

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**

# **User Functions**

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**e-STUDIO2020AC/2520AC/2021AC/2521AC**

**e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC**

**e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

**e-STUDIO6526AC/6527AC/7527AC**

**e-STUDIO6529A/7529A/9029A**



# Preface

Thank you for purchasing our product. This manual explains the instructions for administrators to set up and manage the Multifunctional Digital Systems or Multifunctional Digital Color Systems. Read this manual before using the functions.

## ■ How to read this manual

### □ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

 <b>WARNING</b>	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
 <b>CAUTION</b>	Indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
<b>Note</b>	Indicates information to which you should pay attention when operating the equipment.
<b>Tip</b>	Describes handy information that is useful to know when operating the equipment.
	References describing items related to what you are currently doing. See these references as required.

### □ Target audience for this manual

This is a manual that is aimed at general users and administrators.

### □ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
e-STUDIO2020AC/2520AC/2021AC/2521AC	e-STUDIO6525AC Series
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A	e-STUDIO6528A Series
e-STUDIO6526AC/6527AC/7527AC	e-STUDIO7527AC Series
e-STUDIO6529A/7529A/9029A	e-STUDIO9029A Series

### □ Options

For available options, see the reference below:

**Information About Equipment - Information About Equipment - Options**

### □ Explanation for touch panel

- The details on the screens may differ depending on how the equipment is used, such as the status of the installed options.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

### □ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

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## ☐ Trademarks

For trademarks, refer to the **Safety Information**.

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## Accessing the User Menu

Follow the steps below to access the User menu on the User Functions screen.

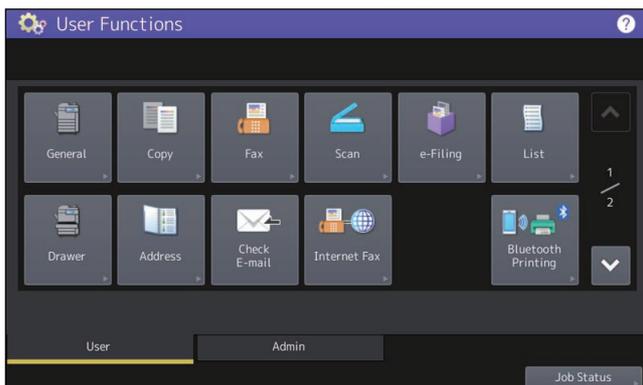
### Tip

- For details of the on-screen keyboard, see the reference below:  
[P.162 “On-screen keyboard”](#)
- For details of the on-screen numeric keypad, see the reference below:  
[P.163 “On-screen numeric keypad”](#)

**1 Press [User Functions -User-] on the Home screen to access the User Functions menu.**

**2 Press the [User] tab.**  
The User menu is displayed.

**3 Continue with the user setting operation that you require.**



The User Functions screen contains the following buttons. For details of each button, see the corresponding references.

- [P.11 “General”](#)
- [P.13 “Copy”](#)
- [P.15 “Fax”](#)
- [P.17 “Scan”](#)
- [P.19 “e-Filing”](#)
- [P.20 “List”](#)
- [P.21 “Drawer”](#)
- [P.23 “Address”](#)
- [P.27 “Check E-mail”](#)
- [P.28 “Internet Fax”](#)
- [P.29 “Bluetooth Printing”](#)
- [P.30 “Wi-Fi Direct Setting”](#)
- [P.31 “Double Feed”](#)

### Note

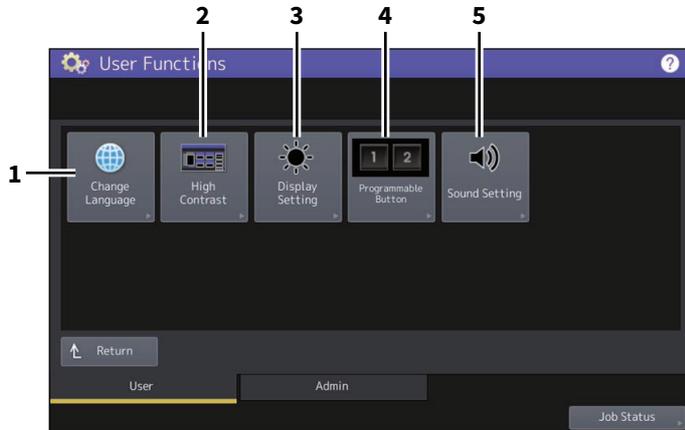
- The displayed buttons differ depending on the model.
- When the User Management function is enabled, the [Admin] tab will be unavailable for a user who logs into the MFP without administrator privileges.

You can change the initial settings (defaults) for the equipment.

**Tip**

For instructions on how to display the General menu, see the reference below:

P.10 “Accessing the User Menu”



	Item Name	Description
1	Change Language	P.11 “Changing the display language”
2	High Contrast	P.11 “Setting the high contrast display”
3	Display Setting	P.11 “Adjusting the display setting”
4	Programmable Button	P.12 “Displaying the functions of programmable button”
5	Sound Setting	P.12 “Setting the sound volume and pitch”

**Note**

The displayed buttons differ depending on the model.

## ■ Changing the display language

You can change the language used on the touch panel to a different one. Selecting the desired display language and pressing [OK] changes the language used on the display to that selected.

**Tip**

To add a display language, see the reference below:

P.56 “Adding or removing display languages”

## ■ Setting the high contrast display

You can display the touch panel in the high contrast mode. Press [ON] to enable the high contrast mode, or [OFF] to disable the high contrast mode.

## ■ Adjusting the display setting

You can adjust the brightness of the touch panel. On the Display Setting screen, adjust the brightness by pressing or .

**Tip**

Pressing [Reset] resets the display setting back to the factory default.

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## ■ **Displaying the functions of programmable button**

You can display the functions assigned to the programmable buttons on the control panel.

## ■ **Setting the sound volume and pitch**

You can adjust the volume and pitch of the sound on the equipment.

You can change the initial settings (defaults) for copy jobs.

**Tip**

- The number of pages and options displayed on the Copy screen differ depending on the model.
- For instructions on how to display the Copy screen, see the reference below:  
 P.10 “Accessing the User Menu”
- For details of the copy functions, see the reference below:

**Copy**

Item name	Description
Exposure	A setting item for monochromatic models. Select the desired exposure for copy jobs. <ul style="list-style-type: none"> <li>• <b>Auto</b> — Press this button to set the contrast automatically in accordance with the original.</li> <li>• <b>Manual</b> — Press this button to set the contrast manually.</li> </ul>
Exposure For Color	A setting item for color models. Select the desired exposure for color copies. <ul style="list-style-type: none"> <li>• <b>Auto</b> — Press this button to set the contrast automatically in accordance with the original.</li> <li>• <b>Manual</b> — Press this button to set the contrast manually.</li> </ul>
Exposure For Black	A setting item for color models. Select the desired exposure for black and white copies. <ul style="list-style-type: none"> <li>• <b>Auto</b> — Press this button to set the contrast automatically in accordance with the original.</li> <li>• <b>Manual</b> — Press this button to set the contrast manually.</li> </ul>
Color Mode	A setting item for color models. Press the button of the desired color mode for copy jobs. Only [Black] can be selected when the No Limit Black function is enabled.  P.149 “Setting the No Limit Black function”
Copy Bypass Feed	Press the button of the desired paper type for bypass feeding. To make a copy on the back side of the paper, select the paper type and then press [Printed] under “Back Printed”. The displayed paper types differ depending on the model. For details of the paper types, see the reference below: <b>Preparation of Paper (e-STUDIO6525AC Series/e-STUDIO6528A Series) - LOADING PAPER - Doing Paper Settings - Setting paper type</b> <b>Preparation of Paper (e-STUDIO7527AC Series/e-STUDIO9029A Series) - LOADING PAPER - Doing Paper Settings - Setting paper type</b>
Original Mode	A setting item for monochromatic models. Press the button of the desired original mode.
Original Mode for Color	A setting item for color models. Press the button of the desired original mode for color copies.
Original Mode for Black	A setting item for color models. Press the button of the desired original mode for black and white copies.
Original Mode for Auto Color	A setting item for color models. Press the button of the desired original mode for color copies.
Omit Blank Page	Press the button of the desired setting for whether or not to omit blank pages.
Omit Blank Page Adjustment	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a copy job. The higher the level is set by pressing  , the more likely the equipment is to detect blank pages. For details of the function, see the reference below: <b>Copy - HOW TO USE EDITING FUNCTIONS - Removing Blank Pages While Copying (Omit Blank Page)</b>

Item name	Description
ACS Adjustment	<p>A setting item for color models. Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color Copy mode is color or black and white. The higher the level is set by pressing , the more likely the equipment is to detect the scanned original as a color document.</p> <p>The lower the level is set by pressing , the more likely the equipment is to detect the scanned original as a black and white document.</p>
2in1/4in1	<p>Select the default setting for 2in1/4in1 copying.</p> <ul style="list-style-type: none"> <li>• <b>Write Laterally</b> — Select this to lay out the pages from right to left and top to bottom.</li> <li>• <b>Write Vertically</b> — Select this to lay out the pages from left to right and top to bottom.</li> </ul>
Book->2	<p>Select the default setting for 2-sided copying from a book-type original.</p> <ul style="list-style-type: none"> <li>• <b>Open from Right</b> — Select this to copy the booklet whose pages are opened from left.</li> <li>• <b>Open from Left</b> — Select this to copy the booklet whose pages are opened from right.</li> </ul>
Magazine Sort	<p>Select the default setting for magazine sort copying.</p> <ul style="list-style-type: none"> <li>• <b>Open from Right</b> — Select this to copy the booklet whose pages are opened from right.</li> <li>• <b>Open from Left</b> — Select this to copy the booklet whose pages are opened from left.</li> </ul>
Drop Out Level Adjustment	<p>Select the desired sensitivity from 7 levels to omit colors from the scanned originals. The lower the level is set, the less likely black-like colors are omitted. The higher the level is set, the more likely black-like colors are omitted.</p>

You can change the initial settings (defaults) for fax and Internet Fax jobs. To send and receive faxes, the FAX Unit must be installed.

**Tip**

- If the FAX Unit is not installed, you can only set [Resolution], [Original Mode], [Exposure], and [Preview Setting].
- If the FAX Unit is not installed, the options set in this menu are applied to Internet Fax transmission jobs.
- For instructions on how to display the Fax screen, see the reference below:  
 P.10 “Accessing the User Menu”

Item name	Description
Resolution	<p>Select the resolution based on the fineness of the original.</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> — This option is suitable for an original with regular size text.</li> <li>• <b>Fine</b> — This option is suitable for an original with small size text and fine illustrations.</li> <li>• <b>U-Fine</b> — This option is suitable for an original with small size text and detailed illustrations.</li> </ul> <p><b>Tip</b></p> <p>If the recipient’s fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.</p>
Original Mode	<p>Select the scanning mode based on the type of the original.</p> <ul style="list-style-type: none"> <li>• <b>Text</b> — This option is suitable for an original with text and line drawings.</li> <li>• <b>Text/Photo</b> — This option is suitable for an original with a mixture of text and photos.</li> <li>• <b>Photo</b> — This option is suitable for an original with photos.</li> </ul> <p><b>Tip</b></p> <p>In the Text/Photo mode or Photo mode, transmission time may be longer than in the TEXT mode.</p>
Tx Type	<p>Set the fax transmission mode.</p> <ul style="list-style-type: none"> <li>• <b>Memory Tx</b> — Send the original after the scanned data are saved in the memory. Up to 100 transmissions of up to 1000 pages per 1 transmission can be reserved.</li> <li>• <b>Direct Tx</b> — Send the original directly as it is being scanned. Once a page has been scanned and sent, the next page is scanned and sent. Therefore, it takes longer to scan and send all pages. However, you can confirm on the fly that each page is sent to the recipient.</li> </ul>
Exposure	<p>Select the desired exposure for the original.</p> <p>When setting the contrast manually, press  or  to set the desired contrast.</p> <p>When setting the contrast automatically in accordance with the original, press [Auto].</p>
Secure Receive Forced Setting	<p>You can enable or disable the Secure Receive function. This is available only when the Weekly Schedule function is set.</p> <ul style="list-style-type: none"> <li>• <b>Enable</b> — This enables the Secure Receive function.</li> </ul> <p><b>Tip</b></p> <p>It becomes disabled at the time set by Weekly Schedule.</p> <ul style="list-style-type: none"> <li>• <b>Disable</b> — This disables the Secure Receive function.</li> </ul> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• It becomes enabled at the time set by Weekly Schedule.</li> <li>• An administrator password is required.</li> </ul>

Item name	Description
RTI for G3	Switch the RTI recording On or Off for G3 fax. To enable this feature, the Terminal ID must be registered to this equipment in advance.
TTI for G3	<p>Switch the TTI recording On or Off for G3 fax. To enable this feature, the Terminal ID must be registered to this equipment in advance.</p> <p><b>Tip</b> Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).</p>
ECM for G3	<p>Switch the ECM (Error Correction Mode) communication On or Off for G3 fax. ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that have been affected.</p> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• Both the sender and the receiver must have the ECM function to make ECM communication available.</li> <li>• When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status.</li> <li>• The ECM communication is not available for voice communication.</li> </ul>
Multidest. Confirmation	Select whether to display the confirmation screen when multiple destinations are specified.
Preview Setting	<p>Enabling the Preview function allows you to preview the scanned image before transmitting the fax/Internet Fax job.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the function.</li> <li>• <b>Off</b> — Press this button to disable the function.</li> </ul>
Tx Speed Limit	The transmission with V.34 may fail depending on the communication quality of your line. Transmission failures may be avoided when this setting is set to On.
Rx Speed Limit	<p>The reception with V.34 may fail depending on the communication quality of your line. Reception failures may be avoided when this setting is set to On.</p> <ul style="list-style-type: none"> <li>• <b>Line1</b> — Selects whether to enable the Rx speed limit for the 1st line.</li> <li>• <b>Line2</b> — Selects whether to enable the Rx speed limit for the 2nd line.</li> </ul>
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.
List View Display Content	<p>Select the list view format in the address book.</p> <ul style="list-style-type: none"> <li>• <b>Name and Dest.</b> — Press this button to show names and destinations on the list of the address book.</li> <li>• <b>Name Only</b> — Press this button to show only names on the list of the address book. You can check long names easily.</li> </ul>
Default View for Group	Select the default display format for the group tab of the address book.

You can change the initial settings (defaults) for scan jobs.

**Tip**

For instructions on how to display the Scan screen, see the reference below:

 P.10 “Accessing the User Menu”

Item name	Description
Color Mode	Press the desired mode button.
Compress	Press the desired mode button for scan jobs in Gray Scale, Full Color, or Auto Color mode.
Single/2-Sided Scan	<p>Press the desired mode button.</p> <ul style="list-style-type: none"> <li>• <b>Single</b> — Press this button to set the Single Page Scan mode as the default scan mode.</li> <li>• <b>Book</b> — Press this button to set the Book Scan mode as the default scan mode. This enables scans of both sides of originals in the same direction.</li> <li>• <b>Tablet</b> — Press this button to set the Tablet Scan mode as the default scan mode. This enables scans of front pages in the general direction, and scans of back pages in the opposite direction.</li> </ul>
Rotation	<p>Press the desired mode button.</p> <ul style="list-style-type: none"> <li>•  — Select this option to scan originals without a change in orientation.</li> <li>•  — Select this option to rotate your scans 90 degrees to the right.</li> <li>•  — Select this option to rotate your scans 180 degrees.</li> <li>•  — Select this option to rotate your scans 90 degrees to the left.</li> </ul>
Preview Setting	<p>Enabling the Preview function allows you to preview the scanned images before saving or E-mailing them.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the function.</li> <li>• <b>Off</b> — Press this button to disable the function.</li> </ul>
Omit Blank Page	Press the button of the desired setting for whether or not to omit blank pages.
Omit Blank Page Adjustment	<p>Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a scan job.</p> <p>The higher the level set by pressing , the more likely the equipment to detect blank pages.</p> <p>For details of the Omit Blank Page function, see the reference below: <b>Scan - USEFUL FUNCTIONS - Changing Scan Settings - Removing blank pages</b></p>
ACS Adjustment	<p>Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color mode is color or black and white.</p> <p>The higher the level set by pressing , the more likely the equipment to detect the scanned original as a color document.</p> <p>The lower the level set by pressing , the more likely the equipment to detect the scanned original as a black and white document.</p>
Image Quality for Black in ACS	Press the desired image quality mode button for scanning black and white originals in the Auto Color mode.
B/W Adjustment for Standard	<p>Select the exposure for scanning black and white originals in the Auto Color mode.</p> <p>The higher the exposure set by pressing , the lighter the scans of black and white in an original.</p> <p>The lower the exposure set by pressing , the darker the scans of black and white in an original.</p>
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.

Item name	Description
Default View for Group	Select the default display format for the group tab of the address book.
Drop Out Level Adjustment	Select the desired sensitivity from 7 levels to omit colors from the scanned originals. The lower the level is set, the less likely black-like colors are omitted. The higher the level is set, the more likely black-like colors are omitted.
Book Layout	Select how to open the book-type originals to scan two facing pages. <ul style="list-style-type: none"> <li>• <b>Open From Right</b> — Press this button to scan two facing pages separately for the book-type originals which you open from the right.</li> <li>• <b>Open From Left</b> — Press this button to scan two facing pages separately for the book-type originals which you open from the left.</li> </ul>

Set the following items for each color mode (Full Color/Auto Color, Gray Scale, or Black mode).

Item name	Description
Resolution	Press the button of the desired resolution (dpi) for scans.
Original Mode	Press the button of the desired mode for scans. ([Original Mode] is not available in Gray Scale mode.)
Exposure	Select the desired exposure for scans. To set the contrast manually, press  or  and set the desired contrast level. To set the contrast automatically in accordance with the original, press [Auto].
Background Adjustment	Select the desired background exposure for scans. The higher the exposure set by pressing  , the lighter the background color. The lower the exposure set by pressing  , the darker the background color.

You can set the image quality type for printing color documents that have been stored by Scan to e-Filing.

Tip

For instructions on how to display the e-Filing screen, see the reference below:

 P.10 “Accessing the User Menu”

Item name	Description
General	Press this button to apply proper color quality for printing a general color document.
Photograph	Press this button to apply proper color quality for printing photos.
Presentation	Press this button to apply proper color quality for printing presentation material.
Line Art	Press this button to apply proper image quality for printing a document containing many characters or line arts.

## List

---

You can print the lists below.

### Tip

- For instructions on how to display the List screen, see the reference below:  
 P.10 “Accessing the User Menu”
- The list is printed on paper that is fed from the drawer in which LT-R or A4-R paper is set and exits to the receiving tray.

Item name	Description
Address Book	Press this button to print the Address Book Information that shows all registered contacts in the equipment. <ul style="list-style-type: none"><li>• <b>ID Sort</b> — Press this button to print the Address Book Information sorted by ID number.</li><li>• <b>Name Sort</b> — Press this button to print the Address Book Information sorted by last name.</li></ul>
Group Numbers	Press this button to print the Group Number Information that shows all registered groups and members in the equipment.
Function	Press this button to print the FUNCTION LIST (User).
ITU Mailbox	Press this button to print a list of the current status of the mailboxes registered to this equipment.

When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code and press [OK] to print each list. However, when the No Limit Black function is enabled, each list is printed without displaying the screen for inputting the department code.

 P.149 “Setting the No Limit Black function”

# Drawer

**Note**

To change the paper size and paper type, you need to select [Allow] under [Admin] > [Drawer] > [Paper Size Setting] for each drawer.

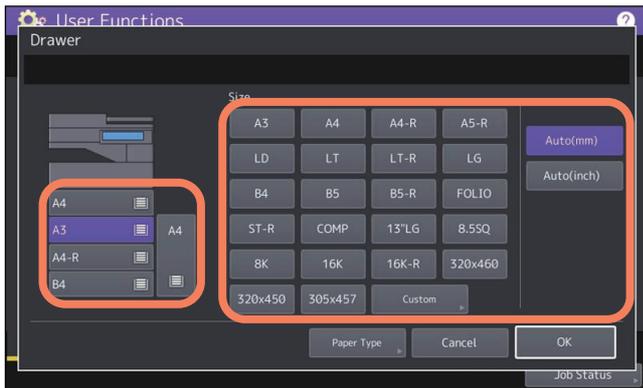
**Tip**

For instructions on how to display the Drawer screen, see the reference below:

P.10 "Accessing the User Menu"

## ■ Setting the paper size

On the Drawer screen, press the portion of the illustration corresponding to the drawer whose paper size you want to change, and press the desired paper size button. Available paper sizes and the availability of the automatic paper size detection vary from model to model.



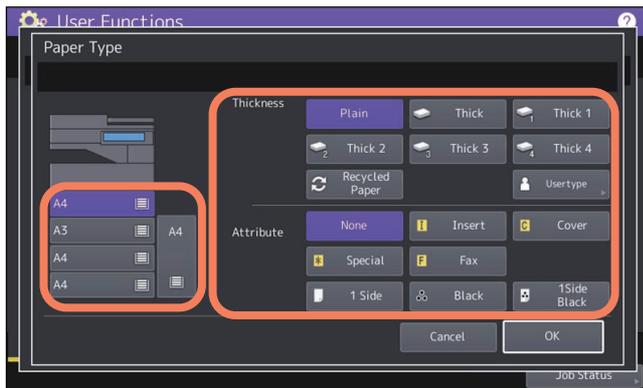
In models that can automatically detect the paper size, selecting [Auto(mm)] or [Auto(inch)] instead of the paper size buttons allows you to automatically set the size of the paper placed in the drawers. Press [Auto(mm)] when using A/B format paper such as A3 and A4, and [Auto(inch)] when using LT format paper such as LD and LT.

**Note**

The equipment may fail to detect the paper size and displays the “!” mark if the LT format paper is placed in the drawer for which [Auto(mm)] is set or vice versa. In this case, correct the selected button.

## ■ Setting the paper type

On the Drawer screen, press the portion of the illustration corresponding to the drawer whose paper type you want to change and press the desired paper type button. Available paper sizes and types vary from model to model.



- The Paper Type screen consists of two sections: Thickness and Attribute.
- Set Thickness when using thick paper and recycled paper.
- Set Attribute when using the paper in the drawer for a specific purpose. For example, if you select [Insert] for a drawer, the paper in the drawer will always be used for copy insertion.

### Tip

- For details of the paper types, see the reference below:  
**Preparation of Paper (e-STUDIO6525AC Series/e-STUDIO6528A Series) - LOADING PAPER - Doing Paper Settings - Setting paper type**  
**Preparation of Paper (e-STUDIO7527AC Series/e-STUDIO9029A Series) - LOADING PAPER - Doing Paper Settings - Setting paper type**
- Paper placed in a drawer set with Thickness other than [Plain] or [Recycled Paper], or paper placed in a drawer set with Attribute other than [None] is out of the scope of the Automatic Paper Selection (APS).  
For details of APS, see the reference below:  
**Copy - HOW TO MAKE COPIES - Specifying the Paper Size - Automatic Paper Selection (APS)**
- Do not use [User type].
- When an attribute other than [None] is set for a drawer, the paper placed in this drawer is out of the scope of the Automatic Change of Paper Source function.  
For details of this function, see the reference below:  
📖 P.94 “Copy”

**Tip**

For instructions on how to display the Address Book menu, see the reference below:  
 P.10 "Accessing the User Menu"

## ■ Managing contacts in address book

Contacts registered in the address book can be listed from the screen displayed when [Fax] on the Home screen is pressed, for example. When transmitting a fax or internet fax, you can easily specify the recipients by selecting from the address book list. Furthermore, the address book can also be used to specify E-mail addresses for Scan to E-mail transmission.

In the address book, you can register up to 3000 contacts, which can contain a fax number, an e-mail address, or both. When the FAX Unit is installed, you can also specify fax transmission options for each contact, such as transmission type, ECM, quality transmission, line select\*, and subaddress settings.

\* The line select is not available for the models without the 2nd line for FAX Unit.

**Note**

To send and receive faxes, the FAX Unit must be installed.

**Tip**

You can import and export address book data in the TopAccess administrator mode. For details, see the reference below:

**TopAccess - [Administration] - [Maintenance] Item List - Import settings - Setting up Address Book**

## □ Creating new contacts

You can create new contacts in the address book. The following two methods are available to create new contacts.

### Registering contacts on the User functions screen

- 1 On the Address Book screen, press an undefined line, then press [Entry], and then register a new contact.**

Item name	Description
First Name	Press this button to enter the first name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Last Name	Press this button to enter the last name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Index	Press this button to enter the index of the contact. You can enter up to 64 characters. <div style="background-color: #cccccc; padding: 2px; margin: 5px 0;"><b>Tip</b></div> It is recommended to input the index since the address is displayed according to the index when the buttons at the top of the ADDRESS BOOK screen are pressed.
Corp.	Press this button to enter the company name of the contact. You can enter up to 64 characters.
Dept.	Press this button to enter the department name of the contact. You can enter up to 64 characters.
Keyword	Press this button to enter a keyword for the contact. This keyword can be used to search for this contact. You can enter up to 256 characters.
Fax No.	Press this button to enter the fax number of the contact. You can enter a number of up to 128 digits. When you press the favorite button for the destination, the registered address is displayed on the favorite tab of the address book.
2nd Fax	Press this button to enter the second fax number of the contact. (When repeated attempts to connect to [Fax No.] fail, fax is sent to [2nd Fax] if registered.) You can enter a number of up to 128 digits.

Item name	Description
E-mail	Press this button to enter the E-mail address of the contact. You can enter an address of up to 192 alphanumeric characters. When you press the favorite button, the registered address is displayed on the favorite tab of the address book.

#### Note

[First Name] or [Last Name], and [Fax No.] or [E-mail] are mandatory items. The contact will not be registered if any of them are missing.

## 2 Press [Option] to specify the default settings for fax transmission.

#### Note

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, see the reference below:  
 P.15 "Fax"

## 3 Press [OK] to register the contact.

### Registering contacts from Log lists

You can register information such as remote fax numbers and E-mail addresses in the address book from the Send/Receive Log screen.

#### The following information can be registered from the Send Log:

- Remote fax numbers that were directly dialed, or that were searched from the LDAP server
- E-mail addresses that were manually entered, or that were searched from the LDAP server

#### The following information can be registered from the Receive Log:

- Remote fax numbers that were directly dialed, or that were searched from the LDAP server for a polling reception
- E-mail address of the sender

#### The following information can be registered from the Scan Log:

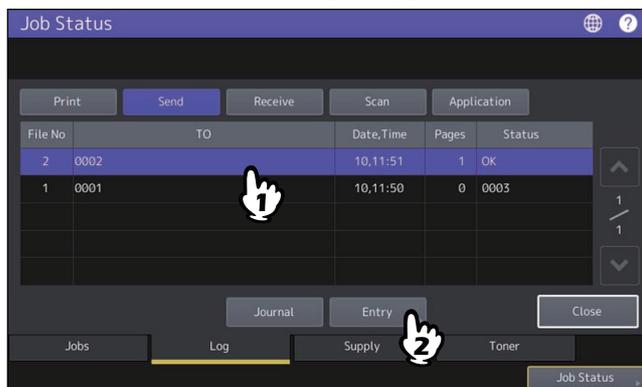
- E-mail addresses that were manually entered

## 1 Press [Job Status] on the touch panel.

## 2 Press the [Log] tab and then, [Send] (or [Receive] or [Scan]).

The Send (or Receive or Scan) log list is displayed.

## 3 Select the job that includes the fax number or E-mail address you want to register into the address book, and press [Entry].



**Note**

To register E-mail addresses specified as Bcc contacts into the address book from the scan log, it is necessary to enable the [BCC Address Display on Job Log, Job Status] option from the TopAccess - E-mail menu. If the [BCC Address Display on Job Log, Job Status] option is disabled, the description [BCC Address] is displayed on the Scan Log screen instead of an E-mail address. In this case, [Entry] is disabled even if you select the description [BCC Address]. For instructions on how to enable the [BCC Address Display on Job Log, Job Status] option, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Email settings - Setting up Email Setting**

**4 Edit the contact information.**

For the explanation of each item, see the reference below:

 P.23 "Creating new contacts"

**5 Press [Option] to specify the default settings for fax transmission.**

**Note**

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, see the reference below:

 P.15 "Fax"

**6 Press [OK] to register the contact.**

**Editing or deleting contacts**

To edit contacts, press the contact on the Address Book screen, then press [Edit]. To delete contacts, press the contact on the Address Book screen, then press [Delete].

**Searching for contacts**

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for contacts by entering the search items.

**Setting the display order of the searching results for contacts**

When you press [Setting] on the Address Book screen, you can set [Known ID Sort] or [Index Sort] as the display order of the results of the above searching for contacts.

---

## ■ Managing groups in address book

You can create groups that contain multiple contacts to enable you to specify groups instead of each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmissions.

In the address book, you can register up to 200 groups. You can register up to 400 members in a group.

### Note

- One fax number or one E-mail address is counted as one destination. Therefore, if you select a contact that contains both a fax number and an E-mail address, it results in two destinations in the group.
- To send and receive faxes, the FAX Unit must be installed.

### □ Creating new groups

On the Address Book screen, select the Group tab, then press an undefined line, then press [Entry], and then create a group.

Enter the group name and index, and then select the contacts included in the group. You can also search for contacts by pressing the search icon.

### □ Editing or deleting groups

To edit groups, select the Group tab on the Address Book screen, then press the group, and then press [Edit]. You can add or delete contacts included in the group. To delete groups, press the group, and then press [Delete].

### Note

Deleting a group does not delete the contacts from the [Single] tab. However, deleting a contact in the [Single] tab deletes the contact from the group it is registered in.

### Tip

- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press  in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press  in the contact information.

### □ Searching for groups

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for groups by entering the search items.

### □ Confirming the members of a group

You can confirm the contacts registered in a group by pressing [Contents] of the group on the Address Book screen.

## Check E-mail

---

You can check for new E-mails (Internet Faxes) on the POP3 server. If a new E-mail is on the POP3 server, the equipment automatically prints the E-mail data after retrieving them from the POP3 server.

### Note

To perform this operation, the POP3 server must be configured using TopAccess. For instructions on how to configure the POP3 server, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Network settings - Setting up POP3 Client**

### Tip

- For instructions on how to display the Check E-mail screen, see the reference below:  
 P.10 "Accessing the User Menu"
- The equipment can also automatically check for new E-mails (Internet Faxes) on the POP3 server.

## Internet Fax

---

You can make settings for the TTI recording and RTI recording for internet fax jobs.

- TTI  
Switch the TTI recording to On or Off.
- RTI  
Switch the RTI recording to On or Off.

## Bluetooth Printing

This equipment supports Bluetooth OPP/FTP/HCRP printing. If the Wireless LAN/Bluetooth Module is installed in the equipment, you can print from any devices supporting Bluetooth OPP/FTP/HCRP printing with this equipment. Before using the Bluetooth printing, set the paper size and print type applied to the printing.

- Paper Size  
Select the paper size used for the printing.
- Print Type  
Select the image size to be printed on a paper.

### Note

- The available formats for OPP/FTP printing are JPEG, PDF, PS, PRN, and TXT.  
Only the PRN files generated by the printer driver of this equipment are supported. The device does not support some file format versions through the file formats listed above. Such file cannot be printed.
- Only the image files in the JPEG format can be printed. However, the JPEG format files peculiar to the device may not be printed.
- The specifications for Bluetooth may be different for devices. Not all devices can connect this equipment through Bluetooth.
- More than two or more devices cannot connect to the equipment through Bluetooth at the same time.
- Use one-byte alphanumeric characters for the name of the file to be printed, otherwise printing may not be performed.
- Some MFP devices do not support the OPP/FTP function. For the details, ask the service technician.
- Bluetooth printing is not available from the iOS devices.

### Tip

For details of the setting, see the reference below:

 P.124 “Bluetooth Settings”

## Wi-Fi Direct Setting

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Wi-Fi Direct. Wi-Fi Direct is a function that can directly connect devices supporting Wi-Fi Direct by the wireless LAN, without using a wireless access point and so on. This equipment accommodates printing from devices supporting Wi-Fi Direct.

### Tip

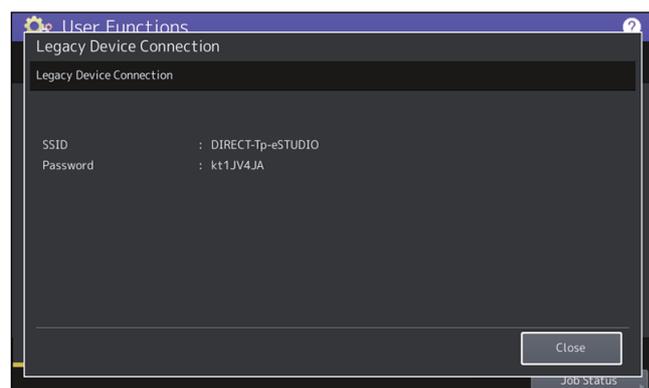
For details of the setting, see the reference below:

 P.121 “Setting up the Wireless LAN”

Item name	Description
PBC	Connects with the push button method of WPS.
PIN	Connects with the PIN code method of WPS.
Legacy Device Connection	Displays SSID and Passphrase.  P.30 “Connecting with SSID and Passphrase”
Device Information	Displays the device information of this equipment.
Connection Status	Displays the connection information.

## ■ Connecting with SSID and Passphrase

SSID and Passphrase are displayed in this equipment. Select SSID of this equipment in the device to be connected. Once Passphrase is entered, connection starts.



### Note

SSID and Passphrase are changed every time one turns this equipment ON or OFF. You can fix them referring to the reference below:

 P.121 “Setting up the Wireless LAN”

## Double Feed

---

You can enable or disable the sensor that can detect the double feed of originals. If the double feed is detected with the enabled sensor, the guidance appears on the screen for you to remove the misfed originals.

### Note

This setting is available only if the Automatic Document Feeder with the double feed sensor has been attached.



## SETTING ITEMS (Admin)

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Tip

- For details of the on-screen keyboard, see the reference below:  
P.162 “On-screen keyboard”
- For details of the on-screen numeric keypad, see the reference below:  
P.163 “On-screen numeric keypad”

**1 Press [User Functions -User-] on the Home screen to access the User Functions menu.**

**2 Press the [Admin] tab.**

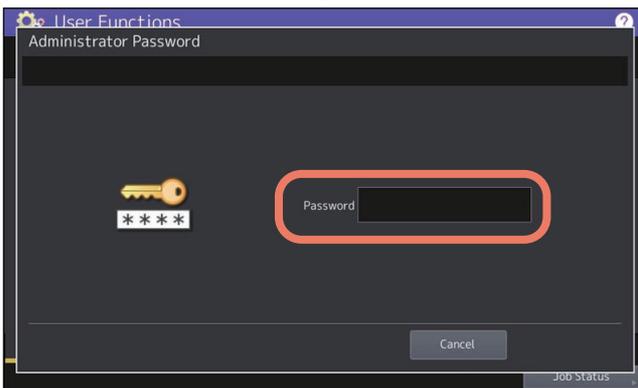
- When the User Management function is disabled, you must enter the administrator password. Proceed to the next step.
- When the User Management function is enabled, you must log into the MFP as a user with administrator privileges.  
When you press the [Admin] tab, the Admin menu will be displayed. Proceed to step 4.

Note

If you log into the MFP as a user without administrator privileges, the [Admin] tab will be unavailable. Setting role information allows you to give privileges to users. For details of role information, see the reference below:

**TopAccess - [User Management] - [User Management] Overview - [Role Management] Item list <access policy mode>**

**3 Enter the administrator password.**



Note

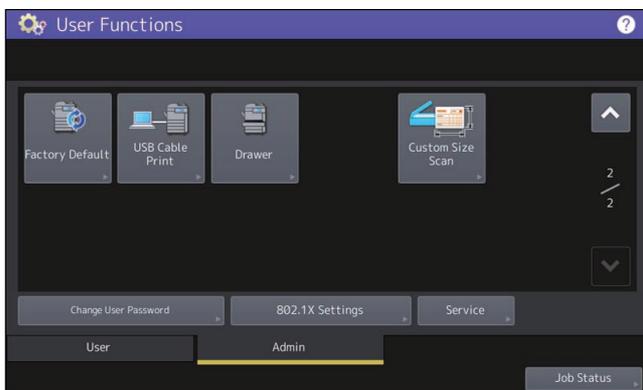
The default administrator password is “123456”. Depending on the model and destination, you are required to change the default administrator password for the first login. Follow the instructions on the screen.

## 4 Proceed with the administrative operation that you require.

### Admin menu (1/2)



### Admin menu (2/2)



The User Functions screen contains the following buttons. For details of each button, see the corresponding references.

-  P.37 “General”
-  P.80 “Network”
-  P.94 “Copy”
-  P.96 “Fax”
-  P.102 “File”
-  P.103 “E-mail”
-  P.104 “Internet Fax”
-  P.105 “Security”
-  P.113 “List/Report”
-  P.117 “Printer/e-Filing”
-  P.119 “Wireless Setting”
-  P.124 “Bluetooth Settings”
-  P.125 “Factory Default”
-  P.127 “USB Cable Print”
-  P.128 “Drawer”
-  P.129 “Custom Size Scan”
-  P.130 “Change User Password”
-  P.131 “802.1X Settings”

# General

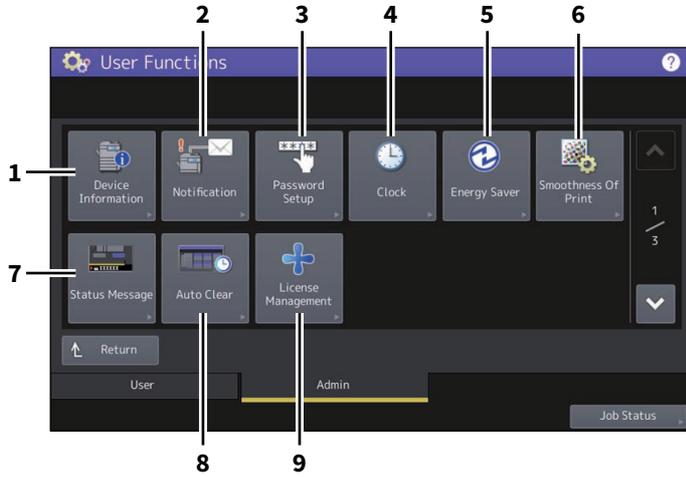
You can change the initial settings (defaults) for the equipment. The screen shows the buttons, depending on the model.

### Tip

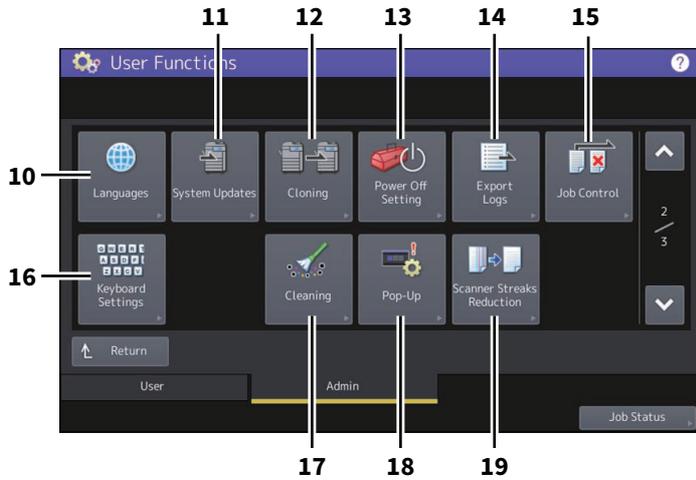
For instructions on how to display the General menu, see the reference below:

P.35 "Accessing the Admin Menu"

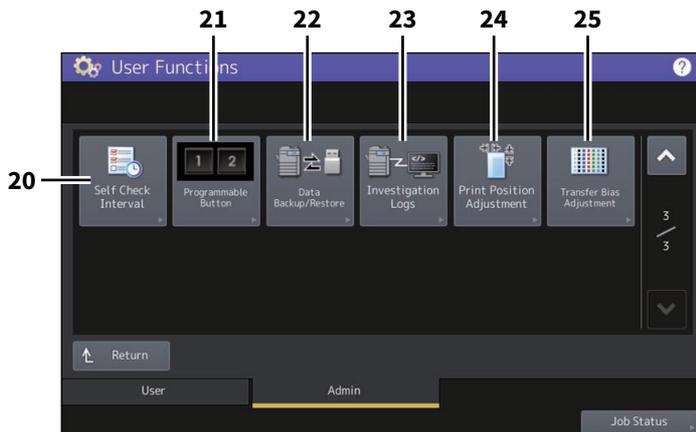
### General menu (1/3)



### General menu (2/3)



### General menu (3/3)



	<b>Item Name</b>	<b>Description</b>
<b>1</b>	Device Information	 P.39 "Setting the device information"
<b>2</b>	Notification	 P.39 "Setting the notification"
<b>3</b>	Password Setup	 P.40 "Changing the administrator password and resetting the service password"
<b>4</b>	Clock	 P.41 "Setting the clock"
<b>5</b>	Energy Saver	 P.41 "Setting the energy saver modes"
<b>6</b>	Smoothness Of Print	 P.45 "Changing the smoothness of print"
<b>7</b>	Status Message	 P.45 "Setting the status message"
<b>8</b>	Auto Clear	 P.46 "Setting the auto clear function"
<b>9</b>	License Management	 P.46 "Managing the option licenses"
<b>10</b>	Languages	 P.56 "Adding or removing display languages"
<b>11</b>	System Updates	 P.59 "Updating your system"
<b>12</b>	Cloning	 P.62 "Creating or installing clone files"
<b>13</b>	Power Off Setting	 P.66 "Making power off settings"
<b>14</b>	Export Logs	 P.66 "Exporting logs"
<b>15</b>	Job Control	 P.67 "Setting the job control"
<b>16</b>	Keyboard Settings	 P.69 "Changing the keyboard settings"
<b>17</b>	Cleaning	 P.69 "Cleaning the inside of the equipment"
<b>18</b>	Pop-Up	 P.70 "Setting the pop-up messages"
<b>19</b>	Scanner Streaks Reduction	 P.70 "Setting the scanner streaks reduction function"
<b>20</b>	Self Check Interval	 P.70 "Setting the self-check interval"
<b>21</b>	Programmable Button	 P.71 "Assigning the functions to the programmable button"
<b>22</b>	Data Backup/Restore	 P.71 "Setting the data backup and restore"
<b>23</b>	Investigation Logs	 P.76 "Allowing the acquisition of the investigation logs"
<b>24</b>	Print Position Adjustment	 P.76 "Adjusting the print position"
<b>25</b>	Transfer Bias Adjustment	 P.78 "Adjusting the transfer bias"

**Note**

Available buttons vary from model to model.

## ■ Setting the device information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, a web-based device management utility.

Item name	Description
Location	Press this button to enter the location of this equipment. You can enter up to 64 characters.
Service Phone Number	Press this button to enter the service phone number. You can enter a number of up to 32 digits.
Contact Information	Press this button to enter the name of the service technician. You can enter up to 64 characters.
Admin. Message	Press this button to enter a message from the administrator. You can enter up to 40 characters.

## ■ Setting the notification

You can set the notification mail to send a notification message when specified events occur on the equipment, such as paper empty and service call.

You can specify up to three E-mail addresses for the destination of the notification message.

📖 P.39 “Registering the E-mail address”

**Tip**

You can specify events that you want to be notified about using the TopAccess web utility. For instructions on how to specify events for notification, see the reference below:

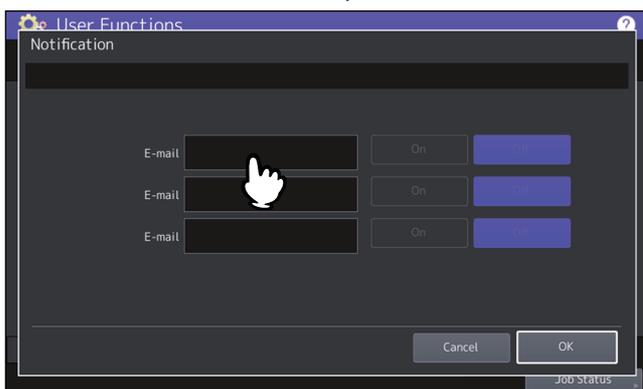
**TopAccess - [Administration] - [Maintenance] Item List - Notification settings**

**Note**

To use this function, you need an E-mail address for this equipment and you need to set up the SMTP server. In addition, the settings to enable Internet communication on this equipment must be configured correctly.

### ❑ Registering the E-mail address

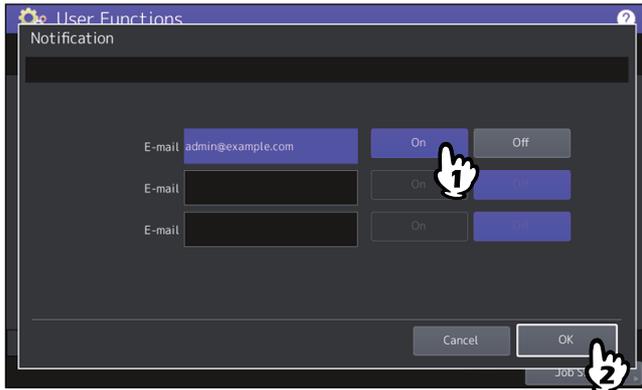
- 1 On the Notification screen, enter the E-mail address to which the notification is sent.



**Tip**

You can specify up to three E-mail addresses to which notification messages will be sent, if needed. To enable notification, you must have at least one E-mail address entered.

## 2 Press [On] for the E-mail address to receive notification, and then press [OK].



To disable notification for an E-mail address, press [Off].

### Note

[On] is available only after an E-mail address is entered.

## ■ Changing the administrator password and resetting the service password

You can change the administrator password. You can also reset the service password in case the service technician who is in charge of this equipment forgets it.

### □ Changing the administrator password

#### 1 On the Password Setup screen, press [Admin Password].

#### 2 Enter the current administrator password and press [OK].

### Tip

If the administrator password is being changed for the first time, enter “123456” in the [Old Password] box.

#### 3 Set new password and complete the setting.

### Note

Specify a 6 to 64-character long administrator password. You can use alphanumeric and the following symbols.  
! # \$ ( ) \* + , - . / : ; = ? @ \ ^ \_ ` { | } ~

### □ Resetting the service password

#### 1 On the Password Setup screen, press [Reset Service Password].

If [Reset Service Password] has been selected, the message “Are you sure?” is displayed on the Attention screen. Press [Yes] to reset the service password.

## ■ Setting the clock

You can adjust the clock built into this equipment by entering the date and time using the digital keys.

Item name	Description
Date/Time	<p>Press this button to set the clock. Select the value to be changed. Then enter this using the digital keys and press [OK].</p> <p><b>Tip</b></p> <p>When you change either “Year”, “Month”, or “Date”, the day of week in the Day section will be set automatically.</p>
Date Format	Press this button to set the date format.

**Note**

When the time settings of the equipment are adjusted using the SNTP service, the date and time cannot be set manually. You can make settings for the SNTP service in the TopAccess administrator mode. For details, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - General settings - Setting up SNTP Service**

## ■ Setting the energy saver modes

You can set the following energy saver modes.

Item name	Description
Weekly timer	<p>Using the built-in weekly timer, you can have the equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.</p> <p> P.42 “Setting the weekly timer”</p> <p><b>Tip</b></p> <p>You can turn on the power by simply pressing the [Energy Saver] button on the control panel when the device is in the Sleep or Super Sleep mode by the weekly timer.</p> <p><b>Note</b></p> <p>When the power switch is turned off, the weekly timer does not work.</p>
Auto Power Save <sup>*1</sup>	<p>This function allows the equipment to automatically go into the energy saver mode if it is left inactive for a certain period of time.</p> <p> P.42 “Setting the Auto Power Save mode”</p>
Sleep/Super Sleep <sup>*1</sup>	<p>This function puts the equipment into the sleep mode if it is left inactive for a certain period of time. In the sleep mode, power to the unused sections of this equipment is shut off while this equipment is in the standby status. Power consumption in the standby status is smallest in the Super Sleep mode, followed by the Sleep mode and then, by the Auto Power Save mode which is the mode that consumes the most among these three.</p> <p> P.43 “Setting the sleep mode”</p>
Screen Control	<p>You can set the idle screen display function that can show contents such as advertisements on the screen of the control panel during the idle (non-operation) and log-out statuses.</p> <p> P.44 “Setting the screen control”</p> <p><b>Tip</b></p> <p>The contents need to be set up via TopAccess. For details, see the reference below: <b>TopAccess - [Administration] - [Maintenance] Item List - Idle Screen</b></p>
Motion Sensor	<p>You can change the settings of the motion sensor.</p> <p> P.44 “Setting the motion sensor”</p>

\*1 These functions are not available in the European version. Contact your service representative to change the default setting for each button.

Tip

For the types of Energy Saver modes and procedures for entering each mode, see the reference below:

**Information About Equipment - Information About Equipment - Turning On/Off - Saving energy when not in use - energy saving modes -**

## ❑ Setting the weekly timer

### 1 On the Energy Saver screen, press [Weekly Timer].

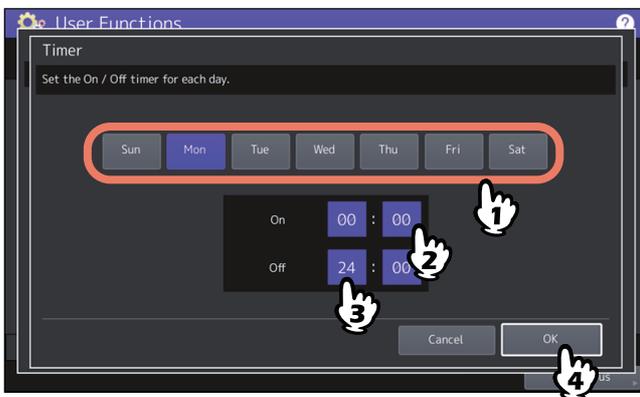
The TIMER screen is displayed.

### 2 Check the settings on the display. If changes are required, press [Change].

If no changes are required, press [OK] and complete the operation.

### 3 Make settings for the weekly timer.

1. Press the button of the desired day of the week.
2. Enter the time the device wakes up from the Sleep or Super Sleep mode to [On].
3. Enter the time to put the device into the Sleep or Super sleep mode to [Off].
4. Press [OK] to save the settings.



Tip

- If you want to put the equipment into the Sleep or Super Sleep mode for an entire day, enter the same time in both the [On] and [Off] boxes.  
Example) When you enter “0:00” in both the [On] and [Off] boxes for [Sun], the equipment automatically goes into the Sleep or Super Sleep mode at the [Off] time specified for [Sat]. The Sleep or Super Sleep mode is kept until the [On] time specified for [Mon] comes.
- If you do not want to put the equipment into the Sleep or Super Sleep mode for an entire day, make settings for the desired day of the week as follows:  
[On]: 0:00 / [Off]: 24:00  
The equipment does not go into the Sleep or Super Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep or Super Sleep mode according to the time value set for [Sleep/Super Sleep], if it is left inactive for a certain period of time.

## ❑ Setting the Auto Power Save mode

### 1 On the Energy Saver screen, press [Auto Power Save].

The Auto Power Save screen is displayed.

### 2 Press the desired period of time (in minutes) that this equipment should wait before the Power Save mode is activated.

The Auto Power Save mode setting is completed, and you will be returned to the previous screen.

## □ Setting the sleep mode

**1 On the Energy Saver screen, press [Sleep/Super Sleep].**  
When you press the button, the setting screen is displayed.

**2 Specify the following items as required and complete the setting.**

Item name	Description
Sleep Timer	Press the desired period of time (in minutes) that this equipment should wait before the Sleep or Super Sleep mode is activated.
Sleep Mode*	<p>Select the sleep mode that is activated when a specified period of time has passed.</p> <ul style="list-style-type: none"> <li>• <b>Power Off</b> — Press this button to make the equipment enter the Power Off mode.</li> <li>• <b>Auto</b> — Press this button to select the Auto mode that makes the equipment enter the Sleep mode or the Power Off mode according to the LAN and Fax connections. If the connections are active, it enters the Sleep mode. If they are not active, it enters the Power Off mode.</li> <li>• <b>Sleep</b> — Press this button to make the equipment enter the Sleep mode.</li> </ul> <p><b>Note</b> After you do cloning between the color and monochrome models, the sleep mode action might be changed. If the equipment is turned off unexpectedly or the sleep mode does not work as you like, check the Sleep Mode setting.</p>
Super Sleep*	<p>Select whether this equipment enters the Sleep mode or the Super Sleep mode when a specified period of time has passed.</p> <ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to make the equipment enter the Super Sleep mode.</li> <li>• <b>Disable</b> — Press this button to make the equipment enter the Sleep mode.</li> </ul>

\* The availability of the sleep function varies depending on the model and destination.

**Note**

- The equipment may not enter the Sleep/Super Sleep mode at the set timing depending on its operating status.
- This equipment does not enter the Super Sleep mode even if [Enable] is selected for this setting in the following cases:
  - Any one of IPsec, Wi-Fi Direct for the wireless LAN, VNC Setting, Shared Home (primary server), Multi Station Print, and Recovery Setting for [Screen Control] is enabled except when Motion Sensor is enabled.
  - IEEE 802.1X authentication is enabled.
  - IPv6 is enabled and the IPv6 address is set other than manually.
  - POP3 client setting is enabled and under any of the following conditions:
    - (1) The scan rate is set to other than 0 minute.
    - (2) A POP3 server address is entered.
    - (3) An account name is entered.
  - A particular network protocol is enabled. (IPX/SPX)
  - A USB storage device is connected to this equipment.
  - TopAccess and others are in operation: the session is held.
  - Embedded applications (or background applications) are running.
  - The Wired LAN2 is attached.
  - WPA3 Enterprise 192-bit Security is selected as the security method when connecting to the wireless LAN in the infrastructure mode.
- When the equipment is under the above conditions, [Enable] or [Disable] of [Super Sleep] cannot be changed.
- Protocol settings for recovering this equipment from the Super Sleep mode are made in the TopAccess administrator mode. For details, see the reference below:  
**TopAccess - [Administration] - [Setup] Item List - General settings - Setting up Energy Save**

## ❑ Setting the screen control

**1 On the Energy Saver screen, press [Screen Control].**  
When you press the button, the setting screen is displayed.

**2 Set the following items as required and press [OK].**

Item name	Description
Idle Screen Display	Turn on or off the idle screen display function.
Recovery Setting	Select the methods to recover from the energy saver mode. <ul style="list-style-type: none"><li>• <b>Press Button</b> — Select whether to enable the recovery by pressing the buttons on the control panel.</li><li>• <b>Document Detection</b> — Select whether to enable the recovery by detecting documents for copying and scanning.</li></ul>

## ❑ Setting the motion sensor

**1 On the Energy Saver screen, press [Motion Sensor].**  
When you press the button, the setting screen is displayed.

**2 Set the following items as required and press [OK].**  
You can change the settings for the motion sensor function, the response mode of the card reader, and the standby time for the changeover to the Super Sleep mode.

Item name	Description
Motion Sensor	<ul style="list-style-type: none"><li>• <b>Enable (Screen On)</b> — Press this button so that the screen appears on the touch panel when the motion sensor detects humans.</li><li>• <b>Enable (Screen Off)</b> — Press this button so that the equipment enters the standby mode when the motion sensor detects humans. Press the touch panel or the [ENERGY SAVER] button to show the screen on the touch panel.</li><li>• <b>Disable</b> — Press this button to disable the motion sensor.</li></ul>
Card Reader response Mode	<ul style="list-style-type: none"><li>• <b>Normal</b> — Press this button when the response of the card reader is slow.</li><li>• <b>Eco</b> — Press this button to cut down the power consumption although the response of the card reader might become slow.</li></ul>
Standby Margin	Set the time (seconds) to accept the operation of the touch panel.

### Tip

This function is available only for some models.

## ■ Changing the smoothness of print

You can switch the line density level of images in printing.  
This setting applies to print jobs with 600 dpi. Set this to color and black printing, respectively.

Item name	Description
High	Press this button to print with the normal line density level.
Low	Press this button to print with the lower line density level than a normal one.

**Tip**

Changing the setting displays the Confirmation screen that asks you whether you want to perform calibration or not. Select [OK] or [Cancel] as required.

## ■ Setting the status message

You can have a status message displayed at the bottom of the touch panel, notifying the occurrence of specified events, such as paper empty and toner low.  
Press [On] or [Off] for each status message and press [OK].

Item name	Description
Toner Near Empty Message	Enabling this option displays a message at the lower left of the screen when toner is low in a toner cartridge.
Paper Empty Message	Enabling this option displays a message at the lower left of the screen when there is no paper in a drawer.
Left Drawer (LCF) Paper Empty Message*	Enabling this option displays a message at the lower left of the screen when there is no paper in the left tray of the Tandem Large Capacity Feeder.
Display Setting	Enabling this option shows the common message and the icon on the screen of the control panel. The common message does not depend on the operation on a specific screen, and it appears commonly on every screen so that you can confirm the status all the time. The toner near empty message and the paper empty message can appear as the common message according to three settings above.
Auto Close Time	Set the time (1 – 30 sec., default 5) for the common message to disappear from the screen. If the pending messages remain after the specified time, the icon appears so that you can press it to confirm them. The time specified for each message has priority over this setting.
Display Position	Select where the common message appears on the screen: [Top Left], [Top Center], [Top Right], [Bottom Left] (default), [Bottom Center], and [Bottom Right].
Display Level	Select the display level of the common message. <ul style="list-style-type: none"> <li>• <b>All</b> — Press this button to show information, warning, and error messages.</li> <li>• <b>Warning/Error</b> — Press this button to show warning and error messages.</li> <li>• <b>Error</b> — Press this button to show error messages only.</li> </ul>

\* This function is available for the models with the Tandem Large Capacity Feeder installed.

## ■ Setting the auto clear function

You can set how long the machine waits before clearing the previous operation left uncompleted on the touch panel. Press the desired period of time (in seconds). If you want to disable the Auto Clear function, press [No Limit].

### Note

Selecting [No Limit] does not clear the touch panel for any mode including the User Functions, Job Status, and Template screens.

### Tip

You can set the auto clear time from 15 to 150 seconds. The default time is 45 seconds.

## ■ Managing the option licenses

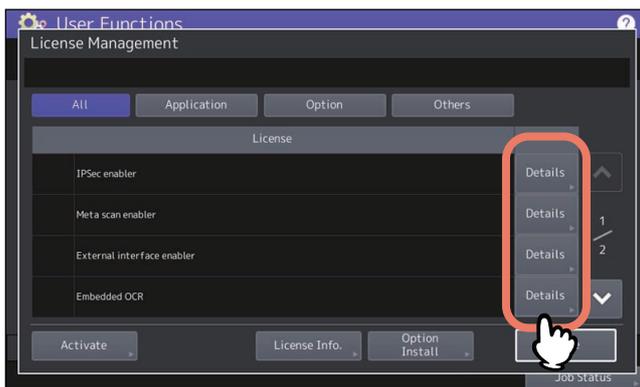
You can view product information, such as the license ID for certain options. If necessary, you can install these options on the equipment and activate licenses required for applications, user interface customization, and system options. You can also deactivate or export the licenses.

### Note

For installation and activation, be sure to follow the service technician's instructions.

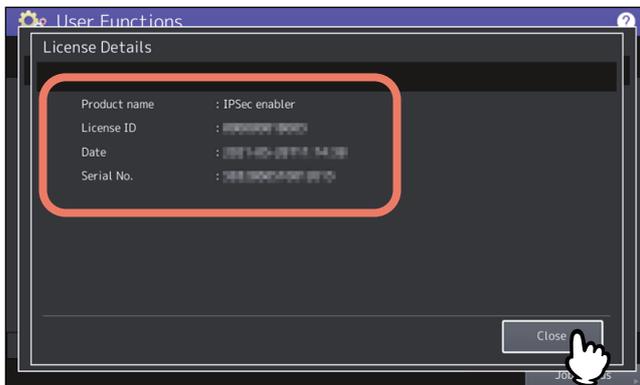
## □ Viewing product information

- 1 On the License Management screen, press [Details] for the option you want to confirm product information.



The License Details screen is displayed.

- 2 After you confirm the product information, press [Close].



You will be returned to the License Management screen.

### Tip

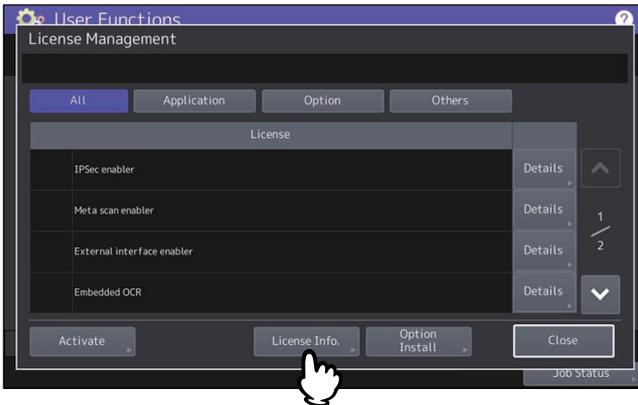
The following information is displayed.

- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed

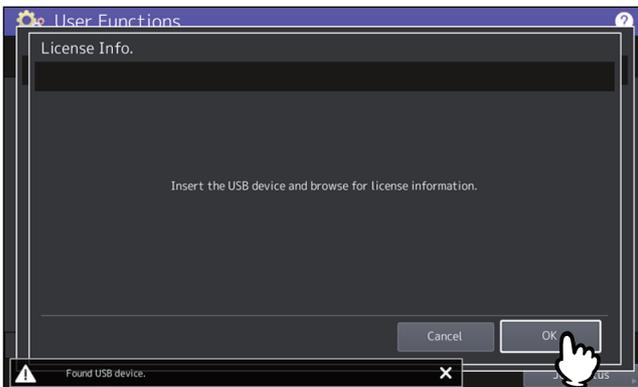
- Serial No.: Serial number of option

## □ Viewing license information

- 1 On the License Management screen, press [License Info.].



- 2 Connect your USB storage device to the USB port on the equipment, and press [OK].

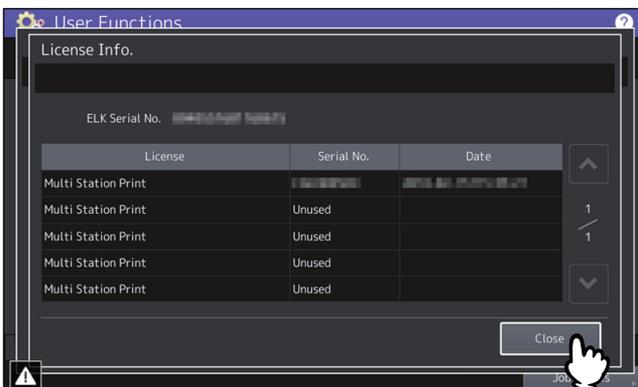


### Tip

For the location of the USB port on the equipment, see the reference below:

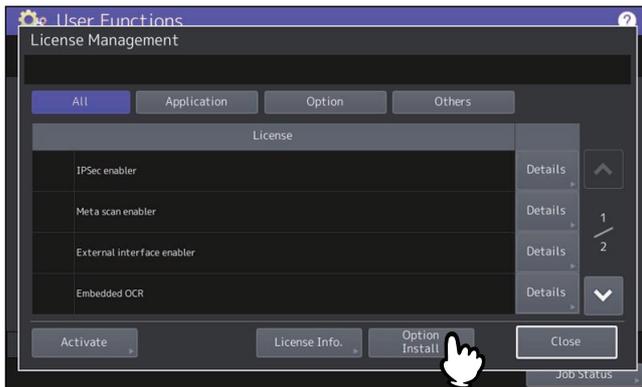
**Information About Equipment - Information About Equipment - Description of Components**

- 3 After you confirm the license information, press [Close].

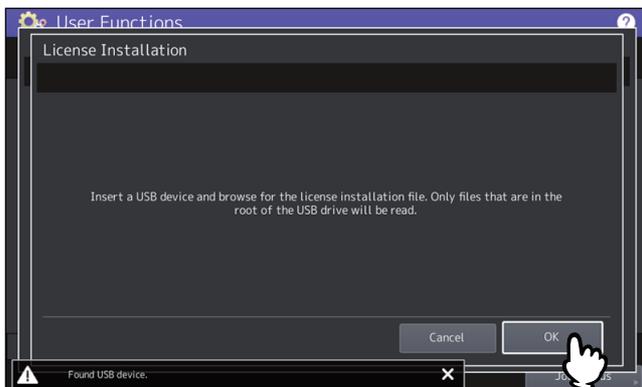


## ❑ Installing an option

1 On the License Management screen, press [Option Install].



2 Connect your USB storage device to the USB port on the equipment, and press [OK].

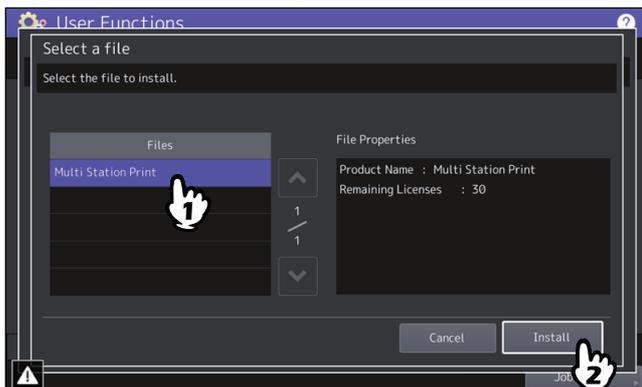


### Tip

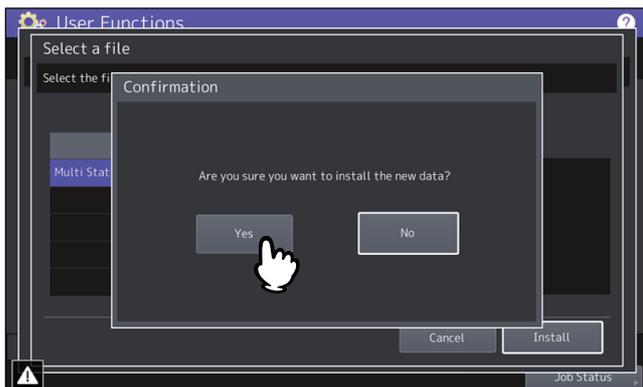
For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

3 Select the option that you want to install, and press [Install].



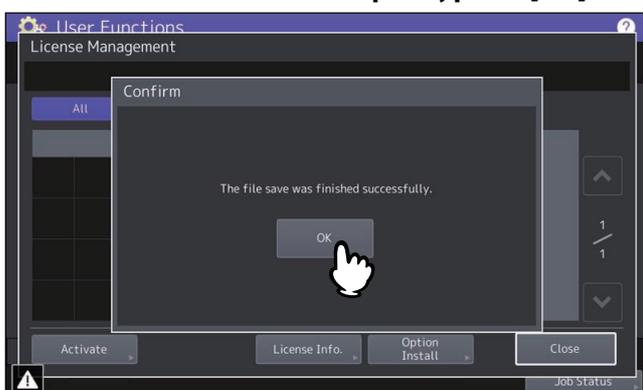
**4 Press [Yes].**



**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

**5 When the installation is complete, press [OK].**



**Tip**

If the installation fails, the message “The installation failed. Do you want to retry?” will be displayed on the Caution screen. In this case, press [Yes] to perform the installation again.

**6 Remove the USB storage device from the USB port on the equipment.**

**Tip**

After the installation is complete, it is necessary to reboot the equipment. When the message “Reboot the machine” is displayed on the touch panel, turn the power of the equipment OFF and then back ON by using the [POWER] button on the control panel.

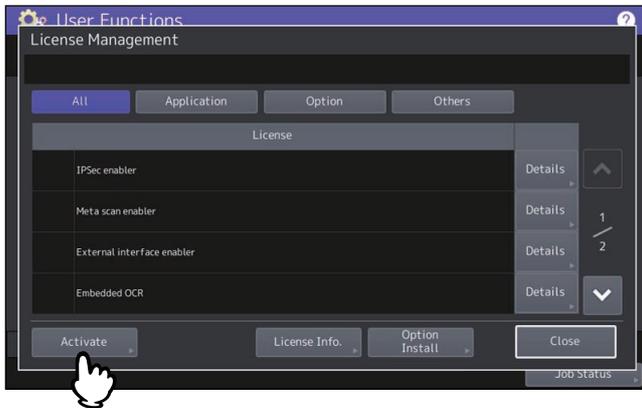
## ❑ Activating the license

You can activate the license online or offline

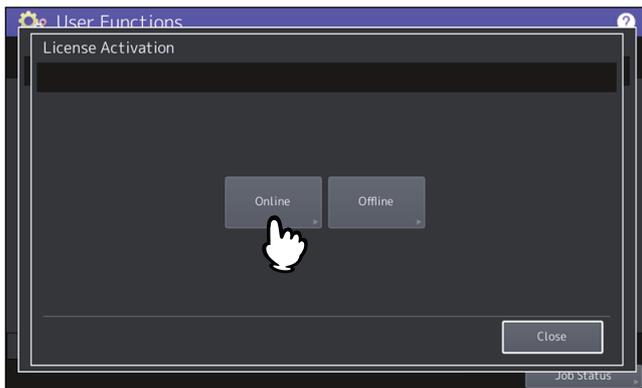
### Online activation procedure

You need the license certificate number to activate the license online.

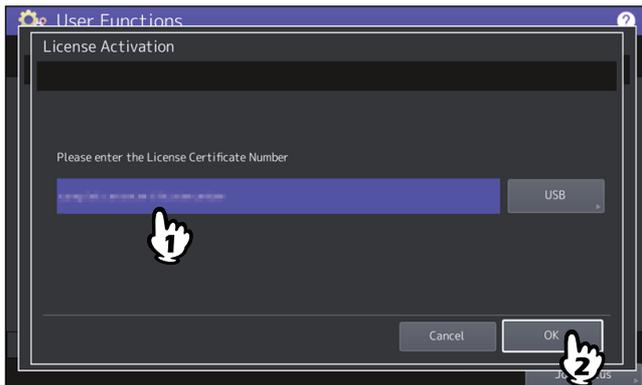
#### 1 On the License Management screen, press [Activate].



#### 2 Press [Online].

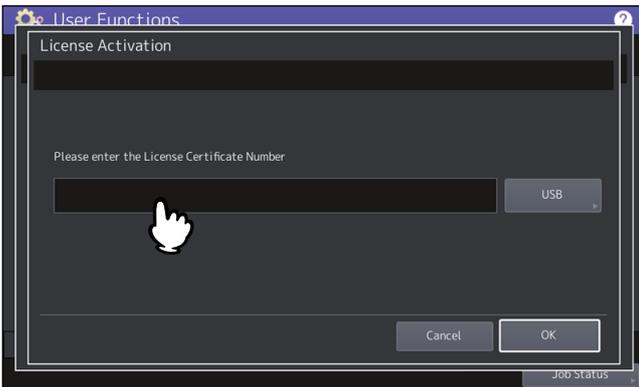


#### 3 Enter the license certificate number and press [OK].



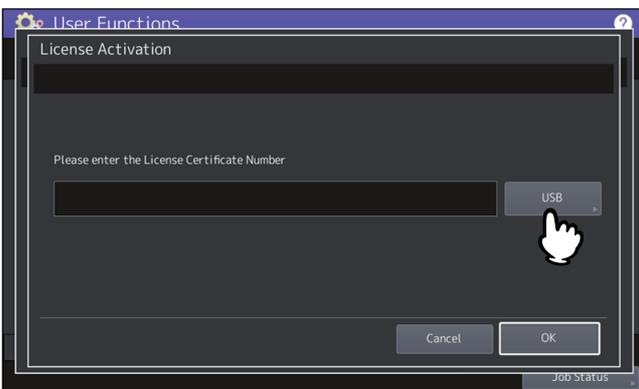
You can enter the license certificate number in two ways:

- Press the entry field to show the keyboard and enter the license certificate number directly.

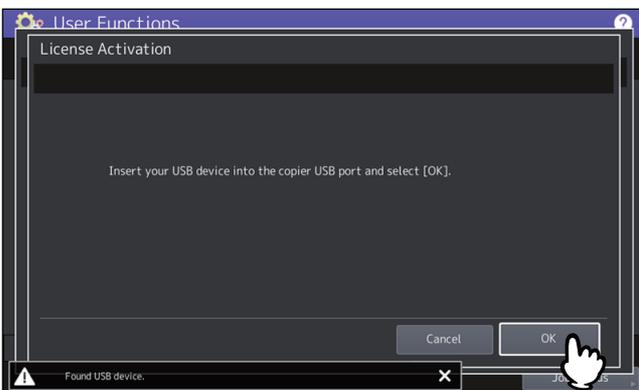


- Follow the steps below to use the USB media that contains the license certificate number.

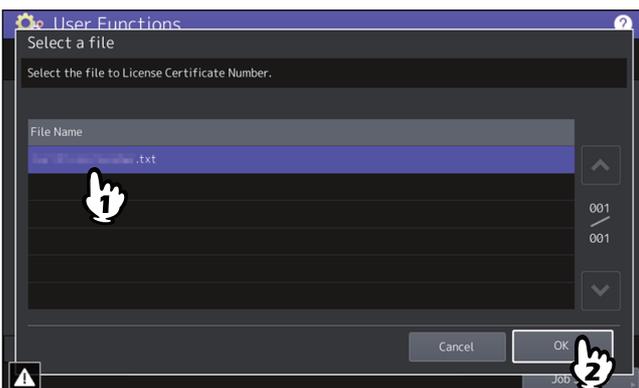
- Press [USB].



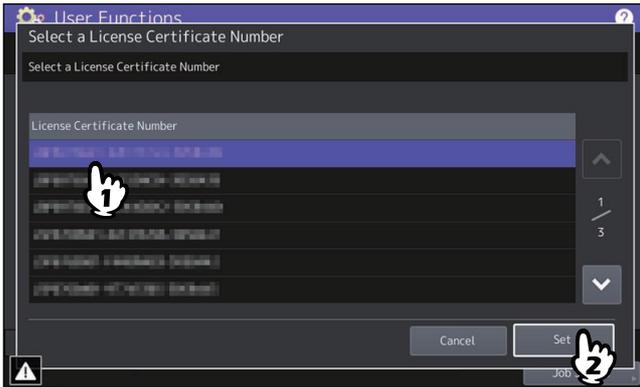
- Connect your USB media that contains the license information file to the USB port on the equipment and press [OK].



- Select the file that contains the license certificate number and press [OK].



- Select the license certificate number and press [Set].

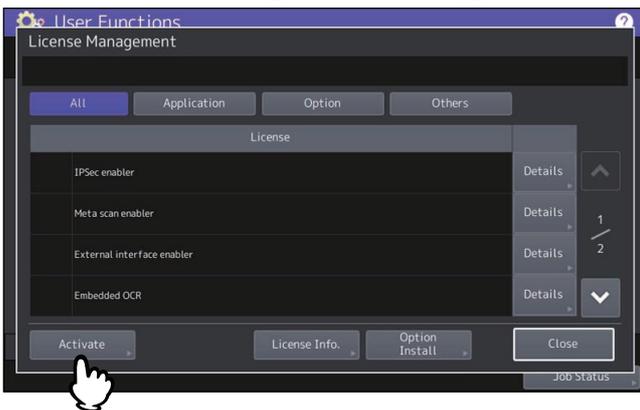


- 4 Press [Yes] on the activation confirmation screen.**
- 5 Press [OK] on the finish confirmation screen.**  
If necessary, the equipment shuts down and reboots automatically.

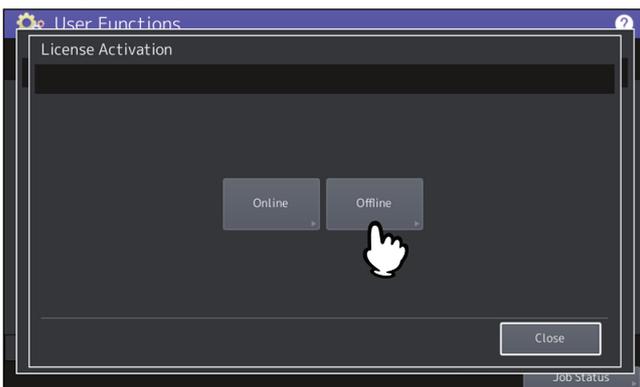
### Offline activation procedure

You need the license installation file to activate the license offline.

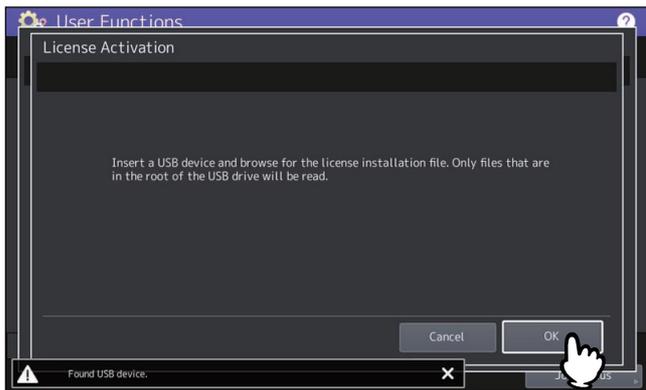
- 1 On the License Management screen, press [Activate].**



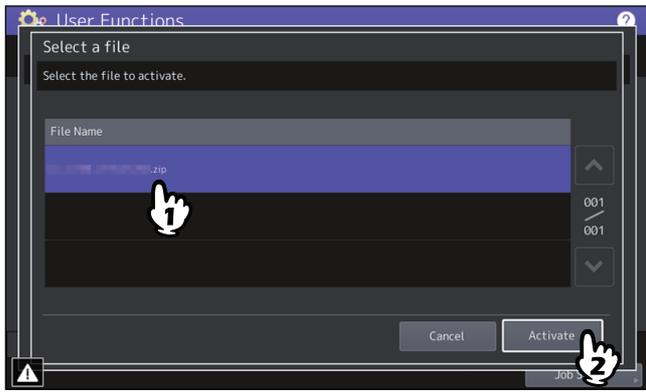
- 2 Press [Offline].**



- 3 Connect your USB media that contains the license installation file to the USB port on the equipment and press [OK].**



- 4 Select the activation file and press [Activate].**

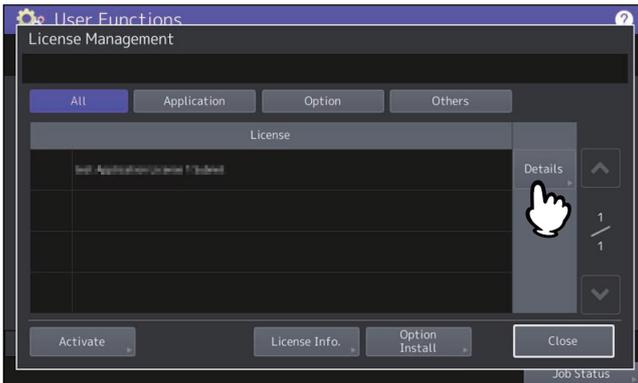


- 5 Press [Yes] on the activation confirmation screen.**
- 6 Press [OK] on the finish confirmation screen.**  
If necessary, the equipment shuts down and reboots automatically.

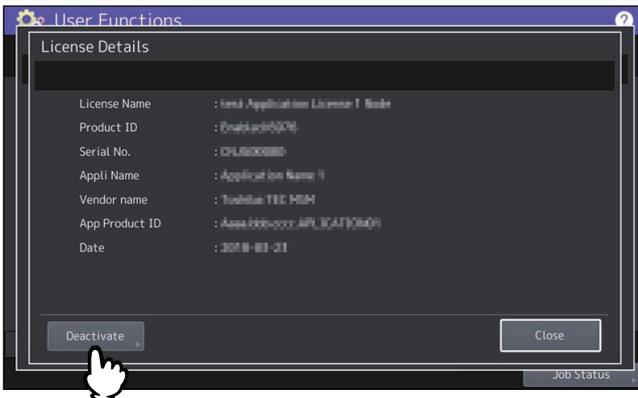
## ❑ Deactivating the license

You can deactivate the license online or offline.

- 1 On the License Management screen, press [Details] for the license that you want to deactivate.

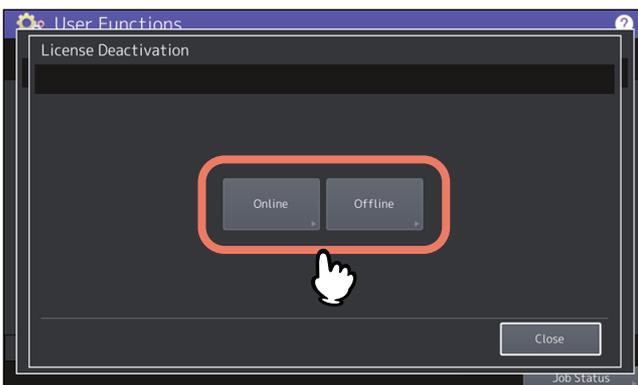


- 2 Press [Deactivate].

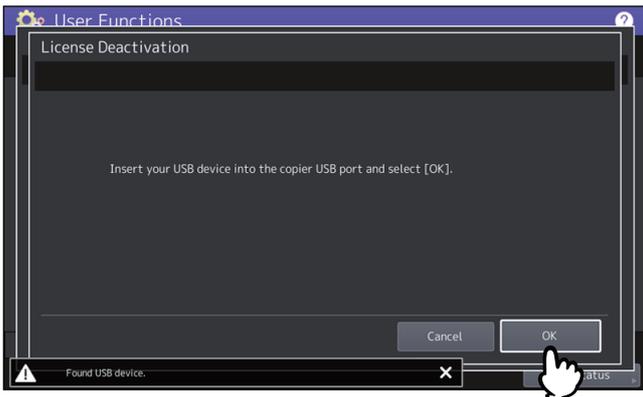


- 3 Press [Online] or [Offline].

- If you have pressed [Online], proceed to the step 5.
- If you have pressed [Offline], proceed to the step 4.



**4 Connect your USB media to the USB port on the equipment and press [OK].**



**5 Press [Yes] on the deactivation confirmation screen.**

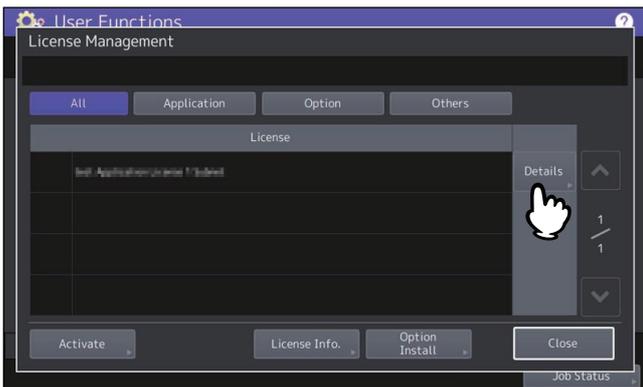
**6 Press [OK] on the finish confirmation screen.**

If necessary, the equipment shuts down and reboots automatically.

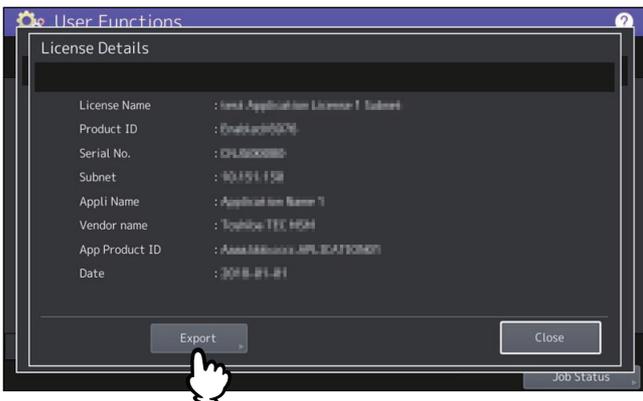
**Exporting the license**

You can export the license as follows.

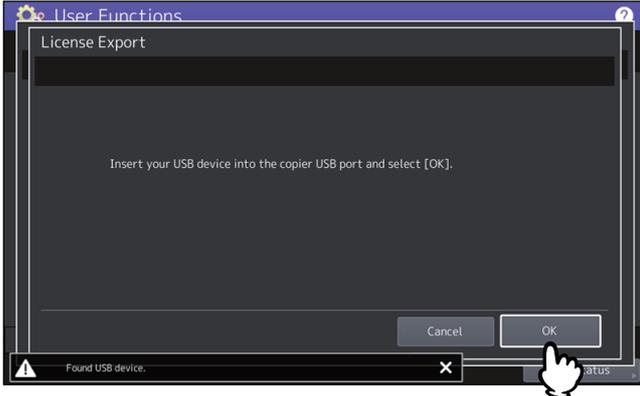
**1 On the License Management screen, press [Details] for the license that you want to export.**



**2 Press [Export].**



### 3 Connect your USB media to the USB port on the equipment and press [OK].



### 4 Press [Yes] on the export confirmation screen.

### 5 Press [OK] on the finish confirmation screen.

## ■ Adding or removing display languages

You can add new languages to be used on the touch panel, and also remove those you no longer need. Furthermore, from this menu, you can also change the default language used on the touch panel to a different one.

#### Tip

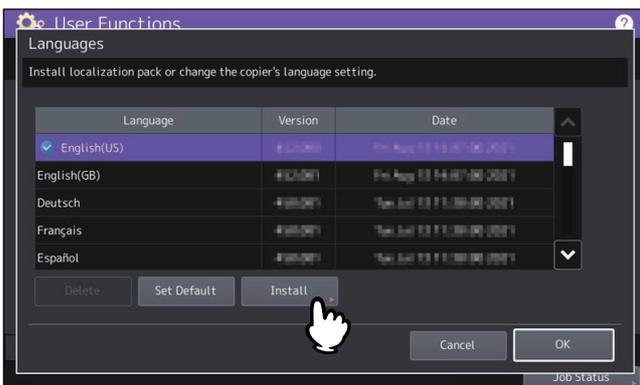
- The following language packs are initially installed on the equipment.

English (US)	English (UK)	German	French	Spanish
Italian	Danish	Finnish	Norwegian	Swedish
Dutch	Polish	Russian	Japanese	Simplified Chinese
Traditional Chinese	Turkish	Portuguese	Arabic	

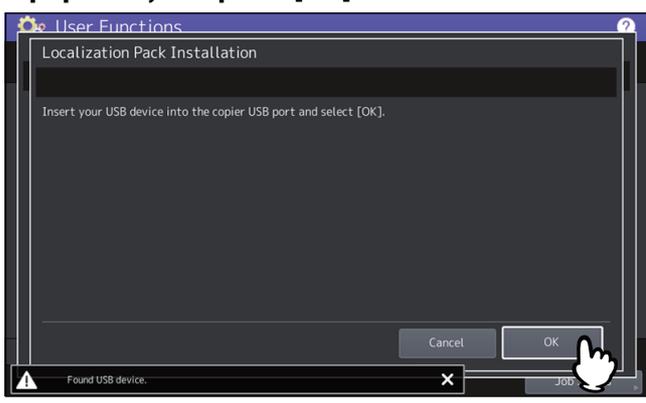
- When adding a language, store the desired language pack in the root directory of your USB storage device in advance.
- For information of languages which can be newly added, contact your service technician.

## □ Adding a language

### 1 On the Languages screen, press [Install].



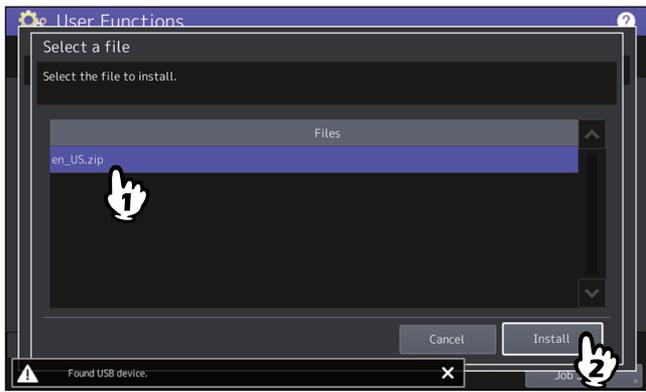
**2 Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and press [OK].**



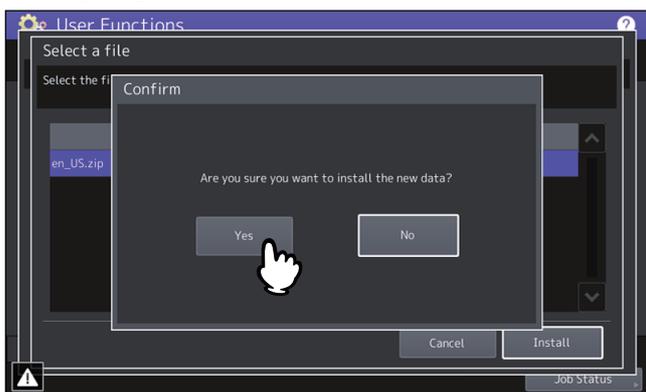
**Tip**

For the location of the USB port on the equipment, see the reference below:  
**Information About Equipment - Information About Equipment - Description of Components**

**3 Select the language pack that you want to install, and press [Install].**



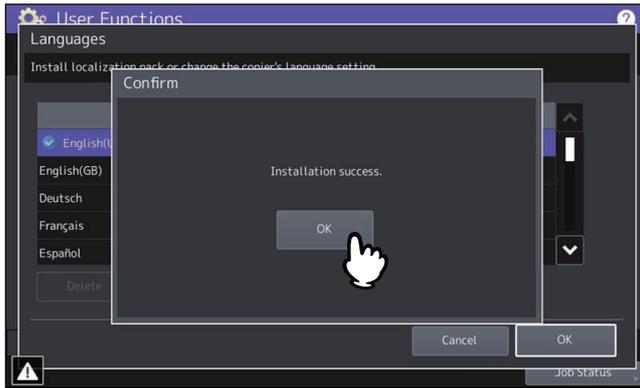
**4 Press [Yes].**



**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

## 5 When the installation is complete, press [OK].



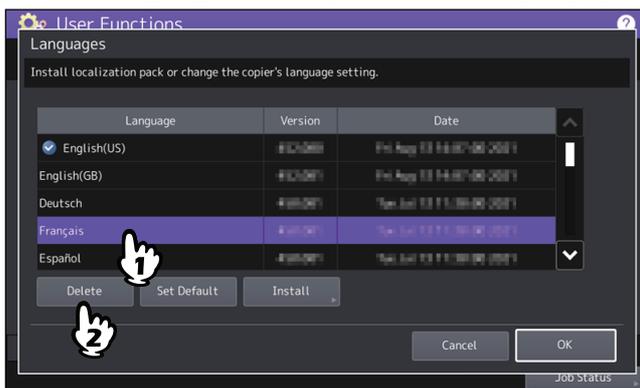
### Tip

If the installation fails, the message “Installation Failed.” will be displayed on the Caution screen. In this case, press [Close], and perform the operation again.

## 6 Remove the USB storage device from the USB port on the equipment.

### ❑ Removing a language

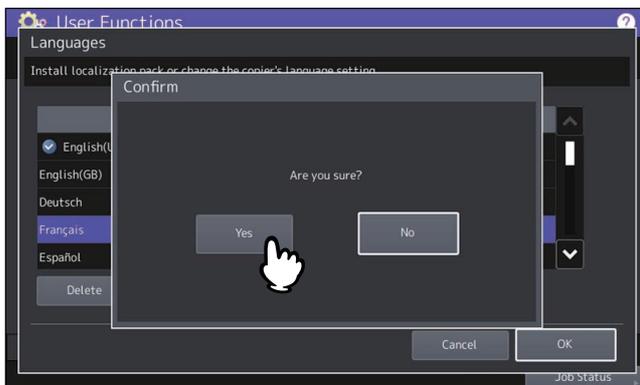
#### 1 On the Languages screen, select the language pack that you want to remove, and press [Delete].



### Note

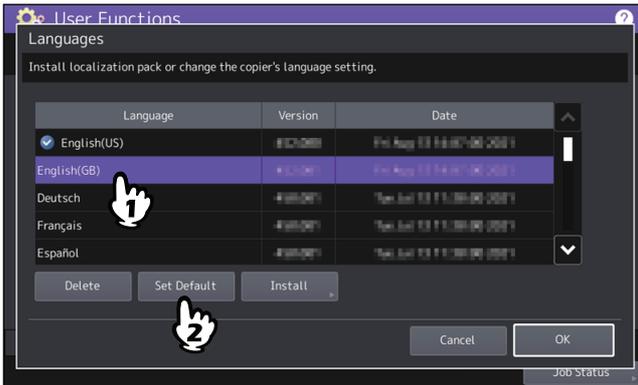
The language packs for English (US), English (UK), and the default language cannot be removed.

#### 2 Press [Yes].



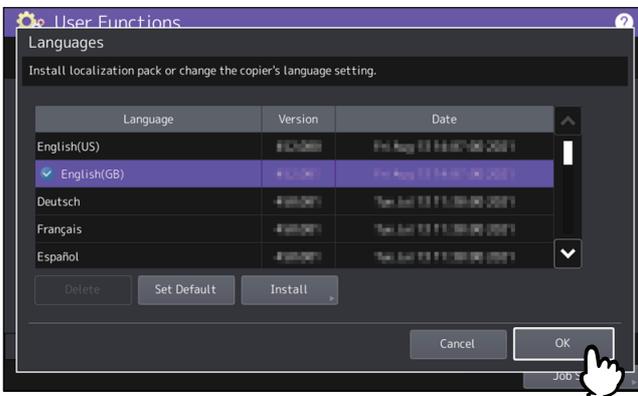
## □ Setting the default language

- 1 On the Languages screen, select the language to be used as the default, and press [Set Default].



The mark  is displayed beside the selected language.

- 2 Press [OK].



## ■ Updating your system

You can install files for updating the system of your equipment.

### Note

- Before performing the operation, store the updating files in the root directory of your USB storage device in advance.
- To obtain the updating files, contact your service technician.

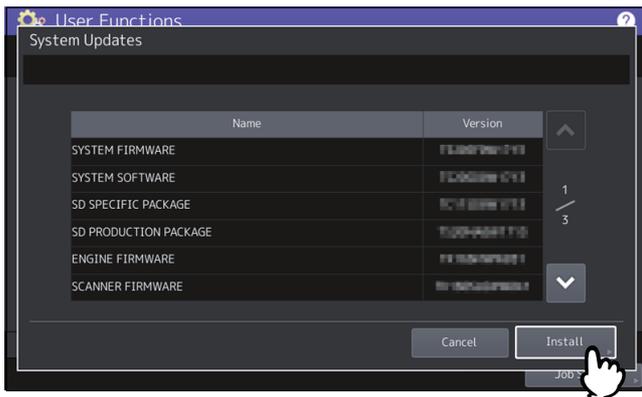
## □ Performing the System Updates

- 1 Press [System Updates] on the General menu screen.

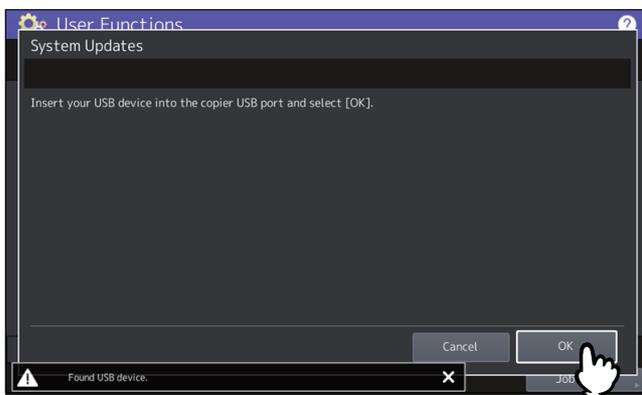
The System Updates screen is displayed, and you can view the software currently installed and the respective versions.

## 2 Press [Install].

The screen shows the firmware information, depending on the model you use.



## 3 Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and press [OK].

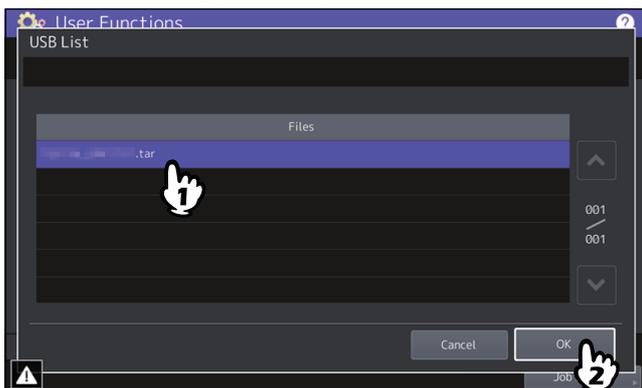


### Tip

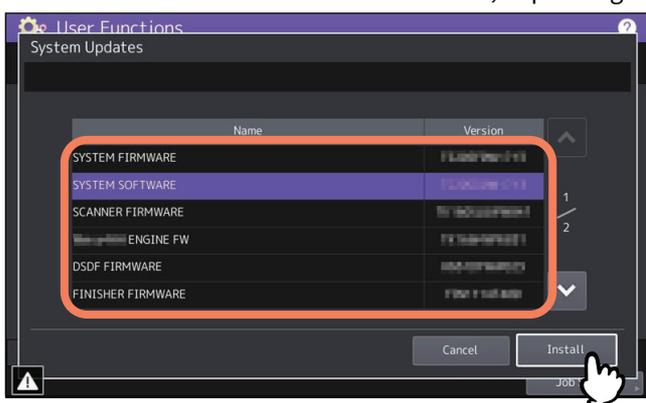
For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

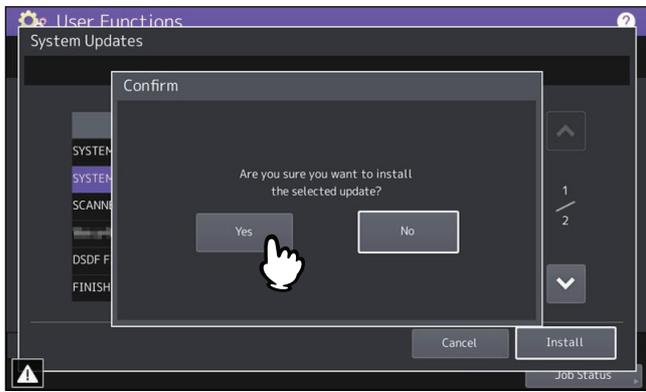
## 4 Select the file type, and press [OK].



**5 Select the file that you want to install, and press [Install].**  
The screen shows the firmware information, depending on the model you use.



**6 Press [Yes].**

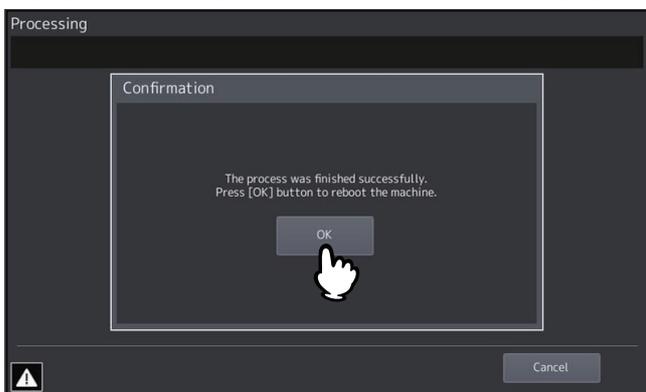


The installation begins.

**Note**

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.
- Pressing [Yes] in the above screen while jobs are being processed, displays the Caution screen. In this case, press [Close] then [Job Status] to confirm that no jobs in progress or under waiting remain. Then reattempt the operation.

**7 When the installation is complete, remove the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.**



Your system is now updated. When update is complete, the equipment is automatically rebooted.

**Note**

If a message appears to tell the data is invalid, download the updating file again.

## ■ Creating or installing clone files

You can create clone files of the setting data and user data by using the cloning function. These files can also be installed in other equipment units. This function is convenient when you want to apply the same settings to multiple equipment units.

### Note

- The clone files are compatible with other equipment units. For details about the available models, contact your service representative.
- When an end-user (either an individual or an entity) intends to clone data (font, ICC profile, or any data downloaded or added by the end-user) stored in TTEC products (copier, MFP), the end-user shall investigate, review and confirm terms of use for such data and intellectual property rights thereof. The end-user shall perform such cloning at your own risk and responsibility.  
TTEC AND ITS AFFILIATES HEREBY DISCLAIM ANY WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE WARRANTIES OF QUALITY AND PERFORMANCE OF TTEC PRODUCTS, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OF THIRD PARTIES INTELLECTUAL PROPERTY RIGHTS, IN THE USE OF CLONING BY THE END-USER.  
IN NO EVENT WILL TTEC BE LIABLE TO THE END-USER NOR ANY THIRD PARTY FOR ANY DAMAGES, WHETHER IN CONTRACT, TORT, OR OTHERWISE, INCLUDING WITHOUT LIMITATION ANY LOST PROFITS, LOST DATA OR OTHER INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF CLONING BY THE END-USER, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.
- When you clone the LDAP role, make sure of the consistent LDAP settings between the equipment units.
- If you have installed a clone file from other models, the equipment might not work properly. For recovery, be sure to create a clone file on the target equipment and keep it before installing the clone file.

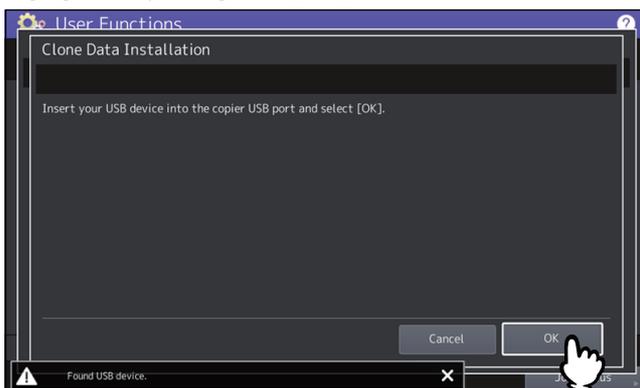
### Tip

When installing the clone data, store the corresponding files in the root directory of your USB storage device in advance.

For details of the cloning function, contact your service representative.

## □ Installing the clone data

- 1 On the Cloning screen, press [Install Clone Data].**
- 2 Connect your USB storage device in which the clone files are stored to the USB port on the equipment, and press [OK].**

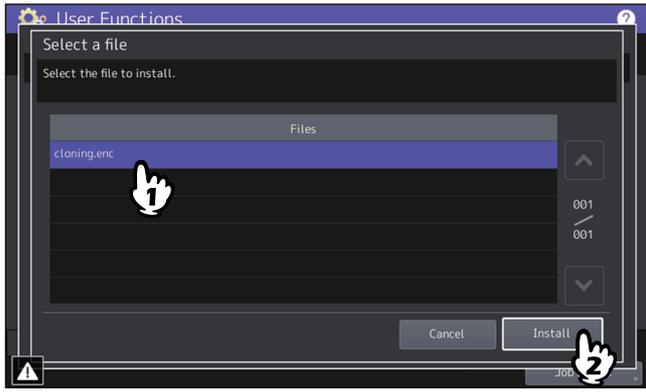


### Tip

For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

**3 Select the file that you want to install, and press [Install].**



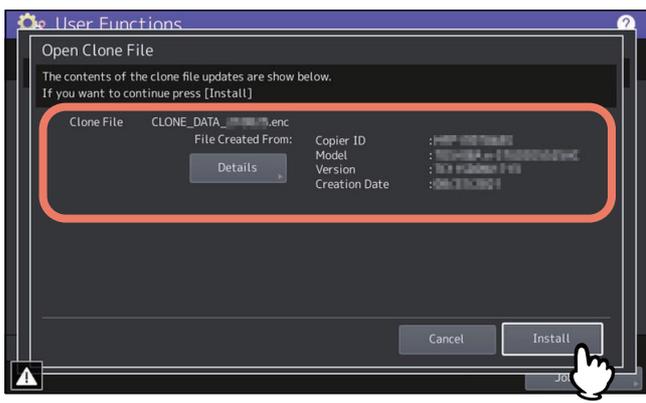
**Note**

You can select only one file per operation.

**4 When an option which indicates whether or not to include the address book into the data to be installed is displayed, press [No] not to do so.**

**5 Confirm the file name and file contents, and press [Install].**

Press [Details] to confirm the settings to be cloned on the [Details] screen. After confirmation, press [Close] to close the screen.



**6 Enter the password and press [OK].**

You will be returned to the Password Request screen.

**7 Press [Yes].**

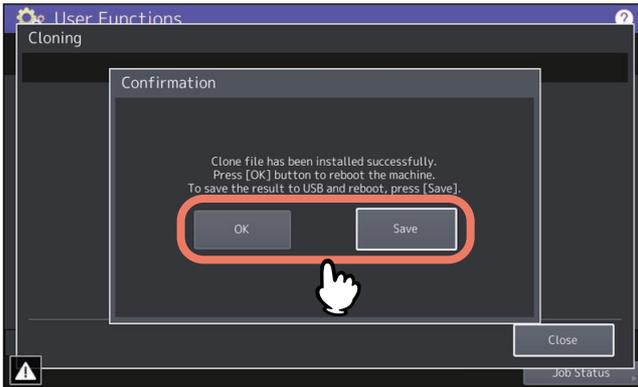
The installation begins.

**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

## 8 When the installation is complete, press [OK] or [Save] to reboot the equipment.

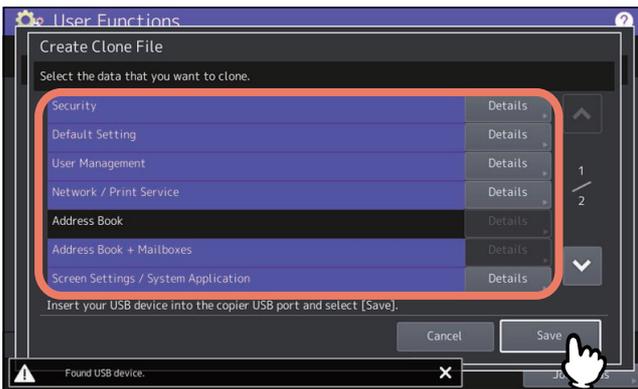
- Press [OK] to reboot the equipment immediately.
- Press [Save] to save a file that records the result of the installation and reboot the equipment.



## ❑ Creating clone files

1 On the Cloning screen, press [Create Clone File].

2 Connect your USB storage device, select the data that you want to duplicate, and then press [Save].



### Tip

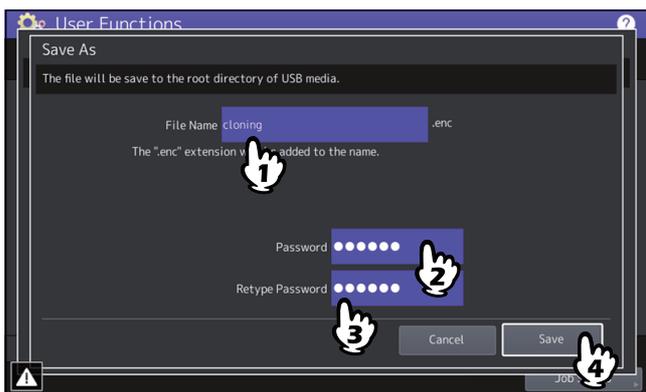
- For the location of the USB port on the equipment, see the reference below:  
**Information About Equipment - Information About Equipment - Description of Components**
- For data you do not need to duplicate, press the data category button(s) to clear the highlight.
- Press [Details] to confirm which data are duplicated.

Data category	Data to be duplicated
Security	Secure Erase, Authentication
Default Setting	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, E-mail, Save as File, Printer, Notification, Log Settings, EWB Settings, Idle screen setting
User Management	User, Group, Role, Quota, Department Code, Home Data with Address Book, Project Code
Network/Print Service	Network settings, Print service, Wireless LAN, Bluetooth, Directory Service, Driver Customization Packages
Address Book	Address Book
Address Book + MailBoxes	Address Book, Mailboxes
Screen Settings / System Application	Common Theme Setting, Icon Non-Indication Setting, System Application Program, System Application Settings (except licenses)

Data category	Data to be duplicated
Application	Application Program, Application Settings (except licenses)
ICC Profile	ICC Profiles installed from TopAccess  <b>Note</b> <ul style="list-style-type: none"> <li>You can select ICC profiles only for color devices.</li> <li>You are required to have the license to use some ICC profiles.</li> </ul>
Print Data Converter	Print Data Converter Settings
Built-in Administrator's password	Password of Built-in Administrator
Fonts	Downloaded fonts for print and display  <b>Note</b> You are required to have the license to use some fonts.
LDAP Role	LDAP role information

**3 Enter the file name, set the password, and then save the file.**

1. Enter the file name to [File Name].  
Enter a file name of up to 128 alphanumeric characters.
2. Enter a password to [Password].
3. Enter the password again to [Retype Password].
4. Press [Save].

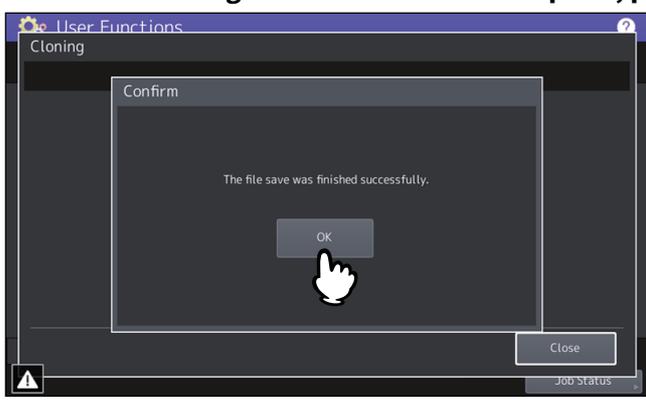


Creating of the clone files begins.

**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

**4 When the creating of the clone files is complete, press [OK].**



You will be returned to the Cloning screen.

Tip

- When creating the cloning files fails, the message “The File Save Failed.” will be displayed on the Caution screen. In this case, press [Close], and perform the operation again.
- When the memory of your USB storage device becomes full while the clone files are being saved, the message “USB Media is full. Change USB Media.” will be displayed on the Attention screen. In this case, change the USB storage device to a new one, and perform the operation again.

## 5 Remove the USB storage device from the USB port on the equipment.

### ■ Making power off settings

You can make settings for the power off screen and the behavior when the power is turned off.

Item name	Description
Power Off Screen	Select whether the selection screen for turning the power off is displayed when the power button on the control panel is pressed.

### ■ Exporting logs

You can export logs of each operation displayed in the Log list (Print/Send/Receive/Scan/Application) on the Job Status screen to a USB storage device.

#### □ Performing the Export Logs

##### 1 Connect your USB storage device to the USB port on the equipment.

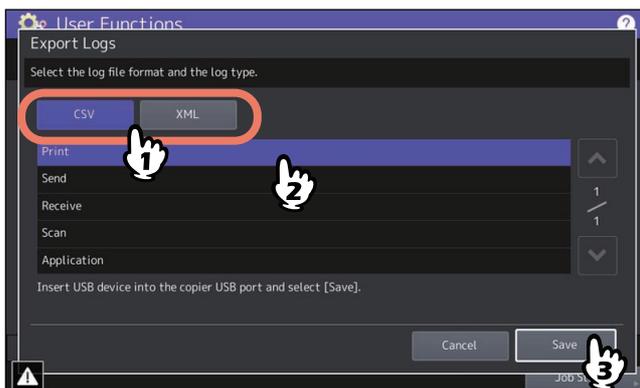
Tip

For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

##### 2 Begin exporting the log data.

1. Select the log file format from CSV or XML.
2. Select the log type to export.
3. Press [Save] to begin exporting.



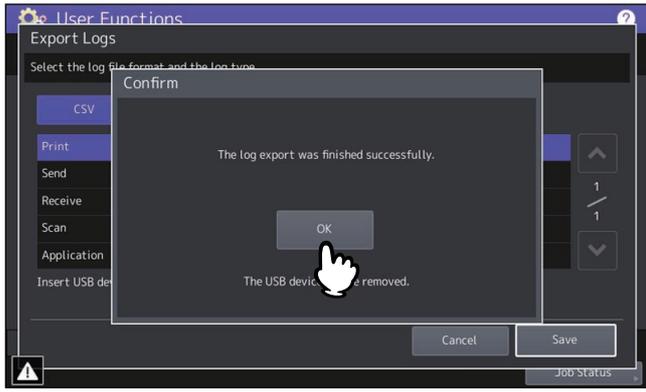
Tip

You can select only one log type per operation.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

**3** When exporting is complete, press [OK].



**4** Remove the USB storage device from the USB port on the equipment.

**Setting the job control**

You can set to skip a copy or print job that failed due some reason and proceed to others.

Item name	Description
Job Skip Control	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the function.</li> <li>• <b>Off</b> — Press this button to disable the function.</li> <li>• <b>Auto Delete Timer</b> — Press this button so that you can set the time to delete the skipped jobs. Press [No Limit] not to delete them automatically. This setting is available only if [Job Skip Control] is turned on.</li> </ul>
Job Skip Immediately	<p>You can select whether to skip jobs immediately. This setting is available only if [Job Skip Control] is turned on.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable this function.</li> <li>• <b>Off</b> — Press this button to disable this function.</li> </ul>
Behavior after recovering suspended cause	<p>You can select the operation after clearing the cause that has suspended jobs. This setting is available only if [Job Skip Control] is turned on.</p> <ul style="list-style-type: none"> <li>• <b>Resume</b> — Press this button to resume the suspended jobs automatically.</li> <li>• <b>Skipped</b> — Press this button to leave the jobs skipped to cope with them manually.</li> <li>• <b>Auto</b> — Press this button to restart only undefined user's jobs, for example fax received print and others.</li> </ul>
Restart only when owner logs in	<p>You can select whether to allow only the log-in job owner to restart the skipped jobs when the user authentication is enabled. This setting is available only if [Job Skip Control] is turned on.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable this function.</li> <li>• <b>Off</b> — Press this button to disable this function.</li> </ul> <p><b>Note</b> When the user authentication is disabled, any user can restart skipped jobs regardless of this setting.</p>
Job Interrupt Control	<p>You can select whether to interrupt the processing job with another job.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the function.</li> <li>• <b>Off</b> — Press this button to disable the function.</li> </ul>

**Tip**

For instructions on how to resolve the cause of a skipped copy or print job, see the reference below:

**Information About Equipment - Information About Equipment - Confirming Job Statuses of Printing/Copying/Scanning/Faxing - Confirming jobs in progress or ones in waiting - Confirming the information of a skipped job**

**Combination of Settings**

Set the job control, referring to the table below that shows a typical combination of the settings.

Purposes	Job Skip Control	Auto Delete Timer	Job Skip Immediately	Behavior after recovering suspended cause	Restart only when owner logs in	Remarks
Keep the print order.	Off	-	-	-	-	The equipment does not enter the energy saver mode if the suspended jobs are left as they are. After the suspension, the jobs of other owners are resumed.
Resume the skipped jobs automatically after clearing the causes of suspension.	On	Arbitrary choice	Off	Resume	Arbitrary choice	The skipped jobs might not be resumed depending on the causes of suspension.
Do not resume the suspended jobs automatically.	On	Arbitrary choice	On	Skipped	Arbitrary choice	Received faxes could be left skipped. Set [Auto] for [Behavior after recovering suspended cause] to avoid this situation.
Allow only the log-in job owner to restart the suspended jobs.	On	Arbitrary choice	On	Skipped	On	Received faxes could be left skipped. Set [Auto] for [Behavior after recovering suspended cause] to avoid this situation.
Enter the energy saver mode as soon as possible even if jobs are left.	On	Arbitrary choice	On	Arbitrary choice	Arbitrary choice	-
Delete the left jobs after the specific time.	On	On (Select the time.)	On	Arbitrary choice	Arbitrary choice	If [Job Skip Immediately] is set to [Off], the jobs left suspended cannot be deleted.

**Note**

Regardless of the job control settings, jobs are not skipped and they are left suspended in the following situations:

- Consecutive copy printing is suspended.
- The first proof copy printing is suspended.
- Interrupt copy printing is suspended.

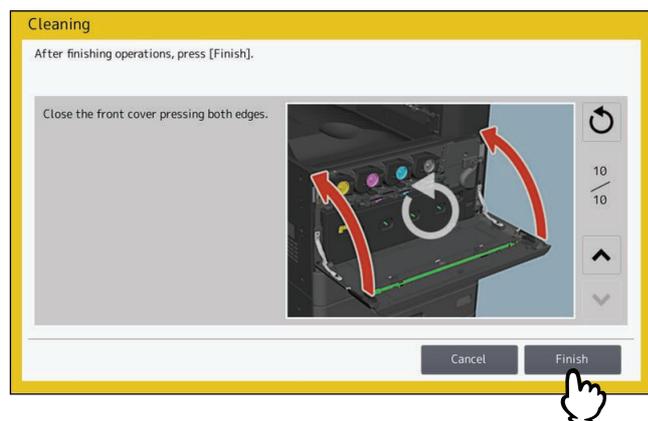
## ■ Changing the keyboard settings

You can change the settings of the keyboard displayed on the touch panel and set the layout of the connected keyboard as an external keyboard.

Item name	Description
Soft Keyboard	<ul style="list-style-type: none"> <li>• <b>Display</b> —You can set whether the software keyboard is displayed or not on the touch panel.</li> </ul> <p><b>Note</b> The software keyboard is displayed even if [OFF] is selected depending on the language selected on the touch panel.</p> <ul style="list-style-type: none"> <li>• <b>Layout</b> —You can select the layout of the keyboard displayed on the touch panel.</li> </ul>
External Keyboard Layout	<p>You can select the layout of the connected keyboard as an external keyboard.</p> <p><b>Note</b> The changed setting is applied after restarting the equipment.</p>

## ■ Cleaning the inside of the equipment

You can clean the main chargers, LED print heads, or slit glass. If the main chargers, LED print heads, or slit glass is stained, the copied or printed image may have unevenness or white streaks in the horizontal direction. Clean by following the instructions displayed on the screen. Once you finished cleaning according to the procedure, press [Finish] on the screen.



**Note**

Press [Finish] to clear the counter for notifying the cleaning timing.

**Tip**

This function is available only for some models.

## ■ Setting the pop-up messages

You can set whether or not to display a message asking the user if he or she wants to change the paper size and paper type settings when a drawer is opened and then closed, whether or not to display a message asking the user if he or she wants to continue copying or printing after clearing a paper misfeed, and whether or not to display a message regarding the amount of paper that can be placed in the drawer.

Press [Enable] or [Disable] for each option and press [OK].

Item name	Description
Drawer Set	Enabling this option displays a message asking the user if he or she wants to change the paper size and paper type settings when a drawer is opened and then closed.
Paper Misfeed Recovery	Enabling this option displays a message asking the user if he or she wants to continue with the job being executed when the paper misfeed occurred.
Thick Paper Set	Enabling this option displays a message regarding the amount of paper that can be placed in a drawer. This message is displayed when thickness is set to [Thick 1] for a drawer with different capacity for plain and thick 1 paper (106 to 163 g/m <sup>2</sup> ), and such drawer is opened and then closed.

## ■ Setting the scanner streaks reduction function

You can set the streaks reduction function for copying or scanning originals. Use this function if scan noise is conspicuous due to fine dust at copying or scanning.

Item name	Description
Scanner Streaks Reduction	Turn on or off the scanner streaks reduction function.
Reduction Level	Set how much streaks are reduced, low, middle, or high respectively for the original glass and the document feeder. <ul style="list-style-type: none"><li>• <b>Original Glass</b> — Set the reduction level for the use of the original glass.</li><li>• <b>Document Feeder</b> — Set the reduction level for the use of the document feeder.</li></ul>
Original Glass Streaks Auto Detection	You can set the auto detection to correct streaks automatically which can occur when using the original glass. Press the [Auto Detection] button, place A4/LT blank paper on the glass, and press the [START] button on the control panel. When the scanning operation finishes successfully and the streak correction data is updated, you return to the operation start screen.  <b>Note</b> If the scanning operation finishes unsuccessfully, the screen prompts you to set the paper again. Place A4/LT blank paper on the glass and press the [START] button again.

### Tip

If this function is used, the copying and scanning speed will be slower than usual.

## ■ Setting the self-check interval

You can set the self-check interval for maintaining the image quality of this equipment. Setting [Longer] or [Longest] can reduce the number of the times the self-checking is done.

### Note

If [Longer] or [Longest] is set, color deviation may occur. When color deviation is conspicuous, return the setting to the original one or carry out registration before performing color printing.

 P.157 "Color Registration"

## ■ Assigning the functions to the programmable button

You can assign the functions to the programmable buttons on the control panel. Press [Button 1] or [Button 2], and then select the function to assign.

Tip

The following functions can be assigned to the programmable button.

Print Pause	Job Status	User Functions	Counter	Change Language	
Copy	e-Filing	Scan	Print	Fax	
Simple Copy	Simple Scan	Simple Fax	Embedded Application	EWB	URL

## ■ Setting the data backup and restore

You can store the backup data of the settings of an MFP into a USB storage device or an external server and can restore them as needed.

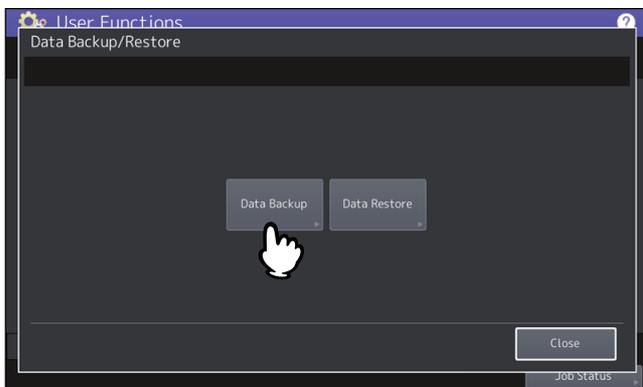
Stored to	Description
USB Media	Store the backup data into a USB storage device by connecting it to an MFP. <ul style="list-style-type: none"> <li>• <b>Data Backup</b> -  P.71 “Storing the backup data to USB media”</li> <li>• <b>Data Restore</b> -  P.74 “Restoring the backup data from USB media”</li> </ul>
External Server	Store the backup data into an external server on a network to which an MFP is connected. <ul style="list-style-type: none"> <li>• <b>Data Backup</b> -  P.73 “Storing the backup data to the external server”</li> <li>• <b>Data Restore</b> -  P.75 “Restoring the backup data from the external server”</li> </ul>

Tip

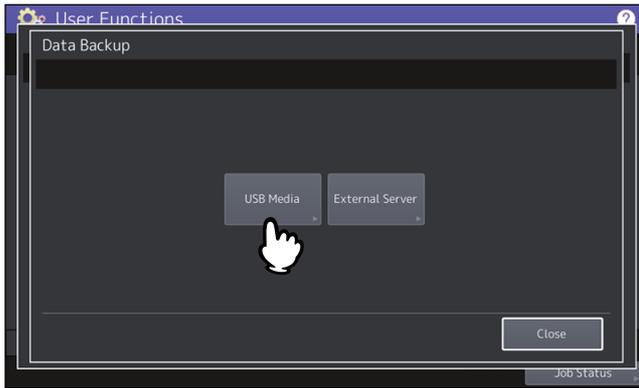
- [Data Backup/Restore] is displayed when the data backup function is enabled.
- [External Server] is displayed when the setting of the use of an external server for the data backup is enabled.
- You can change the settings of [Data Backup/Restore] via TopAccess. For details, see the reference below:  
**TopAccess - [Administration] - [Maintenance] Item List - Data Backup**

### □ Storing the backup data to USB media

- 1 Press [Data Backup/Restore] on the General menu screen.
- 2 Press [Data Backup].



### 3 Press [USB Media].



### 4 Insert a USB storage device into the USB port of this equipment.

#### Tip

[OK] will become available when a USB storage device is inserted.

### 5 Press [OK].

The Confirmation screen appears.

#### Tip

- If the files backed up before have already been stored in the USB storage device, the file path, F/W version and back-up date are displayed.
- If no files previously backed up have been stored in the USB storage device, “-” is displayed.

### 6 Press [Backup].

The Confirmation screen appears.

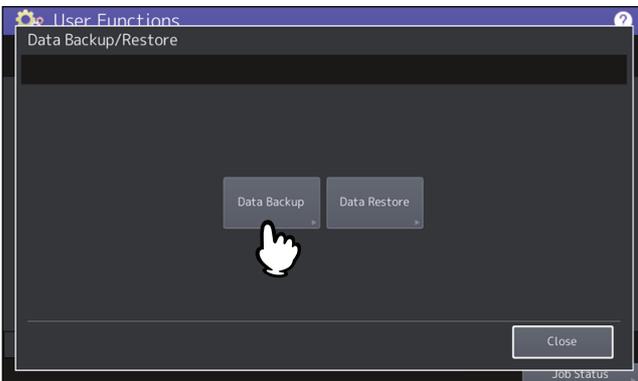
### 7 Press [OK].

The data backup processing begins.

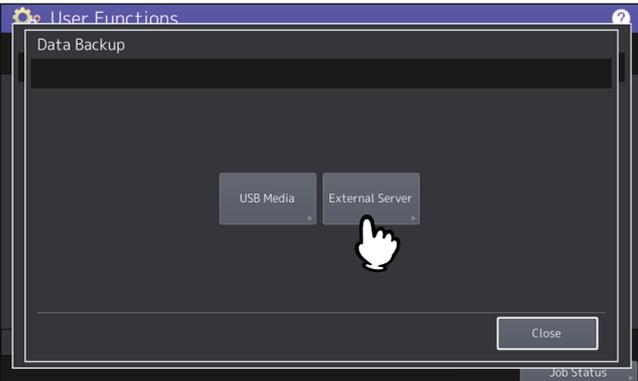
### 8 When the backup is completed, remove the USB storage device from the USB port of this equipment.

❑ **Storing the backup data to the external server**

- 1 Press [Data Backup/Restore] on the General menu screen.
- 2 Press [Data Backup].



- 3 Press [External Server].



The Confirmation screen appears.

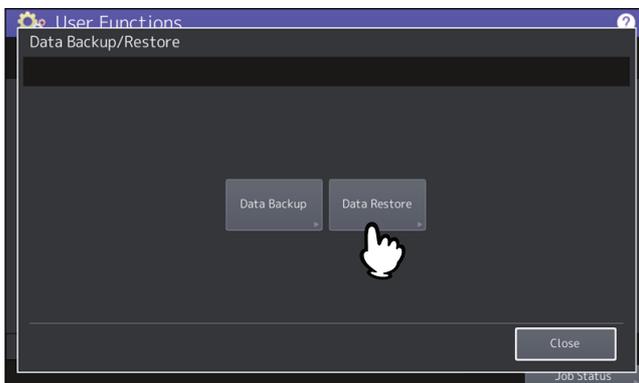
**Tip**

- If the files backed up before have already been stored in the external server, the file path, F/W version and back-up date are displayed.
- If no files previously backed up have been stored in the external server “-” is displayed.

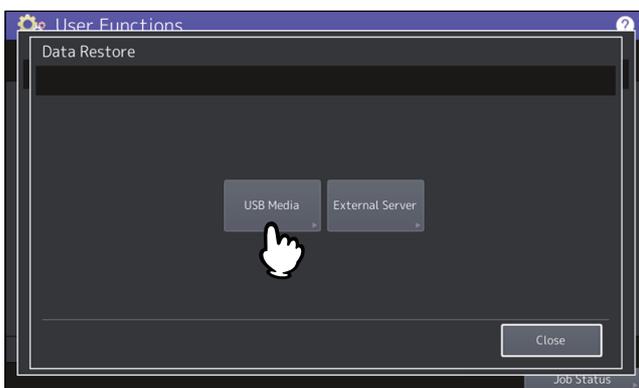
- 4 Press [Backup].  
The Confirmation screen appears.
- 5 Press [OK].  
The data backup processing begins.

## ❑ Restoring the backup data from USB media

- 1 Press [Data Backup/Restore] on the General menu screen.
- 2 Press [Data Restore].



- 3 Press [USB Media].



- 4 Insert a USB storage device into the USB port of this equipment.

### Tip

[OK] will become available when a USB storage device is inserted.

- 5 Press [OK].  
The Confirmation screen appears.

### Tip

If no back-up files are stored in the USB storage device, “-” is displayed.

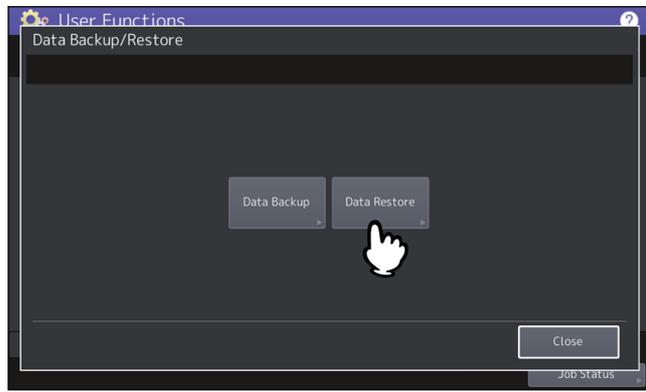
- 6 Press [Restore].  
The Confirmation screen appears.

- 7 Press [OK].  
The data restoring processing begins.

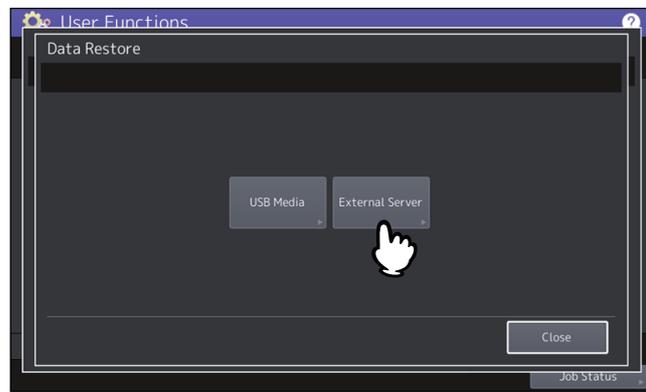
- 8 When the restoring is completed, remove the USB storage device from the USB port of this equipment.

❑ Restoring the backup data from the external server

- 1 Press [Data Backup/Restore] on the General menu screen.
- 2 Press [Data Restore].



- 3 Press [External Server].



The Confirmation screen appears.

**Tip**

If no back-up files are stored in the external server “-” is displayed.

- 4 Press [Restore].  
The Confirmation screen appears.
- 5 Press [OK].  
The data restoring processing begins.

## ■ Allowing the acquisition of the investigation logs

You can set whether to allow the service technician to get the investigation logs.

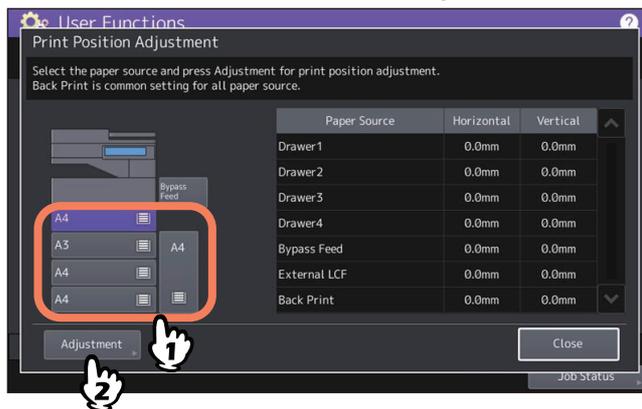
Item name	Description
Prohibit	Select this to prohibit the service technician from getting the investigation logs.
Allow	Select this to allow the service technician to get the investigation logs.

## ■ Adjusting the print position

If printed images are misaligned, you can adjust the print position to clear misalignment.

### 1 Select a paper source and press [Adjustment] on the Print Position Adjustment screen.

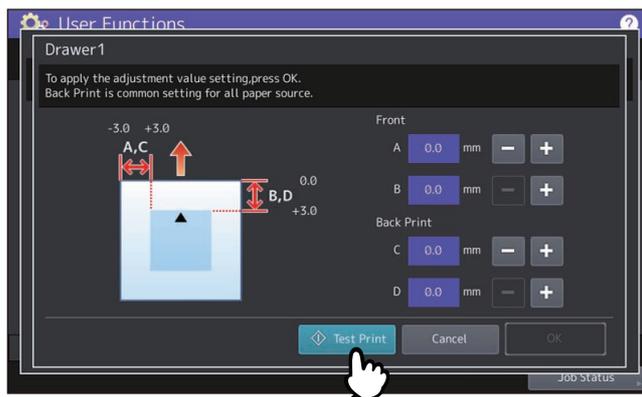
The list shows the current values for adjustment.



### 2 Press [Test Print] to print the charts for the print position adjustment.

Paper is loaded from the selected paper source to print the charts. If you have selected the bypass tray, a message appears on the screen. Place A4/LT paper on the bypass tray and press [OK]. The arrow printed on the chart indicates the upper direction when you hold paper.

- If you have selected paper that can be used for auto duplex printing, the charts are printed on both sides of paper.
- If you have selected paper that cannot be used for auto duplex printing, the chart is printed on a single side of paper.



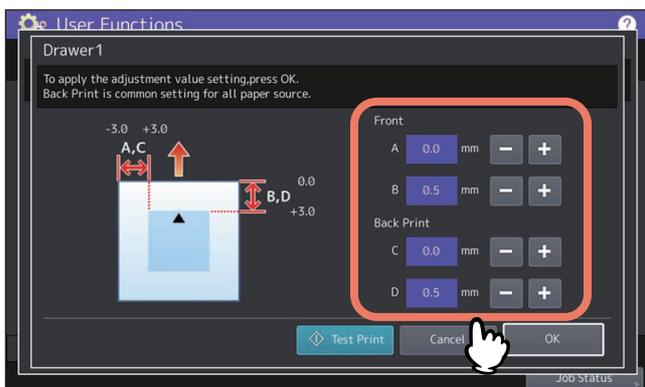
#### Note

- Depending on the machine setting, the department authentication screen might appear. Enter the department code and press [OK] to continue the operation.
- If paper cannot be loaded from the selected paper source, a message appears on the screen. Follow the message and do printing all over again.
- Depending on the machine setting, the charts cannot be printed because of empty print quota. If the message appears on the screen, press [OK] to cancel the operation.

### 3 Check the misalignment of the print position on the printed charts.

**4 To adjust the print position, press [+] and [-] to change the values of [A] and [B] for [Front] and the values of [C] and [D] for [Back Print].**

- **A and C:** Change the value by pressing [+] to shift the print position to the right or pressing [-] to shift it to the left.
- **B and D:** Change the value by pressing [-] to shift the print position up or pressing [+] to shift it down.



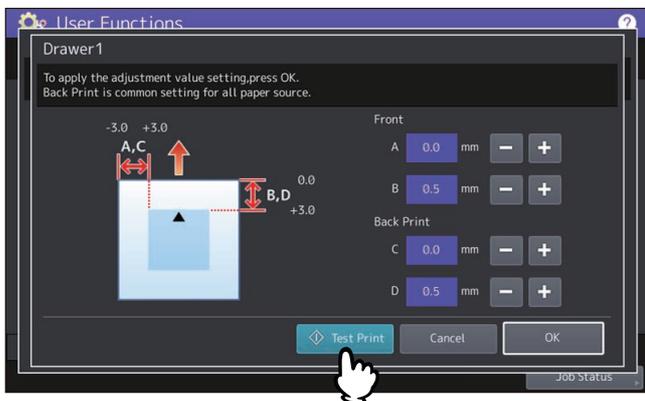
**Note**

- [Back Print] is not available if printing on the back side of paper is not allowed.
- The adjustment for [Back Print] is common to all paper sources.

**5 Press [Test Print] to print the charts for the print position adjustment.**

Paper is loaded from the selected paper source to print the charts. If you have selected the bypass tray, a message appears on the screen. Place A4/LT paper on the bypass tray and press [OK]. The arrow printed on the chart indicates the upper direction when you hold paper.

- If you have selected paper that can be used for auto duplex printing, the charts are printed on both sides of paper.
- If you have selected paper that cannot be used for auto duplex printing, the chart is printed on a single side of paper.



**Note**

- If paper cannot be loaded from the selected paper source, a message appears on the screen. Follow the message and do printing all over again.
- Depending on the machine setting, the charts cannot be printed because of empty print quota. If the message appears on the screen, press [OK] to cancel the operation.

**6 Check the optimal print position on the printed charts.**  
Repeat steps 4 to 6 until you get the satisfying print position.

**7 When finished, press [OK].**

## ■ Adjusting the transfer bias

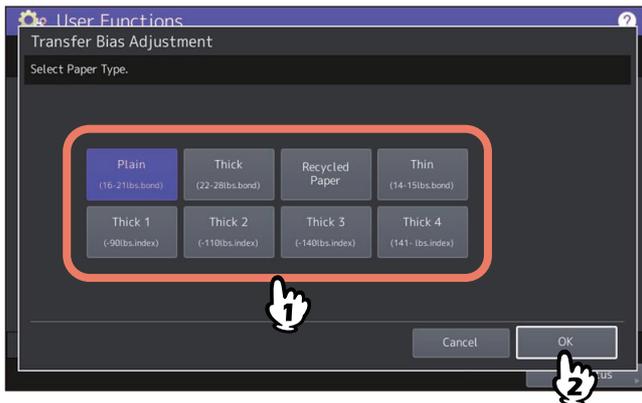
The equipment has been tuned to the recommended paper for the optimal image quality. Images might be blurred or grainy depending on the features of paper you use. You can adjust the transfer bias to paper you use for the satisfying image quality.

### Note

- This adjustment is available only on the color models.
- If you want to adjust the transfer bias, be sure to ask the service technician.

### 1 Select a paper type and press [OK] on the Transfer Bias Adjustment screen.

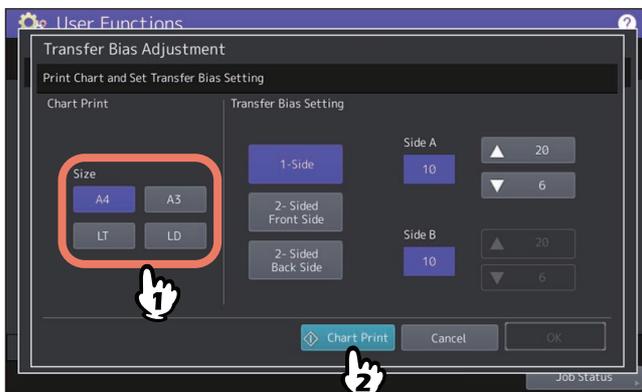
The selectable paper types vary from model to model.



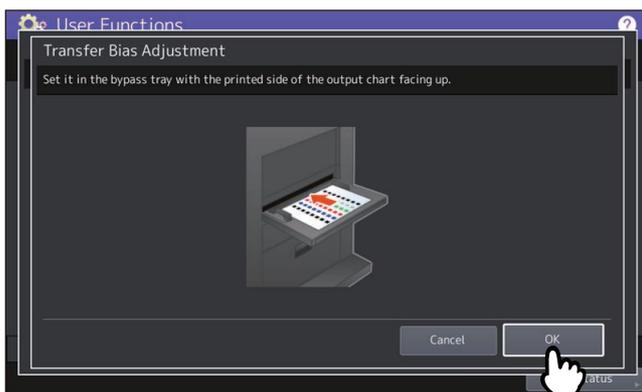
### 2 Select a paper size and press [Chart Print] on the Print Chart and Set Transfer Bias Setting screen.

Transfer bias adjustment charts are printed on the selected type and size of paper.

- If you have selected the paper type that can be used for auto duplex printing, the charts for Side A and Side B are printed on both sides of paper.



- If you have selected the paper type that cannot be used for auto duplex printing, the message appears and prompts you to load paper manually from the bypass tray. Place paper on the bypass tray and press [OK]. After printing Side A, place the paper with the printed chart Side A face up on the bypass tray and press [OK]. The chart for Side B is printed consecutively.



**Note**

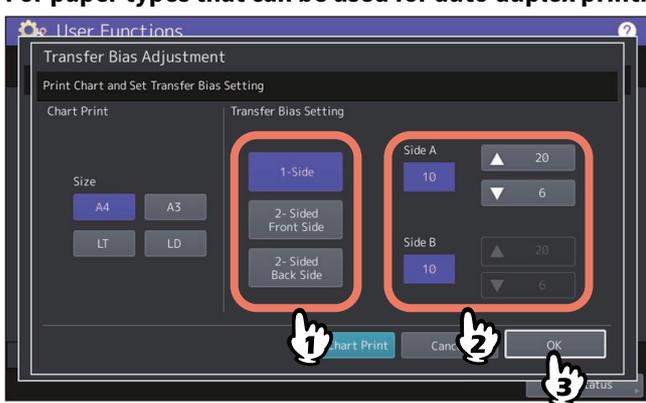
- Depending on the machine setting, the department authentication screen might appear. Enter the department code and press [OK] to continue the operation.
- If the specified paper cannot be loaded from the drawers, the message appears on the screen. Place the specified type and size of paper on the bypass tray and press [OK].
- Depending on the machine setting, the charts cannot be printed because of empty print quota. If the message appears on the screen, press [OK] to cancel the operation.

- 3 Check the number for patterns that represent the optimal colors on the printed transfer bias adjustment charts for Side A and Side B.**
- 4 Press the button for adjusting the print surface, press the up or down button to enter the number that you have checked at step 3 in the entry box for [Side A] or [Side B], and press [OK].**
  - The button names for adjusting the print surface vary depending on the selected paper type (or whether auto duplex printing is possible or not).
  - As you select the button for adjusting the print surface, the status of the [Side A] or [Side B] entry box changes to accept or not to accept the entry of the number.
  - Press the Up and Down buttons to change the number.
  - Press all the buttons for adjusting the print surface and set the numbers for [Side A] and [Side B].

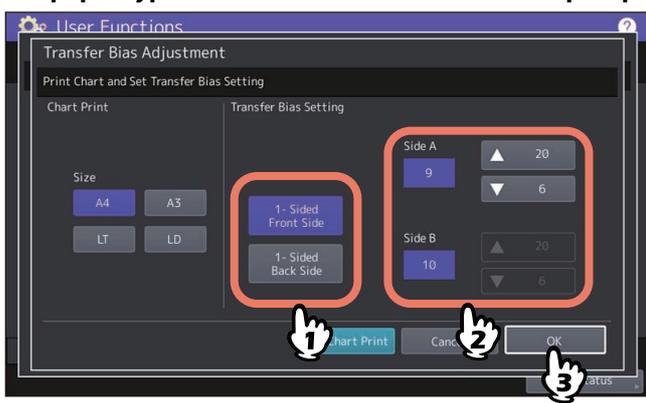
Selection of paper type *	Button for adjusting the print surface	Surface to adjust
Paper types that can be used for auto duplex printing	1-Side	Side A
	2-Sided Front Side	Side B
	2-Sided Back Side	Side A
Paper types that cannot be used for auto duplex printing	1-Sided Front Side	Side A
	1-Sided Back Side	Side B

\* The selectable paper types vary from model to model.

**For paper types that can be used for auto duplex printing**



**For paper types that cannot be used for auto duplex printing**



# Network

You can set various network functions. You can select the network composition of the equipment. If the secondary network is available, you can set up the primary and secondary networks respectively.

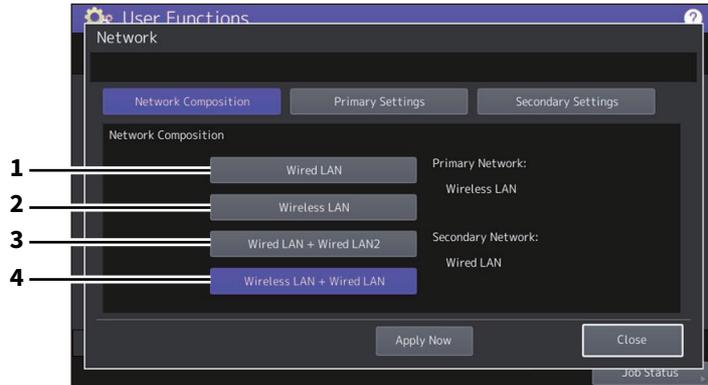
**Tip**

For instructions on how to display the Network menu, see the reference below:

📖 P.35 “Accessing the Admin Menu”

### Network Composition

You can set up the network composition by selecting the networks you use from among the networks that are available on the equipment. Press [Apply Now] after the selection.



	Item Name	Description
1	Wired LAN	Select this to use the standard wired LAN as the primary network.
2	Wireless LAN	Select this to use the wireless LAN as the primary network. This setting appears if the wireless LAN module is attached to this equipment and the wireless LAN communication is configured properly.
3	Wired LAN + Wired LAN2	Select this to use two channels at the same time with the wired LAN as the primary network and the wired LAN2 as the secondary network. This setting appears if the network adapter dedicated for the wired LAN2 is connected to this equipment.
4	Wireless LAN + Wired LAN	Select this to use two channels at the same time with the wireless LAN as the primary network and the standard wired LAN as the secondary network. This setting appears if the wireless LAN module is attached to this equipment and the wireless LAN communication is configured properly.

**Note**

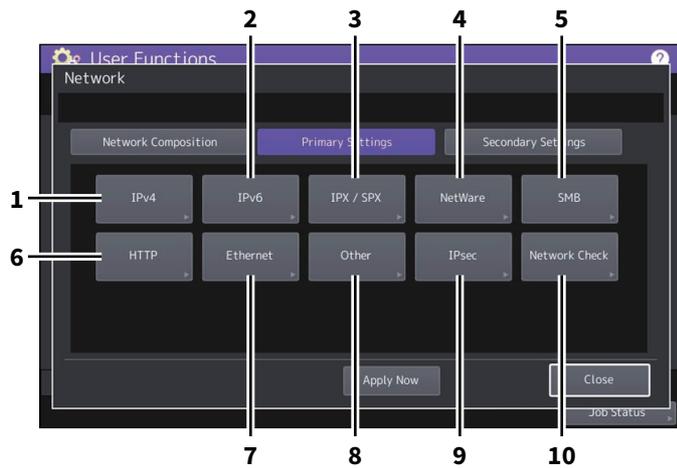
The secondary network can support the following communications:

- Network printing
- Remote scan (by the use of the remote scan driver)
- Client applications
- TopAccess
- SNMP (without trap)
- Bonjour
- VNC
- IP Security

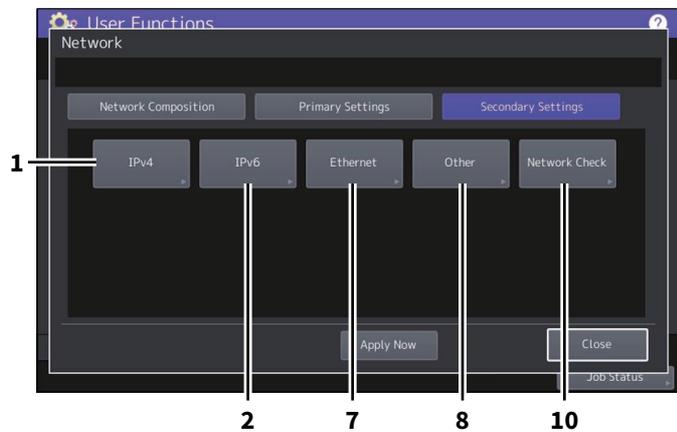
**Tip**

For information about the network adapter for Wired LAN2, ask your service representative.

### Primary Network Settings



### Secondary Network Settings



	Item Name	Description
1	IPv4	P.82 “Setting the TCP/IP protocol (IPv4)”
2	IPv6	P.83 “Setting the TCP/IP protocol (IPv6)”
3	IPX/SPX	P.89 “Setting the IPX/SPX protocol”
4	NetWare	P.89 “Setting the NetWare settings”
5	SMB	P.90 “Setting the SMB protocol”
6	HTTP	P.91 “Setting the HTTP network service”
7	Ethernet	P.91 “Setting the Ethernet speed”
8	Other <sup>*1</sup>	P.91 “Setting the LDAP directory services, filtering functions and link down detection”
9	IPsec	P.92 “Setting IPsec (IP security)”
10	Network Check <sup>*2</sup>	P.93 “Checking the network”

<sup>\*1</sup> The secondary network does not support the LDAP directory services.

<sup>\*2</sup> The secondary network shows the status of the DNS server only.

**Note**

- When performing network settings, you are required to press [Apply Now] after changing the settings to initialize the network. Pressing [Apply Now] displays the message “Network Initializing” at the lower left of the screen in a few seconds. The time for this message to appear differs depending on the setting. This message disappears when the setting is complete.
- While “Network Initializing” is being displayed, the [Network], [Security], [Wireless Setting], [802.1X Settings], [Factory Default], [Clock] and [Cloning] buttons cannot be pressed. Perform the operations with these buttons after the message disappears.

**■ Setting the TCP/IP protocol (IPv4)**

You can set the TCP/IP protocol that is commonly used in most network systems. When using Web-based utilities such as TopAccess and e-Filing, or network features of this equipment such as network printing, network scanning, and Internet Fax, you are required to set the TCP/IP protocol.

In the TCP/IP setting operation, you can select the addressing mode, as well as assign the IP address, subnet mask and default gateway (when manually assigned).

How the TCP/IP protocol must be set depends on your network environment.

Item name	Description
Address Mode	<ul style="list-style-type: none"> <li>• <b>Dynamic</b> (When TCP/IP is set by Auto-IP addressing or DHCP server) Select [Dynamic] when you do not know the TCP/IP settings that should be assigned to the equipment. If [Dynamic] is selected when your network supports the DHCP, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server. If the DHCP is not supported, an appropriate IP address is assigned to this equipment by the auto-IP addressing function. However, the auto-IP addressing may not work properly if a router is placed in the network.</li> <li>• <b>No Auto IP</b> (When TCP/IP is set using only the DHCP server) Select [No Auto IP] when the equipment is connected to a local area network with a DHCP server and you want to set the TCP/IP not using the auto-IP addressing function, but only the DHCP. When [No Auto IP] is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server, and the IP address assignment by the auto-IP addressing function disabled.</li> <li>• <b>Static</b> (When connecting to a local area network using static IP addresses) Select [Static] and specify an IP address when connecting to a local area network where static IP addresses are used. Also set the subnet mask and default gateway as required.</li> </ul>
IP Address Subnet Mask Gateway	<p>Enter the IP address of this equipment using the digital keys. Enter the subnet mask and default gateway as required. Use the arrow buttons to switch the active box.</p> <p><b>Note</b> This item is enabled only when [Static] is selected for [Address Mode].</p>

## ■ Setting the TCP/IP protocol (IPv6)

You can set the TCP/IP v6 protocol.

In IPv6 setting operation, you can enable or disable the IPv6 protocol in this equipment, as well as set the IPv6 address, for example, by selecting the addressing mode.

How the IPv6 address is acquired depends on the addressing mode you select.

- **When you select [Manual]:**

You assign the IPv6 address, prefix and default gateway manually. In this mode, it is possible to register one IPv6 address.

📖 P.83 “Setting the IPv6 protocol manually”

- **When you select [Stateless]:**

The IPv6 address is acquired automatically from the DHCPv6 server and routers. In this mode, it is possible to register up to nine IPv6 addresses.

📖 P.85 “Setting the IPv6 protocol automatically (in a stateless network environment)”

**Tip**

Up to seven IPv6 addresses can be acquired from routers. One IPv6 address can be obtained from the DHCPv6 server. And, one link-local address is generated automatically.

- **When you select [Stateful]:**

The IPv6 address is automatically acquired from the DHCPv6 server. In this mode, it is possible to register one IPv6 address.

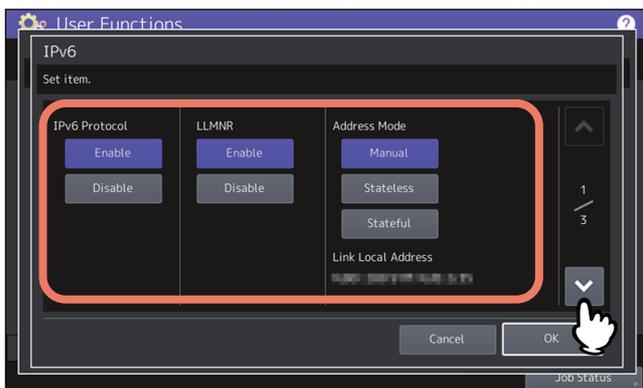
📖 P.87 “Setting the IPv6 protocol automatically (in a stateful network environment)”

**Tip**

If Duplicate Address Detection (DAD) detects duplicate addresses, the message “IPv6 Address Conflict” is displayed on the touch panel.

## □ Setting the IPv6 protocol manually

1 On the IPv6 screen, specify the following items as required and press  .

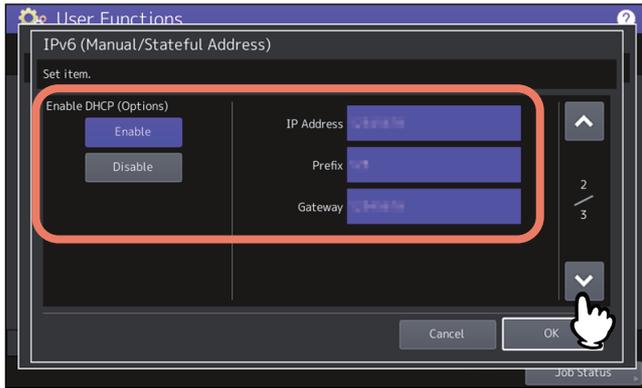


Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable the IPv6 protocol.</li> <li>• <b>Disable</b> — Press this button to disable the IPv6 protocol.</li> </ul>
LLMNR	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol.</li> <li>• <b>Disable</b> — Press this button to disable the LLMNR protocol.</li> </ul>
Address Mode	Select [Manual] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

**Note**

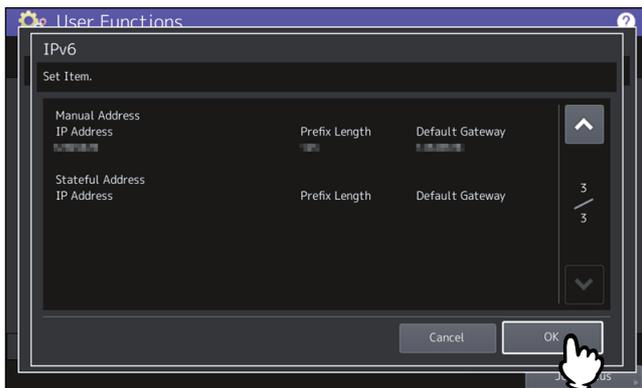
The link-local address cannot be used to connect to network places across a router.

**2 Specify the following items as required and press [OK].**



Item name	Description
Enable DHCP (Options)	Select whether or not to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. <ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the optional information.</li> <li>• <b>Disable</b> — Press this button to not use the optional information.</li> </ul>
IP Address	Press this button to assign an IPv6 address to this equipment.
Prefix	Press this button to assign the prefix for the IPv6 address.
Gateway	Press this button to assign the default gateway.

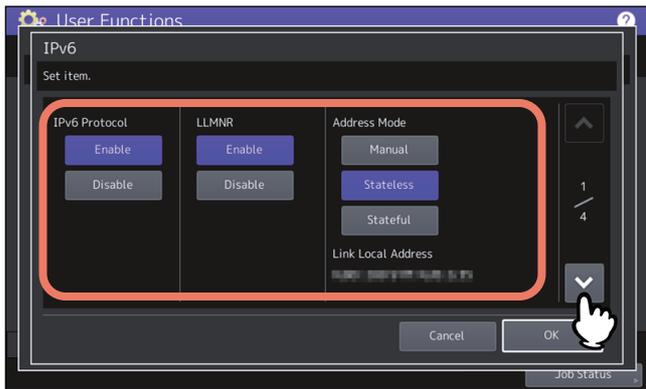
**3 Confirm the settings and press [OK].**



You will be returned to the Network menu.

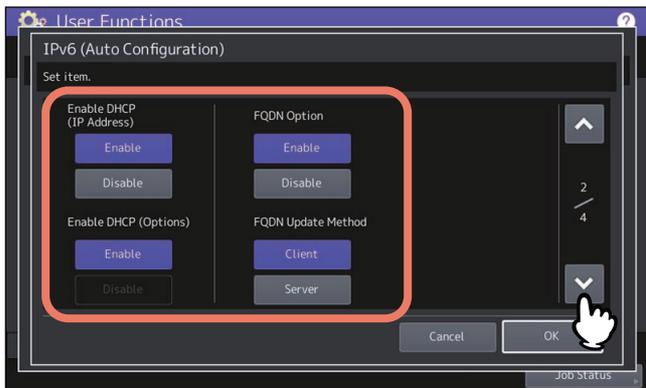
❑ **Setting the IPv6 protocol automatically (in a stateless network environment)**

1 On the IPv6 screen, specify the following items as required and press .



Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable the IPv6 protocol.</li> <li>• <b>Disable</b> — Press this button to disable the IPv6 protocol.</li> </ul>
LLMNR	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol.</li> <li>• <b>Disable</b> — Press this button to disable the LLMNR protocol.</li> </ul>
Address Mode	Select [Stateless] for IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

2 Specify the following items as required and press .

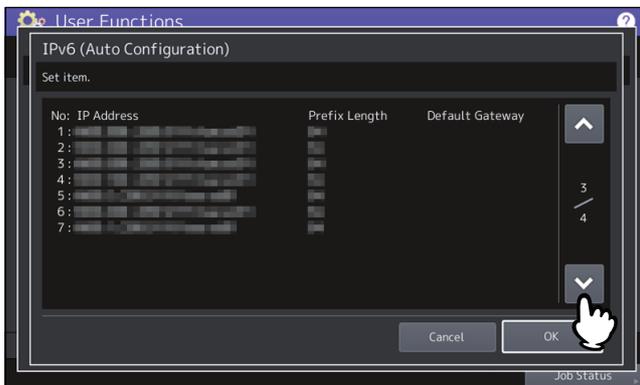


Item name	Description
Enable DHCP (IP Address)	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the IPv6 address issued by the DHCPv6 server.</li> <li>• <b>Disable</b> — Press this button to disable the IPv6 address issued by the DHCPv6 server.</li> </ul>
Enable DHCP (Options)	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server.</li> <li>• <b>Disable</b> — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.</li> </ul>
FQDN Option	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server.</li> <li>• <b>Disable</b> — Press this button to not assign a FQDN using the DNS server.</li> </ul>
FQDN Update Method	<ul style="list-style-type: none"> <li>• <b>Client</b> — Press this button to update the DNS server from this equipment.</li> <li>• <b>Server</b> — Press this button to update the DNS server from the DHCPv6 server.</li> </ul> <p><b>Note</b></p> <p>The settings of the FQDN update method are common to the primary and secondary networks.</p>

**Tip**

When you select [Enable] for the [Enable DHCP (IP Address)] option, [Enable] is automatically set for the [Enable DHCP (Options)] option.

**3 Confirm the settings and press .**



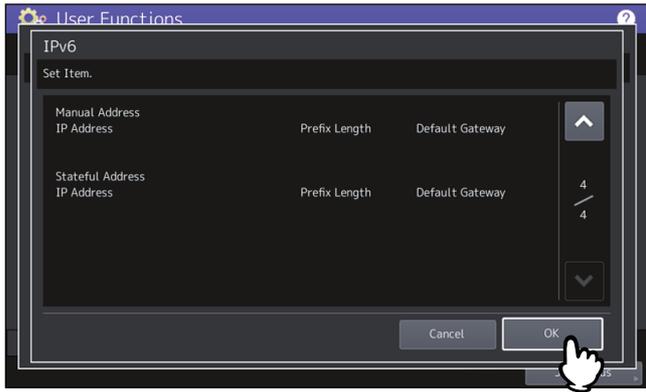
**Tip**

The IPv6 addresses acquired from routers are displayed. Up to seven IPv6 addresses can be retained.

**Note**

When this equipment receives a router advertisement (RA) from a router with the M flag set to “0”, the DHCPv6 function is disabled. When the router advertisement (RA) M flag setting is changed from “0” to “1” with the router settings, reboot this equipment by using the [POWER] button on the control panel to enable the DHCPv6 function.

**4 Confirm the settings and press [OK].**



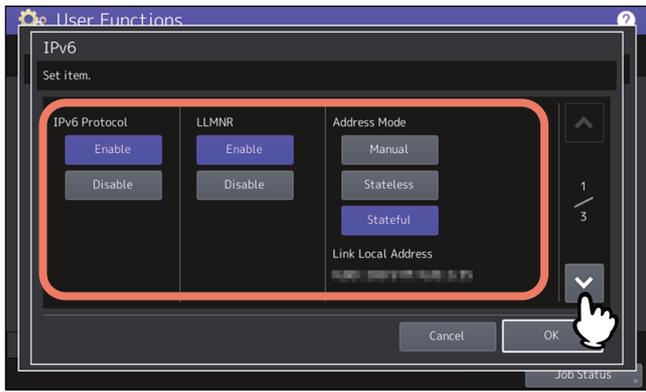
You will be returned to the Network menu.

**Tip**

The IPv6 address acquired from the DHCPv6 server is displayed.

**Setting the IPv6 protocol automatically (in a stateful network environment)**

**1 On the IPv6 screen, specify the following items as required and press [OK].**

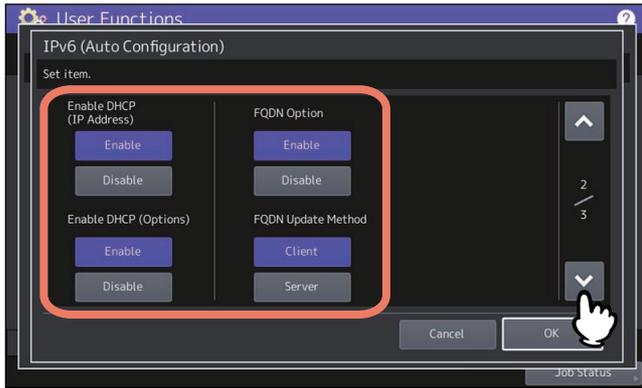


Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> <li><b>Enable</b> — Press this button to enable the IPv6 protocol.</li> <li><b>Disable</b> — Press this button to disable the IPv6 protocol.</li> </ul>
LLMNR	<ul style="list-style-type: none"> <li><b>Enable</b> — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol.</li> <li><b>Disable</b> — Press this button to disable the LLMNR protocol.</li> </ul>
Address Mode	Select [Stateful] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

**Note**

The link-local address cannot be used to connect to network places across a router.

**2 Specify the following items as required and press [OK].**

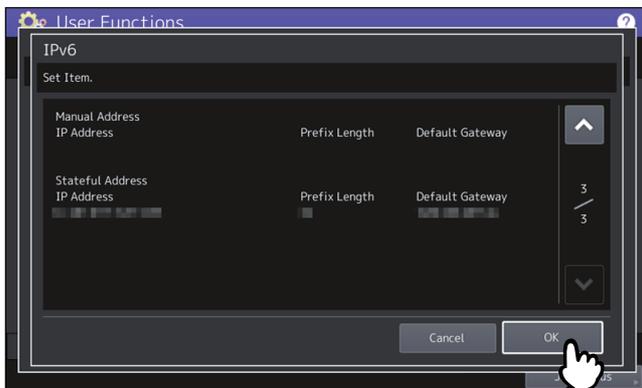


Item name	Description
Enable DHCP (IP Address)	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the IPv6 address issued by the DHCPv6 server.</li> <li>• <b>Disable</b> — Press this button to disable the IPv6 address issued by the DHCPv6 server.</li> </ul>
Enable DHCP (Options)	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server.</li> <li>• <b>Disable</b> — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.</li> </ul>
FQDN Option	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server.</li> <li>• <b>Disable</b> — Press this button to not assign a FQDN using the DNS server.</li> </ul>
FQDN Update Method	<ul style="list-style-type: none"> <li>• <b>Client</b> — Press this button to update the DNS server from this equipment.</li> <li>• <b>Server</b> — Press this button to update the DNS server from the DHCPv6 server.</li> </ul> <p><b>Note</b> The settings of the FQDN update method are common to the primary and secondary networks.</p>

**Note**

[Enable DHCP (IP Address)] and [Enable DHCP (Options)] cannot be disabled simultaneously.

**3 Confirm the settings and press [OK].**



You will be returned to the Network menu.

**Tip**

The IPv6 address acquired from the DHCPv6 server is displayed.

## ■ Setting the IPX/SPX protocol

You can set the IPX/SPX protocol in this equipment. The IPX/SPX protocol is normally used to communicate with the NetWare file server through the network.

Item name	Description
Enable IPX/SPX	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the IPX/SPX protocol in this equipment.</li> <li>• <b>Disable</b> — Press this button to disable the IPX/SPX protocol.</li> </ul>
Frame Type	Press [Auto] to automatically detect the appropriate frame type, or press a specific frame type button. If you do not know the frame type that must be used, select [Auto].

## ■ Setting the NetWare settings

You can set the NetWare configuration to be connected.

**Note**

This option must be set when you use the NetWare file server for Novell printing.

Item name	Description
Enable NetWare	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the NetWare protocol.</li> <li>• <b>Disable</b> — Press this button to disable the NetWare protocol.</li> </ul>
Enable Bindery	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable communication with the NetWare file server in bindery mode.</li> <li>• <b>Disable</b> — Press this button to disable communication with the NetWare file server in bindery mode.</li> </ul>
Enable NDS	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable communication with the NetWare file server in NDS mode.</li> <li>• <b>Disable</b> — Press this button to disable communication with the NetWare file server in NDS mode.</li> </ul>
Context	Enter the NDS context in which the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in the NDS mode.
Tree	Enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.
File Server Name	Enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

**Tip**

You can enable both bindery and NDS modes at the same time.

## ■ Setting the SMB protocol

You can set the SMB network properties to enable access to this equipment and SMB printing from a Microsoft Windows network. Enabling SMB allows you to enable the file sharing service in addition to SMB printing. Furthermore, if the WINS server is used to allow file sharing and printer sharing across segments, you must specify the WINS server address so that this equipment is visible from the different segments.

Item name	Description
SMB Protocol	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the SMB protocol.</li> <li>• <b>Disable</b> — Press this button to disable the SMB protocol.</li> </ul> <p>When you select [Enable], select the function that you want to disable in [Restriction].</p>
Restriction	<p>Select whether to disable the printer sharing or file sharing function. You can select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>None</b> — Press this button when not restricting neither the printer sharing nor the file sharing function. Both SMB printing and the file sharing service using SMB are enabled.</li> <li>• <b>Print Share</b> — Press this button to disable SMB printing.</li> <li>• <b>File Share</b> — Press this button to disable the file sharing service using SMB.</li> </ul>
NetBIOS Name	<p>Press this button to enter the name by which this equipment will be displayed on the Windows network. The NetBIOS name is set to “MFP&lt;NIC serial number&gt;” by factory default.</p>
Logon	<p>Displays the Windows network environment to which this equipment is logged on. “Workgroup” is displayed if this equipment is logged on to a workgroup network and “Domain” if it is logged on to a domain network. “Workgroup” or “Domain” can be specified only from TopAccess. For details on how to change the setting, see the reference below:</p> <p><b>TopAccess - [Administration] - [Setup] Item List - Network settings - Setting up SMB</b></p>
WINS Primary	<p>Press this button to enter the IP address of the primary WINS server using the digital keys. The primary WINS server IP address is required when you want to allow access to this equipment from a different subnet using NetBIOS name, and the NetBIOS name and workgroup name of the equipment are resolved using the WINS server. Use the arrow buttons to switch the active box.</p>
WINS Secondary	<p>Press this button to enter the IP address of the secondary WINS server using the digital keys. Specify the IP address of the secondary WINS server as needed when using the WINS server to resolve the NetBIOS name and workgroup name of this equipment. The secondary WINS server is used when the primary WINS server is unavailable. Use the arrow buttons to switch the active box.</p>

### Note

- When you select [Disable] for [SMB Protocol] or [File Share] for [Restriction], the Save as File to MFP Local function is disabled.
- If this equipment is set to log on to the domain in the SMB Session of TopAccess (administrator mode) but “Workgroup” is displayed, logging on to the domain network has failed. In that case, check whether the Windows Server and the TopAccess SMB Session settings are correct.
- If you set “Domain” for Log-on setting in the TopAccess (administrator mode) SMB Session, and power ON this equipment or press [Apply Now] after changing the network settings of this equipment, the equipment logs on to the Windows domain network.
- You can enter only alphanumeric characters and “-” (hyphen) for [NetBIOS Name].
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), or “224” (i.e. “224.10.10.10”) in [WINS Primary] and [WINS Secondary]. If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter “0.0.0.0” for [WINS Primary] and [WINS Secondary], this equipment will not use the WINS server.
- When [Dynamic] or [No Auto IP] is selected for [Address Mode] in the TCP/IP settings, this equipment can acquire the IP address for [WINS Primary] and [WINS Secondary] from the DHCP server.

## ■ Setting the HTTP network service

You can enable or disable the HTTP network server service that provides web-based utilities on this equipment, such as TopAccess and e-Filing.

Item name	Description
Enable HTTP Server	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the HTTP network server service.</li> <li>• <b>Disable</b> — Press this button to disable the HTTP network server service.</li> </ul> <p>This option must be enabled for TopAccess and the e-Filing web utility.</p>
Enable SSL/TLS	<p>Select whether or not to use SSL (Secure Sockets Layer)/TLS (Transport Layer Security).</p> <ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to encrypt the data transferred between the equipment and client computers using a private key, as a result of operating TopAccess or the e-Filing web utility.</li> <li>• <b>Disable</b> — Press this button to disable encryption.</li> </ul>
Primary Port Number	Enter the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.
Secondary Port Number	Enter the secondary port number to be used to access TopAccess and the e-Filing web utility. Normally use the default port number “8080”.

## ■ Setting the Ethernet speed

You can specify the Ethernet speed.

Item name	Description
Ethernet Speed Duplex Mode	Select the desired combination of communication speed and transmission method.

### Note

- The options vary depending on the model.
- The current Ethernet speed is displayed above the buttons. “Link not detected” is displayed when links failed to be detected.
- If the network is not stable, turn the power of the equipment OFF and then back ON.

## ■ Setting the LDAP directory services, filtering functions and link down detection

You can enable the LDAP directory service which allows the equipment to search the LDAP server for contacts to specify recipients for Internet Faxes, fax transmissions, and Scan to E-mail jobs. Furthermore, the LDAP server can also be used for searching for contacts when creating a template with TopAccess, or a contact in the address book. In this setting menu, you can also select whether to use the IP/MAC address filtering functions and the link-down detection function.

You cannot set [Enable LDAP] for the secondary network because it does not support the LDAP directory services.

Item name	Description
Enable LDAP	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the LDAP network server service.</li> <li>• <b>Disable</b> — Press this button to disable the LDAP network server service.</li> </ul>
Enable IP Filtering	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use IP filtering.</li> <li>• <b>Disable</b> — Press this button to disable IP filtering.</li> </ul>
Enable MAC Address Filtering	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use MAC address filtering.</li> <li>• <b>Disable</b> — Press this button to disable MAC address filtering.</li> </ul>
Link Down Detection	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use the link down detection.</li> <li>• <b>Disable</b> — Press this button to disable the link down detection.</li> </ul>

Tip

To add the LDAP directory service, you must operate using TopAccess. For details on how to register the directory service, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Network settings - LDAP Client settings**

Note

- If the LDAP network service is disabled, you will not be able to acquire the “From Address” from the LDAP server during the User Authentication for Scan to E-mail for transmitting an E-mail.
- If this equipment is not connected to the network, disable the link down detection function.

## ■ Setting IPsec (IP security)

When the IPsec Enabler is installed, the encrypting of communication using the IPsec (IP Security Protocol) becomes possible.

In IP security setting, you can perform the following operations.

- Viewing the IPsec policy name currently applied
- Enabling or disabling IPsec communication
- Flushing (resetting) IPsec session

Item name	Description
Policy Name	The name of the currently applied IPsec policy is displayed.
Enable	Press this button to enable IPsec communication.
Disable	Press this button to disable IPsec communication.
Flush Connections	Press this button to manually clear (flush) the current IPsec session and start a new session when the key currently used for IPsec communication has leaked or a security violation has occurred.
Factory Default	Press this button to reset the IPsec settings back to the factory defaults. When you press this button, a confirmation message is displayed.

Tip

Settings required for IPsec such as entry of IPsec policies can be performed from TopAccess. For details, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Network settings - Setting up IP Security**

Note

[IPsec] is available only when the IPsec Enabler is installed.

## ■ Checking the network

Two functions are available for checking the network status: ping and traceroute. The secondary network shows the status of the DNS server only.

Item name	Description
Server	Select the server you want to check.
Ping	Press this button to check the connection status between this equipment and the servers on the network.
Traceroute	Press this button to view and check the network path to the desired server.

**Tip**

There are two ways to select the server you want to check.

**To select the desired server from the server list displayed on the touch panel:**

Checkable servers and supported protocols are as follows.

- Primary DNS server (IPv4/IPv6)
- Secondary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTP server (IPv4/IPv6)
- Secondary SNTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2

**To designate the desired server manually:**

Enter the server name, IPv4 address, or IPv6 address manually.

**Note**

- When you have entered a WINS name for the network path of the remote server 1/2 in TopAccess “Save as file Setting”, you will not be able to perform network check on those servers by selecting them from the server list. In this case, designate the IP address of the remote server 1/2 manually to perform the network check.
- When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.

## Copy

You can change the system behavior for copy jobs, such as the maximum number of copies, auto 2-sided mode, and the sort mode priority.

### Tip

For instructions on how to display the Copy screen, see the reference below:

 P.35 “Accessing the Admin Menu”

### ■ Copy screen (1/4)

Item name	Description
Maximum Copies	Press the button of the desired maximum number of copies to be allowed from [9999] <sup>*1</sup> , [999], [99], and [9].
Auto 2-Side Mode	Press the button of the 2-sided mode copy settings (Available only when the Automatic Duplexing Unit is installed) that applies by default to originals placed in the Automatic Document Feeder. <ul style="list-style-type: none"> <li>• <b>Off</b> — Press this button to set the 2-sided mode to [1-&gt;1 SIMPLEX].</li> <li>• <b>1-&gt;2 Duplex</b> — Press this button to set the 2-sided mode to [1-&gt;2 Duplex].</li> <li>• <b>2-&gt;2 Duplex</b> — Press this button to set the 2-sided mode to [2-&gt;2 Duplex].</li> <li>• <b>User</b> — Press this button to automatically display the screen to select the 2-sided mode when originals are placed in the Automatic Document Feeder.</li> </ul>
Sort Mode Priority	Select the default sort mode for copy jobs. If [Staple] is selected, the output is stapled on the upper left corner by default. To staple copies, the finisher <sup>*2</sup> must be installed.

\*1 This option is not available depending on the model.

\*2 This optional unit is not available for some models.

### ■ Copy screen (2/4)

Item name	Description
Automatic Change of Paper Source	This option allows you to specify whether to enable the function to automatically change the paper source also when the paper source has been manually specified for a copy job. Selecting [On] makes the equipment feed the same size of paper from a different drawer when the specified drawer becomes empty during a copy job. <p><b>Note</b></p> When Attribute is set to other than [None] for a drawer, the paper placed in this drawer is out of the scope of the Automatic Change of Paper Source function. For instructions on how to check and/or change attribute for a drawer, see the reference below:  P.21 “Drawer”
Suspend Printing If Stapler Empty <sup>*1</sup>	This option allows you to select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to stop printing.</li> <li>• <b>Off</b> — Press this button to continue printing without stapling.</li> </ul> <p><b>Note</b></p> If the stapler is empty in the saddle stitch mode, printing stops.
Paper of Different Direction <sup>*1 *2</sup>	Selecting [On] makes the equipment feed the same size of paper with different orientation from a different drawer when the specified drawer becomes empty during a copy job. <p><b>Note</b></p> When envelope or non-standard size paper is used, this function is not available.
Default Mode of Auto Color	A setting item for color models. It allows you to specify the initial mode for the Auto Color Copy mode.

\*1 This function is not available for some models.

\*2 For paper feeding when the drawer becomes empty during copying, refer to "Paper feeding at automatic change of paper source" below.

## ❑ Paper feeding at automatic change of paper source

The following is an example for the automatic change of paper source while copying on A4-size paper.

Options		Paper Feeding	
Automatic Change of Paper Source	Paper of Different Direction <sup>*1</sup>	With Automatic Paper Selection (APS)	With drawer specified manually
On	On	A4 and A4-R <sup>*2</sup> paper are fed.	A4 and A4-R <sup>*2</sup> paper are fed.
On	Off	A4 paper is fed.	A4 paper is fed.
Off	On	-	-
Off	Off	-	-

\*1 This function is not available for some models.

\*2 The paper size A4-R is not available for some models.

## ■ Copy screen (3/4)

Item name	Description
Auto Exit Tray Change (Cascade Print) *	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to continue printing by automatically changing the exit tray when the original exit tray becomes full.</li> <li>• <b>Off</b> — Press this button to stop printing when the exit tray becomes full.</li> </ul>
Waste Hole Punch Tray Full *	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full.</li> <li>• <b>Off</b> — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.</li> </ul>
Original Outside Erase	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to use the original outside erase function.</li> <li>• <b>Off</b> — Press this button to disable the original outside erase function.</li> </ul>

\* This function is not available for some models.

## ■ Copy screen (4/4)

Item name	Description
Centering Copy	You can set whether the centering copy function is used.

## Fax

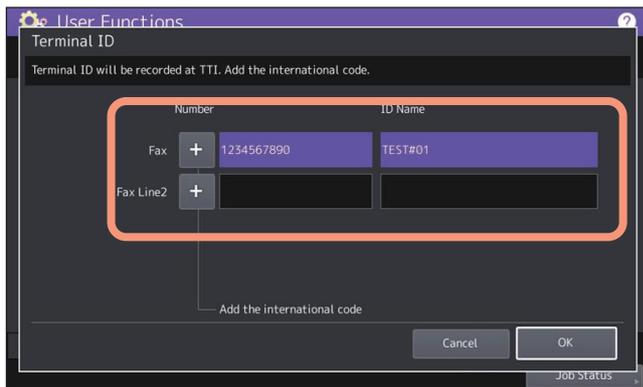
If the FAX Unit and the 2nd Line for FAX Unit are not installed, only [Discard] and [Reduction] for [Rx Print] are available.

### Tip

- When the FAX Unit is not installed, the options set in this menu are applied to Internet Fax reception jobs.
- For instructions on how to display the Fax screen, see the reference below:  
📖 P.35 “Accessing the Admin Menu”

## ■ Registering the terminal ID

This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge on the transmitted original, and receiver information on the trailing edge on the received fax. [Line-2 Number] is displayed only when the 2nd Line for FAX Unit is installed.

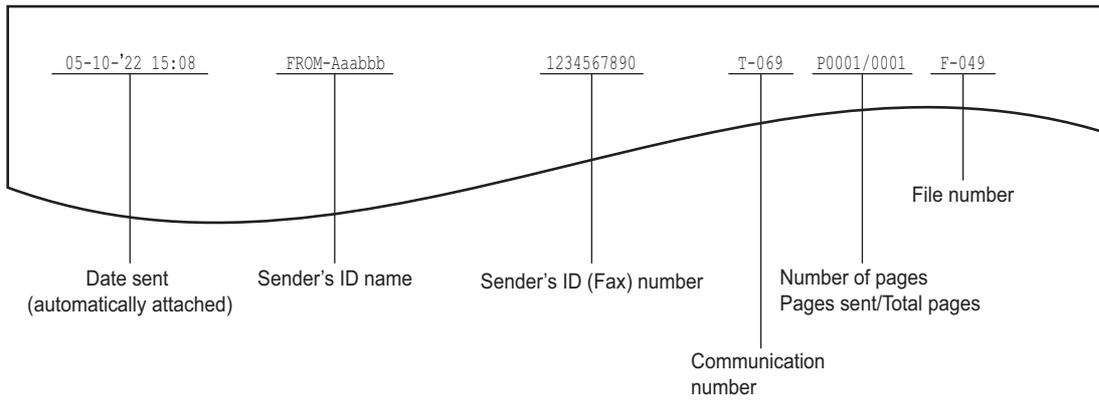


### Tip

- You can enter up to 54 characters in the [ID Name] box.
- When you add an international code, press [+]. To enter a pause “ - ”, press [Pause].

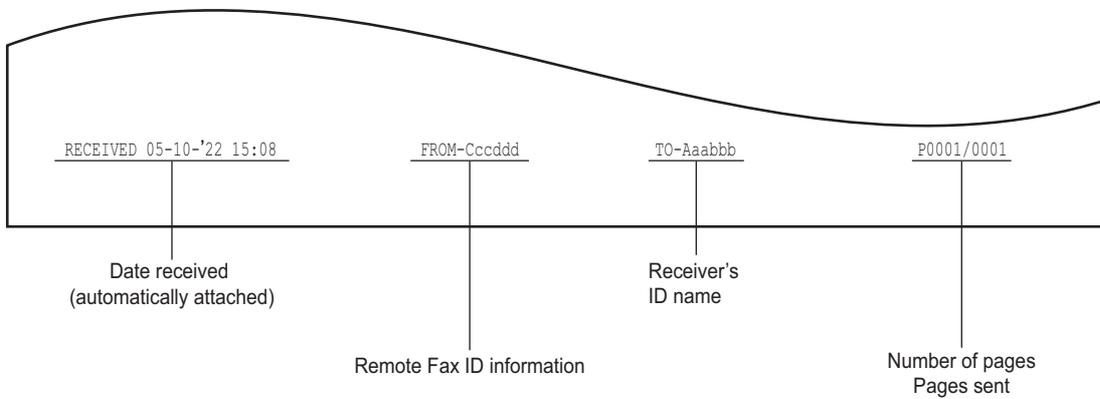
**Example of how sender information is printed on paper**

Sender information is printed about 5 mm (0.2 inch) from the top edge of the transmitted copy of the original.



**Example of how receiver information is printed on originals you receive**

Receiver information is printed about 5 mm (0.2 inch) from the bottom edge of the received copy of the original.



## ■ Setting the initial setup

You can set the initial settings for the fax functions.

### Tip

Setting these items may not be required since they may not be displayed on the screen (it depends on your country or region).

Item name	Description
Rx Mode	<p>Set the fax reception mode.</p> <ul style="list-style-type: none"> <li>• <b>Auto</b> — This equipment receives an incoming fax automatically.</li> <li>• <b>Manual</b> — This equipment receives an incoming fax manually.</li> </ul> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• To receive a fax in the manual mode, an external telephone is required.</li> <li>• When the 2nd Line for FAX Unit is installed, the reception mode of the 2nd lines limited to “Auto reception”.</li> </ul>
Monitor Volume Completion Tone Volume	<p>Monitor tone volume (line tone when on-hook) and Reception completion tone volume (You hear this tone when reception is completed). Each volume can be set in 8 levels (0: tone Off).</p>
RX End Tone	<p>You can set the notification function which sounds an alarm when the fax reception is completed.</p> <ul style="list-style-type: none"> <li>• <b>Print End</b> — An alarm sounds at the completion of printing.</li> <li>• <b>Receive End</b> — An alarm sounds at the completion of reception.</li> <li>• <b>Off</b> — Disables the RX end tone.</li> </ul>
TX End Tone	<p>You can set the notification function which sounds an alarm when the fax transmission is completed.</p> <ul style="list-style-type: none"> <li>• <b>Normal End</b> — An alarm sounds when transmission is completed properly.</li> <li>• <b>On Error</b> — An alarm sounds when transmission fails.</li> <li>• <b>Always</b> — An alarm sounds when transmission is completed properly or fails.</li> <li>• <b>Off</b> — Disables the TX end tone.</li> </ul>
Line Monitor	<p>You can set the notification function which activates monitor sounds if the connection with the remote fax is made at communication.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Activates monitor sounds when the connection with the remote fax is made.</li> <li>• <b>Off</b> — Disables the Line Monitor.</li> </ul>
Dial Type Dial Type (Line2) *	<p>There are 2 types of telephone lines. When you first install this equipment or you change the connected telephone line, set this according to the telephone line type.</p> <ul style="list-style-type: none"> <li>• <b>Auto</b> — Dial pulse lines</li> <li>• <b>Manual</b> — Multi frequency lines</li> </ul>

\* “Dial Type (Line2)” can be set when the 2nd Line for FAX Unit is installed.

## ■ Setting 2nd Line for FAX Unit

On the models with the 2nd line for FAX Unit, you can make settings to use two lines at the same time. In addition to the settings described below, you need to:

- Register the terminal ID.  
☰ P.96 “Registering the terminal ID”
- Set the dial type.  
☰ P.98 “Setting the initial setup”

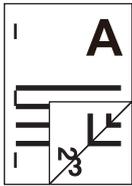
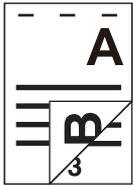
Item name	Description
Tx / Rx	The 2nd line is used for both transmission and reception.
Rx Only (24HR)	The 2nd line is used only for reception.
Rx Only (Timer)	The 2nd line is used only for reception during a specified period of time. Specify the time period on a 24-hour basis.

Tip

The automatic reception is only available for the 2nd line.

## ■ Setting Rx printing

You can set up options to print a received fax.

Item name	Description
Discard	You can switch discard printing ON or OFF. With it being set to ON, if an original is up to 10 mm (0.4 inch) longer than the printing area, the part that exceeds the paper printing area is discarded.
Duplex Print	<p>You can switch duplex printing ON or OFF. With it being set to ON, received documents are printed on both sides of paper.</p> <p style="background-color: #cccccc; padding: 2px;">Tip</p> <ul style="list-style-type: none"> <li>• Duplex printing is available only if the received fax sizes and resolution are the same.</li> <li>• When paper has run out during duplex printing, the rest of the documents are printed on another size paper.</li> <li>• When the received fax is printed on 2 sheets of paper because it exceeds the printing area, duplex printing is not available.</li> <li>• Documents received using the batch transmission function are printed on both sides of the paper as one continuous document. Pay attention to the separation of the individual documents particularly those consisting of an odd number of pages.</li> <li>• Even when duplex printing is set to ON, the document printed using the reception forward function is printed on a single side of paper.</li> <li>• Duplex printing direction differs depending on the received document size, as shown in the figures below.                      Received LD, LG, LT, A3, A4, or B4-sized documents are printed so that they can be bound along the long edge of the direction. (Figure 1)                      Received ST, A5 or B5-sized documents are printed so that they can be bound along the short edge of the direction. (Figure 2)</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>1</p>  </div> <div style="text-align: center;"> <p>2</p>  </div> </div>
Reduction	You can switch Rx reduction printing ON or OFF. With it being set to ON, if an original exceeds the printing area by more than 10 mm (0.4 inch), it is reduced by 75% of the original size when printing.

Item name	Description
Rotate Sort <sup>*1</sup>	<p>You can switch the rotate sort function ON or OFF. With this being set to ON, received faxes are alternately sorted horizontally and vertically for each fax job.</p> <p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• Rotate Sort is available only for LT/A4-sized paper. Set the LT and LT-R<sup>*2</sup>, or A4 and A4-R<sup>*2</sup> drawers.</li> <li>• If paper runs out during Rotate Sort, the rest of the documents are printed on the remaining paper. If no copy paper remains, printing is performed on a larger size than A4/A4-R<sup>*2</sup> or LT/LT-R<sup>*2</sup>.</li> <li>• When the rotate sort function is set to ON, the attribute cannot be set to "FAX".</li> </ul>

\*1 This function is not available for some models.

\*2 The paper sizes A4-R and LT-R are not available for some models.

**Tip**

In the Administrator's Function List, you can view the status of the options. For details of the operation to print the list, see the reference below:

 P.116 "Printing lists"

## ■ Setting recovery transmission

You can set a period of time to retain original data in the memory for the recovery transmission function, or whether enabling or disabling this function.

Press [▲24H] or [▼1H] to set the document-stored time, and then press [OK].

**Note**

When the screen is returned to the one shown in step 1 above, make sure that an orange line is marked on [RECOVERY Tx]. This line indicates that the recovery transmission function is ON. If you press [RECOVERY Tx] again, the orange line disappears, that is, the function is OFF.

## ■ Setting the secure receive function

The Secure Receive function allows you to store received fax jobs in the equipment without printing them. With this function, you can prevent the leaking of confidential information in a fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office.

The Secure Receive setting consists of a manual ON/OFF setting and a scheduled ON/OFF setting for each day of the week (Weekly Schedule) by administrators.

Item name	Description
Secure Receive	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable the Secure Receive function.</li> <li>• <b>Disable</b> — Press this button to disable the Secure Receive function</li> <li>• <b>Weekly Schedule</b> — Press this button to set the time for each day of the week for automatically enabling or disabling. <ul style="list-style-type: none"> <li>- Time is displayed in 24-hour format.</li> <li>- To enable the function throughout the day, set [Disable]/[Enable] to 00:00/00:00.</li> <li>- To disable the function throughout the day, set [Disable]/[Enable] to 00:00/24:00.</li> </ul> </li> </ul>
Print Password	<p>You can set a password for the fax line.</p> <p> P.101 "Setting a password for printing"</p>

**Note**

- If the equipment is being used in the High Security mode, the Secure Receive function is not available.
- The data lamp does not light when the equipment is in the Super Sleep mode.

Tip

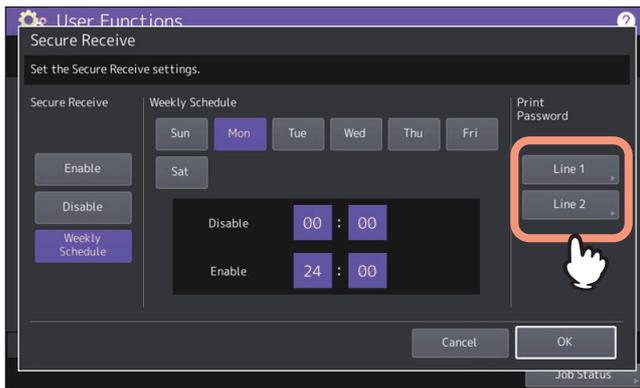
In [Fax] in the [User] tab, you can enable or disable the Secure Receive function earlier than the time set by Weekly Schedule.

**❑ Setting a password for printing**

You can set a password for printing a received Secure Receive fax.

**1 Select [Line 1] or [Line 2]\*.**

\* [Line 2] is not available for the models without the 2nd line for FAX Unit.



- A password for printing can be set for each line.

**2 Enter the password in [New Password] and [Retype New Password], and then press [OK].**

- Up to 20 alphanumeric characters (including the following symbols) can be entered for the password. You can use alphanumerics and the following symbols.  
# \$ ( ) \* + , - . / : ; = ? @ \ ^ \_ ` { } ~

**3 Press [OK].**

**■ Setting “From Name”**

You can register up to 20 fax sender’s names as “From Name”. Users can select one “From Name” with the [Option] button when they send faxes.

Item name	Description
Entry	Press this button to enter up to 54 characters for the From Name registration.
Edit	Select one in the From Name list and press this button to change it.
Delete	Select one in the From Name list and press this button to delete it.
Up and Down arrows	Select one in the From Name list and press either button to change the listing order.

## File

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You can automatically delete files stored by the Scan to File operation. Use this menu to set the maintenance function and periodically delete files stored in the internal storage device to secure its available space.

**Tip**

For instructions on how to display the Maintenance screen, see the reference below:

 P.35 “Accessing the Admin Menu”

<b>Item name</b>	<b>Description</b>
On	Press this button to enable the storage maintenance.
Off	Press this button to disable the storage maintenance.
Storage Maintenance	Enter the number of days that the system will preserve files before deleting them. You can enter 1 to 99 days.

**Tip**

When you press [Off], press [OK] to complete the setting.

## E-mail

This menu allows you to set the options below.

- **E-mail Message Properties**

Specifies the details of the E-mail messages sent by the Scan to E-mail operation.

You can set the following options:

- From Address
- From Name
- Subject
- Body

- **Scan to E-mail fragmentation**

You can send a Scan to E-mail job split into the specified fragment size. This option can reduce transmission errors caused by network traffic problems.

- **E-mail Body String Transmission**

You can specify whether or not to send the body string.

**Tip**

For instructions on how to display the E-mail screen, see the reference below:

P.35 “Accessing the Admin Menu”

Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Subject	Press this button to set the default E-mail subject. Pressing this button displays the Subject screen. P.103 “Setting the default E-mail subject”.
/	— Press this button to add date and time to the E-mail subject. — Press this button to not add date and time to the E-mail subject.
/	— Press to enable edit of the E-mail subject. — Press to disable edit of the E-mail subject.
Body	Enter the default message body.
Fragment Message Size (KB)	Select the desired fragment size from the drop-down list. Press [None] to disable the fragmentation.
Body String Transmission	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to send the message body.</li> <li>• <b>Disable</b> — Press this button to not send the message body.</li> </ul>

**Note**

If Scan to E-mail is enabled, you need to enter an E-mail address in the [From Address] box, depending on the setting of the sender. For details of the Email address setting, see the reference below:

**TopAccess - [Administration] - [Setup] Item List - Email settings**

### ■ Setting the default E-mail subject

Select whether to use the default subject or your own, and press [OK].

When you press [OK], you will be returned to the E-mail screen.

Item name	Description
Default Subject	Press this button to use the factory default subject.
Custom Subject	Press this button to specify your own subject. When you press this button, the on-screen keyboard is displayed. Enter a subject using the on-screen keyboard and press [OK] to commit the entry. You can enter up to 128 characters. You can also use the digital keys on the control panel to enter numerals.

## Internet Fax

---

This menu allows you to set the options below.

- **Internet Fax Message Properties**

Specifies the details of messages sent by the Internet Fax transmission.

You can set the following options:

- From Address
- From Name
- Body

- **Internet Fax Fragmentation**

You can send the Internet Fax job split into the fragment size specified. This option can reduce transmission errors caused by network traffic problems.

- **Internet Fax Body String Transmission**

You can specify whether or not to send the body string.

**Tip**

For instructions on how to display the Internet Fax screen, see the reference below:

 P.35 "Accessing the Admin Menu"

Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Body	Enter the message body.
Fragment Page Size (KB)	Select the desired fragment page size from the drop-down list. Press [None] to disable the fragmentation.
Body String Transmission	<ul style="list-style-type: none"><li>• <b>Enable</b> — Press this button to send the message body.</li><li>• <b>Disable</b> — Press this button to not send the message body.</li></ul>

**Note**

To enable Internet Fax, you must have an E-mail address entered in the [From Address] box.

Tip

For instructions on how to display the Security screen, see the reference below:  
P.35 “Accessing the Admin Menu”

## Managing certificates

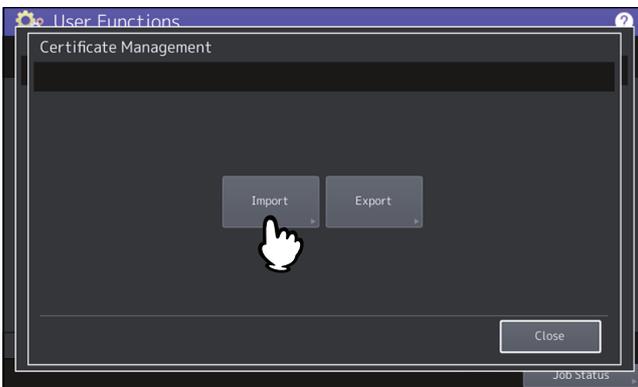
You can import device certificates and CA certificates, as well as export device certificates.

Tip

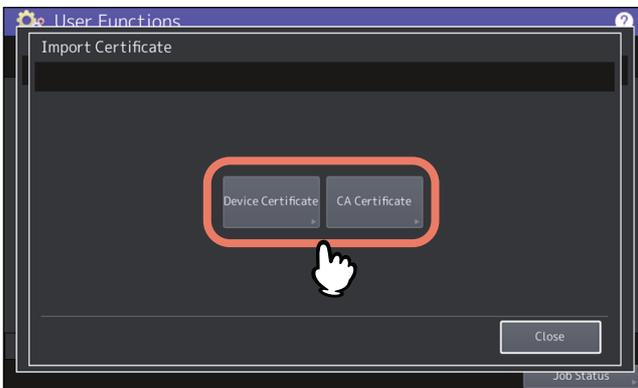
When importing certificates into the equipment, store the files that you want to import in the root directory of your USB storage device in advance.

### Importing a certificate

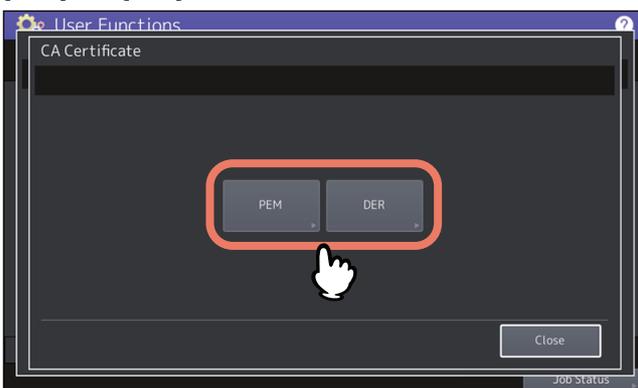
- 1 On the Security screen, press [Certificate Management].
- 2 Press [Import].



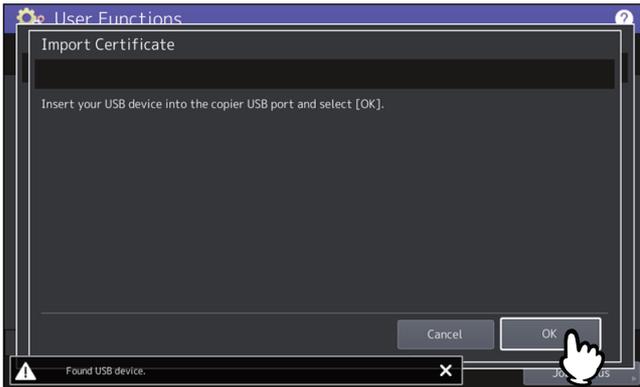
- 3 Press [Device Certificate] or [CA Certificate].



If you selected [CA Certificate], the CA Certificate screen is displayed. Select the desired encoding method from [PEM] and [DER].



**4 Connect the USB storage device in which the certificates are stored to the USB port on the equipment, and press [OK].**

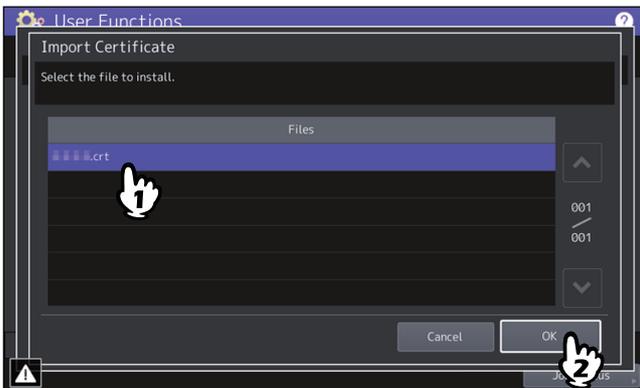


**Tip**

For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

**5 Select the certificate that you want to import, and press [OK].**



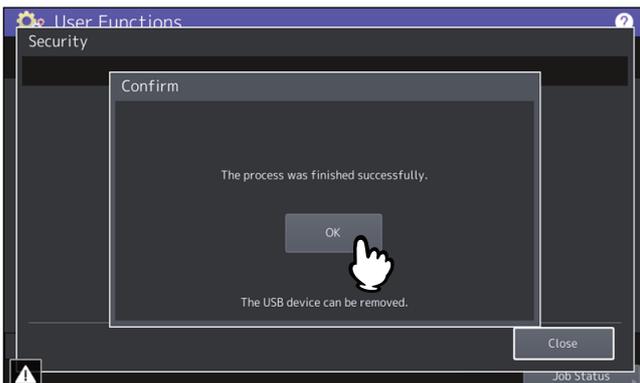
- When the file extension is “.pfx” or “.p12”, the Password Required screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 7.

**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

**6 Enter the password and press [OK].**

**7 When importing the certificate is complete, press [OK].**



**8 Remove the USB storage device from the USB port on the equipment.**

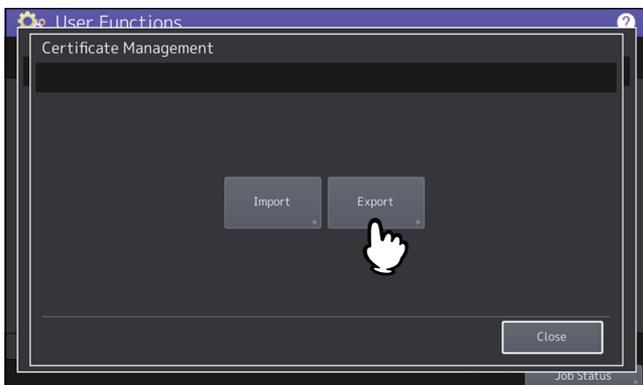
## ❑ Exporting the device certificate

**Tip**

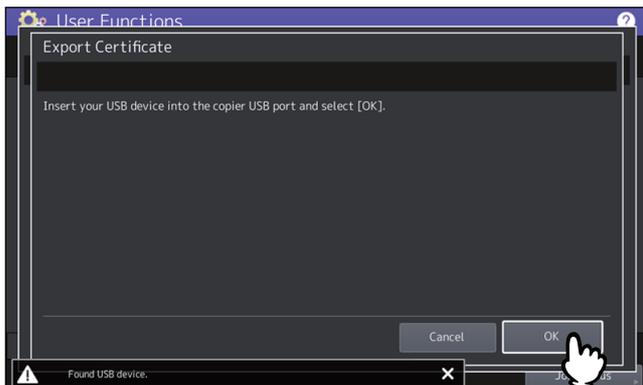
The file format of the exported device certificate will be PEM (extension .crt).

**1 On the Security screen, press [Certificate Management].**

**2 Press [Export].**



**3 Connect your USB storage device to the USB port on the equipment, and press [OK].**

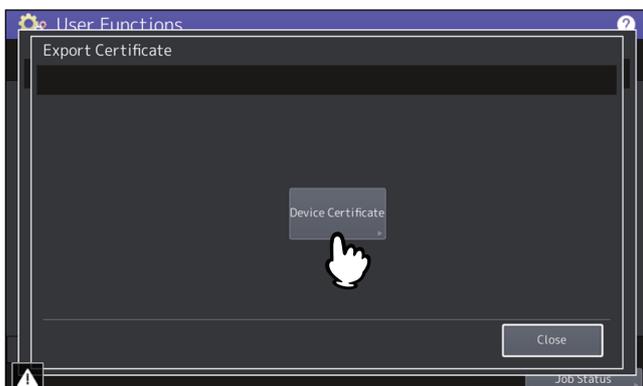


**Tip**

For the location of the USB port on the equipment, see the reference below:

**Information About Equipment - Information About Equipment - Description of Components**

**4 Press [Device Certificate].**



**Note**

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

## 5 When exporting is complete, press [OK].



## 6 Remove the USB storage device from the USB port on the equipment.

### ■ Setting secure PDF

You can set the default values for the encryption that will be applied when generating a secure PDF file from data scanned on this equipment. You can also enable or disable the forced encryption mode.

Item name	Description
User Password	Enter the password required to open a secure PDF file. No user password is initially set.
Use Authentication Code as Password	<ul style="list-style-type: none"><li>• <b>Enable</b> — Press this button to use the user authentication user name as user password.</li><li>• <b>Disable</b> — Press this button to use the user password entered in [User Password] above instead of the user authentication user name.</li></ul>
Master Password	Enter the password required to change the security setting of a secure PDF file. No master password is initially set.
Encryption Level	Select the encryption level for the secure PDF files. <ul style="list-style-type: none"><li>• <b>256-bit AES</b> — Press this button to set an encryption level compatible with Acrobat 9.0, PDF V1.7.</li><li>• <b>128-bit AES</b> — Press this button to set an encryption level compatible with Acrobat 7.0, PDF V1.6.</li><li>• <b>128-bit RC4</b> — Press this button to set an encryption level compatible with Acrobat 5.0, PDF V1.4.</li><li>• <b>40-bit RC4</b> — Press this button to set an encryption level compatible with Acrobat 3.0, PDF V1.1.</li></ul>
Forced Encryption	<ul style="list-style-type: none"><li>• <b>Enable</b> — Press this button to only allow output of data scanned by this equipment as secure PDF files.</li><li>• <b>Disable</b> — Press this button to allow other file formats (such as JPEG and TIFF).</li></ul>
Authority	Select the authority for a secure PDF file. <ul style="list-style-type: none"><li>• <b>Print</b> — Press this button to allow printing.</li><li>• <b>Change</b> — Press this button to allow changing the document.</li><li>• <b>Extract</b> — Press this button to allow copying and extracting content.</li><li>• <b>Accessibility</b> — Press this button to allow Content Extraction for Accessibility.</li></ul>

**Note**

- Different passwords must be set for [User Password] and [Master Password].
- Enter 1 to 32 alphanumeric characters for [User Password] and [Master Password]. The input password is hidden with symbols.
- When the lock icon next to the [User Password] box is highlighted (🔒), the user cannot change the password.
- When the lock icon next to the [Master Password] box is highlighted (🔒), the user cannot change the encryption level or authority.
- In this equipment, only ASCII characters are supported as available for a password for the encrypted PDF files. Due to this, if any characters other than ASCII ones are used in the user name and when [Use Authentication Code as Password] is selected, the encrypted PDF files cannot be opened since the password becomes incorrect.
- If either [Extract] or [Accessibility] is selected or deselected when [40bit RC4] is selected, both options are enabled or disabled accordingly.
- If you select [Enable] for the Forced Encryption mode, outputting file formats other than secure PDF (such as JPEG, TIFF, etc.) will be prohibited. Furthermore, the following Scan to File operations which cannot generate secure PDFs will be unavailable.
  - Copy & File
  - Fax & File
  - Internet Fax & File
  - Network Fax & File

**Tip**

This security settings apply to “Scan to File or USB” and “Scan to E-mail” jobs.

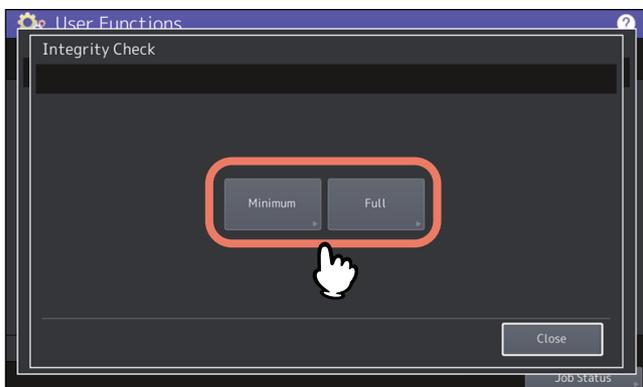
**■ Performing the integrity check**

This menu allows you to perform the following integrity check operations.

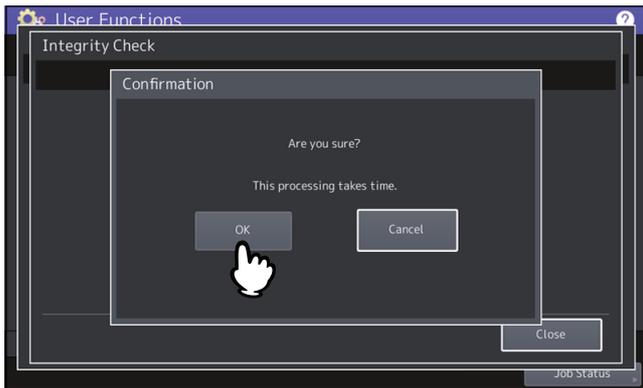
- [Minimum]  
Selecting [Minimum] checks the execution code to run the security function and the data to which the security execution code refers.
- [Full]  
Selecting [Full] checks all execution codes and the data to which the security execution code refers.  
📖 P.109 “Performing the Integrity Check”

**□ Performing the Integrity Check**

- 1 On the Security screen, press [Integrity Check].**
- 2 Press [Minimum] or [Full].**



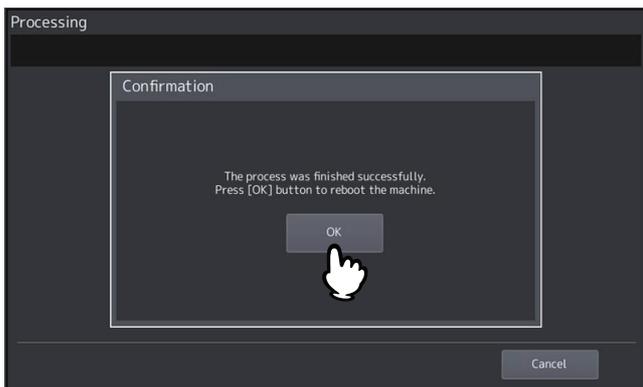
### 3 Press [OK].



#### Note

- It may take some time to complete the integrity check.
- When you press [OK] in the above screen while a job is being processed, the Caution screen will be displayed. In this case, press [Close], and wait until the job is complete, then perform the operation again.
- Periodically perform the integrity check. If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

### 4 Press [OK] to reboot the equipment.



## ■ Setting the secure boot

You can enable or disable the secure boot of the equipment. The public key of the digital signature for the secure boot is protected by encryption. If you enable TPM, the public key is furthermore protected by TPM.

Item name	Description
Enable	Press this button to enable the secure boot.
Disable	Press this button to disable the secure boot.

## ■ Setting TPM

You can secure the security of the equipment with the encryption technology which conforms to TPM (Trusted Platform Module) 2.0. If you have backed up the TPM keys, they can be restored to the original even after the motherboard of the equipment is replaced.

Item name	Description
Setting	Select whether to enable TPM. <ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to enable TPM.</li> <li>• <b>Disable</b> — Press this button to disable TPM.</li> </ul>
Key Backup	You can back up the TPM keys with the password. Connect your USB storage device to the USB port of the equipment, enter the password, and press [Save]. They are stored in the root directory of the USB storage device. <ul style="list-style-type: none"> <li>• <b>Password</b> — Enter a password to protect the TPM keys.</li> <li>• <b>Retype Password</b> — Enter the password again to confirm it.</li> <li>• <b>Save</b> — Press this button to store the TPM keys after connecting the USB storage device to the USB port of the equipment. When you see a message that tells the saving process is finished, press [OK] to complete the operation.</li> </ul> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <b>Note</b> <ul style="list-style-type: none"> <li>• Do not remove the USB storage device until the operation is complete.</li> <li>• When the service technician replaces the broken hardware, you might need to enter the password to restore the TPM keys on his or her behalf. Store the backup of TPM keys and the password for unexpected replacement.</li> </ul> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <b>Tip</b> <p>For the location of the USB port on the equipment, see the reference below:  <b>Information About Equipment - Information About Equipment - Description of Components</b></p> </div>

## ■ Applying the digital signature to PDF

When the following jobs are saved in the PDF format, you can select whether to apply the digital signature to the PDF, searchable PDF, PDF/A, or encrypted PDF files.

- Scan To File
- Scan To Email
- Received Fax/Internet Fax To File
- Received Fax/Internet Fax To Email
- Box To Email
- Simple Scan (The digital signature setting is not added on the setting screen. PDF files with the digital signature are created only if the default setting for the digital signature is on.)
- Fax Report
- Inbound Fax

PDF files with the digital signature can be printed by the USB Direct Print function, Email Direct Print function, or the printer driver. The digital signature allows users to confirm the creator of the PDF and check the PDF is not falsified for strengthened security. The certificate of the equipment has been created automatically, which can be used as a digital signature. Instead of using it, you can create a self-certificate and import it in the equipment to use it as the digital signature. For the certificate management on the equipment, see the reference below:

 P.105 “Managing certificates”

### Tip

The certificate can be created and managed via TopAccess. For details, see the reference below:

**TopAccess - [Administration] - [Security] Item List - Certificate Management settings**

### Note

- If the certificate expires, PDF files with the digital signature cannot be created.
- Depending on the settings of the certificate and the PDF version, PDF files with the digital signature cannot be created.
- Printing PDF with visible signatures is not supported. Even if you print them, the visible signatures cannot be printed.

## ■ Setting antimalware

You can protect the system of the equipment from malware. Register information about the modules that can run on the equipment in the white list. While this function is effective, the unregistered modules do not run, so that malware cannot hack into the system. If unregistered modules are executed, the message logs remain in the equipment and the control panel shows the service call. For details, contact your service technician.

Select whether to enable the antimalware function. Change and save the setting while no jobs are in execution, and reboot the equipment, so that this function becomes effective.

Item name	Description
Enable	Press this button to enable the antimalware function. The antimalware icon appears on the counter screen on the control panel of the equipment to monitor the activity of malware.
Disable	Press this button to disable the antimalware function.

**Tip**

For instructions on how to display the List/Report menu, see the reference below:  
 P.35 “Accessing the Admin Menu”

## ■ Setting the report

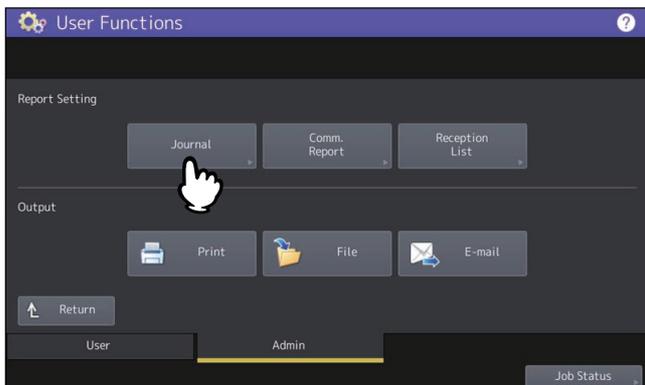
This menu allows you to make required settings for printing the following reports:

Item name	Description
Transmission / Reception Journal	<p>There are two types of journals available on this equipment. Journals can be printed either automatically or manually. If you select [Auto], you can specify the number of transmissions and receptions after which to print each journal.   P.114 “Setting the transmission / reception journal output”</p> <p><b>Tip</b></p> <p>The old journals are deleted and only the specified number of journals beginning with the newest one are kept. The most recent 5000 journals can be exported as a file from TopAccess administrator mode.</p>
Communication Report	<p>The communication report allows you to print a report after every transmission. You can also select the conditions for printing communication reports for each transmission type.   P.115 “Setting the communication report”</p>
Reception List	<p>The settings for the reception list allows you to specify whether to print a reception list when the mailbox on this equipment has received a document. This can be set for each the following mailbox transactions:</p> <ul style="list-style-type: none"> <li>• <b>Relay Station</b> — When a relay transmission has been received from an originator as a relay hub.</li> <li>• <b>Local</b> — When the mailbox on this equipment has been reserved for a local document.</li> <li>• <b>Remote</b> — When the mailbox on this equipment has been reserved for a remote document from another facsimile.</li> </ul> <p> P.116 “Setting the reception list”</p>
Output	<p>Select the output format of report. When you select [File] or [E-mail], you need to specify the destination for saving file or e-mail address on TopAccess. For details, see the references below:</p> <p><b>TopAccess - [Administration] - [Setup] Item List - Save as file settings</b>  <b>TopAccess - [Administration] - [Maintenance] Item List - Notification settings - Setting up Email Setting</b></p>

**❑ Setting the transmission / reception journal output**

**1** On the List/Report menu, press [Report Setting].

**2** Press [Journal].



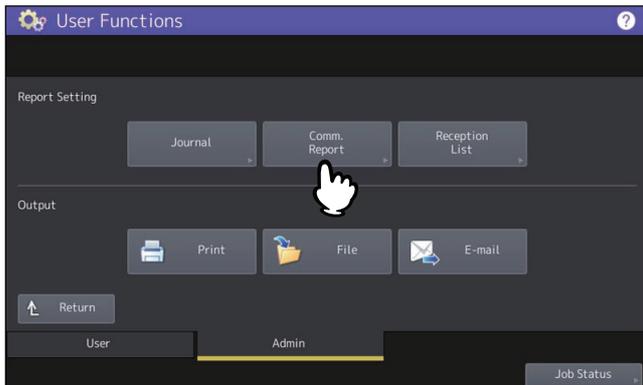
**3** Specify the following items as required and press [OK].



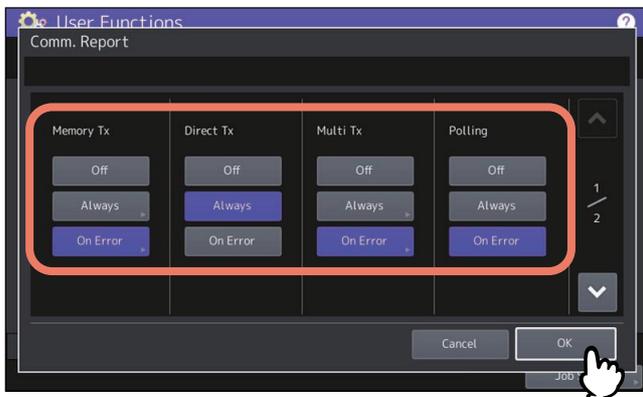
Item name	Description
Auto	Press [On] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when the specified numbers of transactions are completed.
Tx Journal	Press the number button that specifies the number of transmissions you want to be printed in the transmission journal.
Rx Journal	Press the number button that specifies the number of receptions you want to be printed in the reception journal.

❑ **Setting the communication report**

- 1 On the List/Report menu, press [Report Setting].
- 2 Press [Comm. Report].



- 3 Specify the conditions for each transmission type and press [OK].

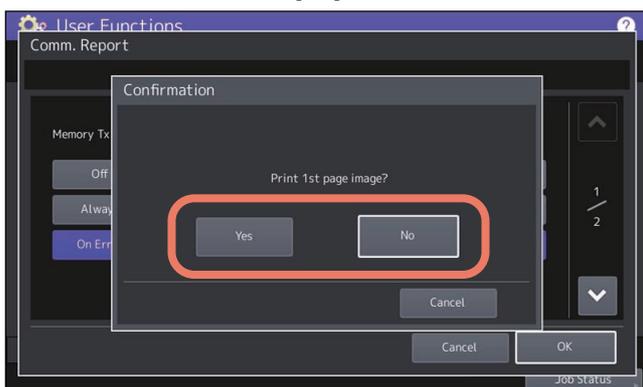


Item name	Description
Memory Tx	<ul style="list-style-type: none"> <li>• <b>Off</b> — Press this button to disable printing of communication report.</li> <li>• <b>Always</b> — Press this button to always print the communication report.</li> <li>• <b>On Error</b> — Press this button to print the communication report in the event of an error.</li> </ul>
Direct Tx	
Multi Tx	
Polling	
Relay Originator	
Relay Station	
Relay Destination	

**Note**

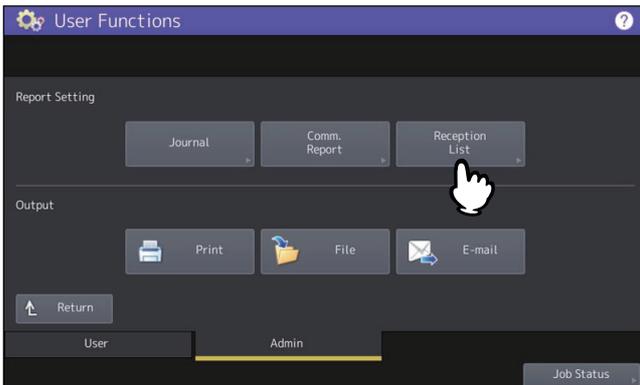
Items other than [Memory Tx] and [Multi Tx] are available only when the FAX Unit is installed.

When you press [Always] or [On Error] for other than [Direct Tx] and [Polling], the “Print 1st page image?” message is displayed. Press [Yes] when you want to print the communication report by adding the first page of the sent document. Press [No] when not.

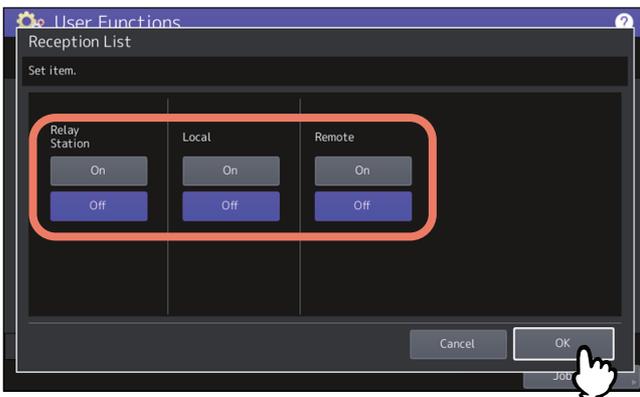


## ❑ Setting the reception list

- 1 On the List/Report menu, press [Report Setting].
- 2 Press [Reception List].



- 3 Specify whether to print the reception list for each transaction type and press [OK].



Item name	Description
Relay Station	Select [On] to print the reception list when a relay transmission has been received from an originator.
Local	Select [On] to print the reception list when the mailbox on this equipment has been reserved for a local document.
Remote	Select [On] to print the reception list when a remote document from another facsimile has arrived to the mailbox on the equipment.

## ■ Printing lists

You can print NIC Configuration Page, Function List, PS3 Font List, and PCL Font List.

### Note

The displayed buttons vary depending on the model.

### Tip

For each item printed on “NIC Configuration Page” and “Function”, see the reference below:

📖 P.164 “List Print”

You can make printer settings for print jobs or for printing documents stored using the e-Filing function.

**Tip**

For instructions on how to display the Printer / e-Filing screen, see the reference below:

 P.35 “Accessing the Admin Menu”

## ■ Printer / e-Filing screen (1/2)

Item name	Description
Automatic Change of Paper Source	Select whether to enable the function to automatically change the paper source also when the paper source is manually specified for a print job. Selecting [On] makes the equipment feed the same size of paper from a different drawer when the specified drawer becomes empty during a print job.
Paper of Different Direction <sup>*1 *2</sup>	Selecting [On] makes the equipment feed the same size of paper with different orientation from a different drawer when the specified drawer becomes empty during a print job.  <b>Note</b> When envelope or non-standard size paper is used, this function is not available.
Suspend Printing If Stapler Empty <sup>*1</sup>	Select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode.  <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to stop printing.</li> <li>• <b>Off</b> — Press this button to continue printing without stapling.</li> </ul> <b>Note</b> If the stapler is empty in the saddle stitch mode, printing stops.
Enforcement Continue (Illegal Paper) <sup>*1</sup>	Select whether to change the output tray automatically and continue printing when paper whose size or type does not allow it to exit is included in the second or later page of a print job.  <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to continue printing by automatically changing the output tray.</li> <li>• <b>Off</b> — Press this button to stop printing.</li> </ul>

\*1 This function is not available for some models.

\*2 For paper feeding when the drawer becomes empty during printing, refer to “Paper feeding of automatic change of paper source” below.

## □ Paper feeding of automatic change of paper source

The following is an example for the automatic change of paper source while printing on A4-size paper.

Options		Paper Feeding	
Automatic Change of Paper Source	Paper of Different Direction <sup>*1</sup>	When [Auto] is selected for the paper source	With drawer specified manually
On	On	A4 and A4-R <sup>*2</sup> paper are fed.	A4 and A4-R <sup>*2</sup> paper are fed.
On	Off	A4 paper is fed.	A4 paper is fed.
Off	On	-	-
Off	Off	-	-

\*1 This function is not available for some models.

\*2 The paper size A4-R is not available for some models.

## ■ Printer / e-Filing screen (2/2)

Item name	Description
Auto Exit Tray Change (Cascade Print) <sup>*1</sup>	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to continue printing by automatically changing the exit tray when the original exit tray becomes full.</li> <li>• <b>Off</b> — Press this button to stop printing when the exit tray becomes full.</li> </ul>
Waste Hole Punch Tray Full <sup>*1</sup>	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full.</li> <li>• <b>Off</b> — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.</li> </ul>
Auto Release Private/ Hold Print	<p>Select whether to automatically print Private Print jobs and Hold Print jobs on login to this equipment.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to automatically print the user's Private Print jobs and Hold Print jobs on login to this equipment.</li> <li>• <b>Off</b> — Press this button to require touch panel operation.</li> </ul> <p>For details of Private Print jobs and Hold Print jobs, see the reference below:  <b>Print - PRINTING FROM WINDOWS APPLICATIONS - Outputting a Job Saved to the Equipment</b></p> <p><b>Tip</b>  This option is available when the user authentication is enabled.</p>
Confirmation of Bypass Printing	<p>Select whether you confirm to feed the next paper for the bypass printing.</p> <ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to feed the next paper by pressing the [START] button after you place it on the bypass tray and confirm it.</li> <li>• <b>Off</b> — Press this button to feed the next paper automatically when placing it on the bypass tray.</li> </ul> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• This function works on the network printing, USB direct printing, and e-Filing printing from TopAccess.</li> <li>• When you select [Off] for this function, you will feed wrong paper without confirming it and thus paper misfeeding may occur.</li> </ul>

\*1 This function is not available for some models.

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Wireless LAN. The Wireless LAN/Bluetooth Module is compatible with the 2.4GHz IEEE802.11 b/g/n and 5GHz IEEE802.11 a/n/ac for wireless LAN. When the Wireless LAN is enabled, users can perform the following printing through the Wireless LAN:

- Raw TCP Printing from Windows computers
- LPR Printing from Windows computers
- LPR Printing from Macintosh computers
- LPR Printing from UNIX/Linux workstation

### Tip

- For the specification of the wireless LAN, see the reference below:  
**Specifications - SPECIFICATIONS OF OPTIONS - System Options - Wireless LAN and Bluetooth units**
- For instructions on how to display the Wireless Setting screen, see the reference below:  
📖 P.35 “Accessing the Admin Menu”

## ■ Wireless LAN connection methods

You can connect the network by either of the following three methods with the wireless LAN function.

### ☐ Easy connection by WPS

WPS is a standard to allow easy wireless LAN configurations. This equipment supports Push Button Configuration and PIN methods.

The Push Button Configuration method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN devices as you press the button on the access point. Whereas the PIN method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN devices as you register the PIN generated by the wireless LAN device to the access point.

### ☐ Manual connection

#### **WPA3 Enterprise, WPA3 Enterprise 192-bit Security, WPA2 Enterprise, WPA/WPA2 Enterprise, and 802.1X**

These security methods need the IEEE 802.1X RADIUS authentication server.

WPA3 Enterprise and WPA3 Enterprise 192-bit Security uses PMF (Protected Management Frames) to secure the safer authentication compared with WPA2 Enterprise. WPA3 Enterprise 192-bit Security enables you to select GCMP for the higher strength of encryption.

Two EAP-TLS and PEAP authentication protocols are available.

- When using the EAP-TLS authentication, you need to install a user certificate and a CA certificate (encoded in the DER binary, BASE64, or PKCS#7 format) in the equipment. The equipment uses the CA certificate to authenticate the RADIUS server and the RADIUS server uses the user certificate (with the private key exported by PKCS#12) to authenticate the equipment.
- When using the PEAP authentication, you need to install a CA certificate (encoded in the DER binary, BASE64, or PKCS#7 format) in the equipment. The equipment uses the CA certificate to authenticate the RADIUS server and the RADIUS server uses the user name and password to authenticate the equipment.

### Tip

This equipment supports the following RADIUS server (TLS 1.2 compatible) that uses PEAP/EAP-TLS.

- Windows Server 2016 or later
- hostapd Integrated EAP Server

---

### **WPA3 Personal, WPA2 Personal, and WPA/WPA2 Personal**

These security methods need no authentication servers.

WPA3 Personal secures the safer password authentication and encryption compared with WPA2 Personal. The authentication uses the SAE protocol to improve the protection capability and you can enter a passphrase (with alphanumeric 8 to 63 characters).

WPA2 Personal and WPA/WPA2 Personal are authentication methods using the PSK (Pre-Shared Key) between the access point and wireless devices. To access the wireless network, the same PSK Path Phrase must be assigned in both the Access Point and other wireless devices.

#### **Note**

For reasons of security, use a password that is difficult to guess.

### **WEP**

WEP is a data encryption method using the WEP key between the access point and wireless devices. WEP is less secure compared with other authentication methods.

If the wireless LAN is configured in the infrastructure mode with the access point that supports other authentication methods, it is recommended to use other authentication methods rather than WEP.

### **Auto connection**

The equipment can search for surrounding access points automatically. Select one to which you want to connect, so that the authentication method is automatically recognized. Follow the message on the screen to enter the password or set up the [EAP-TLS] or [PEAP] protocol according to the selected access point.

## ■ Setting up the Wireless LAN

When you press [Wireless Setting], you can set up the wireless LAN connection. For the setting operation, refer to the following table. Press [Setting Check] to check the current settings.

Item name			Description			
ON	Infrastructure	WPS	PBC	Select PBC on the touch panel, then press the WPS button on the Access Point within 2 minutes.		
			PIN	Register the PIN code generated by this equipment to the Access Point within 2 minutes.		
		Manual Setting of access point	<ul style="list-style-type: none"> <li>• Selection</li> <li>• Entry</li> </ul>	EAP-TLS	<ul style="list-style-type: none"> <li>• Enter the EAP user name, and then disable the setting for Use User name from Common Name in the User Certificate.</li> <li>• You can select the AES(CCMP) encryption for WPA3 Enterprise and the GCMP encryption for WPA3 Enterprise 192-bit Security.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>	
				<ul style="list-style-type: none"> <li>• WPA3 Enterprise</li> <li>• WPA3 Enterprise 192-bit Security</li> </ul>		
				PEAP		<ul style="list-style-type: none"> <li>• Enter the EAP user name, EAP password, and password confirmation.</li> <li>• You can select the AES(CCMP) encryption for WPA3 Enterprise and the GCMP encryption for WPA3 Enterprise 192-bit Security.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>
				<ul style="list-style-type: none"> <li>• WPA3 Enterprise</li> <li>• WPA3 Enterprise 192-bit Security</li> </ul>		
				EAP-TLS		<ul style="list-style-type: none"> <li>• Enter the EAP user name, and then disable the setting for Use User name from Common Name in the User Certificate.</li> <li>• Select TKIP+AES or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can select Dynamic WEP.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>
<ul style="list-style-type: none"> <li>• WPA2 Enterprise</li> <li>• WPA/WPA2 Enterprise</li> <li>• 802.1X</li> </ul>						
PEAP	<ul style="list-style-type: none"> <li>• Enter the EAP user name, EAP password, and password confirmation.</li> <li>• Select TKIP+AES or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can select Dynamic WEP.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>					
<ul style="list-style-type: none"> <li>• WPA2 Enterprise</li> <li>• WPA/WPA2 Enterprise</li> <li>• 802.1X</li> </ul>						
WPA3 Personal	<ul style="list-style-type: none"> <li>• Select AES(CCMP) as encryption for communications with the access point and enter a passphrase that is processed by the SAE handshake. You can enter 8 to 63 characters for the passphrase. Specify a network name (SSID) and passphrase to connect to the network.</li> <li>• Select Transmit Power to limit the area that covers wireless radio.</li> </ul>					

Item name			Description	
ON (Cont.)	Infrastructure • Enable • Disable (Continued)	Manual Setting of access point • Selection • Entry (Continued)	<ul style="list-style-type: none"> <li>• WPA2 Personal</li> <li>• WPA/WPA2 Personal</li> </ul>	<ul style="list-style-type: none"> <li>• Select TKIP+AES or AES (CCMP) for the encryption method of communication, and then enter the PSK Pass Phrase. The PSK Pass Phrase must be between 8 to 63 characters long.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>
			WEP	<ul style="list-style-type: none"> <li>• Select the items for the WEP encryption and key format, and then enter the WEP key.</li> <li>• Select the transmission power to limit the area of radio waves.</li> </ul>
		Auto Setting • Auto search for access points • Auto recognition of authentication method		<p>The equipment automatically searches for the surrounding access points so that you can select an access point (SSID) to which you want to connect from the list. If the desired access point is not found, select it manually.</p> <ul style="list-style-type: none"> <li>• In the case of WEP, 802.1X, and the Personal modes, enter a password to connect to the access point.</li> <li>• In the case of the Enterprise modes, select [EAP-TLS] or [PEAP] to connect to the access point. For [EAP-TLS], enter the EAP user name, and then disable the setting for “Use User name from Common Name in the User Certificate”. For [PEAP], enter the EAP user name, EAP password, and password confirmation.</li> <li>• For Auto Setting, the transmission power to specify the area of radio waves is always set to 100%.</li> </ul>
	Wi-Fi Direct • Enable • Disable		Group Owner	Switches ON/OFF of the Group Owner setting. When this setting is turned ON, this equipment works as an access point.
			IP Address	Set the IP address of this equipment if the Group Owner setting is ON.
		Fix SSID and Passphrase	<p>Select Yes to fix an SSID and a passphrase and No not to fix them. This function is available when the Group Owner setting is ON.</p> <p><b>Note</b> If you enable the Fix SSID and Passphrase function, handle the passphrase with great care.</p>	
		SSID	<p>Enter up to 22 alphanumeric characters for the fixed SSID when Fix SSID and Passphrase is set to Yes. The prefix “xx” in “Direct-xx-” and the passphrase are automatically created when the Wi-Fi Direction function is activated for the first time and they cannot be changed. Users can check the SSID and Passphrase on the Legacy Device Connection screen.</p> <p> P.30 “Connecting with SSID and Passphrase”</p>	
OFF			Disable the wireless LAN.	

**Note**

- When using the EAP-TLS protocol, you must install the CA certification file and user certification file in the equipment in advance via TopAccess or the Admin menu on the equipment. For instructions, see the reference below:  
**TopAccess - Functional Setups - Installing Certificates**  
 P.105 “Managing certificates”
- When using the PEAP protocol, you must install the CA certification file in the equipment in advance via TopAccess or the Admin menu on the equipment. For instructions, see the reference below:  
**TopAccess - Functional Setups - Installing Certificates - Installing CA certificate**  
 P.105 “Managing certificates”
- When the Group Owner setting is ON in the Wi-Fi Direct setting, the IP addresses between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107” are assigned to the clients which connect to this equipment via Wi-Fi Direct. If the IP address of this equipment is between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107”, the IP addresses assigned to the clients are between “xxx.xxx.xxx.110” to “xxx.xxx.xxx.117”. For example, if the IP address of this equipment is “192.168.0.50”, the IP addresses between “192.168.0.100” to “192.168.0.107” are assigned to the clients.  
 When the wired LAN and Wi-Fi Direct are used at the same time, or the Infrastructure mode of the wireless LAN and Wi-Fi Direct are used at the same time, assign the IP addresses which belong to different network.
- For instructions on how to connect this equipment and a device supporting Wi-Fi Direct, see the reference below:  
 P.30 “Wi-Fi Direct Setting”

**■ Connecting or disconnecting the Wireless LAN**

Item name	Description
Connection	Press this button to connect the wireless LAN.
Disconnection	Press this button to disconnect the wireless LAN.

## Bluetooth Settings

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Bluetooth.

Item name	Description
Bluetooth	Select whether enabling or disabling Bluetooth.
Bluetooth Name	Press this to enter the device name that is displayed as the Bluetooth device. As the default, "MFPXXXXXXXX" has already been set for the Bluetooth name. Change this name if required. You can enter up to 32 characters.
Device Address	This displays the Bluetooth address. You cannot change this value.
Discovery Device	Press this to add the Bluetooth device.
Allow Discovery	Select whether all Bluetooth devices can find this equipment or not. When this function is enabled, all Bluetooth devices can find this equipment. When this function is disabled, the Bluetooth devices that have not been connected to this equipment before cannot find this equipment. If there are the Bluetooth devices that have not been connected to this equipment before, enable this function to connect.
Security	Select whether to secure the Bluetooth connection using the PIN code. When you select [High], enter up to 16-digit alphanumeric characters as PIN code in the [Required PIN] field using the digital keys. When this function is [High], any Bluetooth devices must specify the PIN code to connect to this equipment. When this function is [Low], all Bluetooth devices do not require the PIN code to connect to this equipment.
Data Encryption	Select whether enabling or disabling the data encryption for the Bluetooth communication.

### Note

- The Bluetooth settings are applied after restarting the equipment.
- Up to 16-digit alphanumeric characters can be entered as PIN code in the [Required PIN] field. The number of digits for the PIN code varies depending on the Bluetooth devices. For more information about the Bluetooth device that you use, refer to the documentation for the Bluetooth device.

### Tip

For the specification of the Bluetooth, see the reference below:

**Specifications - SPECIFICATIONS OF OPTIONS - System Options - Wireless LAN and Bluetooth units**

## Factory Default

You can reset the equipment settings back to the factory defaults, so that the following data is initialized and information related to privacy is deleted. Information related to service and license is not deleted and the machine adjustment values are not cleared by initialization.

### Note

If jobs remain, the equipment cannot be reset. Be sure to delete all the remaining jobs before executing the factory default reset.

Categories	Items	Contents
Settings	MFP settings	Items that can be set by users
	Network settings	Items that can be set by users
	Security settings	Items that can be set by users
Information	Logs	Job logs (print, scan, fax transmission, and fax reception)
		Message log
		Application log
		Image log
		Syslog (Syslog files)
	Session information	EWB (Embedded Web Browser) cookie, and history
Certificates	Device certificates, client certificates, and CA certificates * Certificates included by default are not deleted.	
Stored data	User information	
	Role information	
	Group information	
	Department information	
	Project codes	
	Counters	User counter
		Department counter
	Address book	
	Templates	
	Home data	
	Applications	The installed applications are deleted.
Others	Files created when the function is executed	Export data files
		Clone data file

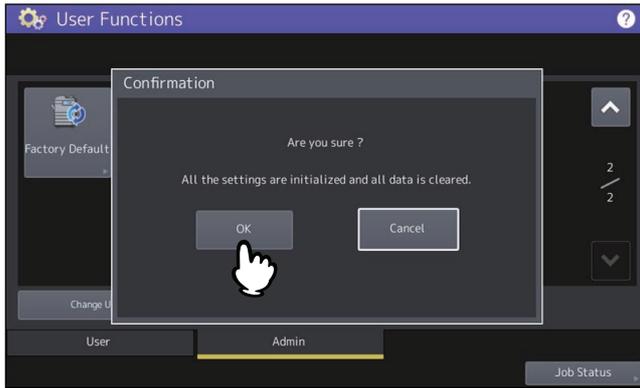
### Tip

For instructions on how to display the Factory Default screen, see the reference below:

 P.35 "Accessing the Admin Menu"

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## 1 On the Confirmation screen of the Factory Default screen, press [OK].



The initialization begins.

### Note

- If you want to back up the setting data and user data before initialization, use the cloning function to create clone files. For details of the cloning function, see the reference below:  
📖 P.62 "Creating or installing clone files"
- When the initialization fails, the message "The process failed." will be displayed. In this case, press [Close], and perform the operation again.

## 2 Press [OK] to reboot the equipment.

## USB Cable Print

You can set the USB cable print function.

Item name	Description
USB Printing	Set whether to enable or disable USB cable printing.
USB Cable Print Mode	<p>Select the mode used for printing via a USB connection.</p> <ul style="list-style-type: none"><li data-bbox="432 371 916 405">• <b>IPP Over USB</b> — Normally use this mode.</li></ul> <p><b>Tip</b></p> <p>Select this item to print using the AirPrint function.</p> <ul style="list-style-type: none"><li data-bbox="432 533 1461 609">• <b>Legacy USB (Win)</b> — Use this mode when you are already using our MFPs and give priority to the compatibility with them.</li></ul>

## Drawer

---

You can set the method for specifying the paper size for drawers and type of drawers.

<b>Item name</b>	<b>Description</b>
Paper Size Setting	You can set whether the user can specify the paper size for drawers.
Envelope Drawer *	You can set the type of drawer. Normally it is detected automatically.

\* This function is not available for some models.

## Custom Size Scan

---

You can set custom sizes of originals for scanning.

Item name	Description
Custom Size Registration	You can select custom sizes to register or delete them.
Custom Size Registration by User	You can select whether or not to allow users to register custom sizes.
Entry	You can register a name and size (length and width) of custom size scan.
Delete	You can select the registered custom size and delete it.

## Change User Password

---

When the MFP Local Authentication function is used, administrators can change the authentication password assigned for each user in case it is forgotten.

Item name	Description
User Name	Enter the user name for which the password is to be changed.
New Password	Enter the new password.
Retype New Password	Enter the new password again.

### Note

[Change User Password] is available only when the MFP Local Authentication function is enabled. This function can be enabled from TopAccess administrator mode. For details, see the reference below:

**TopAccess - [Administration] - [Security] Item List - Authentication settings - Setting up User Authentication Setting**

### Tip

For instructions on how to display the Change User Password screen, see the reference below:

 P.35 "Accessing the Admin Menu"

## 802.1X Settings

You can make settings for IEEE 802.1X authentication that will apply to wired networks.

This equipment supports the following authentication methods:

- EAP-MSCHAP v2
- EAP-MD5
- EAP-TLS
- PEAP

The following protocols are available for inner authentication:

- EAP-MSCHAP v2

- EAP-TTLS

The following protocols are available for inner authentication:

- PAP
- CHAP
- EAP-MSCHAP v2
- EAP-MD5

To enable IEEE 802.1X authentication, you must install certificates in this equipment as required, using TopAccess. The certificates that must be installed are as follows.

Authentication Method	Inner Authentication Method	CA Certificate	User Certificate
EAP-MSCHAP v2	-	-	-
EAP-MD5	-	-	-
EAP-TLS	-	Necessary <sup>*1</sup>	Necessary <sup>*2</sup>
PEAP	EAP-MSCHAP v2	Necessary <sup>*1</sup>	-
EAP-TTLS	PAP	Necessary <sup>*1</sup>	-
	CHAP	Necessary <sup>*1</sup>	-
	EAP-MD5	Necessary <sup>*1</sup>	-
	EAP-MSCHAP v2	Necessary <sup>*1</sup>	-

\*1 The CA certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.

\*2 The user certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.

### Tip

- For instructions on how to install certificates, see the reference below:  
**TopAccess - Functional Setups - Installing Certificates**
- For instructions on how to display the WIRED 802.1X Settings screen, see the reference below:  
 P.35 “Accessing the Admin Menu”

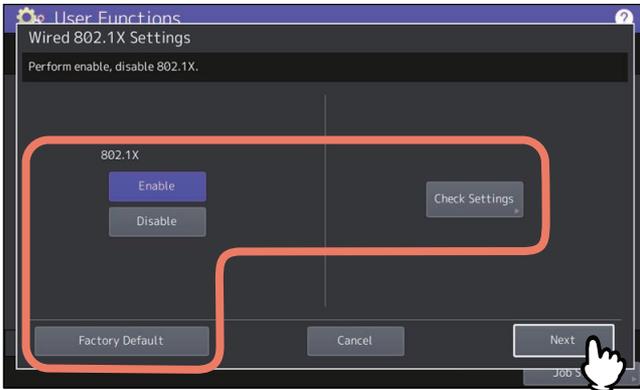
### Note

The following error messages may be displayed on the touch panel.

Message	Cause
[802.1X] Auth Server/Switch couldn't be contacted	<ul style="list-style-type: none"> <li>• The RADIUS server service is stopped.</li> <li>• Configuration for the RADIUS server is not correct.</li> <li>• The IEEE 802.1X switch has problem.</li> </ul>
[802.1X] Authentication failed	<ul style="list-style-type: none"> <li>• The user name or password that the user entered is not correct.</li> <li>• The certificates uploaded are wrong.</li> </ul>

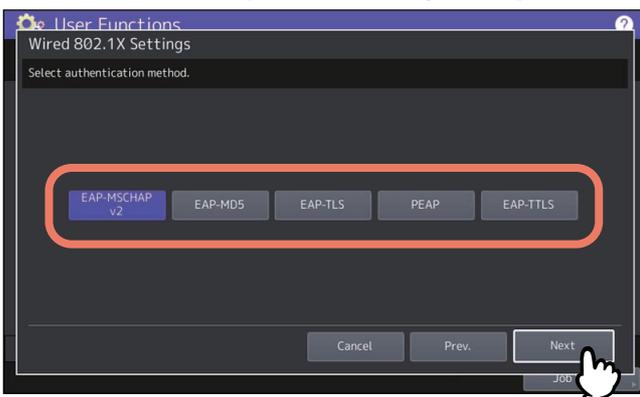
Message	Cause
Certificate verification Failure	<ul style="list-style-type: none"> <li>• A CA certificate is not installed in the equipment.</li> <li>• The installed CA certificate is not valid.</li> <li>• The server certificate is invalid.</li> </ul>

**1 On the Wired 802.1X Settings screen, specify the following items as required and press [Next].**



Item name	Description
802.1X	<ul style="list-style-type: none"> <li>• <b>Enable</b> — Press this button to use IEEE 802.1X authentication.</li> <li>• <b>Disable</b> — Press this button to disable IEEE 802.1X authentication.</li> </ul> <p><b>Tip</b></p> <p>When changing IEEE802.1X authentication from [Enable] to [Disable], press [Next], and on the “Confirm the following settings” screen that appears, press [Apply Now] to complete the setting.</p>
Check Settings	<p>Press this button to confirm the options currently selected.</p> <p><b>Note</b></p> <p>[Check Settings] is available when you selected [Enable] for 802.1X.</p>
Factory Default	<p>Press this button to reset the IEEE802.1X settings back to the factory defaults.</p>

**2 Proceed with the operation that you require.**

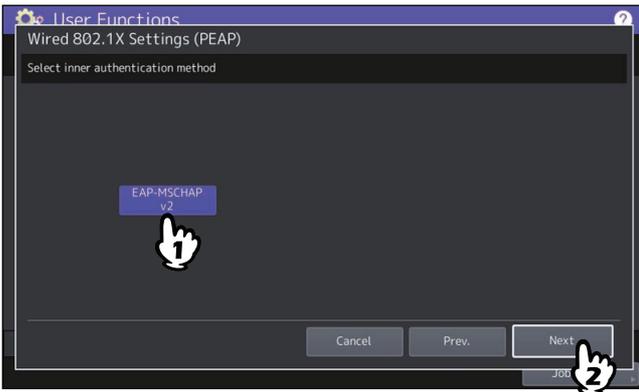


If you selected [EAP-MSCHAP v2], [EAP-MD5] or [EAP-TLS], proceed to step 4.

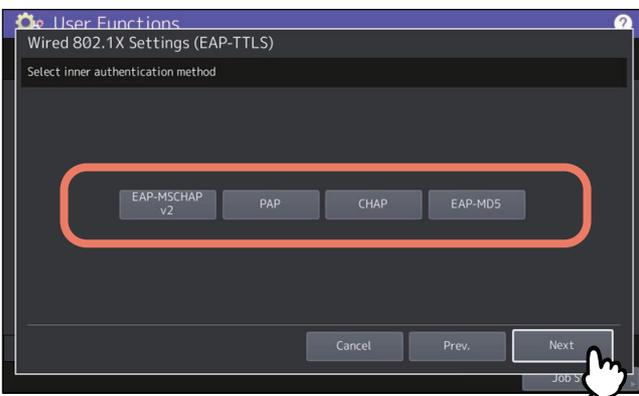
### 3 Select the inner authentication method and press [Next].

Selecting inner authentication method is necessary only when you selected [PEAP] or [EAP-TTLS] in step 2.

- When you selected [PEAP]:

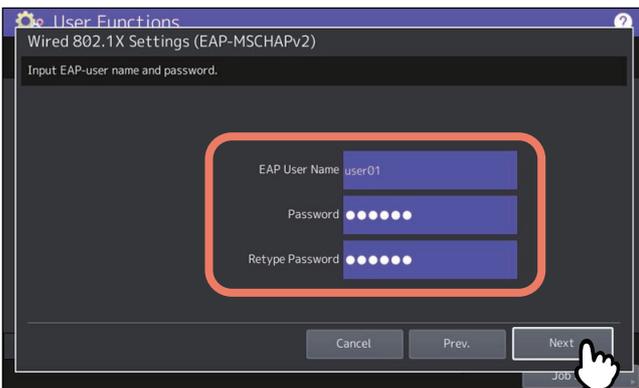


- When you selected [EAP-TTLS]:

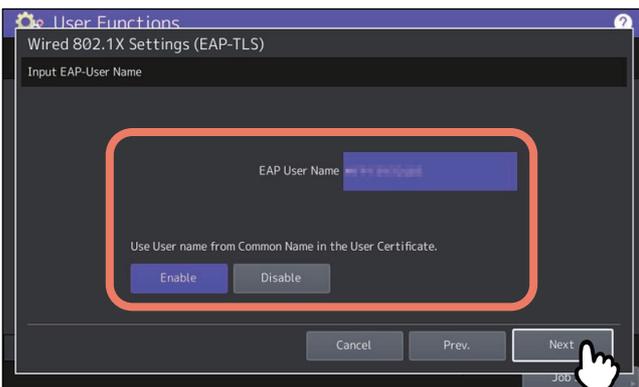


### 4 Specify the following items as required and press [Next].

- When you selected other than [EAP-TLS]:

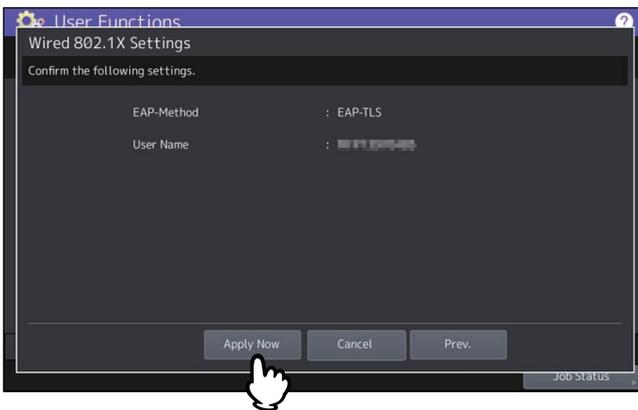


- When you selected [EAP-TLS]:



Item name	Description
EAP User Name	Enter the EAP user name.
Password	Enter the authentication password.
Retype Password	Enter the authentication password again.
Use User name from Common Name in the User Certificate	To set the common name in the user certificate installed in this equipment as EAP user name, press [Enable].  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>Note</b>            If you set this item to [Enable], you will not be able to enter [EAP User Name].         </div>

**5 Confirm the settings and press [Apply Now].**



“Network Initializing” is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears when the setting is complete.

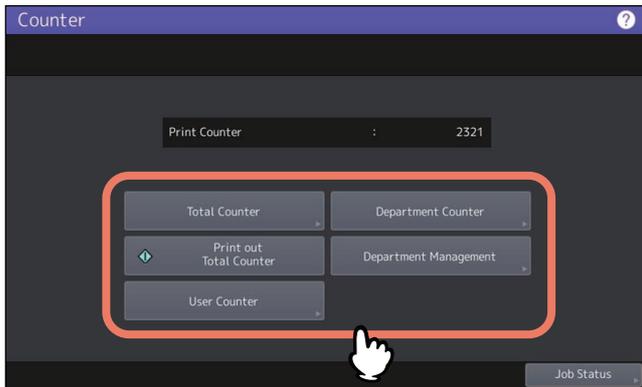
## MANAGING COUNTERS (COUNTER MENU)

<b>Accessing the Counter Menu</b> .....	<b>136</b>
<b>Total Counter</b> .....	<b>137</b>
Displaying print counter .....	137
Displaying scan counter .....	138
Displaying OCR counter .....	138
<b>Print Out Total Counter</b> .....	<b>139</b>
<b>Department Counter</b> .....	<b>140</b>
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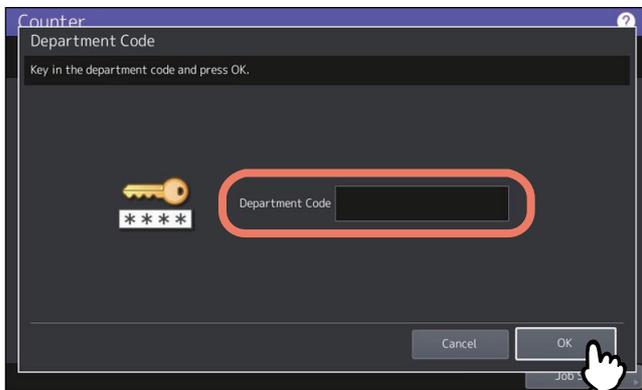
## Accessing the Counter Menu

Follow the steps below to access the Counter menu.

- 1 Press [Counter] on the Home screen to access the Counter menu and press the button with which you want to check the counter value.**



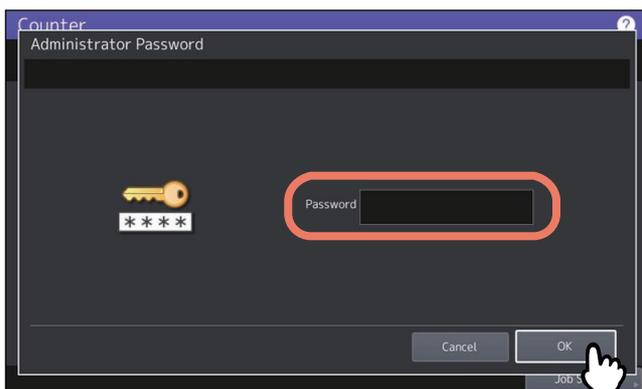
- 2 To access the [Department Counter], enter the department code and press [OK].**



- 3 To access the [Department Management], enter the administrator password and press [OK].**

### Tip

If the administrator password has not been changed before, enter the default administrator password “123456”.



The Counter screen contains the following buttons. For details of each button, see the corresponding references.

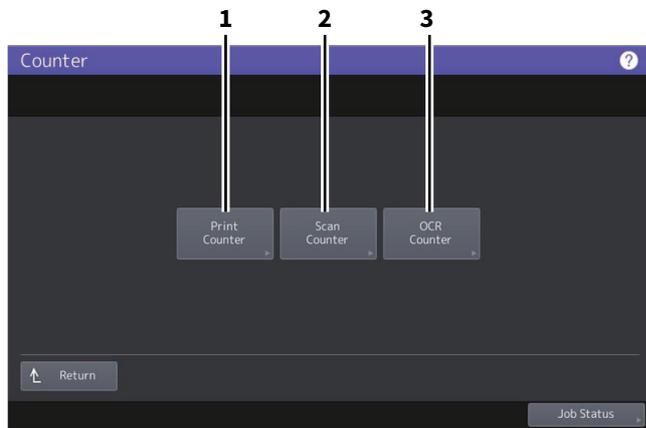
- P.137 “Total Counter”
- P.139 “Print Out Total Counter”
- P.140 “Department Counter”
- P.142 “Department Management”
- P.151 “User Counter”

# Total Counter

This menu allows you to display and confirm the following total counters:

**Tip**

For instructions on how to display the Counter menu, see the reference below:  
 📖 P.136 “Accessing the Counter Menu”



	Item Name	Description
1	Print Counter	📖 P.137 “Displaying print counter”
2	Scan Counter	📖 P.138 “Displaying scan counter”
3	OCR Counter	📖 P.138 “Displaying OCR counter”

**Note**

The total counters cannot be cleared.

## ■ Displaying print counter

This counter displays the total number of sheets output by this equipment. The print counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of sheets printed by copy jobs.
Fax Counter	Indicates the number of sheets printed by fax receptions.
Printer Counter	Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
List Counter	Indicates the number of sheets printed by system page print jobs.

**Note**

The displayed items differ between the color print models and the other ones.

---

## ■ Displaying scan counter

This counter displays the total number of originals scanned by this equipment. The scan counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of originals scanned by copy jobs.
Fax Counter	Indicates the number of originals scanned by fax and Internet Fax transmissions.
Network Counter	Indicates the number of originals scanned by scan jobs.

### Note

The displayed items differ between the color print models and the other ones.

## ■ Displaying OCR counter

This counter displays the total number of originals to which an OCR process has been performed in this equipment. The OCR Counter counts up when the following operations are performed.

- Scanned or fax reception images and output files at the E-mail transmission are stored in any of the following formats when the OCR function is available.

PDF	DOCX
Slim PDF	XLSX
PDF/A	PPTX

- The contents of the barcode are output by enabling the barcode scanning function.

## Print Out Total Counter

---

This menu allows you to print Total Counter List.

- When the Department Management function is disabled, TOTAL COUNTER LIST is printed.
- When the Department Management function is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press [OK] to print TOTAL COUNTER LIST.

### Tip

For instructions on how to display the Counter menu, see the reference below:

 P.136 “Accessing the Counter Menu”

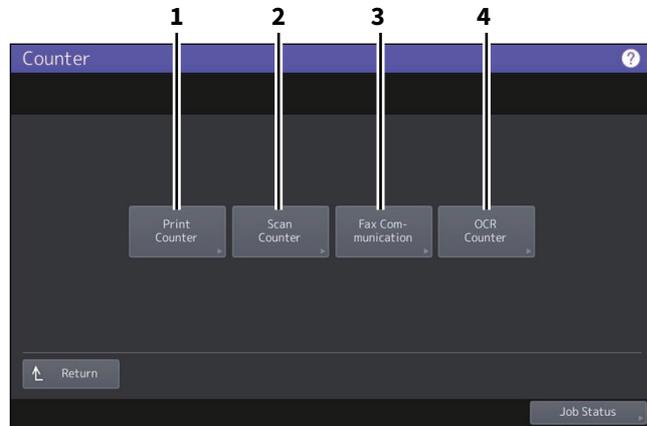
## Department Counter

This menu allows you to display and check the counters below for each department.

### Note

The department counter is available only when this equipment has been managed using the Department Management function.

📖 P.145 “Editing department codes”



	Item Name	Description
1	Print Counter	📖 P.140 “Displaying print counter for department code”
2	Scan Counter	📖 P.141 “Displaying scan counter for department code”
3	Fax Communication	📖 P.141 “Displaying fax communications counter for department code”
4	OCR Counter	📖 P.141 “Displaying OCR counter for department code”

### Tip

- For instructions on how to display the Counter menu, see the reference below:  
📖 P.136 “Accessing the Counter Menu”
- An administrator password is required.
- The Department Management function set on copy/fax/printer/scan/list counter for department code can be disabled individually. For details, see the reference below:  
**TopAccess - [Administration] - [Security] Item List - Authentication settings - Setting up Department Setting**

## ■ Displaying print counter for department code

This counter allows you to display the value of the print counter for each department code. The print counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of sheets printed by copy jobs.
Fax Counter	Indicates the number of sheets printed by polling jobs.
Printer Counter	Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
List Counter	Indicates the number of sheets printed by system page print jobs.

### Note

The displayed items differ between the color print models and the other ones.

## ■ Displaying scan counter for department code

This counter allows you to display the value of the scan counter for each department code. The scan counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of originals scanned by copy jobs.
Fax Counter	Indicates the number of originals scanned by fax and Internet Fax transmissions.
Network Counter	Indicates the number of originals scanned by scan jobs.

## ■ Displaying fax communications counter for department code

This counter allows you to display the value of the Fax and Internet Fax transmission and reception counter for each department code. The fax communication counter contains the following counters:

Item Name	Description
Transmit	Indicates the number of pages sent by Fax transmissions.
Reception	Indicates the number of pages received by polling jobs.

## ■ Displaying OCR counter for department code

This counter displays the total number of originals to which an OCR process has been performed in this equipment for each department. The OCR Counter counts up when the following operations are performed.

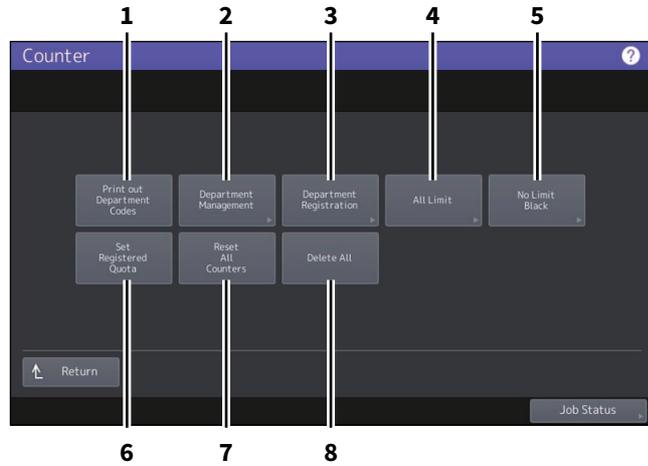
- Scanned or fax reception images and output file at the E-mail transmission are stored in any of the following formats when the OCR function is available.

PDF	DOCX
Slim PDF	XLSX
PDF/A	PPTX

- The contents of the barcode are output by enabling the barcode scanning function.

## Department Management

You can define department codes to control the quantity of copy, print, scan, and facsimile pages printed by each department code. You can register up to 1000 department codes. To manage the department codes, you must know the administrator password for this equipment. For this reason, it is recommended that this task be performed only by an authorized administrator.



	Item Name	Description
1	Print out Department Codes	P.142 “Printing the department code list”
2	Department Management	P.143 “Enabling department codes”
3	Department Registration	P.143 “Registering, Changing or Deleting department codes”
4	All Limit	P.149 “Setting output limitations for all departments”
5	No Limit Black	P.149 “Setting the No Limit Black function”
6	Set Registered Quota	P.149 “Setting the registered quota”
7	Reset All Counters	P.150 “Resetting all department counters”
8	Delete All	P.150 “Deleting all department codes”

### Note

- If the User Management function is enabled and you log in using a user name with Account Manager privileges, you are not required to enter the administrator password to display the Department Management menu.
- Menus other than [Department Management] and [Department Registration] will be available after you register a department code and enable the Department Management function.
- [No Limit Black] is available only for color models.

### Tip

- For instructions on how to display the Counter menu, see the reference below:  
 P.136 “Accessing the Counter Menu”
- An administrator password is required.

## ■ Printing the department code list

You can print out the department code list and counters for each department code. On the Department Management menu screen, press [Print Out Department Codes].

### Tip

For instructions on how to display the Department Management menu screen, see the reference below:  
 P.136 “Accessing the Counter Menu”

## ■ Enabling department codes

Initially, the Department Management function is disabled. If you want to manage the counters separately by department codes, you must enable this function. When the Department Management function is enabled, the department code input screen will be displayed at the time of accessing the copy, scan, fax, and e-Filing operation screens to manage the operations for each department code. In addition, print jobs ordered from computers are also managed for each department code.

For details of the counters that can be individually managed by department codes, see the reference below:

📖 P.140 “Department Counter”

### Note

- [Department Management] will be available after one or more department codes are registered. Before enabling the Department Management function, register the required department codes.  
📖 P.143 “Registering, Changing or Deleting department codes”
- When the print jobs from computers are also managed by department, using TopAccess, you can specify whether to require the input of department code at printing or allow printing even if the department code has not been entered. For instructions on how to set the Department Code Enforcement, see the reference below:  
**TopAccess - [Administration] - [Security] Item List - Authentication settings - Setting up Department Setting**
- The Department Management function does not support Web Services Scan. Web Services Scan jobs performed when this function is enabled are always counted as “Undefined” Department Name.

### Tip

For instructions on how to display the Department Management menu screen, see the reference below:

📖 P.136 “Accessing the Counter Menu”

## ■ Registering, Changing or Deleting department codes

- You can register new department codes and set the quota of the department code as required.  
📖 P.143 “Registering a new department code”
- You can edit or delete an existing department code.  
📖 P.145 “Editing department codes”  
📖 P.147 “Deleting department codes”
- You can reset the counters for the specified department code.  
📖 P.148 “Resetting the counters for each department”

## □ Registering a new department code

### Note

The Department Management function must be enabled after one or more department codes are registered.

📖 P.143 “Enabling department codes”

### 1 On the Department Management menu screen, press [Department Registration].

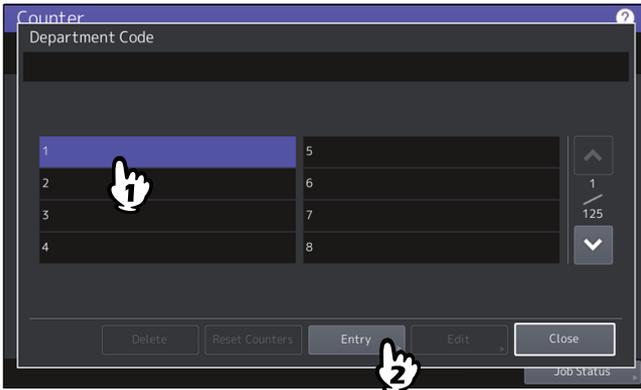
The Department Code screen is displayed.

### Tip

For instructions on how to display the Department Management menu screen, see the reference below:

📖 P.136 “Accessing the Counter Menu”

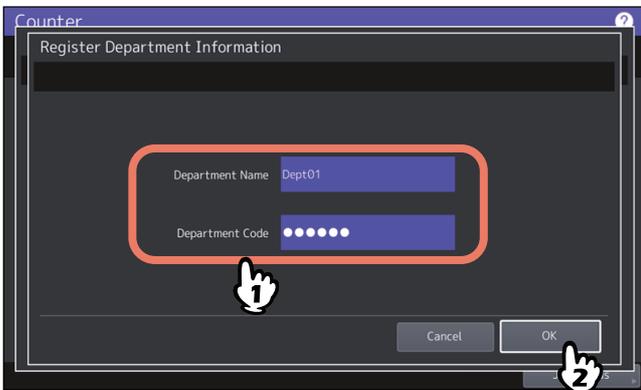
**2 Press an undefined button to create a new department, and then [Entry].**



**Tip**

If the touch panel does not display an undefined department code, press  to display the next page.

**3 Enter the department name and department code, and then press [OK].**

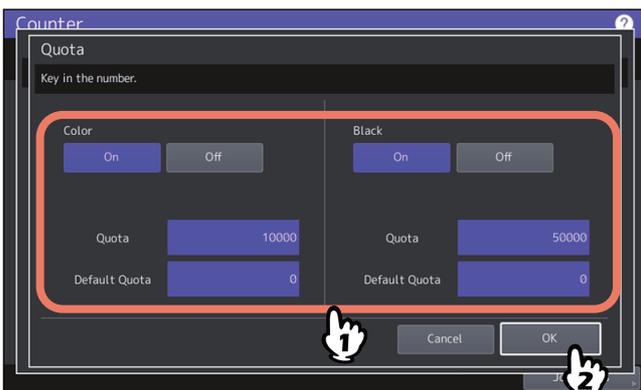


**Tip**

You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, "-", "\_", and "."

**4 Set the quota of the department code as required, and press [OK].**



Item name	Description
Quota Management	<p>Quota management is enabled or disabled by pressing [On] or [Off]. To enable it, press [On] and set the quota and the default quota value. (In color print models, set the color and the black quota respectively.)</p> <ul style="list-style-type: none"> <li>• <b>Quota</b> — Displays the remaining number of available copies/prints for this department code. The number entered in the [Default Quota] box is subtracted every time a copy/print is performed. Copy/print is restricted when it reaches “0”. When a new department code is registered, the number entered in the [Default Quota] box is displayed in this box. You can manually change the number displayed in this box to a desired value.</li> <li>• <b>Default Quota</b> — Enter the initial quota for this department code. You can enter up to “99,999,999”.</li> </ul>

**Note**

When the remaining number of available copies/prints becomes “0” during printing, a few copies that exceed the quota may be printed and counted because the equipment cannot stop the job immediately.

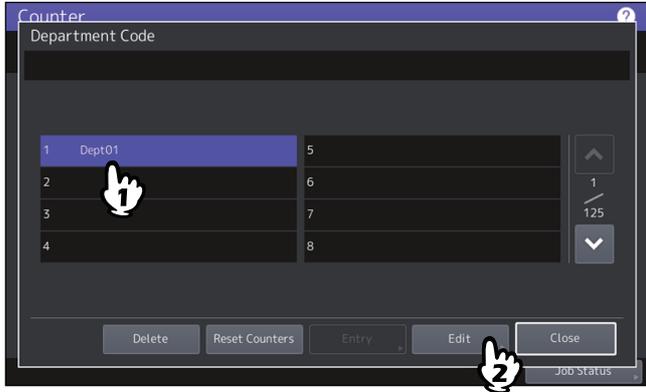
**Editing department codes**

- 1 On the Department Management menu screen, press [Department Registration].**  
The Department Code screen is displayed.

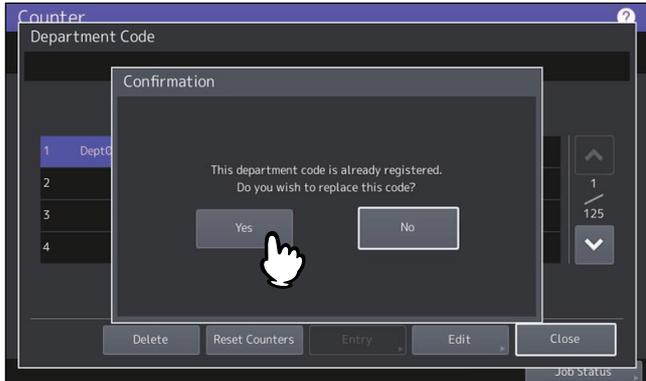
**Tip**

For instructions on how to display the Department Management menu screen, see the reference below:  
 P.136 “Accessing the Counter Menu”

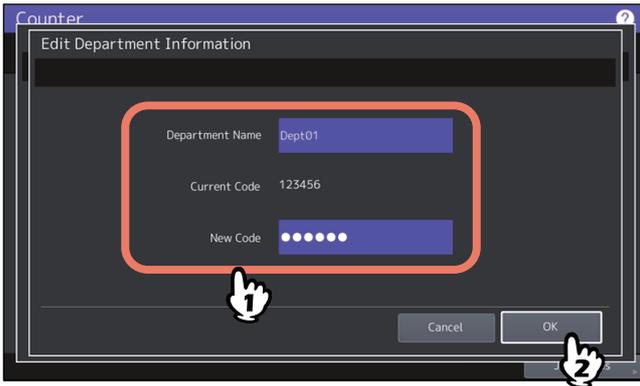
- 2 Press the department button that you want to edit, and then [Edit].**



- 3 Press [Yes].**



**4 Enter the department name and new code, and then press [OK].**

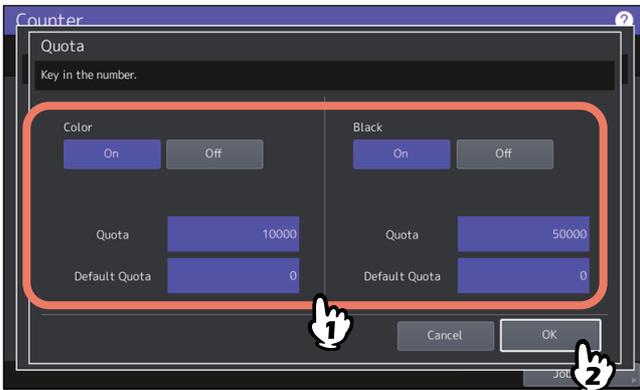


**Tip**

You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, “-”, “\_”, and “.”

**5 Set the quota of the department code as required, and press [OK].**



For the description of each item, see step 7 in the following operation:

P.143 “Registering, Changing or Deleting department codes”

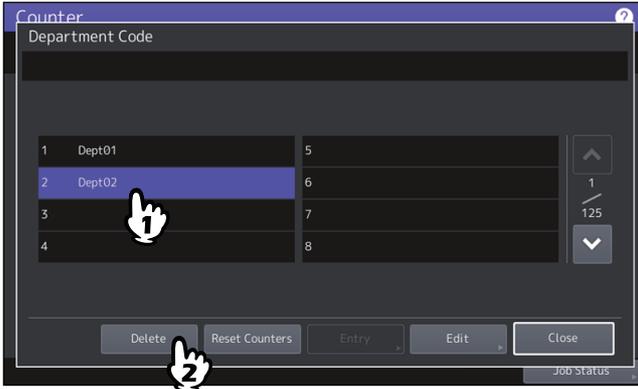
## ❑ Deleting department codes

- 1 On the Department Management menu screen, press [Department Registration].**  
The Department Code screen is displayed.

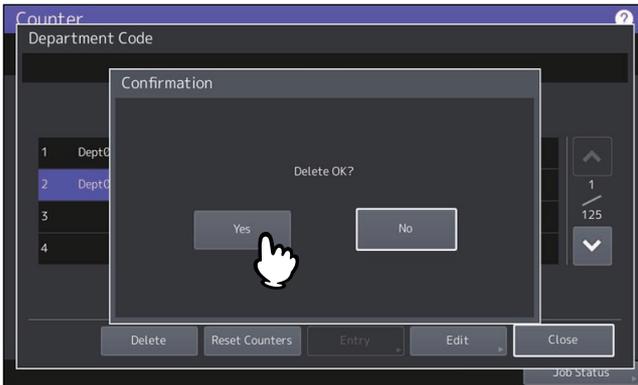
**Tip**

For instructions on how to display the Department Management menu screen, see the reference below:  
 P.136 “Accessing the Counter Menu”

- 2 Press the department button that you want to delete, and then [Delete].**



- 3 Press [Yes].**



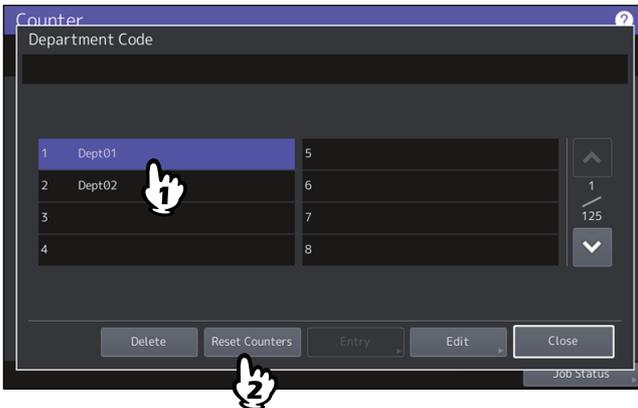
## ❑ Resetting the counters for each department

- 1 On the Department Management menu screen, press [Department Registration].**  
The Department Code screen is displayed.

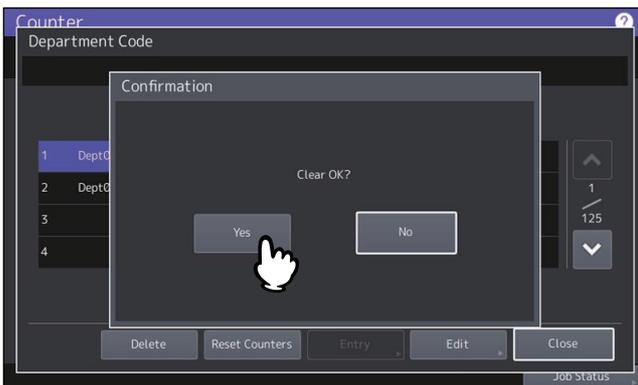
### Tip

For instructions on how to display the Department Management menu screen, see the reference below:  
 P.136 “Accessing the Counter Menu”

- 2 Press the department button whose counters you want to reset, and then [Reset Counters].**



- 3 Press [Yes].**



## ■ Setting output limitations for all departments

You can set output limitations for all departments in a single operation. When you select [On], output will be disabled for all departments. When you select [Off], unlimited outputs will be allowed for all departments.

Item Name	Description
Color	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the color output.</li> <li>• <b>Off</b> — Press this button to disable the color output.</li> </ul>
Black	<ul style="list-style-type: none"> <li>• <b>On</b> — Press this button to enable the black output.</li> <li>• <b>Off</b> — Press this button to disable the black output.</li> </ul>

### Note

- The All Limit function cannot be set for the color print models when the No Limit Black function is enabled. For details, see the reference below:  
[P.149 “Setting the No Limit Black function”](#)
- Applying the setting may take some time depending on the number of registered department codes.

### Tip

- When you select [On] in this operation, the quota settings for all department codes are set to “0”. If you want to change the quota settings for each department code, perform the settings individually for each code.  
[P.136 “Accessing the Counter Menu”](#)
- In color print models, set the color and the black output limitations respectively.
- When you press [OK], the setting is saved. “Wait” is displayed on the touch panel until it is applied.
- When you select [On] in this operation, the quota settings for all department codes are set to “0”. If you want to change the quota settings for each department code, perform the settings individually for each code.  
[P.145 “Editing department codes”](#)

## ■ Setting the No Limit Black function

“No Limit Black” is the function for allowing users to perform black and white copying/printing without entering a department code. When you want to only control color outputs for each department code, enable this function to allow users to perform unlimited black and white copies/prints on the equipment. When you enable it, the equipment will not count the number of black and white copies/prints for each department code. This option is available only for color print models.

### Tip

- For instructions on how to display the Department Management menu screen, see the reference below:  
[P.136 “Accessing the Counter Menu”](#)
- When User Management function is enabled, the No Limit Black function cannot be enabled.

## ■ Setting the registered quota

You can return the copy and print quotas for all departments to the default ones in a single operation.

### Tip

For instructions on how to display the Department Management menu screen, see the reference below:  
[P.136 “Accessing the Counter Menu”](#)

---

## ■ Resetting all department counters

You can clear all department counters.

### Note

This operation clears only the department counters. You cannot clear the total counter.

### Tip

For instructions on how to display the Department Management menu screen, see the reference below:

 P.136 “Accessing the Counter Menu”

## ■ Deleting all department codes

You can delete all registered department codes.

### Tip

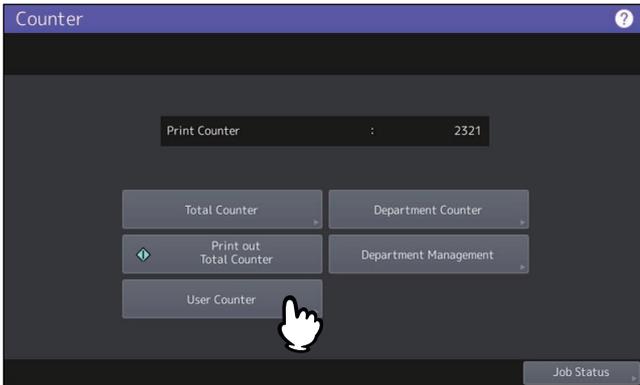
For instructions on how to display the Department Management menu screen, see the reference below:

 P.136 “Accessing the Counter Menu”

# User Counter

When the user authentication of this equipment is enabled, the counter of each user can be displayed.

- 1 Press [Counter] on the Home screen to access the Counter menu.**
- 2 Press [User Counter].**



- 3 Enter the user name and password.**



## Icons displayed on the Counter menu

---

The following icons are displayed on the Counter menu.

Icon	Description
	Displays when an internal storage device has been added.
	Displays when a data overwriting function is enabled in an MFP with an internal storage device added.
	Displays when an internal storage device with security supported has been added.
	Displays when an internal storage device with security or FIPS supported has been added.
	Displays when TPM is enabled.  P.111 “Setting TPM”
	Displays when the anti-malware function is enabled.  P.112 “Setting antimalware”

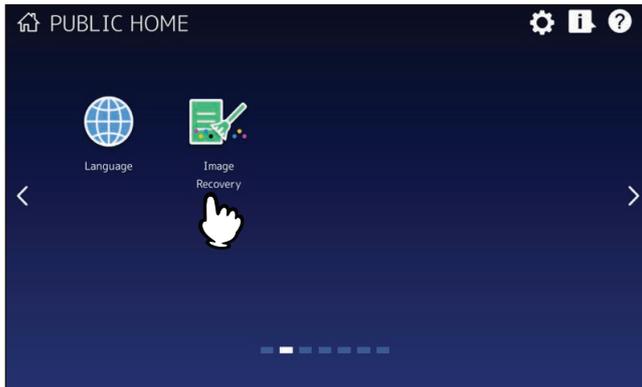
## **SOLVING IMAGE PROBLEMS (IMAGE RECOVERY MENU)**

<b>Accessing the Image Recovery Menu .....</b>	<b>154</b>
<b>Cleaning .....</b>	<b>155</b>
<b>Calibration .....</b>	<b>156</b>
<b>Color Registration .....</b>	<b>157</b>
<b>Density Unevenness Correction .....</b>	<b>158</b>

# Accessing the Image Recovery Menu

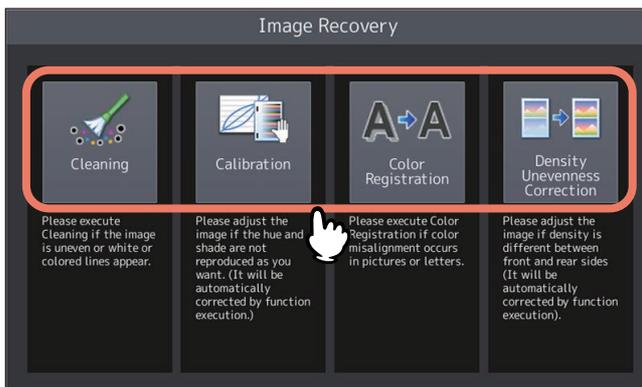
Follow the steps below to access the Image Recovery menu.

## 1 Press [Image Recovery] on the Home screen to access the Image Recovery menu.



## 2 Press the following buttons to solve image problems.

-  P.155 “Cleaning”
-  P.156 “Calibration”
-  P.157 “Color Registration”
-  P.158 “Density Unevenness Correction”



## Cleaning

---

This button plays back the movie that shows how to clean the equipment. Clean by following the instructions displayed on the screen. Once you finished cleaning according to the procedure, press [X] on the screen.

## Calibration

---

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine. Calibrate by following the on-screen instructions.

## Color Registration

---

When color deviation occurs, you can align the position of each color. On the Color Registration screen, press [Yes] to start the registration.

Tip

This function is available only for some models.

## Density Unevenness Correction

---

When you copy or print documents, there might be difference in representation density between the front and back sides on the same surface of paper. The correction value is not applied to monochrome copies (except when “Photo” or “Grayscale” is selected for the original mode on the color models) and 1,200 dpi printouts.

### 1 Press [Correction].

#### Tip

To reset the correction value to a default, select [Default] and press [Yes]. After the current value is automatically initialized, you go back to the first screen.

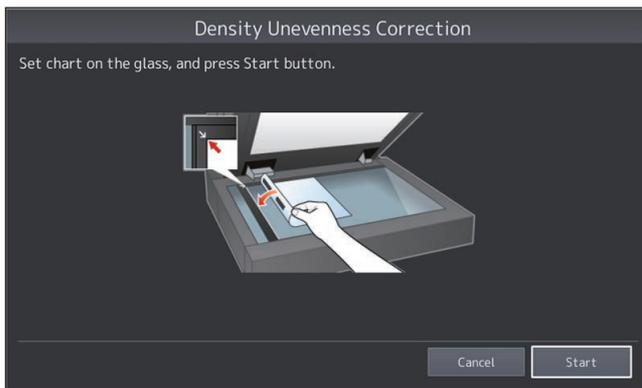
### 2 Press [Yes] to print a chart for density correction.

A sheet of A4/LT size paper is loaded and the chart is printed on it. If A4/LT size of paper cannot be loaded, a message appears on the screen. Place a sheet of A4/LT size paper on the bypass tray and press [OK].

#### Note

- Depending on the machine setting, the department authentication screen might appear. Enter the department code and press [OK] to continue the operation.
- Depending on the machine setting, the chart cannot be printed because of empty print quota. If the message appears on the screen, press [OK] to cancel the operation.

### 3 Place the printed chart face down on the glass, so that the two black blocks are situated on the left side.



### 4 Press [Start] or the [START] button on the control panel.

When scanning is finished, the correction value is stored and the operation is complete.

#### Note

If the chart cannot be scanned properly, a message appears on the screen. Place the chart properly on the glass and redo scanning.

## APPENDIX

<b>Home Screen Settings</b> .....	<b>160</b>
<b>Inputting Characters</b> .....	<b>162</b>
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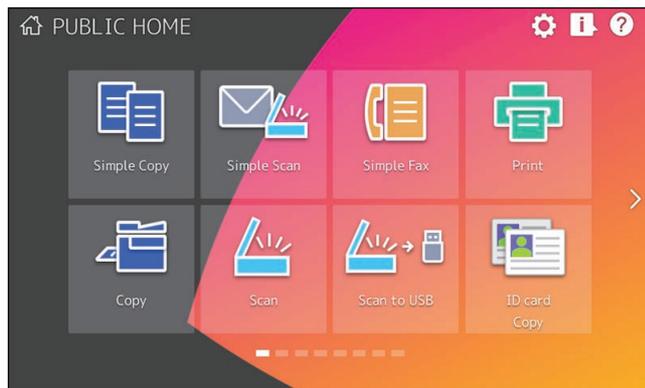
## Home Screen Settings

When you press the Home Setting button  placed on the upper right corner, the setting screen is displayed. You can customize the Home screen by adding buttons for the functions to be used in it and letting a favorite image to be displayed in the background.

When the User Management function is not used, the settings of the Home screen common for all users can be changed. (The administrator privilege is required.) When the User Management function is used, the settings of the Home screen for the user who is being logged in can be changed in the initial setting.

Item name	Description
Button Contents	<p>You can add/remove/edit/arrange the buttons. The functions to add to the buttons can be selected from the below.</p> <ul style="list-style-type: none"> <li>• Create Folder</li> <li>• Register From Job History</li> <li>• Register From URL List</li> <li>• Register From Recommendation</li> <li>• Register From Function List</li> <li>• Register From Home Screen</li> <li>• Register From Application List</li> </ul> <p>Besides the functions, the job settings can also be registered as buttons. For details, see the reference below: <b>Template - REGISTERING JOB SETTINGS ONTO THE HOME SCREEN</b></p>
Theme	You can select the theme. The theme is a set of settings for the background image, title bar and the transparency and size of the buttons.
Font	You can change the font size and font color.
Background Image	You can change the background image.
Button Size	You can change the button size.
Transparency	You can set the transparency of the title bar and buttons on the Home screen.
Edit Background Image	<p>You can import the original background images, from the USB device, export them to the USB device. You can also delete the background images. The supported image file is as follows:</p> <ul style="list-style-type: none"> <li>• Image size: 1024 pixels (horizontal) x 600 pixels (vertical) (recommended size)</li> <li>• File format: PNG (24 bit)</li> <li>• File size: 1.5 MB or less</li> </ul>
Edit Icon Image	<p>You can import the original icon images, from the USB device, export them to the USB device. You can also delete the icon images. The supported image file is as follows:</p> <ul style="list-style-type: none"> <li>• Image size: 193 pixels (horizontal) x 128 pixels (vertical)</li> <li>• File format: PNG (24 bit)</li> <li>• File size: 50 KB or less</li> </ul>
Default Home Screen	You can set the initial conditions of the Home screen.
Home Screen Initializing	You can initialize the Home screen. When initialization is performed, the contents of Default Home Screen are displayed.

## Example



If you want to change the settings other than the above of the Home screen, contact your service technician or representative.

### Note

You acknowledge and agree that you are solely responsible for any content and/or any type of materials, information or communications which you provide to transmit or display through the User Interface ("Your Content"). You further acknowledge and agree that Toshiba Tec Corporation and/or Toshiba Tec Group affiliated companies are not responsible to you or any third party in connection with use of Your Content, for any damages, losses, costs or expenses arising out of: (i) infringement, violation, or misappropriation of any third-party right, including any copyright, trademark, patent, trade secret, moral right, privacy right, right of publicity, or any other intellectual property or proprietary right, or (ii) slander, defame, libel, or invasion of the right of privacy, publicity or other property rights of any other person.

# Inputting Characters

Whenever a character string or fax number needs to be entered, an on-screen keyboard is displayed.

**Note**

This equipment supports special characters of European languages.

## ■ On-screen keyboard



Item name	Description
Basic	Press this to access the basic keys.
Symbol	Press this to access the symbol keys.
Other	Press this to access the special keys.
Custom	Press this to show the custom keyboard that facilitates typing the fixed expressions and E-mail addresses in the entry box.  <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Tip</div> The custom keyboard needs to be set up via TopAccess. For details, see the reference below: <b>TopAccess - [Administration] - [Maintenance] Item List - Languages settings - Custom Keyboard Setting</b>
Caps Lock	Press this to switch capital letters and small letters.
Shift	Press this to enter capital letters.
Space	Press this to enter a space.
← →	Press these to move the cursor.
Clear	Press this to delete all characters entered.
Close	Press this to close the on-screen keyboard.
Back Space	Press this to delete the character before the cursor.

## External keyboard

Connecting a commercially available USB keyboard to the USB port on the equipment allows you to enter characters from the USB keyboard. Also, you can use the Bluetooth keyboard by connecting it to the equipment. When using an external keyboard, select the layout of the connected keyboard before using it.

 P.69 “Changing the keyboard settings”

For Bluetooth settings, see the reference below:

 P.124 “Bluetooth Settings”

**Note**

There is no guarantee that all keyboards will function properly.

## On-screen numeric keypad

When a fax number needs to be entered, the following screen is displayed.

Press [Pause] to enter “-”. One “-” in a fax number adds a three-second pause to the dialing of the number.



## List Print

### ■ NIC configuration page

You can print the NIC configuration page from the Admin menu. Refer to the following for each printed item and its description.

Interface	Network Interface
Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
Network Composition	Shows the composition of the selected networks.
LAN Standard	The network type
Connector	The connector type
Network Mode	The network mode
Novell Network Information	
Print Server Name	The Novell printer name of this equipment
Password Defined	Shows whether the password is defined.
Search Root	The search root setting of this equipment
Directory Services Tree	The NDS tree setting of this equipment
Directory Service Context	The NDS context setting of this equipment
Scan Rate	The scan rate setting of this equipment
Frame Type	The frame type setting of this equipment
TCP/IP Network Information for IPv4	
Address Mode	The TCP/IP address mode of this equipment
IP Address	The IP address of this equipment
Subnet Mask	The subnet mask of this equipment
Default Gateway	The default gateway of this equipment
Primary DNS Server	The primary DNS server address of this equipment
DNS Name	The DNS name of this equipment
Host Name	The host name of this equipment
Primary WINS Server	The primary WINS server address of this equipment
NetBIOS Name	The NetBIOS name of this equipment
IPP Network Information	
IPP without SSL/TLS	URL for the IPP printing
IPP with SSL/TLS	URL for the IPP printing with SSL/TLS
Novell Connection Information	
File System Server Name	The NetWare file system server name to which this equipment is connected
Queue Name	The NetWare queue name to which this equipment is connected
Raw Socket Connection Information	
Port Number	The port number for the RAW printing
Wireless LAN Information <sup>*1</sup>	
SSID	SSID of the equipment
Wi-Fi Direct Information <sup>*1</sup>	

MAC Address	MAC address of the equipment
IP Address	IP address of the equipment
Subnet Mask	Subnet mask of the equipment
SSID	SSID of the equipment
Group Owner	Shows whether the Group Owner is enabled.
TCP/IP Network Information for IPv6	
LLMNR	The LLMNR (Linklocal Multicast Name Resolution) protocol setting
Link Local Address	The link local address of this equipment
Address Mode	The IPv6 address mode
IP Address	The IPv6 address of this equipment
Prefix Length	The prefix length of the IPv6 address
Default Gateway	The default gateway address of this equipment
Primary IPv6 DNS Server	The primary IPv6 DNS server address
Secondary IPv6 DNS Server	The secondary IPv6 DNS server address

\*1 Printed only when the Wireless LAN/Bluetooth Module is installed.

## ■ FUNCTION LIST (Administrator)

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed in an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function.

### □ GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
DRAWER - DRAWER 1	Shows the paper size for drawer 1.	YES
DRAWER - DRAWER 2	Shows the paper size for drawer 2.	YES
DRAWER - DRAWER 3 <sup>*1</sup>	Shows the paper size for drawer 3.	YES
DRAWER - DRAWER 4 <sup>*2</sup>	Shows the paper size for drawer 4.	YES
DRAWER - LARGE CAPACITY FEEDER <sup>*3</sup>	Shows the paper size for the large capacity feeder.	YES
DRAWER - EXTERNAL LARGE CAPACITY FEEDER <sup>*4</sup>	Shows the paper size for the external large capacity feeder.	YES
DRAWER - ADDITIONAL EXTERNAL LCF <sup>*5</sup>	Shows the paper size for the additional external large capacity feeder.	YES
PAPER SIZE SETTING - DRAWER 1	Shows whether the change of paper size for drawer 1 is allowed.	NO
PAPER SIZE SETTING - DRAWER 2	Shows whether the change of paper size for drawer 2 is allowed.	NO
PAPER SIZE SETTING - DRAWER 3 <sup>*1</sup>	Shows whether the change of paper size for drawer 3 is allowed.	NO
PAPER SIZE SETTING - DRAWER 4 <sup>*2</sup>	Shows whether the change of paper size for drawer 4 is allowed.	NO
ENVELOPE DRAWER - DRAWER 2	Shows the drawer type of drawer 2.	NO
ENVELOPE DRAWER - DRAWER 3 <sup>*1</sup>	Shows the drawer type of drawer 3.	NO
ENVELOPE DRAWER - DRAWER 4 <sup>*2</sup>	Shows the drawer type of drawer 4.	NO
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the default screen.	YES
ENERGY SAVER - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
ENERGY SAVER - ENABLE WEEKLY TIMER	Shows whether or not to enable weekly timer.	NO
ENERGY SAVER - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
ENERGY SAVER - SLEEP TIMER	Shows the time to enter the sleep mode (in minutes).	NO
ENERGY SAVER - SUPER SLEEP	Shows whether the super sleep mode is enabled or disabled.	NO
ENERGY SAVER - SLEEP MODE <sup>*6</sup>	Shows the POWER OFF, AUTO, or SLEEP mode.	NO
ENERGY SAVER - RECOVERY SETTING - PRESS BUTTON	Shows whether to enable the recovery by press the buttons on the control panel.	NO

Function	Description	User
ENERGY SAVER - RECOVERY SETTING - DOCUMENT DETECTION	Shows whether to enable the recovery by detecting documents for copying and scanning.	NO
ENERGY SAVER - MOTION SENSOR - ENABLE MOTION SENSOR *6	Shows the operation status of the motion sensor: ENABLE (Screen ON), ENABLE (Screen OFF), or DISABLE.	NO
ENERGY SAVER - MOTION SENSOR - CARD READER RESPONSE MODE *6	Shows the response mode when the card reader has been attached: ECO-MODE or NORMAL-MODE.	NO
ENERGY SAVER - MOTION SENSOR - STANDBY MARGIN *6	Shows the standby time (seconds) for the changeover to the super sleep mode.	NO
DAYLIGHT SAVINGS TIME - ENABLE DAYLIGHT SAVINGS TIME	Shows whether the daylight savings time is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - OFFSET	Shows the offset (time difference) from the local standard time.	NO
DAYLIGHT SAVINGS TIME - START DATE/END DATE	Shows the date and time to start and end the daylight savings time.	NO
DATA CLONING FUNCTION	Shows whether the data cloning function is enabled or disabled.	NO
USER INFORMATION CLONING	Shows whether the User Information Cloning function is enabled or disabled.	NO
ADMINISTRATOR'S PASSWORD CLONING	Shows whether the Administrator's Password Cloning function is enabled or disabled.	NO
USB DIRECT PRINT	Shows whether the USB Direct Print function is enabled or disabled.	NO
FUNCTIONS - SAVE AS LOCAL STORAGE DEVICE	Shows whether the Save as Local Storage Device function is enabled or disabled.	NO
FUNCTIONS - E-FILING	Shows whether the e-Filing function is enabled or disabled.	NO
FUNCTIONS - EMAIL SEND	Shows whether the E-mail transmission is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTP	Shows whether the Save as FTP function is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTPS	Shows whether the Save as FTPS function is enabled or disabled.	NO
FUNCTIONS - SAVE TO USB MEDIA	Shows whether the Save to USB media function is enabled or disabled.	NO
FUNCTIONS - SAVE AS SMB	Shows whether the Save as SMB function is enabled or disabled.	NO
FUNCTIONS - SAVE AS NETWARE	Shows whether the Save as NetWare function is enabled or disabled.	NO
FUNCTIONS - INTERNET FAX SEND	Shows whether the Internet Fax transmission is enabled or disabled.	NO
FUNCTIONS - FAX SEND	Shows whether the fax transmission is enabled or disabled.	NO
FUNCTIONS - WEB SERVICES SCAN	Shows whether the Web Scan Service is enabled or disabled.	NO
FUNCTIONS - TWAIN SCANNING	Shows whether the TWAIN scanning function is enabled or disabled.	NO

<b>Function</b>	<b>Description</b>	<b>User</b>
FUNCTIONS - SCAN TO EXTERNAL CONTROLLER	Shows whether the scanning function to external controllers is enabled or disabled.	NO
FUNCTIONS - NETWORK FAX	Shows whether the network fax function is enabled or disabled.	NO
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
FUNCTIONS - BACKGROUND COPY	Shows whether the background copy function is enabled or disabled.	NO
FUNCTIONS - BACKGROUND SCAN	Shows whether the background scan function is enabled or disabled.	NO
LONG FILE NAME SETTING - LONG FILE NAME EXPRESSION (DISPLAY)	Shows the display setting of long file name.	NO
JOB CONTROL - ENABLE JOB SKIP CONTROL	Shows whether the Job Skip Control is enabled or disabled.	NO
JOB CONTROL - JOB INTERRUPT CONTROL	Shows whether to interrupt the processing job with another job.	NO
JOB CONTROL - JOB SKIP IMMEDIATELY	Shows whether to skip jobs immediately.	NO
JOB CONTROL - BEHAVIOR AFTER RECOVERING SUSPENDED CAUSE	Shows the operation after clearing the cause of the suspension.	NO
JOB CONTROL - RESTART ONLY IF OWNER LOGS IN	Shows whether only the log-in job owner can restart the skipped jobs.	NO
JOB CONTROL - AUTO DELETE TIMER	Shows the time to delete the skipped jobs automatically.	NO
ADDRESS BOOK RESTRICTION BY ADMIN	Shows whether operations on the address book are restricted by the administrator authority.	NO
HARDCOPY SECURITY PRINTING - COPY INHIBITION	Shows whether to inhibit copying the document.	NO
HARDCOPY SECURITY PRINTING - SCAN INHIBITION	Shows whether to inhibit scanning the document.	NO
HARDCOPY SECURITY PRINTING - FAX INHIBITION	Shows whether to inhibit faxing the document.	NO
IDLE SCREEN SETTING	Shows whether the idle screen display is enabled.	NO
CONFIDENTIALLY SETTING - TARGET OF RESTRICTION	Shows the target job to be classified.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the document name is classified.	NO
CONFIDENTIALLY SETTING - USER NAME	Shows whether the user name is classified.	NO
CONFIDENTIALLY SETTING - TO	Shows whether the destination address is classified.	NO
CONFIDENTIALLY SETTING - FROM	Shows whether the sender's address is classified.	NO
CONFIDENTIALLY SETTING - AGENT	Shows the agent is classified.	NO
CONFIDENTIALLY SETTING - LOG DATA PRIVACY SETTING	Shows whether private user information is stored in the log data.	NO
CONFIDENTIALLY SETTING - SNMP DATA RESTRICTION	Shows whether the SNMP data restriction is enabled or disabled.	NO
SELF CHECK INTERVAL	Shows the interval for self check.	NO

Function	Description	User
POP-UP - DRAWER	Shows whether the drawer set pop-up is enabled or disabled.	NO
POP-UP - PAPER MISFEED RECOVERY	Shows whether the paper misfeed recovery pop-up is enabled or disabled.	NO
POP-UP - THICK PAPER SET	Shows whether the thick 1 set pop-up is enabled or disabled.	NO
HOME SETTING – DEFAULT HOME SCREEN SETTING	Shows the default setting of the Home screen.	NO
HOME SETTING – SYNC SETTING	Shows whether or not to synchronize the HOME screen.	NO
HOME SETTING – USE NETWORK SERVER FOR SYNC	Shows the network server for synchronization.	NO
HOME SETTING – USE MFP FOR SYNC	Shows the MFP for synchronization.	NO
HOME SETTING – ASSUME THIS MFP IS THE PRIMARY SERVER	Shows this MFP as the primary server.	NO
HOME SETTING – SERVER NAME	Shows the name of the server.	NO
HOME SETTING – PORT NUMBER	Shows the port number of the server.	NO
HOME SETTING – USER NAME	Shows the name of the user who accesses the server.	NO
HOME SETTING – ENABLE SSL/TLS	Shows whether or not to enable SSL/TLS.	NO
OCR SETTING - 1ST LANGUAGE	Shows 1st language used in OCR.	NO
OCR SETTING - 2ND LANGUAGE	Shows 2nd language used in OCR.	NO
OCR SETTING - AUTO ROTATION	Shows whether the auto rotation is enabled in OCR.	NO
OCR SETTING - XLSX SHEET COMPOSITION	Shows the xlsx sheet composition method.	NO
KEYBOARD SETTING - EXTERNAL KEYBOARD SETTING	Show the external keyboard setting.	NO
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON1	Shows the function assigned to programmable button 1.	YES
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON2	Shows the function assigned to programmable button 2.	YES
PANEL SETTING - DEFAULT SCREEN	Shows the setting of the default screen displayed after the MFP starts.	NO
STATUS MESSAGE - TONER NEAR EMPTY TRANSMIT	Shows the message for the toner near empty status.	NO
STATUS MESSAGE - PAPER EMPTY MESSAGE	Shows the message for the paper empty status.	NO
STATUS MESSAGE - LEFT DRAWER (LCF) PAPER EMPTY MESSAGE	Shows the message for the left drawer (LCF) empty status.	NO
STATUS MESSAGE - DISPLAY SETTING	Shows the display setting for the status message.	NO
STATUS MESSAGE - AUTO CLOSE TIME	Shows the auto close time for the status message.	NO
STATUS MESSAGE - DISPLAY POSITION	Shows the display position for the status message.	NO
STATUS MESSAGE - DISPLAY LEVEL	Shows the display level for the status message.	NO
SCANNER STREAKS REDUCTION	Shows whether to enable the scanner streaks reduction.	NO
REDUCTION LEVEL ORIGINAL GLASS	Shows the reduction level for the original glass.	NO

Function	Description	User
REDUCTION LEVEL DOCUMENT FEEDER	Shows the reduction level for the document feeder.	NO

\*1 "DRAWER 3" is printed only when Drawer 3 is installed.

\*2 "DRAWER 4" is printed only when Drawer 4 is installed.

\*3 "LARGE CAPACITY FEEDER" is printed only when the Large Capacity Feeder is installed.

\*4 "EXTERNAL LARGE CAPACITY FEEDER" is printed only when the External Large Capacity Feeder is installed.

\*5 "ADDITIONAL EXTERNAL LCF" is printed only when the Additional External Large Capacity Feeder is installed.

\*6 Not available for some models.

## **□ COPY**

Function	Description	User
EXPOSURE FOR COLOR * <sup>1</sup>	Shows the default exposure setting for color copies.	YES
EXPOSURE FOR BLACK * <sup>1</sup>	Shows the default exposure setting for black copies.	YES
EXPOSURE * <sup>2</sup>	Shows the default exposure setting for copies.	YES
COLOR MODE * <sup>1</sup>	Shows the default color mode for copies.	YES
BYPASS FEED	Shows the default paper type of the bypass feed.	YES
ORIGINAL MODE FOR COLOR * <sup>1</sup>	Shows the default original mode for color copies.	YES
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copies.	YES
ORIGINAL MODE FOR AUTO COLOR * <sup>1</sup>	Shows the default original mode for auto color copies.	YES
OMIT BLANK PAGE	Shows whether the Omit Blank Page function is enabled or disabled.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT * <sup>1</sup>	Shows the ACS adjustment level.	YES
DROP OUT LEVEL ADJUSTMENT	Shows the drop out adjustment level.	YES
2IN1/4IN1	Shows the default setting for 2IN1/4IN1 copying.	YES
MAGAZINE SORT	Shows the default setting for magazine sort copying.	YES
BOOK -> 2	Shows the default setting for 2-sided copying from a book-type original.	YES
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
DEFAULT MODE OF AUTO COLOR * <sup>1</sup>	Shows the default auto color mode for copies.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT)	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO

Function	Description	User
PRINT CONTINUATION AS PUNCH DUST FULL	Shows whether this equipment continues printing when punch dust becomes full.	NO
ORIGINAL OUTSIDE ERASE	Shows whether the original outside erase function is enabled or disabled.	NO
CENTERING COPY	Shows whether the centering copy function is enabled.	NO

\*1 Printed only for color models.

\*2 Printed only for monochromatic models.

## □ SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
B/W ADJUSTMENT IN ACS	Shows the default B/W resolution in ACS.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies when scanning a black original in auto color mode.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	YES
OMIT BLANK PAGE	Shows whether the Omit Blank Page function is enabled or disabled.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES
DROP OUT LEVEL ADJUSTMENT	Shows the drop out adjustment level.	YES
BOOK LAYOUT	Shows how to open the book-type originals (open from right or left) to scan two facing pages.	YES
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for gray scale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for gray scale scans.	YES
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for gray scale scans.	YES
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES

**☐ FAX**

<b>Function</b>	<b>Description</b>	<b>User</b>
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
FAX UNIT * <sup>1</sup>	Shows the model name if the FAX Unit is installed.	YES
2ND LINE FOR FAX UNIT * <sup>2</sup>	Shows the model name if the 2nd line for FAX Unit is installed.	YES
RESOLUTION	Shows the default resolution setting for a fax/ Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/ Internet Fax transmission.	YES
TX TYPE * <sup>1</sup>	Shows the default transmission type.	YES
TTI FOR G3	Shows whether the TTI is enabled or disabled.	YES
RTI FOR G3	Shows whether the RTI is enabled or disabled.	YES
ECM FOR G3 * <sup>1</sup>	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	YES
INITIAL SETUP - RINGER VOLUME * <sup>1</sup>	Shows the ringer volume setting.	NO
INITIAL SETUP - MONITOR VOLUME * <sup>1</sup>	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME * <sup>1</sup>	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE * <sup>1</sup>	Shows the default RX mode.	NO
INITIAL SETUP - CALL TIME * <sup>1</sup>	Shows the default call time.	NO
INITIAL SETUP - REMOTE RX * <sup>1</sup>	Shows whether the Remove RX is enabled or disabled.	NO
INITIAL SETUP - RX END TONE	Shows the default setting of the notification function which sounds an alarm when the fax reception is completed.	NO
INITIAL SETUP - TX END TONE	Shows the default setting of the notification function which sounds an alarm when the fax transmission is completed.	NO
INITIAL SETUP - LINE MONITOR	Shows the default setting of the notification function which sounds an alarm if the connection with the remote fax is made at the fax transmission.	NO
INITIAL SETUP - DIAL TYPE * <sup>1</sup>	Shows the dial type of line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2) * <sup>2</sup>	Shows the dial type of line 2.	NO
INITIAL SETUP - DIAL IN * <sup>1</sup>	Shows whether the Dial In function is enabled or disabled.	NO
INITIAL SETUP - FAX * <sup>1</sup>	Shows the fax number for the Dial In function.	NO
INITIAL SETUP - TEL * <sup>1</sup>	Shows the telephone number for the Dial In function.	NO
INITIAL SETUP - CALLER ID DISPLAY(LINE1)	Shows whether the Caller ID Display function is enabled or disabled for the line 1.	NO

Function	Description	User
INITIAL SETUP - CALLER ID DISPLAY(LINE2) *2	Shows whether the Caller ID Display function is enabled or disabled for the line 2.	NO
LINE-2 MODE *2	Shows the line 2 mode.	NO
LINE-2 MODE - START *2	Shows the start time to use Line 2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to LINE-2 MODE.	NO
LINE-2 MODE - END *2	Shows the end time to finish using Line 2 for receptions only. This applies only when "RX ONLY (TIMER)" is set to LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether reduction is enabled or disabled.	NO
RX PRINT - DUPLEX PRINT *1	Shows whether duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT *1	Shows whether rotate sort is enabled or disabled.	NO
RECOVERY TX *1	Shows whether recovery transmission is enabled or disabled.	NO
RECOVERY TX - STORED TIME *1	Shows how many hours a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT1 *2	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT2 *2	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
RECEIVED FORWARD SETTING FOR APPLICATION - ENABLE RECEIVED FORWARD	Shows whether the reuse of received faxes by applications is enabled or disabled.	NO
RECEIVED FORWARD SETTING FOR APPLICATION - BACKUP SETTING	Shows whether the backup of received faxes is enabled or disabled.	NO
SECURE RECEIVE - TIMER *1	Shows the time to enter the secure receive mode (ON time), and the time to exit the secure receive mode (OFF time) for each day (Sunday to Saturday).	NO
SECURE RECEIVE - ENABLE SECURE RECEIVE *1	Shows whether the secure receive is enabled or disabled.	NO
MULTI DESTINATIONS CONFIRMATION	Shows whether multi-destinations confirmation is enabled or disabled.	YES
TX SPEED LIMIT	Shows whether transmission speed limit is enabled or disabled.	YES
RX SPEED LIMIT - LINE1	Shows whether reception speed limit for 1st line is enabled or disabled.	YES
RX SPEED LIMIT - LINE2 *2	Shows whether reception speed limit for 2nd line is enabled or disabled.	YES
FROM NAME	Shows up to 20 fax sender's names as "FROM NAME".	YES

Function	Description	User
TERMINAL ID	Shows the terminal ID of this equipment.	NO
TERMINAL ID(LINE2)	Shows the terminal ID (Line2) of this equipment.	NO

\*1 These are printed only when the FAX Unit is installed.

\*2 These are printed only when the FAX Unit and 2nd Line for FAX Unit are installed.

## E-FILING

Function	Description	User
PRINTING IMAGE MODE *1	Shows the default printing image mode.	YES

\*1 Printed only for color models.

## BIP PRINTING

Function	Description	User
PAPER SIZE	Shows the paper size for printing images with the Bluetooth BIP profile.	YES
PRINT SIZE	Shows the print size for printing images with the Bluetooth BIP profile.	YES

## FILE

Function	Description	User
MAINTENANCE	Shows whether storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is stored. This applies only when the maintenance function is enabled.	NO

## E-MAIL

Function	Description	User
MAIL FRAGMENTATION	Shows how to fragment an e-mail with scanned files for transmission.	NO
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to the size split transmission of an e-mail.	NO
MAXIMUM SIZE OF PAGE SPLIT MESSAGE (MB)	Shows the maximum fragment message size that applies to the page split transmission of an e-mail.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an e-mail transmission.	NO
FROM NAME	Shows the sender's name that applies to an e-mail transmission.	NO
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an e-mail when it has previously failed.	NO
RETRY INTERVAL	Shows the interval of an e-mail transmission.	NO

Function	Description	User
BCC ADDRESS DISPLAY	Shows whether Bcc address display is enabled or disabled.	NO
EDITING OF SUBJECT	Shows whether the editing of the e-mail subject is enabled or disabled.	NO
ADD THE DATE AND TIME TO THE SUBJECT	Shows whether the adding of the date and time to the e-mail subject is enabled or disabled.	NO
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO
URL TRANSMISSION SETTINGS - URL TRANSMISSION	Shows whether URL transmission is enabled or disabled.	NO
URL TRANSMISSION SETTINGS - THRESHOLD TO SEND ATTACHED FILE	Shows the file size to be available for switching the file attachment to URL transmission when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - PRESERVATION PERIOD FOR DOWNLOAD FILE	Shows the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - SEARCH INTERVAL TO DELETE THE EXPIRED DOWNLOAD FILE	Shows the interval for monitoring the expiration of the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - HOST NAME FORMAT IN URL	Shows the host name format in URL when URL transmission is enabled.	NO

## INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment page size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
TO/BCC DESTINATION	Shows the destination setting of an Internet Fax transmission.	NO
TTI	Shows whether TTI is enabled.	YES
RTI	Shows whether RTI is enabled.	YES
FROM ADDRESS	Shows the sender's e-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an Internet Fax when it has previously failed.	NO
RETRY INTERVAL	Shows the interval of an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO

## □ REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed in a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed in a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the conditions for printing a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the conditions for printing a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the conditions for printing a multi transmission report.	NO
COMM. REPORT - POLLING	Shows the conditions for printing a polling report.	NO
COMM. REPORT - RELAY ORIGINATOR	Shows the conditions for printing a relay originator report.	NO
COMM. REPORT - RELAY STATION	Shows the conditions for printing a relay station report.	NO
COMM. REPORT - RELAY DESTINATION	Shows the conditions for printing a relay destination report.	NO
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO
OUTPUT SETTING - PRINT	Shows the output format of communication report.	NO
OUTPUT SETTING - FILE	Shows the output format of communication report.	NO
OUTPUT SETTING - EMAIL	Shows the output format of communication report.	NO

## □ PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION *1	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
ENFORCEMENT CONTINUE OF ILLEGAL PAPER *1	Shows whether the Enforcement Continue of Illegal Paper function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT) *1	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY *1	Shows whether this equipment suspends printing when stapler empty occurs.	NO

Function	Description	User
PRINT CONTINUATION AS PUNCH DUST FULL *1	Shows whether this equipment continues printing when the punch dust bin becomes full.	NO

\*1 Not available for some models.

**❑ WIRED 802.1X SETTING**

Function	Description	User
ENABLE 802.1X	Shows whether the wired 802.1X authentication is enabled or disabled.	NO
EAP-METHOD	Shows the current EAP-method.	NO

**❑ WIRELESS SETTINGS \*1**

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

\*1 Printed only when the Wireless LAN/Bluetooth Module is installed.

**❑ BLUETOOTH SETTINGS \*1**

Function	Description	User
Bluetooth	Shows whether the Bluetooth function is enabled or disabled.	NO
Bluetooth NAME	Shows the Bluetooth name.	NO
DEVICE ADDRESS	Shows the Bluetooth address.	NO
ALLOW DISCOVERY	Shows whether allowing discovery by Bluetooth devices is enabled or disabled.	NO
SECURITY	Shows whether the communication protection with PIN code is enabled or disabled.	NO
REQUIRED PIN	Shows the PIN code.	NO
DATA ENCRYPTION	Shows whether the encryption of communication is enabled or disabled.	NO

\*1 Printed only when the Wireless LAN/Bluetooth Module is installed.

**❑ NETWORK SETTING**

Function	Description	User
NETWORK COMPOSITION	Shows the composition of the selected networks.	NO

## NETWORK SETTING - GENERAL PRODUCT - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

## NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
HOST NAME	Shows the TCP/IP address mode.	NO
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

## NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO

Function	Description	User
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY 1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY 2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY 3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY 4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY 5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY 6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY 7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

**☐ NETWORK SETTING - NETWORK - IPX/SPX**

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

## NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ATTRIBUTE 1	Shows the name of the schema corresponding to the LDAP server configuration.	NO
ATTRIBUTE 2	Shows the name of the schema corresponding to the LDAP server configuration.	NO
SEARCH METHOD	Shows search conditions for LDAP searching.	NO

## NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO
PRIMARY DNS SERVER ADDRESS (IPv6)	Shows the primary DNS server IPv6 address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS (IPv6)	Shows the secondary DNS server IPv6 address if it has been set.	NO

## NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO
SECURITY METHOD	Shows the security method of this equipment.	NO
PRIMARY LOGIN NAME	Shows the primary log-in name if GSS-TSIG is selected for the security method.	NO
SECONDARY LOGIN NAME	Shows the secondary log-in name if GSS-TSIG is selected for the security method.	NO

## NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
SMB 1.0 SUPPORT FOR SERVER	Shows whether the SMB 1.0 support for server is enabled or disabled.	NO
SMB 1.0 SUPPORT FOR CLIENT	Shows whether the SMB 1.0 support for client is enabled or disabled.	NO
RESTRICTION	Shows whether or not the print share/file share functions are restricted.	NO

Function	Description	User
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the log-on setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO
GUEST LOGON	Shows whether guests can log on to the SMB server.	NO
USER NAME	Shows the user names of the guests who can log on to the SMB server.	NO
AUTHENTICATION OF SMB CLIENT	Shows the authentication method of SMB client.	NO
HOST ANN TX IN SUPER SLEEP MODE	Shows whether the host announcement during super sleep mode is transmitted.	NO
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

## NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
PREFERRED FILE SERVER	Shows the name of the preferred file server.	NO

## NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO
CHROME OS PRINT	Shows whether the Chrome OS print is enabled or disabled.	NO

## NETWORK SETTING - SESSION - SLP SESSION

Function	Description	User
ENABLE SLP	Shows whether SLP (Service Location Protocol) is enabled or disabled.	NO
TTL	Shows TTL (Time To Live, a scope in the network that provides SLP service).	NO
SCOPE	Shows the scope for specifying the groups that provide SLP services.	NO

## NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL/TLS	Shows whether the SSL/TLS for the HTTP network service is enabled or disabled.	NO
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number for the HTTP network service.	NO

## NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of the SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO

Function	Description	User
PORT NUMBER	Shows the port number to be used for sending an e-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL/TLS	Shows whether the SSL/TLS for the SMTP client is enabled or disabled.	NO
SSL/TLS	Shows the protocol used for SSL/TLS.	NO

**□ NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE**

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving Internet Faxes using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether offramp print is enabled or disabled.	NO
E-MAIL ADDRESS	Shows the e-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

**□ NETWORK SETTING - NETWORK SERVICE - IP SECURITY SERVICE**

Function	Description	User
ENABLE IP SECURITY	Shows whether the IP security function is enabled or disabled.	NO
POLICY NAME	Shows the policy name used for the IP security function.	NO

**□ NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE**

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO
SCAN RATE	Shows the scan rate to check the POP3 server for new messages (in minutes).	NO
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO

Function	Description	User
ENABLE SSL/TLS	Shows whether the SSL/TLS for the POP3 network service is enabled or disabled.	NO
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number to be used for accessing the POP3 server.	NO

#### **❑ NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE**

Function	Description	User
SSL/TLS SETTING	Shows the status of the FTP SSL/TLS setting.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using FTP.	NO

#### **❑ NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE**

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL/TLS	Shows whether SSL/TLS for the FTP network service is enabled or disabled.	NO
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number to be used for accessing the FTP server.	NO

#### **❑ NETWORK SETTING - NETWORK SERVICE - WEB SERVICES SETTING**

Function	Description	User
ENABLE SSL/TLS	Shows whether SSL/TLS for Web Services is enabled or disabled.	NO
FRIENDLY NAME	Shows the display name of this equipment.	NO
WEB SERVICES PRINTER	Shows whether Web Service print is enabled or disabled.	NO
PRINTER NAME	Shows the printer name of this equipment.	NO
PRINTER INFORMATION	Shows the printer information of this equipment.	NO
WEB SERVICES SCANNER	Shows whether Web Service scan is enabled or disabled.	NO
SCANNER NAME	Shows the scanner name of this equipment.	NO
SCANNER INFORMATION	Shows the scanner information of this equipment.	NO
AUTHENTICATION FOR PC INITIATED SCAN	Shows the authentication setting when this equipment receives jobs.	NO

**❑ NETWORK SETTING - NETWORK SERVICE - SYSLOG SETTING**

Function	Description	User
ENABLE SYSLOG	Shows whether syslog is transmitted.	NO
SERVER IP ADDRESS	Shows the IP address of syslog server.	NO
PORT NUMBER	Shows the port number which syslog server uses.	NO
PROTOCOL	Shows the communication protocol.	NO
ENABLE SSL/TLS	Shows whether SSL/TLS is used.	NO
SEVERITY - ERROR	Shows the error in the syslog.	NO
SEVERITY - WARNING	Shows the warning in the syslog.	NO
SEVERITY - INFORMATION	Shows the information in the syslog.	NO
FACILITY - SECURITY/AUTHORIZATION	Shows the security/authorization in the syslog.	NO
FACILITY - LOCAL USE0	Shows the local use0 in the syslog.	NO
FACILITY - LOCAL USE1 (JOB LOG)	Shows the local use1 (job log) in the syslog.	NO

**❑ NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE**

Function	Description	User
ENABLE SNMP	Shows whether SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE SNMP V3	Shows whether the SNMP V3 is enabled or disabled.	NO
ENABLE SNMP V3 TRAP	Shows whether the SNMP V3 trap is enabled or disabled.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that has been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

**❑ NETWORK SETTING - NETWORK SERVICE - SNTP SERVICE**

Function	Description	User
ENABLE SNTP	Shows whether SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO

Function	Description	User
NTP AUTHENTICATION	Shows whether the NTP authentication is enabled or disabled.	NO

#### NETWORK SETTING - NETWORK SERVICE - TELNET SERVICE

Function	Description	User
ENABLE TELNET	Shows whether the TELNET service is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for the TELNET service.	NO
USER NAME	Shows the user name for the TELNET service.	NO

#### NETWORK SETTING - NETWORK SERVICE - FILTERING

Function	Description	User
ENABLE IP FILTERING	Shows whether the IP filtering is enabled or disabled.	NO
ENABLE MAC ADDRESS FILTERING	Shows whether the MAC address filtering is enabled or disabled.	NO

#### NETWORK SETTING - NETWORK SERVICE - SSL/TLS SETTING

Function	Description	User
TLS VERSIONS	Shows whether TLS 1.2 and TLS 1.3 are enabled or disabled.	NO
CIPHER SETTINGS FOR TLS 1.2 - KEY EXCHANGES	Shows whether ECDHE, DHE, and RSA are enabled or disabled.	NO
CIPHER SETTINGS FOR TLS 1.2 - ENCRYPTION ALGORITHMS	Shows whether AES256-GCM, AES128-GCM, AES256, and AES128 are enabled or disabled.	NO
CIPHER SETTINGS FOR TLS 1.2 - HASH ALGORITHMS	Shows whether SHA384, SHA256, and SHA1 are enabled or disabled.	NO

#### NETWORK SETTING - GENERAL PRODUCT (SECONDARY) - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

#### NETWORK SETTING - NETWORK (SECONDARY) - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

## ❑ NETWORK SETTING - NETWORK (SECONDARY) - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY 1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY 2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY 3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY 4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY 5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY 6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY 7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO

Function	Description	User
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

#### **❑ NETWORK SETTING - SESSION (SECONDARY) - DNS SESSION**

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO
PRIMARY DNS SERVER ADDRESS (IPv6)	Shows the primary DNS server IPv6 address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS (IPv6)	Shows the secondary DNS server IPv6 address if it has been set.	NO

#### **❑ NETWORK SETTING - SESSION (SECONDARY) - BONJOUR SESSION**

Function	Description	User
ENABLE BONJOUR	Shows whether Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

#### **❑ NETWORK SETTING - NETWORK SERVICE (SECONDARY) - SNMP NETWORK SERVICE**

Function	Description	User
ENABLE SNMP	Shows whether SNMP is enabled or disabled.	NO

#### **❑ NETWORK SETTING - NETWORK SERVICE (SECONDARY) - FILTERING**

Function	Description	User
ENABLE IP FILTERING	Shows whether the IP filtering is enabled or disabled.	NO
ENABLE MAC ADDRESS FILTERING	Shows whether the MAC address filtering is enabled or disabled.	NO

#### **❑ NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT**

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

## ❑ NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether a banner will be printed for each LPR print job.	NO

## ❑ NETWORK SETTING - PRINT SERVICE SETTING - MULTI STATION PRINT \*1

Function	Description	User
ENABLE MULTI STATION PRINT	Shows whether multi station print is enabled.	NO
DOCUMENT EXPIRED TIME	Shows the period for the document is stored.	NO
NUMBER OF DISPLAY JOB	Shows the number of job displayed.	NO
SORT ORDER	Shows the order for display.	NO
PRINT ORDER	Shows the order for printing.	NO
ENABLE PRINTED JOBS	Shows whether the printing of printed jobs is enabled.	NO
CONNECTION SETTING - PORT NUMBER	Shows the port number for the multi station print.	NO
CONNECTION SETTING - ENABLE SSL/TLS	Shows whether SSL/TLS is enabled or disabled.	NO
CONNECTION SETTING - AUTHENTICATION	Shows whether the SSL/TLS authentication is enabled or disabled.	NO
CONNECTION SETTING - USER NAME	Shows the user names for the multi station print.	NO
CONNECTION MFP1 to 10	Shows the connected MFP 1 to 10.	NO
GROUP CONNECTION ENABLE	Shows whether the Group Connection function is enabled or disabled.	NO
OWN GROUP NAME	Shows the name of the group to which the equipment belongs.	NO
CONNECTION GROUP1 to 9 - GROUP NAME	Shows the name of the group 1 - 9.	NO
CONNECTION GROUP1 to 9 - PRIMARY IP ADDRESS / HOST NAME	Shows the primary address/host name of the group 1 - 9.	NO
CONNECTION GROUP1 to 9 - SECONDARY IP ADDRESS / HOST NAME	Shows the secondary address/host name of the group 1 - 9.	NO

\*1 Printed only when the Multi Station option is installed.

## ❑ NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO

Function	Description	User
ENABLE SSL/TLS	Shows whether SSL/TLS for IPP printing is enabled or disabled.	NO
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number to be used for IPP printing.	NO
SSL/TLS URL	Shows the SSL/TLS URL for IPP printing.	NO
PIN PRINT	Shows whether PIN print for IPP printing is enabled or disabled.	NO

#### NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO

#### NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
PRINT SERVER NAME	Shows the print server name of this equipment.	NO
PASSWORD	Shows the password for the NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

#### NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for e-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for e-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received e-mail print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an e-mail error report will be printed or not.	NO
ENABLE E-MAIL ERROR FORWARD	Shows whether an e-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the e-mail address to which an e-mail error message will be sent if it is to be set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an e-mail job that is partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait to receive data for a partial e-mail job before printing (in seconds).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

**❑ NETWORK SETTING - PRINT SERVICE SETTING - USB CABLE PRINT**

Function	Description	User
USB CABLE PRINT	Shows whether the USB cable print is enabled or disabled.	NO
USB CABLE PRINT MODE	Shows the mode for USB cable printing.	NO

**❑ PRINT DATA CONVERTER**

Function	Description	User
ENABLE PRINT DATA CONVERTER	Shows whether the Print Data Converter is enabled or disabled.	NO

**❑ OFF DEVICE CUSTOMIZATION ARCHITECTURE**

Function	Description	User
SOAP - ENABLE PORT	Shows whether the port is enabled or disabled.	NO
SOAP - PORT NUMBER	Shows the port number.	NO
SOAP - ENABLE SSL/TLS	Shows whether SSL/TLS is enabled or disabled.	NO
SOAP - SSL/TLS PORT NUMBER	Shows the SSL/TLS port number.	NO
SOAP - SESSION TIMEOUT	Shows the session timeout period.	NO
REST - ENABLE PORT	Shows whether the port is enabled or disabled.	NO
REST - PORT NUMBER	Shows the port number.	NO
REST - ENABLE SSL/TLS	Shows whether SSL/TLS is enabled or disabled.	NO
REST - SSL/TLS PORT NUMBER	Shows the SSL/TLS port number.	NO
REST - SESSION TIMEOUT	Shows the session timeout period.	NO

**❑ SECURITY SETTING - AUTHENTICATION - DEPARTMENT SETTING**

Function	Description	User
DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
DEPARTMENT CODE - COPY	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT CODE - FAX	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT CODE - PRINT	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT CODE - SCAN	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT CODE - LIST	Shows whether the department code management (list) is enabled or disabled.	NO
DEPARTMENT CODE - USER FUNCTIONS	Shows whether the department code management (user function) is enabled or disabled.	NO
DEPARTMENT CODE - EWB	Shows whether the department code management (EWB) is enabled or disabled.	NO

Function	Description	User
REQUIRE DEPARTMENT NUMBER IN USER REGISTRATION	Shows whether the department number is required or not for user registration.	NO
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO

## **❑ SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING**

Function	Description	User
USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION	Shows whether the user authentication according to function is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - COPY	Shows whether the user authentication (copy) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - FAX	Shows whether the user authentication (fax) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - PRINT	Shows whether the user authentication (print) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - SCAN	Shows whether the user authentication (scan) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - LIST	Shows whether the user authentication (list) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - USER FUNCTIONS	Shows whether the user authentication (user function) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - EWB	Shows whether the user authentication (EWB) is enabled or disabled.	NO
AUTHENTICATION METHOD FOR ADMIN	Shows the authentication method for administrator.	NO
AUTHENTICATION FAILED PRINT JOB	Shows the handling method for print jobs of when the authentication failed.	NO
AUTO RELEASE ON LOGON	Shows whether the Auto Release on Logon function is enabled or disabled.	NO
PROJECT MANAGEMENT	Shows whether the project management is enabled.	NO
PRINT JOB (WITHOUT PROJECT CODE)	Shows how job without project code is processed when the project management is enabled.	NO
DELETE OWN ACCOUNT *1	Shows whether the deletion of user's own account by the user is enabled.	NO
ENABLE GUEST USER	Shows whether or not operations by guest users are accepted.	NO
AUTHENTICATION TYPE	Shows the authentication type.	NO

\*1 The default setting varies from shipment to shipment.

## ❑ SECURITY SETTING - AUTHENTICATION - EMAIL AUTHENTICATION SETTING

Function	Description	User
EMAIL AUTHENTICATION	Shows whether the E-mail authentication is enabled or disabled.	NO

## ❑ SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

Function	Description	User
FROM ADDRESS SETTING	Shows the sender address setting.	NO
FROM NAME	Shows the sender's name setting.	NO
RESTRICTION SETTING FOR DESTINATION	Shows the restriction setting for destination.	NO

## ❑ SECURITY SETTING - AUTHENTICATION - SINGLE SIGN ON SETTING

Function	Description	User
SINGLE SIGN ON FOR SCAN TO EMAIL	Shows whether the Single Sign ON function for Scan to E-mail is enabled or disabled.	NO

## ❑ SECURITY SETTING - AUTHENTICATION - HOME DIRECTORY SETTING

Function	Description	User
ENABLE HOME DIRECTORY	Shows whether the home directory is enabled or disabled.	NO
HOME DIRECTORY SERVER	Shows the home directory server to be used.	NO

## ❑ SECURITY SETTING - AUTHENTICATION - SHARED USER MANAGEMENT SETTING

Function	Description	User
SHARED USER MANAGEMENT	Shows whether the shared user management is enabled.	NO
CONNECTION TIMEOUT	Shows the connection timeout.	NO

## ❑ SECURITY SETTING - AUTHENTICATION - PUBLIC BOX AUTHENTICATION SETTING

Function	Description	User
PUBLIC BOX AUTHENTICATION	Shows whether the public box authentication is enabled.	NO

## ❑ SECURITY SETTING - CERTIFICATE MANAGEMENT

Function	Description	User
DEVICE CERTIFICATES	Shows the device certificate type.	NO

**❑ SECURITY SETTING - PASSWORD POLICY - POLICY FOR USERS**

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS TO APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

**❑ SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR**

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

**❑ SECURITY SETTING - PASSWORD POLICY - POLICY FOR E-FILING, SECURE PDF, SNMP V3, CLONING, SECURE RECEIVE**

Function	Description	User
MINIMUM PASSWORD LENGTH - E-FILING BOXES	Shows the minimum password length to be allowed.	NO
MINIMUM PASSWORD LENGTH - SECUREPDF, SNMPV3, CLONING, SECURE RECEIVE	Shows the minimum password length to be allowed.	NO
REQUIREMENTS TO APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO

## ❑ SECURITY SETTING - SECURITY STAMP

Function	Description	User
PRINT - COPY	Shows the addition to copy jobs.	NO
PRINT - PRINTER	Shows the addition to printing jobs.	NO
PRINT - E-FILING	Shows the addition to e-Filing box.	NO
FAX - TRANSMISSION	Shows the addition to fax transmission jobs.	NO
OPTIONS - DATE & TIME	Shows the addition of date and time.	NO
OPTIONS - CARD ID	Shows the addition of card ID.	NO
OPTIONS - USER NAME	Shows the addition of user name.	NO
OPTIONS - JOB ID	Shows the addition of the job ID.	NO
OPTIONS - SERIAL NUMBER	Shows the addition of the serial number.	NO
OPTIONS - DEPARTMENT NAME	Shows the addition of the department name.	NO
OPTIONS - OPTIONAL TEXT	Shows the addition of the optional text.	NO

## ❑ ADDRESS BOOK

Function	Description	User
SHARED SETTING - SHARED ADDRESS BOOK	Shows whether the shared address book is enabled.	NO
SHARED SETTING - CONNECTION TIMEOUT	Show the connection timeout.	NO
PRIMARY MFP SETTING - SECONDARY MFP1 to 10	Shows secondary MFP 1 to 10.	NO

## ❑ DATA BACKUP SETTING

Function	Description	User
DATA BACKUP	Shows whether the data backup is enabled or disabled.	NO
USE EXTERNAL SERVER	Shows whether the external server is enabled or disabled for the data backup.	NO
SCHEDULE OF DATA BACKUP (AUTO)	Shows the setting of the status (enabled/disabled/periodical) of the automatic backup.	NO
SCHEDULE OF DATA BACKUP (AUTO) - DAY OF WEEK	Shows the setting of the day of the week of the automatic backup.	NO
SCHEDULE OF DATA BACKUP (AUTO) - TIME	Shows the setting of the time of the automatic backup.	NO



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FC-6526AC/6527AC/7527AC  
DP-6529A/7529A/9029A

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /  
MULTIFUNCTIONAL DIGITAL SYSTEMS**

**User Functions**

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**e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A**

**e-STUDIO6526AC/6527AC/7527AC**

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