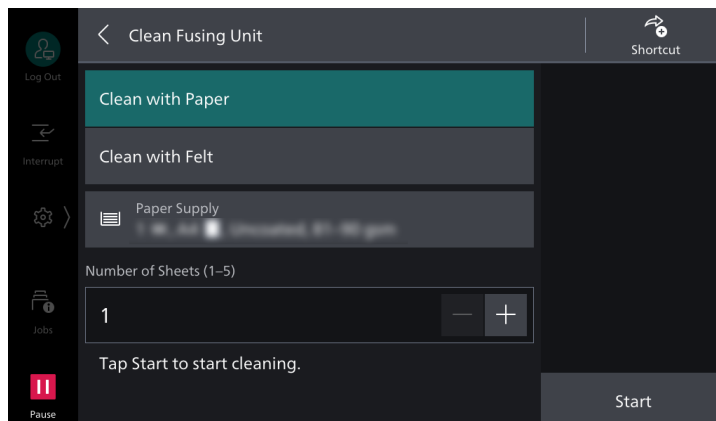
## [Clean Toner]

Output the toner that has passed the time remaining in the developer, and supply the new toner with the developer to improve the image quality.



## [Clean Fusing Unit]

Enables improving black spots and black line stains by cleaning the dirt on the fusing roll.  
Clean the fusing unit using the loaded paper or the felt inside the machine.

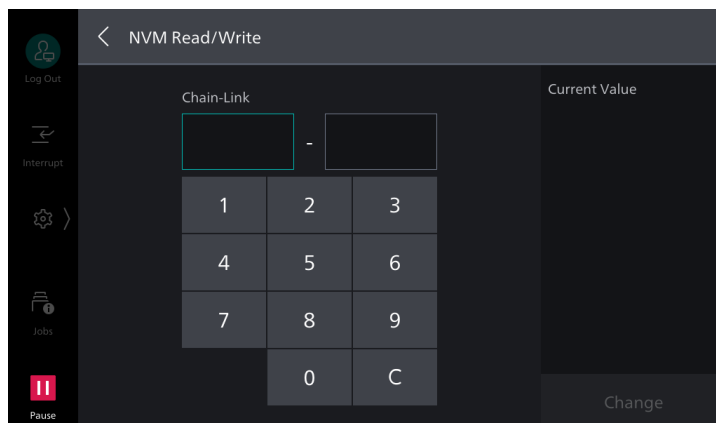


### Note

- Load the paper larger than A4  or Letter  when executing [Clean with Paper].
- You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

## [NVM Read/Write]


Set the details of the machine operation.



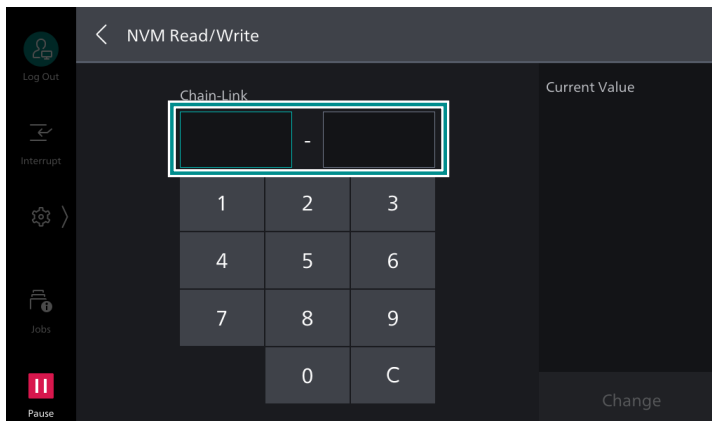
## Main Features That Can Be Set

Setting Number	Description	Setting
785 - 070	Set whether to reset all documents or reset all but the ejected documents when the paper jam or multi-feeding occurs.	1: Start over from the first document 2: Restart from the jammed document (default)

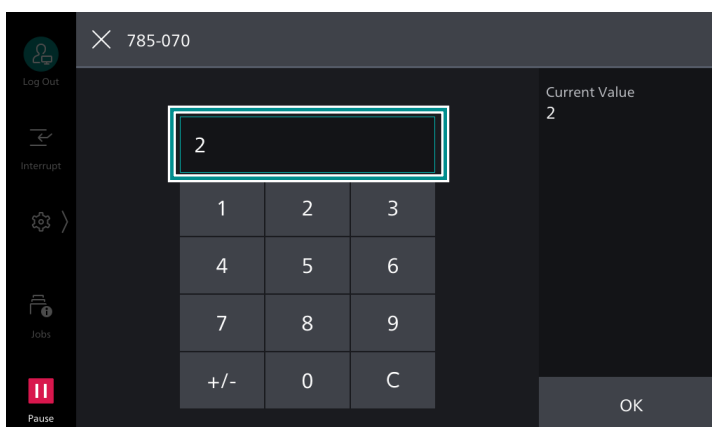
## Changing the Setting Value of [NVM Read/Write]

1. Log in to Administrator Mode.
2. Tap on  > [Device] > [Maintenance] > [NVM Read/Write].
3. Enter the settings number in [Chain-Link].

The current value of the settings number is displayed on [Current Value].

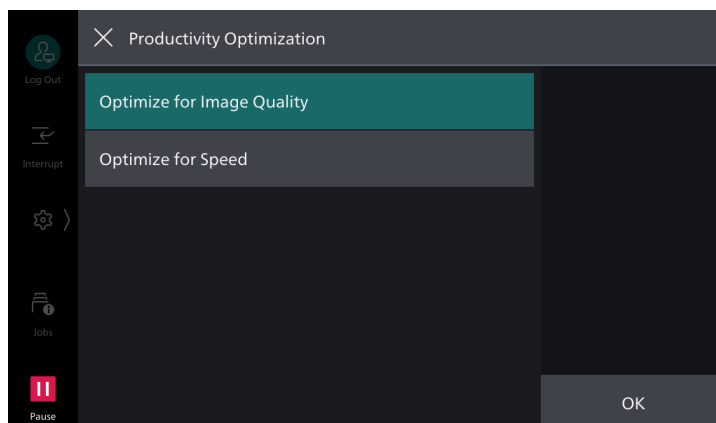


4. Tap on [Change].
5. Enter the setting value to be changed and tap on [OK].



## [Productivity Optimization]

Set whether to prioritize the image quality or printing speed.



### [Optimize for Image Quality]

Print while switching the temperature of the fusing unit according to the paper weight. When using the same paper continuously, you can maintain high productivity without degrading the image quality.

### [Optimize for Speed]

Since the fusing unit operates at a constant temperature, you can prevent the printing speed from slowing down.

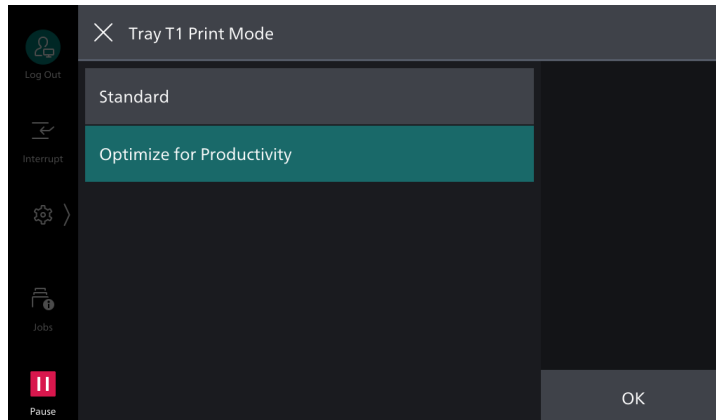
## [Register Paper Feeding Positions]

Set the basic position for auto adjustment of the paper feed position.



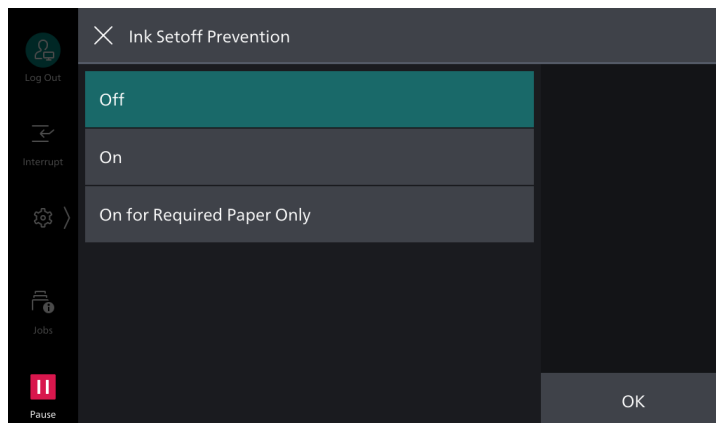
## [Tray T1 Print Mode]

Sets whether the paper feed speed is set to the optimized mode when the interposer is installed.



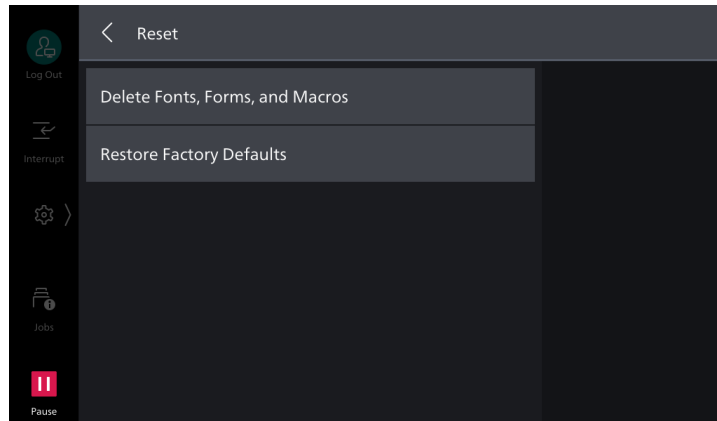
## [Ink Setoff Prevention]

Set to [On] to operate Ink Setoff Prevention (Paper sticking to each other).



## 10.8 [Reset]

---



### [Delete Fonts, Forms, and Macros]

Erases all font data, form data, and macro data downloaded into the machine.

### [Restore Factory Defaults]

Restores all settings of the machine to state at factory shipment.

# 11 Authentication and Accounting Feature

## 11.1 Summary

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Use the authentication feature to restrict access to the machine itself, or restrict access for each service. This also allows users to process and manage data on service usage status per user.

### Types of Users

Users are grouped into the following categories when using the authentication feature.

#### Administrator

This type of user is able to register and change system setting value according to the user environment.

Administrators use a specially defined user ID called an administrator ID.

#### Login User

This type of user is registered to the machine or an external server. Each user is authenticated by a user ID.

The user ID of an authenticated user can be associated with a sub user based on its intended use. The user ID of an authenticated user can be associated with up to 10 sub user IDs.



#### Note

- A separate application is required to use sub users. For details, contact your local representative.

#### Guest User

This type of user has not been registered.

Guest users cannot access restricted services.

## Administrator Permissions and Authorization Groups

Administrator permissions and authorization groups can be set for each user on the machine.

If using our products (sold separately) as the remote accounts, set them in the products (sold separately). If using LDAP or Azure Active Directory as the remote accounts, set them in Internet Services.

### Administrator Permissions

You can configure administrator and account administrator permissions for each authenticated user.

## Administrator

The same permissions as the administrator can be granted. However, the following actions will be unavailable.

- Folder Operations
- Controlling job flow sheets
- Changing administrator passwords

## Account Administrator

The following permissions can be granted.

- Regarding, deleting, changing (password cannot be changed by themselves) or referencing (may be unavailable based on some setting configurations) user information
- Registering, deleting, changing or referencing accounting data
- Changing alternative name for user ID/mask user ID (\*\*\*)
- Changing alternative name for account ID/mask account ID (\*\*\*)
- Printing accounting reports

## Authorization Groups

You can divide permissions allowing access to features for registering authenticated users. Users belonging to an authorization group can perform the same actions as the administrator.



**Refer**

- Refer to "Authorization Groups" (P.205) for more information.

## Usage Limit

### Usage Limit Across Entire System

You can restrict access to the machine and each service in Authentication Mode. User authentication is required to use this.



**Refer**

- Refer to "[Authentication]" (P.163) for more information.

### Usage Limit by User

You can restrict the creation, editing and use of Usage Limit, Account Limit, Job Flow Sheets and Folder for a service for each user.



**Refer**

- Refer to "Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode" (P.200) and "Authentication for Job Flow Sheets and Folders" (P.201) for more information.

## Types of Authentication and Authentication Method

### Types of Authentication

#### Log In to Local Accounts

Authentication is performed using user information registered to the machine.

Authentication/Accounting Mode is set to [Local]/[Network], Authentication becomes "Local Accounting".



#### Note

- Print information sent directly from the client computer is authenticated by comparing authentication information preset in client-side printer drivers with authentication information registered to the machine, before it can be received by the machine.
- If [Network] is set, register the user details managed with remote services and performs authentication using the details.

## Log In to Remote Accounts

Authentication is performed using user information managed in an external authentication server. For users using an external server (LDAP, Kerberos, our products (sold separately) or Azure Active Directory). User information is not registered to the machine.

Authentication/Accounting Mode is set to [Remote], Authentication becomes "Remote Account".



#### Note

- The remote authentication kit is required.
- When using remote accounts (other than when using our products (sold separately)), you can select available services from the touch panel display on the machine based on access permission information retrieved from the external authentication server.
- User IDs and passwords registered to the external authentication server must be 32 characters and 128 characters or less, respectively.

## Authentication Method

### User ID Authentication

User information such as User IDs and passwords is registered to the machine or an external authentication server in advance for users to enter in their user ID and password from the touch panel display on the machine directly for authentication.

### Card Authentication

User information such as card numbers registered to cards, user IDs and passwords is registered to the machine or an external authentication server in advance for card authentication.

### Combined Use of Card Authentication and User ID Authentication

Allows the combined use of card authentication and user ID authentication.



#### Note

- To use card authentication and user ID authentication in local accounts, set [Login When Card Reader Is Connected] to [IC Card / Control Panel Login]. Refer to "[Authentication]" (P.163) for more information.

## Accounting Feature

## Types of Accounting Modes

### Local Accounting

Accounting reports are performed using authenticated user information registered to the machine. Authentication/Accounting Mode is set to [Local], Authentication becomes "Local Accounting".



#### Note

- The following users can print accounting reports.
  - Administrator
  - Users granted administrator permissions
  - Users granted account administrator permissions

## Network Accounting

Performs accounting using user details managed with remote services.

Job data saved to the machine by the external service is collected and processed by user.

Authentication/Accounting Mode is set to [Network], Authentication becomes "Network Accounting".

### Note

- User information managed in an external service is sent from the external service to the machine and registered to the machine. When the user information managed in an external service is updated, the updated user information must be sent from the external service to the machine.

## Accounting Using an Authentication Server

With this, accounting is performed using an authentication server.

Job data saved to the machine by the external service is collected and processed by user.

If you set Authentication/Accounting Mode to [Remote] and [Authentication System] is [Authentication Agent], this becomes "Accounting Using an Authentication Server".

### Note

- If [Authentication System] is other than [Authentication Agent], accounting is not performed with the authentication server.

## Services that Allow for Local Accounting

This section describes information for which accounting is possible by service jobs.

### Print

Service (Job)		Applicable User	Management Items
Normal Print	Machine printer drivers	Login User	Number of sides/ sheets printed
	Non-machine printer drivers* <sup>1</sup>	Guest User	
Secure Print	Print from USB	Login User	
Sample Set			
Print Files from Folder			
Delayed Print			
Charge Print			
Private Charge Print			
Print Email* <sup>1</sup>		Guest User	

\*1 :Printing is possible if [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] is set to [Unlocked] in Internet Services.

### Scanner

Service	Applicable User	Management Items
Email	Login User	Scanning, sending Emails
Scan to Folder		Scanning
Scan		Scanning, forwarding files
Scan to USB		Scanning

# Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode

Services that allow Usage Limit and Accounting settings to be configured are as follows.

## When Using [Local] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Feature	Account Limit	
[Copy]	✓	✓	✓
[Print]	✓	✓	✓
[Scan]	✓	✓	✓

## When Using [Network] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User <sup>*2</sup>
	Usage Limit by Feature <sup>*1</sup>	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓

\*1 :Usage Limit can be configured in our products (sold separately).

\*2 :This can be processed in our products (sold separately).

## When Using [Remote] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User <sup>*2</sup>
	Usage Limit by Feature <sup>*1</sup>	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓

\*1 :Usage Limit can be configured in our products (sold separately).

\*2 :This can be processed in our products (sold separately).

# 11.2 Authentication for Job Flow Sheets and Folders

## Conditions for Job Flow Sheet and Folder Use

- When using remote accounts or local accounts, changing the authentication method will delete job flow sheets and folders created by authenticated users.
- Job flow sheets and folders will not be deleted even if the authentication method is changed under the following circumstances.
  - When the job flow sheet or folder has been created by the administrator.
  - When the job flow sheet or folder was created by a local user while the authentication feature was not in use.

## When Using the Authentication Feature



- When using the authentication feature, the following users are able to use folders and job flow sheets.
  - Authenticated users and administrators when using [Local] or [Network]
  - Authenticated users other than guest users when using [Remote]

## Creating Folders

When using the authentication feature, the relationship between creators and users of folders that can be created/used is as follows.

Folder Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print from USB, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
Administrator	All guest users <sup>*2</sup> /All Authenticated users/ Administrators	View, Delete <sup>*1</sup> , Change Settings <sup>*1</sup> , View Files, Delete Files, Register Files, Print from USB, Associate Job Flow Sheets <sup>*1</sup> , View Job Flow Sheets, Execute Job Flow Sheets

\*1 :Actions only available to administrators.

\*2 :This is available if folder use is permitted in authentication feature settings in Administrator Mode.

## Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	Edit, View, Copy, Delete, Select, Run, Associate with Folder
Administrator	All authenticated users/ Administrators	Edit <sup>*1</sup> , View, Copy <sup>*2</sup> , Delete <sup>*1</sup> , Select, Run, Associate with Folder

\*1 :Actions only available to administrators.

\*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

## Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	Edit, View, Copy, Delete, Select, Run
Administrator	All authenticated users/ Administrators	Edit <sup>*1</sup> , View, Copy <sup>*2</sup> , Delete <sup>*1</sup> , Select, Run

\*1 :Actions only available to administrators.

\*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

## When the Authentication Feature is Not Used

### Creating Folders

The relationship between creators and users of folders is as follows.

Folder Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print from USB, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
Administrator	All local users/Administrators	View, Delete <sup>*1</sup> , Change Settings <sup>*1</sup> , View Files, Delete Files, Register Files, Print from USB, Associate Job Flow Sheets <sup>*1</sup> , View Job Flow Sheets, Execute Job Flow Sheets

\*1 :Actions only available to administrators.

#### Note

- Files registered and printed using Network Scanner Utility 3 are outside the scope of authentication.

### Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	Edit, View, Copy, Delete, Select, Run, Associate with Folder
Administrator	All local users/Administrators	Edit <sup>*1</sup> , View, Copy <sup>*2</sup> , Delete <sup>*1</sup> , Select, Run, Associate with Folder

\*1 :Actions only available to administrators.

\*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

## Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	View, Edit, Copy, Delete, Select, Run
Administrator	All local users/Administrators	View, Edit <sup>*1</sup> , Copy <sup>*2</sup> , Delete <sup>*1</sup> , Select, Run

\*1 :Actions only available to administrators.

\*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

## 11.3 Enabling User Authentication

When using local accounts, configure settings in the following order.

- "Authentication and Accounting Method" (P.203)
- "Access Control" (P.204)
- "Authorization Groups" (P.197)
- "User Registration (Log In to Local Accounts)" (P.206)

When using remote accounts, configure settings in the following order.

- "Authentication and Accounting Method" (P.203)
- "Access Control" (P.204)
- "Authentication System Setup (Log In to Remote Accounts)" (P.209)

### Note

- To require password entry for authentication, set [Password for Control Panel Login] or [Password for IC Card Login] to [On]. For details, refer to "[Authentication]" (P.163).
- It is necessary to log in to Administrator Mode to perform the following settings.

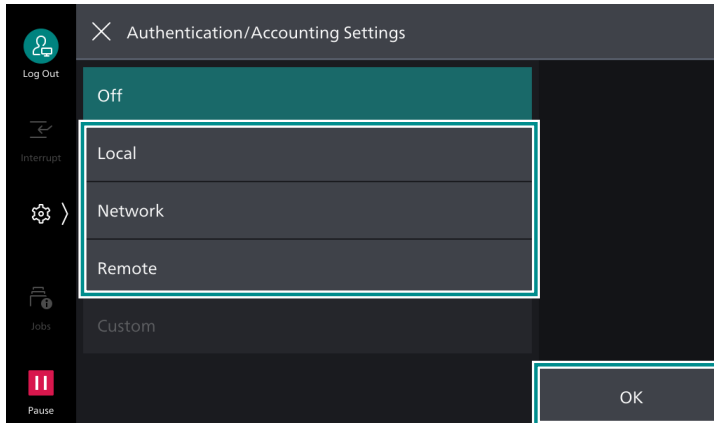
## Authentication and Accounting Method

### Note

- You can set the authentication/accounting method also in [Authentication/Accounting Settings] in [Accounting].

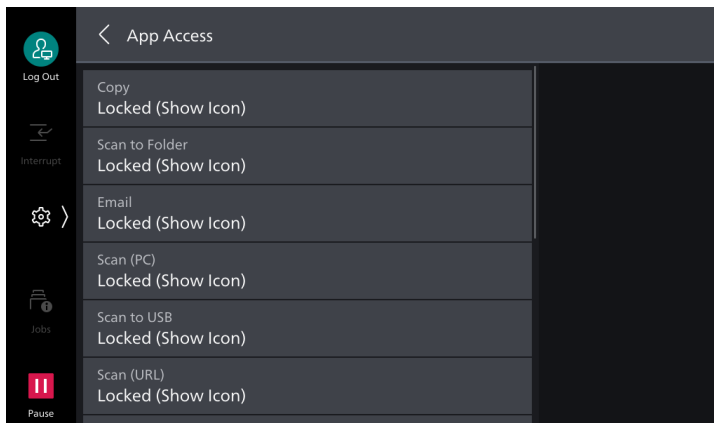
1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].

2. Select [Local] or [Remote], tap on [OK].



## Access Control

1. Tap on > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control].
2. Tap on [Device Access], select [Unlocked] or [Locked].
3. Tap on [App Access].
4. Configure authentication requirements for actions by service.

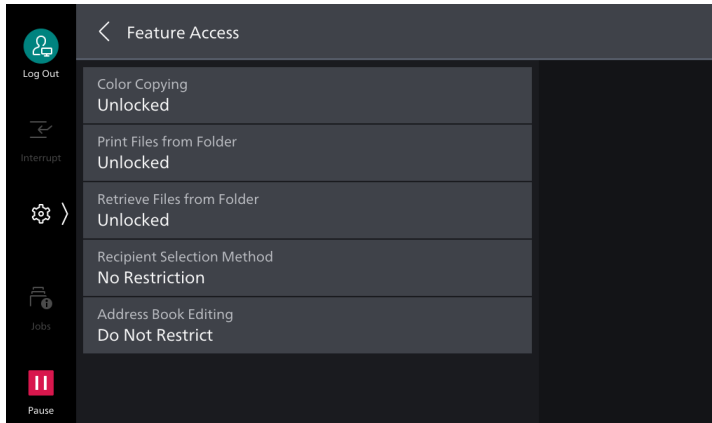


### Note

- If [Locked (Show Icon)] is set, the confirmation screen displays when you tap on the icons on the Home screen without authentication.
- If [Locked (Hide Icon)] is set, the icons for the corresponding function button are not displayed on the Home screen without authentication.

5. Tap on [<].
6. Tap on [Feature Access].

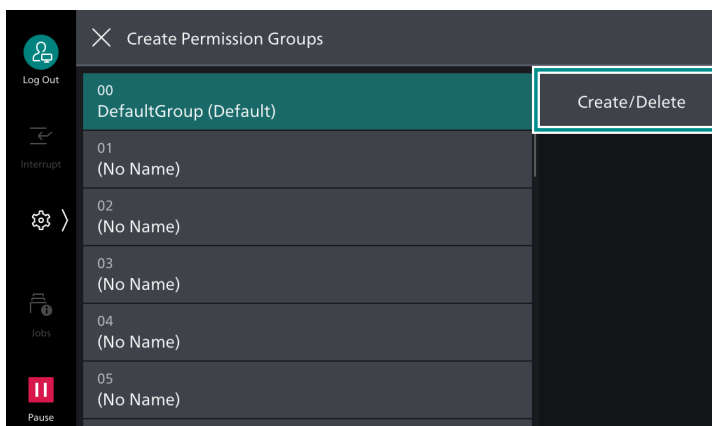
## 7. Select [Unlocked] or [Locked] for the feature being changed.



## Authorization Groups

Register authorization groups to assign to users.

1. Tap on > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create Permission Groups].
2. Select the authorization group number to register, and then tap on [Create/Delete].

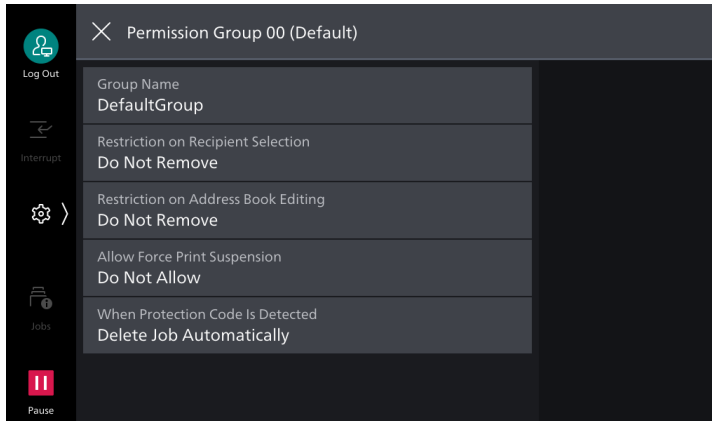


### Note

- The following users will belong to the No. 00 [DefaultGroup (Default)] (default authorization group).
  - Newly created users
  - Users that have not yet been authenticated
  - Authenticated users for which the [Authentication System] is not set to [Authentication Agent] in remote accounts
- The default authorization group can be changed in the same manner as other authorization groups.

3. Tap on [Group Name], enter the name and then tap on [OK].

#### 4. Tap on the permission to change, and select the setting.



[Restriction on Recipient Selection]

When communications sent to addresses not listed in the Address Book are restricted, this can lift the restriction.

[Restriction on Address Book Editing]

When editing the Address Book is restricted, this can lift the restriction.

[Allow Force Print Suspension]

When a Force Watermark, Force Secure Watermark, Print Universal Unique ID, Force Annotation or other forced printing is set, this can temporarily lift the forced printing settings.

[When Protection Code Is Detected]

If embedded job disabled code is detected, this can temporarily allow the job to continue.

## User Registration (Log In to Local Accounts)

Authenticated users are registered to the machine when Log In to Local Accounts is set.

Administrator permissions, service access and account limit settings can be configured for each user.

### Note

- Users can also be registered in [Authentication/Accounting Settings] under [Accounting].

**1.** Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].

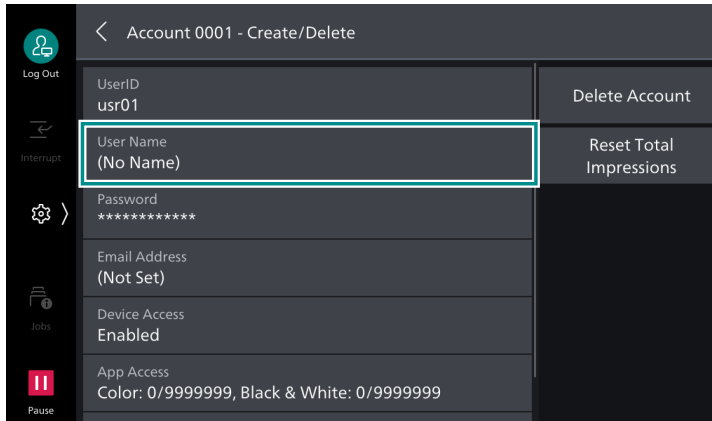
**2.** Tap on the field to register a user.

### Note

- The unique number with 4 digit (user registration number) are assigned to the field to register a user.

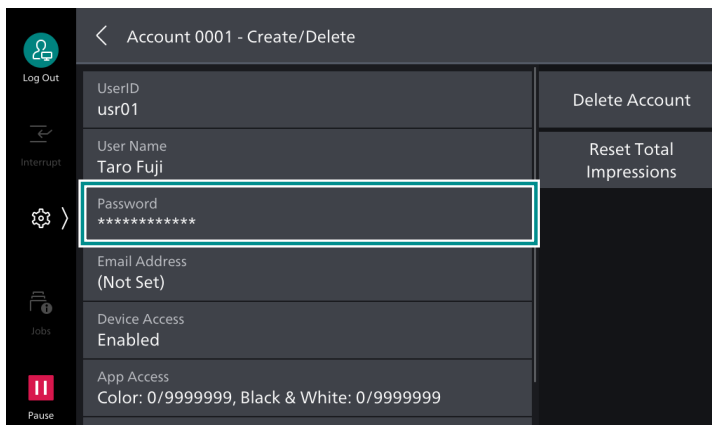
**3.** Enter the User ID and then tap on [OK].

**4. Tap on [User Name].**



**5. Enter the user display name, and then tap on [OK].**

**6. If there is a [Password], set the password.**

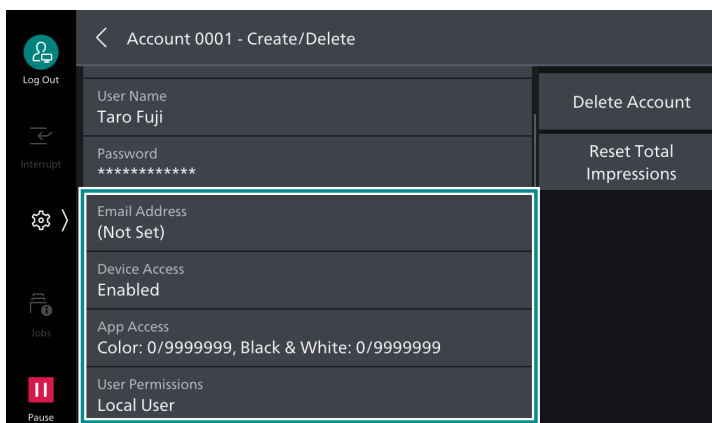


**7. Tap on [Enter Password], and then enter the password.**

**8. Tap on [Next], and then enter the same password.**

**9. Tap on [OK].**

**10. Set access restrictions and permissions as needed.**



[Email Address]

This is used as the default ["From" Address] address when sending Emails when authenticating.

[Device Access]

Allows machine use.

 **Note**

- If an IC Card reader is connected, this permission can be set for each authentication method.

[App Access]

Specify use restrictions and account limit settings for each service. Select the service, and then set either [Feature Access] or [Account Limit], and tap on [OK].

[User Permissions]

You can grant permissions to users. Configure authorization group settings in [Add to Permission Group].


- [Local User]  
Permissions for regular users who do not have administrator permissions.
- [System Administrator]  
The same permissions as the administrator can be granted. However, folders and job flow sheets cannot be modified, and administrator passwords cannot be changed.
- [Account Administrator]  
The following accounting-related permissions can be granted.
  - Registering/deleting/changing (some) user information
  - Registering/deleting/changing accounting data
  - Changing alternative name for user ID/mask user ID (\*\*\*)
  - Changing alternative name for account ID/mask account ID (\*\*\*)
  - Printing accounting reports

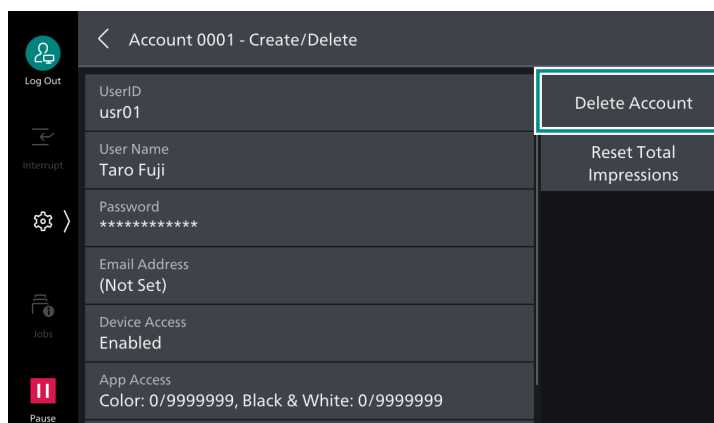
## Deleting Registered Users (Log In to Local Accounts)

 **Note**

- Any job flow sheets, folders and files inside folders that the user being deleted is an owner of will also get deleted.


### Deleting Individual Users

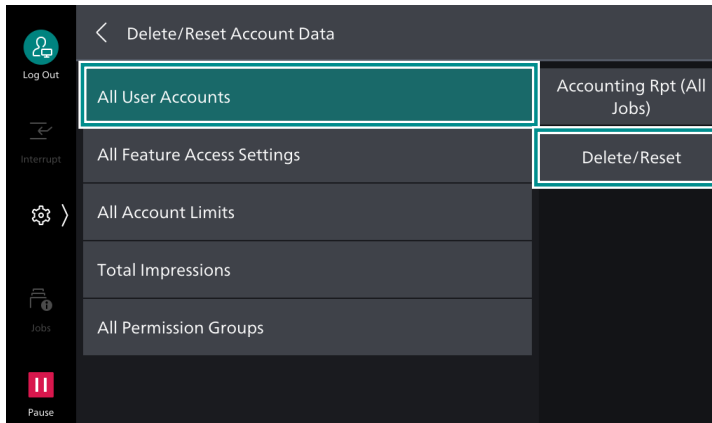
1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].
2. Select the user registration number to delete.
3. Tap on [Delete Account].



4. Tap on [Delete].

## Deleting All Users


1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].
2. Tap on [All User Accounts] > [Delete/Reset].



3. Tap on [Delete].

## Authentication System Setup (Log In to Remote Accounts)

This registers an external authentication server to the machine.

1. Tap on  > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup] > [Authentication System].

2. Select the type of external authentication server, and then tap on [OK].

### Note

- If using our products (sold separately) as the remote accounts, select [Authentication Agent].

3. If an option other than [Authentication Agent] is selected, tap on [<], and then register the authentication server details.

### Refer

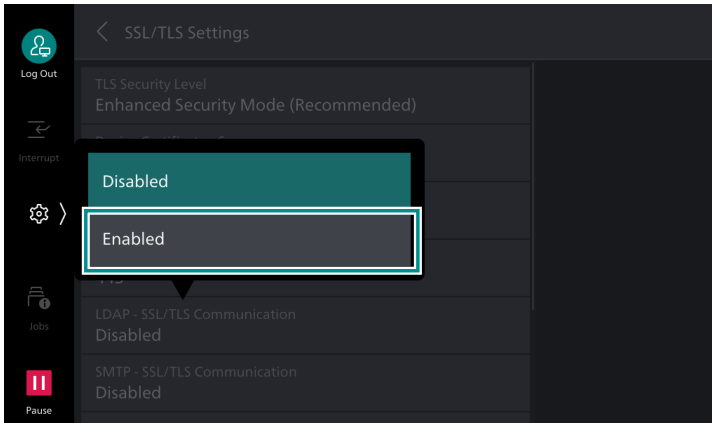
- Refer to the Help feature in Internet Services when configuring Azure Active Directory settings.

## Other Settings (LDAP)

### Encrypting Communications Between the Machine and the LDAP Server

1. Tap on  > [Device] > [Network Settings] > [Security Settings] > [SSL/TLS Settings].

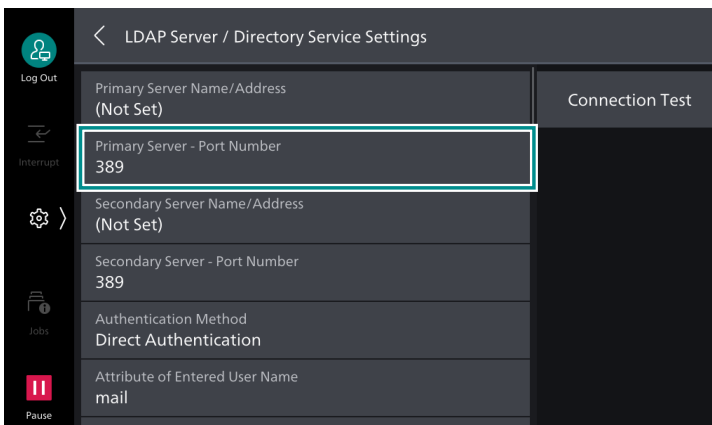
**2. Set [LDAP - SSL/TLS Communication] to [Enabled].**



**3. Tap on [<] twice.**

**4. Tap on [Remote Authentication / Directory Service].**

**5. Tap on [LDAP Server / Directory Service Settings] > [Primary Server - Port Number].**



**6. Enter the port number to run LDAPS, and then tap on [OK].**

## Logging In as an LDAP Server User that has Established a Trust Relationship in Active Directory

The procedure for logging in to the machine as a user on a trusted domain server is described below, assuming the following conditions have been met as an example.

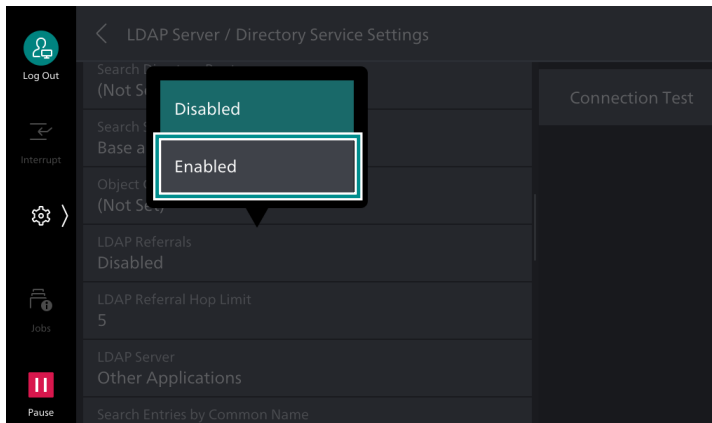
- The domain name is set to "w2k8adtest.local".
- A trust relationship has been established in [Active Directory Domains and Trusts].

### Refer

- For more information about [Active Directory Domains and Trusts], refer to the official website of Microsoft.

**1. Tap on  > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings].**

## 2. Set [LDAP Referrals] to [Enabled].



## 3. Set [LDAP Referral Hop Limit] as needed.

### Note

- The maximum number of servers that can be connected is the value set for the [LDAP Referral Hop Limit]. If this is set to "5", up to five trust relationship connections can be made.
- With regard to [Login Credentials to Search Entries], users must also be qualified to access the trusted LDAP server.
- From a security feature perspective, connections will not be made to unencrypted trusted domains while LDAPS is in use.

## If Logging In Takes an Excessive Amount of Time, and the Same User Succeeds and Fails Login Attempts


This can be thought to be due to the following.

- The scope for searching LDAP servers is too broad
- There are too many entries contained within the search scope

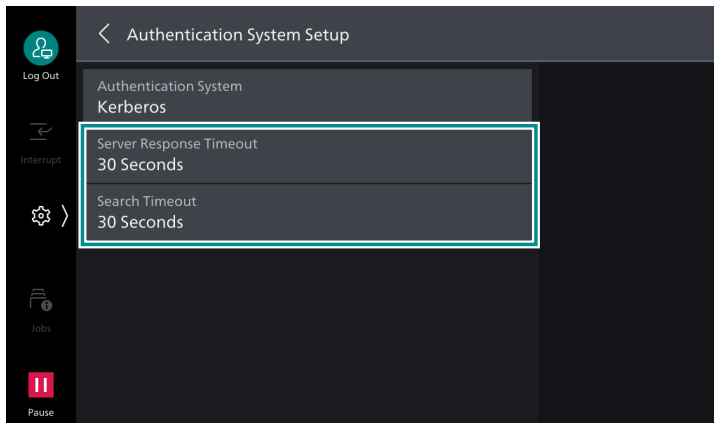
Review [Search Directory Root] and [Search Scope]. For details, refer to "[LDAP Server / Directory Service Settings]" (P.147).

Additionally, login failures may be avoided by setting a sufficiently long timeout duration for connecting to the LDAP server for the machine. However, as this will not reduce the time required to log in, this should only be considered a provisional measure.

Follow the procedure below to set the connection timeout duration.

1. Tap on  > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup].

## 2. Confirm and change the following settings as required.



### [Server Response Timeout]

This sets the maximum timeout duration for a response from the server when an authentication request is sent to the LDAP server.

Change this setting when the network load is thought to be causing the issue.

### [Search Timeout]

This sets the maximum timeout duration for a response from the server when a search request is sent to the LDAP server.

Change this setting when the LDAP server load is thought to be causing the issue.

## 11.4 Registering Smart Card

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### Note

- While you are operating jobs as a guest user, do not register the Smart Card or re-register.
- While you are operating Smart Card Registration, a guest user will remain in case that you close the setting screen with the menu button, or the machine resets the settings automatically by the Auto Clear service. In this case, the system administrator can delete the guest user on the control panel, or Device Setup. The user name of a guest user is specified as the default of [Account Auto Setup for Card Login].

## New Registration

### Users Who Have Active Directory Accounts (Login to Remote Accounts)

1. Touch the unregistered Smart Card over the IC Card reader of the machine.
2. Enter your Active Directory ID and password. Then tap on [Register].

### Users Who Have Active Directory Accounts (Login to Local Accounts)

1. Touch the unregistered Smart Card over the IC Card reader of the machine to authenticate as the [Guest User].
2. Tap on [Smart Card Registration].

3. Select [Active Directory® Server], enter your Active Directory ID and password and then tap on [Register].

 **Note**

- If you want to control access for each user, a system administrator needs to set.
- The password you entered in this procedure is registered as the password of the machine. Even if you change Active Directory's password, the machine's password is not changed automatically. When you change Active Directory's password, change it on the control panel of the machine.

## Users Who Do Not Have Active Directory Account (Local Users)

1. Beforehand, make sure a system administrator that your user information (ID and password) is already registered.
2. Touch the unregistered Smart Card over the IC Card reader of the machine to authenticate as the [Guest User].
3. Tap on [Smart Card Registration].
4. Select [Local Machine] for [Domain]. And enter your ID and password noticed by the system administrator. And then tap on [Register].

## Re-registration of Card

If you need to re-register (overwrite) a different Smart Card which is not the same Smart Card as you have ever used.

1. Operate the same procedures as described in "New Registration" (P.212).
2. Tap on [Register] on the screen displayed.
3. Tap on [OK].

## 11.5 Settings for IC Card Reader Authentication

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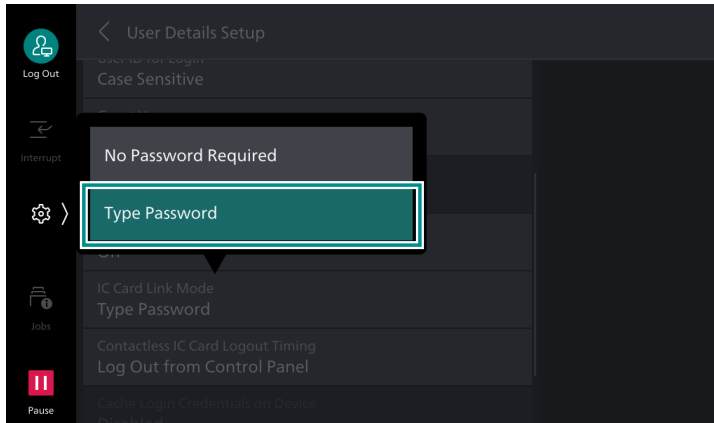
With this, you can perform authentication using information registered to an IC Card, collate information registered to an IC Card with user information registered to the machine, and perform accounting tasks for usage restrictions, jobs and other machine data.

### Step 1: Set a Joint Password For Use With the IC Card

In remote accounts, set whether to ask for a password when logging in to the machine using an IC Card.


1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [User Details Setup].

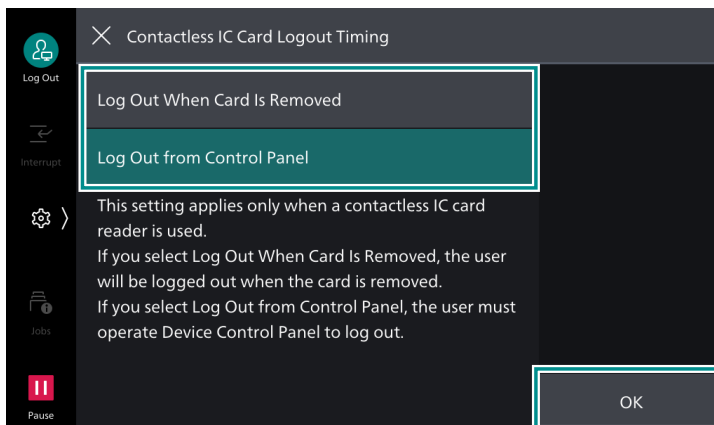
## 2. Tap on [IC Card Link Mode] > [Type Password].



## Step 2: Logout Method When Using an IC Card

Set how to log out authentication when using an IC Card.

1. Tap on  > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [User Details Setup] > [Contactless IC Card Logout Timing].
2. Select how to log out authentication, and then tap on [OK].



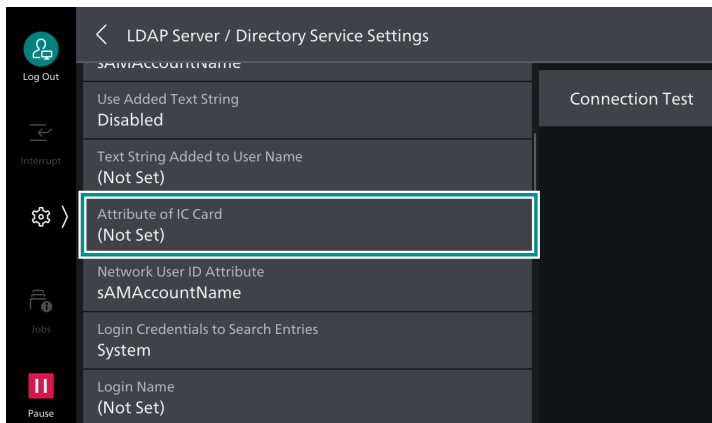
## Step 3: Register IC Card Details

The administrator uses Internet Services to set IC Card details and information used for authentication.

## Step 4: Set Up the LDAP Server (Log In to Remote Accounts)

Set the attribute corresponding to the IC Card ID, and attribute used to identify the user after authentication.

1. Tap on  > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings] > [Attribute of IC Card].



2. Enter the attribute name corresponding to the IC Card ID, and then tap on [OK].



**Note**

- The IC Card ID must be registered to the attribute in advance.
- Set an attribute that guarantees that each user is provided with a unique value.

3. Tap on [Network User ID Attribute].

4. Once authentication using the IC Card is complete, enter the user display name and the attribute name to use as the identifier, and then tap on [OK].



**Note**

- Set an attribute that guarantees that each user is provided with a unique value.
- If the set attribute cannot be retrieved from the LDAP server, you will be unable to log in.


## 11.6 User Authentication Operations

### Authenticating Login Users

You can authenticate a registered user by using the touch panel display on the machine, or touching the IC Card to the IC Card reader.

### Changing a Registered User Password

A registered user can set or change a registered user password using the touch panel display, or Internet Services.

1. Tap on  > [Device] > [Authentication/Accounting] > [User Details Setup] > [Change Password].
2. Enter the current password, and then tap on [OK].
3. Tap on [Enter Password] and then enter the new password.
4. Enter the new password, tap on [Next], and then enter the same password.
5. Tap on [OK].

# User Authentication When Using Azure Active Directory



## Refer

- Refer to "Logging in to Authentication Mode" (P.23) for more information.