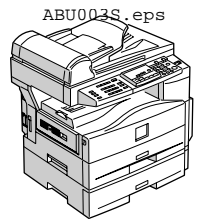*3515*/*3515*F/*3515*MF
DSm415/DSm415f/DSm415pf
LD015/LD015f/LD015spf
Aficio™1515/1515F/1515MF

Operating Instructions
General Settings Guide

ABU003S.eps

1 Getting Started
2 Combined Function Operations
3 User Tools (System Settings)
4 Troubleshooting
5 Other Functions
6 Entering Text
7 Security
8 Specifications

Read this manual carefully before you use this product and keep it handy for future reference.
For safe and correct use, please be sure to read the Safety Information in the "Copy Reference" before using the machine.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760-800 nanometer wavelength, GaAIAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

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

Notes:

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 8A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the Copy Reference.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

✎ Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:
- CD-ROM 1 "Operating Instructions for Printer/Scanner"
- CD-ROM 2 "Scanner Driver & Document Management Utilities"

❖ **General Settings Guide (this manual)**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features>**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.

- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes the installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.

- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PostScript3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (available from an authorized dealer, or as a PDF file on our Web site)
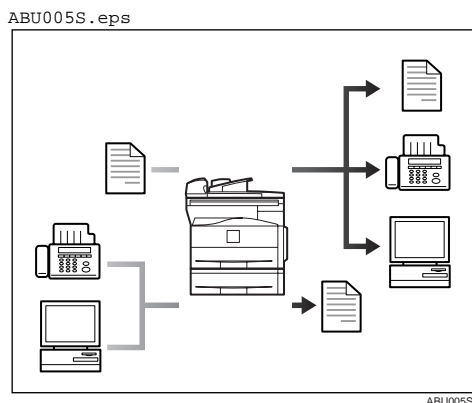
What You Can Do with This Machine

The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

📝 Note
❒ Some functions many not be available depending on your machine type.

Copier, Facsimile, Printer, and Scanner Functions

ABU005S.eps

ABU005S

This machine provides copier, facsimile, printer, and scanner functions.

- You can make copies of originals. See *Copy Reference*.

- You can send originals by fax or e-mail, and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.

- You can print documents created in computer applications. See *Printer Reference 1*, and *Printer Reference 2*.

- You can scan originals and send scan files to a computer. See *Scanner Reference*.

## Paperless Fax Transmission

ABU006S.eps

ABU006S
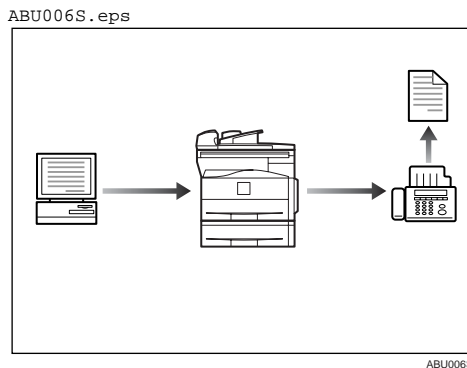
- You can send documents created in computer applications to another party's fax machine directly, without printing (Sending fax documents from computers). See *Facsimile Reference <Advanced Features>*.

Fax Transmission and Reception through the Internet

ABU007S.eps

ABU007S
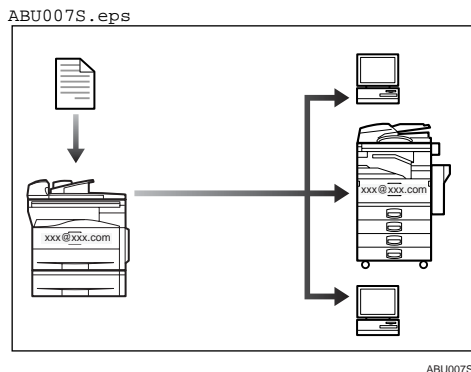
- You can send fax documents through e-mail by specifying the recipient's e-mail address (Transmitting Internet Fax).
  You can receive sent documents via Internet Fax, or from computers (Receiving Internet Fax).
 See *Facsimile Reference<Basic Features>*.

Using the Scanner in a Network Environment

ABU008S.eps

ABU008S
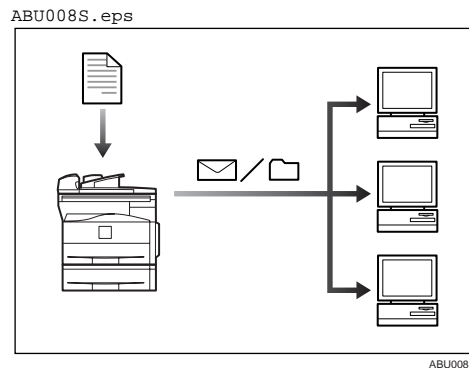
- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See *Scanner Reference*.

- With ScanRouter V2 Professional/Lite, you can save scan files in specified destinations on network computers (Using the network delivery scanner function). See *Scanner Reference*.

iv

Administrating the Machine (Security Functions)

ABU009S.eps
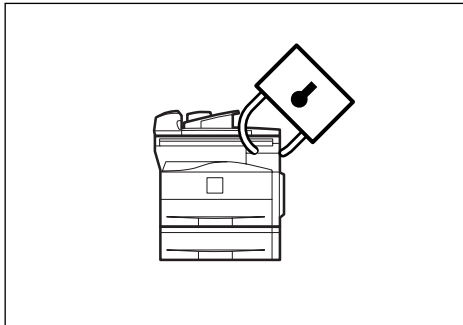
ABU009S

The security functions protect documents from being copied without permission or unauthorized access via the network. See p.85 "Security".
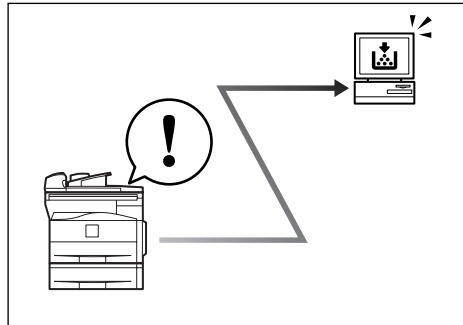
📎 Note

❐ This function is only available when the printer/scanner and fax units are installed.

❖ Security Functions

- Protecting against unauthorized access via phone lines

- Authenticating administrator (setting the key operator code) See p.33 "Key Operator Code".

Monitoring the Machine Using a Computer

ABU010S.eps

ABU010S

You can monitor machine status and change settings using a computer.

- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See *Network Guide*.

- You can use a Web browser to make network settings. See *Network Guide*.

- You can also use a Web browser to register and manage items such as user codes, fax numbers, and e-mail addresses in the Address Book. See the Web browser's Help.

📎 Note

❐ Monitoring and management using a Web browser are only available when the expansion board is installed.

TABLE OF CONTENTS

4. Troubleshooting

5. Other Functions

6. Entering Text

7. Security

8. Specifications

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  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
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  Microsoft® Windows® XP Professional
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  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
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  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Server 4.0

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expat

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  http://expat.sourceforge.net/

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e) The source code of the Sablotron software is available at: http://www.ginger-all.com.

f) MPL 1.1 is available at: http://www.mozilla.org/MPL/MPL-1.1.html.

JPEG LIBRARY

• The software installed on this product is based in part on the work of the Independent JPEG Group.

SASL

CMU libsasl

Tim Martin

Rob Earhart

Rob Siemborski

MD4

MD5

How to Read This Manual

The following set of symbols is used in this manual.

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

⚜Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

📖 Preparation

This symbol indicates information or preparations required prior to operating.

🖉 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

🍒 Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

【   】

Keys built into the machine's control panel.

8

ENERGY STAR Program

M006.eps ENERGY STAR®	As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Low Power mode, but to make copies, you have to press the operation switch first.
  For details about how to change the interval between last job and Low Power mode, see p.31 "Energy Saver Timer".

- Off mode (Copier only)
  To conserve energy, this product automatically turns off 1 minute after finishing the last copy or print job. In this manual, the Off mode is called the Auto Off mode.
  For details about how to change the interval between last job and Auto Off mode, see p.31 "Auto Off Timer".

- Sleep mode (Fax, printer, or scanner installed)
  If there is a fax, printer, or scanner unit installed, this product automatically lowers its power consumption even further 1 minute after finishing the last copy or print job. Fax reception and printing is still possible in Sleep mode, but to make copies, you have to press the operation switch first.
  For details about how to change the interval between last job and Sleep mode, see p.31 "Auto Off Timer".

🖉 Note

❒ If you want to operate this product while it is in either of these modes, do one of the following:
  - Turn on the operation switch.
  - Place originals in the Auto Document Feeder (ADF).
  - Lift the ADF.

- Duplex Priority
  To conserve paper, the Duplex function (1-Sided → 2-Sided) can be selected preferentially when you turn on the operation switch or the main power switch, press the【Clear Modes】key, or the machine resets itself automatically. To change Duplex Priority mode, see *Copy Reference*.

Specifications

		Copier only	Fax, printer, or scanner installed
Low Power mode	Power consumption	50 Wh	60 Wh
	Default interval	1 minute	1 minute
	Recovery time	Less than 10 seconds	Less than 10 seconds
Sleep mode	Power consumption	-	Less than 10 Wh
	Default interval	-	1 minute
	Recovery time	-	Less than 10 seconds
Off mode	Power consumption	less than 2 Wh	-
	Default interval	1 minute	-
	Recovery time	Less than 10 seconds	-

Duplex Priority	1 Sided → 1 Sided

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

Guide to Components

ABU101S.eps

ABU101S
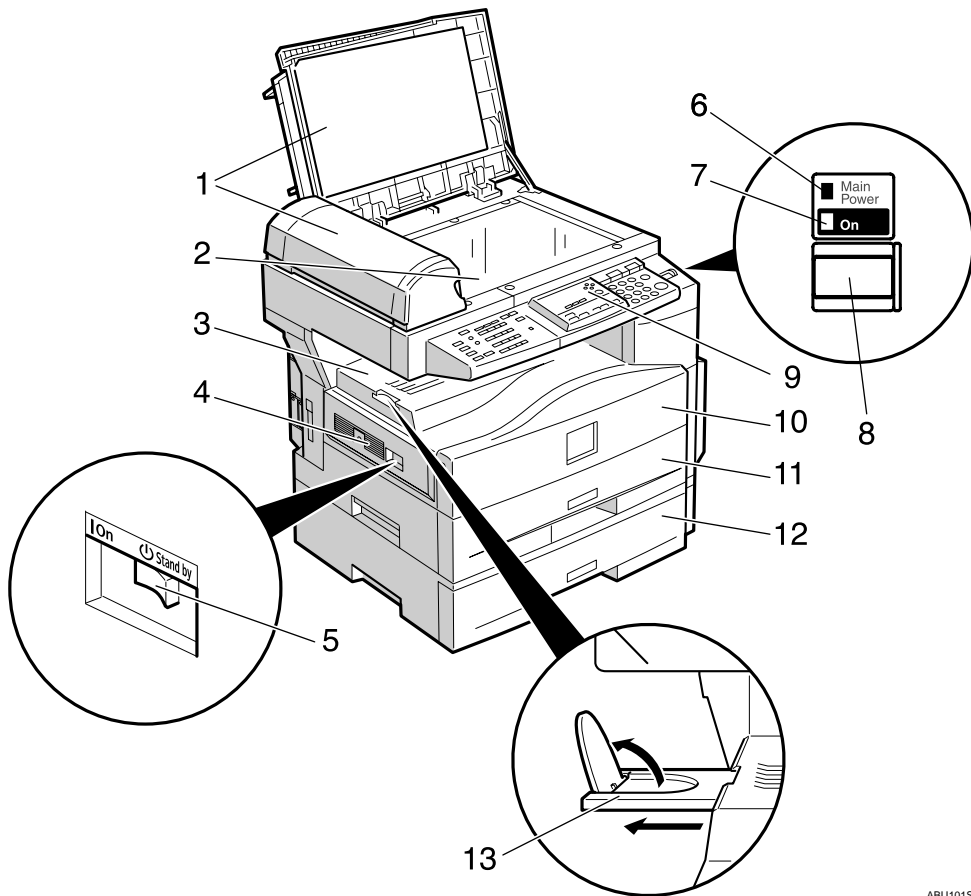
1. Auto Document Feeder
Feeds in originals automatically.

2. Exposure glass
Place originals face down here.

3. Internal tray
Copied, printed paper, or fax messages are delivered here.

4. Ventilation holes
Prevent overheating. Do not obstruct these by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.

5. Main power switch
If the machine does not operate after turning on the operation switch, check the main power switch is turned on. If it is off, turn it on.

6. Main power indicator
Lights when the main power switch is turned on, and goes off when the switch is turned off.

7. On indicator
Lights when the operation switch is turned on, and goes off when the switch is turned off.

8. **Operation switch**

Press to turn the power on (the On indicator lights). To turn the power off, press again (the On indicator goes off).

9. **Control panel**

See p.14 "Control Panel".

10. **Front cover**

Open to access the inside of the machine.

11. **Paper tray (Tray 1)**

Load paper here.

12. **Paper tray unit (Tray 2)**

See p.13 "Other Items".

13. **Internal tray guide**

Open out to support large paper and raise the end fence.

ABU047S.eps
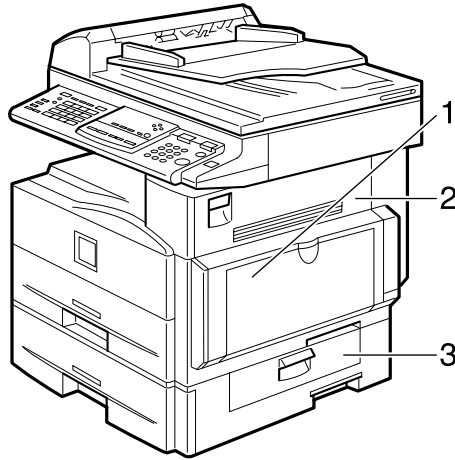
ABU047S

1. **Bypass tray**

Use to copy onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

2. **Right cover**

Open this to remove jammed paper fed from the paper tray.

3. **Lower right cover**

Open this to remove jammed paper from the paper tray unit.

Other Items

- External

ABU121S.eps
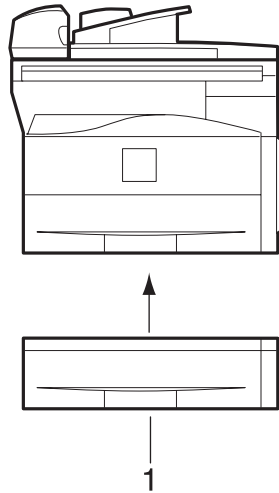
ABU121S

1. **Paper tray unit (Tray 2)**
Holds 500 sheets.

- Internal

  ① Fax unit
  Allows you to use the facsimile function.

  ② Printer/Scanner unit
  Allows you to use the printer and scanner functions.

  ③ Parallel port IEEE 1284 interface board
  Allows you to connect an IEEE 1284 cable.

  ④ IEEE 1394 interface board
  Allows you to connect an IEEE 1394 cable.

  ⑤ IEEE 802.11b wireless LAN board
  Allows you to install a wireless LAN interface.

  ⑥ Bluetooth Interface Board
  Allows you to expand the interface.

  ⑦ PostScript3 module
  Allows you to use PostScript3.

🖉 Note

❒ You cannot install two or more of the options below: Parallel port IEEE 1284 interface board, IEEE 1394 interface board, IEEE 802.11b wireless LAN board, Bluetooth unit.

Control Panel

This illustration shows the control panel of the machine with fax, printer, and scanner installed.

ABU102S
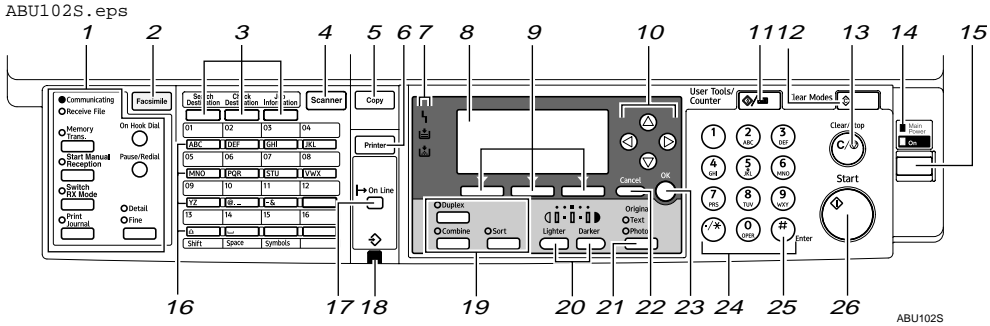
1. **Fax function keys**

🔎 Reference

Facsimile Reference <Basic Features> and *Facsimile Reference <Advanced Features>*

2. 【**Facsimile**】 **key**

Press to activate the facsimile function.

3. **Scanner/Fax function keys**

🔎 Reference

Scanner Reference, *Facsimile Reference <Basic Features>* , and *Facsimile Reference <Advanced Features>*

4. 【**Scanner**】 **key**

Press to activate the scanner function.

5. 【**Copy**】 **key**

Press to activate the copy function.

6. 【**Printer**】 **key**

Press to activate the printer function.

7. **Indicators**

Display errors and machine status.

⌇ : Error indicator. See *Network Guide* and see p.75 "⊗⌇ Clearing Misfeeds".

📭: Load Paper indicator. See *Copy Reference*.

📭: Add Toner indicator. See *Copy Reference*.

8. **Display**

Displays operation status and messages.

9. **Selection keys**

Correspond to items on the display. Press to select the corresponding item.

10. **Scroll keys**

Press to select an item.

【▲】: scroll upward

【▼】: scroll downward

【▶】: scroll right

【◀】: scroll left

11. 【**User Tools/Counter**】 **key**

- User Tools
  Press to change default or conditions according to requirement. See p.26 "Accessing User Tools (System Settings)".

- Counter
  Press to check or print the counter value. See p.81 "Other Functions".

12. 【**Clear Modes**】 **key**

Press to clear the current settings.

13. 【**Clear/Stop**】 **key**

- Clear:
  Clears an entered numeric value.

- Stop:
  Stops a job in progress, such as scanning, faxing, or printing.

14. **Main power indicator and On indicator**

The main power indicator lights when the main power switch is turned on. The On indicator lights when the operation switch is on.

❖Important

❒ Do not turn off the main power switch while the On indicator is lit or blinking. Doing so may damage the memory.

15. **Operation switch**

Press to turn the power on. The On indicator lights. To turn the power off, press again.

16. **Quick Dial keys**

Press to select the registered destination at a single touch, or to enter letters and symbols.

17. 【On Line】 key

♪Reference

Printer Reference 1

18. **Data In indicator**

♪Reference

Printer Reference 1

19. **Copier function keys**

♪Reference

Copy Reference

20. 【Lighter】 and 【Darker】 keys

Press to change the image density setting. Select the image density in five increments, lighter to darker.

21. 【Original Type】 key

Press to select the original type registered in **[Original Type 1 (Text)]** or **[Original Type 2 (Photo)]**. When the original type is selected, the corresponding indicator lights.

22. 【Cancel】 key

Press to cancel an operation or return to the previous display.

23. 【OK】 key

Press to set a selected item or an entered numeric value.

24. **Number keys**

Press to enter numeric values.

25. 【#】 key

Press to set a selected item or an entered numeric value.

26. 【Start】 key

Press to start copying, printing, scanning or sending.

Display

The display panel shows machine status, error messages, and function menus.

⚡Important

❒ A force or impact of more than 30 N (about 3 kgf) will damage the display.

The copy display is set as the default screen when the machine is turned on.

```
***ZEN001.tif***
```
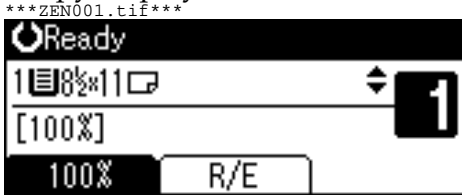

When you select or specify an item on the display, it is highlighted like 100% .

Reading the Display and Using Keys

This section explains how to read the display and use the Selection keys.

ABU103S
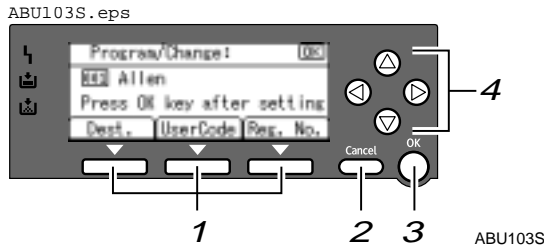
1. **Selection keys**

Correspond to items at the bottom line on the display.

Example:

- When the instruction "press **[Dest.]**" appears in this manual, press the left selection key.

- When the instruction "press **[User-Code]**" appears in this manual, press the center selection key.

- When the instruction "press **[Reg. No.]**" appears in this manual, press the right selection key.

2. 【 **Cancel** 】 **key**

Press to cancel an operation or return to the previous display.

3. 【 **OK** 】 **key**

Press to set a selected item or an entered numeric value.

4. **Scroll keys**

Press to move the cursor in each direction, step by step.

When the 【▲】, 【▼】, 【◀】, or 【▶】 key appears in this manual, press the scroll key of the same direction.

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Common key operations

The following keys are common to all screens:

❖ Key list

[Cancel]	Deletes a selected function or entered values, and then the previous display returns.
[Exit]	The previous display returns.
[Stop]	Stops a job in progress.
[Yes]	Acknowledges a selected function or an entered values.
[Stop]	Cancels a selected function or entered values, and then the previous display returns.

Changing Modes

✎ **Note**

❒ You cannot switch modes in any of the following situations:

- When scanning a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During On hook dialing for fax transmission
- While scanning an original

❒ The copying screen is displayed as default when the power is turned on. You can change this default setting. See p.28 "Function Priority".

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Facsimile

```
♻Ready              100%
Set original, specify dest.
☎                  Ttl.0
  ☎/✎   Tone   TX Mode
```

Scanner

```
♻Ready              100%
Set original, specify dest.
✎                  Ttl.0
  ✎/▤   Manual   Options
```

Copier

```
♻Ready
1▤8%11▱        ⬍ 1
[100%]
  100%      R/E
```

Printer

```
Ready

  Menu   JobReset   FormFeed
```
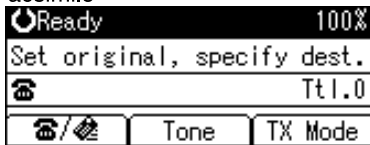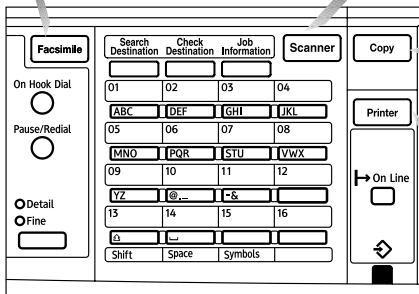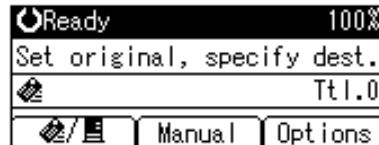
ABU104S

☼System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset".

Note

❒ You can change the System Reset time. See p.31 "System Auto Reset Timer".

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- You can make copies while receiving fax data.
- While printing, you can make operations for copying.

Note

❒ See p.28 "Print Priority" for setting function priority. As default, **[Display mode]** is set to first priority.

- -

☿Function compatibility

The chart shows function compatibility when print priority is set to "Interleave". See p.28 "Print Priority".

Function you want to select / Function in progress			Copy		Facsimile							Printer	Print	Scanner	
					Transmission Operation	Transmission			Reception						
			Using the control panel	Copying	Transmission Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Receive Data	Printing	Using the control panel	Scanning
Copy		Using the control panel	×	×	●	●	○	●	○	○	○	○	●	●
		Copying	×	×	●	●*1	○	●*1	○	○	○	○	●	●*1
Facsimile	Transmission	Transmission Operation	●	●	×	×	○	×	○	○	○	○	●	●
		Scanning An Original for Memory Transmission	×	×	×	×	○	×	○	○	○	○	×	×
		Memory Transmission	○	○	○	○	×	×	×	○	○	○	○	○
		Immediate Transmission	×	×	×	×	×	×	×	○	○	○	×	×

Function you want to select		Copy		Facsimile						Printer	Print	Scanner	
				Transmission Operation	Transmission			Reception					
Function in progress		Using the control panel	Copying	Transmission Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Receive Data	Printing	Using the control panel	Scanning
Facsimile Reception	Memory Reception	○	○	○	○	×	×	×	○	○	○	○	○
	Printing Received Data	○	○	○	○	○ *2	○ *2	○ *2	×	○	○	○	○
Printer	Receive Data	○	○	○	○	○	○	○	○	△	△	○	○
Print	Printing	○	○	○	○	○	○	○	○	○	△	○	○
Scanner	Using the control panel	●	●	●	●	○	●	○	○	○	○	×	×
	Scanning	●	● *1	●	● *1	○	● *1	○	○	○	○	×	×

○…means that these functions can be used together.

●…means that you can interrupt the current job with Function keys to proceed to a subsequent job.

△…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e., these functions cannot be used together).

*1 You can scan a document once the preceding job documents are all scanned.

*2 During parallel reception, any subsequent job is suspended until reception is completed.

- -

3. User Tools (System Settings)

User Tools Menu (System Settings)

🔎**Reference**

For details about Interface Settings and File Transfer, see "User Tools Menu (System Settings)", *Network Guide*.

For details about parallel interface, see "System Settings (Parallel Connection)", *Printer Reference 2*.

❖ **General Features (See p.28 "General Features".)**

	Default (MFP)	Default (Copier only)
Panel Tone	*On*	
Copy Count Display	*Up*	
Function Priority	*Copier*	
Print Priority	*Display mode*	
Display Contrast	*Center*	
Key Repeat	*On*	
Measurement Unit	Metric version: *mm* Inch version: *inch*	

❖ **Tray Paper Settings (See p.29 "Tray Paper Settings".)**

	Default (MFP)	Default (Copier only)
Tray Paper Size:Tray 1	Metric version: *A4*▭	
	Inch version: *8¹/₂″ ×11″*▭	
Tray Paper Size:Tray 2	Metric version: *A4*▭	
	Inch version: *8¹/₂″ ×11″*▭	
Paper Type: Bypass tray	*Thick Paper*	
Paper Type:Tray 1	*No Display (Plain Paper)/APS On/Duplex On*	
Paper Type:Tray 2	*No Display (Plain Paper)/APS On/Duplex On*	
Ppr Tray Priority: Copier	*Tray 1*	
Ppr Tray Priority: Printer	*Tray 1*	
Ppr Tray Priority: Fax	*Tray 1*	

❖ **Timer Settings (See p.31 "Timer Settings".)**

	Default (MFP)	Default (Copier only)
Auto Off Timer	*1 min.*	
Energy Saver Timer	*1 min.*	
System Auto Reset Timer	*60 sec.*	
Copier Auto Reset Timer	*60 sec.*	
Facsimile Auto Reset Timer	*30 sec.*	
Scanner Auto Reset Timer	*60 sec.*	
Set Date	—	
Set Time	—	

❖ **Interface Settings**
- For details about network settings, see *Network Guide*.
- For details about parallel interface, see *Printer Reference 2*.

❖ **File Transfer**
See *Network Guide*.

❖ **Key Operator Tools (See p.33 "Key Operator Tools".)**

		Default (MFP)	Default (Copier only)
User Code Management	Copier	*Off*	*Off*
	Facsimile	*Off*	
	Scanner	*Off*	
	Printer	*Auto Program*	
Key Counter Management		All *Off*	*Off*
Key Operator Code		*Off*	
Extended Security		*Off*	
Display/Print Counter		—	
Counter per User Code	Display	*Copier Counter*	—
	Print	*All User Codes*	—
	Clear	*All User Codes*	—
Address Book Management	Program/Change	—	
	Delete	—	
Prgrm./Change/Delete Group	Program/Change	—	
	Delete	—	

		Default (MFP)	Default (Copier only)
Program/Change User Code	Program		—
	Change		—
	Delete		—
Address Book:Print List	Destination List	—	
	Group Destination List	—	
	Quick Dial Label	—	
AOF (Always On)		*On*	

3

Accessing User Tools (System Settings)

This section is for key operators in charge of this machine.

User Tools allow you to change or set defaults.

✐ Note

❒ Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.27 "Quitting User Tools".

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

Changing Default Settings

✐ Note

❒ If a key operator code is already set, the key operator code entry display appears. Enter the key operator code, and then press the 【OK】 key. See p.33 "Key Operator Code".

A Press the 【User Tools/Counter】 key.

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B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

ZEN002.tif

```
☰User Tools        1/3  ♦OK
 Counter
 System Settings
 Copier Features
```
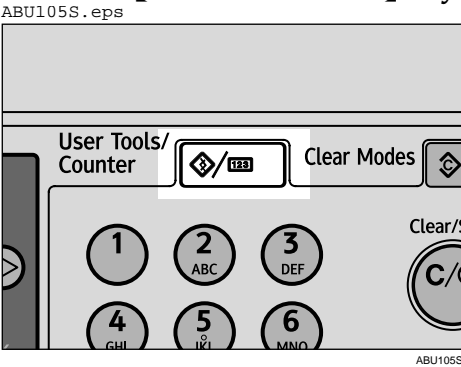
C Select the menu using 【▲】 or 【▼】, and then press the 【OK】 key.

ZEN003.tif

```
☰System Settings 1/2  ♦OK
 General Features
 Tray Paper Settings
 Timer Settings
```
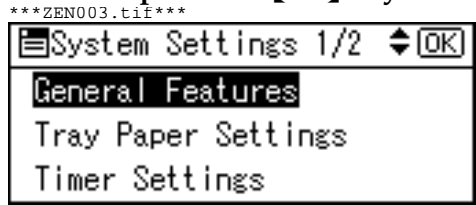
♪ Reference

p.23 "User Tools Menu (System Settings)".

D Select the item using 【▲】 or 【▼】, and then press the 【OK】 key.

ZEN004.tif

```
☰Gen. Features    1/3  ♦OK
 Panel Tone
 Copy Count Display
 Function Priority
```
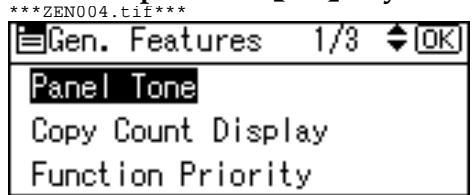
E Change settings by following instructions on the display, and then press the 【OK】 key.

✐ Note

❒ To discontinue the operation and return to the initial display, press the 【User Tools/Counter】 key.

Quitting User Tools

A Press the 【User Tools/Counter】 key.

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3
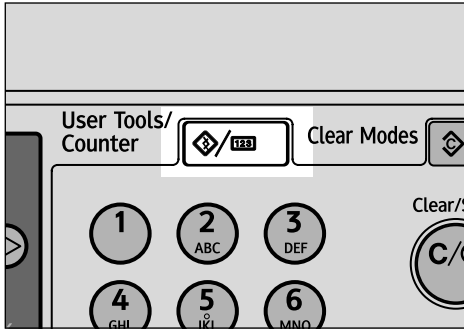
Settings You Can Change with User Tools

$\mathcal{P}$ Reference

To access User Tools, see p.26 "Accessing User Tools (System Settings)".

General Features

❖ **Panel Tone**
The beeper (key tone) sounds when a key is pressed.

$\mathscr{D}$ Note
❒ Default: *On*

❖ **Copy Count Display**
The copy counter can be set to show the number of copies made (count up), or the number of copies yet to be made (count down).

$\mathscr{D}$ Note
❒ Default: *Up (count up)*

❖ **Function Priority**
You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

$\mathscr{D}$ Note
❒ Default: *Copier*

❖ **Print Priority**
Set the print priority for each mode.

$\mathcal{P}$ Reference
p.21 "Multi-Access"

$\mathscr{D}$ Note
❒ Default: *Display mode*
❒ When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.

❖ **Display Contrast**
You can adjust the brightness of the display.

❖ **Key Repeat**
You can select whether or not to use the key repeat function.

$\mathscr{D}$ Note
❒ Default: *On*

❖ **Measurement Unit**

You can switch the measurement between "mm" and "inch".

✎ **Note**

❒ Default: Metric version: *mm*

❒ Inch version: *inch*

Tray Paper Settings

❖ **Tray Paper Size:Tray 1–2**

Select the size of the paper loaded in the paper tray.

- The paper sizes you can set for Tray 1 are as follows:
  A4▯, B5 JIS▯, A5 ▯, $8^1/_2$" × 11"▯, $5^1/_2$" × $8^1/_2$" ▯, 16K▯

- The paper sizes you can set for Tray 2 are as follows:
  A4▯ , $8^1/_2$" × 14"▯, $8^1/_2$" × 13"▯, $8^1/_4$" × 14"▯, $8^1/_4$" × 13"▯, $8^1/_2$" × 11"▯

⚡**Important**

❒ If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

✎ **Note**

❒ Default:

- Tray 1

  - Metric version: A4▯

  - Inch version: $8^1/_2$" × 11"▯

- Tray 2

  - Metric version: A4▯

  - Inch version: $8^1/_2$" × 11"▯

🔎**Reference**

p.77 "Changing the Paper Size"

❖ **Paper Type:Bypass tray**

Set the display so you can see what type of paper is loaded in the bypass tray.

- The paper types you can set for the bypass tray are as follows:

  - recycled paper, special paper, color paper, letterhead, preprinted paper, prepunched paper, label paper, bond paper, thick paper, OHP, cardstock

✎ **Note**

❒ Default: *Thick Paper*

❒ Paper types you can set in the bypass tray for machines with the copier function only are plain paper, thick paper and OHP.

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❖ **Paper Type:Tray 1– 2**
Set the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.

- The paper types you can set are as follows:
  - recycled paper, special paper, color paper, letterhead, preprinted paper, prepunched paper, bond paper, cardstock

✐ **Note**
❒ Default:
  - Paper Type: *No Display (Plain Paper)*
  - *APS*: *On*
  - *Duplex*: *On*
❒ To enable the Auto Tray Switching function, make sure **[On]** is selected in APS. See "Auto Tray Switching", *Copy Reference*.

❖ **Paper Tray Priority: Copier (copier)**
You can specify the tray to supply paper for output.

✐ **Note**
❒ Default: *Tray 1*

❖ **Paper Tray Priority: Facsimile (facsimile)**
You can specify the tray to supply paper for output.

✐ **Note**
❒ Default: *Tray 1*

❖ **Paper Tray Priority: Printer (printer)**
You can specify the tray to supply paper for output.

✐ **Note**
❒ Default: *Tray 1*

Timer Settings

❖ **Auto Off Timer**
After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".
The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode". For the Auto Off Timer, specify the time to elapse before Auto Off.

✐ **Note**
❒ Default: *1 min.*

❒ The time can be set from 1 to 240 minutes using the number keys.

❒ From "Off mode" or "Sleep mode", the machine is ready to use within 10 seconds.

❒ Auto Off may not work when error messages appear.

❖ **Energy Saver Timer**
The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapsed.

✐ **Note**
❒ Default: *1 min.*

❒ The time can be set from 1 to 240 minutes using the number keys.

❒ Energy Saver may not work when error messages appear.

❒ The machine automatically prints any fax or printer data received while in Energy Saver mode.

❖ **System Auto Reset Timer**
The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.28 "Function Priority".

✐ **Note**
❒ Default: *On*, *60 sec.*

❒ The time can be set from 10 to 999 seconds in 1 second increments using the number keys.

❖ **Copier Auto Reset Timer**
Specify the time to elapse before copier mode resets.

📎 **Note**
❐ If **[Off]** is selected, the machine does not automatically switch to the user code entry screen.
❐ Default: *On*, *60 sec.*
❐ The time can be set from 10 to 999 seconds using the number keys.

❖ **Facsimile Auto Reset Timer (facsimile)**
Specify the time to elapse before the facsimile mode resets.

📎 **Note**
❐ Default: *30 sec.*
❐ The time can be set from 30 to 999 seconds using the number keys.

❖ **Scanner Auto Reset Timer (scanner)**
Specifies the time to elapse before the scanner mode resets.

📎 **Note**
❐ If **[Off]** is selected, the machine will not automatically switch to the user code entry screen.
❐ Default: *On*, *60 sec.*
❐ The time can be set from 10 to 999 seconds using the number keys.

❖ **Set Date**
Set the date on the machine's internal clock using the number keys.

❖ **Set Time**
Set the time on the machine's internal clock using the number keys.

📎 **Note**
❐ Enter the time using the number keys.
❐ When the summer time function is set, you cannot make the time setting if the current time falls inside the transition time zone. Set the time again later, or contact your service representative.

Key Operator Tools

The key operator must set the following items (for settings or more information, contact the key operator):

We recommend that the key operator program a key operator code when making settings. See p.33 "Key Operator Code".

❖ **User Code Management**
Allows you to control who uses the machine by setting codes for users. User codes must be registered for user code management. See p.45 "User Code (MFP)", or p.38 "User Code (For machines with copier function only)" according to your machine type.

✎ **Note**
❒ Default: *Copier/Off, Facsimile/Off, Scanner/Off, Printer/Auto Program*
❒ Use **[Auto Program]** to keep a print log for each user code entered from the driver.

❖ **Key Counter Management**
Use the key counter to specify whether or not users are restricted.

✎ **Note**
❒ Default: *Copier/Off, Facsimile/Off, Scanner/Off, Printer/Off*
❒ **[Key Counter Management]** will only be displayed when the key counter is set.

❖ **Key Operator Code**
Specify whether or not to use passwords (max. eight digits) to control Key Operator Tools settings for key operator code.

✎ **Note**
❒ Default: *Off*
❒ If you select **[On]**, enter the key operator code (max. eight digits) using the number keys, and then select **[On: Partial]** or **[On: All]** to set the access limit.
  • If you selected **[On: Partial]**
    A key operator code is only required for the Timer Settings, Key Operator Tools for System Settings, and Key Operator Tools for Fax Features. **[Menu Protect]** can be set for **[Maintenance]** in Printer Features. If you set **[Menu Protect]**, you can set the key operator code for some Printer Features. See "Printer Features Parameters", *Printer Reference 2*.
  • If you selected **[On: All]**
    A key operator code is required to access all items in System Settings, Copier Features, Fax Features, Printer Features, and Scanner Features.
❒ If you select **[On: All]**, you must enter a key operator code to access the Key Operator Code display.

❖ **Extended Security**

Specify whether or not to use the security function.

✐ **Note**

❒ Default : *Off*

❒ You have to set a 6-digit key operator code to enable Extended Security. See p.33 "Key Operator Code".

✐ **Reference**

For details about security, see p.85 "Security".

❖ **Display/Print Counter**

Allows you to view and print the number of prints.

- Display/Print Counter
  Displays the number of prints for each function (Total, Copier, Facsimile, Printer and Duplex).

- Print Counter List
  Prints out a list of the number of prints made under each function.

- To print the counter list

  ① Press the 【**User Tools/Counter**】 key.

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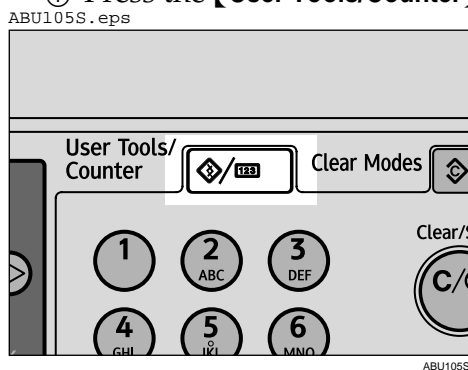
  ② Select **[System Settings]** using 【▲】 or 【▼】, and then press the 【**OK**】 key.

ZEN002.tif

  ③ Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【**OK**】 key.

ZEN003.tif
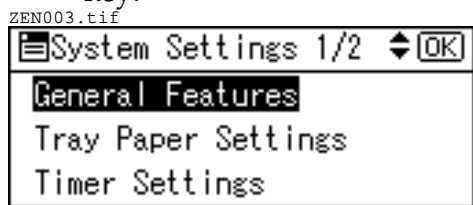
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Ⓐ Select **[Display/Print Counter]** using 【▲】 or 【▼】, and then press the 【OK】 key.

```
***ZEN005.tif***
```

▤Key Op. Tools 1/4 ⬍OK

▐User Code Management▌

Key Counter Management

Key Operator Code

Ⓑ Press **[Print]**.

```
***ZEN006.tif***
```

Counter: 1/3 ⬍OK

Total   0000102

Copier   0000008

Print

Ⓒ Press the 【Start】 key.

```
***ZEN007.tif***
```

Press Start key to print
counter list.

Cancel
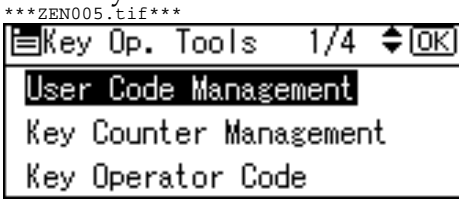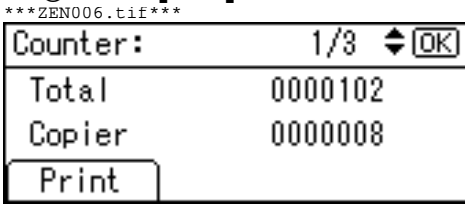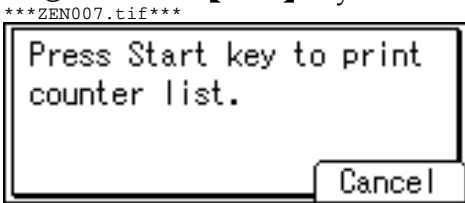
Ⓓ Press the 【User Tools/Counter】 key.

❖ **Counter per User Code**

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

📝 **Note**

❒ Press 【▲】 and 【▼】 to show all the numbers of prints.

❒ The number of prints may differ from the counter value shown in Display/Print Counter.

- Print counter per user code
  Prints the number of prints made under each user code.

- Clear counter per user code
  Sets the number of prints made under each user code to 0.

❒ To print list for each user code, see p.49 "Printing the Counter for Each User Code" for MFP, or p.41 "Printing the Counter for Each User Code" for machines with copier function only.

- Print counter for all user codes
  Prints the number of prints made under all user codes.

- Clear counter for all user codes
  Sets the number of prints made under all user codes to 0.

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❖ **Address Book Management**

You can add, change, or delete user information in the Address Book, and facsimile/scanner functions destinations.

For details about these operations, see p.45 "User Code (MFP)", p.52 "Fax Destination", and p.57 "E-mail Destination".

- **[Program/Change]**
  This registers new user information, or registers and changes the items below:

  - User (destination) name
  - Destination
    Facsimile number, International TX mode, label insertion, e-mail address, sender's password, program group
  - User code
    User code, available functions
  - Registration number

- **[Delete]**
  Deletes a user information.

📎 **Note**

❒ You can register up to 150 users.

❒ You can also register and manage data in the Address Book, using SmartDeviceMonitor for Admin (printer unit required).

❒ You can also register and manage data in the Address Book using a Web browser. See the Web browser's Help.

❖ **Program/Change User Code (For machines with copier function only)**

You can register, change, and delete user codes. For details about these operations, see p.38 "User Code (For machines with copier function only)".

📎 **Note**

❒ You can register up to 50 user codes.

❖ **Program/Change/Delete Group**
You can register multiple users in a group.
This allows you to easily control registered users in each group.
For details about operations, see p.62 "Registering Destinations to a Group".

- **[Program/Change]**
  This registers new groups, or changes the group name or registration number.

- **[Delete]**
  Deletes a group.

📝 **Note**

❒ You can register up to 10 groups.

❒ You can also register and manage data in the Address Book, using Smart-DeviceMonitor for Admin (printer unit required).

❒ You can also group users (destinations) using a Web browser. See the Web browser's Help.

❖ **Address Book: Print List**
You can print the destination list registered in the Address Book.

- Destination List
  Prints the destination list registered in the Address Book.

- Group Destination List
  Prints the group destination list registered in the Address Book.

- Quick Dial Label
  To print the Quick Dial label:

  ① Select the item using 【▲】 or 【▼】, and then press the 【OK】 key.

  📝 **Note**

  ❒ When selecting **[Destination List]** or **[Group Destination List]**, you can print the list on two-sided pages. Select **[Duplex]** on the display.

  ② Press the 【Start】 key.
  The list prints out.

❖ **AOF (Always On)**
Specify whether or not to use Auto Off.

📝 **Note**

❒ Default: *On*

User Code (For machines with copier function only)

Register user codes to restrict copier functions to certain users, and check on their use of copier functions.

Registering a New User Code

A **Press the 【User Tools/Counter】 key.**

ABU120S.eps
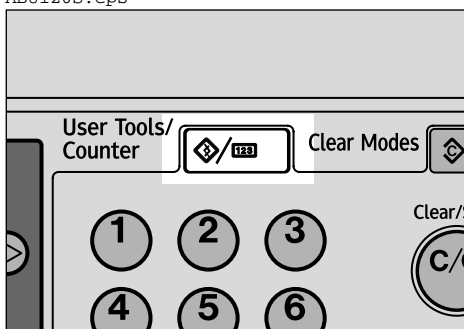
ABU105S

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN008.tif

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN009.tif
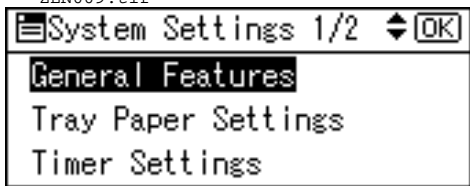
D **Select [Program/Change User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN010.tif
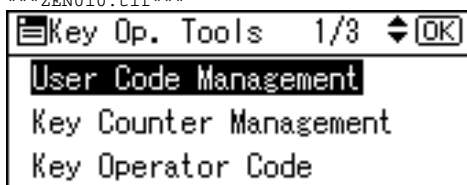
E **Select [Program] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN011.tif
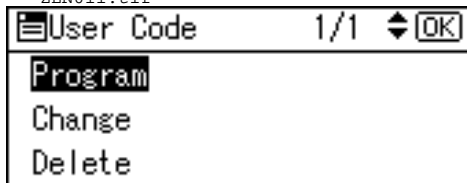
F **Enter the user code using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN012.tif
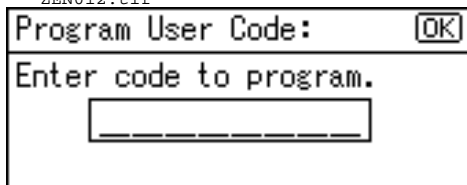
The "Programmed" message appears, and then the "User Code" display returns.

G **Press the 【User Tools/Counter】 key.**

Changing a User Code

Note

❐ Even if you change a user code, the counter value will not be cleared.

A Press the **[User Tools/Counter]** key.

B Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

C Select **[Key Operator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

D Select **[Program/Change User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

E Select **[Change]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

F Enter the registered user code you want to change using the number keys, and then press the **[OK]** or **[#]** key.

ZEN013.tif

```
Change User Code:          OK
Enter code to change.
        _____
   List
```

Note

❐ When you select the user code from the User Code List, press **[List]**. Select the user code you want to change using **[▲]** or **[▼]**, and then press the **[OK]** key twice.

G Enter the new user code using the number keys, and then press the **[OK]** or **[#]** key.

ZEN014.tif

```
Change User Code:          OK
Enter new code.
        _____
```
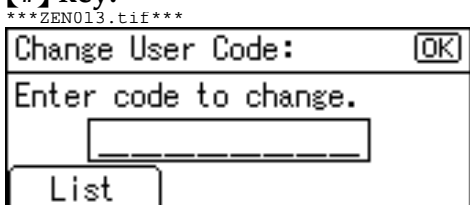
The "Programmed" message appears, and then the "User Code" display returns.

H Press the **[User Tools/Counter]** key.

Deleting a User Code

Important

❐ This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible.

A Press the **[User Tools/Counter]** key.

B Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

C Select **[Key Operator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

D Select **[Program/Change User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

E Select **[Delete]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

3

F **Select [Per User Code] or [All User Codes] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
***ZEN015.tif***
▤Delete Code      1/1  ◆OK
 Per User Code
 All User Codes
```
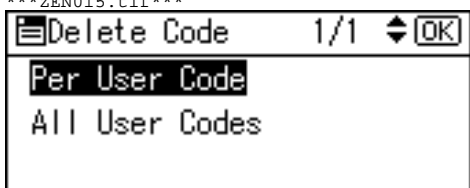
When selecting **[All User Codes]**, a confirmation message appears. Press **[Yes]**, and then proceed to step **I**.

G **Enter the registered user code you want to delete using the number keys, and then press the 【OK】 or 【#】 key.**

```
***ZEN016.tif***
Delete per User Code:    OK
Enter code to delete.
       _____
  List
```
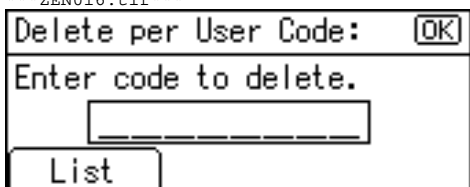
✎ Note

❒ When you select the user code from the User Code List, press **[List]**. Select the user codes you want to delete using 【▶】, and then press the 【OK】 key.

A confirmation message appears.

H **Press [Yes].**

The "Deleted." message appears, and then the "User Code" display returns.

I **Press the 【User Tools/Counter】 key.**

Displaying the Counter for Each User Code

You can check the counter for each user code.

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Display] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
***ZEN017.tif***
▤Codes:Counters  1/1  ◆OK
 Display
 Print
 Clear
```

The counter for each user code will be displayed.

F **Press the 【User Tools/Counter】 key.**

40

Printing the Counter for Each User Code

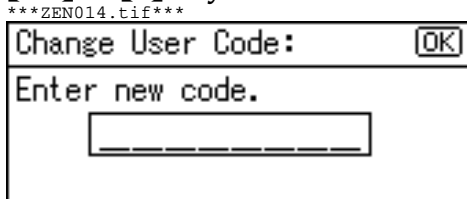You can print out the counter for each user code.

A Press the 【User Tools/Counter】 key.

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

D Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

E Select [Print] using 【▲】 or 【▼】, and then press the 【OK】 key.

F Press the 【Start】 key.

The counter list prints out.

G Press the 【User Tools/Counter】 key.

Clearing the Counter

A Press the 【User Tools/Counter】 key.

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

D Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

E Select [Clear] using 【▲】 or 【▼】, and then press the 【OK】 key.

A confirmation message appears.

F Press [Yes].

The "Counter has been cleared." message appears, and then the Codes: Counters display returns.

G Press the 【User Tools/Counter】 key.

3

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Address Book

Registering user information, such as fax numbers and e-mail addresses, in the Address Book allows you to manage them together.

⚡**Important**

❒ Address Book data is stored in memory. It can be lost if there is some kind of memory failure. The manufacturer shall not be responsible for any damage resulting from data loss.

📝 **Note**

❒ You can backup Address Book data using **[Address Management Tool]** in SmartDeviceMonitor for Admin. We recommend backing up data when using the Address Book.

🔍**Reference**

For details about SmartDevice-Monitor for Admin and how to install it, see *Printer Reference 1*.

For operating instructions, see SmartDeviceMonitor for Admin Help.

You can register and manage the following items in the Address Book:

❖ **To manage registered items**

- User Code
  Register user codes to restrict particular functions to certain users, and check their use of each function.

  🔍**Reference**

- Sender's Password

  🔍**Reference**

- Program Group
  Use this to display the group the selected user (destination) belongs to.

  You can group registered fax destinations and e-mail destinations to manage them better. For details about operations, see .

❖ **Items to register**

- User Name

    #### 🔎 **Reference**

    p.43 "Registering the destination name"

    p.44 "Registering Sender Information"

    ZEN020.tif*

    ```
    User (Destination) Name  OK
    Enter name.
    abc |                     ▲
    ```

- Fax Settings

    #### 🔎 **Reference**

    p.43 "When using the fax function"

    ZEN049.tif*

    ```
    Fax Settings:           OK
    Enter Fax No.
    ☎_
       Option      Tone
    ```

- E-mail Settings

    #### 🔎 **Reference**

    p.43 "When using the fax function"

    p.44 "When using the scanner function"

    p.44 "Registering Sender Information"

    ZEN057.tif*

    ```
    E-mail Settings:        OK
    Enter e-mail address.
    abc |_
    ```

Registering Destination Information

❖ **Registering the destination name**

- User Name
  Register the destination name. This is the basic information required for managing destinations.

    #### 🔎 **Reference**
    p.45 "User Code (MFP)"

❖ **When using the fax function**

- Fax Settings
  Register fax numbers in the Address Book. To send a fax, select the destination from the Destination List, so you can specify the fax number. When you set Label Insertion to **[On]**, the registered destination name, preceded by "To:", is printed at the top of the page when it is received at the other end.

    #### 🔎 **Reference**
    p.52 "Fax Destination"

- E-mail Settings
  Register e-mail addresses in the Address Book. To send an Internet Fax document, select the destination from the Destination List, so you can specify the e-mail address.

    #### 🔎 **Reference**
    p.57 "E-mail Destination"

3

❖ **When using the scanner function**

- E-mail
  Register e-mail addresses in the Address Book. To send scan files by e-mail, select the destination from the Destination List, so you can specify the e-mail address.

  🔍**Reference**
  p.57 "E-mail Destination"

Registering Sender Information

❖ **When using the scanner function**
You can set Register as Sender to **[On]** for an e-mail address. If you do this, you can use it as the sender address when sending scan files by e-mail.

- User Name
  Register the user name. This is useful when selecting the sender from the Destination List.
  Also, the user name automatically appears in the From field of the e-mail.

  🔍**Reference**
  p.45 "User Code (MFP)"

- E-mail Settings
  Register the e-mail address. You can use it as the sender address when sending scan files by e-mail using the scanner function. Also, the sender address automatically appears in the From field of the e-mail.

  🔍**Reference**
  p.57 "E-mail Destination"
  You can prevent misuse of sender name by setting sender's password on the e-mail address.

User Code (MFP)

Register user codes to restrict the following functions to certain users, and check their use of each function:

- Copier
- Facsimile
- Scanner
- Printer

Note

❒ The number of copies scanned in using the scanner function is counted for each user code. This allows you to check each user's usage.

❒ To automatically register the printer driver user code, select **[Auto Program]** for the printer in User Code Management. To use the user code set in User Tools, select **[On]**. Set the user codes registered in User Tools for the printer driver. See p.33 "User Code Management".

Reference

For details about setting user codes for the printer driver, see *Printer Reference 1* or the printer driver Help.

Important

❒ The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

Registering a New User Code

A Press the 【User Tools/Counter】 key.
ABU105S.eps

ABU105S

B Select **[System Settings]** using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN002.tif

C Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN003.tif

D Select **[Address Book Management]** using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN005.tif

45

E **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

```
***ZEN018.tif***
```
```
▤Address Book    1/1  ♦OK
 Program/Change
 Delete

```

F **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the [OK] key.**

```
***ZEN019.tif***
```
```
Program/Change:         OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```

G **Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the [OK] key.**

```
ZEN020.tif
```
```
User (Destination) Name OK
Enter name.
abc                      ▲

```

⌕ **Reference**

> For details about entering text, see p.83 "Entering Text".

H **Press [UserCode].**

```
***ZEN021.tif***
```
```
 Program/Change:         OK
 002 Kate
 Press OK key after setting
 Dest.  UserCode Reg. No.
```

I **Enter the user code using the number keys, and then press the [OK] key.**

```
***ZEN022.tif***
```
```
User Code:              OK
Enter user code.
 _

```

J **Select the function using [▲] or [▼], and then check the one you want to set the user code for using [▶].**

```
***ZEN023.tif***
```
```
Apply Functn  1/2 ♦⊙→☑OK
 ☐ Copier
 ☐ Facsimile
 ☐ Printer
```

✎ **Note**

> ❒ Repeat this step when you want to apply more than one function.

K **Press the [OK] key twice.**

The "Programmed" message appears, and then the "Address Book" display returns.

L **Press the [User Tools/Counter] key.**
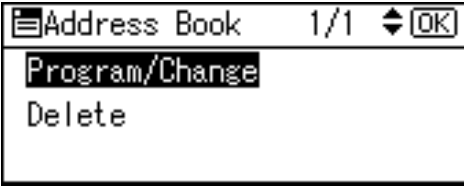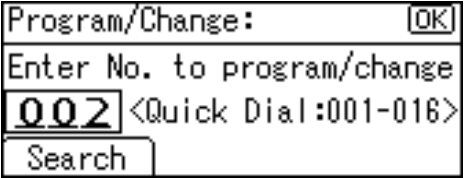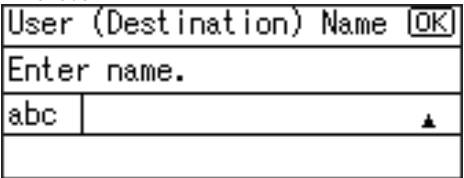
Changing a User Code

A **Press the [User Tools/Counter] key.**

B **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

C **Select [Key Operator Tools] using [▲] or [▼], and then press the [OK] key.**

D **Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.**

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

F **Press [Search].**

ZEN019.tif

```
Program/Change:        [OK]
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```

✎ Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **I**.

❒ You can also search the registered user code by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
≣Address Book    1/2  ♦[OK]
 Search by Name
 Display Destination List
 Search by Registration No.
```

H **Select the user (destination) whose code you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN028.tif

```
Dest. List:      1/5  ♦[OK]
✎001Allen
  002Kate
✎003James
```

I **Press the 【OK】 key.**

J **Press [UserCode].**

ZEN038.tif

```
Program/Change:        [OK]
 001 Allen
Press OK key after setting
 Dest.  UserCode Reg. No.
```

K **Enter the new user code using the number keys, and then press the 【OK】 key.**

ZEN039.tif

```
User Code:             [OK]
Enter user code.
    12345678
```

L **Select the function using 【▲】 or 【▼】, and then check the one you want to change the user code for using 【▶】.**

ZEN040.tif

```
Apply Functn  1/2 ♦⊕→☑[OK]
□ Copier
□ Facsimile
□ Printer
```

✎ Note

❒ Repeat this step when you want to apply more than one function.

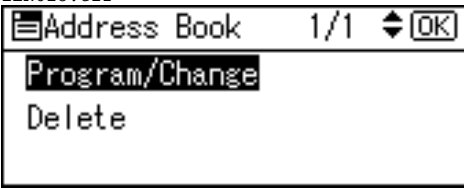**M** **Press the 【OK】 key twice.**

The "Programmed" message appears, and then the "Address Book" display returns.

N **Press the 【User Tools/Counter】 key.**

3

Deleting a User Code

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

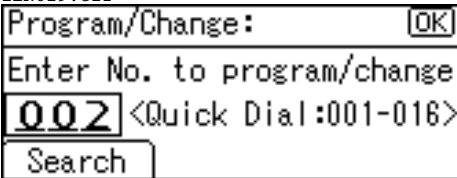E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN018.tif

```
▤Address Book      1/1  ⬍ OK
 Program/Change
 Delete

```

✐ Note

❒ Select **[Delete]** if you want to delete all user information.

F **Press [Search].**

ZEN019.tif

```
Program/Change:          OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search

```
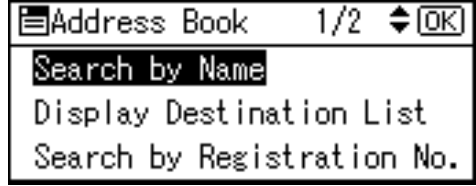
✐ Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step I.

❒ You can also search the registered user code by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
▤Address Book      1/2  ⬍ OK
 Search by Name
 Display Destination List
 Search by Registration No.

```

H **Select the user (destination) whose code is to be deleted using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN028.tif

```
Dest. List:         1/5  ⬍ OK
 ✐001Allen
  002Kate
 ✐003James

```

I **Press the 【OK】 key.**

J **Press [UserCode].**

ZEN038.tif

```
 Program/Change:          OK
 001 Allen
 Press OK key after setting
 Dest. |UserCode|Reg. No.

```
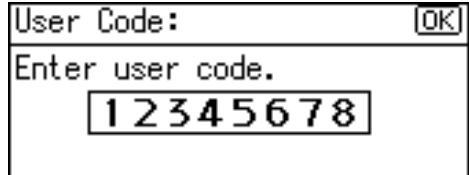
✐ Note

❒ If you selected **[Delete]** in step E, press **[Yes]** to delete all user information, and then proceed to step L.

K **Press the 【Clear/Stop】 key, and then press the 【OK】 key.**

ZEN039.tif

```
User Code:               OK
Enter user code.
      12345678

```
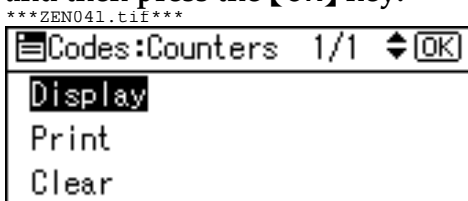
L **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Address Book" display returns.
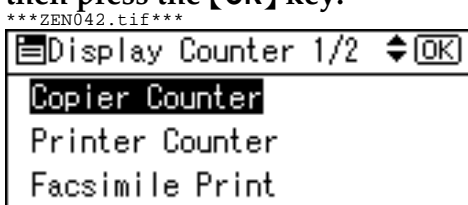
M Press the 【User Tools/Counter】key.

Displaying the Counter for Each User Code

You can check the counter made under each function's user code.

A Press the 【User Tools/Counter】key.

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

D Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

E Select [Display] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
***ZEN041.tif***
```

```
≣Codes:Counters  1/1  ≑OK
 Display
 Print
 Clear
```

F Select the counter you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.

```
***ZEN042.tif***
```

```
≣Display Counter 1/2  ≑OK
 Copier Counter
 Printer Counter
 Facsimile Print
```

The counter for each user code will be displayed.

G Press the 【User Tools/Counter】key.

Printing the Counter for Each User Code

You can print out the counter made under each user code using **[Print Counter]**, **[Transmission Counter]**, or **[Scanner Counter]**.

A Press the 【User Tools/Counter】key.

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

D Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.

E Select [Print] using 【▲】 or 【▼】, and then press the 【OK】 key.

To print the counter for all user codes

A Select **[All User Codes]** using 【▲】 or 【▼】, and then press the 【OK】 key.
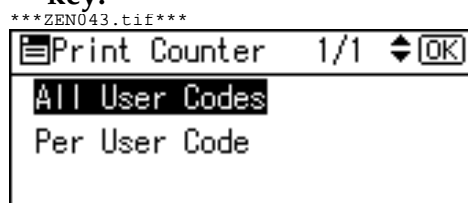
```
***ZEN043.tif***
```

```
≣Print Counter  1/1  ≑OK
 All User Codes
 Per User Code
```

B Select the counter using 【▲】 or 【▼】, and then check the one you want to print using 【▶】.

```
***ZEN044.tif***
```

```
Select:        1/1 ≑⊕→☑OK
 ☐ Print Counter
 ☐ Transmission Counter
 ☐ Scanner Counter
```
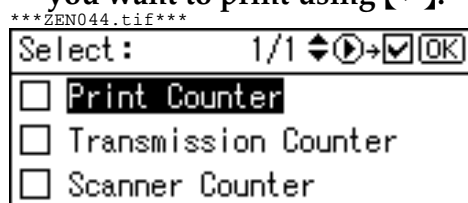
Note

❒ Repeat this step when you want to print more than one counter.

C **Press the 【OK】 key.**

D **Press the 【Start】 key.**

The counter list prints out.

To print the counter for each user code

A **Select [Per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Enter the user code you want to print the counter for, and then press the 【OK】 key.**

ZEN045.tif

```
Print Counter per Code: OK
Enter code to print counter
┌─────────────────────┐
│                     │
└─────────────────────┘
┌──────┐
│ List │
└──────┘
```

Note

❒ When you select the user code from the User Code List, press **[List]**. Select the user code you want to print the counter for using 【▶】, and then press the 【OK】 key.

C **Select the counter using 【▲】 or 【▼】, and then check the one you want to print using 【▶】.**

ZEN044.tif

```
Select:        1/1 ⬍⊕→☑OK
☐ Print Counter
☐ Transmission Counter
☐ Scanner Counter
```

Note

❒ Repeat this step when you want to print more than one counter.

D **Press the 【OK】 key.**

E **Press the 【Start】 key.**

The counter list prints out.

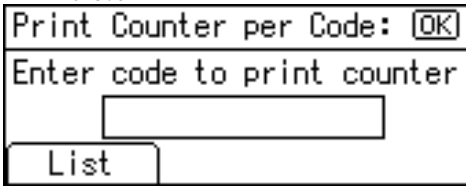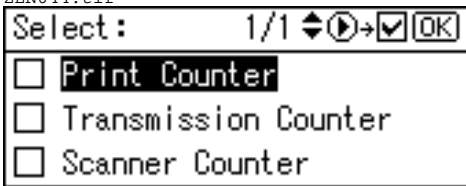F **Press the 【User Tools/Counter】 key.**

Clearing the Counter

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Counter per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Clear] using 【▲】 or 【▼】, and then press the 【OK】 key.**

To clear the counter for all use codes

A **Select [All User Codes] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN046.tif
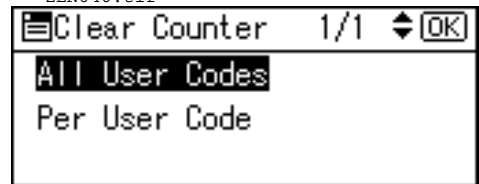
```
▤Clear Counter    1/1 ⬍OK
All User Codes
Per User Code
```

B **Select the counter using 【▲】 or 【▼】, and then check the one you want to clear using 【▶】.**

ZEN044.tif

```
Select:        1/1 ⬍⊕→☑OK
☐ Print Counter
☐ Transmission Counter
☐ Scanner Counter
```
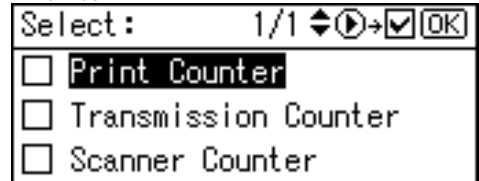
Note

❒ Repeat this step when you want to clear more than one counter.

C **Press the 【OK】 key.**

A confirmation message appears.

D **Press [Yes].**

The "Counter has been cleared." message appears, and then the Codes: Counters display returns.

To clear the counter for each user code

A **Select [Per User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Enter the user code you want to clear the counter for, and then press the 【OK】 key.**

ZEN047.tif

```
Clear Counter:              [OK]
Enter code to clear counter
        ┌──────────────┐
        │ _            │
        └──────────────┘
 ┌──────┐
 │ List │
 └──────┘
```

Note

❒ When you select the user code from the User Code List, press [List]. Select the user code you want to clear the counter for using 【▶】, and then press the 【OK】 key.

C **Select the counter using 【▲】 or 【▼】, and then check the one you want to clear using 【▶】.**

ZEN044.tif

```
Select:          1/1 ♦⊕→☑OK
┌─────────────────────────┐
│ □ Print Counter         │
│ □ Transmission Counter  │
│ □ Scanner Counter       │
└─────────────────────────┘
```

Note

❒ Repeat this step when you want to clear more than one counter.

D **Press the 【OK】 key.**

A confirmation message appears.

E **Press [Yes].**

The "Counter has been cleared." message appears, and then the Codes: Counters display returns.

6 **Press the 【User Tools/Counter】 key.**

Fax Destination

Register fax destinations, so you do not need to enter them each time, and can send documents scanned in using the fax function.

- It is easy to select the fax destination if you register a "User (Destination) Name" for the fax destination.

- You can register fax destinations as a group.

You can program the following items in a fax destination:

❖ Fax number

Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number. In addition to numbers, symbols are available for entering a fax number.

❖ Label Insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by "To:".
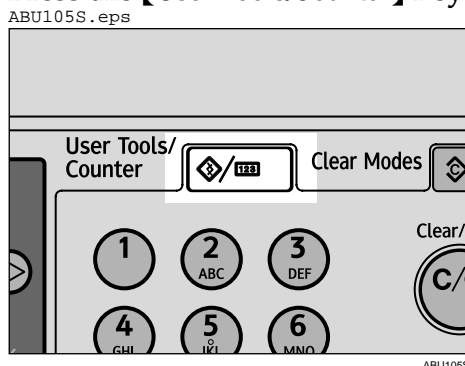
📝 Note

❐ Label insertions are also printed when sending by e-mail using fax functions.
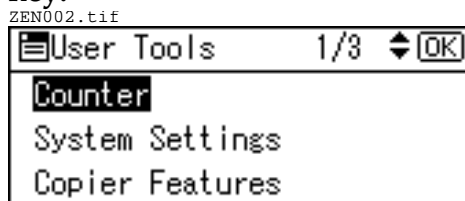
❖ International TX mode

When setting the International TX mode to **[On]**, the machine transmits more carefully by reducing transmission speed. However, communication time increases.
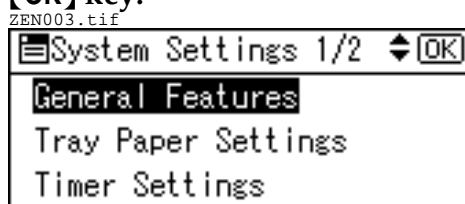
Registering a Fax Destination

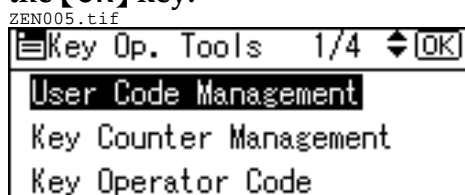**A** **Press the 【User Tools/Counter】 key.**

ABU105S.eps

ABU105S

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN002.tif

```
☰User Tools      1/3  ⬍OK
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN003.tif

```
☰System Settings 1/2  ⬍OK
 General Features
 Tray Paper Settings
 Timer Settings
```

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN005.tif

```
☰Key Op. Tools   1/4  ⬍OK
 User Code Management
 Key Counter Management
 Key Operator Code
```

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN018.tif

```
目Address Book    1/1  ≑OK
Program/Change
Delete
```

F **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.**

ZEN019.tif

```
Program/Change:          OK
Enter No. to program/change
 002 <Quick Dial:001-016>
  Search
```

G **Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

ZEN020.tif

```
User (Destination) Name OK
Enter name.
abc │                    ▲
```

📎 Note

❒ You can use the user name when selecting a fax destination.

❒ You can register the user code after the user name. For details, see p.45 "User Code (MFP)".

🔎 Reference

For details about entering text, see p.83 "Entering Text".

H **Press [Dest.].**

ZEN021.tif

```
Program/Change:          OK
002 Kate
Press OK key after setting
 Dest.  UserCode Reg. No.
```

I **Select [Fax Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN048.tif

```
目Dest. Settings 1/1  ≑OK
Fax Settings
E-mail Settings
Program Group
```

J **Enter the fax number using the number keys, and then press the 【OK】 key.**

ZEN049.tif

```
Fax Settings:            OK
Enter Fax No.
☎_
  Option      Tone
```

To set the International TX mode and label insertion
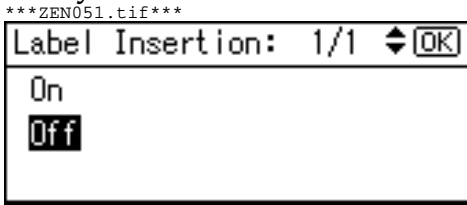
A **Press [Option].**

ZEN049.tif

```
Fax Settings:            OK
Enter Fax No.
☎_
  Option      Tone
```

B **Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN050.tif

```
Internl. TX Mode: 1/1  ≑OK
On
Off
```

3

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C **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**

ZEN051.tif
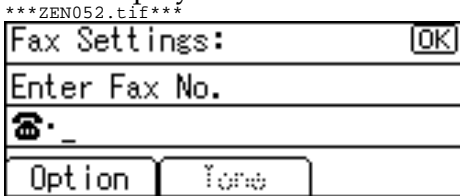
```
Label Insertion:  1/1  ≑ OK
 On
 Off
```

To use the Tone function

This function allows the machine to send tonal signals when it is connected to a pulse dialing line (for example: to use a special service on a tone dialing line).

A **Press [Tone].**

B **Enter the number you want to tone dial using the number keys.**

A tone is shown as a " • " on the display.

ZEN052.tif

```
Fax Settings:          OK
Enter Fax No.
☎·_
 Option │ Tone
```

C **Press the [OK] key.**

⓫ **Press the [Cancel] key.**

⓬ **Press the [OK] key.**

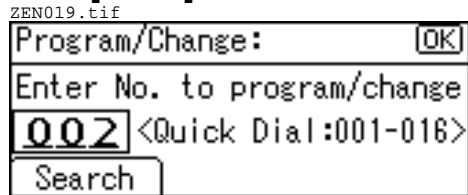The "Programmed" message appears, and then the "Address Book" display returns.

✎ Note

❒ To register the destination to a group, see p.63 "Registering a Destination to a Group".

⓭ **Press the [User Tools/Counter] key.**

Changing a Registered Fax Destination

A **Press the [User Tools/Counter] key.**

B **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

C **Select [Key Operator Tools] using [▲] or [▼], and then press the [OK] key.**

D **Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.**

E **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

F **Press [Search].**

ZEN019.tif

```
Program/Change:        OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```

✎ Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the [OK] key, and then proceed to step I.

❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
▤Address Book    1/2  ♦OK
Search by Name
Display Destination List
Search by Registration No.
```

H **Select the fax destination user you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN027.tif

```
Results:          1/1  ♦OK
🖉001Allen
🖉004Allex
☎005AEH
```

I **Press the 【OK】 key.**

J **Press [Dest.].**

ZEN055.tif

```
Program/Change:        OK
005 AEH
Press OK key after setting
 Dest.  UserCode Reg. No.
```

K **Select [Fax Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN048.tif

```
▤Dest. Settings  1/1  ♦OK
Fax Settings
E-mail Settings
Program Group
```

L **Enter the new fax number using the number keys, and then press the 【OK】 key.**

ZEN056.tif

```
Fax Settings:          OK
Enter Fax No.
☎987654321
 Option    Tone
```

M **Press the 【Cancel】 key.**

N **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Address Book" display returns.

O **Press the 【User Tools/Counter】 key.**

Deleting a Registered Fax Destination

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

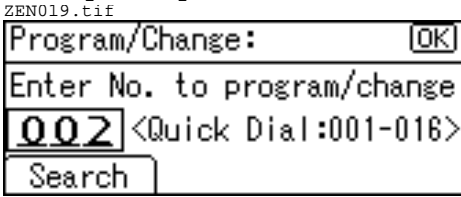**E** **Select [Program/Change] or [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN018.tif

```
▤Address Book    1/1  ♦OK
Program/Change
Delete
```

Note

❒ Select **[Program/Change]** if you want to delete only the fax number.

❒ Select **[Delete]** if you want to delete all user information.

55

3

F **Press [Search].**

ZEN019.tif

```
Program/Change:          [OK]
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```
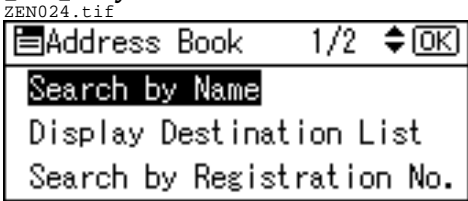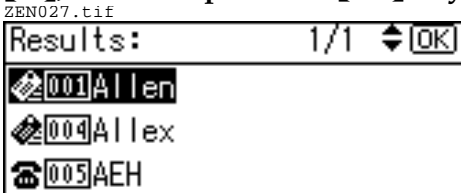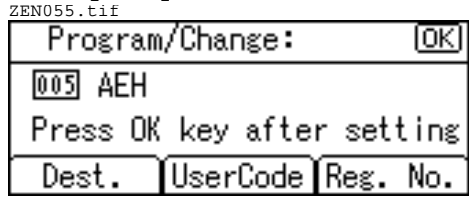
Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **I**.

❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
≣Address Book    1/2  ♦[OK]
 Search by Name
 Display Destination List
 Search by Registration No.
```

H **Select the fax destination user you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN027.tif

```
Results:          1/1  ♦[OK]
 ✧001Allen
 ✧004Allex
 ☎005AEH
```

I **Press the 【OK】 key.**

J **Press [Dest.].**

ZEN055.tif

```
Program/Change:          [OK]
 005 AEH
 Press OK key after setting
 Dest.  UserCode Reg. No.
```
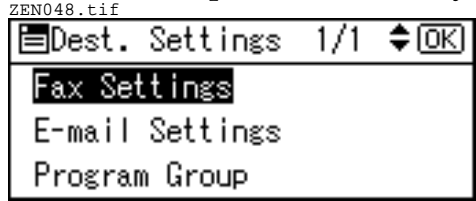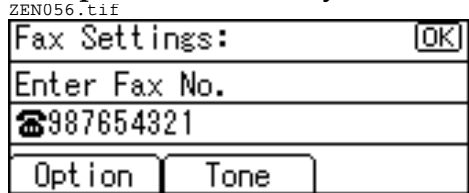
Note

❒ If you selected [Delete] in step **E**, press [Yes] to delete all user information, and then proceed to step **O**.

K **Select [Fax Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN048.tif

```
≣Dest. Settings  1/1  ♦[OK]
 Fax Settings
 E-mail Settings
 Program Group
```

L **Press the 【Clear/Stop】 key, and then press the 【OK】 key.**

ZEN056.tif

```
Fax Settings:          [OK]
Enter Fax No.
☎987654321
 Option    Tone
```

M **Press the 【Cancel】 key.**

N **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Address Book" display returns.

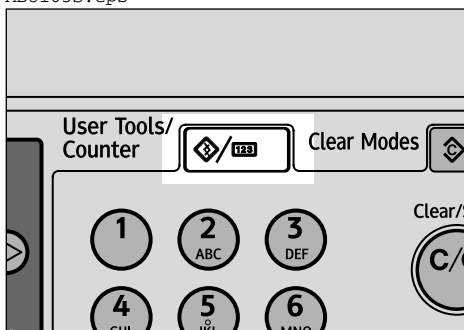**O** **Press the 【User Tools/Counter】 key.**

E-mail Destination

Register e-mail destinations, so you do not need to enter e-mail addresses every time, and can send scan files by e-mail, or send fax documents by Internet Fax. You can also receive a Transmission Result Report by e-mail when you use the User Transmission function to send an Internet Fax. See "User Transmission", *Facsimile Reference <Advanced Features>*.

- It is easy to select the e-mail destination if you register "User (Destination) Name" for the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender address when sending scan files in scanner mode. If you do this, set a sender's password on the sender address to prevent use by other people.

Registering an E-mail Destination

A **Press the 【User Tools/Counter】 key.**

ABU105S.eps

ABU105S

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**
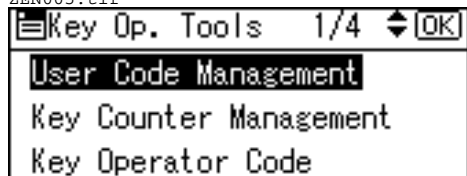
ZEN002.tif

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
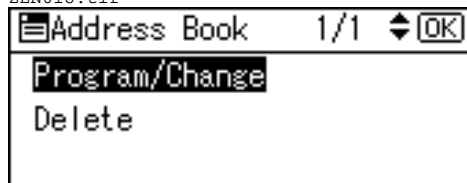
ZEN003.tif
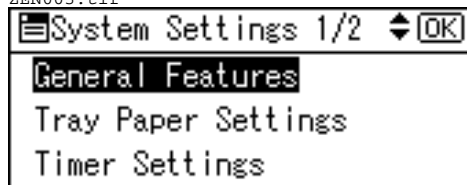
D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN005.tif

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN018.tif

F **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.**

*** ZEN053.tif ***

```
Program/Change:          [OK]
Enter No. to program/change
 016 <Quick Dial:001-016>
 Search
```

G **Enter the user (destination) name using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

ZEN020.tif

```
User (Destination) Name [OK]
Enter name.
abc |                        ▲
```

Note

❒ You can use the user name when selecting an address to send to.

❒ You can register the user code after the user name. For details, see p.45 "User Code (MFP)".

Reference

For details about entering text, see p.83 "Entering Text".

H **Press [Dest.].**

ZEN021.tif

```
 Program/Change:          [OK]
 002 Kate
 Press OK key after setting
 Dest.  |UserCode|Reg. No.
```

I **Select [E-mail Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN048.tif

```
目Dest. Settings  1/1  ♦[OK]
 Fax Settings
 E-mail Settings
 Program Group
```

J **Enter the e-mail address using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

ZEN057.tif

```
E-mail Settings:         [OK]
Enter e-mail address.
abc |_
```

Note

❒ You can register the e-mail address up to 128 characters.

K **To use the e-mail address as the sender, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

*** ZEN058.tif ***

```
Regist. as Sender 1/1  ♦[OK]
 On
 Off
```

Note

❒ If you select [Off], proceed to step M.

L **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**
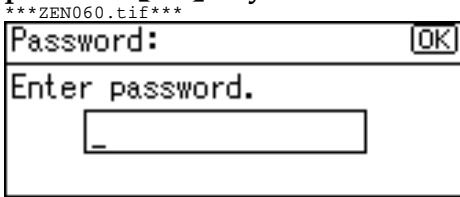
*** ZEN059.tif ***

```
Sender's Password 1/1  ♦[OK]
 On
 Off
```

Note

❒ You can stop sender's names being accessed by setting a sender's password.

❒ This function is not available when using Internet Fax to send e-mails.

❒ If you select [Off], proceed to step M.

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M **Enter the sender's password using the number keys, and then press the 【OK】 key.**

ZEN060.tif

```
Password:              OK
Enter password.
        _
```

📎 Note

❒ You can enter up to eight digits.

N **Press the 【Cancel】 key.**

O **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Address Book" display returns.

📎 Note

❒ To register the destination to a group, see p.63 "Registering a Destination to a Group".

P **Press the 【User Tools/Counter】 key.**

Changing a Registered E-mail Destination

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

F **Press [Search].**

ZEN019.tif

```
Program/Change:         OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```

📎 Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **I**.

❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
≣Address Book   1/2  ♦OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

H **Select the e-mail destination user you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN061.tif

```
Dest. List:     1/5  ♦OK
 ✍001Allen
 ✍002Kate
 ✍003James
```

I **Press the 【OK】 key.**

59

3

J **Press [Dest.].**
ZEN038.tif

```
Program/Change:        OK
001 Allen
Press OK key after setting
 Dest.  UserCode Reg. No.
```

K **Select [E-mail Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN048.tif

```
Dest. Settings  1/1  ◆OK
 Fax Settings
 E-mail Settings
 Program Group
```
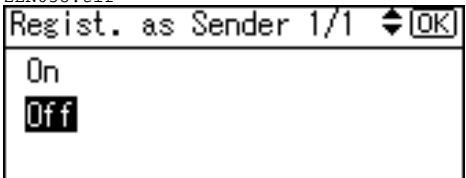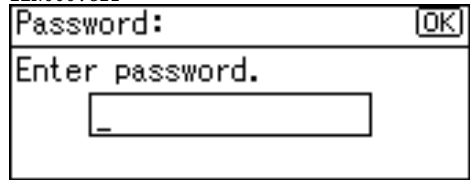
L **Enter the new e-mail address using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

M **To use the e-mail address as a sender, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

If you select **[Off]**, proceed to step P.
ZEN058.tif

```
Regist. as Sender 1/1  ◆OK
 On
 Off
```

N **To set a sender's password, select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

If you select **[Off]**, proceed to step P.
ZEN059.tif

```
Sender's Password 1/1  ◆OK
 On
 Off
```

O **Enter the sender's password using the number keys, and then press the 【OK】 key.**
ZEN060.tif

```
Password:              OK
Enter password.
   _
```

P **Press the 【Cancel】 key.**

Q **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Address Book" display returns.

R **Press the 【User Tools/Counter】 key.**

Deleting a Registered E-mail Destination
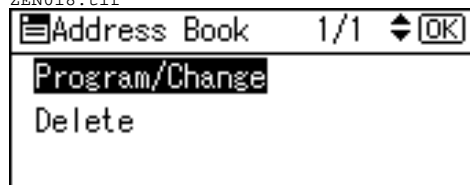
A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Program/Change] or [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN018.tif

```
Address Book    1/1  ◆OK
 Program/Change
 Delete
```

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Note

❒ Select **[Program/Change]** if you want to delete only the e-mail address.

❒ Select **[Delete]** if you want to delete all user information.

F **Press [Search].**

ZEN019.tif

```
Program/Change:        OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```

Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the **[OK]** key, and then proceed to step **I**.

❒ You can also search the registered destination by name, registered number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using [▲] or [▼], and then press the [OK] key.**

ZEN024.tif

```
目Address Book    1/2  ♦OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

H **Select the e-mail destination user you want to delete using [▲] or [▼], and then press the [OK] key.**

ZEN061.tif

```
Dest. List:      1/5  ♦OK
⬥001Allen
⬥002Kate
⬥003James
```

I **Press the [OK] key.**

J **Press [Dest.].**

ZEN038.tif

```
Program/Change:        OK
001 Allen
Press OK key after setting
 Dest.   UserCode Reg. No.
```

Note

❒ If you selected **[Delete]** in step **E**, press **[Yes]** to delete all user information, and then proceed to step **P**.

K **Select [E-mail Settings] using [▲] or [▼], and then press the [OK] key.**

ZEN048.tif

```
目Dest. Settings  1/1  ♦OK
 Fax Settings
 E-mail Settings
 Program Group
```

L **Press the [Clear/Stop] key, and then press the [OK] key .**

M **Select [Off] using [▲] or [▼], and then press the [OK] key.**

ZEN062.tif

```
Regist. as Sender 1/1  ♦OK
 On
 Off
```

N **Press the [Cancel] key.**

O **Press the [OK] key.**

The "Programmed" message appears, and then the "Address Book" display returns.

P **Press the [User Tools/Counter] key.**

3

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Registering Destinations to a Group

Register destinations to a group to easily control registered fax and e-mail address for each group.

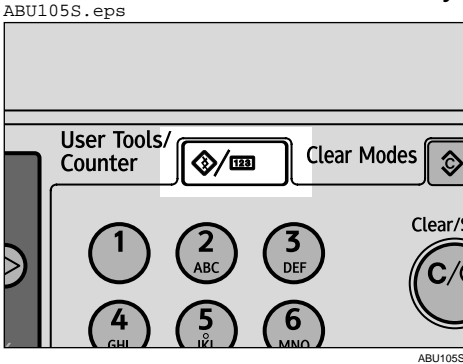To group destinations, the groups must be registered beforehand.

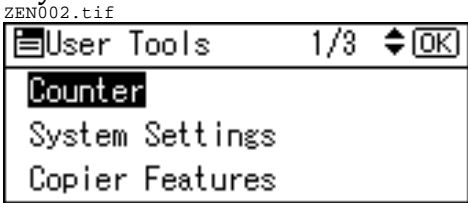### ✍ Note

❒ You can register up to 10 groups.
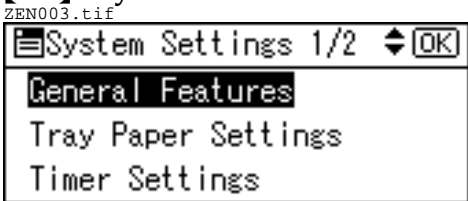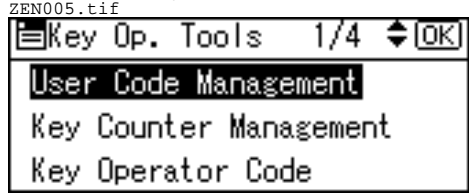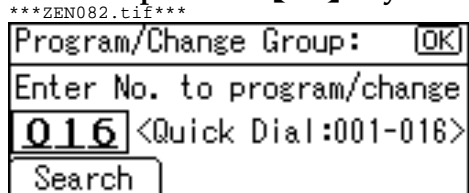
Registering a New Group

A Press the 【User Tools/Counter】 key.
ABU105S.eps

ABU105S

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN002.tif

```
📋User Tools      1/3  ◆OK
 Counter
 System Settings
 Copier Features
```

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN003.tif

```
📋System Settings 1/2  ◆OK
 General Features
 Tray Paper Settings
 Timer Settings
```

D Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN005.tif

```
📋Key Op. Tools   1/4  ◆OK
 User Code Management
 Key Counter Management
 Key Operator Code
```

E Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.
ZEN063.tif

```
📋Group           1/1  ◆OK
 Program/Change
 Delete
```

F Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.
ZEN082.tif

```
Program/Change Group:   OK
Enter No. to program/change
 016 <Quick Dial:001-016>
 Search
```

G Enter the group name using the number keys and the Quick Dial keys, and then press the 【OK】 key.
ZEN064.tif
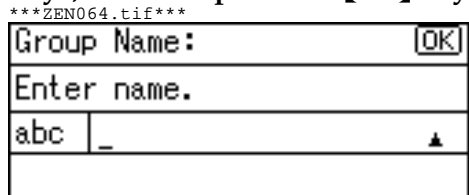
```
Group Name:             OK
Enter name.
abc  _                   ▲
```

🔎 Reference

For details about entering text, see p.83 "Entering Text".

H **Press the 【OK】 key.**

The "Programmed" message appears, and then the "Group" display returns.

I **Press the 【User Tools/Counter】 key.**

Registering a Destination to a Group

A **Press the 【User Tools/Counter】 key.**
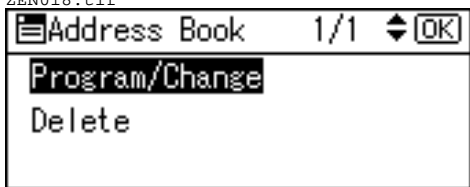
B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

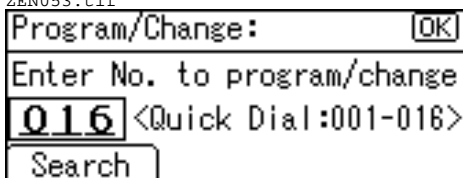**D** **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN018.tif

```
≣Address Book    1/1  ♦OK
Program/Change
Delete
```

F **Press [Search].**
ZEN053.tif

```
Program/Change:        OK
Enter No. to program/change
016 <Quick Dial:001-016>
 Search
```

✐ Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **I**.

❒ You can also search the registered destination by name, registration number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".

G **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN024.tif

```
≣Address Book    1/2  ♦OK
Search by Name
Display Destination List
Search by Registration No.
```

H **Select the destination you want to register to a group using 【▲】 or 【▼】, and then press the 【OK】 key.**
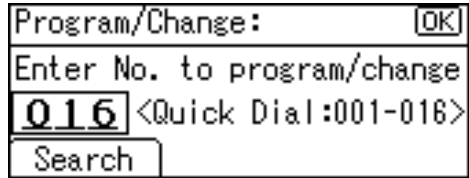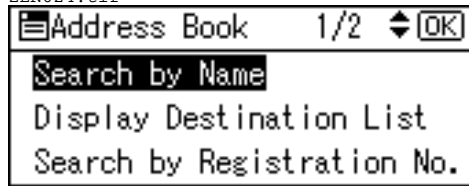ZEN061.tif
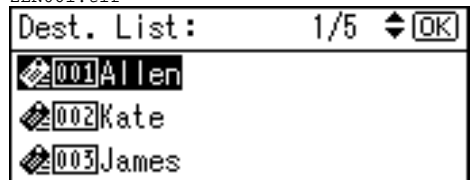
```
Dest. List:      1/5  ♦OK
◈001Allen
◈002Kate
◈003James
```

I **Press the 【OK】 key.**

J **Press [Dest.].**
ZEN021.tif

```
Program/Change:        OK
002 Kate
Press OK key after setting
Dest. UserCode Reg. No.
```

3

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K **Select [Program Group] using [▲] or [▼], and then press the [OK] key.**

ZEN048.tif

```
☰Dest. Settings  1/1  ⬍OK
 Fax Settings
 E-mail Settings
 Program Group
```
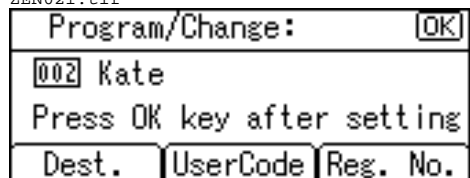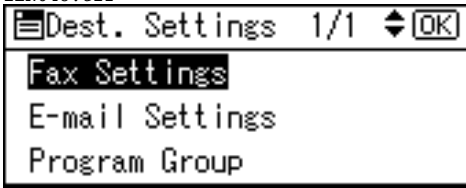
L **Select the group name to which you want to register using [▲] or [▼], and then check it using [▶].**

ZEN065.tif

```
Groups:          1/2 ⬍⏵→☑OK
□ 012 🚚 London
□ 013 🚚 NewYork
□ 014 🚚 Japan
```

M **Press the [OK] key.**

N **Press the [Cancel] key.**

O **Press the [OK] key.**

The "Programmed" message appears, and then the "Address Book" display returns.

P **Press the [User Tools/Counter] key.**

Removing a Destination from a Group

A **Press the [User Tools/Counter] key.**

B **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

C **Select [Key Operator Tools] using [▲] or [▼], and then press the [OK] key.**

D **Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.**

E **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

F **Press [Search].**

ZEN053.tif

```
Program/Change:         OK
Enter No. to program/change
 016 <Quick Dial:001-016>
 Search
```

🖉 Note

❒ You can also enter the registration number of the user (destination) using the number keys or the Quick Dial keys. After entering the number, press the [OK] key, and then proceed to step **I**.

❒ You can also search the registered destination by name, registration number, user code, fax number or e-mail address. See p.70 "Using the Search Function to Select a Destination".
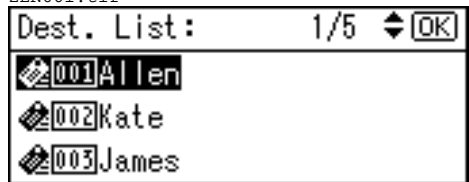
G **Select [Display Destination List] using [▲] or [▼], and then press the [OK] key.**

ZEN024.tif

```
☰Address Book    1/2  ⬍OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

H **Select the destination you want to remove from a group using [▲] or [▼], and then press the [OK] key.**

ZEN061.tif

```
Dest. List:      1/5  ⬍OK
📖001Allen
📖002Kate
📖003James
```

I **Press the [OK] key.**

J **Press [Dest.].**

ZEN038.tif
```
Program/Change:        OK
001 Allen
Press OK key after setting
 Dest.  UserCode Reg. No.
```

K **Select [Program Group] using [▲] or [▼], and then press the [OK] key.**

ZEN048.tif
```
≣Dest. Settings  1/1  ♦OK
 Fax Settings
 E-mail Settings
 Program Group
```

L **Select the group name from which you want to remove the user (destination) using [▲] or [▼], and then check it using [◀].**

M **Press the [OK] key.**

N **Press the [Cancel] key.**

O **Press the [OK] key.**

The "Programmed" message appears, and then the "Address Book" display returns.

P **Press the [User Tools/Counter] key.**

Displaying the Destinations Registered in Groups

A **Press the [User Tools/Counter] key.**

B **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

C **Select [Key Operator Tools] using [▲] or [▼], and then press the [OK] key.**

D **Select [Prgrm./Change/Delete Group] using [▲] or [▼], and then press the [OK] key.**

E **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

F **Press [Search].**

ZEN082.tif
```
Program/Change Group:   OK
Enter No. to program/change
 016 <Quick Dial:001-016>
 Search
```

Note

❒ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the [OK] key, and then proceed to step **G**.

Searching to select a registered group by name

A **Select [Search by Name] using [▲] or [▼], and then press the [OK] key.**

ZEN066.tif
```
≣Address Book   1/1  ♦OK
 Search by Name
 Display Destination List
 Search by Registration No.
```

B **Enter the characters of the destination you want to display using the number keys and the Quick Dial keys, and then press the [OK] key.**

ZEN025.tif
```
Search by Name:        OK
Enter characters to search
 abc  _                ▲
```
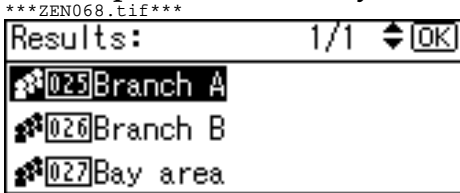
3

65

3

🔍 **Reference**

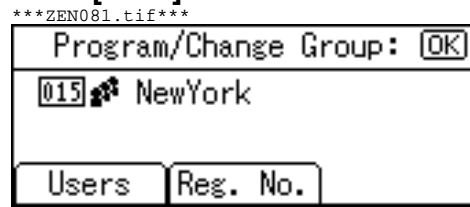For details about entering text, see p.83 "Entering Text".

C **Press the 【OK】 key.**

ZEN067.tif

```
Search by Name:        [OK]
Press OK to search
B
```

D **Select the group you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN068.tif

```
Results:          1/1  ⬍ [OK]
🏠025 Branch A
📁026 Branch B
📁027 Bay area
```

Searching to select a registered group from Destination List

A **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN066.tif

```
📖 Address Book   1/1  ⬍ [OK]
Search by Name
Display Destination List
Search by Registration No.
```

B **Select the group you want to display using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN069.tif

```
Dest. List:       1/2  ⬍ [OK]
📁012 London
📁013 NewYork
📁014 Japan
```

Searching to select a registered group by registration number

A **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Enter the registration number of the group you want to display using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN070.tif

```
Search by Regist. No.:  [OK]
Enter No. to search
       ____
```

C **Press the 【OK】 key.**

7 **Press the 【OK】 key.**

8 **Press [Users].**

ZEN081.tif

```
Program/Change Group:  [OK]
015 📁 NewYork

Users   Reg. No.
```

All the user (destination) names in the specified group appear.

9 **Press the 【User Tools/Counter】 key.**

Changing a Group Name

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

F **Press [Search].**
ZEN082.tif

```
Program/Change Group:    [OK]
Enter No. to program/change
 016 <Quick Dial:001-016>
 Search
```

📝 Note
❒ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **G**.

Searching to select a registered group by name

A **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN066.tif

```
🖹Address Book   1/1  ⬍[OK]
 Search by Name
 Display Destination List
 Search by Registration No.
```

B **Enter the characters of the destination you want to change using the number keys and the Quick Dial keys, and then press the 【OK】 key.**
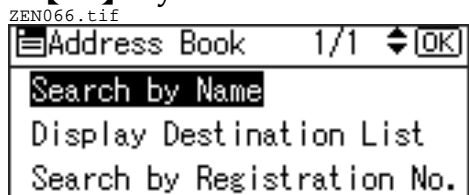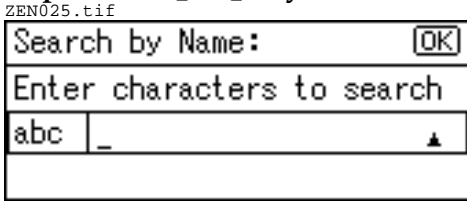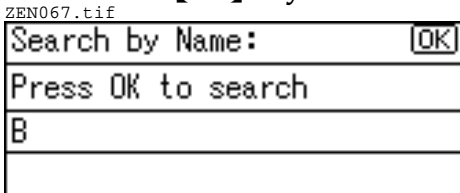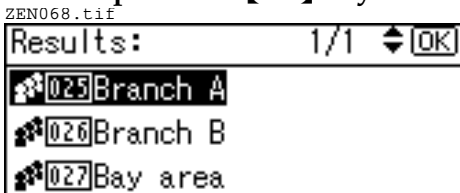ZEN025.tif

```
Search by Name:        [OK]
Enter characters to search
abc │_                    ▲
```

🔎 Reference
For details about entering text, see p.83 "Entering Text".

C **Press the 【OK】 key.**
ZEN067.tif

```
Search by Name:        [OK]
Press OK to search
B
```

D **Select the group you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN069.tif

```
Dest. List:      1/2  ⬍[OK]
🌐012 London
🌐013 NewYork
🌐014 Japan
```
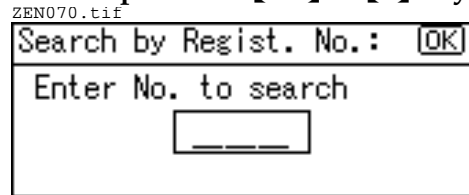

Searching to select a registered group from Destination List

A **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Select the group you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN069.tif

```
Dest. List:      1/2  ⬍[OK]
🌐012 London
🌐013 NewYork
🌐014 Japan
```

Searching to select a registered group by registration number

A **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Enter the registration number of the group you want to change using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN070.tif
```
Search by Regist. No.:  ⓄⓀ

Enter No. to search
              ┌─────┐
              │ ____ │
              └─────┘
```

C **Press the 【OK】 key.**

G Enter the new group name using the number keys and the Quick Dial keys, and then press the 【OK】 key.

🔍**Reference**

For details about entering text, see p.83 "Entering Text".

H Press the 【OK】 key.

The "Programmed" message appears, and then the "Group" display returns.

I Press the 【User Tools/Counter】 key.

Deleting a Group

A Press the 【User Tools/Counter】 key.

B Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

D Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.

E Select [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.

F Press [Search].

ZEN072.tif
```
Delete Group:           ⓄⓀ

Enter No. to delete.
┌─────┐
│     │ <Quick Dial:001-016>
└─────┘
┌────────┐
│ Search │
└────────┘
```

📝**Note**

❒ You can also enter the registration number of the group using the number keys or the Quick Dial keys. After entering the number, press the 【OK】 key, and then proceed to step **G**.

Searching to select a registered group by name

A **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN066.tif
```
▤Address Book      1/1  ⬍ⓄⓀ
┌────────────────────────┐
│Search by Name          │
└────────────────────────┘
Display Destination List

Search by Registration No.
```

B **Enter the characters of the destination you want to delete using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

ZEN025.tif

```
Search by Name:          [OK]
Enter characters to search
abc |_                      ▲
```

℘Reference

For details about entering text, see p.83 "Entering Text".

C **Press the 【OK】 key.**

ZEN067.tif

```
Search by Name:          [OK]
Press OK to search
B
```

D **Select the group you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN068.tif

```
Results:           1/1  ⬍[OK]
📞025 Branch A
📞026 Branch B
📞027 Bay area
```

Searching to select a registered group from Destination List

A **Select [Display Destination List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Select the group you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN069.tif

```
Dest. List:        1/2  ⬍[OK]
📞012 London
📞013 NewYork
📞014 Japan
```

Searching to select a registered group by registration number

A **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

B **Enter the registration number of the group you want to delete using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN070.tif

```
Search by Regist. No.:  [OK]
Enter No. to search
      ┌──────┐
      │ ____ │
      └──────┘
```

C **Press the 【OK】 key.**

A confirmation message appears.

🔲 **Press [Yes].**

The "Deleted." message appears, and then the "Group" display returns.

🔲 **Press the 【User Tools/Counter】 key.**

Using the Search Function to Select a Destination

You can use the search function to select a registered destination by name, registered number, user code, fax number or e-mail address.

A **Press the 【User Tools/Counter】 key.**

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Select [Program/Change] or [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**

F **Press [Search].**

ZEN019.tif

```
Program/Change:        OK
Enter No. to program/change
 002 <Quick Dial:001-016>
 Search
```
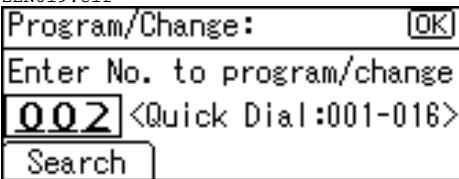
Searching to select a registered destination by name

A **Select [Search by Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
📖Address Book    1/2  ♦OK
Search by Name
Display Destination List
Search by Registration No.
```
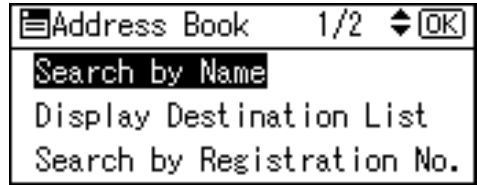
B **Enter the characters of the user (destination) you want to change or delete using the number keys and the Quick Dial keys, and then press the 【OK】 key.**

ZEN025.tif

```
Search by Name:        OK
Enter characters to search
abc  _                    ▲
```

🔎 Reference

For details about entering text, see p.83 "Entering Text".

C **Press the 【OK】 key.**

ZEN026.tif

```
Search by Name:        OK
Press OK to search
A
```
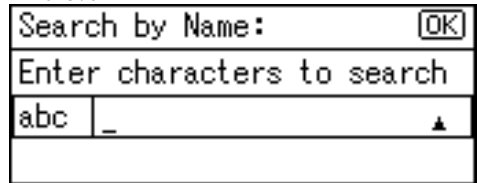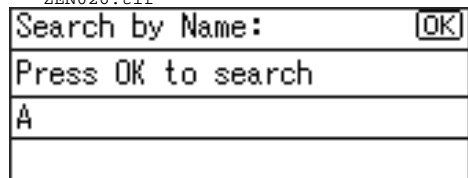
D **Select the user (destination) you want to change or delete using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN027.tif

```
Results:          1/1  ≑ OK
⊗001Allen
⊗004Allex
☎005AEH
```

Searching to select a registered destination by registration number

A **Select [Search by Registration No.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
⊟Address Book    1/2  ≑ OK
Search by Name
Display Destination List
Search by Registration No.
```

B **Enter the registration number of the user (destination) you want to change or delete using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN029.tif

```
Search by Regist. No.:  OK
  Enter No. to search
          _____
```

C **Press the 【OK】 key.**

Searching to select a registered destination by user code

A **Select [Search by User Code] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN024.tif

```
⊟Address Book    1/2  ≑ OK
Search by Name
Display Destination List
Search by Registration No.
```

B **Enter the user code of the user (destination) you want to change or delete using the number keys, and then press the 【OK】 or 【#】 key.**

ZEN030.tif

```
Search by User Code:    OK
Enter user code to search
   _
```

C **Press the 【OK】 or 【#】 key.**

ZEN031.tif

```
Search by User Code:    OK
Press OK to search
      12345678
```

D **Press the 【OK】 key.**

3

3

Searching to select a registered destination by fax number

A **Select [Search by Fax No.] using [▲] or [▼], and then press the [OK] key.**
ZEN024.tif

☰Address Book   1/2 ♦OK
Search by Name
Display Destination List
Search by Registration No.
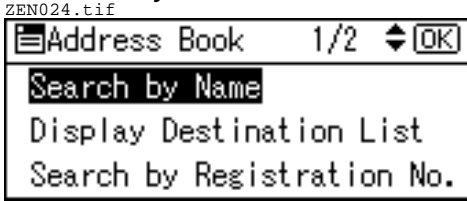
B **Enter the fax number of the user (destination) you want to change or delete using the number keys, and then press the [OK] key.**
ZEN032.tif

Search by Fax No.:   OK
Enter No. to search
☎_
Tone

C **Press the [OK] key.**
ZEN033.tif

Search by Fax No.:   OK
Press OK to search
☎9
Tone

D **Select the user (destination) you want to change or delete using [▲] or [▼], and then press the [OK] key.**
ZEN037.tif

Results: 1/1 ♦OK
✐**001**Allen
✐**003**James
✐**004**Allex
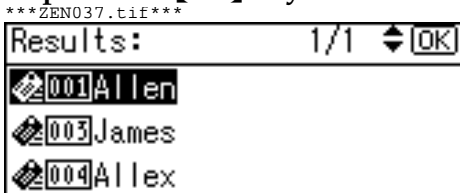
Searching to select a registered destination by e-mail address

A **Select [Search by E-mail Address] using [▲] or [▼], and then press the [OK] key.**
ZEN024.tif

☰Address Book   1/2 ♦OK
Search by Name
Display Destination List
Search by Registration No.
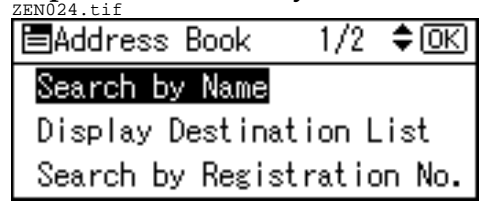
B **Enter the e-mail address of the user (destination) you want to change or delete using the number keys and the Quick Dial keys, and then press the [OK] key.**
ZEN035.tif

Search by E-mail Add.:   OK
Enter characters to search
abc | _

🔍**Reference**

For details about entering text, see p.83 "Entering Text".

C **Press the [OK] key.**
ZEN036.tif

Search by E-mail Add.:   OK
Press OK to search
a

D **Select the user (destination) you want to change or delete using [▲] or [▼], and then press the [OK] key.**
ZEN037.tif

Results: 1/1 ♦OK
✐**001**Allen
✐**003**James
✐**004**Allex
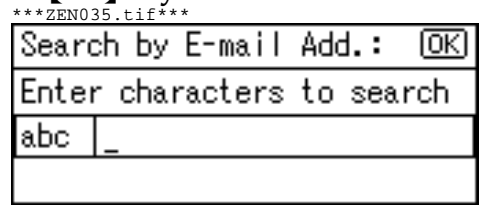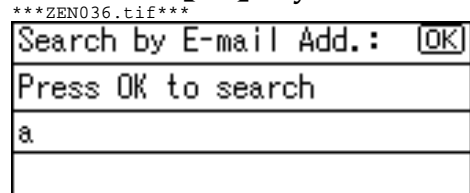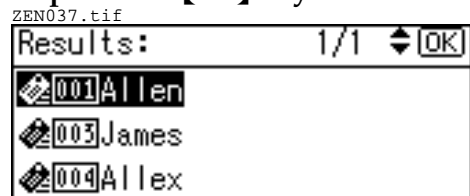
4. Troubleshooting

If Your Machine Does Not Operate As You Want

The following chart gives explanations of common problems and messages. If other messages appear, follow the instructions displayed.

Note

❒ For further "Troubleshooting", refer to the other manuals for this machine. See p.i "Manuals for This Machine".

Problem	Causes	Solutions
"Please wait." appears.	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display is off.	The machine is in Energy Saver mode.	Turn on the operation switch.
	The operation switch is turned off.	
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
The user code entry display appears.	Users are restricted by user management.	Enter the user code (up to eight digits), and then press the 【OK】 or 【#】 key.

Problem	Causes	Solutions
The main power indicator continues blinking and does not turn off when pressed.	The machine is communicating with external equipment.	Check if the machine is communicating with a computer.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-2 with the print side up, and bypass tray with the print side down.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See p.29 "Tray Paper Size:Tray 1–2" and p.94 "Copy Paper".
	The tray's back fence may not be set properly.	Check the back fence is set properly. See p.77 "Changing the Paper Size".
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper, and then open and close the cover. See p.75 "⚡ Clearing Misfeeds".

Problem	Causes	Solutions
Cannot print in duplex mode.	You cannot use paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-2 in copier mode or with the printer driver.
	[Off] is selected for **[Duplex]** in Paper Type: Tray 1-2.	Select **[On]** for **[Duplex]** in Paper Type: Tray 1-2. See p.30 "Paper Type:Tray 1– 2".
You forgot your key operator code.	—	Contact your service representative.

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Clearing Misfeeds

ZFOH210E.eps
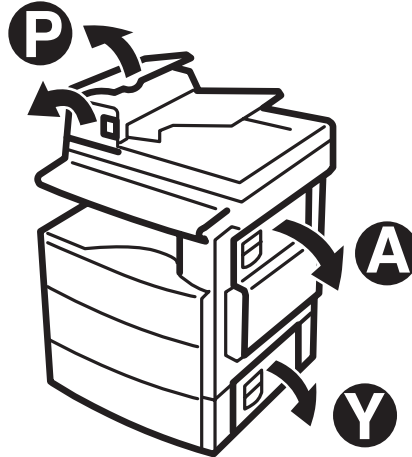
ZFOH210E

⚠ **CAUTION:**

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

Important

❒ When clearing misfeeds, do not turn off the power switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper inside the machine.

❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfeed area may be indicated. If this is the case, check every applicable area. Refer to the following charts: A, P, Y.

❒ You can find a sticker explaining how to remove misfed paper inside the right cover.

❒ When the machine instructs you to reset originals, reset them in the feeding position. The display will show you the number of originals to return.

`ABU040S.eps`

■ When P is displayed

1. Open the cover of the ADF, and then remove the misfed original.

2. While pressing the knob, lift the internal cover of the ADF.

3. Remove the misfed original.
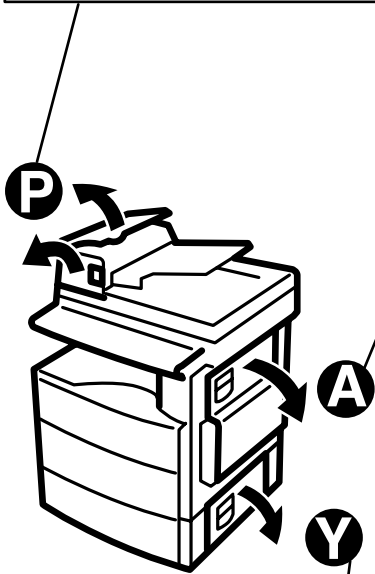
■ When A is displayed

1. Open the right cover.

2. Remove the misfed paper.

1. Open the right cover, and then open the blue cover.

2. Remove the misfed paper.

■ When Y is displayed

1. Open the lower right cover.

2. Remove the misfed paper.

ABU040S

Changing the Paper Size

Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. See p.29 "Tray Paper Size:Tray 1–2".

🔎 **Reference**

For details about paper sizes and types, see p.94 "Copy Paper".

Changing the Paper Size of the Paper Tray (Tray 1)

A **Make sure the paper tray is not in use.**

B **Pull the paper tray out slowly until it stops.**

📝 **Note**

❒ Remove any remaining copy paper.

C **While pressing the release lever, pull the back fence off from the tray.**
ABU044S.eps
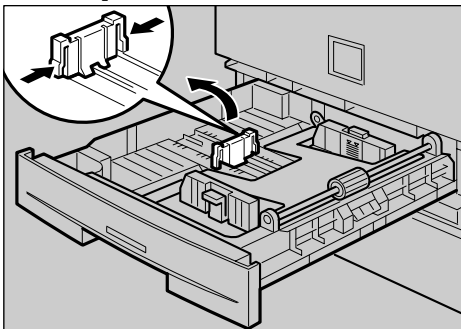
ABU044S

When loading A4▷ size paper

A **Place the back fence in the corner pocket on the left.**
ZFOY640E.EPS
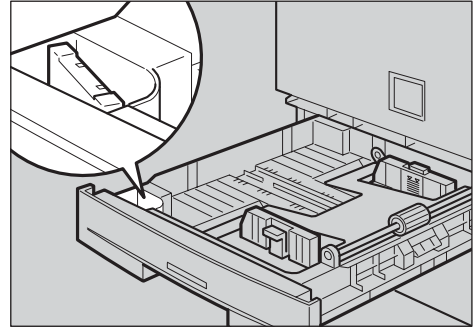
ZFOY640E

D **While pressing the release lever, adjust the side fences.**
ABU048S.eps
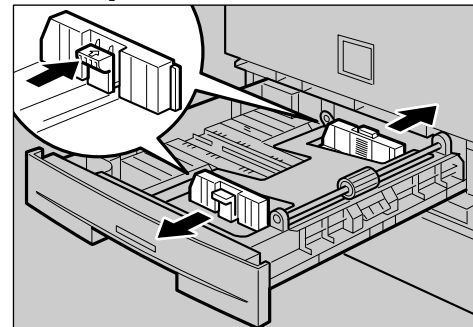
ABU048S

E **Push the metal plate down.**
ZFOY340E.eps

ZFOY340E

77
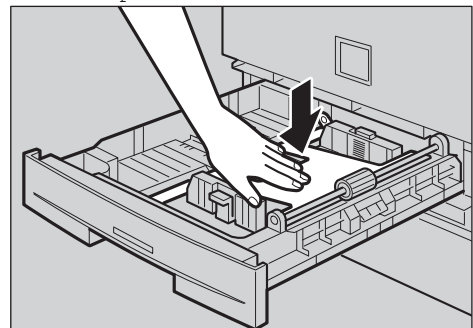
F **Square the paper and load it in the tray.**
ABU049S.eps

ABU049S

⚠️Important

❒ Be sure to load the paper under the roller.

❒ Do not stack paper over the limit mark.

G **While pressing the release lever, adjust the side fences to the new paper size.**
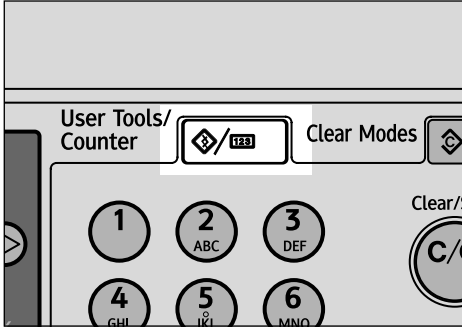ABU045S.eps

ABU045S

⚠️Important

❒ When setting small quantities of copy paper, be careful not to squeeze in the side fences too much or paper will not feed in properly.
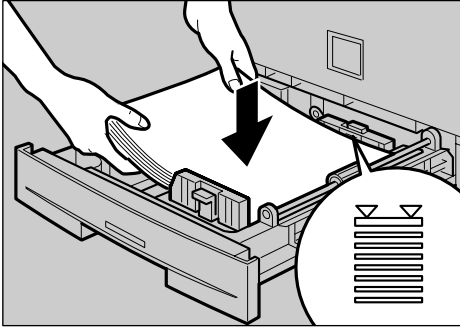
H **While pressing the release lever, set the back fence to the new size.**
ABU046S.eps

ABU046S

I **Push the paper tray in until it stops.**

Changing the Paper Size in the Paper Tray Unit (Tray 2)

A **Make sure the paper tray is not in use.**

B **Pull out the paper tray until it stops.**

📎 Note

❒ Remove any remaining copy paper.

C **While pinching the release lever, adjust the back fence.**
ZFOY370E.eps
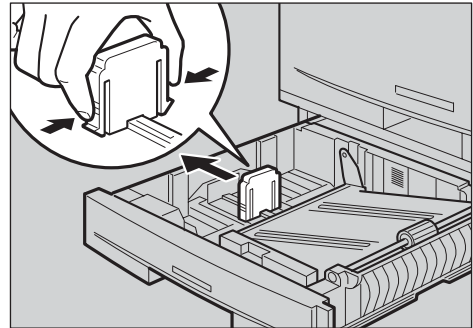
ZFOY370E

When loading $8^1/_4" \times 14"$ or $8^1/_2" \times 14"$ size paper

A **Pull the back fence off from the tray.**

B **Place it in the corner pocket on the left.**
ZFOY650E.EPS
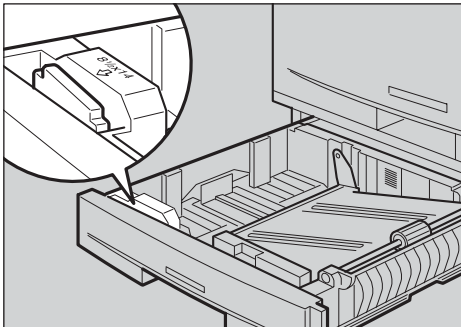
ZFOY650E

D **While pressing the release lever, adjust the side fences.**
ZFOY380E.eps
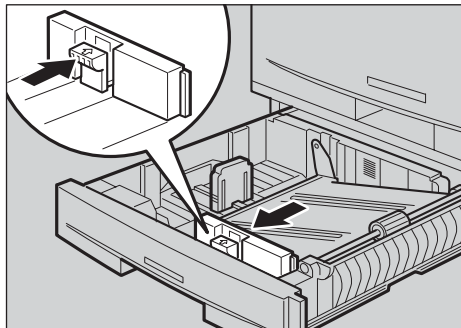
ZFOY380E

E **Push the metal plate down, and then square the paper and load it in the tray.**
ZFOY390E.eps
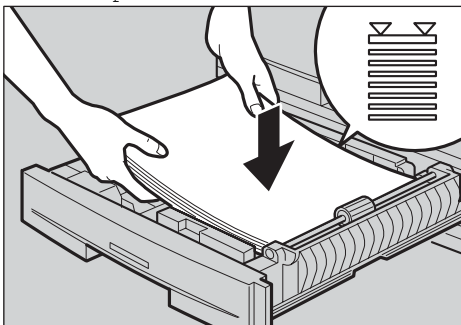
ZFOY390E

Important

❐ Do not stack paper over the limit mark.

❐ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

F **While pinching the release lever, adjust the side and back fences to the new paper size.**
ZFOY400E.eps
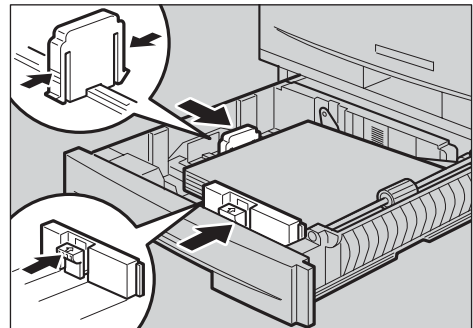
ZFOY400E

Important

❐ When loading small quantities of copy paper, be careful not to squeeze in the side fence too much or paper will not feed in properly.

G **Push the paper tray in until it stops.**

4

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Selecting the Paper Size with User Tools

A **Press the [User Tools/Counter] key.**

ABU105S.eps

ABU105S

B **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

ZEN073.tif

```
冒User Tools     1/3  ♦ OK
 Counter
 System Settings
 Copier Features
```
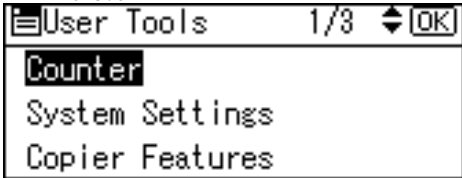
C **Select [Tray Paper Settings] using [▲] or [▼], and then press the [OK] key.**

ZEN074.tif

```
冒System Settings 1/2  ♦ OK
 General Features
 Tray Paper Settings
 Timer Settings
```

D **Select the paper tray you want to change the paper size for using [▲] or [▼], and then press the [OK] key.**

ZEN075.tif

```
冒Tray/Paper    1/3  ♦ OK
 Tray Paper Size:Tray 1
 Tray Paper Size:Tray 2
 Paper Type:Bypass Tray
```
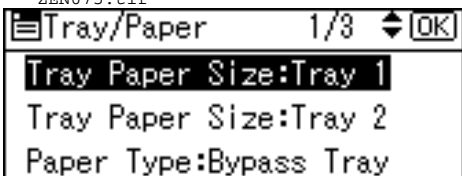
E **Select the paper size using the scroll keys, and then press the [OK] key.**

ZEN083.tif

```
Paper Size:Tray1  1/1 ♦ OK
 8½×11▭     5½×8½▯
 A4▭        B5 JIS▭
 A5 ▯       16K▭
```
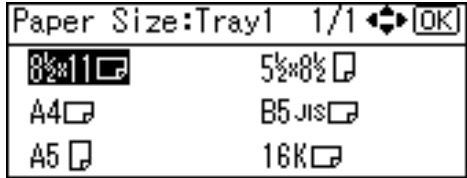
The "Programmed" message appears.

F **Press the [User Tools/Counter] key.**

5. Other Functions

Other Functions

Displaying the Total Counter

You can display the total counter value used for all functions.

A **Press the 【User Tools/Counter】 key.**
ABU105S.eps

ABU105S

B **Select [Counter] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN002.tif

```
☰User Tools      1/3   ⬍ OK
 Counter
 System Settings
 Copier Features
```
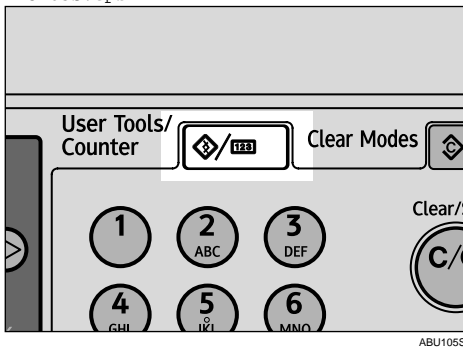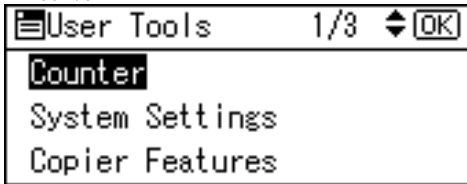
C **To print the counter list, press [Print].**
ZEN076.tif

```
Counter:          1/1   ⬍ OK
 Total          0000092

 Print
```
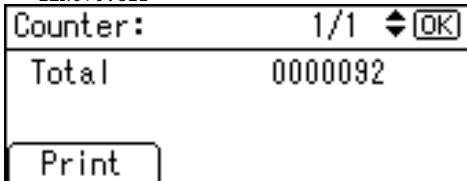
📎 Note
❒ To print the counter list, load A4 ▯or $8^1/_2$" × 11"▯ size paper.

D **Press the 【Start】 key.**

A counter list prints out.

E **Press the 【User Tools/Counter】 key.**

Changing the Language

You can change the language used on the display. English is set as default.

A **Press the 【User Tools/Counter】 key.**
ABU105S.eps

ABU105S
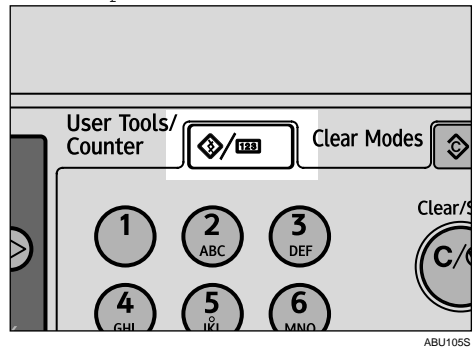
B **Select [Language] using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN002.tif

```
☰User Tools      1/3   ⬍ OK
 Counter
 System Settings
 Copier Features
```
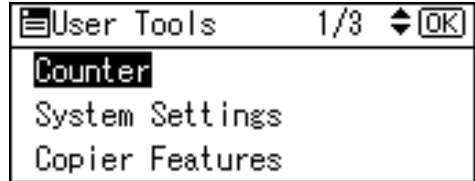
C **Select the language using 【▲】 or 【▼】, and then press the 【OK】 key.**
ZEN077.tif
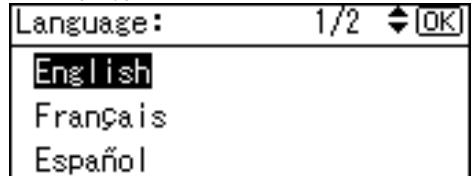
```
Language:         1/2   ⬍ OK
 English
 Français
 Español
```

The "Programmed" message appears, and then the User Tools display returns.

D **Press the 【User Tools/Counter】 key.**

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6. Entering Text

Entering Text

This section describes how to enter characters. When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

- Alphabetic characters
  ABCDEFGHIJKLMNOPQRSTU-VWXYZabcdefghijklmnopqrstu-vwxyz
- Symbols
- Numerals
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **Quick Dial 01 to Quick Dial 09 (A to Z)**
Press these to enter upper and lower case letters.

❖ **【Shift】 key (Quick Dial 13)**
Use to switch between uppercase and lowercase.

❖ **【Space】 key (Quick Dial 14)**
Press to enter a space.

❖ **【Clear/Stop】 key**
Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

❖ **【 ◀ 】 or 【 ▶ 】**
Use to move the cursor left or right.

Note

❒ To enter symbols, press the 【**Symbols**】 key.

ABU106S
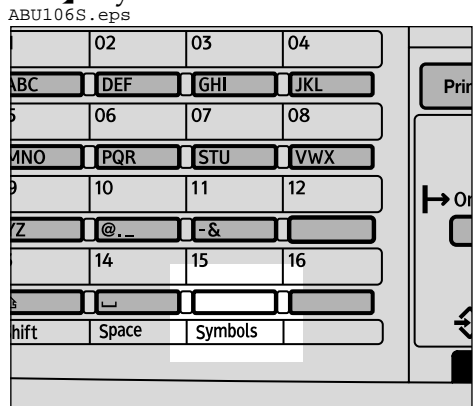
How to Enter Text

Use the Quick Dial keys 01 to 09 for entering letters.

To enter letter, press the key again until it appears.

Quick Dial Key	Letters	Quick Dial Key	Letters
01	A, B, C	09	Y, Z
02	D, E, F	10	@, ., _
03	G, H, I	11	-, &
04	J, K, L	12	Nothing
05	M, N, O	13	Shift
06	P, Q, R	14	Space
07	S, T, U	15	Symbols
08	V, W, X	16	Nothing

Entering letters

A **Press the 【Shift】 key to switch between uppercase and lowercase.**

ABU041S.eps

ABU041S
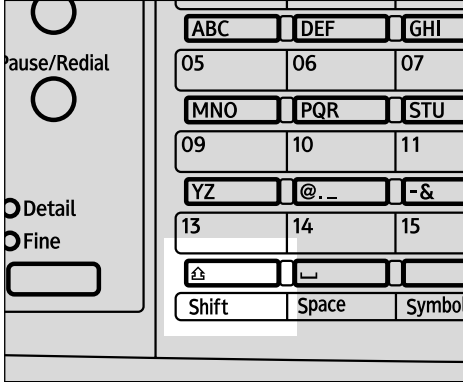
B **Press a Quick Dial keys.**

A letter is entered and the cursor moves along one space.

✎ **Note**

❒ To enter a character repeatedly, repeat step **B**.

❒ To insert a character, press 【◀】 or 【▶】 to move the cursor to the character you want to enter.
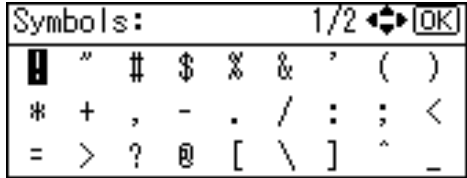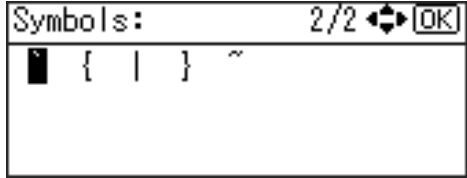
Entering symbols

A **Press the 【Symbols】 key.**

ABU106S.eps

ABU106S
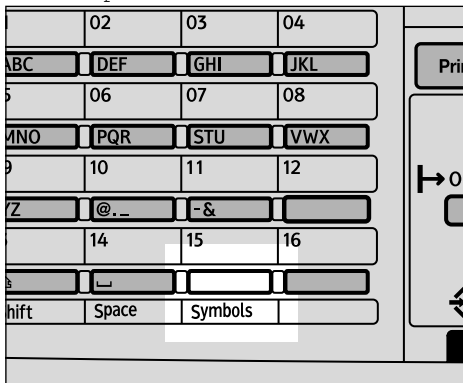
B **Select the desired symbol using the scroll keys, and then press the 【OK】 key.**

ZEN078.tif

ZEN079.tif

✎ **Note**

❒ To enter another symbol, repeat steps **A** to **B**.

Entering numbers

A **Press a number key.**

The numeral is entered and the cursor moves.

✎ **Note**

❒ To insert a character, press 【◀】 or 【▶】 to move the cursor to the character you want to enter.

Deleting characters

A **Move the cursor to the character you want to delete using 【◀】 or 【▶】.**

B **Press the 【Clear/Stop】 key.**

The character at the cursor position is deleted .

✎ **Note**

❒ To delete another character, repeat steps **A** and **B**.

Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from such intrusion, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require increased document protection, we recommend the Extended Security function.

Primary Security Functions

❖ **Protecting Image Data Remaining in Memory**
Protects image data remaining in memory. When a copy or print job is completed, or a job is canceled, the data is secure.

❖ **Protecting against Unauthorized Access via Phone Line**
Accepts only facsimile calls.

❖ **Authenticating Administrator**
Protects essential functions for administrating document security using an access code. See p.33 "Key Operator Code".

Extended Security Function

Note
❐ When the Extended Security function is on, delivery server settings cannot be changed. Turn the function off to change the settings.

Setting Extended Security

Preparation
The Extended Security setting is not available unless the key operator code set in the Key Operator Code settings of the System Settings has six or more digits. See p.33 "Key Operator Code".

Note
❐ To ensure increased document protection under the Extended Security setting, we recommend you select **[On: All]** when programming a key operator code.
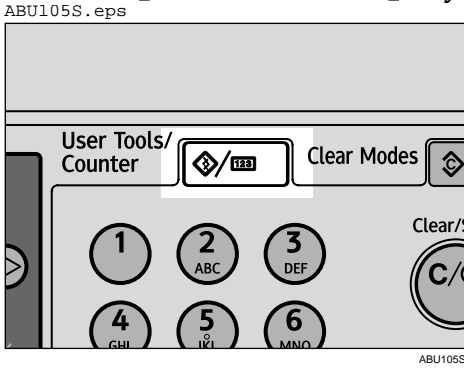
A **Press the 【User Tools/Counter】 key.**

ABU105S.eps

ABU105S

B **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN002.tif

```
目User Tools    1/3  ♦OK
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN003.tif

```
目System Settings 1/2  ♦OK
 General Features
 Tray Paper Settings
 Timer Settings
```
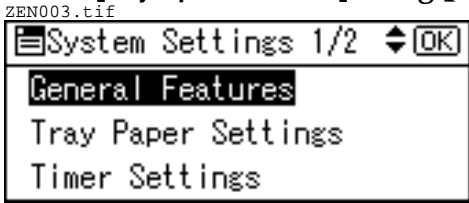
D **Select [Extended Security] using 【▲】 or 【▼】, and then press the 【OK】 key.**
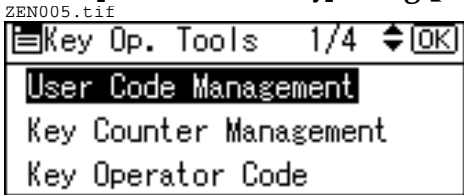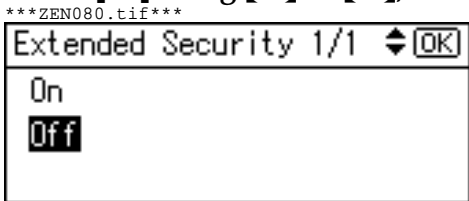
ZEN005.tif

```
目Key Op. Tools    1/4  ♦OK
 User Code Management
 Key Counter Management
 Key Operator Code
```

E **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

ZEN080.tif

```
Extended Security 1/1  ♦OK
 On
 Off
```

The "Programmed" message appears, and then the "User Tools" display returns.

F **Press the 【User Tools/Counter】 key.**

Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

Operating Environment

- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

For Administrator

- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Regularly check that the Extended Security function is on. Be sure to check it particularly after the machine is moved or a power failure occurs. See p.85 "Setting Extended Security".
- Avoid using a single number or consecutive numbers for a key operator code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartDeviceMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others. See p.45 "User Code (MFP)".

For User

- Before scanning originals using the scanner function, make sure all other operations are complete.

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8. Specifications

Main Unit

❖ **Configuration:**
Desktop

❖ **Photosensitivity type:**
OPC drum

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
600 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
From the main power switch
- For machines with copier function only: 15 seconds or less (20 °C)
- For MFP: approximately 30 seconds (20 °C)
From the operation switch
10 seconds or less (20 °C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
- Exposure glass: A4▭, $8^1/_2" \times 11"$▭
- ADF: A4▭, $8^1/_2" \times 14"$▭

❖ **Copy paper size:**

- Tray: A4▭, B5 JIS▭, A5▯, $8^1/_2$" × 11"▭, $5^1/_2$" × $8^1/_2$"▯, 16K▭
- Bypass: A4▭, A5▯▭, B5 JIS▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▭, $5^1/_2$"×$8^1/_2$"▯▭, $7^1/_4$"×$10^1/_2$"▭, 8"×13"▭, $8^1/_2$"×13"▭, $8^1/_4$"×13"▭, $8^1/_4$"×14"▭, 16K▭, $4^1/_8$"×$9^1/_2$"▭, $3^7/_8$"×$7^1/_2$"▭, C5 Env▭, C6 Env▭, DL Env▭
- Bypass (custom size):
  Vertical: 90 – 216 mm, 3.55" – 8.50"
  Horizontal: 139 – 600 mm, 5.48" – 23.62"
- Duplex unit: A4▭, B5 JIS▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭, $8^1/_4$" × 14"▭, 16K▭

❖ **Copy paper weight:**

- Paper tray (Standard size): 60 – 90 g/m^2, 16 – 24 lb
- Bypass tray: 60 – 157 g/m^2, 16 – 42 lb
- Duplex unit: 64 – 90 g/m^2, 20 – 24 lb

❖ **Non-reproduction area:**

- Leading edge: 3 ± 2 mm (0.12 ± 0.08 inch)
- Trailing edge: 3 ± 2 mm (0.12 ± 0.08 inch)
  (the back side of a 2-sided copy: 4.2 ± 2 mm, 0.17 ± 0.08 inch)
- Left edge: 2 ± 1.5 mm (0.08 ± 0.06 inch)
- Right edge: more than 0.5 mm (0.02 inch)

❖ **First copy time:**
7.5 seconds or less
(A4▭, $8^1/_2$" × 11"▭ 100%, feeding from Tray 1)

❖ **Copying speed:**

- 15 copies/minute (A4▭, $8^1/_2$" × 11"▭)

❖ **Reproduction ratio:**
Preset reproduction ratios:

—	Metric version	Inch version
Enlargement	200%	155%
	141%	129%
Full Size	100%	100%
Reduction	93%	93%
	71%	78%
	50%	65%

Zoom: From 50% to 200% in increments of 1%.

❖ **Continuous copying count:**
1 – 99 copies

❖ **Copy paper capacity:**
- Tray 1: 250 sheets (80 g/m^2, 20 lb)
- Bypass: 100 sheets (80 g/m^2, 20 lb)

❖ **Power consumption:**

	Main unit only	Complete system [*1]
Warm up	Less than 890 W	Less than 890 W
Stand-by	About 90 Wh	About 100 Wh
During printing	About 480 Wh	About 480 Wh
Maximum	Less than 1 kW	Less than 1 kW

[*1] Main unit with the ADF, fax unit, printer/scanner unit, and paper tray unit.

❖ **Dimensions (W × D × H up to exposure glass):**
Main unit only: 468 × 450 × 371 mm
Main unit including the paper tray unit: 468 × 450 × 511 mm

❖ **Noise Emission [*1] :**
- Sound power level

	Main unit only	Complete system [*3]
Stand-by	40 dB (A)	40 dB (A)
During printing	62 dB (A)	66 dB (A)

- Sound pressure level [*2]

	Main unit only	Complete system [*3]
Stand-by	34 dB (A)	34 dB (A)
During printing	57 dB (A)	60 dB (A)

[*1] The above measurements made in accordance with ISO 7779 are actual values.
[*2] Measured at the position of the operator.
[*3] The complete system consists of a main unit with full items installed.

❖ **Weight:**
22 kg (44.09 lb) or less

✎ **Note**
❒ Specifications are subject to change without notice.

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Auto Document Feeder (ADF)

❖ **Mode:**
- ADF mode

❖ **Original size:**
- A4 ⊏ – A5 ▯ ⊏
- $8^1/_2$" × 14" ⊏ – $5^1/_2$" × $8^1/_2$" ▯ ⊏

❖ **Original weight:**
- One-sided originals: 52 – 105 g/m^2 (14 – 28 lb)

❖ **Number of originals to be set:**
- 30 sheets (80 g/m^2, 20 lb)

❖ **Maximum power consumption:**
- less than 50 W (power is supplied from the main unit.)

❖ **Dimensions (W × D × H):**
- 110 × 360 × 95 mm, 4.3" × 14.2" × 4.0"

❖ **Weight:**
- 2 kg (4.4 lb) or less

✐ **Note**
❒ Specifications are subject to change without notice.

Other Item

Paper Tray Unit (Tray 2)

❖ **Paper weight:**
   $60 - 90 \text{ g/m}^2$ (16 – 24 lb.)

❖ **Paper size:**
   A4▷, $8^1/_2$" × 14"▷, $8^1/_2$" × 13"▷, $8^1/_2$" × 11"▷, $8^1/_4$" × 13"▷, $8^1/_4$" × 14"▷

❖ **Maximum power consumption:**
   15 W (power is supplied from the main unit)

❖ **Paper capacity:**
   500 sheets (80 g/m^2, 20 lb)

❖ **Dimensions (W × D × H):**
   $430 × 414 × 140$ mm, 17.0″ × 16.3″ × 5.6″

❖ **Weight:**
   6 kg (13.3 lb) or less

Note
❐ Specifications are subject to change without notice.

❐ For details about the anti-condensation heater, contact your service representative.

8

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper capacity
Paper tray 1		A4⊐, B5 JIS⊐, A5 ⊓, $8^1/_2" \times 11"$⊐, $5^1/_2" \times 8^1/_2"$ ⊓, 16K⊐ 📝 **Note** ❒ You can specify the paper size with the User Tools. See p.80 "Selecting the Paper Size with User Tools".		$60 - 90$ g/m², $16 - 24$ lb	250 sheets [*1]
Paper tray unit		A4⊐, $8^1/_2" \times 14"$⊐, $8^1/_2" \times 13"$⊐, $8^1/_4" \times 14"$⊐, $8^1/_4" \times 13"$⊐, $8^1/_2" \times 11"$⊐ 📝 **Note** ❒ You can specify the paper size with User Tools. See p.80 "Selecting the Paper Size with User Tools".		$60 - 90$ g/m², $16 - 24$ lb	500 sheets [*1]
Bypass tray	Standard Sizes	A4⊐, B5 JIS⊐, A5 ⊓ ⊐, $8^1/_2" \times 14"$⊐, $8^1/_2" \times 11"$⊐, $5^1/_2" \times 8^1/_2"$ ⊓ ⊐, $7^1/_4" \times 10^1/_2"$⊐, $8" \times 13"$(F)⊐, $8^1/_2" \times 13"$(F4)⊐, $8^1/_4" \times 13"$⊐, $8^1/_4" \times 14"$⊐, 16K⊐ [*3]		$60 - 157$ g/m², $16 - 42$ lb	100 sheets [*1]
		Envelope: [*4] C5 Env., C6 Env., DL Env., ($4^1/_8" \times 9"^1/_2"$ (Commercial #10), $3^7/_8" \times 7"^1/_2"$ (Monarch)		$72 - 90$ g/m², $19 - 24$ lb	10 sheets [*1]
	Custom sizes [*4]	Vertical: $90 - 216$ mm Horizontal: $139 - 600$ mm	Vertical: 3.55" – 8.5" Horizontal: 5.48" – 23.62"	$60 - 157$ g/m², $16 - 42$ lb	100 sheets
		Translucent paper (A4⊐), OHP transparencies			10 sheets
		Adhesive labels (A4⊐)			1 sheet

[*1] Paper weight: 80 g/m², 20 lb
[*2] When you set custom size paper in the bypass tray, You can specify the size. See *Copy Reference*.
[*3] 16K(Shi-Lui-Kai) = 195×267 mm, $7.7" \times 10.6"$
[*4] Set one sheet at a time for your needs. See *Copy Reference*.

✲Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

✎ Note

❒ When using the bypass tray, we recommend you set the copy paper direction to ▱.

❒ When printing on envelopes, note the following:

- Load the envelope with the copy side face down on the bypass tray.
- Check that envelope flap is securely folded up.
- Before loading the envelope, flatten the leading edge (the side being fed into the machine) by running a pencil or ruler across them.
- Use only rectangular envelopes.
- Some kinds of envelopes might wrinkle or the print quality may be affected, especially on overlaps.

❒ If you load paper of the same size and in the same direction in two trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper even when making a large number of copies. You can cancel this setting. See "Auto Tray Switching", *Copy Reference*.

🔍Reference

To add paper, see *Copy Reference*.

To change the paper size, see p.77 "Changing the Paper Size".

8

Unusable Paper

⚠ CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

✲Important

❒ Do not use any of the following kinds of paper or a fault might occur:

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use any of the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with a dusty surface

❒ If you make copies on rough grain paper, the copy image might come out blurred.

❒ Do not use paper already copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under conditions of high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

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MEMO

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