Xerox® DocuCentre® SC2020
User Guide

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Before Using the Device

This chapter describes how to use this guide, as well as safety notes and legal notice you should read before using the Device.

Preface

Thank you for selecting the DocuCentre SC2020, referred to as the Device.

This guide describes how to operate the device and the precautions you should follow during operation. To get the most out of the device and to use it effectively, be sure to read this guide before use.

This guide assumes that you have a basic knowledge of the operating environment of the personal computer in use and networking environments. For information on the environment of the personal computer in use and the basic knowledge and operations of networking environments, refer to the manuals provided with the personal computer, operating system, and network system.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the device.

Notes:

- When you use this device, we recommend that you change the system administrator's passcode immediately after installing the device.
- For more information on changing the passcode, refer to Executing Calibration on page 214.

Types of Manuals

The following guides are provided with the device.

Accompanying Manuals

User Guide (Driver CD Kit)

The guide describes how to use the copy, print, fax and scan features as well as how to set the paper, perform everyday maintenance, make device status settings, perform troubleshooting, and set up a network. You can access this guide on the Driver CD Kit.

Basic Operation Guide

The guide describes a quick reference for the basic operations, daily maintenance, and problem solving for this device. You can access this guide on the Drive CD Kit.

*   Manual (HTML)

The manual describes installation and configuration procedures for print drivers and the printer environment. This manual is included in the Driver CD Kit.

*   Print Driver Help

The help describes print features and operations.

*   Guides for Optional Components

Optional components are available for this device. Optional components come with an installation procedure guide that provides information on how to set up the product and other details.

Using This Guide

This guide is intended for first-time users of the device. It describes the basic operations for the copy, fax, scan, and print features.

Organization of This Guide

This guide consists of the following chapters:

*   Before Using the Device: Describes how to use this guide and provides license information.
*   Environment Settings: Describes the environment required to operate the device.
*   Product Overview: Describes the names of the device parts as well as basic operations, such as how to turn the device on and off and how to use the Power Saver feature.
*   Loading Paper: Describes the types of paper and other media that you can use on the device and how to load paper in a tray.
*   Copy: Describes the basic operation and features of the copy feature.
*   Fax: Describes the basic operations and features of the fax feature.
*   Scan: Describes the basic operations and features of the scan feature.
*   Print: Describes the basic printing operations.
*   Tools: Describes how to change the default settings.

- Machine Status: Describes how to check the faults that occurred in the device and to print various reports.
- Job Status: Describes how to check job status and how to delete jobs.
- Maintenance: Describes how to replace consumables and to clean the device.
- Problem Solving: Describes troubleshooting procedures to solve the problems with the device.
- Appendix: Describes the specifications of the device, optional accessories, and cautions/restrictions.

Conventions

- The screen shots and illustrations used in this guide vary depending on the device configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your device configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this guide, the term Computer refers to a personal computer or workstation.
- The following terms are used in this guide:

Important   : Important information that you should read.

Note   : Additional information on operations or features.

- The following symbols are used in this guide:

" "	:	• A cross-reference included in this guide.
		• Names of CD-ROM, features, and screen messages and input text.
[ ]	:	• Folders, files, applications, button or menu names displayed on the screen.
		• Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.
< > button	:	• Hardware buttons on the control panel.
< > key	:	• Keys on the keyboard of the computer.
>	:	• Path to a certain item within a procedure on the control panel. For example: When you see the procedure "select [Tools] > [Default Settings] > [Copy]", this means that you need to select [Tools], select [Default Settings], and then select [Copy].
		• Path to a certain item within a procedure on a computer. For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders.

- Orientation of documents or paper is described in this guide as follows:

| □,Portrait (P) | • Loading the document or paper in portrait orientation when viewed from the front of the device. |
| □,Landscape (L) | • Loading the document or paper in landscape orientation when viewed from the front of the device. |

Portrait Orientation   Landscape Orientation

feed direction   feed direction
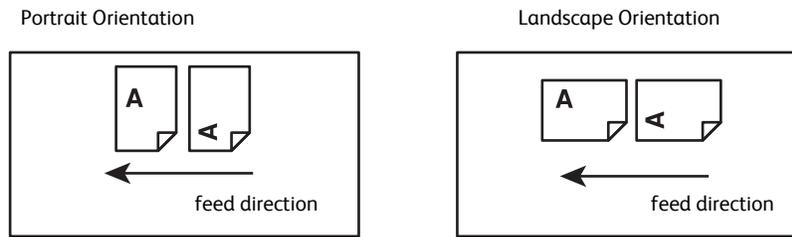
Safety Notes

Before using this product, read the Safety Notes carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

CAUTION: Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Xerox representative for more information.

Follow all warning instructions marked on this product. The warning marks stand for the followings:

⚠**DANGER**	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
⚠**WARNING**	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠**CAUTION**	Used for items that if not followed strictly, can cause injuries to user or damages to device.
	△: A symbol for items to pay attention to when handling device. Follow instructions carefully to use device safely. Caution Flammable Explosive Electric shock Heated surface Moving object Pinched fingers
	⃠ : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts. Prohibited Do not expose to fire Do not touch Do not use in bathroom Do not tear down Keep away from liquid Never touch with wet hand

	❗ : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks. **Instructions** **Unplug** **Ground to Earth**

Electrical Safety

WARNINGS:

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

WARNING: Connect this product to a protective earth circuit only.

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.

Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Xerox representative to check if an outlet is grounded.

Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.

Never touch the power cord with wet hands. It may cause electric shock.

Do not put an object on the power cord.

Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.

To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact your local Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

CAUTIONS:

When cleaning this product, always switch off and unplug it. Access to a live device interior may cause electric shock.

Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays.2/22/16Please note that it cannot receive fax message during switch-off.

Once a month, switch off this product and check if
- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your local Xerox representative.

Device Installation

WARNING:

Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

CAUTIONS:

Never locate this product in the following places:
- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers

Locate this product on a level and sturdy surface that can withstand a weight of 85 kg. Otherwise, if tilted, the product may fall over and cause injuries.

Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

With Duplex Automatic Document Feeder

With Duplex Automatic Document Feeder and One Tray Module

Unit; mm
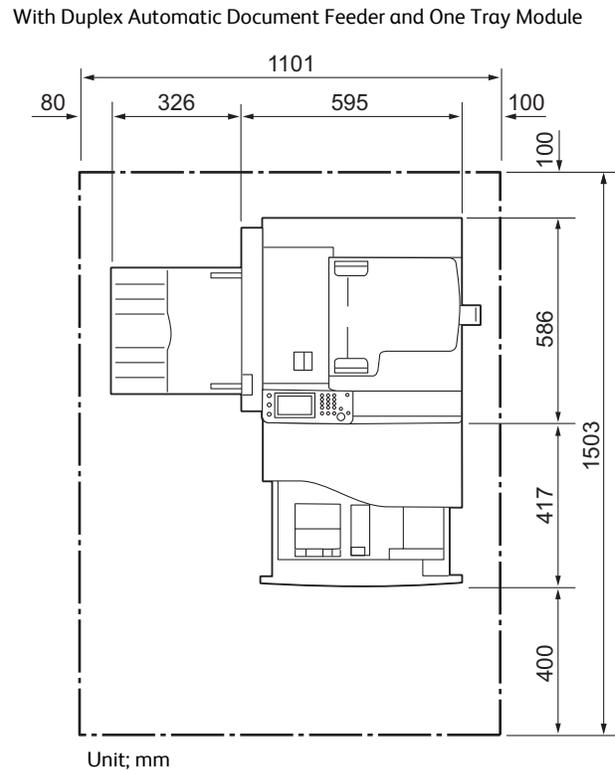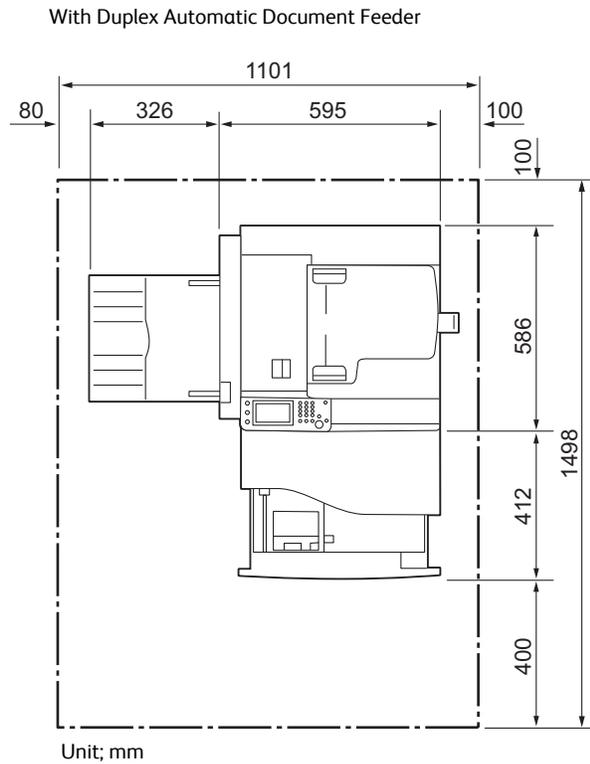
Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.
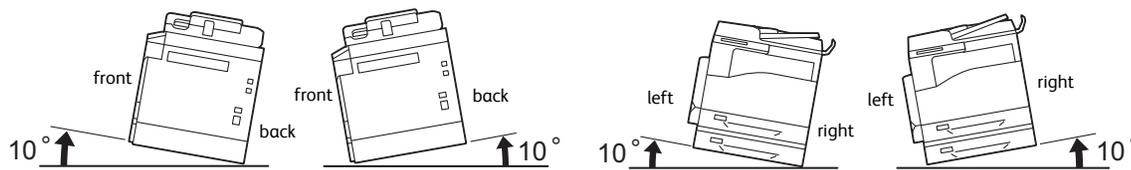
To bundle wires and cables, always use the cable ties and spiral tubes that Xerox supplies. Otherwise, it may cause some defects.

Others

To keep this product in a good performance and condition, always use it in the following environment:

Temperature: 10–32°C

Humidity: 15–85 %

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

Operational Safety

WARNINGS:

The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.

This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.

To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Xerox representative.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.

Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:
- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

If an optional Stand (Cabinet) is fitted, do not pull out two or more paper trays at a time. If somebody accidentally pushes the product with multiple trays open, it may incline and fall over. This may cause injuries. 2/22/16When you need to open paper trays, do it one after the other.

If you need to pull out a tray to remove paper jam, contact your local Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

When you play the CD-ROM or DVD that is supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.

CAUTIONS:

Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the areas marked with **High Temperature** or **High Voltage**.

Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.

Do not attempt to remove any paper deeply jammed inside the product, particularly paper wrapped around the fuser or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Xerox representative.

Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

To move this product to another location, contact your local Xerox representative.

Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.
Provide proper ventilation to ensure the comfortable and safe environment.

Consumables

WARNINGS:

Store all consumables in accordance with the instructions given on its package or container.

Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.

It may catch fire by electric sparks inside a vacuum cleaner and cause explosion.

Use a broom or a wet cloth to wipe off spill. If you spill a large volume of toner, contact your local Xerox representative.

Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion.

If you have a used waste toner bottle no longer needed, contact your local Xerox representative for its disposal.

CAUTIONS:

Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water.

If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Location of Warning and Caution Labels

Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the areas marked with **High Temperature** or **High Voltage**.

Regulation

Radio Frequency Emissions (Class A)

This product has been tested and found to comply with the limits for a class A digital device, pursuant to International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radio communication Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference when the product is operated in a commercial environment. This product generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this product in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

Changes and modifications to this product not specifically approved by Xerox may void the user's authority to operate this equipment.

Environment

- For environmental protection and efficient use of resources, Xerox reuses returned toner cartridges, waste toner bottles and drum cartridges to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges, waste toner bottles and drum cartridges no longer needed. Do not open toner cartridges, waste toner bottles and drum cartridges. Return them to your local Xerox representative.

About License

This section describes information about licenses. Be sure to read through it.

JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Libcurl

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WIDE DHCP Client

WIDE Project DHCP Implementation, Copyright$^©$ 1995 Akihiro Tominaga. Copyright$^©$ 1995 WIDE Project, All rights reserved.

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Feedback of the results generated from any improvements or extensions made to this software would be much appreciated.

Any such feedback should be sent to:

Akihiro Tominaga

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Keio University, Endo 5322, Kanagawa, Japan

(Email: dhcp-dist@wide.ad.jp)

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MD5

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ICC Profile Header

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JPEG Library

Independent JPEG Group's free JPEG software

This package contains C software to implement JPEG image encoding, decoding, and trans-coding. JPEG is a standardized compression method for full-color and gray-scale images.

The distributed programs provide conversion between JPEG "JFIF" format and image files in PBMPLUS PPM/PGM, GIF, BMP, and Targa file formats. The core compression and decompression library can easily be reused in other programs, such as image viewers. The package is highly portable C code; we have tested it on many devices ranging from PCs to Crays.

We are releasing this software for both noncommercial and commercial use. Companies are welcome to use it as the basis for JPEG-related products. We do not ask a royalty, although we do ask for an acknowledgement in product literature (see the README file in the distribution for details). We hope to make this software industrial-quality --- although, as with anything that's free, we offer no warranty and accept no liability. For more information, contact jpeg-info@jpegclub.org.

Contents of this directory

jpegsrc.vN.tar.gz contains source code, documentation, and test files for release N in Unix format. jpegsrN.zip contains source code, documentation, and test files for release N in Windows format. jpegaltui.vN.tar.gz contains source code for an alternate user interface for cjpeg/djpeg in Unix format. jpegaltuiN.zip contains source code for an alternate user interface for cjpeg/djpeg in Windows format. wallace.ps.gz is a PostScript file of Greg Wallace's introductory article about JPEG. This is an update of the article that appeared in the April 1991 Communications of the ACM. jpeg.documents.gz tells where to obtain the JPEG standard and documents about JPEG-related file formats. jfif.ps.gz is a PostScript file of the JFIF (JPEG File Interchange Format) format specification. jfif.txt.gz is a plain text transcription of the JFIF specification; it's missing a figure, so use the PostScript version if you can. TIFFTechNote2.txt.gz is a draft of the proposed revisions to TIFF 6.0's JPEG support. pm.errata.gz is the errata list for the first printing of the textbook "JPEG Still Image Data Compression Standard" by Pennebaker and Mitchell.

jdosaobj.zip contains pre-assembled object files for JMEMDOSA.ASM. If you want to compile the IJG code for MS-DOS, but don't have an assembler, these files may be helpful.

Math Library

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- copysignf.c: * Copyright© 1993 by Sun Microsystems, Inc. All rights reserved.

- math_private.h: * Copyright© 1993 by Sun Microsystems, Inc. All rights reserved.

- powf.c: * Copyright© 1993 by Sun Microsystems, Inc. All rights reserved.

- scalbnf.c: * Copyright© 1993 by Sun Microsystems, Inc. All rights reserved.

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- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Environment Settings

This chapter describes the device operating environment.

> Note: For information on optional components required to make some settings in this chapter, contact our Customer Support Center.

Supported Environment

This section describes the environment settings needed to use the device print, scan, and fax features.

Print Feature

The device can be connected directly to a computer for use as a local printer, or can be connected to a network for use as a network printer.
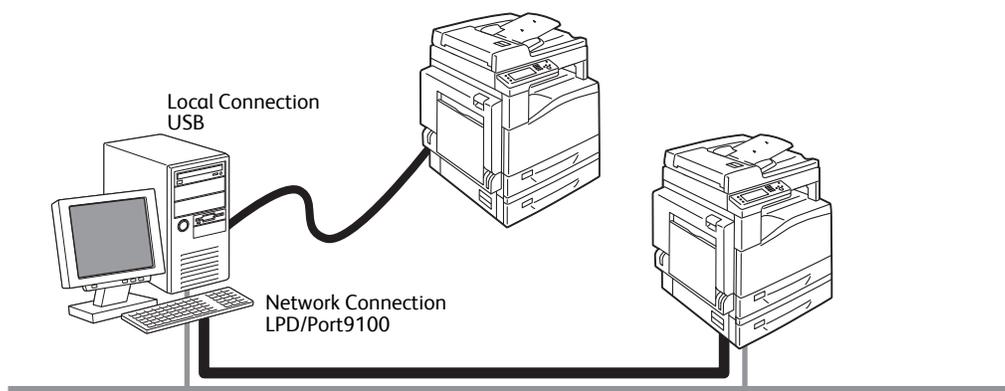
- Use as a Local Printer

  Connect the device to a computer with a USB cable.

- Use as a Network Printer

  Print from network-connected computers using the TCP/IP protocol.

  To use the device as a network printer, you need to activate the port to use for printing.

  – LPD: Activate this setting when using the LPD port.

  – Port9100: Activate this setting when using the Port9100 port.

For information on how to set TCP/IP, refer to Setting the Network Environment on page 30.

For information on how to activate a communication port, refer to Activating the Communication Port To Use on page 36.

Scan Feature

The device supports the following Scan functions:

Using the USB connection

Scan with PC application

Uses the USB connection to import scan data in a computer. To use this function, install the scan driver from the Driver CD Kit CD-ROM.

> Note: To install the scan driver, follow the instructions provided in the manual (HTML file) included on the CD-ROM. For details, refer to Scanning to a Computer on page 128.

Using the Network connection

Scan to Email

Uses the SMTP protocol to send the document scanned by the device as an Email attachment. For information on how to use this feature, refer to Sending an Email With the Scanned File on page 143.

Scan to PC (Network)

Uses the FTP or SMB protocol to save the document scanned by the device in a common folder created on a network PC. For information on how to use this feature, refer to Using a Scanner on the Network on page 131.

Fax Feature

The device supports the following communication networks for fax transmissions:
- Public switched telephone network (PSTN)
- Private branch exchanges (PBX)

You must also make settings in [Region] and [Date & Time] to use the Fax functions on this device.

Additionally, in most regions, you are required by law to indicate your fax number on any fax you send.

Notes:

- This option is available when the Fax Kit (optional) is installed.
- For information on how to make the region setting, refer to Region on page 165.
- For information on how to make the date and time settings, refer to Date & Time on page 175.
- For information on how to make the fax number settings, refer to Fax Number on page 165.

Interface Cables

When connecting the device directly to a computer, use a USB interface. When connecting the device to a network, use an Ethernet interface.

Using the USB Interface

The device supports the USB 2.0 interface.

To connect the USB interface:

1. Press the power switch to the [○] position to turn the power OFF.
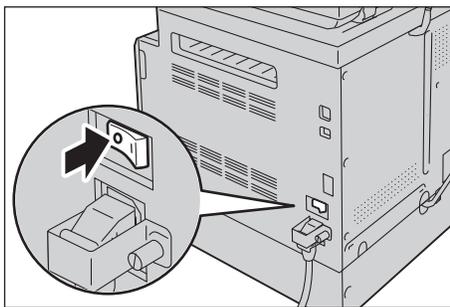
Note: Ensure that the display is turned off.

2. Connect a USB cable to the USB port.
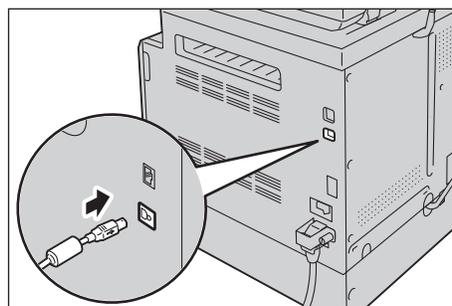
3. Connect the other end of the USB cable to the computer.

4. Press the power switch to the [I] position to turn the power ON.
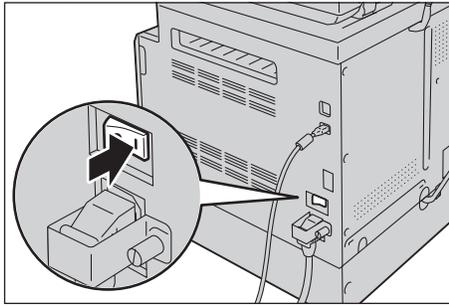
Using the Ethernet Interface

The device supports 100BASE-TX and 10BASE-T Ethernet interfaces.

To connect the Ethernet interface:

1. Press the power switch to the [○] position to turn the power OFF.

    Note: Ensure that the display is turned off.
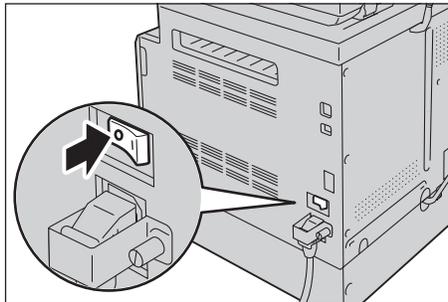
2. Connect a network cable to the Ethernet port.
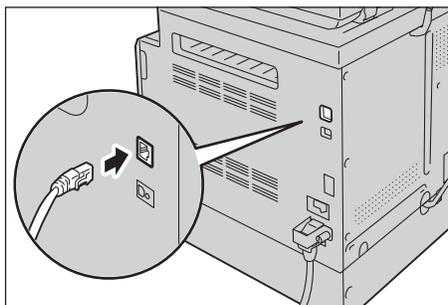
    Note: Prepare a network cable suitable for your network connection. When you replace the network cable, contact our Customer Support Center.

3. Press the power switch to the [I] position to turn the power ON.
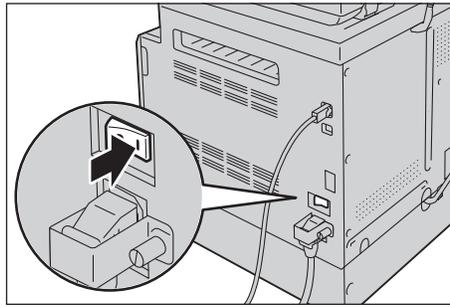
Setting the Network Environment

This section describes how to make the settings needed to use the TCP/IP protocol.

> Note: The device supports IPv6 addresses in an IPv6 network environment. For more information, refer to Setting the Device IP Address (IPv6) on page 32.

Configuration on the Device

*   IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
*   The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

Configuration on the Computer

*   IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
*   When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

Setting the Device IP Address (IPv4)

To use the TCP/IP protocol, you must set the device's IP address. By default, the device is set to obtain its IP address automatically.

This setting automatically sets the device IP address when the device is connected to a network containing a DHCP server.

Print the System Settings Report to check whether the device IP address has already been set.

You can also check the IP address in the following methods:
*   On the message field of the touch screen
*   On the [About This MFP] screen

- Using CentreWare Internet Services

  Notes:

  - For information on how to print the System Settings Report, refer to Printing Reports/Lists on page 232.
  - For information on the message field of the touch screen, refer to Touch Screen - Services Home Screen on page 50.
  - For information on how to check on the [About This MFP] screen, refer to Checking the Device IP Address on page 230.
  - For information on how to check using CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

If the device IP address has not been set, set the IP address by using the Printer Setup Utility for Setting IP Address included in the Driver CD Kit, using the control panel to change the [Get IP Address] setting to [Panel], or using CentreWare Internet Services.

Printer Setup Utility for Setting IP Address   Control Panel
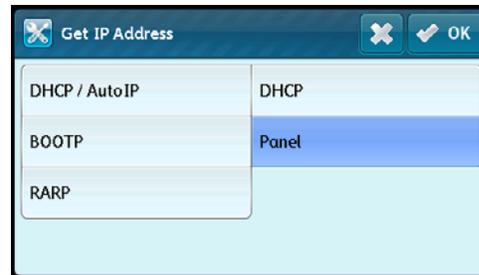
CentreWare Internet Services
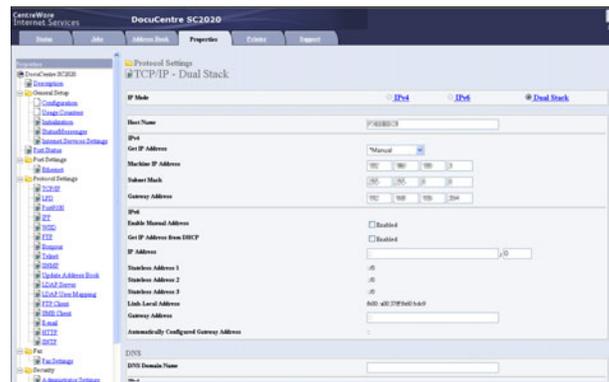
Notes:

- If the network has a DHCP server, the device's IP address may be changed, so check the address periodically.

- The device can acquire address information automatically by using a BOOTP or RARP server. To use a BOOTP or RARP server to acquire the device's IP address, use the control panel to change the [Get IP Address] setting to [BOOTP] or [RARP].

- For information on how to use the Printer Setup Utility for Setting IP Address, refer to When Using the Printer Setup Utility for Setting the IP Address on page 33.

- For information on how to set the IP address from the control panel, refer to TCP/IP on page 161.

- For information on how to set the IP address using CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

Setting the Device IP Address (IPv6)

The device supports IPv6 addresses in an IPv6 network environment.

The device IP address type is set to IPv4 by factory default. To use the device in an IPv6 network environment, set the IP address type to IPv6 or both types. The IPv6 address is set automatically when the device is restarted.

Print the System Settings Report to check the IPv6 address.

You can also check the IP address in the following methods:
- On the [About This MFP] screen
- Using CentreWare Internet Services

    Notes:
    - For information on how to print the System Settings Report, refer to Printing Reports/Lists on page 232.
    - For information on how to check on the [About This MFP] screen, refer to Checking the Device IP Address on page 230.
    - For information on how to check using CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

You can set a fixed IPv6 address for the device using either of the following methods:
- Use the Printer Setup Utility for Setting IP Address.
- Use the control panel to make the setting manually. Press the <Machine Status> button. From the [Tools] tab, select [Admin Settings] > [Network] > [Ethernet] > [IP Mode]. Set the [IP Mode] to [IPv6 Mode] or [Dual Stack].
- Use CentreWare Internet Services to make the setting manually. Print the System Settings Report to check the address set automatically, and then use the address to access CentreWare Internet Services.2/22/16From the [Properties] tab, select [Protocol Settings] > [TCP/IP] > [IP Mode]. Set the [IP Mode] to [IPv6] or [Dual Stack]. The IPv6 address can be entered manually if the [Get IP Address] is set to [Manual].

    Notes:
    - For information on how to use the Printer Setup Utility for Setting IP Address, refer to When Using the Printer Setup Utility for Setting the IP Address on page 33.
    - For information on how to set the IP address from the control panel, refer to TCP/IP on page 161.
    - For information on how to make settings from CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

When Using the Printer Setup Utility for Setting the IP Address

This section describes how to set the IP address using the Printer Setup Utility for Setting IP Address included in the Driver CD Kit CD-ROM.

When using the Printer Setup Utility for Setting IP Address, make sure that the device is not in use.

1. Insert the Driver CD Kit CD-ROM into your computer.
   The Launcher runs automatically.

2. In the [Admin Tools] tab, select [Start Printer Setup Utility for setting IP address] from the Administration Tools, and then click [Start].
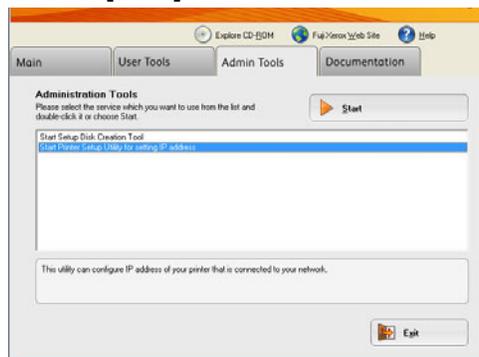
The Printer Setup Utility for Setting IP Address is started.

3. Ensure that the network cable is connected to the device, and then click [Next].

4. As a list of available IP addresses and Mac addresses appears, select the device and click [Next].
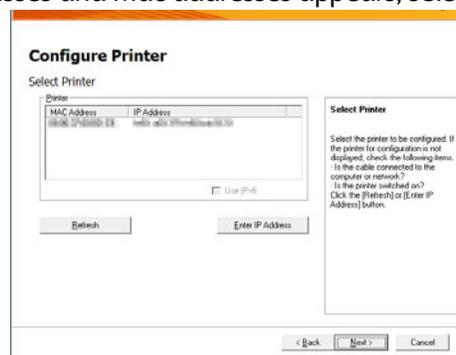
If you already have the IP address of the device, click [Enter IP Address] and directly enter the IP address on the displayed window.

5. Make advanced settings as needed, and then click [Next].
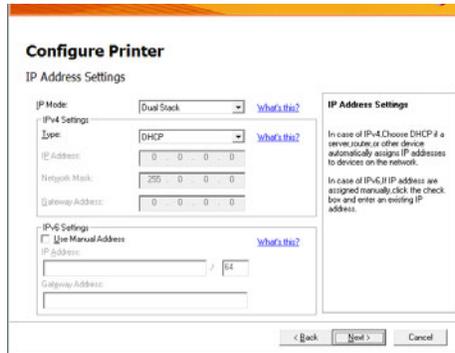
6. After confirming information displayed, click [Apply].
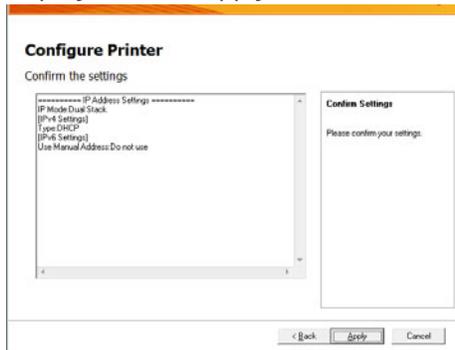
The specified settings are applied.

7. Click [Finish] to exit the Printer Setup Utility for Setting IP Address.
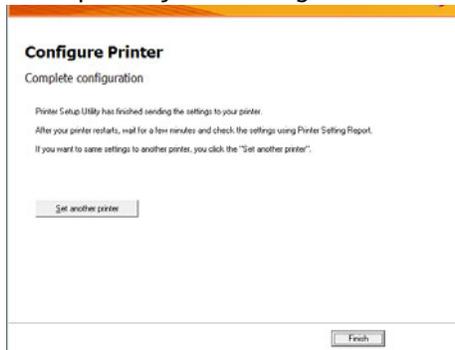
When the settings are properly configured, the device reboots automatically.

8. Confirm the assigned IP address after completing the setting process by one of the following methods.

- For information on how to print the System Settings Report, refer to Printing Reports/Lists on page 232.

- For information on how to check on the About This MFP screen, refer to Checking the Device IP Address on page 230.

- For information on how to check using CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

Activating the Communication Port To Use

Use CentreWare Internet Services to activate the communication port you want to use. You can activate the following ports:

Port	Description
LPD	Select [Enabled] to use the LPD port.
Port9100	Select [Enabled] to use the Port9100 port.
IPP	Select [Enabled] to use the IPP port.
WSD[*] Print	Select [Enabled] to use the WSD[*] Print port.
WSD[*] Scan	Select [Enabled] to use the WSD[*] Scan port.
FTP	Select [Enabled] to use the FTP port.
Bonjour	Select [Enabled] to use Bonjour.
Telnet	Select [Enabled] to use Telnet.
SNMP	Select [Enabled] to use SNMP.
Update Address Book	Select [Enabled] to use Update Address Book.
StatusMessenger	Select [Enabled] to use StatusMessenger.
SNTP	Select [Enabled] to use SNTP.

WSD stands for Web Services on Devices.

Note: For information on how to make settings from CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

Using CentreWare Internet Services

CentreWare Internet Services

CentreWare Internet Services provides services such as changing settings using a web browser on a computer connected to a TCP/IP network environment.

For more information on how to use CentreWare Internet Services, refer to the online Help of CentreWare Internet Services.

Notes:
- The IP address of the device also needs to be set. For information on how to set the IP address, refer to Setting the Network Environment on page 30.
- When changing any settings using CentreWare Internet Services, the device should be in standby status or Power Saver mode.
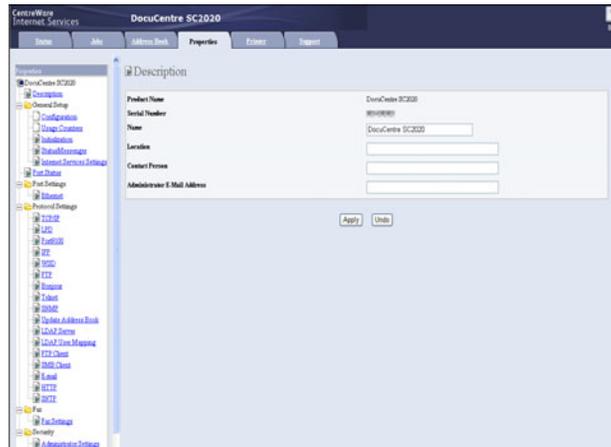
Supported Environments and Settings

Operating Systems and Web Browsers

The operation of CentreWare Internet Services has been verified for the following web browsers:

Operating System	Web Browsers
Windows® 8.1/10	Windows® Internet Explorer® 11
Windows® 8	Windows® Internet Explorer® 10
Windows® 7	Windows® Internet Explorer® 8
Windows Vista®	Windows® Internet Explorer® 7

Web Browser Settings

Specifying the device's address in the web browser is recommended.

Note: If you specify the device address using a proxy server, the service response time may be slow or the screens may not appear. If these problems occur, you will need to set the device's IP address in the web browser and choose not to use a proxy server. See your web browser's manual for how to make the setting.

You will also need to make other web browser settings to make CentreWare Internet Services work properly.

The following procedure is based on the Internet Explorer 6.0.

1. From the [Tools] menu, select [Internet Options].

2. In the [General] tab, click [Settings] under [Temporary Internet Files].

3. In the [Settings] dialog box, select [Check for newer versions of stored pages:].

4. Select [Every visit to the page] or [Every time you start Internet Explorer].

5. Click [OK].

6. Click [OK] in the [Internet Options] dialog box.

Starting CentreWare Internet Services

To start CentreWare Internet Services:

1. Start your computer and a web browser.

2. In your web browser's address bar, enter the device IP address or URL, and then press the <Enter> key.

The top page of CentreWare Internet Services is displayed.

- Example IP address (IPv4)
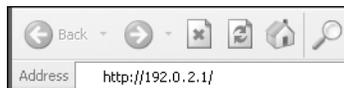
- Example IP address (IPv6)

- Example URL

Notes:

- If your network uses DNS (Domain Name System) and the device host name is registered on the domain name server, you can access the device using the Internet address combining the host name and the domain name. For example, if the host name is myhost, and the domain name is example.com then the Internet address is myhost.example.com.

- When specifying a port number, add ":" and the port number after the IP address or the Internet address.

- The IPv6 address cannot be entered manually in some cases depending on the web browser that you use.

- HTTPS is not supported.

Installing the Print Driver/Scan Driver

Installing the Print Driver

To enable the device to print, you must first install a print driver from the Driver CD Kit CD-ROM.

The CD-ROM contains the following print driver.

Print Driver Name	Description
DocuCentre SC2020	Click [Print/Fax Driver] in the [Main] menu of the Driver CD Kit to start installation. The standard print driver converts the data created by the application software to images before sending them to the printer.

To install the print driver, follow the instructions by clicking the CD-ROM Documentation (HTML) on the [Documentation] tab in the Driver CD Kit included in the CD-ROM.

Installing the Scan Driver

A direct USB connection to a computer lets you load scanned data from the device directly to the computer.

The Driver CD Kit CD-ROM comes with the TWAIN-compatible and WIA (Windows Image Acquisition)-compatible scan driver.

Application	Description
TWAIN-compatible and WIA (Windows Image Acquisition)-compatible Scan Driver	Click [Scan Driver] in the [Main] menu on the Driver CD Kit to start the installation. For more information, refer to Scanning to a Computer on page 128.
Address Book Editor	Select [Install Fax Utility] in the [User Tools] menu of the Driver CD Kit, and click the [Start] button to start the installation. Use to register recipient for sending document by fax. You can select a recipient if you register the information to Address Book Editor and save it to the device. You can also retrieve the fax recipient phone numbers registered on a printer or using CentreWare Internet Services. For more information on settings items, see the Address Book Editor's Help information.

To install the scan driver, follow the instructions by clicking the CD-ROM Documentation (HTML) on the [Documentation] tab in the Driver CD Kit included in the CD-ROM.

Be sure to restart the computer immediately after installing the scan driver.

Note: This function is not available on a network environment.

Uninstalling

Uninstalling the Print Driver

To uninstall the print driver, use the uninstallation tool on the Driver CD Kit CD-ROM. Follow the instructions provided in the CD-ROM Documentation (HTML) included on the CD-ROM.

Uninstalling Other Software

To uninstall other software installed from the Driver CD Kit CD-ROM, see the application Readme file. Readme files can be displayed from the Product Information (HTML) on the CD-ROM.

Product Overview

This chapter lists the name of each device component, and describes basic operations such as how to turn the power ON/OFF and use the control panel.

Device Components

This section describes the device components and their functions.

Front, Left Side
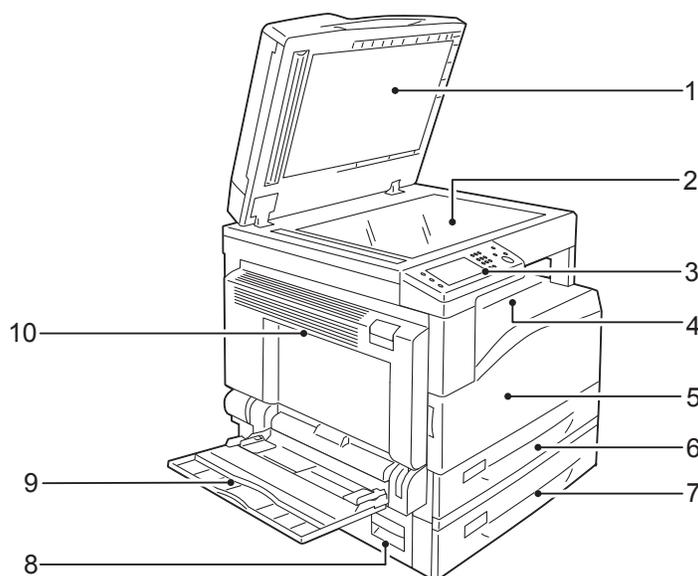
No.	Component	Description
1	Document glass cover	Holds document in place.
2	Document glass	Place document here.
3	Control panel	Contains the buttons, the LED indicators, and the touch screen used for operations. For more information, refer to Control Panel on page 48.

No.	Component	Description
4	Right top tray	Copies and prints are delivered here, facing down.
5	Front cover	Open this cover to replace consumables.
6	Tray 1 (standard tray)	Load paper here.
7	Tray 2 (One Tray Module) (Optional)	Optional tray. Load paper here.
8	Left side cover [B]	Open this cover to remove any jammed paper from Tray 2.
9	Tray 5 (bypass)	Load paper here. The tray can be extended.
10	Left side cover [A]	Open this cover to remove any jammed paper. Note: When the device works properly, this cover is locked. To open this cover, make sure to exit Sleep mode and turn the device's power OFF.

Right Side, Rear
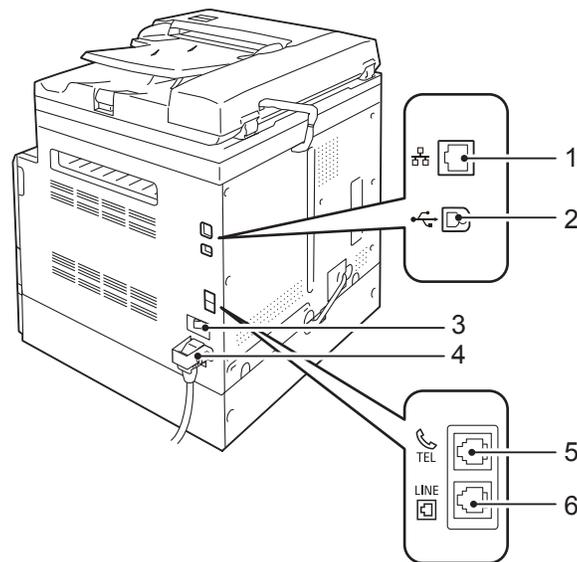
No.	Component	Description
1	Ethernet Port	Connect a network cable.
2	USB Port	Connect a USB 2.0 cable.
3	Power switch	Switches the power of the device on and off. For more information, refer to Power Source on page 45.

No.	Component	Description
4	Power cord connector	Connects the power cord.
5	TEL	Connects to a telephone device. Do not connect any device (fax system) other than a telephone.
6	LINE 1	Connects to a telephone line.

Note: LINE 1 and the TEL connectors are available when the Fax Kit (optional) is installed.

Inside
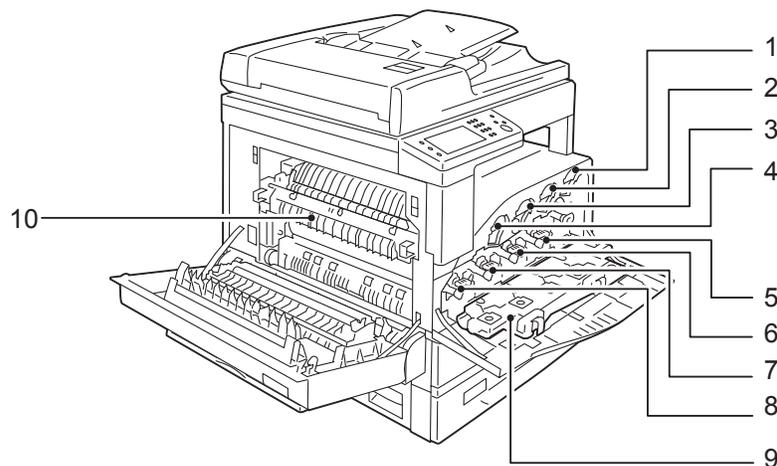
No.	Component	Description
1	Yellow toner [Y] cartridge	Contains yellow toner (the powder used to form the image).
2	Magenta toner [M] cartridge	Contains magenta toner (the powder used to form the image).
3	Cyan toner [C] cartridge	Contains cyan toner (the powder used to form the image).
4	Black toner [K] cartridge	Contains black toner (the powder used to form the image).
5	Yellow drum cartridge [R4]	Contains the photo conductor for yellow toner.
6	Magenta drum cartridge [R3]	Contains the photo conductor for magenta toner.
7	Cyan drum cartridge [R2]	Contains the photo conductor for cyan toner.
8	Black drum cartridge [R1]	Contains the photo conductor for black toner.

No.	Component	Description
9	Waste toner container [R5]	Collects waste toner.
10	Fusing unit	Fuses toner on paper. Do not touch this unit as it is extremely hot.

Duplex Automatic Document Feeder
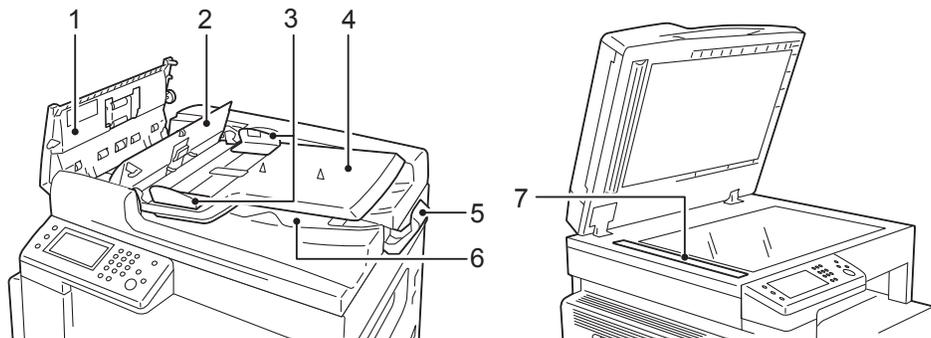
No.	Component	Description
1	Document feeder top cover	Open this cover to remove any jammed paper.
2	Inner cover	Open this cover to remove any jammed paper.
3	Document guides	Aligns the edges of documents.
4	Document feeder tray	Load documents here.
5	Document stopper	Prevents outputs from falling off.
6	Document output tray	Outputs are delivered here.
7	Narrow glass strip	Scans the loaded documents.

Note: In this guide, the duplex automatic document feeder is referred to as the document feeder.

Power Source

Turning the Power On

The following describes how to switch the power on.

The device takes approximately 39 seconds or less to warm up and to be ready to copy, print, or fax after the power is turned on. It may take slightly longer than normal depending on the device configuration.

Switch the power off at the end of the day or when not using the device for an extended period of time.

1. Press the power switch to the [I] position to switch the power on.
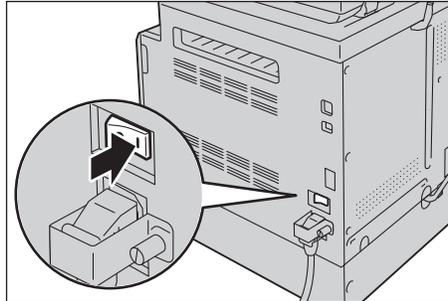
Notes:

- The Power up sequence in progress message indicates that the device is warming up. The device is not accessible while warming up.
- Ensure that the power cable is connected to the device and the wall outlet properly.

Turning the Power Off

The following describes how to switch the power off.

Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.

- While data is being received
- While a job is being printed
- While a job is being copied
- While a job is being scanned
- When switching the power off, wait 10 seconds after outputs have been delivered and the device has stopped.

  Note: When powering the device on after it has been switched off, wait 15 seconds after the display goes off.

1. Before switching the power off, make sure that the device has completed all copy or print jobs. Then, make sure that the <Data> LED does not light up.

2. Press the power switch to the [○] position to switch the power off.
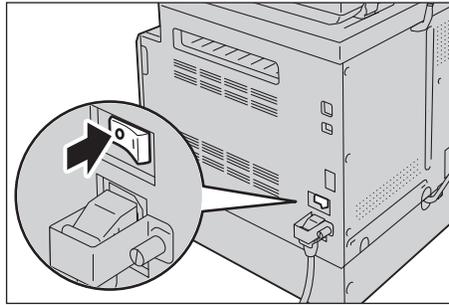
Power Saver Modes

The device is installed with the Power Saver function that will automatically cut off the electricity to the device if no copy or print data is received for a certain duration.

There are two Power Saver modes: Low Power mode and Sleep mode.

3. Low Power Mode: The device's power is not turned OFF completely in Low Power mode. Instead, this mode creates a balance between low power consumption and short warm-up time by controlling the temperature of the fusing unit to a level midway between the power OFF temperature and the Ready temperature.

4. Sleep Mode: Sleep mode minimizes power consumption by shutting off the power to all components except the controller. Warm-up time in Sleep mode is longer than in Low Power mode.

Entering Power Saver Modes

The display goes off, and the <Power Saver> button of the control panel lights up when the device is in an Power Saver mode.
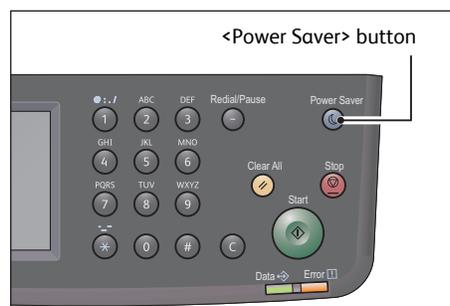
You can set the length of time to wait until the device enters Low Power/Sleep mode.

Low Power mode is set to 1 minutes and Sleep mode to 0 minutes as default.

You can set the amount of time the device waits before entering Low Power mode from 1 to 150 minutes, and the amount of time the device waits before entering Sleep mode from 0 to 60 minutes.

The fusing unit life is largely influenced by power distribution time on the device. Setting the amount of time the device waits before activating the Power Saver function to a long value will keep the device's

power on longer, and the fusing unit may have to be replaced more often. It may cause an early replacement of the fusing unit of the device. For more information, contact our Customer Support Center.

For more information on how to set the time interval for Low Power mode and/or Sleep mode, refer to Power Saver on page 175.

Exiting Power Saver Modes

The following describes how to deactivate Power Saver mode.

The device exits Power Saver mode in the following conditions:

Note: After exiting Power Saver mode in some conditions, the device keeps the touch screen turned off to save power. The touch screen lights up when the condition with an asterisk is met.

- Pressing the <Power Saver> button*
- Pop-up on the touch screen by pulling out and putting in Tray 1 (for Low Power mode)*
- Detecting a device error*
- Rebooting the device
- Receiving a job

Control Panel

The names and functions of the control panel's components are described below.
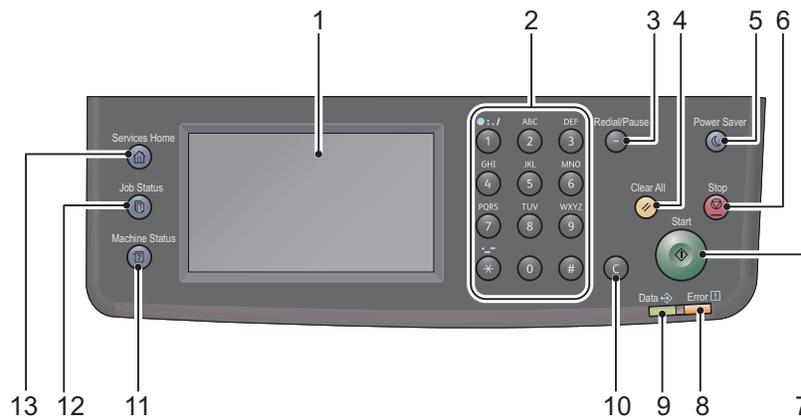
No.	Component	Function
1	Touch Screen	Displays the operation menu items and the device status messages.
2	Numeric keypad	Press these buttons to enter numbers (such as number of copies) or text.

No.	Component	Function
3	\<Redial/Pause\> button	Press this button to re-dial a fax number. Press this button to insert a pause between numbers when entering a recipient's number.
4	\<Clear All\> button	Press this button to reset the displayed settings of each feature to default values or clear the entered numbers. The setting is returned to the same condition as the device is powered on.
5	\<Power Saver\> button	Lights up when the device enters Power Saver mode to conserve power when the device is left idle for a while. You can also press this button to enter or exit Power Saver mode.
6	\<Stop\> button	Press this button to cancel a current job or failed job.
7	\<Start\> button	Press this button to start scanning documents or confirm the value of each setting.
8	\<Error\> LED	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the device, including paper jams and running out of paper.
9	\<Data\> LED	Blinks when the device is sending or receiving data to or from a client. This indicator lights up when data is stored in the device's memory or when the device receives faxes waiting to be printed.
10	\<C\> (Clear) button	Press this button to delete one numerical value that you have entered.
11	\<Machine Status\> button	Press this button to print reports and check the device information such as the status of consumables and the device IP address.
12	\<Job Status\> button	Press this button to check/cancel a current job or pending job.
13	\<Services Home\> button	Press this button to display the Services Home screen.

Touch Screen - Services Home Screen

This section describes the fields and buttons on the Services Home screen which is displayed by pressing the <Services Home> button.
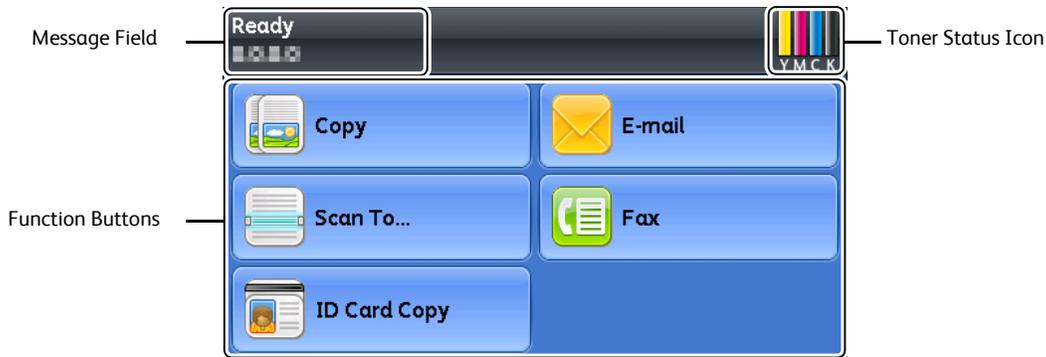
- **Message Field**

  Displays the printer status, error message, and IP address assigned to the printer.

- **Toner Status Icon**

  Displays the condition of toner in six levels (The toner level for each color: 100 %, 80 %, 60 %, 40 %, 20 %, 0 %). Selecting this icon displays the [Supplies] tab.

- **Function Buttons**

- Allows you to set the features for functions such as [Copy], [Email], [Scan To], [Fax], and [ID Card Copy].

  Note: If the [Service Lock] setting for a function is set to [Enabled], the function is disabled and the menu for the function does not appear on the screen. For more information, refer to Limiting Access to Copy, Fax, and Scan on page 220.

Auditron

Auditron contains an authentication function that can set limits on what processes can be used, as well as an account management that can be used to control usage based on authentication.

The following illustration shows how the device works with Print Auditron.

You can also limit the copy function by using Copy Auditron.

Notes:
- For more information on Copy Auditron, refer to Copy Auditron on page 183.
- For more information on Print Auditron, refer to Print Auditron on page 183.

Registered user A

Registered user B

Can print up to 9,000 pages in color or black and white

Can print up to 10,000 pages in black and white

Cannot print if not a registered user, or if the printed pages exceeds the limit

Print account report

Reference account report for each registered user

Normal user D

System administrator C
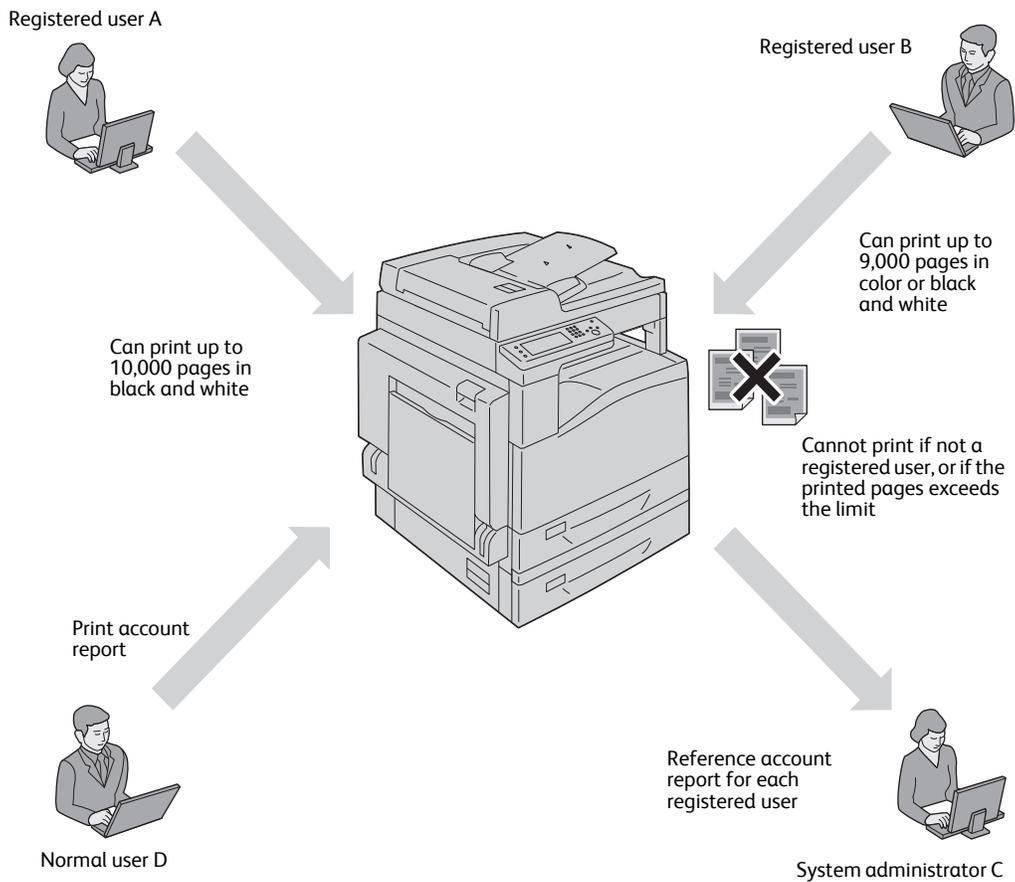
Notes:

- You can configure the device Auditron settings with CentreWare Internet Services. For more information, refer to the online Help of CentreWare Internet Services.
- To print using Auditron, you need to set the print driver. For more information, refer to the Help of the driver.

Entering Characters

This section describes how to use the keyboard displayed on the control panel and the number pad.

Using the Keyboard Displayed on the Control Panel

During operations, a screen for entering text sometimes appears. The following describes how to enter text.

Note: You can select the keyboard layout from QWERTY, AZERTY, and QWERTZ. For information on how to select the keyboard layout, refer to Keyboard Layout on page 213.

QWERTY

AZERTY

QWERTZ

You can enter the following characters: numerals, alphabets, and symbols.

Item	Description
Entering alphabets and numerals	To enter uppercase letters, select ⬆. To return to the lowercase letters, select ⬆ again.
Entering symbols	Select 123,!?.
Entering a space	Select Space.
Deleting characters	Select ⊠ to delete one character at a time.

Using the Number Pad

As you perform various tasks, you may need to enter numbers. For example, when you specify the quantity of copies or when you enter fax number directly.

Available Characters

You can enter the characters as follows by using the number pad: 0 to 9, * and #.

Changing Numbers

If you make a mistake while entering a number, press the <Clear All> button to delete the last digit or character. Then enter the correct number.

Setting the Options Configuration

You can retrieve the information of device configuration into the print driver. Update the information of device configuration when any optional component is changed.

When using the Ethernet interface

You can load the device option configuration to the print driver by following the steps below.

Notes:
- When using this function, activate the SNMP port. (Default: Enabled)
- If you failed to retrieve information of device configuration or are using the USB interface connection, set the information of device configuration manually. For more information, click [Help] on the screen to display Help Information.

The following procedure uses Windows 7 and PCL 6 driver as an example. The procedure differs depending on the OS and the print driver.

1. Select [Start] > [Devices and Printers].
2. Right-click the printer icon of the DocuCentre SC2020 and select [Printer properties].
3. Click the [Configuration] tab.
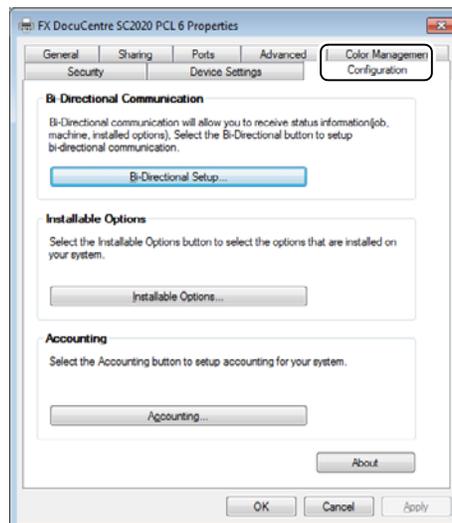
4. Click [Bi-Directional Setup].
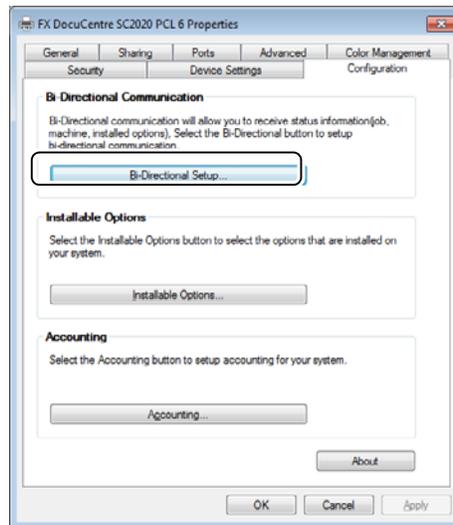
5. Click [Get Information from Printer].
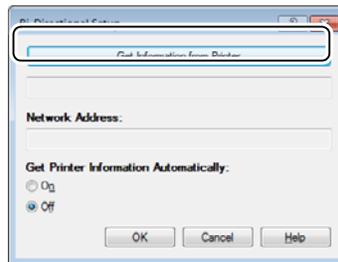
If [Printer Searching Method] is displayed

The device information is not loaded onto the print driver. Complete the following operations.

1. Select [Specify Address], and click [Next].

2. Enter the printer name or IP Address in the [Printer Name or IP Address] field.
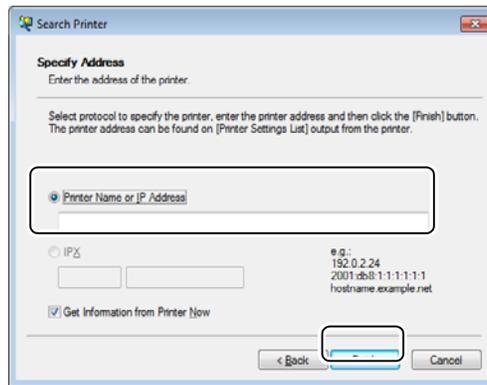
3. Click [Finish].
4. Click [OK].

Cooling Mode

The device enters the Cooling mode if its internal temperature rises too high. During this mode, either of the following screen is displayed on the touch screen.
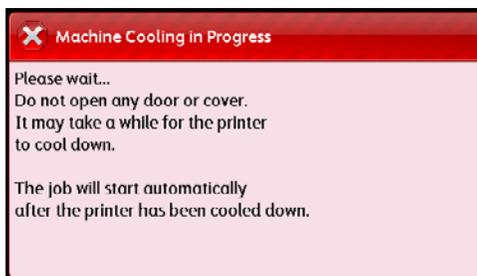
<div align="center">Screen A   Screen B</div>
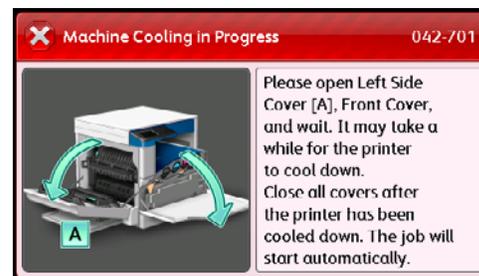
This screen disappears when the internal temperature has cooled down. Wait until the screen disappears.

If the room temperature is high, lower the room temperature because it may take longer time for the device to cool down.

Notes:
- For screen A: During the Cooling mode, the fan inside the device is working to release heat. Do not open the front cover or switch off the device during the mode.
- For screen B: During the Cooling mode, open the cover illustrated on the screen to reduce the time for cooling.

4

Loading Paper

This chapter describes the paper that can be used with the device, precautions when handling paper, and how to load paper in trays.

Paper Types

This section describes the paper types supported by the device.

Use of non-recommended paper types may result in paper jams, lower print quality, malfunctions, or damage to the device. To achieve optimum device performance, use only paper types recommended by Xerox.

If you desire to use paper other than the paper recommended by Xerox, contact our Customer Support Center.

CAUTIONS:
- Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.
- Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

Supported Paper Weights and Sheet Counts

Paper Trays	Basis Weight/Ream Weight	Loadable Quantity[*]	Paper Types
Tray 1 (Standard)	60-90 g/m^2 Ream Weight: 51.6–77.4 kg	250 sheets[*1] (Up to 27 mm)	Plain (60-90 g/m^2)
Tray 2 (One Tray Module) (Optional)	60-256 g/m^2 Ream Weight: 51.6–220.1 kg	500 sheets[*1] (Up to 54 mm)	Plain (60-90 g/m^2) Bond (90-105 g/m^2) Heavyweight (106-169 g/m^2) Extra-HW (170-256 g/m^2)
Tray 5 (Bypass)	60-216 g/m^2 Ream Weight: 51.6–185.7 kg	100 sheets[*2] (Up to 10 mm)	

1. When using 80 g/m^2 paper
2. When using Xerox standard paper

   Notes:
   - Paper jams may result if you attempt to print on a different paper type or size than the type or size selected in the print driver, or from a tray that does not support the loaded paper. Select the correct paper size, type, and tray to ensure successful printing.

     Basis weight is the weight of one sheet of paper of 1 m^2 in size.
   - Ream weight is the weight of 1,000 sheets of duodecimal size (788 x 1,091 mm) paper.

Supported paper sizes:

- Maximum: A3, 11 x 17" (Non-standard size: 297 × 432 mm)
- Minimum: A5 (Non-standard size: 89 × 98 mm)

2-sided printing

The following paper types support automatic 2-sided printing:

Paper Type (Quality)
Plain (60–90 g/m^2)
Bond (90–105 g/m^2)
Heavyweight (106–169 g/m^2)

Supported Paper Type

Standard Paper

When printing or copying on commonly used paper (plain paper), use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.

Paper Name	Basis Weight ( )	Paper Type	Notes/Countermeasure
Paper	64	Plain	Tough plain paper suitable for internal documents at the office.
Colortech +	90	Bond	Before copying or printing, fan the stack of paper well and reload it in the tray.
A-paper	75	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
Diplomat	80	Plain	Do not keep the paper unsealed in a high-humidity condition.

Semi-Standard Paper

In addition to the standard paper, the following paper also can be used.

Paper Name	Basis Weight ( )	Paper Type	Notes/Countermeasure
Performer +	70	Plain	-
	80	Plain	-
Business +	70	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
	75	Plain	-
	80	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
Professional	70	Plain	Do not keep the paper unsealed in a high-humidity condition.
	80	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
H-paper	80	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.

Paper Name	Basis Weight ( )	Paper Type	Notes/Countermeasure
PAPER ONE COPIER PAPER	70	Plain	-
LQ-PAPER	80	Plain	-

Usable Paper

In addition to the standard/semi-standard paper, the following paper also can be used.

Paper Name	Basis Weight ( )	Paper Type	Notes/Countermeasure
Copy Pilot	70	Plain	-
	80	Plain	-
Kool Print	80	Plain	-
Le Copy	70	Plain	-
	80	Plain	-
DocuPaper Black	70	Plain	-
DocuPaper	80	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
White Label	80	Plain	-
Xerox Green Label	70	Plain	-
K-paper	75	Plain	-
	80	Plain	-
J Paper	82	Plain	-
JD Paper	98	Bond	-
PAPER ONE All Purpose	80	Plain	-
DOUBLE A	80	Plain	-
XEROX ONE	80	Plain	-
WARRIOR	70	Plain	-
Van Hawk paper	70	Plain	Before copying or printing, fan the stack of paper well and reload it in the tray.
	80	Plain	-

Paper Name	Basis Weight ( )	Paper Type	Notes/Countermeasure
J Paper	82	Plain	-
JD Paper	98	Bond	-
Quality	70	Plain	-
Double A	80	Plain	-
Roxy Paper	80	Plain	-
Colotech +	120	Heavyweight	-
	160	Heavyweight	-

Unusable Paper

Using paper not recommended by Xerox may cause a paper jam or device malfunction. Use paper recommended by Xerox.

- Damp or wet paper
- Paper preprinted with other printer or copying device
- Wrinkled, creased, or ripped paper
- Envelopes that are not flat, or that have clasps
- Color paper with surface treatments
- Paper with rough surface, such as pulp paper or fibrous paper
- Punched paper
- Transparency film

Storing and Handling Paper

- Please keep the following points in mind when storing paper
- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture may result in paper jams and lower image quality.
- After opening a package of paper, wrap and store any remaining paper. We recommend that you store remaining paper in moisture prevention packets.
- Store paper on a flat surface to prevent bends or warping.
- Please keep the following points in mind when loading paper in a tray
- Align the stack of paper neatly before loading it in a tray.
- Do not use creased or wrinkled paper.
- Do not use warped or curled paper.
- Do not load paper of mixed sizes together into a tray.

- Take care not to touch the print side. Oils from your skin may adhere to the print media, which may affect printing quality. If unavoidable, be sure to use a finger cot, gloves, or other means to cover your fingers before touching the print media.
- Portrait orientation is recommended for heavyweight media fed from the Tray 5 (bypass). If a misfeed occurs, please apply an intentional upper curl to the leading edge of the paper.
- Do not load paper above the maximum fill line in the Tray 1 to 5. It may cause paper jams.
- When Heavyweight Paper/Extra-HW Paper is supplied to the Tray 5 and causes paper jams, reduce the paper quantity or turn over the paper in the Tray 5.

Loading Paper

This section describes how to load paper in a paper tray.

- Types of paper loaded in trays

  The device automatically detects the size and orientation of paper loaded in a tray, but the paper type must be set manually. Each tray's default paper type setting is Plain paper. Change the paper type setting when loading a different type of paper. You can also set a non-standard paper size as [Custom Size] paper in the Tray 5 (Bypass) and Tray 2 (optional).

  Note: For information on how to change the paper type setting, refer to Changing the Paper Settings on page 66.

- Automatic Paper Selection

  When processing a print job, specify the settings in the print driver's screen by selecting [Automatically Select] for [Select By Tray] under [Paper] in the [Paper/Output] tab. The device automatically selects a tray to match the specified document size and orientation. This function is called as Automatic Paper Selection.

  To activate Automatic Paper Selection when copying, set [Select Tray] to [Auto].

  This Automatic Paper Selection function selects the trays in order from Tray 5 (Bypass) > Tray 1 >Tray 2 if there is more than one paper tray that matches. You can change the tray priority by setting [Tray Priority].

  Notes:
    - Tray2 is available only when the One Tray Module (optional) is installed.
    - When using Tray 5 (Bypass), the paper size cannot be automatically detected. Specify the paper settings from the touch screen. For information on how to make the settings, refer to Tray 5 (Bypass) on page 206.
    - For more information on setting [Tray Priority], refer to Tray Priority on page 212.

Loading Paper in Trays 1 and 2

The following describes the procedure for loading paper in Trays 1 and 2.

When the device runs out of paper during copying or printing and an error code is displayed on the screen, add paper in the tray. Copying or printing automatically resumes when paper is added.

Notes:

- Fan the stack of paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.
- For information on how to change the paper size and orientation in a tray, refer to Changing the Paper Size for Trays 1 and 2 on page 65.

1. Pull out the tray until it stops.
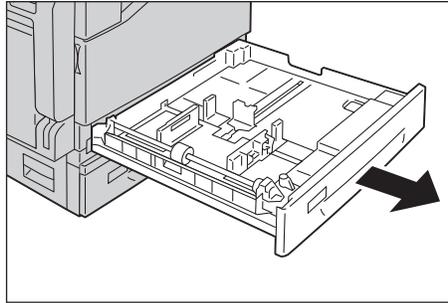
While the device is copying or printing, do not pull out the tray that the job uses.
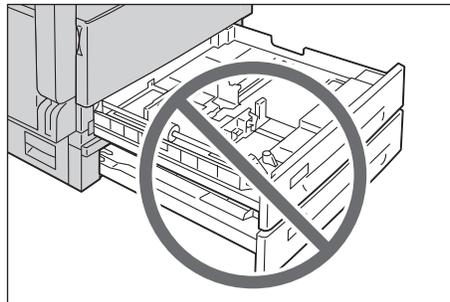
Notes:

- To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.
- Pulling out all the trays at once may cause the device to tilt or fall, causing injury.

2. For Tray 1, push down the metal plate.
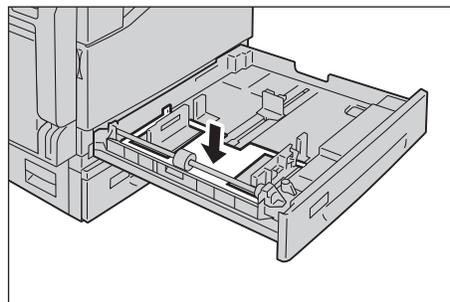
3. Load paper with the side to copy or print on facing up. Align the leading edge of paper with the left side of the tray.
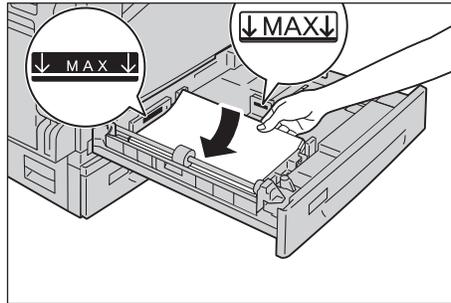
Notes:

- Do not load paper above the maximum fill line . It may cause paper jams or device malfunctions.
- Do not place any paper or objects in the empty space on the right side of Trays 1 and 2. It may cause paper jams or device malfunction.

4. Push the tray in gently until it stops.

    When pushing the tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunctions.

Loading Paper in Tray 5 (bypass)

When printing or copying on paper that cannot be set in Trays 1 and 2, use the Tray 5 (bypass). The following describes the procedure for loading paper into the Tray 5 (bypass). For printing, specify the settings on the [Paper/Output] tab using the print driver. Also specify the type of paper to be loaded.

To prevent paper jams or loading errors, do not remove paper from its packaging until needed.

Note: Fan the stack of paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

1. Open the Tray 5 (bypass).
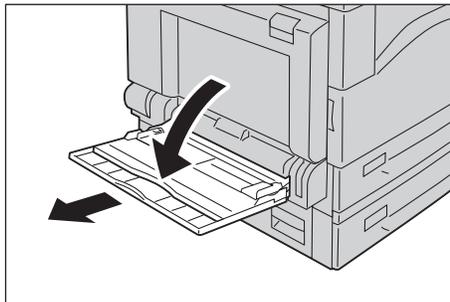
Note: If necessary, pull out the extension tray. Pull out the extension tray gently.

2. Load paper with the side to be copied or printed on facing down, inserting paper until its edge lightly touches against the paper feed entrance.
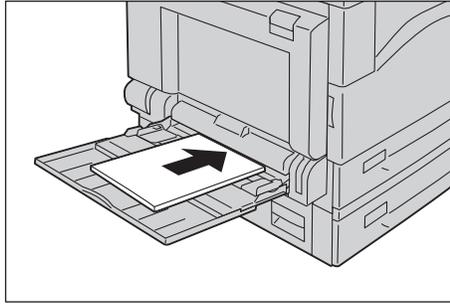
Notes:

- Do not load mixed paper types in a tray.
- Do not load paper above the maximum fill line. It may cause paper jams or device malfunctions.
- The device may not be able to feed or create the desired print quality for some types of heavyweight paper.

3. Gently align the paper guides to paper loaded .
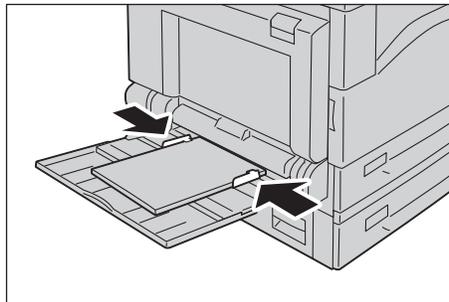
4. Execute the copy or print operation.

Changing Paper Size

This section describes how to change paper size in Trays 1 and 2.

Do not load mixed paper sizes into a tray.

Note: A paper type is preset for Trays 1 and 2. Normally, [Plain] is set for the trays. When changing it to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing. For more information on how to set the paper quality, refer to Changing the Paper Settings on page 66.

Changing the Paper Size for Trays 1 and 2

The following describes the procedure for changing paper size in Trays 1 and 2.

1. Pull out the tray until it stops.
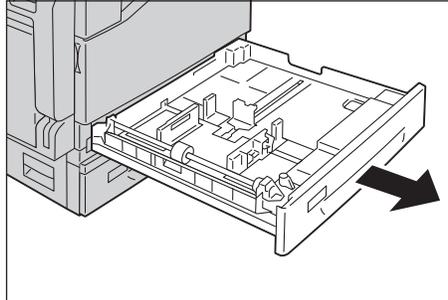

While the device is copying or printing, do not pull out the tray that the job uses.

To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.

2. Remove any paper loaded in the tray.
3. For Tray 1, push down the metal plate.
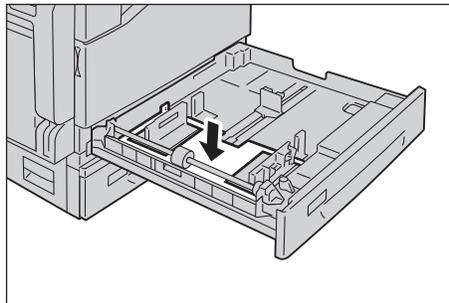
4. While pinching the levers of the two paper guides, move them to the edges of paper.
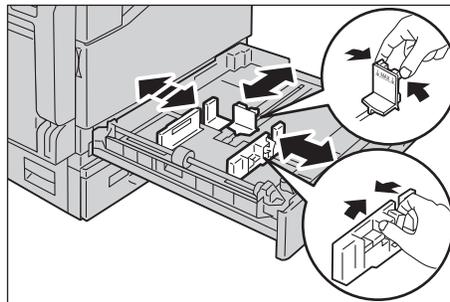
5. Load paper with the side to copy or print on facing up. Align the leading edge of paper with the left side of the tray.
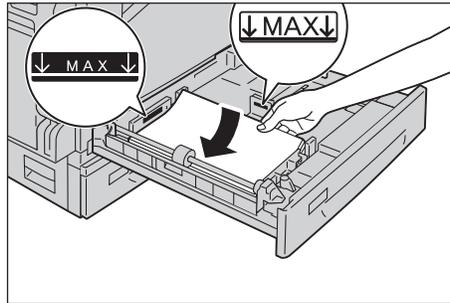
Note: Do not load paper above the maximum fill line. It may cause paper jams or device malfunctions.

6. Push the tray in gently until it stops.

When pushing the tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunctions.

Note: Affix the paper size label to the front of the tray.

Changing the Paper Settings

This section describes how to change the paper type setting for a tray.

A paper type is preset for Trays 1 and 2. Normally, [Plain] is set for the trays. To maintain the same print quality after changing paper in a different quality in the same tray, you need to change the paper quality setting for the tray that matches new paper loaded.

Notes:

- For more information, refer to Supported Paper Type on page 58.
- For information on the paper size setting for Tray 5, refer to Tray 5 (Bypass) on page 206.

1. Press the <Machine Status> button.
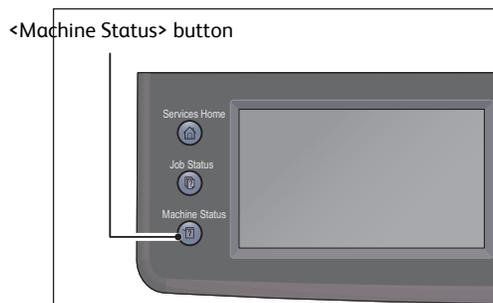
2. Select the [Tools] tab.

3. Select [Tray Management] > [Tray Settings].

4. Select the desired paper tray.

5. Select [Type], and then select the desired paper type.

Notes:

- If you select Tray 5 (bypass), [Size] and [Type] are displayed. To change the paper size, select [Size]. To use a non-standard document size, set [Size] to [Custom Size], and then specify the paper size

- When using a non-standard size envelope, specify the size without the flap in [Custom Size].

6. Select the desired paper type.

7. Select [OK].

5

Copy

This chapter describes the Copy functions and operations.

Overview of Copy Operations

This section describes the basic flow of copy operations including placing document in the device and making advanced settings.

Notes:

- This device reads documents using a CIS sensor. The focus depth of the CIS sensor is shallow, resulting in differences in image quality depending on the type of document and the position in which the document is set. Take note of the following.
- If image quality is a priority, use the document glass instead of the document feeder.
- Set the curled documents, 3D objects, books, etc., closely against the document glass.

Placing Document

The following two methods are available to place document:
- Document feeder
- Single sheet
- Multiple sheets
- Document glass
- Single sheet
- Bound documents, such as books

Document Feeder

Supported document sizes

You can place standard size documents in the document feeder.

When document is placed in the document feeder, the device detects the document size automatically. The following standard size documents are detected automatically: A3□, B4□, A4□, A4□, B5□, B5□*, A5□, 11 × 17"□, 8.5 × 14"□*, 8.5 × 13"□*, 8.5 × 11"□, 8.5 × 11"□, 8K□, 16K□, and 16K□*.

Note: The document sizes with an asterisk can be automatically detected depending on the settings. You can select one of the following alternative document sizes. For more information, refer to Original Size Detected on page 176.

– B5 (default) or 16K
– 8.5 × 14" (default) or 8.5 × 13"

Note: When using 2-sided document placed in the document feeder, make sure to set [Binding of Original] properly.

Supported document types (weights)

Documents with weights from 38-128 g/m^2 (50-128 g/m^2 for 2-Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

Document Type ( )	Number of Sheets
Lightweight (38-80 g/m^2)	110 sheets
Heavyweight (81-128 g/m^2)	75 sheets

Note: To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

Follow the steps below to place document in the document feeder.

You can place a single or multiple pages of a document.
1. Remove any paper clips or staples from document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2 sided document) facing up.

3. Align the document guides to each side of document.

4. Open the document stopper.

Document Glass

Document sizes supporting automatic detection

The document size is detected automatically when [Original Size] is set to [Auto].

The following document sizes are detected automatically: A3□, B4□, A4□, A4□, B5□, B5□, A5□, 11 × 17"□, 8.5 × 11"□, 8K□, 16K□, and 16K□.

> Notes:
> - When copying multiple pages of a document, the document size of the first document page is set to copy the rest of the document.
> - The device automatically determines the tray holding the appropriate paper, based on the document size and the specified zoom ratio.

Supported document sizes

You can select one of the following document sizes from [Original Size].

A3□, B4□, A4□, A4□, B5□, B5□, A5□, 11 × 17"□, 8.5 × 14"□, 8.5 × 13"□, 8.5 × 11"□, 8.5 × 11"□, 8K□, 16K□ and 16K□.

Note: You can select a custom paper size specified for Tray 5 (bypass) using the Tray Settings. For more information, refer to Tray 5 (Bypass) on page 206.

WARNING: Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

Follow the steps below to place document on the document glass.

You can place a single sheet document or bound document such as book on the document glass.

1. Open the document glass cover.
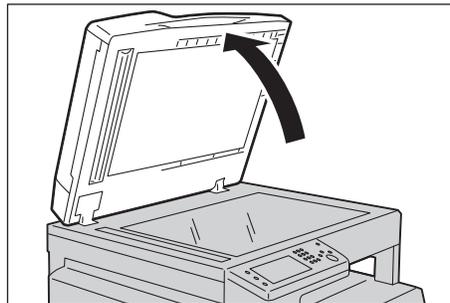
When using the document glass, make sure to close the document glass cover after finishing your copy job.

2. Place the document face down, and align it against the top left corner of the document glass.
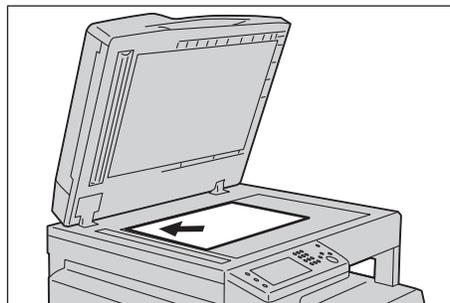
3. Close the document glass cover.
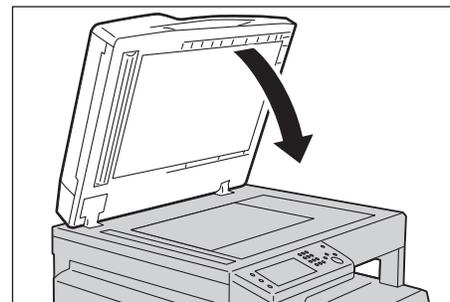
Making Advanced Settings

Note: You may need to enter a passcode to use the copy feature. Ask your system administrator for the passcode.

1. Press the <Services Home> button.
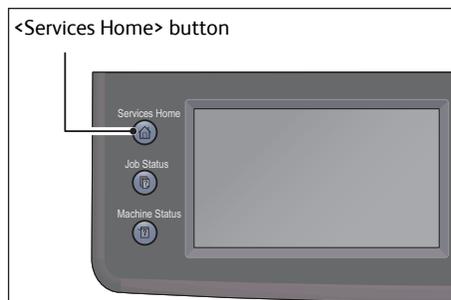
2. Select [Copy].
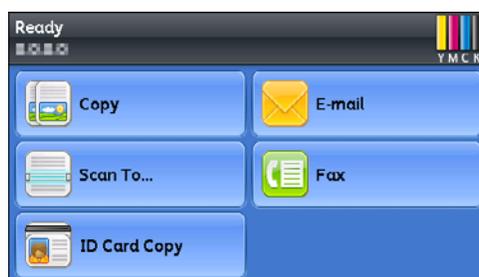
3. Make advanced settings as needed.
   For details, refer to Advanced Copy Settings on page 77.

Entering the Number of Copies

You can enter a value between 1 and 999 for the number of copies.

1. Use the numeric keypad to enter the desired number of copies.
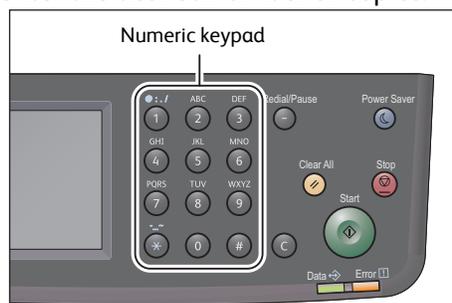
The entered value appears in the display.
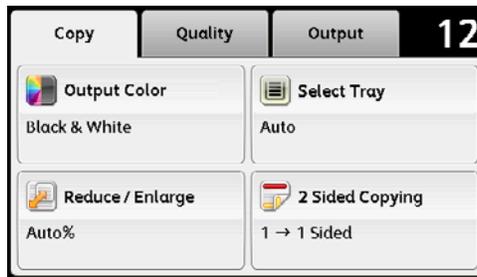
Note: If you make a mistake, press the <C> (Clear) button, and then re-enter the setting.
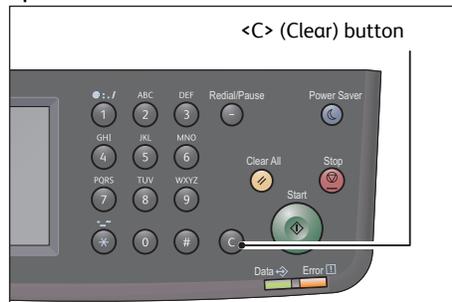
Starting the Copy Job

1. Press the <Start> button.
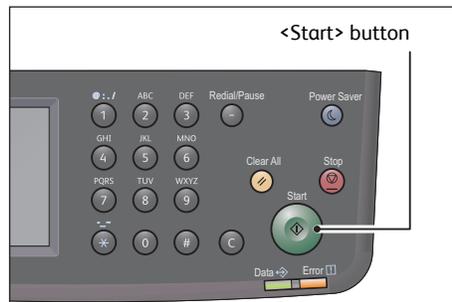
If document is placed in the document feeder, do not press down on the document while it is being fed through the device.

Note: If a problem occurs, an error code appears on the screen. For information on error codes, refer to

Placing document on the document glass

- Copying multiple sets of documents

You can continue copying multiple sets of documents using any of the following settings:
- Collation: Collated
- 2-Sided Copying: 1 → 2-Sided/2 → 2-Sided
- Pages Per Side: 2-Up

- ID Card Copy

When the document is placed on the document glass, the display prompts you for another page. If you want to place a new document, replace the document with a new document, and then select [Scan Another Page]. When you have finished loading documents, select [Done. Print Now].

About Auto Rotation

The copy feature supports the Auto Rotation function that the device automatically prints a scanned page to fit onto a page of paper by rotating the scanned image although the orientation of the document is different from the paper loaded in the tray.

You can set this feature in the following cases:
- The tray selection is set to automatic.
- The zoom ratio is set to automatic.
- The zoom ratio is set to 100 % and both document and paper are the same size.
- The Pages Per Side function is used.

If none of the above conditions applied when copying, the device does not perform Auto Rotation, which may result in a part of the image to be missing.

Operations Performed While Copying

While the device is copying, you can cancel the currently executing job, and check or cancel pending jobs.

Canceling the Current Copy Job

To cancel the currently executing copy job:
1. Press the <Stop> button.
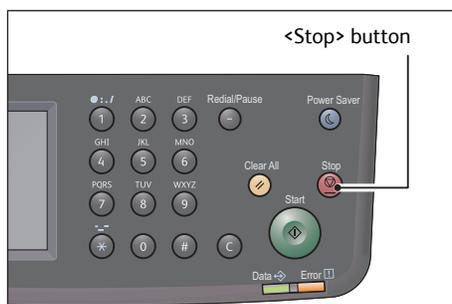
Checking Job Status

Follow the steps below to check the status of the copy job being executed, or the status of a copy job waiting to start (a pending job).

> Note: You can cancel the currently executing copy job or a pending copy job.

For more information on operation in job screen, refer to Canceling the Current Job on page 235.

1. Press the <Job Status> button.
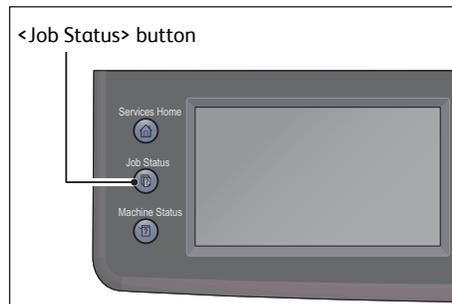
2. Check the job status.
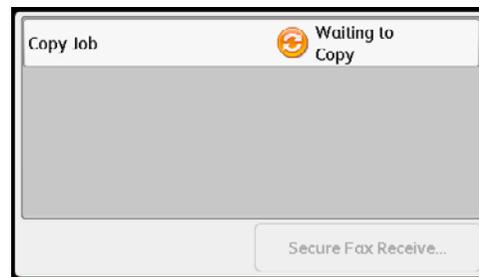
ID Card Copy

You can copy both sides of an ID card (name card, employee card, etc.) on one side of paper.

Select [ID Card Copy] to use this feature.
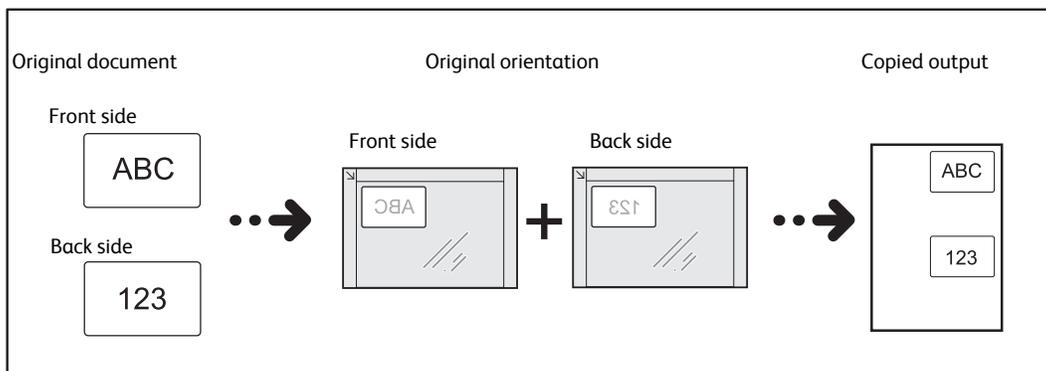
Place an ID card in the upright position.

Follow the steps below to use the ID Card Copy feature.

1. Place an ID card face down at least 5 mm away from the top left corner of the document glass, and then close the document glass cover.
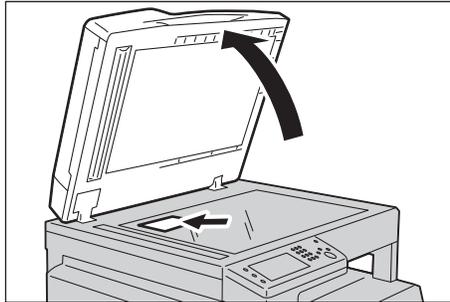
Placing the ID card too close to the corner of the document glass may not copy the edge of the ID card properly.

2. Press the <Services Home> button.

Note: For your assistance, follow the guidance of ID Card Copy displayed on the screen.

3. Select [ID Card Copy].
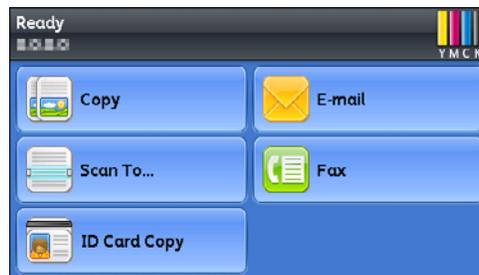
4. Make advanced settings as needed.

-   [ID Card Copy] tab
    -   Output Color
    -   Select Tray
-   [Quality] tab
    -   Lighten/Darken
    -   Sharpness
    -   Saturation
    -   Auto Background Suppression

    For more information, refer to the Advanced Copy Settings on page 77.

5. Press the <Start> button.
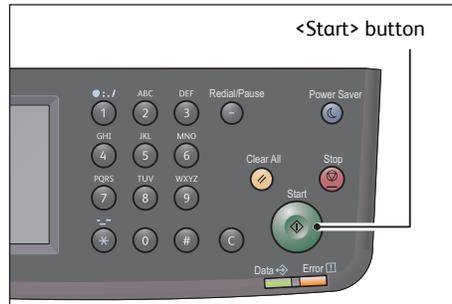
6. To continue scanning the other side of the ID card, place the other side of the ID card face down slightly away from the top left corner of the document glass, and then close the document glass cover.

7. Select [Scan Side 2].
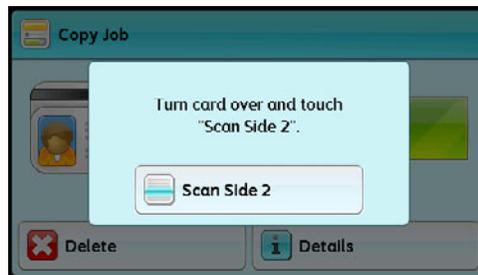
Advanced Copy Settings

This section describes the advanced functions available for Copy feature.

Tab	Setting Item	Purpose	See Page:
Copy	Output Color	To select the mode for color or black and white copying.	page 79
	Select Tray	To select a tray.	page 80
	Reduce/Enlarge	To reduce or enlarge the size of a copied image.	page 81
	2-Sided Copying	To make 2-sided copies with the specified binding position.	page 83
Quality	Lighten/Darken	To adjust the contrast to make the copy lighter or darker than the original.	page 84
	Original Type	To select the copy image quality.	page 85
	Sharpness	To adjust the sharpness to make the copy image sharper or softer than the original.	page 85
	Saturation	To adjust the amount of colors of the copy to make the colors darker or lighter than the original.	page 86
	Auto Background Suppression	To suppress the background of the original to enhance text on the copy.	page 87
Output	Collation	To sort the copy output.	page 87
	Original Size	To select the default document size.	page 88
	Pages Per Side	To print two original images to fit onto one sheet of paper.	page 90
	Edge Erase	To specify the top and bottom margins of the copy.	page 91

Note: For more information on defaults that can be changed, and how to change them, refer to Copy Defaults on page 191.

1. Press the <Services Home> button.

<Services Home> button
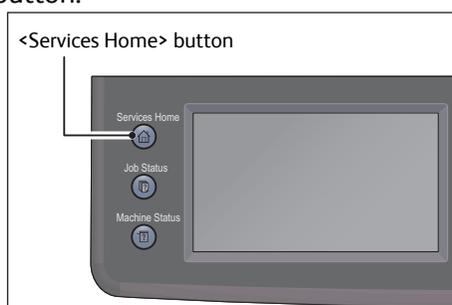
Copy

2. Select [Copy].
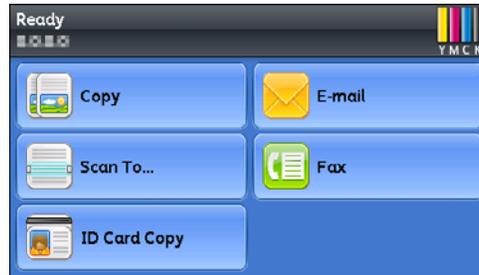
3. Select the desired setting item as needed.

Output Color

To select the mode for color or black and white copying.

1. Select [Output Color] on the [Copy] tab.
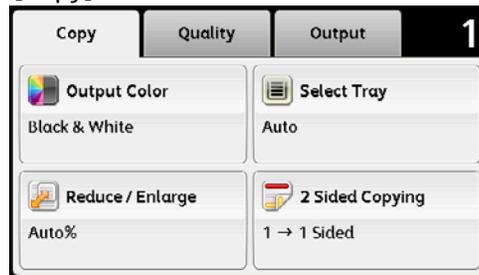
2. Select [Full Color] or [Black & White], and then select [OK].

Note: Color copy is secured with a passcode if the [Service Lock] setting for [Copy] is set to [On] (Color Password Locked). If you set [Output Color] to [Full Color] and the [Service Lock] setting for [Copy] to [On] (Color Password Locked), you will need to enter the four digit passcode after pressing the <Start> button.

Select Tray

To select a tray.

1. Select [Select Tray] on the [Copy] tab.
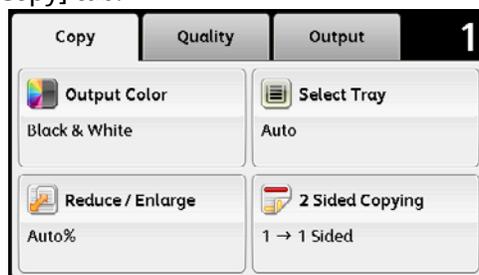
2. Select the desired setting, and then select [OK].
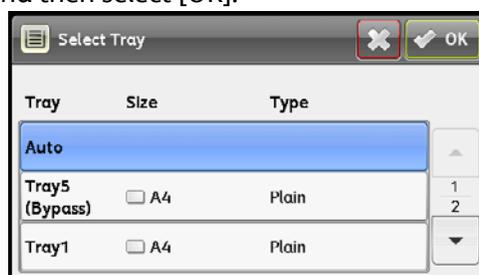
Note: Bold values are the factory default menu settings.

Auto	The paper is fed from an automatically selected tray.
Tray5 (Bypass)	The paper is fed from the Tray 5 (bypass).
Tray 1	The paper is fed from Tray 1.
Tray 2	The paper is fed from Tray 2.

Note: [Tray 2] is only available when the One Tray Module (Optional) is installed. When [Any] is displayed as the paper size and type in Tray 5 (bypass), you can select the paper size and type from this menu.

Reduce/Enlarge

To reduce or enlarge the size of a copied image from 25 to 400 % when you copy original documents from the document glass or the document feeder.

Note: When you make a reduced copy, black lines may appear at the bottom of your copy.

1. Select [Reduce/Enlarge] on the [Copy] tab.
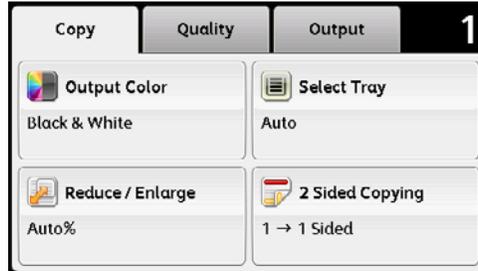
2. Select the desired setting, and then select [OK].
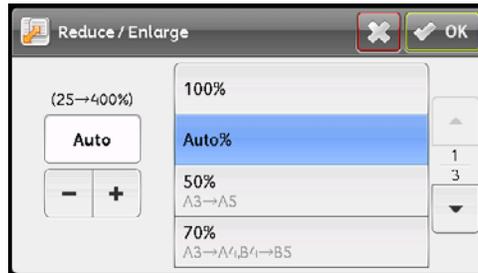
mm series

Note: Bold values are the factory default menu settings.

100 %
Auto %
50 % A3 → A5
70 % A3 → A4, B4 → B5
81 % B4 → A4, B5 → A5
86 % A3 → B4, A4 → B5
115 % B4 → A3, B5 → A4

122 % A4 → B4, A5 → B5
141 % A4 → A3, B5 → B4
200 % A5 → A3

inch series

100 %
Auto %
64 % 8.5 x 11" → 5.5 x 8.5"
70 % A3 → A4, B4 → B5
78 % 8.5 x 14" → 8.5 x 11"
94 % A3 → 11 x 17", A4 → 8.5 × 11"
129 % 8.5 x 11" → 11 x 17"
141 % A4 → A3, B5 → B4
180 % 4 x 6" → 8.5 x 11"
200 % A5 → A3

Note: You can also specify the value in increments of 1 % from 25 to 400 by selecting [+] or [–] or entering a value using the number pad. See the following table for specific zoom ratios.

Copy Original	A5	B5	A4	B4	A3
A5	100 %	122 %	141 %	172 %	200 %
B5	81 %	100 %	115 %	141 %	163 %

A4	70 %	86 %	100 %	122 %	141 %
B4	57 %	70 %	81 %	100 %	115 %
A3	50 %	61 %	70 %	86 %	100 %

2-Sided Copying

To make 2-sided copies with the specified binding position.

1. Select [2-Sided Copying] on the [Copy] tab.
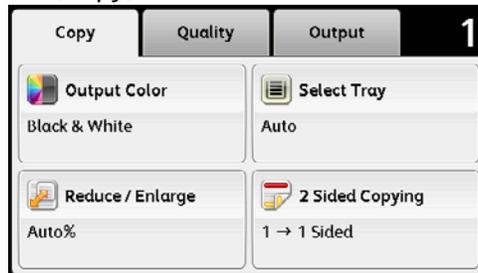
2. Select the desired setting, and then select [OK].

Note: Bold values are the factory default menu settings.

1 → 1-Sided			Select 1-sided or 2-sided and specify binding position for the 2-sided copy.
1→2-Sided	Binding of Output	Long Edge Binding	
		Short Edge Binding	
2→1-Sided	Binding of Original	Long Edge Binding	
2→2-Sided		Short Edge Binding	

When you are using the document glass and it is set to [1→2-Sided] or [2→2-Sided], the display prompts you for another page after pressing the <Start> button.

1. If you want to place a new document, replace the document with a new document, and then select [Continue] or press the <Start> button.

2. If you finish copying, select [Print Now].

    Note: When you use the document feeder to copy both sides of a document, the printed position of the front and back of the document may differ if the size in the document size setting and the size of the document do not match. In this case, set [Original Size] to the same size as the document.

Lighten/Darken

To adjust the contrast to make the copy lighter or darker than the original.

1. Select the [Quality] tab, and then select [Lighten/Darken].
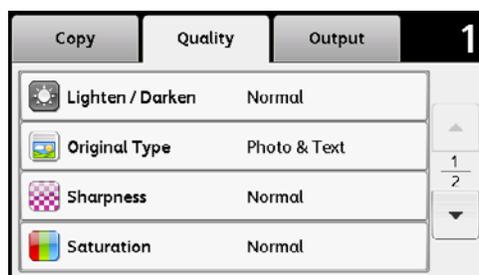
2. Select the desired level on the [Lighten/Darken] bar, and then select [OK].

You can select a contrast level from seven levels between [Darken] and [Lighten].

Selecting a cell on the left side of the bar makes the document contrast darker, and selecting a cell on the right side of the bar makes the document contrast lighter.

Note: Bold values are the factory default menu settings.

Darken +3	Works well with light documents or faint pencil markings.
Darken +2	
Darken +1	
Normal	Works well with normal typed or printed documents.
Lighten +1	Works well with dark documents.
Lighten +2	
Lighten +3	

2. Select the desired setting, and then select [OK].

Note: Bold values are the factory default menu settings.

Sharpen	Makes the copy image sharper than the original.
Normal	The color clarity of the image is the same as the original.
Soften	Makes the copy image softer than the original.

Saturation

To adjust the amount of colors of the copy to make the colors darker or lighter than the original.

1. Select the [Quality] tab, and then select [Saturation].
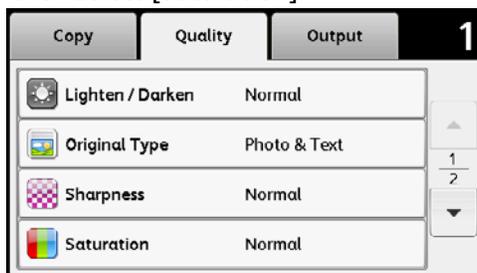
2. Select the desired setting, and then select [OK].

Note: Bold values are the factory default menu settings.

Vivid	Makes the copy image sharper than the original.
Normal	The color clarity of the image is the same as the original.

Pastel	Makes the copy image softer than the original.

Auto Background Suppression

To suppress the background of the original to enhance text on the copy.

1. Select the [Quality] tab, and then select [Auto Background Suppression].

2. Select [On], and then select [OK].

Collation

To sort the copy output. For example, if you make two copies of three page documents, one complete three page document will be printed followed by the second complete document.

1. Select the [Output] tab, and then select [Collation].
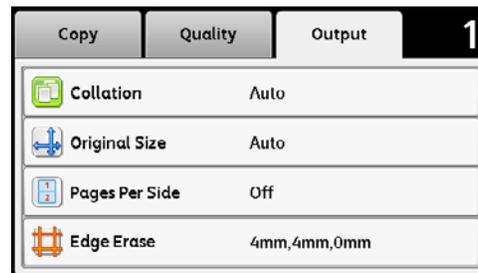
2.   Select the desired setting, and then select [OK].

Note: Bold values are the factory default menu settings.

Auto	Only the documents loaded from the document feeder are copied in collated order.
Collated	Copies in collated order.
Uncollated	Does not copy in collated order.

When you are using the document glass and it is set to [Collated], the display prompts you for another page after pressing the <Start> button.

1.   If you want to place a new document, replace the document with a new document, and then select [Continue] or press the <Start> button.

2.   If you finish copying, select [Print Now].

Original Size

To select the default document size.

1.   Select the [Output] tab, and then select [Original Size].
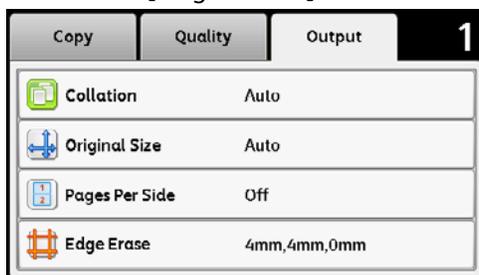
2.   Select the desired setting, and then select [OK].
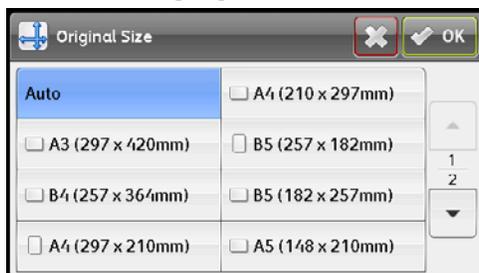
mm series

Note: Bold values are the factory default menu settings.

Auto
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (297 x 210 mm)
☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ 16K (270 x 195 mm)
☐ 16K (195 x 270 mm)
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")

inch series

Auto
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)

☐ A4 (297 x 210 mm)
☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ 16K (270 x 195 mm)
☐ 16K (195 x 270 mm)

Pages Per Side

To print two original images to fit onto one sheet of paper.

1. Select the [Output] tab, and then select [Pages Per Side].
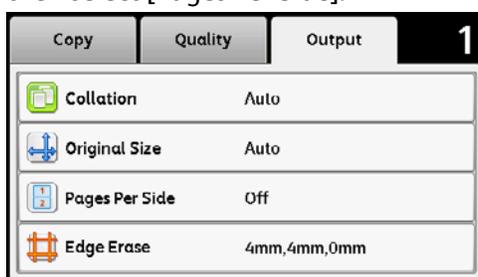
2. Select the desired setting, and then select [OK].

Note: Bold values are the factory default menu settings.

Off	Does not perform Pages Per Side printing.
2-Up	Automatically reduces the original pages to fit onto one sheet of paper.

Edge Erase

To specify the top and bottom margins of the copy.

Note: Bold values are the factory default menu settings.

1. Select the [Output] tab, and then select [Edge Erase].
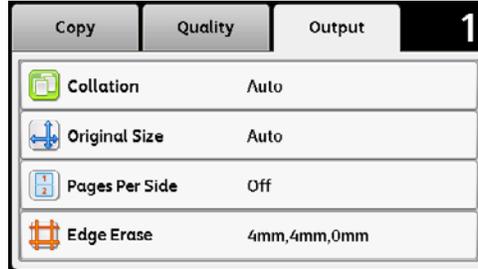
2. Select [−] or [+], or use the number pad to enter the desired value.
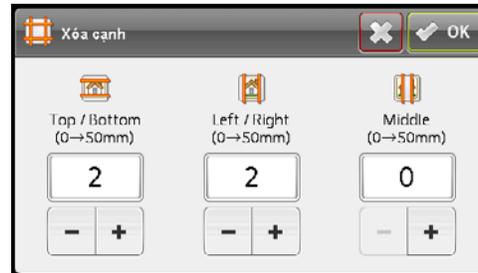
Top/Bottom	2 mm (0.1") 0 → 50 mm (0.0 → 2.0")	Specify the value in increments of 1 mm (0.1 inch).
Left/Right	2 mm (0.1") 0 → 50 mm (0.0 → 2.0")	Specify the value in increments of 1 mm (0.1 inch).
Middle	0 mm (0") 0 → 50 mm (0.0 → 2.0")	Specify the value in increments of 1 mm (0.1 inch).

6

Fax

This chapter describes the Fax functions.

> Note: This feature is available when the Fax Kit is (optional) installed.

Overview of Fax Operations

This section describes the basic flow of fax operations including placing document in the device, setting the recipient address, and making advanced settings.

You must set the [Region] and [Date & Time] items to use the Fax feature. For more information, refer to Region on page 165 and Date & Time on page 175.

Placing Document

The following two methods are available to place document:
- Document feeder
- Single sheet
- Multiple sheets
- Document glass
- Single sheet
- Bound documents, such as books

Document Feeder

Supported document sizes

You can place standard size document in the document feeder.

When document is placed in the document feeder, the device detects the document size automatically. The following standard size documents are detected automatically: A3□, B4□, A4□, A4□, B5□, B5□[*], A5□, 11 × 17"□, 8.5 × 14"□[*], 8.5 × 13"□[*], 8.5 × 11"□, 8.5 × 11"□, 8K□, 16K□, and 16K□[*].

The maximum supported document size is 297 x 431.8 mm (long).

Note: The document sizes with an asterisk can be automatically detected depending on the settings. You can select one of the following alternative document sizes. For more information, refer to Original Size Detected on page 176.

- – B5 (default) or 16K
- – 8.5 × 14" (default) or 8.5 × 13"

  When document containing pages of different sizes is placed in the device, the device uses the largest document size to scan the document.

  The paper size for fax transmissions is different from the document sizes supporting automatic detection. For more information, refer to Original Size on page 105.
- – Supported documents types (weights)

Documents with weights from 38-128 g/m^2 (50-128 g/m^2 for 2-Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

Document Type ( )	Number of Sheets
Lightweight (38-80 g/m^2)	110 sheets
Heavyweight (81-128 g/m^2)	75 sheets

To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

Follow the steps below to place document in the document feeder.

You can place a single or multiple pages of a document.

1. Remove any paper clips or staples from document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2-Sided document) facing up.

3. Align the document guides to each side of document.

4. Open the document stopper.

Document Glass

Document sizes supporting automatic detection

The document size is detected automatically when [Original Size] is set to [Auto].

The following document sizes are detected automatically: A3□, B4□, A4□, A4□, B5□, B5□, A5□, 11 × 17"□, 8.5 × 11"□, 8K□, 16K□, and 16K□.

You can select one of the following document sizes from [Original Size].

A3□, B4□, A4□, B5□, A5□, 8K□, 11 × 17"□, 8.5 × 14"□,8.5 × 13"□, and 8.5 × 11□.

The paper size for fax transmissions is different from the document sizes supporting automatic detection. For more information, refer to Original Size on page 105.

WARNING: Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

Follow the steps below to place a document on the document glass.

You can place a single sheet document or bound document such as book on the document glass.

1. Open the document glass cover.
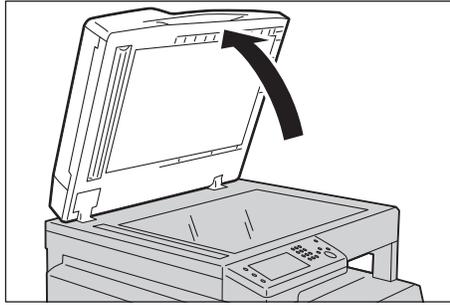
When using the document glass, make sure to close the document glass cover after finishing your copy job.

2. Place document face down, and align it against the top left corner of the document glass.
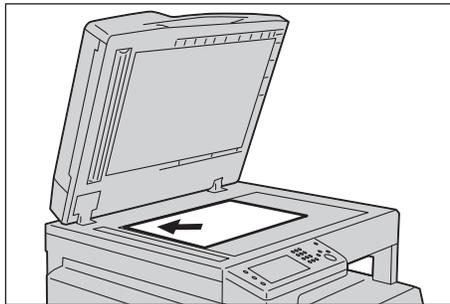
3. Close the document glass cover.
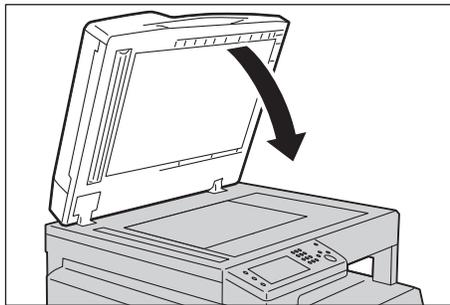
Specifying the Recipient

Follow the steps below to specify the fax recipient.

Check the recipient before sending a fax.

1. Press the <Services Home> button.

<Services Home> button
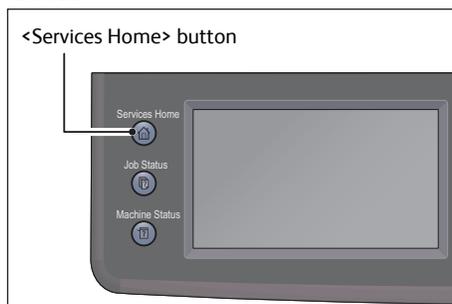
2. Select [Fax].

    Notes:

    - You must enter the [Region] setting to use the Fax feature. If a message asking you to set the region appears when you select [Fax], set your region.
    - For information on how to make the setting, refer to Region on page 165.

Using the numeric keypad

To enter the fax recipient's number directly:

1. Use the numeric keypad to enter the fax recipient's number.
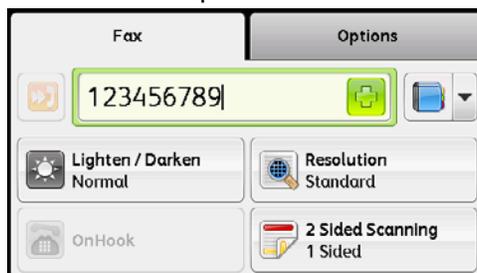
Notes:

- To delete the entered numbers, press the <C> (Clear) button.
- You can enter fax numbers of up to 50 digits in length.

Using the Speed Dial function

To specify the fax recipient by entering a Speed Dial number (001 to 200) registered in the address book:

1. Select the [⏩] button.

2. Use the numeric keypad to enter the Speed Dial number.

    Note: To delete the entered numbers, press the <C> (Clear) button.

Using the Address Book

To select a fax number, select the [📖 ▾] button, and then select one of the following.
*   Device Address Book - Individuals: Select an individual fax number and then select [OK].
*   Device Address Book - Groups: Select a group dial number and then select [OK].
*   Search Network Address Book - Groups: Search and select a fax number from the LDAP server and then select [OK].

    Notes:
    *   The fax number needs to be registered before you can select address book.
    *   Of you are using the LDAP server address book, [Fax Server Address Book] must be set to [On]. For more information, refer to Fax Server Address Book on page 179.

Making Advanced Settings

Note: You may need to enter a passcode to use the copy feature. Ask your system administrator for the passcode.

1. Make advanced settings as needed.
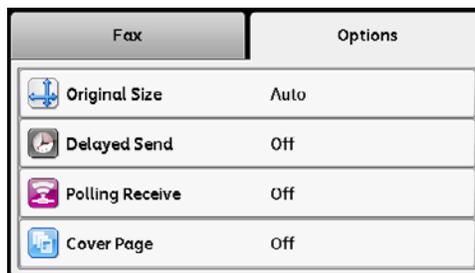
Example: Settings in the [Options] tab

For more information on advanced settings, refer to Advanced Fax Settings on page 100.

Starting the Fax Job

1. Press the <Start> button.
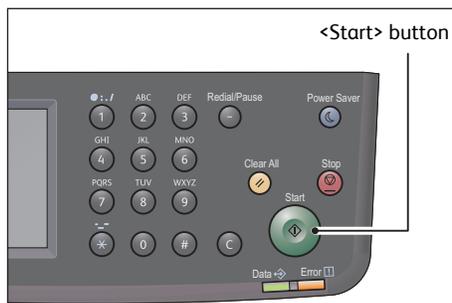
If the document is placed in the document feeder, do not press down on the document while it is being fed through the device.

Notes:

- If the memory becomes full when document is being scanned, the device stops scanning and sending the document, and the fax job is canceled.
- The maximum number of pages that can be scanned for a single scan command is 100 pages from the document glass, 165 pages from the document feeder for 1-Sided documents, and 330 pages from the document feeder for 2-Sided documents.

Notes:

- The numbers are limited when the memory for accumulating fax jobs has reached its limit.
- If a problem occurs, an error message appears in the display. Follow the instructions in the message to solve the problem.

When sending faxes of multiple sets of documents

When the document is placed on the document glass, the display prompts you for another page. If you want to place a new document, replace the document with a new document, and then select [Scan Another Page]. When you have finished loading documents, select [Done. Fax Now].

Operations during Faxing (Sending)

You can cancel the fax currently being sent, and check or cancel pending jobs.

Canceling the Fax Being Sent

To cancel the fax currently being sent:

1. Press the <Stop> button.
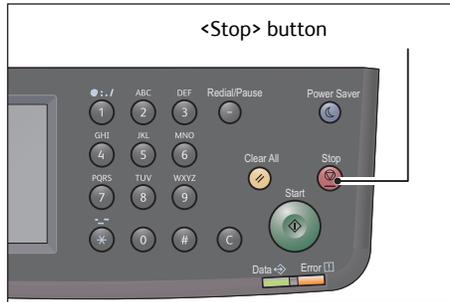
Checking Job Status

Follow the steps below to check the status of the fax job currently being executed, or the status of a pending fax job waiting to start.

Notes:
- You can cancel the fax job currently being executed, or pending fax jobs.
- For more information on operation in job screen, refer to Canceling the Current Job on page 235
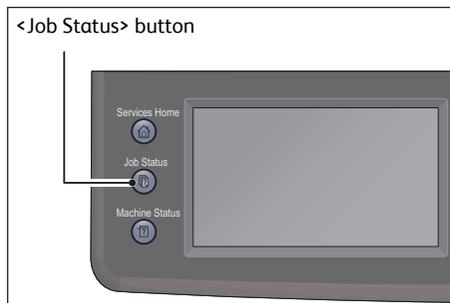
1. Press the <Job Status> button.

2. Select a fax job.
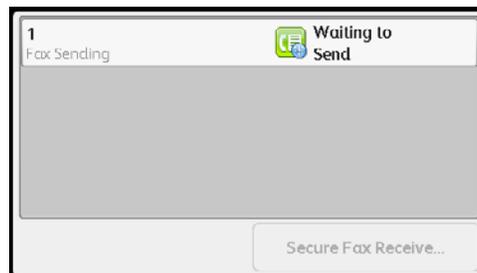
3. Check the job status.

Operations during Faxing (Receiving)

You can cancel the fax currently being received.

Canceling the Fax Being Received

To cancel the fax currently being received.
1. Press the <Stop> button.
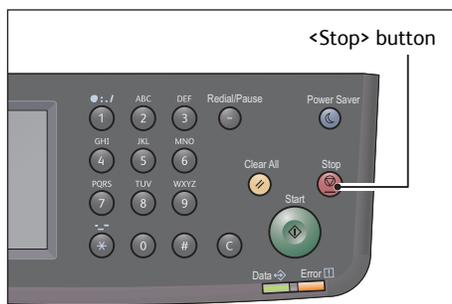
2. Select the fax job that you want to cancel, and then select [Delete].
    –   Select [Cancel] when you want to cancel printing and save the received data.
    –   Select [Delete Job] when you want to cancel printing and delete the received data.

    Note: You can also cancel the received fax from the Active Jobs screen.

    For more information on the Active Jobs screen, refer to Canceling the Current Job on page 235.

Advanced Fax Settings

This section describes the advanced functions available for Fax feature.

Tab	Setting Item	Purpose	See Page:
Fax	Lighten/Darken	To adjust the contrast to make the copy lighter or darker than the original.	Page 102
	Resolution	To set the scan resolution.	Page 103
	OnHook	To send or receive faxes manually.	Page 104
	2-Sided Scanning	To make 2-sided copies with the specified binding position.	Page 104
Options	Original Size	To set the document size.	Page 105
	Delayed Send	To send a fax at a specified time.	Page 106
	Polling Receive	To send a command to a remote device to receive a document saved on it.	Page 107
	Cover Page	To attach a cover page to faxes.	Page 107

Note: For more information on defaults that can be changed, and how to change them, refer to Fax Defaults on page 204).

1. Press the <Services Home> button.

<Services Home> button

Services Home

Job Status

Machine Status

2. Select [Fax].

Ready

YMCK

Copy   E-mail

Scan To...   Fax

ID Card Copy
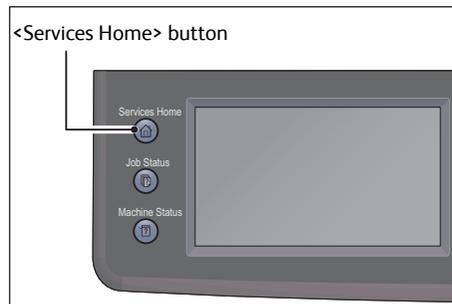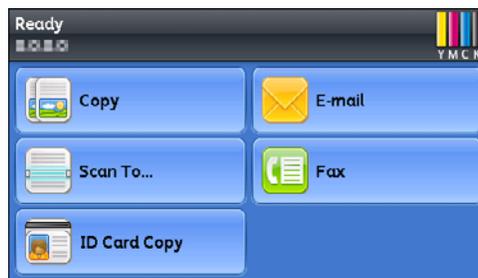
3. Make advanced settings as needed.
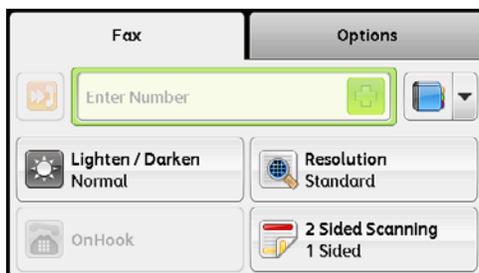
Lighten/Darken

You can set the density from seven levels.

1. Select [Lighten/Darken] on the [Fax] tab.
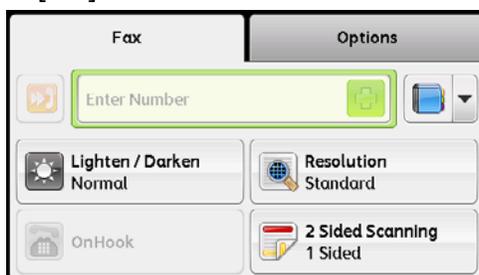
2. Select the density level, and then click [OK].

Darken +1, +2, and +3

Creates copies with a dark density. Use this setting to scan document containing light objects.

Normal

Creates copies with the same density as document.

Lighten +1, +2, and +3

Creates copies with a light density. Use this setting to scan document containing dark objects.

Resolution

Sets the scan resolution.

1.   Select [Resolution] on the [Fax] tab.

2.   Select the resolution, and then select [OK].

Standard

Suitable for documents with normal sized characters.

Fine

Suitable for documents containing small characters or thin lines or documents printed using a dot-matrix printer.

Superfine

Suitable for documents containing extremely fine detail. The Super Fine mode is enabled only if the remote device also supports the Super Fine resolution.

Note: Faxes scanned in the Super Fine mode transmit at the highest resolution supported by the receiving device.

Photo

Suitable for documents containing photographic images.

OnHook

Use this function to send or receive faxes manually.

Notes:

- For information on how to send a fax manually, refer to Sending a Fax Manually on page 108.

- For information on how to receive a fax manually, refer to Receiving a Fax Manually in the TEL Mode on page 114 or Receiving a Fax Manually Using an External Telephone on page 115.

2-Sided Scanning

You can set to scan a 1-Sided or 2-Sided.

1. Select [2-Sided Scanning] on the [Fax] tab.
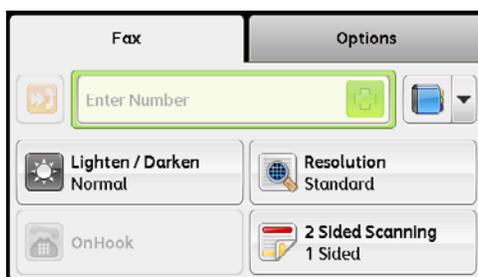
2. Select the copy method, and then select [OK].

- 1-Sided

  Select [1-Sided] for a one-sided document.

- 2-Sided

  Select [2-Sided] for a two-sided document.

You can select the edge to be bound from the following.
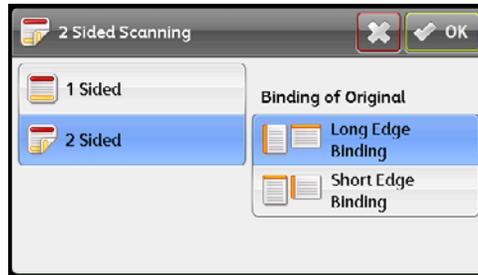
– Long Edge Binding

– Short Edge Binding

Original Size

Sets the size of document for fax transmission. The transmission size is automatically specified by the document size.

1. Select the [Options] tab, and then select [Original Size].
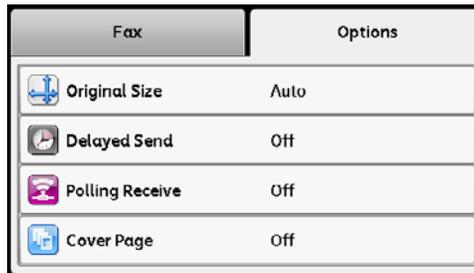
2. Select the document size, and then select [OK].
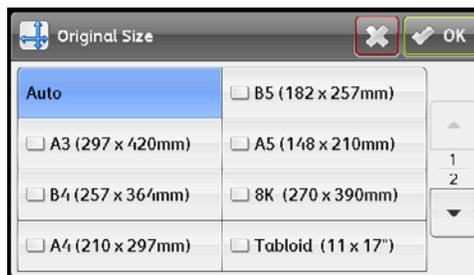
– Auto

If document is a standard size, the device detects the document size automatically. The paper size used for sending the fax is determined by the detected document size.

Document Size		Paper Size
Size placed on the document glass	Size placed in the document feeder	Fax is Sent As
A5□, B5□, A4□*, A4□, 8.5 × 11"□*, 8.5 × 11"□, 16K□, 16K□	A5□, B5□, B5□, A4□*, A4□, 8.5 × 11"□*, 8.5 × 11"□, 16K□	A4□
B4□, B5□	B4□	B4□

Document Size		Paper Size
Size placed on the document glass	Size placed in the document feeder	Fax is Sent As
A3□, 11 × 17"□, 8K□	A3□, 11 × 17"□, 8K□, 16K□	A3□

The image of A4 □ and 8.5 x 11 □ documents is rotated by 90 degrees and sent as A4 □ documents.

Notes:

- The document size selection screen appears if the device cannot detect the size of a document placed on the document glass. Select the desired document size. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.
- The document feeder does not support the non-standard document sizes.

- Fixed document size (Preset)

  You can set the document size of the placed document by selecting from the preset document sizes.

Delayed Send

Used to send a document stored in the device at a specified time.

Notes:

- You can specify a time between 00:00 and 23:59 (or between 1:00 and 12:59 AM/PM when the 12-hour clock has been set).
- You cannot specify a date.

1. Select the [Options] tab, and then select [Delayed Send].
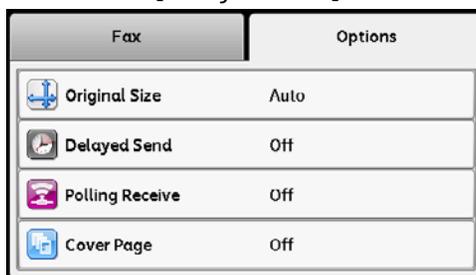
2. Select [On].

Note: Select [Off] to disable this function.

Fax

3. Use the numeric keypad to enter the time, and then select [OK].

Polling Receive

You can receive faxes from the remote fax device when you want to receive it.

1. Select the [Options] tab, and then select [Polling Receive].
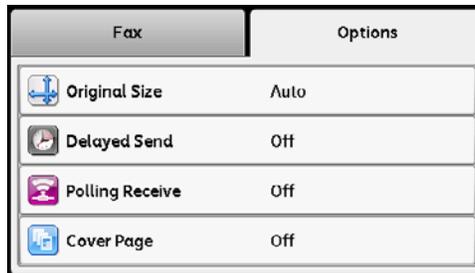
2. Select [On], and then select [OK].

Cover Page

You can attach a cover page to faxes.

1. Select the [Options] tab, and then select [Cover Page].
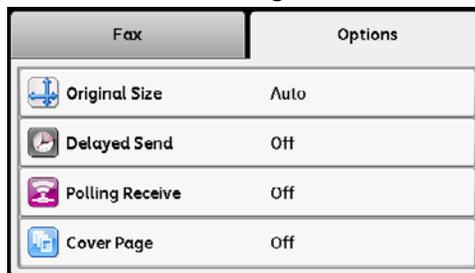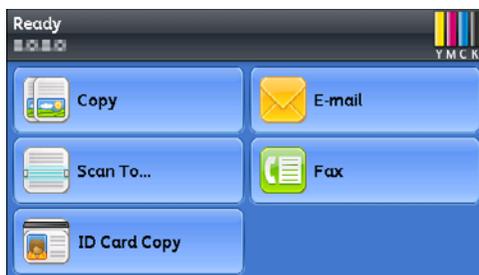
2. Select [On], and then select [OK].

Sending a Fax Manually

This section describes how to send a fax manually.

1. Place document in the device.
2. Press the <Services Home> button.
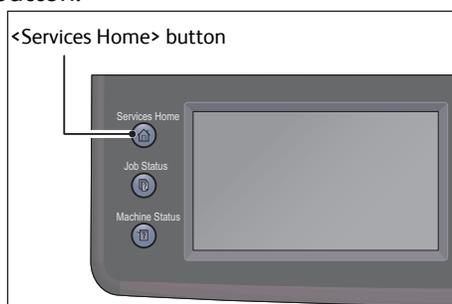
3. Select [Fax].
4. Adjust the document resolution to suit your fax needs.

    Notes:

    - For more information, refer to Resolution on page 103.
    - For more information, refer to Lighten/Darken on page 102.

5. Select [OnHook], and then select [Manual Send].

    Note: [OnHook] can be selected when [Original Size] is set to other than [Auto].

6. Enter the remote fax device's fax number using the number pad.

You can also select the recipient by using speed dial number or address book.

Notes:

- You can enter a fax number using the ten key, *, and #.
- Pressing the <Redial/Pause> button enables you to enter a pause in the fax number.
- Entering "=" in the fax number enables dial tone detection.
- Entering ":" enables you to switch dialing type from dial pulse (DP) to push button (PB).

7. Press the <Start> button to begin sending the fax.

Note: By pressing the <Stop> button, you can cancel the fax job at any time while sending the fax.

Sending a Delayed Fax

The Delayed Start mode can be used to save scanned documents for transmission at a specified time to take advantage of lower long distance rates.

1. Place document in the device.
2. Press the <Services Home> button.
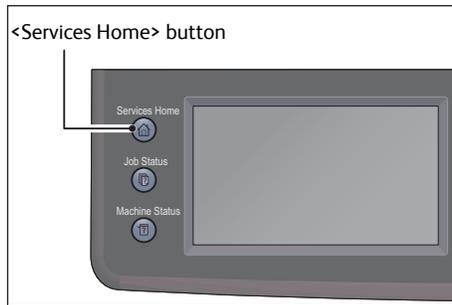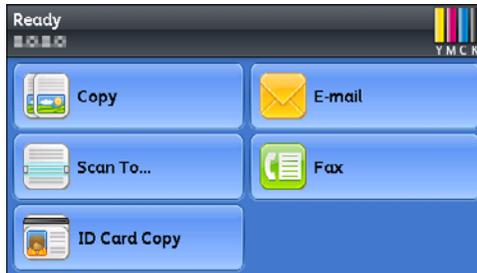
3. Select [Fax].

4. Adjust the document resolution to suit your fax needs.

Notes:

- For more information, refer to Resolution on page 103.
- For more information, refer to Lighten/Darken on page 102.

5. Select the [Options] tab, and then select [Delayed Send].
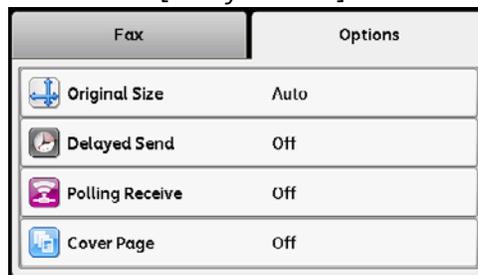
6. Select [On].
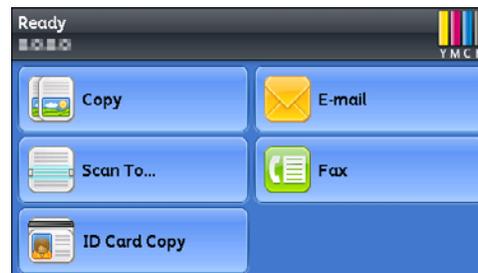
7. Enter the start time using the number pad, and then select [OK].
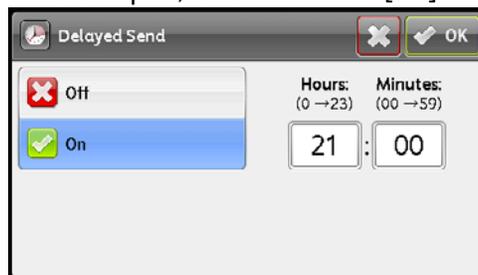
8. Select the [Fax] tab.
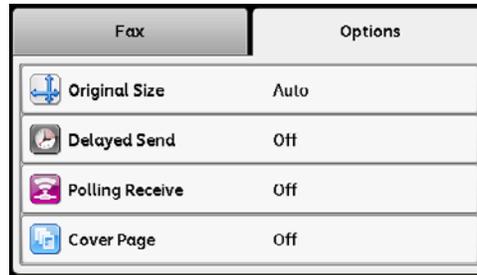
9. Enter the fax number of the recipient using the number pad.

You can also use speed or group dial numbers.

10. Press the <Start> button to scan data.

Once Delayed Start mode is activated, the device stores all of the documents to be faxed into its memory and sends them at the specified time. After faxing in the Delayed Start mode is complete, the data in the memory is cleared.

Note: If you turn off and on the device, the stored documents are sent as soon as the device is activated.

Sending a Fax from the Driver (Direct Fax)

You can send a fax directly from the computer running a Microsoft® Windows® operating system or Mac OSX by using the driver.

Note: Only black and white faxes can be sent using Direct Fax.

- The names of the dialog boxes and the buttons may be different from those given in the following procedure depending on the application you are using.
- For Windows, the fax driver is installed with the PCL 6 driver.
- For Mac OS X, to use this feature, you must install the fax driver. To install the fax driver, run the Driver CD Kit on the Mac OS X, and then open the [MacOSX] folder. Open either the [10.5-] folder depending on the version of Mac OS X you are running. Double-click [FX DocuCentre SC2020.dmg], and then follow the on-screen instructions to install the fax driver.

1. Open the file you want to send by fax.
2. Open the print dialog box from the application, and then select your printer name.
3. Click [Preferences] in Windows, or select [FAX Setting] in Mac OS X.

For Windows
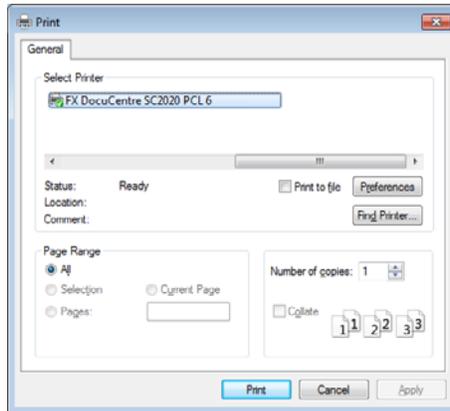
For Mac OS X:
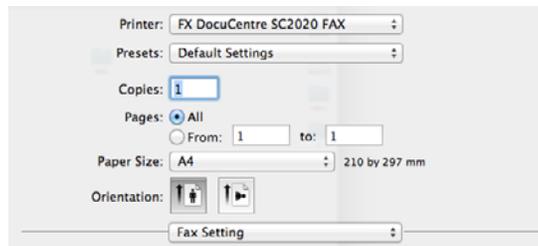
4.   Specify the fax settings. For more information, refer to the Help of the driver.

Notes:

- For Windows, make sure to set [Job Type] to [Fax].
- The settings done here are only applied to a single fax job.

For Windows:
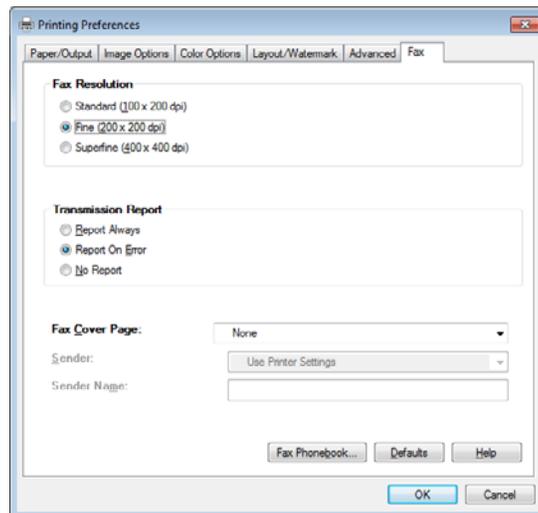
Fax

For Mac OS X:
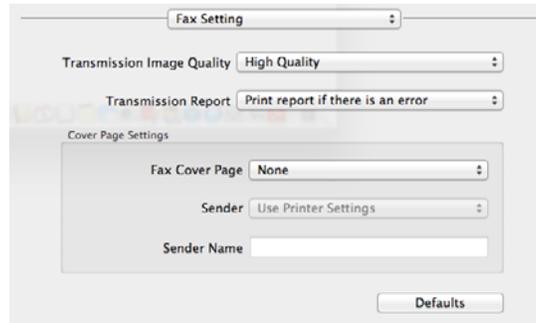
5. For Windows, click [OK] to close the [Printing Preferences] dialog box, and then click [Print].
    The [Recipient Setting] dialog box appears.
    For Mac OS X, click [Print]. The [Set/Check Fax Transmission] dialog box appears.
    For Windows:
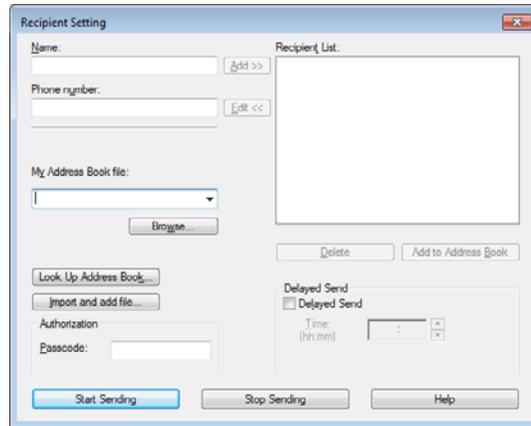
For Mac OS X:
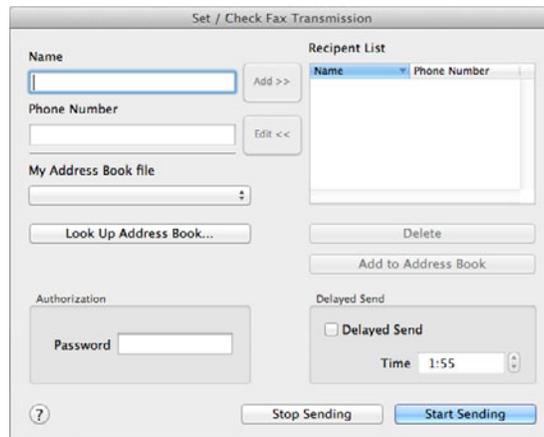
6. Specify the destination for the recipient in one of the following ways. For more information on how to specify the destination, refer to the Help of the driver.

7. Enter the name and fax number directly.

8. Select a fax number from the address book.

    –   Look Up Address Book: Displays a list of fax numbers that are saved in the file specified for [My Address Book file].

- Import and add file (Windows only): Allows you to select a source file such as a CSV file, WAB file, MAPI, or a LDAP server. (For more information on LDAP server, refer to Fax Server Address Book on page 179.

Note: Enter the password in [Passcode] in Windows or [Password] in Mac OS X in the [Authorization] area before sending a fax if the Fax service is locked with a password.

Receiving a Fax

This section describes the fax receiving modes and the other ways to receive a fax.

About Receiving Modes

Note: To use the device in the TEL/FAX Mode or Ans/FAX Mode, connect an external telephone to the TEL connector at the rear of the device.

When the memory is full, you cannot receive a fax automatically. Use an external telephone to receive a fax manually.

For more information, refer to Receiving a Fax Manually Using an External Telephone on page 115.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on Letter-sized, A4-sized, or Legal-sized paper.

Receiving a Fax Automatically in the FAX Mode

The device is preset to the FAX Mode at the factory.

If you receive a fax, the device automatically goes into the FAX Mode after a specified period of time and receives the fax.

To change the interval at which the device goes into the FAX Mode after receiving an incoming call, refer to Incoming Defaults on page 168.

Receiving a Fax Manually in the TEL Mode

You can receive a fax by picking up the handset of the external telephone and then pressing the remote receive code (refer to Remote Receive on page 171, or by selecting [Manual Receive] in [OnHook] (you can hear voice or fax tones from the remote device) and then pressing the <Start> button.

The device begins receiving a fax and returns to the standby mode when the reception is completed.

Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode

To use the TEL/FAX Mode or Ans/FAX Mode, you must connect an external telephone to the TEL connector on the rear of the device.

If the device hears a fax tone on the line, it automatically starts to receive a fax.

Note: If you have set the device to Ans/FAX Mode and if you do not answer the external telephone, the device will automatically go into the FAX Mode after a predefined time.

Receiving a Fax Manually Using an External Telephone

This feature works best when you are using an external telephone connected to the TEL connector on the rear of the device. You can receive a fax from someone you are talking to on the external telephone without having to go to the device.

When you receive a call on the external telephone and hear fax tones, press the two-digit keys on the external telephone, or select [Manual Receive] in [OnHook] and then press the <Start> button.

The device receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote device, try pressing the two-digit keys once again.

The remote receive code is set to [Off] at the factory. You can change the two-digit number to whatever you choose. For details on changing the code, refer to Remote Receive on page 171.

Note: Set the dialing system of your external telephone to DTMF.

Receiving Faxes Using the DRPD Mode

The Distinctive Ring Pattern Detection (DRPD) is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you on is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside.

To set up the DRPD:

1. Press the <Machine Status> button.

<Machine Status> button
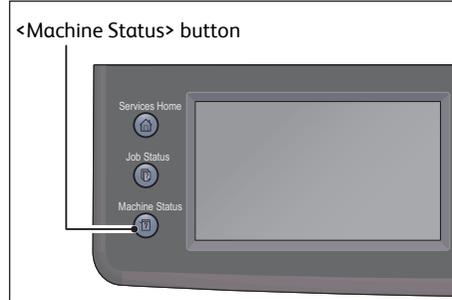
2. Select the [Tools] tab, and then select [Admin Settings].

3. Select [Fax Settings].

4. Select [Fax Line Settings].
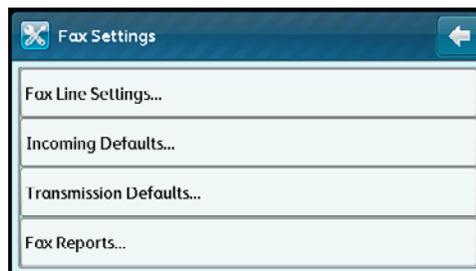
5. Select [▾] until [DRPD Pattern] appears, and then select [DRPD Pattern].

6. Select the desired pattern, and then select [OK].

7. Reboot the device by turning the power switch off and then on again.

Receiving Faxes in the Memory

Since the device is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying, printing, or run out of paper or toner, the device stores incoming faxes in the memory. Then, as soon as you finish copying, printing, or re-supply the toner cartridges, the device automatically prints the fax.

Using the Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on the secure fax mode using the [Secure Receive] option to restrict printing out all of the received faxes when the device is unattended. In the secure receiving mode, all incoming faxes will go in memory. When the mode turns off, any faxes stored will be printed.

Note: Before operation, ensure [Panel Lock] is enabled.

To turn the secure receiving mode on:

1. Press the <Machine Status> button.
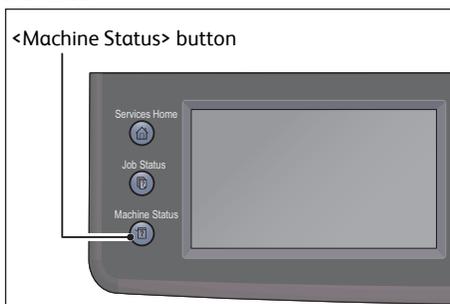
2. Select the [Tools] tab, and then select [Admin Settings].

3. Select [Fax Settings].

4. Select [Incoming Defaults].
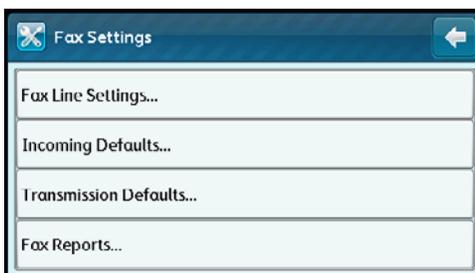
5. Select [Secure Receive].
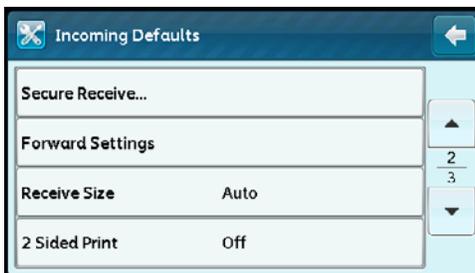
6. Select [Secure Receive Set].

7. Select [Enable], and then select [OK].

8. Enter a four-digit password using the number pad, and then select [OK].
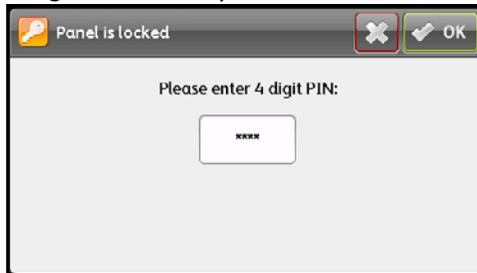
   To return to the top level of the System menu, press the <Clear All> button.

   When a fax is received in the secure receiving mode, the device stores it into memory and the Active Jobs screen displays [Secure Receive] to let you know that there is a fax stored.

To print received documents:

1. Press the <Job Status> button.
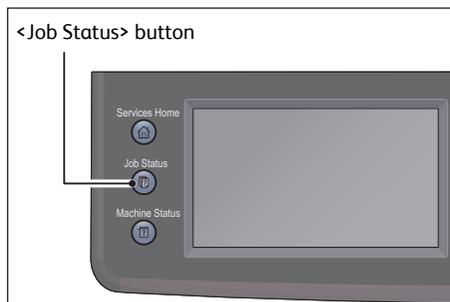
2. Select [Secure Fax Receive].

3. Enter the passcode, and then select [OK].

   The faxes stored in memory are printed.

To turn the secure receiving mode off:

1. Access the [Secure Receive Set] menu by following steps from 1 to 6 in **To turn the secure receiving mode on:** on page 118.

2. Select [Disable], and then select [OK].

    To return to the top level of the System menu, press the <Clear All> button.

Fax Activity Report

Fax Activity Report lets you check whether fax send and receive operations ended normally. For each fax sent or received, the reports record the sender or recipient name and the transmission result/status.

For information on how to print the Fax Activity Report, refer to Printing Reports/Lists on page 232.

Item		Description
Sent	No.	The serial number of each outgoing fax.
	Job#	A document number appended automatically when the fax job is received.
	Remote Terminal	The sender's information, in the following priority order: 1. Name registered in Speed Dial number2/22/16(Only when the recipient has a registered Speed Dial number.) 2. Phone number used when all digits are dialed 3. Remote ID 4. Communication mode The Remote ID is the phone number sent by the recipient.
	Start Time	The time at which transmission began. For a fax broadcast, the time at which the first transmission started.
	Dura.	The amount of time that was required from transmission start to end. For a fax broadcast, this is the total transmission time for all recipients.
	Pages	The number of pages sent. The number on the left of the slash (/) is the number of pages sent normally. The number on the right of the slash(/) is the total number of scanned pages. This is left empty for fax broadcasts.
	Mode	The mode used for the transmission. G3, SG3, ECM, *G3, *SG3, *ECM (The asterisks indicate that the transmitted data was converted to monochrome), or blank (no information)
	Contents	The transmission content. Resend (resent fax), Broadcast (fax broadcast), Forward (forwarded fax), or blank (normal transmission)
	Result	The transmission result. Done (normal end), Busy (recipient line was busy or the set number of Redials was exceeded), Auto Resend (Job is set to be resent, and the resending count is within the limit), Cancelled (job was cancelled), Conf. Partner (the destination is unable to receive the job), Send Again (the resending count exceeded the limit), XXX-XXX (communication error) • "Cancelled" indicates that the user cancelled the job. • "XXX-XXX" indicates an error code.
	Total	The total number of pages sent.

Item		Description
Received	No.	The serial number of each incoming fax.
	Job#	A document number appended automatically when the fax job is received.
	Remote Terminal	The sender's information, in the following priority order: 5. Remote ID 6. Communication mode Remote ID is the sender's phone number.
	Start Time	The time at which the incoming fax was received.
	Dura.	The amount of time that was required from transmission start to end.
	Pages	The number of pages received.
	Mode	The mode used for the transmission. G3, SG3, ECM, *G3, *SG3, *ECM (The asterisks indicate that the transmitted data was converted to monochrome), or blank (no information)
	Contents	The transmission content. Polling (incoming Remote Polling), Forward (forwarded fax), [blank] (normal transmission)
	Result	The transmission result. Done (normal end), Print Queue (normally received job is not printed), Deleted (normally received job is deleted before printing), Cancelled (user cancelled the job), Receive Again (reception error), Fwd Wait (job is waiting to be forwarded), Fwd Doing (job is being forwarded), Fwd Done (job is completely forwarded), XXX-XXX (transmission error) • "XXX-XXX" indicates an error code.
	Total	The total number of pages received.

Scan

This chapter describes the print function.

Scanning Procedure

This section describes the basic flow of scan operations including placing document in the device and making advanced settings.

Placing the Document

The following two methods are available to load documents:
- Document feeder
    - Single sheet
    - Multiple sheets
- Document glass
    - Single sheet
    - Bound documents, such as books

Document Feeder

Supported document sizes

You can place the standard size document in the document feeder.

When document is placed in the document feeder, the device detects the document size automatically. The following standard size documents are detected automatically: A3□, B4□, A4□, A4□, B5□, B5□*, A5□, 11 × 17"□, 8.5 × 14"□*, 8.5 × 13"□*, 8.5 × 11"□, 8.5 × 11"□, 8K□, 16K□, and 16K□*.

> Note: The document sizes with an asterisk can be automatically detected depending on the settings. You can select one of the following alternative document sizes. For more information, refer to Original Size Detected on page 176.

> B5 (default) or 16K

8.5 × 14" (default) or 8.5 × 13"

Notes:

- When a document containing pages of different sizes is placed in the device, the device uses the largest document size to scan the document.
- When using 2-sided document placed in the document feeder, make sure to set [2-Sided Scanning] properly. If it is not specified and the scanned orientation needs to be corrected, rotate it on your computer.
- For scanning to an application on the client, the document sizes are not automatically detected. Specify the document size manually.

Selectable document sizes in the scan driver

A3 (297 × 420 mm), A4 (210 × 297 mm), A5 (148 × 210 mm), B4 (257 × 364 mm), B5 (182 × 257 mm), 8.5 × 11", 8.5 × 14", 11 × 17", 7.25 × 10.5", and Custom.

Supported documents types (weights)

Documents with weights from 38–128 g/m^2 (50–128 g/m^2 for 2-Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets

Document Type ( )	Number of Sheets
Lightweight (38–80 g/m^2)	110 sheets
Heavyweight (81–128 g/m^2)	75 sheets

To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

Follow the steps below to place document on the document feeder.

You can place a single or multiple pages of a document.

1. Remove any paper clips or staples from document before placing it in the document feeder.
2. Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2-Sided document) facing up.

3. Align the document guides to each side of the document.
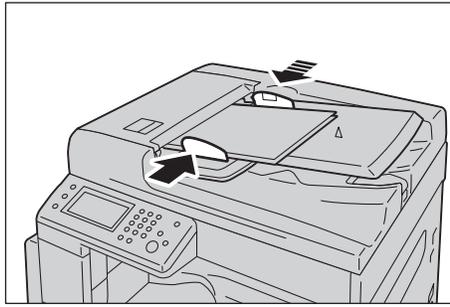
4. Open the document stopper.
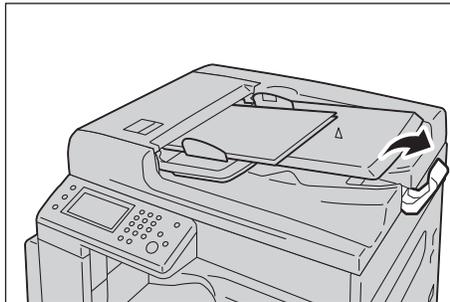
Document Glass

Document sizes supporting automatic detection

The document size is detected automatically when [Original Size] is set to [Auto].

The following document sizes are detected automatically: A3▯, B4▯, A4▯, A4▯, B5▯, B5▯, A5▯, 11 × 17"▯, 8.5 × 11"▯, 8K▯, 16K▯, and 16K▯.

Supported document sizes

You can select one of the following document sizes from [Original Size].

A3▯, B4▯, A4▯, A4▯, B5▯, B5▯, A5▯, 11 × 17"▯, 8.5 × 14"▯, 8.5 × 13"▯, 8.5 × 11"▯, 8.5 × 11"▯, 8K▯, 16K▯, and 16K▯.

Note: When [Original Size] is set to [Auto], an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting [Original Size] from the menu items. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

Selectable document sizes in the scan driver

A3 (297 × 420 mm), A4 (210 × 297 mm), A5 (148 × 210 mm), B4 (257 × 364 mm), B5 (182 × 257 mm), 8.5 × 11", 8.5 × 14", 11 × 17", 7.25 × 10.5", and Custom.

WARNING: Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

Follow the steps below to place document on the document glass.

You can place a single sheet document or bound document such as book on the document glass.

1. Open the document glass cover.
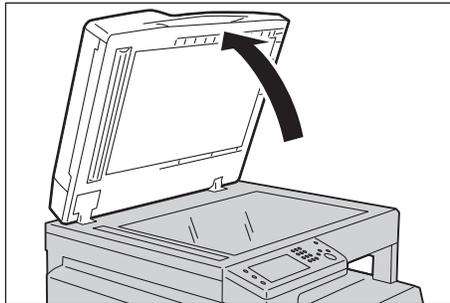
When using the document glass, make sure to close the document glass cover after finishing your scan job.

2. Place the document face down, and align it against the top left corner of the document glass.
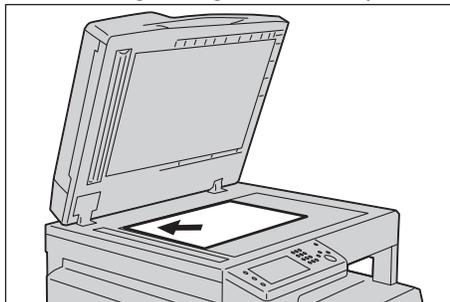
3. Close the document glass cover.
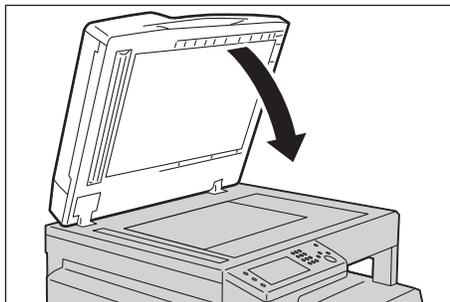
Using the Scan Feature

You can select the scan functions from the following list.

Scan Function	See Page
Scanning to a Computer	Page 128
Using a Scanner on the Network	Page 131
Sending an Email With the Scanned Image	Page 143

Note: The file name of the scanned data appears in the format [YYMMDDHHMMSS.extension]. Here, YY = Year (4 digits), MM = Month (2 digits), DD = Day (2 digits), HH = Hour (2 digits), MM = Minutes (2 digits), and SS = Seconds (2 digits).

Scanning to a Computer

This section describes how to scan document to a computer.

Scanning From the Control Panel - WSD Scan

If the device is connected to a computer via network using WSD (Web Services on Devices), you can use the WSD Scan function to send scanned images to a computer.

The following procedure uses Windows 7 as an example.

Notes:
- To use WSD Scan, you need to setup connection using WSD.
- WSD[*] is supported only on Windows Vista®, Windows 7, and Windows 8.

Printer Setup for WSD Scan

Setup the device and computer for connection using WSD.

Checking the Printer Setting

To use the WSD Scan function, [WSD Scan] needs to be set to [Enable]. For more information, refer to Protocols on page 162.

Setting Up the Computer

Note: For Windows 8, the computer automatically connects the device using WSD. There is no need to install the device manually.

For Windows 7:
1. Click [Start] > [Computer] > [Network].

2. Right-click the icon for the device, and then click [Install].

The device is connected using WSD.

For Windows Vista:

1. Click [Start] > [Network].
2. Right-click the icon for the device, and then click [Install].
3. Click [Continue].

The device is connected using WSD.

Procedures for WSD Scan

1. Place document in the device.
2. Press the <Services Home> button.
3. Select [Scan to].
4. Select [WSD].
5. Select [▾] until the desired computer you want to send the scan job to appears, and then select that computer.
6. Select [Event], and specify the type of scan such as [Scan] and [Scan To Email].
7. Press the <Start> button to begin sending the scanned file.

Scanning Using the TWAIN Driver

The device supports the TWAIN driver for scanning images. The following procedure uses Windows 7 as an example. The procedure differs depending on the OS and Microsoft Office version.

Note: Ensure that the device is connected to the computer via the USB cable.

The following procedure to scan an image uses Clip Organizer as an example.

1. Place document in the device.
2. Click [Start] > [All Programs] > [Microsoft Office] > [Microsoft Office 2010 Tools] > [Microsoft Clip Organizer].
3. Click [File] > [Add Clips to Organizer] > [From Scanner or Camera].
4. In the [Insert Picture from Scanner or Camera] dialog box, under [Device], select your device.
5. Click [Custom Insert].

6. Select your scanning preferences and click [Preview] to display the preview image.

   Notes:
   - [Preview] is grayed out and disabled when you select [Document Feeder] from [Scan from].
   - The illustration may vary for different operating systems.
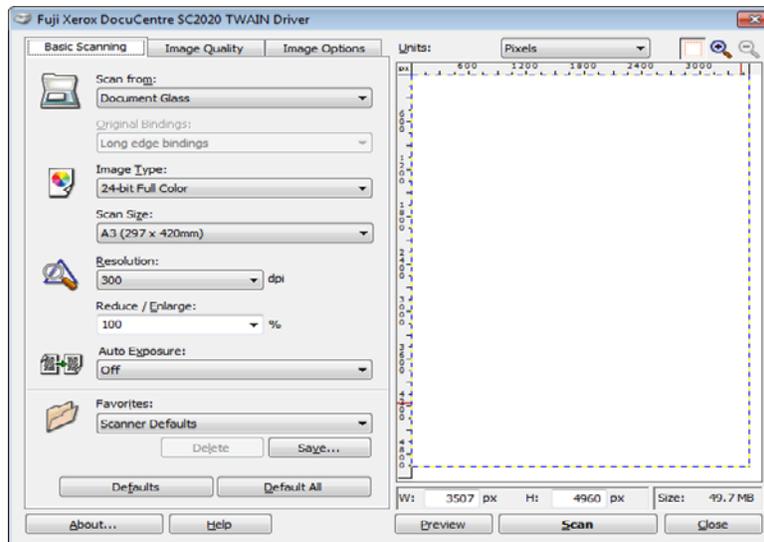
7. Select the desired properties from the [Image Quality] and [Image Options] tabs.
8. Click [Scan] to start scanning.

The scanned image file is generated.

Scanning Using the WIA Driver

The device also supports the WIA (Windows Image Acquisition) driver for scanning images. WIA is one of the standard components in Windows operating systems and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan an image and easily manipulate those images without using additional software.

   Notes:
   - Ensure that the device is connected to the computer via the USB cable.
   - The WIA (Windows Image Acquisition) driver is supported only on Windows.

To Scan an Image From the Drawing Software

1. Place document in the device.
2. Start the drawing software, such as Paint for Windows.

   Notes:
   - When you use Windows Vista, use Windows Photo Gallery instead of Paint.
   - When using applications that use WIA 2.0, such as [Windows Fax and Scan] on Windows Vista, Windows 7, Windows 8, and Windows 10, the [Feeder (Scan both sides)] option can be selected for 2-sided scanning.

3. Click [Paint] > [From scanner or camera] (Click [File] > [From Scanner or Camera] for Windows Server 2008 and Windows Vista.

   The [Scan using FX DocuCentre SC2020 (WIA - USB)] window appears..
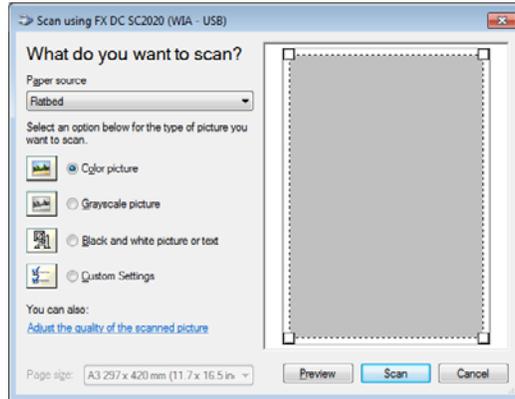
   Note: The illustration may vary for different operating systems

4. Select [Document Feeder] or [Flatbed] in [Paper source].

   Note: Select [Document Feeder] when you want to scan the document loaded in the document feeder. Select [Flatbed] when you want to scan the document loaded on the document glass.

5. Select your scanning preferences and click [Adjust the quality of the scanned picture] to display the [Advanced Properties] dialog box.

6. Select the desired properties including brightness and contrast, and then click [OK].

7. Click [Scan] to start scanning.

8. Click [Save] from the [Paint] menu.

9. Enter a picture name, and select a file format and destination to save the picture.

Using a Scanner on the Network

This section describes how to use a scanner on the network.

   Note: This feature does not require a network scan driver.

Overview

The Scan to Server/Computer feature allows you to scan documents and send the scanned document to a network computer via the FTP or SMB protocol.
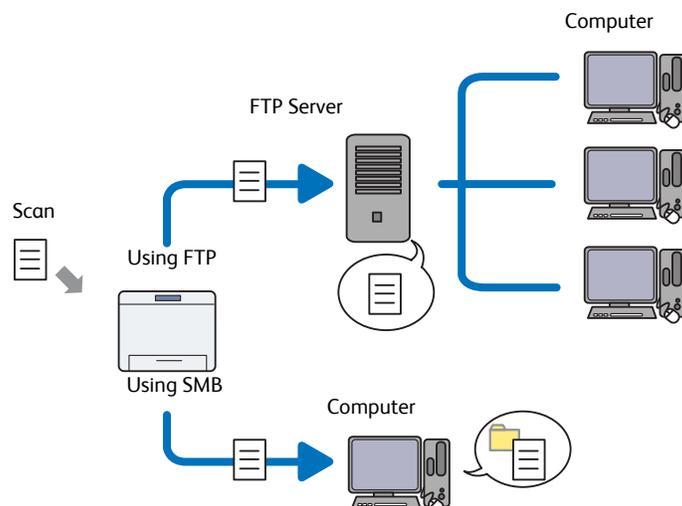
You can select the kind of server and specify a destination to store the scanned document with the CentreWare Internet Services or Address Book Editor.

The following items are required to use the Scan to Server/Computer feature.

- Using SMB

  To transfer data via SMB, your computer must run on one of the following operating systems that includes folder sharing.

  – For Mac OS X, a shared user account is required.
  – Mac OS X 10.6–11
  – Windows Server 2008
  – Windows Server 2008 R2
  – Windows Server 2012
  – Windows Server 2012 R2
  – Windows Vista
  – Windows 7
  – Windows 8
  – Windows 10

- Using FTP

  To transfer data via FTP, one of the following FTP servers and an account to the FTP server (login name and password) are required.

  – Windows Vista
  – FTP service of Microsoft Internet Information Services 5.1
  – FTP service of Microsoft Internet Information Services 6.0
  – Windows Vista, Windows Server 2008
  – FTP service of Microsoft Internet Information Services 7.0

- – Windows 7, Windows Server 2008 R2
- – FTP service of Microsoft Internet Information Services 7.5
- – Windows 8, Windows Server 2012
- – FTP service of Microsoft Internet Information Services 8.0
- – Windows 8.1, Windows Server 2012 R2
- – FTP service of Microsoft Internet Information Services 10
- – Windows 10
- – Mac OS X 10.6–10.11
- – FTP service of Mac OS X

For information on how to configure the FTP service, contact your system administrator.

Follow the procedure below to use the Scan to Server/Computer feature.

For SMB:

Step	Procedure	See Page
1	Setting a Login Name and a Password (SMB Only)	Page 133
2	Creating a Shared Folder (SMB Only)	Page 134
3	Setting a Destination Using an Address Book	Page 135
4	Sending the Scanned File on the Network	Page 141

For FTP:

Step	Procedure	See Page
1	Setting a Destination Using an Address Book	Page 135
2	Sending the Scanned File on the Network	Page 141

Setting a Login Name and a Password (SMB Only)

The Scan to Computer/Server feature requires a user login account with a valid and non-empty password for authentication. Confirm a login user name and password.

If you do not use a password for your user login, you need to create a password on your User Login Account. The following uses Windows 7 as an example. The procedure differs depending on the OS.

1. Click [Start] > [Control Panel].
2. Click [User Accounts and Family Safety].
3. Click [User Accounts].
4. Click [Create a password for your account] and add in a password for your user login account.

Creating a Shared Folder (SMB Only)

Share a folder to store the scanned document using the following procedure.

The following uses Windows 7 as an example. The procedure differs depending on the OS.

1. Create a folder in the desired directory on your computer (Example of folder name: MyShare).
2. Right-click the folder, and then select [Properties].
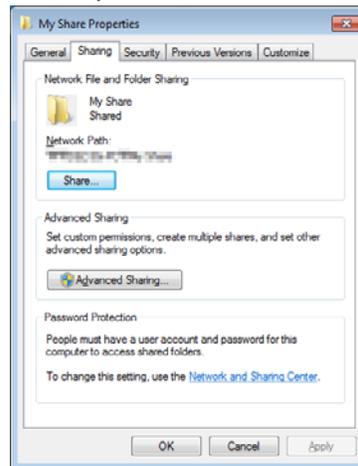
3. Click the [Sharing] tab, and then click [Advanced Sharing].

    For Windows Vista, when the [User Account Control] dialog box appears, click [Continue].
4. Select the [Share this folder] check box.
5. Enter a shared name in the [Share name] box.

    Note: Write down this shared name because you will use this name in the next setting procedure
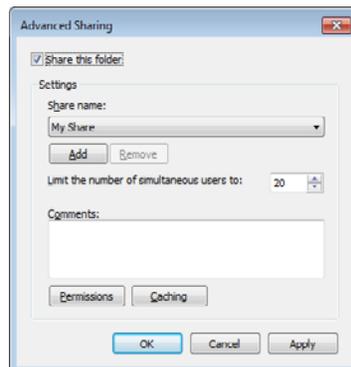
6. Click [Add].

7. Search user login name by clicking [Advanced], or enter the user login name in the [Enter the object names to select] box and click [Check Names] to confirm (Example of user login name: MySelf).

8. Click [OK].
9. Click the user login name that you have just entered. Select the [Full Control] check box. This will grant you permission to send the document into this folder.

   Note: Do not use [Everyone] as the user login name.
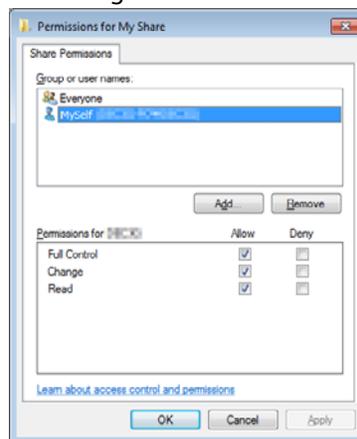
10. Click [OK].
11. Click [OK] to exit the [Advanced Sharing] dialog box.
12. Click [Close].

    Notes:
    - To add sub-folders, create new folders in the shared folder you have created.
    - Example: Folder name: MyShare, Second-level folder name: MyPic, Third-level folder name: John
    - You should now see MyShare\MyPic\John in your directory.

After you created a folder, go to Setting a Destination Using an Address Book on page 135.

Setting a Destination Using an Address Book

You can configure the device settings to use the Scan to Server/Computer feature with the CentreWare Internet Services or Address Book Editor.

The following procedure uses Windows 7 as an example. The procedure differs depending on the OS.

Before beginning to setup a destination, make sure you have the IP addresses you need such as device and computer.

Using CentreWare Internet Services

1. Launch your web browser.
2. Enter the IP address of the device in the address bar, and then press the <Enter> key.

    The device's web page appears.
3. Click the [Address Book] tab.

    If user name and password are required, enter the correct user name and password.

    Note: The default user name is "admin", and the default password is "1111".
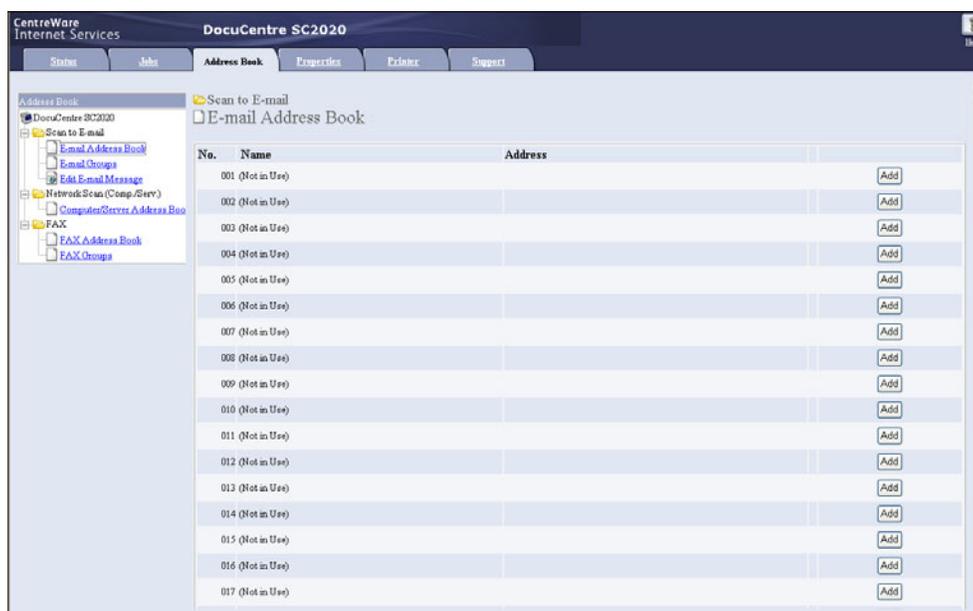
4. Under [Network Scan (Comp./Serv.)], click [Computer/Server Address Book].
5. Select any unused number and click [Add].
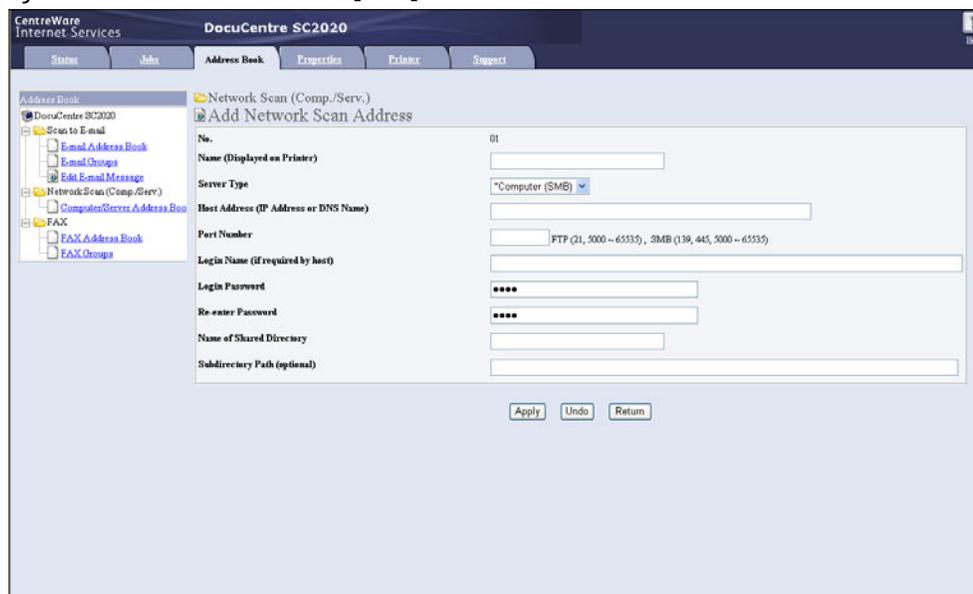
The [Add Network Scan Address] page appears.

To fill in the fields, enter the information as follows:

1	Name (Displayed on Printer)	Enter a friendly name that you want it to appear on the [Computer/Server Address Book].
2	Server Type	Select [Computer (SMB)] if you store the document in a shared folder of your computer. Select [Server (FTP)] if you use an FTP server.
3	Host Address (IP Address or DNS Name)	Enter a server name or IP address of your computer or the FTP server that you have shared out. The following are examples: • For [Computer (SMB)]: • Server name: myhost • IP address: 192.168.1.100 • For [Server (FTP)]: • Server name: myhost.example.com • (myhost: host name, example.com: domain name) • IP address: 192.168.1.100
4	Port Number	Enter the port number. If you are unsure, you can enter the default value of 139 for SMB and 21 for FTP.
5	Login Name (if required by host)	Enter the user account name that has access to the shared folder on your computer or FTP server.
6	Login Password	Enter the password corresponding to the above login name. Note: Empty password is not valid in the Scan to Computer feature. Ensure that you have a valid password for the user login account. (Refer to Setting a Login Name and a Password (SMB Only) on page 133 for details on how to add a password in your user login account.)
7	Re-enter Password	Re-enter your password.

8	Name of Shared Directory	For [Computer (SMB)] only. On the Windows operating system, enter the share name of the folder to store the scanned document on the recipient computer. On the Mac OS X, enter the folder name to store the scanned document on the recipient computer.
9	Subdirectory Path (optional)	For [Computer (SMB)] To store the scanned document in the shared folder directly without creating any subfolder, leave the space blank. To store the scanned document in the folder you created under the shared folder, enter the path as following. Example: Share Folder name: "MyShare", Second-level folder name: "MyPic", Third-level folder name: "John" You should now see "MyShare\Mypic\John" in your directory. 📁　　　MyShare (Share folder) 　└📁　MyPic 　　　└📁　John In this case, enter the following item. Server Path: \MyPic\John For [Server (FTP)] Enter the server path to store the scanned document.
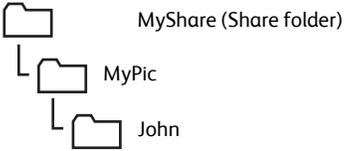
Using Address Book Editor

The following procedure uses Windows 7 as an example.

> Note: If the [Address Book Editor] window appears, go to step 4.

1. Select your printer from the list.
2. Click [OK].

3. Click [Tool] > [New (Printer Address Book)] > [Server].
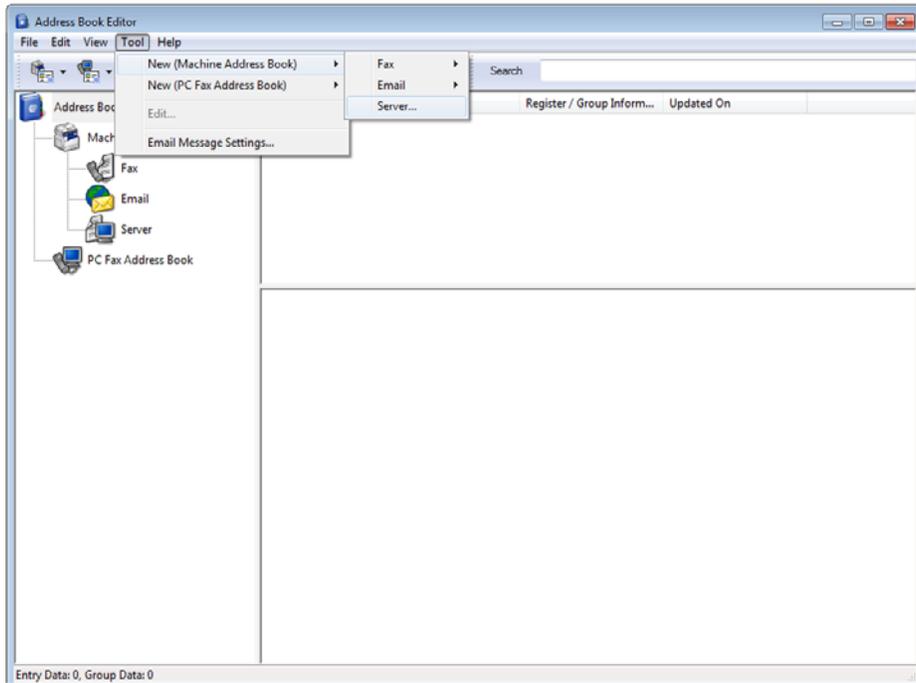
The [Server Address] dialog box appears.
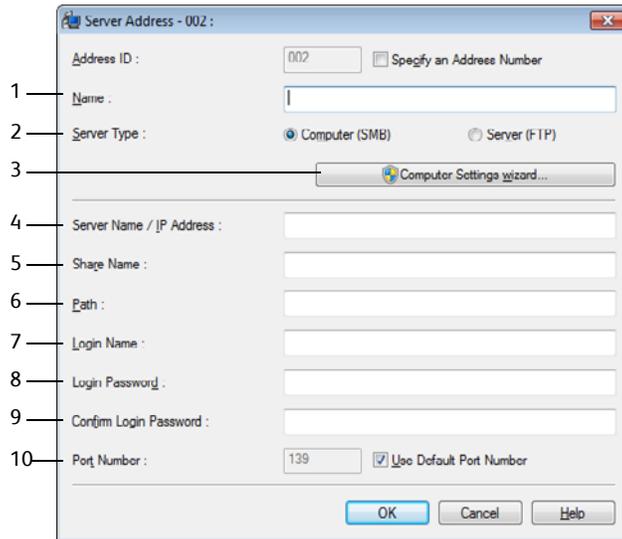
4. To fill in the fields, enter the information as follows:

1	Name	Enter a friendly name that you want it to appear on the address book.
2	Server Type	Select [Computer (SMB)] if you store the document in a shared folder of your computer. Select [Server (FTP)] if you use an FTP server.

3	Computer Settings wizard	Clicking this button opens the wizard screen which guides you through several steps. When you complete the steps in the wizard, the settings for [Server Address] are automatically configured.
4	Server Name/IP Address	Enter a server name or IP address of your computer or the FTP server that you have shared out. The following are examples: • For [Computer (SMB)]: • Server name: myhost • IP address: 192.168.1.100 • For [Server (FTP)]: • Server name: myhost.example.com • (myhost: host name, example.com: domain name) • IP address: 192.168.1.100
5	Share Name	Enter the name of the shared folder on the recipient computer. For SMB only.
6	Path	For [Computer (SMB)] To store the scanned document in the shared folder directly without creating any subfolder, leave the space blank. To store the scanned document in the folder you created under the shared folder, enter the path as following. Example: Share Folder name: "MyShare", Second-level folder name: "MyPic", Third-level folder name: "John" You should now see "MyShare\MyPic\John" in your directory. MyShare (Share folder) MyPic John In this case, enter the following item. Path: \MyPic\John For [Server (FTP)] Enter the path to store the scanned document.
7	Login Name	Enter the user account name that has access to the shared folder on your computer or FTP server.
8	Login Password	Enter the password corresponding to the above login name. Note: Empty password is not valid in the Scan to Computer feature. Ensure that you have a valid password for the user login account. (Refer to Setting a Login Name and a Password (SMB Only) on page 133 for details on how to add a password in your user login account).
9	Confirm Login Password	Re-enter your password.

10	Port Number	Enter the port number. If you are unsure, you can enter the default value of 139 for SMB and 21 for FTP.

After you configured settings, go to Sending the Scanned File on the Network on page 141.

Sending the Scanned File on the Network

1. Place document in the device.
2. Press the <Services Home> button.
3. Select [Scan to].
4. Select [Network].
5. Select [▾] until the desired address appears and then select that address.
6. Select [OK].
7. Specify scan options such as [Output Color], [Resolution], [2-Sided Scanning], and [File Format] on the [Scan to Network], [Quality] and [Options] tabs. For more information, refer to File Format on page 198.
8. Press the <Start> button to begin sending the scanned file.

Sending an Email With the Scanned Image

To send an Email attached with the scanned image from the device, follow the steps below:

- Setup the Email address book through CentreWare Internet Services. For more information, refer to Registering a New Email Address on page 142.

EMail Settings

1. From CentreWare Internet Services, click [Properties].

2. Click [Email].
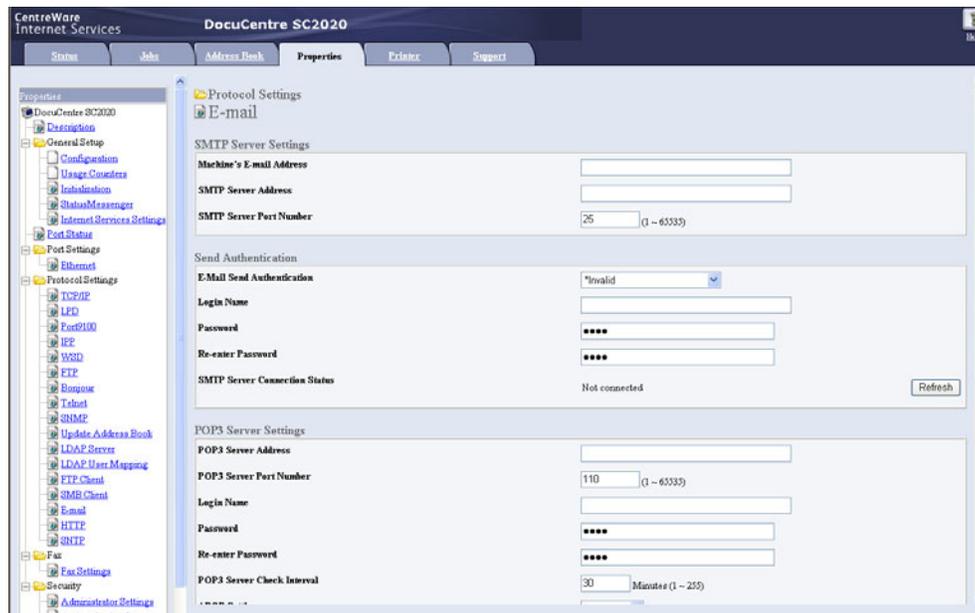
3. Specify the settings for Email as follows:

[SMTP Server Address]: Enter the IP address of the Email server.

[EMail Send Authentication]: Specify [Invalid] to enable the Email server.

Note: If an error message including 016–506 or 016–764 is displayed, contact your server administrator for the settings for [Email Send Authentication].

4. Click [Apply].

Registering a New Email Address

The following procedure uses Windows 7 as an example.

1. Launch your web browser.

2. Enter the IP address of the device in the address bar, and then press the <Enter> key.

The device web page appears.

Note: For information on how to check the IP address of the device, refer to Checking the Device IP Address on page 230.

3. Click the [Address Book] tab.

If user name and password are required, enter the correct user name and password.

Note: The default user name is "admin", and the default password is "1111".
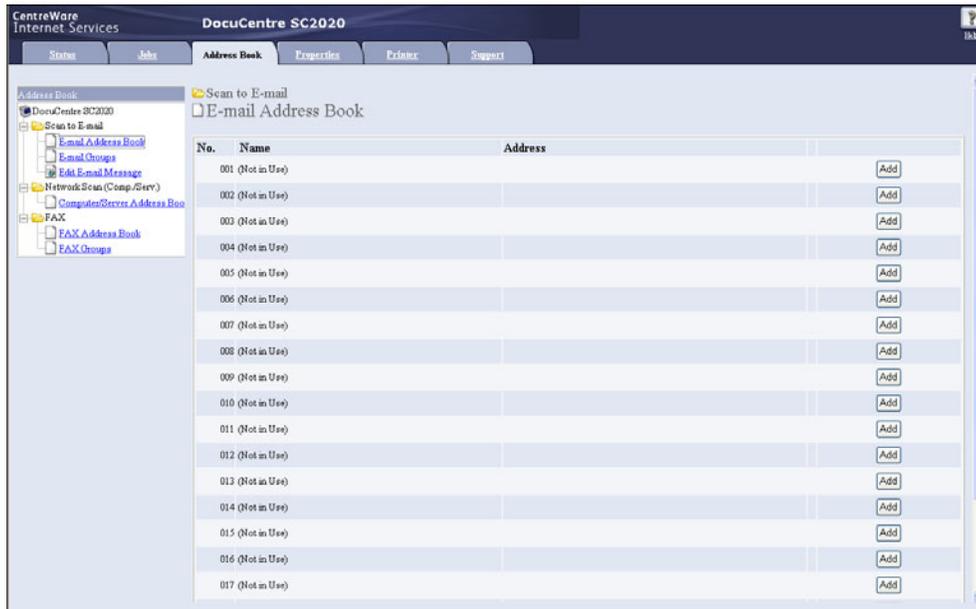
4. Click [Email Address Book].

5. Select any unused number and click [Add].

   The [Add Email Address] page appears.

6. Enter a name in the [Name] field and Email address in the [Email Address] field.
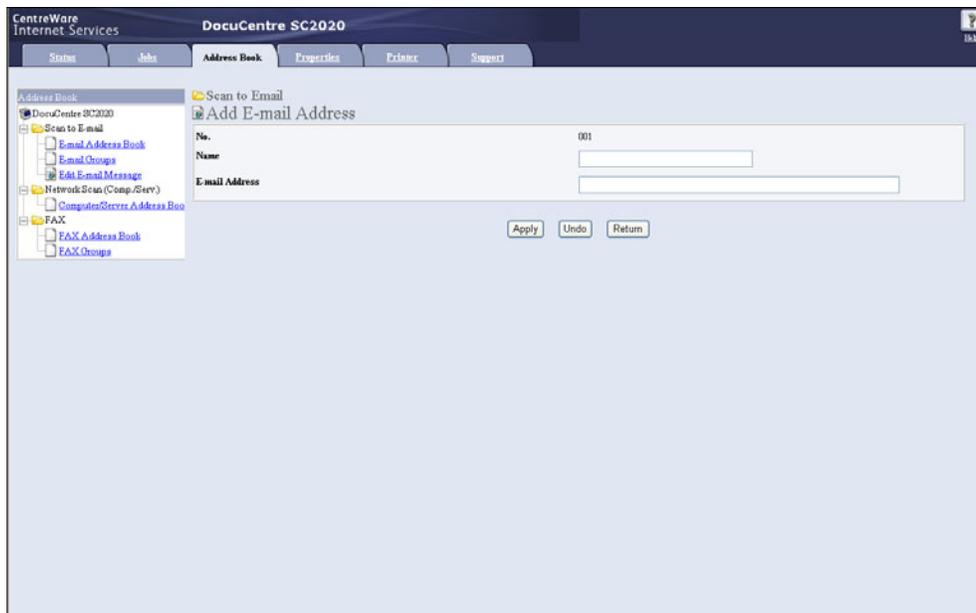
7. Click the [Apply] button.

Sending an Email With the Scanned File

1. Place document in the device.

2. Press the <Services Home> button.

3. Select [Email].

4. Specify a recipient from the following, and then select [OK]:

   [New Recipient]: Enter an email address directly.

   [Address Book]: Select from the following types of address books:

- [Device Address Book - Individuals]: Select an email address registered in the address book.
- [Device Address Book - Groups]: Select a group of emails registered in the address book.
- [Search Network Address Book]: Search an email address from the LDAP server address book.

   Select the recipient you specified from the [New Recipient] to remove or edit the recipient.

   Select the recipient you specified from the [Address Book] to remove or see details of the recipient. You can also change the email to Bcc.

5. Specify scan options such as [Output Color], [Resolution], [2-Sided Scanning], and [File Format] on the [Quality] and [Options] tabs. For more information, refer to File Format on page 198.

   Notes:

   - Users need to be registered in the Email address book before you can select [Address Book] on the control panel.
   - If you are using the LDAP server address book, [Email Server Address Book] must be set to [On]. For more information, refer to Email Server Address Book on page 179.

6. Press the <Start> button to send email.

Operations during Scanning

While the device is scanning document, you can cancel the currently executing job, and check or cancel the pending jobs.

Canceling the Current Scan Job

To cancel the currently scanning job:

On the device

Press the <Stop> button.
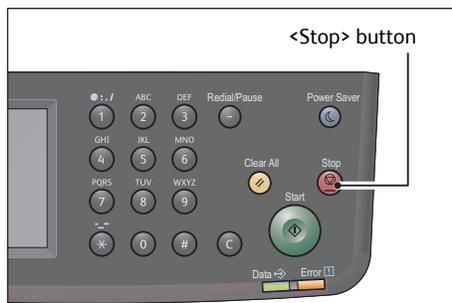
On the computer

Select [Delete] on the screen that appears while scanning.

Checking Job Status

To check the status of the currently executing or the previously scanned job:

Notes:

- You can cancel the currently executing scan job.
- For more information on operation in job screen, refer to Canceling the Current Job on page 235.

1. Press the <Job Status> button.
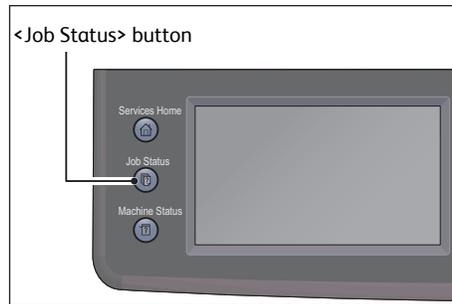
2. Check the job status.

Advanced Scanner Settings

This section describes the advanced functions available for Scan feature.

For more information on the setting values, refer to Scan Defaults on page 198.

Scan to Email

Tab	Setting Item	Purpose	See2/22/16Page:
Quality	Output Color	To select the mode for color or black and white scanning.	Page 199
	Resolution	To adjust the resolution of the scanned image.	Page 199
	Lighten/Darken	To adjust the contrast to make the scanned image lighter or darker than the original.	Page 201
	Sharpness	To adjust the sharpness to make the scanned image sharper or softer than the original.	Page 201
	Contrast	To adjust the amount of colors to make the contrast of colors darker or lighter than the original.	Page 201
	Auto Background Suppression	To suppress the background of the original to enhance text on the scanned image.	Page 202

Tab	Setting Item	Purpose	See2/22/16Page:
Options	2-Sided Scanning	To scan both sides of a sheet of paper.	Page 201
	File Format	To specify the file format.	Page 198
	Original Size	To select the default document size.	Page 199
	Edge Erase	To specify the top and bottom margins of the scanned image.	Page 202
	File Name	To specify the detailed setting for file name.	Page 203

Scan To Network

Tab	Setting Item	Purpose	See2/22/16Page:
Scan To Network	Output Color	To select the mode for color or black and white scanning.	Page 199
	Resolution	To adjust the resolution of the scanned image.	Page 199
	File Format	To specify the file format.	Page 198
	2-Sided Scanning	To scan both sides of a sheet of paper.	Page 201
Quality	Lighten/Darken	To adjust the contrast to make the scanned image lighter or darker than the original.	Page 201
	Sharpness	To adjust the sharpness to make the scanned image sharper or softer than the original.	Page 201
	Contrast	To adjust the amount of colors to make the contrast of colors darker or lighter than the original.	Page 201
	Auto Background Suppression	To suppress the background of the original to enhance text on the scanned image.	Page 202
Options	Original Size	To select the default document size.	Page 199
	Edge Erase	To specify the top and bottom margins of the scanned image.	Page 202
	File Name	To specify the detailed setting for file name.	Page 203
	Create Folder	To specify whether to create a folder when saving scanned images.	Page 203

Note: For more information on defaults that can be changed, and how to change them, refer to Scan Defaults on page 198.

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Print

This chapter describes how to print using the print driver.

Major Print Driver Functions

This section describes the major print driver functions used for printing. The print driver must be installed before use.

Notes:
- For information on how to install the print driver, refer to Installing the Print Driver/Scan Driver on page 39.
- For information on the Print functions, click [Help] in the print driver screen to display the Help Information.
- There are some functions that adding the mounted component information to the print driver from the [Properties] screen under the [Options] tab is required to make the functions available. Any functions not displayed on the screen are not available.
- For information on how to set the option information, refer to Setting the Options Configuration on page 53.

- **Multiple-Up**: Prints a multiple-page document on a single page.
- **2-Sided Print**: Prints on both sides of each page.
- **Poster**: Enlarges one page of print data to the specified size and prints it on multiple pages. Used to create a large poster.
- **Booklet**: 2-Sided printing combined with page collation to enable the creation of booklets with the correct page sequence.
- **Watermark**: Prints 'Confidential' or another preset character string on top of print data.
- **Mixed Document**: Prints documents containing both vertical and horizontal pages, or pages of different sizes.

Printing

This section describes how to print document.

The procedure used to print will vary according to the application you are using. See your application's manual for the specific procedure.

The steps below are the operation used for the [DocuCentre SC2020] print driver screen.

1. Select [Print] from the application's [File] menu.

2. Select [DocuCentre SC2020 PCL 6].

3. If needed, click [Properties] to make advanced settings.
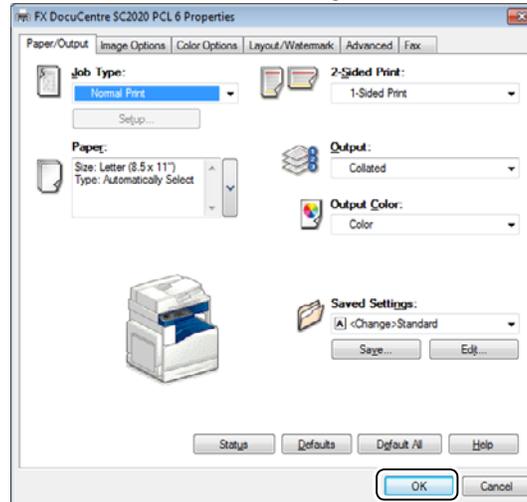
Note: For information on the Print functions, click [Help] in the print driver screen to display the Help Information.

4. Click [OK].

5. Click [OK] in the [Print] dialog box.

Operations during Printing

You can cancel the currently printing job.

Stopping the Print Job

To cancel the currently printing job:

On the device

1. Press the <Stop> button, or select [Delete] on the touch screen.
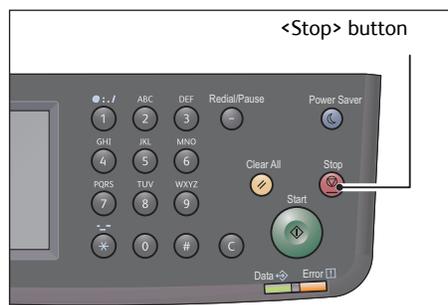
On the computer

1. Double-click the printer icon located on the task bar in the lower right corner of the screen.
2. Select the document name that you desired to cancel, and then press the <Delete> key.

If there is no document displayed on the window, cancel it manually on the device.

Print

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Tools

Each function is set to the factory default (initial) settings, but you can customize these settings to match your operating environment. You can change the settings in [Tools].

> Note: Some settings cannot be displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

This chapter describes the functions you can make settings changes for.

Understanding the Device Menus

When the device is connected to a network and available to a number of users, the access to the [Admin Settings] can be limited. This prevents other users from using the control panel to inadvertently change a user default that has been set by the administrator.

However, you can use your print driver to override user defaults and select settings for individual print jobs.

Report/List

Use the [Report/List] menu to print various types of reports and lists.

> Note: The reports and lists with an asterisk can be printed only when the Fax Kit (optional) is installed.

System Settings

Purpose: To print a list of the current user default values, the installed options, the amount of installed print memory, and the status of device supplies.

Panel Settings

Purpose: To print a detailed list of all the settings on the control panel menus.

PCL Fonts List

Purpose: To print a sample of the available PCL fonts.

Job History

Purpose: To print a detailed list of the print, copy, fax, or scan jobs that have been processed. This list contains the last 20 jobs.

Error History

Purpose: To print a detailed list of paper jams and fatal errors.

Printer Meter

Purpose: To print the reports for the total number of pages printed.

Demo Page

Purpose: To print a page for testing colors.

Protocol Monitor

Purpose: To print a detailed list of monitored protocols.

Fax Address Book[*]

Purpose: To print the list of all fax addresses stored as Fax Address Book information.

Email Address Book

Purpose: To print the list of all email addresses stored as Email Address Book information.

Server Address

Purpose: To print the list of all server addresses stored as Server Address information.

Fax Activity[*]

Purpose: To print the report of faxes you recently received or sent.

Fax Pending[*]

Purpose: To print the list of status of pending faxes.

Billing Meters

Purpose: To check the total number of printed pages (including the number of the pages of the copied documents and received fax documents).

Values:

Meter1	Displays the total number of color prints.
Meter2	Displays the total number of monochrome prints.
Meter3	Displays the total number of large size color prints.
Meter4	Displays the total number of color and monochrome prints (Meter 1 + Meter 2).

Admin Settings

Use the [Admin Settings] menu to configure a variety of device features.

Fax Address Book

Use the [Fax Address Book] menu to configure the individuals and groups settings.

Individuals

Purpose: To store up to 200 frequently dialed numbers in individuals locations.

Groups

Purpose: To create a group of fax destinations and register it under a two-digit dial code. Up to six group dial codes can be registered.

PCL Settings

Use the [PCL Settings] menu to change device settings that only affect jobs using the PCL emulation printer language.

Note: Bold values are the factory default menu settings.

Paper Tray

Purpose: To specify the default paper tray.

Values:

Auto
Tray5 (Bypass)
Tray1
Tray2*

* [Tray2] is available only when the One Tray Module (Optional) is installed.

Output Size

Purpose: To specify the default paper size.

Values:

mm series

☐ A3 (297 x 420 mm)*			
☐ B4 (257 x 364 mm)			
☐ A4 (210 x 297 mm)			
☐ B5 (182 x 257 mm)			
☐ A5 (148 x 210 mm)			
☐ 8K (270 x 390 mm)			
☐ 16K (195 x 270 mm)			
☐ Tabloid (11 x 17")			
☐ Legal (8.5 x 14")			
☐ Folio (8.5 x 13")			
☐ Letter (8.5 x 11")			
Custom Size	Length (x)	297 mm	Specifies the length of the custom size paper.
		98–432 mm	
	Width (y)	210 mm	Specifies the width of the custom size paper.
		89–297 mm	

* The default for [Output Size] varies depending on region-specific factory.

inch series

☐ Tabloid (11 x 17")*
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)

☐ A4 (210 x 297 mm)			
☐ B5 (182 x 257 mm)			
☐ A5 (148 x 210 mm)			
☐ 8K (270 x 390 mm)			
☐ 16K (195 x 270 mm)			
Custom Size	Length (x)	11.7 inch	Specifies the length of the custom size paper.
		3.9–17.0 inches	
	Width (y)	8.3 inch	Specifies the width of the custom size paper.
		3.5–11.7 inches	

* The default for [Output Size] varies depending on region-specific factory.

> Notes:
> - Selecting [Custom Size] for the paper size prompts you to enter a custom length and width.
> - When using a non-standard size envelope, specify the size without the flap in [Custom Size].

Orientation

Purpose: To specify how text and graphics are oriented on the page.

Values:

Portrait	Prints text and graphics parallel to the short edge of the paper.
Landscape	Prints text and graphics parallel to the long edge of the paper.

2-Sided Print

Purpose: To specify whether to print on both sides of a sheet of paper.

Values:

1-Sided		-	Sets the value in increments of 1.
2-Sided	Binding Edge	Long Edge Flip	Prints on both sides of a sheet of paper to be bound by long edge.
		Short Edge Flip	Prints on both sides of a sheet of paper to be bound by short edge.

Font

Purpose: To specify the default font from the fonts registered in the device.

Values:

CG Times	LetterGothic	CourierPS
CG Times It	LetterGothic It	CourierPS Ob
CG Times Bd	LetterGothic Bd	CourierPS Bd
CG Times BdIt	Albertus Md	CourierPS BdOb
Univers Md	Albertus XBd	SymbolPS
Univers MdIt	Clarendon Cd	Palatino Roman
Univers Bd	Coronet	Palatino It
Univers BdIt	Marigold	Palatino Bd
Univers MdCd	Arial	Palatino BdIt
Univers MdCdIt	Arial It	ITCBookman Lt
Univers BdCd	Arial Bd	ITCBookman LtIt
Univers BdCdIt	Arial BdIt	ITCBookmanDm
AntiqueOlv	Times New	ITCBookmanDm It
AntiqueOlv It	Times New It	HelveticaNr
AntiqueOlv Bd	Times New Bd	HelveticaNr Ob
CG Omega	Times New BdIt	HelveticaNr Bd
CG Omega It	Symbol	HelveticaNrBdOb
CG Omega Bd	Wingdings	N C Schbk Roman
CG Omega BdIt	Line Printer	N C Schbk It
GaramondAntiqua	Times Roman	N C Schbk Bd
Garamond Krsv	Times It	N C Schbk BdIt
Garamond Hlb	Times Bd	ITC A G Go Bk
GaramondKrsvHlb	Times BdIt	ITC A G Go BkOb
Courier	Helvetica	ITC A G Go Dm
Courier It	Helvetica Ob	ITC A G Go DmOb
Courier Bd	Helvetica Bd	ZapfC MdIt
Courier BdIt	Helvetica BdOb	ZapfDingbats

Symbol Set

Purpose: To specify a symbol set for a specified font.

Values:

ROMAN-8	WIN L1	ISO-6
ISO L1	WIN L2	ISO-11
ISO L2	WIN L5	ISO-15
ISO L5	DESKTOP	ISO-17
ISO L6	PS TEXT	ISO-21
PC-8	MC TEXT	ISO-60
PC-8 DN	MS PUB	ISO-69
PC-775	MATH-8	WIN 3.0
PC-850	PS MATH	WINBALT
PC-852	PI FONT	SYMBOL
PC-1004	LEGAL	WINGDINGS
PC-8 TK	ISO-4	DNGBTSMS

Font Size

Purpose: To specify the font size for scalable typographic fonts, within the range of 4.00 to 50.00. The default is 12.00.

Font size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch.

Note: The [Font Size] menu is only displayed for typographic fonts.

Font Pitch

Purpose: To specify the font pitch for scalable mono spaced fonts, within the range of 6.00 to 24.00. The default is 10.00.

Font pitch refers to the number of fixed-space characters in a horizontal inch of type. For nonscheduled mono spaced fonts, the pitch is displayed, but cannot be changed.

Note: The [Font Pitch] menu is only displayed for fixed or mono spaced fonts.

Form Line

Purpose: To set the number of lines in a page.

Values:

64* (mm series)/ 60* (inch series)	Sets the value in increments of 1.
5–128	

Denotes region-specific factory default values.

The device sets the amount of space between each line (vertical line spacing) based on the [Form Line] and [Orientation] menu items. Select the correct [Form Line] and [Orientation] before changing [Form Line].

For more information, refer to

Quantity

Purpose: To set the default print quantity, within the range of 1 to 999. The default is 1. (Set the number of copies required for a specific job from the print driver. Values selected from the print driver always override values selected from the control panel.)

Image Enhance

Purpose: To specify whether to enable the Image Enhance feature, which makes the boundary line between black and white smoother to decrease jagged edges and enhance the visual appearance.

Values:

Off	Disables the Image Enhance feature.
On	Enables the Image Enhance feature.

Hex Dump

Purpose: To help isolate the source of a print job problem. With [Hex Dump] selected, all data sent to the device is printed in hexadecimal and character representation. Control codes are not executed.

Values:

Disable	Disables the Hex Dump feature.
Enable	Enables the Hex Dump feature.

Draft Mode

Purpose: To save toner by printing in the draft mode. The print quality is reduced when you print in the draft mode.

Values:

Disable	Does not print in the draft mode.
Enable	Prints in the draft mode.

Line Termination

Purpose: To add the line termination commands.

Values:

Off	The line termination command is not added. CR=CR, LF=LF, FF=FF
Add-LF	The LF command is added. CR=CR-LF, LF=LF, FF=FF
Add-CR	The CR command is added. CR=CR, LF=CR-LF, FF=CR-FF
CR-XX	The CR and LF commands are added. CR=CR-LF, LF=CR-LF, FF=CR-FF

Output Color

Purpose: To specify the color mode to Color or Black and White. This setting is used for a print job that does not specify a print mode.

Values:

Black and White	Prints in the black and white mode.
Color	Prints in the color mode.

Ignore Form Feed

Purpose: To specify whether to ignore blank pages that only contain Form Feed control codes.

Values:

Off	Disables the Ignore Form Feed feature.
On	Enables the Ignore Form Feed feature.

Network Setup

Use the [Network Setup] menu to change the device settings affecting jobs sent to the device through the network.

Note: Bold values are the factory default menu settings.

Ethernet

Purpose: To confirm or specify network settings.

IP Mode

Purpose: To configure the IP mode.

Values:

Dual Stack	Uses both IPv4 and IPv6 to set the IP address.
IPv4 Mode	Uses IPv4 to set the IP address.
IPv6 Mode	Uses IPv6 to set the IP address.

TCP/IP

Purpose: To configure TCP/IP settings.

Values:

Get IP Address	DHCP/AutoIP	Sets the IP address automatically. A random value in the range of "169.254.1.0" to "169.254.254.255" that is not currently in use on the network is set as the IP address. The subnet mask is set as "255.255.0.0".
	BOOTP	Sets the IP address using BOOTP.
	RARP	Sets the IP address using RARP.
	DHCP	Sets the IP address using DHCP.
	Panel	Use this option when you want to set the IP address manually on the control panel.
IP Address		When an IP address is being set manually, the IP is allocated to the device using the format "nnn.nnn.nnn.nnn". Each octet that makes up "nnn.nnn.nnn.nnn" is a value in the range of "0" to "254". "127" and any value in the range of "224" to "254" cannot be specified for the first octet of a gateway address.

Subnet Mask	When an IP address is being set manually, the subnet mask is specified using the format "nnn.nnn.nnn.nnn". Each octet that makes up "nnn.nnn.nnn.nnn" is a value in the range of "0" to "255". "255.255.255.255" cannot be specified as the subnet mask.
Gateway Address	When an IP address is being set manually, the gateway address is specified using the format "nnn.nnn.nnn.nnn". Each octet that makes up "nnn.nnn.nnn.nnn" is a value in the range of "0" to "254. "127" and any value in the range of "224" to "254" cannot be specified for the first octet of a gateway address.

IPsec

Note: IPsec feature is available only when IPsec is enabled on CentreWare Internet Services.

Purpose: Disables IPsec.

Value:

Disable	Disables IPsec.

Connection Speed

Note: Connection Speed feature is available only when the device is connected using the network.

Purpose: To specify the communication speed and the duplex settings of Ethernet. The change becomes effective after the device is turned off and then on again.

Values:

Auto	Detects the Ethernet settings automatically.
10BASE-T Half	Uses 10BASE-T Half-duplex.
10BASE-T Full	Uses 10BASE-T Full-duplex.
100BASE-TX Half	Uses 100BASE-TX Half-duplex.
100BASE-TX Full	Uses 100BASE-TX Full-duplex.

Protocols

Purpose: To enable or disable each protocol. The change becomes effective after the device is turned off and then on again.

Values:

LPD	Disable	Disables the Line Printer Daemon (LPD) port.
	Enable	Enables the LPD port.
Port9100	Disable	Disables the Port9100 port.
	Enable	Enables the Port9100 port.
FTP	Disable	Disables FTP port.
	Enable	Enables FTP port.
IPP	Disable	Disables IPP port.
	Enable	Enables IPP port.
WSD Print	Disable	Disables WSD print.
	Enable	Enables WSD print.
WSD Scan	Disable	Disables WSD scan.
	Enable	Enables WSD scan.
SNMP UDP	Disable	Disables the Simple Network Management Protocol (SNMP) UDP port.
	Enable	Enables the SNMP UDP port.
StatusMessenger	Disable	Disables the Status Messenger feature.
	Enable	Enables the Status Messenger feature.
InternetServices	Disable	Disables an access to CentreWare Internet Services embedded in the device.
	Enable	Enables an access to CentreWare Internet Services embedded in the device.
Bonjour (mDNS)	Disable	Disables Bonjour (mDNS).
	Enable	Enables Bonjour (mDNS).
Telnet	**Disable**	Disables Telnet.
	Enable	Enables Telnet.
Update Address Book	Disable	Disables Update Address Book.
	Enable	Enables Update Address Book.
HTTP-SSL/TLS[*]	**Disable**	Disables HTTP-SSL/TLS.
	Enable	Enables HTTP-SSL/TLS.

Note: [HTTP-SSL/TLS] is available only when a certificate is created using CentreWare Internet Services. For information on creating a certificate, refer to the online Help of CentreWare Internet

Services.

Advanced Settings

Purpose: To specify advanced network settings.

IP Filter

Note: IP Filter feature is available only when [Protocols] is set to [LPD] or [Port9100].

Purpose: To block data received from certain IP addresses through the network. You can set up to five IP addresses. The change becomes effective after the device is turned off and then on again.

Values:

n (n is 1–5)	IP Address		Sets the IP address for Filter n.
	Subnet Mask		Sets the address mask for Filter n.
	Mode	Not Active	Disables the IP Filter feature for Filter n.
		Accept	Accepts an access from the specified IP address.
		Reject	Rejects an access from the specified IP address.

802.1x

Note: 802.1x feature is available only when the device is connected using LAN cable and the 802.1x authentication is enabled using CentreWare Internet Services. For information on setting 802.1x, refer to the online Help of the CentreWare Internet Services.

Purpose: To disable 802.1x authentication. The change becomes effective after the device is turned off and then on again.

Values:

Disable	Disables 802.1x.

Reset Network Setup

Purpose: To initialize network data stored in non-volatile memory (NVM). After executing this function and rebooting the device, all network settings are reset to their default values.

Values:

Reset	Initializes the network data stored in NVM.

Delete All Certificates

Purpose: To delete all certificates.

Fax Settings

Use the Fax Settings menu to configure the basic fax settings.

> Note: Bold values are the factory default menu settings.

Fax Line Settings

Purpose: To configure basic settings for the fax line.

Fax Number

Purpose: To set the fax number of the device, which will be printed on the header of a fax message.

Region

Purpose: To select the region where the device is used.

Values:

Unknown
Australia
China
Hong Kong
Indonesia
Malaysia
New Zealand
Philippines
Singapore
South Korea
Thailand
Vietnam

Company Name

Purpose: To set the sender name to be printed on the header on faxes.

Line Type

Purpose: To select the default line type.

Values:

PSTN	Uses PSTN.
PBX	Uses PBX.

Line Monitor

Purpose: To set the volume of the line monitor, which audibly monitors a transmission through the internal speaker until a connection is made.

Values:

Off	Turns off the volume of the line monitor.
Min	Sets the volume of the line monitor to minimum.
Middle	Sets the volume of the line monitor to middle.
Max	Sets the volume of the line monitor to maximum.

- **DRPD Pattern**

Purpose: To provide a separate number for faxing with a distinctive ring pattern.

Values:

Pattern1–7	DRPD is a service provided by some telephone companies. DRPD patterns are specified by your telephone company. The patterns provided with the device are shown below:
	Pattern1 Pattern2 Pattern3 Pattern4 Pattern5 Pattern6 Pattern7
	Ask your telephone company which pattern you need to select to use this service. For example, Pattern7 is the New Zealand FaxAbility distinctive ringing pattern: rings for 400 ms, stops for 800 ms, rings for 400 ms and stops for 1400 ms. This pattern is repeated over and over again. This device only responds to Distinctive Alert cadence(s) DA4 in New Zealand.

Extel Hook Threshold

Purpose: To select the external telephone hook detection threshold for the condition in which a telephone line is not being used.

Values:

Lower	Sets the external telephone hook detection threshold to Lower.
Normal	Sets the external telephone hook detection threshold to Normal.
Higher	Sets the external telephone hook detection threshold to Higher.

Incoming Defaults

Purpose: To configure settings for incoming fax.

Receive Mode

Purpose: To select the default fax receiving mode.

Values:

TEL Mode	Automatic fax reception is turned off. You can receive a fax by picking up the handset of the external phone and then pressing the remote receive code, or by selecting [Manual Receive] in [OnHook] to [On] (you can hear voice or fax tones from the remote device) and then pressing the <Start> button. For more information on [Manual Receive], refer to Receiving a Fax Manually in the TEL Mode on page 114.
Fax Mode	Automatically receives faxes.
TEL/FAX Mode	When the device receives an incoming fax, the external telephone rings for the time specified in [Auto Answer TEL/FAX], and then the device automatically receives a fax. If an incoming call is not a fax, the device beeps from the internal speaker indicating that the call is a telephone call.
Ans/FAX Mode	This mode is used when this device shares a telephone line with an answering device for example. This device monitors fax signals and receives faxes, if a fax reception sound is detected. If the phone communication in your region is serial, this mode is not supported.
DRPD Mode	Before using the Distinctive Ring Pattern Detection (DRPD) option, a distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.

Ring Tone Volume

Purpose: To set the volume of the ring tone, which indicates that an incoming call is a telephone call through the internal speaker when [Receive Mode] is set to [TEL/FAX Mode].

Values:

Off	Turns off the volume of the ring tone.
Min	Sets the volume of the ring tone to minimum.
Middle	Sets the volume of the ring tone to middle.
Max	Sets the volume of the ring tone to maximum.

Auto Answer Setup

Purpose: To configure settings for automatic fax reception.

Values:

Auto Answer Fax	0	Sets the interval at which the device goes into the fax receive mode after receiving an incoming call. The value is set in increments of 1 second.
	0–255	
Auto Answer TEL/FAX	6	Sets the interval at which the device goes into the fax receive mode after the external telephone receives an incoming call. The value is set in increments of 1 second.
	0–255	
Auto Answer Ans/FAX	21	Sets the interval at which the device goes into the fax receive mode after the external answering device receives an incoming call. The value is set in increments of 1 second.
	0–255	

Junk Fax Filter

Purpose: To reject unwanted faxes by accepting faxes only from the fax numbers registered in the Fax Address Book.

Values:

| Off | Does not reject faxes sent from unwanted numbers. |
| On | Rejects faxes sent from unwanted numbers. |

Secure Receive

Note: Secure Receive feature is available only when [Panel Lock Set] is set to [Enable].

Purpose: To specify whether to require a passcode to receive faxes, and to set or change the passcode.

Values:

Secure Receive Set	Disable	Does not require a passcode to receive faxes.
	Enable	Requires a passcode to receive faxes.
Change Passcode*	0000–9999	Sets or changes the passcode required to receive faxes.

* This item is available only when [Secure Receive Set] is set to [Enable].

Forward Settings

- The [Print and Email] feature is available only when Email information and Forwarding Email Address are registered. For information on Email, refer to EMail Settings on page 141 and information on Forwarding Email Address, refer to the online Help of CentreWare Internet Services.
- The [Forward to Server] and [Print and Forward to Server] features are available only when information about shared folders and servers are registered in Forward to Server Settings. For more information on shared folders on servers, refer to Using a Scanner on the Network on page 131. For more information on Forward to Server Settings, refer to the online Help of CentreWare Internet Services.

Purpose: To set whether to forward incoming faxes to a specified destination.

Values:

Off		Does not forward incoming faxes.
Forward		Forwards incoming faxes to a specified destination. Prints incoming faxes if an error occurs during the transfer.
Print and Forward	-	Prints incoming faxes and also forwards them to a specified destination.
	Forwarding Number	Specifies the fax number of the destination to which incoming faxes will be forwarded.
Print and Email		Prints incoming faxes and also forward them to a specified email address.
Forward to Server		Forwards incoming faxes to a specified server.
Print and Forward to Server		Prints incoming faxes and also forwards them to a specified server.

Receive Size

Purpose: To restrict the paper size incoming faxes are printed.

Values:

Auto	The device prints incoming faxes by selecting the tray containing the paper of the correct size.
A4	The device restricts incoming faxes to A4 size (210 mm width).
A4/B4	The device restricts incoming faxes to A4 size (210 mm width) and B4 size (257 mm width).
A4/B4/A3	The device restricts incoming faxes to A4 size (210 mm width), B4 size (257 mm width), and A3 size (297 mm width).

2-Sided Print

Purpose: To set the 2-sided printing for fax.

Values:

Off	Does not perform 2-sided printing.
On	Performs 2-sided printing.

Remote Receive

Purpose: To receive a fax by pressing a remote receive code on the external telephone after picking up the handset of the telephone.

Values:

Off		Does not receive a fax by pressing a remote receive code on the external telephone.
On	-	Receives a fax by pressing a remote receive code on the external telephone.
	Remote Receive Tone	Specifies the tone in two digits to start Remote Receive.

Discard Size

Purpose: To set the device to discard images or any text at the bottom of a fax page when the entire page does not fit the output paper.

Values:

Off	Prints excess images or text at the bottom of a fax page without discarding it.
On	Discards any excess images or text.
Auto Reduction	Automatically reduces a fax page to fit it onto the appropriate paper size.

Transmission Defaults

Purpose: To configure settings for transmitting fax.

Auto Redial Setup

Purpose: To configure settings for automatic redial.

Values:

Number of Redial	3	Sets the number of redial attempts to make when the destination fax number is busy. If you enter 0, the device will not redial. The value is set in increments of 1.
	0–9	
Redial Interval	1	Sets the interval between redial attempts. The value is set in increments of 1 minute.
	1–15	
Interval Timer	8	Sets the interval between re-send attempts. The value is set in increments of 1 second.
	3–255	

Dial Type

Purpose: To select the dialing type.

Values:

PB	Uses tone dialing.
DP (10PPS)	Sets DP (10PPS) (Dial Pulse, 10 Pulse Per Second) as the dial type.
DP (20PPS)	Sets DP (20PPS) (Dial Pulse, 20 Pulse Per Second) as the dial type.

Prefix Dial

Purpose: To select whether to set a prefix dial number.

Values:

Off	-	Does not set a prefix dial number.
On	-	Sets a prefix dial number.
	Prefix Dial Number	Sets a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the Private Automatic Branch Exchange (PABX).

Fax Cover Page

Purpose: To set whether to attach a cover page to faxes.

Values:

Off	Does not attach a cover page to faxes.
On	Attaches a cover page to faxes.

Send Header

Purpose: To print the information of the sender on the header of the faxes.

Values:

Off	Does not print the sender's information on the header of faxes.
On	Prints the sender's information on the header of faxes.

ECM

Purpose: To set whether to enable or disable the Error Correction Mode (ECM). To use the ECM, the remote devices must also support the ECM.

Values:

Off	Disables the ECM.
On	Enables the ECM.

Modem Speed

Purpose: To adjust the fax modem speed when a fax transmission or reception error occurs.

Values:

2.4 Kbps
4.8 Kbps
9.6 Kbps
14.4 Kbps
33.6 Kbps

Display Manual Fax Recipients

Purpose: To set whether to display the fax number of the recipient on the sending fax screen when manually sending a fax.

Values:

Off	Does not display the fax number when manually sending a fax.
On	Displays the fax number when manually sending a fax.

Fax Reports

Purpose: To configure settings for fax reports.

Fax Activity

Purpose: To set whether to automatically print a Fax Activity Report after every 50 incoming and outgoing fax communications.

Values:

Auto Print	Automatically prints a Fax Activity Report after every 50 incoming and outgoing fax communications.
No Auto Print	Does not automatically print a Fax Activity Report after every 50 incoming and outgoing fax communications.

Fax Transmit

Purpose: To set whether to print a transmission result after a fax transmission.

Values:

Print Always	Prints a transmission report after every fax transmission.
Print On Error	Prints a transmission report only when an error occurs.
Print Disable	Does not print a transmission report after a fax transmission.

Fax Broadcast

Purpose: To set whether to print a transmission result after a fax transmission to multiple destinations.

Values:

Print Always	Prints a broadcast report after every fax broadcast.
Print On Error	Prints a broadcast report only when an error occurs.
Print Disable	Does not print a broadcast report after a fax broadcast to multiple destinations.

Fax Protocol

Purpose: To set whether to print the protocol monitor report, which helps you identify the cause of a communication problem.

Values:

Print Always	Prints a protocol monitor report after every fax transmission.

Print On Error	Prints the protocol monitor report only when an error occurs.
Print Disable	Does not print the protocol monitor report.

System Settings

Use [System Settings] to configure a variety of device features.

> Note: Bold values are the factory default menu settings.

General

Purpose: To configure general settings for the device.

Power Saver

Purpose: To specify the time for transition to Power Saver mode.

Values:

Low Power Timer	1 min	Specifies the time taken by the device to enter Low Power mode after it finishes a job.
	1–150 min	
Sleep Timer	0 min	Specifies the time taken by the device to enter Sleep mode after it has entered Low Power mode.
	0–60 min	

When you specify 1 minutes for [Low Power Timer], the device enters Power Saver mode 1 minutes after it finishes a job. This uses much less energy, but requires more warm-up time for the device. Specify 1 minutes if the device shares an electrical circuit with room lighting and you notice lights flickering.

Select a high value if the device is in constant use. In most circumstances, this keeps the device ready to operate with minimum warm-up time. Select a value between 1 and 60 minutes for [Low Power Timer] if you want a balance between energy consumption and a shorter warm-up period.

The device automatically returns to the standby mode from the Power Saver mode when it receives data from the computer or remote fax device, while keeping the touch screen turned off to save power. Pressing the <Power Saver> button on the control panel changes the status of the device to the standby mode and lights up the touch screen.

Date & Time

Purpose: To specify the date and time formats.

Values:

Time Zone	Sets the time zone.

Date	-		Sets the date depending on the [Format] settings.
	Format	YYYY/MM/DD	Sets the date format.
		DD/MM/YYYY	
		MM/DD/YYYY	
Time	-		Sets the time.
	Format	12 Hour	Sets the time in 12-hour format.
		24 Hour	Sets the time in 24-hour format.

Measurements

Purpose: To specify the default measurement unit displayed after the numeric value on the control panel.

Values:

Millimeters (mm)	Selects millimeter as the default measurement unit.
Inches (")	Selects inch as the default measurement unit.

Original Size Detected

Purpose: To specify the size of paper to be automatically detected when you use standard sizes of a document or the device is set to detect sizes of a document.

> Note: The settings only affect the scanning from the document feeder.

Values:

Paper Size Settings	A/B Series (8K/16K)	A/B series documents are automatically detected.
	Inch Series	Inch series documents are automatically detected.
Switch Paper Size 1	8.5 x 13"	Sets 8.5 x 13" as the alternative document size that can be detected automatically.
	8.5 x 14"	Sets 8.5 x 14" as the alternative document size that can be detected automatically.
Switch Paper Size 2	B5	Sets B5 as the alternative document size that can be detected automatically.
	16K	Sets 16K as the alternative document size that can be detected automatically.

Display Brightness

Purpose: To adjust the screen brightness of the control panel.

Values:

5	Sets the brightness in 10 levels, with 10 being the brightest.
1–10	

Audio

Purpose: To configure settings for tones emitted by the device during operation or when a warning message appears.

Values:

Panel Select Tone	Off	Does not emit a tone when the control panel input is correct.
	Soft	Emits a tone when the control panel entry is correct.
	Normal	
	Loud	
Panel Alert Tone	Off	Does not emit a tone when the control panel entry is incorrect.
	Soft	Emits a tone when the control panel entry is incorrect.
	Normal	
	Loud	
Device Ready Tone	Off	Does not emit a tone when the device is ready to process a job.
	Soft	Emits a tone when the device is ready to process a job.
	Normal	
	Loud	
Copy Job Tone	Off	Does not emit a tone when a copy job is complete.
	Soft	Emits a tone when a copy job is complete.
	Normal	
	Loud	
Non-Copy Job Tone	Off	Does not emit a tone when a job other than a copy job is complete.
	Soft	Emits a tone when a job other than a copy job is complete.
	Normal	
	Loud	

Fault Tone	Off	Does not emit a tone when a job ends abnormally.
	Soft	Emits a tone when a job ends abnormally.
	Normal	
	Loud	
Alert Tone	Off	Does not emit a tone when a problem occurs.
	Soft	Emits a tone when a problem occurs.
	Normal	
	Loud	
Out of Paper	Off	Does not emit a tone when the device runs out of paper.
	Soft	Emits a tone when the device runs out of paper.
	Normal	
	Loud	
Low Toner Alert	Off	Does not emit a tone when a toner is low.
	Soft	Emits a tone when a toner is low.
	Normal	
	Loud	
Auto Clear Alert	Off	Does not emit a tone 5 seconds before the device performs auto clear.
	Soft	Emits a tone 5 seconds before the device performs auto clear.
	Normal	
	Loud	
All Tones	Off	Disables all the alert tones.
	Soft	Sets the volume of all the alert tones at once.
	Normal	
	Loud	

Low Toner Alert Message

Purpose: To specify whether to show the alert message when the toner is low.

Values:

Off	Does not show the alert message when the toner is low.
On	Shows the alert message when the toner is low.

OffHook Wake Up

Purpose: To specify whether to wake up from the Low Power or Sleep mode when you pick up the handset of the external telephone.

Values:

Off	Does not wake up from the Low Power or Sleep mode when you pick up the handset of the external telephone.
On	Wakes up from the Low Power or Sleep mode when you pick up the handset of the external telephone.

Auto Job History

Purpose: To automatically print a job history report after every 20 jobs.

Values:

Off	Does not automatically print a job history report.
On	Automatically prints a job history report.

The job history report can also be printed using the [Report/List] menu.

Fax Server Address Book

Purpose: To specify whether to search the phone numbers from the Address Book for the LDAP server.

Values:

Off	Does not search the phone numbers from the Address Book for the LDAP server.
On	Searches the phone numbers from the Address Book for the LDAP server.

Note: You can search the phone numbers only from the local Address Book when [Fax Server Address Book] is set to [Off].

Email Server Address Book

Purpose: To specify whether to search the email addresses from the Address Book for the LDAP server.

Values:

Off	Does not search the email addresses from the Address Book for the LDAP server.
On	Searches the email addresses from the Address Book for the LDAP server.

Note: You can search the email addresses only from the Address Book that is local when [Email Server Address Book] is set to [Off].

Power on Wizard

Purpose: To perform initial setup for the device.

Max Email Size

Purpose: To specify the maximum email size.

Values:

Max Email Size	2048 KB
	50–16384 KB

Timers

Purpose: To configure timer settings.

Control Panel

Purpose: To automatically reset the settings for Copy, Scan, Fax, Email, or Print to the default settings and return to the standby mode after you do not specify any settings for the specified time.

Values:

45 Seconds
1 Minute
2 Minutes
3 Minutes
4 Minutes

Fault Timeout

Purpose: To specify the amount of time the device waits before canceling a job that stops abnormally. The print job is canceled if the time-out time is exceeded.

Values:

Off		Disables the fault time-out.
On	60 sec	Sets the amount of time the device waits before canceling a job that stops abnormally.
	3–300 sec	

Output Settings

Purpose: To configure settings concerning output from the device.

Default Paper Size

Purpose: To specify the default paper size.

Values:

A4*
8.5 x 11*

* The default for [Default Paper Size] varies depending on region-specific factory default.

Print ID

Purpose: To specify a location where the user ID is printed.

Values:

Off	Does not print the user ID.
Top Left	Prints the user ID on the top left of the page.
Top Right	Prints the user ID on the top right of the page.
Bottom Left	Prints the user ID on the bottom left of the page.
Bottom Right	Prints the user ID on the bottom right of the page.

Note: When you print on DL size paper, a part of the user ID may not be printed correctly.

Print Text

Purpose: To specify whether the device outputs PDL data, which is not supported by the device, as text when the device receives it. Text data is printed on A4 or Letter size paper.

Values:

Off	Does not print the received data.
On	Prints the received data as text data.

Banner Sheet

Note: Banner Sheet feature is available only when the One Tray Module (optional) is installed on the device.

Purpose: To specify the position of banner sheet, and also specify the tray in which the banner sheet is loaded.

Values:

Insert Position	Off	Does not print the banner sheet.
	Front	Inserted before the first page of every copy.
	Back	Inserted after the last page of every copy.
	Front & Back	Inserted before the first page of every copy and after the last page of every copy.
Specify Tray	Tray5 (Bypass)	The banner sheet is loaded in the Tray 5 (bypass).
	Tray1	The banner sheet is loaded in Tray 1.
	Tray2	The banner sheet is loaded in Tray 2.

Substitute Tray

Purpose: Specifies whether to use paper of a different size when the paper that is loaded in the specified tray does not match the paper size settings for the current job.

Values:

Off	No tray size substitute accepted.
Larger Size	Substitutes paper of next largest size. When there is no larger paper size, the device substitutes paper of nearest size.
Nearest Size	Substitutes paper of nearest size.
Use Tray5 (Bypass)	Substitutes paper from Tray5 (Bypass).

Letterhead 2-Sided

Purpose: To specify whether to print on both sides when using letterhead.

Values:

Disable	Does not print on both sides of letterhead.
Enable	Prints on both sides of letterhead.

Report 2-Sided Print

Purpose: To specify whether to print reports on both sides of a sheet of paper.

Values:

1-Sided	Prints reports on one side of a sheet of paper.
2-Sided	Prints reports on both side of a sheet of paper.

Copy Auditron

Purpose: To specify whether to limit the copy functions that can be used per user by Auditron authentication.

Values:

Off	Does not limit functions by Auditron authentication.
On	Limits functions by Auditron authentication.

Print Auditron

Purpose: To specify whether to limit the print functions that can be used per user by Auditron authentication.

Values:

Off	Does not limit functions by Auditron authentication.
On	Limits functions by Auditron authentication.

No Account User Print

Purpose: To specify whether to permit the printing of data without authentication information.

Values:

Off	Does not permit non-account user to print the data.
On	Permits non-account user to print the data.

Auto Color To Mono Print

Purpose:

To specify whether to automatically change the color of the print jobs requested to be printed in color into black and white.

Values:

| Off | Prints color print jobs as requested. |
| On | Prints color print jobs in black and white. |

Maintenance

Use the [Maintenance] menu to initialize the NV (non-volatile) memory, configure the plain paper quality adjustment settings, and configure the security settings.

> Note: Bold values are the factory default menu settings.

Adjust Paper Type

Purpose: To specify paper density settings.

Values:

Plain	Lightweight
	Heavyweight
Labels	Lightweight
	Heavyweight

Adjust Transfer Belt Unit

Purpose: To adjust the transfer bias when ghosting occur. (The ghost image may be the image of the previous page, or a part of the page currently printing.)

Values:

| 0 | If faint ghosts appear, try to decrease the value. |
| (Lighten) -5 to +5 (Darken) | |

Adjust 2nd BTR

Purpose: To specify the transfer roll voltage adjustment for each paper type.

The default settings may not give the best output on all paper types. If you see mottles on the print output, try to increase the voltage. If you see white spots on the print output, try to decrease the voltage.

> Note: The print quality changes depending on the setting values you select for this item.

Values:

Plain (60–90 g/m^2)	0
	-5 to +10
Bond (90–105 g/m^2)	0
	-5 to +10
Recycled (60–89 g/m^2)	0
	-5 to +10
Heavyweight (HW) (106–169 g/m^2)	0
	-5 to +10
Extra Heavyweight (170–256 g/m^2)	0
	-5 to +10
Gloss (106–169 g/m^2)	0
	-5 to +10
Heavyweight Gloss (170–256 g/m^2)	0
	-5 to +10
Labels (106–256 g/m^2)	0
	-5 to +10
Postcard	0
	-5 to +10
Envelope	0
	-5 to +10

Adjust Alignment

Purpose: To adjust the alignment of the printed image.

Values:

Adjust Lead/Side Regi	Tray 5 (Bypass)	Lead Regi (X)	0.0 mm
			-2.0 to 2.0 mm
		Side Regi (Y)	0.0 mm
			-2.0 to 2.0 mm
	Tray 1	Lead Regi (X)	0.0 mm
			-2.0 to 2.0 mm
		Side Regi (Y)	0.0 mm
			-2.0 to 2.0 mm
	Tray 2*	Lead Regi (X)	0.0 mm
			-2.0 to 2.0 mm
		Side Regi (Y)	0.0 mm
			-2.0 to 2.0 mm
	Duplex Module	Lead Regi (X)	0.0 mm
			-2.0 to 2.0 mm
		Side Regi (Y)	0.0 mm
			-2.0 to 2.0 mm
Adjust Squareness	Squareness		0.0 mm
			-1.0 to 1.0 mm

* [Tray 2] is available only when the One Tray Module (optional) is installed.

Auto Registration

Purpose: To perform color registration adjustment.

Quick Density Adjust

Purpose: To perform quick density adjustment.

Initialize NVM

Purpose: To initialize the non-volatile (NV) memory for system parameters, Address Book data for fax, or Address Book data for scan. After executing this function and rebooting the device, the menu parameters or data, except the parameters for the network, are reset to their factory default values.

Values:

Fax Settings	Initialize	Initializes the fax number entries in the Address Book.
Scan Settings	Initialize	Initializes the email and server address entries in the Address Book.
System Settings	Initialize	Initializes the system parameters.

Initialize Print Meter

Purpose: To initialize the print meter of the device. When the print meter is initialized, the meter count is reset to zero.

Value:

Initialize	Initializes the print meter.

Non-Genuine Toner

Purpose: To use toner cartridge of another manufacturer.

Note: Using a non-Xerox toner cartridge may severely damage the device. The warranty does not cover damages caused by using non-Xerox toner cartridges.

Values:

Off	Does not use toner cartridge of another manufacturer.
On	Uses toner cartridge of another manufacturer.

Adjust Altitude

Purpose: To specify the altitude of the location where the device is installed.

The discharge phenomenon for charging the photo conductor varies with barometric pressure. Adjustments are performed by specifying the altitude of the location where the device is being used.

Note: An incorrect altitude adjustment setting leads to problems such as poor printing quality and incorrect indication of remaining toner.

Values:

0 m	Sets the altitude of the location where the device is installed.
1000 m	
2000 m	
3000 m	
4000 m	
5000 m	

Clear Job History

Purpose: To clear the job history of all finished jobs.

Adjust TouchScreen

Purpose: To calibrate the control panel.

Secure Settings

Use the [Secure Settings] menu to set a passcode to limit access to the menus. This prevents items from being changed accidentally.

> Note: Bold values are the factory default menu settings.

Panel Lock

Purpose: To set a limited access to [Admin Settings] with a passcode, and to set or change the passcode.

> Note: For more information, refer to Executing Calibration on page 214.

Values:

Panel Lock Set	Disable	Disables passcode protection for [Admin Settings].
	Enable	Enables passcode protection for [Admin Settings].
Change Passcode*	0000–9999	Sets or changes the passcode required to access [Admin Settings].

This item is available only when [Panel Lock Set] is set to [Enable].

Service Lock

> Note: Service Lock feature is available only when [Panel Lock Set] is set to [Enable]. For more information, refer to Limiting Access to Copy, Fax, and Scan on page 220.

Purpose: To specify whether to enable or disable each of the device services, or to require a passcode to use the services.

Values:

Copy	Enabled	Enables the Copy service.
	Password Locked	Enables the Copy service, but requires a passcode to use the service.
	Color Password Locked	Enables the Copy service with a color mode, but requires a passcode.
	Disabled	Disables the Copy service.
Email	Enabled	Enables the Email service.
	Password Locked	Enables the Email service, but requires a passcode to use the service.
	Disabled	Disables the Email service.
Fax	Enabled	Enables the Fax service.
	Password Locked	Enables the Fax services, but requires a passcode to send faxes (does not require a passcode to receive incoming faxes).
	Disabled	Disables the Fax service (the device will not send or receive faxes).
Send via Fax Driver	Enable	Enables the Send via Fax Driver service.
	Disable	Disables the Send via Fax Driver service.
Scan To Network	Enabled	Enables the Scan To Network service.
	Password Locked	Enables the Scan To Network service, but requires a passcode to use the service.
	Disabled	Disables the Scan To Network service.
Scan To WSD*	Enabled	Enables the Scan To WSD Scan service.
	Password Locked	Enables the Scan To WSD Scan service, but requires a passcode to use the service.
	Disable	Disables the Scan To WSD Scan service.
PC Scan	Enabled	Enables the PC Scan service.
	Password Locked	Enables the PC Scan service, but requires a passcode to use the service.
	Disabled	Disables the PC Scan service.
ID Card Copy	Enable	Enables the ID Card Copy service.
	Disable	Disables the ID Card Copy service.

* WSD stands for Web Services on Devices.

Edit Email From Field

Purpose: To specify whether to enable editing of the transmission source when you use Scan to Email.

Values:

Disable	Disables editing of the transmission source.
Enable	Enables editing of the transmission source.

Confirm Recipients

Note: If [Confirm Recipients] menu is set to [Confirm Recipient], recipients can only be selected from the address book. You cannot directly enter an address or fax number.

Purpose: To specify whether to confirm the recipient before sending a fax or scan.

Values:

No Confirmation	Does not display a screen to reconfirm the recipient before the job is actually sent.
Confirm Recipient	Displays a screen to reconfirm the recipient before the job is actually sent.

Domain Filtering

Note: Set the domains from SMTP Domain Filtering on CentreWare Internet Services.

Purpose: To specify whether to only send emails to specified domains.

Values:

Disable	Disables Domain Filtering.
Enable	Only allows emails to be sent to specified domains.

Software Download

Purpose: To enable or disable download of firmware updates.

Values:

Disable	Disables firmware updates.
Enable	Enables firmware updates.

Display Network Information

Purpose: To show or hide network information in the message field of the Services Home screen.

Value:

Show IPv4 Address	Shows the IPv4 address of the device on the <Services Home> screen.
Show Host Name	Shows the host name of the device on the Services Home screen.
Hide Network Information	Does not show network information on the Services Home screen.

Login Attempts

Note: Login Attempts feature is available only when [Panel Lock Set] is set to [Enable].

Purpose: To specify the number of error entry attempts allowed when you log in as an administrator in the [Admin Settings] and [Report/List] menu.

Values:

Off		Does not allow an administrator to log in after one error entry attempt.
On	5	Sets the number of error entry attempts allowed when an administrator logs in.
	1–10	

Default Settings

Use the [Default Settings] menu to modify the defaults for the Copy, Scan Menu, or Fax.

Copy Defaults

Purpose: To modify the defaults for the Copy menu.

Note: Bold values are the factory default menu settings.

Output Color

Purpose: To select color or black and white copying.

Values:

Full Color	Copies in color mode.
Black & White	Copies in black and white mode.

Select Tray

Purpose: To specify the input tray.

Values:

Auto	The paper is fed from an automatically selected tray.
Tray5 (Bypass)	The paper is fed from Tray 5 (bypass).
Tray1	The paper is fed from Tray 1.
Tray2*	The paper is fed from Tray 2.

* [Tray2] is available only when the One Tray Module (optional) is installed.

Collation

Purpose: To sort the copy job.

Values:

Auto	Automatically determines which output mode for the copy job.
Collated	Sorts the copy job.
Uncollated	Does not sort the copy job.

Reduce/Enlarge

Purpose: To set the default copy reduction/enlargement ratio.

Values:

mm series

100 %
Auto %
50 % A3 → A5
70 % A3 → A4, B4 → B5
81 % B4 → A4, B5 → A5
86 % A3 → B4, A4 → B5
115 % B4 → A3, B5 → A4
122 % A4 → B4, A5 → B5
141 % A4 → A3, B5 → B4
200 % A5 → A3

inch series

100 %
Auto %
64 % 8.5 x 11" → 5.5 x 8.5"
70 % A3 → A4, B4 → B5
78 % 8.5 x 14" → 8.5 x 11"
94 % A3 → 11 x 17", A4 → 8.5 × 11"
129 % 8.5 x 11" → 8.5 x 14"
141 % A4 → A3, B5 → B4
180 % 4 x 6" → 8.5 x 11"
200 % A5 → A3

> Note: You can also use the number pad to input the desired zoom ratio from 25 % to 400 %, or select [+] to enlarge the zoom ratio or select [−] to reduce the zoom ratio in 1 % intervals.

* This item is available only when [Pages Per Side] is set to [Off] or [Manual].

Original Size

Purpose: To specify the default document size.

Values:

mm series

Auto
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (297 x 210 mm)
☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐16K (270 x 195 mm)

☐ 16K (195 x 270 mm)
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")

inch series

Auto
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (297 x 210 mm)
☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ 16K (270 x 195 mm)
☐ 16K (195 x 270 mm)

Note: When [Auto] is selected, the device assumes that the document size is the size of the print media loaded in Tray 1 or Tray 5 (bypass).

Original Type

Purpose: To select the copy image quality.

Values:

Photo & Text	Suitable for documents with both text and photos/gray tones.
Text	Suitable for documents with text.
Photo	Suitable for documents with photos.

Lighten/Darken

Purpose: To set the default copy density level.

Values:

Darken +3	Makes the copy darker than the original. Works well with light print or faint pencil markings.
Darken +2	
Darken +1	
Normal	Works well with standard typed or printed documents.
Lighten +1	Makes the copy lighter than the original. Works well with dark print.
Lighten +2	
Lighten +3	

Sharpness

Purpose: To set the default sharpness level.

Values:

Sharpen	Makes the copy sharper than the original.
Normal	Does not make the copy sharper or softer than the original.
Soften	Makes the copy softer than the original.

Saturation

Purpose: To set the default color saturation level.

Values:

Vivid	Increases the color saturation to brighten the color of the copy.
Normal	The color saturation is the same as the original.
Pastel	Decreases the color saturation to lighten the color of the copy.

Auto Background Suppression

Purpose: To suppress the background of the original to enhance text on the copy.

Values:

Off	Does not suppress the background.
On	Suppresses the background of the original to enhance text on the copy.

Auto Background Suppression Level

Purpose:

To specify the default background suppression level.

Values:

Normal	Sets the background suppression level to [Normal].
Higher	Sets the background suppression level to [Higher].
Highest	Sets the background suppression level to [Highest].

Color Balance

Purpose:

To specify the default color balance level within the range of -3 to +3.

Values:

Yellow	Shadows	0	Sets the color balance level of low density yellow.
		-3 to +3	
	Midtones	0	Sets the color balance level of medium density yellow.
		-3 to +3	
	Highlights	0	Sets the color balance level of high density yellow.
		-3 to +3	
Magenta	Shadows	0	Sets the color balance level of low density magenta.
		-3 to +3	
	Midtones	0	Sets the color balance level of medium density magenta.
		-3 to +3	
	Highlights	0	Sets the color balance level of high density magenta.
		-3 to +3	

Cyan	Shadows	0	Sets the color balance level of low density cyan.
		-3 to +3	
	Midtones	0	Sets the color balance level of medium density cyan.
		-3 to +3	
	Highlights	0	Sets the color balance level of high density cyan.
		-3 to +3	
Black	Shadows	0	Sets the color balance level of low density black.
		-3 to +3	
	Midtones	0	Sets the color balance level of medium density black.
		-3 to +3	
	Highlights	0	Sets the color balance level of high density black.
		-3 to +3	

2-Sided Copying

Purpose: To print on both sides of a sheet of paper.

Values:

1 → 1-Sided			Prints on one side of a sheet of paper.
1 → 2-Sided	-		Prints one sided originals on both sides of a sheet of paper.
	Binding of Output	Long Edge Binding	Prints on both sides of a sheet of paper to be bound by long edge.
		Short Edge Binding	Prints on both sides of a sheet of paper to be bound by short edge.
2 → 1-Sided	-		Prints two sided originals on one side of a sheet of paper.
	Binding of Original	Long Edge Binding	Prints on both sides of a sheet of paper to be bound by long edge.
		Short Edge Binding	Prints on both sides of a sheet of paper to be bound by short edge.

2 → 2-Sided		-	Prints two sided originals on both sides of a sheet of paper.
	Binding of Original	Long Edge Binding	Prints on both sides of a sheet of paper to be bound by long edge.
		Short Edge Binding	Prints on both sides of a sheet of paper to be bound by short edge.

Pages Per Side

Purpose: To print two original pages to fit onto one sheet of paper.

Values:

Off	Does not perform Pages Per Side printing.
2-Up	Automatically reduces the original pages to fit onto one sheet of paper.

Edge Erase

Purpose: To specify the value of the top and bottom margins.

Values:

Top/Bottom	0.1 inch (2 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0-2.0 inch (0–50 mm)	
Left/Right	0.1 inch (2 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0-2.0 inch (0–50 mm)	
Middle	0.0 inch (0 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0–2.0 inch (0–50 mm)	

Scan Defaults

To modify the defaults for the [Scan] menu and [Email] menu defaults.

Note: Bold values are the factory default menu settings.

File Format

Purpose: To specify the file format to save the scanned image.

Values:

PDF
Multi-Page TIFF

TIFF (1 File per page)
JPEG (1 File per page)
XDW

Output Color

Purpose:

To specify whether to scan in color, black and white, or gray scale.

Values:

Color	Scans in color.
Black & White	Scans in black and white.
GrayScale	Scans in grayscale.

Resolution

Purpose: To specify the default scan resolution.

Values:

200 dpi
300 dpi
400 dpi
600 dpi

> Note: [600 dpi] cannot be selected when [Output Color] is set to [Color].

Original Size

Purpose: To specify the default document size.

Values:

mm series

Auto
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (297 x 210 mm)

☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ 16K (270 x 195 mm)
☐ 16K (195 x 270 mm)
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")

inch series

Auto
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ Letter (8.5 x 11")
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (297 x 210 mm)
☐ A4 (210 x 297 mm)
☐ B5 (257 x 182 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ 16K (270 x 195 mm)

☐ 16K (195 x 270 mm)

2-Sided Scanning

Purpose: To scan both sides of a sheet of paper.

Values:

1-Sided			Scans one side of a document.
2-Sided	Binding of Original*	Long Edge Binding	Scans both sides of a document to be bound by long edge.
		Short Edge Binding	Scans both sides of a document to be bound by short edge.

*This item is available only when [2-Sided Scanning] is set to [2-Sided] in the [Scan Defaults] menu.

Lighten/Darken

Purpose: To set the default scan density level.

Values:

Darken +3	Makes the scanned image darker than the original. Works well with light print or faint pencil markings.
Darken +2	
Darken +1	
Normal	Works well with standard typed or printed documents.
Lighten +1	Makes the scanned image lighter than the original. Works well with dark print.
Lighten +2	
Lighten +3	

Sharpness

Purpose: To set the default sharpness level.

Values:

Sharpen	Makes the scanned image sharper than the original.
Normal	Does not make the scanned image sharper or softer than the original.
Soften	Makes the scanned image softer than the original.

Contrast

Purpose: To adjust the amount of colors to make the contrast of colors darker or lighter than the original.

Values:

More	Adjusts the amount of colors to make the contrast of colors darker than the original.
Normal	Does not adjust the amount of colors to make the contrast of colors darker or lighter than the original.
Less	Adjusts the amount of colors to make the contrast of colors lighter than the original.

Auto Background Suppression

Purpose: To suppress the background of the original to enhance text on the scanned image.

Values:

Off	Does not suppress the background.
On	Suppresses the background of the original to enhance text on the scanned image.

Auto Background Suppression Level

Purpose: To specify the default background suppression level.

Values:

Normal	Sets the background suppression level to [Normal].
Higher	Sets the background suppression level to [Higher].
Highest	Sets the background suppression level to [Highest].

Edge Erase

Purpose: To specify the value of the top and bottom margins.

Values:

Top/Bottom	0.1 inch (2 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0–2.0 inch (0–50 mm)	
Left/Right	0.1 inch (2 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0–2.0 inch (0–50 mm)	

Middle	0.0 inch (0 mm)	Sets the value in increments of 0.1 inch (1 mm).
	0.0–2.0 inch (0–50 mm)	

TIFF File Format

Purpose: To specify the default TIFF file format.

Values:

TIFF V6	Sets the default TIFF file format to TIFF V6.
TTN2	Sets the default Tiff file format to TTN2.

Quality/File Size

Purpose: To specify the Quality/File Size.

Values:

Small	Sets the Quality/File Size level to [Small].
Normal	Sets the Quality/File Size level to [Normal].
Large	Sets the Quality/File Size level to [Large].

File Name

Purpose: To specify whether to add a prefix or suffix to the file name.

Values:

Auto	Does not add a prefix or suffix to the file name.
Add Prefix	Adds a prefix to the file name.
Add Suffix	Adds a suffix to the file name.

Create Folder

Purpose: To specify whether to create a folder when saving scanned images.

Values:

Off	Does not create a folder when saving a scanned image.
On	Creates a folder when saving a scanned image.

Fax Defaults

Purpose: To modify the defaults for the [Fax] menu.

Notes:

- The FAX service cannot be used unless you set up a region code under [Region].
- Bold values are the factory default menu settings.

Resolution

Purpose: To specify the scan resolution to improve the output quality.

Values:

Standard	Suitable for documents with normal sized characters.
Fine	Suitable for documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Suitable for documents containing extremely fine detail. The Super Fine mode is enabled only if the remote device also supports the Super Fine mode. See the notes below.
Photo	Suitable for documents containing photographic images.

Note: Faxes scanned in the Super Fine mode transmit at the highest resolution supported by the receiving device.

2-Sided Scanning

Purpose: To scan both sides of a sheet of paper.

1-Sided			Scans one side of a document.
2-Sided	Binding of Original[*]	Long Edge Binding	Scans both sides of a document to be bound by long edge.
		Short Edge Binding	Scans both sides of a document to be bound by short edge.

This item is available only when [2-Sided Scanning] is set to [2-Sided Printing] in the [Scan Defaults] menu.

Lighten/Darken

Purpose: To adjust the density to make the copy lighter or darker than the original.

Values:

Darken +3	Works well with light print or faint pencil markings.
Darken +2	
Darken +1	
Normal	Works well with standard typed or printed documents.
Lighten +1	Works well with dark print.
Lighten +2	
Lighten +3	

- Original Size

Purpose: To specify the default document size.

Values:

mm series

Auto
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (210 x 297 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")
☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")

inch series

Auto
☐ Tabloid (11 x 17")
☐ Legal (8.5 x 14")

☐ Folio (8.5 x 13")
☐ Letter (8.5 x 11")
☐ A3 (297 x 420 mm)
☐ B4 (257 x 364 mm)
☐ A4 (210 x 297 mm)
☐ B5 (182 x 257 mm)
☐ A5 (148 x 210 mm)
☐ 8K (270 x 390 mm)

Delayed Send

Purpose: This feature enables you to set a specific time for the fax transmission to start. Once [Delayed Send] mode is activated, the device stores all of the documents to be faxed into its memory and sends them at the specified time. After faxing in the [Delayed Send] mode is complete, the data in the memory is cleared.

Values:

21:00/9:00 PM	Specify the fax transmission start time when sending a fax at a specified time.
0:00–23:59/ 1:00–12:59 AM/PM	

> Note: A maximum of 19 delayed fax jobs can be stored in the device.

Tray Management

Use the [Tray Management] menu to define the print media loaded in Tray 1 and Tray 2.

> Note: Bold values are the factory default menu settings.

Tray Settings

Purpose: To configure tray settings.

Tray 5 (Bypass)

Purpose: To specify the paper loaded in Tray 5 (bypass).

Values:

Display Tray Prompt	Enter a check to display a popup message that prompts to set Type and Size when paper is loaded in Tray 5 (bypass). The factory default is on (check).			
Use Driver Settings for Print Job	Enter a check to use the Size and Type set on the print driver. The factory default is off (blank).			
Size (mm series)	☐ A3 (297 x 420 mm)[*]			
	☐ B4 (257 x 364 mm)			
	☐ A4 (297 x 210 mm)			
	☐ A4 (210 x 297 mm)			
	☐ B5 (257 x 182 mm)			
	☐ B5 (182 x 257 mm)			
	☐ A5 (148 x 210 mm)			
	☐ 8K (270 x 390 mm)			
	☐ 16K (270 x 195 mm)			
	☐ 16K (195 x 270 mm)			
	☐ Tabloid (11 x 17")			
	☐ Legal (8.5 x 14")			
	☐ Folio (8.5 x 13")			
	☐ Letter (8.5 x 11")			
	☐ Letter (8.5 x 11")			
	Custom Size	Length(x)	210 mm	Specifies the length of the custom size paper.
			98–432 mm	
		Width(y)	297 mm	Specifies the width of the custom size paper.
			89–297 mm	

Size (inch series)	☐ Tabloid (11 x 17")[*]			
	☐ Legal (8.5 x 14")			
	☐ Folio (8.5 x 13")			
	☐ Letter (8.5 x 11")			
	☐ Letter (8.5 x 11")			
	☐ A3 (297 x 420 mm)			
	☐ B4 (257 x 364 mm)			
	☐ A4 (297 x 210 mm)			
	☐ A4 (210 x 297 mm)			
	☐ B5 (257 x 182 mm)			
	☐ B5 (182 x 257 mm)			
	☐ A5 (148 x 210 mm)			
	☐ 8K (270 x 390 mm)			
	☐ 16K (270 x 195 mm)			
	☐ 16K (195 x 270 mm)			
	Custom Size	Length(x)	8.3 inches	Specifies the length of the custom size paper.
			3.9–17.0"	
		Width(y)	11.7 inches	Specifies the width of the custom size paper.
			3.5–11.7"	

Type	Plain (60–90 g/m^2)
	Plain Reload
	Bond (90–105 g/m^2)
	Bond Reload
	Recycled (60–89 g/m^2)
	Recycled Reload
	Punched (60–89 g/m^2)
	Letterhead (60–89 g/m^2)
	Heavyweight (HW) (106–169 g/m^2)
	HW Reload
	Extra Heavyweight (X-HW) (170–256 g/m^2)
	X-HW Reload
	Gloss (106–169 g/m^2)
	Gloss Reload
	Heavyweight Gloss (170–256 g/m^2)
	HW Gloss Reload
	Labels (106–256 g/m^2)
	Pre-Printed (60–89 g/m^2)
	Colored (60–89 g/m^2)
	Postcard
	Postcard Reload
	Envelope

* The default for [Size] varies depending on region-specific factory default.

Tray 1

Purpose: To specify the paper loaded in Tray 1.

Values:

Display Tray Prompt	Enter a check to display a popup message that prompts to set Type when paper is loaded in Tray 1. The factory default is on (check).
Type	Plain (60–90 g/m^2)
	Plain Reload
	Recycled (60–89 g/m^2)
	Recycled Reload
	Punched (60–89 g/m^2)
	Letterhead (60–89 g/m^2)
	Pre-Printed (60–89 g/m^2)
	Colored (60–89 g/m^2)

Tray 2

Note: Tray2 is available only when the One Tray Module (optional) is installed.

Purpose: To specify the paper loaded in Tray 2.

Values:

Display Tray Prompt	Enter a check to display a popup message that prompts to set Type and Size when paper is loaded in Tray 2. The factory default is on (check).			
Size	Auto Detect			
	Custom Size	Length(x)	210 mm (8.3 inches)	Specifies the length of the custom size paper.
			182–432 mm (7.2–17.0 inches)	
		Width(y)	297 mm (11.7 inches)	Specifies the width of the custom size paper.
			140–297 mm (5.5–11.7 inches)	

Type	Plain (60–90 g/m^2)
	Plain Reload
	Bond (90–105 g/m^2)
	Bond Reload
	Recycled (60–89 g/m^2)
	Recycled Reload
	Punched (60–89 g/m^2)
	Letterhead (60–89 g/m^2)
	Heavyweight (HW) (106–169 g/m^2)
	HW Reload
	Extra Heavyweight (X-HW) (170–256 g/m^2)
	X-HW Reload
	Gloss (106–169 g/m^2)
	Gloss Reload
	Heavyweight Gloss (170–256 g/m^2)
	HW Gloss Reload
	Labels (106–256 g/m^2)
	Pre-Printed (60–89 g/m^2)
	Colored (60–89 g/m^2)
	Postcard
	Postcard Reload

Note: When using a non-standard size envelope, specify the size without the flap in [Custom Size].

Tray Priority

Purpose: To set the priority order of the paper trays for automatic tray selection. If paper trays loaded with the same paper size and type exists, the paper tray is selected according to this priority order.

Values:

1 First	Tray5 (Bypass)	Sets Tray 5 (bypass) as the first priority.
	Tray1	Sets Tray 1 as the first priority.
	Tray2	Sets Tray 2 as the first priority.
2 Second	Tray5 (Bypass)	Sets Tray 5 (bypass) as second priority.
	Tray1	Sets Tray 1 as the second priority.
	Tray2	Sets Tray 2 as the second priority.
3 Third	Tray5 (Bypass)	Sets Tray 5 (bypass) as the third priority.
	Tray1	Sets Tray 1 as the third priority.
	Tray2	Sets Tray 2 as the third priority.

Notes:
- [Tray2] and [3 Third] are available only when the One Tray Module (optional) is installed.
- The paper tray name is not displayed in the priority menu after once selected.

Language Settings

Panel Language

Note: Bold values are the factory default menu settings.

Purpose: To determine the language of the text on the control panel.

Values:

English
简体中文 (Simplified Chinese)
한글 (Korean)
Tiếng Việt (Vietnamese)
ไทย (Thai)

Keyboard Layout

Purpose: To select the keyboard layout on the control panel.

Values:

QWERTY
AZERTY
QWERTZ

Executing Calibration

The device can automatically calibrate colors using the calibration chart when the reproducibility of density or color in copies and prints deteriorates.

If [Output Color] is set to [Black & White] calibration will not be executed.

Notes:

- During auto calibration, the device cannot receive print jobs, cannot send or receive faxes and cannot transmit data via network. It also cannot shift into the Power Saver mode.
- If density or color is not calibrated well despite the periodic execution of auto calibration, contact our Customer Support Center.

1. Press the <Machine Status> button.
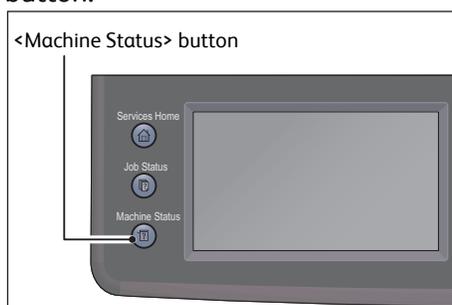
2. Select the [Tools] tab.

3. Select [Admin Settings].

4. Select [System Settings].

5. Select [Calibration].

6. Select [Calibration Target].

7. Select [Copy/Print], [Copy] or [Print], and then select [OK].

   Note: Select [None] if automatic tone correction carried out in the past does not apply. Normally this is not used.

8. Select [Start].

9. Select [Yes, Restart].

10. Select [Select Tray].

11. Select a tray.

   Note: Select a tray in which A3, A4 ▭, 11 x 17" or 8.5 x 11" ▯ size paper is loaded.

12. Select [Start].

   Note: Calibration Chart will be printed.

13. Place the Calibration Chart following the instructions displayed on the touch screen.

   Notes:
   - Align the magenta patch (squares printed at the top and bottom of the Calibration Chart) of the printed Calibration Chart against the left side of the document glass.
   - Place at least five sheets of white paper on the Calibration Chart and close the document cover.

14. Select [Start].

15. Select [Yes, Restart]

Panel Lock Function

This feature prevents unauthorized personnel from changing the settings made by the administrator. However, you can select settings for individual print jobs using the print driver.

> Note: Disabling the control panel menus does not prevent access to the [Secure Print], [Sample Print] and [Tray Settings] menus.

Enabling the Panel Lock
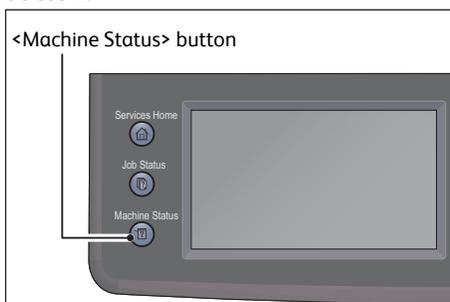
1. Press the <Machine Status> button.

    <Machine Status> button

2. Select the [Tools] tab.

3. Select [Admin Settings].

4. Select [Secure Settings].
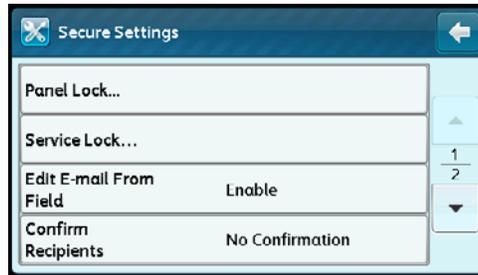
5. Select [Panel Lock].

6. Select [Panel Lock Set].

7. Select [Enable], and then select [OK].

8. Enter the new passcode, and then select [OK].

Note: The factory-default panel passcode is 0000.

- Be sure to remember the passcode. The procedure described below allows you to reset the passcode, but the settings for Address Book are cleared.

- Turn off the device. Then, while holding the <Machine Status> button, turn on the device.

- If you change the passcode while [Panel Lock Set] is [Enable], perform steps 1 to 3. Enter the current passcode, and then select [OK]. Perform steps 4 and 5. Select [Change Passcode], and then select [OK]. Enter the current passcode, and then select [OK]. Perform steps 8 and 9. This will change the passcode.

9. Re-enter the passcode to confirm the passcode that you entered, and then select [OK].

Disabling the Panel Lock

1. Press the <Machine Status> button.
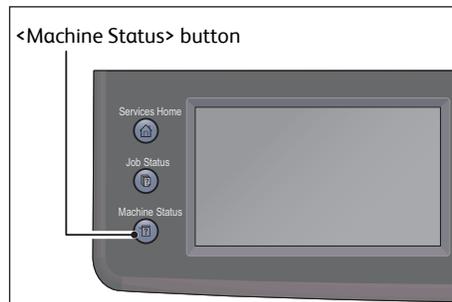
2. Select the [Tools] tab.

3. Select [Admin Settings].

4. Enter the passcode, and then select [OK].

Note: The factory-default panel passcode is 0000.

5. Select [Secure Settings].

6. Select [Panel Lock].
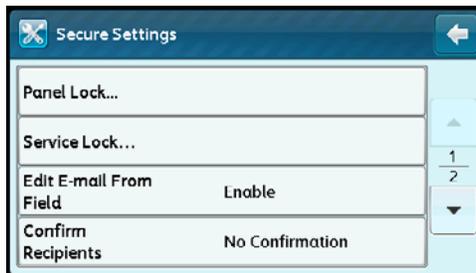
7. Select [Panel Lock Set].

8. Select [Disable], and then select [OK].
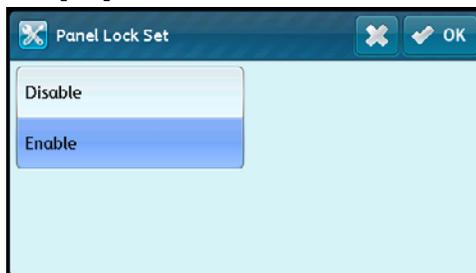
9. Enter the current passcode, and then select [OK].

Limiting Access to Copy, Fax, and Scan

Enabling the Copy Lock, Fax Lock, and Scan Lock options limits access to copy, fax, and scan operations by requiring a passcode to be entered before copying, scanning, faxing, or printing.

Taking Fax Lock as an example, the following procedure explains how to enable or disable the option. Use the same procedure to enable or disable Copy Lock, or Scan Lock.

Note: The Service Lock feature cannot be used simultaneously with the Copy Auditron feature.
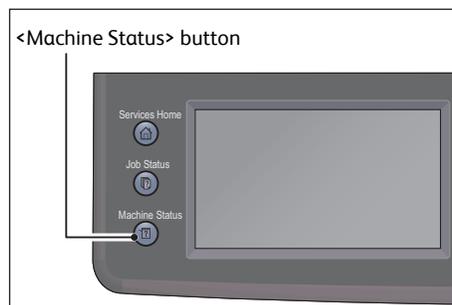
1. Press the <Machine Status> button.

2. Select the [Tools] tab.

3. Select [Admin Settings].

4. Select [Secure Settings].
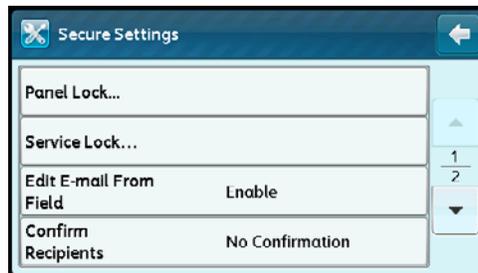
5. Select [Panel Lock].

6. Select [Panel Lock Set].

7. Select [Enable], and then select [OK].

8. Enter the new passcode using the number pad and then select [OK].

9. Re-enter the passcode and then select [OK].

   Note: The default passcode is 0000.

10. Select [←] once.

11. Select [Service Lock].
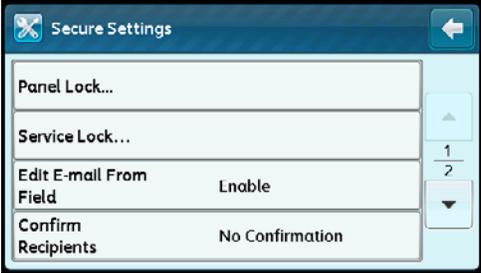
12. Select [Fax].

- Enabled

- Password Locked
- Color Password Locked (available only for Copy Lock)
- Disabled

Setting the Power Saver Option

You can set the Power Saver for the device. The device switches to the Power Saver mode after the specified time.

Note: If [Panel Lock Set] is set to [Enable], you need to enter the four digit passcode to enter the [Admin Settings] menu.

To set the Power Saver:

1. Press the <Machine Status> button.
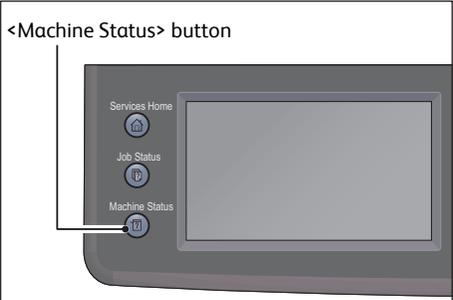
2. Select the [Tools] tab.

3. Select [Admin Settings].

4. Select [System Settings].

5. Select [General].
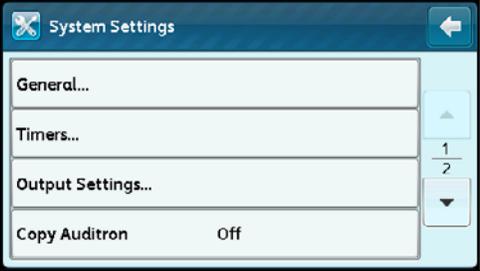
6. Select [Power Saver].

7. Select [Low Power Timer] or [Sleep Timer].
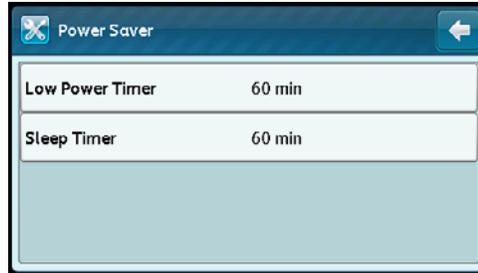
8. Select [–] or [+] or enter the desired value using the number pad, and then select [OK].

    You can select from 1–150 minutes for [Low Power Timer] or 0–60 minutes for [Sleep Timer].

9. To return to the previous screen, select [←].
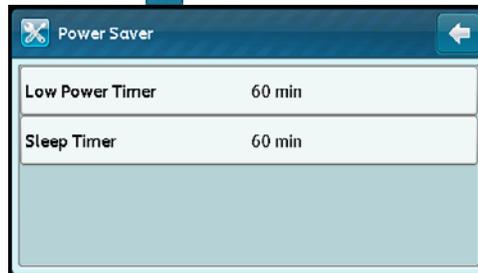
About the Concurrent Jobs Feature

This feature enables you to start a concurrent job while a fax job is running. This is done by temporally displaying the Services Home screen and switching to a different function that can be run concurrently such as copy or scan.

1. While the device is sending or receiving a fax, press the <Services Home> button.

<Services Home> button

Services Home

Job Status

Machine Status
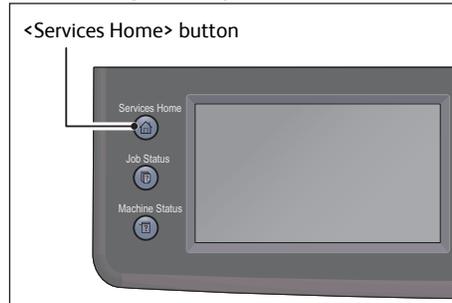
2. Select [Copy] or [Scan] menu.
3. After setting the copy or scan options, press the <Start> button.

Resetting to Factory Defaults

After executing this function and rebooting the device, the address book or all the menu parameters, except the parameters for the network, are reset to their default values.

1. Press the <Machine Status> button.
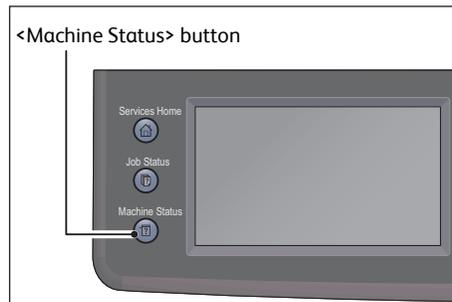
<Machine Status> button

Services Home

Job Status

Machine Status

2. Select the [Tools] tab.

Information	Supplies	Tools
About This MFP...	Billing Meters...	
Report / List...		

3. Select [Admin Settings].

4. Select [Maintenance].

5. Select [Initialize NVM].
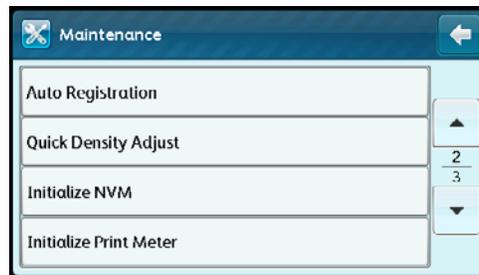
6. Select the desired setting.
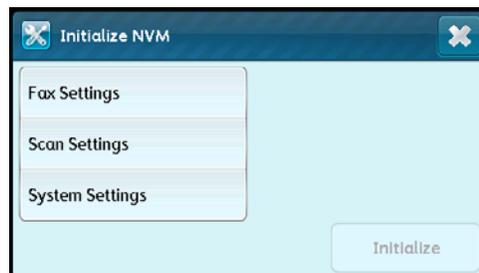
7. Select [Initialize].
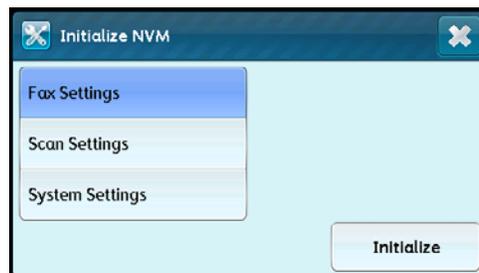
The device restarts automatically to apply the settings.

10

Machine Status

This chapter describes how to check the basic information and status of your device.

Note: Some settings are not displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

Checking Consumables

The Machine Status screen displays the status of consumables such as the toner cartridge and the drum cartridge.

Follow the steps below to check the status of consumables.

1. Press the <Machine Status> button.
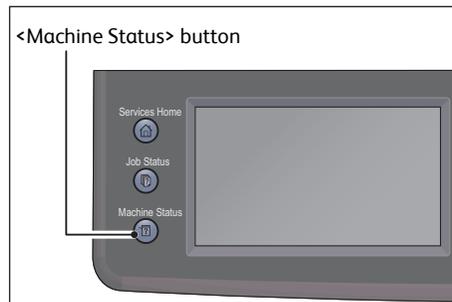
2. Select the [Supplies] tab.
3. Supplies

    Shows the status of the toner cartridges and other supplies.

    –   [K]

        Shows the percentage of the remaining black toner.

    –   [C]

        Shows the percentage of the remaining cyan toner.

    –   [M]

        Shows the percentage of the remaining magenta toner.

    –   [Y]

        Shows the percentage of the remaining yellow toner.

    –   [Other Supplies]

Shows the status of the drum cartridge, waste toner container, transfer belt, second bias transfer roll, fusing unit, and developer units.

Selecting Language

You can select from five languages, English, Simplified Chinese, Korean, Vietnamese, and Thai, for the user interface language used in the control panel display.

The default language may vary depending on the region of purchase.

Follow the steps below to select the language.

1. Press the <Machine Status> button.
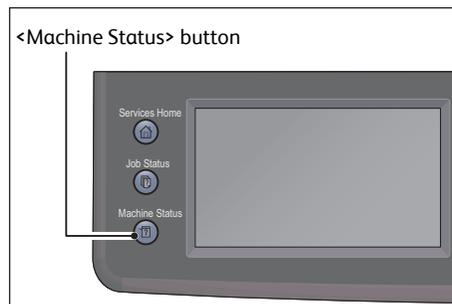
2. Select the [Tools] tab.

3. Select [Language Settings].

4. Select [Panel Language].

5. Select the display language from the [Panel Language] screen.

6. Select [OK].

Checking the Device IP Address

You can display the IPv6 or IPv4 address of your device.

1. Press the <Machine Status> button.
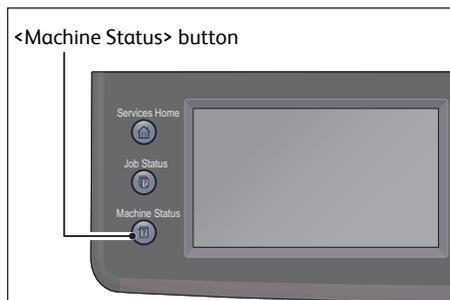
2. Select [About This MFP].

3.   Select the [Network] tab.

4.   The IP address of your device is displayed.
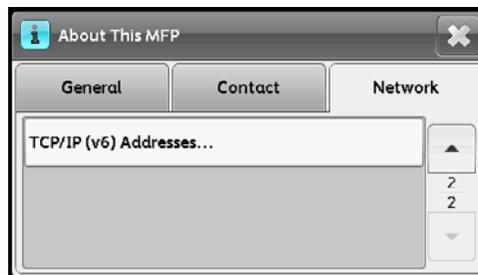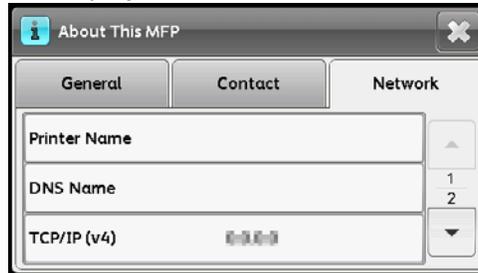
Checking the Meter

The Billing Meter screen shows the total number of printed pages (including the number of the pages of the copied documents and received fax documents).

Item	Description
Meter1	Displays the total number of color prints.
Meter2	Displays the total number of monochrome prints.
Meter3	Displays the total number of large size color prints.
Meter4	Displays the total number of color and monochrome prints (Meter 1 + Meter 2).

Follow the steps below to view information on the Billing Meter screen.

1. Press the <Machine Status> button.
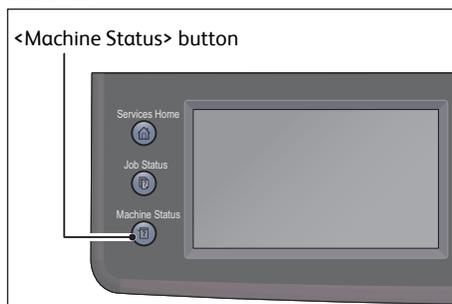
2. Select [Billing Meters].

Printing Reports/Lists

The device can print the following reports/lists. The reports and lists with an asterisk can be printed only when the Fax Kit (optional) is installed.

Report/List	Purpose
System Settings	To print a list of the current user default values, the installed options, the amount of installed print memory, and the status of device supplies.
Panel Settings	To print a detailed list of all the settings on the control panel menus.
PCL Fonts List	To print a sample of the available PCL fonts.
Job History	To print a detailed list of the print, copy, fax, or scan jobs that have been processed. This list contains the last 20 jobs.
Error History	To print a detailed list of paper jams and fatal errors.
Printer Meter	To print the reports for the total number of pages printed.
Demo Page	To print a page for testing colors.
Protocol Monitor	To print a detailed list of monitored protocols.
Fax Address Book*	To print the list of all fax addresses stored as Fax Address Book information.

Report/List	Purpose
Email Address Book	To print the list of all email addresses stored as Email Address Book information.
Server Address	To print the list of all server addresses stored as Server Address information.
Fax Activity[*]	To print the report of faxes you recently received or sent.
Fax Pending[*]	To print the list of status of pending faxes.

Follow the steps below to print a report or list.

1. Press the <Machine Status> button.
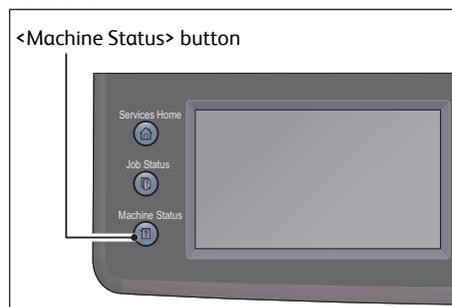
<Machine Status> button

2. Select [Report/List].

3. Select the report or list to print, and then select [Print].
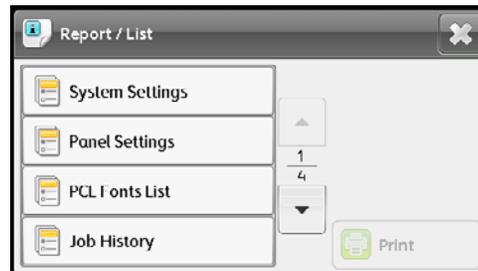
> Note: To cancel printing while a job is printing, press the <Stop> button.

11

Job Status

This chapter describes how to check the status of current or pending jobs, and how to cancel jobs.

Note: Some settings cannot be displayed when the Fax Kit (optional) is not installed. For more information, contact our Customer Support Center.

Checking Current/Pending Jobs

You can check the status of the following current or pending jobs:

- Current print, scan or fax job
- Pending print jobs
- Pending fax jobs to send

Note: Completed jobs are not displayed.

1. Press the <Job Status> button.

<Job Status> button

Services Home

Job Status

Machine Status
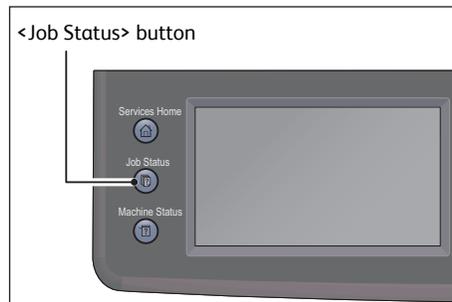
2. Used to check the jobs.

Checking Reserved Fax Jobs

If any outgoing faxes have been reserved, you can check them by selecting [Fax Job (Waiting to Send)].

1. Press the <Job Status> button.
2. Select [Fax Job (Waiting to Send)].

The list of reserved fax jobs appears.

Canceling the Current Job

1. Press the <Job Status> button.
2. Select the current job.

Copy Job	Waiting to Copy
	Secure Fax Receive...

3. Select [Delete].

Copy Job	Waiting to
	Delete
	Details...
	Close Menu
	Secure Fax Receive...
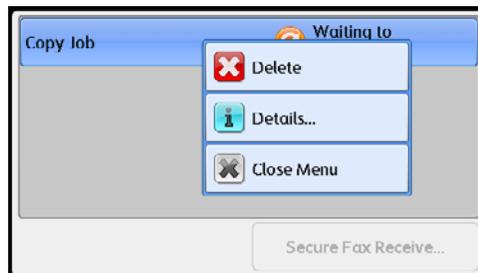
You may not be able to cancel a job depending on the status of the job processing.

Note: If the device is being used as a local printer, it may take some time to cancel the job depending on the type of print job being executed.

Canceling a Pending Fax Job

The only type of pending fax job that can be cancelled is a reserved fax job.

1. Press the <Job Status> button.
2. Select [Fax Job (Waiting to Send)].
3. Select a reserved fax job.
4. Select [Delete].

You may not be able to cancel a job depending on the status of the job processing.

12

Maintenance

This chapter describes how to replace consumables and clean the device.

Replacing Consumables

The device is provided with the following consumables. We recommend the use of the following consumables as they are manufactured to meet the specifications of the device.

Type of Consumables/2/22/16Periodic Replacement Parts	Product Code	Quantity/Box
Toner Cartridge K	CT202246	1unit/box
Toner Cartridge C	CT202247	1unit/box
Toner Cartridge M	CT202248	1unit/box
Toner Cartridge Y	CT202249	1unit/box
Waste Toner Container	CWAA0869	1unit/box
Drum Cartridge CMYK	CT351053	1unit/box

Note: We recommend that you always keep spare consumables/periodic replacement parts available.

- Depending on your contract, the toner to order may vary. For more information, contact your local Xerox representative or sales representative.

WARNINGS:

- Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off spill. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

- Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact your local Xerox representative for its disposal.

CAUTIONS:
- Keep drum cartridges (or drum if not a cartridge type) and a toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.
- When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.
- If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Handling consumables/periodic replacement parts

- Do not store boxes of consumables/periodic replacement parts upright.
- Do not unpack consumables/periodic replacement parts before use. Avoid storing consumables/periodic replacement parts in the following locations:
  - In high temperature and humid locations
  - Near heat-generating devices
  - Areas exposed to direct sunlight
  - Dusty areas
- When using consumables/periodic replacement parts, carefully read precautions for use. Precautions for use are instructed on their bodies or packages, or a precaution sheet is included in their packages.
- We recommend always keeping spare consumables/periodic replacement parts in stock.
- When calling our Customer Support Center to order consumables/periodical replacement parts, have the product codes ready.
- The use of consumables/periodic replacement parts not recommended by Xerox may impair device quality and performance. Use only consumables/periodic replacement parts recommended by Xerox.
- Checking the status of consumables

  You can check the status of consumables on the [Supplies] screen.

  Note: For more information, refer to Checking Consumables on page 228..

Replacing the Toner Cartridge

The messages below appear in the control panel's display when the remaining toner level has become low. Follow the instructions in the message to take the required action.

Message	Remaining Page Yield[*2]	Device Status and Action
Order Toner: XXXX[*1]	Accompanying cartridge: 600 pages (K), 750 pages (Y/M/C) Replaced cartridge: 2,700 pages (K), 900 pages (Y/M/C)	The toner cartridge has become low. Prepare a new one.
Out of Toner, Open the Front Cover. Then, Replace the XXXX Cartridge.		The toner cartridge has become empty. Replace the old toner cartridge with a new one.

This warning appears only when Xerox toner cartridge is used ([Non-Genuine Toner] is set to [Off]).

The remaining page yield differs depending on printing conditions, contents of the documents, and frequency of turning on/off the device.

When placing a used toner cartridge on the floor or on a table, place a few sheets of paper under the toner cartridge to catch any toner that may spill.

- Do not reuse old toner cartridges once you remove them from the device. Doing so can impair print quality.
- Do not shake or pound the used toner cartridges. The remaining toner may spill.

    Note: We recommend you to use up the toner cartridges within one year after removing them from the packaging.

1. Ensure that the device is not operating, and open the front cover.
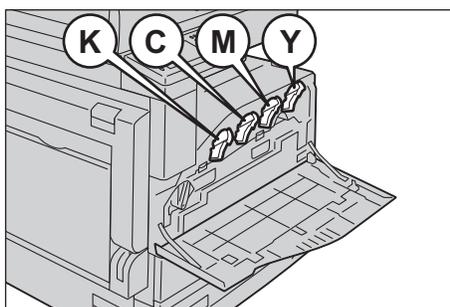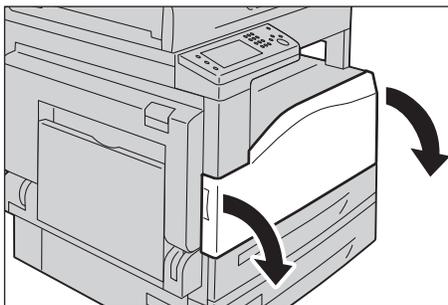
2.   Hold the handle of the toner cartridge and lift it up slightly.
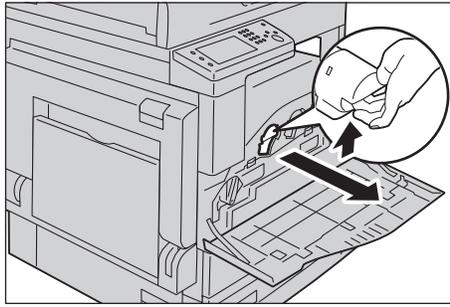
3.   Gently pull the toner cartridge out of the device.
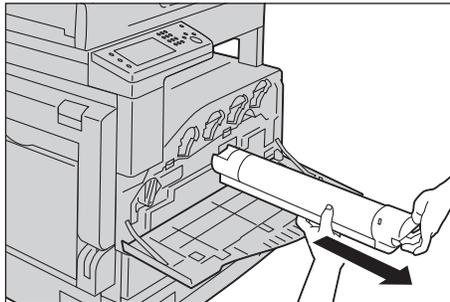
WARNINGS:

- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
- If you have a used toner cartridge no longer needed, contact your local Xerox representative for its disposal.

     Notes:

     - Pull out the toner cartridge slowly. Otherwise, toner may spill from the cartridge.
     - Return the used toner cartridges to your local Xerox representative.

4.   Unpack a new toner cartridge, and shake it lightly up/down, and left/right 10 times.
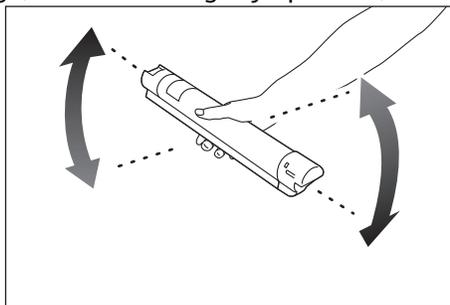
     Do not touch the shutter.

5. Orient the toner cartridge with the arrow (↑) facing up, and insert it as far as it will go.
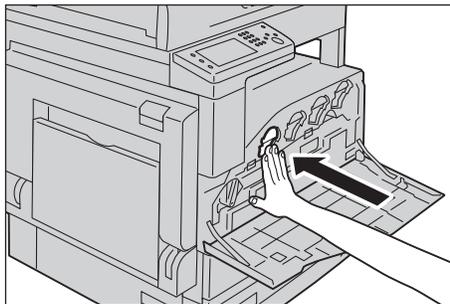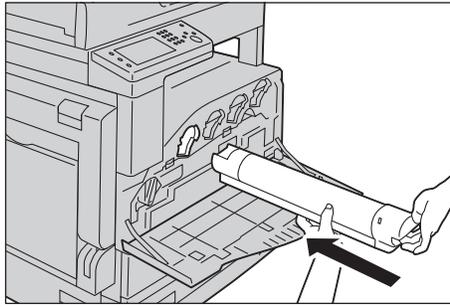
6. Close the front cover.
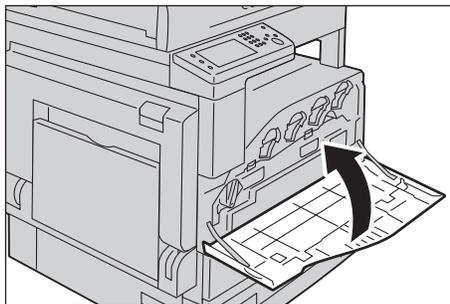
> Note: If the front cover is not completely closed, an error code will appear and the device will remain paused.

Replacing the Waste Toner Container [R5]

The waste toner container holds used toner. The following messages are displayed on the touch screen according to the status of the waste toner container. Follow the messages.

Message	Remaining Page Yield[*]	Device Status and Action
Waste Toner Container Life Over Open the Front Cover. Then, replace the Waste Toner Container [R5].	1000 pages	The waste toner container is near the end of its life. Prepare a new one.

The remaining page yield differs depending on printing conditions, contents of the documents, and frequency of turning on/off the device.

WARNINGS:

- Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off spill. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a waste toner bottle into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact your local Xerox representative for its disposal.

    Notes:
    - Do not touch the five gray-colored sponge parts on the back side of the waste toner container. Otherwise, your hands may get dirty with toner.
    - When you replace the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
    - The proper disposal of used waste toner containers is required. Return the old waste toner container to our Customer Support Center.
    - The use of waste toner containers not recommended by Xerox may degrade image quality and performance. Use only waste toner containers recommended by Xerox.

1. Ensure that the device is not operating, and open the front cover.
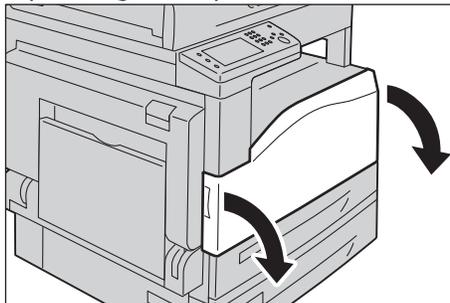
2. Turn the lock lever counterclockwise.

3. Unlock the waste toner container, and then pull it out making sure to hold it upright so that the waste toner does not spill out.
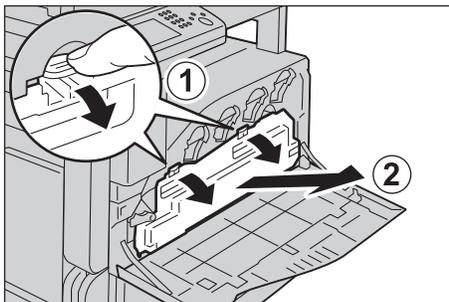
Notes:

- Take care not to drop the waste toner container while you are removing it.
- After removing the waste toner container, do not touch the parts shown in the illustration. Toner can dirty or stain your hands.
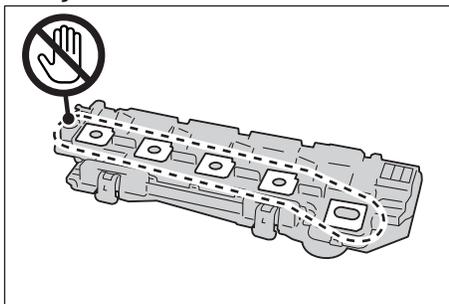
Never lay the waste toner box on its side as this may cause its malfunction or toner spills.
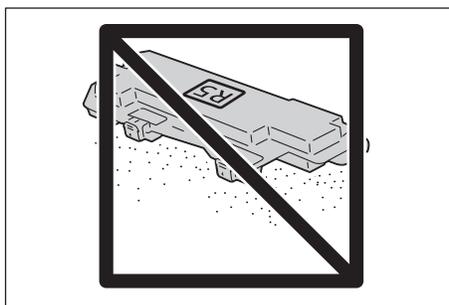
4. Prepare a new waste toner container.
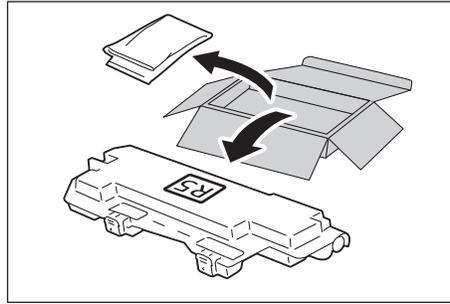
 Note: Take a new container out of the box in advance.

5. Install a new waste toner container, and then lock it.
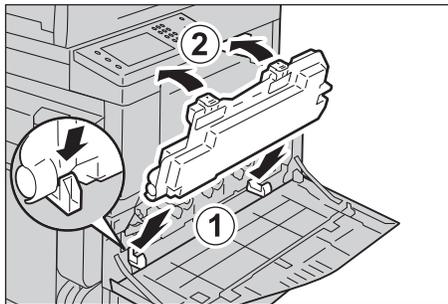
6. Turn the lock lever clockwise, and then close the front cover.
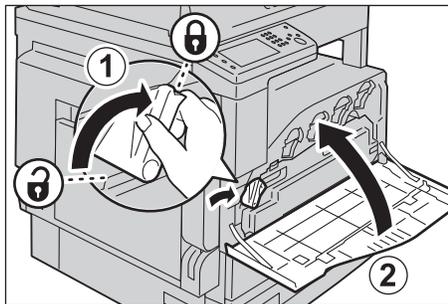
7. Insert the used waste toner container into the supplied plastic bag.
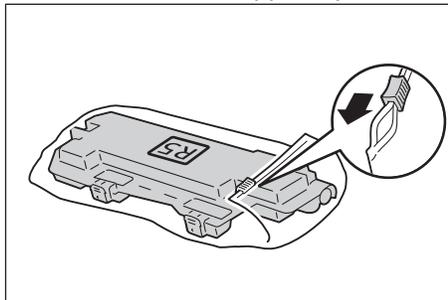
8. Use both hands to carefully place the used waste toner container into the empty box.
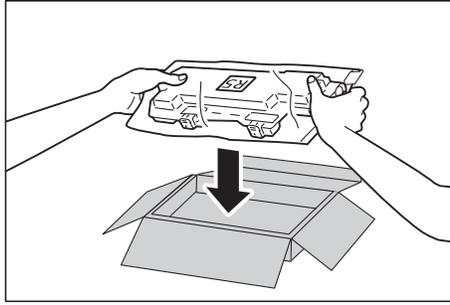
Return the old waste toner container to our Customer Support Center.

Replacing the Drum Cartridge

The messages below appear in the control panel display when the drum cartridge is near the end of its service life. Follow the instructions in the message to take the required action.

When replacing the drum cartridge, refer to replacement instructions provided with each new consumable box.

Message	Remaining Page Yield[*]	Device Status and Action
Reorder Drum Cartridge XXXX.	Black: Approx. 2,000 pages Other than Black: Approx. 1,600 pages	The drum cartridge is near the end of its life. Prepare a new one.
Replace Drum Cartridge XXXX soon.	Black: Approx. 600 pages Other than Black: Approx. 500 pages	It is time to replace the drum cartridge soon.
Replace Drum Cartridge XXXX.	-	The drum cartridge has reached the end of its life. Replace the old drum cartridge with a new one.

The remaining page yield differs depending on printing conditions, contents of the documents, and frequency of turning on/off the device.

The use of drum cartridges not recommended by Xerox may lower the device's output quality or performance. Always use drum cartridges recommended by Xerox in the device.

Note: Do not expose drum cartridges to direct sunlight or strong indoor fluorescent lights. Do not touch or scratch the drum surface. Print quality may be affected.

Cleaning the Device

This section describes how to clean the device such as the outer casing, the document glass cover, the document feeder, and the document glass.

WARNINGS:

- When cleaning this product, use the designated cleaning materials exclusive to it.
- Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

CAUTION: When cleaning this product, always switch off and unplug it. Access to a live device interior may cause electric shock.

Cleaning the Exterior

The following describes how to clean the exterior of the device.

Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the device as they may discolor, deform, or crack covers.

Note: Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents during copying.

1. Wipe the exterior with a firmly wrung soft cloth moistened with water.
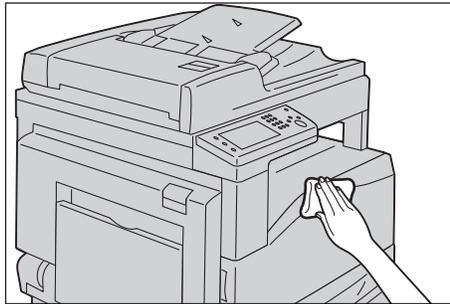
Do not use cleaning agents other than water or neutral detergent.

Note: If you cannot remove the dirt easily, gently wipe the device with a soft cloth moistened with a small amount of neutral detergent.

2. Wipe off any excess water with a soft cloth.

Cleaning the Interior (LED Print Heads)

The following describes how to clean the interior (LED Print Heads) of the device.

Normally, clean the LED Print Heads when you replace the waste toner container. However, if you have image quality problems such as white or colored stripes appearing on copied or printed outputs, clean the LED Print Heads.

Clean the LED Print Heads periodically when you replace the drum cartridge.

1. Ensure that the device is not operating, and open the front cover.
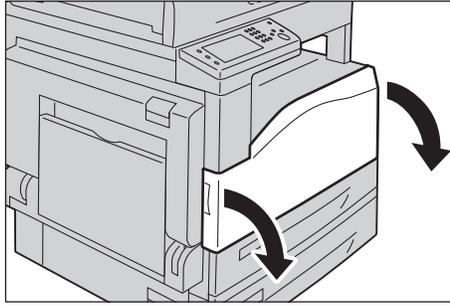
2. Turn the lock lever counterclockwise.

3. Unlock the waste toner container, and then pull it out making sure to hold it upright so that the waste toner does not spill out.
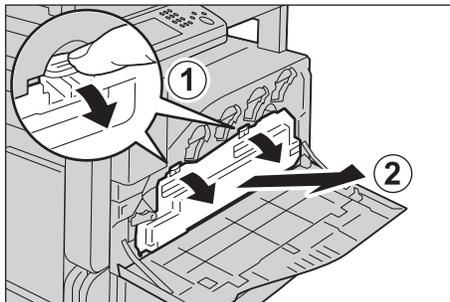
Notes:

- Take care not to drop the waste toner container while you are removing it.
- After removing the waste toner container, do not touch the parts shown in the illustration. Toner can dirty or stain your hands.
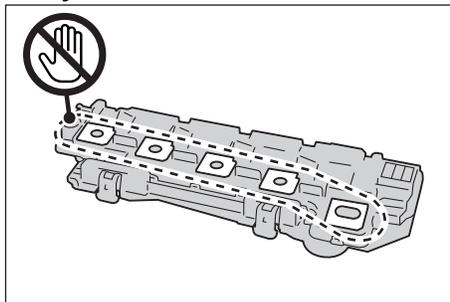
Never lay the waste toner box on its side as this may cause its malfunction or toner spills.
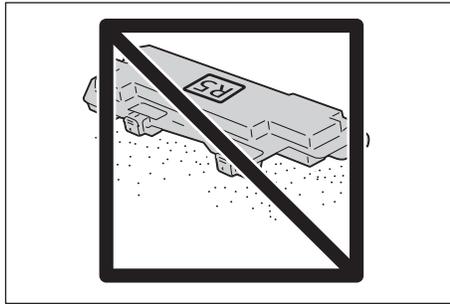
4. Remove the cleaning bar from the back side of the front cover, and then clean each of the LED Print Heads once with the bar.
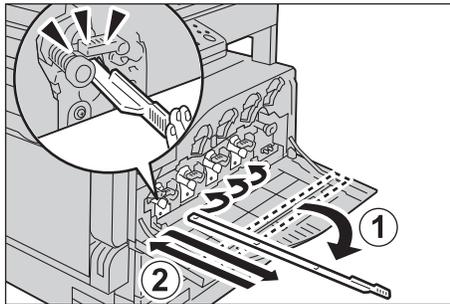
    Insert the cleaning bar into each slot until it stops, and then slowly slide the bar back out.

5. Return the cleaning bar to the back side of the front cover.
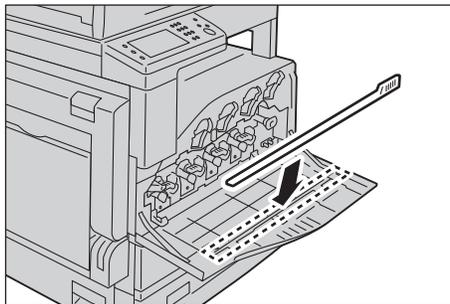
6. Install the waste toner container, and then lock it.
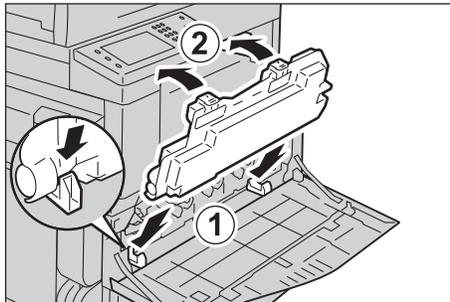
7. Turn the lock lever clockwise, and then close the front cover.
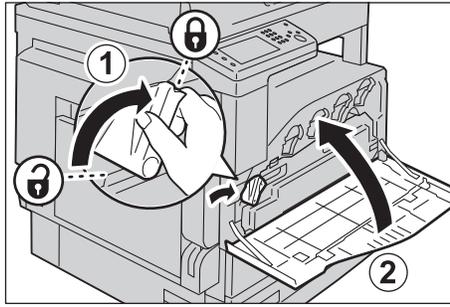
Note: If the front cover is not completely closed, an error code will appear and the device will remain paused.

Cleaning the Touch Screen

The following describes how to clean the touch screen.

1. Wipe only the LCD area with a soft cloth moistened with neutral detergent or alcohol.

When you moisten the cloth with neutral detergent or alcohol, do not allow the excess liquid to drip down from the cloth. If the cloth is moistened with the excess liquid, wring the cloth gently before wiping the LCD area.

Notes:
- Do not use any volatile liquids on the device such as benzene and paint thinner, or insect repellent as these may discolor, deform, or crack the device exterior.
- Cleaning the touch screen with an excessive force may cause the screen to be damaged. Wipe the screen gently.

## Cleaning the Document Glass Cover and the Document Glass

If the document glass cover and the document glass become soiled, smudges may appear on copies, faxes, or scanned documents and the device may not detect the document sizes properly.

To ensure clean copies at all times, clean the document glass cover and the document glass about once a month.

Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.

Note: Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents during copying, scanning, or faxing.

1. Wipe the document glass cover with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.
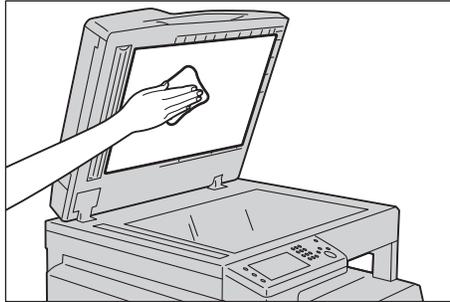
Do not use cleaning agents other than water or neutral detergent.

Note: If you cannot remove dirt easily, gently wipe the document glass cover with a soft cloth moistened with a small amount of neutral detergent.

2. Wipe the document glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.
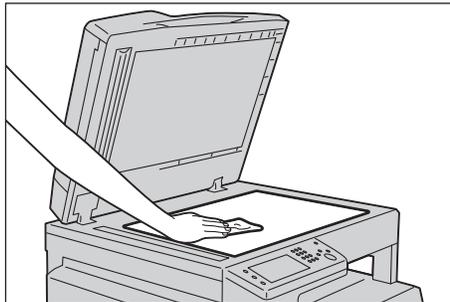
Do not use cleaning agents other than water or neutral detergent.

Note: If you cannot remove dirt easily, gently wipe the document glass with a soft cloth moistened with a small amount of neutral detergent.

## Cleaning the Document Presser and the Narrow Glass Strip

If the document presser or the narrow glass strip becomes soiled, smudges may appear on copies, faxes, or scanned documents and the device may not detect the document sizes properly.

To ensure clean copies at all times, clean the document presser and the narrow glass strip about once a month.

Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.

> Note: Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents during copying or scanning.

1. Wipe the document presser with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.
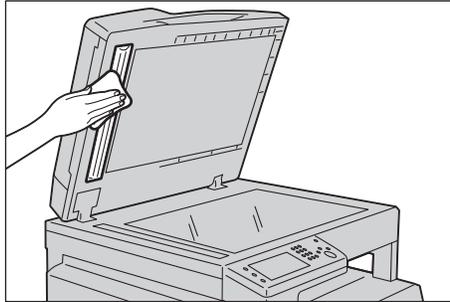
Do not press the film with an excessive force as it can be easily damaged.

> Notes:
> - Do not use cleaning agents other than water or neutral detergent.
> - If you cannot remove dirt easily, gently wipe the document presser with a soft cloth moistened with a small amount of neutral detergent.

2. Wipe the narrow glass strip with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft dry cloth.
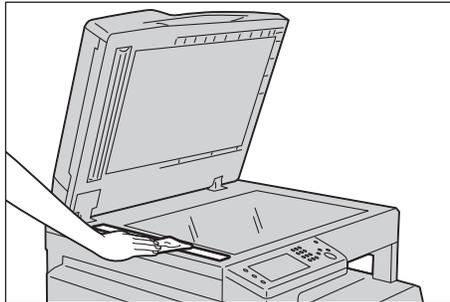
Do not use cleaning agents other than water or neutral detergent.

> Note: If you cannot remove dirt easily, gently wipe the narrow glass strip with a soft cloth moistened with a small amount of neutral detergent.

## Cleaning Document Feeder Rollers

If the document feeder rollers become soiled, smudges may appear on copies, faxes or scanned documents and paper jams may occur.

To ensure clean copies at all times, clean the document feeder rollers about once a month.

Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.

Note: Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents during copying, scanning, faxing or printing.

1. Lift the latch of the document feeder top cover until it is completely open.
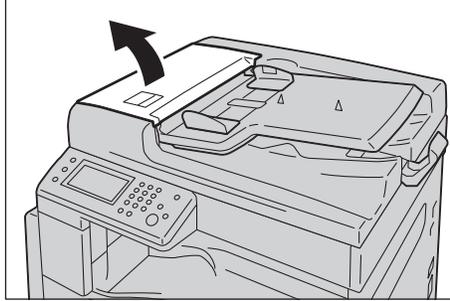
Note: When you fully open the cover, it enters a fixed position. Open the cover gently.

2. While turning the rollers, wipe them with a soft cloth moistened with water.
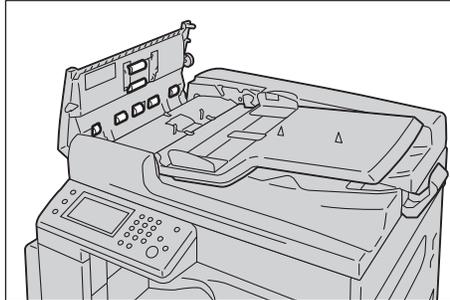
Do not use cleaning agents other than water or neutral detergent.

Notes:

- Use a cloth firmly wrung to prevent water drops from falling into the device. If water gets into the device, it may cause the device to malfunction.
- If you cannot remove dirt easily, gently wipe the rollers with a soft cloth moistened with a small amount of neutral detergent.

3. Close the document feeder top cover until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.

Managing the Device

This section describes how to check the device status using CentreWare Internet Services or the Status Messenger feature.

Checking or Managing the Device with CentreWare Internet Services

When the device is installed in a TCP/IP environment, you can use CentreWare Internet Services to check the device status, the remaining volume of consumables, and the paper loaded in this device. You can also use CentreWare Internet Services to configure device settings.

Note: When using the device as a local printer, you cannot use CentreWare Internet Services.

Starting CentreWare Internet Services

Use the following procedure to start CentreWare Internet Services.
1. Launch your web browser.
2. Enter the IP address in the browser address field, and then press the Enter key.

   The CentreWare Internet Services screen appears.

   For more information on the items that can be set in each CentreWare Internet Services screen, click the [Help] button to display the online Help.

Status Messenger

When connected in a network environment where sending and receiving of email is possible, the device can send an email report to specified email addresses containing the following information:
- The network settings and the device status
- The error status which has occurred on the device

Setting the Email Environment

Activate CentreWare Internet Services. On the [Properties] tab, configure the following settings according to your email environment. After configuring the settings on each screen, always click [Apply] and then turn off/on the device to reboot. For information on each item, refer to the online help for CentreWare Internet Services.

Item	Item to be configured	Description
StatusMessenger	Recipient Email Address	Set the email address where notices about changes in device status or errors are sent.
	Notification Items	Set the contents of the notices to send in the email.
Port Status	StatusMessenger	Select [Enabled].

Item	Item to be configured	Description
Protocol Settings > Email	Device Email Address, SMTP Server Address, SMTP Server Port Number, E-Mail Send Authentication, Login Name, Password, SMTP Server Connection Status, POP3 Server Address, POP3 Server Port Number, Login Name, Password, POP3 Server Check Interval, APOP Settings, POP3 Server Connection Status	Select appropriate settings for sending and receiving email.
	Permitted Email Address	When setting the permission for checking information and changing the settings for an email address, enter the email address that is permitted to receive the email. If no address is entered here, the device receives emails from all users.
	StatusMessenger Password	When setting the password for access to the device (both read only and read/write), enter the password in the [Password] field.

Checking the Device Status with Email

This section describes cautions when sending email to the device to check the device status.

- You can specify any title for the email when checking the device status or changing the device settings.
- Use the commands described in the next section to create the text of the email.

Commands That Can Be Used in Email Text

Use each command according to the following rules:

- Prefix all commands with "#", and specify the #Password command at the top of the email.
- Command lines without "#" are ignored.
- Write one command on each line and separate each command and parameter with a space or a tab.

When the same command is written two or more times in one email, the second and subsequent commands are ignored.

Command	Parameter	Description
#Password	Password	Use this command at the top of the email when a password for read only is set. You can omit this command when the password is not set.
#NetworkInfo	-	Set this when you want to check information on the network settings list.
#Status	-	Set this when you want to check the device status.

Example of Commands

When the read only password is "ronly", and to check the device status:

#Password ronly

#Status

#NetworkInfo

Maintenance

13

Problem Solving

This chapter provides possible solutions to various problems you may encounter with the device.

Troubleshooting

This section describes troubles that may occur with the device and their solutions.

Follow the troubleshooting procedure below to solve the problems.

1. There is a problem with the device operation
   - Yes: Refer to Device Problems on page 256
   - No: A message is displayed.
2. Message displays a paper or document jam?
   - Yes: For information on paper jams, refer to Paper Jams on page 287. For information on document jams, refer to Document Jams on page 292.

     If the message displays an error code, refer to Error Code on page 277.
   - No: The image quality is poor.
3. Is the image quality poor?
   - Yes: Refer to Image Quality Problems on page 260.
   - No: There is a problem when using the Copy, Print, Fax, Scan, or Scan Driver or Printer Utility features.
4. Is there problems with Copy, Print, Fax, Scan, or Scan Driver or Printer Utility?
   - Yes: Refer to the corresponding topics:

     Copying Problems on page 267

     Printer Problems on page 270

     Fax Problems on page 271

     Scan Problems on page 273

     Scan Driver/Printer Utility Problems on page 276
   - No: If you cannot resolve an error despite following the above procedure, contact our Customer Support Center.

Device Problems

Check the device's status again if you suspect a malfunction.

Symptoms	Possible Cause	Remedy
The device is not powered on.	Is the power switched ON?	Switch the power ON. Refer to Power Source on page 45.
	Is the power cord plugged into the power outlet?	Switch the power OFF and make sure the power plug is inserted securely. Then switch the power ON.
	Is the power cord disconnected from the device?	
	Does the AC outlet supply power properly	Connect another appliance to the outlet to verify the power supply.
The <Error> LED is blinking.	The system of the device or the components installed may have a trouble.	Switch the power OFF, then ON again. If the problem persists, contact our Customer Support Center.
The <Error> LED is lit.	Is paper or document jammed?	Remove the jammed paper or document. Refer to Paper Jams on page 287. Refer to Document Jams on page 292.
	Is the device front cover or another cover open?	Follow the instructions in the displayed error code to take the required action. Refer to Error Code on page 277.
The display is dark.	Is the <Power Saver> button lit?	The device is in an Power Saver mode. Press the control panel's <Power Saver> button to turn off the Power Saver mode.
Unable to print or copy.	Is there an error code displayed in the control panel's display?	Follow the instructions in the displayed error code to take the required action. Refer to Error Code on page 277.
	Is the power cord connected?	Switch the power OFF and make sure the power plug is inserted securely into the power outlet. Then switch the power ON.
The <Data> LED does not light even though you instructed the device to print.	Is the interface cable connected?	Check the interface cable connection. Refer to Interface Cables on page 28
	Is the computer's environment correctly set?	Check the computer environment such as print driver settings.
	Is the required port status set to [Enabled]?	Check the status of the port to use, and then set the port status to [Enabled]. Refer to Activating the Communication Port To Use on page 36.

Symptoms	Possible Cause	Remedy
Unable to print although a print job is instructed to Tray 5 (bypass).	Is the specified paper size loaded in the tray?	Follow the instructions in the displayed error code to place paper of the correct size, and then try again. Refer to Error Code on page 277. Refer to Loading Paper in Tray 5 (bypass) on page 63.
The print quality is poor.	An image quality problem may have occurred.	Take the required action described in "Image Quality Problems". Refer to Image Quality Problems on page 260.
Unable to insert or remove a tray.	Did you open a cover or switch the device off during printing?	Do not forcibly insert or remove the tray. Switch off the power. In a few seconds, switch on the power. When the device is ready to receive data, insert or remove the tray.
Unable to copy with the specified size.	Is the document glass or the document glass cover dirty?	Clean the document glass or document glass cover. Refer to Cleaning the Document Glass Cover and the Document Glass on page 248.
	Is the document a transparency or highly translucent medium?	Use the document glass to copy the document, placing a sheet of white paper on top of it.
	Is the document in the correct position?	Place the document correctly. Refer to Placing Document on page 68.
	Is the document loaded correctly?	
	Are the document guides on the document feeder set in the correct positions?	Align the document guides correctly. Refer to Placing Document on page 68.
	Is the document folded?	Smooth out the document and place it again correctly. Refer to Placing Document on page 68.

Symptoms	Possible Cause	Remedy
Paper is often jammed or wrinkled.	Is paper loaded correctly in the tray?	Load paper correctly. Refer to Loading Paper in Trays 1 and 2 on page 61.
	Is the tray inserted correctly?	Correctly insert the tray by firmly pushing it until it stops. Refer to Loading Paper in Trays 1 and 2 on page 61
	Is the paper damp?	Replace the paper with a new one.
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with a new one.
	Are the paper and tray settings correct?	Correctly set the paper settings to correspond to the paper loaded. Refer to Changing the Paper Size for Trays 1 and 2 on page 65.
	Are any torn pieces of paper remaining or is there a foreign object in the device?	Open the cover of the device or pull out the tray to remove any torn pieces or foreign objects. Refer to Paper Jams on page 287.
	Is non-standard paper loaded in the tray?	Replace with paper that meets device specifications. Refer to Paper Types on page 56.
	Is paper exceeding the maximum fill line in the tray?	Load paper in the tray so that it does not exceed the maximum fill line. Refer to Loading Paper in Trays 1 and 2 on page 61.
	Are the paper guides set correctly?	Load paper correctly, and align the paper guides to the paper. Refer to Loading Paper in Trays 1 and 2 on page 61. Refer to Loading Paper in Tray 5 (bypass) on page 63.
	Is the paper finely cut out?	Some paper types may not be cut out finely. Load the paper after fanning it well.
A document is not fed onto document feeder.	Is the document small?	The minimum size of document that can be loaded into the document feeder is A5□.
An error code appears when paper is loaded in Tray 5 (bypass) and the <Start> button is pressed.	Check the positions of the paper guides of Tray 5 (bypass).	Adjust the paper guides to the correct positions. Refer to Error Code on page 277. Refer to Loading Paper in Tray 5 (bypass) on page 63.

Symptoms	Possible Cause	Remedy
Documents often jam.	Are suitable types of documents being used?	Correctly load the documents suitable for the document feeder. Refer to Placing Document on page 68.
	Are you using the irregular shaped documents, business cards, transparencies, or thin documents?	
	Are there any sticky tags, paper clips or adhesive tape on the document?	Remove any sticky tags, paper clips, or adhesive tape from the document before copying.
	Are the document guides set in the correct positions?	Adjust the document guide positions. Refer to Placing Document on page 68.
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder top cover and check inside. Refer to Document Jams on page 292.
An edge of the document is folded.	Is the document curled?	Flatten the curl and load the document again.

Image Quality Problems

If the image quality of the printout is poor, use the table below to find our most likely cause, and take the required action.

If the image quality remains poor after taking the required action, contact our Customer Support Center.

Symptoms	Possible Cause	Remedy
Copies are dirty.	Is the document glass or the document glass cover dirty?	Clean the document glass or the document glass cover. Refer to Cleaning the Document Glass Cover and the Document Glass on page 248.
	Is the document a transparent type such as a transparency medium?	When copying highly translucent documents, dirt on the document glass cover shows up in the copy. Place a sheet of white paper over the document before copying.
	Is the document on colored or rough paper, or a blueprint?	Adjust the copy density or remove the background paper color before copying. Refer to Lighten/Darken on page 84. Refer to Auto Background Suppression on page 202.
	Is the document on glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.
Black lines appear in copies.	Is the document feeder's narrow glass strip dirty?	Clean the narrow glass strip. Refer to Cleaning the Document Glass Cover and the Document Glass on page 248.
Copies are too dark.	Is the copy density set to a high value?	Adjust the copy density. Refer to Lighten/Darken on page 84.
Copies are too light.	Is the document light?	
	Is the copy density set to a low value?	
The copy is slightly out of position.	Is the paper loaded in the correct position such as the paper's leading edge drifted away from the corners of the tray?	Load paper correctly, and align the paper guides to the paper. Refer to Loading Paper in Trays 1 and 2 on page 61. Refer to Loading Paper in Tray 5 (bypass) on page 63.

Symptoms	Possible Cause	Remedy
Copies are out of position or crooked.	Have you placed the document correctly?	Place the document correctly. Refer to Placing Document on page 68.
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to Loading Paper in Trays 1 and 2 on page 61.
	If using Tray 5 (bypass), have you loaded the paper so that the paper guides are in contact with it?	Load the paper correctly. Refer to Loading Paper in Tray 5 (bypass) on page 63.
	Are the document feeder's document guides misaligned?	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to Placing Document on page 68.
	Have you mounted the tray securely?	Mount the tray by inserting it securely all the way into the device. Refer to Loading Paper in Trays 1 and 2 on page 61.
		You can adjust the alignment of the printed image. Refer to Adjust Alignment on page 185.
Copies have missing parts in them.	Is the paper damp?	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	Is the paper in the tray creased or wrinkled?	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	Are you copying a cut-and-pasted or creased document?	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
Striped patterns appear in copies.	Are you attempting to make an enlarged copy of the document with a too large enlargement factor?	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to Reduce/Enlarge on page 81.

Symptoms	Possible Cause	Remedy
The printout is light (faded, unclear). Printer	The paper is damp.	Replace the paper with new paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
Black spots appear in copies. Printer	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
Black or colored lines appear in printouts. Printer Printer	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
	The narrow glass strip is dirty.	Clean the narrow glass strip. Refer to Cleaning the Document Presser and the Narrow Glass Strip on page 249.
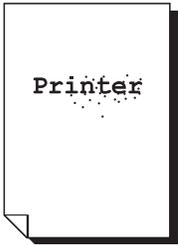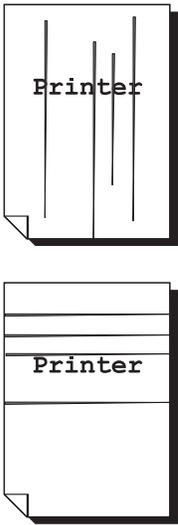
Symptoms	Possible Cause	Remedy
Dirt appears at regular intervals in the printout. **Printer** Paper feed direction	The paper feed path is dirty.	Print several sheets.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
White spots appear in areas of black fill. **P**	The paper is unsuitable.	Load the correct type of paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
The printout comes off on the fingers. The toner is not fused to the paper. The paper is contaminated with toner. **Printer**	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.
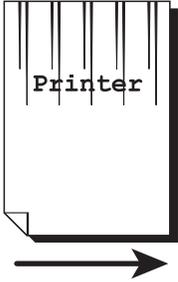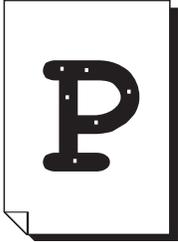
Symptoms	Possible Cause	Remedy
The entire printout is black.	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
	A high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
The printout is blank.	Multiple pages were fed through the device at once (double feeding).	Riffle through the stack of paper thoroughly before loading it.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
	A power failure or high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
The printout contains white areas, or white or colored stripes.	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.
The printout is faint overall.	When using the Tray 5 (bypass) to print, the paper size specified in the print driver does not match the type and size of the paper actually loaded.	Load paper of the correct type and size in the Tray 5 (bypass). Refer to Loading Paper in Tray 5 (bypass) on page 63.
	Multiple pages were fed through the device at once.	Ruffle through the stack of paper thoroughly before leading it.
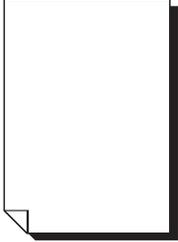
Symptoms	Possible Cause	Remedy
The paper is wrinkled.	The paper is unsuitable.	Replace the paper with new paper.
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurry.	The paper is unsuitable.	Replace the paper with new paper.
	Paper has been added to the paper loaded.	
	The paper is damp.	
White or color patches appear vertically.	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to Replacing the Drum Cartridge on page 244.
The printout is slanted.	The paper cassette's paper guides are not aligned to the correct position.	Align the horizontal and vertical paper guides properly. Refer to Loading Paper in Trays 1 and 2 on page 61. Refer to Loading Paper in Tray 5 (bypass) on page 63.

Symptoms	Possible Cause	Remedy
The color registration is out of alignment.	The color registration is displaced by installing the device or replacing components.	Adjust the color registration. Refer to Auto Registration on page 186.

Copying Problems

This section provides possible solutions to various problems you may encounter when using the Copy features.

Unable to Copy

The table below lists possible solutions when you are unable to copy.

Symptoms	Possible Cause	Remedy
The document is not fed properly through the document feeder.	The document size is too small.	The minimum size of document that can be loaded on the document feeder is A5□.
	The document is not a supported type.	The document feeder does not support warped documents, business cards, transparencies, thin documents, or documents with attached stick-on notes, paper clips or tape. Refer to Paper Types on page 56.
	The document guides are misaligned.	Align the document guides properly to match the document size.
	There are document shreds stuck in the document feeder.	Open the document feeder top cover, and remove the document shreds. Refer to Document Jams on page 292.
	You have placed a document containing pages of different sizes.	You cannot place documents with different size pages.

Copy Output Problems

The table below lists possible solutions to problems with the copy output.

Symptoms	Possible Cause	Remedy
Copies are dirty.	The document glass cover or document glass is dirty.	Clean the document glass cover or document glass. Refer to Cleaning the Document Glass Cover and the Document Glass on page 248.
	The document is a transparency or highly translucent medium.	When copying highly translucent documents, dirt on the document glass cover shows up in the copy. Place a sheet of white paper over the document before copying.
	The document is on colored or rough paper, or is a blueprint.	The paper's background color is being copied. Adjust the copy density or image quality, or specify background suppression before copying.
	The document is printed on glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.
Copies are too dark or too light.	The copy density adjustment is not right.	Adjust the copy density. Refer to Lighten/Darken on page 84.
	The document is light.	Adjust the copy density. Refer to Lighten/Darken on page 84.
	The image quality setting is not correct for the document.	If the copy output of black text is too light, set [Original Type] to [Text]. Refer to Original Type on page 85.
The copy is slightly out of position.	The paper loaded in the tray is misaligned.	Align the paper stack, and load it so that the leading edge of the paper is aligned with the front corners of the tray.
Copies have missing parts in them.	The paper is damp.	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	The paper in the tray is creased or wrinkled.	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	The document has been cut-and-pasted, or is creased.	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.

Symptoms	Possible Cause	Remedy
Striped patterns appear in copies.	The document's enlargement factor is too large.	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to Reduce/Enlarge on page 81.
Copies are out of position or crooked	You have not placed the document correctly.	Place the document correctly. Refer to Placing Document on page 68.
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	You have not mounted the tray securely.	Mount the tray by inserting it securely all the way into the device.
	The paper guides of Tray 5 (bypass) are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	The document size is not correct.	Check the document size set correctly. Refer to Original Size on page 88.
	The paper size is not correct.	Check the paper size set correctly. Refer to Changing the Paper Settings on page 66.
The copy is not the desired size.	The document glass cover or document glass is dirty.	Clean the document glass cover or document glass. Refer to Cleaning the Document Glass Cover and the Document Glass on page 248.
	The document is a transparency or highly translucent medium.	Place a sheet of white paper over the document before copying. Refer to Placing Document on page 68.
	The document has shifted out of position.	Place the document correctly. Refer to Placing Document on page 68.
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to Placing Document on page 68.
	The document is creased.	Smooth out the document and place it again correctly. Refer to Placing Document on page 68.
The edges of copies are cut off.	The document exceeds the printable area.	Adjust the reduction/enlargement factor to reduce the copy slightly.

Printer Problems

Unable to Print

The table below lists possible solutions when you are unable to print.

Symptoms	Possible Cause	Remedy
Data remains in the printer icon.	The device's power is not ON.	Switch the device's power ON. Refer to Power Source on page 45.
	The computer's cable is disconnected.	Connect the computer's cable.
	The device's cable is disconnected.	Connect the device's cable. Refer to Interface Cables on page 28.
	An error has occurred in the device.	Check the error information, and take the required action.
	There is a problem in the network connecting the computer and device.	Contact your Network Administrator.
	The port is not activated.	Activate the port to use. Refer to Activating the Communication Port To Use on page 36.
	The device is connected to multiple computers.	Wait a while, and then try printing again.
Data has been sent to the device.	No paper has been loaded.	Load paper.
	There is no paper of the specified size.	Load paper of the specified size. Refer to Loading Paper on page 61.
	An error has occurred in the device.	Check the error information, and take the required action.
	Job execution has been paused.	Use the screen to select whether to cancel the job.

Print Output Problems

The table below lists possible solutions to print output problems.

Symptoms	Possible Cause	Remedy
The printout is on the wrong paper size.	The wrong size paper was loaded in the specified tray.	Change the size of the paper loaded in the tray, or change the print options to use a tray containing the specified paper size.
The image at the edges of the paper is missing.	The document exceeds the device printable area.	Enlarge the device print area, or reduce the document print area.
The settings specified in the printing options are disabled.	The print driver of another model device is in use.	Install the device print driver.
	An option has not been mounted.	Check the options mounted in the device, and then reselect the items in [Items] under [Options] in the print driver.
Check the options mounted in the device, and then reselect the items in [Items] under [Options] in the print driver.	Confirm whether the print driver on the computer is the one supplied with the device.	On the computer, select the print driver supplied with the device. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

Fax Problems

The table below lists possible solutions to fax problems.

Symptoms	Remedy
The device is not working, there is no display and the buttons are not working.	Unplug the power cord and plug it in again.
	Ensure that there is power to the electrical receptacle.
No dial tone sounds.	Check that the phone line is connected properly.
	Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Ensure that the numbers are stored in the memory correctly.
	Print an Address Book list.
The document does not feed into the device.	Ensure that the document is not wrinkled and you are putting it in correctly. Check that the document is of the right size, not too thick or thin.

Symptoms	Remedy
	Ensure that the document feeder top cover is firmly closed.
Faxes are not received automatically.	Check that the phone line is connected properly.
	The Fax mode should be selected.
	Ensure that there is paper in the paper tray.
	If the time interval specified for the following features is too long, change the time interval shorter such as 30 seconds. 5. Auto Answer Fax 6. Auto Ans. TEL/FAX 7. Auto Ans. Ans/FAX
The device does not send faxes.	[Sending Fax] should show up on the display.
	Check the other fax device you are sending to, to see if it can receive your fax.
	Check the [Dial Type] for [PB], [DP(10PPS)] or [DP(20PPS)].
	Ensure that the document is loaded in the document feeder or on the document glass.
The incoming fax has blank spaces or is received in poor quality.	Check the device by making a copy.
	The toner cartridge may be empty. Replace the toner cartridge.
	A noisy phone line can cause line errors. Set the fax modem speed to a slower speed.
	The fax device sending you the fax may be faulty.
Some of the words on an incoming fax are stretched.	The fax device sending you the fax had a temporary document jam.
There are lines on the documents you send.	Check the surface of the document glass and document feeder glass for marks and clean it. Refer to Cleaning the Device on page 245.
The device dials a number, but the connection with another fax device fails.	The other fax device may be turned off, out of paper, or cannot answer incoming calls. Speak with the other device operator and ask her/him to sort out the problem.

Symptoms	Remedy
Documents are not stored in the memory.	There may not be enough memory to store the document. If the display shows a [Memory Full] message, delete any documents you no longer need from the memory and then restore the document, or wait for the job in progress (e.g., a fax transmission or reception) to complete.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. Refer to Paper Types on page 56.
The device will not send or receive faxes.	Ensure that the region code is set correctly under <Machine Status> → [Tools] → [Admin Settings] → [Fax Settings] → [Fax Line Settings] → [Region].
	Check the [Dial Type] for [PB], [DP(10PPS)] or [DP(20PPS)].
	Check that the cables are connected properly.
	If the telephone line cord is connected to the device via any device such as an answering device and a computer, remove the device and directly connect the telephone line cord to the device.
An error often occurs during a fax transmission or reception.	Reduce the modem speed under <Machine Status> → Tools → Admin Settings → Fax Settings → Transmission Defaults → Modem Speed.
The device receives faxes, but it does not print.	Check the toner level.
	Ensure that there is paper in the paper tray.
	Ensure that [Forward Settings] is set to [Off].
	Ensure that [Junk Fax Filter] is set to [Off].
	Ensure that [Secure Receive Set] is set to [Disable].
	Execute [Initialize NVM].

Scan Problems

This section provides possible solutions to various problems you may encounter when using the Scan feature.

The table below lists possible solutions when you are unable to scan.

Symptoms	Remedy
The scanner does not work.	Ensure that you place the document to be scanned facing down from the document glass, or facing up in the document feeder.
	There may not be enough available memory to hold the document you want to scan. Try the Preview function to see if that works. Try lowering the scan resolution rate.
	Check that the USB cable or Ethernet cable is connected properly.
	Ensure that the USB cable or Ethernet cable is not defective. Switch the cable or adapter with a known good cable or adapter. If necessary, replace it.
	Check that the scanner is configured correctly. Check the application you want to use to make certain that the scanner job is being sent to the correct port.
	Ensure that the scanner sharing feature is disabled when you use Mac OS® X before you scan documents via an ICA compatible application such as Image Capture. The device does not support the scanner sharing feature of Mac OS X. Select a printer which is directly connected to the computer via USB or wired LAN and scan documents.
The device scans very slowly.	Graphics are scanned more slowly than text when you use the Email or Scan To Network feature.
	Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image.
	Scanning images at a high resolution takes more time than scanning at a low resolution.

Symptoms	Remedy
Document misfeeds or multiple feeds occur in the document feeder.	Check whether the document feeder roller assembly is installed properly.
	Ensure the document's paper type meets the specifications for the device.
	Check whether the document is properly loaded in the document feeder.
	Ensure that the document guides are adjusted properly.
	Ensure that the number of document sheets do not exceed the maximum capacity of the document feeder.
	Ensure that the document is not curled.
	Fan the document well before loading it in the document feeder.
Vertical stripes appear on the output when scanned using the document feeder.	Clean the document feeder glass. Refer to Cleaning the Device on page 245.
	Clean inside the device by using the cleaning rod. Refer to Cleaning the Device on page 245.
A smear appears at the same location on the output when scanned using the document glass.	Clean the document glass. Refer to Cleaning the Device on page 245.
Images are skewed.	Ensure that the document is loaded straight in the document feeder or on the document glass.
Diagonal lines appear jagged when scanned using the document feeder.	If the document uses thick media, try scanning it from the document glass.
Message appears on your computer screen: • Device can't be set to the H/W mode you want. • Port is being used by another program. • Port is Disabled. • Scanner is busy receiving or printing data. When the current job is completed, try again. • Invalid handle. • Scanning has failed.	There may be a copying or printing job in progress. When the current job is complete, try the job again.
	The selected port is currently being used. Restart your computer and try again.

Symptoms	Remedy
	The cable may be improperly connected or the power may be off.
	The scan driver is not installed or an operating environment is not set up properly.
	Ensure that the port is properly connected and the power is turned on. Then restart your computer.
	Check that the USB cable, Ethernet cable is connected properly.
The device does not properly transfer scan data to a specified destination via the Scan to Email or Scan To Network feature.	Check if the following settings have been set correctly on the CentreWare Internet Services. **Scan To Network** Check the following settings under [Address Book] → [Computer/Server Address Book] → [Edit Network Scan Address]: • Server Address • Login Name • Login Password • Share Name (Displays only when [Server Type] is set to [SMB]) • Server Path **Scan to Email** Check the following setting under [Address Book] → [Email Address Book]: Address

Scan Driver/Printer Utility Problems

The table below lists possible solutions to scan driver/printer utility problems.

Symptoms	Remedy
Unable to retrieve the Address Book data from the printer on the Address Book Editor.	Check that the USB cable or Ethernet cable is connected properly.
	Ensure that the device is turned on.
	Ensure that the scan driver is installed on your computer. (The Address Book Editor retrieves the Address Book data via the scan driver when the device is connected using a USB cable.)

Symptoms	Remedy
The TWAIN driver cannot connect to the device.	Check that the USB cable is connected properly.
	Check whether the device is on. If the device is on, reboot it by turning the power switch off and then on again.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
Failed to scan your document on the device via Express Scan Manager.	Ensure that your computer and the device is properly connected with the USB cable.
	Check whether the device is on. If the printer is on, reboot it by turning the power switch off and then on again.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
	Network connection cannot be used. Connect with the USB cable.
	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to create an image file via Express Scan Manager.	Ensure there is sufficient space in your hard disk.
	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to initialize Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to execute Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.
An unexpected error occurred on Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.

Error Code

This section describes error codes.

An error message and error code (xxx-xxx) are displayed if printing terminated abnormally because of an error, or a malfunction occurred in the device.

Refer to the error codes in the following table to resolve problems.

If an error code is displayed, any print data remaining in the device and information stored in the device's memory is not secured.

If an error code is displayed that is not listed in the following table, or if you cannot resolve an error despite following the instructions described in the table, contact our Customer Support Center.

Symptoms	Remedy
005-942	The original size is not detected accurately. Check the originals loaded in the document feeder, reload the originals, and then press the <Start> button. Note: When using a non-standard size document, specify the original size in [Original Size]. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.
016-503	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the SMTP server and the DNS server are set correctly on CentreWare Internet Services.
016-504	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the POP3 server and the DNS server are set correctly on CentreWare Internet Services.
016-505	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the user name and password used for the POP3 server are set correctly on CentreWare Internet Services.
016-506	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the SMTP server or the POP3 server is set on CentreWare Internet Services.
016-507	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the user name and password used for the SMTP server are set correctly on CentreWare Internet Services.
016-520 016-521	Contact your system administrator.
016-570 016-571 016-572 016-573 016-718 016-720	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
016-737 016-741 016-742 016-743 016-744 016-745	Switch off the device power, make sure that the touch screen is blank, and then switch on the device power. Contact our Customer Support Center if this failure is repeated.

Symptoms	Remedy
016-746	Select [Close] to recover the device.
016-757 016-758 016-759	Contact your server administrator.
016-764 016-765 016-766	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Contact the SMTP server administrator.
016-767 016-768	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the email address, and try scanning again.
016-786 016-790	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the network cable is connected properly. If there is no problem with the network cable, contact your server administrator.
016-799 016-921	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
016-985 016-986	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Lower the resolution or change the file format of the scanned image, and retry scanning.
017-970 017-971 017-972 017-973 017-974 017-975 017-976 017-977 017-978 017-979 017-980 017-986 017-987 017-988 017-989	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
031-521	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Confirm the login-able computers with your system administrator.
031-522	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the login name (domain name and user name) and password are correct.

Symptoms	Remedy
031-523	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the share name you specified.
031-524	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the number of users who use the server at the same time is not exceeding the upper limit.
031-525	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the specified user can read and write a file at the storage location.
031-526	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the DNS connection, or check if the forwarding destination server is registered with DNS.
031-527	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Set the DNS address, or set the forwarding destination server address as an IP address.
031-528	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the device can communicate via network with the forwarding destination SMB server. For example, check the following: • Connection of the network cable • TCP/IP settings • Communication with Port 137 (UDP), 138 (UDP), and 139 (TCP) For communication beyond the subnet, check the settings of the WINS server and if the server name can be resolved correctly.
031-529	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the password is correct.
031-530	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the storage location is correct. The storage location you specified is DFS setting, and check if it is linked to other server. Specify directly the linked server, the share name, and the storage location.
031-531	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the access right of the folder you specified.
031-532	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Shorten the name of the file or the forwarding destination folder.

Symptoms	Remedy
031-533	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the following: • A file with the name you specified can be created in the storage location. • The file name you specified is not used by any other user. • Any file or folder that has the same name as the one you specified does not exist.
031-534	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the following: • A file with the name you specified can be created in the storage location. • Any file or folder that has the same name as the one you specified does not exist.
031-535 031-536	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if any other user is not operating the file in the storage location you specified.
031-537	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the storage location has free space.
031-539	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the server name is correct.
031-540	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the domain name is correct.
031-541	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the login name (user name) is correct.
031-542	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Wait for a while and try the same operation again. Contact our Customer Support Center if this failure is repeated.
031-543	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the login permitted time with your system administrator.
031-544	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the password valid period with your system administrator.
031-545	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the necessity of password change with your system administrator.
031-546	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the user invalid setting with your system administrator.
031-547	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the user lock-out status with your system administrator.

Symptoms	Remedy
031-548	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the user valid period with your system administrator.
031-549	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. On the server security settings, check the access permission of null password user.
031-550	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the append access right to the file. Check if the server supports the SMB append command.
031-551	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the rename access right to the file. Check if the server supports the SMB rename command.
031-552	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Set other than "Cancel" for processing in the case of file name duplication, or rename/delete the file whose name is the same as the one specified in the sending destination folder.
031-574	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the DNS connection, or check if the name of the forwarding destination server is registered with DNS.
031-575	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Set the DNS address, or set the forwarding destination server address as an IP address.
031-576	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the server's IP address is correct, or check the connection of the network cable.
031-578	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the login name (user name) and password are correct.
031-579	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the storage location is correct.
031-580	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the server access right.
031-581	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Shorten the name of the file or the forwarding destination folder.
031-582	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if a file with the name you specified can be created in the storage location. Check if the storage location has free space.
031-584	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if a folder with the name you specified can be created in the storage location. Check if a folder that has the same name as the one you specified already exists.

Symptoms	Remedy
031-585 031-587	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the server access rights.
031-588	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the storage location has free space.
031-590	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Set other than "Cancel" for processing in the case of file name duplication, or rename/delete the file whose name is the same as the one specified in the sending destination folder.
031-594 031-595	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Try the same operation again. Contact our Customer Support Center if this failure is repeated.
031-598	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the append access right to the file and if the server supports the FTP append command.
031-599	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the rename access right to the file. Check if the server supports the FTP rename command.
033-500 033-501 033-502 033-503 033-510 033-511 033-512	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
033-513	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Try the following: • Print the received fax, or wait for a while until the fax is sent. • Print the fax job stored using the Secure Receive feature. For more information on the Secure Receive feature, refer to Secure Receive on page 169.

Symptoms	Remedy
033-514 033-515 033-516 033-517 033-518 033-519 033-520 033-521 033-522 033-523 033-524 033-525 033-526 033-573 033-751 033-752 033-753 033-754 033-755 033-756 033-757 033-758 033-759 033-760 033-761	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
033-762	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. The device rejected a fax from the blocked number. For more information, refer to Junk Fax Filter on page 169.

Symptoms	Remedy
033-763 033-764 033-765 033-766 033-767 033-768 033-769 033-770 033-771 033-772 033-773 033-774 033-775 033-776 033-777 033-779 033-782 033-784 033-786 033-787	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
033-788	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Try the following: • Remove the received fax, or wait for a while until the fax is sent. • Print the fax stored using the Secure Receive feature. For more information on the Secure Receive feature, refer to Secure Receive on page 169.
033-789 033-790 033-791 033-799 034-508	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
034-515	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Try the following: • Retry the same operation. • Check if the memory of the device or remote device is full.

Symptoms	Remedy
034-791	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the following: • If the telephone line cord is connected properly • Tone/pulse setting • If the remote device can receive a fax For more information on the tone/pulse setting, refer to Dial Type on page 172.
034-799	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
035-701	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the following: • Status of the remote device • Tone/pulse setting For more information on the tone/pulse setting, refer to Dial Type on page 172.
035-702 035-704 035-705 035-706	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
035-708	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Try the following: • Retry the same operation. • Reduce the modem speed. For more information on the modem speed, refer to Modem Speed on page 173.
035-709 035-710 035-716	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
035-717	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Reduce the modem speed. For more information on the modem speed, refer to Modem Speed on page 173.
035-718	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the status of the remote device.
035-720	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check the features supported by the remote device.

Symptoms	Remedy
035-728 035-729 035-730 035-737 035-739 035-740 035-742 035-746 035-779	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
035-781	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover. Check if the remote device is busy.
035-792 035-793	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
062-956	The original size is not detected accurately. Check the originals placed on the document glass, reload the originals, and then press the <Start> button. Note: When using a non-standard size document, specify the original size in [Original Size]. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.
116-721 116-722	Select [Close], or wait for the time set in [Fault Timeout] for the device to recover.
118-390	A device not supported by the device is installed. Remove the device and restart the device.

Paper Jams

This section describes procedures to clear paper jams.

Carefully remove the jammed paper without tearing it. Do not leave any pieces of paper in the device.

WARNING: If you need to pull out a tray to remove paper jam, contact your local Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

CAUTION: Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause Injuries or burns. Switch off the product immediately and contact your local Xerox representative.

Note: Do not attempt to clear any jams using tools or instruments. This may permanently damage the device.

Paper Jam in Left Side Cover [A]

Follow the steps below to clear paper jams inside the device's left side cover [A].

When removing paper, there may be an image on the device's Transfer Belt (the black film belt) inside the left side cover [A]. Do not touch the Transfer Belt. Image quality may be affected, or the Transfer Belt may be damaged and need replacement.

1. Open Tray 5 (1), and then while lifting up the release lever (2) gently open the top left cover (3).
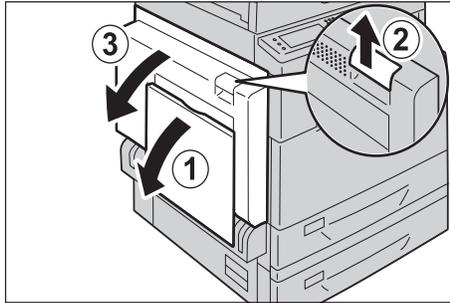
If the paper is jammed around the fusing unit

1. Pull down the handle [A1].
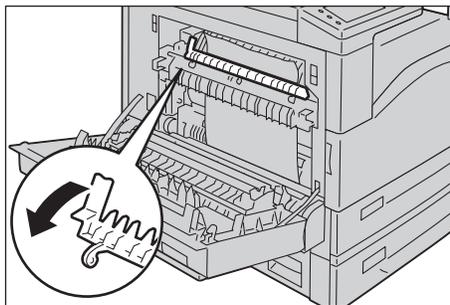
2. Remove the jammed paper.
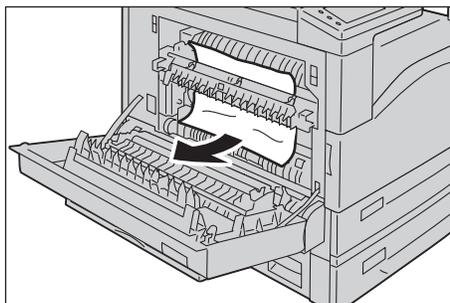
Note: Do not leave any torn pieces of paper inside the device.

3. Return the handle [A1] back to its position.

4. Push on the center of the top left cover, close it slowly, and raise the Tray 5 (bypass).
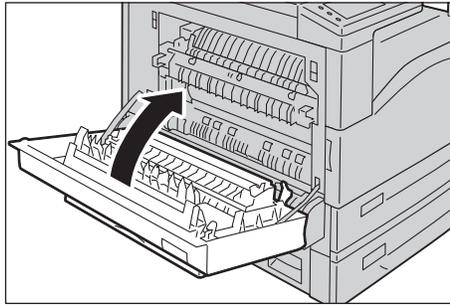
If the paper is jammed within the left side cover [A]

1. If the paper is jammed in the location as shown in the right figure, lift the handle [A2], and then remove the jammed paper pulling upwards.
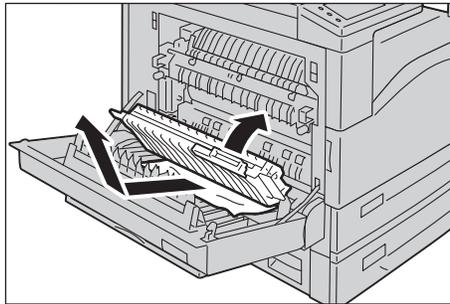
2. Return the handle [A2] to its position.
3. Push on the center of the left side cover [A], close it slowly, and raise the Tray 5 (bypass).
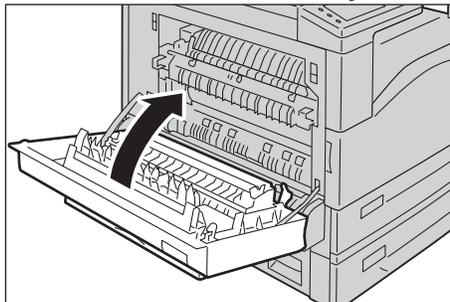
Paper Jam in Left Side Cover [B]

Follow the steps below to clear paper jams inside the device's left side cover [B].

1. Pull the release lever, and slowly open the left side cover [B].
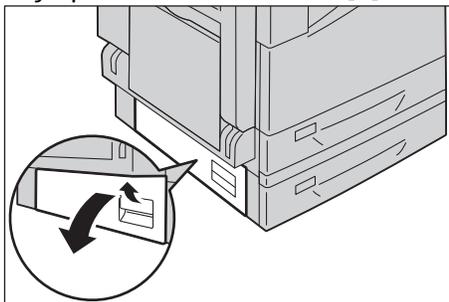
2. Remove the jammed paper.
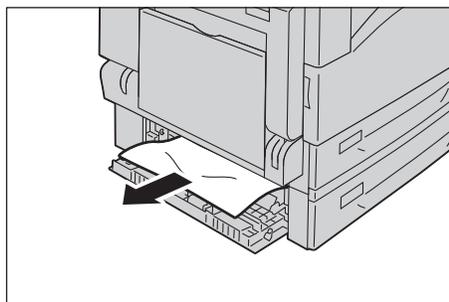
Notes:

- The paper may be jammed in the upper part where it is difficult to see. Check thoroughly for jammed paper.
- If the paper tears, check to make sure there are no remaining shreds in the device.

3. Close the left side cover [B] gently.
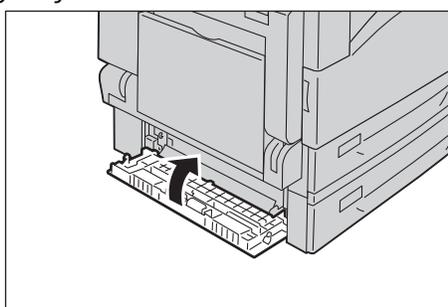
Paper Jams in Trays 1 and 2

Follow the steps below to clear paper jams in Trays 1 and 2.

1. Remove the jammed paper by referring to the following:
   - Tray 1: Paper Jam in Left Side Cover [A] on page 288

– Tray 2 (optional): Paper Jam in Left Side Cover [B] on page 290

2. If the jammed paper cannot be removed, pull out the tray.
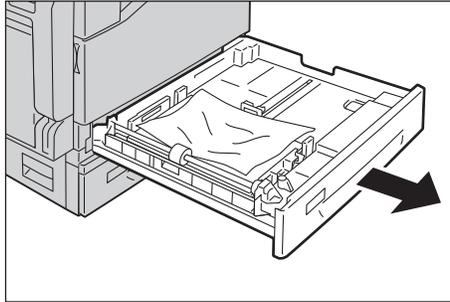
Pulling out a tray after a paper jam without checking where the jam is located may cause the paper to tear and leave shreds inside the device. To prevent equipment failure, check the location of paper jams on the display before attempting to clear them.

3. Remove the jammed paper.
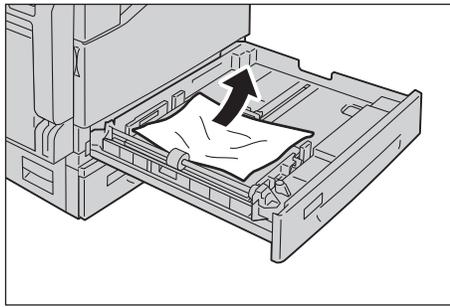
Note: If the paper tears, check to make sure there are no remaining shreds in the device.

4. Push the tray in gently until it stops.
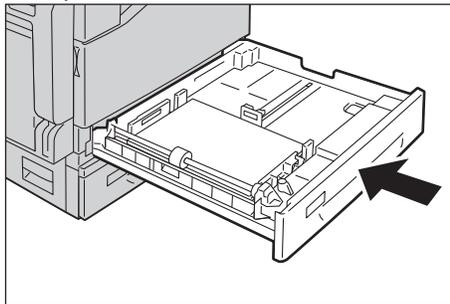
Paper Jams in Tray 5 (bypass)

Follow the steps below to clear a paper jam in the Tray 5 (bypass).

1. Inspect the inside (around the paper feed entrance) of the Tray 5 (bypass), and remove the jammed paper.
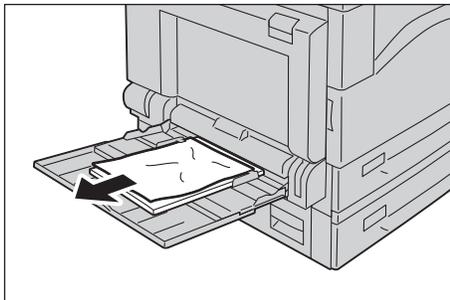
If multiple sheets of paper were loaded, remove all the paper while you clear the jam.

Note: If the paper tears, check to make sure there are no remaining shreds in the device.

2. If multiple sheets of paper were loaded, align the corners of the removed paper.
3. Insert the paper with the side to print on facing down, aligning it so that its leading edge lightly contacts the paper feed entrance.
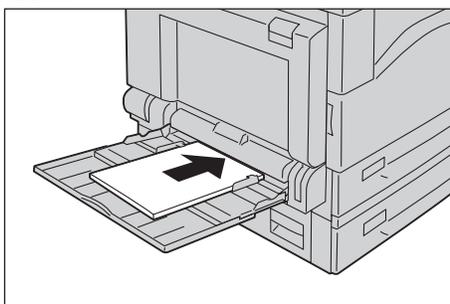
Document Jams

Follow the steps below to remove the jammed document in the document feeder.

1. Pull up the front handle of the document feeder top cover, and open the document feeder top cover completely.
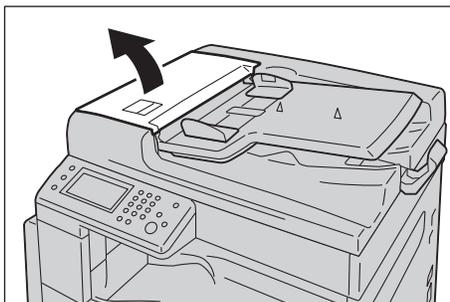
Note: The cover will remain fixed in position when fully opened. Open the cover slowly.

2. If the document has not yet been fed into the feeder, remove it.
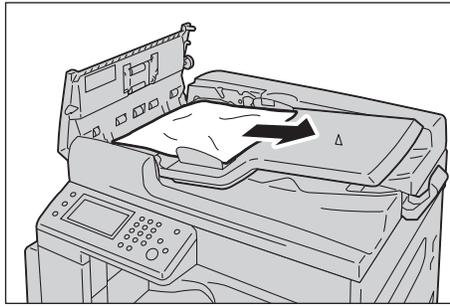
3. If the displayed message tells you to turn the knob, turn the knob to feed the document to the top, then remove it.

   If the document has been fed into the feeder, do not pull it out directly. The document may tear.

4. If the displayed message tells you to open the inner cover, lift up the handle to open the inner cover.

   Handle
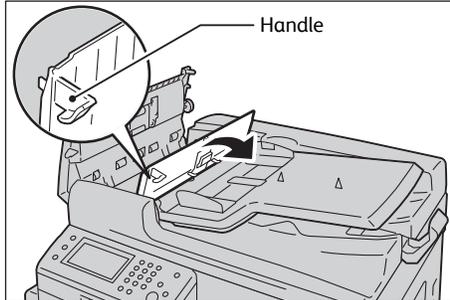
5. Turn the knob to feed the document to the top, then remove it.
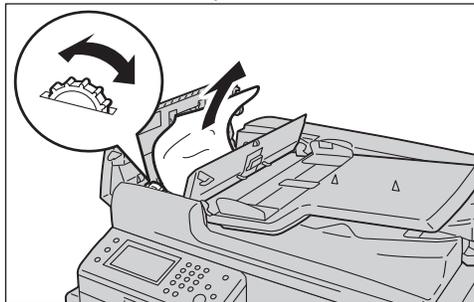
   Note: If the document has been fed into the feeder, do not pull it out directly. The document may tear.

6. Close the document feeder's inner cover.

7. Close the document feeder top cover until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.

8. If you cannot find the document, carefully lift up the document feeder. If you find the document, remove it, and then close the document feeder.

9. If you cannot find the document in Step 8, lift up the document feeder tray and remove the document.
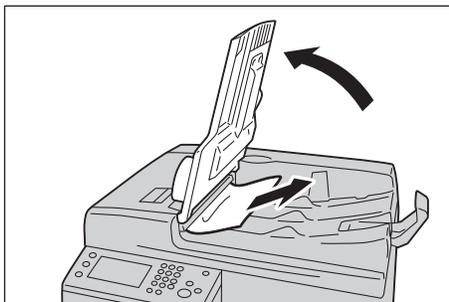
10. Carefully move the document feeder tray back into position.

11. Ensure that the document is not torn, wrinkled, or folded, and then reload the documents to complete the job.
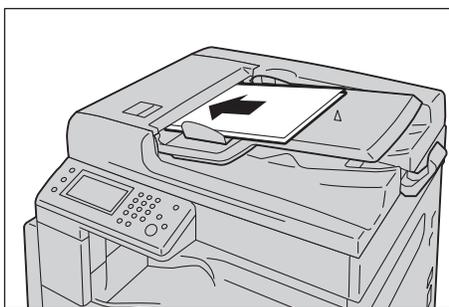
After removing the jammed document:

– Copy:

Place the unscanned document again including the jammed pages.

– Scan (Email/PC(Network)):

Place the entire document again.

If the scanned data is already sent, place the unscanned document again including the jammed pages.

– Scan (TWAIN/WIA(Windows Image Acquisition)):

Place the unscanned document again including the jammed pages.

– Fax:

Place the entire document again.

Note: Torn, wrinkled or folded document pages can cause document jams, or damage. Always copy torn, wrinkled, or folded documents by placing them directly on the document glass.

Getting Help

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem.

For more information, refer to Error Code on page 277.

Obtaining the Product Information

Obtaining the Latest Print Driver

The latest print driver can be obtained by downloading it from our official website.

The following procedure uses the PCL 6 driver as an example.

Note: The communication fee shall be borne by users.

1. In the print driver [Printing Preferences] dialog box, select the [Advanced] tab and then click [About].
2. Click [Xerox Web Site].

   Your web browser launches and our official website is displayed.
3. Follow the instructions on the website and download an appropriate print driver.

   Notes:
   - To locate the print driver for this product, go to www.xerox.com/drivers.
   - For the latest information about the print driver features, refer to the Help provided for the print driver.

Non-Genuine Mode

When toner within a toner cartridge is empty, the [Out of Toner] message appears.

When you want to use the device in Non-Genuine mode, program the mode and replace the toner cartridge.

If you use the device in the Non-Genuine mode, the performance of the device may not be at its optimum. And any problems that may arise from the use of the Non-Genuine mode are not covered by our quality guarantee. The continuous use of the Non-Genuine mode can also cause the device to break down, and any repair charges for such break down will be incurred by users.

Note: Before starting the operation described below, confirm that [Ready] is displayed on the LCD panel.

1. Press the <Machine Status> button.

2. Select the [Tools] tab.
3. Select [Admin Settings].
4. Select [Maintenance].
5. Select [Non-Genuine Toner].
6. Select [On], and then select [OK].

   The device switches to the Non-Genuine mode.

A

Appendix

This chapter describes the device specifications, optional components, and notes and restrictions.

Specifications

This section lists the main specifications of the device. Note that the specifications and the appearance of the product may change without prior notice.

Basic Functions/Copy Functions

Type	Desktop
Memory	512 MB
Hard Disk	-
Color Capability	Full Color
Scanning Resolution	600 x 600 dpi
Printing Resolution	Output resolution: 1200 x 2400 dpi Data processing resolution: 600 x 600 dpi
Halftone	256 halftones for each color (16,700,000 colors)
Warm-up Time	39 seconds or less At room temperature, 20°C
Original Paper Size	The maximum size is 297 x 432 mm (A3, 11 x 17") for both sheets and books.
Output Paper Size	Maximum: A3, 11 x 17" Minimum:Tray 1: A5 Tray 2 (optional): A5 Tray 5 (bypass): A5 (Non-standard size: 89 × 98 mm) Image loss width: 5.5 mm max. at top, bottom, right, and left.

Output Paper Weight	Tray 1: 60–90 g/m²
	Tray 2 (optional): 60–256 g/m²
	Tray 5 (bypass): 60–216 g/m²
	Note: Use paper recommended by Xerox. Copying may not be performed correctly depending on the conditions.
First Copy Output Time	\<When the document glass is used\>
	Monochrome: 8.6 seconds (A4☐/monochrome priority mode)
	Color: 10.8 seconds (A4☐/color priority mode)
	Note: The values may vary depending on the device configuration.
	\<When the document feeder is used\>
	Monochrome: 10.6 seconds (A4☐/monochrome priority mode)
	Color: 13.6 seconds (A4☐/color priority mode)
	Note: The values may vary depending on the device configuration.
Reduction/Enlargement	Size-for-Size 1:1 ± 0.7 %
	Preset ％ 50 %, 70 %, 81 %, 86 %, 115 %, 122 %, 141 %, 200 %
	Variable ％ 25–400 % (1 % increments)

Continuous Copy Speed	Paper Trays 1 and 2 (optional): Continuous 1-Sided copy/same magnification
	
	                                       Monochrome Color
	A4▯: 20 sheets /minute 20 sheets /minute
	B5▯/B5▯/A4▯/B4/A3: 12 sheets /minute 12 sheets /minute
	
	Paper Trays 1 and 2 (optional): Continuous 2-Sided copy/same magnification
	
	                                         Monochrome Color
	A4▯: 17 pages /minute 17 pages /minute
	B5▯/B5▯/A4▯/B4/A3: 8.5 pages /minute 8.5 pages /minute
	
	Paper Tray 5: Continuous 1-Sided copy/same magnification
	                                         Monochrome Color
	A4▯: 20 sheets /minute 20 sheets /minute
	B5▯/B5▯/A4▯/B4/A3: 12 sheets /minute 12 sheets /minute
	
	Paper Tray 5: Continuous 2-Sided copy/same magnification
	                                         Monochrome Color
	A4▯: 17 pages/minute 17 pages /minute
	B5▯/B5▯/A4▯/B4/A3: 8.7 pages /minute 8.7 pages /minute
	The speed may be reduced due to image quality adjustment.
	
	Note: These are the speeds used for Bond, Plain, and Recycled paper. Print performance can be varied depending on the type of paper used.

Paper Tray Capacity	Standard: 350 sheets (Tray 1 (250 sheets [*1]) + Tray 5 (bypass) 2/22/16 (100 sheets [*2])) Optional:500 sheets [*1] (One Tray Module) Maximum Paper Capacity: 850 sheets (Standard + One Tray Module) [*1]: When using 80 g/m² paper Note: [*2]: When using Xerox standard paper
Continuous Copy	999 sheets
Output Tray Capacity	250 sheets (A4▯) When using 80 g/m² paper
Power Supply	AC 220–240 V ±10 % , 5 A, 50/60 Hz ±3 %
Power Consumption	220 V: 1.1 kW or less 240 V: 1.2 kW or less Low Power mode: 46 W Sleep mode: 1.4 W

Dimensions	Width 595 × Depth 586 x Height 549 mm (with platen cover)
	Width 595 × Depth 586 x Height 634 mm (with document feeder)
Device Weight	43 kg (with platen cover)
	49 kg (with document feeder + Duplex Output Unit)
	Toner cartridge is not included.
Space Requirement	Width 947 × Depth 586 mm (with platen cover)
	Width 972 × Depth 586 mm (with document feeder + Duplex Output Unit)
	When the Tray 5 (bypass) is fully extended.

Print Functions

Type	Built-in
Output Paper Size	Same as the Basic Functions/Copy Functions
Continuous Print Speed	Same as the Basic Functions/Copy Functions
	The speed may be reduced due to image quality adjustment. Print speed may also drop depending on the document.
Print Resolution	Output resolution: 1200 x 2400 dpi
	Data processing resolution: 600 x 600 dpi for Standard and High Quality
PDL	PCL6/5e, HBPL
Protocol	Network connection: TCP/IP (lpd, IPP/IPPS, Port9100, SMB, WSD[*])

Operating System	Microsoft® Windows Vista®
	Microsoft® Windows Vista® x64
	Microsoft® Windows Server® 2008 x86
	Microsoft® Windows Server® 2008 x64 Edition
	Microsoft® Windows Server® 2008 R2 x64
	Microsoft® Windows® 7 x86
	Microsoft® Windows® 7 x64
	Microsoft® Windows® 8 x86
	Microsoft® Windows® 8 x64
	Microsoft® Windows Server® 2012 x64
	Microsoft® Windows Server® 2012 R2 x64
	Microsoft® Windows® 8.1 x86
	Microsoft® Windows® 8.1 x64
	Microsoft® Windows® 10 x86
	Microsoft® Windows® 10 x64
	Mac OS X 10.5–10.11
	Note: For information about the latest supported OS, refer to our official website.
Fonts	PCL6/5: 81 European fonts, 36 Symbol set
Connectivity	Ethernet 100BASE-TX/10BASE-T, USB 2.0

WSD stands for Web Services on Devices.

Scan Functions (Local)

Type	Color Scanner	
Original Paper Size	Same as the Basic Functions/Copy Functions	
Scanning Resolution	TWAIN:monochrome and grayscale: 600 x 600 dpi, 400 x 400 dpi,2/22/16300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi2/22/16color: 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi WIA[*2]: color, grayscale, and monochrome: 400 x 400 dpi, 2/22/16300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi	
Scanning Speed[*1]	Monochrome:24 sheets/minute Color: 19 sheets/minute Xerox Standard Document (A4☐), at 200 dpi	
Connectivity	Ethernet 100BASE-TX/10BASE-T, USB 2.0	
Scan to PC (TWAIN/WIA[*2]: USB)	Driver	TWAIN/WIA[*2]
	Operating System[*3]	Microsoft® Windows Vista® Microsoft® Windows Vista® x64 Microsoft® Windows Server® 2008 x86 Microsoft® Windows Server® 2008 x64 Edition Microsoft® Windows Server® 2008 R2 x64 Microsoft® Windows® 7 x86 Microsoft® Windows® 7 x64 Microsoft® Windows® 8 x86 Microsoft® Windows® 8 x64 Microsoft® Windows Server® 2012 x64 Microsoft® Windows Server® 2012 R2 x64 Microsoft® Windows® 8.1 x86 Microsoft® Windows® 8.1 x64 Microsoft® Windows® 10 x86 Microsoft® Windows® 10 x64 Note: For information about the latest supported OS, refer to our official website.

Notes:

- *1 The scanning speed varies depending on documents.
- *2 WIA stands for Windows Image Acquisition.

- *3 Please refer to our official website for the latest support operating systems.

Scan Functions (Network)

Type		Color Scanner
Original Paper Size		Same as the Basic Functions/Copy Functions
Scanning Resolution		monochrome and grayscale: 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi color: 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, 150 x 150 dpi
Scanning Speed[*1]		Monochrome:24 sheets/minute Color: 19 sheets/minute Xerox Standard Document (A4□), at 200 dpi
Connectivity		Standard: Ethernet 100BASE-TX/10BASE-T
Scan to PC (Network: Push Scanning)	Protocol	TCP/IP (SMB, FTP, WSD[*2])
	Operating Systems[*3]	Microsoft® Windows Vista® Microsoft® Windows Vista® x64 Microsoft® Windows Server® 2008 x86 Microsoft® Windows Server® 2008 x64 Edition Microsoft® Windows Server® 2008 R2 x64 Microsoft® Windows® 7 x86 Microsoft® Windows® 7 x64 Microsoft® Windows® 8 x86 Microsoft® Windows® 8 x64 Microsoft® Windows Server® 2012 x64 Microsoft® Windows Server® 2012 R2 x64 Microsoft® Windows® 8.1 x86 Microsoft® Windows® 8.1 x64 Microsoft® Windows® 10 x86 Microsoft® Windows® 10 x64 Mac OS X 10.6–10.11 Note: For information about the latest supported OS, refer to our official website.
	File Format	Monochrome binary: TIFF/DocuWorks/PDF Color: TIFF/JPEG/DocuWorks/PDF
Scan to email	Protocol	TCP/IP (SMTP Authentication)
	File Format	Monochrome binary: TIFF/DocuWorks/PDF Color: TIFF/JPEG/DocuWorks/PDF

Notes:

- *1 The scanning speed varies depending on documents.

- *2 WSD stands for Web Services on Devices.
- *3 Please refer to our official website for the latest support operating systems.

Fax Functions (Optional)

Send Document Size	Maximum:A3, 11 x 17"
Recording Paper Size	Maximum:A3, 11 x 17" Minimum:A5
Transmission Time	Under 3 seconds Note: When transmitting an A4 size 700-character document in the standard quality (8 × 3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the device that the recipient uses, and the status of the communication line.
Transmission Mode	G3
Scanning Resolution	Standard: 8 x 3.85 lines/mm, 200 x 100 dpi (7.9 x 3.9 dots/mm) Fine/Photo: 8 x 7.7 lines/mm, 200 x 200 dpi (7.9 x 7.9 dots/mm) Super-fine (400 dpi): 16 x 15.4 lines/mm, 400 x 400 dpi (15.7 x 15.7 dots/mm)
Coding Methods	MH, MR, MMR, JBIG
Transmission Speed	G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.0/9.6/7.2/4.8/2.4 kbps
No. of Fax Lines	Telephone subscriber line, PBX, facsimile communication network (PSTN), Max. 1 port (G3-1 port)

Direct Fax Functions (Optional)

Send Document Size	A3, B4, A4
Scanning Resolution	Same as the Fax Functions
Transmission Speed	Same as the Fax Functions
No. of Fax Lines	Same as the Fax Functions

Operating System	Microsoft® Windows Vista®
	Microsoft® Windows Vista® x64
	Microsoft® Windows Server® 2008 x86
	Microsoft® Windows Server® 2008 x64 Edition
	Microsoft® Windows Server® 2008 R2 x64
	Microsoft® Windows® 7 x86
	Microsoft® Windows® 7 x64
	Microsoft® Windows® 8 x86
	Microsoft® Windows® 8 x64
	Microsoft® Windows Server® 2012 x64
	Microsoft® Windows Server® 2012 R2 x64
	Microsoft® Windows® 8.1 x86
	Microsoft® Windows® 8.1 x64
	Microsoft® Windows® 10 x86
	Microsoft® Windows® 10 x64
	Note: For information about the latest supported OS, refer to our official website.

Please refer to our official website for the latest support operating systems.

Duplex Output Unit

Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	60–169 g/m²

Duplex Automatic Document Feeder

Type	Duplex Automatic Document Feeder
Original Paper Size	Maximum:A3, 11 x 17" Minimum:A5 (Non-standard size: 125 × 125 mm) 38–128 g/m² (2-Sided: 50–128 g/m²)
Capacity	110 sheets Note: When using 80 g/m² paper.
Feeding Speed	Monochrome:20 sheets/minute (A4□, 1-Sided), 13 pages/minute (A4□, 2-Sided) Color : 18 sheets/minute (A4□, 1-Sided), 11 pages/minute (A4□, 2-Sided)

Dimensions	Width 540 × Depth 492 × Height 119 mm
Weight	7 kg

One Tray Module (Optional)

Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	60-256 g/m²
Capacity	500 sheets x 1 tray Note: When using 80 g/m² paper.
Dimensions	Width 541 × Depth 586 × Height 113 mm
Weight	11 kg

Printable Area

The standard printable area is the area of the page within 5.5 mm from the top, bottom, left and right edges of the paper. The actual printable area may vary depending on the printer (plotter) and control language.
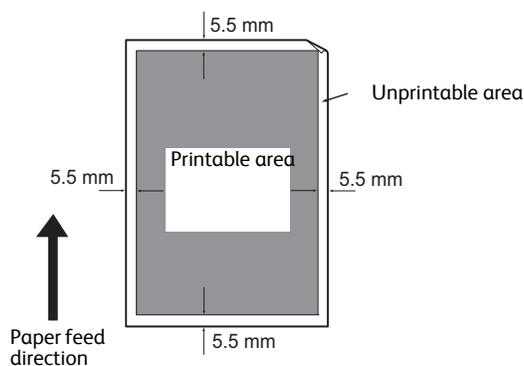
Optional Components

The following table shows the optional components available. To purchase these options, contact our Customer Support Center.

Product Name	Description
Fax Kit	Adds the Fax feature to the device.
One Tray Module	A tray that can load 500 sheets of paper (when using 80 g/m² paper).
Stand (Cabinet)	Cabinet for storage purposes. This can be added when One Tray Module is fitted.
Tray Lock	Locks the trays on the device.

Notes:

- The optional components are subject to change without notice.
- For the latest information, contact our Customer Support Center.

Notes and Restrictions

This section describes the notes and restrictions to observe when using the device.

Notes and Restrictions on the Use of the Device

- Notes on Switching Off the Power

  After the power is switched off, the device performs internal power off processes for a while. After turning the power off, turning it on again before the screen display has disappeared will not start the device right away. Before turning the power on, check that the operation screen display has disappeared.

- Installing and Moving the Device
- Contact our Customer Support Center or a Customer Engineer before moving the device.
- Do not subject the device to shocks while it is in operation.
- Take care not to get fingers caught when closing the document cover.
- Do not place any objects near the ventilation openings of the device's exhaust fan.
- Character Codes

  In data transmission from a computer, if characters that the device does not support are included in the file names, these characters may not be displayed correctly. Only ASCII characters can be used.

- Hard Disk

  You cannot install a hard disk into this product.

- Job History Report

  If the output file name includes characters other than alphanumeric, it is not displayed correctly on the Job History Report.

- Document Feeder

  The device does not detect a document placed in the document feeder during Sleep mode.

- Paper Setting

  When paper jam occurs at a tray, reduce the sheets of paper in the tray.

- Management

  Auditron is effective only for copy and print jobs. It does not control scan or fax jobs.

- <Data> LED

  When the device has entered the Power Saver mode, the <Data> LED is extinguished even when a received or pending fax job remains in the device. The <Data> LED does not light up in the Power Saver mode even when the device receives a print job.

- Image Quality

- When the default for [Output Color] is set to [Black & White], the color density of the first color output image after the device is turned on may be slightly deteriorated. Use the automatic calibration function.

- Right after the drum cartridge or toner cartridge is replaced, the image quality may be poor. Also, if the toner level is low, the output image quality may be poor.

Notes and Restrictions on the Use of the Copy Feature

- ID Card Copy

  The front and back side of the placed ID card are printed on each half sheet of a paper in center except the following cases:

- When the size of ID card is larger than the standard printable size of the ID Card Copy feature, a part of the image may be cut off.

- The edges of the ID card may be cut off due to the edge erase.

- About Memory

  If the device memory capacity becomes insufficient when copying using the collated feature, it outputs only the document data which is being scanned.

- Image quality

  This device reads documents using a CIS sensor. There are some pixels that cannot be read by the CIS sensor for structural reasons. In the following documents, the lines in the vertical direction may appear spaced about 18 mm apart.

- Documents with uniform concentration

- Documents with gradation

- Documents with fine lines that repeat periodically

  In this case, either [Soften] the sharpness or set the image quality of the document to [Photo] and then adjust the image quality.

Notes and Restrictions on the Use of the Scan Feature

This section describes notes and restrictions to observe when using the Scan feature.

For the notes and restrictions on the scan driver, see the "Readme" information on the CD-ROM for the Driver CD Kit that came with the device.

- Address Book

- When registering addresses using CentreWare Internet Services, we recommend using an Ethernet crossover cable to connect the device to your computer to protect your email address might be intercepted on the network since the device does not support SSL.
- 2-byte UTF-8 is supported for the Server Path and the Share Name of the SMB server, and names to be registered in the address book. However, the languages except Korean and Simplified Chinese cannot be displayed on the device display.

Notes and Restrictions on the Use of the Print Feature

- Meter Counts

  The number of pages printed in the following cases is counted by the meter.
- When printing a 2 sided print job, depending on the application being used, blank sheets can be inserted automatically to adjust pages.
- Even if the print driver is configured to skip blank pages, the blank pages with white characters, newline characters and space characters will be printed.
- Paper Orientation for Mac OS

  When using Mac OS X, place the paper in landscape orientation in the device regardless of the orientation of the image on the document.
- Image Quality

  If the output image quality is poor, changing the image quality settings on the print driver can solve the problem.
- Consumption of color toner
- If the color mode of the print driver is set to [Color (Auto)], the color toner may be consumed even when printing in black and white.
- If a color image with a high overall concentration is printed out continuously, a message urging you to replace the toner cartridge may be displayed even if there is still toner left. In this case, open and close the front cover of this device and check one more time if the message is still displayed.

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