FUJIFILM

Apeos™

Reference Guide

Operations

Apeos 4570
Apeos 3570

September 2026 GM1359E1-6 Edition 1
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1 Preface

This reference guide lists various features (such as Copy, Fax and Scan) that can be performed on the touch panel display.

In addition, this manual uses screen images that show all optional units and optional products equipped to describe operations.

Note

- The values set at the machine can be checked by printing out the Configuration Report.

Refer

- Refer to “Logging in to Authentication Mode” (P.36) when logging in to Administrator Mode.
- Refer to Internet Services help for details of Internet Services.

- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Some parts of this manual are subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

Refer to “Reference Guide - Main Unit” for trademarks or manual conventions.

1.1 Acquiring the Latest Software

The latest software version for items such as the printer driver, fax driver, scanner driver and utilities can be acquired from our official website.

https://fujifilm.com/fb/download

2 Setup

2.1 Administrator Information

It is recommended to change the administrator User ID and password to prevent the settings from being changed and to maintain security.

Refer

- Refer to “User's Manual” for the default administrator ID and password.
- Refer to “[Administrator Settings]” (P.228) for how to set.

2.2 Using Internet Services

Internet Services is a service that uses a web browser to display the machine’s status and job history, and also change machine settings.

This service can be used at a client computer connected over a network with the machine in a TCP/IP environment.

1. **Start the web browser.**

2. **Enter the machine’s IP address or the Internet address in the web browser’s address bar and then press the <Enter> key.**

Note

- If the network uses DNS (Domain Name System) and the machine’s host name has been registered at the DNS name server, the machine can be accessed using the Internet address that contains the host name and domain name. If the host name is “myhost” and the domain name is “example.com”, the Internet address will be “myhost.example.com”.
- When setting the port number, use a colon “:” after the IP address or Internet address and then enter the port number.

Refer

- Refer to “[URL of Internet Services]” (P.45) for the IP address.
- Refer to Internet Services help for operations.

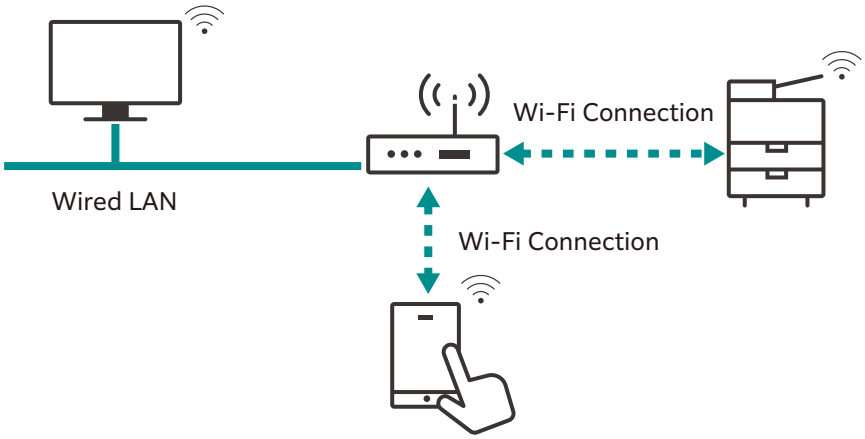
2.3 Using the Wireless Network

When connecting network using the wireless LAN, install the Wireless Network Kit in the machine.

It is necessary to log in to Administrator Mode to perform settings.

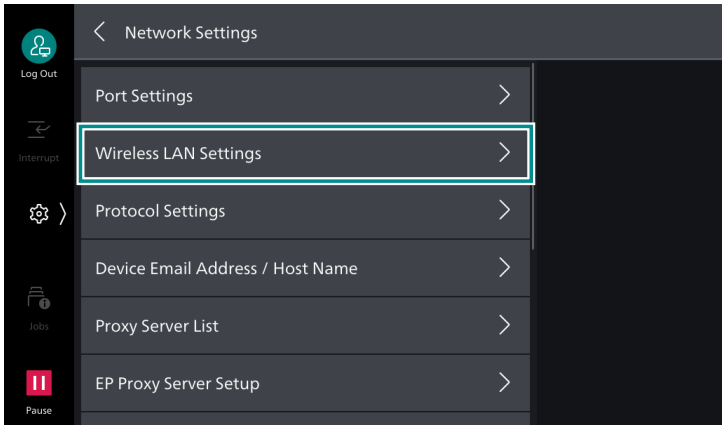
Wi-Fi

Connect the machine and mobile device via the wireless LAN access point.

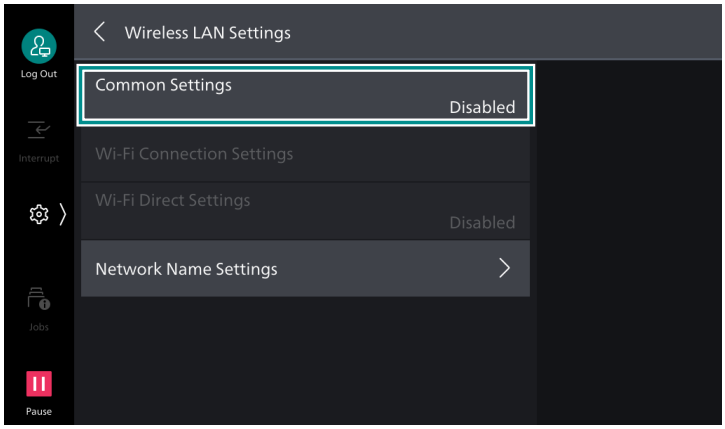


Wi-Fi Connection Settings

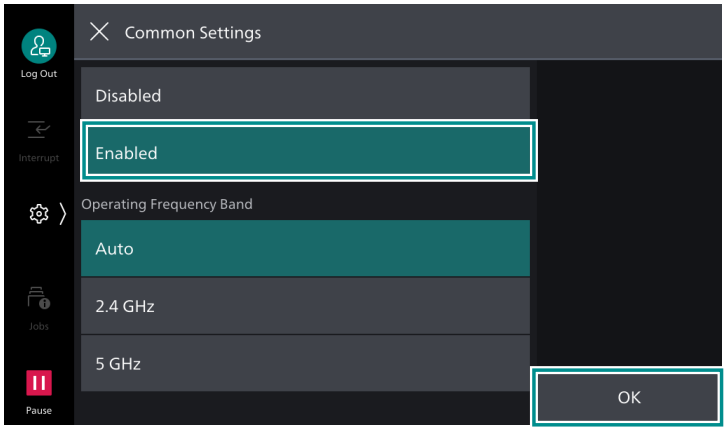
1. Tap on ⚙ > [Device] > [Network Settings] > [Wireless LAN Settings].



2. Tap on [Common Settings].



3. Tap on [Enabled] > [OK].



Note

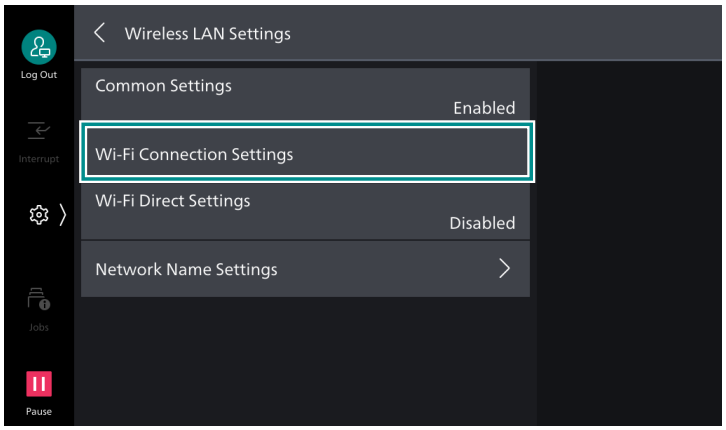
- When connecting to a wireless LAN access point that uses RADIUS server authentication (IEEE802.1X authentication), it is necessary to set the certificate in Internet Services.

4. Tap on [Confirm].

The machine restarts.

5. Tap on ⚙ > [Device] > [Network Settings] > [Wireless LAN Settings].

6. Tap on [Wi-Fi Connection Settings].



7. Connect to the wireless network using one of the following methods.

- “Selecting from the list” (P.6)
- “Manual Settings” (P.7)
- “WPS (Push Button)” (P.8)
- “WPS (PIN Code)” (P.8)

Note

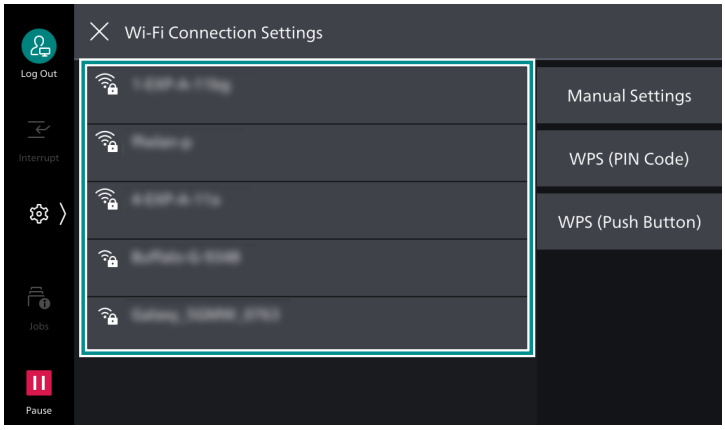
- The wireless LAN access point SSID and authentication information (WEP key, Passphrase, etc.) are required.

Selecting from the list

1. Tap on the access point to connect.

If the access point has no security settings, setup is complete.

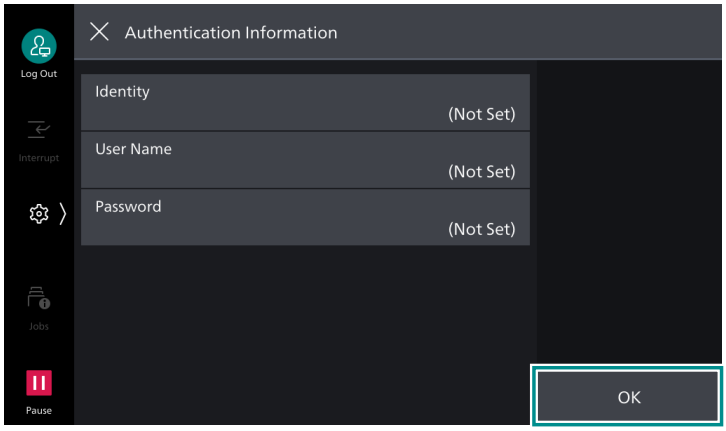
If the access point has security settings, proceed to step 2.



Note

- A maximum of five wireless LAN access points are displayed in the list in the order of the strongest signal first.
- When connecting to another access point, a screen to confirm the disconnection appears.

2. Enter the required information and then tap on [OK].



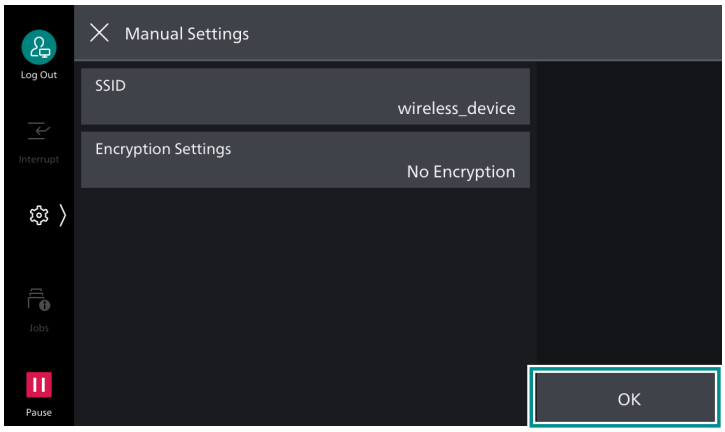
3. Confirm that the settings updated and then tap on [Confirm].

The machine restarts and then the settings are enabled.

Manual Settings

1. Tap on [Manual Settings].

2. Set each item and tap on [OK].



Setting items	Details
[SSID]	Set the name that identifies the wireless network. Alphanumerics up to 32 characters can be entered.
[Encryption Settings]	Set the encryption method. **Note** • [WEP], [WPA/WPA2 Personal], and [WPA/WPA2 Enterprise] are not displayed when "[Security Level]" (P.213) is set to [High (Recommended)].
[No Encryption]	No encryption is set.
[WEP]	Up to 4 WEP keys can be registered. Select the WEP key to be used from among them with the [Transmit Key] screen.
[WPA3 Personal]	Set the passphrase.
[WPA2/WPA3 Personal]	
[WPA2 Personal]	
[WPA/WPA2 Personal]	
[WPA2/WPA3 Enterprise]	Set the authentication method. If PEAP is selected, also set [Identity], [User Name] and [Password]. When using EAP, it is necessary to set the certificate in Internet Services and details for the authentication method.
[WPA3 Enterprise]	
[WPA2 Enterprise]	
[WPA/WPA2 Enterprise]	

3. Confirm that the settings updated and then tap on [Confirm].

The machine restarts and then the settings are enabled.

WPS (Push Button)

1. **Tap on [WPS (Push Button)].**

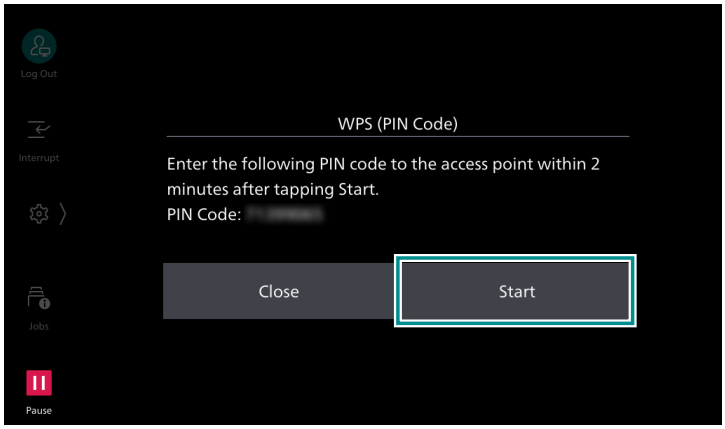
2. **Tap on [Start] and then press the WPS button on the wireless LAN access point within 2 minutes.**

3. **Confirm that the settings updated at the screen on the machine and then tap on [Confirm].**
   The machine restarts and then the settings are enabled.

WPS (PIN Code)

1. **Tap on [WPS (PIN Code)].**

2. **Tap on [Start] and then enter the displayed PIN code at the wireless LAN access point within 2 minutes.**



3. **Confirm that the settings updated at the screen on the machine and then tap on [Confirm].**
   The machine restarts and then the settings are enabled.

Connecting using Internet Services

IEEE802.1X authentication can be used for the machine's Wi-Fi connection. When using the IEEE802.1X authentication method, request the certification authority to issue a certificate and then import the issued certificate to the machine using Internet Services.

Certificate	EAP-TLS	EAP-TTLS	PEAP
CA Certificate	Required	Required	Optional*1
Client Certificate	Required	-	-

*1 :Required when verifying a server certificate.

Note

- HTTP communication must be encrypted to import certificates using Internet Services.

Certificate standards

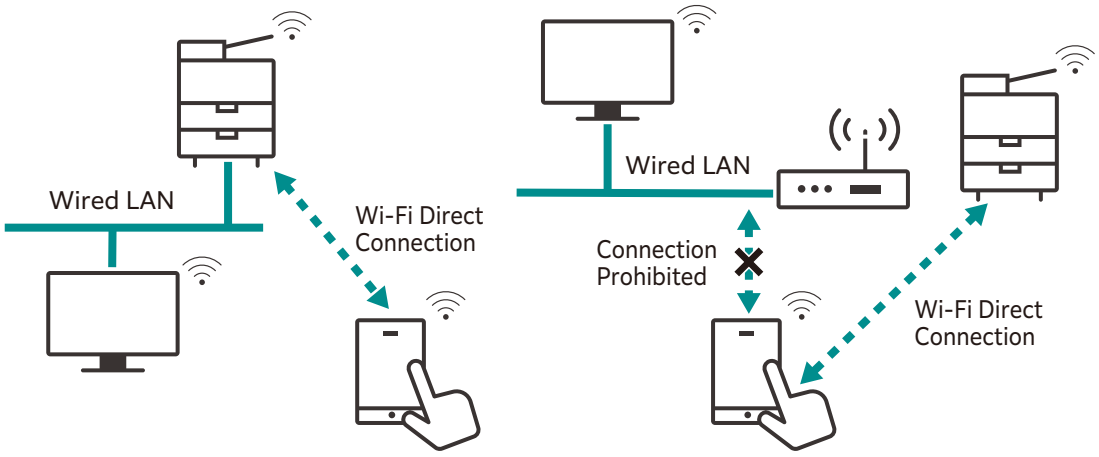
- X.509 Certificate (DER/PEM) (Root CA Certificate)
- PKCS#7 (DER) (Root CA Certificate)
- PKCS#12 (DER) (Device Certificate (is the Client Certificate)/Root CA Certificate)

Refer

- Refer to Internet Services help for the types of certificates.

Wi-Fi Direct

Connect the machine and mobile device directly without using the wireless LAN access point.



Note

- Wi-Fi Direct cannot be used in an IPv6 environment.
- Up to five units can be connected simultaneously with Wi-Fi Direct.

Wi-Fi Direct Connection Settings

Note

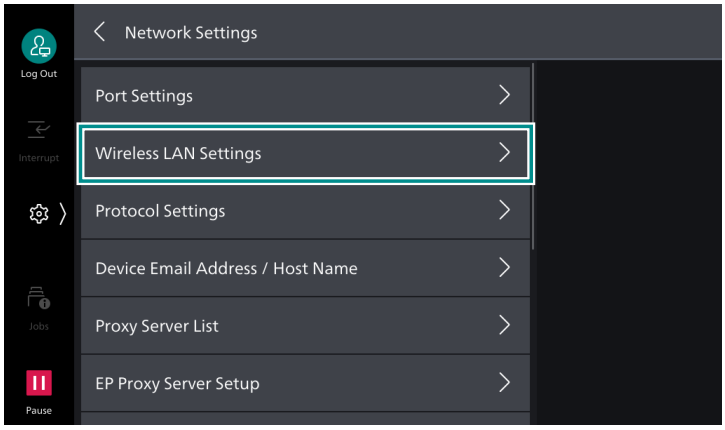
- You can also set these settings from Internet Services.

1. Enable wireless LAN settings.

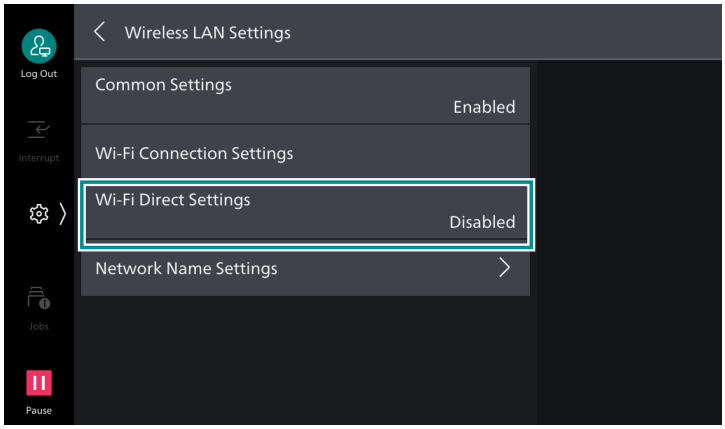
Refer

- Refer to steps 1 to 4 in "Wi-Fi Connection Settings" (P.4).

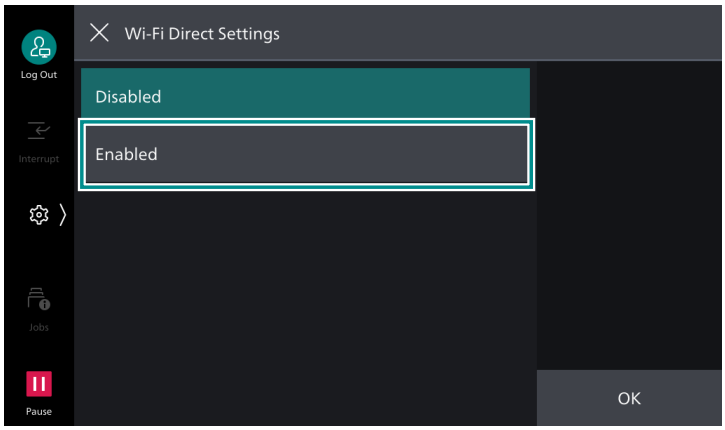
2. Tap on ⚙ > [Device] > [Network Settings] > [Wireless LAN Settings].



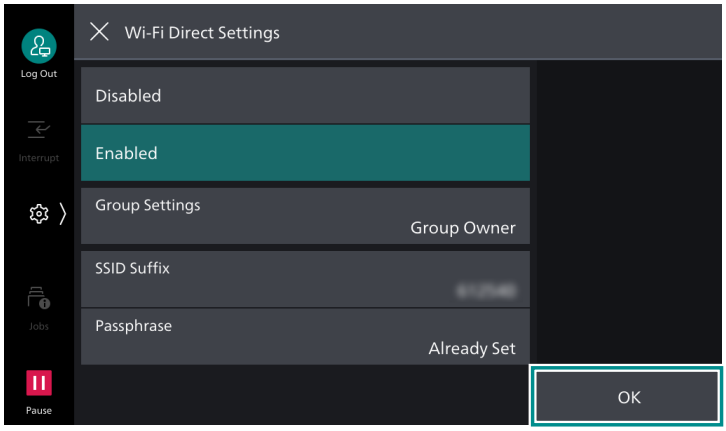
3. Tap on [Wi-Fi Direct Settings].



4. Tap on [Enabled].



5. **Set each item and tap on [OK].**



Group Settings

Setting items	Details
[Auto]	Select this when not fixing the machine to a Group Owner.
[Device Name]	Enter the name of the machine identified by the Wi-Fi Direct network using alphanumerics up to 32 characters. The name set here will be displayed when selecting the machine to connect to from a mobile device.
[Group Owner]	Set the machine as the Group Owner of the Wi-Fi network. Setting it as the Group Owner will enable the machine to be detected from a mobile device at the same time as the wireless LAN access point.
[SSID Suffix]	Displays the name of the network identified by Wi-Fi Direct. Alphanumerics up to 23 characters can be entered for the section that follows “DIRECT-”. The name set here will be displayed when selecting the network to connect to from a mobile device.
[Passphrase]	Enter at least 8 and up to 63 alphanumeric characters as the passphrase. When connecting to the Wi-Fi Direct network from a mobile device, enter the passphrase displayed here.

Note

- When connecting a device that does not support Wi-Fi Direct such as an iOS terminal, set it to [Group Owner].

Connecting Mobile Devices

Auto connection (Android OS)

1. **Open the Wi-Fi settings screen on the mobile device and enable Wi-Fi.**

2. **Tap on [Wi-Fi Direct].**

3. **Select the machine from the list.**

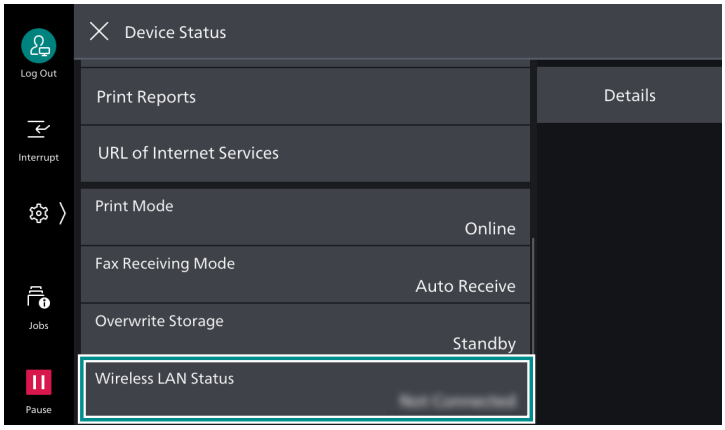
4. **Confirm the name of the mobile device to connect at the screen displayed on the machine and then tap on [Accept].**

Manual connection (Android OS/iOS)

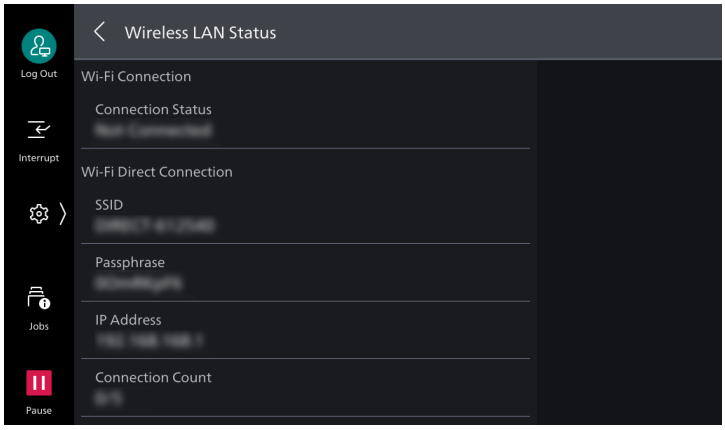
Note

- It is necessary to set [Group Settings] to [Group Owner] in [Wi-Fi Direct Settings].

1. **Tap on ⚙ > [Device Status] > [Wireless LAN Status].**



2. **Confirm [SSID] and [Passphrase] of [Wi-Fi Direct Connection].**



3. **Open the Wi-Fi settings screen on the mobile device and enable Wi-Fi.**

4. **Select the SSID for the machine checked on step 2 from the list and then enter the passphrase.**

Disconnecting from Wi-Fi Direct

Machine screen

Disconnecting

1. **Tap on ⚙ > [Device Status] > [Wireless LAN Status].**

2. **Tap on [Disconnect Wi-Fi Direct].**

All currently connected mobile devices are disconnected.

Note

- Disconnected mobile devices cannot re-connect to Wi-Fi Direct for 30 seconds.

Canceling settings

1. **Tap on ⚙ > [Device] > [Network Settings] > [Wireless LAN Settings] > [Wi-Fi Direct Settings].**
2. **Change [SSID Suffix] or [Passphrase].**
   The Wi-Fi Direct group is rebuilt using the new SSID and passphrase.

Mobile device screen

Disconnecting

1. **Open the Wi-Fi settings screen and cancel the Wi-Fi connection.**

Deleting connection information

1. **Open the Wi-Fi settings screen and select the SSID of the machine in connection.**
2. **Delete Wi-Fi connection settings information.**

2.4 Fax Feature

It is necessary to log in to Administrator Mode to perform settings.

Fax Using the Telephone Line

Connect the telephone line correctly to the machine, and set the initial settings of fax on the control panel of the machine.

- Local Terminal Information
  Enter [Local Name] and [Fax Name]. For details, refer to "[Local Terminal Information]" (P.175).

Internet Fax

✓: Must be set, -: No need to set

Setting items	Internet Fax	Internet Fax Direct
TCP/IP Address	✓	✓
Internet Fax Path	✓	✓
Email Port	✓	✓
Subnet Mask	As required	As required
Gateway	As required	As required
DNS Server	As required	As required
Machine's Email Address	✓	✓
Protocol to Receive Email	✓	✓
POP3 Server	As required	-
POP3 Login Name/Password	As required	-
SMTP Server	✓	-

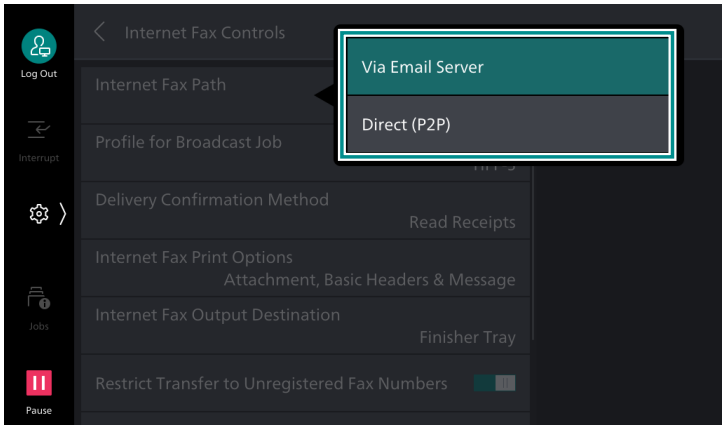
Setting items	Internet Fax	Internet Fax Direct
SMTP AUTH Login Name/Password	As required	-

1. **Tap on ⚙ > [Device].**

2. **Set the Internet Fax path.**

   1) **Tap on [App Settings] > [Internet Fax Settings] > [Internet Fax Controls].**

   2) **At [Internet Fax Path], tap on [Via Email Server] for Internet Fax and tap on [Direct (P2P)] for Internet Fax Direct.**



3. **Enable the Email port.**

   1) **Tap on [Network Settings] > [Port Settings].**

   2) **Tap on [Receive Email] > [Port Status].**

   3) **Tap on [Enabled].**

   4) **Tap on [<].**

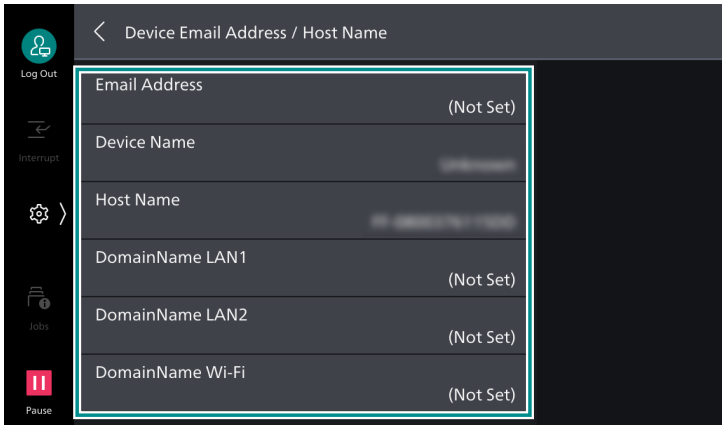
   5) **Tap on [Send Email] > [Port Status].**

   6) **Tap on [Enabled].**

4. Set the machine's Email address.

1) Tap on [Network Settings] > [Device Email Address / Host Name].

2) Set each item.



Refer

- Refer to "[Device Email Address / Host Name]" (P.200).

5. Set the protocol to receive Emails.

1) Tap on [Network Settings] > [Other Settings] > [Protocol to Receive Email].

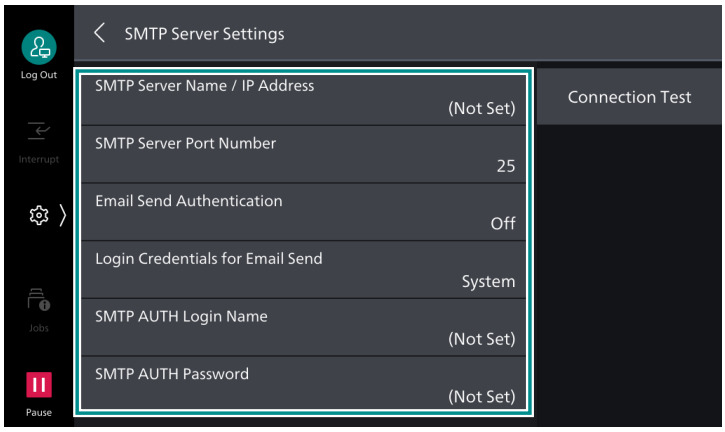
2) Tap on [SMTP] or [POP3].

6. Set settings for sending and receiving Emails.

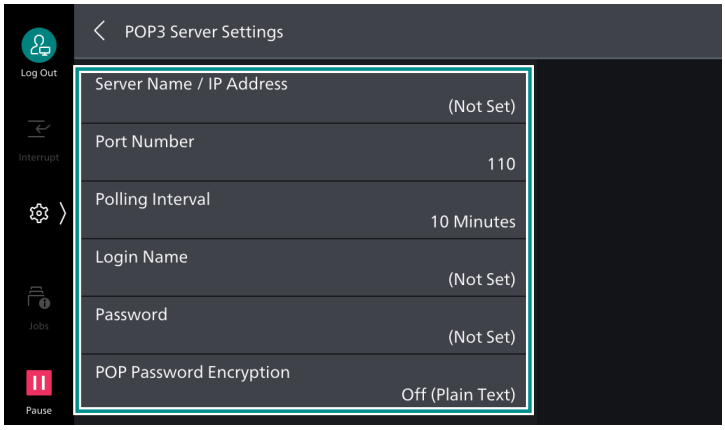
1) Tap on [Network Settings] > [Outgoing/Incoming Email Settings].

2) Set SMTP server or POP3 server.

SMTP



POP3



Refer

- Refer to “[Outgoing/Incoming Email Settings]” (P.206).

IP Fax (SIP)

- TCP/IP Address
  Refer to “[Protocol Settings]” (P.196).
- SIP Port
  Set [Port Status] to [Enabled]. For details, refer to “[SIP]” (P.190).
- SIP User ID (Sign-in Name)
  Set [SIP Device Address]. For details, refer to “[SIP Settings]” (P.204).
- Local Terminal Information
  Enter [Local Name] and [Fax Name]. For details, refer to “[Local Terminal Information]” (P.175).
- SIP Server (Set as required)
  Set [Enable SIP Server], [SIP Server IP Address Resolution], [SIP Proxy Server Setup] and [SIP Registrar Server Setup]. For details, refer to “[SIP Settings]” (P.204).
- VoIP Gateway (Set as required)
  Set in [VoIP Gateway Setup]. For details, refer to “[SIP Settings]” (P.204).

NGN Settings

Note

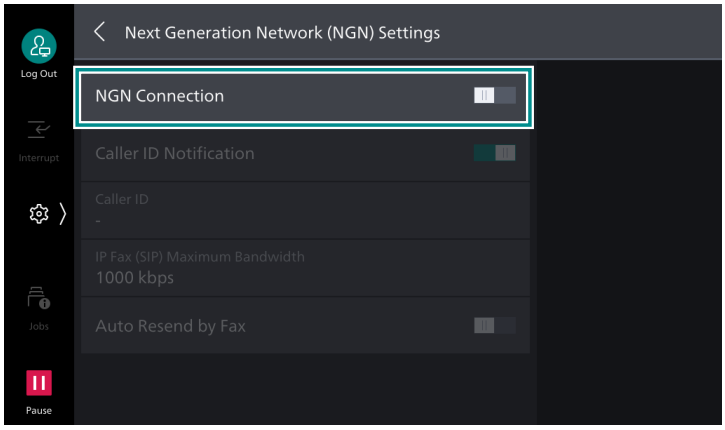
- Requires an NGN agreement with NTT.

The following settings are required in addition to the IP Fax (SIP) setting to use this feature.

- NGN Connection
- Caller ID Notification (Set as required)
- Maximum bandwidth
- Auto Resend (Set as required)

1. Tap on ⚙ > [Device] > [Network Settings] > [Next Generation Network (NGN) Settings].

2. **Tap on [NGN Connection] to enable.**



3. **When using [Caller ID Notification], tap on it to enable.**

4. **Tap on [IP Fax (SIP) Maximum Bandwidth], enter the maximum bandwidth and then tap on [OK].**

Note

- Set the data communication tariff of NTT and then set the maximum bandwidth.

5. **When using [Auto Resend by Fax], tap on it to enable.**

2.5 Scan Feature

It is necessary to log in to Administrator Mode to perform settings.

Scan to Folder

- TCP/IP Address
  Refer to “[Protocol Settings]” (P.196).
- Enable ports
  Set each port for [SNMP], [SOAP] and [WebDAV] to [Enabled]. For details, refer to “[Port Settings]” (P.186).
- Registering a Folder
  Refer to “Registering a Folder” (P.114).

Scan (to PC)

- TCP/IP Address
  Refer to “[Protocol Settings]” (P.196).
- Enable ports
  Set each port for [FTP Client], [SFTP Client] and [SMB Client] to [Enabled]. For details, refer to “[Port Settings]” (P.186).
- Create the transfer destination folder
  - FTP/SFTP Transfer
    Create the transfer destination folder on the login server and then set the write permission.
  - SMB Transfer
    Create the folder on the client computer and then set it to a shared folder. Set the write permission for the shared folder.

Note

- An account (login name and password) are required to use FTP/SFTP transfer.
- When using SMB with macOS, it is necessary to set [System Settings] > [General] > [Sharing] > [File Sharing].

Scan (Email)

Refer to "Email Feature" (P.18).

My Folder

This feature is available when "[Authentication/Accounting Settings]" (P.225) is set to [Remote].

Note

- If using our products (sold separately) as the remote authentication system, select [Authentication Agent] in [Remote Authentication / Directory Service] > "[Authentication System Setup]" (P.208).

- TCP/IP Address
  Refer to "[Protocol Settings]" (P.196).
- Enable ports
  Set the [SMB Client] port to [Enabled]. For details, refer to "[Port Settings]" (P.186).
- Start the service and set the transfer method
  Use Internet Services to set the My Folder feature.

Scan to USB

Scan to USB feature can be switched between Enabled/Disabled using Internet Services.

If it is set disabled, [Scan to USB] is no longer be displayed in [USB] on the Home screen, or [Print from USB] is displayed instead of [USB].

Scan to Desktop

Note

- The scan function cannot be used with the default settings in Windows Server.

- TCP/IP Address
  Refer to "[Protocol Settings]" (P.196).
- Enable ports
  Set the [WSD] port to [Enabled]. For details, refer to "[Port Settings]" (P.186).

2.6 Email Feature

It is necessary to log in to Administrator Mode to perform settings.

Setting items	Refer to
TCP/IP Address	"[Protocol Settings]" (P.196)
Email Port	"[Receive Email]" (P.191) "[Send Email]" (P.192) "[Email Notification Service]" (P.192)
Machine's Email Address	"[Device Email Address / Host Name]" (P.200)

Setting items	Refer to
Protocol to Receive Email	“[Other Settings]” (P.221) > [Protocol to Receive Email]
SMTP Server Address (Set as required)	“[Outgoing/Incoming Email Settings]” (P.206)
SMTP AUTH Login Name, Password (Set as required)	
POP3 Server Address (Set as required)	
POP3 Login Name, Password (Set as required)	
Subnet Mask (Set as required)	“[TCP/IP - Network Settings]” (P.198)
Gateway Address (Set as required)	
DNS Server Address (Set as required)	
S/MIME (Set as required)	“[S/MIME Settings]” (P.215)

Note

- A certificate is required in advance to send and receive Email after attaching a digital signature to the Email and encrypting the Email using S/MIME.

2.7 Paper Tray Settings

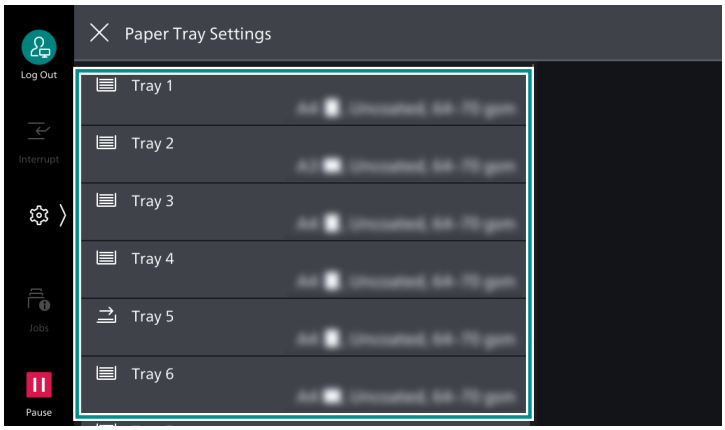
After loading paper in the paper tray, set information of loaded paper such as the paper size, the paper type, and the paper color.

Refer

- Refer to “Basic Operations of the Machine” in “Reference Guide - Main Unit” for how to load paper.

1. **Tap on ⚙ > [Device] > [Paper Tray Settings].**

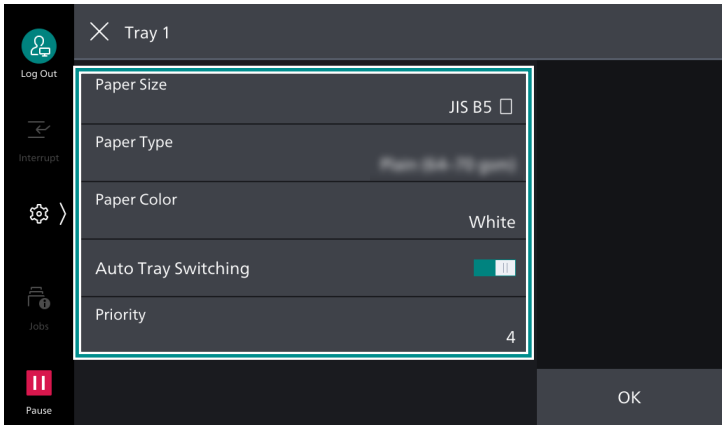
2. **Tap on a tray to change its paper settings.**



Refer

- Refer to “[Common Settings]” (P.134) for [Common Settings] displayed in Administrator Mode.

3. As needed, configure the setting items.



Item	Details
[Envelope Feeder]	Apply a check mark when using the envelope/postcard feeder. This item is displayed when [Use Envelope Feeder] is enabled. For details, refer to "[Other Settings]" (P.150).
[Paper Size]	[Auto Detect]: The machine specifies the paper size automatically. [Manual Size Input]: Enter the paper size you use.
[Paper Type]	Set the paper type.
[Paper Color]	Set the paper color.
[Auto Tray Switching]	Set whether to use this tray automatically, when paper specified by a user is loaded, or when paper on the tray in use run out in the middle of a job. **Note** • You can set this item in Administrator Mode.
[Priority]	If [Auto Tray Switching] is enabled, set a priority of this tray when there are several trays to be switched. **Note** • You can set this item in Administrator Mode.
[Standard Size Defaults]	If tray 5 (bypass) was selected, set the paper size displayed for tray 5 in [Paper Supply] from the features list. **Note** • You can set this item in Administrator Mode.

4. Tap on [OK].

2.8 Smart Card Registration

Smart Card Registration allows users to associate their own IC Card with user information.

If you set Smart Card Registration, [Smart Card Registration] appears on the menu screen of the machine.

Note

- This service is available for users who use Card ID which is different from the user ID.
- The following functions or services cannot be used with this service.
  - Finger vein authentication
  - Services which do not assume the usage with the Local and Remote authentication modes
- Do not use the following user IDs.
  - User ID contains only " " (half-width space).
  - User ID contains any of the following: “ " ”, “+”, “;”, “<”, “>”, “?”, “[”, “]”, “`”, “{”, “|”, “}”, “:”, “#”, “(”, “)”, “\”, “,”, “*”, “/”, and “=”.
  - User ID starts with “ ' ”.
- You cannot re-register to the different domain if you once registered.

Environmental Settings

Set environments to use Smart Card Registration.

Items	Required Settings
[Port Settings]	⚙ > [Device] > [Network Settings] > [Port Settings] > [SOAP] • [Port Status]: [Enabled] • [Port Number]: 80
[Protocol Settings]	⚙ > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings] • IP address, subnet mask, and gateway address: settings for the use in TCP/IP network environment

You can register the IC Card information for up to 999 users when the authentication type is the local account. When the authentication type is the remote account, the maximum number of users to register the IC Card information depends on the restriction of the Active Directory server.

When using Active Directory for authentication, confirm the following with the administrator of Active Directory:

- Authentication information of the user registering the IC Card information is registered.
- When the authentication type is the remote account, the user registering the IC Card information is given the write access privilege.

Note

- When you use an Active Directory server, the authentication information saved on the Active Directory server is copied and saved in the machine.

On ⚙ > [Device] > [Authentication/Accounting] > [Accounting] > [Authentication/Accounting Settings], set [Off], or [Local]. When the authentication type is the remote account, accounting setting is arbitrary.

Also, under ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication], set as follows.

Items		Required Settings
[Authentication/Accounting Settings]		[Local] or [Remote]
[User Details Setup]	[Use of IC Card]	[On]
	[Account Auto Setup for Card Login]	[Enabled] **Note** • Set this item when the authentication type is the local account. • [Feature Access/Limits] is set when you control the access of guest users.
	[IC Card Link Mode]	[No Password Required] **Note** • Set this item when the authentication type is the remote account.

Active Directory Server Settings

If you use the authentication information of the Active Directory server, set the Active Directory server.

Set under ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] on the control panel.

- [Attribute of Login User Name]: Used as the User ID.
- [Attribute Type of Email Address]: Used as the e-mail address.

Note

- User Name cannot be set on the control panel or Internet Services. The “displayName” attribution of the Active Directory server is acquired and set to the user information.

User Registration

If the user who has been registered with the machine uses this feature, register the user information such as the user ID and password on the machine using the control panel or Device Setup.

Note

- Notify users their ID and password, and that the authentication destination is “local”.

System Administrator's Information Settings

Set the information of a system administrator with Smart Card Registration.

Note

- If you change System Administrator ID or System Administrator Password, also change this service's settings. If not, this service may not run properly.

1. **Log in to Administrator Mode with the control panel of the machine.**
2. **Tap on [Smart Card Registration].**
3. **Enter the system administrator ID and password in [System Administrator ID] and [Password], And then tap on [Register].**

4. **Configure necessary settings in accordance with the authentication type.**

When the Authentication Type is "Local Accounts"

1) **Select [Domain] in accordance with the current configuration.**

2) **When [Standard Domain] is displayed, select the authentication destination which is displayed by default when the user registers the IC Card.**

3) **Enable [IC Card ID Verification].**

4) **Tap on [Save].**

When the Authentication Type is "Remote Accounts"

1) **To display the Smart Card Registration screen when logging in to the machine, set [IC Card registration during Login to Remote Accounts] to be enabled.**

2) **Tap on [Save].**

3) **Select [Smart Card Registration] for ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Custom Service for User Authentication].**

5. **Restart the machine.**

2.9 Updating for Add-on Apps

Allows you to automatically or manually update add-on applications and certificates.

Machine Settings

Log in to Administrator Mode of the machine and set as follows.

Items	Required Settings
[Port Settings]	⚙ > [Device] > [Network Settings] > [Port Settings] > [SOAP] • [Port Status]: [Enabled] • [Port Number]: 80
[Plug-in Settings]	⚙ > [Device] > [System Settings] > [Plug-in Settings] • [Embedded Plug-ins]: Enabled

Setting Automatic Updating

1. **Log in to Administrator Mode with the control panel of the machine.**

2. **Tap on [Updating for Add-on Apps] on the apps screen.**

3. **Tap on [Update settings].**

4. **For each importance level for updates (A), set the update method (B).**

Note

- When operating with the fixed version of add-on applications, set all importance levels to [Disable auto update].
- If the updated content of Updatings for Add-on Application includes additional functions or changes, the settings and functions may be affected.
- The schedule at which automatic updating is executed differs for each multifunction device serial number. If you update the add-on applications of multiple multifunction devices at the same time, execute manual updating.

(A) Importance levels for updates

Item	Explanation
[Urgent maintenance]	Important updates we wish all customers to apply as security measures and to ensure stable operation.
[Important updates]	Updates for updating to a stable version including additions and changes to functionality.
[Normal maintenance]	Updates for updating to a stable version by improving functionality.

(B) Update methods

Item	Explanation
[Enable auto update]	Performs updating when a new version is confirmed at the time and days of the week specified for automatic updating.
[Disable auto update]	To perform an update, you need to execute [Manual update].

5. **Set the details for automatic updating.**

Item	Explanation
[Day of week]	Select the day of the week to perform automatic updating.
[Start time]	Specify the time to start automatic updating. Note • This setting cannot be changed individually for each importance level. • If the machine is not powered on, updating will be performed on the next update day.
[Retry settings]	Set retry operations for when updating has failed. Note • This setting cannot be changed individually for each importance level for updates. • Update will fail, if you are operating the machine, if you are running a job, or if there are other errors. • If you set [Forced termination time for retries], the retry operation ends when the specified time has elapsed.

Checking the Result of Automatic Updating

1. **Log in to Administrator Mode with the control panel of the machine.**

2. **Tap on [Updating for Add-on Apps] on the apps screen.**

3. **Tap on [Latest result].**

The result of the of the automatic updating appears.

Updating Add-on Applications Manually

1. **Log in to Administrator Mode with the control panel of the machine.**
2. **Tap on [Updating for Add-on Apps] on the apps screen.**
3. **Tap on [Manual update].**
4. **Tap on the add-on application or system application to be updated, and tap on [Update].**

Note

- System application may contain multiple applications and certificates, but they cannot be updated individually.
  For stable operation of the machine, please update if the system application is displayed.
- If you select [Updating for Add-on Apps] and other applications together from the manual update screen and update, the other applications may not be updated. In this case, please update manually again.

2.10 Paperless Fax Settings

This service allows you to forward received faxes to any computers or send them by email without printing them. The output format is selectable from PDF, DocuWorks, or TIFF.

Machine Settings

Log in to Administrator Mode of the machine and set as follows.

Items	Required settings
[Port Settings]	> [Device] > [Network Settings] > [Port Settings] > [SOAP] • [Port Status]: [Enabled] • [Port Number]: 80
[Web Browser Setup]	> [Device] > [App Settings] > [Web Browser Setup] • [Clear Cache upon Closing]: Disabled • [Use Cache]: Enabled **Note** • When [Web Browser Setup] is not displayed, the password setting for software options or validation of the customize service is required.
[Plug-in Settings]	> [Device] > [System Settings] > [Plug-in Settings] • [Embedded Plug-ins]: [Enabled]

In addition, enable one or more fax lines.

2.11 ScanAuto

Machine Settings

Note

- Enable Custom Services and Embedded Plug-ins to use this service.

Item	Details
[Port Settings]	> [Device] > [Network Settings] > [Port Settings] > [SOAP] • [Port Status]: [Enabled] • [Port Number]: 80
[Protocol Settings]	> [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings] • This is the setting for using this machine in the TCP/IP environment such as IP address, subnet mask, and gateway address.
[Web Browser Setup]	> [Device] > [App Settings] > [Web Browser Setup] • [Web Applications Version]: [V5] • [Clear Cache upon Closing]: Disabled • [Use Cache]: Enabled **Note** • When [Web Browser Setup] is not displayed, the password setting for software options or validation of the customize service is required.

When using the authentication feature, confirm the items are set as follows.

Item	Details
[Authentication Type]	> [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings] • [Authentication/Accounting Settings]: [Local] or [Network] When the authentication type is "Local Accounts": > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts] • User registration **Note** • When [Login to Remote Accounts] is selected, you do not need to register users.
[Access Control]	> [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control] • [Device Access]: [Locked]

Note

- Java Script must be enabled on the web browser.

HTTP Connection Setting

- Set [Enabled] for > [Device] > [Network Settings] > [Port Settings] > [Internet Services (HTTP)] > [Port Status].

E-mail Setting

- Set [Enabled] for ⚙ > [Device] > [Network Settings] > [Port Settings] > [Send Email] > [Port Status].
- Specify items such as an IP address, subnet mask, and gateway address to use the machine in a TCP/IP network under ⚙ > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings].
- Configure the machine's e-mail address and the host name on ⚙ > [Device] > [Network Settings] > [Device Email Address / Host Name].
- Set [SMTP] or [POP3] for ⚙ > [Device] > [Network Settings] > [Other Settings] > [Protocol to Receive Email].
- Configure the SMTP server setting on ⚙ > [Device] > [Network Settings] > [Outgoing/Incoming Email Settings] > [SMTP Server Settings].
- When the Email receiving protocol is set to POP3, configure the POP3 server setting on ⚙ > [Device] > [Network Settings] > [Outgoing/Incoming Email Settings] > [POP3 Server Settings].

Scan to PC Setting

- Before scanning, you need to create a shared folder where scanned data is saved on your computer.
- When using SMB protocol, select [Enabled] under ⚙ > [Device] > [Network Settings] > [Port Settings] > [SMB Client] > [Port Status].
- When using FTP protocol, select [Enabled] under ⚙ > [Device] > [Network Settings] > [Port Settings] > [FTP Client] > [Port Status].
- Specify items such as an IP address, subnet mask, and gateway address to use the machine in a TCP/IP network under ⚙ > [Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings].

E-mail Setting for Authenticated Users

- When the Authentication feature is enabled, register users who use this service and their e-mail addresses.

2.12 Settings Cloning For Add-on Applications

You can duplicate the information of Add-on Application to other machines.

Refer

- For details, refer to Internet Services help.

2.13 Job History Export

Job History Export is a service for exporting operation history (job history) such as copying and printing processed with a multifunction device via a web browser, or for automatically exporting the history to a file server.

With this service, you can obtain and manage the job history of a multifunction device.

Note

- You need to install Job History Export to use its feature. For how to install the application, refer to “Add-on Application Installation Guide”.

Refer

- For details, refer to Internet Services help.

2.14 FUJIFILM IWpro

FUJIFILM IWpro is a cloud-based File Management service for the centralized management of everything from document importing to conversion, management, utilization, and output. It enables documents converted into digital data to be shared on a cloud service and viewed, edited, and output from inside and outside a company without worrying about the format.

You can also assign attributes to documents, manage those attributes, and view usage logs of registered devices.

Refer

- For details, refer to “FUJIFILM IWpro User Guide”.

3 Basic Operations

3.1 Touch Panel Display

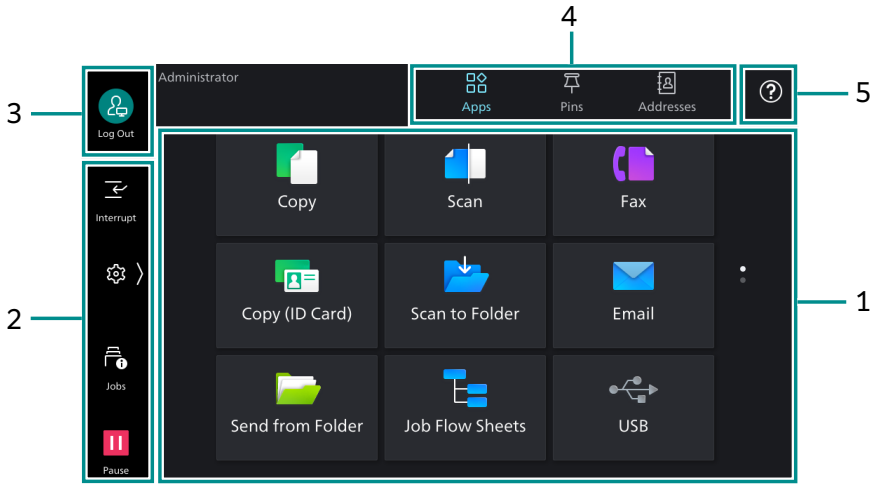
Home Screen

This is the screen to access the various features of the machine.

You can display only the feature used frequently or change the display order.

Note

- You can change the default settings of the Home screen. For details, refer to “[Screen/Button Settings]” (P.139).



1. App display area

Select [Apps] on the Home tab, and then available apps are displayed.

If logging in as a system administrator or an authenticated user, you can change apps to display or display position. For details, refer to “Customizing the Home Screen” (P.46).

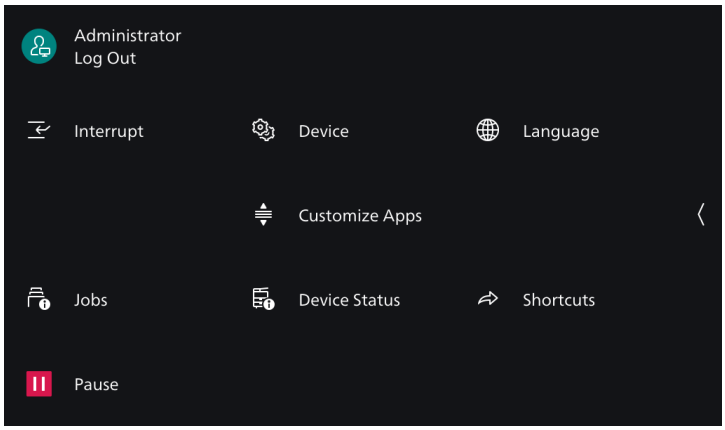
App name	Feature Overview	Listed location
[Copy]	Operate the copy feature.	“Copy” (P.67)
[Scan]	Transfer the scanned data to the client computer on the network. You can also perform [URL], [Email] and [My Folder].	“Scan” (P.102)
[Fax]	Operate the fax feature using the telephone line.	“Fax” (P.75)
[Copy (ID Card)]	Both the front and rear of documents whose size cannot be automatically detected, such as an ID card, can be copied side by side onto a single sheet of paper.	“Copy (ID Card)” (P.69)
[Scan to Folder]	Save the scanned data in the folder on the machine.	“Scan to Folder” (P.101)

App name	Feature Overview	Listed location
[Email]	Sends the scanned data as an Email attachment.	“Basic Operations (Email)” (P.97)
[Send from Folder]	Operate the data saved in the folder on the machine.	“Folder” (P.114)
[Job Flow Sheets]	Scan the data using the job flow sheet (series of operations) registered in the machine.	“Job Flow Sheets” (P.119)
[USB]	You can save the scanned data in the USB memory device, or print data saved in the USB memory device. **Note** • If either the scan to USB or print from USB feature cannot be used, [Scan to USB] or [Print from USB] is displayed.	“Scan to USB” (P.103) “Print from USB” (P.65)
[Internet Fax]	Operate the Internet fax feature.	“Internet Fax” (P.81)
[Store Files for Polling]	Stores the data on the machine, and allows the receiving party to initiate fax reception.	“Store Files for Polling” (P.88)
[Scan to Desktop]	Saves the scanned data to a specified client computer.	“Scan to Desktop” (P.104)
[Web Applications]	Access the web server via the network from the browser programed in the machine, then save or display the data.	“Reference Guide - Appendix”
[Remote Assistance]	Enables you to resolve problems while sharing the screen with the operator. When using it for the first time, you must agree to the terms of use in Administrator Mode. **Note** • When the license agreement is updated, the system administrator must accept it again.	-
[Private Charge Print]	Print private charge print files.	“Private Charge Print” (P.64)
[Secure Print]	Print Secure Print files (files with password set).	“Secure Print” (P.63)
[Sample Set]	Print the remaining number of copies of the file specified for Sample Set (printing one copy for trial).	“Sample Set” (P.62)
[Delayed Print]	Enables you to print the Delayed Print files (files with specified print time) before the specified time.	“Delayed Print” (P.62)
[Charge Print]	Print charge print files.	“Charge Print” (P.63)
[Folder N]	Shortcut to the file destination folder that you set for each telephone line. **Note** • The “N” part of the App name is the corresponding folder number. The folder number and name are displayed when the folder name is set.	“[Fax Controls]” (P.169) > [Folder Selector Setup]
[Scan (ID Card)]	Both the front and back of an ID card can be scanned onto a single page.	“Scan (ID Card)” (P.105)
[Connect to Print Utility]	Displays the QR code for connection.	-

App name	Feature Overview	Listed location
[ScanAuto]	You only load originals and tap on [Start] and the scanned file with suitable settings can be sent.	“ScanAuto Operation” (P.111)
[Settings Backup]	You can store the setting information of the machine to a computer, cloud services, or copy it to another machine.	-
[Updating for Add-on Apps]	You can automatically or manually update add-on applications and certificates.	“Updating for Add-on Apps” (P.23)
[Private Charge Print (All)]	You can print all the files that have not been printed and are stored as private charge print jobs by a login user.	-
[Smart Card Registration]	Users can easily register their own IC Cards for authentication with the machine.	“Registering IC Card” (P.271)
[Check Smart Card ID]	Users can check the information registered with their IC Cards.	-
[FUJIFILM IWpro Setup]	You can install the services needed to use FUJIFILM IWpro.	-

2. Control Tab

Tap on and then the control menu opens. To close, tap on on the right side of the screen.



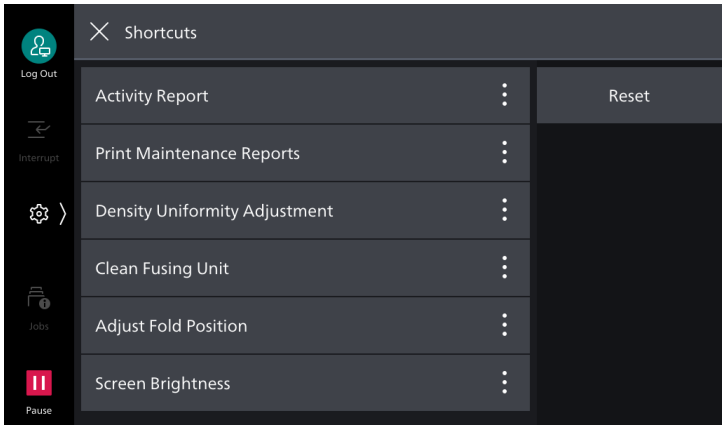
Feature name	Listed location/description
[Interrupt]	“Interrupt” (P.50)
[Jobs]	“Jobs” (P.38)
[Pause]	“Pausing Active Jobs” (P.37)
[Device]	“Device” (P.133)
[Customize Apps]	“Customizing the Apps Screen” (P.48)
[Device Status]	“Device Status” (P.39)
[Language]	Switches the displayed language and keyboard layout.
[Shortcuts]	“[Shortcuts]” (P.32)
[Auto Printing]	When [Disabled] is selected, printing can be temporarily disabled. When [Enabled] is selected, printing is enabled.

Note

- The feature icon displayed on the left side of the screen can be displayed and tapped even when the control menu is closed.
- The features to display or positions can be changed in [Edit Control Menu] of "[Screen/Button Settings]" (P.139). [Pause] is, however, always displayed on the bottom left, and cannot be customized.
- [Printer Lockout] in "[System Clock / Timers]" (P.137) needs setting to [Allow User to Lock Out] to display [Auto Printing] on the control menu.

[Shortcuts]

Register the features frequently used in shortcut, and you can access them from ⚙ > [Shortcuts].



Note

- Tap on ⋮ displayed on the right of each feature in Administrator Mode, you can change the display order or delete the feature from the list. Tap on [Reset] to restore the list to the state at factory shipment.
- Tap on [Shortcut] displayed on the top right on the screen of the features to register, and add to [Shortcuts].

Features that can be registered	Listed location
[Activity Report]	"[Print Reports]" (P.43)
[Print Maintenance Reports]	"[Print Maintenance Reports]" (P.236)
[Density Uniformity Adjustment]	"[Image Quality]" (P.242)
[Clean Fusing Unit]	"[Clean Fusing Unit]" (P.251)
[Adjust Fold Position]	"[Adjust Finisher]" (P.249)
[Screen Brightness]	"[Screen/Button Settings]" (P.139)

3. Login Information Field (Login Icon/Logout Icon)

Different icons appear according to types of login status or logged in user.

Tap this area to perform the login and logout operations when using the system administration mode or the authentication feature.

Note

- When ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [User Details Setup] > [Logout Confirmation Screen] is enabled, the confirmation screen is displayed before logout.

Refer

- For details, refer to "Logging in to Authentication Mode" (P.36).

4. Home Tab

Switches between the Home screens.

Note

- The tab to display first can be changed in [Home Screen Default] of “[Screen/Button Settings]” (P.139).

Tab name	Listed location
[Apps]	“1. App display area” (P.29)
[Pins]	“Pins” (P.51)
[Addresses]	“Address Book” (P.124)

5. Help Icon

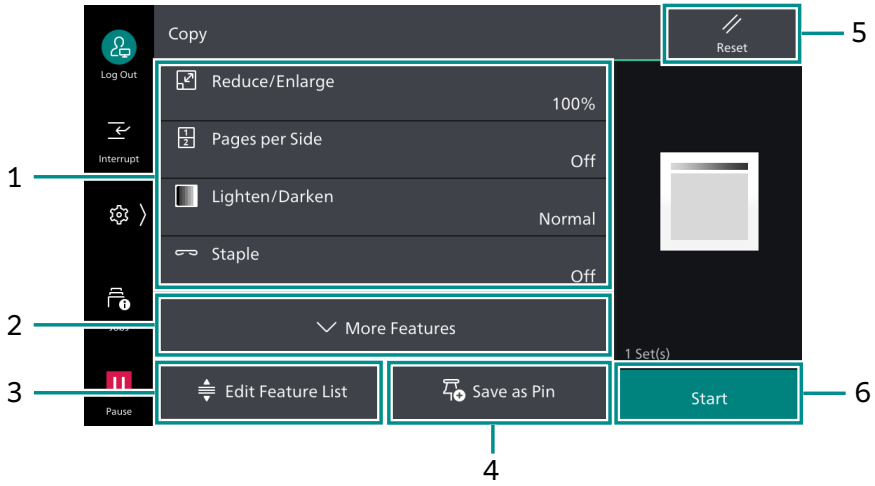
Displays the guide for operation. When using it for the first time, you must agree to the terms of use in Administrator Mode.

Feature List Screen of Apps

Here is the description using the feature list of Copy app as an example.

Note

- The displayed items may differ depending on the permission settings of login user or the settings under “[Screen/Button Settings]” (P.139).



1. Feature List

The frequently used features are listed here.
Tap each feature to modify settings.

2. [More Features]

Displays the features that are not listed on the feature list.

3. [Edit Feature List]

Edit what features are displayed on the feature list.

Refer

- Refer to [Edit Feature List] under “Customizing the Apps Screen” (P.48) for how to edit.

4. [Save as Pin]

Saves the current settings combination as a pin to [Pins] on the Home screen.

Refer

- For details, refer to “Creating Pins from Apps” (P.53).

5. [Reset]

Restores all the settings you have changed.

6. [Start]

Starts a job.

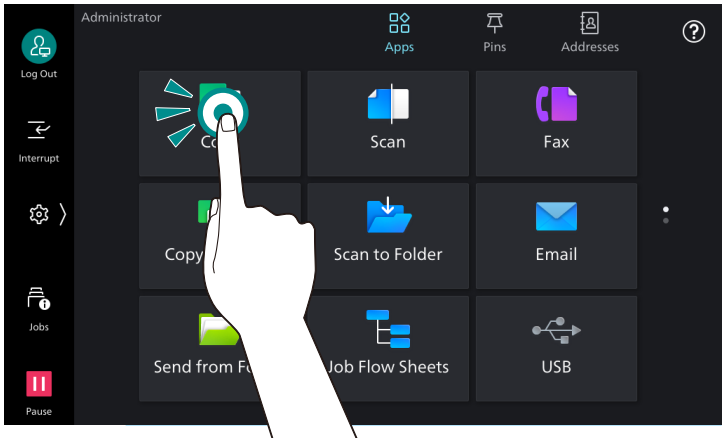
Basic Operation Method

Note

- Except for the Preview screen, the pinch-in (zoom in operation by pinching the screen with two fingers) and pinch-out (zoom out operation by spreading two fingers on the screen) are not available.

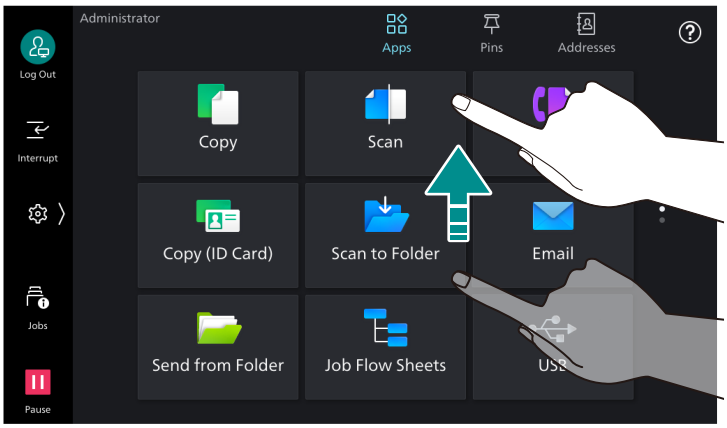
Tap

Lightly touch the touch panel display and then immediately lift up your finger.



Swipe

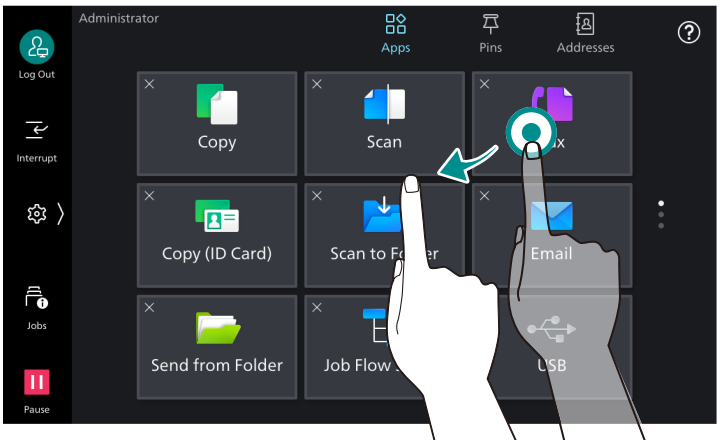
While lightly touching the touch panel display, move your finger up and down to scroll the screen up and down.



A flick action (lightly sweeping the screen to a desired direction with your finger) is also available.

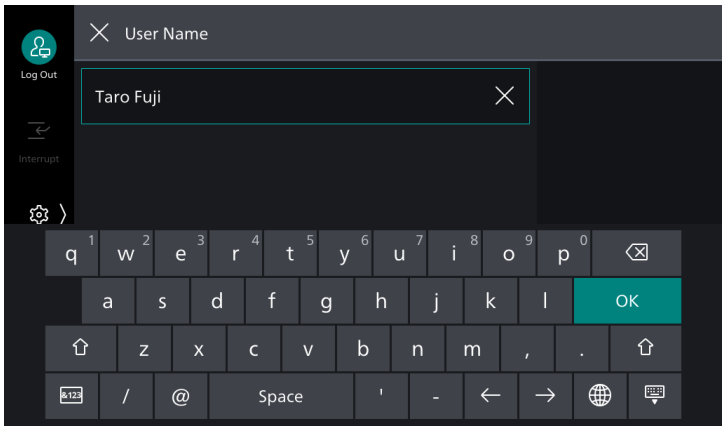
Long-tap

Touch and keep your finger on an app icon or Menu item. While maintaining the long-tap, dragging your finger to your desired position can change the position of the icon.



Keyboard

Tap on to change the input method and input language.



Note

- Displayed buttons differ depending on the input screen and input language.

3.2 Logging in to Authentication Mode

To use the machine as a login user or a system administrator, login to the authentication mode.

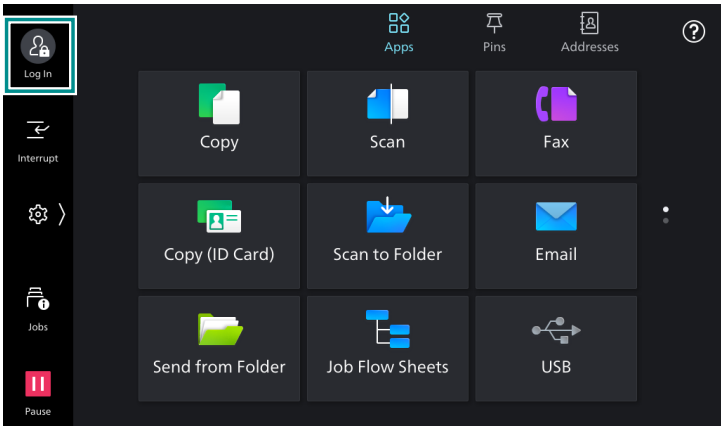
The icon at the login information field changes after logging in to the authentication mode, and the login user name appears on the Home screen and the Control Menu.

Note

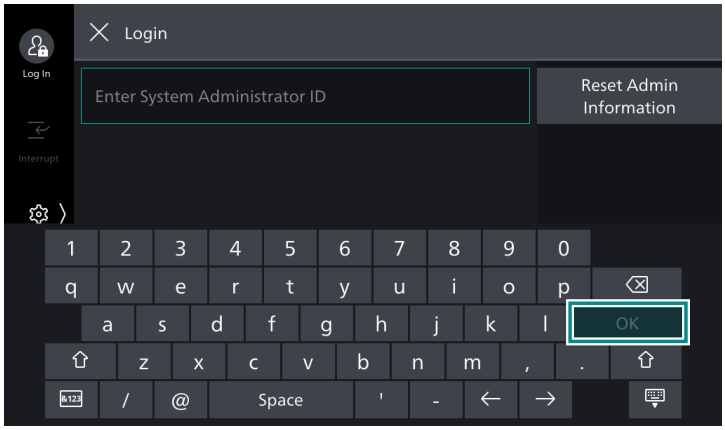
- In this guide, the state the system administrator is logging in to the authentication mode is described as “Administrator Mode”.

Login

1. Tap on the login information field (Login icon).



2. Enter the User ID and then tap on [OK].

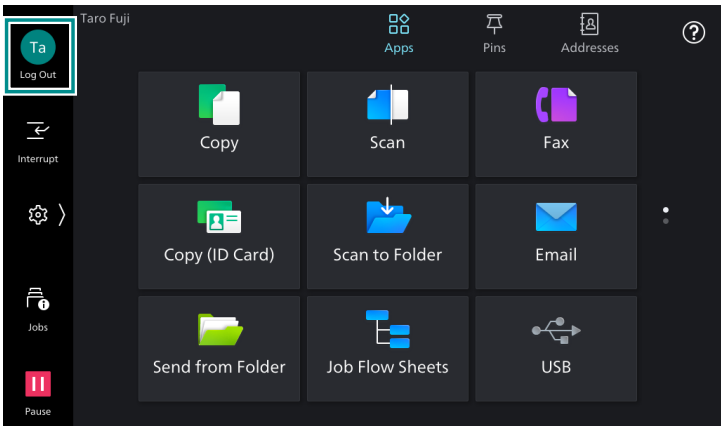


Note

- Input the password if a password input field is displayed.
- In case of that the password change screen is displayed when entering the password, the security strength has been changed. Confirm the password security strength and change the password.
- When linked to Microsoft Entra ID, enter the user name that comes before @ for the User ID.
  For example, enter “fujitaro” for fujitaro@sample.com.
- For the remote accounts (other than LDAP), tap on [Domain] and select the domain.
- If [Select from List] is set for how to specify the User ID in Internet Services, you can specify the User ID on the [Select User] screen.
- If [Reset Admin Information] is displayed, you can get a security code for resetting the system administrator's user ID and password.

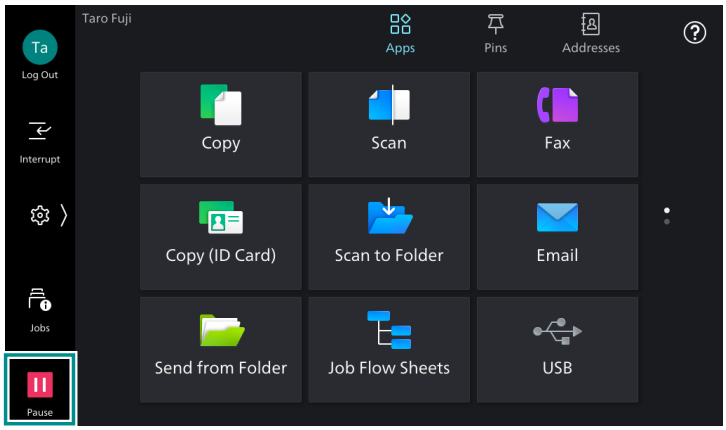
Canceling the Authentication

1. Tap on the login information field (Logout icon).



3.3 Pausing Active Jobs

1. Tap on ([Pause]) on the bottom left of the screen while the document is scanned and the job is running.



You can select to continue or pause jobs on the displayed screen.

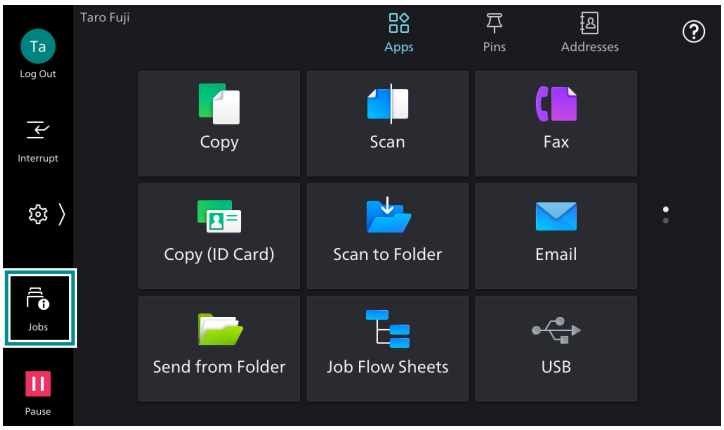
Note

- When multiple jobs are running, the [Jobs] screen is displayed and you can select the job to operate.

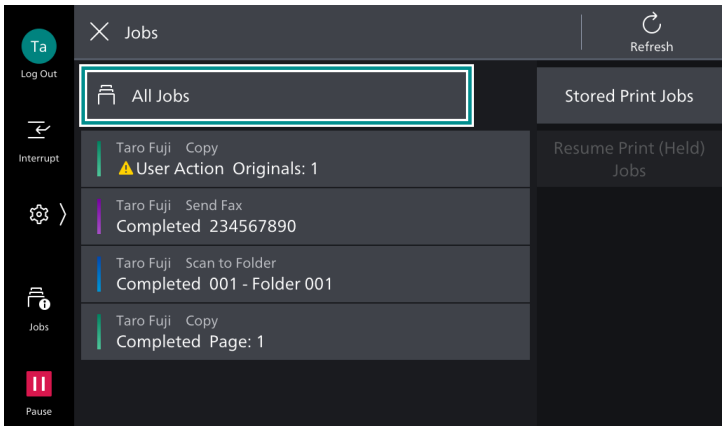
3.4 Jobs

You can check active jobs (both running and waiting) and completed jobs. It is also possible to cancel printing and print a job that is waiting to be printed or waiting for operation.

1. Tap on ([Jobs]).



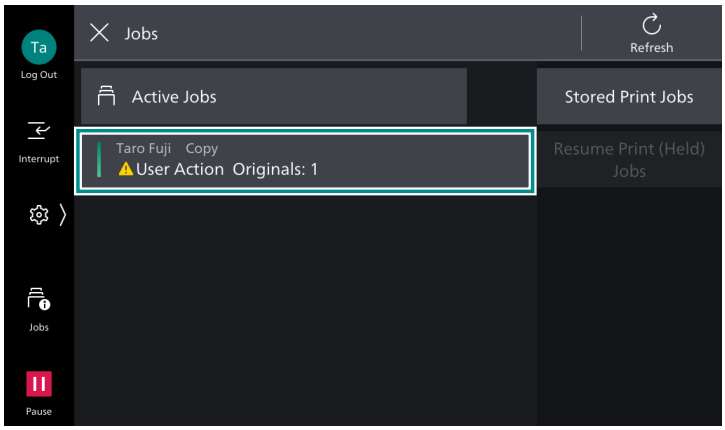
2. Tap on [All Jobs], and switch the job type to display.



Refer

- Refer to “Printing Stored Data” (P.62) for [Stored Print Jobs].

3. Tap on the job to operate.



4. **Select the next operation on the displayed screen.**

- For running or paused jobs, you can instruct the machine to stop or resume the job. Also, tap on [Promote] to prioritize and run the selected job.
- For completed jobs, you can confirm the job results or output the report.
- For the job flow jobs or stored jobs, tap on [Child Jobs] and display the list of child jobs.

3.5 Device Status

If you tap on ⚙ > [Device Status] on the Home screen, the [Device Status] screen can be displayed on the Home screen. You can confirm the status of the machine or print the report.

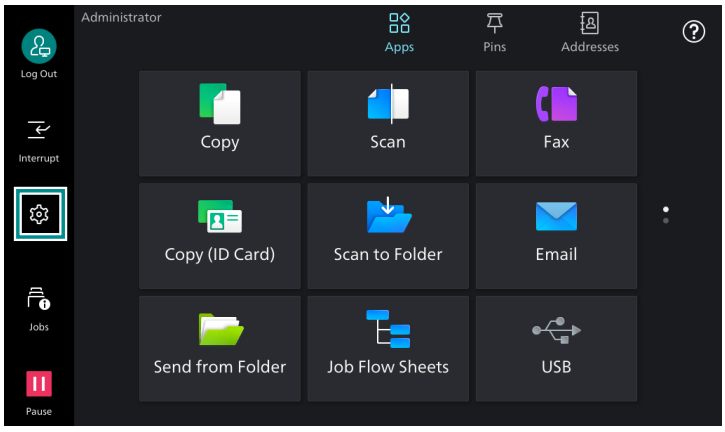
[Device Details]

Enables confirmation on screen of various types of information pertaining to the machine, such as machine configuration.

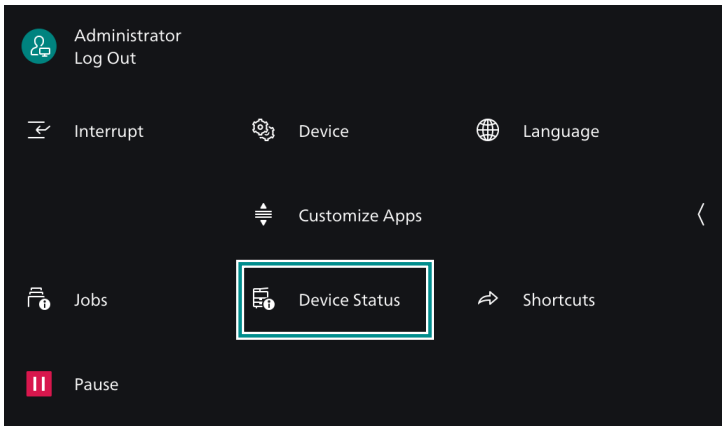
How to Display the Fax Certificate Number

You can confirm the machine's fax certificate number (technical standards conformity certification number of telecommunications terminal equipment).

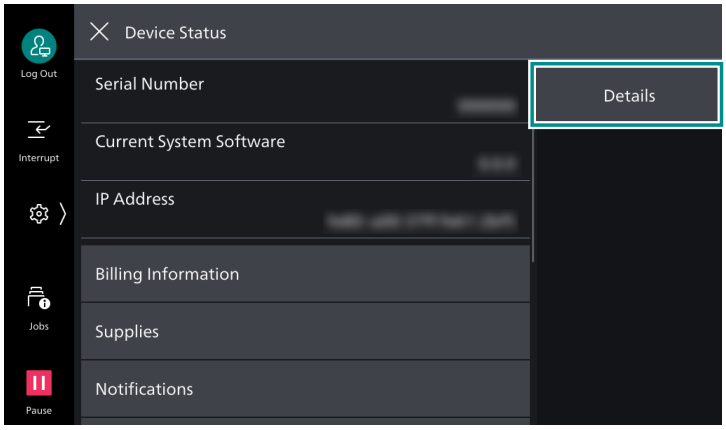
1. **Tap on ⚙.**



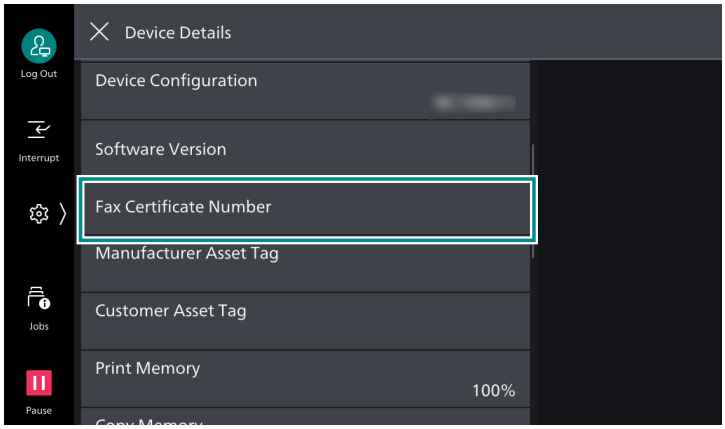
2. **Tap on [Device Status].**



3. **Tap on [Details].**

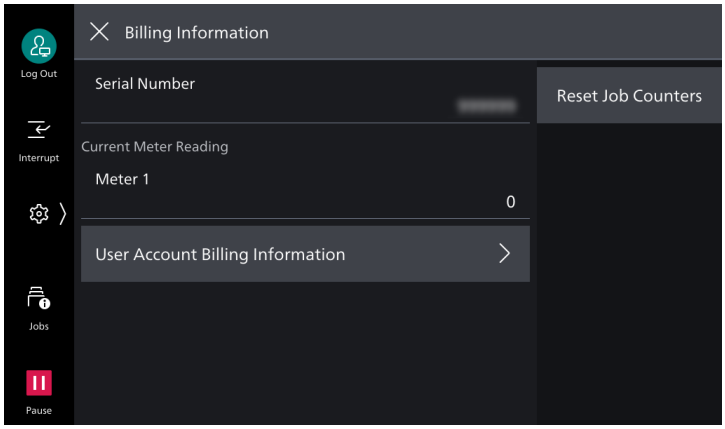


4. **Tap on [Fax Certificate Number].**



[Billing Information]

Enables confirmation of number of output pages for each meter.



Item	Description
[Serial Number]	Displays the serial number of the machine.
[Meter 1]	Displays the total number of pages for black & white copies, black & white prints and faxes.

Item	Description
[Account Usage]	Enables confirmation of the number of pages by user. If the accounting feature has been set to be enabled, it is possible to confirm the meter for the currently authenticated user ID.
[Reset Job Counters]	Enables the counter for the tallied number of scans and prints by function and also the cumulative operating time to be reset.

■ Counting of Blank Pages

When a blank page is printed, the meter counts it.

Note

- When Skip Blank Pages is set in the printer driver, a blank page without drawing is not printed. However, the blank page may be printed in the following cases.
  - When only a line break is on the page
  - When only a white space character is on the page
  - When only a line break and a white space character are on the page
  - In addition, when a command such as of drawing white background is passed from the application

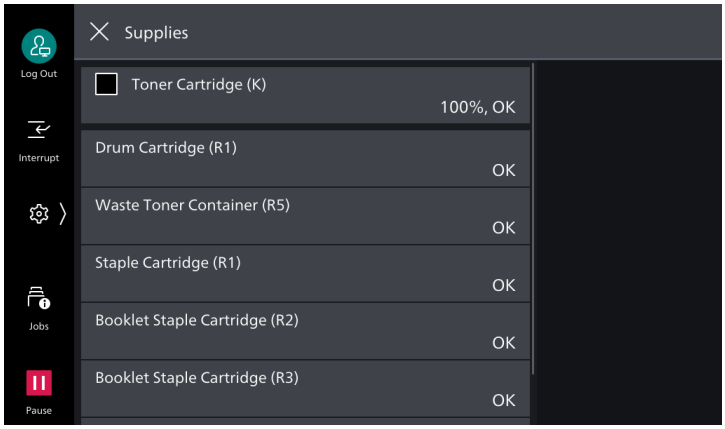
■ Counting of Long Paper

Each meter value per page is as follows based on the area of A3 (297.2 x 420.4 mm).

- 1.5 or more to 2 or less times (when width: 330.0 mm, length: 568.0 to 757.2 mm): 2
- More than 2 to 3 or less times (when width: 330.0 mm, length: 757.3 to 1135.8 mm): 3
- More than 3 times (when width: 330.0 mm, length: 1135.9 mm or longer): 4

[Supplies]

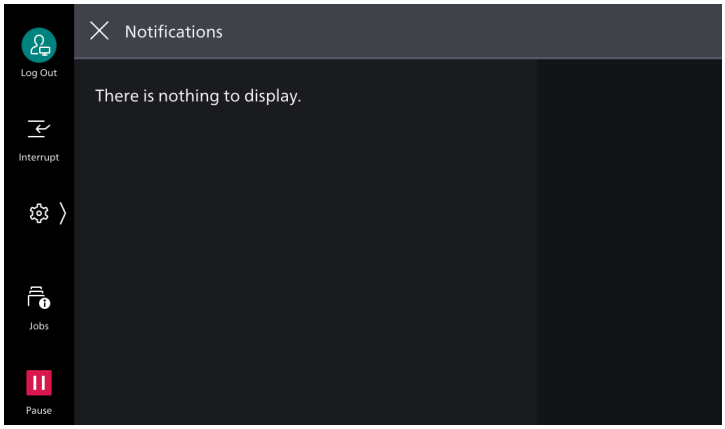
Enables confirmation of the status of supplies.



[Notifications]

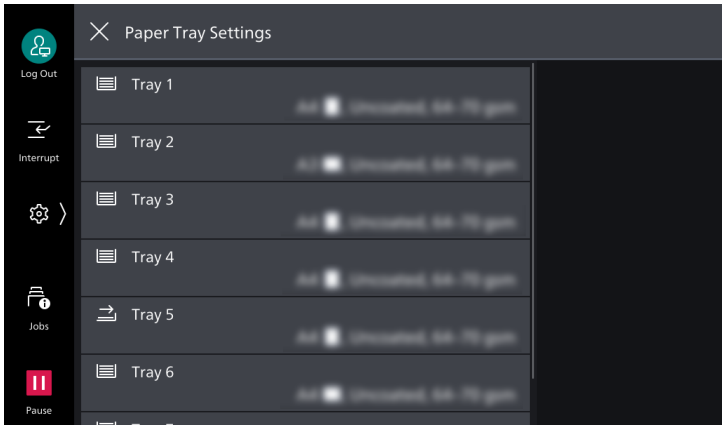
Displays notifications from the machine on the status of problems, replacement periods, and other important messages, in order of importance.

If notifications is selected, details and related pages can be confirmed.



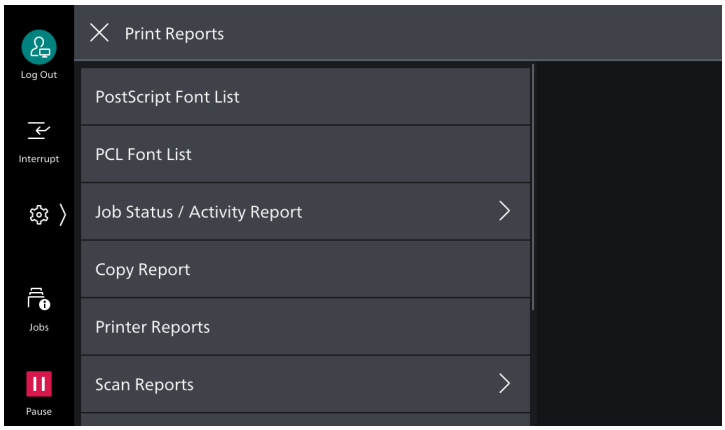
[Paper Tray Settings]

Enables confirmation of the setting and status of paper trays.



[Print Reports]

Enable printing of a report or list.



Note

- Some items can be displayed only in Administrator Mode.

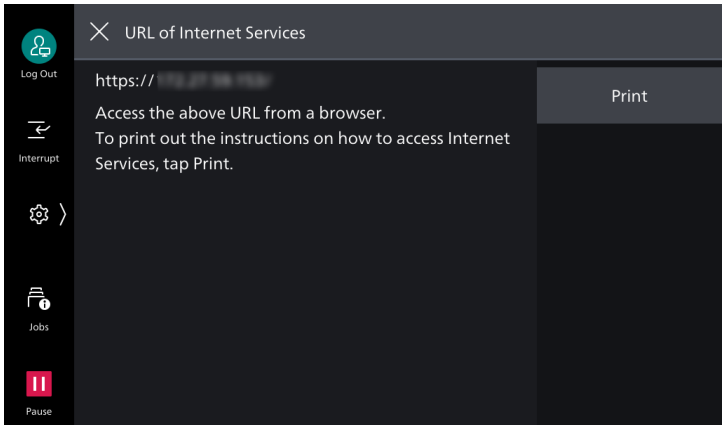
Item	Description
[PostScript Font List]	Prints fonts usable with PostScript.
[PCL Font List]	Prints fonts usable with PCL.
[Job Status / Activity Report]	
[Job History Report]	Prints results of running jobs, up to the most recent 200 jobs. Printing can also be done by job type. Applying a check mark in [Include Child Jobs] prints each related job on each one line. Disabling prints related jobs (including job flow jobs) together in one line.
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.
[Activity Report]	Prints remote terminal names and communication results/status divided into send and receive sections.
[Stored File List]	Prints the list of unfinished jobs (files for which send/receive is not finished, polled files) saved in the folder.
[Copy Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[Printer Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[ART EX Form List]	Prints a list of documents registered as forms using the overlay printing function. **Refer** • Refer to the ART EX printer driver help.
[PCL Settings List]	Prints settings for PCL print mode.
[PCL Macro List]	Prints list of forms created for PCL print mode.
[PDF Settings List]	Prints settings for PDF print mode.
[TIFF/JPEG Settings List]	Prints each setting for TIFF and JPEG print mode.

Item	Description
[TIFF/JPEG Logical Printers List]	Prints list of logical printers created in TIFF and JPEG print mode. **Note** • Setting of TIFF and JPEG logical printers is done with Internet Services.
[PostScript Logical Printers List]	Prints list of logical printers created with PostScript. **Note** • Setting of PostScript logical printers is done with Internet Services.
[ESC/P Settings List]	Prints settings for ESC/P emulation mode.
[ESC/P Logical Printers List]	Prints settings for logical printers in ESC/P emulation mode.
[ART IV, ESC/P User Defined List]	Prints set content of forms, logos, and patterns usable with ART IV, ESC/P and PC-PR201H. **Refer** • For detailed specifics on each mode, refer to the "Reference Manual" (sold separately).
[HP-GL/2 Settings List]	Prints settings for HP-GL, HP-GL/2, and HP-RTL emulation mode.
[HP-GL/2 Logical Printers List]	Prints settings for logical printers in HP-GL, HP-GL/2, and HP-RTL emulation mode.
[PC-PR201H Settings List]	Prints settings for PC-PR201H emulation mode.
[PC-PR201H Logical Printers List]	Prints settings for logical printers in PC-PR201H emulation mode.
[Font List]	Prints list of usable fonts.
[PCL Font List]	Prints fonts usable with PCL.
[PostScript Font List]	Prints fonts usable with PostScript.
[DocuWorks Printer Settings List]	Prints settings for DocuWorks direct print.
[Domain Filter List]	Prints setting status of domains with filtering.
[Scan Reports]	
[Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[Scan/Fax Configuration Report]	Prints setting status relating to scanner features and fax features.
[Domain Filter List]	Prints setting status of domains with filtering.
[Address Book]	Prints the registered information of the Address Book. **Note** • Enabling [Print Details] prints information also such as Address Type or Starting Rate.
[Group List]	Prints the registered information of the group in the Address Book.

Item	Description
[Fax Reports]	
[Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[Scan/Fax Configuration Report]	Prints setting status relating to fax features and scanner features.
[Folder Selector List]	Prints setting status of feature for sorting into folders.
[Inbound Fax Spam List]	Prints setting status of G3 IDs (telephone numbers) for which fax reception is disabled.
[Domain Filter List]	Prints setting status of domains with filtering.
[VoIP Gateway List]	Prints VoIP gateway setup situation.
[Address Book]	Prints the registered information of the Address Book. **Note** • Enabling [Print Details] prints information also such as Address Type or Starting Rate.
[Group List]	Prints the registered information of the group in the Address Book.
[Fax Comments List]	Enables confirmation of set content of comment used in cover page.
[Billing Data List]	Enables confirmation of setting status of billing data for specified recipient number.
[Job Counter Report]	Prints breakdown of actual use by feature (print quantity, number of uses, etc.) and cumulative time not in use (standby time, Low Power Mode time, Sleep Mode time, power off time, etc.) in minute units.
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.

[URL of Internet Services]

You can see the URL of Internet Services.



Note

- Tapping on [Print] allows you to print the URL of Internet Services.

Other Settings

Item	Listed location/description
[Print Mode]	“Switching Between Online and Offline” (P.50) “Emulation” in “Reference Guide - Appendix”
[Fax Receiving Mode]	“Receiving” (P.80)
[Overwrite Storage]	Displays the status of overwrite erases for storage. The number of overwrite erases is set in “[Overwrite Storage]” (P.234) by the Administrator.
[Wireless LAN Status]	Displays the connection status of Wi-Fi and Wi-Fi Direct. You can disconnect Wi-Fi Direct here. For details, refer to “Disconnecting from Wi-Fi Direct” (P.12).

3.6 Customization

You can customize the display of app icons and the default value of the features list in each app.

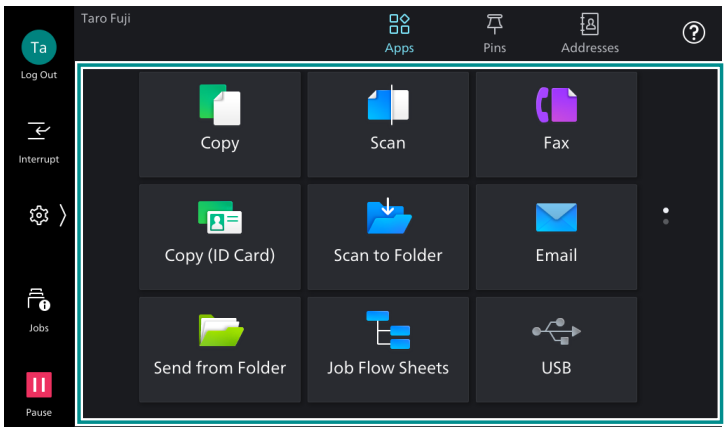
When not using the authentication feature, the settings customized in Administrator Mode are applied for all users.

When using the authentication feature, the machine can be customized for each user, and the customized settings is for individuals. For the authenticated users who have not customized the machine or anonymous users, the settings customized in Administrator Mode are applied.

Customizing the Home Screen

Allows you to display or hide app icons or change their positions.

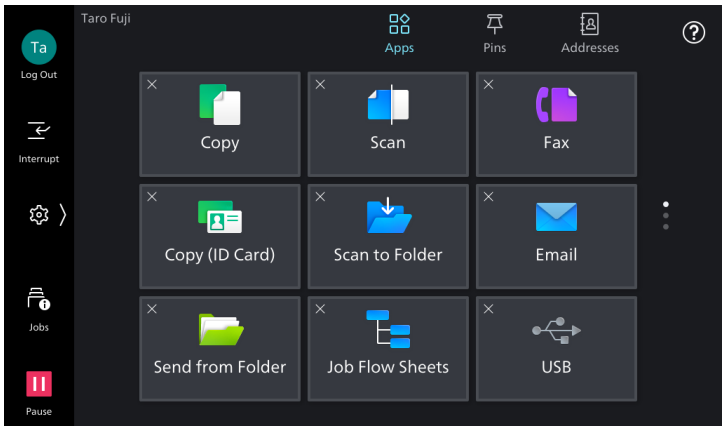
1. Touch and keep your finger on the app display area.



2. Perform the following operation.

Hiding icons

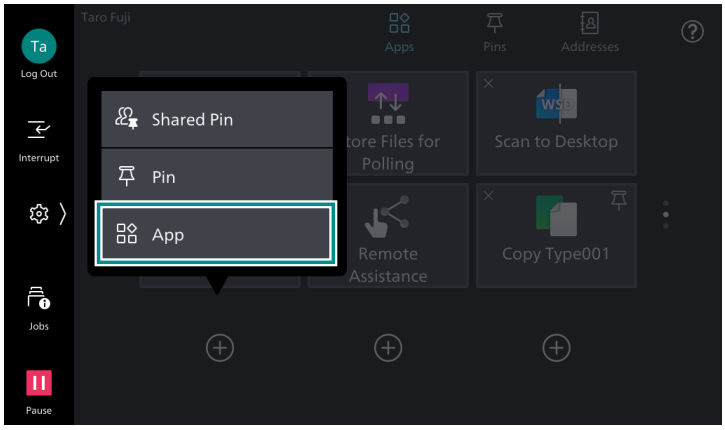
1) Tap on ✕ to hide the icon.



Displaying icons

1) On the page where you want the icon to display, tap on ⊕.

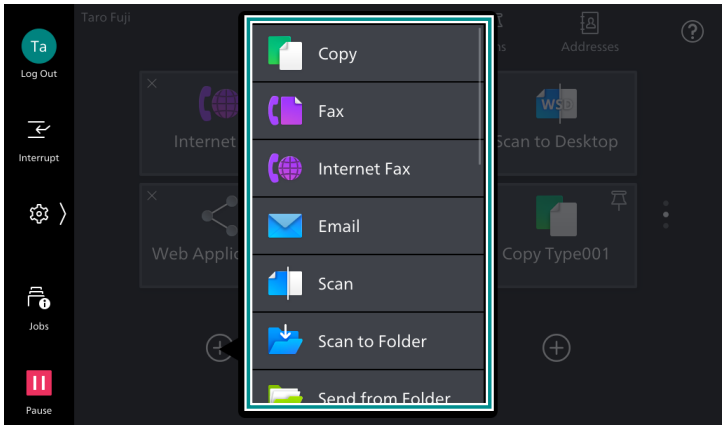
2) Tap on [App].



Note

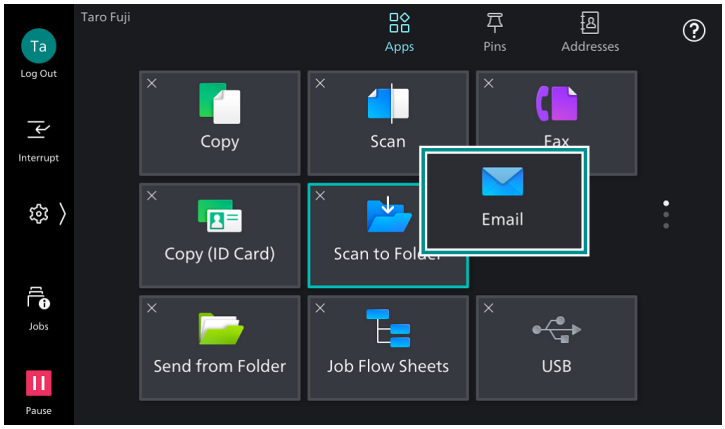
- This step's choices will only appear if one or more Pin buttons have been created. To display a Pin button, tap on [Shared Pin] or [Pin] to select the button to add.

3) Tap on the apps to add.



Changing the icon's position

1) Move the icon to the target position while long-tapping.



Note

- Icons can be moved between pages.

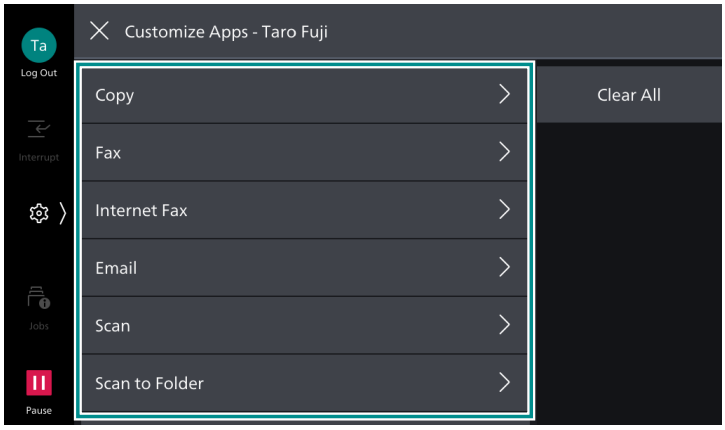
3. When you complete the customization, tap on the outside area of the apps icons.

Customizing the Apps Screen

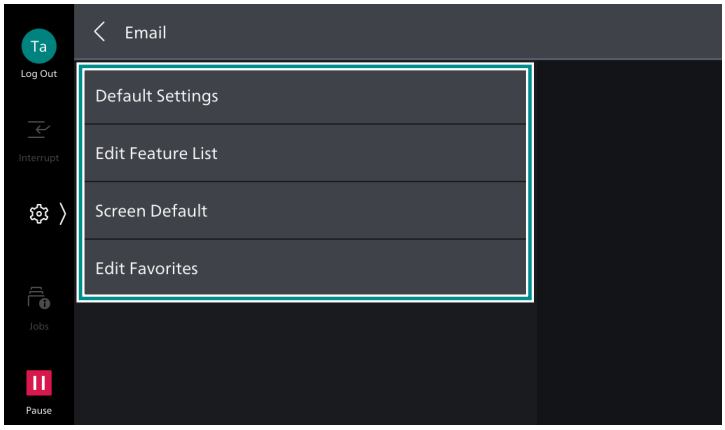
Allows you to customize the screen display of the apps such as copy, fax, or scan.

1. Tap on ⚙ > [Customize Apps].

2. Tap on the app to customize.



3. Select the item to customize.



Note

- Displayed Items differ depending on the login status or apps.

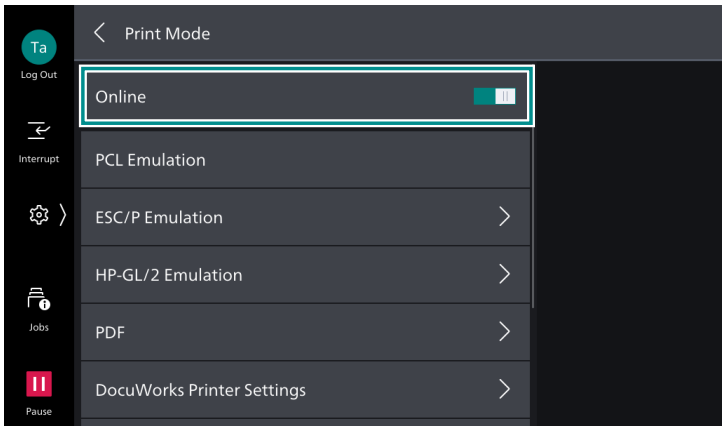
Item	Function
[Default Settings]	Sets the default value when launching the app.
[Edit Feature List]	Configure the features to be displayed on the feature list. • The features you set to ☑ appear on the frequently used features section of the feature list. • The features you set to ☐ appear when tapping on [More Features] on the feature list. You can change the display order by long-tapping. **Note** • If you disable [Display "More Features" on Feature List] in "[Screen/Button Settings]" (P.139), [More Features] is not displayed on the feature list.
[Simple View]	Sets whether to switch the first screen upon launching the [Copy] app to "Simple View". In Simple View, fewer items are displayed on the features list.
[Screen Default]	Sets the screen that displays when launching the app.
[Edit Favorites]	Sets contacts that display in favorites.
[Clear All]	Deletes all customized settings.

3.7 Switching Between Online and Offline

The machine cannot receive data from computers while it is offline.

The machine goes offline while its settings are changed or it is under maintenance.

You can switch between online and offline in ⚙ > [Device Status] > [Print Mode].



3.8 Interrupt

This feature allows you to prioritize another job during consecutive copying or printing by suspending a currently-running job. Below is an example of copying using the interrupt feature during consecutive copying.

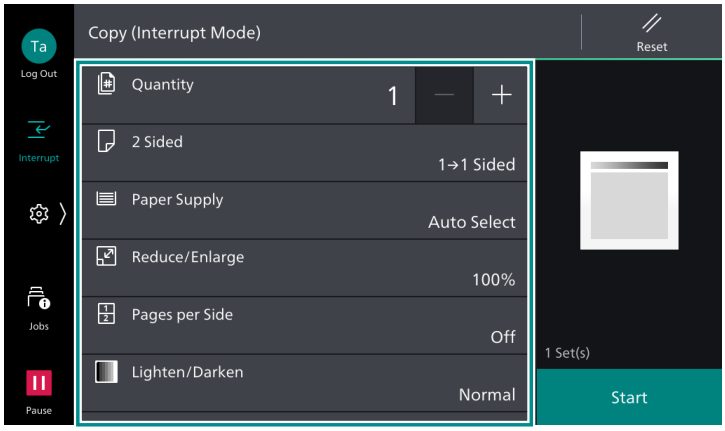
Note

- [Interrupt] may not be accepted while copying 10 copies or less using the document glass surface.
- If documents are being scanned or there are queued jobs, [Interrupt] cannot be used.

1. Tap on ([Interrupt]) during continuous copying.

2. Load the document to be copied during the interruption.

3. **Set each feature as needed.**



4. **Tap on [Start].**

5. **After an interrupt copy job is complete, tap on ([Interrupt]).**

The job before the interrupt is restarted.

3.9 Pins

The job history of copy, scan, fax and Internet fax are saved in ([Pins]). Also the settings created on the feature list of each app are saved here as pins using the [Save as Pin] button.

The following operations are available on [Pins].

- Select a job history record and submit it again by launching an app
- Apply [Create Pin] to a job history record, then submit it again
- Submit a job using the setting saved (pinned) from each app's feature list

Note

- The job history records to which [Create Pin] is applied and the settings saved (pinned) from each app's feature list can also be submitted directory, without launching apps.
- When operating in authentication mode, each user's job history records and pins saved from each app's feature list are saved separately for their own.
- The pins created by the system administrator are available to all users.

Refer

- Refer to “[Pins Settings]” (P.141) for controlling the use of [Pins].

Creating Pins

You can perform the following operations on the job history records to which [Create Pin] is applied, as well as the settings saved (pinned) from each app’s feature list.

- [Start Now]: Run the job using the setting saved in the job history.

Note

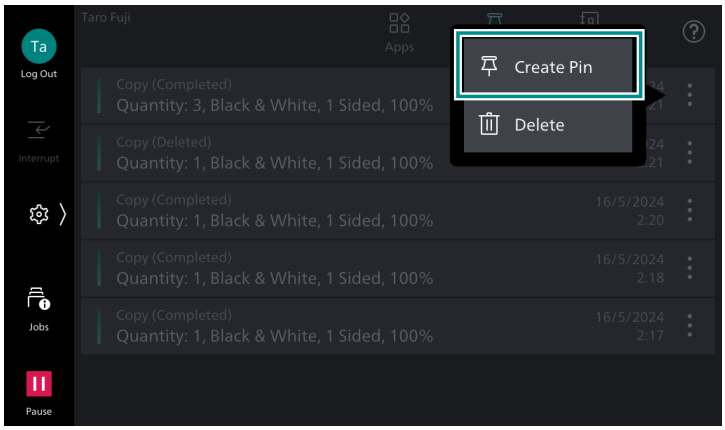
- For Fax or Internet Fax jobs, executing [Start Now] is not allowed due to the reason of preventing mistransmission.

- [Edit Pin]: Edit the name for the saved pin and home screen button settings.
- [Move to Top]: Move to the top of the list.
- [Delete]: Delete from the list.

Saving a History Record of a Job as a Pin

1. **Tap on [Pins].**

2. **Tap on ⋮ > [Create Pin] in the job history.**

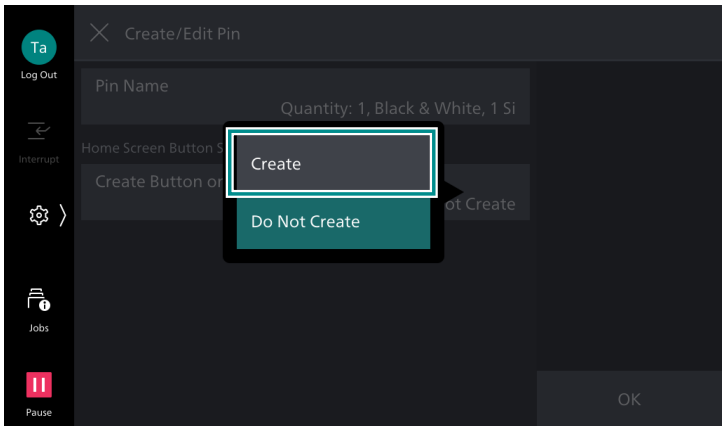


If you tap on [Delete], the job history is deleted.

3. **Enter the name to save, and then tap on [OK].**

4. **If you create a Pin button on the Home screen ([Apps] screen), perform the following steps.**

1) Tap on [Create Button on the Apps Screen] and select [Create].



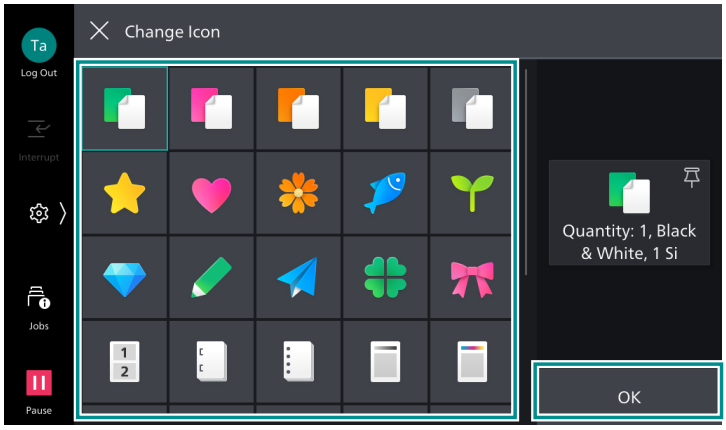
2) Tap on [Button Behavior] to select what happens when the Pin button is tapped.

Note

- For Fax or Internet Fax jobs, the [Run Job] option is not available in order to prevent mistransmission.

3) Tap on [Change Icon].

4) **Select an icon to be placed, and tap on [OK].**



5. Tap on [OK] to save the Pin.

is displayed in the job history.

Note

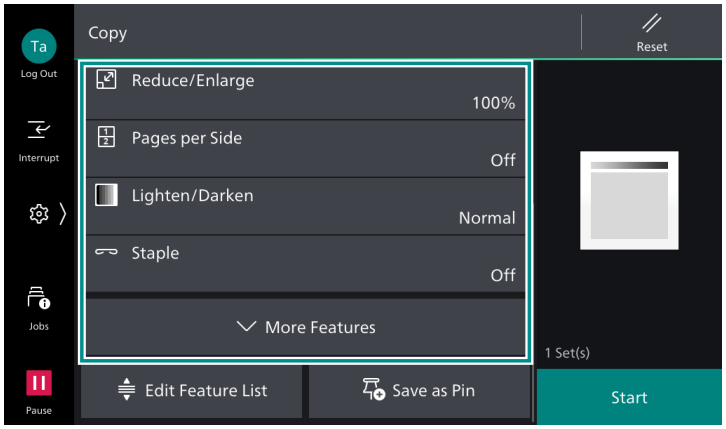
- The original job entry will be changed to a Pin.
- A Pin created in Administrator Mode will be a “Shared Pin” and displayed on the [Pins] screen and the Home screen of all users.

Creating Pins from Apps

Note

- If there is an app of which [Anonymous Users' Parameter Sets & Pins] on “[Pins Settings]” (P.141) is disabled, the anonymous users cannot create pins from that app.
- Some combinations of settings cannot be pinned.

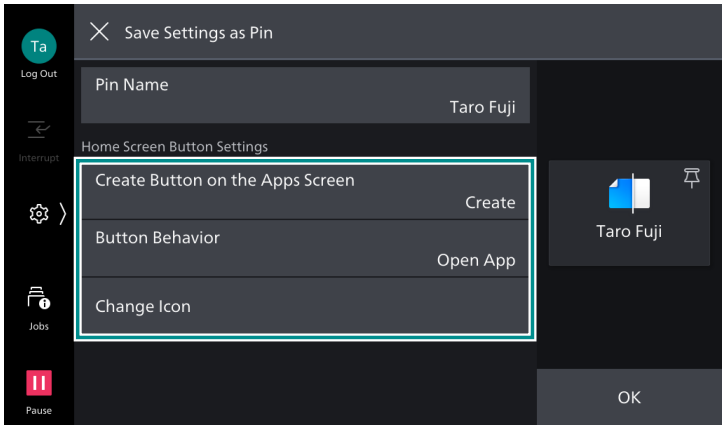
1. On the app’s feature list screen, adjust each feature to the preferred settings in order to save it as a pin.



2. Tap on [Save as Pin].

3. Enter the name to save, and then tap on [OK].

4. **If you create a Pin button on the Home screen ([Apps] screen), set [Create Button on the Apps Screen] to [Create] and configure the details, including the button behavior.**



For details, refer to the step 4 of “Saving a History Record of a Job as a Pin” (P.52).

5. **Tap on [OK] to save the Pin.**

Note

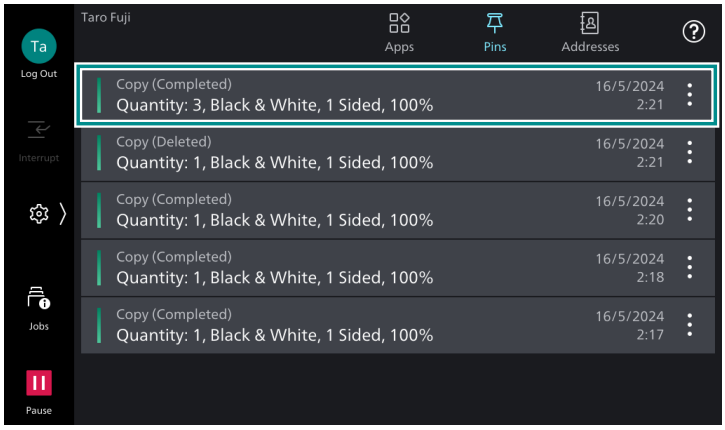
- A Pin created in Administrator Mode will be a “Shared Pin” and displayed on the [Pins] screen and the Home screen of all users.

Submitting Jobs by Launching an App

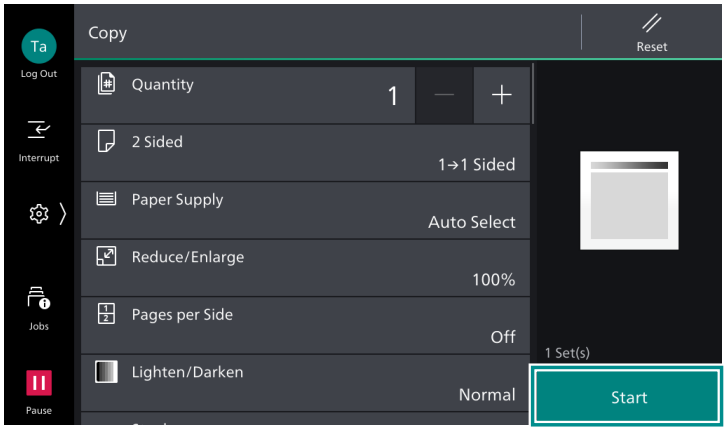
1. **Load the document.**

2. **Tap on [Pins].**

3. **Tap on the job history to be used.**



4. **Tap on [Start].**



Using [Start Now] Function of a Pin

Note

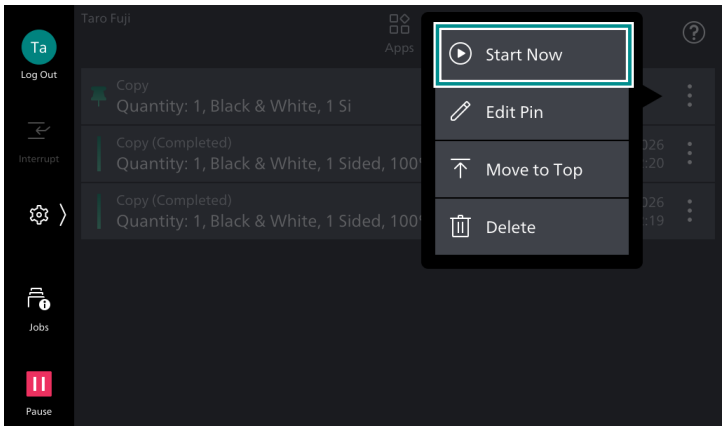
- If a pin saved from the feature list of apps has no destination, you cannot resubmit the job directly.

1. **Load the document.**

2. **Tap on [Pins].**

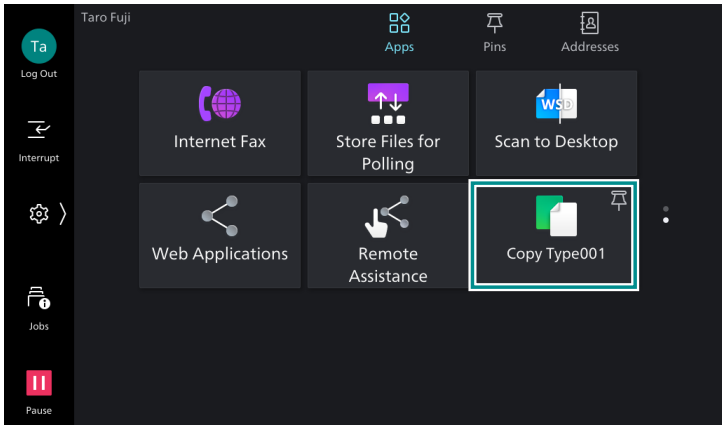
3. **Tap on ⋮ of a job history record with 📌, or a pin saved from the app's feature list.**

4. **Tap on [Start Now].**



Starting Jobs From the Pin Button on the Home Screen

1. On the Home screen, tap on the Pin button for the job you want to start.



2. After the app screen is displayed, tap on [Start].

Note

- The job details can be modified on the app screen before started.
- A job that [Button Behavior] is set to [Run Job] displays over its button. This type of job immediately starts without launching an app.

3.10 Power Saver

This feature enables you to reduce power consumption.

When the machine is not used for a fixed period of time, it will enter Low Power Mode and then after a set period of time has elapsed, it will switch to Sleep Mode.

Note

- The machine will not switch to Power Saver Mode while Smart WelcomEyes detects a human is nearby.
- While operating in Warmer Mode, the machine will not switch to Sleep Mode.
- Only the necessary units of the machine (such as touch panel display, storage, output unit, and document feeder) can also be waken according to the feature to use.

Refer

- For details, refer to “[Power Saver Settings]” (P.138).

Power Saver Mode

The <Power/Power Saver> button flashes when the machine is in Power Saver Mode.

- When pressing the <Power/Power Saver> button and then tapping on [Enter Power Saver]
- When the machine has not been operated, when a job has not been run, and when print or fax data has not been received before the time to switch to Power Saver Mode
- When Smart WelcomEyes on the machine has not detected a human is nearby before the time to switch to Power Saver Mode

Exiting from Power Saver Mode

- When the <Power/Power Saver> button was pressed
- When a job such as print or fax is received
- When clicking [Save] in Internet Services
- When a document was loaded in the document feeder
- When the document cover was opened
- When Smart WelcomEyes on the machine has detected a human is nearby
- When the front cover was opened

Smart WelcomEyes

The sensor detects human movement at a range of approximately 35 cm from the front of the machine.

Auto Release

If the sensor detects human movement, the power saver feature turns off automatically and the machine wakes from Power Saver Mode.

Disabling Power Saver Mode

The machine will not switch to Power Saver Mode even after the time to switch to Power Saver Mode has elapsed while the sensor detects human movement.

Preventing Timer Operation

Features set by the timer such as Auto Clear and Auto Job Release will not operate even after the set time has elapsed while the sensor detects human movement.

Note

- Smart WelcomEyes detection may be unstable if a person wears highly reflective clothing (for example, material that glitters or has sequins).
- When an IC Card reader is installed, it may take longer than usual to wake from Power Saver Mode if the machine switched to Sleep Mode.
- The detection distance can be changed to a range of up to approximately 60 cm. Contact our sales representative or Customer Contact Center.

Warmer Mode

When waking from Sleep Mode, the temperature inside the machine rises and condensation may form depending on the environment in which the machine is used. Setting Warmer Mode can prevent or reduce condensation from forming.

It is recommended that this mode is set during the change in seasons.

Note

- While operating in Warmer Mode, the machine will not switch to Sleep Mode.

Refer

- For details, refer to [Warmer Mode] in “[System Clock / Timers]” (P.137).

3.11 USB Memory Device

You can print data saved on the USB memory device or save scanned data.

Refer

- For how to print the data saved in the USB memory device, refer to “Print from USB” (P.65).

Compatible Files for Printing

- PDF file (extension: pdf)
- TIFF file (extension: tif, MH/MMR compression, 8-bit grayscale (uncompressed, PackBits compression, JPEG compression), 8-bit RGB index color (uncompressed, PackBits compression), 24-bit RGB color (uncompressed, PackBits compression, JPEG compression))
- XPS file (extension: xps, oxps)
- DocuWorks file (extension: xdw)
- DocuWorks binder (extension: xbd)
- Exif 2.0 to Exif 2.2 file (extension: jpg, tif)
- JPEG (JFIF) file (extension: jpg, grayscale (8-bit), color (24-bit, sRGB color space))

Cautions for Use

- Media devices that have more than 900 folders may not be recognized correctly.
- If the full path of the file (all hierarchical folder names and character strings contained in the file names) exceeds 257 characters, it will not be displayed.
- The number of files that can be processed by Media Print is 900 files.
- Use the USB memory device formatted. Supported formats are FAT12, FAT16 and FAT32 only. NTFS, exFAT formats are not supported.
- CMYK TIFF files and JPEG (JFIF) files are not supported.
- It may take from a few minutes to over 20 minutes to print depending on the number of files on the USB memory device and the capacity of the device.
- The data in the USB memory device may be damaged. Be sure to back up the data in advance.
- Please note that we are not responsibility for any direct or indirect damages caused by your data loss.
- If the machine is in Power Saver Mode, cancel it before inserting the USB memory device.
- It is not possible to install and use multiple USB memory devices simultaneously.
- The following USB memory devices cannot be used.
  - The USB memory device that requires utility separately
  - The USB memory device with several partitions
  - The USB memory device connected via an external hub
- “System Volume Information” is a folder that is not displayed on your computer. Do not select as a folder to save files in.

Removal

Note

- Remove the USB memory device before turning off power to the machine.

1. Tap on ([Remove]).

2. **Tap on [Confirm].**

3. **Remove the USB memory device.**

3.12 Error Code

When an error occurs and printing does not finish normally, or when a failure occurs in this machine, the message and error code (***-***) are displayed on the control panel.

For faxing, error codes are displayed for [Activity Report] and [Transmission Report - Job Undelivered].

Note

- If an error code is displayed, the print data remaining in the machine or the information stored in the memory of the machine are not guaranteed.
- Tap on > [Search] > [Error Code Search] on the Home screen, and the you can confirm the details of the error codes on the touch panel.
- If is displayed on the error code screen, you can confirm the details of the error code by tapping on this button.
- Refer to the error code search in our official website for how to treat the error codes.

If an error code which is not listed on our official website, or if an error does not disappear even after following the treating method, contact our sales representative or Customer Contact Center. Depending on the situation, we may ask the customer for confirmation, or maintenance by our service representative may be required. The phone number of the Customer Support Center can be found on the label or card attached to the machine.

4 Print

Printing Specified from a Client Computer

- Printing using a printer driver
- Direct Print
- Printing a document attached to an Email (Print Email)

Printing Data Stored in this Machine

- Sample Set
- Delayed Print
- Secure Print
- Charge Print
- Private Charge Print

Printing Data Saved on a USB memory Device (Media Print)

- Print from USB

Other Printing Services

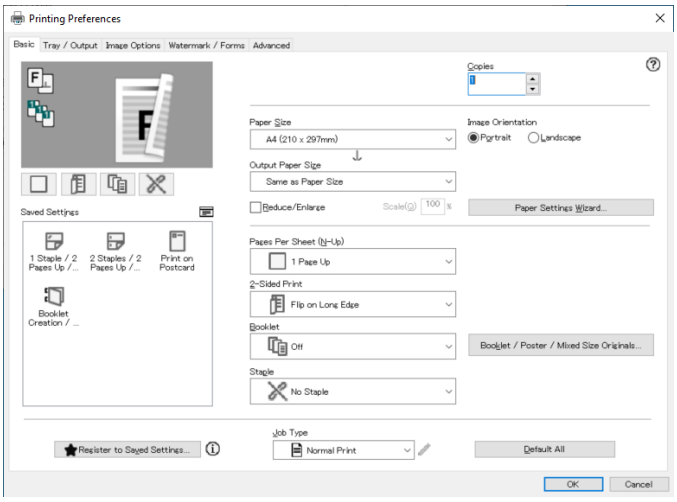
- Printing from a Mobile Device
- Emulation

Refer

- Refer to “Reference Guide - Appendix” for Direct Print and emulation.

4.1 Printing by a Client Computer

Printing Using a Printer Driver



Refer

- Refer to the printer driver help for the printing method.

Print Email

When the Email address of this machine is specified as the recipient and an Email is sent, printing is performed in accordance with the settings of the machine.

Receiving Email from a Client Computer

Both text format and HTML format can be used in the email message. However the text part in HTML format is printed only when the email has both data of HTML and text format. Note that if no text part is sent in a HTML format email, the message will not be printed.

Attachment files with extensions other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".oxps", ".xdw", and ".xbd" may not be printed correctly.

If the file extension of an attachment file is ".txt", it is printed only when "text/plain" is specified for Content-Type and charset is specified.

Printing Email after Specifying Job Attributes

Specifying the job attribute enables you to set items such as paper size and then print.

Job attribute	Items that can be specified	Specification method
2 Sided Printing	1 Sided Originals	simp
	Flip on Long Edge	dup
	Flip on Short Edge	tumble
N-up*1*2 (Pages per Side)	1 Pages*3	1up
	2 Pages	2up
	4 Pages	4up
Paper Size*2	A3	a3
	JIS B4	b4
	A4	a4
	JIS B5	b5
	A5	a5
	Letter (8.5 x 11")	letter
	Legal	legal

*1 :When [Language Emulations] > [PDF Settings] > [Switch Decomposer] is set to [PS] in Internet Services for attachments with the ".pdf" extension, the N-up specification is disabled. Printing is done with 1 Pages even if anything other than 1 Pages is specified.
*2 :When the email header, email message and attachment extension is ".txt", the specification is disabled.
*3 :When [1 Pages] has been specified, the original is scaled and printed to ensure the image fits the paper size.

Note

- Job attributes for the message and attachment cannot be set individually. For forwarded Email, job attributes for the message and its attachment, the forwarded Email message and its attachment cannot be set individually. Attachments are printed based on the setting for the message.

Enter "@@Job attribute@@" in front of the email title.

When specifying multiple job attributes, delimit using a comma (,) and enter "@@Job attribute, Job attribute, Job attribute@@".

Example: When printing the title "Reference document" with Both sides (long edge), 2 Pages

@@dup,2up@@Reference document

Note

- Printing the Email text can be set also in [Incoming Email Print Options] for Internet Services.

4.2 Printing Stored Data

Temporarily store the print data sent from the printer driver and print them by operations on the touch panel display.

Note

- Sample Set, Delayed Print, and Secure Print are the specific job types that are submitted from the printer driver with specifying the [Job Type] option.
- To save received jobs to the Charge Print or Private Charge Print, the setting in "[Authentication]" (P.229) > [Charge/Private Print Settings] > [Receive Control] is required. In this case, even if you instruct the Sample Set, Delayed Print, or Secure Print by the printer driver, it may be ignored.
- When each app is displayed on the Home screen by the customization feature, you can operate directly from such apps.

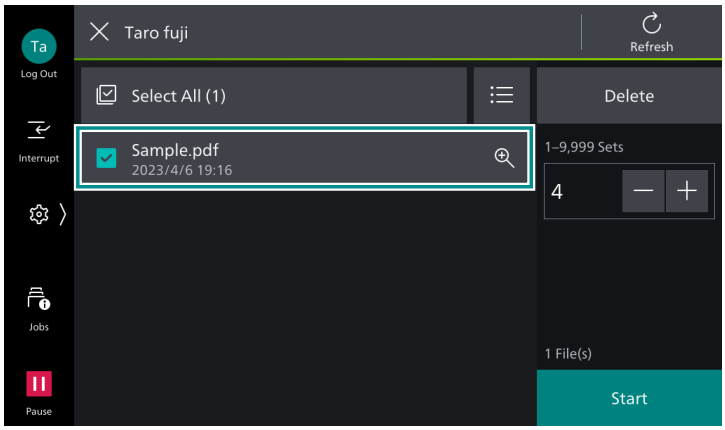
Sample Set

Prints the remaining number of copies of the file specified for Sample Set (printing one copy for trial).

1. Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Sample Set].

2. Tap on the target user.

3. Tap on the file to be printed, to apply a check mark.



4. Change the print quantity as needed.

Note

- The print quantity displayed is the print quantity set in the printer driver less one copy.

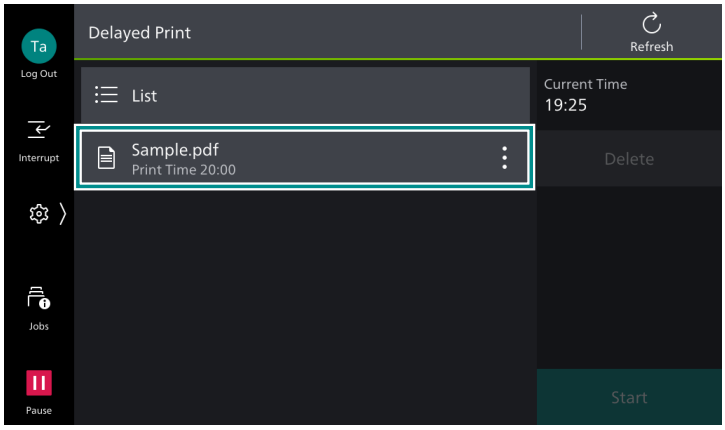
5. Tap on [Start].

Delayed Print

Delayed Print files (files with specified print time) can be printed before the specified time.

1. Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Delayed Print].

2. **Tap on the file to be printed.**



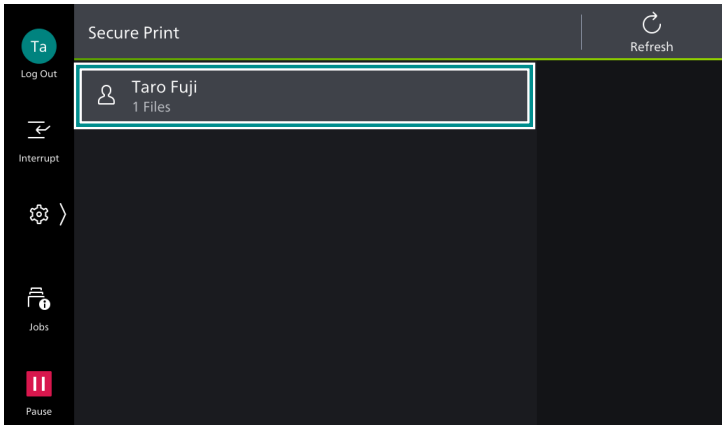
3. **Tap on [Start].**

Secure Print

Print Secure Print files (files with password set).

1. **Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Secure Print].**

2. **Tap on the target user.**



3. **Enter the password specified in the printer driver, and tap on [OK].**

4. **Tap on the file to be printed, to apply a check mark.**

5. **Change the print quantity as needed.**

6. **Tap on [Start].**

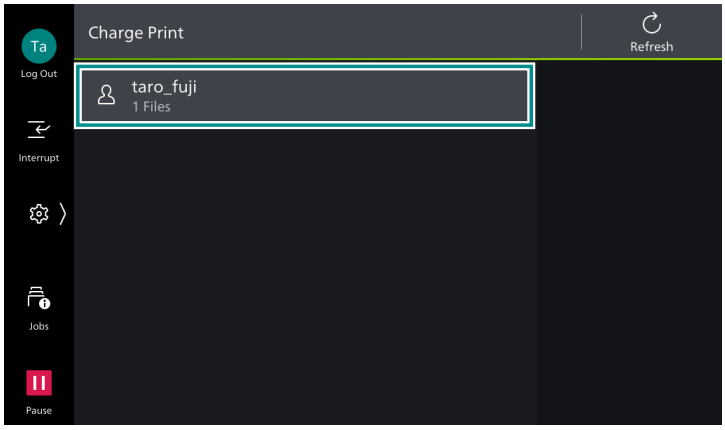
Charge Print

Print Charge Print files. Charge Print files are saved for each user ID for storage set in the printer driver. When you do not set the user ID for storage, the file is saved in [(No User ID)].

1. **Log in to Authentication Mode.**

2. **Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Charge Print].**

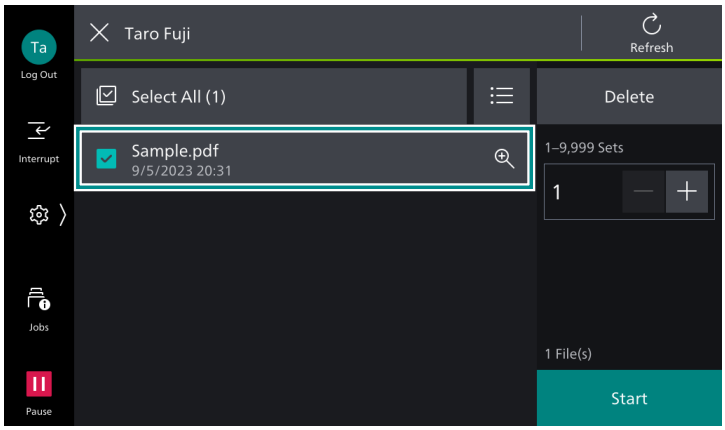
3. **Tap on the target user.**



Note

- When the Secure Print Passcode is set in the printer driver, the screen to enter the Passcode displays. Enter the Passcode, and tap on [OK].

4. **Tap on the file to be printed, to apply a check mark.**



5. **Change the print quantity as needed.**

6. **Tap on [Start].**

Private Charge Print

Print private charge print files. Private charge print files are saved for each user ID.

Note

- A separate application is required to use the service that allows you to associate a sub-user with the user ID of an authenticated user. For details, contact our sales representative or Customer Contact Center.
- This feature is available also for files saved with Server-less On-Demand Print (optional).

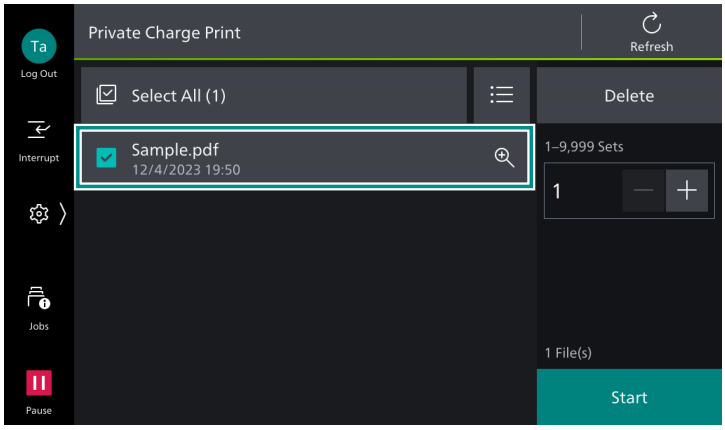
1. **Log in to Authentication Mode.**

2. **Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Private Charge Print].**

Note

- Up to 100 files can be printed at a time.

3. **Tap on the file to be printed, to apply a check mark.**



4. **Change the print quantity as needed.**

5. **Tap on [Start].**

Note

- When printing with the finisher function specified while in a status where it cannot be used, this specification is deleted and the printing is performed.
- This cannot be used when any device except an IC Card reader is connected.

4.3 Print from USB

You can print data saved in the USB memory device.

Basic Operations

1. **Insert the USB memory device.**

2. **Tap on [Confirm].**

3. **Tap on [Print from USB].**

Note

- You can use this feature from [USB] > [Print from USB] or [Print from USB] on the Home screen.

4. **Tap on the file to be printed from the target folder.**

5. **Tap on and set each feature as needed.**

6. **Tap on [Start].**

Features List

Refer

- Refer to “Feature List Screen of Apps” (P.33) for how to use the feature list.

Item	Description
[Quantity]	Enter the number of copies.
[Paper Supply]	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
[2 Sided]	Print on both sides.
[Staple]	Set the position for stapling.
[Hole Punch]	Set the position of the hole punch.
[Pages per Side]	Multiple page documents can be copied onto one page. Specify the layout and the orientation of the loaded document is set when printing.
[Bitmap Smoothing]	Specify whether to improve the image quality by performing corrections associated with rotation, enlargement, or reduction of images.

4.4 Other Printing Services

Printing from a Mobile Device

Printing can be performed on this machine from a mobile device with Print Utility (Android OS/iOS), AirPrint (iOS) and Mopria (Android OS).

When the NFC function is used, the setting of Internet Services is required.

Note

- Print Utility can be downloaded from Google Play, or App Store.

Refer

- For Print Utility, refer to our official website.
- For AirPrint, refer to Apple Inc. official website.
- For Mopria, refer to Mopria Alliance official website.

Connect Using the QR Code

If you tap on [Connect to Print Utility] on the Home screen, the QR code for connection is displayed.

Printing by Chrome OS

For printing, refer to Google LLC official website.

Universal Print

Universal Print is a cloud printing service provided by Microsoft Corporation. You can print with the machine everywhere using the Microsoft Entra ID authentication without installing any printer driver or specific software.

Refer

- For how to enable the Universal Print settings, refer to “Universal Print” in “Internet Services Help Settings and Operation”.
- For printing, refer to the Microsoft Corporation official website.

5 Copy

5.1 Basic Operations

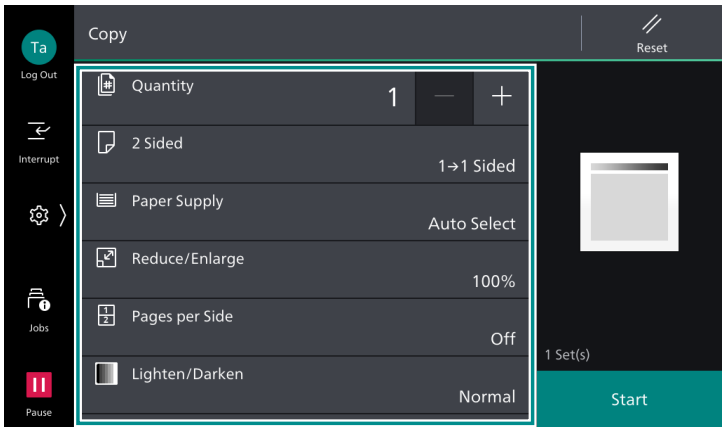
1. Load the document.

Refer

- For how to load documents, refer to “Basic Operations” in “Reference Guide - Main Unit”.

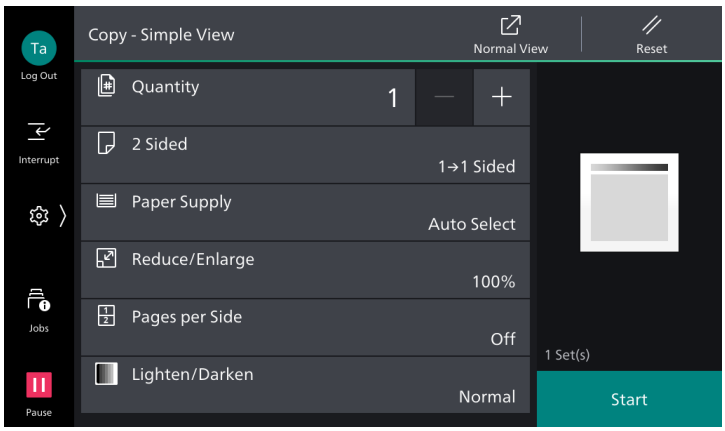
2. Tap on [Copy].

3. Configure the print quantity and the setting items.



Simple View

If [Enable] is set for [Simple View] in “Customizing the Apps Screen” (P.48), the “Simple View” screen will appear, displaying fewer items in the features list. To configure the items that are not displayed in Simple View, tap on ([Normal View]).



Note

- Tap on ([Reset]) when turning the setting value to default.

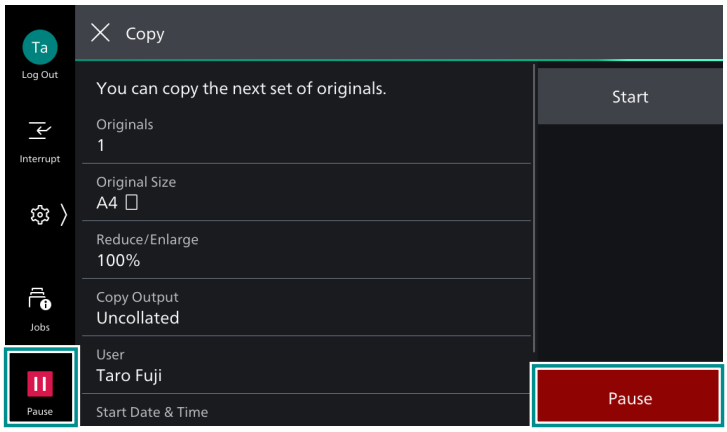
Refer

- Refer to “Features List” (P.70) for the description of each item.

4. Tap on [Start].

Deleting

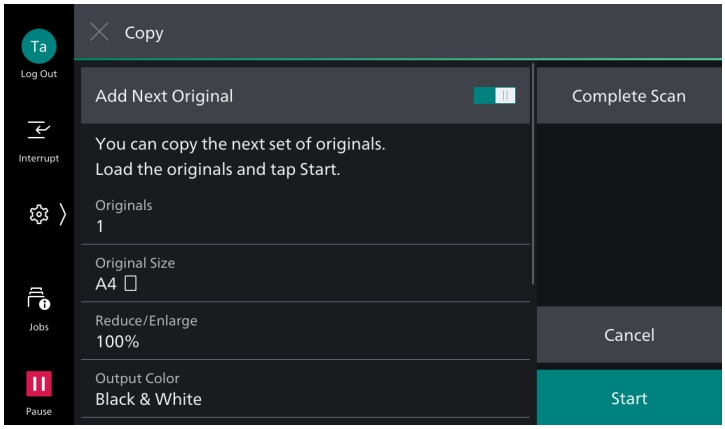
1. **Tap on ⏸ or [Pause].**



2. **Tap on [Cancel].**

Continuous Copying

The following confirmation screen appears when [Next Original] is enabled on the feature list.



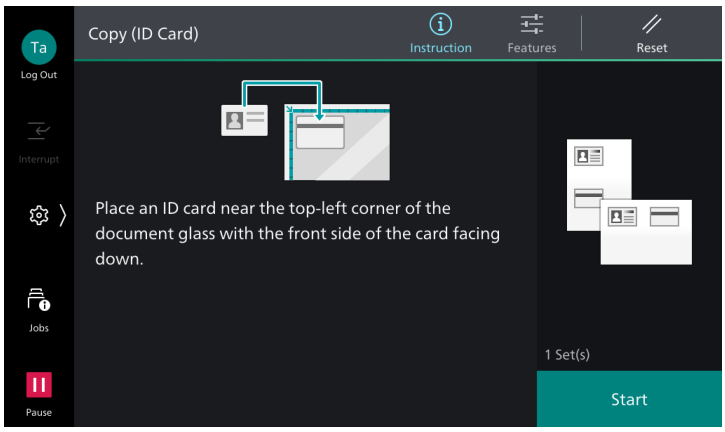
1. **When reading the previous document is completed, load the next document.**
2. **Tap on [Start].**
3. **When all the documents have been scanned, tap on [Complete Scan].**

5.2 Copy (ID Card)

This feature allows you to copy both sides of the original whose size cannot be automatically detected, such as an ID Card, onto a single sheet of paper.

1. Tap on [Copy (ID Card)].

2. Open the document cover and load the ID card with the side to be copied facing down.

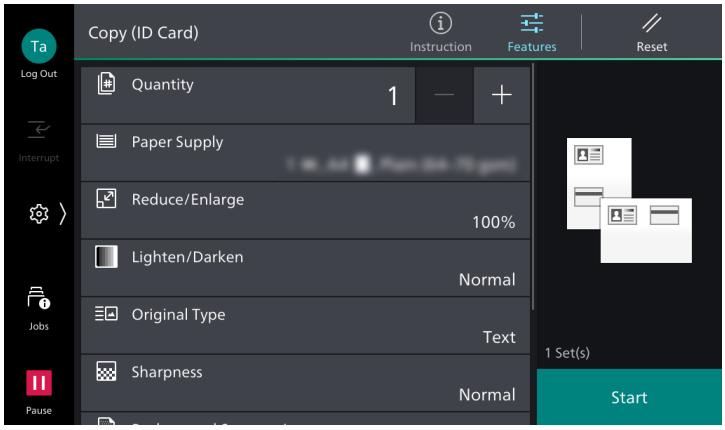


Note

- Load the ID card in a position at least 5 mm from the top edge and left edge of the document glass.

3. Close the document cover.

4. Tap on ([Features]) at the top of the screen, and set each item.



Refer

- Refer to “Features List” (P.70) for the description of each item.

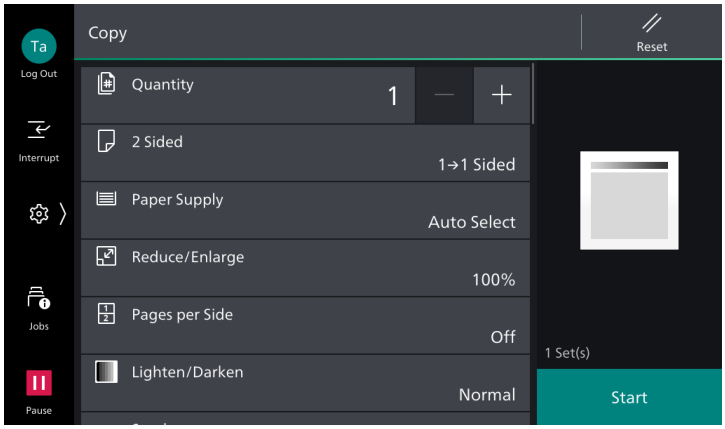
5. Tap on [Start].

6. Open the document cover and load the ID card with the side to be copied facing down same as the step 2.

7. Close the document cover.

8. Tap on [Start].

5.3 Features List

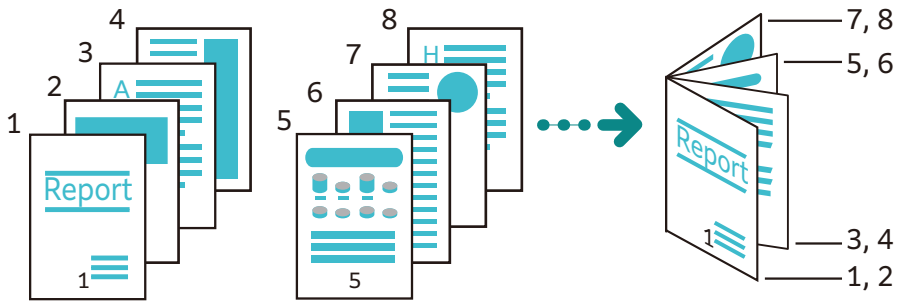
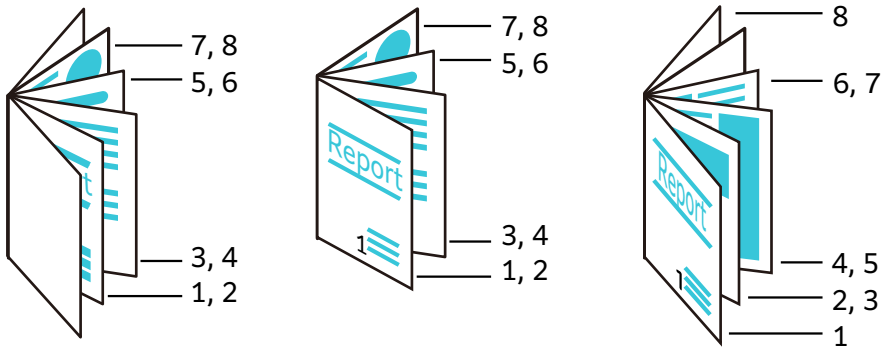


Refer

- Refer to “Feature List Screen of Apps” (P.33) for how to use the feature list.

Item	Description
[Quantity]	Enter the number of copies.
[2 Sided]	Set whether to scan both sides of the document and whether to print on both sides of the paper.
[Paper Supply]	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
[Reduce/Enlarge]	Set the percentage reduction/enlargement when copying. When [Auto %] is selected, the appropriate percentage is set from the document size and the paper size. When entering the value, you can copy with specified reduce/enlarge value. When [Slight Reduction] is enabled, copy slightly smaller than the selected percentage, so that an image is not clipped.
[Pages per Side]	Multiple page documents can be copied onto 1 page. Specify the layout and the orientation of the loaded documents set when copying.
[Lighten/Darken]	Adjust the copy to lighten/darken it.
[Staple]	Set the position for stapling.
[Hole Punch]	Set the position of the hole punch.
[Folding]	Fold the copied paper and output. If [Print Position] is displayed, set whether the print position is on the inside or on the outside. **Note** • The orientation of the paper is ▭ (landscape) restricted.
[Copy Output]	Set the direction for outputting the paper.
[Output Destination / Offset Stacking]	Select the destination paper tray. Also, sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen.
[Original Type]	Set the document type.
[Mixed Size Originals]	You can scan documents of various sizes at one time and make copies on each size or a single size of paper. **Note** • The recommended combinations are A4▯ and A3▭, and JIS B5▯ and JIS B4▭.

Item	Description
[Original Orientation]	Set the orientation in which you load the document in the document glass or the document feeder.
[Original Size]	Specify the size when scanning documents of irregular sizes or copying different sizes. **Note** • When the document is loaded in the document feeder, the origin of the reading size of the portrait direction ([Y]) is in the center. For example, when the size to be read is specified as 100 mm, the size to be read is 50 mm upward from the mid half of the document and 50 mm downward from the mid half.
[Sharpness]	Adjust the sharpness.
[Background Suppression]	Remove the background color on newspapers or documents with a background color. **Note** • When the [Original Type] setting is [Photo], background suppression is not possible. • If [Background Suppression (B&W Copy)] is set to [High Quality] in "[Image Quality]" (P.141), this feature is not available with the document feeder.
[Book Copying]	Copy the pages of double-page spread such as books separately in page order. **Note** • This feature is not available with the document feeder.
[2 Sided Book Copying]	Copy double-pages of books, booklets, etc. on both sides of paper, allocating pages so that the copied document can be viewed in the same way as the document. Also, the starting page and the ending page can be specified for the left and right of double-page spreads, and the range for elimination of the center binding shadow can be specified.
[Edge Erase]	When a document is copied with the document cover opened or when a booklet is copied, a dark shadow can be formed around the periphery or in the center binding part. In these cases erase the shadows when copying. **Note** • For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document. • When [Reduce/Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged. • When copying a 2 sided document using the document glass, the setting [Mirror Side 1] is disabled. In this case, use the document feeder or for the document that is not suitable for the document feeder, select [Combined Job] and change the edge erase setting, on side 1 and side 2. • The whole side cannot be copied even if the edge erase width is set to 0 mm. Refer to "Print Area" in "Reference Guide - Main Unit" for information on the area that can actually be copied.
[Image Shift]	Move the position of the image of the document vertically and horizontally, move the center of the document onto the center of the paper, and copy. Also, copying can be performed with top and bottom and left and right margins (binding margins) applied. For 2 sided printing, you can set the moving positions both for [Side 1] and [Side 2].
[Mirror Image]	Copy a document image with the left-right direction reversed.
[Negative Image]	An original image is reversed to monochrome and copied. **Note** • When both [Negative Image] and [Edge Erase] are set, the edge erase area becomes white.

Item	Description
[Image Rotation]	When the orientations of the loaded document and the paper that has been loaded in the paper tray are different, rotate the document image, and copy with the vertical and horizontal orientation of the document and the paper aligned. Also, when there is a mixture of LEF and SEF documents, it is possible to select which is the reference for rotation.
[Booklet Creation]	Copy the document copied on multiple pages with the page sequence allocated so that it forms a booklet (saddle stitched booklet). Also, when producing a booklet, the center binding margin and covers can be set. • [Create Left/Top Bound Booklet]  • [Covers] [Blank Cover], [Print on Both Sides], [Print on Side Facing Outside]  **Note** • Four pages of documents are copied onto one sheet of paper, so if the number of the document pages is not four times the number of pages, the remaining pages will be blank.
[Covers]	Copy with covers. Different paper (colored paper, heavyweight paper, etc.) can be used as the first page of a document and copied as the front cover and back cover.
[Front Cover]	• [Off] A cover is not provided. • [Blank Cover] White paper or paper copied for the cover can be added. Specify the number of sheet or type of paper to attach. • [Print on Side 1] Copy the 1st page of the document onto side 1 of the cover. • [Print on Side 2] Copy the 1st page of the document onto side 2 of the cover. • [Print on Both Sides] Copy the 1st page and the 2nd page of the document onto the two sides of the cover.

Item	Description
[Back Cover]	• [Off] A cover is not provided. • [Blank Cover] White paper or paper copied for the cover can be added. Specify the number of sheet or type of paper to attach. • [Print on Side 1] Copy the 1st page of the document onto side 1 of the cover. • [Print on Side 2] Copy the 1st page of the document onto side 2 of the cover. • [Print on Both Sides] Copy the 1st page and the 2nd page of the document onto the two sides of the cover. **Note** • Select the paper tray to be used for the cover if adding a cover. • When both [Front Cover] and [Back Cover] are set, scan the document for the back cover first. It is copied as the front cover document from the document next to the back cover document.
[Poster]	Divide the scanned image into multiple sheets and copy enlarged. By pasting the divided copies, a large size poster can be produced. There is a margin for glue, so that the copied sheets can be cut and pasted. The margin for glue is fixed at 10 mm. **Note** • This feature is not available with the document feeder.
[Repeat Image]	Copy a scanned image repeatedly a specified number of times onto a single sheet of paper. When the magnification or reduction is automatically specified, the repeated image is copied so that it fits onto the selected paper. Also, the arrangement direction of the scanned image can be specified.
[Preset Repeat Image]	Copy the same image of a single document repeatedly onto a single sheet of paper that is uniformly divided in accordance with the specified number.
[Annotations]	Combines and copies text at any position on the paper. Sets whether to add a predetermined string, such as [CONFIDENTIAL] or [Copy Prohibited], date, or page number. The details such as the print position or size can be selected from formats prepared in advance. **Note** • If a layout template is set with [Apply Layout Template to Copy/Print Jobs] in [Force Annotation] set here is superimposed on that template.
[Watermark]	Copies a set string of characters repeatedly and thinly composited over the entire background of the paper. When you print [Control Number], for example, if the starting number is set to “1”, then “1” will be printed on every page of the first copy, and “2” will be printed on every page of the second copy. This can be used as a serial number that associates each distributed copy with a person, in order to prevent duplication of confidential documents, etc., distributed at a meeting. **Note** • If a layout template is set with [Apply Layout Template to Copy/Print Jobs] in [Force Annotation], the watermark data is printed superimposed on that template. • If [Force Watermark - Copy] is set to [On], it cannot be changed.

Item	Description
[Secure Watermark]	Control the security by embedding information in the document to deter duplication, restricting duplication of a document, embedding digital codes, and analyzing documents (“when”, “from which device”, and “by whom” the document was output). **Note** • If a layout template is set with [Apply Layout Template to Copy/Print Jobs] of [Force Annotation], the information to deter duplication is embedded superimposed on that template. **Refer** • To analyze the digital codes, the application ApeosWare Secure Watermark Analyzer (sold separately) from our company is required. Refer to the manual for the application for the method of operating ApeosWare Secure Watermark Analyzer.
[Combined Job]	Change and save the settings for each page or bundle of pages of a document, and finally copy the document together with the different settings as a single job. Also the separator can be insert before the document.
[Sample Job]	When making multiple sets of copies, you can print a sample set to check the output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. Also, the number of copy sets can be changed. The sample copy is included in the total number of copy sets.
[Delete Outside / Delete Inside]	Copy only the required area. Set the area by specifying two points on the image, and extract or delete it. Up to three areas can be specified. Also, the target side of the document can be specified.
[Form Overlay]	The first original is stored as the form original for overlay, and is copied overlaid on the second and subsequent originals.
[Next Original]	Set this item to copy the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to copy multiple documents as a single job using the document glass.

6 Fax

6.1 Basic Operations

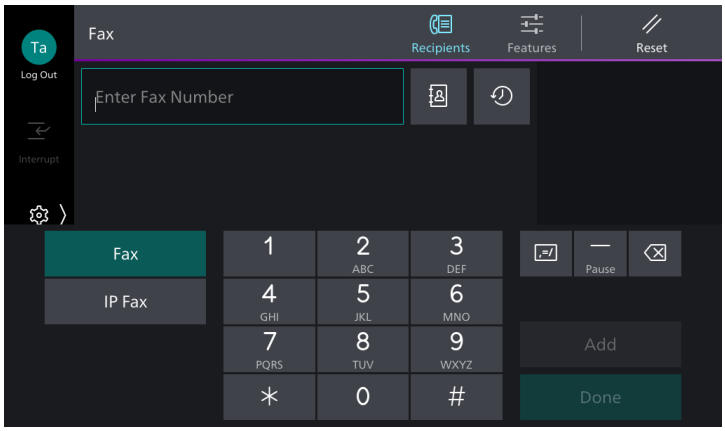
1. Load the document.

Refer

- For how to load documents, refer to “Basic Operations” in “Reference Guide - Main Unit”.

2. Tap on [Fax].

3. Enter the recipient with the keyboard.



Note

- When specifying multiple recipients by directly entering using the keyboard, tap on [Add] to add recipients.
- You can specify the recipient also by tapping on (Address Book) or (Redial List).
- The displayed screen differs depending on the setting of [Screen Default] in “Customizing the Apps Screen” (P.48).

Refer

- Refer to “One-touch Button” (P.79) for specifying the recipient using one-touch button.

Sending Password

Password send feature is available to prevent from incorrect transmission. This feature is available when the G3 ID (fax number) of the sending machine is registered to the recipient machine. G3 ID sent from the recipient machine when connecting to a line and the number set after “S” of the destination are compared, and only if they match, it is sent.

Fax number of recipient machine + S + G3 ID registered to the recipient machine*1

“03012345678S0312345678” (example of 11 digit comparison)

*1 :The character string following "S" is any number of digits including the last digit.

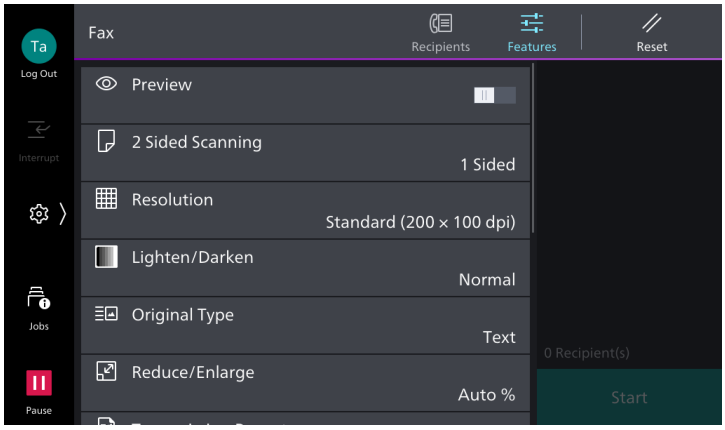
If you omit the part following the "S", the last 6 digits of the phone number will be compared.

Note

- If the G3 ID registered to the recipient machine includes non-numeric characters like hyphens, enter only numeric characters.

4. Tap on [Done].

5. **Tap on ([Features]) at the top of the screen, and set each item.**



Note

- Tap on ([Reset]) when turning the setting value to default.

Refer

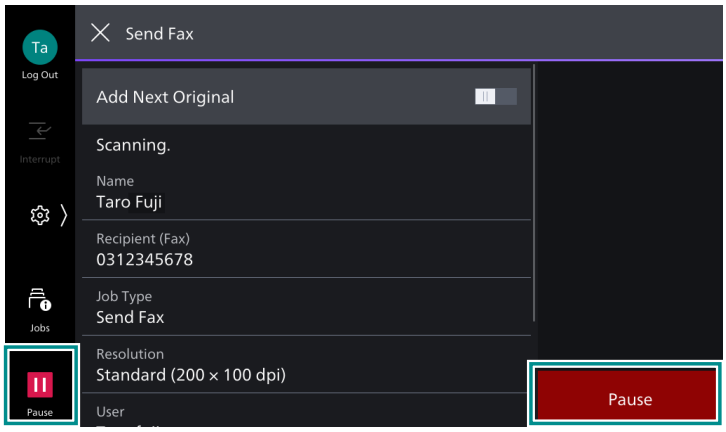
- Refer to “Features List” (P.90) for the description of each item.

6. **Tap on [Start].**

7. **Tap on [Start] on the recipient confirmation screen.**

Deleting

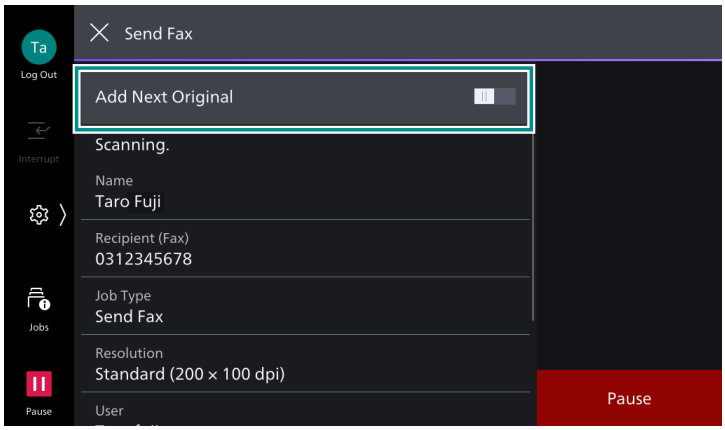
1. **Tap on or [Pause].**



2. **Tap on [Cancel].**

Continuous Scanning

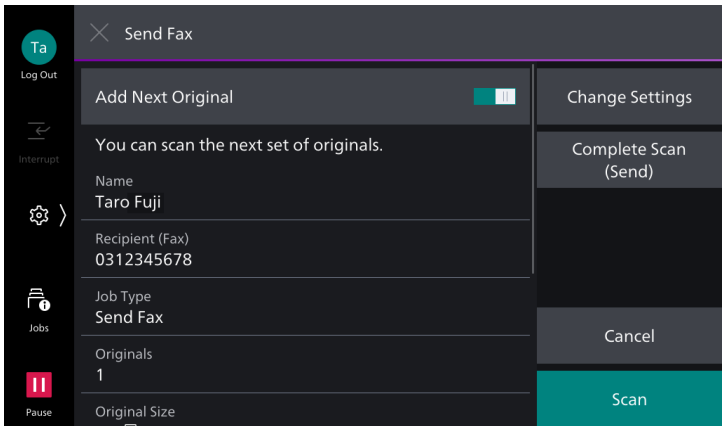
1. **Tap on [Add Next Original].**



Note

- Enabling [Next Original] in the features list also activates continuous scanning.

2. **Select the following operation.**



Scan Next Document

1) Load the next document.

2) Tap on [Scan].

Changing the Settings of the Next Document

1) Load the next document.

2) Tap on [Change Settings].

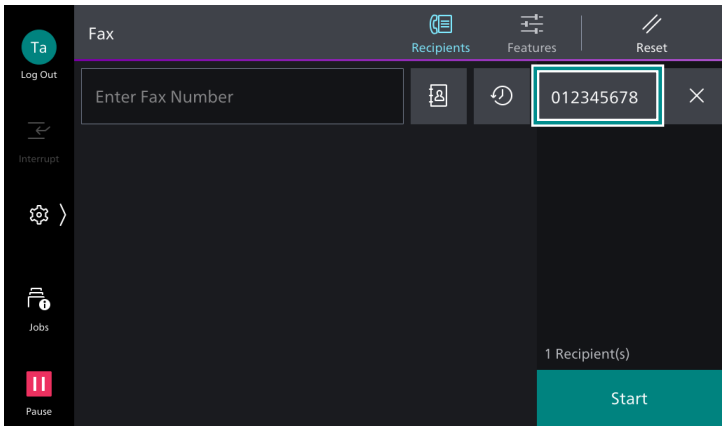
3) Change the features list settings.

4) Tap on [Scan].

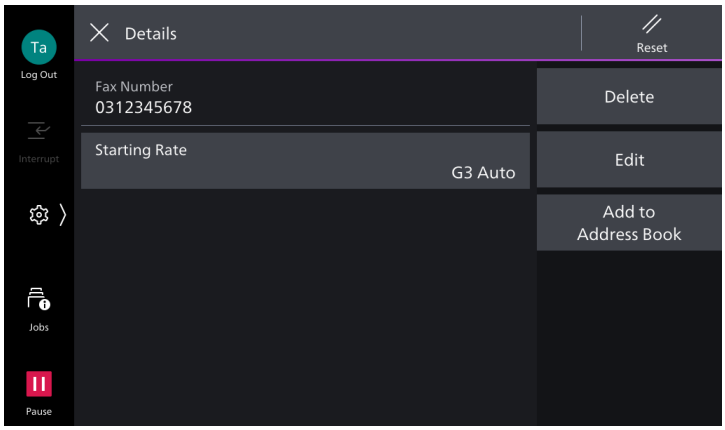
3. **When all the documents have been scanned, tap on [Complete Scan (Send)].**

Editing Recipient

1. Tap on [Recipient].



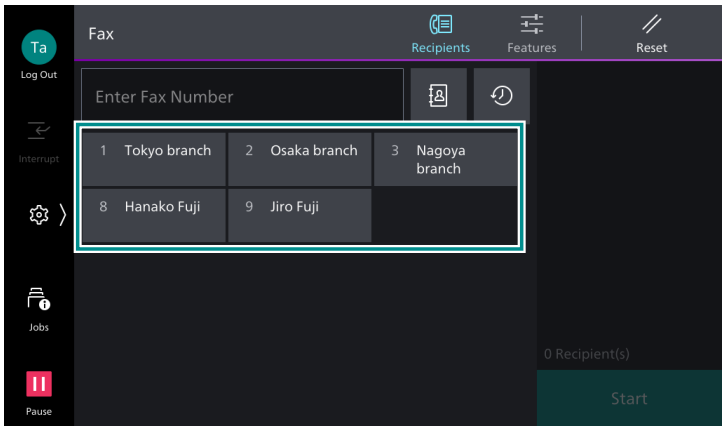
2. Select the following operation.



Item	Description
[Starting Rate]	Specify the starting rate.
[Delete]	Delete a recipient.
[Edit]	Correct a recipient.
[Add to Address Book]	Create a new contact. Or, add an address to an existing contact.

One-touch Button

If registering recipients to one-touch button in advance, you can specify the recipient only by tapping a button.



Refer

- Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.185) for registering the recipient to one-touch button.

Unsent Documents

You can resend a fax document that could not be sent.

Note

- [Unsent Faxes] is displayed when ⚙ > [Device] > [App Settings] > [Fax Settings] > [Fax Controls] > [Save Unsent Faxes] is enabled.

1. Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Unsent Faxes].

2. Tap on the document to be re-sent or deleted.

Deleting

1) Tap on [Delete] > [Delete].

Re-sending

1) Tap on [Send].

Changing Recipients and Re-sending

1) Tap on [Change Recipients].

2) Change the recipients and tap on [Start].

6.2 Receiving

Auto Receive starts receipt of a transmission from another party.

Manual Receive manually receives a transmission from another party.

Also using G3 ID, receipt of a specific fax or receipt of an un-notified number can be blocked. A maximum of 50 fax numbers can be registered for blocking.

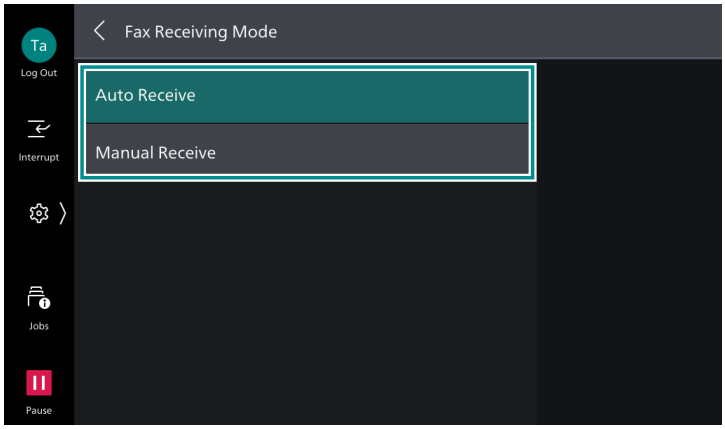
- Blocking Receipt of Specific Fax Numbers:
  If the G3 ID sent by the transmitting fax machine is among those registered as fax numbers to be blocked, then receipt will be blocked.
- Blocking Unknown Fax Numbers:
  If the transmitting fax machine did not send a G3 ID, then receipt will be blocked.

Note

- The G3 ID is information such as the telephone number registered in the transmitting fax machine, and is not a transmitter's number displayed by a number display service, etc.
- Manual Receive cannot be used for IP Fax (SIP).

Switching the Fax Receiving Mode

1. **Tap on ⚙ > [Device Status] > [Fax Receiving Mode].**
2. **Tap on [Auto Receive] or [Manual Receive].**



Manual Receive

1. **When the phone rings, and the incoming call screen is displayed, pick up the receiver. If there is no receiver, tap on [On-hook].**
2. **Tap on [Start].**
   Receipt of the fax starts.
3. **When using a receiver and the data lamp on the operation panel flashes, return the receiver.**

Confidential Receive

Confidential receive means storing the received fax in the local folder directly. When a file is received into the folder, the data lamp lights, and [Folder Report] is printed. [Folder Report] includes the folder number and folder name.

For receiving confidential faxes using the F code method, notify the sender of the following information:

F Code (sub-address): 0 (indicates F Code) + storage folder number

Password (if necessary): Personal identification number for the storage folder

Note

- With IP Fax (SIP), both the FAX signal method and the F Code method can be used.
- When an IP Fax (SIP) is sent via a VoIP Gateway, Remote Folder cannot be used with the FAX signal method. Only the F Code method can be used with Remote Folder.

6.3 Internet Fax

This feature is different from the fax transmission via a telephone circuit, but send data read by this machine as an Email attachment via a company network or via the Internet.

Also, Internet Fax direct can directly send faxes to machines that support Internet Fax, without going via a SMTP server.

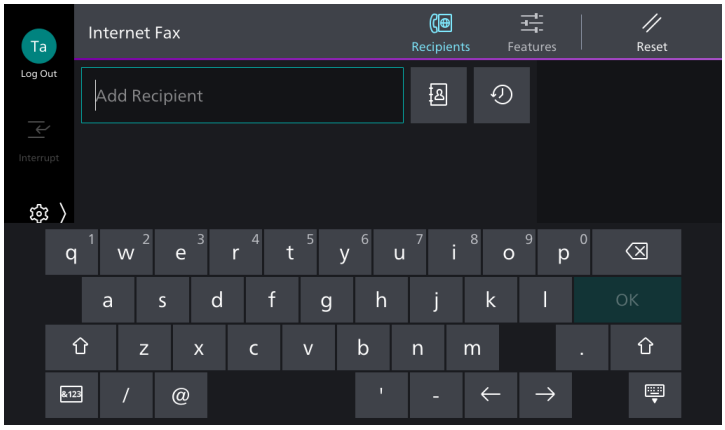
Note

- The file format of attachment documents is TIFF format.
- With Internet Fax, Starting Rate, Priority Send, Delay Start, Cover Page, F Code, Remote Folder, polling, manual send, sort to folder (Folder Selector), and Direct Fax cannot be used. However, Starting Rate and F Code can be set if the fax gateway feature is used.
- Internet Fax and Internet Fax direct cannot both be enabled. They can be switched in Administrator Mode, depending on the status of use.
- Internet Fax direct does not support POP reception.

Sending

1. **Load the document.**
2. **Tap on [Internet Fax].**

3. **The following operation is the same as step 3 onwards in “Basic Operations” (P.75).**



Note

- The functions CC, BCC, and Reply-to commonly used with normal Email cannot be used.
- The Internet Fax direct destination is specified by the following methods.
  - Specify the host name
    Example: local-part@device.domain.jp
    It is necessary that the right side of the @ is an FQDN.
  - Specify the IP address
    Example: local-part@[192.0.2.1]
    On the right side of @ enter the IP address enclosed within [ ].

Receiving

When an Email sent from an Internet Fax compliant machine is received, the received document is printed.

In addition, Email specifying a folder in the mail address, such as “BOX123@myhost.example.com”, can also be received.

Note

- If [TIFF-S] is selected for the profile, printing is in A4 size.

Sending to a Folder

Note

- This can only be used when the receiving side is SMTP.
- It is necessary that a folder without a password set is registered on the receiving side.

1. **Tap on [Internet Fax].**

2. **Input the receiving side Email address as follows.**

BOX123@myhost.example.com
(a) (b) (c)

(a) “BOX” + 3-digit folder number

(b) @ + the host name of the recipient

(c) “. (dot)” + Domain name of the recipient

Sending to a Normal Fax

By specifying the Email address in a specific format, it is possible to send a fax to a normal fax (a fax machine that does not have the Internet Fax feature).

In an Internet Fax compliant machine, the received Email is converted into a fax file, and sent to the specified fax machine.

Note

- This can only be used when the Email receipt method of the fax gateway is SMTP.
- The [Starting Rate] specification is applied to the starting rate between the fax gateway and the sending fax.

1. Tap on [Internet Fax].

2. Input the receiving side Email address as follows.

FAX=0312345678/T33S=123@myhost.example.com

(a) (b) (c) (d) (e)

(a)	Fixed text string
(b)	Fax number of the recipient
(c)*1	"/T33S" + F code
(d)	@ + the host name of the machine receiving emails.
(e)	". (dot)" + Domain name

*1 :If the F code is not specified, it can be omitted.

Transferring Files

Fax files stored in a folder can be transferred as Email attachments.

- On the device sending a fax

  Sends confidential transmission using the FAX signal method (our company's proprietary transmission means) and the F code method.
- On the device receiving the fax in a folder and forwarding an Internet fax

  Creates a job flow sheet that the transfer destination is specified and associates the created job flow sheet with a folder.

Note

- Up to 100 addresses can be specified as transfer destinations.
- A "Folder number" and a "personal identification number" is required on the fax sending side. Notify the sending side of the setting details.

6.4 IP Fax (SIP)

When the IP Fax (SIP) is used, devices that are connected to a company IP network (intranet) can communicate with each other, and devices compatible with the Next Generation Network (NGN) can communicate with each other via the HIKARI compatible gateway.

- Intranet:

  Devices that are connected to an intranet can communicate with each other via the company IP network (intranet). Also, faxes can be sent outside the intranet via the VoIP Gateway within the intranet.

Note

- The communication capability of the [IP Fax (SIP)] device has been confirmed between multi-purpose machines by our company, Canon Inc., and Ricoh Co., Ltd., with IP Fax (SIP) mounted, installed within an intranet.

- Next Generation Network (NGN):

  Next Generation Network (NGN) is a telecommunication network that incorporates the flexibility and cost-saving features of an IP network while maintaining the reliability and stability of existing public telephone networks.

Note

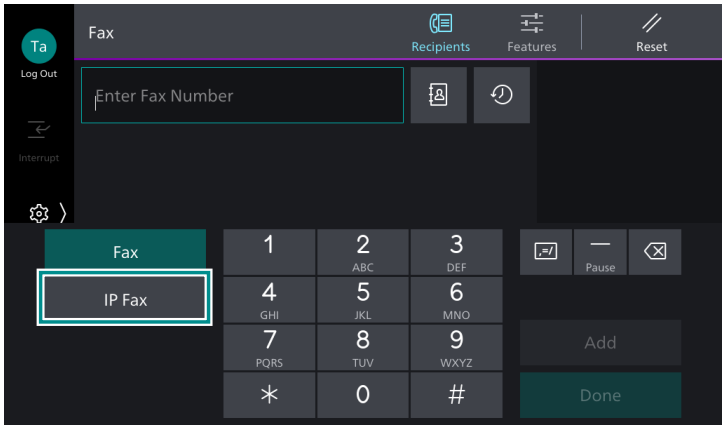
- It is possible to make IP Fax communications among the NGN compatible products of our company as well as other company.When the recipient does not support NGN communication, G3 fax communication can be also used.

Sending

1. Load the document.

2. Tap on [Fax].

3. Tap on [IP Fax].



4. The following operation is the same as step 3 onwards in “Basic Operations” (P.75).

Note

- The IP Fax (SIP) destination is specified by the following methods.
  - Example of input of telephone number: 0312345678
  - Example of input of IP address: local-part@192.0.2.1
- The format of entering the recipient differs depending on the type of fax at the sender and the IP Fax (SIP) connection configuration.

Receiving

Received files are printed in the same way as a normal fax.

6.5 Direct Fax

This feature enables sending files prepared on applications as a fax from the client computer directly.

Note

- You need to install the fax driver to use this feature. The fax driver can be obtained from our official website.

Sending

1. **Select [Print] from the [File] menu of the application.**
2. **Select the fax driver as the printer driver to use.**
3. **Open printer properties.**
4. **At the [Fax Recipient] tab, specify the recipient.**

   Note

   - If the machine is equipped with G3 expansion port kit and the line used for the extension has been selected at [Extension] for the machine, selecting [Outside Line] or [Extension] from the [Line] drop-down list at the screen that displays after clicking [Communication Settings] will assign a dedicated port for the outside line or extension.

5. **As needed, configure the setting items.**
6. **Click [OK].**
7. **In the [Print] dialog box, click [Print].**
8. **Check the details at the [Set/Check Fax Transmission] dialog box and then click [Start Sending].**

Specifying the Recipient

- Specifying directly from the Address Book in the machine.

  Click [Add from Phonebook] > [Use Machine Phonebook] and then specify the recipient from the displayed recipient list.
- Specifying from the phonebook created in Fax Phonebook Tool.

  Click [Add from Phonebook] > [Look Up Phonebook] and then specify the phonebook file (fxt/fxt2 format) to use. Specify the recipient from the displayed recipient list.
- Entering the fax number directly

  Select [Fax] at [Type] and then enter the fax number in [Fax Number/Address].

  Select [Fax] or [IP Fax (SIP)] at [Type] and then enter the fax number or IP fax address in [Fax Number/Address].

Note

- Enable SOAP.
- If the authentication method is [Local], it is necessary to set in advance the authentication information in the fax driver.

This section explains how to specify the recipient after directly looking up the address book registered on the machine.

1. **Click [Add from Phonebook] at the [Fax Recipient] tab in the fax driver.**
2. **Select [Use Machine Phonebook] and then click [OK].**
3. **Select the recipient and then click [Add].**
4. **Clicking [OK] will add the recipient to [Recipient List] in the [Fax Recipient] tab.**

Fax Phonebook Tool

Creating a phonebook in advance means you can be ready to send just by selecting the recipient from the phonebook when sending a fax.

- Up to 9,999 recipients can be registered in a single phonebook file. Furthermore, multiple phonebook files can be created. Load any phonebook to use it as required.
- Recipients to which the same original is often sent at one time can be grouped together and registered into a single recipient group.

Note

- When adding a recipient to a phonebook that has already been created, click [Open...] in the [File] menu and then select the phonebook file that displays (file with extension ".fxt2").
- You cannot add recipients to the phonebook file with the extension ".fxt" because it is read-only.
- Do not edit the CSV format file retrieved using Internet Services.

Launching

1. **From the [Start] menu, click [FUJIFILM] > [Fax Phonebook Tool].**

Cover Page

A front cover (cover sheet) can be attached to the front of an original being sent. In addition to the standard form, an optionally created form can be specified for the cover sheet.

Note

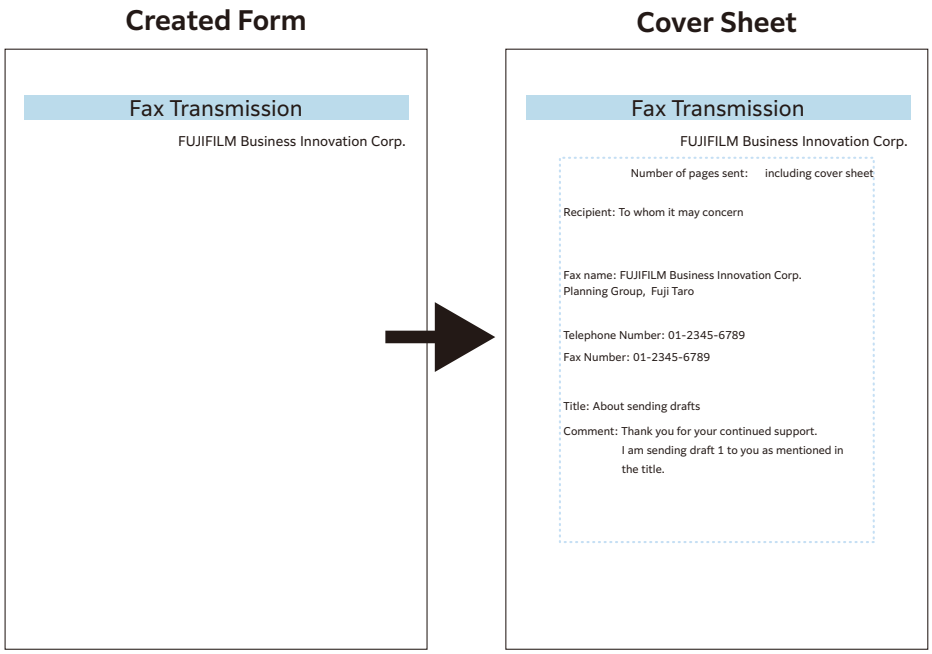
- The cover sheet that can be attached when sending a fax directly from the client computer and the cover sheet that can be attached based on settings at the machine are different.

Creating forms

1. **From [Start] > [Settings] > [Bluetooth & devices] >[Printers & scanners], click on the compatible fax for this machine.**
2. **Click [Print Settings].**
3. **Apply a check mark to [Print a Cover Sheet] in the [Fax Recipient] tab and then click [Cover Sheet Settings].**

4. **Select [User Form with Fax Address] or [User Form without Fax Address] at [Select Cover Sheet] and then click [Test Print].**

5. **Create the form original using the application while taking care that the cover sheet is printed to coincide with the test print content.**



The area inside the dotted line is a guide to show the area that coincides with the

Registering forms

1. **Open the created form and print.**

2. **At the printer selection, select the printer driver (not the fax driver) for the machine and then open [Printer Settings].**

3. **Select [Create Form] at [Job Type] and then click [Setup].**

4. **Specify the [Form Name] and [Folder], and then click [OK].**

5. **Click [OK] to close the printer driver screen and start printing.**

Attaching a cover page

1. **Print the document to send using Direct Fax.**

2. **At the printer selection, select the fax driver for the machine and then open [Printer Settings].**

3. **Apply a check mark to [Print a Cover Sheet] in the [Fax Recipient] tab and then click [Cover Sheet Settings].**

4. **Select [User Form with Fax Address] or [User Form without Fax Address] at [Select Cover Sheet] and then click [Select Form].**

5. **Specify the registered form and then click [OK].**

6. **Click [OK] at the [Cover Sheet Settings] screen to close.**

7. **Specify the recipient and then send the direct fax.**

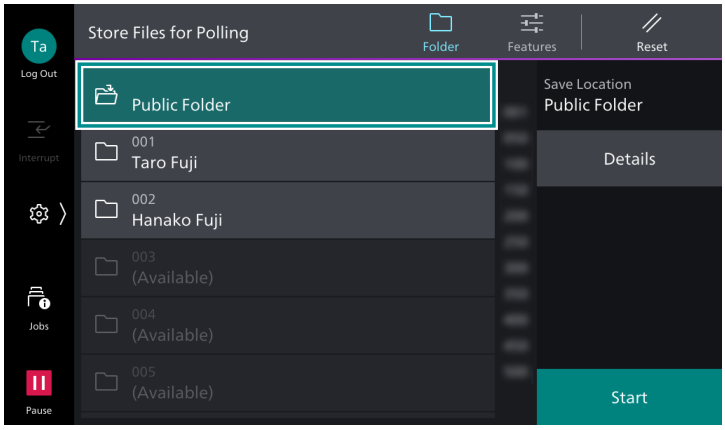
6.6 Store Files for Polling

This feature enables a stored document to be send by operations from another party.

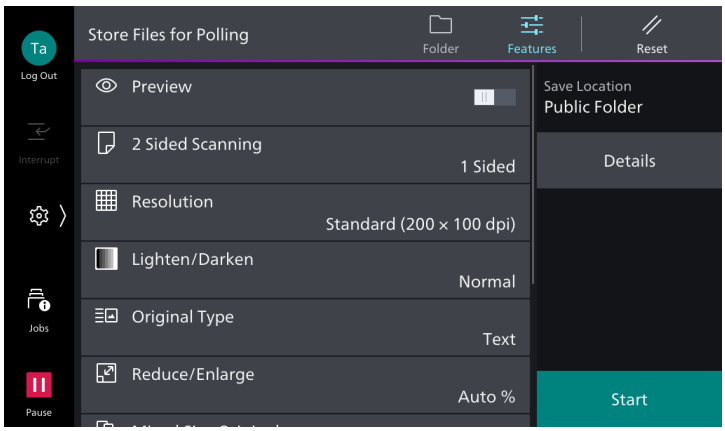
Storing a Reserved File

1. **Tap on [Store Files for Polling].**

2. **Tap on [Public Folder].**



3. **Tap on ([Features]) at the top of the screen, and set each item.**



Refer

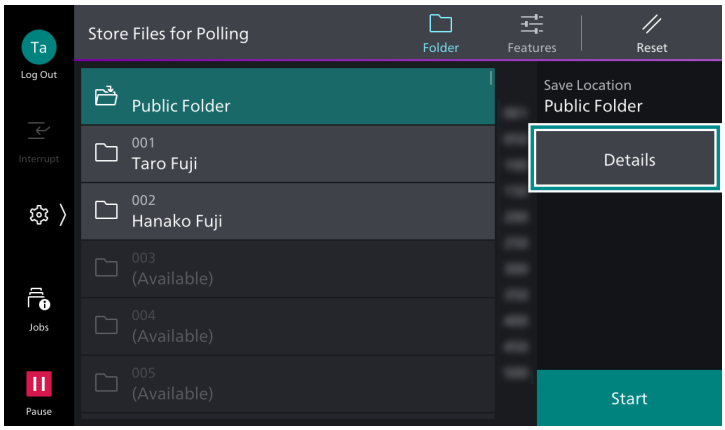
- Refer to “Features List” (P.90) for the description of each item.

4. **Tap on [Start].**

Printing/Deleting a Reserved File

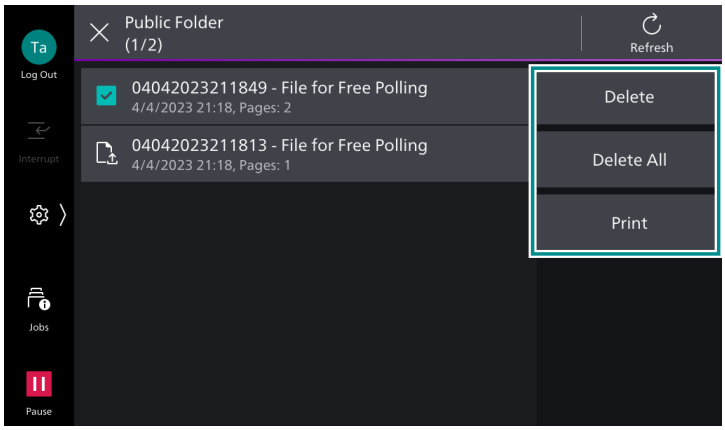
1. **Tap on [Store Files for Polling].**

2. **Tap on [Public Folder] > [Details].**



3. **Tap on the reserved file and apply a check mark.**

4. **Perform the following operation.**



Printing

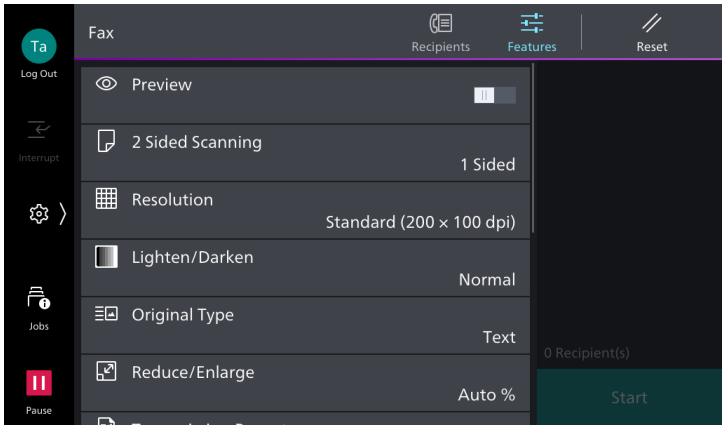
1) **Tap on [Print].**

Deleting

1) **Tap on [Delete] or [Delete All].**

2) **Tap on [Delete].**

6.7 Features List



Refer

- Refer to “Feature List Screen of Apps” (P.33) for how to use the feature list.

Item	Description
[Broadcast]	To prevent erroneous broadcast transmissions, set whether to broadcast before specifying multiple recipients. **Note** • To display, the setting [Display Broadcast Option] is required. For details, refer to “[Fax Controls]” (P.169).
[Line]	If the G3 expansion port kit 3 is mounted, it is possible to send by specifying the line (port). It is possible to register local terminal information for each line, so use this in order to allocate lines for different uses. **Note** • When the destination type is [Internet Fax] or [IP Fax (SIP)], this setting is disabled. • To display, the setting [Display Fax Line] is required. For details, refer to “[Screen Defaults]” (P.169). • When [Fax (Line N)] or [Outside Line (Line N)] is selected, the data is send by the selected line to all the specified fax recipients or outside line recipients. If any of the specified recipients has the recipients type set to extension, only that recipients will be sent by extension.
[Preview]	Check the image when the document has been scanned.
[2 Sided Scanning]	This is effective when using the document feeder. Specify the side of the document to be read.
[Resolution]	Set the resolution for scan.
[Lighten/Darken]	Adjust the density for scan.
[Original Type]	Set the document type.
[Reduce/Enlarge]	Reduce or enlarge the scanned image by the specified percentage when sending it. Select from among fixed percentages, or input and specify a value.

Item	Description
[Transmission Report]	Confirmation options are printed when a transmission has been completed normally, and a transmission failure report is printed when transmission was not completed normally. To check the transmission result for an Internet Fax use either [Read Receipts] or [Delivery Receipts]. [Delivery Receipts] confirms that the document sent has been correctly delivered to the ultimate recipient's mailbox. [Read Receipts] confirms that the document sent has been correctly processed including processing the attachment file at the final recipient.
[Read Receipts]	It is possible to confirm that Internet Faxes that have been send have been properly processed.
[Delivery Receipts]	It is possible to confirm that the Internet Fax sent has been correctly delivered to the recipient's mailbox. **Note** • The ability to confirm the delivery of an Email using [Delivery Receipts] extends as far as a server that supports the delivery confirmation function.
[Starting Rate]	Select [Starting Rate] in accordance with the recipient's capability.
[G3 Auto]	Select this when the recipient is G3. Normally the starting rate is specified. Switching is performed in the order of priority G3 Unique ECM -> G3 Unique -> ITU-T G3 ECM -> ITU-T G3, in accordance with the receipt capability of the recipient.
[Forced 4800 bps]	Select this for areas where the status of the telephone circuit is not good, such as when there is much noise, and volume of voice is low, etc. When sending a fax to another country, enter the carrier selection code (if needed), the international prefix, the country code, the area code, and the recipient's fax number as follows. Carrier selection code | International prefix | Country code | Area code | Recipient's telephone number **Note** • Inquire from each telephone company to obtain the carrier selection code.
[Mixed Size Originals]	Scan documents of various sizes at once, send each size, and send as a single size. **Note** • The recommended combinations are A4□ and A3□, and JIS B5□ and JIS B4□. • Set [Original Size] to [Auto Detect].
[Transmission Header]	[Start Time], [Fax Name], [Name], [Name in Transmission Header], [G3 ID], and [Number of Sheets] are applied to the scanned document that is sent when the fax. When sending an Internet Fax the date and time, the sender's information, and the total number of pages are applied. Also, the position of this information can be displayed in preview to check the position of applying the transmission header.
[Original Size]	Specify the document size when sending. The size can be specified when reading documents of irregular sizes or reading at a size that is different from that of the loaded document.
[Book Faxing]	Read and send the pages of double-page spread such as books, etc. separately.
[Stamp]	Apply a stamp when the document passes through the document feeder. A circle symbol (○) is applied to the trailing edge of the side that is scanned. Whether or not there is a stamp enables you to check whether the documents were scanned one page at a time.

Item	Description
[Priority Send]	Priority Send enables priority sending and polling in advance of jobs that were already scheduled. **Note** • When you perform the Priority Send during a send, it is implemented when the send is completed. • For re-send, after the set redial interval it is sent in priority. • It is not possible to individually prioritize broadcast recipients or collective recipients one by one.
[Delay Start]	Start sending at the specified time.
[Cover Page]	The recipient, the transmission header, comments, the fax name, G3 ID (telephone number) registered in the machine, the number of pages sent, the date and time of sending, etc., can be provided on the cover page.
[Pages per Side]	Copy multiple page documents onto one page. For example, if the number of pages of the document to be compiled is specified as 3, and if 12 original pages are loaded in the document feeder, it will be accumulated as 4 pages. The number of pages of a document that can be compiled into one page ranges from 2 to 9.
[Remote Folder]	Send a file to a recipient folder by operation on the machine. The folder number and password are required.
[F Code]	If the recipient has a folder set, specify the F code (sub-address) and, if necessary the password, and confidential transmissions can be send from this machine. Confirm the F code and the password in advance. (Input example for our F-code communication compatible devices) [F Code] (sub-address): 0 (indicates F Code) + recipient's folder number [Password] (if necessary): Personal identification number for the recipient's folder
[Remote Polling]	Transmit a file stored by another party by operations from this machine. **Note** • In the case of collection (multi-polling), multiple other parties are specified.
[On-hook (Manual Send/ Receive)]	Use this for manual sending after the response from the other party, or when manually receiving using a fax information service. **Note** • On-hook cannot be used for IP Fax (SIP).
[Chain Dial]	Specify a single recipient by combining the dialing number of a recipient registered in the Address Book and an input number.
[Internet Fax Subject]	Specify the Internet Fax subject.
[Internet Fax Comment]	Edit the message of the Internet Fax.

Item	Description
[Internet Fax Profile]	This is an arrangement for limiting the attribute information such as resolution of images, paper size, etc., between Internet Fax compliant machines that send and receive. **Note** • The profiles that can be processed vary depending on the recipient. When a profile is specified, check that the profile can be processed by the recipient. • When there is an inconsistency between the profile, the stored document size, and the resolution, the specification of the profile has priority. • For broadcast transmission when the profiles vary for each recipient, the smallest size is the maximum image size.
[TIFF-S]	Select this for sending files larger than A4 size reduced to A4.
[TIFF-F]	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size files.
[TIFF-J]	Select this for sending files by JBIG.
[Encryption]	Internet faxes can be sent encrypted by S/MIME. When sending encrypted Internet Faxes, select an Email address associated with a certificate that can be encrypted from the Address Book. **Note** • To send an Internet Fax encrypted by S/MIME it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to Internet Services help for the certificates.
[Digital Signature]	Internet faxes can be send digitally signed by S/MIME. If it is digitally signed, the recipient can check whether the content of an Internet Fax has been altered, whether an Internet Fax has been sent by the correct sender, etc. **Note** • To send an Internet Fax digitally signed by S/MIME, it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to Internet Services help for the certificates.
[Next Original]	Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.

6.8 Paperless Fax

Note

- If each setting is specified on the Paperless Fax Settings screen, the Folder Report feature is automatically disabled. To print a Folder Report automatically, select [On] under ⚙ > [Device] > [System Settings] > [Reports].
- The job flow sheet created with Paperless Fax Settings cannot be edited using Internet Services or Device Setup.

Paperless Fax Receiving Settings

It is necessary to log in to Administrator Mode for paperless fax receiving settings.

1. **Tap on [Paperless Fax Settings].**
2. **Select a line.**

3. **Tap on [(Not Set)] of [Folder].**

4. **Specify [Folder Number].**

5. **Enter a folder name in [Folder Name] if you have selected an available folder number.**

6. **Tap on [OK].**

7. **Set [Delete Files After Retrieval] as needed.**

   When this feature is enabled, the received faxes in the folder are deleted after they are printed or retrieved.

   Note

   - Even if this item is enabled, faxes in the incoming folder are not deleted when they are retrieved with Internet Services.
   - Depending on the settings specified for [System Settings] on the machine, faxes in the incoming folder may be forcedly deleted.
   - The received faxes stored in the folder are deleted in the following cases, regardless of the setting for [Delete Files After Retrieval].
     - Set [Force Delete] for > [Device] > [App Settings] > [Send from Folder Settings] > [Files After Retrieval].
     - When the expiration date is specified under > [Device] > [App Settings] > [Send from Folder Settings] > [File Retention Period], a folder is selected in [Send from Folder], and [Folder Settings] > [Delete Expired Files] is enabled.

8. **Set [Transfer Auto Start] as needed.**

   If you want to send the received faxes by e-mail or forward them to the server or shared folder, enable this feature.

   1) **Tap on [Behavior upon Receipt].**

   2) **Enter [Behavior Name].**

   3) **Tap on [Transfer 1] or [Transfer 2], then tap on [Address Type] to specify the forwarding destination.**

   Note

   - You can edit the Address Book from [Address Book] on the machine. If the information registered with the Address Book of the machine is changed after the transfer destination is specified from the Address Book on the Paperless Fax Settings screen, the information on the specified destination is not updated automatically with Paperless Fax Settings.

   4) **Select a file format to be saved.**

   Note

   - If you want characters to be converted to editable text, select the file format that is with "OCR".

   5) **Tap on [OK].**

   6) **To print the document, tap on [Print] and select the output destination.**

   Note

   - If you want the results of automatic transfer jobs to be notified by email, tap on [Notification Destination] > [(Not Set)] and specify the contact.

   7) **Tap on [OK].**

9. **Tap on [OK].**

10. **If you want to configure other lines, repeat step 2 to 9 until you complete the configuration of the lines.**

11. **If you want to assign folders for the Paperless Fax to service buttons on the Home screen, perform the followings.**

    1) **Tap on [Display on Apps Screen].**

    2) **Tap on a button where you want to assign the folder.**

    3) **Tap on [OK].**

12. **Tap on [Save].**

Stop Transfer

You can stop forwarding jobs for received faxes temporarily.
The received faxes are stored in a folder.

1. **Tap on [Paperless Fax Settings].**

2. **Tap on the line for which to pause transfer.**

3. **Disable [Transfer Auto Start].**

4. **Tap on [OK].**

5. **Tap on [Save].**

Note

- To resume the job, enable [Transfer Auto Start] and tap on [Save] on the [Paperless Fax Settings] screen.
- Even if the job is resumed, the faxes that had already been stored in the folder while [Transfer Auto Start] was inactive cannot be forwarded by email or transferred to the server.

Stop Paperless Fax

Delete the settings for the line with the folder associated. To resume the service, you will need to register the line again.

1. **Tap on [Paperless Fax Settings].**

2. **Tap on the line for which to stop the service.**

3. **Tap on [Delete Line N Settings].**

4. **Tap on [Delete].**

5. **Tap on [Save].**

Forward Received Faxes Stored in a Folder Manually

This section describes how to forward the faxes that are stored in a folder when an error occurs while forwarding them or when the Transfer Auto Start feature is disabled temporarily.

1. **Select a folder where received faxes are stored.**
2. **Select files to be forwarded from the folder.**
3. **Tap on [Start Job Flow Sheet].**
4. **Tap on [Select Job Flow Sheet] to select a job flow sheet, and then tap on [OK].**
5. **Start the transfer.**

7 Scan

7.1 Basic Operations (Email)

Note

- As the scanning methods there are also [Scan to Folder], [Scan], [Scan to USB] and [Scan to Desktop].
- To send an e-mail, the e-mail settings need to be configured in the machine beforehand.

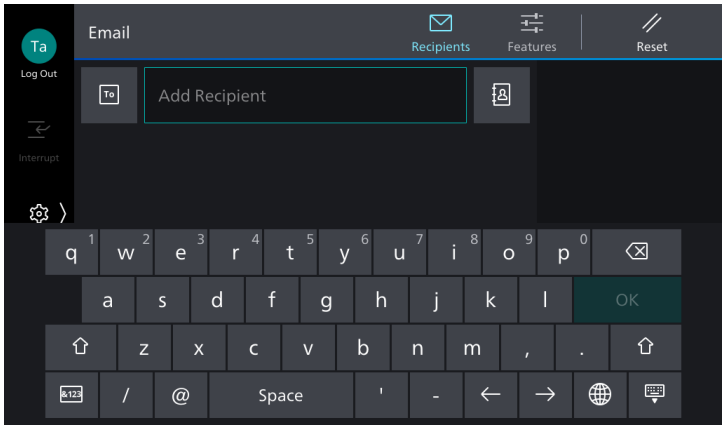
1. Load the document.

Refer

- For how to load documents, refer to “Basic Operations” in “Reference Guide - Main Unit”.

2. Tap on [Email].

3. Specify the recipient by directly entering using the keyboard or by tapping on (Address Book).



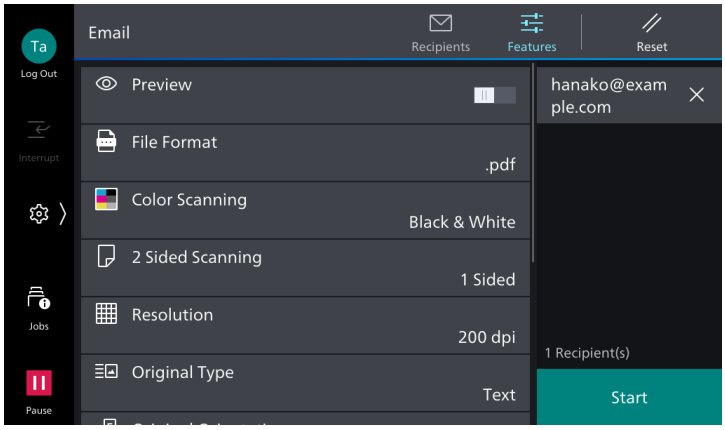
Note

- To change the recipient type (To/Cc/Bcc), tap on .
- The displayed screen differs depending on the setting of [Screen Default] in “Customizing the Apps Screen” (P.48).
- Long-tapping “.” (dot) on the keyboard shows candidates list including “.net”, “.com”, and “.org”.

Refer

- Refer to “One-touch Button” (P.101) for specifying the recipient using one-touch button.

4. **Tap on ([Features]) at the top of the screen, and set each item.**



Note

- Tap on ([Reset]) when turning the setting value to default.

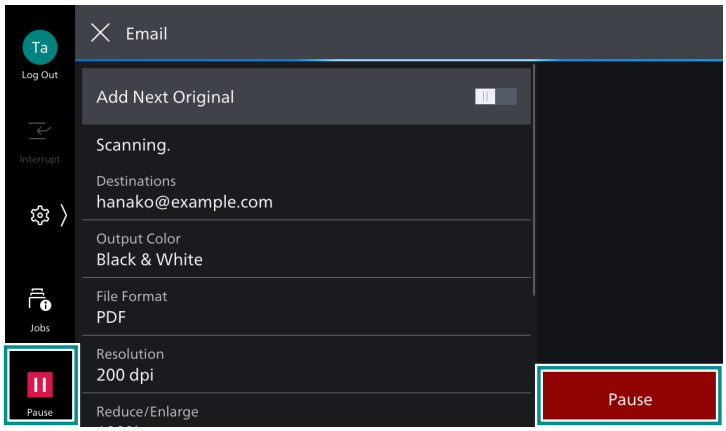
Refer

- Refer to “Features List” (P.107) for the description of each item.

5. **Tap on [Start].**

Deleting

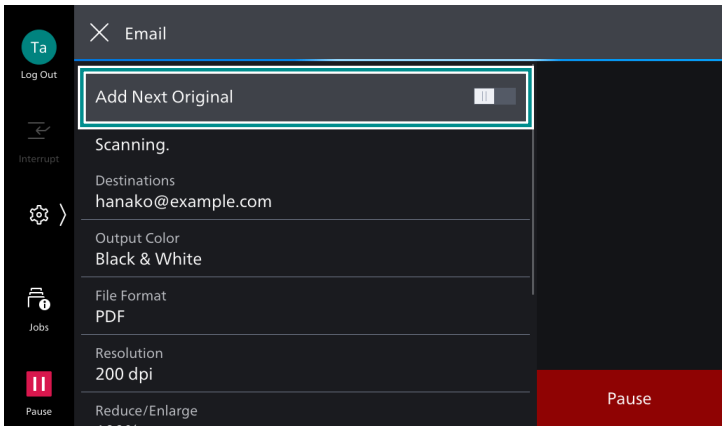
1. **Tap on or [Pause].**



2. **Tap on [Cancel].**

Continuous Scanning

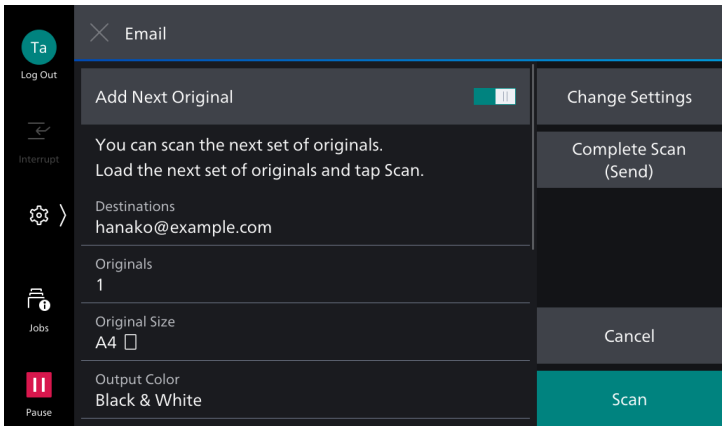
1. Tap on [Add Next Original].



Note

- Enabling [Next Original] in the features list also activates continuous scanning.

2. Select the following operation.



Scan Next Document

1) Load the next document.

2) Tap on [Scan].

Changing the Settings of the Next Document

1) Load the next document.

2) Tap on [Change Settings].

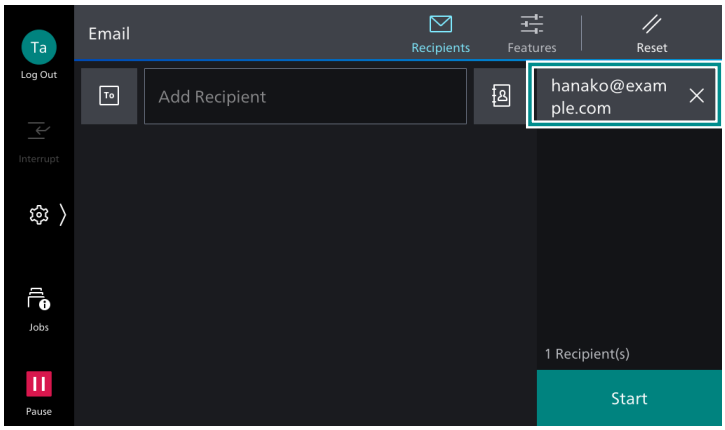
3) Change the features list settings.

4) Tap on [Scan].

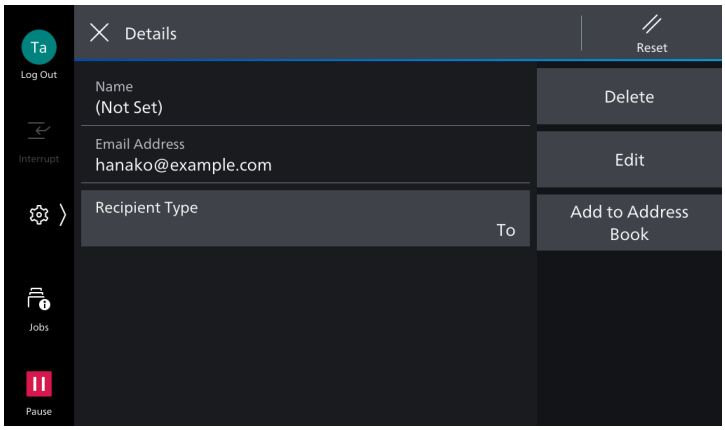
3. When all the documents have been scanned, tap on [Complete Scan (Send)].

Editing Recipient

1. Tap on the recipient.



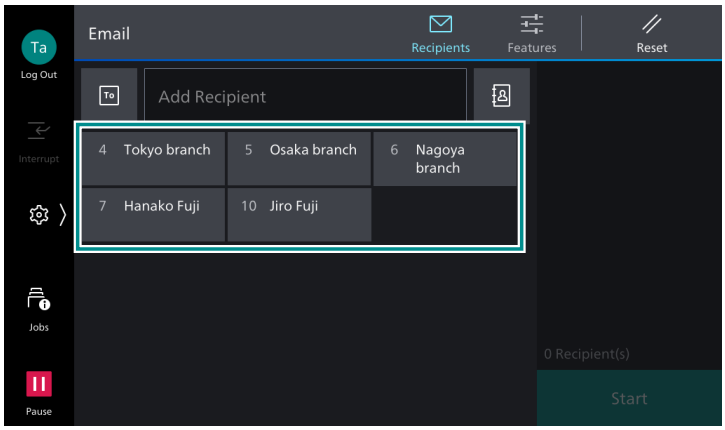
2. Select the following operation.



Item	Description
[Recipient Type]	[To], [Cc], or [Bcc] can be specified for Email. For Scan, only [To] can be set.
[Delete]	Delete a recipient.
[Edit]	Correct a recipient.
[Add to Address Book]	Create a new contact. Or, add an address to an existing contact.

One-touch Button

If registering recipients to one-touch button in advance, you can specify the recipient only by tapping a button.

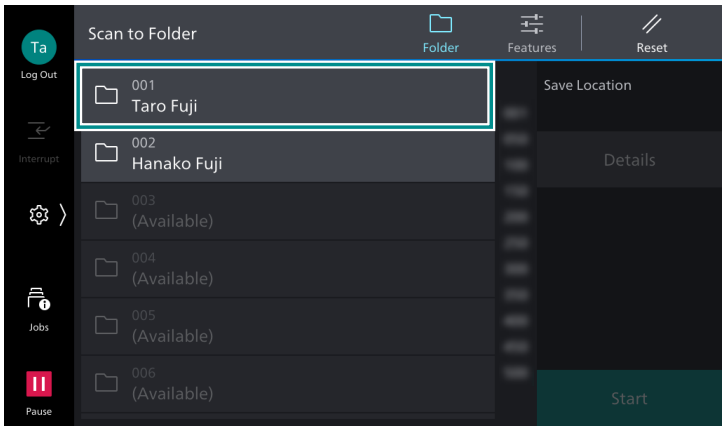


Refer

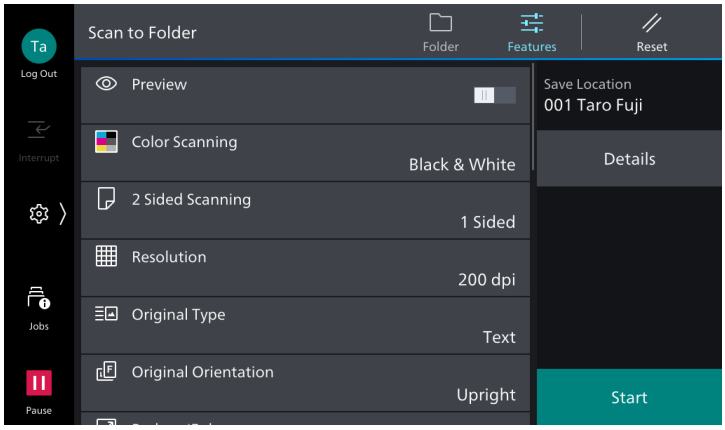
- Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.185) for registering the recipient to one-touch button.

7.2 Scan to Folder

1. **Load the document.**
2. **Tap on [Scan to Folder].**
3. **Tap on the folder to be saved to.**



4. **Tap on ([Features]) at the top of the screen, and set each item.**



Refer

- Refer to “Features List” (P.107) for the description of each item.

5. **Tap on [Start].**

7.3 Scan

You can send scanned data in various ways.

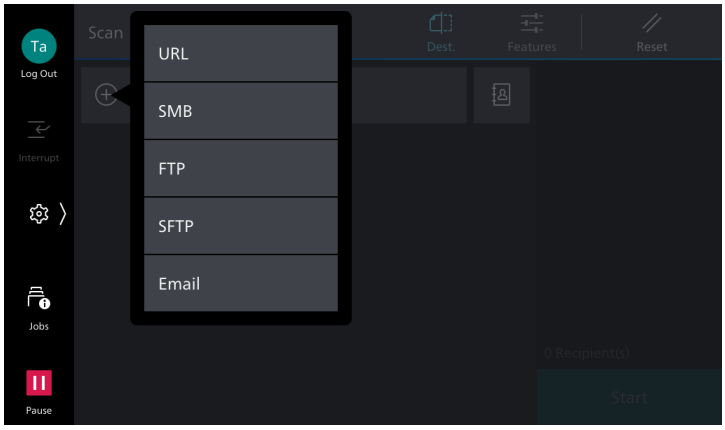
You can also send data using multiple features at the same time.

1. **Load the document.**

2. **Tap on [Scan].**

3. **Tap on [Add Destinations] to select the sending method.**

You can also select the destination of registered sending method by tapping on (Address Book) or a one-touch button.



Refer

- Refer to “One-touch Button” (P.101) for specifying the recipient using one-touch button.

Feature	Description
[URL]	Save the scanned data on the machine then send an Email with the URLs for downloading and for deleting the scanned data to the registered Email address of the authenticated user. Only users authorized on this machine can be recipients.
[SMB]/[FTP]/[SFTP]	Transfer the scanned data to the computer. Set the destination information on the screen that appears when you tap on the item. You can also search for the destination on the network. **Refer** • Refer to "Setting Detailed Items for Each Service" (P.125) for setting items.
[Email]	Attach scanned data to an Email and send.
[My Folder]	This feature is available when "[Authentication/Accounting Settings]" (P.225) is set to [Remote]. Transfer the scanned document to different destinations depending on the authenticated user.
[IC Card Email Address]	Send the scanned data to the Email address on the encryption certificate or the signing certificate registered in the IC Card.

Note

- The displayed screen differs depending on the setting of [Screen Default] in "Customizing the Apps Screen" (P.48).
- When SMBv1 is disabled on the server, a destination computer cannot be searched with [SMB]. In this case input directly.
- When the SMB NetBIOS function is disabled on Internet Services, the following are not possible.
  - Searching for a destination computer with [SMB]. In this case select [Save Location] for inputting.
  - Sending by specifying just the host with [SMB].

4. Specify the destination at the displayed screen.

5. Tap on ([Features]) at the top of the screen, and set each item.

Refer

- Refer to "Features List" (P.107) for the description of each item.

6. Tap on [Start].

7.4 Scan to USB

1. Load the document.

2. Insert the USB memory device.

3. Tap on [Confirm].

4. Tap on [Scan to USB].

Note

- You can use this feature from [USB] > [Scan to USB] or [Scan to USB] on the Home screen.

5. **Select the folder where the file will be saved.**

Note
- If the save destination is not specified, the scanned data will be saved directly below the root directory.

6. **Tap on ([Features]) at the top of the screen, and set each item.**

Refer
- Refer to “Features List” (P.107) for the description of each item.

7. **Tap on [Start].**

7.5 Scan to Desktop

Saves the scanned data to a specified client computer.

Note
- Specify the settings for the resolution, file format, etc., in scan profile of Windows.

Save

1. **Load the document.**
2. **Tap on [Scan to Desktop].**
3. **Select the save destination from the list in accordance with the use.**
4. **Tap on [Scan].**

Remote Scan

Here an example of operation with Windows 11 is explained.

Note
- To operate Remote Scan on Windows 11, the [Windows Scan] application is required. If this application is not already installed on the client computer, you can acquire it from [Microsoft Store].

1. **Load the document.**
2. **Open the [Start] menu and select [Scan] (or [Windows Scan]) under [All].**
3. **Check that the model name of this machine is displayed under [Scanner].**
4. **Select the document scanner under [Source].**
5. **Click [Show more] to configure each item as needed.**
6. **Tap on [Scan].**

7.6 Scan (ID Card)

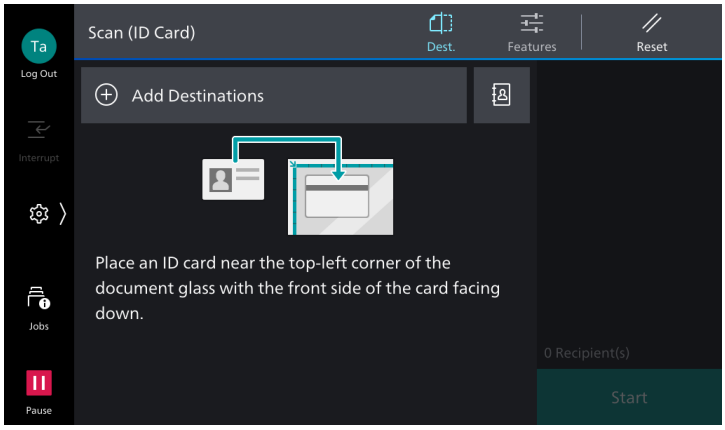
Both the front and back of an ID card can be scanned onto a single page.

Note

- A transmission failure report is printed when transmission was not completed normally. When scanning an ID card, such as a driver's license, we recommend setting [Transmission Report - Job Undelivered] to [Off] to protect personal information. For details, refer to "[Reports]" (P.142).

1. Tap on [Scan (ID Card)].

2. Open the document cover and load the ID card with the front side facing down.



Note

- Load the ID card in a position at least 5 mm from the top edge and left edge of the document glass.

3. Close the document cover.

4. Specify the recipient of the scan results.

Refer

- Refer to steps 3 to 4 of "Scan" (P.102).

5. Tap on ([Features]) at the top of the screen, and set each item.

Refer

- Refer to "Features List" (P.107) for the description of each item.

6. Tap on [Start].

7. Open the document cover and load the ID card with the back side facing down.

8. Close the document cover.

9. Tap on [Scan].

7.7 Importing Scanned Data

TWAIN Compliant Applications

The scanner driver is used for importing using TWAIN compliant applications.

Note

- To export scanned data in TIFF format, a TIFF Viewer is used.
- If the Secondary Ethernet kit is mounted, “Network Scanner Utility 3” does not operate, even if the Ethernet 2 IP address is specified.

1. **Start up the application.**
2. **Select the command to select the scanner (source) from the [File] menu.**
3. **Click [FUJIFILM Network Scanner 3 TWAIN] > [Choose].**
4. **Select the command to import an image from the scanner from the [File] menu.**
5. **From the displayed list, click the name of a scanner to be connected to this machine, and click [Next].**

   Note

   - If nothing is displayed, click [Search again].
   - The scanner names displayed are only the scanners on the same network. To display scanners on other networks, click [Search/Display Settings], and register the IP address and the scanner name.

6. **Enter the folder number where the file to be imported is stored in [Folder Number], and the password in [Password].**
7. **Click [Save].**
8. **Select the file to be imported from the list, and click [Import].**

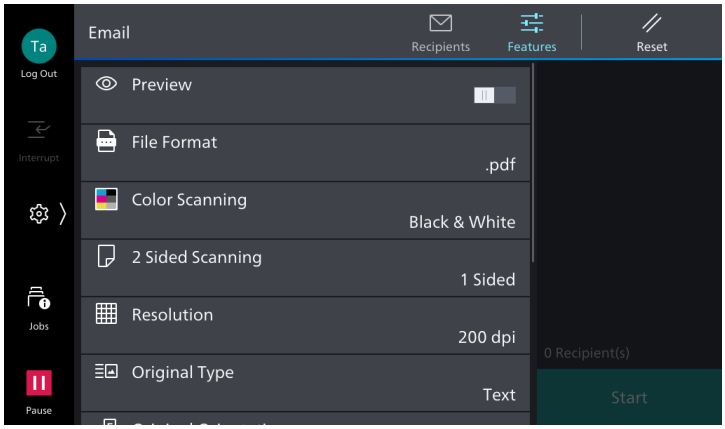
DocuWorks

With DocuWorks 7 or later, a scan document can be imported without using a scanner driver.

Folder Viewer

When Folder Viewer 3 is used, importing can be performed without the use of an application.

7.8 Features List



Refer

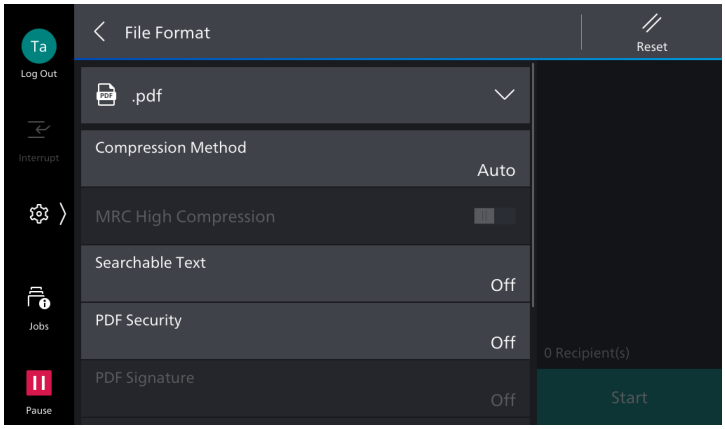
- Refer to “Feature List Screen of Apps” (P.33) for how to use the feature list.

Item	Description
[Preview]	Confirm the scan results on the screen.
[File Format]	Set the saving format of the scan results. For details, refer to “File Format” (P.110).
[Color Scanning]	Set the output color when importing the document.
[2 Sided Scanning]	This is effective when using the document feeder. Specify the side of the document to be read. When the document stitching method is set, the documents are read with the front and reverse top edges aligned.
[Resolution]	Set the resolution for scan.
[Original Type]	Set the document type.
[Original Orientation]	Set the document orientation to specify the upper part of the document.
[Reduce/Enlarge]	Reduce or enlarge the scanned image by the specified percentage. Select from among fixed percentages, or input and specify a value.
[Original Size]	Specify the document size. The size can be specified when reading documents of irregular sizes or reading at a size that is different from that of the loaded document.
[Mixed Size Originals]	Scan documents of various sizes at once, send each size, and send as a single size. **Note** • The recommended combinations are A4□ and A3□, and JIS B5□ and JIS B4□. • Set [Original Size] to [Auto Detect].
[Lighten/Darken]	Adjust the density for scan.
[Sharpness]	Adjust the sharpness.
[PDF Security - File Open Password]	When a password is set by applying a check mark, the password is required to open the file.
[Quality / File Size]	Select the compression percentage of the image when scanning in [Color] or [Grayscale] in [Color Scanning].
[Photographs]	Select this for scanning color photograph documents.

Item	Description
[Background Suppression]	Newspapers or documents with a background color can be scanned with the background color removed.
[Contrast]	When [Color Scanning] is [Auto Detect], [Color] or [Grayscale], adjust the contrast.
[Shadow Suppression]	When scanning documents with double sided printing on thin paper, the shadow from the reverse side of the document can be suppressed. Set when [Color Scanning] is [Auto Detect], [Color] or [Grayscale].
[Color Space]	Specify [Color Space] for scanning.
[sRGB]	Scanning is in the standard color representation (color space) in accordance with sYCC.
[Device Color Space]	An individual color representation standard (color space) can be specified for scanning. Use this for advanced color processing to faithfully reproduce colors. **Note** • The ICC profile is effective when performing special processing with an application that specializes in handling colors on data scanned with [Device Color Space] specified. You can download the ICC profile for the device color space from our official website.
[Auto Upright Orientation]	Set whether to automatically determine the orientation of the original. At the same time, set the language to determine the text on the original.
[Skew Correction]	Set whether to correct the image skew.
[Skip Blank Pages]	If the scanned page is blank, set whether to exclude it from the scan data.
[Book Scanning]	Scan the pages of double-page spread such as books separately in page order.
[Edge Erase]	When a document is scanned with the document cover opened or when a booklet is scanned, a dark shadow can be formed around the periphery or in the center binding part. In these cases the shadows are erased when scanning. **Note** • For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document. • When [Reduce/Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged.
[File Name]	Enter the file name to send/save.
[File Name Conflict]	Set the process when there is already a file with the same name in the specified save destination.
[Scan (URL) - Email Subject]	Enter the subject of Scan (URL).
[Scan (URL) - Email Message]	Enter the message for Scan (URL).
[Subject]	Enter the subject of the Email.
["From" Address]	Display the Email address of the sender.
[Reply To]	Tap on the address entry area, and set the reply address. Tap [Reply to Me] to input the address set by the sender in the Reply To address.
[Message]	Enter the message for the Email.

Item	Description
[Split Send]	When using the Email feature and when the volume of data to be attached is large, it is possible to send split into a set number of page units or constant data volume units.
[Split by Page]	Split the data into page units. **Note** • This can be set only when either [.pdf] or [.xdw (DocuWorks)] is selected for [File Format], or when a check mark is not applied to [Single File for Each Page] for [.tif].
[Split by Data Size]	Split the data into constant data volumes. **Note** • Select [Split by Data Size] when the receiver supports message/partial.
[Read Receipts]	Set to receive the notification of the sending result from the Email recipient when using the Email feature. It is necessary that the other party supports the MDN function. **Note** • When multiple Emails are sent with [Split Send], an Email opening confirmation is requested for each Email.
[Encryption]	Emails can be sent encrypted by S/MIME. When sending an encrypted Email, select an Email address associated with a certificate that can be encrypted from the Address Book. **Note** • To send an Email encrypted by S/MIME it is necessary to have in advance a certificate for this machine and the recipient's machine. Refer to Internet Services help for the certificates.
[Digital Signature]	Emails can be sent digitally signed by S/MIME. If it is digitally signed, the recipient can check whether the content of an Email has been altered, whether an Email has been sent by the correct sender, etc.
[Next Original]	Set this item to scan the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to scan multiple documents as a single job using the document glass.

7.9 File Format



Note

- The items that can be set is different depending on the selected file format.
- When [.tif/.jpg (Auto Select)] is selected, automatic full color and gray scale images are set for [.jpg], and monochrome images are set for [.tif] for each page.

Item	Description
[Compression Method]	Sets the format for compression of image data after scanning.
[MRC High Compression]	Saves PDF or DocuWorks file in a high compression format.
[Searchable Text]	Sets whether PDF or DocuWorks files are in a searchable text format or not. At the same time, set the language for searchable text.
[PDF Security]	Sets the security for data saved in PDF format, to prevent unauthorized access.
[PDF Signature]	Applies a signature to a file.
[DocuWorks Security]	Sets the security for data saved in DocuWorks format, to prevent unauthorized access.
[DocuWorks Signature]	Applies a signature to a file.
[Specific-Color Compression]	Compresses and saves a document with a small number of colors. The file size is smaller than when saving after selecting [MRC High Compression].
[Single File for Each Page]	Sets a single file for each page, and saves in the specified format.
[Optimize for Quick Web View]	Enables the time for displaying a page to be shortened, when a PDF is displayed on a web browser.
[Add Thumbnail]	When a DocuWorks format is selected, thumbnails can be added to the scanned data.
[Page Orientation]	For saving the file with the DOC format or XLS format, set whether to save the file with the orientation same as the original document loaded or the upright orientation for the recognized text with Searchable Text (OCR) feature.
[Image Area Format]	For saving the file with the DOC format or XLS format, set whether to save image in the file as [AutoShapes] or [Picture Object].
[Language of the Original]	For saving the file with the DOC format or XLS format, set a language to identify the text on the original document and a font to be used for the recognized text.

7.10 ScanAuto Operation

"ScanAuto" allows you to scan documents by just loading documents and tapping on [Start].

You can send the scanned data to the specified e-mail address in the PDF or DocuWorks format. You can also save the scanned data on the computer using the Scan feature.

Note

- When the authentication type is set to the custom authentication, and [Remote Authentication Settings] > [Authentication System] is set to [Authentication Agent] in Internet Services, ScanAuto is available even if the scan feature is restricted.
- In a remote account using LDAP or Microsoft Entra ID, it is not possible to restrict the scan feature for each user.
- This operation is not guaranteed when a device such as PaymentKit is connected.

Items		Descriptions
[Scan Settings]		Allows you to select the most appropriate setting for an image quality or a file size of a document.
[File Name]		Allows you to set the file name. **Note** • To display [File Name], the system administrator setting is required. • Selecting multiple buttons allows files to be given names in combination of their items.
	User Name	Displays the current user name when the authenticated user logs in. Tapping on this button sets the user name as a file name.
	[YYYY_MMDD_HHMMSS]	Displays the date. Tapping on this button sets the date as a file name. **Note** • “YYYY_MMDD_HHMMSS” represents year-month-day-hour-minute-second of the time when a scan job starts.
	[Date Format]	Sets date format.
	[Auto Set]	If this feature is enabled, the scanning date is automatically assigned to the file name.

Scanning Procedure

Note

- When original documents are single sided, and Skip Blank Pages feature is disabled, scanned data in PDF or DocuWorks format may have a blank page in landscape orientation between pages with images in portrait orientation. To prevent this case, rotate original documents 90 degrees and scan them again.

1. When the machine is operated in the authentication mode, input authentication information to log in.

Note

- If use without authentication is authorized in the administrator settings, ScanAuto can be used without entering the authentication information even when running in the authentication mode.

2. Tap on [ScanAuto].

3. **Specify the recipient by directly entering using the keyboard, or by tapping on (Address Book) or (History).**

For authenticated users who set their email address, or when the system administrator sets the fixed recipient email address, the e-mail address is displayed.

Note

- Depending on the setting by the system administrator, and may not be displayed.

4. **Configure features as necessary.**

5. **Load the document according to the illustration displayed on the screen, and start scanning.**

Note

- The machine does not accept another job while using this feature.

System Administrator Settings

The system administrator can set the default recipient address, how to send a file, and storage period of the document.

It is necessary to log in to Administrator Mode or log in as a user with system administrator permissions to access the system administrator settings.

Note

- You can set the administrator also in Internet Services. For how to set, refer to Internet Services help.

1. **Tap on [ScanAuto].**

2. **Tap on at the left of the screen and tap on [Admin Menu].**

3. **Select the item to be set.**

4. **Tap on [Save].**

Setting Items

Items	Descriptions
[Default Recipient Address]	Sets the default recipient address.
[Delete Sent File History]	Selecting [Delete] deletes all the histories of the recipients sent.
[File Sending Method]	Sets the file sending method when you send Emails. **Note** • Under a firewall-protected environment, if you send scanned data with [Send URL (Store File in Device)] set, the scanned data cannot be viewed or retrieved via the specified URL using a computer connected to an external network. With [Auto Switch (Send File/URL)], the scanned data can be obtained as an email attachment file; however, the security of the data may be compromised depending on the network connection used. • The maximum attachment size is 200 MB.
[File Retention Period]	Allows you to set the storage period of temporarily stored files in the machine.
[Retain Settings After Job Execution]	Selecting [On] retains the previous setting of ScanAuto after the job execution.

Items	Descriptions
[Display File Name Button]	Allows you to set whether or not to display the [File Name] button on the [ScanAuto] screen.
[Custom Text for File Name]	Allows you to change the text string presets displayed on the file name buttons on the [File Name] screen.
[Default Scan Settings]	Allows you to set a default value for [Scan Settings].
[Auto Upright Orientation]	Sets whether the orientation of the document is automatically determined. **Note** • Automatically detects the language of the document based on the [Language] setting of the machine. Set the appropriate language.
[Original Orientation]	Sets the document loading orientation.
[2 Sided Scanning]	Sets whether to feed 2-sided documents.
[File Format]	Sets the file format.
[Skew Correction]	Allows you to set a default value for [Skew Correction].
[Allow Anonymous User]	Settings can be made to allow ScanAuto to be operated even without entering authentication information. **Note** • [Allow Anonymous User] can be set if the machine fulfills all the following conditions. - The authentication type is [Local] or [Network]. - Under ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control], both [App Access] > [Scan to Folder] and [Feature Access] > [Retrieve Files from Folder] are set to [Unlocked].

8 Folder

Folder is the location where to store scanned data, received faxes, and files for print submitted from a client computer.

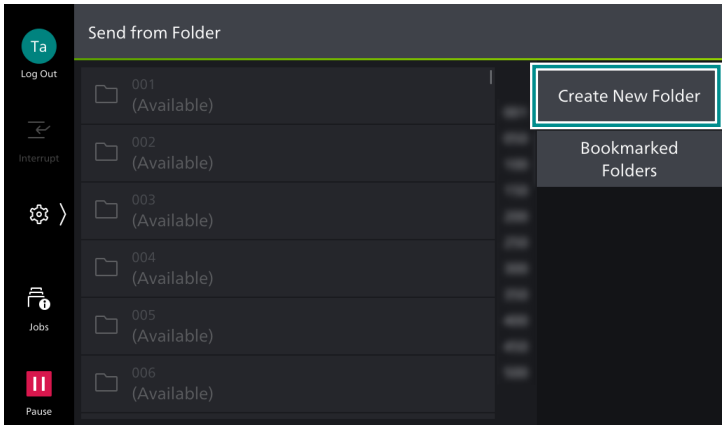
The files stored in a folder can be sent with an Email, checked, printed, or retrieved from the client computer via a network.

Personal folders and shared folders can also be registered and used for different purposes.

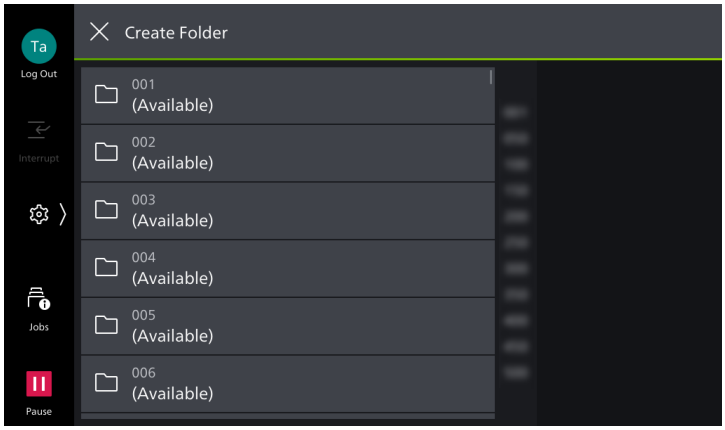
8.1 Registering a Folder

1. **Tap on [Send from Folder].**

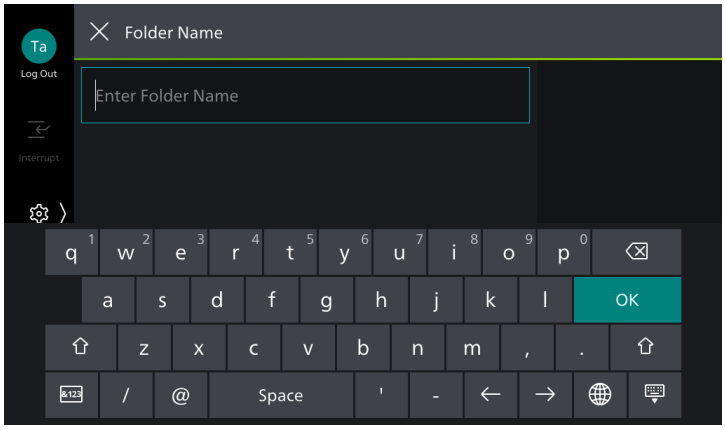
2. **Tap on [Create New Folder].**



3. **Tap on the folder to be registered.**



4. Enter the folder name.

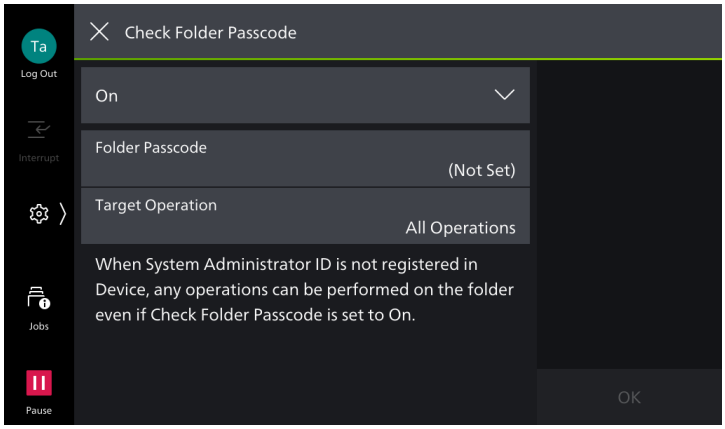


5. Tap on [OK].

6. When you set the access control for the folder, perform the followings.

1) Tap on [Check Folder Passcode] > [On].

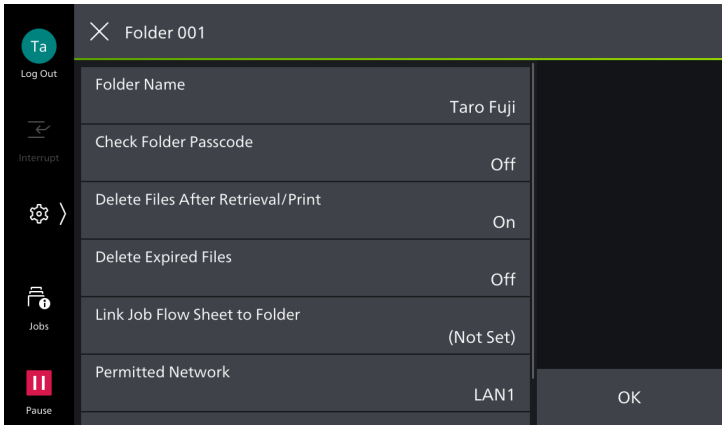
2) As needed, configure the setting items.



Item	Description
[Folder Passcode]	Enter the password for use with the folder.
[Target Operation]	Specify the operations that require a password when using the folder.

3) Tap on [OK].

7. **As needed, configure the setting items.**



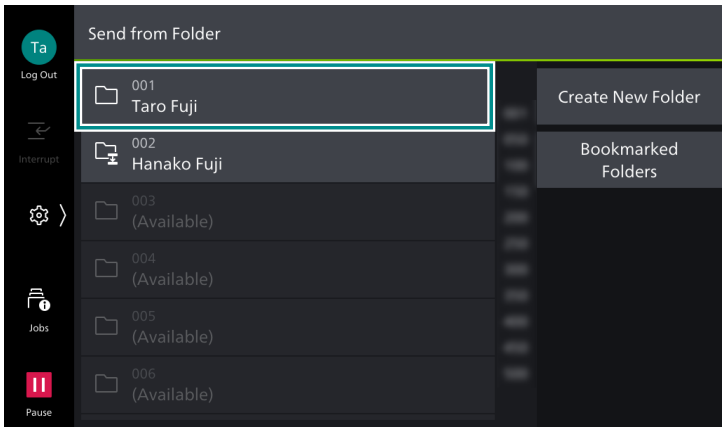
Item	Description
[Delete Files After Retrieval/ Print]	After retrieve or print a file, set whether or not to delete a file.
[Delete Expired Files]	Files that have been saved in a folder are deleted after the saving period has passed.
[Link Job Flow Sheet to Folder]	A job flow sheet can be associated with a folder. It is possible to set the method of processing a file saved within a folder by linking to a job flow sheet in which is registered a series of actions.
[Permitted Network]	Set the network to be used for saving or retrieving files. If a document is saved in the folder, the settings cannot be changed.
[Display in Bookmarked Folders]	If it is set enabled it is displayed in [Bookmarked Folders] on the [Send from Folder] screen. Up to 10 folders can be set.

8. **Tap on [OK].**

8.2 Folder Operations

1. **Tap on [Send from Folder].**

2. **Tap on the folder.**



Note

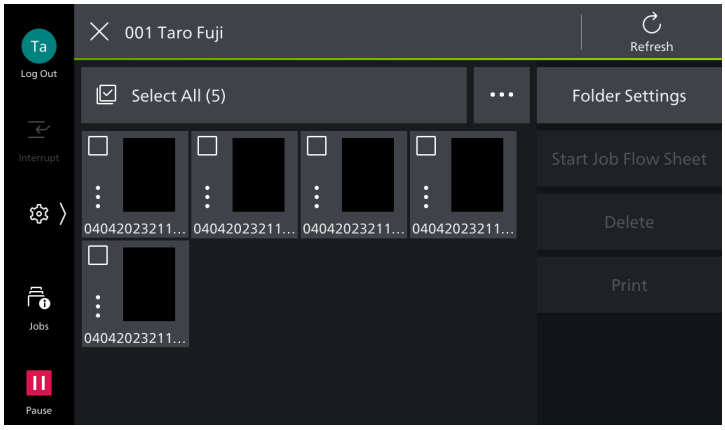
- is displayed at a folder linked to a job flow sheet. is displayed at a folder for which Auto Start is set.

Refer

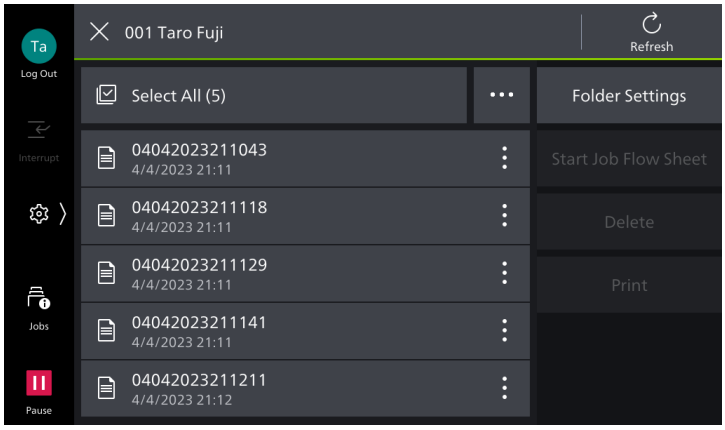
- Refer to “Executing Job Flow Sheets” (P.121) for the operations about the job flow.

3. **Tap on ··· on the upper right of the screen as needed to switch display methods and orders.**

If [Thumbnail] is selected in [Change View]



If [List] is selected in [Change View]

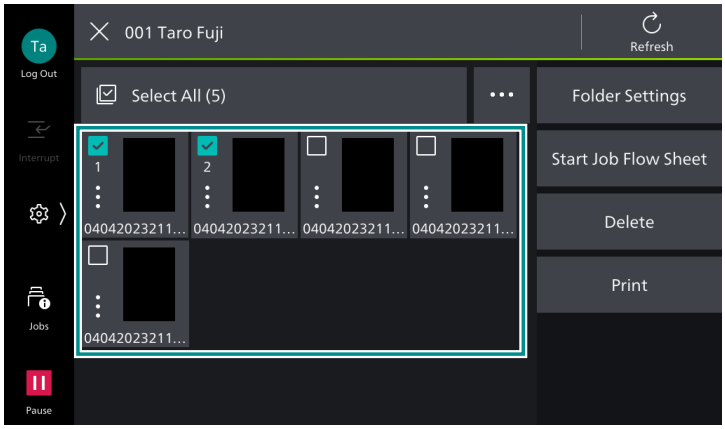


Icon	Description
	Indicates a scanned file.
	Indicates a stored file from print driver.
	Indicates a stored file for polling.
	Indicates a stored fax or IP fax (SIP) file.
	Indicates a stored Internet fax file.
	You can confirm the file details and preview by tapping on this icon.

Note

- To change or delete the folder settings, tap on [Folder Settings].

4. Tap on the file to be operated and apply a check mark.



5. Execute the operation for the selected file.

Deleting

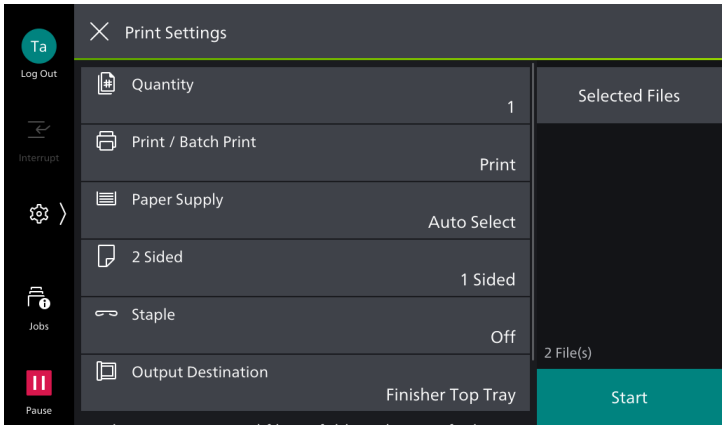
1) Tap on [Delete].

2) Tap on [Delete].

Printing

1) Tap on [Print].

2) As needed, configure the setting items.



Item	Description
[Print / Batch Print]	If multiple files have been selected, set either [Print] or [Batch Print]. When Batch Print is set, the documents can be printed as a single file. The files are collated in the selected sequence. Up to 100 files can be printed at a time. **Note** • If different size files are mixed as a result of tying documents together, there is a possibility that documents will be printed with unintended orientation.

Note

- For other items, refer to the features list for the applicable feature.

3) Tap on [Start].

4) Tap on [Print].

9 Job Flow Sheets

This feature enables executing a series of actions registered. Up to 1,000 job flow sheets can be registered.

You can link a folder with a job flow sheet to print stored files or send stored files to specified recipients.

A job flow sheet starting from a folder can be created with this machine. A job flow sheet starting from scanning is created using Device Setup.

There are following methods to execute a job flow sheet.

- It is automatically executed when a file is saved in the folder.
- Select a file saved in a folder and manually execute the associated job flow sheet.
- Select a file saved in a folder and a job flow sheet, and manually execute them.
- Select a job flow sheet created using Device Setup, and manually execute it.

9.1 Settings to use Device Setup

TCP/IP

Refer

- Refer to “[Protocol Settings]” (P.196).

[SOAP]

Set [Port Status] to [Enabled]. For details, refer to “[SOAP]” (P.194).

[SNMP]

Set [Port Status] to [Enabled]. For details, refer to “[SNMP]” (P.190).

Software

Download Device Setup from our members portal website “FUJIFILM BI Direct”.

Refer

- Refer to the Device Setup manual.

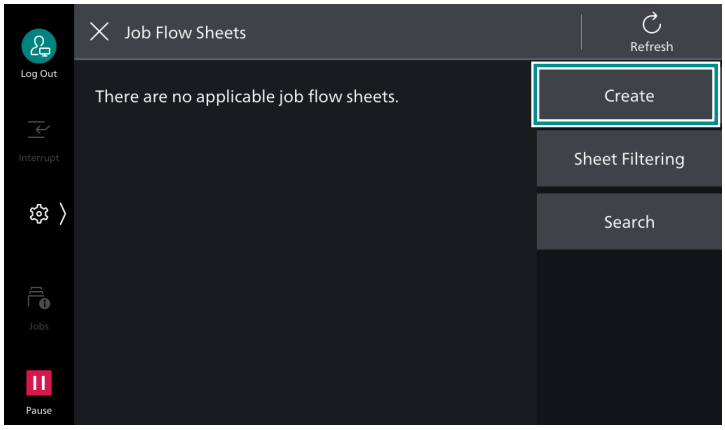
9.2 Creating Job Flow Sheets

1. Tap on ⚙ > [Device] > [App Settings] > [Job Flow Sheets Settings] > [Create Job Flow Sheet].

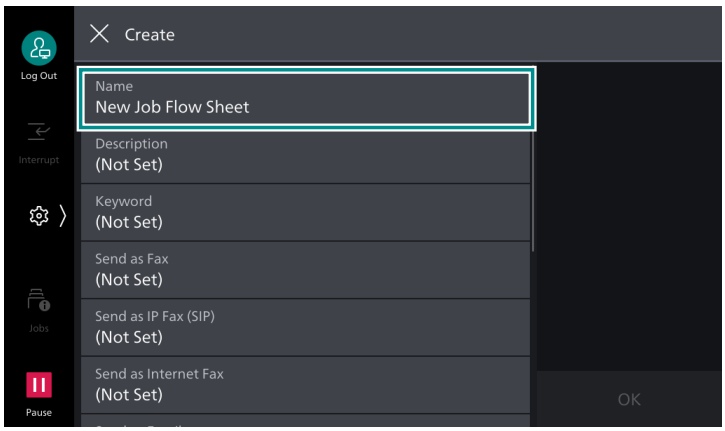
Note

- A job flow sheet created from [Send from Folder] can only be used for the folder for which the job flow sheet was created. It cannot be used with other folders.

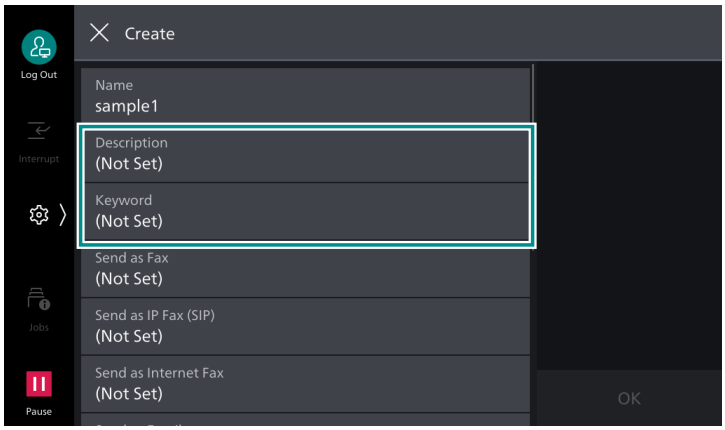
2. Tap on [Create].



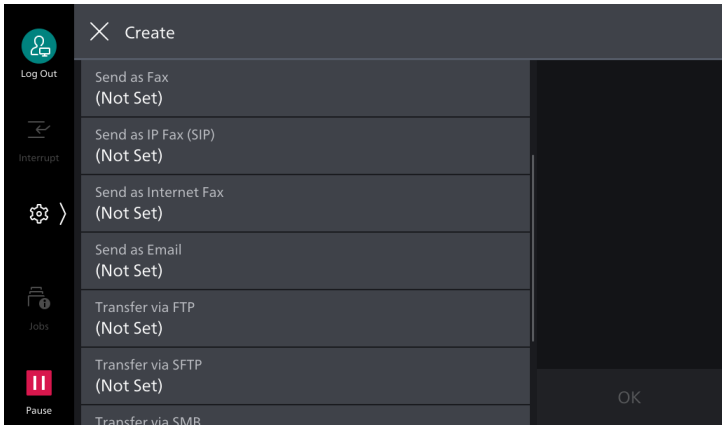
3. Enter the job flow sheet name in [Name].



4. Set [Description] and [Keyword] as needed.



5. **Tap on the job flow sheets feature.**



6. **Set each item.**

7. **Tap on [OK].**

9.3 Executing Job Flow Sheets

Auto Start

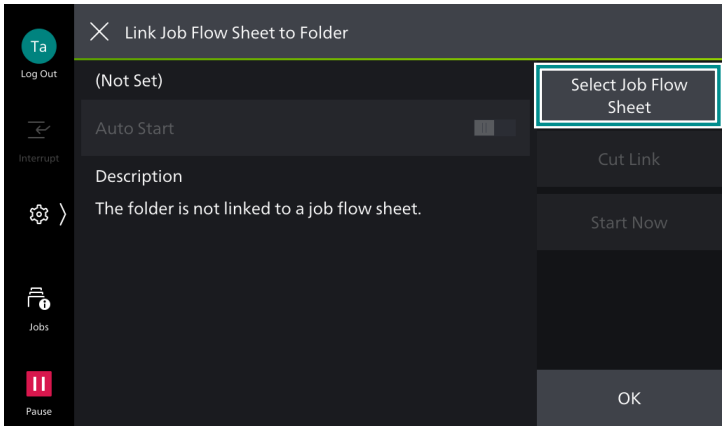
Link the job flow sheet to the folder and execute automatically.

1. **Tap on [Send from Folder].**

2. **Tap on the folder.**

3. **Tap on [Folder Settings] > [Link Job Flow Sheet to Folder].**

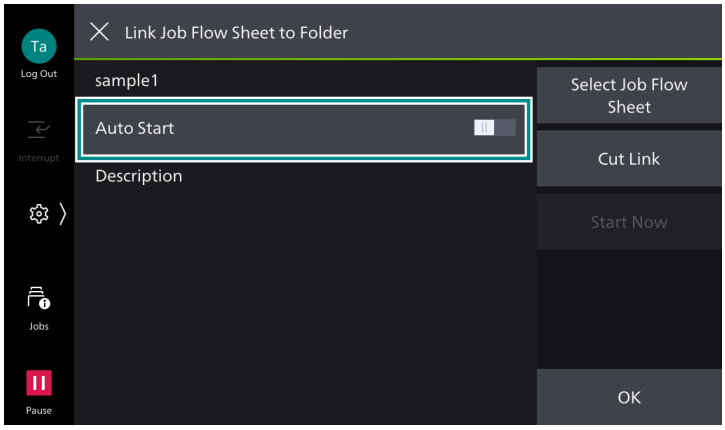
4. **Tap on [Select Job Flow Sheet].**



5. **Tap on the job flow sheet to be used.**

6. **Tap on [OK].**

7. **Tap on [Auto Start] to enable.**



8. **Tap on [OK].**

9. **Tap on [OK] on the folder confirmation screen.**

Note

- is displayed at a folder for which Auto Start is set to the folder.

Manual Start

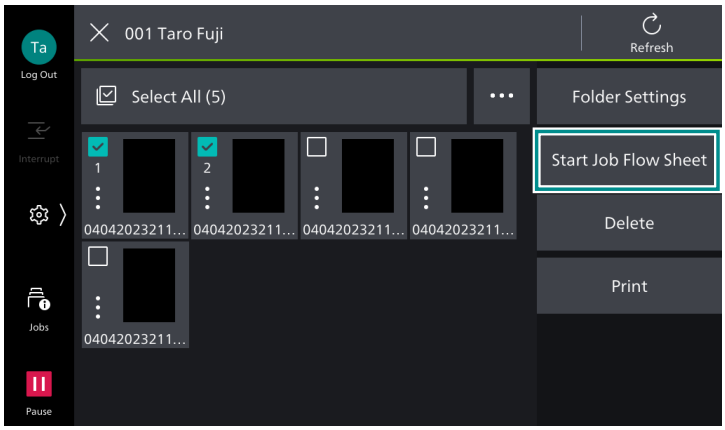
Manually execute the job flow sheet by selecting the files.

1. **Tap on [Send from Folder].**

2. **Tap on the folder.**

3. **Tap on the file to be operated and apply a check mark.**

4. **Tap on [Start Job Flow Sheet].**



5. **If there is no link between the folder and job flow sheets, select a job flow sheet to use and then tap on [OK].**

6. **Tap on [Start].**

Device Setup

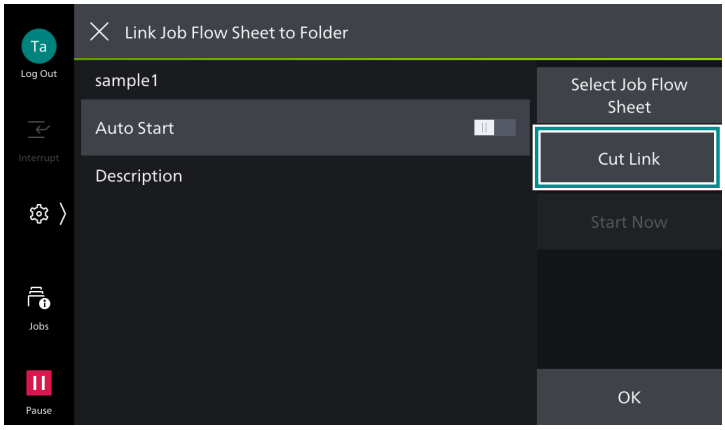
Select a job flow sheet created using Device Setup, and execute it.

1. **Load the document.**
2. **Tap on [Job Flow Sheets].**
3. **Tap on the job flow sheet to be used.**
4. **Tap on [OK].**
5. **To temporarily change the job flow sheet settings, perform the following operations.**
   1) **Tap on [Change Settings], and change the items.**
   2) **Tap on [OK].**
6. **Tap on [Start] to execute the job flow sheet.**

Cutting Link to Job Flow Sheet

Cut the link to the job flow sheet associated with the folder.

1. **Tap on [Send from Folder].**
2. **Tap on the folder whose job flow sheet is to be canceled.**
3. **Tap on [Folder Settings] > [Link Job Flow Sheet to Folder].**
4. **Check the linked job flow sheet, and tap on [Cut Link].**



5. **Tap on [Clear].**

10 Address Book

Using information registered with the Address Book, you can easily specify recipients or transfer destinations of Email, Fax, and Scan features. Starting apps from the Address Book entries is also available.

10.1 Registering Contacts

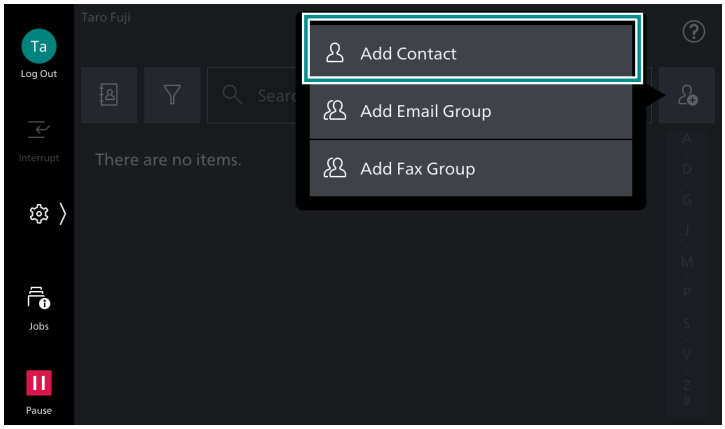
5,000 contacts can be registered with the Address Book in the machine. A single contact can contain recipients for Email, Fax, Server, Internet Fax, and IP Fax (SIP) each up to one.

Note

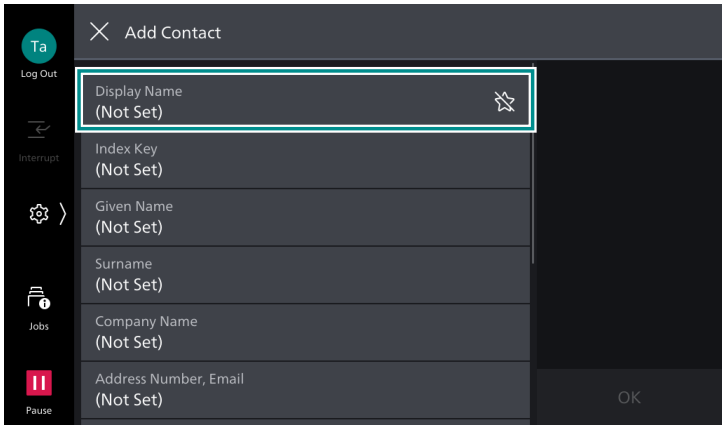
- Using Internet Services, a large volume of address information can be registered at one time in CSV format.

1. **Tap on [Addresses].**

2. **Tap on > [Add Contact].**



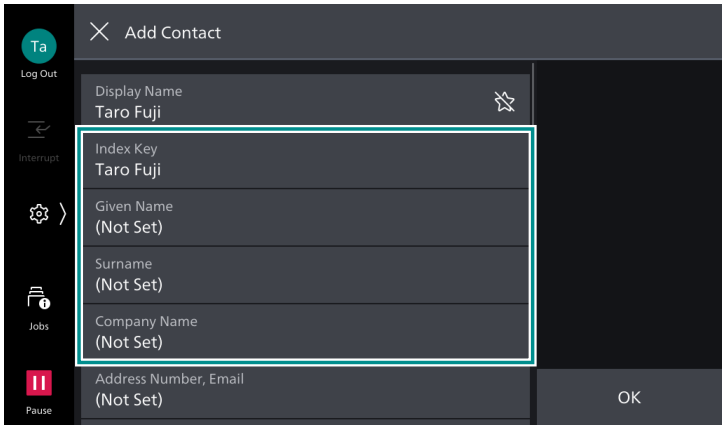
3. **Tap on [Display Name] to enter the name to be displayed.**



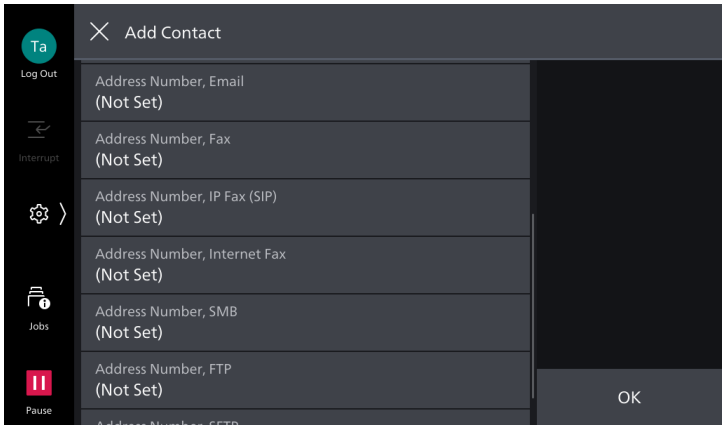
Note

- To register in [Favorites], tap on .

4. **Modify [Index Key] or enter [Surname], [Given Name] and [Company Name] as necessary.**



5. **Tap on each feature and enter the recipient.**



6. **Tap on [OK] or [Complete].**

7. **Set the detailed items for each service and tap on [OK].**

8. **Tap on [OK].**

10.2 Setting Detailed Items for Each Service

Item	Description
[Address Number]	Set the registration number of the address. If [Display One-Touch Buttons] is enabled, the contact is set as the one-touch button when you set its address number from 1 to 72. **Note** • Assign the respective Address Numbers per destination type. • [Address Number] is displayed when [Display Address Number] in "[Address Book Settings]" (P.179) is set to [On].
Telephone Number, Office, Post	Enter each item. Item names can be changed by setting [Attribute Name of Custom Item 1] from [Attribute Name of Custom Item 3] of "[LDAP Server / Directory Service Settings]" (P.209).

Item	Description
[S/MIME Certificate]	Associate S/MIME certificates. It is necessary to prepare the certificate in advance. To associate a certificate, tap on [Attach Certificate], and select a certificate from the screen displayed. To cut a link, tap on [Cut Link]. **Note** • If a certificate linked to an S/MIME certificate in the Address Book is lost owing to the execution of [Device] > [Reset] > [Restore Factory Defaults] or the deletion of the certificate, the linkage with the S/MIME certificate becomes invalid. You have to manually set the S/MIME certificate linkage on the Address Book again after re-registering the S/MIME certificate. • If there are multiple certificates registered on this machine, associating the certificates may take time. **Refer** • Refer to Internet Services help.
[Server]	Enter [Server Name] or the IP address of the transfer destination.
[Share Name]	Enter the shared name set in the SMB Folder. **Note** • Do not use "/" at the beginning of the shared name.
[Port Number]	Specify the port number of the transfer destination.
[Save Location]	Enter the directory where the file will be saved. In the case of SMB, input in UNC format. • FTP/SFTP Transfer Example) To save in directory bbb of directory aaa in the root directory when logged in aaa/bbb • SMB Transfer Example) To save in directory bbb of directory aaa of the specified volume aaa\bbb
[User Name]	If the server of the transfer destination requires a user name to be input, set the user name. • UPN Format User name@domain name Input example: fuji@example.com (fuji: user name, example.com: domain name) • NetBIOS Format Domain name\user name Input example: example\fuji (example: domain name, fuji: user name) • Work Group Local User Name Input example: Fuji-Taro
[Password]	If the server of the transfer destination requires a user name to be input, set the password.
[Browse]	Refer to the network and display the list of destination you can specify.
[Extension / Outside Line]	Set this to send to the specified recipients using Extension or Outside Line.
[Name in Transmission Header]	Set the recipient name displayed on the transmission header.
[Starting Rate]	Specify the starting rate.
[Resolution]	Set the resolution when sending.

Item	Description
[Cover Page]	Attach a cover page when sending. When a cover page is provided, specify the recipient to be inserted on the cover sheet, and comments from the sender.
[Maximum Image Size]	Select [Maximum Image Size] in accordance with the paper size that can be received from the other party and the profiles that can be applied.
[Delay Start]	Specify sending with a delayed start.
[Remote Folder]	Specify sending to a remote folder. Note that in the case of a remote folder, it is necessary to obtain in advance the number of the other party's folder and their personal identification number.
[Billing (Day Time)], [Billing (Night Time)], [Billing (Midnight)]	Specify the communication time per page (unit communication time) for each time zone (day, night, midnight).
[F Code]	If the recipient has a folder set, specify the F code (sub-address) and, if necessary the password, and confidential transmissions can be send from this machine. Confirm the F code and the password in advance. (Input example for our F-code communication compatible devices) [F Code] (sub-address): 0 (indicates F Code) + recipient's folder number [Password] (if necessary): Personal identification number for the recipient's folder
[Internet Fax Profile]	Set the profile format of the Internet Fax. Profile is an arrangement for limiting the attribute information such as resolution of images, paper size, etc., between Internet Fax compliant machines that send and receive.
[TIFF-S]	Select this for sending files larger than A4 size reduced to A4.
[TIFF-F]	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size files.
[TIFF-J]	Select this for sending files by JBIG.

10.3 Creating Recipient Groups

You can register multiple recipients as a group to send the same file at a time.

Note that it is necessary to register in advance in the Address Book the recipients to include to a recipient group.

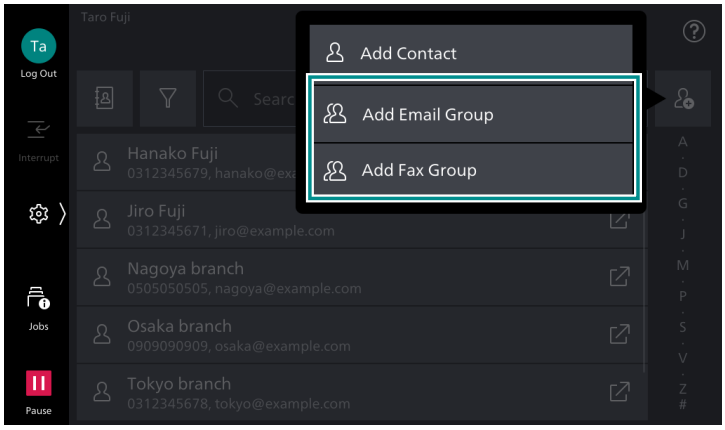
A recipient group can become a recipient of Email and Fax.

Note

- Up to 500 contacts can be registered in a recipient group (250 in the Email group, and 250 in the Fax group).
- One Email group can include 100 recipients.
- One Fax group can include 600 recipients.

1. Tap on [Addresses].

2. **Tap on > [Add Fax Group] or [Add Email Group].**

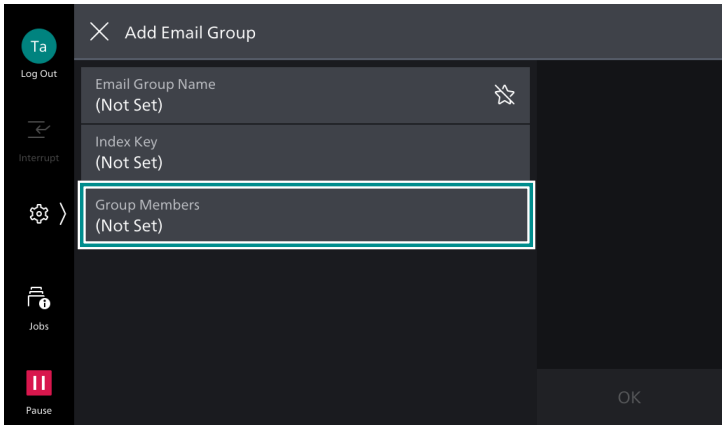


3. **Enter [Fax Group Name], or [Email Group Name] and [Index Key].**

Note

- To register in [Favorites], tap on .

4. **Tap on [Group Members].**



5. **Tap on [Edit].**

6. **Tap on the member to be registered, to apply a check mark.**

7. **Tap on [OK].**

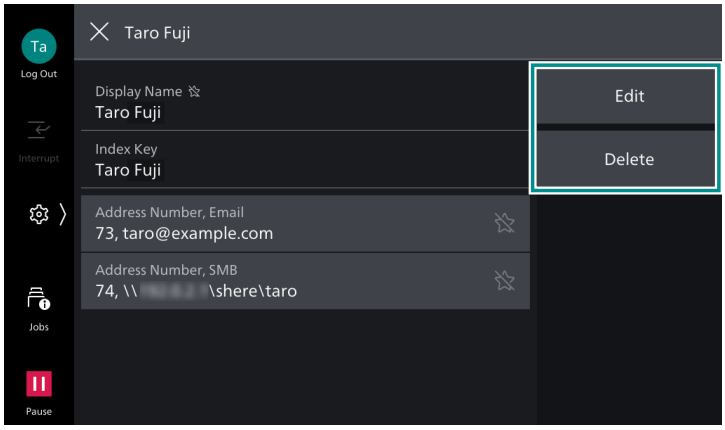
8. **Confirm the group member and tap on [OK].**

9. **Tap on [OK].**

10.4 Editing/Deleting a Contact

1. **Tap on [Addresses].**
2. **Tap on the contact.**
3. **Tap on [Edit] or [Delete].**

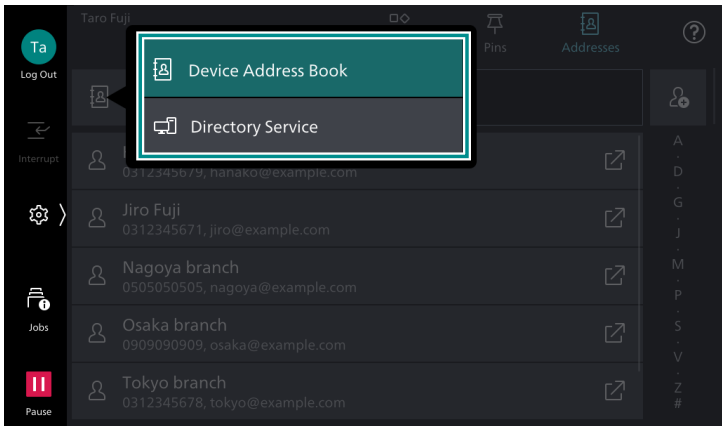
   When you tap on [Edit], the following operation is the same as step 4 onwards “Registering Contacts” (P.124).



10.5 Switching the Display of Contacts

Switching the Address Book

You can switch the Address Book type to use by tapping on .

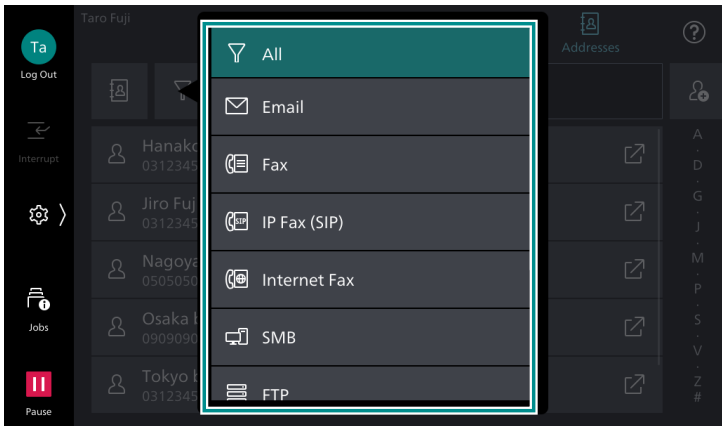


Filter

You can narrow down the address type to display on the list by tapping on .

Note

- The filter feature is only available when using [Device Address Book] or [Address Book (Address No.)].

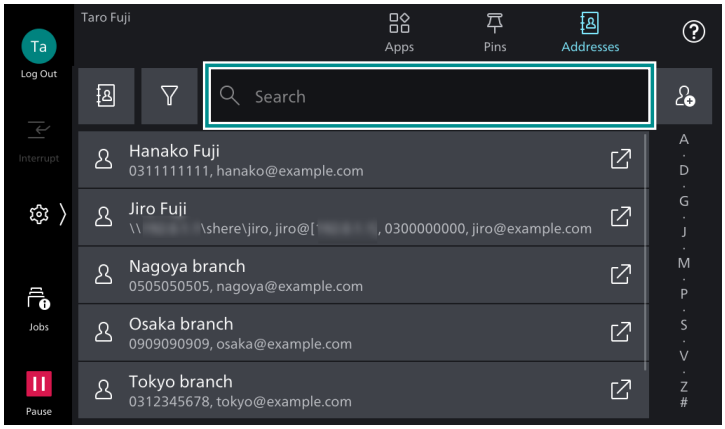


Text String Search

Tap on the [Search] box and enter the text string to search, then the contacts containing the entered text string are displayed.

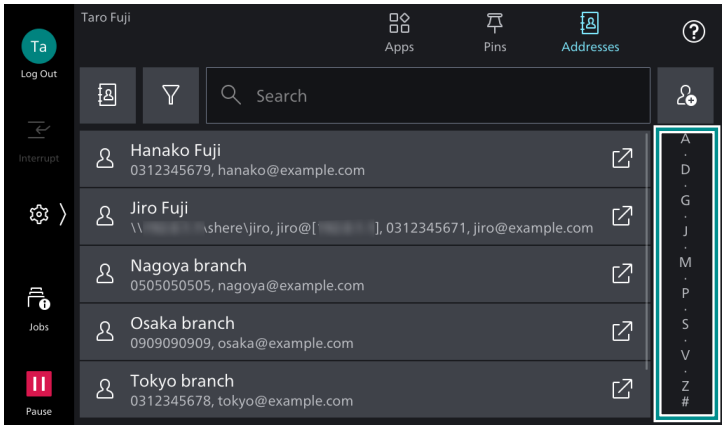
Note

- If [Jump to Specified No.] appears in the input field when you use [Address Book (Address No.)], the text string search is unavailable. Setting [Text Search] for [Search Box in Address Book (Address No.)] on "[Address Book Settings]" (P.179) enables the text string search.



Index Search

Tap on any index letter and switch the starting position of the list display according to the registered text [Index Key].

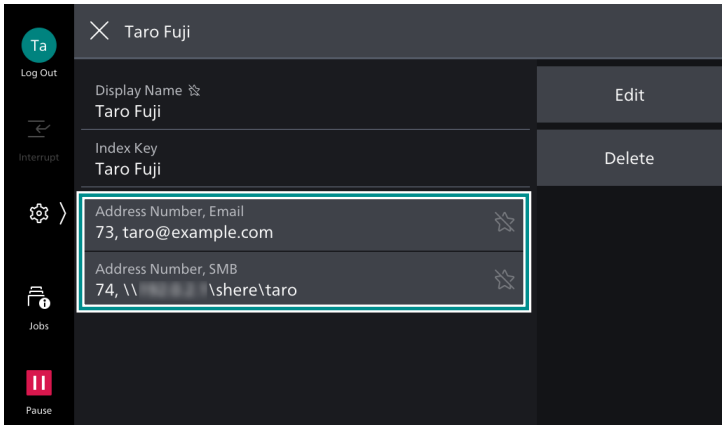


10.6 Launching the App from a Contact

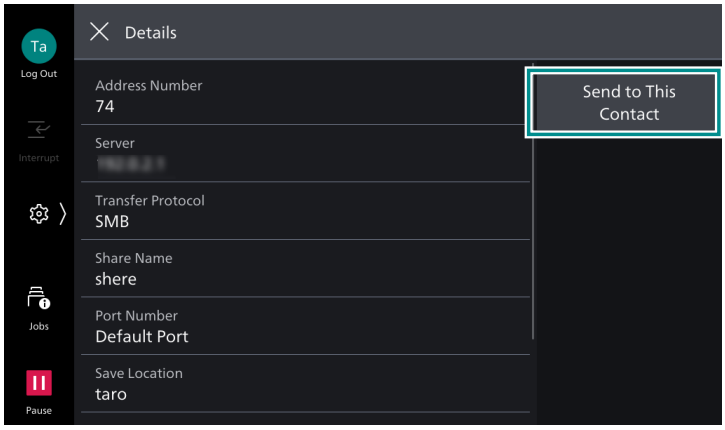
You can launch the app to be used directly from a contact registered in the Address Book to start sending operation.

Launching the App After Checking the Destination Details

1. **Tap on [Addresses].**
2. **Tap on the contact.**
3. **Tap on the destination to send.**



4. **Tap on [Send to This Contact].**



The send screen of the app to be used is displayed.

5. **Set each item.**

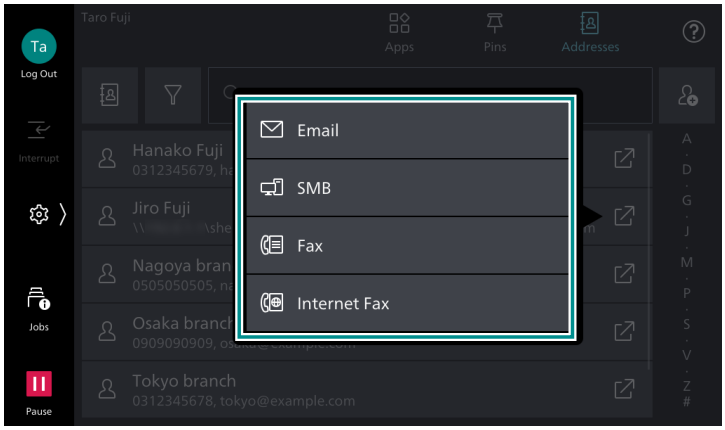
6. **Tap on [Start].**

Launching the App by Selecting the Destination Type

1. **Tap on [Addresses].**

2. **Tap on ✎ of the contact.**

3. **Tap on the destination type if there are two or more destinations registered.**



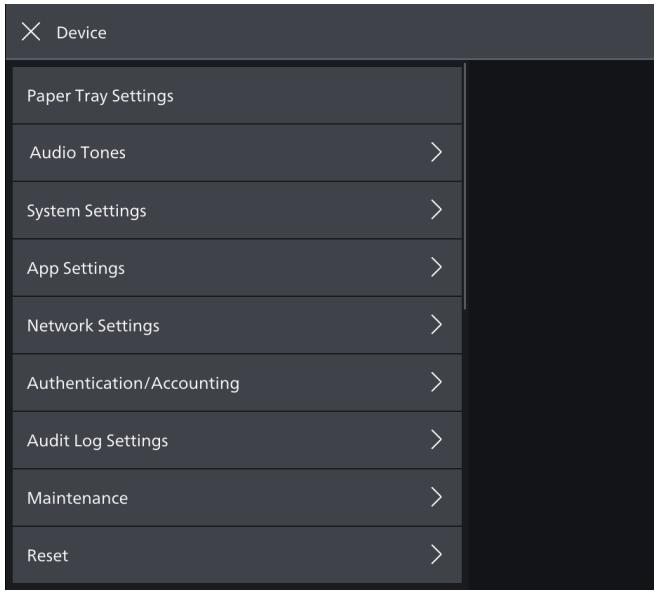
The send screen of the app to be used is displayed.

4. **Set each item.**

5. **Tap on [Start].**

11 Device

If you tap on ⚙ > [Device] on the Home screen, the [Device] screen can be displayed on the Home screen. Configure the various settings of this machine here.

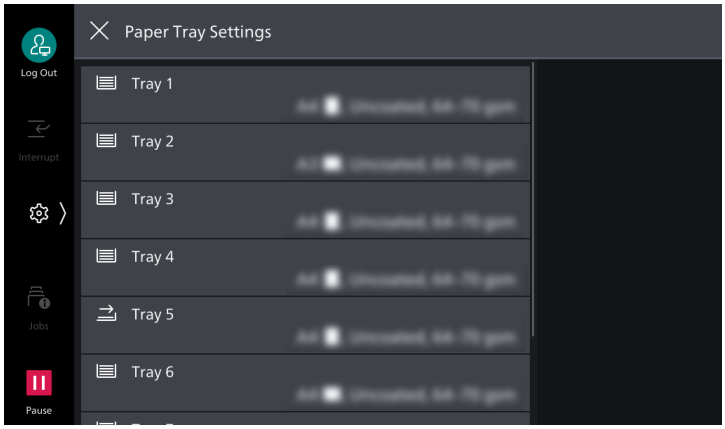


Note

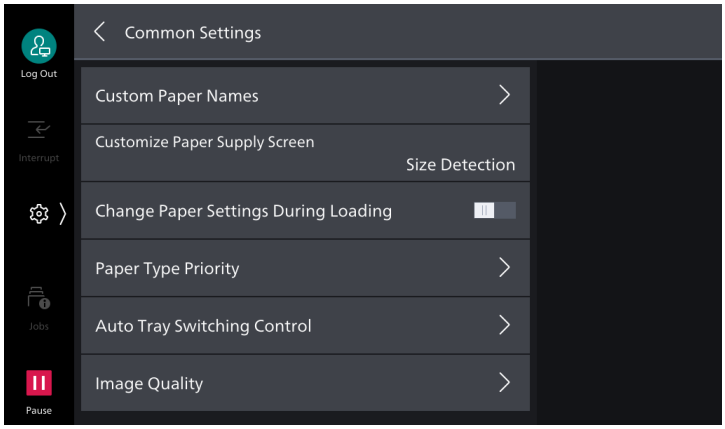
- The section also covers settings that can only be manipulated in Administrator Mode.

11.1 [Paper Tray Settings]

The type of paper loaded is set by tapping on a tray number.



[Common Settings]



Item	Description
[Custom Paper Names]	Sets name for custom paper.
[Customize Paper Supply Screen]	Displays on/off setting of auto detect for the paper tray on the Paper Supply screen.
[Change Paper Settings During Loading]	Displays paper setting when paper is loaded.
[Paper Type Priority]	Sets the priority of the paper tray where the paper type to be used has been loaded if multiple paper types with the same size and same direction have been loaded during auto tray select. Priority is assigned based on the [Priority] set for each tray. However, if the same priority is set for different paper types, then the selected paper is determined by the [Priority]. If a tray is loaded with a paper type set to [Auto Paper Off], it cannot be the target of auto tray select.
[Auto Tray Switching Control]	Sets the switching condition and target when paper in a selected tray runs out.
[Auto Tray Switching]	Sets conditions for auto switching. • [Always Enable] Enables every time, even if the setting of Paper Supply is other than [Auto Select]. • [Enable When Auto Select Is Set] Enables when [Auto Select] is set for the Paper Supply setting. • [Enable for Same Paper Type and Color] Enables every time, only the tray with same paper type and color becomes switching target.
[Targeted Paper Type (Copy Jobs)]	Sets handling of paper type when selecting tray automatically. • [According to Priority] Operates following [Paper Type Priority]. • [Selected Paper Type Only] Specifies paper type.
[Targeted Paper Color (Copy Jobs)]	Sets handling of paper color when selecting tray automatically. • [All Colors] Sets all paper colors as target. • [Selected Color Only] Specifies paper color.
[Image Quality]	Sets image quality processing method for each paper type. **Refer** • Refer to “Paper Types and Settings” (P.135).

Paper Types and Settings

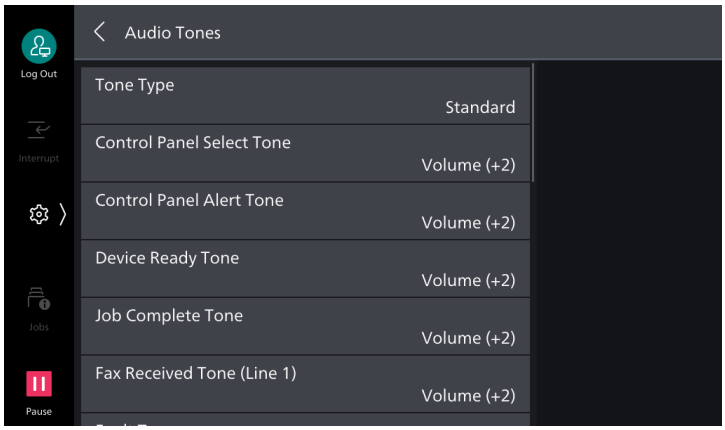
Paper type	Setting	Weight (g/m^2)
[Plain]	[Plain A]	64 to 70
	[Plain B]	71 to 82
	[Plain S]	For custom setting.
[Bond]	[Bond A]	83 to 90
	[Bond B]	91 to 105
[Recycled]	[Recycled A]	64 to 70
	[Recycled B]	71 to 82
	[Recycled C]	83 to 90
	[Recycled D]	91 to 105
[Blank Side]	[Blank Side A]	64 to 70
	[Blank Side B]	71 to 82
	[Blank Side S]	For custom setting.
[Hole Punched]	[Plain A]	64 to 70
	[Plain B]	71 to 82
	[Plain S]	For custom setting.
[Lightweight Cardstock]	[Heavy 1A]	106 to 135
	[Heavy 1B]	136 to 157
	[Heavy 1C]	158 to 176
	[Heavy 1S]	For custom setting.
[Light Card Side 2]	[Heavy 1A Side 2]	106 to 135
	[Heavy 1B Side 2]	136 to 157
	[Heavy 1C Side 2]	158 to 176
	[Heavy 1S Side 2]	For custom setting.
[Cardstock]	[Heavy 2A]	177 to 220
	[Heavy 2S]	For custom setting.
[Cardstock Side 2]	[Heavy 2A Side 2]	177 to 220
	[Heavy 2S Side 2]	For custom setting.
[Heavyweight Cardstock]	[Heavy 3A]	221 to 256
	[Heavy 3B]	257 to 300
	[Heavy 3S]	For custom setting.
[Heavy Card Side 2]	[Heavy 3A Side 2]	221 to 256
	[Heavy 3B Side 2]	257 to 300
	[Heavy 3S Side 2]	For custom setting.
[Light Glossy Cardstock]	[Coated 1A]	106 to 135
	[Coated 1B]	136 to 157
	[Coated 1C]	158 to 176

Paper type	Setting	Weight (g/m^2)
[LW Glossy Card Side 2]	[Coated 1A Side 2]	106 to 135
	[Coated 1B Side 2]	136 to 157
	[Coated 1C Side 2]	158 to 176
[Heavy Glossy Cardstock]	[Coated 3A]	221 to 256
	[Coated 3B]	257 to 300
[HW Glossy Card Side 2]	[Coated 3A Side 2]	221 to 256
	[Coated 3B Side 2]	257 to 300
[Postcard]	[Heavy 1A]	106 to 135
	[Heavy 1B]	136 to 157
	[Heavy 1C]	158 to 176
	[Heavy 2A]	177 to 220
[Envelope]	[Envelope]	106
	[Heavy 1A]	106 to 135
	[Heavy 1B]	136 to 157
	[Heavy 1C]	158 to 176
	[Heavy 2A]	177 to 220
	[Heavy 3A]	221 to 256
	[Heavy 3B]	257 to 300
[Custom Type 1] to [Custom Type 5]	[Plain A]	64 to 70
	[Plain B]	71 to 82
	[Plain S]	For custom setting.
	[Bond A]	83 to 90
	[Bond B]	91 to 105

11.2 [Audio Tones]

Sets type and volume of audio output during operation and when an error occurs.

You can set whether to repeat the alert on [Continuous Alert/Warning Tone]. If it is set enabled, the alert repeats until the error is cleared or a user operates the control panel.

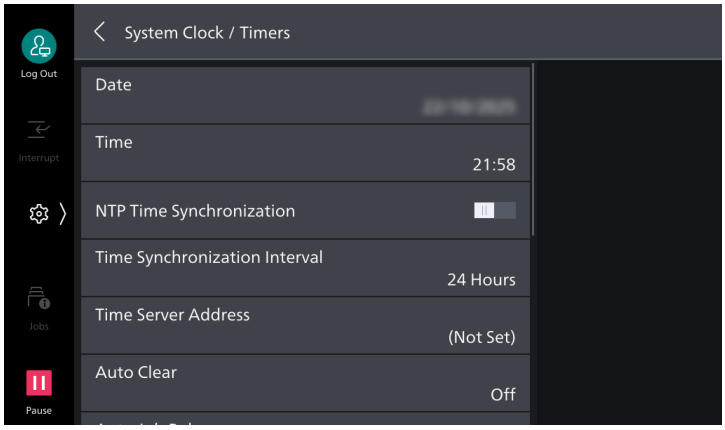


Note

- If you enable [Restrict Local User Operation], this setting will only be visible to the system administrator.

11.3 [System Settings]

[System Clock / Timers]



Item	Description
[Date]	Sets the date of the machine's system clock.
[Time]	Sets time of the machine's system clock.
[NTP Time Synchronization]	Retrieves time from server and adjusts the machine's time to be the same as time of the time server (NTP: Network Time Protocol).
[Time Synchronization Interval]	Sets interval (in hours) for connecting to time server.
[Time Server Address]	Sets server name or IP address of time server.

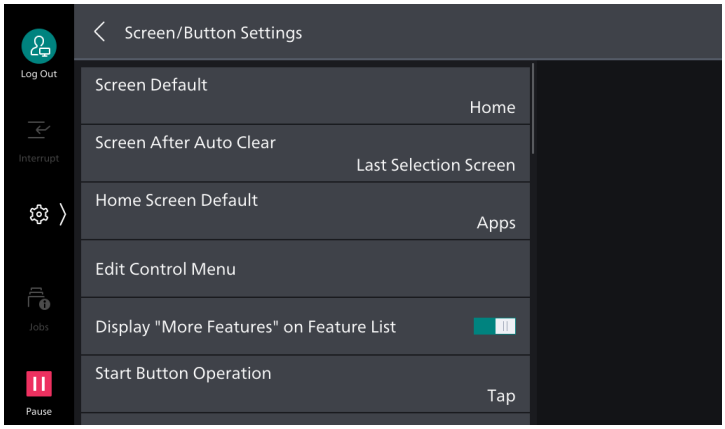
Item	Description
[Auto Clear]	Sets whether auto clear is performed when a fixed time has passed in a state with no operation. If [On] is selected, the time is set. **Note** • Even if this is set to [Off], if no operation is performed for 1 minute while a job is suspended, auto clear may be performed and the job may be resumed. Job operation after auto clear is set with "Paused Job Handling". For details of paused job handling, refer to "[Other Settings]" (P.150).
[Auto Job Release]	Sets the time for releasing the current job, until the next job can be run, when an error (paper replenishing, document jam, paper jam, etc.) has occurred during copying or scanning.
[Specify Auto Print Time]	Sets time until printing can be done after operating the touch panel display (except [Start]).
[Printer Lockout]	Sets whether to display [Auto Printing] in the control menu. If it is set to [Allow User to Lock Out], [Auto Printing] can be displayed on the control menu in [Edit Control Menu]. **Note** • A specific time slot can be set to printer lockout with Internet Services.
[Time Zone]	Sets within the range - 12 hours to + 12 hours relative to GMT.
[Daylight Savings]	Sets daylight savings time. During the set period, time is determined by adding 1 hour to the current time.
[Warmer Mode]	Enables entry to Warmer Mode for preventing or reducing condensation inside the machine. • If you select [On] and set [Start Time - Hour] and [Duration], Warmer Mode is enabled during the set time. • If it is set to [Auto Start], the Warmer Mode becomes active automatically based on the prediction of condensation regardless of selecting [Off] or [On]. The machine enters the Warmer Mode at the specified [Start Time - Hour]. • If you apply a check mark in [Auto Stop], the Warmer Mode becomes deactivated automatically when no condensation occurs for a certain period. • If [Condensation Alert] is enabled, a message appears when the machine detects a possibility of condensation occurrence. **Note** • Setting by a service representative may be necessary, depending on the product.
[Print-on-Demand Duration]	Sets enabled time when printing using web applications. A print instruction is disabled when no print data is received from the remote server within the time set here after the print instruction.

[Power Saver Settings]

Item	Description
[Power Saver Timers]	Input the time for entering each mode.
[Enter Power Saver After Printing Ends]	Sets timing for entering Power Saver Mode after the received printing, such as a print or fax from a client computer, has been finished.

Item	Description
[Sleep Mode Settings]	For operation during Sleep Mode, sets whether [Prioritize Power Saver] or [Prioritize Wake Up Time].
[Power Saver Deactivation]	Set whether to allow the machine to supply power only to the components necessary to activate, when exiting Power Saver mode.
[Smart WelcomEyes]	Sets whether Smart WelcomEyes will operate.
[Power Off at Specific Time]	Sets so power goes off at the set time.

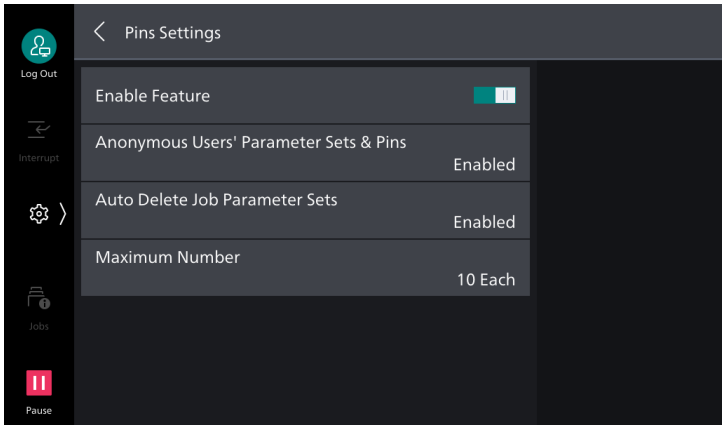
[Screen/Button Settings]



Item	Description
[Screen Default]	Sets screen displayed when power is turned on or power saver is deactivated.
[Screen After Auto Clear]	Sets screen displayed after auto clear.
[Home Screen Default]	Sets the Home tab to display on the Home screen for the first time.
[Edit Control Menu]	Sets the features to display in the control menu.
[Display "More Features" on Feature List]	Sets whether to display the [More Features] button on the feature list. **Refer** • For [More Features], refer to “Feature List Screen of Apps” (P.33).
[Start Button Operation]	Sets the types of the [Start] buttons to operate copy or scan.
[Auto Display of Login Screen]	Enables display of login screen when power is turned on or power saver is deactivated while using the authentication feature.
[User Name on Login Icon]	Sets the length of the user name to be displayed on the button in the login information field. **Note** • Even if you select [Do Not Shorten], part of the user name may still be hidden.

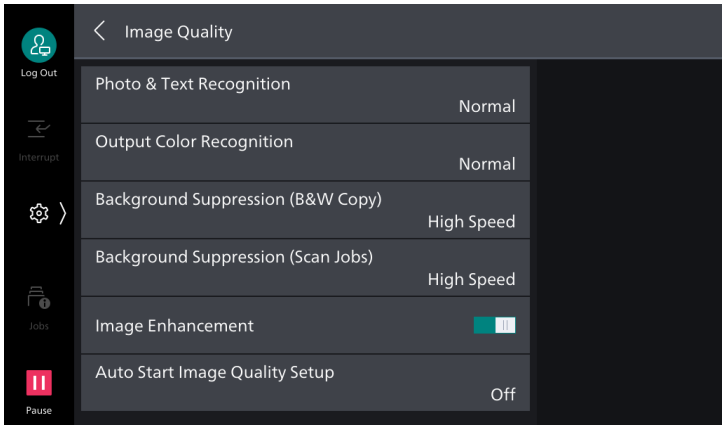
Item	Description
[Display One-Touch Buttons]	Set in [Scan], [Fax], [Email] and [Internet Fax] so that you can specify recipients from one-touch button. **Note** • Assignment to the one-touch button is performed in [One-Touch Button Settings]. **Refer** • Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.185).
[Screen Color Theme]	Switches the theme (light or dark) of the screen display.
[Default Language]	Switches the language and keyboard layout displayed when the power is turned on.
[Screen Brightness]	Adjusts brightness of touch panel display.
[Reconfirm Email Recipients]	Enables display of screen for reconfirming recipient when sending Email.
[Reconfirm Fax / Internet Fax Recipients]	Enables display of screen for reconfirming recipient when specifying recipient or sending fax, Internet fax, or IP fax (SIP).
[Display Supplies Screen]	Set the timing to display the information when to replace the consumables.
[Screen After Inserting USB]	Sets whether to switch the screen display when the USB memory device has been inserted into the USB memory port. This also sets the screen type at the time. **Note** • If set to [App Selection Screen], a screen for selecting [Scan to USB] or [Print from USB] can be displayed when the USB memory device is inserted.
[Display Warning Screen After Inserting USB]	Displays confirmation screen when USB is inserted.
[Keyboard Input Restriction]	Enables restriction of characters that can be input from the keyboard displayed on the machine to ASCII only.
[Effect of Holding Down +/- Buttons]	Sets whether to allow long-pressing of the +/− buttons which are used to increase or decrease values on the setting screens such as the feature list.
[Security Warning (Administrator)]	Displays security warning when the machine logging in to Administrator Mode.
[Security Warning (SNMP)]	
[Security Warning (Global IP)]	
[Disable Notification Messages]	Reduce the number of messages displayed in pop-ups. You can confirm in [Notifications] of [Device Status] the messages which are not displayed.
[Message Display Time]	Selects message display time.
[Foot Switch Action on Preview Screen]	Set which button on the Preview screen works when the Foot Switch is pressed.

[Pins Settings]



Item	Description
[Enable Feature]	Set the use of the [Pins] feature on the Home tab.
[Anonymous Users' Parameter Sets & Pins]	Set whether to allow anonymous users to save job history records or app settings to [Pins] for each job type.
[Auto Delete Job Parameter Sets]	Set to delete automatically the job history saved in [Pins] after a certain period of time.
[Maximum Number]	Set the maximum number of pins that can be saved in [Pins].

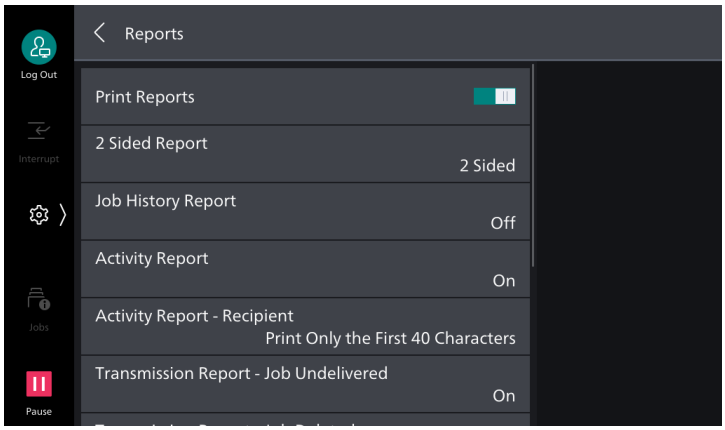
[Image Quality]



Item	Description
[Photo & Text Recognition]	Sets the level for discriminating text or photo when copying, or scanning a document, with [Photo & Text] for [Original Type].
[Output Color Recognition]	Sets the level for discriminating whether a document is B & W or color when [Output Color] has been set to [Auto Detect].
[Background Suppression (B&W Copy)]	Sets method of background suppression when copying in B & W.
[Background Suppression (Scan Jobs)]	Sets method of background suppression when scanning.
[Image Enhancement]	Processes image to be printed with copy or fax so it appears smooth.
[Auto Start Image Quality Setup]	If set so that image quality setup is periodically performed, time until the start of printing can be reduced.

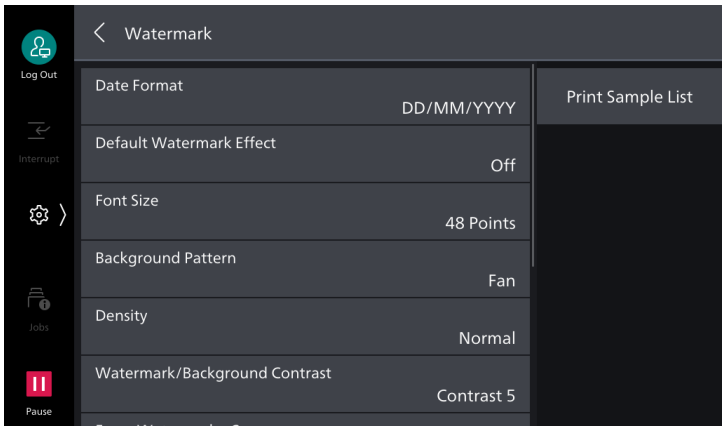
[Reports]

Sets whether to display the content of [Print Reports] when not in Administrator Mode, or to print each report automatically.



[Watermark]

The Watermark feature prints text string or background pattern on the whole page to inhibit the replication of documents.



Note

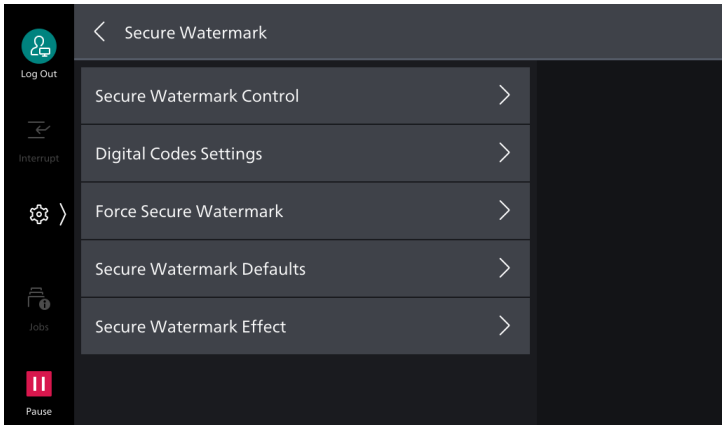
- The user control number may not be printed, depending on Authentication Mode setting.

Item	Description
[Date Format]	Sets date format. The value set here is applied to [Annotations], [Watermark], and [Force Annotation].
[Default Watermark Effect]	Sets default of secure watermark effect for watermark.
[Font Size]	Sets size of text printed as watermark.
[Background Pattern]	Sets background pattern for embedding text string used in secure watermark.
[Density]	Sets density of text printed as watermark.
[Watermark/Background Contrast]	Sets contrast of text/background printed as watermark. You can set by referring to samples printed with [Print Sample List].

Item	Description
[Force Watermark - Copy]	Sets whether to force watermarking when copying. When set to [On], [Watermark] for the copy feature is fixed to [On] and cannot be changed. The printed text string is the user control number, machine ID, and copy date & time.
[Force Watermark - Client Print]	Sets whether to force watermarking when printing from client computer. To promote settings of the machine, select [Allow Device Settings to Override], and to promote settings of software (such as ApeosWare Copy Protection (sold separately)), select [Allow Client Settings to Override]. If [Allow Device Settings to Override] has been selected, either user details, or the user control number, machine ID and printing date & time, are printed. **Note** • This is the same as [Client Print] in [Force Secure Watermark]. For Force Secure Watermark, refer to "[Secure Watermark]" (P.143).
[Force Watermark - Print Stored File]	Sets whether to force watermarking when printing from folder. The printed text string is the user control number, machine ID, and printing date & time.
[Force Watermark - Media Print]	Sets whether to force watermarking when performing Print from USB. The printed text string is the user control number, machine ID, and printing date & time.
[Custom Watermark 1] to [Custom Watermark 3]	Sets text string printed as watermark.
[Print Sample List]	Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on the print sample.

[Secure Watermark]

Sets whether to detect protection code embedded in a document. When a document with an embedded protection code is scanned, the job is forced to cancel.

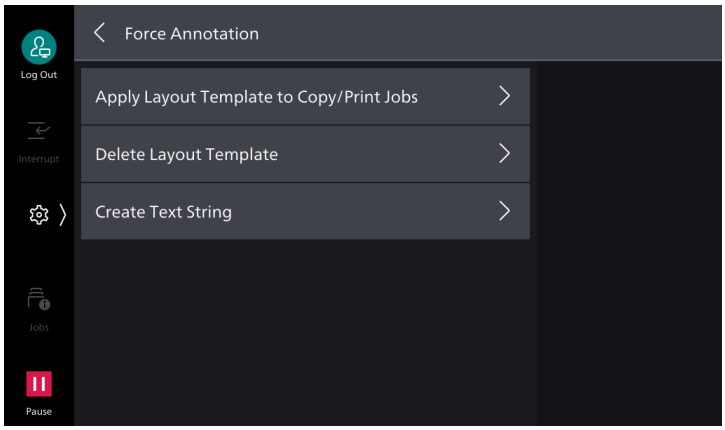


Item	Description
[Secure Watermark Control]	Sets whether to detect protection code embedded in a document.

Item	Description
[Digital Codes Settings]	Sets analysis password and character string of digital code to be embedded in file. **Note** • To analyze the digital codes, the software ApeosWare Secure Watermark Analyzer (sold separately) from our company is required. • If [Decoding Password] is set, it is possible to restrict the application users who analyze digital codes of files.
[Force Secure Watermark]	Sets whether to force use of the secure watermark feature for each job type. **Note** • To promote settings of the machine for [Client Print], select [Allow Device Settings to Override], and to promote settings of software (such as ApeosWare Copy Protection (sold separately)), select [Allow Client Settings to Override]. • Settings for [Client Print] are the same as "Force Watermark-Client Print". For Force Watermark-Client Print, refer to "[Watermark]" (P.142).
[Secure Watermark Defaults]	Sets whether to embed a protection code. **Note** • The set protection code also provides the same limits in fax operation and scan operation.
[Secure Watermark Effect]	If watermark text is set, the watermark text is embedded in the file to be copied/printed. If the file with embedded watermark text is copied, the embedded watermark text is blanked out.
[Default Secure Watermark]	Sets text string of secure watermark.
[Background Pattern]	Sets background pattern of secure watermark.
[Watermark/Background Contrast]	Sets watermark/background contrast of secure watermark. You can set by referring to samples printed with [Print Sample List].
[Custom Secure Watermark 1] to [Custom Secure Watermark 3]	Sets text string of secure watermark.
[Print Sample List]	Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on printed sample.

[Force Annotation]

This feature performs forced printing of text strings such as user names or dates (annotations) according to a layout template applied to each job type.



[preset1]

Print position: Bottom right

Printed items: File name, client computer IP address, user name, card ID, user ID, date & time

[preset2]

Print position: Bottom left

Printed items: File name, client computer IP address, user name, card ID, user ID, date & time

[preset3]

Print position: Bottom right

Printed items: User ID, date & time

[preset4]

Print position: Bottom left

Printed items: User ID, date & time

[preset5]

Print position: Top left

Printed items: Identifier ID (UUID)

Edge erase: 6 mm for top edge

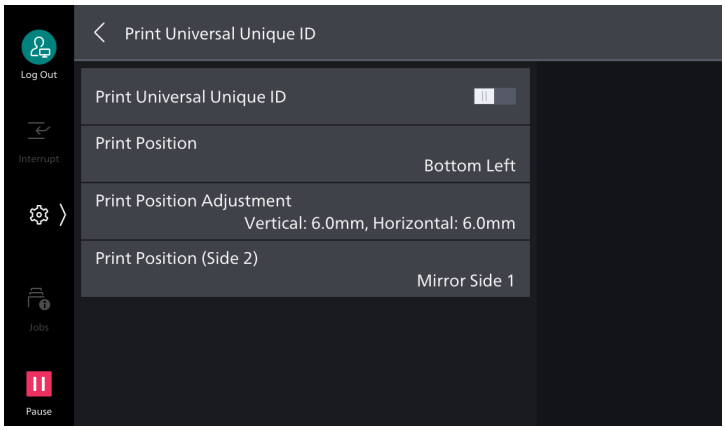
Note

- When you set the layout template to [preset5], the UUID printed on the original document will be removed through edge erasing and replaced with a new UUID. Be aware that not only the UUID part will be erased, but also the contents within the target area of edge erasing.

[Print Universal Unique ID]

Allows you to print an identifying ID (UUID) to enable identification of jobs for each data.

If the log control feature or the image log control feature is used with our product (sold separately), it is possible to search the log using a UUID as a key, and confirm information for each job such as who performed the copy, print, or scan, and when.

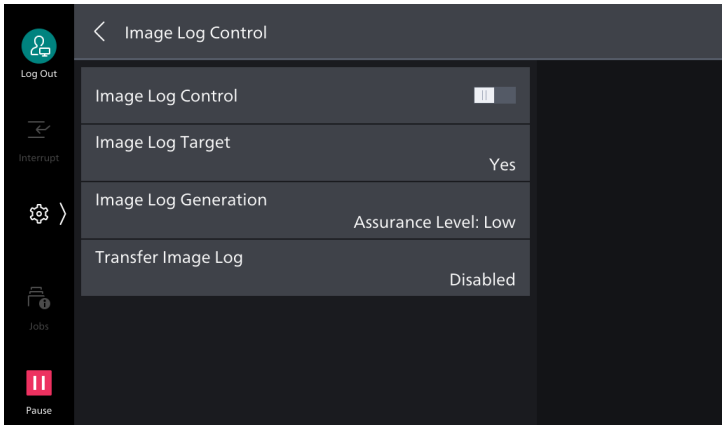


Note

- If a layout template is set with [Apply Layout Template to Copy/Print Jobs] for [Force Annotation], then the text set here is printed on the set template.
- Increasing the fine-tune value, taking the paper edge as 0 mm, results in movement in the direction of the paper center. However, if [Top Center] or [Bottom Center] is selected in [Print Position], then the fine-tune value in the length takes the paper center to be 100 mm. If [Top Center] or [Bottom Center] is selected in [Print Position], adjust after first setting the fine-tune value to 100 mm.

[Image Log Control]

Image log control is a feature for saving job files run on the machine as image data, and then storing/controlling as a log together with data such as the job user, use time, and print quantity. Information is saved in order to identify the user who ran the job for the applicable file when a file has been leaked.



Note

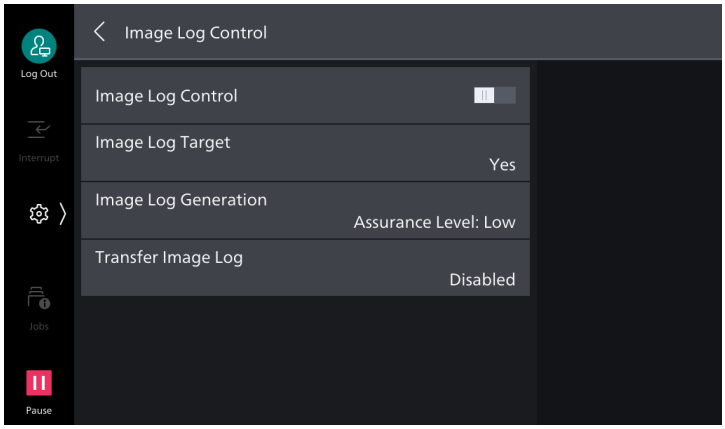
- Only jobs run after starting the Image log control feature are targeted by the Image log control feature.
- Regardless of the setting of [Resolution] for [Image Log Generation], an image with higher resolution than the input image is never generated. If resolution of the input image is lower than [Resolution] for [Image Log Generation], the image is generated with the same resolution as the input image.
- Fax send/receive jobs always operate with the [Assurance Level] set to [Low], regardless of the setting of [Assurance Level] for [Image Log Generation].
- Images can be generated up to a maximum of 8,191 pages.
- The maximum number of image logs that can be stored is 2,000.

Resolution and Guidelines

Resolution	Scannable text size	Guidelines for ordinary files
200 dpi	6 pt	Level with no problems for ordinary files.
100 dpi	14 pt	Level where largish text is legible.
72 dpi	18 pt	Level where title text is legible.
50 dpi	24 pt	Text is illegible. Suitable for preview.
25 dpi	32 pt	Text is illegible. Suitable for thumbnails.

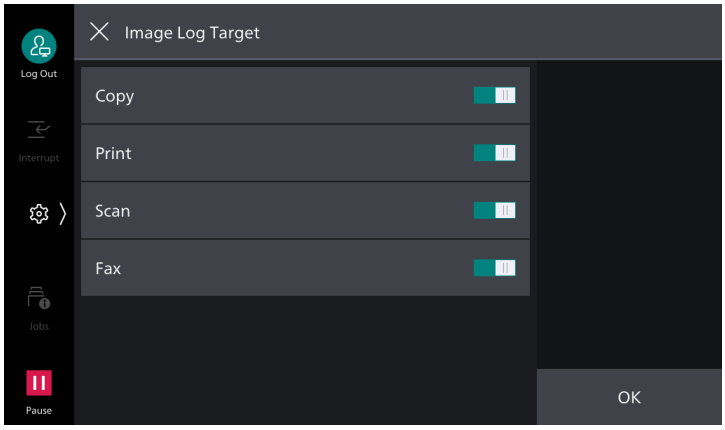
[Image Log Control]

Enables image log control.



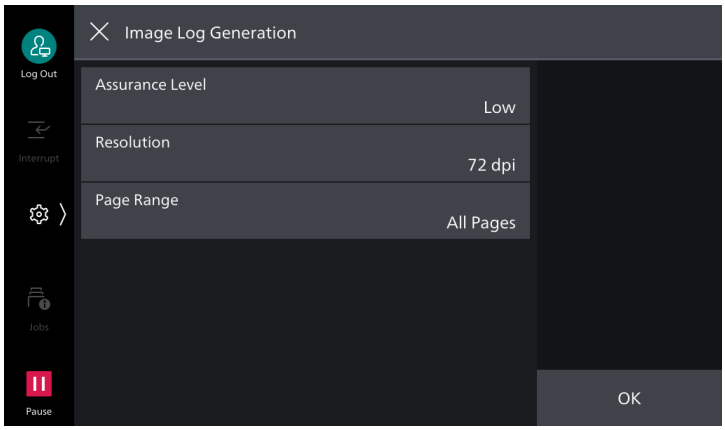
[Image Log Target]

Enables image log generation for each job type.



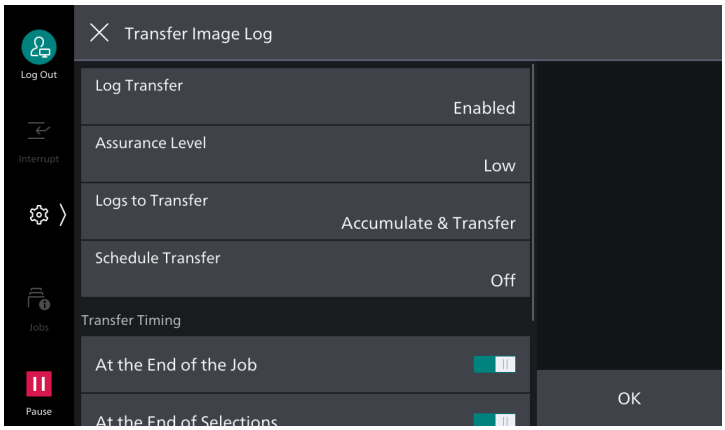
[Image Log Generation]

Sets image data to be controlled as a log. One file of image data (PDF format) is created for each job.



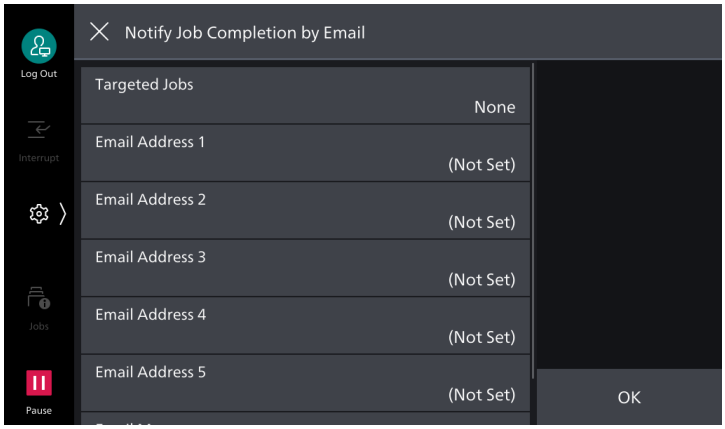
[Transfer Image Log]

A generated image log can be transferred to a log control server, for saving/control.



Item	Description
[Log Transfer]	Enables transfer of an image log to a log control server by using log transfer.
[Assurance Level]	Sets the level for assuring that the generated image log is transferred to the log control server. • [High] If it is not possible to transfer an image log, up to 2,000 logs will be saved in the machine as unsent logs, and it will be impossible to run the next job after exceeding 2,000. • [Low] The next job is run, and old jobs exceeding the 2,000 jobs maximum are deleted.
[Logs to Transfer]	Enables automatic transfer of image logs from the machine to the log control server.
[Schedule Transfer]	Displayed when set to [Accumulate & Transfer] in [Logs to Transfer]. This enables transfer of image logs every day at a determined time.
[Transfer Timing]	Displayed when set to [Accumulate & Transfer] in [Logs to Transfer]. This sets timing for transfer of image logs from the machine to the log control server.

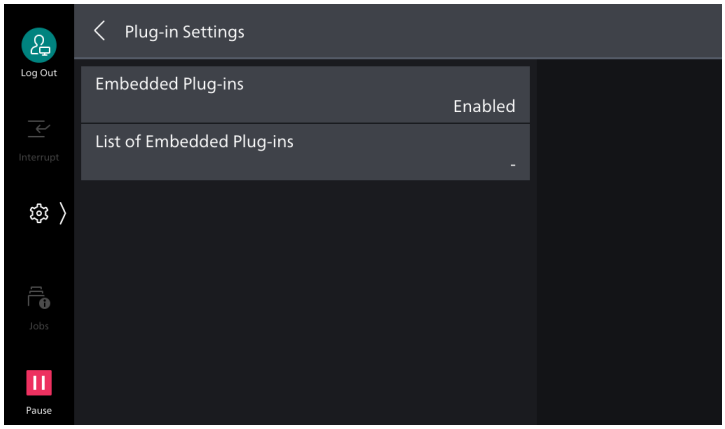
[Notify Job Completion by Email]



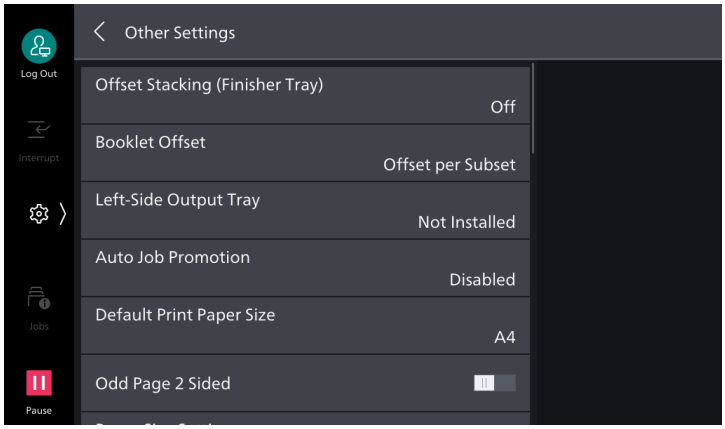
Item	Description
[Targeted Jobs]	Sets service for notification of the results of running jobs, and the timing of notification. If one or more targeted jobs have been set, then [Selected] is displayed. When [Fax] has been selected as the targeted job, it is possible to set [Attach Faxed Images]. Faxed images converted to PDF form are attached to the notification Email in accordance with the number of pages set here.
[Email Address 1] to [Email Address 5]	Sets notification destination for Email.
[Email Message]	Enables input of comment attached to Email.

[Plug-in Settings]

Set the display of the list of available Plug-ins and switching Plug-ins.



[Other Settings]



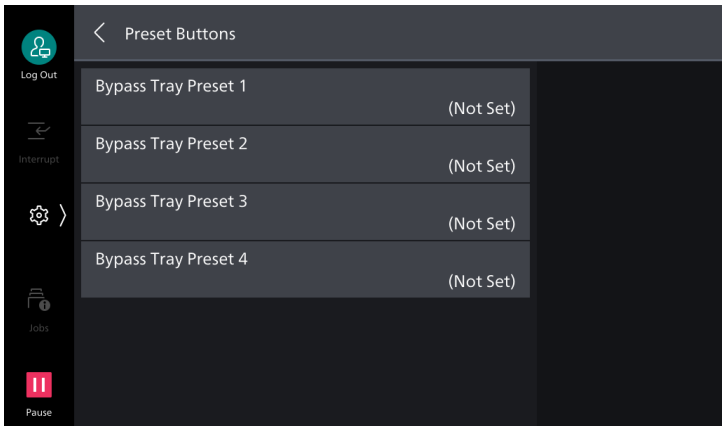
Item	Description
[Offset Stacking]	Sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen. If set to [Offset per Set], offset stacking is performed in print quantity units. If set to [Offset per Job], offset stacking is performed in job (print instruction) units.
[Booklet Offset]	Enables or disables offset in split units. This is enabled only when [Offset Stacking (Finisher Tray)] is set to [Offset per Set]. However, offset is not performed if booklet creation setting is set to [Crease & Staple].
[Auto Job Promotion]	If the machine cannot start a job for some reason (e.g., if paper in the paper tray runs out when trying to start copying or printing), this allows auto job promotion when there is another job that can start running.
[Default Print Paper Size]	Sets the paper size used when printing a report/list.
[Odd Page 2 Sided]	Sets whether to process the last page with 2 sided printing when a file has an odd number of pages.
[Paper Size Settings]	Sets the paper size group when detecting standard size documents and paper.
[Millimeters/Inches]	Sets units displayed on the screen.
[Use Envelope Feeder]	Set when the envelope/postcard tray is attached.
[Data Encryption]	Performs encryption of data such as saved address information, authentication information, and stored files. Encryption is also performed when writing copied, scanned, or printed data.
[Encryption Key for Confidential Data]	Sets encryption key for encryption of confidential data such as administrator passwords, and folder passwords. **Note** • The encryption key is set to the default administrator ID at factory shipment. Refer to “User's Manual” for the default administrator ID.

Item	Description
[Service Rep. Operation Restriction]	Operation by service representatives can be restricted to prevent machine security settings from being changed by someone impersonating a service representative. This setting requires a service representative to input a maintenance password to perform maintenance work on the machine. Set a maintenance password of 4 to 12 alphanumeric characters. **Note** • This setting makes it necessary to replace a circuit board in order to change restrictions or perform maintenance work. Replacing a circuit board requires a charge for the board and for replacement labor, so be careful not to forget the user ID and password of the administrator, and the maintenance password.
[Software Download]	Enables software download. This item is set by a service representative.
[Document Feeder Quiet Mode]	Sets whether to reduce operating noise when scanning a document with the document feeder. To reduce operating noise, select [Enabled].
[Check Document Guides Position]	Displays a confirmation screen when the guide position of the document feeder is set to 8.5" and scanning is started.
[Multi-feed Detection]	Sets whether to detect multi-feed.
[When Stapling Type Is Not Specified]	Sets which type of the stapler to use when stapling has been instructed without specifying staple or staple-free.
[Status Indicator (Green)]	Enables the lamp which lights/flashes while the machine is performing some operation such as during active jobs.
[Data Indicator]	Sets Data Indicator.
[Center Tray Attention Light]	Enables light calling attention to the fact that paper is being ejected, or that ejected paper remains in the tray.
[Document Feeder Attention Light]	Sets the feature to prevent forgetting to remove the document loaded in the document feeder and output after scanning.
[Detect Originals Left on Document Glass]	Sets the feature not to forget to taking away the document loaded in the document glass. If it is set to [Enabled], the message, status indicator or sound notifies you.
[Paused Job Handling]	Sets the handling method after operation of a job that has been started is paused, and left until the specified with [Auto Clear] has elapsed.
[Interrupt Mode]	Sets enable/disable Interrupt Mode. If it is set to [Disabled], [Interrupt] on the control menu is deleted.
[Local User Access - Maintenance]	Allows local users to adjust the image quality and folding position. **Refer** • For the image quality adjustment, refer to "[Image Quality]" (P.242). • For the folding position adjustment, refer to "[Adjust Finisher]" (P.249).

11.4 [App Settings]

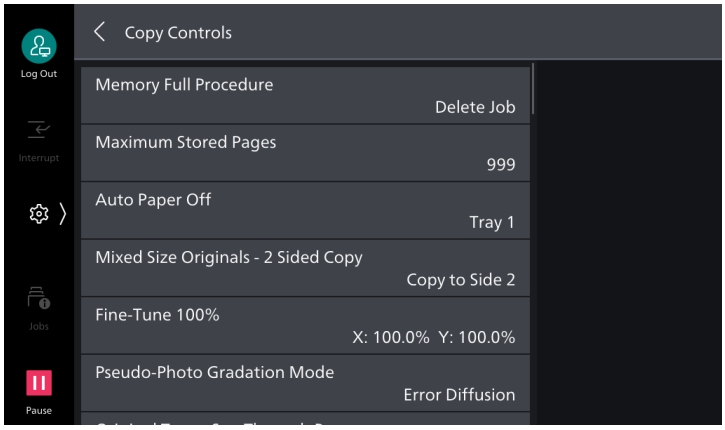
[Copy Settings]

[Preset Buttons]



Item	Description
[Bypass Tray Preset 1] to [Bypass Tray Preset 4]	Sets presets displayed on screen for tray 5 (bypass) of [Paper Supply].

[Copy Controls]



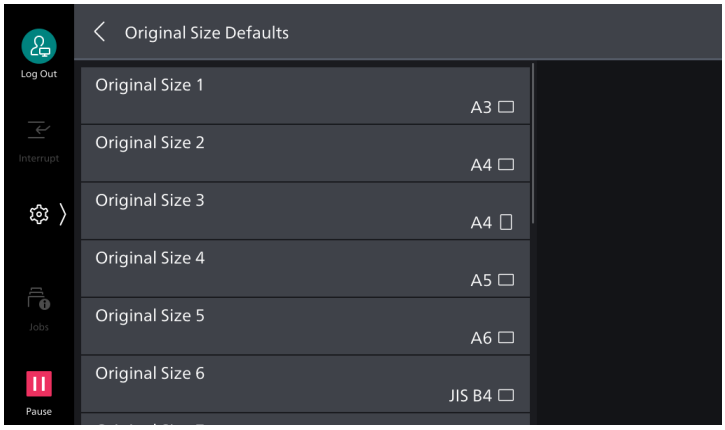
Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the copy document.
[Auto Paper Off]	Sets tray selected when [Auto Select] for [Paper Supply], on the [Copy] screen, is canceled.

Item	Description
[Mixed Size Originals - 2 Sided Copy]	Sets paper for copying side 2, when papers with different sizes for side 1 and side 2 have been selected in auto paper supply, in a case where the document size is different for side 1 and side 2 in 2 sided copying.
[Copy to New Sheet]	Copies on side 1 of the new paper selected as the side 2.
[Copy to Side 2]	Copies as is on side 2 of same paper as side 1, without changing paper size.
[Fine-Tune 100%]	Reduces/enlarges when copying with no reduce (100%). The setting is applied to the reduce/enlarge [100%] on the [Copy] screen.
[Pseudo-Photo Gradation Mode]	Enables setting of gradation expression mode for photo original. Switches processing method for parts of intermediate brightness (gray) to approach photo image quality. Set to [Error Diffusion] or [Dither].
[Original Type - See-Through Paper]	Enables display of [Text on See-Through Paper] for [Original Type].
[Annotations - Comment Density]	Sets density of comments printed in annotations.
[Comment - Top Left] to [Comment - Bottom Right]	Adjusts position for printing comment in annotations.
[Date - Top Left] to [Date - Bottom Right]	Adjusts position for printing date in annotations.
[Page Number - Top Left] to [Page Number - Bottom Right]	Adjusts position for printing page number in annotations.
[Bates Stamp - Top Left] to [Bates Stamp - Bottom Right]	Adjusts position for printing Bates stamp in annotations.
[Annotations - Edit Comment 1] to [Annotations - Edit Comment 8]	Allows users to set or change text strings printed as annotations. When set to [Do Not Allow], no users, including the administrator, can edit text strings.
[Maximum Number of Sets]	Sets the number of sets. This makes it impossible to set a number of sets exceeding the number set here.

[Original Size Defaults]

Sets the original size displayed on [Auto Detect / Standard Size] under [Original Size] of the feature list.

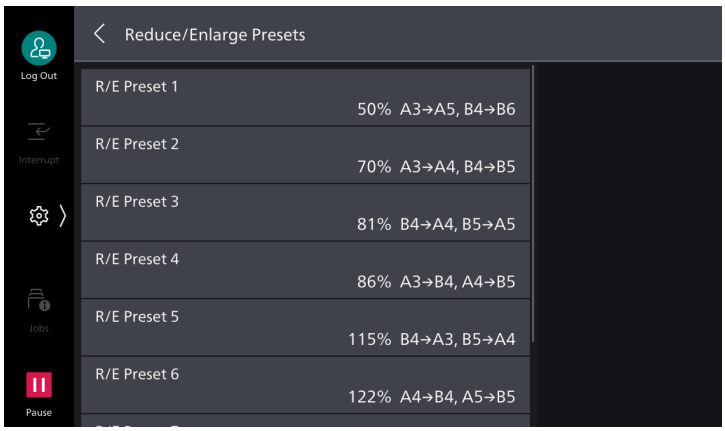
In situations like frequently copying documents with custom sizes, the operation of inputting the document size for each copy can be eliminated by setting the custom size beforehand.



[Reduce/Enlarge Presets]

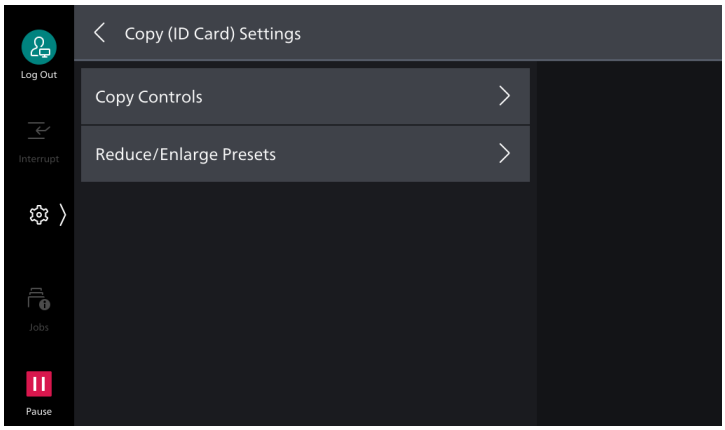
Sets the magnifications displayed on [Proportional %] under [Reduce/Enlarge] of the feature list.

This enables changing the reduce/enlarge assigned to buttons other than [100%] and [Auto %].



[Copy (ID Card) Settings]

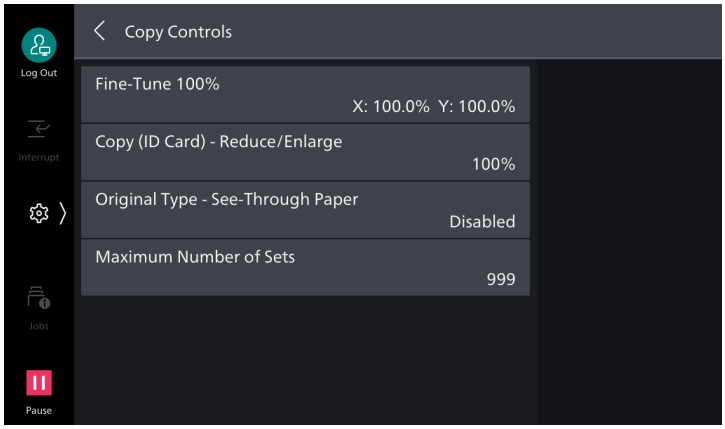
The settings other than [Copy (ID Card) - Reduce/Enlarge] in [Copy Controls] is the same as [Copy Settings].



Refer

- Refer to "[Copy Settings]" (P.152) for each item.

[Copy Controls]

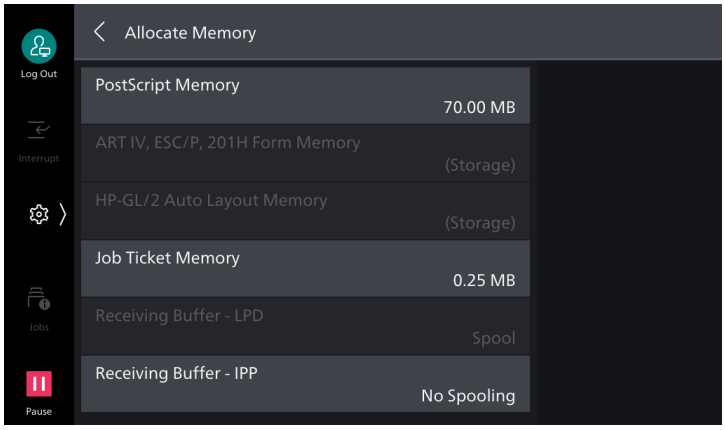


Item	Description
[Copy (ID Card) - Reduce/Enlarge]	Sets reduce/enlarge when performing Copy (ID Card). **Note** • For users save the default value, the setting in this item may not be reflected. Refer to "Customizing the Apps Screen" (P.48) for saving the default value.

[Print Settings]

[Allocate Memory]

Sets memory capacity to use for each printer mode.



Important

- When memory capacity is changed, memory is reset. Therefore, all data stored in each memory area is erased.

Note

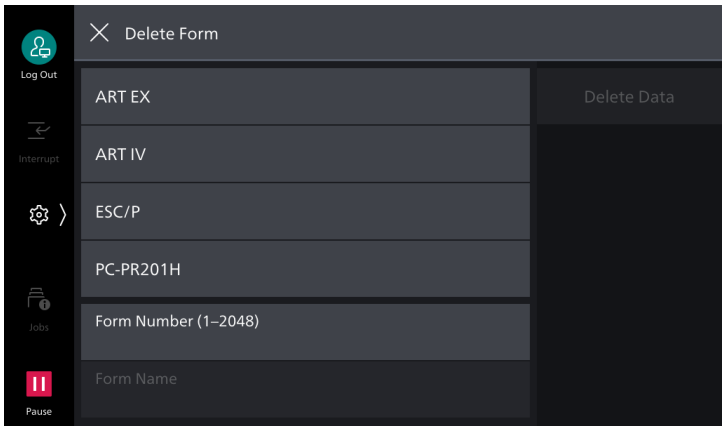
- The memory capacity of receive buffer (place for temporarily storing data sent from client) can be changed for each interface to suit the use situation and purpose. If the receive buffer capacity is increased, then the release of clients responding to each interface may become faster.

Item	Description
[PostScript Memory]	Specifies the memory capacity for PostScript.
[ART EX Form Memory]	Sets the memory area for work when you use the ART EX form. **Note** • When storage is installed, the storage is specified and cannot be changed.
[ART IV, ESC/P, 201H Form Memory]	Sets the memory area for work when you use the ART IV, ESC/P or 201H form. **Note** • When storage is installed, the storage is specified and cannot be changed.
[ART IV User Defined Memory]	Specifies the memory capacity to store the data defined by the ART IV user (such as external character, form or line pattern form).
[HP-GL/2 Auto Layout Memory]	Sets the memory area for work when you use the HP-GL/2 auto layout feature. **Note** • When storage is installed, the storage is specified and cannot be changed.
[Job Ticket Memory]	Specifies the memory capacity to use for processing the job ticket (which describes the output number of jobs or post-processing).

Item	Description
[Receiving Buffer - LPD]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process. **Note** • When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the LPD printing. • Depending on the setting of [LPD Print Queue], [Receiving Buffer - LPD] cannot be changed. For [LPD Print Queue], refer to "[Other Settings]" (P.160).
[Receiving Buffer - IPP]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process. **Note** • When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the IPP printing.

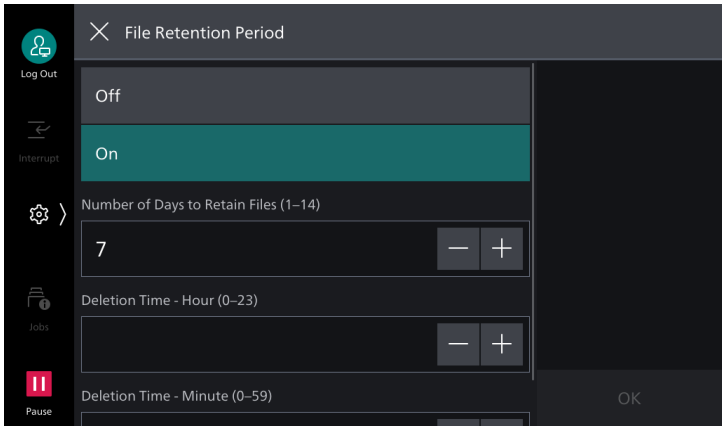
[Delete Form]

Individually deletes set forms. Input the form number for each print mode, and delete after checking the displayed form name.



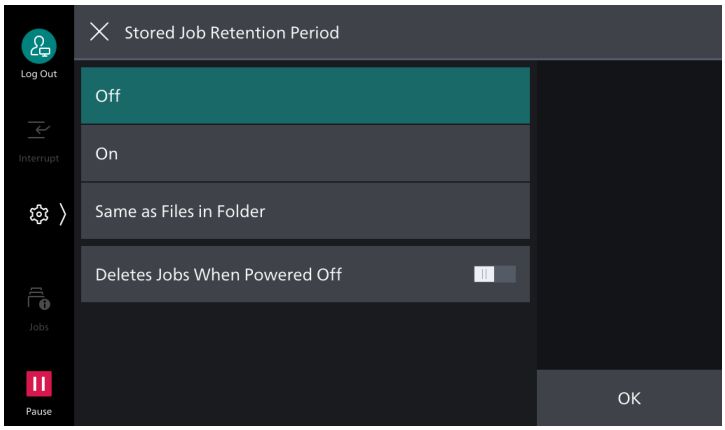
[File Retention Period]

Sets the retention period for files in folders, after which they will be deleted. When this is set, files are deleted when the time set with [File Deletion Time] arrives after the retention period has elapsed. The setting is common for all folders.



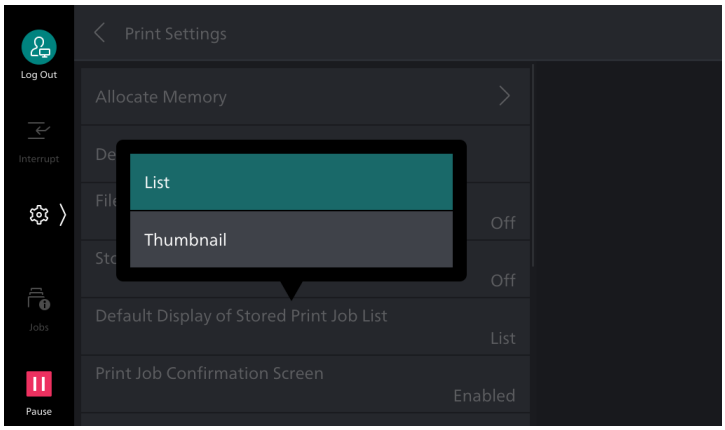
[Stored Job Retention Period]

Sets delete method for stored print jobs.



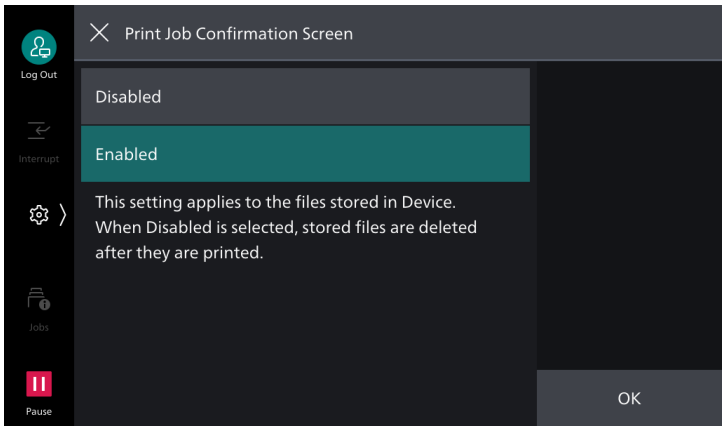
[Default Display of Stored Print Job List]

Sets [List] or [Thumbnail] display for stored print job list.



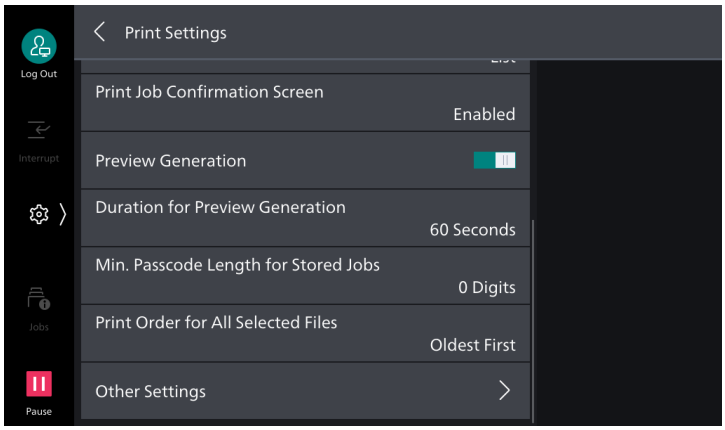
[Print Job Confirmation Screen]

When printing a stored print job, a confirmation screen can be displayed for deletion of the file after printing. If set to [Disabled], the job is deleted after printing.



[Preview Generation]

Enables creation of a preview image when displaying the list of stored print jobs.

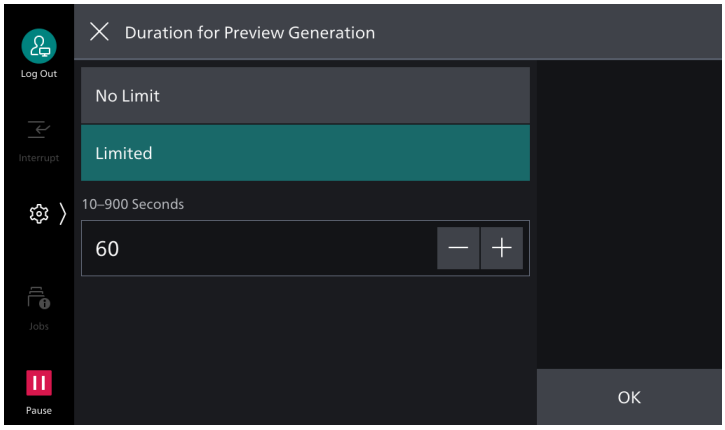


Note

- This also enables setting from the printer driver whether to create a preview image.

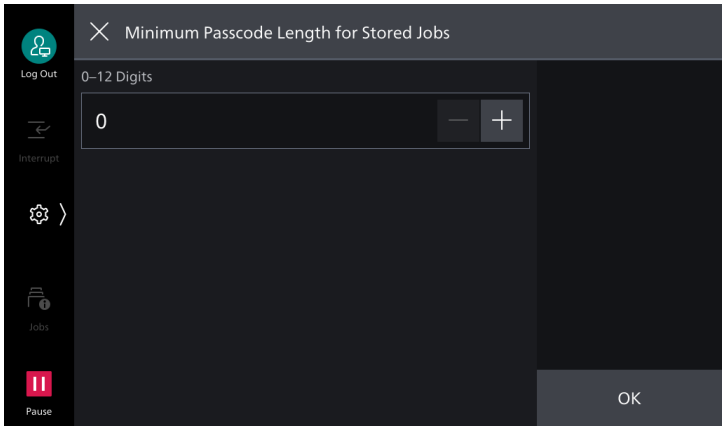
[Duration for Preview Generation]

Enables limitation of preview image creation time for stored print jobs. When set to [Limited], only the preview image created within the limited time is displayed.



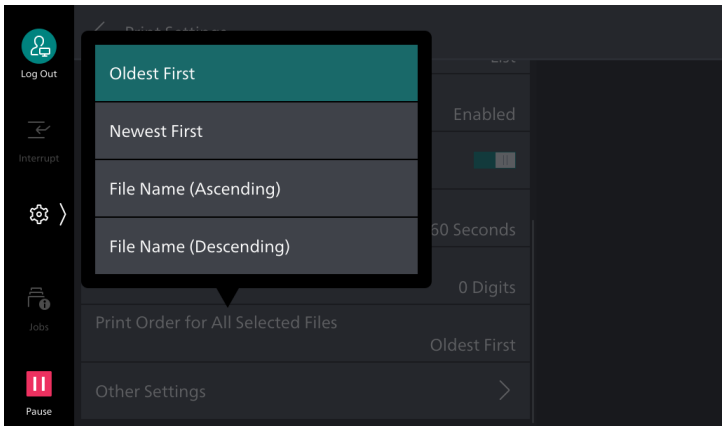
[Minimum Passcode Length for Stored Jobs]

Sets the minimum number of digits for the password number needed when storing or printing secure print files or charge print files.

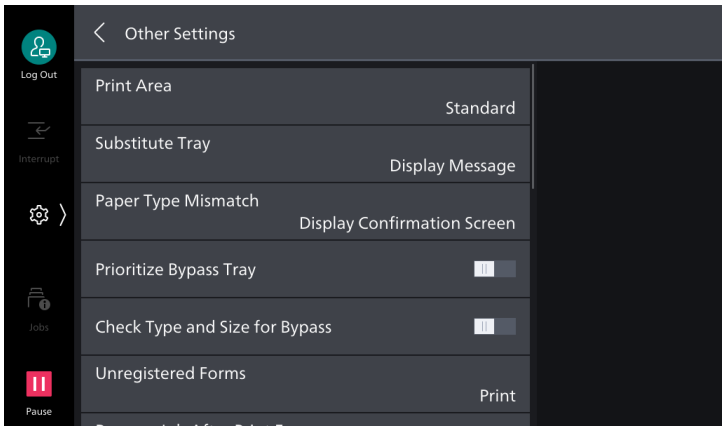


[Print Order for All Selected Files]

Enables setting of print sequence when all files are selected for stored print jobs.



[Other Settings]



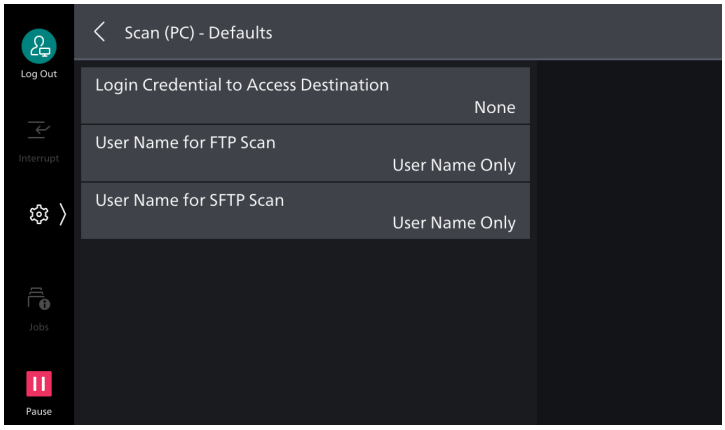
Item	Description
[Print Area]	Expands printable area.
[Substitute Tray]	Sets processing when paper of the specified paper size has not been loaded in the tray. **Note** • If printing is done using the emulation such as ART IV, PC-PR201H, ESC/P, or HP-GL/2, then the message prompting to supply paper is displayed regardless of the setting here.
[Display Message]	Displays the message to replenish paper, without substitution.
[Use Larger Size]	Prints with no reduction on paper of the next larger size above the specified paper size.
[Use Closest Size]	Prints on paper of the size closest to the specified paper size. Prints by reducing if paper length or width is insufficient for the paper size.
[Use Closest Size (No Reduce)]	Prints on paper of the size closest to the specified paper size. No reduction is performed, even if the image will not fit.
[Use Closest Size (Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. Prints by reducing if paper length or width is insufficient for the paper size.

Item	Description
[Use Closest (No Reduce, Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. No reduction is performed, even if the image will not fit.
[Select Tray 5]	Prints from tray 5 at the specified paper size. If paper of a different size is loaded, a message is displayed to load paper of the selected size.
[Switch Size Series]	Prints by switching between the papers in the AB-based size series and inch-based size series. The switchable combinations are as follows. • A5 and 5.5 x 8.5” • A4 and Letter (8.5 x 11”) • A3 and 11 x 17”
[Paper Type Mismatch]	Sets processing when paper type specified for printing with the printer driver, etc., does not match the paper type loaded in the paper tray.
[Print]	Prints with the paper type set for the paper tray.
[Display Confirmation Screen]	Displays confirmation screen to continue printing. When printing, specification of the paper type specified for printing with the printer driver, etc., is disabled, and printing is done according to the [Priority], paper size, and [Substitute Tray] settings.
[Display Paper Supply Screen]	Displays the screen to change the settings of the paper tray. If [Start] is tapped after switching paper in the paper tray in accordance with the message displayed on the display, the paper type set for the paper tray is changed to the paper type setting displayed on the display, and then printing is done.
[Prioritize Bypass Tray]	When [Paper Tray] is set to [Automatically Select] with the printer driver, tray 5 can be selected with priority. **Note** • If there is a match between paper size and paper type specified in the print job, and loaded paper, then paper is supplied from tray 5.
[Check Type and Size for Bypass]	Displays a screen for confirming the loaded paper, when printing on paper in tray 5.
[Unregistered Forms]	Sets the processing method when the form indicated for printing in the form data file (overlay printing) is unregistered on the printer side. When set to [Print], only the data is printed because there is no specified form.
[Resume Job After Print Error]	Sets the method of resuming subsequent jobs when a print job has been canceled due to an error, etc.
[Resume Job Automatically]	Cancels job, and resumes printing of subsequent jobs.
[Resume by User]	Displays confirmation screen before job is canceled. **Note** • When a job is canceled, the subsequent print jobs are limited, and thus enter the offline state. When the machine is returned to online, printing of subsequent jobs is resumed.
[When Paper Jam Occurs]	Sets print processing method when an error occurs such as a paper jam during printing.
[Resume Job After Jam Clearance]	Resumes printing from the next page after the last normally ejected page when handling of a paper jam is finished.

Item	Description
[Delete Job]	Cancels printing, and deletes that print job.
[Print User ID]	Enables printing of the user ID when printing using the printer driver. The first 64 characters of the user ID are printed. **Note** • To use the print user ID feature, it is necessary to set the user ID beforehand with the printer driver.
[Banner Pages]	In cases such as when the machine is used by multiple users, this prints banner pages to separate the jobs of each user, and prevent mixing of printed materials. Items such as date, time, user name, and file name are printed on the banner page.
[Banner Page Offset]	Enables offset stacking when printing papers for sorting (banner pages).
[Banner Page Tray]	Sets tray for supplying papers for sorting (banner pages). Tray 5 cannot be set.
[PostScript Paper Supply]	Enables PostScript deferred media selection at time of paper supply. To enable deferred media selection, set to [Auto Select], and to disable, set to [Select Paper Tray]. When printing PostScript data generated by a source other than the printer driver, the tray may not be selected as intended depending on the method of defining PostScript data. In that case, set to [Select Paper Tray].
[PostScript Font Absence]	Sets processing when the PostScript font specified in the job is absent. If the specified font is absent when set to [Substitute Font and Print], the font is switched to Courier. Correct printing will not be performed when switched to a Japanese font. When printing with a Japanese font, set [PostScript Font Substitution] to [Use ATCx].
[PostScript Font Substitution]	Enables use of ATCx as a font substitution when the PostScript font specified in the job is absent. The ATCx function switches to a Japanese PostScript font installed on the machine and prints when a font specified in the job is a Japanese font not installed on the machine.
[XPS Print Ticket Processing]	Sets operation of the machine when scanning print setting (print ticket) defined in an XPS file.
[Off]	Print ticket processing is not performed.
[Standard Mode]	Performs print ticket processing in standard mode.
[Compatible Mode]	Sets print settings defined in print ticket through operation compatible with Microsoft specifications.
[LPD Print Queue]	Sets order of LPD printing.
[Print upon Receipt]	Prints data immediately after receipt.
[Data Processing Order]	Prints data in the order in which it enters a printable state, after data is received. When multiple files are printed consecutively, even if data that requires time for data processing is received first, data for which data processing is finished may be printed first.
[First In First Out]	Print LPR in the order of receipt.
[OCR Font Glyphs (0x5C)]	Sets whether to print the “0x5C” character as a backslash (\) or yen symbol (¥) when using an OCR font.

[Scan Settings]

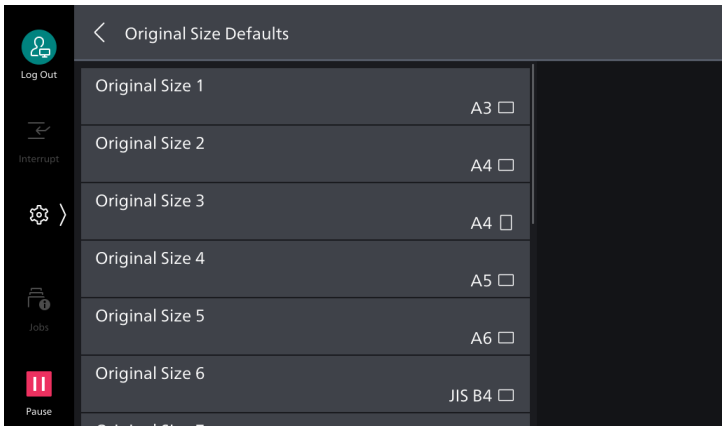
[Scan (PC) - Defaults]



Item	Description
[Login Credential to Access Destination]	Enables use of credential logged in to remote accounts when logging in to a client computer through SMB/FTP/SFTP transmission.
[User Name for FTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with FTP transmission.
[User Name Only]	Uses only the user name part (before "@") of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@") as the login name.
[User Name for SFTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with SFTP transmission.
[User Name Only]	Uses only the user name part (before "@") of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@") as the login name.

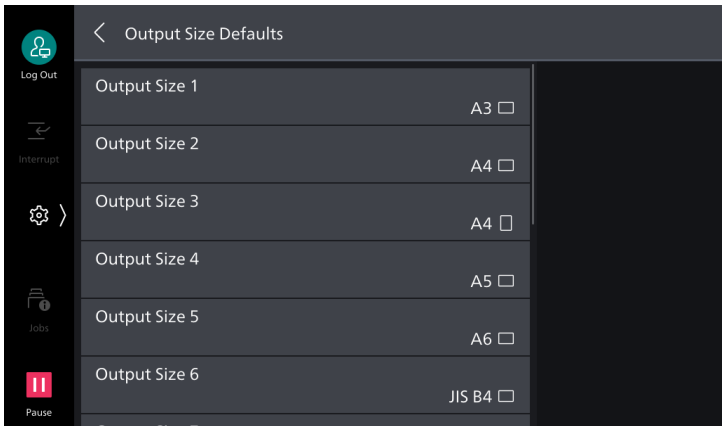
[Original Size Defaults]

Sets the original size displayed on [Auto Detect / Standard Size] or [Standard Size] under [Original Size] of the feature list. Original sizes are assigned to each button other than [Auto Detect].



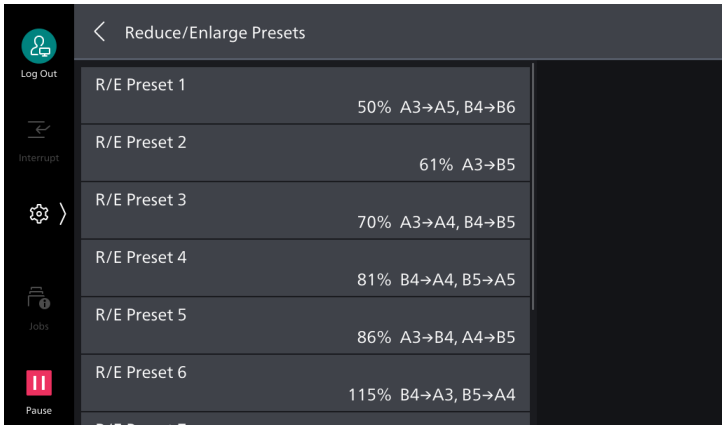
[Output Size Defaults]

Sets the size displayed on [Auto (Select Output Size)] under [Reduce/Enlarge] of the feature list. This enables assignment of any desired output size to output size button.

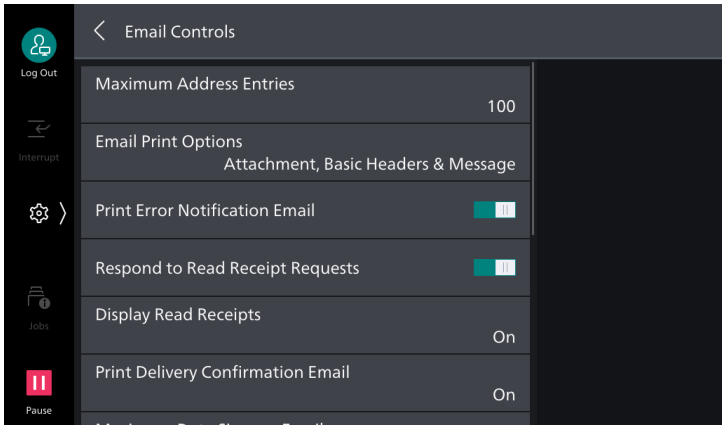


[Reduce/Enlarge Presets]

Sets the magnifications displayed on [Proportional %] under [Reduce/Enlarge] of the feature list. This enables assignment of any desired reduce/enlarge to each button other than [100%].



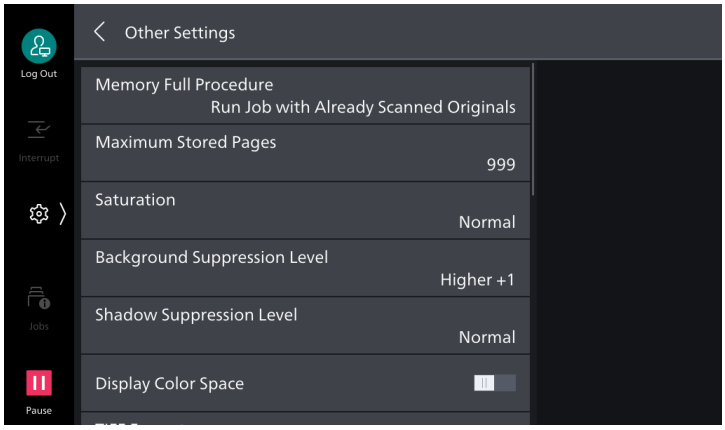
[Email Controls]



Item	Description
[Maximum Address Entries]	Sets maximum number of recipient addresses when sending Email. The number of recipient addresses is the total of TO/CC/BCC. If the maximum number of recipient addresses is exceeded, sending of the Email is canceled.
[Email Print Options]	Enables setting of printing when Email is received addressed to the Email address of the machine.
[Print Error Notification Email]	Enables printing of error notification Email if a mistaken address is set, or if sending is impossible due to occurrence of an error.
[Respond to Read Receipt Requests]	Sets to notify sender that message has been read when Email requesting a read receipt is read.
[Display Read Receipts]	Enables use of read receipt feature when sending Email from the machine.
[Print Delivery Confirmation Email]	Enables printing of send result Email (DSN reply Email/MDN reply Email).
[Maximum Data Size per Email]	Sets maximum data size per a single Email.
[Maximum Total Data Size]	Sets maximum data size of Email. **Note** • When you attach a file to an email, the actual data size may be larger than the size displayed by your email software.
[Maximum Split Count]	Sets maximum split count when splitting Email.
[Edit "From" Field]	Enables editing of a sender's address in ["From" Address] of feature list when sending Email.
[When Sender's Address Is Unknown]	Enables limitation of use of Email sending when login user cannot retrieve Email address.
[Add Me to "To" Field]	Enables addition of sender address to [To] field. **Note** • When you use [Scan], the sender address is added to the [To] field. Change the setting for when using [Email] in [Email Settings] > "[Email Controls]" (P.168).

Item	Description
[Edit Email Recipients]	Sets whether to enable local users to edit or add the recipient of To/CC/BCC. **Note** • If [Edit Email Recipients] is set to [Disabled], you cannot edit or add the email address. Set [Add Me to "To" Field] enabled to use [Email].

[Other Settings]

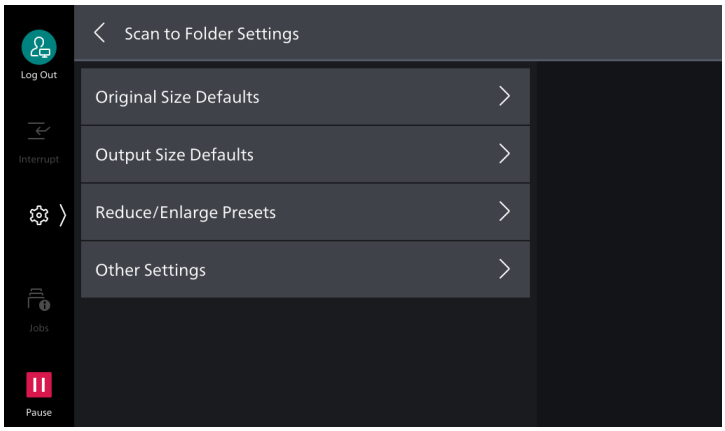


Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the scan document.
[Saturation]	Sets saturation when scanning a color document. When scanning, adjustment is done according to the value set here.
[Background Suppression Level]	Sets background suppression level.
[Shadow Suppression Level]	Sets shadow suppression level.
[Display Color Space]	Enables display of [Color Space] in feature list.
[TIFF Format]	Sets TIFF format when scanning scan data.
[Conversion Mode for Searchable]	Sets the processing accuracy for searchable text (OCR).
[Page Orientation for Searchable]	Enables processing so that text is upright when a document is scanned using searchable text.
[Auto Upright Mode]	Sets precision of feature for processing so that text is upright when a document is scanned using searchable text.
[Display Image Transfer Screen]	Enables display of transfer screen after a document has been scanned.
[File Name Format]	Sets format of filenames for scanned files.
[Add Date to Email Attachment Name]	Enables addition of date and page number to file name of file sent when using [Email].
[URL File Expiration]	Sets URL file expiration.
[Generation of URL Link]	Sets method of generating URL link for sending in URL sending.

Item	Description
[Scan (URL) - Maximum File Size]	Sets maximum image size of file for URL sending.
[Add Login Name to PDF Properties]	Enables addition of login user name to [Creator ID] of attribute information for saved PDF file when scanning is done in PDF format using log in to local accounts, or log in to remote accounts, etc.
[Reset Settings After Job Execution]	Sets whether to reset the sending settings including the recipient after job operated, and whether to display the message when the settings are not reset.
[SMB/FTP/SFTP Save Locations]	Sets whether to enable local users to edit or add the recipient of SMB/FTP/SFTP.

[Scan to Folder Settings]

This is the same as [Scan Settings].

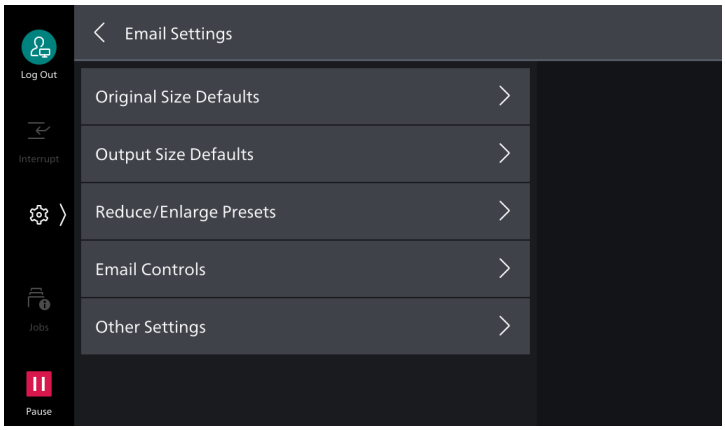


Refer

- Refer to “[Scan Settings]” (P.163) for each item.

[Email Settings]

The settings other than [Add Me to "To" Field] and [Add Me to "Cc" Field] in [Email Controls] are the same as [Scan Settings].



Refer

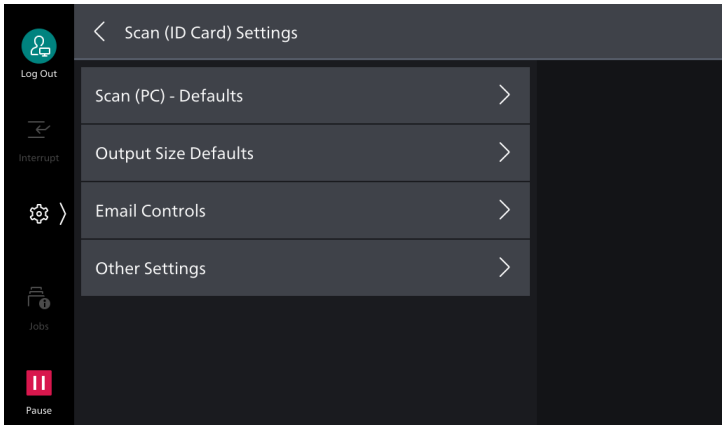
- Refer to “[Scan Settings]” (P.163) for each item.

[Email Controls]

Item	Description
[Add Me to "To" Field]	Enables addition of sender address to [To] field.
[Add Me to "Cc" Field]	Enables addition of sender address to [Cc] field.

[Scan (ID Card) Settings]

The settings other than [Output Size Defaults] are the same as [Scan Settings].

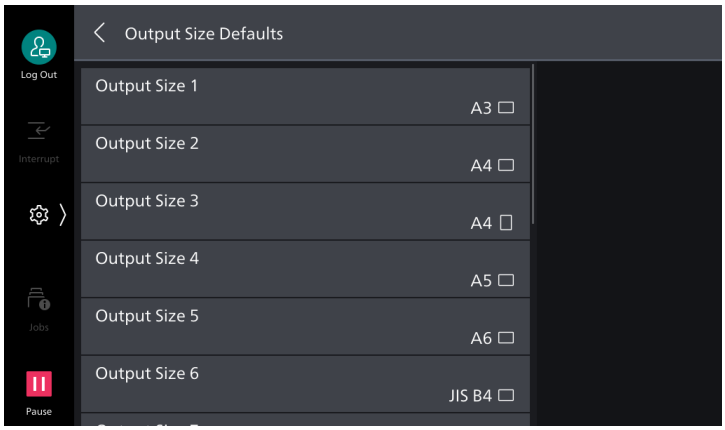


Refer

- Refer to “[Scan Settings]” (P.163) for each item.

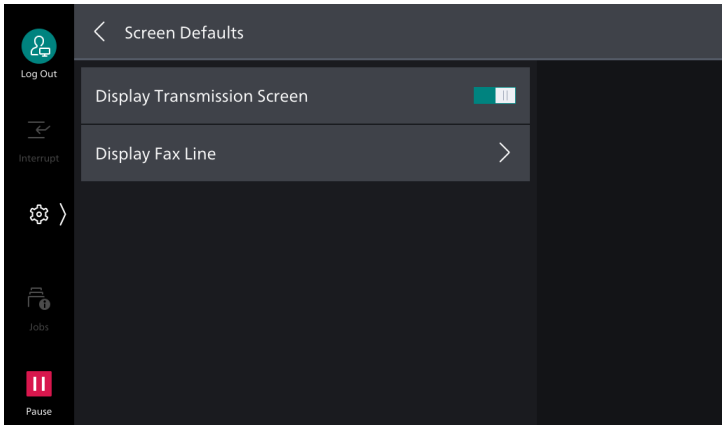
[Output Size Defaults]

Sets the size displayed on [Output Size] of the feature list.



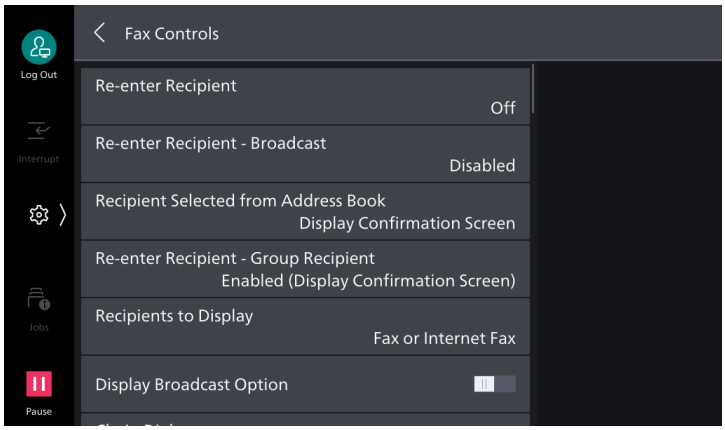
[Fax Settings]

[Screen Defaults]



Item	Description
[Display Transmission Screen]	Displays transmission status.
[Display Fax Line]	Displays [Line] in feature list.

[Fax Controls]



Item	Description
[Extension]	Sets which line to use when using fax with extension.
[Re-enter Recipient]	Sets whether it is necessary to re-enter recipient after specifying recipient, in order to prevent mistaken sending of a fax or IP fax (SIP). While setting this item to [On], specifying the recipient using dial input displays a screen asking users to specify the recipient again. Sending is enabled only when there is a match with the recipient specified the first time.
[Re-enter Recipient - Broadcast]	Sets whether to allow broadcast sending.
[Recipient Selected from Address Book]	Displays a confirmation screen when a recipient in the Address Book is specified.
[Re-enter Recipient - Group Recipient]	Displays a confirmation screen when a recipient in a group is specified.

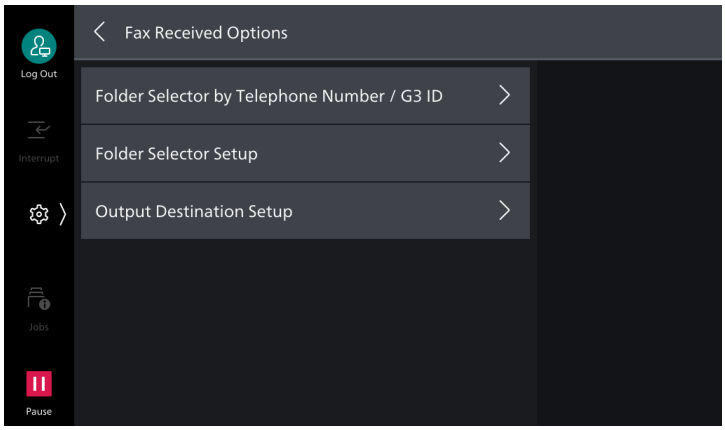
Item	Description
[Recipients to Display]	Sets whether to display both the Fax and Internet Fax destinations mixed, or display only one type of destinations same as the app where the Address Book was opened, when displaying the Address Book from the Fax or Internet Fax app.
[Display Broadcast Option]	Displays [Broadcast] in feature list.
[Chain Dial]	Enables specifying as a single recipient by combining dial number of recipient set in the Address Book with entered number.
[Manual Redial List - Saved Entries]	Sets number of entries saved as redial recipients.
[Manual Redial List - Dial Mode]	Sets type of recipient saved as redial recipient. If all types of recipient are disabled, there is no redial feature.
[Transmission Header / Cover Page]	Sets recipient items printed in destination space of transmission header and cover page. The first 18 characters are printed from the set text string. **Note** • The text string set for the recipient is printed when sending to a recipient for which a [Name in Transmission Header] is set in [Name in Transmission Header].
[Transmission Header Text - Polling]	Sets to attach a transmission header to polled files.
[Polled Files - Auto Delete]	Enables deletion of polled files after sending.
[Polling/Storage from Remote Devices]	Enables use of following features: • Store Files for Polling (store for remote device) • Send polled files due to instruction from remote device • Store Fax - Local
[Rotate 90 Degrees]	Sets whether to rotate orientation of a document.
[G3 Sender ID - Fax]	Enables notification to destination of G3 ID during G3 communication.
[G3 Sender ID - IP Fax (SIP)]	Enables notification to IP fax (SIP) destination of G3 ID during G3 communication.
[Redial Attempts]	Sets the number of redial attempts.
[Redial Interval]	Sets the interval used to redial.
[Save Unsent Faxes]	Enables saving of files if sending a fax failed. If it is set enabled, [Unsent Faxes] is displayed in [Jobs] on the [Stored Print Jobs] screen. The saved file can be resent from the [Unsent Faxes] screen.
[Save Deleted Faxes]	Enables saving of deleted faxes.
[Saved Faxes - Auto Delete]	Enables deletion of saved files after 24 hours.
[Transmission Interval]	Sets the time after one transmission is finished until the next transmission begins. The longer the transmission interval, the longer the overall time needed for tasks like broadcast sending, but receiving is possible while standing by.
[Batch Send]	Enables sending files to the same recipient in one transmission if multiple transmissions have been reserved, and there are some with the same recipient.
[Manual Send/Receive Default]	Sets the status displayed first on the touch panel display to manually receive or manually send if on-hook or off-hook is used.

Item	Description
[Auto Receive Incoming Fax]	Sets the method to receive faxes during auto receive.
[After Specified Time]	Sets the time from when the call is received until the start of fax communication. If it is a call from the remote terminal, the handset or an external telephone can be used within the set time to talk to the caller. If it is a fax, it can be manually received.
[When Fax Tone Is Detected]	When a fax tone is detected, fax communication begins.
[Fax Receiving Mode]	Sets the default Fax Receiving Mode that applies to the machine when starting up. Select whether to receive transmission from the remote terminal automatically or manually.
[Border Limit]	Sets length for splitting into pages when length of received file is longer than paper size.
[Auto Reduce on Receipt]	Enables reduction of image so it fits within the paper when length of the received file exceeds length of paper within the border limit. If this item is disabled, the image at the part exceeding the paper length is cut off.
[Receiving Paper Size]	Sets the method for notification from the fax receiving side to the sending side about the paper for printing the received file.
[Tray Mode]	Sets the paper tray used for printing the received fax file. Only the paper tray set here is used for printing the received file. Multiple numbers of any of the paper trays except the bypass tray can be set. If printing cannot be done with the paper tray specified here, a message is displayed prompting the user to load paper into the bypass tray.
[User Mode]	Specifies the paper size for printing, and targets only paper of the specified size, regardless of loading in tray. Multiple paper sizes can be selected.
[2 Pages per Side on Receipt]	Sets so 2 pages are received by combining into 1 page.
[2 Sided Printing]	Enables printing of the received fax file on 2 sides of paper.
[Edge Erase - Top & Bottom Edges]	Sets edge erase at top and bottom direction of a document.
[Edge Erase - Left & Right Edges]	Sets edge erase at left and right direction of a document.
[Reduce 8.5 x 11”□ Original to A4□]	Enables reduction to A4 if [Reduce/Enlarge] is [Auto %], and a document is scanned at Letter size.
[Pseudo-Photo Gradation Mode]	Sets gradation expression mode for photo original. Switches processing method for parts of intermediate brightness (gray) to approach photo image quality. Can be set to [Error Diffusion] or [Dither]. When changed, this also changes the gradation expression mode of photo originals for output color (2 gradations) of the scan feature.
[Line 1 Add Service] to [Line 3 Add Service]	Sets whether to use service provided by telephone company for lines 1 to 3. If there is a caller ID contract, set [Caller ID] enabled, and if there is a dial-in contract, set [Dial-in] enabled. If no service is used, set to [Off].

Item	Description
[SIP Line Add Service]	Sets whether to use service provided by telephone company when using Next Generation Network (NGN). When using IP Fax (SIP) on a company network, if the caller ID is acquired without depending on the contract with the telephone company, set [Caller ID] enabled. When acquiring the local terminal's telephone number, set [Dial-in] to enabled.
[Folder Selector by Tel. Number / G3 ID]	Enables use of folder selector feature by telephone number/G3 ID. This enables sorting and storage of received files into specified folders, by remote terminal's telephone number (caller telephone number), remote terminal's G3-ID, or one's own telephone number (dial-in number).
[Folder Selector - Service Priority]	When using the folder selector feature by telephone number/G3-ID, this sorts received files into folders by setting priority for the sending remote terminal's telephone number (caller telephone number) or G3-ID, or the receiving local terminal's telephone number (dial-in).
[Folder Selector Setup]	Enables use of folder selector setup feature by receiving line. If folder selector setup is used, it is possible to sort and store into specified folders by line with which received file was received.
[File Name for Folder Storage]	Sets filename format when saving fax files to folder.
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the fax document.
[Mixed Size Originals Scan Mode]	Sets scan mode when scanning documents with a mixture of multiple sizes using a document feeder.
[Fax Data in Folder Priority 1] to [Fax Data in Folder Priority 5]	Sets priority for displaying fax data in folder received files.
[Direct Fax]	Enables sending of faxes initiated from client computer with fax driver.
[Block Inbound Faxes]	Sets G3 IDs (telephone numbers) for blocking fax reception.
[Block Unknown Fax Numbers]	Sets whether to limit reception if there is no notification of G3 ID from recipient.
[Switch Off 1300Hz Calling Tone]	A 1300 Hz non-ringing tone can be received from the facsimile communication network. If it is set enabled, fax is received even when [Fax Receiving Mode] is [Manual Receive].

[Fax Received Options]

Sets method of sorting received files into folders and output destination when printing at reception.



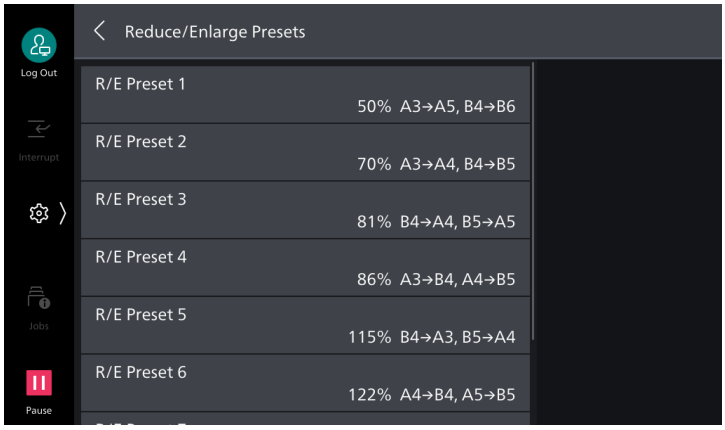
Note

- When using both [Folder Selector by Telephone Number / G3 ID] and [Folder Selector Setup], the sorting of [Folder Selector by Telephone Number / G3 ID] is promoted.

Item	Description
[Folder Selector by Telephone Number / G3 ID]	Enables sorting and storage of received files into folders, by remote terminal's telephone number (caller telephone number), remote terminal's G3-ID, or one's own telephone number (dial-in number).
[Folder Selector Setup]	Sorts and stores into specified folders by line with which received file was received.
[Output Destination Setup]	Sets items such as output destination for each receiving line.
[Fax Received - Line 1] to [Fax Received - Line 3]	Sets output tray for each line.
[Fax Received - SIP]	Sets output tray for IP fax (SIP).
[Public Folder Printed Files]	Sets output tray for public folder.
[Limit Output Destination Usage]	When [Fax Apps Only] is selected, each output destination specified with [Output Destination Setup] is only for fax and Internet fax. **Note** • If all the output trays are specified as Output Destination Setup, some trays are used for outputting not only fax files but also copy or print files.

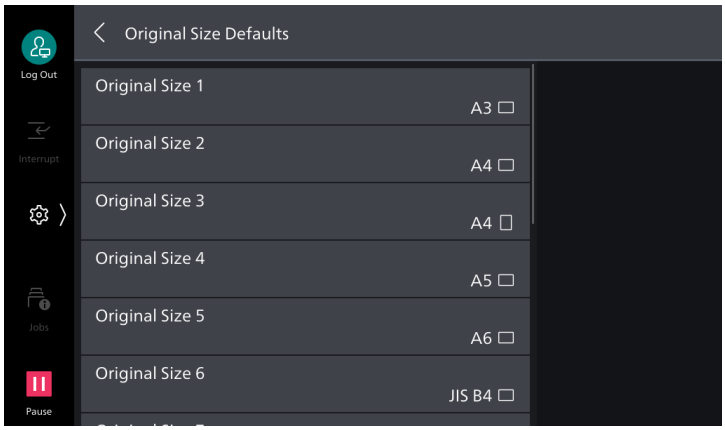
[Reduce/Enlarge Presets]

Sets the magnifications displayed on [Reduce/Enlarge] of the feature list. Enables assignment of any desired reduce/enlarge to each button other than [100%] and [Auto %].



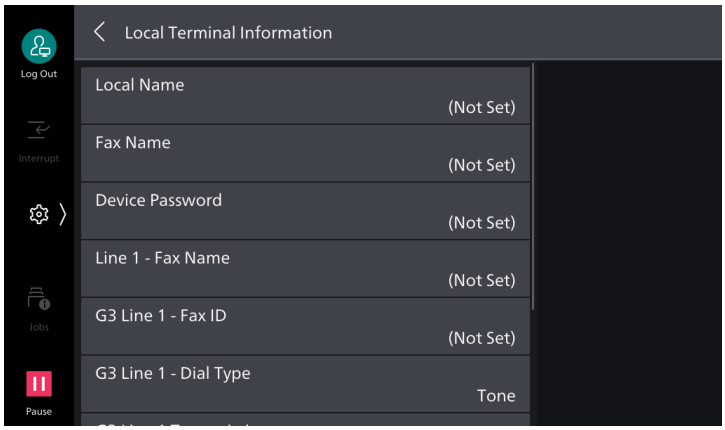
[Original Size Defaults]

Sets the original size displayed on [Original Size] of the feature list.



[Local Terminal Information]

Sets settings relating to local terminal such as local name and fax name.



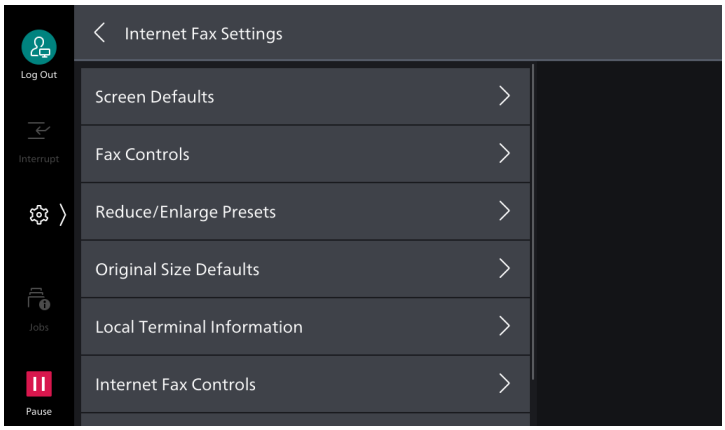
Item	Description
[Local Name]	Sets local terminal name as local name. The local name is displayed on the remote terminal's display or in activity reports. However, in some cases it may not be displayed, depending on the remote terminal machine.
[Fax Name]	Sets name of fax. The fax name is the name of the local terminal where items like transmission header and cover page are printed.
[Device Password]	Set a device password when limiting the other parties who send in faxes. When a device password is set, receiving and polling are only received from other parties who send in by specifying the correct device password with an F code. This makes it impossible to receive from equipment such as faxes without an F code feature.
[Line 1 - Fax Name] to [Line 3 - Fax Name]	Sets name of fax for lines 1 to 3. The fax name is the name of the local terminal where items like transmission header and cover page are printed.
[G3 Line 1 - Fax ID] to [G3 Line 3 - Fax ID]	Sets the G3 IDs for G3 communication of lines 1 to 3. Normally, the fax number of the local terminal is set for the G3 ID.
[G3 Line 1 - Dial Type] to [G3 Line 3 - Dial Type]	Sets dial type for lines 1 to 3.
[G3 Line 1 Transmission] to [G3 Line 3 Transmission]	Sets transmission for lines 1 to 3. **Note** • This is set to [Detect Tone] at factory shipment. Normally, this should not be changed.
[Detect Tone]	Set when sending with NTT or PBX. Select if you are using an ordinary telephone line, private branch exchange line, etc., and want to originate a call when a dial tone is detected.
[Do Not Detect Tone]	Select if transmission is impossible with NTT or PBX settings.
[SIP Line - Fax Name]	Sets name of fax for IP fax (SIP). The fax name is the name of the local terminal where items like transmission header and cover page are printed.
[G3 SIP Line - ID]	Sets G3 ID for sending to remote terminal when performing IP fax (SIP).

[Add Fax Comment]

Sets comment to be attached to cover page.

[Internet Fax Settings]

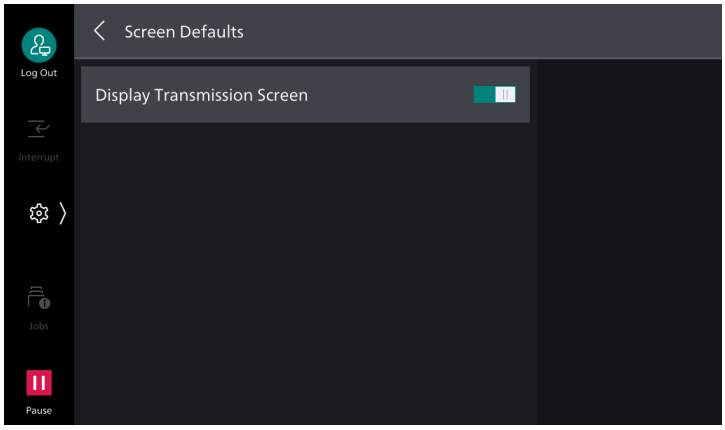
[Fax Controls], [Reduce/Enlarge Presets], [Original Size Defaults] and [Local Terminal Information] are the same as [Fax Settings]



Refer

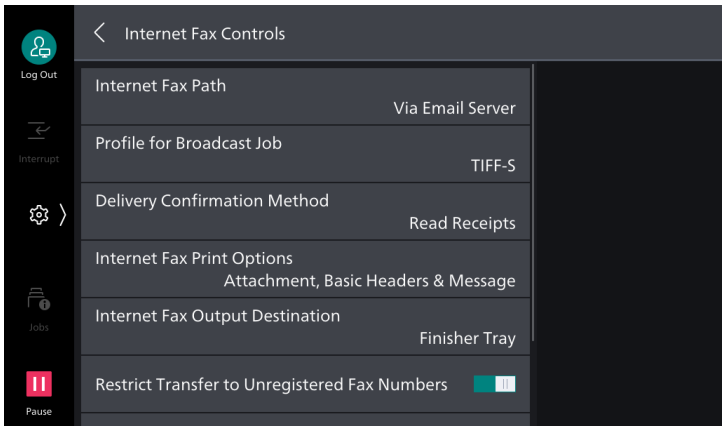
- Refer to “[Fax Settings]” (P.169) for each item.

[Screen Defaults]



Item	Description
[Display Transmission Screen]	Displays transmission status.

[Internet Fax Controls]

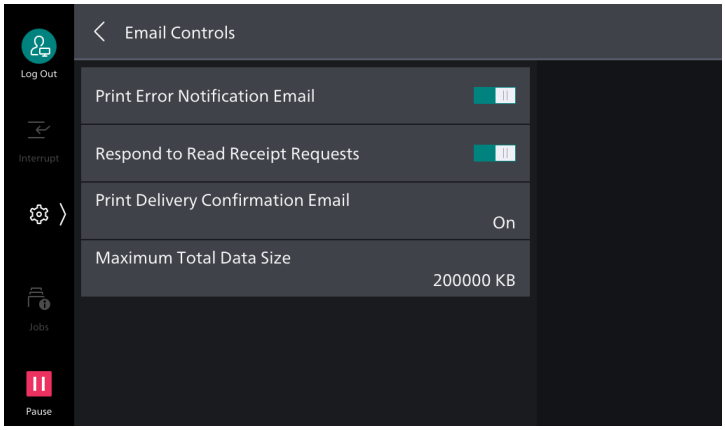


Item		Description
[Internet Fax Path]		
	[Via Email Server]	Sends Email via SMTP server.
	[Direct (P2P)]	Sends directly to Internet fax compatible machine, not via SMTP server.
[Profile for Broadcast Job]		Sets the value of the profile selected when the profile is different for each destination in broadcast sending of Internet fax.
	[TIFF-S]	Select this for sending files larger than A4 size reduced to A4.
	[TIFF-F]	Select this to specify ultra-high image quality, or to send A3 size or JIS B4 size files.
	[TIFF-J]	Select this for sending files by JBIG.
[Delivery Confirmation Method]		Sets method for confirming that Email sent as Internet fax was delivered on receiving side. To print the sending result, set [Email Controls] > [Print Delivery Confirmation Email] to [On].
	[Delivery Receipts]	Enables confirmation whether Email sent as Internet fax was correctly sent to the final recipient mailbox.

Item	Description
[Read Receipts]	Enables confirmation whether Email sent as Internet fax was correctly processed, including processing of attachment files at the final recipient.
[Internet Fax Print Options]	Enables setting of printing operation when Email is received from an Internet fax compatible machine and addressed to the Email address of the machine.
[Internet Fax Output Destination]	Sets output tray for file received as Internet fax.
[Restrict Transfer to Unregistered Fax Numbers]	Limits so that Email received as Internet fax in SMTP format is not transferred to fax not set in the Address Book.
[Transmission Header Text - Fax Transfer]	Sets to attach transmission header (communication start time, fax name, recipient name, G3 ID, quantity, etc.) when sending received Email from Internet fax to fax.
[Fax Transfer Maximum Data Size]	Sets maximum data size when sending received Email from Internet fax to fax.

[Email Controls]

This is the same as [Email Controls] in [Scan Settings].

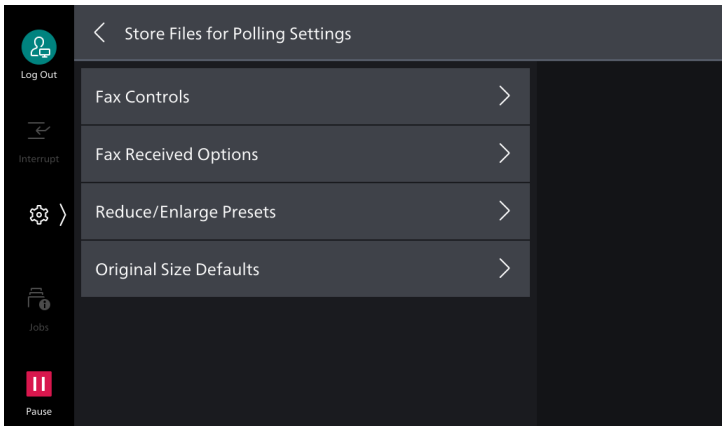


Refer

- Refer to “[Email Controls]” (P.165) for each item.

[Store Files for Polling Settings]

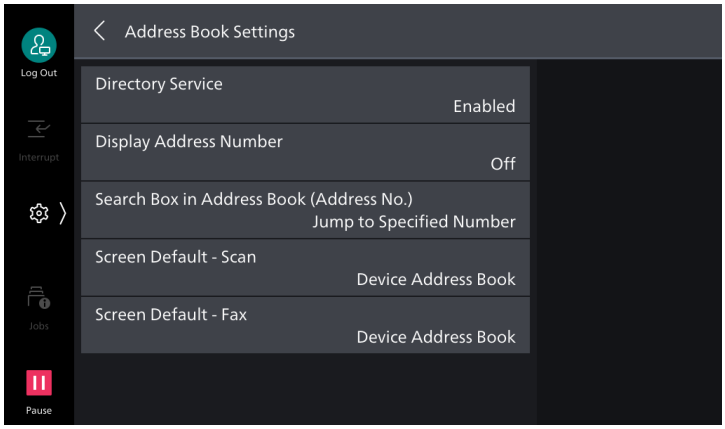
This is the same as [Fax Settings].



Refer

- Refer to "[Fax Settings]" (P.169) for each item.

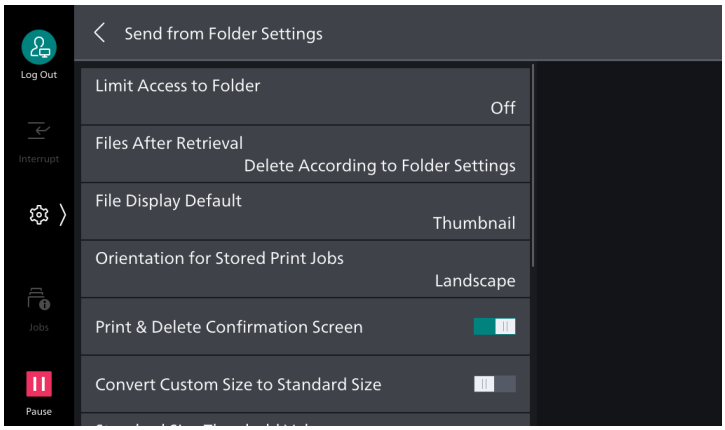
[Address Book Settings]



Item	Description
[Directory Service]	Enables use of the Address Book saved on directory server.
[Display Address Number]	Sets whether to display the address number on the Address Book.
[Search Box in Address Book (Address No.)]	Sets whether to enable the text string search on [Address Book (Address No.)].
[Screen Default - Scan]	Sets the type of Address Book to be displayed first when displaying the Address Book from Email and Scan features.
[Screen Default - Fax]	Sets the type of Address Book to be displayed first when displaying the Address Book from Fax and Internet Fax features.

[Send from Folder Settings]

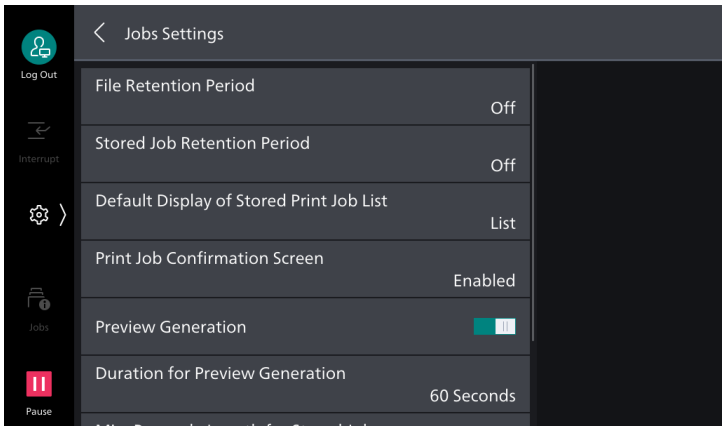
Sets method of processing files saved in folder.



Item	Description
[Limit Access to Folder]	Enables making password input mandatory.
[Files After Retrieval]	Enables deletion of files when files saved in a folder have been retrieved from the client side.
[File Display Default]	Sets method of display when screen listing files in folder has been opened.
[Orientation for Stored Print Jobs]	Sets orientation when saving custom size files. Even if [Portrait] is specified, saving in [Landscape] is forced if a print job is saved with an orientation that cannot be loaded into the paper tray.
[Print & Delete Confirmation Screen]	Enables display of confirmation screen for deleting file after printing file in folder.
[Convert Custom Size to Standard Size]	Enables changing from custom size to standard size when transferring fax/file received as Internet fax in folder, folder polled files, etc.
[Standard Size Threshold Value]	Sets threshold value for changing custom size to standard size when [Convert Custom Size to Standard Size] is enabled.
[Internet Fax to Internet Fax]	Sets whether to enable the transfer of files received as Internet fax via Internet fax.
[Internet Fax to Email]	Sets whether to enable the transfer of files received as Internet fax via email.
[Quality / File Size]	Sets file image quality and file size for high compression and retrieval of files from folder.
[File Retention Period]	Sets the retention period for files in folders. Files are deleted when the retention period expires. The setting is common for all folders.

[Jobs Settings]

This is the same as [Print Settings].



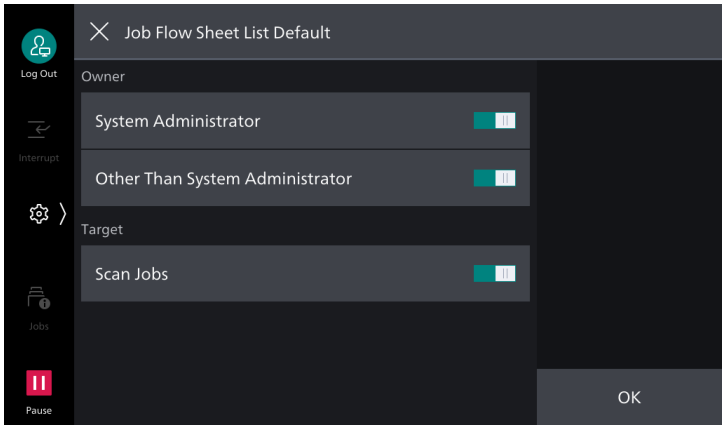
Refer

- Refer to "[Print Settings]" (P.156) for each item.

[Job Flow Sheets Settings]

[Job Flow Sheet List Default]

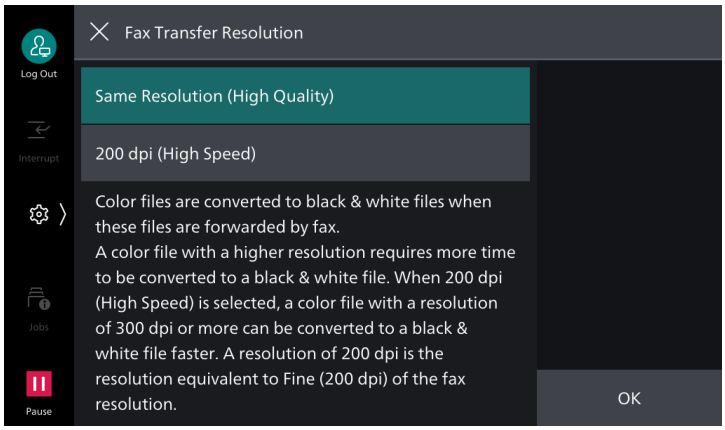
Sets default owner and target displayed when [Job Flow Sheets] on Home screen is tapped.



Item	Description
[Owner]	Enables display of job flow sheets for the administrator and non-administrator. **Note** • Sets whether to display the shared and personal job flow sheets when authentication is on.
[Target]	Enables display of scan job flow sheets.

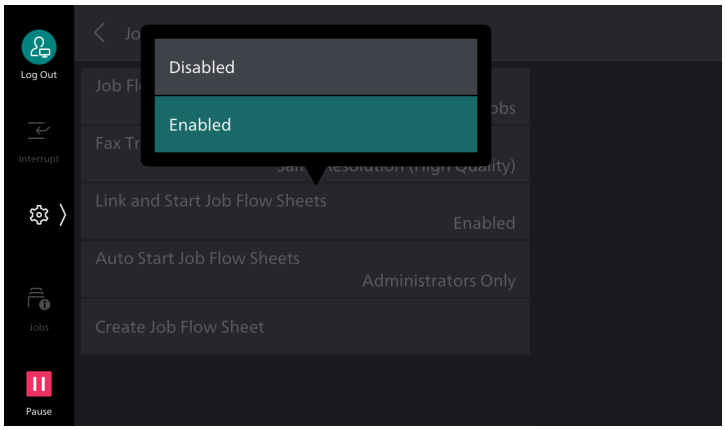
[Fax Transfer Resolution]

Sets resolution when sending color file as fax using job flow sheets.



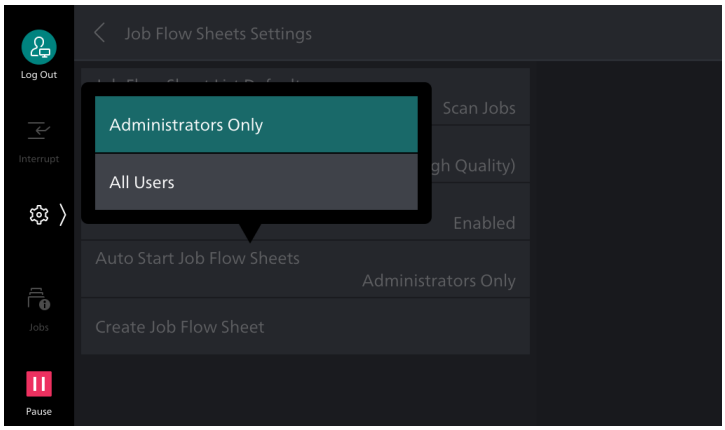
[Link and Start Job Flow Sheets]

Set whether to disable [Link Job Flow Sheet to Folder] of the folder. If [Disabled] is set, you cannot also manually execute the job flow from the folder.



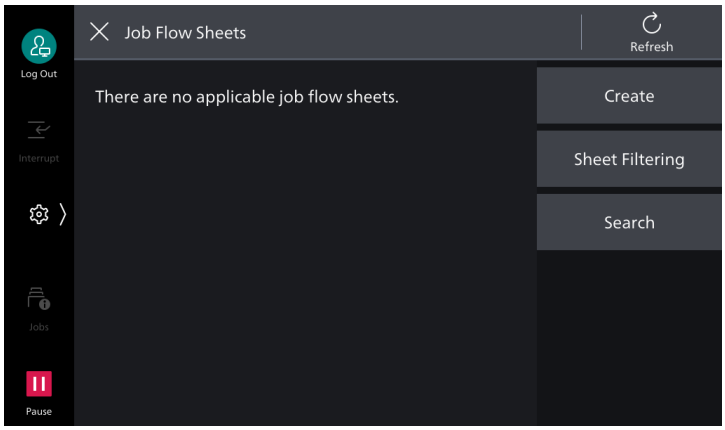
[Auto Start Job Flow Sheets]

Sets users allowed to start job flow.



[Create Job Flow Sheet]

Enables tasks such as creating a new job flow, or changing its content.

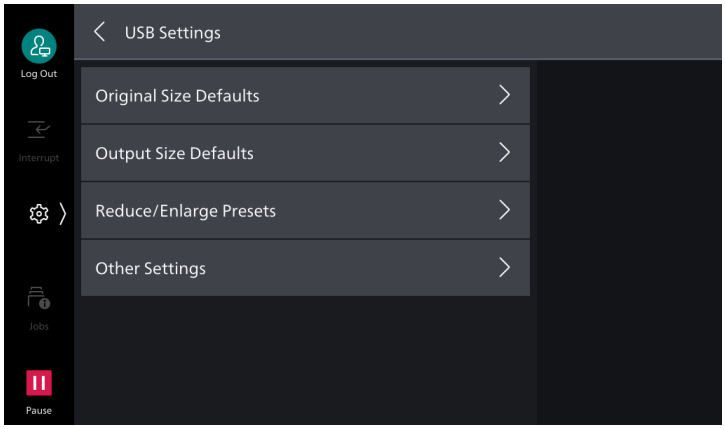


Refer

- Refer to “Creating Job Flow Sheets” (P.119).

[USB Settings]

This is the same as [Scan Settings].

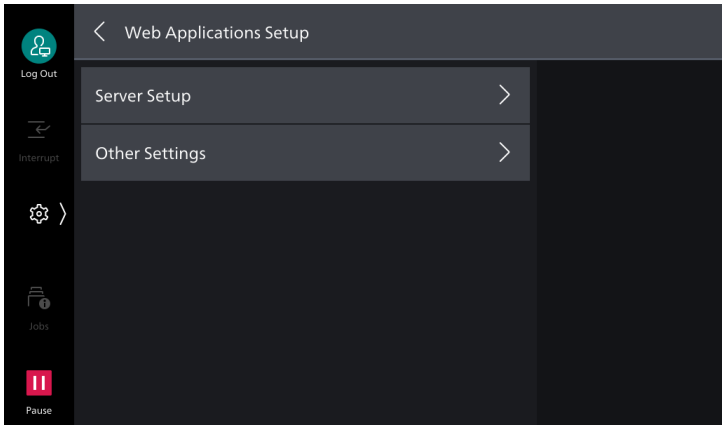


Refer

- Refer to “[Scan Settings]” (P.163) for each item.

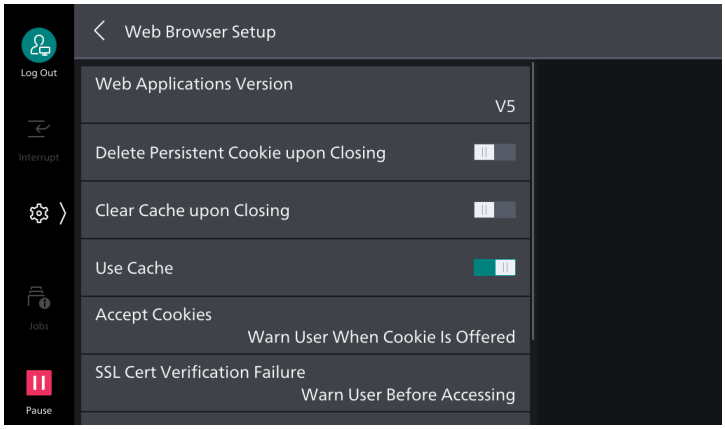
[Web Applications Setup]

Feature for carrying out tasks such as directly displaying remote services linked with the machine, uploading files scanned with the machine to remote services, and directly printing by selecting a file saved on a remote server.



Item	Description
[Server Setup]	Sets up server for web applications.
[Other Settings]	
[When Sending User Details]	Enables display of confirmation screen when sending user details from user authentication on the machine (authenticated user ID, password, Email address, service restrictions, etc.) to the connection destination server for web applications.

[Web Browser Setup]

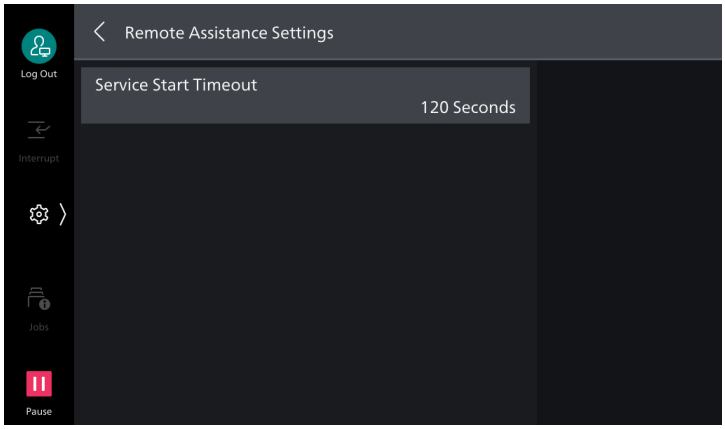


Item	Description
[Web Applications Version]	Sets web browser version used for external access.
[Delete Persistent Cookie upon Closing]	Enables deletion of persistent (expiring) cookies when closing access to web applications.
[Clear Cache upon Closing]	Enables deletion of cache when closing access to web applications.
[Use Cache]	Enables use of cache.
[Accept Cookies]	Enables use of cookies.

Item	Description
[SSL Cert Verification Failure]	Sets whether to display an access confirmation screen asking whether to cancel access to server when verification of SSL server certificate has failed.
[Enable File Printing]	Enables use of file printing feature. The file printing feature enables direct printing of printable files retrieved from remote web servers.
[Functional Code]	Set as necessary for the external access linkage service to be used.

[Remote Assistance Settings]

Sets maximum wait time to start service for remote assistance.

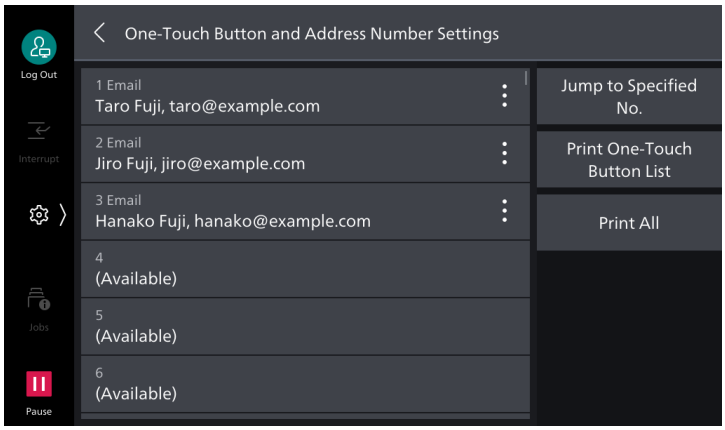


[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]

Assigns recipients set in the Address Book to the address numbers.

If [Display One-Touch Buttons] is enabled, the address numbers from 1 to 72 are displayed on the one-touch button. Buttons from 1 to 36 can be operated also from the Fax One-touch button.

Tap on ⋮ of each number to set the destination or confirm details.



Note

- Tap on [Jump to Specified No.] to specify the number to be displayed on the top row.
- Tapping on [Print One-Touch Button List]/[Print] allows you to print the list of the destination assigned to one-touch buttons.
- Tapping on [Print All] allows you to print the list of all the destinations. Depending on the number of destinations registered, printed number of pages may become large.
- To display the Address Number, set [Display Address Number] to [On] under "[Address Book Settings]" (P.179).
- To use the One-touch button, set [Display One-Touch Buttons] enabled in "[Screen/Button Settings]" (P.139).

11.5 [Network Settings]

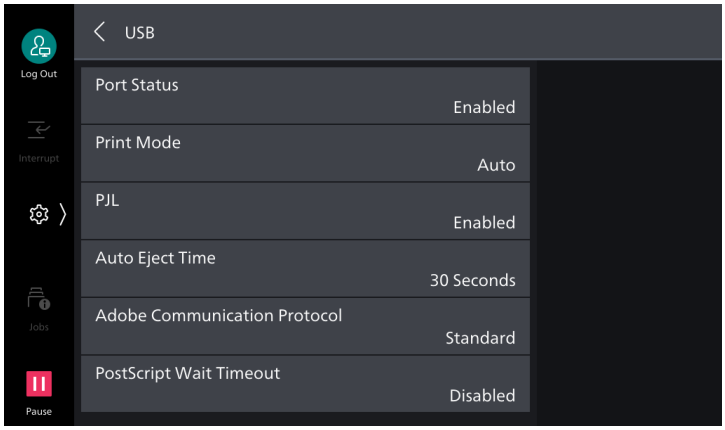
Note

- Do not use the same port numbers as other ports for LPD, port 9100, HTTP-SSL/TLS communication, SIP, primary server, and secondary server.
- Do not use the same port numbers as LPD, port 9100, or HTTP-SSL/TLS communication for ports which use HTTP (IPP, Internet services (HTTP), UPnP discovery, SOAP, WSD).
- If any of the following port numbers are set, the machine may fail to operate normally due to the port setting situation.
  - 25
  - 139
  - 427
  - 445
  - 631
  - 15000

[Port Settings]

Sets settings of interfaces of the machine connected to clients.

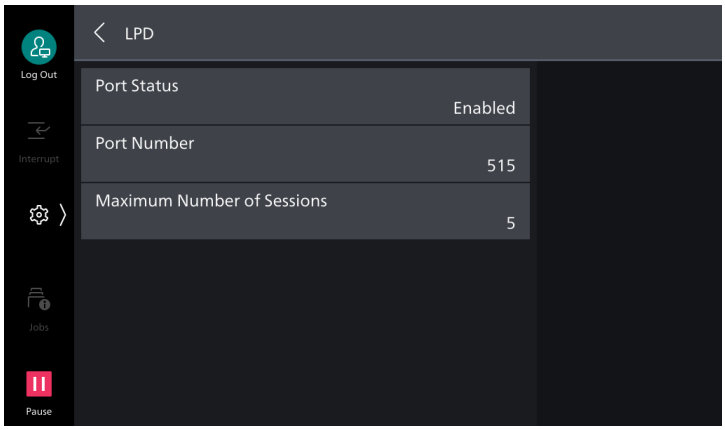
[USB]



Item	Description
[Port Status]	Set to [Enabled] to use USB.

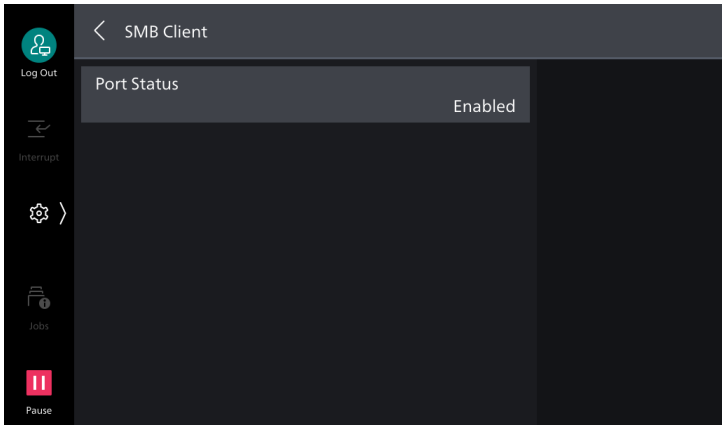
Item	Description
[Print Mode]	Set type of print language used. If set to [Auto], it is determined what language is used to express data received from host, and appropriate print processing is performed in accordance with the data.
[PJL]	PJL (Printer Job Language) commands are data attached at the beginning of an actual print job. Normally, the machine is used with this left set to [Enabled].
[Auto Eject Time]	Sets time from when it becomes impossible for data to be sent to the machine until paper is ejected.
[Adobe Communication Protocol]	
[Standard]	Set when printer driver output protocol is ASCII format.
[Binary]	Set when printer driver output protocol is BCP format.
[TBCP]	Set when printer driver output protocol is TBCP format.
[RAW]	Set when printer driver output protocol is ASCII format or binary format. Data is output as is, without any control by the Adobe communication protocol.
[PostScript Wait Timeout]	When set to [Disabled], the time until the connection is disconnected when printing data follows [Auto Eject Time]. If set to [Enabled], the time complies with the PostScript timeout. **Note** • Set [Adobe Communication Protocol] to [RAW].

[LPD]



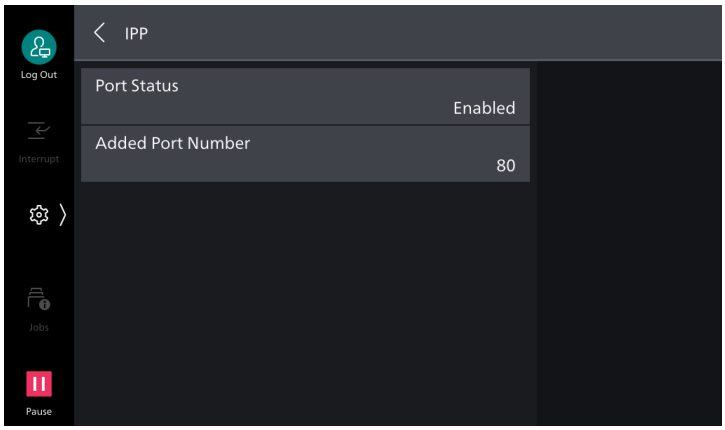
Item	Description
[Port Status]	Set to [Enabled] to use LPD.
[Port Number]	Set port number used with LPD.
[Maximum Number of Sessions]	Set maximum number of clients that can be connected simultaneously to the machine with LPD.

[SMB Client]



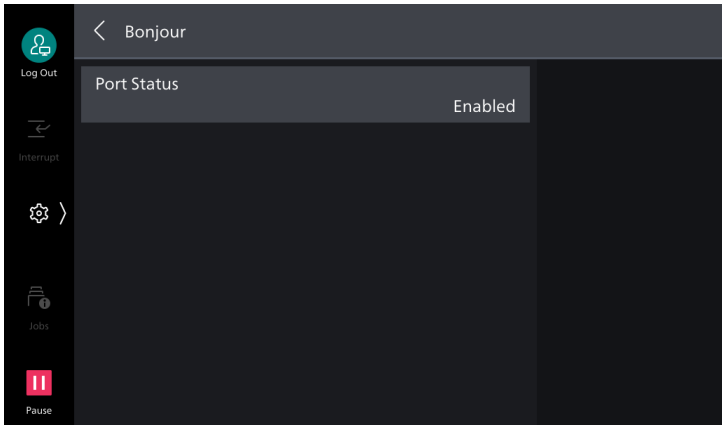
Item	Description
[Port Status]	Set to [Enabled] to use SMB. This is set when performing SMB transfer using [Scan].

[IPP]



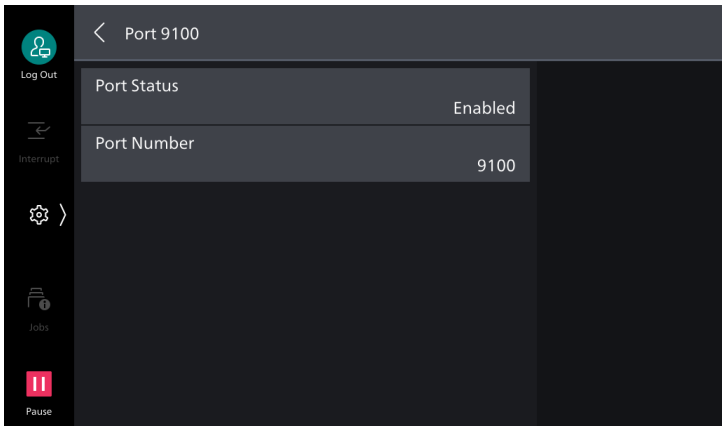
Item	Description
[Port Status]	Set to [Enabled] to use IPP. This is set when printing via the Internet using IPP (Internet Printing Protocol).
[Added Port Number]	Set a port number that receives IPP at a non-standard port number.

[Bonjour]



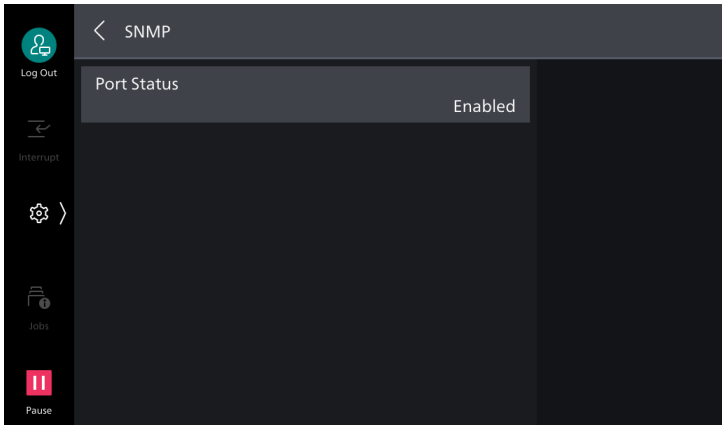
Item	Description
[Port Status]	Set to [Enabled] to use Bonjour.

[Port 9100]



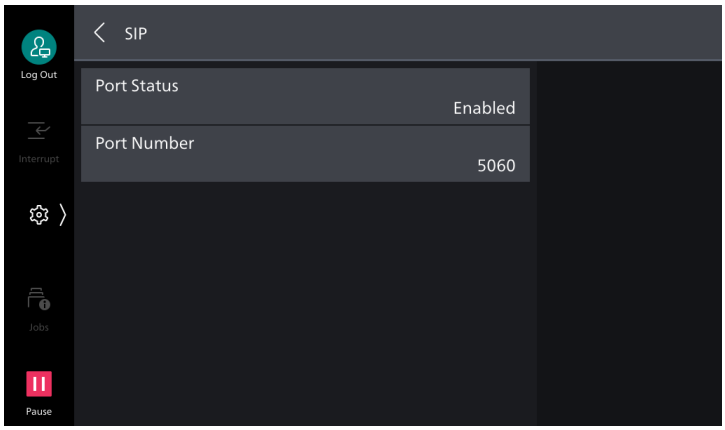
Item	Description
[Port Status]	Set to [Enabled] to use Port 9100. Set when using RAW protocol with standard TCP/IP port monitor of Windows.
[Port Number]	Set port number used with Port 9100.

[SNMP]



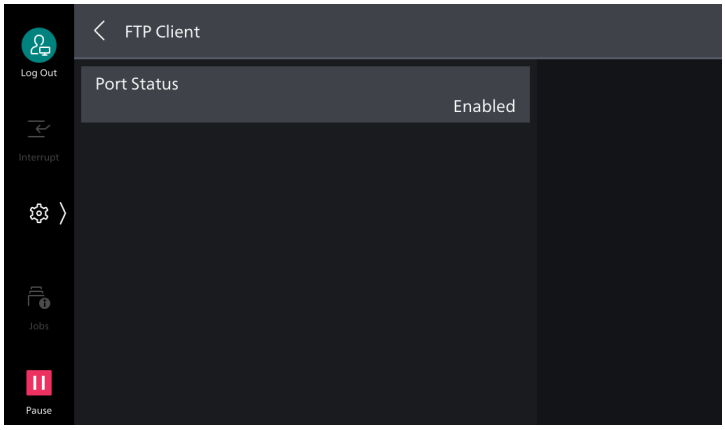
Item	Description
[Port Status]	Set to [Enabled] to use SNMP. This is set when using applications made by us for managing the machine using a network.

[SIP]



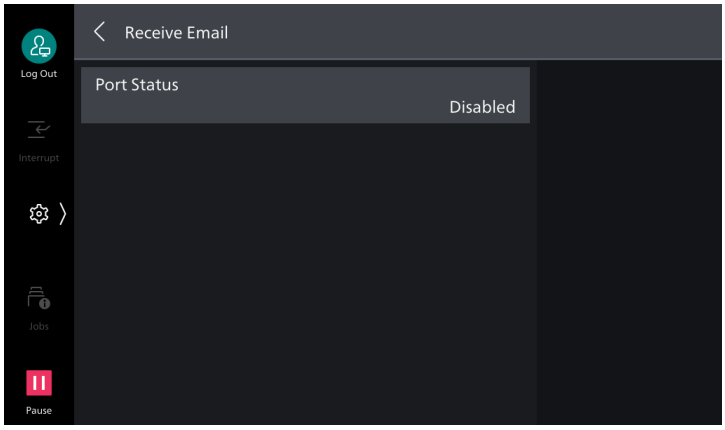
Item	Description
[Port Status]	Set to [Enabled] to use IP fax (SIP).
[Port Number]	Set port number used with IP fax (SIP).

[FTP Client]



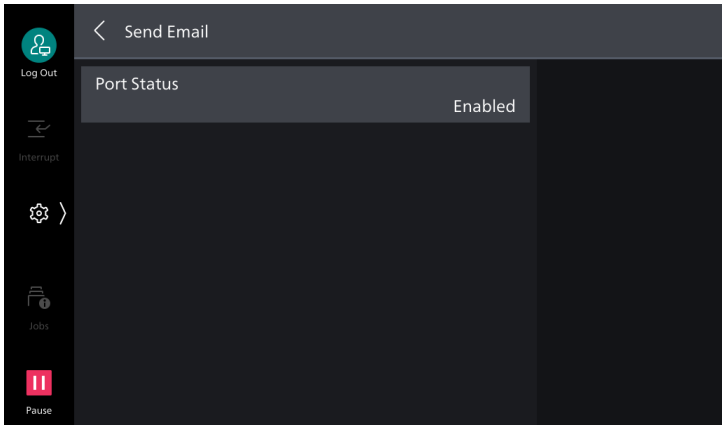
Item	Description
[Port Status]	Set to [Enabled] to use FTP. **Note** • Setting of the starting rate when sending a scanned image via FTP communication is performed with Internet Services.

[Receive Email]



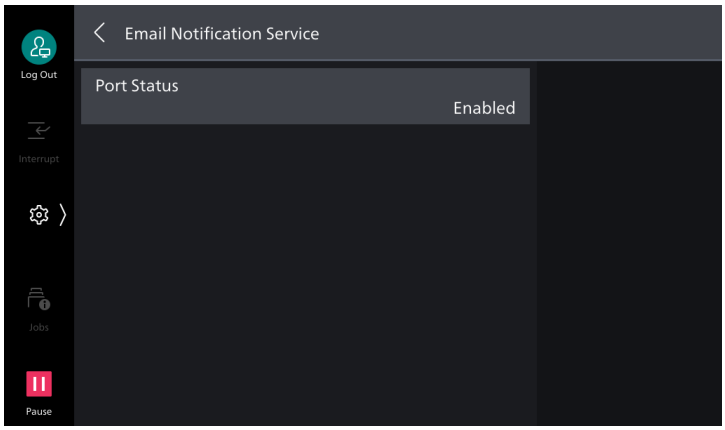
Item	Description
[Port Status]	Set to [Enabled] to receive Email or Internet fax.

[Send Email]



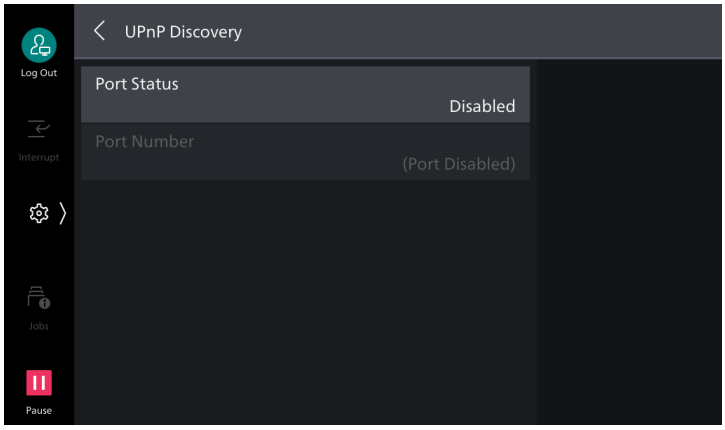
Item	Description
[Port Status]	Set to [Enabled] to send Email or Internet fax.

[Email Notification Service]



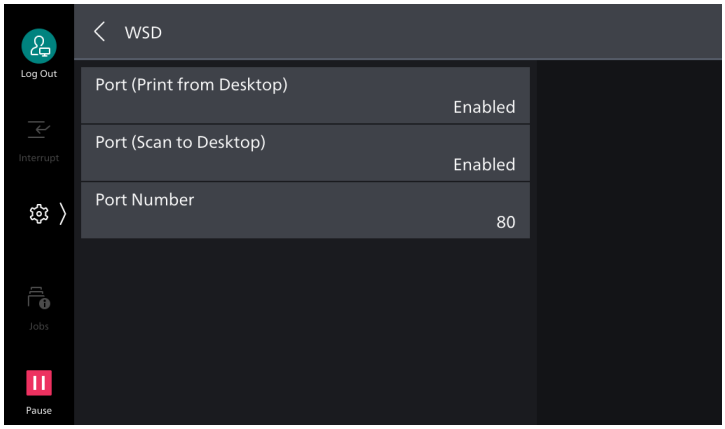
Item	Description
[Port Status]	Set to [Enabled] to use Email notification service or [Notify Job Completion by Email]. The status of the notified machine is: “Consumables Status”, “Parts Status”, “Paper Tray Status”, “Output Tray Status”, “Jam Status”, “Interlock Status”, or “Fault Notice”. **Note** • Setting of Email Notification Service is done with Internet Services.

[UPnP Discovery]



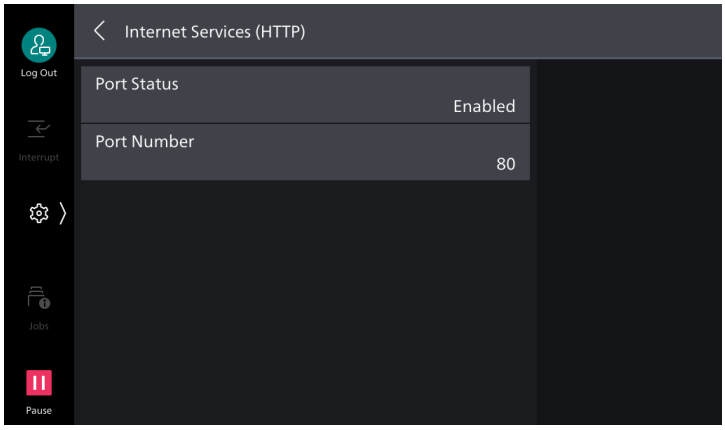
Item	Description
[Port Status]	Set to [Enabled] to use UPnP.
[Port Number]	Set port number used with UPnP communication.

[WSD]



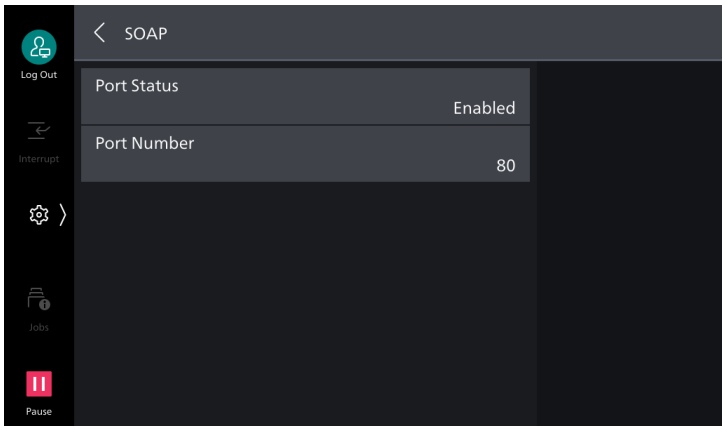
Item	Description
[Port (Print from Desktop)]	Set to [Enabled] to use WSD print. This is set when searching devices on a network from Windows OS.
[Port (Scan to Desktop)]	Set to [Enabled] to use scan to desktop. This is set when searching devices on a network from Windows OS.
[Port Number]	Set port number used with WSD communication.

[Internet Services (HTTP)]



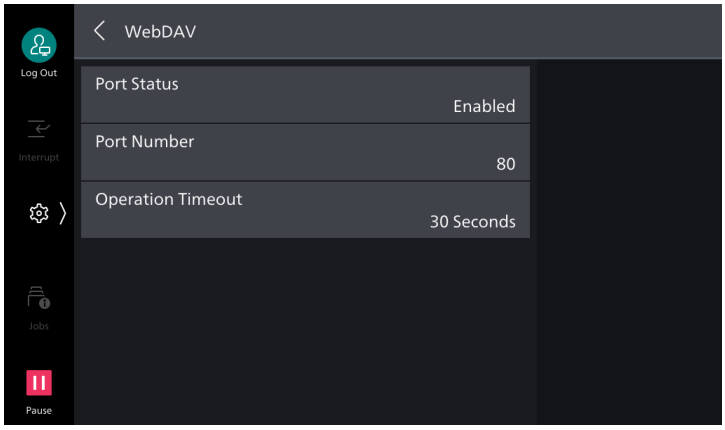
Item	Description
[Port Status]	Set to [Enabled] to use Internet Services.
[Port Number]	Set port number used with Internet Services.

[SOAP]



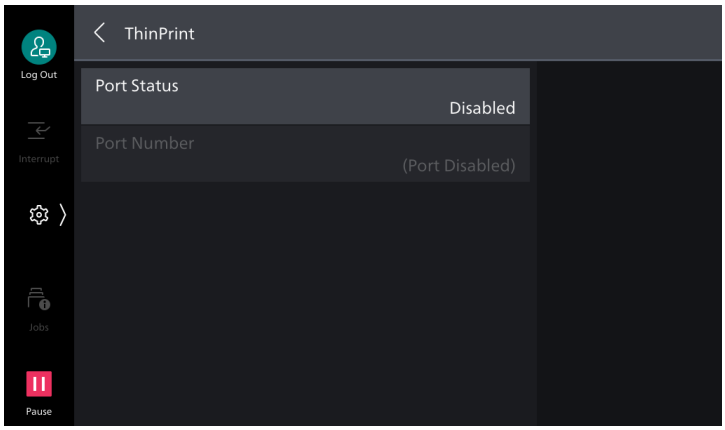
Item	Description
[Port Status]	Set to [Enabled] to use SOAP port. This is set when using applications such as Device Setup.
[Port Number]	Set port number used with SOAP.

[WebDAV]



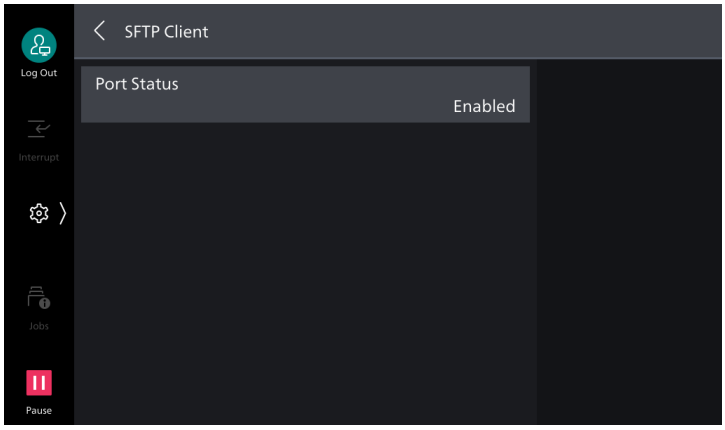
Item	Description
[Port Status]	Set to [Enabled] to use WebDAV. This is set when accessing the machine's folder using an application.
[Port Number]	Set port number used with WebDAV.
[Operation Timeout]	Set timeout time.

[ThinPrint]



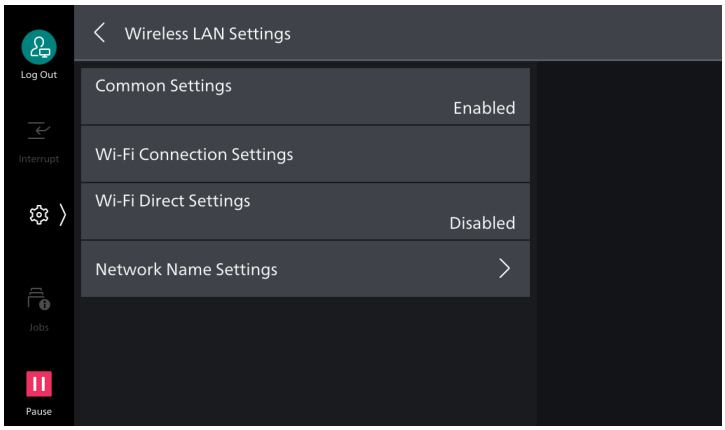
Item	Description
[Port Status]	Set to [Enabled] to use ThinPrint. The machine supports printing in the ThinPrint environment. Printing is done by decompressing data compressed and sent from the server (Windows Server).
[Port Number]	Set port number used with ThinPrint. **Note** • Can be used when communication protocol operates with IPv4. • The maximum number of simultaneous connections is 3.

[SFTP Client]



Item	Description
[Port Status]	Set to [Enabled] to use SFTP.

[Wireless LAN Settings]

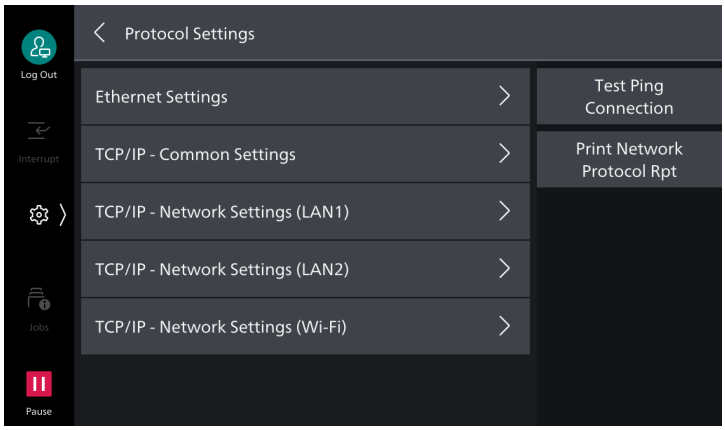


Refer

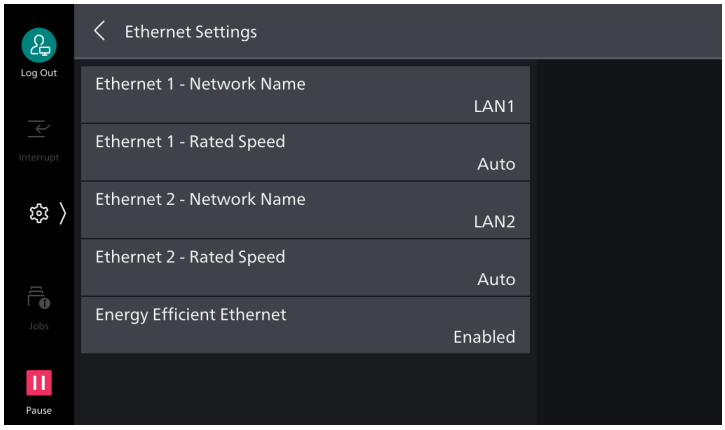
- Refer to “Using the Wireless Network” (P.3).

[Protocol Settings]

Sets the conditions needed for communication.

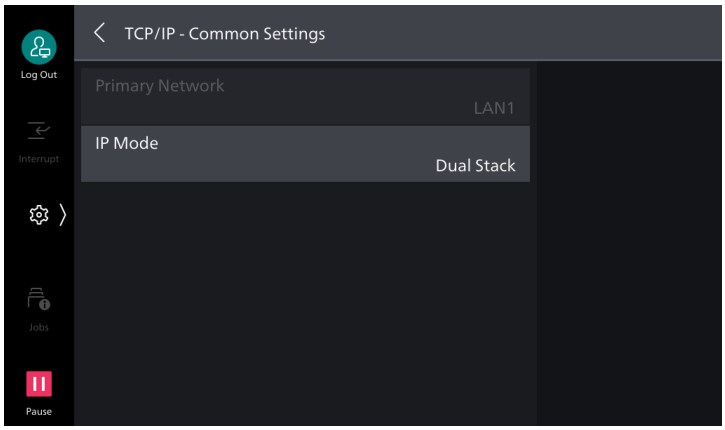


[Ethernet Settings]



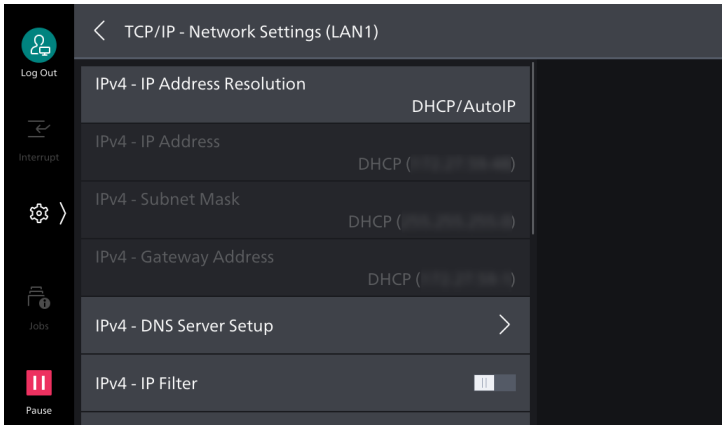
Item	Description
[Ethernet - Network Name]/[Ethernet 1 - Network Name]/[Ethernet 2 - Network Name]	Sets the names of each line when using 2 Ethernet interface lines.
[Ethernet - Rated Speed]/[Ethernet 1 - Rated Speed]/[Ethernet 2 - Rated Speed]	Sets communication speed of Ethernet interface. Select auto detect or fixed speed according to the connected network environment.
[Energy Efficient Ethernet]	Enables energy efficient feature of Ethernet interface.

[TCP/IP - Common Settings]



Item	Description
[Primary Network]	Displays name of network operating as primary network when using multiple interfaces. **Note** • Setting of the primary network is done with Internet Services.
[IP Mode]	Sets TCP/IP operation mode. **Note** • When using Next Generation Network (NGN), set [IPv4 Mode] or [Dual Stack].

[TCP/IP - Network Settings]



Note

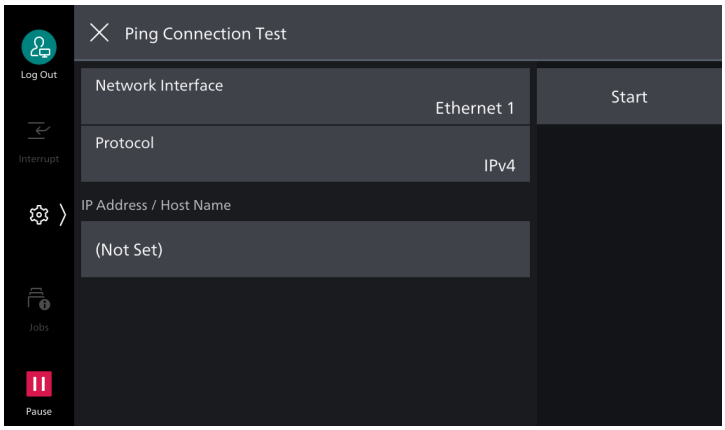
- If you use multiple interfaces, this item is displayed as [TCP/IP - Network Settings (Ethernet 1)]/[TCP/IP - Network Settings (Ethernet 2)]/[TCP/IP - Network Settings (Wi-Fi)].
- The same IP address cannot be set in [TCP/IP - Network Settings (Ethernet 1)], [TCP/IP - Network Settings (Ethernet 2)] and [TCP/IP - Network Settings (Wi-Fi)].
- Ports usable in a secondary network are: LPD, Port 9100, SNMP, Internet services (HTTP), Bonjour, IPP, ThinPrint, WSD, AirPrint, and Mopria. A secondary network interface may fail to operate if it is set with an application that uses another port.

Item	Description
[IPv4 - IP Address Resolution]	Sets method of retrieving IP address, subnet mask, and gateway address. **Note** • When using Next Generation Network (NGN), set [DHCP/AutoIP] or [DHCP].
[IPv4 - IP Address]	Specifies IP address.
[IPv4 - Subnet Mask]	Specifies subnet mask.
[IPv4 - Gateway Address]	Specifies gateway address.
[IPv4 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[IPv4 - IP Filter]	Enables limitation of connection to the machine with the IPv4 address. **Note** • [IPv4 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications. • To enable [IPv4 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. Switching of the FTP starting rate is done using Internet Services. • Setup of the IPv4 address for receiving connections is done with [IP Filter] of Internet Services.
[IPv6 Address Manual Configuration]	Enables manual setting of IPv6 address.

Item	Description
[IPv6 - Manual Address]	Specifies IPv6 address.
[IPv6 - Manual Address Prefix]	Sets prefix length.
[IPv6 - Manual Gateway Address]	Sets gateway address.
[IPv6 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[Auto Configured IPv6 Address]	Displays set IP address. **Note** • If the IP address is set manually, up to 2 addresses can be assigned with stateless automatic configuration.
[IPv6 - IP Filter]	Enables limitation of connection to the machine with the IPv6 address. **Note** • [IPv6 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications. • To enable [IPv6 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. You can set the FTP starting rate in Internet Services. • Setup of the IPv6 address for receiving connections is done with [IP Filter] of Internet Services.

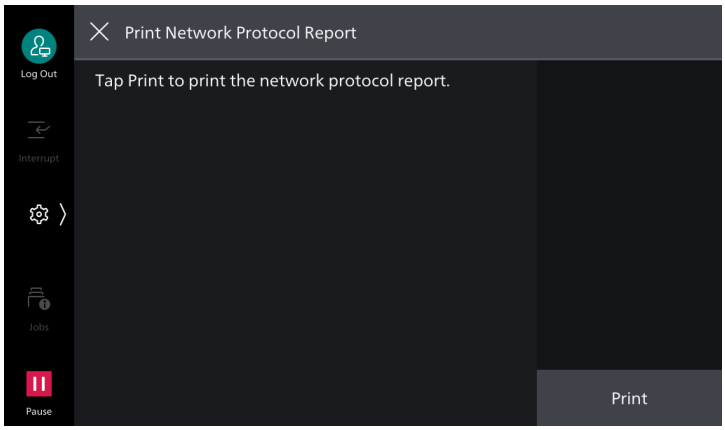
[Ping Connection Test]

Enables confirmation whether normal communication is possible between the machine and client computer under the set conditions.

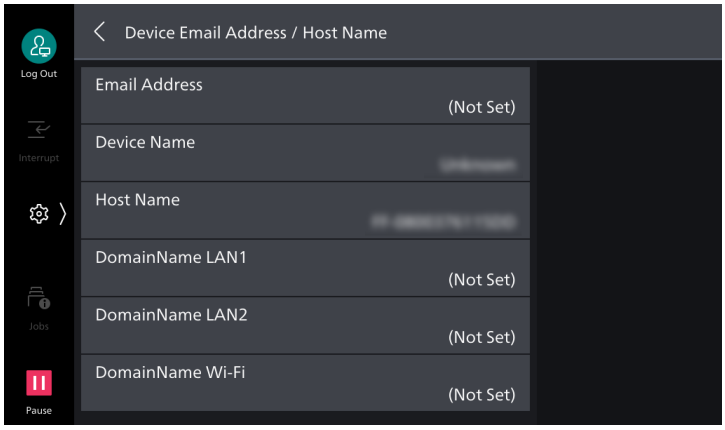


[Print Network Protocol Report]

Outputs report on protocol settings for primary interface.



[Device Email Address / Host Name]



[Email Address]

Input the Email address of the machine up to 128 characters.

SMTP Reception

Any name can be set for the account (part to the left of the @ mark). Set the combination of the host name and domain name as the address part (part to the right of the @ mark). An alias cannot be set.

For example,

- Account name: mymail
- Host name: myhost
- Domain name: example.com

In this case, the Email address is mymail@myhost.example.com.

POP3 Reception

Specify the Email Address for receiving emails.

[Device Name]

Input the name of the machine up to 32 characters.

[Host Name]

Input the host name in 32 half-size characters or less.

Note

- In communication with SMB, the part from the beginning to 15 half-size characters is used as a host name. To correctly identify the machine, set the host name to 15 half-sized characters or less.

[Domain Name]

Input the domain name up to 255 characters.

[Proxy Server List]

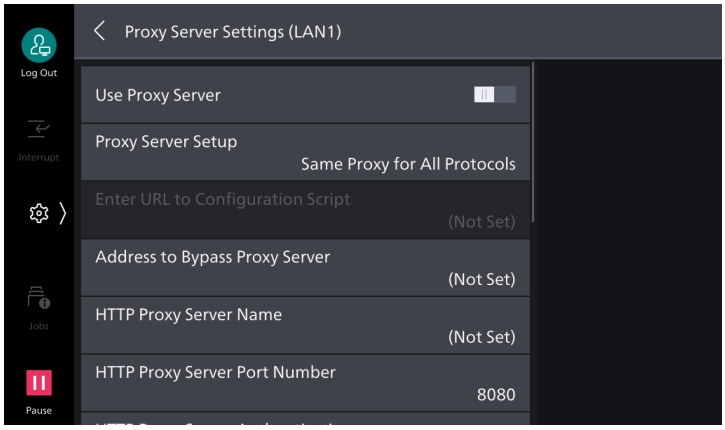
Set when using web applications.

Note

- Change the settings only when using services that require proxy setting.

[Proxy Server Settings]

Proxy server settings can be set for each interface, in accordance with the network environment.



Note

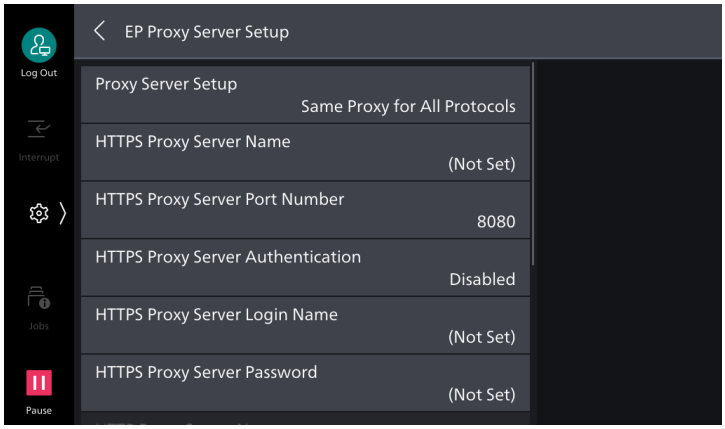
- If you use multiple interfaces, this item is displayed as [Proxy Server Settings - Ethernet 1]/[Proxy Server Settings - Ethernet 2]/[Proxy Server Settings - Wi-Fi].
- These are also applied to connection with SFTP servers.

Item	Description
[Use Proxy Server]	Enables use of proxy server.
[Proxy Server Setup]	Sets method of specifying proxy server. • [Same Proxy for All Protocols] Settings for HTTP proxy server are also applied to HTTPS proxy server. • [Different Proxy for Each Protocol] Enables different settings for HTTPS proxy server and HTTP proxy server, respectively. • [Use Automatic Proxy Configuration Script] Setting is done by using PAC file for setting HTTPS proxy server and HTTP proxy server. • [Automatically Detect Settings] Detects settings for HTTPS proxy server and HTTP proxy server.
[Enter URL to Configuration Script]	Specifies URL when setting [Proxy Server Setup] to [Use Automatic Proxy Configuration Script].

Item	Description
[Address to Bypass Proxy Server]	Sets addresses for not using a proxy server. Specification can be done with IPv4 address, IPv6 address, and FQDN format. Specification can also be done using “*” (wild card).
[HTTP Proxy Server Name]/[HTTPS Proxy Server Name]	Input server name or IP address. Specification can be done with IPv4 address, IPv6 address, and FQDN format.
[HTTP Proxy Server Port Number]/[HTTPS Proxy Server Port Number]	Specifies port number of HTTP proxy server and HTTPS proxy server.
[HTTP Proxy Server Authentication]/[HTTPS Proxy Server Authentication]	Set to [Enabled] if authentication is necessary when connecting to an HTTP proxy server or HTTPS proxy server.
[HTTP Proxy Server Login Name]/[HTTPS Proxy Server Login Name]	Input the login name.
[HTTP Proxy Server Password]/[HTTPS Proxy Server Password]	Input password.

[EP Proxy Server Setup]

Sets settings for proxy server for EP connection, when using the EP system for EP-BB service via the Internet.



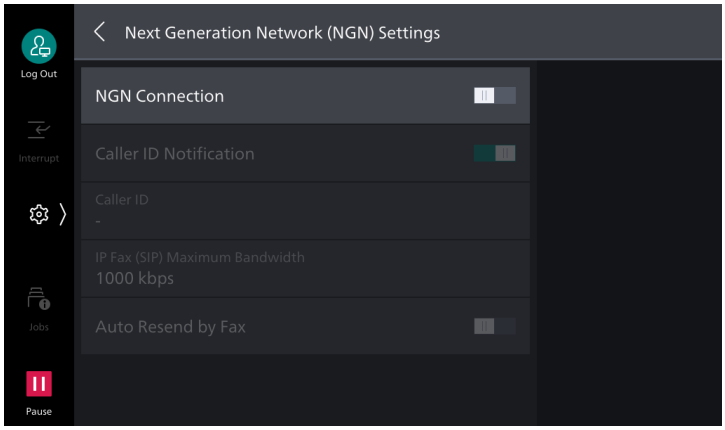
Refer

- Refer to our official website for information on the EP-BB service.

Item	Description
[Proxy Server Setup]	Sets method of specifying proxy server. • [Same Proxy for All Protocols] Settings for HTTPS proxy server are also applied to HTTP proxy server. • [Different Proxy for Each Protocol] Enables different settings for HTTPS proxy server and HTTP proxy server, respectively.
[HTTPS Proxy Server Name]/[HTTP Proxy Server Name]	Input server name or IP address. Specification can be done with IPv4 address, IPv6 address, and FQDN format.

Item	Description
[HTTPS Proxy Server Port Number]/[HTTP Proxy Server Port Number]	Specifies port number of HTTPS proxy server and HTTP proxy server.
[HTTPS Proxy Server Authentication]/[HTTP Proxy Server Authentication]	Set to [Enabled] if authentication is necessary when connecting to an HTTPS proxy server or HTTP proxy server.
[HTTPS Proxy Server Login Name]/[HTTP Proxy Server Login Name]	Input the login name.
[HTTPS Proxy Server Password]/[HTTP Proxy Server Password]	Input password.

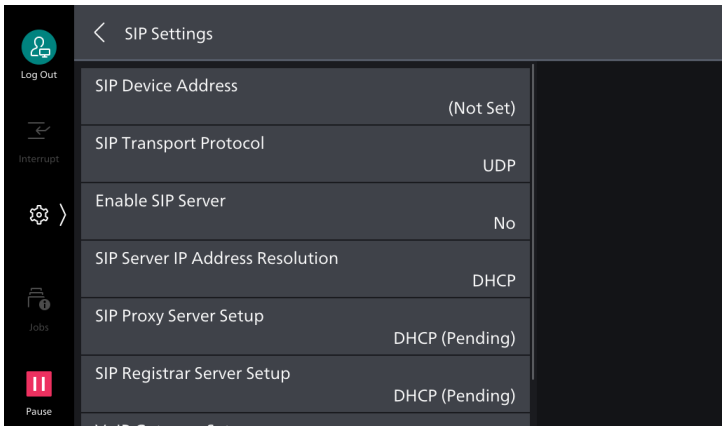
[Next Generation Network (NGN) Settings]



Item	Description
[NGN Connection]	Enables the use of Next Generation Network (NGN). **Note** • It can be used when TCP/IP operation mode is set to [IPv4 Mode] or [Dual Stack] while IP Fax (SIP) is available.
[Caller ID Notification]	Enables notification of the caller ID.
[Caller ID]	Telephone numbers registered as caller ID can be checked.
[IP Fax (SIP) Maximum Bandwidth]	Set the maximum bandwidth to use for IP fax. **Note** • Set the data communication tariff of NTT and then set the maximum bandwidth.
[Auto Resend by Fax]	Enables resending with G3 if the recipient does not have the IP Fax (SIP) function but can use G3 fax.

[SIP Settings]

Set when using IP fax (SIP).

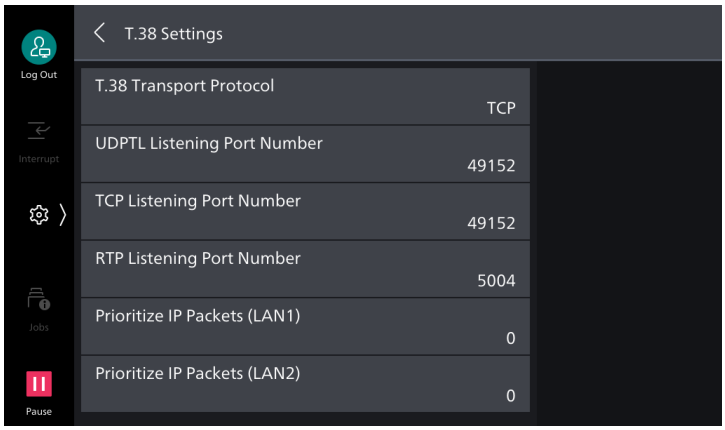


Item	Description
[SIP Device Address]	Sets SIP user ID of the machine. **Note** • If an SIP server is not used, specify the IP address of the machine after @. • If an SIP server made by Cisco is used, then for the [SIP Device Address] set for the machine, it is only possible to specify the IPv4 address text string for the SIP server after the @ mark. The system will not operate if an IPv6 address text string, FQDN text string, or SIP domain name text string has been specified.
[SIP Transport Protocol]	Sets SIP transport protocol. **Note** • Set [UDP] to use an SIP server made by Cisco.
[Enable SIP Server]	Enables use of SIP server.
[SIP Server IP Address Resolution]	Specifies the method of resolving the IP address of the SIP proxy server and SIP registrar server. **Note** • Even in the case of [DHCP] or [DHCPv6], there is a need to manually set port numbers, login user names, login passwords, and types for the SIP proxy server and SIP registrar server. • To automatically resolve IP addresses by setting to [DHCP], set [IPv4 - IP Address Resolution] to [DHCP] or [DHCP/AutoIP] with TCP/IP - Network Settings of the machine. • If the IP address is automatically resolved, the same automatically resolved IP address is set for both the proxy server and registrar server. To use different addresses for the proxy server and registrar server, set manually. • When multiple addresses are automatically resolved, the first address is set as the primary proxy/registrar server, and the second address is set as the secondary proxy/registrar server. Third and subsequent addresses are not used. • Even is an IP address is automatically resolved, it is not possible to automatically resolve the port number, login user name, login password, and server type. Set these items manually. • Next Generation Network (NGN), set [DHCP].

Item	Description
[SIP Proxy Server Setup]	Sets SIP proxy server. This enables setting of the primary server and secondary server. **Note** • Up to 2 SIP proxy servers can be used.
[SIP Registrar Server Setup]	Sets SIP registrar server. This enables setting of the primary server and secondary server. **Note** • Up to 2 SIP registrar servers can be used.
[VoIP Gateway Setup]	Sets VoIP Gateways 1 to 50. This enables setting of separate VoIP gateways depending on the telephone number of the remote terminal. **Note** • When using a fixed VoIP gateway, do not set an ID for VoIP gateway 1. Set the address only. • This cannot be used with an IPv6 network.
[VoIP Gateway 1] to [VoIP Gateway 50]	
[ID]	Sets numerals for specifying telephone number of remote terminal. For example, if “03” is set, then this VoIP gateway is used for telephone numbers starting with “03” such as 0312345678 and 0312345679. **Note** • To specify a specific telephone number, set the entire telephone number, e.g., 0312345678.
[Gateway Address]	Input the IP address of the VoIP gateway. Specification can be done with an IPv4 address, IPv6 address, or FQDN format.

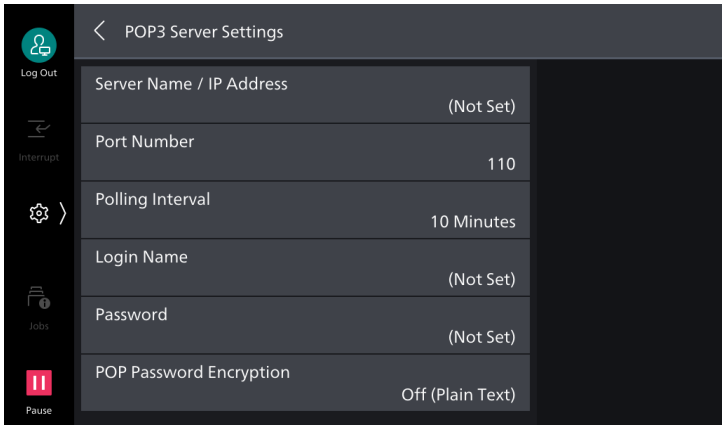
[T.38 Settings]

Sets settings for T.38 when using IP fax (SIP). Normally, no change is necessarily.



[Outgoing/Incoming Email Settings]

[POP3 Server Settings]



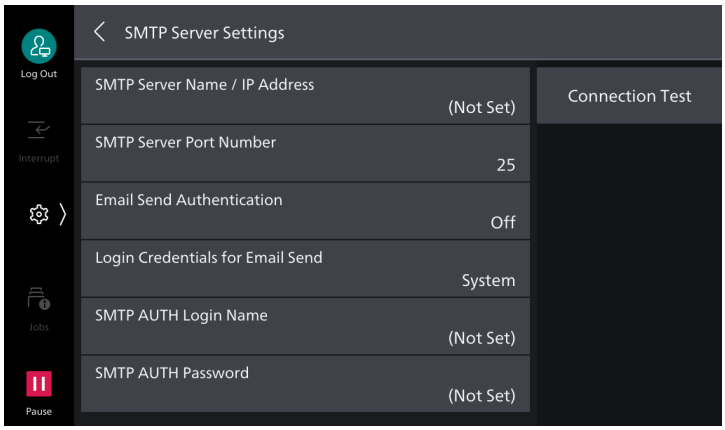
Note

- You can set the POP3 server of Exchange Online/Outlook.com which uses Oauth2.0 authentication using Internet Services.
- You can set only one POP3 server. The settings you made later takes effect.
- If you set the POP3 server of Exchange Online/Outlook.com which uses Oauth2.0 authentication, the setting of this item is not used.

Item	Description
[Server Name / IP Address]	Input server name or IP address of POP3 server.
[Port Number]	Sets port number of POP3 server.
[Polling Interval]	Sets interval for checking POP3 server for Email.
[Login Name]	Input name for logging in to POP3 server.
[Password]	Sets password for POP reception.
[POP Password Encryption]	Enables password encryption.

[SMTP Server Settings]

Enables confirmation of the connection situation between the machine and SMTP server by tapping on [Connection Test] and sending a test Email to an Email address specified by the machine. Also, if [Connection Test] > [Print SMTP Comm Report] is selected, a report is printed showing the specifics of the SMTP communication protocol sent/received by the machine.



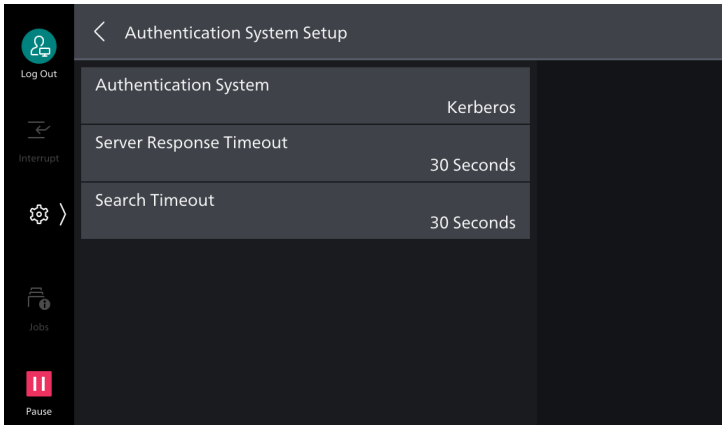
Note

- You can set the SMTP server of Exchange Online/Outlook.com which uses Oauth2.0 authentication using Internet Services.
- You can set only one SMTP server. The settings you made later takes effect.
- If you set the SMTP server of Exchange Online/Outlook.com which uses Oauth2.0 authentication, the setting of this item is not used.

Item	Description
[SMTP Server Name / IP Address]	Input server name or IP address of SMTP server.
[SMTP Server Port Number]	Sets port number of SMTP server.
[Email Send Authentication]	Sets method of authentication for sending via SMTP. **Note** • As authentication methods, the system supports AUTH GSSAPI (only when specifying Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, and AUTH CRAM-MD5.
[Login Credentials for Email Send]	Sets Login Credentials for Email Send. If set to [Remotely Authenticated User], login to the SMTP server is performed with the remote authentication user name/password if log in to remote accounts is performed on the machine prior to running a job. You can also select Operation in case login fails. If log in to remote accounts is not used, then the user name/password set for the machine is used.
[SMTP AUTH Login Name]	Sets login name for SMTP server.
[SMTP AUTH Password]	Sets login password for SMTP server.

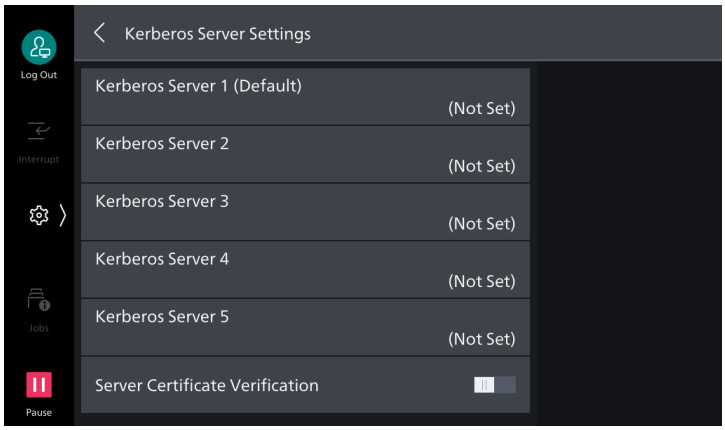
[Remote Authentication / Directory Service]

[Authentication System Setup]



Item	Description
[Authentication System]	Selects system for performing authentication. **Note** • If using our products (sold separately) as the remote accounts, select [Authentication Agent]. • Setting of the Microsoft Entra ID is done with Internet Services.
[Server Response Timeout]	Sets server response timeout for authentication.
[Search Timeout]	Sets timeout for user details search.

[Kerberos Server Settings]



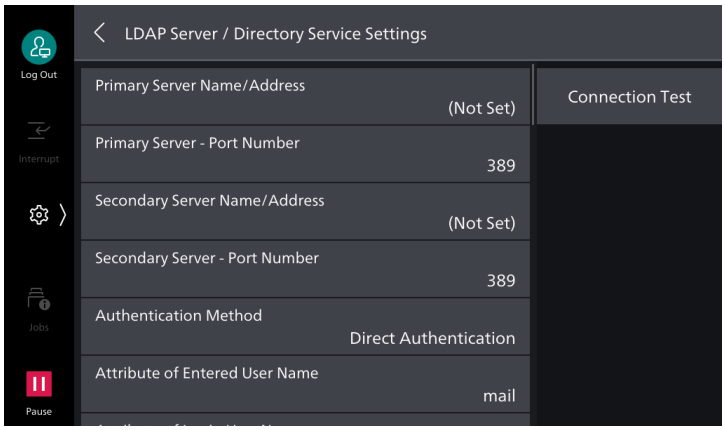
Item	Description
[Kerberos Server 1 (Default)] to [Kerberos Server 5]	Kerberos Server 1 to 5 are set, respectively, as follows. The specifics set for Kerberos Server 1 are used as the default for authentication.
[Primary Server Name/ Address]	Input server name or IP address of primary server.
[Primary Server - Port Number]	Input port number of primary server.
[Secondary Server Name/Address]	Input server name or IP address of secondary server.

Item		Description
	[Secondary Server - Port Number]	Input port number of secondary server.
	[Domain Name]	When using Active Directory of a Windows Server as the server, set the domain name of Active Directory as the domain name. **Note** • Be sure to set the domain name in all uppercase letters. An authentication error will occur if set in lowercase letters.
[Server Certificate Verification]		Server Certificate can be verified.

[LDAP Server / Directory Service Settings]

Sets items such as the directory server and the attributes and scope for search when LDAP authentication and the Address Book search using LDAP is used.

Connection with the server can be confirmed by tapping on [Connection Test].



Item		Description
[Primary Server Name/ Address]		Input server name or IP address of primary server.
[Primary Server - Port Number]		Input port number of primary server.
[Secondary Server Name/ Address]		Input server name or IP address of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Secondary Server - Port Number]		Input port number of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Authentication Method]		
	[Direct Authentication]	Authentication for the LDAP server is performed with the entered user ID and password.
	[Authentication of User Attributes]	Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name].

Item	Description
[Attribute of Entered User Name]	Sets attribute name when authentication method for LDAP authentication is [Authentication of User Attributes]. Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name]. For example, set “mail” to have users input their Email address. **Note** • Set an attribute that guarantees that each user is provided with a unique value.
[Attribute of Login User Name]	Input the attribute name to be used as the user’s display name or identifier. **Note** • Set an attribute that guarantees that each user is provided with a unique value. • If the set attribute cannot be retrieved from the LDAP server, you will be unable to log in. • If the authentication method is [Direct Authentication], set this to the same value as the attribute of the user ID for login on the control panel.
[Use Added Text String]	Enables automatic addition of information input with [Text String Added to User Name] when entering user details from the touch panel display.
[Text String Added to User Name]	If [Use Added Text String] is set for [Enabled], that fixed text string is input. For example, if “@myhost.example.com” is set when authenticating using an Email address (user@myhost.example.com), login can be done by entering “user” only.
[Attribute of IC Card]	Sets search attribute of card ID when performing LDAP authentication using an IC Card.
[Network User ID Attribute]	Sets attribute of login user name for searching by card ID of the IC Card, when performing LDAP authentication using the IC Card. The retrieved user name is used as the user details provided to the remote service.
[Login Credentials to Search Entries]	Sets credentials used when searching.
[Login Name]	Sets user name when accessing directory server using the Address Book search and LDAP certification via the [Authentication of User Attributes] method. This is the setting only for only when directory service authentication is necessary. **Note** • Generally use the DN format. For Active Directory, you can also specify attribute values such as display name. For details, visit the official website of Microsoft.
[Password]	Sets login password of user specified with [Login Name].
[Search Directory Root]	Input the text string to serve as the root for search. **Note** • The root specified here serves as the basis for user search. Specify the root of the hierarchy containing the users who log in. However, if the number of users or groups contained in the hierarchy below the root is too large, it may take some time to log in to the machine.
[Search Scope]	Sets the search scope from the directory root.

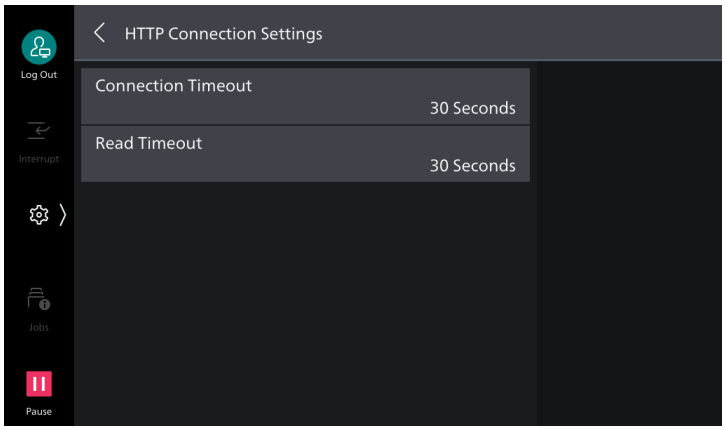
Item	Description
[Object Class of Search Target]	Input the object class for search.
[LDAP Referrals]	Enables reconnection to specified server when an instruction to connect to another LDAP server is given by the connected LDAP server.
[LDAP Referral Hop Limit]	When using the referral feature this sets how many times to allow switching of the connected server.
[LDAP Server]	Sets software used with directory server.
[Search Entries by Common Name]	Enables use of the attribute type of name as a search condition when searching with a name as the search key.
[Search Entries by Surname]	Enables use of the attribute type of surname as a search condition when searching with a name as the search key.
[Search Entries by Given Name]	Enables use of the attribute type of given name as a search condition when searching with a name as the search key.
[Attribute Type of Name]	Sets attribute type of recipient name. This enables input of attribute name of field used as recipient name from the among items of user details set for the LDAP server to be used. For Windows, input “cn” for the attribute name used as the recipient name.
[Attribute Type of Surname]	Sets attribute type of recipient surname.
[Attribute Type of Given Name]	Sets attribute type of recipient given name.
[Attribute Type of Email Address]	Sets attribute type of Email address. Sets attribute name of field used as Email information from among the items of user details set for the LDAP server to be used. For Windows, input “mail” for the attribute name used as the Email information.
[Attribute Type of Fax Number]	Sets attribute type of fax number.
[Attribute Type of IP Fax (SIP) Number]	Sets IP fax (SIP) number from user details set for the LDAP server to be used, as attribute name of field to be used.
[Attribute Type of Email (Internet Fax)]	Sets Attribute Type of Email (Internet Fax).
[Attribute Type of Custom Item 1] to [Attribute Type of Custom Item 3]	Sets LDAP attribute types for custom items 1 to 3. Enables free specification of user attributes set at LDAP server that is the search target, other than [Attribute Type of Name] or [Attribute Type of Email Address].
[Attribute Name of Custom Item 1] to [Attribute Name of Custom Item 3]	Sets attributes names assigned to custom items 1 to 3.
[Attribute Type of Certificate]	Sets attribute type of certificate. This enables input of attribute name of field used as certificate from among the items of user details set for the LDAP server to be used. For Windows, input “userCertificate;binary” for the attribute name of the certificate. This information is used as an S/MIME certificate when selecting a recipient using directory service, and end an Email encrypted with S/MIME. **Note** • To carry out encrypted communication, setup is necessary for all the trusted root certificate authorities and intermediate certificate authorities set in the certificate path used for the machine.

Item	Description
[Maximum Number of Search Results]	Sets the number of results for displaying addresses matching search conditions. If the search results exceed the maximum number, further search processing is suspended.
[Search Timeout]	Sets search timeout time.

[Device-to-Cloud Integration Settings]

[HTTP Connection Settings]

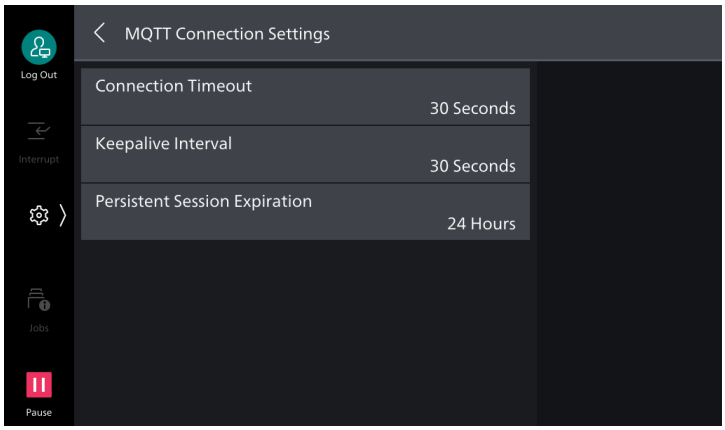
Sets the HTTP protocol to be used for communication with cloud services.



Item	Description
[Connection Timeout]	Sets the duration to wait for a server response when connecting to cloud services.
[Read Timeout]	Sets the duration to wait for a response when retrieving data from cloud services.

[MQTT Connection Settings]

Sets the MQTT protocol to be used for communication with cloud services.



Item	Description
[Connection Timeout]	Sets the duration to wait for a server response when connecting to cloud services.
[Keepalive Interval]	Sets the transmission frequency to verify the connection with cloud services.

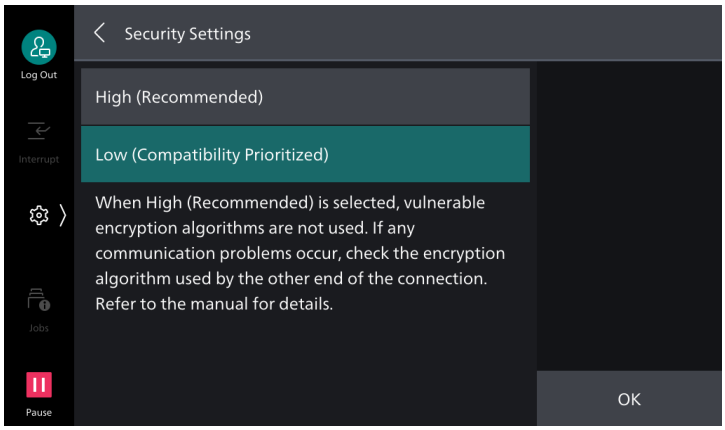
Item	Description
[Persistent Session Expiration]	Sets the term to keep the messages that have not been received even if the connection to a cloud service is lost.

[Security Settings]

[Security Level]

Sets the security level of the network communication.

Setting to [High (Recommended)] will prevent the use of the SHA1 algorithm in the signing feature.

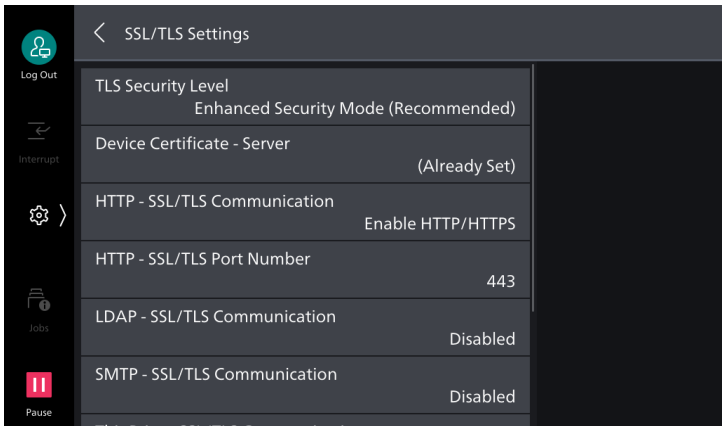


Note

- When set to [High (Recommended)], communication may become invalid due to destinations. In this case, confirm that the SHA1 algorithm is not used to TLS or IPsec signing of the destination.
- To change this setting to [High (Recommended)] while the wireless LAN encryption is set to [WEP], [WPA/WPA2 Personal], or [WPA/WPA2 Enterprise], you need to reset the encryption setting. For details, refer to “Manual Settings” (P.7).

[SSL/TLS Settings]

Set when encrypting communication between the machine and servers or client computers.

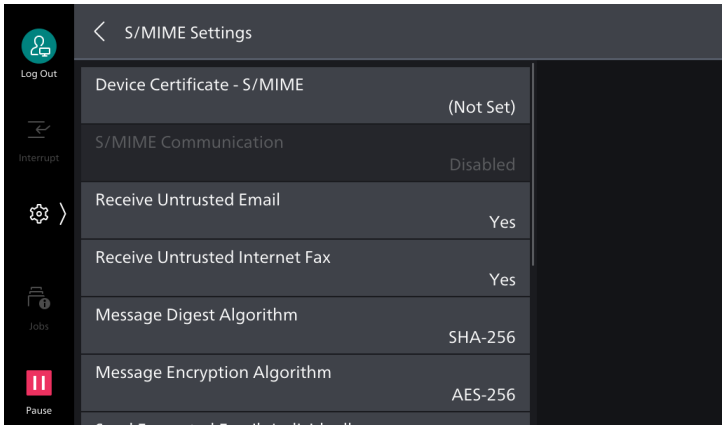


Item	Description
[TLS Security Level]	Sets the mode of encrypted communication.
[Device Certificate - Server]	Sets server certificate for SSL/TLS communication.

Item	Description
[HTTP - SSL/TLS Communication]	Enables use of SSL/TLS communication only. **Note** • If set to [Enable HTTPS Only], the ports for [UPnP Discovery] and [WSD] are stopped.
[HTTP - SSL/TLS Port Number]	Specifies port number for SSL/TLS communication.
[LDAP - SSL/TLS Communication]	Enables SSL/TLS communication for accessing authentication, search, etc. To enable SSL communication, it is necessary to change [Primary Server - Port Number] and [Secondary Server - Port Number] for [LDAP Server / Directory Service Settings]. The port number for SSL communication of the LDAP directory server is ordinarily 636.
[SMTP - SSL/TLS Communication]	Sets settings for SSL/TLS communication. **Note** • Internet fax direct (P2P) is not supported.
[Disabled]	SSL/TLS communication is not performed.
[STARTTLS (If Available)]	Performs SSL/TLS communication after verifying certificate. SSL/TLS communication is not performed if certificate cannot be verified.
[STARTTLS]	Performs SSL/TLS communication after verifying certificate. Communication is not performed if certificate cannot be verified.
[SSL/TLS]	Performs SSL/TLS communication.
[ThinPrint - SSL/TLS Communication]	Enables SSL/TLS communication.
[Device Certificate - Client]	Sets client certificate for performing SSL/TLS communication.
[Verify Remote Server Certificate]	Enables verification of remote server certificate when operating the machine as an SSL client.

[S/MIME Settings]

Set when sending and receiving Emails and Internet faxes using encryption or signature features.



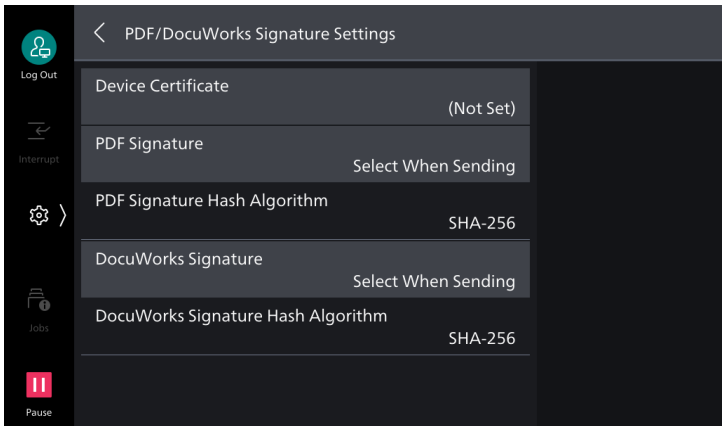
Refer

- For more information on encryption and signature features, refer to “Encryption and Signature Features” in “Reference Guide - Appendix”.

Item	Description
[Device Certificate - S/MIME]	Sets certificate used in S/MIME communication.
[S/MIME Communication]	Enables S/MIME communication.
[Receive Untrusted Email]	The following Emails cannot be received when set to [No]. • Email other than S/MIME when [S/MIME Communication] has been set to enabled • Emails for which signature/verification has failed • Emails whose attached certificate is expired
[Receive Untrusted Internet Fax]	The following Internet faxes cannot be received when set to [No]. • Internet faxes other than S/MIME when [S/MIME Settings] has been set to enabled • Internet faxes for which signature/verification has failed • Internet faxes whose attached certificate is expired
[Message Digest Algorithm]	Sets cryptography method used when converting Emails to a hash value called a message digest. **Note** • If the public key of the certificate is RSA 512-bit, then incomplete Email may be sent if set to [SHA-512].
[Message Encryption Algorithm]	Sets message encryption algorithm.
[Send Encrypted Emails Individually]	Enables sending of encrypted Emails individually for each recipient.
[Send Encrypt. Internet Fax Individually]	Enables sending of encrypted Internet faxes individually for each recipient.
[Digital Signature - Email]	Sets whether to always use a digital signature, or to select when sending, when sending Email.
[Signing Certificate (Email)]	Specifies the certificate used in [Digital Signature] for sending Email.
[Digital Signature - Internet Fax]	Sets whether to always use a digital signature, or to select when sending, when sending Internet faxes from the machine.

Item	Description
[Certificate Auto Store]	Enables saving of certificate when an Email with S/MIME certificate attached is received from an Email address set in the Address Book.

[PDF/DocuWorks Signature Settings]



Refer

- For more information on signature features, refer to “Encryption and Signature Features” in “Reference Guide - Appendix”.

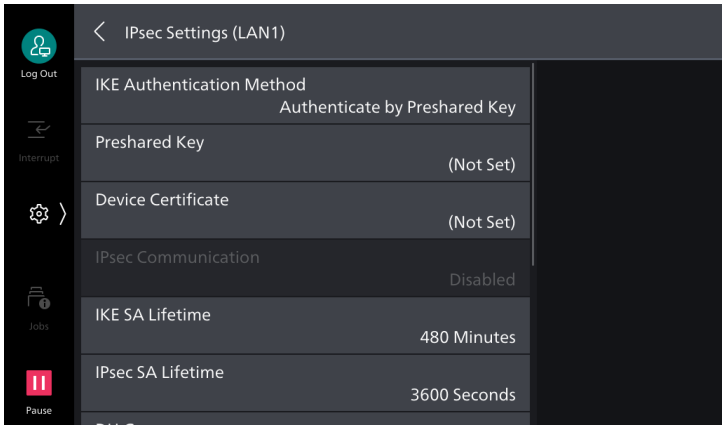
Item	Description
[Device Certificate]	Sets certificate used for signature.
[PDF Signature]	Enables signing of PDF files.
[PDF Signature Hash Algorithm]	Sets hash algorithm used for PDF signatures.
[DocuWorks Signature]	Enables signing of DocuWorks documents.
[DocuWorks Signature Hash Algorithm]	Sets hash algorithm used for DocuWorks signatures.
[Signing Certificate]	Sets certificate used with PDF/DocuWorks signature of scanner.

[IPsec Settings]

Sets to ensure safe communication by encrypting the network in packet units.

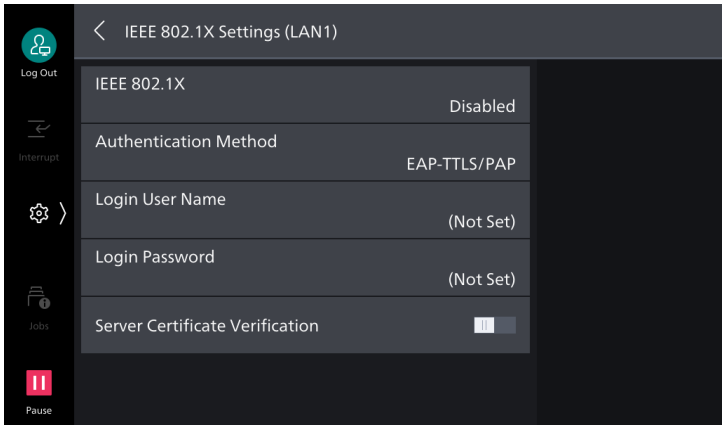
Note

- If the Secondary Ethernet kit or wireless network kit is installed, this item can only be specified for the primary network.
- Check with the network administrator regarding [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings].



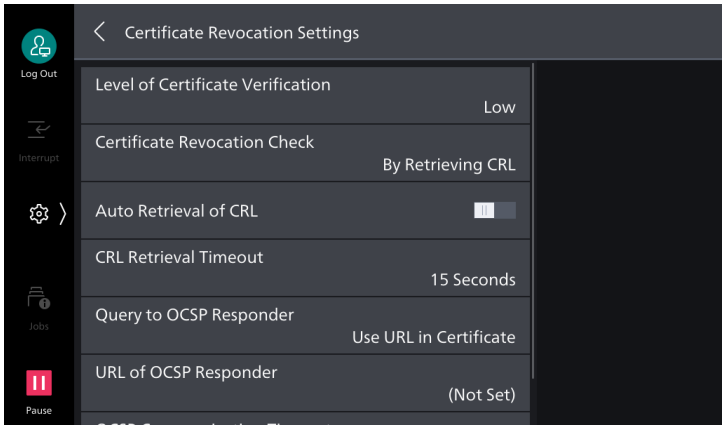
Item		Description
[IPsec Settings]/[IPsec Settings (Ethernet 1)]/[IPsec Settings (Ethernet 2)]/[IPsec Settings (Wi-Fi)]		
	[IKE Authentication Method]	Sets IKE authentication method.
	[Preshared Key]	Input preshared key. Set when [IKE Authentication Method] is [Authenticate by Preshared Key].
	[Device Certificate]	Sets certificate used in IPsec communication. Set when [IKE Authentication Method] is [Authenticate by Digital Signature]. Here, a self-signed certificate created with Internet Services cannot be used.
	[IPsec Communication]	Enables IPsec communication.
	[IKE SA Lifetime]	Sets valid period of IKE SA.
	[IPsec SA Lifetime]	Sets valid period of IPsec SA.
	[DH Group]	Sets DH group.
	[PFS Settings]	Enables PFS.
	[Destination IPv4 Address]	Sets IPv4 address or range of destinations for allowing communication.
	[Destination IPv6 Address]	Sets IPv6 address or range of destinations for allowing communication.
	[Communicate with Non-IPsec Devices]	Enables communication with devices not supported by IPsec, at addresses other than those set with the destination address.

[IEEE 802.1X Settings]



Item	Description
[IEEE 802.1X Settings]/[IEEE 802.1X Settings (Ethernet 1)], [IEEE 802.1X Settings (Ethernet 2)]	
[IEEE 802.1X]	Enables use of IEEE 802.1x authentication.
[Authentication Method]	Sets IEEE 802.1x authentication method.
[Login User Name]	Input the login user name up to 128 characters. **Note** • If you set [Authentication Method] to [EAP-TLS], the user name in the client certificate is used.
[Login Password]	Input login password in 1 to 128 bytes or less. **Note** • If you set [Authentication Method] to [EAP-TLS], the password is not necessary for authentication.
[Server Certificate Verification]	Enables verification of the server certificate if the [Authentication Method] is [PEAP/MS-CHAPv2].

[Certificate Revocation Settings]



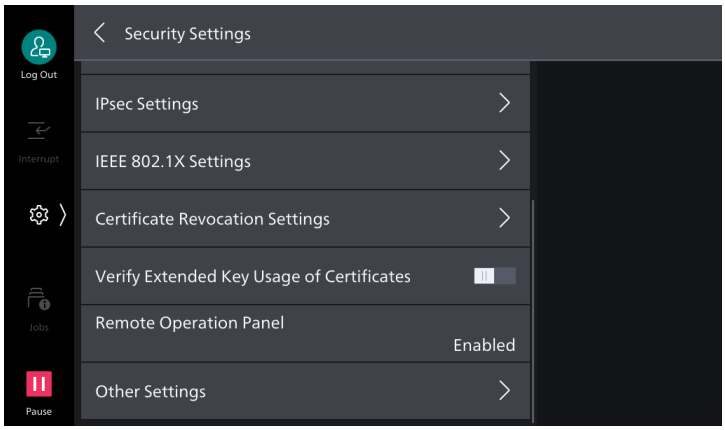
Item	Description
[Level of Certificate Verification]	Sets level of certificate verification.

Item	Description
[Certificate Revocation Check]	Sets method for retrieval of certificate status. Set to [By Retrieving CRL] if the machine retrieves and verifies the certificate revocation list (CRL) from the validation authority. Set to [By OCSP] if confirmation is done by inquiring with the certification authority or validation authority using the OCSP (Online Certificate Status Protocol) enabling confirmation of the validity of the certificate.
[Auto Retrieval of CRL]	Enables auto retrieval of certificate revocation list (CRL).
[CRL Retrieval Timeout]	Sets upper limit on lime for retrieving certificate revocation list (CRL).
[Query to OCSP Responder]	Specifies method of specifying OCSP responder. Can be set to [Use URL in Certificate] or [Use URL Set by Administrator].
[URL of OCSP Responder]	Set URL of inquiry contact when [Use URL Set by Administrator] has been selected for [Query to OCSP Responder].
[OCSP Communication Timeout]	Sets upper limit of communication time with OCSP responder.

[Verify Extended Key Usage of Certificates]

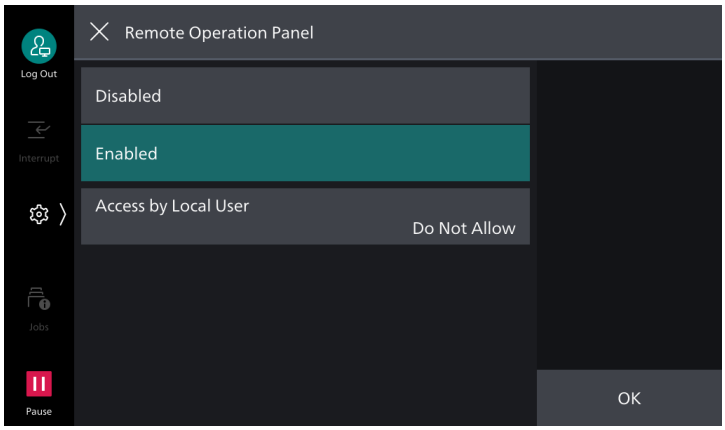
During the certificate verifications, also verifies whether:

- The Extended Key Usage of certificates contains “Server Authentication”, for verification of the server certificates
- The Extended Key Usage of certificates contains “OCSP Signing”, for checking the certificate revocation using OCSP



[Remote Operation Panel]

Sets whether users can operate the control panel of this machine from the client computer connected to the network. When operating this machine from a client computer, a message indicating that remote operation is in progress is displayed on the control panel of this machine. During this time, the control panel is not available.



Note

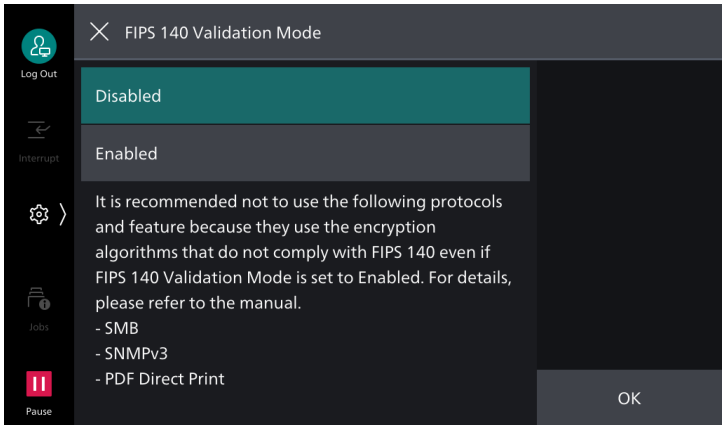
- During operating the control panel of this machine, the remote operation panel is not available.
- During remote operation, the screen being operated on the client computer is displayed on the control panel of this machine, potentially allowing outsiders to see the screen.

[Other Settings]

[FIPS 140 Validation Mode]

FIPS 140 (Federal Information Processing Standard 140) is a U.S. Federal Standard prescribing specifications for security requirements relating to cryptography modules.

Security can be further strengthened by setting the FIPS 140 mode to [Enabled].



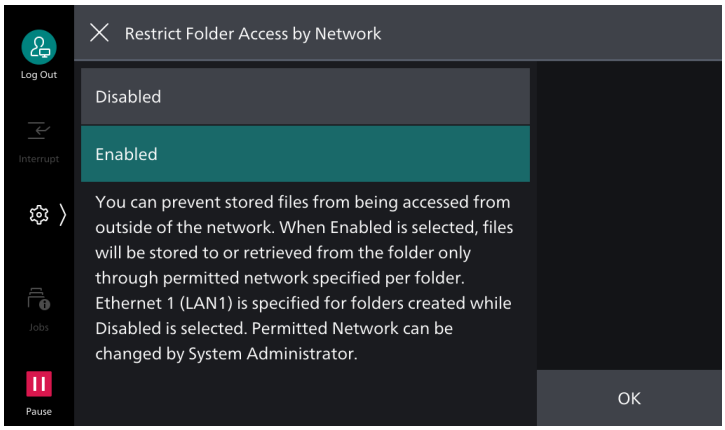
The following features operate using cryptography algorithms that are not FIPS 140 certified. Use in an environment compatible with FIPS 140 is recommended.

- SMTP authentication
- HTTP authentication
- SMB Transfer
- Scan to Folder
- DocuWorks direct print
- LDAP authentication
- Kerberos authentication
- 802.1x authentication
- Email
- PDF direct print

Email is applicable only when S/MIME or SMTP AUTH has been used.

[Restrict Folder Access by Network]

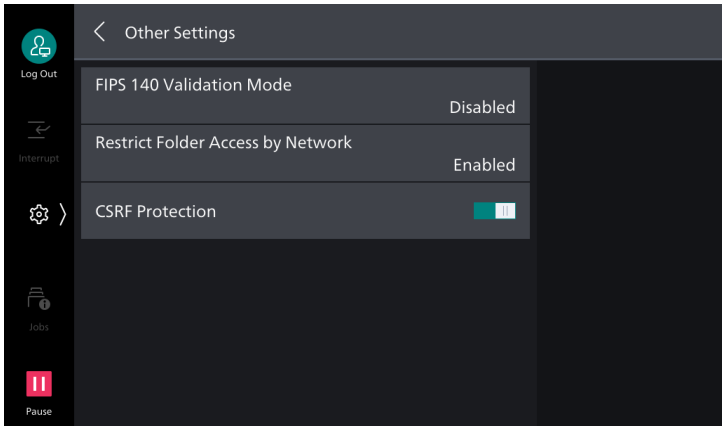
Enables limitation of networks used for storage or retrieval of files in folders.



[CSRF Protection]

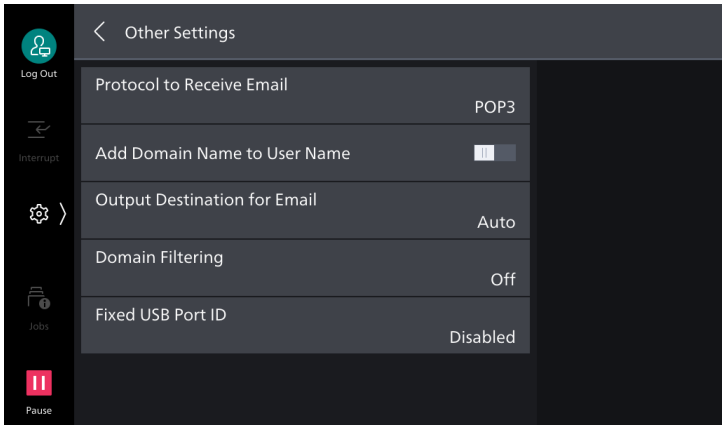
Enables the function to reject the bad requests sent to the machine.

This function can reduce the risks that may be caused while a user who accesses from the external service is also visiting the third party's sites.



[Other Settings]

Sets other settings relating to the network.

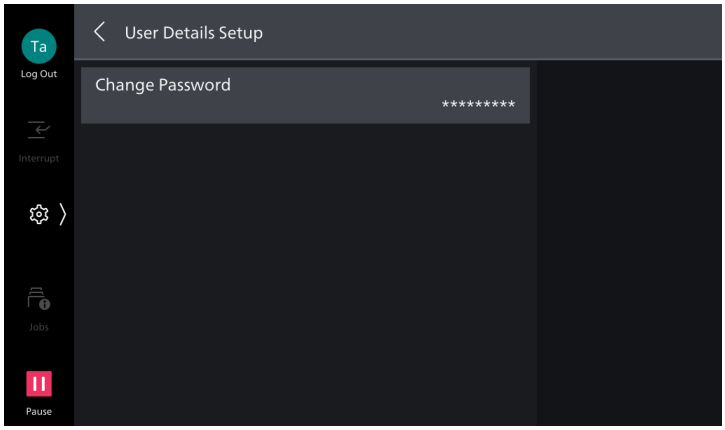


Item	Description
[Protocol to Receive Email]	Set according to use environment.

Item	Description
[Add Domain Name to User Name]	Enables addition of domain name to user name.
[Output Destination for Email]	Sets output destination for printing Email. If set to [Auto], the output destination set as the default for output destination is selected.
[Domain Filtering]	Sets domains for allowing, or disabling sending and receiving of Email, Internet faxes, and IP faxes (SIP).
[Domain Filtering]	Enables specification of domains for allowing sending and receiving when set to [Allow Domains]. Enables specification of domains for disabling sending and receiving when set to [Block Domains].
[Domain 1] to [Domain 50]	Enables specification of domain names for sending and receiving when [Domain Filtering] is set to [Allow Domains] or [Block Domains].
[Fixed USB Port ID]	Sets whether to use a serial number or to use a fixed value as the ID for notification via the USB interface.

11.6 [Authentication/Accounting]

[User Details Setup]



[Change Password]

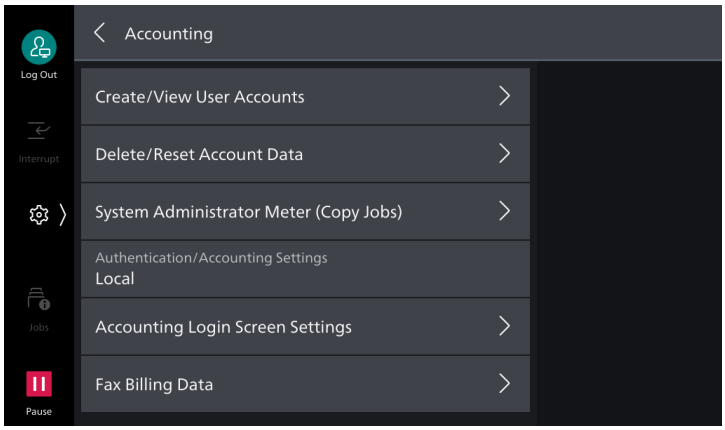
Enables login users to change their own passwords.

Refer

- Refer to “Changing a Registered User Password” (P.274).

[Accounting]

Performs account setup for machine users, and sets authentication and accounting type.



Refer

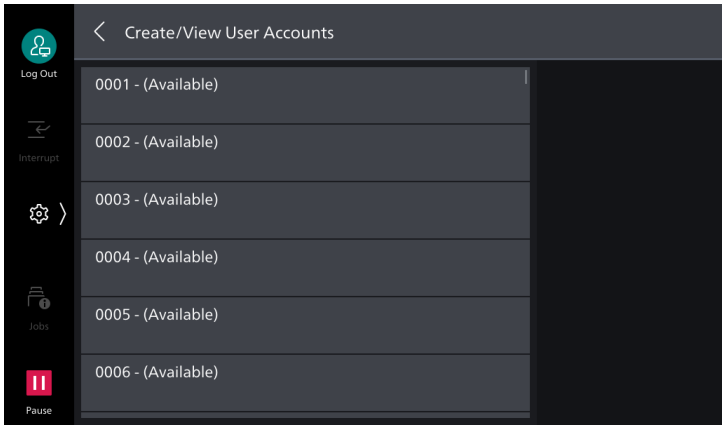
- Refer to “Authentication and Accounting Feature” (P.254).

[Create/View User Accounts]

Creates user IDs and user names for authentication of created users if accounting is set to enabled.

The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user.

This is the same as [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].



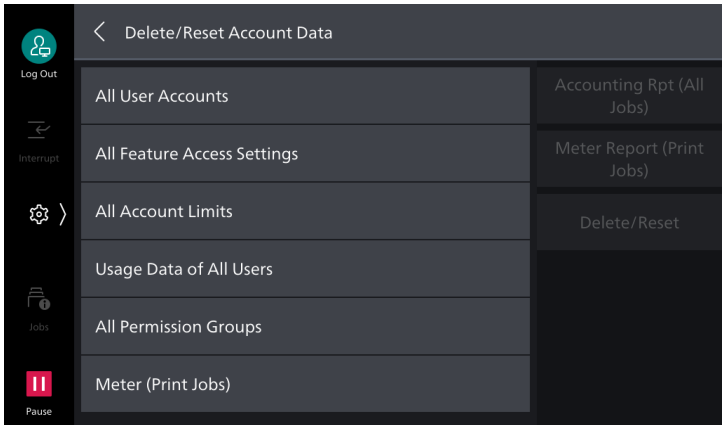
Note

- Create user accounts after setting Accounting Mode to be used with “[Authentication/Accounting Settings]” (P.225).
- This item is not displayed when “[Authentication/Accounting Settings]” (P.225) is set to [Network], [Remote] or [Custom].
- If you change the User ID of the user who has Private Charge Print jobs stored on the machine, the stored files are deleted.

[Delete/Reset Account Data]

Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset.

This is the same as [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].



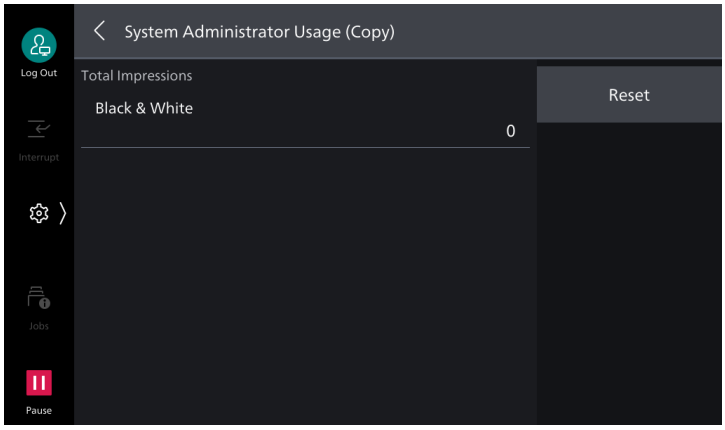
Note

- This item is not displayed when "[Authentication/Accounting Settings]" (P.225) is set to [Network].

Item	Description
[All User Accounts]	Deletes all setting specifics set for each user. Also deletes all data such as account limits, cumulative pages, and meter (print jobs).
[All Feature Access Settings]	Deletes all feature access settings for all users.
[All Account Limits]	Resets the upper limit settings of the available number of pages per user all to the default.
[Usage Data of All Users]	Resets all total impressions for all users, including the administrator. Number of pages is also reset to "0".
[All Permission Groups]	Resets all authorization groups for all users.
[Meter (Print Jobs)]	Resets all meters (print jobs), and deletes automatically created job owner names. All meter printing counts are reset to "0". **Note** • [Meter (Print Jobs)] is displayed if the setting is to disable accounting for printers.
[Accounting Rpt (All Jobs)]	Enables printing of report on accounting data for all apps. Used when confirming beforehand the information to be deleted/reset.
[Meter Report (Print Jobs)]	Enables printing of report on accounting data for printing. Used when confirming beforehand the information to be deleted/reset. **Note** • [Meter Report (Print Jobs)] is displayed if the setting is to disable accounting for printers.
[Delete/Reset]	Deletes/resets data for selected item.

[System Administrator Usage (Copy)]

Enables confirmation/resetting on screen of cumulative pages of copying used from Administrator Mode.



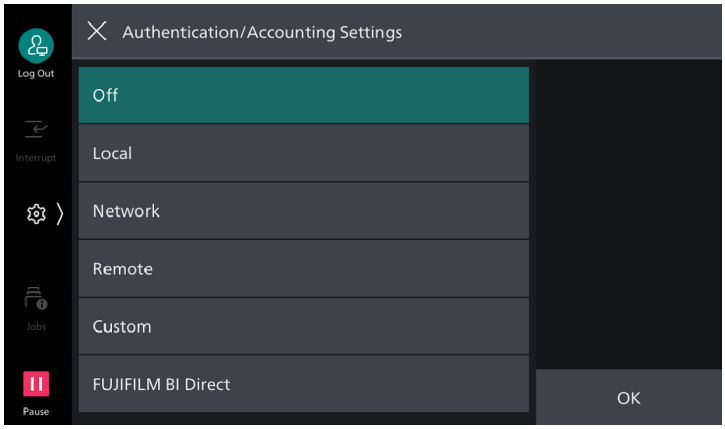
Note

- This item is not displayed when "[Authentication/Accounting Settings]" (P.225) is set to [Network].

[Authentication/Accounting Settings]

Sets the authentication/accounting method.

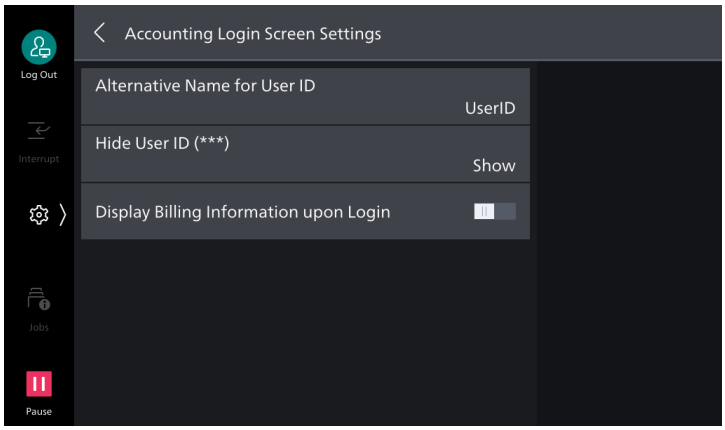
This is the same as [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].



Item	Description
[Off]	Does not use the authentication and accounting feature.
[Local]	Uses user details set in the machine for authentication and accounting. **Note** • If the setting is changed from [Local] to [Off] or [Remote], all user details set in the machine are deleted.
[Network]	Register the user details managed with remote services and performs authentication and accounting using the details. **Note** • [Account ID] can be input at the authentication screen displayed when an attempt is made to use services requiring accounting.

Item	Description
[Remote]	Uses user details set in a remote authentication server for authentication. **Note** • Enables saving of user details used for log in to remote accounts in the machine. Even if the remote authentication server has not started at the time of login to remote accounts, the machine can be used by logging in the user using user details saved in the machine. • Set [Save Remote Accounts in This Device] to [Off] when not saving user details used for remote accounts in the machine. For [Save Remote Accounts in This Device], refer to "[Authentication]" (P.229). • When [Authentication System] is [Authentication Agent], accounting is performed using an authentication server.
[Custom]	Set this feature when using the authentication customization contents or plug-ins.
[FUJIFILM BI Direct]	Uses user details set in FUJIFILM BI Direct for authentication. **Note** • The FUJIFILM IWpro contract is required to use this feature. • The machine must operate in an environment that is connected to the internet.
[Accounting Mode]	Enables use of accounting feature for each service. **Note** • The displayed items differ depending on the installed services. • [Client Scan] is a scan operated from a client computer using AirPrint, etc.

[Accounting Login Screen Settings]

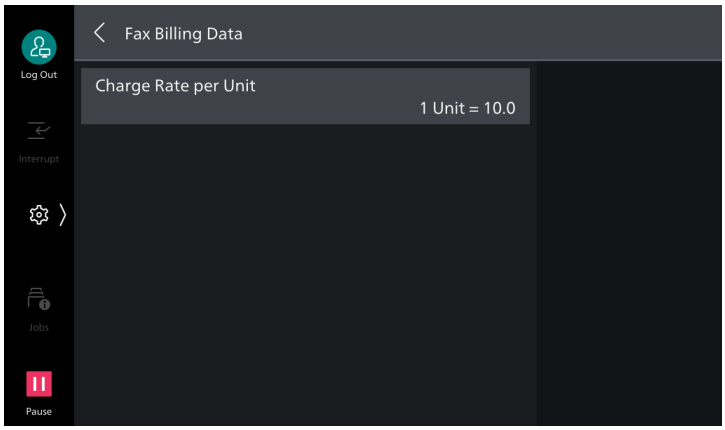


Item	Description
[Alternative Name for User ID]	Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field (Login icon) on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
[Hide User ID (***)]	Sets method of displaying text string when entering user ID.

Item	Description
[Alternative Name for Account ID]	Changes the indication, displayed as the “Account ID” on the login screen displayed when the login information field (Login icon) on the touch panel display is tapped on, to another such as “Account Name” or “Number” as required. **Note** • This item is displayed when “[Authentication/Accounting Settings]” (P.225) is set to [Network].
[Hide Account ID (***)]	Sets method of displaying text string when entering account ID. **Note** • This item is displayed when “[Authentication/Accounting Settings]” (P.225) is set to [Network].
[Display Billing Information upon Login]	Enables display of billing information for each user immediately after authentication. **Note** • This item is displayed when “[Authentication/Accounting Settings]” (P.225) is set to [Local].

[Fax Billing Data]

Sets unit rates for fax billing.



Note

- For communication time per message in each time slot (night time, midnight, day time), set using [Billing (Day Time)], [Billing (Night Time)], and [Billing (Midnight)]. For details, refer to “Setting Detailed Items for Each Service” (P.125).

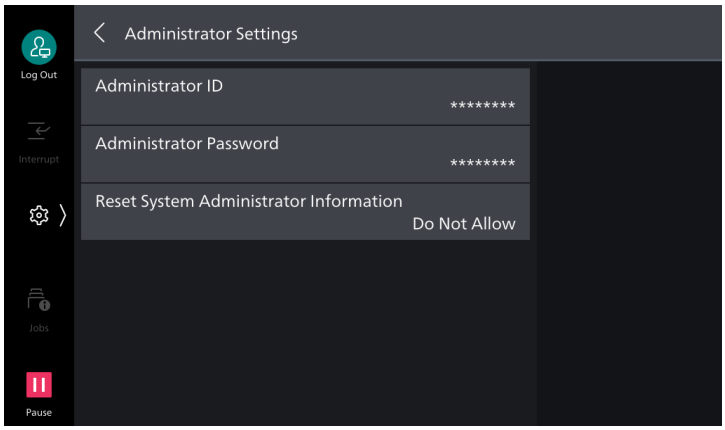
[Authentication/Security Settings]

Enables creation of users of the machine, and setting of authentication and security.

Refer

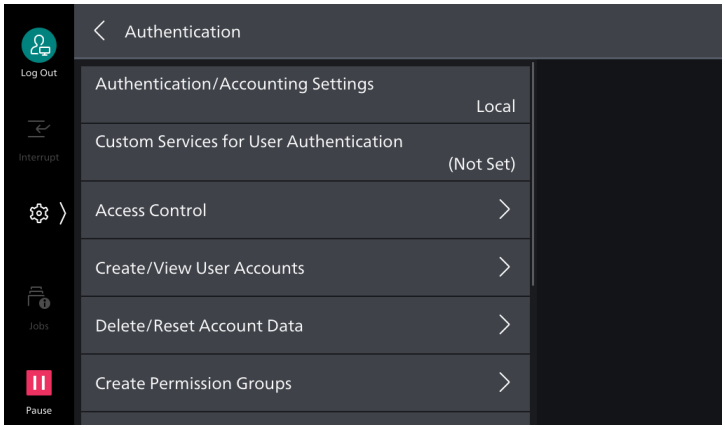
- Refer to “Authentication and Accounting Feature” (P.254).

[Administrator Settings]



Item	Description
[Administrator ID]	Sets user ID for the system administrator.
[Administrator Password]	Sets password for the system administrator.
[Reset System Administrator Information]	Enables resetting the user ID and password for the system administrator from the [Login] screen. If you select [Allow], fill in [Email Address to Receive Security Code] with the email address where the security code will be sent.

[Authentication]



Item	Description
[Authentication/Accounting Settings]	Sets the authentication/accounting method. This is the same as "[Authentication/Accounting Settings]" (P.225).
[Custom Service for User Authentication]	Sets the custom service to use for authentication.
[Access Control]	You can restrict access to the machine and each service in Authentication Mode. User login is necessary to use this. **Note** • When logging in to remote accounts (other than when using our products (sold separately)), this is based on access permission information for usable services, retrieved from the remote authentication server.
[Access to All Settings in Device App]	Enables limitation of changes to machine settings by anyone other than the administrator.
[Device Access]	Enables restriction of button operation on touch panel display of the machine.
[App Access]	Enables limitation of each service of the machine. **Note** • If a service is set to [Locked (Hide Icon)], the pertinent service is not displayed on the Home screen. The pertinent service is also displayed when authentication is finished.
[Feature Access]	
[Print Files from Folder]	Enables limitation of printing files from folder.
[Retrieve Files from Folder]	Enables limitation of sending and transfer of files from folder.
[Recipient Selection Method]	Enables limitation of selecting recipients not set in the Address Book when sending faxes, Internet faxes, or Email. When set to [Only from Address Book], it becomes impossible to input the recipient from a keypad or keyboard. Sending is limited only to recipients set in the Address Book.
[Address Book Editing]	Enables limitation of creating or changing recipients in the Address Book by local users.

Item	Description
[Create/View User Accounts]	Creates user IDs and user names for authentication of created users if authentication is set to enabled. The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user. User data can be created for up to 1,000 accounts. This is the same as "[Create/View User Accounts]" (P.223).
[Delete/Reset Account Data]	Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset. This is the same as "[Delete/Reset Account Data]" (P.224).
[Create Permission Groups]	Enables the administrator to grant "Authorization" enabling use of features that cannot normally be used to login users. If an authorization group is created, management can be done by grouping users by authorization.
[User Details Setup]	Sets information needed when logging in.
[Alternative Name for User ID]	Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field (Login icon) on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
[Hide User ID (***)]	Enables setting of method of displaying text string when entering user ID. Set items such as strengthening of security if necessary. When set to [Show], the display shows the entered text string when a user ID is input. If set to [Hide], [*****] is displayed.
[Failed Access Log]	Sets the number of login attempts for detecting unauthorized access. If login fails the number of times set here within a specified time (10 minutes), it is recorded as an error.
[Logout Confirmation Screen]	Enables display of a confirmation screen when logging out.
[User ID for Login]	Sets text type of user ID for login. When set to [Case Sensitive], login is done with the user ID in the created form (including both upper and lower case). When set to [Non-Case Sensitive], login is done without distinguishing upper and lower case, even if there is mixture of upper and lower case in the user ID.
[Login When Card Reader Is Connected]	Enables user ID login when an IC Card reader is connected to the machine, if logging in to local accounts. User ID login cannot be used if set to [IC Card Login Only]. If set to [IC Card / Control Panel Login], then both IC Card login and user ID login can be used.
[Guest User]	Enables use of guest users in case of log in to remote accounts.
[Account Auto Setup for Card Login]	Enables account setup when an IC Card is held over the IC Card reader if a user has not been created with log in to local accounts. Account setup is not done if set to [Disabled]. Account setup is done if set to [Enabled].
[Use of IC Card]	Enables use of IC Cards when an IC Card reader is connected to the machine. When set to [On], it is possible to set for each feature whether to control jobs with IC Cards. [On (PKI Only)] is set when only the security feature is controlled, without using an IC Card for authentication and job control.

Item		Description
	[IC Card Link Mode]	Enables requiring input of password at IC Card login in the case of log in to remote accounts.
	[Contactless IC Card Logout Timing]	Sets the method of logging out in case of IC Card login. If set to [Log Out When Card Is Removed], logout is done when the IC Card is moved away from the IC Card reader. If set to [Log Out from Control Panel], logout is done through operation of the touch panel display.
	[Cache Login Credentials on Device]	Enables saving of user details used for log in to remote accounts in the machine. When [Enabled] is set, and even if the remote authentication server has not been started at log in to remote accounts, the machine can be used by logging in the user using user details saved in the machine. **Note** • This applies only to users who sets [IC Card Link Mode] to [No Password Required] and logs in with an IC Card. • Users logged in using user details saved in the machine are set in [(Remote Accounts Logged In with Cached Credentials)].
	[Delete Cached Login Credentials]	Enables deletion of user details for log in to remote accounts saved in the machine. **Note** • This applies only to users logged in with an IC Card.
[Invalid Login Settings]		Sets this setting so that invalid operation is not performed through impersonation. Sets the number of attempts until access is denied for the [Maximum Failed Attempts], so that access is denied if there are consecutive failures in authenticating the same user ID. **Note** • When the machine is restarted, the number of failed attempts is reset. • When setting, set [Maximum Login Attempts - System Administrator] or [Maximum Login Attempts - Local User] to [On]. • Restart the machine to cancel the access denied state. • Maximum login attempts for local users can be set in the case of login to local accounts.
[Password Policy]		
	[Password for Control Panel Login]	Enables input of a password when a user uses the machine. If set to [On], the [Password] for [Create/View User Accounts] is enabled. If set to [Off], password input is not required, even if a password is specified with the above setting.
	[Password for IC Card Login]	Enables input of password when the administrator or user performs IC Card login for log in to local accounts.
	[Minimum Password Length]	Specifies minimum password length.
	[Maximum Password Length]	Specifies maximum password length.
	[Authentication from External Services]	Set whether to accept the authentication that does not involve login operations such as print jobs when the set password no longer satisfies the requirements as a result of changing the password security strength settings of the machine, containing the minimum and maximum length of a password, permission for the use of User ID in a password, the requested character types for a password.

Item	Description
[Charge/Private Print Settings]	Sets for control of the Charge Print or Private Charge Print.
[PJL Receive Command Control]	Controls the print job receipt from external devices. Set to [On] if you store the Charge Print jobs or Private Charge Print jobs submitted from a client computer to [Charge Print] or [Private Charge Print] under [Jobs].
[PJL Output Command Control]	Controls printing of print jobs from external devices. Set to [On] if you follow the settings instructed in the job, such as paper and 2-sided or not, when printing the Charge Print jobs or Private Charge Print jobs stored to [Charge Print] or [Private Charge Print] under [Jobs].
[Receive Control]	Sets how to handle received print jobs.
[Control by Job Login Results]	Sets handling of jobs for, respectively, [Job Login Success], [Job Login Failure] and [Job Without User ID] when [Printer] in [App Access] is set to [Locked] using the authentication/accounting feature.
[Save as Private Charge Print Job]	Saves all jobs with user ID attached as private charge prints, regardless of whether the authentication feature is used or not. This sets handling of jobs for, respectively, [Job Without User ID] and [Non-PJL Command Jobs].
[Save as Charge Print Job]	Saves all received jobs as charge prints, regardless of whether the authentication feature is used or not.

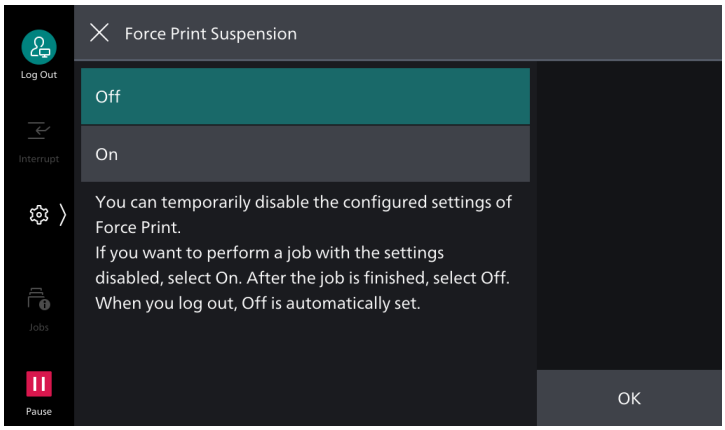
[Force Print Suspension]

Used in cases such as printing where forced printing is done, but there is no forced printing for specific output only.

Active settings can be temporarily disabled, even if active settings have been set, such as force watermark, force secure watermark, print universal unique ID, and force annotation.

If copy, folder print, stored file print, or print from USB is performed in the state set to [On], then active settings are disabled. (They are not disabled in the case of a fax, ordinary print, or report/list.)

This is displayed only when [Force Print Suspension] for the authorization group to which the login user belongs has been set to [Allow].

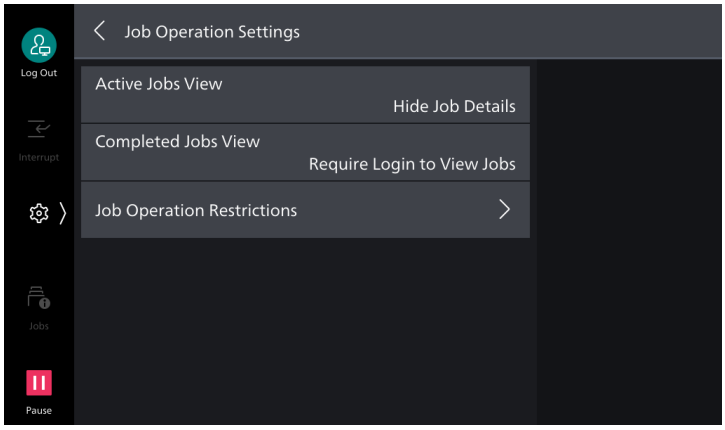


Note

- Active settings can be disabled even in cases where a file in a folder is selected and running is done manually using job flow sheets.
- This can be set for users with administrator rights, regardless of the authorization group.
- For watermarks specified by the user in ApeosWare Copy Protection (sold separately) or copying, this setting is disabled even if it's allowed.

[Job Operation Settings]

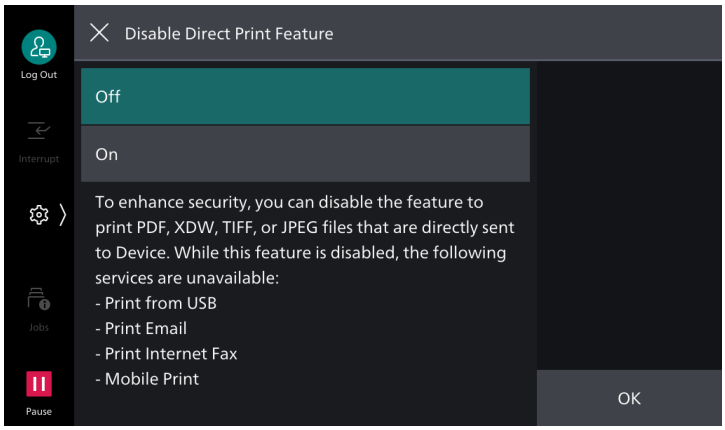
Enables restriction of display of active jobs. This protects privacy and deters information leaks for unauthenticated users and users who are not job owners.



Item		Description
[Active Jobs View]		Enables restriction of display of information for active jobs.
[Completed Jobs View]		
	[Allow Job Viewing at All Times]	Enables confirmation all finished jobs, regardless of login. Display of detailed information on jobs can be restricted.
	[Require Login to View Jobs]	Enables confirmation of finished jobs only by users currently logged into the machine. Display of detailed information on jobs can be restricted by setting jobs that can be confirmed to only the jobs of logged in users.
	[Hide]	Disables display of all finished jobs, regardless of login.
[Job Operation Restrictions]		Sets range of users allowed to perform job operation for each type of operation.

[Disable Direct Print Feature]

When set to [On], direct print features are disabled, such as print from USB, print Email, print Internet fax, and mobile print.



[Overwrite Storage]

Set the number of overwrite erases when deleting data.

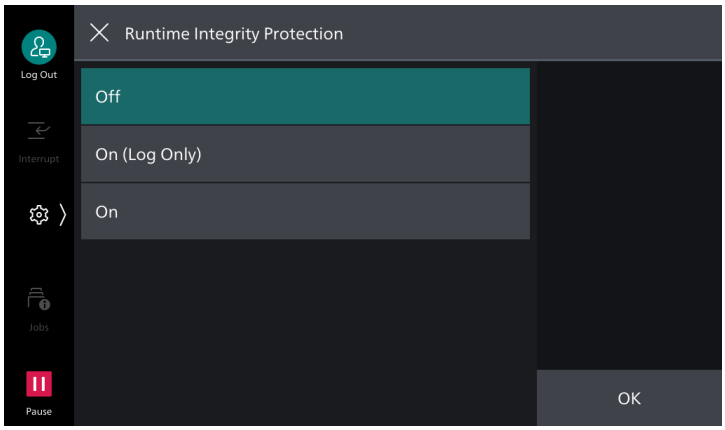
By overwriting data that has no information in the area where the data was recorded, you can prevent unauthorized retrieval and restoration of the data.

[Runtime Integrity Protection]

Sets whether to detect access to or running of unauthorized file during machine operation.

If set to [On], file writing or running are denied, and the specifics of the access are recorded in the audit log.

If set to [On (Log Only)], recording is done in the audit log, but access to the file is not denied.



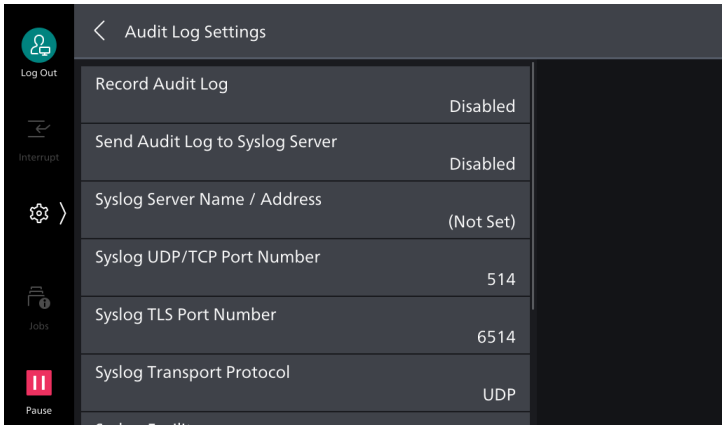
Note

- The audit log feature must be set to enabled to record in the audit log. For details, refer to “[Audit Log Settings]” (P.235).

11.7 [Audit Log Settings]

Sets settings for the audit log, and set settings relating to the Syslog. (The audit log is sent to other client computers on the network using the Syslog protocol.)

The audit log records who did what work and when with the machine. If the audit log feature is used, it is possible to monitor for improper use of the machine, or attempts at improper use.



Note

- Internet Services are used to retrieve the audit log.

Refer

- For information on the items recorded in the audit log, refer to “Audit Log Reference Guide”.

Item	Description
[Record Audit Log]	Sets whether to record the audit log. An audit log is recorded in the machine if the audit log feature is enabled. Up to 15,000 logs are recorded in the log, and the logs with the older date are deleted if 15,000 is exceeded.
[Send Audit Log to Syslog Server]	Sets whether to send the audit log to the Syslog server.
[Syslog Server Name / Address]	Input server name or IP address of Syslog server.
[Syslog UDP/TCP Port Number]	Input the Syslog UDP or TCP port number.
[Syslog TLS Port Number]	Input TLS port number of Syslog server.
[Syslog Transport Protocol]	Sets transport protocol when sending to Syslog.
[Syslog Facility]	Input facility number of audit log sent to Syslog.
[Syslog Timeout Value]	Input sending timeout for sending to Syslog.
[When Send Error Occurs]	Sets operation when audit log in machine reaches maximum number of logs while sending to Syslog is not finished.
[Prioritize Device Operation]	Overwrites logs, starting from the oldest dates. Syslog sending is impossible for overwritten audit logs.
[Prioritize Audit Log]	A system error occurs, and the machine stops. Reboot after setting to the state where the machine and Syslog server can be connected for restarting machine.

11.8 [Maintenance]

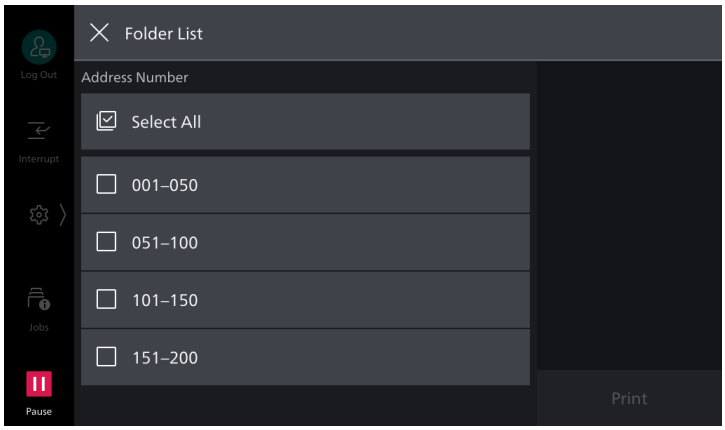
[Print Maintenance Reports]

Note

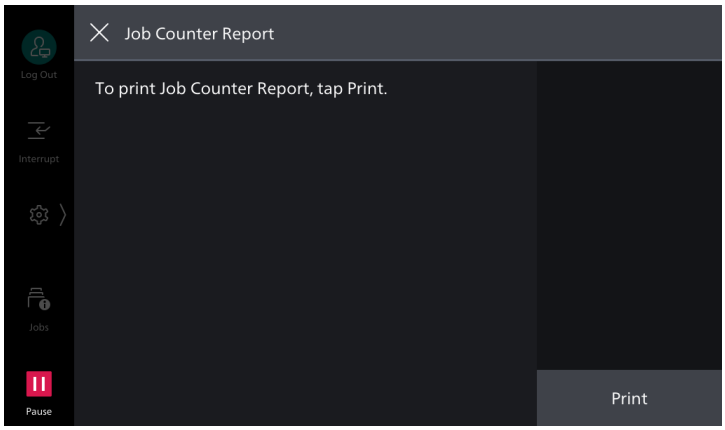
- You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

[Folder List]

Prints the list of settings and processing methods during folder storage for folders in the range of specified numbers.



[Job Counter Report]



Refer

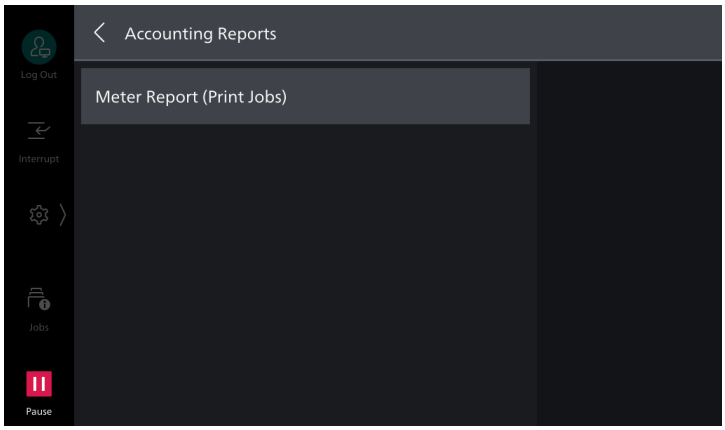
- For the job counter report, refer to “[Print Reports]” (P.43).

[Accounting Reports]

Enables printing of accounting reports by user. The accounting reports that can be output varies depending on whether the accounting feature is enabled.

If [Authentication/Accounting Settings] is set to something other than [Local]

The following screen is displayed, and a meter report (print jobs) can be printed. This enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner).



Note

- [Meter Report (Print Jobs)] counts from the time that data was initialized.

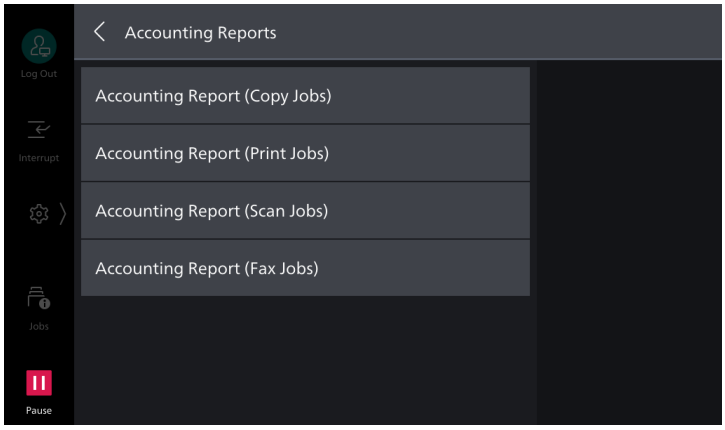
If [Authentication/Accounting Settings] is set to [Local]

The [Accounting Reports] screen is displayed. This enables printing by feature of accounting reports by user for features for which the accounting feature has been set to [Enable Accounting].

Refer

- Refer to "[Accounting]" (P.223).

To print an accounting report, select any accounting report, and specify the range of user numbers.



Note

- The [No.] indicated on the report is the No. (user control no.) set at account setup with [Accounting] and [Authentication/Security Settings].

Item	Description
[Accounting Report (Copy Jobs)]	Enables confirmation of total pages copied, or pages printed, with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Copy Jobs)] counts from the time that data was initialized.

Item	Description
[Accounting Report (Print Jobs)]	Enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner). [Accounting Report (Print Jobs)] counts from the time that data was initialized. **Note** • When [Printer] is set to [Disable Accounting] in [Accounting Mode] of [Authentication/Accounting Settings], not [Accounting Report (Print Jobs)] but [Meter Report (Print Jobs)] is displayed.
[Accounting Report (Scan Jobs)]	Enables confirmation of total pages scanned with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Scan Jobs)] counts from the time that data was initialized.
[Accounting Report (Fax Jobs)]	Enables confirmation by user of data such as communication sessions, and number of documents sent.

[Used Product Return Form]

An information sheet can be printed when requesting the collection of a used machine. We determine the collection route of the machine depending on information given by customers to our Customer Support Center.

[Sample Bar Code GS1-128]

A sample bar code GS1-128 can be printed.

You can check the bar code print status for when bar code mode is enabled and disabled.

[NVM Read/Write History Report]

You can print the history changed in [NVM Read/Write].

[EP Registration]/[EP Diagnostics Request / Repair Request]

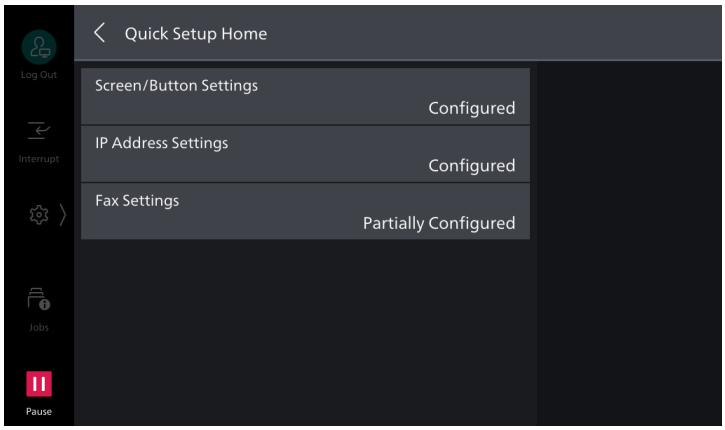
If checking or repair is needed, contact our Customer Support Center.

[Real-Time EP Remote Maintenance]

Enables the function to retrieve the machine's diagnostic data by operation of our customer contact center. This ensures that responses to malfunctions or troubles are handled efficiently.

[Quick Setup Home]

Confirms that quick setup for using the machine is finished. The setting screen can be started from here for items that have not been finished with quick setup.



[Check EP Connection]

Checks whether communication with the EP-BB service is operating correctly.

Refer

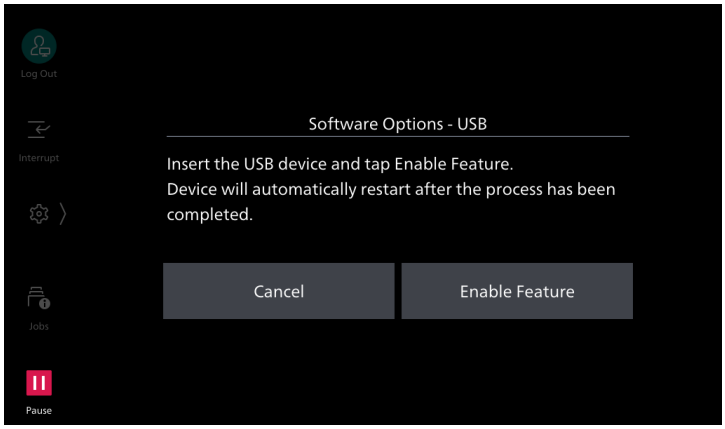
- Refer to our official website for information on the EP-BB service.

[Software Options]

Set by a service representative.

[Software Options - USB]

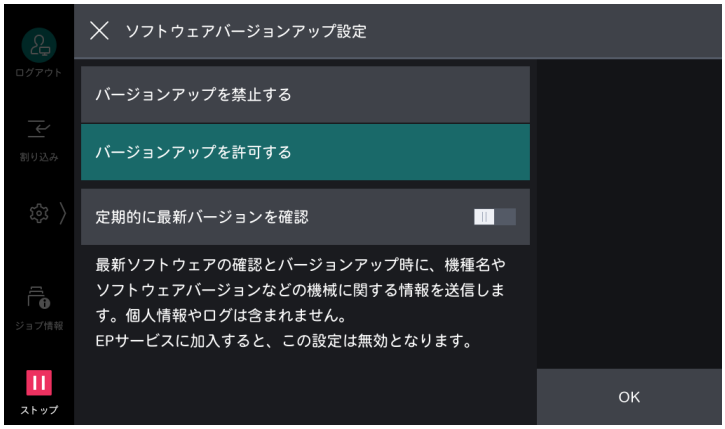
Enables use of options by mounting a USB dongle.



[Software Update Settings]

Sets whether to enable the software update from [Update Software].

When setting to [Enable Update Feature], you can also set whether to check for the latest software version periodically.



Note

- The machine requires an internet connection as this feature accesses the external website we provide. If there is a firewall that prohibits connections to external sites, you need to allow access to the following servers:
  - bbedge2p-a-ex.iotconnectup.com (software check server)
  - caps04.iotconnectup.com (certification authority)
  - swupdate-ex.iotconnectup.com (software download server)

[Update Software]

Updates software when the software version needs to be updated.

Important

- Do not turn off power until the software update is finished.If power is turned off midway through, the software will be incomplete, and it may be impossible for the machine to start.

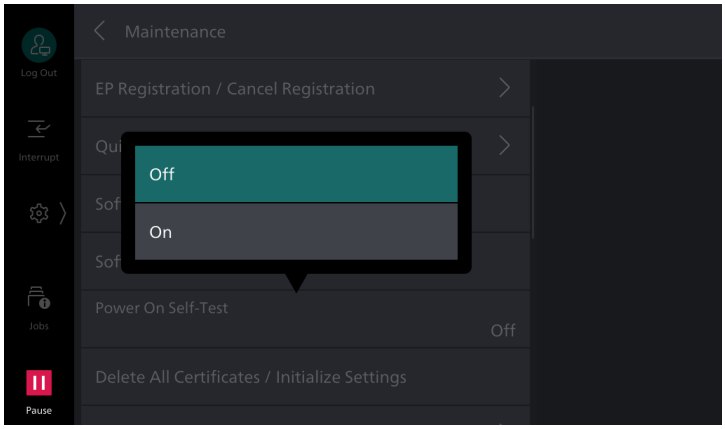
Note

- When the software is downloaded, the machine restarts and updates the software.The machine restarts again and displays the Home screen then the software update is finished.

[Power On Self-Test]

Enables self testing when machine power is turned on.

If a problem is found in the self test, such as intentional rewriting of the program, startup is stopped, and a record is left in the audit log.



[Check IC Card Details]

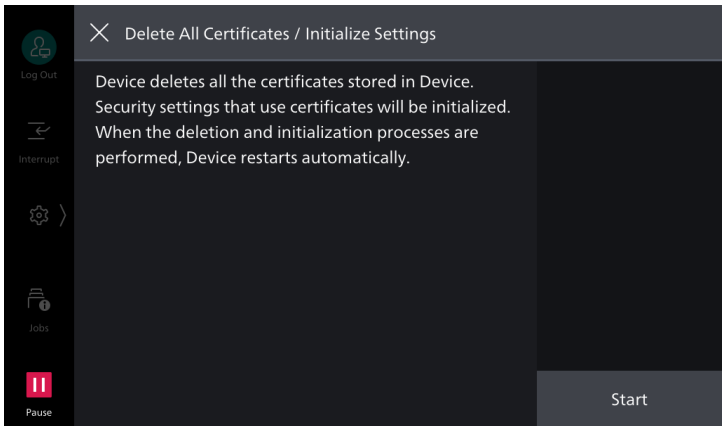
If [Check IC Card Details] is selected, and the IC Card being used is touched to the IC Card reader, IC Card details are displayed on the touch panel display.

Note

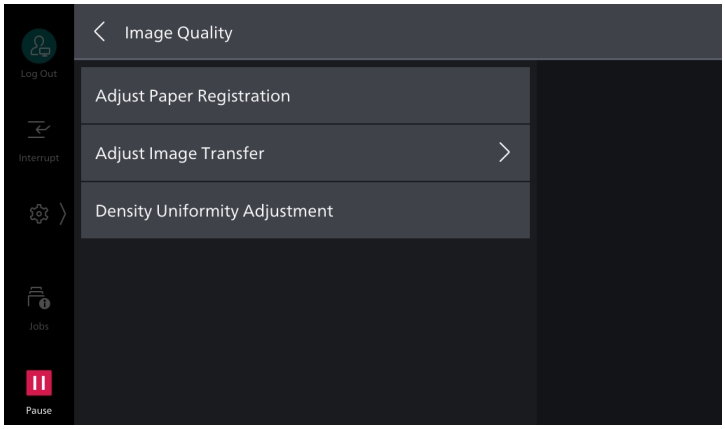
- Information used for authentication is set with Internet Services.

[Delete All Certificates / Initialize Settings]

Deletes all certificates and initializes settings. This is used when certificate data can no longer be used for reasons such as errors with certificate files, even though the machine has been set to use certificates with [Network Settings] > [Security Settings] > [SSL/TLS Settings].



[Image Quality]



Note

- The following items can be used when there is free capacity of the total amount of folder spaces. Before adjustment, check [Stored File List] under "[Print Reports]" (P.43) to confirm that there is free space in the folder.
  - [Adjust Image Transfer]
- If [Local User Access - Maintenance] is set to [Enabled] in "[Other Settings]" (P.150), local users can adjust the following items. Local users should use the adjustment menu from [Shortcuts] of the control menu.
  - [Density Uniformity Adjustment]
- If the situation does not improve even though image quality adjustment is regularly carried out, contact our sales representative or Customer Contact Center.

Item	Description
[Adjust Paper Registration]	Adjusts position of image for printing on paper. **Note** • Use paper of size at least 182 x 182 (mm). • Due to image variation, it is recommended to print 3 or more copies of the chart for adjustment. **Refer** • For details, refer to "[Adjust Paper Registration]" (P.243).
[Adjust Image Transfer]	Enables setting of the optimal image transfer voltage for each paper type when the toner image is not transferred in the optimal condition to paper. Adjust the value using a sample print.
[Density Uniformity Adjustment]	Adjusts uniformity of density of image printed on paper. **Refer** • For details, refer to "[Density Uniformity Adjustment]" (P.247).

[Adjust Paper Registration]

Adjusts the output image position per each paper tray.

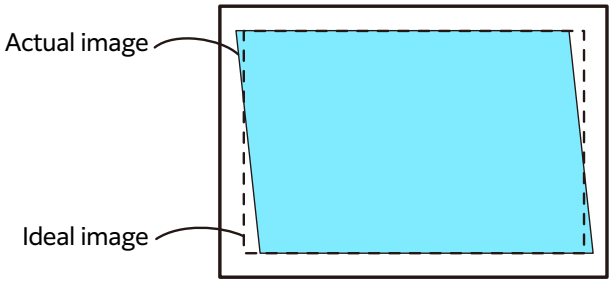
Adjust the output image position when it is misaligned due to paper stretching, cutting accuracy, or paper storage conditions.

Adjustable Items

Adjustment if performed in the following sequence.

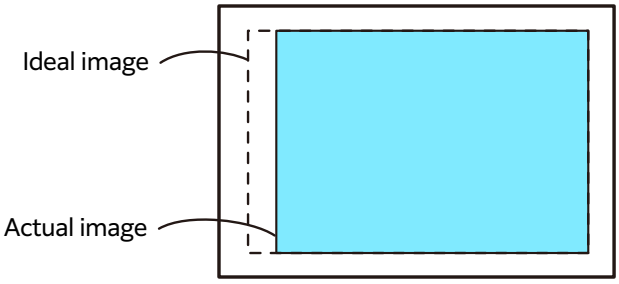
■ [Perpendicularity]

Adjusts image distortion (parallelogram) in the sub scan direction (paper feed direction).



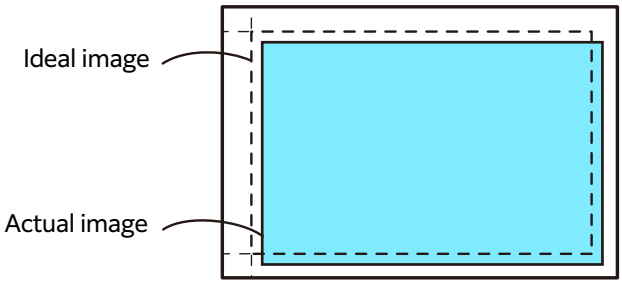
■ [Slow Scan %]

Adjusts reduce/enlarge of image in sub scan direction (paper feed direction).



■ [Lead/Side Registration]

Adjusts position of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).



Adjustment Procedure

1. **Load the paper for adjustment in the tray for adjustment.**

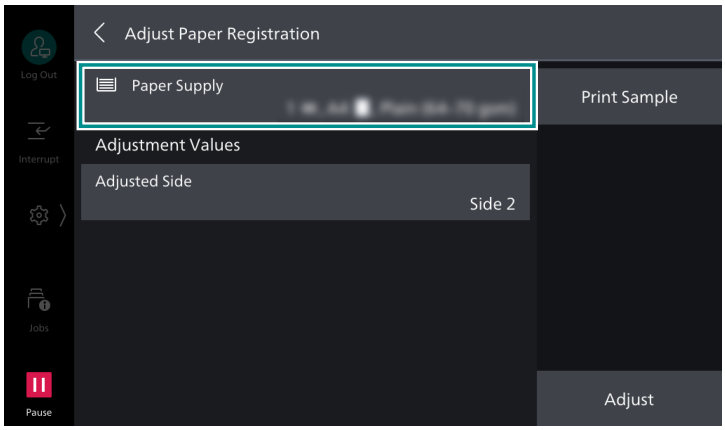
   Note

   - When printing the sample chart for adjustment, load either A3□, A4□, 11 x 17″□ or Letter□ paper.

2. **Log in to Administrator Mode.**

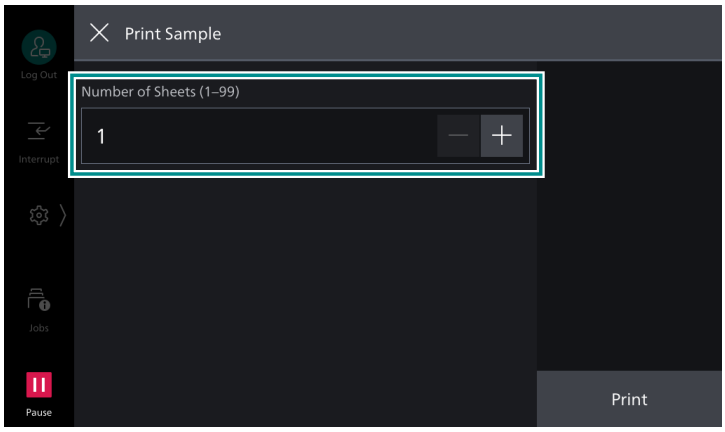
3. **Tap on ⚙ > [Device] > [Maintenance] > [Image Quality] > [Adjust Paper Registration].**

4. **Tap on [Paper Supply], and select the tray where paper was loaded in step 1.**



5. **Select the printing side for adjustment with [Adjusted Side].**

6. **Tap on [Print Sample] to specify the number of prints of the sample.**

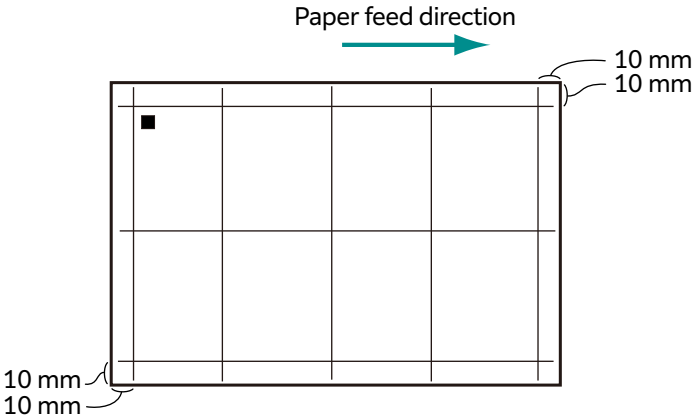


   Note

   - Due to image variation, it is recommended to print 3 or more copies of the sample.

7. **Tap on [Print].**

8. **Confirm the printed sample, and input the adjustment values.**



Note

- Square black marks are printed at the back edge of the paper to indicate the paper feed direction. One black square is printed on side 1, two black squares are printed on side 2.

Refer

- "[Perpendicularity] Adjustment" (P.245)
- "[Slow Scan %] Adjustment" (P.246)
- "[Lead/Side Registration] Adjustment" (P.246)

9. **Tap on [Adjust].**

The adjustment values are applied.

10. **Tap on [Print Sample] > [Print].**

The sample copy reflecting the adjustment value you entered is printed.

[Perpendicularity] Adjustment

Note

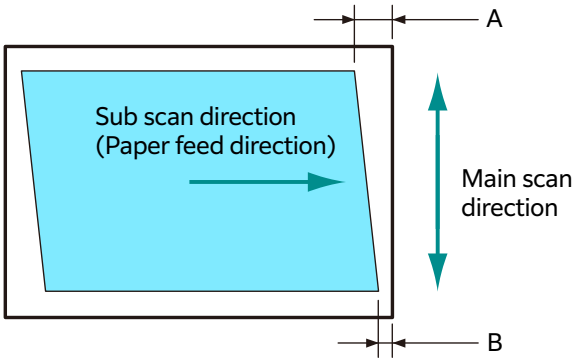
- Adjustment cannot be done for each tray/adjusted side.

1. **Tap on [Perpendicularity].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).**

Note

- Adjustment amount (mm) = Inclination amount (A - B) (mm) x 400 ÷ (width in main scanning direction of paper (mm) - 20)



3. **Tap on [OK].**

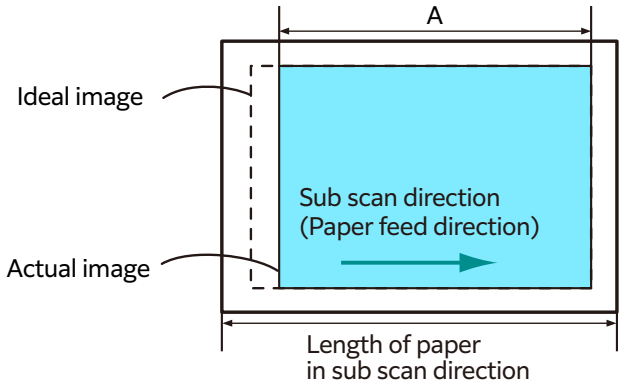
[Slow Scan %] Adjustment

1. **Tap on [Slow Scan %].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.025%).**

   Note

   - Adjustment amount (%) = (Paper length in sub scan direction (mm) - 20 - A) ÷ (Paper length in sub scan direction (mm) - 20) x 100



3. **Tap on [OK].**

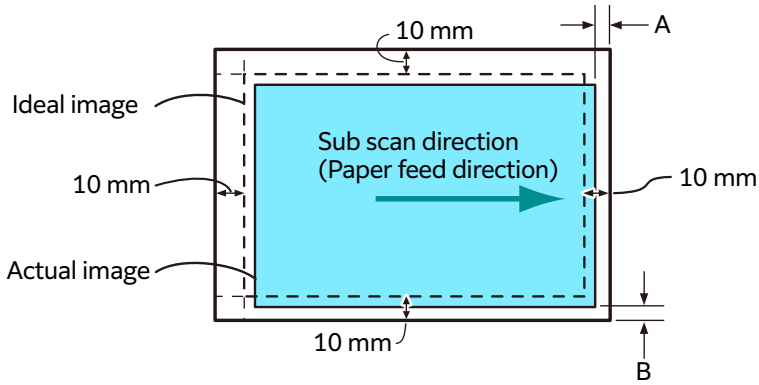
[Lead/Side Registration] Adjustment

1. **Tap on [Lead/Side Registration].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).**

   Note

   - [Lead Registration (L)]
     Adjustment amount (mm) = 10 - A (mm)
   - [Side Registration (S)]
     Adjustment amount (mm) = 10 - B (mm)

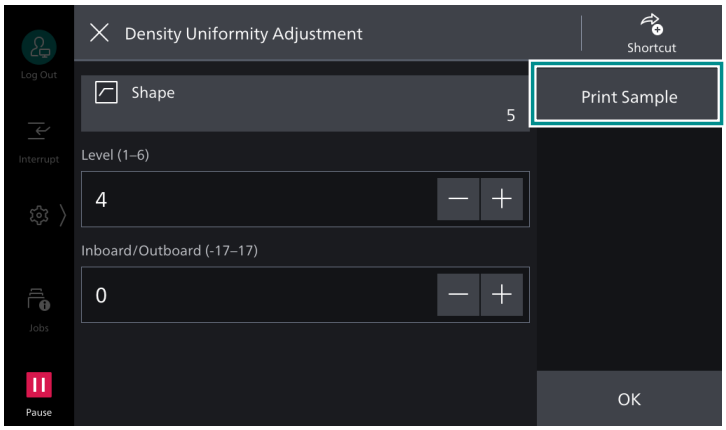


3. **Tap on [OK].**

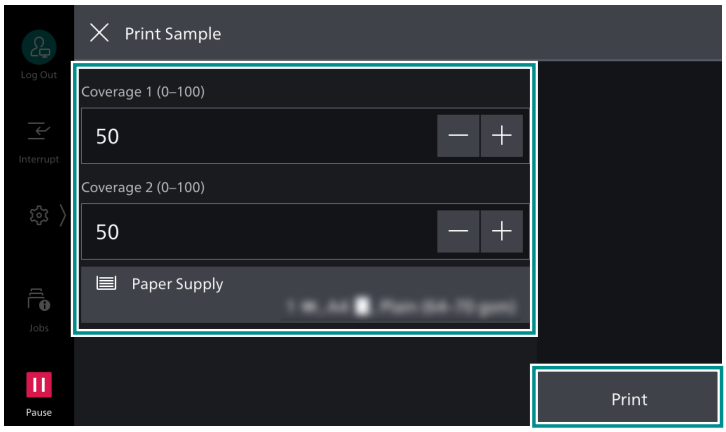
[Density Uniformity Adjustment]

Adjusts manually density uniformity of output image.

1. **Load the paper for adjustment in the tray for adjustment.**
2. **Log in to Administrator Mode.**
3. **Tap on ⚙ > [Device] > [Maintenance] > [Image Quality] > [Density Uniformity Adjustment].**
4. **Tap on [Print Sample].**



5. **Set each item and tap on [Print].**



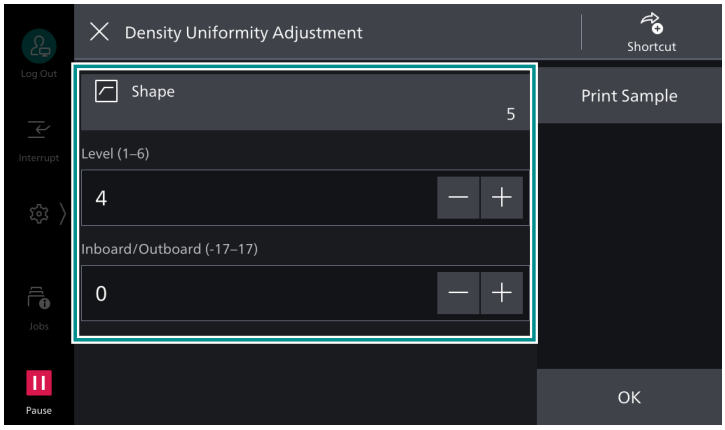
[Coverage 1]/[Coverage 2]

Two types of density can be set to print on the print sample.

[Paper Supply]

Select the tray where paper was loaded in step 1.

6. Confirm the printed sample, and if there is any non-uniformity, adjust density.



[Shape]

Select the amount of density distribution adjustment for the print sample from shapes 1 to 6.

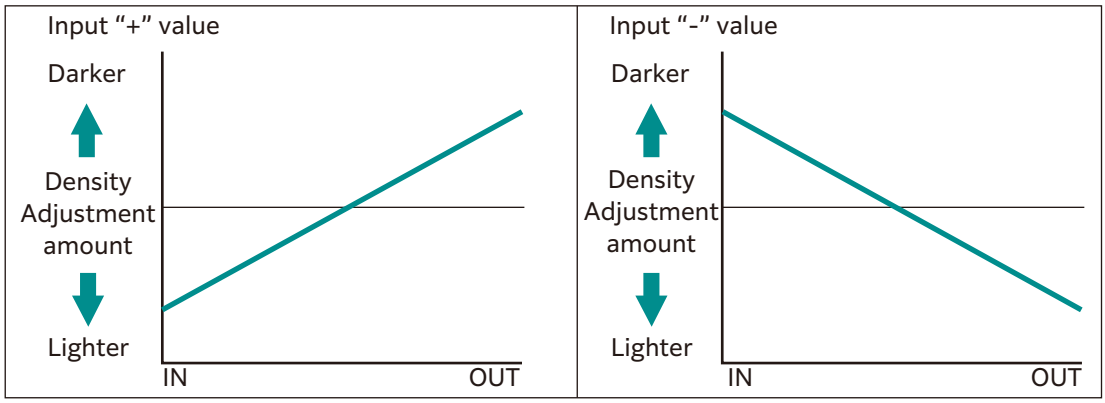
[Level]

Select the level of the density difference of the print sample from 1 to 6. Level 1 indicates no adjustment, and the larger the value, the larger the adjustment amount.

[Inboard/Outboard]

Adjust the density distribution as follows with respect to the print sample. Set the adjustment amount in the range -17 to 17.

The larger the value, the larger the adjustment amount.



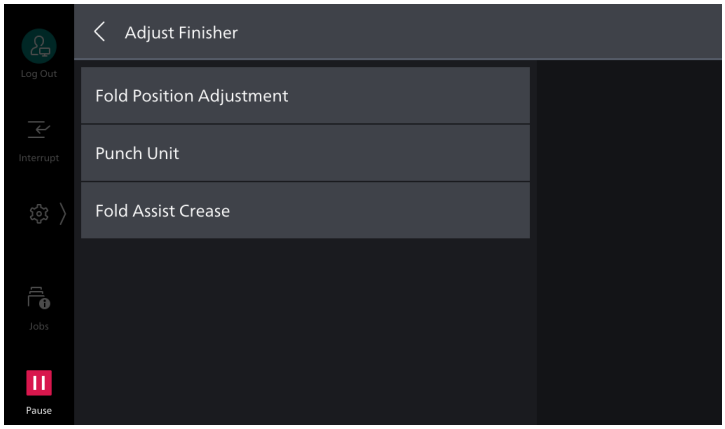
Note

- When the density distribution differs from these patterns, adjust using [Shape] and [Level].

7. After adjustment, print the print sample again with [Print Sample], and confirm adjustment results.

8. If you can adjust correctly, tap on [OK].

[Adjust Finisher]



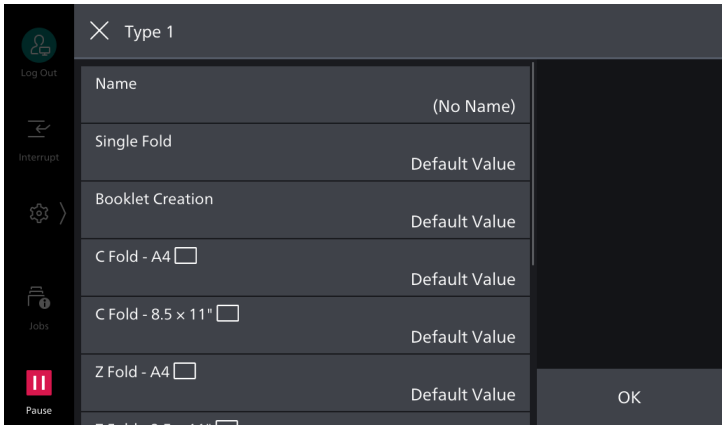
Note

- The displayed items differ depending on the machine configurations.

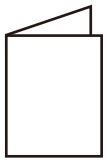
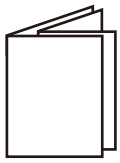
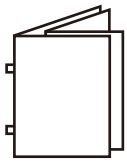
Item	Description
[Booklet Fold Position Adjustment]	Sets booklet fold position for, respectively, smaller than JIS B4, and JIS B4 or larger. **Refer** • Refer to "Booklet Fold Position Adjustment" in "Reference Guide - Appendix", for how to adjust the booklet folding position.
[Punch Position Adjustment]	Sets punch position for, respectively, smaller than JIS B4, and JIS B4 or larger.
[Fold Position Adjustment]	Registers the folding positions and the adjustment value according to paper type or number of sheets. The registered alignment value can be assigned in the settings of the paper tray. **Note** • You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut]. • This item can be set to allow local users to adjust this item. Set [Local User Access - Maintenance] to [Enabled] in "[Other Settings]" (P.150). Local users should use the adjustment menu from [Shortcuts] of the control menu. **Refer** • For details, refer to "[Fold Position Adjustment] Type Setup" (P.250).
[Staple-Free Stapling Strength]	Sets stapling strength when using staple-free stapling.
[Stapling Preference]	Sets whether to prioritize stapled stapling with staples or staple-free stapling. **Note** • Staples for saddle stapling can be used even if set to [Staple-Free Only].
[Punch Unit]	Set the punch unit.
[Fold Assist Crease]	Enables folding (creasing) for curbing bulge in case of saddle stapling. A larger number of creases alleviates bulge more effectively, but slows down output speed.

[Fold Position Adjustment] Type Setup

Assign the names for each type, and by following the screen, set the adjustment value for fold position for Single Fold, Booklet, C Fold, Z Fold, and Z Fold Half Sheet.



Folding

Single Fold	Booklet Creation	Booklet Creation + Staple
		

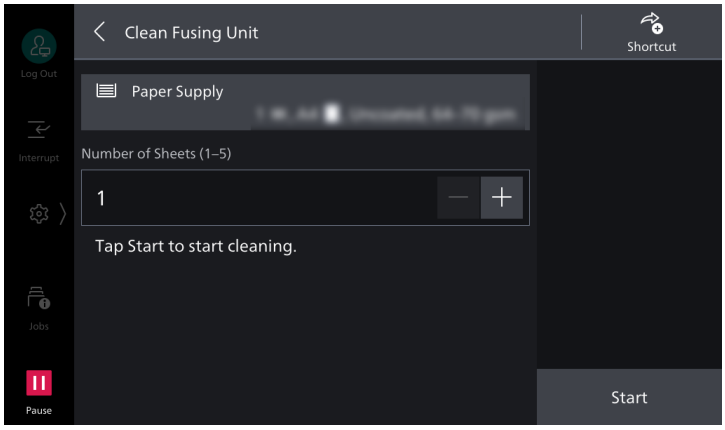
C Fold	Z Fold	Z Fold Half Sheet

Refer

- Refer to “Folding Position Adjustment” in “Reference Guide - Appendix”, for how to adjust the folding position.

[Clean Fusing Unit]

Enables improving black spots and black line stains by cleaning the dirt on the fusing roll.
Clean the fusing unit using the loaded paper.

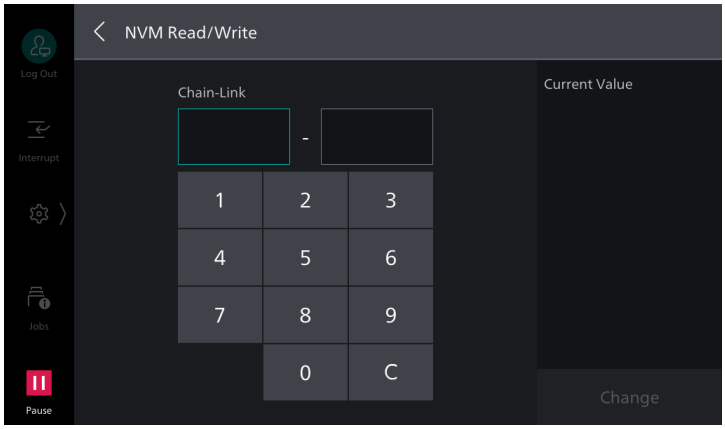


Note

- Load paper that is larger than A4□ size or Letter□ size.
- You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

[NVM Read/Write]

Set the details of the machine operation.



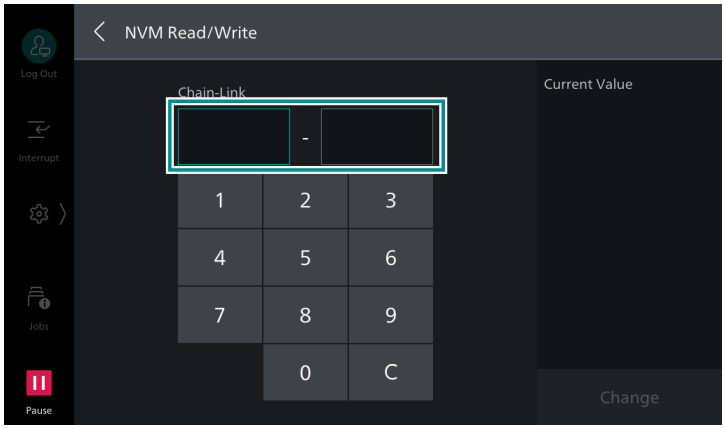
Main Features That Can Be Set

Setting Number	Description	Setting
740 - 290	Set whether the center tray attention light comes on when there is paper in the center tray.	0: Disabled 1: Enabled (default)
740 - 291	Set whether the center tray attention light comes on when there is paper in the extra center tray.	0: Disabled 1: Enabled (default)
740 - 292	Set whether the center tray attention light comes on when there is paper in the side tray.	0: Disabled 1: Enabled (default)

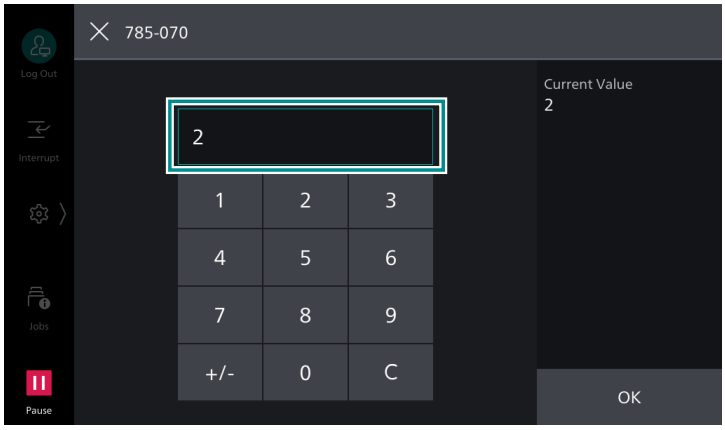
Setting Number	Description	Setting
785 - 070	Set whether to reset all documents or reset all but the ejected documents when the paper jam or multi-feeding occurs.	1: Start over from the first document 2: Restart from the jammed document (default)

Changing the Setting Value of [NVM Read/Write]

1. **Log in to Administrator Mode.**
2. **Tap on ⚙ > [Device] > [Maintenance] > [NVM Read/Write].**
3. **Enter the settings number in [Chain-Link].**
   The current value of the settings number is displayed on [Current Value].

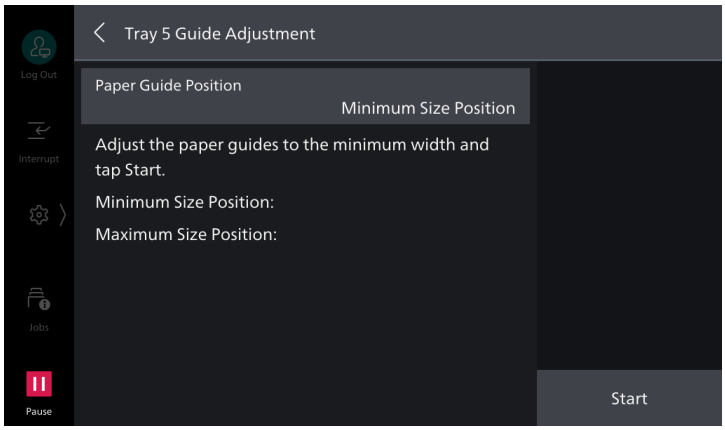


4. **Tap on [Change].**
5. **Enter the setting value to be changed and tap on [OK].**

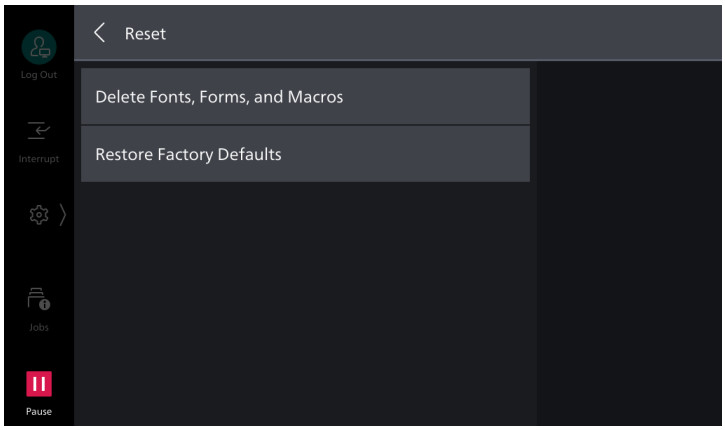


[Tray 5 Guide Adjustment]

Adjusts detection precision of guide width of [Tray 5].



11.9 [Reset]



[Delete Fonts, Forms, and Macros]

Erases all font data, form data, and macro data downloaded into the machine.

[Restore Factory Defaults]

Restores all settings of the machine to state at factory shipment.

12 Authentication and Accounting Feature

12.1 Summary

Use the authentication feature to restrict access to the machine itself, or restrict access for each service. This also allows users to process and manage data on service usage status per user.

Types of Users

Users are grouped into the following categories when using the authentication feature.

System Administrator

This type of user is able to register and change system setting value according to the user environment.

The system administrator uses a specially defined user ID called a System Administrator ID.

Login User

This type of user is registered to the machine or an external server. Each user is authenticated by a user ID.

The user ID can be associated with sub user accounts based on its intended use. A single user ID can be associated with up to 10 sub user IDs.

Note

- Set the User ID within 32 characters.
- A separate application is required to use sub users. For details, contact our sales representative or Customer Contact Center.

Guest User

This type of user has not been registered.

Guest users cannot access restricted services.

Administrator Permissions and Permission Groups

Administrator permissions and permission groups can be set for each user on the machine.

If using our products (sold separately) as the remote accounts, set them in the products (sold separately). If using LDAP or Microsoft Entra ID as the remote accounts, set them in Internet Services.

Administrator Permissions

The system administrator and/or the account administrator's permission can be granted to each login user.

System Administrator

The same permissions as the system administrator can be granted. However, the following actions will be unavailable.

- Folder operations
- Controlling job flow sheets
- Changing System Administrator password

Account Administrator

The following permissions can be granted.

- Regarding, deleting, changing (password cannot be changed by themselves) or referencing (may be unavailable based on some setting configurations) user information
- Registering, deleting, changing or referencing accounting data
- Changing alternative name for user ID/mask user ID (***)
- Changing alternative name for account ID/mask account ID (***)
- Printing accounting reports

Permission Groups

You can divide permissions allowing access to features for registering authenticated users. Users belonging to a permission group can perform the same actions as the system administrator.

Refer

- Refer to “Permission Groups” (P.264) for more information.

Usage Limit

Usage Limit Across Entire System

You can restrict access to the machine and each service in Authentication Mode. User authentication is required to use this.

Refer

- Refer to “[Authentication]” (P.229) for more information.

Usage Limit by User

You can restrict the creation, editing and use of Usage Limit, Account Limit, Job Flow Sheets and Folder for a service for each user.

Refer

- Refer to “Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode” (P.259) and “Authentication for Job Flow Sheets and Folders” (P.260) for more information.

Types of Authentication and Authentication Method

Types of Authentication

Log In to Local Accounts

Authentication is performed using user information registered to the machine.

This type of authentication is applied when the authentication/accounting mode is either [Local]/[Network].

Note

- Print information sent directly from the client computer is authenticated by comparing authentication information preset in client-side printer drivers with authentication information registered to the machine, before it can be received by the machine.
- If [Network] is set, register the user details managed with remote services and performs authentication using the details.

Log In to Remote Accounts

Authentication is performed using user information managed in an external authentication server. For users using an external server (LDAP, Kerberos, our products (sold separately) or Microsoft Entra ID). User information is not registered to the machine.

This type of authentication is applied when the authentication/accounting mode is [Remote].

Note

- The remote authentication kit is required.
- When using remote accounts (other than when using our products (sold separately)), you can select available services from the touch panel display on the machine based on access permission information retrieved from the external authentication server.

Authentication Method

User ID Authentication

User information such as User IDs and passwords is registered to the machine or an external authentication server in advance for users to enter in their user ID and password from the touch panel display on the machine directly for authentication.

Card Authentication

User information such as card numbers registered to cards, user IDs and passwords is registered to the machine or an external authentication server in advance for card authentication.

Combined Use of Card Authentication and User ID Authentication

Allows the combined use of card authentication and user ID authentication.

Note

- To use card authentication and user ID authentication in local accounts, set [Login When Card Reader Is Connected] to [IC Card / Control Panel Login]. Refer to “[Authentication]” (P.229) for more information.

Accounting Feature

Types of Accounting Modes

Local Accounting

This accounting mode uses the login users’ information registered with the machine to manage the data of each user.

This accounting mode is applied when the authentication/accounting mode is [Local].

Note

- The following users can print accounting reports.
  - System Administrator
  - Users granted administrator permissions
  - Users granted account administrator permissions

Network Accounting

Performs accounting using user details managed with remote services.

Job data saved to the machine by the external service is collected and processed by user.

This accounting mode is applied when the authentication/accounting mode is [Network].

Note

- User information managed in an external service is sent from the external service to the machine and registered to the machine. When the user information managed in an external service is updated, the updated user information must be sent from the external service to the machine.

Accounting Using an Authentication Server

With this, accounting is performed using an authentication server.

Job data saved to the machine by the external service is collected and processed by user.

This accounting mode is applied when the authentication/accounting mode is [Remote] and [Authentication System] is [Authentication Agent].

Note

- If [Authentication System] is other than [Authentication Agent], accounting is not performed with the authentication server.

Services that Allow for Local Accounting

This section describes information for which accounting is possible by service jobs.

Print

Service (Job)		Applicable User	Management Items
Normal Print	With model-specific printer driver	Login User	Number of sides/ sheets printed
	With non-specific printer driver*1	Guest User	
Secure Print	Printing files	Login User	
Sample Set			
Print Files from Folder			
Delayed Print			
Charge Print			
Private Charge Print			
Print Email*1		Guest User	

*1 :Printing is possible if [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] is set to [Unlocked] in Internet Services.

Scanner

Service	Applicable User	Management Items
Email	Login User	Scanning, sending Emails
Scan to Folder		Scanning
Scan		Scanning, forwarding files
Scan to USB		Scanning

Fax

Service (Job)		Applicable User	Management Items
Fax Recipient	Auto Send	Login User	Number of times/sheets to send as fax, frequency of communications
	Manual Send (outgoing calls, incoming calls)		
Receive faxes, printing	Auto Receive and Print	-*1	Number of times/sheets received, number of sides/ sheets printed
	Manual Receive Print (outgoing calls, incoming calls)		
Store Fax - Local	Auto Store and Receive	-*1	Number of times/sheets received
	Store and Receive Print	Login User*2	Number of sides/sheets printed
Fax Polling	Auto Send (to Folder)	Guest User	Number of times/sheets to send as fax
	Auto Receive and Print	Login User	Number of times/sheets polled, number of sides/ sheets printed
	Confirm and Print Stored Files (Folder, Public Folder)	Login User*2	Number of sides/sheets printed
Send as Direct Fax		Login User	Number of times/sheets to send as fax, frequency of communications
Send as Internet Fax		Login User	Number of times/sheets to send as Internet fax
Receive, Print Internet Fax	Auto Receive Print	-*3	Number of times/sheets received, number of sides/ sheets printed
	Auto Receive in Folder		Number of times/sheets received
	Store and Receive Print	Login User*2	Number of sides/sheets printed
Receive Internet Fax, Transfer Fax	Auto Send (Transfer)	-*4	Number of times/sheets to send as fax, frequency of communications

*1 :Processed as faxes received.
*2 :If [Print Files from Folder] is set to [Unlocked], guest user data will be accounted for. Refer to "[Authentication]" (P.229) for [Print Files from Folder].
*3 :Processed as Internet faxes received.
*4 :Processed as Internet faxes received and transferred.

■ Cautions When Using Accounting Reports (Fax Jobs)

- Faxes sent to the same address from different users will not be counted as batch send jobs.
- Communication frequency is calculated using an independent timer installed within the machine. Be aware that this may result in slight differences between communication fees calculated from the communication frequency and the amount charged by the telecommunication company, etc.
- When receiving segmented pages, counting is based on the number of sides received, not the number of sheets printed.
- The communication frequency does not take into account the following communications.
  - Entering a number using the keypad, or using on-hook/off-hook
  - Using an address for which billing information has not been registered
  - When placing calls (included calls made before communications)

■ Fax Billing

The following actions are not charged.

- Entering a number using the keypad and dialing the number
- Communications to an address for which billing information has not been registered
- When manually receiving, sending and polling
- When placing calls

Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode

Services that allow Usage Limit and Accounting settings to be configured are as follows.

When Authentication/Accounting Mode is [Local]

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Feature	Account Limit	
[Copy]	✓	✓	✓
[Print]	✓	✓	✓
[Scan]	✓	✓	✓
[Fax]	✓	-	✓

When Authentication/Accounting Mode is [Network]

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User*2
	Usage Limit by Feature*1	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓
[Fax]	✓	-	✓

*1 :Usage Limit can be configured in our products (sold separately).
*2 :This can be processed in our products (sold separately).

When Authentication/Accounting Mode is [Remote]

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User*2
	Usage Limit by Feature*1	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓
[Fax]	✓	-	✓

*1 :Usage Limit can be configured in our products (sold separately).
*2 :This can be processed in our products (sold separately).

12.2 Authentication for Job Flow Sheets and Folders

Conditions for Job Flow Sheet and Folder Use

- If you switch the authentication method, the job flow sheets and folders created by login users while logging in to the local account or remote account will be deleted.
- Job flow sheets and folders will not be deleted even if the authentication method changes if:
  - The system administrator created the job flow sheet or folder.
  - A local user created the job flow sheet or folder while the authentication feature was not in use.

When Using the Authentication Feature

Note

- When using the authentication feature, the following users are able to use folders and job flow sheets.
  - In either [Local] or [Network] authentication mode: login users and system administrators
  - In [Remote] authentication mode: login users excluding guest users

Creating Folders

When using the authentication feature, the relationship between creators and users of folders that can be created/used is as follows.

Folder Creator	Permitted Users	Available Actions
Login User	Creators/System Administrators	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print Files, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
System Administrator	All guest users*2/All login users/System administrator	View, Delete*1, Change Settings*1, View Files, Delete Files, Register Files, Print Files, Associate Job Flow Sheets*1, View Job Flow Sheets, Execute Job Flow Sheets

*1 :Actions only available to the system administrator.
*2 :This is available if folder use is permitted in authentication feature settings in the System Administrator Mode.

Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/System Administrators	Edit, View, Copy, Delete, Select, Run, Associate with Folder
System Administrator	All login users/System administrator	Edit*1, View, Copy*2, Delete*1, Select, Run, Associate with Folder

*1 :Actions only available to the system administrator.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/System administrator	Edit, View, Copy, Delete, Select, Run
System Administrator	All login users/System administrator	Edit*1, View, Copy*2, Delete*1, Select, Run

*1 :Actions only available to the system administrator.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

When the Authentication Feature is Not Used

Creating Folders

The relationship between creators and users of folders is as follows.

Folder Creator	Permitted Users	Available Actions
Local User	All local users/System administrator	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print Files, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
System Administrator	All local users/System administrator	View, Delete*1, Change Settings*1, View Files, Delete Files, Register Files, Print Files, Associate Job Flow Sheets*1, View Job Flow Sheets, Execute Job Flow Sheets

*1 :Actions only available to the system administrator.

Note

- Files registered and printed using Network Scanner Utility 3 are outside the scope of authentication.

Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/System administrator	Edit, View, Copy, Delete, Select, Run, Associate with Folder
System Administrator	All local users/System administrator	Edit*1, View, Copy*2, Delete*1, Select, Run, Associate with Folder

*1 :Actions only available to the system administrator.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/System administrator	View, Edit, Copy, Delete, Select, Run
System Administrator	All local users/System administrator	View, Edit*1, Copy*2, Delete*1, Select, Run

*1 :Actions only available to the system administrator.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

12.3 Enabling User Authentication

When using local accounts, configure settings in the following order.

- "Authentication and Accounting Method" (P.262)
- "Access Control" (P.263)
- "Permission Groups" (P.255)
- "User Registration (Log In to Local Accounts)" (P.265)

When using remote accounts, configure settings in the following order.

- "Authentication and Accounting Method" (P.262)
- "Access Control" (P.263)
- "Authentication System Setup (Log In to Remote Accounts)" (P.268)

Note

- To require password entry for authentication, set [Password for Control Panel Login] or [Password for IC Card Login] to [On]. For details, refer to "[Authentication]" (P.229).
- It is necessary to log in to Administrator Mode to perform the following settings.

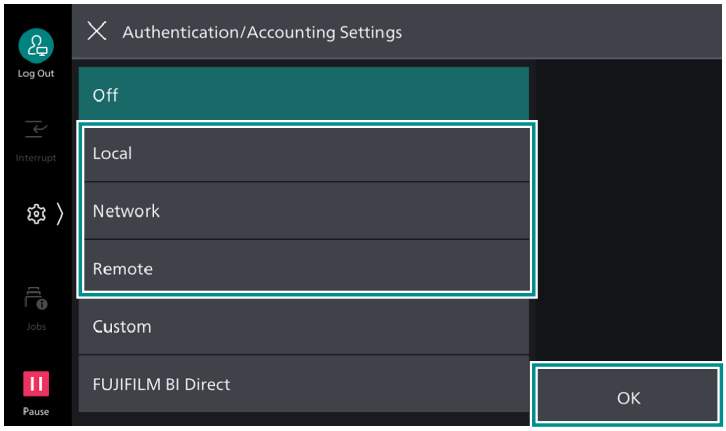
Authentication and Accounting Method

Note

- You can set the authentication/accounting method also in [Authentication/Accounting Settings] of [Accounting].

1. Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].

2. **Select [Local] or [Remote], tap on [OK].**



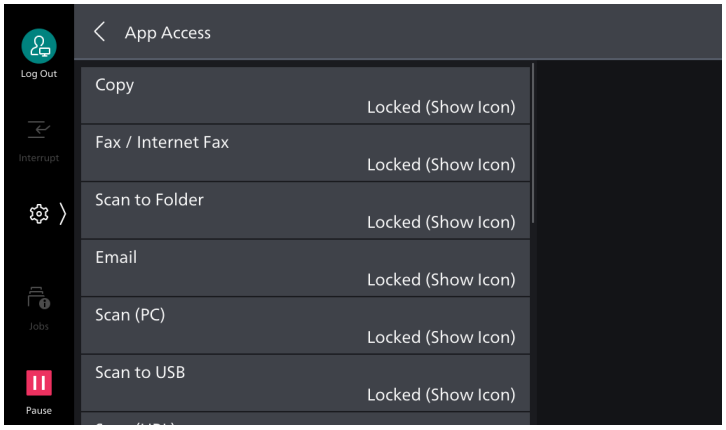
Access Control

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control].**

2. **Tap on [Device Access], select [Unlocked] or [Locked].**

3. **Tap on [App Access].**

4. **Configure authentication requirements for actions by service.**



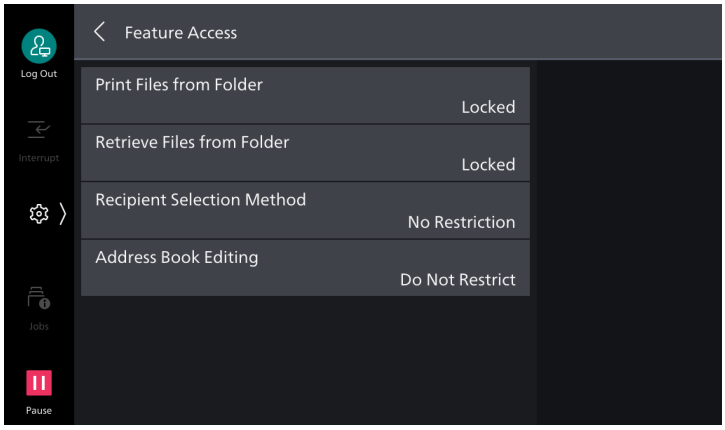
Note

- If [Locked (Show Icon)] is set, the confirmation screen displays when you tap on the icons on the Home screen without authentication.
- If [Locked (Hide Icon)] is set, the icons for the corresponding function button are not displayed on the Home screen without authentication.

5. **Tap on [<].**

6. **Tap on [Feature Access].**

7. **Select [Unlocked] or [Locked] for the feature being changed.**

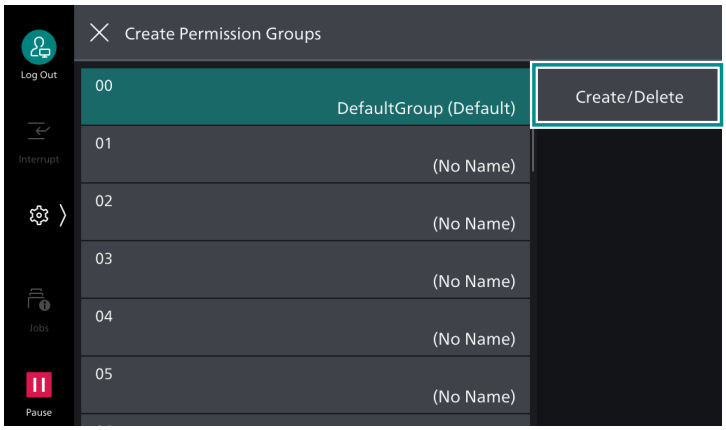


Permission Groups

Register permission groups to assign to users.

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create Permission Groups].**

2. **Select the permission group number to register, and then tap on [Create/Delete].**

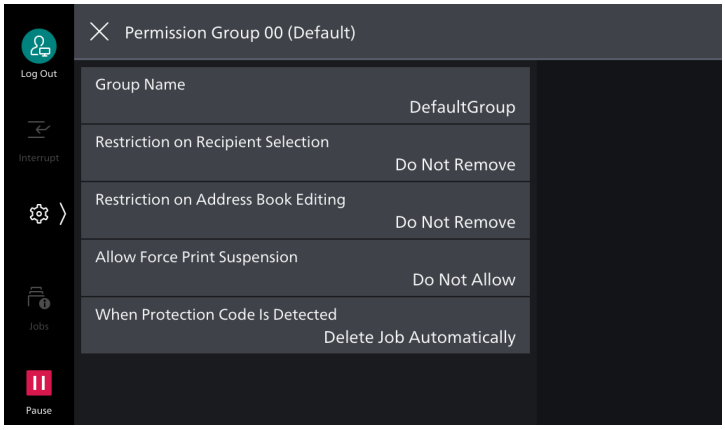


Note

- The following users will belong to the No. 00 [DefaultGroup (Default)] (default permission group).
  - Newly created users
  - Users that have not yet been authenticated
  - Authenticated users for which the [Authentication System] is not set to [Authentication Agent] in remote accounts
- The default permission group can be changed in the same manner as other permission groups.

3. **Tap on [Group Name], enter the name and then tap on [OK].**

4. **Tap on the permission to change, and select the setting.**



[Restriction on Recipient Selection]

When communications sent to addresses not listed in the Address Book are restricted, this can lift the restriction.

[Restriction on Address Book Editing]

When editing the Address Book is restricted, this can lift the restriction.

[Allow Force Print Suspension]

When a Force Watermark, Force Secure Watermark, Print Universal Unique ID, Force Annotation or other forced printing is set, this can temporarily lift the forced printing settings.

[When Protection Code Is Detected]

If embedded job disabled code is detected, this can temporarily allow the job to continue.

User Registration (Log In to Local Accounts)

Register the local user accounts on the machine.

Administrator permissions, service access and account limit settings can be configured for each user.

Note

- Users can also be registered in [Create/View User Accounts] under [Accounting].

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].**

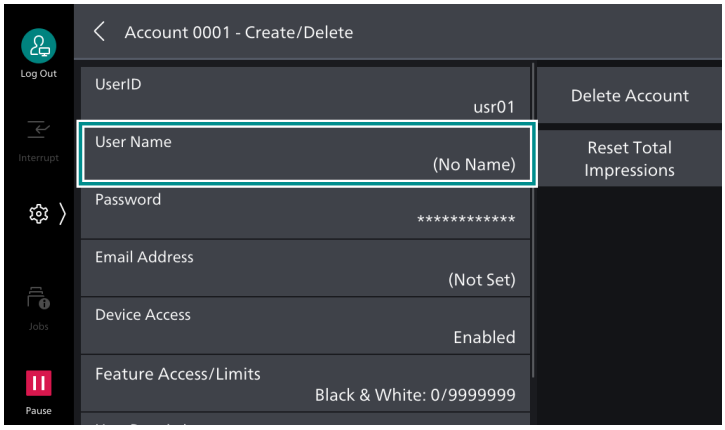
2. **Tap on the field to register a user.**

Note

- The unique number with 4 digit (user registration number) are assigned to the field to register a user.

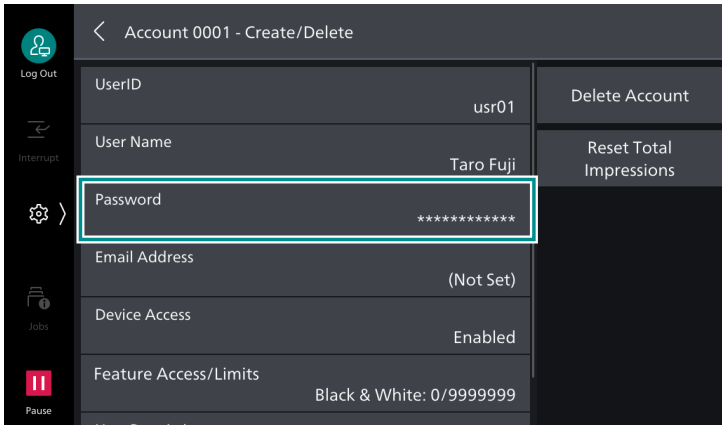
3. **Enter the User ID and then tap on [OK].**

4. **Tap on [User Name].**



5. **Enter the user display name, and then tap on [OK].**

6. **If there is a [Password], set the password.**

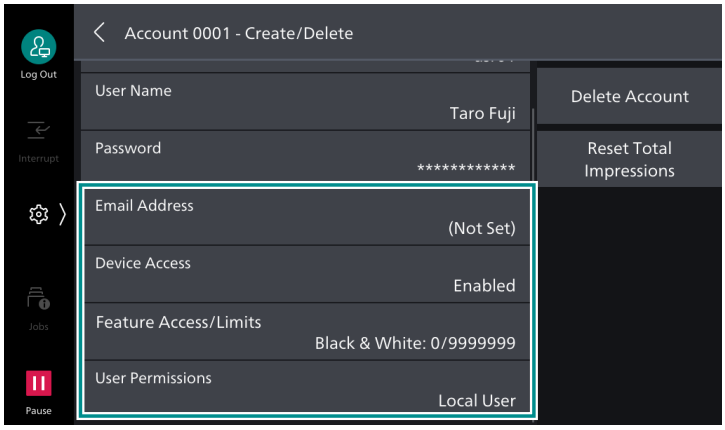


7. **Tap on [Enter Password], and then enter the password.**

8. **Tap on [Next], and then enter the same password.**

9. **Tap on [OK].**

10. **Set access restrictions and permissions as needed.**



[Email Address]

This is used as the default ["From" Address] address when sending Emails when authenticating.

[Device Access]

Allows machine use.

Note

- If an IC Card reader is connected, this permission can be set for each authentication method.

[Feature Access/Limits]

Specify use restrictions and account limit settings for each service. Select the service, and then set either [Feature Access] or [Account Limit], and tap on [OK].

[User Permissions]

You can grant permissions to users. Configure permission group settings in [Add to Permission Group].

- [Local User]
  Permissions for regular users who do not have administrator permissions.
- [System Administrator]
  The same permissions as the system administrator can be granted. However, folders and job flow sheets cannot be modified, and the system administrator password cannot be changed.
- [Account Administrator]
  The following accounting-related permissions can be granted.
  - Registering/deleting/changing (some) user information
  - Registering/deleting/changing accounting data
  - Changing alternative name for user ID/mask user ID (***)
  - Changing alternative name for account ID/mask account ID (***)
  - Printing accounting reports

Deleting Registered Users (Log In to Local Accounts)

Note

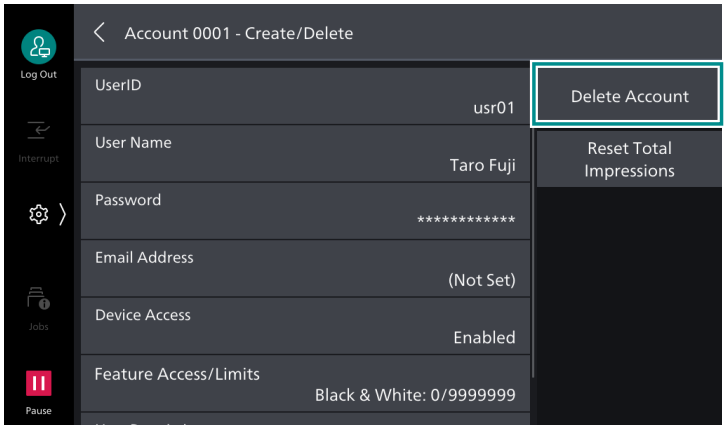
- Any job flow sheets, folders and files inside folders that the user being deleted is an owner of will also get deleted.

Deleting Individual Users

1. Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].

2. Select the user registration number to delete.

3. Tap on [Delete Account].

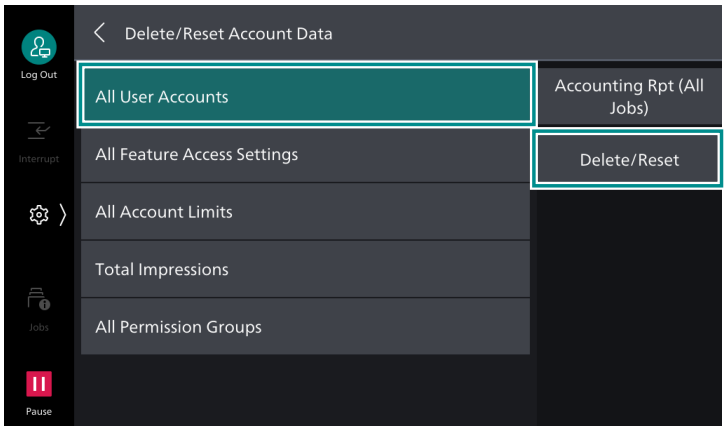


4. **Tap on [Delete].**

Deleting All Users

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].**

2. **Tap on [All User Accounts] > [Delete/Reset].**



3. **Tap on [Delete].**

Authentication System Setup (Log In to Remote Accounts)

This registers an external authentication server to the machine.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup] > [Authentication System].**

2. **Select the type of external authentication server, and then tap on [OK].**

   Note
   - If using our products (sold separately) as the remote accounts, select [Authentication Agent].

3. **If an option other than [Authentication Agent] is selected, tap on [<], and then register the authentication server details.**

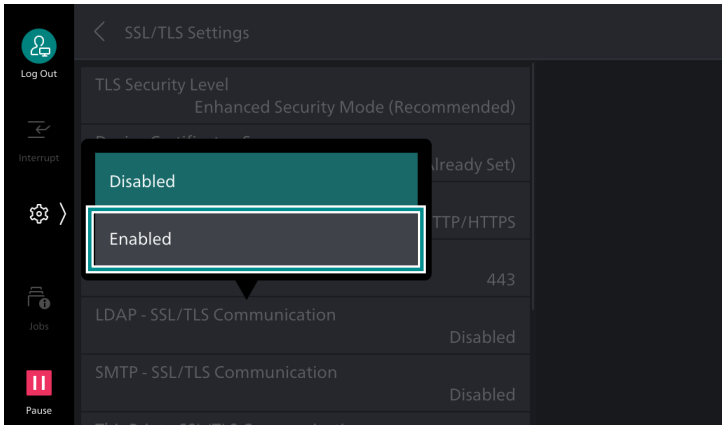
   Refer
   - Refer to Internet Services help for details of Microsoft Entra ID.

Other Settings (LDAP)

Encrypting Communications Between the Machine and the LDAP Server

1. **Tap on ⚙ > [Device] > [Network Settings] > [Security Settings] > [SSL/TLS Settings].**

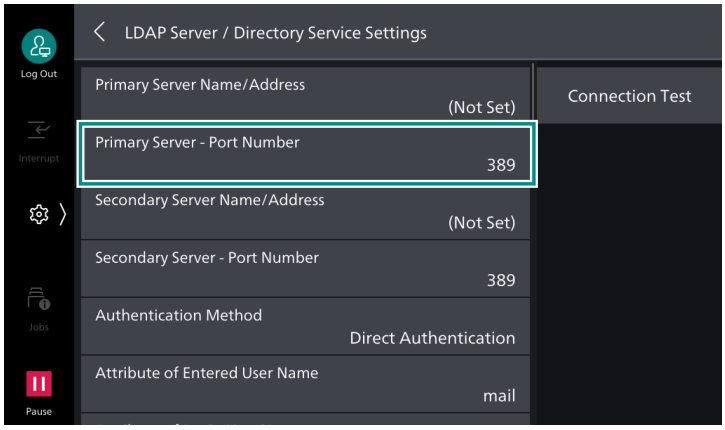
2. **Set [LDAP - SSL/TLS Communication] to [Enabled].**



3. **Tap on [<] twice.**

4. **Tap on [Remote Authentication / Directory Service].**

5. **Tap on [LDAP Server / Directory Service Settings] > [Primary Server - Port Number].**



6. **Enter the port number to run LDAPS, and then tap on [OK].**

Note

- Note that the standard port number is 636.

Logging In as an LDAP Server User that has Established a Trust Relationship in Active Directory

The procedure for logging in to the machine as a user on a trusted domain server is described below, assuming the following conditions have been met as an example.

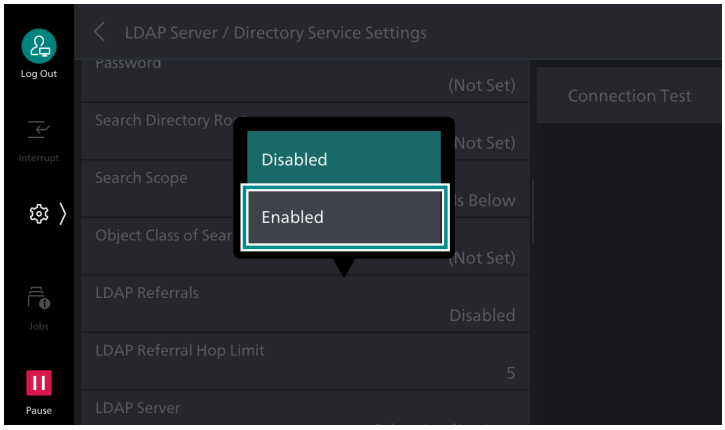
- The domain name is set to “w2k8adtest.local”.
- A trust relationship has been established in [Active Directory Domains and Trusts].

Refer

- For more information about [Active Directory Domains and Trusts], refer to the official website of Microsoft.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings].**

2. **Set [LDAP Referrals] to [Enabled].**



3. **Set [LDAP Referral Hop Limit] as needed.**

Note

- The maximum number of servers that can be connected is the value set for the [LDAP Referral Hop Limit]. If this is set to “5”, up to five trust relationship connections can be made.
- With regard to [Login Credentials to Search Entries], users must also be qualified to access the trusted LDAP server.
- From a security feature perspective, connections will not be made to unencrypted trusted domains while LDAPS is in use.

If Logging In Takes an Excessive Amount of Time, and the Same User Succeeds and Fails Login Attempts

This can be thought to be due to the following.

- The scope for searching LDAP servers is too broad
- There are too many entries contained within the search scope

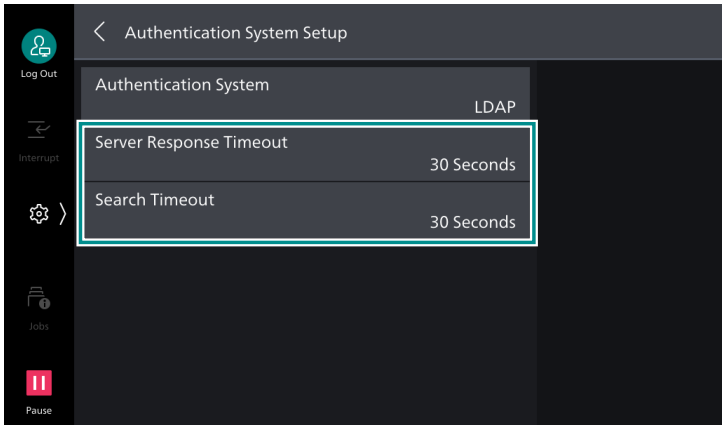
Review [Search Directory Root] and [Search Scope]. For details, refer to “[LDAP Server / Directory Service Settings]” (P.209).

Additionally, login failures may be avoided by setting a sufficiently long timeout duration for connecting to the LDAP server for the machine. However, as this will not reduce the time required to log in, this should only be considered a provisional measure.

Follow the procedure below to set the connection timeout duration.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup].**

2. **Confirm and change the following settings as required.**



[Server Response Timeout]

This sets the maximum timeout duration for a response from the server when an authentication request is sent to the LDAP server.

Change this setting when the network load is thought to be causing the issue.

[Search Timeout]

This sets the maximum timeout duration for a response from the server when an search request is sent to the LDAP server.

Change this setting when the LDAP server load is thought to be causing the issue.

12.4 Registering IC Card

Note

- While you are operating jobs as a guest user, do not register the IC Card or re-register.
- While you are operating Smart Card Registration, a guest user will remain in case that you close the setting screen with the menu button, or the machine resets the settings automatically by the Auto Clear service. In this case, the system administrator can delete the guest user on the control panel, or Device Setup. The user name of a guest user is specified as the default of [Account Auto Setup for Card Login].

New Registration

Users Who Have Active Directory Accounts (Login to Remote Accounts)

1. **Touch the unregistered IC Card over the IC Card reader of the machine.**
2. **Enter your Active Directory ID and password. Then tap on [Register].**

Users Who Have Active Directory Accounts (Login to Local Accounts)

1. **Touch the unregistered IC Card over the IC Card reader of the machine to authenticate as the [Guest User].**

2. **Tap on [Smart Card Registration].**

3. **Select [Active Directory® Server], enter your Active Directory ID and password and then tap on [Register].**

   Note
   - If you want to control access for each user, a system administrator needs to set.
   - The password you entered in this procedure is registered as the password of the machine. Even if you change Active Directory's password, the machine's password is not changed automatically. When you change Active Directory's password, change it on the control panel of the machine.

Users Who Do Not Have Active Directory Account (Local Users)

1. **Beforehand, make sure a system administrator that your user information (ID and password) is already registered.**

2. **Touch the unregistered IC Card over the IC Card reader of the machine to authenticate as the [Guest User].**

3. **Tap on [Smart Card Registration].**

4. **Select [Local Machine] for [Domain]. And enter your ID and password noticed by the system administrator. And then tap on [Register].**

Re-registration of Card

If you need to re-register (overwrite) a different IC Card which is not the same IC Card as you have ever used.

1. **Operate the same procedures as described in "New Registration" (P.271).**

2. **Tap on [Register] on the screen displayed.**

3. **Tap on [OK].**

12.5 Settings for IC Card Reader Authentication

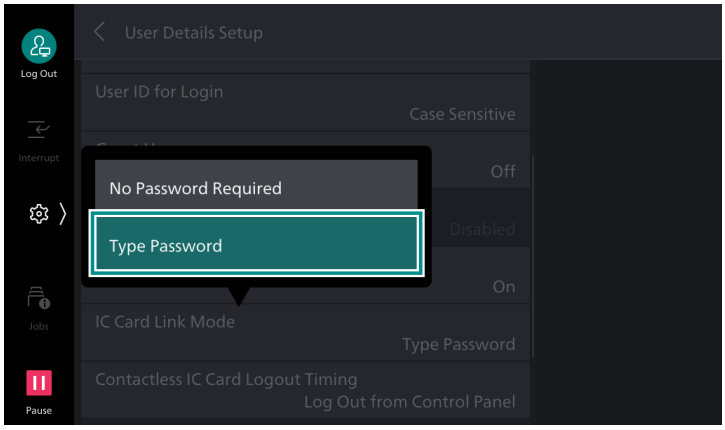
With this, you can perform authentication using information registered to an IC Card, collate information registered to an IC Card with user information registered to the machine, and perform accounting tasks for usage restrictions, jobs and other machine data.

Step 1: Set a Joint Password For Use With the IC Card

In remote accounts, set whether to ask for a password when logging in to the machine using an IC Card.

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [User Details Setup].**

2. **Tap on [IC Card Link Mode] > [Type Password].**

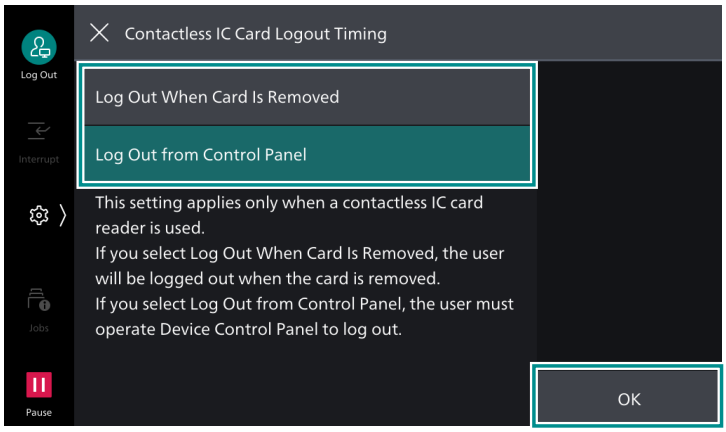


Step 2: Logout Method When Using an IC Card

Set how to log out authentication when using an IC Card.

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [User Details Setup] > [Contactless IC Card Logout Timing].**

2. **Select how to log out authentication, and then tap on [OK].**



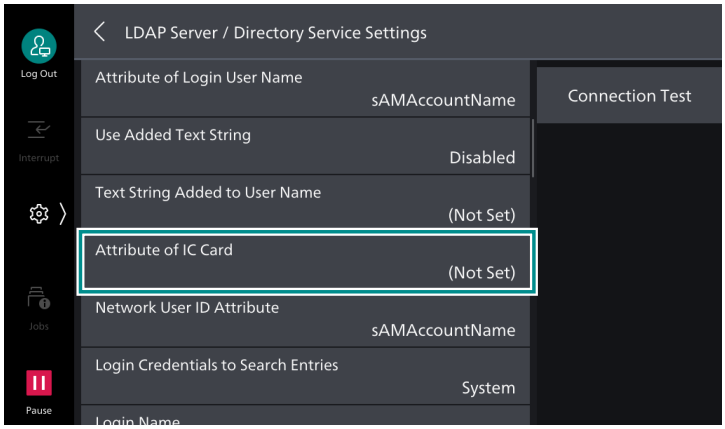
Step 3: Register IC Card Details

The system administrator uses Internet Services to set IC Card details and information used for authentication.

Step 4: Set Up the LDAP Server (Log In to Remote Accounts)

Set the attribute corresponding to the IC Card ID, and attribute used to identify the user after authentication.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings] > [Attribute of IC Card].**



2. **Enter the attribute name corresponding to the IC Card ID, and then tap on [OK].**

   Note
   - The IC Card ID must be registered to the attribute in advance.
   - Set an attribute that guarantees that each user is provided with a unique value.

3. **Tap on [Network User ID Attribute].**

4. **Once authentication using the IC Card is complete, enter the user display name and the attribute name to use as the identifier, and then tap on [OK].**

   Note
   - Set an attribute that guarantees that each user is provided with a unique value.
   - If the set attribute cannot be retrieved from the LDAP server, you will be unable to log in.

12.6 User Authentication Operations

Authenticating Login Users

You can authenticate a registered user by using the touch panel display on the machine, or touching the IC Card to the IC Card reader.

Changing a Registered User Password

A registered user can set or change a registered user password using the touch panel display, or Internet Services.

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [User Details Setup] > [Change Password].**

2. **Enter the current password, and then tap on [OK].**

3. **Tap on [Enter Password] and then enter the new password.**

4. **Enter the new password, tap on [Next], and then enter the same password.**

5. **Tap on [OK].**

User Authentication When Using Microsoft Entra ID

Refer

- Refer to “Logging in to Authentication Mode” (P.36) for more information.