KONICA MINOLTA

Giving Shape to Ideas

bizhub 4750/4050

User's Guide: Description of Utility Keys

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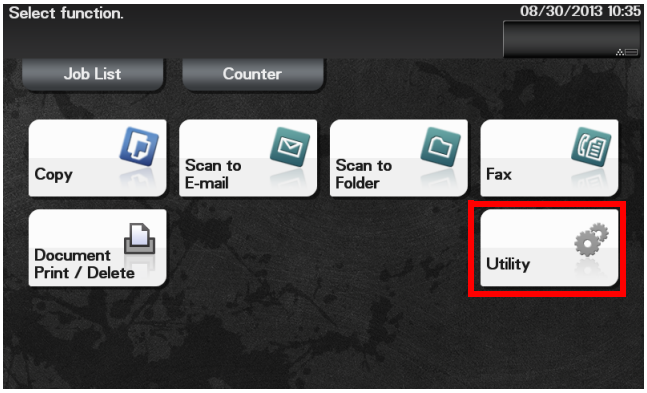
1 Configuring Settings of This Machine

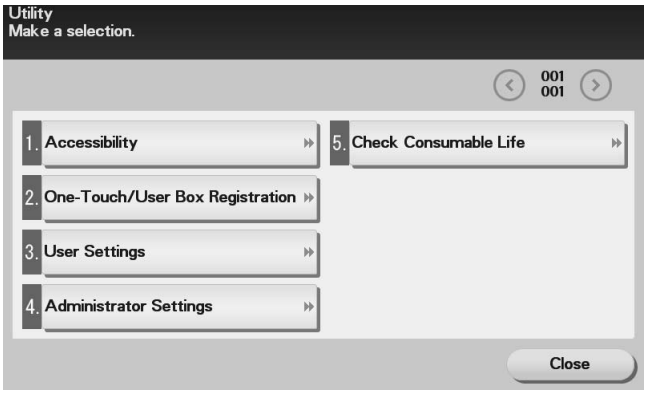
1 Configuring Settings of This Machine

1.1 Displaying [Utility]

On the main menu, tap [Utility].



[Utility] allows you to configure settings of this machine, register destinations, and check the status of consumables.



Settings	Description
[Accessibility]	Configure settings to display the **Control Panel** or adjust operation sounds. For details, refer to page 2-2.
[One-Touch/User Box Registration]	Register E-mail destinations, fax destinations, SMB destinations, Confidential User Box, FTP destinations, WebDAV destinations, or Internet fax destinations. For details, refer to page 3-2.
[User Settings]	Tap this button to enable users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your requirements. For details, refer to page 4-2.
[Administrator Settings]	This button displays items that can only be changed by the administrator. To configure settings, you need to enter the administrator password for this machine. You can specify the initial copy, print, or fax operations, power saving function, and network function to suit your requirements. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function. For details, refer to page 5-2.
[Check Consumable Life]	Tap this button to check this machine's status of consumables (consumption level). Tapping Print allows you to print a list that shows the status of consumables.

Settings	Description
[Job List]	Tap this button to check active jobs or job logs. This option is displayed when [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings] - [Specified App Start Setting] is enabled.
[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis. This option is displayed when [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings] - [Specified App Start Setting] is enabled.

1.2 Displaying [Administrator Settings]

To display administrator settings, you need to enter the administrator password for this machine.

1 On the main menu, tap [Utility].

2 Tap [Administrator Settings].

3 Enter the administrator password for this machine.

➔ "12345678" is specified by default.

The [Administrator Settings] screen appears. The available setting items are as follows.

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays. For details, refer to page 5-2.
[Administrator/Machine Settings]	Register information on the administrator and this machine. For details, refer to page 5-9.
[Address Registration List]	Print a destination list. For details, refer to page 5-10.
[User Authentication/Account Track]	Configure settings to display the user name list or logout confirmation screen when user authentication and account track are enabled. For details, refer to page 5-11.
[Network Settings]	Configure the network function such as setting up TCP/IP and configuring your environment for Scan TX. For details, refer to page 5-13.
[Copier Settings]	Configure functions used in copy mode. For details, refer to page 5-19.
[Printer Settings]	Configure print settings. For details, refer to page 5-20.
[Fax Settings]	Configure the settings to use the fax or network fax function. For details, refer to page 5-23.
[System Connection]	Configure settings to establish the association of this machine and other system. For details, refer to page 5-30.
[Security Settings]	Configure the security settings of this machine, such as password setting and data management setting. For details, refer to page 5-32.
[Paper Empty Alert Display Setting]	Specify whether or not to display a warning message when the tray runs out of paper. For details, refer to page 5-38.
[License Management]	Issue a request code required to use an advanced function, or enable an advanced function. For details, refer to page 5-38.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine. For details, refer to page 5-38.

2 [Accessibility]

2 [Accessibility]

[Key Repeat/Interval]

To display: [Utility] - [Accessibility] - [Key Repeat/Interval]

Pressing a key enters one character, and holding down a key starts entering successive characters. This is referred to as a key repeat.

If necessary, change the time from pressing a key to starting a key repeat, and the interval to enter successive characters.

Settings	Description
[Time to Start]	Change the time to start entering successive characters when holding down a key. [0.8 sec.] is specified by default.
[Interval]	Change the interval to hold down a key and enter successive characters. [0.3 sec.] is specified by default.

[Message Display Time]

To display: [Utility] - [Accessibility] - [Message Display Time]

Change the time to display a message on the **Touch Panel**.

[3 sec.] is specified by default.

[Sound Settings]

To display: [Utility] - [Accessibility] - [Sound Settings]

Select whether or not to output keying or warning sounds. If necessary, adjust the volume.

Settings	Description
[Sound Setting]	Configure settings to output sounds from this machine. • [All Sounds]: Specify whether or not to output all sounds. Selecting [OFF] will result in no sound being output. • [Confirmation Sound]: Specify whether or not to output a sound notifying that an operation takes place on the **Control Panel** or **Touch Panel**. • [Successful Completion Sound]: Specify whether or not to output a sound notifying that an operation has been successfully completed. • [Completed Preparation Sound]: Specify whether or not to output a sound notifying that this machine is ready for operation. • [Caution Sound]: Specify whether or not to output a sound notifying that part replacement is required or that an error has occurred. [ON] is specified by default in every case.
[Operation Confirmation Sound]	Select whether or not to output the following operation confirmation sounds. To output sounds, adjust the volume at three levels. • [Input Confirmation Sound]: A sound produced when a key is tapped to enter a character. • [Invalid Input Sound]: A sound produced when a tapped key is invalid. • [Basic Sound]: A sound produced when the default value item is selected for an option subject to rotational switching. [ON] - [Medium] is specified by default in every case.
[Successful Completion Sound]	Select whether or not to output the following successful completion sounds. To output sounds, adjust the volume at three levels. • [Operation Complete Sound]: A sound produced when an operation has ended normally. • [Transmission Complete Sound]: A sound produced when a communication has ended normally. [ON] - [Medium] is specified by default in every case.

Settings	Description
[Completed Preparation Sound]	Select whether or not to output the completed preparation sound when this machine is placed into the ready state. To output sounds, adjust the volume at three levels. [ON] - [Medium] is specified by default.
[Caution Sound]	Select whether or not to output the following caution sounds. To output sounds, adjust the volume at three levels. • [Low Caution Sound (Level 1)]: A sound produced when a message appears on the **Touch Panel** indicating that the replacement time is nearing for consumables or replacement parts. • [Low Caution Sound (Level 2)]: A sound produced when the user has made a mistake while operating this machine. • [Low Caution Sound (Level 3)]: A sound produced when an error, which can be dealt with by referring to messages or manuals, has occurred. • [Severe Caution Sound]: A sound produced when this machine detects an error that will require checking by a service representative. [ON] - [Medium] is specified by default in every case.

[Brightness Adjustment]

To display: [Utility] - [Accessibility] - [Brightness Adjustment]

Adjust the brightness level of the **Touch Panel**.

[0] is specified by default.

[Double Tap Interval Settings]

To display: [Utility] - [Accessibility] - [Double Tap Interval Settings]

Change the interval to detect a double-tap operation.

This option is displayed when the Web browser function is enabled.

[Standard] is specified by default.

3 [One-Touch/User Box Registration]

3 [One-Touch/User Box Registration]

[E-mail]

To display: [Utility] - [One-Touch/User Box Registration] - [E-mail] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by registration name.
[E-mail]	Enter the destination mail address. Tapping [Details] displays the full text of the E-mail address.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Fax] - [New]

Register the fax number of the destination.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Fax number]	Enter a destination fax number. • When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted. • When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful. • If you want to send out a push signal over the dial line, tap [Tone] ([T] appears). • Enter [-] to separate a dial number. It does not affect the dialing of the number.

Settings	Description
[Line Setting]	If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax. • [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions. • [V.34]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data. • [Check Dest. & Send]: Set this option to ON when the Check Dest. & Send function is used. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[SMB]

To display: [Utility] - [One-Touch/User Box Registration] - [SMB] - [New]

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register a destination computer name (host name) or IP address.

Settings		Description
	[Host Name]	Enter the computer name (host name) or IP address of the destination computer (using up to 253 bytes). • Example of computer name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
	[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). • Entry example: "scan" When specifying a folder in the shared folder, insert a symbol, "\", between folder names. • Entry example: "scan\document" Tapping [Details] displays the full text of the file path.
	[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). • For workgroup user, only type in the user name. Entry example: "User01" • For domain user, type in user-name@domain-name. Entry example: "User01@abc.local"
	[Password]	Enter the password (using up to 127 bytes).
	[Reference]	Detect the target computer on the network, then select the shared folder. Information of the selected folder is registered.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Confidential RX User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Confidential RX User Box] - [New]

Register a User Box for confidential communication.

Settings	Description
[User Box Name]	Enter the Confidential User Box name (using up to 20 characters).
[No.]	Displays a registration number of the Confidential User Box. The smallest available number that is not used is automatically assigned.
[Comm. Password]	Enter the password for confidential RX (using up to 20 digits). To confirm, enter the password again into [Password Confirmation].
[Print Password]	To restrict printing files in the Confidential User Box with the password, enter the password (using up to 64 characters). To confirm, enter the password again into [Password Confirmation].

Tips

- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].

[FTP]

To display: [Utility] - [One-Touch/User Box Registration] - [FTP] - [New]

Register the host name or IP address of the destination FTP server.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination FTP server.
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). • Entry example: "scan" When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document" When the file path is not specified, only enter the "/". • Entry example: "/" Tapping [Details] displays the full text of the file path.
[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using ASCII characters of up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Setting]	Configure settings to establish communications with the FTP server. • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default. • [Pasv]: When the PASV mode is used in your environment, select [ON]. [ON] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[WebDAV]

To display: [Utility] - [One-Touch/User Box Registration] - [WebDAV] - [New]

Register the host name or IP address of the destination WebDAV server.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination WebDAV server.
[Host Name]	Enter the host name or IP address of the destination WebDAV server (using up to 253 bytes). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" Tapping [Details] displays the full text of the host name.
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 142 bytes). • Entry example: "scan" When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. • Entry example: "scan/document" Tapping [Details] displays the full text of the file path.
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Setting]	Configure settings to establish communications with the WebDAV server. • [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default. • [Proxy]: When a proxy server is used in your environment, select [ON]. [OFF] is specified by default. • [SSL Setting]: When SSL is used in your environment, select [ON]. [OFF] is specified by default.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

[Internet Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Internet Fax] - [New]

Register destination E-mail addresses.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.

Settings	Description
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes). Tapping [Details] displays the full text of the E-mail address.
[Receiver RX Ability]	Select [Compression Method] and [Resolution] as the specifications of the original data that can be received on the destination device.

Tips

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select its registered name, then tap [Delete].

[Group] - [Scan]

To display: [Utility] - [One-Touch/User Box Registration] - [Group] - [Scan] - [New]

Register scan transmission destinations collectively in a group.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the group name (using up to 72 characters).
[Select Destination]	Select the scan transmission destination that you want to include in the group to be registered. Up to 500 scan transmission destinations can be registered in one group.

[Group] - [Fax]

To display: [Utility] - [One-Touch/User Box Registration] - [Group] - [Fax] - [New]

Register fax transmission destinations collectively in a group.

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the group name (using up to 72 characters).
[Select Destination]	Select the fax transmission destination that you want to include in the group to be registered. Up to 500 fax transmission destinations can be registered in one group.

4 [User Settings]

4 [User Settings]

4.1 [System Settings]

[Language Selection]

To display: [Utility] - [User Settings] - [System Settings] - [Language Selection]

Select a language to display information on the **Touch Panel**.

Settings	Description
[Language Selection Display]	Select a language to display information on the **Touch Panel**. The default value depends on the region the machine is used in.
[Panel Keyboard Language Synchronization Setting]	Select whether or not to synchronize the language of the keyboard to be displayed on the **Touch Panel** with the language to be displayed on the **Touch Panel**. [Synchronize] is specified by default.
[Panel Keyboard Language Selection]	If [Do Not Synchronize] is selected in [Panel Keyboard Language Synchronization Setting], select the language of the keyboard to be displayed on the **Touch Panel**. The default value depends on the region the machine is used in.

[Measurement Unit Setting]

To display: [Utility] - [User Settings] - [System Settings] - [Measurement Unit Setting]

Select a measurement unit for numeric values displayed on the **Touch Panel** from [mm] and [Inch].

The default value depends on the region the machine is used in.

[Paper Tray]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray]

Specify the settings related to selection and switching of paper trays.

Settings	Description
[Auto Tray Select]	When you have selected [Auto] in [Paper], select target paper trays for auto tray selection. The machine selects the tray loaded with optimal paper among the trays set to [ON]. [ON] is specified by default in every case.
[Auto Tray Switching]	When the paper tray has become empty during printing, select whether or not to enable automatic switching to a paper tray that contains paper of the same size, same orientation, and same type (ATS: Auto Tray Switch). However, ATS is available for the paper tray that is selected in [Auto Tray Select]. [OFF] is specified by default.
[Print Lists]	Select a paper tray to print out various lists such as the configuration list or counter list. [Tray 1] is specified by default.
[Auto Paper Selection Setting]	Specify whether or not to automatically select the tray with [User1] or [User2] loaded when [Auto] is selected for [Paper]. [OFF] is specified by default in every case.

[Auto Color Level Adjustment]

To display: [Utility] - [User Settings] - [System Settings] - [Auto Color Level Adjustment]

When setting the color mode to [Auto Color] to scan an original, adjust the standard to judge whether the original is in color or black and white. The standard can be adjusted at five levels.

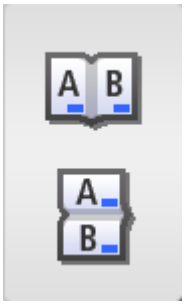
[2] is specified by default.

[Page Number Print Position]

To display: [Utility] - [User Settings] - [System Settings] - [Page Number Print Position]

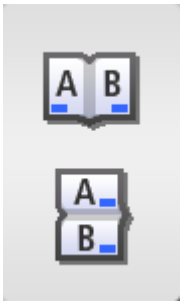
Select the printing position on the back side of the paper relative to the printing position of the page number on the front side when printing on both sides or when carrying out printing by specifying both the booklet format and page number at the same time.

- [Left & Right Bind:All the Same Top & Bottom Bind:All the Same]: Page numbers are printed at the user-specified position on all pages regardless of the binding position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



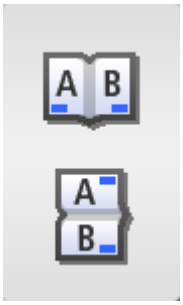
- [Left & Right Bind:Symmetrical Top & Bottom Bind:All the Same] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.

- Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
- Top & Bottom Bind: Page numbers are printed on the user defined position on all pages. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:Symmetrical] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.

- Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
- Top & Bottom Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed opposite to the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the upper right for the back side.



[Left & Right Bind:All the Same Top & Bottom Bind:All the Same] is specified by default.

4.2 [Custom Display Settings]

[Scan/Fax Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Scan/Fax Settings]

Change the default main screen in Fax, Scan to E-mail, and Scan to Folder modes.

Settings	Description
[Fax Default Tab]	Change the default main screen in Fax mode. [Favorites] is specified by default.
[Scan to E-mail Default Tab]	Change the default main screen in Scan to E-mail mode. [Favorites] is specified by default.
[Scan to Folder Default Tab]	Change the default main screen in Scan to Folder mode. [Favorites] is specified by default.

[Display Fax Activity]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Display Fax Activity]

Select whether or not to display the screen indicating the machine status during fax transmission.

Settings	Description
[TX Display]	Select whether or not to display a screen indicating a fax is being sent. [OFF] is specified by default.
[RX Display]	Select whether or not to display a screen indicating a fax is being received. [OFF] is specified by default.

4.3 [Copier Settings]

[Auto Zoom for Combine]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Zoom for Combine]

Select whether or not to adjust the image automatically to optimal zoom ratio when you specify [Combine] and select [Auto] for [Paper].

- [Auto Display Zoom Ratio]: Automatically adjusts to the optimal zoom ratio.
- [OFF]: Select this option to specify the zoom ratio manually.

[Auto Display Zoom Ratio] is specified by default.

[Default Copy Settings]

To display: [Utility] - [User Settings] - [Copier Settings] - [Default Copy Settings]

Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in copy mode.

You can change the setting by selecting [Current Setting] after the setting in copy mode is changed.

[Factory Default] is specified by default.

[Separate Scan Output Method]

To display: [Utility] - [User Settings] - [Copier Settings] - [Separate Scan Output Method]

Select the timing that the machine starts printing when scanning an original by specifying [Separate Scan].

- [Page Print]: Printing begins while the original is being scanned. Select this option if you want to focus on efficiency.
- [Batch Print]: Printing begins after all originals are scanned. You can delete data before printing begins if you find an incorrect setting etc.

[Page Print] is specified by default.

4.4 [Scan/Fax Settings]

[JPEG Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [JPEG Compression Level]

Select the default compression method from [High Quality], [Standard] and [High Compression] for transmission in color.

Data size is the largest in [High Quality] and the lowest in [High Compression].

[Standard] is specified by default.

Tips

A fax cannot be sent in color using the fax function.

[Black Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Black Compression Level]

Select the default compression method from [MH] and [MMR] for transmission in black-and-white.

[MMR] is specified by default.

[Default Fax Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Fax Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in Fax mode.

You can change the setting by selecting [Current Setting] after settings in Fax mode have been changed.

[Factory Default] is specified by default.

[Default Scan Settings]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Default Scan Settings]

Change the default settings (settings when the power is turned on, and the **Reset** is pressed) in Scan to E-mail or Scan to Folder mode.

You can change the setting by selecting [Current Setting] after settings in Scan to E-mail or Scan to Folder mode have been changed.

[Factory Default] is specified by default.

[Compact PDF Compression Level]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Compact PDF Compression Level]

Select the compression level to save a file in the Compact PDF format from [High Quality] or [High Compression].

[High Quality] is selected by default.

[Print Reports]

To display: [Utility] - [User Settings] - [Scan/Fax Settings] - [Print Reports]

Print a TX report, RX report, and activity report.

Settings	Description
[TX Report]	Prints a report that contains transmission results. Select [Print] to make prints.
[RX Report]	Prints a report that contains receiving results. Select [Print] to make prints.
[Activity Report]	Prints a report that contains sending and receiving results. Select [Print] to make prints.

4.5 [Printer Settings]

[Paper Setting]

To display: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting]

Configure the paper and paper tray settings used for printing, and the setting on printing condition if no setting is specified by the printer driver.

Settings	Description
[Paper Tray]	Configure the settings on the paper tray. [Tray 2], [Tray 3], and [Tray 4] are displayed when the optional **Paper Feed Unit** is installed.
[Default Tray]	Select a paper tray you want to use preferentially. [Tray 1] is specified by default.
[Manual Feed]	Specify the size and type of the paper loaded in **Manual Feed Tray**. • [Paper Size]: When loading a standard size paper, select the paper size. • [Custom Size]: Enter the width and length of paper when using custom-size paper. • [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 1]	Specify the size and type of the paper loaded in **Tray 1**. • [Paper Size]: When loading a standard size paper, select the paper size. • [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 2]	Specify the size and type of the paper loaded in **Tray 2**. • [Paper Size]: When loading a standard size paper, select the paper size. • [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 3]	Specify the size and type of the paper loaded in **Tray 3**. • [Paper Size]: When loading a standard size paper, select the paper size. • [Paper Type]: Select the type of the paper loaded in the tray.
[Tray 4]	Specify the size and type of the paper loaded in **Tray 4**. • [Paper Size]: When loading a standard size paper, select the paper size. • [Paper Type]: Select the type of the paper loaded in the tray.
[Duplex]	Select whether or not to enable 2-sided printing. [OFF] is specified by default.
[Number of Copies]	Enter the number of copies to be printed. [1] is specified by default.
[Collate]	When multiple sets of copies are printed, select whether the paper output position of each set is staggered to help you locate the first page of each set. [OFF] is specified by default.
[Binding Position]	Select the binding position for 2-sided printing. [Left Bind] is selected by default.
[Auto Tray Switching]	When the paper tray has become empty during printing, select whether or not to allow automatic switching to a paper tray that contains paper of the same size, same orientation, and same type (ATS: Auto Tray Switch). [ON] is specified by default.
[Tray Mapping]	Specify the paper tray to be used for printing when a print job is received by a printer driver manufactured by another company.
[Tray Mapping Mode]	Select whether or not to enable the tray mapping. [OFF] is specified by default.
[Logical Tray 0] to [Logical Tray 9]	Assigns logical trays 0 to 9 to physical trays.
[Original Direction]	Select the orientation of the image to be printed. [PORTRAIT] is specified by default.
[Minimal Print]	Select whether or not to slightly reduce the full page size when directly printing a PDF, PPML, or OOXML (docx, xlsx, or pptx) file. This function is available when printing the entire original image, including its edges. [OFF] is specified by default.

Settings	Description
[TIFF Image Paper Setting]	Specify the method for determining the paper to be used when a TIFF, JPEG, or PDF file is directly printed. • [Auto]: Prints on paper that matches the image size. • [Priority Paper Size]: Prints on the primary paper size. [Priority Paper Size] is specified by default.
[Staple]	Select whether or not to staple printed sheets. This function is available when the optional **Finisher** is installed. [OFF] is specified by default.

[Print Reports]

To display: [Utility] - [User Settings] - [Printer Settings] - [Print Reports]

Print the printing-related lists such as the configuration list or counter list.

Settings	Description
[Configuration Page]	A list that contains information and settings of this machine is printed.
[Statistics Page]	A list that contains statistics information, such as the number of pages printed, is printed.
[Font List]	The PostScript and PCL font lists are printed.
[HDD Directory List]	A list of HDD directories is printed.
[Counter List]	Prints a list that contains counter information.

[OOXML Print Settings]

To display: [Utility] - [User Settings] - [Printer Settings] - [OOXML Print Settings]

Configure the default print settings when directly printing of OOXML (docx, xlsx, pptx) files is carried out.

Settings	Description
[OOXML Print Mode]	Select whether to give priority to either the image quality or speed when directly printing of an OOXML (docx, xlsx, or pptx) file is carried out. [Speed] is specified by default.
[Sheet/Book Print]	Select whether to print the currently selected sheet or the entire book when handling an Excel file. The [Current Sheet] is specified by default.
[Paper]	Select a paper size to print an OOXML (docx, xlsx, or pptx) file. [Auto] is specified by default.
[Paper Type]	Select a paper type to print an OOXML (docx, xlsx, or pptx) file. [Auto] is specified by default.

[Layout - Combination]

To display: [Utility] - [User Settings] - [Printer Settings] - [Layout - Combination]

Configure the default combination settings for direct printing.

Settings	Description
[Combine]	Select whether or not to reduce and print multiple pages on the same side of a single sheet of paper. [OFF] is specified by default.
[Line]	Enter a number of pages to be placed in a horizontal orientation. [1] is specified by default.
[Column]	Enter a number of pages to be placed in a vertical orientation. [1] is specified by default.
[Combination Method]	Select a method to arrange pages. [Horizontal] is specified by default.

Settings	Description
[Combination Orientation]	Select a direction of page layout. [Top Left to Bottom Right] is specified by default.
[Layout Settings]	Set the layout in details. • [Page Spacing - Row Interval]: Set a page space in the row direction. [0] is specified by default. • [Page Spacing - Column Interval]: Set a page space in the column direction. [0] is specified by default. • [Margin - Top Margin]: Set a margin at the top of a page. [0] is specified by default. • [Margin - Bottom Margin]: Set a margin at the bottom of a page. [0] is specified by default. • [Margin - Left Margin]: Set a margin at the left of a page. [0] is specified by default. • [Margin - Right Margin]: Set a margin at the right of a page. [0] is specified by default. • [Page magnification]: Select whether to set the zoom ratio automatically or arbitrarily. [Auto] is specified by default. • [Page Zoom - Manual Input]: Set any zoom ratio to enlarge or reduce the page size. [100] is specified by default. • [Page frame]: Select to print a border line between pages. [OFF] is specified by default.

4.6 [Select Default Start App]

To display: [Utility] - [User Settings] - [Select Default Start App]

Select the OpenAPI-compatible application to be started when you log in, if the OpenAPI-compatible authentication application is installed.

Related setting (for the administrator)

This option is not available if [Specified App Start Setting] is enabled in [Administrator Settings]. For details, refer to page 5-31.

4.7 [QR Code Display]

To display: [Utility] - [User Settings] - [QR Code Display]

Displays network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine.

Tips

This setting is displayed if [QR Code Setting] is set to [ON]. For details on [QR Code Setting]. refer to page 5-31.

5 [Administrator Settings]

5 [Administrator Settings]

5.1 [System Settings]

[Power Supply/Power Save Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings]

Configure the settings on how to use the **Power** key and the machine action in Power Save mode.

Settings	Description
[Sleep Mode Setting]	Change the time period from when an operation has been completed on the machine until when it automatically enters Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to recover from Low Power mode. [20 min.] is specified by default.
[Power Key Setting]	Select whether to use the **Power** key on the **Control Panel** as a sub power OFF key or as a power save key. • [Power Save]: Press the **Power** key briefly to shift to Power Save mode (Low Power or Sleep mode). Hold down the Power key to turn the sub power off. • [Sub Power Off]: Press the **Power** key briefly to turn the sub power off. If the Power key is held down, Power Save mode shifts to ErP Auto Power Off mode (near the status when the main power is turned off), which offers a greater power saving effect than that in Sub Power Off mode. The default value depends on the region the machine is used in.
[Entering Power Save Mode]	When this machine receives a print job from a fax machine or computer in Power Save mode, select the timing to switch to Power Save mode after the print job has completed. • [Normal]: Switches to Power Save mode based on the time specified in [Low Power Mode Setting] or [Sleep Mode Setting]. • [Immediately]: Switches to Power Save mode immediately after a print job has ended. [Immediately] is specified by default.
[Power Consumption in Sleep Mode]	Select whether or not to reduce the power consumption in Sleep mode. • [Enabled]: Further reduces the power consumption in Sleep mode. Select [Enabled] in normal conditions. • [Disabled]: Select this option when a smooth network communication is not established while [Enabled] is enabled. [Enabled] is specified by default.
[Low Power Mode Setting]	Change the time period from when an operation has been completed on the machine until when it automatically enters Low Power mode. In Low Power mode, the display of the **Touch Panel** is turned off to reduce power consumption. [15 min.] is specified by default.
[Power Save Settings]	Select the type of power saving mode when pressing the **Power** key on the **Control Panel**. • [Low Power]: Switches to Low Power mode. Turns off the **Touch Panel** display to reduce power use. • [Sleep]: Switches to Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to recover from Low Power mode. [Low Power] is specified by default.

[Date & Time Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]

Specify the machine's current date and time and time zone.

Settings	Description
[Date Setting]	Enter the current date.
[Time Setting]	Enter the current time.
[Time Zone]	To automatically adjust the time of this machine using an NTP server, set the time difference between UTC and your local area in multiples of 30 minutes. [00:00] is specified by default.

[Daylight Saving Time]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Daylight Saving Time]

Select whether or not to apply daylight saving time settings.

To apply daylight saving time, enter the number of hours to move the clock forward to reflect daylight saving time. The current time is set forward to reflect daylight saving time.

[OFF] is specified by default.

[Weekly Timer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Weekly Timer Settings]

Select whether or not to automatically switch between power save and Normal mode using the weekly timer. To use the weekly timer, specify the schedule for switching between Power Save and Normal modes.

Settings	Description
[Enable Settings]	Specify whether or not to use the weekly timer. [ON] is specified by default. If this option is set to [ON], select a power save mode to be shifted based on the weekly timer in [Power Save Mode Setting]. • [Sleep]: This mode has a lower power saving effect than [ErP Auto Power OFF] mode; however, it allows you to receive print jobs from a fax machine or computer and print them. • [ErP Auto Power OFF]: A mode that provides a higher more effective power saving effect. In this mode, you cannot receive all jobs. [ErP Auto Power OFF] is specified by default. If the fax function is available, the setting value is fixed to [Sleep].
[Time Settings]	Specify the time for switching to the power saving mode ([OFF Time]) and the time for returning to Normal mode ([ON Time]) for each day of the week. • If you tap [Set All] in the setting window of each day of the week, [OFF Time] and [ON Time] of the selected day of the week are applied to all days of the week. • Tapping [Check Settings] allows you to check the setting status of each day of the week. 6:00 is specified for [ON Time] and 20:00 is specified for [OFF Time] by default for all days of a week.
[Password for Non-Business Hours]	When the machine is set in Power Save mode specified by weekly timer, specify whether or not to restrict use of this machine by requesting a password. To request a password in order to restrict operation, enter the password for a user to enter (using up to eight characters). [OFF] is specified by default.

[Restrict User Access]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access]

Configure a setting to restrict user's change or deletion operations.

Settings	Description
[Restrict Access to Job Settings]	Specify items that cannot be changed by the user.
[Delete Other User Jobs]	Select whether or not to allow the user to delete other user jobs if user authentication is used on this machine. If [Allow] is selected, you can delete other user jobs on the [Job List] screen. [Restrict] is specified by default.
[Registering and Changing Addr.]	Select whether or not to allow the user to register or change destinations. [Allow] is specified by default.
[Restrict Operation]	Specify items for which access is restricted.
[Restrict Broadcasting]	Select whether or not to prohibit the user from sending faxes to multiple destinations. To prohibit broadcast, select [Yes]. [OFF] is specified by default.

[Expert Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment]

Correct a defective print image.

Settings	Description
[Printer Adjustment]	Adjust the print start position and defective print images.
[Leading Edge Adjustment]	Select the type of paper (plain paper, thick paper, or envelope) for adjusting the print position. Adjust the print start position at the leading edge of the paper relative to the paper discharge direction for each paper type. [0.0 mm] is specified by default.
[Centering]	Select the paper tray for adjusting the print position. Adjust the print start position at the left-hand edge of the paper relative to the paper discharge direction for each paper tray. [0.0 mm] is specified by default.
[Leading Edge Adjustment (Duplex Side 2)]	Select the type of paper (plain paper) for adjusting the print position. Adjust the print start position at the leading edge of the back side of the paper relative to the paper discharge direction for printing the back side during 2-sided printing, for each paper type. [0.0 mm] is specified by default.
[Centering (Duplex Side 2)]	Select the paper tray for adjusting the print position. Adjust the print start position at the left-hand edge of the paper relative to the paper discharge direction for printing the back side during 2-sided printing, for each paper tray. [0.0 mm] is specified by default.
[Density Adjustment] - [Thick/1200dpi]	Adjust the image density when printing on thick paper or at 1200 dpi. The larger the number, the darker the background. [0] is specified by default.
[Monochrome Density Adj.]	Adjust the density of an image to be printed in black and white. The larger the number, the darker the background. [0] is specified by default.
[List Output]	Print halftone patterns.
[Halftone 64]	Print a halftone pattern with a density of 25%.
[Halftone 128]	Print a halftone pattern with a density of 50%.
[Halftone 256]	Print a halftone pattern with a density of 100%.
[Gradation]	Print a gradation pattern.
[Life]	Configure a setting to replace consumables.
[New Release]	Reset the counter value after replacing the **Maintenance Kit** or installing the **Finisher**.

[List/Counter]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter]

Prints the job setting list of this machine and configure the paper count.

Settings	Description
[Management List] - [Job Settings List]	Prints a list of settings for [User Settings] and [Administrator Settings] among others.
[Activity Report]	Print a report that contains sending and receiving records.
[User Account Counter List Page]	Print a report that contains counter information.
[Scan TX Report]	Prints a report that contains scan sending records.

[Priority Tray]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Priority Tray]

Select a tray to be used with top priority.

If paper of the same size is loaded in multiple trays, paper is fed from the tray with top priority.

[Tray 1] is specified by default.

[Reset Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings]

Select whether or not to reset the functions and settings that are currently displayed when this machine has not been operated for a certain period of time.

Settings		Description
[System auto reset]		Select whether or not to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.
	[Priority Mode]	Select a function that is to be displayed in preference after the settings have been reset. [Home] is specified by default.
	[System Auto Reset Time]	Enter the amount of time that elapses until the selected function is reset. [1 min.] is specified by default.
[Auto Reset]		Select whether or not to reset all settings (except registered settings) for each of Copy, Scan, Fax, and Web browser functions when this machine has not been operated for a certain period of time. To reset them, set the amount of time that elapses before the settings are reset. [1 min.] is specified by default.

[Folder Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Folder Settings]

Specify the time to automatically delete files saved on the HDD or configure a setting related to the use of USB memory.

Settings	Description
[Document Delete Time Setting]	Specify the time to automatically delete files from the date and time when files were saved on the HDD. • To specify the time with the number of days, select the desired one from [1 day], [2 days], [3 days], [7 days], and [30 days] in [Time Settings]. • To specify the time in hours, select [Custom] in [Time Settings], then enter the value (in minutes) between 5 and 720 minutes in [Custom Setting]. • To keep files, select [Save] in [Time Settings]. [1 day] is specified by default.
[Document Hold Setting]	Select whether or not to hold a printed file on the HDD. [ON] is specified by default.
[Scanned Documents Delete Frequency Setting]	Specify the time to automatically delete files on the HDD. • Select from [12 Hours], [1 day], [2 days], [3 days], [7 days], and [30 days]. • To keep files, select [Save]. [Save] is specified by default.
[External Memory Function Settings]	Specify whether or not to allow users to print or save files from or on USB memory.
[Restrict Scan to USB]	Select whether or not to prohibit saving on USB memory. [OFF] is specified by default.
[Print Document]	Select whether or not to enable to print files from USB memory. [ON] is specified by default.

[Registered Key Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings]

Settings	Description
[Basic Functions]	Change the functions to be assigned to **Register Key 1** to **Register Key 3** on the control panel. Functions that are assigned to other **Register** keys cannot be selected. The default value depends on the region the machine is used in.
[Registered Application]	If the OpenAPI application is registered on this machine, specify the application to be assigned to the **Register** key.

[PDF/A default Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [PDF/A default Setting]

Change the default when creating a PDF/A-based PDF file.

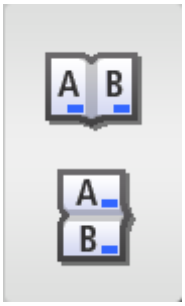
[OFF] is specified by default.

[Page Number Print Position]

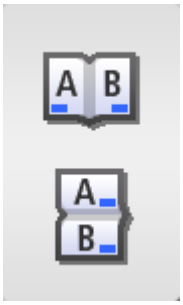
To display: [Utility] - [Administrator Settings] - [System Settings] - [Page Number Print Position]

Select the printing position on the back side of the paper relative to the printing position of the page number on the front side for printing on both sides and when specifying both the booklet format and page number printing at the same time.

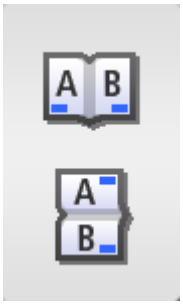
- [Left & Right Bind:All the Same Top & Bottom Bind:All the Same]: Page numbers are printed at the user-specified position on all pages regardless of the binding position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:All the Same] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
  - Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
  - Top & Bottom Bind: Page numbers are printed on the user defined position on all pages. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right on all pages.



- [Left & Right Bind:Symmetrical Top & Bottom Bind:Symmetrical] Page numbers are printed in different positions for Left & Right Bind and Top & Bottom Bind.
  - Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the lower left for the back side.
  - Top & Bottom Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed opposite to the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on the lower right for the front side and on the upper right for the back side.



[Left & Right Bind:All the Same Top & Bottom Bind:All the Same] is specified by default.

[Main Menu Default Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Configure shortcut keys that are displayed in the main menu.

Settings	Description
[Copy Program]	Select a copy program to be assigned to a shortcut key. [OFF] is specified by default.
[Fax Program]	Select a fax program to be assigned to a shortcut key. [OFF] is specified by default.
[Scan to E-mail Program]	Select a scan (E-mail) program to be assigned to a shortcut key. [OFF] is specified by default.
[Scan to Folder Program]	Select a scan (Folder) program to be assigned to a shortcut key. [OFF] is specified by default.
[Quick Security Setting]	Select whether or not to display the [Quick Security Setting] shortcut key. [OFF] is specified by default.
[QR Code Display]	Select whether or not to display the shortcut key to the QR code display screen. [OFF] is specified by default.

Tips

To configure shortcut keys in the main menu, you need to register the appropriate program in advance.

- For details on how to register a copy program, refer to [User's Guide: Copy Functions].
- For details on how to register a fax program, refer to [User's Guide: Fax Functions].
- For details on how to register a scan program, refer to [User's Guide: Scan Functions].

Related setting (for the administrator)

- For details on [Quick Security Setting], refer to page 5-37.
- To set the shortcut key to the QR code display screen, you need to configure a setting to display the QR code in advance. For details on QR code display settings, refer to page 5-31.

[Adjust ADF skew]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Adjust ADF skew]

Specify whether to adjust the angle of the original when scanning the original using the **ADF**.

- [OFF]: Does not adjust the angle of the original.
- [ON]: Adjusts the angle of all originals.
- [Auto]: Adjusts the angle only when it detects that the angle of the original is not correct.

[Auto] is specified by default.

Tips

If the original is loaded at an angle into the **ADF**, it may slow down the scanning speed of the original. Before loading the original into the **ADF**, be sure to align its pages.

5.2 [Administrator/Machine Settings]

[Administrator Registration]

To display: [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration]

Register the name, E-mail address and extension number of the machine administrator.

Settings	Description
[Name]	Enter this machine's e administrator name (using up to 20 characters).
[E-mail Address]	Enter the E-mail address of this machine's administrator (using up to 320 characters).
[Extension No.]	Enter the extension number of the machine administrator (using up to eight digits).

[Input Machine Address]

To display: [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address]

Register the machine's device name and E-mail address.

Settings	Description
[Device Name]	Enter the name of this machine (using up to 10 characters). The file name automatically assigned in scanning and sending incorporates the name specified for [Device Name].
[E-mail Address]	Enter this machine's E-mail address (using up to 320 characters). This E-mail address is used as the E-mail or Internet fax sender's E-mail address. To use the E-mail or Internet fax transmission function, you need to configure settings.

5.3 [Address Registration List]

[Speed Address List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Speed Address List]

Print the list of one-touch destinations registered on this machine. After selecting the type (E-mail, Fax, SMB, FTP, WebDAV, or Internet fax) of the one-touch destination to be printed, specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the destination to start printing from.
[Number of Destinations]	Specify the number of destinations you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[Group Address List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Group Address List]

Print the list of groups registered on this machine. Specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the destination to start printing from.
[Number of Destinations]	Specify the number of destinations you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[Program List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [Program List]

Print the list of program destinations registered on this machine. After selecting the type (E-mail, Fax, SMB, FTP, WebDAV, Internet fax, Address Book, and Group) of the program destination to be printed, specify printing conditions, then start printing.

Settings	Description
[Starting Destination No.]	Specify the registration number of the program to start printing from.
[Number of Destinations]	Specify the number of programs you want to print.
[Print]	Prints the list based on the conditions specified in [Starting Destination No.] and [Number of Destinations].

[E-Mail Subject/Text List]

To display: [Utility] - [Administrator Settings] - [Address Registration List] - [E-Mail Subject/Text List]

Print the list of E-mail subjects and message texts registered on this machine.

5.4 [User Authentication/Account Track]

[User Name List]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Name List]

Select whether or not to recall the list of user names registered on this machine from the login screen when user authentication is enabled.

Selecting [ON] enables you to select the login user from the list of user names registered on this machine.

[OFF] is specified by default.

[Logout Confirmation Screen Display Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Logout Confirmation Screen Display Setting]

Specify whether or not to display the logout confirmation screen on the **Touch Panel** when you tap [Access] to log out from the login mode (registered user or public user).

[ON] is specified by default.

Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[User Account Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Account Counter]

Use this option to check the number of pages for each user and to reset the counter.

To reset the counter, select the user to clear the counter for, then tap [Counter Clear]. Tapping [Counter All Clear] to clear all users' counters.

Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Track Account Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Track Account Counter]

Use this option to check the number of pages used for each account and to reset the counter.

To reset the counter, select the account track to clear the counter for, then tap [Counter Clear]. Tapping [Counter All Clear] to clear all account tracks' counters.

Tips

This setting is displayed when User Authentication/Account Track is enabled. User Authentication / Account Track can only be configured using **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Card Authentication]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Card Authentication]

Associate user information with card ID. For details, refer to Chapter 6 "Using the Authentication Unit (IC Card Type)" in [User's Guide: Applied Functions].

Tips

This setting is displayed when IC card authentication is enabled.

[Scan to Home Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Scan to Home Settings]

Select whether to enable the Scan to Home function.

This item can be configured when Active Directory is used as an authentication server.

[OFF] is specified by default.

5.5 [Network Settings]

[TCP/IP Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [TCP/IP Settings]

Configure the settings to use this machine in a TCP/IP environment.

Settings		Description
[Enable]		Select whether or not to use TCP/IP. [ON] is specified by default.
[IPv4 Settings]		Assign an IP address (IPv4) to this machine.
	[IP Address]	When manually specifying the IP address, enter the fixed IP address.
	[Subnet Mask]	When manually specifying the IP address, enter the subnet mask.
	[Default Gateway]	When manually specifying the IP address, enter the default gateway.
	[IP Application Method Auto Setting]	When automatically specifying the IP address, select the method for automatic retrieval. • [DHCP Settings]: [ON] is specified by default. • [BOOTP Settings]: [OFF] is specified by default. • [ARP/PING Settings]: [OFF] is specified by default. • [AUTO IP Settings]: Fixed to [Enable].
[IPv6 Setting]		Assign an IP address (IPv6) to this machine.
	[Enable]	Select whether or not to use IPv6. [ON] is specified by default.
	[Auto IPv6 Settings]	Select whether or not to automatically assign the IPv6 global address of this machine. Selecting [Enable] automatically assigns the IPv6 global address based on the prefix length notified from the router and this machine's MAC address. [Enable] is specified by default.
	[Global Address]	When manually specifying the IPv6 address, enter the IPv6 global address.
	[Gateway Address]	When manually specifying the IPv6 address, enter the gateway address.
	[Link-Local Address]	Displays the link-local address that is automatically specified from the MAC address of this machine.
[DNS Host]		Configure the DNS settings when a DNS server is used.
	[Dynamic DNS Settings]	Select whether or not to enable the Dynamic DNS function. When your DNS server supports the Dynamic DNS function, the specified host name can be automatically registered on the DNS server or changes can be automatically updated as long as [Enable] is selected. [Disable] is specified by default.
[IPsec Setting]		Specify whether or not to use IPsec. To configure the IPsec detailed setting, use **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[IP Filtering (Permit Access)]		Select whether or not to specify an IP address that allows an access to this machine in order to perform an access restriction. To specify the IP address, use **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[IP Filtering (Deny Access)]		Select whether or not to specify an IP address that rejects an access to this machine in order to perform an access restriction. To specify the IP address, use **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions]. [Disable] is specified by default.
[Raw Port Setting]		Specify a RAW port required for Port9100 printing.
	[Enable]	Select whether or not to use the RAW port. [Yes] is specified by default.
	[Bidirectional]	Select whether or not to enable bidirectional communication of the RAW port. [OFF] is specified by default.

[HTTP Server Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings]

Configure the settings on the HTTP server function of this machine.

Settings	Description
[HTTP Server Settings]	Select whether or not to use this machine as the HTTP server. If you select [Disable], you cannot use **Web Connection**. [Enable] is specified by default.
[IPP Settings]	Select whether or not to use IPP. [Enable] is specified by default.
[PSWC Settings]	Select whether to use **Web Connection**. [Enable] is specified by default.

[FTP Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [FTP Settings]

Select whether or not to use this machine as the FTP server.

[Disable] is specified by default.

[E-mail Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [E-mail Settings]

Configure the settings on the E-mail transmission function of this machine.

Settings	Description
[E-Mail TX (SMTP)]	Select whether or not to send an E-mail from this machine. [Enable] is specified by default.

[SNMP Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [SNMP Setting]

Specify whether or not to use SNMP (Simple Network Management Protocol).

[Enable] is specified by default.

[Bonjour Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Setting]

Specify whether or not to enable Bonjour when using this machine in the Mac OS environment.

Enabling the Bonjour function on this machine enables the computer to automatically detect this networked machine and display it as an addable printer in the list.

[Enable] is specified by default.

[DPWS Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [DPWS Settings]

Specify whether or not to use Web Service (DPWS: Devices Profile for Web Services).

Settings	Description
[DPWS Settings]	Select whether or not to use the WS print function. [Enable] is specified by default.

[Detail Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Detail Settings]

Configure the detailed network settings.

Settings	Description
[Device Setting]	Specify the network speed.
[Network Speed]	Select the network speed according to your environment. Selecting [Auto] enables communication in all network environments. [100Mbps Half Duplex] is specified by default.
[SLP Setting]	Select whether or not to enable SLP (Service Location Protocol). [Enable] is specified by default.

[IEEE802.1x Authentication Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [IEEE802.1x Authentication Settings]

Select whether or not to use IEEE802.1X authentication.

To configure the IEEE802.1X detailed setting, use **Web Connection**. For details, refer to Chapter 1 "Using Web Connection" in [User's Guide: Applied Functions].

[Disable] is specified by default.

[Internet ISW Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Internet ISW Settings]

Configure the settings to externally download the machine firmware and update it.

For details, contact your service representative.

[AirPrint Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [AirPrint Setting]

Configure settings to print data from an AirPrint-compatible terminal.

Settings	Description
[AirPrint Setting]	Select whether or not to use AirPrint. To receive an AirPrint print job, select [Enable]. [Disable] is specified by default.
[Connect. Timeout]	Enter the timeout for communications. [60 sec.] is specified by default.

Tips

If one of the following functions is disabled after the AirPrint function has been enabled, the AirPrint function is also disabled synchronously.

- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [HTTP Server Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings] - [IPP Settings]
- [Utility] - [Administrator Settings] - [Network Settings] - [Bonjour Settings]
- [Network] - [IPP Settings] - [Accept IPP Job] in the administrator mode of **Web Connection**

[Extended Network Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Extended Network Settings]

Configure the settings for using this machine in a wireless network environment.

Settings	Description
[Network Interface Settings]	Select the operation mode to connect this machine to the network. • [Wired LAN only]: Select this option to connect this machine to a wired LAN environment. • [Wireless LAN (Client Mode)]: Select this option to operate this machine as an adapter of the wireless LAN access point. • [Wireless LAN (AP Mode)]: Select this option to operate this machine as a wireless LAN access point. The machine can also be connected to a wired LAN environment and used together with a wireless connection. • [Wireless LAN (Wi-Fi Direct)]: Select this option to use this machine as a wireless LAN Direct group owner. [Wired LAN only] is specified by default.
[AP Mode Settings]	If [Wireless LAN (AP Mode)] or [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings], configure a setting to use this machine as the wireless LAN access point.
[SSID]	Enter the SSID of this machine (using up to 32 characters). If [Wireless LAN (AP Mode)] is selected in [Network Interface Settings], the SSID of the access point is used. If [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings], the SSID for Wi-Fi Direct connection is used. The SSID specified here is displayed on the Wi-Fi Direct (setting) screen of the terminal that is compatible with Wi-Fi Direct. If you cannot connect to this machine by specifying the SSID on the Wi-Fi Direct (setting) screen, specify [Virtual SSID] on the Wi-Fi (setting) screen to establish a connection.
[Authentication/Encryption Algorithm]	Configure settings for the authentication or encryption algorithm. • [Algorithm Selection]: Select the algorithm used for authentication or encryption. [No Authentication/Encryption] is specified by default. • [WEP Key Settings]: Configure a WEP key setting when [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a WEP key input method. [Use key settings]: Enter a WEP key. If multiple WEP keys are registered, select which key is to be used. • [Passphrase Settings]: Specify the passphrase when an algorithm other than [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a method to enter a passphrase. [Passphrase]: Enter the passphrase. [Passphrase Auto Update]: Select whether or not to automatically update the passphrase. [ON] is specified by default. [Update interval]: Specify the interval to update the passphrase. [60] minutes is specified by default.
[40 to 20 MHz Auto Switch]	Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.
[Wireless Channel]	Set a wireless LAN channel. [Auto] is specified by default.
[ANY Connection]	Select whether or not to allow ANY connection. This option is displayed if [Wireless LAN (AP Mode)] is selected in [Network Interface Settings]. [Allow] is specified by default.
[MAC Address Filtering]	Restricts a wireless LAN adapter that can be connected to the access point using the MAC address. Enter the MAC address of the wireless LAN adapter that can be connected to the access point. MAC addresses of up to 16 devices can be registered. This option is displayed if [Wireless LAN (AP Mode)] is selected in [Network Interface Settings].

Settings		Description
	[DHCP Server Setting]	Configure settings to enable use of the DHCP server function. • [Enable Settings]: Select whether to use the DHCP server function. [Enable] is specified by default. • [IPv4 lease address]: Specify the range of the IPv4 address to be leased by the DHCP server when [Enable] is selected in [Enable Settings]. • [Subnet Mask]: Enter the subnet mask when [Enable] is selected in [Enable Settings]. • [Lease period]: Specify the lease period when [Enable] is selected in [Enable Settings]. [4294967295] seconds is specified by default.
	[No. of Concurrent Devices Allowed]	Enter the number of devices that can be simultaneously connected to the access point. [5] devices is specified by default.
	[Radio Field Intensity Settings]	Select the radio field intensity of the access point from three levels (Weak, Middle, and Strong). [Strong] is specified by default.
	[Display Connected Adapters]	Displays a list of names and MAC addresses of wireless LAN adapters that are connected to the access point.
	[Virtual SSID]	Displays the automatically generated virtual SSID if [Wireless LAN (Wi-Fi Direct)] is selected in [Network Interface Settings]. This option is used to connect a terminal that is incompatible with Wi-Fi Direct to this machine. A virtual SSID is displayed on the Wi-Fi Direct (setting) screen of the terminal that is incompatible with Wi-Fi Direct. The virtual SSID is indicated by "DIRECT-XXXXXX" (XXXXXX indicates a combination of random alphanumeric characters and the specified value of [SSID]).
	[TCP/IP Setting] - [IPv4 Setting]	Configure IPv4 settings to connect this machine to the wireless network using IPv4. • [IP Address]: Enter the fixed IP address assigned to the machine. • [Subnet Mask]: Enter the subnet mask.
	[TCP/IP Setting] - [IPv6 Setting]	Configure IPv6 settings to connect this machine to the wireless network using IPv6. • [Link-Local Address]: Displays the link-local address. The link-local address is automatically specified from the MAC address of this machine.
[Wireless LAN Adapter]		Configure a setting to use this machine as a wireless LAN adapter when [Wireless LAN (Client Mode)] is selected in [Network Interface Settings].
	[Easy Setting (WPS)]	Configure a setting to automatically retrieve connection information from the access point. The access point must be compatible with the WPS function. • [Push Button Method]: Select [Push Button Method] and tap [Start Operation] to attempt connection to the access point. If you press the WPS setting button at the access point, the required connection settings for SSID, security, and other options are configured automatically. • [PIN Method]: Select [PIN Method], then tap [Start Operation] to display the PIN code. If you enter the displayed PIN code at the access point, the required connection settings for SSID, security, and other options are configured automatically.
	[Manual Setting]	Configure settings for the authentication or encryption algorithm. • [SSID]: Enter the SSID of the wireless LAN access point connected to the machine (using up to 32 characters). • [Access point list]: Displays a list of detected wireless LAN access points. • [Authentication/Encryption Algorithm]: Select the algorithm used for authentication or encryption. [Select Algorithm]: Select the algorithm used for authentication or encryption. [WEP Key Settings]: Configure a WEP key setting when [WEP] is selected in [Algorithm Selection]. [Key Input Method]: Select a WEP key input method. [Use key settings]: Enter a WEP key. If multiple WEP keys are registered, select which key is to be used. [Passphrase Settings]: Specify the passphrase when an algorithm other than [WEP] or [802.1X] is selected in [Algorithm Selection]. [Key Input Method]: Select a method to enter a passphrase. [Passphrase]: Enter the passphrase. • [40 to 20 MHz Auto Switch]: Select [Enable] to attempt high-speed communication at 40 MHz. [Disable] is specified by default.

Settings	Description
[Connection status]	Allows you to check the access point connected to this machine, the radio field intensity of the access point, the current communication speed, and other items.

Tips

- The optional **Network Interface Card** is required to display [Extended Network Settings].
- The wired network is not available if this machine is used as a wireless LAN adapter.
- If this machine is used as a wireless LAN access point, communications can only be established with a computer and mobile terminal. In addition, up to five devices can be connected to this machine simultaneously.
- For the wireless network address when this machine is used as a wireless LAN access point, specify a network address that is different from that of the backbone network. If the same network address is set for both the wireless network and backbone network, a transmission from this machine to the backbone network will be disabled.

[Web Browser Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Web Browser Setting]

Select whether or not to enable the Web browser function of this machine.

[Enable] is specified by default.

Tips

The optional **i-Option LK-101 v3** is required to display [Web Browser Setting].

[IWS Settings]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [IWS Settings]

Set the operating environment of IWS (Internal Web Server) function.

If the IWS function is enabled, you can transfer Web page contents to this machine and use the machine as a Web server.

For details, contact your service representative.

5.6 [Copier Settings]

[Specify Tray When APS OFF]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Specify Tray When APS OFF]

Select a paper tray to switch to after releasing the selection of [Auto] for [Paper].

- [Tray Before APS ON]: Switches to the paper tray specified before releasing the selection of [Auto].
- [Default Tray]: Switches to **Tray 1**.

[Tray Before APS ON] is specified by default.

[Default Paper Type settings for Manual Tray]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Default Paper Type settings for Manual Tray]

Specify the default paper type used in the **Manual Feed Tray**. If paper is loaded into the **Manual Feed Tray**, the default paper type is automatically set.

[Plain Paper] is specified by default.

[Letterhead duplex print permission settings]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Letterhead duplex print permission settings]

Select whether or not to allow printing on both sides of letterhead paper.

[Restrict] is specified by default.

Tips

To allow printing on both sides of letterhead paper, use plain paper as the letterhead paper type. Also, load the letterheads into the paper tray as shown below.

- When loading letterhead paper into **Tray1**, place the side that has the company name, fixed phrases, and other texts printed face up.
- When loading letterhead paper into **Manual Feed Tray**, place the side that has the company name, fixed phrases, and other texts printed face down.

5.7 [Printer Settings]

[Startup Page Setting]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Startup Page Setting]

Select whether or not to print the start page when turning this machine on.

[OFF] is specified by default.

[Auto Continue]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Auto Continue]

Select whether or not to continue printing when the paper size and type of print job are different from that of the paper loaded in the paper tray.

[OFF] is specified by default.

[Paper Settings]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Paper Settings]

Specify the paper to be used ordinarily.

Settings	Description
[Paper]	Specify the size and type of the paper to be printed ordinarily. • [Paper Size]: Select the paper size when using standard-size paper. The default value depends on the region the machine is used in. • [Custom Size]: Enter the width and length of paper when using custom-size paper. • [Paper Type]: Select the type of the paper to be used. [Plain Paper] is specified by default.
[Measurement Unit Setting]	Select a system of units for the paper to be used ordinarily from [mm] or [Inch]. The default value depends on the region the machine is used in.

[Hold Job Timeout]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Hold Job Timeout]

Specify the time period during which a print job is stored on the HDD.

- Select from [1 Hour], [4 Hours], [1 Day], or [1 Week].
- When not holding a print job, select [Disable].

[Disable] is specified by default.

[Quality Settings]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Quality Settings]

Adjust the image quality of the printed image.

Settings	Description
[Brightness]	Adjust the brightness of the printed image. [0%] is specified by default.
[Contrast]	Adjust the luminance difference between light and dark in the image to be printed. [0] is specified by default.

Settings	Description
[Halftone]	Select the halftone processing method for each of the [Image Printing], [Text Printing], and [Graphics Printing] categories. • [Line Art]: Intermediate colors are reproduced with high precision. • [Details]: Intermediate colors are reproduced in detail. • [Smooth]: Intermediate colors are reproduced smoothly. The following shows the default settings. • [Image Printing]: [Details] • [Text Printing]: [Line Art] • [Graphics Printing]: [Details]
[Edge Enhancement]	Select whether or not to sharpen edges for each of the [Image Printing], [Text Printing], and [Graphics Printing] categories. The following shows the default settings. • [Image Printing]: [OFF] • [Text Printing]: [ON] • [Graphics Printing]: [ON]
[Edge Strength]	Select the degree of edge enhancement when sharpening the edges. [Medium] is specified by default.
[Economy Print]	Select whether or not to adjust the printing density in order to save the amount of toner consumed. [OFF] is specified by default.
[Gradation Adjustment]	Adjust gradation when reproduction quality of the printed image is degraded.
[Density]	Adjust the density of black in highlight portions, intermediate portions, and shadow portions. [0] is specified by default in every case.
[Print Darkness Adjustment]	Adjust the shading of a printed image. [0] is specified by default.

[Emulation]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [Emulation]

Specify the default printer language or font.

Settings	Description
[Default Emulation]	Select the Page Description Language. When you select [Auto], this machine automatically switches between PCL and PS. [Auto] is specified by default.
[PS Setting]	Configure the PS print settings.
[Wait Timeout]	Specify the time-out period after it is judged as a PS error. If you select [0], time-out will not work. [0] is specified by default.
[Print PS Errors]	Specify whether or not to print error information when an error occurs during PS rasterization. [OFF] is specified by default.
[PS Protocol]	Select the protocol that is used for PS data communication. If you select [Auto], an appropriate protocol is automatically determined from the PS print jobs. [Auto] is specified by default.
[PCL Settings]	Configure the PCL settings.

Settings		Description
	[CR/LF Mapping]	Select whether or not to replace the line feed codes when printing text data. When you want to replace the line feed codes, select the replacement method. [OFF] is specified by default.
	[Line/Page]	Enter the number of lines of text data to be printed on one page. The default value depends on the region the machine is used in.
	[Font Setting]	Configure font settings for PCL. • [Font Number]: Specify the default font. The displayed font number corresponds to the PCL font list. [0] is specified by default. • [Pitch Size]: Specify the font pitch size. This option is available when [Font Number] is set to 0 to 5. [10.00 pitch] is specified by default. • [Point Size]: Specify the font pitch size. This option is available when [Font Number] is set to 6 to 102. [12.00 points] is specified by default. • [Symbol Set]: Select the font symbol set to be used. [PC8] is specified by default.
	[Barcode Font Settings]	Configure the bar code font settings. • [Line Width]: Specify the line width for bar code font. [0] is specified by default. • [Space Width]: Specify the space width for bar code font. [0] is specified by default.
[XPS/OOXML Setting]		Specify whether or not to perform the verification of a digital signature or printing of error information when directly printing an XPS or OOXML (docx, xlsx, or pptx) file.
	[Verify XPS/OOXML Digital Signature]	Select whether or not to verify a digital signature when printing an XPS or OOXML (docx, xlsx, or pptx) file with a digital signature added. When [ON] is selected, the data is not printed if the signature is invalid. [OFF] is specified by default.
	[Print XPS/OOXML Errors]	Select whether or not to print error information when an error occurs while printing an XPS or OOXML (docx, xlsx, or pptx) file. [Print] is specified by default.

[USB Timeout]

To display: [Utility] - [Administrator Settings] - [Printer Settings] - [USB Timeout]

When this machine is connected via a USB device to the computer, change the communication time-out time, if necessary.

[60 sec.] is specified by default.

5.8 [Fax Settings]

[Header Information]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

Register this machine name, your company name (sender name), and the fax number that are to be printed as sender information when faxes are transmitted.

Settings	Description
[Sender]	Enter this machine name or company name (sender name) that is to be printed as sender information (using up to 30 bytes).
[Sender Fax No.]	Enter the fax number of this machine (using up to 20 digits, including + and spaces). The fax number you entered is printed as sender information.

[Header/Footer Position]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Header/Footer Position]

Specify the format of sender information to be printed on a fax. Select whether or not to print reception information (date, time, and reception number) on faxes received by this machine.

Settings	Description
[Header Position]	Specify the position at which sender information is printed on a fax. • [Inside Body Text]: Print sender information inside the original image. Part of the original image may be cut off. • [Outside Body Text]: Print sender information outside the original image. • [OFF]: Prints nothing for sender information. [OFF] is not available depending on the region the machine is used in. [Outside Body Text] is specified by default.
[TTI Print Position and Character Size]	Select the size of characters to print a sender information. • [Normal]: Print sender information in the normal text size. • [Minimal]: Reduce the text height by half of the size set with [Normal]. It is recommended that you select [Minimal] to prevent a fax image from being cut off or to prevent a page from being divided when pages are printed at a receiving machine. [Normal] is specified by default.
[Print Receiver's Name]	Select whether or not to print a destination fax number as sender information. If [OFF] is selected, the machine's fax number is printed instead of the destination fax number. [ON] is specified by default.
[Footer Position]	Select whether or not to print reception information (date, time, and reception number) on faxes received on this machine. To print them, select the position to print the reception information. • [Inside Body Text]: Print reception information inside the original image. Part of the original image may be cut off. • [Outside Body Text]: Print reception information outside the original image. • [OFF]: Print nothing for reception information. [OFF] is specified by default.

[Line Parameter Setting]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting]

Configure the environment to use fax functions on this machine, such as the types of telephone lines (dialing method) and fax receive mode.

Settings	Description
[Dialing Method]	Select the line type according to your environment. The default value depends on the region the machine is used in.

Settings	Description
[RX Mode]	Select a receive mode. • [Auto RX]: Automatically start receiving a fax if the call is a fax call. • [Manual RX]: Manually request the reception of a fax. Select this option when this machine is used with a telephone connected to it, which is frequently used, and if you always prefer to receive faxes manually. [Auto RX] is specified by default.
[Ring Pattern]	Select a fax ring pattern when the DRPD (Distinctive Ring Pattern Detection) service is used. When this machine receives a call signal of the selected pattern, fax receiving starts automatically. [Normal Ring] is specified by default. **Note** In general use, set this to [Normal Ring]. If DRPD is set by mistake in a region where DRPD cannot be used, it will result in a fax receiving failure.
[Number of RX Call Rings]	If necessary, change the number of times the phone rings before automatically receiving a fax. The default value depends on the region the machine is used in.
[Number of Redials]	If the machine fails to send a fax successfully, it automatically redials the same destination after a certain period of time has elapsed. If necessary, change the number of redials. The default value depends on the region the machine is used in.
[Redial Interval]	If necessary, change the redial intervals when you specified a value in [Number of Redials]. [3 min.] is specified by default.
[Line Monitor]	Select whether or not to play sounds on the telephone line from speakers during fax communication. [OFF] is specified by default.
[Line Monitor Sound Volume (Send)]	Monitors sounds output from the machine. Specify the monitor sound volume between 0 and 8. This function is available only when [Line Monitor Sound] is set to [Until Connection Complete] or [Until Transmission Complete]. [3] is specified by default. **Note** When communicating with fax, monitoring sound is generated even if send or receive monitoring sound of this machine is set to [0] since the sound is generated both on this machine and on the destination side. For setting to mute, set both [Line Monitor Sound Volume (Send)] and [Line Monitor Sound Volume (Receive)] to [0], or set [Line Monitor] to [OFF].
[Line Monitor Sound Volume (Receive)]	Monitors sounds output from the recipient, including switching equipment or TA. Specify the monitor sound volume between 0 and 8. This function is available only when [Line Monitor Sound] is set to [Until Connection Complete] or [Until Transmission Complete]. [4] is specified by default. **Note** When communicating with fax, monitoring sound is generated even if send or receive monitoring sound of this machine is set to [0] since the sound is generated both on this machine and on the destination side. For setting to mute, set both [Line Monitor Sound Volume (Send)] and [Line Monitor Sound Volume (Receive)] to [0], or set [Line Monitor] to [OFF].
[Manual RX V.34 OFF]	Select whether or not to automatically release the V.34 mode when manually receiving a fax (G3). [Enable] is specified by default.

[TX/RX Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [TX/RX Settings]

Specify how to print faxes received and how to handle files in a polling transmission.

Settings	Description
[Duplex Print (RX)]	Select whether or not to print an original on both sides of paper when a multi-page fax is received. This option is not available if [Print Separate Fax Pages] is set to [ON]. [OFF] is specified by default.
[Inch Paper Priority Over A4]	Select whether or not to preferentially print an original on inch-sized paper when a fax is received. The default value depends on the region the machine is used in.
[Print Paper Selection]	Select the criterion of selecting paper for printing a fax. • [Auto Select]: Prints a fax on paper that is automatically selected to suit the fax received. • [Fixed Size]: Print a fax only on the paper specified in [Print Paper Size]. • [Priority Size]: Prints a fax on paper specified in [Print Paper Size]. If the machine runs out of specified paper, paper of the next closest size is used. [Auto Select] is specified by default.
[Print Paper Size]	Select size of paper for printing received fax. The initial value varies depending on the setting for [Inch Paper Priority Over A4]. **Note** To enable the setting for [Print Paper Size], set [Tray Selection for RX Print] to [Auto].
[Tray Selection for RX Print]	Specify a paper tray if you want to fix the paper tray used to print a fax. [Auto] is specified by default.
[Reduction Ratio]	If necessary, change the reduction ratio that is used when printing a fax. [96%] is specified by default. **Note** If [Reduction Ratio] is set to [100%], [Print Paper Selection] is set to [Auto Select], [Tray Selection for RX Print] to [Auto] and [Print Separate Fax Pages] to [OFF].
[Print Separate Fax Pages]	Select whether or not to print a fax longer than the standard size on separate pages. This option is not available if [Duplex Print (RX)] is set to [ON]. [OFF] is specified by default.
[File After Polling TX]	Select whether or not to delete a file after it is sent in response to a polling request if Polling TX is used to register files for polling. [Delete] is specified by default.

[Function Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Function Settings]

Configure the settings for using various fax transmission and reception functions.

Settings		Description
[Function ON/OFF Setting]		Enable or disable fax transmission and reception functions, such as Confirm Address that prevents wrong fax transmission, F-Code TX, and Relay RX.
	[F-Code TX]	Select whether or not to use F-Code TX. This option is available for confidential transmission or relay request. [ON] is specified by default.
	[Dest. Check Display Func.]	Select whether or not to show a list of specified destinations before sending a fax. [OFF] is specified by default.
	[Confirm Addr (TX)]	Select whether or not to require the user to enter a fax number twice to send a fax by directly entering the fax number. This is convenient to prevent a fax from being sent to an incorrect destination. [OFF] is specified by default.

Settings		Description
	[Confirm Addr (Register)]	Select whether or not to require the user enter a fax number twice to register it when, for example, registering a destination or forwarding destination. This is convenient to prevent the fax number from being incorrectly registered. [ON] is specified by default.
	[Restrict Fax TX]	Select whether or not to allow G3 fax transmission. [Allow] is specified by default.
	[Restrict Fax RX]	Select whether or not to allow G3 fax receiving. [Allow] is specified by default.
	[PC-FAX Restricted]	Select whether or not to allow PC-Fax TX using the fax driver. [Allow] is specified by default.
	[Restrict Internet Fax TX]	Select whether or not to allow Internet fax transmission. [Allow] is specified by default.
	[Restrict Internet Fax RX]	Select whether or not to allow Internet fax receiving. [Allow] is specified by default.
[Memory RX Setting]		Select whether or not to use the Memory RX function. When using the Memory RX function, enter the password to restrict access to the Memory RX User Box (using up to eight digits). [OFF] is specified by default.
[Closed Network RX]		Select whether or not to use the Closed Network RX function. When using the Closed Network RX function, enter the password to restrict peers (using 4 digits). Inform the peer of the password you entered here. [OFF] is specified by default.
[Forward TX Setting]		Configure the settings for using the Forward TX function.
	[Enable Settings]	Select whether or not to use Forward TX. [OFF] is specified by default.
	[Forward Dest.]	Specify a destination where to forward a received fax. Directly enter the fax number or display the address book, then select the desired one from the destinations (fax destinations, E-mail destinations, and Internet fax destinations) registered on this machine.
	[Output Method]	Select whether or not to print a received fax on this machine when forwarding it. • [Forward & Print]: A received fax is forwarded and printed on this machine. • [Forward & Print (If TX Fails)]: A received fax is forwarded and printed on this machine. [Forward & Print (If TX Fails)] is specified by default.
	[File Type]	Select a file type to forward a received fax. [PDF] is specified by default.
[PC-Fax RX Setting]		Configure the settings for using the PC-Fax RX function.
	[Enable]	Select whether or not to use the PC-Fax RX function. [Restrict] is specified by default.
	[Print]	Select whether or not to print a received fax after it has been received. [OFF] is specified by default.
[TSI User Box Setting]		Configure the settings for using the TSI Routing function.
	[Enable Settings]	Select whether or not to use the TSI Routing function. [OFF] is specified by default.
	[Print After Receive]	Select whether or not to print a received fax after it has been received. [NO] is specified by default.
	[TSI User Box Registration]	Register forwarding destinations for each sender's fax number (TSI). Select a desired registration number, then tap [Edit]. • [Sender (TSI)]: Specify a sender's fax number. • [Forwarding Destination]: Tap the list icon, then select the desired destination (SMB, FTP, or E-mail (Internet fax) destination).
	[Action when TSI User Box is not set.]	Select the action to be taken by the machine if a fax number (TSI) is not registered and no forwarding destination is received. • [Automatically Print]: Prints a received fax without saving it in a box. • [Memory RX User Box]: Saves received documents in Memory RX User Box. [Automatically Print] is specified by default.

Settings		Description
[Nighttime RX Settings]		Configure the settings for using the Night RX function.
	[Night Fax RX Print]	Select whether or not to use the Night RX function. [OFF] is specified by default.
	[Night RX Start Time]	Enter the starting time of the nighttime zone. [00:00] is specified by default.
	[Night RX End Time]	Enter the ending time of the nighttime zone. [00:00] is specified by default.

[PBX Connection Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Settings]

Select whether or not to connect this machine to a Private Branch Exchange (PBX) environment.

When connecting to a Private Branch Exchange (PBX) environment, enter the outside line number.

[OFF] is specified by default.

Tips

When this machine is connected to a Private Branch Exchange (PBX) environment, you can issue an outgoing call to the outside without using [PBX Connection Settings]. In this case, type in P (pause) and recipient's telephone number following the outside line number (number to connect from PBX to the outside).

[Report Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Report Settings]

Specify the conditions for printing fax-related reports.

Settings		Description
[Activity Report]		Specify the method to print a report (activity report) that contains results of faxes sent and received.
	[Output Settings]	Specify whether or not to print an activity report. To print it, select when to print it. • [Daily]: Prints an activity report at a specified time you entered in [Output Time Setting] every day. • [Every 100 comm.]: Prints an activity report every 100 communications. • [100/Daily]: Prints an activity report at a specified time you entered in [Output Time Setting] every day. In addition, a report is printed for every 100 communications. • [OFF]: Does not print an activity report. [Every 100 comm.] is specified by default.
	[Output Time Setting]	If [Daily] or [100/Daily] is selected in [Output Settings], enter the time to print a report. [00:00] is specified by default.
	[Output Limit Setting]	If [Daily] or [100/Daily] is selected in [Output Settings], select whether to print a report of the latest 100 communications or a report of communications (which are established after communications described in the previously printed report have occurred) within the last 24 hours. [100 Communications] is specified by default.
	[Remark Column Print Setup]	Select whether or not to print user or account name in the remarks column of the activity report if user authentication or account track is enabled for this machine. • [Normal Printing]: The line status or sending setting will be printed. • [User Name Printing]: The user name for user authentication will be printed. • [Account Name Printing]: The account name for user authentication will be printed. [Normal Printing] is specified by default.
[TX Result Report]		Specify the method to print a report (TX result report) that contains fax transmission results.

Settings		Description
	[Output Settings]	Select the timing to print a transmission result report. • [ON]: The report is printed every time a fax has been transmitted. • [If TX Fails]: The report is printed if a fax transmission has failed. • [OFF]: Does not print a TX result report. [If TX Fails] is specified by default.
	[TX Result Report Image]	Select whether or not to print a reduced image on the first page of an original, on a transmission result report. [OFF] is specified by default.
[Timer Reservation TX Report]		Select whether or not to print a report (timer reservation TX report) that contains reserved fax transmissions using the Timer TX function. [ON] is specified by default.
[Confidential Rx Report]		Select whether or not to print a report (confidential RX report) that contains confidential RX results. [ON] is specified by default.
[PC-Fax TX Error Report]		Select whether or not to print a report (PC-Fax TX error report) for notifying that a PC-Fax transmission has failed. [OFF] is specified by default.
[Broadcast Result Report]		Specify the method to print a report (broadcast result report) that contains broadcasting results.
	[Enable Settings]	Select whether or not to print a broadcast result report. [ON] is specified by default.
	[Output Settings]	Select whether to combine results of broadcast on all destinations involved or list them for each destination. [All Destinations] is specified by default.
[TX Result Report Check]		Select whether or not to display a screen that asks if you want to print a TX Result Report each time a fax is sent. [OFF] is specified by default.
[I-Fax RX Error Report]		Select whether or not to print a report (Internet fax RX error report) for notifying that Internet fax receiving has failed. [ON] is specified by default.
[MDN Message]		Select whether or not to print a report notifying that an Internet fax has been sent to the recipient machine. [ON] is specified by default.
[DSN Message]		Select whether or not to print a report notifying that an Internet fax has been sent to the mail server of the recipient machine. [OFF] is specified by default.
[Print E-mail Message Body]		Select whether or not to print a report notifying that an Internet fax has been successfully received after it was received. The report has the subject and message body of an Internet fax. [ON] is specified by default.

[Job Settings List]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Job Settings List]

Print the list of settings associated with faxes.

[Confidential RX User Box]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Confidential RX User Box] - [New]

Register a User Box for confidential communication.

Settings	Description
[User Box Name]	Enter the Confidential User Box name (using up to 20 characters).
[No.]	Displays a registration number of the Confidential User Box. The smallest available number that is not used is automatically assigned.
[Comm. Password]	Enter the password for confidential RX (using up to 20 digits). To confirm, enter the password again into [Password Confirmation].

Settings	Description
[Print Password]	To restrict printing files in the Confidential User Box with the password, enter the password (using up to 64 characters). To confirm, enter the password again into [Password Confirmation].

Tips

- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].

[Network Fax Settings]

To display: [Utility] - [Administrator Settings] - [Fax Settings] - [Network Fax Settings]

Change the settings of Internet fax environment and the default compression type of data to be transmitted.

Settings		Description
[Compression Method]		Change the default compression method to transmit an Internet fax. [MMR] is specified by default.
[Internet Fax Receive Ability]		This machine notifies its reception capability when returning a MDN message if you are using the Internet Fax function. If necessary, change the reception capability of this machine, which is notified upon returning a MDN message.
	[Compression Type]	Change the compression type of a fax job the machine can receive. [MH/MR/MMR] is specified by default.
	[Resolution]	Change the resolution of a fax job the machine can receive. [Standard/Fine/Super Fine/Ultra Fine] is specified by default.
[Internet Fax Extend Settings]		Configure settings for fax reception confirmation (MDN/DSN) to be sent by this machine if you are using the Internet fax function.
	[MDN Request]	Select whether or not to request for fax reception result (MDN request) to the destination. If a MDN request is sent, the recipient machine returns a response message upon reception of a fax, so that you can check that the fax is successfully received by the destination. Also, by receiving a response message from the destination, you can obtain the reception capability information of the destination. When a new response message is received from a destination registered in the address book, the capability information is overwritten with new information. [ON] is specified by default.
	[DSN Request]	Select whether or not to request for fax reception result (DSN request) to the destination mail server. If you select [ON] for [MDN Request], priority is given to the MDN request. [OFF] is specified by default.
	[MDN Response]	Select whether or not to return a response message when a sender requests for fax reception result (MDN request) to this machine. [OFF] is specified by default.
	[MDN/DSN Response Monitoring Time]	If necessary, change the waiting time for a response from the destination after a MDN request or DSN request is sent by this machine. If a response message is received after the specified waiting time, the machine ignores the message. [24 hours] is specified by default.

5.9 [System Connection]

[Call Remote Center]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Call Remote Center]

When using a service that diagnoses the machine status remotely, send the machine's operating status to the remote diagnosis system.

[OpenAPI Settings]

To display: [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings]

To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine.

Settings	Description
[Specified App Start Setting]	Configure a setting to launch only the pre-specified OpenAPI application when this machine has started up. **Note** This item is displayed when the OpenAPI application is registered.
[Specified Application Start]	Select whether or not to launch only the pre-specified OpenAPI application when this machine has started up. [Disable] is specified by default.
[Basic Functions Setting]	When using this function, select whether or not to use the basic functions of this machine. [Restrict] is specified by default. **Note** This option is displayed when [Specified Application Start] is set to [Enable].
[Default Startup App Selection]	When using this function, specify the OpenAPI application to be launched. **Note** This option is displayed when [Specified Application Start] is set to [Enable].

[QR Code Setting]

To display: [Utility] - [Administrator Settings] - [System Connection] - [QR Code Setting]

Configure a setting to display network information of this machine, which is required to associate with a mobile terminal, as the QR code on the screen of this machine.

Settings	Description
[Display Setting]	Select whether or not to display the QR code on the screen of this machine. [OFF] is specified by default.
[Wireless Connection Setting]	Select whether or not to specify the method to establish a wireless connection between a mobile terminal and this machine. The information specified here is applied to the QR code. [No] is specified by default.
[Wireless Connection Method]	Select whether to use the MFP wireless settings or individually specify the appropriate method, in order to establish a wireless connection between a mobile terminal and this machine. [Use MFP Wireless Setting] is specified by default.
[Individual Settings]	Specify the wireless connection method if [Individual Settings] is selected in [Wireless Connection Method]. • [SSID]: Enter the SSID of the access point (using up to 32 bytes). • [Authentication/Encryption Algorithm]: Select the algorithm to be used for authentication or encryption. [No Authentication/Encryption] is specified by default. • [WEP Key Settings]: Specify this option if [WEP] is selected in [Authentication/Encryption Algorithm]. In [Key Input Method], select the entry method, then enter the WEP key. • [Passphrase Settings]: Specify this option if an algorithm other than [WEP] is selected in [Authentication/Encryption Algorithm]. In [Key Input Method], select the entry method, then enter the passphrase.

5.10 [Security Settings]

[Administrator Password]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Password]

If necessary, change the machine's administrator password. Be sure to remember the changed password so that you do not forget it.

Enter the current administrator password before setting a new administrator password.

[12345678] is specified by default.

Tips

If you enter an incorrect administrator password a configured number of times, you are prohibited from using this machine. In this case, turn this machine on and off.

[Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management to enhance security.

Settings	Description
[Password Rules]	Select whether or not to enable Password Rules. Before enabling Password Rules, change the current password to the one that complies with the password rules. To enable Password Rules, change the minimum number of characters used in the password as necessary. [OFF] is specified by default. Once Password Rules is enabled, the following rules are applied to any password that is configured on this machine. • The number of characters used in the password exceeds the specified minimum number.* • Passwords are case sensitive. • A password consisting of a string of identical characters cannot be used. • The previous password cannot be used. The password rules are applied to: • Administrator Password • User Password • Account Password • Secured Job Password • SNMP Password * The minimum number of characters used in the password can be set for the administrator password, user password, and account password.
[Release]	Manually unlocks when operations are locked due to a password entry mistake. • [User Authentication/Account Track]: Unlocks user authentication and account track operations. • [Documents to Print]: Unlocks the Secured Job operation. • [SNMP Setting]: Unlocks the SNMPv3 authentication.
[Manual Destination Input]	Select whether or not to allow the user to directly enter destinations. [Allow] is specified by default.

Settings	Description
[Job Log]	Select whether or not to obtain log information for each job log type.
[Enable Settings]	Select whether or not to obtain a job log. [OFF] is specified by default.
[Accounting Log]	Select whether or not to obtain an accounting log. You can obtain information relevant to paper consumption for each user or account. [ON] is specified by default.
[Counting Log]	Select whether or not to obtain a counting log. You can obtain information about paper consumption and the reduction rate of paper used for printing. [ON] is specified by default.
[Audit Log]	Select whether or not to obtain an audit log. You can obtain user operation or job history. You can track unauthorized actions or the leakage of information. [ON] is specified by default.
[Overwrite]	Select whether or not to allow a log to be overwritten by a new log when the hard disk becomes full. [Restrict] is specified by default.
[Erase Job Log]	Erases job logs.
[Hide Personal Data]	On the [Job List] screen, select whether or not to hide personal information such as destinations or document names. [OFF] is specified by default.
[Hide Activity Log]	Select whether or not to hide activity logs on Scan to E-mail and Fax TX/RX. If [ON] is selected, [Log] does not appear on the [Job List] screen. [OFF] is specified by default.
[Initialize]	Select network settings, system settings, and all settings to carry out initialization.
[Web browser contents access]	Select whether to allow an access to the Web page contents saved on the hard disk of this machine. This option is displayed when [Utility] - [Administrator Settings] - [Network Settings] - [Web Browser Setting] is enabled. For details, contact your service representative. [Allow] is specified by default.

[Enhanced Security Mode]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Enhanced Security Mode]

Select whether or not to enable the Enhanced Security Mode.

If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management.

To enable the enhanced security mode, the following settings must have been configured.

Setting items in Administrator Settings	Settings to forcibly changed
[Security Settings] - [Security Details] - [Password Rules]	Select [ON].
[Security Settings] - [Administrator Password]	Set a password complying with password rules.
[Security Settings] - [HDD Settings] - [HDD Encryption Setting]	Select [ON].
Configuring User Authentication in **Web Connection**	For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
In **Web Connection**, register the certificate.	For details, refer to Chapter 2 "Configuring the Operating Environment of This Machine" in [User's Guide: Applied Functions].
[Network Settings] - [Extended Network Settings] - [Network Interface Settings] (Available when the optional **Network Interface Card** is installed)	Select [Wired LAN only].

If you enable the Enhanced Security Mode, the following settings are forcibly changed.

Setting items in Administrator Settings	Settings to forcibly changed
[System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addr.]	Set to [Restrict].
[Security] - [Authentication] - [General Settings] - [Public Access] in **Web Connection**	Set to [Restrict].
[User Authentication/Account Track] - [User Name List]	Set to [OFF].
[Security] - [Authentication] - [General Settings] - [Print without Authentication] in **Web Connection**	Set to [Restrict].
[Network Settings] - [FTP Settings]	Set to [Disable].
[Network] - [E-mail Settings] - [S/MIME] in **Web Connection**	• [S/MIME]: Set to [Enable]. • [Digital Signature]: Set to [Select when sending]. • [E-mail Text Encryption Method]: Set to [3DES].
[Network] - [SNMP Setting] - [SNMP v1/v2c Settings] in **Web Connection**	[Write]: Set to [Disable].
[Network] - [SNMP Setting] - [SNMP v3 Settings] in **Web Connection**	[Security Level] of the read and write user is set to [Auth-password/Priv-password].
[Security] - [PKI Settings] - [SSL/TLS Settings] in **Web Connection**	• [SSL/TLS]: Cannot be changed to invalid. • [Encryption Strength]: Cannot be changed to a setting in which the strength is lower than [AES256, 3DES].

Tips

- A setting that has been forcibly changed when the [Enhanced Security Mode] was enabled will not be changed if you disable the [Enhanced Security Mode].
- Once the password rules have been enabled, an item for which a password that do not comply with the rules has been configured will result in authentication failure.

[HDD Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings]

Manage this machine's HDD.

Settings	Description
[Check HDD Capacity]	Enable you to check the used space, total space and available space on the HDD.
[Overwrite All Data]	Overwrite all data saved on all areas of the HDD when disposing this machine. To perform delete by overwriting, select [HDD Overwrite Method], then tap [Execute]. The following modes are available in [HDD Overwrite Method]. • [Mode 1]: Overwrite with 0x00. • [Mode 2]: Overwrite with single-byte random numbers - Overwrites with single-byte random numbers - Overwrites with 0x00. • [Mode 3]: Overwrite with 0x00 - Overwrites with 0xff - Overwrites with single-byte random numbers - Verifies. • [Mode 4]: Overwrites with single-byte random numbers - Overwrites with 0x00 - Overwrites with 0xff. • [Mode 5]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff. • [Mode 6]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with random numbers. • [Mode 7]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa. • [Mode 8]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa - Verifies. [Mode 1] is specified by default.
[HDD Format]	Format the HDD. Retrieve any data needed from the hard disk beforehand.
[HDD Encryption Setting]	Encrypts all data saved on the hard disk for protection purposes. If you tap [OK] after selecting [ON], a message appears to notify you that the HDD will be formatted. To encrypt data stored on the HDD, select [Start], tap [OK], then enter the encryption word to be used to encrypt the data (using 20 characters, case sensitive). Entering the encryption passphrase restarts this machine and activates formatting of the HDD. [OFF] is specified by default. **Note** If an HDD encryption setting is configured, the HDD is formatted, and data saved on the HDD is erased. Therefore, we recommend that you finish an HDD encryption setting before using this machine.
[Overwrite HDD Data]	This machine temporarily stores image data on the hard disk or in the memory during scanning and printing. When the stored data are no longer needed, you can delete them by overwriting with certain data. This option is displayed when the Enhanced Security Mode is enabled. • [HDD Overwrite Method]: Select the method to delete data stored on the hard disk or memory by overwriting. [Mode 1]: Overwrites data in 0x00. [Mode 2]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with letter "A" (0x61) [Mode 1] is specified by default.

[Stamp Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Stamp Settings]

Select whether or not to force application of stamps to original data when printing or sending a fax.

Settings	Description
[Date/Time]	Select [ON] to print the date/time. • [Data Format] : Select the format to print the date. • [Time Format]: Select the format to print the time. • [Text Details]: Specify the size of the text to be printed. • [Print Position]: Select the position where to print the text. [OFF] is specified by default.
[Page Number]	Select [ON] to print page numbers. • [Page Number Type] :Select the format to print page numbers. • [Starting Page Number]: Enter the starting number of page numbers to be printed on the first page using the **Keypad**. • [Text Details]: Specify the size of the text to be printed. • [Print Position]: Select the position where to print the text. [OFF] is specified by default.
[Stamp]	Select [ON] to print a stamp. • [Stamp Imprint] : Select the stamp to be printed. • [Text Details]: Specify the size of the text to be printed. • [Print Position]: Select the position where to print the text. [OFF] is specified by default.
[Distribution Control Number]	Select [ON] to print out distribution control numbers. • [+]/[-]: Enter the starting number of distribution control numbers using the [+] or [-] key or the **Keypad**. • [Text Size]: Specify the size of the text to be printed. • [Density]: Select the density of the text to be printed. [OFF] is specified by default.

Tips

[Stamp] cannot be specified together with [Distribution Control Number]. If both options are specified together, the first specified item is canceled.

[FIPS Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [FIPS Settings]

Specify whether to enable the FIPS (Federal Information Processing Standardization) Mode.

FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conform to the FIPS.

[Invalid] is specified by default.

Tips

- If you enable the FIPS mode, the device certificate registered on this machine will be deleted.
- If the Enhanced Security Mode is enabled, the FIPS mode cannot be enabled.

[Quick Security Setting]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Quick Security Setting]

Configure a setting to enhance the security level of this machine.

Settings	Description
[Administrator Password]	Change the administrator password of this machine.
[Password Rules]	Configure whether to enable the password rules. Once you enable them, the number of characters and text types that are available for passwords is restricted. If necessary, change the minimum number of password characters. [Disable] is specified by default.
[Quick IP Filtering]	If the quick IP filtering function is enabled, you can restrict devices that can access this machine using the IP address (IPv4/IPv6). The range of IP addresses for which accesses is to be restricted is specified automatically. • [No Filtering]: Does not use the filtering function. • [Synchronize IP Address]: In IPv4, this option only permits access for an IP address that has a different end from the end of the IP address set for this machine. In IPv6, this option only permits access for the IP address set for this machine, and the IP addresses of which the high-order 64 bits are the same. • [Synchronize Subnet Mask]: This option only permits access for the IP address set for this machine, and the IP addresses that belong to the same network using subnet masks or prefixes. The default value depends on the region the machine is used in.
[PSWC Setting]	Select whether to use **Web Connection**. [Enable] is specified by default.
[Security Warning Display Setting]	Select whether to display the security warning screen if the administrator password remains set to the default or if password rules are not satisfied. The default value depends on the region the machine is used in.

5.11 [Paper Empty Alert Display Setting]

To display: [Utility] - [Administrator Settings] - [Paper Empty Alert Display Setting]

For each tray, specify whether or not to display a warning message on the **Touch Panel** when the tray runs out of paper.

The following shows the default settings.

- [Tray 1] to [Tray 4]: [ON]
- [Manual Feed]: [OFF]

5.12 [License Management]

[Get Request Code]

To display: [Utility] - [Administrator Settings] - [License Management] - [Get Request Code]

Display this machine's serial number and request code.

[Activation]

To display: [Utility] - [Administrator Settings] - [License Management] - [Activation]

Enter the function code for identifying the advanced function and the license code for enabling the advanced function to enable the advanced function.

[List of Enabled Functions]

To display: [Utility] - [Administrator Settings] - [License Management] - [List of Enabled Functions]

Displays a list of enabled functions.

[List Output]

To display: [Utility] - [Administrator Settings] - [License Management] - [List Output]

Print the serial number and request code of this machine.

5.13 [OpenAPI Certification Management Setting]

[Restriction Code Settings]

To display: [Utility] - [Administrator Settings] - [OpenAPI Certification Management Setting] - [Restriction Code Settings]

Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.

For details, contact your service representative.

5.14 [Delete Authenticated Documents]

To display: [Utility] - [Administrator Settings] - [Delete Authenticated Documents]

Delete print data saved on this machine using the ID & Print function.

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