SHARP

DIGITAL COLOR MULTIFUNCTION SYSTEM

MX-4140N / MX-4141N / MX-5140N / MX-5141N

OPERATIONS GUIDE

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OPERATIONS COMMON TO ALL MODES

NAMES AND FUNCTIONS OF INDIVIDUAL PARTS

- EXTERIOR
- UPPER SIDE
- TOP
- SIDE AND BACK
- OPERATION PANEL

TOUCH PANEL

- TOUCH TYPES
- HOME SCREEN
- PREVIEW SCREEN
- OPERATION OF FREQUENTLY USED KEYS
- ACTION PANEL
- CONFIRMATION SCREEN FOR FAVORITE MENUS AND SETTINGS

USER AUTHENTICATION

- AUTHENTICATION BY USER NUMBER
- AUTHENTICATION BY LOGIN NAME/PASSWORD

CHARACTER ENTRY

- NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS

LOADING PAPER

- NAMES AND LOCATIONS OF TRAYS
- THE DEFINITION OF "R" IN PAPER SIZE
- APPLICABLE PAPER TYPES

LOADING PAPER INTO A TRAY

TRAY 3 - 4 (STAND/500&2000 SHEET PAPER DRAWER)

LOADING PAPER INTO THE LONG PAPER FEEDING TRAY

ADDRESS BOOK

- ADDRESS BOOK
- ADDRESS BOOK SCREEN
- STORING ADDRESSES THROUGH DIRECT ENTRY
- STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH

PERIPHERAL DEVICES

- PERIPHERAL DEVICES
- FINISHER
- FINISHER (LARGE STACKER)
- SADDLE FINISHER
- SADDLE FINISHER (LARGE STACKER)
- PUNCH MODULE

TURNING ON THE POWER

STOPPING/DELETING A JOB, PRIORITY PROCESSING AND CHECKING THE STATUS

- TYPES OF JOB STATUS SCREENS
- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
- PRIORITY PROCESSING OF A RESERVED JOB
- CHECKING A RESERVED JOB OR THE JOB IN PROGRESS
- CHECKING COMPLETED JOBS
- READING THE JOB LIST

Eco

- ECO FUNCTIONS
- PREHEAT MODE
- AUTO POWER SHUT-OFF TIMER
- AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE.
- ECO SCAN
- POWER ON/OFF SCHEDULING FUNCTION
- POWER MANAGEMENT SETTING
- SPECIFIC DATE OPERATION SETTINGS

LOADING PAPER INTO A LARGE CAPACITY TRAY

LOADING PAPER INTO THE BYPASS TRAY

HOW TO PLACE THE ORIGINAL

- SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL
- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

BILLING CODE

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STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS
STORING GROUPS
EDITING/DELETING ADDRESSES IN ADDRESS BOOK
SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS
BROWSING WEB PAGES ON THE TOUCH PANEL
REMOVING MISFEEDS
BILLING CODE
USING A BILLING CODE
REGISTERING A NEW BILLING CODE
EDITING OR DELETING THE REGISTERED BILLING CODE
REMOTE OPERATION OF THE MACHINE
Sharp OSA
APPLICATION COMMUNICATION
EXTERNAL ACCOUNT
CARD SOLUTION KIT

COPY

SELECTING COPY MODE
COPYING SEQUENCE
CHECKING THE ORIGINAL SIZE
COPYING
USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING
USING THE DOCUMENT GLASS FOR COPYING
INTERRUPT COPY
COPY COLOR MODES
ENLARGE/REDUCE
AUTOMATIC RATIO SELECTION
MANUAL RATIO SELECTION
ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY
STORING FREQUENTLY USED ORIGINAL SIZES
OUTPUT
SORT/GROUP SETTING
STAPLE SORT SETTING
PUNCH SETTING
OUTPUT AND LAYOUT EDITING FUNCTIONS
MAKING COPIES IN PAMPHLET FORMAT (PAMPHLET COPY)
BASE SCREEN OF COPY MODE
COPY PREVIEW
SELECTING THE PAPER TRAY FOR COPYING
2-SIDED COPY
USING THE AUTOMATIC DOCUMENT FEEDER FOR 2-SIDED COPYING
USING THE DOCUMENT GLASS FOR 2-SIDED COPYING
SEND DATA WHILE COPYING
CHANGING THE EXPOSURE AND ORIGINAL TYPE
AUTOMATIC ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE
MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE
SPECIFYING THE ORIGINAL SIZE
MAKING COPIES USING BYPASS TRAY
MAKING COPIES USING THE BYPASS TRAY
SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY
BATCH COPY FUNCTIONS
COPYING MULTIPLE ORIGINALS AS A SINGLE PAGE(2IN1)
COPYING EACH FACING PAGE OF A BOUND DOCUMENT(DUAL PAGE COPY)

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COPYING MULTIPLE ORIGINALS ON EACH PAMPHLET COPY PAGE(PAMPHLET COPY 2IN1/4IN1)
COPYING A PAMPHLET(BOOK COPY)
SPLITTING A PAMPHLET ORIGINAL BY PAGE (BOOK DIVIDE)

SECURITY REINFORCEMENT FUNCTIONS

PADDING UNAUTHORIZED COPY PREVENTION DATA(PATTERN PRINT)
FORCIBLY PRINTING TRACEABLE INFORMATION(TRACKING INFORMATION PRINT)

OUTPUT POSITION AND MARGIN ADJUSTMENT FUNCTIONS

ADDING MARGINS(MARGIN SHIFT)
ERASING PERIPHERAL SHADOWS FOR COPYING(ERASE)
COPYING 11" x 17" (A3) ORIGINALS WITH NO EDGE CUT-OFF(12" X 18" (A3) FULL BLEED COPY)
COPYING IN THE CENTER OF THE PAPER (CENTERING)
SPECIFYING A PAPER POSITION(POSITION IMAGE)

TEXT AND IMAGE ADDITION FUNCTIONS

PRINTING DATES, PAGE NUMBERS, AND WATERMARKS(STAMP)
ADDING A REGISTERED IMAGE TO AN ORIGINAL(CUSTOM IMAGE)

SPECIFIC FUNCTIONS

COPYING CAPTIONS ONTO TAB PAPER(TAB COPY)
MAKING A POSTER-SIZED COPY(MULTI-PAGE ENLARGEMENT)
COPYING WITH MIRROR IMAGE(MIRROR IMAGE)

COPY JOBS

COPY JOBS

STORING A PROGRAM
RETRIEVING A PROGRAM
DELETING AND RENAMING A PROGRAM
COPYING BOTH SIDES OF A CARD AS A SINGLE PAGE(CARD SHOT)
REPEATING THE SAME IMAGE ON ONE SHEET (REPEAT LAYOUT)

TONER, PAPER, AND TIME SAVING FUNCTIONS

SKIPPING BLANK PAGES IN AN ORIGINAL (BLANK PAGE SKIP)
REDUCING THE IMAGE QUALITY FOR TONER SAVING
WHITENING FAINT COLORS IN THE IMAGE (SUPPRESS BACKGROUND)
MAKING A PROOF COPY(PROOF COPY)
CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS(ORIGINAL COUNT)
USING TWO MACHINES TO REDUCE THE COPY TIME(TANDEM COPY)

SCANNING FUNCTIONS

COLLECTIVELY SCANNING A LARGE NUMBER OF ORIGINALS(JOB BUILD)
SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)
SCANNING THIN ORIGINALS(SLOW SCAN MODE)
ADJUSTING RESOLUTION WHEN SCANNING (RESOLUTION)

FUNCTIONS TO ADD A COVER AND AN INSERTION SHEET

INSERTING COVERS IN COPIES (COVERS/INSERTS)
INSERTING INSERTION SHEETS IN COPIES (COVERS/INSERTS)
CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS(PAGE LAYOUT)
INSERTING INSERTION SHEETS IN BETWEEN TRANSPARENCY FILMS(TRANSPARENCY INSERTS)

OUTPUT COLOR AND DENSITY ADJUSTMENT FUNCTIONS

REVERSING WHITE AND BLACK IN A COPY (B/W REVERSE)
ADJUSTING RED/GREEN/BLUE IN COPIES (RGB)
ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS)
ADJUSTING THE COLOR(COLOR BALANCE)
ADJUSTING THE BRIGHTNESS OF A COPY (BRIGHTNESS)

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ADJUSTING THE INTENSITY OF A COPY (INTENSITY)

PRINTER

PRINTER FUNCTION OF THE MACHINE

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

- PRINTING IN A WINDOWS ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)
- PRINTING IN A MACINTOSH ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)

PRINTING ON ENVELOPES

- PRINTING ON ENVELOPES IN A WINDOWS ENVIRONMENT
- PRINTING ON ENVELOPES IN A MACINTOSH ENVIRONMENT

FREQUENTLY USED FUNCTIONS

- SELECTING THE COLOR MODE
- SELECTING THE RESOLUTION
- 2-SIDED PRINTING
- FITTING THE PRINT IMAGE TO THE PAPER
- PRINTING MULTIPLE PAGES ON ONE PAGE
- PRINTING WHILE SKIPPING BLANK PAGES
- STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT

FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

- ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY(PRINT POSITION)
- ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)
- ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)
- ADJUST THE LINE THICKNESS(LINE THICKNESS)
- PRINT A MIRROR-IMAGE(MIRROR-IMAGE REVERSE/VISUAL EFFECTS)

PRINT FUNCTIONS FOR SPECIAL PURPOSES

- PRINTING SPECIFIC PAGES ON DIFFERENT PAPER(DIFFERENT PAPER)
- ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM(TRANSPARENCY INSERTS)
- PRINTING A CARBON COPY(CARBON COPY)

BASIC PRINTING PROCEDURE

- PRINTING IN A WINDOWS ENVIRONMENT
- PRINTING IN A MACINTOSH ENVIRONMENT

SELECTING THE PAPER

- PAPER FEEDING IN A WINDOWS ENVIRONMENT
- PAPER FEEDING IN A MACINTOSH ENVIRONMENT

VIEWING PRINTER DRIVER HELP

SAVING FREQUENTLY USED PRINT SETTINGS

- SAVING SETTINGS AT THE TIME OF PRINTING
- USING SAVED SETTINGS
- CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

- CREATE A STAPLED PAMPHLET(PAMPHLET COPY/SADDLE STITCH)
- PRINTING WITH MARGIN SHIFT SETTING (MARGIN)
- CREATE A LARGE POSTER(POSTER PRINTING)

COLOR MODE ADJUSTING FUNCTION

- ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE(COLOR ADJUSTMENT SETTINGS)
- PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)
- SELECTING COLOR SETTINGS TO MATCH THE IMAGE TYPE(ADVANCED COLOR SETTINGS)

FUNCTIONS TO COMBINE TEXT AND IMAGES

- ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)
- PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)
- OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

CONVENIENT PRINTER FUNCTIONS

- USING TWO MACHINES TO PRINT A LARGE PRINT JOB(TANDEM PRINT)

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PRINTING TEXT ON TABS OF TAB PAPER(TAB PAPER SETTINGS/TAB PAPER PRINT)
TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE(CHAPTER INSERTS)
FOLDING PRINTED PAPER IN HALF(FOLD)
INSERT PRESET DATA BEFORE OR AFTER EACH PAGE(PAGE INTERLEAVE)
PRINT THE SAME IMAGE IN TILE PATTERN (REPEAT PRINT)
PRINTING PATTERN DATA(HIDDEN PATTERN PRINT)
CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES(PROCESS JPEG IMAGES USING THE DRIVER)
PRINTING AT A PSEUDO-ENHANCED RESOLUTION(SMOOTHING)

PRINTING AN ENCRYPTED PDF FILE

CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT

SPECIFYING A BILLING CODE USING THE PRINTER DRIVER

SAVING AND USING PRINT FILES(FORCE RETENTION/DOCUMENT FILING)
AUTOMATICALLY PRINT ALL STORED DATA
PRINTING AND SENDING SIMULTANEOUSLY

PRINTING WITHOUT THE PRINTER DRIVER

EXTENSION OF PRINTABLE FILES
DIRECTLY PRINTING A FILE ON AN FTP SERVER
DIRECTLY PRINTING A FILE IN USB MEMORY
DIRECTLY PRINTING A FILE IN A NETWORK FOLDER

DIRECTLY PRINTING FROM A COMPUTER

SUBMIT PRINT JOB
FTP PRINT
E-MAIL PRINT

PRINTER JOBS

REGISTERING A CUSTOM IMAGE

PRINTER DRIVER SPECIFICATIONS LIST

FAX

BEFORE USING THE MACHINE AS A FAX

BASE SCREEN OF FAX MODE

ENTERING DESTINATIONS

ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
THE SELECTED DESTINATIONS
USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
USING A TRANSMISSION LOG TO RESEND
SENDING BY CHAIN DIALING

FAX TRANSMISSION

USING THE AUTOMATIC DOCUMENT FEEDER FOR TRANSMISSION
USING THE AUTOMATIC DOCUMENT FEEDER FOR FAXING IN DIRECT TX MODE

SELECTING FAX MODE

FAX TRANSMISSION SEQUENCE

BASIC TRANSMISSION METHODS

FAX TRANSMISSION METHODS
ORIGINAL PLACEMENT ORIENTATION
AUTOMATIC REDUCTION OF THE TRANSMITTED IMAGE
TRANSMITTABLE ORIGINAL SIZES
THE SIZE OF THE PLACED ORIGINAL
WHEN THE LINE IS BUSY
WHEN A COMMUNICATION ERROR OCCURS
FAX DEST. CONFIRMATION MODE

CHECKING THE IMAGE TO BE TRANSMITTED

IMAGE SETTINGS

AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL(2-SIDED ORIGINAL)
AUTO DETECTION

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USING THE DOCUMENT GLASS FOR TRANSMISSION

USING THE DOCUMENT GLASS TO SEND A FAX IN DIRECT TX MODE

TRANSMISSION USING THE SPEAKER

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS(BROADCAST TRANSMISSION)

RESENDING TO UNSUCCESSFUL BROADCAST TRANSMISSION DESTINATIONS

SENDING A FAX DIRECTLY FROM A COMPUTER (PC-Fax)

PRINTING RECEIVED DATA

PRINTING A PASSWORD-PROTECTED FAX (HOLD SETTING FOR RECEIVED DATA PRINT)

PRINTING RECEIVED DATA AT A SPECIFIED TIME

CHECKING THE IMAGE BEFORE PRINTING

SAVING RECEIVED DATA

STORING FAX OPERATIONS(PROGRAM)

SENDING AN ORIGINAL AS SEPARATE PAGES

SENDING AN ORIGINAL AS TWO SEPARATE PAGES(DUAL PAGE SCAN)

SPLITTING A PAMPHLET BY PAGE AND TRANSMITTING THE PAGES SUCCESSIVELY (BOOK DIVIDE)

SCANNING ORIGINALS

ERASING PERIPHERAL SHADOWS ON THE IMAGE(ERASE)

SENDING A THIN ORIGINAL(SLOW SCAN MODE)

CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (ORIGINAL COUNT)

STAMPING SCANNED ORIGINALS (VERIFICATION STAMP)

ASSUMING A SPECIFIC USAGE

SPECIFYING THE TIME FOR COMMUNICATION (TIMER)

CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT(TRANSACTION REPORT)

F-CODE COMMUNICATION

F-CODE COMMUNICATION

SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE

SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

SPECIFYING THE SEND SIZE OF THE IMAGE

CHANGING THE EXPOSURE

CHANGING THE RESOLUTION

RECEIVING A FAX

RECEIVING A FAX AUTOMATICALLY

RECEIVING A FAX MANUALLY

FORWARDING RECEIVED DATA

FORWARDING RECEIVED FAXES(FAX DATA FORWARD)

FORWARDING RECEIVED DATA TO PRESET DESTINATIONS(INBOUND ROUTING SETTINGS)

SAVING RECEIVED FAXES TO THE MACHINE'S HARD DISK (INBOUND ROUTING)

FORWARDING RECEIVED DATA MANUALLY

SENDING ORIGINALS COLLECTIVELY

SENDING TWO PAGES AS A SINGLE PAGE(Multi Shot)

SENDING BOTH SIDES OF A CARD AS A SINGLE PAGE(CARD SHOT)

SENDING A LARGE NUMBER OF PAGES(JOB BUILD)

SENDING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

OPERATING FAX TRANSMISSION AND RECEPTION REMOTELY

CALLING A FAX MACHINE AND INITIATING RECEPTION(POLLING)

INITIATING POLLING RECEPTION MANUALLY

SENDER-RELATED FEATURES

ADDING YOUR SENDER INFORMATION TO FAXES(FAX OWN NUMBER SENDING)

TEMPORARILY CHANGING THE SENDER INFORMATION(OWN NAME SELECT)

POLLING MEMORY FUNCTIONS

SENDING A FAX WHEN ANOTHER MACHINE POLLS YOUR MACHINE(POLLING MEMORY)

RESTRICTING POLLING ACCESS(POLLING SECURITY SETTING)

SCANNING A DOCUMENT INTO POLLING MEMORY

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CREATING MEMORY BOXES IN THE MACHINE FOR F-CODE COMMUNICATION
F-CODE DIALING
F-CODE CONFIDENTIAL TRANSMISSION
CONFIDENTIAL TRANSMISSION USING F-CODES
CHECKING FAXES RECEIVED BY F-CODE CONFIDENTIAL RECEPTION
POLLING RECEPTION USING F-CODES
SCANNING A DOCUMENT INTO A MEMORY BOX FOR F-CODE POLLING TRANSMISSION
CHECKING THE DOCUMENT IN THE F-CODE MEMORY POLLING BOX
DELETING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION
RELAY REQUEST TRANSMISSION USING F-CODES
RELAY BROADCAST TRANSMISSION USING F-CODES
CHECKING THE DOCUMENT IN THE PUBLIC BOX
DELETING A DOCUMENT FROM THE PUBLIC BOX
CONNECTING AND USING AN EXISTING TELEPHONE
CONNECTING AN EXTENSION TELEPHONE
RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION TELEPHONE (REMOTE RECEPTION)
FAX JOBS
COMPLETED FAX TRANSMISSION/RECEPTION JOBS
CHECKING IMAGE SENDING ACTIVITIES
PRINTING IMAGE SENDING ACTIVITY REPORTS
INFORMATION APPEARING IN THE RESULT COLUMN

IMAGE SEND

BEFORE USING THE MACHINE AS A NETWORK SCANNER
USES OF THE NETWORK SCANNER
BEFORE USING THE NETWORK SCANNER
STORING DESTINATIONS FOR SCAN TO DESKTOP
BEFORE SENDING TO A DIRECT SMTP ADDRESS
SELECTING NETWORK SCANNER MODE
TRANSMITTING AN IMAGE
SENDING AN IMAGE IN SCAN MODE
CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT AT THE TIME OF SCAN TRANSMISSION
SENDING A FAX IN INTERNET FAX MODE
CHANGING THE SUBJECT, FILE NAME, AND BODY TEXT AT THE TIME OF INTERNET FAX TRANSMISSION
SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (BROADCAST TRANSMISSION)
SETTING MODES WHEN MULTIPLE TYPES OF ADDRESSES ARE INCLUDED IN A BROADCAST TRANSMISSION
RESENDING TO UNSUCCESSFUL BROADCAST TRANSMISSION DESTINATIONS
BASE SCREEN OF EACH MODE
IMAGE SEND SEQUENCE
ORIGINAL SIZE
TRANSMITTABLE ORIGINAL SIZES
THE SIZE OF THE PLACED ORIGINAL
ENTERING DESTINATIONS
RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
VIEWING A LIST OF THE SELECTED DESTINATIONS
USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
ENTERING AN ADDRESS MANUALLY
SPECIFYING A NETWORK FOLDER
RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
USING A TRANSMISSION LOG TO RESEND
IMAGE SETTINGS
AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)

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SENDING AN INTERNET FAX FROM A PC (PC-I-FAX)
CHECKING THE IMAGE TO BE TRANSMITTED

STORING SCAN OPERATIONS (PROGRAM)

SCANNING AND SENDING ORIGINALS COLLECTIVELY

SENDING TWO PAGES AS A SINGLE PAGE (2IN1)
SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)
SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (CARD SHOT)
SCANNING MANY ORIGINALS AT ONCE (JOB BUILD)

ADJUSTING COLORS AND SHADING

WHITENING FAINT COLORS IN THE IMAGE (SUPPRESS BACKGROUND)
ADDING CONTRAST TO THE SCANNED ORIGINAL BEFORE TRANSMISSION (CONTRAST)
ENHANCING THE OUTLINE OF THE SCANNED ORIGINAL BEFORE TRANSMISSION (SHARPNESS)
REMOVING CHROMATIC COLORS FROM THE SCANNED ORIGINAL BEFORE TRANSMISSION (DROP OUT COLOR)

SPECIFIC FUNCTIONS

ADDING YOUR SENDER INFORMATION TO FAXES (I-FAX OWN ADDRESS SEND)
CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (TRANSACTION REPORT)
STARTING A TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

RECEIVING INTERNET FAXES

RECEIVING INTERNET FAXES AUTOMATICALLY
RECEIVING INTERNET FAXES MANUALLY

FORWARDING RECEIVED DATA

FORWARDING RECEIVED INTERNET FAX DATA (FAX DATA FORWARD)
FORWARDING RECEIVED DATA TO PRESET DESTINATIONS(INBOUND ROUTING SETTINGS)
SAVING RECEIVED FAXES TO THE MACHINE'S HARD DISK (INBOUND ROUTING)

SCAN SIZE AND SEND SIZE (ENLARGE/REDUCE)
SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES
SPECIFYING THE SEND SIZE OF THE IMAGE
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE
CHANGING THE RESOLUTION
CHANGING FORMAT IN SCAN OR DATA ENTRY MODE
CHANGING FORMAT IN INTERNET FAX MODE
CHANGING COLOR MODE

SCANNING AND SENDING AN ORIGINAL AS SEPARATE PAGES

SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (DUAL PAGE SCAN)
SPLITTING A PAMPHLET BY PAGE AND TRANSMITTING THE PAGES SUCCESSIVELY (BOOK DIVIDE)

SCANNING ORIGINALS

ERASING PERIPHERAL SHADOWS ON THE IMAGE (ERASE)
SCANNING A THIN ORIGINAL (SLOW SCAN MODE)
ELIMINATING BLANK PAGES FROM A TRANSMISSION (BLANK PAGE SKIP)
CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (ORIGINAL COUNT)
STAMPING SCANNED ORIGINALS (VERIFICATION STAMP)

CHECKING THE INTERNET FAX ACTIVITY LOG

PRINTING IMAGE SENDING ACTIVITY REPORTS
INFORMATION APPEARING IN THE RESULT COLUMN

PRINTING RECEIVED DATA

PRINTING A PASSWORD-PROTECTED FAX (HOLD SETTING FOR RECEIVED DATA PRINT)
PRINTING RECEIVED DATA AT A SPECIFIED TIME
CHECKING THE IMAGE BEFORE PRINTING

SAVING RECEIVED DATA

INTERNET FAX JOBS

COMPLETED TRANSMISSION/RECEPTION JOBS

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FORWARDING EVERY DATA ENTRY MANUALLY
SETTINGS REQUIRED IN THE SETTING MODE (WEB VERSION)
METADATA DELIVERY USING SCAN TO DESKTOP
METADATA DELIVERY
TRANSMITTING METADATA
METADATA FIELDS

DOCUMENT FILING

DOCUMENT FILING
BEFORE USING DOCUMENT FILING
FOLDER TYPES
CONVENIENT ITEMS TO STORE
APPROXIMATE NUMBER OF PAGES AND FILES THAT CAN BE STORED
AUTOMATIC DELETION OF FILES
INFORMATION ADDED TO FILES
FILING ONLY
SAVE ON HDD
SAVE IN EXTERNAL MEMORY DEVICE
SEQUENCE FOR USING A STORED FILE
SELECTING A FILE TO RETRIEVE
MULTI-FILE PRINTING
MULTI-FILE PRINTING
BATCH PRINTING
DELETE FILE
FILE MERGING
FILE SEARCH AND RETRIEVAL
TYPES OF DOCUMENT FILING
IMPORTANT POINTS WHEN USING DOCUMENT FILING
USING DOCUMENT FILING IN EACH MODE
BASE SCREEN OF DOCUMENT FILING MODE
FILING SIMULTANEOUSLY WHILE USING OTHER MODE
QUICK FILE
FILE
FILE SELECTION SCREEN
FILE PRINTING
FILE TRANSMISSION
FILE MOVING
FILE IMAGE CHECKING
RETRIEVING AND USING A FILE FROM THE JOB STATUS SCREEN
PRINTING AN EXTERNAL FILE

SETTING MODE - FOR ADMINISTRATORS

SETTING MODE
TOP PAGE
STATUS
SETTING MODE LIST
TOP PAGE
STATUS
ADDRESS BOOK

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- DEVICE STATUS
- NETWORK STATUS
- POWER RESET

ADDRESS BOOK

- CATEGORY SETTING
- GLOBAL ADDRESS BOOK

DOCUMENT OPERATIONS

- DOCUMENT FILING
- FILING DATA BACKUP
- SUBMIT PRINT JOB

BILLING CODE SETTINGS

- MAIN CODE LIST
- SUB CODE LIST
- ADMINISTRATION SETTINGS

SYSTEM SETTINGS

- TOTAL COUNT

DEFAULT SETTINGS

- CLOCK ADJUST
- DAYLIGHT SAVING TIME SETTING
- DATE FORMAT
- KEYBOARD SELECT
- LIST PRINT (USER)

PAPER TRAY SETTINGS

- TRAY SETTINGS
- CUSTOM SIZE REGISTRATION (BYPASS)

- PAPER TYPE REGISTRATION
- FAX DATA RECEIVE/FORWARD

PRINTER CONDITION SETTINGS

- CONDITION SETTINGS
- PCL SETTINGS
- POSTSCRIPT SETTING

- DOCUMENT FILING CONTROL
- USB-DEVICE CHECK

OPERATION SETTINGS

- OPERATION SETTINGS
- SOFT KEYBOARD TEMPLATE SETTING
- CUSTOMIZE KEY SETTING
- MODE KEY DISPLAY SETTING
- HOME SCREEN SETTINGS

- DOCUMENT OPERATIONS
- USER CONTROL
- BILLING CODE SETTING
- SYSTEM SETTINGS
- NETWORK SETTINGS
- APPLICATION SETTINGS
- ENERGY SAVE
- E-MAIL ALERT AND STATUS
- JOB LOG
- SECURITY SETTINGS

USER CONTROL

- USER LIST

DEFAULT SETTINGS

- USER AUTHENTICATION
- ACTIONS WHEN THE LIMIT OF PAGES FOR OUTPUT JOBS
- A WARNING WHEN LOGIN FAILS
- DISABLING OF PRINTING BY INVALID USER
- AUTOMATICALLY PRINT STORED JOBS AFTER LOGIN
- DEFAULT NETWORK AUTHENTICATION SERVER SETTING
- PERFORM LDAP SERVER ACCESS CONTROL
- DISPLAY USAGE STATUS AFTER LOGIN
- LOGIN NAME DISPLAY
- INCLUDE JOB STATUS IN USER AUTHENTICATION
- AUTOMATIC LOGOUT SETTING
- MAKING THE LOGIN NAME CASE SENSITIVE
- EDIT HELP DISPLAY OF LOGIN SCREEN
- USER INFORMATION PRINT
- RESETTING THE COUNTER AFTER E-MAIL STATUS TRANSFER

- ORGANIZATION /GROUP LIST
- PAGE LIMIT GROUP LIST
- MACHINE PAGE LIMIT SETTING
- AUTHORITY GROUP LIST

FAVORITE OPERATION GROUP LIST

- FAVORITE OPERATION GROUP LIST
- CUSTOMIZED KEY LIST
- HOME SCREEN LIST

- USER COUNT
- CARD AREA SETTINGS
- CARD TYPE/READER SETTINGS

NETWORK SETTINGS

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DEVICE CONTROL
- VARIOUS SETTING

COPY FUNCTION SETTINGS
- INITIAL STATUS SETTINGS
- COPY SETTINGS
- COLOR ADJUSTMENTS

PRINTER SETTINGS
- DEFAULT SETTINGS
- INTERFACE SETTINGS
- AUTO COLOR CALIBRATION

IMAGE SEND SETTINGS
- OPERATION SETTINGS
- SCAN SETTINGS
- INTERNET FAX SETTINGS

DOCUMENT FILING SETTINGS
- VARIOUS SETTING
- AUTOMATIC DELETION OF FILE SETTINGS

LIST PRINT (ADMINISTRATOR)
SHARP OSA SETTINGS
ENABLE/DISABLE SETTINGS
DATA BACKUP
PRODUCT KEY
STORING/CALLING OF SYSTEM SETTINGS

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- ECO MODE SETTINGS
- ECO SCAN SETTING
- POWER MANAGEMENT SETTINGS
- TONER SAVE MODE
- POWER ON/OFF SCHEDULE SETTING

E-MAIL ALERT AND STATUS

JOB LOG

SETTING MODE FOR FAX
- LIST OF SETTING MODE FOR FAX
- F-CODE MEMORY BOX
- FAX DATA RECEIVE/FORWARD - FAX FUNCTIONS
- IMAGE SEND SETTINGS - FAX FUNCTIONS
- QUICK SETTINGS
- GENERAL SETTINGS
- PROTOCOL SETTINGS
- SERVICES SETTINGS
- PRINT PORT SETTINGS
- LDAP SETTINGS
- PUBLIC FOLDER/NAS SETTINGS
- PROXY SETTINGS
- WIRELESS SETTINGS
- HTTP ACCESS SETTINGS
- VIEW LOGIN USER

APPLICATION SETTINGS
- TEXT / IMAGE PRINTING

NETWORK SCANNER SETTINGS
- SUBJECT NAME SETTINGS
- FILE NAME SETTINGS
- MESSAGE BODY SETTINGS
- ADMINISTRATION SETTINGS

INTERNET FAX SETTINGS
INBOUND ROUTING SETTINGS
DOCUMENT ADMINISTRATION FUNCTION
METADATA SETTING

EXTERNAL APPLICATIONS SETTINGS
- STANDARD APPLICATION SETTINGS
- RECEIVED APPLICATION SETTINGS
- EXTERNAL ACCOUNTING APPLICATION SETTINGS

WEB BROWSING SETTINGS
USB DRIVER SETTINGS
INBOUND ROUTING (HDD STORAGE) SETTINGS
E-MAIL PRINT SETTINGS
SETTING FOR PRINT FROM THE MFP (FTP)
SETTING FOR PRINT FROM THE MFP(SMB)
PRINT SETTINGS FROM PC

SECURITY SETTINGS
- CHANGE PASSWORD
- PORT CONTROL
- FILTER SETTING
- SSL SETTINGS
- IEEE802.1X SETTING
- DATA CLEARANCE SETTINGS
- RELEASE LOCK ON FILE / FOLDER OPERATION
- IPSEC SETTINGS

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HIDDEN PATTERN PRINT
TRACKING INFORMATION PRINT
INITIALIZE PRIVATE DATA/DATA IN MACHINE

TROUBLESHOOTING

CANCELING OPERATION AND RESETTING SETTINGS

PRINTER

PRINTING DOES NOT TAKE PLACE
COLOR PRINTING DOES NOT TAKE PLACE
TWO-SIDED PRINTING DOES NOT TAKE PLACE
DIRECT PRINTING OF A FILE IN A SHARED FOLDER ON A COMPUTER IS NOT POSSIBLE
A TRAY, FINISHER, OR OTHER PERIPHERAL DEVICE INSTALLED ON THE MACHINE CANNOT BE USED
THE IMAGE IS GRAINY
THE IMAGE IS TOO LIGHT OR TOO DARK
COLORS ARE OFF
TEXT AND LINES ARE FAINT AND DIFFICULT TO SEE
PART OF THE IMAGE IS CUT OFF
THE IMAGE IS UPSIDE DOWN
MANY GARBLED CHARACTERS ARE PRINTED

IMAGE SEND/INTERNET FAX

TRANSMISSION DOES NOT TAKE PLACE
AN ADDRESS CANNOT BE SPECIFIED
MODE CANNOT BE SELECTED
AUTO SELECTION OF THE COLOR MODE DOES NOT TAKE PLACE CORRECTLY
THE RECEIVED IMAGE FILE CANNOT BE OPENED
TRANSMISSION TAKES A LONG TIME
A DESTINATION IS PRE-SELECTED
CANNOT WRITE TO THE USB MEMORY DEVICE (WHEN USING USB MEMORY SCAN)
THE SCANNED IMAGE IS CLIPPED
THE QUALITY OF THE SCANNED IMAGE IS POOR
THE SCANNED IMAGE IS BLANK
THE SCANNED IMAGE IS UPSIDE DOWN OR ON ITS SIDE
JPEG WAS SELECTED FOR THE FILE TYPE BUT THE FILE WAS CREATED AS A TIFF FILE
A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE STORED

COPYING

COPYING DOES NOT TAKE PLACE
AUTO SELECTION OF THE COLOR MODE DOES NOT TAKE PLACE CORRECTLY
IMAGE ROTATION DOES NOT TAKE PLACE
2-SIDED COPYING DOES NOT TAKE PLACE
THE PAPER SIZE OF A TRAY CANNOT BE SET
THE IMAGE IS TOO LIGHT OR TOO DARK
COLORS ARE OFF
PART OF THE IMAGE IS CUT OFF
COPIES COME OUT BLANK

FAX

TRANSMISSION DOES NOT TAKE PLACE
THE TRANSMITTED FAX PRINTS OUT BLANK AT THE RECEIVING SIDE
THE TRANSMITTED FAX IS REDUCED BY THE RECEIVING FAX MACHINE
TRANSMISSION DOES NOT BEGIN AT THE SPECIFIED TIME
PRINTING DOES NOT TAKE PLACE AFTER RECEPTION
MANUAL RECEPTION/POLLING RECEPTION ARE NOT POSSIBLE
THE RECEIVED IMAGE IS FAINT
THE MACHINE DOES NOT BEGIN FAX RECEPTION
DIALING IS NOT POSSIBLE
YOU CANNOT TALK TO THE OTHER PARTY
THE VOLUME IS TOO LOW
NO SOUND IS HEARD
A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE STORED
A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE EDITED OR DELETED

DOCUMENT FILING

DOCUMENT FILING DOES NOT TAKE PLACE
A FILED DATA CAN NOT BE PRINTED
A JOB CANNOT BE STORED IN A CUSTOM FOLDER
A STORED FILE HAS DISAPPEARED
A FILE CANNOT BE DELETED

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GENERAL PROBLEMS

A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE EDITED OR DELETED

SPECIFIED MACHINE FUNCTIONS CANNOT BE USED

THE OPERATION PANEL CANNOT BE USED

PRINTING IS NOT POSSIBLE OR STOPS DURING A JOB

THE ORIGINAL SIZE IS NOT AUTOMATICALLY SELECTED OR THE WRONG SIZE IS SELECTED

THE DISPLAYED BYPASS TRAY PAPER SIZE IS NOT CORRECT

THE ORIGINAL MISFEEDS (AUTOMATIC DOCUMENT FEEDER)

THE PAPER MISFEEDS

PAPER DOES NOT FEED FROM THE PAPER TRAY

THE IMAGE ON PAPER IS SKEWED

THE AUTOMATIC DOCUMENT FEEDER DOES NOT OPERATE

LINES APPEAR IN THE SCANNED IMAGE

SMUDGES APPEAR ON PRINTED OUTPUT

TONER DOES NOT ADHERE WELL OR CREASES APPEAR ON THE PAPER

PART OF THE IMAGE IS CUT OFF

PRINTING TAKES PLACE ON THE WRONG SIDE OF THE PAPER

A COVER OR INSERT IS NOT PRINTED ON THE SPECIFIED PAPER

THE CONNECTED USB DEVICE CANNOT BE USED

THE CONNECTED USB MEMORY DEVICE CANNOT BE USED

THE FINISHER/SADDLE FINISHER DOES NOT OPERATE

STAPLING DOES NOT TAKE PLACE (INCLUDING SADDLE STITCH)

PUNCHING DOES NOT TAKE PLACE

THE STAPLING POSITION OR PUNCH POSITION IS NOT CORRECT

FOLDING DOES NOT TAKE PLACE

PRINTED OUTPUTS ARE MISALIGNED IN THE FINISHER OUTPUT TRAY

STAPLED OUTPUTS ARE MISALIGNED IN THE TRAY

SHEETS OUTPUT TO THE DELIVERY TRAY OF THE FINISHER ARE SCATTERED

THE STAPLED SHEETS ARE SCATTERED

PREVIEW IMAGES OR THUMBNAIL IMAGES DO NOT APPEAR

THE TOUCH PANEL DISPLAY IS DIFFICULT TO VIEW

YOU WERE LOGGED OUT WITHOUT LOGGING OUT YOURSELF

THE PROPERTY OF A FILE CANNOT BE SET TO [CONFIDENTIAL]

A CONFIDENTIAL FILE OR CONFIDENTIAL FOLDER CANNOT BE OPENED

A FILE NAME CANNOT BE STORED OR CHANGED

A CUSTOM FOLDER NAME CANNOT BE STORED OR CHANGED

A FILE NAME IS CUT OFF

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YOU FORGOT THE ADMINISTRATOR PASSWORD

APPENDIX

HOW TO USE THE USER'S MANUAL

HOW TO USE THE USER'S MANUAL
USER'S MANUAL DOWNLOAD

ITEMS RECORDED IN THE JOB LOG

CUSTOMER SERVICE

REQUESTING REPAIR
IF YOUR ADDRESS CHANGES
MAINTENANCE
MAINTENANCE SERVICE SYSTEM
MINIMUM HOLDING PERIOD OF PERFORMANCE PARTS FOR REPAIR PURPOSES
MINIMUM HOLDING PERIOD OF SUPPLIES

LICENSE INFORMATION

RECYCLING RESOURCES

SOFTWARE LICENSE

CLEANING AND REPLACEMENT

OVERVIEW OF CLEANING
CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER
DOCUMENT GLASS
DOCUMENT BACKPLATE SHEET
SCANNING AREA
CLEANING THE MAIN CHARGER OF THE PHOTOCONDUCTIVE DRUM
CLEANING THE BYPASS FEED ROLLER
CLEANING THE PAPER FEED ROLLER(for MX-4140N/MX-5140N only)
CLEANING THE LASER UNIT
REPLACEMENT OF TONER CARTRIDGE
REPLACING THE TONER COLLECTION CONTAINER
REPLACING THE STAMP CARTRIDGE

CONSUMABLE TYPES AND STORAGE METHODS

TRADEMARK ACKNOWLEDGEMENTS

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "APPENDIX"

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HOW TO USE THE USER'S MANUAL

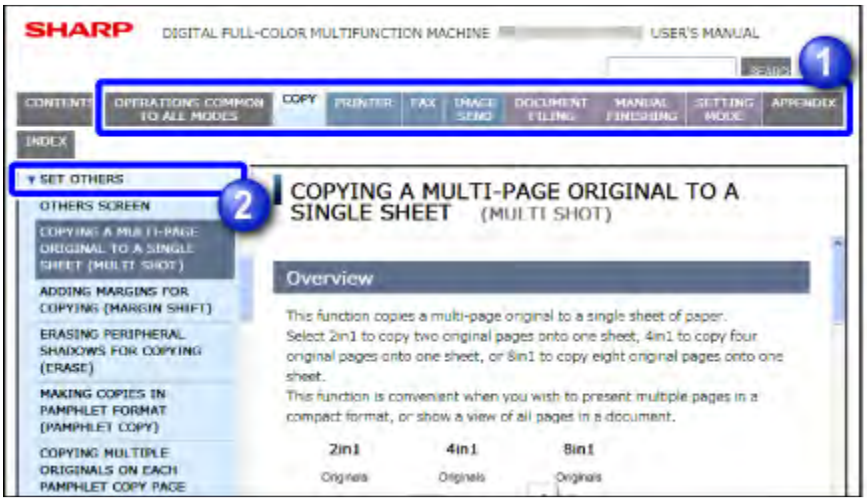
Overview

This section explains how to use the User's Manual.
A desired function can be displayed by switching the mode tab and then selecting the title. It can also be displayed from the contents, index, or search.

1 Click a tab of the mode you want to see

2 Tap the item that you want to see from the menu on the left of the screen

If the menu items are opened, click the item to view its contents to select desired items.



Contents, Search, Index Functions

A target function can be displayed using the Contents, Search, or Index function.

Display from Contents

Clicking the [CONTENTS] tab displays a list of contents of the User's Manual.
Click the item you want to see.

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Search and Display

Enter a word to be searched, then click the [SEARCH] button to display the search result screen. Click the item you want to see.

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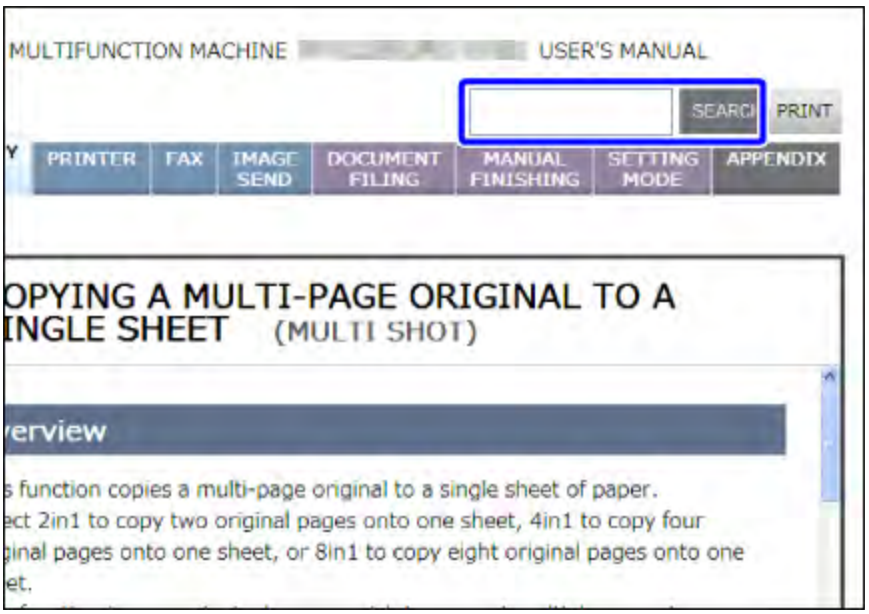

Display from Index

Clicking the [INDEX] tab displays the index screen. Click the item you want to see.

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Meanings of icons used in the User's Manual

	This alerts you to a situation that could result in death or serious personal injury. This alerts you to a situation that could result in personal injury or damage to properties.
	This alerts you to a situation where there is a risk of machine damage or failure.
	This supplements function or operation procedure.

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	This explains a restriction of function or operation procedure.
	This explains how to stop or correct an operation.
	This describes a routine work relevant to setting mode.

Indication of setting mode (for administrators)

This machine provides "Setting mode" for administrators. The mode allows the administrator to change or register default values of each function, and configure network settings.
When setting mode is required to use this machine, this manual describes a procedure as shown in the following examples.
Follow the arrow marks to tap or click menu items and select the proper item.

- **To set Rotation Copy:**

  In "Setting mode (administrator)", select [System Settings] → [Copy Function Settings] → [Copy Function Settings] → [Rotation Copy Setting].

- **To edit the home screen list:**

  In "Setting mode (Web version)", select [User Control] → [Favorite Operation Group List] → [Home Screen List]. (Administrator rights are required.)

Descriptions in the manual

- Screens or icons shown in the User's Manual may differ from the actual ones used on this machine.
- For how to install the drivers and software described in the User's Manual, consult the Software Setup Guide.
- For matters related to operating systems, consult the manual of the operating system or refer to relevant help function as necessary.
- The User's Manual provides the explanations of screens and procedures based on Windows 7 ®. The screens may vary depending on the version of the operating system or the software application.

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- The User's Manual provides the explanations of screens and procedures based on Mac OS X 10.4 in the case of a Mac OS X. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in the User's Manual, please substitute your model name for "xxxx".
- The contents of the User's Manual have been created with great care. However, should you have any questions or information regarding this manual when you use it, please do not hesitate to contact "SHARP Service Department".
- Strict quality control and inspection were performed before this machine was shipped. However, should you find any failures, please contact your dealer or "SHARP Service Department".
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any failures that occur due to incorrect operation of the product and its options by the customer or a third party, or for any damage that occurs due to the failures.
- For purposes of improvement, the contents of the User's Manual are subject to change without notice.
- The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.
- In general, the explanations provided in the User's Manual are based on the assumption that the large capacity tray, saddle finisher (50-sheet stapling), and punch module have been installed on the MX-4140N. However, some descriptions assumes an installation of peripheral devices different from the above, in order to explain a specific function or procedure.
- The specifications or descriptions may differ depending on the region where the product is used or the type of the product.

09-001.htm

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USER'S MANUAL DOWNLOAD

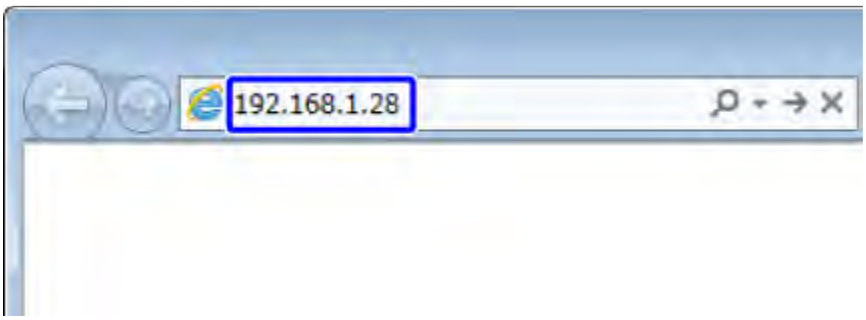
If you wish to view the User's Manual on your PC, download it from this machine.

If the machine is not connected to the network, you cannot download the User's Manual. For more information, consult a network administrator.

Operation

Start the Web browser on the PC, and enter the IP address of the machine

Check the IP address of the machine with the network administrator.



- Recommended Web browser
  Internet Explorer: 6 or later
  Firefox: 3.6 or later
  Safari: 4.0 or later
- Depending on the machine settings, user authentication may be required to display the setting mode (Web version). For password and other information required for user authentication, contact the machine administrator.

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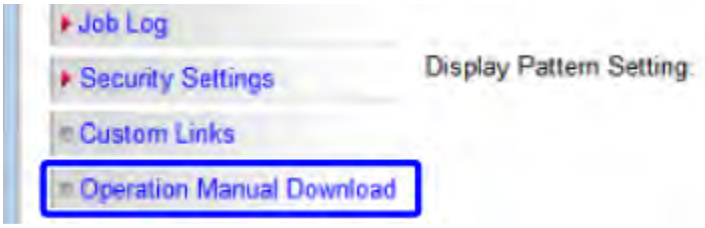
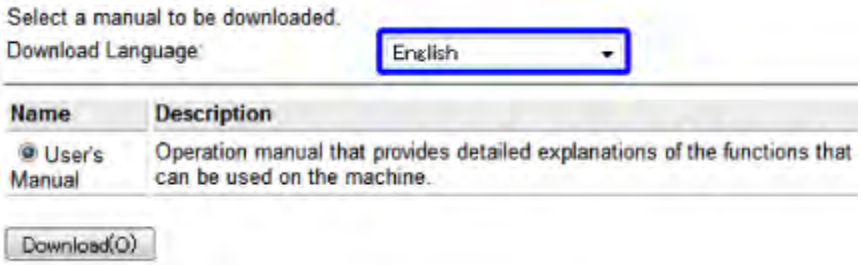
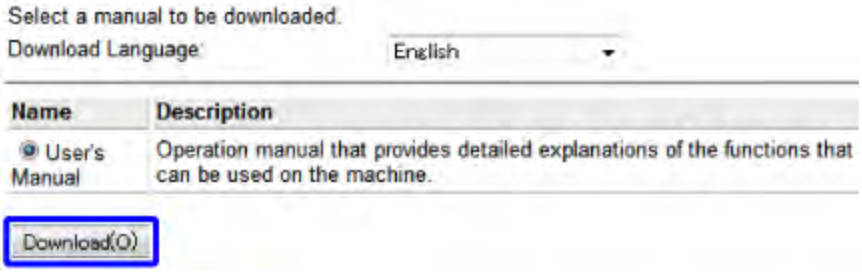
Click [Operation Manual Download] on the menu



3 Select the language you wish to download



4 Click the [Download] button



5 Expand the "User's Manual" you have downloaded in step 4

If you use Windows, right-click the downloaded "User's Manual", and select [Expand All] from the menu.
If [Expand All] does not appear in the menu, use any zip application to expand the "User's Manual".
If you use Macintosh, double-click the "User's Manual".

6 Follow the instructions that appear in the Deployment Wizard to expand the "User's Manual"

7 Open the "User's Manual" folder

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Double click "index (.htm)"

"User's Manual" appears.

Depending on your Web browser, a warning message may appear in the information bar or dialog box to indicate that your Web browser has restricted viewing of this file to help protect security.
In this case, release the restricted viewing of your Web browser. The "User's Manual" is not properly displayed unless you release the restriction.
For more information, please refer to your Web browser's help file or consult your Web browser manufacturer.

09-002.htm

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OVERVIEW OF CLEANING

To ensure that the machine continues to provide top quality performance, periodically clean the machine.
If colored/white lines or misfeeds occur, follow the cleaning procedures below.

When dirty spots or colored/white lines are left on scanned images	Clean the following parts sequentially until no dirty spots, or colored/white lines are left. • CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER
When paper misfeed occurs in the bypass tray:	• CLEANING THE BYPASS FEED ROLLER
When lines or other dirty spots appear on the scanned original when using the automatic document feeder:	• CLEANING THE PAPER FEED ROLLER
When colored lines appear:	• CLEANING THE LASER UNIT • CLEANING THE MAIN CHARGER OF THE PHOTOCONDUCTIVE DRUM

Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.

- Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolor the housing.
- Use a soft cloth to gently wipe off dirt from the area on the operation panel with a mirror-like finish (shown below). If you use a stiff cloth or rub hard, the surface may be damaged.

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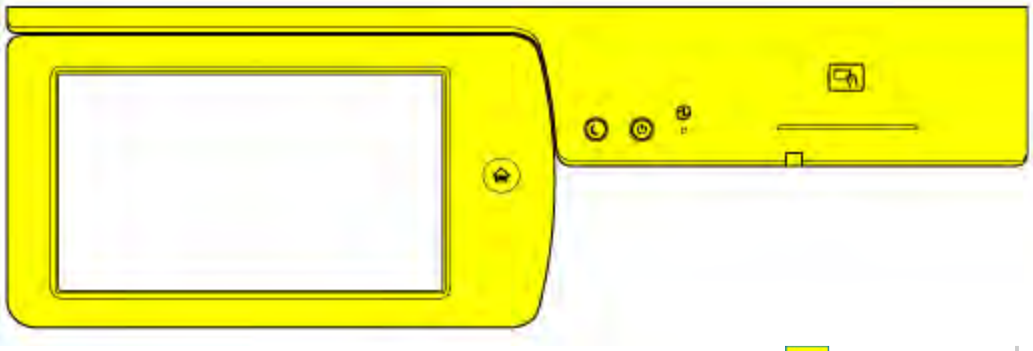

The area with a mirror-like finish is shown as .

09-044_2.htm

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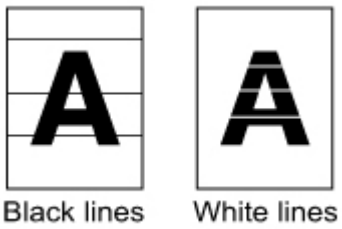
CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

When dirty spots or colored/white lines are left on scanned images, clean the following parts. Keep these parts clean at all times.

When using the document glass: the document glass, the document backplate sheet
When using the automatic document feeder: the scanning area

Examples of lines in the image



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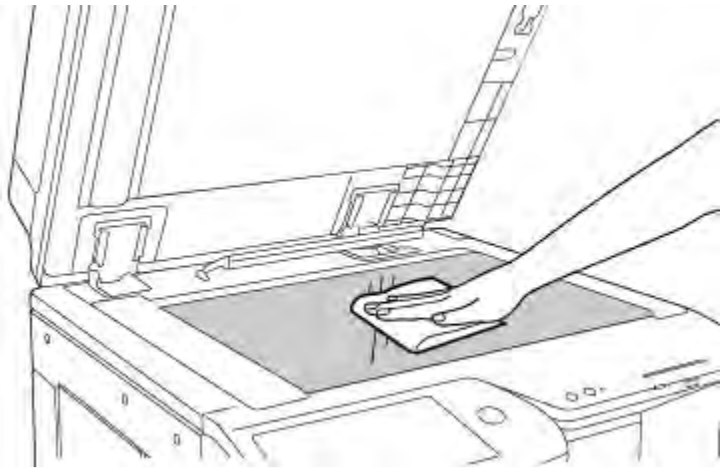
DOCUMENT GLASS

To clean this part, select a soft cloth for wiping.
If necessary, moisten the cloth with water or a small amount of neutral detergent. After that, wipe with a clean dry cloth.



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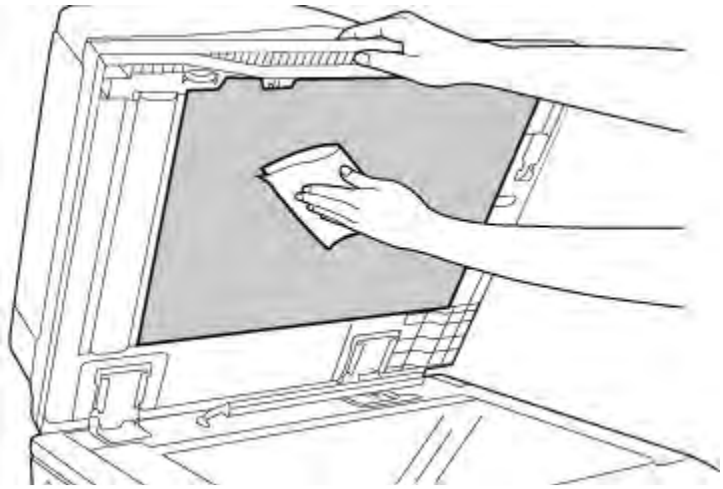
DOCUMENT BACKPLATE SHEET

To clean this part, select a soft cloth for wiping.
If necessary, moisten the cloth with water or a small amount of neutral detergent. After that, wipe with a clean dry cloth.



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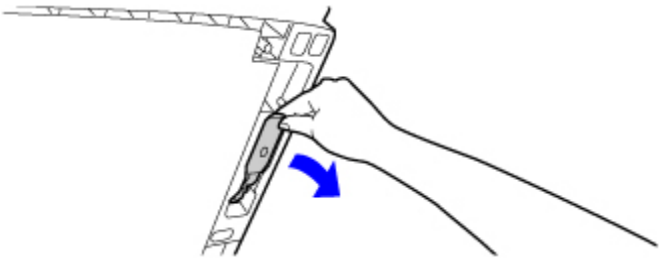
SCANNING AREA

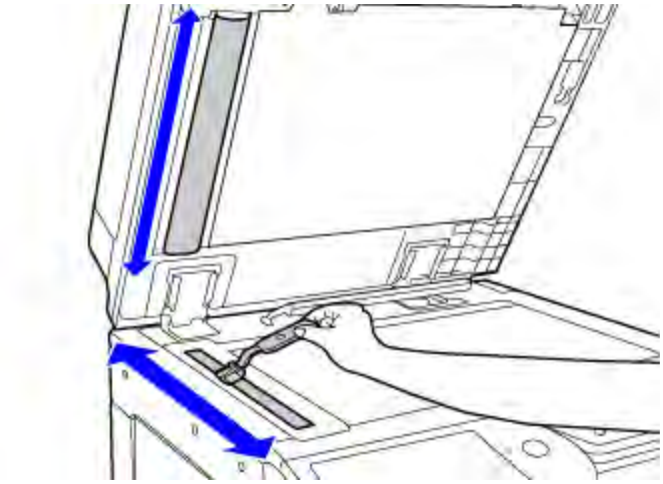
To clean this part, use the glass cleaner that is stored in the automatic document feeder. After using the glass cleaner, be sure to return it to its storage position.

When using the MX-4140N/MX-5140N

1. **Open the automatic document feeder and remove the glass cleaner.**



2. **Clean the document scanning area on the document glass with the glass cleaner.**



3. **Replace the glass cleaner.**

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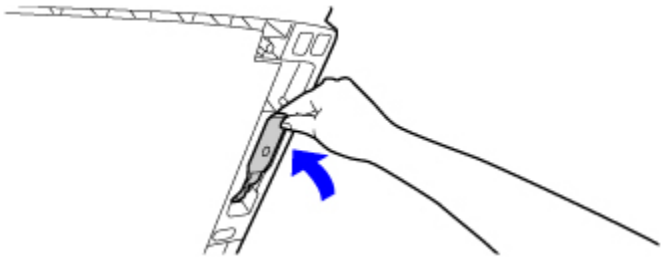
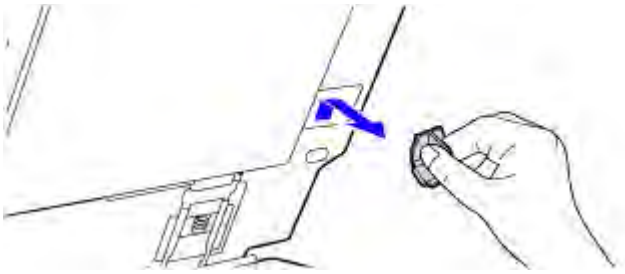


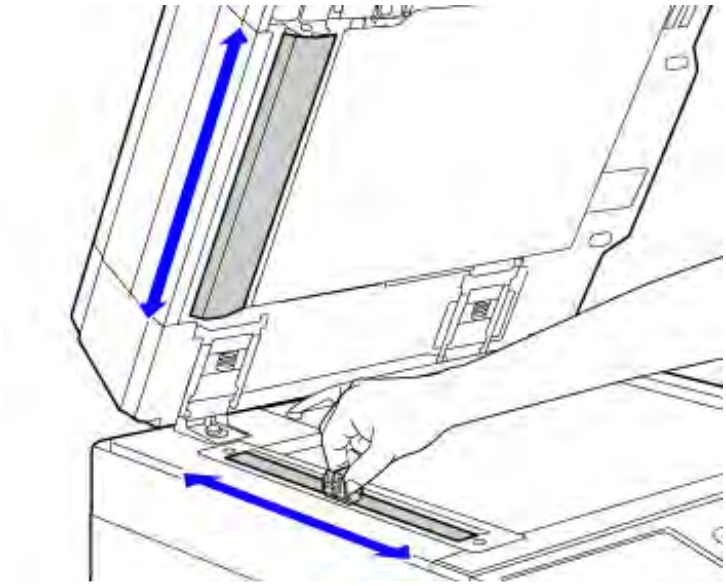
When using the MX-4141N/MX-5141N

1 Open the automatic document feeder and remove the glass cleaner.



2 Clean the document scanning area on the document glass with the glass cleaner.

One scanning area is on the document glass and the other is inside the automatic document feeder.



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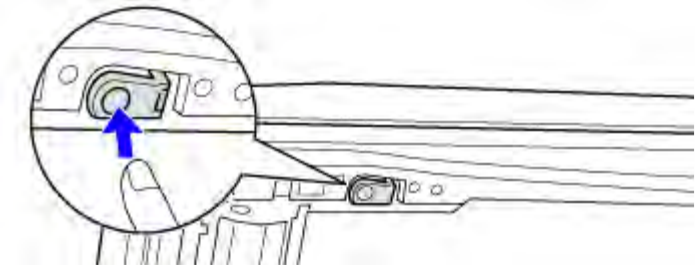
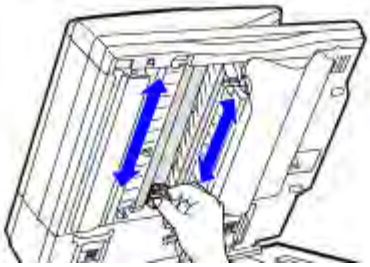
3 Open the scanning area cover on the automatic document feeder.

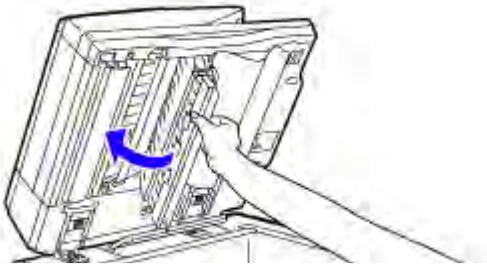
Push in the release switch to release the cover.



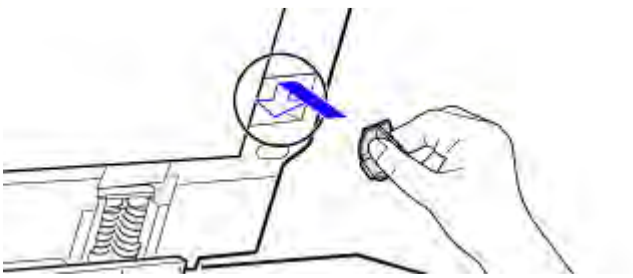
4 Clean the scanning area in the automatic document feeder.



5 Close the cover.



6 Replace the glass cleaner.



09-045-3.htm

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CLEANING THE MAIN CHARGER OF THE PHOTOCONDUCTIVE DRUM

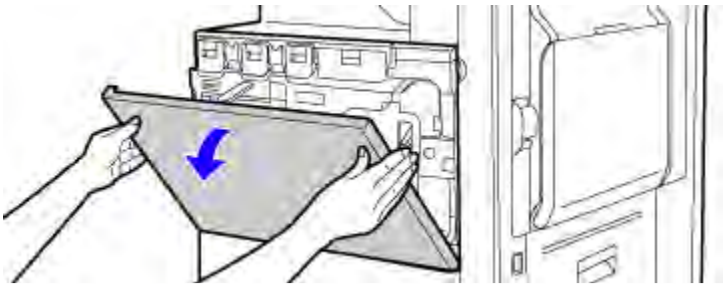
Overview

If black lines or colored lines appear even after you have cleaned the document glass and automatic document feeder, use the charger cleaner to clean the main charger that charges the photoconductive drum.

- If cleaning the main charger of the photoconductive drum does not solve the problem, pull the knob out and push it back three more times.
- When pulling and pushing the knob to clean the charger, pull and push the knob slowly from one end to the other.

Operation

1 Open the front cover.



2 Release the toner collection container.

Press the toner collection container release button.

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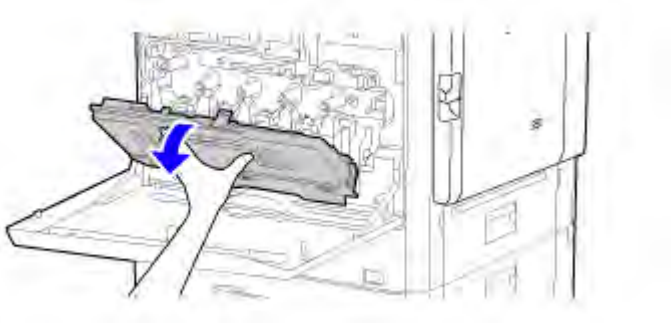
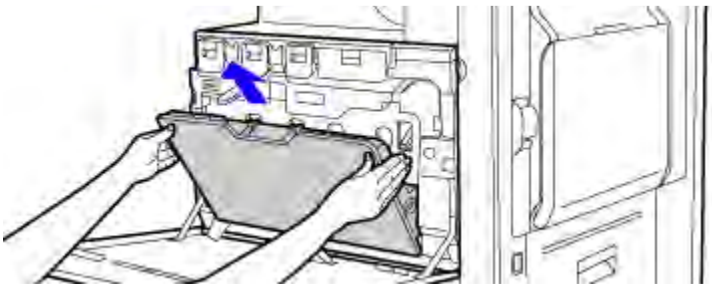


The toner collection container will fall forward as shown. Gently support the container with your hands as you let it fall forward as far as it will go.



3 Grasp the green knob to release the lock and gently remove the charger cleaner.

4 Clean the main charger.

Gently push the charger cleaner all the way in, and gently pull it out.

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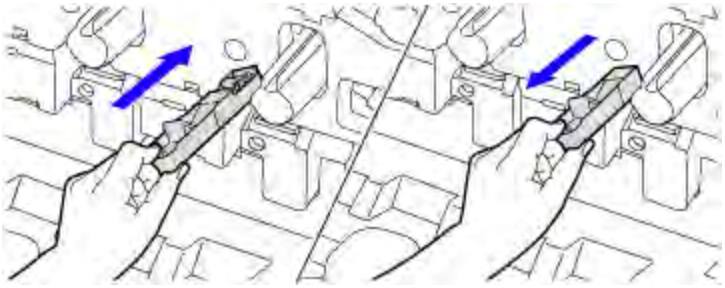
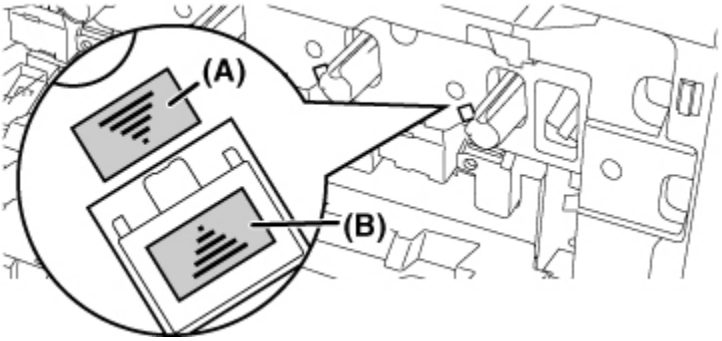
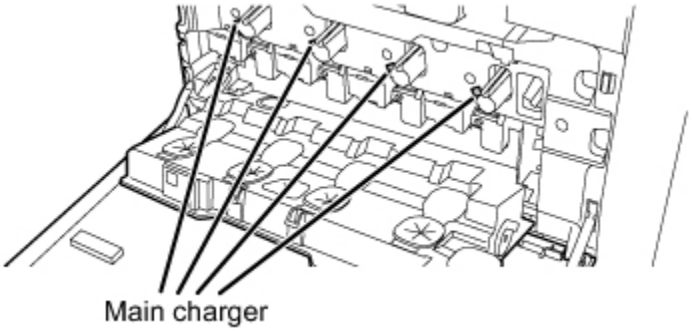


Insert it so that label (A) on the cleaning target side and label (B) on the charger cleaner side are oriented as shown.



5 Repeat step 4 with all other main chargers.

There are a total of 4 places to be cleaned in the machine as shown.



6 Replace the charger cleaner in its original position.

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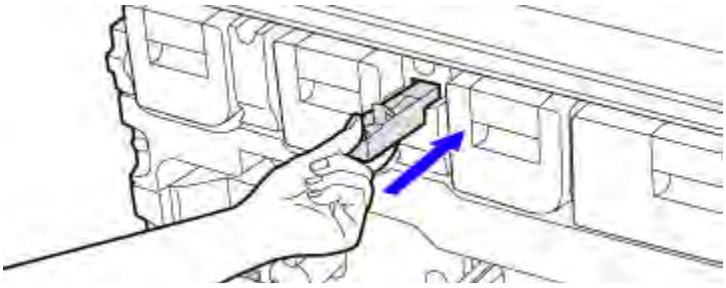
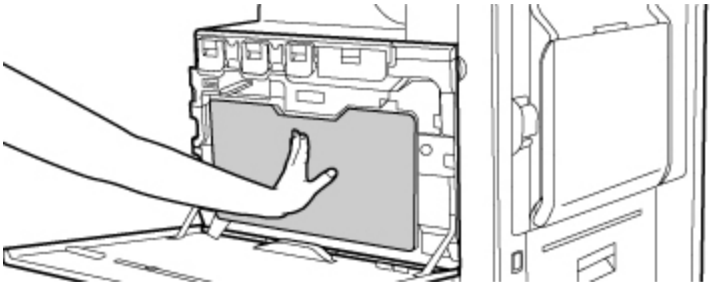
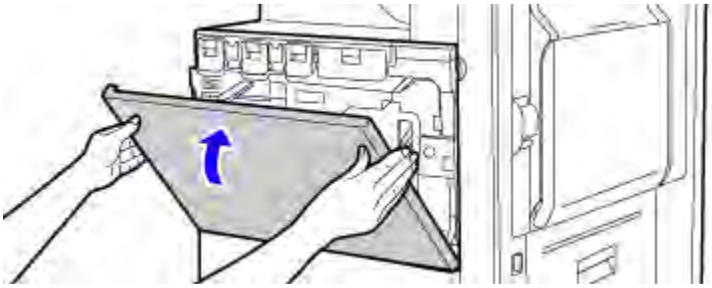


7 Push the toner collection container into the machine.

Push the container in until it clicks into place.



8 Close the front cover.



09-046.htm

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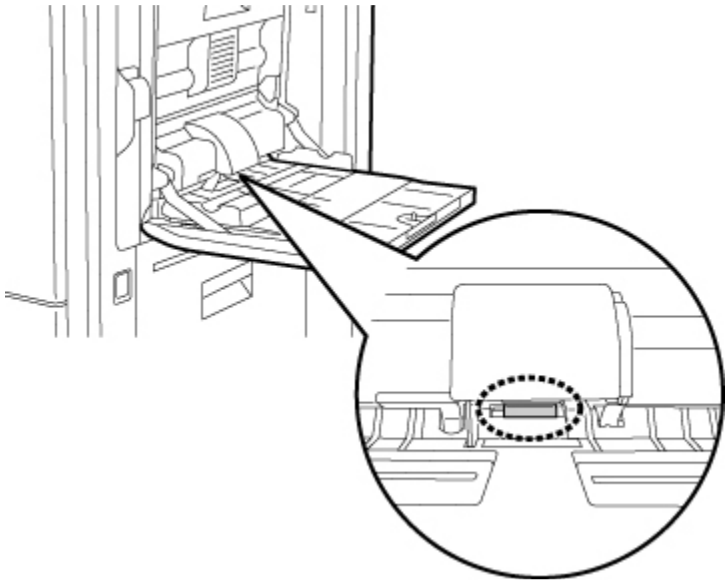
CLEANING THE BYPASS FEED ROLLER

If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.



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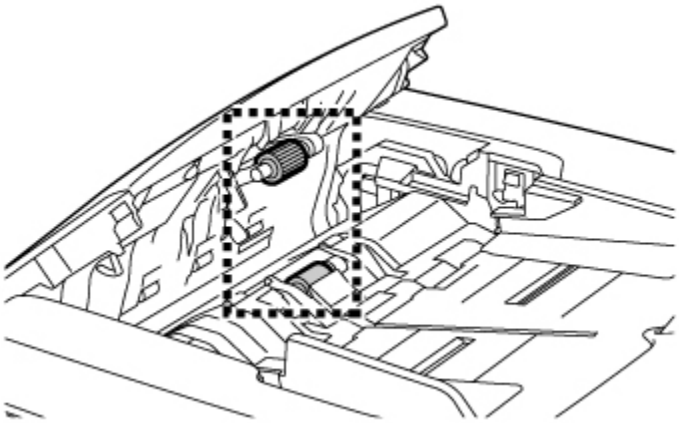
CLEANING THE PAPER FEED ROLLER
(for MX-4140N/MX-5140N only)

If lines or other dirt appear on the scanned original when the automatic document feeder is used, wipe the surface of the roller with a clean soft cloth moistened with water or a neutral detergent.



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CLEANING THE LASER UNIT

Overview

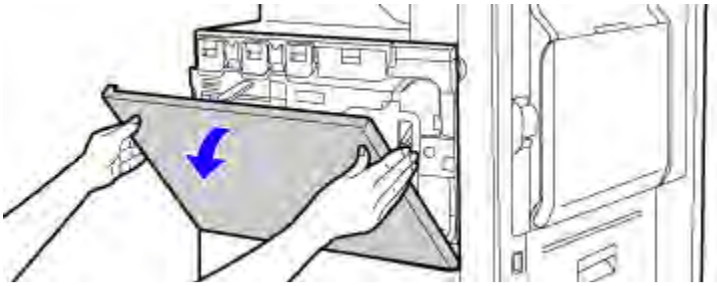
When the laser unit inside the machine becomes dirty, line patterns (colored lines) may form in the printed image. If line patterns (colored lines) appear, clean the laser unit.

Identifying lines (colored lines) caused by a dirty laser unit

- Colored lines always appear in the same place. (The lines are never black.)
- Colored lines appear in parallel with the direction of paper feeding.
- Colored lines appear not only on output from a copier but also on prints from a computer. (The same lines appear on both copies and print jobs.)

Operation

1 Open the front cover.



2 Take out the cleaning tool for the laser unit.

The cleaning tool is attached to the front cover.
(1) Pull the right-hand side of the cleaning tool to detach it from the hook.
(2) Put it over the hook to place it on the back side.

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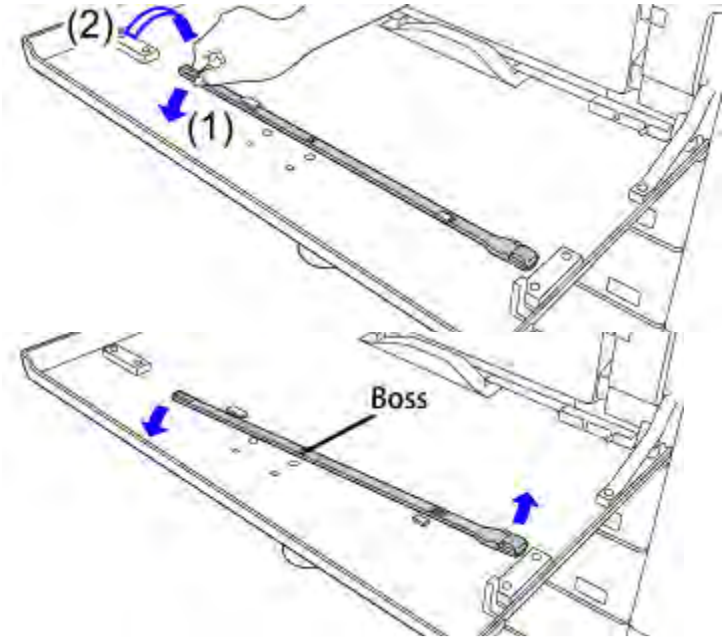
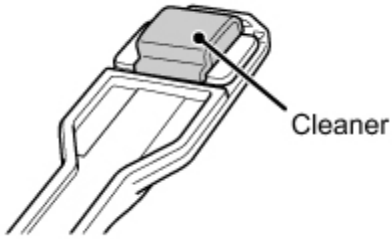
(3) Turn the cleaning tool around the boss to detach it from the left hand hook.



3 Make sure that the cleaner at the tip of the cleaning tool is not dirty.

If the cleaner is dirty, remove the cleaner from the cleaning tool and replace it with a clean one. For the procedure for replacing the cleaner, see steps 4 through 6. If the cleaner is not dirty, go to step 7.



4 Open the inner cover and take out a replacement cleaner.

Replacement cleaners are stored on the inner cover.
Grasp the end of the cleaner and pull it out of the cover.

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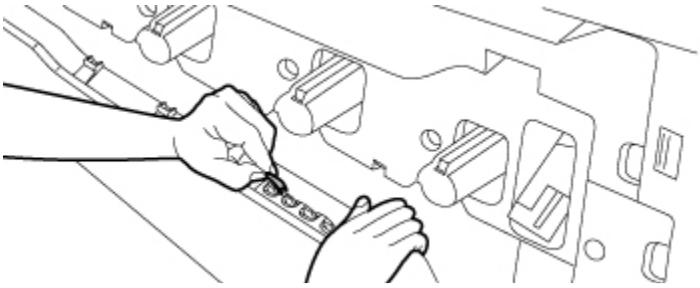
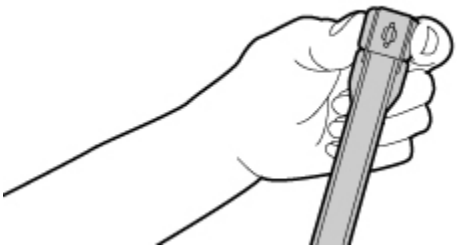


5 Remove the dirty cleaner from the tip of the cleaning tool.

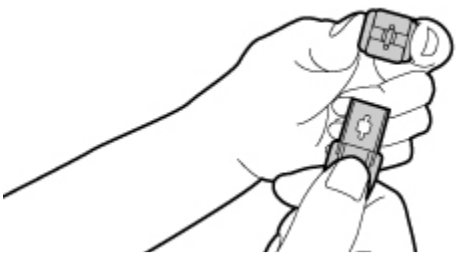
While firmly grasping the tool where the cleaner is attached, use your other hand to press down on the hook that secures the cleaner, and remove the cleaner.



Put the removed cleaner back on the inner cover. After replacing the cleaner, be sure to close the inner cover.

6 Attach the new cleaner to the cleaning tool.

Align the cleaner hook with the attachment hole in the cleaning tool. Hold the cleaner firmly and push the cleaning tool in.



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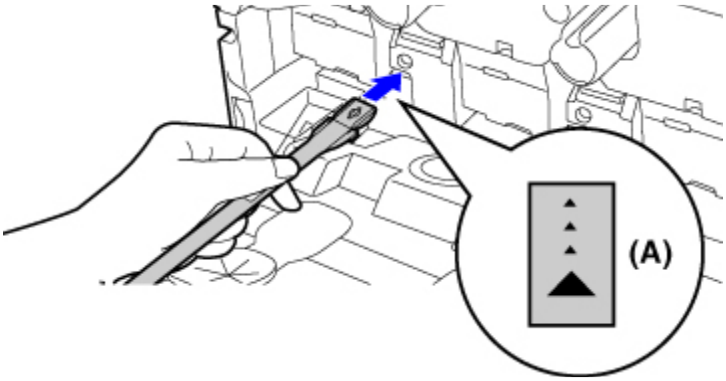
7 Point the cleaner down and slowly insert the tool into the hole that you wish to clean.

Be sure to point the cleaner down. Labels similar to (A) are attached to areas that require cleaning.



8 Insert the cleaning tool all the way into the hole and then pull it back out.

Pull the cleaning tool out until you feel the tip of the tool leave the cleaning surface of the laser unit.

9 Repeat step 8 two or three times and then remove the cleaning tool.

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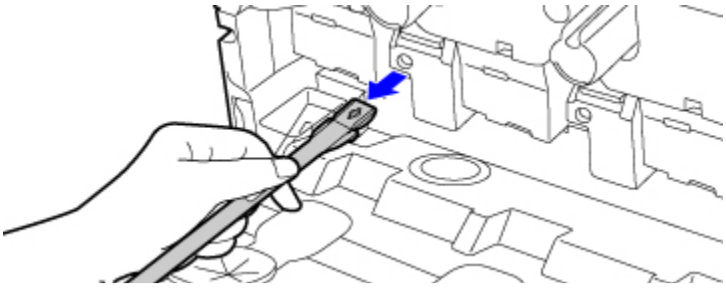
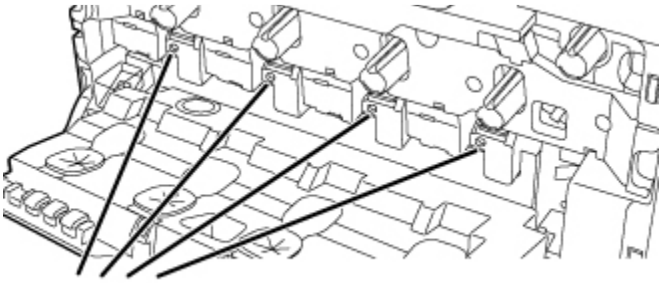


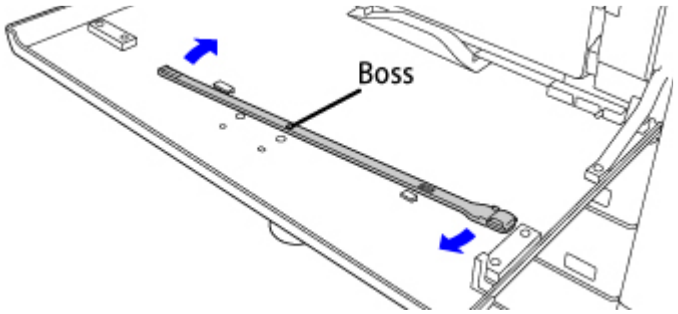
10 Repeat steps 7 to 9 to clean all holes (4 holes) in the laser unit.

There are a total of four holes to be cleaned in the laser unit.
Clean all holes.



11 Replace the cleaning tool.

(1) Engage the cleaning tool onto the boss and turn it around it, and then put the edge (the cleaner side) on the left hand hook.
(2) Put the right-hand side of the cleaning tool over the hook to place it on the near side.
(3) Turn the cleaning onto hook.



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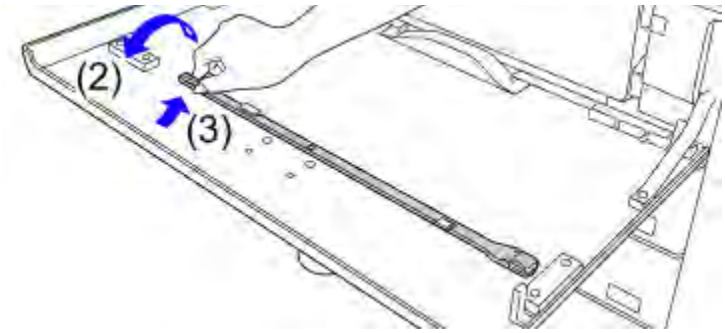
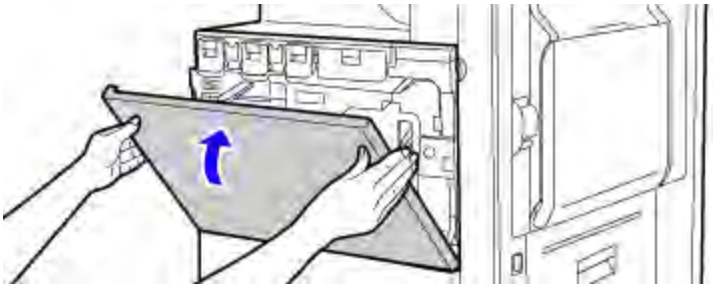


12 Close the front cover.



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REPLACEMENT OF TONER CARTRIDGE

Overview

When toner is running low, the message "Prepare ■■■■ toner" appears.
You should keep one set of replacement toner cartridges on hand so that you can replace a toner cartridge immediately when toner runs out.

Replacement message

When toner is running low, the message "Ready to scan for copy. (Prepare a new toner.)" appears. When this message appears, prepare a toner cartridge for replacement.

When the amount of toner decreases further, the message "Change the toner cartridge." appears. When this message appears, replace the toner cartridge.

If you continue to use the machine without replacing the cartridge, the following message will appear. Once the machine enters this state, printing cannot be carried out until the toner cartridge is replaced.

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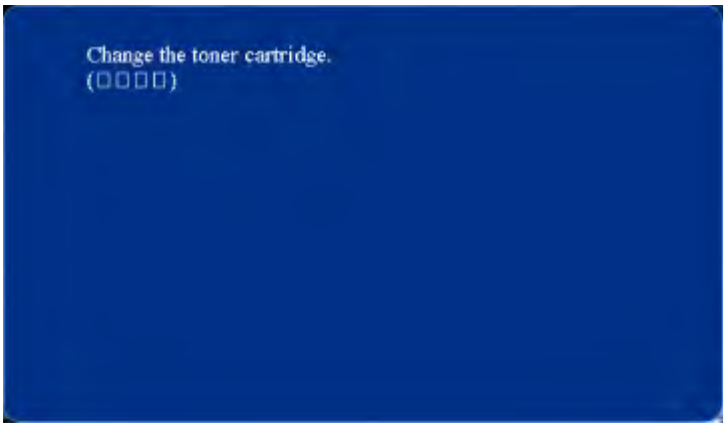

Colors that are running low or have run out of toner are indicated in ( ).
Y: Yellow toner, M: Magenta toner, C: Cyan toner, and Bk: Black toner
Replace the toner cartridge with a one of the relevant color.

- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of reach of small children.
- If a toner cartridge is stored on end, the toner may harden and become unusable. Always store toner cartridges on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.

- If any one of the toner colors runs out (including black toner), color printing will no longer be possible.
  If the Y, M, or C toners run out but a quantity of Bk toner still remains, printing is performed in black and white.
- Depending on your conditions of use, the color may become light or the image blurred.

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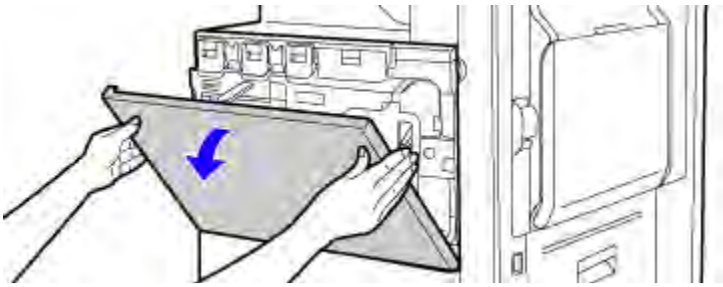
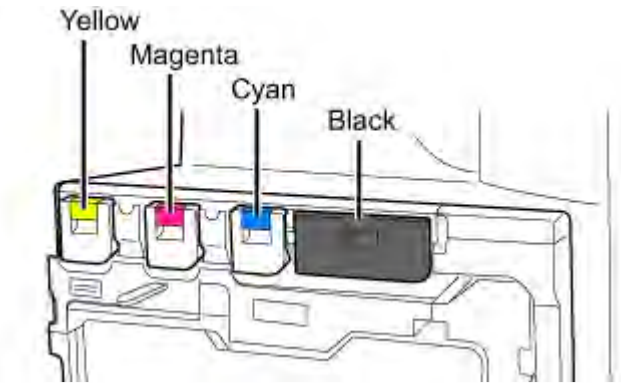
- Be sure to install four toner cartridges (Y/M/C/Bk).
- Keep used toner cartridges in a plastic bag (do not discard them). Your service technician will collect used toner cartridges.
- To view the approximate amount of toner remaining (indicated in %), hold down the [Home Screen] button during printing or in standby mode. When the percentage falls to "25 -0%", keep a toner cartridge for replacement purposes before toner runs out.
- When toner runs out while the home screen is displayed, the [Toner Empty] message appears in the upper right corner of the screen.

Operation

1 Open the front cover.





2 Pull the toner cartridge toward you.

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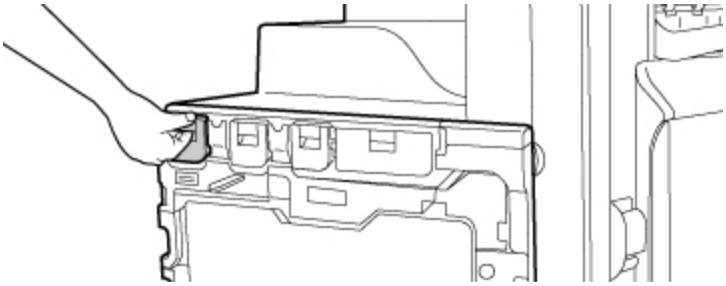
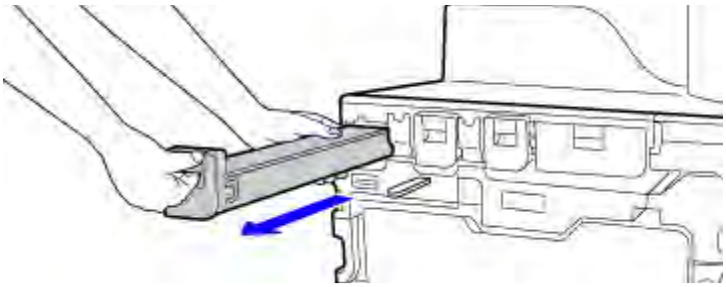
Gently pull out the toner cartridge horizontally.
If the cartridge is pulled out abruptly, toner may spill out.

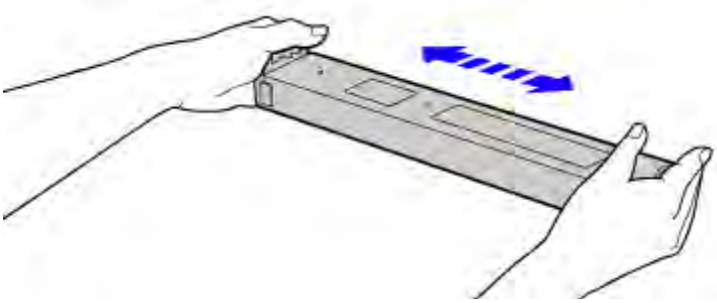


(Example) Replacing the yellow toner cartridge

Hold the toner cartridge with both hands as shown and slowly pull it out of the machine.



3 Take out a new toner cartridge from its package and shake it horizontally five or six times.



4 Slowly insert the new toner cartridge on the level.

A toner cartridge of a different color cannot be installed. Be sure to install a toner cartridge of the same color.

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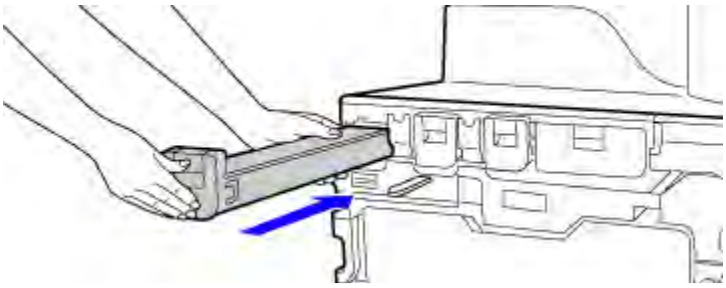
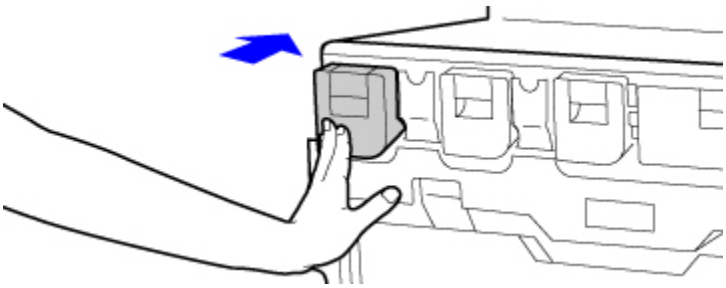


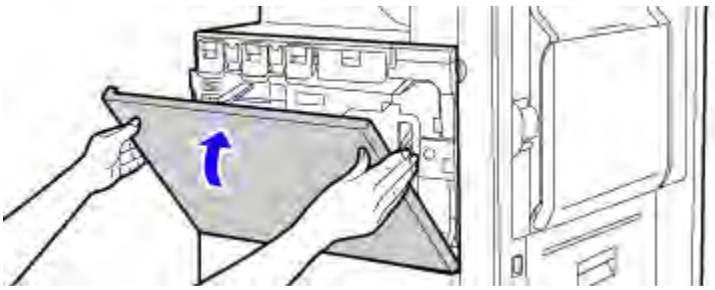
5 Push the cartridge in until it locks securely in place.

Keep pushing in the cartridge until it clicks into place.



6 Close the front cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is occurring.



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REPLACING THE TONER COLLECTION CONTAINER

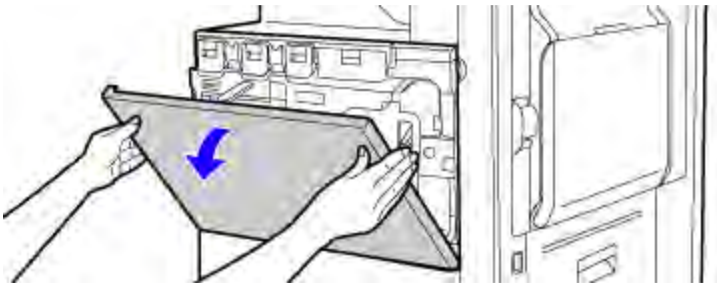
Overview

The toner collection container collects excess toner that is produced during printing. When the toner collection container becomes full, "Replace used toner container." will appear.

- Do not throw the toner collection container into a fire. Toner may fly and cause burns.
- Store the toner collection container out of the reach of small children.

Operation

1 Open the front cover.



2 Release the used toner collection container.

Press the toner collection container release button.
The toner collection container will fall forward as shown below. Wait until the container comes to a stop.

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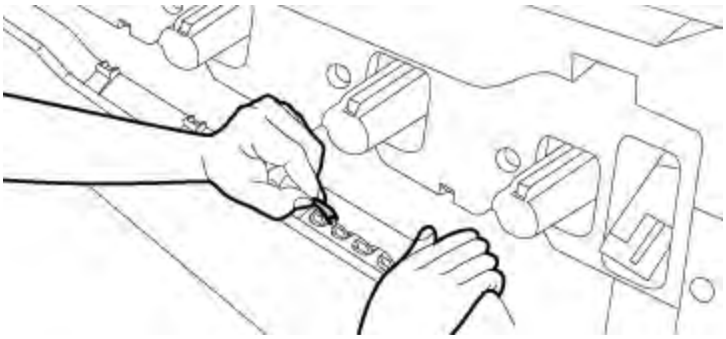
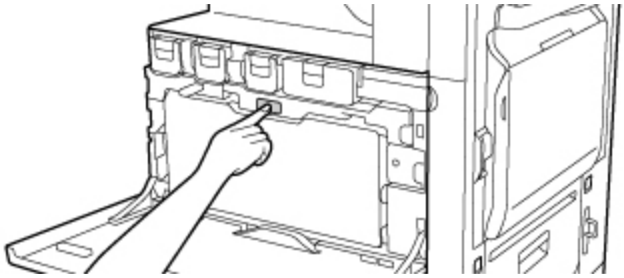
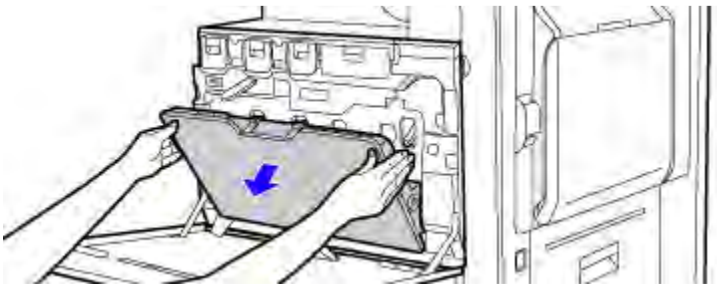
Keep the replacement cleaner that has not been used.
Store it at the left of the new toner collection container.

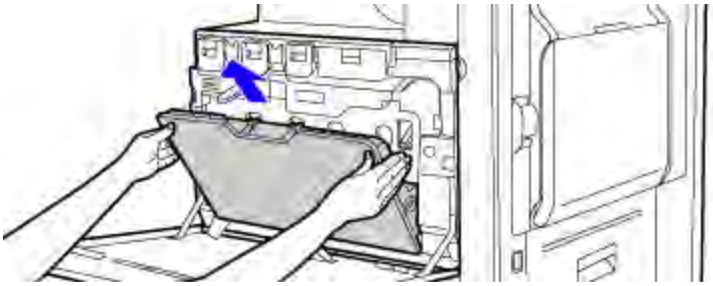






3 Remove the toner collection container.

Hold the toner collection container by both hands and lift it up slowly.



4 Place the toner collection container on a flat surface.

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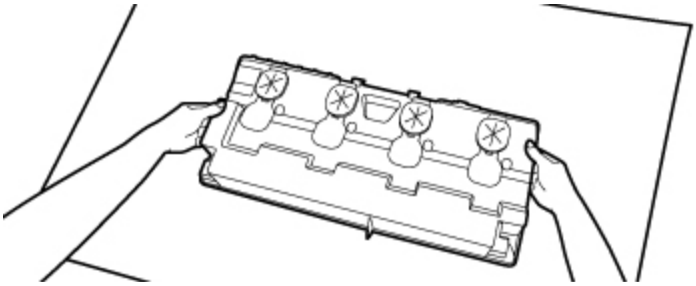
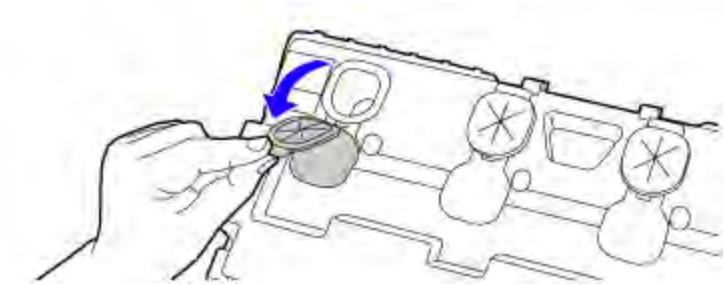
Place a sheet of paper such as newspaper on the surface before placing the toner collection container.



Do not point the holes down as used toner will spill out.

5 Remove the seals around the holes.

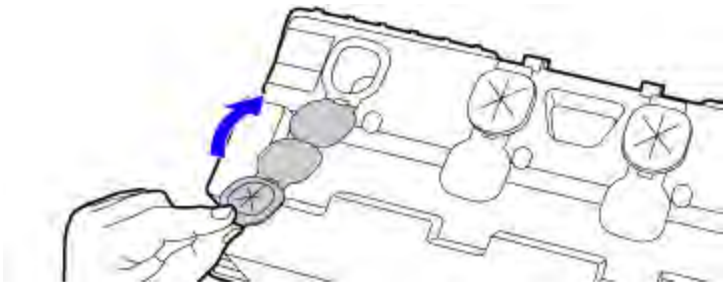
Grasp the edge of each seal and pull it out toward you.



There are 4 seals. Remove all of the seals.

6 Plug the holes.

Grasp the edge of each black seal and insert it into a hole in the container to plug the hole.



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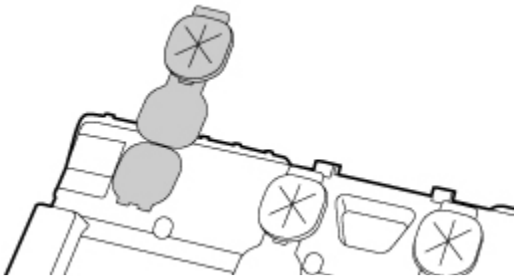


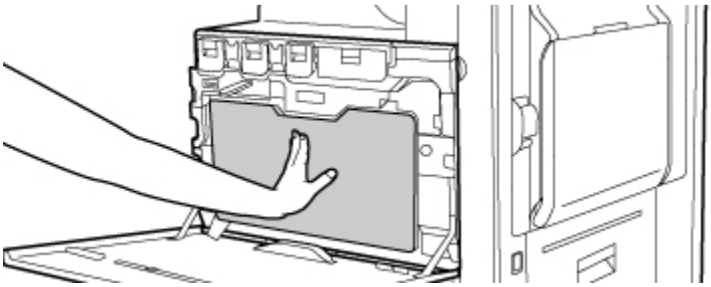
- There are 4 seals. Plug all of the holes.
- Keep toner collection containeres you have removed in a plastic bag (do not discard them). Your service technician will collect them.

7 Install a new toner collection container.

Insert the container from above at a slant. (In the direction opposite to the direction you removed it in.)

8 Push the toner collection container into the machine.

Push the container in until it clicks into place.



9 Close the front cover.

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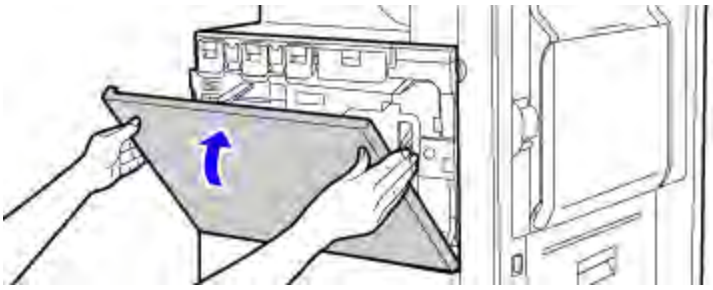

09-052.htm

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REPLACING THE STAMP CARTRIDGE

Overview

If a stamp unit (AR-SU1) is installed on the automatic document feeder and the stamp has become light, replace the stamp cartridge (AR-SV1).

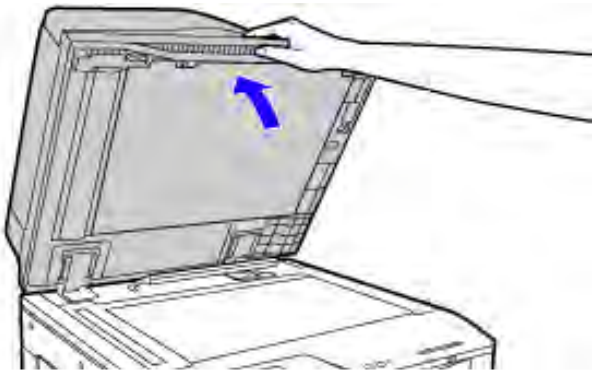
Supplies

Stamp cartridge (2 in package) AR-SV1

Operation

When using the MX-4140N/MX-5140N

1 Open the automatic document feeder.



2 Open the holders on the automatic document feeder that hold the original pressure sheet.

Open the holders (two) on the left and right sides.

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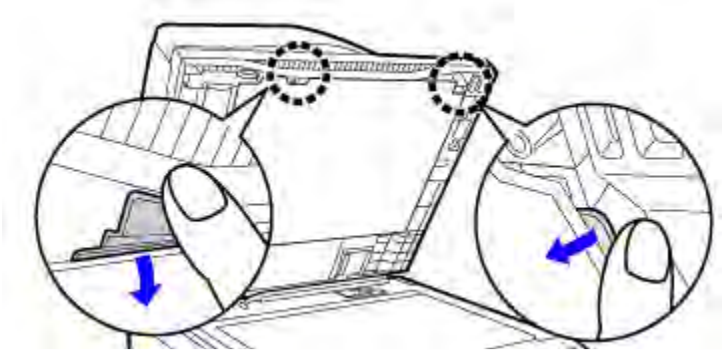
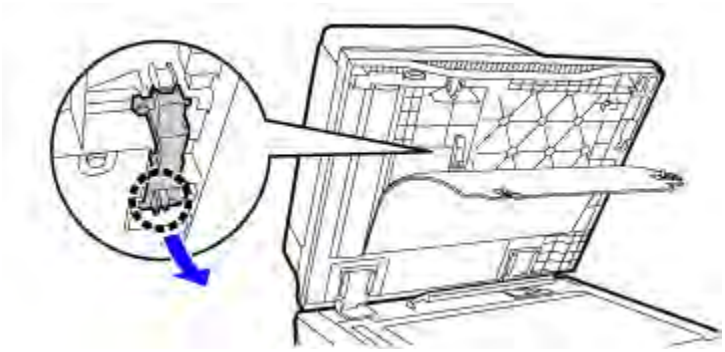
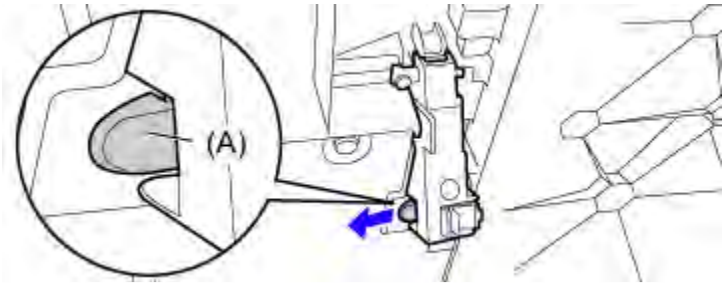


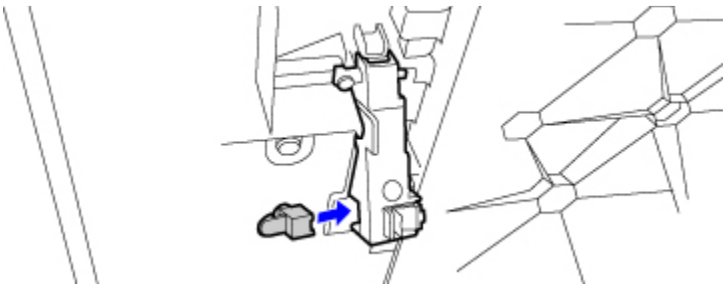
3 **Grasp the tab on the stamp unit and pull the unit out.**



4 **Remove the stamp cartridge (A).**



5 **Install a new stamp cartridge.**



6 **Push the stamp unit back in.**

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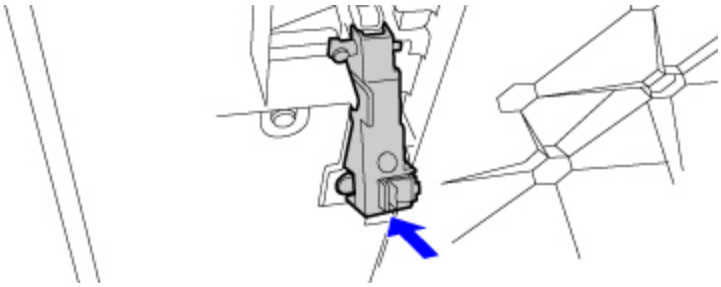
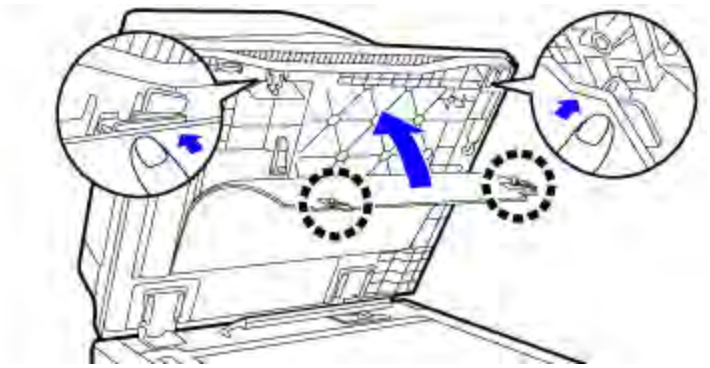
Push the stamp unit in until it clicks into place.

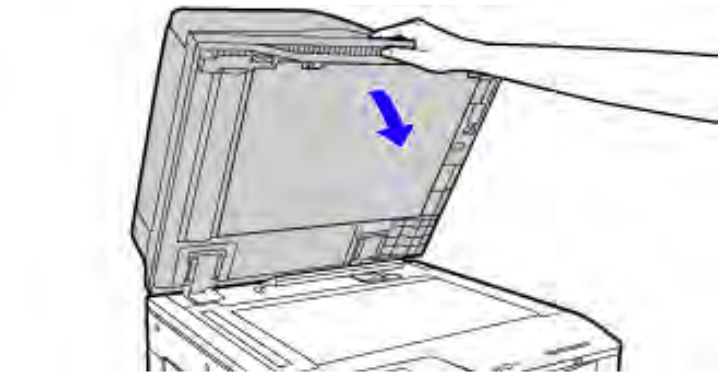


7 Replace the original pressure sheet.

Push the holders in until they click into place.



8 Close the automatic document feeder.



When using the MX-4141N/MX-5141N

1 Open the automatic document feeder.

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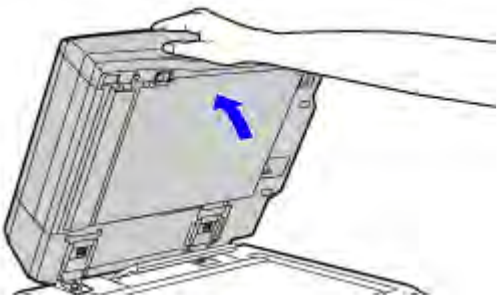
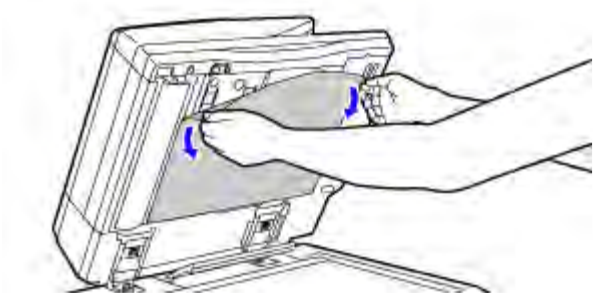
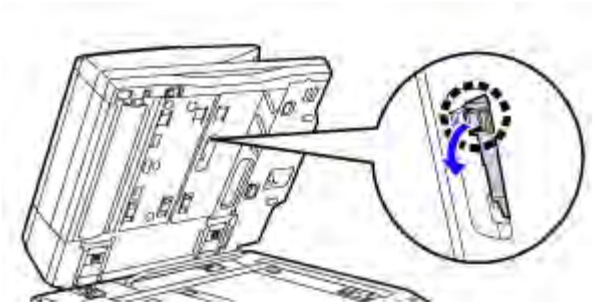


2 Remove the document backplate sheet from the automatic document feeder.

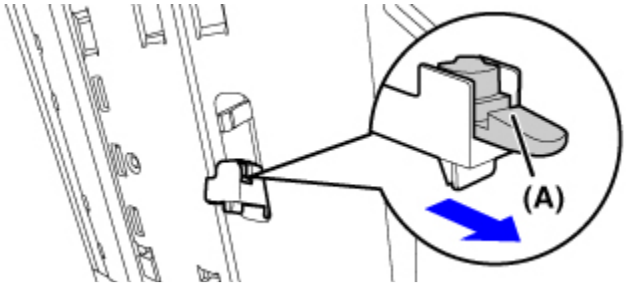
Remove the sheet slowly. Place the removed sheet with the side that was attached face up on the document glass.



3 Grasp the tab on the stamp unit and pull the unit out.



4 Remove the stamp cartridge (A).



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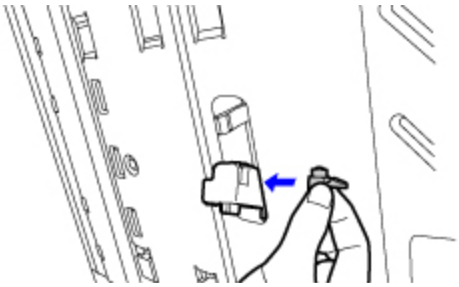
5 Install a new stamp cartridge.

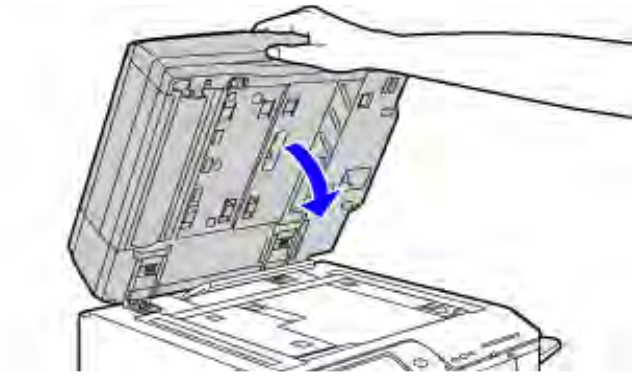


6 Push the stamp unit back in.

Push the stamp unit in until it clicks into place.

7 Close the automatic document feeder to attach the document backplate sheet.

When the automatic document feeder is closed, the document backplate sheet on the document glass attaches to the automatic document feeder.



8 Make sure that the document backplate sheet is firmly attached to the automatic document feeder and then close the automatic document feeder.

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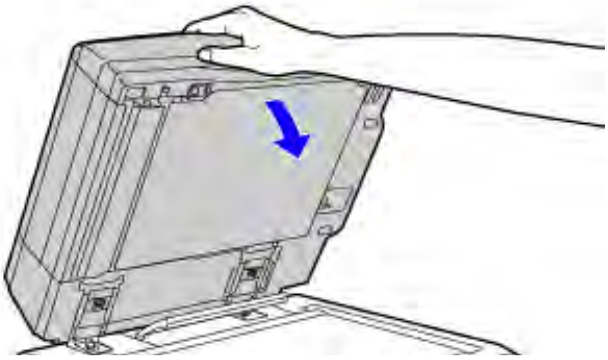
If the document backplate sheet is not firmly attached, remove the sheet and then close the automatic document feeder again to firmly attach the sheet.



09-053.htm

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ITEMS RECORDED IN THE JOB LOG

The machine records the performed jobs in the job log.
The main information recorded in the job log is described below.

- To make it easy to total the usage counts of differently configured machines, the items recorded in the job log are fixed, regardless of what peripheral devices are installed or the objective of the recording.
- In some cases, job information may not be correctly recorded, such as when a power failure occurs during a job.

No.		Item name	Description
1	Main items	Job ID	The job ID is recorded. Job IDs appear in the log as consecutive numbers up to a maximum of 9999, after which the count resets to 1.
2		Job Mode	The job mode type, such as copy or print is recorded.

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3		account-job-id	The job ID used in the OSA is recorded. It is recorded regardless of whether or not the OSA is present.
4		Computer Name	The name of the computer that sent a print job is recorded.*
5		User Name	The user name when the user authentication function is used is recorded.
6		Login Name	The login name when the user authentication function is used is recorded.
7		Card ID	The card ID when it is used for an authentication process is recorded.

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8		Number of Card Issuance	The number of times the card has been issued is written in an SSFC IC card is recorded.
9		Billing Code	Main Code/Sub Code or Use Code is recorded.
10		Starting Date & Time	The date and time the job was started are recorded.
11		Completing Date & Time	The date and time the job was completed are recorded.

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12		Black & White Total Count	For a print job, the total count is recorded. For a send job, the number of transmitted black & white pages is recorded. When a broadcast transmission is summarized, the total number of pages is recorded. For a scan to HDD job, the number of stored black & white pages is recorded.

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13		Full Color Total Count	For a print job, the total count is recorded. For a send job, the total number of transmitted full color pages is recorded. When a broadcast transmission is summarized, the total number of pages is recorded. For a scan to HDD job, the number of stored full color pages is recorded.
14		3-Color Total Count	The total number of pages in a print job that have been printed using 3 colors is recorded.

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15		2-Color Total Count	The total number of pages in a print job that have been printed using 2 colors is recorded. For a scan to HDD job, the total number of stored 2-color pages is recorded.
16		Single color Total Count	The total number of pages in a print job that have been printed using a single color is recorded.
17		Count according to size	Counts by original/paper size in color mode and black & white mode are recorded.
18		Number of sheets according to size	Number of sheets according to paper size is recorded.
19		Invalid Paper Count (Black & White)	The black & white invalid sheet count is recorded.

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20		Invalid Paper Count (Color)	The color invalid sheet count is recorded.
21		Number of Reserved Sets	Number of specified sets or reserved destinations is recorded.
22		Number of Completed Sets	Number of completed sets or number of destinations to which transmission was successfully completed is recorded.
23		Number of Reserved Pages	Number of reserved original pages of a copy, print, scan job, or other job is recorded.
24		Number of Completed Pages	Number of completed pages of a set is recorded.
25		Result	The result of a job is recorded.

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26		Error Cause	When an error occurs during a job, the cause of the error is recorded.
27	Print Job Related Item	Output	The output mode of a printed job is recorded.
28		Staple	The status of stapling is recorded.
29		Staple Count	The staple count is recorded.
30		Punch Count	The punch count is recorded.
31		Fold	A job that uses the fold function is recorded.
32		Fold Count	Number of folded pages is recorded.
33		Printer Tone	The tone used for a print job is recorded.
34	Image Send Related Item	Address	Address of an image send job is recorded.

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35		Sender Name	Sender name of an image send job is recorded.
36		Sender Address	Sender address of an image send job is recorded.
37		Transmission Type	Transmission type of an image send job is recorded.
38		Administrative Serial Number	Administrative serial number of an image send job is recorded.
39		Broadcast number	Broadcast number of an image send job is recorded.
40		Entry Order	Reservation order for broadcast transmission of an image send job is recorded. This is used to link communication and printing when recording multi polling jobs.

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41		File Format	File format of an image send job is recorded.
42		Compression Mode/Compression Ratio	Compression mode and compression ratio of the file of an image send job is recorded.
43		Communication Time	The communication time of image send jobs is recorded.
44		Fax No.	The stored sender's number is recorded.
45	Document Filing Related Item	Document Filing	Status of document filing is recorded.
46		Storing Mode	Document filing storing mode is recorded.
47	Common Functionality	Color Setting	Color mode selected by user is recorded.

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48		Special Modes	Special modes selected when the job was executed is recorded.
49		File Name	The stored file name is recorded.*
50		Data Size [KB]	The size of a file is recorded.
51	Detailed Items	Original Size	Size of scanned original is recorded. For a document filing print job, the paper size of the file is recorded.
52		Original Type	Original type (text, printed photo, etc.) set in the exposure settings screen is recorded.
53		Original Count	Number of scanned original sheets is recorded.

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54		Paper Size	For a print job, the paper size is recorded. For a send job, the transmitted paper size is recorded. For a Scan to HDD job, the paper size of the stored file is recorded.
55		Paper Type	The paper type used for printing is recorded.
56		Paper Property	The paper property specified in "Paper Type" is recorded.
57		Duplex Setup	The duplex setting is recorded.
58		Resolution	The scanning resolution is recorded.
59	Machine Item	Model Name	The model name of the machine is recorded.

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60	Unit Serial Number	The serial number of the machine is recorded.
61	Name	The name of the machine that is set in the Web pages is recorded.
62	Machine Location	The installation location of the machine that is set in the Web pages is recorded.

09-007.htm

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REQUESTING REPAIR

Overview

Read "TROUBLESHOOTING". if a particular problem persists, stop using your machine. Unplug the power cable from the machine and contact your dealer or nearest SHARP Service Department and inform the following items: An optional field service is also available.

Product name	Digital full-color multifunction machine
Model	MX-4140N/MX-4141N/MX-5140N/MX-5141N
Problem status (Enter as in details as possible.)	

Do not try to repair it by yourself. It is very dangerous.

09-033.htm

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IF YOUR ADDRESS CHANGES

Overview

When the machine is transferred, the internal toner cartridge needs to be taken out. Please contact your dealer or "SHARP Service Department" in your area before you change your place of residence.

09-034.htm

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MAINTENANCE

Overview

When the maintenance execution time is approaching, a message will appear on the touch panel. When the message is displayed, contact your dealer or "SHARP Service Department" in your area as soon as possible.

09-035.htm

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MAINTENANCE SERVICE SYSTEM

Overview

We provide two types of optional maintenance services to maintain the performance and functions of this product: the Counter Service System and the Spot Service System.
For service system details, contact the dealer and select the most appropriate service.

09-036.htm

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MINIMUM HOLDING PERIOD OF PERFORMANCE PARTS FOR REPAIR PURPOSES

Overview

In order to ensure our maintenance services, we will retain performance parts for this product for seven (7) years after production is discontinued. Performance parts refers to parts that are required to maintain the functions of this product.

09-037.htm

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MINIMUM HOLDING PERIOD OF SUPPLIES

Overview

We will retain supplies of this product for seven (7) years after it has been discontinued.

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CONSUMABLE TYPES AND STORAGE METHODS

Consumable Types

You should use our recommended copy paper and label paper. Please consult your dealer for details.
You should use our specified toner cartridges, staple cartridges, and transparency films.

Product name	Model name	Remarks
Transparency film A4 (special paper)	S4BG68	100 sheets (10 sets per box)
Staple cartridge (for finisher or saddle finisher)	MX-SCX1	Approx. 5,000 staples × 3
Staple cartridge (for finisher (large stacker))	AR-SC2	Approx. 5,000 staples × 3
Staple cartridge (for saddle stitch unit of saddle finisher and saddle finisher (large stacker))	AR-SC3	Approx. 2,000 staples × 3

Handling Toner and Toner Cartridge, and in Case of Emergency

Handling

Do not throw toner or toner cartridge into a fire. Toner may splatter and cause burns. Further, do not forcibly open a toner cartridge. Toner dusts may leak. In this case, avoid dust inhilation or skin contact.

Storage

Store toner or toner cartridge in a cool and dark place that is not sealed or containing flame. Store toner or toner cartridge out of reach of small children.

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Store a new toner cartridge box horizontally, not setting upvertically, being careful not to invertreverse the top and bottom. If a box is stored vertically, the toner flowability reduces even if you shake the toner cartridge well before using it, and toner may remain in a cartridge without getting into the machine.

In case or emergency

If you inhale the dusts:
Move to a location with clean air, and gargle with a large amount of water. If you have symptoms such as a cough, consult a doctor.

If toner adheres to the skin:
Clean skin with a soap, and rinse away toner with water.

If toner enters the eyes:
Immediately rinse away toner with flowing water. If you have a pain, consult a doctor.

If toner is swollowed:
Rinse out your mouth, and drink one or two glasses of water. If necessary, consult a doctor.

Caution:

- Do not store a toner cartridge in a place in which the temperature is 40 degrees Celsius or more.
  If it is stored in a high-temperature place, toner in a cartridge may be hardened.
- Store toner cartridges or toner collection container out of reach of small children.

Other Consumable Storage Methods

Store consumables in a place that satisfies the following conditions.

- A clean and dry place
- A place with a stable temperature
- A place not exposed to direct sunlight

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Put copy paper in a bag, and store it on a flat place.

If you do not put paper in a bag or you set up paper for storage, curling or moisture absorption occurs, resulting in a paper jam.

Be sure to put the rest of paper in a bag, and close the top of the bag for storage, otherwise paper curling or moisture absorption occurs, resulting in a paper jam.

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RECYCLING RESOURCES

Recycled paper with waste paper pulp compounded

This machine is capable of using recycled paper made of compounded waste-paper pulp. However, various type of paper are commercially available, some of which cannot be used on the machine.
Before using any paper, consult the dealer or SHARP Service Department.

We Thank You for Your Co-operation in Recycling Used Products.

Sharp collects used products to help preserve the Earth’s environment and the effective use of of its resources, promoting the reuse or recycling of products and parts.
To have used products collected, contact your dealer or the "SHARP Service Department" shown in this manual.

We thank you for your co-operation in recycling used cartridges.

Sharp collects used cartridges to help preserve the Earth’s environment and the effective use of of its resources, promoting the recycling of them.
Please give the used cartridges to your maintenance staff.

Collecting and Recycling Used Photoconductive Drums or Photoconductive Drum Cartridges

Sharp offers a material recycling system to collect used photoconductive drums or photoconductive drum cartridges from customers and reprocess them back into raw materials by using a recycler in each region. Please pass the used photoconductive drums or photoconductive drum cartridges to the maintenance staff of your machine.

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "OPERATIONS COMMON TO ALL MODES"

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EXTERIOR

This section describes the names and functions of the respective parts on the exterior of the machine.
Tap the name to make its details pop up.

Automatic document feeder
This automatically feeds and scans multiple originals.
For the MX-4141N/MX-5141N, both sides of 2-sided originals can be automatically scanned at one time.
- AUTOMATIC DOCUMENT FEEDER

Front cover
Open this cover to switch the main power switch to "On" or "Off" or to replace a toner cartridge.
- TURNING ON THE POWER
- REPLACING THE TONER CARTRIDGE

Output tray (center tray)*2
Printed paper is output into this tray.

Operation panel
This panel hosts the [Power] button, [Power Save] button/indicator, [Home Screen] button, main power button and touch panel.
Use the touch panel to operate each of these functions.
- OPERATION PANEL

Right tray*2
Set so that paper is output into this tray as required.
By setting originals received via fax or Internet fax to be output into this tray, you can separate them from paper output from copying.

Finisher*2
This staples paper.
A punch module can also be installed to punch holes in output paper.
- FINISHER

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Saddle finisher (large stacker)[*2]
This staples and folds paper. A punch module can also be installed to punch holes in output paper.
- SADDLE FINISHER (LARGE STACKER)

Paper pass unit[*2]
This unit sends printed paper to the finisher (large stacker), saddle finisher or saddle finisher (large stacker), or functions as a relay between the machine and the finisher (large stacker), saddle finisher or saddle finisher (large stacker).

USB port (A type)
This is used to connect a USB device such as a USB memory device to the machine. For the USB cable, use a shielded cable.
Supports USB 2.0 (Hi-Speed).

Keyboard[*1]
Use this as a substitute for the soft keyboard displayed on the touch panel. When not being used, it can be stored under the operation panel.

Tray 1
Store paper in this tray.
- LOADING PAPER INTO A TRAY

Tray 2
Store paper in this tray.
- LOADING PAPER INTO A TRAY

Tray 3 (when a stand/1x500/2x500 sheet paper drawer is installed)[*2]
Store paper in this tray.
- LOADING PAPER INTO A TRAY

Tray 4 (when a stand/2x500 sheet paper drawer is installed)[*2]
Store paper in this tray.
- LOADING PAPER INTO A TRAY

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Tray 5 (when a large capacity paper tray is installed)*2
Store paper in this tray.
- LOADING PAPER INTO A LARGE CAPACITY TRAY

Bypass tray
Use this tray to feed paper manually.
When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide.
- LOADING PAPER INTO THE BYPASS TRAY

Tray 3 (when a stand/2000 sheet paper drawer is installed)*2
Store paper in this tray.
- TRAY 3 - 4 (STAND/2000 SHEET PAPER DRAWER)

Tray 4 (when a stand/2000 sheet paper drawer is installed)*2
Store paper in this tray.
- TRAY 3 - 4 (STAND/2000 SHEET PAPER DRAWER)

Punch module*2
This is used to punch holes in output. Requires a saddle finisher, saddle finisher (large stacker), or finisher (large stacker).
- PUNCH MODULE

Finisher (large stacker)*2
This staples paper. A punch module can also be installed to punch holes in output paper.
- FINISHER (LARGE STACKER)

Saddle finisher*2
This staples and folds paper. A punch module can also be installed to punch holes in output paper.
- SADDLE FINISHER

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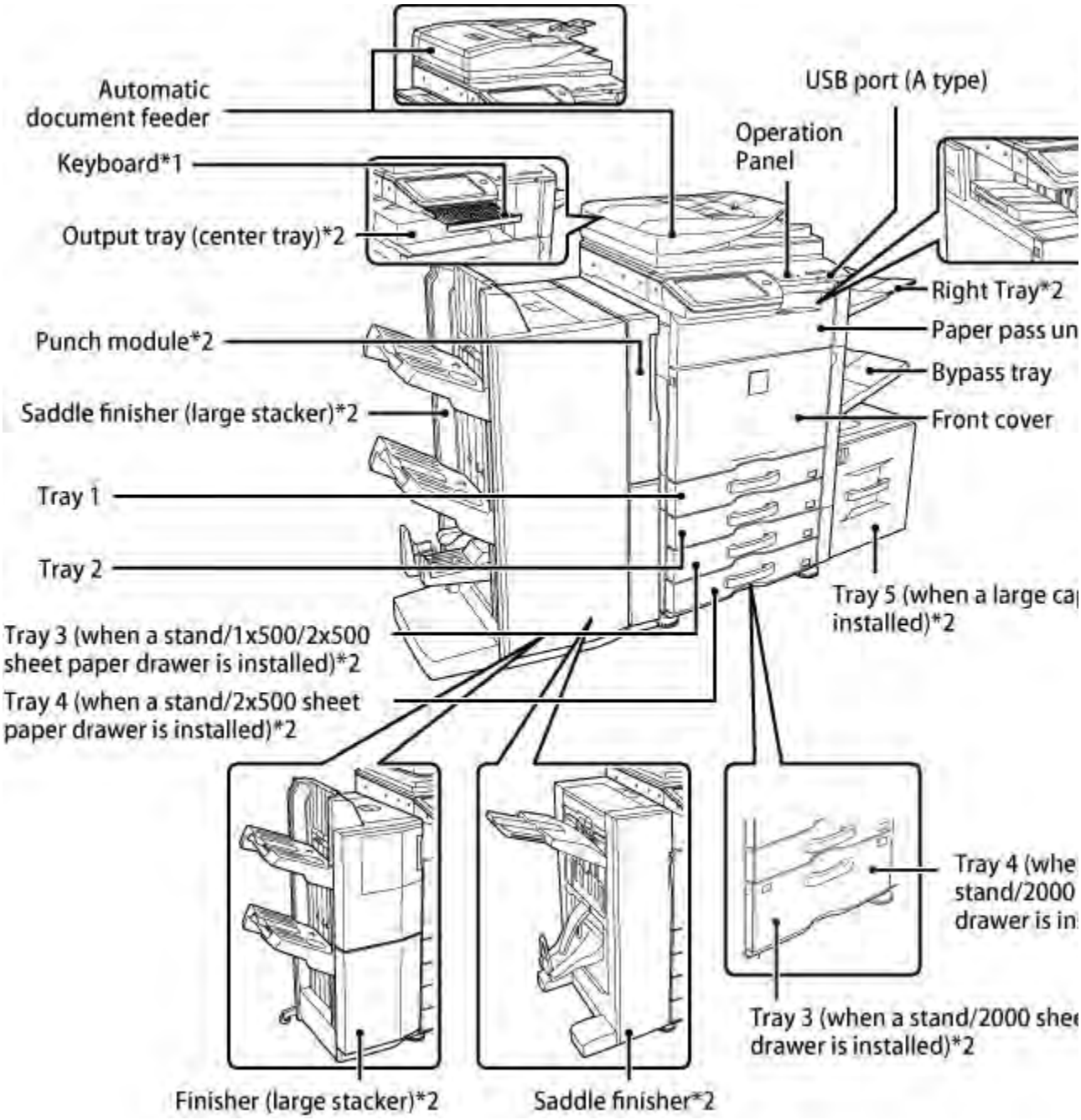

*1 It is optional for MX-4140N/MX-5140N.

*2 Optional

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UPPER SIDE

This section describes the names and functions of the respective parts inside the machine.

Toner cartridge
This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.
- REPLACEMENT OF TONER CARTRIDGE

Fusing unit
Heat is applied here to fuse the transferred image onto the paper.

The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

Transfer belt
During full color printing, the toner images of the four colors on the photoconductive drums are combined together on the transfer belt.
During black and white printing, only the black toner image is transferred onto the transfer belt.

Do not touch or damage the transfer belt.
This may cause a defective image.

Right side cover
Open this cover to remove a misfeed.

Paper reversing section cover
This unit is used for reversing paper when 2-sided printing is performed. Open this cover to remove a paper misfeed.

Main power switch
Use this switch to turn on the power for the machine.
When using the fax or Internet fax functions, always keep this switch in the “

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" position.
- TURNING ON THE POWER

Toner collection container
This container collects excess toner that remains after printing.
- REPLACING THE TONER COLLECTION CONTAINER

A service technician collects replaced toner collection containers.

Toner collection container release button
Press this button when you need to release the toner collection container lock to replace the toner collection container or clean the laser unit.
- CLEANING THE LASER UNIT
- REPLACING THE TONER COLLECTION CONTAINER

Handle
Pull this out and grasp it when moving the machine.

A stand/1x500/2x500/2000 sheet paper drawer right-side cover
Open this cover to remove a paper misfeed in tray 3 or 4.

Paper tray right side cover
Open this to remove a paper misfeed in tray 1 or 2.

Right side cover release lever
To remove a paper misfeed, pull and hold this lever up to open the right side cover.

Bypass tray
Use this tray to feed paper manually.
When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide.
- LOADING PAPER INTO THE BYPASS TRAY

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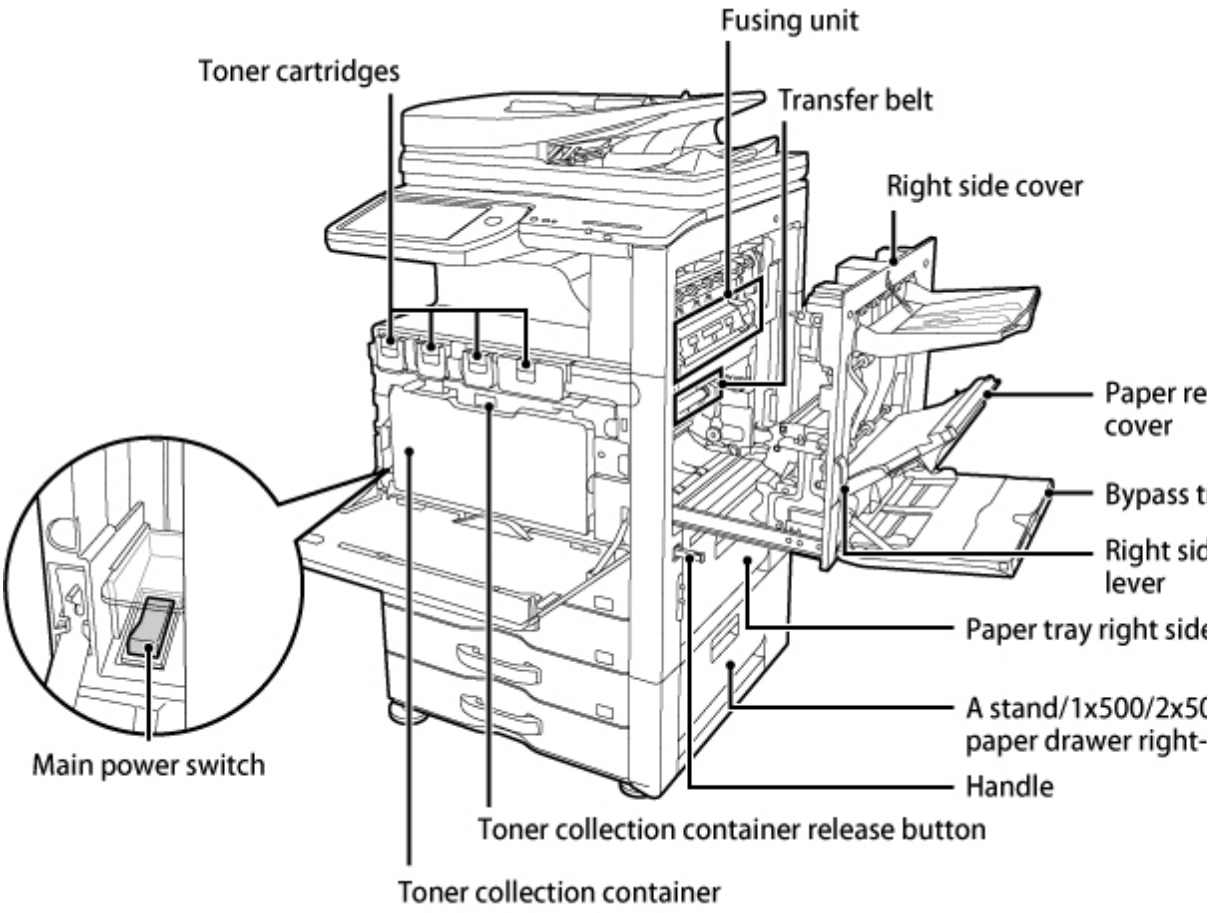

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TOP

This section describes the names and functions of the respective parts on the upper side of the machine.

Paper feed roller
This roller rotates to automatically feed the original.

Document feeding cover
Open this cover to remove an original misfeed or clean the paper feed roller.

Original guides
These guides help ensure that the original is scanned correctly.
Adjust the guides to the width of the original.
- AUTOMATIC DOCUMENT FEEDER

Document feeder tray
Set the original in this tray.
1-sided originals must be placed face up.
- AUTOMATIC DOCUMENT FEEDER

Original exit tray
The original is discharged to this tray after scanning.

Scanning area
Originals placed in the document feeder tray are scanned here.
- CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

Original size detector
This unit detects the size of an original placed on the document glass.
- DOCUMENT GLASS

Document glass
To scan books or other thick originals that cannot be fed through the

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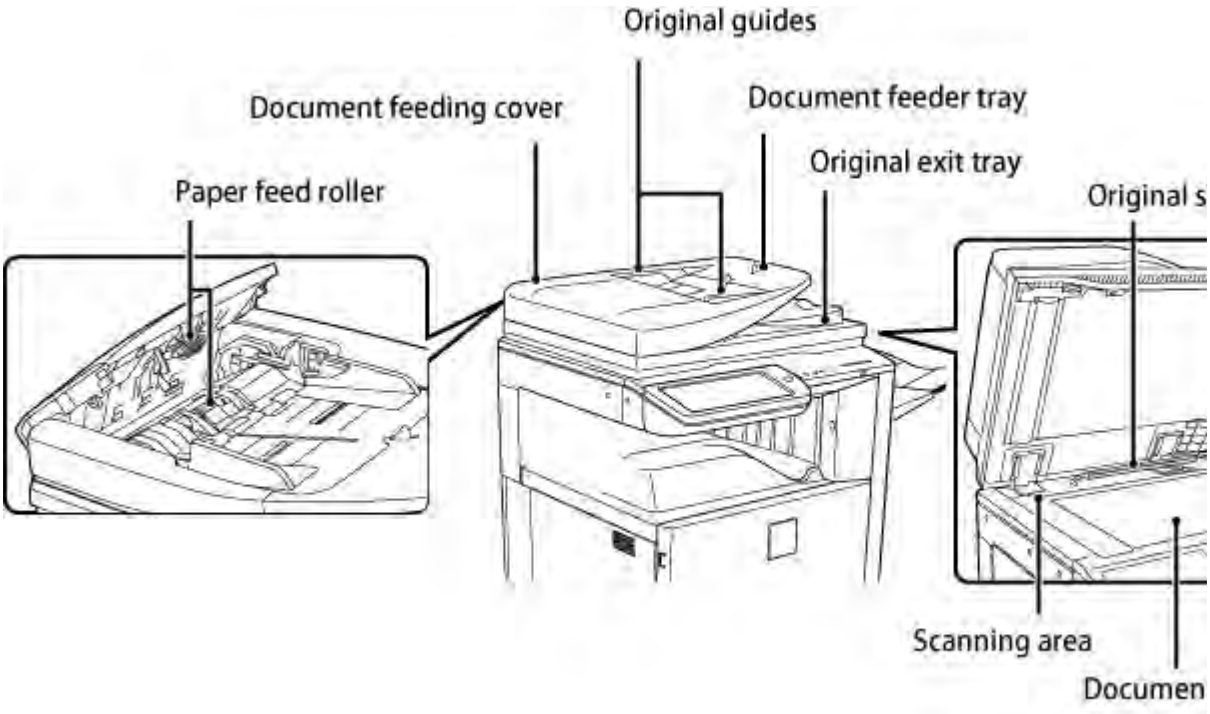
automatic document feeder, place them on this glass.
- DOCUMENT GLASS

Tap the name to make its details pop up.



Automatic document feeder (MX-4141N/MX-5141N)

Document feeding cover
Open this cover to remove an original misfeed or clean the paper feed roller.

Original guides
These guides help ensure that the original is scanned correctly.
Adjust the guides to the width of the original.
- AUTOMATIC DOCUMENT FEEDER

Document feeder tray
Set the original in this tray. 1-sided originals must be placed face up.
- AUTOMATIC DOCUMENT FEEDER

Original exit tray
The original is discharged to this tray after scanning.

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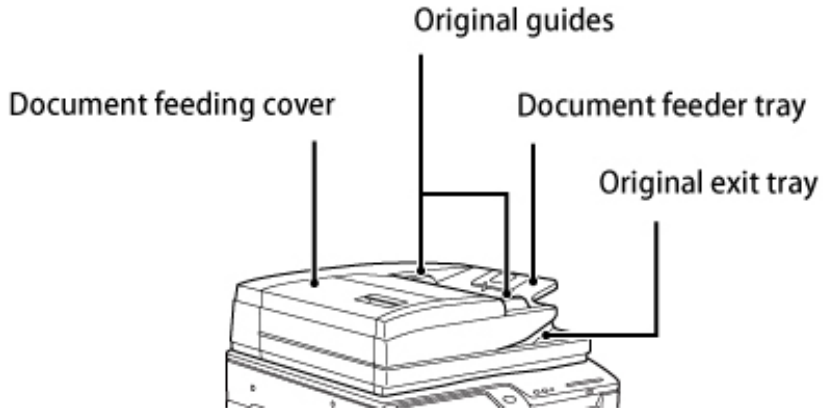

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SIDE AND BACK

This section describes the names and functions of the respective parts on the side and back of the machine.

USB port (A type)
This is used to connect a USB device such as a USB memory device to the machine.
Supports USB 2.0 (Hi-Speed).

USB port (B type)
A computer can be connected to this connector to use the machine as a printer.
For the USB cable, use a shielded cable.
Supports USB 2.0 (Hi-Speed).

LAN connector
Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.

Service-only connector

This connector is for use only by service technicians.
Connecting a cable to this connector may cause the machine to malfunction.

Important note for service technicians:
The cable connected to the service connector must be less than 118" (3 m) in length.

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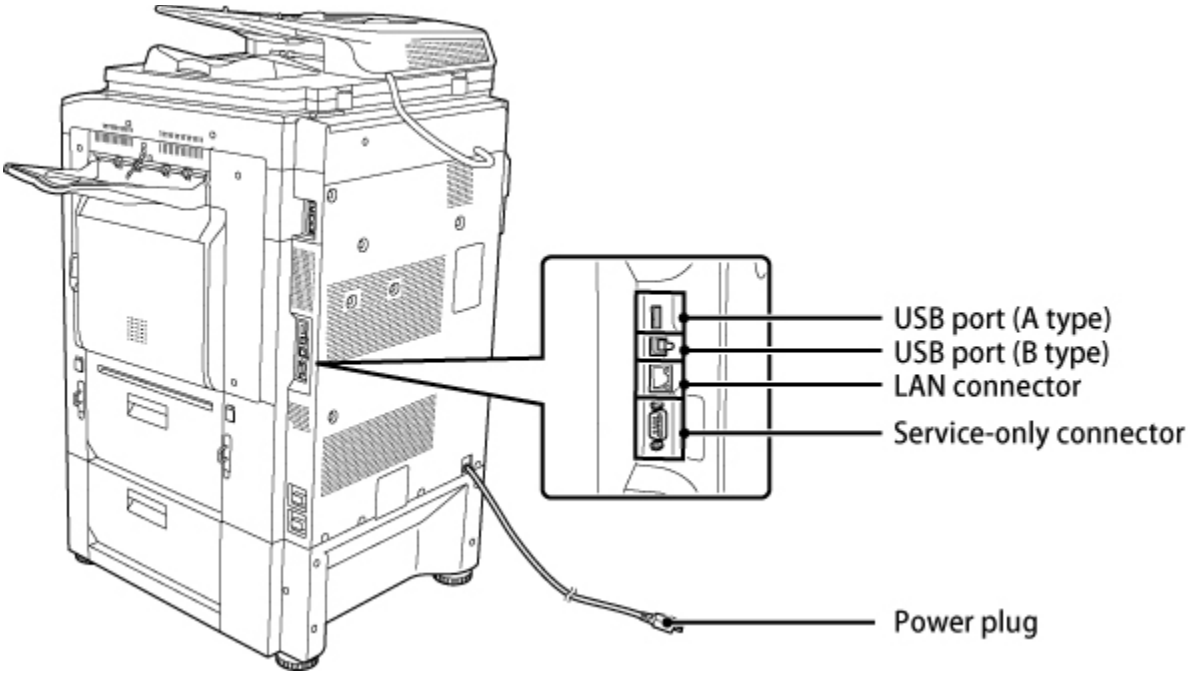
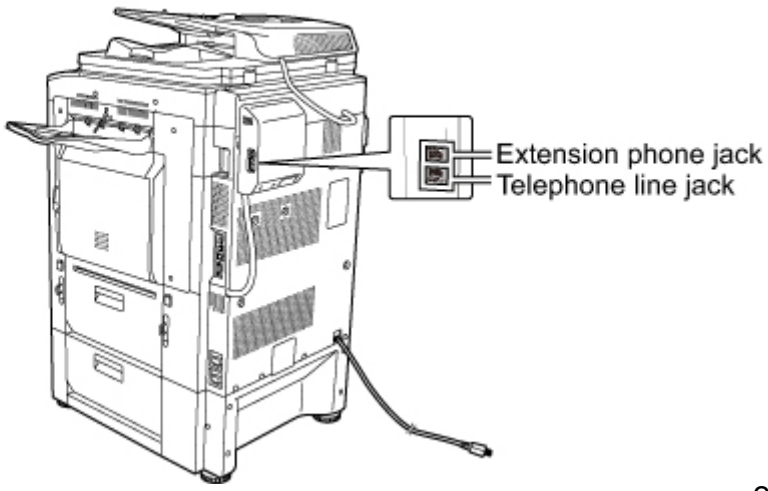


Extension phone jack
When the fax function of the machine is used, an extension phone can be connected to this jack.

Telephone line jack
When the fax function of the machine is used, the telephone line is connected to this jack.

When the fax expansion kit is installed



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OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.

Touch panel
Messages and keys appear on the touch panel display.
Operate the machine by directly tapping the displayed keys.
- TOUCH TYPES

Main power indicator
This lamp lights up when the machine's main power switch is in the " | " position.
Blinks green during the time that the [Power] button does not operate immediately after the main power switch is switched on.
Blinks green while print data is being received.
- TURNING ON THE POWER

[Power] button
Use this button to turn the machine's power on and off.
- TURNING ON THE POWER

[Power Save] button/indicator
Use this button to set the machine to Auto Power Shut-Off Timer for energy saving.
[Power Save] button blinks when the machine is in Auto Power Shut-Off Timer.
- AUTO POWER SHUT-OFF TIMER

[Home Screen] button
Use this button to display the home screen.
- HOME SCREEN

Tap the name to make its details pop up.

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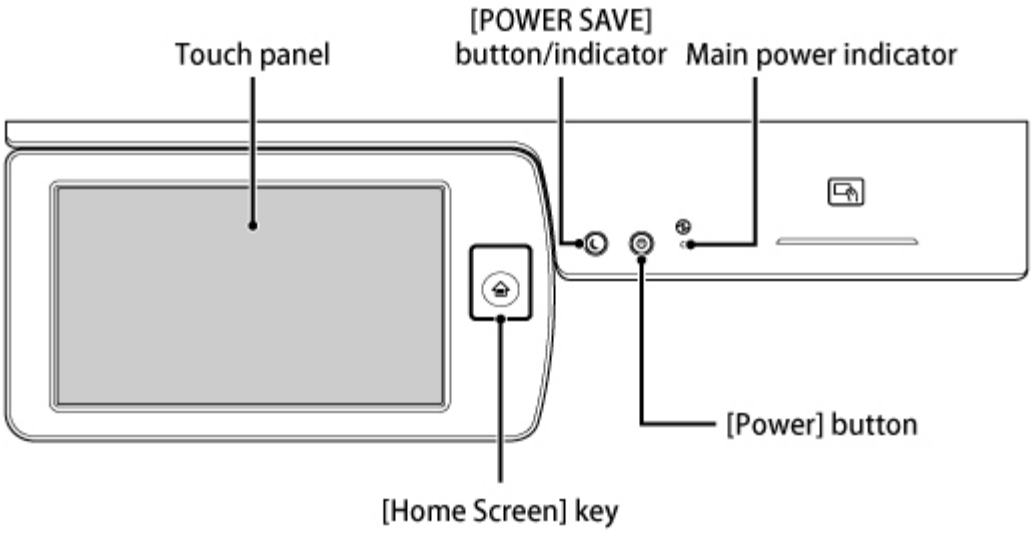
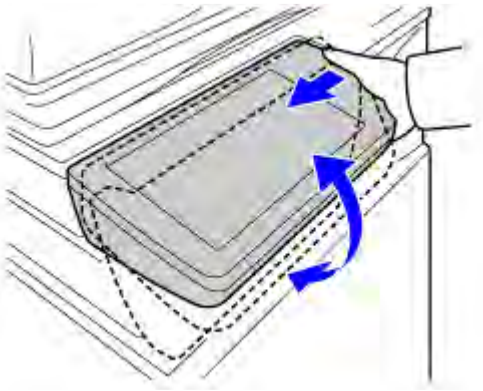


[Home Screen] button

Use your finger to touch the [Home Screen] button.

If you use a pen or other tool to touch the button, it may not operate properly.

Risk of malfunctioning if you use with jewelry or other accessories.



You can change the angle of the touch panel. Adjust the angle for ease of viewing by pushing the movable part of the touch panel to the left.

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PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.
The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.

(As of June 2013)

Product name	Product number	Description
Stand/1x500 sheet paper drawer	MX-DE22	Additional tray. A maximum of 500 sheets of paper can be loaded into the tray.
Stand/2x500 sheet paper drawer	MX-DE23	Additional tray. A maximum of 500 sheets of paper can be loaded into each tray.
Stand/2000 sheet paper drawer	MX-DE21	Additional paper trays. Tray 3 can hold a maximum of 1150 sheets, and Tray 4 can hold a maximum of 850 sheets.
Large capacity tray	MX-LC11	Additional tray. A maximum of 3500 sheets of paper can be loaded into the tray. To install, a stand/1x500/2x500/2000 sheet paper drawer is required.
Long paper feeding tray	MX-LT10	When using long paper, the long paper is loaded in the bypass tray.
Exit tray unit	MX-TRX2	This can be added to the right side of the machine.
Exit tray cabinet	MX-TU13	This can be added to the center of the machine.

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FINISHER	MX-FNX9	Output device that enables the use of the staple function and offset functio n.
FINISHER (LARGE STACK ER)	MX-FN11	Output device that enables the use of the staple function and offset functio n. To install, a stand/1x500/2x500 sh eet paper drawer is required.
SADDLE FINISHER	MX-FN10	Output device that enables use of the staple function, offset function and pa mphlet copy function. To install, a sta nd/1x500/2x500/2000 sheet paper dr awer is required.
SADDLE FINISHER (LARG E STACKER)	MX-FN18	Output device that enables use of the staple function, offset function and pa mphlet copy function. To install, a sta nd/1x500/2x500/2000 sheet paper dr awer is required.
Paper pass unit	MX-RB20	This unit is required to install a saddle finisher.
PUNCH MODULE	MX-PNX1 B	This unit punches holes in copies and other output. A finisher is required.
	MX-PNX5 B	This unit punches holes in copies and other output. A saddle finisher is requ ired.
	MX-PNX6 B	This unit punches holes in copies and other output. A finisher (large stacke r) or saddle finisher (large stacker) is required.
Barcode Font Kit	MX-PF10	Adds barcode fonts to the machine.

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XPS expansion kit	MX-PUX1	This kit can be used as an XPS compatible printer. Please consult your dealer for details.
Facsimile expansion kit	MX-FX11	Enables Fax.
Internet fax expansion kit	MX-FWX1	Enables Internet Fax.
Data Security Kit	MX-FR42U	Adds security function to the machine.
Mirroring kit	MX-EB12N	Stores a copy of data in a separate place.
Application Integration Module	MX-AMX1	The application integration module can be combined with the network scanner function to append a metadata file to a scanned image file.
Scanner function expansion kit*1	MX-EB11	Saves a scanned document in the High Compression PDF format. High Compression PDF results in a smaller size than regular PDF.
Sharpdesk 1 license kit	MX-USX1	This software enables integrated management of documents and computer files.
Sharpdesk 5 license kit	MX-USX5	
Sharpdesk 10 license kit	MX-US10	
Sharpdesk 50 license kit	MX-US50	
Sharpdesk 100 license kit	MX-USA0	
Sharp OSA Network Scanner Tool 1 License Kit	MX-UN01A	This software efficiently scans a large number of documents and materials when used in conjunction with Sharp OSA. The number of licenses can be set from 1 to 100. Please consult your dealer for details.
Sharp OSA Network Scanner Tool 5 License Kit	MX-UN05A	
Sharp OSA Network Scanner Tool 10 License Kit	MX-UN10A	

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Sharp OSA Network Scanner Tool 50 License Kit	MX-UN50A	
Sharp OSA Network Scanner Tool 100 License Kit	MX-UN1HA	
Keyboard*1	MX-KB11	This is a keyboard that is integrated with the machine. When not in use, it can be stored under the operation panel.
Web browsing expansion kit*2	MX-AM10	Internet access is enabled for viewing Web pages.
Stamp unit	AR-SU1	This stamps each original page after it is scanned in image send mode.
Stamp cartridge	AR-SV1	Two stamp cartridges are included in a package.
Card Solution Kit	MX-EC50	Required for user authentication by CAC card. Enables a CAC (Common Access Card) to be read.

*1 Equipped as standard for MX-4141N and MX-5141N.

*2 Equipped as standard for MX-5141N.

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FINISHER

Overview

This device outputs sorted paper while staggering each set of paper.
As needed, it staples each set.
To punch holes in printed paper, install an optional hole punch module.

- Function names
- Supplies
- Finisher maintenance

Function names

The following describes the parts that appear when the finisher is open.

Output tray
Stapled and offset output is delivered to this tray.
The tray is slidable. Extend the tray for printing on large-size paper (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, A3W, A3, A4R, B4, B5R, 8K and 16KR sizes).

Lever
Use this lever to move the finisher in order to remove a paper misfeed, replace staples, or remove a staple jam.

Punch waste box (when a punch module is installed)
This stores punch waste discharged from punching.

Front cover
Open this cover to remove a paper misfeed, replace staples, remove a staple jam, or remove the punch scrap case.

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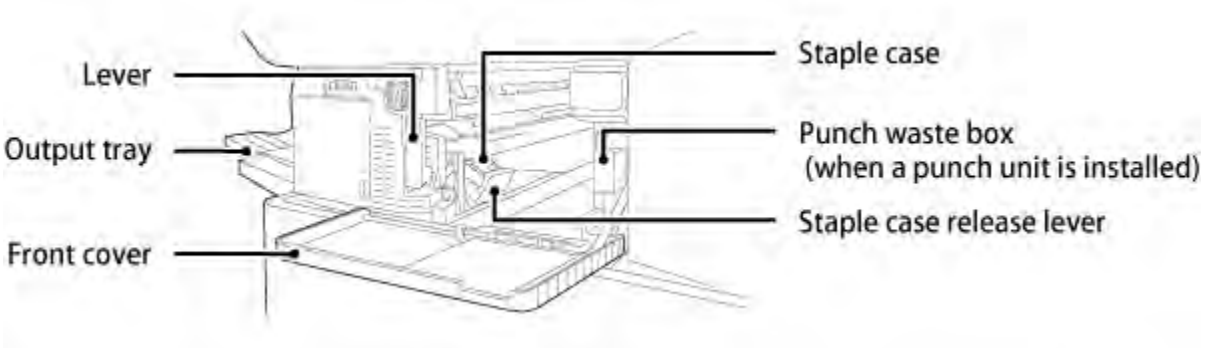
Staple case
This holds the staple cartridge.
Pull the case out to replace the staple cartridge or remove a staple jam.

Staple case release lever
Use this lever to remove the staple case.

Tap the name to make its details pop up.



- A finisher cannot be installed simultaneously with a finisher (large stacker), saddle finisher or saddler finisher (large stacker).
- Exercise caution when you turn on the power and when printing is taking place, as the output tray may move up and down.

Supplies

The finisher requires the following staple cartridge:
Staple cartridge (approx. 5000 staples per cartridge x three cartridges)
MX-SCX1

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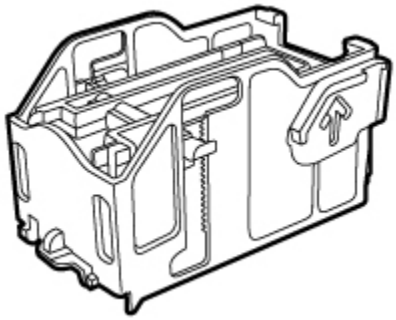


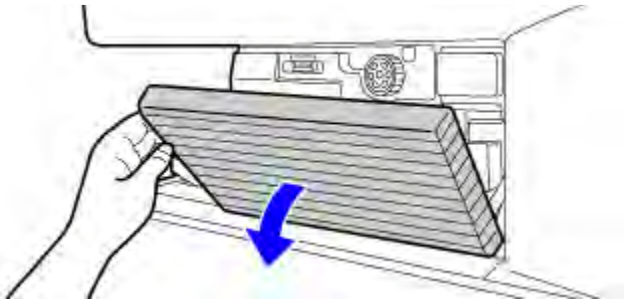
Finisher maintenance

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

Operation

Replacing the cartridge

1 Open the cover.



2 While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

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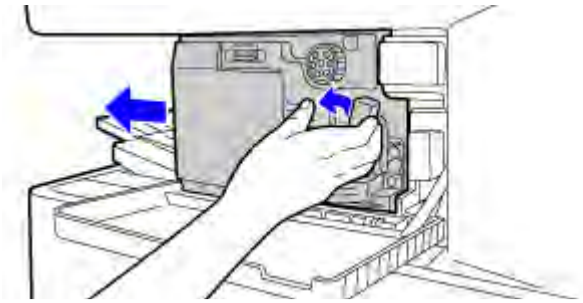
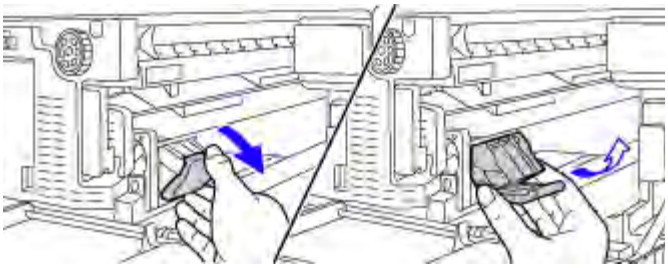
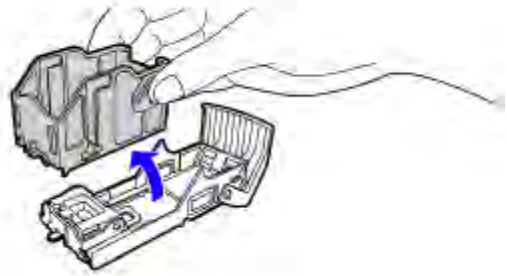


3 Lower the staple case release lever and remove the staple case.

Pull the staple case out to the right.



4 Remove the empty staple cartridge from the staple case.



5 Insert a new staple cartridge into the staple case as shown.

Push the staple cartridge in until it clicks into place.

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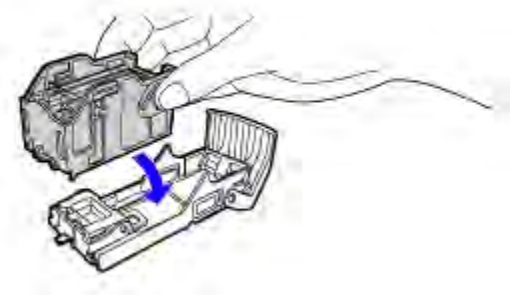
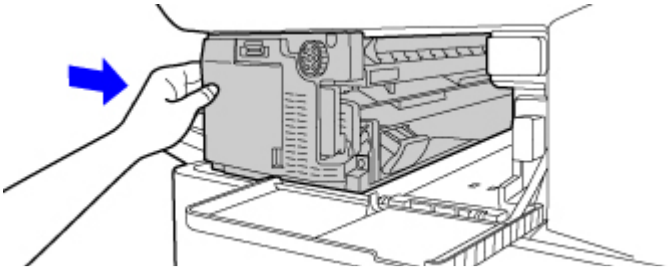


6 Replace the staple case.

Push the staple case in until it clicks into place.

7 Slide the finisher back to the right.

Gently slide the finisher back to the right until it locks into its original position.



8 Close the cover.

Make a proof copy in staple sort function to verify that stapling takes place correctly.

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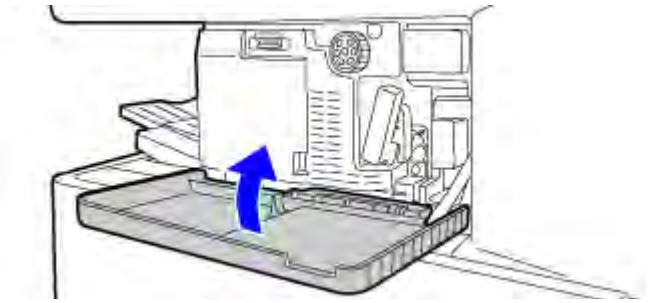

Make a proof copy in staple sort function to verify that stapling takes place correctly.

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FINISHER (LARGE STACKER)

Overview

This device outputs sorted paper while staggering each set of paper. As needed, it staples each set. To punch holes in printed paper, install an optional hole punch module.

- Function names
- Supplies
- Finisher (large stacker) maintenance

Function names

Output tray (upper tray, lower tray)
Stapled and offset output is delivered to this tray.
The tray is slidable. Extend the tray for printing on large-size paper (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3 and B4 sizes).

Top cover
Open this cover to remove a paper misfeed.

Staple compiler
This temporarily stacks paper to be stapled.

Front cover
Open this cover to replace the staple cartridge or remove a staple jam.

Tap the name to make its details pop up.

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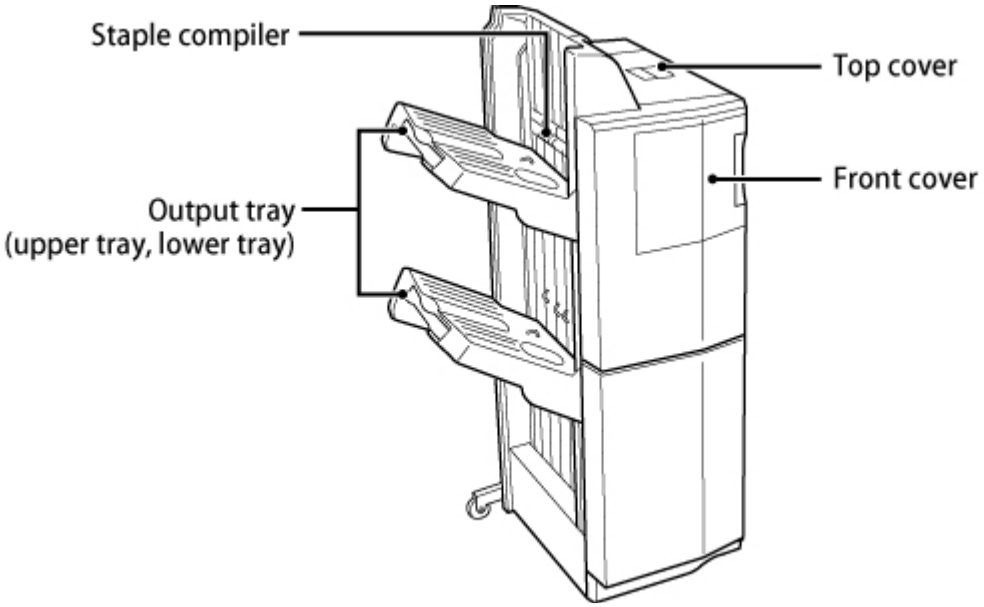
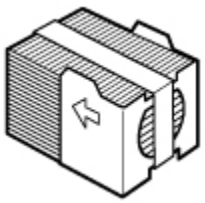


- A paper pass unit is required to install a finisher (large stacker) as well as a stand/1x500/2x500/2000 sheet paper drawer.
- Do not place heavy objects on the finisher (large stacker) or press down on the finisher (large stacker).
- A finisher (large stacker) cannot be installed simultaneously with a finisher, saddle finisher or saddle finisher (large stacker).
- Exercise caution when you turn on the power and when printing is taking place, as the output tray may move up and down.

Supplies

The finisher (large stacker) requires the following staple cartridge:
Staple cartridge (approx. 5000 staples per cartridge x three cartridges)
AR-SC2



Finisher (large stacker) maintenance

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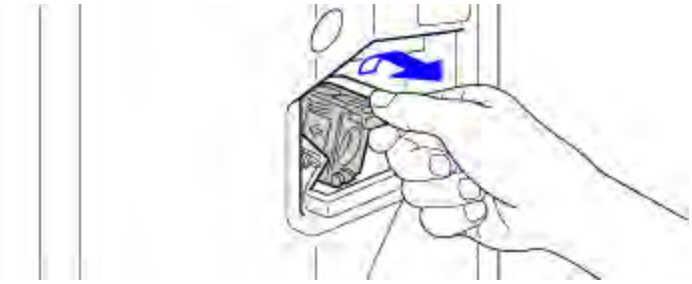
When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

Operation

Replacing the cartridge

1 Open the front cover.

2 Squeeze the green parts of the staple case and pull the case up and then out.



3 Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.

When staples remain, the staple cartridge cannot be removed.

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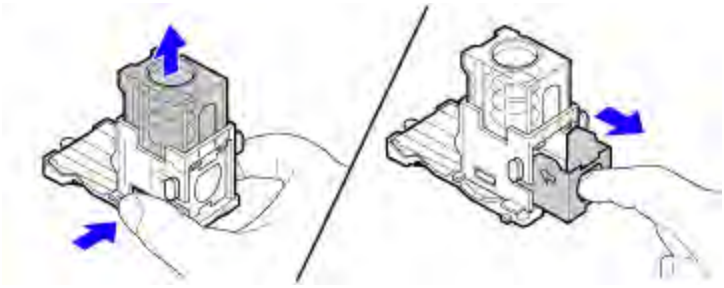
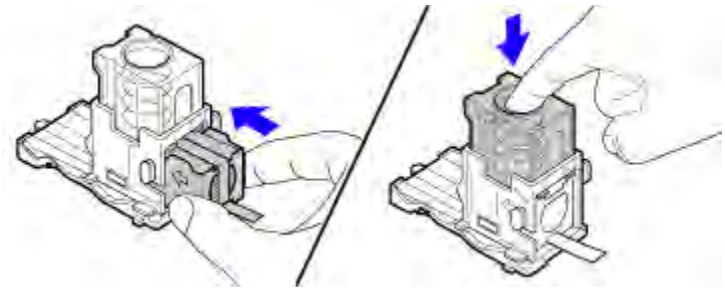


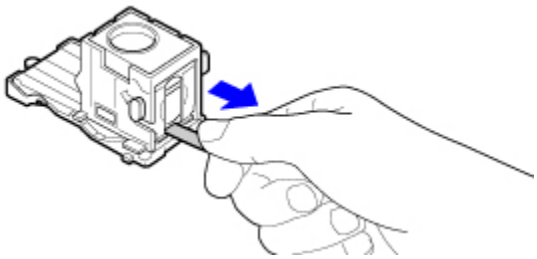
4 Insert a new staple cartridge into the staple case.

Push the staple cartridge in until it clicks into place.

> Do not remove the seal from the cartridge before inserting the cartridge into the case.



5 Pull the seal that holds the staples straight out.



6 Push the staple case firmly back in.

Push the staple case in until it clicks into place.

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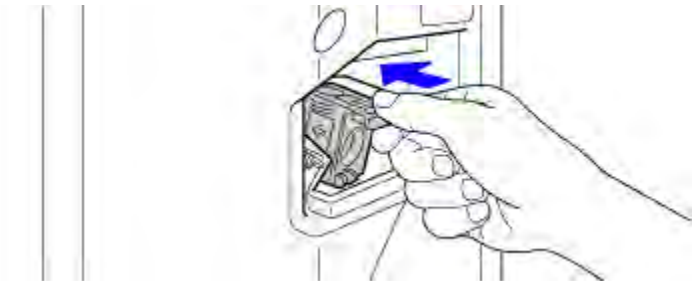

7 Close the front cover.

Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

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SADDLE FINISHER

Overview

This includes the offset function that outputs sorted paper while staggering each set of paper, the staple sort function that staples each set of prints, the saddle stitch function that automatically staples the center of the sheets and folds the sheets in half, and the paper folding function that folds paper in half.
To punch holes in printed paper, install an optional hole punch module.

- Function names
- Supplies
- Saddle finisher maintenance

Function names

Staple compiler
This temporarily stacks paper to be stapled.

Output tray
Stapled and offset output is delivered to this tray.
The tray is slidable. Extend the tray for printing on large-size paper (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3 and B4 sizes).

Side cover
Open this cover to replace the staple cartridge or remove a staple jam.

Saddle stitch tray
Saddle-stitched output is delivered to this tray.

Top cover
Open this cover to remove a paper misfeed.

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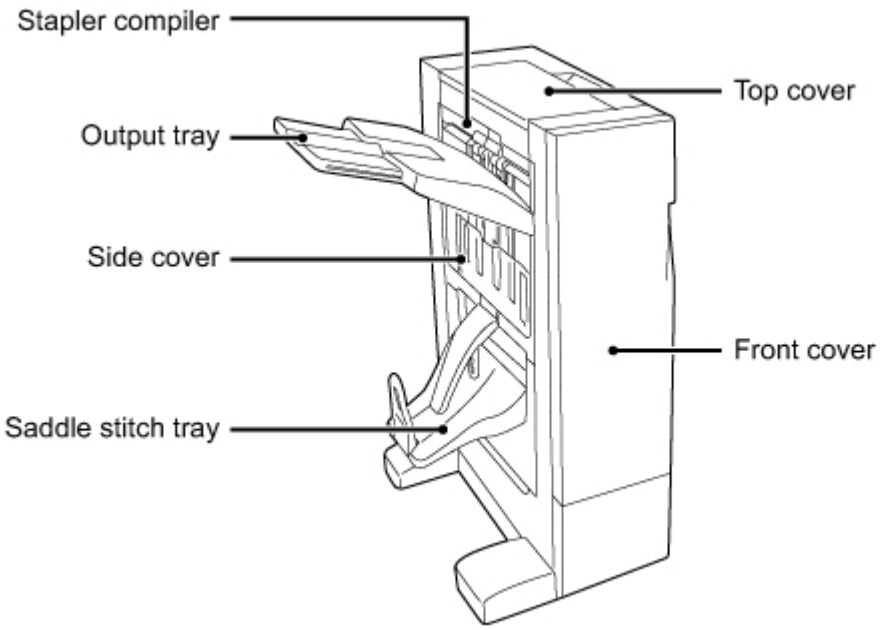
Front cover
Open this cover to replace the staple cartridge, remove a staple jam, or remove a paper misfeed.

Tap the name to make its details pop up.



- A paper pass unit is required to install a saddle finisher as well as a stand/1x500/2x500/2000 sheet paper drawer.
- Do not place heavy objects on the saddle finisher or press down on the saddle finisher.
- Exercise caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle finisher cannot be installed simultaneously with a finisher, finisher (large stacker) or saddle finisher (large stacker).

Supplies

The saddle finisher requires the following staple cartridge:

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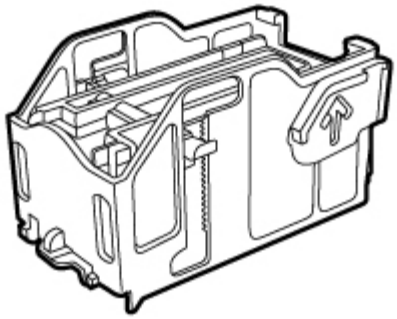
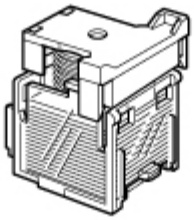
Finisher unit

Staple cartridge (approx. 5000 staples per cartridge x three cartridges) MX-SCX1



Saddle stitch unit

Staple cartridge (approx. 2000 staples per cartridge x three cartridges) AR-SC3



Saddle finisher maintenance

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the operation procedure to replace the staple cartridge.

Operation

- Replacing the staple cartridge (finisher unit)
- Replacing the staple cartridge (saddle stitch unit)

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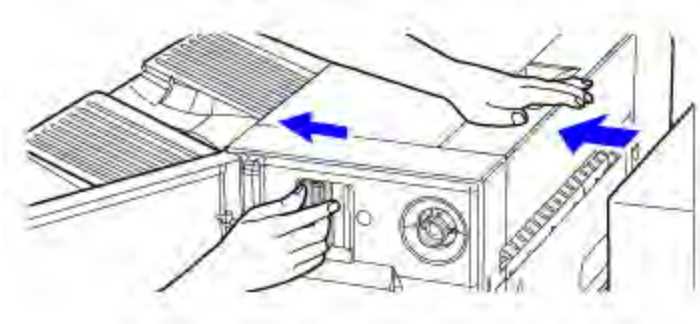
Replacing the staple cartridge (finisher unit)

1 Open the front cover.

A saddle finisher cannot be installed simultaneously with a finisher, finisher (large stacker) or saddle finisher (large stacker).

2 While pulling the lever, slide the saddle finisher to the left until it stops.

Gently slide the finisher until it stops.



3 Lower the staple case release lever and remove the staple case.

Pull the staple case out to the right.

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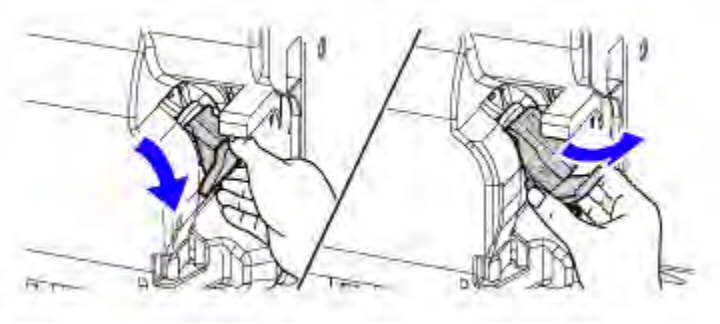
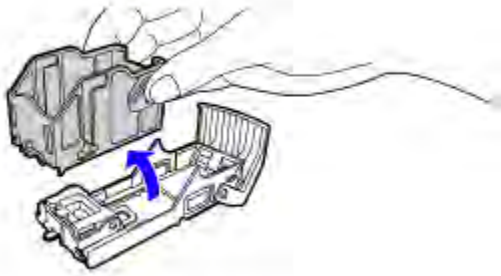
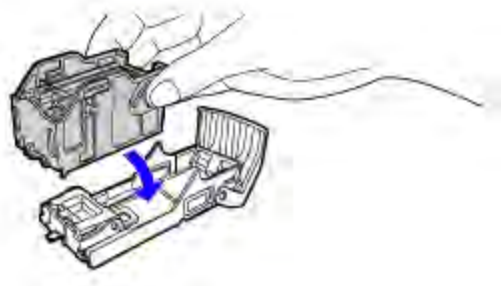


4 Remove the empty staple cartridge from the staple case.



5 Insert a new staple cartridge into the staple case as shown.

Push the staple cartridge in until it clicks into place.



6 Replace the staple case.

Push the staple case in until it clicks into place.

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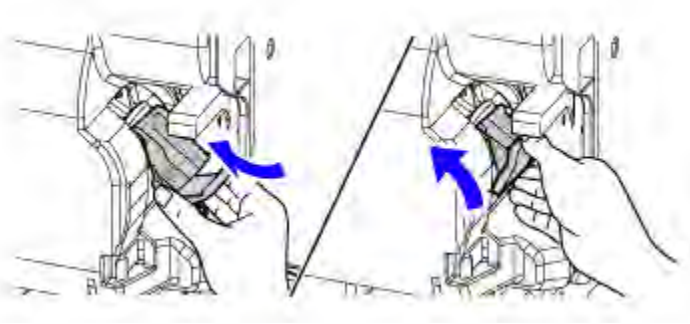
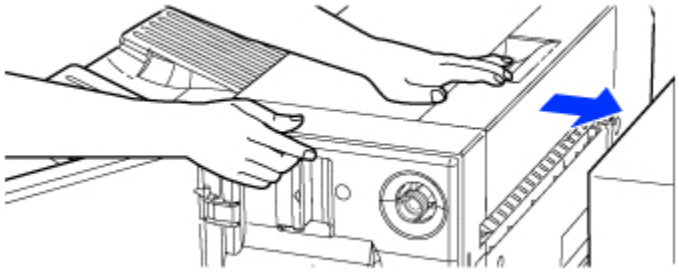


7 Push the saddle finisher back and latch it to the machine.

Gently slide the finisher back to the right until it locks into its original position.



8 Close the front cover.

Make a proof copy in staple sort function to verify that stapling takes place correctly.

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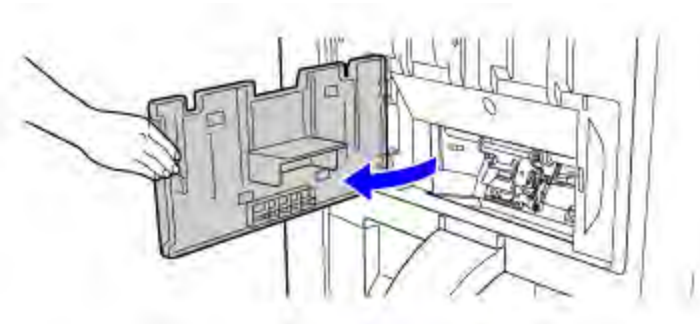
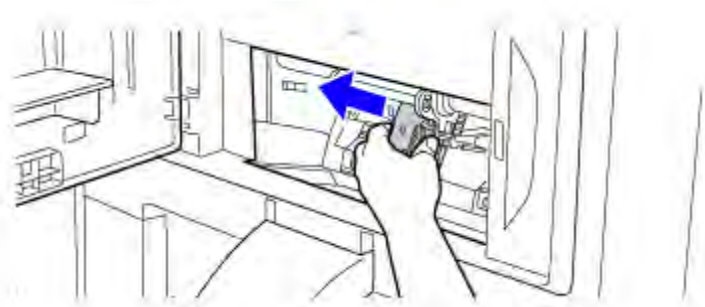
Replacing the staple cartridge (saddle stitch unit)

Before starting this procedure, remove all output from the output tray of the saddle finisher. Do not replace removed output back in the output tray.

1 Open the side cover.



2 Remove the empty staple cartridge.



3 Load new staple cartridges.

Remove the cover from each staple cartridge and then install the cartridge.

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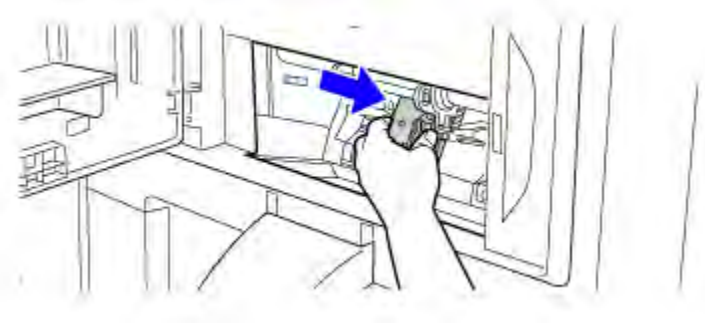
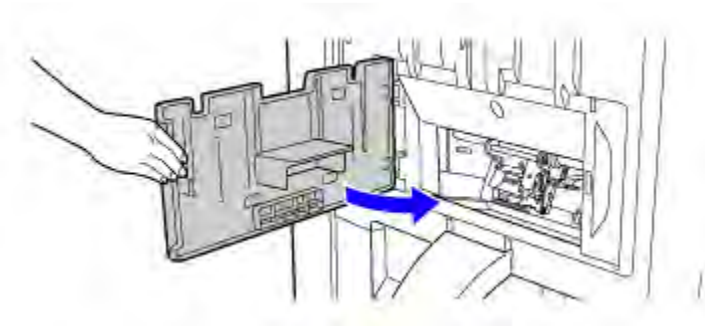


4 Close the side cover.



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SADDLE FINISHER (LARGE STACKER)

Overview

This includes the offset function that outputs sorted paper while staggering each set of paper, the staple sort function that staples each set of prints, the saddle stitch function that automatically staples the center of the sheets and folds the sheets in half, and the paper folding function that folds paper in half. To punch holes in printed paper, install an optional hole punch module.

- Function names
- Supplies
- Saddle finisher (large stacker) maintenance

Function names

Output trays (upper tray, lower tray)
Stapled and offset output is delivered to this tray.
The tray is slidable. Extend the tray for printing on large-size paper (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3 and B4 sizes).

Saddle stitch tray guide
This guides the output as it is delivered to the tray. Before printing, attach the saddle stitch tray guide in the appropriate position below for the paper size to be used.

Staple compiler
This temporarily stacks paper to be stapled.

Saddle stitch tray
This guides the output as it is delivered to the tray. Before printing, attach the saddle stitch tray guide in the appropriate position below for the paper size to be used.

Top cover
Open this cover to remove a paper misfeed.

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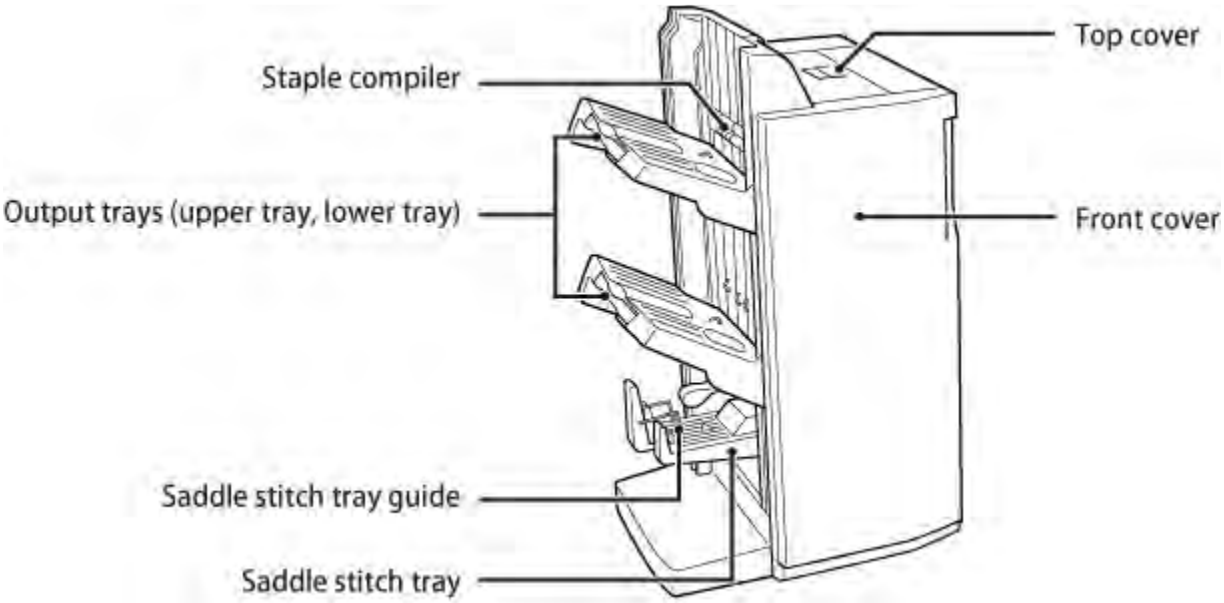
Front cover
Open this cover to replace the staple cartridge, remove a staple jam, or remove a paper misfeed.

Tap the name to make its details pop up.



- A paper pass unit is required to install a saddle finisher (large stacker) as well as a stand/1x500/2x500/2000 sheet paper drawer.
- Do not place heavy objects on the saddle finisher (large stacker) or press down on the saddle finisher (large stacker).
- Exercise caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle finisher (large stacker) cannot be installed simultaneously with a finisher, finisher (large stacker) or saddle finisher.

Supplies

The saddle finisher (large stacker) requires the following staple cartridge:

Finisher unit

Staple cartridge (approx. 5000 staples per cartridge x three cartridges) AR-SC2

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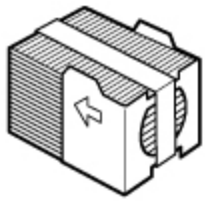
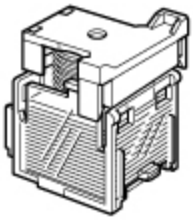


Saddle stitch unit

Staple cartridge (approx. 2000 staples per cartridge x three cartridges) AR-SC3



Saddle finisher (large stacker) maintenance

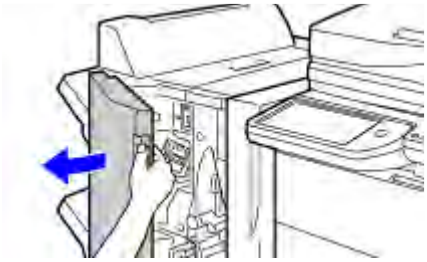
When the staple cartridge runs out of staples, a message will appear in the operation
panel. Follow the operation procedure to replace the staple cartridge.

Operation

Replacing the staple cartridge (finisher unit)
Replacing the staple cartridge (saddle stitch unit)

Replacing the staple cartridge (finisher unit)

1 Open the front cover.



2 Squeeze the green parts of the staple case and pull the case up and then out.

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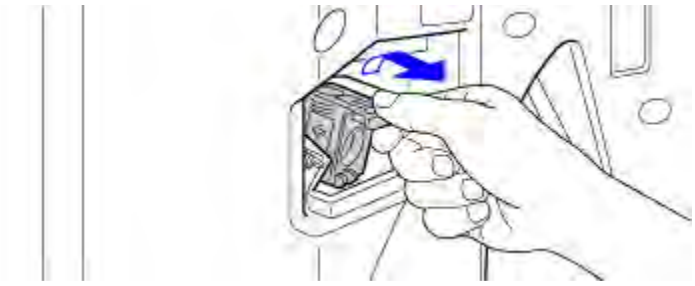
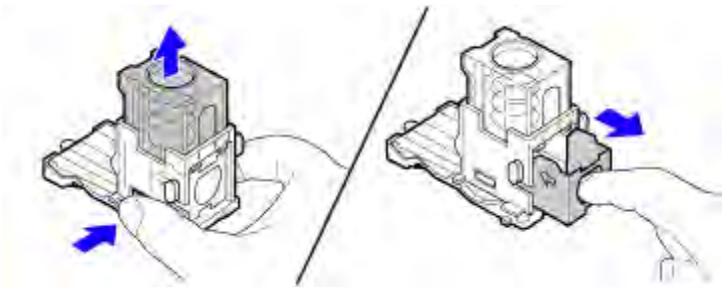


3 Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.

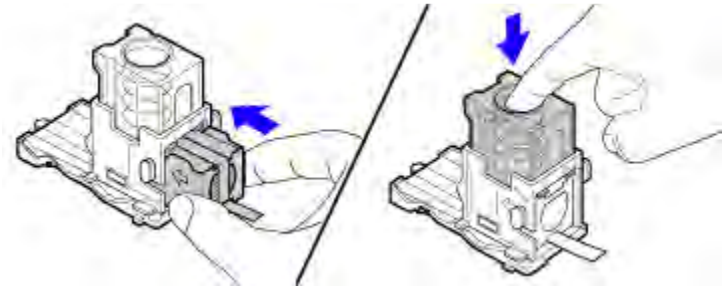
When staples remain, the staple cartridge cannot be removed.



4 Insert a new staple cartridge into the staple case.

Push the staple cartridge in until it clicks into place.

Do not remove the seal from the cartridge before inserting the cartridge into the case.



5 Pull the seal that holds the staples straight out.

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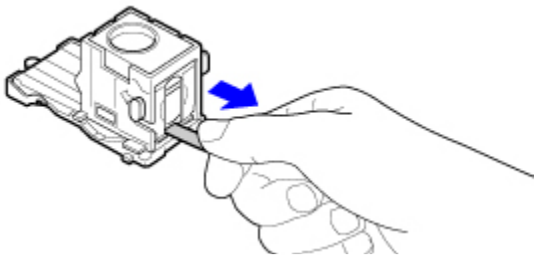
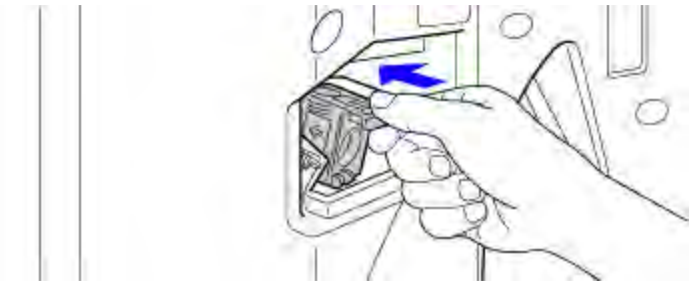


6 Push the staple case firmly back in.

Push the staple case in until it clicks into place.



7 Close the front cover.

Make a proof copy in staple sort function to verify that stapling takes place correctly.

Replacing the staple cartridge (saddle stitch unit)

Before starting this procedure, remove all output from the output tray of the saddle finisher (large stacker). Do not replace removed output back in the output tray.

1 Open the front cover.

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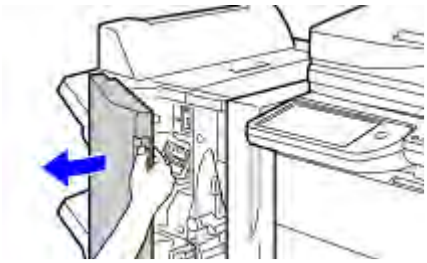
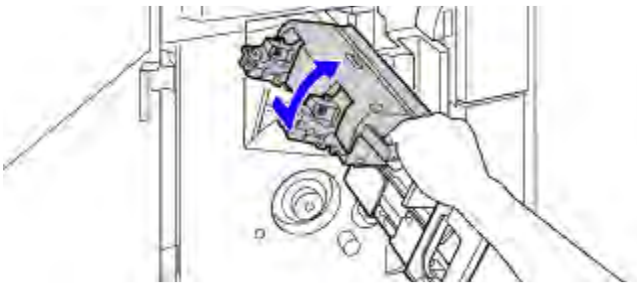
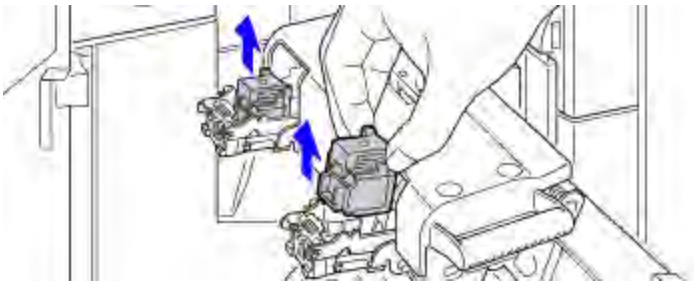


2 **Grasp the handle on the saddle stitch unit and pull it slowly out until it stops.**

3 **Pull the staple unit in the saddle stitch unit out and then rotate it up.**



4 **Grasp the left and right side of each empty staple cartridge and remove the cartridges.**



5 **Load new staple cartridges.**

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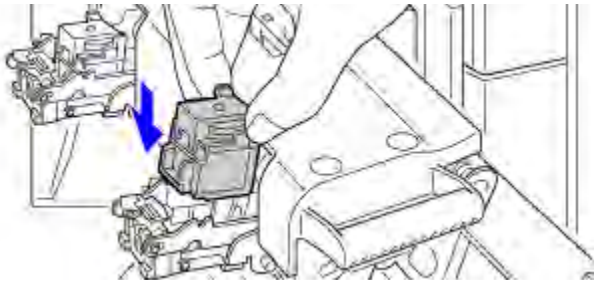
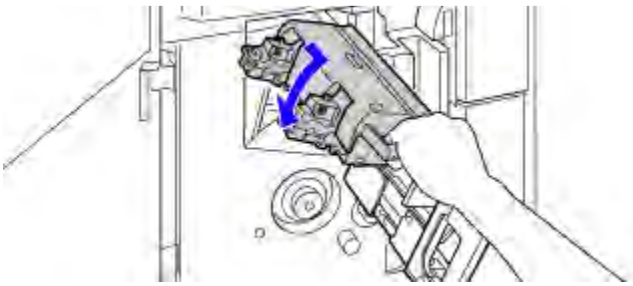
Replace both staple cartridges. Remove the cover from each staple cartridge and then install the cartridge.



6 Pull the staple unit of the saddle finisher forward and then rotate it back to its original position.



7 Push the saddle stitch unit in.

8 Close the front cover of the saddle finisher.

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Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.

01-038_1.htm

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PUNCH MODULE

Overview

This device can be installed on a finisher or saddle finisher to punch holes in paper to be output.

Discarding punch waste

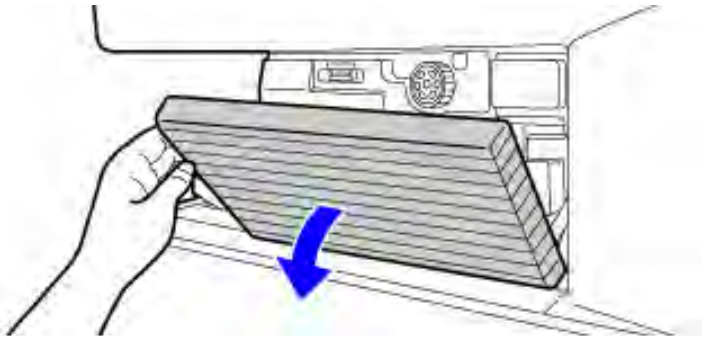
Punch waste from punched holes is collected in the punch waste box. Follow the operation procedure to replace punch waste.

Operation

- Finisher installed
- Finisher (large stacker) installed
- Saddle finisher installed
- Saddle finisher (large stacker) installed

Finisher installed

1 **Open the cover.**



2 **Grasp the punch waste box handle, gently pull out the box, and discard the punch waste.**

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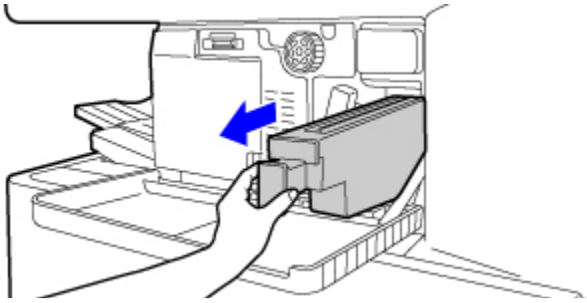
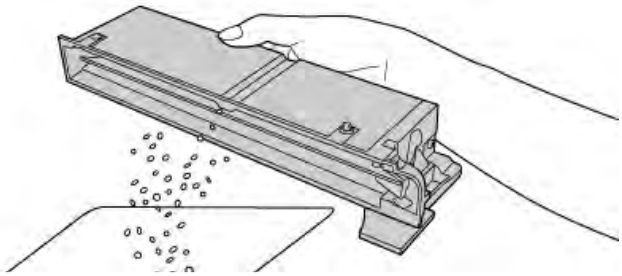
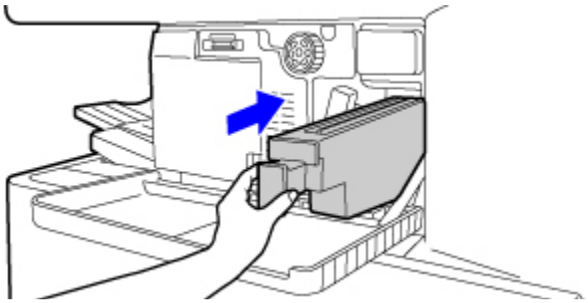
Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.

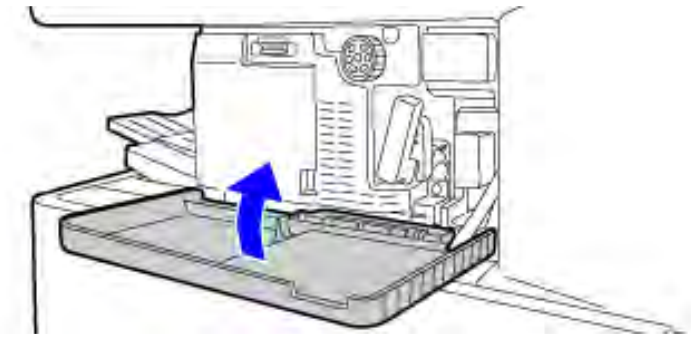




3 Gently push the box back in.



4 Close the cover.



Finisher (large stacker) installed

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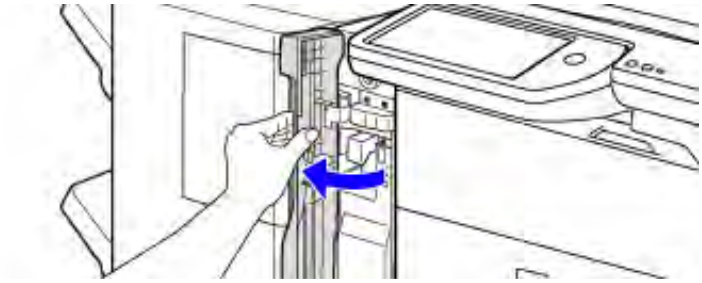
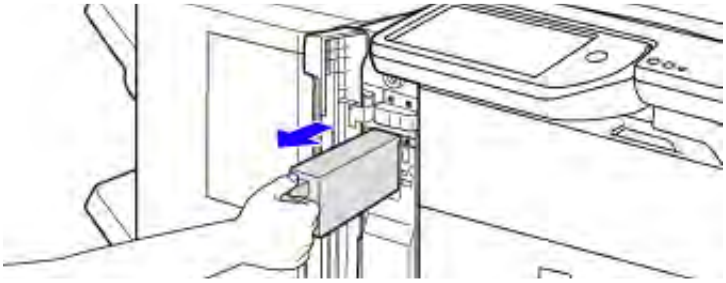
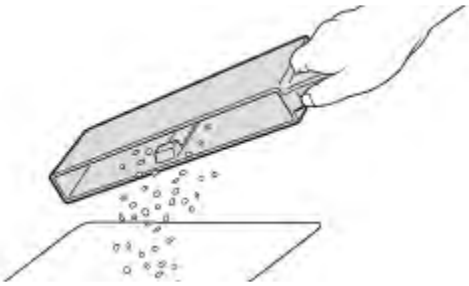
1 Open the front cover of the punch module.



2 Pull out the punch waste box and discard the punch waste.

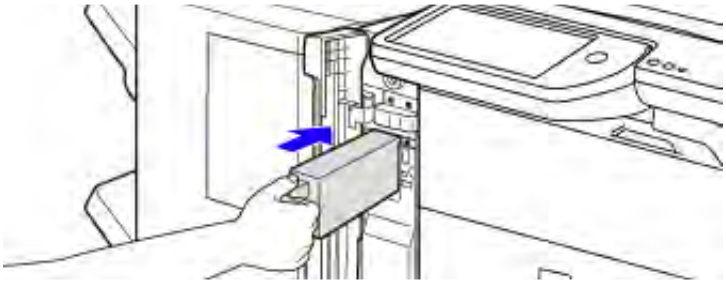
Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.





3 Replace the punch waste box.

If the punch waste box is not replaced properly, printing will not be possible using the punch function.



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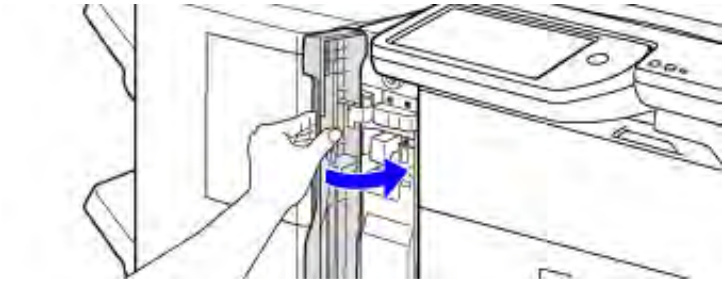
4 Close the cover of the punch module.

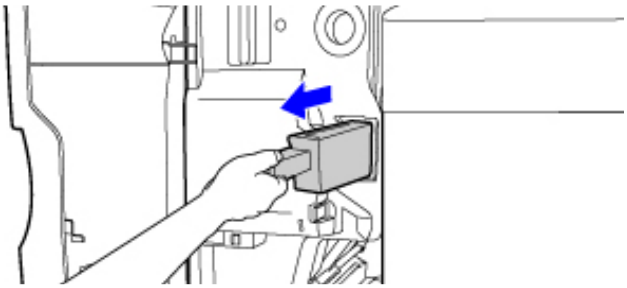


Saddle finisher installed

1 Open the front cover.

2 Pull out the punch waste box and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.



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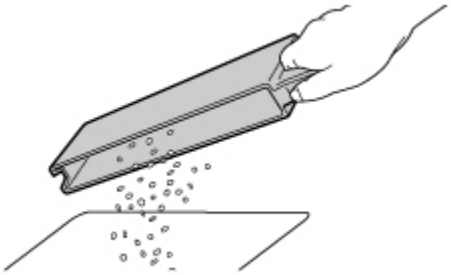
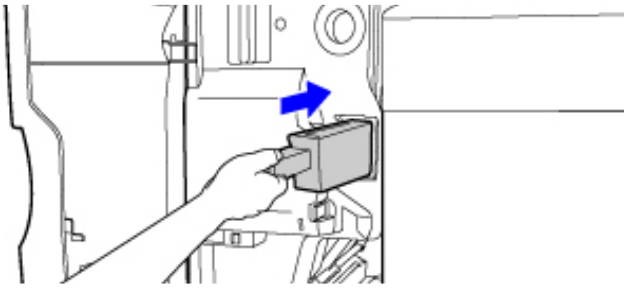


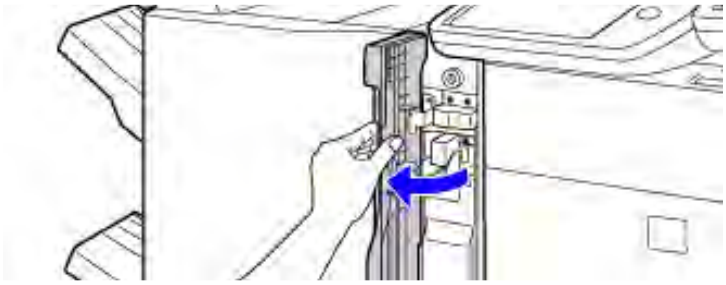
3 **Replace the punch waste box.**



4 **Close the front cover.**

Saddle finisher (large stacker) installed

1 **Open the front cover of the punch module.**



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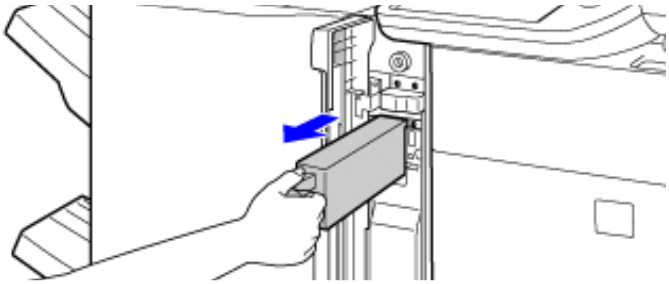
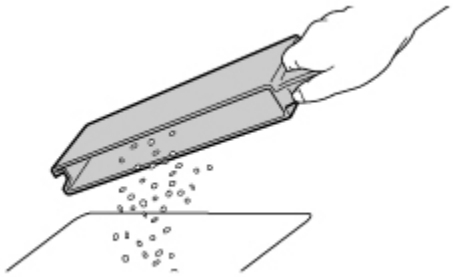
2 Pull out the punch waste box and discard the punch waste.

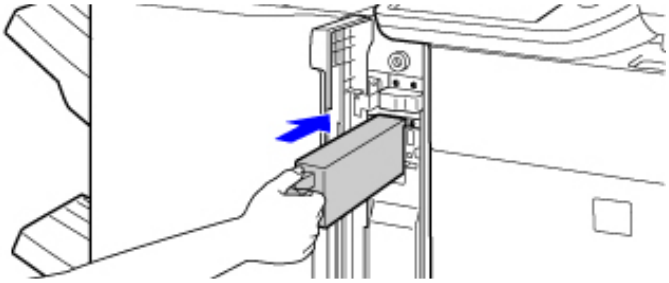
Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.



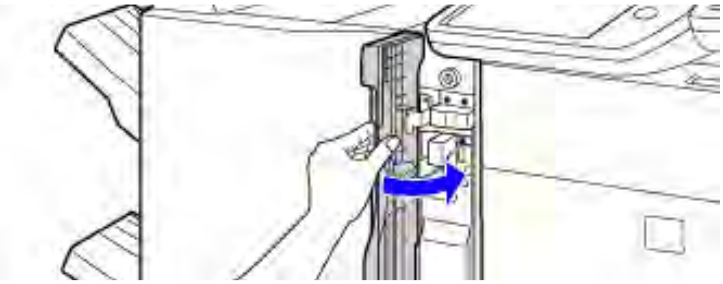


3 Replace the punch waste box.

If the punch waste box is not replaced properly, printing will not be possible using the punch function.



4 Close the cover of the punch module.



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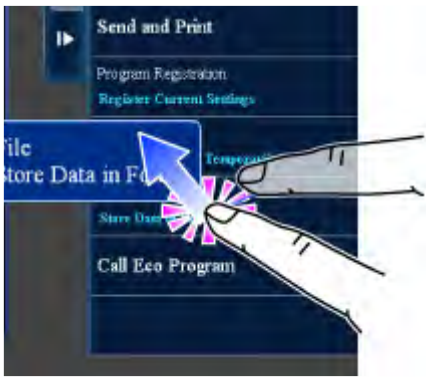
TOUCH TYPES

In addition to tapping, equivalent to conventional touching, the touch panel of the machine can be operated by long touching, flicking and sliding.

- Operation types
- Operation on respective screens
  - Key (tapping)
  - List (tapping, sliding and flicking)
  - Slider (sliding)
  - Tab (tapping)
  - Preview screen (Double tapping/ Pinch/ Spread)

Operation types

	Tapping Touch the panel with your finger and then lift it quickly. Use this method to select a key, tab or c heck box.
	**Long touching** Touch the panel with your finger and hold it for a while. Keep holding (long touching) it o n the action panel or characters i n the text box to display charact ers in a balloon.

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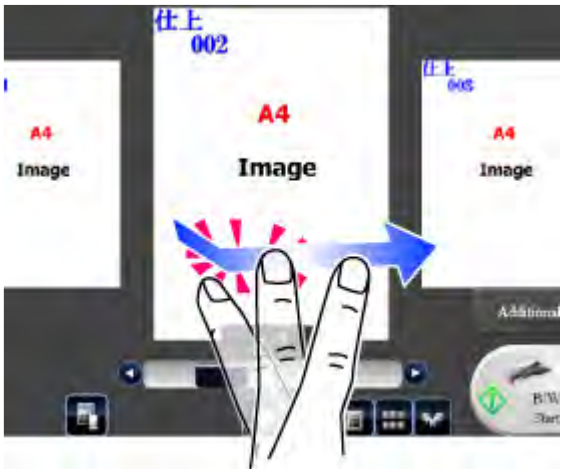
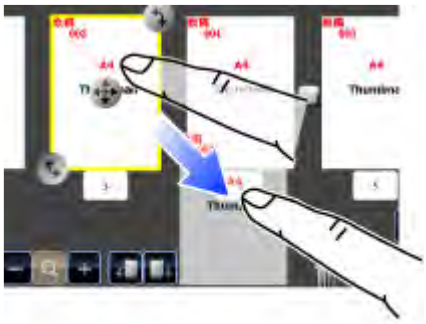
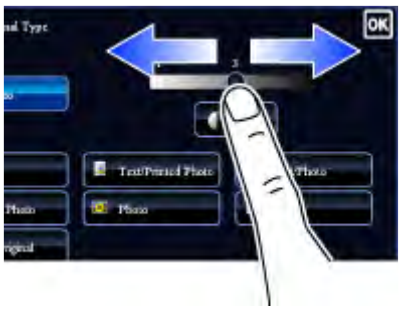
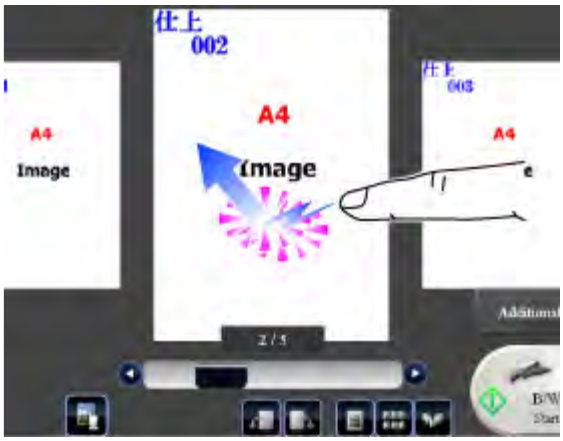
	**Flicking** Flick the panel to scroll a previe w image quickly.
	**Dragging** Drag (slide your finger touching the panel in a random direction) to replace a page in the original during preview.
	**Sliding** Slide the scroll bar (with your fin ger touching the panel) to scroll up and down a list with a large n umber of items.
	**Double tapping** Touch the screen twice. Use this operation to enlarge the image in the preview.

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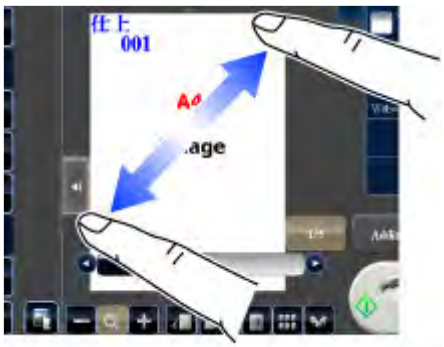
	Pinch Touch the screen with two fingers and move them toward each other. This is used to reduce the browser and preview display.
	**Spread** Touch the screen with two fingers and move them away from each other. This is used to enlarge the browser and preview display.

Operation on respective screens

Key (tapping)

A. Tap to select an item. The selected key turns into a different color.
B. Tap numeric keys to enter numbers.
C. Tap to increase or decrease the value. Long touching causes the value to be increased or decreased until you stop touching.
D. Activate to enable the setting.
E. Tap here to close the screen.

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List (tapping, sliding and flicking)

A. Tap to select an item. The selected item changes to a different color.
B. Drag the bar up and down.
It appears when the item does not fit in the screen.
C. Flick the key upwards or downwards. The item scrolls up or down.

Slider (sliding)

A. Slide the knob from side to side.

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Tab (tapping)

A. Tap a tab to switch what is displayed.

Preview screen (Double tapping/ Pinch/ Spread)

A. When a preview screen is "pinched", the screen image is reduced.
When "spread", the image is enlarged.
When "Double tapping", the image is also enlarged.

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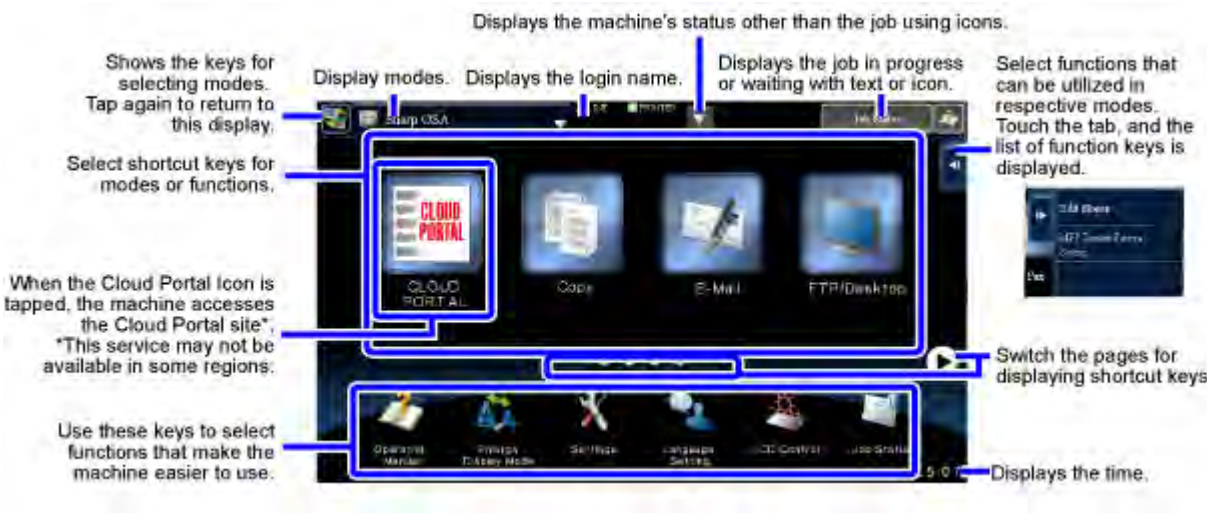
HOME SCREEN

Overview

Pressing the [Home Screen] button on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.



For procedures for adding and deleting shortcut keys, see the operational steps.

To set the home screen for each "favorite operation group list":
In "Setting mode (Web version)", select [User Control] → [Favorite Operation Group List] → [Home Screen List].
Perform this setting when user authentication is used.

Icon indicating the status of the machine

The icon shows the status of the machine such as connecting to a USB device.

Icon	Machine status	Icon	Machine status

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	Printer data is being processed.		A mirroring kit is installed. Out of order*
	Printer data is being printed.		A mirroring kit is installed. Under configuration
	Send data exists.		Enlarge display mode is enabled.
	Forward error data exists.		Eco mode is enabled.
	Received data exists.		A maintenance notification is issued.
	Received confidential fax data exists.		A USB device is installed.
	Received data is held.		Remote operation is in progress.
	Received preview data exists.		Single-byte alphanumeric character entry
	OSA communication is in progress.		A data security kit is installed.
	A mirroring kit is installed.		The field support system is enabled.
	Connecting to the access point (Level 4)		Not connected to the access point
	Connecting to the access point (Level 3)		Bad connection of the wireless LAN device in the machine*
	Connecting to the access point (Level 2)		Waiting for the access point
	Connecting to the access point (Level 1)		

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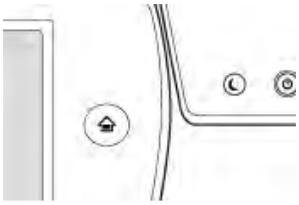
* Contact your dealer or SHARP Service Department.

CHANGING MODES

Changing mode from the Home screen

[Home Screen] button



Tap the mode icon.

Operate for each mode.

Changing mode from the mode display

Tap on the mode display.

Tap for any mode desired.

In image send mode, tap ▽ to change mode.

Operation

- Add a shortcut key
- Delete a shortcut key
- Move a shortcut key
- Changing the name of a shortcut key
- Returning the shortcut keys to the default layout
- Changing an MFP display pattern

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1 Tap [Edit Home] on the action panel.

If user authentication is not used, enter the administrator password.
The screen changes to edit home mode.

2 After editing the shortcut keys in the home screen, tap the [Exit Home Edit Mode] key on the action panel.
Home Edit Mode is exited and you return to the home screen.

Add a shortcut key

1 Tap a place without a shortcut key in home edit mode.

2 Tap the function you want to add.

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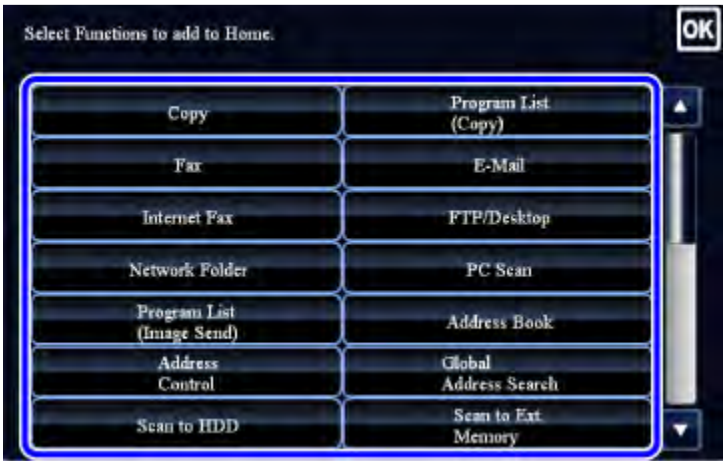
A shortcut key with the added function appears in the home screen.



Delete a shortcut key

1 Tap the shortcut key you want to delete in home edit mode.

2 Tap the [Delete Key] key on the action panel.

A confirmation screen appears.

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3 Tap the [Yes] key.

The selected shortcut key is deleted from the home screen.

> After tapping the shortcut key you want to delete in step 1, you can also delete the shortcut key by dragging it to the trash can.

Move a shortcut key

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1. **In home edit mode, tap the shortcut key you want to move.**

2. **Tap the [Move Key] key on the action panel.**

3. **Tap the place where you want to move the shortcut key.**

The selected shortcut key moves.

Changing the name of a shortcut key

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1 In home edit mode, tap the shortcut key whose name you want to change.

2 Tap [Change Key Name] on the action panel.

The soft keyboard appears.
When the external keyboard is installed, the external keyboard can be entered the text.

3 Enter the name and tap the [OK] key.

The name of the selected shortcut key changes.

Returning the shortcut keys to the default layout

1 In home edit mode, tap the [Return Layout to Factory Default] key on the action panel.

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A confirmation screen appears.

2 Tap the [Reset] key.

The shortcut keys return to the default layout.

Changing an MFP display pattern

1 Tap [MFP Display Pattern Setting] on the action panel.

2 Tap a display pattern to be changed.

This changes the display pattern of the touch panel.

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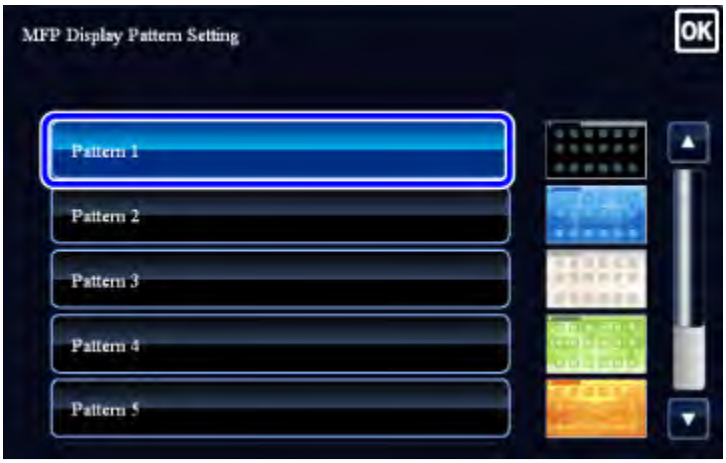

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PREVIEW SCREEN

Overview

In the preview screen, you can view output images or images stored in the machine using the touch panel.

Keys used in the preview screen

	This changes the mode to edit mode. Pages of the original can be changed, rotated, or deleted.
	This reduces the image.
	This displays the scroll bar for enlargement/reduction operations. Moving the slider to the left reduces the image, and moving the sli der to the right enlarges the image.
	This enlarges the image.
	This rotates the preview image of whole page in the arrow's direct ion. The printing result is not rotated.
	This displays preview images of respective pages.

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	This displays thumbnails of preview images.
	This displays pages in a 3D view.

- The display position of an image can be moved by dragging it while it is enlarged.
- To enlarge an image, double-tap it when the preview image is displayed by page.

Operation

Deleting a page

1 In the preview screen, tap to switch to edit mode

2 Tap the page you want to delete

**3 Tap **

- You can also delete the page by tapping the [Delete the Page] key on the action panel.

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You can also delete by dragging a page to .

- To undo the deletion, tap . To redo the deletion, tap .

4 Tap the [Edit End] key

Moving a page

1 In the preview screen, tap to switch to edit mode

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Tap the page you want to move

3 **Drag to move the page**

> You can also move the page by tapping the [Move the Page] key on the action panel and then tapping of the destination.

4 **Tap the [Edit End] key**

Rotating a page 180 degrees

1 **In the preview screen, tap to switch to edit mode**

2 **Tap the page you want to rotate**

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3 Drag or to rotate the page

> You can also rotate the page by tapping the [Rotate 180 Degrees] key on the action panel.

4 Tap the [Edit End] key

Setting chapter inserts

When Multi Shot or 2-Sided is specified, you can move a page marked with to the first page.

1 In the preview screen, tap to switch to edit mode

2 Tap the page you want to move

3 Tap

is displayed on the page.

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You can also set chapter inserts by tapping the [Specify Chapter Inserts] key on the action panel.

To cancel the Chapter Inserts setting:
Tap displayed on the page, or select the page and tap the [Cancel Chapter Inserts of Selected Page.] key on the action panel.

4 Tap the [Edit End] key

Inserting a blank page

1 In the preview screen, tap to switch to edit mode

2 Tap

You can also insert a blank page by tapping the [Insert Blank Page] key on the action panel.

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Tap for the location into which you want to insert a blank page

4 Tap the [Edit End] key

Deleting part of the original image

1 In the preview screen, tap to switch to edit mode

2 Tap the [Erase Specified Range] key on the action panel

3 Follow the on-screen instructions to specify the erase range

Specify the erase range and then tap the [Execute] key.

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To delete the image outside the selected range, tap the [Reverse Erase Range] key on the action panel.

4 On the action panel, select [Apply This Erase Position to All Pages.] or [Apply This Erase Position to This Page.]

5 As necessary, repeat the steps to specify the erase range and the pages to which it is applied

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Tap the [Exit] key

Changing the settings

Tapping the tab on the left of the screen allows you to change the color mode and other settings.
You cannot tap the keys for functions whose settings cannot be changed.

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OPERATION OF FREQUENTLY USED KEYS

- Numeric keys
- [Start] key ([B/W Start] key and [Color Start] key)
- [STOP] key ([Cancel Copy] key)
- [CA] key

Numeric keys

Tap a number to enter it.
To clear the entered number, tap the [C] key.

On the address screen, you can enter characters other than numbers, and a different key layout is provided. You can also move the cursor by using the [←] and [→] keys. Tap the [C] key to delete one character to the left of the cursor.

[Start] key ([B/W Start] key and [Color Start] key)

Tap to perform a print or send job.

In copy mode, [B/W Start] and [Color Start] keys are displayed.

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[STOP] key ([Cancel Copy] key)

Tap to stop a print or send job.

In copy mode, the [Cancel Copy] key is displayed.

[CA] key

Tap to cancel all settings and restore the initial status in each mode.

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ACTION PANEL

Overview

Recommended functions are displayed on the action panel when you configure functions in each mode.
From the action panel, you can configure functions or combine the configured function with a function displayed on the action panel.

Operation

From the action panel, tap the desired function.
If the action panel does not appear, tap the action panel tab.

- The functions displayed on the action panel vary depending on the mode or the functions that have been configured.
- If too many functions have been configured to be displayed on the action panel, you can slide the panel vertically or tap ▼ and ▲ to view all.
- In enlarge display mode, part of the text on the action panel may not be displayed. To display the whole text, long-touch the partially hidden key or slide the tab of the action panel to the left.

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To always display the action panel

In "Setting mode(administrator)", select [System Settings] → [Operation Settings] → [Display Action Panel as default].

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CONFIRMATION SCREEN FOR FAVORITE MENUS AND SETTINGS

When you register frequently used functions you have configured for copying or image sending in Favorite, you can quickly call them.

Operation

Registering a function in Favorite

1 Display the function you frequently use

2 Tap the [Register This Function in Favorite] key on the action panel

Calling a function from Favorite

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Tap ★

2 Tap the key for the function you want to call

- Favorites can be registered or edited only by authenticated users and administrators.
- Unauthenticated users can call and use the favorites registered by administrators.
  Settings for calling Favorites and permitting/prohibiting editing can be configured in "User Control"→"Authority Group List" in "Setting mode (administrator)".
- To edit favorites, tap ★ and then tap [Edit Favorite] on the action panel.

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TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine.
Operate two power switches: the main power switch inside the front cover, located in the lower left corner, and the [Power] button on the operation panel.

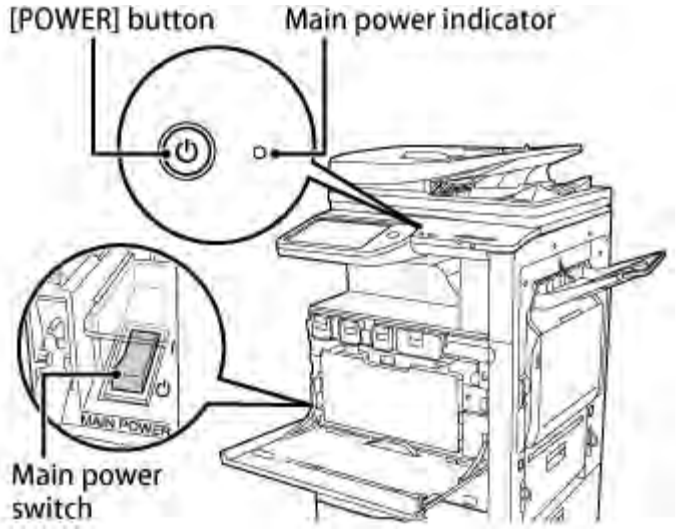
Turning on the power

- Turn the main power switch to the " | " position.
- After the main power indicator lights in green, press the [Power] button.

Turning off the power

Turn off the power by pressing the [Power] button, then turn the main power switch to the "⏻" position.

Restart the machine.
Turn off the power by pressing the [Power] button and then press it again to turn on the power.



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- When turning off the main power switch, press the [Power] button on the operation panel and then turn the main power switch to the " ⏻ " position.
  In a sudden case of main power outage , turn the power for the machine back on and then turn it off in the correct order.
  If the machine is left for a long time with the main power having been turned off prior to the [Power] button is turned off, abnormal noises, degraded image quality or other problems may result.
- Turn off both the [Power] button and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

- When using the fax or Internet fax function, always keep the main power switch in the " | " position.
- In order for some settings to take effect, the machine must be restarted. In some states of the machine, restarting with the [Power] button may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

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TYPES OF JOB STATUS SCREENS

When you tap the job status display, the job status screen appears. Tap it again to return to the previous mode.
The job status screen is divided into the following four tabs, enabling you to select a job list by tapping a desired tab.

- **Print**
  Lists print jobs such as copying, printing from a PC, USB direct print, and printing for faxed or other received data.
- **Scanner**
  Lists send jobs of converted images for e-mail messages and FTP/Desktop send jobs.
- **Fax**
  Lists fax send jobs using a telephone line.
- **Internet Fax**
  Lists fax send jobs using a telephone line.

The background of the job status display changes as follows:

- Green: Job in progress
- Yellow: Warming up/waiting
- Red: Waiting for error clearing

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- Gray: No job

On each tab, jobs are classified into three groups.
Jobs move among the lists according to the processing status, from Spool, Job Queue and Complete, in that order.
To switch the job list display to the display by processing status, tap the [Spool], [Job Queue] or [Complete] key as desired.

- **Spool list** (Only displayed when a print-from computer job is received)
  Lists print jobs up to the transfer to the machine from a computer. The jobs move to the Job Queue list after the transfer is completed.
- **Job Queue list**
  Lists jobs in progress and in the queue for copying, printing from a computer and printing of received fax. This list also displays jobs in progress and in the queue for sending fax data or sending image data converted on the machine. The jobs move to the Complete list after printing or sending is completed.
- **Complete list**
  Lists jobs through with copying, printing or sending.

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STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

1 Tap the job status display and tap the tab for the job that you wish to stop or delete.

2 Tap the [Job Queue] key.

When you wish to stop a print job being sent from the computer, tap the [Spool] key.

3 Tap the job that you wish to stop or delete, and then tap the [Stop/Delete] key on the action panel.
When a screen appears that allows you to confirm that you do want to stop the job, tap the [Cancel] key.

To delete more than one job, operate the check box for [Enter Multi Selection Mode] on the action panel so that it looks like .

- Printing of a received fax or Internet fax cannot be stopped.
- A job set for transfer in "FORWARDING RECEIVED DATA TO PRESET DESTINATIONS" cannot be canceled.

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PRIORITY PROCESSING OF A RESERVED JOB

Overview

This function gives priority to processing of copied, faxed or image send jobs arising later to jobs already in a queue for printing or sending.

Priority processing operation varies, as follows, depending on the job type.

- **Job on the print tab**
  The job currently in progress is suspended to let the priority job make interruption.
- **Job on the scanner/fax/Internet fax tab**
  The priority job is moved directly under the job currently in progress.

Operation

This function gives priority to processing of copied, faxed or image send jobs arising later to jobs already in a queue for printing or sending.

1. **Tap the job status display and tap the job for priority processing.**
2. **Tap the [Job Queue] key.**

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3 Tap the job for priority processing and then tap the [Raise Priority] key on the action panel.

If a job in progress is a "broadcast transmission job" or a "serial polling job", the selected job will be preferentially transmitted between destinations of the broadcast transmission or serial polling jobs. However, if the priority job is a "broadcast transmission job" or a "serial polling job", it will be executed after the fax job in progress is completed.

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CHECKING A RESERVED JOB OR THE JOB IN PROGRESS

1. **Tap the job status display and tap the tab for the job whose contents you wish to check.**
2. **Tap the [Job Queue] key.**

3. **Tap the job whose contents you wish to check and then tap the [Check Details of Selected Job] key on the action panel.**

- Different job contents appear in different modes.
- For information on the icons displayed on the job keys or the messages displayed in "Status", see "READING THE JOB LIST".

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CHECKING COMPLETED JOBS

To check completed jobs, you need to be using document filing.

- DOCUMENT FILING
- SAVING AND USING PRINT FILES(FORCE RETENTION/DOCUMENT FILING)

1 Tap the job status display and tap the tab for the job whose contents you wish to check.

2 Tap the [Complete] key.

3 Tap the job whose contents you wish to check and then tap the [Check Details of Selected Job] key on the action panel.
Jobs you can check are displayed as keys so that you can tap them.

- Different job contents appear in different modes.
- For information on the icons displayed on the job keys or the messages displayed in "Status", see "READING THE JOB LIST".

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READING THE JOB LIST

The meaning of each job icon and message displayed in "Status" is as follows:

- Icons indicating the job type
- Messages displayed in "Status"

Icons indicating the job type

	Print job (RGB/CMYK)		Copy job
	Scan to E-mail job		Scan to FTP job
	Scan to Network Folder job		Scan to Desktop job
	Fax transmission job		Fax reception job
	PC-Fax transmission job		Internet fax transmission job (Including Direct SMTP)
	PC-I-Fax transmission job		Scan to HDD file print job
	Internet fax reception job (Including Direct SMTP)		Broadcast job* Inbound routing job
	Tandem copy/print job		Reprinting of multiple files (as grouped into a single file)

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	OSA scan job	

* This appears in a multi-mode broadcast job.

Messages displayed in "Status"

Job in progress

Display	Status
"Printing"	Print job in progress
"Copying"	Copy job in progress
"Connecting"	Connecting
"Sending"	Sending
"Receiving"	Receiving
"Tel"	Speaking with the other party using an extensi on telephone
"Stopped"	The job has been stopped.
"FAST communications in pro gress"	FAST communications in progress
"Toner empty"	Toner Empty
"Paper empty"	Paper Empty
"Paper jam"	Paper jam
"Waiting"	Waiting
"Warming up"	Warming up
"Limit"	Having reached the account limit

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"Error"	An error occurred while the job was being executed.

Reserved job

Display	Status
"Waiting"	The job is waiting to be executed.
"Retry Mode"	The job is being retried due to a communication error or other problem.
"Waiting for confirmation of the transmission"	Waiting for confirmation of Internet fax transmission
A day and time is displayed	Timer transmission job (the specified time is displayed)

Completed job

Display	Status
"OK"	Normal termination
"Send OK"	Transmission was completed.
[In Memory]	• Reception completed but the fax has not been printed. • The received data (each page) has not been printed or forwarded. (The received data has not been deleted.)
"Received"	• Printed received fax data. • The fax has been received. • The received data (each file) was stored.

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"Forward OK"	The received data/received data (each file) has been forwarded.
"FAST communications in progress"	FAST communications in progress
"Stopped"	The job was stopped.
"Delete"	Deleted received data in the image check screen.
"Number of successful transmission destinations/Total destinations OK"	Completion of a broadcast transmission, serial polling, or inbound routing operation. If transmission to 3 destinations was successful out of a total of 5, "003/005 OK" will appear.
"No response"	An error occurred because there was no response from the destination.
"Busy"	An error occurred because the other party was busy.
"OK REPORT"	A "Successful reception" reply received
"NG REPORT"	A "Delivery error" reply received
"NO REPORT"	Delivery Confirmation Receive Timeout
"E-mail received"	E-mail other than Internet fax received
"Rejected"	A fax was sent from a party that has been blocked by the anti junk fax function.
"NGxxxxxx"	Transmission/reception was not successful because a communication error occurred (a 6-digit error code appears in xxxxxx.)
"Error"	An error occurred while the job was being executed.

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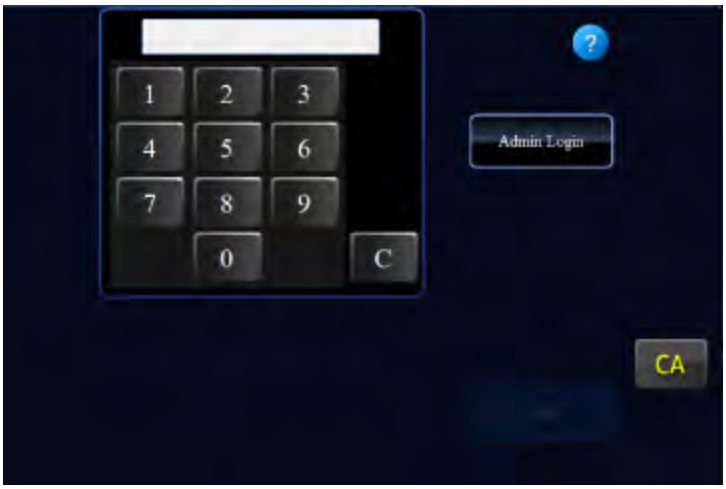
AUTHENTICATION BY USER NUMBER

Overview

The following procedure is used to log in using a user number received from the administrator of the machine.
When starting the machine, the login screen appears.



When controlled by user number

If an incorrect user number is entered three times in a row:
If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect user number is entered three times in a row.
Contact the machine administrator to check the user number assigned for you.

Operation

1 Enter your user number (5 to 8 digits) using the numeric keys.

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Each entered digit will be displayed as " ✱ ".

2 Tap the [OK] key.

If the entered user number is authenticated, the number of remaining pages that the user can copy or scan is displayed. When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.

- To limit the number of pages that a user can use:
  In "Setting mode", select [User Control] → [Page Limit Group List].
- To hide the number of pages that can be used after login:
  In "Setting mode", disable [User Control] → [Default Settings] → [Display Usage Status after Login].
- To change the message display time:
  In "Setting mode", select [System Settings] → [Operation Settings] → [Message Time Setting].

When the user number is an 8-digit number, this step is not necessary. Login takes place automatically after the user number is entered.

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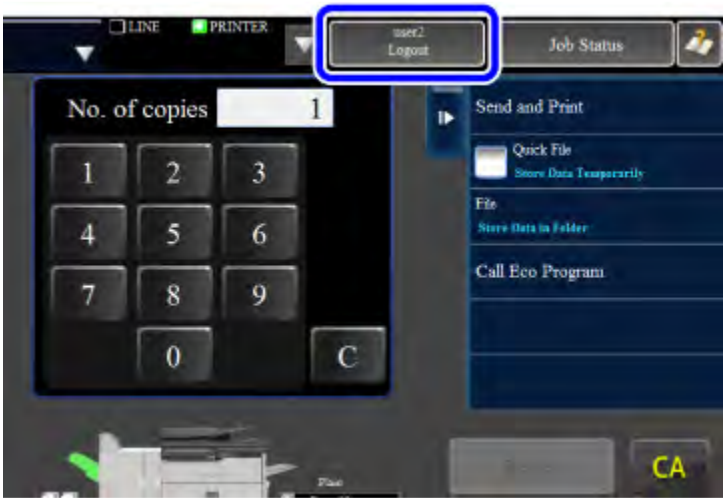
3 When you have finished using the machine and are ready to log out, tap [Logout].



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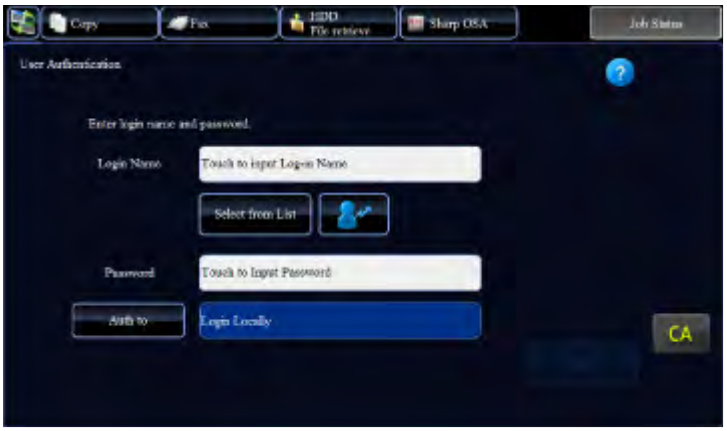
AUTHENTICATION BY LOGIN NAME/PASSWORD

Overview

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.
When starting the machine, the login screen appears.



When controlled by login name and password

Different items may appear in the screen when LDAP authentication is used.

If an incorrect login name or an incorrect password is entered three times in a row:
If "A Warning when Login Fails" is enabled in the system settings, the operation panel will be locked for five minutes if an incorrect login name or password is entered three times in a row.
Contact the machine administrator to check the login name/password assigned to you.

- To release the operation panel lock:

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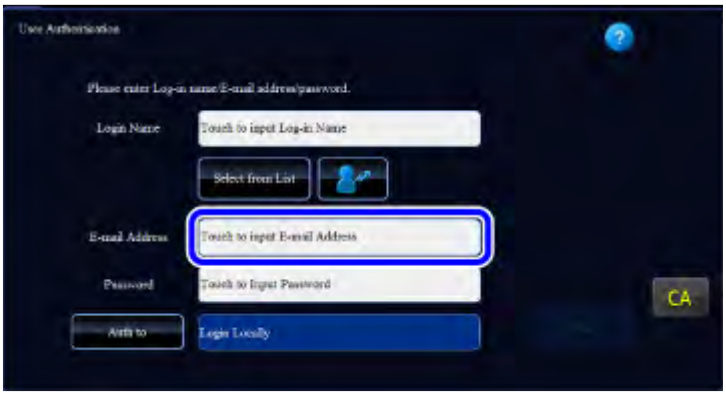
In "Setting mode (Web version)", select [User Control] → [Default Settings] to release the lock.

- To set [A Warning when Login Fails]:
  In "Setting mode", select [User Control] → [Default Settings] → [A Warning when Login Fails].

When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. Tap the [E-mail Address] text box and enter your e-mail address.



To store a user name:
In "Setting mode", select [User Control] → [User List].
Also register detailed information such as the login name, user number, and password. Ask the administrator of the machine for the information that you need to use the machine.

Operation

Enter the login name.

Entering using the soft keyboard
If user name registration has not been performed in setting mode, a user only using LDAP authentication should tap the [Login Name] text box and enter the login name using the soft keyboard.
When the external keyboard is installed, the external keyboard

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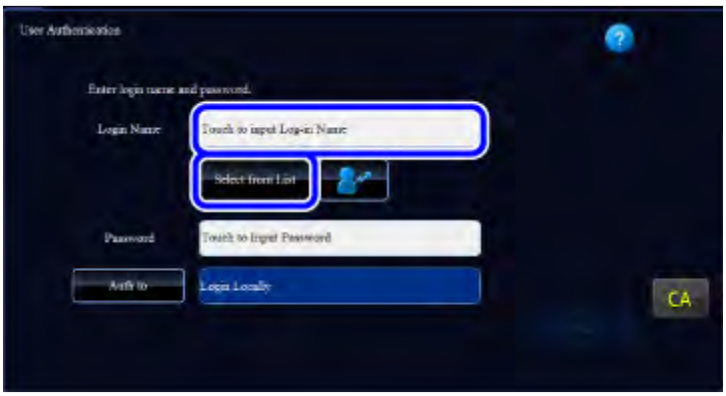
can be entered the text.

Selecting from a list

Tap the [Select from List] key and select a user name from the User List screen.



LDAP authentication is used when the administrator of the server provides LDAP service on the LAN (local area network).

2 Enter the password.

Enter the password from the soft keyboard.
When the external keyboard is installed, the external keyboard can be entered the text.
If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name.
Each entered character will be displayed as " ✱ ". After entering the password, tap the [OK] key.
When authentication is by LDAP server and you have different passwords stored in "User List" and in the LDAP server, use the password stored in the LDAP server.

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To have the user name and password registered:
In "Setting mode", select [User Control] → [User List].

When registering the LDAP server, change the information for [Authenticate to:] as required.

- When selecting from the User List screen:
- The LDAP server you are connecting to has been registered upon user registration, and so the target server to which authentication should be directed appears when the login name is selected.
  Go to step 3.
- When entering from the soft keyboard:
- Tap [Authenticate to:] and select the LDAP server to log in.

3 Tap the [OK] key.

If the entered login name and password are authenticated, the number of remaining pages that the user can copy or scan is displayed.

When a limitation is set for the number of pages that a user can use, the use count for the user that has logged in is displayed.

- To limit the number of pages that a user can use:

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In "Setting mode", select [User Control] → [Page Limit Group List].

- To hide the number of pages that can be used after login:
  In "Setting mode", disable [User Control] → [Default Settings] → [Display Usage Status after Login].
- To change the message display time:
  In "Setting mode", select [System Settings] → [Operation Settings] → [Message Time Setting].

4 When you have finished using the machine and are ready to log out, tap [Logout].

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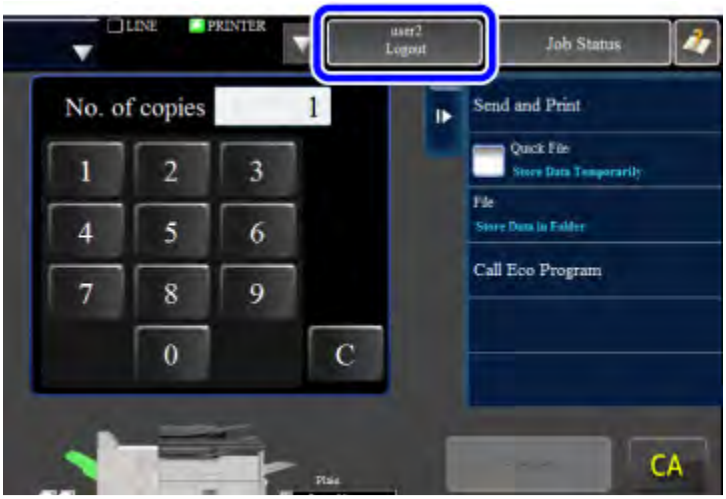

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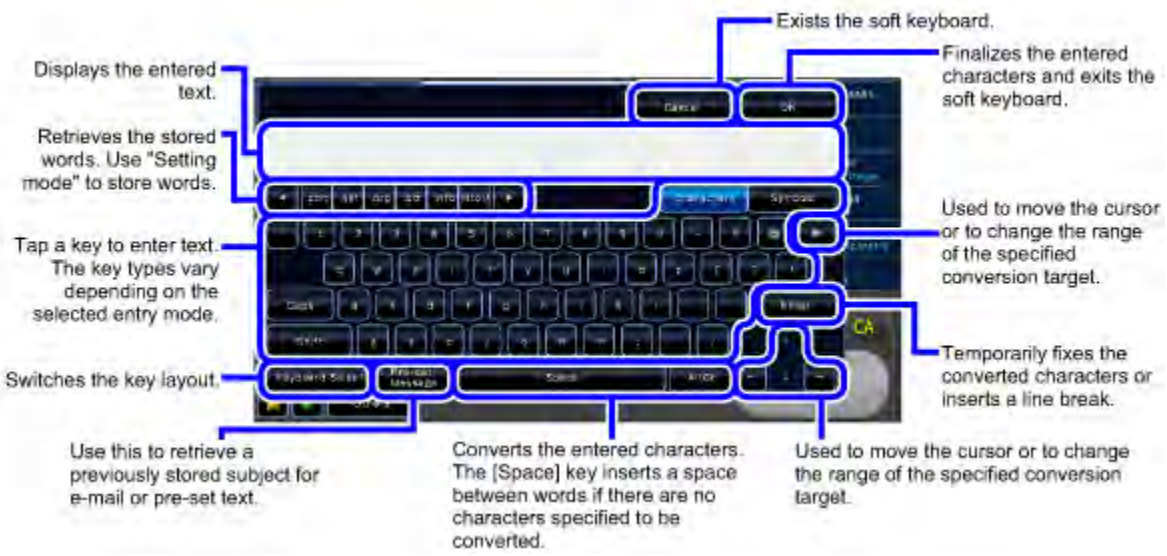
NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS

Display the soft keyboard to register the name of a file, program, folder or user.



The soft keyboard shown here is an image for your reference. Different keys may be enabled depending on the actual situation and condition under which you enter characters.

If "External Keyboard Priority" is selected in [Setting mode] →[System Settings] →[Operation Settings] →[Set Keyboard Priority], the soft keyboard will not appear.

To register words:
In "Setting mode", select [System Settings] →[Operation Settings] → [Soft Keyboard Template Setting].

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ECO FUNCTIONS

These functions help save power consumption by managing operations of sections prone to high power consumption. The machine provides two power-saving modes.

AUTO POWER SHUT-OFF TIMER	If no operations are taking place, this mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state. Although the power-saving rate is higher, the wakeup time is longer.
PREHEAT MODE	This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Compared to Auto Power Shut-Off Timer, the power-saving rate is lower, but the wakeup time is shorter.

In addition to these two modes, using the following functions in conjunction helps reduce even more power consumption.

Function	Description
AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE.	The machine returns from Auto Power Shut-Off and enters Auto Power Shut-Off mode as soon as printing is completed.
ECO SCAN	The machine is operated with the fusing unit turned off for non-printing operations (that do not use the fusing unit) such as fax and image transmission.
POWER ON/OFF SCHEDULING FUNCTION	Use this function to set the times for turning the power on and off to reduce power consumption.
POWER MANAGEMENT SETTING	This function controls transition to Auto Power Shut-Off mode optimally for the use frequency by analyzing t

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	he usage of the machine during a certain time period. Priority is given to power on/off scheduling function.

Eco Mode Setting

The eco function settings are set in a batch. "Normal Mode" and "Eco Mode" are available.
Setting values applied by each mode is as follows.

Energy Save	Normal Mode	Eco Mode
Eco Scan	On(Sending Modes Only)	On(All Modes Except Copy)
Auto Power Shut-Off Timer	Change transition time by time of day.:Auto	Fix transition time.:On(1min.)
As soon as the remote job is finished, enter Auto power shut off mode.	Off	On
Preheat Mode Setting	1min.	1min.
Turn off Panel Display during pre-heat mode	On	On

Each Energy Save settings in the Power Management Setting is not applyed when Nomal/Eco mode is used.

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PREHEAT MODE

This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state.
Preheat mode will activate when the set duration of time elapses in waiting status without executing a job.
Compared to Auto Power Shut-Off Timer, the amount of energy saved is less and the wakeup time is shorter.

In the preheat mode, the [Home Screen] button is lit and the light goes off for the touch panel and the [Power Save Mode] button.
The touch panel is cleared when it is tapped or the [Home Screen] button is pressed.

To set preheat mode:
In "Setting mode", select [Energy Save] → [Preheat Mode Setting].

A message appears 15 seconds before Preheat Mode is entered. To close the message and continue normal operation, tap [Continue].
The message appears again 15 seconds before the end of the extension of normal operation time.
If no action is taken within 15 seconds after the message appears, the machine enters preheat mode.

To set display of the message:
Set in [Energy Save] → [Power Management Setting] → [Display message for delay of entry into Preheat Mode / Auto Power Shutoff] in "Setting mode (administrators) ".

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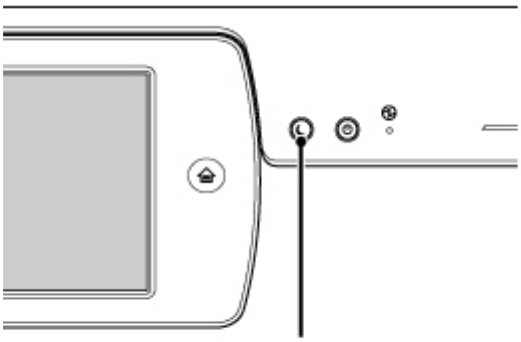
AUTO POWER SHUT-OFF TIMER

This mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state.
Auto Power Shut-Off Timer will activate when the set duration of time elapses in waiting status without executing a job.
Compared to preheat mode, the power-saving rate is considerably higher but the wakeup time is longer.

The [Power Save] button blinks when the machine is in Auto Power Shut-Off Timer.

Auto Power Shut-Off Timer is also activated by pressing the [Power Save] button while the [Power Save] button is not lit.
This mode is cleared when print data is being received, fax data is being output, or when the [Power Save] button is pressed while it is blinking.



[POWER SAVE] button/indicator

To set Auto Power Shut-Off Timer:
In "Setting mode", select [Energy Save] → [Auto Power Shut-Off].

A message appears 15 seconds before Auto Power Shut-Off Mode is entered. To close the message and continue normal operation, tap the

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[Continue] button.
The message appears again 15 seconds before the end of the extension of normal operation time.
If no action is taken within 15 seconds after the message appears, the machine enters auto power shutoff mode.

To set display of the message:
Set in [Energy Save] → [Power Management Setting] → [Display message for delay of entry into Preheat Mode / Auto Power Shutoff] in " Setting mode (administrators) ".

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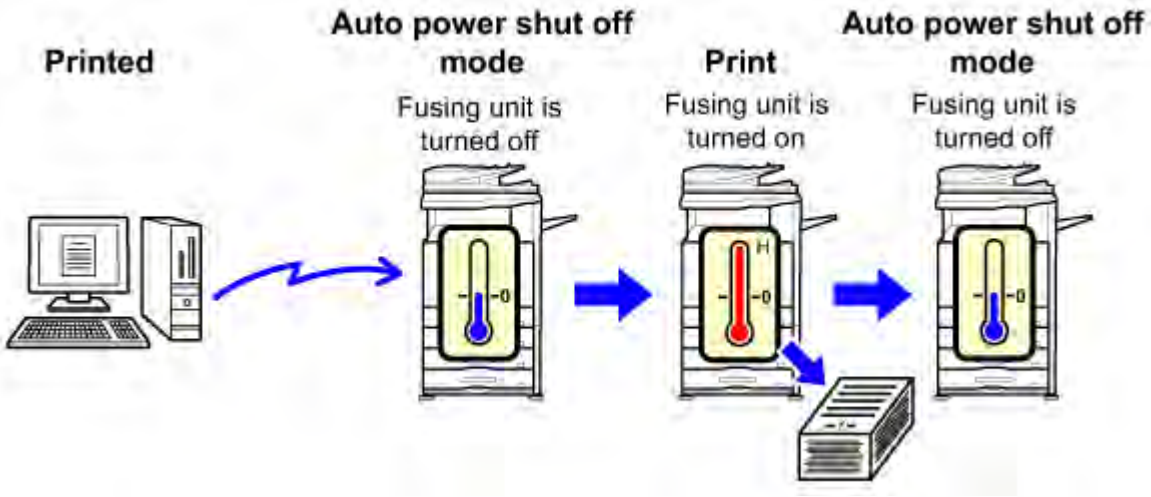
AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE.

Printing or outputting received fax data in Auto Power Shut-Off Timer turns on the power, and then the machine returns to Auto Power Shut-Off Timer immediately after completing the print job.



To set "As soon as the remote job is finished, enter Auto power shut off mode.":
In "Setting mode", select [Energy Save] → [Power Management Setting] → [As soon as the remote job is finished, enter Auto power shut off mode.].

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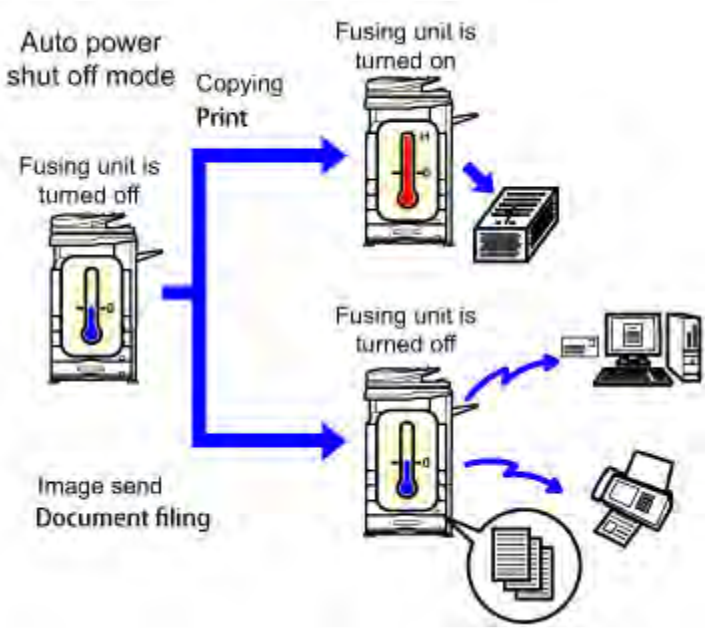
ECO SCAN

Non-print jobs such as sending a scanned original are performed with the fusing unit turned off.

To set Eco scan:
In "Setting mode", select [Energy Save] → [Eco Scan Setting].



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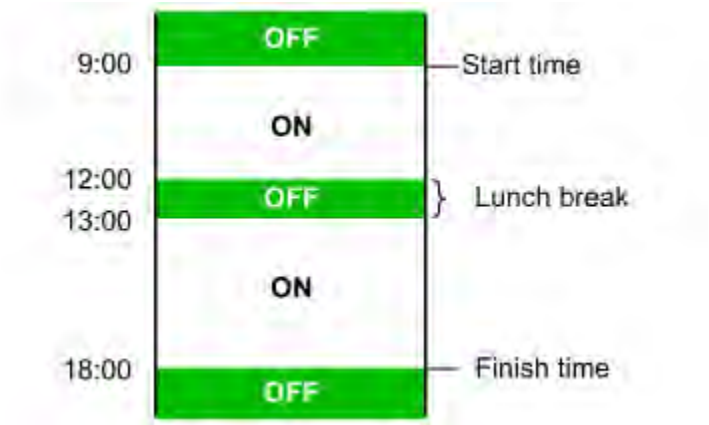
POWER ON/OFF SCHEDULING FUNCTION

Use this function to set the times for turning the power on and off for the machine to reduce power consumption.



Setting Power ON/OFF Scheduling Function
In "Setting mode", select [Energy Save] → [Power ON/OFF Schedule Setting].

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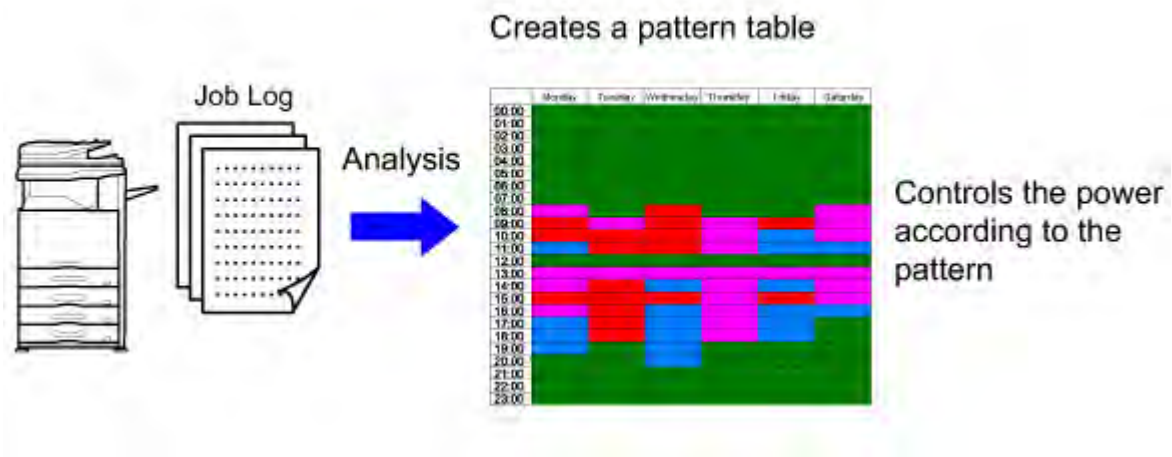
POWER MANAGEMENT SETTING

This function controls transition to Auto Power Shut-Off mode optimally for the use frequency by analyzing the usage of the machine during a certain time period.



To enable the power management setting:
In "Setting mode", select [Energy Save] → [Power Management Setting].

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SPECIFIC DATE OPERATION SETTINGS

Overview

When you must have the machine perform exceptionally many print jobs or other special operation on a certain day, you can specify the day as a "Specific Date" and define an energy saving pattern only for that day.

To specify operation for the specific date:

In "Setting mode (administrator)", select [Energy Save] → [Power Management Setting] → [Specific Date Operation Settings].

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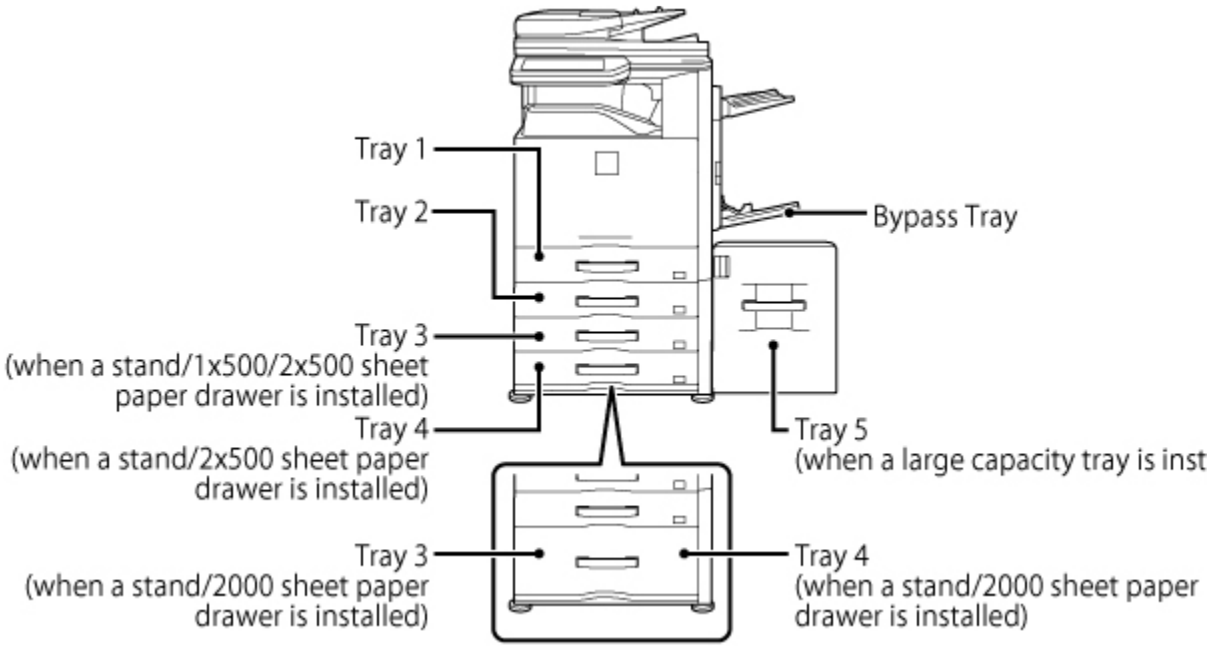
NAMES AND LOCATIONS OF TRAYS



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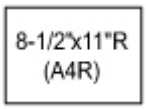
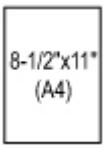
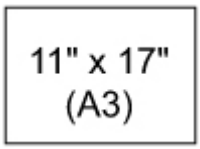
THE DEFINITION OF "R" IN PAPER SIZE

To indicate the landscape setting, "R" is added to the end of the name of a paper size enabled for both landscape and portrait settings.

<table>
<tr><th colspan="2">Paper that can be set either in the portrait or landscape orientation</th><th>Paper that can only be set in the landscape orientation</th></tr>
<tr><td colspan="2">8-1/2" x 11" A4, B5</td><td>12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3, B4</td></tr>
<tr><td>Paper set in the landscape orientation
  </td><td>Paper set in the portrait orientation
  </td><td>Can be placed only in the landscape orientation
  </td></tr>
</table>

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APPLICABLE PAPER TYPES

This section describes paper types that can be used and those that cannot be used.
All types of paper other than plain paper are referred to as special media.

- Useable paper
- Paper that cannot be used
- Non-recommended paper

- Various type of paper are commercially available, some of which cannot be used on the machine.
  Before using any paper, consult the dealer or SHARP Service Department.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of Sharp standard paper.
  Before using any paper, consult the dealer or SHARP Service Department.
- The use of non-recommended or non-usable paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check whether printing can be performed properly.

Useable paper

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Specifications of plain paper, heavy paper and thin paper

Plain Paper	• Sharp standard paper • 21 lbs (80 g/m^2). For paper specifications, see "SHARP STANDARD PAPER SPECIFICATIONS" in the "Quick Start Guide". • Non-Sharp standard plain paper • 16 lbs. to 28 lbs. (60 g/m^2 to 105 g/m^2)
Heavy paper	29 lbs. to 110 lbs. cover (106 g/m^2 to 300 g/m^2)
Thin paper	13 lbs. to 16 lbs. (55 g/m^2 to 59 g/m^2)

Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper.
Before using any paper, consult the dealer or SHARP Service Department.

Types of paper that can be set in each tray

- For detailed information on the sizes and types of paper that can be loaded into each tray of the machine, see "SPECIFICATIONS" in the "Quick Start Guide" and "TRAY SETTINGS" in "Setting mode" "User's Manual".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper.
  Before using any paper, consult the dealer or SHARP Service Department.

	Trays 1 - 4 (Tray 2 - 4 when a Stand/1x500/2x500	Tray 3 - 4 (Stand/2000 shee	Bypass	Tray 5 (large cap

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	sheet paper drawer is installed)	t paper drawer)		acity tray)
Plain Paper	Permitted	Permitted	Permitted	Permitted
Heavy paper 1*	Permitted	-	Permitted	-
Heavy paper 2*	-	-	Permitted	-
Heavy paper 3*	-	-	Permitted	-
Thin paper	-	-	Permitted	-
Pre-printed	Permitted	Permitted	Permitted	Permitted
Recycle Paper	Permitted	Permitted	Permitted	Permitted
Letter head	Permitted	Permitted	Permitted	Permitted
Pre-punched	Permitted	Permitted	Permitted	Permitted

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Color	Permitted	Permitted	Permitted	Permitted
Labels	-	-	Permitted	-
Glossy paper	-	-	Permitted	-
Transparency film (S4BG68)	-	-	Permitted	-
Tab Paper	-	-	Permitted	-
Envelope	-	-	Permitted	-

* "Heavy paper 1" is heavy paper up to 110 lbs. index (220 g/m^2), "Heavy paper 2" is heavy paper up to 140 lbs. index (256 g/m^2), and "Heavy paper 3" is heavy paper up to 110 lbs. cover (300 g/m^2).

Setting orientation of the print side

The setting orientation varies for the print side of paper , depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

Tray	In normal status	With letter head or pre-printed paper set

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Trays 1 - 4	Facing up	Facing down
Bypass tray and tray 5:	Facing down	Facing up

When [Disabling of Duplex] is set for "Letter Head" or "Pre-Printed", set the print side in the same orientation as for the ordinary operation.

To set [Disabling of Duplex]:
In "Setting mode", select [System Settings] → [Device Control] → [Disabling of Duplex].

Paper that cannot be used

- Special media for an ink jet printer
  (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film

- Thin paper less than 15 lbs (55 g/m^2)
- Heavy paper as thick as 110 lbs. cover (300 g/m^2) over
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper whose print side or reverse side has been already printed on by another printer or multifunction device.
- Paper with a wave-like pattern due to moisture absorption

Non-recommended paper

- Iron-on transfer paper

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- Japanese paper
- Perforated paper

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LOADING PAPER INTO A TRAY

Overview

Loading paper to Tray 1 - 4 (when a stand/1x500/2x500 sheet paper drawer is installed)

A maximum of 500 sheets of paper from size 5-1/2" x 8-1/2"R to 11" x 17" (A5R to A3) can be loaded into trays 1 and 4.

If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "Setting mode". Incorrect setting affects automatic paper selection action. It may cause print failure, printing on paper of a wrong size or type or paper misfeeds.

Do not place heavy objects on the tray or press down on the tray.

To check the type and size of paper:
In "Setting mode", select [System Settings] → [Paper Tray Settings].

Operation

1 Pull out the paper tray.

Gently pull the tray out until it stops.
To load paper, go to step 3. To load a different size of paper, go to the next step.

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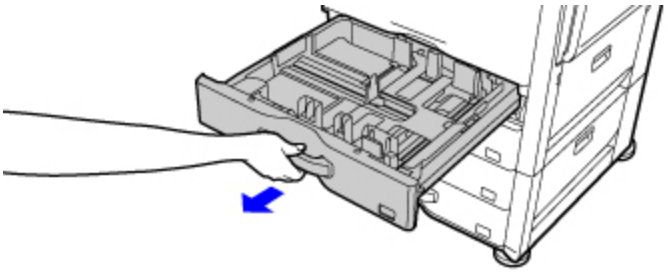
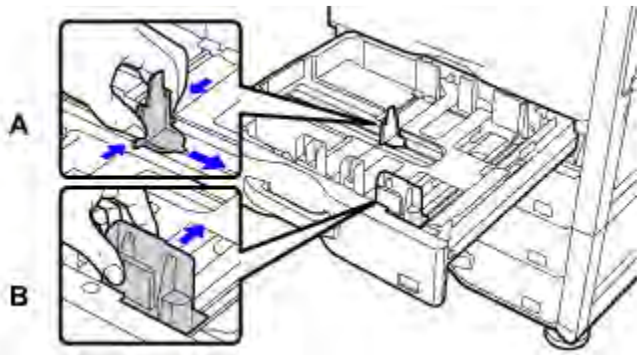


2 Adjust guide plates A and B by squeezing their lock levers and sliding them to match the longitudinal and transversal dimensions of the paper to be loaded.

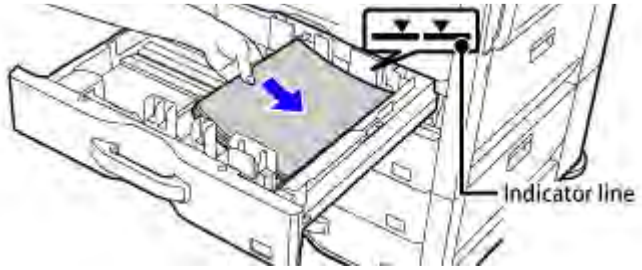
The guide plates A and B are slidable. Slide each guide plate while squeezing its lock lever to adjust to the paper size.



3 Insert the paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 500 sheets).

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



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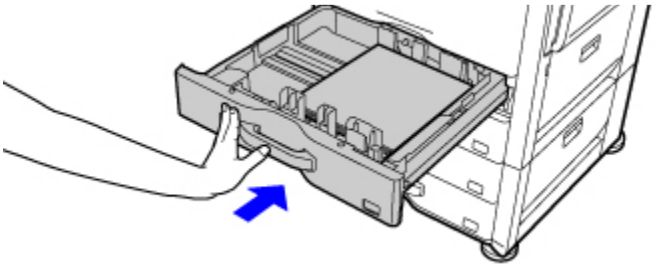
4 Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.



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TRAY 3 - 4 (STAND/2000 SHEET PAPER DRAWER)

Overview

A maximum of 1,150 sheets of 8-1/2" × 11" (A4) paper can be loaded into tray 3.
A maximum of 850 sheets of 8-1/2" × 11" (A4) paper can be loaded into tray 4.

If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "Setting mode". An incorrect setting may cause print failure, printing on paper of an incorrect size, or type or paper misfeeds.

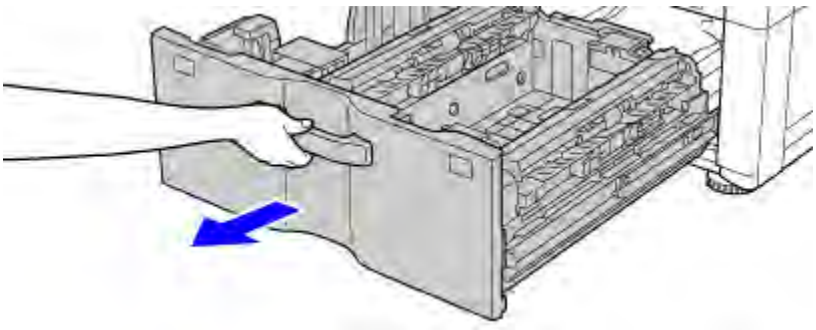
To check the type and size of paper:
In "Setting mode", select [System Settings] → [Paper Tray Settings].

Do not place heavy objects on the tray or press down on the tray.

Operation

1 Pull out the paper tray

Gently pull the tray out until it stops.



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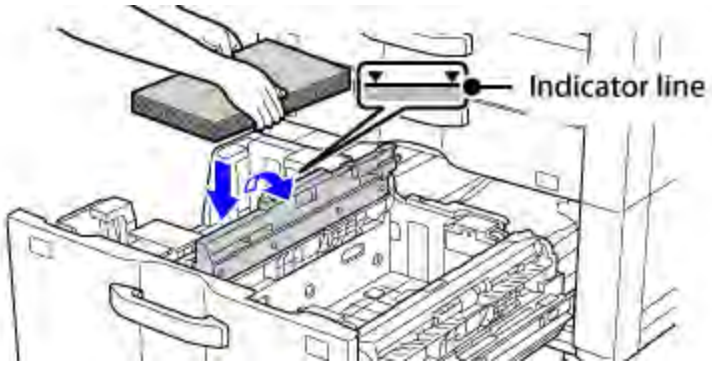
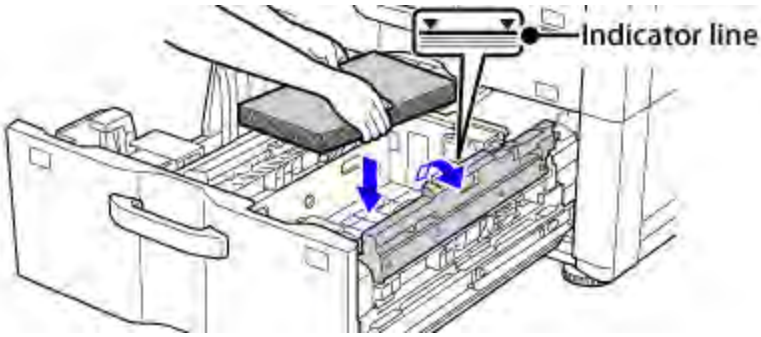
Lift the feed roller, and place paper into the tray

Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 1,150 sheets for tray 3, or maximum of 850 sheets for tray 4).

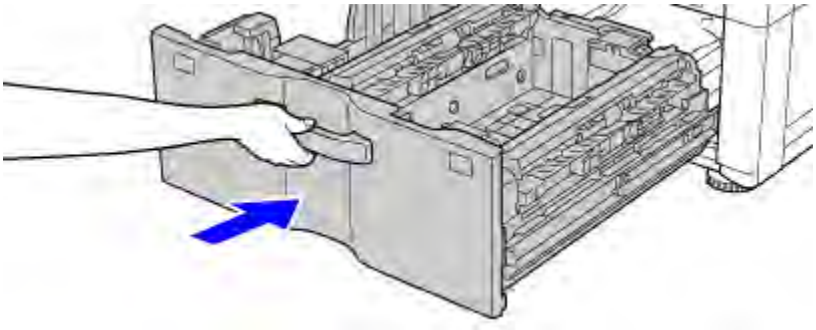
Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.





3 Lower the feed roller, and gently push the paper tray into the machine

Push the tray firmly all the way into the machine.



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LOADING PAPER INTO A LARGE CAPACITY TRAY

Overview

Use the large capacity tray for outputting massive prints that cannot be processed using the regular tray.
The tray can hold up to 3500 sheets of 8.5" x 11"size paper (21 lbs or 80 g/m^2).
When changing the paper size, contact your dealer or SHARP Service Department.

Do not place heavy objects on the tray or press down on the tray.

If you loaded paper of a different type from the paper previously loaded, be sure to check the settings in "Setting mode".

To check the type of paper to be set in the tray:
In "Setting mode", select [System Settings] → [Paper Tray Settings].

Operation

Pull out the paper tray.

Gently pull the tray out until it stops.

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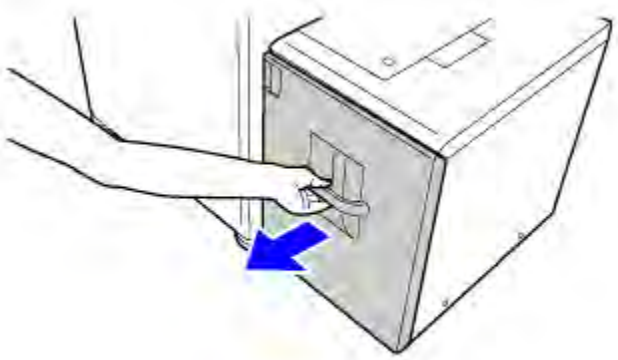
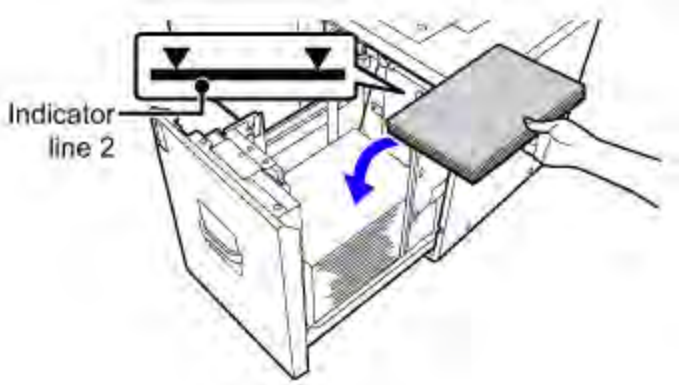


2 Place the paper in the center of the paper table.

Load the paper with the print side facing down. The stack must not be higher than the indicator line (maximum of 3500 sheets).

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



3 Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

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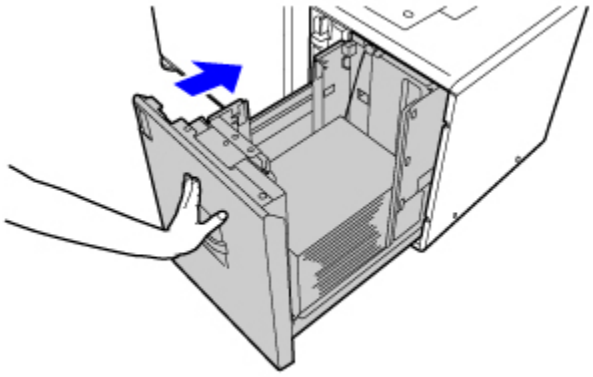

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LOADING PAPER INTO THE BYPASS TRAY

Overview

Use the bypass tray for printing on plain paper, envelopes, label sheets, tab paper, and other special media.
Up to 100 sheets of paper can be loaded (Heavy paper weighing between 28 lbs and 140 lbs: 40 sheets, heavy paper weighing between 140 lbs and 110 lbs: 20 sheets) for continuous printing, just like operation using other trays.

- How to place the original
- Loading tab paper
- Inserting transparency film
- Loading envelopes

- When using plain paper other than Sharp standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of paper that has been printed on one side, load paper one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.

How to place the original

Load paper up to 7-1/4" x 10-1/2" (A5) size in landscape orientation.

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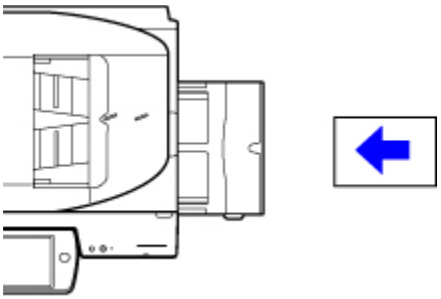
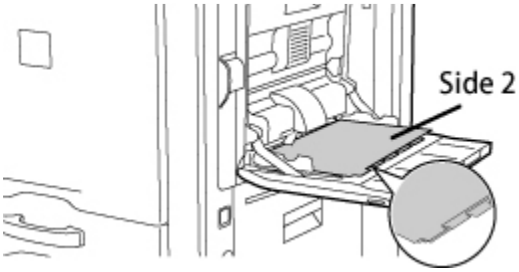


Loading tab paper

To print on tab paper, load tab paper into the bypass tray with the print side facing down.



- Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used.
- **To print on the tabs of tab paper:**
  In copy mode, use [Tab Copy] in "Others". In print mode, use the tab print function.

Inserting transparency film

- Use SHARP-recommended transparency film.
  When inserting transparency film into the bypass tray, the rounded corner should be at the front left when the film is placed in the landscape orientation, or at the far left when the film is oriented in the portrait orientation.
- When loading multiple sheets of transparency film into the bypass tray, fan the sheets several times before loading.

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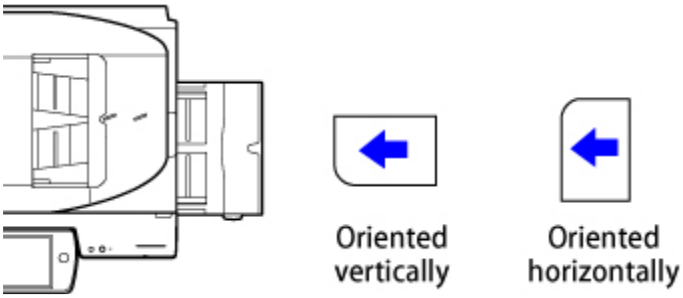
- When printing on transparency film, remove each sheet as it is printed and output from the machine. Allowing sheets to stack in the output tray may result in curling.



Loading envelopes

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below.

Loading envelopes

Only the front side of envelopes can be printed or copied on. Place the front side facing down.

Important points when using envelopes

- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Do not use the following envelopes:
  - Those with a metal piece, a plastic hook or a ribbon hook
  - Those with a string for closing

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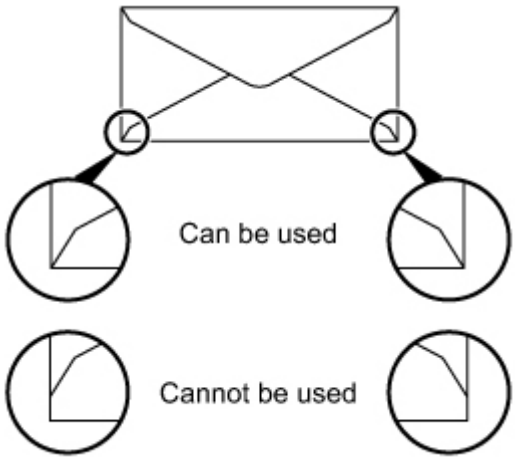
- Those with a window
- Those with a lining
- Those with an uneven surface, finished with titling or emboss
- Duplex envelopes or those with adhesive or other synthetic material for sealing
- Hand-made envelopes
- Those containing air inside
- Those damaged with a crease, fold mark or tear



- Envelopes with the corner gluing position on the back not aligned with the corner edge should not be used as it may cause creasing.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.

Important points when using embossed paper/label sheets

- The effect of asperity surfaces of embossed paper may affect the print quality depending on the type of embossed paper. For more information, consult the dealer or "SHARP Service Department".

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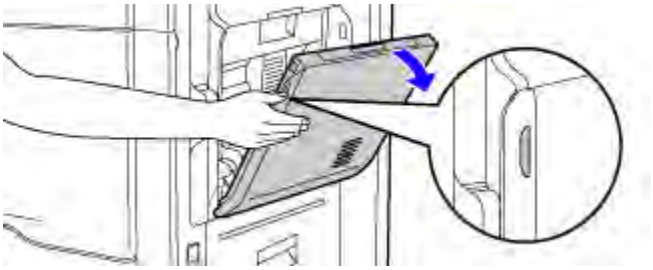
- Some labels may have to be loaded into the bypass tray in the specified orientation. Follow such instructions. If a form is already printed on the labels, and the print images and the preprinted form do not line up, adjust the application or printer driver settings to rotate the print images.

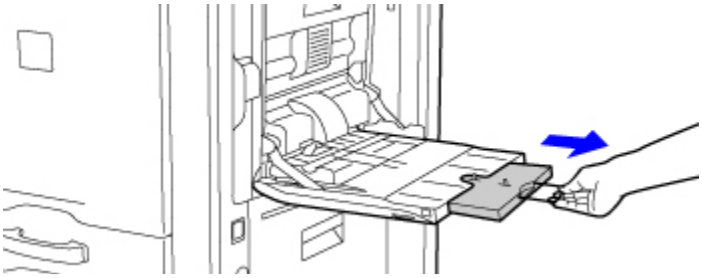
Operation

1 Open the bypass tray.

Do not place heavy objects on the bypass tray or press down on the tray.



When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide.
Pull the extension guide all the way out.



2 Set the bypass tray guides to the width of the paper.

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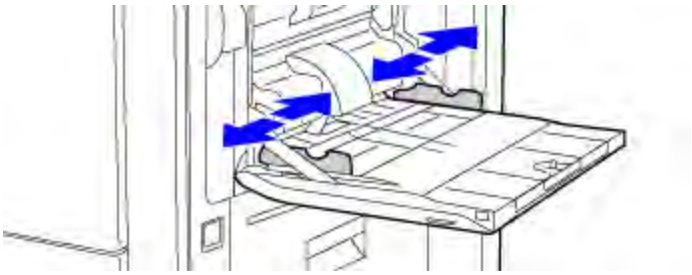
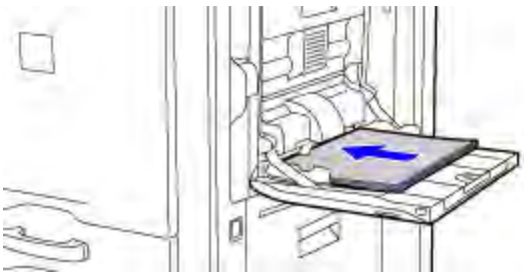


3 Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

For "Letter Head" and "Pre-Printed", set the paper with the print side up. However, when [Disabling of Duplex] is enabled, set the print side in the same orientation as in the regular mode (facing down).



- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.

01-029.htm

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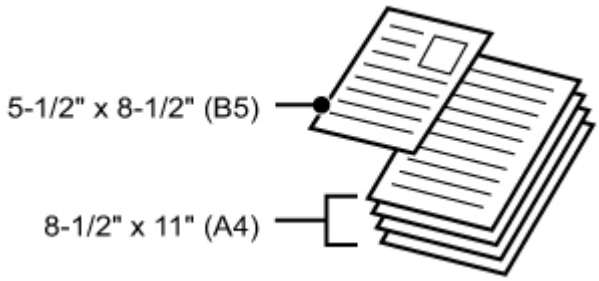
SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL

Place the original in the automatic document feeder. Depending the type and status of the original, use the document glass. Follow the instructions to select the method for placing the original.
To place it in the automatic document feeder, see "AUTOMATIC DOCUMENT FEEDER".

If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.

Originals that can be placed in the automatic document feeder by changing the setting or the placing manner:

- Original containing pages of different sizes
  Set [Mixed Size Original] in "Others".
  An original cannot be detected if all pages are of the same size but some of them are set in a different orientation.



- Thin original 9 lbs. to 14 lbs. (35 g/m^2 - 49 g/m^2)

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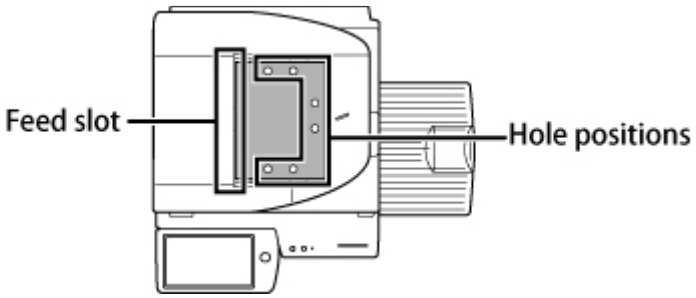
Set [Slow Scan Mode] in "Others".
For this type, 2-sided scanning is disabled.

- Original with two or three filing holes
  Place the original so that the punched edge does not fall on the feed slot of the document feeder tray. Specify the orientation of the original using [Original Setting].



Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips. If they cannot be removed, use the document glass.

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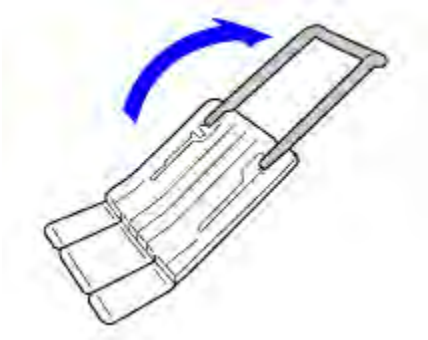
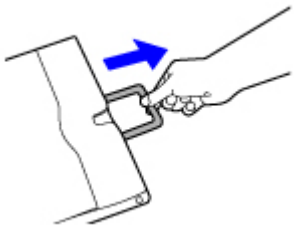
LOADING PAPER INTO THE LONG PAPER FEEDING TRAY

The steps for attaching the optional long paper feeding tray to the bypass tray are explained below.

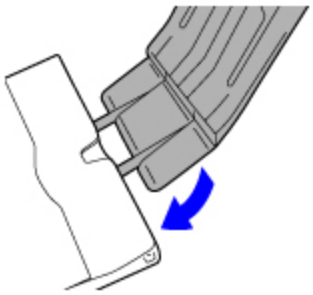
1 Extend the auxiliary guide of the long paper feeding tray.



2 Pull out the extension guide of the bypass tray.



3 Attach the long paper feeding tray onto the extension guide of the bypass tray.



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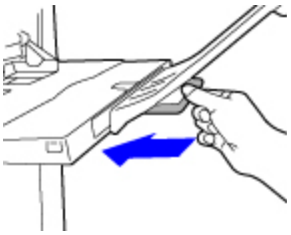
4 Replace the extension guide of the bypass tray.



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AUTOMATIC DOCUMENT FEEDER

Overview

This section explains how to place originals in the automatic document feeder.

- Place originals of different sizes together, if needed, in the automatic document feeder. In that case, use the "Others" function in each mode to set mixed size originals.
- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result. Transparency film or other transparent material for backup copy, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray.

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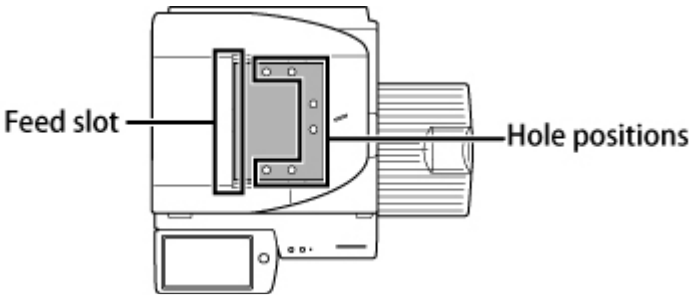

Allowed original sizes

Minimum original size	Maximum original size
Standard size (Minimum size that can be automatically detected) 5-1/2" (longitudinal) x 8-1/2" (transversal) 148 mm (longitudinal) x 210 mm, or A5 **Non-standard size** (Minimum size that can be specified manually) 5-1/8" (longitudinal) x 5-1/2" (transversal) 131 mm (longitudinal) x 140 mm (transversal)	**Standard size** (Maximum size that can be automatically detected) 11" (longitudinal) x 17" (transversal) 297 mm (longitudinal) x 420 mm (transversal) or A3 12" x 18" (A3W) cannot be used. **Non-standard size** (Maximum size that can be specified manually) Copy mode: 11-5/8" (longitudinal) x 17" (transversal) 297 mm (longitudinal) x 432 mm (transversal) image send mode: 11" (longitudinal) x 39-3/8" (transversal) 297 mm (longitudinal) x 1000 mm (transversal)

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- COPIER "SPECIFYING THE ORIGINAL SIZE"

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- FAX "SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES"
- IMAGE SEND "SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES"

Allowed original weights

MX-4141N/MX-5141N	1-sided scanning: 9 lbs to 34 lbs (35 g/m^2 to 128 g/m^2) 2-sided scanning: 15 lbs to 34 lbs (50 g/m^2 to 128 g/m^2)
MX-4140N/MX-5140N	1-sided scanning: 9 lbs to 34 lbs (35 g/m^2 to 128 g/m^2) 2-sided scanning: 15 lbs to 28 lbs (50 g/m^2 to 105 g/m^2)

To scariginn oals from 9 lbs to 14 lbs (35 g/m^2 to 49 g/m^2), use "Slow Scan Mode" in the "Others" function. Scanning without using "Slow Scan Mode" may result in original misfeeds.
When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

Operation

Make sure that there is no original on the document glass.

Place the original.

MX-4140N/MX-5140N: Up to 100 sheets can be inserted.
MX-4141N/MX-5141N: Up to 150 sheets can be inserted.
After scanning is finished on the automatic document feeder, remove originals from the original exit tray.

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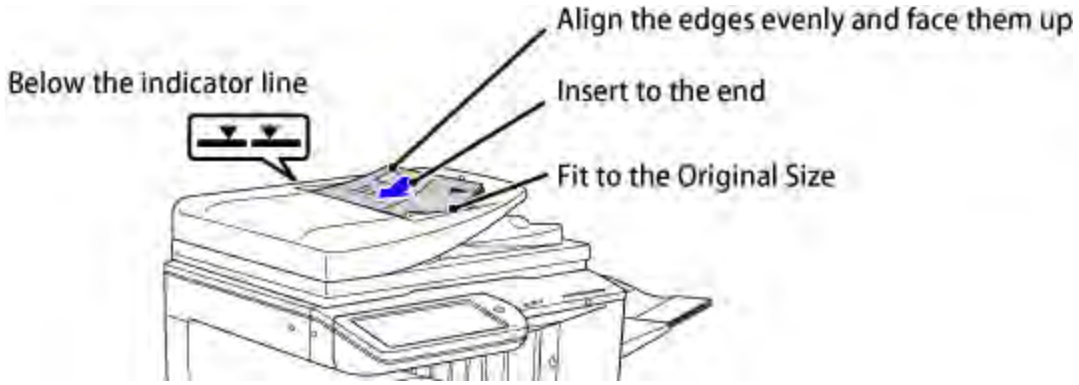

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DOCUMENT GLASS

Overview

This section describes the steps for setting the original on the document glass.

- Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.
- Take care that your fingers are not pinched when closing the automatic document feeder.

When scanning a thick book or other thick original, push up the back of the automatic document feeder and then place the original.
When closing, open the automatic document feeder all the way and then close it.

Allowed original sizes

Maximum original size
Standard size 11" (longitudinal) x 17" (transversal)

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297 mm (longitudinal) x 420 mm (transversal) or A3
Non-standard size
11-5/8" (longitudinal) x 17" (transversal)
297 mm (longitudinal) x 432 mm (transversal)

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.
- COPY "SPECIFYING THE ORIGINAL SIZE"
- FAX "SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES"
- IMAGE SEND "SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES"

Operation

1 Open the automatic document feeder.

2 Load the paper with the print side facing down.

Place the original face down and align the top left corner of the original with back left (at the tip of the mark) of the document glass.

Do not place any objects under the original size detector.
Closing the automatic document feeder with an object underneath may damage the original size detector or disable correct detection of the original size.

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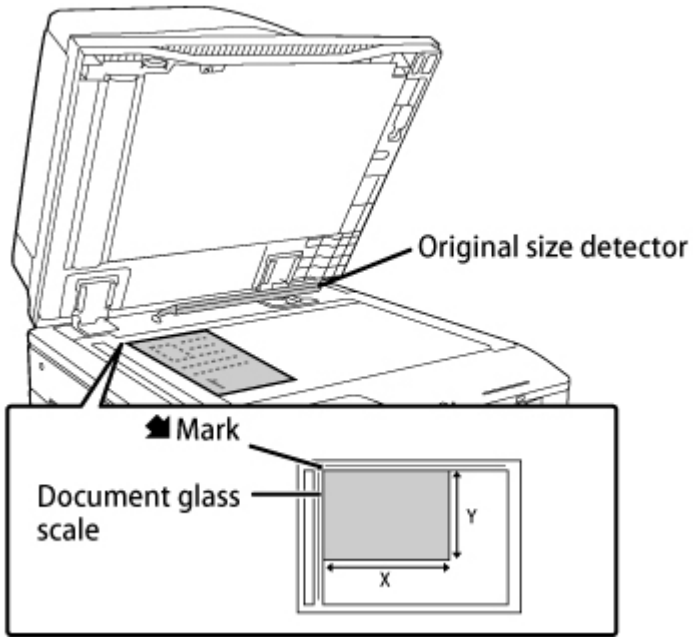

When placing a non-standard size original on the document glass, the size can be detected easily if a blank sheet of 8-1/2" x 11" (A4), 5-1/2" x 8-1/2" (B5), or other standard size paper is placed on top of the original.

3 Close the automatic document feeder.

After placing the original, close the automatic document feeder. If the unit is left open, parts outside of the original will be copied in black, causing excessive use of toner.

01-031.htm

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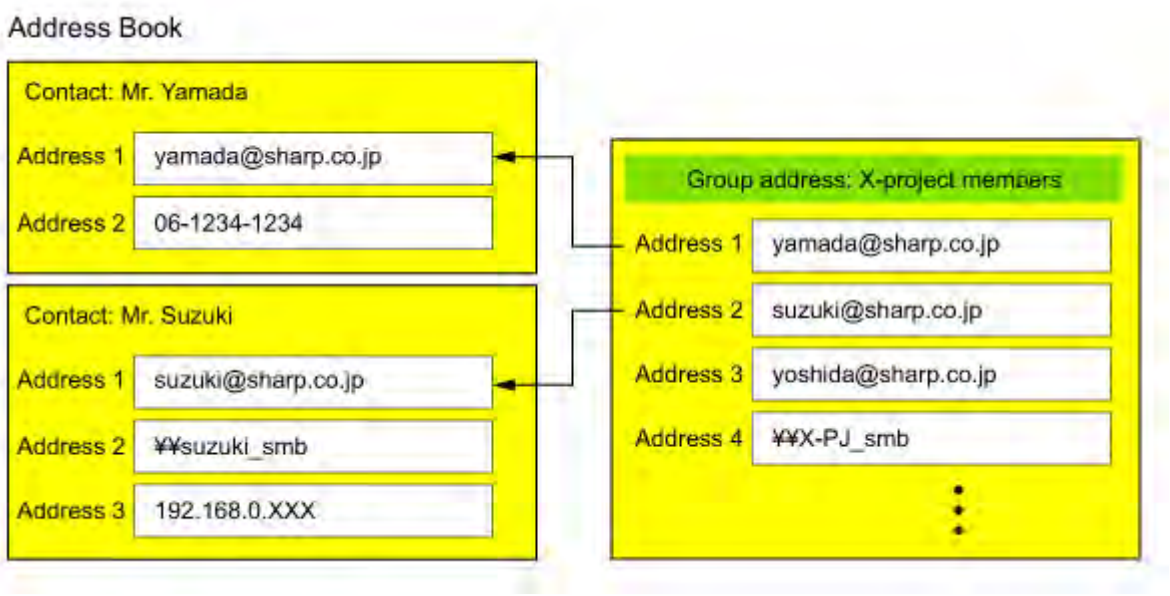
ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book.
For a contact, more than one address can be stored, including fax, e-mail, Internet fax and direct SMTP addresses.
Registering addresses stored as "Contacts" as well as directly entered addresses as "Group" enables you to easily send messages to multiple destinations simply by specifying a group.



- Up to 2000 entries in all can be stored for "Contacts" and "Group".
- The address book can store up to 6000 addresses.
- One "Contacts" can store up to 500 addresses.
- One "Group" can store up to 500 addresses.

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ADDRESS BOOK SCREEN

To display the address book, tap the [Address Book] key on the base screen in image send mode such as fax, e-mail, or Internet fax. You can also display it by tapping the [Address Book] icon on the Home screen. "Contacts" and "Group" registered are enabled for alphabetical search and selected condition-based advanced search.

- When the [Address Book] key is tapped on the e-mail base screen, groups and contacts having e-mail addresses are displayed.
- If user authentication is enabled, registered contacts can be shared within a specified group or stored as personal contacts that only you are allowed to access.
  - SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

Selecting "Contacts" or "Group"

Tap a "Contacts" or "Group", and the tapped "Contacts" or "Group" is selected.

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After selection, tap OK.
To add Contacts and Groups, refer to the following.

Narrowing by category

Tap the [Search by Category] key to select a category on the screen that appears.
After selection, tap OK.
The "Contacts" and "Group" in the selected category appear on a list.
The narrowed-down condition is displayed under the [Search by Category] key.

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Narrowing by job type

Tap the [Search by Job Type] key to select a job on the screen that appears.
To narrow by "Group", tap the [Group] key.
After the settings are completed, tap [OK].
The "Contacts" and "Group" for the selected job appear on a list.
The narrowed-down condition is displayed under the [Search by Job Type] key.

Narrowing by index

Search by alphabet to narrow down addresses.
For example, tap "A" on the index bar to display "Contacts" stored with search text starting with "A".

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Narrowing by keyword

Tap to display a search screen. Select a target for search, enter a keyword and then tap the [Start Search] key. The search results are listed.
For example, if [Item] is [Name], search with a keyword "SH" lists contacts and groups starting with "SH".

Displaying in the order of search numbers

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Tapping the [Switch Display] key displays a list in ascending order, descending order, or in the order of search numbers.
The display is switched in the order of [Switch Display] (▲) (Up) → [Switch Display] (▼) (Down) →[Search Number Order].

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STORING ADDRESSES THROUGH DIRECT ENTRY

Store new names or addresses in the address book by directly entering them.

Operation

1. **In the address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen.**

2. **Tap the [Add New] key on the action panel.**

3. **Tap the [Contacts] key to enter basic information.**

   Be sure to enter [Name] and [Initial].
   To specify a category, select one from a category list that appears when the entry box is tapped.

To register a category name:
In "Setting mode", select [Address Book] → [Category Settings].

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If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

- SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

4 Tap the [Enter Address Directly] key on the action panel.

5 Enter an address by tapping the [E-mail], [Fax], [Internet Fax] or [Direct SMTP] tab.

- Check [Set to the address as usually used] to set that address as the preferred over the others if two or more addresses are stored for "Contacts".
- FTP, Desktop, and Network Folder addresses can be registered from [Address Book] in "Setting Mode (Web version)".

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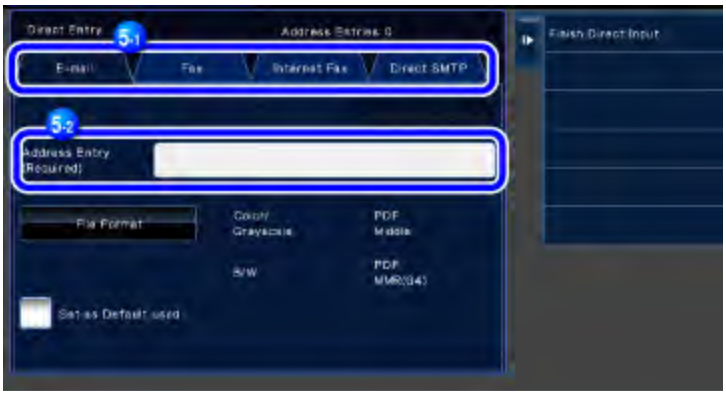

6 Tap the [Add Address Below] key.

7 Tap the [Finish Direct Input.] key on the action panel

8 Tap the [End Registration] key on the action panel

If [Set as Default used] is not checked for any address, a confirmation screen is displayed to ask you whether to select the default address.

01-073.htm

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STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH

Overview

Store the results of searching the global address book as new addresses in the address book.

Global address search requires an LDAP server.

Operation

1 In the address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen.

2 Tap the [Add New] key on the action panel.

3 Tap the [Contacts] key to enter basic information.

Be sure to enter [Name] and [Initial].
To specify a category, select one from a category list that appears when the entry box is tapped.

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To register a category name:
In "Setting mode", select [Address Book] → [Category Settings].

If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

- SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

4 Tap the [Global Address Search] key on the action panel.

5 Tap [Search from] and select a server.

If an authentication screen appears, enter your user name and password and then tap the [OK] key.

- AUTHENTICATION BY LOGIN NAME/PASSWORD

After selecting a server, tap ☒.

6 Tap the entry field to enter the search condition and then tap the [Start Search] key.

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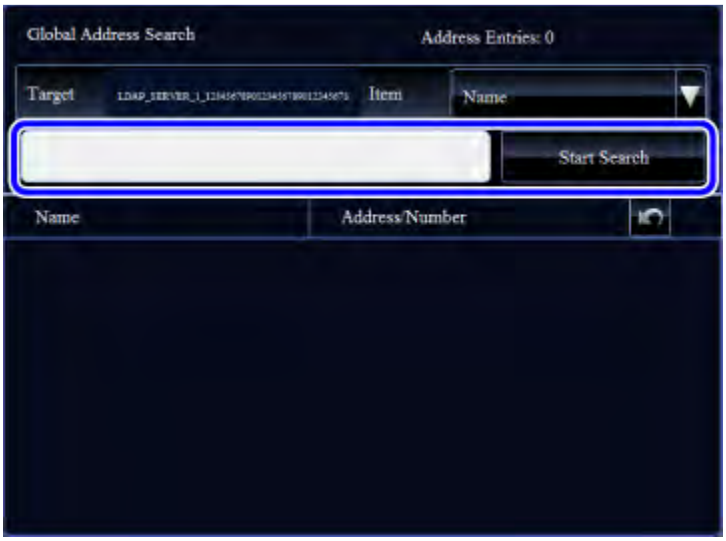
To change the search target, tap ▼ for [Item]. You can select [Name] or [Address/Number].



7 Select one address from the search result list and tap the [Enter] key on the action panel.

To check address information, select the address and tap the [Confirm Address Information] key on the action panel.

8 Check to see that the selected address is displayed, and then tap the [Register Address Below] key.

9 Tap the [Finish Direct Input.] key on the action panel

10 Tap the [End Registration] key on the action panel

If [Set as Default used] is not checked for any address, a confirmation screen is displayed to ask you whether to select the default address.

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STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS

Overview

As a new registration, add an address you have entered via fax or image send operations to the address book.

FTP and desktop addresses cannot be stored in the address book from transmission logs.

Operation

1 In fax or image send mode, tap the [Select among addresses recently sent to] key on the action panel

2 Select one address you want to register in the address book from the send logs, and then tap the [New Registration with Address Book] key on the action panel

When you tap [Additional Registration with Address Book] on the action panel, you can add the address to a contact stored in the address book.

3 Tap the [Contacts] key to enter basic information

Be sure to enter [Name] and [Initial].
To specify a category, select one from a category list that appears when the entry box is tapped.

If user authentication is enabled, the tab for address publication setting appears. Setting address publication enables stored "Contacts" and "Group" to be shared within a specified group or stored as personal contacts that only you are allowed to access.

- PUBLICIZING CONTACTS TO SPECIFIC USERS

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To register a category name:
In "Setting mode", select [Address Book] → [Category Setting].

4 Tap the [End Registration] key on the action panel

The address is registered in the address book and the transmission log screen is restored.
If [Set as Default used] is not checked for any address, a confirmation screen is displayed to ask you whether to select the default address.

5 Tap the [OK] key

01-073_1.htm

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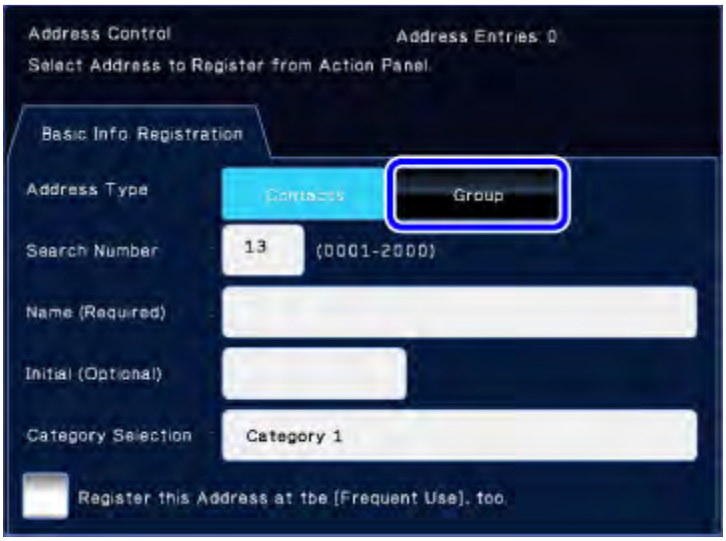
STORING GROUPS

Register "Group" by selecting addresses from those already stored as "Contacts". In this case of registration, only reference to addresses already stored takes place, and so, the total number of registered addresses (maximum 6000) in the address book does not increase. You can also directly enter a new address for a "Group;".

1. **In the address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen.**

2. **Tap the [Add New] key on the action panel.**

3. **Tap the [Group] key to enter basic information.**



4. **Tap the [Select From Address Book] key on the action panel.**

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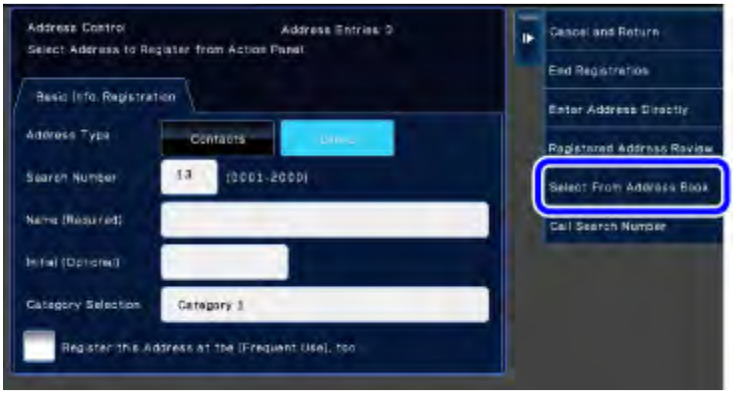
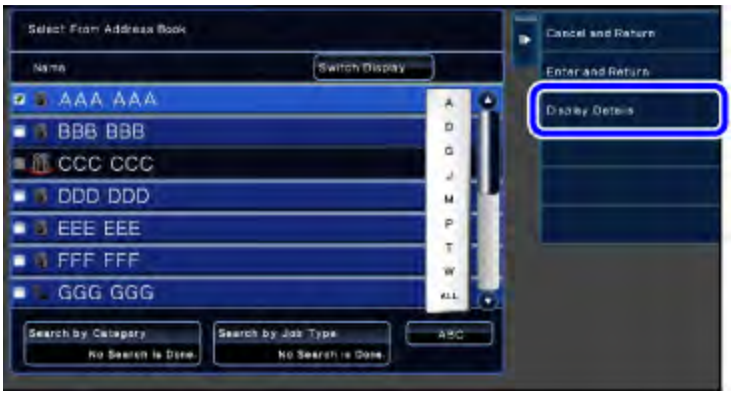
To directly enter a new address for a "Group", tap the [Enter Address Directly] key on the action panel.



5 On the contact list, tap the "Group" containing the address to be registered, and then tap the [Display Details] key on the action panel.

If you have selected more than one address, tap the [Show Details of Address Selected Next] key on the action panel.



6 Tap the address to be registered in the "Group", and then tap the [Execute] key.

You can select more than one address.

The selection is cleared and the screen closes if you tap the ☒ before tapping the [OK] key.

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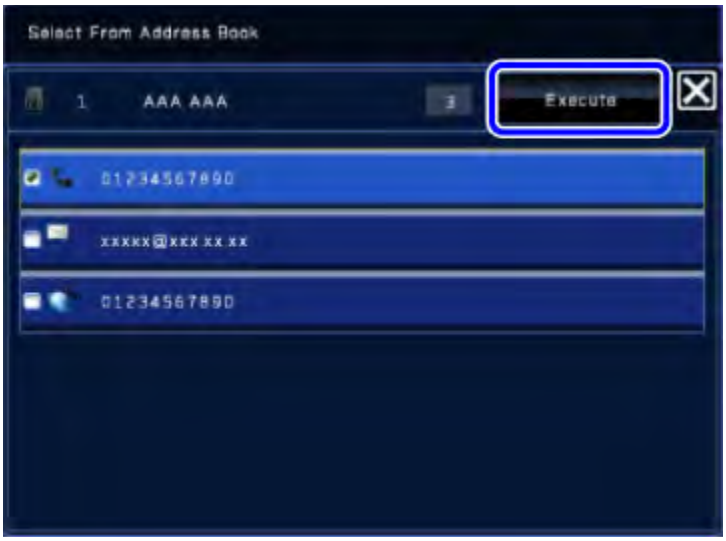

7 **Repeat steps 5 and 6 to register addresses. After address registration is completed, tap the [Enter and Return.] key on the action panel.**

8 **Tap the [End Registration] key on the action panel**

01-074.htm

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EDITING/DELETING ADDRESSES IN ADDRESS BOOK

You can edit or delete "Contacts" or "Group" information stored in the address book as well as addresses listed under "Contacts" and "Group".

- Editing/deleting contacts and groups
- Editing/deleting addresses

Editing/deleting contacts and groups

1 In the address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen.

2 Select a "Contacts" or "Group" you wish to edit, and tap the [Edit] key on the action panel.
To delete a "Contacts" or "Group", tap the [Delete] key on the action panel.

- For editing, you can only select one "Contacts" or "Group" at a time.

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- For deleting, you can select more than one "Contacts" or "Group" at a time.
- If you have logged in as the administrator, you can delete all addresses stored in the address book by using the [Delete All] key that appears on the action panel.

3 Editing a "Contacts" or "Group"

- You can change basic information such as names and categories and also you can add addresses.
  - STORING CONTACTS
  - STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS
  - STORING GROUPS
- You can change the publicity scope.
  - SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

The address type cannot be changed.

Editing/deleting addresses

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1 In the address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen.

2 Select a "Contacts" or "Group", and tap the [Edit] key on the action panel.

Only one contact or group can be selected. If more than one is selected, the [Edit] key does not appear.

3 Tap the [Registered Address Review] key on the action panel.

4 Select an address from the list of registered addresses and tap the [Edit] key on the action panel.

To delete an address, tap the [Delete] key on the action panel.

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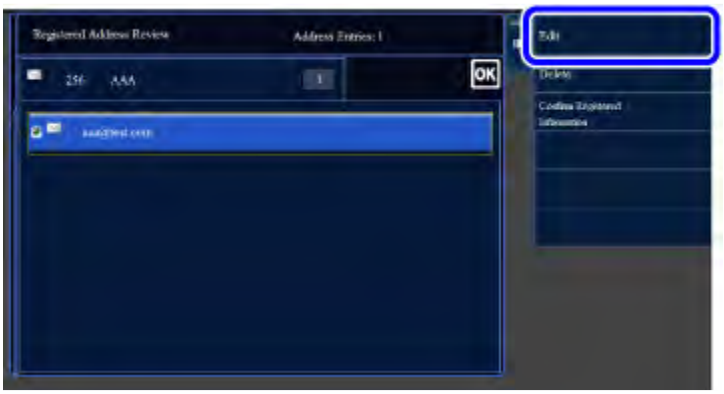
- To edit or delete, you can only select one address at a time.
- To check address information, tap the [Confirm Registered Information] key.



You cannot edit or delete an address for a job in a job queue.

5 Edit an address.

After editing, tap the [Enter and Return.] key on the action panel.

You can only edit addresses in the network folder on the edit screen. (The Add New screen cannot be displayed.)

01-076.htm

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SETTING THE SCOPE FOR PUBLICIZING CONTACTS AND GROUPS

Overview

"Contacts" and "Group" stored in the address book can be shared within a specified group or stored as personal contacts that only you are allowed to access.
If no publicity scope is specified, stored "Contacts" and "Group" are publicized to all users.

User authentication is required to set the scope for publicizing "Contacts" and "Group".

Scope for publicizing addresses	Description
Publicized to all	"Contacts" and "Group" are published to all users of the machine.
User	"Contacts" and "Group" are published only to the user. Registered addresses are preferentially displayed as "personal contact" in the user's address book.
User Group	Publication of "Contacts" and "Group" is limited to the specified group. Up to eight groups per "Contacts" or "Group" can be set as the publicity scope.

Operation

- Limiting the scope to the user
- Limiting the scope to the specified user group

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Limiting the scope to the user

1 In the address registration screen, tap the [Public Address Setting] tab and then tap the [Designate Public Address.] key.

2 Check that the [User List] is checked and your user name is selected.
After the settings are completed, tap [X].

If you have logged in as the administrator, select any user name desired from the user list.

To register a user:
In "Setting mode", select [User Control] → [User List] → [Register User].

Limiting the scope to the specified user group

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1 In the address registration screen, tap the [Public Address Setting] tab and then tap the [Designate Public Address.] key.

2 Tap the [Organization/Group] tab and select a user group to which you want to open addresses.

After the settings are completed, tap [X].

To register a user group:
In "Setting mode", select [User Control] → [User Group List].

01-075.htm

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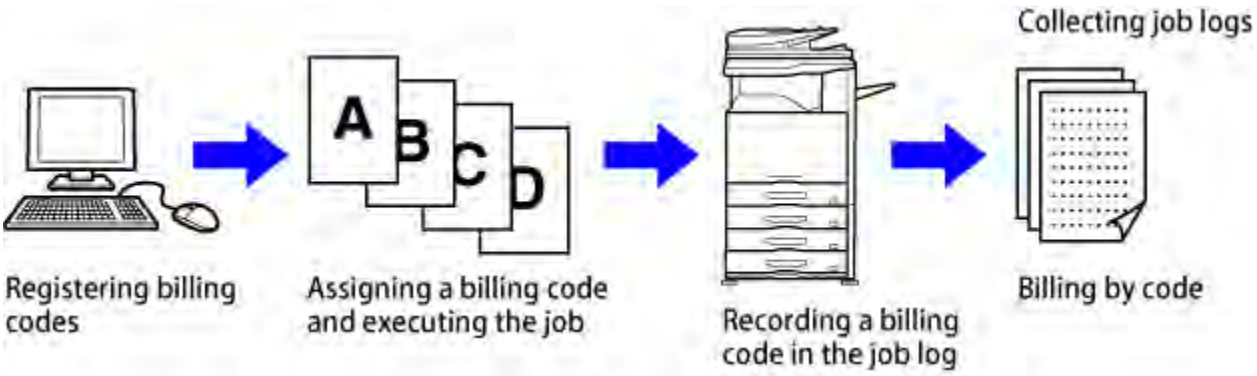
BILLING CODE

Overview

A billing code, which is added to a recorded job log when a print or send job has been executed, is used to perform billing processing.
Billing codes are classified into two types: main code and sub code. A billing code is recorded in the job log when it is entered and a print or send job is executed.
Downloading Billing Code information only from "Setting Mode (Web version)" of job log will facilitate the subsequent operations such as billing by Code classifications.



Types of billing codes

Type	Description
Main Code	Used to categorize the results of the executed print and send jobs to enable efficient management. For example, you can assign a code by customer and collect cost information by customer from job logs. Code example: Issue of company A
Sub Code	Available when the main code alone is not sufficient to enable management of billing codes. For example, you can assign monthly cost information to a sub code and collect the total monthly cost information of all customers

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	when the customer name is assigned to the main code. Code example: Issue of April, 2014
Use Code	Automatically assigned when the main code or sub code has not been specified.

Enable use of billing code

To enable use of the billing code, select "Setting Mode (Administrator)" - [Billing Code Setting] - [Administration Settings], then set [Use Billing Code] to [Enable].

Collecting billing codes

Select [System Settings] of "Setting Mode (Web version)" - [Data Backup] - [Storage Backup] and check the ☑ at [Billing Code] then click the [Execute] button. Billing Code information only will be stored in the USB memory and sum up the data by classifying and arranging the stored job logs.

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USING A BILLING CODE

Overview

If the use of billing code is enabled in "Setting Mode (Administrator", the billing code entry window is displayed at the time of mode transition (at the time of printing/sending in document filing mode).
Enter the main code or sub code as required.

- **To enable the billing code**
  Select "Setting Mode (Administrator)" - [Billing Code Setting] - [Administration Settings], then set [Use Billing Code] to [Enable].
- **To retain the specified billing code at the time of mode transition**
  Select "Setting Mode (Administrator)" - [Billing Code Setting] - [Administration Settings], then set the [Take Over Billing Code at Mode Transition] check box to ☑. This eliminates the need to enter billing codes at each mode transition.

You can assign billing codes to reprinting/resending of target files and sending of print jobs from "Setting Mode (Web version)" - [Document Operations].

Specifying a billing code again

To change the specified billing code to another one, tap the [Switch Billing Code.] key on the action panel.
When the billing code entry window is displayed, select a new billing code.

Operation

Select a billing code from the list

Select the desired billing code from the list of registered billing codes.
You need to register billing codes in advance.

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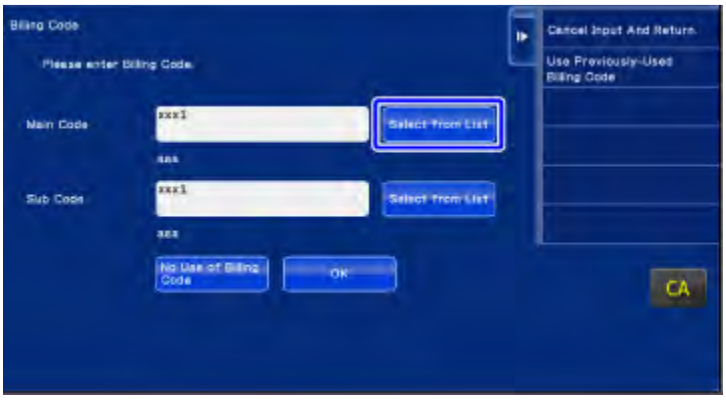
- REGISTERING A NEW BILLING CODE

When the billing code entry window is displayed, tap the [Select from List] key of the main code.



When not specifying a billing code

Tap the [No Use of Billing Code] key.

To select the previously used billing code (at the time of user authentication)

Tap the [Use Previously-Used Billing Code.] key on the action panel at the time of user authentication; this displays the main code and sub code the authenticated user has entered previously.

Tap and select the main code from the list

To search for the main code or main code name

Tap . When the search window is displayed, enter the main code and

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main code name, then tap the [Start Search] key. The search result list is displayed.

3 Tap the [Enter] key

Returns the screen to the billing code entry window.

To cancel the selection from the list

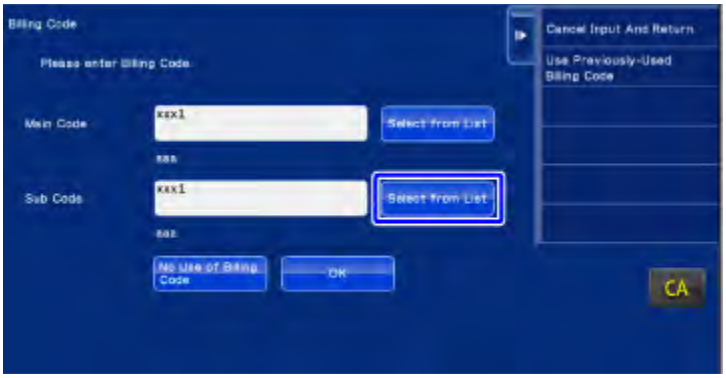
Tap the [Cancel and Return] key on the action panel. This cancels the selected main code and returns the screen to the billing code entry window.

To check the details of the main code

Tap the [Display Details] key on the action panel. The detail window is displayed. Check the details, then tap [OK].

4 Tap the [Select from List] key of the sub code.

The sub code list is displayed. Perform the procedure shown in steps 2 and 3, then specify the sub code.



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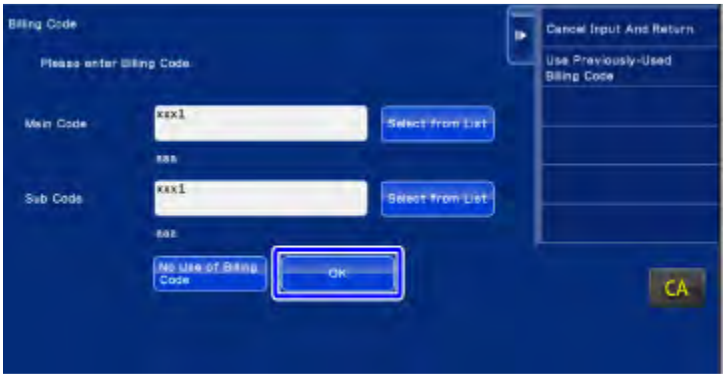
Tap the [OK] key



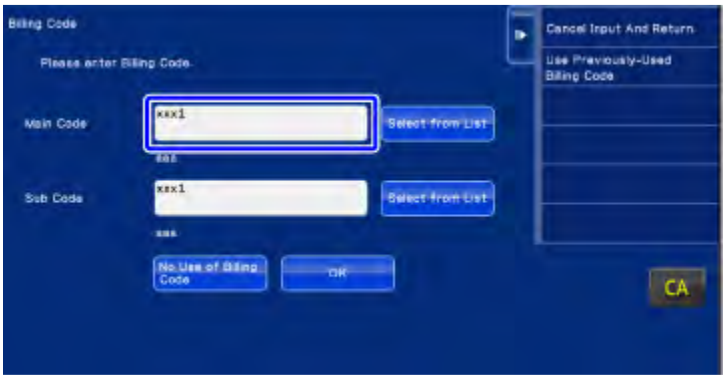
To clear the value of the specified billing code

Tap the [CA] key. Enter the billing code again.

Directly entering a billing code

When the billing code entry window is displayed, tap the text box in [Main Code], then enter the main code.

Specify the code using up to 32 single-byte characters.



When not specifying a billing code

Tap the [No Use of Billing Code] key. The use code is set to the main code.

Tap the text box of [Sub Code], then enter the sub code.

Specify the code using up to 32 single-byte characters.

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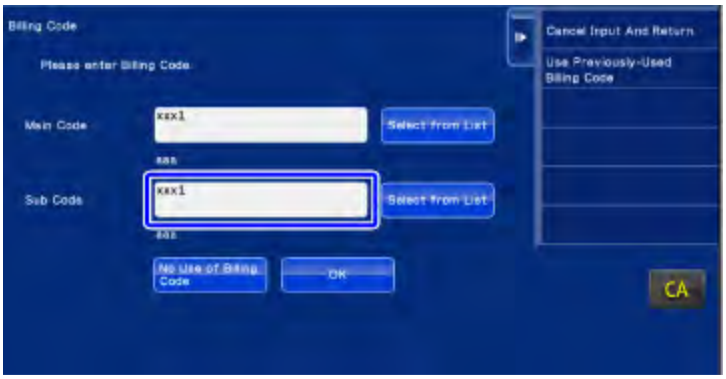
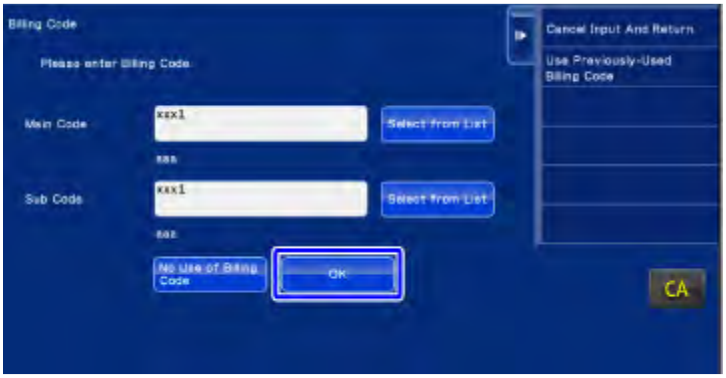


3 Tap the [OK] key



To clear the value of the specified billing code

Tap the [CA] key. Enter the billing code again.

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REGISTERING A NEW BILLING CODE

Overview

Register a new billing code.
A billing code can be registered not only from the billing code entry window but also from "Setting Mode".

To register a billing code from Setting Mode
Select "Setting Mode" - [Billing Code Setting] - [Main Code List] or [Sub Code List]. Register a main code in [Main Code List], and a sub code in [Sub Code List].

A total of up to 2,000 main and sub codes can be registered.

Shared range of billing code

The registered billing codes can only be shared in the specified group at the time of user authentication.
If the shared range is not specified, the registered billing codes are shared by all users.

To register a group
Select "Setting Mode (Administrator)" - [User Control] - [Organization/Group List].

Operation

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as for the main code.

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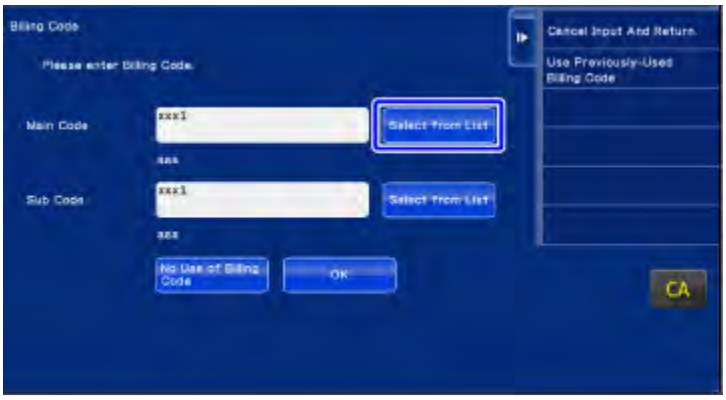

2 Tap the [Add/Edit Billing Code] key on the action panel

3 Tap the [Add New] key on the action panel.

To return to the billing code selection window

Tap OK.

4 Tap the text box of [Main Code], then type in the main code.

Specify the code using up to 32 single-byte characters.

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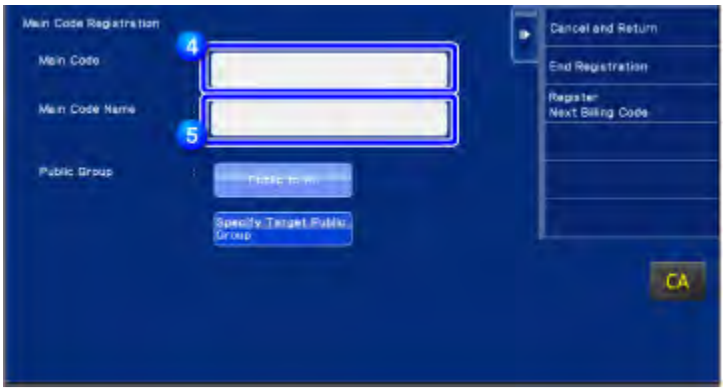

5 Tap the text box of [Main Code Name], then type in the main code name.

Specify the code name using up to 32 double- or single-byte characters.

6 If necessary, select the share range of billing code.

Public to All: Registers the billing code as a public code for all users who use the machine.
Specify Target Public Group: Limits the share range of billing code to be registered only to the specified group. Up to eight groups can be specified as a public destination.

For details on how to specify a public destination, refer to "Shared range of billing code".

The public destination of a billing code is not displayed if user authentication is not performed. The mode is automatically set to [Public to All].

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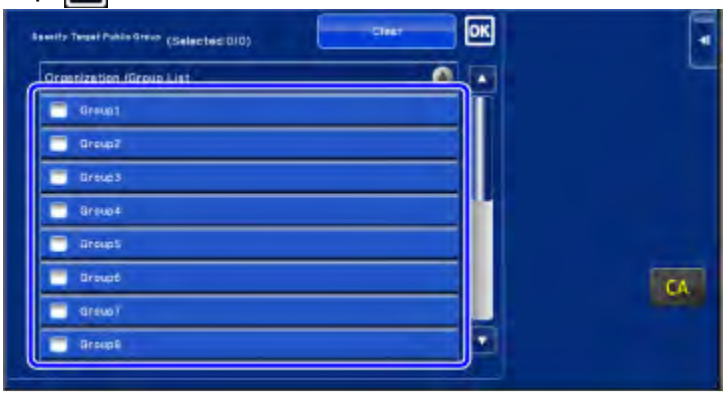
Tap and select a group as a public destination

Up to eight groups can be specified. After the setting has been completed, tap OK.



To cancel the setting

Tap the [Clear] key on the action panel. This cancels the registered public destination and returns the screen to the previous window.

8 **To continuously register other billing codes, tap [Register Next Billing Code.].**

Execute steps 4 to 7 to register the main code.

To cancel the registration

Tap the [Cancel and Return] key on the action panel. This cancels all the registered billing codes and returns the screen to the previous window.

9 **Tap the [End Registration] key on the action panel.**

This finalizes the registration and returns the screen to the previous window. Tap OK to finish the registration procedure.

To return to the billing code entry window

Tap the [CA] key.

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EDITING OR DELETING THE REGISTERED BILLING CODE

Overview

You can change or delete the registered billing code.

- Editing a billing code
- Deleting a billing code

The billing code can also be edited or deleted from "Setting Mode".

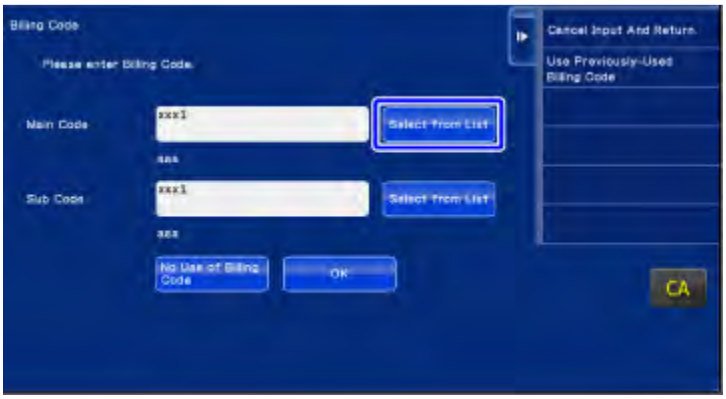
To edit or register a billing code from Setting Mode
Select "Setting Mode" - [Billing Code Setting] - [Main Code List] or [Sub Code List]. Edit or register a main code in [Main Code List], and a sub code in [Sub Code List].

Operation

Editing a billing code

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as for the main code.



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Tap the [Add/Edit Billing Code] key on the action panel

3 Tap and select the main code to be edited, then tap the [Edit] key on the action panel.

To return to the billing code selection window

Tap OK.

4 Edit the main code as required

For information on how to correct the code, refer to steps 4 to 7 in "REGISTERING A NEW BILLING CODE".

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Tap the [End Registration] key on the action panel.

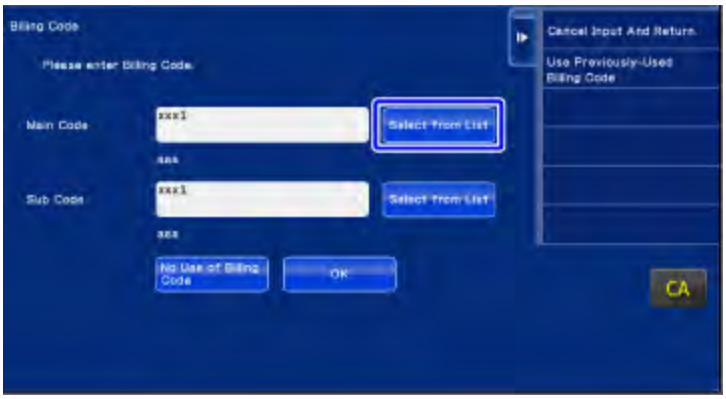
This finalizes the registration and returns the screen to the previous window. Tap [OK] to finish the registration procedure.

To return to the billing code entry window
Tap the [CA] key.

Deleting a billing code

When the billing code entry window is displayed, tap the [Select from List] key of the main code.

To register a new sub code, tap the [Select from List] key of the sub code.
The subsequent steps are the same as for the main code.



Tap the [Add/Edit Billing Code] key on the action panel

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Tap and select the main code to be deleted, then tap the [Delete] key on the action panel.

To return to the billing code selection window

Tap OK.

When the confirmation message appears, tap the [Delete] key.

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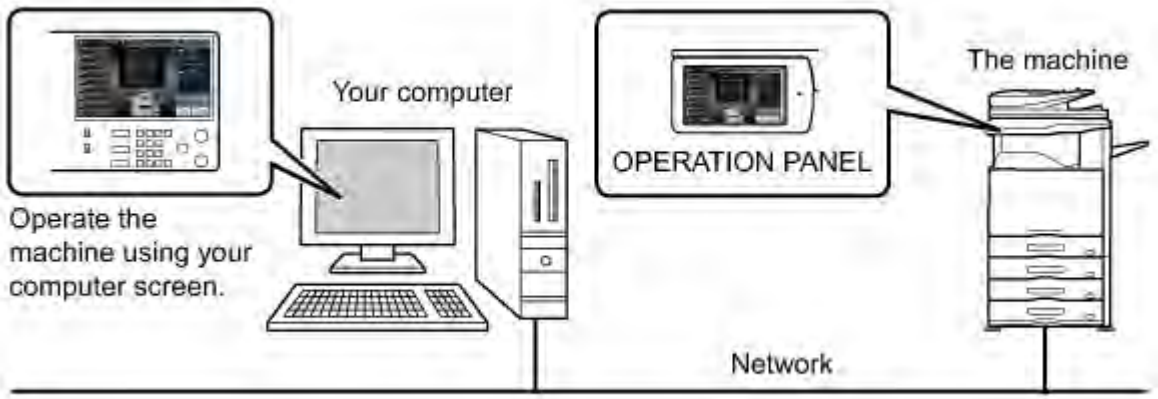
REMOTE OPERATION OF THE MACHINE

Overview

Remotely operate the machine on your computer.
You can operate the machine from the same panel as the machine's operation panel that is displayed on your PC, with the same feel as operating in front of the machine.



The remote operation function can only be used on one computer at a time.

Operation

Before you can use the remote operation function, the following preparation is required.

- In "Setting mode", select [System Settings] → [Operation Settings] → [Remote Operation Settings] → [Remote Software Operation] and select [Allow] for [Operational Authority].
- Connect the machine to the network.
- Install a VNC application software (recommended VNC software: RealIVNC) in your computer.

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After the preparation is completed, follow the operation described below to set up the function.

Example: RealVNC

1 Start the VNC viewer.

2 Enter the IP address of the machine in the "Server" entry box.

Check with the administrator of the machine for its IP address.

3 Click the [OK] button.

4 Follow the prompts on the operation panel of the machine to permit the connection.

When the machine is connected to a VNC application software, appears on the system bar of the machine's touch panel. If you wish to disconnect, exit the VNC application software or tap .

Use the operation panel in the same way as you would on the machine. However, you cannot enter values in series by continuously clicking the key.

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To set the operational authority for the remote operation function:
In "Setting mode", select [System Settings] → [Operation Settings] → [Remote Operation Settings].

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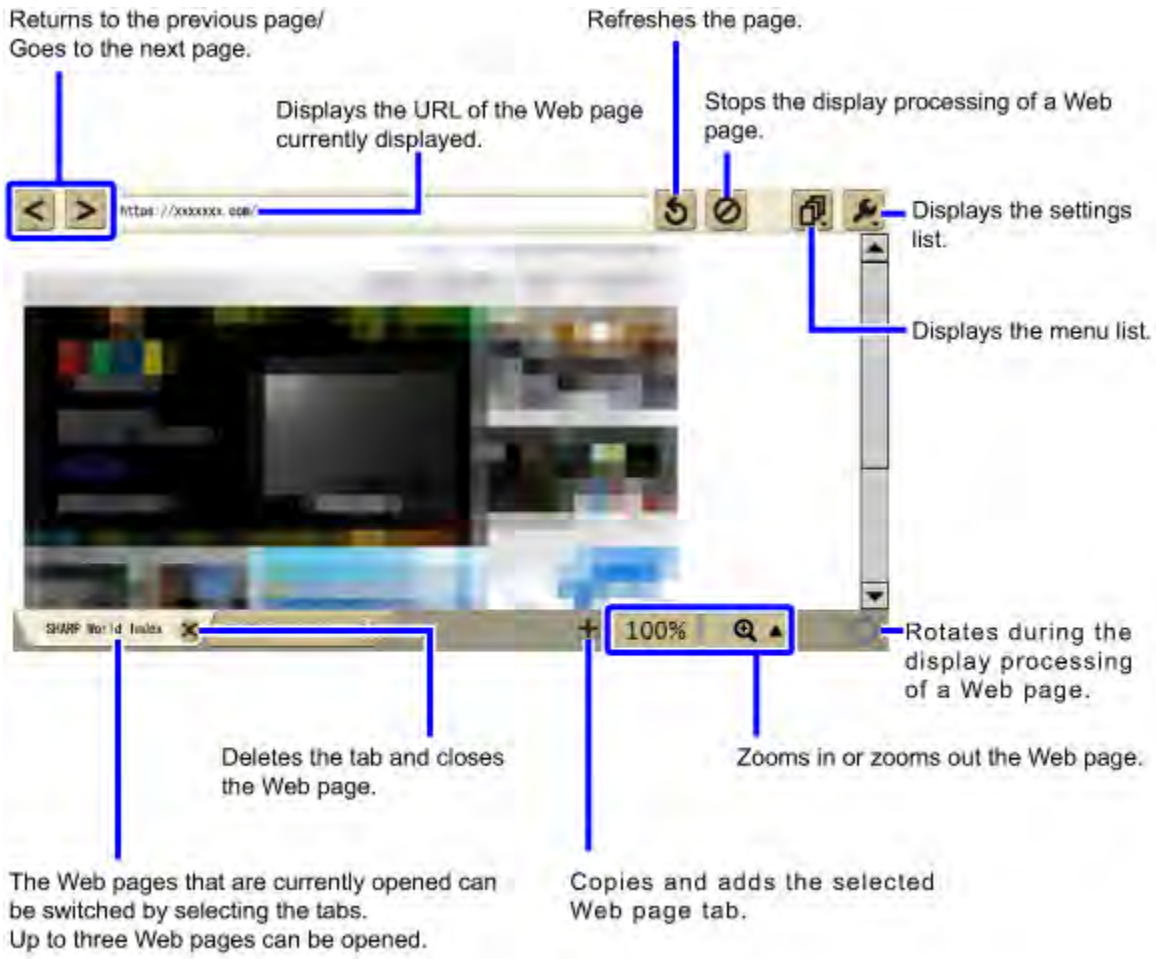
BROWSING WEB PAGES ON THE TOUCH PANEL

When the [Web Browse] key is displayed on the home screen, tapping the key will allow you to access the Internet and displays Web pages on the touch panel.

To enable Web page browsing, the optional Web browsing expansion kit may be required depending on your country or region, or the type of your machine.

Basic Screen of a Web page



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Menu List

Tap to display the menu list. The following shows the items of the menu list.

Print	Opens the print dialog. Depending on the Web page, part of the page may not be printed. In this case, open the [Print] menu and set the [Only Display Area] checkbox to in the [Option] tab to print the display area on the touch panel.
Add to Favorites	Adds the Web page currently displayed to the list of favorites.
List of Favorites	Displays the favorites list. Web pages can be selected and opened from the favorites list.
History	Displays the history list in the order of viewing date from oldest. Web pages can be selected and opened from the history list.
Go Home Page	Opens the home page.
Font and Magnification	Changes the character size, the font type to be displayed, or the zoom ratio.
Page Information	Displays the information of the Web page currently displayed.

Settings list

Tap to display the settings list. The following shows the items of the settings list.

Display Settings	Changes the Web page display settings. The selected item with the checkbox set to can be dis

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	played or enabled. The display settings of the following items can be changed. Image / GIF Animation / Table / Match Contents with Screen Width /Javascript /Word Wrap /Japanese Hyphenation / Auto Clear * * With the checkbox set to ☑, when the auto clear function is activated in the machine, the display is cleared and the screen returns to that set in "Setting mode" → "Operation Settings" → "Various Setting" → "Default Display Settings".
Home Page Settings	Changes the home page, or selects whether to show/hide the home page at the startup of the browser.
Security - SSL	Changes the settings of SSL communication to be used. SSL is a protocol that enables the encryption of information transmitted over a network. Encrypting data makes it possible to transmit and receive sensitive information safely. A Web page that uses both HTTPS and HTTP can also be displayed.
Security - Certificates	Displays the security certificate list. A certificate can be enabled or disabled. However, when the power to the machine is turned off, all certificates became enabled.
Proxy	Displays the settings configured in "Setting Mode" → "Network Settings" → "Proxy Settings".
Preference	Resets all environmental settings including the favorite, history, and cookie to the factory default settings.

Home Screen

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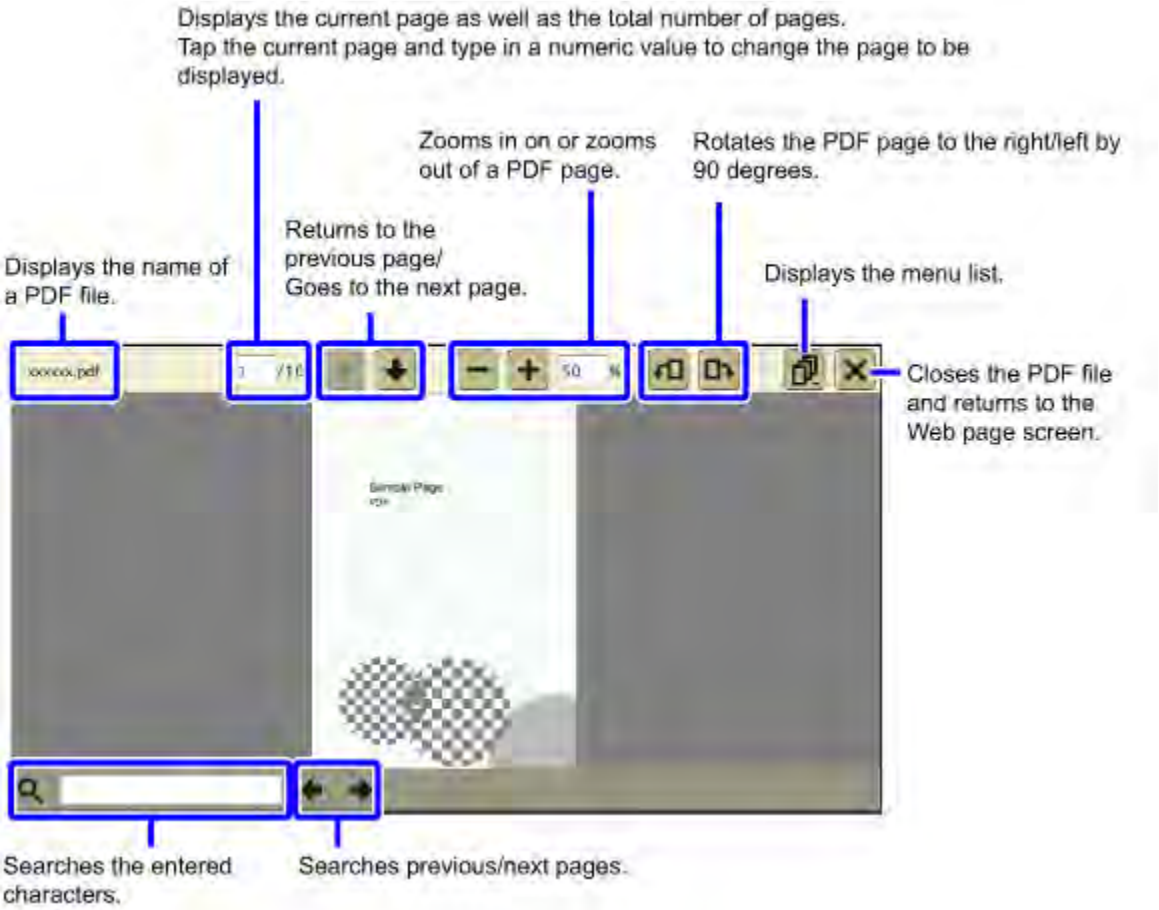
For the model equipped with a Web browsing kit as standard, the Web browser icon is displayed in the home screen.

Viewing PDF Files

When a Web page includes a link to a PDF file, you can display the PDF file by tapping the link.

When you are opening an encrypted PDF file, a confirmation screen appears asking for the password entry. Note that, if you enter an incorrect password three times successively, the PDF file is blocked and cannot be opened.



Menu List

Tap to display the menu list. The following shows the items of the menu list.

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Fit Width	Fits the PDF page to the width of the view area.
Fit Page	Displays a whole PDF page.
Print	Opens the print dialog.
Property	Displays the PDF properties.
Thumbnail	When a PDF page is zoomed in, this menu can be switched to either show or hide the thumbnail sho wing the area of the page currently displayed.

Specifications of the Web Browsing Function

The following lists the specifications of the Web browsing feature provided in the MFP.

Items	Specification
Supported protoc ols	HTTP (0.9/1.0/1.1), HTTPS
HTML	HTML 4.01, XHTML 1.1, XHTMLBasic
CSS	Parts of 1.0 and 2.0
ECMAScript	ECMAScript (ECMA-262 3rd Edition)
DOM	Parts of Level 1 and Level 2
SSL	2.0, 3.0
TLS	1.0
Cookie	Supported
Supported image	GIF87a, GIF89a, JPEG, PNG, BMP, Animation-GIF, MNG

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PDF	PDF 1.3/1.4/1.5/1.6 Some formats may not be displayed or printed.
Flash	Adobe(R) Flash(R) Lite(TM) 3.1.7

When displaying Web pages using this Web browsing function, Web pages will appear or be printed in a way that is slightly different compared to when they are viewed or printed using conventional PC browsers, and some features may be restricted.

01-080.htm

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APPLICATION COMMUNICATION

Overview

This module enables you to link the machine with a scanner application and other standard applications. Set a standard application in "Setting mode" and "Sharp OSA".

To set a standard application in "Setting mode":
In "Setting mode", select [Application Settings] → [External Applications Settings] → [Standard Applications].

Operation

1 Tap the [Sharp OSA] key on the Home screen.

If no standard applications have been stored, the key cannot be tapped.

2 Select a standard application.

If two or more standard applications have been stored, the screen for selecting a standard application will appear. Tap the standard application that you wish to use.
If only one standard application has been stored, connection to the standard application will begin.

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3 Connect the machine to the standard application.

The message "Connecting to the external application." appears while the machine communicates with the standard application.

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EXTERNAL ACCOUNT

The external account module enables you to use an "external account application" for centralized account management of a n MFP on a network.

- External account application setup
- Operation in external account mode

An "external account application" can be used in "external authentication mode" or "external count mode".
When "external authentication mode" is used, the login screen is retrieved from the application when the machine is started. When a job ends, a job notification screen is sent to the application for counts by authenticated user.
When "external count mode" is used, the login screen is not displayed when the machine is started. Only a job result notification is sent to the application. User authentication by the external account application cannot be used in combination with the internal account function.

External account application setup

After setting an external application in "Setting Mode", restart the machine to enable the setting.
To restart the machine, see "TURNING ON THE POWER".

To set up external account application:
In "Setting mode", select [Application Settings] → [External Applications Settings] → [External Accounting Application Settings].

Operation in external account mode

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The following describes operation in the two modes for using an external account application.

External authentication mode

When the machine is powered on in external authentication mode, the machine accesses the external account application and displays the login screen. The login screen also appears when the [Call] key is tapped to run a job in the job status complete screen. (The login screen does not appear if the user has already logged in by the normal method.)
Tap the job status display while the login screen is displayed, and the Job Status screen appears. To return to the previous screen, tap a mode select key.

To enable external authentication mode:
In "Setting mode", select [System Settings] → [Sharp OSA Settings] → [External Account Setting] and enable the [Enable Authentication by External Server] checkbox.

- The user control function of the machine cannot be used in external authentication mode.
  However, "User Registration", "User Count Display", "User Count Reset", "User Information Print", and "The Number of User Name Displayed Setting" can be used.
- The mode select key cannot be used while the login screen appears.

If login fails:

If the login screen fails to appear or the application does not operate correctly, the machine may also stop operating correctly. In that case, terminate external account mode forcibly.

To forcibly terminate external account mode:
In "Setting mode (Web version)", select [System Settings] → [Sharp OSA Settings] → [External Account Setting].

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If termination in Setting mode (Web version) fails, terminate it forcibly on the operation panel of the machine.
In "Setting mode", select [System Settings] → [Sharp OSA Settings] and change the setting for [External Account Setting] and then restart the machine. To restart the machine, see "TURNING ON THE POWER".

External count mode

Unlike in external authentication mode, when the machine is started in "external count mode", the login screen of the external account application is not displayed after the machine has started up. Only the job result is sent to the external account application.
External count mode can be used together with the user control function of the machine. (External count mode can also be used when the user control function is disabled.)

To enable external count mode:
In "Setting mode", select [System Settings] → [Sharp OSA Settings] → [External Account Setting] and enable the [External Account Control] setting alone.

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CARD SOLUTION KIT

This section explains the settings and login procedure for CAC authentication using the MX-EC50 (Card Solution Kit), and the functions that can be accessed used when using CAC authentication.

- SETTING PROCEDURE
- LOGIN PROCEDURE WHEN USING CAC AUTHENTICATION
- MACHINE FUNCTIONS WHEN CAC AUTHENTICATION IS USED

SETTING PROCEDURE

To perform authentication using a CAC card, the settings must first be configured in the Web page. (Administrator rights are required.) Configure the settings as explained below.

The settings can also be configured in System Settings on the operation panel. (Administrator rights are required.)
If you need to enter to the System Settings (Administrator) on the operation panel, follow these steps:

- Login to the machine as an administrator to change System Settings on the operation panel when the Card reader is connected.
- In addition to login by tapping the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights. For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION".
- If login will be performed using the CAC card reader, read "LOGIN PROCEDURE WHEN USING CAC AUTHENTICATION".

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- **To logout...**
  When you have finished using the machine and are ready to log out, tap [Logout].

User Control Settings

1 Go to the machine's Web page by placing the machine's IP address into the browser.
Log in as an administrator.

2 Click [User Control], [Authority Group List] in the Web page menu. Then select [Add].

3 Create a group name.

Example: "Card Holder Authority"
Select all the proper MFP permissions with the guidance and approval of your network administrator.

All CAC cardholders will belong to this group and have this specific set of permissions.

4 Make sure that "Display only the Files of Logged-in Users" is set to "Allowed", and then click the [Submit] button.

Under [System Settings] tab it is recommended to make sure that the "Clock Adjust" is set to "Prohibited" and then click the [Submit] button.

5 Next click [User Control], [User List] in the Web page menu. Then select [Add].

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6 Create / Register a card holder user, who has a CAC card.

Enter a User Name.
Example: "Card Holder"
Enter an Initial.
Example: "CH"
Select the authority group ("Card Holder Authority") as set up in step 3.

- Set the authenticating settings according to the direction of your network administrator.
- Authentication Settings: Normally the authentication is performed locally to the machine, however if administrator requires network authentication (for example LDAP) then "Authentication Settings" needs to change to "Network Authentication". Setup the Network Authentication parameters (for example LDAP).

7 Click the [Submit] button to save the settings.

If authentication in the local domain is desired, click [User Control], [CAC Configuration Settings]. Make sure the [Domain User Check] checkbox is selected ☑. Then click the [Submit] button.

8 Next click [User Control], [Default Settings] in the Web page menu.

9 Select user authentication by CAC card.

Set the "User Authentication" drop down box to "Enable". Check [Authenticate a User Common Access Card (CAC)].

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Select the [User Selection] button.
Select the CAC user ("Card Holder") selected in step 6. A pop up window will be displayed. Select [confirmation], then select [OK].

10 Click the [Submit] button.

You can easily set up the User Registration and Authority Group Registration in User Control Settings by importing the Sample User Registration File ("Sample.bin" file). See your Instruction Guide for details.

Device Account mode setting

These steps will help users to setup the CAC authentication and allow non CAC users to perform some functions such as Copy and Print only and block scanning. (Skip these steps if only users with CAC card can access all MFP functions.)

1 Create another Authority group name.

Example: "Site Guest Authority".
Set the proper privileges. To prevent non CAC users from scanning, change the related items to "Prohibited" as shown.

Image Send

- E-mail: Prohibited
- FTP: Prohibited
- Desktop: Prohibited
- Network Folder: Prohibited
- USB Memory: Prohibited
- PC Scan: Prohibited
- Internet Fax Send: Prohibited
- PC-I-Fax Send: Prohibited

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Other items are set to default settings

2 Make sure that "Display only the Files of Logged-in Users" is set to "Allowed", and then click the [Submit] button.

Under [System Settings] tab it is recommended to make sure that the "Clock Adjust" is set to "Prohibited" and then click the [Submit] button.

3 Next click [User Control], [User List] in the Web page menu. Then select [Add].

4 Create / Register a site guest who doesn't have a CAC card.

Enter a User Name.
Example: "Site Guest"
Enter an Initial.
Example: "SG"
Select the authority group ("Site Guest Authority") as set up in step 1.

5 Click the [Submit] button to save the settings.

6 Next click [User Control], [Default Settings] in the Web page menu.

7 Set the "Device Account Mode Setting".

Set the "User Authentication" drop down box to "Enable".
Check [Authenticate a User Common Access Card (CAC)].
Check the "Device Account Mode" and "Allow login by Default User".
Select the [User Selection] button.
Select the CAC user ("Site Guest") selected in step 4.

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A pop up window will be displayed. Select [confirmation],then select [OK].

8 Click the [Submit] button.

You can easily set up the User Registration and Authority Group Registration in the Device Access Mode setting by importing the Sample User Registration File ("Sample.bin" file). See your Instruction Guide for details.

Including the user name in the file name

The user name registered in the CAC card can be added to the scanned file name.
To configure this setting, select [Application Settings] → [Network Scanner Settings] → [Administration Settings] in the Web page menu, and select "File Naming" on the [Administration Settings] page. (Administrator rights are required)
When "Sender Name" is enabled in "File Naming", the user name of the CAC card is set in "Sender Name" automatically. (All user name characters before the @ from user e-mail address).

"E-mail to Self only" and "Allow Site E-mail Address"

Specify whether "Scan to Self" and "Scan to Site" are enabled.
To configure these settings, select [System Settings] → [Image Send Settings] → [Scan settings] → [E-mail Setting] in the Web page menu (Administrator rights are required).
Enter an E-mail address for "Scan to Site" (maximum of 64 characters). If LDAP is set, click the [Global Address Search] button to select the proper address.

Settings

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E-mail to Self Only	Specify whether or not "Scan to Self" is enabled.
Allow Site E-mail Address	Specify whether or not "Scan to Site" is enabled. This setting can only be enabled when an LDAP server has been registered and "E-mail to Self Only" is enabled.

When "E-mail to Self Only" is enabled, or "E-mail to Self Only" and "Allow Site E-mail Address" are enabled, the selection of addresses from the address book and direct entry of addresses are not possible. The only image send functions that can be used are "Scan to Self" and "Scan to Site".
In this case, the following items do not function, regardless of whether or not they are enabled:

- Disable Scan Function: PC Scan, USB Memory Scan
- Default Address Setting
- Settings to Disable Registration: Disable Registration of Program
- Settings to Disable Transmission: Disable Selection From Address Book, Disable Direct Entry. PC Internet Fax and PC-Fax can be used when CAC authentication is used. To disable PC Internet Fax or PC-Fax, use "Settings to Disable Transmission" in the system settings (administrator).

Sign / Encrypt E-mail Setting

Settings for [Sign E-mail] (appending an e-mail signature to e-mail messages) and [Encrypt E-mail] (encrypting e-mail messages) can be selected.
To configure these settings, select [System Settings] → [Image Send Settings] → [Scan settings] → [E-mail Setting] in the Web page menu. (Administrator rights are required.)

Settings

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Sign / Encrypt E-mail Setting	Specify whether or not "Sign E-mail" and "Encrypt E-mail" are always performed. • Sign E-mail: • If this is selected, users cannot set the "Sign E-mail", in which an e-mail signature is appended to e-mail messages, OFF in the e-mail function. • Encrypt E-mail: • If this is selected, users cannot set the "Encrypt E-mail", in which the e-mail messages are encrypted, OFF in e-mail function. This can be specified when "Sign E-mail" above is selected.
Policy for E-mail Encryption Operation	Specify conditions for transmission of encrypted e-mail. • Only Send when All Recipients have Valid Certificates: • Specify whether or not e-mail transmission only takes place when a public key has been obtained for encryption. This can be selected when "Encrypt E-mail" is enabled.
Encryption Algorithm	Select the algorithm that is used for e-mail encryption. The e-mail will be encrypted using "AES256", "AES128", or "3DES", whichever algorithm is specified. When a signature is appended or the e-mail is encryp

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	ted, the maximum allowed number of recipients may decrease.

CAC Configuration Settings

Specify CAC related configuration settings.
To configure these settings, select [User Control] → [CAC Configuration Settings] in the Web page menu. (Administrator rights are required.)

Settings

Authentication Option	Specify whether or not authentication by domain server is used for CAC authentication. • Domain User Check: • Specify whether or not authentication using an LDAP server is performed. LDAP Settings must be configured, if this is selected. • PKI Certificate Check: • Specify whether or not PKI certificate authentication is performed in addition to domain user authentication.
Certificate Validation Option	Specify whether or not the user certificate is validated by the specified OCSP server.
Combo Card Option	Select CAC or PIV for the card that is used.
Force Retention	Specify whether or not all the printing jobs are always held in the Document Filing folder.

Procedures for configuring PKI and OCSP

Follow the steps below to configure PKI authentication.

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1. **Install all certificates in the trust chain of the CA certificate that issued the user certificate.**
   On your computer, prepare the certificate file that you wish to install.
   Click the [Import] button in "Security Settings" → [CAC Certificate Management] in the Web page menu.
   Select the certificate file that you wish to install and click the [Execute] button.

2. **Configure the Kerberos server settings to perform PKI certificate authentication. (Kerberos must be setup to perform PKI certificate authentication.)**
   Open "Network Settings" → [Service Settings] → [Kerberos] in the Web page menu.
   Set the "KDC Server", "Port Number", and "Realm".

3. **Adjust the machine time and Kerberos server time.**
   Select "Clock Adjust" from "System Settings" → [Default Settings] in the Web page menu, and set the correct time and time zone.

Follow the steps below to configure OCSP validation.

1. **Install all certificates in the trust chain of the CA certificate that issued the user certificate.**
   On your computer, prepare the certificate file that you wish to install.
   Click the [Import] button in "Security Settings" → [CAC Certificate Management] in the Web page menu.
   Select the certificate file that you wish to install and click the [Execute] button.
   Up to 20 certificates can be imported.

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2 Install all certificates in the trust chain of CA certificate which issued the OCSP signature certificate.

Follow the procedure in Step 1 to install the OCSP signature certificate.

3 Set the URL of the OCSP responder.

Set the OCSP Server Service URL in "Security Settings" → [OCSP Settings] in the Web page menu.
For example: http://ocsp.example.com/

Up to three OCSP responder URLs can be set.

Confidential Printing

When "Force Retention" is enabled in the CAC configuration settings with the DSK and CAC option installed, all the "Sharing Mode" settings except for Printer are checked (Disabled) as a default value in "Disabling of Document Filing", which appears after selecting [Security Settings] → [System Settings] in the Web page menu. (Administrator rights are required.). Make sure that the "Sharing Mode" setting for Printer is still unchecked (enabled), in order to store jobs other than jobs with a password to the Main Folder.

LOGIN PROCEDURE WHEN USING CAC AUTHENTICATION

A peripheral CAC card reader (MX-EC50) can be installed to perform user authentication by CAC card (Common Access Card). Make sure that the CAC card reader is correctly connected to the machine and then perform authentication. When authentication is initiated using the CAC card reader, the following login screens appear:

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When Device Account Mode is not used, or when only Card Holder can access MFP.
The above login screen will appear to let you perform the login procedure. Users with a CAC card should insert their card to login.

When Device Account Mode is used, or when Card Holder and Site Guest can access the MFP.
Users with a CAC card should insert their card to login. Users without a CAC should tap the [X]. The usual base screen will appear, however, the functions that can be used are restricted (depending on the machine / group settings).

- To use authentication by CAC card, consult your dealer or nearest SHARP Service Department.
- If users without a CAC are permitted to use the multifunction machine in the system settings, a message screen will appear upon selecting a function, which is not permitted.
  Users should tap the [Login] key. The above login screen will appear to let you perform the login procedure. Users without a CAC should tap the [X]. The usual base screen will appear, however, the functions that can be used are restricted in the system settings.
- When "Display only the Files of Logged-in Users" is set to "Allowed", no files appear in the Document Filing folder without logging in. Make sure you login before going to Document Filing folder.

- System Settings (Administrator): User Authentication
  This specifies whether or not CAC card authentication is used. To configure this setting, click [User Control] and then [Default Settings] in the Web page menu. (Administrator rights are required.)
  For details, see "User Control Settings" .

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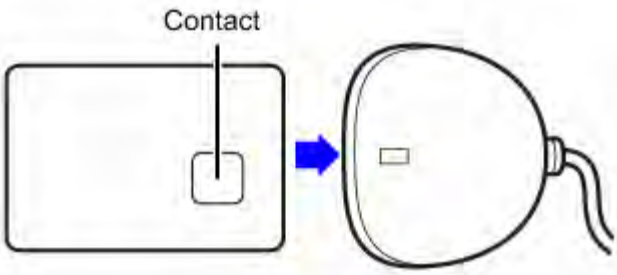
- System Settings (Administrator): CAC Configuration Settings
  This sets the CAC card authentication method. To configure this setting, select [User Control] → [User Count] → [CAC Configuration Settings] in the Web page menu. (Administrator rights are required.)
  For details, see "CAC Configuration Settings" .

Login by CAC card

Make sure that the CAC card reader is correctly connected to the machine and then perform authentication.

1 Insert the CAC card into the CAC card reader.

Insert the card with the contact facing up.



2 Enter the password for the CAC card, then tap the [OK] key.

After the message "Authentication in progress. Please wait." appears, login is completed.

- If you enter an incorrect password…
  If you enter an incorrect password three times in a row, password entry using that CAC card will not be possible. Contact the administrator of the machine.
  The CAC card will become locked if the correct password is not entered usually after 3 attempts. (The 3 attempts are

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part of the Card functionality not the MFP. For the exact number of attempts please consult your administrator).

- To perform authentication using an LDAP server…
  If user authentication is performed by network authentication using an LDAP server or directory service (Active Directory, etc.), domain server authentication can be performed based on the information in the card. LDAP authentication can be used if an LDAP service is provided on your LAN (local area network) by your server administrator.
  To perform authentication using an LDAP server, the LDAP server used for authentication must be set in the system settings (administrator).
- To store, change, or delete a root certificate used for LDAP server or PKI server authentication, click [Security Settings] → [Certificate Management] in the Web page menu. (Administrator rights are required.) To import a file, use the [Import] button.
- For the procedure for entering text, see "NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS" .

To return to the login screen without performing CAC card authentication, tap the [X].

- System Settings (Administrator): Perform LDAP server access control
  Set the LDAP server that is used when authentication using an LDAP server is performed.
  To configure this setting, select [User Control] → [Various Settings] in the Web page menu. (Administrator rights are required.)
- System Settings (Administrator): CAC Configuration Setting
  Specify whether or not "Domain User Check" and "PKI Certificate Check" are performed. To configure these settings, select [User Control] → [User Count] → [CAC Configuration Settings] in the

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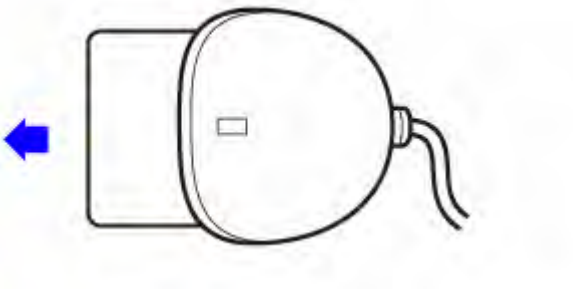
Web page menu. (Administrator rights are required.)
For details, see "CAC Configuration Settings" .

3 When you have finished using the machine, tap [Logout] or just remove the CAC card.

If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically.

4 Remove the CAC card from the CAC card reader.



MACHINE FUNCTIONS WHEN CAC AUTHENTICATION IS USED

Printing

When CAC authentication is used and "Force Retention" in the CAC configuration settings is enabled, all print jobs are held. Enter your CAC user name (Use all characters (up to 32 characters) before the @ from your e-mail address) in "User Name" field of "Default Job ID".

When the job is sent to the Printer, the Job can be retrieved after logging in.
To select the job, follow the steps below.

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Tap the [HDD File retrieve].

Tap the key of the folder that contains the desired file.

Select the file to print from the folder where the job was sent.

When "Display only the Files of Logged-in Users" is set to "Allowed", no files appear in the Document Filing folder without login. So, please make sure your login before going to Document Filing folder in case of Device Account Mode.

Image Send

When CAC authentication is used, you can select any scan function as in normal scan operation. For details, see the Operation Guide, "SENDING AN IMAGE IN SCAN MODE" .
However if "Scan to Self" or "Scan to Site" function was set by the administrator, regular image send functions (fax mode, USB memory mode, Internet fax mode, PC scan mode, data entry mode) are disabled.
The functions below are enabled.

Scan to Self: Send scanned data only to the e-mail address registered in the CAC card.
Scan to Site: Send scanned data only to the e-mail address specified by the administrator.

System Settings (Administrator): E-mail Setting
Specify whether or not "Scan to Self" and "Scan to Site" are enabled. Enter an e-mail address for "Scan to Site". To configure this setting, select [System Settings] → [Image Send Settings] → [Scan settings] → [E-mail Setting] in the Web page menu. (Administrator rights are

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required.)
For details, see ""E-mail to Self only" and "Allow Site E-mail Address"" .

If the "Sign E-mail" and/or "Encrypt E-mail" functions were enabled, an electronic signature can be appended and the e-mail can be encrypted.

Sign E-mail: Append an e-mail signature to e-mail messages.
Encrypt E-mail: Encrypt e-mail messages.

System Settings (Administrator): Sign / Encrypt E-mail Setting
Specify whether or not "Sign E-mail" and "Encrypt E-mail" are enabled. To configure these settings, select [System Settings] → [Image Send Settings] → [Scan settings] → [E-mail setting] in the Web page menu. (Administrator rights are required.) For details, see "Sign / Encrypt E-mail Setting".

Scan Mode Base Screen (limited function)
When "Scan to Self" or "Scan to Site" is enabled, the base screen will change as indicated below.

(1) Message area

This shows the send mode and destination address.
When "Scan to Self" is used: My E-mail Address
When "Scan to Site" is used: Site E-mail Address

(2) [Sign E-mail] key

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Tap to enable Sign E-mail. If "Sign E-mail" is enabled in "Sign / Encrypt E-mail Setting", this is fixed in the selected state.
Sign / Encrypt E-mail Setting

(3) [Encrypt E-mail] key

Tap to enable Encrypt E-mail. If "Encrypt E-mail" is enabled in "Sign / Encrypt E-mail Setting", this is fixed in the selected state.
Sign / Encrypt E-mail Setting

(4) [Address Change] key

Use this to switch between the "Scan to Self" and "Scan to Site" e-mail addresses.

The Encrypt E-mail setting for an address cannot be changed to ON once it has been specified as a destination, while the Sign E-mail can. When the Encrypt E-mail setting is changed to ON after it has been specified as a destination, a message will appear to ask if specified destination(s) may be cancelled.

Address Review screen (when "Sign E-mail" and "Encrypt E-mail" are enabled)
Tap the [Confirm Address] key on the action panel.
When "Sign E-mail" and "Encrypt E-mail" are enabled, addresses specified as destinations can be checked by means of icons in the Address Review screen.

Address for which only Sign E-mail is enabled:
Address for which only Encrypt E-mail is enabled:
Address for which both Sign E-mail and Encrypt E-mail are enabled:

Document Filling

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This section describes Document Filing functions only related to CAC authentication. For other details about the Document Filing function, see "DOCUMENT FILING".

Operation when CAC authentication is used
When CAC authentication is used and "Force Retention" in the CAC configuration settings is enabled, all print jobs are stored in the main folder.

When CAC authentication is used, "Main Folder", "Quick File Folder", and "Custom Folder" can be selected as usual; however, when a folder or file is selected or a file is manipulated, you can choose to have only folders and files of the login user be displayed.
If you wish to have only folders and files of the login user be displayed, change "Display only the files of Logged-in Users" to "Allowed". (When the CAC option is installed, the default value is changed to "Allowed".) To configure this setting, click [User Control] → [Authority Group List] and then click [Add] in the Web page menu. (Administrator rights are required.) For details, see "SETTING PROCEDURE".

If you log in as an administrator, all jobs appear.

File selection
Only files of the login user appear. This also applies to the multi-file print screen. When "Batch Print" is selected in the multi-file print screen, the user name is fixed at the login user.

- BASE SCREEN OF DOCUMENT FILING MODE
- MULTI-FILE PRINTING

File search
The user name is automatically set to the user that is logged in. The user name is fixed and cannot be selected.

- FILE SEARCH AND RETRIEVAL

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File manipulation
When "Scan to Self" or "Scan to Site" is enabled in "E-mail Setting" in the system settings (administrator), the only option that can be used when "Send" is selected for the operation is "Scan to Self" or "Scan to Site".

- Image Send

Manipulating jobs in the job status screen
When CAC authentication is used, only the jobs of the currently logged in user can be manipulated.

Other Notes

This section explains other settings that are useful for CAC authentication and procedures for deleting user information.

LDAP and SMTP

SMTP and Kerberos	To configure this setting, select [Network Settings] → [Service Settings] in the Web page menu.
LDAP	To configure this setting, select [Network Settings] → [LDAP Settings] in the Web page menu.
LDAP-Global address book	To configure this setting, select [Network Settings] → [General Settings] in the Web page menu

To Control Ports (Disable/Enable ports)
To configure this setting, select [Security Settings] → [Port Control] in the Web page menu.

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Clearing all Data

If you need to clear all memory and saved files for example at the end of life please follow these steps:

Log in as an administrator.

Select [System settings].

Select [Data Clearing Settings].

Select all these 4 operations one by one: [Clear All Memory], [Clear Document Filing Data], [Clear All Data In Jobs Completed List], and [Clear Address Book and Registered Data].

01-081.htm

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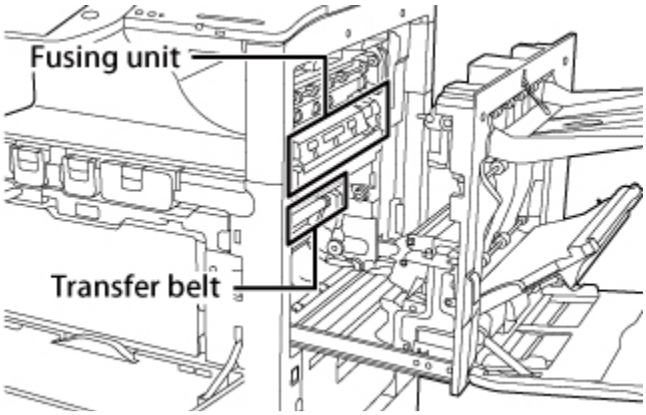
REMOVING MISFEEDS

Overview

If a paper misfeed occurs, the "Paper Jam" message will appear in the touch panel and printing and scanning will stop.
In this event, tap the [Check how to remove misfeeds] key in the touch panel. When the key is tapped, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically disappear.

- The fusing unit and paper output area are hot.
- When removing a misfeed, do not touch the fusing unit. You may burn yourself.



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01-044.htm

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "COPY"

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SELECTING COPY MODE

Follow the steps below to change from the Home Screen or each mode to copy mode.

Operation

Changing modes from the Home Screen

1 Tap the [Copy] mode icon

The initial copy mode screen is displayed.

Changing mode from each mode

1 Tap on the mode display

2 Tap [Copy]

The initial copy mode screen is displayed.
If the switch key of each mode is displayed, tap the [Copy] key to select the copy mode.

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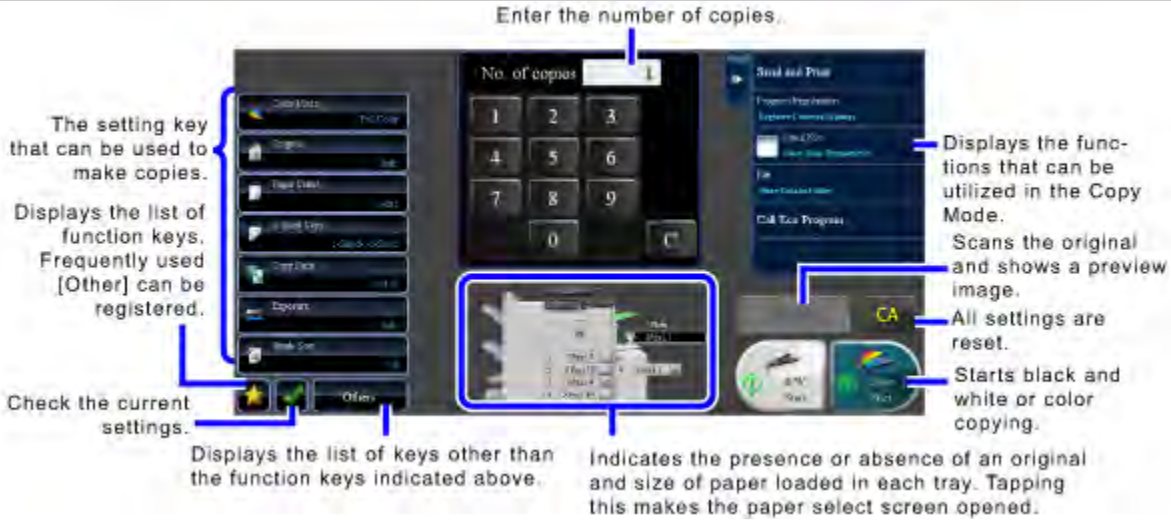
BASE SCREEN OF COPY MODE



The displayed contents of the above screen will vary depending on the devices installed.

02-001.htm

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COPYING SEQUENCE

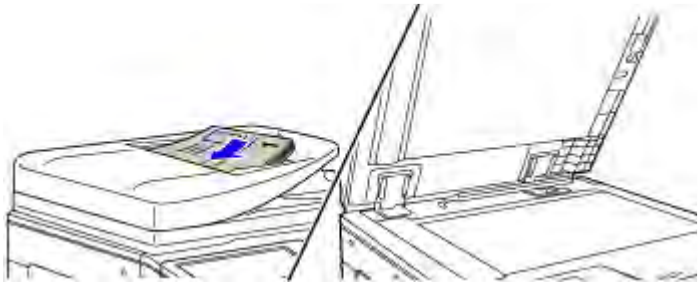
First, tap the [Copy] icon on the home screen to enter the Copy mode.

- SELECTING COPY MODE

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS



2 Scan the original.

Tap the [Preview] key to scan the original.

- To make 2-sided copies, configure the 2-sided copy settings before scanning the original.
- When not checking the preview image, tap the [Color Start] or [B/W Start] key to start copying.

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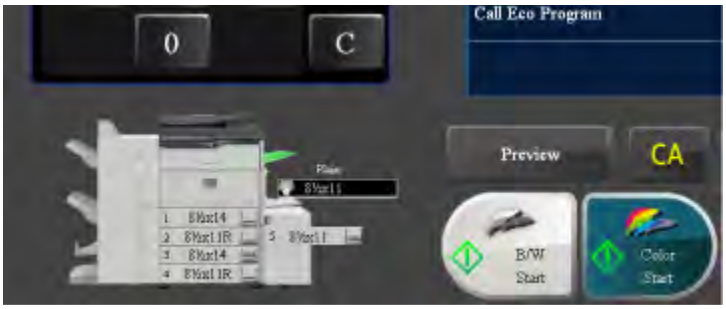
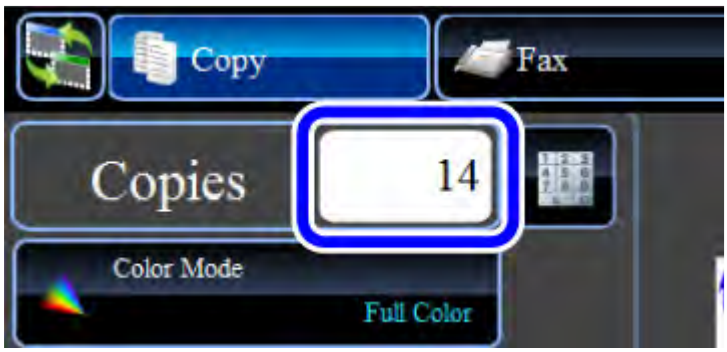


3 Check the preview image.

Display the preview image of the scanned original.
in the preview screen, check the settings such as color, 2-sided copy, or staple position.

4 Start copying.

Tap the [Color Start] or [B/W Start] key.
When making only one set of copies, you do not need to specify the number of copies.



- To make two or more sets of copies:

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Tap the copies display key to specify the number of copies.

- To cancel all settings, tap the [CA] key.
  When the [CA] key is tapped, all settings selected to that point are cleared and you will return to the base screen.
  - To cancel copying:
    Tap the [STOP] key.

Before starting copying, tap the [File] key or [Quick File] key on the action panel to save the scanned original as data.

- QUICK FILE
- FILE

02-002.htm

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COPY PREVIEW

If you tap the [Preview] key before scanning the original, you can check the status of the scanned image in the preview screen. While viewing the preview screen, you can adjust the exposure or color, and configure the preview in your image.

If you configure the preview, you can check the status of the configured preview such as the staple position or page layout.
You can also drag the preview image to edit it, for example, changing, rotating, or deleting an original page.

- COPY COLOR MODES
- MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE
- PREVIEW SCREEN

02-003.htm

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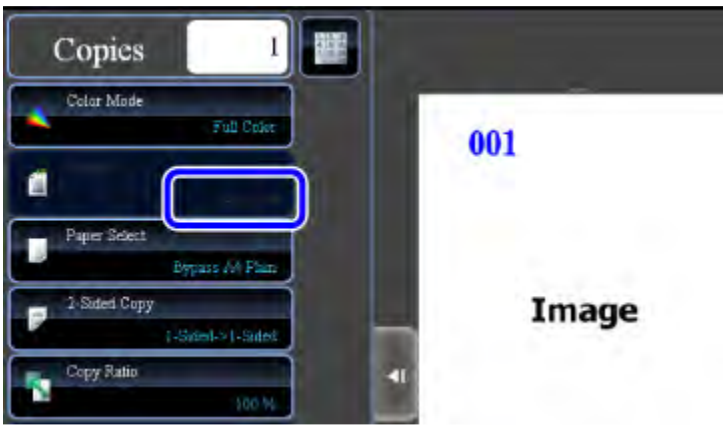
CHECKING THE ORIGINAL SIZE

Check the size of the placed original on the display of the [Original] key.
If the original size is set to [Auto], the automatically detected size (standard size *) is displayed on the [Original] key. If the original size is specified manually, it is displayed on the [Original] key.



Standard sizes

Standard sizes are sizes that the machine can automatically detect.
To specify the standard size, select [System Settings] in "Setting mode"→[Device Control] → [Original Size Detector Setting].

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document Glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3

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Inch-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
AB-1	A3, A4, A4R, A5, B4, B5, B5R	8-1/2" x 11", 8-1/2" x 14", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	8-1/2" x 11", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 13" (216 mm x 330 mm)
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	8-1/2" x 11", 11" x 17", 8-1/2" x 13" (216 mm x 330 mm), A3, A4, A4R, A5, B4, 8K, 16K, 16KR
AB-4	216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B5, B5R	8-1/2" x 11", 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B4, B5, B5R
AB-5	216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B5, B5R	8-1/2" x 11", 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B4, B5, B5R

* In the size notation above, when the size is suffixed by "R" like "A4R", it indicates a case where a sheet available in both the vertical and horizontal orientations is set horizontally.

- Even when [Original] is set to [Auto], some original sizes may be detected as other one that is near the standard size.
  In this case, manually set the original size.
  - SPECIFYING THE ORIGINAL SIZE
- When placing a non-standard size original on the document glass, you can make it easier for the size to be detected by

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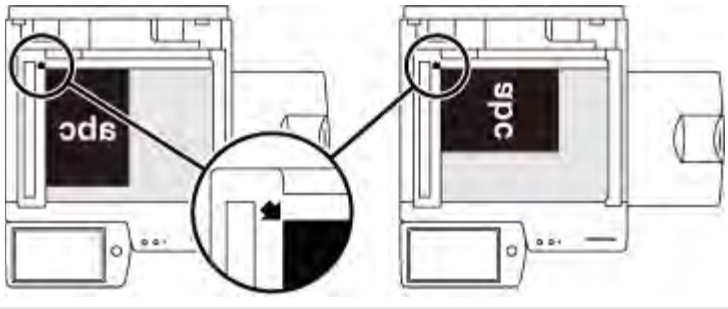
placing a blank sheet of 8-1/2" x 11" (A4), 5-1/2" x 8-1/2" (B5), or other standard size of paper on top of the original.

Orientation of placed original

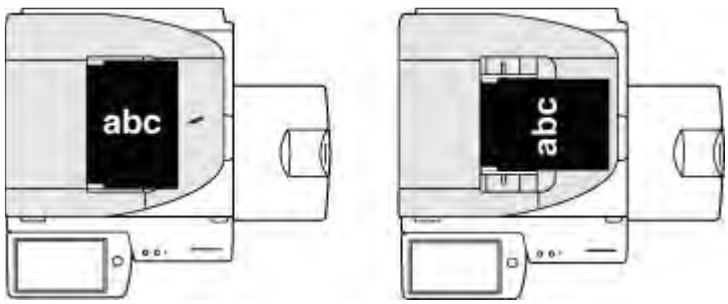
Place the original as shown below.
If you place the original in an incorrect orientation, it may result in punching at an unexpected position or stapling. On "Preview Screen", view the original orientation or preview image.

- COPY PREVIEW

Document Glass



Document feeder tray



Automatic copy image rotation (Rotation Copy)

If the orientation is different between the original and paper, the original image will be automatically rotated 90 degrees to match the paper.

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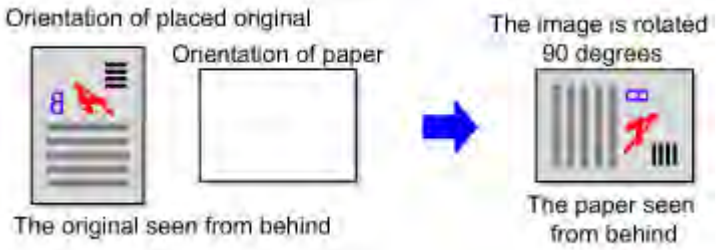

To set Rotation Copy:
In "Setting mode", select [System Settings] → [Copy Settings] → [Rotation Copy Setting].
The rotation copy function is available in the automatic paper selection or automatic ratio selection mode, or when the original or paper size is the same while the orientation is different.

02-004.htm

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SELECTING THE PAPER TRAY FOR COPYING

Overview

The machine is set to automatically select a tray that has the same size of paper as the size of the placed original (automatic paper tray selection).
If the original size cannot be detected correctly because it is a non-standard size or when you want to change the paper size for copying, you can select the paper tray manually.

If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.

To change the initially selected tray:
In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Paper Tray].

Operation

1 Tap the [Paper Select] key, and tap the required tray key.

When selecting the bypass tray:
Specify the paper type and size based on the paper loaded into the bypass tray.

- SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY

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You can also call the [Paper Select] screen by tapping the machine image on the base screen.

After the settings are completed, tap ☒.

To automatically select the tray:
Tap the [CA] key.

02-005.htm

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USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

1 Place the original in the document feeder tray of the automatic document feeder, and tap the [Preview] key.

- AUTOMATIC DOCUMENT FEEDER

2 Check the paper to be used and the color mode.

Make sure that the desired paper (tray) and color mode are selected.

- To change the paper (tray), tap the [Paper Select] key.
  - SELECTING THE PAPER TRAY FOR COPYING
- To change the color mode, tap the [Color Mode] key.
  - COPY COLOR MODES

Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

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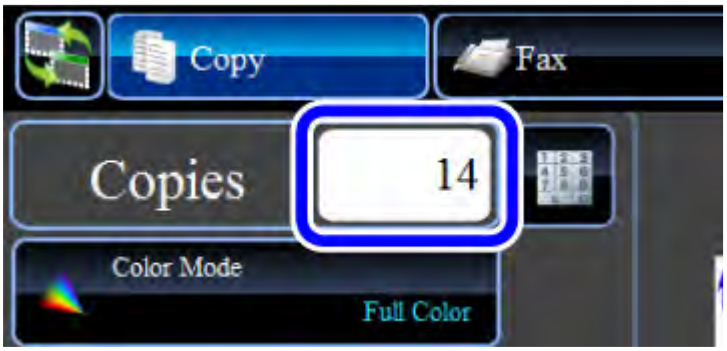
3 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-006.htm

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USING THE DOCUMENT GLASS FOR COPYING

1 Place the original on the document glass, and tap the [Preview] key.

- DOCUMENT GLASS

2 Set the next original, and tap the [Additionally Scan] key to scan the original.

Repeat this step until all originals have been scanned.

3 Make sure that the desired paper (tray) and color mode are selected.

- To change the paper (tray), tap the [Paper Select] key.
  - SELECTING THE PAPER TRAY FOR COPYING
- To change the color mode, tap the [Color Mode] key.
  - COPY COLOR MODES

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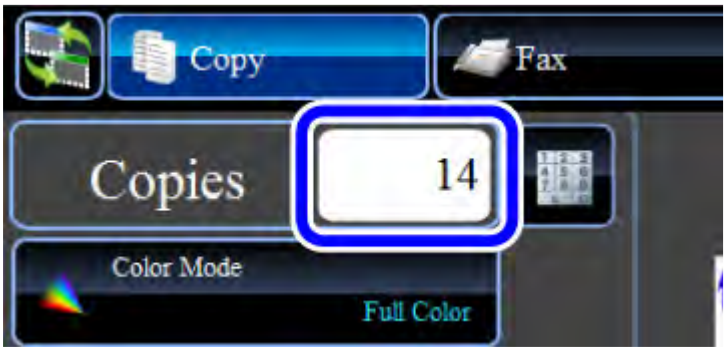
4 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-007.htm

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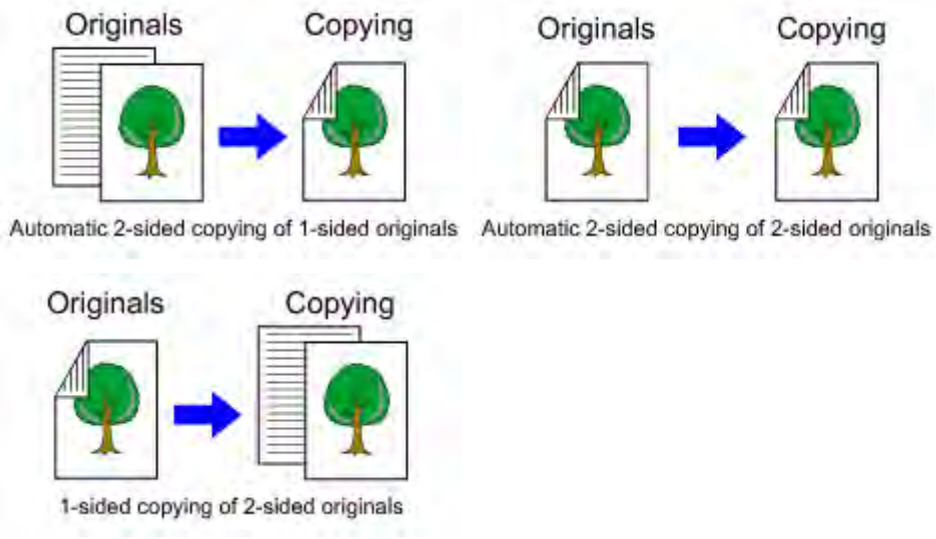
USING THE AUTOMATIC DOCUMENT FEEDER FOR 2-SIDED COPYING

Overview



- To make 2-sided copies, configure the 2-sided copy settings before scanning the original.
- Dual-side copy helps to save paper.

Operation

1 Tap the [2-Sided Copy] key, and select the type of 2-sided copy.

To make 2-sided copies, configure the 2-sided copy settings before scanning the original.

After the settings are completed, tap OK.

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To make 2-sided copies of a 1-sided portrait original placed horizontally, or to invert the reverse side with respect to the front side when copying a 2-sided original, set the [Rotate back face 180 deg] checkbox to ☑.

2 Place the original in the automatic document feeder, and tap the [Preview] key.

- AUTOMATIC DOCUMENT FEEDER

3 Make sure that the desired paper (tray) and color mode are selected.

- To change the paper (tray), tap the [Paper Select] key.
  - SELECTING THE PAPER TRAY FOR COPYING
- To change the color mode, tap the [Color Mode] key.
  - COPY COLOR MODES

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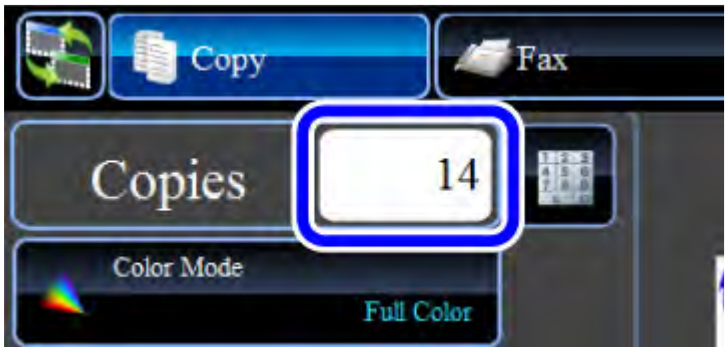
Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

4 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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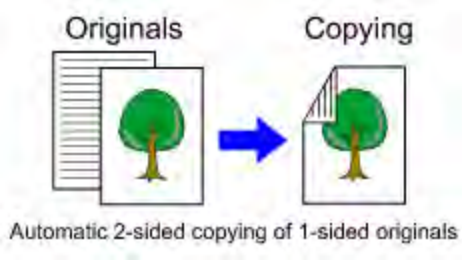
USING THE DOCUMENT GLASS FOR 2-SIDED COPYING

Overview

Dual-side copy helps to save paper.



Automatic 2-sided copying of 1-sided originals

To change the default 2-sided copy mode:
In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [2-Sided Copy].

Operation

1 Tap the [2-Sided Copy] key, and tap the [1-Sided->2-Sided] key.

After the settings are completed, tap OK.

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2 Place the original on the document glass, and tap the [Preview] key.

- DOCUMENT GLASS

The [2-Sided->2-Sided] key and [1-Sided->2-Sided] key cannot be used when copying from the document glass.

3 Set the next original, and tap the [Additional Scan] key to scan the original.

Repeat this step until all originals have been scanned.

4 Make sure that the desired paper (tray) and color mode are selected.

- To change the paper (tray), tap the [Paper Select] key.
  - SELECTING THE PAPER TRAY FOR COPYING
- To change the color mode, tap the [Color Mode] key.
  - COPY COLOR MODES

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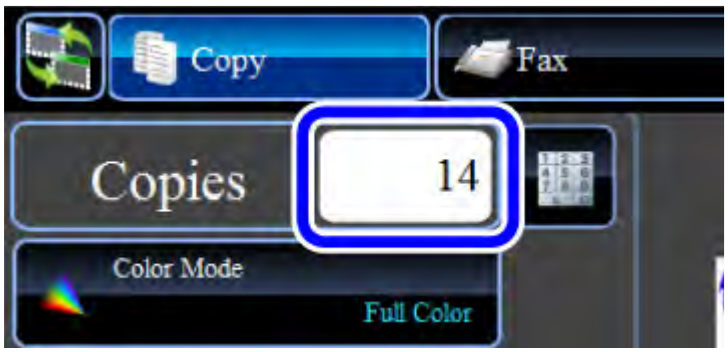
Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper tray manually.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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INTERRUPT COPY

Overview

This function suspends a job in progress, and preferentially prints the original specified with interrupt copy.
When you need to make an urgent copy and the machine is busy with a long copy run or other job, use interrupt copy.

- The [Interrupt] key does not appear while an original is being scanned.
- Depending on the settings of the job in progress, the [Interrupt] key may not appear.
- Interrupt copy cannot be used in combination with the following functions:
  Job Build, Tandem Copy, Book Copy, Card Shot, Multi-Page Enlargement, Original Count, Proof Copy, Preview Setting, Book Divide
- When you place an original on the document glass, you cannot select the 2-sided copying, sort mode, and staple sort features to make an interrupt copy.
  If any of these functions are necessary, use the automatic document feeder.

Operation

1 Tap the [Interrupt] key.

The interrupt mode screen appears.

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If user authentication is enabled
tap the [Interrupt] key to display the user authentication screen.
Enter the user name and password to perform user authentication.

2 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

3 Configure copy settings.

To cancel interrupt copy, tap the [Cancel] key.

4 Tap the [Color Start] or [B/W Start] key to start interrupt copying.

When the interrupt copy job is completed, the interrupted job resumes.

The interrupt copy function does not display the preview of the scanned original.

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SEND DATA WHILE COPYING

Overview

This function allows you to send a fax while making a copy, send an e-mail with an image attached, or save data in the network folder.

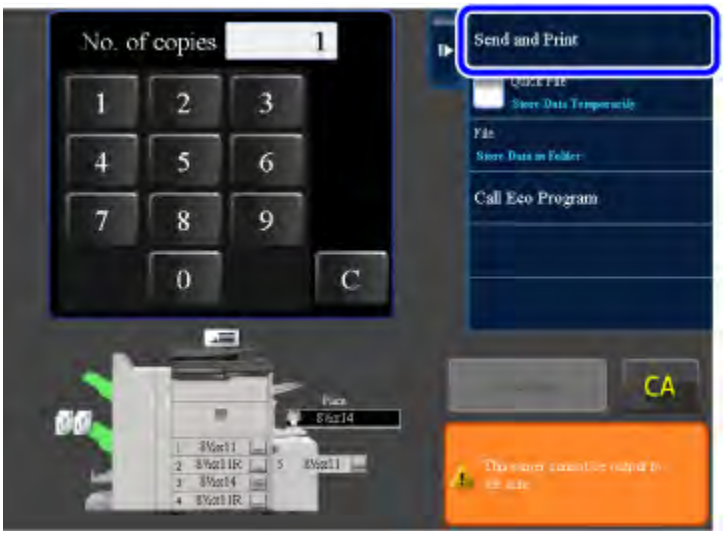
You need to store the destination in the address book in advance.

- STORING CONTACTS

The facsimile and image transmission starts after the copy, and the settings same as the copy are used for transmission.
However, the same results as the copy may not be provided by some functions.

Operation

1 Tap the [Send and Print] key on the action panel.



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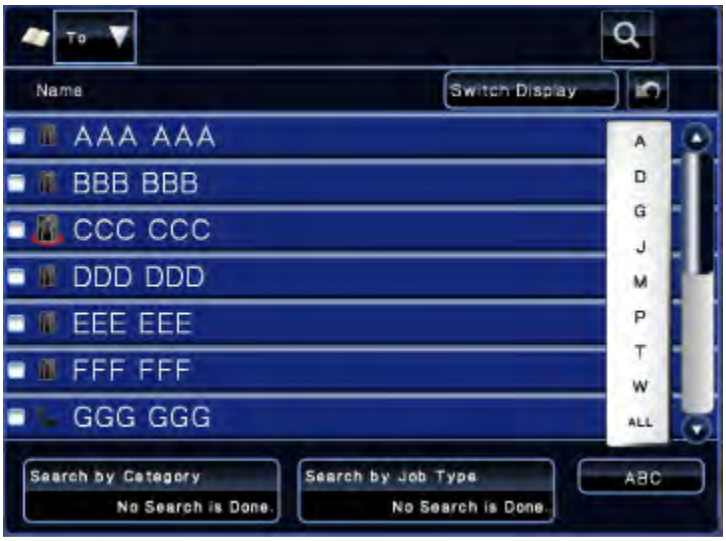
2 Select a recipient from the address book.

- ADDRESS BOOK SCREEN

After you have selected the recipient, tap the [Enter Address] key.

You cannot use the soft keyboard to enter an address. If you cannot find the recipient in the address book, enter it in the address book.

- STORING CONTACTS



3 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

4 Set each copy item as required.

These copy settings are used for facsimile transmission. However, some settings may be unavailable depending on the function.

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You can preview the scanned original by tapping the [Preview] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

After the copy, the transmission starts.

After the copy, you cannot preview the settings before transmission.

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COPY COLOR MODES

Overview

Select the color mode from Auto, Full Color, Black & White, 2 Color, and Single Color.

2 Color
The original is copied in two colors by changing a specific color used in the original to another color. If red is set to a specific color, reddish parts in an original are extracted, and changed to the specified color to make a copy.

Single Color
The original is copied in any one color regardless of the colors used in the original.

If any color mode is selected, copying takes place in black and white when you tap the [B/W Start] key.

- To change the default color mode:
  In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Color Mode].
- To change the standard to detect Black & White and Color:
  In "Setting mode", select [System Settings] → [Device Control] → [Detect Standard in Auto Color Mode].
  When the color mode is set to auto in copy mode, the discrimination point for detecting whether originals are color or black and white can be set to one of 5 levels. When set to [Closer to B/W], the originals are easier to recognize as black and white. When set to [Closer color], the originals are easier to recognize as color.

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Operation

- Automatically detecting the original color for copying
- Copying in full color
- Copying in black and white

- Copying in two colors
- Copying in single color

Automatically detecting the original color for copying

The machine automatically detects whether each original is color or black & white and switches the mode appropriately (full color for a color original or black & white for a black & white original).

1. **Tap the [Color Mode] key.**
2. **Tap the [Auto] key.**

   After the settings are completed, tap OK.
   Check that the specified color mode is selected.

When auto mode is used, there may be some originals for which switching between color and black & white does not take place correctly. If so, tap the [Color Start] or [B/W Start] key to manually switch between color and black & white.

Copying in full color

1. **Tap the [Color Mode] key.**
2. **Tap the [Full Color] key.**

   After the settings are completed, tap OK.

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Check that the specified color mode is selected.

Copying in black and white

1. **Tap the [Color Mode] key.**
2. **Tap the [B/W] key.**

After the settings are completed, tap OK.
Check that the specified color mode is selected.

Copying in two colors

The original is copied in two colors by changing a specific color to another color.

1. **Tap the [Color Mode] key.**
2. **Tap the [2 Color] key.**
3. **Tap the [Change] key.**

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4 Tap the key of the color to be extracted to specify the extract color.

- [Except Black]:
  Extracts black parts in an original, and changes non-black parts to the specified color.
- [Reddish Color]:
  Extracts reddish parts in an original, and changes them to the specified color.

5 Specify the color to change the extracted color to.

After the settings are completed, tap the OK key on the [2 Color] screen, and check that the changed setting is displayed at the side of [2 Color] key on the color mode screen.
After you have checked it, tap OK.
Check that the specified color mode is selected.

Copying in single color

The original is copied in any one color.

1 Tap the [Color Mode] key.

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2 Tap the [Single Color] key.

3 Tap the [Change] key.

4 Tap a color you wish to use.

After the settings are completed, tap the OK key on the [Single Color] screen, and check that the changed setting is displayed at the side of [Single Color] key on the color mode screen. After you have checked it, tap OK on the [Color Mode] screen.

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AUTOMATIC ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

Automatic exposure adjustment operates by default to automatically adjust the exposure level and original type as appropriate for the original being copied. ("Auto" is displayed.)
This function automatically adjusts the image during black & white copying and full color copying to obtain the most suitable copy.

- To change the default exposure:
  In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Exposure Type].
- To adjust the exposure level when [Auto] is used for the copy exposure:
  In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Copy Exposure Adjustment].

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MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

Overview

This section explains how to select the original type depending on the original to be copied or manually adjust the exposure.

- To change the default exposure:
  In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Exposure Type].
- To adjust the exposure level when [Auto] is used for the copy exposure:
  In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Copy Exposure Adjustment].

Operation

Tap the [Exposure] key.

Tap the required original image type key to specify the original type.
Tap the key matching the original.

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Original image type select keys

Item	Description
Text	Use this mode for regular text documents.
Text/Printed Photo	This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
Text/Photo	This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on.
Printed Photo	This mode is best for copying printed photographs, such as photos in a magazine or catalogue.
Photo	Use this mode to copy photos.
Map	This mode is best for copying the light color shading and fine text found on most maps.
Light original	Use this mode for originals with light pencil writing.

- When using a copy or printed page from the machine as an original:
  When using a copy or printed page from the machine as an original: Tap the [Copy of Copy] checkbox so that ✔ appears.

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[Copy of Copy] is available when [Text], [Printed Photo], or [Text/Printed Photo] is selected as the original image type.

- To enhance the color of a color copy:
  Tap the [Color Tone Enhancement] checkbox so that ✔ appears.
  Set the [Color Tone Enhancement] when you select an original type.

- [Copy of Copy] and [Color Tone Enhancement] cannot be specified together.
- [Copy of Copy] and [Color Tone Enhancement] cannot be combined with [Intensity] in "Others".

3 Tap ◀ ▶ or slide the slider to adjust the range to be suppressed.

If you adjust the exposure with the original type selected to [Auto], the original image type is automatically selected to [Text/Printed Photo].
After the adjustment, tap OK.

Guidelines for the exposure level when [Text] is selected for "Original Image Type"

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1 to 2: Dark originals such as a newspaper

3: Normal density originals

4 to 5: Originals written in pencil or light colored text

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AUTOMATIC RATIO SELECTION

Overview

This section explains how to automatically select the appropriate ratio to meet the paper size when manually changing the paper tray to make a copy on paper that has a size different from the original.

For a non-standard size original, the size must be entered in order to use Auto Magnification Selection.

To change the default ratio:
In "Setting mode", select [System Settings] → [Copy Settings] → [Initial Status Settings] → [Copy Ratio].

Operation

1 Manually select the paper tray, and place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- SELECTING THE PAPER TRAY FOR COPYING
- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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2 Tap the [Auto Image] key on the action panel.

The reduction or enlargement ratio is automatically selected based on the original size and the selected paper size.

The automatically selected ratio will appear in the ratio display.

- To cancel the Auto Ratio Selection setting:
  Tap the [Auto Image] key on the action panel to clear the check box like ☐.
- To return the ratio to 100%:
  Tap the [100%] key to display the ratio menu, and then tap the [100%] key.

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MANUAL RATIO SELECTION

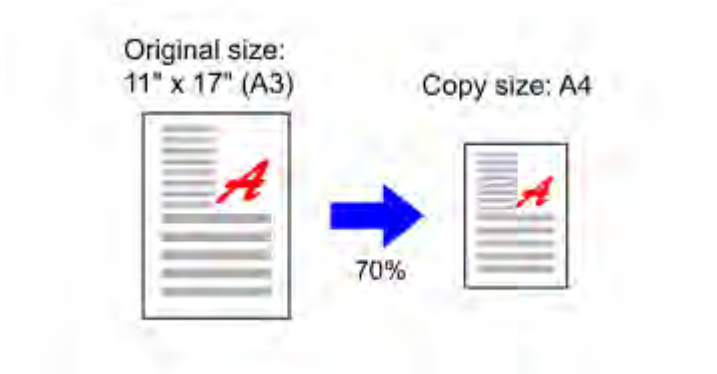
Overview

This section explains how to specify any ratio when making a copy on paper that has a size different from the original or changing the image size for copying.

The following three methods can be used to specify the ratio.

- **Using the preset ratio key**
  Specify any ratio by combination of preset ratio key, for which the enlargement and reduction ratio values are pre-registered between the frequently used standard sizes, with the zoom key, which allows you to adjust the ratio in 1% units like .
  Up to two ratio values can be added to preset ratio keys, respectively for enlargement and reduction.

- **Specifying the paper size**
  Specify the paper sizes of the original and output to automatically obtain the appropriate ratio.



- **Specifying the image dimensions**
  Specify the image sizes of the original and output to automatically obtain the appropriate ratio.
  To make a copy with the same ratio between the vertical and

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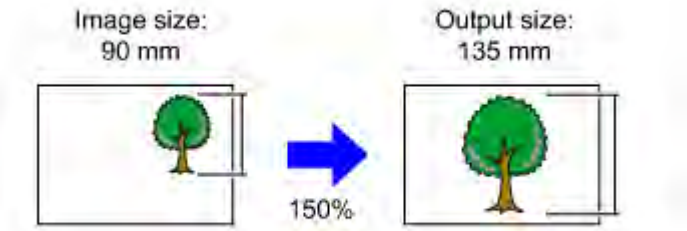
horizontal sizes, enter either one of the vertical and horizontal sizes.



When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both between 25% to 200%.

To return the ratio to 100%:
Tap the [Copy Ratio] key to display the ratio menu, and then tap the [100%] key.

To add any ratio as a preset ratio:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Add or Change Extra Preset Ratios]. To select the added preset ratio, tap the [Other Ratio] key.

Operation

- Using the preset ratio key
- Specifying the paper size
- Specifying the image dimensions

Using the preset ratio key

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1 Tap the [Copy Ratio] key.

2 Tap the preset ratio key or [−] [+] key to set the ratio.

After the settings are completed, tap [OK].
Check that a paper size suitable for the ratio is selected.

- There are two setting screens. Use the [Other Ratio] key to switch between the screens.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with [−] [+].

- Up to two frequently used ratio values can be added to the preset ratio key, respectively for enlargement and reduction.
  - Copy Settings
- If you tap the [Smaller] key on the action panel, the ratio will be set lower than the specified one by 3%.

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Specifying the paper size

1 Tap the [Copy Ratio] key.

2 Tap the [by Paper] key of the [Zoom] tab.

3 Specify the original size (paper size of the loaded original) and the copy size (paper size of the output result).

After the settings are completed, tap OK.

In the preview screen, check whether or not settings produce the required results.

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To cancel all settings:
Tap the [CA] key.

Specifying the image dimensions

1 Tap the [Copy Ratio] key.

2 Tap the [by Size] key of the [Zoom] tab.

3 Specify the image size (dimensions of the image to be enlarged or reduced) and the output size (dimensions of the enlarged and reduced images).

Tap the area of image size and output size, and enter the sizes using the numeric keys.
After the settings are completed, tap OK.
In the preview screen, check whether or not settings produce the required results.

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- If you have entered an incorrect size:
  Tap the [C] key, and then enter the correct size.
- To cancel all settings:
  Tap the [CA] key.

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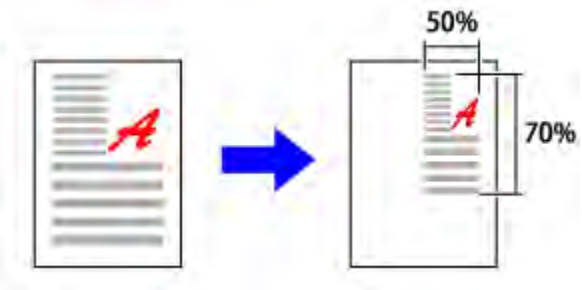
ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY

Overview

This section explains how to individually specify the horizontal and vertical copy ratios.

When 50% is selected for the horizontal ratio and 70% is selected for the vertical ratio



The following two methods can be used to specify the ratio.

- **Using the preset ratio key**
  Specify any ratio by combination of preset ratio key, which is pre-registered, with the − + zoom key, which allows you to adjust the ratio in 1% units.
- **Specifying the image dimensions**
  Specify the image sizes of the original and output to automatically obtain the appropriate ratio.
  Enter the vertical and horizontal sizes.

When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both between 25% to 200%.

To cancel the XY zoom setting:
Tap the [Zoom] tab or the [CA] key.

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Operation

- Using the preset ratio key
- Specifying the image dimensions

Using the preset ratio key

1 Tap the [Copy Ratio] key, and then tap the [XY Zoom] key.

2 Tap the [X] key, and set the X (horizontal) ratio.

- To quickly set the ratio, first specify a value close to the desired one, then adjust it with − +.
- Tap each area of the X (horizontal) and Y (vertical) directions, and enter the sizes using the numeric keys.

3 Tap the [Y] key, and set the Y (vertical) ratio in the same way as the [X] key.

After the settings are completed, tap OK.

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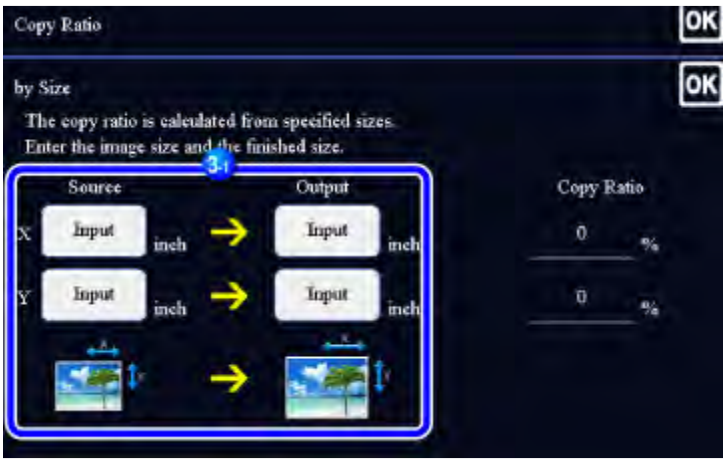
Check that a paper size suitable for the ratio is selected.

Specifying the image dimensions

1. **Tap the [Copy Ratio] key, and then tap the [XY Zoom] key.**
2. **Tap the [by Size] key.**
3. **Specify the X and Y dimensions of the image size and those of the output size.**

Tap the area of image size and output size, and enter the sizes using the numeric keys.



Check that a paper size suitable for the ratio is selected.
After the settings are completed, tap OK.

- If you have entered an incorrect size:
  Tap the [C] key, and then enter the correct size.
- To cancel all settings:
  Tap the [CA] key.

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SPECIFYING THE ORIGINAL SIZE

Overview

When the original size is a non-standard size or is not detected correctly, manually specify the original size.

Set an original size before scanning the original.

Operation

- Specifying an inch original size
- Specifying an AB original size
- Specifying a non-standard original size

Specifying an inch original size

1. **Tap the [Original] key.**
2. **Tap the [Inch] tab.**
3. **Tap the appropriate original size key.**

   After the settings are completed, tap [OK].

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Specifying an AB original size

1. **Tap the [Original] key.**
2. **Tap the [AB] tab.**
3. **Tap the appropriate original size key.**

After the settings are completed, tap OK.

Specifying a non-standard original size

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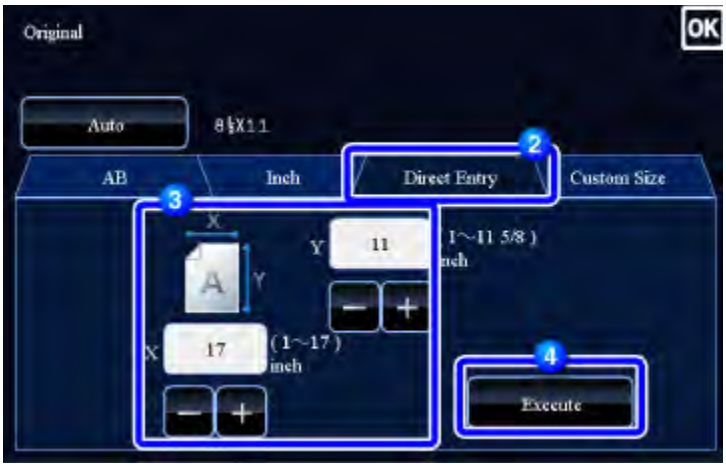
1 Tap the [Original] key.

2 Tap the [Direct Entry] tab.

3 Specify the original size.

- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- It is convenient to use − + to finely adjust the entered size.



4 Tap the [Execute] key.

On the base screen, check that the specified size is displayed on the [Original] key.
After the settings are completed, tap OK.

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STORING FREQUENTLY USED ORIGINAL SIZES

Overview

Store the frequently used non-standard original sizes. This section explains how to store, retrieve, change, and delete non-standard original sizes.

- The stored original size will be retained even if the main power is turned off.
- Up to 12 non-standard original sizes can be stored.

Operation

- Storing original sizes (editing/clearing)
- Retrieving a stored original size

Storing original sizes (editing/clearing)

1. **Tap the [Original] key.**
2. **Tap the [Custom Size] tab.**
3. **Tap the [Store/Delete] key.**

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4 Tap a key

([redacted]) for storing a custom original size.

Tap a key that does not show a size.

To edit or clear a previously stored key:

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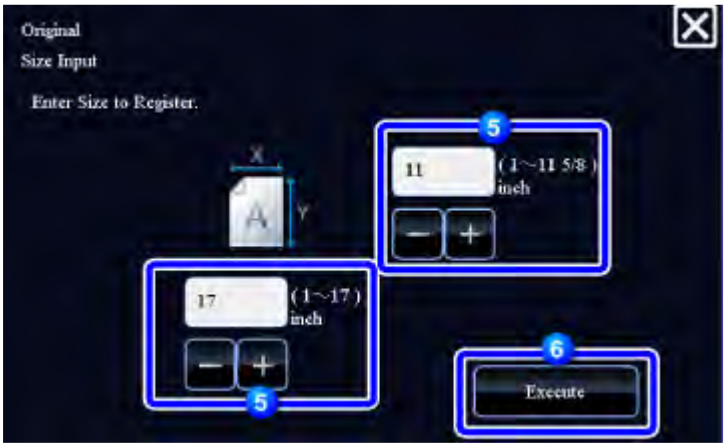
Tap the key that you want to edit or clear. The following screen will appear.

- To edit the key, tap the [Modify] key and go to the next step.
- To clear the key, tap the [Delete] key. Make sure that the original size has been cleared and tap the OK key.

5 Specify the original size.

- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- It is convenient to use − + to finely adjust the entered size.



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6 Tap the [Execute] key.

After the settings are completed, tap the OK key, and check that the key of the size stored on the original screen is added properly. After you have checked it, tap OK.

To cancel the operation
Tap the [CA] key.

Retrieving a stored original size

1 Tap the [Original] key.

2 Tap the [Custom Size] tab.

3 Tap the key of the original size that you wish to retrieve.

After selecting the key of the original size, tap the OK key.
On the base screen, check that the specified size is displayed on the [Original] key.

To cancel the operation
Tap the [CA] key.

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MAKING COPIES USING THE BYPASS TRAY

Overview

In addition to plain paper, the bypass tray allows you to make copies on transparency film, envelopes, tab paper, and other special media.

For detailed information on paper that can be loaded into the bypass tray, see "APPLICABLE PAPER TYPES". For precautions on loading paper into the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY".

Operation

1 Load paper into the bypass tray.

- LOADING PAPER INTO THE BYPASS TRAY

2 Tap the [Paper Select] key, and tap the bypass tray key.

Each tray key displays the size and type of the loaded paper.

- SELECTING THE PAPER TRAY FOR COPYING

3 Tap the [Type and Size] key, and select the size and type of the paper.

- SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY

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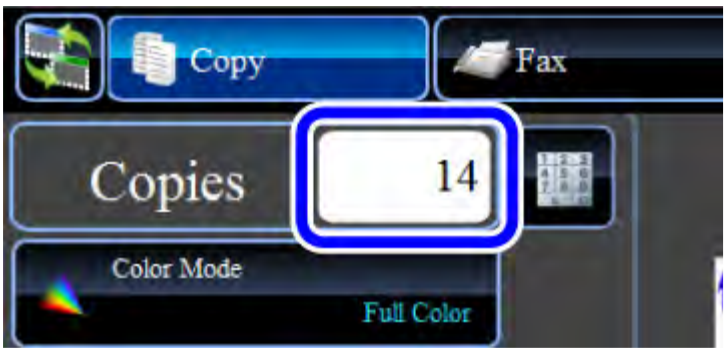
4 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY

1 Tap the [Paper Select] key, and tap the bypass tray key.

- SELECTING THE PAPER TRAY FOR COPYING

You can also call the [Paper Select] screen by tapping the machine image on the base screen.

2 Tap the [Type and Size] key, and tap the key that meets the type of the loaded paper.

3 Tap the [Size] tab, and tap the key that meets the size of the loaded paper.

- **[Auto-AB] key:**
  Automatically detects the appropriate AB paper size when loading paper such as A4 or B5.
- **[Auto-Inch] key:**
  Automatically detects the appropriate inch paper size when loading paper such as 8-1/2"x11".

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- **[Size Set] key:**
  Tap this key to manually specify the paper size that is not detected automatically.
- **[Direct Entry] key:**
  Tap this key to enter a numeric value for the size of the loaded paper.

After the settings are completed, tap ☒.

To directly enter a paper size

Tap the [Inch] key to set a paper size in inches, or tap the [AB] key to set it in millimeters.

After you have entered the paper size using the − + key, tap the [OK] key.

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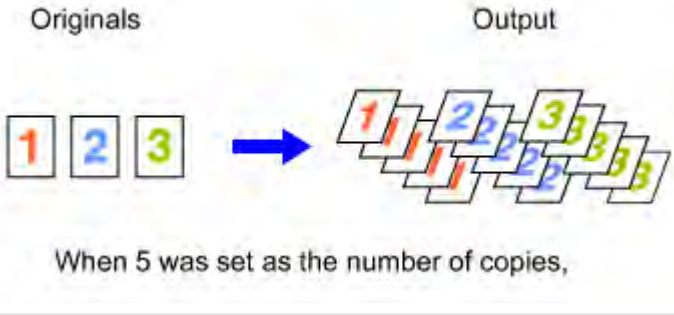
SORT/GROUP SETTING

Overview

This section explains how to select the sorting method when outputting the scanned original.

Auto	Enables the sort mode when the original is placed in the automatic document feeder, and enables the group mode when the original is placed on the document glass.	
Sort	Sorts the scanned original on a set basis, and outputs them.	
Group	Groups the scanned original on a page basis, and outputs them.	

Operation

1 Tap the [Sort/Group] key.

If a finisher or saddle finisher is installed, tap the [Sort/Group] key in [Others].

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Select the sorting method.

After the settings are completed, tap OK.

- Selecting the Offset check box outputs the sorted paper sheets while shifting them set by set to enable the user to easily remove each set from the output tray.
- To change the output tray, tap the [Output Tray] key, and select the output destination.

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STAPLE SORT SETTING

Overview

This function staples sorted copies and delivers them to the tray.

Binding Edge	Process image
OFF	Does not staple.
1 staple in back	
1 staple in front	
2 Staples	

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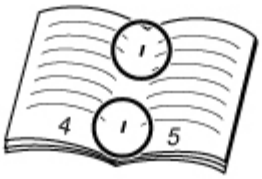
Pamphlet Copy	 Saddle stitch

You can view staple positions on the "PREVIEW SCREEN".

- A finisher or saddle finisher is required to use the staple sort function.
- A saddle finisher is required to use the saddle stitch function.

Operation

- Staple ON (excluding pamphlet copy)
- Saddle stitch

Staple ON (excluding pamphlet copy)

Tap the [Staple Sort] key.

Select a staple position(s).

After the settings are completed, tap [OK].

- To change the output tray, tap the [Output Tray] key, and select the output destination.
- If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Continue] or [Cancel]

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key.
[Continue]: Continues sorting without stapling.
[Cancel]: Cancels the staple sort setting.

Saddle stitch

1 Tap the [Staple Sort] key.

2 Select [Pamphlet Copy].

3 Configure binding edge and cover settings.

- MAKING COPIES IN PAMPHLET FORMAT

After the settings are completed, tap [OK] and check that the [Pamphlet Copy] key is enabled on the staple sort screen. After you have checked it, tap [OK].

- If [Pamphlet Copy] is already specified in [Others], you do not need configure binding edge and cover settings.
- If [Pamphlet Copy] is specified in [Others], the saddle stitch screen appears. Confirm the message shown on the screen, and tap the [On] key.
- To change the output tray, tap the [Output Tray] key, and select the output destination.
- If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Divide], [Continue] or [Cancel] key.
  [Divide]: Divides the pages into sets that can be stapled and sorts them. You cannot use this function if the cover settings are selected.

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[Continue]: Continues sorting without stapling.
[Cancel]: Cancels the staple sort setting.

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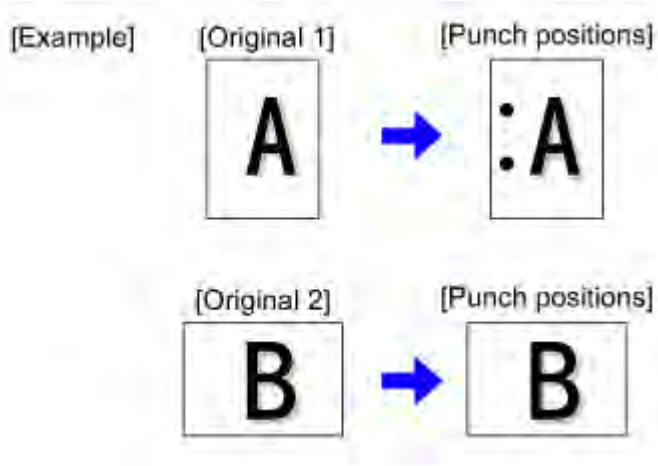
PUNCH SETTING

Overview

This function punches copies and outputs them to the tray. You can select paper size of 7-1/4" x 10-1/2"R to 11" x 17" (A4, A3) for punching.

You can view punch positions on the "PREVIEW SCREEN".



- A punch module is required for paper punch.
- You cannot use 12" x 18" (A3W) size papers, and special media such as transparency film and tab papers.
- You cannot use a paper punch together with the staple and paper folding.

Operation

1 Tap the [Others] key, and tap the [Punch] key.

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Tap the [On] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.

- Selecting the Offset check box outputs the sorted paper sheets while shifting them set by set to enable the user to easily remove each set from the output tray.
- To change the output tray, tap the [Output Tray] key, and select the output destination.

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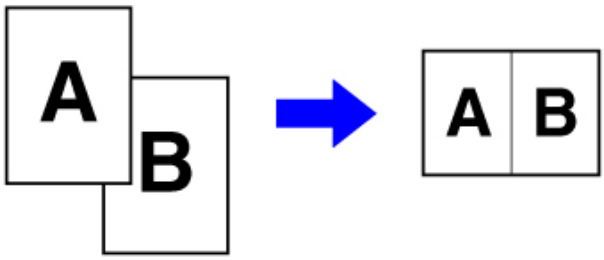
COPYING MULTIPLE ORIGINALS AS A SINGLE PAGE (2IN1)

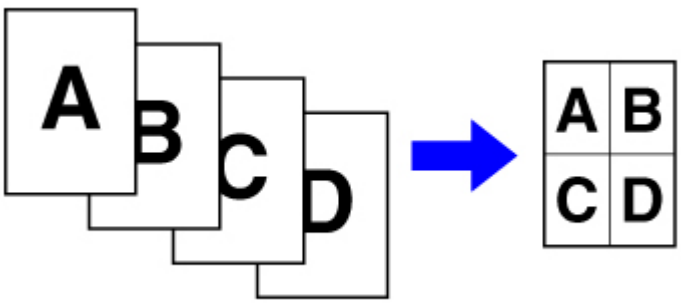
Overview

This function copies multiple original pages onto a single sheet of paper in a uniform layout.
Select 2in1 to copy two original pages onto one sheet, 4in1 to copy four original pages onto one sheet, or 8in1 to copy eight original pages onto one sheet.
This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.

2in1 copying



4in1 copying



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When inserting a cover sheet, select Cover Setting to copy only a front sheet to one page and collectively copy the second and subsequent pages.

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

When using the document glass to scan multiple original pages, change the original and tap the [Additionally Scan] key.

2 Tap the [Others] key, and tap the [2in1] key.

3 Tap the key of the 2in1 sheets you wish to use.

If needed, the images will be rotated.

4 Select the layout.

5 Select the border.

A line can be inserted between pages arranged on a sheet.
After the settings are completed, tap OK and [Back] keys in sequence.

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To cancel the 2in1, 4in1 setting:

Tap the [Off] key.

6 Check the preview image in the preview screen.

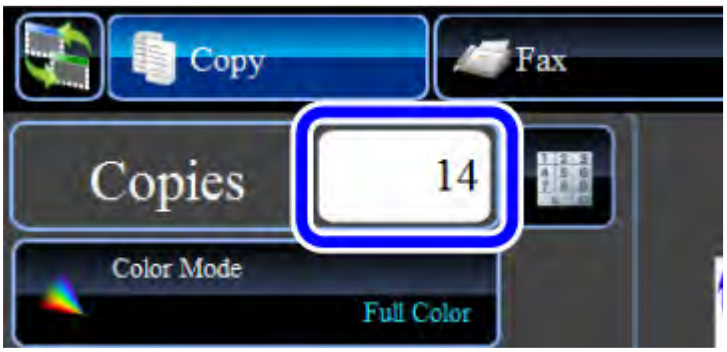
Check whether or not settings produce the required results.

To cancel all settings:

Tap the [CA] key.

7 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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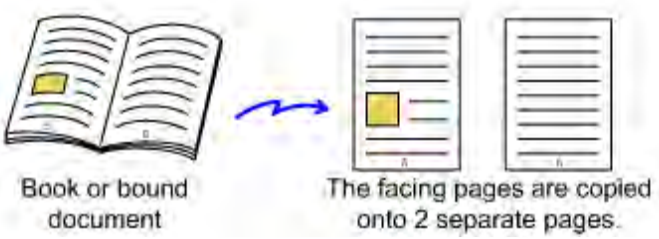
COPYING EACH FACING PAGE OF A BOUND DOCUMENT (DUAL PAGE COPY)

Overview

This function copies the left and right half of an original successively. This function is useful when making copies of the facing pages of a book or other bound document.

Copying the facing pages of a book or bound document



- Specify dual page copy before scanning the original.
- To erase shadows caused by the binding of a book or other bound document, use the erase function.
  This function cannot be used in combination with Center Erase.

Operation

1 Tap the [Others] key, and tap the [Dual Page Copy] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel dual page copy:
Tap the [Dual Page Copy] key to clear the checkmark.

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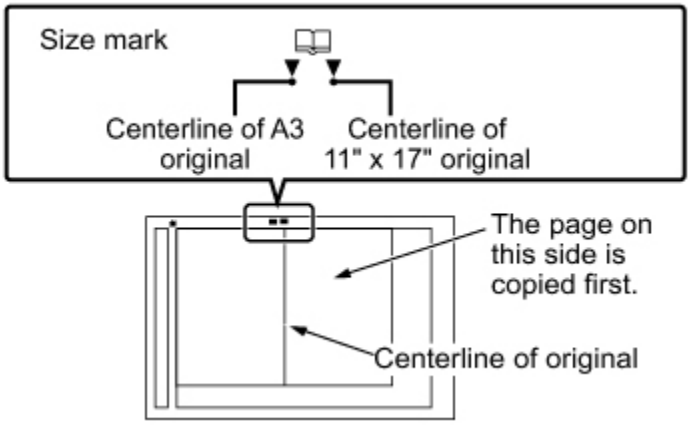
Place the original on the document glass, and tap the [Preview] key.

Align the center of the original with the appropriate size mark (▼).

- DOCUMENT GLASS



Selects 8-1/2" x 11" (A4) size paper.

- SELECTING THE PAPER TRAY FOR COPYING

Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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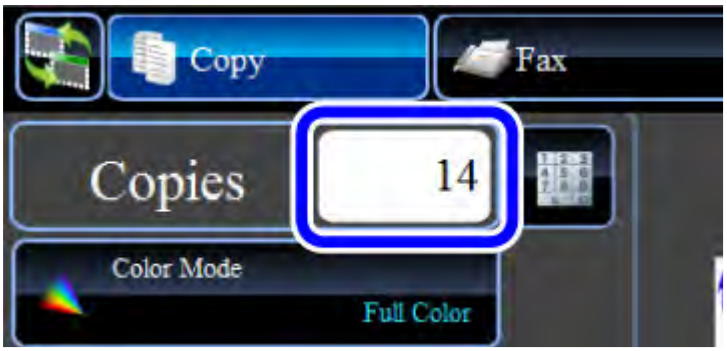

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-025.htm

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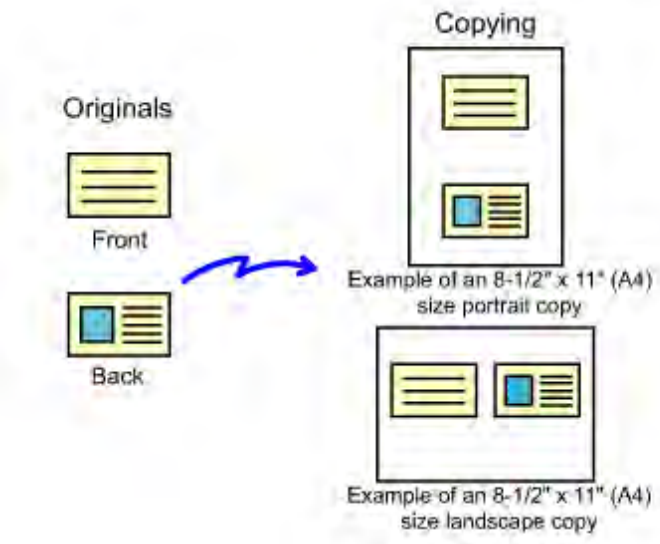
COPYING BOTH SIDES OF A CARD AS A SINGLE PAGE (CARD SHOT)

Overview

This function copies the front and reverse sides of a card on one sheet, not on separate sheets.
This function is convenient for making copies for identification purposes and helps save paper.



To change the default original size during Card Shot:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Card Shot Settings].

Operation

1 Select the paper to be used for card shot.

Set a paper by referring to the "SELECTING THE PAPER TRAY FOR COPYING".

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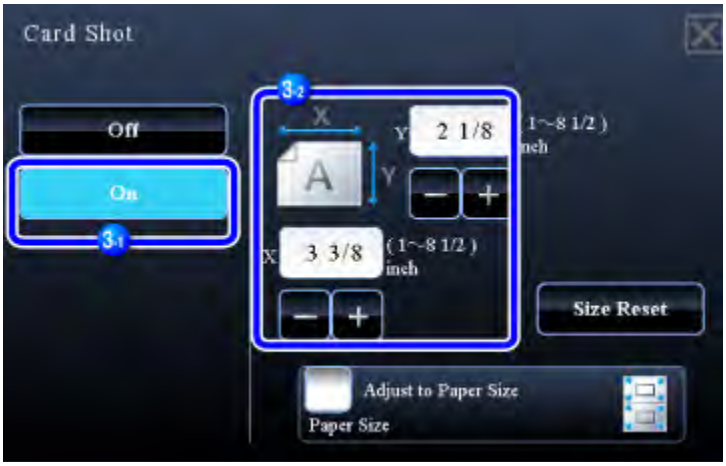
2 **Tap the [Others] key, and tap the [Card Shot] key.**

3 **Tap the [On] key, and specify the original size as required.**

- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then adjust it by tapping − +.



After the settings are completed, tap OK and [Back] keys in sequence.

When you set the [Adjust to Paper Size] checkbox to ✓, the original is enlarged or reduced with the ratio appropriate to the original size.

To cancel the Card Shot setting:
Tap the [Off] key.

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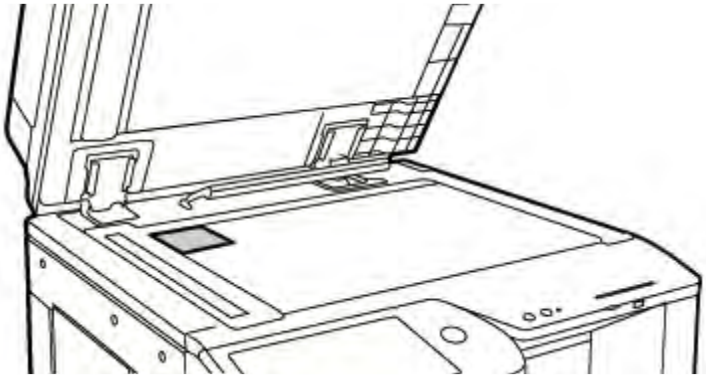
Place a card face down on the document glass, and tap the [Preview] key.

- DOCUMENT GLASS



Place a card face up on the document glass, and tap the [Additional Scan] key to scan the reverse side.

Copy settings cannot be changed when scanning additional pages.

Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

Tap the [Read-End] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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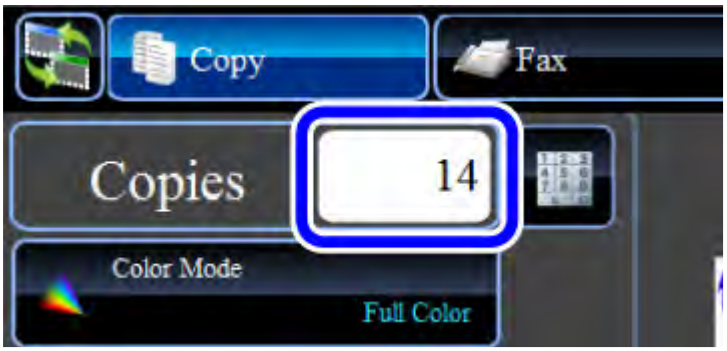

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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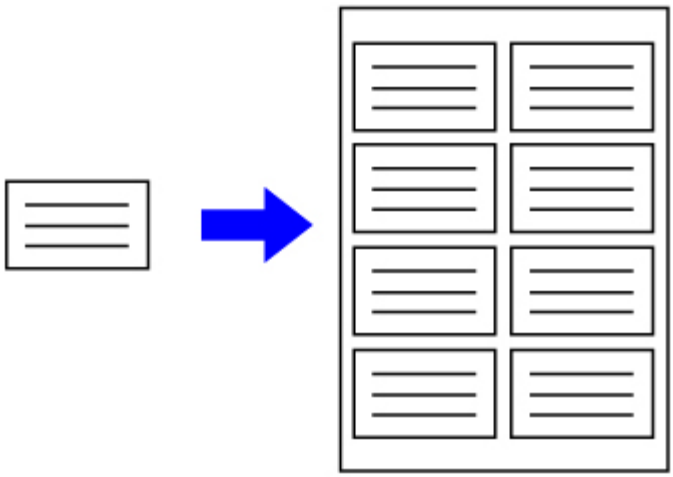
REPEATING THE SAME IMAGE ON ONE SHEET (REPEAT LAYOUT)

Overview

This function copies multiple same original images on one sheet. You can set any of the following three (3) types of repeat copy.



Repeat method	Description
Auto	The maximum repeat count to copy images on a sheet is calculated automatically according to the original size, paper size, and copy ratio being selected from the base screen.
Fixed Repeat	When you select a repeat count, original size, and paper size to copy images on a sheet, the copy ratio is calculated automatically and the original is copied.
Photo Repeat	This function repeatedly copies on 8-1/2" x 11" (A4) or 11" x 17" (A3) papers without changing the copy ratio of the photo size original. You can select any of the following five types of original size: • Original sizes up to 3" x 5" (130 mm x 90 mm)

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- Original sizes up to 2-1/2" x 4" (70 mm x 100 mm)
- Original sizes up to 2-1/8" x 3-5/8" (57 mm x 100 mm)
- Original sizes up to 5" x 7" (100 mm x 150 mm)
- Original sizes up to 2-1/2" x 2-1/2" (65 mm x 70mm)

- Repeat Layout must be specified before scanning the original.
- If the copy ratio automatically obtained in [Fixed Repeat] exceeds 25 to 400%, it will result in an error. Select the number of faces to repeat again.
- Always place an original on the document glass for photo repeating.

This function cannot be combined with Mixed Size Original or 2-Sided Copy.

Operation

- Copy by automatically calculating the repeat count (Auto)
- Copy by specifying a repeat count (Fixed Repeat)
- Repeat a photo size original in actual size (Photo Repeat)

Copy by automatically calculating the repeat count (Auto)

1. **Tap the [Others] key, and then tap the [Repeat Layout] key.**
2. **Tap the [Auto] key.**

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3 Check the repeat faces which have been calculated automatically.

Change the original size, paper size, or copy ratio by tapping the respective [Original], [Paper Select], or [Copy Ratio] key when necessary.

- SPECIFYING THE ORIGINAL SIZE
- MANUAL RATIO SELECTION
- SELECTING THE PAPER TRAY FOR COPYING

4 Specify the repeat partition line.

After the settings are completed, tap ☒ and [Back] keys in sequence.

To cancel the automatic settings:
Tap the [Off] key.

5 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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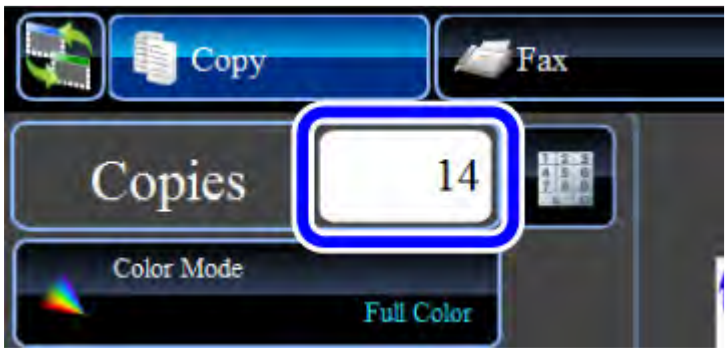
6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

7 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more copies,
tap the copies display key to set a number of copies.

Copy by specifying a repeat count (Fixed Repeat)

1 Tap the [Others] key, and then tap the [Repeat Layout] key.

2 Tap the [Fixed Repeat] key.

3 Tap the [Original] and [Paper Select] keys to select an original size and a paper size, respectively.

- SPECIFYING THE ORIGINAL SIZE
- SELECTING THE PAPER TRAY FOR COPYING

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4 Tap the [Repeat Number] key to set a repeat count.

After the settings are completed, tap ☒.
The automatic calculation result is shown as the copy ratio.

If the calculated copy ratio exceeds the range from 25% to 400%, an error occurs.

5 Specify the repeat partition line.

After the settings are completed, tap ☒ and [Back] keys in sequence.

To cancel the fixed repeat setting:
Tap the [Off] key.

6 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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7 Check the preview image in the preview screen.

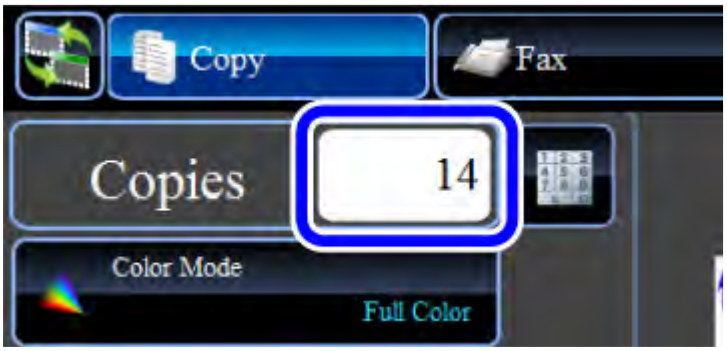
Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

8 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

To make two or more copies,
tap the copies display key to set a number of copies.



Repeat a photo size original in actual size (Photo Repeat)

1 Tap the [Others] key, and tap the [Repeat Layout] key.

2 Tap the [Photo Repeat] key.

3 Tap the [Original] key and select an original size.

When you tap the original size key, the original direction is indicated in the "Orientation". Place the original to meet the displayed orientation.
After the settings are completed, tap [X].

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4 Tap the [Paper Select] key and select a paper size.

After the settings are completed, tap ☒ and [Back] keys in sequence.

When you tap the [Original sizes up to 3" x 5" (130 mm x 90 mm)] key on the [Original] screen, you can select the A4 paper size only.

To cancel the photo repeat setting:
Tap the [Off] key.

5 Place the original on the document glass, and tap the [Preview] key.

You can check the original direction by reading the "Orientation" on the Original screen.

6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

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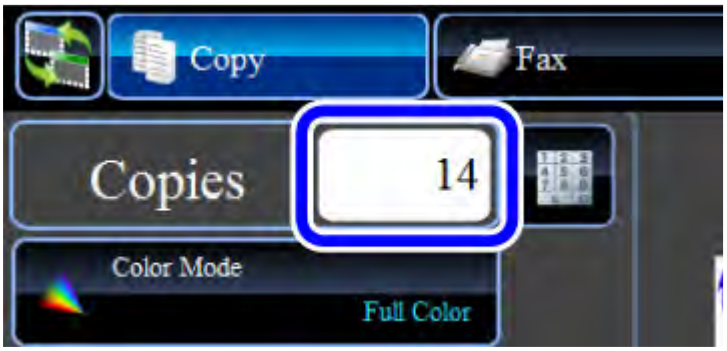
Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more copies,
tap the copies display key to set a number of copies.

02-063.htm

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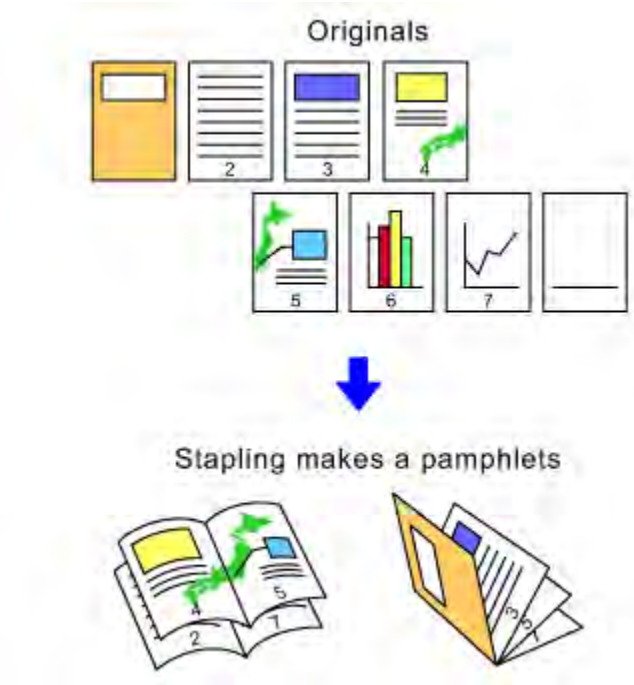
MAKING COPIES IN PAMPHLET FORMAT (PAMPHLET COPY)

Overview

Copies made by "Pamphlet Copy" can be folded at the center to create a booklet.

This function is convenient for arranging copies into an attractive booklet or pamphlet.

Pamphlet copy using 8 original pages



Binding side

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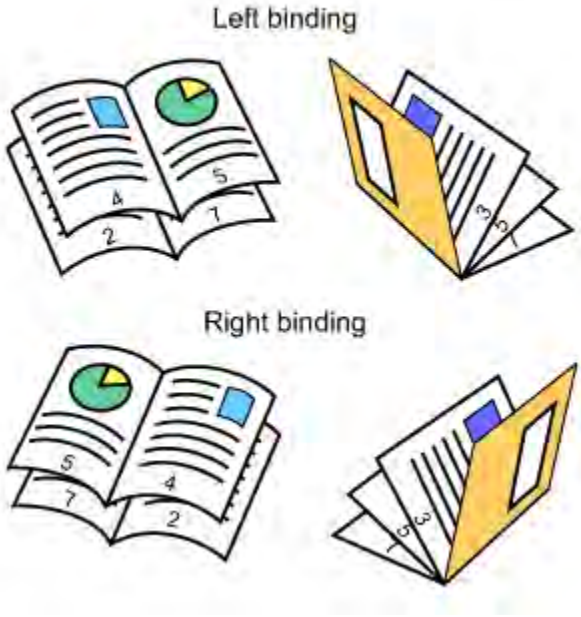

- To make pamphlet copies of a book or other bound original, use the book copy function.
- When Pamphlet Copy is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the pamphlet copy function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end of pamphlet copies if the number of original pages is not a multiple of four.
- When a saddle finisher is installed, you can select the [Staple Sort] and set the Saddle Stitch (Staple each set of copies at two positions in the center of paper).
  - STAPLE SORT SETTING

To staple copies automatically when Pamphlet Copy is enabled:

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From the "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Automatic Saddle Stitch].
This is used to activate Saddle Stitch automatically when Pamphlet Copy is enabled when a saddle finisher is installed. To make pamphlet copies without stapling when the [Automatic Saddle Stitch] option is ON, tap the [Staple Sort] key. Then, select [Pamphlet Copy] and tap the [OFF] key on the saddle stitch screen.

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

If the originals are 2-sided, place them in the document feeder tray.

2 Tap the [Others] key, and tap the [Pamphlet Copy] key.

3 Select the binding edge.

To cancel the pamphlet staple settings
Tap the [Off] key.

4 Tap the [1-Sided] or [2-Sided] key to meet the original.

When not inserting a cover, go to step 6.

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5 When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.

To change the cover input tray:
Tap the [Paper Tray] key to display the tray selection screen.
Tap the cover input tray on the tray selection screen.
For more information, see "SELECTING THE PAPER TRAY FOR COPYING".

If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.

After the settings are completed, tap OK and [Back] keys in sequence.

6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

7 Tap the [Color Start] or [B/W Start] key to start copying.

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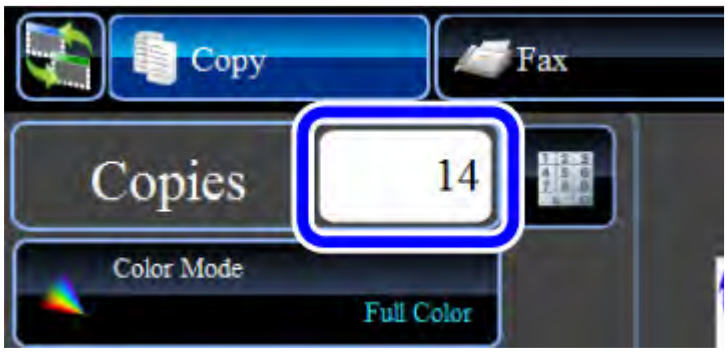
When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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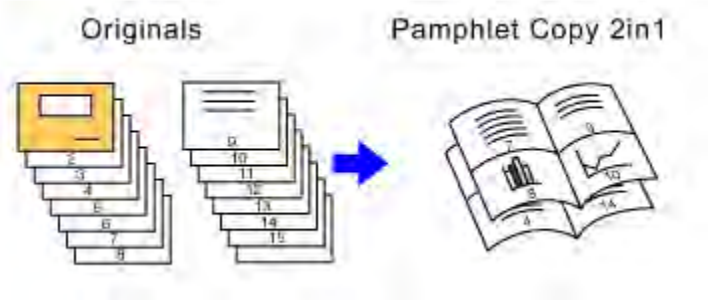
COPYING MULTIPLE ORIGINALS ON EACH PAMPHLET COPY PAGE
(PAMPHLET COPY 2IN1/4IN1)

Overview

This function copies two or four original pages equally on one page of pamphlet copy paper.

This function is convenient for arranging minimum number of copies into an attractive booklet or pamphlet format.



- The following paper sizes and number of sheets are available for pamphlet copy 2in1 or 4in1.
  Paper size: 12"x 18" (When the saddle finisher (large stacker) is installed), 11"x 17", 8-1/2"x 14", 8-1/2"x 11"R, A3W (When the saddle finisher (large stacker) is installed), A3, B4, A4R, 8K, 16KR
  Number of stapled sheets: Max. 15 sheets
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine.
  Eight or 16 original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end if the number of original pages is not a multiple of eight.

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Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

If the originals are 2-sided, place them in the document feeder tray.

2 Tap the [Others] key, and tap the [Pamphlet Copy] key.

3 Select the binding edge.

To cancel the pamphlet staple settings
Tap the [Off] key.

4 Tap the [1-Sided] or [2-Sided] key to meet the original.

When not inserting a cover, go to step 6.

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5 When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.

- To change the cover input tray:

  Tap the [Paper Tray] key to display the tray selection screen.
  Tap the cover input tray on the tray selection screen.
  For more information, see "SELECTING THE PAPER TRAY FOR COPYING".

- To make a copy on a cover sheet, check the [Make Copy on Cover (Duplex)] box so that ✔ appears.

If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.

6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

7 Tap the [Multi Shot] key on the action panel.

8 Tap the key of the multi shot type sheets you wish to use.

If needed, the images will be rotated.

To cancel the 2in1, 4in1 setting:
Tap the [Off] key.

9 Select the layout.

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10 Select the border.

A line can be inserted between pages arranged on a sheet. After the settings are completed, tap [OK] and [Back] keys in sequence.

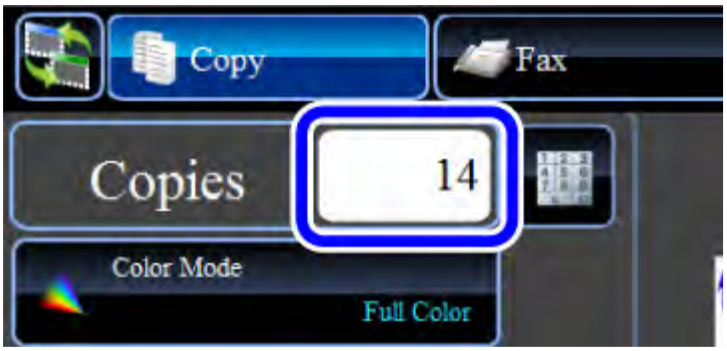
11 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

12 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

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Tap the copies display key to specify the number of copies.

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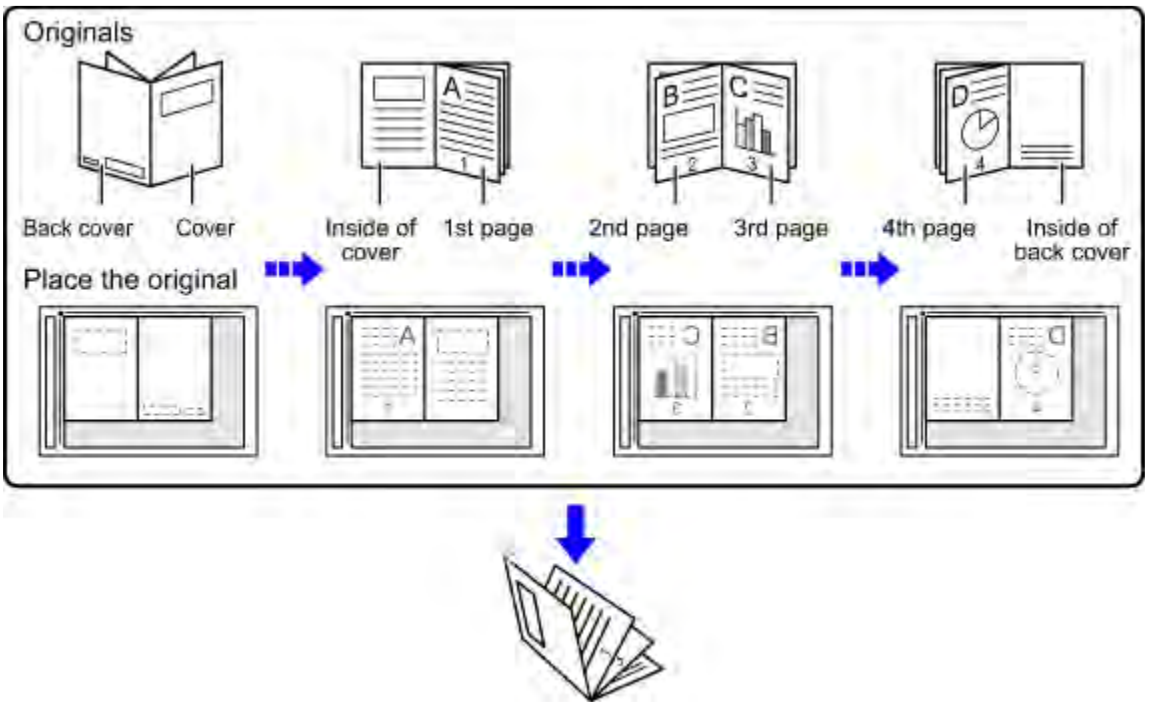
COPYING A PAMPHLET (BOOK COPY)

Overview

This function makes a copy of the two facing pages of an open book or other bound document.
Copies made with this function can be folded at the center to create a booklet.
This function is convenient for arranging copies into an attractive booklet or pamphlet.

How to place the original



- Book Copy must be specified before scanning the original.
- Four original pages will be copied onto each sheet of paper. Blank pages will be automatically added at the end if the total number of original pages is not a multiple of four.

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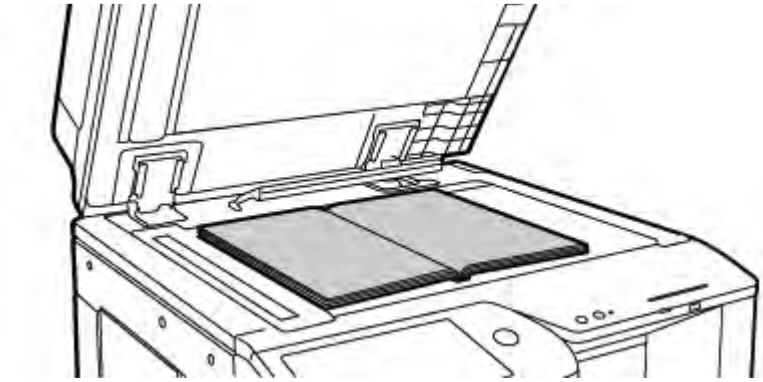
- This function can be combined with saddle stitch or fold if a saddle finisher is installed.
- When the book copy function is selected, 2-sided copying mode is automatically selected.
  When settings are selected that prevent 2-sided copying, the book copy function cannot be used.

Operation

Place the original on the document glass.

Place the opened pages of the "front and last sheets".

- DOCUMENT GLASS



Tap the [Others] key, and tap the [Book Copy] key.

Select a binding position.

When not inserting a cover, tap the [OK] and [Back] keys in sequence. Then, go to step 5.

To cancel book copy:
Tap the [Off] key.

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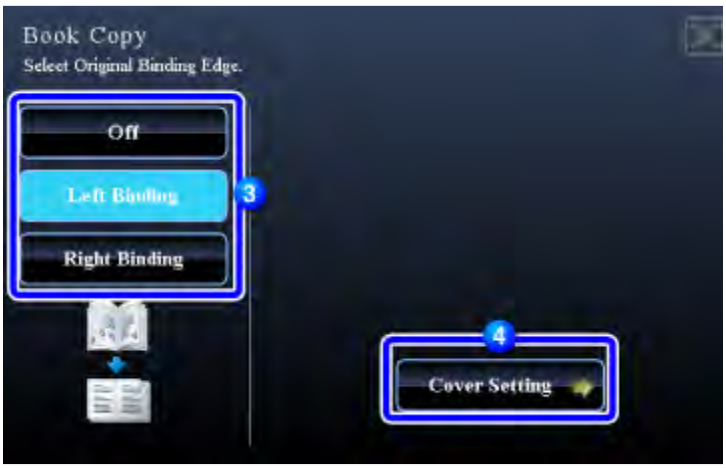
4 When inserting a cover, tap the [Cover Setting] key, and tap the [On] key.

To make a copy on the inserted cover sheet, check the [Make Copy on Cover (Duplex)] box so that ✔ appears.



To change the cover input tray:
Tap the [Paper Tray] key to display the tray selection screen. Tap the cover input tray on the tray selection screen. For more information, see "SELECTING THE PAPER TRAY FOR COPYING".

- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- This setting is not available when the covers/inserts function is disabled in the setting mode.

After the settings are completed, tap [OK] and [Back] keys in sequence.

5 Tap the [Preview] key to scan the first original page.

Scanning of the original starts.

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6 Place the next opened original pages, and tap the [Additional Scan] key.

Repeat this step until all original pages have been scanned.
Scan the remaining original pages in the following order:
Inside of the front cover and the 1st page (facing pages)
Inside of the 2nd and 3rd pages (facing pages)
...
Inside of the last page and back cover (facing pages)

Copy settings cannot be changed when scanning additional pages.

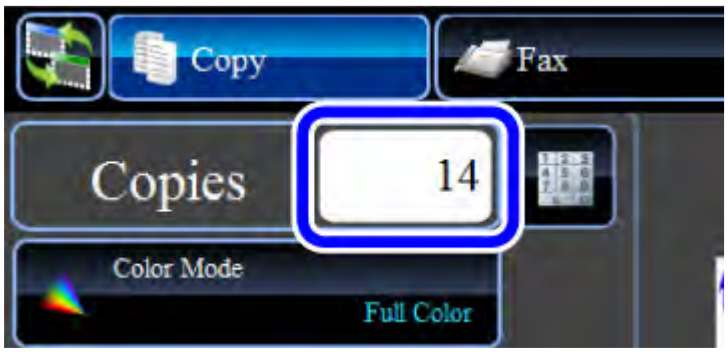
7 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

8 Tap the [Original Scan End] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

02-035.htm

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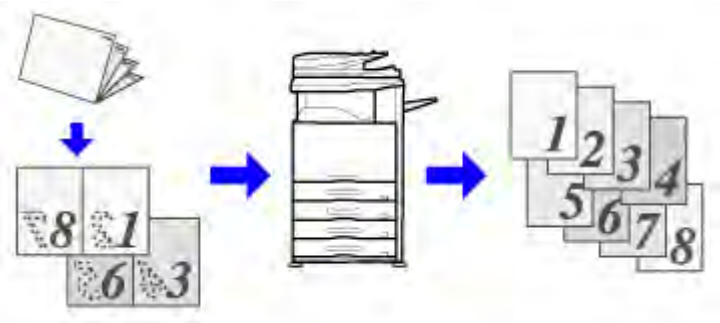
SPLITTING A PAMPHLET ORIGINAL BY PAGE (BOOK DIVIDE)

Overview

This function splits a saddle-stitch original such as a catalogue or a pamphlet page by page, and copies in sequence.



- Book Divide must be specified before scanning the original.
- This function supports three original binding edges: left binding, right binding, and top open.
- The scanned original is split in the center.

The document glass is not available for this function.

Operation

1 Tap the [Others] key, and tap the [Book Divide] key.

2 Select the binding edge of the pamphlet original.

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Check the preview image displayed in the screen, and make sure that the binding edge is correct.

To cancel the Book Divide setting:
Tap the [Off] key.

3 Place the original in the automatic document feeder, and tap the [Preview] key.

Remove saddle stitches from the original.

- AUTOMATIC DOCUMENT FEEDER

4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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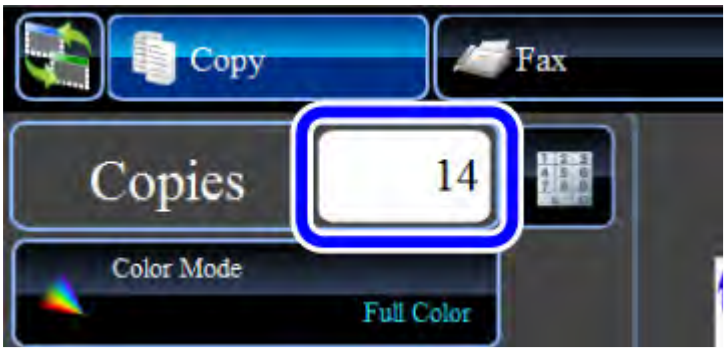

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-066.htm

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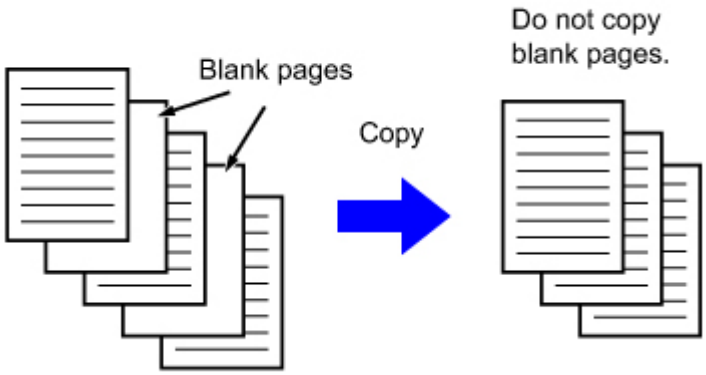
SKIPPING BLANK PAGES IN AN ORIGINAL (BLANK PAGE SKIP)

Overview

If the scanned original contains blank pages, this function skips them to copy only non-blank pages.

The machine detects blank pages, enabling you to skip useless copies without checking an original.



- If an original of which one side is blank is scanned, blank pages are skipped for 2-sided copying.
- Depending on the original, some pages that are not blank may be detected as blank pages and thus not copied, and some pages that are blank may not be detected as blank and thus copied.

Operation

1 Place the original and tap the [Preview] key.

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Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Blank Page Skip] key.

3 Tap the [Skip Blank Page] or [Skip Blank and Back Shadow] key.

To cancel the Blank Page Skip setting:
Tap the [Off] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.

4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key.

When making only one set of copies, you do not need to specify the number of copies.

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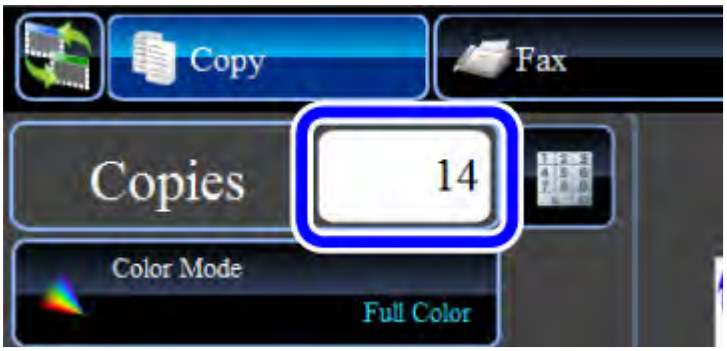
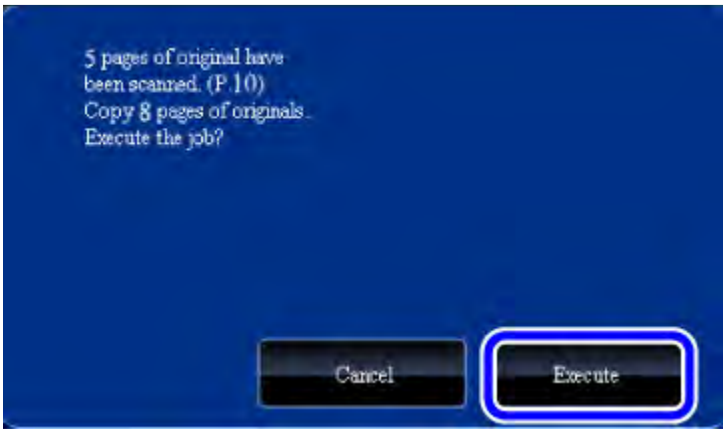


To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

6 Check the confirmation message, and tap the [Execute] key to start copying.

On the confirmation screen, the number of scanned original sheets appears in (A), the number of scanned sides in (B), and the number of copies excluding blank pages in (C). For example, if five original sheets that include two blank pages are scanned by duplex scanning, (A) will show "5", (B) will show "10", and (C) will show "8".



02-065.htm

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REDUCING THE IMAGE QUALITY FOR TONER SAVING

This function minimizes toner consumption when making copies such as in-house resources, which are not affected even if the image quality is reduced slightly. The toner saving level can be selected from up to three levels.

1 Tap the [Others] key, and tap the [Toner Save Mode] key.

2 Select the toner saving level.

After the settings are completed, tap [OK] and [Back] keys in sequence.

If user authentication is enabled, you can permit each user group to use the toner save mode.

- AUTHORITY GROUP LIST

To change the toner save mode setting:
In "Setting mode", select [System Settings] → [Energy Save] → [Toner Save Mode].

- Toner Save Mode is not available when it is disabled in "Setting mode".
- The toner save is canceled for pattern printing.
  - PADDING UNAUTHORIZED COPY PREVENTION DATA

02-077.htm

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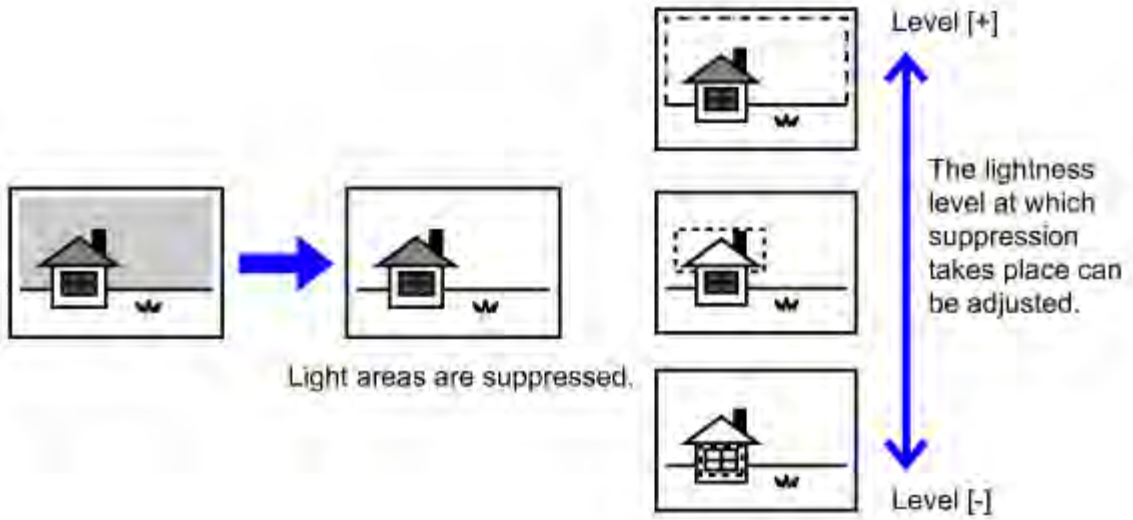
WHITENING FAINT COLORS IN THE IMAGE (SUPPRESS BACKGROUND)

Overview

Suppresses light background areas of originals.



Suppress Background must be specified before scanning the original.

Operation

1. **Tap the [Others] key, and tap the [Suppress Background] key.**

2. **Tap [−] [+] or slide the slider to adjust the range to be suppressed.**

To cancel the background suppression settings:
Tap the [Off] key.

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After the settings are completed, tap [OK] and [Back] keys in sequence.

3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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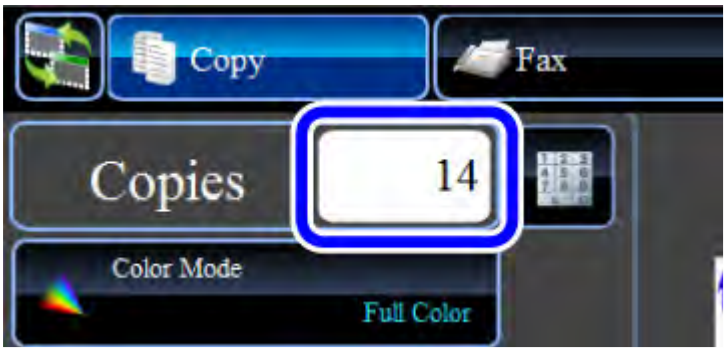

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-053.htm

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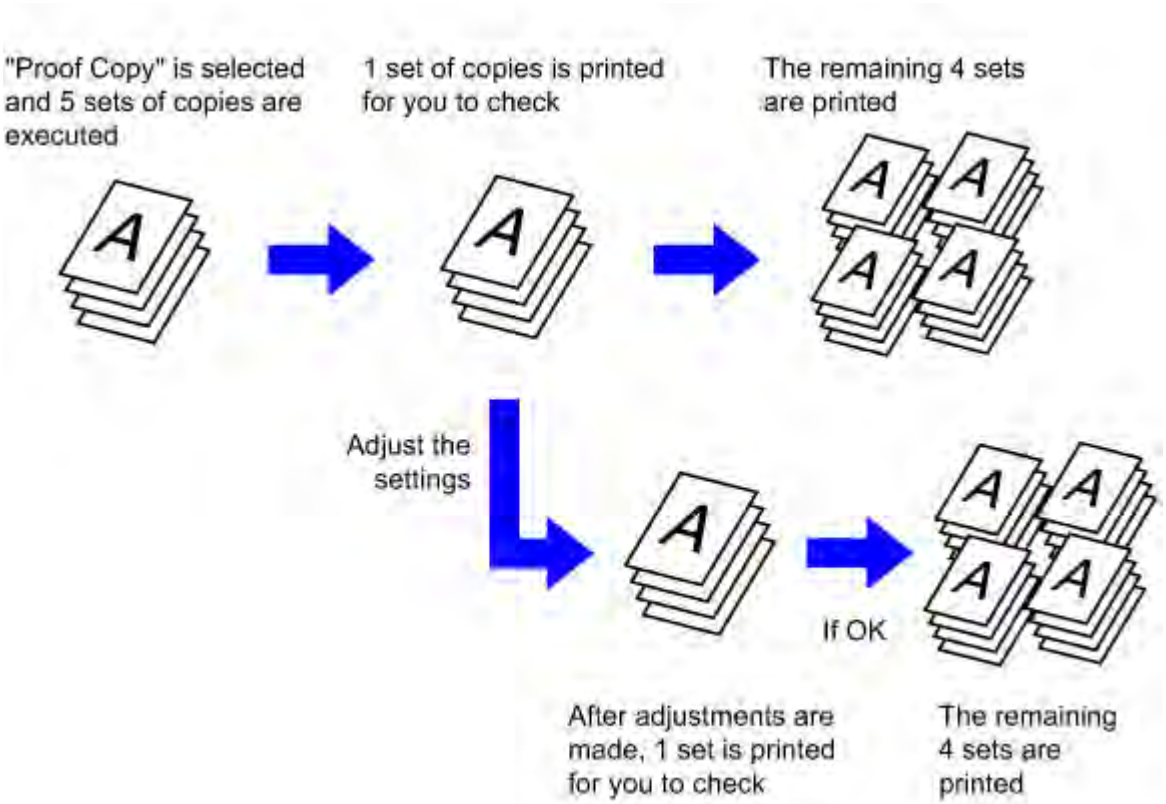
MAKING A PROOF COPY (PROOF COPY)

Overview

This function makes a proof copy before printing the specified number of copies. Check the preview image with a proof copy. If necessary, change the setting. Using this function stores the scanned original in the machine, saving you the trouble of re-scanning the original in the changed setting.

Proof copy flow



- Proof Copy must be specified before scanning the original.
- If Proof Copy is executed while the machine is printing another job, the job in progress is interrupted, and a proof copy is

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printed preferentially. The interrupted job will resume after proof copying has been completed.
However, if proof copy is executed during printing of a job for which both 2-sided printing and staple function are enabled, the proof copy will be printed after the job in progress is finished.
If the [End] key is tapped to execute printing of the remaining sets while the machine is printing another job, the remaining sets will be printed after all previously reserved jobs are completed.

Operation

1 Tap the [Others] key, and tap the [Proof Copy] key.

A checkmark appears on the icon.

To cancel the proof copy setting:
Tap the [Proof Copy] key to uncheck it.

After the settings are completed, tap the [Back] key.

2 As necessary, specify the required functions such as "Exposure" and "Copy Ratio".

3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

4 Check the preview image in the preview screen.

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Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Set the number of copies (number of sets) using the numeric keys.

Up to 999 copies (sets) can be set.

If an incorrect number of copies is set
Tap the [C] key, and enter the correct number.

6 Tap the [Color Start] or [B/W Start] key.

Make only one set of copies.

7 Check the copy result. If no problem is found, tap the [Start Print] key.

As necessary, change the settings and repeat proof copying until you are satisfied with the copy result.

You can also change the number of copies. To change the number of copies, use the numeric keys.

- In Proof Copy, unavailable function keys are not displayed.
- Some available functions may be restricted.

8 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

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To cancel all settings:
Tap the [CA] key.

9 Tap the [Color Start] or [B/W Start] key.

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CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS (ORIGINAL COUNT)

Overview

This function counts the number of scanned original sheets, and displays the result before making a copy.
By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.

- The count result is displayed with the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.
- Original Count must be specified before scanning the original.

Operation

1 Tap the [Others] key, and tap the [Original Count] key.

A checkmark appears on the icon.

To cancel the original count setting:
Tap the [Original Count] key to uncheck it.

After the settings are completed, tap the [Back] key.

2 Place the original in the document feeder tray of the automatic document feeder.

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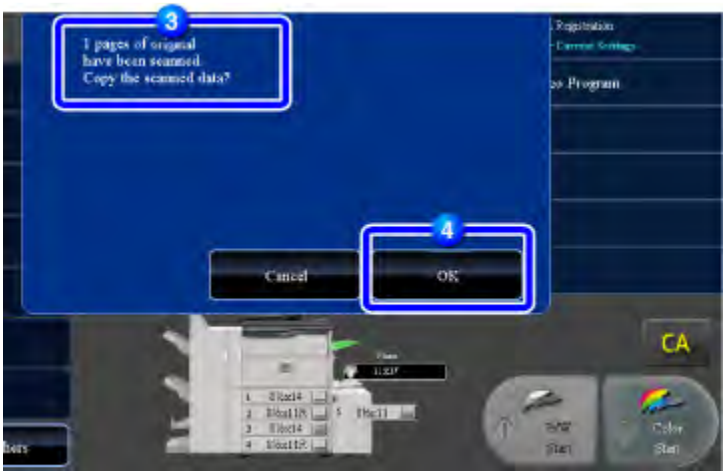
- AUTOMATIC DOCUMENT FEEDER

3 Check the number of original sheets.

The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.

If the displayed number of original sheets is different from the actual number of sheets

Tap the [Cancel] key to stop the job.



4 Tap the [OK] key to start copying.

If this function is combined with [Job Build], the count result is displayed after the [Print Start] key has been tapped.

02-058.htm

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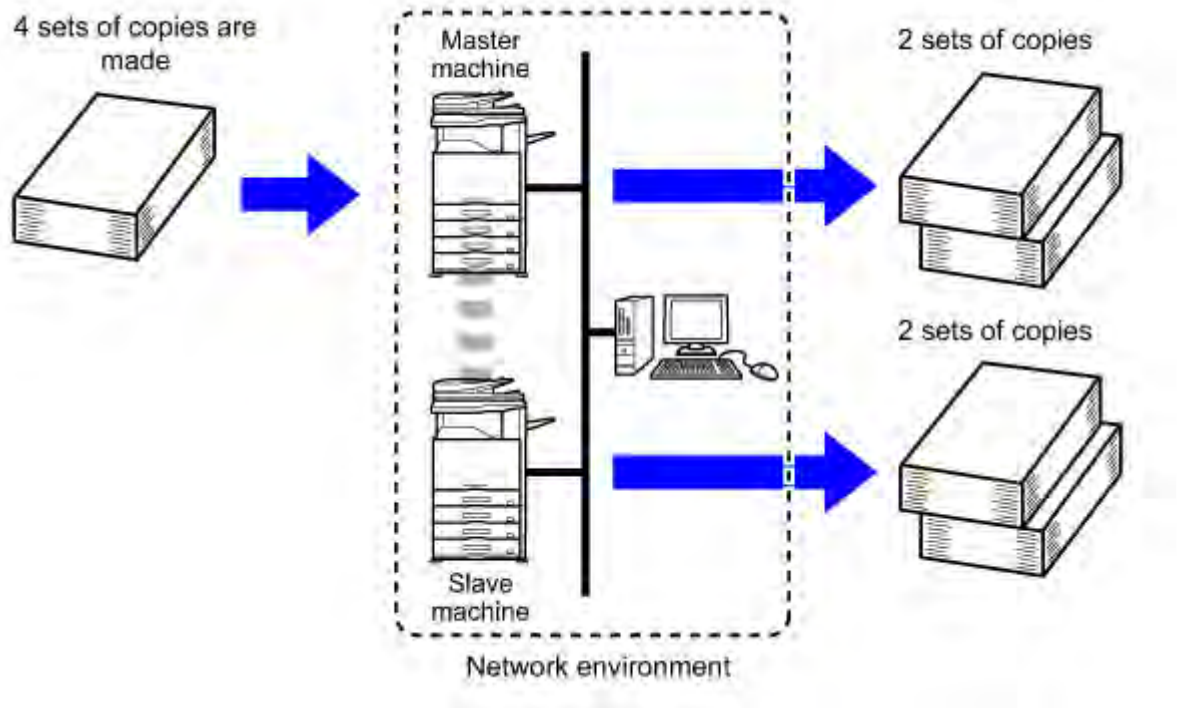
USING TWO MACHINES TO REDUCE THE COPY TIME (TANDEM COPY)

Overview

This function shares a copy job half-and-half between two machines connected to the network, enabling the reduction of the copy time.

Master machine and slave machine

The master machine performs only scanning, and a slave machine registered in the master machine performs only printing without scanning the original.



- To use this function, two machines must be connected to your network.
- Even if more machines are connected to the network, this function can only be used to have one other machine share a job.

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- To configure the tandem connection setting, register IP address information of the slave machine in the master machine. For the port number, it is best to use the initial setting (50001). Unless you experience difficulty with this setting, do not change the port number. The tandem setting should be configured by your network administrator. If the master machine and slave machine will switch roles, configure the IP address of the master machine in the slave machine. The same port number can be used for both machines.
- In this situation:
  A saddle finisher is installed in the master machine while not installed in a slave machine.
  - Tandem Copy is enabled when specifying copies without stapling.
  - Tandem Copy is disabled when specifying copies with stapling.
- As shown here, if Tandem Copy is enabled using a function provided in the master machine and not provided in a slave machine, a message will appear.
- If a machine runs out of paper
  If either the master machine or the slave machine run out of paper, the machine that ran out of paper will hold the job while the machine that still has paper continues the job. When paper is added to the machine that ran out, the job resumes.
- If user authentication is specified
  - Tandem Copy is enabled when user authentication is specified in the master machine.
  - Tandem Copy is disabled when user authentication is specified in the slave machine while it is not specified in the master machine.
- If an odd number of sets is being made, one more set is output to the master machine.

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To use Tandem Copy:
In "Setting mode", select [System Settings] → [Device Control] → [Tandem Connection Setting].

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.
When using the document glass to scan multiple original pages, change the original and tap the [Additional Scan] key.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Tandem Copy] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the tandem copy setting:
Tap the [Tandem Copy] key to uncheck it.

3 Tap the copies display key to specify the number of copies.

Up to 999 copies (sets) can be set. The specified number of copies are shared between the master and slave machines. If the number of copies is odd, the master machine makes more copies than the slave machine.

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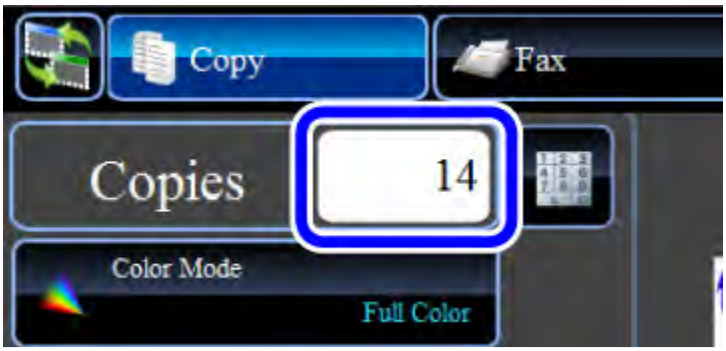

If an incorrect number of copies is set

Tap the [C] key and then enter the correct number.

4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:

Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

To cancel Tandem Copy:

Tap the [STOP] keys on both the master and slave machines.

02-029.htm

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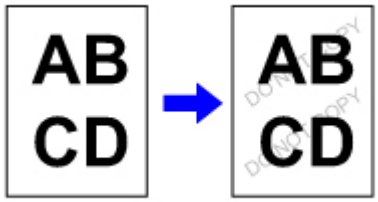
PADDING UNAUTHORIZED COPY PREVENTION DATA (PATTERN PRINT)

Overview

Characters to prevent unauthorized copying such as pre-set or customized text are placed as invisible characters in a background pattern.

When an output sheet with a pattern print is copied, the hidden characters will appear.



- "Pattern Print" is a function provided for the purpose of deterring unauthorized copying. It does not guarantee the prevention of information leakage.
- Text may not be completely hidden on an output sheet with a pattern print under certain machine conditions. In such a case, adjust the contrast by selecting the [Hidden Pattern Print Setting] from the "Setting mode".
- When copying an output sheet with a pattern print, the hidden pattern may not emerge depending on settings other than "Hidden Pattern Print".
- The hidden pattern may not emerge on copies in cases where certain types of devices or certain setting conditions are used to copy an output sheet with a pattern print.

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This function cannot be combined with Repeat Layout or Multi-Page Enlargement.

To set a pattern print:
In "Setting mode", select [Security Settings] → [Hidden Pattern Print Setting].

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Pattern Print] key.

3 Tap the [On] key, and specify each item in the [Default Settings] tab as required.

We recommend you to select the [Character stand out] option for the "Print Method".

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The black background pattern is printed in the following cases even when you set the [Print Color] to "Magenta" or "Cyan":

- If the color mode is set to "B/W"
- If the black and white mode is determined automatically.

4 Specify each item in the [Print Contents Setting] tab as required.

To specify print settings, you can select the required one from pre-set text or use the soft keyboard. You can also print serial number and account job ID.
After the settings are completed, tap OK and [Back] keys in sequence.

To cancel the pattern print setting:
Tap the [Off] key.

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Tapping the [Function Rev.] key displays the settings of the [Print Contents Setting] tab.

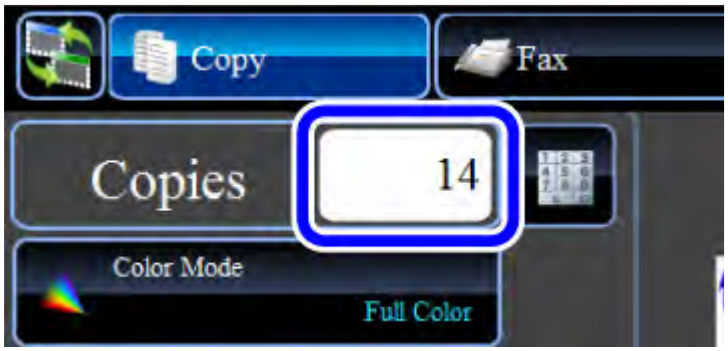
5 Check the preview image in the preview screen.

The pattern print preview may slightly differ from the actual pattern and exposure as the preview is used for simple pattern color checking.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



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To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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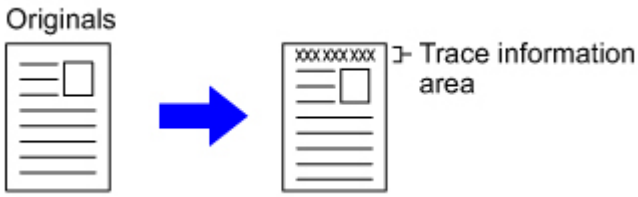
FORCIBLY PRINTING TRACEABLE INFORMATION (TRACKING INFORMATION PRINT)

This function forcibly prints the pre-specified traceable information to prevent an unauthorized copy.

To configure print settings:
In "Setting mode", select [Security Settings] → [Tracking Information Print].



- If this function is specified together with another image compositing function, trace information is printed at the top.
- Trace information is printed at the top or bottom outside an image frame.
- The information added at printing or the preview image of the account job ID and date/time are displayed as shown below.
  Account job ID: 00000
  Date/time: MM/DD/YYYY hh:mm

02-075.htm

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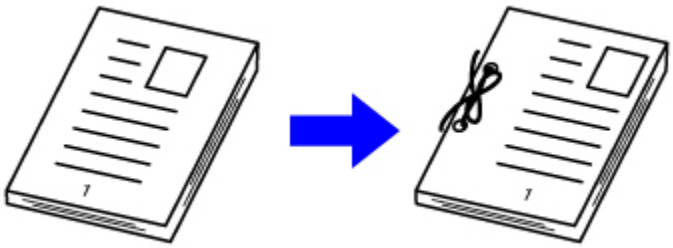
ADDING MARGINS (MARGIN SHIFT)

Overview

This function shifts the copy image right, left or down to adjust the margin.
This is convenient when you wish to bind the copies with a string or in a binder.

Shifting the image to the right so the copies can be bound at the left edge



Not using the Margin Shift	Using the Margin Shift
The punch holes cut off part of the image	The image is moved to allow space for the holes so the image is not cut off.

Staple positions

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Rotation copy cannot be used in combination with the margin shift function.

To change the default margin shift setting:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Initial Margin Shift Setting].

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Margin Shift] key.

3 Tap the image shift direction.

4 Sets a margin shift width.

- Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.

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- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with [−] [+].
- If you set the [Adjust 2nd pg value to 1st.] checkbox to ☐, goes out and you can set sides 1 and 2 separately.

After the settings are completed, tap [OK] and [Back] keys in sequence.

- To cancel the margin shift setting:
  Tap the [Off] key.
- To cancel all settings:
  Tap the [CA] key.

5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

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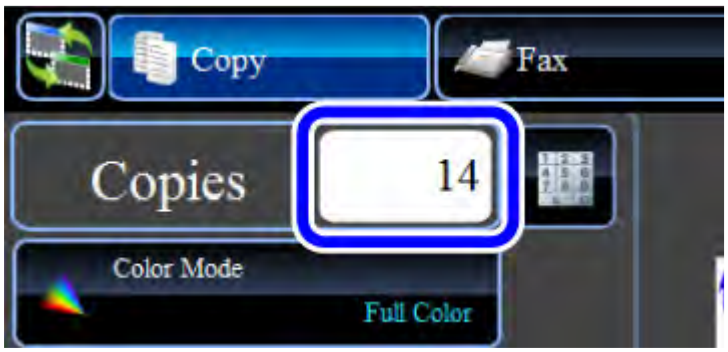
When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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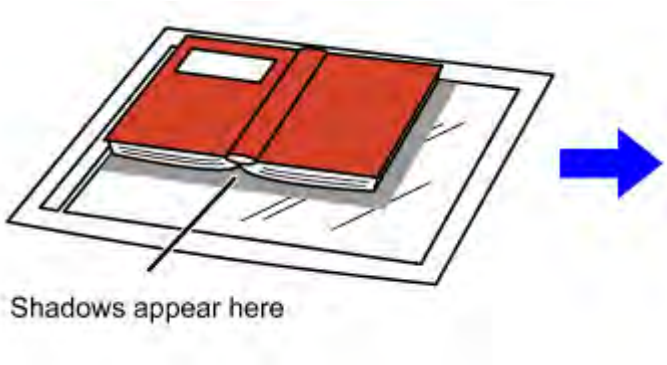
ERASING PERIPHERAL SHADOWS FOR COPYING (ERASE)

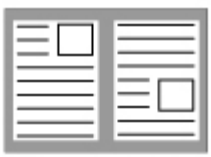
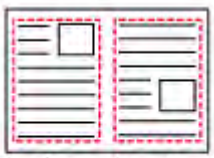
Overview

The erase function is used to erase shadows around the edges of copies that occur when copying thick originals or books.

If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.

When a thick book is copied



Not using the erase function	Using the erase function
 Shadows appear on the copy.	 Shadows do not appear on the copy.

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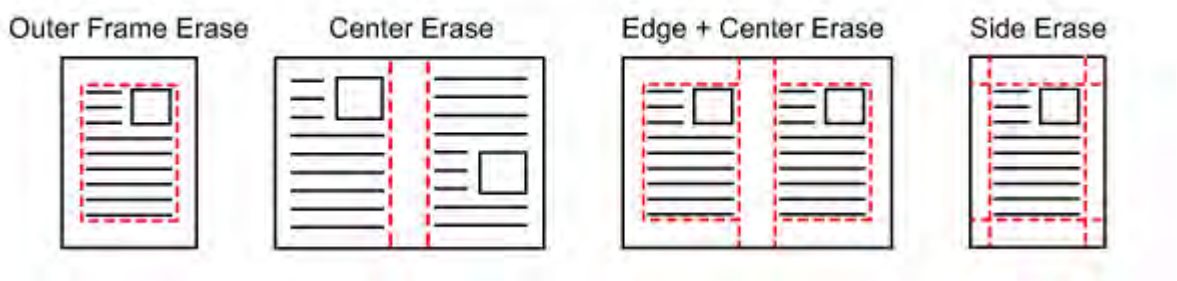
Erase modes



If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio.
If the erase width setting is 1" (20 mm) and the image is reduced to 50%, the erase width will be 1/2" (10 mm).

To change the default erase width setting:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Erase Width Adjustment].
The factory default setting is 2/5" (10 mm). The default margin shift setting can be set from0" to 1" (0 mm to 20 mm) . The factory default setting is 1/2" (10 mm). The changed setting is also applied to the Setting mode selection of [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Erase Width Adjustment].

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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2 Tap the [Others] key, and tap the [Erase] key.

3 Tap the checkbox of the edge that you wish to erase, and specify the erase position.

Check that he tapped checkbox is set to ☑.
If the [Specify Frame] key is tapped, the [Up], [Down], [Left], and [Right] checkboxes are set to ☑.
If the [Specify Frame+Center] key is tapped, all the checkboxes are set to ☑.

Specify the erase edge on the reverse side when erasing edges of one to three sides of Up, Down, Left, and Right on the front side to scan a 2-sided original.

- If the [Reverse erase position of back face.] checkbox is set to ☑, the edge in the position opposite to the erased edge on the front side will be erased.
- If the [Reverse erase position of back face.] checkbox is set to ☐, the edge in the same position as on the front side will be erased.

4 Specify the erase width.

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- Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with .

After the settings are completed, tap OK and [Back] keys in sequence.

To cancel the erase setting:
Tap the [Clear] key.

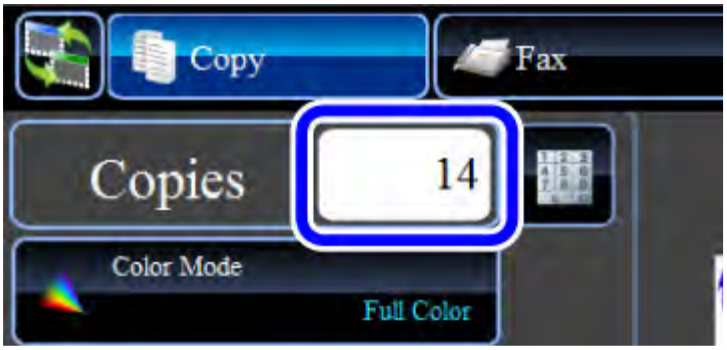
5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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COPYING 11" x 17" (A3) ORIGINALS WITH NO EDGE CUT-OFF (12" X 18" (A3) FULL BLEED COPY)

Overview

This feature lets you copy an entire 11" x 17" (A3) size original at full size with no image cut-off at the edges. 12" x 18" (A3W) size paper is used, which is slightly larger than 11" x 17" (A3) size.

The 12" x 18" (A3) full bleed copy must be specified before scanning the original.

The staple and punch functions cannot be used.

Operation

1 Tap the [Others] key, and tap the [12" x 18" (A3) full bleed copy] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel 12" x 18" (A3) full bleed copy setting:
Tap the [12" x 18" (A3) full bleed copy] key to uncheck it.

2 Place 12" x 18" (A3W) paper into the bypass tray.

Pull out the extension guide, adjust it to the width of 12" x 18" (A3W) paper, and place the paper on the bypass tray.
After loading 12" x 18" (A3W) paper into the bypass tray, configure the bypass tray settings as explained in "MAKING COPIES USING THE BYPASS TRAY".

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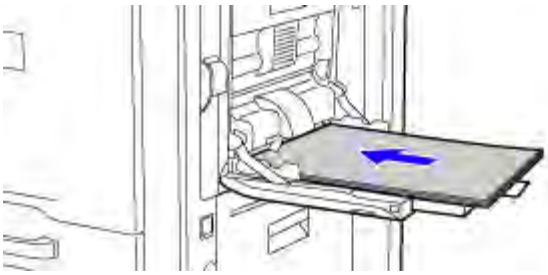


3 Place the original and tap the [Preview] key.

- DOCUMENT GLASS

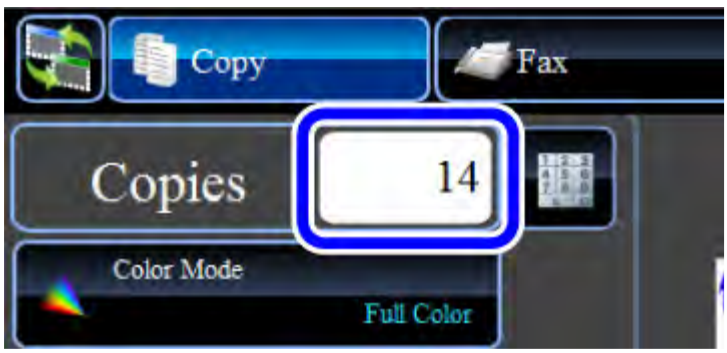
4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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COPYING IN THE CENTER OF THE PAPER (CENTERING)

Overview

This function centers the copied image on the paper.
This lets you place the image in the center of the paper when the original size is smaller than the paper size or when the image is reduced.

Not using the centering function	Using the centering function

Centering must be specified before scanning the original.

When the original size or the paper size is displayed as a special size, this function cannot be used.

Operation

1 Tap the [Others] key, and tap the [Centering] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the centering setting:
Tap the [Centering] key to clear the checkmark.

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2 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

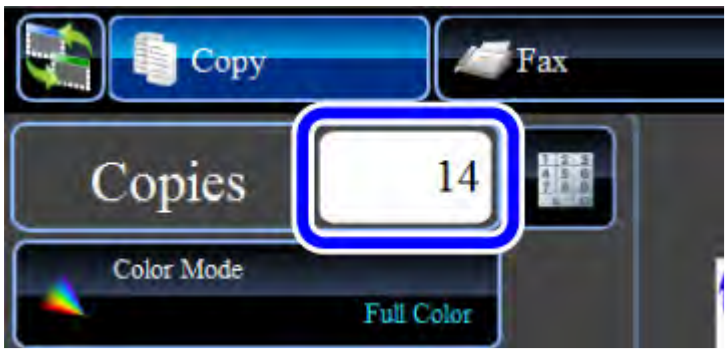
3 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

4 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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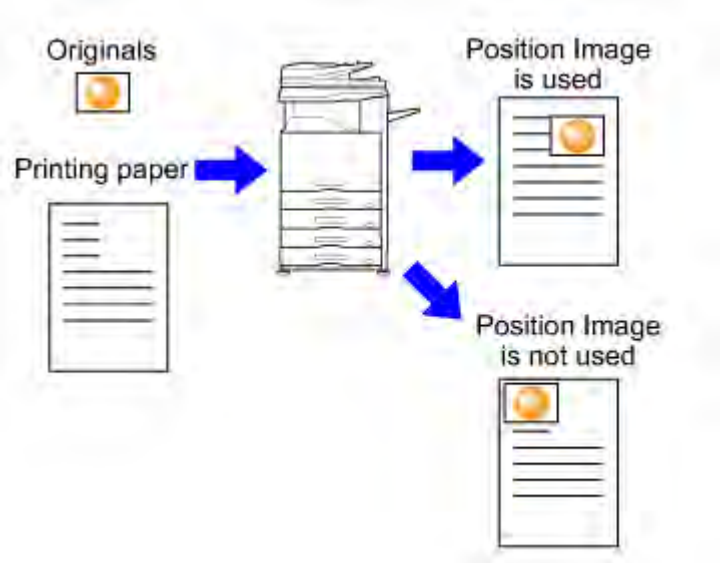
SPECIFYING A PAPER POSITION (POSITION IMAGE)

Overview

This function moves the scanned original to a specified position to make a copy.

You can make a copy in any desired position as you can fine adjust the position.

Position Image must be specified before scanning the original.



Operation

1 Tap the [Others] key, and tap the [Position Image] key.

2 Sets a movement distance.

- Tap the area indicating the movement distance on the front or reverse side, and enter the distance using numeric keys.

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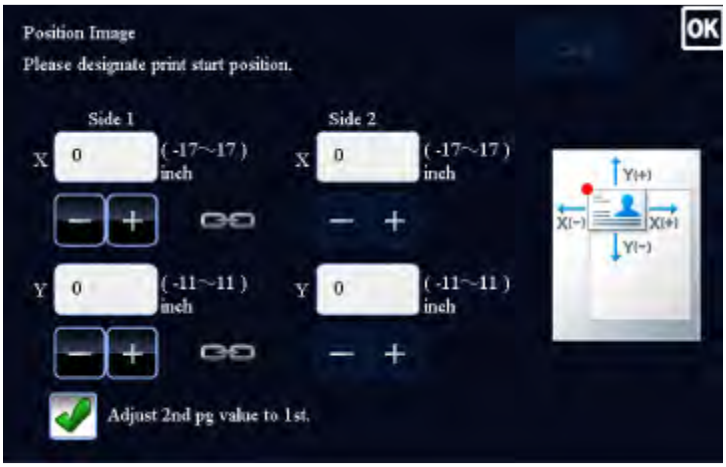
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with − + .
- If you set the [Adjust 2nd pg value to 1st.] checkbox to ☐, goes out and you can set sides 1 and 2 separately.



After the settings are completed, tap OK and [Back] keys in sequence.

To cancel the Position Image setting:
Tap the [Clear] key.

3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

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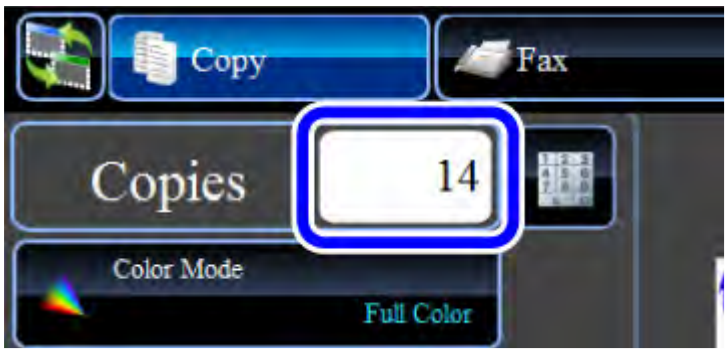
To cancel all settings:

Tap the [CA] key.

5 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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COLLECTIVELY SCANNING A LARGE NUMBER OF ORIGINALS (JOB BUILD)

Overview

This function divides the originals into sets and feeds each set through the automatic document feeder one set at a time when copying a very large number of originals.
Use this function when you wish to copy all of the originals as a single job but the number of originals exceeds the maximum number that can be inserted.
This function is convenient when you wish to sort copies of a large number of originals into multiple sets. Because all originals are copied as a single job, you are saved the trouble of sorting the copies that would be required if the originals were divided into separate copy jobs.
When scanning originals in sets, divide the sheets so that no set has more than the number of paper that can be loaded, and then scan from the set with the first page.
The individual copy settings can be configured for each set of originals to be scanned separately.

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- The Job Build mode must be specified before scanning the original.
- If the Quick File Folder of document filing mode is full, copying in job build mode will be impeded. Delete unnecessary files from the Quick File Folder.

The Job Build mode cannot be combined with other functions.

- Dual Page Copy
- Book Copy
- Card shot
- Multi-Page Enlargement
- 12" x 18" (A3) full bleed copy
- Repeat layout

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Operation

- Copying in job build mode
- Changing the copy settings for each set of originals

Copying in job build mode

1 Tap the [Others] key, and tap the [Job Build] key.

A checkmark appears on the icon.

To cancel the job build mode

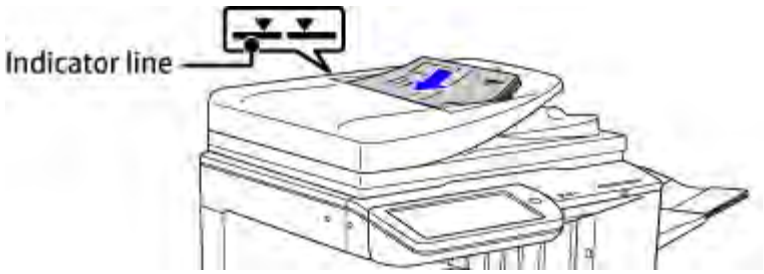
Tap the [Job Build] key to uncheck it.

After the settings are completed, tap the [Back] key.

2 Place the original in the document feeder tray of the automatic document feeder, and tap the [Preview] key to scan the first original.

Insert the originals all the way into the document feeder tray. Originals can be stacked up to the indicator line.

- AUTOMATIC DOCUMENT FEEDER



3 Change copy settings as required.

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Set a color mode and others. When changing copy settings, tap the [Change the settings of the original to be scanned next] key. For more information, see "Changing the copy settings for each set of originals".
When scanning the next original without changing any settings, go to step 5.

4 Place the next set of originals and tap the [Additional Scan] key.

Repeat this step until all originals have been scanned.

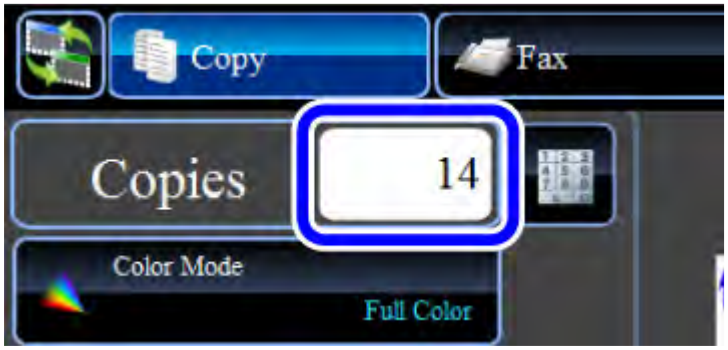
5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Print Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

- You cannot set a number of copies for each set.

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Changing the copy settings for each set of originals

As necessary, change copy settings for each set of originals.
Perform the steps below before scanning the next original in step 4 above.

1. **Tap [Change the settings of the original to be scanned next] on the action panel, and set the checkbox to .**

2. **Change copy settings.**

3. **Place the next set of originals and tap the [Additionally Scan] key.**
   Repeat this step until all originals have been scanned.

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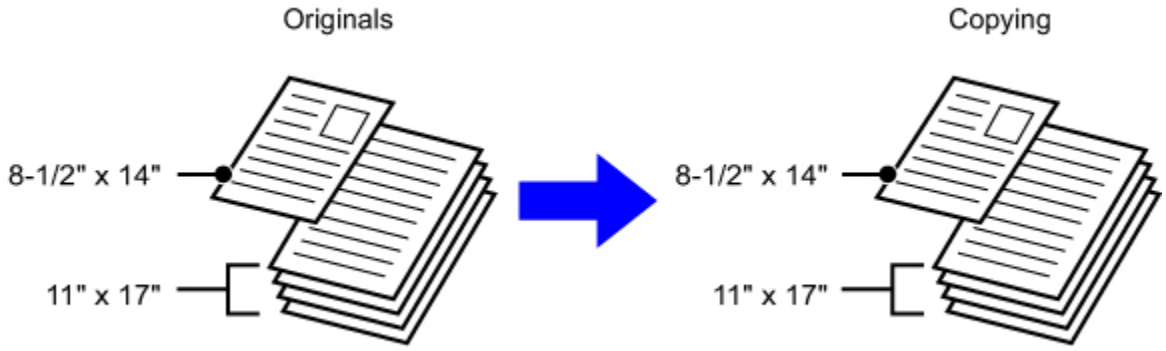
SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

Overview

This feature copies originals in different sizes at the same time even when 8-1/2" x 14" (B4) size originals are mixed with 11" x 17" (A3) size originals.
When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size.
When mixed size original is combined with auto ratio selection, the ratio is adjusted individually for each original according to the selected paper size, enabling printing on a uniform paper size.



When mixed size original is combined with auto ratio selection
(Auto ratio selection and 11" x 17" (A3) are selected)

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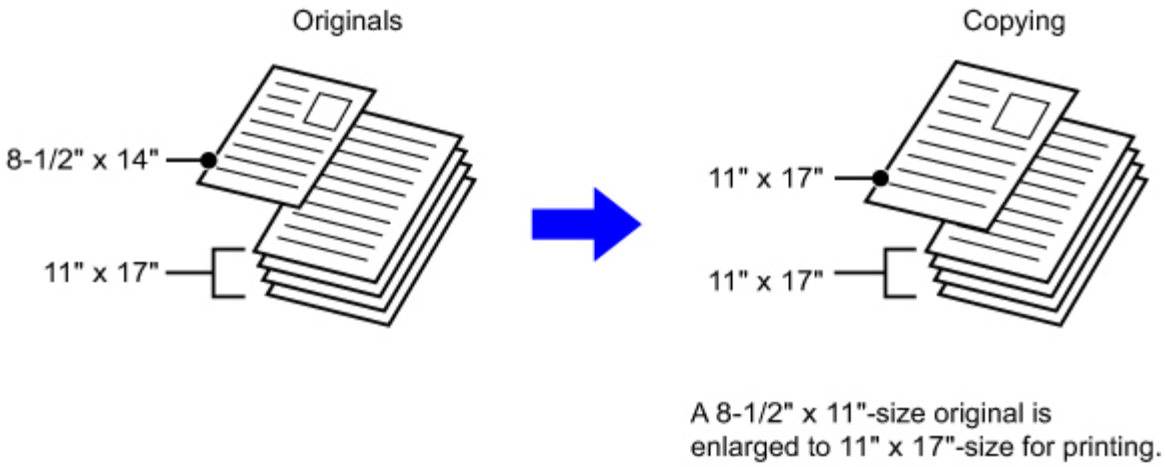

A 8-1/2" x 11"-size original is enlarged to 11" x 17"-size for printing.

There are two settings for mixed size originals.

Same Width	Different Width
Use this setting for originals that are different sizes but have sides that are the same length. The originals are inserted in the document feeder tray with the sides that are the same length aligned together on the left. • 11" x 17" and 8-1/2" x 11" • 8-1/2" x 14" and 8-1/2" x 11"R • 8-1/2" x 14" and 5-1/2" x 8-1/2" • 8-1/2" x 13" and 8-1/2" x 11"R • 8-1/2" x 13" and 5-1/2" x 8-1/2" • 8-1/2" x 11"R and 5-1/2" x 8-1/2" • A3 and A4 • B4 and B5 • A4R and A5	Use this setting when the originals are different sizes and do not have sides that are the same length. This setting can only be used for the following combinations of sizes: • 11" x 17" and 8-1/2" x 14" • 11" x 17" and 8-1/2" x 13" • 11" x 17" and 5-1/2" x 8-1/2" • A3 and B4 • A3 and B5 • B4 and A4 • A4 and B5 • B4 and A4R • B4 and A5 • B5 and A4R • B5 and A5

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Mixed Size Original must be specified before scanning the original.

- When [Different Width] is selected on the MX-4141N/MX-5141N, "2-Sided to 2-Sided" and "2-Sided to 1-Sided" of automatic two-sided copying can be used.
- When [Different Width] is selected, the staple function cannot be used.
- The mixed size original function cannot be used to copy originals that are the same size but are placed in different orientations (8-1/2" x 11" and 8-1/2" x 11"R (A4 and A4R), etc.).

[System Settings] in "Setting mode" →[Device Control] → [Original Feeding Mode]
Select this setting to always scan mixed-size originals.

Operation

1 Tap the [Others] key, and tap the [Mixed Size Original] key.

For mixed size originals, set "Original" to "Auto".

2 Tap the [Same Width] key or the [Different Width] key as appropriate for the originals.

After the settings are completed, tap [OK] and [Back] keys in sequence.

To cancel the mixed size original setting:
Tap the [Off] key.

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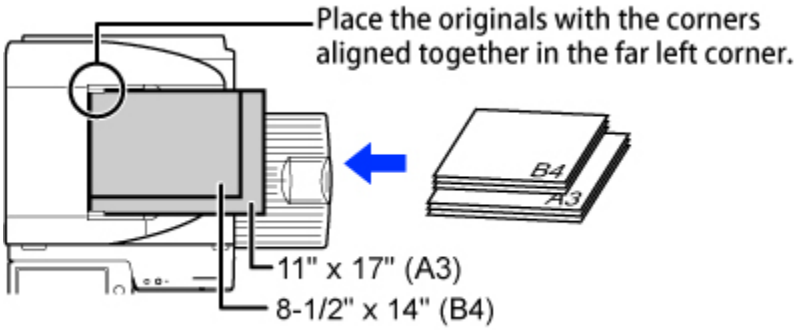
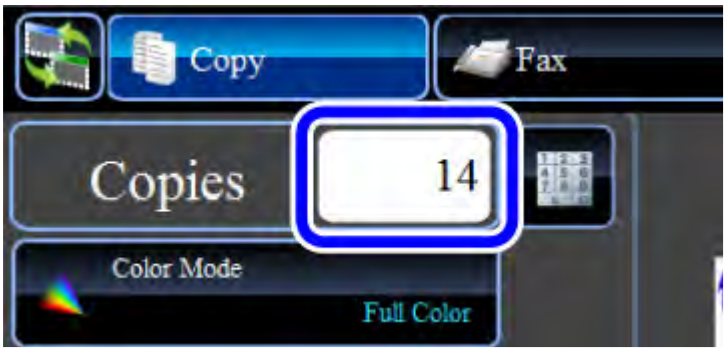
3 Place the original face up on the document glass, and tap the [Preview] key.

Place the original as shown on the Mixed Size Original screen.



4 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

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Tap the copies display key to specify the number of copies.

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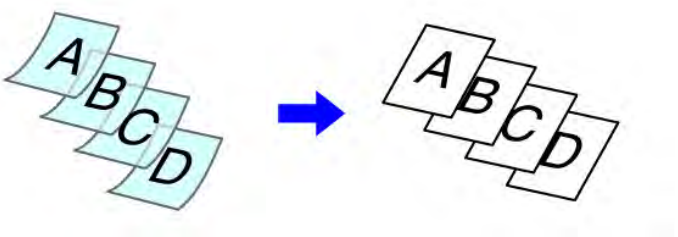
SCANNING THIN ORIGINALS (SLOW SCAN MODE)

Overview

When you wish to scan thin originals using the automatic document feeder, you can use this function, which helps prevent thin originals from misfeeding.



Slow Scan Mode must be specified before scanning the original.

The "2-Side to 2-Side" and "2-Side to 1-Side" modes of automatic 2-sided copying cannot be used.

To always scan the original in the slow scan mode:
In "Setting mode", select [System Settings] → [Device Control] → [Original Feeding Mode].

Operation

1 Touch the [Others] key, and tap the [Slow Scan Mode] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

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To cancel slow scan mode:

Tap the [Slow Scan Mode] key to clear the checkmark.

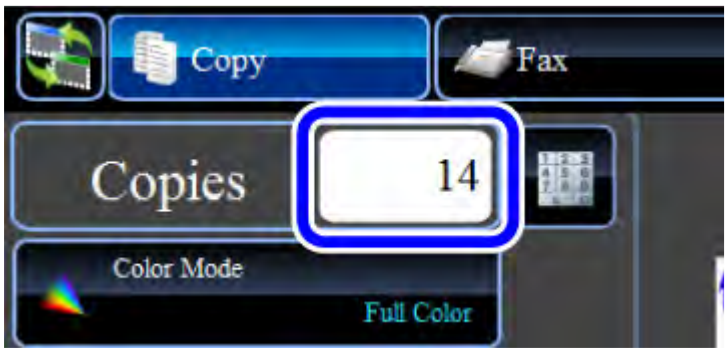
2 Place the original in the document feeder tray of the automatic document feeder, and tap the [Preview] key.

- AUTOMATIC DOCUMENT FEEDER

If the originals are inserted with too much force, they may crumple and misfeed.

3 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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ADJUSTING RESOLUTION WHEN SCANNING (RESOLUTION)

This function adjusts the resolution when scanning the original, enabling the high-quality output or speed-priority output according to the application.

- Resolution must be specified before scanning the original.
- The resolution setting is applied when making a full-size black & white copy.

1 Touch the [Others] key, and tap the [Scan Resolution] key.

2 Select the resolution.

The resolution can be set to both the document feeder and document glass.
After the settings are completed, tap ☒ and [Back] keys in sequence.
When using the MX-4140N/MX-5140N, the resolution for the automatic document feeder cannot be changed (It is fixed to 600 x 600 dpi.).

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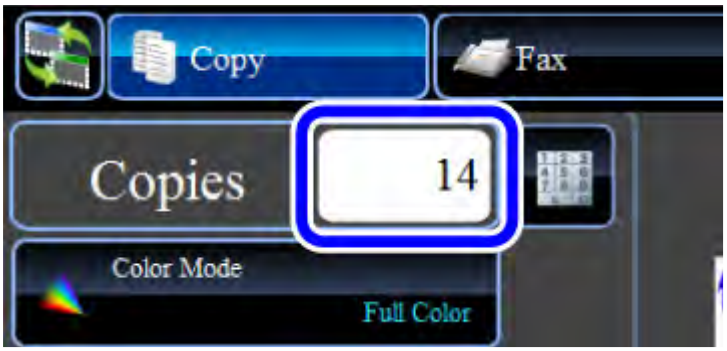
3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

4 Tap the [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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PRINTING DATES, PAGE NUMBERS, AND WATERMARKS (STAMP)

Overview

This function prints information such as the date or stamp, which is not shown on the original, on copies. You can print the following five types of information.

- Date
- Page number
- Stamp
- Text
- Watermark

  For the stamp or watermark, you can print text such as "CONFIDENTIAL" or "PRIORITY". You can print pre-set text or any characters as the text.

Each of the items above can be printed on the header or footer of each sheet.

- If the selected stamp content of one position overlaps the stamp content of another position, priority will be given in the

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following order: watermark, right side, left side, center. Content that is hidden due to overlapping will not be printed.

- Text will be printed at the preset size regardless of the copy ratio or paper size setting.
- Text will be printed at the preset exposure regardless of the exposure setting.
- Depending on the size of the paper, some printed content may be cut off or shifted out of position.

When [Stamp] is combined with other functions:

Combined function name	Resulting copies
Margin Shift	Together with the image, the stamp content is shifted the amount of the margin width.
Tab Copy Centering	Unlike a copy image that moves, the image will be printed in the position set in the stamp.
Dual Page Copy Card Shot	Stamp items are printed for each copy sheet.
2in1	Stamp items are printed for each original page.
Pamphlet Copy Book Copy	Stamp items are printed for each page when compiling.
Covers/Inserts	Use the stamp settings to select whether or not the item is printed on inserted covers and inserts.

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Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Stamp] key.

3 Tap a tab to be printed, and tap the [Format] key.

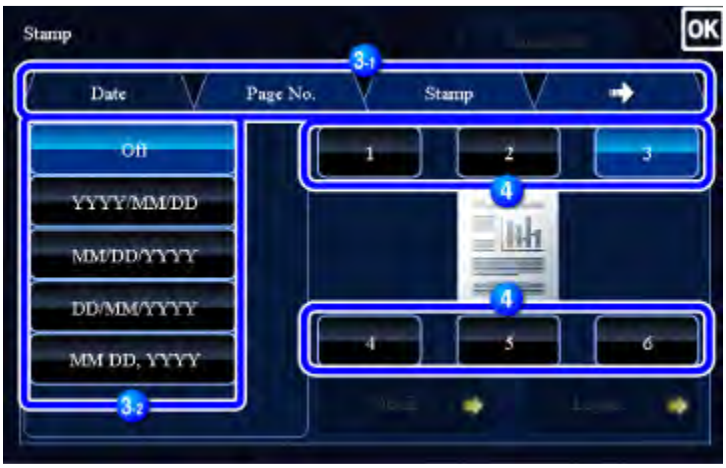
The format of the [Text] tab can be entered using pre-set text or soft keyboard.

- Setting using the [Text] tab

When you tap the tab, the display tab is switched.

4 Tap a key of the desired print position.

Tap any of [1] to [6] keys.



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- Tapping the [Detail] key allows you to configure setting for each tab such as a print color.
- Tapping the [Layout] key allows you to check the printing position or detailed settings.

To cancel the text settings:
Tap the [Cancel All] key.

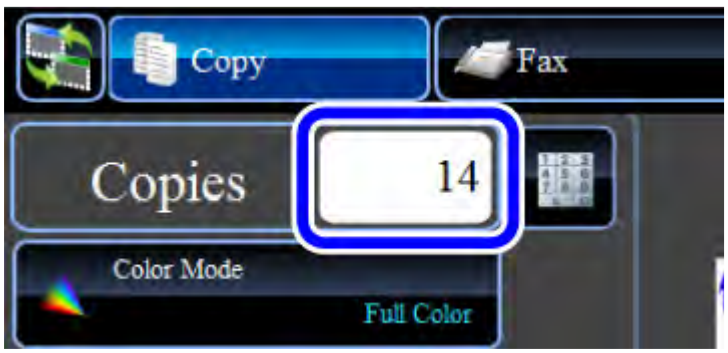
5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

- If you select color printing, tap the [Color Start] key. Tapping the [B/W Start] key will print the stamp items in black and white even if color printing is specified.

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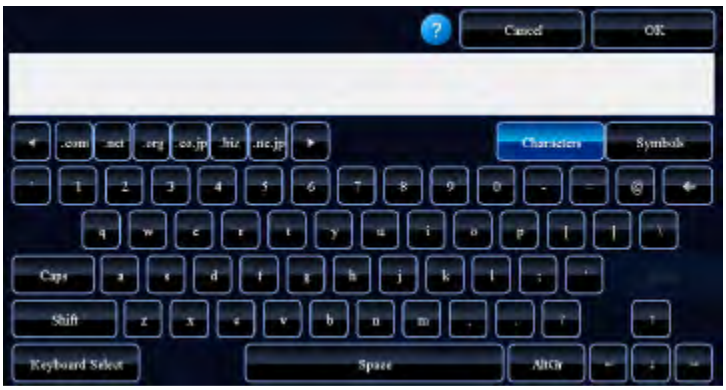
- If color printing is specified for the original in black and white, it is counted as a full color copy.

Setting using the [Text] tab

Tap the [Direct Entry] key in the [Text] tab to display the soft keyboard.
Use the soft keyboard to enter any characters.



Selecting the format from pre-set text

Tapping the [Pre-Set Select] key allows you to select the required one of the registered formats for printing.
Tapping the [Store/Delete] key allows you to edit, delete, or store pre-set text. To edit or store pre-set text, use the soft keyboard.

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02-038.htm

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ADDING A REGISTERED IMAGE TO AN ORIGINAL (CUSTOM IMAGE)

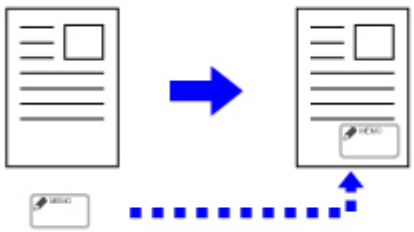
Overview

This function adds an image registered in the machine to an original to make a copy.

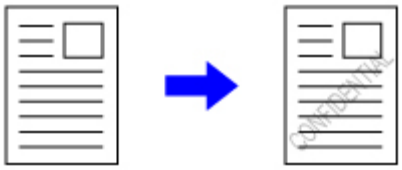
There are following two types of custom images.

- Custom stamp (Full-color stamp image)
- Custom watermark (Stamp image with gray-scale watermark)

Custom Stamp



Custom Watermark



- An image must be registered in advance from the printer driver to the machine.
  For information about how to register an image, see "REGISTERING A CUSTOM IMAGE""REGISTERING A CUSTOM IMAGE" (User's Manual)".

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- A custom stamp image is copied by sheet, not by original. If 2in1, 4in1 is enabled, user stamps are copied for each set of pages.
- A custom stamp image is copied with the registered size. The size remains unchanged even when the copy ratio is enlarged or reduced.
- A different custom image cannot be specified for each page.
- When you tap the [B/W Start] key, a monochrome copy is made even if you have selected a custom stamp.
- If an image runs off of the specified paper depending on the registered size or position, the excess will not be copied.

Custom Image can be combined with Tandem Copy.
Stamp copy is performed when a custom image with the same file name is registered in both the master and slave machines.
If it is not registered, a copy will be made without a custom image.
The combination with other functions is described in the table below.

Combined function	Custom image operations
Margin Shift	Shifts in the same way as for an original image.
Erase	Makes a stamp copy as normal.
Dual Page Copy	Makes a stamp copy by sheet.
Pamphlet Copy	Makes a stamp copy as normal.
Job Build	Makes a stamp copy as normal.
Covers/Inserts	Based on the custom image setting.

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Transparency Inserts	Makes a stamp copy as normal.
2in1	Makes a stamp copy by sheet.
Book Copy	Makes a stamp copy as normal.
Tab Copy	Makes a stamp copy as normal regardless of image shift setting.
Card Shot	Makes a stamp copy by sheet.
Mirror Image	Makes a stamp copy as normal without mirror image reverse.
B/W Reverse	Prints an image as normal without B/W reverse. However, the following condition is set when printed on a dark background. Custom stamp: Printed in white Custom watermark: Printed without being whitened
A3 Wide Paper	Makes a stamp copy as normal.
Centering	Makes a stamp copy as normal without centering.
Color Adjust	Makes a stamp copy using the registered data.
Stamp	Makes a stamp copy on the Stamp menu.
Photo Repeat	Cannot be combined.
Multi-Page Enlargement	Cannot be combined.
Pattern Print	Makes a stamp copy under a pattern print.
Repeat Layout	Cannot be combined.

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Position Image	Prints an image at the original position regardless of the Position Image setting.
Book Divide	Makes a stamp copy by sheet.

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Custom Image] key.

3 Tap the [Custom Stamp] or [Custom Watermark] key.

4 Tap the [Image] key to select an image.

Select the required thumbnail image(s) from the available selection.

5 Set [Print Page] or [Original].

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For custom stamp

Print Page		Specify a page(s) for stamp copy. First Page or All Pages
Print Position		Specify a position for stamp copy.
Originals	ORIGINAL PLACEMENT ORIENTATION	Specify the original orientation.
	2-Sided Original Type	Specify the binding edge for 2-sided original. Book or Tablet
Angle		Specify the corner of the image. 0 degrees, -90 degrees, 90 degrees, or 180 degrees

For custom watermark

Print Color		Specify the image watermark color. Black, R (red), G (green), B (blue), Cyan, Magenta, or Yellow
Print Pattern		Specify the image watermark print pattern. Transparent: Makes an original image transparent for stamp copy. Overlap: Hides a watermark added to an original image for stamp copy.
Exposure		Select the exposure of a watermark from nine levels.
Print Page		Specify a page(s) for stamp copy. First Page or All Pages
Print Position		Specify a position for stamp copy.
Origin	ORIGINAL PLACEMENT ORIENTATION	Specify the original orientation.

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als	2-Sided Original Type	Specify the binding edge for 2-sided original. Book or Tablet
	Angle	Specify the corner of the image. 0 degrees, -90 degrees, 90 degrees, or 180 degrees

After the settings are completed, tap [X] and [Back] keys in sequence.

To cancel the Custom Image setting:
Tap the [Off] key.

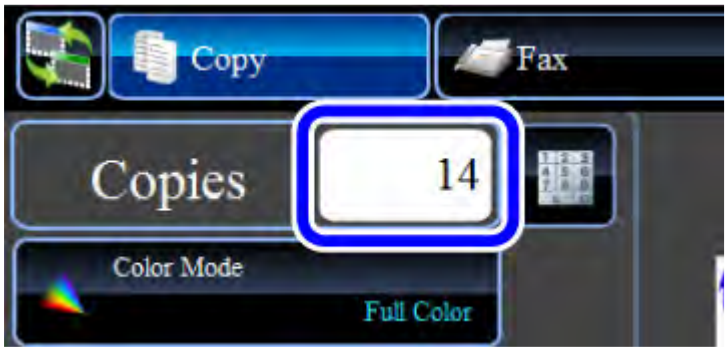
6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

7 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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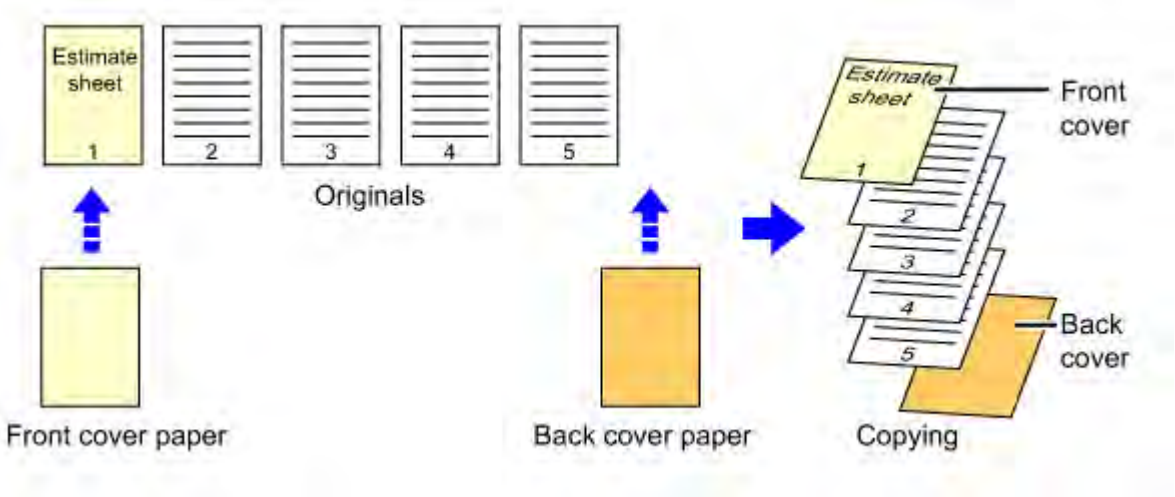
INSERTING COVERS IN COPIES (COVERS/INSERTS)

Overview

This function inserts a different type of paper into the pages corresponding to the front and back covers of a copy job.
It is helpful when you want to change cover paper to make resources look better.
Configure insertion sheet settings if needed.

When inserting insertion sheets, see "INSERTING INSERTION SHEETS IN COPIES".

Copying on a front cover and inserting together with a back cover



Cover inserting examples

The following shows the copy results when front and back covers are inserted into six 1-sided original pages or three 2-sided original pages in the four copy modes below.

Copy modes

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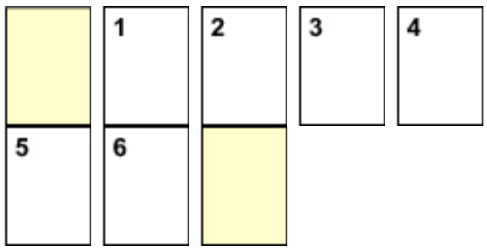
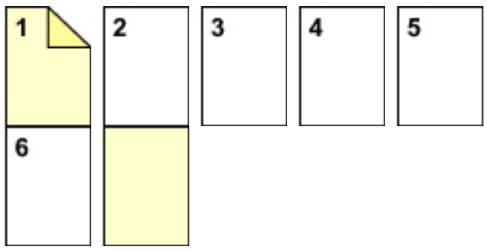
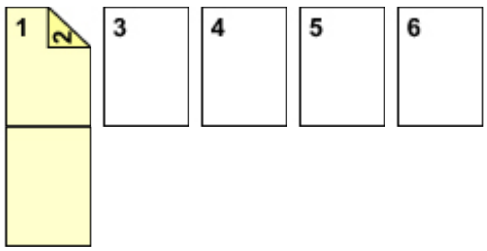
- 1-sided copying of 1-sided originals
- 2-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 2-sided originals

1-sided copying of 1-sided originals

Setting conditions for each cover		Resulting copies
Front cover	Back cover	
Not copied	Not copied	 Inserts cover sheets at the beginning and end of copies.
1-sided copy	Not copied	 Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies.
2-SIDED COPY	Not copied	 Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.

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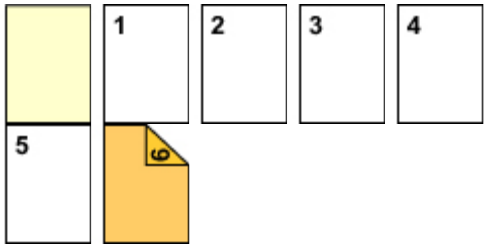
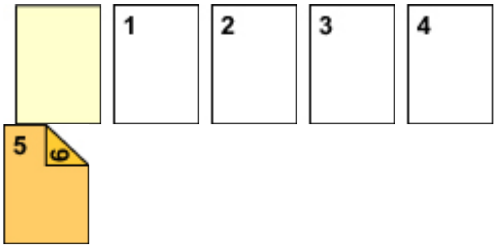
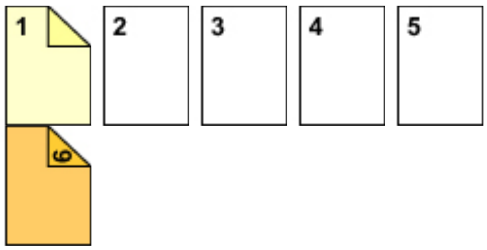
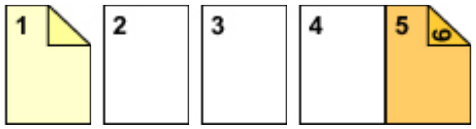
Not copied	1-sided copy	 Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover.
Not copied	2-SIDED COPY	 Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.
1-sided copy	1-sided copy	 Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.
1-sided copy	2-SIDED COPY	 Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

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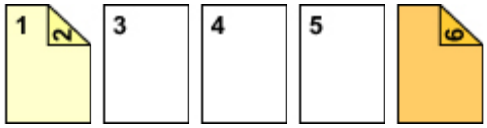
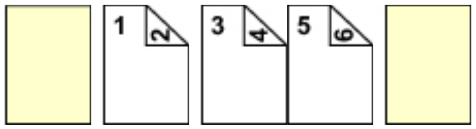
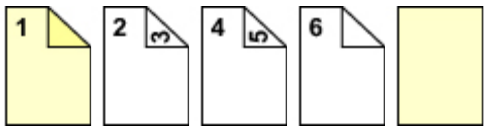
2-SIDED COPY	1-sided copy	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover.
2-SIDED COPY	2-SIDED COPY	Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

2-sided copying of 1-sided originals

Setting conditions for each cover		Resulting copies
Front cover	**Back cover**	
Not copied	Not copied	 Inserts cover sheets at the beginning and end of copies.
1-sided copy	Not copied	 Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page. Inserts cover sheets at the end of copies.

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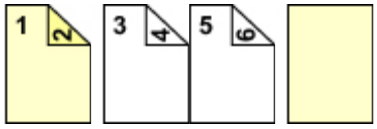
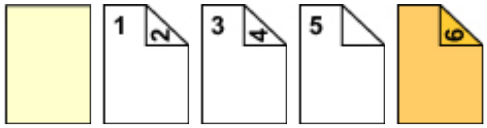
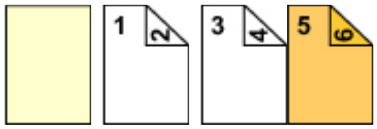
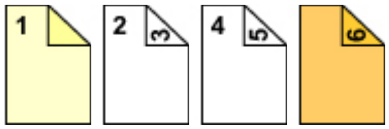
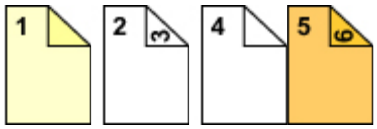
2-SIDED COPY	Not copied	 Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.
Not copied	1-sided copy	 Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover. A 1-sided copy is made on the fifth original page.
Not copied	2-SIDED COPY	 Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.
1-sided copy	1-sided copy	 Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.
1-sided copy	2-SIDED COPY	 Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

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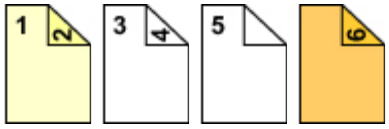
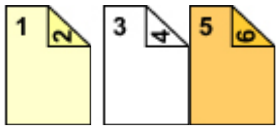
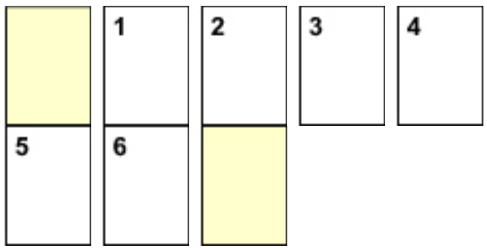
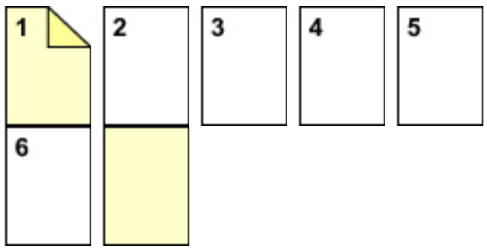
2-SIDED COPY	1-sided copy	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover. A 1-sided copy is made on the fifth original page.
2-SIDED COPY	2-SIDED COPY	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

1-sided copying of 2-sided originals

Setting conditions for each cover		Resulting copies
Front cover	**Back cover**	
Not copied	Not copied	 Inserts cover sheets at the beginning and end of copies.
1-sided copy	Not copied	

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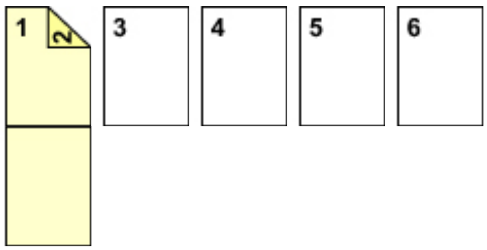
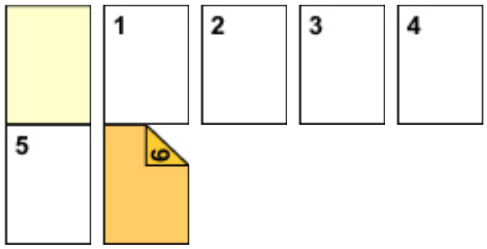
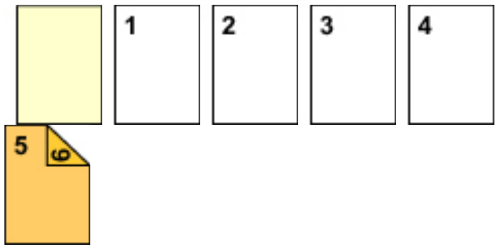
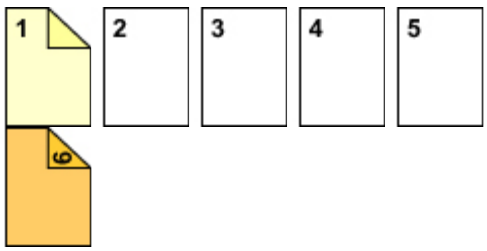
		Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies.
2-SIDED COPY	Not copied	 Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.
Not copied	1-sided copy	 Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover.
Not copied	2-SIDED COPY	 Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.
1-sided copy	1-sided copy	 Makes a 1-sided copy on the first origin

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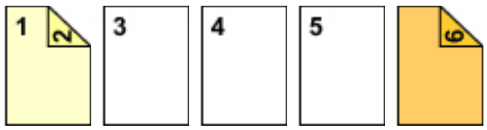
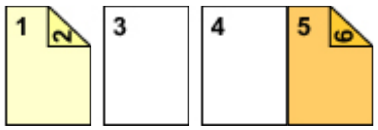
		al page for front cover, and also makes a 1-sided copy on the sixth original page for back cover.
1-sided copy	2-SIDED COPY	Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.
2-SIDED COPY	1-sided copy	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover.
2-SIDED COPY	2-SIDED COPY	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

2-sided copying of 2-sided originals

Setting conditions for each cover		Resulting copies
Front cover	**Back cover**	

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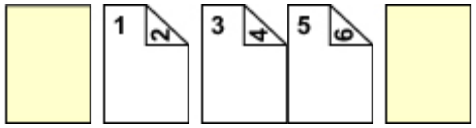
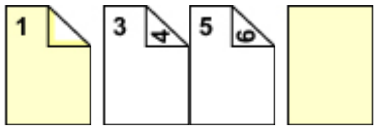
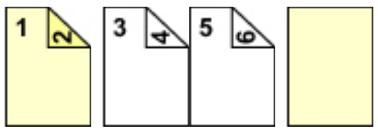
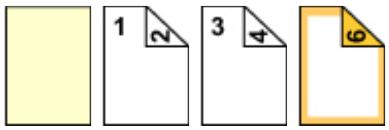
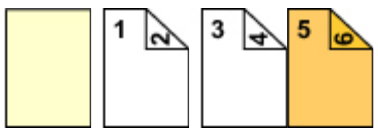
Not copied	Not copied	 Inserts cover sheets at the beginning and end of copies.
1-sided copy	Not copied	 Makes a 1-sided copy on the first original page for front cover, and inserts a back cover at the end of copies. * The second original page is not copied.
2-SIDED COPY	Not copied	 Makes a 2-sided copy on the first and second original pages for front cover, and inserts a back cover at the end of copies.
Not copied	1-sided copy	 Inserts a front cover at the beginning of copies, and makes a 1-sided copy on the sixth original page for back cover. * The fifth original page is not copied.
Not copied	2-SIDED COPY	 Inserts a front cover at the beginning of copies, and makes a 2-sided copy on the fifth and sixth original pages for back cover.

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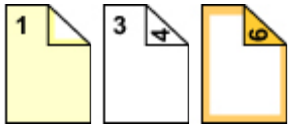
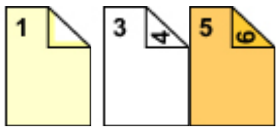
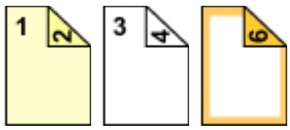
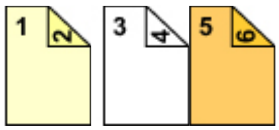
1-sided copy	1-sided copy	 Makes a 1-sided copy on the first original page for front cover, and also makes a 1-sided copy on the sixth original page for back cover. The second and the fifth original pages are not copied.
1-sided copy	2-SIDED COPY	 Makes a 1-sided copy on the first original page for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover. * The second original page is not copied.
2-SIDED COPY	1-sided copy	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 1-sided copy on the sixth original page for back cover. * The fifth original page is not copied.
2-SIDED COPY	2-SIDED COPY	 Makes a 2-sided copy on the first and second original pages for front cover, and also makes a 2-sided copy on the fifth and sixth original pages for back cover.

- Before using the covers/inserts function, load insertion sheets in the tray.

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- When selecting the covers/inserts function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- One sheet can be inserted for each of front and back covers.

- When performing 2-sided copying of 2-sided originals, an insertion sheet cannot be inserted between the front and reverse sides of an original.
- This function cannot be used in combination with the saddle stitch function.
- This setting is not available when the covers/inserts function is disabled in "Setting mode".

Operation

Place the original in the document feeder tray of the automatic document feeder, and tap the [Preview] key.

- AUTOMATIC DOCUMENT FEEDER

Tap the [Others] key, and then tap the [Covers/Inserts] key.

Tap the [Front Cover] key, and then tap the [On] key.

When inserting a back cover, tap the [Back Cover] key, and then tap the [On] key.

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4 Tap the [Change] key, and configure copy setting of a front cover sheet.

When only inserting a cover, tap the [Do not copy] key.

To change the cover input tray:
Tap the [Paper Tray Settings] key to display the input tray setting screen. On the input tray setting screen, tap the [Paper Tray] key of [Front Cover] or [Back Cover].
For more information, see "SELECTING THE PAPER TRAY FOR COPYING".

If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.

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After the settings are completed, tap [OK] and [Back] keys in sequence.

- **To cancel cover sheet insertion:**
  Tap the [Off] key.
- **To cancel the front cover, back cover, and insertion sheet settings at the same time:**
  Tap the [CA] key.

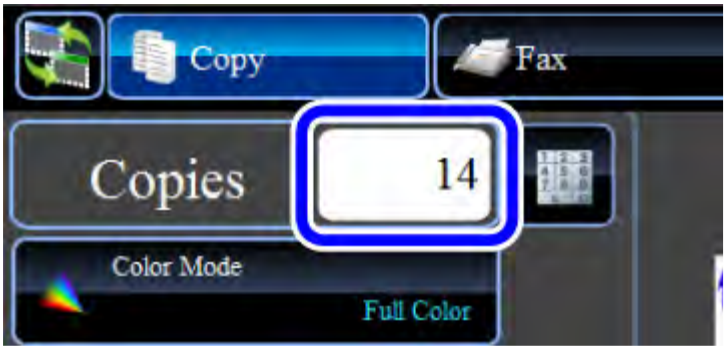
5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

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INSERTING INSERTION SHEETS IN COPIES (COVERS/INSERTS)

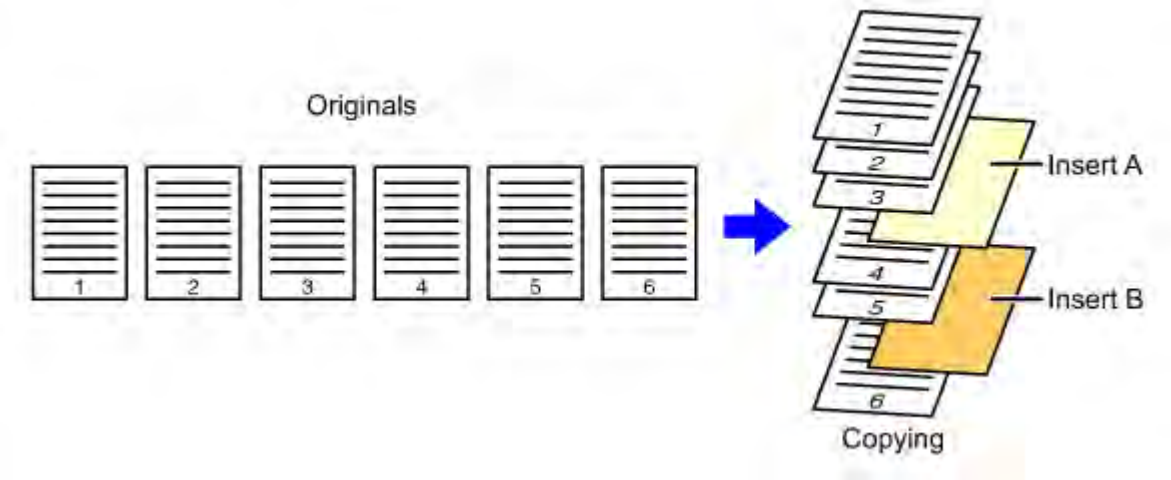
Overview

This function inserts a sheet of paper into a specific page as an insertion sheet.
There are two types of insertion sheets. Insertion positions can be specified.

Insert covers if needed.

When inserting covers, see "INSERTING COVERS IN COPIES".

Example: Insert A after page 3 and insert B after page 5.



Sheet inserting examples

The following examples show the copy results when insertion sheets are inserted into six 1-sided originals or three 2-sided originals using two copy modes described below.

Copy modes

- 1-sided original copying

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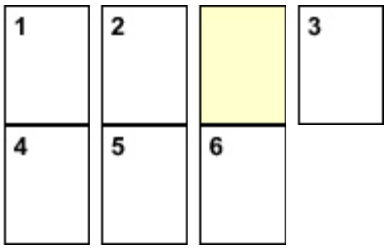
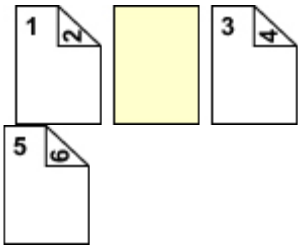
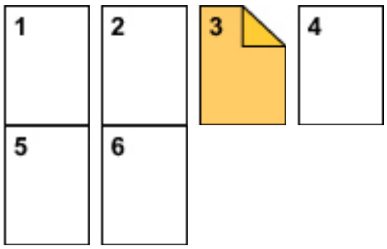
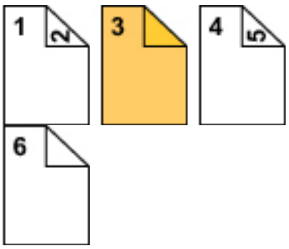
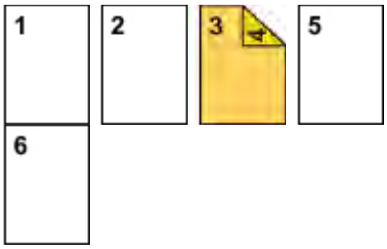
- 2-sided original copying

1-sided original copying

Insertion sheet setting conditions	Resulting copies	
	Insert an insertion sheet in 1-sided copy mode.	Insert an insertion sheet in 2-sided copy mode.
Not copied	 Inserts an insertion sheet between the second and third pages of copies.	
1-sided copy	 Makes a 1-sided copy of the third original page on an insertion sheet.	
2-SIDED COPY	 Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.	

2-sided original copying

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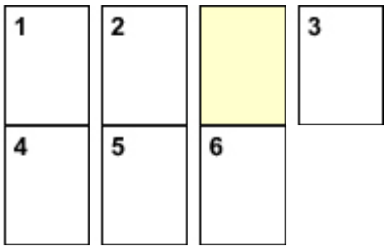
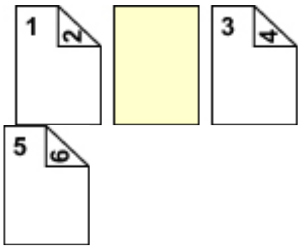
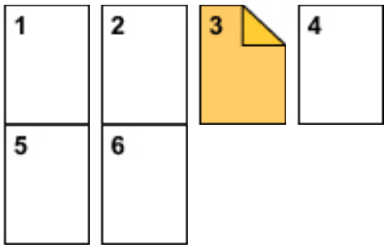
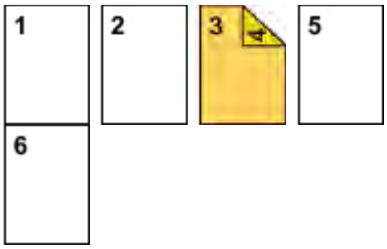
Insertion sheet setting conditions	Resulting copies	
	Insert an insertion sheet in 1-sided copy mode.	**Insert an insertion sheet in 2-sided copy mode.**
Not copied	 Inserts an insertion sheet between the second and third pages of copies.	
1-sided copy	 Makes a 1-sided copy of the third original page on an insertion sheet.	* The fourth original page is not copied.
2-SIDED COPY	 Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.	

- Before using the covers/inserts function, load insertion sheets in the tray.
- When selecting the covers/inserts function, place the originals in the document feeder tray, select 1-sided or 2-sided

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copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.

- The insertion sheet size must be the same as the copy size.
- Up to 100 insertion sheets can be inserted.

- The document glass is not available for this function.
- Note that two insertion sheets cannot be inserted into the same page.
- When performing 2-sided copying of 2-sided originals, an insertion sheet cannot be inserted between the front and reverse sides of an original.
- This function cannot be used in combination with the saddle stitch function.
- This setting is not available when the covers/inserts function is disabled in "Setting mode".

Operation

1 Place the original in the document feeder tray of the automatic document feeder, and tap the [Preview] key.

- AUTOMATIC DOCUMENT FEEDER

2 Tap the [Others] key, and then tap the [Covers/Inserts] key.

3 Tap the [Insertion Sheet] tab.

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Tap the insert page display key.

The Insertion Type B settings are the same as the Insertion Type A settings.

Enter the number of the page you want to insert a sheet into using numeric keys, and then tap the [Enter] key.

The total number of insertion sheets is displayed at the side of [Enter] key. Repeat these steps for the number of insertion sheets.

If you have entered an incorrect insert page number:

Tap the [Page Layout] key and change the page.

- CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS

After the settings are completed, tap OK and [Back] keys in sequence.

To cancel inserting insertion sheets:

Tap the [CA] key.

Tap the [Change] key.

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7 When only inserting insertion sheet A, tap the [Make No Copy] key.

When making a copy on insertion sheet A, tap the [Simplex] or [2-Sided Copy] key.

To change an insertion sheet:
Tap the [Paper Tray] key, and select the tray with insertion sheets loaded.

When copying on both sides of an insertion sheet, you cannot use label sheets, transparency films, or tab paper for insertion. If not copied on, tab paper can be inserted.

After the settings are completed, tap [OK].

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8 Check the preview image in the preview screen.

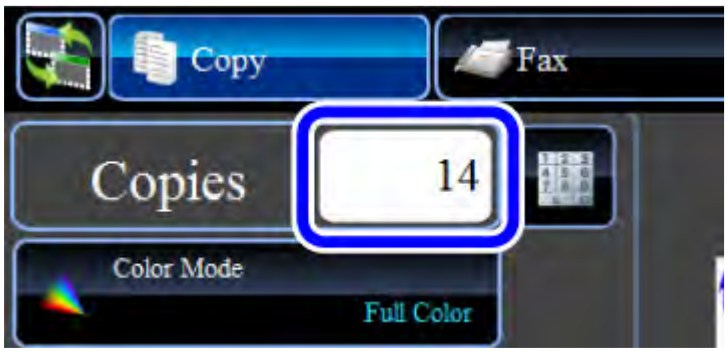
Check whether or not settings produce the required results.

To cancel all settings:

Tap the [CA] key.

9 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS (PAGE LAYOUT)

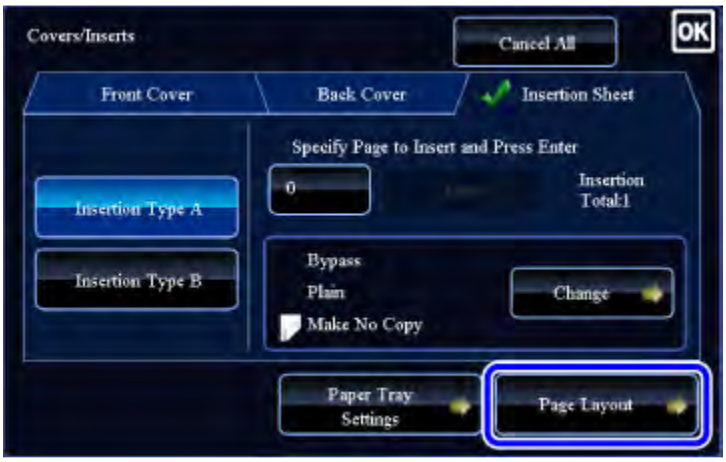
The editing contents are different between the registered covers and insertion sheets as shown below.

- For the cover, you can change settings such as the paper type, copy/do not copy, 1-Sided, and 2-Sided.
- For insertion sheet, you can change only the page number you want to insert an insert sheet into.

1 Tap the [Others] key, and then tap the [Covers/Inserts] key.

2 Tap the [Page Layout] key.

If the settings for the covers or insertion sheets are not configured, the [Page Layout] key is disabled.



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3 Check the page layout.

To exit this job after checking the page layout, tap the OK key. To edit or delete, tap the required key. When deleting, tap the [Delete] key. When editing, tap the [Modify] key.

4 Change cover or insertion sheet settings.

For the cover, you can change the copy mode. You can change the page number you want to insert an insert sheet into.
After the settings are completed, tap the OK key multiple times to return to the [Others] screen. Then, tap the [Back] key.

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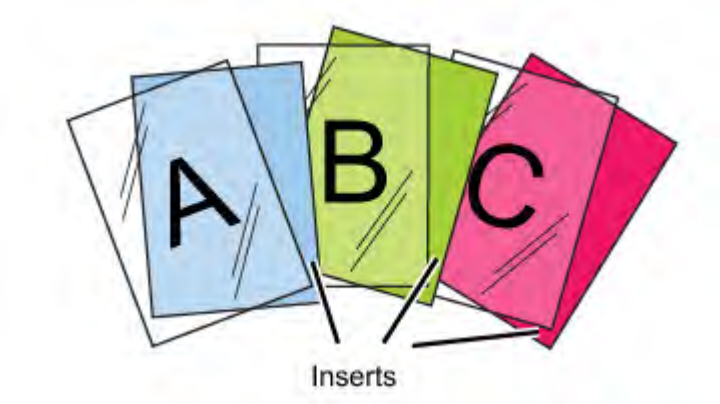
INSERTING INSERTION SHEETS IN BETWEEN TRANSPARENCY FILMS (TRANSPARENCY INSERTS)

Overview

When copying on transparency film, the sheets may stick together due to static electricity.
The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle.
It is also possible to copy on insertion sheets.



When performing 2-sided copying, only "2-side to 1-side" mode can be used.

- The number of copies cannot be selected in this mode.
- Transparency film can only be placed in the bypass tray.

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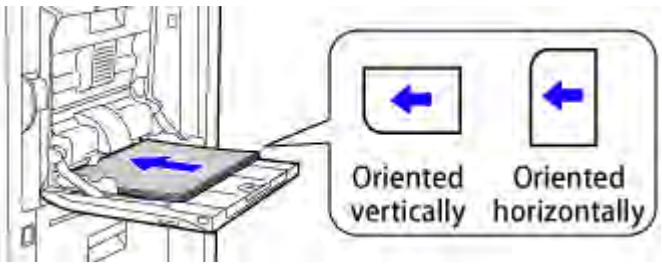
Operation

1 Place the transparency film face down in the bypass tray, and load transparency film sheets.

After loading the transparency film, configure the bypass tray settings.

- MAKING COPIES USING THE BYPASS TRAY



2 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

3 Tap the [Others] key, and tap the [Transparency Inserts] key.

4 Tap the [On] key.

When making a copy on insertion sheets, tap the [Also Make Copy on Inserts] checkbox to set to ☑.
After the settings are completed, tap ☒ and [Back] keys in sequence.

To cancel the transparency inserts setting:

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Tap the [Off] key.

5 Check the preview image in the preview screen.

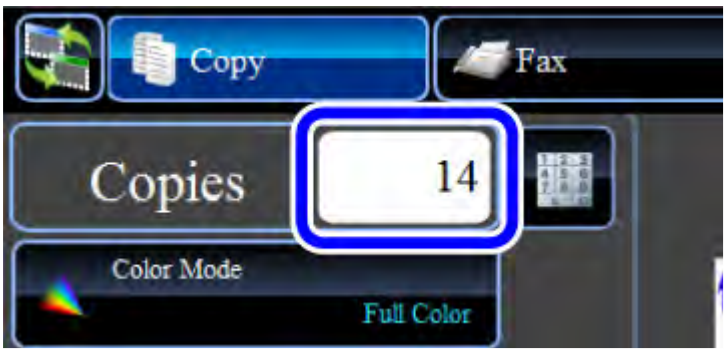
Check whether or not settings produce the required results.

To cancel all settings:

Tap the [CA] key.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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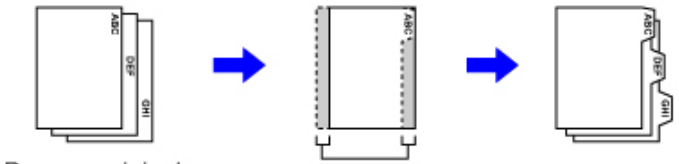
COPYING CAPTIONS ONTO TAB PAPER (TAB COPY)

Overview

Load a tab sheet in the bypass tray, and make a copy on a tab.
Prepare appropriate originals for tab captions.



Relation between the originals and the tab paper

Tab copying with a left binding

Originals	Placing the originals	Loading tab paper
Originals 1 Final image	Document feeder tray 1 Insert the originals so that the side with no tab text enters first. Document glass Place so that the side with the tab text is on the left.	Side 2 Load the tab paper so that the tab on the first sheet is toward you.

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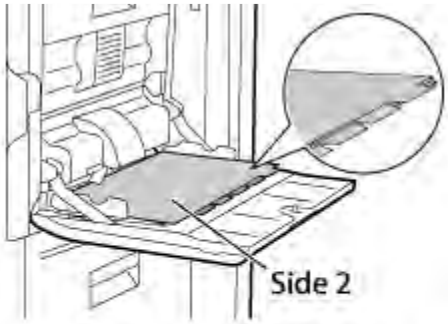
Tab copying with a right binding

Originals	Placing the originals	Loading tab paper
Originals 1 Final image	Document feeder tray Insert the originals so that the side with no tab text enters first. Document glass Place so that the side with the tab text is on the left.	 Load the tab paper so that the tab on the first sheet is toward you.

Tab Copy must be specified before scanning the original.

To change the default image shift width for tab copying:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Setting] → [Initial Tab Copy Setting].
The default image shift width can be set from 0" to 5/8" (0 mm to 20 mm). The factory default setting is "1/2" (10 mm)".

Operation

1. **Tap the [Others] key, and tap the [Tab Copy] key.**
2. **Tap the [On] key.**
3. **Sets an image shift width (tab width).**

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- Tap the numeric value display indicating the image shift width, and enter a shift width using numeric keys.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with − +.

After the settings are completed, tap ☒ and [Back] keys in sequence.

To cancel the tag copy setting:
Tap the [Off] key.

4 Load the tab paper.

When using the bypass tray, place the paper with the print side down.
Place the paper so that the sides with the tabs enter the machine last.
After loading tab paper into the bypass tray, configure the bypass tray settings as explained in "MAKING COPIES USING THE BYPASS TRAY".

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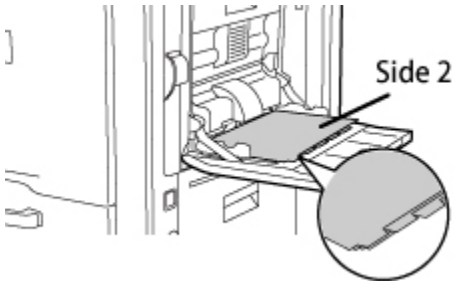

The width of the tab paper can be as wide as 8-1/2" x 11" paper (8-1/2") plus 5/8" (or A4 width (210 mm) plus 20 mm).

5 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

6 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

7 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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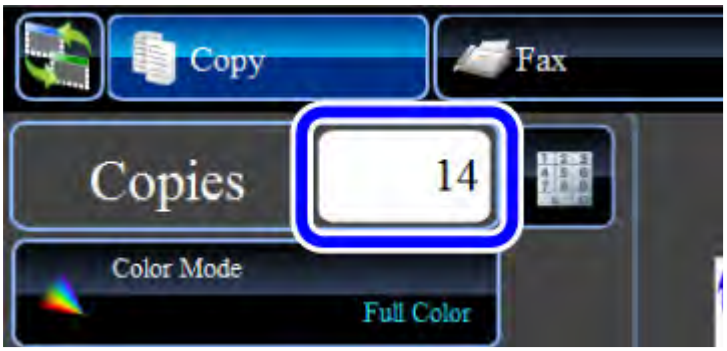

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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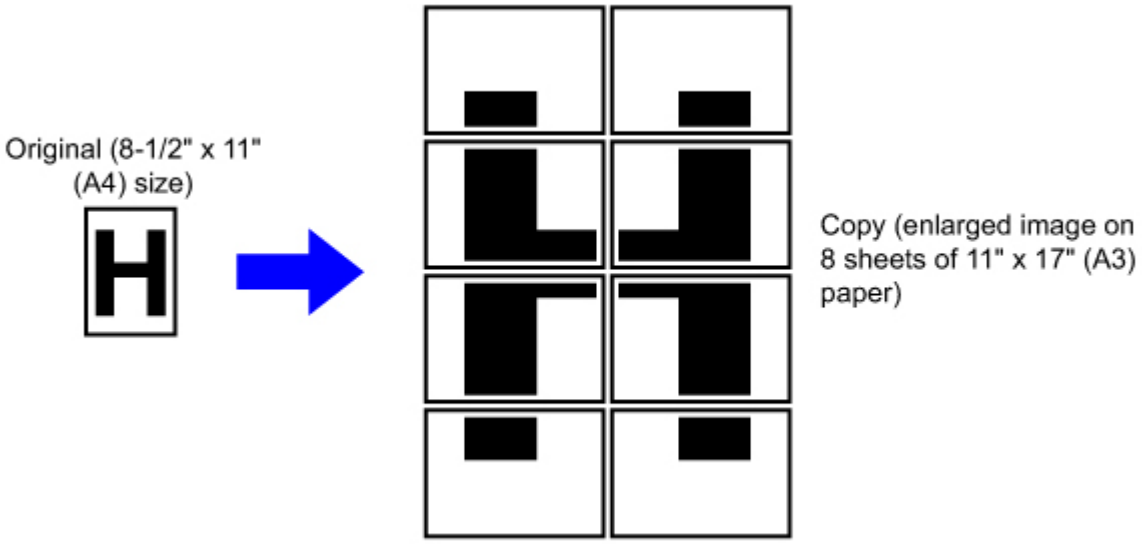
MAKING A POSTER-SIZED COPY
(MULTI-PAGE ENLARGEMENT)

Overview

This function separately copies an enlarged original image on multiple sheets.



- Multi-Page Enlargement must be specified before scanning the original.
- Place an original on the document glass.
- Overlap of sections of image
  - There will be a margin around the edges of each copy.
  - Areas for overlapping the copies will be created at the leading and trailing edges of each copy.
- The paper size, number of sheets required for the enlarged image, and the ratio are automatically selected based on the selected original size and enlargement size. (The paper size and ratio cannot be selected manually.)

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Operation

1 Tap the [Others] key, and tap the [Multi-Page Enlargement] key.

2 Select the [AB] or [Inch] tab to meet the original size for multi-page enlargement, and tap the key that meets the original size.

Tapping the key of the original size displays the keys that show the available enlargement size, copy paper size, and number of sheets.

3 Tap the key of the size you want to enlarge the original to.

The original orientation appears.

After the settings are completed, tap ☒ and [Back] keys in sequence.

When printing the copy image and margin border, set the [Print Paste Position Mark] checkbox to ☑.

- To cancel the multi-page enlargement setting:

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Tap the [Clear] key.

Although the multi-page enlargement setting is canceled, the ratio selected automatically is kept valid.

- To return the ratio to 100%:
  Tap the [Copy Ratio] key on the base screen to display the ratio menu, and then tap the [100%] key.

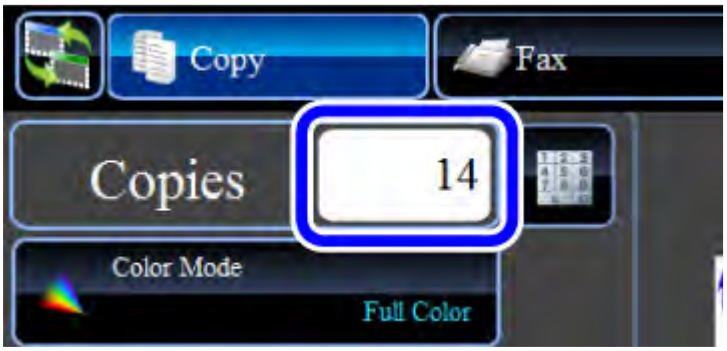
4 Place the original on the document glass based on the orientation displayed on the screen, and tap the [Preview] key.

5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

6 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

02-046.htm

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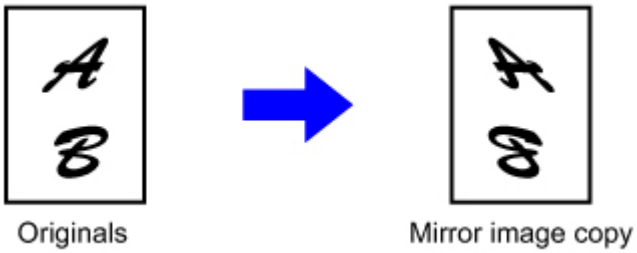
COPYING WITH MIRROR IMAGE
(MIRROR IMAGE)

Overview

This function makes copies by inverting the original into a mirror image.



Specify the Mirror Image before scanning an original.

Operation

1 Tap the [Others] key, and tap the [Mirror Image] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the mirror image setting:
Tap the [Mirror Image] key to clear the checkmark.

2 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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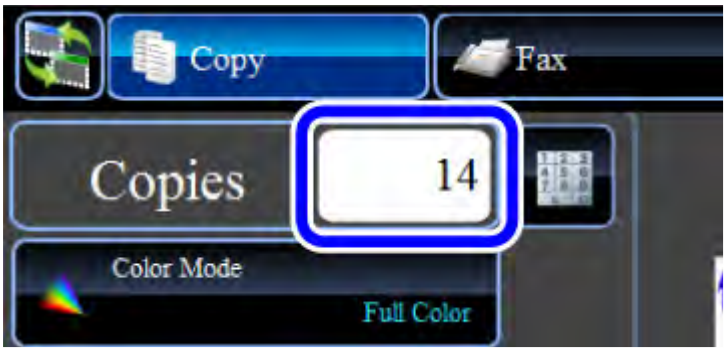
3 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

4 Tap the [Color Start] or [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-047.htm

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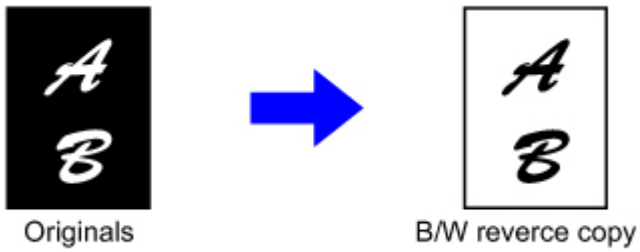
REVERSING WHITE AND BLACK IN A COPY (B/W REVERSE)

Overview

This function reverses black and white in a copy to create a negative image. This function can only be used for black and white copying. Originals with large black areas (which use a large amount of toner) can be copied using Black/White Reverse to reduce toner consumption.



- B/W Reverse must be specified before scanning the original.
- When this function is selected, the "Original Image Type" setting for exposure adjustment automatically changes to "Text".

When this function is selected, you cannot use the [Color Start] key.

Operation

1 Tap the [Others] key, and tap the [B/W Reverse] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

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To cancel B/W reverse:

Tap the [B/W Reverse] key to uncheck it.

2 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

3 Check the preview image in the preview screen.

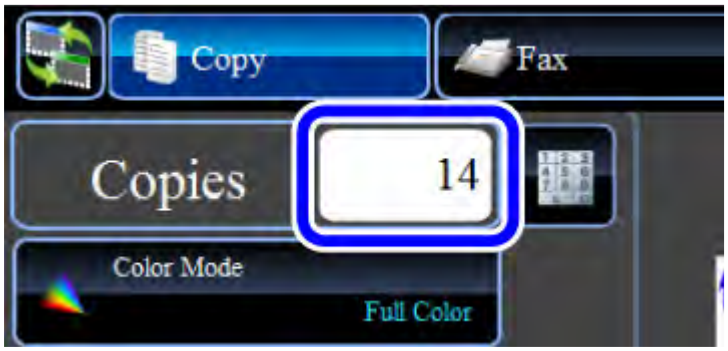
Check whether or not settings produce the required results.

To cancel all settings:

Tap the [CA] key.

4 Tap the [B/W Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-050.htm

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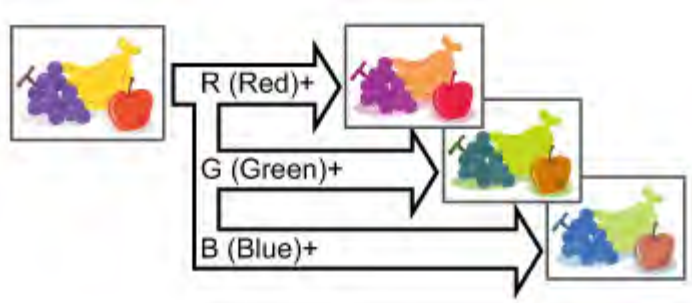
ADJUSTING RED/GREEN/BLUE IN COPIES (RGB)

Overview

This function heightens or lightens any one of the three color components R (red), G (green), and B (blue).

RGB must be specified before scanning the original.



Operation

1. **Tap the [Others] key, and tap the [RGB] key.**

2. **Tap the key of the color you want to adjust.**

3. **Tap [−] [+] or slide the slider to adjust the coloring.**

   After the settings are completed, tap [OK] and [Back] keys in sequence.

Only one color can be adjusted. (If you adjust one color and then tap another color, the adjustment of the first color is canceled.)

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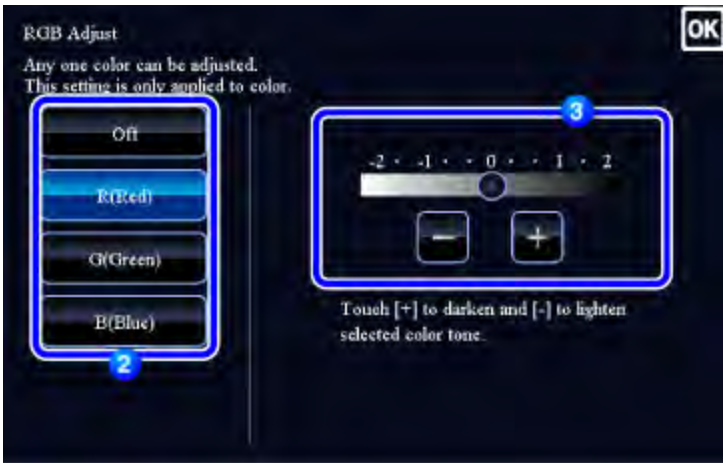

To cancel the RGB adjust setting:
Tap the [Off] key.

4 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

5 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

6 Tap the [Color Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.

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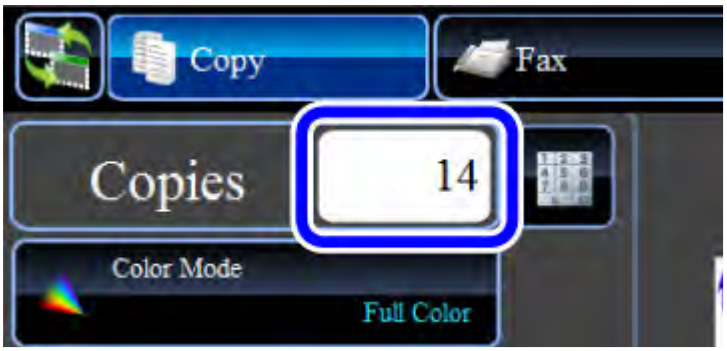

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-051.htm

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ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS)

Overview

This function adjusts the sharpness to make a sharper or softer image.

Sharpness must be specified before scanning the original.

Operation

1 Tap the [Others] key, and tap the [Sharpness] key.

2 Tap [−] [+] or slide the slider to adjust the sharpness.

After the settings are completed, tap [OK] and [Back] keys in sequence.

To cancel the sharpness setting:
Tap the [Off] key.

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3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

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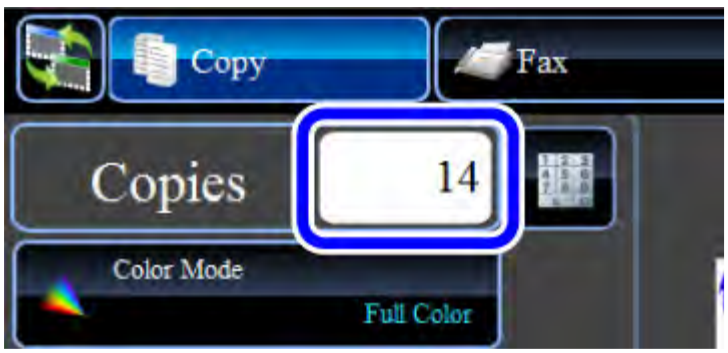
To cancel all settings:
Tap the [CA] key.

4 Tap the [Color Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:
Tap the copies display key to specify the number of copies.

02-052.htm

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ADJUSTING THE COLOR (COLOR BALANCE)

Overview

This function adjusts the color, tone, and density.

This function divides each of colors, yellow, magenta, cyan, and black, into eight gradations from light to dark, and adjusts the average density of each gradation.
As necessary, it collectively adjusts all eight gradations.

Color Balance must be specified before scanning the original.

To change the default color balance setting:
In "Setting mode", select [System Settings] → [Copy Settings] → [Color Adjust] → [Initial Color Balance Setting].

Operation

1. **Tap the [Others] key, and tap the [Color Balance] key.**
2. **Tap the tab of the color you want to adjust.**

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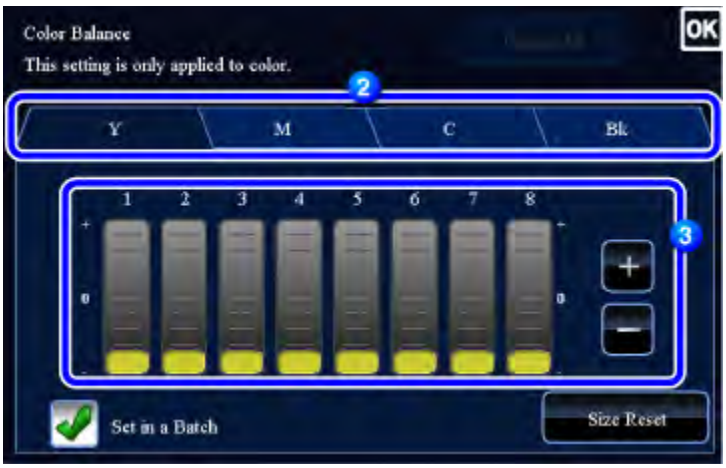
3 Tap the [−][+] key or slide the slider to adjust the color balance.

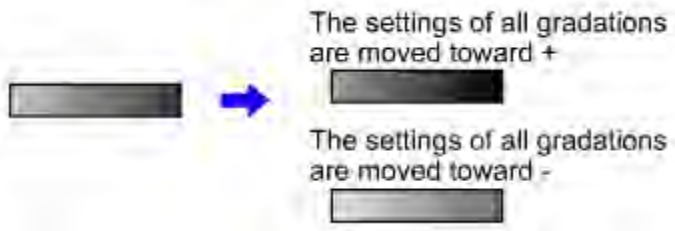
To individually adjust eight sliders, set the [Set in a Batch] checkbox to ☐, and slide the control of each slider.

When using the [−][+] key to individually adjust eight sliders, tap the required slider and tap the [−][+] key.

As necessary, tap the tab of each color, and repeat this step.



Color Balance Setting



- **To return the current color balance to the default:**

  Tap the [Size Reset] key.
  The values of all eight gradations currently being adjusted will return to their default color balance values.

- **To return all color balances to defaults:**

  Tap the [Cancel All] key.
  The default color balance is set by selection of [System

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Settings] in "Setting mode" →[Copy Settings] → [Color Adjust] → [Initial Color Balance Setting].

4 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

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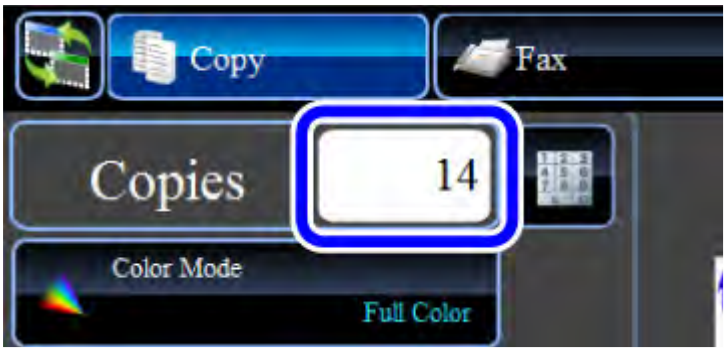
- DOCUMENT GLASS

5 Tap the [Color Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-054.htm

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ADJUSTING THE BRIGHTNESS OF A COPY (BRIGHTNESS)

Overview

This function adjusts the brightness of a color copy image.

Brightness must be specified before scanning the original.

Operation

Tap the [Others] key, and tap the [Brightness] key.

Tap the [−] [+] key or slide the slider to adjust the brightness.
After the settings are completed, tap [OK] and [Back] keys in sequence.

To cancel the brightness setting:
Tap the [Off] key.

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3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

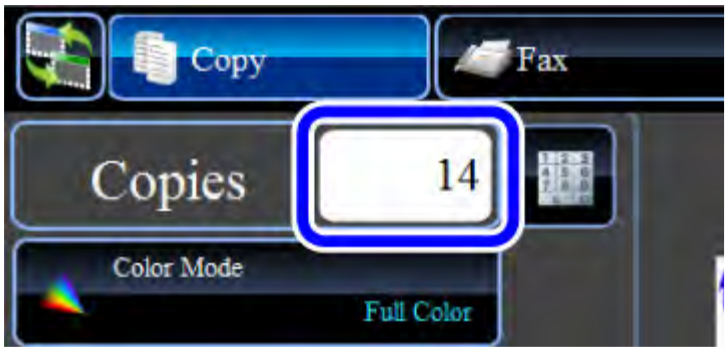
4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



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To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

02-055.htm

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ADJUSTING THE INTENSITY OF A COPY (INTENSITY)

Overview

This function adjusts the intensity (saturation) of a color copy image.

Intensity must be specified before scanning the original.

This function cannot be combined with [Copy of Copy] or [Color Tone Enhancement] in Exposure.

Operation

1 Tap the [Others] key, and tap the [Intensity] key.

2 Tap the [−] [+] key or slide the slider to adjust the intensity.

After the settings are completed, tap [OK] and [Back] keys in sequence.

To cancel the intensity setting:

Tap the [Off] key.

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3 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

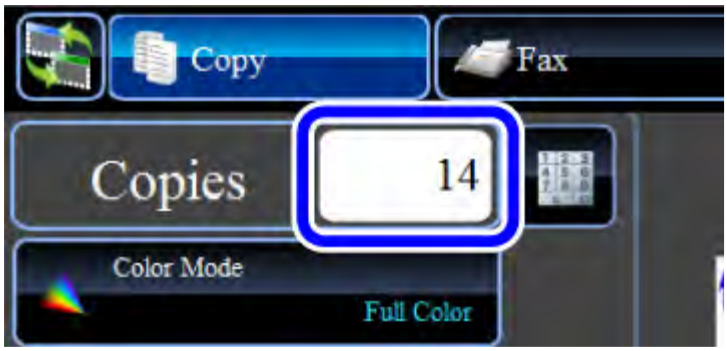
4 Check the preview image in the preview screen.

Check whether or not settings produce the required results.

To cancel all settings:
Tap the [CA] key.

5 Tap the [Color Start] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



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To make two or more sets of copies:

Tap the copies display key to specify the number of copies.

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COPY JOBS

When you tap the job status display, jobs are displayed in a list. To check the status of a copy job, tap the [Print] tab.
When you wish to stop or delete jobs or to perform priority processing, see the following items:

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
- PRIORITY PROCESSING OF A RESERVED JOB
- CHECKING A RESERVED JOB OR THE JOB IN PROGRESS
- CHECKING COMPLETED JOBS

02-068.htm

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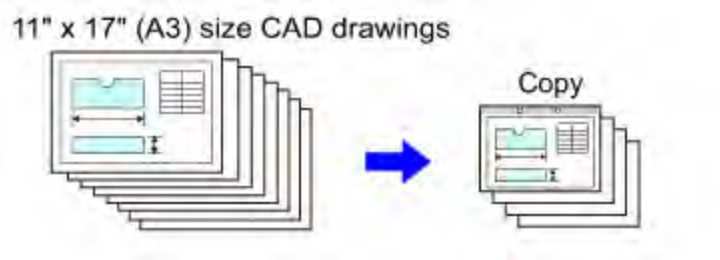
STORING A PROGRAM

Overview

This function collectively stores copy settings as one program. The stored program can be retrieved using an easy operation.
For information about how to retrieve a program, see "RETRIEVING A PROGRAM".

For example, suppose 11" x 17" (A3) size CAD drawings are copied once a month for archive purposes using the following settings:

- The 11" x 17" (A3) size CAD drawings are reduced to 8-1/2" x 11" (A4) size.
- To reduce paper use by half, 2-sided copying is used.
- Margin shift is used to allow a margin to punch holes for filing.



When a job program is not stored	When a job program is stored
Sets 11" x 17" (A3) to 8-1/2" x 11" (A4) reduction. ↓ Changes the exposure setting. ↓ Sets 2-sided copying. ↓	Selects copy settings. ↓ Tap the [Color Start] key or the [B/W Start] key.

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Sets margins. Sets punch hole settings. Tap the [Color Start] key or the [B/W Start] key.	
Considerable time is required to copy the drawings each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings, so some copies must be redone.	The settings are stored in a program, so they can be selected by the touch of a key. This is simple and takes no time. In addition, the settings are all stored so there are no chances for mistakes, and thus no need to redo copies due to setting mistakes.

- Up to 48 programs can be stored.
- Program settings remains registered even when the main power has been turned off.
- A program can also be stored in a home page or bookmark as a shortcut; therefore, it is helpful when retrieving it.

Operation

1 Specify the copy function to be stored.

Using the base screen will display the [Program Registration] key.

2 Tap the [Program Registration] key on the action panel.

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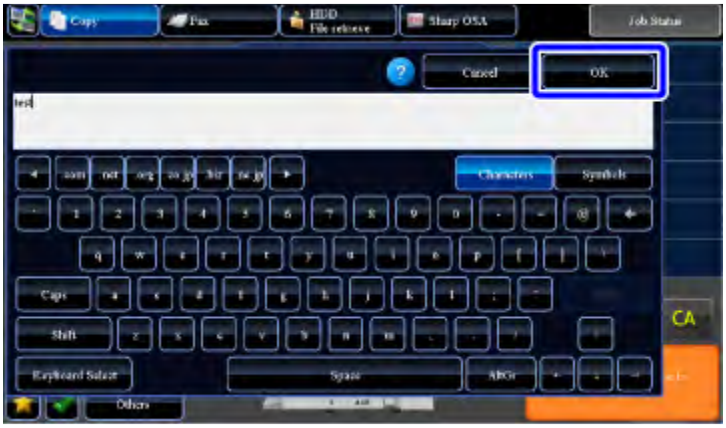
3 Tap a key not used yet for program registration.

A key with a program stored is displayed in color. Tap a key with no program stored.

If a program is not named, a serial number is automatically assigned instead of a program name.

4 Name the program, and tap the [OK] key.

A registration completion message appears.



5 Select whether or not to register the program in home page or bookmark.

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- If user authentication is enabled, a shortcut of the program is registered in the user's home page or bookmark.
- If user authentication is disabled, the administrator password entry screen appears. When the administrator password is entered, the registration is completed.

The number of copies cannot be stored.

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RETRIEVING A PROGRAM

1. **Tap [Call Program] key on the action panel.**

2. **Tap the key of the program you want to retrieve.**

- Select a program key, and tap the [Add to Bookmark] or [Register in Home] key on the action panel. You can then register the selected program as a shortcut in bookmark or home page.

02-072.htm

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DELETING AND RENAMING A PROGRAM

Overview

This section explains how to delete copy settings in a program and rename a program.

- A program that is already stored cannot be deleted.
- When [System Settings] in "Setting mode" →[Copy Settings] → [Copy Setting] → [Disabling of Registration/Deletion of Program] is selected, a registered program cannot be deleted or renamed.

Operation

- Deleting a program
- Renaming a program

Deleting a program

Tap [Call Program] key on the action panel.

Tap the [Delete] key on the action panel.

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3 **Tap the key of the program you want to delete, and tap the [Delete] key.**

Renaming a program

1 **Tap [Call Program] key on the action panel.**

2 **Tap the [Change Name] key on the action panel.**

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3 Tap the key of the required program, and rename the program. Then tap the [OK] key.

After the settings are completed, tap [OK].

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "PRINTER"

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PRINTER FUNCTION OF THE MACHINE

The machine is equipped with a full color printing function as standard.
To enable printing from your computer, a printer driver must be installed.
See the table below to determine which printer driver to use in your environment.

Windows environment

Printer driver type
PCL6 The machine support the Hewlett-Packard PCL6 printer control languages.
PS • This printer driver supports the PostScript® 3™ page description lang uage developed by Adobe Systems Incorporated. • If it is desired to use the Windows standard PS printer driver, the PPD driver must be used.

- To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide.
- The User's Manual mainly uses PCL6 printer driver screens to explain how to print in a Windows environment. The printer driver screens may differ slightly depending on the printer driver you are using.

Macintosh environment

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Printer driver type
PS This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated and uses a PPD file.

- To install the printer driver and configure settings in a Macintosh environment, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

03-001.htm

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PRINTING IN A WINDOWS ENVIRONMENT

Overview

- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Print Settings]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [MX-xxxx]. ("xxxx" is a sequence of characters that varies depending on the machine model.)

Operation

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.

1 Click of WordPad and select [Print].

In Windows XP/Server 2003/Vista, select [Print] from the [File] menu.

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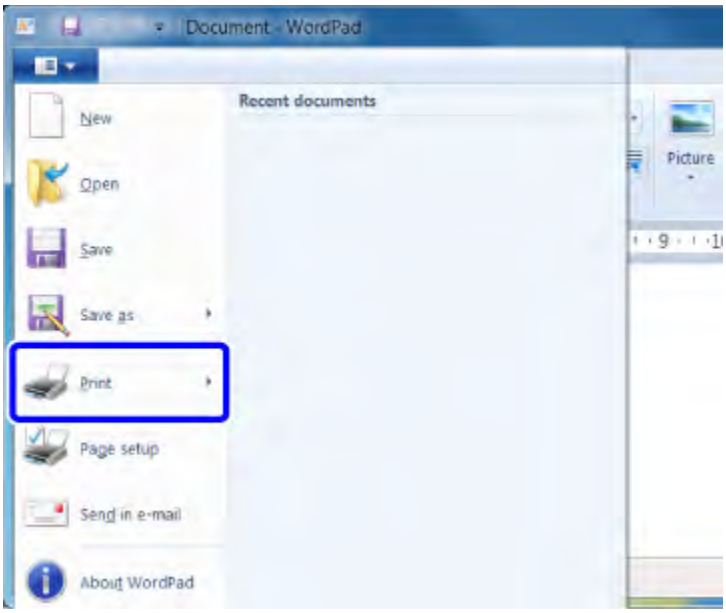
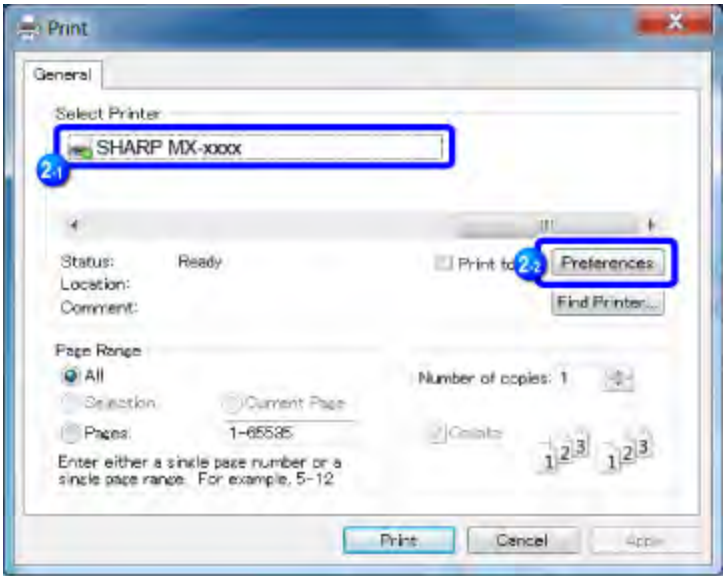


2 Select the printer driver for the machine and click the [Preferences] button.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

Click a tab on the "Print" dialog box to adjust the settings on that tab.



3 Click the [Paper] tab and select the paper size.

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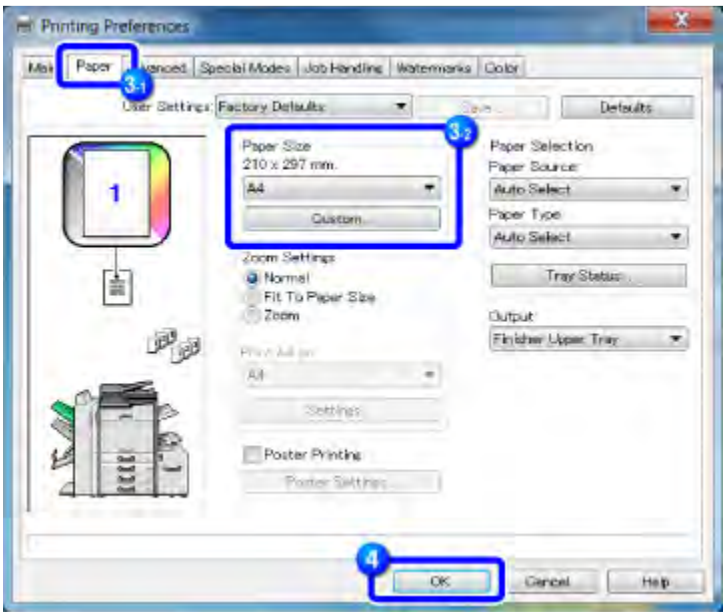
- Make sure the paper size is the same as the paper size set in the application.
- You can register up to seven user-defined sizes in the pull-down menu. To store a paper size, select [Custom Paper] or one of [User 1] to [User 7] from the pull-down menu and click the [Custom] button.
- To select settings on other tabs, click the desired tab and then select the settings.



4 Click the [OK] button to execute printing.

03-002.htm

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PRINTING IN A MACINTOSH ENVIRONMENT

Overview

- The menu used to execute printing may vary depending on the application.
- The machine name that normally appears in the "Printer" menu is [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on the machine model.)

Operation

The following example explains how to print a document from the standard accessory application "TextEdit" in Mac OS X.

1. **Select [Page Setup] from the [File] menu and select the printer.**
   If the printer drivers appear as a list, select the name of the printer driver to be used from the list.
2. **Select the paper settings and click the [OK] button.**
   Set the paper size, paper orientation, and copy ratio.

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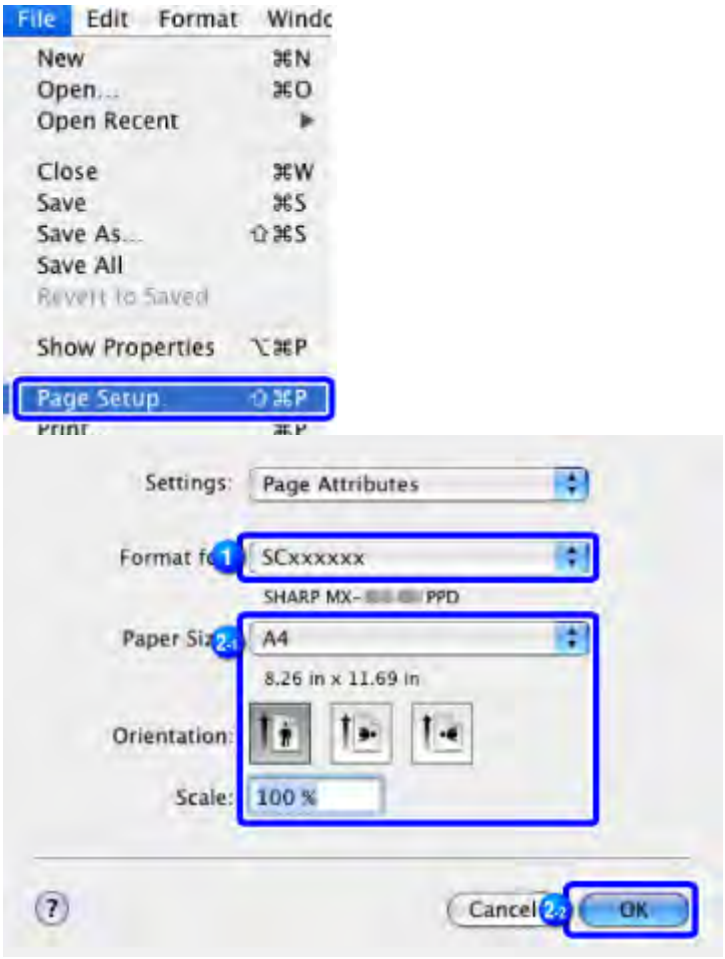
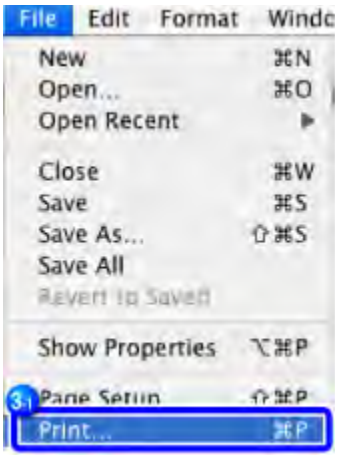


3 Select [Print] from the [File] menu. Make sure that the correct printer is selected.



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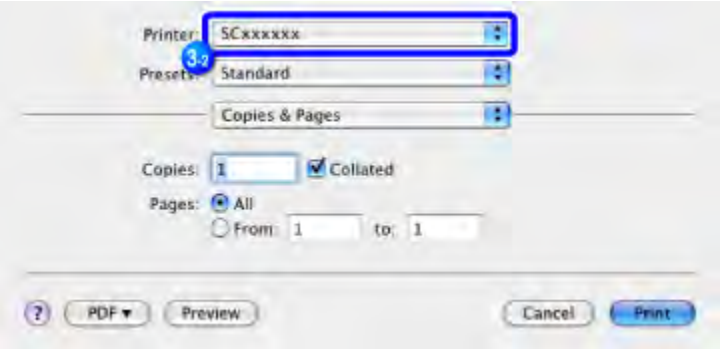
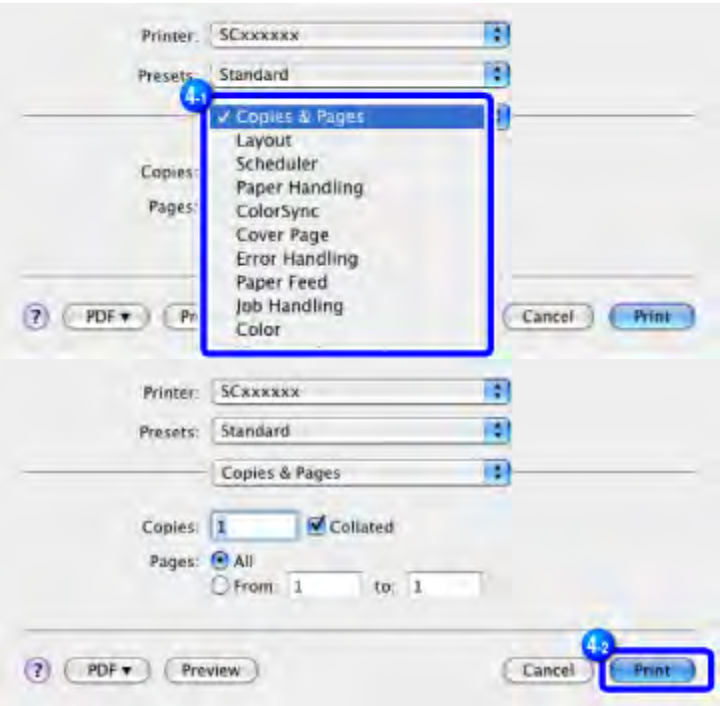


4 Select the print settings and click the [Print] button.

- In Mac OS X 10.4, click ⇕ next to [Copies & Pages] and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.
  In Mac OS X 10.5, 10.6, 10.7, and 10.8 if the settings do not appear, click ▼ next to the printer name.



03-003.htm

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PRINTING IN A WINDOWS ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)

Overview

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

- The button that is used to open the printer driver properties window (usually [Property] or [Print Settings]) may vary depending on the application.
- When black and white printing is set in the printer driver, printing is possible without entering user information.
  For black and white print settings, see "Black and white printing" in "SELECTING THE COLOR MODE".
  The number of pages printed is added to the "Other User" count. In this case, other print functions may be restricted.
  For more information, ask your administrator.

- If you have configured "Printing Policy" on the [Options] tab so that user authentication is always performed, users are required to be authenticated for each print job.
- The machine's user authentication function cannot be used when the PPD driver* is installed and the Windows standard PS printer driver is used.
  For this reason, the machine can be configured to prohibit users from executing printing unless their user information is stored in the machine.
  * The PPD driver enables the machine to print using the Windows standard PS printer driver.

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To prohibit printing by users whose user information is not stored in the machine:
In "Setting mode", select [User Control] → [Default Settings] → [Disable Printing by Invalid User].

Operation

1 In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.

2 Click the [Job Handling] tab.

3 Enter your user information.

- When authentication is carried out using the login name/password, click the [Login Name] and [Password] checkboxes so that the checkmark ☑ appears, and enter your login name and password. Enter the password using 1 to 32 characters.
- When authentication is carried out using the user number, select the [User Number] checkbox and enter your user number using 5 to 8 digits.

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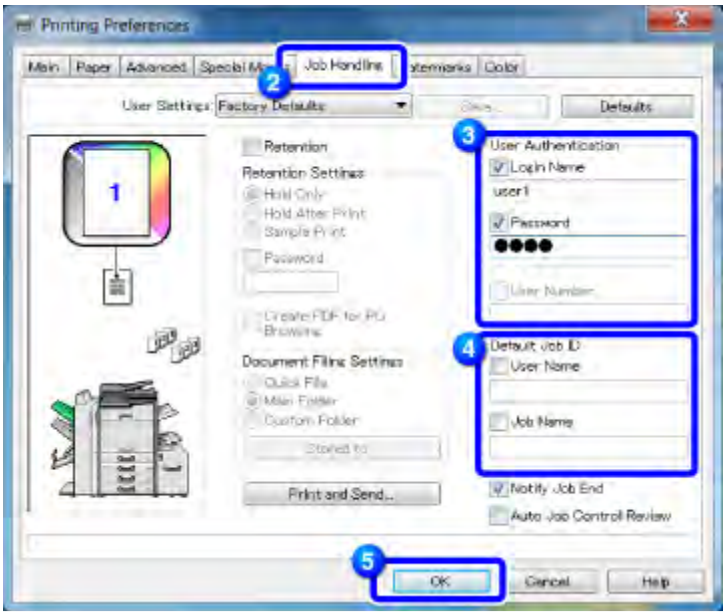

If you have configured "Printing Policy" on the [Options] tab so that user authentication is always performed, user information cannot be entered here.
User information must be entered in the dialog box that appears each time the user starts a print job.

4 Enter the user name and job name as necessary.

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 30 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.

To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox.

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Click the [OK] button to execute printing.

03-004.htm

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PRINTING IN A MACINTOSH ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)

Overview

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

- The menu used to execute printing may vary depending on the application.
- The machine name that normally appears in the "Printer" menu is [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on the machine model.)
- When black and white printing is set in the printer driver, printing is possible without entering user information.
  For black and white print settings, see "Black and white printing".
  The number of pages printed is added to the "Other User" count. In this case, other print functions may be restricted.
  For more information, ask your administrator.

To prohibit printing by users whose user information is not stored in the machine:
In "Setting mode", select [User Control] → [Default Settings] → [Disable Printing by Invalid User].

Operation

1 In the application, select [Print] from the [File] menu.

Make sure that the machine's printer name is selected.

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2 Select [Job Handling] and enter your user information.

- When authentication is carried out using the login name/password, enter your login name in "Login Name" and your password (1 to 32 characters) in "Password".
- When authentication is carried out using the user number, enter your user number (5 to 8 digits) in "User Number".

- In Mac OS X 10.5, 10.6, 10.7, and 10.8, select [Job Handling] and click the [Login] tab.

3 Enter the user name and job name as necessary.

- Enter your user name using up to 32 characters. The entered user name will appear on the touch panel of the machine. If you do not enter a user name, your PC login name will appear.
- Enter a job name using up to 32 characters. The entered job name will appear as a file name on the touch panel of the machine. If you do not enter a job name, the file name set in the application will appear.

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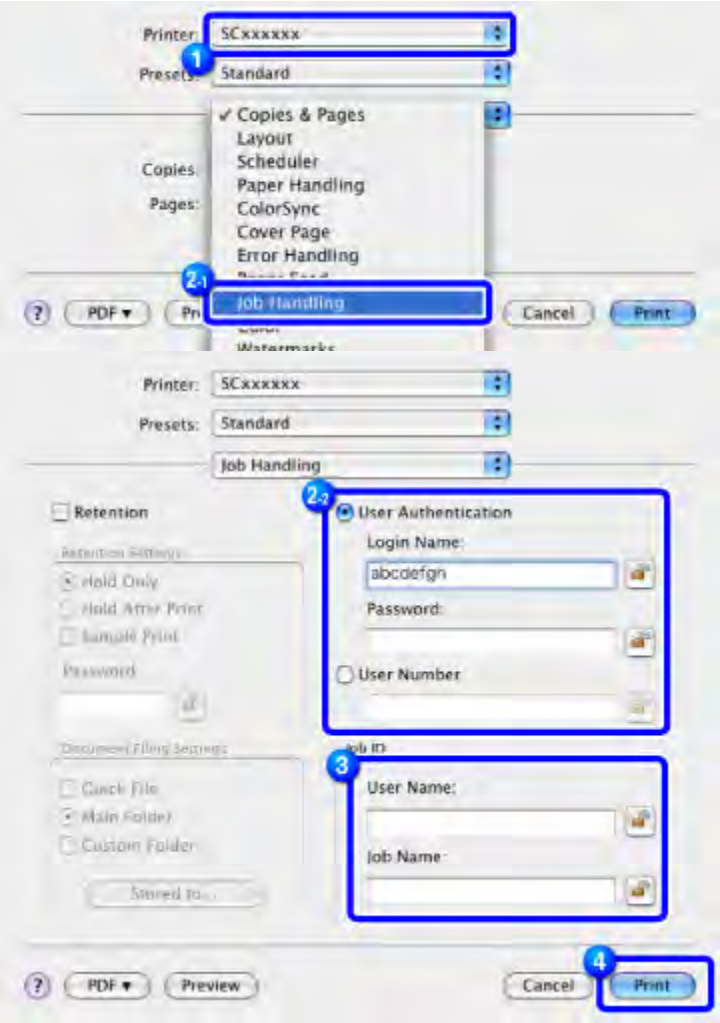

Click the [Print] button.

In Mac OS X, you can click the (lock) button after entering your login name and password, or user number, to simplify operation the next time you wish to print based on the same user authentication.

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PAPER FEEDING IN A WINDOWS ENVIRONMENT

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To check the most recent tray information, click the [Tray Status] button in [Paper Selection] on the [Paper] tab.
The relationships between the "Paper Size" setting and the "Paper Selection" setting are as follows:

- **When "Paper Tray" in "Paper Selection" is set to [Auto Select]**

  The tray that contains paper of the size and type selected in "Paper Size" and "Paper Type" is automatically selected.

- **When "Paper Tray" in "Paper Selection" is set to anything other than [Auto Select]**

  The specified tray is used for printing regardless of the "Paper Size" setting.
  When you have set "Paper Tray" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.

- **When "Paper Type" in "Paper Selection" is set to [Auto Select]**

  A tray with plain paper or recycled paper of the size specified in "Paper Size" is automatically selected. (The factory default setting is plain paper only.)

- **When "Paper Type" in "Paper Selection" is set to anything other than [Auto Select]**

  A tray with the specified type of paper and the size specified in "Paper Size" is used for printing.

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Special media such as envelopes can also be placed in the bypass tray. For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY".

When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Setting mode" → [Printer Settings] → [Default Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

To exclude the bypass tray from the trays that can be selected when [Auto Select] is selected:
In "Setting mode", select [System Settings] → [Printer Settings] → [Default Settings] → [Bypass Tray Settings] → [Exclude Bypass-Tray from Auto Paper Select].
If special media are frequently loaded in the bypass tray, it is recommended that this setting be enabled.

03-006.htm

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PAPER FEEDING IN A MACINTOSH ENVIRONMENT

This section explains the [Paper Feed] settings in the print settings window.

- **When [Auto Select] is selected:**

  A tray that is set for plain or recycled paper (only plain paper in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.

- **When a paper tray is specified:**

  The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen.
  For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).

- **When a paper type is specified:**

  A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.

Special media such as envelopes can also be placed in the bypass tray. For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY".

When [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default), which you can reach by selecting [System Settings] in "Setting mode" → [Printer Settings] → [Default Settings] → [Bypass Tray Settings] is enabled, printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

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To exclude the bypass tray from the trays that can be selected when [Auto Select] is selected:
In "Setting mode", select [System Settings] → [Printer Settings] → [Default Settings] → [Bypass Tray Settings] → [Exclude Bypass-Tray from Auto Paper Select].

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PRINTING ON ENVELOPES IN A WINDOWS ENVIRONMENT

Overview

The bypass tray can be used for envelope printing.

- For the types of paper that can be used in the bypass tray, see "APPLICABLE PAPER TYPES".
- For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY".
- For more information on the procedure for loading paper, see "PAPER FEEDING IN A WINDOWS ENVIRONMENT".
- It is recommended that you carry out a test print to check the print result before using an envelope.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees) ".

Operation

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

1. **Click the [Paper] tab and select the envelope size from the "Paper Size" menu.**
2. **Select [Bypass Tray] from the "Paper Source" menu of "Paper Selection".**

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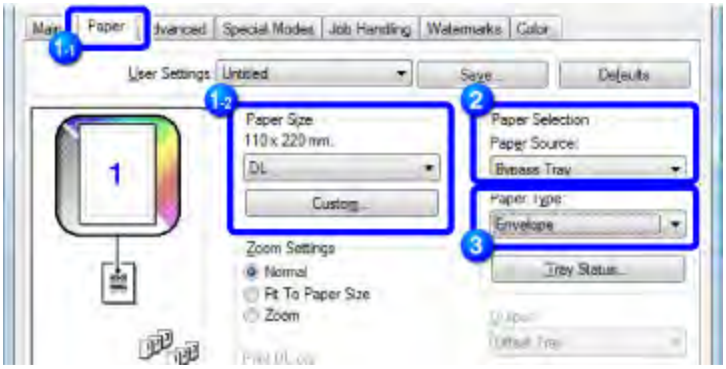

3 Select [Envelope] from the "Paper Type" menu.

Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.

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PRINTING ON ENVELOPES IN A MACINTOSH ENVIRONMENT

Overview

The bypass tray can be used for envelope printing.

- For the types of paper that can be used in the bypass tray, see "APPLICABLE PAPER TYPES".
- For the procedure for loading paper in the bypass tray, see "LOADING PAPER INTO THE BYPASS TRAY".
- For more information on the procedure for loading paper, see "PAPER FEEDING IN A MACINTOSH ENVIRONMENT".
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees) ".
- It is recommended that you carry out a test print to check the print result before using an envelope.

Operation

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

Select the envelope size from the "Paper Size" menu on the page setup screen and click the [OK] button.

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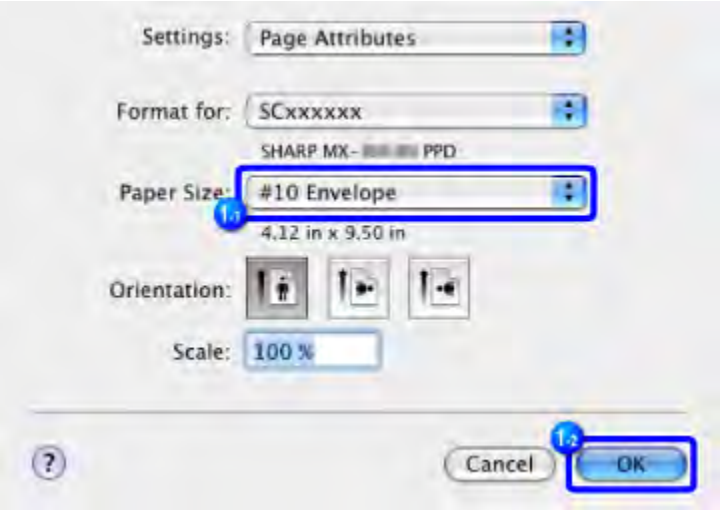
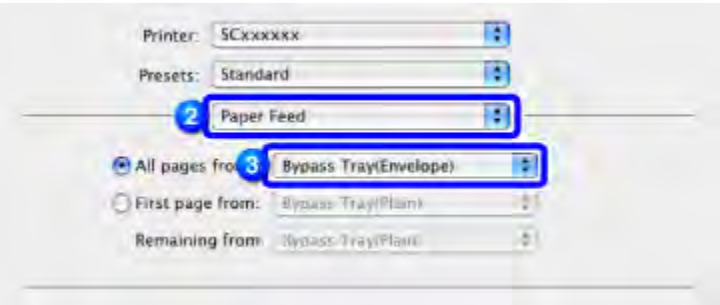


2 Select [Paper Feed] in the print settings window.

3 Select [Bypass Tray (Envelope)] from the "All pages from" menu.

Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.



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VIEWING PRINTER DRIVER HELP

Overview

When you want to view the explanations of the settings of the printer driver in a Windows environment, display the Help window of the printer driver.

Pop-up help

Help can be displayed for a setting by clicking the setting and pressing the [F1] key.

To view Help for a setting in Windows XP/Server 2003, click the ? button in the upper right-hand corner of the printer driver properties window and then click the setting.

Information icon

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon ( ) will appear next to the setting. Click the icon to view an explanation of the restriction.

Operation

1 Select the machine's printer driver from the print window of the application, and click the [Detail] button.

The button that is used to open the printer driver properties window (usually [Property] or [Print Preferences]) may vary depending on the application.

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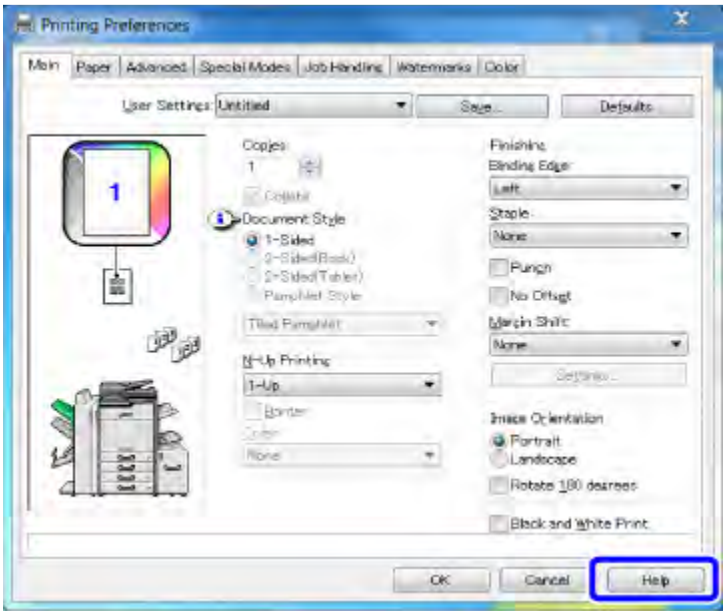
2 Click the [Help] button.

The Help window will open to let you view explanations of the settings on the tab.
To view Help for settings in a dialog box, click the underlined text at the top of the Help window.



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SAVING SETTINGS AT THE TIME OF PRINTING

Overview

Settings configured on each of the tabs at the time of printing can be saved as user settings. Saving frequently used settings or complex color settings under an assigned name makes it easy to select those settings the next time you need to use them.
Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

Deleting saved settings:
In step 2 of "USING SAVED SETTINGS", select the user settings that you want to delete and click the [Delete] button.

Operation

1 Select the machine's printer driver from the print window of the application, and click the [Detail] button.

The button that is used to open the printer driver properties window (usually [Property] or [Print Preferences]) may vary depending on the application.

2 Configure the print settings on each tab and click the [Save] button.

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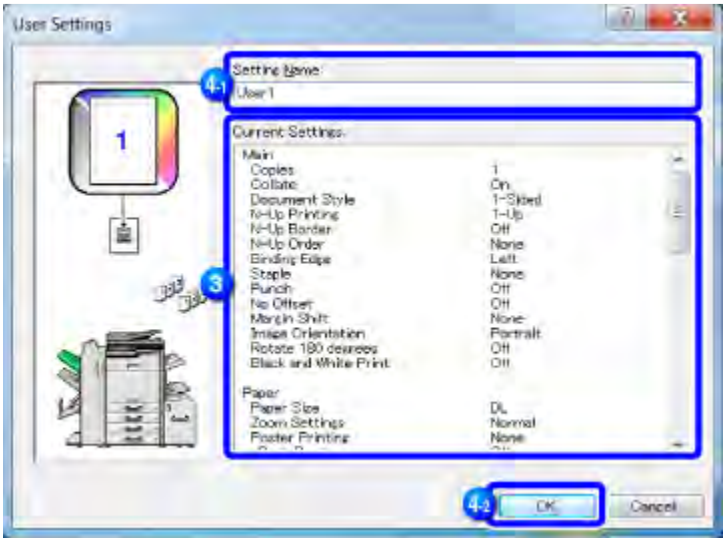
3 **Check the displayed settings.**

4 **Enter a name for the settings using up to 20 characters and click the [OK] button.**



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USING SAVED SETTINGS

Overview

You can specify the saved user settings through just one click to apply frequently used settings or complicated color settings to your printing.

Operation

1. **Select the machine's printer driver from the print window of the application, and click the [Detail] button.**

> The button that is used to open the printer driver properties window (usually [Property] or [Print Preferences]) may vary depending on the application.

2. **Select the user settings that you wish to use, and click the [OK] button.**
3. **Start printing.**

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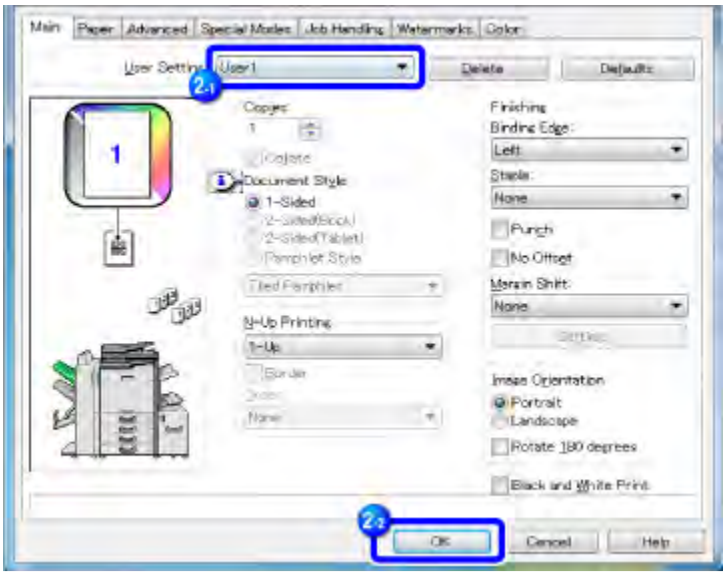

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CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

Overview

You can change the default settings of the printer driver.
Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

Operation

1 Click the [Start] button and select [Devices and Printers].

- In Windows Vista, click the [Start] button, and then click [Control Panels] and then [Printer].
- In Windows XP/Server 2003, click the [Start] button and then click [Printers and Faxes].
- In Windows 8, right-click in the startup window (or swipe upward from the bottom edge), then click the App Bar → [All apps] → [Control Panel] → [Hardware and Sound] → [Devices and Printers].

In Windows XP, if [Printers and Faxes] does not appear in the [Start] menu, select [Control Panels], select [Printers and Other Hardware], and then select [Printers and Faxes].

2 Right-click the icon of the printer driver of the machine.

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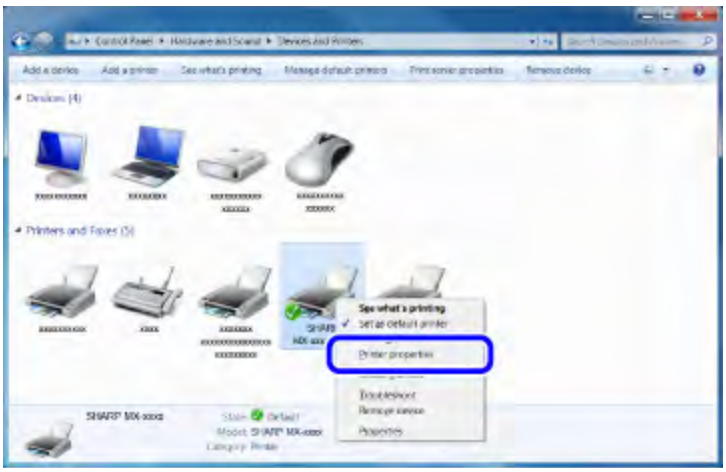
In Windows XP/Server 2003/Vista, click the icon of the printer driver of the machine.

3 Click the [Printer properties].

- In Windows Vista, click the [Organize] menu, and then click [Properties].
- In Windows XP/Server 2003, click the [File] menu, and then click [Properties].



4 Click the [Default Settings] button on the [General] tab.

In Windows XP/Server 2003/Vista, click the [Printing Preferences] button on the [General] tab.

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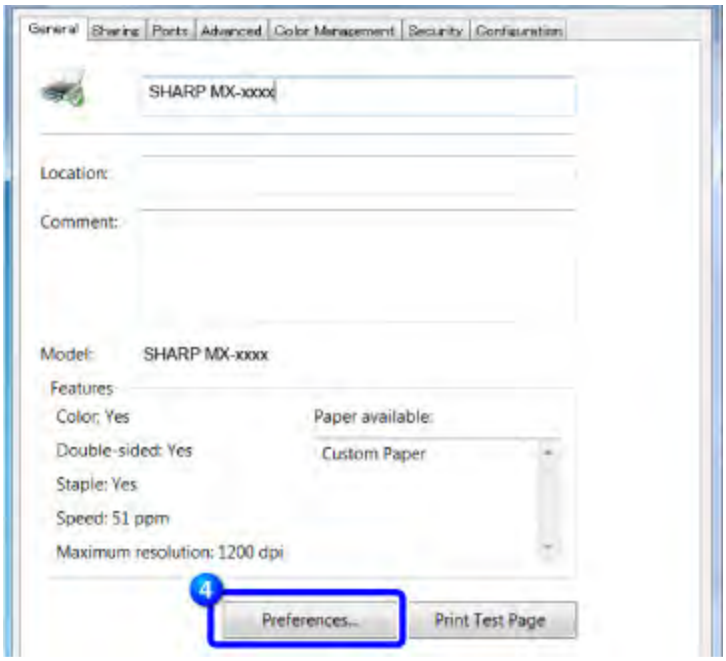

5 Configure the settings and click the [OK] button.

For explanations of the settings, see printer driver Help.

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SELECTING THE COLOR MODE

Overview

The following three selections are available for the "Color Mode" (a set of colors used for printing):

Automatic: The machine automatically determines whether each page is color or black and white and prints the page accordingly. Pages with colors other than black and white are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner. Pages that are only black and white are printed using Bk (Black) toner only. This is convenient when printing a document that has both color and black and white pages, however, the printing speed is slower.

Color: All pages are printed in color. Both color data and black and white data are printed using Y (Yellow), M (Magenta), C (Cyan) and Bk (Black) toner.

Grayscale: All pages are printed in black and white. Color data such as images or materials for a presentation are printed using black toner only. This mode helps conserve color toner when you do not need to print in color, such as when proofreading or checking the layout of a document.

When "Color Mode" is set to [Automatic]:
Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs.
When you want such jobs to be counted as black and white jobs, select [Black and White].

- When the data is created as color data.

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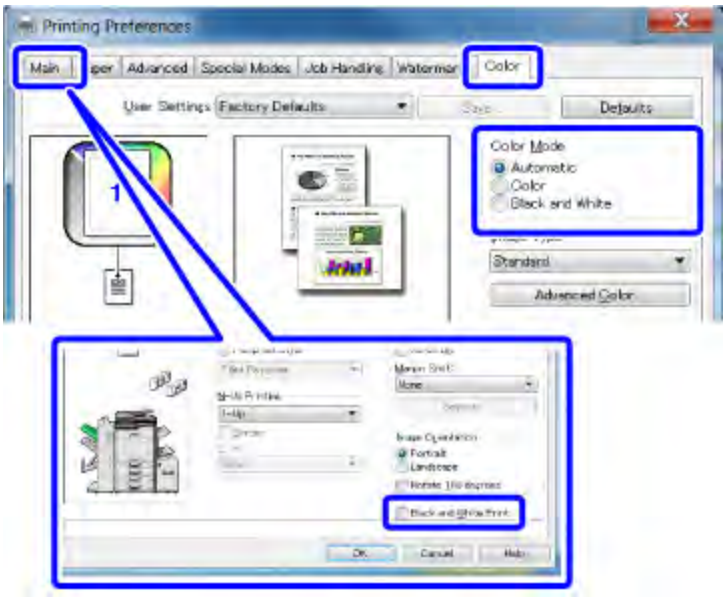
- When the application treats the data as color data even though the data is black and white.
- When an image is hidden under a black and white image.

Black and white printing

[Black and White] that can be set on the [Color] tab can also be set on the [Main] tab.
Click the [Black and White Print] checkbox on the [Main] tab so that the checkmark ☑ appears.

The [Black and White Print] checkbox on the [Main] tab and the "Color Mode" setting on the [Color] tab are linked.
When the [Black and White Print] checkbox is set to ☑ on the [Main] tab, [Black and White] is selected on the [Color] tab.



Operation

Windows

1 Click the [Color] tab and select "Color Mode".

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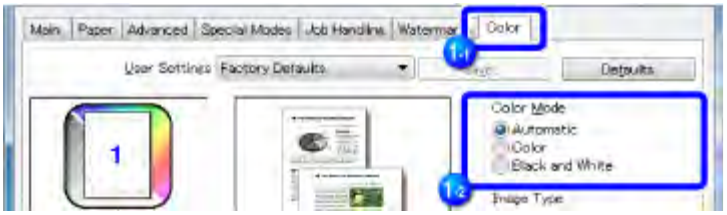
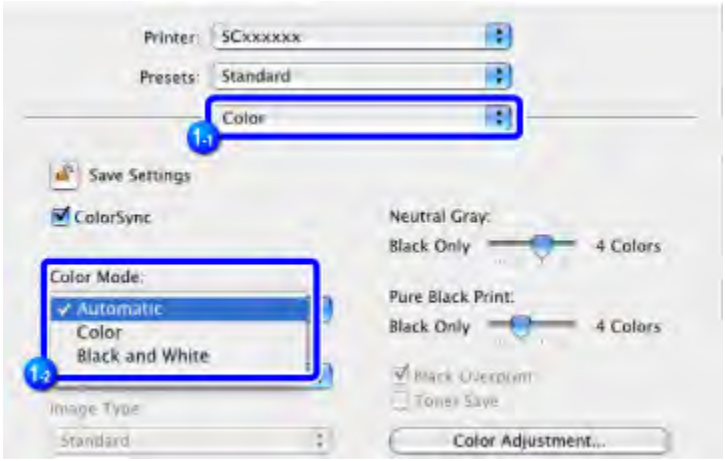


Macintosh

1 Select [Color] and select "Color Mode".



03-016.htm

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SELECTING THE RESOLUTION

Overview

The following three selections are available for "Print Mode" (resolution):

Normal: This mode is suitable for printing data such as regular text or a table.

High Quality: The print quality of color photos and text is high.

Ultra Fine: Select this mode to print color photos more clearly or graphic gradation images more finely.

Operation

Windows

Click the [Advanced] tab and select "Print Mode".

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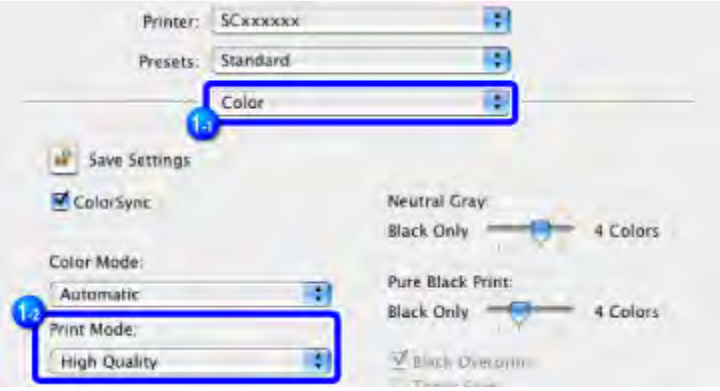
Macintosh

1 **Select [Color] and select "Print Mode".**



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2-SIDED PRINTING

Overview

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results			
	Windows	Macintosh	Windows	Macintosh
Portrait	2-Sided(Book)	Long-edged binding	2-Sided(Tablet)	Short-edged binding
Horizontal	2-Sided(Book)	Short-edged binding	2-Sided(Tablet)	Long-edged binding
	The pages are printed so that they can be bound at the left or right side.		The pages are printed so that they can be bound at the top.	

Operation

Windows

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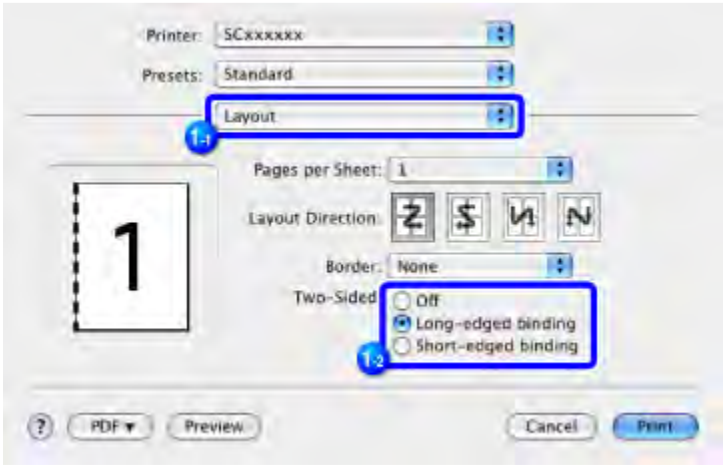
Click the [Main] tab and select [2-Sided(Book)] or [2-Sided(Tablet)].

If necessary, you can select the method of implementing 2-sided printing. Click the [Compatibility] button on the [Advanced] tab and select the mode from "2-Sided Printing Mode".

Macintosh

Select [Layout] and select [Long-edged binding] or [Short-edged binding].



03-018.htm

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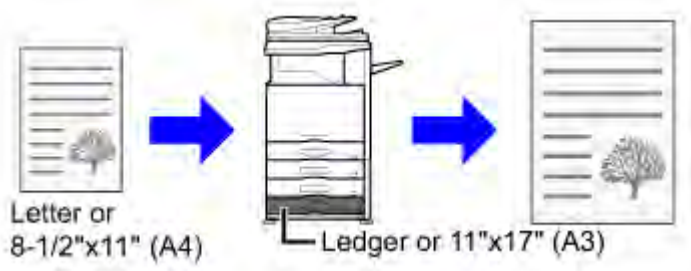
FITTING THE PRINT IMAGE TO THE PAPER

Overview

This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine.
This function is convenient when enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, or when printing a document on paper that is different in size from the original document.



When you are using the PCL6 printer driver, documents can be received so that they are printed to fit A0, A1, or A2 size paper. Select the size from "Paper Size" on the [Paper Select] tab.

Operation

The following example explains how to print a letter size document on ledger size paper.

Windows

1 Click the [Paper] tab and select the paper size for the print image (for example: Letter).

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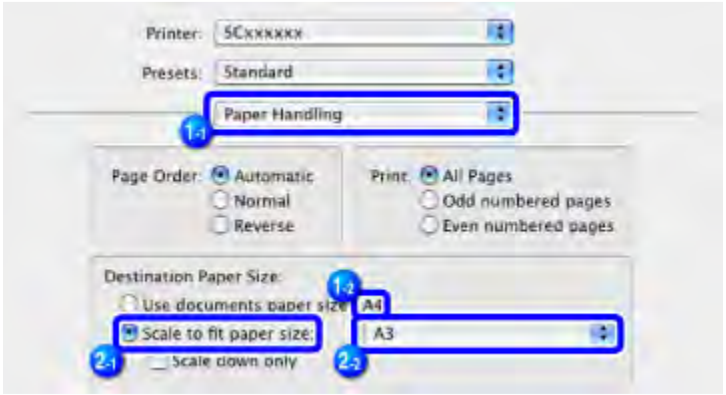
2 Select [Fit To Paper Size] and select the actual paper size to be used for printing (for example: Legal).

Macintosh

1 Select [Paper Handling] and check the paper size for the print image (for example: Letter).
To change the print image size, use the "Paper Size" menu that appears when [Page Setup] is selected.

2 Select [Scale to fit paper size] and select the actual paper size to be used for printing (for example: Ledger).



03-019.htm

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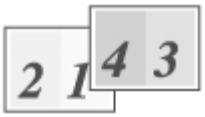
PRINTING MULTIPLE PAGES ON ONE PAGE

Overview

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.
For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Upper-Left To Right	Upper-Left To Bottom	Upper-Right To Left	Upper-Right To Bottom
4-Up (4 pages per sheet)				

- Note the following when printing multiple pages on one sheet:

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- The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
- In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.
- In a Macintosh environment, the page orders are displayed as selections.
- In a Macintosh environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16. Printing 8 pages on one sheet is not supported.

The function for printing only the first page in the original size can be used only when the PCL6 printer driver is installed.

Operation

Windows

Printing multiple pages on one page

1 Click the [Main] tab and select the number of pages per sheet.
If you wish to print borderlines, click the [Border] checkbox so that the checkmark ☑ appears.

2 Select the order of the pages.

When you are using the PCL6 printer driver, you can print multiple pages on one sheet without changing the original size. Click the [Compatibility] button on the [Advanced] tab and click the [100% N-Up] checkbox.

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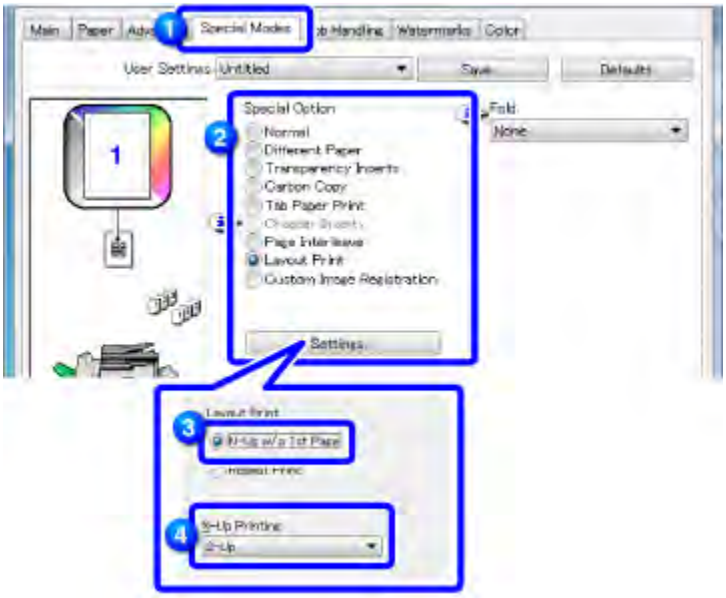
Printing only the first page in the original size (for PCL6 only)

1. **Click the [Special Modes] tab.**
2. **Select [Layout Print] and click the [Settings] button.**
3. **Select [N-Up w/o 1st Page].**
4. **In "N-Up Printing", select the number of images per sheet and click the [OK] button.**



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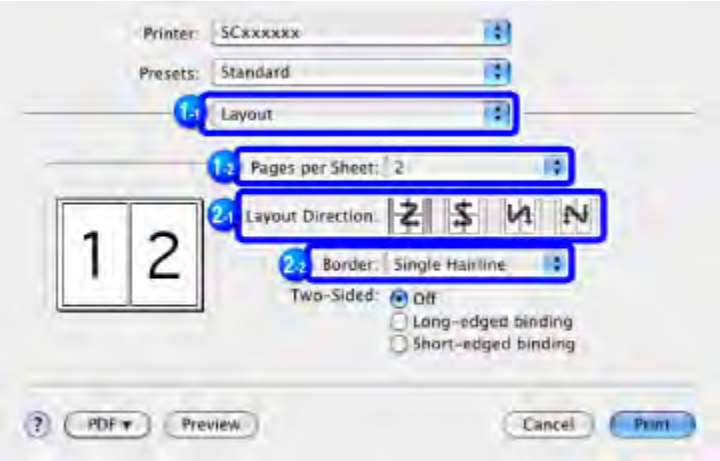
Macintosh

1. **Select [Layout] and select the number of pages per sheet.**
2. **Select the order of the pages.**

If you wish to print borderlines, select the desired type of borderline.



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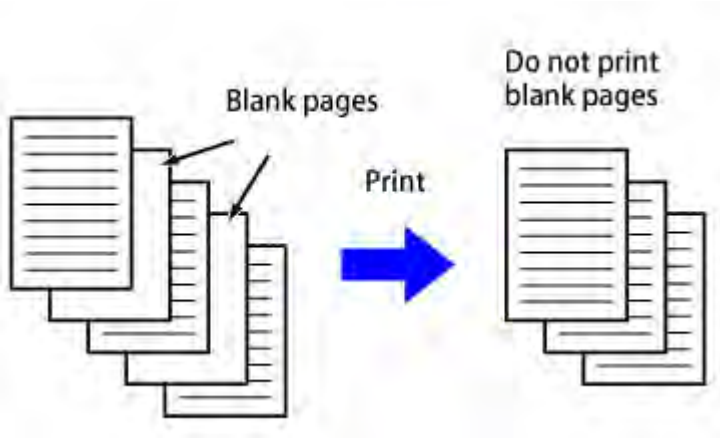
PRINTING WHILE SKIPPING BLANK PAGES

Overview

If the scanned original contains blank pages, the blank pages are skipped during printing.
The machine detects blank pages and does not print them. This eliminates unnecessary printing without you having to check for blank pages before printing.



This function is available in Windows environments.

Depending on the state of the original, some pages that are not blank may be detected as blank pages and thus not printed, or some pages that are blank may not be detected as blank and thus printed.

In N-Up Print, blank pages are not excluded and are printed.

Operation

Windows

Click the [Advanced] tab

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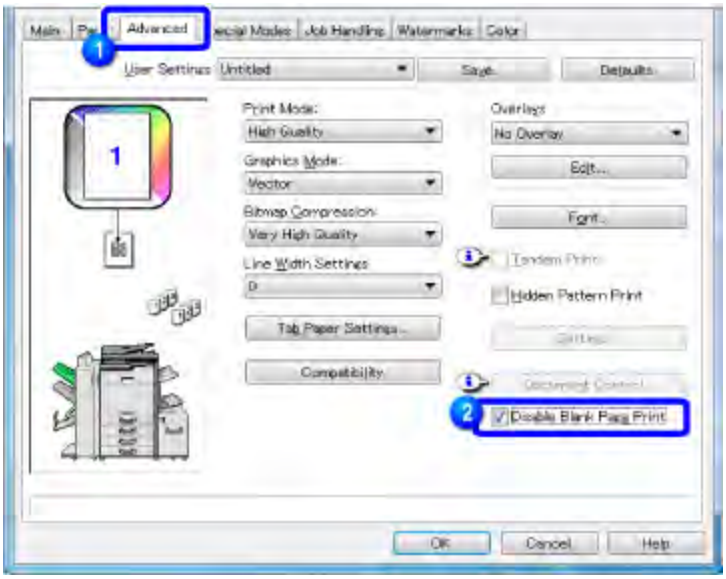
2 Click the [Disable Blank Page Print] checkbox to set it to ☑.



03-020_1.htm

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STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT

Overview

Staple function

The staple function staples the output. To create materials with a more sophisticated appearance, the staple function can be used in combination with 2-sided printing.

This function saves considerable time when preparing handouts for a meeting or other stapled materials.

The stapling positions and the number of staples can be selected to obtain the following stapling results.

Staple	Left	Right	Top
1 Staple*			
2 Staples			

* The staple orientation ("▬" or " ▌ ") varies depending on the size and orientation of the paper.

Punch function

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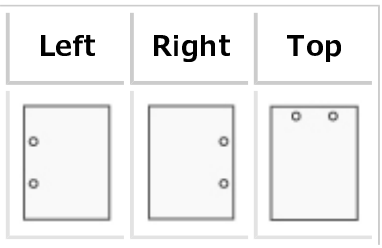
The punch function punches holes in the output. The punch hole positions are set by selecting the binding edge.



- A finisher or saddle finisher is required to use the staple function.
- To use the punch function, install a punch module in the finisher or saddle finisher.
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Quick Start Guide.
- The maximum number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- For information on the saddle stitch function, see "CREATE A STAPLED PAMPHLET (Pamphlet copy/saddle stitch) ".

- The staple and offset (shifting the position of the paper that is output for each job) functions cannot be used simultaneously.
- When the finisher is disabled in the machine's settings, the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's settings, stapling or punching is not possible.

Operation

Windows

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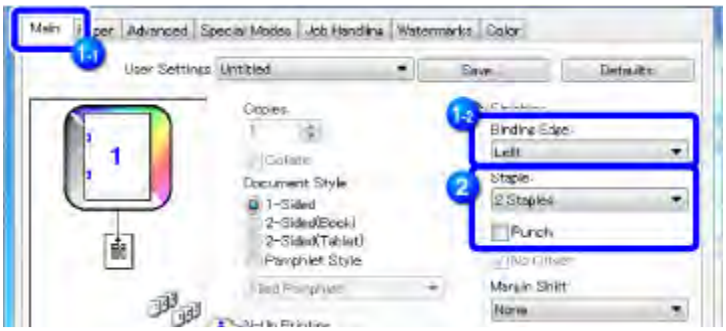
Click the [Main] tab and select "Binding Edge".

Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu.
- For the punch function, click the [Punch] checkbox so that the checkmark ☑ appears.



Macintosh

Select [Printer Features] and select "Binding Edge".

Select the staple function or the punch function.

Select the number of staples. For the punch function, click the [Punch] checkbox so that the checkmark ☑ appears.

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03-021.htm

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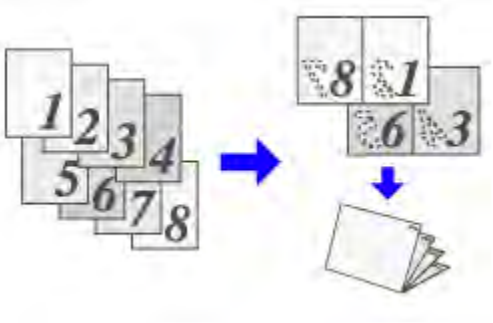
CREATE A STAPLED PAMPHLET
(PAMPHLET COPY/SADDLE STITCH)

Overview

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.
If a saddle finisher is installed and if "Pamphlet Style" and "Staple" are selected, this function automatically folds and outputs the copies. This is convenient when you wish to compile printed output into a pamphlet.



Operation

Windows

1 Click the [Main] tab and select [Pamphlet Style].

Select the printing method for the pamphlet style from the pull-down menu. The selections are [Tiled Pamphlet], [Pamphlet Style (2-Up)], [Multiple Pamphlet Style (Actual Size)], and [Multiple Pamphlet Style (2-Up)].

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- When [Multiple Pamphlet Style (Actual Size)] is selected, paper twice the size specified in the application is used for printing.
- When [Multiple Pamphlet Style (2-Up)] is selected, the paper size specified in the application is reduced as done in the 2-Up mode, and paper of the size specified in the application is used for printing.

2 Select "Binding Edge".

The [2 Staples] option in the "Staple" menu should be selected when a saddle finisher is installed.

Macintosh

1 Select [Printer Features] and select "Binding Edge".

The [2 Staples] option in the "Staple" menu should be selected when a saddle finisher is installed.

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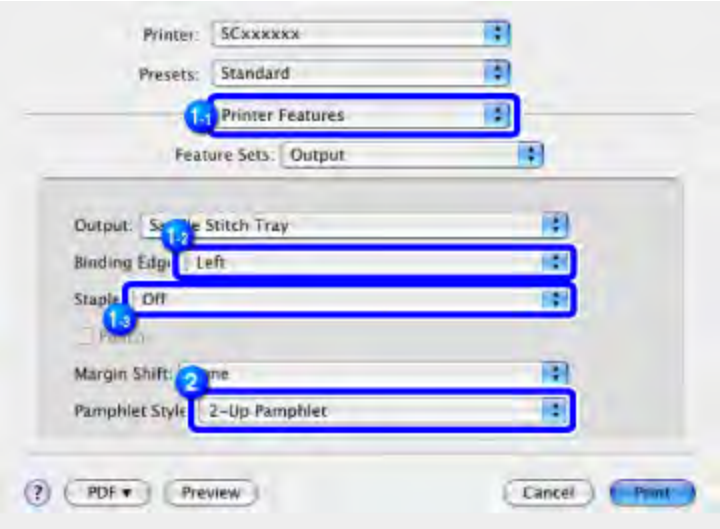

2 Select [Tiled Pamphlet] or [2-Up Pamphlet].

03-022.htm

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PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

Overview

This function shifts the print image to increase the margin at the left, the right, or the top of the paper.
If a finisher or saddle finisher is installed, the staple and punch functions of the machine can also be used together.
This is convenient when you wish to staple or punch the output but the binding area overlaps the text.

Operation

Windows

1 Click the [Main] tab and select "Binding Edge".

2 Select "Margin Shift".

Select from the "Margin Shift" menu.If you wish to configure another numeric setting, select the setting from the pull-down menu and click the [Settings] button. Click buttons or directly enter the number.

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Macintosh

1. **Select [Printer Features] and select "Binding Edge".**
2. **Select "Margin Shift".**

03-023.htm

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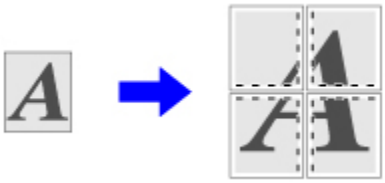
CREATE A LARGE POSTER (POSTER PRINTING)

Overview

One page of print data is enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster. To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed or overlapping edges can be created (overlap function).



- This function is available in a Windows environment.
- This function can be used when the PCL6 or PS printer driver is used.

Operation

Windows

1 Click the [Paper] tab.

2 Click the [Poster Printing] checkbox so that the checkmark ☑ appears, and click the [Poster Settings] button.

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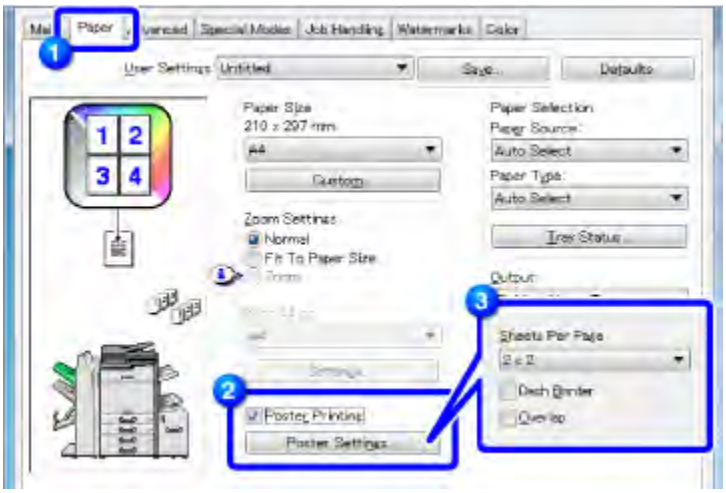
3 From the pull-down menu, select the number of sheets of paper to be used.

If you wish to print borderlines and/or use the overlap function, click the corresponding checkboxes so that the checkmark ☑ appears.



03-024.htm

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ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

Overview

This function sets different print positions (margins) separately for odd and even pages and prints the pages.

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

1. **Click the [Advanced] tab and click the [Compatibility] button.**
2. **Click the [Print Position] button.**
3. **Configure the print start positions for odd and even pages respectively, and click the [OK] button.**

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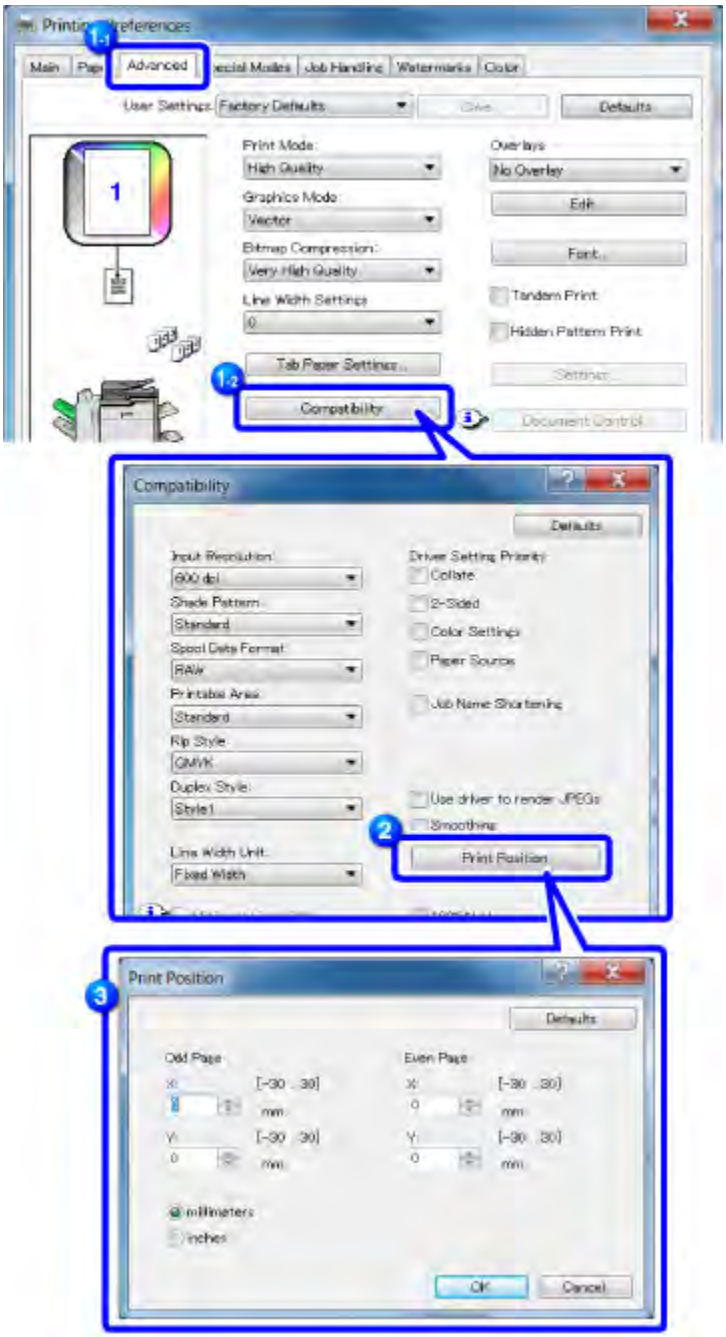

03-063.htm

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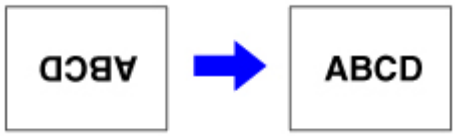
ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

Overview

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as envelopes or paper with punch holes).



In Mac OS X, a portrait image cannot be rotated 180 degrees.

Operation

Windows

1. **Click the [Main] tab.**
2. **Select the [Rotate 180 degrees] checkbox to set to ☑.**

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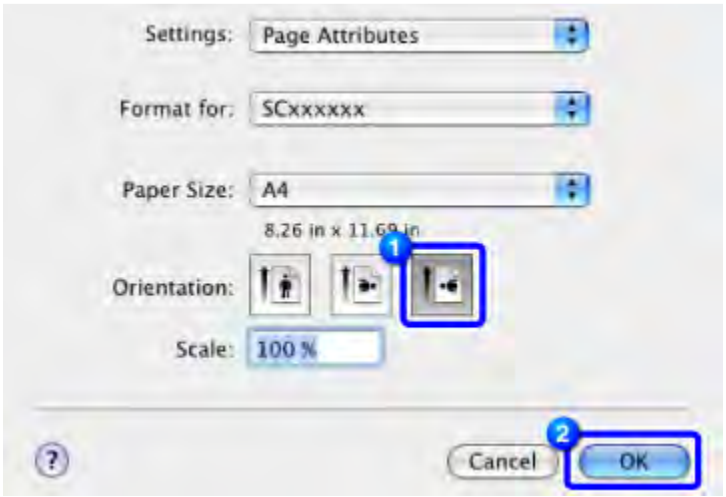
Macintosh

1. **Select [Page Setup] from the [File] menu and click the button.**



2. **Click the [OK] button.**

03-025.htm

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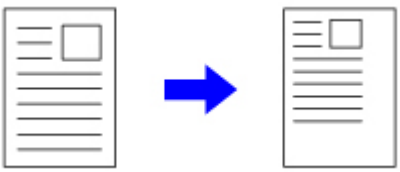
ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

Overview

This function enlarges or reduces the image to a selected percentage. When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportion of the image (XY Zoom).
This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.



Operation

Windows

1. **Click the [Paper] tab.**
2. **Select [Zoom] and click the [Settings] button.**

   From the pull-down menu, select the actual paper size to be used for printing.
3. **Enter the percentage.**

   By clicking the button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

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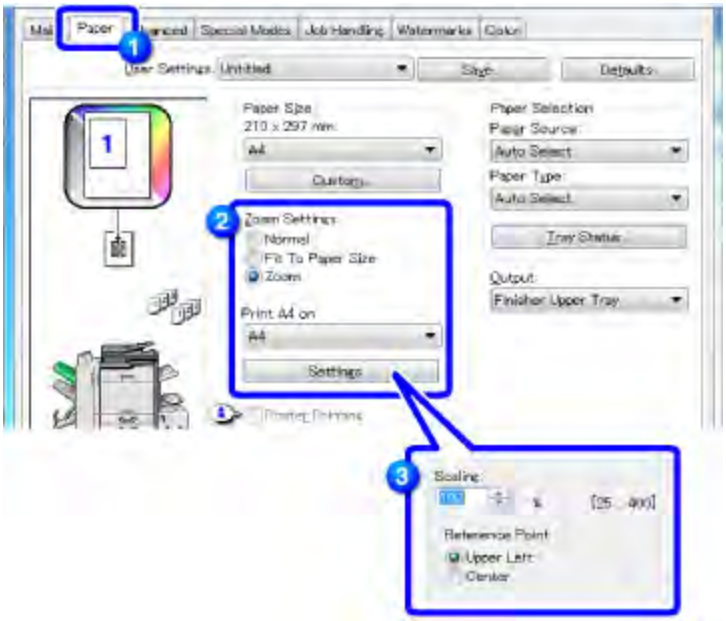
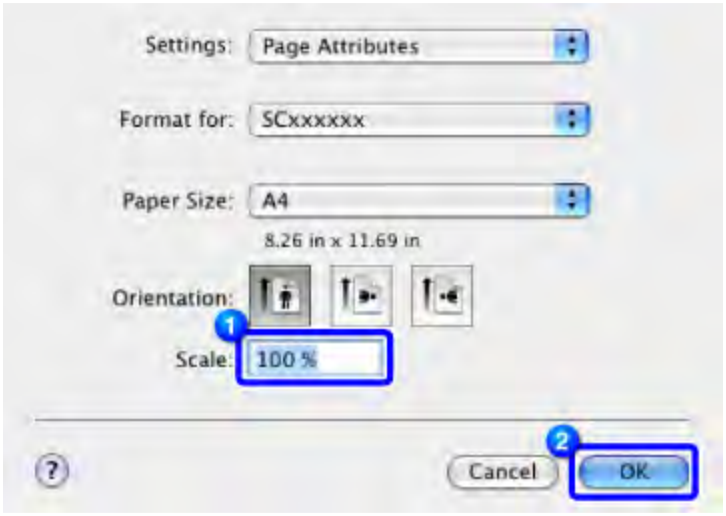


Macintosh

1. **Select [Page Setup] from the [File] menu and enter the ratio (%).**
2. **Click the [OK] button.**



03-026.htm

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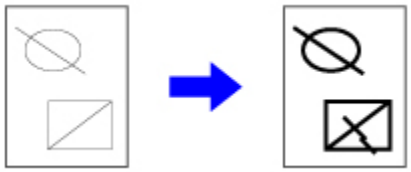
ADJUST THE LINE THICKNESS (LINE THICKNESS)

Overview

This function increases the thickness of the entire line when the print lines are not clear in CAD or other special applications.
When the data includes lines of varying widths, you can print all lines at the minimum width as necessary.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

1 Click the [Advanced] tab.

2 Select a number from the [Line Width Settings] pull-down menu.

- The units of line-width adjustment can be set to "Fixed Width" or "Ratio".

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Click the [Compatibility] button and select the units from the "Line Width Unit" menu.

- To print all line data in the minimum line width, click the [Compatibility] button and click the [Print in the Minimum Line Width] checkbox.

03-027.htm

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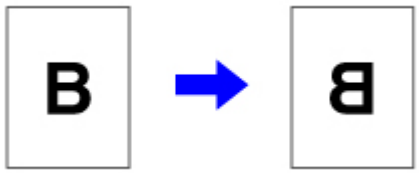
PRINT A MIRROR-IMAGE (MIRROR-IMAGE REVERSE/VISUAL EFFECTS)

Overview

The image is reversed to create a mirror image.
This function is conveniently used to print a design for a woodblock print or other printing medium.



In a Windows environment, this function is only available when using the PS printer driver.

Operation

Windows

1. **Click the [Advanced] tab.**

2. **If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].**

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03-028.htm

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ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE (COLOR ADJUSTMENT SETTINGS)

Overview

This function adjusts the brightness and contrast in the print settings when a photo or other image is printed.
This function makes simple corrections even if image editing software is not installed on your computer.

In a Macintosh environment, this function is only available when using Mac OS X 10.4.

Operation

Windows

1. **Click the [Color] tab and click the [Color Adjustment...] button.**
2. **Drag the slide bar or click the and buttons to adjust the image.**

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Macintosh

1. **Select [Color] and click the [Color Adjustment...] button.**
2. **Click the [Color Adjustment] checkbox so that the checkmark appears, and drag the slide bar to adjust the image.**

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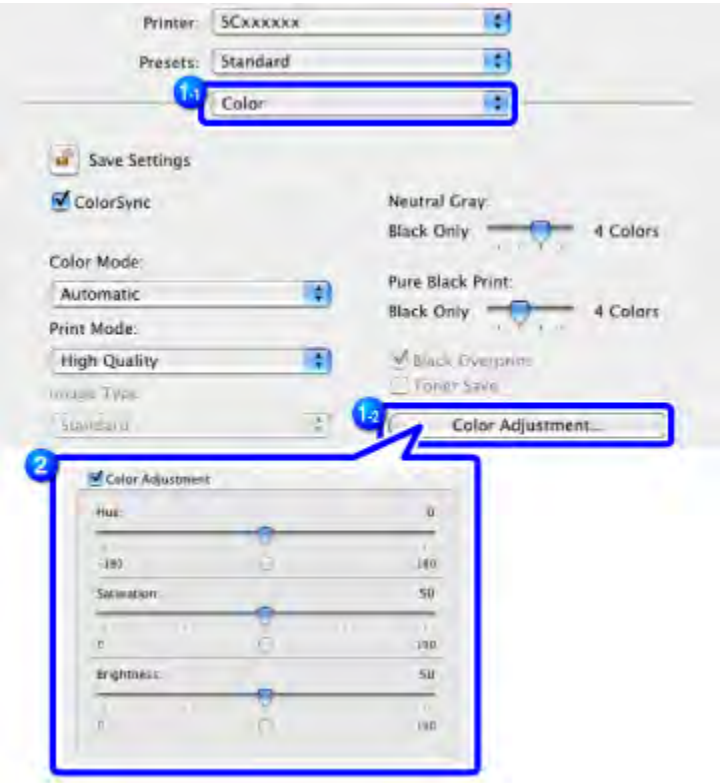

03-029.htm

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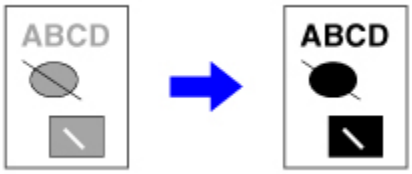
PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)

Overview

When printing a color image in grayscale, text and lines that are drawn in faint colors are printed in black. This function allows you to bring out color text and lines that are faint and difficult to see when printed in grayscale.



- Raster data such as bitmap images cannot be adjusted.
- This function is available in a Windows environment.

Operation

Windows

1. **Click the [Color] tab.**
2. **Select the [Text To Black] checkbox and/or the [Vector To Black] checkbox ☑.**
   - When [Text To Black] is selected, all text other than white text is printed in black.
   - When [Vector To Black] is selected, all vector graphics other than white lines and areas are printed in black.

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SELECTING COLOR SETTINGS TO MATCH THE IMAGE TYPE (ADVANCED COLOR SETTINGS)

Overview

Preset color settings are available in the machine's printer driver for various uses. These enable printing using the most suitable color settings for the color image type.
Advanced color settings, such as the color management settings and the screening setting for adjusting the color tone expression, are also available for meeting the needs of color image printing.

The following color management settings are available.

Windows ICM*1:	Color management method in a Windows environment
ColorSync:	Color management method in a Macintosh environment
Source Profile:	Select a source color profile of color matching.
Rendering Intent:	The selections below provide the ability to modify color image processing to suit specific preferences. (Color matching method: Method of color converting RGB colors on the display, etc. into CMYK colors in the printer)
Output Profile:	Selects a color profile for the image to be printed

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CMYK Correction[*2]:	Corrects the image to obtain the optimum printing result when printing a CMYK image.
Screening:	Select the screening to modify the image to suit specific preferences, according to the appropriate image processing method.
Neutral Gray:	Select a creating method of neutral gray.
Pure Black Print:	Select whether you want to print black data area with only black toner.
Trapping:	Select to prevent void area which may be generated around edge of colors.
Sharpness:	This is used to sharpen an image or make it softer.
Black Overprint[*3]:	Prevents whitening of the outline of black text.
Custom CMYK Simulation Profile[*3]:	Adjusts the colors to simulate printing that would be obtained with the process colors used in printing presses.
Simulation Profile[*3]:	Selects the process colors.

*1 Cannot be selected when using the PS printer driver in Windows Vista/Server 2008/7/8/Server 2012.
*2 Can only be used when using the PCL6 printer driver.

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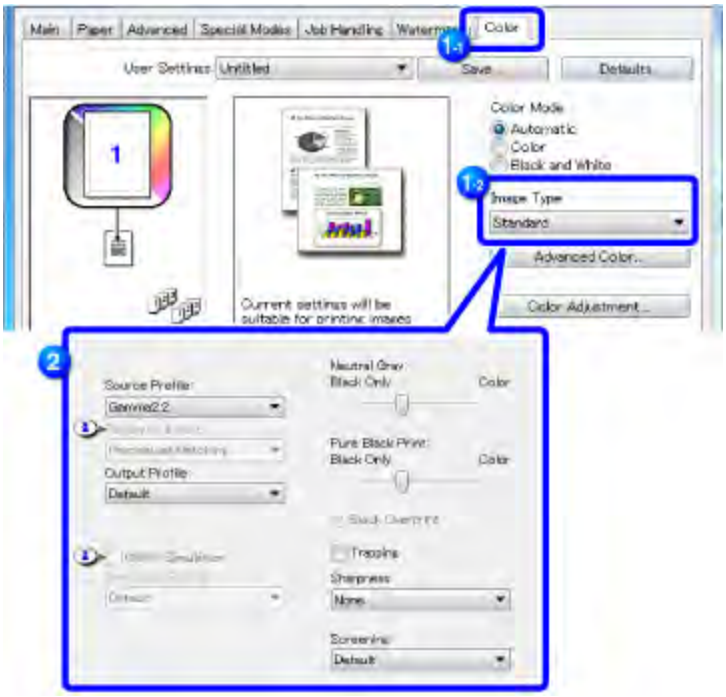
*3 Can only be used when using the PS printer driver (Windows/Macintosh).

Operation

Windows

1 Click the [Color] tab and select [Image Type].

- **Standard:** Data that includes text, photos, graphs, etc.
- **Graphics:** Data with many drawings or illustrations
- **Photo:** Photo data or data that uses photos
- **CAD:** Engineering drawing data
- **Scan:** Data scanned by a scanner
- **Minimum Color Difference:** Data to be printed in colors as viewed on the screen
- **Custom:** Data to be printed with special settings



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Click the [Advanced Color...] button and specify the settings.

To configure color management using the Windows OS ICM, set "Original Type" to [Custom] in step 1. Then, click the [Windows ICM] checkbox so that the checkmark appears.
To configure "Source Profile" and other detailed color management tasks, select the desired settings from the menus.

Windows ICM cannot be selected when the PS printer driver is used in Windows Vista/Server 2008/7/8/Server 2012.

Macintosh

Select [Color].

Select [Print Mode].

To use the Mac OS color management function, select the [ColorSync] checkbox so that the checkmark appears. In this case, you cannot select "Image Type".

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3 Select [Image Type].

- **Standard:** Data that includes text, photos, graphs, etc.
- **Graphics:** Data with many drawings or illustrations
- **Photo:** Photo data or data that uses photos
- **CAD:** Engineering drawing data
- **Scan:** Data scanned by a scanner
- **Minimum Color Difference:** Data to be printed in colors as viewed on the screen
- **Custom:** Data to be printed with special settings

  When you have selected [Custom], select "Neutral Gray".

4 Click the [Advanced Color...] button and specify the settings.

To configure color management settings, select the desired settings from the menus. To set "CMYK Simulation", select the

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[CMYK Simulation] checkbox to set to and then select the desired setting.

- In Mac OS X 10.5, 10.6, 10.7, and 10.8, click the [Advanced Color...] tab to configure advanced color settings.

03-031.htm

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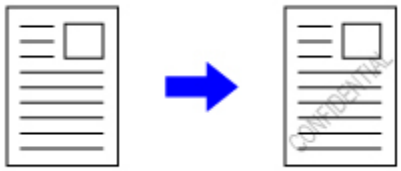
ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

Overview

This function adds faint shadow-like text as a watermark in the background of the printed image. The size, color, exposure, and angle of the watermark text can be adjusted.
The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.



Operation

Windows

1 Click the [Watermarks] tab and select [Watermark].

Click the [Edit] button to edit the font color and select other detailed settings.

To create a watermark, enter the text of the watermark in the "Text" box and click the [Add] button.

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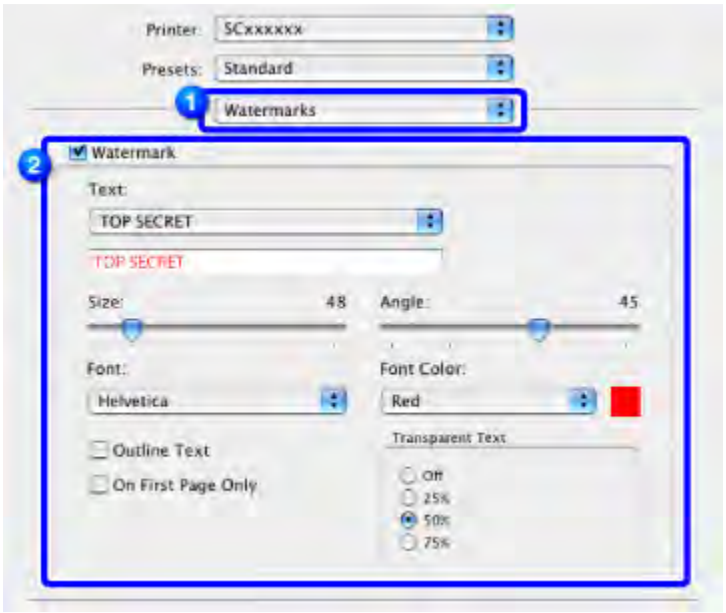
Macintosh

1. **Select [Watermarks].**
2. **Click the [Watermark] checkbox and configure watermark settings.**
   - Configure detailed watermark settings such as selection of the text and editing of the font and color.
   - Adjust the size and angle of the text by dragging the slide bar .



03-032.htm

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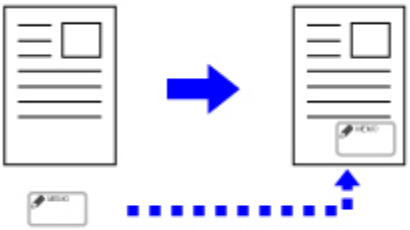
PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)

Overview

This function prints a bitmap or JPEG image stored on your PC over the print data.
This function prints a frequently used image or an icon of your own creation as if it is stamped on the print data. The size, position, and angle of the image can be adjusted.



- This function is available in a Windows environment.
- This function can be used when the PCL6 or PS printer driver is used.

Operation

Windows

Click the [Watermarks] tab and select [Image Stamp].

- If an image stamp has already been stored, it can be selected from the pull-down menu.

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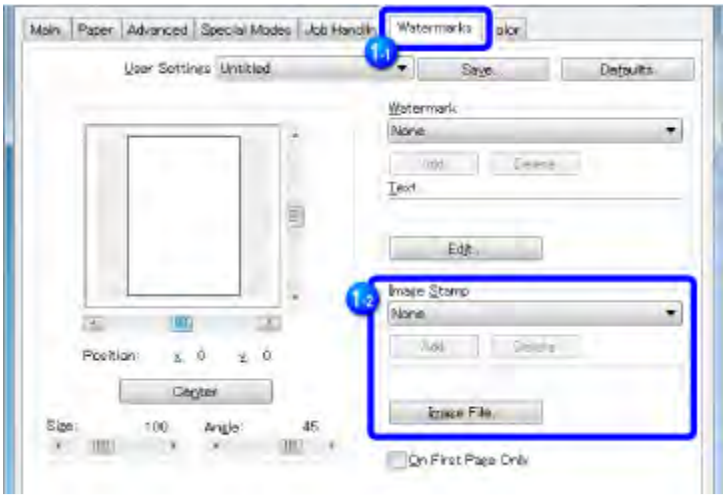
- If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.



03-033.htm

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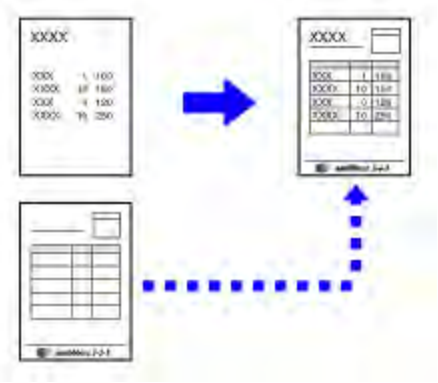
OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

Overview

This function overlays data on a fixed form you have prepared. By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



This function is available in a Windows environment.

Operation

Windows

Creating an overlay file

1 Open the driver properties window from the application that is used for creating overlay data.

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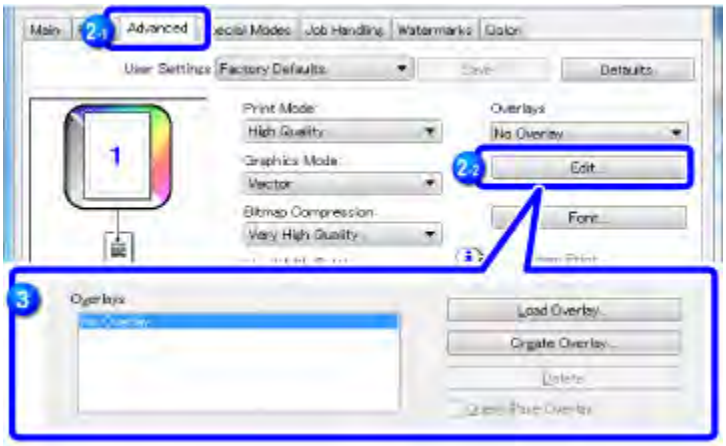
Click the [Advanced] tab and click the [Edit] button in [Overlays].

Click the [Create Overlay] button and specify the name and folder to be used for the overlay file that you wish to create.
The file will be created when the settings are completed and printing is started.



- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- When you click the [Store] button, the existing overlay file is registered.

Printing with an overlay file

Open the driver properties window from the application that is used for printing with an overlay file.

Click the [Advanced] tab and select [Overlays].

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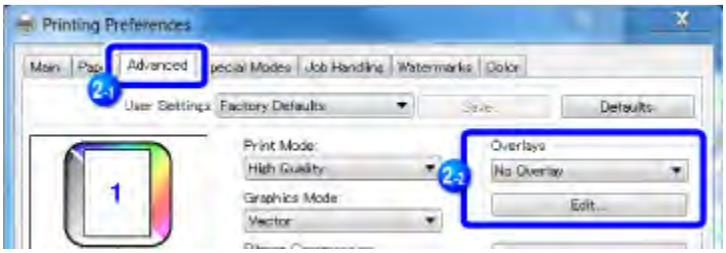
A previously created or stored overlay file can be selected from the pull-down menu.



03-034.htm

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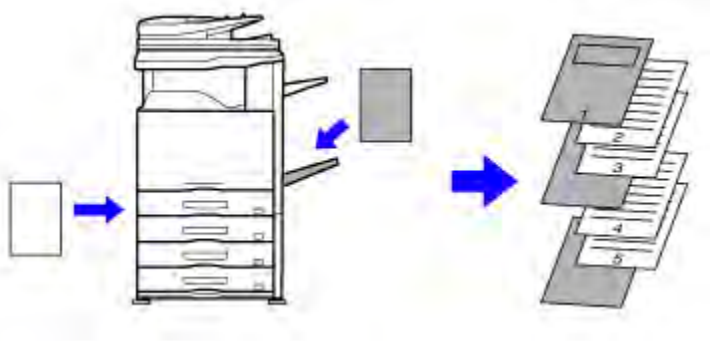
PRINTING SPECIFIC PAGES ON DIFFERENT PAPER (DIFFERENT PAPER)

Overview

In a Windows environment

The front and back covers and specified pages of a document are printed on paper that is different from the other pages.
Use this function when you wish to print the front and back covers on heavy paper, or insert colored paper or a different paper type at specified pages.
As necessary, paper can be inserted as insertion sheets where nothing is printed.



In a Macintosh environment

The front and back covers are printed using paper that is different from the other pages. This function can be used, for example, when you want to print only the front cover and last page on thick paper.

Operation

Windows

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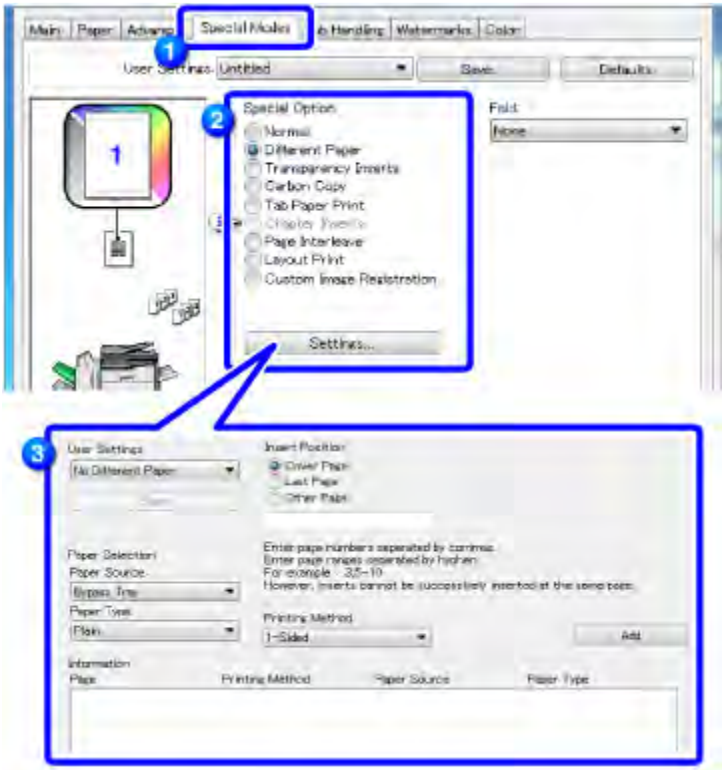
Click the [Special Modes] tab.

Select [Different Paper] and click the [Settings] button.

Select the paper insertion settings.

- Select the insertion position, paper source, and printing method from the corresponding menus.
- Click the [Add] button and your settings will appear in "Information".
- When you have finished selecting settings, click the [Save] button in "Custom Settings" to save the settings.



- When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type" and load that type of paper in the bypass tray.
- When [Other Page] is selected for "Insert Position", specify the insert position by directly entering a page number. However,

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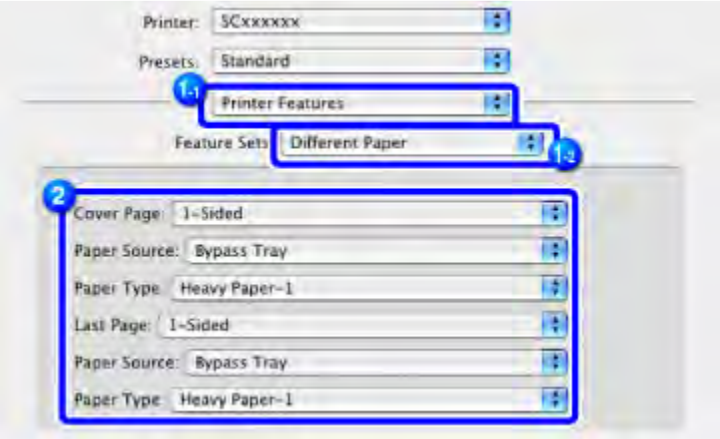
inserts cannot be successively inserted at the same page.
When "Printing Method" is set to [2-Sided Print], the specified page and the next page after it will be printed on the front and reverse side of the paper, and thus an insert setting at a page printed on the reverse side will not be effective.

Macintosh

1 Select [Printer Features] and select [Different Paper].

2 Select the cover insertion settings.

Select the print setting, paper tray, and paper type for the front and back covers.



03-035.htm

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ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM
(TRANSPARENCY INSERTS)

Overview

When transparency film is used for printing, this function prevents the sheets of transparency film from sticking together by inserting a sheet of paper between each sheet of film. As necessary, the same content as that printed on each sheet of transparency film is also printed on the corresponding sheet of inserted paper.

Transparency film must be loaded in the bypass tray.

Operation

Windows

1 Click the [Special Modes] tab.

2 Select [Transparency Inserts] and click the [Settings] button.

3 Select the transparency insert settings.

When the [Printed] checkbox is selected to set to ☑, the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.

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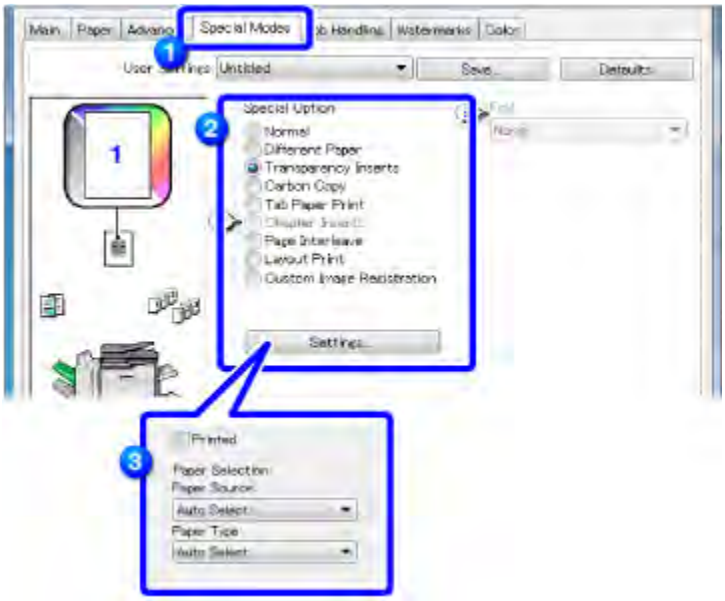
Set the paper type of the bypass tray to [OHP] and load transparency film into the bypass tray.



Macintosh

1 Select [Printer Features].

2 Select [Transparency Inserts] in [Feature Sets].

3 Select the transparency insert settings.

When [Print] is selected from "Transparency Inserts", the same content as that printed on the transparency film is also printed on the insert. Select the paper source and type if needed.

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Set the paper type of the bypass tray to [OHP] and load transparency film into the bypass tray.

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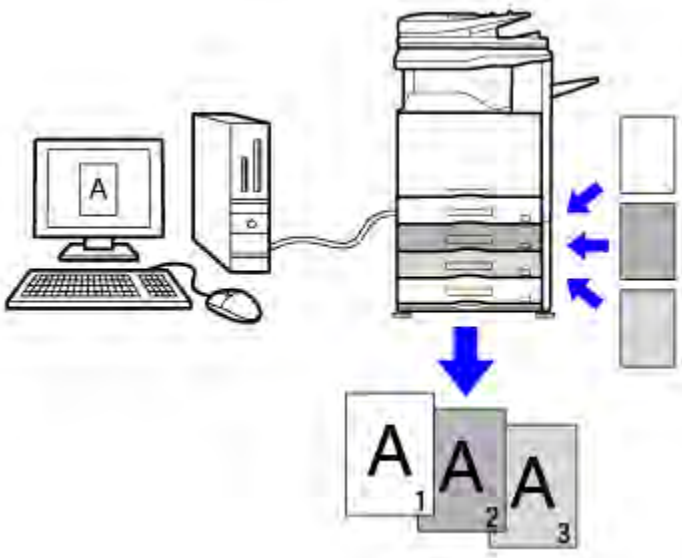
PRINTING A CARBON COPY
(CARBON COPY)

Overview

This function prints an additional copy of the print image on paper that is of the same size but from a different paper tray.
For example, if carbon copy print is selected when plain paper is loaded into tray 1 and colored paper is loaded into tray 2, a print result similar to a carbon copy slip is obtained with a single selection of the print command. If plain paper is loaded into tray 1 and recycled paper is loaded into tray 2 as necessary, selecting Carbon Copy simultaneously prints one copy for presentation and one copy as a duplicate.



This function is available in a Windows environment.

Operation

Windows

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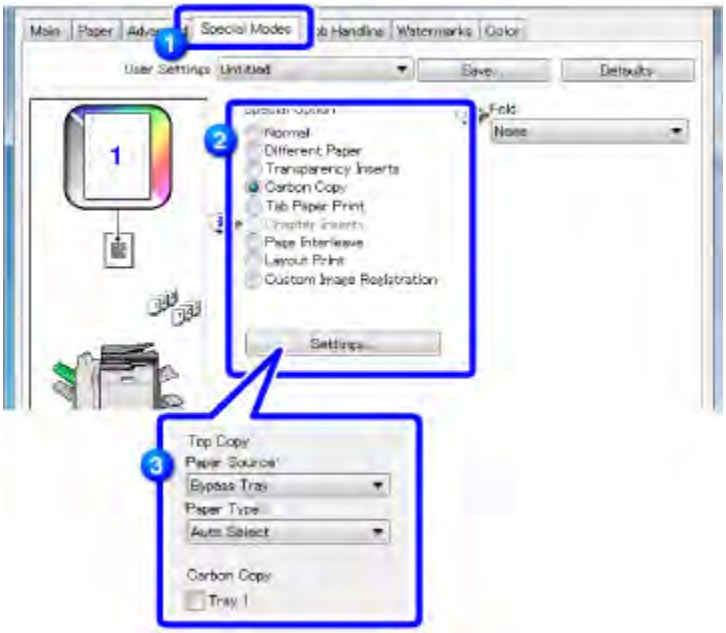
1. **Click the [Special Modes] tab.**
2. **Select [Carbon Copy] and click the [Settings] button.**
3. **Select the tray for the first copy from "Top Copy", and then select the tray for the carbon copy from "Carbon Copy".**



When the bypass tray is selected, be sure to select the "Paper Type".

03-037.htm

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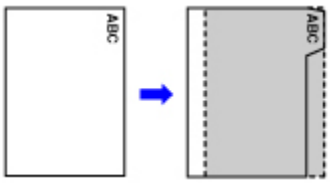
PRINTING TEXT ON TABS OF TAB PAPER (TAB PAPER SETTINGS/TAB PAPER PRINT)

Overview

There are two methods of printing on the tabs of tab paper: "Tab Paper Settings" and "Tab Paper Print".

Tab Paper Settings

Create the text to be printed on tab paper in an application, and set the distance of shifting the text in [Tab Paper Settings] on the [Advanced] tab of the printer driver property window. The text is printed on the tabs.



Tab Paper Print (for PCL6 only)

Tab sheets are printed while they are inserted between the desired pages.
In [Tab Paper Print] on the [Special Modes] tab of the printer driver properties window, enter the text that you wish to print on the tabs. Specify the detailed settings such as the size of the tabs, the starting position, the distance between tabs, and the page numbers where tab sheets will be inserted.

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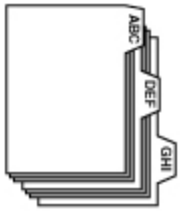

- These functions are available in a Windows environment.
- Tab paper must be loaded into the bypass tray.

Operation

Windows

Tab Paper Settings

When you have finished preparing the data to be printed on tab papers in an application, take the following steps:

1. **Click the [Advanced] tab and click the [Tab Paper Settings] button.**
2. **Specify the distance of shifting the image by directly entering a value or by clicking the button.**
3. **Select the paper source and type.**

   Click the [Paper] tab, and select [Bypass Tray] for "Paper Source" and [Tab Paper] for "Paper Type".

Set the paper type of the bypass tray to [Tab Paper] and load tab papers into the bypass tray.

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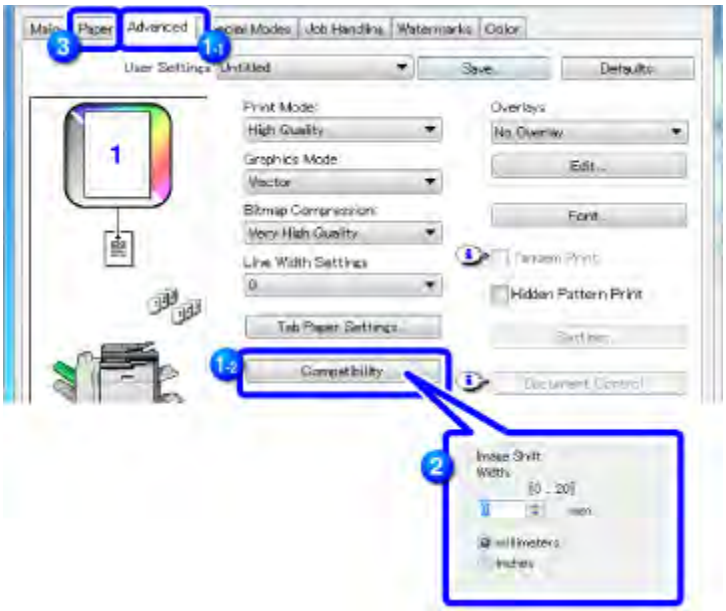

Tab Paper Print (for PCL6 only)

Open the data into which you wish to insert tab paper, and then select the settings.

1. **Click the [Special Modes] tab.**
2. **Select [Tab Paper Print] and click the [Settings] button.**
3. **Select the tab position settings.**

   For commercially available tab paper, use the existing settings such as [A4-5tab-D] in "User Settings". For other types of tab paper, the position of the first tab, the distance between tabs, and the horizontal and vertical dimensions of the tab can be directly entered or changed using the button. In addition, select the size of the tab paper from "Paper Size".
4. **Select the page settings.**

   Specify the pages where you wish to insert tab paper and enter the text that you wish to print on the tabs. Also select the font and adjust the layout.

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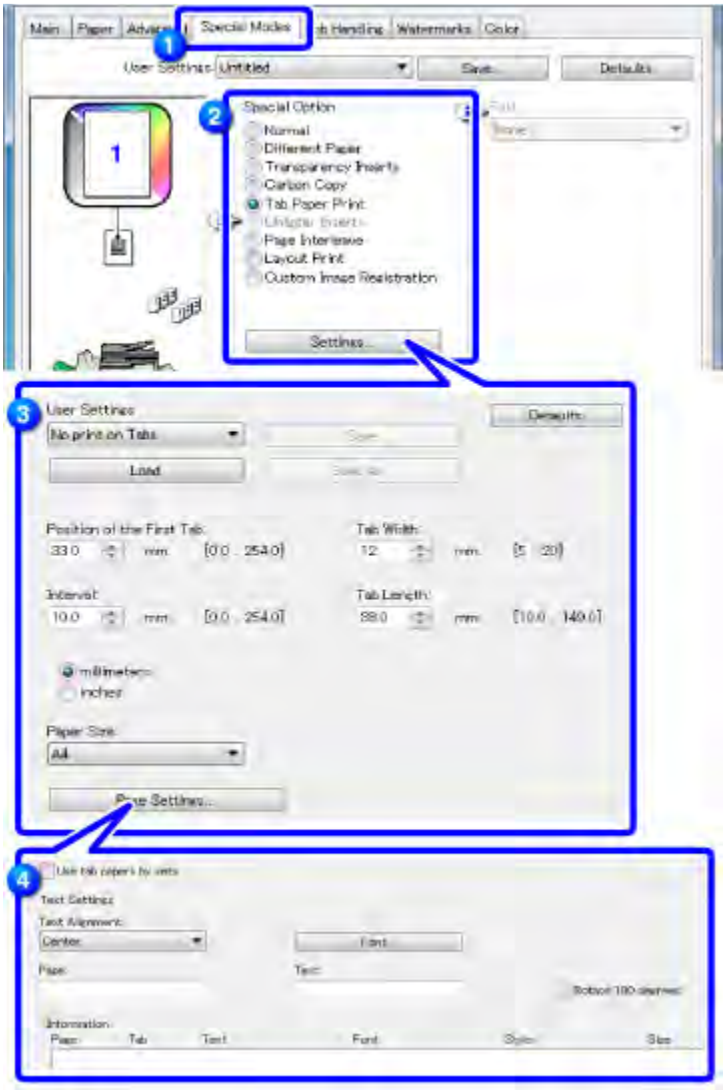
- Set the paper type of the bypass tray to [Tab Paper] and load tab papers into the bypass tray.
- The tab paper settings can be stored and a stored file can be opened from "User Settings".



03-038.htm

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TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (CHAPTER INSERTS)

Overview

This function prints specific pages on the front side of the paper. When you specify a page (such as a chapter cover page) to be printed on the front side of the paper, it is printed on the front side of the next sheet even if it would normally be printed on the reverse side of the paper.

Example: When pages 4 and 8 are specified as page settings. (Back is blank)

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

You need to set "Document Style" on the [Main] tab to [2-Sided (Book)] or [2-Sided(Tablet)] in advance.
For information on the "Document Style" setting, see "2-SIDED PRINTING".

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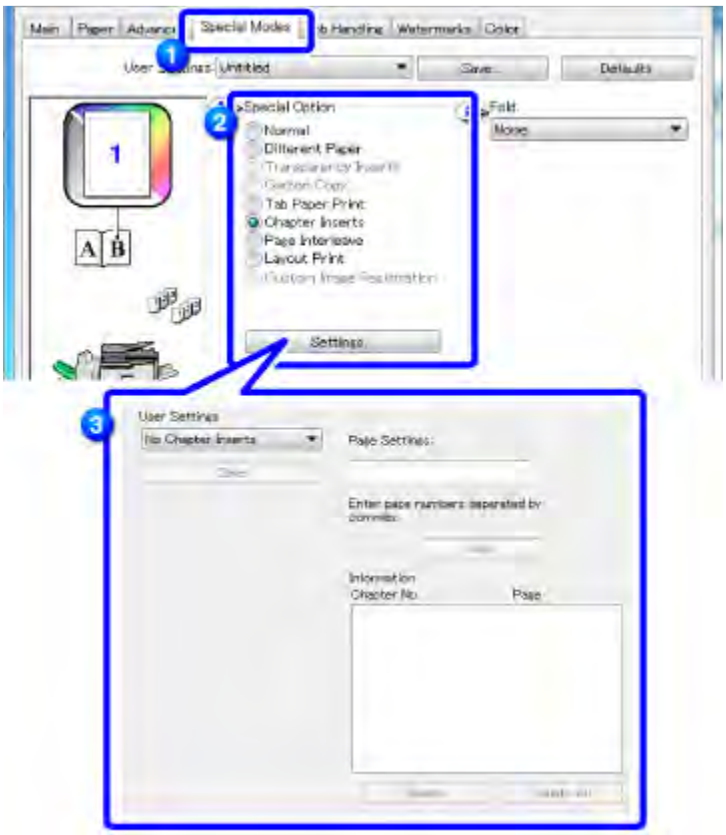
Click the [Special Modes] tab.

Select [Chapter Inserts] and click the [Settings] button.

Enter the page numbers that are to begin chapters in "Page Setup" and click the [Add] button.

Your settings will appear in "Information".
When you have finished selecting settings, click the [Save] button in "User Settings" to save the settings.



03-039.htm

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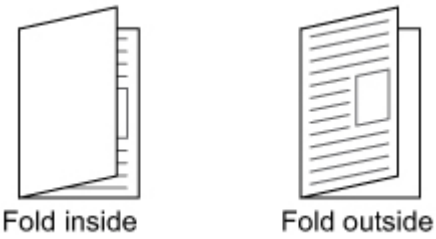
FOLDING PRINTED PAPER IN HALF (FOLD)

Overview

This function folds printed paper in half when a saddle finisher is installed on the machine. You can choose whether the output is folded inward or outward.



This function cannot be used when [System Settings] in "Setting mode" → [Device Control] → [Disabling of Duplex] is selected.

When printing data that is in a pamphlet layout, the "Multi-Sheet Fold - Staple" function can be used to conveniently fold and staple printed output to create a pamphlet. The "Multi-Sheet Fold - Staple" function is available with the PCL6 printer driver.

Operation

Windows

1. **Click the [Special Modes] tab.**
2. **Select the desired folding method from "Fold".**

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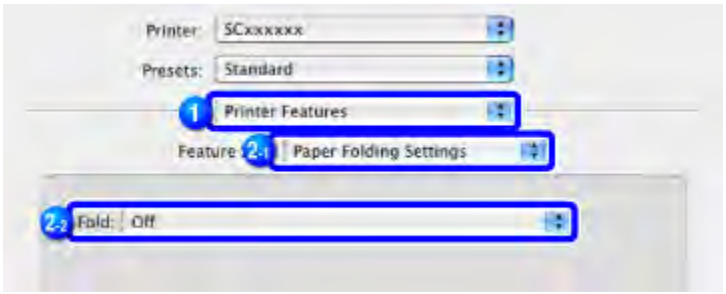
Macintosh

1. **Select [Printer Features].**
2. **Select [Paper Folding Settings] and select the desired folding method.**



03-040.htm

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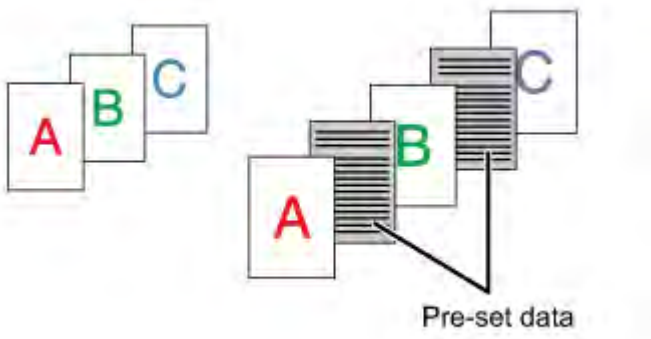
INSERT PRESET DATA BEFORE OR AFTER EACH PAGE (PAGE INTERLEAVE)

Overview

This function inserts a preset data item into every page during printing.
You can easily create documents with opened page spread that is made up of text on the left-hand page and a memo space on the right-hand page.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

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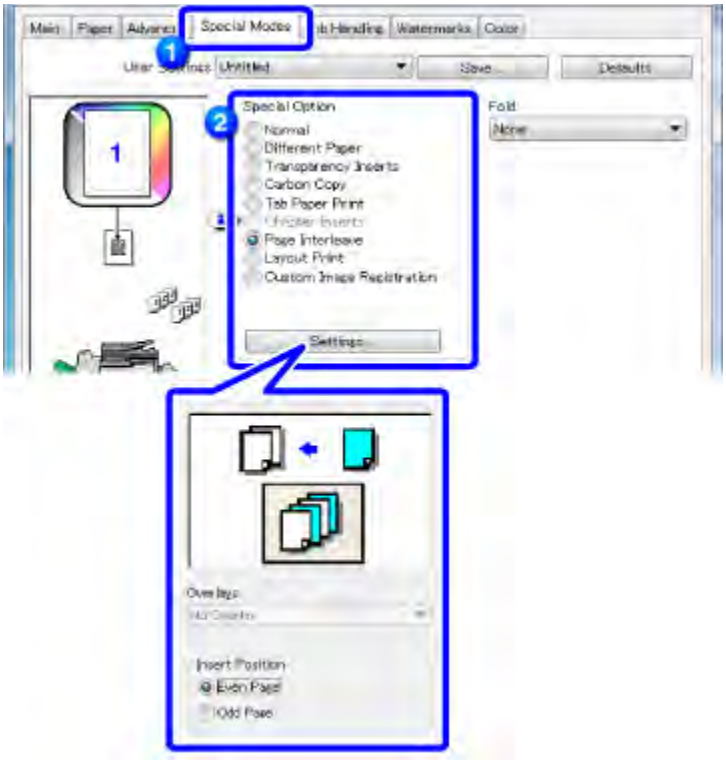
You have to create page data to be inserted in advance.
For the procedure for creating page data, see "Creating an overlay file" in "OVERLAY A FIXED FORM ON THE PRINT DATA".

1 Click the [Special Modes] tab.

2 Select [Page Interleave] and click the [Settings] button.

3 Set the overlay data to be inserted, and set its insertion position.



03-064.htm

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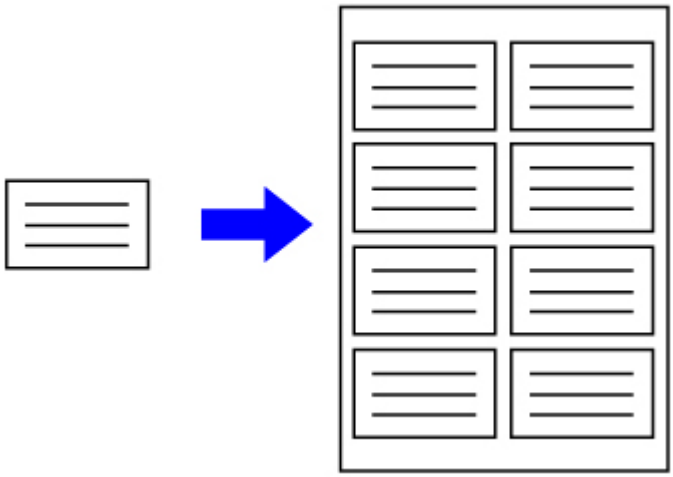
PRINT THE SAME IMAGE IN TILE PATTERN (REPEAT PRINT)

Overview

This function prints the same image in tile pattern on a sheet. This is useful for producing name cards and stickers.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

1. **Click the [Special Modes] tab.**
2. **Select [Layout Print] and click the [Settings] button.**
3. **Select [Repeat Print].**

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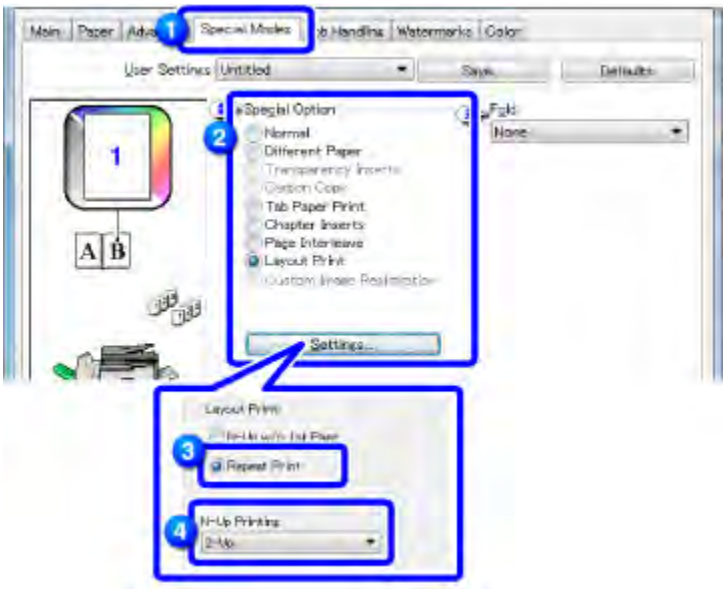
4 In "N-Up Printing", select the number of images per sheet and click the [OK] button.



03-067.htm

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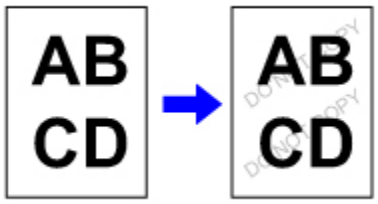
PRINTING PATTERN DATA (HIDDEN PATTERN PRINT)

Overview

This function prints pattern data such as "DO NOT COPY" behind the print data.
If paper with pattern data is duplicated, the pattern data emerges in the background, which will help to prevent information from being leaked through unauthorized document copying.



- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Operation

Windows

1. **Click the [Advanced] tab.**
2. **Select the [Hidden Pattern Print] checkbox so that the checkmark ☑ appears, then click the [Settings] button.**

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The hidden pattern printing function cannot be used when "Print Mode" is set to [Ultra Fine].

3 Configure the settings for hidden pattern printing and click the [OK] button.

- "Hidden Pattern Print" is a function provided for the purpose of deterring unauthorized printing. It does not guarantee the prevention of information leakage.
- Text may not be completely hidden on an output sheet with a pattern print under certain machine conditions. In "Setting mode", select [Security Settings] → [Hidden Pattern Print Setting] → [Contrast] if this is the case.
- The hidden pattern may not emerge on copies with certain types of devices or under certain setting conditions used to copy an output sheet with a pattern print.
- When the color mode is set to [Black and White] or when it is set to [Automatic] and the original is recognized as black and white, a black

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background pattern is printed even if a cyan or magenta pattern is selected.

03-041.htm

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CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES (PROCESS JPEG IMAGES USING THE DRIVER)

Overview

In some situations, a document containing a JPEG image may not be printed correctly. This can be solved by changing the way the JPEG image is rendered.
When you print an original containing JPEG images, this function allows you to select whether the images are rendered in the printer driver or the machine.

- This function is available in a Windows environment.
- When images are rendered in the printer driver, it may take time until the printing is completed.

Operation

Windows

1. **Click the [Advanced] tab and click the [Compatibility] button.**
2. **Click the [Use driver to render JPEGs] checkbox so that the checkmark ☑ appears.**
3. **Click the [OK] button.**

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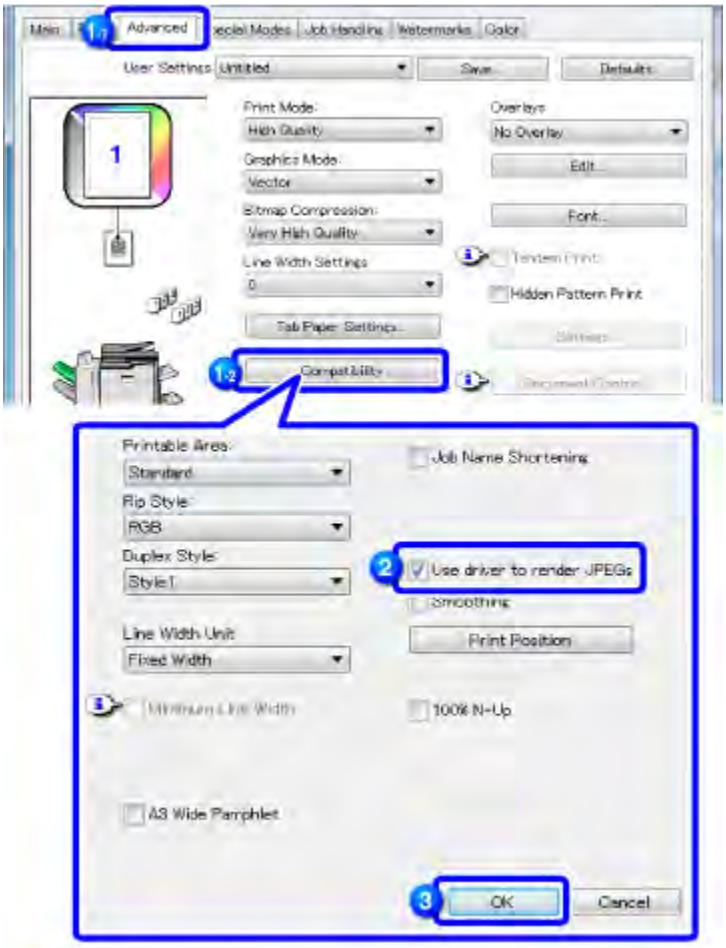

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PRINTING AT A PSEUDO-ENHANCED RESOLUTION (SMOOTHING)

Overview

Resolution enhancement techniques (RETs) are used to smoothen the outlines of images. The images are printed at a pseudo-enhanced resolution.

This function is available in a Windows environment.

Operation

Windows

1. **Click the [Advanced] tab and click the [Compatibility] button.**
2. **Select the [Smoothing] checkbox so that the checkmark ☑ appears.**
3. **Click the [OK] button.**

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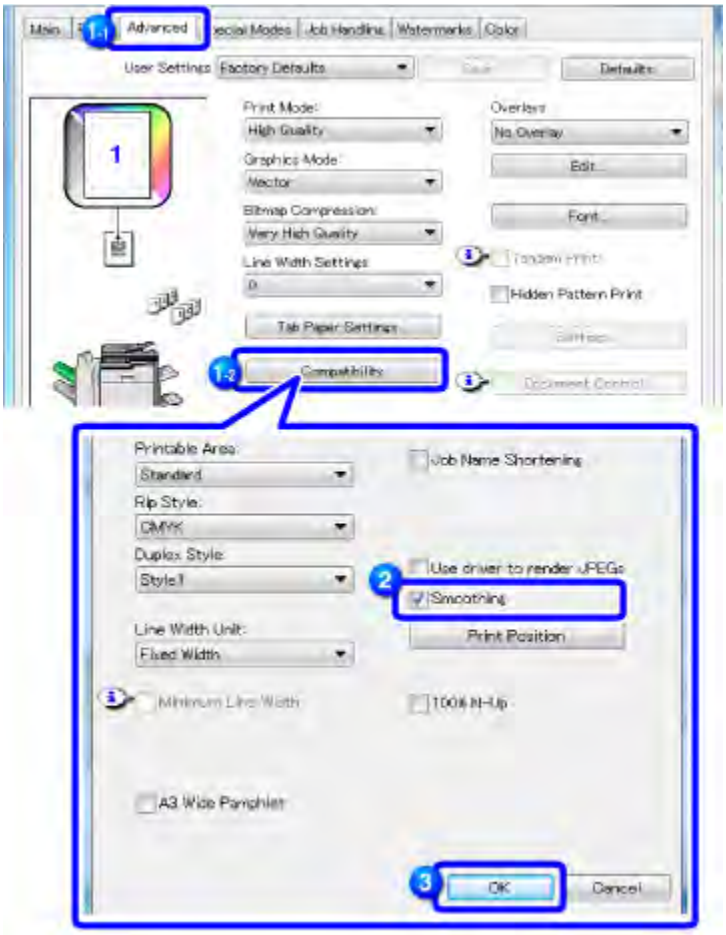

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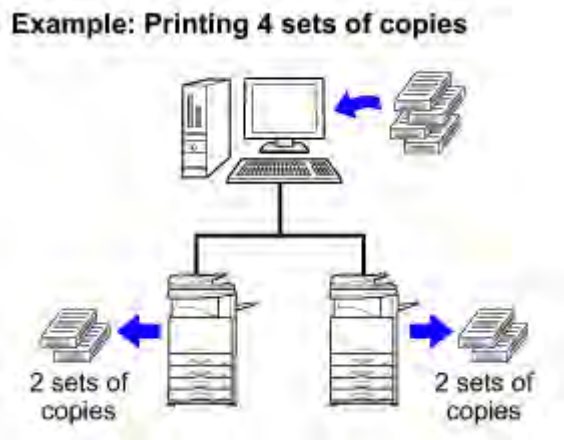
USING TWO MACHINES TO PRINT A LARGE PRINT JOB (TANDEM PRINT)

Overview

To use this function, two machines that can perform tandem printing are required.
Two machines connected to the same network are used to run a large copy job in parallel. This function reduces the printing time when you handle a large number of prints.



To use the tandem print function, the IP address of the slave machine configured in [System Settings] in "Setting mode" → [Device Control→[Tandem Connection Setting] must be registered in the printer driver.

- In a Windows environment, this is accomplished automatically by clicking the [Auto Configuration] button on the [Options] tab of the printer driver.
- In a Macintosh environment, this is accomplished automatically by clicking the [Tandem Settings] button.

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In a Macintosh environment, this function is only available when using Mac OS X.

Operation

Windows

1. **Click the [Advanced] tab.**
2. **Click the [Tandem Print] checkbox so that the checkmark ☑ appears.**

The tandem print function can be used only when the printer driver has been installed using "Custom Installation" with [LPR Direct Print (Specify Address/Auto Search)] selected and with the [Yes] checkbox selected for "Do you want to use the tandem print function?".

Macintosh

1. **Select [Tandem Print].**
2. **Click the [Tandem Print] checkbox so that the checkmark ☑ appears.**

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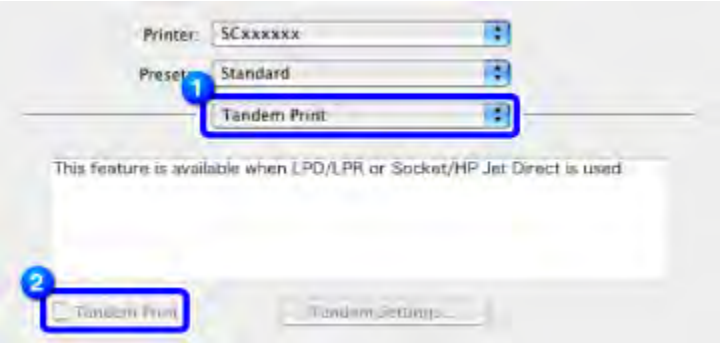

To use the tandem print function, you must select the protocol to be used, in accordance with the message that appears on the screen when you add the printer driver in the "Printer Setup Utility".

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SAVING AND USING PRINT FILES
(FORCE RETENTION/DOCUMENT FILING)

Overview

This function stores a print job as a file on the machine's hard drive, allowing the job to be printed from the touch panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.

- **Hold Only**

  This setting is used to hold a print job on the machine's hard drive without printing it.

- **Hold After Print**

  This setting is used to hold a print job on the machine's hard drive after it is printed.

- **Sample Print**

  When a print job is sent to the machine, only the first set of copies is printed. After checking the contents of the first set of copies, you can print the remaining sets from the operation panel of the machine. This prevents the occurrence of excessive misprints.

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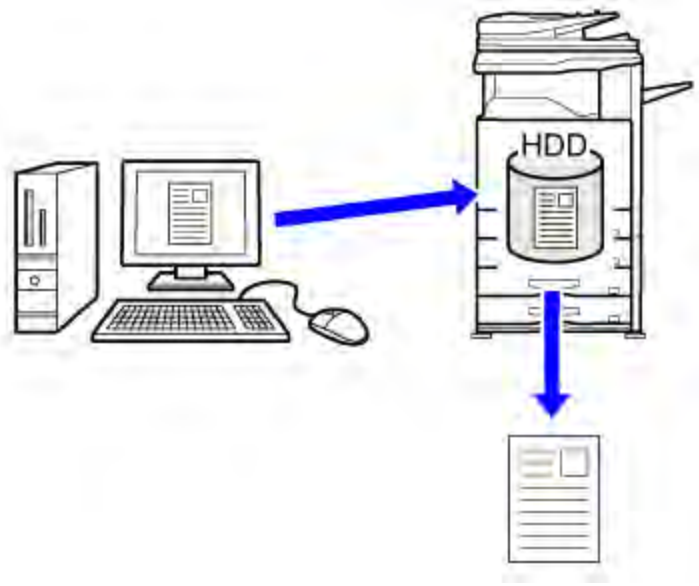

- For the procedure for printing files stored on the machine's hard drive, see "FILE PRINTING" in "DOCUMENT FILING".
- When printing from a PC, you can set a password (5 to 8 digits) to maintain the confidentiality of information in a stored file.
  When a password is set, the password must be entered to print data.

Operation

Windows

1. **Click the [Job Handling] tab.**
2. **Click the [Retention] checkbox so that the checkmark ☑ appears.**
3. **Select how to save the print data in "Retention Settings".**

   To enter a password (5 to 8 digit number), click the [Password] checkbox so that the checkmark ☑ appears.

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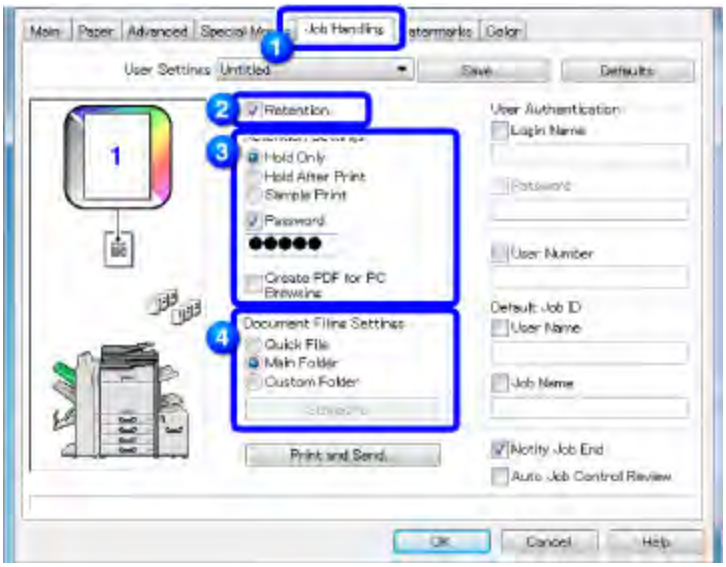

4 Select the folder to store the file in "Document Filing Settings".

When you have selected [Custom Folder], click the [Stored to] button to select the folder.

- When [Quick File] is selected, "Retention Settings" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Retention Settings" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Click the [Compatibility] button on the [Advanced] tab and select the format from "Rip Format".
- To store a file in a custom folder, you must first create the custom folder using [System Settings] in "Setting mode" → [Document Filing Control]. If you have set a password for the custom folder, enter the password in "Folder Password" on the folder selection screen.

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- If you have configured to always use the force retention function in "Printing Policy" on the [Options] tab, you cannot clear the [Retention] checkbox.
- When your network is IPv6, files are stored in the main folder.

Macintosh

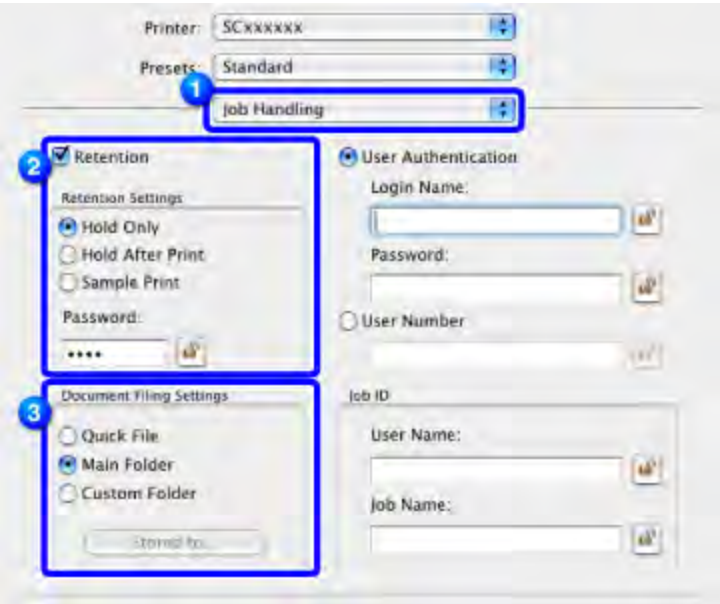
1 Select [Job Handling].

2 Click the [Retention] checkbox so that the checkmark ☑ appears.

Select how to save the print data in "Retention Settings". After you have entered a password (a 5 to 8-digit number), click the 🔓 button to lock the password. This allows you to readily set the same password the next time you use it.

3 Select the folder to store the file in "Document Filing Settings".

When you have selected [Custom Folder], click the [Stored to] button to select the folder.



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- When [Quick File] is selected, "Retention Settings" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Retention Settings" is cleared.
- If necessary, you can select the data format from CMYK and RGB for data to be stored in the machine. Select [Advanced] in [Printer Features] and select the format from "Rip Format".
- To store a file in a custom folder, you must first create the custom folder using [System Settings] in "Settings" → [Document Filing Control]. If you have set a password for the custom folder, enter the password in "Folder Password" on the folder selection screen.
- In Mac OS X 10.5, 10.6, 10.7, and 10.8, if you wish to store the document filing settings in a custom folder, click the [Custom Folder] tab.

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AUTOMATICALLY PRINT ALL STORED DATA

Overview

When user authentication is enabled on the machine, all retained (stored) print jobs of the user who logs in are automatically printed. After all jobs are printed, the stored jobs are deleted.

To use the Print All function, the following steps are necessary:

- In "Setting mode", select [System Settings] → [Default Settings] and enable [Automatically print stored jobs after login].
- At the time of retention print, in addition to the user authentication information, enter **the user name stored in the machine** in "User Name" of "Default Job ID" in the printer driver.
  - Using this function in a Windows environment: PRINTING IN A WINDOWS ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)
  - Using this function in a Macintosh environment: PRINTING IN A MACINTOSH ENVIRONMENT (WHEN USER AUTHENTICATION IS USED)

Files with a password and files that are protected by the document filing function of the machine will not be printed. Files in a folder (excluding My Folder) that has a password will also not be printed.

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Operation

1 Enter your user number or login name and password in the user authentication screen of the machine.

At the time of retention print, in addition to the user authentication information, enter the user name stored in the machine in "User Name" of "Default Job ID" in the printer driver.

2 A confirmation prompt will appear. Tap the [OK] key.

The print files stored in the quick file folder, main folder, and custom folder will be printed automatically and then deleted.

03-044.htm

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PRINTING AND SENDING SIMULTANEOUSLY

Overview

This function prints data created in an application from the machine and simultaneously sends the data to the addresses stored in the machine.
This function allows you to complete two tasks, printing and sending, with one operation from the printer driver.

- Addresses must be stored in advance in the machine. For more information, see "STORING CONTACTS".
- You must complete the preparatory steps for using each sending function of the machine. For more information, see the explanation of each sending function.

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.
- You cannot print and send data simultaneously when [System Settings] in "Setting mode" → [Printer Settings] → [Default Settings] → [Prohibit utilize sending function at print] is selected.

Operation

Windows

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1 Click the [Job Handling] tab and click the [Print and Send] button.

2 Select the [Print and Send] checkbox so that the checkmark ☑ appears.

3 Click the [Get Address Book] button.

4 From the "Address Book" list, select the address to which you wish to send the data, and click the [Add] button to add the address to the "Destination" list.

- If you wish to send the data to all addresses, click the [Add All] button.
- To delete an address from the "Destination" list, select the address and click the [Delete] button. If you wish to delete all addresses, click the [Delete All] button.

Up to 50 destinations can be specified.

5 Click the [OK] button.

The printer driver settings are applied to sending settings.

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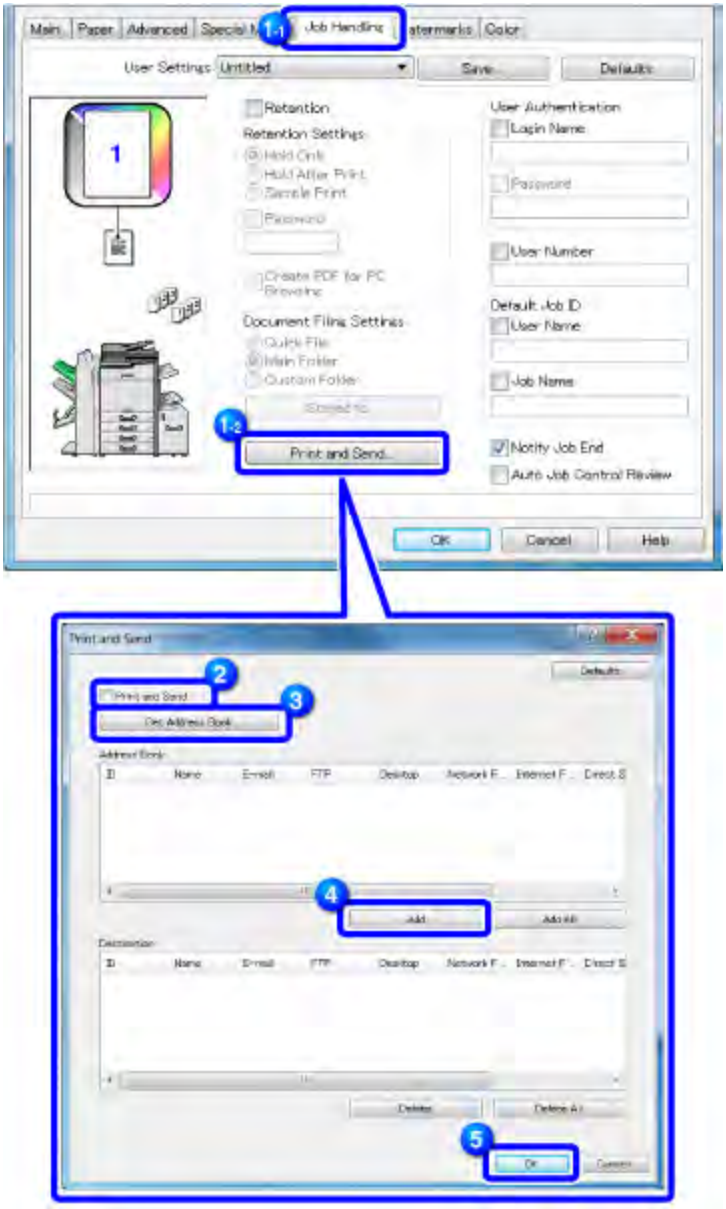

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EXTENSION OF PRINTABLE FILES

When you do not have the printer driver installed on your PC, or when the application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.
The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PDF/Encrypt PDF/High Compression PDF	PS	XPS
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl	pdf	ps	xps

- Even if the print result is black and white, the following types of print jobs will be counted as 4-color (Y (Yellow), M (Magenta), C (Cyan), and Bk (Black)) print jobs. When you want such jobs to be counted as black and white jobs, select the black and white printing option.
  - When the data is created as color data.
  - When the application treats the data as color data even though the data is black and white.
  - When an image is hidden under a black and white image.
- Depending on the file type, it may not be possible to print some files in the above table.

- To print XPS files, the XPS expansion kit is required.

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DIRECTLY PRINTING A FILE ON AN FTP SERVER

Overview

When an FTP server is configured, you can directly select and print files on the FTP server from the touch panel of the machine. This function eliminates the need for downloading the files from the FTP server to your PC and sending print jobs from the PC to the machine.

To configure an FTP server:
In "Setting mode", select [Application Settings] → [Setting for Print from the MFP(FTP)], and configure an FTP server. (Administrator rights are required.) Up to 20 FTP servers can be configured.

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.

- PRINTING AN ENCRYPTED PDF FILE

Operation

1 Tap the [Document Filing] key.

2 Tap the [Select File from FTP to Print] key on the action panel.

3 Tap the key of the FTP server that you wish to access.

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4 Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders on the FTP server. To display a folder or a file in a folder, tap this key.

- A total of 100 keys of files and folders can be displayed.
- Tap to move up one folder level.
- When you move down a folder level by tapping a folder key, appears.
  Tap this key to return to the file or folder name selection screen.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

5 Select the print conditions.

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- If you have selected multiple files in step 4, you can select only the number of prints.
- If you have selected a file that includes print conditions (i.e., PCL, PS, or XPS files) in step 4, the settings will be applied.

When the [Print on Glossy Paper] checkbox is selected, [Paper Select] is set to [Glossy Paper] (bypass tray) and [Output Resolution] is set to [600 dpi (High Quality)].

6 Tap the [Start] key.

Printing begins after the selected file is downloaded.

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DIRECTLY PRINTING A FILE IN USB MEMORY

Overview

Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.
When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.

- Use a FAT32 USB memory device with a capacity of no more than 32 GB.
- Printing from a USB memory device is not possible when [System Settings] in "Setting mode" → [Printer Settings] → [Default Settings] → [Disabling of USB Memory Direct Print] is selected.

When you select a PDF file that has a password, enter the password in the job status screen to begin printing.

- PRINTING AN ENCRYPTED PDF FILE

Operation

1 Connect the USB memory device to the machine and tap the [Document Filing] key.

2 Tap the [Select File from USB Memory to Print] key on the action panel.

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3 Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders in the USB memory device. To display a folder or a file in a folder, tap this key.

- A total of 100 keys of files and folders can be displayed.
- Tap to move up one folder level.
- When you move down a folder level by tapping a folder key, appears.
  Tap this key to return to the file or folder name selection screen.
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

4 Select the print conditions.

- If you have selected multiple files in step 3, you can select only the number of prints.
- If you have selected a file that includes print conditions (i.e., PCL, PS, or XPS files) in step 3, the settings will be applied.

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When the [Print on Glossy Paper] checkbox is selected, [Paper Select] is set to [Glossy Paper] (bypass tray) and [Output Resolution] is set to [600 dpi (High Quality)].

5 Tap the [Start] key.

Printing begins after the selected file is transferred.

6 Remove the USB memory device from the machine.

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DIRECTLY PRINTING A FILE IN A NETWORK FOLDER

Overview

You can specify and print a file in a network folder from the touch panel of the machine.
Even if the network folder is not registered, you can access the network folder by directly entering or referring to the path to the folder in the workgroup.

- Entering the network folder path directly
- Referring to the network folder path

To register a network folder:
In "Setting mode", select [Application Settings] → [Setting for Print from the MFP(SMB)] to store a network folder. (Administrator rights are required.) Up to 20 network folders can be registered.

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.

- PRINTING AN ENCRYPTED PDF FILE

Operation

Printing a file in the network folder you have configured in the machine's settings

1 Tap the [Document Filing] key.

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2 Tap the [Select File from Network Folder to Print] key on the action panel.

3 Tap the [Open Registered Network Folder] key on the action panel and tap the network folder that you wish to access.

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

- When you tap the [Direct Input of Folder Path] key, a screen appears to allow direct input of the network folder path. For details, see "Entering the network folder path directly".
- When you select the workgroup, server, and network folder in sequence, you can access the network folder. For details, see "Referring to the network folder path".

4 Tap the key of the file that you wish to print, and tap the [Choose Print Settings] key on the action panel.

- When printing multiple files, tap the keys of the files you wish to print, and tap the [Print] key on the action panel.
- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders in the network folder. To display a folder or a file in a folder, tap this key.

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- A total of 100 keys of files and folders can be displayed.
- Tap to move up one folder level.
- To return to the network folder selection screen, tap .
- Tap the [File or Folder Name] key to change the order of the files and folders displayed on the screen. Each time the key is tapped, the order changes between ascending and descending.

5 Select the print conditions.

- If you have selected multiple files in step 4, you can select only the number of prints.
- If you have selected a file that includes print conditions (i.e., PCL, PS, or XPS files) in step 4, the settings will be applied.

When the [Print on Glossy Paper] checkbox is selected, [Paper Select] is set to [Glossy Paper] (bypass tray) and [Output Resolution] is set to [600 dpi (High Quality)].

6 Tap the [Start] key.

Printing begins after the selected file is transferred.

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Entering the network folder path directly

1 Tap the [Direct Input of Folder Path] key in step 3 of "Printing a file in the network folder you have configured in the machine's settings".

2 Enter the path to the folder, user name and password.

Access the network folder.
For the procedure for printing, see steps 4 to 6 of "Printing a file in the network folder you have configured in the machine's settings".

Referring to the network folder path

1 Tap the key of the workgroup that you wish to access in step 3 of "Printing a file in the network folder you have configured in the machine's settings".

2 Tap the key of the server or computer that you wish to access.

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

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3 Tap the key of the network folder that you wish to access.

Access the network folder.
For the procedure for printing, see steps 4 to 6 of "Printing a file in the network folder you have configured in the machine's settings".

- Tap the icon and enter a keyword to search for a workgroup, server, or network folder. To enter text, see "NAMES AND FUNCTIONS OF SOFT KEYBOARD KEYS".
- Up to 100 workgroups, 100 servers, and 100 network folders are displayed.
- Tap to move up one folder level.
- To return to the workgroup selection screen, tap .

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SUBMIT PRINT JOB

By selecting [Document Operations] → [Submit Print Job] from "Setting Mode (Web version)" and specifying a file, you can directly print the file without using the printer driver.
In addition to a file on your PC, this procedure can be used to print any file that can be accessed from your PC, such as a file on another PC connected to the same network.
For the procedure for accessing "Setting Mode (Web version)", see "SETTING MODE""SETTING MODE" (User's Manual).

- If you print a file that includes print settings (i.e., PCL, PS, or XPS files), the settings will be applied.
- When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

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FTP PRINT

You can print a file from your PC by simply dragging and dropping the file onto the FTP server of the machine.

To perform FTP print:
In "Setting mode", select [Application Settings] → [Setting for Print from the PC], set [FTP Print] to [Valid], and then configure the port number. (Administrator rights are required.)

Performing FTP print

Type "ftp://" and then the IP address of the machine in the address bar of your PC's Web browser as shown below.
Example: ftp://192.168.1.28
Drag and drop the file that you wish to print onto the "lp" folder that appears in your Web browser. Printing of the file automatically begins.

- If you print a file that includes print settings (i.e., PCL, PS, or XPS files), the settings will be applied.
- When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.

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E-MAIL PRINT

If you configure your e-mail account in the machine, the machine periodically checks your mail server and automatically prints received e-mail attachments without using the printer driver.

To perform e-mail print:
In "Setting mode", select [Application Settings] → [E-mail Print Settings], and register your e-mail account. (Administrator rights are required.)

Performing e-mail print

Using your PC's e-mail software, specify the e-mail address of the machine in "Address" and send e-mail attached with a file to be printed.

Control commands can be entered in the message of the e-mail to specify the number of copies and print format.
Commands are entered in the format "command name = value" as shown in the example to the right.

```
COPIES=2
DUPLEX=LEFT
ACCOUNTNUMBER=11111
PAPER=A4
B/W PRINT=ON
```

As an example, the control commands include the following:

Function	Command name	Values
Copies	COPIES	1-999
Staple *1	STAPLEOPTION	NONE, ONE, TWO, SADDLE

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Punch *2	PUNCH	OFF, ON
OUTPUT	COLLATE	OFF, ON
2-sided Print	DUPLEX	OFF, TOP, LEFT, RIGHT
Account Number *3	ACCOUNTNUMBER	Number (5 to 8 digits)
File Type	LANGUAGE	PCL, PCLXL, POSTSCRIPT, PDF, TIFF, JPG, XPS
Paper	PAPER	Paper that can be used (LETTER, A4, or others)
DOCUMENT FILING	FILE	OFF, ON
	FOLDERNAME	Up to 28 characters
Quick File	QUICKFILE	OFF, ON
Output tray	OUTTRAY	CENTER, RIGHT, FINISHER
Black & White Printing	B/W PRINT	OFF, ON
Fit To Page	FITIMAGETOPAGE	OFF, ON

*1 Enabled only when a finisher or a saddle finisher is installed.
*2 Enabled only when a punch module is attached to the finisher or saddle finisher.
*3 Can be omitted except when authentication is by user number.

- The mail text must be in a text format. If entered in Rich Text format (HTML), the commands will have no effect.
- If you enter "Config" in the mail text, a list of control commands is returned.
- If nothing is entered in the body text (message) of the e-mail, printing will take place according to the settings configured in

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"Setting mode" → [System Settings] → [Printer Condition Settings] → [Default Settings]. If you print a file that includes print settings (i.e., PCL, PS, or XPS files), the settings will be applied.

- Enter a file type only when you wish to specify the page-description language. Normally there is no need to enter a file type.

03-051.htm

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PRINTING AN ENCRYPTED PDF FILE

Overview

PDF encryption is used to protect a PDF file by requiring the entry of a password to print or edit the file.
To directly print an encrypted PDF file on an FTP server or in a USB memory device, etc. connected to the machine, reset the password and begin printing.

- To print an encrypted PDF file using the printer driver, enter the password when opening the file on your PC.
- Printing is not possible if you do not know the password for the encrypted PDF file.
- Encrypted PDF versions that can be directly printed are 1.6 (Adobe® Acrobat® 7.0) and earlier.

Operation

1 Tap the Job status display and tap the [Print] tab.

2 Tap the [Spool] key.

When the list contains an encrypted PDF file, a message is displayed to indicate that an encrypted PDF file exists.

3 Tap the print job key for the encrypted PDF file.

You cannot select multiple encrypted PDF files.

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4 Tap the [Enter Password for Encrypted PDF] key on the action panel.

5 Enter the password (32 characters or less) and tap the [Yes] key.

When both a master password and a user password (which is used to open the file) have been set, enter the master password.

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CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT

Overview

If printing stops because the machine ran out of paper, or if the size of paper specified in the printer driver is not loaded in the machine, a message will appear in the touch panel.
Printing will begin automatically when paper is loaded in the machine. If paper of the desired size is not immediately available, you can use paper that is set in a different tray.

If you changed to a different paper size, printing may not take place correctly; for example part of the text or image may run off the paper.

Operation

1. **Tap the job status display.**
2. **Tap the key of the job for which "Paper Empty" appeared.**
3. **Tap the [Change Paper] key on the action panel.**
4. **Tap the key for the tray containing the paper that you wish to use, and tap OK.**

03-059.htm

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PRINTER JOBS

When you tap the job status display, jobs are displayed in a list. To check the status of a printer job, tap the [Print] tab.
When you wish to stop or delete jobs or to perform priority processing, see the following items:

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
- PRIORITY PROCESSING OF A RESERVED JOB
- CHECKING A RESERVED JOB OR THE JOB IN PROGRESS
- CHECKING COMPLETED JOBS

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REGISTERING A CUSTOM IMAGE

Overview

This function registers images used as custom images from the printer driver to the machine.

- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

To prohibit the registration of custom images:
In "Setting mode", select [System Settings] → [Copy Settings] → [Copy Settings] → [Prohibition of Custom Image Registration] and configure the setting.

Operation

Windows

1. **Click the [Special Modes] tab.**
2. **Select [Custom Image Registration] and click the [Settings] button.**
3. **Select the registration type and name of the custom image.**
   When [Custom Stamp] is selected in "Registered Type", a full-color, non-transparent stamp image is registered. When [Custom watermark] is selected, a single-color, transparent watermark image is registered.

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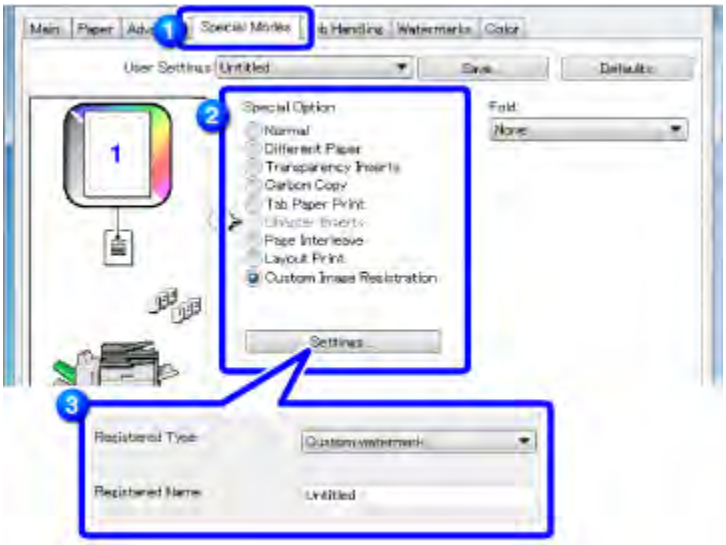
If you have attempted to store multiple pages of data, only the first page will be stored.



03-062.htm

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SPECIFYING A BILLING CODE USING THE PRINTER DRIVER

Overview

You can enter a billing code using the printer of the machine.
When using the printer, you can only enter a billing code by directly typing it in.
For an overview of a billing code, refer to "BILLING CODE".

Enable billing code

This setting is required only in the Windows environment. (Always usable under Macintosh environment)

1 Click the [Start] button, then select [Devices and Printers].

- In Windows Vista, click the [Start] button, then select [Control Panel] - [Printers].
- In Windows XP/Server 2003, click the [Start] button, then click [Printers and Faxes].
- In Windows 8, right-click on the Start window (or swipe up from the lower end of the window), then click the App Bar → [All apps] → [Control Panel] → [Hardware and Sound] → [Devices and Printers].

In Windows XP, if [Printers and Faxes] does not appear in the [Start] menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].

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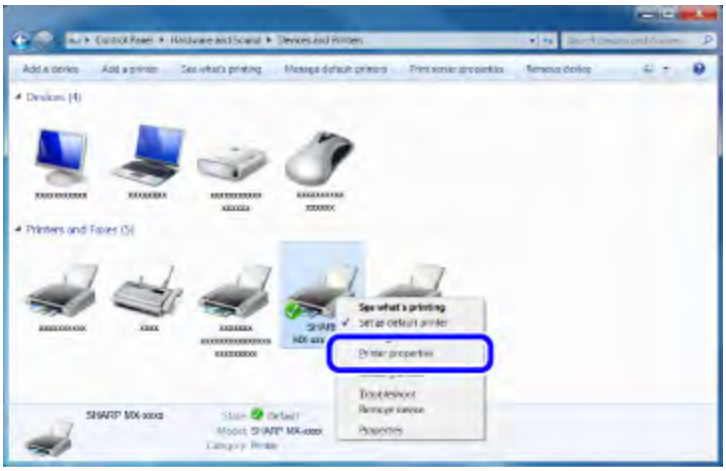
Right-click the printer driver icon of the machine

In Windows XP/Server 2003/Vista, click the printer driver icon of the machine.

3 Click [Printer Properties].

- In Windows Vista, click the [Organize] menu, then click [Properties].
- In Windows XP/Server 2003, click the [File] menu, then click [Properties].



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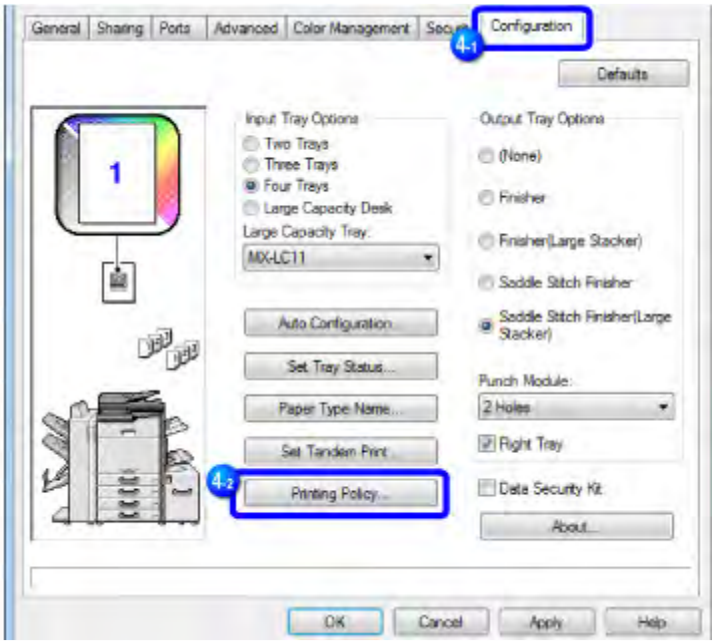
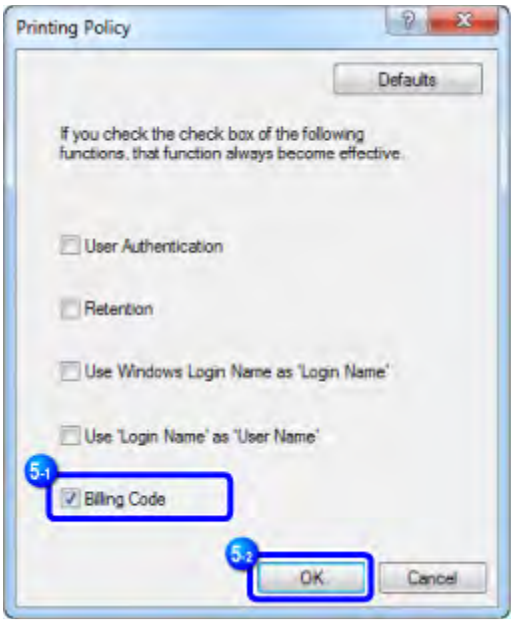
Click the [Configuration] tab, then click the [Printing Policy] button.



5 Set the [Billing Code] check box to ☑, then click the [OK] button.



Operation

Windows

1 Start printing

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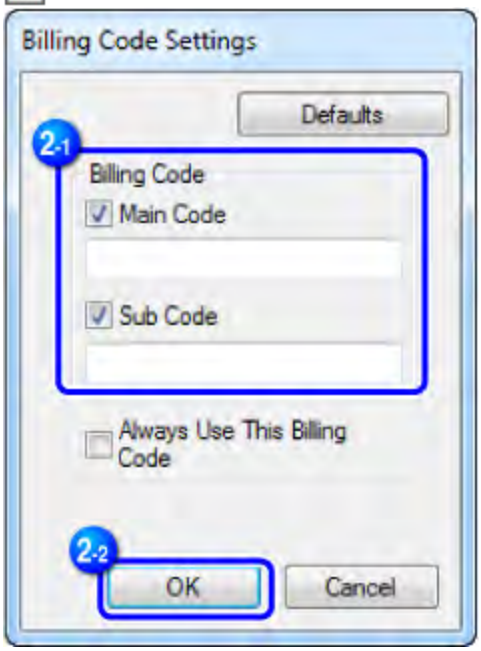
2 Enter the main code and sub code, then click the [OK] button.

To retain the specified billing code, set [Always Use This Billing Code] to ☑.



- If you select "Setting Mode (Administrator)" - [Billing Code Setting] - [Administration Settings] and set [Use Billing Code] to Enable, the specified billing code is disabled, and it is not recorded in the job log.
- If you have started printing without specifying a billing code, a use code is recorded in the job log.

Macintosh

1 Select [Billing Code].

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Enter the main code and sub code

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PRINTER DRIVER SPECIFICATIONS LIST

Function			PCL6	PS	Windows PPD *1	Macintosh PPD *1
Frequently used functions	Copies		1-999	1-999	1-999	1-999
	Orientation		Yes	Yes	Yes	Yes
	N-Up	Number of Pages	2, 4, 6, 8, 9, or 16	2, 4, 6, 8, 9, or 16	2, 4, 6, 9, or 16	2, 4, 6, 9, or 16
		Order	Selectable	Selectable	Selectable	Selectable
		Border	On/Off	On/Off	Yes	Selectable
	2-Sided Print		Yes	Yes	Yes	Yes
	Fit To Page		Yes	Yes	No	Yes
	Binding Edge		Selectable	Selectable	No	Yes
	Black and White Print		Yes	Yes	Yes	Yes
	Staple *2		Yes	Yes	Yes	Yes
	Punch *2		Yes	Yes	Yes	Yes
Paper	Paper Size		Yes	Yes	Yes	Yes
	Custom Paper		7 size	7 size	Yes	Yes
	Paper Selection		Yes	Yes	Yes	Yes

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	Output tray	Yes	Yes	Yes	Yes
Convenient printer functions	Pamphlet Copy/Saddle Stitch *3	Yes	Yes	Yes	Yes
	Margin Shift	0 inch to 1.2 inch	0 inch to 1.2 inch	Yes	Yes
	Poster Printing	Yes	Yes	No	No
	Adjust the Print Position	Yes	No	No	No
	Rotate 180 Degrees	Yes	Yes	Yes	Yes
	Zoom/XY Zoom	Yes*4	Yes	Yes*4	Yes*4
	Line Thickness	Yes	No	No	No
	Mirror Image	No	Yes	Yes	No
Special functions	Different Paper	Yes	Yes	Yes*5	Yes*5
	Transparency Inserts	Yes	Yes	No	Yes
	Carbon Copy	Yes	Yes	No	No
	Tab Printing	Yes	Yes*6	No	No

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Chapter Dividing	Yes	No	No	No
Page interleave	Yes	No	No	No
Fold *3	Half Fold/ Multi-Sheet Fold	Half Fold	Half Fold	Half Fold
Layout printing	Yes	No	No	No
PATTERN PRINT	Yes	No	No	No
Process JPEG images using the driver	Yes	Yes	No	No
Smoothing	Yes	Yes	No	No
Tandem Print	Yes	Yes	No	Yes
Retention	Yes	Yes	No	Yes
DOCUMENT FILING	Yes	Yes	No	Yes
Print and send	Yes	Yes	No	No
Disable Blank Page Print	Yes	Yes	No	No
Color Adjustment	Yes	Yes	No	Yes *7

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COLOR MODE ADJUSTING FUNCTION	Text To Black/Vector To Black	Yes	Yes	No	No
	Advanced Color	Yes	Yes	Yes	Yes
	Print Color Setting	Yes	No	No	No
FUNCTIONS TO COMBINE TEXT AND IMAGES	Watermark	Yes	Yes	Yes	Yes
	Image Stamp	Yes	Yes	No	No
	Overlay	Yes	Yes	No	No
Resolution	Print Mode	Normal /High quality/ Ultra fine	Normal /High quality/ Ultra fine	Normal /High quality/ Ultra fine	Normal /High quality/ Ultra fine
	Graphics Mode Selection	Yes	No	No	No
	Toner Save *8	Yes	Yes	Yes	Yes
Font	Selectable Downloadable Font	Bitmap, True Type, Graphics	Bitmap, True Type, Graphics	Bitmap, True Type, Graphics	No *9
Other functions	Auto Configuration	Yes	Yes	No	Yes
	User Authentication	Yes	Yes	No	Yes

*1 The specifications of each function in Windows PPD and Macintosh PPD vary depending on the operating system version and the application.

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*2 If a finisher or a saddle finisher is installed (The punch module is also required in order to use the punch function.)

*3 If a saddle finisher is installed

*4 The horizontal and vertical proportion cannot be set separately.

*5 Only covers can be inserted.

*6 Only the amount of the shift of the text string data created in the application is set.

*7 Cannot be used in Mac OS X 10.5, 10.6, 10.7 and 10.8.

*8 This setting may not operate in some applications and operating systems.

*9 TrueType and Type1 can be selected in some versions of LaserWriter.

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "FAX"

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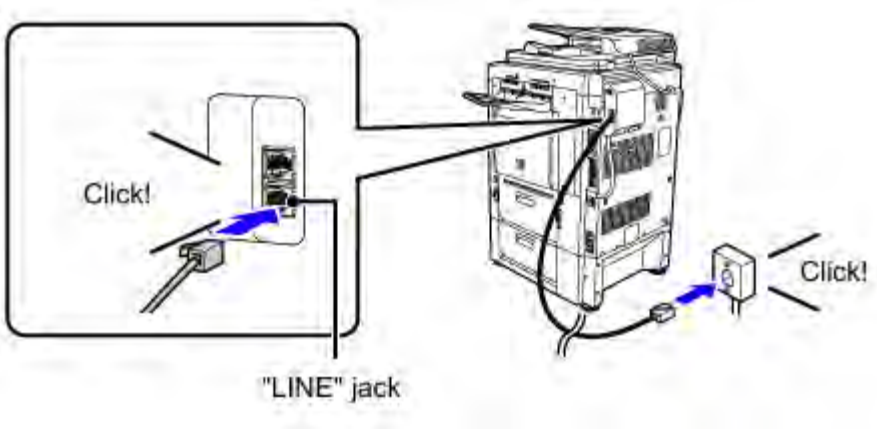
BEFORE USING THE MACHINE AS A FAX

1 Connect to the telephone line.

Insert the plug on one end of the telephone line cord into the telephone line jack (LINE) of the machine as shown, and insert the other plug into a wall telephone jack.
* Be sure to use the attached telephone line cord.



2 Make sure the main power switch is in the "|" position.

When the main power indicator is lit up, the main power is in the "|" position. If the main power indicator is not lit up, turn the main power switch to the "|" position and press the [POWER] button on the operation panel.
* If the fax function will be used, and in particular if reception or timer transmission will take place at night, always keep the main power switch in the "|" position.

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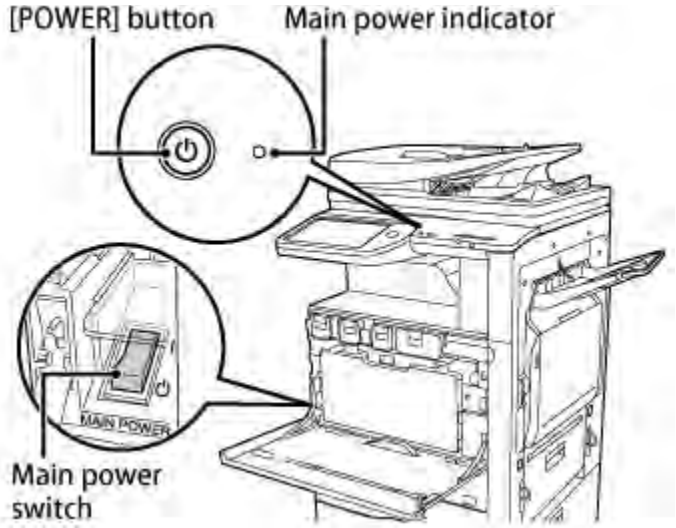

If the fax function will be used, and, in particular, if reception or timer transmission will take place at night, do not turn the main power off.

3 Set the telephone line type.

The machine's dial mode setting must be set to match the type of telephone line you are using.
* If the setting is incorrect, it will result in dialing failures or cause calls to be made to the wrong destination.

If you want to set the type of telephone line automatically:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Dial Mode Setting], then tap the [Auto Select] key.

If necessary, you can set the type of telephone line manually.

4 Checking the date and time

Verify that the correct date and time are set in the machine.
Set the data and time in the setting mode of the machine.

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To set the date and time of the machine:
In "Setting mode", select [System Settings] → [Default Settings] → [Clock Adjust].

If [Disabling of Clock Adjustment] has been enabled, the date and time cannot be modified.
In this case, select [System Settings] in "Setting mode" and select [Operation Settings] to disable the [Disabling of Clock Adjustment] setting.

5 Store the sender fax number.

Store a sender name in [Sender Name] and a fax number in [Fax No.]. Be sure to configure this information, as it is required for communication.

To store the sender's name and address:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Own Number and Name Set] → [Sender Data Registration].

Storing destination addresses for each scan mode in the address book

It is convenient to store addresses in the address book before using Fax mode.
For how to use the address books and how to store addresses, see the following item.

- ADDRESS BOOK
- STORING ADDRESSES THROUGH DIRECT ENTRY
- STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH
- STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS
- STORING GROUPS

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SELECTING FAX MODE

You can select the fax mode from the Home Screen or from each operation mode as follows:

Operation

Changing modes from the Home Screen

1 Tap the [Fax] mode icon

The initial screen of fax modeis displayed.

Changing mode from each mode

1 Tap on the mode display

2 Tap [Image Send]

The initial screen of fax modeis displayed.

If the screen is not displayed, tap and tap [Fax].

In "Setting mode", by selecting [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Address Book Default Selection] and setting the [Higher priority is given to the display of address book.] checkbox to , the Address Book in fax mode is displayed.

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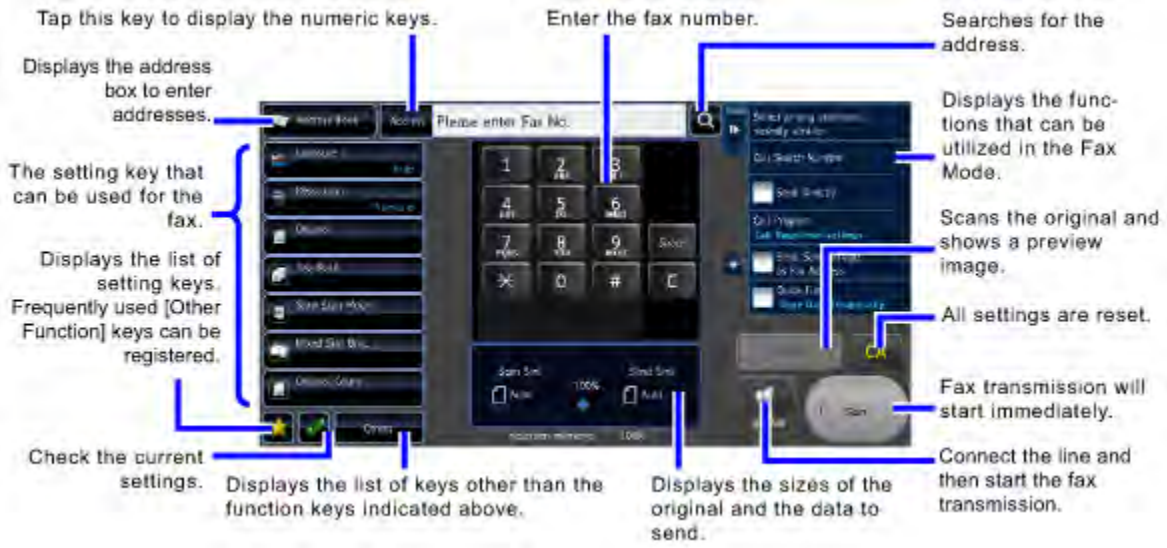
BASE SCREEN OF FAX MODE



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FAX TRANSMISSION SEQUENCE

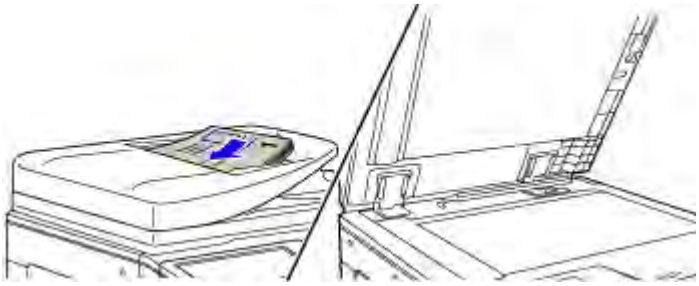
First, tap the [Fax] icon on the home screen to enter fax mode.

- SELECTING FAX MODE

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS



2 Enter the destination fax number.

Tap the numeric keys to enter the destination number directly, or search and retrieve the address book or number.

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- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Configure the scan settings.

Specify the original scan size, exposure, resolution, etc.

- IMAGE SETTINGS

If necessary, you can refer to the following functions for the setting.

- SENDING ORIGINALS COLLECTIVELY
- SCANNING ORIGINALS

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- AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL(2-SIDED ORIGINAL)
- AUTO DETECTION
- SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
- SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES
- SPECIFYING THE SEND SIZE OF THE IMAGE
- CHANGING THE EXPOSURE
- CHANGING THE RESOLUTION
- SENDING A LARGE NUMBER OF PAGES(JOB BUILD)
- SENDING A THIN ORIGINAL(SLOW SCAN MODE)
- SENDING ORIGINALS OF DIFFERENT SIZES(MIXED SIZE ORIGINAL)
- CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION(ORIGINAL COUNT)

4 Set Others.

Use Others other than the time when using scan settings such as sending two pages as a single page or sending originals of different sizes at the same time.

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5 Send the original.

Tap the [Start] key.

- You can check the preview image by tapping the [Preview] key before tapping the [Start] key. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original.
- If you tap the [File] key or [Quick File] key on the action panel before starting fax transmission, you can save the scanned original as data.
  - QUICK FILE
  - FILE

When the original is placed on the document glass:

- If you placed the original on the document glass, carry out the following procedure to send a fax.
  - When sending a fax normally (memory transmission)
    Repeat the steps for placing and scanning the originals the same number of times as there are originals. After scanning all originals, tap the [Read -End] key. (After you have scanned an original by tapping the [Preview] key, tap the [Additional

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Scan] key to scan the next original. Then, tap the [Start] key to send the original.)

- When sending a fax in direct transmission mode
  Multi-page originals cannot be scanned in direct transmission mode. Tap the [Start] key to start transmission.

- When sending a fax in direct transmission mode
  Multiple originals cannot be scanned in direct transmission mode. Tap the [Start] key to start transmission.

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ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS

Tap numeric keys to enter the destination fax number.

If you want to enter a pause between digits of the number:
The [Pause] key appears on the numeric keys when the destination fax number is entered.
Tap the [Pause] key to enter a hyphen (-).
If you want to specify multiple addresses, tap + and enter the number of the next address.

ENTERING A PAUSE BETWEEN DIGITS OF THE NUMBER

Enter a pause after the number used to dial out from a PBX (for example, after "0"), or after the country code when dialing an international number.

Tap the [Pause] key.

A hyphen "-" is entered when the [Pause] key is tapped once.

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The [Pause] key appears on the numeric keys when the destination fax number is entered.

If an incorrect number is entered:
Tap the [C] key to clear the number and enter the correct number.

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RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK

Overview

A destination fax number is retrieved by simply tapping the one-touch key of that destination on the address book screen. (One-touch dialing)

It is also possible to store multiple fax numbers in a one-touch key, allowing you to retrieve all the numbers by simply tapping the key. This dialing method is convenient when you wish to send a fax to (or poll) multiple fax destinations.
When destinations of other scan modes are stored in addition to fax destinations, an icon indicating the mode appears together with the name of the destination in each one-touch key.

	Fax
	Scan to E-mail
	Internet Fax (Direct SMTP)
	Scan to FTP
	Scan to Network Folder
	Scan to Desktop
	Group key in which multiple addresses are stored

- For information on the address book, see "ADDRESS BOOK".
- For the procedure for storing an address in the address book, see "STORING ADDRESSES THROUGH DIRECT ENTRY", "STORING ADDRESSES THROUGH GLOBAL ADDRESS SEARCH" or "STORING ADDRESSES FROM FAX OR IMAGE SEND LOGS".

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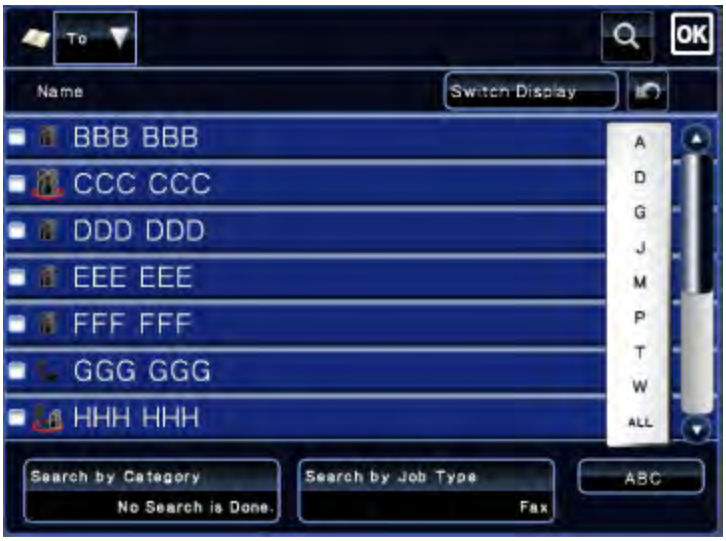
Operation

1 Tap the [Address Book] key.

2 Tap a one-touch key of contact or group that includes the fax destination.

- The destinations displayed on the list can be narrowed with categories, job types, indexes, and keywords.
- Tapping [Switch Display] allows you to change the order of destinations displayed in the list.
- When adding a destination, tap another one-touch key.
- If two or more destinations are selected or specified, the total number of addresses appears next to +.
- Even if only a single destination is selected, the number of addresses appears when the destination is a contact or group in which multiple addresses are stored.

For more information, see "ADDRESS BOOK SCREEN".



If you select an incorrect destination:

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Tap the key again to cancel the selection.

- To select a destination from the transmission log, tap the [Select among addresses recently sent to] key on the action panel.
  - USING A TRANSMISSION LOG TO RESEND
- To retrieve a destination by using a search number, tap the [Call Search Number] key on the action panel.
  - USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- To retrieve a destination from a global address book, tap the [Global Address Search] key on the action panel.
  - Retrieving a destination from a global address book
- To check the entered destinations, tap the [Confirm Address] key on the action panel.
  - VIEWING A LIST OF THE SELECTED DESTINATIONS

- Tap the one-touch key, and then tap the [Show Details] key on the action panel to display the detailed information screen.
- The destination for transmission can be selected by tapping a stored destination.

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THE SELECTED DESTINATIONS

Overview

When multiple destinations have been selected, you can display and check the destinations. You can also delete a destination (cancel selection of the destination) if necessary.

Operation

1 Tap the [Confirm Address] key on the action panel.

2 Confirm the destination.

After the confirmation is completed, tap [OK].

To confirm detailed information such as the type or name of the specified destination, tap the one-touch key of the target destination, and then tap the [Confirm Destination Information] key.

DELETING SPECIFIED DESTINATIONS

In Step 2 of "CONFIRMING/DELETING SPECIFIED DESTINATIONS" section, tap the [Delete] key on the action panel.

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USING A SEARCH NUMBER TO RETRIEVE A DESTINATION

The search number can be used to specify a destination stored in an address book.

1. **Tap the [Call Search Number] key.**

2. **Enter a search number (4 digits) using the numeric keys and tap [OK].**
   When the search number is entered, the stored address is retrieved and specified as a destination.

If an incorrect search number is entered:
Tap the [C] key to clear the number and enter the correct number.

- The search number is programmed when the destination is stored in the address book.
- If you do not know the search number, tap the [Print Individual List] key on the action panel to print and check the address list.
- When entering search numbers such as "0001" and "0011", "0" can be omitted. For example to enter "0001", enter "1" and tap [OK].

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RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK

Overview

If an LDAP server is configured in the setting mode (Web version), you can search for the desired destination in the global address book and obtain the fax number when performing a fax transmission.

Operation

1 In the base screen or address book screen, tap the [Global Address Search] key on the action panel.

2 Tap [Search from] and tap the LDAP server to be used.

- If an authentication screen for the LDAP server appears, enter your user name and password.
- If only one LDAP server has been stored, it is not necessary to take step 2. In this case, start from step 3.

After the settings are completed, tap OK.

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3 Tap ▼ of [Item], and select an item to be searched from [Name] or [Address/Number].

How to search

Enter the search characters (maximum of 64 characters). The system will look for names starting with the entered letters.

An asterisk * can be used as follows:

XXX *: Names beginning with "XXX"

*XXX: Names that end with "XXX"

XXX: Names containing "XXX"

AA*XX: Names that start with "AA" and end with "XX".

4 Enter a keyword and tap the [Search] key.

When you tap the keyword entry box, the soft keyboard appears.

The search results will appear after a brief interval.

To add other destination continuously, tap the address and tap +.

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- To check the destination information:

  Tap the one-touch key of the target destination, and then tap the [Confirm Destination Information] key. Tap OK to close the address information screen.

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USING A TRANSMISSION LOG TO RESEND

Overview

Select a destination from a transmission log and resend the data.

The destinations of the most recent 50 transmissions by fax, Scan to E-mail, and/or Internet fax are stored. One of these can be selected to resend to that destination. The destinations of the FTP/Desktop transmission and Scan to Network Folder are also shown in the transmission log.
The addresses shown in the transmission log can also be stored in an address book. This is a convenient way to store the fax numbers and addresses of destinations that were manually entered. However, addresses of the FTP/Desktop/Network Folder transmission cannot be stored from the machine.

- If numeric keys were tapped during the previous transmission, the number may not be redialed correctly.
- The fax addresses below are not stored as addresses for which resend is possible.
  - One-touch key for a contact or group in which multiple destinations are stored.
  - Broadcasting destinations
  - Destinations transmitted to using a program

Operation

Tap the [Select among addresses recently sent to] key on the action panel.

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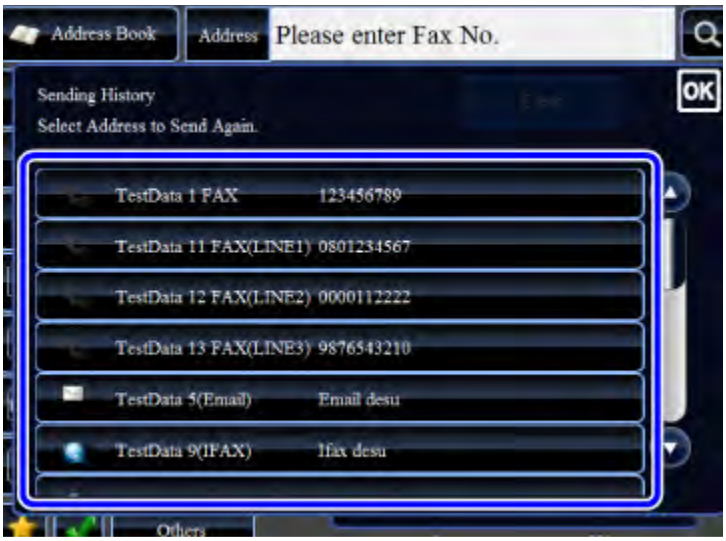
2 Tap the key of the fax destination that you wish to redial.

The last 50 addresses used for transmission are displayed.

To cancel the resend setting:
Tap the highlighted key.

When you select the destination and tap the [Register New Address in Address Book], the destination can be stored in the address book.
This is convenient if you have entered a destination directly.



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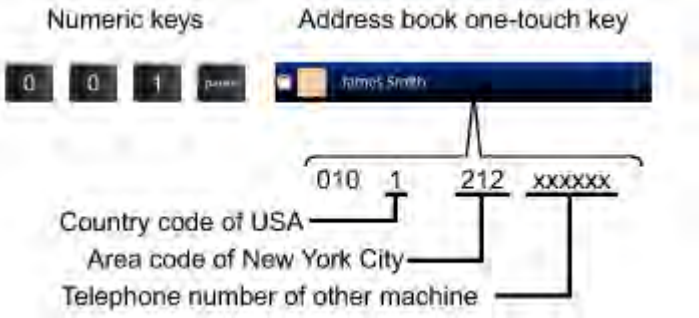
SENDING BY CHAIN DIALING

Number sequences entered using the numeric keys and/or one-touch keys can be linked together with pauses and dialed as a single number. For example when dialing an international number, tap the [Pause] key between the identification number of an international telephone service company (e.g., "001") and the country code (e.g., "81" for Japan) to insert a pause for smoother line connection.
The time (in seconds) set in [Pause Time Setting] of "Setting mode" defines the length of pause.
On the screen, a hyphen "-" indicates a pause.
If two seconds are set in [Pause Time Setting], tapping the [Pause] key three times enters pauses for 6 seconds.

Example: Using chain dialing to dial an international number



To set the length of pause:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Pause Time Setting].

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FAX TRANSMISSION METHODS

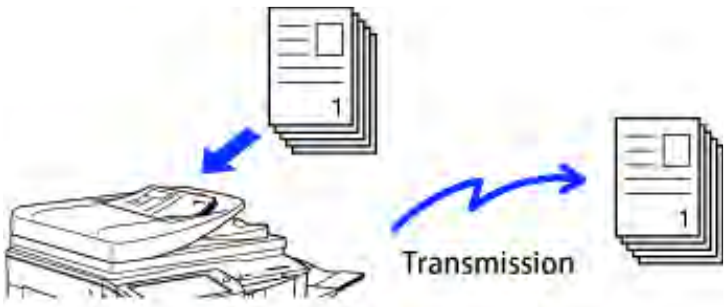
The methods that can be used to send a fax from the machine are described below. Select the method that best suits your needs.

- To fax a large number of sheet originals:
- To fax thick originals or pages of a book:
- If you wish to send a fax ahead of other previously reserved fax transmissions:

To fax a large number of sheet originals:

Use the automatic document feeder.
The originals will be scanned into memory and then transmitted (memory transmission).
When multiple original sheets are placed in line idle state, they will be sent in sequence from the scanned page in parallel with the scanning process (Quick On Line Sending).
If transmission cannot begin immediately because the line is in use, all pages will be scanned into memory and the transmission will be reserved.

- USING THE AUTOMATIC DOCUMENT FEEDER FOR TRANSMISSION



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Storing a fax job

If transmission cannot begin immediately because the line is in use, all pages will be scanned and stored in memory. If you want to attempt to send a fax while another job is in progress, you can store the fax job. To check the stored fax job, display the job status screen.

- FAX JOBS

- If memory becomes full while the first original page is being scanned, transmission will stop.
- When the transmission is finished, the scanned original pages are cleared from memory. However, when the document filing function is used, the transmitted fax is stored.
  - QUICK FILE
  - FILE
- You can also send a fax by placing originals in both the automatic document feeder and on the document glass. Original pages are then scanned and sent in sequence. This sending method may not be available depending on the function.
  - SENDING A LARGE NUMBER OF PAGES(JOB BUILD)

In the following situations, the transmission will be automatically reserved (memory transmission)

- When the line is busy or a communication error occurs and automatic resending is enabled.
  - WHEN A COMMUNICATION ERROR OCCURS
- The line of the machine will be busy if another fax is being sent, received, or if the machine is in the busy state.
- Another fax transmission was reserved ahead of your fax.
- One of the following functions is being used for transmission.

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- Broadcast transmission, F-code transmission, Timer transmission, Dual Page Scan, Book Divide, 2in1, Card Shot, Job Build, Original Count

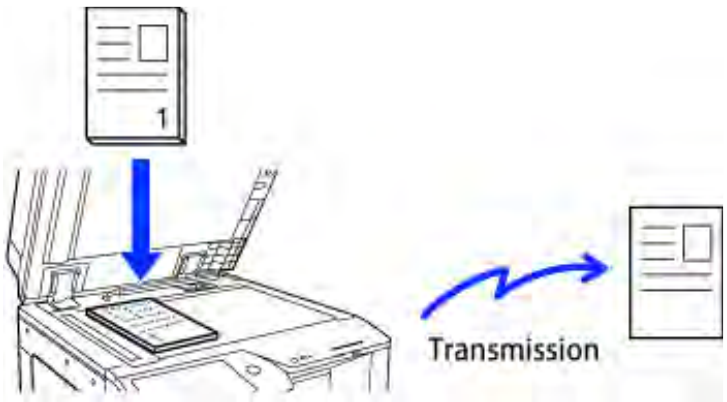
- The document glass is being used (except when the speaker is being used to dial).

To disable the Quick On Line Sending setting:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Quick On Line Sending].
If you disable this setting, transmission will not begin until all pages have been scanned. Note that this setting does not apply to manual transmission.

To fax thick originals or pages of a book:

Place the original on the document glass.

- USING THE DOCUMENT GLASS FOR TRANSMISSION



- Quick On Line Sending is not available when a fax is being sent from the document glass.

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- When the document glass is used, multiple original pages cannot be scanned at a time. In this case, the original pages can be separated into multiple times of scanning.

If you wish to send a fax ahead of other previously reserved fax transmissions:

Send the fax in direct transmission mode. The original is transmitted directly to the receiving fax machine without being scanned into memory.
When direct transmission mode is used, transmission will begin as soon as the transmission in progress is completed (ahead of any previously reserved transmissions).
Tap the [Direct TX] key on the action panel to send a fax.

- USING THE AUTOMATIC DOCUMENT FEEDER FOR FAXING IN DIRECT TX MODE
- USING THE DOCUMENT GLASS TO SEND A FAX IN DIRECT TX MODE

When transmission in direct transmission mode ends, the mode automatically changes back to memory transmission mode.

In direct transmission mode, the [Preview] key cannot be used for transmission.

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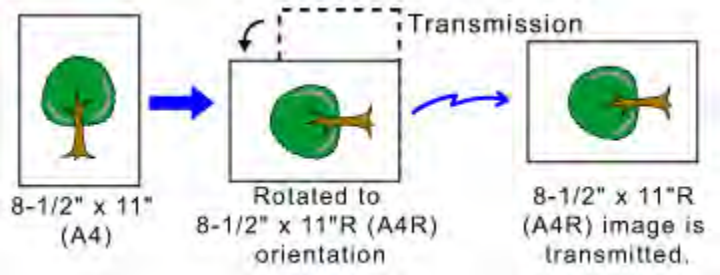
ORIGINAL PLACEMENT ORIENTATION

When an 8-1/2" x 11" (A4) original is placed in vertical orientation ( ), the image is automatically rotated 90 degrees and transmitted in horizontal orientation ( ) (Rotation Sending).
If the original is placed in horizontal orientation ( ), it is transmitted in that orientation ( ) without being rotated.



Rotation sending is not available for originals with 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) size.

To cancel the rotation sending setting:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Rotation Sending Setting].
If this setting is disabled, the original will be transmitted in the orientation in which it is placed.

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AUTOMATIC REDUCTION OF THE TRANSMITTED IMAGE

If the width of the transmitted image is larger than the width of the paper in the receiving machine, the image will be automatically reduced to fit the receiving machine's paper width.

Example: Reduced sizes and reduction ratios

Transmitted image width	Receiving machine's paper width	Reduced size	Ratio
11" x 17" (A3)	B4	B4	1:0.84
11" x 17" (A3)	8-1/2" x 14", 8-1/2" x 11" (A4)	8-1/2" x 14", 8-1/2" x 11"R (A4R)	1:0.71
B4	8-1/2" x 11" (A4)	A4R	1:0.84

To cancel the Auto Reduction Sending setting:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Auto Reduction Sending Setting].
If this setting is disabled, the image will be sent at full size and part of the image may be cut off.

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TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted

	Minimum original size	Maximum original size
Using the automatic document feeder	5-1/8" (height) x 5-1/2" (width) (131 mm (height) x 140 mm (width))	11-5/8" (height) x 39-3/8" (width) (297 mm (height) x 1000 mm (width)*)
Using the document glass	-	11-5/8" (height) x 17" (width) (297 mm (height) x 432 mm (width))

* A long original can be transmitted.

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THE SIZE OF THE PLACED ORIGINAL

When a standard size original is placed, the original size is automatically detected and displayed in "Scan Size" in the base screen.

- SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
- SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

When the automatic original detection function is operating and the original (of inch or non-standard size) is placed, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

Standard sizes

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in setting mode.

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document Glass	Document feeder tray (automatic document feeder)
Inch-1	11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
Inch-2	11"x17", 8-1/2"x13" (216 mm x 330 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3

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Inch-3	11"x17", 8-1/2"x13-2/5" (216 mm x 340 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
AB-1	A3, A4, A4R, A5, B4, B5, B5R	8-1/2" x 11", 8-1/2" x 14", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x13")	8-1/2" x 11", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 13" (216 mm x 330 mm)
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	8-1/2" x 11", 11" x 17", 8-1/2" x 13" (216 mm x 330 mm), A3, A4, A4R, A5, B4, 8K, 16K, 16KR
AB-4	A3, A4, A4R, A5, B5, B5R, 216 mm x 340 mm (8-1/2" x 13-2/5")	8-1/2" x 11", 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B4, B5, B5R
AB-5	A3, A4, A4R, A5, B5, B5R, 216 mm x 343 mm (8-1/2" x 13-1/2")	8-1/2" x 11", 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B4, B5, B5R

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WHEN THE LINE IS BUSY

If the line is busy when you send a fax, transmission will be attempted again automatically after a preset interval. This function only operates in memory transmission mode. In direct transmission mode or manual transmission mode, the transmission will be canceled. Wait for a brief period and then try sending the fax again.

To cancel the transmission:
Cancel it from the job status screen.

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

To set the number of recall attempts and the interval between attempts when the connection cannot be established because the line is busy, or for other reasons:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Line Busy].
The factory default setting is two attempts at 3-minute intervals.

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WHEN A COMMUNICATION ERROR OCCURS

If a communication error occurs or the other fax machine does not answer the call within a preset period of time, transmission will automatically be attempted again after a preset interval This function only operates in memory transmission mode.

In direct transmission mode, transmission will not automatically be attempted again

To cancel the transmission:
Cancel it from the job status screen.

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

To set the number of recall attempts and the interval between attempts when a transmission fails due to an error:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Communication Error].
The factory default setting is one attempt at 3-minute intervals.

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FAX DEST. CONFIRMATION MODE

This mode displays a destination confirmation message when a fax is sent to prevent accidental transmission to the wrong destination. Set it in setting mode. If a fax is sent while this function is enabled, an address confirmation message will appear when the [Start] key is tapped.
The message that appears will vary depending on the method used to specify the destination.

After tapping the [Speaker] key while "Fax Dest. Confirmation Mode" is enabled, the destination cannot be specified using the numeric keys, one-touch key, [Call Search Number] key, or [Select among addresses recently sent to] key. However, it is possible to send through a telephone.

- To display the destination confirmation message prior to fax transmission:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Fax Dest. Confirmation Mode].
- To disable fax broadcast when Fax Dest. Confirmation Mode is enabled:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Disable Fax Broadcasting].

Destination specified by one-touch key/search number

Tap the [Start] key to display all destinations in the destination confirmation screen. Check that the destinations are correct, and tap the [Send Confirmation] key to start scanning of the original.

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If the destination is not correct, tap the [Cancel] key and select the destination again.

- You can select multiple one-touch keys for contacts or groups including fax destinations.
- Before tapping the [Send Confirmation] key, you can change scan or other settings.

Destination specified using the numeric keys, [Select among addresses recently sent to] key, or [Global Address Search] key

Tap the [Start] key to display the confirmation message.
Tap the [OK] key, re-enter the destination using the numeric keys, and tap the [Send Confirmation] key.
If the re-entered destination is correct, scanning will begin.
If the re-entered destination is not correct, a message will appear. Tap the [OK] key and re-enter the destination. If an incorrect address is entered three times for confirmation, all the previous settings are canceled, and you will return to the base screen.

- You can use the numeric keys to enter fax numbers serially. In that case, tap [+] to enter the destination fax number to be added.
- If the [Sub Address] key was tapped to enter a sub-address and passcode, the fax number must be re-entered during confirmation. After re-entering the fax number, tap the [Sub Address] key and enter the sub-address and passcode.
- If chain dialing was used, tap the [Pause] key to enter "-" during confirmation.
- Before tapping the [Send Confirmation] key, you can change scan or other settings.

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When a fax that was selected from the addresses sent recently has been resent

A confirmation screen is displayed based on the method used to specify the destination during the previous transmission.

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CHECKING THE IMAGE TO BE TRANSMITTED

Check the image that will be sent in the touch panel before transmission.
If you tap the [Preview] key before scanning the original, you can check the status of the scanned image in the preview screen. As you can adjust the exposure and resolution to scan the original while checking it in the preview screen, you can send a better quality original to the destination.

- PREVIEW SCREEN

The settings and functions that can be changed while and after an image is scanned for preview are as follows:
Exposure, Send Size, 2-Sided Booklet/Tablet, Resolution, Erase, Job Build, 2in1, Timer, Own Name Select, and Transaction Report.

- Depending on the size of the transmission data, part of the preview image may not appear in the preview screen in the touch panel.
- The preview function is not available when the original size is set to Long Size.

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USING THE AUTOMATIC DOCUMENT FEEDER FOR TRANSMISSION

Overview

Storing scanned originals in machine's memory before transmitting them is called "Memory TX".
This section explains how to scan the original through the automatic document feeder and send the data by the memory transmission function.

- To fax a thick original or other original that cannot be placed in the automatic document feeder, open the automatic document feeder and place the original on the document glass.
- If there is a fax job in progress when the transmission operation is performed, the fax is transmitted when the job in progress is finished.
- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop. When Quick On Line Sending is enabled for transmission, the scanned originals are sent.

To set the scan complete sound:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Scan Complete Sound Setting].

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

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- AUTOMATIC DOCUMENT FEEDER

Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

Tap the [Start] key to begin transmission.

When scanning is completed, the machine beeps.

- Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".
- When all originals have been scanned, "Job stored." will be displayed together with a job control number. This number is recorded in the transaction report and image sending activity report and can be used to check fax jobs.
  - PRINTING IMAGE SENDING ACTIVITY REPORTS

To cancel scanning the original:
Tap the [Cancel Scan] key.

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USING THE AUTOMATIC DOCUMENT FEEDER FOR FAXING IN DIRECT TX MODE

Overview

Sending a scanned original without saving it in the machine's memory is called "Direct TX".
This section explains how to scan the original through the automatic document feeder and directly send it.

- The following functions cannot be used with direct transmission:
  Timer Transmission, 2in1, Card Shot, Job Build, Polling Memory, Original Count, File, Quick File, Memory Box, Book Divide, Poling, 2-Sided Scan, Search Global Address Book
- Resending will not take place when a direct transmission is not successful due to a communication error or other reason.
- If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin.
  While the direct transmission is waiting, the job status display can be tapped to display the job status screen. No other operations are possible.
  - FAX JOBS
- In direct transmission mode, the [Preview] key cannot be used for transmission.

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Operation

Place the original in the document feeder tray of the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

Tap the [Send Directly] key on the action panel.

Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

- Only one destination can be specified. A one-touch key in which multiple destinations are stored cannot be used.
- The destination cannot be retrieved from a global address book.

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4 Tap the [Start] key to begin transmission.

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USING THE DOCUMENT GLASS FOR TRANSMISSION

Overview

Storing scanned originals in machine's memory before transmitting them is called "Memory TX".
This section explains how to scan the original placed on the document glass and send the data by the memory transmission function.

- If a fax is being received when the transmission operation is performed, the transmission will be reserved and transmission will take place after fax reception is completed.
- If the memory becomes full while the originals are being scanned, a message will appear and transmission will be canceled.

Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

Operation

Place the original on the document glass.

- DOCUMENT GLASS

When faxing a multi-page original, scan each page in order starting from the first page.

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2 Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 If you have another page to scan, change pages and then tap the [Start] key.

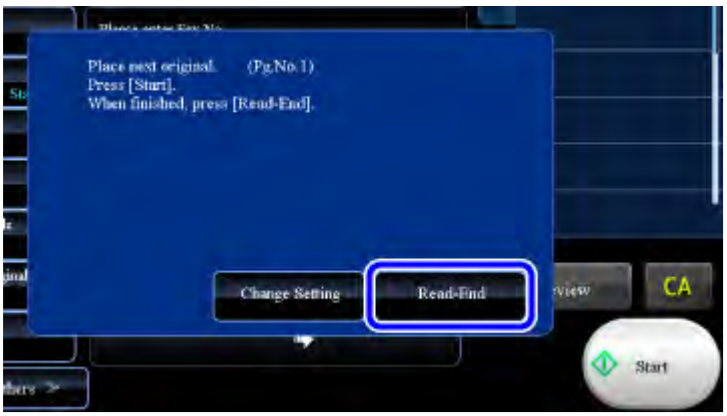
Repeat until all originals have been scanned.

If no action is taken for one minute, scanning automatically ends and the transmission is reserved.

4 Tap the [Read-End] key.

A beep sounds.

Open the automatic document feeder and remove the original.



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To cancel scanning:
Tap the [STOP] key before the [Read-End] key is tapped.

- When scanning is completed, "Job stored." will be displayed together with a job control number.
  This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report.
  - PRINTING IMAGE SENDING ACTIVITY REPORTS
- If no action is taken for one minute after the confirmation screen is displayed, scanning automatically ends and the transmission is reserved.
- The [Change Setting] key can be tapped, if necessary, to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "2in1" or "Card Shot" is selected in Others, only the exposure can be changed when scanning an even-numbered original page.

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USING THE DOCUMENT GLASS TO SEND A FAX IN DIRECT TX MODE

Overview

Sending a scanned original without saving it in the machine's memory is called "Direct TX".
This section explains how to scan the original placed on the document glass and directly send data.
When sending a fax from the document glass in direct transmission mode, only one page can be transmitted.

- The following functions cannot be used with direct transmission:
  Timer Transmission, 2in1, Card Shot, Job Build, Polling Memory, Original Count, File, Quick File, Memory Box, Book Divide, Poling, 2-Sided Scan, Search Global Address Book
- Resending will not take place when a direct transmission is not successful due to a communication error or other reason.
- If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin.
  While the direct transmission is waiting, the job status display can be tapped to display the job status screen. No other operations are possible.
  - FAX JOBS
- In direct transmission mode, the [Preview] key cannot be used for transmission.

Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage

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the original size detector plate and prevent correct detection of the document size.

Operation

1 Place the original on the document glass.

- DOCUMENT GLASS

When faxing a multi-page original, scan each page in order starting from the first page.

2 Specify the destination fax number, and tap the [Send Directly] key on the action panel.

3 Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

- Only one destination can be specified. A one-touch key in which multiple destinations are stored cannot be used.

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- The destination cannot be retrieved from a global address book.

4 Tap the [Start] key to begin transmission.

When the line has been connected to the destination, scanning of the original starts.

If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin.
While the direct transmission is waiting, you can only check the job status.

- JOB STATUS SCREEN

To cancel scanning the original:
Tap the [Cancel Scan] key.

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TRANSMISSION USING THE SPEAKER

Overview

When the speaker is used to dial, the fax is sent after the number is dialed and the connection is established.

- If a person answers, you will be able to hear his or her voice, but you will not be able to speak.
- When the speaker is used, transmission takes place without scanning the original into memory.
- A destination that includes an F-code (sub-address and passcode) cannot be used.
- A one-touch key that has multiple destinations or has a non-fax destination cannot be used.
- In speaker mode, the [Preview] key cannot be used for transmission.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Speaker] key.

When the connection is established, you will hear the dial tone through the machine's speaker.

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After tapping the [Speaker] key, use the slider that is displayed when you tap the [Speaker Volume] key or use key to adjust the volume of the speaker.

3 Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

A one-touch key in which multiple destinations are stored cannot be used.

4 When the connection is made, tap the [Start] key to begin transmission.

To cancel transmission:
To stop transmission, tap the [Stop] key. To stop communication, tap the [Speaker] key.

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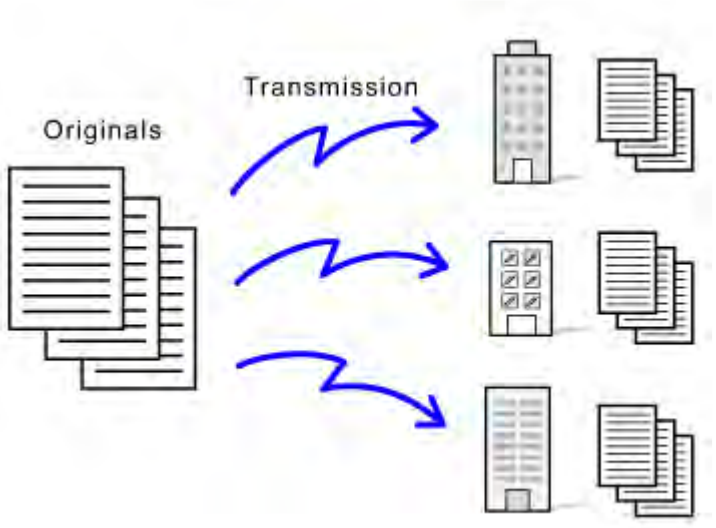
SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (BROADCAST TRANSMISSION)

Overview

You can send a fax to multiple destinations in a single operation when, for example, sending a report to branch offices in different regions. This function is called "Broadcasting".
One operation allows you to send data to up to 500 destinations, including the reserved send jobs. (For example, if broadcast transmission jobs with 450 destinations are already reserved, data can be broadcasted to up to 50 destinations.)



It is convenient to store destinations you frequently use for broadcast transmission as contacts or groups. Maximum of 500 destinations can be stored in a contact.
For broadcast transmission, the contact or group key can be simply tapped to retrieve multiple fax numbers.
You can also send faxes with the one-touch key by setting the [Set to the address as usually used] checkbox to when addresses are registered. If you wish to temporarily remove a destination from the

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stored addresses, open the detail confirmation screen and remove the destination in the screen.
When a one-touch key is used to dial, the number of fax numbers that are dialed is the number of destinations that are stored in the one-touch key. When a one-touch key that has 10 destinations is used, 10 fax numbers are dialed.

- Broadcast transmission is available only for memory transmission.
- If this function is combined with "Timer Transmission", broadcast transmission can be performed at any time, such as at night.
  A broadcast transmission can also be used in combination with other convenient functions.
- The broadcast transmission can include Scan to E-mail and Internet fax destinations. If the [Send Same Image as Fax Address] checkbox is set to , the same image as that sent by the fax is sent even to the destination which supports the color transmission such as Scan to E-mail function.
- Even if a color original is being used, it will be sent to fax and Internet fax destinations in black and white. A long original is also sent in black and white.
- If you wish to send the same image as fax to all destinations, tap the [Send Same Image as Fax Address] key on the action panel.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER

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- DOCUMENT GLASS

Specify all destinations.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

After entering a destination using the numeric keys, if you wish to enter another destination using the numeric keys, tap + before entering the next destination.

+ can be omitted before or after a destination entered using a one-touch key.

If "Must Input Next Address Key at Broadcast Setting" is enabled in setting mode, tap + before specifying the next destination.

Tap the [Confirm Address] key on the action panel.

Confirm the destination.

To cancel a specified destination:

Tap the one-touch key of the destination that you wish to cancel, and tap the [Delete] key on the action panel.

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5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key.
  Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

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RESENDING TO UNSUCCESSFUL BROADCAST TRANSMISSION DESTINATIONS

Overview

The results of a completed broadcast transmission can be checked in the job status screen. If transmission to any of the destinations failed, resend the fax to those destinations.

Operation

1. **Tap the job status display, and tapping the [Fax] tab.**
2. **Tap the [Complete] key.**
3. **After tapping the key of the completed broadcast transmission, tap the [Check Details of Selected Job] key on the action panel.**

- "Broadcast xxxx" will appear as the destination of the broadcast job key. The job control number that appeared on the touch panel when scanning ended appears in "xxxx".
- If the broadcast transmission included destinations of different modes, the same broadcast transmission key will appear in each of those modes.

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4 After tapping the [Sending Failed] tab, tap the [Resending to all unsuccessful transmission destinations] key on the action panel to resend the image.

The steps to follow after the [Resending to all unsuccessful transmission destinations] key is tapped differ depending on whether or not the document filing function is used.

- Using document filing:
  You will return to the document filing resend screen with the unsuccessful destinations entered. Perform the document filing resend procedure. (There is no need to re-scan the original.)
  If the job was stored in a confidential folder or was stored as confidential file, a password entry screen will appear after you tap the [Retry] key. Enter the password.
- Not using document filing:
  You will return to the base screen with the unsuccessful destinations entered. Place the original and perform the steps of the broadcast transmission.

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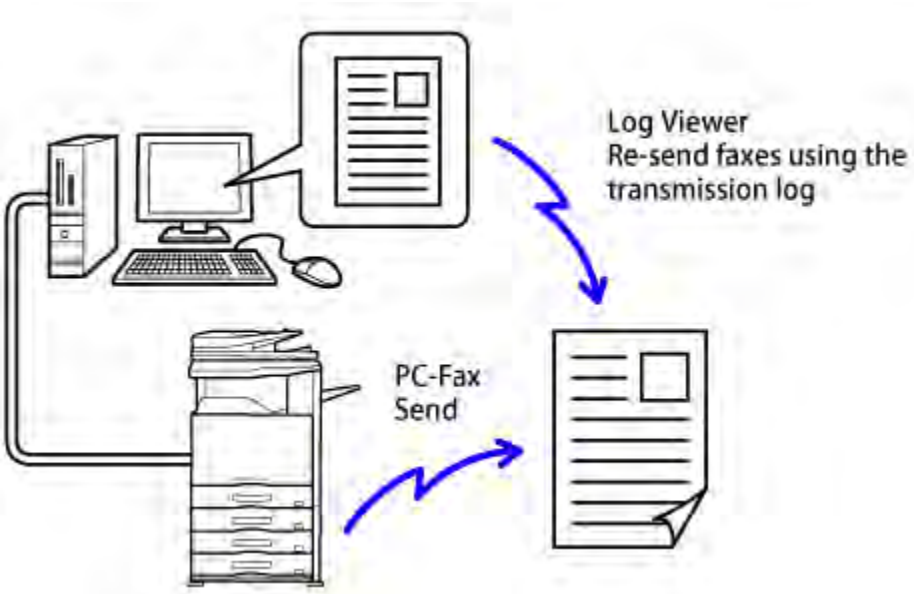
SENDING A FAX DIRECTLY FROM A COMPUTER (PC-Fax)

A file on a computer can be sent via the machine as a fax (PC-Fax function). Faxes are sent using the PC-Fax function in the same way that documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the application. Image data for transmission will be created and sent as a fax.

By using the "Log Viewer" application, faxes can be sent using the transmission log displayed in the Log Viewer.



For the procedures for using this function, see the PC-Fax driver Help.

- To use the PC-Fax function, the PC-Fax driver must be installed. For more information, see "Software Setup Guide".
- This function can only be used on a Windows® computer.

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Only transmission is available for this function. Faxes cannot be received by your computer.

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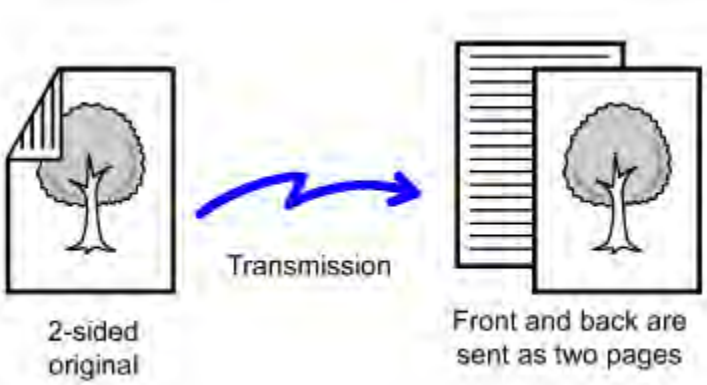
AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)

Overview

The automatic document feeder will automatically scan both sides of the document.

2-sided scanning automatically turns off after transmission has ended.



- 2-sided scanning is not possible when direct transmission or speaker transmission is performed.
- 2-sided scanning is not possible when a mixed-size original is scanned.
- You cannot use 2-sided scanning when the original size is set to Long Size.

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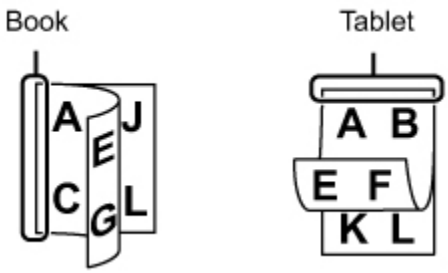
Operation

After tapping the [Original] key, tap the [2-sided original type Book] key or the [2-sided original type Tablet] key.

See the figure on the right to check the binding edge if the original and select the key to be tapped.



Tap the [Image Orientation] key with the same orientation as the placed original.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap OK.

To cancel 2-sided scanning:

Tap the [2-sided original type Tablet] key or the [2-sided original type Book] key that has been forcibly displayed and cancel the display.

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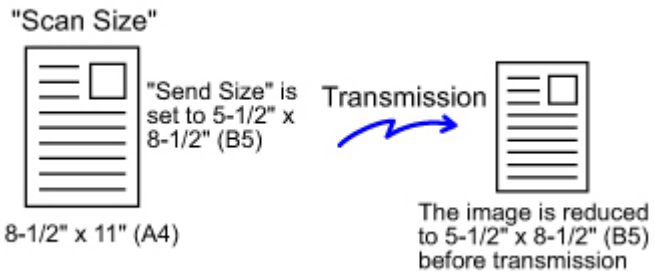
AUTO DETECTION

When the original is placed, its size is automatically detected.
The size of the placed original is indicated as the "Scan Size", and the size to be transmitted is indicated as the "Send size" in the base screen.

In the above screen, the scan size (the placed original) is 8-1/2" x 11" (A4) and the send size is auto. For example, if the scan size is 8-1/2" x 11" (A4) and the send size is 5-1/2" x 8-1/2" (B5), the image will be reduced before transmission.



- Only standard original sizes can be automatically detected.
  - Standard sizes

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- When the original size is an inch size or a non-standard size, or if the size is not detected correctly, manually specify the original scan size.
  - SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
  - SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

04-044.htm

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SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE

Overview

When the original size is not standard (inch size or non-standard size) or is not detected correctly, manually specify the original size.

- When [Long Size] is selected, the 2-sided scanning setting and send size cannot be changed.
  The image is sent in Mono2 only.
- When [Postcard], [Photo Size], or a standard size (direct entry) is selected, send size cannot be changed.

Operation

1 After tapping the [Original] key.

2 Tap the [Scan Size] key.

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3 Tap the appropriate original size key.

After the settings are completed, tap OK.

- If you are sending a long original, tap the [Long Size] key. Use the automatic document feeder to scan a long original. The maximum width that can be scanned is 39-3/8" (1,000 mm) (the maximum height is 11-5/8" (297 mm)).
  - TRANSMITTABLE ORIGINAL SIZES

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SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

Overview

When scanning a non-standard size original such as a postcard, specify the original size by numeric values after placing the original. The width can be from 1" to 17" (25 mm to 432 mm), and the height can be from 1" to 11-5/8" (25 mm to 297 mm).

When the scan size is specified by numeric values, the send size cannot be specified.

Operation

Tap the [Original] key.

After tapping the "Scan Size" key.

Tap the [Direct Entry] key, and enter the scan size.

- Tap the areas displaying sizes in width and height respectively, and enter the sizes using the numeric keys.
- It is convenient to use to finely adjust the entered size.

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4 Tap the [OK] key.

After the settings are completed, tap OK twice.
On the base screen, check that the specified size is displayed on the [Original] key.

To cancel the specified size settings:
Tap the [Auto] key.

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SPECIFYING THE SEND SIZE OF THE IMAGE

Overview

Tap this key to specify the send size as a paper size. If the specified send size is larger than the scan size, the image will be enlarged. If the specified send size is smaller than the scan size, the image will be reduced.

> The send size cannot be specified when [Long Size] is selected for the scan size, or when the scan size is specified by numerical values.

Operation

1 Tap the [Original] key.

2 Tap the [Send Size] key.

3 Tap the desired send size key.

After the settings are completed, tap OK.

> Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". Size keys that cannot be specified for the "Send Size" cannot be tapped.

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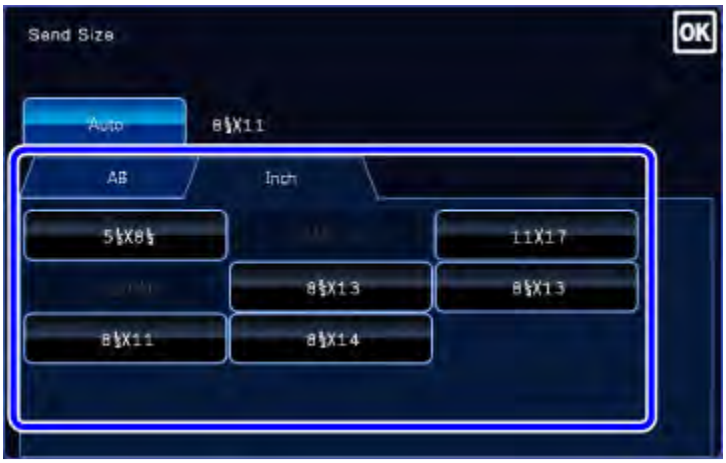

4 Tap the "Image Orientation" key with the same orientation as the original image.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap OK.

To configure the default setting of image orientation, select [System Settings] in "Setting mode", then [Image Send Settings] → [Operation Settings] → [Default Settings] → [Image Orientation].

The ratio used for reduction or enlargement of the original will appear between the "Scan Size" and the "Send Size".

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CHANGING THE EXPOSURE

Overview

The exposure can be changed to suit the darkness of the original.

When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun. (However, when "Job Build" or "Preview Setting" in "Others" is used, the exposure can be changed each time a new set of originals is inserted.)

Exposure settings

Exposure		Suggestion
Auto		This setting automatically adjusts the exposure for light and dark parts of the original.
Manual	1-2	Select this setting when the original consists of dark text.
	3	Select this setting for a normal original (neither dark nor light).
	4-5	Select this setting when the original consists of light text.

Operation

1. **After tapping the [Exposure] key, tap the [Manual] key.**
2. **Adjust the exposure with the slider or .**

When [Auto] is selected, the exposure will be set to [3].

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After the adjustment, tap OK.

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CHANGING THE RESOLUTION

Overview

The resolution can be specified to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image.

Resolution settings

Resolution	Suggestion
Standard	Select this setting when your original consists of normal-sized text (like the text in this manual).
Fine	Select this setting when your original has small text or diagrams with fine lines. The original will be scanned at twice the resolution of the [Standard] setting.
Super Fine	Select this setting when your original has intricate pictures or diagrams. A higher-quality image will be produced than with the [Fine] setting.
Ultra Fine	Select this setting when your original has intricate pictures or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings.
Half Tone	Select this setting when your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than [Fine], [Super Fine], or [Ultra Fine] used alone. Halftone cannot be selected when [Standard] is used.

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- When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun. (However, when "Job Build" or "Preview Setting" in "Others" is used, the resolution can be changed each time a new set of originals is inserted.)
- When a fax is sent at [Ultra Fine], [Super Fine], or [Fine] resolution, a lower resolution will be used if the receiving machine does not have that resolution.

Operation

1 Tap the [Resolution] key.

2 Tap the key of the desired resolution.

When your original is a photograph or has gradations of color (such as a color original), and you wish to produce a clearer image than [Fine], [Super Fine], or [Ultra Fine] used alone, set the [Half Tone] checkbox to ✔.
Halftone cannot be selected when [Standard] is used.
After the settings are completed, tap OK.

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RECEIVING A FAX AUTOMATICALLY

Overview

When the reception mode is set to "Auto Reception", the machine will receive and print faxes automatically.

- When fax reception is in progress, it is possible to reserve a transmission by performing the transmission in memory transmission mode.
  - FAX TRANSMISSION METHODS
- To print received faxes, make sure that the required paper is loaded into the machine's paper trays. It is not necessary to load 8-1/2" x 11" (A4) paper and 5-1/2" x 8-1/2" (B5) paper in both the vertical ( ) and horizontal ( ) orientations. Differences in orientation are automatically adjusted when faxes are received.
  When a fax smaller than 8-1/2" x 11" (A4) size is received, the size of the paper used for printing will vary depending on the orientation (vertical or horizontal) in which the sender placed the original.
- If a print job such as the copy or printer function has already been executed when printing the received data, the first reserved job is printed before the received data.
- Received faxes will not be printed when the machine cannot print due to an error condition such as out of paper, out of toner, or a paper misfeed. The faxes will be printed automatically when the error condition is cleared. (If the paper has run out, add paper and tap OK on the touch panel.)
- You can check current fax reception mode in the system area at the top of the screen.

To switch between auto reception and manual reception modes:

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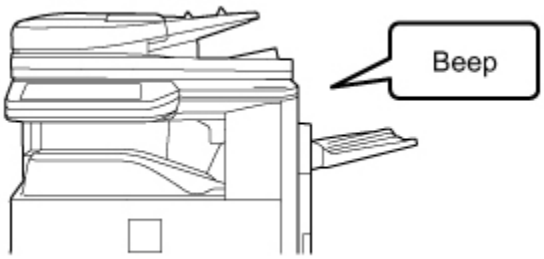
Select [System Settings] in "Setting mode" → [Fax Data Receive/Forward] → [Fax Settings] → [Receive Settings].

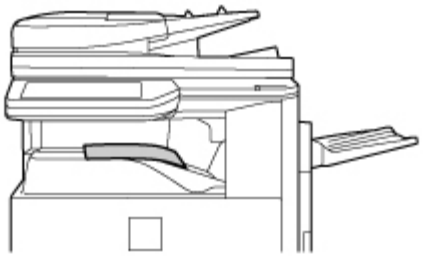
Operation

1 The machine rings and fax reception begins automatically.

A beep sounds when reception ends.



2 The faxes are printed automatically.



If a password entry screen appears:

A password is registered to print the received fax data. When the correct password is entered, the received fax is printed.

- PRINTING A PASSWORD-PROTECTED FAX (Hold setting for received data print)

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How to check the fax reception mode

You can check current fax reception mode in the system area at the top of the screen.

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RECEIVING A FAX MANUALLY

Overview

A fax can be received manually using the touch panel (manually).

- When answering the telephone by tapping the [Speaker] key, you will be able to hear the voice of the caller, but you will not be able to speak.
- You can receive a fax after answering a call on an extension telephone. Remote reception can also be used to receive a fax.
  - RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION TELEPHONE (REMOTE RECEPTION)

To switch between auto reception and manual reception modes:
In "Setting mode", select [System Settings] → [Receive/Forward Settings] → [Fax Settings] → [Receive Settings].

Operation

Tap the [Speaker] key or pick up the receiver of extension telephone while the telephone is ringing.
When the [Speaker] key is tapped, the [Manual Reception] and appear.

- Adjust the volume by using the slider that is displayed when you tap the [Speaker Volume] key or using .
- If the received fax data remains unprinted, it will cause the fax memory to fill up, which may prevent some faxes from being received. If this function is enabled, you should print the

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received data as soon as possible without leaving it in the fax memory.
You can view the remaining fax memory capacity on the fax mode base screen.

2 Tap the [Manual Reception] key to receive a fax.

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PRINTING A PASSWORD-PROTECTED FAX (HOLD SETTING FOR RECEIVED DATA PRINT)

Enable this setting to have faxes received and stored in memory without being printed. To print the faxes, a password must be entered. When this function is used, a password entry screen appears in the touch panel when a fax is received.

To enable the hold setting for received data print:
In "Setting mode", select [System Settings] →[Image Send Settings] → [Operation Settings] →[Default Settings] →[Hold Setting for Received Data Print].

Important points when using this function

If the received fax data is not printed or deleted, the fax memory will run low, and the machine will not be able to receive any faxes. When using this function, you should print the received data as soon as possible without leaving it in the fax memory.
You can view the remaining fax memory capacity on the fax mode base screen.
A warning message appears when free fax memory is low.

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- The received faxes will be stored in memory regardless of whether they are received automatically or manually.
- When the received data is transferred to other machine, data stored in memory is also transferred. At that time, the same password entry screen will appear as for printing. Forwarding will not take place unless the password is entered.

When the previously programmed 4-digit password is entered using the numeric keys, printing begins.
When the [Cancel] key is tapped, the password entry screen closes. It will reappear when you tap or change modes. The data in memory key will blink in the touch panel.

To display the received data list screen after entering the password:
In "Setting mode", select [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting].

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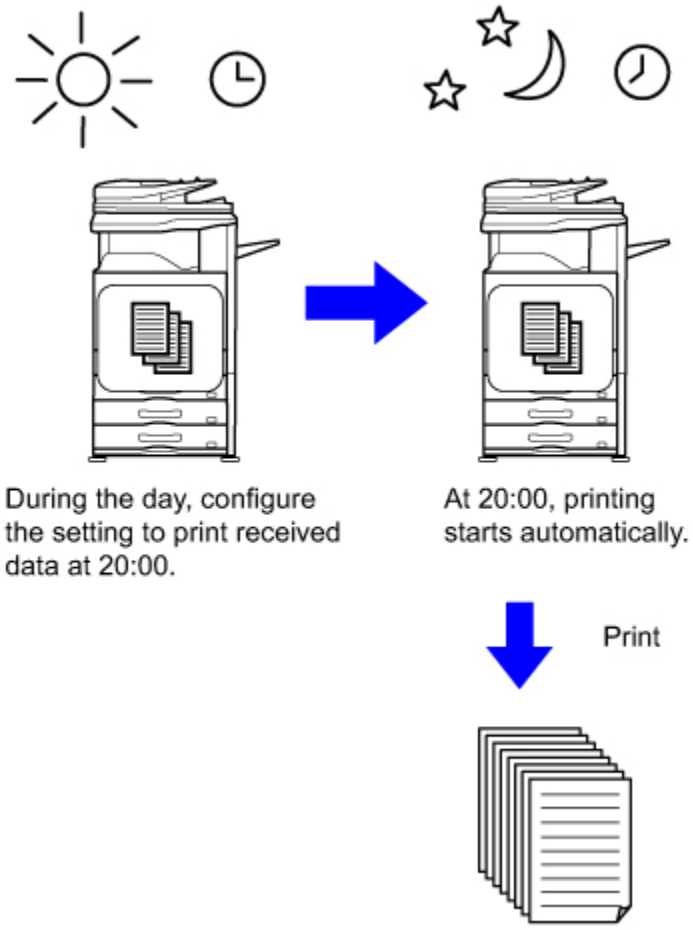
PRINTING RECEIVED DATA AT A SPECIFIED TIME

You can start printing the received data at a specified time.
For stress-free printing, you should avoid printing large numbers of pages at peak times during the day, and when you do not urgently need to print.



- The printed data is automatically deleted from memory.
- If the power is turned off at the specified time, printing will start at the timing when the power is turned on.
- This function is enabled if [System Settings] → [Operation Settings] → [Preview Setting] are selected in "Setting mode

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(administrator)" and if [Received Data Image Check Setting] is enabled.

If Hold Setting for Received Data Print is enabled, this function is not available.

- To print received data at the specified time:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Time Specified Output of Received Data].
- To disable the hold setting for received data print:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Hold Setting for Received Data Print].

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CHECKING THE IMAGE BEFORE PRINTING

Overview

Check the image of received data on the touch panel before printing.
This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".
* The factory default setting is disabled.

Important points when using this function

If the received fax data is not printed or deleted, the fax memory will run low, and the machine will not be able to receive any faxes. When using this function, you should print the received data as soon as possible without leaving it in the fax memory.
You can view the remaining fax memory capacity on the fax mode base screen.

Depending on the size of the received data, part of the check image on the touch panel may not appear.

The received data list can be also shown in the job status screen that appears when you tap the job status display.
The received data can be forwarded, deleted, or saved from the received data list.

- FORWARDING RECEIVED DATA MANUALLY
- SAVING RECEIVED DATA

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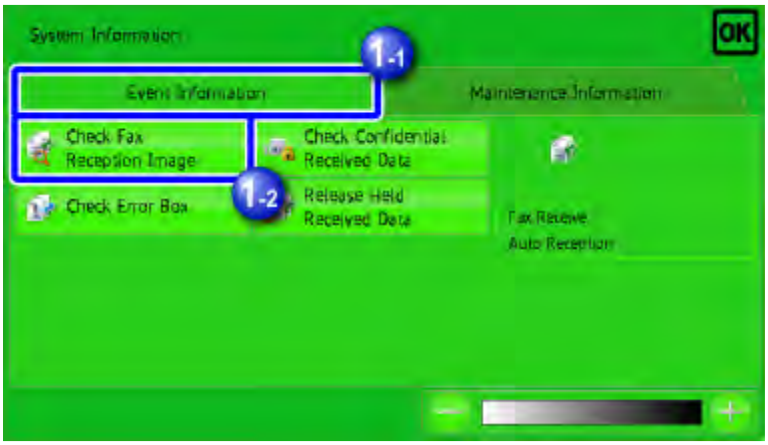
Operation

When data is received, is shown at the top of the screen.

1 In the System Information, select the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.



You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

2 Tap the key of the received data you wish to check, and tap the [Check Image] key on the action panel

Displays the received data image.

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- Tap to show a list of received data. The list view or thumbnails view can be changed depending on the setting mode.
- To delete a received image, tap the [Delete] key on the action panel.
- To transfer the selected received image, tap the [Forward to Other Destination] key.
  - FORWARDING RECEIVED DATA MANUALLY
- To save the selected received image, tap the [File] key.
  - SAVING RECEIVED DATA
- To store the sender fax number as a number for "Allow/Reject Number Setting", tap the [Store to Unwanted Fax] key and, in the confirmation message screen, tap the [Store] key.
  Specify a sender fax number as a number for "Allow/Reject Number Setting" by selecting, in "Setting mode (administrator)", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Receive Settings] → [Allow/Reject Number Setting].

3 Tap the image you wish to print, and tap the [Print] key on the action panel

The machine starts printing the image.

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- [Select All]: Selects all displayed images.
- [Release All Page]: Cancels all images that have been selected by "Select All".
- +/−: Use these keys to enlarge or reduce an image.
- /: Rotates image counterclockwise or clockwise.

- A preview image is an image for the touch panel. It will differ from the actual print result.
- Tap the [Erase Specified Range] key to delete unwanted area of the image. Specify the image area you wish to delete in the Erase Specified Range screen.
- To forward the selected image, tap the [Forward to Other Address] key.
  - FORWARDING RECEIVED DATA MANUALLY
- To save the selected image, tap the [File] key.
  - SAVING RECEIVED DATA

04-056.htm

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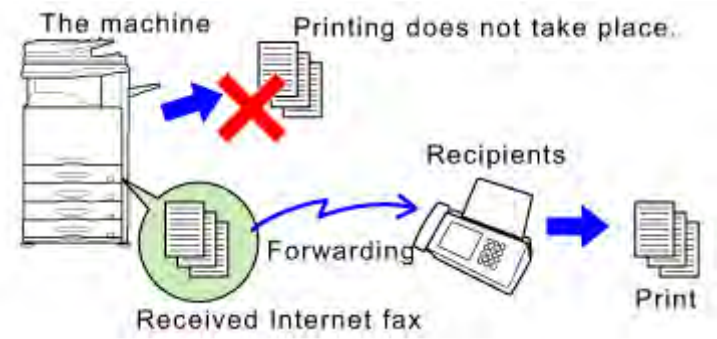
FORWARDING RECEIVED FAXES
(FAX DATA FORWARD)

Overview

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another previously stored fax machine.

This function is convenient in an office or work area that has two or more telephone lines and another fax machine is connected to a different line than the machine.



- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- A forwarded fax becomes a fax transmission job. If transmission does not take place because the transmission was canceled or an error occurred, the fax will be held in memory until it can be printed.
- All faxes received are forwarded. Note, however, that faxes received and stored in an F-code confidential memory box cannot be forwarded.

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Operation

1. **Tap the [Settings] key on the Home screen.**

2. **Select [System Settings] and tap the [Fax Data Receive/Forward] key.**

3. **Tap the [Fax Settings] key.**

4. **Tap the [Execute] key in [Forward Received Data] to begin forwarding.**

If a password entry screen appears, the "Hold Setting for Received Data Print" has been enabled. Enter the password using the numeric keys to begin forwarding.

- PRINTING A PASSWORD-PROTECTED FAX (HOLD SETTING FOR RECEIVED DATA PRINT)

04-058.htm

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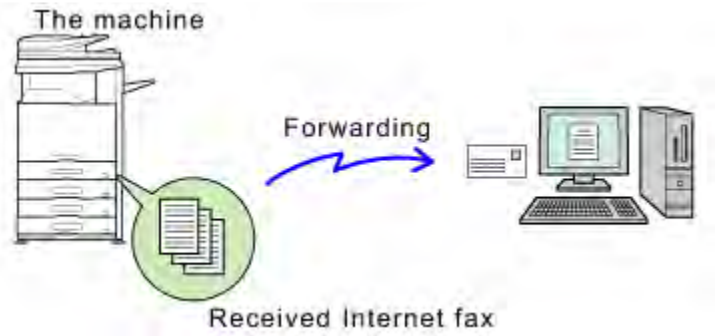
FORWARDING RECEIVED DATA TO PRESET DESTINATIONS (INBOUND ROUTING SETTINGS)

Overview

You can have received faxes automatically forwarded to a fax address, Internet fax address, e-mail address, file server address, desktop address, or network folder address. Received data can be forwarded to the specified destinations without being printed.



In setting mode (Web version), you can configure the inbound routing settings for all received data. For the procedure for accessing the setting mode (Web version), see the Quick Start Guide.
The following explanation assumes that the setting mode (Web version) has been accessed with administrator rights.

Whether or not to forward data for each forwarding table can be quickly set. In "Setting mode", select [Application Settings] → [Forward Received Data], and tap [Valid]/[Invalid] on the displayed forwarding table to switch the settings.

- This function cannot be used for faxes received by confidential reception.
- When faxes forwarded using this function are printed at the forwarding destination, the date and time of reception cannot

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be printed on the faxes. ("Receiving Date & Time Print" is disabled.)

- The received data is not forwarded to a hyperlink destination that is registered in the specified address.

Operation

1 In "Setting mode", click [Application Settings] → [Inbound Routing Settings] → [Administration Settings].

2 In "Forward Received Data", select [Valid] and click the [Store] button.

Users without administrator rights can be prohibited from storing, editing, and deleting forwarding tables in this screen, and from specifying which table is used. To do so, set the checkboxes for the following items to ☑.

- Disable Registration of Forward Table
- Disable Change/Delete of Forward Table
- Disable Change of Forward Approval

Specify in [Print Style Setting] whether or not to have the machine to print the faxes to forward when inbound routing is enabled. After the settings are completed, be sure to click the [Store] button.

- [Always Print]: Always prints received data before forwarding the data.
- [Print at Error]: Prints received data only when an error prevents forwarding.
- [Save Only at Error]: Saves received data only when an error prevents forwarding. For the saved data, the error address can be confirmed and the data can be resent. From the

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[Scanner] or [Fax] tab in the job status screen, tap the [Check error box of forwarding received data] key on the action panel.

3 Click [Sender Number/Address Registration] in the [Inbound Routing Settings] menu in the "Setting mode".

4 Enter the sender address or fax number in "Internet Fax Address" or "Fax Number" as appropriate, and click the [Add to List] button.

The entered address will be added to the "Entered sender address or fax number" list.
Enter the address directly (maximum of 1500 characters) or select the address from a global address book by clicking the [Global Address Search] button.
To store multiple sender addresses or fax numbers, repeat these steps.

- If you wish to have only faxes from specified addresses forwarded, store the desired sender addresses. Send addresses stored here can be selected from a list when you store a forwarding table.
- A maximum of 500 sender numbers/addresses can be stored.
- To delete an entered address, select the address in "Address to be Entered" and click the [Delete] button.

5 When you have finished adding addresses, click the [Store] button.

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6 Click [Inbound Routing Settings] in the "Setting mode" menu and click the [Add] button.

7 Enter a "Table Name".

8 Select the forwarding conditions.

Select [Forward to All Forward Destinations] or [Forward based on the Conditions of Forward Destination 1-3].

9 Select the sender whose faxes will be forwarded.

- To forward all received data, select [Forward All Received Data].
- To forward only data received from specific senders, select [Forward Received Data from Below Sender]. To forward all data except data from specific senders, select [Forward Received Data from Senders except Below]. Select the appropriate senders from the list and click the [Add] button.

When selecting senders from the "Sender Number/Address Setting" list, you can use the [Shift] key or the [Ctrl] key on your keyboard to select multiple senders.

10 Select the forwarding conditions.

- To always forward received data, select [Always Forward].
- To specify a day and time on which received data will be forwarded, select [Forward on Selected Day & Time] and select the checkbox (☑) of the desired day of the week. To specify a time, select the [Set Forwarding Time] checkbox (☑) and specify the time.

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Up to three forwarding day and time settings can be set for one forwarding table, and a forwarding destination can be set for each set time. To configure these settings, use the [Forwarding Destination List] tabs to access each setting.

11 Select the file format.

The format can be set separately for each forwarding address (for each of forwarding addresses 1, 2, and 3 in the table).

- Images forwarded in TIFF format may not be displayed correctly in some recipient environments. In this event, change the file format to PDF.
- If the Internet fax address is selected as a recipient, data is forwarded in TIFF regardless of the specified format.
- If a fax number is selected as a recipient, the file format is ignored.

12 Select the recipient from the address book.

You can specify multiple registered addresses or telephone numbers from the address book of the machine.
Up to 1,000 recipients can be registered for Recipients 1, 2, and 3 in total.
When you select the recipients from the address book, up to 400 recipients can be registered for network folder, FTP/Desktop, Internet fax, and fax.

13 Enter a recipient directly and specify the recipient.

- Specify this information if necessary.

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- Enter an e-mail address, an Internet fax address, a direct SMTP address, or a fax number directly and tap the [Add] key.
- When you specify an e-mail address or a fax number, you can use the global address search.
- When you specify a fax number, also specify the sending line and international correspondence mode.
- When enter the recipients directly, up to 100 recipients can be registered for e-mail address, network folder, FTP/Desktop, Internet fax, and fax.

Click [Store].

Click [Inbound Routing Settings] in "Setting mode".

From the forwarding table, select [Forward to All Forward Destinations] or [Forward based on the Conditions of Forward Destination 1-3].

These settings are linked to the forwarding conditions set in Step 8.

Select [Always Forward] or [Forward on Selected Day & Time] from the forwarding table.

The forwarding permission settings that appear here are linked to the forwarding conditions set in step 10.
If you wish to use different forwarding conditions than those set in step 10, set the forwarding permission settings.

- To use the inbound routing function, enable the forwarding tables that you wish to use from among the stored tables.

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- To delete a forwarding table, click the checkbox next to the table name so that it is selected ( ) and click [Delete].

18 Click [Store].

04-059.htm

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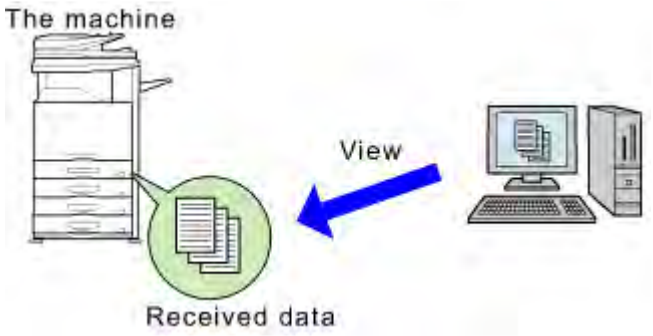
SAVING RECEIVED FAXES TO THE MACHINE'S HARD DISK (INBOUND ROUTING)

Received faxes can be saved to the machine's hard disk. Saved faxes can be viewed on a computer.
Set PDF, TIFF (multi) or TIFF (signal) for the saved faxes. You can also receive notification of the storage result or storage folder by E-mail.
Received faxes are saved in the following directory:
¥¥MFP¥faxreceive



- Up to 500 files can be stored in one folder as received data.
- The "faxreceive" folder contains files of "Inbound Routing (HDD Storage) Settings".
- Received data is saved in the folder specified in "Specify folder" in "Inbound Routing (HDD Storage) Settings" in "Application Settings". If there is no specified folder, a folder is automatically created and the data saved.
- The file name for received data can be set in "File Name Setting" in "Inbound Routing (HDD Storage) Settings" in "Application Settings".

How to save received faxes to the hard disk

1 Click [Public Folder / NAS Setting] in "Network Settings".

(Administrator rights required.)

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Select [Valid] in "faxreceive:Use of Storage" and click the [Save] button.

Settings for saving received faxes to the hard disk

In Setting mode, click [Application Settings] →[Inbound Routing (HDD Storage) Settings]. (Administrator rights required.)

- Data that can be saved are received faxes and received Internet faxes. Confidential reception and polling reception faxes cannot be saved.
- Depending on the setting, received faxes that cannot be saved because of the file number limit or other reason are either printed or saved in the inbound routing error box.

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FORWARDING RECEIVED DATA MANUALLY

Overview

Received faxes can be forwarded manually after receipt.

This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".
* The factory default setting is disabled.

Operation

When data is received, is shown at the top of the screen.

In the System Information, tap the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.

You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

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Tap the key of the received data you wish to forward, and tap the [Forward to Other Address] key

- Tap to show a list of received data. The list view or thumbnails view can be changed depending on the setting mode.
- Multiple sets of received data can be selected.

- When you select a single received data only, you can tap the [Check Image] key on the action panel and check the image on the preview screen.
- To store the sender fax number as a number for "Allow/Reject Number Setting", tap the [Store to Unwanted Fax] key and, in the confirmation message screen, tap the [Store] key.
  Specify a sender fax number as a number for "Allow/Reject Number Setting" by selecting, in "Setting mode (administrator)", select [System Settings] [Image Send Settings] [Fax Settings] [Receive Settings] [Allow/Reject Number Setting].

3 Select the destination from the Address Book screen, and tap the [Start] key

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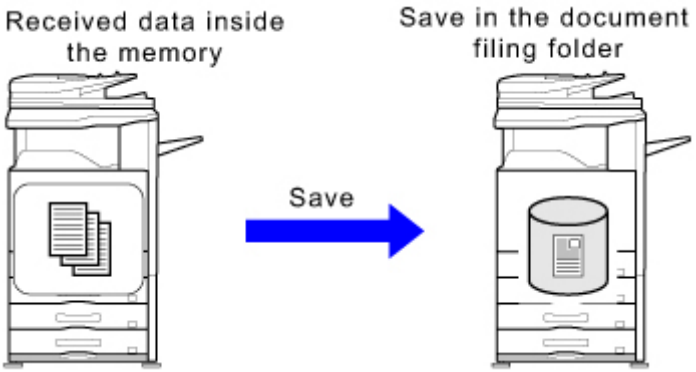
SAVING RECEIVED DATA

Overview

You can save received faxes in the document filing folder.

This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".
* The factory default setting is disabled.



Operation

When data is received, is shown at the top of the screen.

1 In the System Information, tap the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.

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You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

2 Tap the key of the received data you wish to save, and tap the [File] key on the action panel

- Tap to show a list of received data. The list view or thumbnails view can be changed depending on the setting mode.
- Multiple sets of received data can be selected.

- When you select a single received data only, you can tap the [Check Image] key on the action panel and check the image on the preview screen.
- To store the sender fax number as a number for "Allow/Reject Number Setting", tap the [Store to Unwanted Fax] key and, in the confirmation message screen, tap the [Store] key.
  Specify a sender fax number as a number for "Allow/Reject Number Setting" by selecting, in "Setting mode (administrator)", select [System Settings] [Image Send Settings] [Fax Settings] [Receive Settings] [Allow/Reject Number Setting].

3 Set the file information, and tap the [Save] key

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04-061.htm

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STORING FAX OPERATIONS (PROGRAM)

Overview

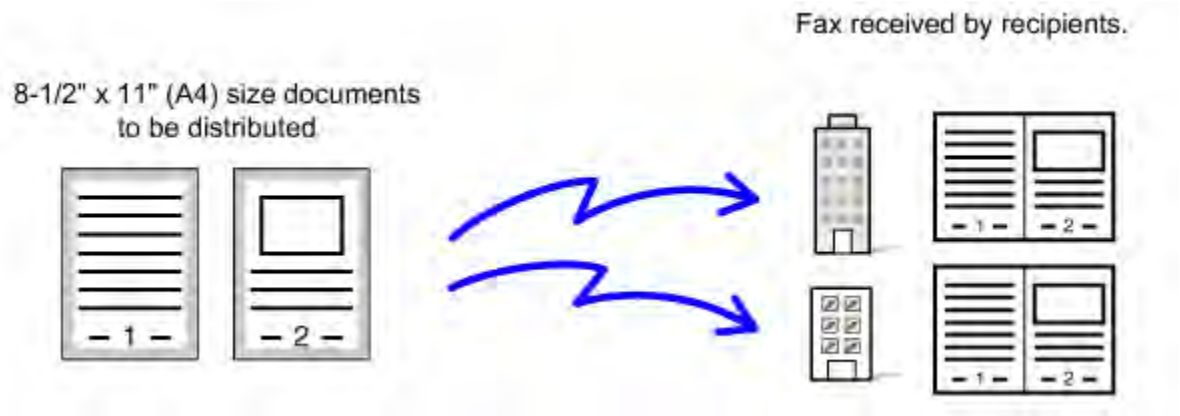
This function collectively stores various settings as one program. The stored program can be retrieved using an easy operation.

For example, suppose that the same 8-1/2" x 11" (A4) size documents are distributed to branch offices in various regions once a month.

(1)The same documents are faxed to each branch office

(2)To save paper, two document pages are faxed as a single page

(3)Smudges on the edges of the documents are erased before transmission



When a job program is not stored	When a job program is stored
Enter the fax number for each branch. ↓ Specify 2in1. ↓ Specify Erase. ↓	Call the registered program. ↓ Tap the [Start] key. Scan and send the original.

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Tap the [Start] key. Scan and send the original.	
Considerable time is required to send the documents each month because t he above settings must be selected. In addition, mistakes are occasionally made when selecting the settings.	When a program is stored, settings are selected with ease by simply tap ping the key of the program. In addition, transmission takes place according to the stored settings so t here are no chances for mistakes.

To configure a program:
Tap the [Store Program - Set Current Store] key that appears on the action panel when you operate any mode screens.

- The settings stored in a program will be retained even after the program is used for transmission. The same settings can be used repeatedly for transmission.
- The following contents cannot be stored in programs:
  - Tapping the [Speaker] key, Custom Size, Card Shot, page move and unspecified erase during preview, Metadata Entry, Send Settings, and Own Name Select.
- Up to 48 programs can be stored.
- Up to 500 destinations can be stored in one program.
- A program in which sub addresses and passcodes are specified as an F-code destination records all sub addresses and passcodes.

Operation

1 Place the original.

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According to the function stored in the program, place the original in the document feeder tray of the automatic document feeder, or on the document glass.
AUTOMATIC DOCUMENT FEEDER
DOCUMENT GLASS

2 Tap [Call Program] key on the action panel.

3 Tap the desired program key.

4 Configure additional settings.

For the called program, additionally configure the following settings:

- Image settings: Original scan size
- Send size
- Others: Timer Transmission, Card Shot, File, Quick File, Own Name Select, Transaction Report

Some settings cannot be added depending on the contents of the called program.

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5 Tap the [Start] key to start scanning of the original

If you inserted the original pages in the document feeder tray, all pages are scanned.
When you place the original on the document glass, scan each page one at a time.
After you have scanned the last original, tap the [Read-End] key.
A beep will sound to indicate that scanning and transmission have ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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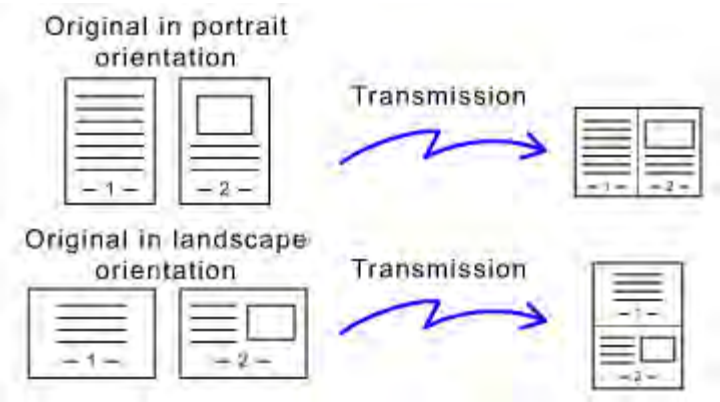
SENDING TWO PAGES AS A SINGLE PAGE (Multi Shot)

Overview

Reduce two original pages to the equal size and sent them as a single page. This function is convenient when you have a large number of original pages and wish to reduce the number of pages sent.

For the standard size (8-1/2" x 11" (A4) or 5-1/2" x 8-1/2" (B5 or A5)), original pages are scanned from both the single pass feeder and document glass.



- Transmission is not possible at a size smaller than the original size.
- The 2in1 is only available for originals with 8-1/2" x 11" (A4) or 5-1/2" x 8-1/2" (B5 or A5) size.
- This function cannot be used in direct transmission mode or when the speaker is used to dial.
- When the scan size of the original is specified by numeric values, this function cannot be used.

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- This function cannot be used together with Dual Page Scan or Card Shot.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Multi Shot] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Multi Shot setting:
Tap the [Multi Shot] key to clear the checkmark.

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4 Tap the [Original] key.

5 Tap the [Image Orientation] key with the same orientation as the placed original.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap [OK].

6 Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

- Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the

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[Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you tap the [Function Rev.] key on the scan confirmation screen, you can change the exposure, resolution, scan size, and send size.
(However, when scanning each even-numbered page of the original, only the exposure can be changed.)

04-067.htm

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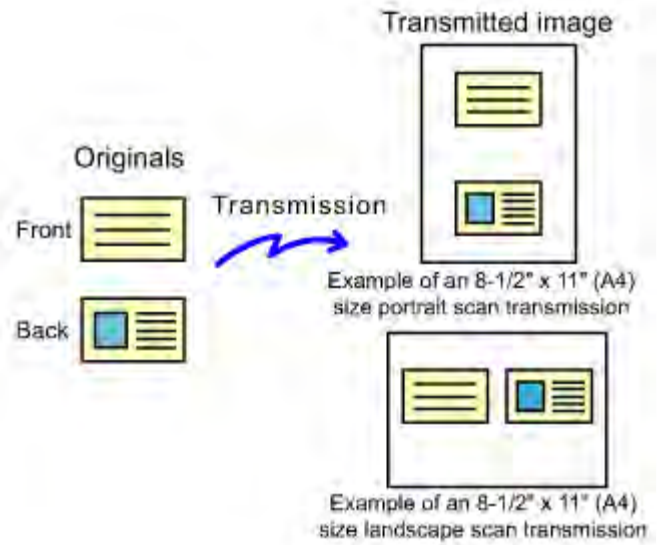
SENDING BOTH SIDES OF A CARD AS A SINGLE PAGE (CARD SHOT)

Overview

Send the front and reverse sides of a card as a single page, without the need to send each side separately.

When using this function, the original must be placed on the document glass.



- If the original size is larger than the send size, it will result in a sending failure. Check the original size once more, and specify it again.
- The ratio cannot be specified and "Rotation Sending Setting" cannot be selected.
- This function cannot be used in direct transmission mode or when the speaker is used to dial.

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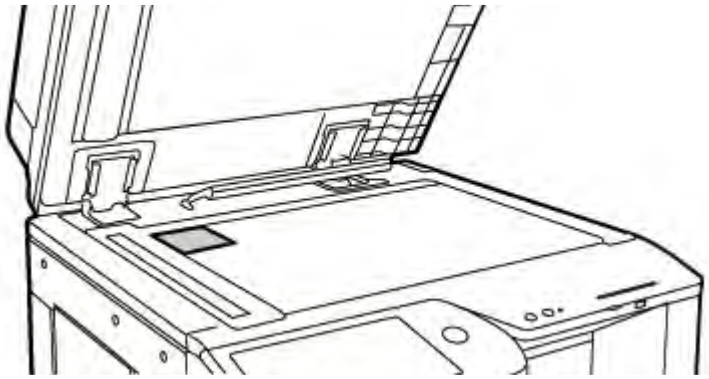
Operation

1 Place a card face down on the document glass.

- DOCUMENT GLASS



2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Card Shot] key.

4 Tap the [On] key, and specify the original size as required.

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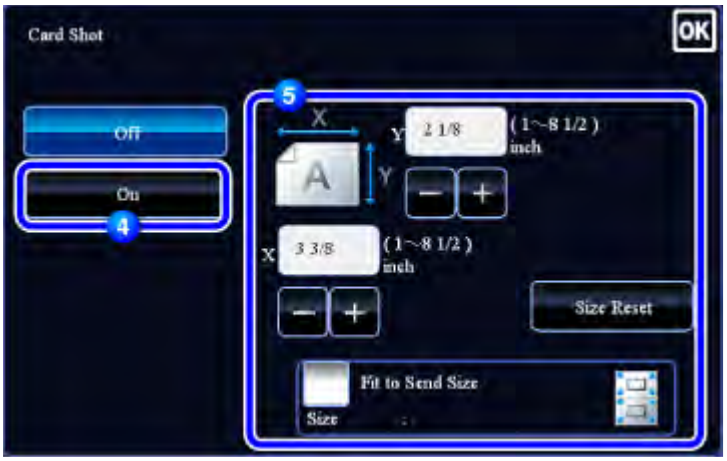
- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then adjust it by tapping − +.

After the settings are completed, tap OK and [Back] keys in sequence.



- To enlarge or reduce the images to fit the paper based on the entered original size, set the [Fit to Send Size] checkbox to ☑.
- After selecting Card Shot, tap the [Original] key in the base screen to change the original scan size or the send size. In this case, the screen of this step appears when you tap the scan size key. For the procedure for setting the send size, see "SPECIFYING THE SEND SIZE OF THE IMAGE".

To cancel the Card Shot settings:
Tap the [Off] key.

5 Tap the [Start] key, and scan the front side.

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Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".
However, settings for this function cannot be changed in the preview screen.

6 Place a card face up on the document glass, and tap the [Start] key to scan the reverse side.

Before scanning the back of the card, tap the [Change Setting] key on the touch panel to change the exposure.

7 Tap the [Read-End] key.

If you will continue by scanning the front of the card, you can tap the [Change Setting] key to change the exposure, resolution, scan size, and send size.

04-068.htm

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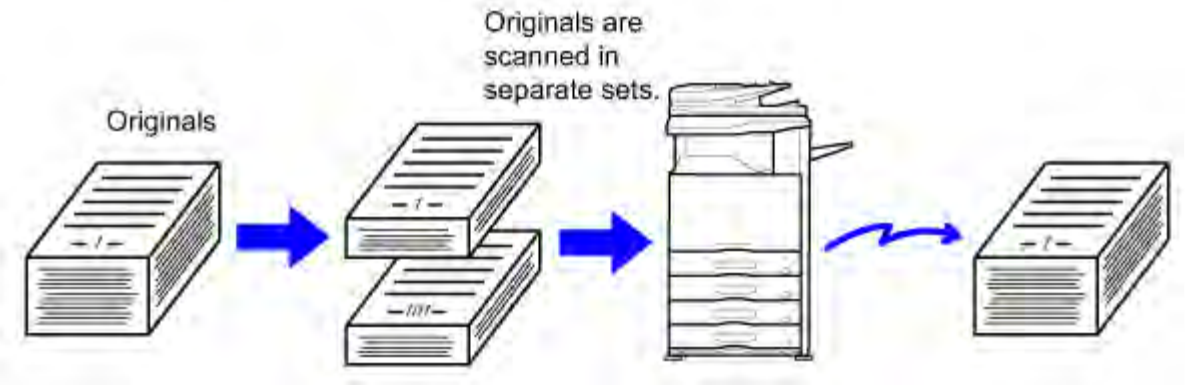
SENDING A LARGE NUMBER OF PAGES (JOB BUILD)

Overview

This function lets you separate an original consisting of numerous pages into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission. You can also send a fax by placing originals in both the automatic document feeder and on the document glass. Use this function when there are more original pages than can be placed at once in the automatic document feeder.

When scanning originals that are separated into sets, scan the set that has the first page first. The settings that you select for the first set can be used for all remaining sets.



This function is not available for Quick On Line Sending, manual transmission, Direct TX, or transmission using the speaker.

- Up to 999 pages can be scanned. Note that when the memory is being used for other jobs, fewer pages can be scanned.
- If the memory becomes full during scanning, a message will appear and the transmission will be canceled.

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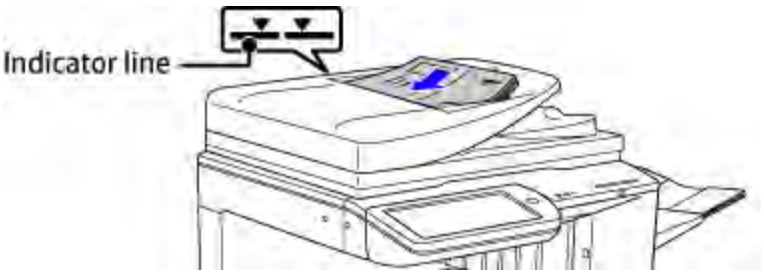
- The scan settings can be changed for each set of originals.

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

Multiple originals can be placed in the document feeder tray.
The stack of originals must not be higher than the indicator line on the tray.
Originals can also be placed on the document glass.

- AUTOMATIC DOCUMENT FEEDER



2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Job Build] key.

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A checkmark appears on the icon.

To cancel the Job Build setting:
Tap the [Job Build] key to clear the checkmark.

4 Tap the [Start] key to scan the first set.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

5 Place the next set of originals and tap the [Additionally Scan] key.

Set the [Change Setting of Following Original] checkbox on the action panel to before tapping [Additional Scan] key as required, and then change the scan or send settings of the next original.

To cancel scanning the original:
Tap the [Cancel Scan] key.

6 Tap the [Start Sending] key.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Change Setting] key can be tapped to change the exposure, resolution, scan size, and send size for each original page scanned. However, when Job Build is used in

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combination with "Multi Shot" in "Others", only the exposure can be changed when scanning each even-numbered page of the original pages.

04-069.htm

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SENDING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

Overview

This feature lets you scan and transmit originals of different sizes at the same time; for example, 8-1/2" x 14" (B4) size originals mixed together with 11" x 17" (A3) size originals.

When scanning the originals, the machine automatically detects the size of each original.

This feature can only be used with the following combinations of original sizes:

- 11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2"
- A3 and B4, A3 and B5, B4 and A4, A4 and B5
- A4R and B5, B4 and A4R, B4 and A5, B5 and A5

- Once mixed size originals has been selected, an original scan size cannot be specified.
- Once the original scan size has been selected, Mixed Size Original cannot be specified.
- When Mixed Size Original is enabled, 2-sided scanning is not available. (except MX-4141N/MX-5141N)
- Rotate cannot be used when Mixed Size Original is enabled.

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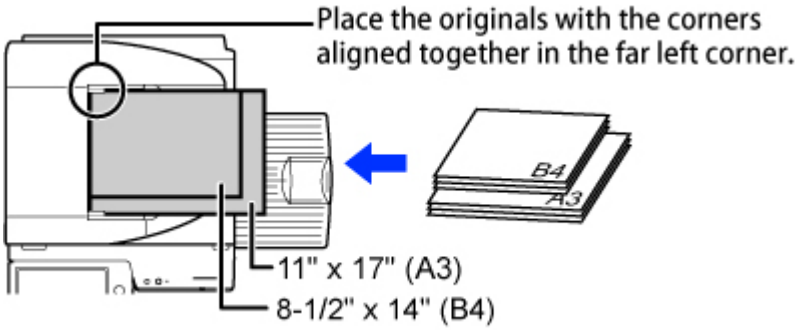
This function is not available if [System Settings] → [Device Control] → [Original Size Detector Setting] is set to "AB-3" in "Setting mode".

Operation

1 Place originals in the automatic document feeder.

Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

- AUTOMATIC DOCUMENT FEEDER



2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Mixed Size Original] key.

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For mixed size originals, set "Original" to "Auto".

A checkmark appears on the icon.

To cancel the Mixed Size Original setting:
Tap the [Mixed Size Original] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

04-070.htm

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SENDING AN ORIGINAL AS TWO SEPARATE PAGES (DUAL PAGE SCAN)

Overview

The left and right sides of an original can be transmitted as two separate pages. This function is useful when you wish to fax the left and right pages of a book or other bound document as separate pages.

Original scan size	Transmitted image
11" x 17" (A3) x 1 page	8-1/2" x 11" (A4) x 2 page

When using dual page scan, the original must be placed on the document glass.

- This function can be enabled when the original size setting is set to [Auto].
- Note that "Center Erase" and "Edge + Center Erase" cannot be used.

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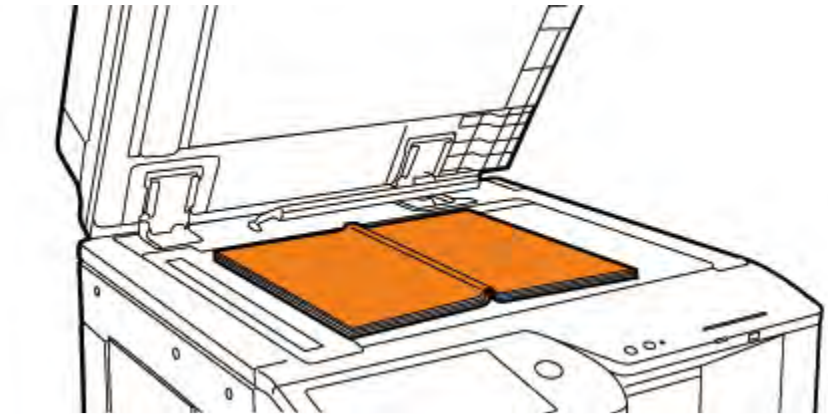
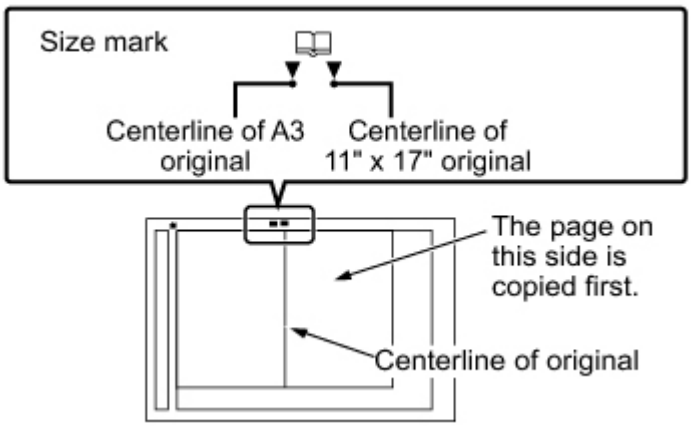
Operation

1 Place the original on the document glass.

- DOCUMENT GLASS



Align the center of the original with the appropriate size mark ▼.



2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS

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- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Dual Page Scan] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Dual Page Scan setting:
Tap the [Dual Page Scan] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

When scanning finishes, place the next original and tap the [Start] key.
Repeat until all pages have been scanned and then tap the [Read-End] key.
A beep will sound to indicate that transmission has ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.

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For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

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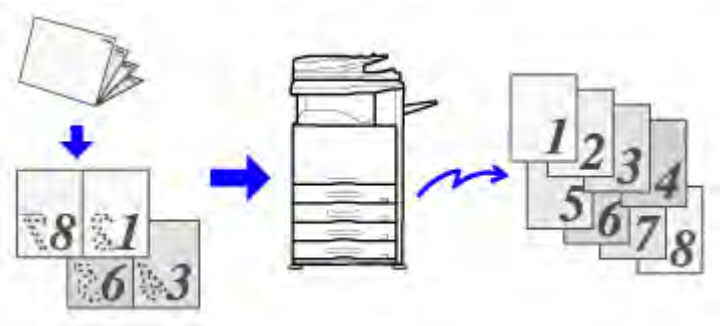
SPLITTING A PAMPHLET BY PAGE AND TRANSMITTING THE PAGES SUCCESSIVELY (BOOK DIVIDE)

Overview

The opened pages of a saddle-stitch pamphlet are split by page according to actual page order.
When using this function, you do not need to sort the original pages to be sent.



This function can be enabled when the original size setting is set to [Auto].

The document glass is not available for this function.

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

2 Enter the destination fax number.

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- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Book Divide] key.

4 Select the binding edge of the pamphlet original.

Check the preview image displayed in the screen, and make sure that the binding edge is correct.
After the settings are completed, tap OK.

> To cancel the Book Divide setting:
> Tap the [Off] key.

5 Tap the [Start] key to start scanning of the original.

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A beep will sound to indicate that scanning and transmission have ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

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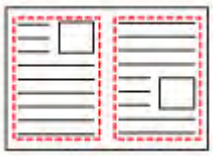
ERASING PERIPHERAL SHADOWS ON THE IMAGE (ERASE)

Overview

The erase function is used to erase shadows on images produced when scanning thick originals or books.

This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.

Scanning a thick book

Not using the erase function	Using the erase function
	
Shadows appear in the image.	No shadows appear.

Erase modes

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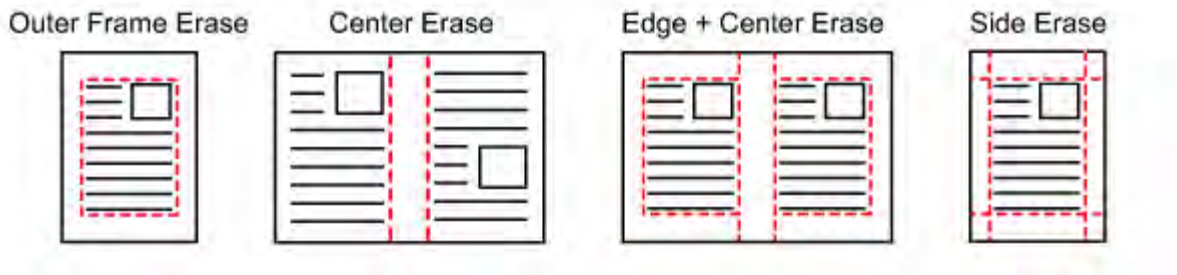

If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.
For example, if you set an erase width of 1/2" (10 mm) and reduce the image to 70% before transmission, the erase width will be reduced to 7 mm.

To change the default erase width setting:
Select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Erase Width Adjustment].
The width can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm). The setting changed here will apply to [System Settings] → [Copy Settings] → [Copy Setting] → [Erase Width Adjustment] in "Setting mode".

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

Tap the [Others] key, and tap the [Erase] key.

Tap the checkbox of the edge that you wish to erase, and specify the erase position.

Check that he tapped checkbox is set to ☑. If the [Specify Frame] key is tapped, the [Up], [Down], [Left], and [Right] checkboxes are set to ☑. If the [Specify Frame+Center] key is tapped, all the checkboxes are set to ☑.

Specify the erase edge on the reverse side when erasing edges of one to three sides of Up, Down, Left, and Right on the front side to scan a 2-sided original.

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- If the [Reverse erase position of back face.] checkbox is set to , the edge in the position opposite to the erased edge on the front side will be erased.
- If the [Reverse erase position of back face.] checkbox is set to , the edge in the same position as on the front side will be erased.

5 Specify the erase width.

- Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with .

After the settings are completed, tap OK, and [Back] keys in sequence.

To cancel the erase settings:
Tap the [Clear] key.

6 Tap the [Start] key to start scanning of the original.

- A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
- When scanning finishes, place the next original and tap the [Start] key.
  Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.

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Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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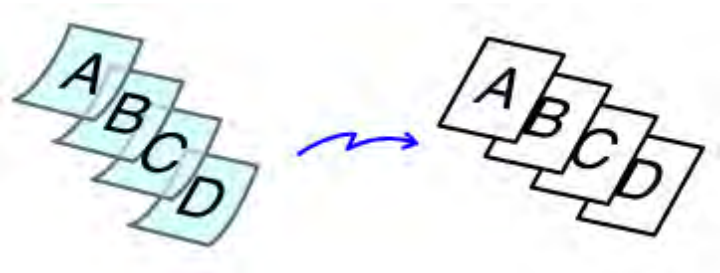
SENDING A THIN ORIGINAL (SLOW SCAN MODE)

Overview

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



When slow scan mode is selected, 2-sided scanning is not possible.

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

Adjust the original guides slowly.

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If the originals are inserted with too much force, they may crumple and misfeed.

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Slow Scan Mode] key.

A checkmark appears on the icon.

To cancel the Slow Scan Mode setting:
Tap the [Slow Scan Mode] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE

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TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

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CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (ORIGINAL COUNT)

Overview

Count the number of scanned original sheets and display the count before transmission.

Checking the number of scanned original sheets before transmission helps prevent transmission mistakes.

The count result is displayed with the number of scanned original sheets, not the number of scanned original pages. For example, when a 2-sided original is transmitted, the number "1" will appear to indicate that one original sheet is transmitted, not "2" to indicate the front-side page and the reverse side page.

Operation

Place originals in the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION

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- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Original Count] key.

A checkmark appears on the icon.

To cancel the Original Count setting:
Tap the [Original Count] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to preview the output image before sending a fax. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. After checking the preview image, tap the [Start] key.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

5 When scanning is completed, check the number of original sheets.

The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.

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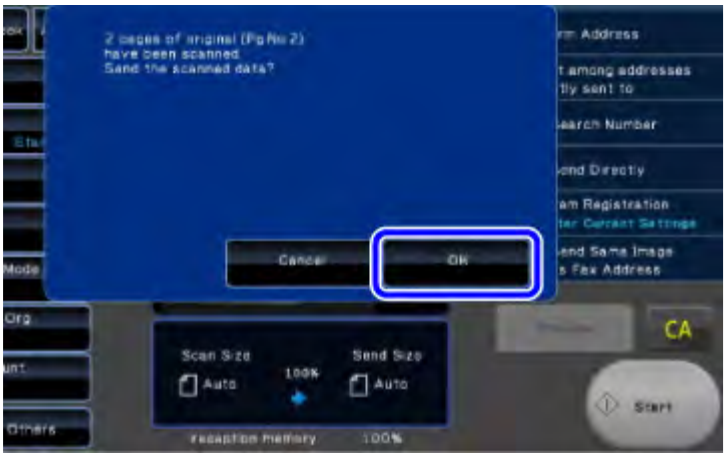

6 Tap the [OK] key to start transmission.

If this function is combined with [Job Build], the count result is displayed after the [Read-End] key has been tapped.

If the displayed number of original sheets is different from the actual number of sheets:
Tap the [Cancel] key and then tap the [OK] key in the message screen to clear all scanned data. Scan settings and destination settings will not be cleared. Insert the original sheets in the document feeder tray again and tap the [Start] key to re-scan.

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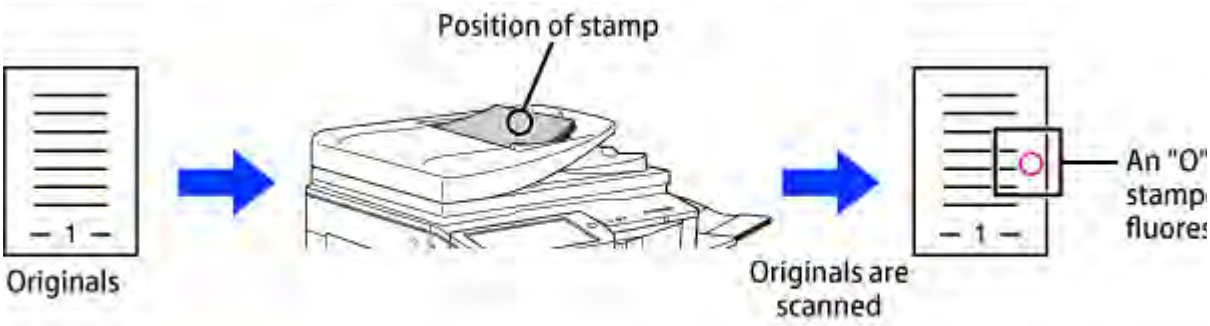
STAMPING SCANNED ORIGINALS
(VERIFICATION STAMP)

Overview

This function stamps each original that is scanned using the automatic document feeder, allowing you to verify that all originals were correctly scanned.



- To use the verification stamp function, the optional stamp unit must be installed.
- When 2-sided originals are used, the front of each original is stamped twice.
- If an error occurs during scanning, an original that was not scanned may be stamped.
- When the "O" mark that is stamped on originals starts to become faint, replace the stamp cartridge.
  For the procedure for replacing the stamp cartridge, see "REPLACING THE STAMP CARTRIDGE".

Operation

1 Place originals in the automatic document feeder.

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- AUTOMATIC DOCUMENT FEEDER

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Verification Stamp] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Verification Stamp setting:
Tap the [Verification Stamp] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE

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TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

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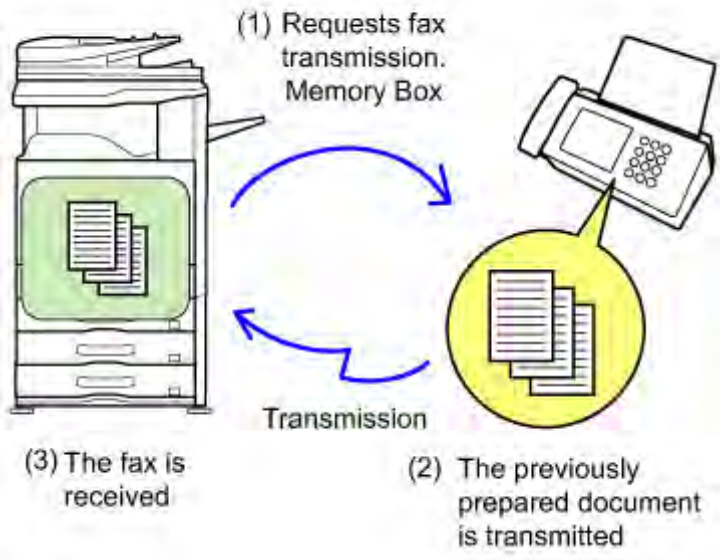
CALLING A FAX MACHINE AND INITIATING RECEPTION (POLLING)

Overview

When you connect to another machine and receive a document from it, this is called "Polling".
The document reception from another machine is called "Polling Reception".
You can enter multiple destination numbers. When you enter multiple destination numbers, the document is received by polling in the sequence you have entered the destination numbers.
Document reception by polling from multiple machines is called "Serial Polling".

When you are using fax information services, you can manually poll and receive information by following the announcement of another machine.



- Make sure there is no original in the machine when using the polling reception function.

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- The function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.
- The receiving machine bears the expense (phone charges) of the polling reception.
- If necessary, this function can be combined with the timer transmission to perform the polling reception at any time such as at night or when you are not present. (Only one timer polling reception can be set.)

Operation

1 Tap the [Others] key, and tap the [Polling] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Polling setting:
Tap the [Polling] key to clear the checkmark.

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

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- Multiple fax numbers can be entered (maximum of 500).

  Polling will take place in the order that the multiple fax numbers were entered.
  Polling multiple machines is called "Multi Polling".

- To enter multiple fax numbers, tap + after entering a fax number and enter the next fax number.

- In this procedure, one-touch keys that have a sub-address and passcode cannot be used.
- A one-touch key in which an address other than fax number is stored cannot be used.

3 Tap the [Start] key to initiate fax reception.

Your machine will call the other machine and initiate reception of the fax.

04-077.htm

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INITIATING POLLING RECEPTION MANUALLY

Overview

Use the manual polling reception when you must start polling after listening to a recorded greeting, such as when using a fax information service.

- Make sure there is no original in the machine when using the polling reception function.
- This function cannot be used to poll multiple machines (serial polling).
- The function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.

The receiving machine bears the expense (phone charges) of the polling reception.

Operation

1 Tap the [Speaker] key.

You will hear the dial tone through the machine's speaker.

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS

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- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

One-touch key for a contact or group in which multiple destinations are stored, and one-touch key for which an address other than fax number is stored cannot be used.

After tapping the [Speaker] key, you can tap the [Speaker Volume] key to adjust the volume of the speaker.

3 Tap the [Others] key, and tap the [Polling] key to receive originals (data).

A checkmark appears on the icon.

To cancel the Polling setting:
Tap the [Polling] key to clear the checkmark.

04-078.htm

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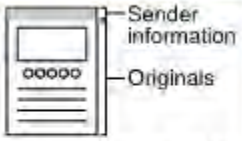
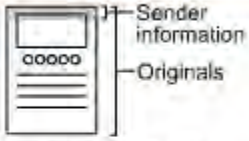
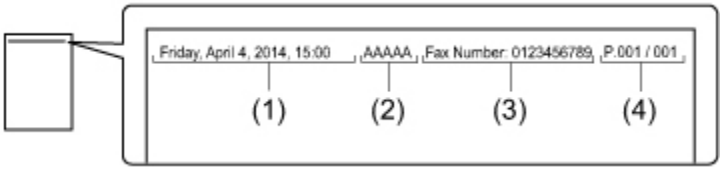
ADDING YOUR SENDER INFORMATION TO FAXES (FAX OWN NUMBER SENDING)

Your sender information (date, time, sender name, sender fax number or destination name, number of pages) is automatically added to the top of each fax page you transmit.

Outside scanned image (factory default setting)	Inside scanned image
 The transmitted image length will be: length of sender information + length of original image. When the fax is printed by the receiving machine, it may be reduced or divided onto two pages.	 The sender information is printed inside the original image, and thus the transmitted image length is the length of the original. Note that the sender information will overlap part of the original image (the overlapped part of the original image will not appear).

Example of the sender information printed



(1) Date, time: The date and time of transmission.

(2) Sender name: The sender name programmed in the machine.

(3)Sender fax number or destination name (one-touch key name)

(4) Page numbers: Page number/total pages

If destination name is set to be attached and the destination is not specified using a one-touch key, this information is not added to the fax and not printed.

- To set the date and time:

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In "Setting mode", select [System Settings] → [Default Settings] → [Clock Adjust].

- To store a sender name and sender fax number:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Own Number and Name Set] → [Sender Data Registration].
  - If you intend to use own number sending, be sure to configure this information.
- To add the number of pages to be transmitted:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax] → [Send Settings] → [Printing Page Number at Receiver].
  Page numbers appear in the format "page number/total pages". Only the page number is printed when "Manual Transmission" or "Quick On Line Sending" is used.
- To select a sender fax number or destination:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Sender/Destination Name Change].

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TEMPORARILY CHANGING THE SENDER INFORMATION (OWN NAME SELECT)

Overview

You can temporarily change sender information to be used in the own number sending by selecting from data stored separately.

The function is released when the transmission with the changed sender information ends.

To store the sender information to be used for Own Name Select function:
In "Setting mode (administrator)", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Own Name and Destination Set] → [Registration of Own Name Select].

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK

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- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Own Name Select] key.

4 Tap the sender information key to specify the sender information used for own number sending.

After the settings are completed, tap [X].

To cancel the sender information settings:
Tap the [Clear] key.

5 Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.
- If you placed the original on the document glass, scan each page one at a time.

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When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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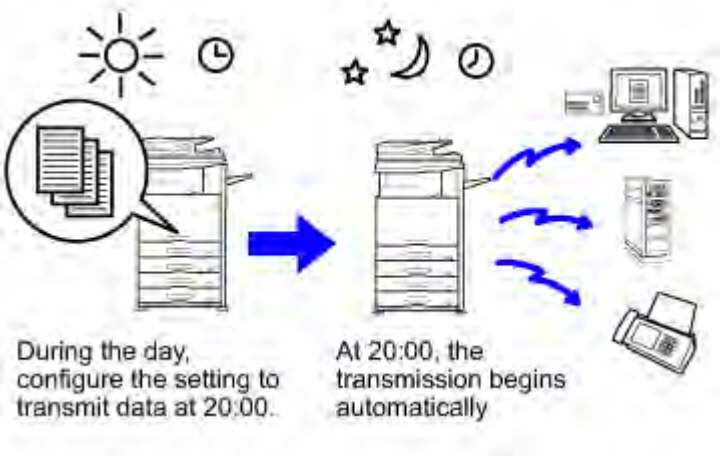
SPECIFYING THE TIME FOR COMMUNICATION (TIMER)

Overview

Specify a time at which a transmission or broadcast transmission will automatically take place. Transmission begins automatically at the specified time.
This function is helpful when you wish to perform reserved, broadcast or other transmissions during your absence or at night or other times when telephone rates are low. A timer setting can also be specified for polling reception to receive a fax when you are not present.



- When a timer transmission is set, keep the main power switch " | ". Transmission will not take place if the status is "⏻" at the specified time.
- When performing a timer transmission, you must scan the original into memory when you set up the transmission. It is not possible to leave the document in the document feeder tray or on the document glass and have it scanned at the reserved time of transmission.
- Up to 100 timer transmissions can be stored at once.

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- This function cannot be used in direct transmission mode or when the speaker is used to dial.

- If another transmission is in progress when the specified time arrives, the timer operation will begin after that transmission is finished.
- Only one timer polling operation can be stored at once. To receive data from multiple destinations by polling, specify Timer for serial polling.
- Settings selected for a timer transmission (exposure, resolution, other functions, etc.) are automatically cleared after the transmission is finished. (However, when the document filing function is used, the scanned original and settings are stored in the built-in hard drive.)
- If a job scheduled for timer transmission is given priority on the job status screen, the timer will be canceled. The transmission will begin as soon as the job in progress is completed.
  - PRIORITY PROCESSING OF A RESERVED JOB
- The time can be specified up to a week in advance.
- Other operations can be performed after a timer transmission is set up.
- A timer transmission can be deleted in the job status screen.

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER

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- DOCUMENT GLASS

2 Specify the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Timer] key.

4 Tap the [On] key.

5 Specify the date.

6 Specify the time (hour and minute) in 24-hour format.

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- Tap the areas displaying the hour and minute respectively, and enter the values using the numeric keys.
- It is convenient to use to finely adjust the time.
- The setting will show the current time. If the time is not correct, press the [CA] key to cancel the operation. Correct the time in setting mode and then perform the timer transmission procedure.
  - BEFORE USING THE MACHINE AS A FAX

To cancel the Timer Transmission settings:
Tap the [Off] key.

After the settings are completed, tap [OK].

7 Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. After checking the preview image, tap the [Start] key.

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For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

The original is scanned into memory. The original cannot be scanned at a specified time.

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CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (TRANSACTION REPORT)

Overview

A transaction report is automatically printed out to alert you when a transmission fails or when a broadcast transmission is performed.

The transaction report contains a description of the transmission (date, start time, name of other party, time required, number of pages, result, etc.).

- INFORMATION APPEARING IN THE RESULT COLUMN

Transaction reports are printed based on conditions set in the setting mode; however, you can temporarily select different conditions for a transmission.

- Transaction reports are printed based on conditions set in "Setting mode"; however, you can temporarily select different conditions for a transmission.
- For a broadcast transmission, changes to the transaction report print conditions apply to all destinations.

To set the printing conditions of transaction report:
In "Setting mode (administrator)", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Transaction Report Print Select Setting].

Operation

Place the original.

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Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Enter the destination fax number.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

3 Tap the [Others] key, and tap the [Transaction Report] key.

4 Tap the key of the print settings.

After the settings are completed, tap OK.

To cancel the transaction report settings:
Tap the [Do not Print] key.

Even if the [Print Original Image] checkbox is selected, the original cannot be printed when speaker dialing, manual transmission, direct transmission, polling reception, or F-code transmission is used.

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- The print conditions for a transaction report are as follows:
  - "Always Print": A transaction report is printed no matter whether the transmission succeeds or fails.
  - "Print at Error": A transaction report is printed when transmission fails.
  - "Do not Print": Do not print a transaction report.
- Set the [Print Original Image] checkbox to to include part of the transmitted original in the transaction report.

5 Tap the [Start] key to start scanning of the original.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
- A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
- When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that transmission has ended.

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Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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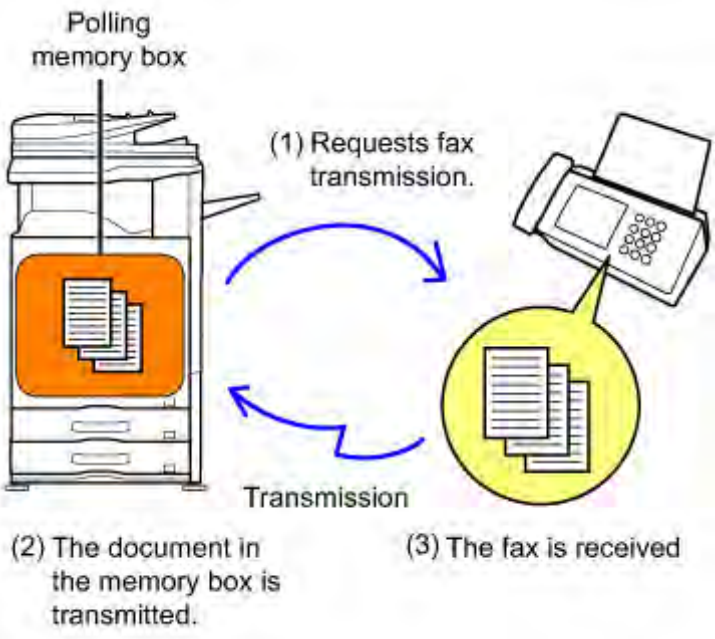
SENDING A FAX WHEN ANOTHER MACHINE POLLS YOUR MACHINE (POLLING MEMORY)

Sending a document that has been scanned into memory when another machine polls your machine is called "Polling Memory". Prior to polling, the document that will be faxed to the other machine must be scanned into a polling memory box.

- SCANNING A DOCUMENT INTO POLLING MEMORY

This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.



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RESTRICTING POLLING ACCESS
(POLLING SECURITY SETTING)

The following explains "Polling Security Setting", a feature restricting other machines that can use polling memory.
When a machine requests fax transmission, you can only allow the machine to use polling memory if its programmed sender fax number matches a fax number stored in your machine as a polling passcode number. This function is called "Polling Security Setting".
To use this function, first store polling passcode numbers (the sender fax numbers programmed in the other machines) in settings mode of the machine, and then enable the polling security setting.

The polling security setting can be enabled for up to 10 other machines.

To set the polling security:
In "Setting mode (administrator)", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Polling] → [Fax Polling Security].

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SCANNING A DOCUMENT INTO POLLING MEMORY

Overview

Follow these steps to scan a document into the memory box for polling transmission (Public Box).

If another document remains in the memory box (Public Box), the newly scanned document is added to the previous document. In this case, the number of polling times will be the number set for the newly scanned document.

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

Select image settings and other functions.

To return to the screen of step 4, tap the [Memory Box List] key.

A program, timer setting, transaction report, polling, and document filing, cannot be configured.

Tap the [Others] key, and tap the [Memory Box] key.

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4 Tap the [Polling Memory] tab.

5 Tap the [Public Box] key from the folder list.

6 Tap the [Change Number of Times] key on the action panel.

7 Tap the [Once] key or [Unlimited] key to specify the number of times.

Tap the [Once] key if you want the document cleared from memory after it is transmitted. Tap the [Unlimited] key to allow polling an unlimited number of times.
After the settings are completed, tap [OK] and [X].

8 Tap the [Start] key to start scanning of the original.

- When the original is scanned, a preview image appears in the touch panel.
- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.

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CHECKING THE DOCUMENT IN THE PUBLIC BOX

Overview

You can check the document stored in the machine's memory box (public box) for memory polling.

Operation

1. **Tap the [Others] key, and tap the [Memory Box] key.**
2. **Tap the [Polling Memory] tab.**
3. **Tap the [Public Box] key from the folder list.**

   If a document is stored in the public box, is displayed.

4. **Tap the [Image Check] key to check the document.**

   To print the document, tap the [Print] key.

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DELETING A DOCUMENT FROM THE PUBLIC BOX

Overview

Delete a document from the memory box (public box) when it is no longer required.

Operation

1. **Tap the [Others] key, and tap the [Memory Box] key.**
2. **Tap the [Polling Memory] tab.**
3. **Tap the [Public Box] key from the folder list.**

   If a document is stored in the public box, is displayed.

4. **Tap the [Empty out Box] key.**

   If you tap the [Check Image] key on the action panel, you can check the image on the touch panel before it is erased.

5. **Tap the [Yes] key.**

- The document is deleted and you return to the screen of step 2.
- You can tap the [Image Check] key to check the image in the touch panel before deleting it.

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To cancel deleting the document:

Tap the [No] key.

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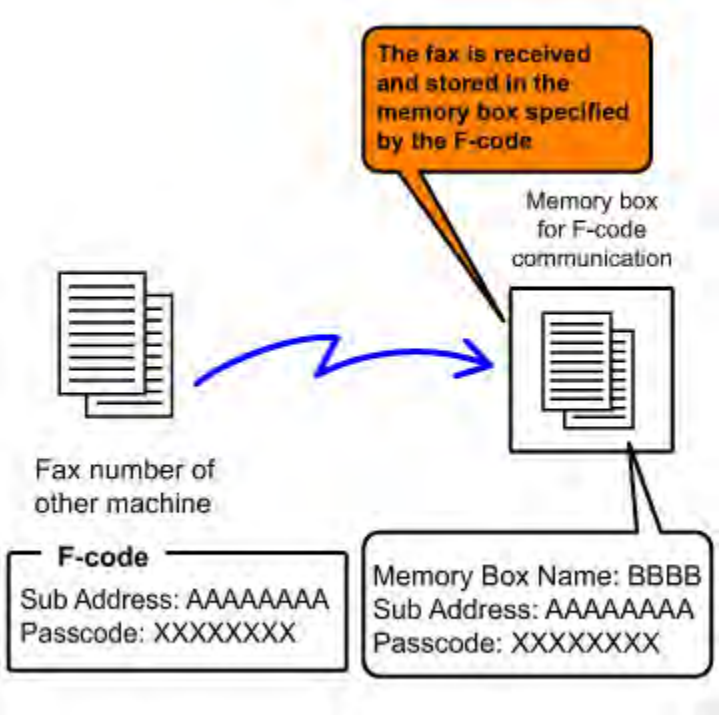
F-CODE COMMUNICATION

This function allows the machine to communicate with other machines that also support F-code.
It enables exchange of confidential documents (confidential communication), retrieval (polling) and distribution (polling memory) of information, distribution of information to multiple destinations (relay broadcast transmission) with other machines that support F-code communication. An F-code* is specified in each communication, enabling a higher level of security.

* F-code is a communication function based on the G3 standard of the ITU-T.

The ITU-T is a United Nations organization that establishes communications standards. It is a department of the International Telecommunication Union (ITU), which coordinates global telecommunications networks and services.



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How F-codes work

A fax that is transmitted with an F-code is received in the memory box of F-code communication in the receiving machine specified by the F-code (sub-address and passcode). If the F-code sent by the transmitting machine does not match the F-code in the receiving machine, reception will not take place.
The products of other manufacturers may use different terms for "sub-address" and "passcode". If you need to contact the operator of another machine regarding sub-addresses and passcodes, refer to the terms used by the ITU-T in the table below.

The machine	ITU-T		
	F-code polling memory box	F-code confidential box	F-code relay broadcasting function
Sub Address	SEP	SUB	SUB
Passcode	PWD	SID	SID

An F-code consists of a sub-address and passcode, and cannot be longer than 20 digits.

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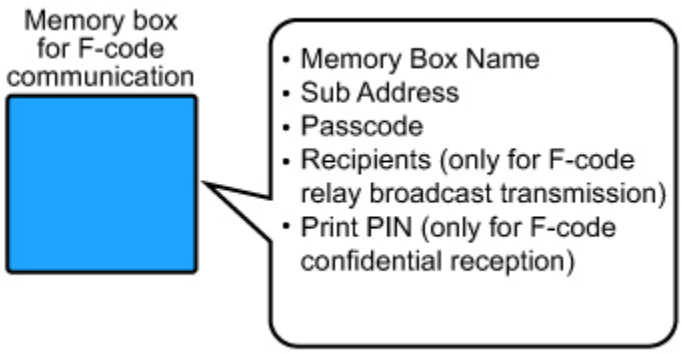
CREATING MEMORY BOXES IN THE MACHINE FOR F-CODE COMMUNICATION

Before the F-code communication function can be used, special memory boxes must be created in "Setting mode".
Set the box name and F-code (sub-address and passcode) in each memory box, and store them.
After you have created a memory box, notify the other party of F-code communication of the sub-address and passcode of the box.



To create F-code memory boxes:
In "Setting mode", select [System Settings] → [F-Code Memory Box].

To use the following F-code communication functions, F-code memory boxes must be created in your machine.

- F-code confidential reception
- F-code polling memory
- F-code relay broadcast transmission

To use the following F-code communication functions, F-code memory boxes must be created in the other machine.

- F-CODE CONFIDENTIAL TRANSMISSION
- F-code polling reception

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- F-code relay request transmission

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F-CODE DIALING

When performing an F-code operation, the F-code (sub-address and passcode) is appended to the fax number that is dialed. Check the F-code (sub-address and passcode) stored in the memory box in the other machine before you perform an F-code transmission. It is convenient to store an F-code (sub-address and passcode) together with the fax number in a one-touch key or group key.

To use the following F-code communication functions, your machine must dial the other machine.

- F-CODE CONFIDENTIAL TRANSMISSION
- F-code polling reception
- F-code relay request transmission

To use the following F-code communication functions, the other machine must dial your machine.

- F-code confidential reception
- F-code polling memory
- F-code relay broadcast transmission

If the destination machine does not have a passcode configured in the F-code, do not enter a passcode when dialing that machine.

Communication using the F-code (sub-address and passcode) is not available when dialing using a speaker or manual transmission.

To store and edit one-touch keys and group keys:
Select [Address Book] in "Setting mode".

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F-CODE CONFIDENTIAL TRANSMISSION

By sending a fax to an F-code memory box (confidential) stored in the receiving machine (your machine or the other machine), the sender can direct the transmission specifically to the user of the box.
This is convenient for sending sensitive documents that you do not wish people other than the recipient to see, or when the receiving machine is shared by multiple departments.
To print an F-code confidential fax, the print passcode must be entered.

- CHECKING FAXES RECEIVED BY F-CODE CONFIDENTIAL RECEPTION

The F-code (sub-address and passcode) of the memory box to be used should be verified by the sender and the recipient before the fax is sent.

To create F-code memory boxes:
In "Setting mode", select [System Settings] → [F-Code Memory Box].

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CONFIDENTIAL TRANSMISSION USING F-CODES

Overview

Send a fax to a destination fax number after adding the F-code (sub-address and passcode).

If necessary, the F-code confidential transmission can be used in combination with a broadcast transmission or timer transmission. It is convenient to store this function in a program.

The F-code confidential transmission cannot be registered as a "favorite" item.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

(1) Enter the destination line number using the numeric keys.

(2) Tap the [Sub Address] key.
Symbol "/" is entered.

(3) Enter the sub-address using the numeric keys.

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(4) Tap the [Passcode] key.
Symbol "/" is entered.

(5) Enter the passcode using the numeric keys.

- If the sub-address and passcode are already registered, you can select a one-touch key as well.
- If the passcode is omitted for the memory box of destination machine, you can skip Steps (4) and (5).

3 Tap the [Start] key.

Scanning of the original starts.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that transmission has ended.

Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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CHECKING FAXES RECEIVED BY F-CODE CONFIDENTIAL RECEPTION

Overview

When an F-code confidential fax received, the fax is stored in the memory box specified by the F-code. To check received faxes, enter the print passcode.

- Confidential faxes are automatically given priority in the print job queue.
- The fax is automatically cleared from the memory box after being printed.

To print transaction report automatically when an F-code confidential fax is received:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Transaction Report Print Select Setting] → [Confidential Reception].

If you forget the print passcode:
There is no way to use the machine to check a print passcode that has been specified. Exercise care not to forget the passcode. Should you forget or need to verify the passcode, contact your dealer or nearest SHARP Service Department.

Operation

1 The machine rings and the fax is received.

A beep sounds when reception ends.

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2 Tap the [Others] key, and tap the [Memory Box] key.

3 From the [Confidential] tab, tap the [Check received data list] key on the action panel.

4 Tap the key of the memory box containing the confidential fax.

"" appears in the keys of memory boxes that have received faxes. The keys of memory boxes that have not received faxes are grayed out and cannot be tapped.

5 Enter the print passcode using the numeric keys.

As each digit is entered, "-" changes to "*".

Take care to enter the correct print passcode. If you make a mistake, a message will appear and you will return to the entry screen. You can tap the [Cancel] key to return to step 4.

6 Tap the key of the received data you wish to check, and tap the [Check Image] key on the action panel

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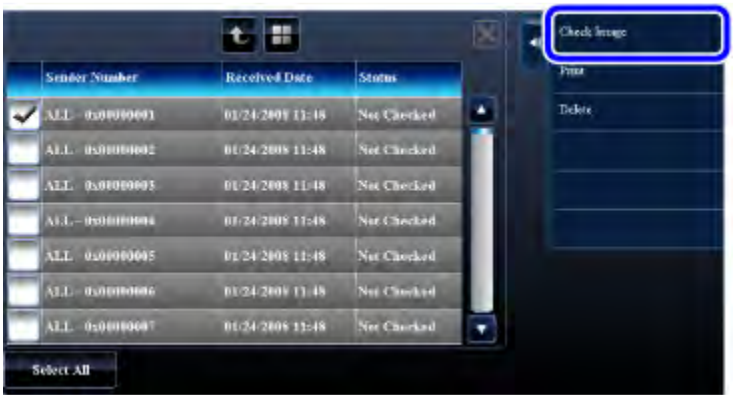
Displays the received data image.
To print the document, tap the [Print] key.



04-090.htm

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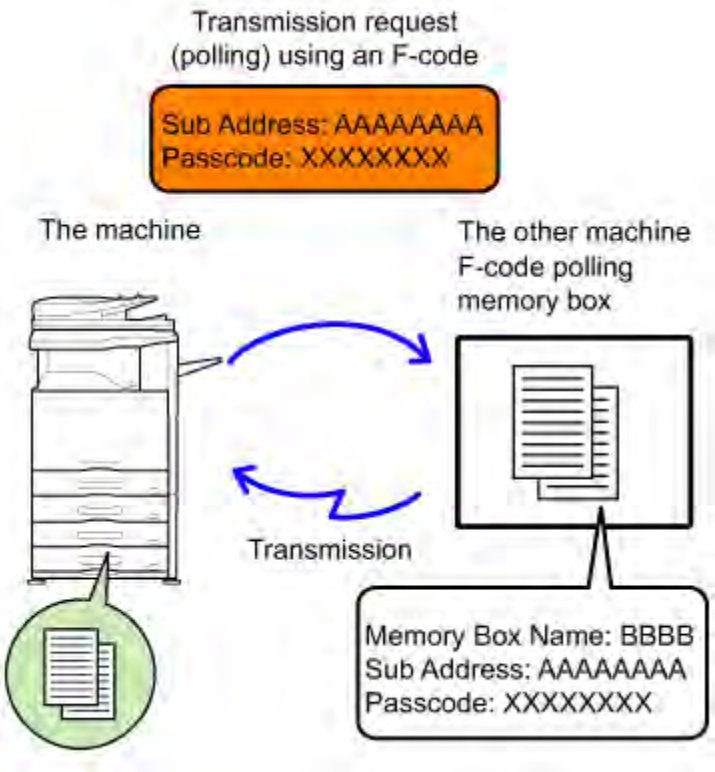
POLLING RECEPTION USING F-CODES

Overview

This function enables your machine to call another machine and initiate reception of a fax stored in an F-code memory box (polling memory) in the other machine. During the polling operation, your machine must correctly specify the F-code (sub-address and passcode) configured in the other machine. Otherwise, polling reception will not take place.



- Verify the F-code (sub-address and passcode) of the memory box in the other machine before you perform F-code polling reception.
- The receiving machine bears the telephone charges of the transmission.

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- If necessary, use the F-code polling reception in combination with a broadcast transmission or timer transmission. Only one polling reception with a timer setting can be stored at a time.
  - SPECIFYING THE TIME FOR COMMUNICATION

- Polling multiple machines (serial polling) is not possible.
- Make sure there is no original in the machine when using the F-code for the polling reception function.
- The polling reception using the F-code cannot be registered as a "favorite" item.

Operation

1 Tap the [Others] key, and tap the [Polling] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Polling setting:
Tap the [Polling] key to clear the checkmark.

2 Specify the destination fax number

(1) Enter the destination line number using the numeric keys.

(2) Tap the [Sub Address] key.
Symbol "/" is entered.

(3) Enter the sub-address using the numeric keys.

(4)Tap the [Passcode] key.
Symbol "/" is entered.

(5) Enter the passcode using the numeric keys.

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- If the sub-address and passcode are already registered, you can select a one-touch key as well.
- If the passcode is omitted for the memory box of destination machine, you can skip Steps (4) and (5).

3 Tap the [Start] key.

Your machine will call the other machine and initiate reception of the fax.

04-091.htm

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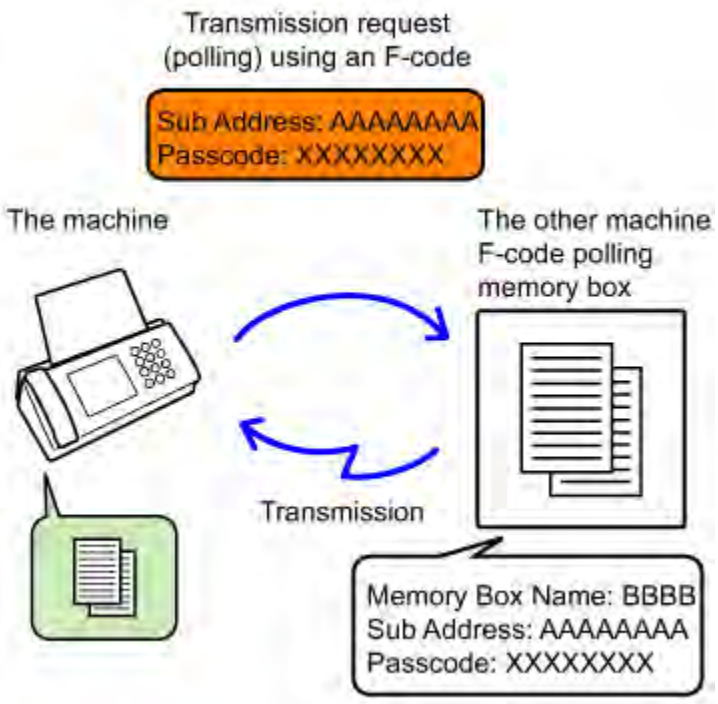
SCANNING A DOCUMENT INTO A MEMORY BOX FOR F-CODE POLLING TRANSMISSION

Overview

When your machine receives a transmission request from another machine, this function sends a fax stored in an F-code memory box (polling memory) in your machine to that machine. The other machine must correctly specify the F-code (sub-address and passcode) configured in your machine. Otherwise, transmission will not take place.
An original to be sent to the other machine using F-code polling communication must be previously scanned into an F-code memory box (polling memory) in your machine.



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- If other documents have already been stored in the memory box, the document is added to the previously stored documents.
- By factory default, the document sent to the other machine will be deleted automatically.

To create F-code memory boxes:
In "Setting mode", select [System Settings] → [F-Code Memory Box].

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Others] key, and tap the [Memory Box] key.

You cannot set the Program, Timer, Transaction Report, Polling, and Document Filing.

3 Tap the [Polling Memory] tab.

4 Tap the key of the F-code memory box (polling memory)

5 Tap the [Change Number of Times] key on the action panel, and set the polling times

To erase the original after its transmission, tap the [Once] key.
To repeat transmitting an original, tap the [Unlimited] key.

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Change the settings as necessary.
After the settings are completed, tap OK and ✕ key.

6 Tap the [Start] key to start scanning of the original

If you inserted the original pages in the document feeder tray, all pages are scanned.
When you place the original on the document glass, scan each page one at a time.
After you have scanned the last original, tap the [Read-End] key.
A beep will sound to indicate that scanning and transmission have ended.

> Tap the [Preview] key to preview the output image before sending it. After you have scanned an original by tapping the [Preview] key, tap the [Additional Scan] key to scan the next original. Tap the [Start] key to start sending an image.
> For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

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CHECKING THE DOCUMENT IN THE F-CODE MEMORY POLLING BOX

Overview

You can check the document stored in the F-code memory polling box.

A document in a memory box cannot be printed while the document is being transmitted.

Operation

1 Tap the [Others] key, and tap the [Memory Box] key.

2 Tap the [Polling Memory] tab.

3 Tap the folder of the F-code memory polling box.

4 Tap the [Check Registered Data] key on the action panel.

To print the document, tap the [Print] key.

04-093.htm

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DELETING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION

Overview

Delete the document stored in an F-code memory polling box in order to be able to store a new document.

A document in a memory box cannot be deleted while the document is being transmitted.

Operation

1. **Tap the [Others] key, and tap the [Memory Box] key.**
2. **Tap the [Polling Memory] tab.**
3. **Tap the folder of the F-code memory polling box.**
4. **Tap the [Empty out Box] key on the action panel.**

   You can tap the [Check Registered Data] key to check the image in the touch panel before deleting it.

   If you tap the [Check Image] key on the action panel, you can check the image before it is erased.

5. **Tap the [Yes] key**

   The document is deleted, and you return to Step 2.

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To cancel the document deletion:

Tap the [No] key.

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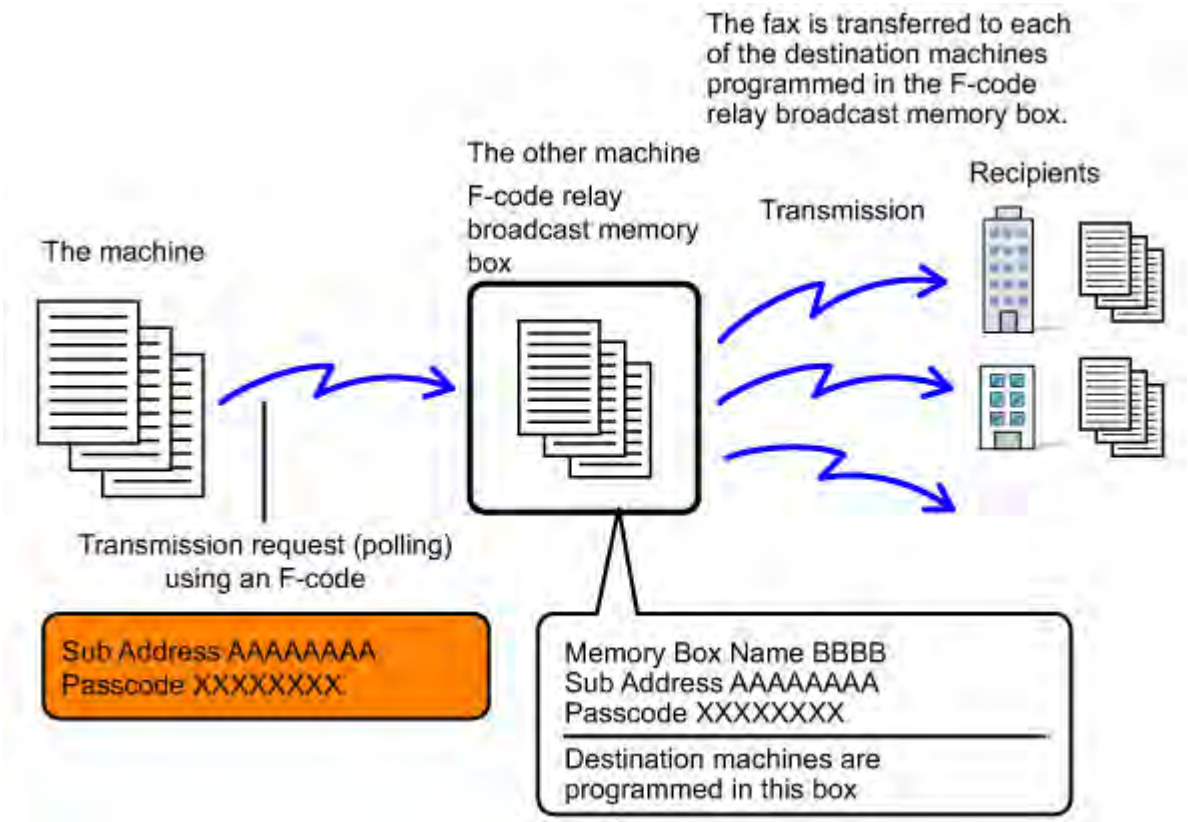
RELAY REQUEST TRANSMISSION USING F-CODES

Overview

This function sends a fax to an F-code relay broadcast memory box in another machine and have that machine relay the fax to multiple destination machines.

When the destination machines are far from your machine, sending the fax to a relay machine that is close to the destination machines can help reduce telephone charges. A relay request transmission can be used in combination with the timer transmission function to further reduce cost.

- SPECIFYING THE TIME FOR COMMUNICATION



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- F-code (sub-address and passcode) and the destination in the F-code relay broadcast memory box of the recipient machine should be verified by the recipient in advance.
- Before using this function, program the destination machines in the F-code relay broadcast memory box in the relay machine.
- It is not necessary for the destination machines to support F-code communication.
- Your machine (the machine that requests a relay broadcast transmission) only bears the cost of sending the fax to the relay machine. The relay machine bears the cost of sending the fax to each of the destination machines.
- If necessary, this function can be used in combination with a broadcast transmission or timer transmission. It is convenient to store this function in a program.

When faxes forwarded using this function are printed at the forwarding destination, the date and time of reception cannot be printed on the faxes. ("Receiving Date & Time Print" is disabled.)

To create F-code memory boxes:
In "Setting mode", select [System Settings] → [F-Code Memory Box].

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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Specify the destination.

- ENTERING A DESTINATION NUMBER USING THE NUMERIC KEYS
- RETRIEVING A DESTINATION NUMBER FROM AN ADDRESS BOOK
- THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- RETRIEVING A DESTINATION NUMBER FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND
- SENDING BY CHAIN DIALING

If the sub-address and passcode are stored in the one-touch key, it is not necessary to take steps 3 to 5. Go to step 6.

Tap the [Sub Address] key.

Enter "/".

Enter the sub-address using the numeric keys.

Tap the [Sub Address] key.

Enter "/".

If a passcode has been omitted in the memory box of the destination machine, it is not necessary to take steps 6 and 7.

Tap the [Start] key.

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Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.
  When the relay machine receives the fax, it will automatically transfer the fax to the destination machines programmed in the memory box.

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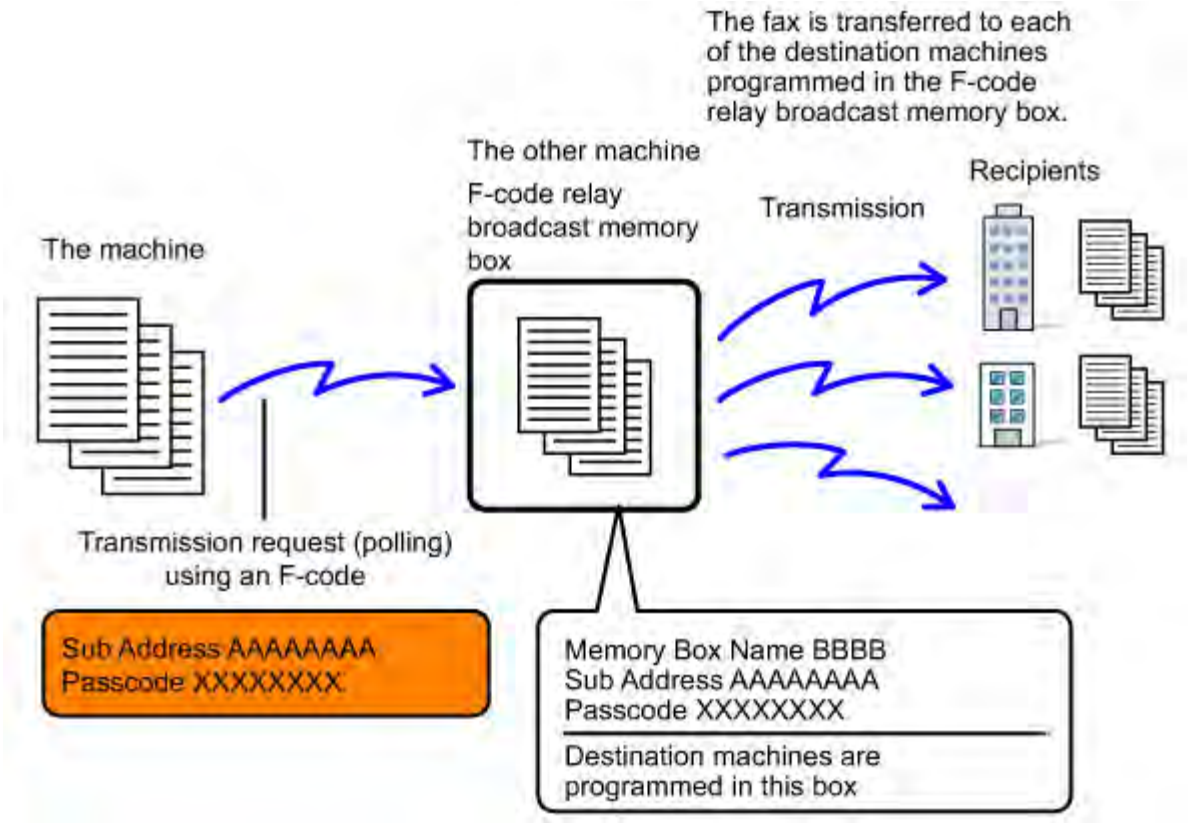
RELAY BROADCAST TRANSMISSION USING F-CODES

When your machine receives an F-code relay request transmission, the fax is received and stored in an F-code relay broadcast memory box in your machine.
Your machine then relays the fax to each of the destination machines programmed in the memory box. Transmission to the destination machine takes place automatically.



- Prior to carrying out the operation, inform the requesting party, who you will communicate with using F-code relay request transmission, of the sub-address and passcode of the F-code relay broadcast memory box in your machine
- Program the destination machines in the F-code relay broadcast memory box when you create the box in your machine.
  - CREATING MEMORY BOXES IN THE MACHINE FOR F-CODE COMMUNICATION

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- It is not necessary for the destination machines to support F-code communication.
- The machine that requests a relay broadcast transmission only bears the cost of sending the fax to your machine (the relay machine). Your machine bears the cost of sending the fax to each of the destination machines.

When faxes forwarded using this function are printed at the forwarding destination, the date and time of reception cannot be printed on the faxes. ("Receiving Date & Time Print" is disabled.)

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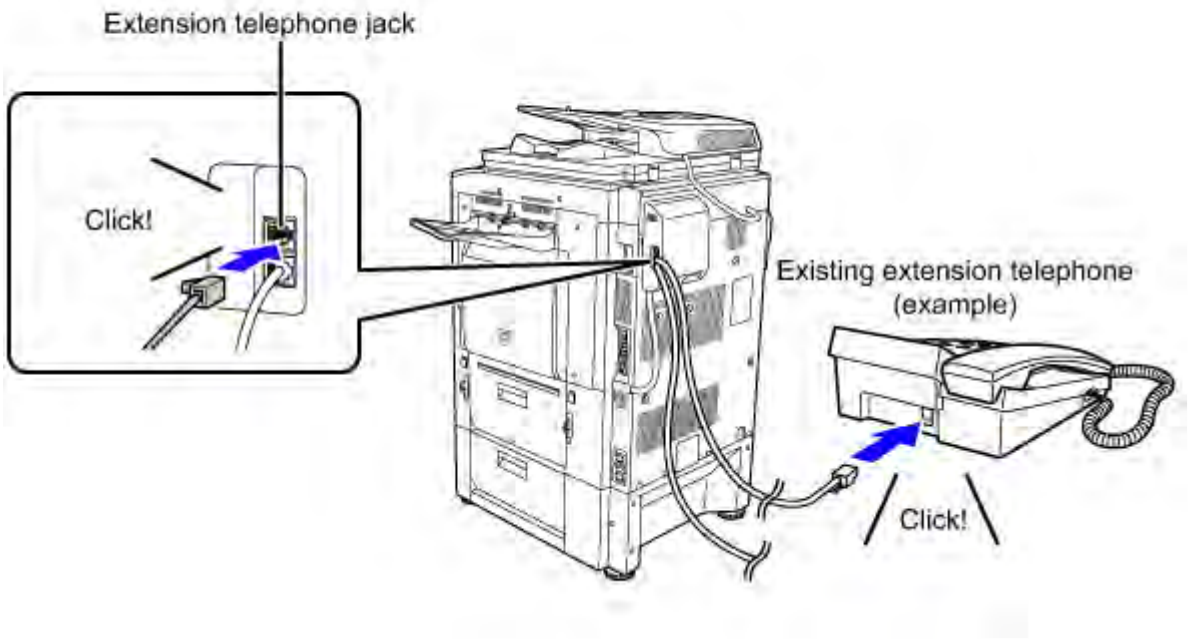
CONNECTING AN EXTENSION TELEPHONE

You can connect an existing telephone to the machine.
The telephone can be used for voice calls and to start fax reception on the machine. Connect the extension telephone as shown below. As an example, you can make a phone call using the existing phone, speak to the other party, and then press the [START] key to fax an original that has been placed to that party. You can also press the [START] key when an original is not placed to receive a fax. After connecting an extension telephone, configure the "External Telephone Setting" in setting mode.



Enable the "Tel/Fax Auto Change" function. This is useful as the telephone or fax operation is selected automatically according to the calling.

- You cannot send a fax from your telephone.

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- You can connect a telephone with a modular cable plug to your machine. Also, use the two-wire cable for telephone connection. If another type of cable is used, the telephone may not operate normally.
- If you have a problem in telephone cable connection, contact your dealer or nearest "SHARP Service Department".

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RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION TELEPHONE (REMOTE RECEPTION)

Overview

Follow the steps below if you need to start fax reception after answering a call and speaking on the extension telephone.
If you are using a pulse line, set the extension to send tone signals.

- To receive a fax after answering a call on the extension telephone:
  In "Setting mode", select [System Settings] → [Fax Data Receive/Forward] → [Fax Settings] → [Receive Settings] to enable [Manual Reception].
- To change the number to receive faxes:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Remote Reception Number Setting].

Operation

1 While the machine is ringing, pick up the receiver to speak.

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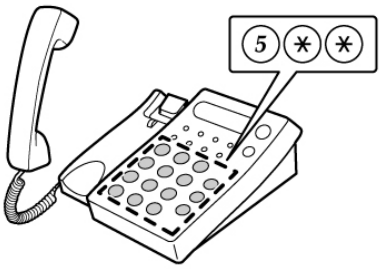
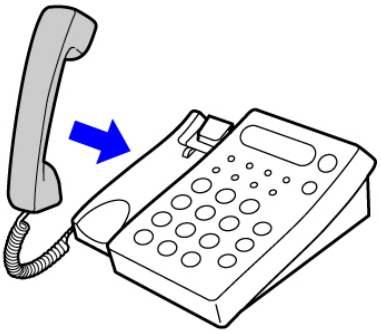
2 Signal the machine to start fax reception.

Press 5 * * from the extension telephone.



3 Replace the receiver.

The machine beeps when reception ends.



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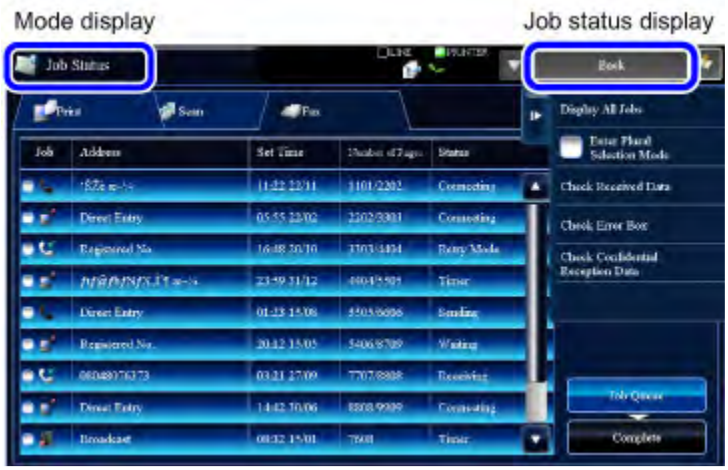
FAX JOBS

When you tap the job status display, jobs are displayed in a list. To confirm the fax job status, tap the mode display and select the fax. When you wish to stop or delete jobs or to perform priority processing, see the following items:

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
- PRIORITY PROCESSING OF A RESERVED JOB
- CHECKING A RESERVED JOB OR THE JOB IN PROGRESS
- CHECKING COMPLETED JOBS



Fax jobs include reception, timer transmission, and data forwarding as well as usual transmission. For information on jobs in fax mode, see "COMPLETED FAX TRANSMISSION/RECEPTION JOBS".

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COMPLETED FAX TRANSMISSION/RECEPTION JOBS

A usual transmission job moves to the job list when transmission is completed. Then the status field displays "Send OK". However, received faxes, timer transmission faxes, retries, fax forwarding, and other fax jobs are displayed in the job status screen as follows:

Fax reception jobs

When a fax is being received, the status field displays "Receiving" in the job queue list.
When reception is completed, the job moves to the completed job list and the status field displays "In Memory". After the fax is printed, the status changes to "Received".

Timer transmission jobs

A timer transmission job appears at the end of the job queue list until the specified time is reached.
The job is printed at the specified time, and moves to the completed job list. If another job is being printed at the specified time, the job being printed is prioritized over the timer job.

Retry jobs

A retry job appears at the end of the job queue list.
Transmission of the retry job starts according to the [Recall in Case of Line Busy] setting in "Setting mode". When the transmission is completed, the retry job moves to the completed job list and the status changes to "Send OK".

Reception jobs when the inbound routing settings are enabled

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When the inbound routing settings are enabled, reception jobs are handled as follows depending on the print setting.

- FORWARDING RECEIVED DATA TO PRESET DESTINATIONS (Inbound routing settings)

Received data is not printed

When a data is being received, "Receiving" appears in the job queue list. When the reception is completed, the status changes to "Waiting".

Received Internet fax is printed

When reception is completed, the status field displays "In Memory" in the completed job list. After the fax is printed, the status changes to "Received". Then a job is added for which the status field displays "Waiting" in the job queue list. When forwarding the received fax is completed, the field changes to "Forward OK".

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PRINTING IMAGE SENDING ACTIVITY REPORTS

You can have the machine print a log of recent image sending activity (date, name of other party, time required, result, etc.). The Image Sending Activity Report contains useful information such as the types of errors that occurred.
The most recent 200 transactions are included in the report.
You can have the machine print the Image Sending Activity Report each time the number of transactions reaches 201, or at a specified time (once a day only).

The contents of the Image Sending Activity Report are erased when the report is printed, and thus it cannot be reprinted.

To configure the image sending activity report:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Activity Report Print Select Setting].

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INFORMATION APPEARING IN THE RESULT COLUMN

Error types and other information are printed in the result column of transaction and activity reports. When a transaction or activity report is printed, check the result of the transaction in the result column and take action as needed.

Examples of messages that are printed in the result column

Message	Description
OK	The transaction was completed normally.
G3	Communication took place in G3 mode.
ECM	Communication took place in G3 ECM mode.
SG3	Communication took place in Super G3 mode.
Forwarding	The received data was forwarded.
NO RESPONSE	No response from the receiving party.
BUSY	Transmission was not possible because the other party was already using the line.
CANCEL	The transmission was canceled while in progress.
MEMORY OVER	The memory became full during quick on-line transmission.
MEM. FULL	The memory became full during reception.
LENGTH OVER	The transmitted fax was over 59" (1.5 m) long and therefore could not be received.
ORIGINAL ERROR	Direct transmission or manual transmission was not successful because a misfeed occurred.

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PASS# NG	The connection was broken because the polling passcode was not correct.
NO RX POLL	The machine that was polled does not have a polling function.
RX POLL FAIL	The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory.
NO F-CODE POLL	The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box.
RX POLL# NG	The connection was broken because the sub-address for F-code polling memory was not valid.
F POLL PASS# NG	The connection was broken because the passcode for F-code polling memory was not valid.
BOX NO. NG	Your machine broke the connection because the specified sub-address for an F-code memory box does not exist.
F PASS# NG	Your machine broke the connection because the other machine sent an incorrect passcode for F-code communication.
RX NO F-CODE POLL	F-code polling was attempted, however, the other machine did not have an F-code polling memory box.
NO F FUNC	F-code communication was attempted, however, the other machine does not support F-code communication.
NO F-CODE	F-code communication was refused by the other machine because of an incorrect sub-address or other reason.
M. BOX: [xxxxxx] ******	Data was received and stored in a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling

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	memory transmission, or confidential reception) appears in ******.
FAIL xx (xxxx)	The transaction failed due to a communication error. First 2 digits of communication error number: Error code from 00 to 99. Last 4 digits of communication error number: Code for use by service technicians.
Reject Reception	A fax was sent from a party from which reception is blocked.

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "IMAGE SEND"

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USES OF THE NETWORK SCANNER

The network scanner allows you to create an image file from the original data scanned by the machine, and send the file over a network to a PC, FTP server, or other destinations. If necessary, it scans the original using a TWAIN-compliant application on your PC.
The network scanner function provides the following scanning modes.

- Scanner mode
- Internet fax mode
- Data entry mode

Scanner mode

The scanner function of the machine sends a scanned original as described below based on the specification of the destination.

- **Scan to E-mail**
  A scanned file is attached to e-mail and sent.
- **Scan to FTP**
  The scanned file is sent to a specified folder of an FTP server. When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file.
- **Scan to Desktop**
  The scanned file is sent to a specified folder on your computer. To use Scan to Desktop, software must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM that accompanies the machine. For the system requirements of the software, see the manual (PDF format) or the Readme file on the CD-ROM. For the procedures for installing the software, see the "Sharpdesk Installation Guide"
- **Scan to Network Folder**

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The scanned file is sent to a network folder on a Windows PC on the same network as the machine.
When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file.

For the operating procedure, see "SENDING AN IMAGE IN SCAN MODE".

Internet fax mode

The scanned file is sent as an Internet fax. Internet faxes are received if necessary.
The machine supports Direct SMTP, which lets you directly send Internet faxes within your company without using a mail server.

To use the Internet fax function, the Internet fax expansion kit must be installed.

For the operating procedure, see "SENDING A FAX IN INTERNET FAX MODE".

Data entry mode

In data entry mode, information entered using the touch panel or automatically generated by the machine is sent to a directory on an FTP server or an application on a PC as a metadata file in XML format.

Installing the application integration module is required to use the metadata delivery function.
The application integration module can be combined with the network scanner to append a metadata file to a scanned image file.

Metadata is information about a file, how it is to be processed, and its relation to other objects.

For the operating procedure, see "TRANSMITTING METADATA".

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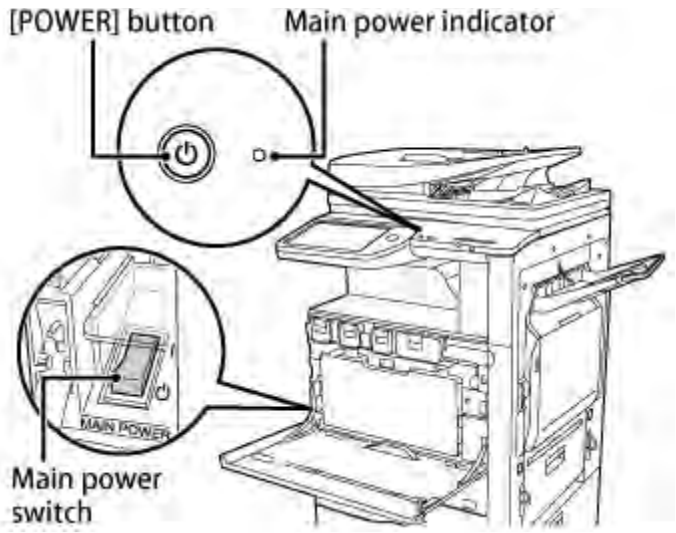
BEFORE USING THE NETWORK SCANNER

To use the machine as a network scanner, you must store sender information, configure server settings, store destinations in the address book, and perform other required operations.

1 Make sure the main power switch is in the " | " position

When the main power indicator is lit up, the main power is in the " | " position. If the main power indicator is not lit up, turn the main power switch to the " | " position and press the [POWER] button on the operation panel.

* If the fax function will be used, and in particular if reception or timer transmission will take place at night, always keep the main power switch in the " | " position.



2 Checking the date and time

Verify that the correct date and time are set in the machine.

To set the date and time of the machine:

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In "Setting mode", select [System Settings] → [Default Settings] → [Clock Adjust].

If [Disabling of Clock Adjustment] has been enabled, the date and time cannot be modified.
In this case, select [System Settings] in "Setting mode" and select [Operation Settings] to disable the [Disabling of Clock Adjustment] setting.

3 Storing sender information

Before using Scan to E-mail

Store a default sender name in "Sender Name" and a reply e-mail address in "Reply E-mail Address". These will be used in the case when a sender is not selected.

To store the sender's name and e-mail address that are used when a sender is not selected:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Scan Settings] → [Scan Settings] → [Default Sender Set].

Before using Internet fax

Store a sender name in "Sender Name" and a sender Internet fax address in "Own Address".

To store the sender's name and address:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Own Number and Name Set] → [Sender Data Registration].

4 Configuring settings required in the setting mode

Configure server settings, default settings for the network scanner, and settings for Internet Fax.

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- To configure server settings:
  In "Setting mode", select [Network Settings] → [Services Settings]. (Administrator rights are required.)
- To configure basic settings for the network scanner:
  In "Setting mode", select [Application Settings] → [Network Scanner Settings]. (Administrator rights are required.)
- To configure settings for Internet Fax:
  In "Setting mode", select [Application Settings] and then configure options in [Internet Fax Settings]. (Administrator rights are required.)

5 Storing destination addresses for each scan mode in the address book

You can send an image by directly entering an address when using Scan to Image. It is convenient to previously store addresses in the address book.
Up to 6000 addresses can be stored in the address book. For information on the address book, see "ADDRESS BOOK".
For how to use the address books and how to store addresses, see the following item.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

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STORING DESTINATIONS FOR SCAN TO DESKTOP

To store your computer in the machine as a destination for Scan to Desktop, Network Scanner Tool must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM that accompanies the machine.
To scan an image to your computer, Network Scanner Tool must be running on your computer.

To install Network Scanner Tool, see the "Shapdesk Installation Guide" that accompanies the machine. When a standard installation is performed, Network Scanner Tool is installed with Sharpdesk.

05-007.htm

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BEFORE SENDING TO A DIRECT SMTP ADDRESS

The machine supports Direct SMTP, which lets you directly send Internet faxes within your company without using a mail server.
For the procedure for storing the Direct SMTP address in the address book, see "STORING CONTACTS" or "STORING GROUPS". Stored Direct SMTP addresses are included in the address book for Internet fax mode.

If the destination is busy:

If the destination is busy, the machine will wait briefly and then automatically resend.

To cancel the transmission:
Do so from the job status screen.

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

To set the number of recall attempts and the interval between attempts when the connection cannot be established because the line is busy, or for other reasons:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Internet Fax Settings] → [Send Settings] → [Recall in Case of Line Busy].
The factory default setting is two attempts at 3-minute intervals.

When a communication error occurs:

If a communication error occurs or the other fax machine does not answer the call within a preset period of time, transmission will automatically be attempted again after a preset interval.

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To cancel the transmission:
Do so from the job status screen.

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED

To set the number of recall attempts and the interval between attempts when a transmission fails due to an error:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Internet Fax Settings] → [Send Settings] → [Recall in Case of Communication Error].
The factory default setting is two attempts at 3-minute intervals.

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SELECTING NETWORK SCANNER MODE

You can select the network scanner mode from the Home Screen or from each operation mode as follows:

Operation

Changing modes from the Home Screen

1 Tap the icon indicating the network scanner mode

Tap one of [E-mail], [FTP/Desktop], [Network Folder], and [Internet Fax].
The initial screen of the selected mode is displayed.

Changing mode from each mode

1 Tap on the mode display

2 Tap [Image Send]

By default, the screen changes to the fax mode screen.

> **To change the screen that is initially displayed when the [Image Send] in the mode display is tapped:**
> In "Setting mode (administrator)", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Default Display Setting].

3 Tap and then tap one of [E-mail], [FTP/Desktop], [Network Folder], and [Internet Fax]

The initial screen of the selected mode is displayed.

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In "Setting mode", by selecting [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Address Book Default Selection] and setting the [Higher priority is given to the display of address book.] checkbox to ☑, the Address Book in the selected mode is displayed.

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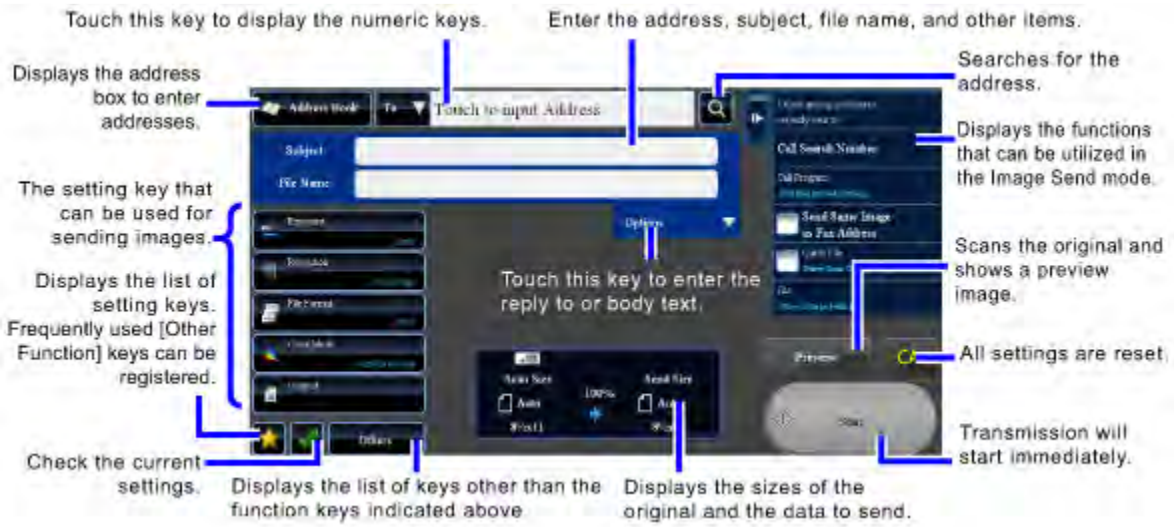
BASE SCREEN OF EACH MODE



This section explains the keys on a base screen, taking as an example the E-mail base screen. Several methods are available in the Image Send mode, including Scan to E-mail and Scan to FTP. The base screen layout slightly differs depending on how image is sent.

To set the screen that is initially displayed when the [Image Send] key is tapped:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Default Display Setting].

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IMAGE SEND SEQUENCE

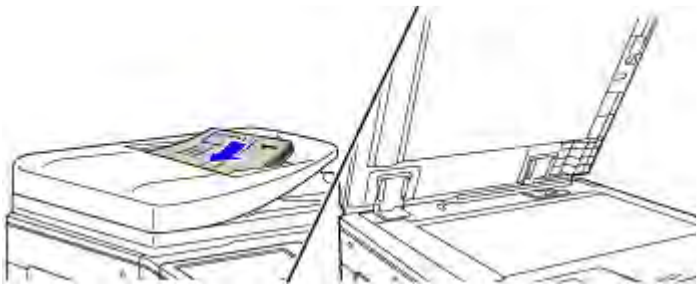
First, to place the machine in a desired image send mode, tap the appropriate icon in the Home screen.

- SELECTING NETWORK SCANNER MODE

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS



2 Enter the destination.

Tap the address key to directly enter the destination, and specify the address to send scan data.

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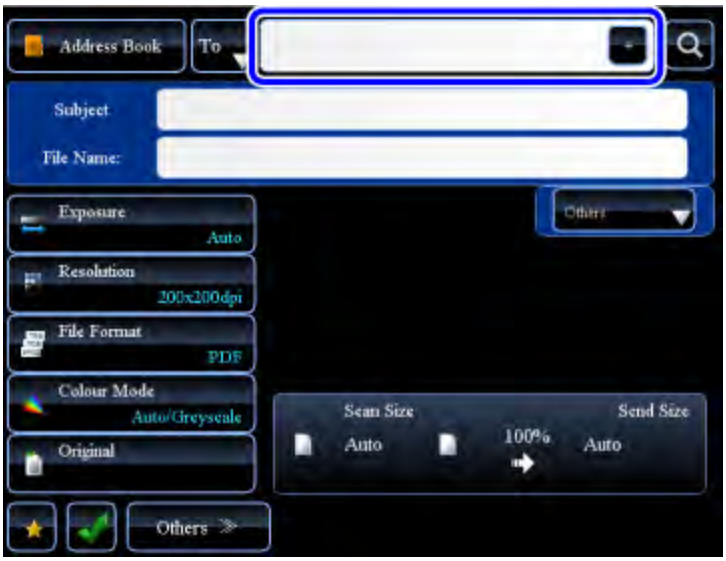

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Configure the scan settings.

Specify the original scan size, exposure, file format, and other items.
If necessary, you can refer to the following functions for the setting.

- SCANNING AND SENDING ORIGINALS COLLECTIVELY
- ADJUSTING COLORS AND SHADING
- SCANNING ORIGINALS

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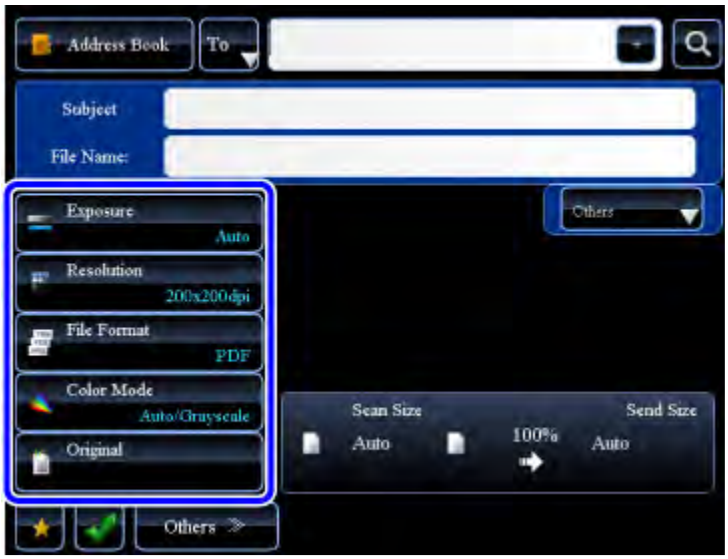

- AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)
- SCAN SIZE AND SEND SIZE(ENLARGE/REDUCE)
- SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
- SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES
- SPECIFYING THE SEND SIZE OF THE IMAGE
- CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE
- CHANGING THE RESOLUTION
- CHANGING FORMAT IN SCAN OR DATA ENTRY MODE
- CHANGING FORMAT IN INTERNET FAX MODE
- CHANGING COLOR MODE

4 Set Others.

Use Others other than the time when using scan settings such as sending two pages as a single page or sending originals of different sizes at the same time.

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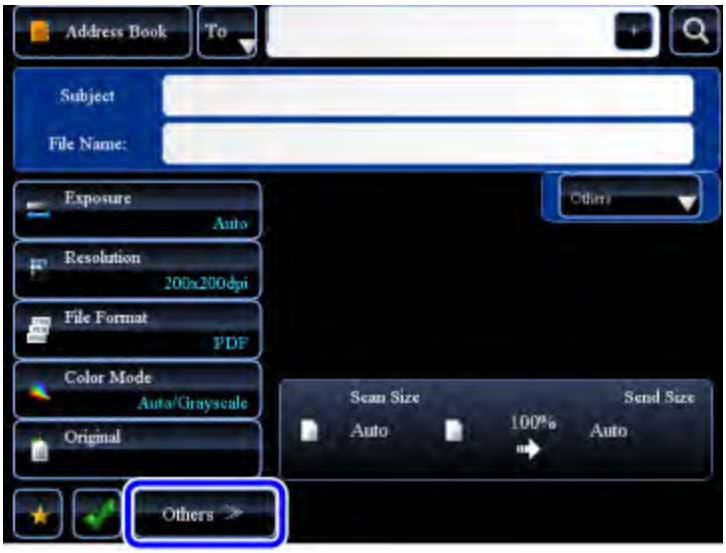

5 Send the original.

Tap the [Start] key.

You can check the preview of an image by tapping the [Preview] key.

When the original is placed on the document glass:
Repeat the placing original and transmission procedures until all originals have been sent. After scanning all originals, tap the [Read-End] key.

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TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted

	Minimum original size	Maximum original size
Using the automatic document feeder	5-1/8" (height) x 5-1/2" (width) (131 mm (height) x 140 mm (width))	11-5/8" (height) x 39-3/8" (width) (297 mm (height) x 1000 mm* (width))
Using the document glass	-	11-5/8" (height) x 17" (width) (297 mm (height) x 1000 mm* (width))

* A long original can be transmitted.

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THE SIZE OF THE PLACED ORIGINAL

When a standard size original is placed, the original size is automatically detected and displayed in "Scan Size" on the base screen.

- SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
- SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

- When an original of 8-1/2" x 14" in size is detected, the image setting direction is automatically set so that it will be scanned starting from the top side. Likewise, when mixed-size originals of 8-1/2" x 14" and 8-1/2" x 11" in size are detected, all originals are automatically set so that they will be scanned starting from the top side. If the setting is manually changed, that setting has priority.
- When the automatic original detection function is operating and a non-standard size original (of inch or non-standard size) is placed, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

Standard sizes

Standard sizes are sizes that the machine can automatically detect. To specify the standard size, select [System Settings] → [Device Control] → [Original Size Detector Setting] in "Setting mode".

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document Glass	Document feeder tray (automatic document feeder)

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Inch-1	11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
Inch-2	11"x17", 8-1/2"x13" (216 mm x 330 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
Inch-3	11"x17", 8-1/2"x13-2/5" (216 mm x 340 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
AB-1	A3, A4, A4R, A5, B4, B5, B5R	8-1/2" x 11", 8-1/2" x 14", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x13")	8-1/2" x 11", 11" x 17", A3, A4, A4R, A5, B4, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), A3, A4, A4R, A5, B4, 8K, 16K, 16KR
AB-4	A3, A4, A4R, A5, B5, B5R, 216 mm x 340 mm (8-1/2" x 13-2/5")	8-1/2" x 11", 11" x 17", 216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B4, B5, B5R
AB-5	A3, A4, A4R, A5, B5, B5R, 216 mm x 343 mm (8-1/2" x 13-1/2")	8-1/2" x 11", 11" x 17", 216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B4, B5, B5R

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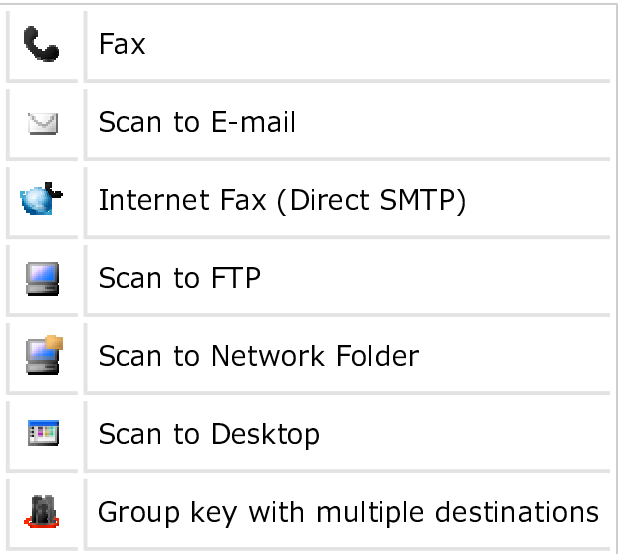
RETRIEVING A DESTINATION FROM AN ADDRESS BOOK

Overview

In the address book screen, simply tap the one-touch key of a registered destination to retrieve the destination.

If necessary, store multiple destinations in a one-touch key. Tapping the key will retrieve all the stored destinations.
The address book screen shows all destinations used in each mode. Each one-touch key shows the name of the destination and an icon indicating the mode used for the destination.

- For information on the address book, see "ADDRESS BOOK".
- For the procedure for storing an address in the address book, see "STORING CONTACTS" or "STORING GROUPS".



Operation

1 Tap the [Address Book] key.

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2 Tap the one-touch key of contact or group that has a destination.

- The destinations displayed on the list can be narrowed with categories, job types, indexes, and keywords.
- A list can be displayed in the order of the search numbers.
- When adding a destination, tap another one-touch key.
- If two or more destinations are selected or specified, the total number of addresses appears next to +.
- Even if only a single destination is selected, the number of addresses appears when the destination is a contact or group in which multiple addresses are stored.

For more information, see "ADDRESS BOOK SCREEN".

If you select an incorrect destination:
Tap the key again to cancel the selection.

- To select a destination from the transmission log, tap the [Select among addresses recently sent to] key on the action panel.
  - USING A TRANSMISSION LOG TO RESEND

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- To retrieve a destination by using a search number, tap the [Call Search Number] key on the action panel.
  - USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- To retrieve a destination from a global address book, tap the [Global Address Search] key on the action panel.
  - RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- To check the entered destinations, tap the [Confirm Address] key on the action panel.
  - VIEWING A LIST OF THE SELECTED DESTINATIONS

- Tap the one-touch key, and then tap the [Show Details] key on the action panel to display the detailed information screen.
- The destination for transmission can be selected by tapping a stored destination.

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VIEWING A LIST OF THE SELECTED DESTINATIONS

Overview

When multiple destinations have been selected, you can display and check the destinations. You can also delete a destination from the list (cancel selection of the destination).

Operation

1 Tap the [Confirm Address] key on the action panel.

2 Confirm the destination.

After the confirmation is completed, tap [OK].

To confirm detailed information such as the type or name of the specified destination, tap the one-touch key of the target destination, and then tap the [Confirm Destination Information] key.

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To cancel a specified destination:
Tap the key of the destination that you wish to cancel, and tap the [OK] key.

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USING A SEARCH NUMBER TO RETRIEVE A DESTINATION

Tap the [Call Search Number] key.

Enter a search number (4 digits) using the numeric keys and tap OK.
When the search number is entered, the stored address is retrieved and specified as a destination.

If an incorrect search number is entered:
Tap the [C] key to clear the number and enter the correct number.

- The search number is programmed when the destination is stored in the address book.
- If you do not know the search number, tap the [Print Individual List] key on the action panel to print and check the address list.

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- When entering search numbers such as "0001" and "0011", "0" can be omitted. For example to enter "0001", enter "1" and tap the [OK] key.

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ENTERING AN ADDRESS MANUALLY

1 In the base screen of a mode, tap [Text Box]

On the base screen of Internet Fax, tap [Text Box] to display the screen you want to select the address type. Tap either the [Internet Fax] or [Direct SMTP] key.

2 Enter the destination address

- In data entry mode, select the mode of the destination, and enter the destination address.
- For Scan to Network Folder mode, the network folder entry screen appears. See "SPECIFYING A NETWORK FOLDER".

- To switch among [To], [Cc] and [Bcc], tap ▼.
- You can select [Bcc] if [Image Send Settings] → [Scan Settings] → [Scan Settings] → [Bcc Setting] → [Enable Bcc] is enabled in [System Settings].
- In Internet Fax mode, the reception report request screen will appear if [Image Send Settings] → [Internet Fax Settings] → [Scan Settings] → [Send Settings]→"I-Fax Reception Report On/Off Setting" is enabled in [System Settings]. If you wish to receive a report, tap the [Yes] key. If not, tap the [No] key.

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(When Direct SMTP is used, transmission confirmation is not performed.)

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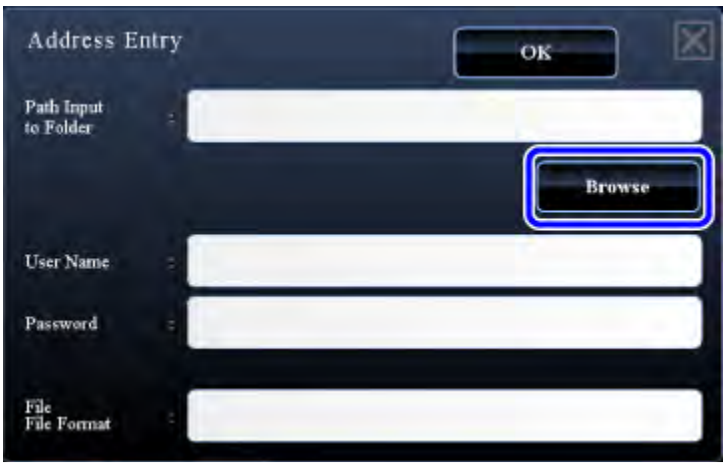
SPECIFYING A NETWORK FOLDER

1 Tap the [Browse] key in the network folder entry screen.

- To directly enter a folder, tap the [Path Imput to Folder] key. The soft keyboard is displayed.
- If a user name and password are required, check with the administrator of the server and enter the user name and password.



If a user authentication function other than authentication by user number is enabled, the login name of the current user is automatically entered in the user name field.

2 Tap the key of the workgroup that you wish to access.

- Tap the [Search] key and enter a keyword to search for a workgroup, server, or network folder.
- Up to 100 workgroups, 100 servers, and 100 network folders are displayed.
- Tap the [Cancel] key to return to the screen of step 1.

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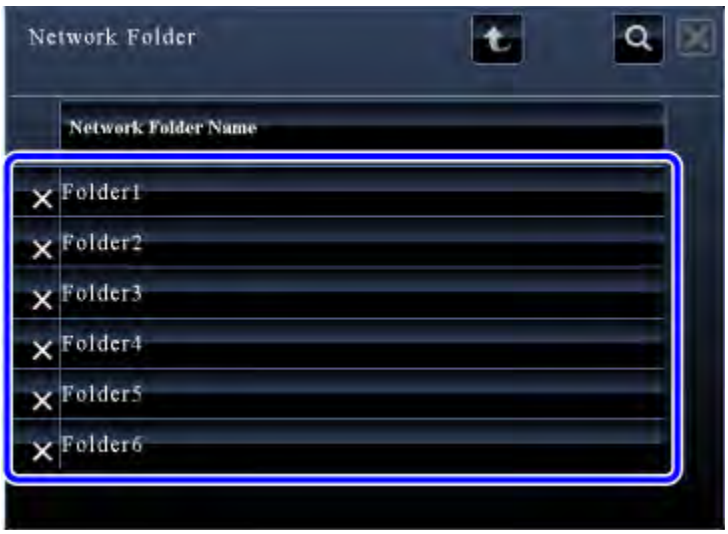
3 Tap the key of the server or computer that you wish to access.

If a screen appears prompting you to enter a user name and password, check with your server administrator and enter the appropriate user name and password.

4 Tap the key of the network folder.

After the settings are completed, tap [X]. You will return to the screen of step 1. Tap the [OK] key again to accept the destination.



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RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK

Overview

When an LDAP server is configured in the "Setting mode (Web version)", look up an address in a global address book and retrieve the destination address for Scan to E-mail or Internet fax transmission (excluding Direct SMTP addresses).

Operation

1 Tap the [Global Address Search] key on the action panel.

2 Tap [Destination] and tap the LDAP server to be used.

- If an authentication screen for the LDAP server appears, enter your user name and password.
- If only one LDAP server has been stored, it is not necessary to take step 2. In this case, start from step 3.

After the settings are completed, tap [OK].

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3 Tap ▼ of [Object] to select the object to be searched, and tap [Touch to Input Keyword] to enter the initial of destination, then tap the [Start Search] key.

The search results will appear after a brief interval.

How to search

Enter the search characters (maximum of 64 characters). The system will look for names starting with the entered letters.

An asterisk ✳ is used as follows:

XXX ✳: Names beginning with "XXX"

✳ XXX: Names that end with "XXX"

✳ XXX ✳ : Names containing "XXX"

AA ✳ XX: Names that start with "AA" and end with "XX".

4 Tap the destination key to determine the destination.

- If no destination is found:
  Tap the [Search Again] key to add more search letters.
- To continuously add other destination.
  Tap the destination.

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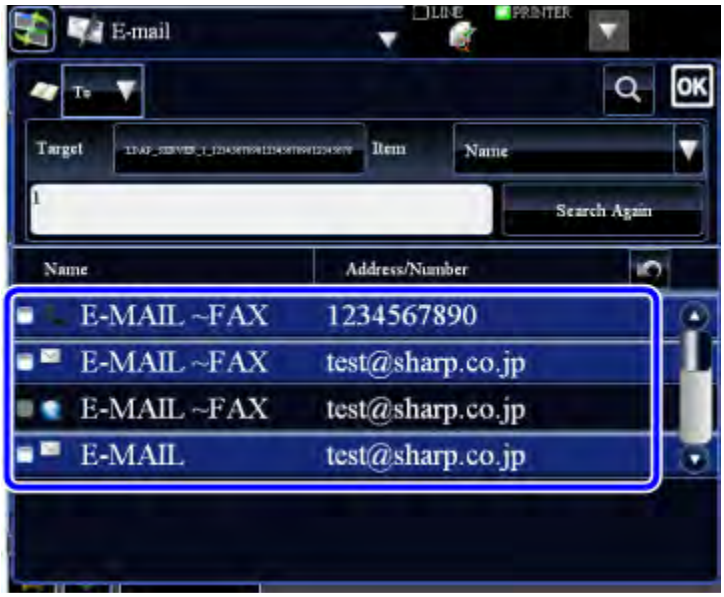

To check the destination information:
Tap the one-touch key of the target destination, and then tap the [Confirm Destination Information] key. Tap ☒ to close the address information screen.

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USING A TRANSMISSION LOG TO RESEND

Overview

Select a destination from a transmission log and resend the data.
The destinations of the most recent 50 transmissions by Scan to E-mail, Internet fax (including Direct SMTP addresses), and/or fax are stored. Select one of these to resend to that destination. The destinations of the FTP/Desktop transmission and Scan to Network Folder are also shown in the transmission log.
The addresses shown in the transmission log can also be stored in an address book. This is convenient when storing an address that was manually entered. However, addresses of the FTP/Desktop transmission cannot be stored from the machine.

- When a destination for retransmission is selected in the transmission log screen, the mode of the selected destination is automatically selected.
- The following types of addresses are not stored for resending.
  - One-touch key for a contact or group in which multiple destinations are stored.
  - Broadcasting destinations
  - Destinations transmitted to using a program
- The user name and password are not stored for security reasons. If a screen requiring you to enter such information appears, enter the information again.

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Operation

1 Tap the [Select among addresses recently sent to] key on the action panel.

2 Tap the key of the destination to resend.

The last 50 addresses used for transmission are displayed.
If a screen requiring you to enter the user name and password appears, enter the information.

To cancel the resend setting:
Tap the highlighted key.

When you select the destination and tap the [Register New Address in Address Book], the destination can be stored in the address book.
This is convenient if you have entered a destination directly.

05-027.htm

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SENDING AN IMAGE IN SCAN MODE

Overview

An image can be sent in scan mode (Scan to E-mail, Scan to FTP, Scan to Desktop, and Scan to Network Folder).

- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop.
- When performing Scan to E-mail, take care not to send a file that is too large. In particular, multi-page files tend to be large. When sending a multi-page file or other large file, it may be necessary to reduce the number of scanned pages or reduce the send size.

Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

- When placing the originals, orient them as shown below.

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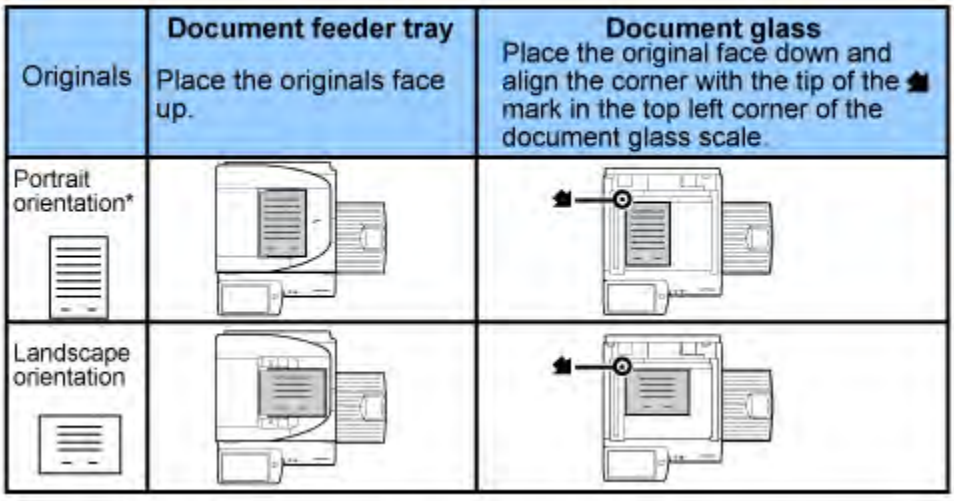

- *To place a large portrait-oriented original, place it as shown in the figure titled "Landscape orientation" and specify the placement orientation in step 5.
- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation ( ). If placed in landscape (horizontal) orientation ( ), an incorrect size will be detected. For an 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

The icon on the key indicates the type of destination stored in the key.

: Scan to E-mail

: Scan to FTP

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: Scan to Network Folder
: Scan to Desktop

- After a one-touch key is tapped, if the screen is changed without tapping [+], the destination of the tapped key is automatically specified.
- When performing Scan to E-mail, you can also send Cc or Bcc copies to other destinations. Tap [▼] to select destinations.
- Multiple destinations can be specified.
- To change [Subject], [File Name], [Reply Name], or [Body Text], tap a target entry box, or tap [Options].
  - Change the subject, file name, reply name, or mail text at scan transmission.

3 Tap the [Original] key.

4 Tap the appropriate orientation key.

Specify the orientation of the original placed in step 1.
After the settings are completed, tap [OK].

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- You can change exposure, resolution, file format, color mode, and other settings. Tap their keys.
- AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)
- SCAN SIZE AND SEND SIZE (ENLARGE/REDUCE)
- CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE
- CHANGING THE RESOLUTION
- CHANGING FORMAT IN SCAN OR DATA ENTRY MODE
- CHANGING COLOR MODE
- Tapping the [Others] key allows you to configure various functions, for example, collectively sending two original pages as one sheet or original pages with different sizes.

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending the original.

- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place.
- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to step 6.

If the file format is set to [PDF/Encrypt], [PDF/Encrypt/Emphasize Black Letter], [PDF/Encrypt/High Compression], or [PDF/Encrypt/High Compression/Ultra Fine], you will be prompted to enter the password when you tap the [Start] key.
Tap the [Entry] key to open the keyboard screen, enter a password using a maximum of 32 characters, and tap the [OK] key. The recipient must use the password entered here to open the Encrypt

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PDF file.
To cancel Encrypt PDF, tap the [Cancel] key. The format settings screen will appear to let you change the file type.
Select a new file type and tap the [Start] key to begin transmission.

6 If the original was placed on the document glass, replace it with the next original and tap the [Start] key.

Repeat until all originals have been scanned.

7 Tap the [Read-End] key.

A beep will sound to indicate that the operation is completed.

- If no action is taken for one minute after the confirmation screen is displayed, scanning automatically ends and the transmission is reserved.
- Tap the [Change Setting] key to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "Card Shot" is selected in Others, change only the exposure when scanning an even-numbered original page.

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CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT AT THE TIME OF SCAN TRANSMISSION

Overview

Change the subject, file name, reply-to, and body text when performing a scan transmission. If necessary, directly enter the text.

- When performing Scan to FTP, Scan to Desktop, or Scan to Network Folder, only the file name is used.
- If the subject or file name is not changed, the settings in [Application Settings] → [Network Scanner Settings] in "Setting mode" are used.
- If the reply-to address is not changed, the settings in [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Sender Set] in "Setting mode" are used.
  If this is not configured, the reply address configured in [Network Settings] → [Services Settings] → [SMTP Settings] → [Reply Address] in the "Setting mode" is used.
  (Administrator rights are required.)
- To configure the candidates for the subject, file name, and body text, select [Application Settings] and then [Network Scanner Settings] in "Setting mode".

Operation

1 To change the subject, tap the [Subject] entry box.

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2 Tap a pre-set text key.

After the settings are completed, tap [OK].

To cancel the selection of the subject:
Tap the [Clear] key.

If you wish to directly enter the text, tap the [Direct Entry] key to open the soft keyboard.
Enter the text and tap the [OK] key.

3 To change the file name, tap the [File Name] entry box.

After the settings are completed, tap [OK].

- Tap the key of the file name from the list.
- To directly enter the file name, tap the [Direct Entry] key.

4 Tap [Options].

5 To change the reply address, tap the [Reply-To] entry box.

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If user authentication is being used, the information of the user that logged in will be applied, and thus the reply address cannot be changed.

6 Tap the key that you wish to use for the reply address.

After the settings are completed, tap OK.

- Tap the [Global Address Search] key to specify a user stored in the global address book in the same way as you would select the reply address.
- Tapping the [Direct Entry] key allows you to directly enter the e-mail address.
- Selecting the [Add 'Reply to' to Cc] checkbox to adds a reply address to the Cc address.

7 To change the body text, tap the [Body Text] entry box.

8 Enter the body text.

After the settings are completed, tap OK.

- To select a pre-set text previously stored in the Setting mode (Web version), tap the [Pre-set Message] key.
- To directly enter the body text, tap the [Edit] key.

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To clear all entered text:
Tap the [Clear All] key. When this key is tapped, the entire body of the message is erased immediately; not just the selected line.

- Enter up to 1800 characters. (A line break counts as one character.)
- To edit the selected line, tap the [Edit] key. The soft keyboard will appear with the selected text entered.

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SENDING A FAX IN INTERNET FAX MODE

Overview

Transmits a fax in Internet Fax mode. This procedure can also be used to perform a direct transmission by Direct SMTP.

- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop.
- When all originals have been scanned, "Job stored." will be displayed together with a job control number. If necessary, use this number to locate the job in the Transaction Report or in the Image Sending Activity Report.
  If the job is a broadcast transmission, this number will also appear in the key of the job in the job status screen. For this reason, it is advisable to make a note of the number so that you can check the result easily.
- Mail Footer Registration: The specified text is automatically appended to the end of the body text of e-mail. This is convenient when you wish to append pre-set text such as a corporate policy. To enter the text to append, select [Application Settings], [Network Scanner Settings], [Administration Settings] and then [Mail Footer Registration] in "Setting mode". (Administrator rights are required.)
  Enter up to 900 characters. (The appended text is not included in the maximum number of characters that can be entered in the e-mail body.)
  To specify whether or not to append text, select [Application Settings] → [Network Scanner Settings] → [Administration Settings] and then [Add a Footer Automatically to the Mail Message Body] in "Setting mode".

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If a default address has been configured using "Setting mode" → [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address] → [Default Address Setting], the mode cannot be changed, or the destination cannot be changed or added.
To switch to Internet fax mode, tap the [Cancel] key in the touch panel and then perform the transmission procedure.

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

- Place the original of the 5-1/2" x 8-1/2" (A5) size in the portrait orientation ( ).
  If placed in landscape (horizontal) orientation ( ), an incorrect size will be detected.
  For an 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
  - SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
- Rotation sending

  8-1/2" x 11" and 5-1/2" x 8-1/2R (A4, B5R and A5R) originals are rotated 90 degrees, and respectively sent in the 8-1/2" x 11"R and 5-1/2" x 8-1/2 (A4R, B5 and A5) orientations.

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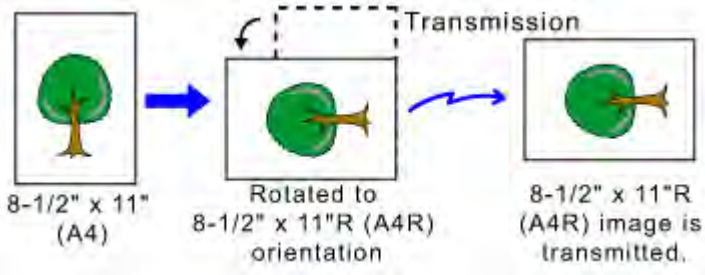
(Rotation sending is not available for originals with 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) size.)



2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

The icon appears in one-touch keys in which Internet fax addresses are stored.

To change [Subject], [File Name], or [Body Text], tap its entry field, or tap [Options].

- CHANGING THE SUBJECT, FILE NAME, AND BODY TEXT AT THE TIME OF INTERNET FAX TRANSMISSION

3 Tap the [Original] key.

You can change exposure, resolution, file format, color mode, and other settings.

- AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)

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- CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE
- CHANGING THE RESOLUTION
- CHANGING FORMAT IN INTERNET FAX MODE
- CHANGING COLOR MODE
- Tapping the [Others] key allows you to configure various functions, for example, collectively sending two original pages as one sheet or original pages with different sizes.

4 Tap the appropriate orientation key.

After the settings are completed, tap OK.

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending the original.

- If the original is placed on the document glass, the [Read-End] key appears in the touch panel.
  If the original is only one page, go to step 8. To scan more pages, go to the next step.

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- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place.

6 If the original was placed on the document glass, replace it with the next original and tap the [Start] key.

Repeat until all originals have been scanned.

7 Tap the [Read-End] key.

A beep will sound to indicate that the operation is completed.
Open the automatic document feeder and remove the original.

- If no action is taken for one minute after the confirmation screen is displayed, scanning automatically ends and the transmission is reserved.
- Tap the [Change Setting] key to change the exposure, resolution, scan size, and send size for each original page scanned.
  However, when "2in1" or "Card Shot" is selected in Others, only change the exposure when scanning an even-numbered original page.

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CHANGING THE SUBJECT, FILE NAME, AND BODY TEXT AT THE TIME OF INTERNET FAX TRANSMISSION

Overview

Change the subject, file name, and body text when performing an Internet fax transmission. If necessary, directly enter the text. Configure a file name, and other settings for an Internet fax using the Send Settings of the other functions.

- If the subject and file name are not changed, the settings in the Setting mode (Web version) are used.
- To configure the candidates for the subject, file name, and body text, click [Application Settings] and then [Network Scanner Settings] in "Setting mode".

Operation

Tap [Others], and tap the [Send Settings] key.

To change the subject, tap the [Subject] entry box.

Tap a pre-set text key.

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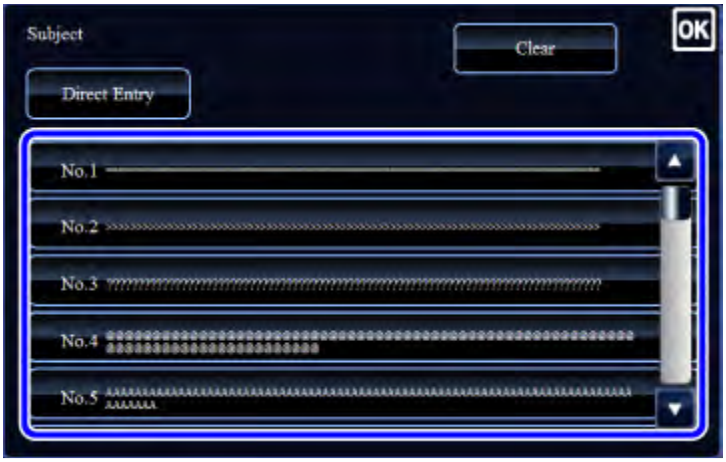
To cancel the selection of the subject:
Tap the [Clear] key.

If you wish to directly enter the text, tap the [Direct Entry] key to open the soft keyboard. Enter the text and tap the [OK] key.



4 To change the file name, tap the [File Name] entry box.

After the settings are completed, tap ☒.

- Tap the key of the file name from the list.
- To directly enter the file name, tap the [Direct Entry] key.

5 To change the body text, tap the [Body Text] entry box.

6 Enter the body text.

After the settings are completed, tap ☒.

To clear all entered text:
Tap the [Clear All] key. When this key is tapped, the entire body of the message is erased immediately; not just the selected line.

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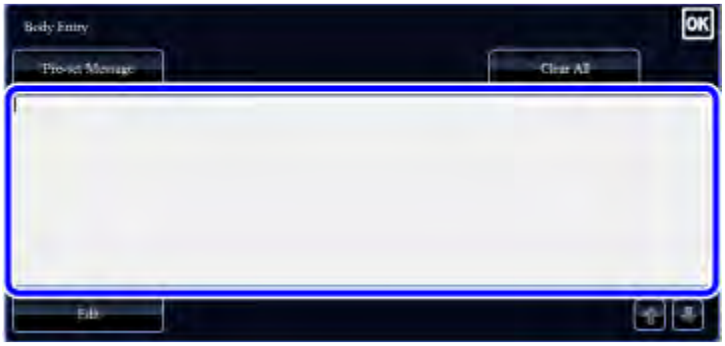
- To select a pre-set text previously stored in the Setting mode (Web version), tap the [Pre-set Message] key.
- To directly enter the body text, tap the [Edit] key.



- Enter up to 1800 characters. (A line break counts as one character.)
  Use to select on a line basis.
- To edit the selected line, tap the [Edit] key. The soft keyboard will appear with the selected text entered.

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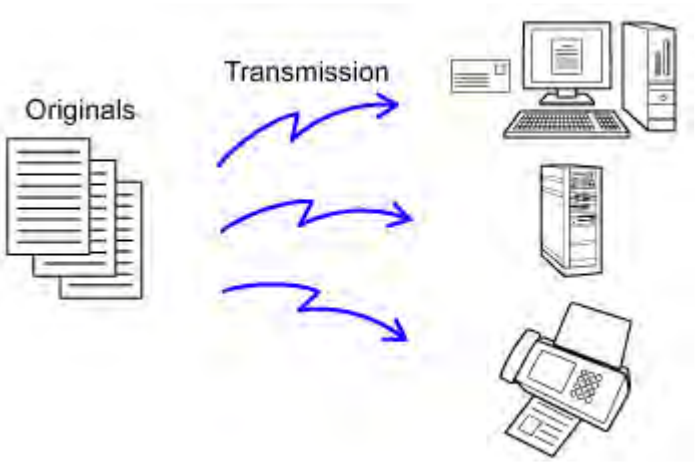
SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS
(BROADCAST TRANSMISSION)

Overview

Send the same scanned image to multiple scan, Internet fax, and fax mode destinations in a single operation.
One operation allows you to send data to up to 500 destinations, including the reserved send jobs. (For example, if broadcast transmission jobs with 450 destinations are already reserved, data can be broadcasted to up to 50 destinations.)



It is convenient to store destinations you frequently use for broadcast transmission as contacts or groups.
A maximum of 500 destinations can be stored in one contact.
For broadcast transmission, the contact or group key can be simply tapped to retrieve multiple fax numbers.
You can also send faxes with the one-touch key by setting the [Set to the address as usually used] checkbox to ✔ when addresses are registered. If you wish to temporarily remove a destination from the stored addresses, open the detail confirmation screen and remove the destination in the screen.

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A transmission is performed, ignoring hyperlinks with Scan to FTP and Scan to Network Folder addresses.

- If the original is color and the color mode is set to "Full Color", the original is sent in Mono2 to Internet fax or fax mode destinations. A long original is also sent in Mono2.
- If you wish to send the same image as fax to all destinations, tap the [Send Same Image as Fax Address] key on the action panel.

To register destinations in a contact or group:
In the base screen or address book screen, tap the [Register/Edit Address] key on the action panel, or tap the [Register/Edit Address in Address Book] icon in the home screen. For more information, see "STORING CONTACTS" or "STORING GROUPS".

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify all destinations.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER

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- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

- One-touch keys that cannot be used for broadcast transmission are grayed out to prevent selection.
- If a Scan to FTP or Network Folder address is specified in a broadcast transmission, hyperlink e-mail transmission will not take place.

- To switch delivery types (To/Cc/Bcc), tap ▼.
- If [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Must Input Next Address Key at Broadcast Setting] is enabled in "Setting mode", tap + before specifying the next destination.
- If you wish to send the same image (Mono2) as the one for the fax address to all destinations, tap the [Send Same Image as Fax Address] key on the action panel.
- If you wish to send the same image (Mono2) as the one for the Internet fax address to all destinations, tap the [Send Same Image as I-Fax Address] key on the action panel.

3 Tap the [Confirm Address] key on the action panel.

4 Confirm the destination.

To cancel a specified destination:
Tap the key of the destination that you wish to cancel to release the selection.

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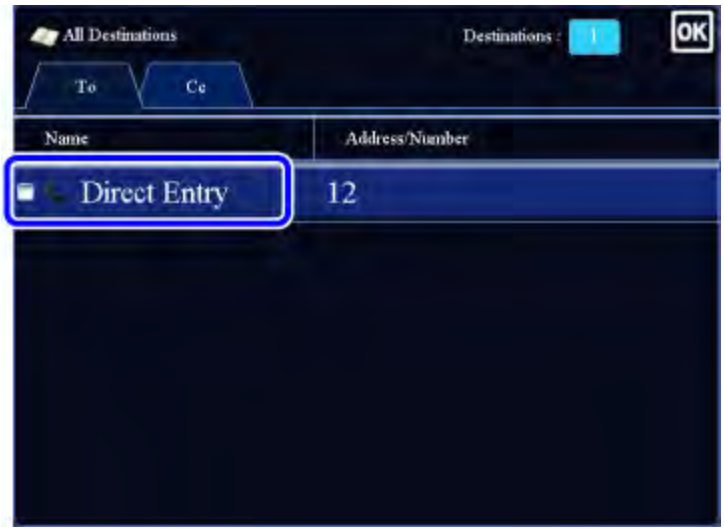

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that transmission has ended.

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SETTING MODES WHEN MULTIPLE TYPES OF ADDRESSES ARE INCLUDED IN A BROADCAST TRANSMISSION

This section explains settings you should bear in mind if multiple types of addresses are included in a broadcast transmission.
When a broadcast transmission includes a mix of several types of addresses (such as scan mode and Internet Fax mode destinations), its settings are enabled for all addresses regardless of which mode screen is used to configure them. Note the following exceptions:

Send size	When the file format is set to [TIFF-S] in Internet fax mode, transmission is only possible in 8-1/2" x 11"R (A4R) size. If an original larger than 8-1/2" x 11" (A4) is scanned, it will automatically be reduced to A4R before transmission.
Resolution (image)	Pages are sent using settings configured in each mode.
File format (file compression mode)	The compression mode set with [System Settings] → [Image Send Settings] → [Scan Settings] → [Scan Settings] → [Compression Mode at Broadcasting] in "Setting mode" is used for all destinations.
Color scanning	In scan mode, if the color mode setting is [Full Color], the original is sent in Mono2 to Internet fax destinations and in color to scan destinations. If the facsimile expansion kit is enabled, tap the [Send Same Image as Fax Address] key on the action panel to send the original in Mono2. If the Internet fax expansion kit is enabled, tap the [Send Same Image as Fax Address] key on the action panel to send an original having the same settings as those for the Internet fax address. (This key cannot be used if the facsimile expansion kit is enabled.)

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Original count	An address of a mode in which the number of original sheets are specified, if it exists, is enabled.
Scan file size	If a broadcast transmission is performed that includes destinations for which an attachment size limit has been set using [Maximum Size of E-mail Attachments] or [Maximum Size of Data Attachments (FTP/Desktop/Network Folder)] (in "Setting mode", select [System Settings] → [Image Send Settings] → [Scan Settings] → [Scan Settings] → [Compression Mode at Broadcasting]), the limit will also apply to destinations for which a limit is not set.
2in1	This mode is available only for Fax and Internet Fax. It is linked to a mode with an appropriate function.
Dropout color	This mode is available for Scanner and Data entry. It is linked to a mode with an appropriate function.

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RESENDING TO UNSUCCESSFUL BROADCAST TRANSMISSION DESTINATIONS

Overview

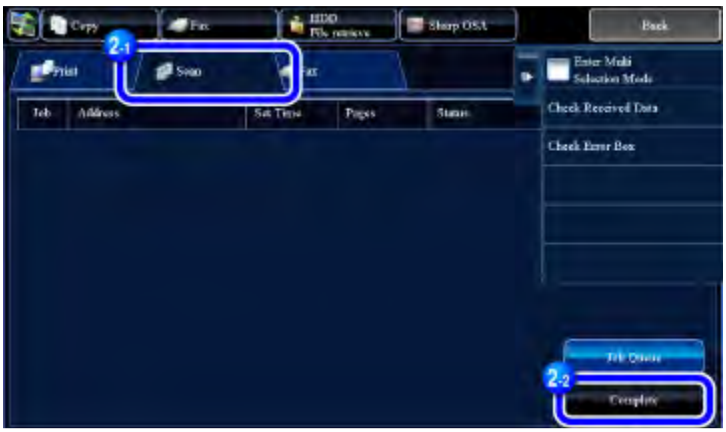
The results of a completed broadcast transmission can be checked in the job status screen. If transmission to any of the destinations failed, resend the image to those destinations.

Operation

1 Tap the job status display.

2 After tapping the appropriate mode tab, tap the [Complete] key.

If the broadcast transmission included destinations of different modes, the same broadcast transmission key will appear in each of those modes.



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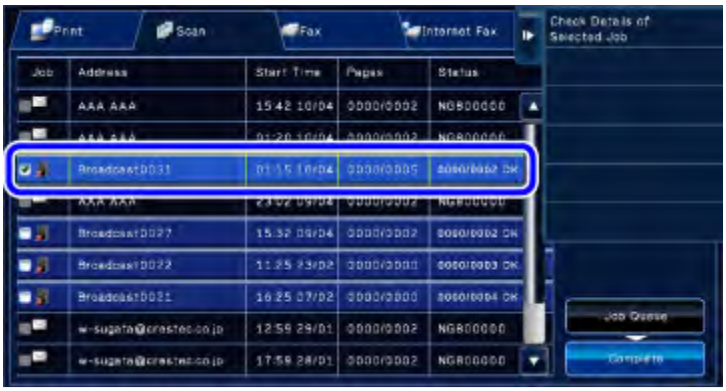
3 After tapping the key of the completed broadcast transmission, tap the [Check Details of Selected Job] key on the action panel.

"Broadcast xxxx" will appear as the destination of the broadcast job key. The job control number that appeared on the touch panel when scanning ended appears in "xxxx".



4 After tapping the [Sending Failed] tab, tap the [Resending to all unsuccessful transmission destinations] key on the action panel to resend the image.

The steps to follow after the [Resending to all unsuccessful transmission destinations] key is tapped differ depending on whether or not document filing is used.

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- **Using document filing:**
  You will return to the document filing resend screen with the unsuccessful destinations entered.
  Perform the document filing resend procedure. (There is no need to re-scan the original.)
- **Not using document filing:**
  You will return to the base screen with the unsuccessful destinations entered. Place the original and perform the steps of the broadcast transmission.

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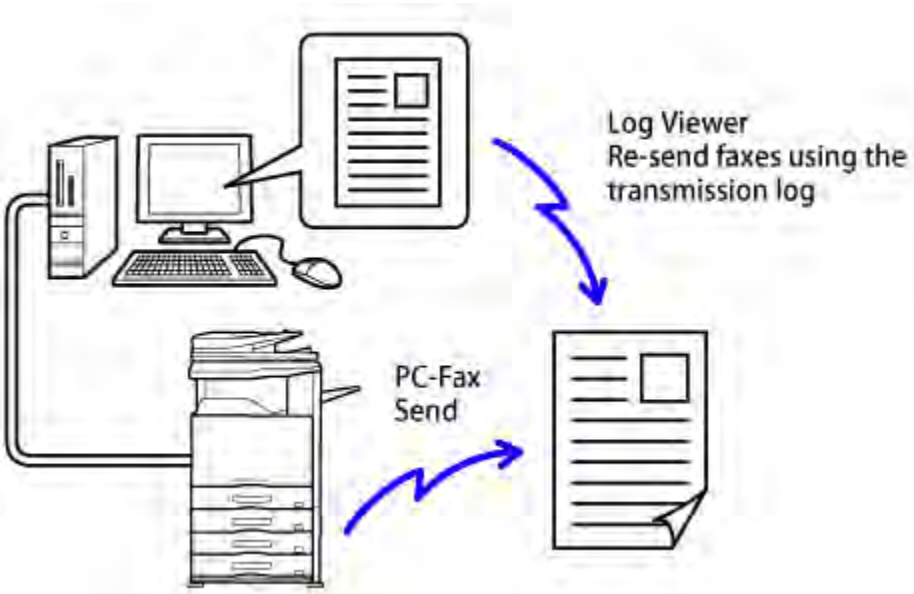
SENDING AN INTERNET FAX FROM A PC (PC-I-FAX)

A file on a computer can be sent via the machine as a fax (PC-I Fax function).
Faxes are sent using the PC-I Fax function in the same way that documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the application. Image data for transmission will be created and sent as an Internet fax.
By using the "Log Viewer" application, Internet faxes can be sent using the transmission log displayed in the Log Viewer.
For the procedures for using this function, see the PC-Fax driver Help.



- To send an Internet fax using the PC-I-Fax function, the PC-Fax driver must be installed and then updated using the CD-ROM that accompanies the Internet fax expansion kit.
  For more information, see the Software Setup Guide.
- This function can only be used on a Windows computer.

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This function is available for transmission. Internet faxes received on the machine cannot be received to a computer that is connected to the machine.

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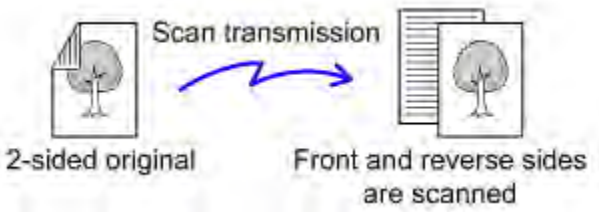
AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-SIDED ORIGINAL)

Overview

The automatic document feeder is used to automatically scan both sides of an original.

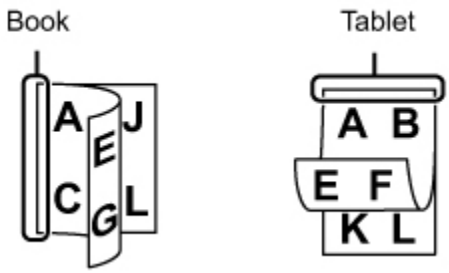
The settings on 2-sided scanning are cleared when transmission has completed.



Operation

1 After tapping the [Original] key, tap the [2-Sided Tablet] key or the [2-Sided Book] key.

See the figure on the right to check the binding edge of the original and select the key to be tapped.



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2 Tap the [Image Orientation] key with the same orientation as the placed original.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap [OK].

To cancel 2-sided scanning:

Tap the [2-Sided original type Tablet] key or the [2-Sided original type Book] key that has been forcibly displayed and cancel the display.

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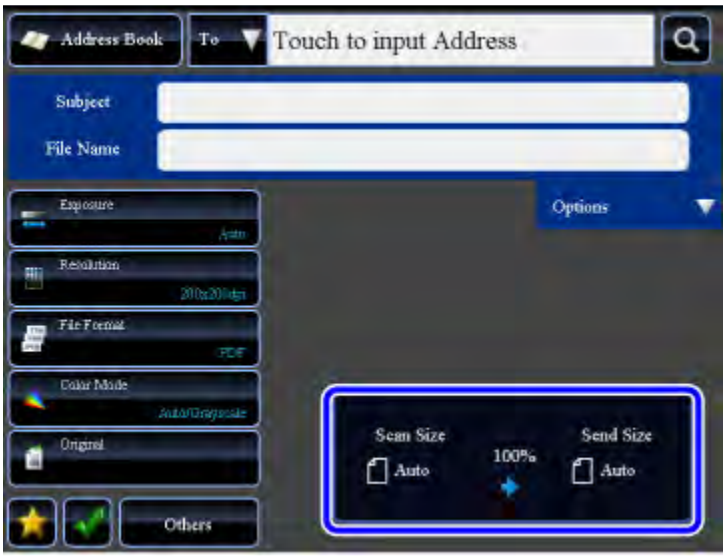
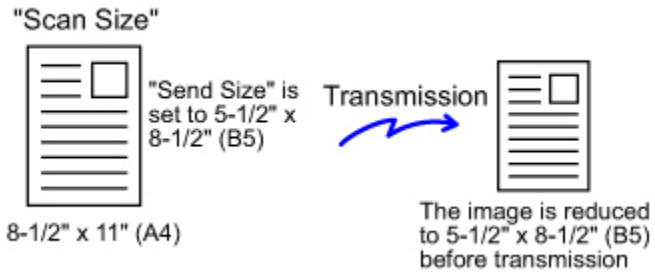
SCAN SIZE AND SEND SIZE
(ENLARGE/REDUCE)

When the original is placed, its size is automatically detected.
The size of the placed original is indicated as the scan size, and the size to be transmitted is indicated as the send size.



In the above screen, the scan size (the placed original) is 8-1/2" x 11" (A4) and the send size is auto. For example, if the scan size is 8-1/2" x 11" (A4) and the send size is 5-1/2" x 8-1/2" (B5), the image will be reduced before transmission.



- Only standard original sizes can be automatically detected.
  - Standard sizes

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- When the original size is an inch size or a non-standard size, or if the size is not detected correctly, manually specify the original scan size.
  - SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE
  - SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

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SPECIFYING THE ORIGINAL SCAN SIZE IN PAPER SIZE

Overview

When the original size is not standard (inch size or non-standard size) or is not detected correctly, manually specify the original size.

- When [Long Size] is selected, the 2-sided scanning setting and send size cannot be changed.
  The image is sent in Mono2 only.
- When [Postcard], [Photo Size], or a standard size (direct entry) is selected, send size cannot be changed.

Operation

1 After tapping the [Original] key, tap the [Scan Size] key.

2 Tap the appropriate original size key.

After the settings are completed, tap [OK].

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If you are sending a long original, tap the [Long Size] key.
Use the automatic document feeder to scan a long original. The maximum width that can be scanned is 39-3/8" (1,000 mm) (the maximum height is 11-5/8" (297 mm)).

- TRANSMITTABLE ORIGINAL SIZES

05-039.htm

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SPECIFYING THE ORIGINAL SCAN SIZE USING NUMERIC VALUES

Overview

When scanning a non-standard size original such as a card or postcard, specify the original size using numeric values after placing the original.
The width can be from 1" to 17" (25 mm to 432 mm), and the height can be from 1" to 11-5/8" (25 mm to 297 mm).

When the scan size is specified by numeric values, the send size cannot be specified.

Operation

Tap the [Original] key.

After tapping the "Scan Size" key, tap the [Direct Entry] key.

Specify the original size.

- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- It is convenient to use to finely adjust the entered size.

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4 Tap the [Execute] key.

On the base screen, check that the specified size is displayed on the [Original] key.
After the settings are completed, tap OK twice.

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SPECIFYING THE SEND SIZE OF THE IMAGE

Overview

Tap this key to specify the send size as a paper size. If the specified send size is larger than the scan size, the image will be enlarged. If the specified send size is smaller than the scan size, the image will be reduced.

- The send size cannot be specified when [Long Size] is selected for the scan size, or when the scan size is specified by numeric values.
- The send size cannot be specified when [TIFF-S] is selected for the format in Internet fax mode. (The send size is fixed at 8-1/2" x 11"R (A4R).)

Operation

1 Tap the [Original] key.

2 Tap the [Send Size] key.

3 Tap the desired send size key.

After the settings are completed, tap [OK].

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Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". You cannot tap size keys that are unavailable for the "Send Size".

4 Tap the "Image Orientation" key with the same orientation as the original image.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap OK.

To configure the default setting of image orientation, select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Image Orientation] in "Setting mode".

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The ratio used for reduction or enlargement of the original will appear between the "Scan Size" and the "Send Size".

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CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

Overview

Optimum scanning is ensured by selecting exposure and original image type based on the original.

When using the document glass to scan multiple original pages, change the exposure setting each time you change pages.

When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun. (If "Job Build" is used in Others, change the exposure each time a new set of originals is inserted.)

Exposure settings

Exposure		Suggestion
Auto		This setting automatically adjusts the exposure for light and dark parts of the original.
Manual	1-2	Select this setting when the original consists of dark text.
	3	Select this setting for a normal original (neither dark nor light).
	4-5	Select this setting when the original consists of light text.

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How to select the original type (Scan mode, Data entry mode)

Item		Description
Auto		The original image type is automatically selected to match the original.
Manual	Text/Prtd.Photo	This mode provides the best balance for scanning an original which contains both text and printed photographs, such as a magazine or catalogue.
	Text/Photo	This mode provides the best balance for scanning an original which contains both text and photographs, such as a text document with a photo pasted on.
	Text	Use this mode for regular text documents.
	Photo	Use this mode to scan photos.
	Printed Photo	This mode is best for scanning printed photographs, such as photos in a magazine or catalogue.
	Map	This mode is best for copying maps with light color shading and fine text.

Operation

1. **Tap the [Exposure] key.**
2. **Tap the key assigned to the original type you wish to set based on the original type.**
3. **Tap ◀ Tap ▶ to adjust the exposure.**

   After the settings are completed, tap OK.

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When [Auto] is selected, changing the exposure sets the original image type to [Text] automatically.

In Internet Fax Mode

1 Tap the [Exposure] key.

2 Tap ◀ ▶ to adjust the exposure.

After the settings are completed, tap OK.

When [Auto] is selected, the exposure will be set to "3".

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CHANGING THE RESOLUTION

Overview

Specify the resolution setting.

How to select the resolution

For normal text originals, 200 x 200 dpi (200 x 100 dpi in Internet fax mode) produces an image that is sufficiently legible.
For photos and illustrations, a high resolution setting (600 x 600 dpi, etc.) will produce a sharp image.
However, a high resolution setting will result in a large file, and if the file is too large, transmission may not be possible. In this event, reduce the number of pages scanned or take other measures to decrease the file size.

- CHANGING FORMAT IN SCAN OR DATA ENTRY MODE
- CHANGING FORMAT IN INTERNET FAX MODE
- SPECIFYING THE SEND SIZE OF THE IMAGE

When using the automatic document feeder, the resolution setting cannot be changed after scanning has begun. (However, when "Job Build" is used in Others, change the resolution each time a new set of originals is inserted.)

- When using the document glass to scan multiple original pages, change the resolution setting each time you change pages.
- When [TIFF-S] is selected for the format in Internet fax mode, only [200x100dpi] or [200x200dpi] can be selected.

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Operation

1 Tap the [Resolution] key.

2 Tap the key of the desired resolution.

After the settings are completed, tap [X].

If there is a mix of destinations in different modes, tap [▼] to switch modes to set the resolution in each mode.
However, FTP/Desktop and Network Folder are set to the same mode.

When E-mail, FTP/Desktop, or Network Folder is selected:

When Internet Fax is selected:

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In the Internet Fax mode, set the [Half Tone] checkbox to to specify half tone. (This option is unavailable if [200x100dpi] is selected.)
This function sends an image with a higher quality than usual when scanning an original with many grayscale parts such as photographs or colored illustrations.

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CHANGING FORMAT IN SCAN OR DATA ENTRY MODE

Overview

Change the file format (file type and compression mode/compression ratio) for sending a scanned image at the time of transmission. In addition, if the scanned originals are divided into separate files, the number of pages per file can be changed.

The file type of [B/W] mode and the file type of [Color/Grayscale] mode are linked. The file type cannot be set separately for each. (When [JPEG] is selected for [Color/Grayscale] mode, [TIFF] is automatically selected for [B/W] mode.)

File format combinations

[Color/Grayscale] tab	[B/W] tab
PDF	PDF
High Compression PDF	PDF
High Compression PDF (Ultra Fine)	PDF
PDF/A	PDF/A
High Compression PDF/A	PDF/A
High Compression PDF/A (Ultra Fine)	PDF/A
Encrypted PDF	Encrypted PDF
Encrypt/High Compression PDF	Encrypted PDF
Encrypt/High Compression (Ultra Fine) PDF	Encrypted PDF
TIFF	TIFF

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JPEG	TIFF
XPS	XPS

- The file format for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission.
- If [PDF/Encrypt] is specified for the file format, the password entry screen appears when scanning. Enter a password with up to 32 characters.

Note the following when [PDF/High Compression] is specified in the [Color/Grayscale] file format.

- When broadcasting to an address with [PDF/High Compression] specified, all files for the scanner will be sent as High Compression PDF files.
- When broadcasting to an address with [PDF/High Compression] and [PDF/High Compression/Ultra Fine] specified, all files for the scanner will be sent as High Compression PDF (Ultra Fine) files.
- If [High Compression/PDF] is specified, the resolution cannot be changed in the scanner mode. The resolution is set to 300 x 300 dpi.
- If [PDF/High Compression] is set when a resolution setting has been specified in scanner (or other) mode, the resolution setting will be canceled and the High Compression PDF resolution will be used for transmission.
- When [PDF/High Compression] is selected, [Resolution] cannot be changed while waiting for the next original or in [Change Setting] in the job build settings.
- If [PDF/High Compression] is set when an original type setting has been specified in scanner (or other) mode, [Photo] will

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change to [Text/Photo] and [Map] will change to [Text/Printed Photo].

Operation

1 Tap the [File Format] key.

2 Tap the [Color/Grayscale] or [B/W] tab and select the format mode for scanning.

- The format setting for [B/W] mode is the file format with the color mode set to [Mono2].
- The format setting for [Color/Grayscale] mode is the file format with the color mode set to [Full Color] or [Grayscale].

3 Tap the key of the desired file type.

When [Color/Grayscale] mode is selected and the scanner function expansion kit is installed, the [Compact] and [U-Fine] checkboxes appear. To suppress image quality deterioration and reduce the data size of a file to be transmitted, select High Compression PDF. Select [U-Fine] only when you select High Compression PDF.

When [B/W] tab is selected

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When [Color/Grayscale] tab is selected

4 Tap the desired compression mode key or tap the desired compression ratio key.

[Emphasize Black Letter] in the [Color/Grayscale] tab is a file format that reduces the data size while suppressing deterioration of black text.

5 To change the number of pages per file, set the [Specified Pages per File] checkbox to ✔, and use − + to specify the number of pages per file.

Tapping the numeric value display field allows you to directly change the numeric value using the numeric keys.

After the settings are completed, tap OK.

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- When a checkmark does not appear in the [Specified Pages per File] checkbox , one file is created for all scanned pages.
- When [Specified Pages per File] is selected, consecutive numbers are added to the created file names.
- When [JPEG] is selected for the file type, one file is created for each page. For this reason, the [Specified Pages per File] checkbox does not appear.

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CHANGING FORMAT IN INTERNET FAX MODE

Overview

Change the file format (file type and compression mode) for sending a scanned image in Internet Fax mode.

The file format for sending an Internet fax is normally set to [TIFF-F]. If the destination Internet fax machine does not support full mode (it only supports simple mode), select [TIFF-S].

When [TIFF-S] is selected, the transmission settings are restricted as follows:

- Resolution: The selections are [200x100dpi] and [200x200dpi].
  If [TIFF-S] is selected after [200x400dpi], [400x400dpi] or [600x600dpi] is selected, the resolution automatically changes to [200x200dpi].
- Send size: Always 8-1/2" x 11"R (A4R).
  If [TIFF-S] is selected after the send size is changed, the send size is automatically fixed to 8-1/2" x 11"R (A4R). If a size larger than 8-1/2" x 11" (A4) is scanned, the size will automatically be reduced to 8-1/2" x 11"R (A4R). When this format is included in a broadcast transmission, the image will be transmitted to all destinations in 8-1/2" x 11"R (A4R).
- Others: When a ratio setting is selected and the original size is entered, Dual Page Scan, Card Shot, 2in1, 4in1, or Mixed Size Original cannot be used.

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Operation

1 Tap the [File Format] key.

2 Tap the [TIFF-S] or [TIFF-F] key to specify the file format.

If you selected [TIFF-F], select the compression mode.
After the settings are completed, tap [X].

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CHANGING COLOR MODE

Overview

Change the color mode used to scan the original.

Mode	Scanning method
Auto	The machine detects whether the original is color or black and white and automatically selects full color or black and white (Mono2 or Grayscale) scanning.
Full Color	The original is scanned in full color. This mode is best for full color originals such as catalogues.
Mono2	Colors in the original are scanned as black or white. This mode is best for text-only originals.
Grayscale	The colors in the original are scanned in black and white as shades of gray (grayscale).

This function cannot be used in Internet fax mode.

Operation

1 Tap the [Color Mode] key.

2 Tap the key of the desired color mode for the original.

If there is a mix of destinations in different send modes, tap ▼ to select a send mode (E-mail, DeskTop/FTP, Internet Fax, or Data Entry) to set the color mode for each mode.

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3 Tap the [Grayscale] or [Mono2] key to set the B/W mode for automatic color selection.

Specify whether Mono2 or grayscale is used when scanning black and white originals. Note that if the file format is set to JPEG, scanning will take place in grayscale.
After the settings are completed, tap [OK].

The B/W mode can be set only when the [Auto] key is selected in the color mode setting (step 2).

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CHECKING THE IMAGE TO BE TRANSMITTED

Check the image that will be sent in the touch panel before transmission.
If you tap the [Preview] key before scanning the original, you can check the status of the scanned image in the preview screen. As you can adjust the exposure and resolution to scan the original while checking it in the preview screen, you can send a better quality original to the destination.

- Depending on the size of the transmission data, part of the preview image may not appear in the preview screen in the touch panel.
- The preview function is not available when the original size is set to Long Size.

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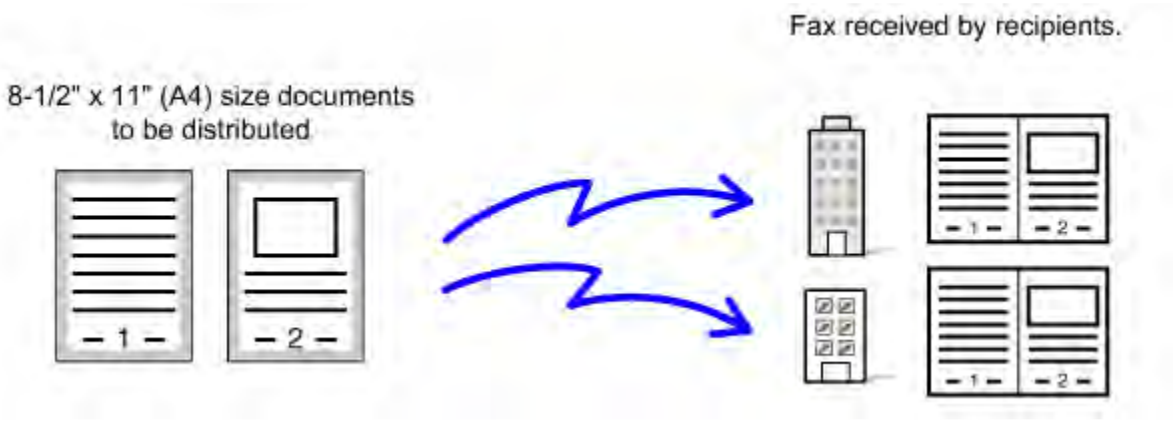
STORING SCAN OPERATIONS (PROGRAM)

Overview

This function collectively stores various settings as one program. The stored program can be retrieved using an easy operation.

For example, suppose 8-1/2" x 11" (A4) size documents are scanned into a file and sent to each branch office once a month.

- The same documents are sent to each branch office
- Each page of a bound document is successively transmitted
- Smudges on the edges of the documents are erased before transmission



When a job program is not stored	When a job program is stored
Enter the address of each branch office. ↓ Select Dual Page Scan. ↓ Specify Erase. ↓ Tap the [Start] key. Scan and send the original.	Tap the key of a stored program. ↓ Tap the [Start] key. Scan and send the original.

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Considerable time is required to send the documents each month because t he above settings must be selected. In addition, mistakes are occasionally made when selecting the settings.	When a program is stored, settings are selected with ease by simply tap ping the key of the program. In addition, transmission takes plac e based on the stored settings so th ere are no chances for mistakes.

To configure a program:
Tap the [Store Program - Set Current Store] key on the action panel that appears when you operate any mode screens.

- The settings stored in a program will be retained even after the program is used for transmission. The same settings can be used repeatedly for transmission.
- The following contents cannot be stored in programs:
  - Tapping of the [Speaker] key
  - Custom sizes
  - Card shot
  - Page changes and unspecified erases during preview
  - Metadata Entry
  - Send settings
  - Own Name Select
- Up to 48 programs can be stored.
- Up to 500 destinations can be stored in one program.
- A program in which sub addresses and passcodes are specified as an F-code destination records all sub addresses and passcodes.

This function cannot be used in data entry mode.

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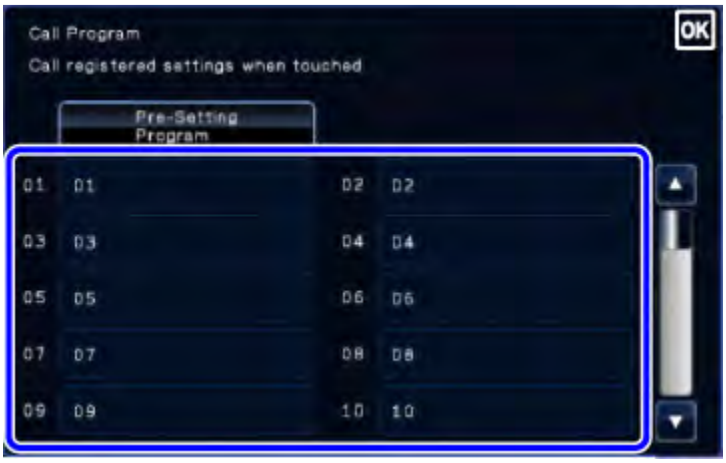
Operation

1 Place the original and tap the [Call Program] key on the action panel.

According to the function stored in the program, place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the desired program key.



3 Configure additional settings.

For the called program, additionally configure the following settings:

- Image settings: Scan Size
- Send Size, File Format, Color Mode
- Send settings
- Others: Timer Transmission, Card Shot, File, Quick File, Transaction Report

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When stored in the program, this cannot be additionally specified.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key.
  Repeat until all pages have been scanned and then tap the [Read-End] key.

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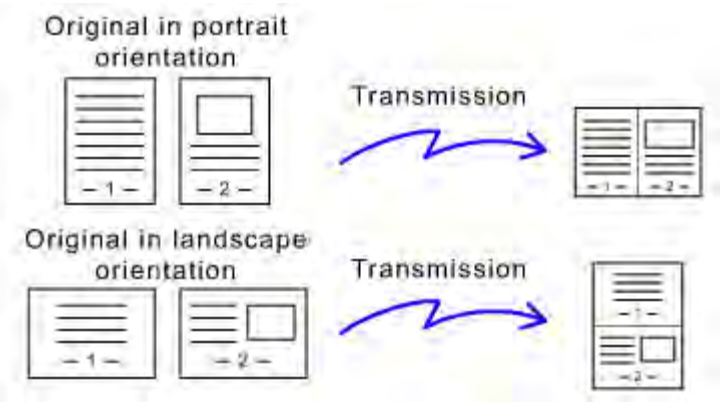
SENDING TWO PAGES AS A SINGLE PAGE (2IN1)

Overview

Reduce two original pages to the equal size and sent them as a single page. This function is convenient when you have a large number of original pages and wish to reduce the number of pages sent.

For the standard size (8-1/2" x 11" (A4) or 5-1/2" x 8-1/2" (B5 or A5)), original pages are scanned from both the single pass feeder and document glass.



- This function cannot be used in scan mode or data entry mode.
- The 2in1 is only available for originals with a size other than a standard size (8-1/2" x 11" (A4) or 5-1/2" x 8-1/2" (B5 or A5)).
- Transmission is not possible at a size smaller than the original size.
- When the scan size of the original is specified by numeric values, this function cannot be used.

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- This function cannot be used together with Dual Page Scan or Card Shot.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [2in1] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the 2in1 setting:
Tap the [2in1] key to clear the checkmark.

4 Tap the [Original] key.

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5 Tap the [Image Orientation] key with the same orientation as the placed original.

If this setting is not correct, a suitable image may not be transmitted.

After the settings are completed, tap OK.

6 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

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Tap the [Change Setting] key in the scan-end confirmation screen to change the exposure, resolution, scan size, and send size. (However, when scanning each even-numbered page of the original, only the exposure is changed.)

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SCANNING ORIGINALS OF DIFFERENT SIZES (MIXED SIZE ORIGINAL)

Overview

Scan originals of different sizes at the same time; for example, when 8-1/2" x 14" (B4) size originals are mixed together with 11" x 17" (A3) size originals.

When scanning the originals, the machine automatically detects the size of each original.

This function can only be used with the combinations of original sizes as shown below.

- 11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", and 11" x 17" and 5-1/2" x 8-1/2"
- A3 and B4, A3 and B5, B4 and A4, and A4 and B5
- A4R and B5, B4 and A4R, B4 and A5, and B5 and A5

- When Mixed Size Original is selected, an original scan size cannot be specified.
- After the original scan size has been selected, Mixed Size Original cannot be specified.
- When Mixed Size Original is enabled, 2-sided scanning is not available. (except MX-4141N/MX-5141N)
- Rotate cannot be used when Mixed Size Original is enabled.

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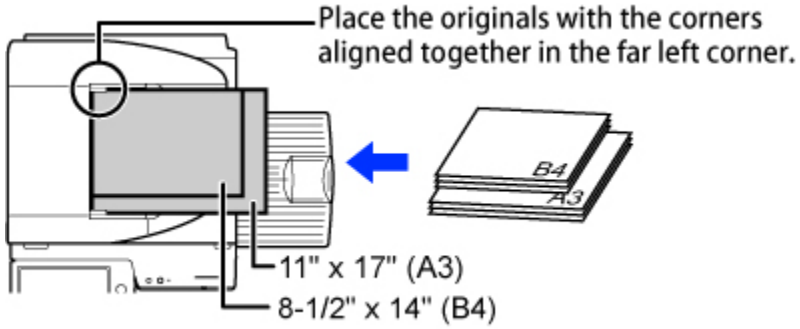
This function is not available if [System Settings] → [Device Control] → [Original Size Detector Setting] is set to "AB-3" in "Setting mode".

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

- AUTOMATIC DOCUMENT FEEDER



2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Mixed Size Original] key. Otherwise, tap the [Others] key, and tap the [Mixed Size Original] key.

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For mixed size originals, set "Original" to "Auto".

A checkmark appears on the icon.

To cancel the Mixed Size Original setting:
Tap the [Mixed Size Original] key to clear the checkmark.

After the settings are completed, tap the [Back] key.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

A beep will sound to indicate that scanning and transmission have ended.

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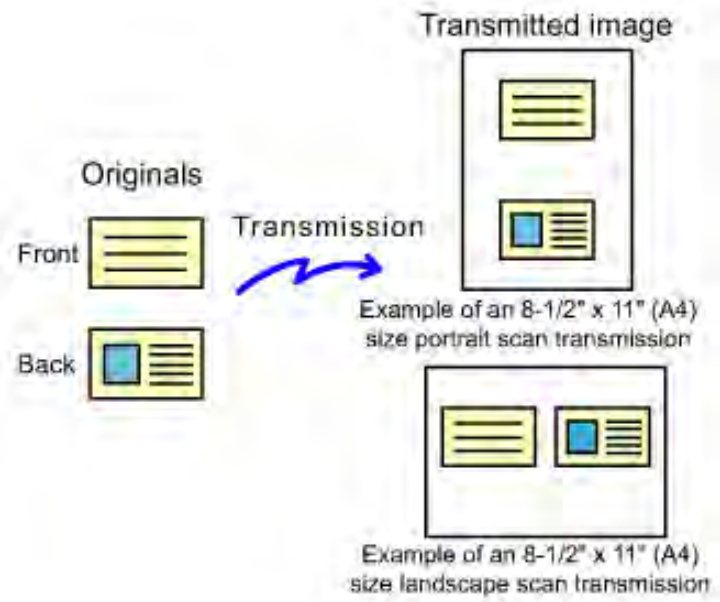
SCANNING BOTH SIDES OF A CARD ONTO A SINGLE PAGE (CARD SHOT)

Overview

Send the front and reverse sides of a card as a single page, without the need to send each side separately.



- If the scan size is larger than the send size, it will result in a sending failure.
- The ratio cannot be specified and "Rotation Sending Setting" cannot be selected.

Operation

1 Place a card face down on the document glass.

- DOCUMENT GLASS

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2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Card Shot] key.

4 Tap the [On] key, and specify the original size as required.

- Tap the areas displaying width and height sizes respectively, and enter the sizes using the numeric keys.
- To quickly set the size, first specify a value close to the desired ratio value by the numeric keys, then tap [-] or [+] for adjustment .

After the settings are completed, tap [OK] and [Back] keys in sequence.

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- To enlarge or reduce the images to fit the paper based on the entered original size, tap the [Fit to Send Size] key.
- After selecting Card Shot, tap the [Original] key in the base screen to change the original scan size or the send size. In this case, the screen of this step appears when you tap the scan size key. For the procedure for setting the send size, see "SPECIFYING THE SEND SIZE OF THE IMAGE".

To cancel the Card Shot settings:
Tap the [Off] key.

5 Tap the [Start] key, and scan the front side.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

6 Place a card face up on the document glass, and tap the [Start] key to scan the reverse side.

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Before scanning the back of the card, tap the [Change Setting] key on the touch panel to change the exposure.

7 Tap the [Read-End] key.

If you will continue by scanning the front of the card, you can tap the [Change Setting] key to change the exposure, resolution, scan size, and send size.

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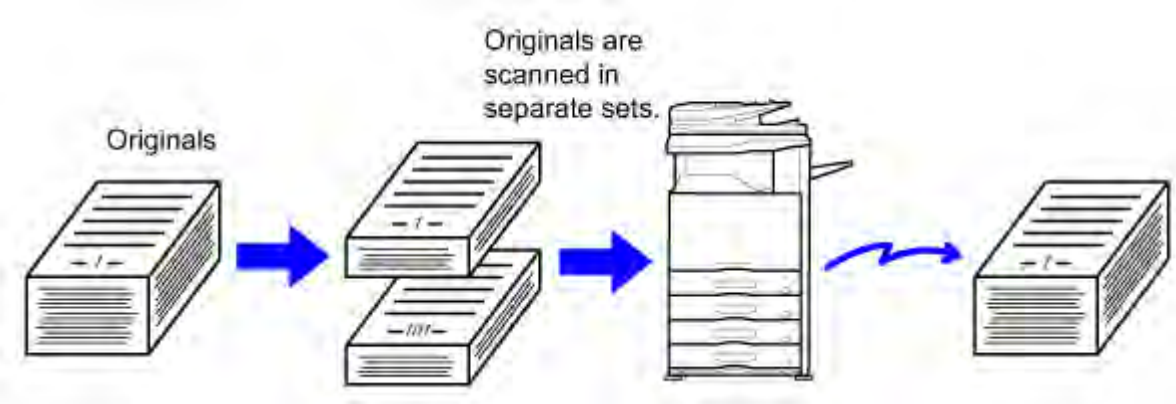
SCANNING MANY ORIGINALS AT ONCE (JOB BUILD)

Overview

This function lets you separate an original consisting of numerous pages into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission. You can also send a fax by placing originals in both the automatic document feeder and on the document glass.
Use this function when there are more original pages than can be placed at once in the automatic document feeder.

When scanning originals that are separated into sets, scan the set that has the first page first.
The settings that you select for the first set can be used for all remaining sets.



- Up to 999 pages can be scanned.
  Note that when the memory is being used for other jobs, fewer pages can be scanned.
- If the memory becomes full during scanning, a message will appear and the transmission will be canceled.

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- The scan settings can be changed for each set of originals.

Operation

1 Place originals in the automatic document feeder.

The original can also be placed on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Job Build] key.

A checkmark appears on the icon.

To cancel the Job Build setting:
Tap the [Job Build] key to clear the checkmark.

4 Tap the [Start] key to scan the first set.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO

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BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

5 Place the next set of originals and tap the [Additionally Scan] key.

To cancel scanning the original:
Tap ([Cancel Scan] key). All scanned data will be cleared.

6 Tap the [Start Sending] key.

- If no action is taken for one minute after the confirmation screen is displayed, scanning automatically ends and the transmission is reserved.
- The [Change Setting] key can be tapped to change the exposure, resolution, scan size, and send size for each original page scanned. However, when Job Build is used in combination with "2in1" in "Others", only the exposure can be changed when scanning each even-numbered page of the original pages.

05-056.htm

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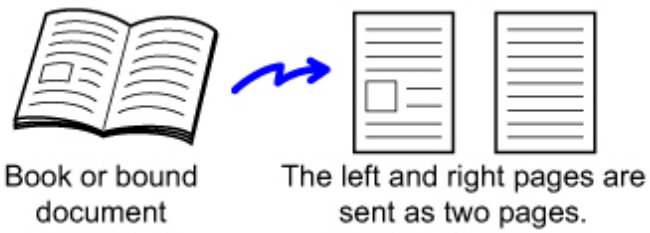
SCANNING AN ORIGINAL AS TWO SEPARATE PAGES (DUAL PAGE SCAN)

Overview

The left and right sides of an original are scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

When using dual page scan, the original must be placed on the document glass.



Original scan size	Transmitted image
11" x 17" (A3) x 1 page	8-1/2" x 11" (A4) x 2 pages

- This function is available when the original size setting is set to [Auto].
- Note that "Center Erase" and "Edge + Center Erase" cannot be used.

Operation

1 Place the original on the document glass.

- DOCUMENT GLASS

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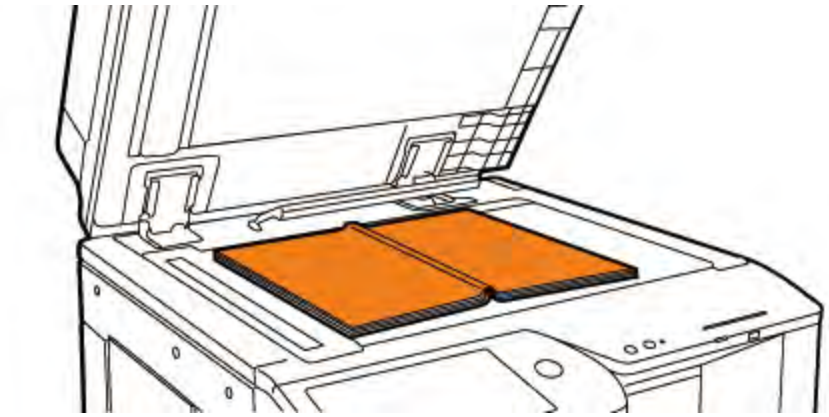
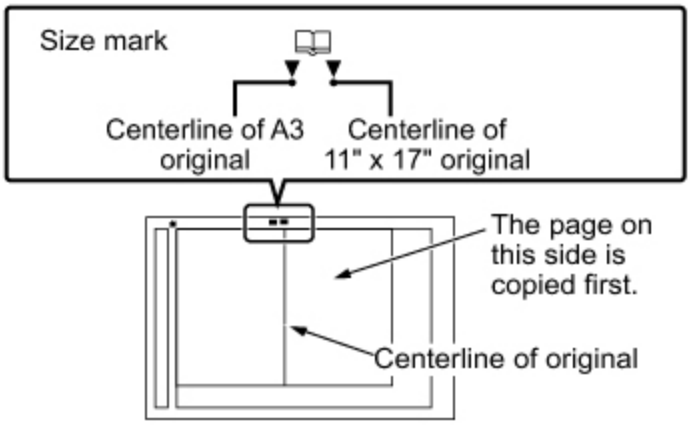


Align the center of the original with the appropriate size mark .



2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

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3 Tap the [Others] key, and tap the [Dual Page Scan] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Dual Page Scan setting:
Tap the [Dual Page Scan] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

When scanning finishes, place the next original and tap the [Start] key.
Repeat until all pages have been scanned and then tap the [Read-End] key.
A beep will sound to indicate that transmission has ended.

05-051.htm

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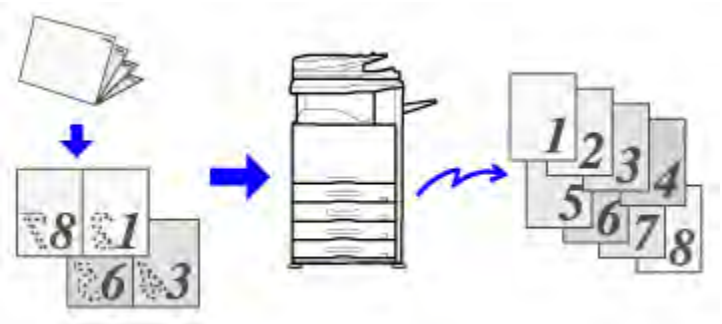
SPLITTING A PAMPHLET BY PAGE AND TRANSMITTING THE PAGES SUCCESSIVELY (BOOK DIVIDE)

Overview

The opened pages of a saddle-stitch pamphlet are split by page according to actual page order before transmission.

When using this function, you do not need to sort the original pages to be sent.



This function can be enabled when the original size setting is set to [Auto].

The document glass is not available for this function.

Operation

1 Place the original in the document feeder tray of the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

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2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Book Divide] key.

4 Select the binding edge of the pamphlet original.

Check the preview image displayed in the screen, and make sure that the binding edge is correct. After the settings are completed, tap [OK].

To cancel the Book Divide setting:
Tap the [Off] key.

5 Tap the [Start] key to start scanning of the original.

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Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

A beep will sound to indicate that scanning and transmission have ended.

05-052.htm

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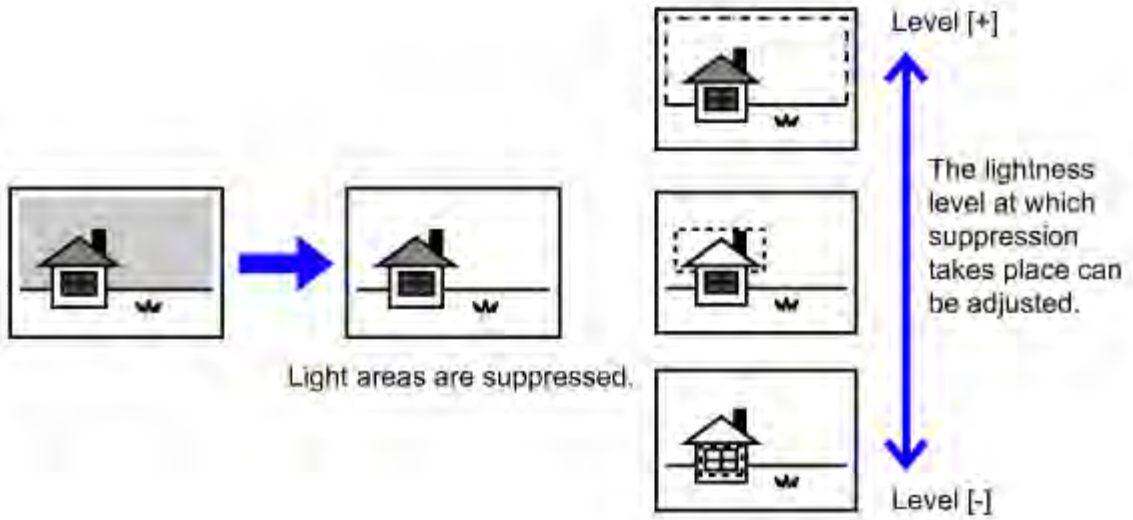
WHITENING FAINT COLORS IN THE IMAGE (SUPPRESS BACKGROUND)

Overview

Suppresses light background areas of originals.



This function cannot be used in Internet fax mode.

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK

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- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

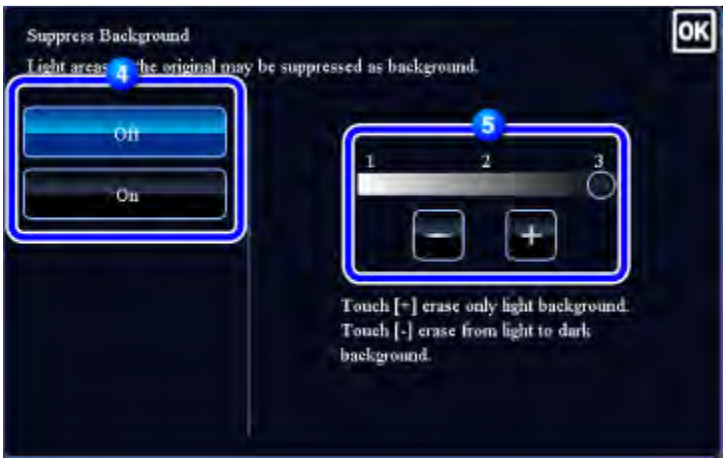
3 **Tap the [Others] key, and tap the [Suppress Background] key.**

4 **Tap the [On] key.**

5 **Tap [−] [+] or slide the slider to adjust the range to be suppressed.**

To cancel the background suppression settings:
Tap the [Off] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.



6 **Tap the [Start] key to start scanning of the original.**

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Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key.
  A beep will sound to indicate that transmission has ended.

When the color mode setting is [Mono2], the suppress background function will not operate.

05-054.htm

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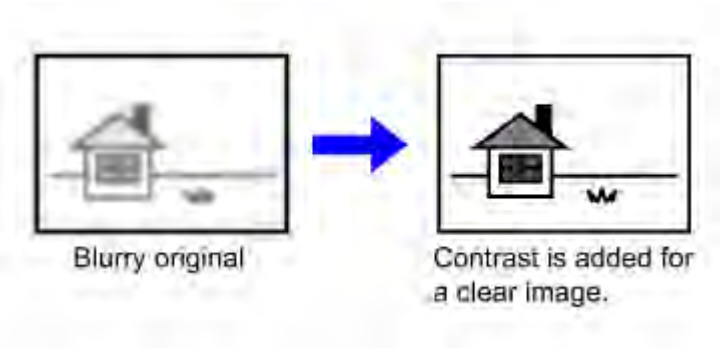
ADDING CONTRAST TO THE SCANNED ORIGINAL BEFORE TRANSMISSION (CONTRAST)

Overview

This function cannot be used in Internet fax mode.



Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER

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- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Contrast] key.

4 Tap [−] [+] or slide the slider to adjust the contrast level.

To cancel the contrast settings:
Tap the [Off] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

- If you inserted the original pages in the document feeder tray, all pages are scanned.

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A beep will sound to indicate that scanning and transmission have ended.

- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

05-064.htm

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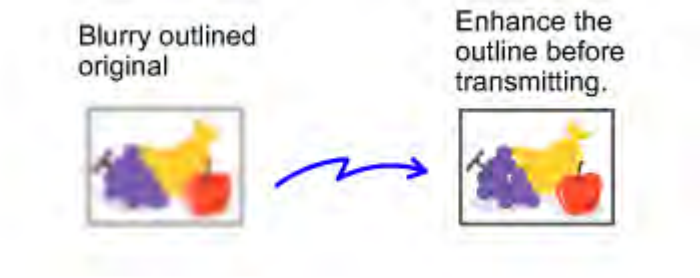
ENHANCING THE OUTLINE OF THE SCANNED ORIGINAL BEFORE TRANSMISSION (SHARPNESS)

Overview

This function cannot be used in Internet fax mode.



Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK

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- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Sharpness] key.

4 Tap [−] [+] or slide the slider to adjust the sharpness.

To cancel the sharpness settings:
Tap the [Off] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.

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- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

05-065.htm

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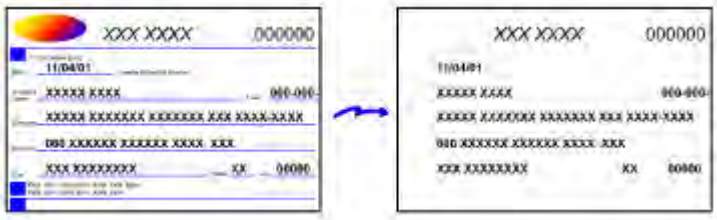
REMOVING CHROMATIC COLORS FROM THE SCANNED ORIGINAL BEFORE TRANSMISSION (DROP OUT COLOR)

Overview

This function cannot be used in Internet fax mode.



Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK

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- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and then tap the [Drop Out Color] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Drop Out Color setting:
Tap the [Drop Out Color] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

Tap the [Change Setting] key in the scan-end confirmation screen to change the exposure, resolution, scan size, and send size. (However, when scanning each even-numbered page of the original, only the exposure can be changed.)

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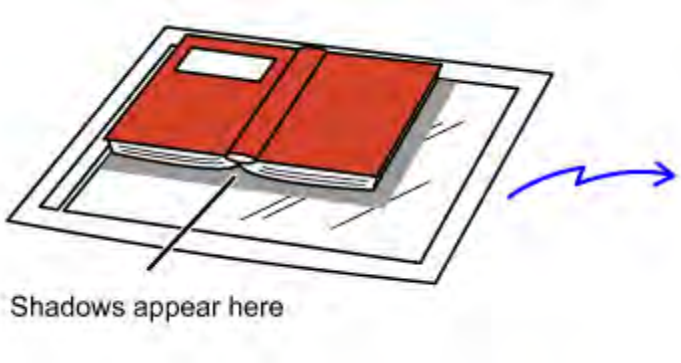
ERASING PERIPHERAL SHADOWS ON THE IMAGE (ERASE)

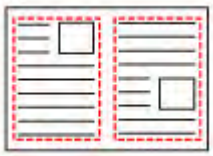
Overview

When scanning thick originals or books, erase any peripheral shadows that may be produced on the image.

This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.

Scanning a thick book



Not using the erase function	Using the erase function
	
Shadows appear in the image.	No shadows appear.

Erase modes

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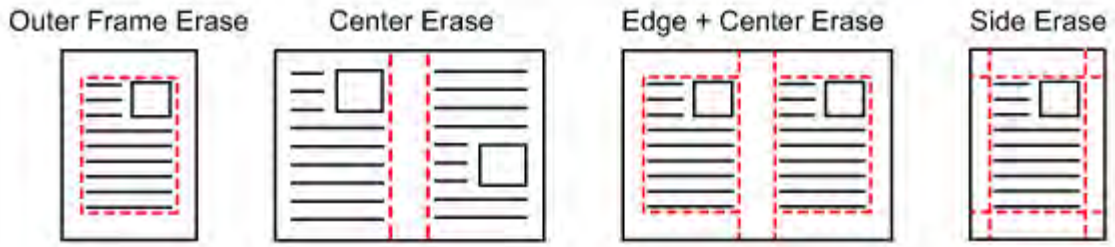

If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio.
This function erases the parts of the image where shadows tend to form, but does not detect shadows and erase only the shadows.
For example, if you set an erase width of 1/2" (10 mm) and reduce the image to 70% before scanning it, the erase width will be reduced to 7 mm.

To change the default erase width setting:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Erase Width Adjustment].
The width can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm). The setting changed here will apply to [System Settings] → [Copy Settings] → [Copy Setting] → [Erase Width Adjustment] in "Setting mode".

Operation

1 Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Specify the destination.

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- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Erase] key.

4 Tap the checkbox of the edge that you wish to erase, and specify the erase position.

Check that he tapped checkbox is set to .
If the [Specify Frame] key is tapped, the [Up], [Down], [Left], and [Right] checkboxes are set to .
If the [Specify Frame+Center] key is tapped, all the checkboxes are set to .

Specify the erase edge on the reverse side when erasing edges of one to three sides of Up, Down, Left, and Right on the front side to scan a 2-sided original.

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- If the [Reverse erase position of back face.] checkbox is set to , the edge in the position opposite to the erased edge on the front side will be erased.
- If the [Reverse erase position of back face.] checkbox is set to , the edge in the same position as on the front side will be erased.

5 Specify the erase width.

- Tap the numeric value display indicating the margin shift area on the front side or reverse side, and enter the area using the numeric keys.
- To quickly set the area, first specify a value close to the desired value by the numeric keys, then adjust it with .

After the settings are completed, tap OK.

To cancel the erase settings:
Tap the [Clear] key.

6 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.

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- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key.
  Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that transmission has ended.

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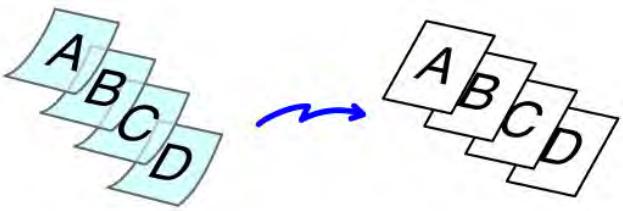
SCANNING A THIN ORIGINAL
(SLOW SCAN MODE)

Overview

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



When slow scan mode is selected, 2-sided scanning is not possible.

Operation

1 Place the original in the document feeder tray of the automatic document feeder.
Adjust the original guides slowly.

- AUTOMATIC DOCUMENT FEEDER

If the originals are inserted with too much force, they may crumple and misfeed.

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS

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- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

Touch the [Others] key, and tap the [Slow Scan Mode] key.

A checkmark appears on the icon.

To cancel the Slow Scan Mode setting:
Tap the [Slow Scan Mode] key to clear the checkmark.

After the settings are completed, tap the [Back] key.

Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

A beep will sound to indicate that scanning and transmission have ended.

05-058.htm

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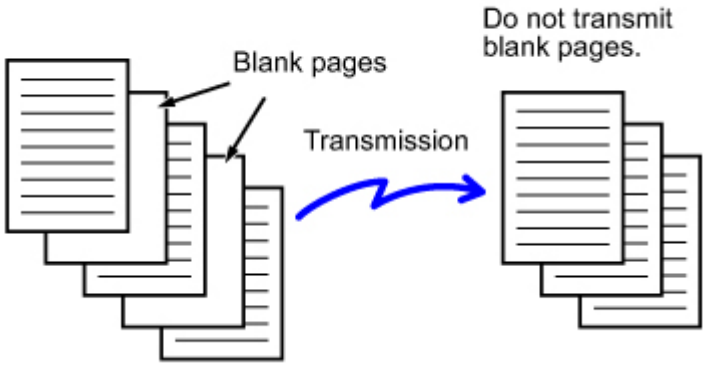
ELIMINATING BLANK PAGES FROM A TRANSMISSION (BLANK PAGE SKIP)

Overview

If the scanned original contains blank pages, this function skips them to send only non-blank pages.
The machine detects blank pages, enabling you to skip useless blank sheets without checking an original.



- If an original of which one side is blank is scanned, blank pages are skipped for 2-sided sending.
- In a broadcast transmission to destinations including fax and Internet fax destinations, this function is applied to scan mode destinations only.
- Depending on the original, some pages that are not blank may be detected as blank pages and thus not sent, and some pages that are blank may not be detected as blank and thus sent.

- This function cannot be used in Internet fax mode.

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- If the [Send Same Image as Fax Address] key is tapped, this function is canceled if a fax address is specified for the destination.

Operation

1 Place originals in the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Blank Page Skip] key.

4 Tap the [Skip Blank Page] or [Skip Blank and Back Shadow] key.

To cancel the blank page skip setting:
Tap the [Off] key.

After the settings are completed, tap [OK] and [Back] keys in sequence.

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5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

A beep will sound to indicate that scanning has ended.

6 When scanning ends, check the number of original sheets and the number of sheets to be sent and tap the [OK] key to start transmission.

- When Job Build mode is used, the confirmation message will appear after the [Read-End] key is tapped.
- On the confirmation screen, the number of scanned original sheets appears in (A), the number of scanned sides in (B), and the number of sheets to be sent excluding blank pages in (C).
  For example, if five original sheets that include two blank pages are scanned by duplex scanning, (A) will show "5", (B) will show "10", and (C) will show "8".

If this step is not performed within one minute after the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear.

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Scanning will stop automatically and the image will not be reserved for transmission.

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CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (ORIGINAL COUNT)

Overview

Count the number of scanned original sheets and display the count before transmission.

Checking the number of scanned original sheets before transmission helps prevent transmission mistakes.

- The count result is displayed with the number of scanned original sheets, not the number of scanned original pages. For example, when a 2-sided original is transmitted, the number "1" will appear to indicate that one original sheet is transmitted, not "2" to indicate the front-side page and the reverse side page.
- When a broadcast transmission is performed, if the original count function is selected in any of the modes, the function will operate for all destinations.
- The setting should be enabled separately for each mode.

Operation

1 Place originals in the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

2 Specify the destination.

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- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Original Count] key.

A checkmark appears on the icon.
After the settings are completed, tap the [Back] key.

To cancel the Original Count setting:
Tap the [Original Count] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

5 When scanning is completed, check the number of original sheets.

The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when 2-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.

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6 Tap the [OK] key to start transmission.

If this function is combined with [Job Build], the count result is displayed after the [Read-End] key has been tapped.

If this step is not performed within one minute after the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear. Scanning will not be completed automatically and the image will not be reserved for transmission.

If the displayed number of original sheets is different from the actual number of sheets:
Tap the [Cancel] key and then tap the [OK] key in the message screen to clear all scanned data. Scan settings and destination settings will not be cleared. Insert the original sheets in the document feeder tray again and tap the [Start] key to re-scan.

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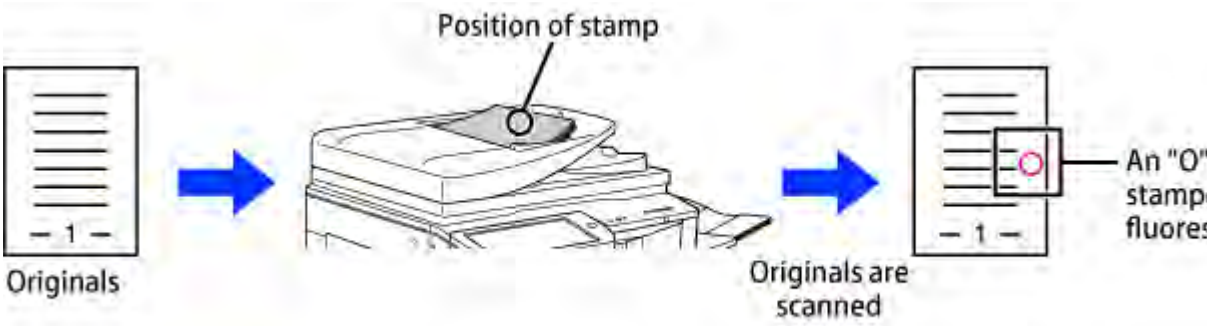
STAMPING SCANNED ORIGINALS (VERIFICATION STAMP)

Overview

This function stamps each original that is scanned using the automatic document feeder, allowing you to verify that all originals were correctly scanned.



- To use the verification stamp function, the optional stamp unit must be installed.
- When 2-sided originals are used, the front of each original is stamped twice.
- If an error occurs during scanning, an original that was not scanned may be stamped.
- When the "O" mark that is stamped on originals starts to become faint, replace the stamp cartridge.
  For the procedure for replacing the stamp cartridge, see "REPLACING THE STAMP CARTRIDGE".

Operation

1 Place originals in the automatic document feeder.

- AUTOMATIC DOCUMENT FEEDER

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2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Verification Stamp] key on the action panel or [Others] key, and tap the [Verification Stamp] key.

The appropriate icon or checkbox is selected.
If you tap the [Others] key, tap the [Back] key after the settings have been completed.

To cancel the Verification Stamp setting:
Tap the [Verification Stamp] key on the action panel or [Others] key, and tap the [Verification Stamp] key to clear the checkmark.

4 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED". However, settings for this function cannot be changed in the preview screen.

A beep will sound to indicate that scanning and transmission have ended.

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ADDING YOUR SENDER INFORMATION TO FAXES (I-FAX OWN ADDRESS SEND)

Your sender information (date, time, sender name, sender address, number of pages) is automatically added to the top of the file you transmit.

This function cannot be used in scan mode or data entry mode.

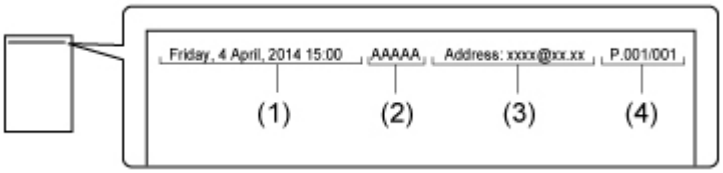
Example of the sender information printed

(1) Date, time: The date and time of transmission.

(2) Sender name: The sender name programmed in the machine.

(3) Source Address

(4) Page numbers: Page number/total pages



- Storing and setting sender information

  Date, time: In "Setting mode", select [System Settings] → [Default Settings] → [Clock Adjust].

  Sender name, sender address: In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Own Number and Name Set] → [Sender Data Registration]. If you intend to use the I-Fax Own Address Send function, be sure to configure this information.

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Page numbers: Select whether or not to include page numbers using [System Settings] → [Image Send Settings] → [Internet Fax Settings] → [Send Settings] → [Printing Page Number at Receiver] in "Setting mode".

- Position of sender information

  The sender information is printed at the top of the scanned image data. This makes the transmission data longer than the scan size, so it may be reduced or divided onto two pages when printed by the receiving machine.

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CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (TRANSACTION REPORT)

Overview

A transaction report is automatically printed out to alert you when an Internet fax transmission fails or when a broadcast transmission is performed.

The transaction report contains a description of the transmission (date, start time, name of destination, time required, number of pages, result, etc.).

- INFORMATION APPEARING IN THE RESULT COLUMN

Transaction reports are printed based on conditions set in the setting mode. Select different conditions for a transmission as required.

- This function cannot be used in scan mode or data entry mode.

- For a broadcast transmission, changes to the transaction report print conditions apply to all destinations.

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

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2 Specify the destination.

- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Transaction Report] key.

4 Tap the key of the print settings.

After the settings are completed, tap [OK].

To cancel the transaction report settings:
Tap the [Do not Print] key.

- The print conditions for a transaction report are as follows:

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- "Always Print": A transaction report is printed no matter whether the transmission succeeds or fails.
- "Print at Error": A transaction report is printed when transmission fails.
- "Do not Print": Do not print a transaction report.

- Set the [Print Original Image] checkbox to to include part of the transmitted original in the transaction report. Reporting printing is not available for speaker, direct transmission, polling reception, or F code transmission.

5 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning and transmission have ended.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key. Repeat the procedure until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning and transmission have ended.

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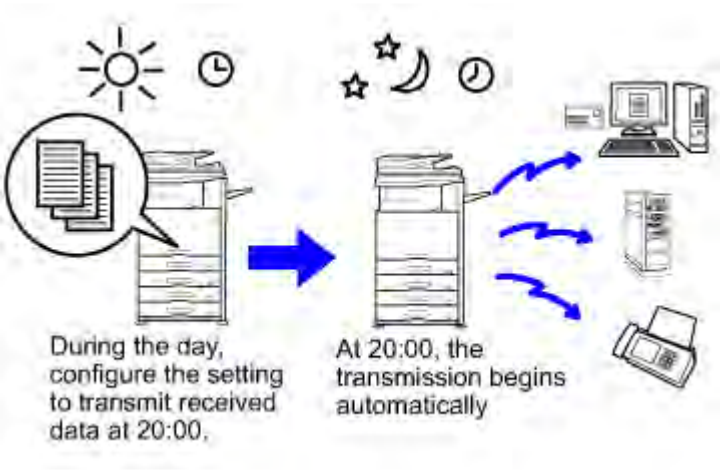
STARTING A TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

Overview

Specify a time at which a transmission or broadcast transmission will automatically take place. Transmission begins automatically at the specified time.

This function is helpful when you wish to perform reserved, broadcast or other transmissions during your absence or at night or other times when telephone rates are low.



- When a timer transmission is set, keep the main power switch in the " | " position. If the main power switch is in the "⏻" position at the specified time, transmission will not take place.
- When performing a timer transmission, you must scan the original into memory when you set up the transmission. It is not possible to leave the document in the document feeder tray or on the document glass and have it scanned at the reserved time of transmission.

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- Up to 100 timer transmissions can be stored at once.

- Settings selected for a timer transmission (exposure, resolution, and other functions) are automatically cleared after the transmission is finished. (However, when the document filing function is used, the scanned original image and settings are stored in the built-in hard drive.)
- If another transmission is in progress when the specified time arrives, the timer transmission will begin after that transmission is finished.
- If a job scheduled for timer transmission is given priority on the job status screen, the timer will be canceled. The transmission will begin as soon as the job in progress is completed.
  - PRIORITY PROCESSING OF A RESERVED JOB
- The time can be specified up to a week in advance.
- After the timer transmission settings are specified, start the transmission in the same way as other functions.
- A timer transmission can be deleted in the job status screen.

Operation

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

Specify the destination.

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- RETRIEVING A DESTINATION FROM AN ADDRESS BOOK
- VIEWING A LIST OF THE SELECTED DESTINATIONS
- USING A SEARCH NUMBER TO RETRIEVE A DESTINATION
- ENTERING AN ADDRESS MANUALLY
- SPECIFYING A NETWORK FOLDER
- RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK
- USING A TRANSMISSION LOG TO RESEND

3 Tap the [Others] key, and tap the [Timer] key.

4 Tap [On] key.

The setting will show the current time. If the time is different, correct it in the setting mode before starting a job.

- BEFORE USING THE NETWORK SCANNER

5 Specify the date.

6 Tap [−] [+] to specify the time (hour and minute) in 24-hour format.

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Tapping a key in the numeric value display field allows you to directly enter a numeric value.
After the settings are completed, tap OK.

To cancel the Timer Transmission settings:
Tap the [Off] key.

7 Tap the [Start] key to start scanning of the original.

Tap the [Preview] key to check the preview of an image before sending a fax. For more information, see "CHECKING THE IMAGE TO BE TRANSMITTED".

- If you inserted the original pages in the document feeder tray, all pages are scanned.
  A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.
- If you placed the original on the document glass, scan each page one at a time.
  When scanning finishes, place the next original and tap the [Start] key.
  Repeat until all pages have been scanned and then tap the [Read-End] key.
  A beep will sound to indicate that scanning has ended, and the machine stands by for transmission.

The original is scanned into memory. The original cannot be scanned at a specified time.

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PRINTING IMAGE SENDING ACTIVITY REPORTS

Print a log of recent image sending activities (date, name of destination, time required, result, and other items).
The Image Sending Activity Report contains information that is useful in dealing with problems, such as the types of errors that occurred.
The most recent 200 transactions are included in the report.
You can have the machine print the Image Sending Activity Report each time the number of transactions reaches 201, or at a specified time (once a day only).

The contents of the Image Sending Activity Report are erased when the report is printed, and thus it cannot be reprinted.

To configure the image sending activity report:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Internet Fax Settings] → [Default Settings] → [Activity Report Print Select Setting].

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INFORMATION APPEARING IN THE RESULT COLUMN

Error types and other information are printed in the result column of transaction and activity reports. When a transaction or activity report is printed, check the result of the transaction in the result column and take action as needed.

Examples of messages that are printed in the result column

Message	Description
OK	The transaction was completed normally.
OK REPORT	A receive report was requested for a transmission, the transmission was completed normally, and the receive report was received from the destination.
CANCEL	A transmission was stopped while in progress, or a reserved transmission job was canceled.
MEM. FULL	The memory became full during reception.
Reject Reception	An Internet fax was sent from a party that is blocked.
NG REPORT	A receive report was requested for a transmission, however, the transmission did not take place correctly and a transmission failed report was received.
NO REPORT	A receive report was requested for a transmission, however, a report was not received within the timeout time.
NG LIMIT	Transmission was not possible because the file size exceeded the machine's file size limit setting.
E-mail	An e-mail was received, however, the attached file was not a TIFF-F file or there was no attached file, and thus printing was not possible.

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FAIL xx (xxxx)	The transaction failed due to a communication error. First 2 digits of communication error number: Error code from 00 to 99. Last 4 digits of communication error number: Code for use by service technicians.

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RECEIVING INTERNET FAXES AUTOMATICALLY

Overview

The Internet fax function periodically connects to the mail server (POP3 server) and checks whether or not Internet faxes have been received. When faxes have been received, the faxes are automatically retrieved and printed.

In the default setting, this function checks for reception once every five minutes.

- If faxes will be received at night, keep the main power switch of the machine in the " | " position.
- If the machine is out of paper or there is no paper that matches the size of the received fax, a message will appear in the touch panel. Follow the instructions in the message to load an appropriate size of paper.
- You can print the received Internet fax data at the specified time.
  - PRINTING RECEIVED DATA AT A SPECIFIED TIME
- You can print the received Internet fax data when a password has been entered.
  - PRINTING A PASSWORD-PROTECTED FAX
- You can print, forward, or save the received Internet fax data after checking it.
  - CHECKING THE IMAGE BEFORE PRINTING
  - FORWARDING RECEIVED DATA MANUALLY
  - SAVING RECEIVED DATA

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Operation

1. **The machine rings and fax reception begins automatically.**

   A beep sounds when reception ends.

2. **The fax is automatically printed.**

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RECEIVING INTERNET FAXES MANUALLY

If the interval for checking for received faxes is somewhat long and you wish to check immediately, you can manually initiate reception.

> The [Receive] key can be tapped only when POP3 server settings are configured in the Setting mode (administrator).

Tap the [Receive] key to connect to the mail server and retrieve received faxes.

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PRINTING A PASSWORD-PROTECTED FAX (HOLD SETTING FOR RECEIVED DATA PRINT)

Enable this setting to have faxes received and stored in memory without being printed. To print the faxes, a password must be entered. When this function is used, a password entry screen appears in the touch panel when a fax is received.

To enable the hold setting for received data print:
In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Hold Setting for Received Data Print].

When the previously programmed 4-digit password is entered using the numeric keys, printing begins.
When the [Cancel] key is tapped, the password entry screen closes; however, the data in memory key will blink in the touch panel. The password entry screen will reappear when you tap the blinking key or change modes.

- To display the received data list screen after entering the password:
  In "Setting mode", select [System Settings] → [Operation Settings] → [Job Detail Settings] → [Preview Setting] → [Received Data Image Check Setting].
- To transfer received data to another machine:
  In "Setting mode", select [System Settings] → [Fax Data Receive/Forward].

You can check the received data image on the touch panel before printing.

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- CHECKING THE IMAGE BEFORE PRINTING

- The received faxes will be stored in memory regardless of whether they are received automatically or manually.
- When the received data is transferred to another machine, data stored in memory is also transferred. At that time, the same password entry screen will appear as for printing. Forwarding will not take place unless the password is entered.

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PRINTING RECEIVED DATA AT A SPECIFIED TIME

Print received data at a specified time.
For stress-free printing, you should avoid printing large numbers of pages at peak times during the day, and when you do not urgently need to print.

- The printed data is automatically deleted from memory.
- If the power is turned off at the specified time, printing will start at the timing when the power is turned on.
- This function can be specified when the Received Data Image Check Setting is enabled.

If Hold Setting for Received Data Print is enabled, this function cannot be used.

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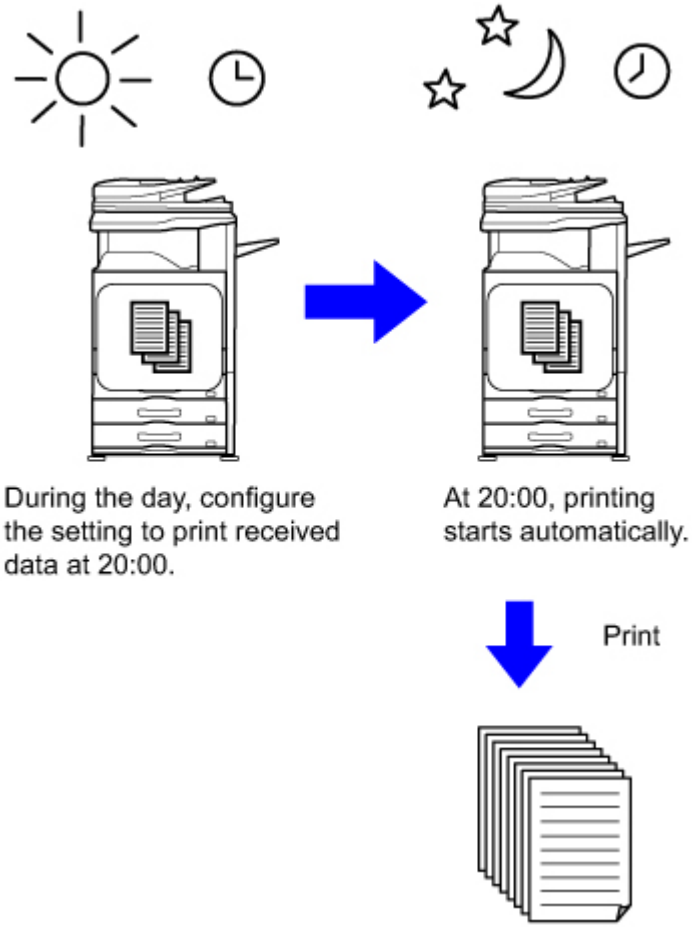

- To print received data at the specified time:
  In "Setting mode", select [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Time Specified Output of Received Data].
- To disable the hold setting for received data print:
  In "Setting mode", disable this function using [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Hold Setting for Received Data Print].

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CHECKING THE IMAGE BEFORE PRINTING

Overview

Check the image of received data on the touch panel before printing.

This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".

* The factory default setting is disabled.

Depending on the size of the received data, part of the check image on the touch panel may not appear.

The received data list can also be shown in the job status screen that appears when you tap the job status display. The received data can be forwarded, deleted, or saved from Received Data List.

- FORWARDING RECEIVED DATA MANUALLY
- SAVING RECEIVED DATA

Operation

When data is received, is shown at the top of the screen.

1 In the System Information, select the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.

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You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

2 Tap the key of the received data you wish to check, and tap the [Check Image] key on the action panel

Displays the received data image.

- Tap to show thumbnails of received images(Thumbnail screen). The list view or thumbnails view can be changed depending on the setting mode.
- To delete a received image, tap the [Delete] key on the action panel.
- To transfer the selected received image, tap the [Forward to Other Destination] key.
  - FORWARDING RECEIVED DATA MANUALLY
- To save the selected received image, tap the [File] key.
  - SAVING RECEIVED DATA

3 Tap the image you wish to print, and tap the [Print] key on the action panel

The machine starts printing the image.

- [Select All]: Selects all displayed images.
- [Release All Page]: Cancels all images that have been selected by "Select All".
- : Use these keys to enlarge or reduce an image.
- : Rotates image counterclockwise or clockwise.

- A preview image is an image for the touch panel. It will differ from the actual print result.

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- Tap the [Erase Specified Range] key to delete unwanted area of the image. Specify the image area you wish to delete in the Erase Specified Range screen.
- To forward the selected image, tap the [Forward to Other Address] key.
    - FORWARDING RECEIVED DATA MANUALLY
- To save the selected image, tap the [File] key.
    - SAVING RECEIVED DATA

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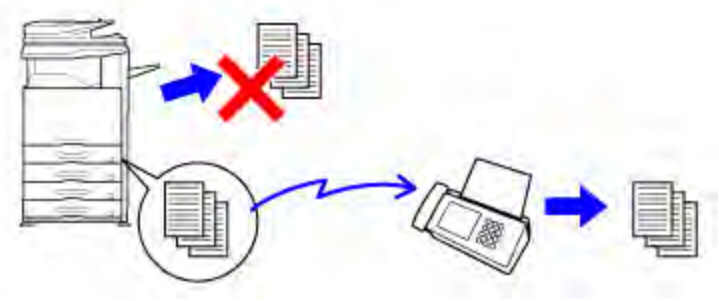
FORWARDING RECEIVED INTERNET FAX DATA (FAX DATA FORWARD)

Overview

When the machine cannot print because it is out of paper or out of toner, received Internet faxes are forwarded to another previously registered Internet fax address (including direct SMTP).



- Forwarding is not possible if no faxes were received or a forwarding fax number is not programmed.
- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- If forwarding was not successful because the transmission was canceled or a communication error occurred, the faxes that were to be forwarded will return to the machine's the print queue.
- If a password entry screen appears after tapping the [OK] key, "Hold Setting for Received Data Print" has been enabled. Enter the password using the numeric keys to begin forwarding.
  - PRINTING A PASSWORD-PROTECTED FAX (Hold setting for received data print)

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Operation

1. **Tap the [Setting mode] key on the Home screen.**
2. **Tap the [Fax Data Receive/Forward] key.**
3. **Tap the [Internet Fax Settings] key.**
4. **Tap the [Execute] key in [Forward Received Data] to begin forwarding.**

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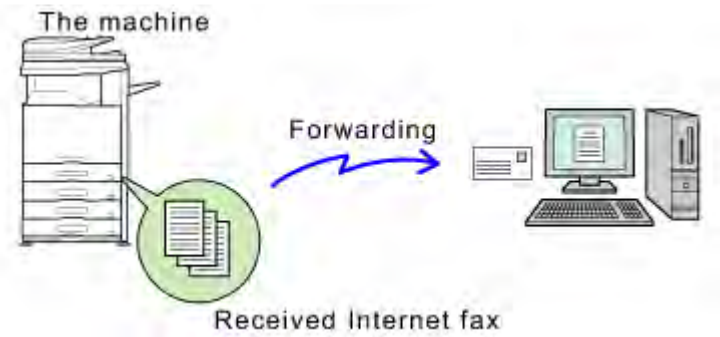
FORWARDING RECEIVED DATA TO PRESET DESTINATIONS (INBOUND ROUTING SETTINGS)

Overview

Received Internet faxes are automatically forwarded to a fax destination number, an Internet fax address, an e-mail address, a file server address, a desktop address, or a network folder address. Received data can be forwarded to the specified destinations without being printed.



In setting mode (Web version), configure the inbound routing settings. For the procedure for accessing the setting mode (Web version), see Quick Start Guide.
The following explanation assumes that the setting mode (Web version) has been accessed with administrator rights.

Whether or not to forward data for each forwarding table can be quickly set.
In "Setting mode", select [Application Settings] → [Forward Received Data], and tap [Valid]/[Invalid] on the displayed forwarding table to switch the settings.

- When faxes forwarded using this function are printed at the forwarding destination, the date and time of reception cannot

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be printed on the faxes. ("Receiving Date & Time Print" is disabled.)

- The received data is not forwarded to a hyperlink destination that is registered in the specified address.

Operation

1 In "Setting mode (Web version)", click [Application Settings] → [Inbound Routing Settings] → [Administration Settings].

2 In "Forward Received Data", select [Valid] and click the [Store] button.

Users without administrator rights can be prohibited from storing, editing, and deleting forwarding tables in this screen, and from specifying which table is used. To do so, set the checkboxes for the following items to ☑.

- Disable Registration of Forward Table
- Disable Change/Delete of Forward Table
- Disable Change of Forward Approval

Specify in [Print Style Setting] whether or not to have the machine to print the faxes to forward when inbound routing is enabled. After the settings are completed, be sure to click the [Store] button.

- [Always Print]: Always prints received data before forwarding the data.
- [Print at Error]: Prints received data only when an error prevents forwarding.

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- [Save Only at Error]: Saves received data only when an error prevents forwarding. For the saved data, the error address can be confirmed and the data can be resent.

3 Click [Sender Number/Address Registration] in the [Inbound Routing Settings] menu in the "Setting mode (Web version)".

4 Enter the sender address or fax number in "Internet Fax Address" or "Fax Number" as appropriate, and click the [Add to List] button.

The sender address or number you entered will be added to the "Address to be Entered" list.

- Enter the address directly (maximum of 1500 characters) or select the address from a global address book by clicking the [Global Address Search] button.
- To store multiple sender addresses or fax numbers, repeat these steps.

- If you wish to have only faxes from specified addresses forwarded, store the desired sender addresses. Send addresses stored here can be selected from a list when you store a forwarding table.
- A maximum of 500 sender numbers/addresses can be stored.
- To delete an entered address, select the address in "Address to be Entered" and click the [Delete] button.

5 When you have finished adding addresses, click the [Store] button.

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6 Click [Inbound Routing Settings] in the "Setting mode (Web version)" menu and click the [Add] button.

7 Enter a "Table Name".

A maximum of 50 forwarding tables can be stored.

8 Select the sender whose faxes will be forwarded.

- To forward all received data, select [Forward All Received Data].
- To forward only data received from specific senders, select [Forward Received Data from Below Sender]. To forward all data except data from specific senders, select [Forward Received Data from Senders except Below]. Select the appropriate senders from the list and click the [Add] button.

When selecting senders from the "Sender Number/Address Setting" list, you can use the [Shift] key or the [Ctrl] key on your keyboard to select multiple senders.

9 Select the forwarding conditions.

- To always forward received data, select [Always Forward].
- To specify a day and time on which received data will be forwarded, select [Forward on Selected Day & Time] and select the checkbox (☑) of the desired day of the week. To specify a time, select the [Set Forwarding Time] checkbox (☑) and specify the time.

Up to three forwarding day and time settings can be set for one forwarding table, and a forwarding destination can be set for each set

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time. To configure these settings, use the [Forwarding Destination List] tabs to access each setting.

10 Select the file format.

The format can be set separately for each forwarding address (for each of forwarding addresses 1, 2, and 3 in the table).

- Images forwarded in TIFF format may not be displayed correctly in some recipient environments.
  In this event, change the file format to PDF.
- If the Internet fax address is selected as a recipient, data is forwarded in TIFF regardless of the specified format.
- If a fax number is selected as a recipient, the file format is ignored.

11 Select the recipient from the address book.

You can specify multiple registered addresses or telephone numbers from the address book of the machine.
Up to 1,000 recipients can be registered for Recipients 1, 2, and 3 in total. When you select the recipients from the address book, up to 400 recipients can be registered for network folder, FTP/Desktop, Internet fax, and fax.

12 Enter a recipient directly and specify the recipient.

- Specify this information if necessary.
- Enter an e-mail address, an Internet fax address, a direct SMTP address, or a fax number directly and tap the [Add] key.
- When you specify an e-mail address or a fax number, you can use the global address search.

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- When you specify a fax number, also specify the sending line and international correspondence mode.
- When enter the recipients directly, up to 100 recipients can be registered for e-mail address, network folder, FTP/Desktop, Internet fax, and fax.

13 Click [Store].

14 Click [Inbound Routing Settings] in "Setting mode (Web version)".

15 Select [Always Forward] or [Forward on Selected Day & Time] from the forwarding table.

The forwarding permission settings that appear here are linked to the forwarding conditions set in step 10.
If you wish to use different forwarding conditions than those set in step 10, set the forwarding permission settings.

- To use the inbound routing function, enable the forwarding tables that you wish to use from among the stored tables.
- To delete a forwarding table, click the checkbox next to the table name so that it is selected ( ) and click [Delete].

16 Click [Store].

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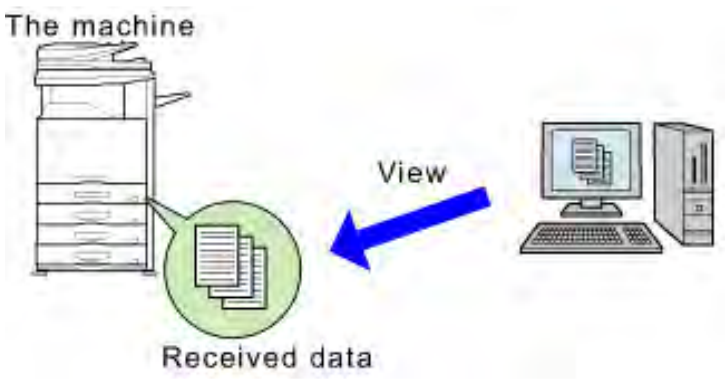
SAVING RECEIVED FAXES TO THE MACHINE'S HARD DISK (INBOUND ROUTING)

Received faxes can be saved to the machine's hard disk. Saved faxes can be viewed on a computer.
Set PDF, TIFF (multi) or TIFF (signal) for the saved Internet faxes. You can also receive notification of the storage result or storage folder by E-mail.
Received faxes are saved in the following directory:
¥¥MFP¥faxreceive



- Up to 500 files can be stored in one folder as received data.
- The "faxreceive" folder contains files of "Inbound Routing (HDD Storage) Settings".
- Received data is saved in the folder specified in "Specify folder" in "Inbound Routing (HDD Storage) Settings" in "Application Settings". If there is no specified folder, a folder is automatically created and the data saved.
- The file name for received data can be set in "File Name Setting" in "Inbound Routing (HDD Storage) Settings" in "Application Settings".

How to save received faxes to the hard disk

1 Click [Public Folder / NAS Setting] in "Network Settings".

(Administrator rights required.)

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Select [Valid] in "faxreceive:Use of Storage" and click the [Save] button.

Settings for saving received faxes to the hard disk

In Setting mode, click [Application Settings] →[Inbound Routing (HDD Storage) Settings]. (Administrator rights required.)

- Data that can be saved are received faxes and received Internet faxes. Confidential reception and polling reception faxes cannot be saved.
- Depending on the setting, received faxes that cannot be saved because of the file number limit or other reason are either printed or saved in the inbound routing error box.

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FORWARDING RECEIVED DATA MANUALLY

Overview

Received faxes can be forwarded manually after receipt.

This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".

* The factory default setting is disabled.

Operation

When data is received, is shown at the top of the screen.

1 In the System Information, tap the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.

You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

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2 Tap the key of the received data you wish to forward, and tap the [Forward to Other Address] key

- Tap to show thumbnails of received images(Thumbnail screen). The list view or thumbnails view can be changed depending on the setting mode.
- Multiple sets of received data can be selected.

When you select a single received data only, you can tap the [Check Image] key on the action panel and check the image on the preview screen.

3 Select the destination from the Address Book screen, and tap the [Start] key

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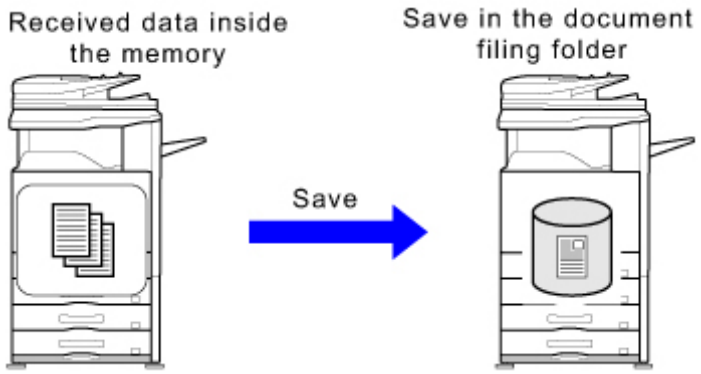
SAVING RECEIVED DATA

Overview

Save received faxes in the document filing folder.
This function is available when [System Settings] → [Operation Settings] → [Preview Setting] → [Received Data Image Check Setting] is enabled* in "Setting mode".

* The factory default setting is disabled.



Operation

When data is received, is shown at the top of the screen.

1 In the System Information, tap the [Event Information] tab and tap the [Check Fax Reception Image] key

The received data is listed.

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You can also display the received data list by tapping the job status display and tapping the [Check Received Data] key on the action panel of Job Status screen.

2 Tap the key of the received data you wish to save, and tap the [File] key on the action panel

- Tap to show thumbnails of received images(Thumbnail screen). The list view or thumbnails view can be changed depending on the setting mode.
- Multiple sets of received data can be selected.

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When you select a single received data only, you can tap the [Check Image] key on the action panel and check the image on the preview screen.

3 Set the file information, and tap the [Save] key

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INTERNET FAX JOBS

When you tap the job status display, jobs are displayed in a list. To check the status of an Internet Fax job, tap the [Internet Fax] tab. When you wish to stop or delete jobs or to perform priority processing, see the following items:

- STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
- PRIORITY PROCESSING OF A RESERVED JOB
- CHECKING A RESERVED JOB OR THE JOB IN PROGRESS
- CHECKING COMPLETED JOBS

Internet fax jobs include reception, timer transmission, and data forwarding as well as usual transmission. For information on jobs in Internet fax mode, see "COMPLETED TRANSMISSION/RECEPTION JOBS".

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COMPLETED TRANSMISSION/RECEPTION JOBS

A usual transmission job moves to the job list when transmission is completed. Then the status field displays "Send OK". However, Internet Fax jobs such as reception, timer transmission, retries, and forwarding are displayed in the job status screen as follows:

Reception job

During Internet Fax receiving, the status field displays "Receiving" in the job queue list. When reception is completed, the job moves to the completed job list and the status field displays "In Memory". After Internet Fax printing is completed, the status changes to "Received".

Timer transmission jobs

A timer transmission job appears at the end of the job queue list until the specified time is reached.
The job is printed at the specified time, and moves to the completed job list. If another job is being printed at the specified time, the job being printed is prioritized over the timer job.

Internet Fax transmission job with reception report request specified

An Internet Fax transmission job with a reception report request specified, excluding a direct SMTP transmission job, is placed into the standby state at the bottom of the Job Queue screen after a transmission has been completed. "Completed Waiting" appears in the status field.
The screen changes to the completion screen when a reception report e-mail has been received from the destination or it could not be received within the prespecified time.

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Reception jobs when the inbound routing settings are enabled

When the inbound routing settings are enabled, reception jobs are handled as follows depending on the print setting.

- FORWARDING RECEIVED DATA TO PRESET DESTINATIONS (Inbound routing settings)

Received data is not printed

When a data is being received, "Receiving" appears in the job queue list. When the reception is completed, the status changes to "Waiting".

Received Internet fax is printed

When reception is completed, the status field displays "In Memory" in the completed job list. After the fax is printed, the status changes to "Received". Then a job is added for which the status field displays "Waiting" in the job queue list. When forwarding the received fax is completed, the field changes to "Forward OK".

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METADATA DELIVERY (DATA ENTRY)

When the application integration module kit is installed, metadata (data indicating the attributes of the image file and how it is to be processed) is generated based on pre-stored information and transmitted separately from an image file that is generated for sending a scanned image. The metadata file is created in XML format.
By linking the metadata with applications such as document management software, a workflow application, or an encryption server, a sophisticated document solution environment can be built.
Using the application integration module kit, information on a generated image file can be entered at the touch panel and transmitted along with the image as an XML file.

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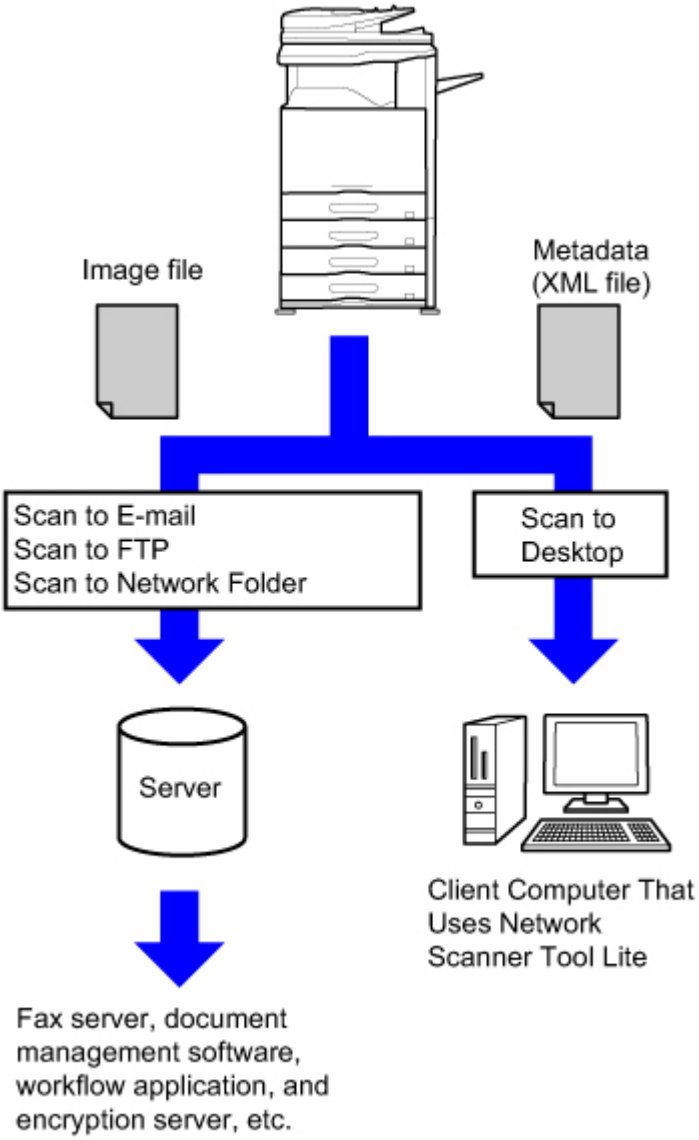

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SETTINGS REQUIRED IN THE SETTING MODE (WEB VERSION)

To configure the settings related to metadata, select [Application Settings] → [Metadata Entry] in "Setting mode". (Administrator rights are required.)
Enable metadata delivery.

Storing Metadata Sets

Store the items (the metadata set) to write to the XML file that will be generated during scanning. Up to 10 metadata items can be configured in a metadata set. A stored metadata set can be selected at the time of transmission.
Addresses specified in "Address Type Allowing Metadata Entry" when a metadata set is stored can be selected as transmission destinations at the time of transmission using one-touch keys, manual entry, or a global address book search. (Addresses for which metadata entry is not allowed cannot be specified as transmission destinations.)

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METADATA DELIVERY USING SCAN TO DESKTOP

When Network Scanner Tool is used in its factory default configuration, a file will be generated with a new file name on the PC.
When Network Scanner Tool is used as a means of sending a metadata file to a third party application, this setting must be disabled to allow cross referencing between the image file and XML file by means of the file name generated by the computer. (When setting the file name in [Options], to ensure that an existing file on the PC is not overwritten by a transmitted file of the same name, be sure to configure the file name so that name duplication will not occur; for example, by including a unique extension (the date, etc.) in the generated file name. If the file name setting is left blank, the machine will automatically generate a unique file name.)

It is recommended that you use Network Scanner Tool to receive metadata.

For more information, see the Network Scanner Tool User's Guide (PDF format) on the "Sharpdesk/Network Scanner Utilities" CD-ROM. For information on the license agreement and how to use the CD-ROM that accompanies the application integration module, see the separate "Sharpdesk license kit" manual.

Using third party applications
Various types of third party applications exist. Some applications can start automatically from Network Scanner Tool and some cannot.
When the auto-run function of an application is enabled, Network Scanner Tool will start the application with the ".exe" command using the image file name as a parameter.
For example, when Network Scanner Tool is set to start application "APP.EXE", the "APP.EXE IMG.TIF" command is applied.
If a file was specified to receive metadata, the metadata file name cannot be specified at the same time using the command to start the

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application directly.
(However, the metadata file is stored in the same folder as IMG.TIF in the computer.)

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TRANSMITTING METADATA

Overview

Select a metadata set, enter each item, and perform metadata delivery.

Metadata delivery is performed using the document filing function.
The [Data Entry] tab appears in the transmission settings screen of document filing mode to allow metadata delivery.
In addition, perform metadata delivery using document filing in [Document Operations] in "Setting mode (Web version)."

- In data entry mode, configure metadata settings to perform metadata delivery.
  To perform transmission without sending metadata, switch the screen from data entry mode to a different mode and then perform transmission.
- When metadata settings have been configured or an address is specified in data entry mode, it will not be possible to switch to another mode.
- Before configuring metadata settings, specify addresses in all available modes. After metadata settings have been configured, specify only addresses in modes that are allowed in the selected metadata.

Operation

1 Tap the [Data Entry] icon on the [Home Screen], and tap the [Metadata Entry] key on the action panel.

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If a specific metadata set has been specified as the default set, go to step 3.

If no metadata sets have been stored, Metadata Entry is unavailable. Store metadata set in the setting mode (Web version) before performing transmission.

2 Tap the key for the desired metadata set.

3 The keys of the items stored in the metadata set will appear. Tap the key of the item that you wish to enter.

4 Tap the key of the value that you wish to enter, and tap the [OK] key.

To directly enter the metadata value, tap the [Direct Entry] key. On the soft keyboard screen that appears, tap the [OK] key. You will return to the screen shown in step 3.
After the settings are completed, tap [X].

To cancel the selection of the metadata value:Tap the [Clear] key.

5 Configure image or other settings, and perform the scan send procedure.

- Configure job detail settings and then start transmission using the same operations as in other modes.
- When directly entering an address, tap [Touch to enter a file name] to display the screen for selecting an address type. If the address type such as E-mail, Internet Fax, Fax, Network Folder, or Direct SMTP is selected, the address type entry screen appears.

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METADATA FIELDS

The following three types of metadata are included in the XML file that is transmitted.

- **Data automatically generated by the machine**
  These data are always included in the XML file and are automatically stored on your PC.
- **Previously defined fields**
  These fields are automatically recognized by the machine and assigned to appropriate XML tags. These fields can be selected, and can only be included in the XML file if they are enabled in the setting mode (Web version).
- **User defined fields**
  Custom fields are added to the XML file. These fields can be selected and are defined in the setting mode (Web version).

If a defined metadata field is one of the following fields, a message will appear informing you that the field cannot be filled in. Enter appropriate information in the related items of the send settings.

Name entered in metadata fields	Description	Where entered
formName	Name of the user who sent the job. If the name is not entered as metadata, the sender name determined by the usual rules for determining the sender name will be applied as metadata.	[Reply-To] (sender name of selected sender)
replyTo	E-mail address to which the transmission result will be sent.	[Reply-To] (E-mail address of selected sender)

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documentSubject	Job name appearing in the e-mail "Subject" line, or job name on the fax cover sheet. When the user enters a [Subject] in the send settings screen in the touch panel, the entered value is applied as metadata.	[Subject] (Blank until a value is set in the send settings screen.)
fileName	Enter the file name of the image to be sent.	[File Name] (Only when the [Allow Custom Filenames] checkbox is selected ☑ in the metadata entry screen in the setting mode (Web version)) (Blank until a value is set in the send settings screen.)

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "DOCUMENT FILING"

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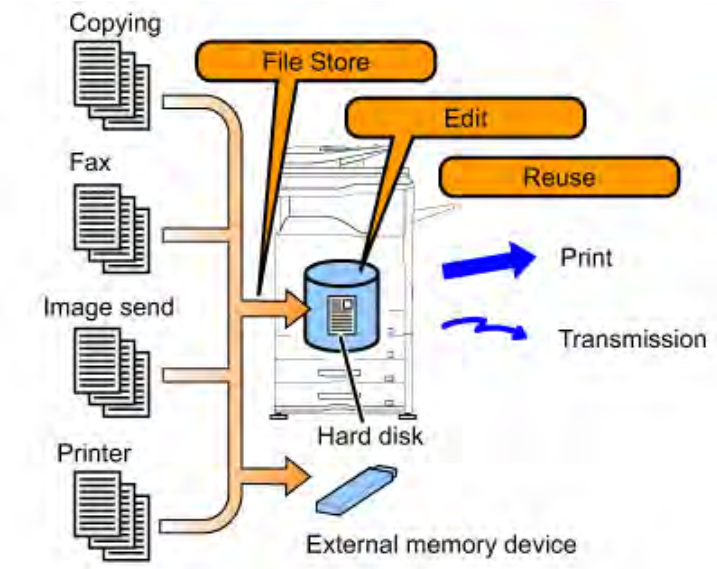
DOCUMENT FILING

This function saves the original scanned on the machine, received fax data, or print data from a computer on the hard drive of the machine or an external memory device as data.
The stored files can be printed or transmitted as required. Editing of the stored files, for example combining, is also possible.

A PDF file created for PC browsing can be displayed or printed on a computer.



Uses of document filing

Using the document filing function allows you to additionally print out conference material with the same settings, or print out ledger sheets used for routine tasks as required.

Additionally printing out conference material with the same settings

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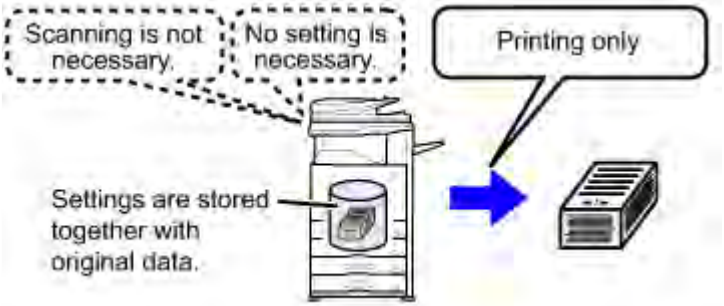
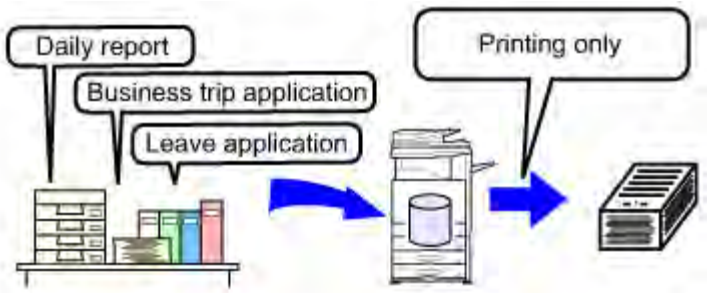


Printing out ledger sheets as required



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TYPES OF DOCUMENT FILING

There are the following ways to save a file using document filing: [Quick File] and [File] in copy mode or image send mode, and [Scan to HDD] and [Scan to External Memory Device] in document filing mode.

Quick File	As a copy, image send, or other job is performed, this function saves the document data to the hard drive. Use this function when you want to quickly and easily store document data without specifying a file name or other information. The stored file can also be used by other people. Do not use this method to save files that you do not want others to use.
File	As a copy, image send, or other job is performed, this function saves the document data to the hard drive. Unlike Quick File, various types of information can be appended to the file when the file is saved to enable efficient file management. A password can also be established.
Scan to HDD	This function scans an original and stores it to the hard drive. Like File, various types of information can be appended.
Scan to External Memory Device	This function scans a original and stores it in an external memory device such as a USB memory device. Like File, various types of information can be appended.

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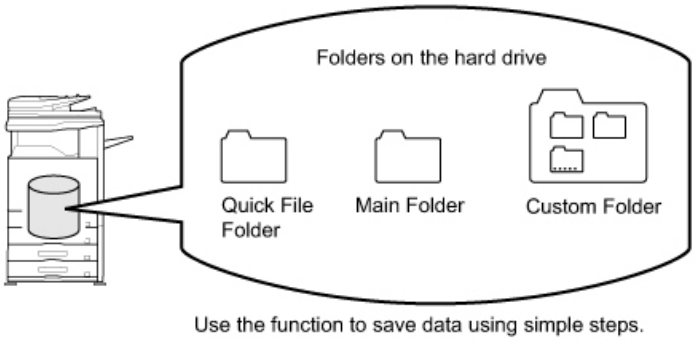
FOLDER TYPES

Three types of folders are used to store files on the hard drive using the document filing function.

Folders on the hard drive



Quick File Folder

Documents scanned using the [Quick File] key are stored in this folder.
A user name and file name are automatically assigned to each job.

Main Folder

Scanned documents are stored in this folder.
When you store a job in the Main folder, you can specify a previously stored user name and assign a file name.
A password can also be set when storing a file ("Confidential" save) as required.

Custom Folder

Folders with custom names are stored inside this folder.
Scanned documents are stored in the stored folder.
Like the Main folder, a custom folder allows you to specify a previously stored user name and assign a file name when storing a job.
Passwords can be established for custom folders and for files saved in custom folders.

A maximum of 1000 custom folders can be created on the hard drive.

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CONVENIENT ITEMS TO STORE

When storing a job using [File] in copy mode or image send mode, or [Scan to HDD] in document filing mode, it is convenient to store the items below. These settings are not required when storing a job using [Quick File].

User Name	This is necessary if you will be assigning a user name to stored files. A user name is also used as a search condition when searching for a file.
Custom Folder	The Main folder is initially available as a location for storing files by [File] and [File Store]. Store a custom folder and specify it as a location for storing files. Specify a password for the user folder as required. Enter the password to use the folder.
My Folder	A previously created custom folder can be selected as "My Folder", or a new folder created as "My Folder". When "My Folder" has been configured and user authentication is used, "My Folder" will always be selected as the destination of [File] and [File Store].

- To store a custom folder for document filing:
  In "Setting mode", select [System Settings] → [Document Filing Control].
- To store a user name and specify a folder as "My Folder":
  In "Setting mode", select [User Control] → [User List].

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APPROXIMATE NUMBER OF PAGES AND FILES THAT CAN BE STORED

Combined total number of pages and total number of files that can be stored in custom folders and in the Main folder

Examples of original types	Number of pages*	Number of files
Full color original (Text and photo example) Size: A4	Max. 5700	Max. 3000
Black & white original (Text) Size: A4	Max. 13000	

Number of pages and number of files that can be stored in the Quick File folder

Examples of original types	Number of pages*	Number of files
Full color original (Text and photo example)	Max. 700	Max. 1000

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 Size: A4		
Black & white original (Text) Size: A4	Max. 2000	

* The indicated numbers are guidelines for the number of pages that can be stored when all pages are full color, and when all pages are black & white.

Copying in sort mode uses the same memory area as the Quick File folder. For this reason, when too much data has been stored in the Quick File folder, it may not be possible to perform a large copy job using sort mode. Delete unnecessary files from the Quick File Folder.

The original types above are examples to make the explanation easier to understand. The actual number of pages and number of files that can be stored will vary depending on the contents of the original images and the settings when the files are stored.

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AUTOMATIC DELETION OF FILES

You can have document filing data in specified folders automatically deleted by specifying the folders and the time. Periodic deletion of files stored in the machine helps to prevent the disclosure of sensitive information and frees space on the hard drive.
Every day, every week, or every month can be selected for the deletion cycle, and a time can be set for each selection.
Example: Deleting files in the Quick File folder every week on Friday at 6:00 PM

To automatically delete document filing data periodically:
In "Setting mode", select [System Settings] → [Document Filing Settings] → [Automatic Deletion of File Settings].

To check the settings:
Print the list.

- To check the set deletion cycle:
  In "Setting mode", select [System Settings] → [List Print] → [Administrator Settings List], and print a list of the administrator settings including document filing settings.
- To check information on the folders selected for file deletion:
  In "Setting mode", select [System Settings] → [List Print (User)] and print a list of the folders of document filing.

When you specify automatic deletion of document filing data takes place periodically, all files in the specified folders will be deleted when the set time arrives. Exercise care not to store files that you wish to keep in folders specified for file deletion.

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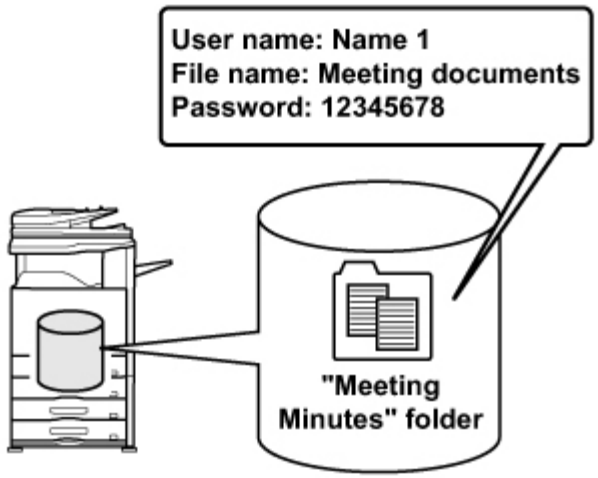
INFORMATION ADDED TO FILES

When saving a file using "File", add the following information to distinguish it from other files.



User Name	The user name is required to enter a file ownership and other information. The user name must be registered in advance.	
File Name	Names a file.	
Stored to	Specifies a folder to store files.	
Property	Sharing	Any user can display and operate files having the "Sharing" property.
	Protect	Once "Protect" is set, its file cannot be edited, moved, and deleted. No password setting is required. The protected files are identified by "" in each mode.
	Confidential	You can set a password (5 to 32 digits long) for file protection. The confidential files are identified by "" in each mode.

The above information cannot be specified when a file is saved with Quick File.

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To store a user name:

In "Setting mode", select [User Control] → [User List].

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IMPORTANT POINTS WHEN USING DOCUMENT FILING

- Files stored using [Quick File] are provided with the "Sharing" property that can be accessed by any person for output and sending. Therefore, do not store sensitive documents or documents that you do not want to be used by others using the [Quick File] function.
- When saving a file with [File], you can save it with the "Confidential" property. Set a password for a "Confidential" file to prevent the file from being used by other people. Exercise care to prevent other people from obtaining the password.
- The property of a stored "Confidential" file can be changed to "Sharing" by "Property Change" as required. Do not store sensitive documents or documents that you do not want to be used by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the disclosure of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or File function by the operator who saves the data.

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USING DOCUMENT FILING IN EACH MODE

To use Document Filing, select the action panel for each mode.

To save data simultaneously with a copy or fax, tap the [File] or [Quick File] key on the action panel in each mode.

To use Document Filing from the beginning, select the action panel in the Document Filing mode. Tap any one of the keys shown at the right to scan and save the original.

[File] key and [Quick File] key

These keys may not appear on the action panel depending on the mode

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or settings. In this case, tap the [Others] key on the base screen in each mode, and then tap the [Quick File] or [File] key.

To change the screen display:
In "Setting mode (Web version)", select [System Settings] → [Operation Settings] → [Favorites Menu].

Using document filing in print mode

To use document filing in print mode, select document filing in the printer driver. For details about document filing, see "SAVING AND USING PRINT FILES (Force retention/document filing)" in "PRINTER".

Using document filing in PC-Fax/PC-I-Fax mode

To use document filing in PC-Fax or PC-I-Fax mode, select document filing settings in the PC-Fax driver. For more information, see Help in the PC-Fax driver.

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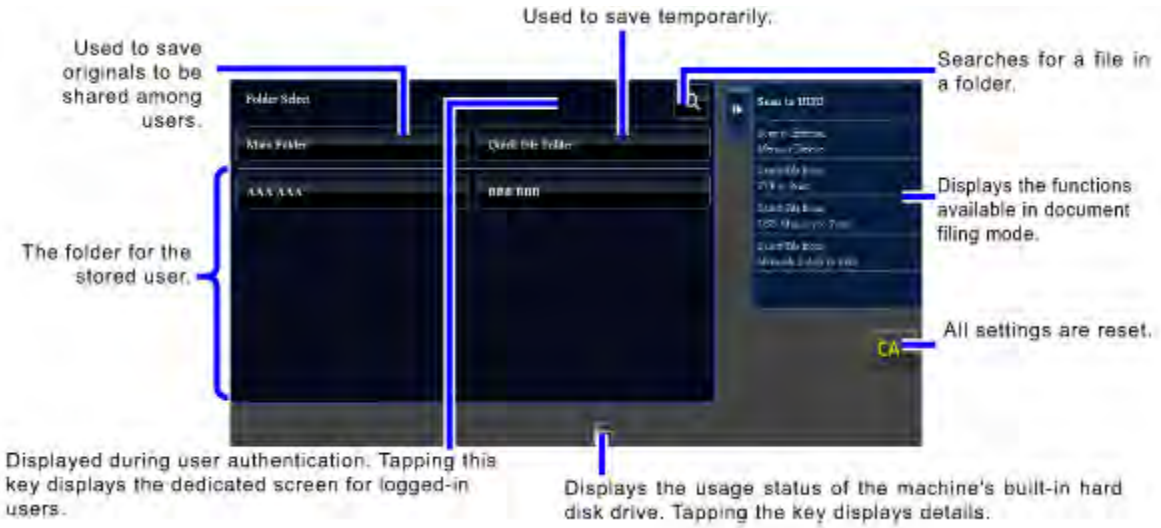
BASE SCREEN OF DOCUMENT FILING MODE



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QUICK FILE

Overview

This function allows you to store an original in copy mode or image send mode as an image file in the Quick File folder of the machine. The image file stored in quick file mode can be retrieved at a later time, allowing you to copy the document or transmit it in image send mode without having to locate the original.

When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.
User Name: User Unknown
File Name: Mode_Day-Month-Year_Hour-Minute-Second
(Example: Copy_20140404_112030)
Stored to: Quick File Folder
When user authentication is used, the user name that was used for login is automatically selected
Only the file name and location of a file stored in the Quick File folder can be changed as required.

To delete all files in the Quick File folder with the exception of protected files:
In "Setting mode", select [System Settings] → [Document Filing Settings] → [Delete All Quick Files]. Configure settings to have all files deleted when the power is turned on as required.

Operation

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

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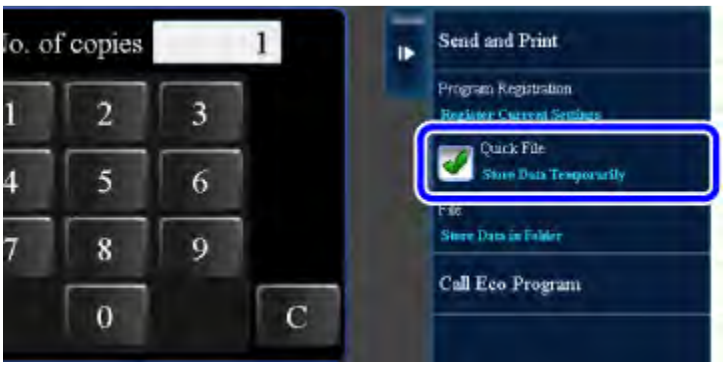
- SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL

2 Tap the [Quick File] key to enable ☑.

When a message relating to saving confidential information appears, tap the [OK] key.



3 Start a copy or image sending.

When the function is executed, the image data of the original is stored in the Quick File folder.

To prevent accidental saving of the file, the message "The scanned data is stored in the quick file folder." appears for 6 seconds (default setting) after the [Start] key ([Color Start] key or [B/W Start] key in copy mode) is tapped.
To change the message display time, select [System Settings] in "Setting mode"→[Operation Settings] → [Message Time Setting].

To cancel Quick File:
Tap the [Quick File] key to enable ☐.

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FILE

Overview

Tapping the [File] key of the document filing function when printing or transmitting an original in each mode allows you to store the original in the Main folder or stored Custom folder as a file simultaneously with printing or transmission. The stored file can be retrieved at a later time, allowing you to recopy or resend the original without having to locate it.

When a file is stored using File without appending file information, the following user name and file name are automatically assigned to the file.
User Name: User Unknown
File Name: Mode_Day-Month-Year_Hour-Minute-Second
(Example: Copy_20140404_112030)
Stored to: Main Folder

Operation

As an example, the procedure for using "File" in copy mode is explained below.

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL

Depending on the copy functions used, there are also cases where settings are required to be made before a preview is carried out.

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Tap the [File] key to append file information.

To select the user name, file name, folder, and property setting, see "File Information".

To save on the HDD:

- Changing the property
- Specifying a user name
- Assigning a file name
- Specifying the folder
- Creating PDF for PC browsing

To save in an external memory device:

- Assigning a file name
- Specifying the folder
- Creating PDF for PC browsing

After configuring the above settings, you will return to this screen. Go to the next step.
If you do not wish to assign a user name or other information to the file, go to the next step.

Tap OK.

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You will return to the base screen of copy mode and the [File] key will be highlighted.

4 Select copy settings and then tap the [Color Start] key or the [B/W Start] key.

- Simultaneously with starting copy, the original is stored as a file.
  The selected copy settings are also saved.
- For the procedure for placing the original, see step 1 in "SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL".

File Information

The procedure for detail settings is described below.
Specifying a property, user name, file name, and folder makes it easier to manage and search for a file. In addition, when [Confidential] is selected for Property and a password is established, other people will not be able to view the file without permission.

Changing the property

A protect setting can be selected for files saved with the document filing function. This prevents a file from being moved, or automatically or manually deleted.
Three properties are available for saved files: "Sharing", "Protect", and "Confidential". When saved with the "Sharing" property, a file is not protected. When saved with the "Protect" or "Confidential" property, a file is protected.
Files saved to the Quick File folder are all saved as "Sharing" files.
When a file is saved to the Main folder or a custom folder, "Sharing", "Protect" or "Confidential" can be selected.

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Sharing	A "Sharing" file can be changed to "Protect" or "Confidential" using "Property Change" in the Job Settings.
Protect	"Protect" does not require setting of a password, but prevents a file from being moved, deleted or edited. A password cannot be established. The icon appears with the mode icon in the file key of a protected file.
Confidential	To protect a "Confidential" file, a password is set. (The password must be entered to retrieve the file.) The icon appears with the mode icon in the file key of a confidential file.

Restrictions on changing the property

- A file that is set to "Sharing" can be changed to "Protect" or "Confidential" as required. However, a "Sharing" file that is saved in the Quick File folder can only be changed to "Protect".
- A file that is set to "Protect" can be changed to "Sharing" or "Confidential" as required. However, a "Protect" file that is saved in the Quick File folder can only be changed to "Sharing".
- A file that is saved in the Quick File folder cannot be changed to "Confidential". If the file is moved to the Main folder or a custom folder, the property can be changed to "Confidential".
- Two properties cannot be selected for a single file.

1 Select [Property] in the File Information screen.

2 When you have selected [Confidential], enter a password (32 digits) using the numeric keys.

Every time you enter one digit, " * " is displayed.

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Specifying a user name

1 Tap the [User Name] text box.

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not necessary.

The user name must first be stored by selecting [User Control] in "Setting mode" →[User List].

2 Tap the key of the user name.

Alternatively, you can select a user name by tapping the [Call with Registration Number] key and entering the user number. The user number must be first set by selecting [User Control] in "Setting mode" →[User List].

3 Tap OK.

The system goes back to the screen of step 1 to display the selected user name.

Assigning a file name

A file name can be assigned to the file.

1 Tap the [File Name] text box and enter the file name.

Enter a file name using up to 30 characters.

File Name

- If a file name that already exists is specified, a tilde and a serial number are added after the file name and this file is saved as a different file. The file name is not case-sensitive. For example, if the "test.txt" file already exists and you specify

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the "TEST.TXT" file, the file will be saved as "TEST.TXT~1" file.

- If the length of the file name exceeds the limit, excess characters will be omitted and a serial number will be added to the end of the file name.

Specifying the folder

Specify the folder for storing the file.

1 Tap the [Stored to] text box.

If a user name with a "My Folder" setting is selected, "My Folder" of that user will automatically be selected.

2 Tap the key of the folder ☒ where you want to store the file.

If a password has been set for the folder, a password entry screen appears. Enter the password (5 to 8 digits) using the numeric keys and tap the ☒.

Creating PDF for PC browsing

Tap the [Create PDF for PC Browsing] checkbox to ☑, and a public PDF for PC browsing will be created when the file is saved.

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SAVE ON HDD

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Scan to HDD] key on the action panel.

3 Specify the file name and a folder.

- For original scan settings, see the explanation of the copy or image send mode.
- If the original is 2-sided, be sure to tap the [Original] key and then tap the [2-Sided Tablet] key or the [2-Sided Booklet] key as appropriate for the original.

4 Tap the [Start] key to start scanning.

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A beep will sound to indicate that scanning and file store have ended.

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SAVE IN EXTERNAL MEMORY DEVICE

1 Place the original and tap the [Preview] key.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2 Tap the [Scan to External Memory Device] key on the action panel.

3 Specify the file name and a folder.

- For original scan settings, see the explanation of the copy or image send mode.
- If the original is 2-sided, be sure to tap the [Original] key and then tap the [2-Sided Tablet] key or the [2-Sided Booklet] key as appropriate for the original.

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4 Tap the [Start] key to start scanning.

A beep will sound to indicate that scanning and file store have ended.

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SEQUENCE FOR USING A STORED FILE

Overview

The screens and procedures differ depending on whether or not user authentication is enabled.
The sequence for using a stored file depending on the situation is explained.
For information on user authentication procedures, see "USER AUTHENTICATION" in "OPERATIONS COMMON TO ALL MODES" (User's Manual). For information on enabling user authentication and storing user names, see "User Control" in "SETTING MODE" (User's Manual).

Also in setting mode (Web version), you can use document filing. In setting mode (Web version), click [Document Operations] → [Document Filing], and then click the folder that contains the file you wish to use.
Also, you can show a preview of a stored file in setting mode (Web version).

Operation

1 Switch to document filing mode.

2 Select the file that you wish to retrieve.

When the folder is selected, the files in the folder will appear.
Select the file that you wish to retrieve.
Select a file from the thumbnail images of the stored files.

- FILE SELECTION SCREEN

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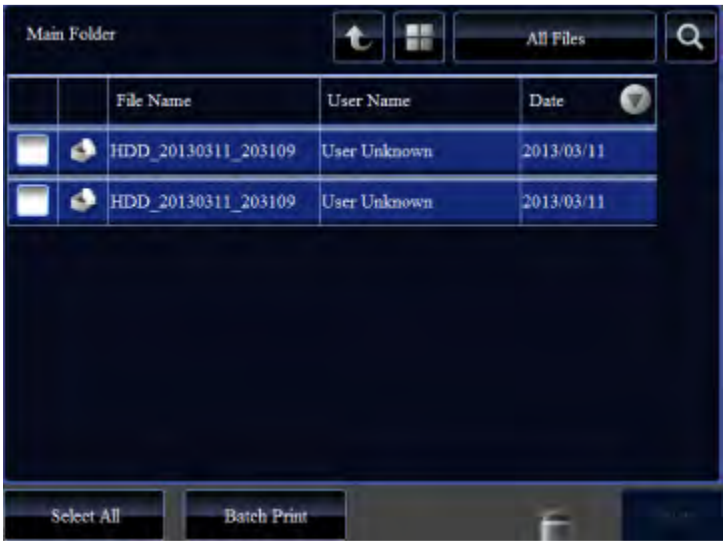
- SELECTING A FILE TO RETRIEVE

Retrieve a file using the search function.

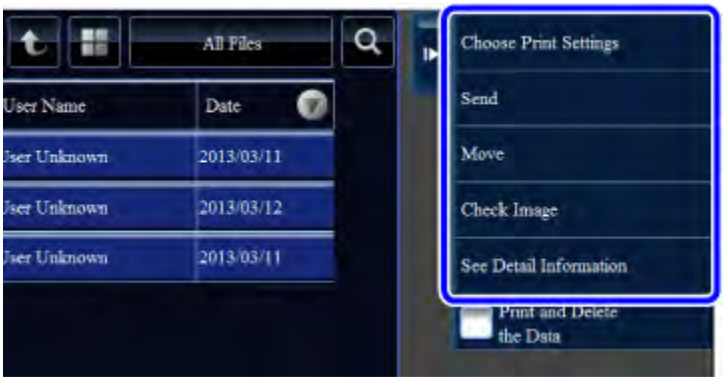
- FILE SEARCH AND RETRIEVAL



3 Select an operation item.

Select the desired operation and configure settings.

- FILE SELECTION SCREEN
- FILE PRINTING
- FILE TRANSMISSION
- FILE MOVING
- DELETE FILE
- FILE IMAGE CHECKING
- FILE MERGING



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FILE SELECTION SCREEN

The file selection screen can be displayed in "List screen" format or "Thumbnail screen" format to display thumbnail images of files.

List display mode

Thumbnail display mode

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Mode icons

	COPYING		Internet Fax Direct SMTP		Printer (RGB)
	Printer (CMYK)		Fax Send		Scan to E-mail
	File Store		Scan to FTP		Scan to Desktop
	Scan to Network Folder		PC-Fax Send		PC-I-Fax Send
	Edit (When different types of jobs such as copy and fax are combined)				

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SELECTING A FILE TO RETRIEVE

1 Tap the [HDD File retrieve] key.

When user authentication is enabled and "My Folder" is configured by selecting [User Control] in "Setting mode" → [User List], the custom folder specified as "My Folder" opens.

2 Tap the key of the folder that contains the desired file.

If the folder with a password is tapped, a password entry screen will appear.
Enter the password (Maximum of 8 digits) using the numeric keys and tap the ☒.

3 Tap the key of the desired file.

If the folder with a password is tapped, a password entry screen will appear.
Enter the password (Maximum of 32 digits) and tap the ☒.

- Tap the [Print Now] key to printed out the file with the settings used for its storage.
- Tap the [By Job Display] key to display the keys of a particular mode such as copy or scanner mode, enabling quick data search.
- Tap the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
- Select [User Control] in "Setting mode" → [Authority Group List]. Then, in authority group setting for the users who are currently logged in, select [Job Settings] → [Document Filing] and enable [Display only the Files of Logged-in Users] to display only files stored by the users who are currently logged in.

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FILE PRINTING

Overview

A file stored using document filing can be retrieved and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.

- A file saved in black and white or grayscale cannot be printed in color.
- The setting cannot be changed to "2in1" or "Pamphlet Copy" in a stored file.
- Printing is not available when a long-size document is saved in "Scan to HDD", "Scan to External Memory Device", "E-mail", "FTP/Desktop", or "Network Folder". Printing is available when the data saved in "E-mail", "FTP/Desktop", or "Network Folder" includes a "Fax" or "Internet Fax" broadcasting address.
- If print settings are changed when a stored file is printed, the only changed setting that can be stored is the number of prints.
- The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the stored file.

Operation

- Quick printing
- Changing settings before printing

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Quick printing

Prints a file with the various settings used when it was saved. Select a file and tap the [Print Now] key.
To delete data after printing, set the [Print and Delete the Data] checkbox to ☑.
To print the file in black and white, select the [Print B/W] checkbox ☑.

Changing settings before printing

After selecting the desired file, follow the steps below.

- SELECTING A FILE TO RETRIEVE

1 Tap the [Choose Print Settings] key.

2 Change the print settings.

For more information, see "OVERVIEW".

3 Select the [Delete] or [Print B/W] checkbox ☑ when needed.

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4 Tap the [Start] key.

The file will be printed.

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MULTI-FILE PRINTING

1 Select the keys of the multiple files that you wish to print.

- Confidential files cannot be printed simultaneously with other files.
- A file in the currently selected folder cannot be selected simultaneously with a file in a different folder.

- If the job type is changed with the [By Job Display] key or the screen is changed by being tapped while a file is selected, the selection of the file will be canceled.

2 Tap the [Print] key on the action panel.

3 When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to ☐.

When printing with the number of copies at data saving without specifying copies, go to step 5.

4 Use to specify the number of copies.

As required, directly tap the numeric value display key and change the value using the numeric keys.

5 To delete the file after printing, tap the [Delete] checkbox to set to ☑.

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6 **Tap the [Start] key to start printing.**

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BATCH PRINTING

Tap the [Batch Print] key.

Tap the [User Name] text box.

Select the user name.

After selecting the user name, tap ☒.

If you have selected [System Settings] in "Setting mode" →[Document Filing Settings] → [Batch Print Settings] and disabled the [Selection of [All Users] is not allowed.] checkbox and [Selection of [User Unknown] is not allowed.] checkbox, select the [All Users] key and [User Unknown] key.
If you tap the [All Users] key, all files in the folder (the files of all users) are selected.
If you tap the [User Unknown] key, all files in the folder with no user name specified are selected.

If a password has been established, tap the [Password] key.

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Enter the password (5 to 32 digits) and tap . Only files that have the same password will be selected.
If you do not wish to enter a password, go to the next step.

5 When not printing with the number of copies at data saving, tap the [Apply the Number from Stored Setting of Each Job.] checkbox to set to .

When printing with the number of copies at data saving, go to step 7.

6 Use to specify the number of copies.

As required, directly tap the numeric value display key and change the value using the numeric keys.

7 To automatically delete the file after printing, tap the [Delete] key.

8 Tap the [Start] key to start printing.

If there are no files that match the search conditions, you will return to the file list screen.

It the [Delete the Data] key on the action panel is tapped, all files that match the current search conditions will be deleted.

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FILE TRANSMISSION

Overview

The settings used when the file was stored with document filing are stored, and thus the file can be transmitted using those settings. If needed, you can also change the transmission settings to modify the retrieved file.

- A file saved in black and white or grayscale cannot be transmitted in color.
- A stored print job cannot be transmitted. (However, if the job has been filed by specifying retention in the printer driver, it can be transmitted as long as RGB is selected for "RIP format" in the [Printer Features] button setting in the [Advanced] tab.)

- These transmission methods require installation of the corresponding options.
- If any of the following other modes were included in the saved file, the file cannot be transmitted. "Pamphlet Copy", "Covers/Inserts", "Photo Repeat", "Multi-Page Enlargement", " 2in1" for copying.
- If any of the following other modes were included in the saved file, the file can be transmitted, but other functions cannot be executed. "Margin Shift", "Transparency Inserts", "Book Copy", "Tab Copy", "Stamp", all "Color Adjust" menu items, "Centering"

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- Depending on the reduction or enlargement ratio used when storing a file, it may not be possible to send the stored file using a selected resolution setting. In this event, try changing the resolution. However, when sending a stored file by Internet fax, transmission may not be possible even if the resolution is changed.

Operation

After selecting the desired file, follow the steps below.

- SELECTING A FILE TO RETRIEVE

1 Tap the [Send] key on the action panel.

2 Select settings for sending.

3 Tap the [Start] key.

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FILE MOVING

Overview

Changes the file storage location. (The file is moved to another folder.)

A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".

Operation

After selecting the desired file, follow the steps below.

- SELECTING A FILE TO RETRIEVE

1 Tap the [Move] key on the action panel.

2 Tap the [Move to:] key.

- A file cannot be moved to the Quick File folder. With this procedure, the original name is changed and the file is moved to the specified folder. (Unlike the "Save As" command on a

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computer, the file is not copied to the specified folder with the original file remaining in the original location.)

- To change the file name, tap the [File Name] key.

3 Tap the key of the folder to which you want to move the file.

If the folder with a password is tapped, a password entry screen will appear.
Enter the password (5 to 8 digits) using the numeric keys and tap the ⊠.

4 Tap the [Move] key.

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DELETE FILE

Overview

Stored files that are no longer required can be deleted.

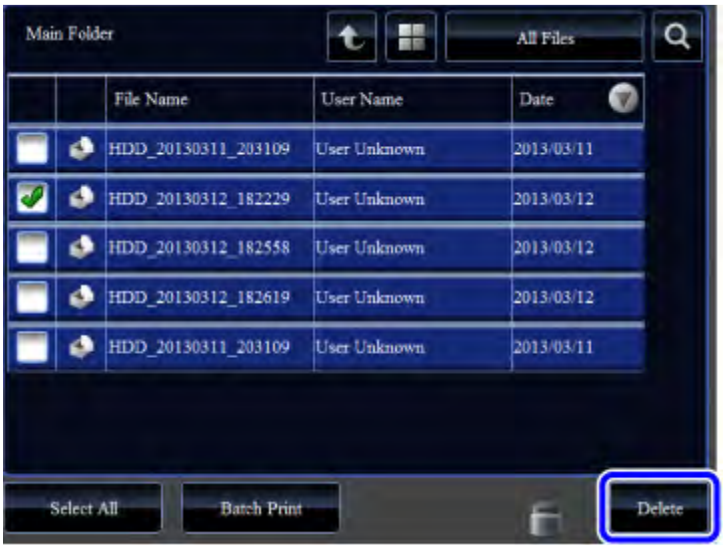
A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

Operation

After selecting the desired file, follow the steps below.

- SELECTING A FILE TO RETRIEVE

1 Tap the [Delete] key.



2 Check the file and then tap the [Yes] key.

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FILE IMAGE CHECKING

Overview

- Depending on the size of the image, part of the image may be clipped off in the image check screen on the touch panel.
- A preview image is an image for display on the touch panel. It will differ from the actual print result.
- The image check screen does not appear when multiple files are selected.
- The following data cannot be divided into chapters in edit mode.
  - Fax or Internet fax data
  - File-merged data
  - Long original data

Operation

After selecting the desired file, follow the steps below.

- SELECTING A FILE TO RETRIEVE

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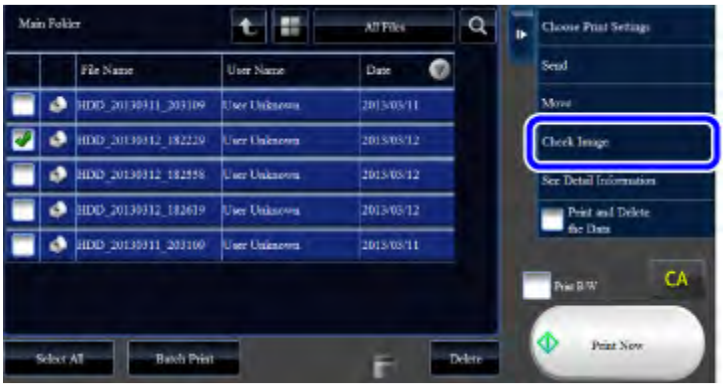
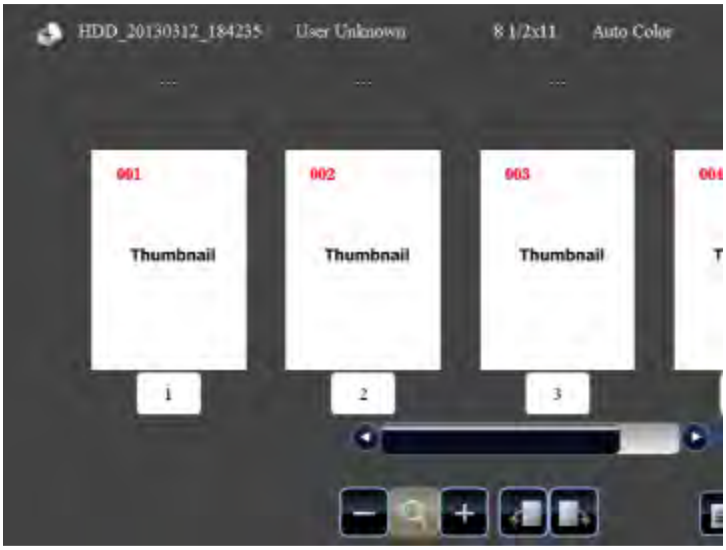
1 **Tap the [Check Image] key on the action panel.**



2 **Check the image of the file.**



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FILE MERGING

Overview

You can combine files that have been saved by Document Filing.

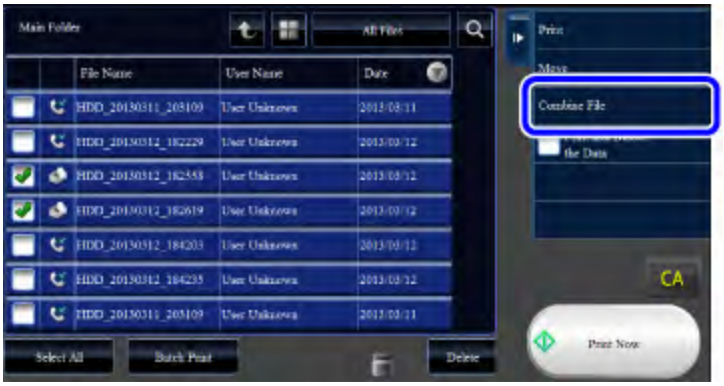
- If you have only selected a single file, the [File Merge] key is not displayed.
- The file name is a combination of "the first file name", "a tilde (~)", and "a serial number".
  As required, change the file name at a later time.

Operation

After selecting two desired files, follow the steps below.

- SELECTING A FILE TO RETRIEVE

1 Tap the [Combine File] key on the action panel.



2 Append file information.

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To select the user name, file name, folder, and property setting, see "File Information".

- Changing the property
- Specifying a user name
- Assigning a file name
- Specifying the folder
- Creating PDF for PC browsing

To delete the original file, select the [Delete] checkbox.

3 Tap the [Execute] key.

Combining of files starts, and after the processing is finished, the "Files combined." message appears.

To cancel the operation
Tap the [Cancel] key. Note that the operation cannot be canceled when the original file is being deleted after the files are combined.

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RETRIEVING AND USING A FILE FROM THE JOB STATUS SCREEN

Overview

Files stored using File and Quick File appear as keys in the job status complete screen.
This is convenient when you need to quickly print the saved data of a copy job or quickly send a saved fax to another destination.

Operation

1. **Tap the job status display.**

2. **Tap the tab with a file to be retrieved, and tap the [Complete] key.**

3. **Tap the key of the desired file from the completed job.**

   A file that has been processed by Quick File or File can be selected for a job in the retrieve operation.

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4 Tap the [Send] or [Choose Print Settings] key on the action panel.

- FILE TRANSMISSION
- FILE PRINTING

To view detailed information on a file, select the file, and then tap the [Check Details of Selected Job] key on the action panel.

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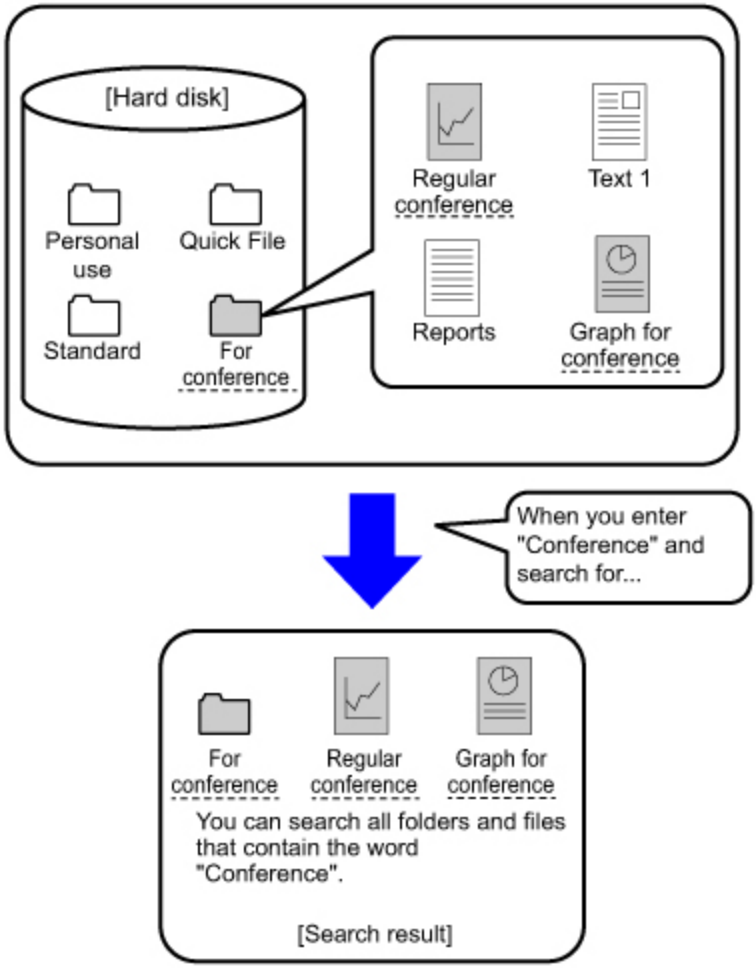
FILE SEARCH AND RETRIEVAL

Overview

When there are many stored files, it may take some time to locate a file. The search function of document filing mode can be used to find a file quickly.
Searching is possible even when you only know part of the file name or folder name. As required, a folder can also be specified as a search range.

Example: Only part of a file name is known: "Meeting"



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Operation

1 To search for a specific folder, tap its key.

If the folder with a password is tapped, a password entry screen will appear. Enter the password (5 to 8 digits) using the numeric keys.

2 Tap [🔍].

3 Select search conditions.

Tap each text box and set the search condition.
To search for the current folder, set the [Search Just Within the Folder] checkbox to ☑.

[User Name]
Search using the user name.
Select a user on the user selection screen that appears, and then tap ☒.

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[Login Name]
Search using the login name.
Enter the file name or folder name on the soft keyboard that appears and tap the [OK] key.
[File or Folder Name]
Search using the file name or folder name.
Enter the file name or folder name on the soft keyboard that appears and tap the [OK] key.
[Date]
Search using the date when the file was created.
When you have selected [Today] or [Date Set], set the time and date.

Tap the [Start Search] key.

A list of the files that match your search conditions will appear. Select the desired file from the list. The job settings screen will appear.
To return to the base screen of document filing mode, tap the [CA] key.
To return to the file search screen, tap the [Search Again] key.

- When you search using [File or Folder Name], custom folders that match the search characters will also appear in the list. When a folder key is tapped, a list of the files in the folder appears. Tap the desired file in the list.
- Also in setting mode (Web version), you can use the file search function. Click [Document Operations] in "Setting Mode (Web version)" →[Document Filing] → [Search].

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PRINTING AN EXTERNAL FILE

Overview

A file stored in the FTP server, USB memory device, or network folder of a PC can be printed. The file can also be modified before printing by changing the print settings.

On the action panel, tap the [Select File from FTP to Print], [Select File from USB Memory to Print] or [Select File from Network Folder to Print] key.

Operation

- Printing a file on an FTP server
- Printing a file in a USB memory
- Printing a file in the network folder of a PC

Printing a file on an FTP server

1 Tap the [Select File from FTP to Print] key on the action panel.

2 Select an FTP server.

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3 Select a file or folder.

4 Change the print settings.

For more information, see "FILE PRINTING".

5 Select the [Delete] or [Print B/W] checkbox when needed.

To fit the image to the paper size when printing, select the [Fit To Page] checkbox.
To print a color image in black and white when printing, select the [Print B/W] checkbox.

6 Tap the [Start] key to start file printing.

Printing a file in a USB memory

1 Tap the [Select File from USB Memory to Print] key on the action panel.

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2 Select a file or folder.

3 Change the print settings.

For more information, see "FILE PRINTING".

4 Select the [Delete] or [Print B/W] checkbox when needed.

To fit the image to the paper size when printing, select the [Fit To Page] checkbox.
To print a color image in black and white when printing, select the [Print B/W] checkbox.

5 Tap the [Start] key to start file printing.

Printing a file in the network folder of a PC

1 Tap the [Select File from Network Folder to Print] key on the action panel.

2 Select a workgroup.

When you tap the [Direct Input of Folder Path] key in the action panel and enter the path to a folder on the keyboard, the folder having that path appears.
Go to step 4.

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3 Select an FTP server.

(A) Displays the workgroup selection screen.

4 Select a network folder.

(A) Displays the workgroup selection screen.
(B) Displays the server selection screen.

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5 Select a file or folder.

When the file (D) is tapped, the print screen appears.
(A) Displays the first level of the network folder. This does not appear if there is just one upper level.
(B) Displays folders one level above.
(C) Displays folders.
(D) Displays the print screen.

6 Change the print settings.

For more information, see "FILE PRINTING".

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7 Select the [Delete] or [Print B/W] checkbox when needed.

To fit the image to the paper size when printing, select the [Fit To Page] checkbox.

To print a color image in black and white when printing, select the [Print B/W] checkbox.

8 Tap the [Start] key to start file printing.

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "SETTING MODE"

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SETTING MODE

Overview

Use "Setting mode" to configure the system settings of the machine. This mode allows management of various functions that will make it easier to use the machine, such as default registration for each function, network connection setting, and log check of operation status.
Setting mode can also be selected using the Web browser by accessing the machine from a PC connected to the same network as the machine.
This section explains the settings that can be controlled from the touch panel of the machine.

- **Administrator password**

  To maintain security, the machine administrator should promptly change the password after the machine is purchased. (For the default administrator password, see Quick Start Guide.) To change the password, see "CHANGE PASSWORD".
  * To ensure a high level of security, change the password at regular intervals.

  For fax settings, see "SETTING MODE FOR FAX".

Operation

- Displaying the setting mode on the machine
- Displaying the setting mode (Web version)

Displaying the setting mode on the machine

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Tap the [Settings] key.

Tap the [Settings] key on the home screen.

The setting mode screen appears on the touch panel.

The setting menu appears on the left side of the displayed screen. Tap the setting in the menu that you want to configure.

- To quit the setting mode, tap the [Exit] key in the upper right corner of the screen.
- For details on login procedures when user authentication is enabled, see "User authentication" of the "OPERATIONS COMMON TO ALL MODES".

Displaying the setting mode (Web version)

When the machine is connected to the network, access the built-in Web server of the machine using the PC's Web browser.
From the setting mode of the machine, print the IP address of the machine and enter the address on the PC's Web browser.

Tap the [Settings] key.

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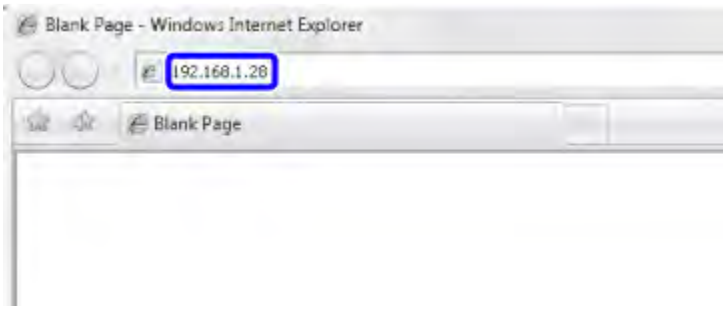
2 From the menu, tap [System Settings] → [Print Data List].

3 Tap the [Print] key on the [All Custom Setting List].

Check the IP address on the printed list.

4 Start the Web browser on the PC, and enter the IP address of the machine.

Start a Web browser on a PC on the same network the machine is on, and enter the IP address of the machine.



Recommended Web browsers:

Internet Explorer: 6.0 or later (Windows®)

Netscape Navigator: 9 (Windows®)

Firefox: 2.0 or later (Windows®)
Safari: 1.5 or later (Macintosh)

Displaying the Setting mode (Web version).

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Depending on the machine settings, user authentication may be required to display the setting mode (Web version). For password and other information required for user authentication, contact the administrator of the machine.

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TOP PAGE

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Status			
● Machine Identification	-	No	Yes

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STATUS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Status			
● Device status	-	Yes	Yes
● Network status	-	Yes	Yes
● Power reset	-	No	Yes

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ADDRESS BOOK

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Address Book	-	Yes	Yes
● Category Setting	Category 1	Yes	Yes
● Global Address Book	-	No	Yes

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DOCUMENT OPERATIONS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Document Operations*			
● Document Filing		Yes	Yes
▶ Quick File Folder	-	Yes	Yes
▶ Main Folder	-	Yes	Yes
▶ Custom Folder	-	Yes	Yes
▶ Search	-	Yes	Yes
▶ File Batch Print	-	Yes	Yes
● Filing Data Backup	-	No	Yes
▶ Export Settings	-	No	Yes
▶ Import Settings	-	No	Yes
● Submit Print Job	-	Yes	Yes

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▶ Print Settings	-	Yes	Yes

* This cannot be set on the machine. Select [Document Operations] in Setting mode (Web version). (Some items require administrative rights.)

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USER CONTROL

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ User Control			
● User List	-	No	Yes
▶ Custom Index	-	No	Yes
● Default Settings		No	Yes
▶ User Authentication	-	No	Yes
◆ User Authentication	Disabled	No	Yes
◆ Authentication Method Setting	Authenticate a User by Login Name and Password	No	Yes
◆ Device Account Mode Setting	Disabled	No	Yes
▶ Actions when the limit of pages for output jobs	Job is Completed even when the Limit of Pages is Reached	No	Yes
▶ A Warning when Login Fails	Disabled	No	Yes

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▶ Disable Printing by Invalid User	Disabled	No	Yes
▶ Automatically print stored jobs after login	Disabled	No	Yes
▶ Default Network Authentication Server Setting	-	No	Yes
▶ Perform LDAP server access control	Disabled	No	Yes
▶ Display Usage Status after Login	Enabled	No	Yes
▶ Login name display	Display login name.	No	Yes
▶ Include job status in user authentication	Disabled	No	Yes
▶ Automatic Logout Setting	Enabled (60 sec)	No	Yes
▶ Making the Login Name Case Sensitive	Enable	No	Yes
▶ Edit help display of login screen	-	No	Yes
▶ User Information Print	-	No	Yes
▶ Release the Lock on Machine Operation Panel	-	No	Yes
▶ Reset Counter After Sending E-mail Status	-	No	Yes
● Organization /Group List	-	No	Yes

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● Page Limit Group List	-	No	Yes
● Machine Page Limit Setting	-	No	Yes
● Authority Group List	-	No	Yes
● Favorite Operation Group List *1	-	No	Yes
● Customized Key List *1	-	No	Yes
● Home Screen List *1	-	No	Yes
● User Count			
▶ View User Count	-	No	Yes
▶ Save user count *1	-	No	Yes
● Card Area Settings		No	Yes
▶ Import from Configuration file	-	No	Yes
▶ Card Scan Test	-	No	Yes
▶ Check Facility Code in HID Mode	Disabled	No	Yes
● Card Type/Card Reader Settings		No	Yes
▶ Card Type / Card Reader	-	No	Yes
▶ Use IC Card for Authentication	Disabled	No	Yes

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▶ Card Reader Device Registration	-	No	Yes

*1 This cannot be set on the machine. Select [User Control] in Setting mode (Web version).

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BILLING CODE SETTING

Overview

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Setting items	Factory default setting	U	A
■ Billing Code Setting			
● Main Code List	-	○	○
● Sub Code List	-	○	○
● Administration Settings	-	×	○
▶ Use Billing Code	Disable	×	○
▶ Use Code Settings	usecode	×	○
▶ Take Over Billing Code at Mode Transition	Disable	×	○
▶ Disabling of Change of Billing Code	Disable	×	○
▶ Apply Use Code While Logged in with Device Account	Disable	×	○
▶ Exception Setting for Billing Code Function		×	○

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◆ Application Name registered as Standard Application	All Invalid	×	○
◆ Web Browse*	Disable	×	○
▶ Billing Code Display Name Setting		×	○
◆ Main Code Display Name	Default	×	○
◆ Sub Code Display Name	Default	×	○

* Displayed when the Web Browsing Expansion Kit is installed.

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SYSTEM SETTINGS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Total Count

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Total Count	-	Yes	Yes
▶ Job Count	-	Yes	Yes
▶ Device Count	-	Yes	Yes

Default Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Default Settings		Yes	Yes
▶ Clock Adjust		Yes	Yes
◆ Specify Time Zone	-	Yes	Yes

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◆ Date&Time Settings	-	Yes	Yes
◆ Synchronize with Internet Time Server	Disabled	Yes	Yes
▶ Daylight Saving Time Setting	Disabled	Yes	Yes
▶ Date Format	[MM/DD/YYYY], [/], [Last], [12-Hour]	Yes	Yes
▶ Keyboard Select	English (US)	Yes	Yes

List Print (User)

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● List Print (User)		Yes	Yes
▶ All Custom Setting List	-	Yes	Yes
▶ Printer Test Page	-	Yes	Yes
▶ Sending Address List	-	Yes	Yes
▶ Document Filing Folder List	-	Yes	Yes

Paper Tray Settings

U: General user; A: System administrator/Administrator

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Item	Factory default setting	U	A
● Paper Tray Settings		Yes	Yes
▶ Auto Switching of Tray	Enabled	Yes	Yes
▶ Tray 1	Plain, Auto-Inch	Yes	Yes
▶ Tray 2		Yes	Yes
▶ Tray 3*1,*2	Plain, Auto-Inch*2	Yes	Yes
	Plain, 8-1/2" x 11"*3		
▶ Tray 4*1,*2	Plain, Auto-Inch*2	Yes	Yes
	Plain, 8-1/2" x 11"*3		
▶ Tray 5*3	Plain, 8-1/2" x 11" (A4)	Yes	Yes
▶ Bypass	Plain, Auto-Inch	Yes	Yes
▶ Custom Size Registration (Bypass)	Custom 1 to 7: X = 17", Y = 11"	Yes	Yes

*1 When a paper drawer is installed
*2 When a large capacity drawer is installed
*3 When a large capacity tray is installed

Paper Type Registration

U: General user; A: System administrator/Administrator

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Item	Factory default setting	U	A
● Paper Type Registration	-	Yes	Yes

Fax Data Receive/Forward

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Fax Data Receive/Forward*1, *2		Yes	Yes
▶ Internet Fax Settings*1		Yes	Yes
◆ Reception Start	-	Yes	Yes
◆ Manual Reception Key in Initial Screen	Enabled	Yes	Yes
◆ Forward Received Data	-	Yes	Yes

*1 When the Internet fax expansion kit is installed.
*2 When the facsimile expansion kit is installed.

Printer Condition Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Printer Condition Settings		Yes	Yes

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▶ Condition Settings		Yes	Yes
◆ Copies	1 sets of copies	Yes	Yes
◆ Orientation	Portrait	Yes	Yes
◆ Default Paper Size	8-1/2" x 11" (A4)	Yes	Yes
◆ Default Output Tray	Varies depending on the machine configuration	Yes	Yes
◆ Default Paper Type	Plain Paper	Yes	Yes
◆ Initial Resolution Settings	600 dpi (High Quality)	Yes	Yes
◆ Disable Blank Page Print	Disabled	Yes	Yes
◆ Line Thickness	5	Yes	Yes
◆ 2-Sided Print	1-Sided	Yes	Yes
◆ Color Mode	Auto	Yes	Yes
◆ N-Up Print	1-Up	Yes	Yes
◆ Fit To Page	Enabled	Yes	Yes
◆ Output	Varies depending on the machine configuration	Yes	Yes
• Print per Unit	Enabled	Yes	Yes
• Staple Position*1	Disabled	Yes	Yes
• Punch*2	Disabled	Yes	Yes

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◆ Quick File	Disabled	Yes	Yes
▶ PCL Settings		Yes	Yes
◆ PCL Symbol Set Setting	PC-8	Yes	Yes
◆ PCL Font Setting	Internal Font, 0: Courier	Yes	Yes
◆ PCL Line Feed Code	0.CR=CR; LF=LF; FF=FF	Yes	Yes
◆ Wide A4	Disabled	Yes	Yes
▶ PostScript Settings		Yes	Yes
◆ Print PS Error	Disabled	Yes	Yes
◆ Binary Processing	Disabled	Yes	Yes

*1 When a saddle finisher or finisher is installed.
*2 When a punch module is installed.

Document Filing Control

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Document Filing Control	-	Yes	Yes

USB-Device Check

U: General user; A: System administrator/Administrator

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Item	Factory default setting	U	A
● USB-Device Check	-	Yes	Yes
● Devices Recognized	-	Yes	Yes
● Driver	-	Yes	Yes

Operation Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Operation Settings		No	Yes
◆ Enlarge Display Mode	Disabled	No	Yes
◆ Keys Touch Sound	Middle	No	Yes
• Key Touch Sound at Initial Point	Disabled	No	Yes
◆ Auto Clear Setting	60 seconds	No	Yes
• Cancel Auto Clear Timer	Disabled	No	Yes
◆ Message Time Setting	6 seconds	No	Yes
◆ MFP Display Language Setting	American English	No	Yes
◆ Default Display Settings	Home Screen	No	Yes

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◆ Display Favorite Menus as Default	Disable	No	Yes
◆ Display Action Panel as default.	Enabled	No	Yes
◆ Disabling of Job Priority Operation	Disabled	No	Yes
◆ Disabling of Bypass Printing	Disabled	No	Yes
◆ Key Operation Setting	0.0 seconds	No	Yes
• Disable Auto Key Repeat	Disabled	No	Yes
• Time for Accepting Key Entry of Long Touch	0.5 seconds	No	Yes
• Double Tap Interval Setting	0.5 seconds	No	Yes
◆ Disabling of Clock Adjustment	Disabled	No	Yes
◆ Disabling of Covers/Inserts Mode	Disabled	No	Yes
◆ Set Keyboard Priority*1	External Keyboard*1	No	Yes
◆ Display current path in System Settings	Enabled	No	Yes
◆ Enable link of current path	Enabled	No	Yes

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◆ Eco Recommendation Function	Disabled	No	Yes
◆ Initial Original Count Setting	All Invalid	No	Yes
◆ Unify 10-key number in ascending order from upper left	Disabled	No	Yes
◆ MFP Display Pattern Setting	Pattern 1	No	Yes
▶ Preview Setting		No	Yes
◆ Received Data Image Check Setting	Disabled	No	Yes
◆ Default List/Thumbnail Display		No	Yes
• Fax/I-Fax Reception Data	Thumbnail	No	Yes
◆ File Retrieve of Document Filing		No	Yes
• Main Folder/Quick File Folder	List	No	Yes
• Custom Folder	List	No	Yes
▶ Remote Operation Settings		No	Yes
◆ Remote Software Operation		No	Yes
• Operational Authority	Prohibited	No	Yes

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• View Password Entry Screen	Display in Both PC and MFP	No	Yes
◆ Operation from Specified PC		No	Yes
• Operational Authority	Prohibited	No	Yes
• Hostname or IP Address of PC	-	No	Yes
• View Password Entry Screen	Display in Both PC and MFP	No	Yes
◆ Operation by User Who Has Password		No	Yes
• Operational Authority	Prohibited	No	Yes
• View Password Entry Screen	Display in Both PC and MFP	No	Yes
▶ Cookie Settings	Not stored	No	Yes
▶ Soft Keyboard Template Setting	-	No	Yes
▶ Customized Key Setting*2		No	Yes
▶ Mode Key Display Setting	-	No	Yes
▶ Home Screen Registration	-	No	Yes
▶ Home Screen Settings*2	-	No	Yes

*1 When an external keyboard is not installed. : Soft Keyboard
*2 This cannot be set on the machine. It can be set in Setting mode (Web version).

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Device Control

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Device Control		No	Yes
▶ Original Size Detector Setting		No	Yes
◆ Original Detection Size Combination	Inch-1	No	Yes
◆ Cancel Detection at Document Glass	Disabled	No	Yes
▶ Disabling of Document Feeder	Disabled	No	Yes
▶ Original Feeding Mode	All Disabled	No	Yes
▶ Disabling of Duplex	Disabled	No	Yes
▶ Disabling of Large Capacity Cassette*1	Disabled	No	Yes
▶ Disabling of Optional Paper Drawer*2	Disabled	No	Yes
▶ Disabling of Tray Setting	Disabled	No	Yes
▶ Disabling of Finisher*3	Disabled	No	Yes
▶ Disabling of Offset	Disabled	No	Yes

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▶ Disabling of Stapler*3	Disabled	No	Yes
▶ Saddle Stitch Position Adjust*4	0.0 mm (1/2")	No	Yes
▶ Disabling of Punch*5	Disabled	No	Yes
▶ Disabling of Color Mode*6	Disabled	No	Yes
▶ Auto Paper Selection Setting	Plain Paper	No	Yes
▶ Tandem Connection Setting		No	Yes
◆ IP Address of Slave Machine	0.0.0.0	No	Yes
◆ Port Number	50001	No	Yes
◆ Tandem Mode		No	Yes
• Disabling of Master Machine Mode	Disabled	No	Yes
• Disabling of Slave Machine Mode	Disabled	No	Yes
• Auto Switching of Finisher Trays*7	Enable	No	Yes
▶ Detect Standard in Auto Color Mode	3 (Normal)	No	Yes
▶ Registration Adjustment	-	No	Yes
▶ Optimization of Hard Disk	-	No	Yes

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▶ Fusing Cleaning Mode	-	No	Yes
▶ Fusing Control Settings		No	Yes
◆ Paper Weight	16 to 23 lbs. (60 to 89g/m^2)	No	Yes
▶ List Prints	One Sided	No	Yes
▶ Black Streak Reduction	Disable	No	Yes
▶ Display warning message f or black streaks detection.	Disable	No	Yes

*1 When a large capacity tray is installed
*2 When a paper drawer is installed
*3 When a saddle finisher or finisher is installed
*4 When a saddle finisher is installed
*5 When a punch module is installed
*6 When a color-related problem has occurred
*7 When a saddle finisher (large stacker) or finisher (large stacker) is installed

Copy Function Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Copy Function Settings		No	Yes
▶ Initial Status Settings		No	Yes
◆ Color Mode	Full Color	No	Yes

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◆ Paper Tray	Varies depending on the machine configuration	No	Yes
◆ Exposure Type	Auto	No	Yes
◆ Copy Ratio	100%	No	Yes
◆ 2-Sided Copy	1-Side to 1-Side	No	Yes
◆ Output	Varies depending on the machine configuration	No	Yes
• Offset	Enabled	No	Yes
▶ Copy Settings		No	Yes
◆ Copy Exposure Adjustment		No	Yes
• Color	Document Glass: 5 (Normal) Document Feeder: 5(Normal)	No	Yes
• B/W	Document Glass: 5 (Normal) Document Feeder: 5(Normal)	No	Yes
◆ Rotation Copy Setting	Rotation copy	No	Yes
◆ Add or Change Extra Preset Ratios	-	No	Yes
◆ Setting a Maximum Number of Copies	999	No	Yes
◆ Initial Margin Shift Setting		No	Yes

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• Side 1	1/2"	No	Yes
• Side 2	1/2"	No	Yes
◆ Erase Width Adjustment		No	Yes
• Edge Clearance Width	1/2"	No	Yes
• Center Clearance Width	1/2"	No	Yes
◆ Initial Multi Shot Setting	Disabled	No	Yes
• Layout	Left to Right/Right, and Down	No	Yes
• Border	No Print	No	Yes
◆ Card Shot Settings		No	Yes
• Original Size	X: 3-3/8", Y: 2-1/8"	No	Yes
• Fit to Page	Disabled	No	Yes
◆ Automatic Saddle Stitch*1	Enabled	No	Yes
◆ Initial Tab Copy Setting	1/2"	No	Yes
◆ Disabling of Registration/Deletion of Program	Disabled	No	Yes
◆ Disabling of Bypass-Tray in Duplex Copy	Disabled	No	Yes
◆ Disabling of Auto Paper Selection	Disabled	No	Yes

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◆ Auto Selection Setting of Tray that is Supplied the Paper	Disabled	No	Yes
◆ Disabling Registration of Custom Image	Disabled	No	Yes
◆ Disabling sending while c opying	Disabled	No	Yes
◆ B/W 600 dpi x 600 dpi S canning Mode for Docum ent Feeder*2	Disabled	No	Yes
◆ B/W Quick Scan from Do cument Glass	Enabled	No	Yes
◆ Auto Clear Before Copy J ob	Disabled	No	Yes
▶ Color Adjustments		No	Yes
◆ Initial Color Balance Setti ng	Factory default stat e	No	Yes
◆ Auto Color Calibration	-	No	Yes

*1 When a saddle finisher is installed
*2 MX-4141N/MX-5141N Only

Printer Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A

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● Printer Settings		No	Yes
▶ Default Settings		No	Yes
◆ Prohibit Notice Page Printing	Enabled	No	Yes
◆ Prohibit Test Page Printing	Disabled	No	Yes
◆ A4/Letter Size Auto Change	Disabled	No	Yes
◆ Print Density Level		No	Yes
• Color	3 (Normal)	No	Yes
• B/W	3 (Normal)	No	Yes
◆ CMYK Exposure Adjustment	All 0	No	Yes
◆ Bypass Tray Settings		No	Yes
• Enable Detected Paper Size in Bypass Tray	Disabled	No	Yes
• Enable Selected Paper Type in Bypass Tray	Enabled	No	Yes
• Exclude Bypass-Tray from Auto Paper Select	Disabled	No	Yes
◆ Job Spool Queuing	Enabled	No	Yes
◆ Prohibit USB Memory Direct Print	Disabled	No	Yes

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◆ Disabling of Network Folder Direct Print	Disabled	No	Yes
◆ Disabling sending while printing	Disabled	No	Yes
▶ Interface Settings		No	Yes
◆ Hexadecimal Dump Mode	Disabled	No	Yes
◆ I/O Timeout	60 seconds	No	Yes
◆ Enable USB Port	Enabled	No	Yes
◆ USB Port Emulation Switching	Auto	No	Yes
◆ Enable Network Port	Enabled	No	Yes
◆ Network Port Emulation Switching	Auto	No	Yes
◆ Port Switching Method	Switch at End of Job	No	Yes
▶ Auto Color Calibration	-	No	Yes

Image Send Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Image Send Settings		No	Yes

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▶ Operation Settings		No	Yes
◆ Default Settings		No	Yes
• Hold settings for a while after scanning has been completed.	Disabled	No	Yes
• Default Display Settings	E-mail (fax when fax is installed)	No	Yes
• Address Book Default Selection		No	Yes
– Apply Addresses of Sending Modes Only	Enabled	No	Yes
– Higher priority is given to the display of address book.	Disable	No	Yes
• Category Displayed as Default	None	No	Yes
• Display all address type regardless of the mode being displayed currently.	Disabled	No	Yes
• Enlarge Address Book	Enabled	No	Yes
• Image Orientation	Portrait	No	Yes
• Initial Resolution Setting		No	Yes
– Scanner Common	Apply the Resolution Set when Stored: Disabled, 200 X 200 dpi	No	Yes

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– E-mail	Apply the Resolution Set when Stored: Disabled, 200 X 200 dpi	No	Yes
– Internet Fax*1	Apply the Resolution Set when Stored: Disabled, 200 X 100 dpi	No	Yes
– Fax*2	Apply the Resolution Set when Stored: Disabled, Standard	No	Yes
• Default Exposure Settings	Auto	No	Yes
• Default Original Image Type	Text	No	Yes
• Sharpness	3 (Normal)	No	Yes
• Contrast	3 (Normal)	No	Yes
• Sending the same image sent in Fax/I-Fax mode	Disabled	No	Yes
• Must Input Next Address Key at Broadcast Setting	Disabled	No	Yes
• Scan Complete Sound Setting	Middle	No	Yes
• Disable Switching of Display Order	Disabled	No	Yes

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• Hold Setting for Received Data Print	Disabled	No	Yes
• Default Verification Stamp*3	Disabled	No	Yes
• Erase Width Adjustment		No	Yes
– Edge Clearance Width	1/2"	No	Yes
– Center Clearance Width	1/2"	No	Yes
• Time Specified Output of Received Data	Disabled	No	Yes
◆ Enable/Disable Settings		No	Yes
• Settings to Disable Registration		No	Yes
– Disable Registering Destination from Operation Panel	All Invalid	No	Yes
– Disable Registering Destination on Web Page*4	All Invalid	No	Yes
– Disabling of Registration/Deletion of Program	Disabled	No	Yes
– Disable Registration of Memory Box	All Invalid	No	Yes

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– Disable Destination Registration Using Global Address Search[*4]	All Invalid	No	Yes
– Disable Registration Using Network Scanner Tools[*4]	Disabled	No	Yes
– Disabling of Forwarding via Network	Disabled	No	Yes
• Settings to Disable Transmission		No	Yes
– Disable [Resend] on Image Send Mode	Disabled	No	Yes
– Disable Selection from Address Book	All Invalid	No	Yes
– Disable Direct Entry	All Invalid	No	Yes
– Disable PC-I-Fax Transmission[*1]	Disabled	No	Yes
– Disable PC-Fax Transmission	Disabled	No	Yes
◆ Own Number and Name Set		No	Yes
• Sender Data Registration	-	No	Yes
• Registration of Own Name Select	-	No	Yes

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▶ Scan Settings		No	Yes
◆ Scan Settings		No	Yes
• Default Sender Set	-	No	Yes
• Default Color Mode Settings		No	Yes
− Scanner Common			
+ (No item)	Auto	No	Yes
+ (No item)	Grayscale	No	Yes
+ Disable Change of B/W Setting in Au to Mode	Disabled	No	Yes
− Common to E-mails			
+ (No item)	Auto	No	Yes
+ (No item)	Grayscale	No	Yes
+ Disable Change of B/W Setting in Au to Mode	Disabled	No	Yes
• Initial File Format Setting			
− Scanner Common		No	Yes
+ File Type	PDF	No	Yes
+ Black & White	MMR (G4)	No	Yes
+ Color/Grayscale	Middle	No	Yes

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Bk Letter Emphasis	Disabled	No	Yes
+ Specified Pages per File	Disabled	No	Yes
+ Number of Pages	1	No	Yes
− E-mail		No	Yes
+ File Type	PDF	No	Yes
+ Black & White	MMR (G4)	No	Yes
+ Color/Grayscale	Middle	No	Yes
Bk Letter Emphasis	Disabled	No	Yes
+ Specified Pages per File	Disabled	No	Yes
+ Number of Pages	1	No	Yes
• Compression Mode at Broadcasting		No	Yes
− Black & White	MH (G3)	No	Yes
− Color/Grayscale	Middle	No	Yes
Bk Letter Emphasis	Disabled	No	Yes
• Maximum Size of E-mail Attachments (E-mail)	Unlimited	No	Yes

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• Maximum Size of Data Attachments (FTP/Desktop/Network Folder)	Unlimited	No	Yes
• Bcc Setting		No	Yes
– Enable Bcc	Disabled	No	Yes
– Display Bcc Address on the Job Status Screen	Disabled	No	Yes
• Disable Scan Function		No	Yes
– PC Scan	Disabled	No	Yes
◆ Default Address Setting	Disabled	No	Yes
▶ Internet Fax Settings*1		No	Yes
◆ Default Settings		No	Yes
• Auto Wake Up Print	Enabled	No	Yes
• Compression Setting	MH (G3)	No	Yes
• Speaker Volume Setting		No	Yes
– Receive Signal	Middle	No	Yes
– Communication Error Signal	Middle	No	Yes
• Original Print on Transaction Report	Print Out Error Report Only	No	Yes
• Transaction Report Print Select Setting		No	Yes

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– Single Sending	Print Out Error Report Only	No	Yes
– Broadcasting	Print Out All Report	No	Yes
– Receiving	Do not Print	No	Yes
• Activity Report Print Select Setting		No	Yes
– Auto Print at Memory Full	Disabled	No	Yes
– Print Daily at Designated Time	Disabled	No	Yes
– Body Text Print Select Setting	Disabled	No	Yes
◆ Send Setting		No	Yes
• I-Fax Reception Report On/Off Setting	Disabled	No	Yes
• I-Fax Reception Report Request Timeout Setting	1 hour	No	Yes
• Number of Resend Times at Reception Error	2 times	No	Yes
• Maximum Size of E-mail Attachments	Unlimited	No	Yes
• Rotation Sending Setting	All Enabled	No	Yes

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• Printing Page Number at Receiver	Enabled	No	Yes
• Recall in Case of Line Busy	Recall. Times: 2, Interval: 3 minutes	No	Yes
• Recall in Case of Communication Error	Recall. Times: 1, Interval: 3 minutes	No	Yes
◆ Receive Settings		No	Yes
• Auto Receive Reduce Setting	Enabled	No	Yes
• Duplex Reception Setting	Disabled	No	Yes
• Set Address for Data Forwarding	-	No	Yes
– Direct SMTP	Disabled	No	Yes
– Add Hostname or IP Address Too	Disabled	No	Yes
– Hostname or IP Address	-	No	Yes
• Receiving Date & Time Print	Disabled	No	Yes
• A3 RX Reduce	Disabled	No	Yes
• POP3 Communication Timeout Setting	60 seconds	No	Yes

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• Reception Check Interval Setting	5 min.	No	Yes
• Fax Output Settings	Varies depending on the machine configuration	No	Yes
• Number of Prints	-	No	Yes
– Staple Settings	-	No	Yes
◆ Allow/Reject Mail or Domain Name Setting		No	Yes
• Allow/Reject Mail or Domain Name Setting	All Invalid	No	Yes

*1 When the Internet fax expansion kit is installed
*2 When the facsimile expansion kit is installed.
*3 When the verification stamp unit is installed
*4 When the network is enabled

Document Filing Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Document Filing Settings		No	Yes
◆ Default Mode Settings	Sharing Mode	No	Yes
◆ Sort Method Setting	Date	No	Yes
◆ Administrator Authority Setting		No	Yes
• Delete File	Disabled	No	Yes

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• Delete Folder	Disabled	No	Yes
• Change Password	Disabled	No	Yes
◆ Delete All Quick Files		No	Yes
• Delete Now	-	No	Yes
• Delete Quick Files at Power Up	Enabled	No	Yes
◆ Image Orientation	Portrait	No	Yes
◆ Default Color Mode Settings	Auto	No	Yes
◆ Default Exposure Settings	Auto	No	Yes
◆ Default Original Image Type	Text	No	Yes
◆ Initial Resolution Settings	600 X 600 dpi	No	Yes
◆ Scan Complete Sound Setting	Middle	No	Yes
◆ Default Output Tray*1	Varies depending on the machine configuration	No	Yes
◆ Disabling Text/Stamp printing at Reprint	Disabled	No	Yes
◆ Batch Print Settings		No	Yes

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• Selection of [All Users] is not allowed.	Enabled	No	Yes
• Selection of [User Unknown] is not allowed.	Enabled	No	Yes
◆ Erase Width Adjustment		No	Yes
• Edge Clearance Width	1/2"	No	Yes
• Center Clearance Width	1/2"	No	Yes
◆ Card Shot Settings		No	Yes
• Original Size	X: 3-3/8", Y: 2-1/8"	No	Yes
• Fit to Store Size	Disabled	No	Yes
◆ Setting of store/delete after file print	Store	No	Yes
▶ Scan to External Memory Device Setting		No	Yes
◆ Default Color Mode Settings	Auto	No	Yes
• Disable Change of B/W Setting in Auto Mode	Disabled	No	Yes
◆ Initial File Format Setting		No	Yes
• File Type	PDF	No	Yes
• Black & White	MMR (G4)	No	Yes

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• Color/Grayscale	Compression Ratio: Middle	No	Yes
• Emphasize Black Letter	Disabled	No	Yes
◆ Specified Pages per File	Disabled	No	Yes
◆ Default Exposure Settings	Auto	No	Yes
◆ Default Original Image Type	Auto	No	Yes
◆ Initial Resolution Settings	200 X 200 dpi	No	Yes
◆ Disable Storing to External Memory Device	Disabled	No	Yes
▶ Default Setting of PDF Format for PC Browsing		No	Yes
◆ Black & White		No	Yes
• Compression Mode	MMR (G4)	No	Yes
◆ Color/Grayscale		No	Yes
• Compression Ratio	Middle	No	Yes
◆ Copy	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200dpix200dpi	No	Yes
◆ Printer	Disabled	No	Yes

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• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200dpix200dpi	No	Yes
◆ Scanner	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200dpix200dpi	No	Yes
◆ Internet Fax	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200dpix100dpi	No	Yes
◆ Fax	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	Standard	No	Yes
◆ Scan to HDD	Disabled	No	Yes
• Apply the resolution at job execution	Disabled	No	Yes
• Resolution	200dpix200dpi	No	Yes
▶ Document Output Options		No	Yes
◆ Print		No	Yes

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• Copy	Enabled	No	Yes
• Printer	Enabled	No	Yes
• Scan Send	Disabled	No	Yes
• Internet Fax Send (Including PC-I-Fax) *2	Disabled	No	Yes
• Fax Send (Including PC-Fax)3*	Disabled	No	Yes
• Scan to HDD	Enabled	No	Yes
◆ Scan Send		No	Yes
• Copy	Disabled	No	Yes
• Printer	Disabled	No	Yes
• Scan Send	Enabled	No	Yes
• Internet Fax Send (Including PC-I-Fax) *2	Disabled	No	Yes
• Fax Send (Including PC-Fax)3*	Disabled	No	Yes
• Scan to HDD	Enabled	No	Yes
◆ Internet Fax Send*2		No	Yes
• Copy	Disabled	No	Yes
• Printer	Disabled	No	Yes

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• Scan Send	Disabled	No	Yes
• Internet Fax Send (Including PC-I-Fax)	Enabled	No	Yes
• Fax Send (Including PC-Fax)	Disabled	No	Yes
• Scan to HDD	Disabled	No	Yes
◆ Fax Send*3		No	Yes
• Copy	Disabled	No	Yes
• Printer	Disabled	No	Yes
• Scan Send	Disabled	No	Yes
• Internet Fax Send (Including PC-I-Fax) *2	Disabled	No	Yes
• Fax Send (Including PC-Fax)	Enabled	No	Yes
• Scan to HDD	Disabled	No	Yes
▶ Automatic Deletion of File Settings	All Invalid	No	Yes

*1 When the exit tray unit is installed.
*2 When the Internet fax expansion kit is installed.
*3 When the facsimile expansion kit is installed.

List Print (Administrator)

U: General user; A: System administrator/Administrator

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Item	Factory default setting	U	A
● List Print (Administrator)		No	Yes
▶ Administrator Settings List	-	No	Yes
▶ Image Sending Activity Report	-	No	Yes
▶ Data Receive/Forward List	-	No	Yes
▶ Web Settings List*1	-	No	Yes
▶ Metadata Set List*2	-	No	Yes

*1 When the network is enabled
*2 When the application integration module is installed

Sharp OSA Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Sharp OSA Settings		No	Yes
▶ External Account Setting		No	Yes
◆ External Account Control	Disabled	No	Yes
◆ Enable Authentication by External Server	Disabled	No	Yes
▶ USB Driver Settings		No	Yes

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◆ External Keyboard	Use internal driver	No	Yes
◆ Card Reader/Writer	Use internal driver	No	Yes
◆ USB Memory	Use internal driver	No	Yes
◆ Level of Encryption	None	No	Yes
▶ Job Priority Settings	-	No	Yes

Enable/Disable Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● ENABLE/DISABLE SETTINGS		No	Yes
▶ Printer Condition Settings		No	Yes
◆ Disable Blank Page Print	Disabled	No	Yes
▶ User Control		No	Yes
◆ Disabling of Printing by Invalid User	Disabled	No	Yes
▶ Operation Settings		No	Yes
◆ Cancel Auto Clear Timer	Disabled	No	Yes
◆ Disabling of Job Priority Operation	Disabled	No	Yes

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◆ Disabling of Bypass Printing	Disabled	No	Yes
◆ Disable Auto Key Repeat	Disabled	No	Yes
◆ Disabling of Clock Adjustment	Disabled	No	Yes
◆ Disabling of Covers/Inserts Mode	Disabled	No	Yes
▶ Device Control		No	Yes
◆ Disabling of Document Feeder	Disabled	No	Yes
◆ Disabling of Duplex	Disabled	No	Yes
◆ Disabling of Large Capacity Cassette[*1]	Disabled	No	Yes
◆ Disabling of Optional Paper Drawer[*2]	Disabled	No	Yes
◆ Disabling of Tray Setting	Disabled	No	Yes
◆ Disabling of Finisher[*3]	Disabled	No	Yes
◆ Disabling of Offset	Disabled	No	Yes
◆ Disabling of Stapler[*3]	Disabled	No	Yes
◆ Disabling of Punch[*4]	Disabled	No	Yes
◆ Disabling of Color Mode[*5]	Disabled	No	Yes

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◆ Disabling of Master Machine Mode	Disabled	No	Yes
◆ Disabling of Slave Machine Mode	Disabled	No	Yes
▶ Copy Function Settings		No	Yes
◆ Disabling of Registration/Deletion of Program	Disabled	No	Yes
◆ Disabling of Bypass-Tray in Duplex Copy	Disabled	No	Yes
◆ Disabling of Auto Paper Selection	Disabled	No	Yes
◆ Disabling Registration of Custom Image	Disabled	No	Yes
◆ Disabling sending while copying	Disabled	No	Yes
▶ Printer Settings		No	Yes
◆ Prohibit Notice Page Printing	Enabled	No	Yes
◆ Prohibit Test Page Printing	Disabled	No	Yes
◆ Exclude Bypass-Tray from Auto Paper Select	Disabled	No	Yes
◆ Disabling of USB Memory Direct Print	Disabled	No	Yes

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◆ Disabling of Network Folder Direct Print	Disabled	No	Yes
◆ Disabling sending while printing	Disabled	No	Yes
▶ Image Send Settings		No	Yes
• Disable Switching of Display Order	Disabled	No	Yes
• Disable Fax Broadcasting	Disabled	No	Yes
• Disable Scan Function	Disabled	No	Yes
◆ Settings to Disable Registration		No	Yes
• Disable Registering Destination from Operation Panel	All Invalid	No	Yes
• Disable Registering Destination on Web Page *6	All Invalid	No	Yes
• Disabling of Registration/Deletion of Program	Disabled	No	Yes
• Disable Registration of Memory Box	All Invalid	No	Yes
• Disable Destination Registration Using Global Address Search *6	All Invalid	No	Yes

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• Disable Registration Using Network Scanner Tools[*6]	Disabled	No	Yes
• Disabling of Forwarding via Network	Disabled	No	Yes
◆ Settings to Disable Transmission		No	Yes
• Disable [Resend] on Image Send Mode	Disabled	No	Yes
• Disable Selection from Address Book	All Invalid	No	Yes
• Disable Direct Entry	All Invalid	No	Yes
• Disable PC-I-Fax Transmission[*7]	Disabled	No	Yes
• Disable PC-Fax Transmission[*8]	Disabled	No	Yes
▶ Document Filing Settings		No	Yes
◆ Disabling Text/Stamp printing at Reprint	Disabled	No	Yes
◆ Batch Print Settings		No	Yes
• Selection of [All Users] is not allowed.	Enabled	No	Yes
• Selection of [User Unknown] is not allowed.	Enabled	No	Yes

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▶ Disable Storing to External Memory Device	Disabled	No	Yes
▶ Web Browsing Settings*9		No	Yes
◆ Disable URL Entry	Disabled	No	Yes
◆ Disable Additional Edit of Favorite	Disabled	No	Yes
◆ Disable Registration/Edit of Home Page	Disabled	No	Yes
◆ Disable Print from Web Browse Mode	Disabled	No	Yes
◆ Disable display of History	Disabled	No	Yes
▶ Security Settings		No	Yes
◆ Hidden Pattern Print Setting		No	Yes
• Disable Direct Entry	Disabled	No	Yes

*1 When a large capacity tray is installed
*2 When a paper drawer is installed
*3 When a saddle finisher or finisher is installed
*4 When a punch module is installed
*5 When a color-related problem has occurred
*6 When the network is enabled
*7 When the Internet fax expansion kit is installed
*8 When the facsimile expansion kit is installed.
*9 When the Web browsing expansion kit is installed

Data Backup

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U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Data Backup		No	Yes
▶ Storage Backup	-	No	Yes
▶ Device Cloning	-	No	Yes
▶ Forward Address Book	-	No	Yes

Product Key

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Product Key*		No	Yes
▶ Serial Number	-	No	Yes
▶ Barcode Font Kit	-	No	Yes
▶ Internet Fax Expansion Kit	-	No	Yes
▶ E-mail Alert and Status	-	No	Yes
▶ Application Integration Module	-	No	Yes
▶ XPS expansion kit	-	No	Yes

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▶ Web Browsing Expansion Kit	-	No	Yes

* It may not be possible to use some settings, depending on the peripheral devices installed.

Storing/Calling of System Settings

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
● Storing/Calling of System Settings		No	Yes
▶ Restore Factory Defaults	-	No	Yes
▶ Store Current Configuration	-	No	Yes
▶ Restore Configuration	-	No	Yes

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NETWORK SETTINGS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Network Settings			
● Quick Settings		No	Yes
▶ IPv4 Settings	-	No	Yes
▶ IPv6 Settings	-	No	Yes
▶ Network Name Settings	-	No	Yes
▶ DNS Settings	-	No	Yes
▶ SMTP Settings	-	No	Yes
▶ LDAP Settings	-	No	Yes
▶ Public Folder/NAS Settings	-	No	Yes
● General Settings		No	Yes
▶ General Settings		No	Yes
◆ Print Status on Startup	Disabled	No	Yes

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▶ Network Settings	-	No	Yes
▶ Reset the NIC	-	No	Yes
● Protocol Settings		No	Yes
◆ IPv4 Settings		No	Yes
• DHCP/BOOTP	Disabled	No	Yes
• RARP	Disabled	No	Yes
◆ IPv6 Settings		No	Yes
• IPv6	Disabled	No	Yes
• DHCPv6	Enabled	No	Yes
◆ Ping Command		No	Yes
▶ NetWare		No	Yes
◆ NetWare Settings		No	Yes
• NetWare	Disabled	No	Yes
• Frame Type	802.2	No	Yes
• Operation Mode	PSERVER	No	Yes
◆ PSERVER Settings	-	No	Yes
◆ RPRINTER Settings	-	No	Yes
▶ EtherTalk		No	Yes
◆ EtherTalk Settings		No	Yes

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• EtherTalk	Disabled	No	Yes
▶ NetBIOS		No	Yes
◆ NetBIOS Settings		No	Yes
• NBT/WINS	Disabled	No	Yes
● Services Settings		No	Yes
▶ DNS	-	No	Yes
▶ WINS	-	No	Yes
▶ SMTP	-	No	Yes
▶ SNMP	-	No	Yes
▶ Kerberos	-	No	Yes
▶ SNTP	-	No	Yes
▶ mDNS	-	No	Yes
● Print Port Settings		No	Yes
▶ LPD		No	Yes
◆ LPD Settings		No	Yes
• LPD	Enabled	No	Yes
• Timeout	0 seconds	No	Yes
• Use Banner	Disabled	No	Yes
▶ RAW		No	Yes

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◆ Raw Print Settings		No	Yes
• Raw Print	Enabled	No	Yes
• Port Number	9100	No	Yes
• Timeout	90 seconds	No	Yes
• Use Bidirectional	Disabled	No	Yes
▶ WSD		No	Yes
◆ WSD Settings		No	Yes
• WSD Print	Enabled	No	Yes
• Use Multicast Discovery	Enabled	No	Yes
● LDAP Settings		No	Yes
▶ LDAP Settings	Enabled	No	Yes
▶ Global Address Books List	-	No	Yes
● Public Folder/NAS Settings		No	Yes
▶ Public			
◆ Use of Storage	Allowed	No	Yes
▶ Shared			
◆ Use of Storage	Allowed	No	Yes
▶ faxreceive			

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◆ Use of Storage	Allowed	No	Yes
● Proxy Settings		No	Yes
▶ Proxy Server Address	-	No	Yes
▶ User Name	-	No	Yes
▶ Password	-	No	Yes
▶ Port Number	8080	No	Yes
▶ Address without using proxy	-	No	Yes
● Wireless Settings		No	Yes
▶ Wireless Settings	-	No	Yes
◆ Connection Type Switching	-	No	Yes
● HTTP Access Settings		No	Yes
▶ Number of Users who can log in at the Same Time	32	No	Yes
▶ Auto Logout Time	60	No	Yes
● View Login User	-	No	Yes

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APPLICATION SETTINGS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Application Settings			
● TEXT / IMAGE PRINTING	-	Yes	Yes
▶ Text Settings (Stamp)	-	Yes	Yes
▶ Custom Stamp	-	No	Yes
▶ Custom Watermark	-	No	Yes
● Network Scanner Settings	-	Yes	Yes
▶ Subject Name Settings	-	Yes	Yes
▶ File Name Settings	-	Yes	Yes
▶ Message Body Settings	-	Yes	Yes
▶ Administration Settings		No	Yes
◆ Advanced Settings		No	Yes
• Disable Selection of Reply-to	Disabled	No	Yes

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◆ File Naming		No	Yes
◆ Default Subject	Scanned image from: (Name)	No	Yes
◆ Add Job Information Automatically to the Mail Message Body	Enabled	No	Yes
◆ Add a Footer Automatically to the Mail Message Body	Disabled	No	Yes
◆ Mail Footer Registration	-	No	Yes
● Internet Fax Settings		No	Yes
▶ Receive Settings		No	Yes
◆ Internet fax reception	Enabled	No	Yes
◆ POP3 Server	-	No	Yes
◆ Port Number	110	No	Yes
◆ POP Authentication	Disabled	No	Yes
◆ User Name	-	No	Yes
◆ Password	-	No	Yes
◆ Change Password	Disabled	No	Yes
◆ POP3 Communication Timeout	60 seconds	No	Yes
◆ Reception Check Interval Setting	5 minutes	No	Yes

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◆ Enable SSL	Disabled	No	Yes
◆ Connection Test	-	No	Yes
▶ Default Settings		No	Yes
◆ I-Fax Own Name and Address Set		No	Yes
• Sender Name	-	No	Yes
• I-Fax Own Address	-	No	Yes
▶ Direct SMTP		No	Yes
◆ Port Number (Receive)	25	No	Yes
◆ Timeout	300	No	Yes
◆ Port Number (Send)	25	No	Yes
◆ Timeout	300	No	Yes
● Inbound Routing Settings	-	Yes	Yes
▶ Sender Number/Address Registration	-	Yes	Yes
▶ Administration Settings		No	Yes
◆ Inbound Routing Settings		No	Yes
• Inbound Routing	Disabled	No	Yes
• Disable Registration of Forward Table	Disabled	No	Yes

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• Disable Change/Delete of Forward Table	Disabled	No	Yes
• Disable Change of For ward Condition	Disabled	No	Yes
• Print Style Setting	Print at Error	No	Yes
◆ File Name Setting		No	Yes
• Preset of Character	-	No	Yes
• File Naming	-	No	Yes
• If received from a cont act registered in the a ddress book, sender's name is changed to co ntact's name.	Disabled	No	Yes
▶ Settings for HDD Storing of Received Data	-	No	Yes
● Document Administration Function		No	Yes
▶ Forwarding Destination Settings (Send Data)		No	Yes
◆ Forward Send Data	Disabled	No	Yes
◆ File Format	TIFF(Multi)	No	Yes
▶ Forwarding Destination Settings (Received Data)		No	Yes
◆ Forward Send Data	Disabled	No	Yes
◆ File Format	TIFF(Multi)	No	Yes

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● Metadata Setting		No	Yes
▶ Metadata Entry		No	Yes
◆ Metadata Delivery	Disabled	No	Yes
▶ Metadata Set List	-	No	Yes
● External Applications Settings			
▶ Standard Application Settings	-	No	Yes
▶ Received Application Settings	-	No	Yes
▶ External Accounting Application Settings		No	Yes
◆ External Account Control	Disabled	No	Yes
▶ Polling Setting	-	No	Yes
● Web Browsing Settings*		No	Yes
▶ How to handle Cookie?	Alert me	No	Yes
▶ Disable URL Entry	Disabled	No	Yes
▶ Disable Adding or Editing Favorites	Disabled	No	Yes
▶ Disable Registration/Edit of Home Page	Disabled	No	Yes
▶ Disable Print from Web Browse Mode	Disabled	No	Yes

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▶ Disable display of History	Disabled	No	Yes
▶ Use a Proxy Server	Disabled	No	Yes
▶ Always display Proxy Authe ntication Dialogue	Disabled	No	Yes
● USB Driver Settings		No	Yes
▶ External Keyboard	Uses internal driver	No	Yes
▶ Card Reader/Writer	Uses internal driver	No	Yes
▶ USB Memory	Uses internal driver	No	Yes
▶ Level of Encryption	None	No	Yes
● E-mail Print Settings		No	Yes
▶ E-mail Print Settings		No	Yes
◆ E-mail Print	Disabled	No	Yes
◆ POP3 Server	-	No	Yes
◆ Port Number	110	No	Yes
◆ POP Authentication	Disabled	No	Yes
◆ User Name	-	No	Yes
◆ Password	-	No	Yes
◆ Check Interval	5 minutes	No	Yes
◆ Enable SSL	Disabled	No	Yes

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◆ Connection Test	-	No	Yes
● Setting for Print from the MFP(FTP)	-	No	Yes
● Setting for Print from the MFP(SMB)	-	No	Yes
● Setting for Print from the PC		No	Yes
▶ FTP Print	Enabled	No	Yes
▶ Port Number	21	No	Yes
▶ Use Banner	Disabled	No	Yes

* When the Web browsing expansion kit is installed.

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ENERGY SAVE

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Energy Save		No	Yes
● Eco Mode Settings		No	Yes
▶ Eco Mode Settings	Following the Power management	No	Yes
● Eco Scan Setting		No	Yes
▶ Eco Scan Setting	Enabled	No	Yes
◆ Home Screen	Disabled	No	Yes
◆ Copy	Disabled	No	Yes
▶ Fax Image Send		No	Yes
◆ Scan Send	Enabled	No	Yes
◆ Fax/I-Fax Send	Enabled	No	Yes
◆ Fax Receive/ Internet Fax Receive	Enabled	No	Yes

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◆ Metadata Set	Enabled	No	Yes
▶ Document Filing		No	Yes
◆ HDD Store	Enabled	No	Yes
◆ Scan to Ext.Memory Dev.	Enabled	No	Yes
◆ Print	Enabled	No	Yes
◆ Send	Enabled	No	Yes
◆ External Data Access	Enabled	No	Yes
▶ System Settings	Enabled	No	Yes
▶ Sharp OSA	Enabled	No	Yes
◆ Web Browsing*	Enabled	No	Yes
● Power Management Setting		No	Yes
▶ Preheat Mode Setting	1 minutes	No	Yes
◆ Turn Off the panel display in the Preheat mode	Enabled	No	Yes
▶ Auto Power Shut-Off	Enabled	No	Yes
▶ As soon as the remote job is finished, enter Auto power shut off mode	Disabled	No	Yes
▶ Energy Saving Pattern List	-	No	Yes
▶ Sleep Mode Power Level	Low Power	No	Yes

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▶ Specific Date Operation Settings	-	No	Yes
▶ Display a Message to Delay the Time of Entry into Preheat Mode / Auto Power Shut-Off Mode	Disabled	No	Yes
● Toner Save Mode	-	No	Yes
● Power ON/OFF Schedule Setting	-	No	Yes

* When the Web browsing expansion kit is installed.

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E-MAIL ALERT AND STATUS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ E-Mail Alert and Status			
● E-mail Status	-	No	Yes
● Alerts Message	-	No	Yes

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JOB LOG

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Job Log			
● Control Job Log	-	No	Yes
● View Job Log	-	No	Yes

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SECURITY SETTINGS

The following is a list of setting mode items, factory default settings and restrictions for each item.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ Security Settings			
● Change Password	-	No	Yes
● Port Control		No	Yes
▶ Server Port		No	Yes
◆ HTTP	Enabled	No	Yes
• Port Number	80	No	Yes
◆ HTTPS	Enabled	No	Yes
• Port Number	443	No	Yes
◆ FTP Print	Enabled	No	Yes
• Port Number	21	No	Yes
◆ Raw Print	Enabled	No	Yes
• Port Number	9100	No	Yes

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◆ LPD	Enabled	No	Yes
• Port Number	515	No	Yes
◆ IPP	Enabled	No	Yes
• Port Number	631	No	Yes
◆ IPP-SSL	Disabled	No	Yes
• Port Number	443	No	Yes
◆ Tandem Output Receive	Enabled	No	Yes
• Port Number	50001	No	Yes
◆ PC Scan	Enabled	No	Yes
• Port Number	52000	No	Yes
◆ Remote Operation Panel	Enabled	No	Yes
• Port Number	5900	No	Yes
◆ SNMPD	Enabled	No	Yes
• Port Number	161	No	Yes
◆ Telnet	Enabled	No	Yes
◆ NBT/WINS	Disabled	No	Yes
◆ JCP	Disabled	No	Yes
◆ RARP	Disabled	No	Yes
◆ SMTP	Enabled	No	Yes

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◆ WSD	Enabled	No	Yes
◆ USB-Device Expansion	Enabled	No	Yes
◆ Sharp OSA (Expansion Platform)		No	Yes
• HTTP	Enabled	No	Yes
– Port Number	10080	No	Yes
• HTTPS	Enabled	No	Yes
– Port Number	10443	No	Yes
▶ Client Port		No	Yes
◆ HTTP	Enabled	No	Yes
◆ HTTPS	Enabled	No	Yes
◆ FTP	Enabled	No	Yes
◆ FTPS	Enabled	No	Yes
◆ SMTP	Enabled	No	Yes
◆ SMTP-SSL	Enabled	No	Yes
◆ POP3	Enabled	No	Yes
◆ POP3-SSL	Enabled	No	Yes
◆ SNMP-TRAP	Enabled	No	Yes
• Port Number	162	No	Yes
◆ Notify Job End	Enabled	No	Yes

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◆ LDAP	Enabled	No	Yes
◆ LDAP-SSL	Enabled	No	Yes
◆ SMB/WINS	Enabled	No	Yes
◆ SNTP	Disabled	No	Yes
◆ mDNS	Enabled	No	Yes
◆ Tandem Output Send	Enabled	No	Yes
◆ Data Backup (Send)	Enabled*4	No	Yes
● Filter Setting	Disabled	No	Yes
▶ IP Address Filter Settings		No	Yes
◆ Filter Mode	Allowed	No	Yes
◆ Filter Addresses 1 to 4		No	Yes
• Start IP Address	0.0.0.0	No	Yes
• End IP Address	0.0.0.0	No	Yes
▶ MAC Address Filter Settings		No	Yes
◆ Filter Addresses 1 to 10	000000000000	No	Yes
● SSL Settings		No	Yes
◆ Server Port		No	Yes
• HTTPS	Enabled	No	Yes
• IPP-SSL	Disabled	No	Yes

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• Redirect HTTP to HTTPS in Device Web Page Access	Disabled	No	Yes
◆ Client Port		No	Yes
• HTTPS	Enabled	No	Yes
• FTPS	Enabled	No	Yes
• SMTP-SSL	Enabled	No	Yes
• POP3-SSL	Enabled	No	Yes
• LDAP-SSL	Enabled	No	Yes
◆ Level of Encryption	Low	No	Yes
◆ Certificate Information	-	No	Yes
● IEEE802.1X Setting		No	Yes
◆ IEEE802.1X Authentication	Disabled	No	Yes
◆ EAP Authentication Method	EAP-TLS	No	Yes
◆ EAP User Name	-	No	Yes
◆ Password	-	No	Yes
◆ Server Authentication	Enabled	No	Yes
◆ EAP Timeout	10 seconds	No	Yes
◆ Number of EAP Retries	3 times	No	Yes

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▶ Certificate Information	-	No	Yes
● Data Clearance Settings*1	Disabled	No	Yes
● Release Lock on File/Folder Operation*1	-	No	Yes
● IPsec Settings			No
▶ IPsec Settings	Disabled	No	Yes
▶ IKEv1 Settings			No
◆ Pre-Shared Key	-	No	Yes
◆ SA Lifetime (time)	28800 seconds	No	Yes
◆ SA Lifetime (size)	28800 KB (1/2")	No	Yes
◆ IKE Lifetime	30 seconds	No	Yes
▶ IPsec Rules	-	No	Yes
● Hidden Pattern Print		No	Yes
▶ Default Settings			
◆ Hidden Pattern Print Setting	Standard	No	Yes
◆ Print Color	Black	No	Yes
◆ Exposure	Standard	No	Yes
◆ Font Size	48 points	No	Yes
◆ Angle	0 deg.	No	Yes

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◆ Font Style	Standard	No	Yes
◆ Camouflage Pattern	Pattern 1	No	Yes
◆ Print Method	Character stand out.	No	Yes
▶ Print Contents Setting		No	Yes
◆ Pre-Set Word	Enabled, DO NOT COPY	No	Yes
◆ Pre-set Text	ON	No	Yes
◆ Unit Serial Number	Disabled	No	Yes
◆ Account Job ID	Disabled	No	Yes
◆ Login Name/User Number	Disabled	No	Yes
◆ Control No.	Disabled	No	Yes
◆ Date/Time	Disabled	No	Yes
◆ Disable Direct Entry	Disabled	No	Yes
▶ Contrast		No	Yes
◆ Black	5	No	Yes
◆ Magenta	5	No	Yes
◆ Cyan	5	No	Yes
▶ Custom Text Registration	-	No	Yes
● Tracking Information Print	-	No	Yes

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▶ Tracking Information Print Setting	Disabled	No	Yes
◆ Print Information		No	Yes
• Unit Serial Number	Enabled	No	Yes
• Text	Disabled	No	Yes
• Account Job ID	Enabled	No	Yes
• Login Name/User Number	Enabled	No	Yes
• Date/Time	Enabled	No	Yes
◆ Select the Print Color	Black	No	Yes
◆ Print Position		No	Yes
• Vertical Position		No	Yes
– Print Upper Side of Paper	Disabled	No	Yes
– Print Lower Side of Paper	Enabled	No	Yes
• Horizontal Position		No	Yes
– Print Left Side of Paper	Enabled	No	Yes
– Print Right Side of Paper	Disabled	No	Yes
◆ Select the Job to Print		No	Yes

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• Copy	Enabled	No	Yes
• Printer	Enabled	No	Yes
• Prints (Document Filing)	Enabled	No	Yes
• Internet Fax Receive*2	Enabled	No	Yes
• Fax Receive*3	Enabled	No	Yes
• List Prints	Enabled	No	Yes
● Initialize Private Data/Data in Machine	-	No	Yes

*1 Displayed when the data security kit is enabled.
*2 Displayed when the Internet fax function is enabled.
*3 Displayed when the fax function is enabled.
*4 Disabled when the data security kit is installed.

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TOP PAGE

The top page displays the system information of the machine.
It displays the model name, current status, and machine location.

Item	Description
[Update] key	Updates the information displayed.
Unit Serial Number	Indicates the serial number of the machine.
Name	If [Name] is not set, [Not Set] appears. When you tap the [Not Set] key, the [Machine Identification] screen appears.
Model Name	Displays the standard model name of the machine.
Machine Location	The information entered in the [Machine Location] item in [Machine Identification] appears. If no name has been set, [Not Set] appears.
Current Status	Displays the current status of the machine. If two or more errors occur at the same time, only one status is displayed according to the priority order. The errors are displayed in the following priority order. • Printer error • Account Limit • Incorrect Paper • Overdue Service Maintenance • Paper Jam • Marker Supply Missing • Toner Empty • Replace Used Toner Container. • Cover Open • Paper Empty • Input Tray Empty • Specified Input Tray Open

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	• Specified Output Tray Full • Offline • Printer Warning • Toner Low • Paper Low • Input Tray Open • Output Tray Full • Output Tray Nearly Full • Near to overdue service maintenance • Online • Auto Power Shut-Off • Warming Up • BUSY
Memo	Displays text that the administrator entered. If you have logged in as an administrator, you can enter a memo. If no name has been set, [Not Set] appears. When you tap the [Not Set] key, the Machine Identification screen appears.
Device Status	Graphically displays the current status of the machine.
[Reboot the MFP] key	Displays the restart screen. (Administrator rights are required.)
[Enter the Power Save Mode] key	Displays the power save mode screen. (Administrator rights are required.)

Machine Identification Screen

Item	Description
Name	Enter the model name and other information of the machine.
Machine Code	Enter the machine code of the machine.

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Machine Location	Enter the name of the place where the machine is installed (e.g., section name).
Memo	Enter the contact or other information of the administrator.

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DEVICE STATUS

This screen shows the device status.

Item	Description
[Update] button	Updates the information displayed.
[Back] button	Returns to the top page.
Paper Input Tray Status	Displays the current status of the paper trays installed in the machine.
Output Tray Status	Displays the current status of the output tray installed in the machine.
Supply Status	Displays the current status of supplies. If staples are installed, their status is displayed.
Device Configuration	Displays the information of options installed in the machine.
HDD Status	Displays the usage status of the hard disk drive.

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NETWORK STATUS

The Network Status screen shows the general status information and the statuses relevant to, TCP/IP, NetWare, EtherTalk, and NetBIOS protocols.

Item	Description
General	Displays the information common to the network. • **Link Status:** Displays the data transfer rate of the NIC and cable information. • **Duplex Mode:** Displays the duplex mode of the NIC. • **Hardware Address:** Displays the MAC address of the NIC. • **Print Status on Startup:** Displays whether or not status is printed upon startup. • **Device Name:** Displays the device name. • **Domain:** Displays the domain name. • **Reception Level (Max. 100):** Displays the reception level of the wireless LAN.
TCP/IP	Displays the current status of the TCP/IP protocol. • **IPv4 Settings:** Displays the IPv4 protocol settings. ◦ **DHCP/BOOTP:** Selects whether or not the IP address is obtained from the DHCP/BOOTP server. ◦ **RARP:** Displays the status of the RARP protocol. ◦ **IPv4 Address:** Displays the IPv4 address. ◦ **Subnet Mask:** Displays the current subnet mask. ◦ **Default Gateway:** Displays the current default gateway. • **IPv6 Settings:** Displays the IPv6 status.

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	◦ **DHCPv6:** Displays the status of the DHCP v6 server. ◦ **Manual Address:** Displays the IPv6 address that has been manually specified. ◦ **Default Gateway:** Displays the current default gateway. ◦ **Link-Local Address:** Displays the link-local address. ◦ **Stateless Address 1:** Displays the stateless address. ◦ **Stateless Address 2:** Displays the stateless address. ◦ **Stateful Address:** Displays the stateful address.
DNS	Displays the status of the DNS server. • **Primary Server:** Displays the current IP address of the primary DNS server. • **Secondary Server:** Displays the current IP address of the secondary DNS server. • **Domain Name:** Displays the current domain name of the DNS server.
WINS	Displays the status of the WINS server. • **Primary Server:** Displays the current IP address of the primary WINS server. • **Secondary Server:** Displays the current IP address of the secondary WINS server. • **Primary Server (DHCP):** Displays the current IP address of the primary WINS server (DHCP). • **Secondary Server (DHCP):** Displays the current IP address of the secondary WINS server (DHCP). • **Scope ID:** Displays the current WINS scope ID. • **Scope ID (DHCP):** Displays the current WINS scope ID (DHCP).

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NetWare Status	Displays the NetWare status. • **NetWare:** Displays the status of the NetWare protocol. • **Frame Type:** Displays the frame type. • **Network Number:** Displays the network number. • **Operation Mode:** Displays the operation mode. • **Print Server Name:** Displays the print server name. • **NDS Tree:** Displays the NDS tree name. • **NDS Context:** Displays the NDS context.
EtherTalk Status	Displays the EtherTalk status. • **EtherTalk:** Displays the status of the EtherTalk protocol. • **Zone Name:** Displays the zone name. • **Type Name:** Displays the type name. • **Object Name:** Displays the object name.
NetBIOS Status	Displays the NetBIOS status. • **NetBIOS:** Displays the status of the NetBIOS protocol. • **Master Browser:** Displays the master browser.

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POWER RESET

The Power Reset screen enables you to restart the machine or enter the power save mode.

In some environments, the machine cannot be restarted or shifted to power save mode.

Item	Description
Reboot the machine	Reboots the machine. Tapping the [Execute] key opens the Restart screen, and then tapping the [Execute] key again restarts the machine.
Enter the Power Save Mode	Shifts the machine to power save mode. Tap the [Execute] key to open the power save mode screen.

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CATEGORY SETTING

A category can be renamed for greater ease of use.
Delete the previously entered characters and enter a new name (up to 127 characters).
The factory default name is "Category 1".

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GLOBAL ADDRESS BOOK

Global Address Book is used to configure global address book settings. Click the list to display the global address book setting screen.

Registration

Item	Description
Applicable Destination Type	Select the applicable destination type from E-mail Address, Fax Number, and Internet Fax.
Allow selection on operation panel	Specify whether or not enable the global address to be selected on the operation panel of the machine.
To Be Used as Default	Specify whether or not to use the selected global address as default.
Authenticate a User in Global Address Search	Select whether or not authenticate a user when a global address is searched for.

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DOCUMENT FILING

Data saved by Document Filing can be manipulated from the Web.

Quick File Folder

Files in the Quick File Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete].

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Display Items	Set the number of files that are displayed.

Main Folder

The files that are in the Main Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “Password of File”.

Item	Description
Display Style	Saved files can be displayed in list format or thumbnail format.
Job Classification	The saved files that are displayed can be filtered by job.
Display Items	Set the number of files that are displayed.

Custom Folder

The files that are in the Custom Folder can be displayed. A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If

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the file to be manipulated has a password, enter the password in “Password of File”.

Item	Description
Index	The displayed Custom Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.

Search

A specified file can be manipulated by clicking [Print], [Send], [Move], or [Delete]. If the file to be manipulated has a password, enter the password in “Password of File”.

Item	Description
User Name	Enter the user name (maximum of 32 characters).
Select from User List	Click the [Setup] button and search for users from the list.
Login Name	Enter the login name (maximum of 30 characters).
Search Folder	Set the folder.
File Name	Enter the file name (maximum of 30 characters).
Password of File	Enter the password that is set for the file (1 to 32 digi ts).
Stored Date	Set the date and time the file was saved.

Search Result

Display the results of the data search.

Item	Description

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Display Style	The files that were found can be displayed in list form at or thumbnail format.
Job Classification	The found files can be filtered by job.
Display Items	Set the number of files that are displayed.

File Batch Print

Multiple files can be printed at once by batch printing. Search for the files using search conditions, and then select multiple files from the displayed search results.
If you want to use the number of copies set when each file was saved by Document Filing, select “Apply the Number of Copies Stored in Each File”. If you want to set a different number of copies, enter the desired number in “Enter the Number”. Click [Print] to print the file. To have the file deleted after printing, select the “Print and Delete the Data” checkbox.

Item	Description
Search Condition	
User Name	Enter the user name (maximum of 32 characters).
Select from User List	Click the [Setup] button and search for users from the list.
Login Name	Enter the login name (maximum of 30 characters).
Password of File	Enter the password that is set for the file (1 to 32 digi ts).
Search Result	
Job Classification	The found files can be filtered by job.
Billing Code	
Main Code	Select this checkbox, and then enter the main code. (32 characters or less)

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Sub Code	Select this checkbox, and then enter the sub code. (32 characters or less)

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FILING DATA BACKUP

You can back up a file saved with Document Filing, and restore a backed up file to the machine.

Export Settings

Select the folder you want to back up and click [Execute]. The files are saved to your computer.

Item	Description
Index	The displayed Folder names can be filtered by index.
Display Items	Set the number of files that are displayed.

Import Settings

You can restore a file to the machine that was saved with “Export Settings”. Enter a maximum of 200 characters for the path of the saved file in “Import settings from file”, and click [Execute].

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SUBMIT PRINT JOB

You can print a file on your computer.

The machine can print following file types:PDF(V1.6)(*) with file extensions pdf. TIFF with file extensions tif and tiff. JPEG with file extensions jpeg, jpg, jpe and jfif. PCL with file extensions pcl. PS(*) with file extensions ps. XPS(**) with file extensions xps.

(*) Available only if the MFP supports PostScript.

(**) Available only if the XPS expansion kit is installed.

Depending on the file type, it may not be possible to print some files described above. Enter the password for the encrypted PDF data on Spool Queue of the Job Status screen

Print Settings

Select print settings. Select the file you want to print in “Select File”, select settings, and then click [Print].

Item	Description
Number of Prints	Set the number of copies to be printed.
Paper Size	Set the print size.
Orientation	Select portrait or landscape for the print orientation.
2-Sided Print	Select one-sided printing, two-sided printing (bookle t), or two-sided printing (tablet).
Output	If printing by set, select the “Print per Unit” checkbox.
Staple	Select staple settings.
Print B/W	Print the file in black & white.
Fit To Page	Print with the file expanded to the full paper size.
Output Tray	Select the output tray for the print job.

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Quick File	Save the print data in the Quick File Folder of the machine.
Print Glossy	Select this checkbox if the print job will be printed on glossy paper.
Billing Code	Select the checkbox of the Billing Code to assign, and then enter the billing code.

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USER LIST

This is used to store, edit, and delete users when user authentication is enabled.

- **[Add] key**
  Adds a new user.
- **[Delete All Users] key**
  Deletes all registered users. (Excluding users stored as factory default.) Only the administrator of the machine can use this function.
- **[Delete All Auto-registered users] key**
  Deletes all of Auto-registered users.
  - Users auto-registered
- **User List**
  This shows the users stored as factory default and the currently stored users. An asterisk [*] appears in front of the user name of auto-registered users.
  When you select a user name, the user edit or delete screen appears.

The [Vender] and [Vender2] options are displayed only when the vender is connected.

Storing a user

When you tap the [Add] key, the registration screen appears. Up to 1000 groups can be registered.
For information on the settings, see "Settings".

Editing and deleting a user

When you select a user from the list, the user edit/delete screen appears.

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For information on the settings, see "Settings".
A user can be deleted using the [Delete] key.

- If the login authentication with a Fixed User is set, the "Delete All Users" option cannot be used.
- Users stored as factory default cannot be deleted.
- When the Card Solution Kit is installed and "Authenticate a User by Common Access Card (CAC)" is selected at the "Authentication Method Setting", [Delete All Users] key and [Delete All Users Auto-Registered] key disappear. For more information on the Card Solution Kit, see "CARD SOLUTION KIT".

Users stored as factory default

The following users are stored in the machine at the factory.

- Administrator: The administrator account of the machine, stored as factory default.
- System Administrator: The account for system maintenance, stored as factory default. This account cannot execute jobs.
- User: This is used when network authentication is used and a login name that is not stored in the machine is entered directly. (This cannot be selected from the login user screen.)
- Vender: The account used when a coin is fed into the new coin vender.
- Vender2: The account used when a coin is fed into the old coin vender.
- Fixed User: An account to which the color prohibited authority is granted.
- Other User: This is used when a print job is executed using invalid user information. (This cannot be selected from the login user screen.)
  For settings related to each of the users, see the following table.

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User Name	Administrator	System Operator	User	Device Account	Vender	Vender 2	Other User
Login Name	admin	sysadmin	users	device account	Vender	Vender 2	Other
Password	(See "Quick Start Guide.") *1	sysadmin *1	users *1	device account *1	-		
My Folder	-	Main Folder	-	Main Folder	-		
Authentication Settings	Login Locally						-
Pages Limit Group	Unlimited *1						
Authority Group *2	Admin	System Administrator *1	User *1	Color Prohibited Authority *1	User *1		Guest *1
Favorite Operation Group	Following the System Settings *1						
Default Billing Code	Not Set *1						

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*1 Items that can be changed
*2 For detailed information about each of the settings, see "List of settings and factory default settings of template groups".

Settings

Item	Description
User Name	Store a user name consisting of up to 255 characters. This user name is used as the key name in the authentication screen, the user name for document filing, and the sender name. (The user name must be unique.)
Apply User Name to Log-in Name*1	Select this ☑ to enter the entered user name in the login name.
Initial	This determines where the user name will appear in the user list. Enter a maximum of 10 characters for the initials. (The initials are optional).
Index	Select a custom index to be stored. The custom index names are the same as those used in the address book.
User Number*2	Enter a user number in 5 to 8 digits.
Login Name*1	Enter the login name that is used when authentication by login name and password is enabled (up to 255 characters). (The login name must be unique.)
Password*1, 3	Enter the password, consisting of 1 to 255 characters, that is used for user authentication by login name and password (the password is optional). After entering the password, enter once again in "Password (for confirmation)".
E-mail Address	Enter the e-mail address that is used in the sender list and for LDAP authentication (up to 255 characters).

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Extended Platform	To enable authentication and tracking over a firewall, configure settings to use the extended platform.
Use Proxy Server	Set to use a proxy server for authentication and tracking.
My Folder	Store a folder to be used for document filing as the dedicate user folder (or My folder). A stored folder can be selected, or you can create and specify a new folder.
Authentication Settings[*1]	Select either [Login Locally] or [Network Authentication] (when LDAP is enabled) for authentication.
User Group	Set a group to which the user belongs. Up to 8 groups can be assigned.
Authentication Server	When the [Network Authentication] is selected, select the server to be used for user authentication from the LDAP server list that is stored using Setting mode (Web version).
Pages Limit Group	Specify the page limit for the user by selecting one of the stored page limit groups. The factory default setting is [Unlimited]. For more information, see "PAGE LIMIT GROUP LIST".
Authority Group	Specify the user authority by selecting one of the stored authority groups. The factory default setting is [User]. For more information, see "AUTHORITY GROUP LIST".
Favorite Operation Group	The favorite operation group is displayed when the user logs in. The factory default setting is [Following the System Settings]. To change the settings, select [User Control] in Setting mode (Web version).

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Default Billing Code	Set the Main Code and Sub Code when the user logs in. The factory default setting is [Not Set].

*1 It is not displayed when "User Number" is selected for the authentication method.
*2 It is displayed only when "User Number" is selected for the authentication method.
*3 Not required when network authentication is used, as the password stored in the LDAP server is used.

Custom Index

You can change the custom index name.
Tap the custom index name on the list to edit it.
Delete the previously entered characters and enter a new name (up to 127 characters).
The factory default name is "User 1".

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USER AUTHENTICATION

This setting enables or disables user authentication and specifies the authentication method.
When the user authentication is enabled, each user of the machine is registered. When a user logs in, the separate authentication settings apply to the user. This function allows greater control of security and cost management than that on previous machines.
Even if user information is not stored on the machine, you can directly enter the user information stored in an LDAP server to log in the machine if necessary. In this case, the authentication information of the "User" being stored as factory default applies to the login user. For more information, see "Users stored as factory default".

- For the procedure for storing users, see "USER LIST".
- For details on login procedures when user authentication is enabled, see "User authentication" of the "OPERATIONS COMMON TO ALL MODES".

User Authentication

When [User Authentication] is enabled, the authentication screen appears before an operation is carried out in any mode except the job status screen*.
Log in as an already registered user.
After logging in, you can move freely through the modes.

* The login screen appears when a document filing file is used or when a broadcast transmission is reattempted from the job status screen.

Authentication Method Setting

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This selects the authentication method. When using user authentication, be sure to configure this setting first. The items to be configured for users stored after setting the user authentication method vary depending on the selected authentication method.

Authenticate a User by Login Name and Password

Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address

This authentication also checks the e-mail address, in addition to the login name and password of the user.

Authenticate a User by User Number Only

Use this option for simple authentication if you skip the network authentication.

- The login screen will vary depending on the authentication method that is selected.
  For details, see "User authentication" of the "OPERATIONS COMMON TO ALL MODES".
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Device Account Mode Setting

A specific user can be registered as an auto login user. When this option is enabled, the registered user can log in the machine automatically.
This function can eliminate each login procedure on the authentication screen and apply the selected user settings (such as network authentication and favorite operations). As an example, this enables uses such as "authentication for color copying only".

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Also, you can temporarily log in as a user other than the auto login user, and operate the machine with the privileges of this user. To allow other users to log in temporarily when [Device Account Mode] is enabled, select [Allow Login by Different User].

If you have logged in as the Auto Login user, and if you have failed automatic login due to some reasons or if you do not have the administrator's privileges, you cannot use the general setting modes or Setting mode. In that case, the administrator should tap the [Administrator Password] key on the Setting mode screen and log in again.

To log in as a user other than a fixed user when [Allow Login by Different User] is enabled, tap the [Logout] key to cancel the fixed user login state. When the user authentication screen appears, log in as the desired user again. After you have used the machine, tap the [Logout] key to log out as the current user.

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ACTIONS WHEN THE LIMIT OF PAGES FOR OUTPUT JOBS

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.
The following settings can be configured.

- Job is Completed even when the Limit of Pages is Reached
- Job is Stopped when the Limit of Pages is Reached
- Job is Stopped when the Limit of Pages is Reached and the Receiving Job is Deleted.

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A WARNING WHEN LOGIN FAILS

If a login fails three times in succession, a warning is displayed and further login is disabled for five minutes. This prevents an unauthorized person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)

Locking of the operation panel for five minutes can be canceled by selecting [User Control] in "Setting mode" → [Default Settings] → [Release the Lock on Machine Operation Panel].

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DISABLING OF PRINTING BY INVALID USER

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server in Setting mode (Web version), can be prohibited.

When a print job is executed by a user who is not registered in the machine, the "Other User" registered as factory default is used as the login user.
For more information, see "Users stored as factory default".

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AUTOMATICALLY PRINT STORED JOBS AFTER LOGIN

When retention is enabled in the printer driver and print data has been spooled to the machine, you can have the spooled print data automatically print out when the user who enabled retention logs in.

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DEFAULT NETWORK AUTHENTICATION SERVER SETTING

Use this to set the default network authentication server.
When you log into Setting mode (Web version) or send a print job to the machine using user information that is not registered in the machine, the authentication server is not known. This setting is used to select one of the LDAP servers registered in the machine as the authentication server.

When login is performed by network authentication using user information that is not registered in the machine, the login user will be the "User" registered as factory default. For more information, see "Users stored as factory default".

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PERFORM LDAP SERVER ACCESS CONTROL

Register the access control information for page count limits, authorities, and favorite operations can be registered on an LDAP server in advance. By using this LDAP server for network authentication, perform the user authentication based on the registered access control information.
Use this function when user authentication is performed by network authentication using an LDAP server or a directory service (Active Directory, etc.).
Before using this function, configure settings for authentication by LDAP server, obtain control numbers for the "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" (including base settings for each group), and associate these with the control numbers registered in the machine.

To use this function, add the properties associated with "Pages Limit Group", "Authority Group", "Favorite Operation Group", and "My Folder" to the directory information of the LDAP server used for user authentication.
The property information is indicated below. Settings previously stored in the machine cannot be changed.

Property	Name of property in factory default state	Setting
Pages Limit Group	pagelimit	Registration number of Pages Limit Group registered in the machine, or a group name previously registered in the machine. Unlimited: unlimited
Authority Group	authority	Registration number of Authority Group registered in the machine, or a group name previously regist

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		ered in the machine. Admin: admin User: user Guest: guest
Favorite Operation Group	favorite	Registration number of Favorite Operation Group registered in the machine, or a group name previously registered in the machine. Following the System Settings: systemsettings
My Folder	myfolder	Folder name of user folder stored in the machine. Do not enter if the default folder is specified.

Rename the properties that the machine obtains from the LDAP server as follows. In "Setting mode", select [Network Settings] → [LDAP Settings]. From the Global Address Book setting screen that is displayed, select [Linkage with User Control Function] and then select [Pages Limit Group], [Authority Group], [Favorite Operation Group] and [My Folder].

The [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information that is registered in each machine determines the authority and settings that the user is actually granted. To use this function to ensure that users are granted the same authority and settings on any machine, register the [Pages Limit Group], [Authority Group], and [Favorite Operation Group] information with the same authority so that they will be registered in each machine using the same registration numbers.
For [My Folder], register the folder having the same name in [Custom Folder] in each machine.

The directory information of the LDAP server that is used cannot be changed from the machine. Consult the administrator of the LDAP server.

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Users auto-registered

When access control is enabled and login is performed by network authentication, the user information in the LDAP server is automatically registered in the machine.
The information stored is as follows:

Item	Description
User Name	Information is acquired from the LDAP server.*
Initial	1
Index	User1
Password	-
Authentication Settings	-
Authentication Server	Network Authentication
E-mail Address	Information is acquired from the LDAP server.
My Folder	
Pages Limit Group	
Authority Group	
Favorite Operation Group	

* If the user name cannot be acquired, the first 16 characters of the text string entered as the user name for network authentication is used.

If the login name is different but the user name received from the LDAP server is the same, or if the user name is already registered in the machine, "Cannot login because the user name entered has been previously registered" will appear and login will not be possible. In this

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case, the user name stored on the LDAP server or the user name stored on the machine must be changed. Consult the administrator of the machine.
If automatic registration by LDAP authentication is attempted when 1000 users are already registered, the following message will appear and login will not be possible: "Maximum entries for User Name is 1000. Old or unused user names will be deleted." Consult the administrator of the machine.

If access control information cannot be obtained from the LDAP server used for authentication, user authentication cannot take place.

- If a user that is registered in the machine is authenticated by network authentication, the user registration settings in the machine will be given priority for the page count limit group, authority group, favorite operations group, and my folder.
- If the access control obtained from the LDAP server is not registered in the machine, the factory default user authority will be applied.
- When this function is not enabled and a user is authenticated by network authentication as a non-registered user, the factory default user authority will be applied.

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DISPLAY USAGE STATUS AFTER LOGIN

When user authentication is enabled, this setting specifies whether or not to display the page counts of a user when the user logs in.

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LOGIN NAME DISPLAY

When user authentication is enabled, select whether the login name is shown or asterisks are shown.

Item	Description
Display login name	Show the login name.
Display login name with "*"	Hide the login name with asterisks.

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INCLUDE JOB STATUS IN USER AUTHENTICATION

When user authentication is enabled, this setting specifies whether or not to include the job status in user authentication.

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AUTOMATIC LOGOUT SETTING

When user authentication is enabled, this setting specifies whether or not to enable automatic logout.
The time until logout can be specified up to 240 seconds in increments of 10 seconds.

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MAKING THE LOGIN NAME CASE SENSITIVE

Set whether or not to make login names used at the time of user authentication case sensitive.
If the checkbox is set to ☑, login names with identical spelling but different cases (upper and lower) will be identified as different login names. Therefore, login names with identical spelling but different cases will be authenticated as user names of different users.
If the checkbox is set to ☐, case sensitivity for login names is disabled. Therefore, identically spelled user names with upper and lower case character differences will be authenticated as the user name of the same user.

If the selected checkbox is changed to ☐, and identical user names with only upper and lower case character differences exist, the user names that have already been registered are identified as user names of different users.

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EDIT HELP DISPLAY OF LOGIN SCREEN

Settings you have created here is displayed on the login screen.

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USER INFORMATION PRINT

Prints the following item lists.

- User List
- List of Number of Pages Used
- Page Limit Group List*
- AUTHORITY GROUP LIST
- Favorite Operation Group List*
- All User Information Print

Select each item and tap the [Print] key to print it out.
* Cannot be printed when no groups are stored.

- To specify [One Sided] or [Two Sided] printing in List Print, select "Setting mode" → [System Settings] → [Device Control] → [List Prints].
- In All User Information Print, the following items are handled by 2-sided printing on an item basis.
  - User List
  - List of Number of Pages Used
  - Page Limit Group List
  - Favorite Operation Group List

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RESETTING THE COUNTER AFTER E-MAIL STATUS TRANSFER

After E-mail Status has been sent, the counter is reset.

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ORGANIZATION /GROUP LIST

This is used to store user groups.
Tap each group name to enter them directly.

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PAGE LIMIT GROUP LIST

This is used to register the page limit settings in advance for each group.
The page limit for each user is specified by selecting one of these registered groups when the user is registered.

- **[Add] key**

  Use this to add a new group.

- **List display**

  This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing page limit groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered.
For information on the settings, see "Settings".

Editing a page limit group

Selecting a group from the list displays the edit screen for that group.
For information on the settings, see "Settings".
To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to "Unlimited" on the edit screen.

Settings

Item	Description
Group Name	Store the name of the group (up to 32 characters).
Select the Home Screen to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.

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Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 9999999 pages).

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MACHINE PAGE LIMIT SETTING

Sets the page limit for the machine.

Settings

Item	Description
Function Names	The name of the functions that can be configured is displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input from the mode is prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a page limit (1 to 9999999 pages).

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AUTHORITY GROUP LIST

This is used to store the settings relevant to user authorities in advance for each group. The authority of each user is specified by selecting one of these registered groups when the user is registered.

- **[Add] key**

  Use this to add a new group.

- **List display**

  This shows the currently stored groups. Selecting a group name displays the edit screen for that group.

Storing authority groups

When you tap the [Add] key, the registration screen appears. Up to 20 groups can be registered.
For detailed information about each of the settings, see "List of settings and factory default settings of template groups".

Editing an authority group

Selecting a group from the list displays the edit screen for that group.
For detailed information about each of the settings, see "List of settings and factory default settings of template groups".
To return a group to the factory default state, select the group from the list and select any of options [Return to the Administrator Authority], [Return to the system administrator authority.], [Return to the User Authority], [Return to the Guest Authority], [Return to the color prohibited authority.] and [Return to the scanner prohibited authority.].
Tapping the [Execute] key resets the group status to the factory default.

List of settings and factory default settings of template groups

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Item	Description				
Group Name	Store a name of group (up to 32 characters).				
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied. The factory default groups and their settings are shown below.				
	Admin	**System Administrator Authority**	**User**	**Guest**	**Scanner Prohibited Authority**
Copy					
Approval Setting	Allowed	Prohibited	Allowed	Allowed	Allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Allowed
Utilize sending function at copy	Allowed	Allowed	Allowed	Allowed	Allowed
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save
PDF Creation for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed
PRINTER					
Approval Setting	Allowed	Prohibited	Allowed	Allowed	Allowed
FTP Pull Print	Allowed	Prohibited	Allowed	Prohibited	Allowed
USB Memory Direct Print	Allowed	Prohibited	Allowed	Prohibited	Allowed
Network Folder Pull Print	Allowed	Prohibited	Allowed	Prohibited	Allowed

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Sending while printing	Allowed	Allowed	Allowed	Allowed	Allowed
Toner Save Mode Usage Approval Setting	No Toner Saving	No Toner Saving	No Toner Saving	No Toner Saving	No Toner Save
PDF Creation for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed
Image Send					
Approval Settings for Each Mode					
• E-mail • FTP • Desktop • Network Folder • Internet Fax Send • PC-I-Fax Send • Fax Send • PC-Fax Send • PC Scan	All allowed	All prohibited	All allowed	All allowed	All prohibited
Color Scan	Allowed	Prohibited	Allowed	Prohibited	Allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Allowed
Program Registration	Allowed	Prohibited	Allowed	Prohibited	Allowed
PDF Creation for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed
Approval Setting for Addressing					

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• Approval Setting for Direct Entry • Approval Setting to Use a Local Address Book • Approval Settings to Use a Global Address Book	All allowed	All allowed	All allowed	All allowed	All allowed
Document Filing					
Scan to HDD					
Color Mode Approval Setting	Allowed	Prohibited	Allowed	Only Black & White Allowed	Allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Allowed
PDF Creation for PC Browsing	Allowed	Prohibited	Allowed	Allowed	Allowed
Scan to Ext.Memory Dev.					
Color Mode Approval Setting	All allowed	All prohibited	All allowed	Only Black & White Allowed	All prohibited
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Allowed
Prints (Document Filing)					

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Approval Setting	All allowed	All prohibited	All allowed	Allowed	All allowed
Special Modes Usage	Allowed	Prohibited	Allowed	Prohibited	Allowed
Approval Setting to Use Toner Save Mode	No Toner Save	No Toner Save	No Toner Save	No Toner Save	No Toner Save
Document Filing Image Check	Allowed	Prohibited	Allowed	Prohibited	Allowed
Display only the Files of Logged-in Users	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Sharp OSA					
Sharp OSA Approval Setting	Allowed	Prohibited	Allowed	Allowed	Allowed
Web Browsing					
Web Browsing Approval Setting	Allowed	Prohibited	Allowed	Allowed	Allowed
Common Functions					
Approval Settings for 2-Sided Print	All allowed	All allowed	All allowed	All allowed	All allowed
Changing Billing Code	Allowed	Allowed	Allowed	Allowed	Allowed
Output Approval Settings	All allowed	All prohibited	All allowed	All prohibited	All allowed
Security					

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Print Jobs Other than Print Hold Job	Allowed	Allowed	Allowed	Allowed	Allowed
File Saving: Quick File/Sharing Mode	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
File Saving: Confidential Mode	Allowed	Prohibited	Allowed	Prohibited	Allowed
Pattern Print Input - Direct Entry	Allowed	Prohibited	Allowed	Prohibited	Allowed
SYSTEM SETTINGS					
SYSTEM SETTINGS					
System Settings *1	Allowed*2	Allowed*2	Only user authority settings are allowed	All settings prohibited	Only user authority settings are allowed
Web Settings					
Display of Device/Network Status	Allowed	Allowed	Allowed	Prohibited	Allowed
Power Reset			Prohibited		Prohibited
Machine Identification			Prohibited		Prohibited
Application Settings (Except for Preset Text, Forwarding / Storing Table)			Prohibited		Prohibited

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Registration of Pre-set Text/Forward Table			Allowed		Allowed
E-MAIL ALERT AND STATUS			Prohibited		Prohibited
Job Log Setting			Prohibited		Prohibited
Port Control/Filter Settings			Prohibited		Prohibited
Custom Link Setting			Prohibited		Prohibited
Operation Manual Download			Allowed		Allowed

*1 For information on each setting, see the setting mode list.
*2 All allowed except for Change Administrator Password.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

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FAVORITE OPERATION GROUP LIST

The preferred operation environment can be set for each group. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by registering the language in a favorite operation group in advance, the language is automatically selected when the user logs in.

Settings

Item	Description
Group Name	Store a name of group (up to 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the settings of this group are applied.
Copy	
Initial Status Settings	Select settings for Color Mode, Paper Tray, Exposure Type, Copy Ratio, 2-Sided, Output, Offset, Output Tray, Staple Position, and Punch.
Image Send	
Initial Status Settings	Select settings for Image Orientation, Exposure, Resolution, Color Mode, File Format, and Original Image Type. Select settings for Specified Pages per File, and Fax Sender Name.
Document Filing	
Image Orientation	Specify the image orientation.
Initial Status Settings	Select settings for Color Mode, Exposure, Original Image Type, and Resolution.

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Scan to Ext.Memory Dev.: Initial Status Settings	Select settings for Color Mode, File Format, Specified Pages per File, Exposure, Original Image Type, and Resolution.
Prints (Document Filing)	Set the default output tray for document filing print.
SYSTEM SETTINGS	
Large Character Mode	Turn this option ON to display large characters on the Setting mode screen.
Original Size Detector Setting	Select whether Inch sizes or AB sizes are detected, or disable detection on the document glass.
Display Language Setting	Select the display language.
Switch the Number of Sets to be Displayed for Job Status	Select whether to display the number of progress sets or remaining sets as the job status.
Key Operation Setting	Set the key input time and Auto Key Repeat setting.
Long-touch Detection Time	Select a time when a long key touch is detected.
Double Tap Interval Setting	Select an interval when a double tap is detected.
Keys Touch Sound	Set the sound made when keys are touched.
Keyboard Select	Set the language that appears on the keyboard.
MFP Display Pattern Setting	Select the color pattern used in the touch panel.
Automatically print stored jobs after login	When retention is enabled in the printer driver and print data has been spooled to the machine, the spooled print data is automatically printed out when the user who enabled retention logs in.

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Customize Key Setting	Select to use System Settings or use the registered customized key settings for performing Customize Key Setting.
Home Screen Settings	Select to use System Settings or use the stored ho me screen settings for performing Home Screen Se ttings.
Preview Setting	
Default List/Thumbnail Dis play	Select the default thumbnail display of the received data that is to be handled in fax or Internet fax mo de.
File Retrieve of Document Filing	Select the default display for document filing.

It can be configured in Setting mode (Web version) only. It cannot be configured on the touch panel of the machine.

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CUSTOMIZED KEY LIST

Assign shortcut keys to frequently used functions. They will be displayed in the base screen of each mode.
The display settings returns to the factory default state when you tap the [Return to the Factory Default Setting] key for each mode.

Settings

Item	Description
Key Name	Enter a name for the customized key (maximum of 20 characters).
Function Menu/Program/Others	Select the function that you wish to assign to the key. The functions that can be selected vary by mode.
Hide	If this item is enabled, the customized keys are not displayed.

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HOME SCREEN LIST

Home screen settings must be previously stored. Select a home screen when registering Favorite Operation Group List.

Settings

Item	Description
Name	Enter a maximum of 32 characters for the home screen name.
Select the Home Screen to be the Registration Model	Select one of the previously stored home screens as a template for the new home screen. When selected, the settings of this home screen are applied.
Template	A template for the design of the home screen can be selected from the list. A sample of the selected template can be reviewed.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Home button	Registers the function to use for the selected key number.
Fixed button	Registers the function to use for the selected key number. This button is displayed on all pages of the home screen.
Template	Select a layout pattern of the registered key.
Rename Home Screen	Enter a home screen name to change the existing name.
Text Color	Select a text color.

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Icon Style	Select a shape and a color of each button from the de fault designs.

It can be configured in Setting mode (Web version) only. It cannot be configured in the touch panel of the machine.

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USER COUNT

This displays the total number of pages printed by each user.

- **[Select All] key**

  This selects all users.

- **[Clear Checked] key**

  This clears all selections.

- **[Show] key**

  This shows the counts of the selected user.

- **[Clear Count] key**

  Use this to reset the counts of the selected user.

- **User List**

  This shows the users stored as factory default and the currently stored users. When you select a user name, the user is selected.

View User Count

When you select a user and tap the [Show] key, this user count is displayed.

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.

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Page Limit	The page limit set for the user appears in parentheses below the count.

If peripheral devices are not mounted, their count is not displayed.

Resetting user counts

Select a user in the setting screen and tap the [Delete] key. A count reset screen for that user will appear.
The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Next	Displays the next user (in the order of the registration numbers).
Previous	Displays the previous user (in the order of the registration numbers).
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.
Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

When multiple users are selected

Item	Description
Show Counts	Displays the counts and the number of pages remaining of the selected user for each function.

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Clear Count	Reset the count of the selected item to "0".
Clear All Count	Clears all counts of the selected user to zero (0).

Save User Count

Clicking the [Save] button saves the user count information as a data file. To delete the user count information in the machine, click the checkbox next to the "Save and Delete the Data" so that it is selected ☑ and click the [Save] button.

This cannot be set on the machine. It can be set in Setting mode (Web version).

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CARD AREA SETTINGS

The data check during card reading can be set.

Settings

Item	Description
Import from Configuration file	When you enter the configuration file name and tap the [Execute] key, the card area settings are read from the configuration file. If you tap the [Clear] key, all files that match the current search conditions are deleted.
Check Facility Code in HID Mode	Checks the facility code of a HID card.
Facility Code	Enters the facility code of a HID card. When you tap the [Store] key, the facility code is stored.

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CARD TYPE/READER SETTINGS

The authentication of Felica, HID and other IC cards can be set.

Settings

Item	Description
Card Type / Card Reader	Enter the card type and card reader information.
Use IC Card for Authentication	Use these settings for authentication and for use of a HID or other IC card.

Card Reader Device Registration

In this setting, the product ID and vender ID of the connected HID card reader are displayed. To store the HID card reader, touch the [Read] key.

For settings that enable an HID card to be used, consult your service technician.

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MAIN CODE LIST

You can display a list of main codes to search for, register, correct, or delete a main code.

- **[Search] key**
  Searches for a main code.
- **[Add] key**
  Adds a new main code.
- **List**
  Displays a list of registered main codes. Selecting each main code displays the window to correct the main code.
- **[Delete] key**
  Set the check box on the left of each main code to ☑, then tap the [Delete] key; the selected main code is deleted.

Register a main code

Tapping the [Add] key displays the registration window. A total of up to 2,000 main and sub codes can be registered.
For information on setting items, refer to "List of setting items".
After the setting has been completed, tap the [Submit and Register Next] key; you can continuously register the next main code. To end the registration process, tap the [Submit] key.

Correct a main code

Selecting a main code from the list displays the window to correct the main code.
For information on setting items, refer to "List of setting items".
After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.

Search for a main code

Enter the main code and main code name, then tap the [Search] key; the search result is displayed.

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List of setting items

Item	Description
Main Code	Enter the main code Specify the code using up to 32 single-byte characters.
Main Code Name	Enter the main code name. Specify the code name using up to 32 double- or single-byte characters.
Public Group	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [Public to All]. When specifying a public destination, select [Designate Public Address.], then specify a group to share the billing code.

To register a group for specifying a public destination
Select "Setting Mode (Administrator)" - [User Control] - [Organization/Group List].

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SUB CODE LIST

You can display a list of sub codes to search for, register, correct, or delete a sub code.

- **[Search] key**
  Searches for a sub code.
- **[Add] key**
  Adds a new sub code.
- **List**
  Displays a list of registered sub codes. Selecting each sub code displays the window to correct the sub code.
- **[Delete] key**
  Set the check box on the left of each sub code to ☑, then tap the [Delete] key; the selected sub code is deleted.

Register a sub code

Tapping the [Add] key displays the registration window. A total of up to 2,000 main and sub codes can be registered.
For information on setting items, refer to "List of setting items".
After the setting has been completed, tap the [Submit and Register Next] key; you can continuously register the next sub code. To end the registration process, tap the [Submit] key.

Correct a sub code

Selecting a sub code from the list displays the window to correct the sub code.
For information on setting items, refer to "List of setting items".
After the setting has been completed, tap the [Submit] key; you can apply the corrected contents and complete processing.

Search for a sub code

Enter the sub code and sub code name, then tap the [Search] key; the search result is displayed.

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List of setting items

Item	Description
Sub Code	Enter the sub code using up to 32 single-byte characters.
Sub Code Name	Enter the sub code name using up to 32 double- or single-byte characters.
Public Group	The registered billing codes can only be shared in the specified group. When not specifying a public destination, select [Public to All]. When specifying a public destination, select [Designate Public Address.], then specify a group to share the billing code.

To register a group for specifying a public destination

Select "Setting Mode (Administrator)" - [User Control] - [Organization/Group List].

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ADMINISTRATION SETTINGS

Change the billing code setting.

Use Billing Code

Switch whether to enable or disable a billing code.

Use Code Settings

A use code is automatically assigned when no billing code is entered. Specify the code using up to 32 single-byte characters.

Take Over Billing Code at Mode Transition

If this function is enabled, the billing code entry window is not displayed at the time of mode transition.

Disable Change of Billing Code.

If this function is enabled, you cannot register, edit, or delete a billing code. In addition, you cannot directly type in a billing code in the billing code entry window.

Apply Use Code While Logged in with Device Account

If this function is enabled, a use code is always set while you are logging in with device account.

Exception Setting for Billing Code Function

The billing code entry window is displayed when the external application that is set to enable is started.
The setting items are as follows.

- Application Name registered as Standard Application
- Web Browse*

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* Displayed when the Web Browsing Expansion Kit is installed.

Billing Code Display Name Setting

You can change the main code or sub code name displayed in the billing code entry window or billing code selection window.

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TOTAL COUNT

This function shows the page count in each mode.

- Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.
- Before printing the number of pages used, select "Setting mode" → [System Settings] → [Device Control] → [List Prints].
- In All Sending Address List, the following items are handled by 2 -sided printing on an item basis.
  - Individual List
  - Group List

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CLOCK ADJUST

This is the first and basic setting for operating the machine.
Use this to set the date and time in the machine's built-in clock.

If [System Settings] in "Setting mode" → [Operation Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Item	Description
Specify Time Zone	If your region is ahead of GMT (Greenwich Mean Time), select [+]. If your region is behind GMT, select [-]. Next, specify the time difference between your region and GMT in hours and minutes. (Example: If your region is Japan, + 9 hours 00 minutes.)
Date&Time Settings	Select and set the year, month, day, hour, and minute.
Synchronize with Internet Time Server	This can be used when the machine is connected to the Internet. The machine's time is automatically adjusted to the time of an Internet time server.

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DAYLIGHT SAVING TIME SETTING

This is the first and basic setting for operating the machine.

If [System Settings] in "Setting mode" → [Operation Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Enable daylight saving time.

Item	Description
Daylight Saving Time Setting	Select whether or not the Daylight Saving Time Setting is enabled. If disabled, the following settings will not be possible.
Select Setting Type	Specify whether the starting and ending day of daylight saving time are to be set using the day of the week or the date.
Start Time	Set the starting time of daylight saving time. Set the starting month. If you selected "Day of the Week" in "Select Setting Type", set the starting week of daylight saving time and then the starting day. If you selected "Date" in "Select Setting Type", set the starting date. Set the hour and minute and the UTC (Coordinated Universal Time) setting.
Completing Time	Set the ending time of daylight saving time in the same way as you set the starting time.
Adjustment Time	Set the time to be adjusted when daylight saving time begins.

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DATE FORMAT

This is the first and basic setting for operating the machine.
The format used to print the date on lists and other output can be changed.

If [System Settings] in "Setting mode" → [Operation Settings] → [Disabling of Clock Adjustment] is enabled, the date and time cannot be set.

Item	Description
Current Setting	The current time appears in the format set in Date Format.
Format	Set the order of display of the year, month, and day (YYYY/MM/DD).
Separator	Select one of three symbols or a blank space for the separator used in the date.
Day-Name Position	Select whether the day name appears before or after the date.
Time Display	Select 12-hour format or 24-hour format for the time. 12-Hour Display: 00:00 AM to 11:59 AM/00:00 PM to 11:59 PM 24-Hour Display: 00:00 to 23:59

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KEYBOARD SELECT

This is the first and basic setting for operating the machine.
The layout of the keyboard that appears in text entry screens can be changed.
The keyboard layouts that can be selected are shown below.

English (US)	English (UK)	Japanese	French	German	Swedish
Norwegian	Finnish	Danish	Russian	Greek	Turkish

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LIST PRINT (USER)

Lists showing the settings and information registered in the machine can be printed.

List name	Description
All Custom Setting List	Prints all hardware status, software status, printer environment settings, and paper tray settings.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). • PCL Symbol Set List • PCL Internal Font List • PCL Extended Font List • PS Font List • NIC Page
Sending Address List	Lists can be printed of various addresses stored in the machine. • Individual List • Group List • Program List • Memory Box List • All Sending Address List
Document Filing Folder List	This shows the folder names for document filing.

To specify 1-Sided or 2-Sided Print, select "Setting mode (administrator)" → [System Settings] → [Device Control] → [List Prints].

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- The items that appear will vary depending on the functions that have been added to the machine.
- You cannot print the printer test page if you have selected, from the "Setting mode (administrator)", [System Settings] → [Printer Settings] → [Default Settings] and if you have set the [Prohibit Test Page Printing] option.

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TRAY SETTINGS

Paper tray and paper type settings are explained in this section.
These settings specify the paper type, paper size, and functions allowed for each paper tray.
When the [Tray Settings] key is tapped, a list appears showing the trays and the current settings.

Auto Tray Switching

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.

Settings of each tray

When the [Change] key is tapped, the corresponding setting screen appears.
The following settings can be configured.

Item	Description
Type	Select a type of paper to be loaded into the tray. The paper types that can be selected vary by paper tray. For more information, see "Tray Settings". To user type setup, see "PAPER TYPE REGISTRATION".
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information, see "Tray Settings". If the desired size does not appear in the list, select [Custom Size] and directly enter the size (only for the

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	bypass tray). For more information, see "Tray Settings".
Feeding Approved Job	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function. When the "Type" is other than plain paper, recycled paper, colored paper, or a user type, [Fax] and [Internet Fax] cannot be selected.

- If the paper size specified here is different from the size of paper that is loaded into a tray, a problem or misfeed may occur when printing.
  To change the paper size in a tray, see "BEFORE USING THE MACHINE".
- Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.
- If [System Settings] in "Setting mode" → [Device Control] → [Disabling of Tray Settings] is selected, the tray settings (except for the bypass tray) cannot be configured.

Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, Heavy Paper 1[*1], User Type	Auto-Inch (11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 7-1/4"x10-1/2"R), 8-1/2"x13-2/5" (216 mm x 340 mm), 216 mm x 343 mm (8-1/2"x13-1/2"), 5-1/2"x8-1/2"R, A5R, 8K, 16K, 16KR, Auto-AB (A3, A4, A4R, B4, B5, B5R, 216 mm x 330 mm (8-1/2"x13"))
Tray 2		
Tray 3 (when a stand/1x500 or stand/2x500 sheet paper drawer is installed)		

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Tray 4 (when a stand/2x500 sheet paper drawer is installed)		
Tray 3 (when a stand/2000 sheet paper drawer is installed)	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, User Type	8-1/2"x11", A4
Tray 4 (when a stand/2000 sheet paper drawer is installed)	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, User Type	8-1/2"x11", A4
Tray 5 (when a large capacity tray is installed)	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, User Type	8-1/2" x 11" A4
Bypass	In addition to the paper types of trays 1 to 4, Heavy Paper 2[*1], Heavy Paper 3[*1], Thin Paper, Glossy Paper	Auto-Inch (12"x18", 11"x17", 8-1/2"x14" [*2], 8-1/2"x13-2/5" (216 mm x 340 mm)[*2], 8-1/2"x11", 8-1/2"x11"R, 7-1/4"x10-1/2"R, 5-1/2"x8-1/2"R, A3, A4, B4, B5), Size Input-AB (X=140 mm to 432 mm, Y=90 mm to 297 mm), Size Input-Inch (X=5-1/2" to 17", Y=3-5/8" to 11-5/8"), 8K, 16K, 16KR, Custom 1, Custom 2, Custom 3, Auto-AB (A3W, A3, B4, A4, A4R, A5R, B5, B5R, 11"x17", 8-1/2"x11", 216mmx330mm (8-1/2"x13")[*2], 216mm x340mm (8-1/2"x13-2/5")[*2], 216mm x343mm (8-1/2"x13-1/2")[*2], Postcard)

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Labels	Auto-Inch (8-1/2"x11", 8-1/2"x11"R), Auto-AB (A4, A4R, B5, B5R)
Transparency	Auto-Inch (8-1/2"x11", 8-1/2"x11"R), Auto-AB (A4, A4R)
Tab Paper	Auto-Inch (8-1/2"x11"), Auto-AB (A 4)
Envelope	Com-10, Monarch, DL, C5, form 3, for m 4, international form 2, internation al form 4, square form 2, square form 3

*1 Heavy paper 1: 28 lbs bond to 110 lbs index (106 g/m^2 to 220 g/m^2) heavy paper

Heavy paper 2: 110 lbs bond to 140 lbs index (221 g/m^2 to 256 g/m^2) heavy paper

Heavy paper 3: 140 lbs index to 110 lbs cover (257 g/m^2 to 300 g/m^2) heavy paper

*2 The size that is automatically detected is set in "Select Similar Sizes for Auto Detection" in the bypass tray settings screen (see below).

Select Similar Sizes for Auto Detection

"Select Similar Sizes for Auto Detection" in the bypass tray settings screen is used to select the paper size that is automatically detected from similar sizes when the automatic paper size detection takes place. Select one of two sizes when "Auto-Inch" is set. Select one of three sizes when "Auto-AB" is set.
When paper that is the same size as one of the paper sizes in the settings is placed in the bypass tray, the size that is selected in the settings will be automatically detected.

Auto-Inch	8-1/2" x 14", 8-1/2" x 13-2/5" (216 mm x 340 mm)

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Auto-AB	216 mm x 330 mm (8-1/2" x 13"), 216 mm x 340 mm (8-1/2" x 13-2/5"), 216 mm x 343 mm (8-1/2" x 13-1/2")

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CUSTOM SIZE REGISTRATION (BYPASS)

Paper tray and paper type settings are explained in this section.
If you frequently use a non-standard size paper in the bypass tray, register that paper size in advance.
Registering the paper size saves you the trouble of setting the size each time you need to use it.
Up to three paper sizes can be registered.
Tap the key ([Custom 1] to [Custom 7]) in which you wish to register or change a paper size, and the registration screen appears.
Select whether you wish to enter the size in mm ("Size Input-AB") or inches ("Size Input-Inch"), and then set the X and Y dimensions of the paper.

"Size Input-Inch"

The X direction can be set between 5-1/2" and 17". The factory default setting is 17".
The Y direction can be set between 3-5/8" and 11-5/8". The factory default setting is 11".

"Size Input-AB"

The X direction can be set between 140 mm and 432 mm. The factory default setting is 420 mm.
The Y direction can be set between 90 mm and 297 mm. The factory default setting is 297 mm.

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PAPER TYPE REGISTRATION

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties. Up to 7 paper types can be registered.

Item	Description
Type Name	Register any name. The factory default names are "User Type 1" to "User Type 7".
Fixed Paper Side	Use this setting when paper with a front and reverse side is used.
Disable Duplex	Use this setting when paper loaded cannot be used for 2-sided printing.
Disable Reverse	Use this setting when using paper that cannot be reversed.
Disable Staple	Use this setting when paper used cannot be stapled.
Disable Punch	Use this setting when paper used cannot be punched.

The settings that can be selected vary depending on the peripheral devices installed.

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FAX DATA RECEIVE/FORWARD

INTERNET FAX SETTINGS

These settings can be configured when the Internet fax expansion kit is installed.

Reception Start

Tap this key to immediately connect to your mail server (POP3 server) and check for received Internet faxes. If you have received Internet faxes, the faxes will be retrieved and printed.

Manual Reception Key in Initial Screen

This displays the [Internet Fax Manual Reception] key in the base screen of Internet fax mode.

Forward Received Data

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another Internet fax machine.

To cancel forwarding
Tap the job status display and cancel fax forwarding in the similar way as for a transmission job.

Forwarding is not possible if no faxes were received or a forwarding fax number is not programmed.

- For an explanation of settings related to the fax function, see "FAX DATA RECEIVE/FORWARD - FAX FUNCTIONS."

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- To enable "Reception Start", the POP3 server settings must be configured. See [Application Settings] in "Setting mode" → [Internet Fax Settings].
- To register a forwarding address, see "Set Address for Data Forwarding" in "Setting Mode".
- If forwarding was not successful because the transmission was canceled or a communication error occurred, the faxes that were to be forwarded will return to the print queue on the machine.
- If the initial pages of a fax were successfully printed, only those pages that were not printed will be forwarded.
- If you select [System Settings] in "Setting mode" → [Image Send Settings] → [Operation Settings] → [Default Settings] and if "Hold Setting for Received Data Print" is enabled, you are prompted to enter a password. Enter the correct password using numeric keys.

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CONDITION SETTINGS

If you print data in an environment where the printer driver is not used (that is, if you print data using the MS-DOS system or if you print data using the PC that does not have the provided printer driver installed), set the detailed printing conditions. (However, the "Disable Blank Page Print" function will be effective even when the PCL printer driver is used.)

When printing using the printer driver, the printer driver settings take precedence over the printer condition settings.

Settings

Item	Setting
Copies	1 - 999 sets
Orientation	• Portrait • Horizontal
Default Paper Size	8-1/2" x 14", 8-1/2" x 13-2/5" (216 mm x 340 mm), 216 mm x 330 mm (8-1/2" x 13"), 216 mm x 343 mm (8-1/2" x 13-1/2"), 8-1/2" x 11", 7-1/4" x 10-1/2", 5-1/2" x 8-1/2", A3W, A3, B4, A4, B5, A5, 12" x 18", 11" x 17", 8K, 16K
Default Output Tray	• Center Tray (Not displayed if a finisher is installed) • Offset Tray*1 • Finisher Upper Tray*2 • Finisher Lower Tray*2 • Right Tray

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Default Paper Type	Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Color
Initial Resolution Settings	• 600 dpi • 600 dpi (High Quality) • 1200 dpi
Disable Blank Page Print	• ☐ (Enabled) • ☑ (Disabled)
Line Thickness*3	0 to 9
2-Sided Print	• 1-Sided • 2-Sided (Booklet) • 2-Sided (Tablet)
Color Mode	• Auto • B/W
N-Up Print*4	N-Up • 1-Up • 2-Up • 4-Up • 8-Up
	Layout • Left To Right*5 • Right To Left*5 • Upper-Left To Right*6 • Upper-Left To Lower*6 • Upper-Right To Left*6 • Upper-Right To Lower*6

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Fit To Page*7	• ☑ (Use Fit to Page) • ☐ (Do not use Fit to Page)
Output	• ☑ (Use Print per Unit) • ☐ (Do not use Print per Unit) • Staple Position*1: None, 1 Staple at Back, 2 Staples, 2 Staples (Top) • ☐ (Use Punch)*8 • ☑ (Do not use Punch)*8
Quick File	• ☐ (Disabled) • ☑ (Enabled)

*1 When the finisher is installed

*2 When the saddle finisher (large stacker) or finisher (large stacker) is installed

*3 This setting is used to adjust the line width of vector graphics. Except for CAD and other specialized uses, there is normally no need to change this setting. When "0" is selected, all lines are printed at a width of 1 dot.

*4 Paper sizes that can be used with this function are 11" x 17", 8-1/2" x 14", 8-1/2" x 11", A3, B4, and A4. (This function may not take effect with some print methods.)

*5 Can be selected when 2-Up is selected.

*6 Can be selected when 4-Up/8-Up is selected.

*7 Only effective when printing PDF, JPEG, and TIFF files.

*8 When a punch module is installed

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PCL SETTINGS

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Item	Description	Setting
PCL Symbol Set Setting	Specify the symbol set used for printing.	Select from 35 items.
PCL Font Setting	Select a font used for printing.	• Internal Font • Extended Font (List of internal fonts when extended fonts are not installed.)
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received.	• 0.CR=CR; LF=LF; FF=FF • 1.CR=CR+LF; LF=LF;FF=FF • 2.CR=CR; LF=CR+LF; FF=CR+FF • 3.CR=CR+LF; LF=CR+LF; FF=CR+FF
Wide A4	When this is enabled, 80 characters per line are printed on the 8-1/2" x 11" (A4) size paper using a 10-pitch font. (When this setting i	• ☑ (Enabled) • ☐ (Disabled)

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s disabled, up to 78 characters are printed p
er line.)

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POSTSCRIPT SETTING

When an error occurs during PostScript printing, these settings determine whether or not an error notice is printed and whether or not the PostScript data is received in binary format.

Item	Description	Setting
Print PS Error	When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed.	• ☑ (Enabled) • ☐ (Disabled)
Binary Processing	Receive PostScript data in binary format.	• ☑ (Enabled) • ☐ (Disabled)

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DOCUMENT FILING CONTROL

Document Filing Control is used to create, edit, and delete custom folders for document filing.

- **[Register Next] key**

  Use this to add a new custom folder.

- **List display**

  Displays a list of registered user folders. A folder can be selected to open an edit/delete screen for the folder.

Creating a custom folder

When you tap the [Add New] key, the registration screen appears. Up to 1000 custom folders can be registered.
For information on the settings, see "Settings".

Editing and deleting a custom folder

A custom folder can be selected from the list to open an edit/delete screen for the custom folder.
For information on the settings, see "Settings".
Delete the folder using the [Delete] key.

Settings

Item	Description

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Folder Name	Enter a name (maximum of 28 characters) for the custom folder to be created. A name cannot be stored if it is already being used for another folder.
Initial of Folder	Enter up to 10 characters for the initials. The initials you enter here determine the position of the one-touch key in the index.
Password of Folder	To set a password for the folder, enter the desired number (5 to 8 digits).
Select User Name	Select the desired user name from the user list.

- If the folder has a password, the correct password must be entered before a file can be deleted.
- A folder that contains files cannot be deleted. Either move the files to a different folder or delete them before deleting the folder.

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USB-DEVICE CHECK

Check the current connection of USB devices to the machine.

The connection of a USB device that is not compatible with the machine will not appear.

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OPERATION SETTINGS

Enlarge Display Mode

Displays large characters on the screen.
appears in the system area when Large Character Mode is enabled.

Keys Touch Sound

Controls the key touch sound level, or turns the sound off. You can also have three peeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure setting screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen for Scan to HDD in document filing mode	

Key Touch Sound at Initial Point

When you specify the exposure in the exposure adjustment screen of each mode, a bleep sounds three times when the reference value is reached.

Auto Clear Setting

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The time until Auto Clear activates can be set to any number of seconds from 10 to 240 in increments of 10 seconds.
If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

Cancel Auto Clear Timer

This is used to disable the auto clear function.

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

MFP Display Language Setting

The language that appears in the touch panel can be changed to any language.

When user authentication is enabled and a display language is specified in the favorite operation group, that setting is given priority.

Default Display Settings

Set the screen that appears after auto clear and login.
You can select from Copy, E-mail, Network Folder, FTP/Desktop, Internet Fax, Fax, Data Entry, Address Book, Document Filing, Home Screen, or the Sharp OSA Screen.

Display Favorite Menus as Default

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You can specify to display the "Favorite" first during mode selection.

Display Action Panel as default.

Specify whether or not to display with the action panel on the screen.

Disabling of Job Priority Operation

The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

Disabling of Bypass Printing

This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not available in any of the trays).
* This does not include cases where the paper ran out during the job.

Key Operation Setting

Time for Accepting Key Entry

This setting determines how long a key in the touch panel must be tapped until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.
By lengthening the time setting, key input can be prevented when a key is tapped accidentally. Keep in mind, however, that when a longer setting is selected more care is required when tapping keys to ensure that key input is registered.

Disable Auto Key Repeat

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This is used to disable key repeat.
Key repeat causes a setting to change continuously not only each time the key is tapped but while a key is tapped.

Long-touch Detection Time

Select a time when a long key touch is detected.

Double Tap Speed Interval

Select an interval when a double tap is detected.

Disabling of Clock Adjustment

Disables the date and time from being changed.

Disabling of Covers/Inserts Mode

Disables the use of the covers and inserts function.

Set Keyboard Priority

Selects to use the soft keyboard or an external keyboard to enter characters if the external keyboard is attached.

Display current path in System Settings

While the Setting mode of the machine is in use, the menu position is displayed in hierarchical form at the top of the touch panel.

Enable link of current path

If "Display current path in System Settings" is turned ON, the link of the current path is enabled.

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Eco Recommendation Function

Shows recommended copy/print settings for copy, document filing reprint, and direct print.
Display the copy/print settings screen for saving paper when using copy, document filing print, and direct print.

Initial Original Count Setting

Specifies whether or not "Original Count" in Others is enabled for each function.

COPYING

- COPYING

IMAGE SEND

- Scanner
- Internet Fax
- Fax
- Data Entry

DOCUMENT FILING

- Scan to HDD
- Save in External Memory Device

Unify 10-key number in ascending order from upper left

Arranges numeric keys in the ascending order from the left top position.

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MFP Display Pattern Setting

Select a color pattern in the touch panel from seven color patterns.
A sample of the selected template can be reviewed.

Preview Setting

Received Data Image Check Setting

Select whether or not a preview of received faxes and Internet faxes is shown.
This is displayed when a facsimile expansion kit or Internet fax expansion kit is installed.

Default List/Thumbnail Display

- **Fax/I-Fax Reception Data:** Select whether the default display format of the received fax/I-Fax list screen is list or thumbnails.

File Retrieve of Document Filing

- **Main Folder/Quick File Folder:** Select whether the default display format of the document filing main folder and temporary folder screens is list or thumbnails.
- **Custom Folder:** Select whether the default display format of the document filing custom folder screen is list or thumbnails.

Remote Operation Settings

Configure settings required for remote operation of the machine from a PC connected to the same network.

Remote Software Operation

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- **Operation Authority:** This is used when remote software is used to operate the machine remotely.
- **View Password Entry Screen:** When remote software is used to operate the machine remotely, you can have a password entry screen appear on the machine, on the PC, or both.

Operation from Specified PC

- **Operation Authority:** This is used to allow remote operation of the machine using the specified PC.
- **Host Name or IP Address of PC:** Enter the host name or IP address of the PC to be connected to the machine. Enter a maximum of 127 characters.
- **View Password Entry Screen:** When a specified PC is used to operate the machine remotely, you can have a password entry screen appear on the machine, on the PC, or both.

Operation by User Who Has Password

- **Operation Authority:** This is used to allow a user who has a password to operate the machine remotely. For information on the password, consult your service technician.
- **View Password Entry Screen:** When a user who has a password operates the machine remotely, he or she can have a password entry screen appear on the machine, on the PC, or both.

Cookie Setting

Specify whether or not to save or delete cookies to be used when using Sharp OSA or viewing Web pages.
If "Not hold Cookie" is selected, received cookies are discarded when operations have ended.

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SOFT KEYBOARD TEMPLATE SETTING

Register a text that you frequently use when entering an address or domain name in advance. Enter a maximum of 16 characters.

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CUSTOMIZE KEY SETTING

Assign frequently used functions to shortcut keys. They will be displayed in the favorite screen in the base screen of each mode.

It can be configured in Setting mode (Web version) only. It cannot be configured in the touch panel of the machine.

The following settings can be configured.

Item	Description
Customized Keys 1 - 40	Enter a name for the customized key (maximum of 20 characters).
Item	Select the function that you wish to assign to the key. The functions that can be selected vary by mode.
Return to the Defaults	The selected favorite settings are returned to the fact ory default.

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MODE KEY DISPLAY SETTING

The mode selection keys can be displayed at the top of the screen.

Item	Description
Display mode keys in screen	The mode selection keys can be displayed at the top of the screen.
Display of mode keys	Select the modes shown in the mode selection keys.
Display mode keys in home screen	Set whether the modes selection keys are shown in the home screen. When this is disabled, the mode selection keys do not appear in the home screen even when "Display mode keys in screen" is enabled.

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HOME SCREEN SETTINGS

You can configure the home screen that appears when the [Home Screen] button is pressed.

It can be configured in Setting mode (Web version) only. It cannot be configured in the touch panel of the machine.

When a name is tapped, the key storage screen appears.
The following settings can be configured.

Item

Item	Description
Home keys 1 to 60	Set the scroll keys at the top of Home screen. When a name is tapped, the key storage screen appears.
Fixed keys 1 to 10	Set the scroll keys always displayed at the bottom of the Home screen. When a name is tapped, the key storage screen appears.
Template	Select one of six patterns. The key layout of the pattern selected with the [Key Layout of the Screen] is displayed.
Use Custom Image	Set the background image that select your favorite image.
File or Folder Name	Select the file or folder that want to register the background image.

Image

Item	Description

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Background Image	Displays the selected background image file name. You can change the image by tapping the [Change] key.

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VARIOUS SETTING

Various devices mounted on the machine can be set.

Original Size Detector Setting

One of the 8 groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Detectable original sizes	
	Document Glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
Inch-2	11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11"x17", 216 mm x 330 mm (8-1/2"x13"), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", A3, A4
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216 mm x 340 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11"x17", 8-1/2"x13-2/5 (216 mm x 340 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", A3, A4
AB-1	A3, A4, A4R, A5, B4, B5, B5R	11" x 17", 8-1/2" x 14", 8-1/2" x 11", A3, A4, A4R, A5, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 330 mm (8-1/2"x13")
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 11"x17", 8-1/2"x11", 216 mm x 330 mm (8-1/2"x13"), 8K, 16K, 16KR

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AB-4	216 mm x 340 mm (8-1/2" x 13-2/5"), A3, A4, A4R, A5, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 340 mm (8-1/2"x13-2/5")
AB-5	216 mm x 343 mm (8-1/2" x 13-1/2"), A3, A4, A4R, A5, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 343 mm (8-1/2"x13-1/2")

Cancel Detection at Document Glass

Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Original Feeding Mode

The following original feeding modes can be set to operate by default in copy, image send, scan to HDD, and saved in external memory device modes. When a mode is frequently used, this saves you from having to select the mode in another mode each time you need to use it.

- Mixed Size Original (Same Width (Copy mode only)/Different Width)
- Slow Scan Mode
- Blank Page Skip*

* Excluding fax mode and Internet fax mode.

Disabling of Duplex

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This is used to disable 2-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Optional Paper Drawer

This setting is used to disable the optional paper drawer, such as when it malfunctions.

Disabling of Tray Setting

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Finisher

This setting is used to prohibit the use of finisher or saddle finisher, such as when it malfunctions.

Disabling of Offset

Disables an offset.

Disabling of Stapler

This setting is used to prohibit the use of staple, such as when the staple of finisher or saddle finisher malfunctions.

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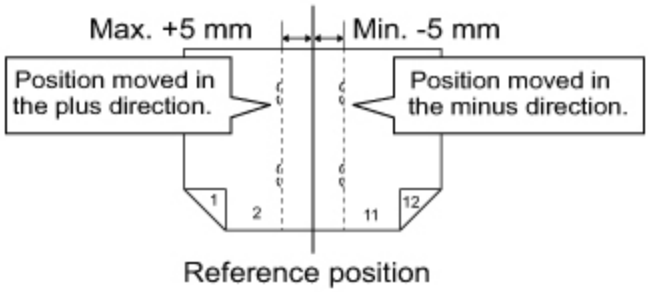
Saddle Stitch Position Adjust

This setting is used to adjust the staple position (saddle fold position) when a saddle finisher is installed and the saddle stitch function is used.
The value can be adjusted in increments of 0.2 mm within a range of +/-5.0 mm from the home position of each paper size.



Disabling of Punch

This setting is used to prohibit the use of punch, such as when the punch module of finisher or saddle finisher malfunctions.

Disabling of Color Mode

(When a color-related problem has occurred)
When a color-related problem has occurred and printing is not possible, the use of color mode will be temporarily blocked. Black & white printing will still be possible.

This function is only for use as an emergency measure. Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest SHARP Service Department listed in the Quick Start Guide to have a service technician cancel the settings and resolve the problem.

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Auto Paper Selection Setting

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper
- Plain and Recycle Paper
- Recycle Paper

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray by selecting [System Settings] in "Setting mode" → [Paper Tray Settings].

Tandem Connection Setting

When two machines are used as network printers using TCP/IP protocol, use this setting to configure the port number and IP address of the machine used as the tandem slave machine.

Disabling of Master Machine Mode

To prohibit tandem transmission, enable this setting. (Normally this setting is not necessary.)

Disabling of Slave Machine Mode

To prohibit tandem reception, enable this setting. (Normally this setting is not necessary.)

To use the tandem function when user authentication is enabled, the same login name and password must be used on both the master machine and slave machine. If the same login name and password are not used, the page count may not be added to the appropriate user count or only the master machine may print.

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The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, do not change the port number.

Auto Switching of Finisher Trays

If the number of sheets on the upper finisher tray reaches the sheet limit, output will automatically switch to the lower tray.

Detect Standard in Auto Color Mode

When the color mode is set to auto in copy mode, the discrimination point for detecting whether originals are color or black and white can be set to one of 5 levels. When set to [Closer to B/W], the originals are easier to recognize as black and white. When set to [Closer color], the originals are easier to recognize as black and white.

Registration Adjustment

Various devices mounted on the machine can be set.
If the colors are out of place on the printed surface when color printing is performed, the print positions of the colors can be adjusted.
If you wish to lighten the selected color, tap the [Auto Adjustment] key to adjust the exposure. A message appears when the key is tapped.
Tap the [Execute] key.

Optimization of Hard Disk

Various devices mounted on the machine can be set.
This function optimizes the hard drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:

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- Access to Setting mode (Web version), and reception of print data
- Use of keys on the operation panel
- Turning off the power with the main power switch of the machine.
- Auto Power Shut-Off

When optimization is completed, the machine will automatically restart.

When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.

Fusing Cleaning Mode

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.

If improvement is not noticed after the first time you use the function, try executing the function again.

Fusing Control Settings

These are used to control the toner fusing temperature according to the weight of the paper.
These settings apply to plain paper, recycled paper, punched paper, pre-printed paper, letterhead paper, colored paper, and user type paper.

You can select "16 to 23 lbs." or "23+ to 28 lbs." ("60g/m^2 to 89g/m^2" or "90g/m^2 to 105g/m^2").

- Be sure to use only paper that is in the same weight range as the weight range set here. Do not mix plain or other paper that is outside the range with the paper in the tray.

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- When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER" in "BEFORE USING THE MACHINE"

List Print

To specify [One Sided] or [Two Sided] printing in List Print.

Black Streak Reduction

Specify to use the black streak reduction or not.
The black streak reduction can be used for Scan Original, Copy, Image Send, and Scan to HDD functions.
If the black streak reduction is enabled, select any of the following options.

- Process Black Thin Streaks
- Normal
- Process Black Thin and Thick Streaks

Display warning message for black streaks detection.

Set this option to display a warning message when black streaks are detected by the document feeder.

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INITIAL STATUS SETTINGS

The following settings are related to copying.
Default settings selected with these settings apply to all functions of the machine (not just the copy function).
The copier settings are reset to the initial state when the [Power] button is turned on, when the [CA] key is tapped, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode.
The following settings can be changed:

Item	Description
Color Mode	Configure default color mode settings.
Paper Tray	Specify the paper tray that is selected by default.
Exposure Type	Configure default exposure mode settings.
Copy Ratio	Specify the copy ratio that is selected by default.
2-Sided Copy	Configure the 2-sided mode settings that are selected by default. If this setting is used to change the default setting for the duplex function to any setting other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".
Output	Set the print output method and output tray that are selected by default.
Offset	Set whether or not offset is performed in the default settings.
Return to the Defaults	This returns all items to the factory default settings.

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COPY SETTINGS

The following settings are related to copying.
Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Copy Exposure Adjustment

Adjusts the exposure level when [Auto] is used for the copy exposure.

Color

Sets the copy exposure level in color mode for the document glass and for the automatic document feeder.

B/W

Sets the copy exposure level in black & white mode for the document glass and for the automatic document feeder.

Rotation Copy Setting

When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper.

Enable the Rotation Copy setting to copy an 5-1/2" x 8-1/2" (A5) size original on 5-1/2" x 8-1/2"R (A5R) paper.

Add or Change Extra Preset Ratios

Add two enlargement preset ratio values (101% to 400%) and two reduction preset ratio values (25% to 99%).
Also, you can change the preset ratio if necessary.

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Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 999 can be specified.

Initial Margin Shift Setting

This is used to set the default margin shift amount. Specify a value from 0" (0 mm) to 2" (50 mm) in increments of 1/8" (3 mm) for both the front and reverse sides.

Erase Width Adjustment

This is used to set the default erase width for erase function. Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

Initial Multi Shot Setting

Set the default state for Multi Shot. Select the page layout for Multi Shot, whether or not borders are added, and if added, whether the borders are solid lines or dotted lines.

Card Shot Settings

This is used to set the default original size for the card shot function. Specify a value from 1" (25 mm) to 8-1/2" (216 mm) in increments of

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1/8" (3 mm) for both the X (horizontal) and Y (vertical) dimensions of the original.

Fit to Page

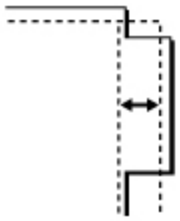
Enable this setting to have the [Fit to Page] key always appear in the card shot screen.

Automatic Saddle Stitch

Saddle stitch stapling take place automatically when the pamphlet copy function is used.

Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying.
Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm).



Disabling of Registration/Deletion of Program

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

Disables the use of the bypass tray when making 2-sided copies.
The bypass tray is often used to feed label sheets, transparency film,

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and other special media for which 2-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which 2-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

Disables the Auto Paper Selection function.
When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Auto Selection Setting of Tray that is Supplied the Paper

When this setting is enabled and paper is loaded into a tray while the machine is on standby in copy mode, that tray is automatically selected.

Disabling Registration of Custom Image

Disables storage of a custom image.

Disabling sending while copying

Disables the Image Send function during copy.

B/W 600 dpi x 600 dpi Scanning Mode for Document Feeder

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The resolution for copying in black and white using the automatic document feeder can be changed from 600 x 400 dpi to 600 x 600 dpi (high quality mode).
When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower.

When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 400 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [Color Start] key.

B/W Quick Scan from Document Glass

The resolution for copying in black and white using the document glass can be changed from 600 x 600 dpi to 600 x 400 dpi (high speed mode).
When high speed mode is selected, the first copy time is quicker, however, the copy image is not as clear.

When high quality mode is not selected, the following conditions must be satisfied in order to scan at 600 x 400 dpi and attain the fastest speed.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.
- [Copy of Copy] must not be enabled.
- Do not copy in black and white with the [Color Start] key.

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Auto Clear Before Copy Job

Enables the Auto Clear function during copy even when a copy job is not completed. This protects the machine from being held due to the incomplete copy job.

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COLOR ADJUSTMENTS

The following settings are related to copying.
Default settings selected with these settings apply to all functions of the machine (not just the copy function).
The following settings are related to the color.

Initial Color Balance Setting

Color balance values obtained using "Color Balance" in another mode can be stored in a program (1 to 48), and those values can be retrieved and stored as the initial color balance setting*. Use this feature when you wish to repeatedly use a color balance setting for a favorite color or for correction when a change occurs in the color balance.

* Preset values displayed when you select "Color Balance" in another mode.

Return to the Factory Default Setting

This returns the stored color balance values to the factory default values (all color balance values are "0" for the 8 levels of each color).

AUTO COLOR CALIBRATION

Performs automatic color correction when the color in color copies is off. The machine prints a test patch, the test patch is scanned, and the color is automatically corrected.
After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic calibration. Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).

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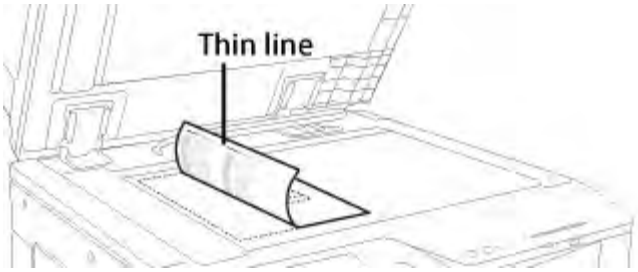

Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and tap the [Execute] key.

- Before executing Auto Color Calibration, check to see if the registration adjustment is correct. If the registration adjustment is not correct, perform "Registration Adjustment."
- If the color is still off after performing Auto Color Calibration, repeating Auto Color Calibration once again may improve the color.

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DEFAULT SETTINGS

Settings related to the printer function can be configured.
Printer condition settings are described below.

Prohibit Notice Page Printing

Disables to print a notice page.

Prohibit Test Page Printing

Disables to print the test page.
When this setting is enabled, [System Settings] → [List Print (User)] → [Printer Test Page] in "Setting mode" cannot be used to print test pages.

A4/Letter Size Auto Change

When printing an 8-1/2" x 11" (letter) size image, this setting allows A4 size paper to be used if 8-1/2" x 11" size paper is not loaded.

Print Density Level

This lightens or darkens the print density of color and black and white images. The print density can be adjusted to five levels.

CMYK Exposure Adjustment

Adjusts the density of cyan (C), magenta (M), Yellow (Y), and Black (K). The exposure of each color can be adjusted to 17 levels.

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Bypass Tray Settings

Enable Detected Paper Size in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Enable Selected Paper Type in Bypass Tray

This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job status screen. The jobs are moved to the job queue after they have been analyzed by the machine. Multiple jobs that have not yet been analyzed appear in the spool queue.
When this function is disabled, received print jobs are displayed in the job queue instead of being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.

Prohibit USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.

Disabling of Network Folder Direct Print

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Disables the direct printing from a network folder.

Disabling sending while printing

Disables the Image Send function during printing.

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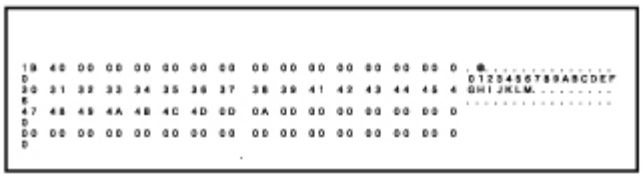
INTERFACE SETTINGS

Settings related to the printer function can be configured.
These settings are used to control and monitor data transmitted to the USB port or network port of the machine.

Hexadecimal Dump Mode

This function is used to print the print data from a computer in hexadecimal format together with the corresponding ASCII text. This mode allows you to check whether or not print data from the PC is being transmitted to the printer correctly.

Example of a hexadecimal dump



I/O Timeout

The I/O timeout can be set to any number of seconds from 1 to 999. The I/O timeout function temporarily breaks the connection if the set duration of time elapses without any data being received by the port. After the connection is broken, the port is set to auto selection or the next print job is begun.

Enable USB Port

Enables printing from the USB port.

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USB Port Emulation Switching

If the machine is connected using the USB port, select the emulated printer language.
The following settings can be configured.

- Auto
- Post Script
- PCL

- The settings are the same as those of "Network Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Enable Network Port

Enables printing from the network port.

Network Port Emulation Switching

This setting is used to select the emulated printer language when the machine is connected by a network port.
The following settings can be configured.

- Auto
- Post Script
- PCL

- The settings are the same as those of "USB Port Emulation Switching".

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- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Port Switching Method

Selects when port switching takes place.

Switch at End of Job

The port changes to auto selection when printing ends.

Switch after I/O Timeout

When the time set in "I/O Timeout" elapses, the port changes to Auto Selection.

The following two print ports are available on the machine:

- USB port
- Network port

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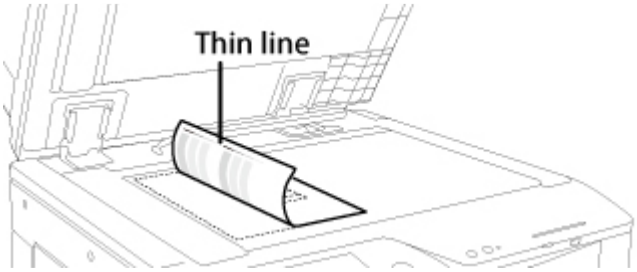
AUTO COLOR CALIBRATION

Settings related to the printer function can be configured.
Performs automatic color correction when the color in color copies is off.
The machine prints a test patch, the test patch is scanned, and the color is automatically corrected.

After the [Execute] key is tapped and a test patch is printed, a message appears prompting you to begin automatic calibration.
Place the test patch on the document glass as shown below (so that the thin line at the edge of the page is to the left).



Lay copy paper (about five sheets) that is the same size as the test patch on top of the placed test patch, gently close the automatic document feeder, and tap the [Execute] key.

- Before executing Auto Color Calibration, check to see if the registration adjustment is correct.
  If the registration adjustment is not correct, perform "Registration Adjustment."
- If the color is still off after performing Auto Color Calibration, repeating Auto Color Calibration once again may improve the color.

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OPERATION SETTINGS

Settings related to the image send function (E-mail, Internet fax, etc.) can be configured.

For an explanation of settings related to the fax function, see "IMAGE SEND SETTINGS - FAX FUNCTIONS."

The operation settings below apply to all image send functions.

Default Settings

Hold settings for a while after scanning has been completed.
Use this setting to hold the settings after scanning is completed (until Auto Clear Mode activates).

Default Display Settings
Select any of the following 5 base screens that appear when you tap the [Image Send] key or when you tap the ([CA] key) on the Image Send Mode screen.

- E-mail
- Network Folder
- FTP/Desktop
- Internet Fax
- Fax
- Data Entry

Apply Addresses of Sending Modes Only
When an address is selected from the address book, only the addresses displayed in narrowing mode are applied.

Higher priority is given to the display of address book
If image send mode is enabled, the Address Book is displayed in place of the initial screen of this mode.

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In "Setting mode", if a default address has been configured by selecting [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address] → [Default Address Setting], the [Higher priority is given to the display of address book.] function cannot be used.

Category to be Displayed with Default
Select a category to be displayed with the default.

- None
- Frequent Use
- Categories 1 to 32

Enlarging the Address Book
An enlarged address book list appears.

Display all address type regardless of the mode being displayed currently.
Displays all destinations regardless of the displayed mode when this setting is enabled.

Image Orientation
Sets the default image orientation.

Initial Resolution Setting
The following settings are available for the default resolutions of common scan, E-mail, Internet fax, and fax mode.
Scanner Common
100 X 100 dpi, 150 X 150 dpi, 200 X 200 dpi,
300 X 300 dpi, 400 X 400 dpi, 600 X 600 dpi
E-mail
100 X 100 dpi, 150 X 150 dpi, 200 X 200 dpi,
300 X 300 dpi, 400 X 400 dpi, 600 X 600 dpi
Internet Fax
200 X 100 dpi, 200 X 200 dpi*, 200 X 400 dpi*,
400 X 400 dpi*, 600 X 600 dpi*

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Fax

Normal and small characters*, Fine*, Ultra Fine*
* Half Tone

Apply the Resolution Set when Stored
When an image stored by document filing is used, this applies the resolution setting that was stored with the image.

Default Exposure Settings

This is used to set the default exposure settings for scanning a document in image send mode. Select [Auto] or [Manual]. If you select [Manual], set the exposure to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original (only in scan mode and USB memory device scan mode).
The following settings can be configured.

- Text/Printed Photo
- Text/Photo
- Text
- Photo
- Printed Photo
- Map

When the exposure is set to [Auto], a default original type cannot be selected.

Sharpness

This is used to emphasize the outline of image and show it clearly for scanning a document in image send mode. It can be set to any of 5 levels.

Contrast

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This is used to adjust the contrast of image for scanning a document in image send mode. It can be set to any of 5 levels.

Sending the same image sent in Fax/I-Fax mode

This is used to enable or disable the default setting. Enable this function to send the same image simultaneously using fax mode or Internet fax mode with another mode.
If this function is disabled, an image specified with each Scan Setting is sent to E-mail, FTP, Desktop, and Network Folder.

Must Input Next Address Key at Broadcast Setting

This function forces the user to tap the [Next Address] key before entering the next destination during broadcasting.
When this setting is enabled, the [Next Address] key cannot be omitted even if the next address is entered with a one-touch key.
If a user attempts to enter the next address without tapping the [Next Address] key, a double-beep alarm will sound and the entry will be rejected.

Scan Complete Sound Setting

Sets the scan complete sound to be heard when an original is scanned.

Disable Switching of Display Order

Disables to change the order of display (search number order, ascending, descending).
Once set, the display sequence is not changed. The display order will remain fixed at the order that is in effect when this setting is enabled.

Hold Setting for Received Data Print

This function holds received faxes and Internet faxes in memory without printing them. The faxes can be printed by entering a password (factory default setting: 0000) with the numeric keys.

Password

When [Hold Setting for Received Data Print] is enabled, enter the password (4-digit number).

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These settings can only be configured when there is no received data in the machine memory (excluding data in a confidential or relay broadcast memory box).

Default Verification Stamp

This is used to enable or disable the default setting. Enable this to always affix the verification stamp on the original that has already been scanned using the automatic document feeder.

Erase Width Adjustment

This is used to set the default erase width for erase function. Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

Time Specified Output of Received Data

This function is available when the Received Data Image Check Setting is enabled.

* This is displayed when a facsimile expansion kit or Internet fax expansion kit is installed. If "Time Specified Output of Received Data" is set to ☑, this setting is grayed out.
  If "Change Password" or "Hold Setting for Received Data Print" is set to ☐, the password entry field is grayed out.

ENABLE/DISABLE SETTINGS

Settings to Disable Registration

This is used to prohibit the storing of destinations. Storing from the machine, storing from Setting mode (Web version), and storing from the PC can each be separately prohibited.

Disable Registering Destination from Operation Panel

Disables address control from the machine.
Configure the setting for each of the following items:

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- Group (Direct Entry)
- Group (Address Book)
- Contacts

Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Registering Destination on Web Page
Disables to store the destination from Setting mode (Web version).
Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)
- Individual

Select All: Selects all items.
Clear Checked: Clears all selections.

Disabling of Registration/Deletion of Program
This is used to prohibit the deletion and changing of image send settings stored in job programs.

Disable Registration of Memory Box
Disables all types of memory box registration.
Configure the setting for each of the following items:
Polling Memory, Confidential, Relay Broadcast (Direct Entry), Relay Broadcast (Address Book)

Disable Destination Registration Using Global Address Search
This disables address control from the global address search.
Configure the setting for each of the following items:
E-mail, Internet Fax, Fax
Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Registration Using Network Scanner Tools

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Disables address control from Network Scanner Tools.
Use this option to suppress to store data of another machine through Inbound Routing of address book.

Disabling of Forwarding via Network
This prohibits inbound routing.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode
This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book
Disables the selection of destinations from the address book.
Configure the setting for each of the following items:

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax (including Direct SMTP)
- Fax

Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Direct Entry
Disables the direct entry of destination address and others.
Configure the setting for each of the following items:

- E-mail
- Network Folder
- Internet Fax (including Direct SMTP)
- Fax

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Select All: Selects all items.
Clear Checked: Clears all selections.

Disable PC-I-Fax Transmission
This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission
This prohibits PC-Fax transmission.

Own Number and Name Set

Stores the Internet-Fax or Fax sender information.

Sender Data Registration

Use this to store the sender name for fax and Internet fax, the sender fax number, and the sender address for Internet fax. The stored sender name and sender fax number or Internet sender address will be printed at the top of the received fax.

Sender Name
Enter the sender name. A maximum of 20 characters can be entered for the sender name.

Sender Fax Number
Sets the sender fax number.
To insert a pause between digits of the number, tap the [-] key.
To insert a space between digits of the number, tap the [Space] key.

I-Fax Own Address
Enter a default sender address (maximum of 56 characters).

Registration of Own Name Select

Stores the sender name used in "Own Name Select " of another function. Up to 18 sender names can be stored.

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Add New

Store a sender name. A maximum of 20 characters can be stored.
After entering a sender name, tap the [Store] key.
The lowest unused registration number from 01 to 18 will be automatically assigned to the sender name. This number cannot be changed.

Sender Name List

Displays a list of stored sender names.
When you select a sender name, it is deleted.

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SCAN SETTINGS

Settings related to the image send function (Scan, Internet fax, etc.) can be configured.

For an explanation of settings related to the fax function, see "IMAGE SEND SETTINGS - FAX FUNCTIONS."

Scan Settings

The following settings are related to the scanner.

Default Sender Set

The information stored here is used if you do not specify [Reply to] in the send settings when performing Scan to E-mail.

Sender Name

Enter a default sender name (maximum of 20 characters).

Source Address

Enter a default reply address (maximum of 64 characters).

If only the sender name is stored, it will not be used as sender information.

Default Color Mode Settings

Select a default color mode setting for both color and black & white in e-mail address, network folder, FTP and Desktop. Specify "Scanner Common" unless E-mail is specified.

Auto (Mono2, Grayscale*), Full Color, Grayscale, Mono 2
* When scanning a black and white original with the color mode set to [Auto]

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Disable Change of B/W Setting in Auto Mode: Disables black & white settings from the base screen when the color mode is set to Auto.

Initial File Format Setting

Specify the initial file format for sending a file in E-mail, Network Folder, FTP, or Desktop mode. Specify "Scanner Common" unless E-mail is specified.

File Type

PDF, PDF/A, TIFF, JPEG[*1], Compact PDF[*2, 5], Compact PDF (Ultra Fine)[*2, 5], Compact PDF/A[*4], Compact PDF/A (Ultra Fine)[*4], Encrypt PDF, Encrypt/Compact PDF[*3, 5], Encrypt/Compact PDF (Ultra Fine)[*3, 5], XPS

*1 When [Black & White] is selected, the format is [TIFF].
*2 When [Black & White] is selected, the format is [PDF].
*3 When [Black & White] is selected, the format is [Encrypt PDF].
*4 When [Black & White] is selected, the format is [PDF/A].
*5 When the Scanner Function Expansion Kit is installed (equipped as standard for MX-4141N and MX-5141N).

Black & White

Compression Mode: None, MH (G3), MMR (G4)

Color/Grayscale

Data compression ratio: Low, Medium, High.
Emphasize Black Letter

Specified Pages per File

Generates a separate file for each scanned page when multiple pages are scanned.
If this setting is enabled, a number of pages per file can be specified.

Number of Pages

Any number of pages can be specified as the number of pages per file.
This setting can be used if [Specified Pages per File] is enabled.

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When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Compression Mode at Broadcasting

Selects the compression mode for broadcasting using Scan to E-mail or Internet fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

B/W

MH (G3), MMR (G4)

Color/Grayscale

Low, Medium, High
Emphasize Black Letter

Maximum Size of E-mail Attachments (E-mail)

To prevent the transmission of excessively large image files by Scan to E-mail, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].

This setting is linked to "Maximum Size of E-mail Attachments" of the Internet fax settings.

Maximum Size of E-mail Attachments (FTP/Desktop/Network Folder)

A limit can be set for the size of files that can be sent by Scan to FTP, Scan to Desktop, and Scan to Network Folder. Limits that can be selected are 50 MB, 150 MB, and 300 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].

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During broadcasting that includes both e-mail and Internet fax destinations, the limit set in "Maximum Size of E-mail Attachments (E-mail) " precedes.

Bcc Setting

Enable Bcc
Enable this setting if you wish to use Bcc delivery. Displays the [Bcc] key on the image send address book screen.

Display Bcc Address on the Job Status Screen
Displays Bcc addresses on the job status screen and address list tab.

Disable scan function

Specify this to disable remote PC scanning.

Default Address Setting

Default Address Setting

A default address can be stored that makes it possible to transmit by simply pressing the [Color Start] key or the [B/W Start] key without specifying an address. If [Apply E-mail address of the user for login.] is selected, the E-mail address of the login user is set as the default destination.
When [Apply Home Directory of The User for Login] is selected, the default address is the home directory of the user that logged in.
When the user logs in by internal authentication (authentication by the machine), the home directory setting of the user that logged in is configured in "User Registration" in "User List" in "User Control". When the user logs in by external authentication (network authentication), the home directory setting is configured in "Global Address Book Settings" in "LDAP Settings" in "Network Settings".

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Only a single default address can be set for Scan to E-mail, Scan to FTP, Scan to Desktop, and Scan to Network Folder.

Add Selected

Select an address that is to be used by default.

Apply E-mail address of the user for login.
The E-mail address of the login user is set as the default address.
Select the following items based on your intended use.

Item	Description
Apply also for Fax/I-Fax Screen	In the fax/I-Fax screen, if you do not want to apply the E-mail address of the login user as the default destination, tap the [Apply also for Fax/I-Fax Screen] checkbox to set to .
Allow Cancel	You can cancel the E-mail address of the login user that is entered automatically. To cancel, tap the [Cancel] key on the action panel.

Select From Address Book

- To display you desired address book, narrow the search by alphabet or category with the list of [Index]. You can select the number of addresses that are to be displayed at a time with [Display Items].
- When you select the desired address name and tap the [Store] key, the selected address can be selected for the default address.

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INTERNET FAX SETTINGS

Settings related to the image send function (Scan, Internet fax, etc.) can be configured.

For an explanation of settings related to the fax function, see "IMAGE SEND SETTINGS - FAX FUNCTIONS."

These settings can be configured when the Internet fax expansion kit is installed.

Default Settings

Configures the default settings for Internet fax.

Auto Wake Up Print

When the [Power] button is "Off" (but the main power switch is " | ") and an Internet fax is received, this function activates the machine and prints the fax.
When this function is disabled, received Internet faxes are not printed until the ([Power] button) is switched "On".

Compression Setting

This is used to set the default compression mode for Internet fax transmission.
The following settings can be configured.

- MH (G3)
- MMR (G4)

Speaker Volume Setting

Adjusts the volume of fax receive signals and communication error signals heard through the speaker.
A fax receive signal sounds after the machine checks the mail server

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and retrieves received faxes. A communication error signal sounds when a delivery failed e-mail is received from the destination Internet fax machine.

Original Print on Transaction Report

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- Do not Print

This setting will not be effective if the next "Transaction Report Print Select Setting" is set to "Do not Print".

Transaction Report Print Select Setting

Selects whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- Do not Print

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- Do not Print

Receiving

- Print Out All Report
- Print Out Error Report Only
- Do not Print

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When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. For details, see "Original Print on Transaction Report".

Activity Report Print Select Setting

Prints the Image Sending Activity Report stored in the machine memory periodically.
The Image Sending Activity Report can be set to print each time the number of transactions reaches 200, or at a specified time (once a day only). (The settings can be simultaneously enabled.)

- If you only select the "Print Daily at Designated Time" setting and the number of recorded transactions reaches 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Transaction Report can be printed out manually as needed. See "LIST PRINT (ADMINISTRATOR)" in Setting mode.

Body Text Print Select Setting

Image files attached to Internet faxes are normally printed. This setting can be enabled to also have the e-mail body text (subject and message) printed.
This setting also applies to printing of the body text of e-mail messages without file attachments.

A maximum of 5 pages of body text can be printed.

Send Setting

These settings are used to configure the settings for Internet fax.

I-Fax Reception Report On/Off Setting

This setting is used to request a reception report when an Internet fax is sent.

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I-Fax Reception Report Request Timeout Setting

The duration of time that the machine will wait for a reception report from the destination machine can be set by any number from 1 hour to 240 hours in increments of 1 minute.

This setting is only effective when "I-Fax Reception Report On/Off Setting" is enabled.

Number of Resend Times at Reception Error

The number of resend attempts when an error message is received from an I-Fax recipient can be set to any number from 0 to 15.

This setting is only effective when "I-Fax Reception Report On/Off Setting" is enabled.

Maximum Size of E-mail Attachments

To prevent the transmission of excessively large image files by Internet fax, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].

This setting is linked to "Maximum Size of E-mail Attachments (E-mail)" in Scan Settings.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image 90 degrees counterclockwise. (The setting can be configured separately for each size.)
8-1/2"x11", 5-1/2"x8-1/2"R, A4, B5R, A5R, 16K

8-1/2" x 11"R and A4R size images are not rotated.

Printing Page Number at Receiver

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When the transmitted image is printed by the receiving machine, the page number can be added to the top of each printed page.

Recall in Case of Line Busy

(This setting is only effective for Direct SMTP transmission.)
This setting sets the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

Number of Times to Recall When Line is Busy

Specifies whether or not recalling is performed when the line is busy. During recalling, you can set the number of recall attempts.
Any number from 0 to 15 can be selected.

Interval to Wait Between Recall Attempts (min.) When Line is Busy

The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

Recall in Case of Communication Error

(This setting is only effective for Direct SMTP transmission.)
This determines how many times your machine will automatically attempt the call again if a fax transmission fails due to a communication error.

Number of Times to Recall in Case of Error

Specify how many times the machine will recall when a communication error occurs.
During recalling, you can set the number of recall attempts.
Any number from 0 to 15 can be selected.

Interval to Wait Between Recall Attempts (min.) in Case of Error

The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

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Receive Settings

Configures the settings for Internet fax.

Auto Receive Reduce Setting

When a fax is received that includes printed information such as the sender's name and address, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.

If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off.
However, the image will be clearer because it will be printed at the same size as the original.

Standard sizes are sizes such as 8-1/2" x 11" and 8-1/2" x 5-1/2" (A4 and B5).

Duplex Reception Setting

This is used to have received faxes printed on both sides of the paper. When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Set Address for Data Forwarding

When the machine cannot print a received fax, the fax can be forwarded to another machine. This setting is used to configure the address of the other machine.

Forwarding to

Enter the forwarding address (maximum of 64 characters).

Direct SMTP

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Select this to enable forwarding when direct SMTP is used.

Add Hostname or IP Address Too
Select this to separately enter a host name or IP address.

Hostname or IP Address
Use this setting when "Add Hostname or IP Address." is enabled. Enter the host name or IP address (maximum of 64 characters).

Multiple forwarding addresses cannot be stored.

Receiving Date & Time Print

Enable this setting to have the date and time of reception printed.
Select [Inside the Received Image] or [Outside the Received Image] for the position where the date and time is printed.
When [Inside the Received Image] is selected, the date and time of reception is printed on the received image.
When [Outside the Received Image] is selected, the received image is reduced and the date and time of reception is printed in the blank area that results.

The [Outside the Received Image] cannot be selected for the reception date and time print setting if "Auto Receive Reduce Setting" is not enabled.

A3 RX Reduce

When an A3 size fax is received, this function reduces the fax to ledger (11" x 17") size.

When this setting is enabled, ledger (11" x 17") size faxes are also reduced.

POP3 Communication Timeout Setting

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The duration of time the machine waits until stopping reception can be set from 30 to 300 seconds in increments of 30 seconds if no response is received from the mail server (POP3 server).

Reception Check Interval Setting

Specifies an interval at which the machine automatically checks the mail server (POP3 server) for received Internet faxes. The interval can be set from 0 minutes to 8 hours in increments of 1 minute.
If 0 hours 0 minutes is specified, the machine does not automatically check the mail server for received Internet faxes.

The machine also checks the mail server (POP3 server) for received Internet faxes when the main power is switched on. (Except when 0 hours 0 minutes is specified.)

Fax Output Settings

This sets the output tray for received Internet faxes.
The items that appear will vary depending the machine configuration.

Allow/Reject Mail or Domain Name Setting

Allows or refuses a reception from specified addresses/domains.

Item	Description
Reject Reception	Reception from the stored address/domain is not allowed.
Allow Reception	Reception from the stored address/domain is allowed.
All Invalid	Reception from any address and domain is allowed, regardless of whether or not any addresses or domains have been stored.
Add New	Adds a new address or domain (maximum of 50) from which reception is to be rejected or allowed. Enter the address/domain (maximum of 64 character

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	s) and tap the [Store] key. If the first character of the entry is not "@", the entry is identified as an address. If the first character is "@", the entry is identified as a domain. (xxx@xx.xxx.com is treated as an address, and @xx.xxx.com is treated as a domain.) Storing an address specifies only that address. Storing a domain specifies all addresses that include that domain.
Registered address or domain list	Displays a list of the stored addresses and domains. An address or domain can be deleted from the list when selected.

When there are no stored anti junk mail addresses or domains, only the [Add New] key can be selected.

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VARIOUS SETTING

Document filing settings are described below.
Tap the [Document Filing Settings] key to configure the settings.

General

Default Mode Settings

Specifies which mode, Sharing or Confidential, is used as the default mode when storing a file.
When [Confidential Mode] is selected, the [Confidential] checkbox is set to on the information screen for filing.

Sort Method Setting

Selects an order of display files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

- File Name
- User Name
- Date

Administrator Authority Setting

For files and user folders that have a password, this setting allows the administrator password to be entered instead of the password when accessing the file or folder.
Also, you can change the preset ratio if necessary.

Delete All Quick Files

Deletes all files from the Quick File folder except for protected files.

Delete Now

Tap this key to start deletion of all files immediately.

Delete Quick Files at Power Up

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This is used to automatically delete all files in the Quick File Folder (with the exception of protected files) when the [Power] button is turned "On".

Image Orientation

Changes the image orientation.

Default Color Mode Settings

Selects the default settings for black & white and color when Scan to HDD is used.
The following settings can be configured.

- Auto
- Full Color
- Grayscale
- Mono2

Default Exposure Settings

Default exposure settings for document filing can be configured.
Select [Auto] or [Manual].
If you select [Manual], set the exposure to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original.
The following settings can be configured.

- Text/Printed Photo
- Text/Photo
- Text
- Photo
- Printed Photo
- Map

When the exposure is set to [Auto], a default original type cannot be selected.

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Initial Resolution Settings

One of the following resolutions can be selected for the default resolution for transmission.

- 100 X 100 dpi
- 150 X 150 dpi
- 200 X 200 dpi
- 300 X 300 dpi
- 400 X 400 dpi
- 600 X 600 dpi

Scan Complete Sound Setting

Adjusts the volume of the beep that sounds when scanning ends. The beep can also be turned off.

Default Output Tray

Selects the default output tray for printing a file stored by Scan to HDD.
The items that appear will vary depending the machine configuration.

Disabling Text/Stamp printing at Reprint

When a stored file is retrieved and printed, the printing functions are disabled.
This function prevents an inconsistency of the date between the original data and output data and others.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Erase Width Adjustment

Sets the default erase width for erase function.
Specify a value from 0" (0 mm) to 1" (25 mm) in increments of 1/8" (3 mm) for both edge erase and center erase.

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Card Shot Settings

This is used to set the default original size for the card shot function. Specify a value from 1" (25 mm) to 8-1/2" (216 mm) in increments of 1/8" (3 mm) for both the X (horizontal) and Y (vertical) dimensions of the original.

Fit to Store Size

Always displays the [Fit to Store Size] key on the card shot screen.

Setting of store/delete after file print

Select whether or not to save or delete a file after printing.

Scan to External Memory Device Setting

Default Color Mode Settings

Auto, Full Color, Grayscale, Mono2

Disable Change of B/W Setting in Auto Mode

Setting the "Disable Change of B/W Setting in Auto Mode" checkbox to ☑ disables black & white settings from the base screen when the color mode is set to Auto.

Initial File Format Setting

You can set the initial file format to be saved in an external memory device.

File Type

PDF, PDF/A, TIFF, JPEG[*1], Compact PDF[*2*5], Compact PDF (Ultra Fine)[*2*5], Compact PDF/A[*4*5], Compact PDF/A (Ultra Fine)[*4*5], Encrypt PDF, Encrypt/Compact PDF[*3*5], Encrypt/Compact PDF (Ultra Fine)[*3*5], XPS

*1 When [Black & White] is selected, the format is [TIFF].
*2 When [Black & White] is selected, the format is [PDF].
*3 When [Black & White] is selected, the format is [Encrypt PDF].
*4 When [Black & White] is selected, the format is [PDF/A].

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*5 When the Scanner Function Expansion Kit is installed (equipped as standard for MX-4141N and MX-5141N).

Black & White

Compression Mode: None, MH (G3), MMR (G4)

Color/Grayscale

Compression Ratio: Low, Medium, High, Emphasize Black Letter

Specified Pages per File

Generates a separate file for each scanned page when multiple pages are scanned.
If this setting is enabled, a number of pages per file can be specified.

When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Number of Pages

Any number of pages can be specified as the number of pages per file.

Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original.
The following settings can be configured.

- Text/Printed Photo
- Text/Photo
- Text
- Printed Photo
- Map

When the exposure is set to [Auto], a default original type cannot be selected.

Initial Resolution Settings

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One of the following resolutions can be selected for the default resolution for transmission.

- 100 X 100 dpi
- 150 X 150 dpi
- 200 X 200 dpi
- 300 X 300 dpi
- 400 X 400 dpi
- 600 X 600 dpi

Disable Storing to External Memory Device

Storing to external memory device is disabled.

Default Setting of PDF Format for PC Browsing

You can set the initial file format of public PDF which is created during execution of each job.

Compression Ratio

Low, Medium, High

Settings during each job execution

When each of copy, printer, scanner, Internet fax, fax, or stored scan data is executed, you can specify to create a public PDF and to set the resolution of public PDF.

Document Output Options

The use of a stored file can be allowed or prohibited by operation type and by the mode from which the file was stored.

The items that appear will vary depending on the functions that have been added to the machine.

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Item	Description
Print	For each mode, select whether or not printing of stored files is allowed.
Scan Send	For each mode, select whether or not fax transmission of stored files is allowed.
Internet Fax Send (including PC-I-Fax)	For each mode, select whether or not I-Fax transmission of stored files is allowed.
Fax Send (Including PC-Fax)	For each mode, select whether or not fax transmission of stored files is allowed.

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AUTOMATIC DELETION OF FILE SETTINGS

Document filing settings are described below. Tap the [Document Filing Settings] key to configure the settings.
Time and folder settings can be configured to have files in specified folders (stored by document filing) automatically deleted at a specified time. Up to 3 settings can be stored to be automatically deleted.
The procedure for using this function is as follows:
(1) Select [Setting 1], [Setting 2], or [Setting 3].
(2) Set the time and date for automatic deletion.
(3) Select the desired folder.
(4) Specify whether or not protected files and confidential files are to be deleted.
(5) Enable the stored settings.

Item	Description
Schedule	Select an automatic deletion cycle. • Every Day: Auto deletion every day at the specified time. • Every Week: Auto deletion at the specified time on the specified day of the week. • Every Month: Auto deletion at the specified time on the specified day of the month.
Folders	To select the folder separately, select [Folder Select] and select the desired folder. To select all folders, including the folder currently being created, select [All Folders (Including folders registered hereafter)].
Delete Protected File	Enable this setting to include protected files in the deletion.
Delete Confidential File	Enable this setting to include confidential files in the deletion.

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Delete Now

When this is executed with a folder selected, all files in the folder will be immediately deleted regardless of the date and time setting.

Execute Auto Deletion even if Auto Power Shut-Off is enabled.

Files are deleted automatically even when Auto Power Shut-Off is enabled.

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LIST PRINT (ADMINISTRATOR)

You can print out the lists and reports that only the administrator can refer to.
To specify [One Sided] or [Two Sided] printing in List Print, select "Setting mode" → [System Settings] → [Device Control] → [List Prints].
When using "Image Sending Activity Report (Internet Fax)" in Image Sending Activity Report (Auto), select "Setting mode" → [System Settings] → [Image Send Settings] → [Internet Fax Settings] → [Receive Settings] → [Duplex Reception Setting], enabling you to specify 1-sided or 2-sided printing.
When using "Image Sending Activity Report (Fax)" in Image Sending Activity Report (Auto), select "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Receive Settings] → [Duplex Reception Setting], enabling you to specify 1-sided or 2-sided printing.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copying
- Printer
- Image Send
- Document filing
- Security
- Common
- All Administrator Settings List

Image Sending Activity Report

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The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Scan)
- Image Sending Activity Report (Internet Fax)
- Image Sending Activity Report (Fax)

Data Receive/Forward List

The following lists showing reception settings and forwarding settings can be printed.

- Anti Junk Fax Number List
- Anti Junk Mail/Domain Name List
- Inbound Routing List
- Document Admin List

Web Settings List

This prints a list of the settings that are configured in Setting mode (Web version).

Metadata Set List

Prints a list of the settings that are configured in Setting mode (Web version).

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SHARP OSA SETTINGS

External Account Setting

External Account Control

When this setting is enabled, the machine enters external totaling mode and the totaling function can be used via an external account application.

Enable Authentication by External Server

When this setting is enabled, the machine enters external authentication mode. Access to the machine is controlled by the external application.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER" in "BEFORE USING THE MACHINE"

USB DRIVER SETTINGS

Set the driver of the USB device to be connected.

External Keyboard

Select whether the internal or external driver for the external keyboard is used.

IC Card Reader/Writer

Select whether the internal or external driver for the IC card reader/writer driver is used.

USB Memory

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Select whether the internal or external device driver for the USB memory device driver is used.

Level of Encryption

Select the level of encryption for communication using the external driver.
Select from none, AES-128 or AES-256.

- When the external driver is selected, the connected USB device is treated as not connected and cannot be used.
- When settings are changed, the changes will take effect after the machine is restarted.
  To restart the machine, see "TURNING ON THE POWER".
- To check the connection when a USB device is connected to the machine, see "USB-DEVICE CHECK".

Job Priority Settings

Set the playing speed of the animation in Sharp OSA applications.
The following settings can be configured.

- Priority Printing
- Half Tone
- Priority Animation Play

If the [LCD Animation Playback] or [Balanced] is selected, the job (or print) process speed of the machine may drop.
Select [Priority Printing] to increase the process speed of print job.

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ENABLE/DISABLE SETTINGS

The following settings enables or disables certain functions.

Printer Condition Settings

Disable Blank Page Print

Disables to print a blank page.

USER CONTROL

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server in Setting mode (Web version), can be prohibited.

Operation Settings

Cancel Auto Clear Timer

Disables the Auto Clear mode.

Disabling of Job Priority Operation

The job priority function can be disabled. If disabled, the [Priority] key is not shown on the job status screen.

Disabling of Bypass Printing

Disables bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This option is ignored when paper runs out during the job.

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Disable Auto Key Repeat

Disables the Auto Key Repeat function.

Disabling of Clock Adjustment

Disables the date and time from being changed.

Disabling of Covers/Inserts Mode

Disables the use of the covers and inserts function.

Device Control

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable 2-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Optional Paper Drawer

This setting is used to disable the optional paper drawer, such as when it malfunctions.

Disabling of Tray Setting

Disables the tray settings.

Disabling of Finisher

This setting is used to prohibit the use of finisher or saddle finisher, such as when it malfunctions.

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Disabling of Offset

Disables an offset.

Disabling of Stapler

This setting is used to prohibit the use of staple, such as when the staple of finisher or saddle finisher malfunctions.

Disabling of Punch

This setting is used to prohibit the use of punch, such as when the punch module of finisher or saddle finisher malfunctions.

Disabling of Color Mode

When a color-related problem has occurred and printing is not possible, the use of color mode can be temporarily prohibited. Black & white printing will still be allowed.

This function is only for use as an emergency measure.
Once this setting is enabled, only a service technician can cancel the setting. Promptly contact your dealer or nearest SHARP Service Department listed in the Quick Start Guide to have a service technician cancel the settings and resolve the problem.

Disabling of Master Machine Mode

Disables the Master Machine mode for tandem printing.
(Normally this setting is not necessary.)

Disabling of Slave Machine Mode

Disables the Slave Machine mode for tandem printing.
(Normally this setting is not necessary.)

Copy Settings

Disabling of Registration/Deletion of Program

Disables the program registration.

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Disabling of Bypass-Tray in Duplex Copy

Disables the use of the bypass tray when making 2-sided copies.
The bypass tray is often used to feed label sheets, transparency film, and other special media for which 2-sided copying is prohibited.
If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result.
If special media for which 2-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

Disables the Auto Paper Selection function.
When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Disabling Registration of Custom Image

Disables the registration of custom images.

Disabling sending while copying

Disables the Image Send function during copy.

Printer Settings

Prohibit Notice Page Printing

Disables to print a notice page.

Prohibit Test Page Printing

Disables to print the test page.
When this setting is enabled, "Printer Test Page" in Setting mode cannot be used to print test pages.

Exclude Bypass-Tray from Auto Paper Select

When [Auto] is selected for paper type selection, the bypass tray is excluded from the trays that can be selected.

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This is recommended when special paper is often placed in the bypass tray.

Disabling of USB Memory Direct Print

Disables the function for directly printing of a file in a USB memory device.

Disabling of Network Folder Direct Print

Disables the direct printing from a network folder.

Disabling sending while printing

Disables the Image Send function during printing.

Image Send Settings

Disable Switching of Display Order

Disables a change of display sequence (search number order, ascending, descending) in the address book and others.
If set, the display is not sorted even when you tap the tab on the address book screen.
The currently selected display order will be the order that is used after the setting is selected.

Disable Fax Broadcasting

Disables the facsimile broadcasting.

Disable Scan Function

Specify this to disable remote PC scanning.

Settings to Disable Registration

Disable Registering Destination from Operation Panel

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Disables address control from the machine.
Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)

Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Registering Destination on Web Page

Disables to store the destination from Setting mode (Web version).
Configure the setting for each of the following items:

- Group (Direct Entry)
- Group (Address Book)
- Individual

Select All: Selects all items.
Clear Checked: Clears all selections.

Disabling of Registration/Deletion of Program

Disables the use of address book when a program is stored.
Configure the setting for each of the following items:

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax (including Direct SMTP)
- Fax

Select All: Selects all items.
Clear Checked: Clears all selections.

ADDRESS BOOK

This prohibits the use of the address book in each mode.

Direct Entry

This prohibits the use of the address book for functions in each mode.

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Disable Registration of Memory Box

Disables all types of memory box registration.
Configure the setting for each of the following items:
Polling Memory, Confidential, Relay Broadcast (Direct Entry), Relay Broadcast (Address Book)
Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Destination Registration Using Global Address Search

This disables address control from the global address search.
Configure the setting for each of the following items:
E-mail, Internet Fax, Fax
Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Registration Using Network Scanner Tools

This disables address control from the Network Scanner Tools.

Disabling of Forwarding via Network

This prohibits inbound routing.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book

Disables the selection of destinations from the address book.
Configure the setting for each of the following items:

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- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax (including Direct SMTP)
- Fax

Select All: Selects all items.
Clear Checked: Clears all selections.

Disable Direct Entry

Disables the direct entry of destination address and others.
Configure the setting for each of the following items:

- E-mail
- Network Folder
- Desktop
- Network Folder
- Internet Fax (including Direct SMTP)
- Fax

Select All: Selects all items.
Clear Checked: Clears all selections.

Disable PC-I-Fax Transmission

This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission

This prohibits PC-Fax transmission.

Document Filing Settings

Disabling Text/Stamp printing at Reprint

When a stored file is retrieved and printed, the printing functions are disabled.

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This function prevents an inconsistency of the date between the original data and output data and others.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

Disable Storing to External Memory Device

Storing to external memory device is disabled.

SECURITY SETTINGS

This setting is used to set the security enhancement functions.

Hidden Pattern Print Setting

Disables the direct entry of background pattern and others.

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DATA BACKUP

The system storage and settings contained in the machine can be saved in a USB memory device.

Storage Backup

Address book information and user information stored in the machine can be saved to and retrieved from a USB memory device.

Export

Exports data to a USB memory device.

Import

Imports data, that you have saved in the USB memory device by "Export" option, into the machine.

Device Cloning

Saves the machine setting information in XML format and copies the information to another machine.
This function saves you the trouble of repeatedly configuring the same settings in multiple machines.

Export

Exports data to a USB memory device.

Import

Imports data, that you have saved in the USB memory device by "Export" option, into the machine.

- You can import data only to MX-4140N / MX-4141N / MX-5140N / MX-5141N.

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- The following data is not copied when device cloning is performed:
  - List print and fax forwarding items.
  - Count and device status display items.
  - IP address of the machine, device name, administrator password, sender names for image send, and other information that is specific to the machine.
  - The settings specific to each hardware such as screen contrast, color adjustment, and saddle stitch position adjustment

Forward Address Book

Forwards the address book of this machine directly to another multi-function peripheral.

- This function can be enabled when a USB memory device is installed.
- This function cannot be used while Setting mode is in use, while a job is being executed, or when there is a reserved job.

Contact your dealer or the nearest SHARP Service Department listed on the Quick Start Guide for advice on the machine for data importing.

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PRODUCT KEY

You must enter the machine product key to use the following advanced functions.

Tapping or changes the display position of the numeric keys.

Serial Number

This displays the serial number that is required to obtain the product key.

Barcode Font Kit

Enter the product key of the barcode font kit.

Internet Fax Expansion Kit

Enter the product key of the Internet fax expansion kit.

E-MAIL ALERT AND STATUS

Enter the product key of e-mail alert and status.

Application Integration Module

Enter the product key of the application integration module.

XPS expansion kit

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Enter the product key of the XPS expansion kit.

It may not be possible to use some settings, depending on the peripheral devices installed.

For the product key to be entered, contact your dealer.

Card Solution Kit

Installation of the Data Security Kit is necessary for the Card Solution Kit.
So, enter the product key of the Data Security Kit. Turn off the power key first and then turn off the main power switch. And then, enter the product key of the Card solution kit.
Turn off the power key first and then turn off the main power switch. The related function will be enabled when the power is turned on again.

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STORING/CALLING OF SYSTEM SETTINGS

You can reset the current Setting mode settings to the previously stored settings or to the factory default settings.

Restore Factory Defaults

Restores the current settings (you have selected in Setting mode) to the factory default settings. If you wish to create a record of the current settings before restoring, print the current settings by selecting [System Settings] in "Setting mode" → [List Print (Administrator)]".

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

Store Current Configuration

Stores the currently configured Setting mode in the machine memory. The stored settings will be retained even if the [Power] button is turned off. To retrieve the stored settings, use "Restore Configuration" below.

Items not stored

- Network Settings: These are not stored as unexpected settings may cause damage to the network.
- Product Keys: Product Keys are not stored as reissue of keys may be necessary.

Restore Configuration

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Restores the settings stored with " Store Current Configuration".
The current settings are replaced by the retrieved settings.

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QUICK SETTINGS

Select the minimum required settings for the machine connection to the network.

Connection Type Switching

Use this setting to switch between [Wired Only], [Wired+Wireless (Access Point Mode)] or [Wireless (Infrastructure Mode)].

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine.

DHCP/BOOTP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol)/BOOTP (Bootstrap Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

If the machine is used on a TCP/IP network, be sure to enable the "Enable TCP/IP".

RARP

Set this option to use the RARP protocol.

IPv4 Address

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Enter the IP address of the machine.

Subnet Mask

Enter the IP subnet mask.

Default Gateway

Enter the default gateway address.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

IPv6

Enable this setting.

DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol) v6. When this setting is enabled, it is not necessary to manually enter an IP address.

Manual Address/Prefix Length

Enter the IP address and the prefix length (0 to 128) of the machine.

Default Gateway

Default Gateway

- If DHCPv6 is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

- TIf the machine is used on a TCP/IP network, be sure to enable the " Enable TCP/IP".

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- In an IPv6 environment, the machine can use LPD or IPP protocol.

Network Name Settings

Device Name

Enter a device name.

Domain Name

Enter the domain name.

DNS Settings

Primary Server

Enter the IP address of primary DNS server.

Secondary Server

Enter the IP address of secondary DNS server.

Domain Name

Enter the domain name where the selected DNS server exists.

SMTP Settings

Primary Server

Enter the IP address or the host name of the primary SMTP server.

Source Address

If data transmission has failed, the undelivered e-mail may be returned from the server. Enter an e-mail address (a single address only) to

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receive such undelivered mails. Usually, enter the e-mail address of system administrator.

Enable SSL

If ☑ is selected, the SMTP-over-TLS encryption communication can be used by STARTTLS command.
This requires the server to support the STARTTLS command.
To allow SSL communication, set the "Port Number" to the same port number as the normal SMTP.

SMTP Authentication

If ☑ is set, the SMTP server authentication is carried out.

User Name

Enter the user name.

Password

Enter the password.

Change Password

To change the password, set ☑.

Connection Test

Tap the [Execute] button to test the connection to the SMTP server.

LDAP Settings

Name

Enter the address book name.

Default Address Setting

Enters the search defaults to search for a specific area of the LDAP directory information tree.

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Example: o = ABC, ou = NY, cn = Everyone
Entries must be separated from each other by semicolons or commas.

LDAP Server
Enter the IP address or host name of the LDAP server.

User Name
Enter the account name for LDAP setting.

Password
Enter the password.

Change Password
To change the password, set ☑.

Authentication
Select the authentication server from the drop-down list.

KDC Server
Enter the IP address or host name of the Kerberos authentication server.

Realm
Enter the Kerberos realm.

Enable SSL
If ☑ is set, the SSL encryption communication is enabled.

Connection Test
Tap the [Execute] button to test the connection to the LDAP server.

Public Folder/NAS Settings

Set each option to [Prohibited] if the storage is not used.

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When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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GENERAL SETTINGS

Select the general network settings.

General Settings

Print Status on Startup

Select this option to print out the status information during startup.

NETWORK SETTINGS

Device Name

Enter a device name.

Domain Name

Enter the domain name.

Comment

Enter a comment.

Reset the NIC

This returns all "Network Settings" to the factory default settings.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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PROTOCOL SETTINGS

Select the general network settings.
The TCP/IP, NetWare, EtherTalk, and NetBIOS status information can be set.

TCP/IP

TCP/IP Settings

TCP/IP
To use the machine on a TCP/IP network, this setting must be enabled.

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine.

DHCP/BOOTP
Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol)/BOOTP (Bootstrap Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

If DHCP/BOOTP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

If the machine is used on a TCP/IP network, be sure to enable the "Enable TCP/IP" below.

RARP
Set this option to use the RARP protocol.

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IPv4 Address
Enter the IP address of the machine.

Subnet Mask
Enter the IP subnet mask.

Default Gateway
Enter the default gateway address.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

IPv6
Enable this setting.

DHCPv6
Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol) v6. When this setting is enabled, it is not necessary to manually enter an IP address.

Manual Address/Prefix Length
Enter the IP address and the prefix length (0 to 128) of the machine.

Default Gateway
Default Gateway

- If DHCPv6 is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

- If the machine is used on a TCP/IP network, be sure to enable the "Enable TCP/IP" below.

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- In an IPv6 environment, the machine can use LPD or IPP protocol.

Ping Command

Checks if the machine can communicate with the PC of the network. Specify the IP address of the desired PC and tap the [Execute] key. A message indicating a response by the PC or not is displayed.

NetWare

NetWare Settings

NetWare
To use the machine on a NetWare network, this setting must be enabled.

Frame Type
Select a frame type.
Settings: 802.2, 802.3, SNAP, ETHER-II

Operation Mode
Select an operation mode.
Settings: PSERVER, RPRINTER

Printer Name
Enter the printer name.

PSERVER Settings

Print Server Name
Enter a print server name.

Login Password

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Enter the login password.
To change the password, set [Change Password] to ☑.

Check Interval
Enter a job check interval.

Bindery Mode
Set this option to use the Bindery mode.

File Server Name 1-8
Enter a file server name.

NDS Tree
Enter the NDS tree name.

NDS Context
Enter the NDS context.

RPRINTER Settings

Print Server Name 1-8
Enter a print server name.

Job Timeout
Enters a job timeout.

EtherTalk

EtherTalk Settings

EtherTalk
To use the machine on an EtherTalk network, this setting must be enabled.

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Zone Name
Enter a zone name.

Printer Name
Enter the printer name.

NetBIOS

NetBIOS Settings

NBT/WINS
To use the machine on a NetBIOS network, this setting must be enabled.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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SERVICES SETTINGS

Select the general network settings.
Select the DNS system, SMTP, SNMP, WINS, Kerberos authentication, SNTP, and mDNS settings.

DNS

DNS Settings

Primary Server
Enter the IP address of primary DNS server.

Secondary Server
Enter the IP address of secondary DNS server.

Timeout
Enter a timeout. The default setting is 20 seconds.
This time is used until the connection to the DNS server is established according to the standard specifications.

Domain Name
Enter the domain name where the selected DNS server exists.

Dynamic DNS Updating
Set this option to use the dynamic updating of DNS server.

Updating Interval
Enter an interval to update the DNS server.

WINS

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WINS Settings

Primary Server
Enter the IP address of primary WINS server.

Secondary Server
Enter the IP address of secondary WINS server.

Scope ID
Enter the scope ID.

SMTP

SMTP Settings

Primary Server
Enter the IP address or the host name of the primary SMTP server.

Secondary Server
Enter the IP address or the host name of the secondary SMTP server.

Port Number
Enter a port number. The default setting is port 25.

Timeout
Enter a timeout. The default setting is 20 seconds. This value is used for connection to the SMTP server and for data transmission according to the e-mail system specifications.

Source Address
If data transmission has failed, the undelivered e-mail may be returned from the server.
Enter an e-mail address (a single address only) to receive such

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undelivered mails.
Usually, enter the e-mail address of system administrator.

Enable SSL

☑If the SSL is enabled, the SMTP-over-TLS encryption communication can be used by STARTTLS command.
This requires the server to support the STARTTLS command.
To allow SSL communication, set the "Port Number" to the same port number as the normal SMTP.

SMTP Authentication

☑Carries out the SMTP server authentication.
If you use the Kerberos authentication, set the KDC server, port number, and realm on the Kerberos authentication settings page.

User Name

Enter the user name.

Password

Enter the password.
To change the password, set [Change Password] to ☑.

POP before SMTP

If ☑ is set, you are authenticated to the POP server before using the SMTP communication.

- POP3 Server: Enter the IP address or the host name of the secondary SMTP server.
- Port Number: Enter the POP3 port number for POP before SMTP communication. The default setting is port 110.
- POP Authentication: If ☑ is set, the authentication protocol (including APOP) is used for authentication to the POP3 server.
- User Name: Enter the user name for POP before SMTP communication.
- Password: Enter the password required for POP before SMTP communication. To change the password, set [Change Password] to ☑.

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- Enable SSL: If set to ☑, the POP over SSL communication or the POP over TLS communication by STLS command is enabled.
  This requires the server to support the POP over SSL communication or the STLS command.
  To allow SSL communication, set the "Port Number" to the POP over SSL communication port number.
  To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

Connection Test
Tap the [Execute] button to test the connection to the SMTP server.

SNMP

SNMPv1 Settings

SNMP v1 Settings
Set this option to use the SNMPv1 settings.

Access Method
Set an access method.

GET Community
Enter the GET community name to fetch the device information using SNMP.

SET Community
Enter the SET community name required for SNMP setting.

Change SET Community
To change the SET community, set ☑.

TRAP Community
Enter the community name to be used for the SNMP TRAP sent from the device.

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TRAP Target Address
Enter the IP address of the destination computer for SNMP TRAP communication.

SNMP v3 Settings

SNMP v3 Settings
Set this option to use the SNMPv3 settings.

User Name
Enter the user name.

Authentication Key
Enter the authentication key.

Privacy Key
Enter the privacy key.

Context Name
Enter the context name.

Kerberos

Kerberos Authentication Settings

KDC Server
Enter the IP address or host name of the Kerberos authentication server.

Port Number
Enter the port number of the Kerberos authentication server. The default setting is port 88.

Realm

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Enter the Kerberos realm.

SNTP

SNTP Settings

SNTP
Set this option to use the SNTP protocol.

SNTP Server
Enter the IP address or host name of the SNTP server.

Port Number
Enter a port number. The default setting is port 123.

Timeout
Enter a timeout. The default setting is 5 seconds.

Synchronous Interval
Enter an interval to synchronize to the SNTP server.

Synchronize Upon Start
To establish synchronization during machine startup, set to .

Synchronize Now
When tapped, the machine is synchronized with the SNTP server time.

mDNS

mDNS Settings

mDNS
Set this option to use the mDNS settings.

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Service Name
Enter a service name.

Domain Name
Enter the domain name.

Priority Service
Select a service you use with the priority.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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PRINT PORT SETTINGS

LPD

Enter a profile expiring date.

LPD Settings

LPD
Set this option to use LPD.

Timeout
Enter a timeout. The default setting is 0 seconds.

Use Banner
Set this option to use the banner. The default setting is "Invalid".

Raw

Raw Print Settings

Raw Print
Set this option to use RAW printing. The default setting is "Valid".

Port Number
Enter a port number. The default setting is port 9100.

Timeout
Enter a timeout. The default setting is 90 seconds.

Use Bidirectional
To use bidirectional communication, set to ☑.

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WSD

WSD Settings

WSD Print

Set this option to use WSD printing.

Use Multicast Discovery

Set this option to use multicast discovery.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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LDAP SETTINGS

The following explains the LDAP settings.
When you tap the [Store] key, the LDAP settings are updated with your entries.
The default address book is set to ☑.

LDAP Settings

Set this option to use LDAP.

Add

Tap the [Add] key for addition.

Delete

To delete an item, select it and tap the [Delete] key.

Settings

Item	Description
Name	Enter the address book name.
Default Address Setting	Enters the search defaults to search for a specific area of the LDAP directory information tree. Example: o = ABC, ou = NY, cn = Everyone Entries must be separated by semicolons or commas.
LDAP Server	Enter the IP address or host name of the LDAP server.
Server Type	Select the Default or Custom from the service type list. The default setting is Default.
User ID Property	Set the user ID property. The default setting is "uid".
LDAP Search Property	Set the LDAP search property. The default setting is "cn".

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E-mail Address Search	Set the e-mail address search. The default setting is "mail".
I-Fax Address Search	Set the Internet Fax address search. The default setting is "mail".
Fax Number Search	Set the fax number search. The default setting is "facsimileTelephoneNumber".
Search Open Key	Sets the open key search. The default setting is "userCertificate".
Pages Limit Group	Set the Storing Page Limit Group Search. The default setting is "pagelimit".
Authority Group	Set the Storing Authority Group Search. The default setting is "authority".
Favorite Operation Group	Set the Favorite Operation Group Search. The default setting is "favorite".
My Folder	Set the My Folder Search. The default setting is "myfolder".
Card ID	Sets the card ID search. The default setting is "cardid".
Home Directory Path	Enter a maximum of 127 full-width/half-width characters for the home directory path.
Use Login Name And Password at User Authentication.	Set whether the login name / password for user authentication is used for the user name / password for home directory path authentication.
User Name	Enter a maximum of 127 full-width/half-width characters for the user name for home directory path authentication.
Password	Enter a maximum of 255 numeric digits for the password for home directory path authentication.
Custom Property 1-10	Enter each custom property.

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Port Number	Enter a port number. The default setting is port 389.
Timeout	Enter a timeout. The default setting is 5 seconds.
User Name	Enter the account name for LDAP setting.
Password	Enter the password. To change the password, set [Change Password] to .
Authentication	Select the authentication server from the drop-down list.
Bind Prefix	Set the Bind prefix. The default setting is "uid".
Server Usage	Set the server application. Set the address book and user authentication.
Enable SSL	Enables the SSL encryption communication.
Connection Test	Tap the [Execute] button, and the connection test is executed and its result is displayed.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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PUBLIC FOLDER/NAS SETTINGS

The "public", "shared" and "faxreceive" folders of the MFP can be accessed as network folders from a network PC.

Settings

Item	Description
public	When [Use of Storage] is set to [Allow], the PDF files for PC viewing in the "public" folder can be accessed.
shared	If the [Use of Storage] is set to [Allow], you can use the "shared" folder as a network folder.
faxreceive	If the [Use of Storage] in set to [Allow], you can use the "faxreceive" folder as a fax/Internet fax received data. The "faxreceive" folder contains files of "Inbound Routing (HDD Storage) Settings".

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PROXY SETTINGS

A network access via the proxy server is allowed.

Settings

Item	Description
Proxy Server Address	Enter the proxy server address.
User Name	Enter a user name to access the proxy server.
Password	Enter a password to allow access to the proxy server.
Port Number	Enter the proxy server port number.
Address without using proxy	Specify exception addresses for a proxy that is used in the Web browsing feature and Sharp OSA. When you enter multiple addresses, separate them by a semicol on (;).

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WIRELESS SETTINGS

It provides access to a network via a wireless LAN.
Clicking the [Submit] button stores the settings.

Wireless Settings

Used to enable or disable the wireless LAN and show the status of wireless LAN.

Connection Type Switching

Switches between infrastructure mode and access point mode to match the wireless LAN environment that is used.

Current Setting

Shows settings, such as the SSID of a wireless LAN and security type.
If the wireless LAN is disabled, "--" appears.

Current Wireless Status

This shows reception levels (Max. 100) of the wireless LAN and IP addresses.

Show Wireless Setting Screen

Click the [Setup] button.
In the Wireless Setting screen, you can configure the SSID of a wireless LAN, Security Type, Encry., and Security Key.

Initialize Wireless Settings

Click the [Initialize] button.
The settings for SSID, Security Type, Encry., and Security Key are initialized.

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Wireless Setting screen (Access Point Mode)

If the [Settings] button is clicked while [Connection Type Switching] is set to [Wired+Wireless (Access Point Mode)] or [Wired Only], the Wireless Settings (Access Point Mode) screen is displayed.
Configure the SSID of a wireless LAN, Security Type, Encry., and Security Key.
Clicking the [Submit] button stores the settings.

SSID

Enter an SSID using up to 32 characters.

Security Type

Select a security type.

Encry.

Select an encryption type.

Security Key

Enter a security key.

Security Type	Security Key
WEP 64bit	5 characters or 10-digit hexadecimal number
WEP 128bit	13 characters or 26-digit hexadecimal number
WAP/WAP2	8 to 63 characters or 64-digit hexadecimal number

Show Security Key

If it is set to ON, the security key appears.

Device IP Address

Enter the IP address.

Channel to Be Used

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Select the channel to be used in wireless LAN.

Sending Output

Configure the sending output.

Bandwidth

Use this setting when the communication mode is "11n". Select the bandwidth to be used.

IP Address Distribution Range Setting

Configure the range to be used the IP address.

Wireless Setting screen (Infrastructure Mode)

If [Connection Type Switching] is set to [Wireless (infrastructure mode)] and the [Settings] button is clicked, the infrastructure mode wireless setting screen is displayed.
Configure the SSID, Security Type, Encry., and Security Key of a wireless LAN.
Clicking the [Submit] button stores the settings.

Access Point Search

Click this to search access points.
When the search results are displayed, select the access point to use and click [OK]. [SSID], [Security Type], and [Encry.] are automatically applied.

SSID

Enter an SSID using up to 32 characters.

Security Type

Select a security type.

Encry.

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Select an encryption type.

Security Key

Enter a security key.

Security Type	Security Key
WEP 64bit	5 characters or 10-digit hexadecimal number
WEP 128bit	13 characters or 26-digit hexadecimal number
WAP/WAP2	8 to 63 characters or 64-digit hexadecimal number

Show Security Key

If it is set to ON, the security key appears.

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HTTP ACCESS SETTINGS

The following explains the access settings to Setting mode (Web version).

Number of Users who can log in at the Same Time

Enter a number of users who can access Setting mode (Web version) simultaneously.

Auto Logout Time

Enter a time to automatically log out when no communication continues with the machine.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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VIEW LOGIN USER

The user or users who have logged in this machine are displayed.

Current Login Users

The currently logged in users are displayed.

Log Out All Users

The current login users are logged out.

When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see "TURNING ON THE POWER".

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TEXT / IMAGE PRINTING

Lists preset text that can be used by the Character Print function in the copy mode.

- **[Add] key**
  Adds a new text message.
- **List**
  Lists the currently stored text.

Save Preset Text

When you tap the [Add] key, the registration screen appears. Up to 30 items can be stored.

Edit or Delete Preset Text

When you tap a text on the list, the edit screen appears for that text. Tap the [Delete] key to delete the text.

Custom Watermark

- **[Add] key**
  Adds a new custom watermark.
- **List**
  Lists the currently stored custom watermarks.

Store Custom Watermark

When you tap the [Add] key, the registration screen appears. Up to 30 items can be stored.
For information on the settings, see "Settings".

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Edit or Delete Custom Watermark

When you tap a file name on the list, the edit screen appears for that custom watermark.
Tap the [Delete] key to delete the custom watermark.

Settings

Item	Description
File Name	Enter a file name using a maximum of 30 characters.
File Property	Select a file sharing type.

Custom Stamp

- **[Add] key**
  Adds a new custom stamp.
- **List**
  Lists the currently stored custom stamps.

Store Custom Stamp

When you tap the [Add] key, the registration screen appears. Up to 30 items can be stored.
For information on the settings, see "Settings".

Edit or Delete Custom Stamp

When you tap a file name on the list, the edit screen appears for that custom stamp.
Tap the [Delete] key to delete the custom stamp.

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Settings

Item	Description
File Name	Enter a file name using a maximum of 30 characters.
File Property	Select a file sharing type.

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SUBJECT NAME SETTINGS

The subjects that can be set for E-mail transmission are listed.

- **[Add] key**
  Adds a new subject name.
- **List**
  Lists the currently stored subject names.

Store Subject Name

When you tap the [Add] key, the registration screen appears. Up to 30 items can be stored.

Edit or Delete Subject Name

When you tap a subject name on the list, the edit screen appears for that subject.
Tap the [Delete] key to delete the subject name.

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FILE NAME SETTINGS

- **[Add] key**
  Adds a new file name.
- **List**
  Lists the currently stored file names.

Store File Name

When you tap the [Add] key, the registration screen appears. Up to 30 items can be stored.

Edit or Delete File Name

When you tap a file name on the list, the edit screen appears for that file name.
Tap the [Delete] key to delete the file name.

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MESSAGE BODY SETTINGS

The message body text that can be set for E-mail transmission are listed.

- **[Add] key**
  Adds a new message body.
- **List**
  Lists the currently stored messages.

Store Message Body

When you tap the [Add] key, the registration screen appears. A title and a message body can be set.
Up to 30 items can be stored.

Edit or Delete Message Body

When you tap a title on the list, the edit screen appears for that message.
Tap the [Delete] key to delete the message.

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ADMINISTRATION SETTINGS

The network scanner functions can be set.

Advanced Settings

Disable Selection of Reply-to

The [Machine Name] and [Reply Address] are used to indicate the destination of return message. If the User Administration Settings are enabled and if both [Disable Selection of Reply-to.] are set to ☑, the return destination of both [Machine Address] and [Reply Address] are used.

File Naming

Adds a character string of the checked box to the file name of the scanned image data.

- When sending data to the same destination two or more times, set the [Unique Identifier] to ☑ not to overwrite the previously sent data by the new one.
- When sending data to a computer overseas using the Internet Fax function, set the [Sender Name] to ☐.

Default Subject

Enter a subject of e-mail to send it during network scanner E-mail transmission.

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Add Job Information Automatically to the Mail Message Body

When an e-mail is sent, the job information is added to the mail text automatically.

Add a Footer Automatically to the Mail Message Body

When an e-mail is sent, the mail footer is added automatically.

Mail Footer Registration

Enter the text to be printed as the mail footer.

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INTERNET FAX SETTINGS

The Internet Fax functions can be set.

Receive Settings

Internet fax reception

Enables the Internet fax reception functions.

POP3 Server

Enter the IP address or host name of the POP3 server.

Port Number

Enter the port number of the POP3 server. The default setting is port 110.

POP Authentication

The authentication protocol (including APOP) is used for authentication to the POP3 server.

User Name

Enter the user name. The special user account is required for Internet fax reception.

Password

Enter the password.
To change the password, select [Change Password] ☑ and enter the new password in the text box.

POP3 Communication Timeout

Set a timeout for communication to the POP3 server.

Reception Check Interval Setting

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Enter an acknowledge cycle to the POP3 server.

Enable SSL

Allows the POP over SSL communication or the POP over TLS communication by STLS command. This requires the server to support the POP over SSL communication or the STLS command.
To allow the POP over SSL communication, set the "Port Number" to the POP over SSL communication port number.
To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

Connection Test

Tap the [Execute] button to test the connection to the POP3 server.

Default Settings

I-Fax Own Name and Address Set

Set these options to store the sender name and source address to be used for Internet fax communication. The stored sender name and source address will be printed at the top of the received fax.

Sender Name

Enter the default sender name.

I-Fax Own Address

Enter the default source address.

Direct SMTP Settings

Port Number (Receive)

Enter the receive port number for direct SMTP communication. The default setting is port 25.

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Timeout

Enter a timeout.

Port Number (Send)

Enter the transmit port number for direct SMTP communication. The default setting is port 25.

Timeout

Enter a timeout.

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INBOUND ROUTING SETTINGS

Overview

The fax and Internet fax received data can be forwarded according to the stored forwarding table.
When this function is enabled, you can also have the received Internet faxes forwarded to a specified e-mail address without printing them.

Registration of Forward Table

You can store or edit the data forwarding table that has the received data forward settings.
Up to 50 data forwarding tables can be stored.
A single forwarding table can store up to 500 sets of sender number and source address combinations.
Up to 1000 destinations can be stored in all data forwarding tables combined.
Up to 100 destinations of FTP/Desktop/Network Folder data can be stored.

Item	Description
Forward Table Name	Enter a forward table name.
Receive Line Select	Selects a data receive line.
Sender Number/Address Setting	Select the sender facsimile number or the Internet fax address. Before you select a sender number or address, store the destination number or address. To forward all received data, select [Forward All Received Data].
Add	Enters your selection.

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Sender Number/Address used on Forward Table	Displays the address that has been selected by the [Add] key.
Delete	Deletes the selected address.
Destination 1/2/3	You can set the forwarding date and destination. • Forwarding conditions: Set the data forwarding conditions. • Day of week: Select a day of week to start data forwarding. • Forwarding time: Set a clock time to start data forwarding. • Start time: Set a time to start data forwarding. • End time: Set a time to end the data forwarding. • Format: Select a format of forwarding data.
Destination Settings	Lists the addresses that can be set as the destination. Select a destination by setting it to .
Destination Settings (Direct Entry)	Enter the destination name directly. Tap the [Add to forwarding destinations.] key to add the destination to the list.

Sender Number/Address Registration

Stores new sender number or address to be used for inbound routing.

Item	Description
Address to be Entered	Displays the entered sender number or address.
Fax Number	Enter a facsimile number to be stored as the sender. When you enter multiple sender numbers, separate them by a semicolon (;) or a comma (,). When you

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	tap the [Global Address Search] key, the global address search screen appears.
I-Fax Address	Enter an Internet fax address to be stored as the sender. When you enter multiple sender numbers, separate them by a semicolon (;) or a comma (,). When you tap the [Global Address Search] key, the global address search screen appears.
Delete	Deletes the selected sender number or address.
Add to List	Adds the entered sender number to the list.

Administration Settings

Stores the administration settings to be used for inbound routing.

Item	Description
Inbound Routing	Sets the inbound routing function.
Disable Registration of Forward Table	Disables the registration of forward table.
Disable Change/Delete of Forward Table	Disables a change of forward table.
Disable Change of Forward Condition	Disables a change of data forwarding conditions.
Disable Temporal Forward Setting from Operation Panel	Disables a temporal data forward setting from the machine.
Print Style Setting	Sets a print style of received data. If you have selected the [Always Save] or [Save Only at Error] option, enter a file name.
Preset of Character	Set characters added to the file name when a file is saved. When "Character 1" and "Character 2" are set in "File Naming No. 1 to No. 7", the set characters

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	are added to the file name. Enter up to 64 full-width/half-width characters.
File Naming No.1 to No.7	Set the information included in the file name when saving a file.
When stored in the address book, change the sender name to the contact name	When the sender of the data is stored in the address book, the sender information is changed to the name stored in the address book.

Operation

1 Enable the [Inbound Routing] function.

Tap the [Administration Settings] from the menu.
Enable the [Inbound Routing] function from the setting screen.

2 Store the sender number or address.

Tap the [Sender Number/Address Registration] from the menu.
Enter the destination number or address that you wish to store.

If you wish to forward all received data, you need not store the sender number and address separately.

3 Store a forwarding table.

Tap the [Inbound Routing Settings] from the menu.
Tap the [Add] key on the displayed screen.
When the [Table Registration] screen appears, store the forwarding table.

4 Enable the stored forwarding table.

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Tap the [Inbound Routing Settings] from the menu.
Set the forwarding table name that you wish to enable to ☑.
To specify forwarding conditions, select [Forward based on the Conditions of Forward Destination 1-3], and also select [Always Forward] or [Forward on Selected Day & Time]. If you have selected the [Forward on Selected Day & Time] option, you can set the forwarding date and time in advance.

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DOCUMENT ADMINISTRATION FUNCTION

All of the transmitted image data (sent or received by facsimile or e-mail transfer) can be forwarded to any destination.

Item	Description
Forward Send Data	Set a destination to forward the send data.
Forward Received Data	Set a destination to forward the received data.
E-mail/Network Folder/FTP/Desktop	Select a forwarding type of the send or received image data. When determined, select the destination from the address book. You can enter an e-mail directly. • Format: Select a format for data forwarding.
Release Settings	Releases the destination settings.
File Format	Format: Select a format for data forwarding.

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METADATA SETTING

If the Application Integration Kit is installed, you can control the metadata to be used in other applications.
The stored metadata is displayed on the metadata settings page. You can add a metadata, and edit or delete an existing metadata.

- **[Add] key**
  Adds a new metadata set.
- **List**
  Lists the currently stored metadata sets.

Metadata Delivery

Enables or disables the metadata delivery function.

Storing Metadata Sets

When you tap the [Add] key, the registration screen appears. Up to 10 items can be stored.
For information on the settings, see "Settings".

Edit or Delete Metadata Set

When you tap a title on the list, the edit screen appears for that metadata set.
Tap the [Delete] key to delete the metadata set.

Settings

Item	Description
Metadata Set Name	Enter a metadata name.

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Metadata Delivery Destination	Select a destination where you wish to send the image and metadata.
Allow Custom Filenames	Enable or disable to edit the name of image file and XML file to be sent by the metadata send job.
Address Type Allowing Metadata Entry	Set the destination information to be used for metadata transmission.
Name	Enter a metadata name to be displayed on the touch panel.
XML Tag Name	Enter an XML tag name to be contained in the metadata set.
Entry Type	• Direct entry: Allows direct entry of each metadata from the soft keyboard or the numeric keypad. • Metadata list: Allows a selection of metadata from the previously entered data list. You must enter optional values for metadata selection in the input area. Entries must be separated by semicolons or commas. Each option can be comprised of up to 70 characters. • Initial entry by default: Uses a default value as the first value of the entered metadata list.
Expand Metadata Automatically	When the machine generates metadata automatically, the "metadataSetName", "userLoginId" (if user authentication is used), "pageSize", and "imageMode" are added to the metadata.
To Be Used as Default	The current metadata set is used as the default.

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STANDARD APPLICATION SETTINGS

The standard application settings can be added and controlled.

- **[Add] key**
  Adds a new standard application.
- **List**
  Lists the currently stored standard applications.

Store Standard Application

When you tap the [Add] key, the registration screen appears. Up to 8 items can be stored.
For information on the settings, see "Settings".

Edit or Delete Standard Application

When you tap an application name on the list, the edit screen appears for that standard application.
Tap the [Delete] key to delete the standard application.

Settings

Item	Description
Application Name	Enter an application name.
Application UI Address	Set an IP address of the application or a network name to control the UI of the machine.
Timeout	Enter a timeout. The default setting is 20 seconds.
Expansion Platform	Set this option to use the expansion platform.

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Use Proxy Server	Set this option to use the proxy server.
Data Size	Set the screen size of application on the X and Y coor dinates.
Display Format	Set the screen of application.

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RECEIVED APPLICATION SETTINGS

The Fax or I-Fax Receive functions can be set in the Sharp OSA applications.

Settings

Item	Description
Transfer to Application	The Fax or I-Fax message reception can be controlled by Sharp OSA applications.
Application Name	Enter the application name to receive.
Web Service Address	Enter the Web service address.
Timeout	Enter a timeout.
Use Proxy Server	A network access via the proxy server is allowed.

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EXTERNAL ACCOUNTING APPLICATION SETTINGS

An external account application can be added and controlled.
Set the server name where you have installed the external accounting application.

Item	Description
External Account Control	Enable the totalling function by the external accounting application. If enabled, always enter the application name or Web service address.
Set Authentication Server (Server 1)	If the server is set, the external authentication mode is selected. Any access to the MFP is controlled by the application that you set on this page. If set, always enter the application name, application UI address, or Web service address of server 1. If not set, the external totalling mode is selected.
Enable Image Job Log	This item is displayed when you enter a product key of the "Sharp Document Recorder."
Server 1-4	Select a server to enable it.
Application Name	Enter an application name.
Application UI Address	Enter the URL of the login screen to be accessed first when the machine is turned on.
Web Service Address	Enter the URL of the server or computer which sends commands and events by XML/SOAP protocol.
Timeout	Enter a timeout. The default setting is 20 seconds.
Home Directory Path	Enter a maximum of 64 half-width characters for the home directory search text.

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User Name	Enter a maximum of 127 full-width/half-width characters for the user name for home directory path authentication.
Password	Enter a maximum of 255 numeric digits for the password for home directory path authentication.

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WEB BROWSING SETTINGS

Configure settings related to a Web browser functions.

Item	Description
How to handle Cooki e?	Select how to handle a cookie if it is contained in a W eb page.
Disable URL Entry	Prevents users from directly entering URL addresses.
Disable Adding or Edit ing Favorites	Prevents users from adding or editing favorites.
Disable Registration/E dit of Home Page	Prevents users from registering or editing an URL add ress of the home page.
Disable Print from We b Browse Mode	Prevents users from printing from a Web browser or a PDF viewer that is displayed in a Web browser.
Disable display of Hist ory	Prevents users from viewing the history of Web pages that were displayed.
Use a Proxy Server	Shows a Web page via a proxy server.
Always display Proxy Authentication Dialog ue	Shows the Proxy Authentication dialog if the "Use a Pr oxy Server" is enabled.

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USB DRIVER SETTINGS

Set the USB driver to be connected to the machine. Some settings are made valid only when the machine is restarted. In such a case, a prompt appears to restart the machine.

Item	Description
External Keyboard	Select whether the internal or external driver for the external keyboard is used.
USB Memory	Select whether the internal or external device driver for the USB memory device driver is used.
Level of Encryption	Select the level of encryption for communication using the external driver.

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INBOUND ROUTING (HDD STORAGE) SETTINGS

Configure settings for saving received faxes to the hard disk.

Item	Description
Auto save of received faxes to HDD	Set whether received faxes are saved to the hard disk.
Set which faxes are saved	Select which received faxes are saved. Select from lines 1 to 3 and Internet Fax.
Specify the folder	Specify the folder in which received faxes are saved. Enter a folder name no longer than 32 full-width/half-width characters.
Enable/disable saving to folders by date	Configure settings to have date folders created and received faxes saved to the folders by date.
Received fax print settings	Configure print settings for received faxes. • Save and print: Save received faxes to hard disk, and also print. • Only print when save error occurs: Print received fax when save fails. • Save in inbound routing error box when save fails: When save fails, save the fax in the inbound routing error box.
File format	Select the file format for inbound routing.
Preset characters	Set the characters added to the file name when a file is saved. When "Character 1" and "Character 2" are set in "File Naming No. 1 to No. 7", the set characters are added to the file name. Enter up to 64 full-width/half-width characters.

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File Naming No.1 to No.7	Set the information included in the file name when saving a file.
Reception notification settings	Set whether notification is sent by e-mail when a fax is received.
Notification address	Shows the address to which the notification is sent.
Direct Entry	Enter the notification address. Enter a maximum of 1500 half-width characters for the address.
Global Address Search	Select the address from the global addresses.
Add to list	An address directly entered or found by global address search is saved as the notification address.

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E-MAIL PRINT SETTINGS

When an e-mail is sent to the address of this machine, a file attached to this mail is printed out.

Item	Description
E-mail Print	Select this option to use the E-mail printing.
POP3 Server	Enter the IP address or host name of the POP3 server.
Port Number	Enter the port number of the POP3 server. The default setting is port 110.
POP Authentication	The authentication protocol (including APOP) is used for authentication to the POP3 server.
User Name	Enter the user name. The special user account is required for e-mail printing.
Password	Enter the password. To change the password, select [Change Password] ☑ and enter the new password in the text box.
Check Interval	Enter the polling interval for the POP3 server. The default setting is five minutes.
Enable SSL	If set to ☑, the POP over SSL communication or the POP over TLS communication by STLS command is enabled. This requires the server to support the POP over SSL communication or the STLS command. To allow the POP over SSL communication, set the "Port Number" to the POP over SSL communication port number. To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.

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Connection Test	Tap the [Execute] button to test the connection to the POP3 server.

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SETTING FOR PRINT FROM THE MFP (FTP)

From the operator panel of machine, you can access the FTP server and select server data for printing.

- **[Add] key**
  Adds a new FTP server.
- **List**
  Lists the currently stored FTP servers.

Store FTP Server

When you tap the [Add] key, the registration screen appears. Up to 20 items can be stored.
For information on the settings, see "Settings".

Edit or Delete FTP Server

When you tap a title on the list, the edit screen appears for that FTP server.
Tap the [Delete] key to delete the FTP server.

Settings

Item	Description
Name	Enter a name to be displayed on the machine operator panel.
FTP Server	Enter the IP address or host name of the FTP server.
Directory	Enter the destination directory of the FTP file server.

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Enable User Authentication	Enables user authentication. The user name and password are required to enter.
User Name	Enter the login user name for logging in the FTP file server.
Password	Enter the password required for logging in the FTP file server. To change the password select [Change Password] , and enter the new password in the text box.
Enable SSL	Enables the SSL encryption communication.

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SETTING FOR PRINT FROM THE MFP (SMB)

Allows you to access the network folder from the machine operator panel, and to select network folder data for printing.

- **[Add] key**
  Adds a new network folder.
- **List**
  Lists the currently stored network folders.

Store Network Folder

When you tap the [Add] key, the registration screen appears. Up to 20 items can be stored.
For information on the settings, see "Settings".

Edit or Delete Network Folder

When you tap a title on the list, the edit screen appears for that network folder.
Tap the [Delete] key to delete the folder.

Settings

Item	Description
Name	Enter a name to be displayed on the machine operator panel.
Folder Path	Enter a path to the network folder.

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Enable User Authentication	Enables user authentication. The user name and password are required to enter.
User Name	Enter the user name used for logging in the network folder.
Password	Enter the password required for logging in the network folder. To change the password select [Change Password] , and enter the new password in the text box.

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PRINT SETTINGS FROM PC

If the print settings data is loaded from the client PC to the FTP server of the machine, the print settings are stored in the machine automatically.

Item	Description
FTP Print	Enable the FTP printing when data is moved to the FTP server of the machine. Enabled by default.
Port Number	Enter a port number. The default setting is port 21.
Use Banner	Enable or disable a banner. Disabled by default.

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ECO MODE SETTINGS

The machine's power consumption can be reduced by Eco Mode setting. Although each function setting can be changed separately, the machine has the "Normal Mode" and "Eco Mode" to allow simultaneous changing of settings.

Item	Description
Normal Mode	Allows easy machine operation with reduced power consumption.
Eco Mode	Minimizes the machine's power consumption.
Following the System Settings	The separately power saving settings apply.

Setting values applied by each mode is as follows.

Energy Save	Normal Mode	Eco Mode
Eco Scan	On(Sending Modes Only)	On(All Modes Except Copy)
Auto Power Shut-Off Timer	Change transition time by time of day.:Auto	Fix transition time.:On(1min.)
As soon as the remote job is finished, enter Auto power shut off mode.	Off	On
Preheat Mode Setting	1min.	1min.
Turn off Panel Display during pre-heat mode	On	On

Each Energy Save settings in the Power Management Setting is not applyed when Nomal/Eco mode is used.

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ECO SCAN SETTING

Eco Scan Setting is used to execute a non-print operation such as image sending and scan to HDD while the fusing unit is turned Off.

Set "Eco Scan Setting" to ☑, and select a mode or screen in which to enable Eco Scan Setting.

The following modes and screens can be set.

- Home Screen
- Copy
- Image Send
- Document Filing
- System Settings
- SharpOSA

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POWER MANAGEMENT SETTINGS

The Auto Power Shut-Off can be enabled or disabled, and the Preheat Mode can be set.
This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Preheat Mode Setting

The time until Preheat Mode activates can be set to any number of minutes from 1 to 120.
Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.
Select the time that best suits the needs of your workplace.
The panel display can be turned Off in the Preheat mode.

Preheat mode cannot be disabled.

The Auto Power-Off transition time is fixed.

The Auto Power-Off transition time is fixed.
When this setting is enabled, the [Change transition time by time of day.] option is disabled.

If the Auto Power-Off is disabled, the time you have set here is disabled.

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AS SOON AS THE REMOTE JOB IS FINISHED, ENTER AUTO POWER SHUT OFF MODE.

This function works in Auto Power Shut-Off mode. When the machine completes a print job received from the PC or outputs received fax data, the machine immediately returns to the Auto Power Shut-Off mode.

Change Transition Time by Time of Day

This function controls the transition to Auto Power Shut-Off mode optimally for each time period by analyzing the use of the machine based on job logs obtained during a 4-week period.
When this setting is enabled, the [Fix transition time] option is disabled.

- The image transfer control settings are not changed.
- This does not link to the Power On/Off Scheduling. If both of them are enabled, the Power On/Off Scheduling settings precede.

- Pages are counted for each paper size separately.
- When the power supply of the machine was off, there was no job during this time.

Transition to Energy Saving and Auto Power Shut-Off modes

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Pattern	Transition time	Average outputs per hour*
Mode1 (Job Start Priority1)	After 1 hour	500 or more
Mode2 (Job Start Priority2)	After 30 minutes	100 to 499
Mode3 (Energy Saving Priority1)	After 5 minutes	20 to 99
Mode4 (Energy Saving Priority2)	After the minimum time period	Up to 19
Sleep Mode Power Level	Low Power :The machine switches to the power saving mode, but it takes some time to recover. Fast Wake Up :Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.	-

* Factory default setting

Auto

This function controls the power optimally for each time period by analyzing the use of machine based on job logs obtained during a certain time period.

If the machine does not have the 4-week job log information, the machine enters the template2 (Mode3 (Energy Saving Priority1) between 8:00 and 18:00 hours). Then after that, it enters Mode4 (Energy Saving Priority2).

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You can set a pattern for each time band.
The machine already has the 3-pattern template. The Energy Save pattern can be added to the "Original Eco Patterns 1 to 4".

Three-pattern template

Template	Pattern	Description of mode
Template 1	All "Energy Save Priority 2"	The machine runs in the "Mode4 (Energy Saving Priority2)" all the time.
Template 2	8:00-18:00 "Energy Save Priority 1"	The machine runs in "Mode3 (Energy Saving Priority1)" between 8:00 and 18:00, and in "Mode4 (Energy Saving Priority2)" at other times.
Template 3	8:00-18:00 "Job Start Priority 1"	The machine runs in "Mode1 (Job Start Priority1)" between 8:00 and 18:00, and in "Mode 4 (Energy Saving Priority2)" at other times.

Specific Date Operation Settings

You can configure a day on which you have high-output printing or want to perform a special operation as the "specific date" and set a specific energy saving pattern only for that specific date.

The specific date operation is performed on the day configured as the specific date regardless of the setting on Auto Power-Off transition time (enabled or disabled).

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"Specific Date" tab

You can configure a day on which you have high-output printing or want to perform a special operation as the "specific date" and set a specific energy saving pattern only for that specific date.

Item	Description
Date Setting	Configure the date on which you want to operate the machine with a specific pattern. Select a day between 1 and 31 in Every Month or from End of Every Month.
Applied Energy Saving Operation	Select an energy saving patten you want to apply. Use the "Pattern" tab to specify the details of the energy saving pattern.
Operation for Holiday	Configure how the machine operates if the preset specific date falls on a holiday. Use the "Holiday" tab to specify the day as the holiday.

- If a specific date that is initially specified coincides with the one that is moved because it falls on a holiday, the setting for the former takes precedence.
- If specific dates of the same dates are configured, they are used in ascending order between 1 and 7 (specific date numbers).

"Pattern" tab

This tab is used to configure the details of an energy saving pattern.

Item	Description

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Energy Save Operation	Select a specific date pattern you want to specify.
Change Pattern Name	Enter a pattern name when you want to change the name of a specific date pattern.
Pattern to Be Modeled	Select a source pattern when you create a pattern using a stored or preset pattern.
Add new schedule.	Add a schedule.

"Holiday" tab

Specify a holiday. The day you specified as the holiday will not be a specific date.

Item	Description
Holiday List	When you tap this option, the dates and days of the week for the holidays you have set for two years.
Day of Week	Use this option to specify a holiday using a day of the week.
Set Period	Use this to specify a holiday using a date. "Final Registered Time" shows when the holiday that is stored with Set Period was stored.

Display a Message to Delay the Time of Entry into Preheat Mode / Auto Power Shut-Off Mode

Set whether a message is displayed 15 seconds before Preheat Mode or Auto Power Shutoff Mode is entered.

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TONER SAVE MODE

Toner Save Mode

This mode is used to reduce toner consumption.

Toner consumption can be set for each print job of "Copy", "Printer", and "Prints (Document Filing)".
Toner consumption can be selected from three levels.

- Toner Save1 (Toner Consumption: Much)
- Toner Save2 (Toner Consumption: Middle)
- Toner Save3 (Toner Consumption: Little)

Items may not be displayed depending on the machine settings.

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POWER ON/OFF SCHEDULE SETTING

The machine operator panel can be turned On or Off at a preset time. Up to three (3) patterns can be set. The "Setting 1", "Setting 2" and "Setting 3" are executed in this sequence if set at the same day of week or at the same clock time.

- The scheduling function does not support the power management settings in the Preheat Mode and Auto Power Shut -Off Mode.
- The preset power-off time is subject to the following restrictions:
  - If the machine is running due to the current job execution or other reasons, the machine is turned off only after the job has finished.
  - The machine cannot receive printer jobs.
  - The machine can receive output jobs, such as received fax data outputs.
  - If the Time Specified Output of Received Data setting is enabled, they are output next time the machine is turned on.
- If the power management setting is also enabled, the Power On/Off Scheduling settings precede.
- If the same time is specified, settings are applied in the order of "Setting 1", "Setting 2", and "Setting 3".
- The power is not turned off in the following cases:
  - "Automatic deletion when power is turned on" is in progress.
  - While the optimization of the hard disk is in progress or while a restart is in progress after the setting mode has been changed.

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- The preset power on/off time is within one minute from when the setting is accepted.

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E-MAIL ALERT AND STATUS

E-mail Status

Selects the Standard E-mail Status function or Advanced E-mail Status function settings.
The E-mail Status function can periodically transmit the machine status information to the stored address.

Standard

Sets the E-mail status address list 1, E-mail status address list 2, and E-mail status dealer address list separately.

Item	Description
E-mail Address	Enter the destination e-mail address for transmission of machine status information. When you enter multiple addresses, separate them by a semicolon (;) or a comma (,).
Send Now	When tapped, the status message is sent to the destination of the e-mail address list.
Send on Schedule 1	If checked as ☑, an E-mail is sent periodically according to the preset schedule.
Send on Schedule 2	If checked as ☑, an E-mail is sent periodically according to the preset schedule.
Scheduling	Select a schedule to send E-mails.

Advanced Settings

Bi-directional Status Message Bi-directional status messaging can be enabled.

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Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server.
Port Number	Enter the port number of the POP3 server. The default setting is port 110.
POP Authentication	The authentication protocol (including APOP) is used for authentication to the POP3 server.
User Name	Enter the user name. The special user account is required for bi-directional e-mail status transmission.
Password	Enter the password. To change the password, set [Change Password] to ☑.
Check Interval	Enter the polling interval for the POP3 server. The default setting is five minutes.
Enable SSL	☑ Allows the POP over SSL communication or the POP over TLS communication by STLS command. This requires the server to support the POP over SSL communication or the STLS command. To allow SSL communication, set the "Port Number" to the POP over SSL communication port number. To allow POP over TLS communication, set the "Port Number" to the same port number as for the normal POP3 communication.
Connection Test	Tap the [Execute] button to test the connection to the POP3 server.

Alerts Message

Selects the E-mail Alert function settings.
The E-mail Alert function can report a trouble of the machine to the administrator or dealer using e-mail.

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Sets the E-mail status address list 1, E-mail status address list 2, and E-mail status dealer address list separately.

E-mail Address

Enter the destination E-mail address for alert message transmission.
You can enter multiple addresses by separating them by a semicolon or colon.
Example: aaa@abc.jp,bbb@xyz.com

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JOB LOG

Control Job Log

Deletes log of a job executed on the machine.
Tap the [Delete] key to delete the job log.

You can save the job log by selecting the [Job Log] in Setting mode (Web version).

View Job Log

Views log of a job executed on the machine.
Select a view item and period, and tap the [Show] key.

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CHANGE PASSWORD

The administrator password can be changed.
When changing the password, be sure to remember the new password. (It is recommended that you periodically change the administrator password.)

Enter a password consisting of 5 to 32 characters, and tap the [Store] key.
Your setting is made valid only when the machine is turned On again.

- The user-level authentication password is required to add, edit or delete the destination. When you log on, enter "users" as the user name. Then, enter the user password that you have registered with this option.
  The administrator-level authentication password is required to select all settings and the same functions as those available with the user-level password. When you log on, enter "admin" as the user name. Then, enter the administrator password that you have registered with this option.
- If you tap the [Store] key without entering a password, the previously set value is assumed. Password protection is enabled by default.

For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Quick Start Guide.

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PORT CONTROL

Port Control

Enable or disable main system ports, set the port numbers, and tap the [Store] key.

The following ports can be configured.

Server Port	Client Port
• HTTP • HTTPS • FTP PRINT • Raw Print • LPD • IPP • IPP-SSL • Tandem Output Receive • PC Scan • Remote Operation Panel • SNMPD • Telnet • NBT/WINS • JCP • RARP • SMTP • WSD • USB-Device Expansion (when Application Communication Module or External Account Module is enabled) • Sharp OSA (when Application Communication Module or External Account Module is enabled) ◦ HTTP ◦ HTTPS	• HTTP • HTTPS • FTP • FTPS • SMTP • SMTP-SSL • POP3 • POP3-SSL • SNMP-TRAP • Notify Job End • LDAP • LDAP-SSL • SMB/WINS • SNTP • mDNS • Tandem Output Send • Data Backup Send

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FILTER SETTING

Filter Setting

You can set the filter by an IP or MAC address to prevent an authorized access to the machine via a network.
Set the IP or MAC address filter and tap the [Store] key.

IP Address Filter Settings

This option sets an IP address.
You can specify whether to allow or prohibit access to the machine from the IP address you set.

MAC Address Filter Settings

This option sets a MAC address.
It allows access to the machine from the MAC address you set.

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SSL SETTINGS

SSL can be used for data transmission over a network.
SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.
Data encryption can be set by the following protocols.

Server Port

- HTTPS: Apply SSL encryption to HTTP communication.
- IPP-SSL: Apply SSL encryption to IPP communication.
- Redirect HTTP to HTTPS in Setting mode (Web version) Access: When this setting is enabled, all communication that attempts to access the machine by HTTP is redirected to HTTPS.

Client Port

- HTTPS: Apply SSL encryption to HTTP communication.
- FTPS: Apply SSL encryption to FTP communication.
- SMTP-SSL: Apply SSL encryption to SMTP communication.
- POP3-SSL: Apply SSL encryption to POP3 communication.
- LDAP-SSL: Apply SSL encryption to LDAP communication.

Level of Encryption

The encryption strength can be set to one of three levels.

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IEEE802.1X SETTING

IEEE802.1X can be used to authenticate a user to allow use of the machine.
IEEE802.1X protocol defines port-based authentication for both wired and wireless networks.
Use IEEE802.1X authentication to allow only authenticated devices to use network, and protect against network abuse by third parties.
You can enable or disable IEEE802.1X authentication with this setting.
The IEEE802.1X details can be set with Setting mode (Web version).
Depending on the Web page settings, connection to the machine may not be allowed, or the settings may not allow printing, scanning, or Setting mode (Web version) display. In this case, deselect this setting and change the Setting mode (Web version) settings.

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DATA CLEARANCE SETTINGS

Data Clearance Settings

Enabling this function activates the following security functions on the machine.

- Use caution, as this function cannot be canceled once enabled.
- This is displayed when a data security kit is installed.

- The image data generated in each job is encrypted.
- You can automatically clear the encrypted data in the memory or on the hard disk drive after completing each job.
- If you enter the password below incorrectly three consecutive times, the input operation becomes locked for five minutes.
  - Administrator password/user password to use when the user authentication function is not set
  - Password for confidential folders and files in document filing
  - Password for printing encrypted PDF for direct printing*
    *This data cannot be used if you enter the password incorrectly three consecutive times.
  - Password for FTP pull print

To enable these features, touch [OK] when a message for confirming whether or not to enable the features appears, and enter the same code as that shown on the "Security code input" screen. Touch the [Execute] key. Then restart the device. After restarting, you can select from one to seven times for the "Clearance Time Settings".

A high clearance time setting will increase security, however, the time will take longer to clear. It is recommended that you set it to an appropriate setting according to your usage.

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RELEASE LOCK ON FILE / FOLDER OPERATION

Release Lock on File / Folder Operation

This function is used to release document filing folders and files and encrypted PDF files, that are locked due to the entry of an incorrect password.
Touch the [Release Lock on File/Folder Operation] key and then the [Release] key to release all locked items. After this is done, the items can be manipulated.
When no items are locked, the [Release Lock on File/Folder Operation] key is grayed out.

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IPSEC SETTINGS

IPsec can be used for data transmission/reception on a network.
When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.
This setting is only used to enable or disable IPsec; the detailed IPsec settings are configured with Setting mode (Web version).
This setting is only used to enable or disable IPsec; the detailed IPsec settings are configured with Setting mode (Web version).
When enabling this settings, take the following notes.

- It may take some time to reflect on the machine settings, and you cannot connect to the machine during this time.
- If the Setting mode (Web version) settings are not correctly selected, connection to the machine may not be allowed, or the settings may not allow printing, scanning, or Setting mode (Web version) display. In this case, deselect this setting and change the System Settings (on Web pages).

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HIDDEN PATTERN PRINT

Select Hidden Pattern Print Setting.
The hidden pattern print function is effective at preventing unauthorized copying as the specified text emerges in the background on output sheets.

Default Settings

Item	Description
Hidden Pattern Print Setting	A pattern print can be printed with this settings.
Print Color	Select a print color.
Exposure	Select an exposure.
Font Size	Select a font size.
Angle	Select a character angle.
Font Style	Select the standard or italic character settings.
Camouflage Pattern	Set a camouflage pattern.
Print Method	Select a character display pattern. • Character stand out. • The background stands out.

Print Contents Setting

Item	Description
Standard Characters	Allows you to select a preset character string. The following character strings can be selected.

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	• DO NOT COPY, Copy Ban, Internal Use Only, Handle With Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY
Pre-set Text	Select a stored preset character string. This setting is ignored if [Direct Entry] is enabled. • DO NOT COPY, Copy Ban, Internal Use Only, Handle With Care, CONFIDENTIAL, Copy Invalid, IMPORTANT, COPY
Information Printing	Enables simultaneous printing of the following information sets. • Serial number, account job ID, login name/user number, number of copy control, date and time
Disable Direct Entry	Directly enters the user name. This setting is ignored if [Pre-set Text] is enabled.

Contrast

Set a character contrast. The black, magenta, and cyan can be set in any of 9 levels.

Store Print Characters

Stores the user-created print characters. Up to 30 characters can be stored.

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TRACKING INFORMATION PRINT

Prints the tracking information at the top or bottom of output pages when copy or print job is executed.

Item	Description
Print tracking information settings	Set this option to print the tracking information.
Print Data	The following information can be printed. • Serial number, characters, account job ID, login name/user number, date and time
Print Color Select	Select a print color.
Print Position	Set a print position on each page.
Select the Job to Print	Set a job to print the tracking information.

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INITIALIZE PRIVATE DATA/DATA IN MACHINE

Initialize Private Data / Data in Machine

Use this to batch-delete private data, such as address books and transmission logs, for each item to enhance security of the disposal or recycling of the machine.
When this function has been executed, a notification on the completion of deletion is printed. The machine is then locked and can no longer be used.
If you wish to use the locked machine, contact your dealer.

The following pieces of data are deleted.

- All data in address books and related private data
- All data in user information
- All Job Data inside Machine
- Programs
- Pre-set Text
- Job logs
- Setting information on the system settings (initialized to the factory default)

Initializing data also resets the data security function enabled in "Security code input" to the disable state.

Clearance Time Settings

"Clearance Time Settings" appears if the data security function is enabled under "Setting mode (administrator)" by selecting [System Settings] → [Security Settings] → [Security code input].
Specify the number of times clearance is executed.

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LIST OF SETTING MODE FOR FAX

The following lists the Setting mode for fax and factory default settings.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

SYSTEM SETTINGS

U: General user; A: System administrator/Administrator

Item	Factory default setting	U	A
■ System Settings		Yes	Yes
● F-Code Memory Box	-	Yes	Yes
● Fax Data Receive/Forward - Fax Functions		Yes	Yes
▶ Fax Settings		Yes	Yes
◆ Receive Settings	Auto Reception	Yes	Yes
◆ Multiple Set Print	Disabled	Yes	Yes
◆ Staple *1	Disabled	Yes	Yes
◆ Forward Received Data	-	Yes	Yes
● Image Send Settings - Fax Functions		No	Yes
▶ Fax Settings		No	Yes
◆ Fax Default Settings		No	Yes
• Dial Mode Setting	Tone	No	Yes

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• Auto Wake Up Print	Enabled	No	Yes
• Pause Time Setting	2 seconds	No	Yes
• Fax Dest. Confirmation Mode	Disabled	No	Yes
• Speaker Settings		No	Yes
– Speaker	Volume: 5	No	Yes
– Ringer Volume	Volume: 5	No	Yes
– Line Monitor	Volume: 5	No	Yes
– Fax Receive Complete Signal	Volume: 5; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec.	No	Yes
– Fax Send Complete Signal	Volume: 5; Tone Pattern: 3 Transmission Complete Sound Time Setting: 3 sec.	No	Yes
– Fax Communication Error Signal	Volume: 5; Tone Pattern: 3 Transmission Complete Sound Time Setting: 0.3 sec. each	No	Yes
• Remote Reception Number Setting	5	No	Yes
• Original Print on Transaction Report	Print Out Error Report Only	No	Yes

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• Transaction Report Print Select Setting		No	Yes
– Single Sending	Print Out Error Report Only	No	Yes
– Broadcasting	Print Out All Report	No	Yes
– Receiving	Do not Print	No	Yes
– Confidential Reception	Print Out Notice Page	No	Yes
• Activity Report Print Select Setting		No	Yes
– Auto Print at Memory Full	Disabled	No	Yes
– Print Daily at Designated Time	Disabled	No	Yes
• ECM	Enabled	No	Yes
• Digital Subscriber Network	Disabled	No	Yes
▶ DRD(Distinctive Ring Detection)	Disabled	No	Yes
◆ Fax Send Settings		No	Yes
• Auto Reduction Sending Setting	Enabled	No	Yes
• Rotation Sending Setting	All Enabled	No	Yes
• Quick On Line Sending	Enabled	No	Yes

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• Printing Page Number at Receiver	Enabled	No	Yes
• Sender/Destination Name Change	Fax No.	No	Yes
• Date/Own Number Print Position Setting	Outside the Original Image	No	Yes
• Recall in Case of Line Busy	Recall. Times: 2, Interval: 3 minutes	No	Yes
• Recall in Case of Communication Error	Recall. Times: 1, Interval: 3 minutes	No	Yes
• Prohibit Fax Broadcasting	Disabled	No	Yes
◆ Fax Receive Settings		No	Yes
• Number of Calls in Auto Reception	2 times	No	Yes
• Duplex Reception Setting	Disabled	No	Yes
• Auto Receive Reduce Setting	Enabled	No	Yes
• Print Style Setting	Auto Size Select	No	Yes
• Set the Telephone Number for Data Forwarding	-	No	Yes
• Receiving Date & Time Print	Disabled	No	Yes

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• A3 RX Reduce	Disabled	No	Yes
• Fax Output Settings	Varies depending on the machine configuration	No	Yes
• Number of Prints	1	No	Yes
– Staple Settings*1	1 Staple at Back	No	Yes
– Paper Size	8-1/2 x 11 or 8-1/2 x 11R	No	Yes
◆ Allow/Reject Number Setting		No	Yes
• Allow/Reject Number Setting	All Disabled	No	Yes
• Reject Unknown Calls	Disabled	No	Yes
◆ Fax Polling Security		No	Yes
◆ Set Fax Polling Security	Enabled	No	Yes

*1 When a saddle finisher or finisher is installed

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F-CODE MEMORY BOX

This section explains how to store memory boxes for various types of F-code communication.

- **[Add] key**
  Adds a new memory box.
- **List**
  Lists the currently stored memory boxes. When you select a memory box, the edit/delete screen for the memory box appears.

Storing a memory box

When you tap the [Add New] key, the registration screen appears. Up to 100 F-code memory boxes can be stored for all functions (polling memory, confidential, and relay broadcast).
For information on the settings, see "Settings".

Editing and deleting a memory box

When you select a memory box from the list, the edit screen appears for the box.
For information on the settings, see "Settings".
Tap the [Delete] key to delete the memory box.

Settings

Item	Description
Items common to all types	
Box Type	Select the type of box. • Polling Memory: Store a memory box for F-code polling memory. The sub-address and passcode that you store in the memory box are necessary for the other machine to poll the machine (request transmission) using F-code communication.

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	• Confidential: Store a memory box for F-code confidential communication. In addition, stor e a "Print PIN" in the memory box to print fa xes received by confidential reception. The su b-address and passcode that you program in the memory box are necessary for the other machine to send a fax to the machine by F-c ode confidential transmission. • Relay Broadcast: Store a memory box for F-c ode relay broadcast transmission. Up to 30 destinations can be stored to forwar d the received data. The sub-address and pa sscode that you program in the memory box are necessary for the other machine to send a fax to the machine by F-code relay request transmission.
Memory Box Name	Enter a name (maximum of 18 characters) for the me mory box.
Sub Address/Passcod e	Enter a sub-address and passcode. A maximum of 20 digits can be entered for each sub-address and passco de. Separate a sub-address and passcode by a slash ("/").
Items displayed when storing a confidential memory box	
Print PIN	Set a "Print PIN" for confidential reception. Enter a 4-digit number.
Items displayed when storing a relay broadcast memory box	
Recipients	Select the end recipients of the relay broadcast. Selec t the recipients from the address book. • Select the recipient from the address book: S elects an address from the address book. • Destination Entry: An address that is not stor ed in the address book can be directly entere

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d. Enter the address in the same way as when storing an address for a mode.

- Address Review: This displays a list of the selected recipients. Addresses can be deleted from this list if needed.

- When programming a new memory box, a sub-address that is already programmed for another box cannot be used. However, the same passcode can be used for more than one memory box.
- [*] and [#] cannot be used in a sub-address.

- A passcode can be omitted.
- Do not forget the Print PIN. In the event that you forget the Print PIN or need to verify the Print PIN, contact your dealer or nearest SHARP Service Department.

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FAX DATA RECEIVE/FORWARD - FAX FUNCTIONS

This section explains settings for fax reception and forwarding.

Fax Settings

Item	Description
Receive Settings	Set the fax reception method. • Auto Reception: When a call comes in, the machine rings and then automatically begins fax reception. • Manual Reception: Used when an existing extension telephone is connected to the machine. You can answer to a phone call first, and then receive a fax by manual operation.
Multiple Set Print	Specify whether or not two or more copies of received faxes will be printed. The number of copies can be set with the "Fax Output Settings."
Staple	Specify whether or not stapling is performed. (Only when a finisher is installed) A binding style can be set with the "Fax Output Settings."
Forward Received Data	When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another previously stored fax machine.

If there is no forwarding data or if the destination is not registered, no data is forwarded.

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- If "Hold Setting for Received Data Print" is enabled, you are prompted to enter a password. Enter the correct password using numeric keys.
- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- A forwarded fax becomes a fax transmission job. If transmission does not take place because the transmission was canceled or an error occurred, the fax will be held in memory until it can be printed.
- All faxes received are forwarded. Note that the received data stored in the F-code confidential memory box is not forwarded.
- For destination number registration, see "Set the Telephone Number for Data Forwarding" in Setting mode.

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IMAGE SEND SETTINGS - FAX FUNCTIONS

You can select the image send settings of fax functions.

Fax Settings

Fax Default Settings

The fax settings can be enabled or disabled to suit the needs of your workplace.

Dial Mode Setting

Select the appropriate setting for your telephone line type.

Dial Mode Setting

Select the line type from the list.

Auto Select

Select this after the line has been connected to have the machine automatically detect whether your line is a pulse dial line or a tone dial line.

Auto Wake Up Print

When the [Power] button is "Off" (but the main power switch is " | ") and a fax is received, this function activates the machine and prints the fax.

When this function is disabled, received faxes are not printed until the [Power] button is switched "On".

Pause Time Setting

Changes the length of pauses inserted in fax numbers.

If a hyphen (-) is entered when dialing or storing a fax number, a

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pause of 2 seconds is inserted.
It can be set between 1 and 15 seconds, in every 1 seconds.

Fax Dest. Confirmation Mode

This setting specifies whether or not a destination verification message is displayed when sending a fax in order to prevent accidental transmission to the wrong destination.

Speaker Settings

Use these settings to set the sound heard from the speaker for the Speaker, Ringer Volume, Line Monitor, Fax Receive Complete Signal, Fax Send Complete Signal, and Fax Communication Error Signal. For the Fax Receive Complete Signal, the Fax Send Complete Signal, and the Fax Communication Error Signal, the Tone Pattern and Transmission Complete Sound Time Setting can be selected in addition to the volume.

Check on Setup Sounds

Checks the selected tone pattern and volume.

Remote Reception Number Setting

You can set the machine to the fax reception mode by entering a one-digit number from the connected extension telephone and by tapping the ✱ key. This one-digit number is called the Remote Reception number, and it can be between 0 and 9.

Original Print on Transaction Report

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- Do not Print

This setting will not be effective if the next "Transaction Report Print Select Setting" is set to "Do not Print".

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Transaction Report Print Select Setting

Selects whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- Do not Print

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- Do not Print

Receiving

- Print Out All Report
- Print Out Error Report Only
- Do not Print

Confidential Reception

- Print Out Notice Page
- Do not Print

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. For details, see "Original Print on Transaction Report".

When transaction report printing is set for "Receiving", a report will not be printed for a reception from a number specified as a reject number in "Allow/Reject Number Setting".

Activity Report Print Select Setting

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This is used to have the Image Sending Activity Report that is stored in the machine memory printed at regular intervals.
The Image Sending Activity Report can be set to print each time the number of transactions reaches 200, or at a specified time (once a day only). (The settings can be simultaneously enabled.)

- If you only select the "Print Daily at Designated Time" setting ☑ and the number of recorded transactions reaches 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Transaction Report can be printed out manually as needed. For more information, see "LIST PRINT (ADMINISTRATOR)".

ECM

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted.

If the other machine supports Super G3, ECM will function regardless of this setting.

Distinctive Ring Detection

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. Six selections are available.

Fax Send Settings

Settings for fax transmission can be configured.

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Auto Reduction Sending Setting

This setting is used to have the size of transmitted faxes automatically reduced to match the size of the paper in the receiving machine.
If the setting is disabled, faxes are sent at full size. Because the size is not adjusted to match the size of the printing paper, part of the received fax may be cut off.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image 90 degrees counterclockwise. (The setting can be configured separately for each size.)
8-1/2"x11", 5-1/2"x8-1/2"R, A4, B5R, A5R, 16K

8-1/2" x 11"R and A4R size images are not rotated.

Quick On Line Sending

When this setting is enabled, the machine starts transmitting a fax as soon as the first page is scanned. Transmission takes place at the same time as the remaining pages are being scanned.
If you disable this setting, transmission will not begin until all pages have been scanned. Note that this setting does not apply to manual transmission.

Printing Page Number at Receiver

When the transmitted image is printed by the receiving machine, the page number can be added to the top of each printed page.

Sender/Destination Name Change

Allows you to change the destination name and sender fax number if necessary.

Date/Own Number Print Position Setting

This setting determines the position of the date and sender information printed at the top of faxes by the receiving machine. To have the information printed outside the transmitted document image, tap the

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[Outside the Original Image] key. To have the information printed inside the document image, tap the [Inside the Original Image] key. For more information on the print position, see "ADDING YOUR SENDER INFORMATION TO FAXES (Fax own number sending)" in "FAX".

Recall in Case of Line Busy

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

Number of Times to Recall When Line is Busy

This setting specifies whether or not recalling is performed when the line is busy. During recalling, you can set the number of recall attempts. Any number from 1 to 15 can be selected.

Interval to Wait Between Recall Attempts (min.) When Line is Busy

The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

When this setting is enabled, note that the machine will not attempt the call again when manual transmission or direct transmission is used.

Recall in Case of Communication Error

This determines how many times the machine will automatically attempt the call again if a fax transmission fails due to a communication error.

Number of Times to Recall in Case of Error

Specify how many times the machine will attempt the call again when a communication error occurs. During recalling, you can set the number of recall attempts. Any number from 1 to 15 can be selected.

Interval to Wait Between Recall Attempts (min.) in Case of Error

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The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

When this setting is enabled, note that the machine will not attempt the call again when manual transmission or direct transmission is used.

Prohibit Fax Broadcasting

Disables facsimile broadcasting.

Fax Receive Settings

Settings for fax transmission can be configured.

Number of Calls in Auto Reception

Allows you to set a number of ringing tones to sound (between 0 and 15 times) until the auto receiving facsimile starts automatic fax reception.

If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.

Duplex Reception Setting

This is used to have received faxes printed on both sides of the paper. When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Auto Receive Reduce Setting

When a fax is received that includes printed information such as the sender's name and address, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.

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- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as 8-1/2" x 11" and 8-1/2" x 5-1/2" (A4 and B5).

Print Style Setting

This setting determines the paper selection condition when printing received faxes. Select one of the three conditions below.

Print Actual Size Cut off Disabled

The received fax image is printed at full size without dividing it onto multiple sheets of paper. If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.
However, if the received fax is longer than 11" x 17" (A3) size, it will be automatically divided onto multiple sheets of paper.

Print Actual Size Cut off Enabled

Each received image is printed at full size. If necessary, the image is divided onto multiple sheets of paper.

Auto Size Select

Each received image is printed at full size when possible. When not possible, the image is automatically reduced before printing.

Set the Telephone Number for Data Forwarding

When a problem prevents the machine from printing a received fax, the received fax can be forwarded to another fax machine. This setting is used to program the fax number of the destination fax machine. Only one forwarding fax number can be programmed (maximum of 64 digits).
To insert a pause between digits of the number, tap the [-] key.
If you wish to specify an F-code confidential memory box in the

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destination machine, tap the [/] key after entering the fax number and enter the F-code (sub-address and passcode).

Receiving Date & Time Print

Enable this setting to have the date and time of reception printed.
Select [Inside the Received Image] or [Outside the Received Image] for the position where the date and time is printed.
When [Inside the Received Image] is selected, the date and time of reception is printed on the received image.
When [Outside the Received Image] is selected, the received image is reduced and the date and time of reception is printed in the blank area that results.

The [Outside the Received Image] cannot be selected for the reception date and time print setting if "Auto Receive Reduce Setting" is not enabled.

A3 RX Reduce

When an A3 size fax is received, this function reduces the fax to ledger (11" x 17") size.

When this setting is enabled, ledger (11" x 17") size faxes are also reduced.

Fax Output Settings

These settings are used to select the number of copies and output tray for received faxes. When a finisher is installed, the finisher tray can be selected as the output tray and stapling can be selected.

Output tray

Select the output tray for received faxes.

Number of Prints

Set the number of copies of received faxes that are printed to any number from 1 to 99.

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Staple Settings

When a finisher is installed, set the position at which received faxes are stapled.

Paper Size

When a finisher is installed, select the paper used for printing of received faxes.

- This setting can only be used when the [Multiple Set Print] and [Staple] checkboxes are selected in "Fax Settings".
- Up to 50 pages can be stapled. (When the paper is oriented horizontally, up to 30 sheets can be stapled.)

Allow/Reject Number Setting

Use this setting to specify whether reception from a stored number is to be allowed or rejected.

Item	Description
Reject Reception	Reject reception from the stored number.
Allow Reception	Allow reception from the stored number.
All Invalid	Even if numbers have been stored, disregard the numbers and allow reception from all numbers.
Reject Unknown Calls	Rejects a call if the caller has blocked the sending of caller identification information.
Add New	Adds a new address or domain (maximum of 50) from which reception is to be rejected or allowed. Enter the number (maximum of 20 digits) and tap the [Store] key.

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Registration Number List	A list of the stored numbers can be displayed. When you select a number from this screen, it is deleted from the list.

Reject Unknown Calls
If checked, any call from the number of Reject Unknown Calls setting is rejected, regardless of the certain number receive settings.

When there are no stored anti junk mail addresses or domains, only the [Add New] key can be selected.

Fax Polling Security

The following settings are for regular polling memory using the Public Box.

Polling Security
When the memory polling function is used, this setting determines whether any machine will be allowed to poll your machine, or only machines that have been stored in your machine.

Add New
When the Polling Security Setting is enabled, use this setting to store (or delete) the fax numbers of the machines that are allowed to poll your machine. Up to 10 destination fax numbers can be stored. Each number must be within 20 digits in length.

Passcode Number Key List
This shows a list of the stored passcode numbers. Select a number from the list and delete it.

Note that these settings do not apply to F-code polling memory.

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SHARP Digital full-color multifunction machine MX-4140N/MX-4141N/MX-5140N/MX-5141N

PRINTING "TROUBLESHOOTING"

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CANCELING OPERATION AND RESETTING SETTINGS

To clear and initialize all settings:	Tap the [CA] key.
To cancel printing or transmission:	Tap the [Cancel Print] or [Cancel Transmission] key.
To cancel job:	Remove the pending jobs in the [Job Status] screen. • STOPPING/DELETING A JOB IN PROGRESS OR RESERVED
To clear entered numeric values:	Tap the [C] key.

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If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have functions been disabled by the administrator?	Some functions may have been disabled in the setting mode. Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

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AUTO SELECTION OF THE COLOR MODE DOES NOT TAKE PLACE CORRECTLY

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Are you scanning one of the following types of originals? **When Black & White is not selected:** • Are there colors or coloring in the paper? **When Color is not selected:** • Is the color in the original very light?	When the color mode is set to "Auto", the machine detects whether the original is black and white or color when the [Color Start] key is tapped. However, when an original of a type as shown on the left is used, automatic detection may not give the correct result. In this event, specify the color mode manually.

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- Is the color in the original very dark, almost black?
- Is only a very small area of the original colored?

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IMAGE ROTATION DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you select the copy ratio manually?	Copy using automatic ratio selection.
Are you copying using settings that do not allow rotate copying?	Rotate copying can generally be combined with other modes as required, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
Is "Rotation Copy Setting" disabled in the setting mode?	Check with your administrator. If you are the administrator, enable [Rotation Copy Setting]. Select [System Settings] → [Copy Settings] → [Rotation Copy Setting] → [Rotation Copy] in "Setting mode".

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2-SIDED COPYING DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the paper type setting of the selected tray specify a type of paper that cannot be used for 2-sided copyin g?	Check "Tray Settings" in the setting mode. If the [Disable Duplex] checkbox is selected, 2-si ded copying using that tray will not be possible. Change the paper type setting to a type that can be used for 2-sided printing. Set [System Settings] → [Paper Tray Settings] → [Tray Settings] → [Disable Duplex] to ☑ in "Setting mode".
Are you using a special size or type of paper?	For the paper types and sizes that can be used f or two-sided copying, see "SPECIFICATIONS" in Quick Start Guide.
Are you copying using setti ngs that do not allow 2-sid ed copying?	2-Sided Copy can generally be combined with ot her modes as required, however, some combina tions are not possible. If a prohibited combinatio n is selected, a message will appear in the touch panel.
Have functions been disabl ed by the administrator?	Some functions may have been disabled in the s etting mode. Check with your administrator.

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When user authentication is enabled, the functio ns that you can use may be restricted in your us er settings. Check with your administrator.

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THE PAPER SIZE OF A TRAY CANNOT BE SET

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have functions been disabled by the administrator?	Some functions may have been disabled in the setting mode. Check with your administrator.

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THE IMAGE IS TOO LIGHT OR TOO DARK

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the image too light?	**Select an appropriate exposure mode for the original being copied and adjust the exposure level manually.**
Is the image too dark?	
Has an appropriate exposure mode for the original type been selected?	**Select one of the following modes depending on the original type.** • Text Use this mode for regular text documents. • Text/Printed Photo This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue. • Text/Photo This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on. • Printed Photo This mode is best for copying printed photogra

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phs, such as photos in a magazine or catalogu e.

- Photo
  Use this mode to copy photos.
- Map
  This mode is best for copying the light color sh ading and fine text found on most maps.
- Light original
  Use this mode for originals with light pencil writ ing.

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COLORS ARE OFF

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you perform "Registration Adjustment"?	**Ask your administrator to perform "Registration Adjustment".** "Setting mode" → [System Settings] → [Device Control] → [Registration Adjustment "Execute"] button. If the color tones are off, perform [Auto Color Calibration] after finishing registration adjustment. (If the colors are still off after calibration, repeating calibration may improve the results.) "Setting mode" → [System Settings] → [Copy Settings] → [Color Adjust] → [Auto Color Calibration]

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PART OF THE IMAGE IS CUT OFF

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Has an appropriate ratio been selected for the original size and paper size?	**Select an appropriate ratio setting.**
Are you using an inch (AB) size original?	**When copying an inch (AB) size original, specify the original size manually.**

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COPIES COME OUT BLANK

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original placed face up or face down correctly?	**When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.**

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PRINTING DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is your PC connected correctly to the machine?	**Make sure that the cable is connected securely to the LAN connector or the USB port of your PC and that of the machine.** If you are connected to a network, make sure that the LAN cable is securely connected to the hub as well. - "SIDE AND BACK" in OPERATIONS COMMON TO ALL MODES
Is the machine connected to the same network (LAN, etc.) as your PC?	**The machine must be connected to the same network as your PC.** If you do not know which network the machine is connected to, ask the network administrator.
Is the IP address selected correctly? (Windows)	**Check the IP address setting.** If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes. Print the "All Custom Setting List" in the setting mode and check the IP address of the machine. If the IP address has changed, change the port setting for the printer driver.

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	"Setting mode" → [List Print (User)] → [All Custom Setting List] See: Software Setup Guide If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine. "Setting mode" → [Network Settings]
Are you using a printer port created using Standard TCP/IP Port? (Windows XP/Server 2003/Vista/Server 2008/7/8/Server 2012)	**Check the PC settings.** When a port created with Standard TCP/IP Port in Windows is used and the [SNMP Status Enabled] checkbox is ☑, it may not be possible to print correctly. Change the [SNMP Status Enabled] checkbox to ☐. See: Software Setup Guide
Is "Connect via" set to [Ethernet] for AppleTalk? (Mac OS 9.0-9.2.2)	**Open [AppleTalk] from the [Control Panels] and make sure that [Ethernet] is selected in the "Connect via" menu.** Printing is not possible if [Ethernet] is not selected.
Is your computer in an unstable state?	**Restart your computer.** Printing is sometimes not possible when you run multiple applications at once or there is insufficient memory or hard drive space. Restart your computer.
Is the machine specified correctly in the application that you are using for printing?	**Check whether the machine's printer driver has been selected from the print window of the application.** If the machine's printer driver does not appear in the list of available printer drivers, it may not be installed correctly. Remove the printer driver and then install it once again. See: Software Setup Guide
Are the network connection devices operating normally?	**Make sure that the routers and other network connection devices are operating correctly.** If a device is not powered on or is in an error state, see the manual of the device to correct the problem.

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Is the I/O timeout setting too short?	**Check with your administrator.** If the I/O timeout setting is too short, errors may occur while writing to the printer. Ask the administrator of the machine to configure an appropriate time in "I/O Timeout". "Setting mode" → [Printer Settings] → [Interface Settings] → [I/O Timeout].
Was a Notice Page printed?	**Check the Notice Page.** A Notice Page will be printed to indicate the cause of the problem if a print job cannot be performed as specified and the cause is not shown in the display. Read the printed page and take appropriate actions. For example, a Notice Page will be printed in the following situations. • The print job is too large to fit in memory. • A function that has been prohibited by the administrator is specified. By factory default, Notice Pages are not printed.
Have functions been disabled by the administrator?	**Check with your administrator.** When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

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COLOR PRINTING DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the color mode set to "Color"?	**Select "Auto" or "Color" for the color mode setting.** Windows: The color mode setting is configured on the [Color] tab of the printer driver. Macintosh: The color mode setting is configured in the [Color] menu of the print window. In Windows, [Black and White Print] can also be selected on the [Main] tab of the printer driver. If you wish to print in color, make sure that the [Black and White Print] checkbox on the [Main] tab is not selected ☐.
Have functions been disabled by the administrator?	Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings.

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TWO-SIDED PRINTING DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the paper type setting of the selected tray specify a type of paper that cannot be used for 2-sided printing?	**Check "Paper Tray Settings" in the setting mode.** If the [Disable Duplex] checkbox is ☑, two-sided printing using that tray will not be possible. Change the paper type setting to a type that can be used for 2-sided printing. "Setting mode" → [Paper Tray Settings] → [Tray Registration]
Are you using a special size or type of paper?	**For the paper types and sizes that can be used for two-sided printing, see "SPECIFICATIONS" in Quick Start Guide.**
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in yo

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ur user settings. Check with your administrato
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DIRECT PRINTING OF A FILE IN A SHARED FOLDER ON A COMPUTER IS NOT POSSIBLE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is [IPsec Settings] enabled on the machine?	**Check with your administrator.** When [IPsec Settings] is enabled in the setting mode, direct printing of a file in a shared folder may not be possible in your PC environment. For information about [IPsec Settings], consult your administrator. "Setting mode" → [Security Settings] → [IPsec Settings]

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A TRAY, FINISHER, OR OTHER PERIPHERAL DEVICE INSTALLED ON THE MACHINE CANNOT BE USED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have the peripheral devices that are installed on the machine been configured with the printer driver?	**Open the printer properties dialog box and click the [Auto Configuration] button on the [Options] tab. (Windows)** **If auto configuration cannot be executed, see the Software Setup Guide.**

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THE IMAGE IS GRAINY

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Are the printer driver settings appropriate for the print job?	**Check the settings of the printer driver.** When selecting print settings, select a print mode from [Normal], [High Quality], or [Ultra Fine]. When you need a very clear image, select [Ultra Fine]. Windows: The resolution setting is selected in the [Advanced] tab of the printer driver properties window. Macintosh: Select the resolution in the [Advanced] menu of the print window. (In Mac OS 10.5, select the resolution on the [Color] menu in the print window.)

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THE IMAGE IS TOO LIGHT OR TOO DARK

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the image (particularly a photo) need correction? (Windows)	**Check the settings of the printer driver.** Correct brightness and contrast with [Color Adjustment Settings] on the [Color] tab of the printer driver. Use these settings to make simple corrections in a case such as when image editing software is not installed on your computer.

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COLORS ARE OFF

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you perform "Registration Adjustment"?	**Ask your administrator to perform "Registration Adjustment".** "Setting mode" → [Device Control] → [Registration Adjustment] If the color tones are off, perform [Auto Color Calibration] after finishing registration adjustment. (If the colors are still off after calibration, repeating calibration may improve the results.) "Setting mode" → [Printer Settings] → [Auto Color Calibration]

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TEXT AND LINES ARE FAINT AND DIFFICULT TO SEE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Was color data printed in black and white? (Windows)	**Check the settings of the printer driver.** When color text and lines are printed in black and white, they may become faint and difficult to see. To have color text or lines (areas) that could become faint converted to black, select [Text To Black] or [Vector To Black] on the [Color] tab of the printer driver. (Raster data such as bitmap images cannot be adjusted.)

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PART OF THE IMAGE IS CUT OFF

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the paper size specified by the job match the size of paper loaded into the tray?	**Make sure that the paper size setting matches the size of paper loaded into the tray.** Windows: The setting is selected in the [Paper Select] tab of the printer driver. If [Fit To Paper Size] is selected, check the loaded paper and the paper size setting. Macintosh: The setting is selected in the [Page Setup] menu.
Is the print orientation setting (portrait or landscape) correct?	**Set the print orientation to match the image.** Windows: The setting is selected in the [Main] tab of the printer driver. Macintosh: The setting is selected in the [Page Setup] menu.
Are the margins set correctly in the layout settings of the application?	**Select an appropriate paper size and margins in the layout settings of the application.** If the edge of the image extends outside

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the printable area of the machine, the ed ge will be cut off.

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THE IMAGE IS UPSIDE DOWN

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻" position. Wait at least 10 seconds and then turn the main power switch to the " | " position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Are you using a type of paper (tab paper, punch paper, etc.) that can only be loaded in a fixed orientation?	**Rotate the image 180 degrees before printing.** When the image size and paper size are the same but the orientations are different, the orientation of the image is automatically rotated to match the paper. However, when the paper can only be loaded in a fixed orientation, the image may be printed upside down. In this event, rotate the image 180 degrees before printing. Windows: The setting is selected in the [Main] tab of the printer driver. Macintosh (OS X 10.4 to 10.5): The setting is selected using the [Page Setup] menu. (Landscape orientation only)
Is the correct binding position selected for 2-sided printing?	**Be sure to set the appropriate binding position.** When 2-sided printing is performed, every other page is printed upside down when tablet binding is selected for the binding position. Windows: The setting is selected in the [Main] tab of the printer driver. Macintosh: The setting is selected in the [Layout] menu of the print window.

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MANY GARBLED CHARACTERS ARE PRINTED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is your computer or the machine in an unstable state?	**Cancel printing, restart your PC and the machine, and try printing again.** If there is only a small amount of free space remaining in the memory or hard drive of your PC, or if a large number of jobs have been spooled on the machine and only a small amount of free space remains, text may be printed as garbled characters. To cancel printing Windows: Double-click the printer icon that appears at the lower right of the task bar and click "Cancel All Documents" (or "Purge Print Documents") in the [Printer] menu. Macintosh: Double-click the name of the machine in the printer list, select the job that you wish to delete, and delete it. (In Mac OS 9.0 to 9.2.2, double-click the printer icon on the desktop, select the print job that you wish to delete, and delete it.) At the machine: Tap the job status display on the operation panel, tap the [Print] tab to change the screen, tap the key of t

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he print job that you wish to delete, and tap the [Stop/Delete] key. A message will appear to confirm the cancelation. Tap th e [Cancel] key.
If some printed characters are still garbled after restarting, as k your administrator to lengthen the timeout setting of [I/O Ti meout] in the setting mode.
"Setting mode" → [Printer Settings] → [Interface Settings] → [I/O Timeout]

If garbled characters are being still printed after the above me asures are taken, remove and then reinstall the printer driver.

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TRANSMISSION DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the telephone line connected securely?	**Check the telephone line jack, the wall jack, and any extension adapters to make sure that all connections are secure.** - SIDE AND BACK
Is the correct dial mode set for your line?	**Ask your administrator to verify that "Dial Mode Setting" is set correctly for the line you are using.** Select the telephone line type in "Dial Mode Setting" in the setting mode (administrator). "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Dial Mode Setting]
Is a busy signal received?	If a busy signal is received, the transmission is temporarily canceled and then automatically attempted again after a brief interval. (Factory default setting: 2 attempts, 3 min. intervals) "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Line Busy].

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	To cancel the transmission, tap the job status display on the operation panel, tap the key of the print job that you wish to delete, and tap the [Stop/Delete] key. A message will appear to confirm the cancelation. Tap the [Cancel] key.
Did a communication error occur?	If an error occurs that prevents transmission, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Factory default setting: 2 attempts, 3 min. intervals) "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Communication Error]. To cancel the transmission, tap the job status display on the operation panel, tap the key of the print job that you wish to delete, and tap the [Stop/Delete] key. A message will appear to confirm the cancelation. Tap the [Cancel] key. The machine supports error correction mode (ECM) and is configured to automatically resend any part of a fax that is distorted due to noise on the line. "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [ECM]
Does a message appear indicating that the memory is full?	**Divide the originals into sets and fax each set separately, or use direct transmission.** If the memory becomes full, the transmission will be canceled.
Does a message appear notifying you that the original size was not detected?	**Place the original again.** If the original size is still not detected correctly, specify the original size manually.
Does the job status screen (completed jobs) or a transaction report indicate	**Perform the transmission again.** If the transmission is still not successful after recalling is performed as set in [Recall in Case of Line B

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that the transmission was not successful?	usy] or [Recall in Case of Communication Error], the transmission failure will be indicated in the job status screen and the transaction report. "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Line Busy] "Setting Mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Recall in Case of Communication Error]
Did you place a long original on the document glass when it is scanned?	**Place the original in the document feeder tray of the automatic document feeder.** A long original cannot be scanned from the document glass.
Did you place an original that is folded?	**Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and re-scan it.** If a folded original is placed in the automatic document feeder, an error will occur and scanning will be canceled when the actual original size is detected during scanning.
Are the sub-address and passcode correct? (When using F-code communication)	**Check with the operator of the other machine to make sure that the sub-address and passcode are correct.**
Have functions been disabled by the administrator?	**Check with your administrator.** When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

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THE TRANSMITTED FAX PRINTS OUT BLANK AT THE RECEIVING SIDE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original placed face up or face down correctly?	**Place the original again in the correct orientation, and resend.** When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up. Place the original correctly and send the fax again.
If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	**Check with the operator of the other machine.**

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THE TRANSMITTED FAX IS REDUCED BY THE RECEIVING FAX MACHINE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Has the rotation sending been set?	**Enable "Rotation Sending Setting" before transmission.** When [Rotation Sending Setting] is not enabled (the image is not rotated), an original placed in the vertical orientation may be reduced by the receiving machine. "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Send Settings] → [Rotation Sending Setting]☑ If "Mixed Size Original" is enabled in Others and an original with a different width is sent, rotate transmission will be disabled.

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TRANSMISSION DOES NOT BEGIN AT THE SPECIFIED TIME

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the machine's clock set to the correct time?	**Set the clock to the correct time.** "Setting mode" → [System Settings] → [Default Settings] → [Clock Adjust]
Is a transmission in progress?	If another transmission is in progress when the specified time arrives, the timer operation will begin after that transmission is finished.

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PRINTING DOES NOT TAKE PLACE AFTER RECEPTION

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does a message appear in the display instructing you to add toner or paper, or to take some other actions? (Printing is not possible when this screen appears.)	**Restore printing capability as instructed by the message.**
Does a password entry screen appear?	**Enter the correct password using the numeric keys.** [Hold Setting for Received Data Print] is enabled. If you do not know the password, check with your administrator. "Setting mode" → [System Settings] → [Image Send Settings] → [Operation Settings] → [Default Settings] → [Hold Setting for Received Data Print]
Has cut-off printing been disabled in the setting mode (administrator)?	**Load the same size of paper as the received fax.** If [Print Actual Size Cut off Disabled] is enabled in [Print Style Setting] in the setting mode (administrator) and a fax is received that is larger than any paper

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	that is loaded, the fax will be received and stored in memory without being printed. (However, when a fax longer than 11" x 17" (A3) size is received, it will be printed using multiple sheets of paper.) "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Receive Settings] → [Print Style Setting]
Is forwarding (Inbound Routing function) enabled for a received fax?	**If you need to print a received fax, ask your administrator.** When the Inbound Routing function is enabled, received faxes are automatically forwarded to a specified address. If [Print at Error] is selected when Inbound Routing is enabled, received faxes will only be printed when an error occurs. "Setting mode" → [Application Settings] → [Administration Settings] → [Inbound Routing Settings]

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MANUAL RECEPTION/POLLING RECEPTION ARE NOT POSSIBLE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is little free memory remaining?	**If any of the following applies, print or delete received faxes to increase available memory space for receiving faxes.** • The memory contains data that has been received with the received image check setting enabled. • The memory contains data that has been received with confidential reception or that is protected by a password. • A fax is stored in the memory box.

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THE RECEIVED IMAGE IS FAINT

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original that was faxed also faint?	**Ask the other party to send the fax again using a suitable (darker) exposure setting.**

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THE MACHINE DOES NOT BEGIN FAX RECEPTION

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Has the reception mode been set to [Manual Reception] in the setting mode?	**Set the reception mode to [Auto Reception].** When the reception mode is set to [Manual Reception], the machine will not receive faxes automatically. "Setting mode" → [System Settings] → [Fax Data Receive/Forward] → [Fax Settings] → [Receive Settings]
Is little free memory remaining?	**Increase the amount of free memory.** The amount of free memory can be increased by printing faxes received by confidential reception and other password-protected received data, and by deleting data stored in memory boxes.

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DIALING IS NOT POSSIBLE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the extension telephone connected?	**Check the connections.** Check the telephone line jack, the wall jack, and any extension adapters to make sure that all connections are secure.

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YOU CANNOT TALK TO THE OTHER PARTY

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you dial using the speaker?	**Use the extension telephone.** When you dial using the speaker, you will be able to hear the voice of the other party, but he or she will not hear your voice. Use the extension telephone. (When the optional receiver or extension telephone is not installed, you cannot talk to the other party.)

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THE VOLUME IS TOO LOW

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

- Speaker
- Ringer Volume
- Line Monitor
- Fax Receive Complete Signal
- Fax Send Complete Signal
- Fax Communication Error Signal

Point to check	Solution
Has the volume been set to a low level in the setting mode?	**Ask your administrator to set the volumes in [Speaker Settings] to a higher level.** "Setting mode" → [System Settings] → [Image Send Settings] → [Fax Settings] → [Default Settings] → [Speaker Settings]

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NO SOUND IS HEARD

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

- Ringer Volume
- Line Monitor
- Fax Receive Complete Signal
- Fax Send Complete Signal
- Fax Communication Error Signal

Point to check	Solution
Has the ringer volume be en set to [None] in the se tting mode?	**Ask your administrator to set the volumes in [Speaker Settings] to other than [None].** "Setting mode" → [System Settings] → [Image S end Settings] → [Fax Settings] → [Default Setting s] → [Speaker Settings]

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A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE STORED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Has the maximum number of keys been stored?	**Adjust the number of stored keys.** Delete one-touch keys and group keys that are n ot being used.
Have functions been disabl ed by the administrator?	**Check with your administrator.** Some functions may have been disabled in the s etting mode. Check with your administrator.

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A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE EDITED OR DELETED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
If the key is an individual key, is the key included in a group?	**Remove the key from the group and then edit or delete the key.** (If the key is included in multiple programs, it must be removed from all programs.) "Setting mode" → [Address Book] If the key is included in multiple group keys, print the Group List in [Sending Address List] in the setting mode. The list will show where the key is stored. "Setting mode" → [System Settings] → [List Print (User)] → [Sending Address List] → [Group List]
Is the key being used in a reserved transmission or a transmission in progress?	**Wait until the transmission is finished or cancel the reserved transmission and then edit or delete the key.**
Is the key included in a program key?	**Remove the key from the program and then edit or delete the key.** (If the key is included in multiple programs, it mu

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	st be removed from all programs.) [Call Program] → [Delete] in the action panel for each mode
Is the key that you wish to edit or delete stored as a relay destination of an F-code relay broadcast transmission?	**Remove the key from the relay destinations of the F-code relay broadcast transmission and then edit or delete the key.** An individual or group one-touch key that is stored as a relay destination cannot be edited or deleted. Remove the key from the relay destinations of the F-code relay broadcast transmission and then edit or delete the key. "Setting mode" → [System Settings] → [F-Code Memory Box]
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode.
Has your administrator enabled a function that prevents editing/deleting?	**Check with your administrator.** If your administrator has enabled settings such as [Inbound Routing Settings], keys cannot be edited or removed. "Setting mode" → [Application Settings] → [Inbound Routing Settings]

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TRANSMISSION DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you select the correct destination? Is the correct information (e-mail address or FTP server information) stored for that destination?	**Make sure that the correct information is stored for the destination and that the destination is correctly selected.** If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.
Does the image file exceed the e-mail attachment limit set in the setting mode (administrator)?	**Check with your administrator.** If your administrator has set a limit on the size of transmitted files, a file that exceeds the limit cannot be transmitted.
Did the image file exceed the file attachment size limit of your mail server? (When Scan to E-mail is used.)	**Reduce the size of the file attachment (reduce the number of pages to scan) for one e-mail transmission.** The size of the file can also be reduced by scanning using a lower resolution setting. Ask your mail server administrator (or Internet service p

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	rovider, etc.) what the file size limit is for one e-mail transmission.
Has the folder on the destination computer been set as a shared folder so that files can be sent to it? (When using Scan to Network Folder.)	**If the destination folder is not configured as a shared folder, select "share" in the folder properties.** If the folder was moved or otherwise changed, the "share" setting may have been canceled.
Is [IPsec Settings] enabled on the machine? (When using Scan to Network Folder.)	**Check with your administrator.** When [IPsec Settings] is enabled in the setting mode, scanning to a shared folder may not be possible in your PC environment. "Setting mode" → [Security Settings] → [IPsec Settings]
Did you place a long original on the document glass when it is scanned?	**Place the original in the document feeder tray of the automatic document feeder.** A long original cannot be scanned from the document glass.
Did you place an original that is folded?	**Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and re-scan it.** If a folded original is placed in the automatic document feeder, an error will occur and scanning will be canceled when the actual original size is detected during scanning.

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AN ADDRESS CANNOT BE SPECIFIED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

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MODE CANNOT BE SELECTED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.

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AUTO SELECTION OF THE COLOR MODE DOES NOT TAKE PLACE CORRECTLY

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Are you scanning one of the following types of originals? **When Black & White is not selected:** • Are there colors or coloring in the paper? **When Color is not selected:** • Is the color in the original very light? • Is the color in the original	**Specify the color mode manually.** When the color mode is set to [Auto], the machine detects whether the original is black and white or color when the [Color Start] key is tapped; however, in the cases as shown on the left, automatic detection may not give the correct result.

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very dark, al most black?
- Is only a ver y small area of the origina l colored?

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THE RECEIVED IMAGE FILE CANNOT BE OPENED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the viewer program used by the recipient support the format of the received image data?	**Use a software program that is capable of opening the selected file type and compression mode.** The recipient may be able to open the file if you change the file type and compression mode selected at the time of transmission.
Does a message appear prompting you to enter your password?	**Ask the sender for the password, or have the image sent again in a non-encrypted format.** The received file is an encrypted PDF file.

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TRANSMISSION TAKES A LONG TIME

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the resolution setting appropriate at the time of scanning?	**Select resolution and data compression settings that are suited to the purpose of transmission.** To create image data that is balanced in terms of resolution and file size, pay attention to the following points: Resolution settings The default resolution setting is [200x200dpi] in "E-mail", "FTP/Desktop", "Network Folder", and "Scan to External Memory Device", and [200x100dpi] in Internet fax mode. If the original does not contain a halftone image such as a photo or illustration, scanning at the default resolution will create a more practical and useful image. A higher resolution setting or the "Half Tone" setting (in Internet fax mode only) should only be selected if the original contains a photo and you wish to give priority to the quality of the photo image. Exercise caution in this case as a larger file will be created than when the default setting is used.

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A DESTINATION IS PRE-SELECTED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is [Default Address Setting] enabled in the setting mode?	**If you wish to send to a destination other than the default destination, tap the [Cancel] key.** If you are the administrator and wish to change or disable the default destination, change the settings as appropriate in [Default Address Setting]. "Setting mode" → [System Settings] → [Image Send Settings] → [Scan Settings] → [Default Address] → [Default Address Setting]

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CANNOT WRITE TO THE USB MEMORY DEVICE (WHEN USING USB MEMORY SCAN)

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the connected USB device recognized correctly?	**Use [USB-Device Check] in the setting mode to check whether or not the device is recognized.** "Setting mode" → [System Settings] → [USB-Device Check] If it is not recognized, connect it once again.

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THE SCANNED IMAGE IS CLIPPED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original scan size setting smaller than the actual original size?	**Set the scan size to the actual original size.** If you have intentionally set a smaller size than the actual original size, place the original considering the reference placement position for the selected scan size. For example, when scanning an 8-1/2" x 11" (A4) original using a 5-1/2" x 8-1/2" (B5) setting on the document glass, align the original using the document glass scale at the left edge to fit the area you wish to scan into the 5-1/2" x 8-1/2" (B5) scanning area. - "DOCUMENT GLASS"

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THE QUALITY OF THE SCANNED IMAGE IS POOR

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻" position. Wait at least 10 seconds and then turn the main power switch to the " | " position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original printed matter such as a book or magazine?	**To reduce the moire effect, take the following procedure:** When the original is printed matter, vertical patterns (moire) may occur. Select [Others] → [Sharpness] in the Base Screen and soften the edges of image to reduce the moire effect (only in "E-mail", "FTP/Desktop", "Network Folder", and "Scan to External Memory Device"). It may also be possible to reduce the moire effect by changing the resolution setting or shifting the original (or changing its angle) slightly on the document glass.
When scanning a color or grayscale original, is the color mode set to [Mono2]?	Setting the color mode to [Mono2] replaces the colors in the original with either black or white. This is suitable for text-only originals; however, for originals that contain illustrations, it is best to use the [B/W Start] key with the color mode set to [Grayscale], or set the color mode of the [Color Start] key to [Full Color] or [Auto] → [Grayscale] and then scan.
Is a destination included that has [TIFF	**If you wish to send an image scanned at high resolution to destinations for "E-mail", "FTP/Desktop", and "Network Folder", send the image to scanner and Internet fax desti**

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-S] selected for the format?	**nations separately.** When a broadcast transmission is performed that includes both destinations for "E-mail", "FTP/Desktop", and "Network Folder" and Internet fax destinations that have [TIFF-S] selected for the format, the resolution will remain fixed at [200x200dpi] even if a different resolution setting is selected.

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THE SCANNED IMAGE IS BLANK

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the original placed face up or face down correctly?	**Place the original again in the correct orientation, and resend.** When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.

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THE SCANNED IMAGE IS UPSIDE DOWN OR ON ITS SIDE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Are Internet fax addresses included in the transmission?	**Send the image to the scan mode and Internet fax mode destinations separately.** When destinations for "E-mail", "FTP/Desktop", and "Network Folder" and Internet fax destinations are included in a broadcast transmission, the original transmission orientation of Internet fax takes precedence, and thus the file may not appear in the correct orientation when viewed on a PC.

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JPEG WAS SELECTED FOR THE FILE TYPE BUT THE FILE WAS CREATED AS A TIFF FILE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you select [Mono2] in color mode?	**Change the color mode to [Full Color] or [Grayscale], and then tap the [Start] key.** When [JPEG] is selected for the file type and the image is scanned in Mono2, the file will be created as a TIFF file.

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A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE STORED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Has the maximum number of keys been stored?	**Adjust the number of stored keys.** Delete one-touch keys and group keys that are not being used.
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode (administrator).
If the key is an individual key, is the key included in a group?	Remove the key from the group and then edit or delete the key. (If the key is included in multiple groups, it must be removed from all groups.) [Call Program] → [Delete] in the action panel for each mode
Is the key being used in a reserved transmission or a transmission in progress?	**Wait until the transmission is finished or cancel the reserved transmission and then edit or delete the key.**

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A ONE-TOUCH INDIVIDUAL KEY OR GROUP KEY CANNOT BE EDITED OR DELETED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the key included in a program key?	Remove the key from the program and then edit or delete the key. (If the key is included in multiple programs, it must be removed from all programs.) [Call Program] → [Delete] in the action panel for each mode If the key is included in multiple programs, print the Program List in [Sending Address List] in the setting mode. The list will show where individual and group keys are stored. "Setting mode" → [System Settings] → [List Print (User)] → [Sending Address List] → [Program List]
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. Check with your administrator.
Has your administrator enabled a function that	**Check with your administrator.** If your administrator has enabled settings such as [D

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prevents editing/deleting?	efault Address Setting] and [Inbound Routing Settings], keys cannot be edited or removed.

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DOCUMENT FILING DOES NOT TAKE PLACE

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you enable document filing in the printer driver?	**Enable document filing.** In print mode, enable document filing on the [Job Handling] tab of the printer driver.
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings.

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A FILED DATA CAN NOT BE PRINTED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Have functions be en disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mo de. When user authentication is enabled, the functions th at you can use may be restricted in your user settings.

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A JOB CANNOT BE STORED IN A CUSTOM FOLDER

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Do the custom folders created with the machine appear in "Folder Information"? (When printing)	**Click the [Get Folder Name] button in the document filing save screen of the printer driver to call up the custom folders that have been created on the machine.**
Does the custom folder have a password?	**Enter the password configured in the machine in the document filing save screen.**

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A STORED FILE HAS DISAPPEARED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you tap the [Print and Delete the Data] key to print a stored file?	**Tap the [Print and Save the Data] key to print again.** If you print the file by tapping the [Print and Delete the Data] key, the file is automatically deleted after being printed. The file property can be set to [Protect] to prevent the file from being easily deleted.
Has automatic deletion of document filing files been enabled?	**If files that you need have been deleted, consult the administrator of the machine.** When [Automatic Deletion of File Settings] is enabled in the setting mode, the files in the specified folders are periodically deleted. (Even when the file property is [Confidential] or [Protect], the file may be deleted.) [System Settings] → [Document Filing Settings] → [Automatic Deletion of File Settings]

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A FILE CANNOT BE DELETED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the property of the file set to [Protect]?	**A file cannot be deleted when its property is set to [Protect].** Change the file property from [Protect] to [Sharing] and then delete the file.

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THE PROPERTY OF A FILE CANNOT BE SET TO [CONFIDENTIAL]

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Is the file in the Quick File folder?	**Move the file to a different folder and then set its property to "Confidential".** [Confidential] cannot be specified for a file in the Quick File folder. (Note that [Protect] can be specified for a file in the Quick File folder to prevent it from being easily deleted.)

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A CONFIDENTIAL FILE OR CONFIDENTIAL FOLDER CANNOT BE OPENED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Did you enter the wrong password?	**Check with your administrator.** If you cannot remember the password, change the file or folder password to a new password in the setting mode.

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A FILE NAME CANNOT BE STORED OR CHANGED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the name include characters that cannot be used in a file or folder name?	**The following characters cannot be used in a file or folder name:** ? / " ; : , < > ! * & # ¥ |

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A CUSTOM FOLDER NAME CANNOT BE STORED OR CHANGED

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Does the name include characters that cannot be used in a file or folder name?	**The following characters cannot be used in a file or folder name:** ? / " ; : , < > ! * & # ¥ |

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A FILE NAME IS CUT OFF

If you are unable to solve a problem using the solutions in this manual, press the [Power] button and then turn the main power switch to the "⏻"position. Wait at least 10 seconds and then turn the main power switch to the " | "position. After the main power indicator color changes to green, press the [POWER] button.

When the background color of the job status display at the upper right corner of the touch panel is not gray, do not switch off the main power switch or unplug the power plug. This may damage the hard drive or cause the data being stored or received to be lost.

Point to check	Solution
Was the file name stored in the advanced transmission settings during a scan or Internet fax transmission?	If the name was stored in the advanced transmission settings before Quick File or File settings were configured, that name will be used for the stored file. If the number of characters in the name exceeds the maximum number of characters allowed for a Quick File name (30 characters), characters after the 30th character will be discarded.

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SPECIFIED MACHINE FUNCTIONS CANNOT BE USED

Point to check	Solution
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode. When user authentication is enabled, the functions that you can use may be restricted in your user settings.

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THE OPERATION PANEL CANNOT BE USED

Point to check	Solution
Is the main power indicator lit?	**If the main power indicator is not lit up, turn the machine's power on.** Make sure that the power plug is firmly inserted in the power outlet, switch the main power switch to the " | " position, and press the [Power] button to turn on the power.
Did you just power on the machine?	**Wait until a message appears indicating that the machine is ready.** After the [Power] button is turned on, the machine requires some time to complete warmup operation. During warmup operation, functions can be selected, but a job cannot be run.
Is the [Power Save Mode] button blinking?	**Auto Power Shut-Off mode has activated. To return the machine to normal operation, press the [Power Save Mode] button.** - "AUTO POWER SHUT-OFF TIMER"
Is a cover open or a device separated from the machine?	**Read the message and take appropriate actions.** A warning message will appear when a cover is open or a device is separated from the machine.
Did login fail three times in a row?	**After operation unlocks, log in using the correct user information.** When [A Warning when Login Fails] is enabled in the setting mode and login fails 3 times in a row, a warning will be displayed and user authentication operation will lock for 5 minutes. (If you do not know your user information, contact your administrator.)

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	"Setting mode" → [User Control] → [Default Settings] → [A Warning when Login Fails]
Does a message appear indicating that Auto Login failed?	**Check with your administrator.** Auto Login failed due to network or other problems. If you are the administrator, tap the [Administrator Password] key, log in as an administrator, and temporarily change the auto login settings in the setting mode. (Restore the changed settings to their original state after the problems have been solved.)
Does the message "Call for service. Code:xx-xx*." appear in the touch panel? *Letters and numbers appear in xx-xx.	**Turn on the machine power again.** Make sure that the background color of the job status display at the upper right corner of the touch panel is gray, and press the [Power] button and then turn the main power switch to the "⏻" position. Wait at least 10 seconds and then turn the main power switch to the " | " position. After the main power indicator color changes to green, press the [POWER] button. If the message still appears after switching the [Power] button and the main power switch off and on several times, it is likely that a failure has occurred that requires service. In this event, stop using the machine, unplug the power plug, and contact your dealer or nearest SHARP Service Department. (When contacting your dealer or nearest SHARP Service Department, inform them of the displayed error code.)

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PRINTING IS NOT POSSIBLE OR STOPS DURING A JOB

Point to check	Solution
Is a tray out of paper?	**Add paper as instructed by the message in the touch panel.**
Is the machine out of toner?	**Replace the toner cartridge.** When toner runs low, a message will appear to inform you that the toner cartridge must be replaced. For more information on replacing the toner cartridge, see "REPLACING THE TONER CARTRIDGE".
Has a paper misfeed occurred?	**Remove the misfeed as instructed by the message in the touch panel.** - "REMOVING MISFEEDS" in "TROUBLESHOOTING"
Is the output tray full?	**Remove the output from the tray and resume printing.** When the output tray becomes full, a detector activates and stops printing.
Is the toner collection container full?	**Replace the toner collection container as instructed by the message in the touch panel.** - "REPLACING THE TONER COLLECTION CONTAINER"
Are restrictions placed on the trays that can be used in each mode (copy, print, fax, Internet fax, and document filing)?	**Check the settings in [Paper Tray Settings] and see if checkmarks appear in the checkboxes of each mode ([Feeding Approved Job]).** Functions without a checkmark cannot be used for printing using that tray.

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"Setting mode" → [Paper Tray Settings] → [Tray Registration] → [Feeding Approved Job]

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THE ORIGINAL SIZE IS NOT AUTOMATICALLY SELECTED OR THE WRONG SIZE IS SELECTED

Point to check	Solution
Is the original curled or folded?	**Straighten the original.** The correct original size cannot be detected if the original is curled or folded.
Did you place an original smaller than 5-1/2" x 8-1/2" (A5) size?	**Select the original size manually.** Original sizes smaller than 5-1/2" x 8-1/2" (A5) cannot be detected. When scanning a small original on the document glass, it is convenient to place a blank sheet of paper on top of the original which is the same size (8-1/2" x 11" (A4), 8-1/2" x 11"R (B5), etc.) as the paper that you wish to use for printing.

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THE DISPLAYED BYPASS TRAY PAPER SIZE IS NOT CORRECT

Point to check	Solution
Is the extension guide pulled out?	**Pull out the bypass tray extension guide.** When loading paper in the bypass tray, be sure to pull out the extension to enable the paper size to be detected correctly.

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THE ORIGINAL MISFEEDS
(AUTOMATIC DOCUMENT FEEDER)

Point to check	Solution
Is too much paper loaded into the document feeder tray?	**Make sure that the stack of paper in the tray is not higher than the indicator line.**
Is the original a long original?	**When using the automatic document feeder to scan a long original, set the scan size to [Long Size].** (Note that long originals cannot be copied using the copy function.)
Is the original on thin paper?	**Use the document glass to scan the original.** If you need to use the automatic document feeder, use [Slow Scan Mode] in [Others] to scan the original.
Is the feed roller dirty?	**Clean the surface of the paper feed roller.** - "CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER"

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THE PAPER MISFEEDS

Point to check	Solution
Is a torn piece of paper remaining in the machine?	**Make sure all paper is removed.** - REMOVING MISFEEDS
Is too much paper loaded in the tray?	**Make sure that the stack of paper in the tray is not higher than the indicator line.**
Are multiple sheets feeding at once?	**Fan the paper well before loading it.**
Are you using paper that is not within the specifications?	**Use SHARP-recommended paper.** Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. - "SUPPLIES" in "Quick Start Guide" For paper that is prohibited or not recommended, see "APPLICABLE PAPER TYPES".
Has the paper in the tray absorbed moisture?	If you will not be using paper in a tray for a long time, remove the paper from the tray and store it in a bag in a dark and dry location.
Are the bypass tray guides adjusted to the width of the paper?	**Adjust the bypass tray guides to the width of the paper.**
Is the bypass tray extension guide pulled out?	**When loading large-size paper, pull out the extension guide.**
Is the bypass feed roller dirty?	**Clean the surface of the bypass feed roller.** - CLEANING THE BYPASS FEED ROLLER

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Is 5-1/2" x 8-1/2" (A5) size paper loaded?	**When loading 5-1/2" x 8-1/2" (A5) size paper, place the paper in the horizontal (5-1/2" x 8-1/2"R (A5R)) orientation.**
Is the paper size specified?	**If you are using a non-standard size, be sure to specify the paper size.** If the size of paper loaded into a tray was changed, be sure to check the paper size setting. "Setting mode" → [Paper Tray Settings] → [Tray Registration]
Did you add paper to the bypass tray?	**When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack.** If paper is added without removing the remaining paper, a misfeed may result.

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PAPER DOES NOT FEED FROM THE PAPER TRAY

Point to check	Solution
Is the paper loaded correctly into the paper tray?	**Set the guides to the size of the paper.** Make sure the height of the paper does not exceed the indicator line.
Are restrictions placed on the trays that can be used in each mode (copy, print, fax, Internet fax, and document filing)?	**Check the settings in [Paper Tray Settings] and see if checkmarks appear in the checkboxes of each mode ([Feeding Approved Job]).** Functions without a checkmark cannot be used for printing using that tray. "Setting mode" → [Paper Tray Settings] → [Tray Registration] → [Feeding Approved Job]

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THE IMAGE ON PAPER IS SKEWED

Point to check	Solution
Is too much paper loaded into the bypass tray?	**Do not load more than the maximum number of sheets. The maximum number of sheets varies depending on the paper type setting.** For more information, see "SPECIFICATIONS" in Quick Start Guide.
Are the bypass tray guides adjusted to the width of the paper?	**Adjust the bypass tray guides to the width of the paper.**
Are the original guides adjusted to the width of the paper? (for MX-4140N/MX-5140N only)	**Adjust the original guides to the width of the paper.**

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THE AUTOMATIC DOCUMENT FEEDER DOES NOT OPERATE

Point to check	Solution
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode.

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LINES APPEAR IN THE SCANNED IMAGE

Point to check	Solution
Are the scanning areas of the document glass or automatic document feeder dirty?	**Clean the scanning areas of the document glass or automatic document feeder.** - "CLEANING OF THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER"
Is the bypass feed roller dirty?	**Clean the surface of the bypass feed roller.** - "CLEANING THE BYPASS FEED ROLLER"

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SMUDGES APPEAR ON PRINTED OUTPUT

Point to check	Solution
Are you using paper that is not within the specifications?	**Use SHARP-recommended paper.** Using paper that is for other models or special paper th at is not supported may result in misfeeds, creases, or smudges. - "SUPPLIES" in "Quick Start Guide"
Are you printing on pre-punched paper?	**Take care that the image does not overlap the pun ch holes.** If the printed image overlaps the punch holes, smudge s may appear on the reverse side of the paper followin g 1-sided printing, or on both sides following 2-sided pr inting.
Does a message app ear indicating the ne ed for maintenance?	**Contact your dealer or nearest SHARP Service Dep artment as soon as possible.**

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TONER DOES NOT ADHERE WELL OR CREASES APPEAR ON THE PAPER

Point to check	Solution
Are you using paper that is not within the specifications?	**Use SHARP-recommended paper.** Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. - "SUPPLIES" in "Quick Start Guide"
Has the paper type been set correctly?	**Set the correct paper type in the tray settings.** Make sure that the following has not occurred: • Heavy paper is being used, but a paper type other than heavy paper is selected in the tray settings. (The image may disappear if rubbed.) • Paper other than heavy paper is being used, but heavy paper is selected in the tray settings. (This may cause creases and misfeeds.) "Setting mode" → [Paper Tray Settings] → [Tray Registration]
Is the paper loaded so that printing takes place on the reverse side?	**Check the front and reverse side of paper.** Some types of paper such as labels and transparency films have specific front or reverse sides. If printing takes place on the wrong side of label sheets or transparency film, the toner may not adhere well and a clear image may not be obtained.

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PART OF THE IMAGE IS CUT OFF

Point to check	Solution
Has the correct paper size been set?	**If you are using a non-standard size, be sure to specify the paper size.** If the size of paper loaded into a tray was changed, be sure to check the paper size setting. "Setting mode" → [Paper Tray Settings] → [Tray Registration]
Was the original placed in the correct position?	**If you are using the document glass, be sure to place the original in the far left corner of the document glass.** - "DOCUMENT GLASS"

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PRINTING TAKES PLACE ON THE WRONG SIDE OF THE PAPER

Point to check	Solution
Is the paper loaded with the print side facing in the correct direction?	**Make sure that the print side of paper is facing in the correct direction.** • Trays 1 to 4: Load the paper with the print side facing up*. • Bypass tray and tray 5: Load the paper with the print side facing down*. * When the paper type is "Pre-Printed" or "Letter Head", load the paper in the opposite way. (Except when [Disabling of Duplex] is enabled in the setting mode (administrator). For information about the setting mode, consult your administrator.)

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A COVER OR INSERT IS NOT PRINTED ON THE SPECIFIED PAPER

Point to check	Solution
Has the paper type been set correctly?	**Set the correct paper type for the tray that contains the paper specified for the cover or insert.** If the paper type set for the cover or insert is not the same as the paper type set for the tray, paper will be fed from a different tray. "Setting mode" → [Paper Tray Settings] → [Tray Registration]

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THE CONNECTED USB DEVICE CANNOT BE USED

Point to check	Solution
Is the USB device compatible with the machine?	**Ask your dealer if the device is compatible with the machine.** USB devices that are not compatible with the machine cannot be used.
Is the connected USB device recognized correctly?	**Use [USB-Device Check] in the setting mode to check whether or not the device is recognized.** "Setting mode" → [System Settings] → [USB-Device Check] If it is not recognized, connect it once again.

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THE CONNECTED USB MEMORY DEVICE CANNOT BE USED

Point to check	Solution
Is the format of the USB memory device FAT32?	**Check the file format of the USB memory device.** If the format of the USB memory device is other than FAT32, use your PC to change the format to FAT32.
Are you using a USB memory device with a capacity of more than 32 GB?	**Use a 32 GB or less USB memory device.**

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THE FINISHER/SADDLE FINISHER DOES NOT OPERATE

Point to check	Solution
Does a message appear indicating that you need to remove paper from the stapler compiler?	**Remove all remaining paper from the stapler compiler.**
Does the following message appear in the touch panel? "The finisher is in trouble. xx-xx*" *Letters and numbers appear in xx-xx.	**Check the cable connection of the finisher.** Remove and then firmly reinsert the cable, and restart the machine.
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode.

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STAPLING DOES NOT TAKE PLACE (INCLUDING SADDLE STITCH)

Point to check	Solution
Does a message appear instructing you to check the staple unit?	**Remove jammed staples.** - "REMOVING MISFEEDS" in "OPERATIONS COMMON TO ALL MODES"
Does a message appear instructing you to add staples?	**Replace the staple cartridge.** Do not forget to replace the staple case. - "REMOVING MISFEEDS" in "OPERATIONS COMMON TO ALL MODES"
Is a different width of paper mixed in?	**To perform mixed size stapling, use paper of the same width and select the [Same Width] setting.** Stapling is not possible when paper of different widths are mixed together. When copying, select [Same Width] for [Mixed Size Original] in [Other].
Are there more sheets than can be stapled at once?	**For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in Quick Start Guide.**
Is a paper size that cannot be stapled included in the print job?	**For the paper size that can be stapled, see "SPECIFICATIONS" in Quick Start Guide.**
Is the paper type setting of the tray selected in the printer driver set to a paper type that cannot be stapled?	Check the paper type settings in the machine and select a tray that has paper that can be used for stapling *. Click the [Details] button in [Paper Selection] on the [Paper Select] tab of the printer properties window and check the paper type setting of each tray. * Stapling is not possible on labels, tab paper, glossy paper, transparency film, or envelopes. In addition, if "Disable Staple" is selected in the user type, stapling will not be possible.

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Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode.

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PUNCHING DOES NOT TAKE PLACE

Point to check	Solution
Does a message appear instructing you to check the punch module?	**Dispose of punch scraps.** - PUNCH MODULE
Is a different size of paper mixed in?	Punching is not possible when different widths of paper are mixed together. To perform mixed size punching, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] for [Mixed Size Original] in [Other].
Is a paper size that cannot be punched included in the print job?	**For the paper sizes that can be punched, see "SPECIFICATIONS" in Quick Start Guide.**
Is the tray selected in the printer driver set to a paper type that cannot be punched?	Check the paper type settings in the machine and select a tray that has paper that can be used for punching*. Click the [Details] button in [Paper Selection] on the [Paper Select] tab of the printer properties window and check the paper type setting of each tray. * Punching is not possible on labels, tab paper, glossy paper, transparency film, and envelopes. In addition, if "Disable Punch" is selected in the user type, punching will not be possible.
Have functions been disabled by the administrator?	**Check with your administrator.** Some functions may have been disabled in the setting mode.

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THE STAPLING POSITION OR PUNCH POSITION IS NOT CORRECT

Point to check	Solution
Is the stapling position set correctly?	**Check the stapling position in "PREVIEW SCREEN".**
Are the punching positions set correctly?	**Check the punch position in "PREVIEW SCREEN".**

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FOLDING DOES NOT TAKE PLACE

Point to check	Solution
Did the administrator enable the [Disabling of Duplex] setting?	The paper folding function cannot be used when [Disabling of Duplex] is enabled in the setting mode. Check with your administrator. "Setting mode" → [Device Control] → [Disabling of Duplex]
Are you using a paper type that has a specific front and reverse side?	The folding function cannot be used with pre-printed paper, letterhead paper, or other paper that has specific front or reverse sides. When folding paper, use a paper type such as plain paper that does not have specific front or reverse sides.

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PRINTED OUTPUTS ARE MISALIGNED IN THE FINISHER OUTPUT TRAY

Point to check	Solution
Is the printed output curled?	Curled output may be solved when the paper is loaded upside down into the tray.

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STAPLED OUTPUTS ARE MISALIGNED IN THE TRAY

Point to check	Solution
Is the output curled?	Curled output may be solved when the paper is loaded upside down into the tray.

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SHEETS OUTPUT TO THE DELIVERY TRAY OF THE FINISHER ARE SCATTERED

Point to check	Solution
Have the output sheets got folded?	If the front and back side of the sheets in the paper feed tray have been reversed, in some cases it can be improved.

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THE STAPLED SHEETS ARE SCATTERED

Point to check	Solution
Have the output sheets got folded?	If the front and back side of the sheets in the paper feed tray have been reversed, in some cases it can be improved.

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PREVIEW IMAGES OR THUMBNAIL IMAGES DO NOT APPEAR

Point to check	Solution
Are there a number of jobs waiting to be executed?	**Wait until several of the jobs have been executed.**

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THE TOUCH PANEL DISPLAY IS DIFFICULT TO VIEW

Point to check	Solution
Is the brightness properly adjusted?	Tap the [LCD Control] key on the home screen to adjust the brightness.

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YOU WERE LOGGED OUT WITHOUT LOGGING OUT YOURSELF

Point to check	Solution
Did Auto Clear activate?	**Log in again.** When user authentication is used, the currently logged in user will be automatically logged out if Auto Clear activates. If you are the administrator, change the time setting of Auto Clear or disable Auto Clear in [Auto Clear Setting]. "Setting mode" → [Operation Settings] → [Job Detail Settings] → [Auto Clear Setting]

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YOU FORGOT THE ADMINISTRATOR PASSWORD

Point to check	Solution
Was the administrator password changed from the factory default setting?	**Contact your dealer or nearest SHARP Service Department.** For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in Quick Start Guide. After changing the password, take special care to remember it.

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