KYOCERA

FS-1024MFP/FS-1124MFP

OPERATION GUIDE

Introduction

Thank you for your purchase of FS-1024MFP/FS-1124MFP.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

A label shown in the illustration assures that the supplies are our own brand.
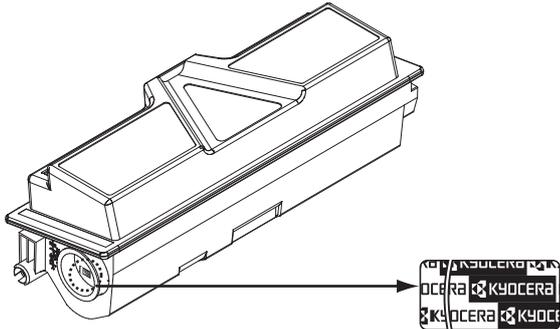
Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Quick Installation Guide

Describes how to install machine.

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of high temperature]

The ⊘ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE: An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

Contents

Quick Guide

Be sure to read *Installation Precautions* before using this machine.

Administrator tasks

To make copies

It copies.

Simply press the **Start** key to make copies. You can also fine tune the copy settings by changing the paper size, adjusting the density, etc.

To print

It prints.

You can print from applications.

What you want to do

Copying with specific settings

Print

Connecting Cables

Install the printer driver on your computer *1

Setup

Loading Paper...2-16

Placing Originals on the Platen...2-29

Operation

Copying Functions ...4-1

Printing - Printing from Applications ...3-15
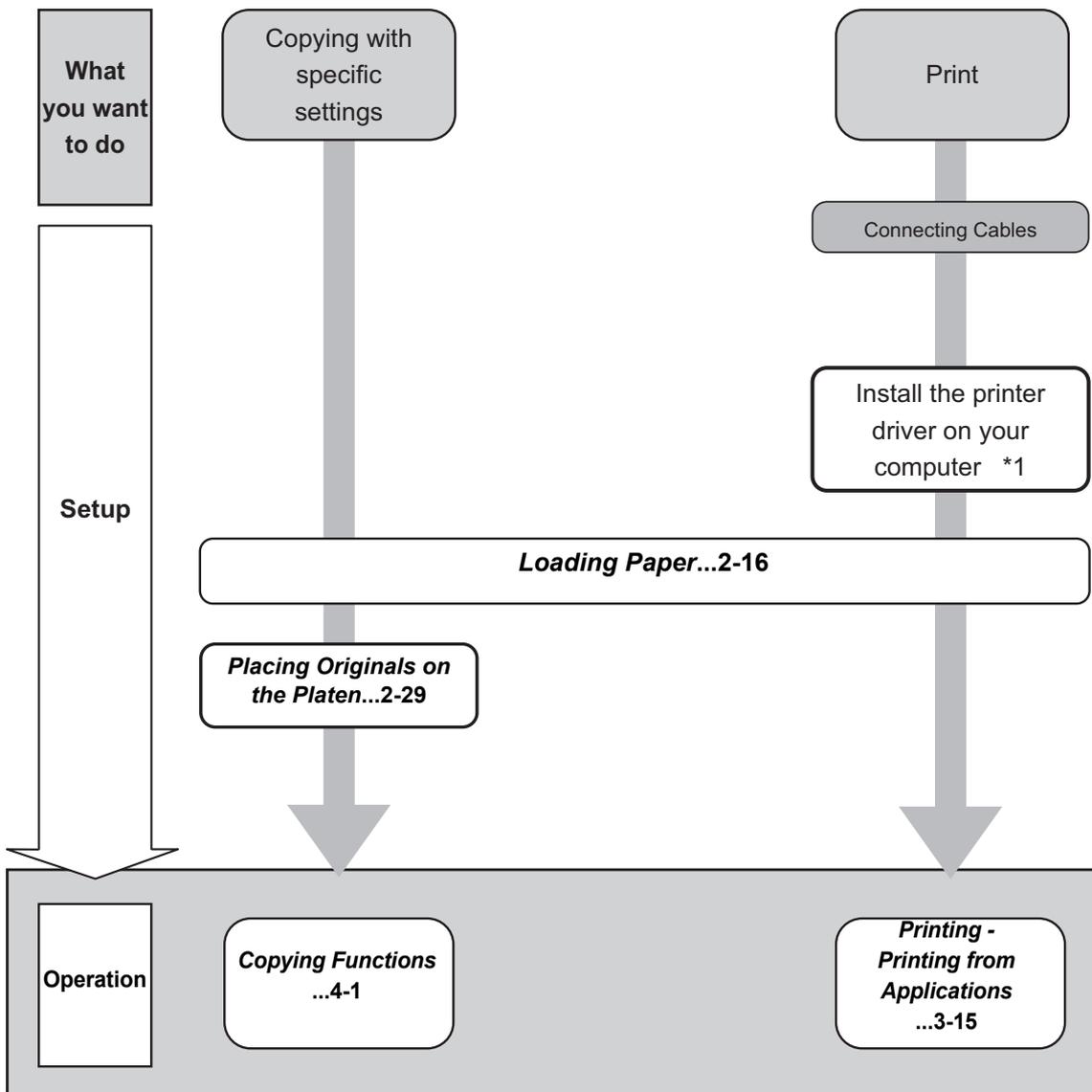
*1: For more information, refer to the *Printer Driver User Guide*.

To send documents

You can store scanned images in USB memory.

It sends.

What you want to do

Setup

Operation

Saving Documents to USB Memory

Plug the USB memory

Saving Documents to USB Memory (Scan to USB) ...6-2

OPERATION GUIDE

To send a FAX(FAX functions available only in FS-1124MFP.)

It faxes.

NOTE: For more information on setting up and sending a FAX, refer to the *FAX Operation Guide*.

What you want to do

Send a FAX

Setup

Connect the modular cord for the telephone line to this machine.

Selection of Telephone Line (Inch version only)

Selection of Transmit Terminal Identification (TTI)...2-3
on the *FAX Operation Guide*　　*1

Place the originals on the platen

Operation

FAX Operation (Basic) ...3-1
on the *FAX Operation Guide*
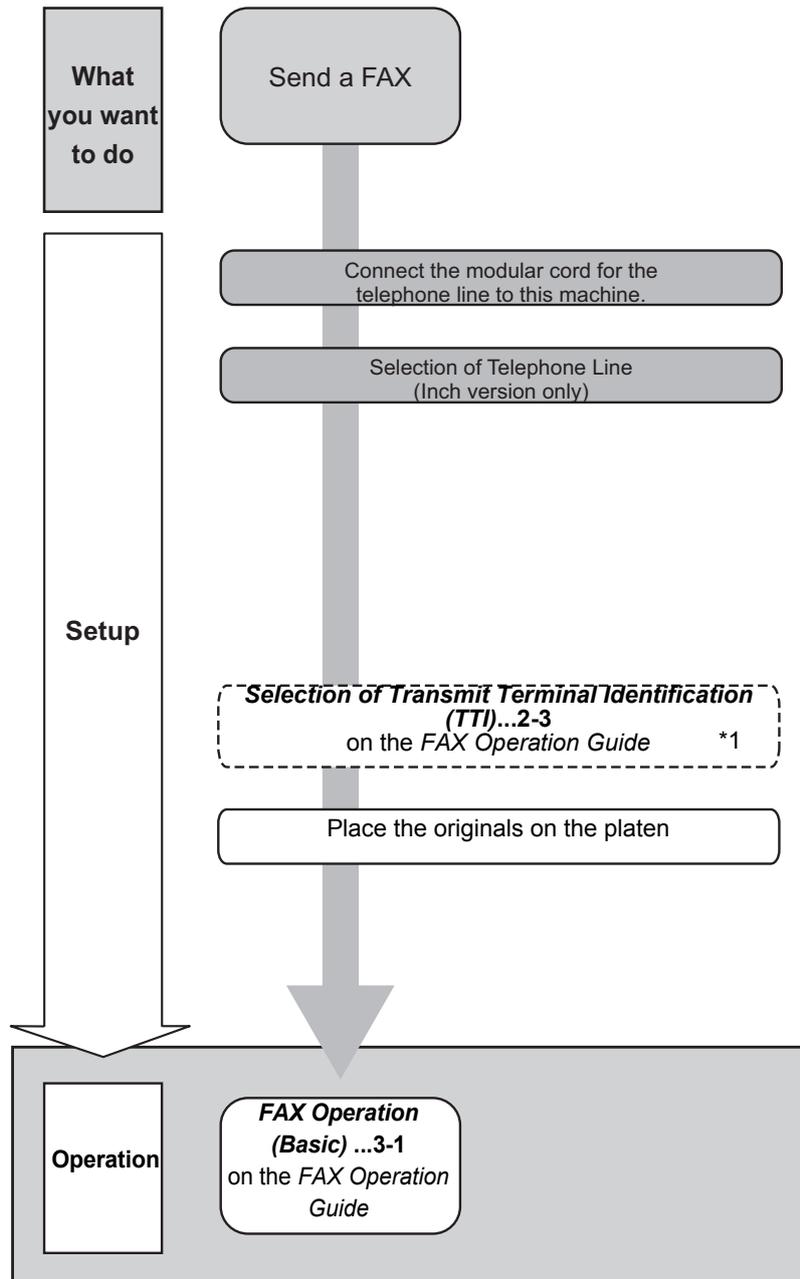
*1: If the destination is not stored in the address book, you can send the FAX by entering the address directly.

Menu Map

Copy key	**Function Menu** key	Collate	...page 3-13
		Zoom Copying	...page 3-11
		Combine Mode	...page 4-7
		Original Size	...page 4-2
		Orig.Orientation	...page 4-4
		Original Image	...page 3-10
		Density	...page 3-9
		EcoPrint	...page 4-6
		Continuous Scan	...page 4-11
		File Name Entry	...page 4-12
		Print Override	...page 4-13

FAX key	**Function Menu** key	FAX Resolution	...Refer to the *FAX Operation Guide*
		FAX Delayed TX	...Refer to the *FAX Operation Guide*
		FAX Direct TX	...Refer to the *FAX Operation Guide*
		FAX RX Polling	...Refer to the *FAX Operation Guide*
		Density	...Refer to the *FAX Operation Guide*

Scan to USB key	USB Memory	...page 6-2

Scan to USB key (When saving to USB memory)	Function Menu key	Color Selection	...page 6-3
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		Original Image	...page 6-6
		Scan Resolution	...page 6-7
		Storing Size	...page 6-8
		Zoom	...page 6-10
		Orig.Orientation	...page 6-12
		Continuous Scan	...page 6-14
		File Format	...page 6-15
		File Name Entry	...page 6-19
		Density	...page 6-17

Status/Job Cancel key	Print Job Status	...page 7-2
	Send Job Status	...page 7-3
	Store Job Status	...page 7-6
	Scheduled Job	—
	Print Job Log	...page 7-8
	Send Job Log	...page 7-10
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	FAX	...page 7-15
	Toner Status	...page 3-23
	Paper Status	...page 3-23
	USB Memory	...page 7-15

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System Menu/ Counter key	Report	Report Print	Menu Map	...page 8-68
			Status Page	...page 8-68
		Admin Rpt Set.	Outgoing FAX Rpt	...Refer to the *FAX Operation Guide*
			Incoming FAX Rpt	...Refer to the *FAX Operation Guide*
		Result Rpt Set.	Send Result	...Refer to the *FAX Operation Guide*
			FAX RX Result	...Refer to the *FAX Operation Guide*
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	System	I/F Block Set.		...page 8-90
		Restart		...page 8-89
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			PanelReset Timer		...page 8-30
			Low Power Timer		...page 8-32
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TONER
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Installation Precautions

Environment

The service environmental conditions are as follows:

- Temperature: 50 to 90.5 °F (10 to 32.5 °C)
- Humidity: 15 to 80 %

However, adverse environmental conditions may affect the image quality. Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Cautions when handling consumables

⚠ CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40ºC while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Manual Feed Tray, return it to its original package and reseal it.

If using the FS-1124MFP the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep mode.

SAFETY OF LASER BEAM (USA)

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the rear.
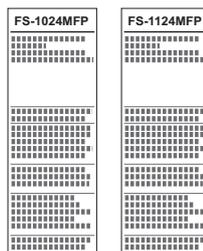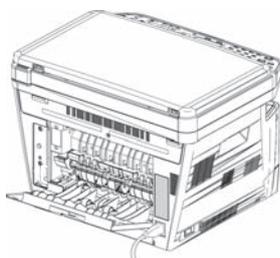
3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.

4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

Safety Instructions Regarding the Disconnection of Power (USA)

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.
• Increase the separation between the equipment and receiver.
• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
• Consult the dealer or an experienced radio/TV technician for help.
• The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION **—** The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

* The above warning is valid only in the United States of America.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

MERCURY WARNING

Hg THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC/EN 60825-1:2007.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

The label shown below is attached on the right side of the machine.

CLASS 1 LASER PRODUCT

KLASSE 1 LASER PRODUKT

Legal Restriction on Copying/Scanning

- It may be prohibited to copy/scan copyrighted material without permission of the copyright owner.

- Copying/Scanning the following items is prohibited and may be penalized by low.
  It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/scanned.

  Paper money
  Bank note
  Securities
  Stamp
  Passport
  Certificate

- Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

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- IBM and IBM PC/AT are trademarks of International Business Machines Corporation.
- Power PC is a trademark of IBM in the U.S.A. and/or other countries.
- This machine has been developed using embedded real-time operating system Tornado™ by Wind River Systems, Inc.
- This machine contains the software having modules developed by Independent JPEG Group.

All other brands and product names are registered trademarks or trademarks of their respective companies. The designations ™ and ® will not be used in this Operation Guide.

GPL

Firmware of this machine is using in part the GPL applied codes (www.fsf.org/copyleft/gpl.html). Please access "http://www.kyoceramita.com/gpl" for more information on how to make GPL applied codes available.

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Energy Saving Control Function

The device comes equipped with a **Low Power Mode** where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a **Sleep Mode** where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

Low Power Mode

The device automatically enters Low Power Mode when 2 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to *Auto Low Power Mode on page 3-4*.

Sleep

The device automatically enters Sleep when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see *Sleep and Auto Sleep on page 3-5*.

Paper Recycling

This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®)

We have determined as a company participating in ENERGY STAR that this product has earned the ENERGY STAR.

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Part Names

Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use

Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use.

Chapter 3 - Basic Operation

Describes the procedures for basic copying, printing and scanning.

Chapter 4 - Copying Functions

Describes the functions you can use when copying.

Chapter 5 - Scanning Image to PC

Describes the functions you can use when sending originals.

Chapter 6 - Scanning Image to USB

Provides a basic guide to using scan to USB.

Chapter 7 - Status / Job Cancel

Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel fax transmission

Chapter 8 - Default Setting (System Menu)

Describes the System Menu options for general machine operation.

Chapter 9 - Maintenance

Describes cleaning and toner replacement.

Chapter 10 - Troubleshooting

Explains how to handle error messages, paper jams and other problems.

Chapter 11 - Management

Explains how to check the number of printed and scanned pages.

Appendix

Explains how to enter characters, and lists the machine specifications.
Introduces the convenient optional equipment available for this machine.
Provides information on media types and paper sizes. Also includes a glossary of terms.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates a selection item on the Message Display.	Select [System].
Italic	Indicates a message displayed on the Message Display.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 3-5.*
Note	Indicates supplemental information or operations for reference.	**NOTE:**
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**CAUTION:**

1 Part Names

This chapter identifies the machine parts and operation panel keys.

Operation Panel

Displays the USB memory screen, where you can operate the USB memory.

Displays the Status screen, where you can check the status, print a status report, and pause or cancel the job in process.

Displays the System Menu/Counter menu screen, where you can check the system settings and counters.

Displays the Copy screen, where you can make settings required for copying.

Message Display. Check what is shown here while operating the machine.

Selects the menu displayed at the lower right in the Message Display.

⊞Copy   ⊞Scan to USB   Status/Job Cancel   System Menu/Counter

⊞FAX   Address Book   Address Recall/Pause   Confirm/Add Destination   On Hook

1.   2.   3.   4.

Print   Send/Receive

Blinks while data is transmitted.

Blinks during printing operation.

Displays the FAX screen, where you can send a FAX.*

Displays the Address Book screen, where you can add destinations.

Calls the previous destination. Also used to enter a pause when entering a FAX number.*

Selects the menu displayed at the lower left in the Message Display.

Used to call destinations registered to the one-touch key numbers (1 to 4). Also used to register and delete call destinations.

Displays the Confirm/Add Destination screen, where you can edit, delete and add destinations.

Switches between on-hook and off-hook when manually sending a FAX.*

*   FAX functions available only in FS-1124MFP.

Used to select a menu item, move the cursor when entering characters, change a value, etc.

Selects the chosen item or finalizes the entered value.

Displays the function menu for copy, print, transmission and scan to USB.

Clears entered numbers and characters.

Resets settings and displays the basic screen.

Puts the machine to sleep or wakes it up.

Lit when the machine's main power is on.

Function Menu

.@ 1 ABC 2 DEF 3

GHI 4 JKL 5 MNO 6

PQRS 7 TUV 8 WXYZ 9

a↔A */. ., 0 Symbols #

OK

Back

Clear C

Reset

Power

Stop

Start

Numeric keys. Enter numbers and symbols.

Returns the Message Display to the previous screen.

Lights or blinks when an error occurs.

Cancels the printing job in progress.

Blinks while the machine is accessing the memory.

Starts copying and scanning operations and processing for setting operations.

e Memory   Attention

Machine

1   Original Cover (For FS-1024MFP only)

2   Platen

3   Original Size Indicator Plate

4   Operation Panel

5   Top Cover

6   Front Cover

7   Drum Unit

8   Main Charger Cleaner

9   Lock Lever

10 Toner Container

1
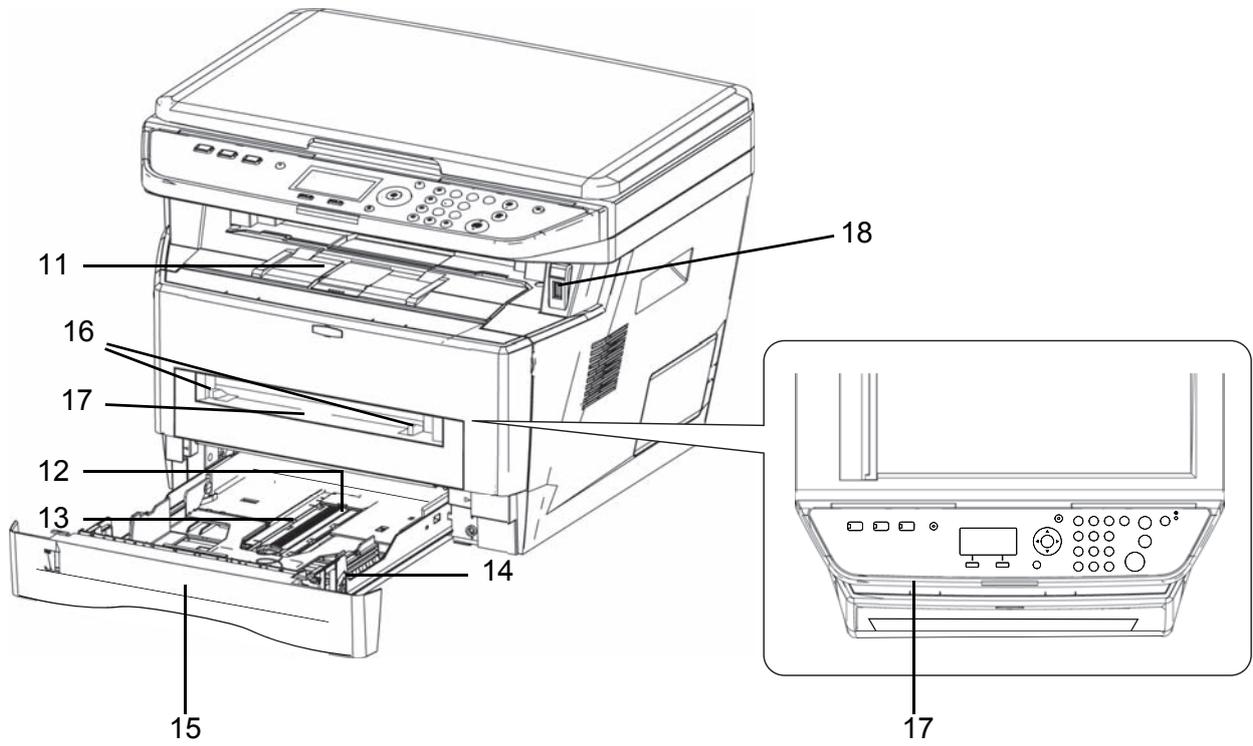
11 Top Tray

12 Paper Length Guide

13 Paper Stopper

14 Paper Width Guides

15 Cassette

16 Paper Width Guides (Manual Feed)

17 Manual Feed

18 USB Memory Slot
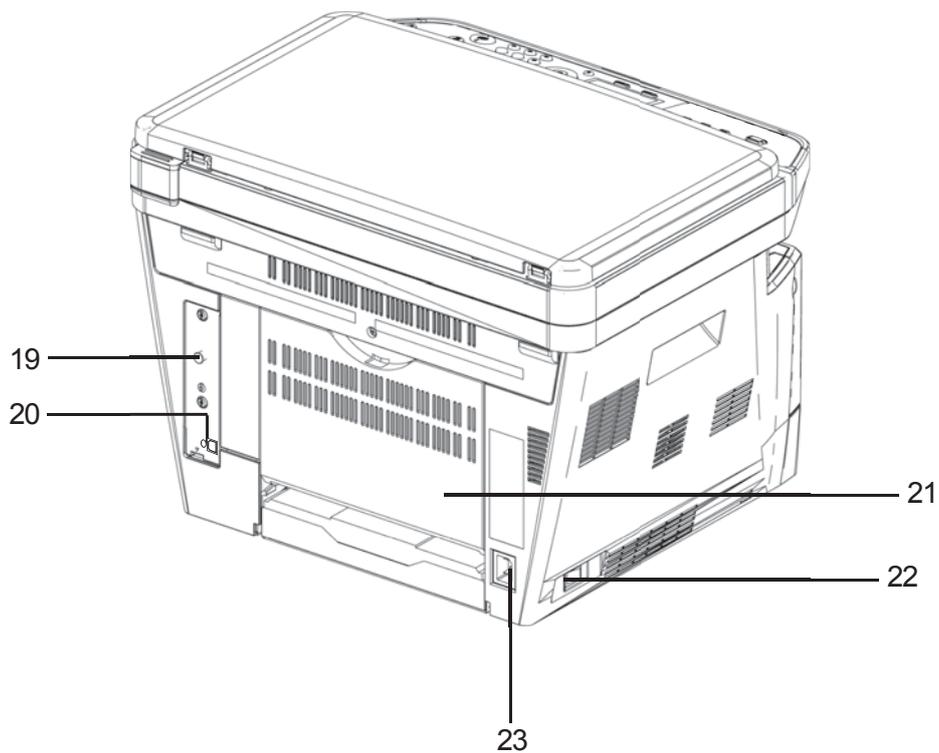
19 Anchor Pin

20 USB Interface Connector

21 Rear Cover

22 Main Power Switch

23 Power Cord Connector

2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.

Check bundled items

Check that the following items have been bundled.

*   Operation Guide (This Guide)
*   FAX Operation Guide (only for FS-1124MFP)
*   Quick Installation Guide
*   CD-ROM (Product Library)

Documents Contained in the Included CD-ROM

The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary.

Document

Printer Driver User Guide

Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC, and prepare the necessary cables.

Connection Example

Determine the method to connect the equipment to a PC by referring to the illustration below.

MFP

Printing

USB

FAX

FAX

* FAX functions available only in FS-1124MFP.

USB

USB

TWAIN Scanning

WIA Scanning

TWAIN and WIA are standardized interface for communication between software applications and image acquisition devices.
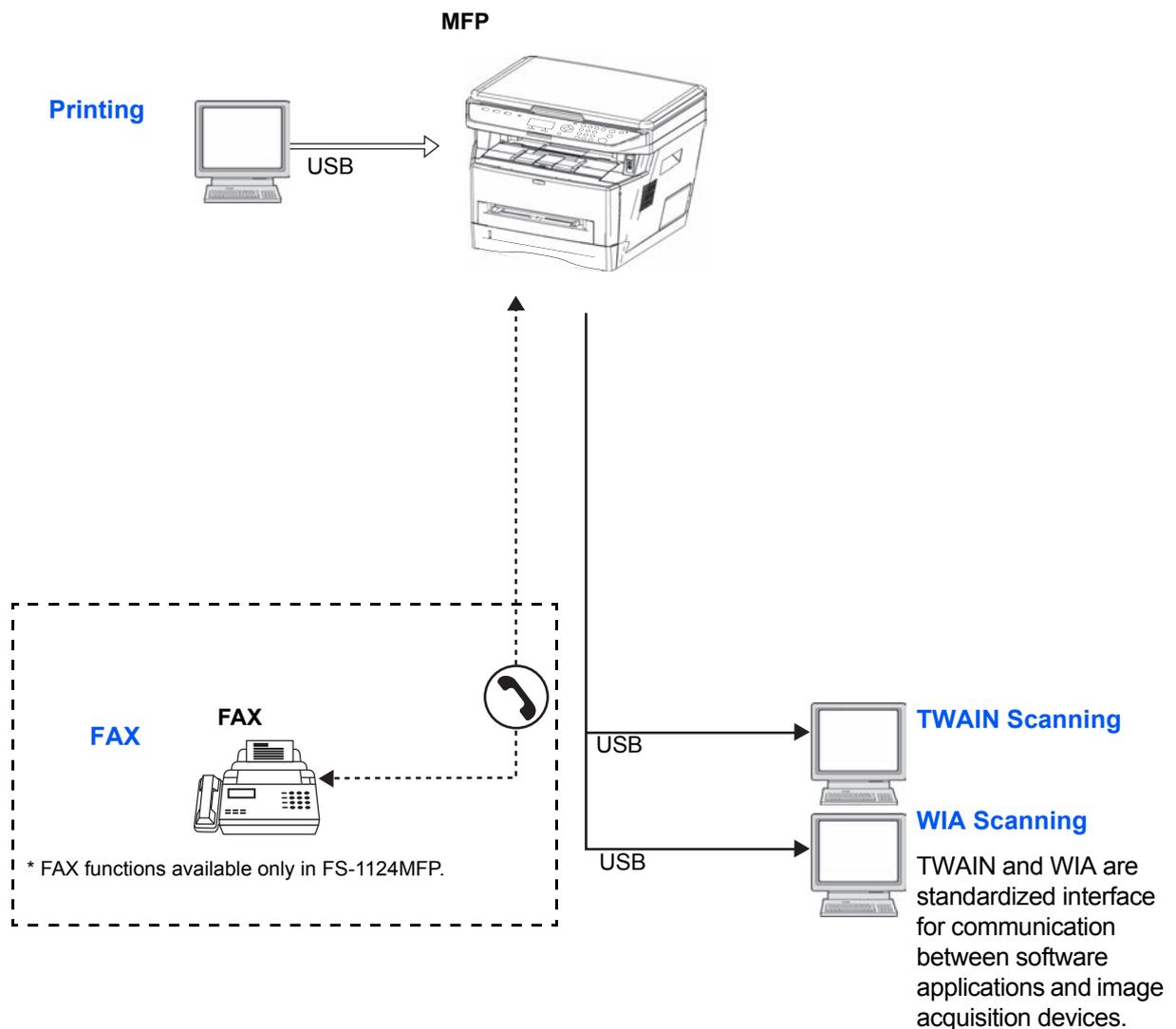
Preparing Necessary Cables

The following interface is available to connect the equipment to a PC. Prepare the necessary cable.

Available Standard Interface

Function	Interface	Necessary Cable
Printer/TWAIN Scanning/ WIA Scanning	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)

2

Connecting Cables

Follow the steps below to connect cables to the machine.
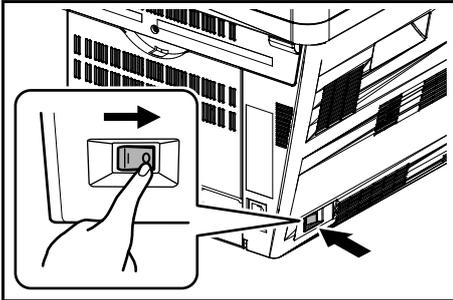
1 Turn the main power switch off (O).

2 Connect the machine to the PC.
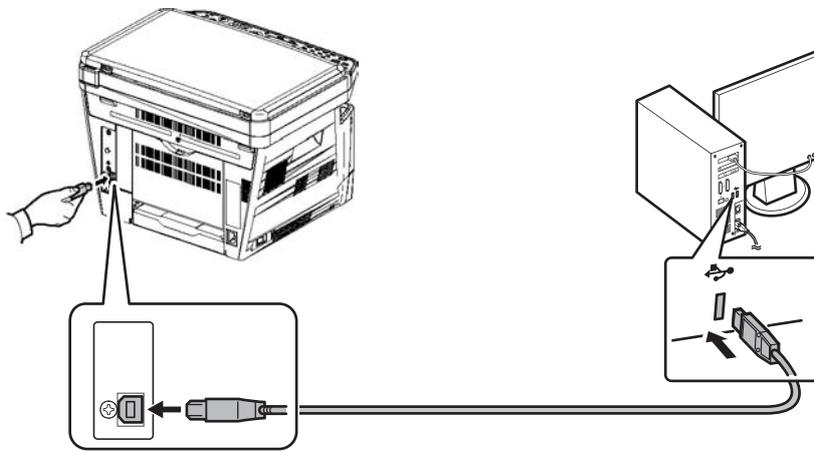
3 Connect one end of the supplied power cable to the machine and the other end to a power outlet.
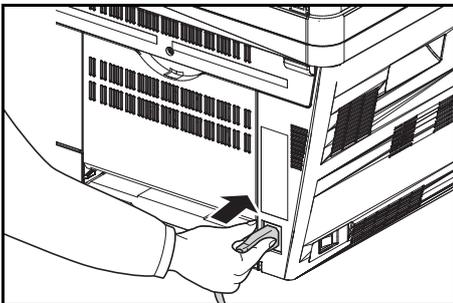
IMPORTANT: Only use the power cable that comes with the machine.
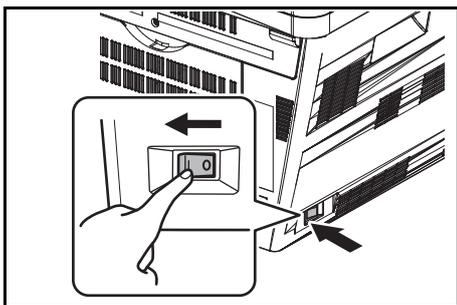
4 Turn the main power switch on (|). The machine begins to warm up.

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

Set the date, time and time difference from GMT of the region where the machine is used.

NOTE: Be sure to set the time difference before setting the date and time.
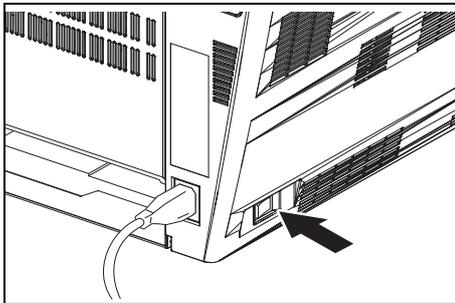
1 Turn on the main power switch.
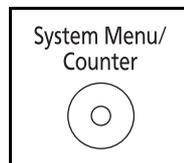
2 Press the **System Menu/Counter** key on the main unit operation panel.
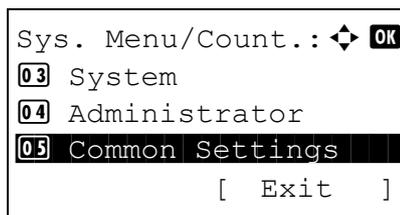
System Menu/
Counter

```
Sys. Menu/Count.:✦ OK
03 System
04 Administrator
05 Common Settings
           [ Exit    ]
```

3 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
           [ Exit    ]
```

4 Press the **OK** key. The Common Settings menu appears.

5 Press the △ or ▽ key to select [Date Setting], and press the **OK** key.

```
Login User Name:  ⁀ OK

Login Password:

          [ Login   ]
```

6 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Date Setting:        ✦ OK
0̄1̄ Date/Time
0̄2̄ Date Format
0̄3̄ Time Zone
              [  Exit   ]
```
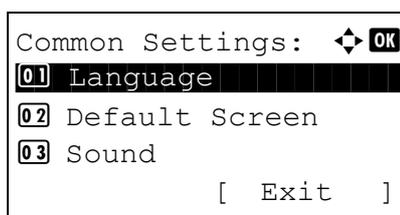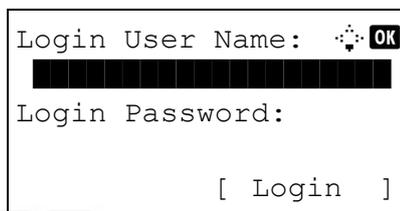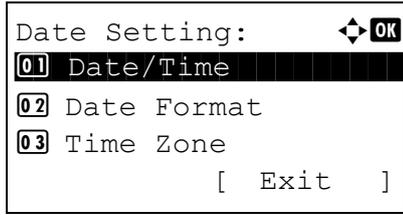
7 The Date Setting menu appears.
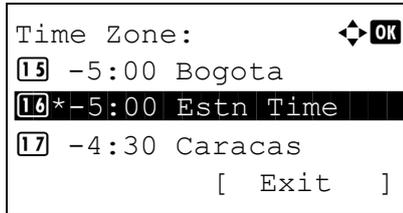
8 Press the △ or ▽ key to select [Time Zone].

9 Press the **OK** key. Time Zone appears.

```
Time Zone:           ✦ OK
1̄5̄ -5:00 Bogota
1̄6̄*-5:00 Estn Time
1̄7̄ -4:30 Caracas
              [  Exit   ]
```
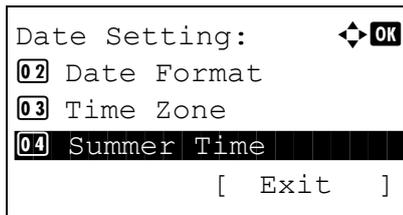
10 Press the △ or ▽ key to select your region and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

11 Press the △ or ▽ key to select [Summer Time].

```
Date Setting:        ✦ OK
0̄2̄ Date Format
0̄3̄ Time Zone
0̄4̄ Summer Time
              [  Exit   ]
```

12 Press the **OK** key. Summer Time appears.

```
Summer Time:         ✦ OK
0̄1̄*Off
0̄2̄ On
```
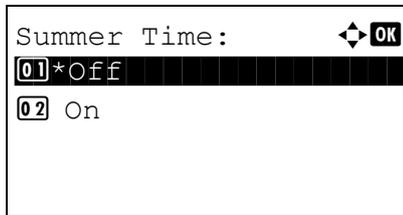
13 Press the △ or ▽ key to select [On] or [Off] and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

14 Press the △ or ▽ key to select [Date/Time].

```
Date Setting:        ✦ OK
0̄1̄ Date/Time
0̄2̄ Date Format
0̄3̄ Time Zone
              [  Exit   ]
```

2
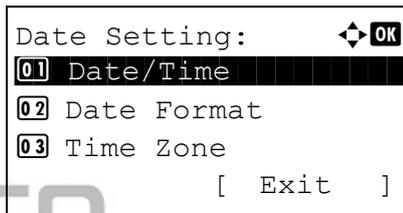
```
Date/Time:        ✧ OK
 Year   Month    Day
 2010     12      01
(Time Zone:Estn Time)

```

15 Press the **OK** key. Date/Time appears.

16 Press the ◁ or ▷ key to move the cursor position, press the △ or ▽ key to enter year, month and day, and then press the **OK** key.

```
Date/Time:        ✧ OK
 Hour    Min.  Second
   11:     45:    50
(Time Zone:Estn Time)

```

17 Press the ◁ or ▷ key to move the cursor position, press the △ or ▽ key to enter hours, minutes and seconds, and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

```
Date Setting:     ✧ OK
01 Date/Time
02 Date Format
03 Time Zone
            [  Exit   ]
```

18 Press the △ or ▽ key to select [Date Format].

```
Date Format:      ✧ OK
01*Month/Day/Year
02 Day/Month/Year
03 Year/Month/Day
            [  Exit   ]
```

19 Press the **OK** key. Date Format appears.

20 Press the △ or ▽ key to select the desired display format and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

Installing Software

Ensure the printer is plugged in and connected to the PC before installing the printer driver from the CD-ROM.

Installing the Software in Windows

If you are connecting this printer to a Windows PC, follow the next steps to install the printer driver. The example shows you how to connect your printer to a Windows 7 PC.

NOTE: In Windows operating systems, you must be logged in with administrator rights to install the printer driver.

You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected printers and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed.

1 Turn on the computer and start up Windows.

If the Welcome to the Found New Hardware Wizard dialog box displays, select **Cancel**.

2 Insert the CD-ROM supplied with the printer into the optical drive of the PC. In Windows 7, Windows Server 2008 and Windows Vista, the user account control window may appear. Click **Allow**.

The installation program launches.

NOTE: If the software install wizard does not launch automatically, open the CD-ROM window in Windows Explorer and double-click **Setup.exe**.

3 Click **View License Agreement** and read the License Agreement. Click **Accept**.
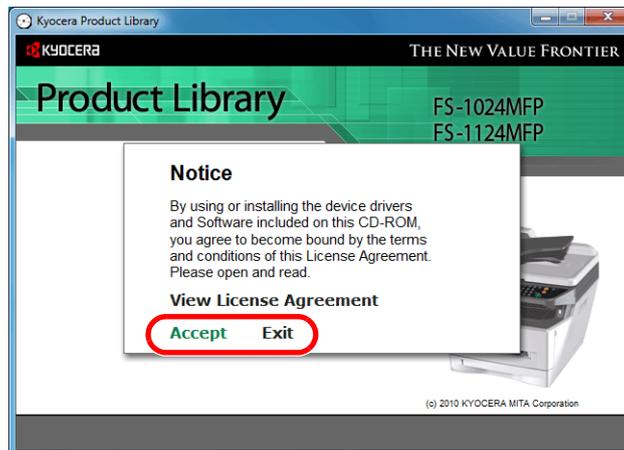
4 Click **Install software**.

The software install wizard starts up.

From this point, the procedure differs depending on your version of Windows.

Proceed to the correct procedure for your connection type.

- Express Mode
- Custom Mode

Express Mode

In Express Mode, the installer automatically detects the printer when it is turned on. Use Express Mode for standard connection methods.

1 In the installation method selection window, select **Express Mode**. The print system detection window appears and the installer detects the connected printer. If the installer does not detect a print system, check that the print system is connected via USB and that it is turned on. Then click **Refresh** to search print system again.

NOTE: While the information shown in Windows Vista and Windows 7/Windows XP installation dialog boxes differs slightly, the installation procedure is the same.
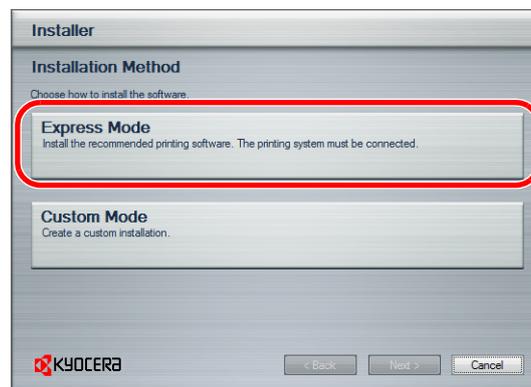
2 Select the printer displayed on the discover printing system window and click **Next**.

NOTE: If the Found New Hardware Wizard appears, click **Cancel**. If a hardware installation warning message appear, click **Continue**.
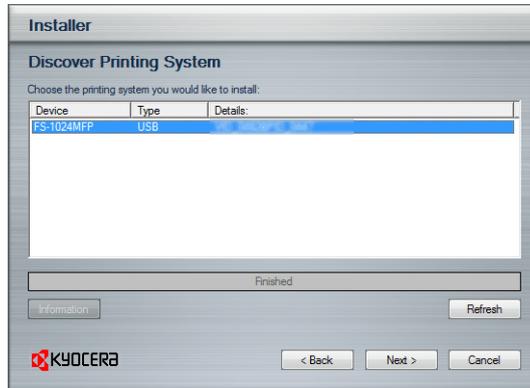
3 A window appears in which you can check the settings. Check the settings carefully and then click **Install**.

NOTE: If the Windows security window appears, click **Install this driver software anyway**.

4 A message appears saying that the printer has been installed successfully. Click **Finish** to exit the printer installation wizard and return the CD-ROM main menu.

If the device setup dialog box appears after you click **Finish**, you can specify the settings for items such as optional features installed in the print system. You can also specify the device settings after you exit the installation. For details, refer to Device Settings in the printer driver operation manual on the CD-ROM.

This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required.

Custom Mode

Use Custom Mode if you want to specify the printer port and select the software to be installed.

1 Select **Custom Mode**.
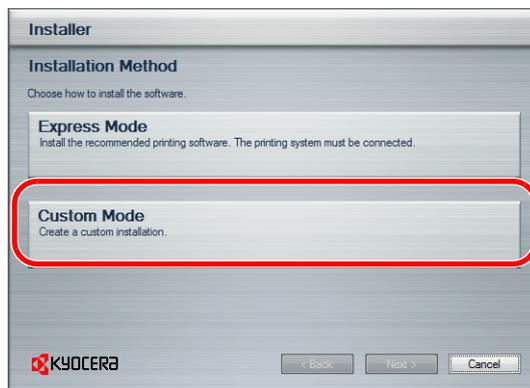
2 Following the instructions in the install wizard window, select the software packages to be installed and the specify the port, etc.

For details, refer to Custom Installation in the printer driver operation manual on the CD-ROM.
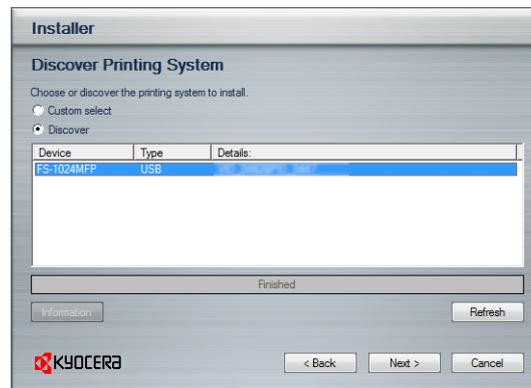
Uninstalling Software (Windows PC)

The software can be uninstalled (removed) using the CD-ROM (Product Library) supplied with the printer.

1 Exit all active software applications.

2 Insert the enclosed CD-ROM (Product Library) into the CD-ROM drive. In Windows 7, Windows Server 2008 and Windows Vista, the user account control window may appear. Click **Allow**.

3 Following the procedure used to install the printer driver, click **Remove Software**. The Kyocera Uninstaller wizard appears.

4 Select the software package to remove.

5 Click **Uninstall**.

The uninstaller starts.

6 When Uninstall complete screen appears, click **Finish**.

7 If Restart Your System screen appears, select whether you restart your computer or not, and click **Finish**.

NOTE: The software can be uninstalled from the **Start** menu.

Start the uninstaller by clicking **start** > **All Programs** > **Kyocera** > **Uninstall Kyocera Product Library**, and uninstall the software.

Setting TWAIN Driver

Register this machine to the TWAIN Driver.

1 Start the TWAIN Driver by clicking **start** > **All Programs** > **Kyocera** > **TWAIN Driver Setting**.

2 Click **Add**.
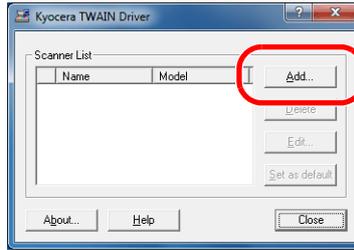
3 Enter the machine name in the Name field.
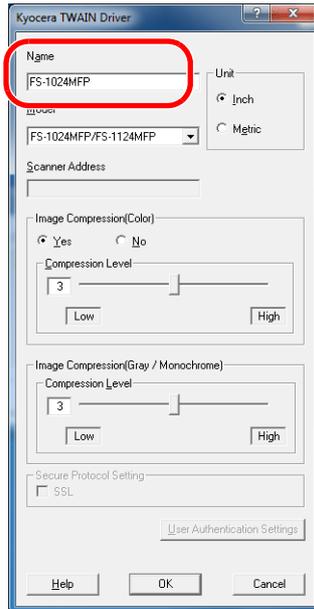
4 Click ▼ next to the Model field and select this machine from the list.

5 Click **OK**.

6 The machine is registered to the PC and the machine name and model name are displayed in the **Scanner List** field.
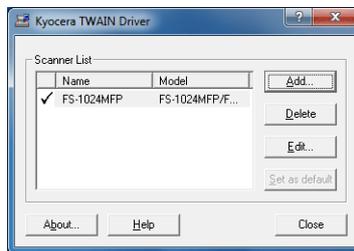
**NOTE:** Click **Delete** to delete the added machine. Click **Edit** to change names and other settings.

Setting the WIA Driver (Windows Vista™, Windows® Server 2008 and Windows 7)

Register this machine to the WIA Driver.

NOTE: The following is not necessary to register when using the machine possesses an IP address or host name that you have specified during installation of WIA Driver.

1 Click **Start**, **Control Panel** and then **Scanners and Cameras**. For Windows 7, in the search box, type **scanners and cameras**, and then click **Scanners and Cameras**.

2 Select the same name as this machine from WIA Drivers, and press **Properties**.
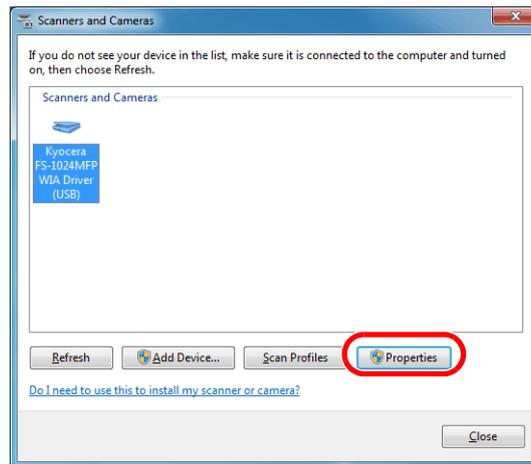
NOTE: If Windows Security and User Account Control are displayed, no trouble should be found with operation after installing the driver and software we have provided. Continue installation.

3 Click the **Settings** tab and select **Image Compression** and the **Compression Level**.
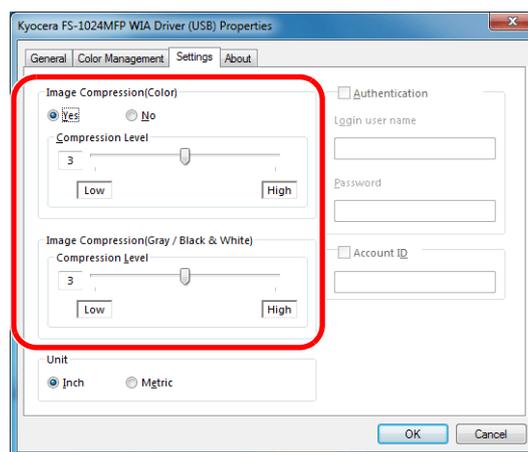
4 Click **OK**.

5 Click **Close**.

The machine is registered to the PC.

Loading Paper

Paper can be loaded standardly in the cassette and the Manual Feed.

Before Loading Paper
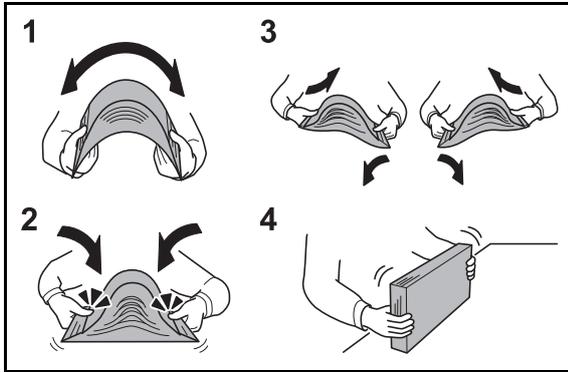
When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.

1 Bend the whole set of sheets to swell them in the middle.

2 Hold the stack at both ends and stretch it while keeping the entire stack swelled.

3 Raise the right and left hands alternately to create a gap and feed air between the papers.

4 Finally, align the papers on a level, flat table.

If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

CAUTION: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE: If printouts are curled or not neatly stapled, turn the stack in the cassette upside down.

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the manual feed or cassette back in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassette and sealing it in the paper storage bag.

NOTE: If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *Paper on Appendix-6*.

2

Loading Paper in the Cassette

The standard cassette will each hold plain paper, recycled paper or color paper.

The standard cassette holds up to 250 sheets of A4 or smaller plain paper (80 g/m^2).

The following paper sizes are supported: Legal, Oficio II, Letter, Executive, Statement, A4, B5, A5, A6, Folio, Envelope C5, ISO B5, 16K, and Custom.

IMPORTANT:

- You should not use inkjet printer paper or any paper with a special surface coating. (Such papers may cause paper jams or other faults.)
- When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassette on page 2-24*) The cassette can hold paper with weights up to 120 g/m^2.
- Do not load thick paper that is heavier than 120 g/m^2 in the cassette. Use the manual feed for paper that is heavier than 120 g/m^2.
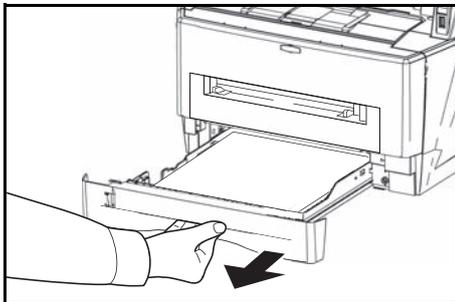
1 Pull the cassette completely out of the machine.

IMPORTANT: When pulling the cassette out of the machine, ensure it is supported and does not fall out.
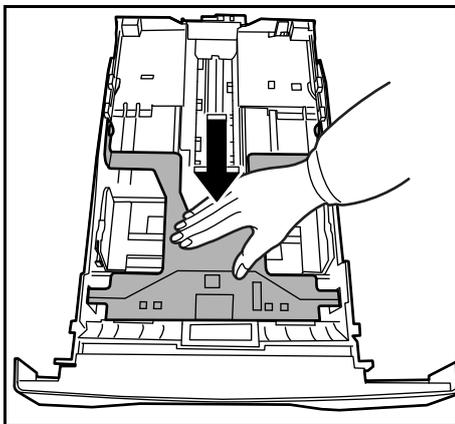
2 Press the bottom plate down until it locks.
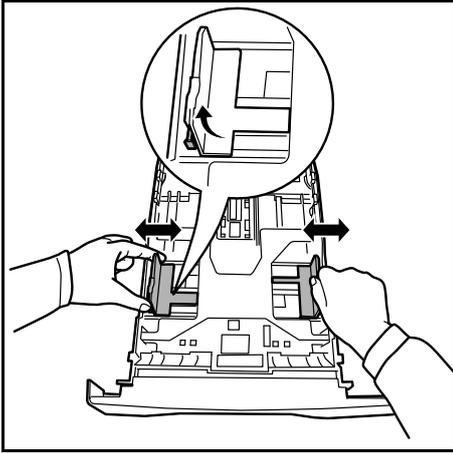
3 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab on the left guide and slide the guides to the paper size required.

NOTE: Paper sizes are marked on the cassette.
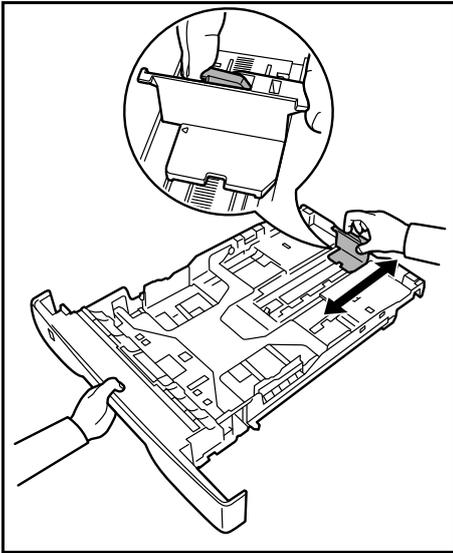
4 Adjust the paper length guide to the paper size required.
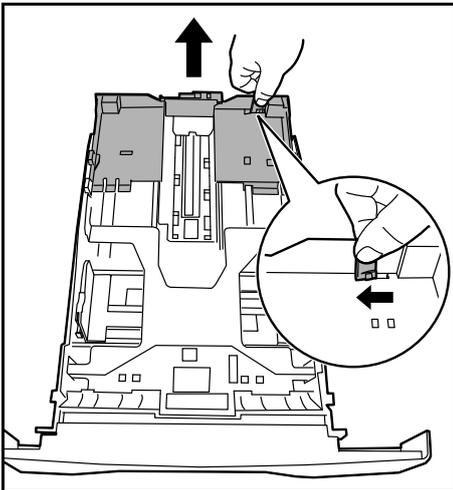
If you are going to use paper that is longer than A4, pull out the extension paper cassette by pushing the release lever one by one and adjust it to the desired paper size.

2
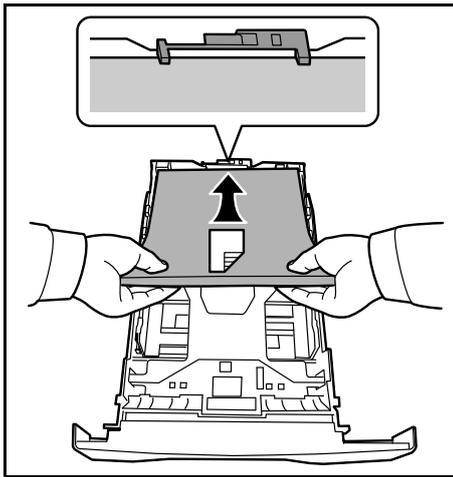
5 Load the paper in the cassette. Ensure the side to be printed is facing down and the paper is not folded, curled, or damaged.
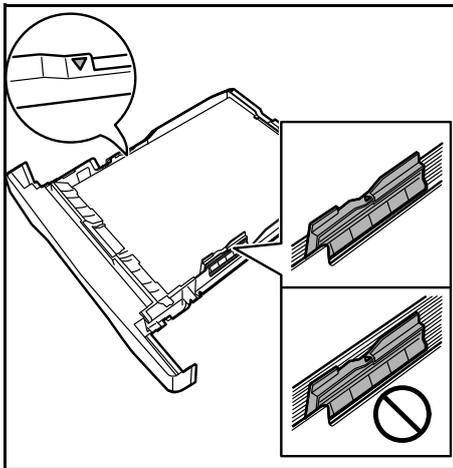
IMPORTANT: Do not load paper above the triangle mark located on the width guide.

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.

- Ensure that the loaded paper does not exceed the level indicator (see illustration below).

- When loading the paper, keep the side that was closest the package seal facing up.

- The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.

- Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.
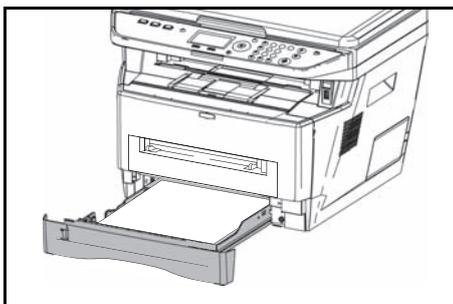
6 Insert the paper cassette into the slot in the machine. Push it straight in as far as it will go.
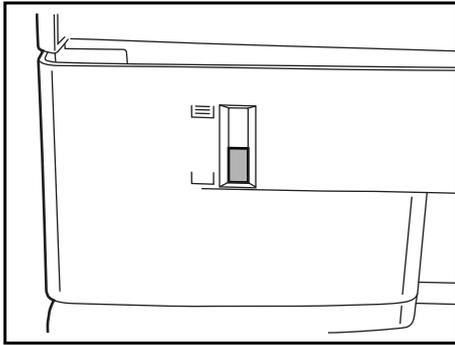
There is a paper gauge on the left side of the front of the paper cassette to indicate the remaining paper supply. When paper is exhausted, the pointer will go down to the level of (empty).

NOTE: If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassette and sealing it in the paper storage bag.

7 Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Specifying Paper Size and Media Type for the Cassette on page 2-24*.)

Loading Paper in the Manual Feed

The manual feed will hold 1 sheet of A4 or smaller plain paper (80 g/m^2).

The manual feed accepts paper sizes from A4 to A6 and Hagaki and from Legal to Statement-R, and 16K. Be sure to use the manual feed when you print on any special paper.

IMPORTANT: When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Manual Feed on page 2-26*.) If you are using a paper weight of 106 g/m^2 or more, set the media type to *Thick*.

NOTE: When you load custom size paper, enter the paper size by referring to *Specifying Paper Size and Media Type for the Manual Feed on page 2-26*.

When you use special paper such as transparencies or thick paper, select the media type by referring to *Specifying Paper Size and Media Type for the Manual Feed on page 2-26*.
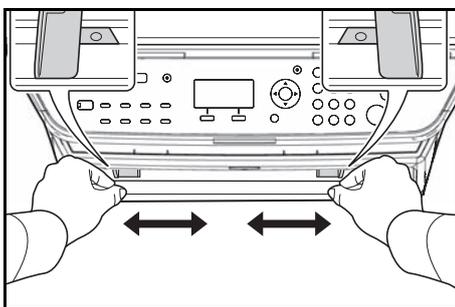
1 Adjust the position of the paper guides on the Manual Feed tray. Standard paper sizes are marked on the Manual Feed tray. For standard paper sizes, slide the paper guides to the corresponding mark.

2
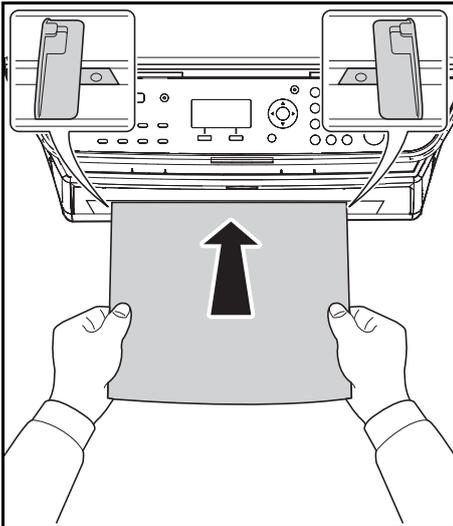
2 Align the paper with the paper guides and insert as far as it will go.

IMPORTANT: Keep the side that was closest the package seal facing up.

Curled paper must be uncurled before use.

Straighten the top edge if it is curled.

---
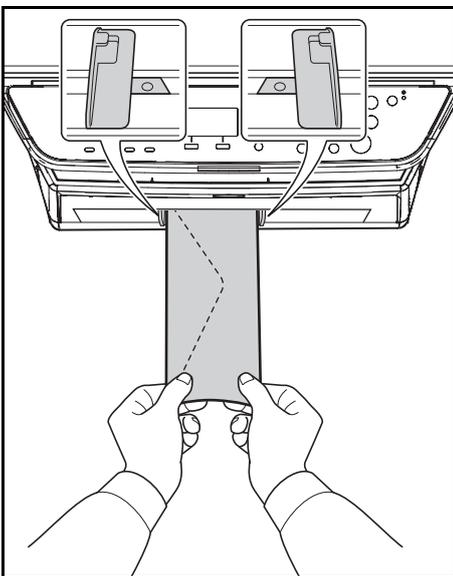
3 Align the paper with the paper guides and insert as far as it will go.

4 For landscape form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing towards you.

For portrait form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing the insertion slot.

When you load envelopes or cardstock in the manual feed tray
Load envelope with the print side facing up.

Return postcard (Oufuku Hagaki)

Cardstock (Hagaki)

Portrait form envelopes

Close the flap.

Landscape form envelopes
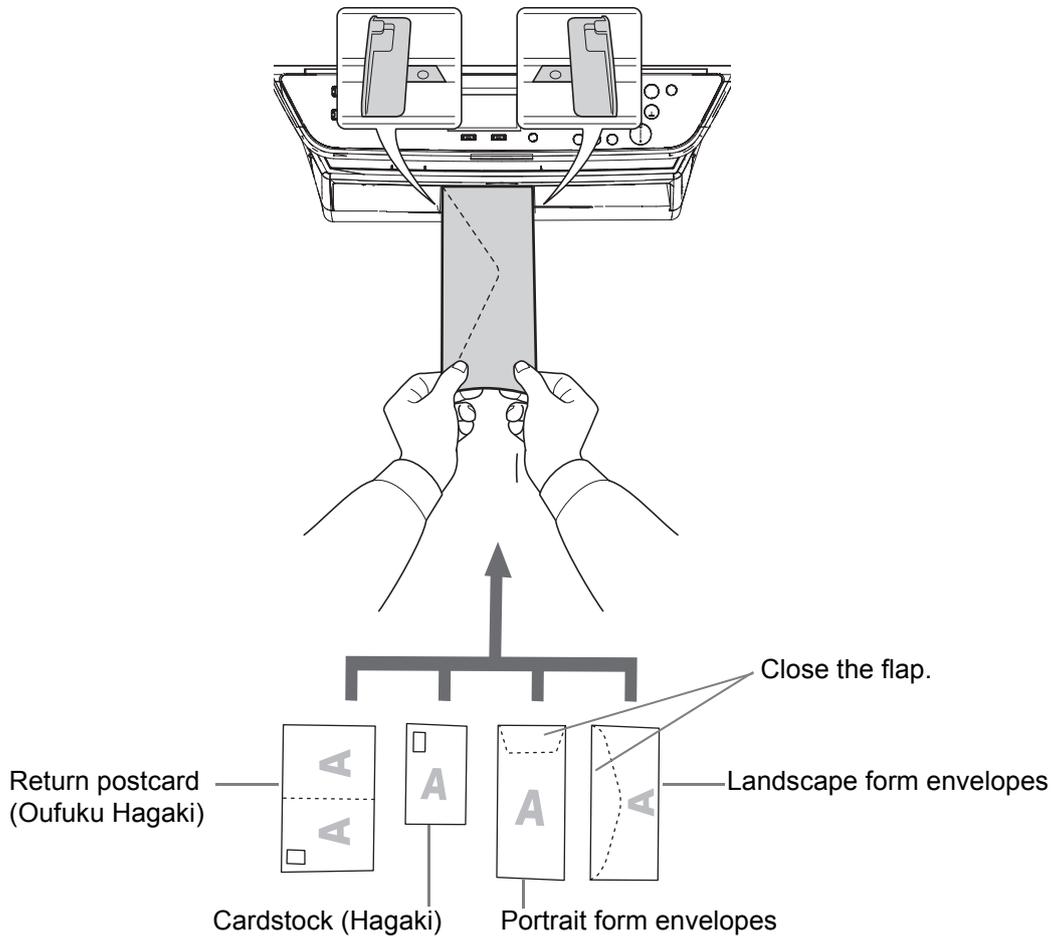
NOTE: Use unfolded return postcard (Oufuku Hagaki).

IMPORTANT: How to load envelope (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

2

NOTE: When you load envelope in the manual feed, select the envelope type by referring to *Specifying Paper Size and Media Type for the Manual Feed on page 2-26*.

Specifying Paper Size and Media

The default paper size setting for cassette and for the manual feed is [Letter] (inch models) or [A4] (metric models), and the default media type setting is [Plain].

To fix the type of paper to be used in cassette, specify the paper size and media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassette on page 2-24*.)

To fix the type of paper to be used in manual feed, specify the paper size setting. (Refer to *Specifying Paper Size and Media Type for the Manual Feed on page 2-26*.)

Specifying Paper Size and Media Type for the Cassette

To fix the type of paper to be used in cassette, specify the paper size. Also, you use a media type other than plain paper, specify the media type setting.

Selection Item		Selectable Size/Type
Paper Size	Standard Sizes	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Letter, Legal, Statement and Oficio II Metric size: A4, A5, A6, B5, Folio, and 16K
		Select from the other sizes. Selectable paper sizes are as follows. ISO B5, Envelope C5, and Custom
Media Type		Plain, Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality and Custom 1-8*

*   To change to a media type other than *Plain*, refer to *Paper Weight on page 8-15*.

NOTE: If using the FS-1124MFP, the available media types for printing received faxes are as shown below.
*Plain*, *Recycled*, *Bond*, *Color*, *High Quality* and *Rough*
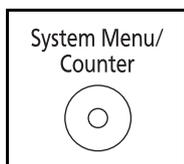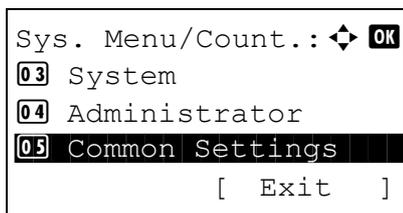
```
┌─────────────────┐
│  System Menu/   │
│    Counter      │
│                 │
│      ◯          │
│                 │
└─────────────────┘
```

1 Press the **System Menu/Counter** key on the main unit operation panel.

```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
           [  Exit  ]
```

2 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

2

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
              [ Exit   ]
```

3 Press the **OK** key. The Common Settings menu appears.

4 Press the △ or ▽ key to select [Orig./Paper Set.].

5 Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ✦ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
              [ Exit   ]
```
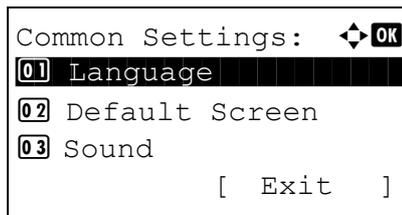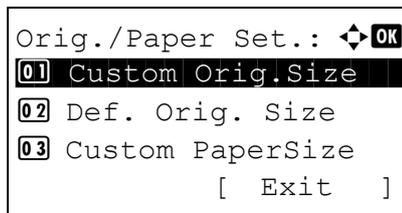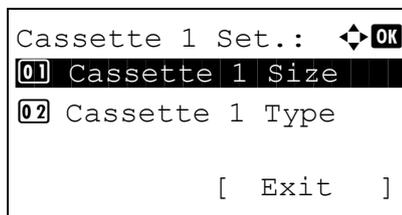
6 Press the △ or ▽ key to select [Cassette 1 Set.].

7 Press the **OK** key. The Cassette 1 Set. menu appears.

```
Cassette 1 Set.:  ✦ OK
01 Cassette 1 Size
02 Cassette 1 Type


              [ Exit   ]
```
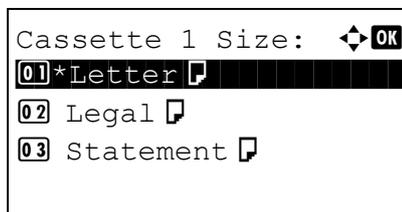
8 Press the △ or ▽ key to select [Cassette 1 Size].

9 Press the **OK** key. Cassette 1 Size appears.

```
Cassette 1 Size:  ✦ OK
01*Letter 🖿
02 Legal 🖿
03 Statement 🖿

```

10 Press the △ or ▽ key to select the desired paper size and then press the **OK** key.

Completed. is displayed and the screen returns to the Cassette 1 Set. menu.

11 Press the △ or ▽ key to select [Cassette 1 Type].

```
Cassette 1 Set.:  ✦ OK
01 Cassette 1 Size
02 Cassette 1 Type


              [ Exit   ]
```

```
Cassette 1 Type:  ✦ OK
01 *Plain ▮▮▮▮▮▮▮▮▮▮▮
02  Rough
03  Recycled
```
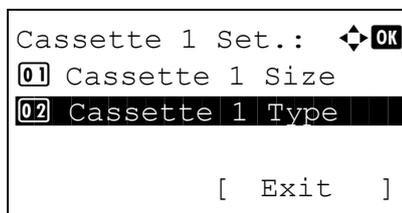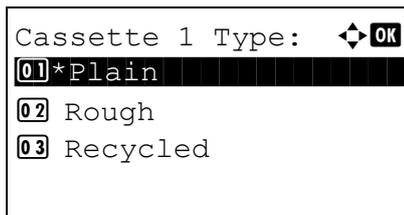
12 Press the **OK** key. Cassette 1 Type appears.

13 Press the △ or ▽ key to select the desired paper type and then press the **OK** key.

*Completed.* is displayed and the screen returns to the Cassette 1 Set. menu.

Specifying Paper Size and Media Type for the Manual Feed

To fix the type of paper to be used in the manual feed, specify the paper size.When using other than a plain paper, specify the media type.

Item		Description
Paper Size	Standard Sizes	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Letter, Legal, Statement, Executive, and Oficio II Metric size: A4, A5, A6, B5, B6, Folio and 16K
	Others	Select from special standard sizes and custom sizes. Selectable paper sizes are as follows. ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, and Custom*
Media Type		Selectable media types are as follows. Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality and Custom 1-8**

*   Refer to *Adding a Custom Size for Paper to Print on page 8-9* for selecting Custom Paper Size.
**   To change to a media type other than *Plain*, refer to *Paper Weight on page 8-15*.

```
System Menu/
Counter

   ◯
```

1 Press the **System Menu/Counter** key on the main unit operation panel.

```
Sys. Menu/Count.: ✦ OK
03  System
04  Administrator
05  Common Settings ▮▮▮▮
          [ Exit ]
```

2 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

2

```
Common Settings:  ♦ OK
01 Language
02 Default Screen
03 Sound
            [  Exit   ]
```

3 Press the **OK** key. The Common Settings menu appears.

4 Press the △ or ▽ key to select [Orig./Paper Set.].

5 Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ♦ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
            [  Exit   ]
```
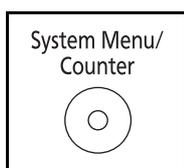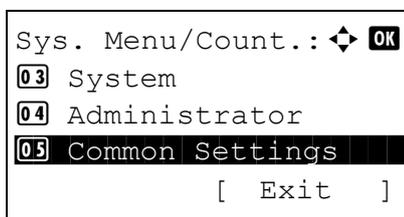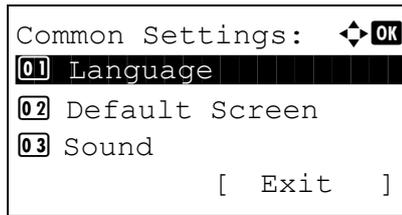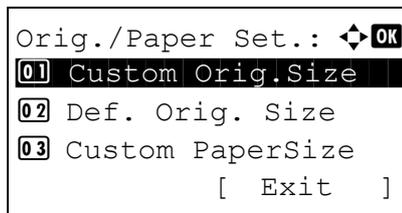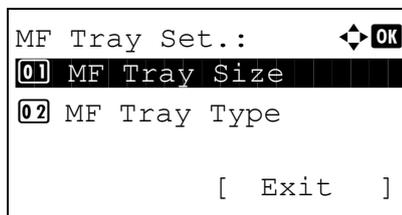
6 Press the △ or ▽ key to select [MF Tray Set.].

7 Press the **OK** key. The MF Tray Set. menu appears.

```
MF Tray Set.:     ♦ OK
01 MF Tray Size
02 MF Tray Type

            [  Exit   ]
```
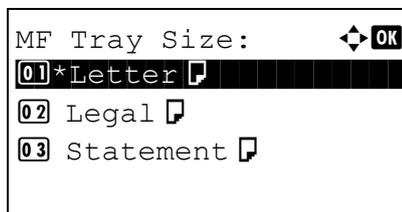
8 Press the △ or ▽ key to select [MF Tray Size].

9 Press the **OK** key. MF Tray Size appears.
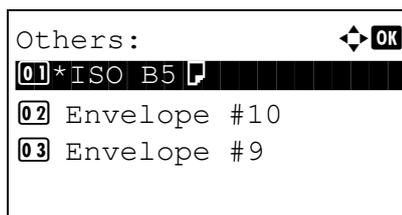
```
MF Tray Size:     ♦ OK
01 *Letter ▯
02 Legal ▯
03 Statement ▯
```

10 Press the △ or ▽ key to select the desired paper size and then press the **OK** key.

Completed. is displayed and the screen returns to the MF Tray Set. menu.

If you select [Others], select one of the other options and then press the **OK** key.

```
Others:           ♦ OK
01 *ISO B5 ▯
02 Envelope #10
03 Envelope #9
```

11 Press the △ or ▽ key to select [MF Tray Type].

```
MF Tray Set.:     ♦ OK
01 MF Tray Size
02 MF Tray Type

            [  Exit   ]
```

```
MF Tray Type:        ✧▣
01 *Plain▐▌▐▌▐▌▐▌▐▌▐▌
02 Transparency
03 Rough
```
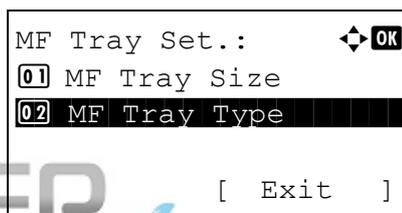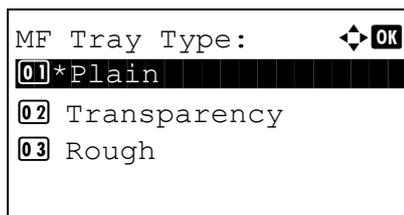
12 Press the **OK** key. MF Tray Type appears.

**13** Press the △ or ▽ key to select the desired paper type and then press the **OK** key.

Completed. is displayed and the screen returns to the MF Tray Set. menu.

2

Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.
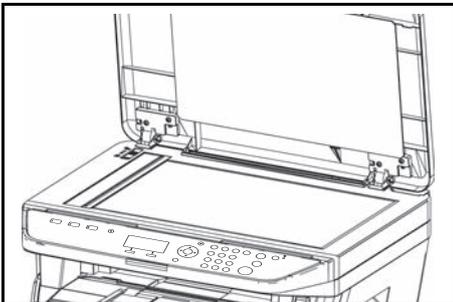
1   Open the original cover.

NOTE: Open the document processor. Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Keep the document processor open if the original is 25 mm or thicker.
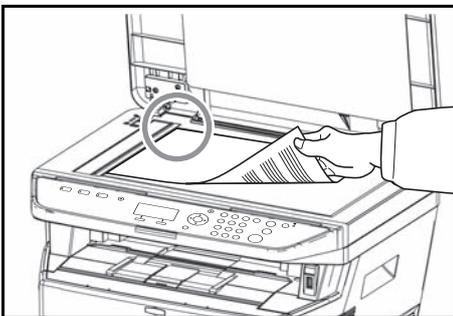
2   Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.

3   Close the original cover.

IMPORTANT: Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

Do not close the document processor when the original is 25 mm or thicker. The connector of the document processor will be removed form the machine.

NOTE: Shadows may be produced around the edges and in the middle of open-faced originals.

CAUTION: Do not leave the document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals.

Part Names of the Document Processor
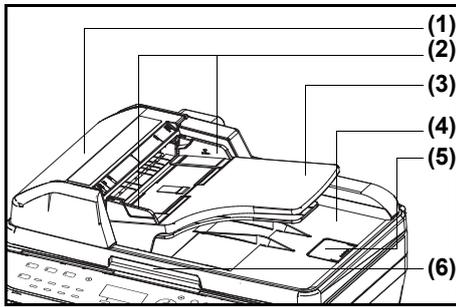
(1) Top cover

(2) Original width guides

(3) Original table

(4) Original eject table

(5) Original stopper

(6) Opening handle

Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	50 to 120 g/m^2
Size	Maximum A4 to Minimum A5 Maximum Legal to Minimum Statement
Capacity	Plain paper, Colored paper, Recycled paper, High quality paper: 50 sheets Thick paper (110 g/m^2): 36 sheets Thick paper (120 g/m^2): 33 sheets Art paper: 1 sheet

### Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

• Soft originals such as vinyl sheets

• Transparencies such as OHP film

• Carbon paper

• Originals with very slippery surfaces

• Originals with adhesive tape or glue

• Wet originals

• Originals with correction fluid which is not dried

• Irregularly shaped (non-rectangular) originals

• Originals with cut-out sections

• Crumpled paper

• Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).

• Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

How to Load Originals

IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.
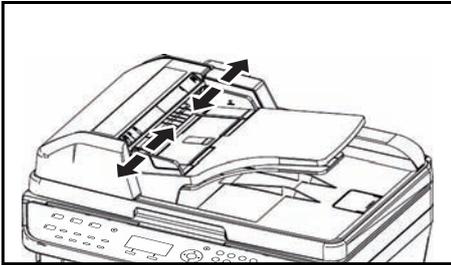
1 Adjust the original width guides to fit the originals.
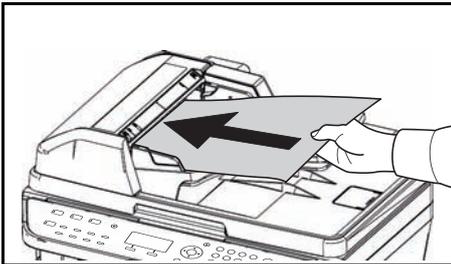
2 Place the originals. Put the side to be scanned face-up. Slide the leading edge into the document processor as far as it will go.

IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.
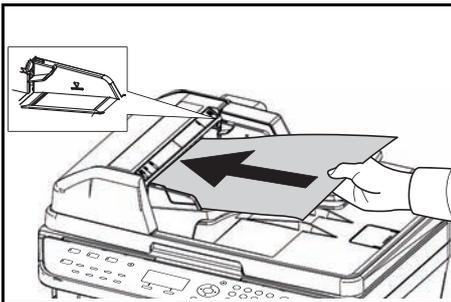
Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

3 Basic Operation

This chapter explains the following operations.

Power On/Off

Power On

When the main power indicator is lit...
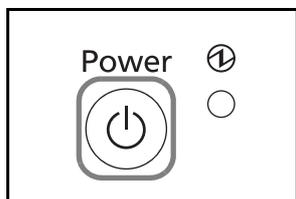
Press the **Power** key.

### When the main power indicator is off...
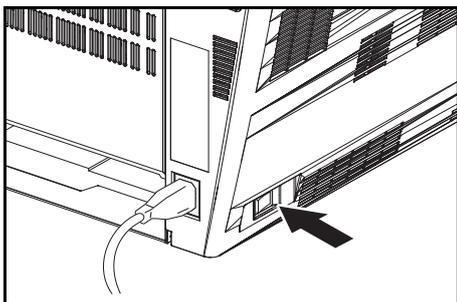
Turn the main power switch on.

IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **memory** indicator are off before turning off the main power switch.
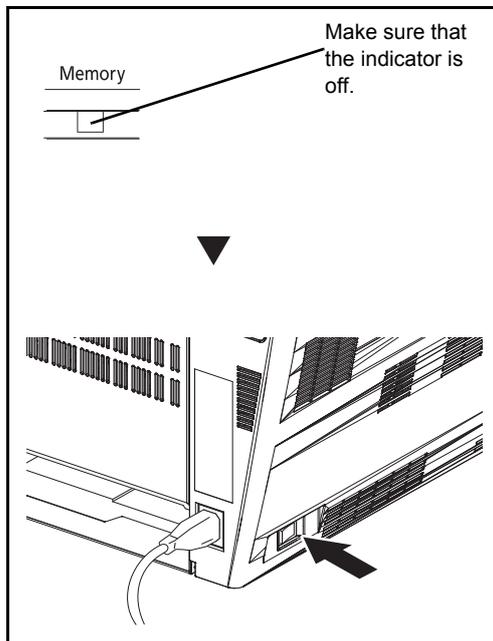
In case of not using the machine for a extended period of time

⚠ **CAUTION:** If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If using the FS-1124MFP, note that turning the machine off at the main power switch disables fax transmission and reception.

CAUTION: Remove paper from the cassette and seal it in the paper storage bag to protect it from humidity.

Auto Low Power Mode

Auto Low Power Mode automatically switches the machine into Low Power Mode if left idle for 2 minutes.

Sleep and Auto Sleep

Sleep
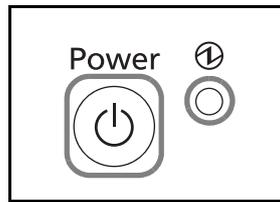
Power ⏻
⏻ ○

To enter Sleep, press the **Power** key. Message Display and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the print job is performed while the Message Display remains unlit.

If you are using the FS-1124MFP, received fax data is printed out while the operation panel also remains unlit.

To resume, press the **Power** key. The machine will be ready to operate in about 15 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep Mode if left idle for 15 minutes.

3

One-Touch Keys (Available only in FS-1124MFP)

The one-touch keys on the operation panel is described below.

One-Touch Key

Register destinations to one-touch keys, and you can enter the desired destination by pressing the applicable one-touch key. For registering a destination to a one-touch key, refer to *Adding a Destination on One-touch Key on page 8-84*.

Entering Destination with One-touch Key

```
FAX No. Entry:      ✦ OK
0█



[ Chain  ] [ Detail ]
```

```
Ready to send.
             Dest.:  1
🖼:01234567890
Text+Photo  200x100dpi
[Orig.Img]  [FAX Res.]
```
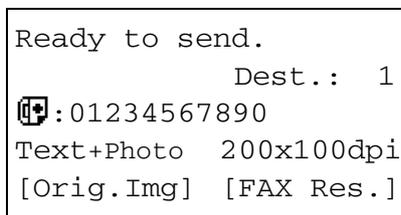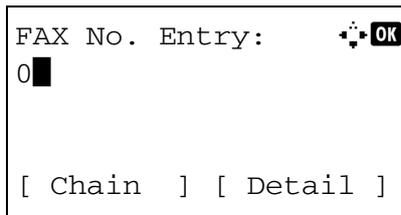
1 In Address Entry, press the **one-touch** key where the desired destination is registered.

Recalling from One-touch Keys 1 to 4

Press the **one-touch** key where the destination is registered.

2 The destination registered to the **one-touch** key is recalled and automatically entered on the screen.

IMPORTANT: Any destination already entered is overwritten.

Recalling Settings

Press the one of the Program 1 to 4 keys where the settings you want to recall are registered. The current settings of various functions are replaced with the registered settings.

Message Display

The following examples explain the messages and icons used on the message display.

```
1 ── Ready to copy.
2 ──         Copies:   1  ── 6
3 ── Letter ⬚  ▸ 🖻 Letter ◳ ── 7
4 ──     100%
5 ── [  Zoom  ] [       ]
```
Copier Screen
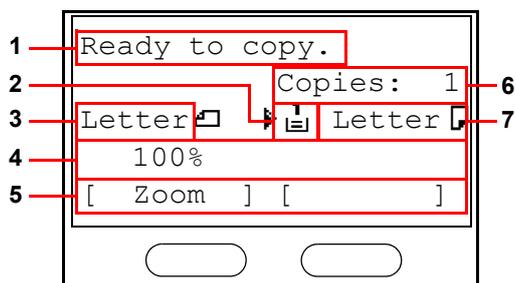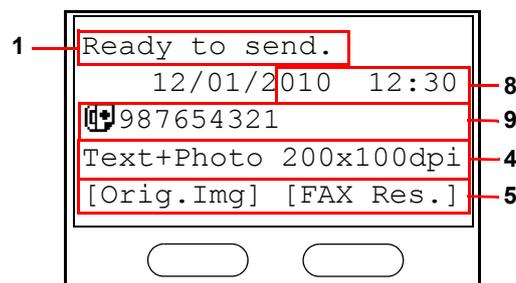
```
1 ── Ready to send.
         12/01/2010  12:30 ── 8
   📠 987654321            ── 9
   Text+Photo 200x100dpi  ── 4
   [Orig.Img] [FAX Res.]  ── 5
```
Fax Screen

| Reference number	Meaning
1	Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used.
2	Displays an icon that indicates the currently selected source of paper feed. The meaning of each icon is as indicated below.
	🖻 The standard paper cassette is currently selected. When this icon is displayed as ⌐, there is no paper is the cassette.
	⌐ The Manual Feed is currently selected.
3	Displays the size of the original(s).
4	Displays the current setting when there is a corresponding menu that can be selected using the left or right Select keys.
5	Displays the title of the corresponding menu that can be selected using the left or right Select keys.
6	Displays the number of copies.
7	Displays the paper size to be copied.
8	Displays the number of destinations.
9	Displays the destination.

Copying

Follow the steps as below for basic copying.
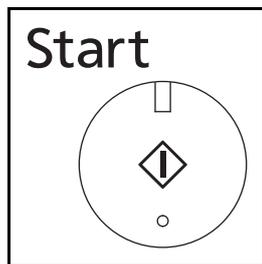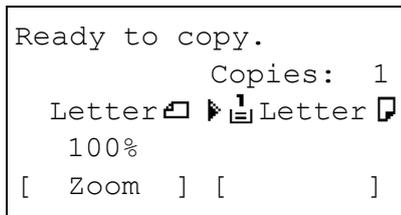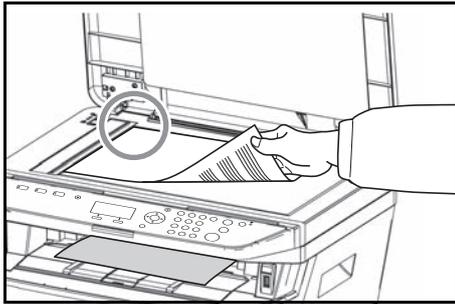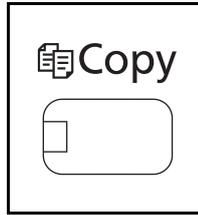
1 Press the **Copy** key when the **Copy** key/indicator is off.

NOTE: If the Message Display is turned off, press the **Power** key and wait for the machine to warm up.

**2** Place the originals on the platen or in the document processor.

NOTE: For loading instructions, refer to *Loading Originals on page 2-29*.

```
Ready to copy.
            Copies:  1
  Letter    ▶    Letter
   100%
[  Zoom  ] [        ]
```

3 The paper source for copying is the location displayed on the panel.

4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 99.

5 Press the **Start** key to start copying.

**6** Remove the finished copies from the top tray.

Adjusting Density

Use this procedure to adjust the density when copying.

Density Adjustment Option	Description
Manual	Adjust density using 7 levels.
Auto	Optimum density is selected according to the density of the original.

NOTE: You may choose Auto mode as the default setting (refer to *Density on page 8-38*).

The procedure for adjusting the density of copies is explained below.

```
Function Menu:      ✦ OK
01 Collate           □
02 Zoom              □
03 Combine           □
            [  Exit  ]
```
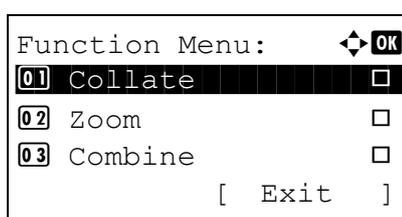
1 Press the **Function Menu** key. Function Menu appears.
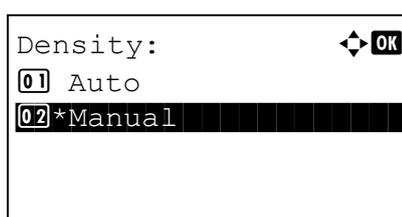
2 Press the △ or ▽ key to select [Density].

3 Press the **OK** key. Density appears.

```
Density:           ✦ OK
01 Auto
02*Manual
```

4 Press the △ or ▽ key to select [Auto] or [Manual].

5 Press the **OK** key.

```
Manual:            ✦ OK
03 ▨Lighter -1
04 ▤Normal 0
05 ▥Darker +1
```

When [Manual] is selected, Manual appears. Press the △ or ▽ key to select your desired density and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Selecting Image Quality

Select image quality suited to the type of original.

The table below shows the quality options.

Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Photo	For photos taken with a camera.
Text	For originals primarily consisting of text.

The procedure for selecting the quality of copies is explained below.
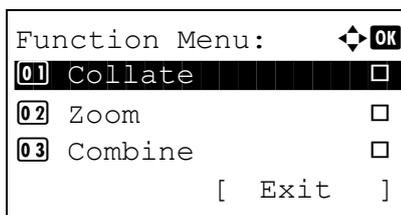
```
Function Menu:      ✥ OK
[01] Collate            ☐
[02] Zoom               ☐
[03] Combine            ☐
             [  Exit   ]
```

1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Original Image].

```
Original Image:    ✥ OK
[01]*Text+Photo
[02] Photo
[03] Text
```

3 Press the **OK** key. Original Image appears.

4 Press the △ or ▽ key to select the image quality suited to the type of original.

**5** Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Zoom Copying

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

Auto Zoom
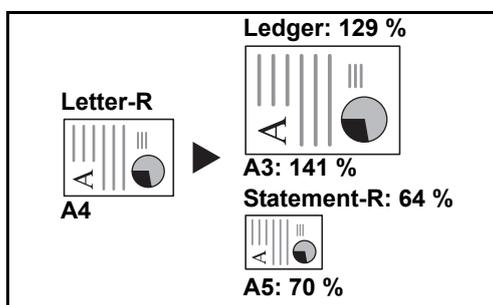
Automatically reduces or enlarges the original image suitably to the selected paper size.

Ledger: 129 %

Letter-R

A4

A3: 141 %
Statement-R: 64 %

A5: 70 %

Zoom Entry
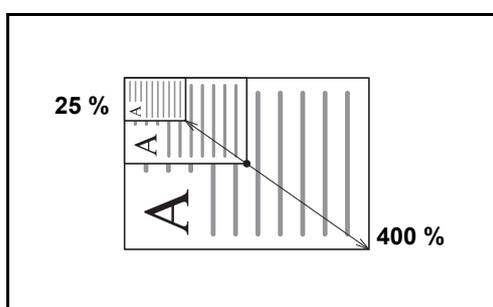
Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

25 %

400 %

Standard Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

| Model		Zoom Level (Original Copy)
Inch Models	Standard	100%, 400% (Max.), 200%, 129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement), 50%, 25% (Min.)
	Other	141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5)
Metric Models	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 90% (Folio >> A4), 78% (Legal >> Letter), 64% (Letter >> Statement)
Metric Models (Asia Pacific)	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement)

The procedure for using zoom copying is explained below.

```
Function Menu:    ✦ OK
01 Collate        ☐
02 Zoom           ☐
03 Combine        ☐
            [  Exit  ]
```
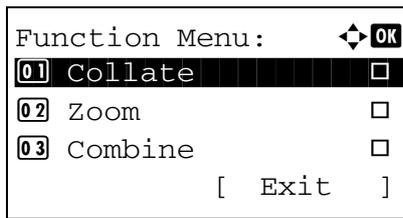
1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Zoom].

3 Press the **OK** key. Zoom appears.

```
Zoom:             ✦ OK
01*100%
02 Auto
03 Standard Zoom
```
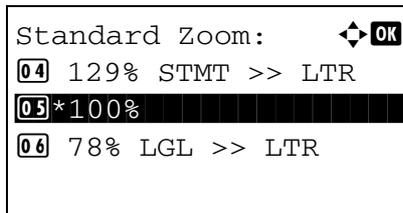
4 Press the △ or ▽ key to select the desired magnification.

To copy in the same size as the original, select [100%].

To select automatic zoom, select [Auto].

```
Standard Zoom:    ✦ OK
04  129% STMT >> LTR
05*100%
06  78% LGL >> LTR
```

To use fixed magnifications, select [Standard Zoom] and press the **OK** key. Standard Zoom appears. Press the △ or ▽ key to select the desired magnification. If you select [Other] and press the **OK** key, you can select from additional magnifications.

```
Zoom Entry:       ✦ OK
      (25 - 400)
            100 %
```
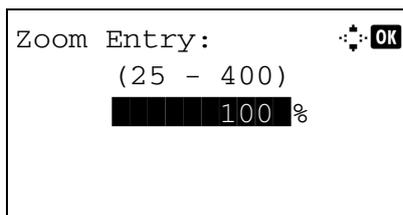
To enter a magnification, select [Zoom Entry] and press the **OK** key. Zoom Entry appears. Use the numeric keys to enter the any magnification.

**5** Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Collate Copying

The machine can collate at the same time as it copies.

You can use the Collate copy function for tasks such as those shown below.
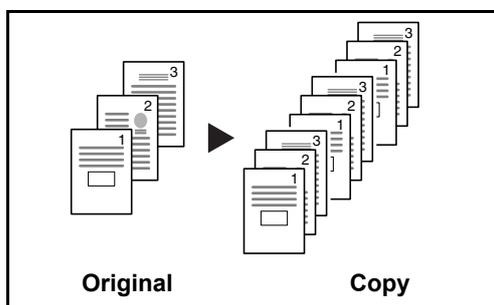
Scan multiple originals and deliver complete sets of copies as required according to page number.

Original   **Copy**

The procedure for using collate copying is explained below.

1 Press the **Function Menu** key. Function Menu appears.

```
Function Menu:     ✦ OK
01 Collate          □
02 Zoom             □
03 Combine          □
          [  Exit   ]
```
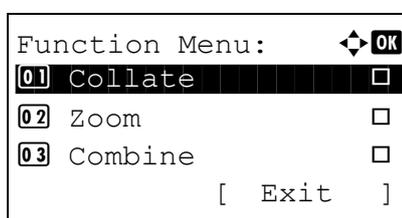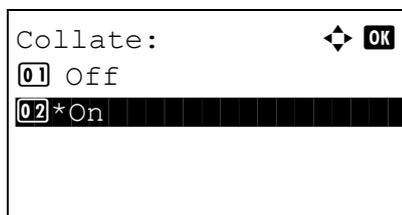
2 Press the △ or ▽ key to select [Collate].

3 Press the **OK** key. Collate appears.

```
Collate:          ✦ OK
01 Off
02 *On
```

**4** Press the △ or ▽ key to select [Off] or [On].

5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Use the numeric keys to enter the number of copies, and press the **Start** key Copying begins.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

ID Card Copy

The procedure for using ID Card copying is explained below. Before using this function, confirm ID Card Copy is displayed on the Right or Left Select key. For details, refer to *ID Card Copy on 8-56*.
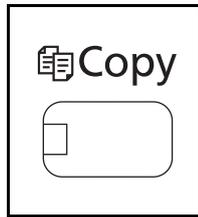
1 Press the **Copy** key when the **Copy** key/indicator is off.

NOTE: If the Message Display is turned off, press the **Power** key and wait for the machine to warm up.

2 Place the original on the platen.

Put the scanning side facedown in the center of Statement or A5 size scanning area.

NOTE: For loading instructions, refer to *Loading Originals on page 2-29*.

3 Press [ID Card] (the Right or Left Select key). The ID Card Copy screen is displayed.

The ID Card Copy function is recalled.

4 Press the **Start** key. Scanning begins.

5 Turn over the original on the platen and press the **Start** key.

6 After scanning all originals, press [End Scan] (the **Right Select** key) to start copying.

Printing - Printing from Applications

Follow the steps below to print documents from applications.

NOTE: To print the document from applications, install the printer driver on your computer from the supplied CD-ROM (Product Library).

---

1   Create a document using an application.

2   Click **File** and select **Print** in the application. The **Print** dialog box appears.

3   Click the ▼ button next to the Name field and select this machine from the list.
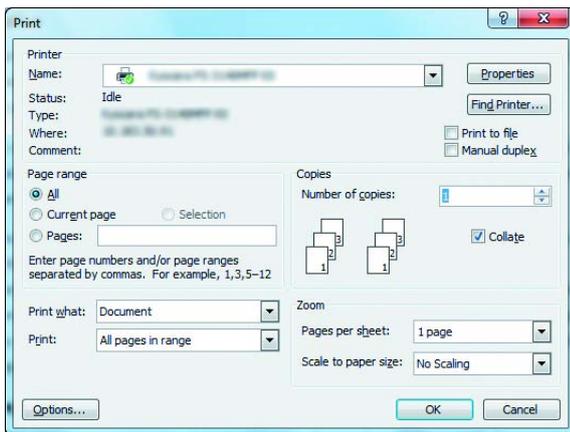
4   Enter the desired print quantity in the **Number of copies** box. Enter any number up to 99.

When there is more than one document, select **Collate** to print out one by one in the sequence of the page numbers.

5   Click **Properties** button. The **Properties** dialog box appears.
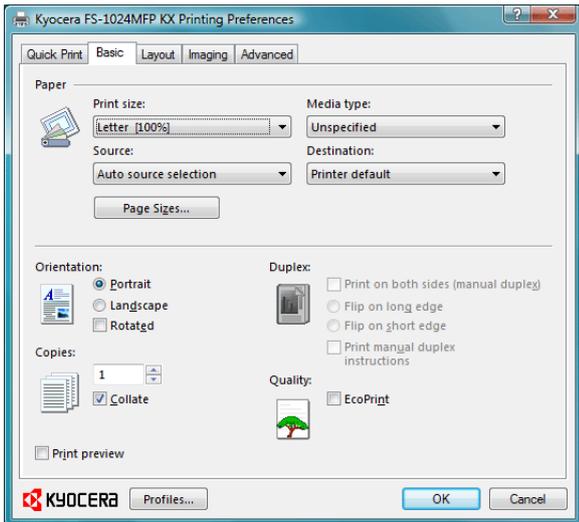
6 Select the **Basic** tab and click **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.

7 Click **Source** and select the paper source.

NOTE: If you choose **Auto source selection**, papers are supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the manual feed and select **Manual Feed**.

8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

Selecting **Rotated** will print the document rotated 180°.

9 Click **OK** button to return to the **Print** dialog box.

**10** Click **OK** button to start printing.

Manual Duplex

Use *Manual Duplex* if you require printing on both sides of the paper. The even pages are printed first and then reloaded to print the odd pages. An instruction sheet is available to assist with loading the sheets in the correct orientation and order.

NOTE: Ensure **Print manual duplex instructions** is selected to receive the instruction sheet. Continue to use the sheet until you are familiar with this feature.

1 Ensure *Cassette 1* is selected as the **Source** in the **Print Properties** dialog box.
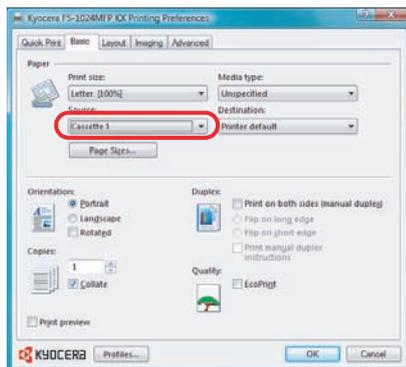
**2** Select **Print on Both Sides** (Manual Duplex).

Select **Print on both side** (manual duplex), and use the **Duplex Details** option to select *Flip on Long Edge* for binding on the long edge or *Flip on Short Edge* for binding on the short edge. Select **Print manual duplex instructions** to receive the reloading instructions.
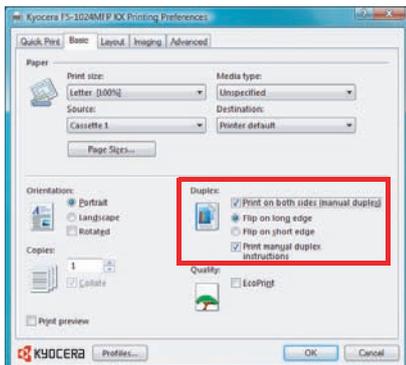
3 Select **OK** to return to the *Print* dialog box and select **OK** to start printing. A *Manual Duplex* instruction message box displays. The even pages are printed including the instruction sheet.

NOTE: Instructions for manual duplex will be printed on the instruction sheet.

4 Remove all the even pages (including the instruction sheet) from the output tray, fan through the sheets to separate them prior to loading.
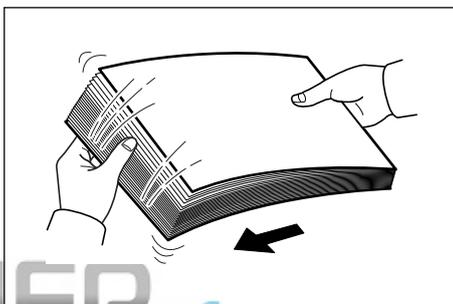
5 Load the even pages printed into the paper cassette with the instruction sheet facing up and the arrows pointing toward the printer.
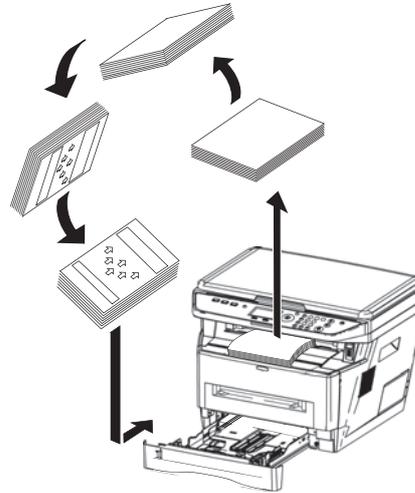
Long Edge Binding   Short Edge Binding
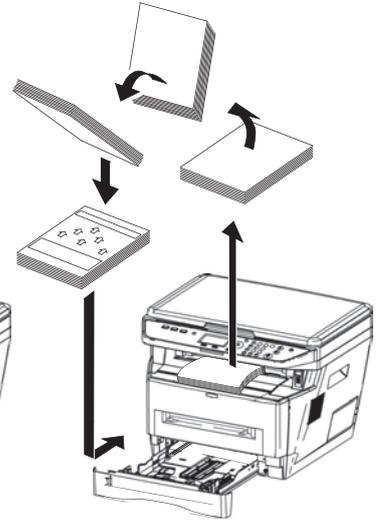
NOTE: If the paper is considerably curled in one direction, roll the paperin the opposite direction to counteract the curl. If this will not cancel the curl satisfactorily, try to reduce the number of sheets loaded in the paper cassette to the maximum of 100.

---

6 Select **OK** on the *Manual Duplex instruction* message box. All the odd pages will be printed.

Sending

This machine can send a scanned image to a PC through the USB interface. The scan can be carried out from any TWAIN or WIA compatible application program.

- Scan the document using a TWAIN or WIA compatible application program...page 5-2

Specifying Destination

When specifying destination, choose from the Address Book or use the One-touch keys.

Choosing from the Address Book

Select a destination registered in the Address Book.
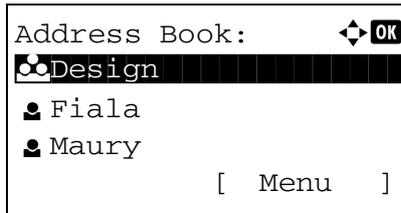
1 In the basic screen for sending, press the **Address Book** key. The Address Book appears.

2 Press the △ or ▽ key to select the desired user or group, and then press the **OK** key.

```
Address Book:      ✧ OK
  Design ▐▐▐▐▐▐▐▐▐▐
  Fiala
  Maury
              [  Menu    ]
```

3 *Completed.* is displayed and the screen returns to the basic screen.

Destination Search

Destinations registered in the Address Book can be searched.

The procedures for using the different search modes are explained below.

Search in Address Book

```
Menu:              ✦ OK
01 Select
02 Detail
03 Search(Name)
```

```
Address Book:      ✦ OK
🐾 Design
👤 Fiala
👤 Maury
              [ Menu    ]
```

```
Search(Name):      ✦ OK
ma█

              ◢
              ABC
              [ Text    ]
```

```
Address Book:      ✦ OK
👤 Maury
👤 Morgan
👤 Sally
              [ Menu    ]
```
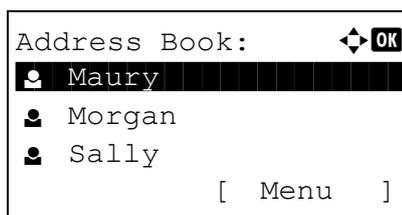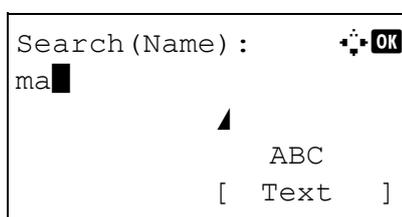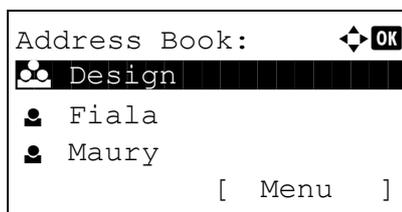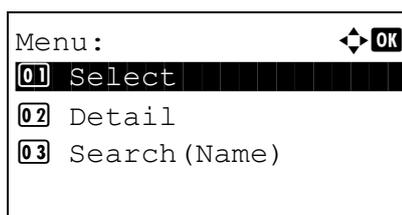
1 In Address Book, press [Menu] (the **Right Select** key). Menu appears.

2 Press the △ or ▽ key to select [Search(Name)] and then press the **OK** key. A search screen appears.

3 Enter the characters you want to search.

4 Press the **OK** key. The address book appears with the user that starts with the entered character string at the top.

Choosing by One-Touch Key

```
1.        2.        3.        4.
```
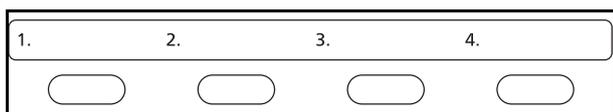
Select the destination using the One-touch keys.

In the basic screen for the destination entry screen, press the one-touch key where the destination is registered.

NOTE: Refer to *Adding a Destination on One-touch Key on page 8-84* for more information on adding one-touch keys.

Canceling Jobs

Follow the steps below to cancel any print or send job being executed.

Canceling Jobs

You can also cancel jobs by pressing the **Stop** key.

```
Job Cancel List:  ✦ OK
01 Print Job List
02 Send Job List
03 Store Job List
           [ Exit  ]
```
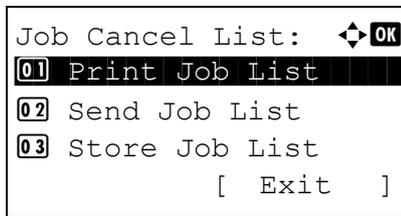
1 During a printing or sending job, press the **Stop** key. The Job Cancel List menu appears.

NOTE: Pressing the **Stop** key pauses a printing job but does not pause a sending job.

```
Print Job List:  ✦ OK
0008 ▯Copy              ‖
0009 ▱maury's data      ‖
0010 ▱Microsoftwor...   ‖
[ Resume ] [  Menu  ]
```
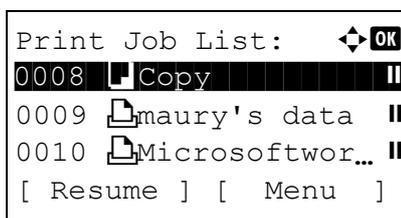
2 Press the △ or ▽ key to select the type of job you want to stop, and then press the **OK** key. An output queue of the selected job type is displayed.

```
Menu:            ✦ OK
01 Detail
02 Cancel Job
```
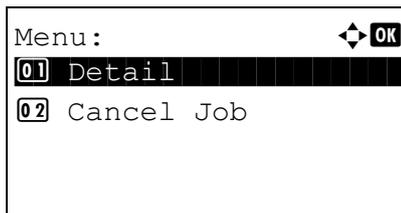
3 Press the △ or ▽ key to select the job you want to stop, and then press [Menu] (the **Right Select** key). Menu appears.

```
Job will be canceled.
Are you sure?
→0008 ▯Copy

[  Yes  ] [   No   ]
```
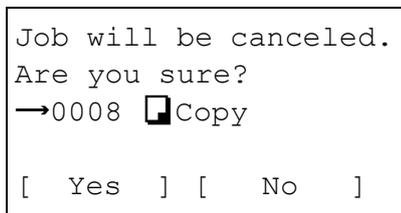
4 Press the △ or ▽ key to select [Cancel Job] and then press the **OK** key. A confirmation screen appears.

5 Press [Yes] (the **Right Select** key). The screen displays *Canceling....* and returns to the output queue of the selected job type after the job is canceled.

To cancel other jobs, repeat steps 3 to 5.

Checking Remaining Toner and Paper

You can check the remaining amount of toner and that of paper in the cassette.

Checking Remaining Toner

```
Status:              ♦ OK
01  Print Job Status
02  Send Job Status
03  Store Job Status
[ Pause ]
```
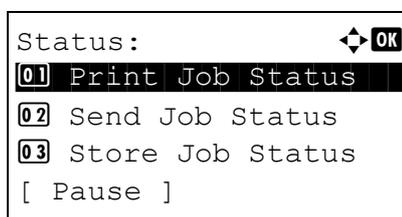
1 Press the **Status/Job Cancel** key. The Status menu appears.
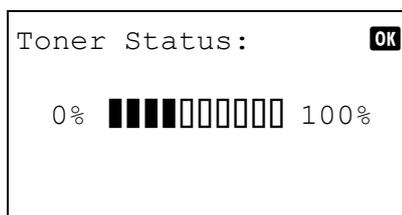
2 Press the △ or ▽ key to select [Toner Status].

3 Press the **OK** key. Toner Status appears.

The remaining amount of toner is displayed in one of 10 levels.

```
Toner Status:        OK

  0% ████□□□□□□ 100%
```

Checking Remaining Paper

```
Status:              ♦ OK
01  Print Job Status
02  Send Job Status
03  Store Job Status
[ Pause ]
```
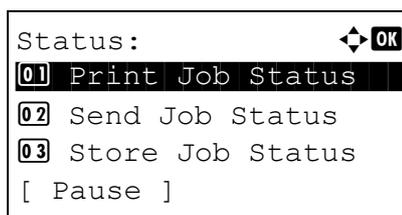
1 Press the **Status/Job Cancel** key. The Status menu appears.
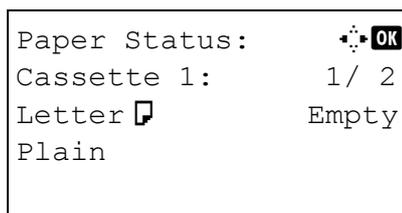
2 Press the △ or ▽ key to select [Paper Status].

3 Press the **OK** key. Paper Status appears.

Press the ◁ or ▷ key to switch the display of remaining paper amount among the main unit cassette and Manual Feed tray.

```
Paper Status:        ·⦂·OK
Cassette 1:          1/ 2
Letter 🖹            Empty
Plain
```

4 Copying Functions

This chapter explains the functions available for copying.

Original Size

Specify the size of originals being scanned. Be sure to select the original size before starting the copying process.

The following options are available.

Item	How to Select	Sizes
Standard Sizes	Select from standard sizes.	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, and 16K
Others	Select from envelope, postcard or the custom sized originals*.	ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, and Custom

* For instructions on how to specify the custom original size, refer to *Custom Original Size Setup on page 8-7*.

Use the procedure below to select the original size.

1 Press the **Copy** key.

2 Place the originals on the platen.

```
Function Menu:      ✦▸ OK
[01] Collate              □
[02] Zoom                 □
[03] Combine              □
          [  Exit   ]
```
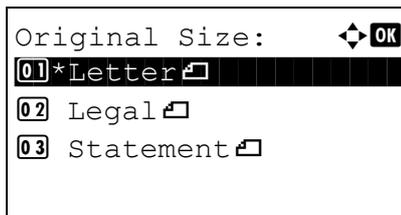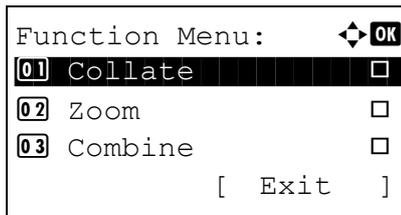
3 Press the **Function Menu** key. Function Menu appears.

4 Press the △ or ▽ key to select [Original Size].

5 Press the **OK** key. Original Size appears.

```
Original Size:      ✦▸ OK
[01]*Letter◰
[02] Legal◰
[03] Statement◰
```

6 Press the △ or ▽ key to select the desired original size and then press the **OK** key.

If you select [Others], select one of the other options and then press the **OK** key.

```
Others:             ✦▸ OK
[01]*ISO B5◰
[02] Envelope #10
[03] Envelope #9
```

Completed. is displayed and the screen returns to the basic screen for copying.

7 Press the **Start** key to start copying.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

4

Original Orientation

Select the original orientation to use the following functions.

• Combine mode

When placing originals on the platen

[Top Edge Top]   [Top Edge Left]
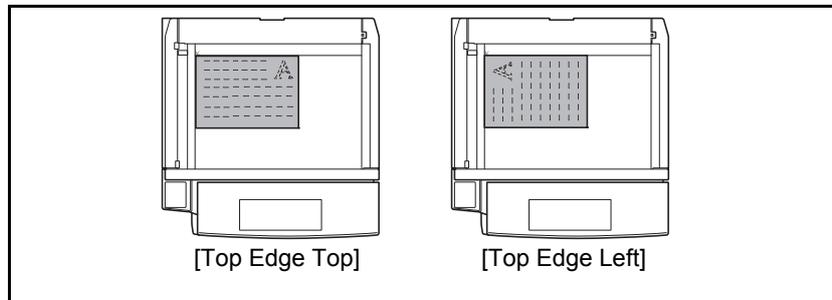
When placing originals on the document processor

[Top Edge Top]   [Top Edge Left]
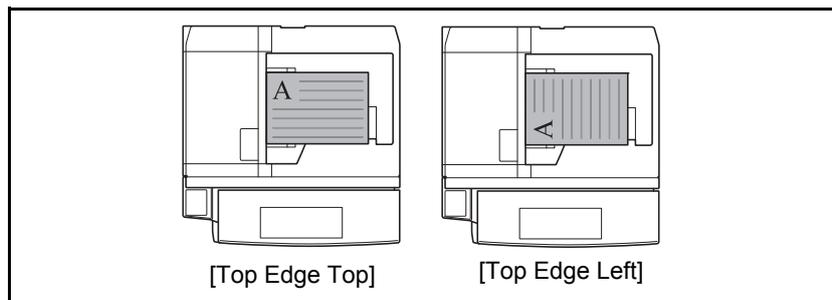
NOTE: To change the default setting for the original orientation, refer to *Orig.Orientation on page 8-41*.

Use the procedure below to select the orientation when placing the originals on the platen.

1 Press the **Copy** key.

2 Place the originals on the platen.

```
Function Menu:     ✧ OK
01 Collate          □
02 Zoom             □
03 Combine          □
           [  Exit   ]
```
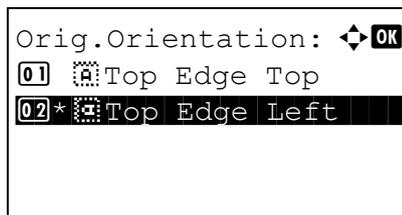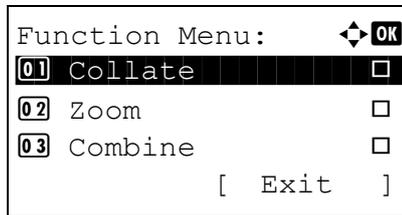
3 Press the **Function Menu** key. Function Menu appears.

4 Press the △ or ▽ key to select [Orig.Orientation].

5 Press the **OK** key. Orig.Orientation appears.

```
Orig.Orientation: ✧ OK
01 🅰Top Edge Top
02*🄵Top Edge Left
```

6 Press the △ or ▽ key to select [Top Edge Top] or [Top Edge Left].

7 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for copying.

8 Press the **Start** key to start copying.

**NOTE:** Press the **Reset** key to reset the settings selected in Function Menu.

EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

The procedure for making copies using EcoPrint is explained below.
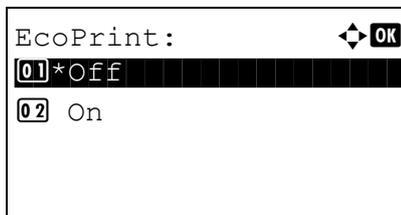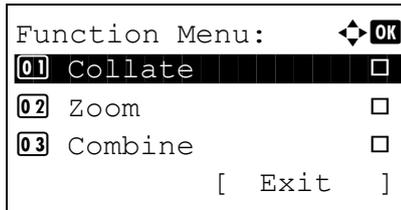
1 Press the **Copy** key.

2 Place the originals on the platen.

```
Function Menu:      ✧ OK
01 Collate           □
02 Zoom              □
03 Combine           □
            [  Exit  ]
```

3 Press the **Function Menu** key. Function Menu appears.

4 Press the △ or ▽ key to select [EcoPrint].

5 Press the **OK** key. EcoPrint appears.

```
EcoPrint:           ✧ OK
01 *Off
02  On
```

6 Press the △ or ▽ key to select [On] and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for copying.

7 Press the **Start** key to start copying.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Combine Mode

This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode. The page boundary of each original can be indicated.

NOTE: Combine mode is available for the copy paper sizes of Folio, A4, B5, Legal, Oficio II, Letter, Statement and 16K.

2-in-1 Mode

For copying two originals onto a single sheet.

The following 2-in-1 options and output orientations are available.
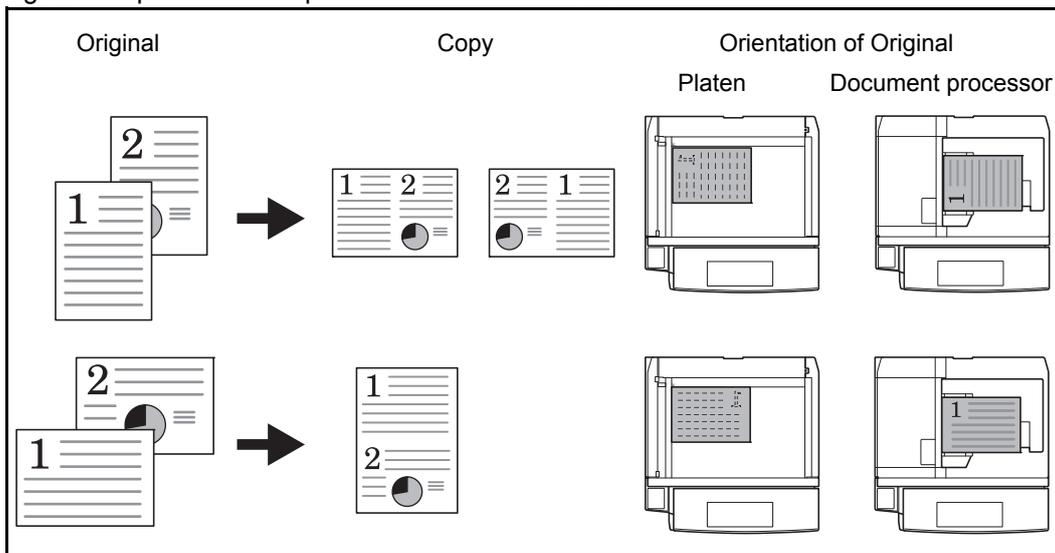
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

4-in-1 Mode

For copying four originals onto a single sheet.

The following 4-in-1 options and output orientations are available.
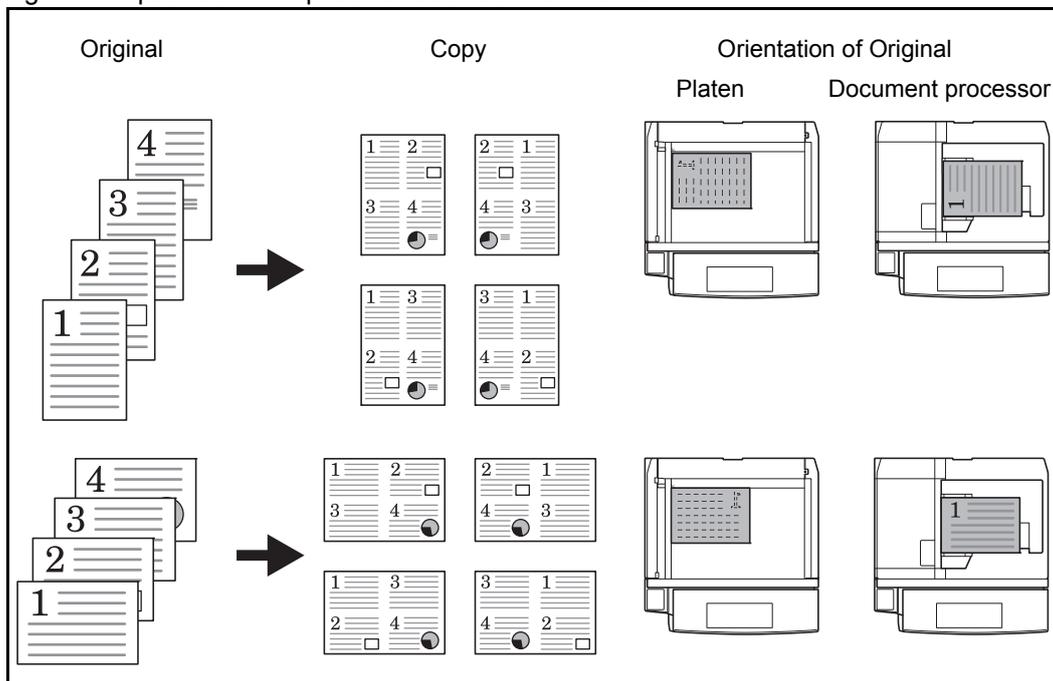
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

Types of Page Boundary Lines

The following types of the boundary lines are available.

| None | Solid | Dotted | Positioning Mark |
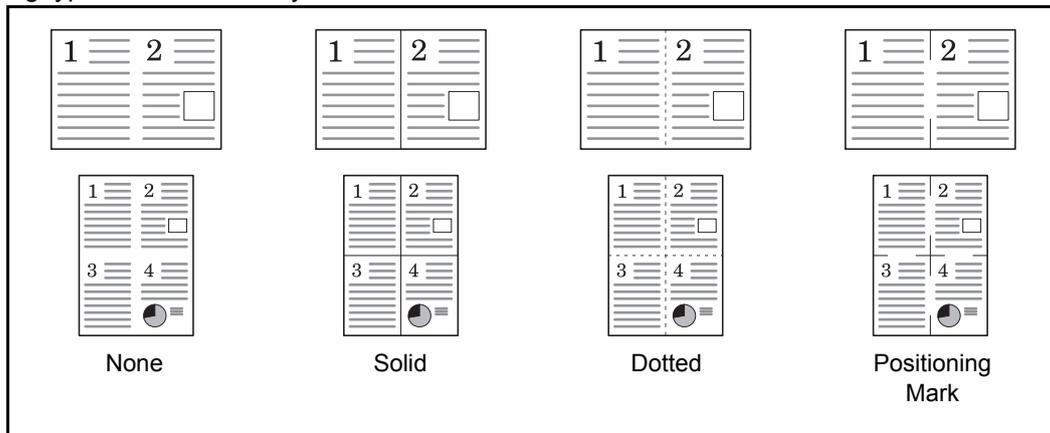
The procedure for using Combine mode copying is explained below.
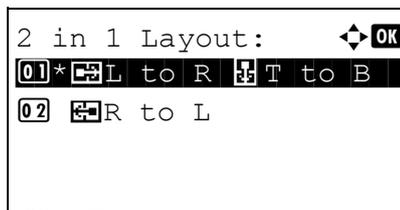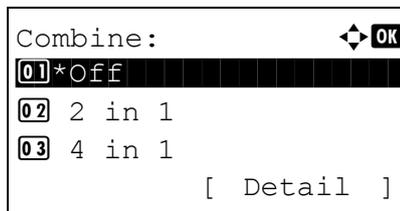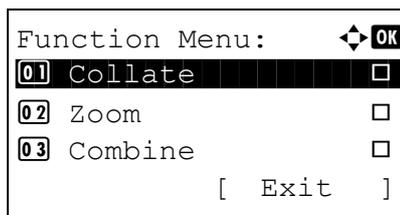
1 Press the **Copy** key.

2 Place the originals on the platen.

**3** Press the **Function Menu** key. Function Menu appears.

```
Function Menu:      ✧ OK
[01] Collate          □
[02] Zoom             □
[03] Combine          □
            [  Exit  ]
```

4 Press the △ or ▽ key to select [Combine].

5 Press the **OK** key. Combine appears.

```
Combine:            ✧ OK
[01]*Off
[02] 2 in 1
[03] 4 in 1
            [ Detail ]
```

6 Press the △ or ▽ key to select [2 in1] or [4 in 1].

7 Press [Detail] (the **Right Select** key).

8 Press the △ or ▽ key to select the desired layout and then press the **OK** key.

```
2 in 1 Layout:      ✧ OK
[01]*⊟L to R  ⊞T to B
[02] ⊟R to L
```

```
Border Line:         ◆ OK
01 *   None
02    | Solid Line
03    ⋮ Dotted Line
```
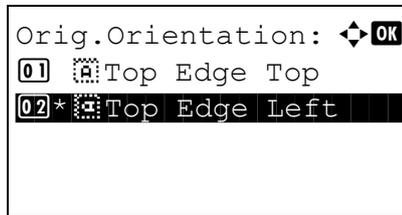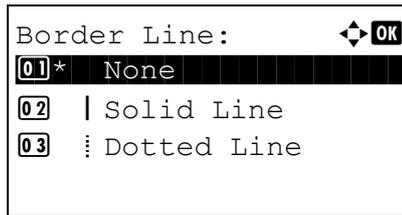
9 Press the △ or ▽ key to select the desired border line type and then press the **OK** key.

```
Orig.Orientation: ◆ OK
01  Ⓐ Top Edge Top
02 * Ⓐ Top Edge Left
```

10 Press the △ or ▽ key to select the orientation of the original and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for copying.

11 Press the **Start** key. Scanning begins.

If the original is placed on the platen, replace the original and press the **Start** key.

After scanning all originals, press [End Scan] (the **Right Select** key) to start copying.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

4

Continuous Scan

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [End Scan] (the **Right Select** key).

The procedure for making copies using Continuous Scan is explained below.

```
Function Menu:      ✦ OK
01 Collate           □
02 Zoom              □
03 Combine           □
            [  Exit  ]
```

```
Continuous Scan:    ✦ OK
01 *Off
02  On
```
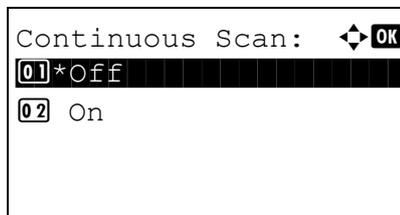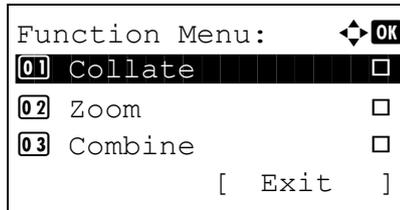
1 Press the **Copy** key.

2 Press the **Function Menu** key. Function Menu appears.

3 Press the △ or ▽ key to select [Continuous Scan].

4 Press the **OK** key. Continuous Scan appears.

5 Press the △ or ▽ key to select [On] and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for copying.

6 Place the originals in the document processor or on the platen and press the **Start** key.

7 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

After scanning all originals, press [End Scan] (the **Right Select** key) to start copying.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

File Name Entry

Names a copy job. Add other information such as date and time or job number as necessary. You can check a job history or job status using the job name, date and time, or job number specified here.

Use the procedure below to assign a name to your copy job.
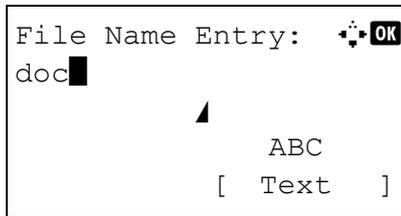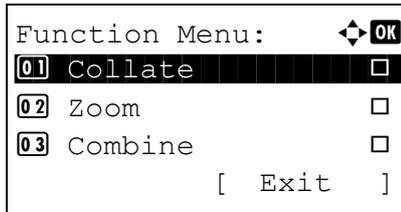
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press the **Function Menu** key. Function Menu appears.

```
Function Menu:      ✦ OK
[01] Collate        ▮▮▮▮▮▮    □
[02] Zoom                    □
[03] Combine                 □
            [  Exit    ]
```

4 Press the △ or ▽ key to select [File Name Entry].

5 Press the **OK** key. File Name Entry appears.

```
File Name Entry:    ✛ OK
doc▮

                ABC
            [  Text    ]
```

6 Enter the file name, press the **OK** key. Additional Info. appears.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

7 Enter the date, job number, etc. on the screen, and then press the **OK** key.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

Completed. is displayed and the screen returns to the basic screen for copying.

8 Press the **Start** key to start copying.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Print Override

This function allows you to suspend the current print job when you need to make copies immediately. When the interrupt copy job is completed, the machine resumes the suspended print job.

```
Function Menu:     ◆ OK
01 Collate            □
02 Zoom               □
03 Combine            □
            [  Exit   ]
```
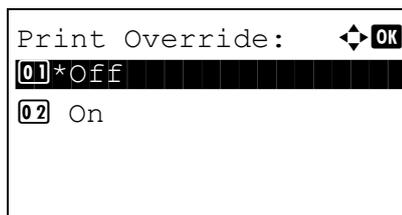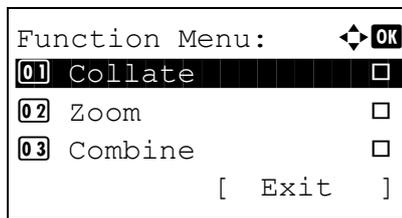
1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Print Override].

3 Press the **OK** key. Print Override appears.

```
Print Override:    ◆ OK
01 *Off
02 On
```

4 Press the △ or ▽ key to select [On].

5 Press the **OK** key. *Completed.* is displayed, the machine is put into the interruption copy mode, and the basic screen appears.

6 Perform the interrupt copy job in the same fashion as a normal copy job. When the interrupt copy job is completed, the machine resumes the suspended print job.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

5 Scanning Image to PC

This chapter explains the functions available for scanning originals.

Scanning from TWAIN/WIA compatible application

Be sure that you connect your PC with the machine using the USB cable and install the Kyocera TWAIN or WIA Driver. The scan can be carried out from any TWAIN or WIA compatible application program. For details of installation for TWAIN or WIA driver, refer to *Installing Software on page 2-10*.

The following procedure is an example for scan operation using the TWAIN Driver. Operate the WIA Drivers in the same manner.

1   Connect your computer to the machine using a USB cable.

2   Place the originals in the document processor or on the platen.

3   Use the TWAIN-compatible application to scan from your computer.

4   Choose the appropriate settings and click Scan. The scanned data will be sent to your computer.

6 Scanning Image to USB

This chapter explains how to scan images to an USB Memory.

Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG or XPS format.

NOTE: The maximum number of the storable files is 100.

Storing Documents

The procedure for storing documents in removable USB memory is explained below.
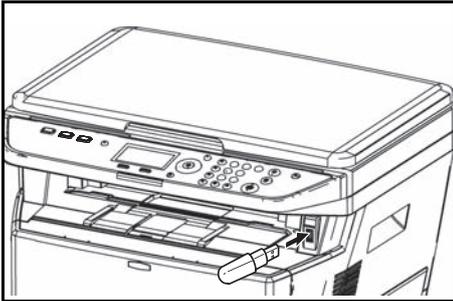
1 Plug the USB memory into the USB memory slot.

```
USB Memory:        ✦ OK
 Store File  ███████
 Folder-1
 File-1             □
[ Menu   ] [ Select  ]
```
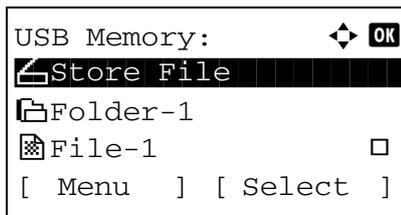
2 Press the **Scan to USB** key. The USB Memory menu appears.

3 Press the △ or ▽ key to select [Store File].

NOTE: To save the data in the folder of USB memory, press the △ or ▽ key to select the folder, and then press [Select] (the **Right Select** key) followed by the OK key. The machine will display documents in the top 3 folder levels, including the root folder.

```
Ready to scan.

 Letter▱
Full Color 300x300dpi
[ Color  ] [ScanRes. ]
```
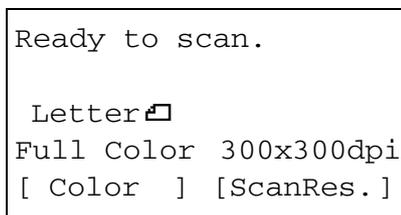
4 Press the **OK** key. The basic screen appears. Press the Function Menu key to change the original type, file format etc., as unnecessary.

5 Press the **Start** key. The original is scanned and the data is stored in the USB memory.

IMPORTANT: When removing the USB memory, ensure that you use the correct removal procedure, as described in *Removing USB Memory on page 6-21*.

Color / Grayscale / Black and White Selection

This feature allows you to select the select the color mode used for scanning when sending images. You can select from Full Color, Grayscale or Black & White.

Use the procedure below to select the color mode when sending scanned images.
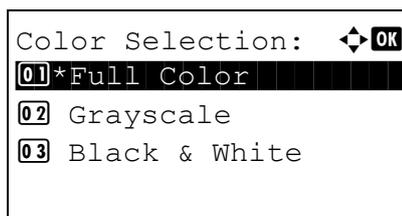
1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

**5** Press the **Function Menu** key. Function Menu appears.

```
Function Menu:    ✧ OK
[01] Color Selection  ☐
[02] Original Size     ☐
[03] Original Image    ☐
            [  Exit   ]
```

6 Press the △ or ▽ key to select [Color Selection].

7 Press the **OK** key. Color Selection appears.

```
Color Selection:  ✧ OK
[01]*Full Color
[02] Grayscale
[03] Black & White
```

8 Press the △ or ▽ key to select the desired color mode.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

6

Original Size

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size before starting the sending process.

Choose the original size from the following groups of original size.

Item	Detail	Size
Standard Sizes	Select from standard sizes.	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, 16K
Others	Select from Hagaki and Custom Original Size *.	ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom

*   Regarding the setting method of Custom Original Size, refer to *Custom Original Size Setup on page 8-7*.

Use the procedure below to select the original size when sending scanned images.

1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:      ✛ OK
01 Color Selection   □
02 Original Size     □
03 Original Image    □
            [  Exit   ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Original Size].

7 Press the **OK** key. Original Size appears.

```
Original Size:      ✛ OK
01*Letter▱ ▐▐▐▐▐▐▐▐
02 Legal▱
03 Statement▱
```

8 Press the △ or ▽ key to select the desired original size and then press the **OK** key.

```
Others:          ✛ OK
01*ISO B5▢ ▮▮▮▮▮▮▮▮
02 Envelope #10
03 Envelope #9
```
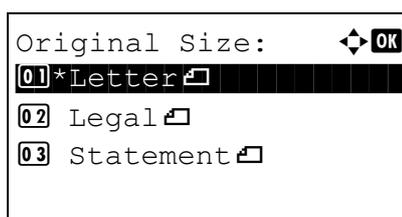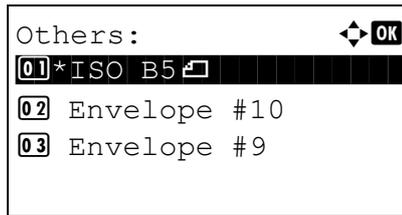
If you select [Others], select one of the other options and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

9 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

6

Original Image

Select image quality suitable to the type of original. The table below shows the quality options.

| Item	Detail
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Only text, no photos.

Use the procedure below to select the quality when sending scanned originals.

1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:      ✦ OK
 01  Color Selection   ☐
 02  Original Size     ☐
 03  Original Image    ☐
            [  Exit   ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Original Image].

7 Press the **OK** key. Original Image appears.

```
Original Image:     ✦ OK
 01 *Text+Photo
 02  Photo
 03  Text
```

8 Press the △ or ▽ key to select the desired image quality.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Scan Resolution

Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, or 600x600dpi.

The procedure for adjusting the scanning resolution when sending a scanned image is explained below.
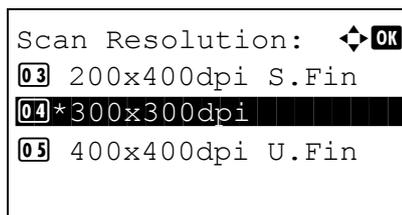
1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:      ✧ OK
01 Color Selection   ☐
02 Original Size     ☐
03 Original Image    ☐
             [  Exit  ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Scan Resolution].

7 Press the **OK** key. Scan Resolution appears.

```
Scan Resolution:   ✧ OK
03 200x400dpi S.Fin
04*300x300dpi
05 400x400dpi U.Fin
```

8 Press the △ or ▽ key to select the desired scan resolution.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Storing Size

Select the storing size (the size of image to be stored).

The table below lists the sizes.

Item	Detail	Size
Standard Sizes	Select from Same as Original Size or Standard Size.	Same as OrigSize, Legal, Letter, Statement, Executive, Offcio II, A4, A5, A6, B5, B6, Folio and 16K
Others	Select from envelope or postcard.	ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4 and Youkei 2

Relationship between Original Size, Sending Size, and Zoom

Original Size (*page 6-4*), *Sending Size*, and *Zoom* (*page 6-1*0) are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Storing Size	Select [Same as OrigSize]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

NOTE: When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

Use the procedure below to select the size for transmission when storing scanned images.

1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File]

3 Press the **OK** key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:    ✦ OK
 01 Color Selection  □
 02 Original Size    □
 03 Original Image   □
          [ Exit   ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Storing Size].

```
Storing Size:     ✦ OK
01*Same as OrigSize
02 Letter
03 Legal
```

```
Others:           ✦ OK
01*ISO B5
02 Envelope #10
03 Envelope #9
```
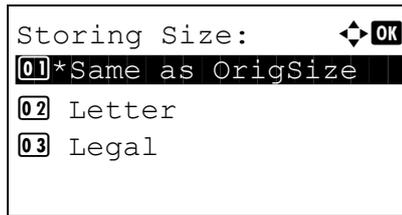
7 Press the **OK** key. Storing Size appears.
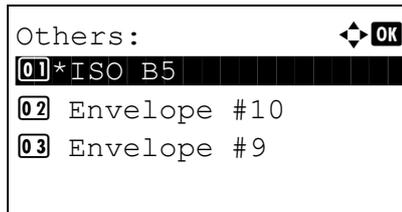
8 Press the △ or ▽ key to select the desired storing size.

If you select [Others], select one of the other options.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

6

Zoom

Scans the original by automatically zooming it depending on the scanning size.

The table below lists the available options.

Item	Detail
100%	No Zoom (to be scanned at actual size)
Auto	Zoomed automatically according to the specified scanning size.

NOTE: When Custom Size or *Size Entry* is selected as the original size, the originals are sent at normal size and zooming cannot be used.

Depending on the combination of original size and storing size, the image is placed at the edge.

Use the procedure below to enlarge or reduce the original to match the transmission size.

1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

5 Select the transmission size.

```
Function Menu:      ✛ OK
01 Color Selection    □
02 Original Size      □
03 Original Image     □
            [ Exit   ]
```

6 Press the **Function Menu** key. Function Menu appears.

7 Press the △ or ▽ key to select [Zoom].

8 Press the **OK** key. Zoom appears.

```
Zoom:               ✛ OK
01*100%
02 Auto
```
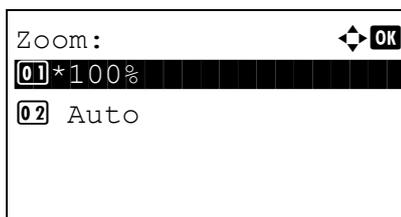
9 Press the △ or ▽ key to select [100%] or [Auto] and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

**NOTE:** Press the **Reset** key to reset the settings selected in Function Menu.

Original Orientation

To send the document in the orientation that can be read properly, specify the upper orientation of original. To use the functions below, select the orientation in which the original is set on the platen.

When placing the original on the platen

[Top Edge Top]   [Top Edge Left]
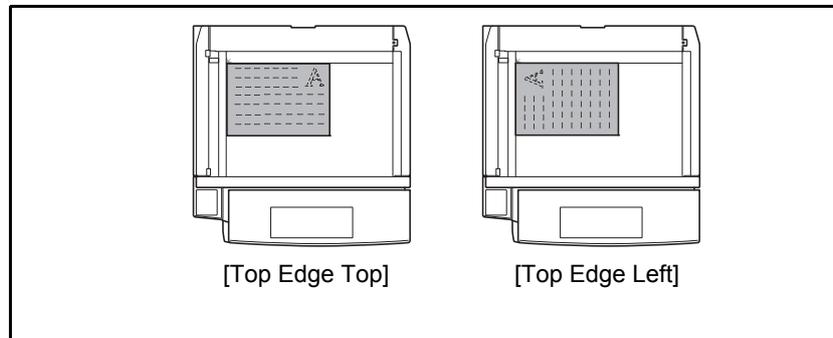
When placing the original on the document processor
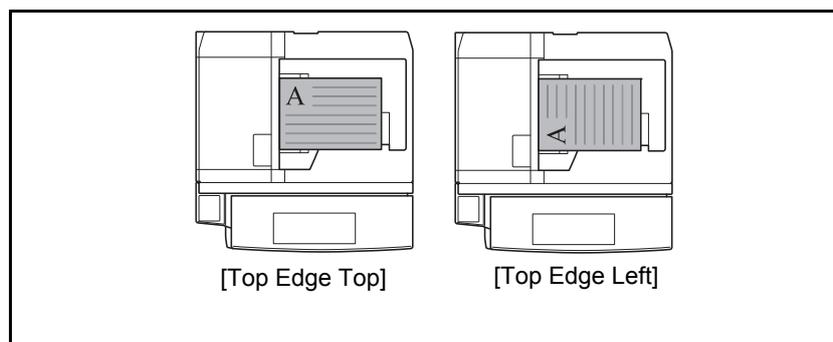
[Top Edge Top]   [Top Edge Left]

Use the procedure below to select the orientation when placing the originals on the platen for sending.

1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:    ✦ OK
[01] Color Selection  □
[02] Original Size    □
[03] Original Image   □
        [  Exit  ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Orig.Orientation].

```
Orig.Orientation: ✦ OK
01  🄰Top Edge Top
02* 🄐Top Edge Left
```
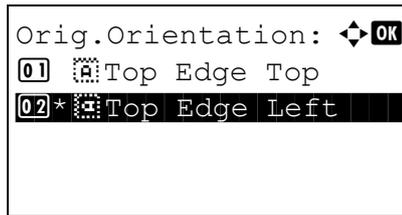
7 Press the **OK** key. Orig.Orientation appears.

8 Press the △ or ▽ key to select [Top Edge Top] or [Top Edge Left].

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals can be scanned one after another until you press [End Scan] (the **Right Select** key).

The procedure for using continuous scanning when sending scanned images is explained below.
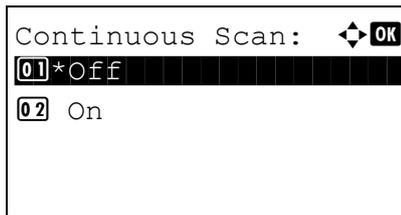
1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

```
Function Menu:     ✦ OK
 01 Color Selection  □
 02 Original Size     □
 03 Original Image    □
            [  Exit   ]
```

4 Press the **Function Menu** key. Function Menu appears.

5 Press the △ or ▽ key to select [Continuous Scan].

6 Press the **OK** key. Continuous Scan appears.

```
Continuous Scan:  ✦ OK
 01 *Off
 02  On
```

7 Press the △ or ▽ key to select [On] and then press the **OK** key.

   Completed. is displayed and the screen returns to the basic screen for scanning.

8 Specify the destination.

9 Place the original, and press the **Start** key.

10 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

   When you have scanned all the originals, press [End Scan] (the **Right Select** key) to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

File Format

Select the file format of the image to send. The table below lists the file formats and their details.

File Format	Adjustable range of image quality	Color mode
PDF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale, Black and White
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale, Black and White
XPS	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Full Color, Grayscale

NOTE: You cannot select [JPEG] if [Black and White] is selected for the color mode.

Use the procedure below to select the file format for transmission.
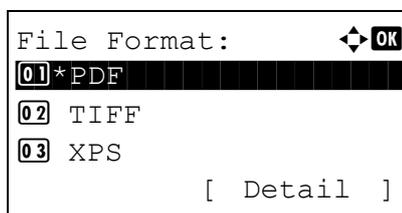
1 Press the **Scan to USB** key.

2 Press the $\triangle$ or ∇ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

5 Press the **Function Menu** key. Function Menu appears.

```
Function Menu:      ✦ OK
01 Color Selection  ☐
02 Original Size    ☐
03 Original Image   ☐
            [  Exit  ]
```

6 Press the $\triangle$ or ∇ key to select [File Format].

7 Press the **OK** key. File Format appears.

```
File Format:        ✦ OK
01 *PDF
02 TIFF
03 XPS
            [ Detail ]
```

8 Press the $\triangle$ or ∇ key to select the file format from [PDF], [TIFF], [XPS] or [JPEG].

If Full Color or Grayscale has been selected for the color mode for scanning, press [Detail] (the **Right Select** key) and select the image quality.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Adjusting Density

Use the procedure below to adjust the density when scanning the originals.

The table below shows the available settings.

Item	Detail
Manual	Adjust density using 7 levels.
Auto	Optimum density is selected according to the density of the original.

The procedure for adjusting the density is explained below.
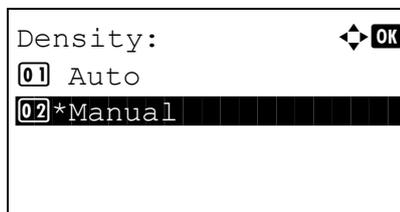
1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:      ✛ OK
01 Color Selection   □
02 Original Size     □
03 Original Image    □
          [  Exit   ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [Density].

7 Press the **OK** key. Density appears.

```
Density:            ✛ OK
01 Auto
02*Manual ▓▓▓▓▓▓▓▓▓▓
```

8 Press the △ or ▽ key to select [Auto] or [Manual].

If you select [Manual], press the **OK** key, and then select the density on the next screen.

9 Press the **OK** key.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

File Name Entry

This setting allows you to assign a document name to scanned images. You can specify a default for the document name.

Use the procedure below to assign names to scanned documents that you are sending.
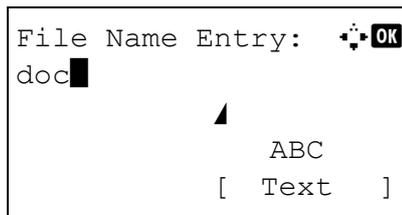
1 Press the **Scan to USB** key.

2 Press the △ or ▽ key to select [Store File].

3 Press the OK key. The basic screen appears.

4 Place the originals on the platen.

```
Function Menu:      ✦ OK
 01 Color Selection  ☐
 02 Original Size    ☐
 03 Original Image   ☐
              [  Exit  ]
```

5 Press the **Function Menu** key. Function Menu appears.

6 Press the △ or ▽ key to select [File Name Entry].

7 Press the **OK** key. File Name Entry appears.

```
File Name Entry:  ⟷ OK
doc█

          ◢
              ABC
       [  Text  ]
```

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

8 Enter the file name, press the **OK** key. Additional Info. appears.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

9 Enter the date, job number, etc. on the screen, and then press the **OK** key.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

Completed. is displayed and the screen returns to the basic screen for scanning.

10 Specify the destination, and press the **Start** key to start scanning.

NOTE: Press the **Reset** key to reset the settings selected in Function Menu.

Removing USB Memory

Remove the USB memory.

**IMPORTANT:** Be sure to follow the proper procedure to avoid damaging the data or USB memory.

```
USB Memory:        ✧ OK
 Store File  
 Folder-1
 File-1            □
[ Menu  ] [ Select ]
```

1 Press the **Scan to USB** key. The USB Memory menu appears.

```
Menu(Folder):      ✧ OK
01 Memory Detail 
02 Remove Memory
```
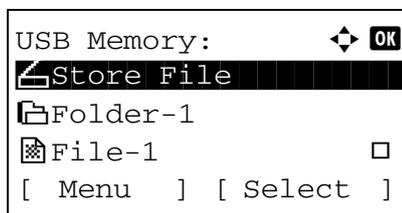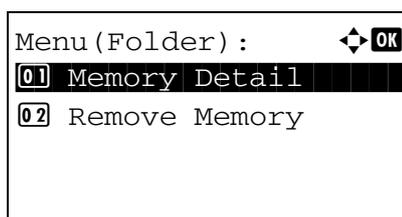
2 Press [Menu] (the **Left Select** key). A menu appears.

NOTE: This is the image on the screen when a folder is selected. [Open] is not displayed when a file is selected.
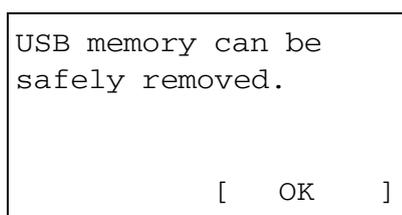
3 Press the △ or ▽ key to select [Remove Memory].

4 Press the **OK** key. A confirmation message appears.

```
USB memory can be
safely removed.


       [   OK   ]
```

5 Press [OK] (the **Right Select** key) or remove the USB memory. The screen returns to the Document Box menu.

7 Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs being processed or waiting to be printed.

This chapter also explains how to check the remaining amount of toner and paper and the status of devices, and how to cancel the fax communication.

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the Message Display in four different screens - Print Job, Send Job, Store Job, and Scheduled Job. The following job statuses are available.

Screen	Job statuses to be displayed
Print Job	• Copy • Printer • FAX reception • Job Report /List
Send Job	• FAX transmission • Sending Job FAX using Delayed transmission
Store Job	• USB Memory
Scheduled Job	• FAX

Print Job Status Screen
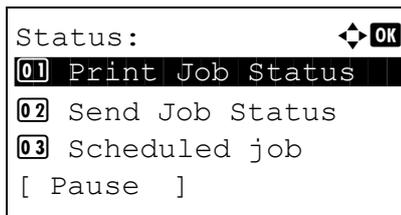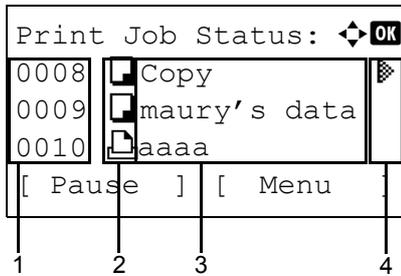
```
Status:           ✦ OK
01 Print Job Status
02 Send Job Status
03 Scheduled job
[ Pause  ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Print Job Status].

```
Print Job Status: ✦ OK
0008 ▯Copy          ▮
0009 ▯maury's data
0010 ▯aaaa
[ Pause  ] [  Menu  ]

  1      2      3            4
```

3 Press the **OK** key. Print Job Status appears. Press the △ or ▽ key to check the print queue.

```
0009 Detail:      ◄◦► OK
Status:           1/8
Processing
```
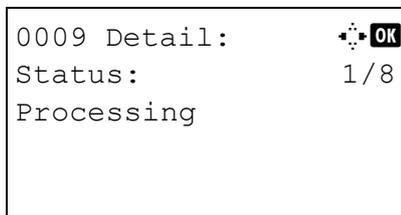
Press the **OK** key to check detailed information of the selected job.

NOTE: You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Status (status of job)
Accepted Time
Job Name
Job Type
User Name
Page and Copy
(number of pages and copies to be printed)
Original Page (number of pages of the original)
Sender Info.

When complete job name not displayed in detailed information

When the job name in Job Name is displayed in a short form, press [Detail] (the **Right Select** key) to see the complete job name. Press the **OK** key to return to the original screen.

The table below lists the items displayed in the Printing Jobs Status screen.

| No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Type	Icons that indicate the job type ■Copy job ▯ ■Printer job ⊡ ■FAX reception ▣ ■Report / List ▨
3	Job Name	Job Name or file name
4	Status	Status of job ▶: Printing ❚❚: Print Waiting no icon: Pausing print job or error ▶: Preferential print job is running ▶: Suspended because preferential print job is running

Send Job Status screen
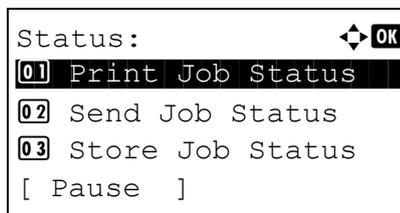
```
Status:            ✦ OK
[01] Print Job Status
[02] Send Job Status
[03] Store Job Status
[ Pause   ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Send Job Status].

```
Send Job Status:  ✦ OK
0010 ▐ 066764333    ▐
0011 ▐ 0123456789   ···
0017 ▐ 0324256345   ▐.
[ Cancel ] [  Menu  ]
```
    1   2   3   4

```
0011 Detail:      ·✦· OK
Status:            1/8
Processing
```
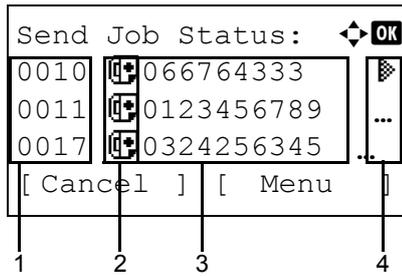
3 Press the **OK** key. Send Job Status appears. Press the △ or ▽ key to check the send queue.

Press the **OK** key to check detailed information of the selected job.

NOTE: You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Status (status of job)
Accepted Time
Job Name
Job Type
Original Pages (number of pages of the original)
Color/B & W (color mode of the original)
Destination

When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

When complete destination name not displayed in detailed information

When there is only one destination, press [Detail] (the **Right Select** key) in Destination to see the complete destination name. Press the **OK** key to return to the original screen.

When there are two or more destinations, press [List] (the **Right Select** key) in Destination to display the destination list. Press the △ or ▽ key to select the desired destination and press the **OK** key. This displays the complete name of the destination. Press the **OK** key to return to the destination list.

Pressing [Exit] (the **Right Select** key) while the destination list is displayed brings you back to the original screen.

The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job

No.	Item / Key	Detail
2	Type	Icons that indicate the job type ■Sending Job FAX ■Sending Job TWAIN/WIA When broadcast sending is done, *Broadcast* is displayed next to the icon.
3	Destination	Destination (Either destination name, FAX number)
4	Status	Status of job ▷: Sending no icon: Sending Waiting ‖: Pausing the job X: Stop sending
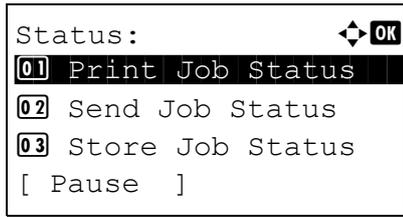
7

Store Job Status screen

```
Status:              ✦ OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause  ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.
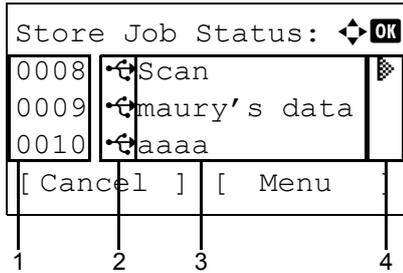
2 Press the △ or ▽ key to select [Store Job Status].

3 Press the **OK** key. Store Job Status appears. Press the △ or ▽ key to check the store queue.

```
Store Job Status: ✦ OK
0008  ⟲Scan
0009  ⟲maury's data
0010  ⟲aaaa
[ Cancel ] [  Menu  ]
```
1   2   3   4

```
0009 Detail:        ◄·► OK
Status:             1/8
Processing
```

Press the **OK** key to check detailed information of the selected job.

NOTE: You can also check the job information by pressing [Menu] (the **Right Select** key) and selecting [Detail] in the menu that appears.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Status (status of job)
Accepted Time
Job Name
Job Type
Original Pages (number of pages of the original)
Color/B & W (color mode of the original)
Sender Info. (destination information)

When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

When complete destination information not displayed in detailed information

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Type	Icons that indicate the job type ■Storing Job Scan ↩
3	Job Name	Job name or file name is displayed.
4	Status	Status of job ▶ : Storing Data no icon: Storing Waiting

7

Checking Job History

Check the history of completed jobs.

NOTE: Job history is also available by COMMAND CENTER or KM-NET VIEWER from the computer.

Available Job History Screens

The job histories are displayed separately in three screens - Print Jobs, Send Jobs, Store Jobs, and Scheduled Jobs. The following job histories are available.

Screen	Job histories to be displayed
Print Job	• Copy • Printer • FAX reception • Job Report / List
Send Job	• FAX • Application
Store Job	• Scan to USB
Scheduled Job	• FAX

Displaying Print Job Log

```
Status:            ✧▸OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause   ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Print Job Log].

3 Press the **OK** key. Print Job Log appears. Press the △ or ▽ key to check the print log.

```
Print Job Log:     ✧▸OK
0006 ▯maury's da.  ⚠
0007 ▯tom's da.    OK
0008 ▯susan's da.  OK
          [ Detail  ]
```

A job result icon is displayed on the extreme right of each job.

OK : Job completed normally

⚠ : Job error

⊘ : Job aborted

NOTE: For details of other items, refer to *Print Job Status Screen on page 7-2*.
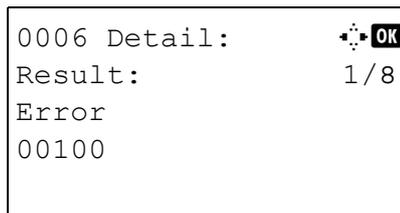
```
0006 Detail:      ◁┆▷ OK
Result:            1/8
Error
00100
```

Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected print log.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Result
Accepted Time
End Time
Job Name
Job Type
Page and Copy
(number of pages and copies to be printed)
Original Page (number of pages of the original)
Sender Info. (destination information)

**When complete job name not displayed in detailed information**

When the job name in Job Name is displayed in a short form, press [Detail] (the **Right Select** key) to see the complete job name. Press the **OK** key to return to the original screen.

When complete destination information not displayed in detailed information

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

Displaying Send Job Log
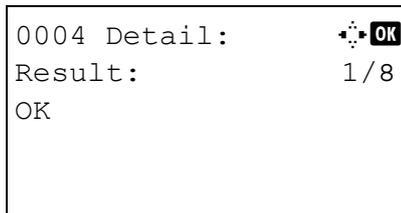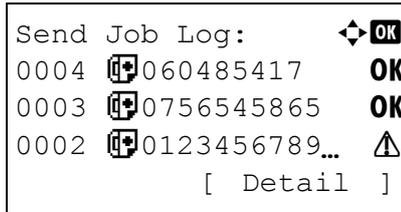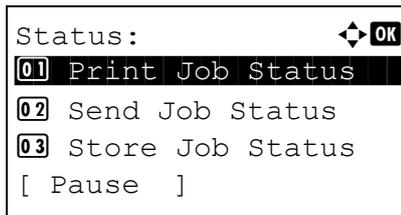
```
Status:              ♦ OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause    ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Send Job Log].

```
Send Job Log:        ♦ OK
0004 📠060485417     OK
0003 📠0756545865    OK
0002 📠0123456789... ⚠
          [ Detail  ]
```

3 Press the **OK** key. Send Job Log appears. Press the △ or ▽ key to check the send log.

A job result icon is displayed on the extreme right of each job.

OK : Job completed normally

⚠ : Job error

⊖ : Job aborted

NOTE: For details of other items, refer to *Send Job Status screen on page 7-3*.

```
0004 Detail:         ‹·› OK
Result:          1/8
OK
```

Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected send log.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Result
Accepted Time
End Time
Job Name
Job Type
Original Pages (number of pages of the original)
Color/B & W (color mode of the original)
Destination

When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

When complete destination name not displayed in detailed information

When there is only one destination, press [Detail] (the **Right Select** key) in Destination to see the complete destination name. Press the **OK** key to return to the original screen.

When there are two or more destinations, press [List] (the **Right Select** key) in Destination to display the destination list. Press the △ or ▽ key to select the desired destination and press the **OK** key. This displays the complete name of the destination. Press the **OK** key to return to the destination list.

Pressing [Exit] (the **Right Select** key) while the destination list is displayed brings you back to the original screen.

Displaying Store Job Log
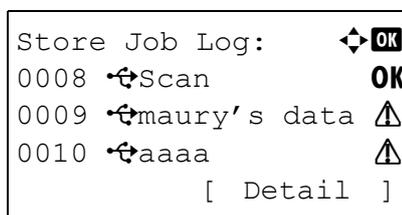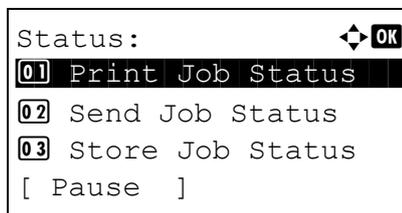
```
Status:          ✛ OK
01 Print Job Status
02 Send Job Status
03 Store Job Status
[ Pause  ]
```

```
Store Job Log:   ✛ OK
0008 ↩Scan         OK
0009 ↩maury's data ⚠
0010 ↩aaaa         ⚠
           [ Detail  ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Store Job Log].

**3** Press the **OK** key. Store Job Log appears. Press the △ or ▽ key to check the store queue.

A job result icon is displayed on the extreme right of each job.

OK : Job completed normally

⚠ : Job error

⊘ : Job aborted

NOTE: For details of other items, refer to *Store Job Status screen on page 7-6*.
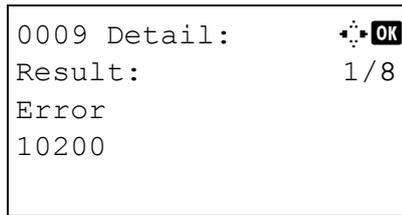
7

```
0009 Detail:         ·⟡·OK
Result:         1/8
Error
10200
```

Press the **OK** key or [Detail] (the **Right Select** key) to check the detailed information of the selected job.

Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Result
Accepted Time
End Time
Job Name
Job Type
Original Pages (number of pages of the original)
Color/B & W (color mode of the original)
Sender Info. (destination information)

When complete job name not displayed in detailed information

Press [Detail] (the **Right Select** key) in Job Name to see the complete job name. Press the **OK** key to return to the original screen.

When complete destination information not displayed in detailed information

Press [Detail] (the **Right Select** key) in Sender Info. to see the complete destination information. Press the **OK** key to return to the original screen.

Pause and Resumption of Jobs

Pause /resume all printing jobs in printing/waiting.

The procedure for pausing and resuming jobs is explained below.

```
Status:          ✦ OK
[01] Print Job Status
[02] Send Job Status
[03] Store Job Status
[  Pause  ]
```

1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Print Job Status].

3 Press the **OK** key. Print Job Status appears.

```
Print Job Status: ✦ OK
0008 ▛Copy            ▶
0009 ▙maury's data
0010 ▜aaaa
[ Pause  ] [  Menu  ]
```

4 Press [Pause] (the **Left Select** key). Printing is paused.

```
Pausing:         ✦ OK
0008 ▛Copy           ❚❚
0009 ▙maury's data   ❚❚
0010 ▜aaaa           ❚❚
[ Resume ] [  Menu  ]
```

When you press [Resume] (the **Left Select** key) to resume printing.

NOTE: When you press the **Back** key, a confirmation screen appears. Press [Yes] (the **Left Select** key) to resume printing.

```
Resume paused jobs.
Are you sure?


[  Yes   ] [   No   ]
```

Canceling of Jobs

For canceling jobs, refer to *Canceling Jobs on page 3-22*.

Device/Communication

Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

Check of Device Status

```
Status:          ◆ OK
[01] Print Job Status
[02] Send Job Status
[03] Store Status
[ Pause  ]
```
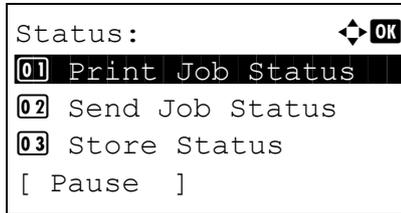
1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [Scanner], [Printer] or [FAX].

3 Press the **OK** key. This displays the status of the device selected in step 2.

```
Scanner:          OK

Ready.
```

```
Printer:          OK

Ready.
```

```
FAX:              OK

Ready.

          [   Log   ]
```
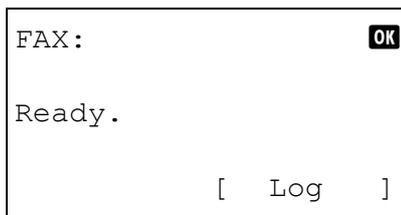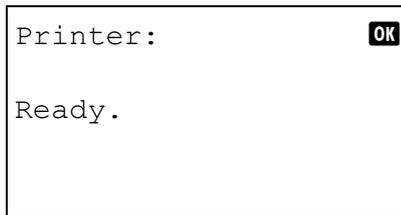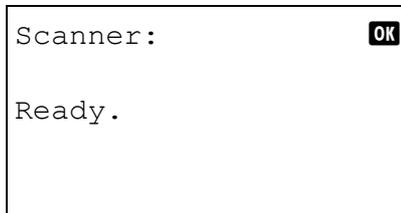
4 Press the **OK** key. The screen returns to the Status menu.

The items you can check are described below.

Scanner

The information (scanning, pausing, etc.) is displayed.

Printer

Information (waiting, printing, etc.) is displayed.

FAX

The information (sending, waiting, etc.) is displayed.

```
Log:                  ✦ OK
01 Outgoing FAX Log
02 Incoming FAX Log
03 Outgoing FAX Rpt
```
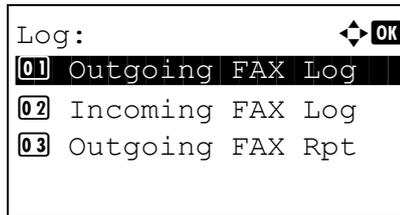
If you press [Log] (the **Right Select** key), the Log menu appears. From this screen, you can check or print the transmission/reception history.

Handling the Devices (USB Memory)

```
Status:               ✦ OK
11 Toner Status
12 Paper Status
13 USB Memory
[ Pause  ]
```
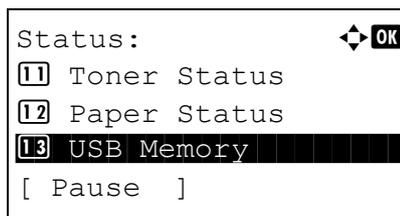
1 Press the **Status**/**Job Cancel** key. The Status menu appears.

2 Press the △ or ▽ key to select [USB Memory].

```
USB Memory:           ◄·► OK
Capacity:        1/3
512.0MB

[ Remove  ]
```

3 Press the **OK** key. This displays the status of the USB memory.
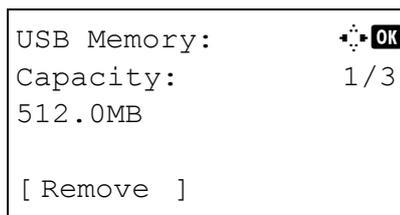
Press the ◁ or ▷ key to switch the display to other information items. The items displayed are as follows:

Capacity
Used Area
Free Space

```
USB memory can be
safely removed.



[   OK   ]
```

When you press [Remove] (the **Left Select** key), a confirmation screen appears and you can remove the USB memory.
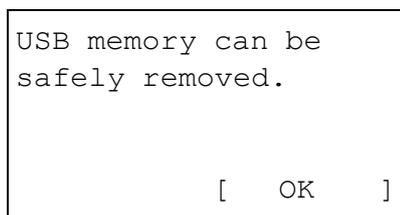
4 Press the **OK** key. The screen returns to the Status menu.

8 Default Setting (System Menu)

This chapter explains how to configure various settings of the machine using the menus on the operation panel.

Common Settings

Common settings include;

- How to display the Sys. Menu/Count. menu …8-2
- Switching the Language for Display [Language] …8-3
- Default Screen …8-4
- Sound …8-5
- Display Bright. …8-6
- Original/Paper Settings …8-7
- Switching Unit of Measurement …8-19
- Date/Timer …8-19
- Function Defaults …8-35

How to display the Sys. Menu/Count. menu

System Menu/
Counter

○

1 Press the **System Menu/Counter** key on the main unit operation panel.

```
Sys. Menu/Count.: ✧OK
[01] Report▊▊▊▊▊▊▊▊▊▊
[02] Counter
[03] System
            [  Exit   ]
```
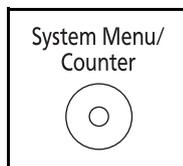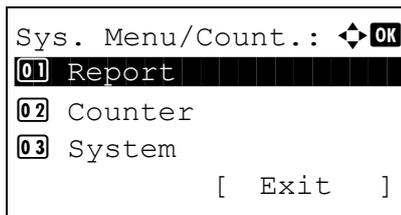
2 The Sys. Menu/Count. menu appears.

Switching the Language for Display [Language]

You can select the language of the message display by following the procedure given below. You can optionally download messages in other languages. Contact your service technician for information.
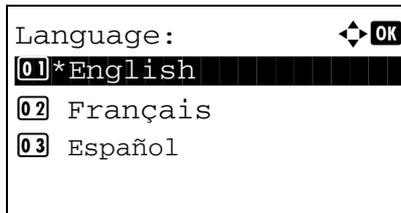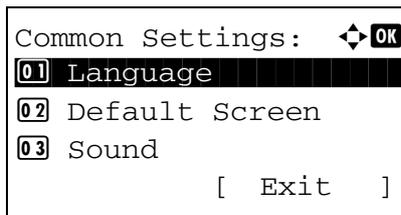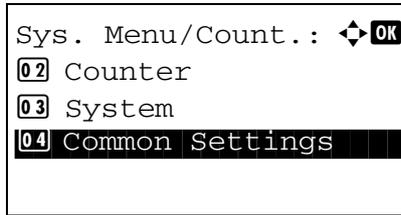
```
Sys. Menu/Count.: ✦ OK
02 Counter
03 System
04 Common Settings
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Language].

```
Language:         ✦ OK
01*English
02 Français
03 Español
```

4 Press the **OK** key. The Language menu appears.

The available languages are as follows:

English
Français
Español
Русский
اربيك

The optional languages are as follows:

Optional language	Message display
Portuguese	Português
Simplified Chinese	简体中文

5 Press the △ or ▽ key to select a language.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

8

Default Screen

Select the screen appearing right after start-up (default screen). The options are as follows.

The table below lists the available screens.

| Item	Description
Status	The Status/Job Cancel screen (the screen shown when the **Status/Job Cancel** key is pressed) appears.
Copy	The Copy screen (the screen shown when the **Copy** key is pressed) appears.
FAX	The FAX screen (the screen shown when the **FAX** key is pressed) appears.

Use the procedure below to select the default startup screen.
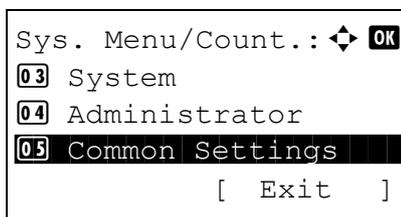
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
            [ Exit  ]
```
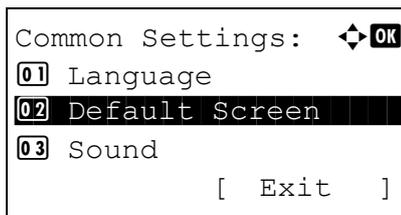
2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Default Screen].

```
Default Screen:  ✧ OK
01 Status
02 *Copy
03 FAX
```
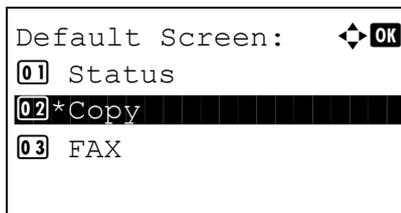
4 Press the **OK** key. Default Screen appears.

5 Press the △ or ▽ key to select the default screen.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

Sound

Set options for buzzer sound during the machine operations.

The table below lists the buzzer types and their settings and details. The asterisk in the table is a default setting.

| Item	Value	Description
Key Confirmation	Off, On *	Emit a sound when the control panel are pressed.
Job Finish	Off*, On	Emit a sound when a print job is normally completed.
Ready	Off*, On	Emit a sound when the screen moves to Ready status.
Warning	Off, On*	Emit a sound when errors occur.
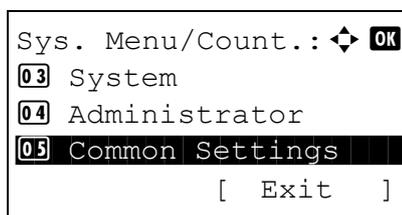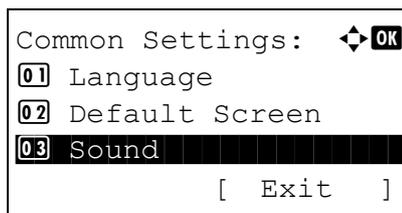
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
             [ Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
             [ Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Sound].

```
Sound:            ✧ OK
01 Buzzer
02 FAX Speaker
03 FAX Monitor
             [ Exit   ]
```
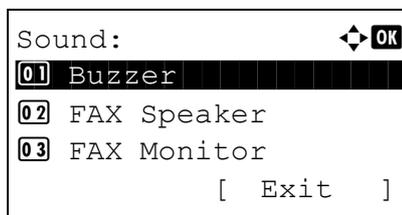
4 Press the **OK** key. Sound appears.

5 Press the △ or ▽ key to select [Buzzer].

6 Press the **OK** key. Buzzer appears.

```
Buzzer:           ✧ OK
01 Key Confirmation
02 Job Finish
03 Ready
             [ Exit   ]
```
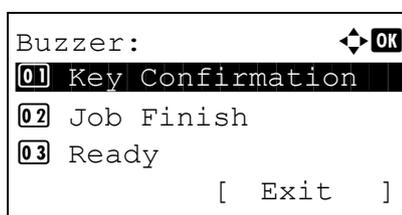
7 Press the △ or ▽ key to select [Key Confirmation].

8

```
Key Confirmation: ◆OK
01 Off
02*On
```
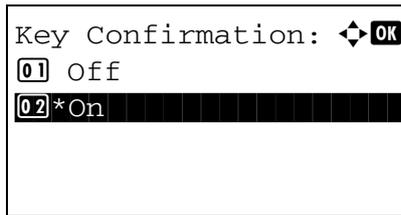
8 Press the **OK** key. Key Confirmation appears.

9 Press the △ or ▽ key to select [On] or [Off].

**10** Press the **OK** key. *Completed.* is displayed and the screen returns to the Buzzer menu.

Display Bright.

Set the brightness of the display.

Use the procedure below to adjust the display brightness.
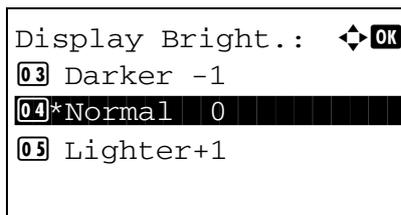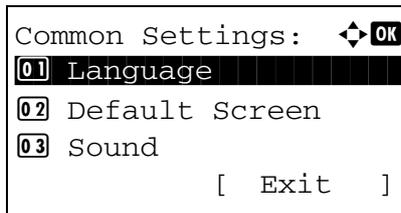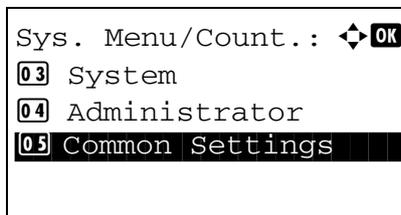
```
Sys. Menu/Count.: ◆OK
03 System
04 Administrator
05 Common Settings
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ◆OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Display Bright.].

4 Press the **OK** key. Display Bright. appears.

```
Display Bright.: ◆OK
03 Darker -1
04*Normal  0
05 Lighter+1
```

5 Press the △ or ▽ key to select the display brightness from [Darker -3] to [Lighter +3].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

Original/Paper Settings

Register additional types and sizes of originals and paper.

Custom Original Size Setup

Set up frequently-used custom original size. The dimensions available are as follows.

The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	X: 1.97 to 14.02" (in 0.01" increments) Y: 1.97 to 8.50" (in 0.01" increments)
Metric models	X: 50 to 356 mm (in 1 mm increments) Y: 50 to 216 mm (in 1 mm increments)

Use the procedure below to set a custom original size.
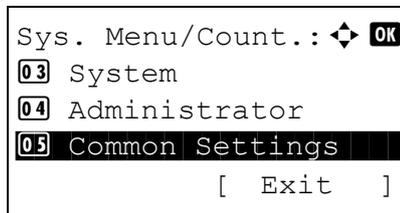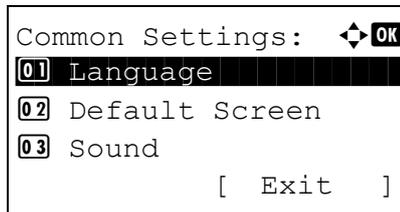
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

```
Orig./Paper Set.: ✦ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
            [ Exit ]
```
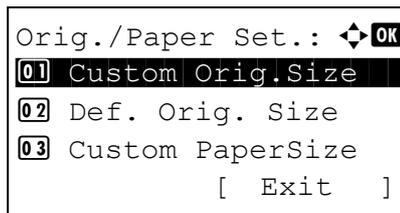
4 Press the **OK** key. The Orig./Paper Set. menu appears.

5 Press the △ or ▽ key to select [Custom Orig.Size].

```
Size Entry(Y):    ✦ OK
     (1.97 - 8.50)
   ↕    8.50 "
```
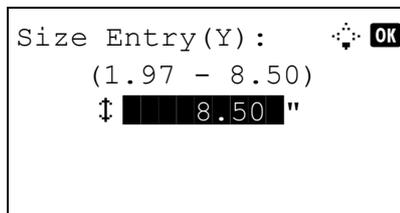
6 Press the **OK** key. Size Entry(Y) appears.

7 Use the numeric keys to enter the paper length (Y).

```
Size Entry(X):     ✧ OK
     (1.97 - 14.02)
     ↕ ▮▮▮14.02 "
```
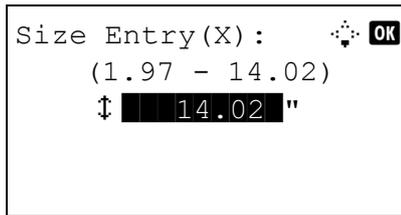
**8** Press the **OK** key. Size Entry(X) appears.

9 Use the numeric keys to enter the paper width (X).

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

Default Original Size Setup

In the screen for setting the paper size for the paper feed cassette or manual feed tray, select the paper size to be used as the default value.

Use the procedure below to select the paper size to be used as the default value.
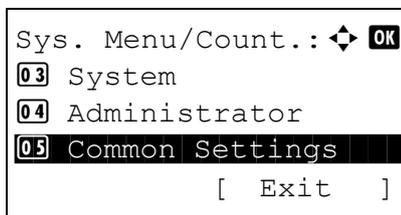
```
Sys. Menu/Count.: ✧ OK
 03 System
 04 Administrator
 05 Common Settings
               [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
 01 Language
 02 Default Screen
 03 Sound
               [ Exit    ]
```

**2** Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

```
Orig./Paper Set.: ✧ OK
 01 Custom Orig.Size
 02 Def. Orig. Size
 03 Custom PaperSize
               [ Exit    ]
```
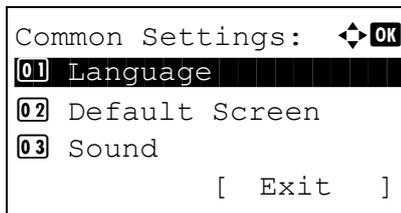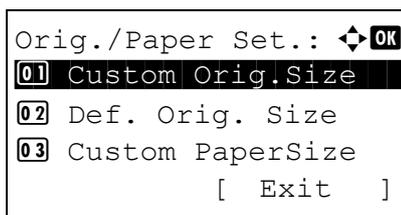
4 Press the **OK** key. The Orig./Paper Set. menu appears.

5 Press the △ or ▽ key to select [Def. Orig. Size].

```
Def. Orig. Size:  ✧ OK
01*Letter▯
02 Legal▯
03 Statement▯
```
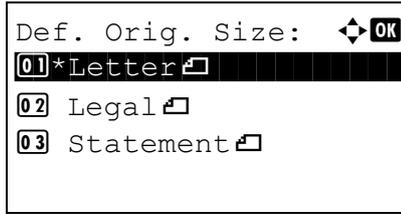
6 Press the **OK** key. Def. Orig. Size appears.

7 Press the △ or ▽ key to select the paper size to be used as the default value.

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

Adding a Custom Size for Paper to Print

Set up a frequently-used custom paper size. The custom size options are displayed on the screen to select paper.

The table below lists the sizes that can be registered.

| Input units	Dimensions	
Inch models	Cassette:	X: 4.13 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments)
	Manual Feed Tray:	X: 2.76 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments)
Metric models	Cassette:	X: 105 to 216 (in 1 mm increments) Y: 148 to 356 (in 1 mm increments)
	Manual Feed Tray:	X: 70 to 216 (in 1 mm increments) Y: 148 to 356 (in 1 mm increments)

Custom paper sizes can be added for each paper source.

Use the procedure below to select a custom paper size.
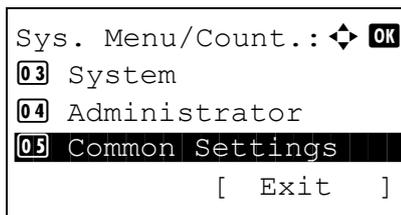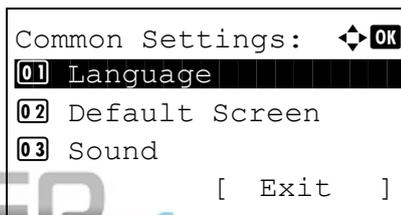
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
         [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
         [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

4 Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ✧ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
           [  Exit   ]
```
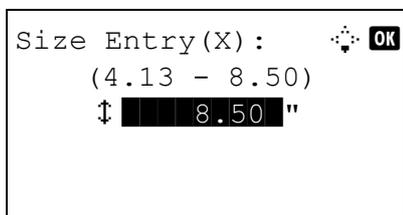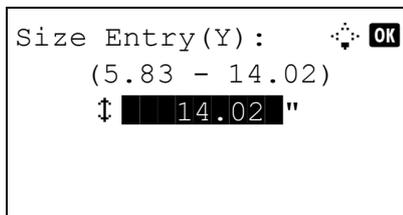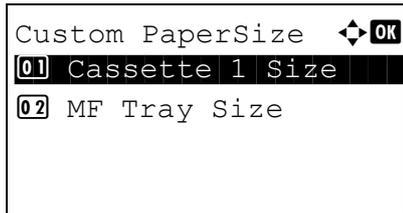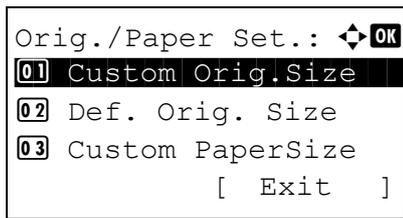
5 Press the △ or ▽ key to select [Custom PaperSize].

6 Press the **OK** key. The Custom PaperSize menu appears.

```
Custom PaperSize  ✧ OK
01 Cassette 1 Size
02 MF Tray Size
```

7 Select the paper source in which you want to set the custom size and press the **OK** key. Size Entry(Y) appears.

```
Size Entry(Y):    ᑦ OK
    (5.83 - 14.02)
    ↕    14.02 "
```

8 Use the numeric keys to enter the paper length (Y).

9 Press the **OK** key. Size Entry(X) appears.

```
Size Entry(X):    ᑦ OK
    (4.13 - 8.50)
    ↕    8.50 "
```

10 Use the numeric keys to enter the paper width (X).

11 Press the **OK** key. *Completed.* is displayed and the screen returns to the Orig./Paper Set. menu.

Paper Size and Media Type Setup for Cassette

Select paper size and media type for Cassette.

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Standard Sizes	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, Folio, 16K
	Others	Select special standard sizes or custom size*. ISO B5, Envelope C5, Custom
Media Type		Plain (105 g/m^2 or less), Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1-8**

* Refer to *Adding a Custom Size for Paper to Print on page 8-9* for selecting Custom Paper Size.
** To change to a media type other than *Plain*, refer to *Paper Weight on page 8-15*.

Use the procedure below to select the paper size and media type for cassette.

```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
            [ Exit    ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

4 Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ✧ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
            [ Exit    ]
```
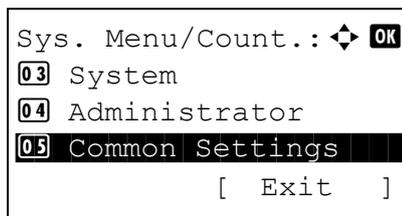
5 Press the △ or ▽ key to select [Cassette 1 Set.].

```
Cassette 1 Set.:  ◆ OK
01 Cassette 1 Size
02 Cassette 1 Type


         [  Exit   ]
```

**6** The Cassette 1 Set. menu appears.

7 Press the △ or ▽ key to select [Cassette 1 Size].

8 Press the **OK** key. Cassette 1 Size appears.

```
Cassette 1 Size:  ◆ OK
01*Letter ▯
02 Legal ▯
03 Statement ▯


```
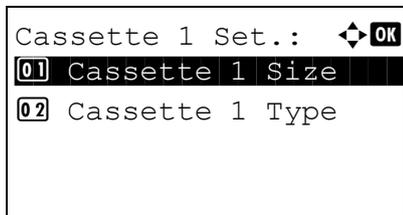
9 Press the △ or ▽ key to select the paper size.

10 Press the **OK** key. The screen returns to the Cassette 1 Set. menu.

```
Cassette 1 Set.:  ◆ OK
01 Cassette 1 Size
02 Cassette 1 Type


```
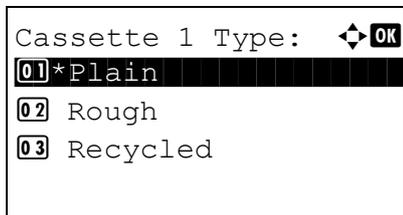
11 Press the △ or ▽ key to select [Cassette 1 Type].

12 Press the **OK** key. Cassette 1 Type appears.

```
Cassette 1 Type:  ◆ OK
01*Plain
02 Rough
03 Recycled


```

13 Press the △ or ▽ key to select the paper type.

14 Press the **OK** key. *Completed.* is displayed and the screen returns to the Cassette 1 Set. menu.

Paper Size and Media Type Setup for Manual Feed Tray

Select size and media type for manual feed. Set up frequently-used size and media type before use.

The available paper sizes and media types are shown in the table below.

Item		**Description**
Paper Size	Standard Sizes	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, 16K
	Others	Select special standard sizes or custom size*. ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2, Custom
Media Type		Plain (105 g/m² or less), Transparency, Rough, Vellum (64 g/m² or less), Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick (106 g/m² and more), High Quality, Custom 1-8**

*   Refer to *Adding a Custom Size for Paper to Print on page 8-9* for selecting Custom Paper Size.
**   Refer to *Paper Weight on page 8-15* for selecting Custom 1- 8 from Media Type.

NOTE: To change to a media type other than *Plain*, refer to *Paper Weight on page 8-15*

Use the procedure below to select the paper size and media type for manual paper feed.
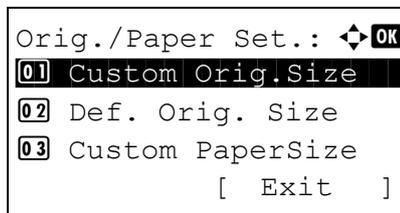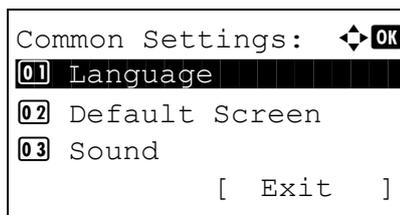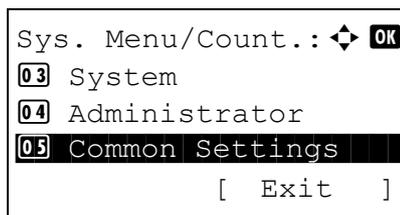
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
            [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

**4** Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ✧ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
            [  Exit   ]
```

5 Press the △ or ▽ key to select [MF Tray Set.].

```
MF Tray Set.:      ✦ OK
01 MF Tray Size
02 MF Tray Type


          [  Exit   ]
```
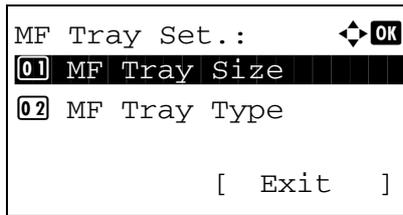
6 Press the **OK** key. The MF Tray Set. menu appears.
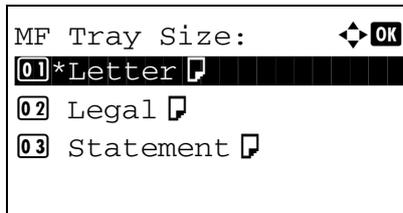
7 Press the △ or ▽ key to select [MF Tray Size].

8 Press the **OK** key. MF Tray Size appears.

```
MF Tray Size:      ✦ OK
01 *Letter ▯
02 Legal ▯
03 Statement ▯

```
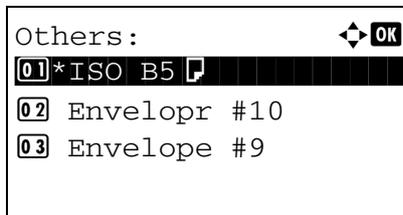
9 Press the △ or ▽ key to select the paper size.

If you select [Others], you can select from additional paper sizes.
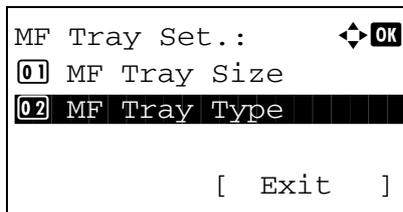
```
Others:            ✦ OK
01 *ISO B5 ▯
02 Envelopr #10
03 Envelope #9

```

10 Press the **OK** key. The screen returns to the MF Tray Set. menu.

```
MF Tray Set.:      ✦ OK
01 MF Tray Size
02 MF Tray Type


          [  Exit   ]
```
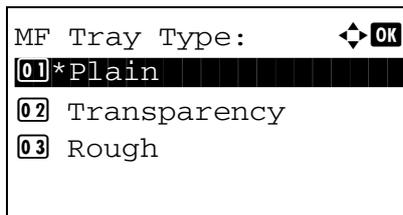
11 Press the △ or ▽ key to select [MF Tray Type].

12 Press the **OK** key. MF Tray Type appears.

```
MF Tray Type:      ✦ OK
01 *Plain
02 Transparency
03 Rough

```

13 Press the △ or ▽ key to select the paper type.

14 Press the **OK** key. *Completed.* is displayed and the screen returns to the MF Tray Set. menu.

Paper Weight

The machine is capable of printing under the optimum setting for the type of paper being used. A different paper type setting can be made for each paper source including the manual feed. Not only can preset paper types be selected, but it is also possible for you to define and select customized paper types. Paper type can be changed using the printer driver and the operation panel. The following types of paper can be used.

IMPORTANT: If selecting the paper weight, print quality may be poor because of improper fixing of toner.

Paper Type	Paper source		Paper Weight Displayed in Operation Panel
	Manual Feed tray	Paper Cassette	
Plain	Yes	Yes	Normal2
Transparency	Yes	No	Extra Heavy
Preprinted	Yes	Yes	Normal2
Labels	Yes	No	Heavy1
Bond	Yes	Yes	Normal3
Recycled	Yes	Yes	Normal2
Vellum	Yes	No	Light
Rough	Yes	Yes	Normal3
Letterhead	Yes	Yes	Normal3
Color	Yes	Yes	Normal3
Prepunched	Yes	Yes	Normal2
Envelope	Yes	No	Heavy3
Cardstock	Yes	No	Heavy3
Thick	Yes	No	Heavy3
High quality	Yes	Yes	Normal2
Custom 1 (to 8)*	Yes	Yes	Normal2
Yes: Can be stored No: Cannot be stored			

*   This is a paper type defined and registered by the user. Up to eight types of user settings may be defined.

For Custom 1-8, settings for media type name can be changed.

Item	Description
Name	Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at manual feed, the name after change will be displayed.

Use the procedure below to set the paper weight.
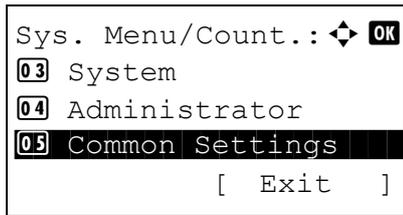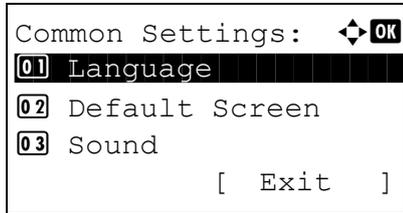
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
          [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
          [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Orig./Paper Set.].

4 Press the **OK** key. The Orig./Paper Set. menu appears.

```
Orig./Paper Set.: ✦ OK
01 Custom Orig.Size
02 Def. Orig. Size
03 Custom PaperSize
          [  Exit   ]
```
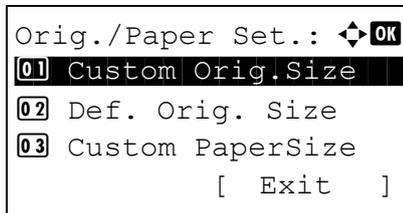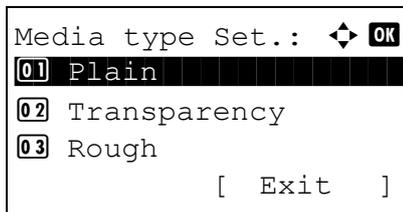
5 Press the △ or ▽ key to select [Media Type Set.].

6 Press the **OK** key. Media Type Set. menu appears.

```
Media type Set.:  ✦ OK
01 Plain
02 Transparency
03 Rough
          [  Exit   ]
```
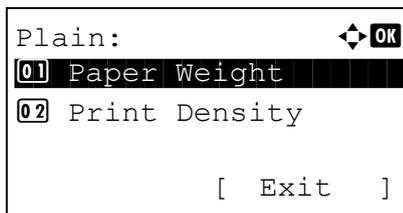
7 Press the △ or ▽ key to select the paper type for which you want to make settings.

8 Press the **OK** key. The menu for the selected paper type appears.

```
Plain:            ✦ OK
01 Paper Weight
02 Print Density

          [  Exit   ]
```

9 Press the △ or ▽ key to select [Paper Weight].

```
Paper Weight:     ✦ OK
05 Normal 3
06*Normal 2
07 Normal 1
```
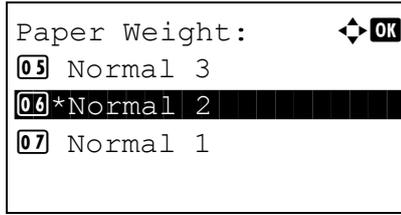
10 Press the **OK** key. The Paper Weight menu appears.
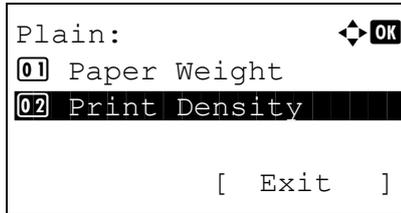
11 Press the △ or ▽ key to select the weight of paper.

**12** Press the **OK** key. *Completed.* is displayed.

```
Plain:            ✦ OK
01 Paper Weight
02 Print Density

        [ Exit    ]
```
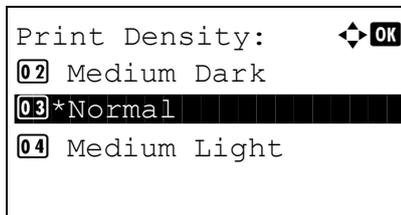
13 Press the △ or ▽ key to select [Print Density].

14 Press the **OK** key. The Print Density menu appears.

```
Print Density:    ✦ OK
02 Medium Dark
03*Normal
04 Medium Light
```
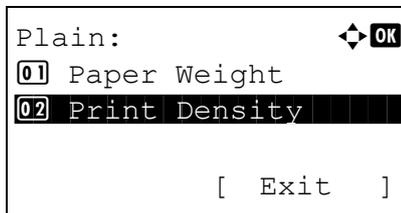
15 Press the △ or ▽ key to select the print density.

16 Press the **OK** key. *Completed.* is displayed.

```
Plain:            ✦ OK
01 Paper Weight
02 Print Density

        [ Exit    ]
```

```
Custom X:         ✦ OK
01 Paper Weight
02 Print Density
03 Name
        [ Exit    ]
```
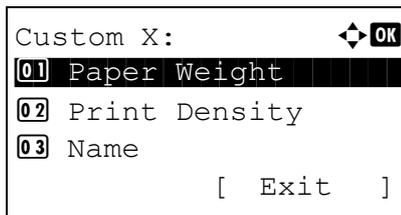
When the selected paper type is [Custom 1 to 8], you can further set the name of the custom paper type.
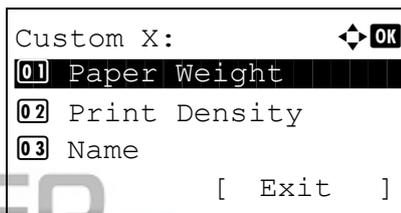
```
Custom X:         ✦ OK
01 Paper Weight
02 Print Density
03 Name
        [ Exit    ]
```

17 Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected custom paper type.

8

```
Name Entry:          ·҉· OK
Sales Dept.█◢


              ABC
        [ Text    ]
```
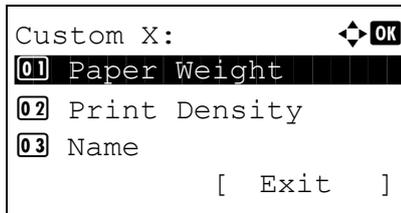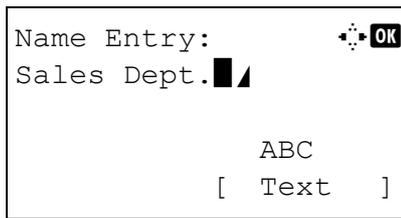
18 Press the △ or ▽ key to select [Name].

19 Press the **OK** key. Name Entry is displayed.

Enter the name of the custom paper type.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.

```
Custom X:           ✛ OK
⓪① Paper Weight ░░░░░
⓪② Print Density
⓪③ Name
        [ Exit    ]
```

20 Press the **OK** key. *Completed.* is displayed and the screen returns to the menu for the selected custom paper type.

Preset Limit

Restrict the number of copies that can be made at one time. Options are 1-99 copies.

Use the procedure below to set the limit on the number of copies.
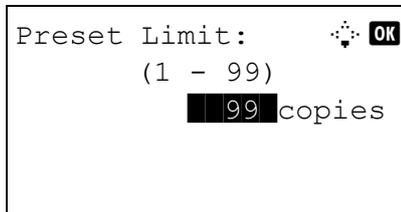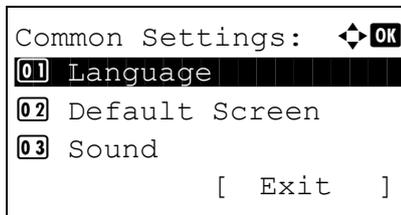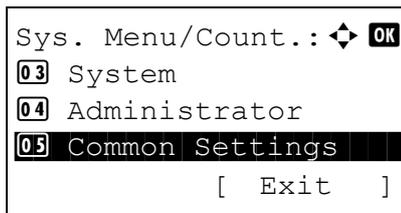
```
Sys. Menu/Count.: ✛ OK
⓪③ System
⓪④ Administrator
⓪⑤ Common Settings ░░
        [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✛ OK
⓪① Language ░░░░░░░░░░
⓪② Default Screen
⓪③ Sound
        [ Exit    ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Preset Limit].

4 Press the **OK** key. The Preset Limit menu appears.

```
Preset Limit:     ·҉· OK
        (1 - 99)
          ██99█copies
```

5 Press the △ or ▽ key to enter the number of copies.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

Switching Unit of Measurement

Select inch or metric for the unit for paper dimensions.

Use the procedure below to change the input units.
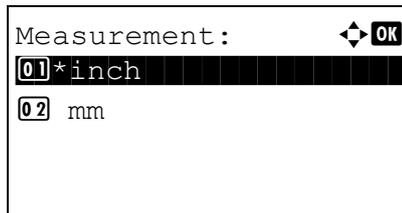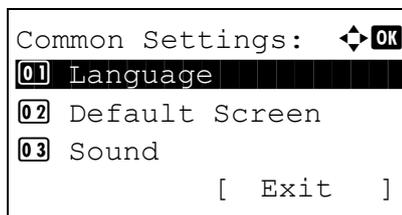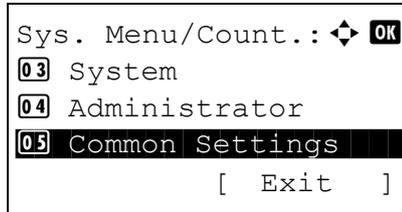
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Measurement].

4 Press the **OK** key. The Measurement menu appears.

```
Measurement:      ✦ OK
01*inch
02 mm
```

5 Press the △ or ▽ key to select [inch] or [mm].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Common Settings menu.

Date/Timer

Date/Timer settings include:

- Date/Time …8-20
- Date Format …8-21
- Time Zone …8-22
- Summer Time …8-24
- Auto Error Clear …8-25
- Auto Sleep …8-27

- Auto Panel Reset …8-30
- Low Power Timer …8-32
- Unusable Time …8-33

Date/Time

Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

CAUTION: Be sure to set Time Zone before the Date/Time setup.

Use the procedure below to set the date and time.
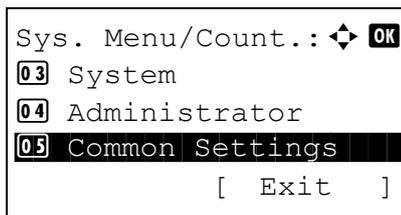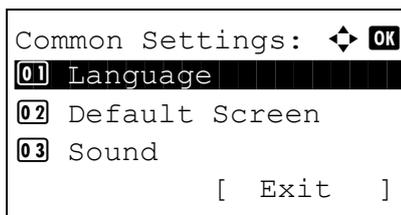
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
          [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
          [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

```
Login User Name: ⁙ OK
████████████████████
Login Password:

          [  Login  ]
```

3 Press the △ or ▽ key to select [Date Setting], and press the **OK** key.

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

5 The Date Settings menu appears.

```
Date Setting:    ✦ OK
01 Date/Time
02 Date Format
03 Time Zone
          [  Exit   ]
```

6 Press the △ or ▽ key to select [Date/Time].

```
Date/Time:          ✦ OK
 Year  Month    Day
▌2010▐    12       01
(Time Zone:Estn Time)
```
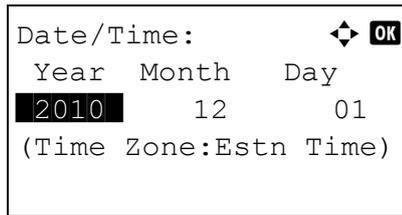
7 Press the **OK** key. The screen to enter the date of Date/Time appears.

8 Set the date.

Press the ◁ or ▷ key to move to the item (Year / Month / Day) you want to enter.

Press the △ or ▽ key to set each item.

```
Date/Time:          ✦ OK
 Hour   Min.  Second
▌    11▐:  45:    50
(Time Zone:Estn Time)
```

9 Press the **OK** key. The screen to enter the time of Date/Time appears.
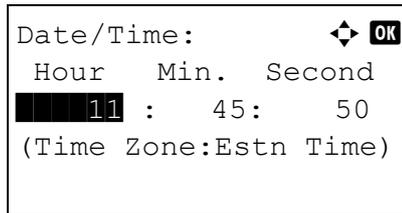
10 Set the time.

Press the ◁ or ▷ key to move to the item (Hour / Min. / Second) you want to enter.

Press the △ or ▽ key to set each item.

11 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

NOTE: If you try to change the date/time when a trial application is running, the *If you change Date/Time setting, trial functions will be unavailable. Are you sure?* message is displayed. To change the date/time, press [Yes](the **Left Select** key).

Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.

Use the procedure below to select the date format.
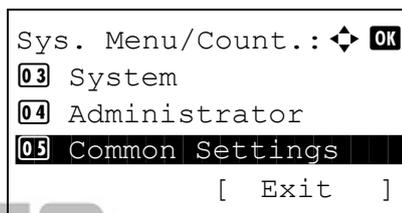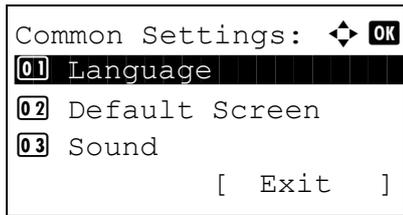
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings▐
          [ Exit  ]
```

**1** In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
            [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Date Setting], and press the **OK** key.

```
Login User Name:  ⟨⟩ OK
████████████████████
Login Password:

            [  Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Date Setting:    ✦ OK
01 Date/Time
02 Date Format
03 Time Zone
            [  Exit   ]
```
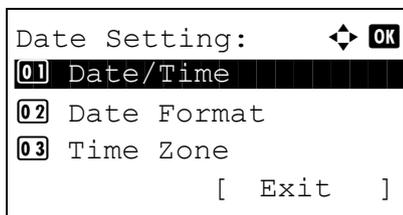
5 The Date Settings menu appears.
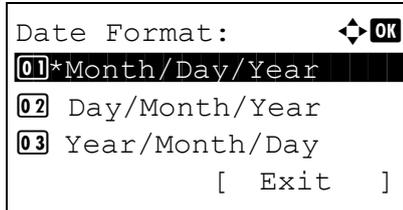
6 Press the △ or ▽ key to select [Date Format]

7 Press the **OK** key. Date Format appears.

.

```
Date Format:     ✦ OK
01*Month/Day/Year
02 Day/Month/Year
03 Year/Month/Day
            [  Exit   ]
```

8 Press the △ or ▽ key to select [Month/Day/Year], [Day/Month/Year] or [Year/Month/Day].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

Time Zone

Set the time difference in the location you are from GMT.

Use the procedure below to set the time difference.
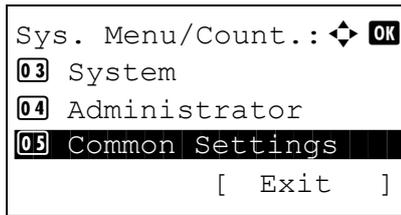
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✧ OK
01 Language
02 Default Screen
03 Sound
            [ Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Date Setting], and press the **OK** key.

```
Login User Name: ⁙ OK
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
Login Password:

            [ Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Date Setting:    ✧ OK
01 Date/Time
02 Date Format
03 Time Zone
            [ Exit  ]
```
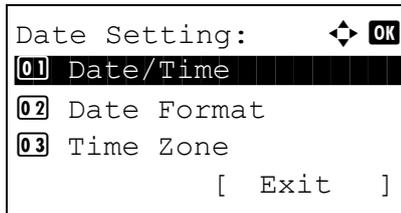
5 The Date Settings menu appears.
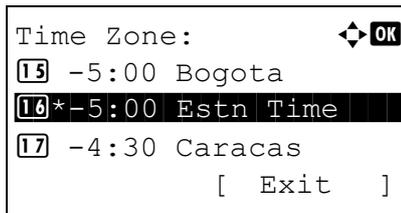
6 Press the △ or ▽ key to select [Time Zone].

7 Press the **OK** key. Time Zone appears.

```
Time Zone:       ✧ OK
15 -5:00 Bogota
16*-5:00 Estn Time
17 -4:30 Caracas
            [ Exit  ]
```

8 Press the △ or ▽ key to select your location.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

8

NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear.

Summer Time

Set whether or not to apply summer time to the display of the date.

Use the procedure below to set Summer Time.
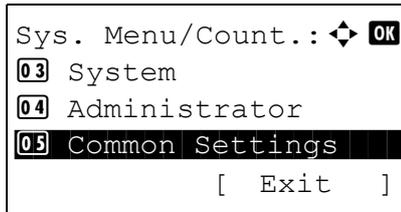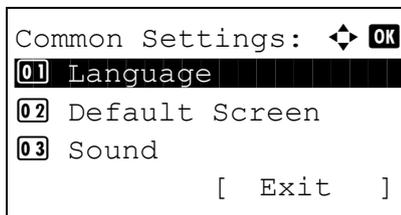
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
           [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
           [ Exit    ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Date Setting], and press the **OK** key.

```
Login User Name: ⋯ OK
███████████████████
Login Password:

           [ Login   ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

5 The Date Settings menu appears.

```
Date Setting:   ✦ OK
02 Date Format
03 Time Zone
04 Summer Time
           [ Exit    ]
```

6 Press the △ or ▽ key to select [Summer Time].

```
Summer Time:      ✧ OK
01 *Off
02  On
```
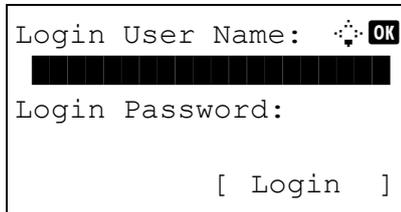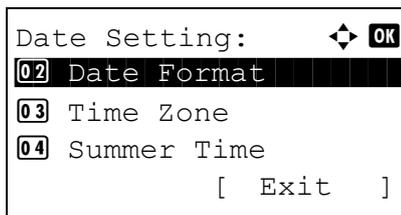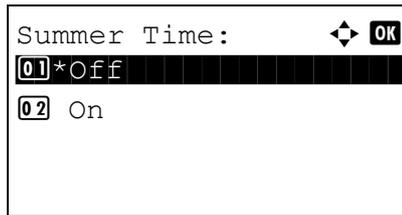
7 Press the **OK** key. Summer Time appears.

8 Press the △ or ▽ key to select [Off] or [On].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Date Settings menu.

Auto Error Clear

If an error occurs during printing, the print job stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.

The following errors are automatically cleared.

Job not stored. Press [OK].

Memory is full. Print job cannot be processed completely.

Maximum Number of scanned pages. Job is canceled.

Print overrun.

USB memory error. Job is canceled.

No multi copies. Press [OK].

Auto Error Clear ON/OFF

Select whether to use Auto Error Clear or not.

Use the procedure below to specify the auto error clear setting.
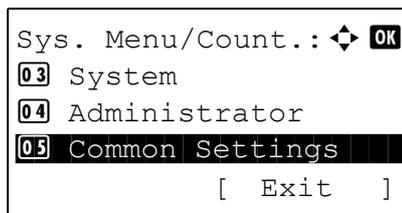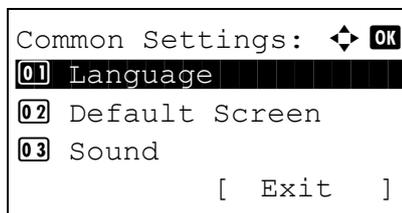
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✧ OK
01 Language
02 Default Screen
03 Sound
            [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name:  ✛ OK
████████████████████
Login Password:

             [ Login  ]
```

4   A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Timer Setting:   ✦ OK
01 Sleep Timer
02 PanelReset Timer
03 Low Power Timer
             [ Exit   ]
```
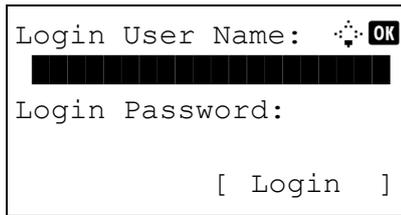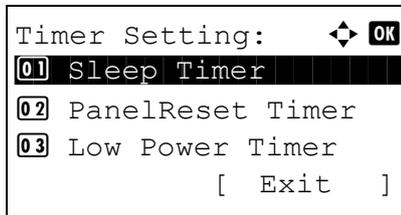
5   The Timer Settings menu appears.
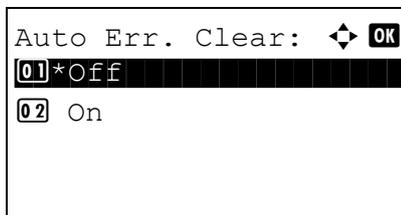
6   Press the △ or ▽ key to select [Auto Err. Clear].

7   Press the **OK** key. Auto Err. Clear appears.

```
Auto Err. Clear: ✦ OK
01*Off
02 On
```

8   Press the △ or ▽ key to select [Off] or [On].

9   Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Error Clear Timer

If you select [On] for Auto Error Clear, set the amount of time to wait before automatically clearing errors. Options are between 5 and 495 seconds (every five seconds). The default setting is *30* seconds.

If you set 0 as the time, errors are not displayed.

NOTE: If you select [Off] for *Auto Error Clear*, the time display does not appear.

Use the procedure below to set the automatic error clear delay.
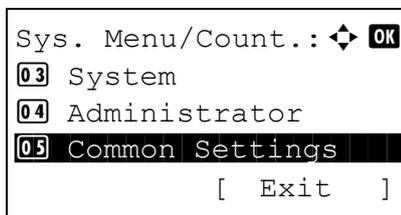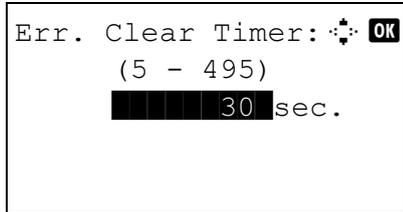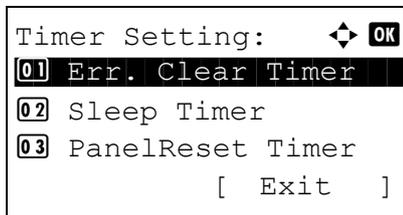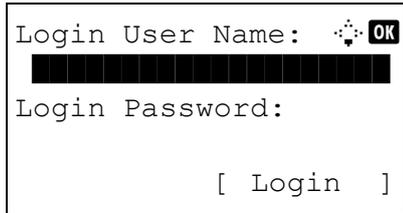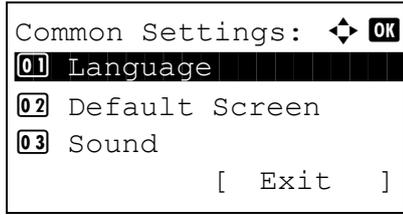
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
             [ Exit   ]
```

1   In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
              [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name:  ⟡ OK
██████████████████████
Login Password:

              [  Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

5 The Timer Settings menu appears.

```
Timer Setting:   ✦ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
              [  Exit   ]
```

6 Press the △ or ▽ key to select [Err. Clear Timer].

7 Press the **OK** key. Err. Clear Timer appears.

```
Err. Clear Timer: ⟡ OK
    (5 - 495)
        ██████30 sec.


```

8 Press the △ or ▽ key to set the Error Clear Timer. Set the amount of time before clearing errors in seconds. You cannot use the numeric keys to enter this value.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Auto Sleep

If no job runs for a certain period of time, automatically enter Sleep Mode. Refer to *Sleep and Auto Sleep on page 3-5* for Sleep Mode.

Auto Sleep ON/OFF

Select whether to use Auto Sleep or not. The default setting is *On.*

NOTE: Time remaining before Auto Sleep can be modified as necessary.

Use the procedure below to specify the auto sleep setting.
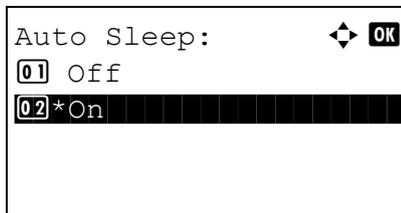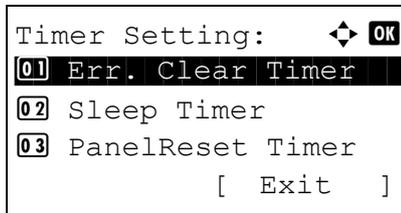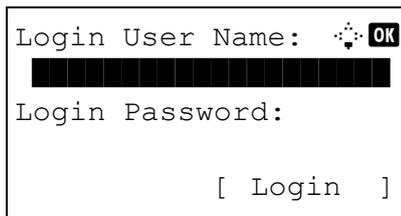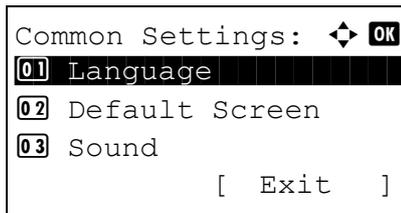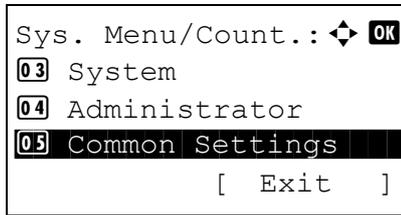
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name:  ⁝ OK
████████████████████
Login Password:

            [ Login ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Timer Setting:   ✦ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
            [ Exit ]
```

5 The Timer Settings menu appears.

6 Press the △ or ▽ key to select [Auto Sleep].

7 Press the **OK** key. Auto Sleep appears.

```
Auto Sleep:      ✦ OK
01 Off
02 *On
```

8 Press the △ or ▽ key to select [Off] or [On].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Sleep Timer

If you select [On] for Auto Sleep, set the amount of time to wait before Auto Sleep. Options are between 1 and 240 minutes (every one minute)

Use the procedure below to set the Auto Sleep time. The default setting is *15* minutes.
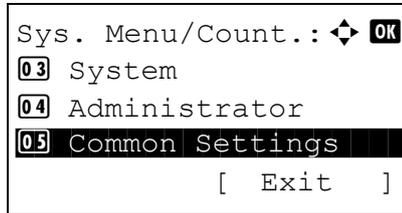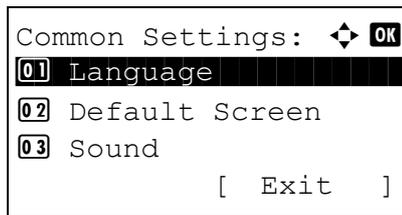
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
          [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
          [ Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name: ⟐ OK
████████████████████
Login Password:

          [ Login ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Timer Setting:   ✦ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
          [ Exit  ]
```
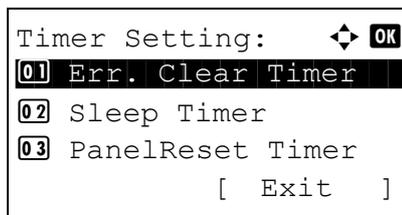
5 The Timer Settings menu appears.

6 Press the △ or ▽ key to select [Sleep Timer].

7 Press the **OK** key. Sleep Timer appears.

```
Sleep Timer:     ⟐ OK
     (1 - 240)
     █████ 15 min.
```
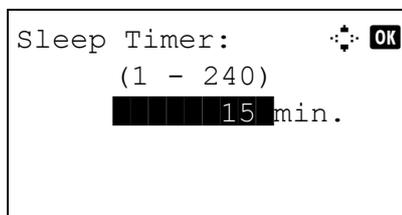
8 Press the △ or ▽ key to set the Sleep Timer. Set the amount of time before entering the sleep state

in minutes. You cannot use the numeric keys to enter this value.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Auto Panel Reset

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting.

NOTE: Refer to *page 8-35* for the default settings.

### Auto Panel Reset ON/OFF

Select to use Auto Panel Reset or not.

Use the procedure below to specify the auto panel reset setting. The default setting is *On*.
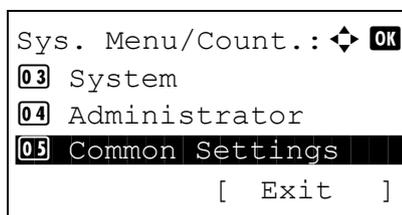
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
            [ Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✧ OK
01 Language
02 Default Screen
03 Sound
            [ Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name: ⟐ OK
████████████████████
Login Password:

            [ Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

5 The Timer Settings menu appears.

```
Timer Setting:   ✧ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
            [ Exit   ]
```
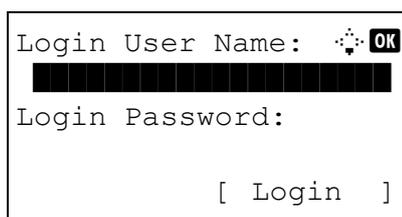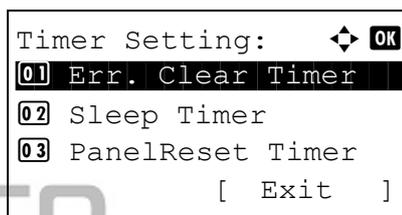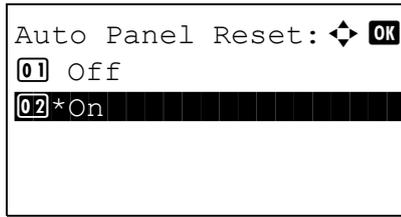
6 Press the △ or ▽ key to select [Auto Panel Reset].

7 Press the **OK** key. Auto Panel Reset appears.

```
Auto Panel Reset: ◆ OK
01 Off
02*On
```

8 Press the △ or ▽ key to select [Off] or [On].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Panel Reset Timer

If you select [On] for *Auto Panel Reset*, set the amount of time to wait before *Auto Panel Reset*. Options are between 5 and 495 seconds (every five seconds). The default setting is *90* seconds.

NOTE: If you select [Off] for *Auto Panel Reset*, the time display does not appear.

Use the procedure below to set the reset time.
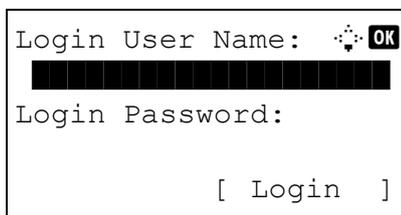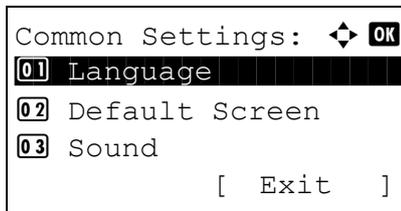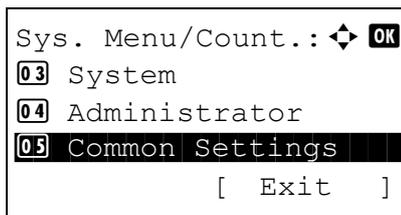
```
Sys. Menu/Count.: ◆ OK
03 System
04 Administrator
05 Common Settings
         [ Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ◆ OK
01 Language
02 Default Screen
03 Sound
         [ Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name:  ⁘ OK
████████████████████
Login Password:

         [ Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Timer Setting:    ✦ OK
⓪1 Err. Clear Timer
⓪2 Sleep Timer
⓪3 PanelReset Timer
           [  Exit  ]
```
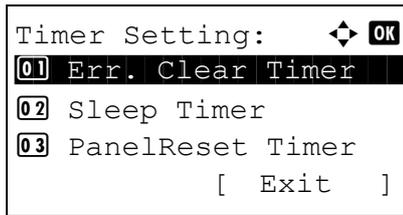
5 The Timer Settings menu appears.
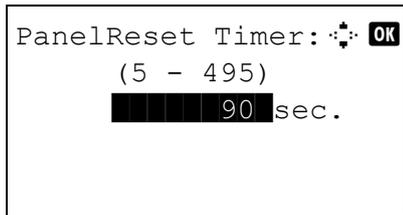
6 Press the △ or ▽ key to select [PanelReset Timer].

7 Press the **OK** key. PanelReset Timer appears.

```
PanelReset Timer:✦ OK
       (5 - 495)
   ▆▆▆▆▆▆90 sec.
```

8 Press the △ or ▽ key to set the PanelReset Timer. Set the amount of time before resetting the message display on the panel in seconds. You cannot use the numeric keys to enter this value.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Low Power Timer

You can specify the amount of time to wait before Low Power Mode.
Specify a value from 1 - 240 minutes (1 minute increments). The default setting is *2* minutes.
For more information on Low Power Mode, refer to *Auto Low Power Mode on page 3-4*.

Use the procedure below to set the Low Power Mode.
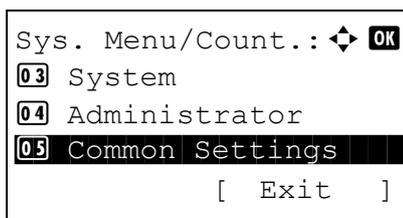
```
Sys. Menu/Count.:✦ OK
⓪3 System
⓪4 Administrator
⓪5 Common Settings
           [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
⓪1 Language
⓪2 Default Screen
⓪3 Sound
           [  Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

```
Login User Name:  ⊹ OK
████████████████████
Login Password:

            [ Login  ]
```

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Timer Setting:   ✦ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
            [ Exit  ]
```
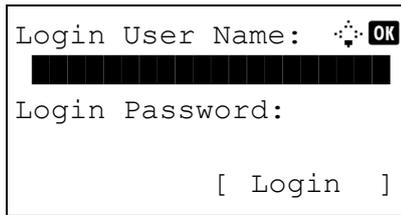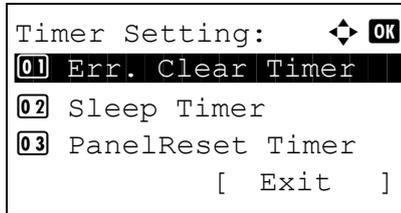
5 The Timer Settings menu appears.
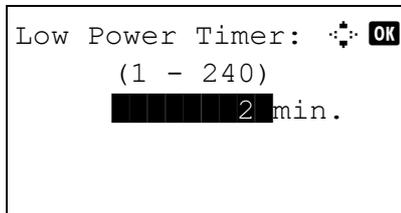
6 Press the △ or ▽ key to select [Low Power Timer].

7 Press the **OK** key. Low Power Timer appears.

```
Low Power Timer:  ⊹ OK
      (1 - 240)
████████ 2 min.
```

8 Press the △ or ▽ key or numeric keys to set the Low Power Timer. Set the amount of time before entering the low power state in minutes.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Unusable Time

You can specify the prohibition period to use.

Use the procedure below to set the Low Power Mode.
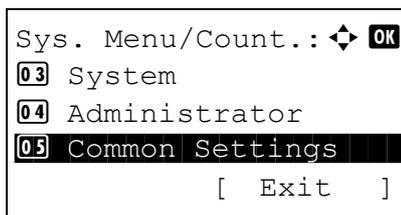
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Timer Setting], and press the **OK** key.

4 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
Login User Name:   ⟐ OK
███████████████████
Login Password:


           [ Login  ]
```

5 The Timer Settings menu appears.

```
Timer Setting:   ✦ OK
01 Err. Clear Timer
02 Sleep Timer
03 PanelReset Timer
           [ Exit  ]
```
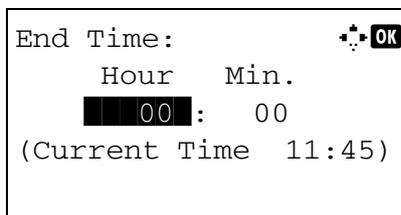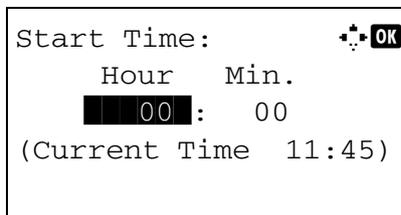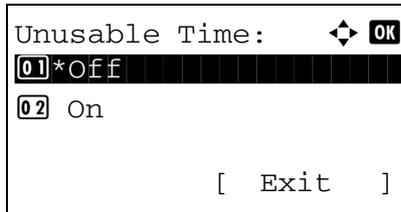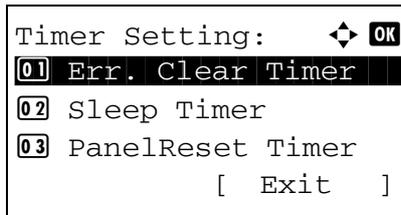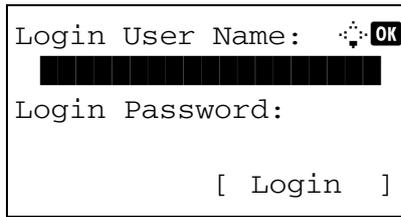
6 Press the △ or ▽ key to select [Unusable Time].

7 Press the **OK** key. Unusable Time appears.

```
Unusable Time:   ✦ OK
01*Off
02 On


           [ Exit  ]
```

8 Press the △ or ▽ key to select [On].

9 Press the **OK** key. Start Time appears.

```
Start Time:       ⟐ OK
     Hour   Min.
     ██00 :   00
(Current Time  11:45)

```

10 Press the △ or ▽ key to set the Start Time.

11 Press the **OK** key. End Time appears.

```
End Time:         ⟐ OK
     Hour   Min.
     ██00 :   00
(Current Time  11:45)

```

12 Press the △ or ▽ key to set the End Time.

```
Unlock Code:      ✛ OK
    (0000 - 9999)
   ▮▮▮▮▮▮▮▮ 0099
```
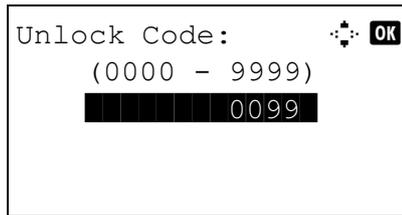
13 Press the **OK** key. Unlock Code appears.

14 Press the △ or ▽ key or numeric keys to set the unlock code.

15 Press the **OK** key. *Completed.* is displayed and the screen returns to the Timer Settings menu.

Function Defaults

Defaults are the values automatically set after the warm-up is completed or the **Reset** key is pressed.

Set the defaults for available settings such as copying. Setting the frequently-used values as defaults makes subsequent jobs easier.

Color Selection

Select the default color mode setting. The available default settings are shown below.

Color mode	Description
Full Color	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.
Black & White	Scan document in black and white.

Use the procedure below to select the default color mode setting.
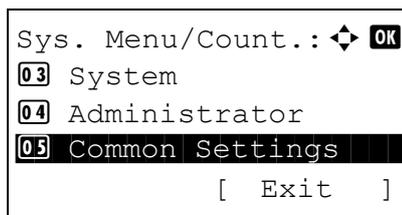
```
Sys. Menu/Count.: ✛ OK
 03 System
 04 Administrator
 05 Common Settings
          [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✛ OK
 01 Language
 02 Default Screen
 03 Sound
          [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✧ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
           [  Exit  ]
```
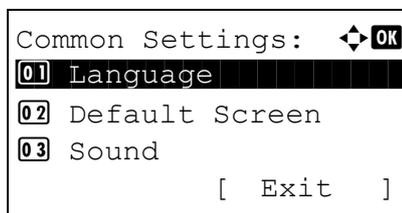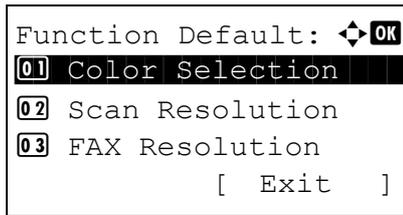
4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Color Selection].

6 Press the **OK** key. Color Selection appears.

```
Color Selection:  ✧ OK
01 *Full Color
02 Grayscale
03 Black & White
```

7 Press the △ or ▽ key to select [Full Color], [Grayscale] or [Black & White].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Scan Resolution

Select the default scanning resolution. The options are 600x600dpi, 400x400dpi U.Fin (Ultra Fine), 300x300dpi, 200x400dpi S.Fin (Super Fine), 200x200dpi Fine, 200x100dpi Norm. (Normal).

Use the procedure below to select the default resolution setting.
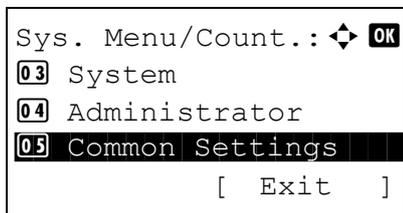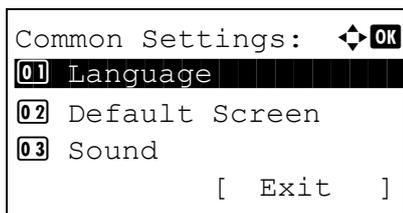
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
           [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
           [  Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
            [ Exit  ]
```
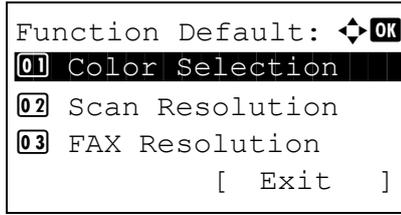
4 Press the **OK** key. The Function Default menu appears.
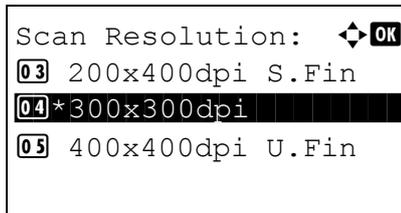
5 Press the △ or ▽ key to select [Scan Resolution].

6 Press the **OK** key. Scan Resolution appears.

```
Scan Resolution:  ✦ OK
03 200x400dpi S.Fin
04*300x300dpi
05 400x400dpi U.Fin
```

7 Press the △ or ▽ key to select [200x100dpi Norm.], [200x200dpi Fine], [200x400dpi S.Fin], [300x300dpi], [400x400dpi U.Fin] or [600x600dpi].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

8

Original Image

Set the default original document type. The available default settings are shown below.

Item	Description
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Only text, no photos.
for OCR	Image quality suitable for OCR software.

Use the procedure below to select the default quality setting for originals.
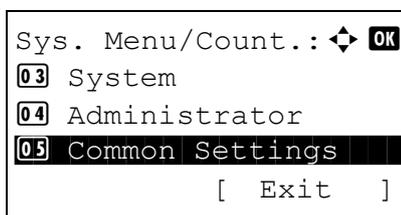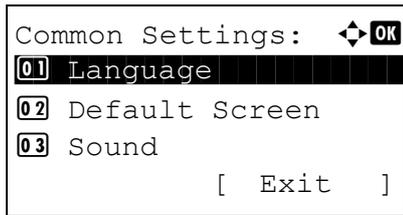
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
            [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
            [  Exit   ]
```
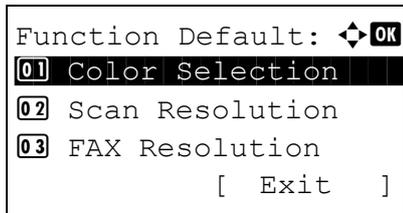
4 Press the **OK** key. The Function Default menu appears.
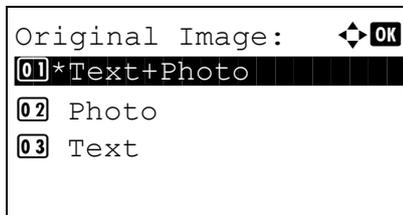
5 Press the △ or ▽ key to select [Original Image].

6 Press the **OK** key. Original Image appears.

```
Original Image:   ✦ OK
01*Text+Photo
02 Photo
03 Text
```

7 Press the △ or ▽ key to select [Text+Photo], [Photo], [Text] or [for OCR].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Density

Set the default density. The available default settings are shown below.

Item	Description
Manual (Normal 0)	Set to (Normal 0) in the Manual density.
Auto	Set to Auto density.

Use the procedure below to select the default zoom setting.
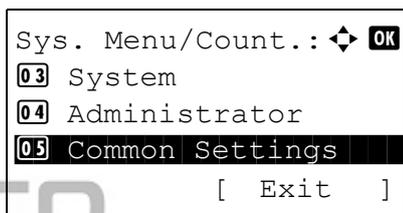
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
            [  Exit    ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
            [  Exit    ]
```
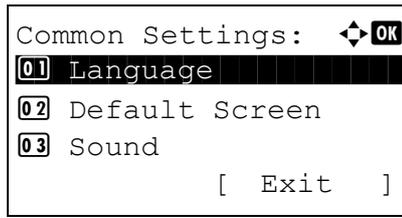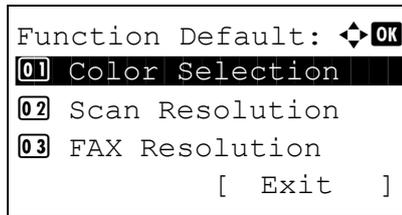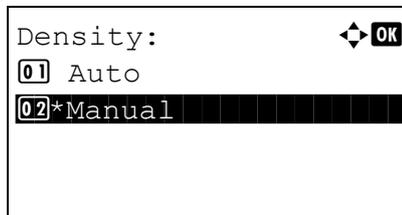
5 Press the △ or ▽ key to select [Density].

6 Press the **OK** key. Density appears.

```
Density:          ✦ OK
01 Auto
02*Manual
```

7 Press the △ or ▽ key to select [Auto] or [Manual].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Zoom

Select the enlarged/reduced default when paper size/sending size changed after the originals set. The available default settings are shown below.

Item	Description
100%	Copy (send/save) at actual size (100%).
Auto	Automatically reduce or enlarge the originals to match paper size/sending size.

Use the procedure below to select the default zoom setting.
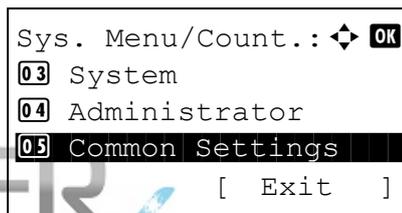
```
Sys. Menu/Count.:✦ OK
03 System
04 Administrator
05 Common Settings
            [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✧ OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✧ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
            [ Exit ]
```
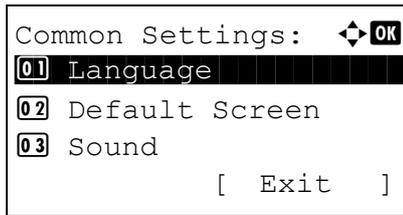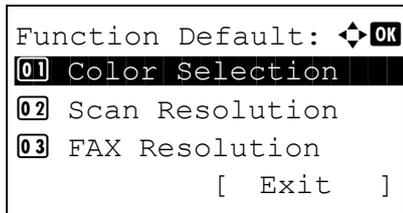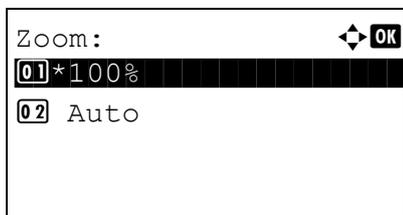
5 Press the △ or ▽ key to select [Zoom].

6 Press the **OK** key. Zoom appears.

```
Zoom:             ✧ OK
01 *100%
02 Auto
```

7 Press the △ or ▽ key to select [100%] or [Auto].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Collate

Set the defaults for Collate. The table below shows the available settings.

Item		Description
Collate	Off	Collate not performed.
	On	Collate performed.

NOTE: Refer to *page 3-13 for Collate/Offset.*

Use the procedure below to set the default Collate/Offset settings.
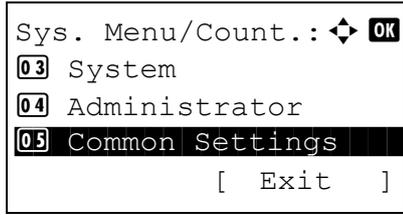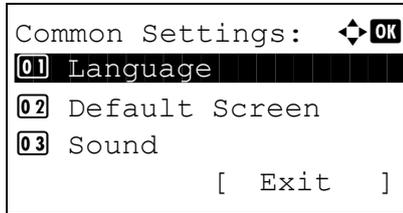
```
Sys. Menu/Count.: ✦ OK
 03  System
 04  Administrator
 05  Common Settings
              [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
 01  Language
 02  Default Screen
 03  Sound
              [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✦ OK
 01  Color Selection
 02  Scan Resolution
 03  FAX Resolution
              [  Exit   ]
```
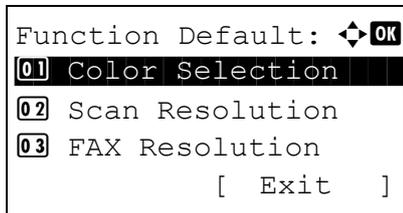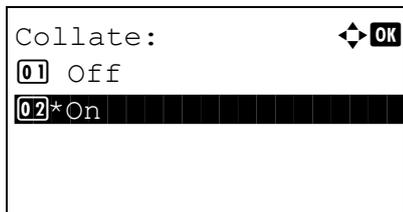
5 Press the △ or ▽ key to select [Collate].

6 Press the **OK** key. Collate appears.

```
Collate:          ✦ OK
 01  Off
 02 *On
```

7 Press the △ or ▽ key to select [Off] or [On].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Orig.Orientation

Set the original orientation defaults. The available default settings are shown below.

Item	Description
🔲 Top Edge Top	Select the original's top edge at the top.
🔲 Top Edge Left	Select the original's top edge at the left.

Refer to *page 4-4 for Original Orientation.*

Use the procedure below to select the default orientation when originals are placed on the platen.
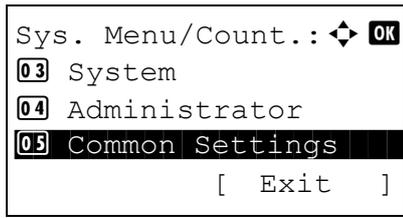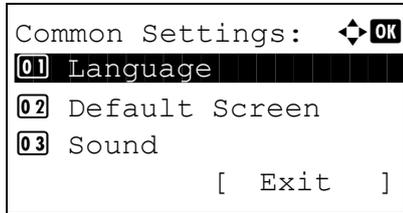
```
Sys. Menu/Count.: ◆ OK
 03 System
 04 Administrator
 05 Common Settings
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ◆ OK
 01 Language
 02 Default Screen
 03 Sound
            [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ◆ OK
 01 Color Selection
 02 Scan Resolution
 03 FAX Resolution
            [  Exit   ]
```
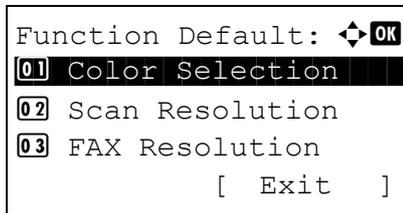
4 Press the **OK** key. The Function Default menu appears.
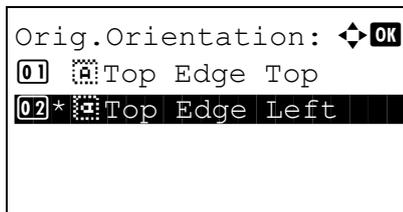
5 Press the △ or ▽ key to select [Orig.Orientation].

6 Press the **OK** key. Orig.Orientation appears.

```
Orig.Orientation: ◆ OK
 01  Top Edge Top
 02 * Top Edge Left
```

7 Press the △ or ▽ key to select [Top Edge Top] or [Top Edge Left] .

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

EcoPrint

Select the EcoPrint default. The table below shows the available settings.

Item	Description
Off	No EcoPrint performed.
On	EcoPrint performed.

NOTE: Refer to *page 4-6 for EcoPrint.*

Use the procedure below to set the default EcoPrint setting.
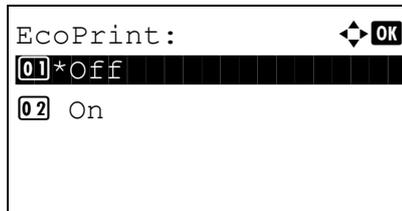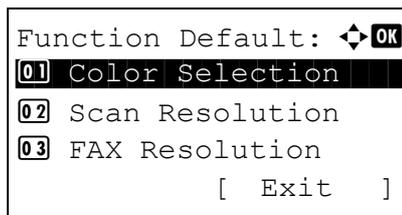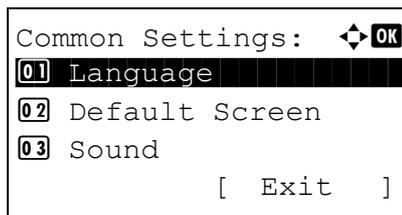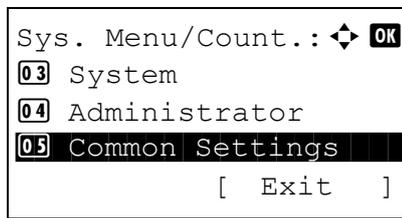
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
            [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✦ OK
01 Language
02 Default Screen
03 Sound
            [ Exit ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
            [ Exit ]
```

5 Press the △ or ▽ key to select [EcoPrint].

6 Press the **OK** key. EcoPrint appears.

```
EcoPrint:        ✦ OK
01 *Off
02 On
```

7 Press the △ or ▽ key to select [Off] or [On].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

File Name Entry

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

The table below lists the additional information available.

Item	Description
None	No additional information available.
Date	Adds date and time.
Job No.	Adds the job number.
Job No. + Date	Adds the job number plus date and time.
Date + Job No.	Adds date and time plus the job number.

NOTE:

• Refer to *page 4-12* for file name entry.

• Refer to *Character Entry Method on Appendix-2* for details on entering characters.

Use the procedure below to set the default file name.
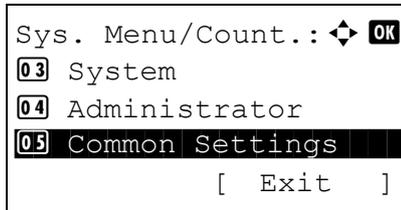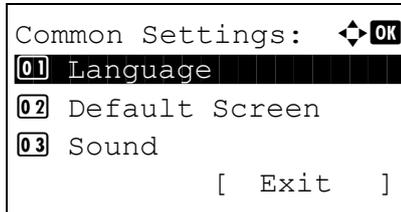
```
Sys. Menu/Count.: ✧ OK
03 System
04 Administrator
05 Common Settings
          [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings: ✧ OK
01 Language
02 Default Screen
03 Sound
          [ Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✧ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
          [ Exit  ]
```

5 Press the △ or ▽ key to select [File Name Entry].

```
File name Entry:  ✛ OK
doc 1▌

              ◢
                  ABC
         [  Text  ]
```
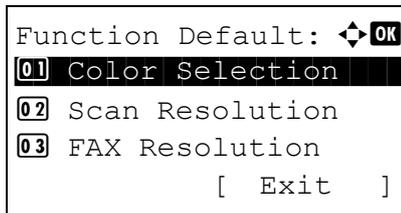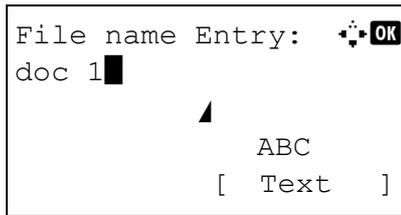
6 Press the **OK** key. File Name Entry appears. Enter the document name (up to 32 characters).

```
Additional Info.: ✦ OK
01 None
02*Date▊▊▊▊▊▊▊▊▊▊▊▊
03 Job No.
```
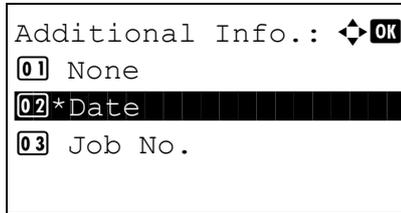
7 Press the **OK** key. Additional Info appears.

8 Press the △ or ▽ key to select [None], [Date], [JobNo.], [JobNo. + Date] or [Date + JobNo.].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

Continuous Scan

Set the continuous scan defaults. The available default settings are shown below.

Item	Description
Off	Continuous scan not performed
On	Continuous scan performed

Refer to *page 4-4 for Original Orientation.*

Use the procedure below to select the default settings for continuous scanning.
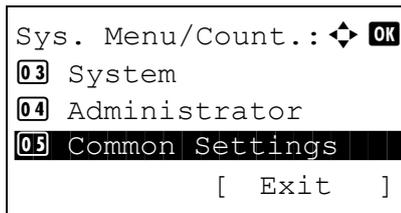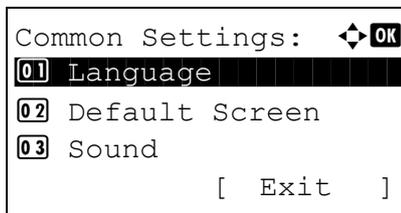
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings▊▊▊
         [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language▊▊▊▊▊▊▊▊
02 Default Screen
03 Sound
         [  Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ◆ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
         [  Exit   ]
```

4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Continuous Scan].

6 Press the **OK** key. Continuous Scan appears.

```
Continuous Scan:  ◆ OK
01 *Off
02  On
```
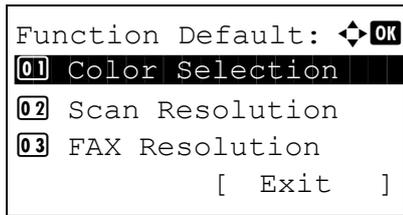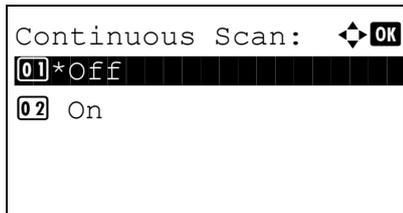
7 Press the △ or ▽ key to select [Off] or [On].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

File Format

Select the default file type to send the scanned originals. The available default settings are shown below.

File Format	Description
PDF	Send files in PDF format.
TIFF	Send files in TIFF format.
XPS	Send files in XPS format.
JPEG	Send files in JPEG format.

NOTE: Refer to *page 6-15* for file formats.

Use the procedure below to select the default file format.
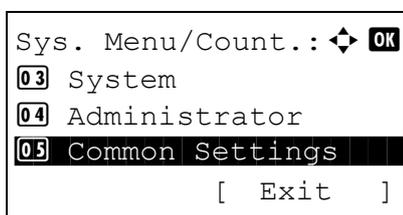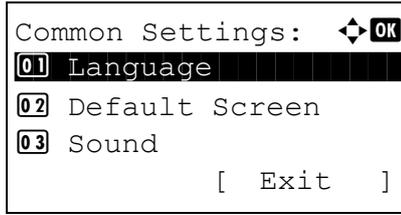
```
Sys. Menu/Count.: ◆ OK
03 System
04 Administrator
05 Common Settings
         [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
              [  Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
              [  Exit  ]
```
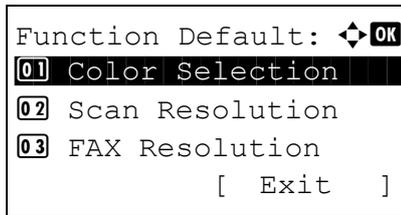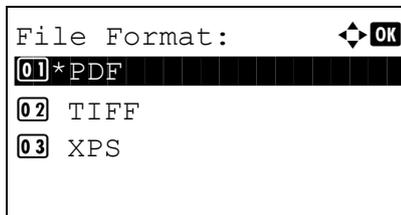
5 Press the △ or ▽ key to select [File Format].

6 Press the **OK** key. File Format appears.

```
File Format:      ✦ OK
01*PDF
02 TIFF
03 XPS
```

7 Press the △ or ▽ key to select [PDF], [TIFF], [XPS] or [JPEG].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Function Default menu.

2 in 1 Layout

Select the default value for layout when [2 in 1] is selected for Combine. Items available for the default value are as follows:

Item	Description
⊞ L to R ⊞ T to B	Arranges from left to right or top to bottom.
⊞ R to L	Arranges from right to left.

Use the procedure below to select the default value for layout.
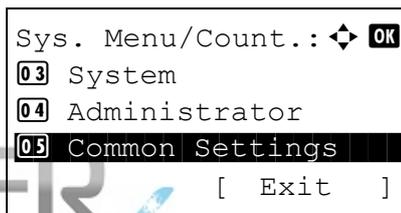
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
              [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

8

```
Common Settings:   ✧ OK
[01] Language
[02] Default Screen
[03] Sound
            [  Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

4 Press the **OK** key. The Function Default menu appears.

```
Function Default:  ✧ OK
[01] Color Selection
[02] Scan Resolution
[03] FAX Resolution
            [  Exit  ]
```

5 Press the △ or ▽ key to select [Detail Setting].

6 Press the **OK** key. The Detail Setting menu appears.

```
Detail Setting:    ✧ OK
[01] 2 in 1 layout
[02] 4 in 1 Layout
[03] Border Line
            [  Exit  ]
```
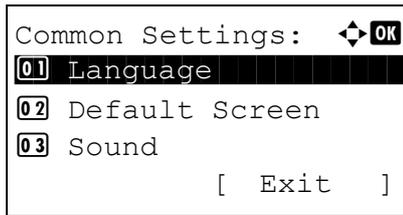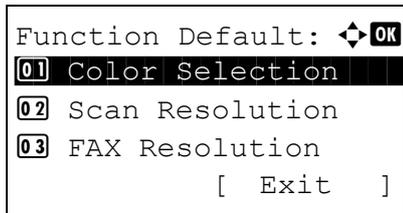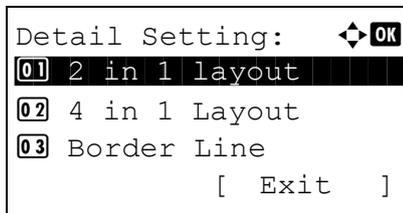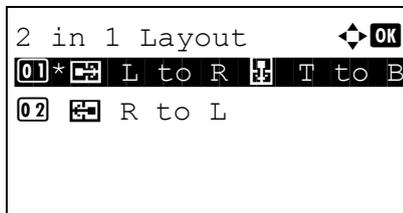
7 Press the △ or ▽ key to select [2 in 1 Layout].

8 Press the **OK** key. 2 in 1 Layout appears.

```
2 in 1 Layout      ✧ OK
[01]* ⊞ L to R  ⊞  T to B
[02] ⊞ R to L
```

9 Press the △ or ▽ key to select [⊞ L to R ⊞ T to B] or [⊞ R to L].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

4 in 1 Layout

Select the default value for layout when [4 in 1] is selected for Combine. Items available for the default value are as follows:

Item	Description
⊿ Right then Down	Arranges from upper left to right.
14 Down then Right	Arranges from upper left to bottom.

Item	Description
⤢ Left then Down	Arranges from upper right to left.
⤵ Down then Left	Arranges from upper right to bottom.

Use the procedure below to select the default value for layout.
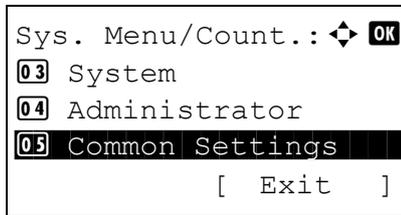
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
         [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
         [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
         [  Exit   ]
```

4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Detail Setting].

6 Press the **OK** key. The Detail Setting menu appears.

```
Detail Setting:   ✦ OK
01 2 in 1 layout
02 4 in 1 Layout
03 Border Line
         [  Exit   ]
```
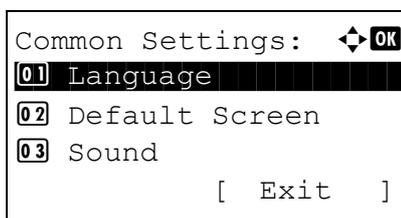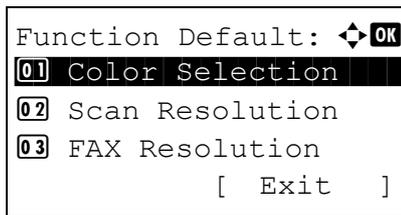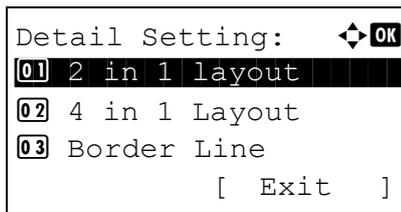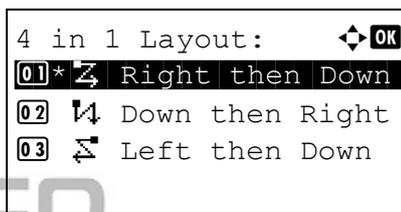
7 Press the △ or ▽ key to select [4 in 1 Layout].

8 Press the **OK** key. 4 in 1 Layout appears.

```
4 in 1 Layout:    ✦ OK
01* ⤢ Right then Down
02 ⤸ Down then Right
03 ⤢ Left then Down
```

9 Press the △ or ▽ key to select [⊿ Right then Down], [⤵ Down then Right], [⬂ Left then Down] or [⬃ Down then Left].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

Border Line

Select the default value for border line when [2 in 1] is selected for Combine. Items available for the default value are as follows:

Item	Description
None	No border line.
ǀ Solid Line	Draws solid border lines.
⋮ Dotted Line	Draws dotted border lines.
⊹ Positioning Mark	Puts a mark on the border line position.

Use the procedure below to select the default value for border line.
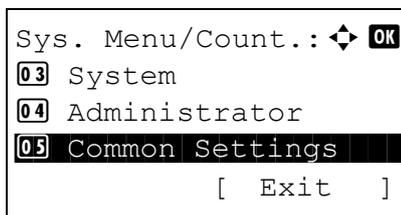
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
              [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
              [  Exit   ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
              [  Exit   ]
```

4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Detail Setting].

6 Press the **OK** key. The Detail Setting menu appears.

```
Detail Setting:   ✦ OK
01 2 in 1 layout
02 4 in 1 Layout
03 Border Line
              [  Exit   ]
```
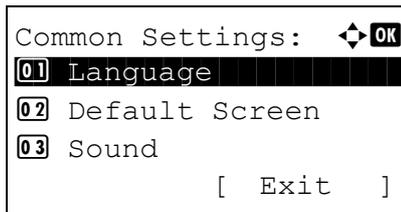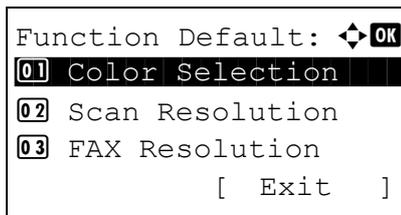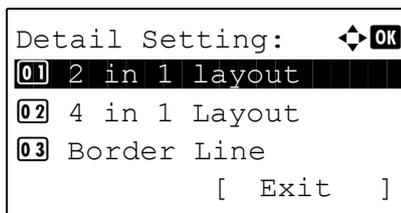
7 Press the △ or ▽ key to select [Border Line].

```
Border Line:        ✦ OK
01 *    None
02  |   Solid Line
03  ⋮   Dotted Line
```
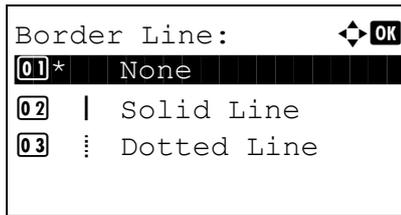
8 Press the **OK** key. Border Line appears.

9 Press the △ or ▽ key to select [None], [| Solid Line], [⋮ Dotted Line] or [÷ Positioning Mark].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

Image Quality

Select the default value for image quality when File Format is selected. Select the default value in the range from [1 Low(High Comp)] (high compression) to [5 High(Low Comp)] (low compression).

Use the procedure below to select the default value for image quality.
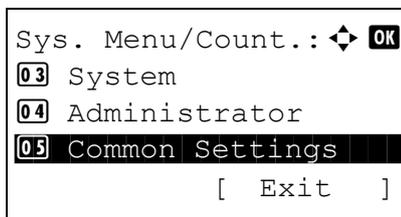
```
Sys. Menu/Count.: ✦ OK
03 System
04 Administrator
05 Common Settings
          [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ✦ OK
01 Language
02 Default Screen
03 Sound
          [  Exit    ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
          [  Exit    ]
```

4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Detail Setting].

```
Detail Setting:    ◆ OK
01 2 in 1 layout
02 4 in 1 Layout
03 Border Line
           [ Exit  ]
```
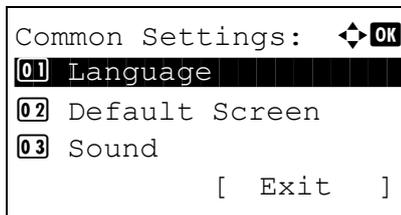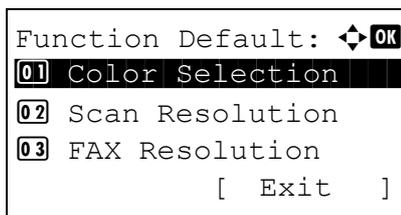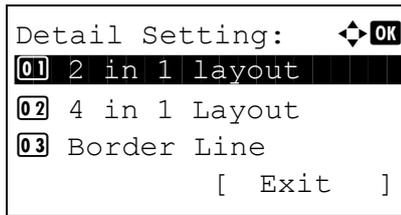
6 Press the **OK** key. The Detail Setting menu appears.
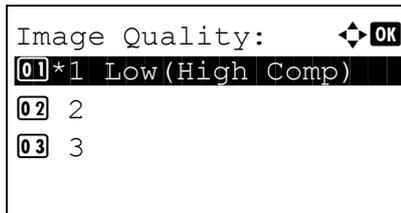
7 Press the △ or ▽ key to select [Image Quality].

8 Press the **OK** key. Image Quality appears.

```
Image Quality:     ◆ OK
01*1 Low(High Comp)
02 2
03 3
```

9 Press the △ or ▽ key to select from [1 Low(High Comp)] to [5 High(Low Comp)].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

Color TIFF Comp.

Set the default value for compression method for TIFF images handled by this machine.

Use the procedure below to set the default value for color TIFF compression method.
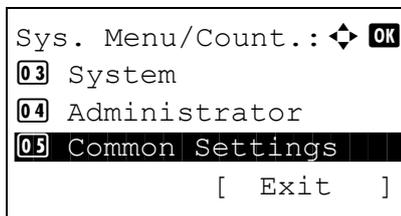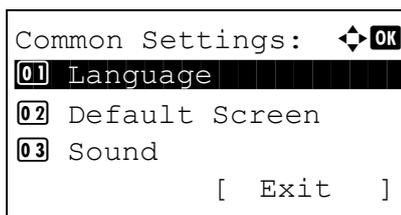
```
Sys. Menu/Count.: ◆ OK
03 System
04 Administrator
05 Common Settings
           [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Common Settings].

```
Common Settings:  ◆ OK
01 Language
02 Default Screen
03 Sound
           [ Exit  ]
```

2 Press the **OK** key. The Common Settings menu appears.

3 Press the △ or ▽ key to select [Function Default].

```
Function Default: ✦ OK
01 Color Selection
02 Scan Resolution
03 FAX Resolution
           [  Exit    ]
```

4 Press the **OK** key. The Function Default menu appears.

5 Press the △ or ▽ key to select [Detail Setting].

6 Press the **OK** key. The Detail Setting menu appears.

```
Detail Setting:    ✦ OK
01 2 in 1 layout
02 4 in 1 Layout
03 Border Line
           [  Exit    ]
```
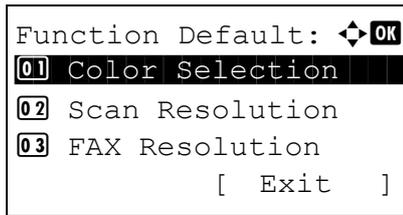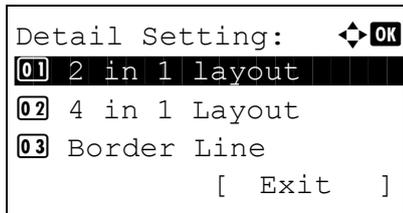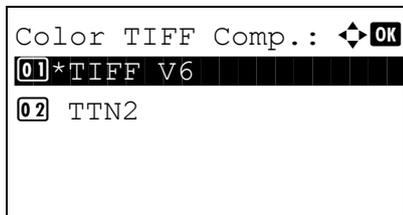
7 Press the △ or ▽ key to select [Color TIFF Comp.].

8 Press the **OK** key. Color TIFF Comp. appears.

```
Color TIFF Comp.: ✦ OK
01 *TIFF V6
02 TTN2
```

9 Press the △ or ▽ key to select [TIFF V6] or [TTN2].

10 Press the **OK** key. *Completed.* is displayed and the screen returns to the Detail Setting menu.

Copy Settings

The following settings are available for copying functions.

- Photo Processing …8-55
- ID Card Copy …8-56
- Select Key Set …8-57

Photo Processing

Set the resolution for copying a photo.

Item	Description
Dithering(Normal)	Sets the resolution to standard.
Dithering(Rough)	Sets the resolution to low.

Use the procedure below to set Photo Processing.
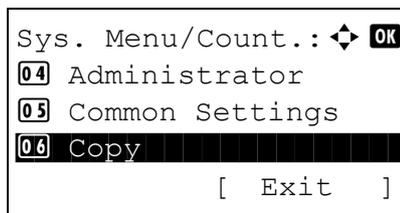
```
Sys. Menu/Count.: ✦ OK
04 Administrator
05 Common Settings
06 Copy
            [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Copy].

```
Copy:              ✦ OK
01 Photo Processing
02 Select Key Set.

            [  Exit    ]
```
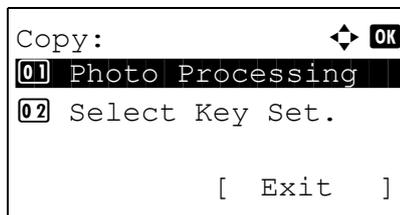
2 Press the **OK** key. The Copy menu appears.
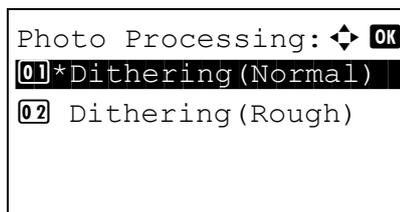
3 Press the △ or ▽ key to select [Photo Processing].

4 Press the **OK** key. Photo Processing appears.

```
Photo Processing: ✦ OK
01*Dithering(Normal)
02 Dithering(Rough)
```

5 Press the △ or ▽ key to select [Dithering(Normal)] or [Dithering(Rough)].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Copy menu.

ID Card Copy

ID Card Copy function is registered to the Left Select key or Right Select key.

Use the procedure below to specify whether this function should be used.
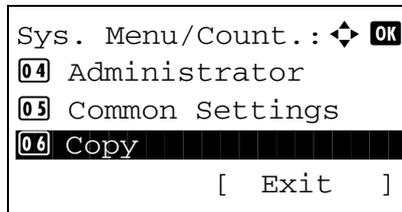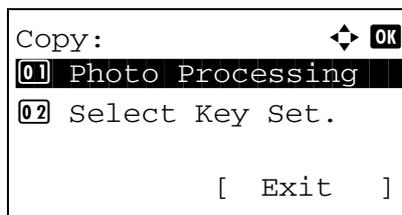
```
Sys. Menu/Count.: ✦ ▣
04 Administrator
05 Common Settings
06 Copy
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Copy].

```
Copy:               ✦ ▣
01 Photo Processing
02 Select Key Set.

            [  Exit   ]
```

2 Press the **OK** key. The Copy menu appears.

3 Press the △ or ▽ key to select [Select Key Set.].

4 Press the **OK** key. Select Key Set. appears.

5 Press the △ or ▽ key to select [Left] or [Right] and then press the **OK** key.

6 Press the △ or ▽ key to select [ID Card Copy].

7 Press the **OK** key. *Completed.* is displayed and the screen returns to the Select Key Set. menu.

8 Press[Exit] (the Right Select key) to returns to the Copy menu.

Select Key Set

If you register a function to the **Left Select** key or **Right Select** key, you can quickly set the function when using copy functions.

You can register one of the following functions to each key.

- None
- ID Card Copy
- Collate
- Zoom
- Combine
- Original Size
- Orig.Orientation
- Original Image
- Density
- EcoPrint
- Continuous Scan
- File Name Entry
- Print Override

Use the procedure below to set Select Key Set.

```
Sys. Menu/Count.: ✦ OK
04 Administrator
05 Common Settings
06 Copy
           [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Copy].

```
Copy:              ✦ OK
01 Photo Processing
02 Select Key Set.

           [ Exit    ]
```

2 Press the **OK** key. The Copy menu appears.

3 Press the △ or ▽ key to select [Select Key Set.].

4 Press the **OK** key. Select Key Set. appears.

```
Select Key Set.:  ✦ OK
01 Left
02 Right

           [ Exit    ]
```

5 Press the △ or ▽ key to select [Left] or [Right].

```
Left:               ✧ OK
[01] None
[02]*ID Card Copy ▮▮▮▮▮
[03] Collate
```

6 Press the **OK** key. This displays the function selection screen for the flexible key selected in step 5. The screen shown is the one when [Left] is selected.

7 Press the △ or ▽ key to select the function you want to register to the flexible key.

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Select Key Set. menu.
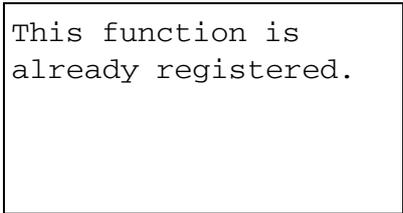
```
This function is
already registered.
```

IMPORTANT: If you try to set the function that is registered to the other flexible key, you cannot set it and *This function is already registered.* is displayed.

Printer Settings

Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

EcoPrint

EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.

Use the procedure below to specify the EcoPrint setting.
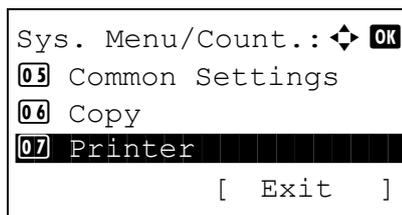
```
Sys. Menu/Count.: ✧ OK
05 Common Settings
06 Copy
07 Printer
           [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:          ✧ OK
01 Eco Print
02 Override A4/LTR
03 Copies
           [  Exit    ]
```
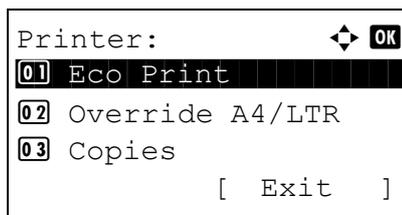
2 Press the **OK** key. The Printer menu appears.
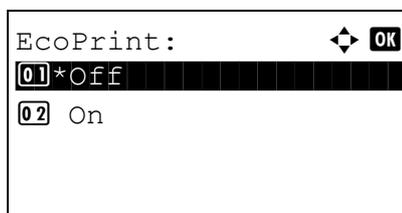
3 Press the △ or ▽ key to select [EcoPrint].

4 Press the **OK** key. EcoPrint appears.

```
EcoPrint:         ✧ OK
01*Off
02 On
```

5 Press the △ or ▽ key to select [Off] or [On].

8

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

Override A4/LTR

Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. The table below shows the available settings.

| Item	Description
On	A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Off	A4 and Letter are not regarded as the same in size.

Use the procedure below to specify the override A4/Letter setting. The default setting is *On*.
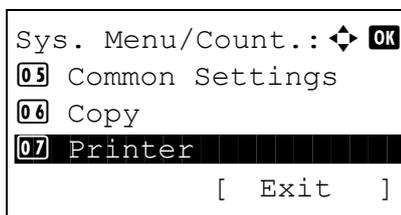
```
Sys. Menu/Count.: ✦ OK
05  Common Settings
06  Copy
07  Printer
            [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:          ✦ OK
01  Eco Print
02  Override A4/LTR
03  Copies
            [  Exit    ]
```
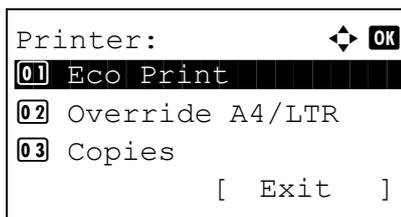
2 Press the **OK** key. The Printer menu appears.
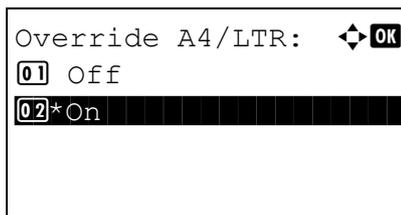
3 Press the △ or ▽ key to select [Override A4/LTR].

4 Press the **OK** key. Override A4/LTR appears.

```
Override A4/LTR:  ✦ OK
01  Off
02 *On
```

5 Press the △ or ▽ key to select [Off] or [On].

**6** Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

Copies

Set the default number of copies, from 1 to 99.

Use the procedure below to specify the default number of copies.
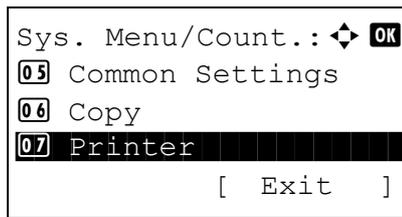
```
Sys. Menu/Count.: ✧ OK
05 Common Settings
06 Copy
07 Printer
          [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:           ✧ OK
01 EcoPrint
02 Override A4/LTR
03 Copies
          [  Exit   ]
```
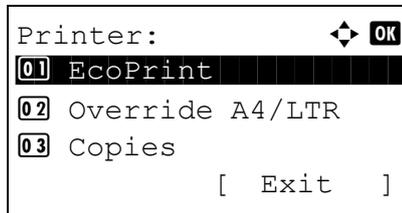
2 Press the **OK** key. The Printer menu appears.
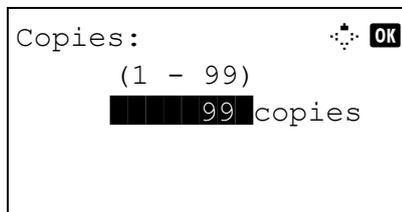
3 Press the △ or ▽ key to select [Copies].

4 Press the **OK** key. Copies appears.

```
Copies:           ⟷ OK
     (1 - 99)
        99 copies
```

5 Press the △ or ▽ key or the numeric keys to set the default number of copies.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

Orientation

Set the default orientation, *Portrait* or *Landscape*.

Portrait	Landscape
Printer	Printer
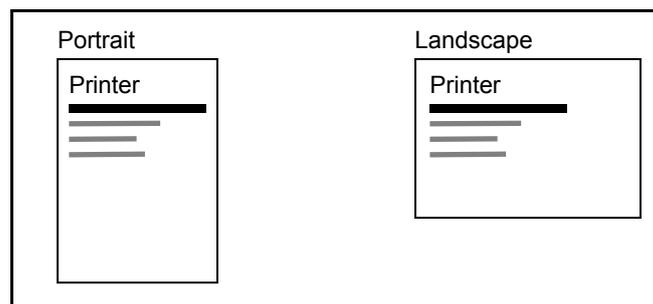
Use the procedure below to set the default orientation for printing.
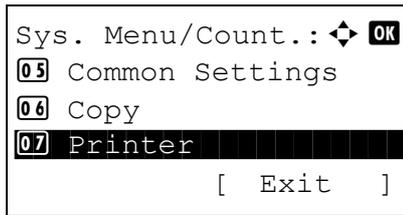
```
Sys. Menu/Count.: ✦ OK
05 Common Settings
06 Copy
07 Printer
            [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:          ✦ OK
01 Eco Print
02 Override A4/LTR
03 Copies
            [  Exit  ]
```
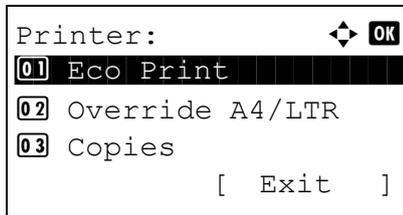
2 Press the **OK** key. The Printer menu appears.
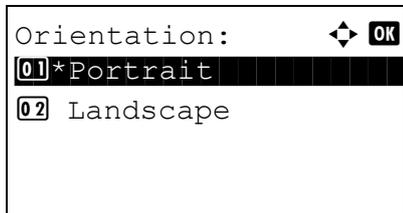
3 Press the △ or ▽ key to select [Orientation].

4 Press the **OK** key. Orientation appears.

```
Orientation:      ✦ OK
01*Portrait
02 Landscape
```

5 Press the △ or ▽ key to select [Portrait] or [Landscape].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

FormFeed Timeout

Receiving print data from the computer, the machine may sometimes wait if there is no information signalling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.

Use the procedure below to set the form feed timeout.
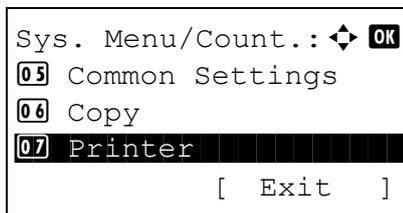
```
Sys. Menu/Count.: ✦ OK
05 Common Settings
06 Copy
07 Printer
            [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:          ✦ OK
0⃝1 Eco Print
0⃝2 Override A4/LTR
0⃝3 Copies
            [  Exit  ]
```
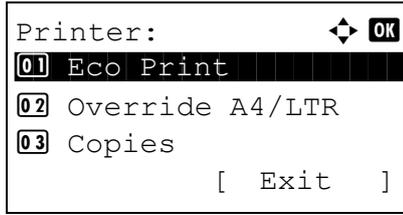
2 Press the **OK** key. The Printer menu appears.
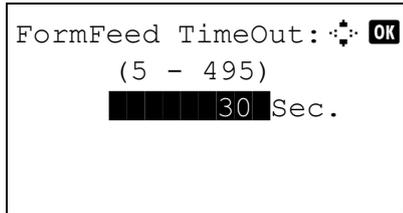
3 Press the △ or ▽ key to select [FormFeed Timeout].

4 Press the **OK** key. FormFeed Timeout appears.

```
FormFeed TimeOut: ✛ OK
      (5 - 495)
         30 Sec.
```

5 Press the △ or ▽ key to set the Form Feed Timeout. You can set the timeout delay in seconds. You cannot use the numeric keys to enter this value.

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

LF Action

Set the line feed action when the machine receives the line feed code (character code 0AH). The table below shows the available settings. The default setting is *LF Only*.

Item	Description
LF Only	Only line feed performed.
LF and CR	Line feed and character return performed.
Ignore LF	No line feed performed.

Use the procedure below to specify a LF action.
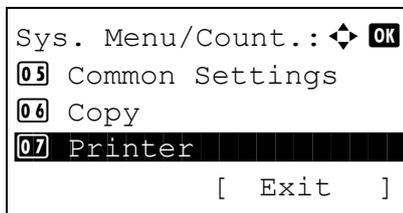
```
Sys. Menu/Count.: ✦ OK
0⃝5 Common Settings
0⃝6 Copy
0⃝7 Printer
            [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:          ✦ OK
01 Eco Print
02 Override A4/LTR
03 Copies
              [  Exit  ]
```
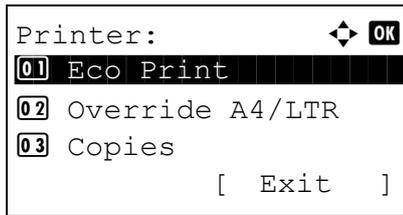
2 Press the **OK** key. The Printer menu appears.
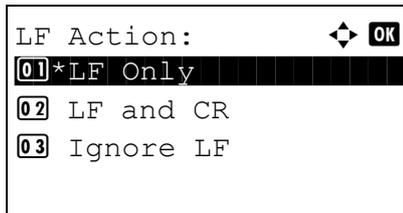
3 Press the △ or ▽ key to select [LF Action].

4 Press the **OK** key. LF Action appears.

```
LF Action:        ✦ OK
01*LF Only
02 LF and CR
03 Ignore LF
```

5 Press the △ or ▽ key to select [LF Only], [LF and CR] or [Ignore LF].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

CR Action

Set the character return action when the machine receives the character return code (character code 0DH). The table below shows the available settings. The default setting is *CR Only*.

Item	Description
CR Only	Only character return performed.
LF and CR	Character return and line feed performed.
Ignore CR	No character return performed.

Use the procedure below to specify a CR action.
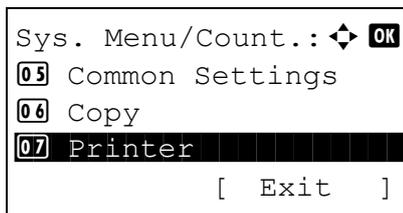
```
Sys. Menu/Count.: ✦ OK
05 Common Settings
06 Copy
07 Printer
              [  Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Printer].

```
Printer:              ✦ OK
01 Eco Print
02 Override A4/LTR
03 Copies
              [  Exit  ]
```
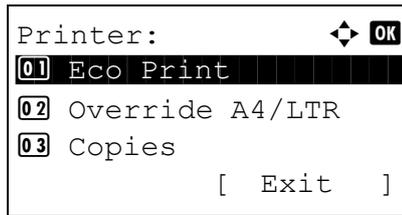
2 Press the **OK** key. The Printer menu appears.
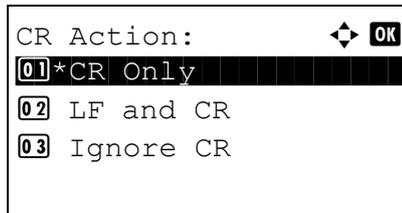
3 Press the △ or ▽ key to select [CR Action].

4 Press the **OK** key.

```
CR Action:            ✦ OK
01*CR Only
02 LF and CR
03 Ignore CR
```

5 Press the △ or ▽ key to select [CR Only], [LF and CR] or [Ignore CR].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Printer menu.

8

Scan to USB Settings

Select Key Set

If you register a function to the **Left Select** key or **Right Select** key, you can quickly set the function when saving to a USB memory.

You can register one of the following functions to each key for either of saving to a USB memory.

Store

*   None
*   Color Selection
*   Original Size
*   Original Image
*   Scan Resolution
*   Storing Size
*   Zoom
*   Orig.Orientation
*   Continuous Scan
*   File Format
*   File Name Entry
*   Density

Use the procedure below to set Select Key Set.

```
Sys. Menu/Count.: ✧ OK
07 Printer
08 FAX
09 USB Memory
            [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Scan to USB].

```
USB Memory:        ✧ OK
01 Select Key Set.


            [ Exit    ]
```
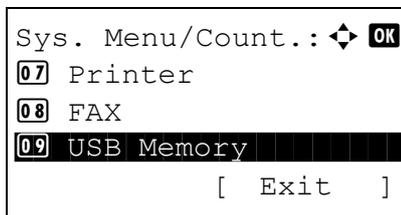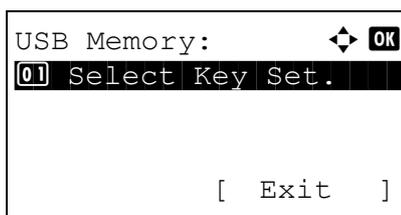
2 Press the **OK** key. The USB Memory menu appears.

3 Press the △ or ▽ key to select [Select Key Set.].

```
Select Key Set.:  ✧ OK
01 Store


            [ Exit    ]
```

4 Press the **OK** key. Select Key Set. appears.

```
Store:            ✦ OK
[01] Left
[02] Right


         [  Exit   ]
```
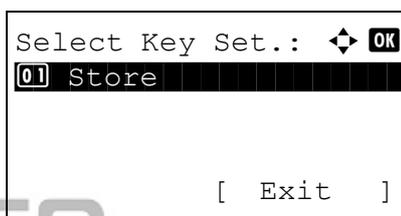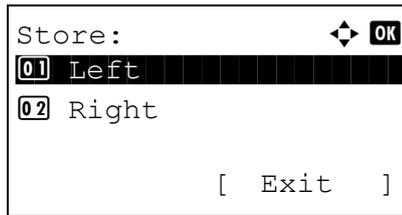
5 Press the **OK** key. This displays the flexible key selection screen for the function selected in step 5.
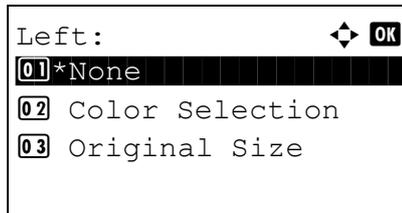
6 Press the △ or ▽ key to select [Left] or [Right].

```
Left:             ✦ OK
[01]*None
[02] Color Selection
[03] Original Size
```

7 Press the **OK** key. This displays the function selection screen for the flexible key selected in step 7. The screen shown is the one when [Left] is selected.

8 Press the △ or ▽ key to select the function you want to register to the flexible key.

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the flexible key selection screen.

```
This function is
already registered.
```

IMPORTANT: If you try to set the function that is registered to the other flexible key, you cannot set it and *This function is already registered.* is displayed.

8

Printing Reports

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

Printing Reports

Printable reports are as follows.

### Menu map

Outputs a menu map of this machine.
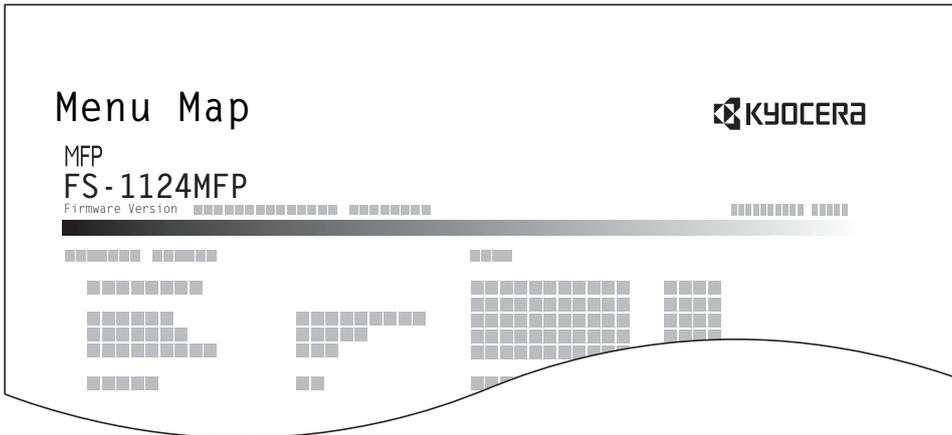

Status Page

Check the information including current settings, available memory space, and optional equipment installed.
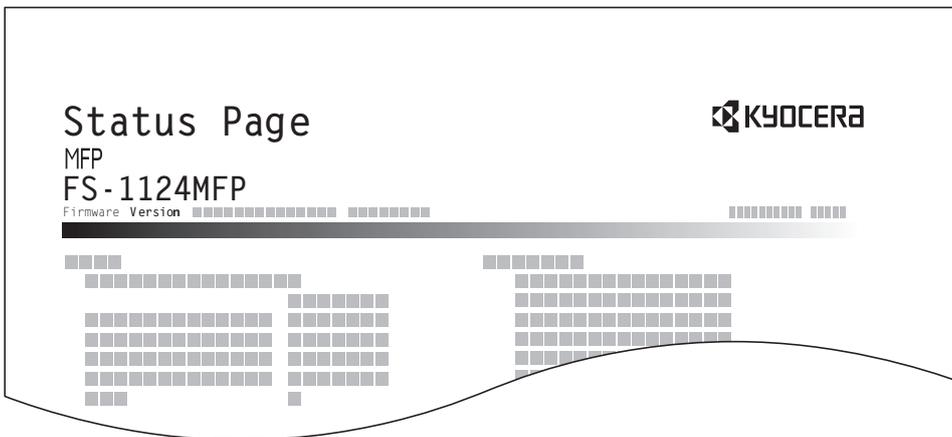
Use the procedure below to print a Menu Map / Status Page.

```
Sys. Menu/Count.: ✧ OK
0️⃣1️⃣ Report ▮▮▮▮▮▮▮▮▮▮▮▮▮
0️⃣2️⃣ Counter
0️⃣3️⃣ System
           [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Report].

```
Report:          ✧ OK
0️⃣1️⃣ Report Print ▮▮▮▮▮
0️⃣2️⃣ Admin Rpt Set.
0️⃣3️⃣ Result Rpt Set.
           [  Exit    ]
```
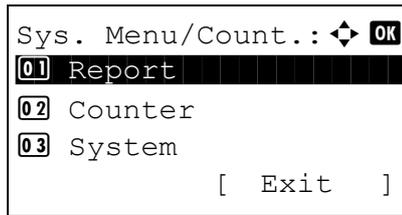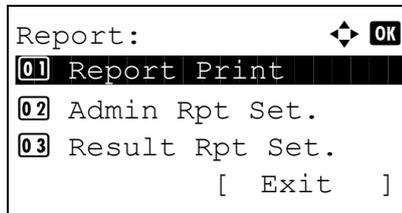
2 Press the **OK** key. The Report menu appears.
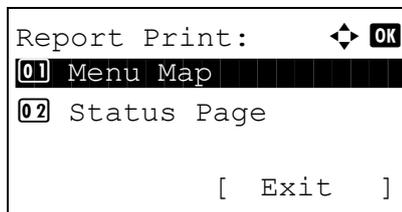
3 Press the △ or ▽ key to select [Report Print].

4 Press the **OK** key. The Report Print menu appears.

```
Report Print:    ✧ OK
0️⃣1️⃣ Menu Map ▮▮▮▮▮▮▮▮
0️⃣2️⃣ Status Page


           [  Exit    ]
```
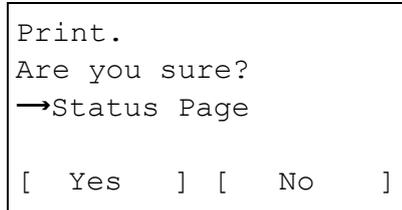
5 Press the △ or ▽ key to select [Menu Map] or [Status Page].

6 Press the **OK** key. A confirmation screen appears.

The screen shown is the one when Status Page is selected.

```
Print.
Are you sure?
→Status Page

[  Yes    ] [   No    ]
```

7 Press [Yes] (the **Left Select** key). The selected report is output. *Accepted.* is displayed and the screen returns to the Report Print menu.

NOTE: When acceptance of jobs is prohibited, *Print, storing functions are restricted now.* is displayed and the output is canceled.

Service Status Page

More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.

Use the procedure below to print a Service Status.
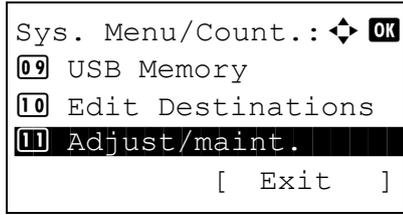
```
Sys. Menu/Count.: ✦ OK
09 USB Memory
10 Edit Destinations
11 Adjust/maint.
              [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Adjust/Maint.].

```
Adjust/Maint.:    ✦ OK
01 Copy Denst. Adj.
02 Send/USB Density
03 Correct. Bk Line
              [  Exit    ]
```
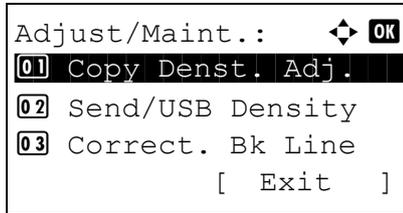
2 Press the **OK** key. The Adjust/Maint. menu appears.
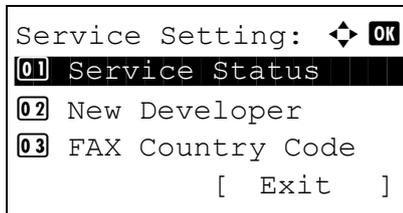
3 Press the △ or ▽ key to select [Service Setting].

4 Press the **OK** key. Service Setting appears.

```
Service Setting:  ✦ OK
01 Service Status
02 New Developer
03 FAX Country Code
              [  Exit    ]
```
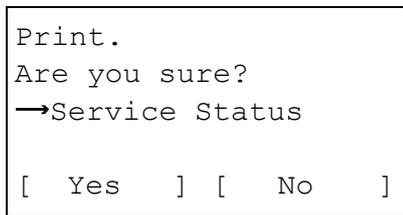
5 Press the △ or ▽ key to select [Service Status].

6 Press the **OK** key. A confirmation screen appears.

The screen shown is the one when Service Status is selected.

```
Print.
Are you sure?
➞Service Status

[  Yes    ] [    No    ]
```

7 Press [Yes] (the **Left Select** key). The selected report is output. *Accepted.* is displayed and the screen returns to the Service Setting menu.

NOTE: When acceptance of jobs is prohibited, *Print, storing functions are restricted now.* is displayed and the output is canceled.

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

- Copy Denst. Adj. …8-71
- Send/USB Density …8-72
- Correct. Bk Line …8-73
- New Developer...8-74

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Copy Denst. Adj.

Adjust copy density. Adjustment can be made in 7 levels both in auto and manual density modes.

Use the procedure below to adjust the copy density.

```
Sys. Menu/Count.: ✦ OK
09 USB Memory
10 Edit Destinations
11 Adjust/maint.
          [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Adjust/Maint.].

```
Adjust/Maint.:    ✦ OK
01 Copy Denst. Adj.
02 Send/USB Density
03 Correct. Bk Line
          [  Exit    ]
```

2 Press the **OK** key. The Adjust/Maint. menu appears.

3 Press the △ or ▽ key to select [Copy Denst. Adj.].

4 Press the **OK** key. Copy Denst. Adj. appears.
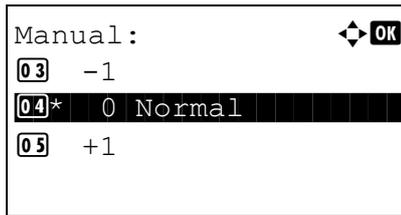
```
Copy Denst. Adj.: ✦ OK
01 Auto
02 Manual

          [  Exit    ]
```

5 Press the △ or ▽ key to select [Auto] or [Manual].

```
Manual:          ✦ OK
03   -1
04*   0 Normal
05   +1
```

6 Press the **OK** key. This displays the density selection screen for the mode selected in step 5. The screen shown is the one when [Manual] is selected.

7 Press the △ or ▽ key to select the density from [-3 Lighter] to [+3 Darker].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to Copy Denst. Adj. menu.

Send/USB Density

Adjust scan density when storing the data in USB Memory. Adjustment can be made in 7 levels both in auto and manual density modes.
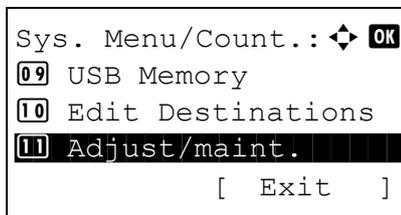
```
Sys. Menu/Count.: ✦ OK
09  USB Memory
10  Edit Destinations
11  Adjust/maint.
              [ Exit ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Adjust/Maint.].

```
Adjust/Maint.:    ✦ OK
01 Copy Denst. Adj.
02 Send/USB Density
03 Correct. Bk Line
              [ Exit ]
```
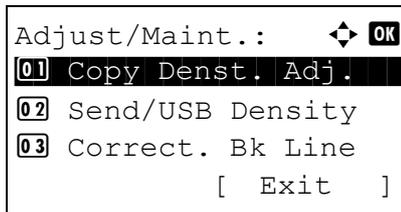
2 Press the **OK** key. The Adjust/Maint. menu appears.
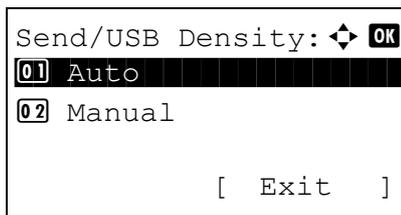
3 Press the △ or ▽ key to select [Send/USB Density].

4 Press the **OK** key. Send/USB Density appears.
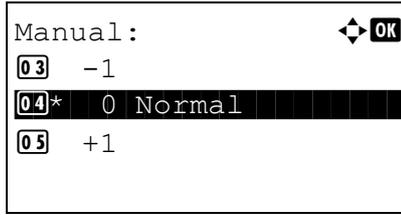
```
Send/USB Density: ✦ OK
01 Auto
02 Manual

              [ Exit ]
```

5 Press the △ or ▽ key to select [Auto] or [Manual].

```
Manual:          ✦OK
03  −1
04* 0 Normal ███│││││
05  +1
```

6 Press the **OK** key. This displays the density selection screen for the mode selected in step 5. The screen shown is the one when [Manual] is selected.

7 Press the △ or ▽ key to select the density from [-3 Lighter] to [+3 Darker].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the Send/USB Density menu.

Correct. Bk Line

Correct fine black lines (black streaks caused by contamination), which may appear on the copies, when the document processor used.

Paper feed direction

K
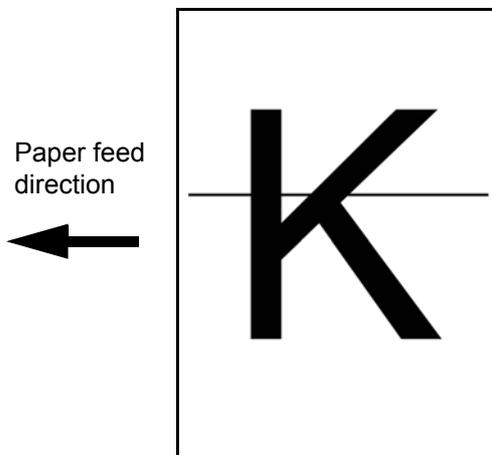
The table below shows the available settings.

Item	Description
Off	No correction performed.
On(Low)	Correction performed. The reproduction of the image becomes lower when using Off.
On(High)	Correction performed. Select this item if black streak remains after using On (Low). The reproduction of the image becomes lower when using On (Low).

NOTE: Using Correcting Fine Black Line can impair reproduction of fine characters. It is recommended to keep the default ([Off]).

Use the procedure below to specify the setting for correcting fine black lines.
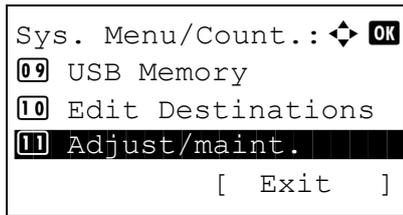
```
Sys. Menu/Count.: ✦ OK
09 USB Memory
10 Edit Destinations
11 Adjust/maint.
             [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Adjust/Maint.].

```
Adjust/Maint.:   ✦ OK
01 Copy Denst. Adj.
02 Send/USB Density
03 Correct. Bk Line
             [ Exit  ]
```
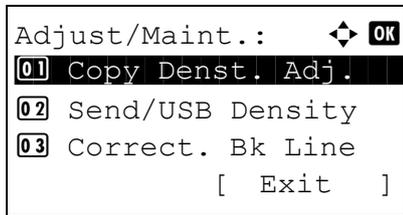
2 Press the **OK** key. The Adjust/Maint. menu appears.
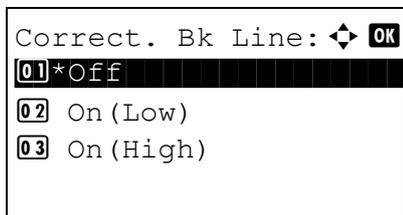
3 Press the △ or ▽ key to select [Correct. Bk Line].

4 Press the **OK** key. Correct. Bk Line appears.

```
Correct. Bk Line: ✦ OK
01*Off
02 On(Low)
03 On(High)
```

5 Press the △ or ▽ key to select [Off], [On(Low)] or [On(High)].

6 Press the **OK** key. *Completed.* is displayed and the screen returns to the Adjust/Maint. menu.

New Developer

When the printing is too light or incomplete, even though there is enough toner, refresh the developer.

```
Sys. Menu/Count.: ✦ OK
09 USB Memory
10 Edit Destinations
11 Adjust/maint.
             [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Adjust/Maint.].

```
Adjust/Maint.:   ✦ OK
01 Copy Denst. Adj.
02 Send/USB Density
03 Correct. Bk Line
             [ Exit  ]
```
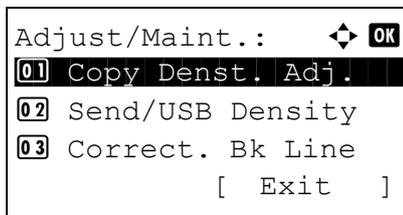
2 Press the **OK** key. The Adjust/Maint. menu appears.

3 Press the △ or ▽ key to select [Service Setting].

```
Service Setting:  ✧ OK
0️⃣ Service Status
0️⃣ New Developer
0️⃣ FAX Country Code
          [  Exit   ]
```

4 Press the **OK** key. The Service Setting menu appears.

5 Press the △ or ▽ key to select [New Developer].

6 Press the **OK** key. A confirmation screen appears.

```
New Developer.
Are you sure?


[  Yes   ] [   No    ]
```

7 Press [Yes] (the **Left Select** key). *Completed.* is displayed and the screen returns to the Service Setting menu.

8

Editing Destination (Address Book/Adding One-Touch Keys)

Save frequently used destinations to Address Book or One-touch keys. The saved destinations can be changed. The destinations are available for Fax Transmission.

Adding an Individual Destination

A maximum of 100 individual addresses can be registered. Each address can include the information such as destination name and FAX No..

NOTE:

• Refer to *Character Entry Method on Appendix-2* for details on entering characters.

Use the procedure below to register a new individual contact.
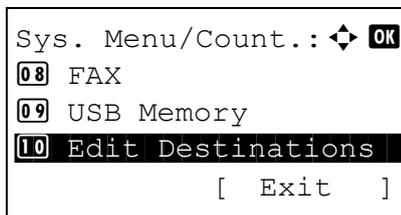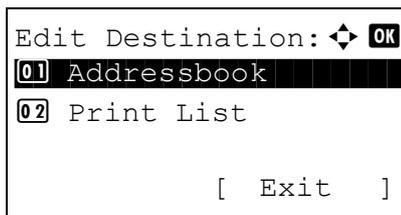
```
Sys. Menu/Count.: ✦ OK
08 FAX
09 USB Memory
10 Edit Destinations
          [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Edit Destination].

```
Edit Destination: ✦ OK
01 Addressbook
02 Print List

          [  Exit   ]
```

2 Press the **OK** key. The Edit Destination menu appears.
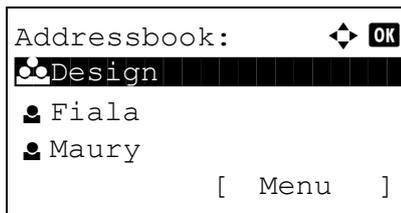
3 Press the △ or ▽ key to select [Address Book].

4 Press the **OK** key. The Address Book list screen appears.

```
Addressbook:       ✦ OK
  Design
👤 Fiala
👤 Maury
          [  Menu   ]
```

NOTE: If the destinations are not registered, there is no list in the Address Book.
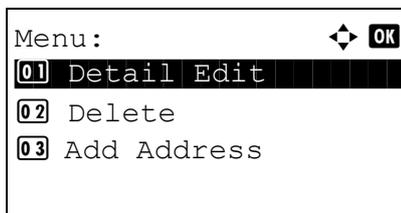
```
Menu:              ✦ OK
01 Detail Edit
02 Delete
03 Add Address
```

5 Press [Menu] (the **Right Select** key). Menu appears.

6 Press the △ or ▽ key to select [Add Address].

```
Add Address:      ✦ OK
01 Contact
02 Group
```

7 Press the **OK** key. Add Address appears.

```
Detail:           ✦ OK
Contact Name     1/3
Sally

          [  Edit   ]
```
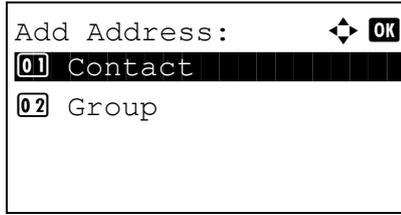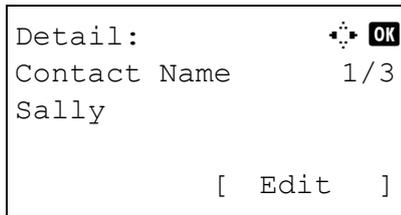
8 Press the △ or ▽ key to select [Contact].

9 Press the **OK** key. This displays the screen for editing destinations.

NOTE: If the maximum number of destinations has already been registered, the screen will display *Registered numbers exceeded.* and return to the Address Book.

10 Enter each item and then press the **OK** key. *Registered.* is displayed and the screen returns to the Address Book list screen.

Refer to the descriptions below for how to enter each item.

Entering Contact Name
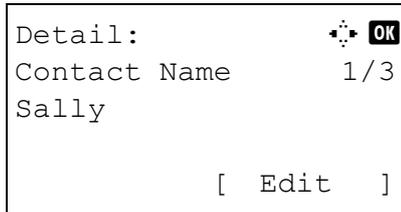
```
Detail:           ✦ OK
Contact Name     1/3
Sally

          [  Edit   ]
```

1 Press the ◁ or ▷ key to select [Contact Name].

```
Contact Name:     ✦ OK
Sally█
        ◢
          ABC
       [  Text   ]
```
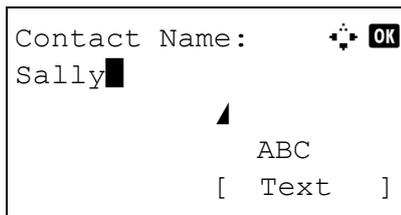
2 Press [Edit] (the **Right Select** key). An entry screen appears.

3 Enter the contact name.

If creating a new contact name, the address number allocated to the destination is already entered.

4 Press the **OK** key. The contact name is registered.

Address Number

Address Number is an ID for a destination. When creating a new destination, the smallest unused address number is automatically allocated. You can select any available number out of 100 numbers for individuals and 20 numbers for groups.

```
Detail:          ✦  OK
Address Number:    3/3
053


          [  Edit    ]
```

1 Press the ◁ or ▷ key to display Address Number.

```
Address Number:   ✦  OK
      (001 - 120)
    ▉▏▏▏▏053▏
```
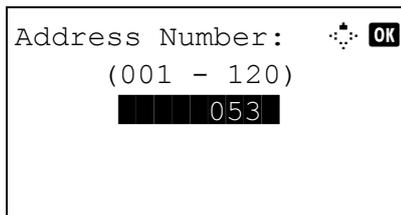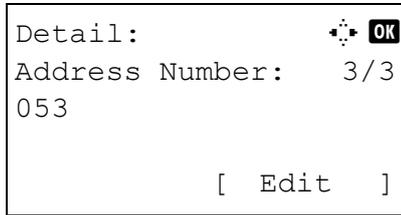
2 Press [Edit] (the **Right Select** key). An entry screen appears.

3 Press the △ or ▽ key or the numeric keys to enter the address number.

4 Press the **OK** key. The address number is registered.

NOTE: If you enter an address number that is already registered, the screen will display *This address number is already registered.* and return to the screen of step 2.

Adding a Group

Compile two or more individuals into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 20 groups can be added in the Address Book.

NOTE: Before adding a group in the Address Book, the individuals to be included in the group must be added first.

Use the procedure below to register a group.
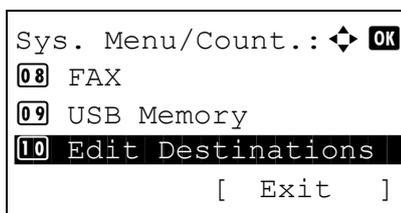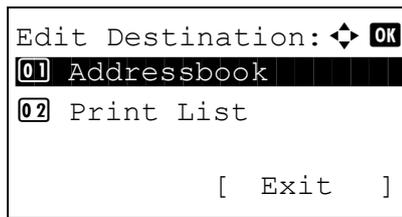
```
Sys. Menu/Count.: ✦ OK
⓼ FAX
⓽ USB Memory
⓾ Edit Destinations
          [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Edit Destination].

```
Edit Destination: ✧ OK
01 Addressbook
02 Print List

              [  Exit  ]
```

2 Press the **OK** key. The Edit Destination menu appears.

3 Press the △ or ▽ key to select [Address Book].

```
Addressbook:      ✧ OK
  Design
  Fiala
  Maury
              [  Menu  ]
```

4 Press the **OK** key. The Address Book list screen appears.

```
Menu:             ✧ OK
01 Detail/Edit
02 Delete
03 Add Address

```
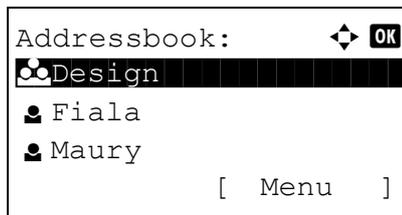
5 Press [Menu] (the **Right Select** key). Menu appears.

6 Press the △ or ▽ key to select [Add Address].

7 Press the **OK** key. Add Address appears.

```
Add Address:      ✧ OK
01 Contact
02*Group

```

8 Press the △ or ▽ key to select [Group].

```
Detail:           ◦᠂◦ OK
Group Name:       1/3
GUI Section

              [  Edit  ]
```
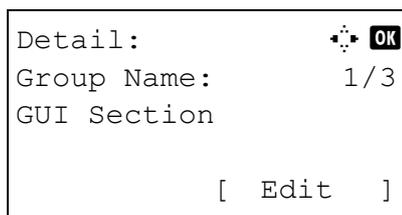
9 Press the **OK** key. This displays the screen for editing groups.

NOTE: If the maximum number of groups has already been registered, the screen will display *Registered numbers exceeded.* and return to the Address Book.

10 Enter each item and then press the **OK** key. *Registered.* is displayed and the screen returns to the Address Book list screen.

Refer to the descriptions below for how to enter each item.

8

Entering Group Name
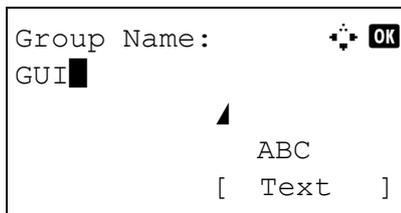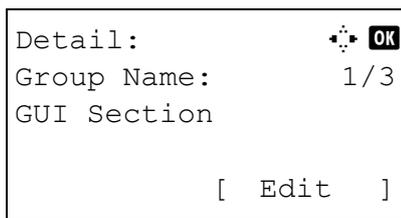
```
Detail:            ·:· OK
Group Name:         1/3
GUI Section


            [  Edit   ]
```

1 Press the ◁ or ▷ key to display Group Name.

```
Group Name:        ·:· OK
GUI█
                ◢
               ABC
            [  Text   ]
```

2 Press [Edit] (the **Right Select** key). An entry screen appears.

3 Enter the group name.

If creating a new group name, the address number allocated to the destination is already entered.

4 Press the **OK** key. The group name is registered.

Entering Group Member

```
Detail:            ·:· OK
Group Member:       2/3
30


            [  Edit   ]
```
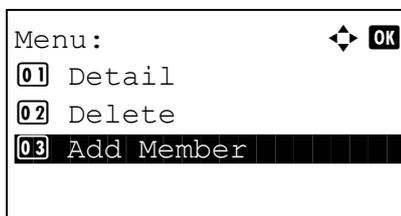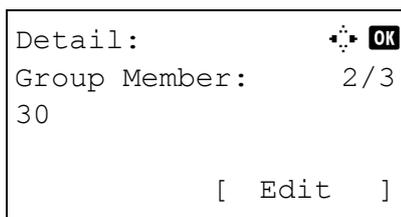
1 Press the ◁ or ▷ key to display Group Member.

```
Group Member:      ✦ OK
🔲Sally
🔲Morgan
🔲Morgan
            [  Menu   ]
```

2 Press [Edit] (the **Right Select** key). This displays the list of destinations registered to the group.

```
Menu:              ✦ OK
01 Detail
02 Delete
03 Add Member

```

3 Press [Menu] (the **Right Select** key). The group editing menu appears.

4 Press the △ or ▽ key to select [Add Member].
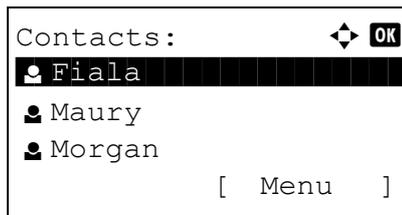
```
Contacts:        ✦ OK
👤Fiala
👤Maury
👤Morgan
          [  Menu    ]
```

5 Press the **OK** key. This displays the list of destinations registered in the Address Book.

NOTE: If 100 members have already been registered in the group, the screen will display *Registered numbers exceeded.* and return to the Group Member.
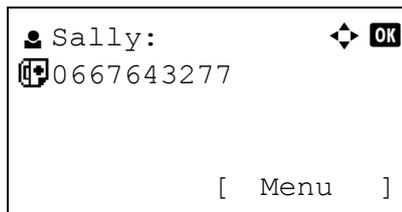
6 Press the △ or ▽ key to select the destination you want to add to the group.

```
👤Sally:          ✦ OK
📠0667643277



          [  Menu    ]
```

7 Press the **OK** key. This displays the sending address registered to the selected destination.

8 Press the △ or ▽ key to select the sending address.

9 Press the **OK** key. The selected destination is added to the group and the screen returns to Group Member.

NOTE: If you select an individual destination that has already been registered to the group, the screen will display *This address is already registered.* and return to the screen of step 7.

Deleting member from group

To delete a member registered to the group, follow the procedure below.

```
Group Member:    ✦ OK
📠Sally
📠Morgan
📠Morgan
          [  Menu    ]
```

1 While Group Member is displayed, press [Edit] (the **Right Select** key). This displays the list of destinations registered to the group.

2 Press the △ or ▽ key to select the destination you want to delete.

**3** Press [Menu] (the **Right Select** key). The group editing menu appears.

```
Menu:            ✦ OK
01 Detail
02 Delete
03 Add Member
```

```
Delete.
Are you sure?
→ Sally


[  Yes   ] [   No    ]
```
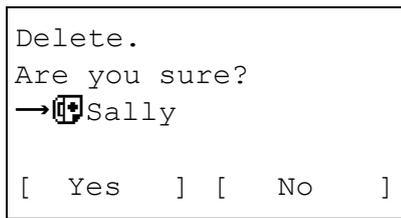
4 Press the △ or ▽ key to select [Delete].

5 Press the **OK** key. A confirmation message appears.

6 Press [Yes] (the **Left Select** key). *Completed.* is displayed and the screen returns to Group Member.

Entering Address Number

Address Number is an ID for a destination. When creating a new destination, the smallest unused address number is automatically allocated. You can select any available number out of 100 numbers for individuals and 20 numbers for groups.

```
Detail:          ⟐ OK
Address Number:   3/3
019

           [  Edit   ]
```

1 Press the ◁ or ▷ key to display Address Number.

```
Address Number:   ⟐ OK
    (001 - 120)
        053
```
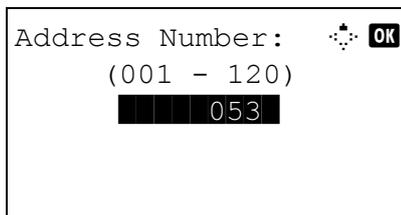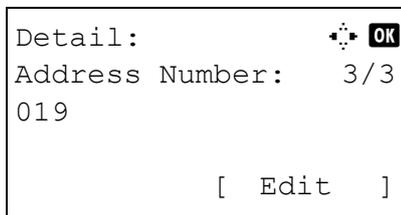
2 Press [Edit] (the **Right Select** key). An entry screen appears.

3 Press the △ or ▽ key or the numeric keys to enter the address number.

**4** Press the **OK** key. The address number is registered.

NOTE: If you enter an address number that is already registered, the screen will display *This address number is already registered.* and return to the screen of step 2.

Editing a Destination

Edit/delete the destinations (individuals) you added to the Address Book.

Use the procedure below to edit a destination.
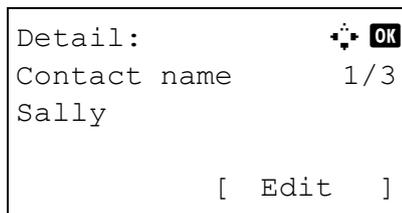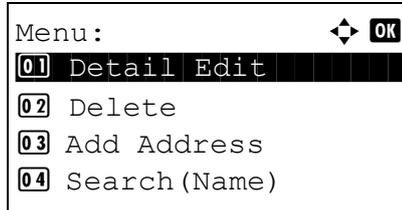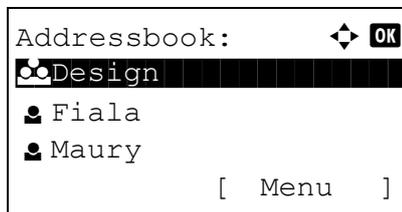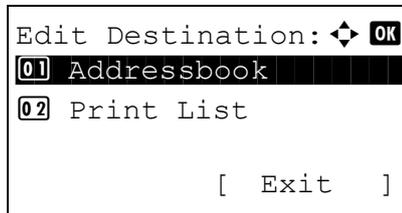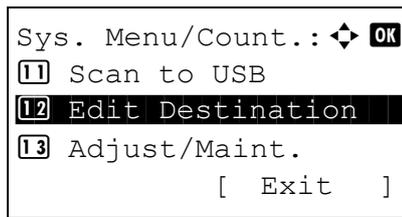
```
Sys. Menu/Count.: ✧ OK
⑪ Scan to USB
⑫ Edit Destination
⑬ Adjust/Maint.
            [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Edit Destination].

```
Edit Destination: ✧ OK
⓪❶ Addressbook
⓪❷ Print List

            [ Exit  ]
```

2 Press the **OK** key. The Edit Destination menu appears.

3 Press the △ or ▽ key to select [Address Book].

```
Addressbook:    ✧ OK
⚎Design
⚊ Fiala
⚊ Maury
            [ Menu  ]
```

4 Press the **OK** key. The Address Book list screen appears.

5 Press the △ or ▽ key to select the destination you want to edit.

```
Menu:           ✧ OK
⓪❶ Detail Edit
⓪❷ Delete
⓪❸ Add Address
⓪❹ Search(Name)
```

6 Press [Menu] (the **Right Select** key). Menu appears.

7 Press the △ or ▽ key to select [Detail/Edit].

```
Detail:         ⁖ OK
Contact name      1/3
Sally

            [ Edit  ]
```

8 Press the **OK** key. This displays the screen for editing the selected destination.

The screen shown is the one when an individual's destination is selected.

9 Edit items as necessary.

For how to edit each item, refer to *Adding an Individual Destination on page 8-76* and *Adding a Group on page 8-78*.

```
Overwrite.
Are you sure?
→🔲Sally


[  Yes  ] [   No   ]
```
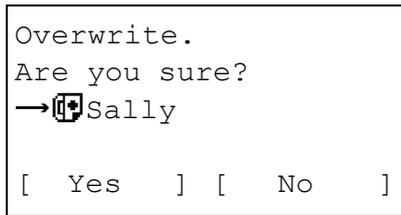
10 After completing editing, press the **OK** key. A confirmation screen appears.

11 Press [Yes] (the **Left Select** key). *Registered.* is displayed and the screen returns to the Address Book list screen.

Adding a Destination on One-touch Key

This machine has 4 one-touch keys and you can register 2 destinations to each of them.

The one-touch keys are arranged as shown below:

No.1	No.2	No.3	No.4

NOTE: Refer to *One-Touch Key on page 3-6* for how to use them.

Registering new destination

Use the procedure below to register a new destination under a One-touch key.

```
Select Key No.:   ✥ ▥
🔲 No. 1


          [  Exit   ]
```
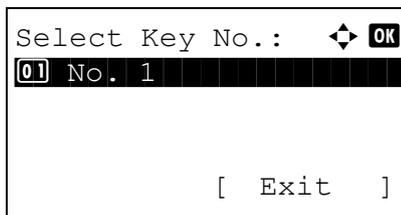
1 In the FAX screen, press the one-touch key to which you want to register the destination and hold it (2 seconds or longer). Select Key Set. appears.

The screen shown is the one when No.1 is pressed and held.

2 Press the △ or ▽ key to select the key number to which you want to register the destination.

3 Press the **OK** key. The Address Book list screen appears.

```
Addressbook:      ✥ ▥
🔗Design
👤 Fiala
👤 Maury
          [  Menu   ]
```
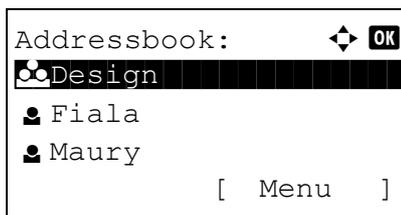
4 Press the △ or ▽ key to select the destination you want to register.

NOTE: If you want to search from the Address Book, refer to *Search in Address Book on page 3-21*.

5 Press the **OK** key. The selected destination is registered to the one-touch key. *Registered.* is displayed and the screen returns to the basic screen.

Editing One-touch Key

Edit/delete the destinations you added to One-touch Key.

Use the procedure below to edit the one-touch key.

```
Select Key No.:  ✦ OK
01 No. 1

          [ Exit  ]
```

1 In the Send or FAX screen, press the one-touch key where you want to edit the destination and hold it (2 seconds or longer). Select Key Set. appears.

The screen shown is the one when No.1 is pressed and held.

```
Key Edit:        ✦ OK
01 Edit
02 Detail
03 Delete
          [ Exit  ]
```

2 Press the **OK** key. The Key Edit appears.

3 Press the △ or ▽ key to select [Edit].

NOTE: If you select [Delete] here and press the **OK** key, you can delete the registration of the destination. If you press [Yes] (the **Left Select** key) in the screen that appears, *Completed.* is displayed and the registration of the destination is deleted.

```
Addressbook:     ✦ OK
Design
 Fiala
 Maury
          [ Menu  ]
```

4 Press the **OK** key. The Address Book list screen appears.

5 Press the △ or ▽ key to select the destination you want to newly register.

NOTE: If you want to search from the Address Book, refer to *Search in Address Book on page 3-21*.

```
Overwrite.
Are you sure?
→No. 1

[  Yes   ] [   No    ]
```

6 Press the **OK** key. A confirmation screen appears.

7 Press [Yes] (the **Left Select** key). The selected destination is registered to the one-touch key, overwriting the previous one. *Registered.* is displayed and the screen returns to the basic screen.

Editing Device Administrator

You can edit the properties of device administrator. The table below explains the device administrator information to be registered

Item	Description
User Name	Enter the name displayed on the user list (up to 32 characters).
Login User Name*	Enter the login user name to log in (up to 32 characters). The same login user name cannot be registered.
Login Password*	Enter the password to log in (up to 64 characters).

   *   Mandatory at user registration.

NOTE: By default, the device administrator right is already stored. The following are the default properties.

User Name: DeviceAdmin
Login User Name: 2400
Login Password: 2400

It is recommended to periodically change the user name, login user name and login password regularly for your security.

Use the procedure below to edit settings.

NOTE: Refer to *Character Entry Method on Appendix-2* for details on entering characters.
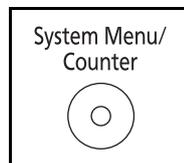
1 Press the **System Menu/Counter** key on the main unit operation panel.

```
System Menu/
 Counter

    ◯
```
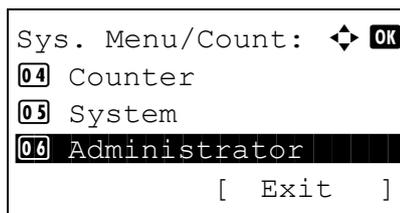
2 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Administrator], and then press the **OK** key.

```
Sys. Menu/Count:  ✧ OK
04 Counter
05 System
06 Administrator
          [ Exit   ]
```
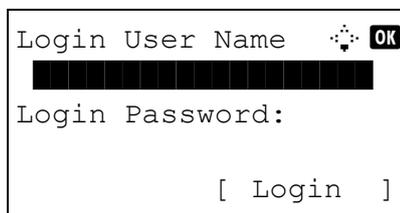
3 The login screen appears. Enter your login user name and password and then press [Login]. Refer to *Editing Device Administrator on page 8-87* for the default login user name and password.

```
Login User Name  ⟐ OK
████████████████████
Login Password:

          [ Login  ]
```

```
Administrator:      ⬦ OK
👤 DeviceAdmin ▐▐▐▐▐


              [  Menu   ]
```

4 Press the **OK** key.

```
Detail:             ·⬥· OK
User Name:       1/3
DeviceAdmin


```
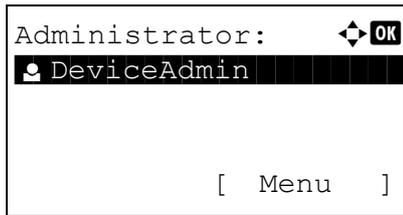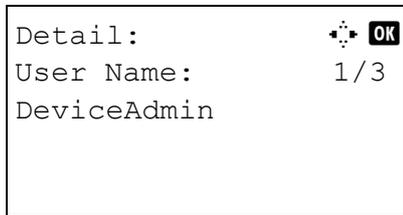
**5** Press [Edit] (the **Right Select** key), enter the user name, and then press the **OK** key.

```
Login User Name:  ·⬥· OK
█

         ◢
         ABC
      [  Text   ]
```
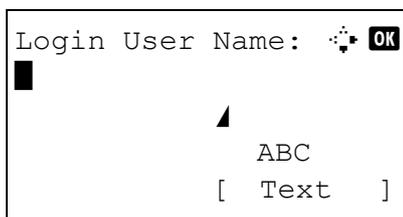
6 Press the ◁ or ▷ key to select [Login User Name], press [Edit] (the **Right Select** key), enter the login user name, and then press the **OK** key..

```
Detail:             ·⬥· OK
Login Password:  3/3
●●●●●●●●●●●

              [  Edit   ]
```
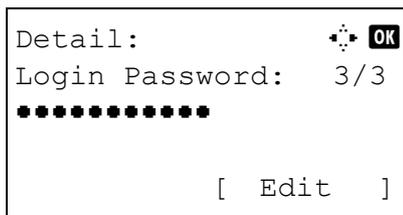
7 Press the ◁ or ▷ key to select [Login Password], press [Edit] (the **Right Select** key), enter the login password, and then press the **OK** key.

8 Enter the same login password to confirm and press the **OK** key.

9 After entering the user information, press the **Back** key.

10 Press [Exit] (the **Right Select** key) to return to the basic screen.

Restarting the System
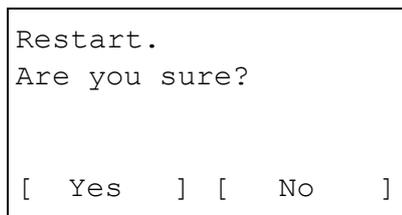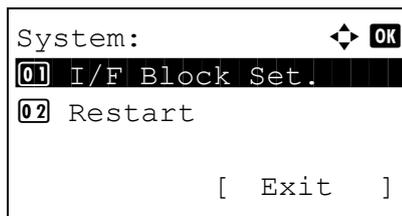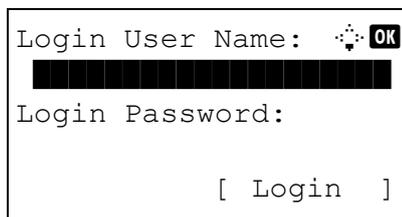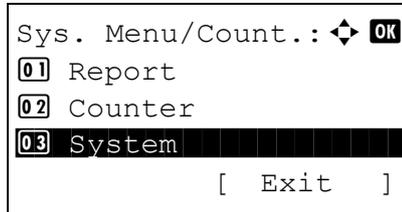
Restart the printer without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Use the procedure below to restart the system.

```
Sys. Menu/Count.: ✦ OK
01 Report
02 Counter
03 System
             [  Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [System], and press the **OK** key.

```
Login User Name:  ⋄ OK
██████████████████████
Login Password:

             [  Login   ]
```

2 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
System:           ✦ OK
01 I/F Block Set.
02 Restart

             [  Exit    ]
```

3 The System menu appears.

4 Press the △ or ▽ key to select [Restart].

5 Press the **OK** key. A confirmation screen appears.

```
Restart.
Are you sure?


[  Yes    ] [   No     ]
```

6 Press [Yes] (the **Left Select** key). The printer is restarted.

If you press [No] (the **Right Select** key), the printer does not restart and the screen returns to the System menu.

8

Interface Block Setting

This allows you to protect this machine by blocking the interface with external devices such as USB host or optional interface.

The following interface block settings are available:

- USB Host (USB memory slot setting)
- USB Device (USB interface setting)
- Optional interface (Optional interface card setting): Only for FS-1124MFP

USB Host (USB memory slot setting)

This locks and protects the USB memory (USB host). The default setting is *Unblock*.

Use the procedure below to specify the USB Host setting.
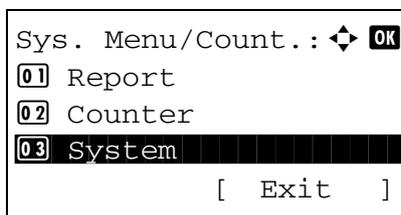
```
Sys. Menu/Count.: ✛ OK
0️⃣1️⃣ Report
0️⃣2️⃣ Counter
0️⃣3️⃣ System
              [ Exit    ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [System], and press the **OK** key.

```
Login User Name:    ⸬ OK
███████████████████
Login Password:

              [ Login   ]
```

2 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
System:           ✛ OK
0️⃣1️⃣ I/F Block Set.
0️⃣2️⃣ Restart

              [ Exit    ]
```
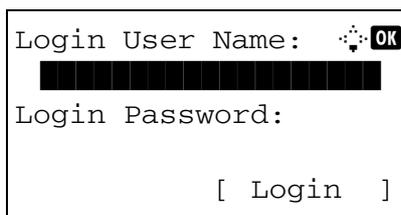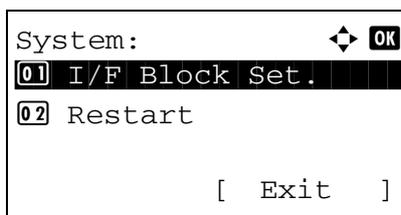
3 The System menu appears.
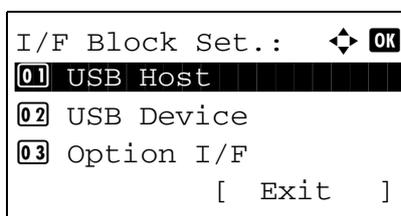
4 Press the △ or ▽ key to select [I/F Block Set.].

5 Press the **OK** key. The I/F Block Set. menu appears.

```
I/F Block Set.:   ✛ OK
0️⃣1️⃣ USB Host
0️⃣2️⃣ USB Device
0️⃣3️⃣ Option I/F
              [ Exit    ]
```

6 Press the △ or ▽ key to select [USB Host].

```
USB Host:        ✦ OK
0️⃣*Unblock
0️⃣ Block
```

**7** Press the **OK** key. USB Host appears.

8 Press the △ or ▽ key to select [Unblock] or [Block].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the I/F Block Set. menu.

USB Device (USB interface setting)

This locks and protects the USB interface connector (USB Device). The default setting is *Unblock*.

Use the procedure below to specify the USB Device setting.

```
Sys. Menu/Count.: ✦ OK
0️⃣ Report
0️⃣ Counter
0️⃣ System
         [ Exit  ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [System], and press the **OK** key.

```
Login User Name:  ⋯ OK
▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
Login Password:

         [ Login  ]
```

2 A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
System:          ✦ OK
0️⃣ I/F Block Set.
0️⃣ Restart

         [ Exit  ]
```

3 The System menu appears.

4 Press the △ or ▽ key to select [I/F Block Set.].

```
I/F Block Set.:  ✦ OK
0️⃣ USB Host
0️⃣ USB Device
0️⃣ Option I/F
         [ Exit  ]
```

5 Press the **OK** key. The I/F Block Set. menu appears.

6 Press the △ or ▽ key to select [USB Device].

```
USB Device:        ✧ OK
01 *Unblock  | | | | | | | |
02  Block
```
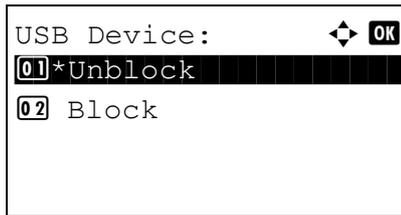
7 Press the **OK** key. USB Device appears.

**8** Press the △ or ▽ key to select [Unblock] or [Block].

9 Press the **OK** key. *Completed.* is displayed and the screen returns to the System menu.

## Optional interface (Optional interface card setting)

This locks and protects the optional interface slot (FAX board). The default setting is *Unblock*.

NOTE: This setting is displayed on FS-1124MFP.

Use the procedure below to specify the optional interface setting.
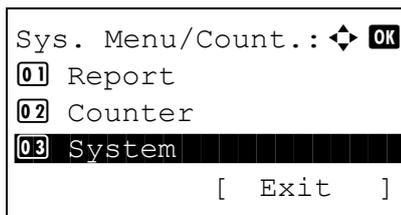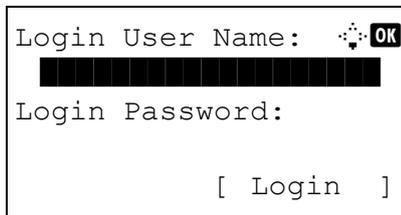
```
Sys. Menu/Count.: ✧ OK
01  Report
02  Counter
03  System  | | | | | | | |
            [  Exit   ]
```

1 In the Sys. Menu/Count. menu, press the △ or ▽ key to select [System].

```
Login User Name:   ⋯ OK
█████████████████
Login Password:

            [ Login  ]
```

A login screen will appear. Then, enter the login user name and password with device administrator privileges to log in, and press [Login] (the **Right Select** key).
The default setting of login user name and password is 2400.

```
System:            ✧ OK
01  I/F Block Set. | | | |
02  Restart

            [  Exit   ]
```

2 Press the **OK** key. The System menu appears.

3 Press the △ or ▽ key to select [I/F Block Set.].

```
I/F Block Set.:     ✦ OK
01 USB Host
02 USB Device
03 Option I/F
              [  Exit   ]
```
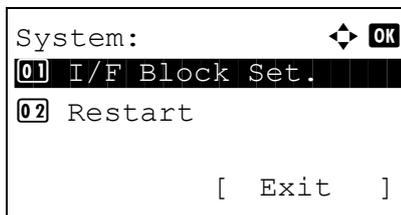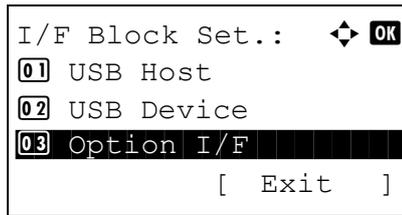
4 Press the **OK** key. The I/F Block Set. menu appears.

5 Press the △ or ▽ key to select [Option I/F].

6 Press the **OK** key. Option I/F appears.

```
Option I/F:         ✦ OK
01*Unblock
02 Block
```
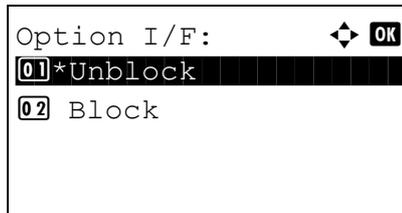
7 Press the △ or ▽ key to select [Unblock] or [Block].

8 Press the **OK** key. *Completed.* is displayed and the screen returns to the System menu

8

9 Maintenance

This chapter describes cleaning and toner replacement.

Cleaning

Clean the machine regularly to ensure optimum output quality.

CAUTION: For safety, always unplug the power cord before cleaning the machine.

Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

**IMPORTANT:** Do not use thinner or other organic solvents.
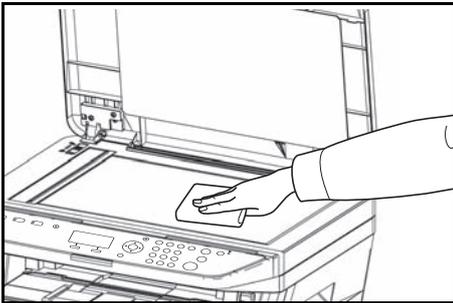

Cleaning the Machine

To avoid print quality problems, the interior of the machine must be cleaned with every toner container replacement.
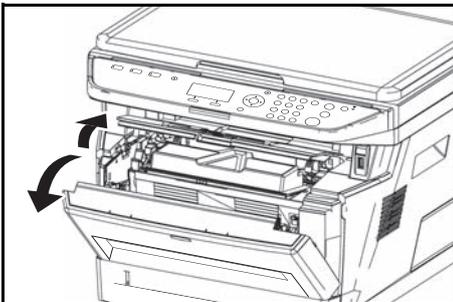

1   Open the front cover.
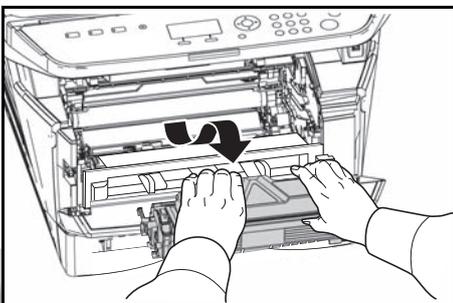
2   Lift the developer unit together with the toner container out of the machine.
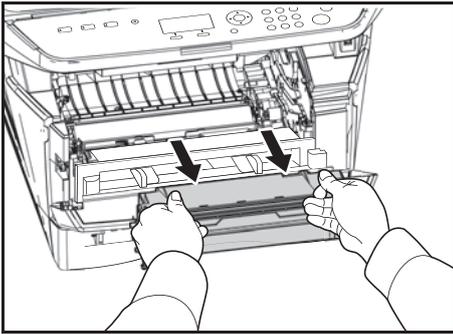
3 Remove the drum unit from the machine by holding the green levers with both hands.

**NOTE:** The drum unit is sensitive to light. Never expose the drum unit to light for more than five minutes.
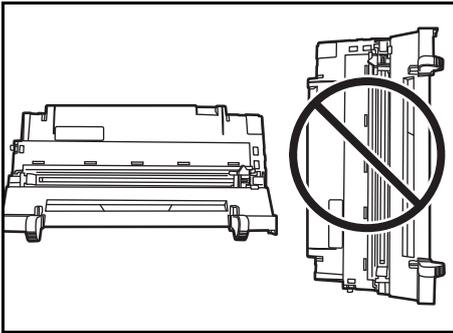
4 Place the drum unit flat on a clean, level surface.

**IMPORTANT:** Do not place the drum unit on end.
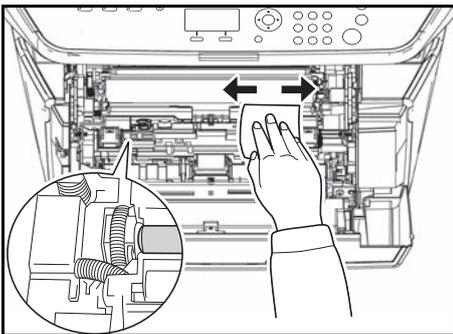
5 Use a clean, lint free cloth to clean dust and dirt away from the metal registration roller.

IMPORTANT: Take care not to touch the transfer roller (black) during cleaning.

9
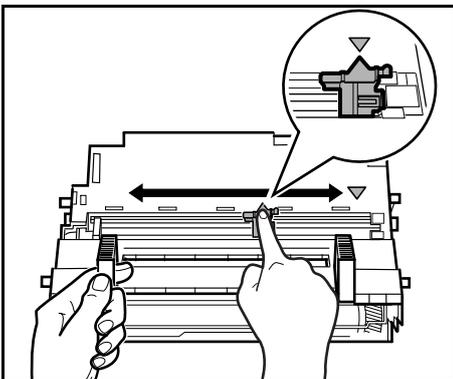
6 On the drum unit, slide the main charger cleaner (green) back and forth 2 or 3 times to clean the charger wire, then return it to its original position (CLEANER HOME POSITION).

IMPORTANT: Remove the fixing tape on the main charger cleaner before cleaning for the first time. After cleaning, make sure you restore the main charger cleaner to its home position.
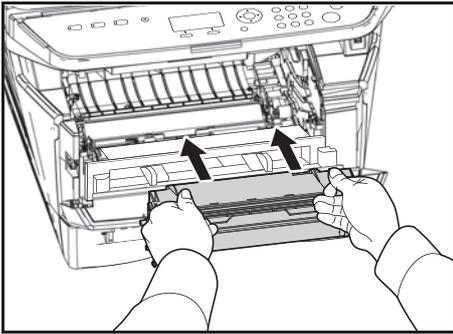
7 When cleaning is complete, return the drum unit to the original position.
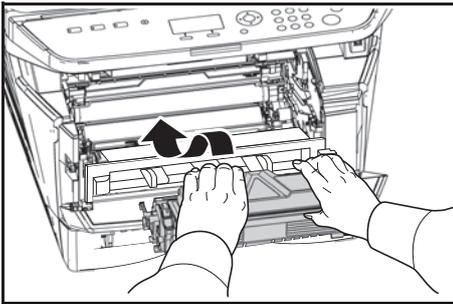
8 Return the developer unit to its position, aligning the guides at both ends with the slots in the machine. Then, close the front cover.

Toner Container Replacement

When the message display displays *Add toner*, replace the toner.

Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

CAUTION: Do not attempt to incinerate the toner container. Dangerous sparks may cause burns.

Toner Container Replacement
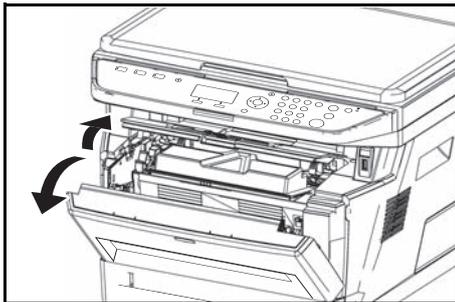
1   Open the front cover.
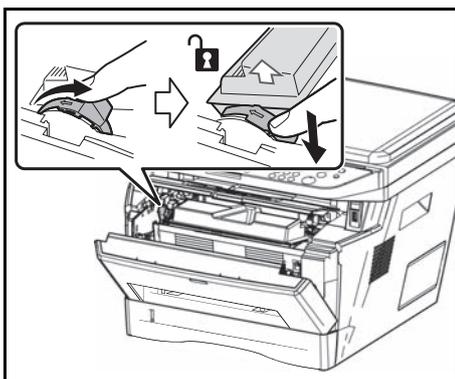
2   Turn the lock lever to the unlock position. Push the lock lever to the position marked by the arrow and pull out the toner container.

NOTE: Put the old toner container in the plastic bag (supplied with the new toner kit) and discard it later according to the local code or regulations for waste disposal.
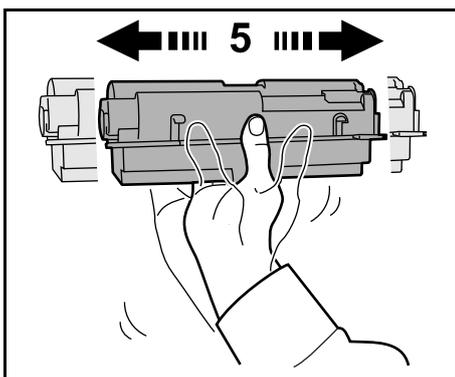
3   Take the new toner container out of the toner kit. Shake the new toner container at least 5 times as shown in the figure in order to distribute the toner evenly inside the container.
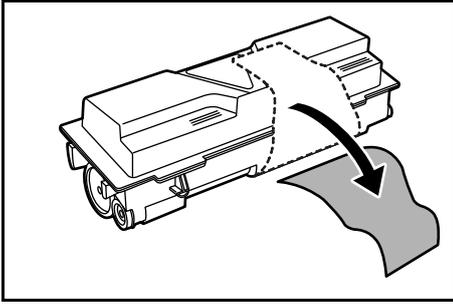
4 Remove the label from the toner container.
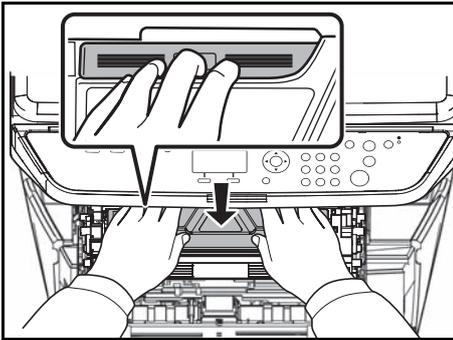
5 Install the new toner container in the machine. Push firmly on the top of the container at the positions marked PUSH, until you hear a click.
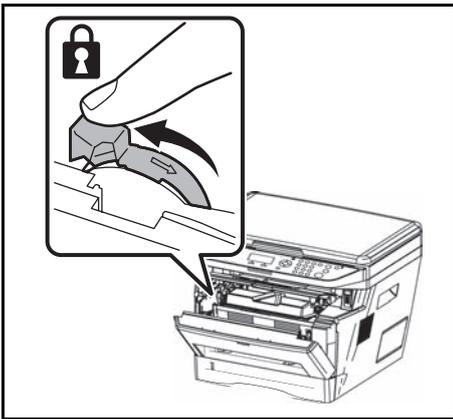
6 Turn the lock lever to the lock position.

7 Close the front cover.

Prolonged Non-Use and Moving of the Machine

Prolonged Non-use

If you ever leave the machine unused for a long period of time, remove the power cord from the wall outlet.

We recommend you consult with your dealer about the additional actions you should take to avoid possible damage that may occur when the machine is used next time.

Moving the Machine

When you move the machine:

- Move it gently.
- Keep it as level as possible to avoid spilling toner inside the machine.
- Be sure to consult a service technician before attempting long distance transportation of the machine.

WARNING: If you ship the machine, remove and pack the developer unit and drum unit in a plastic bag and ship them separately from the machine.

10 Troubleshooting

This chapter explains how to solve problems with the machine.

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
The operation panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
Pressing the Start key does not produce copies.	Is there a message on the Message Display?	Determine appropriate response to the message and respond accordingly.	—
	Is the machine in Sleep mode?	Press the **Power** key to recover the machine from Sleep mode. The machine will be ready to copy within 45 seconds.	*3-5*
	Is the connector of the Document Processor connected to the machine?	Connect the connector of the Document Processor to the machine securely.	—
Blank sheets are ejected.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	*2-29*
		When placing originals in the document processor, place them face-up.	*2-31*
Printouts are too light.	Is the machine in Manual Density mode?	Select the correct density level.	*8-38*
		When changing the default density level, adjust the density manually and choose the desired level.	—
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about several times.	*9-5*
	Is there a message indicating the addition of toner?	Replace the toner container.	*9-5*
	Is the paper damp?	Replace the paper with new paper.	*2-16*
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	*4-6*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are too dark.	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Select the correct density level.	—
		When changing the default density level, adjust the density manually and choose the desired level.	—
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Photo].	—
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	—
Printouts are dirty.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	—
	Is the charger wire dirty?	Clean the charger wire.	—
Printouts are fuzzy.	Is the machine being used in very humid conditions?	Clean the charger wire.	—
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*2-29*
		When placing originals in the document processor, align the original width guides securely before placing the originals.	*2-30*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*2-30*
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*2-16*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*2-16*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*2-16*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*10-9*
Printouts are wrinkled.	Is the paper damp?	Replace the paper with new paper.	*2-16*
	Is the paper set in a proper orientation?	Change the orientation in which the paper is positioned.	—

10

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	*3-2*
	Is the printer cable connected?	Connect the correct printer cable securely.	*2-5*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-5* *3-2*
	Is the print job paused?	Press [Resume] (the **Left Select** key) to resume printing.	*7-13*
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printing system driver and application software settings are set properly.	—
USB memory not recognized.	Check that the USB memory is securely plugged into the machine.	—	—
	Is the USB host blocked?	Select *Unblock* in the USB host settings.	*8-90*
Vertical streaks appear on prints.	The inside of the machine may be dirty.	Check the toner container and if necessary replace.	*9-5*
		Clean the charger wire.	—
		Check the main charger cleaner of the drum unit is in its original position.	—

Responding to Error Messages

If the control panel displays any of these messages, follow the corresponding procedure.

Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Load paper in cassette 1.	Is the indicated cassette out of paper?	Load paper.	*2-17*
Load paper in MF Tray.	Is the paper of the selected size loaded in the Manual Feed Tray?	Load the paper in the Manual Feed Tray which is of the size and type indicated on the Message Display.	*2-20*
Toner is running out.	–	Prepare the toner container.	*9-5*
Add toner.	–	Replace the toner container.	*9-5*
Close front cover.	Is there any cover which is open?	Close the cover indicated on the control panel.	—
Close Document Processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the top cover of the document processor.	*2-30*
Machine failure. Call service.	–	Internal error has occurred. Make a note of the error code displayed on the Message Display. Turn off the machine, unplug the power cord, and contact your Service Representative.	—
	Is Error code "C4200" displayed?	Internal condensation has occurred as a result of a sudden change in temperature. Turn off the machine and let stand for 30 to 90 minutes, and then back on again. If this message still remains, turn off the machine, unplug the power cord, and contact your Service Representative.	—
Memory is full. Print job cannot be processed completely.	–	Unable to continue the job as the memory is used up. Press the **OK** key to print the scanned pages. The print job cannot be processed completely. Press the **Stop** key to cancel the job.	—

10

Error Message	Checkpoints	Corrective Actions	Reference Page
Paper jammed.	–	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the Message Display. Leave the machine on and follow the instruction to remove the jammed paper.	*10-9*
USB memory error. Job is canceled.	–	This job is canceled. Press the **OK** key.	—
Place original and press Start key.	–	Remove originals from the document processor, put them back in their original order, and place them again. Press the **Start** key to resume printing. Press the **Stop** key to cancel the job.	*2-31*
Remove original from document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Maximum Number of scanned pages. Job is canceled.	–	Scanning cannot be performed due to insufficient memory of scanner. The job is canceled. Press the **OK** key.	—
	Is the acceptable scanning count exceeded?	Press the **OK** key to print, send or store the scanned pages. Press the **Stop** key to cancel printing, sending or storing.	—
Send error. ####	–	5101, 5102, 5103, 5104, 7102, 720f: Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.(Refer to the corrective action for the error message "An error has occurred.") 9181: The scanned original exceeds the acceptable number of pages of 99. Send the excess pages separately.	—
Error occurred. Turn the main power switch off and on.	–	System error has occurred. Turn the main power switch off and on.	—
The phone receiver is off the hook. Hang Up.	–	Put down the receiver.	—
File is not found. Job is canceled.	–	The specified file is not found. The job is canceled. Press the **OK** key.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Top tray is full of Paper. Remove the paper.	–	Remove paper from the top tray, and press the **OK** key to resume the job.	—
Unknown toner Installed.	–	If the toner container was taken from a different machine of the same model while it was displaying the *Add toner.* message, ignore the message and use the toner.	—
Unknown toner Installed. PC	–	This message is displayed if the installed toner container's regional specification does not match the machine's. The manufacturer assumes no liability for problems that occur when toner container not satisfying this requirement is used. Install the specified toner container. When you want to use the toner container currently installed, press the OK key and Stop key simultaneously for 3 second or more.	
Insufficient memory. Cannot start the job	–	Further scanning cannot be performed due to insufficient memory. Press the **OK** key to print the scanned pages. Press the Cancel key to cancel the printing job.	—
Replace Process Unit.	–	Replacement of the parts in the maintenance kit is necessary at every 100,000 pages of printing and requires professional servicing. Contact your service technician.	—

10

Responding to an Error Lamp Flashes

If an error lamp flashes, press [Status/Job Cancel] to check an error message. If the message is not indicated on the Message Display when [Status/Job Cancel] is pressed or the error lamp flashes for 1.5 seconds, check the following.

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send fax.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. or Permitted ID No. registered correctly?	Check Permitted FAX No. and Permitted ID No..	*FAX Operation Guide* Chapter 6 "Registering Permit FAX No." and "Registering Permit ID No."
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	*FAX Operation Guide* Appendix "Error Code List"
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—

Clearing Paper Jams

If a paper jam occurs, a message will be displayed about the jam and copying or printing will stop.

Leave the main power switch on and to remove the jammed paper refer to the following information below.

Jam Location Indicators

If a paper jam occurs, the error message displays the location of the jam.

Paper Jam Location	Reference Page
Document processor	*10-13*
Inside the machine	*10-11*
Manual Feed Tray	*10-10*
Cassette	*10-10*
Rear cover	*10-12*

Precautions with Paper Jams

If a paper jam occurs, a message will be displayed about the jam and copying or printing will stop.

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
- A page affected by a paper jam will be printed again.

CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Online Help Messages

When Paper Jam is displayed, press [Help](the **Left Select** key) to display the procedure to clear the jam.

Press ∇ to display the next step or press △ to display the previous step.

Press the **OK** key to exit the online help message display.

10

Manual Feed Tray

Follow the steps below to clear paper jams in the MF tray.
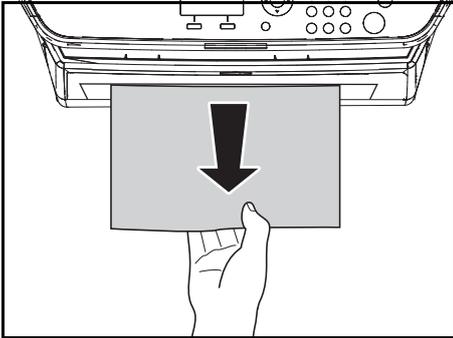
1 Remove the paper jammed at the MF tray.
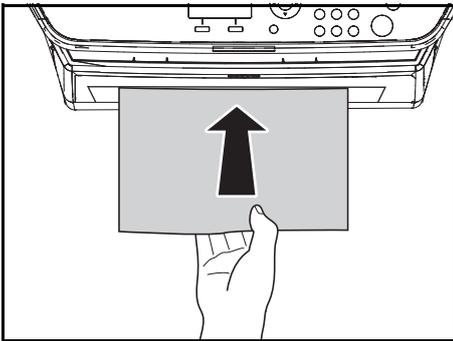
2 Reload the MF tray. Open and close the top cover to clear the error and the machine warms up and resumes printing.

Paper Cassette

Follow the steps below to clear paper jams in paper cassette.
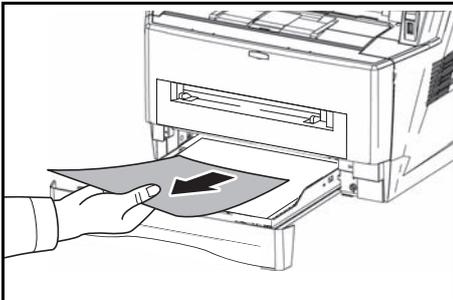
1 Pull out the cassette.

2 Remove any partially fed paper.

IMPORTANT: Do not try to remove paper that has already been partially fed. Proceed to *Inside the Machine on page 10-11*.

NOTE: Check to see if paper is loaded correctly. If not, reload the paper.

---

3 Push the cassette back in securely. The machine warms up and resumes printing.

Inside the Machine
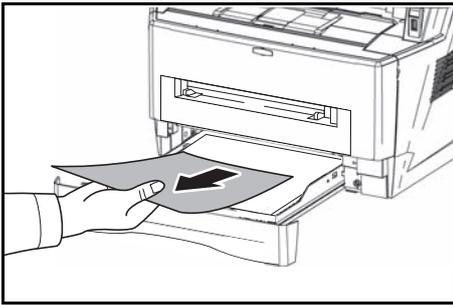
1 Pull the paper cassette all the way out of the machine. Remove any partially fed paper.
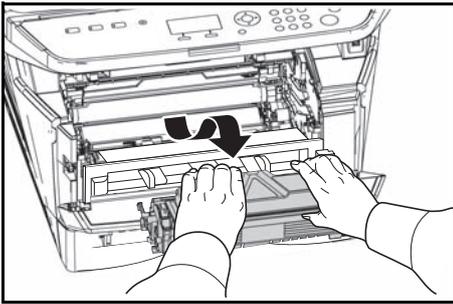
2 Open the front cover, and lift the developer unit together with the toner container out of the machine.
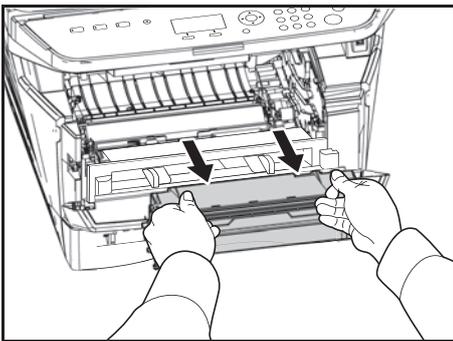
**3** Remove the drum unit from the machine by holding the green levers with both hands.

10

CAUTION: The fuser unit inside the machine is hot. Do not touch it, as it may result in burn injury.

NOTE: The drum is sensitive to light. Never expose the drum unit to light for more than five minutes.
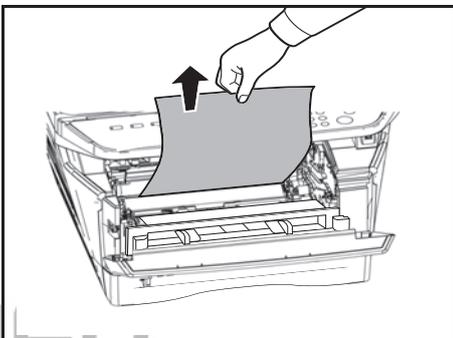
4 If the jammed paper appears to be pinched by rollers, pull it along the normal running direction of the paper.
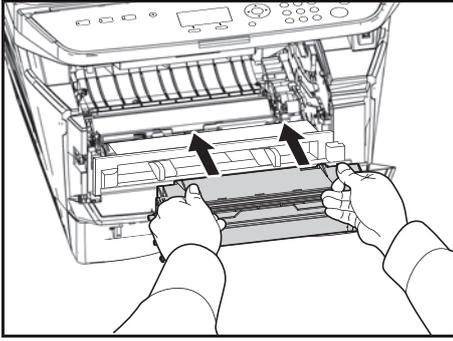
5 Return the drum unit to its position, aligning the guides at both ends with the slots in the machine.
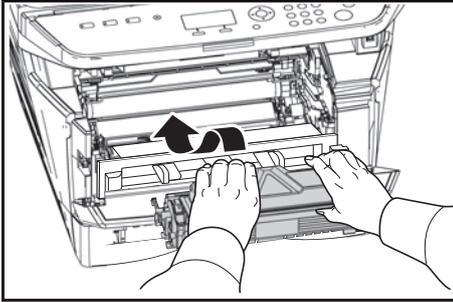
6 Insert the developer unit together with the toner container, back into the machine. Close the front cover. The machine warms up and resumes printing.

Rear Cover

Follow the steps below to clear paper jams of the rear cover.
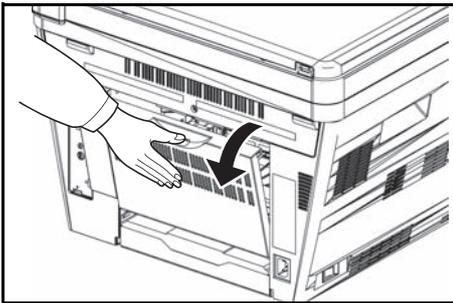
1 Open the rear cover and remove the jammed paper by pulling it out.

CAUTION: The fuser unit inside the machine is hot. Do not touch it, as it may result in burn injury.
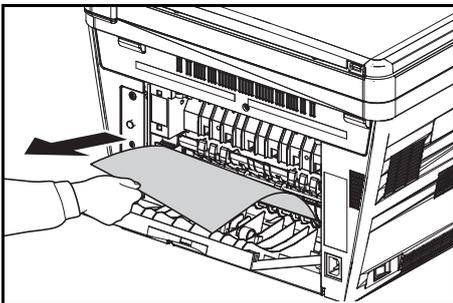
If the paper is jammed inside the fuser unit, open the fuser cover and remove the paper by pulling it out.

2 Close the rear cover, and open and close the top cover to clear the error. The machine warms up and resumes printing.

Document Processor

Follow the steps below to clear paper jams in the document processor.
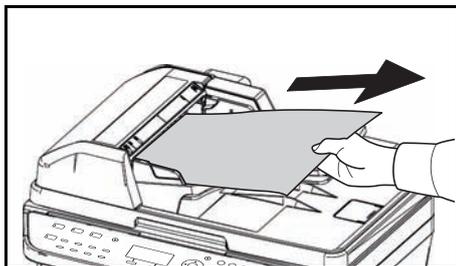
**1** Remove all of the originals from the document feed tray.
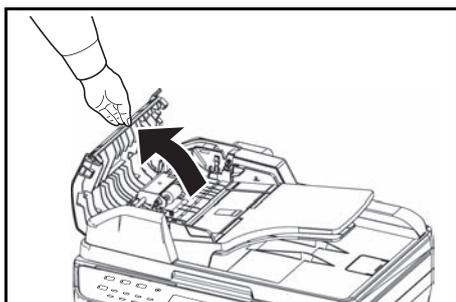
2 Open the left cover of the document processor.
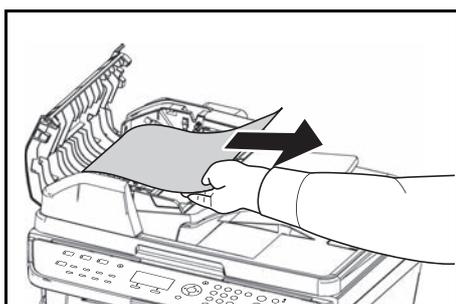
3 Remove the jammed original.

If the original is caught in the rollers or difficult to remove, proceed to the next step.

4 Open the document processor.
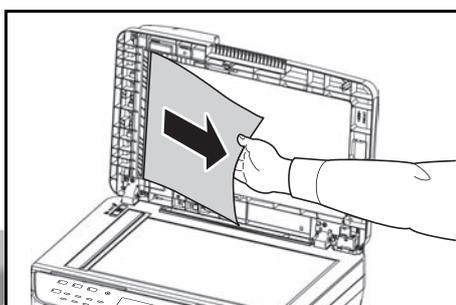
5 Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.

6 Close the document processor.

7 Place the originals.

11 Management

This chapter explains the following operations.

Checking the Counter

You can check the number of pages printed and scanned.

The number is counted by the following items:

| Item		Description
Printed Pages	By Function	You can check the number of pages copied, faxed*, and printed, and the total number of pages used.
	By Paper Size	You can check the number of pages printed for each paper size.
Scanned Pages		You can check the number of pages copied, faxed*, and otherwise scanned, and the total number of pages used.

*   FAX functions available only in FS-1124MFP.
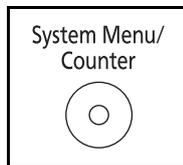
```
System Menu/
Counter

  ( O )
```

1   Press the **System Menu/Counter** key on the main unit operation panel.

```
Sys. Menu/Count.: ✧ OK
01 Report
02 Counter ▐▐▐▐▐▐▐▐▐
03 System
          [ Exit   ]
```
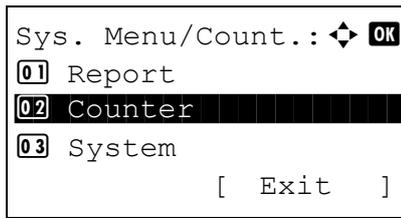
2   In the Sys. Menu/Count. menu, press the △ or ▽ key to select [Counter], and then press the **OK** key.

```
Counter:          ✧ OK
01 Printed Pages ▐▐▐▐▐▐
02 Scanned Pages

          [ Exit   ]
```
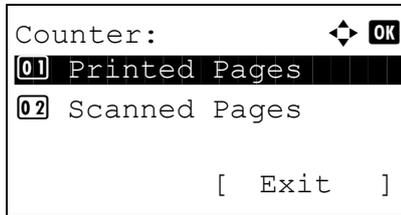
3   Press the △ or ▽ key to select [Printed Pages] or [Scanned Pages], and then press the **OK** key.

```
Printed Pages:    ✧ OK
01 by Function ▐▐▐▐▐▐▐
02 by Paper Size

          [ Exit   ]
```
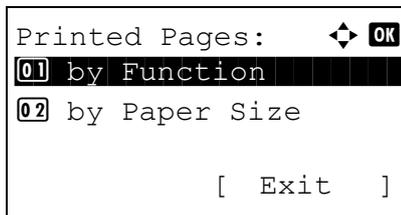
If you select [Printed Pages], select [by Function] or [by Paper Size] in the next screen, and then press the **OK** key.

```
Printed Pages:      ⋅⬩⋅ OK
Copy:              1/4
  1234567


```
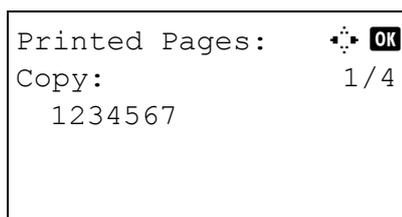
4 Press the ◁ or ▷ key to check the count.

5 After completing checking the count, press the **OK** key. The screen returns to the menu for the account.

11

Appendix

Character Entry Method

In character entry screens, use the procedure below to enter characters.

Keys Used

Use the following keys to enter characters.
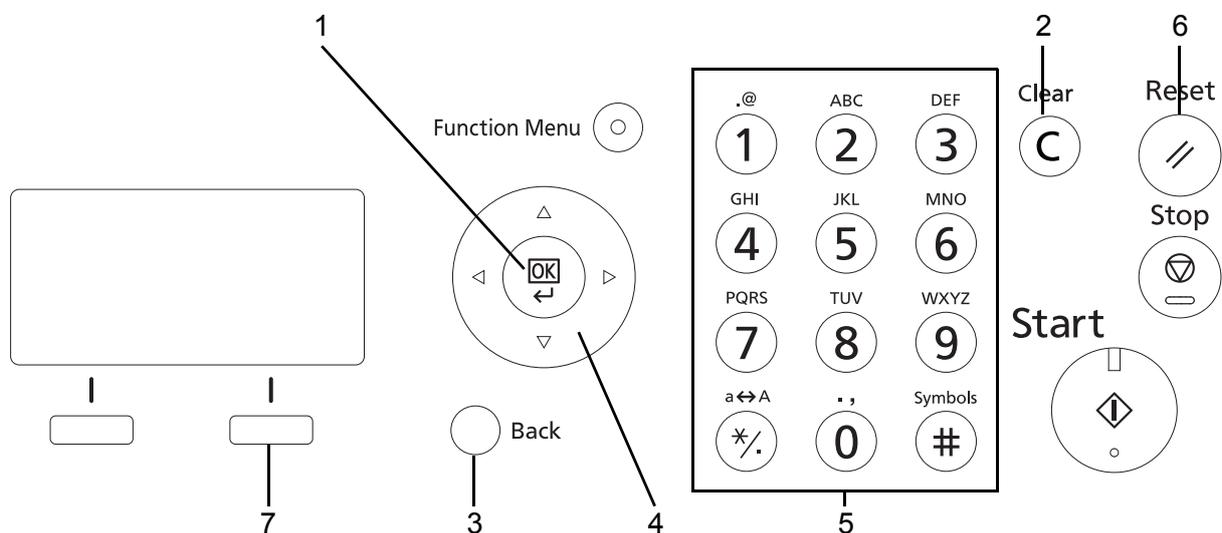
1. OK Key   Press this key to finalize the entered character(s).

2. Clear Key   Press this key to delete the character at the cursor position. If the cursor is at the end of
                       the line, the character to the left of it is deleted.

3. Back Key   Press this key to return to the screen from which you invoked the character entry screen.

4. Cursor Keys   Use these to select the entry position, or select a character from the character list.

5. Numeric Keys   Use these keys to select the character you want to enter.

6. Reset Key   Press this key to cancel the character entry procedure and return to the standby screen.

7. Right Select Key Press this key to select the type of characters you want to enter. (When [Text] is
   displayed)

Selecting Type of Characters

To enter characters, the following three types are available:

ABC   To enter alphabets.
123   To enter numerals.
Symbols   To enter symbols.

```
File name input:
OsakaSD3█


              123
        [  Text    ]
```

Current character type
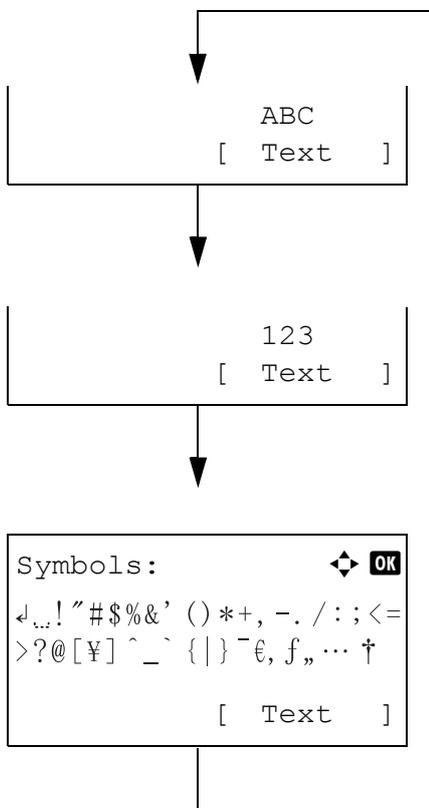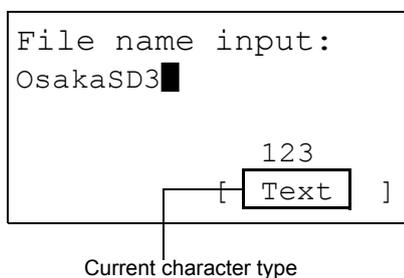
In a character entry screen, press [Text] (the **Right Select** key) to select the type of characters you want to enter.

```
              ABC
        [  Text    ]
```

```
              123
        [  Text    ]
```

Each time you press [Text] (the **Right Select** key), the character type switches as follows: ABC, 123, Symbol, ABC ...

```
Symbols:          ✧ OK
↵‥!″＃$%&'()∗+,−./:;<=
>?@[¥]^_`{|}¯€,ƒ„…†

        [  Text    ]
```

NOTE: By pressing ⊕ on the numeric keys while entering characters, you can directly display the Symbols screen.

Entering Characters

After selecting a character type, use the procedure below to enter characters.

Entering Alphabets and Numerals

Referring to the table below, press the key corresponding to the character you want to enter until it is displayed.

| Key	Entry mode	Available characters
.@ 1	Alphabetic/Symbol	. @ - _ / : ‾ 1
	Numeric	1
ABC 2	Alphabetic/Symbol	a b c A B C 2
	Numeric	2
DEF 3	Alphabetic/Symbol	d e f D E F 3
	Numeric	3
GHI 4	Alphabetic/Symbol	g h i G H I 4
	Numeric	4
JKL 5	Alphabetic/Symbol	j k l J K L 5
	Numeric	5
MNO 6	Alphabetic/Symbol	m n o M N O 6
	Numeric	6
PQRS 7	Alphabetic/Symbol	p q r s P Q R S 7
	Numeric	7
TUV 8	Alphabetic/Symbol	t u v T U V 8
	Numeric	8
WXYZ 9	Alphabetic/Symbol	w x y z W X Y Z 9
	Numeric	9
. , 0	Alphabetic/Symbol	. , - _ ' ! ? (space) 0
	Numeric	0
a↔A */.	Alphabetic/Symbol	Switch between upper-/lowercase
	Numeric	* or . (decimal point)*
Symbols #	Alphabetic/Symbol Numeric	#

*   '*' is entered when [123] is selected in the character type selection, or '.' is entered when only numerals are entered and no character type is selected.

Characters associated with different keys can be entered consecutively. To enter a character associated with the same key after another, use cursor keys to move the cursor to the next entry position before entering it.

If you use cursor keys to move the cursor to an entry position apart from the end of the line and enter a character there, spaces are automatically entered in between.

Entering Symbols

```
Symbols:           ✧ OK
↵ ␣!″#$%&'()*+,-./:;<=
>?@[¥]^_`{|}¯€,ƒ„⋯†

           [  Text   ]
```
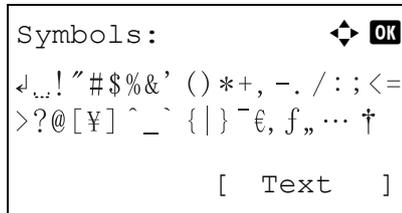
Press [Text] (the **Right Select** key) or # on the numeric keys to display the Symbols screen. Use cursor keys to select the symbol you want to enter and then press the **OK** key.

Entry When [Select Character] Is Selected in Login Operation Settings

In the login screen the character entry method may vary depending on the settings.

```
Login User Name: ✧ OK
 Kyocer█
█abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
           [  Next   ]
```
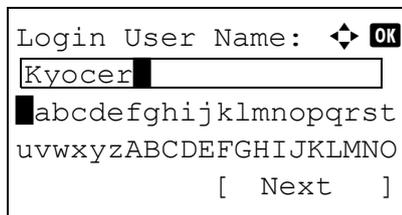
If a character palette appears on the screen, use cursor keys to select the desired character from the displayed characters, and then press the **OK** key to enter it.

NOTE: Numerals can be entered directly by pressing numeric keys.

Paper

This section explains the paper sizes and types that can be used in the paper source.

Cassette

Supported types	Supported paper sizes	No. of sheets
Plain, Preprinted, Bond, Recycled, Rough, Letterhead, Color (Colour), Prepunched, High Quality, Custom 1 to 8	A4, JIS B5, A5, Folio, Legal, Letter, Oficio II, Statement, Executive, A6, ISO B5, Envelope C5, 16K, Custom (105 x 148 to 216 x 356mm (4-1/8 x 5-13/16 to 8-1/2 x 14 inches)	250 (80g/m^2)

Manual Feed Tray

Supported types	Supported paper sizes	No. of sheets
Plain, Preprinted, Labels, Bond, Recycled, Rough, Vellum, Letterhead, Color (Colour), High Quality, Custom 1 to 8	Letter, Legal, Statement, Executive, Oficio II, A4, A5, A6, B5, B6, Folio, 16k Other sizes: Portrait-2.76 to 8.50" or 70 to 216 mm Landscape-5.83 to 14.02" or 148 to 356 mm	1
Thick paper	A4, JIS B5, A5, Folio, Legal, Letter, Oficio II, Statement, Executive, A6, B6, ISO B5, 16K Other sizes: Portrait-2.76 to 8.50" or 70 to 216 mm Landscape-5.83 to 14.02" or 148 to 356 mm	
Postcards Oufuku Hagaki (return postcard)	Postcards (100 × 148 mm) Return postcard (148 × 200 mm)	
Envelopes	ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 Other sizes: Portrait-2.76 to 8.50" or 70 to 216 mm Landscape-5.83 to 14.02" or 148 to 356 mm	
Transparency (OHP film)	Letter, A4	

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 120 g/m^2
	Manual feed tray: 60 to 220 g/m^2
Thickness	0.086 to 0.110 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	9%
Grain direction	Long grain (paper supply direction)
Pulp content	80% or more

NOTE: Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and

even surface; however, avoid coated paper or paper with a treated surface as it may damage the drum or fusing unit.

Ingredient

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. These paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Manual Feed Tray	Cassette or Manual Feed Tray
B6 (128 × 182 mm)	Letter
ISO B5 (176 × 250 mm)	Legal
Envelope #10 (Commercial #10) (4 1/8 × 9 1/2")	Statement *
Envelope #9 (Commercial #9) (3 7/8 × 8 7/8")	Executive
Envelope #6 (Commercial #6 3/4) (3 5/8 × 6 1/2")	Oficio II
Envelope Monarch (3 7/8 × 7 1/2")	A4 (297 × 210 mm)
Envelope DL (110 × 220 mm)	A5 (210 × 148 mm)
Envelope C5 (162 × 229mm)	A6 (105 × 148 mm) *
Hagaki (100 × 148mm)	B5 (257 × 182 mm)
Oufuku Hagaki (148 × 200 mm)	Folio (210 × 330 mm)
Youkei 4 (105 × 235 mm)	16K (273 × 197 mm)
Youkei 2 (114 × 162 mm)	
Size Entry (70 × 148 to 216 × 356 mm)	

*   Except for the optional cassettes.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight

(i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

The recommended basis weight is between 60 and 120 g/m^2 for the cassettes and between 60 and 220 g/m^2 for the manual feed tray.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic changeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity: The density of the paper fibers

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper: We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparency (OHP film)
- Rough
- Vellum
- Labels
- Recycled
- Preprinted
- Bond
- Cardstock
- Color (Colour)
- Prepunched
- Letterhead
- Envelope
- Thick
- High Quality
- Custom 1 to 8

When using these paper and media, choose that are designed specifically for copiers or page printers (such as laser printers). Use the manual feed tray for transparencies, thick paper, envelopes, cardstocks, and label paper.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or manual feed tray for special paper.

Transparency (OHP film)

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Criteria	Specifications
Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the manual feed tray for transparencies and load transparencies with the long side facing the machine.

If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Cardstock
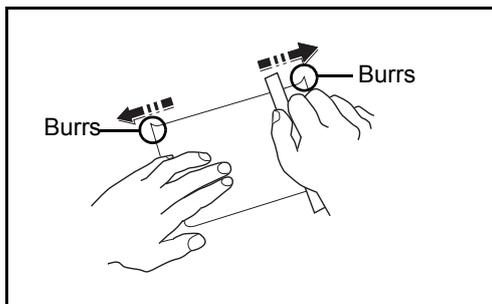
If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.

Use unfolded Oufuku Hagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Use the manual feed tray for envelopes.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.

Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

Do not allow more than ten envelopes remain in the top tray at once.

Thick Paper

Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE: If the paper is not supplied correctly even after it is smoothed, load the paper in the manual feed tray with the leading edge raised a few millimeters.

Label

Be sure to feed labels from the manual feed tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

When printing onto labels, you must be liable for the print quality and possible trouble.
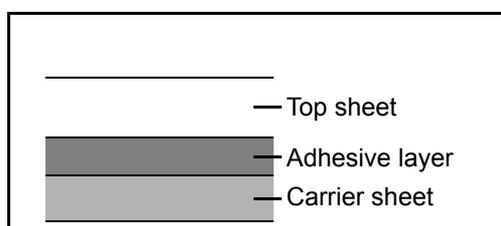
Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.
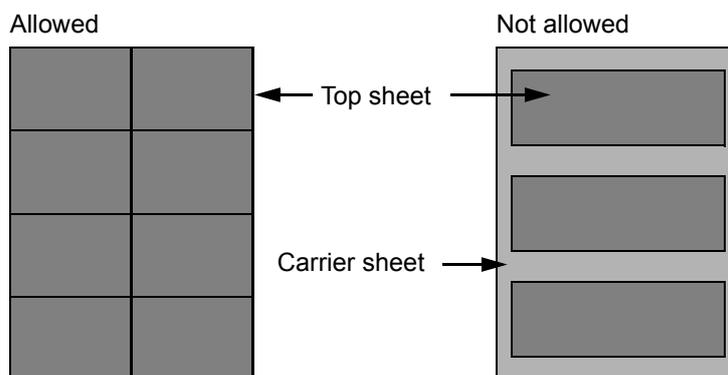
Use label paper that conforms to the following specifications.

Item	Specifications
Top sheet weight	44 to 74 g/m²

Item	Specifications
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

Colored Paper

Colored paper must conform to the specifications listed on the page 7 of the Appendix. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on the page 6 of the Appendix. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on the page 7 of the Appendix; however, its whiteness may be considered separately.

NOTE: Before purchasing recycled paper in volume, try testing a sample to ensure that the print quality.

Specifications

NOTE: Specifications are subject to change without notice.

Machine

Item	Description	
	FS-1024MFP	**FS-1124MFP**
Type	Desktop	
Printing Method	Electrophotography by semiconductor laser, single drum system	
Supported Original Types	Sheet, Book, 3-dimensional objects (maximum original size: Folio/Legal)	
Original Feed System	Fixed	
Paper Weight — Front Cassette	60 to 120 g/m^2	
Paper Weight — Manual Feed Tray	60 to 220 g/m^2	
Paper Type — Front Cassette	Plain, Rough, Recycled, Preprinted, Bond, Color (Colour), Prepunched, Letterhead, High Quality, Custom 1 to 8	
Paper Type — Manual Feed Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color (Colour), Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1 to 8	
Paper Size — Front Cassette	Maximum: 8 1/2 × 14"/A4 Minimum: 5 1/2 × 8 1/2"/A6	
Paper Size — Manual Feed Tray	Maximum: 8 1/2 × 14"/A4 Minimum: 3 5/8 × 6 1/2"/C5	
Zoom Level	Manual mode: 25 to 400%, 1% increments Fixed magnifications: 400%, 200%, 141%, 129%, 115%, 90%, 86%, 78%, 70%, 64%, 50%, 25%	
Printing Speed	A4R/LetterR: 24 sheets/min Legal: 20 sheets/min B5R: 17 sheets/min A5R/A6R: 12 sheets/min	
First Print Time (A4, feed from Cassette)	8.5 seconds or less	When using the document processor: 7.5 seconds When the document processor is not used: 8.5 seconds
Warm-up Time (22°C/ 71.6°F,60%) — Power on	20 seconds	
Warm-up Time (22°C/ 71.6°F,60%) — Low Power	10 seconds	
Warm-up Time (22°C/ 71.6°F,60%) — Sleep	15 seconds	

Item		Description	
		FS-1024MFP	**FS-1124MFP**
Paper Capacity	**Front Cassette**	250 sheets (80 g/m^2)	
	Manual Feed Tray	1 sheet (80 g/m^2, plain paper, A4/Letter or less)	
Output Tray Capacity		150 sheets (80 g/m^2)	
Continuous Copying		1 to 99 sheets (can be set in one sheet increments)	
Image Write System		Semiconductor laser (1 beam)	
Main Memory		Standard: 256MB	
Interface		USB Interface Connector: 1 (USB Hi-Speed) USB Host: 1	
Resolution		600 × 600 dpi	
Operating Environment	**Temperature**	10 to 32.5°C/50 to 90.5°F	
	Humidity	15 to 80 %	
	Altitude	8,200 feet/2,500 m or less	
	Brightness	1,500 lux or less	
Dimension (W × D × H)		19.4 × 16.1 × 14.4" 494 × 410 × 366 mm	19.4 × 16.9 × 17.6" 494 × 430 × 448 mm
Weight (without toner container)		33 lb/15 kg	38 lb/17 kg
Space Required (W × D)		25 3/16 × 25 7/16" 640 × 646 mm	
Power Requirement		120 V (60 Hz, more than 7.8 A) 220 to 240V (50/60 Hz, more than 4.0 A)	
Maximum Power Consumption		916 W (120 V), 983 W (220 to 240 V)	918 W (120 V), 985 W (220 to 240 V)
Power Consumption	During printing	421 W (120 V), 392 W (220 to 240 V)	418 W (120 V), 392 W (220 to 240 V)
	During standby	80 W (120 V), 78 W (220 to 240 V)	81 W (120 V), 82 W (220 to 240 V)
	Low power mode	79 W (120 V), 77 W (220 to 240 V)	80 W (120 V), 81 W (220 to 240 V)
	Sleep mode	6.3 W (120 V), 5.6 W (220 to 240 V)	9.2 W (120 V), 8.4 W (220 to 240 V)
	Power off	0 W	

Printer

Item	Description
Printing Speed	Same as Copying Speed.
First Print Time (A4, feed from Cassette)	7.5 seconds or less
Resolution	600 dpi
Operating System	Windows XP, Windows XP Professional, Windows Server 2003, Windows Server 2003 x64 Edition, Windows Vista x86 Edition, Windows Vista x64 Edition, Windows 2008 Server, Windows Server 2008 x64 Edition, Windows 7
Interface	USB Interface Connector: 1 (USB Hi-Speed) USB Host: 1
Page Description Language	Host-based (PCL5e)

Scanner

Item	Description
Operating System	Windows XP, Windows Vista, Windows Server 2003, Windows Server 2008, Windows 7
System requirements	IBM PC/AT compatible CPU: Celeron 600Mhz or higher RAM: 128MB or more HDD free space: 20MB or more
Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi
File Format	TIFF, PDF
Scanning Speed [1]	1-sided: B/W 7 Images/min 　　　　　Color 7 Images/min (A4, 600 dpi, Image quality: Text/Photo original)
Interface	USB2.0 (Hi-Speed USB)
Transmission System	TWAIN scan[1] WIA scan[2]

*1　Available Operating System: Windows XP, Windows Vista, Windows 7
*2　Available Operating System: Windows Vista, Windows 7

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: Legal/A4 Minimum: Statement/A5
Paper Weight	50 to 120 g/m^2
Loading Capacity	50 sheets (50 to 80 g/m^2) maximum
Dimensions (W) × (D) × (H)	22 3/4 × 21 × 7 1/8" 455 × 338 × 93 mm
Weight	3 kg or less

Environmental Specifications

Item	Description	
	FS-1024MFP	**FS-1124MFP**
Time to Low Power mode (default setting)	2 minutes	
Time to Sleep mode (default setting)	15 minutes	
Recovery time from Low Power mode	10 seconds or less	
Recovery time from Sleep mode	15 seconds or less	
Paper supply capability	100% recycled paper may be used.	

NOTE: Consult your dealer or service representative for recommended paper types.

EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Glossary

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically put paper out. However, no output is performed if the last page has no data to be printed.

Auto Paper Selection

A function to automatically select paper in the same size as original at printing

Auto Sleep Mode

A mode designed for electrical power saving, activated when the machine is left unused or data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

dpi(dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Manual Feed Tray

The paper supply tray on the center of the machine. Use this tray instead of the cassette when printing onto envelopes, Hagaki, transparencies, or labels.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the CD-ROM enclosed in the package. Install the printer driver on the computer connected to the machine.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

TWAIN (Technology Without Any Interested Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to the computers. The TWAIN compatible devices enable to process image data on any relevant application software. TWAIN is adopted on a large number of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus)2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices.This function replaces what TWAIN used to do; the feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

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TONER+

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection

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