SHARP

Digital Multifunctional System

BP-1360M/BP-1250M

User's Manual

Operations

1   Preface

This manual lists various functions that can be performed on the touch panel display.

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

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

Refer
- Refer to "Logging in to Authentication Mode" (P.15) when logging in to Administrator Mode.
- Refer to Internet Services help for details of Internet Services.

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- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

Refer to *User's Manual - Main Unit* for trademarks or manual conventions.

1.1   Acquiring the Latest Software

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

https://global.sharp/restricted/products/copier/downloads/select_us_driver.html

2 Setup

2.1 Administrator Information

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

Refer
- Refer to *Setup Manual* for the default administrator ID and password.
- Refer to "[Administrator Settings]" (P.158) for how to set.

2.2 Using Internet Services

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

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

1. **Start the web browser.**

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

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

   Refer
   - Refer to "Device Status" (P.18) for the IP address.
   - Refer to Internet Services help for operations.

2.3 Scan Feature

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

Scan to Folder

- TCP/IP Address
  Refer to "[Protocol Settings]" (P.134).
- Enable ports
  Set each port for [SNMP], [SOAP] and [WebDAV] to [Enabled]. For details, refer to "[Port Settings]" (P.125).
- Registering a Folder
  Refer to "Registering a Folder" (P.62).

Scan (to PC)

- TCP/IP Address
  Refer to "[Protocol Settings]" (P.134).
- Enable ports
  Set each port for [FTP Client], [SFTP Client] and [SMB Client] to [Enabled]. For details, refer to "[Port Settings]" (P.125).
- Create the transfer destination folder
  - FTP/SFTP Transfer
    Create the transfer destination folder on the login server and then set the write permission.
  - SMB Transfer
    Create the folder on the client computer and then set it to a shared folder. Set the write permission for the shared folder.

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

Scan (Email)

Refer to "Email Feature" (P.5).

My Folder

This feature is available when"[Authentication/Accounting Settings]" (P.155) is set to [Remote].
- TCP/IP Address
  Refer to "[Protocol Settings]" (P.134).
- Enable ports
  Set the [SMB Client] port to [Enabled]. For details, refer to "[Port Settings]" (P.125).
- Start the service and set the transfer method
  Use Internet Services to set the My Folder feature.

Scan to USB

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

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

Scan to Desktop

> **Note**
> • The scan function cannot be used with the default settings in Windows Server.

• TCP/IP Address
  Refer to "[Protocol Settings]" (P.134).

• Enable ports
  Set the [WSD] port to [Enabled]. For details, refer to "[Port Settings]" (P.125).

2.4   Email Feature

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

Setting items	Refer to
TCP/IP Address	"[Protocol Settings]" (P.134)
Email Port	"[Receive Email]" (P.129) "[Send Email]" (P.130) "[Email Notification Service]" (P.130)
Machine's Email Address	"[Device Email Address / Host Name]" (P.138)
Protocol to Receive Email	"[Other Settings]" (P.151) > [Protocol to Receive Email]
SMTP Server Address (Set as required)	"[Outgoing/Incoming Email Settings]" (P.140)
SMTP AUTH Login Name, Password (Set as required)	
POP3 Server Address (Set as required)	
POP3 Login Name, Password (Set as required)	
Subnet Mask (Set as required)	"[TCP/IP - Network Settings]" (P.136)
Gateway Address (Set as required)	
DNS Server Address (Set as required)	
S/MIME (Set as required)	"[S/MIME Settings]" (P.147)

> **Note**
> • A certificate is required in advance to send and receive Email after attaching a digital signature to the Email and encrypting the Email using S/MIME.
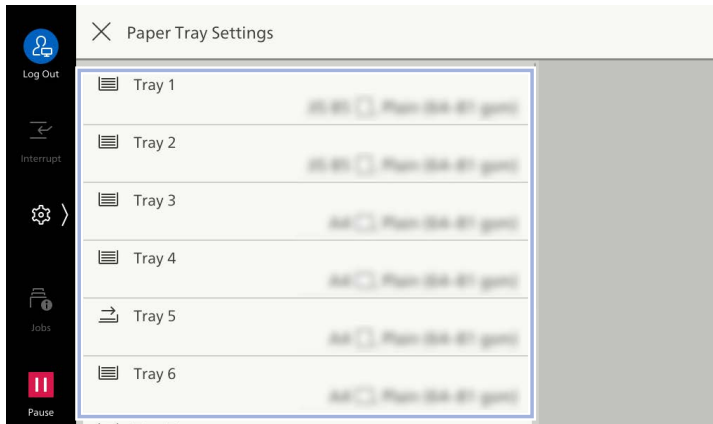
2.5   Paper Tray Settings

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

> **Refer**
> • Refer to "Basic Operations of the Machine" in *User's Manual - Main Unit* for how to load paper.
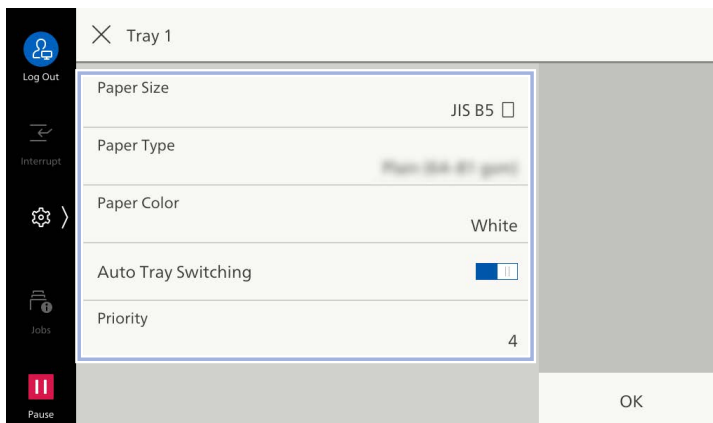
1. Tap on ⚙ > [Device] > [Paper Tray Settings].

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

> **Refer**
> • Refer to "[Common Settings]" (P.91) for [Common Settings] displayed in Administrator Mode.

3. As needed, configure the setting items.

Item	Details
[Paper Size]	[Auto Detect]: The machine specifies the paper size automatically. [Manual Size Input]: Enter the paper size you use.
[Paper Type]	Set the paper type. **Note** • You can select the paper for which the detail settings or name has been registered in advance (custom paper). For how to set the custom paper, refer to "Setting of Custom Paper" (P.7).
[Paper Color]	Set the paper color.

Item	Details
[Auto Tray Switching]	Set whether to use this tray automatically, when paper specified by a user is loaded, or when paper on the tray in use run out in the middle of a job. **Note** • You can set this item in Administrator Mode.
[Priority]	If [Auto Tray Switching] is enabled, set a priority of this tray when there are several trays to be switched. **Note** • You can set this item in Administrator Mode.
[Standard Size Defaults]	If tray 5 (bypass tray) was selected, set the paper size displayed for tray 5 in [Paper Supply] from the features list. **Note** • You can set this item in Administrator Mode.

4. Tap on [OK].

Setting of Custom Paper

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

2. Tap on [Custom Paper Settings].

3. Tap on a tray to change its settings.

4. As needed, configure the setting items.
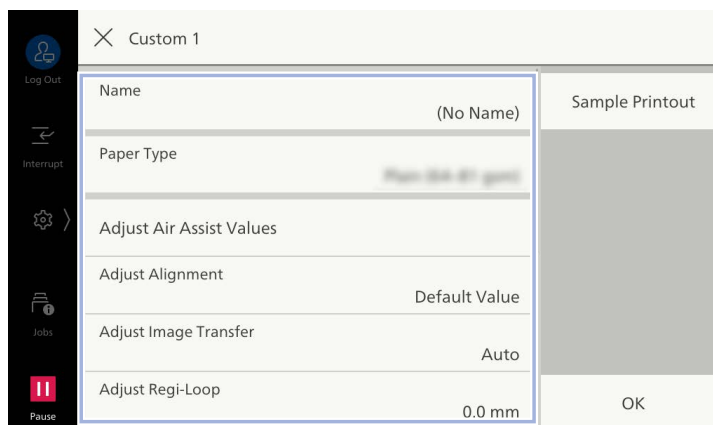
Item	Description
[Name]	Set name for custom paper.
[Paper Type]	Select the paper type to be set to the custom paper.

Item	Description

[Adjust Air Assist Values]	Air assist is the function that feeds air into the machine as paper is fed to prevent multi-feeding and paper jams.
	When the High Capacity Feeder is installed, you can select [Auto], [Disabled] or [Enabled].
	• [Auto]: Not normally used. Our service person customizes the adjustment value when using special paper.
	
	Note
	  • For details, call for service.
	• [Disabled]: Air assist does not work.
	• [Enabled]: The value of air to feed is adjusted automatically.
	If the Air Suction Feeder is installed, [Air Blower A]/[Air Blower B]/[Air Blower C]/[Air Blower D]/[Air Blower E] can be adjusted individually.
	
	Refer
	  • Refer to *Setting of Air Assist Value Adjustment Profile* in the following cases.
	    - When coated paper (weight: 64 - 80 g/m^2 or 177 - 216 g/m^2) is used
	    - When coated paper (weight: 106 - 135 g/m^2 or 177 - 216 g/m^2) is used
	    - When paper jam occurs

[Adjust Alignment]	Select the alignment adjustment setting registered in "[Manual Alignment]" (P.172).
[Adjust Image Transfer]	Enables setting of the optimal image transfer value for the custom paper when the image is not transferred in the optimal condition to paper. Specify the percentage of the voltage value to be applied numerically, or adjust it using a sample print.
[Adjust Regi-Loop]	When performing skew adjustment for the pre-register feed, the adjustment value can be set for each user paper. The adjustment value of the pre-register feed can be set in the range of - 9 to 9 mm, in 0.3 mm increments.
[Adjust Fold Position]	Select the adjustment value registered in "[Adjust Finisher]" (P.180) > [Adjust Fold Position].
[Adjust Image Transfer for Paper Edges]	If uneven colors due to transfer failure occur only at the front edge or the trail edge of the paper, adjusting the voltage ratio of the second transfer roll may improve the transfer failure. Execute this item when the transfer failure does not improve even after Adjust Image Transfer.
[Adjust Paper Speed]	When heavyweight paper or see-through paper is used, if uneven colors occur only at specific spots adjusting the paper feed speed may it. You can set the adjustment value of the fusing and the registration speed.

Item	Description
[Adjust Fusing Temperature]	Adjusts the fusing unit temperature. If the toner peels off the paper, increasing the temperature may improve it. **Note** • If you decrease the temperature too much, the toner on the high density images is not fused enough and it may peel off from the paper. • If the temperature is raised too high when printing on lightweight paper, a paper jam may occur in the fusing and peeling section. • When changing the settings, check the print results. Also return the value to the default "0" after printing because the environmental condition is always different.
[Adjust Transfer Load]	Adjusts the transfer pressure according to the paper to be used and outputs it with appropriate image quality.
[Output Paper Alignment]	Sets whether to use the function to align the output paper when you use the stacker tray of the finisher.

5. If confirming the adjustment results with the values you set, tap on [Sample Printout] to print the sample.

  1) Select the paper tray where the corresponding paper is set, change the print setting as required.
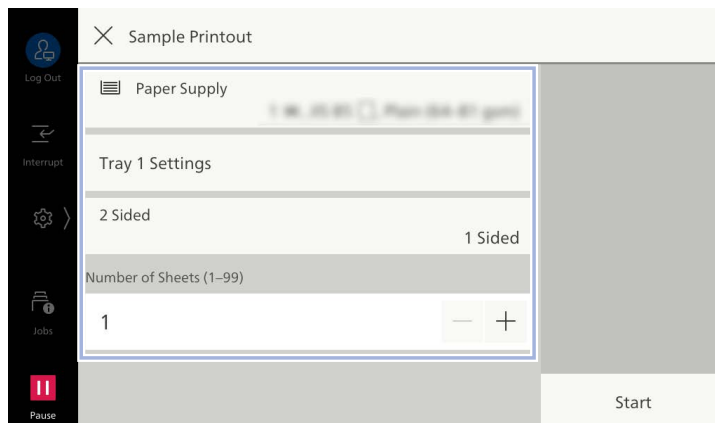
  2) Tap on [Start].

  3) When printing is completed, tap on [Close].

  4) Tap on [×] on the top left of the [Sample Printout] screen.

6. Tap on [OK].

3   Basic Operations

3.1   Touch Panel Display

Home Screen

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

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

> **Note**
> • You can change the default settings of the Home screen. For details, refer to "[Screen/Button Settings]" (P.94).
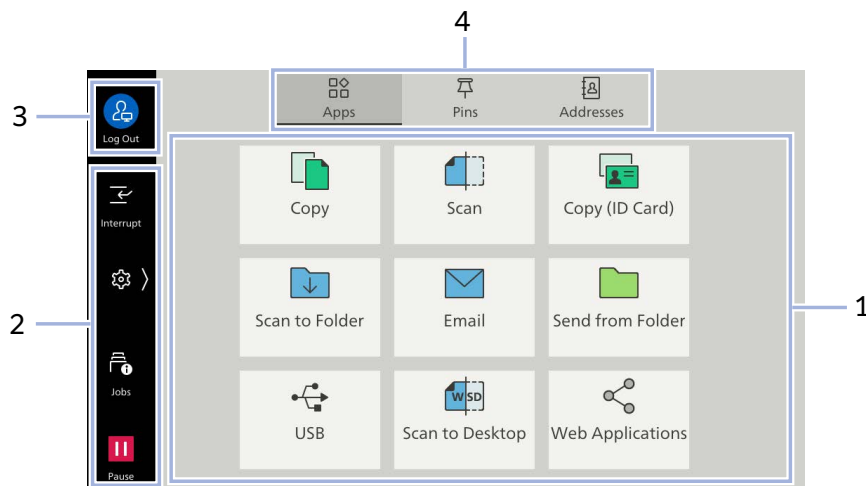
1. App display area

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

If logging in as a system administrator or an authenticated user, you can change apps to display or display position. For details, refer to "Customizing the Home Screen" (P.23).

App name	Feature Overview	Listed location
[Copy]	Operate the copy feature.	"Copy" (P.39)
[Scan]	Transfer the scanned data to the client computer on the network. You can also perform [URL], [Email] and [My Folder].	"Scan" (P.54)
[Copy (ID Card)]	Both the front and rear of documents whose size cannot be automatically detected, such as an ID card, can be copied side by side onto a single sheet of paper.	"Copy (ID Card)" (P.42)
[Scan to Folder]	Save the scanned data in the folder on the machine.	"Scan to Folder" (P.53)
[Email]	Sends the scanned data as an Email attachment.	"Basic Operations (Email)" (P.49)

App name	Feature Overview	Listed location
[Send from Folder]	Operate the data saved in the folder on the machine.	"Folder" (P.62)
[USB]	You can save the scanned data in the USB memory device, or print data saved in the USB memory device. **Note** • If either the scan to USB or print from USB feature cannot be used, [Scan to USB] or [Print from USB] is displayed.	"Scan to USB" (P.55) "Print from USB" (P.37)
[Scan to Desktop]	Saves the scanned data to a specified client computer.	"Scan to Desktop" (P.56)
[Web Applications]	Access the web server via the network from the browser programed in the machine, then save or display the data.	*User's Manual - Appendix*
[Private Charge Print]	Print private charge print files.	"Private Charge Print" (P.37)
[Secure Print]	Print Secure Print files (files with password set).	"Secure Print" (P.35)
[Sample Set]	Print the remaining number of copies of the file specified for Sample Set (printing one copy for trial).	"Sample Set" (P.34)
[Delayed Print]	Enables you to print the Delayed Print files (files with specified print time) before the specified time.	"Delayed Print" (P.35)
[Charge Print]	Print charge print files.	"Charge Print" (P.36)

2. Control Tab

Tap on ⚙ and then the control menu opens. To close, tap on 〈 on the right side of the screen.
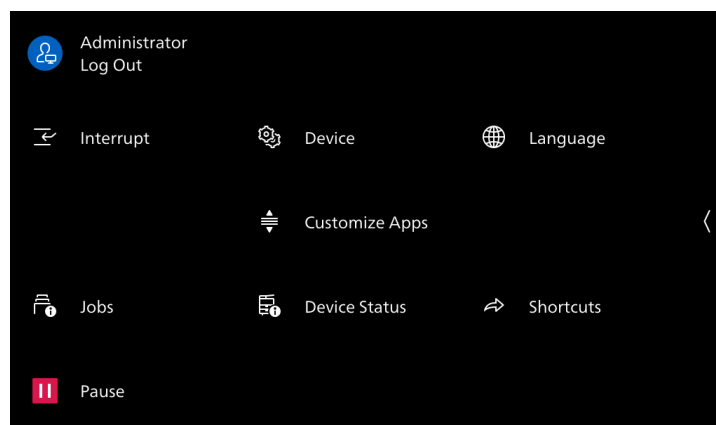
Feature name	Listed location/description
[Interrupt]	"Interrupt" (P.26)
[Jobs]	"Jobs" (P.17)
[Pause]	"Pausing Active Jobs" (P.16)
[Device]	"Device" (P.90)
[Customize Apps]	"Customizing the Apps Screen" (P.25)
[Device Status]	"Device Status" (P.18)

Feature name	Listed location/description
[Language]	This function is not used.
[Shortcuts]	"[Shortcuts]" (P.12)
[Auto Printing]	When [Disabled] is selected, printing can be temporarily disabled. When [Enabled] is selected, printing is enabled.

> **Note**
> - The feature icon displayed on the left side of the screen can be displayed and tapped even when the control menu is closed.
> - The features to display or positions can be changed in [Edit Control Menu] of "[Screen/Button Settings]" (P.94). [Pause] is, however, always displayed on the bottom left, and cannot be customized.
> - [Printer Lockout] in "[System Clock / Timers]" (P.92) needs setting to [Allow User to Lock Out] to display [Auto Printing] on the control menu.

[Shortcuts]

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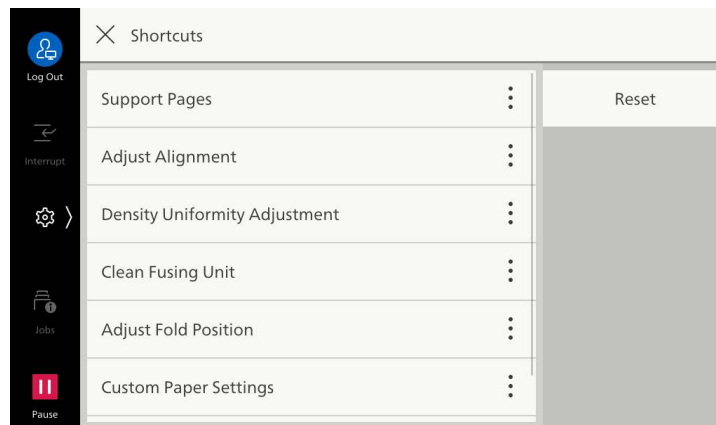
> **Note**
> - Tap on ⋮ displayed on the right of each feature in Administrator Mode, you can change the display order or delete the feature from the list. Tap on [Reset] to restore the list to the state at factory shipment.
> - Tap on [Shortcut] displayed on the top right on the screen of the features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

Features that can be registered	Listed location
[Support Pages]	"[Support Pages]" (P.163)
[Adjust Alignment]	"[Image Quality]" (P.167)
[Density Uniformity Adjustment]	
[Clean Fusing Unit]	"[Clean Fusing Unit]" (P.182)
[Adjust Fold Position]	"[Adjust Finisher]" (P.180)
[Custom Paper Settings]	"Setting of Custom Paper" (P.7)
[Screen Brightness]	"[Screen/Button Settings]" (P.94)

3. Login Information Field

The user is authenticated when the user enters the User ID and logs in.

While the user is authenticated, tapping on the login information field logs out the user, and the state becomes [Anonymous].

> **Note**
> • When [Authentication] > [User Details Setup] > [Logout Confirmation Screen] is enabled, the confirmation screen is displayed before logout.

> **Refer**
> • For details, refer to "Logging in to Authentication Mode" (P.15).

4. Home Tab

Switches between the Home screens.

> **Note**
> • The tab to display first can be changed in [Home Screen Default] of "[Screen/Button Settings]" (P.94).

Tab name	Listed location
[Apps]	"1. App display area" (P.10)
[Pins]	"Pins" (P.27)
[Addresses]	"Address Book" (P.82)

Basic Operation Method

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

Tap

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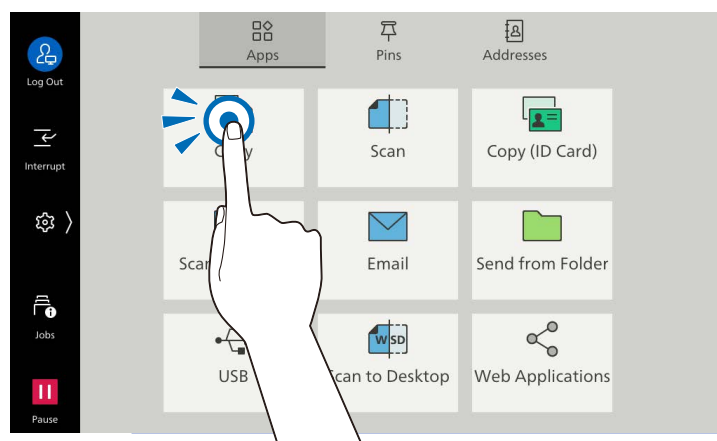
Swipe

While lightly touching the touch panel display, move your finger up and down to scroll the screen up and down.
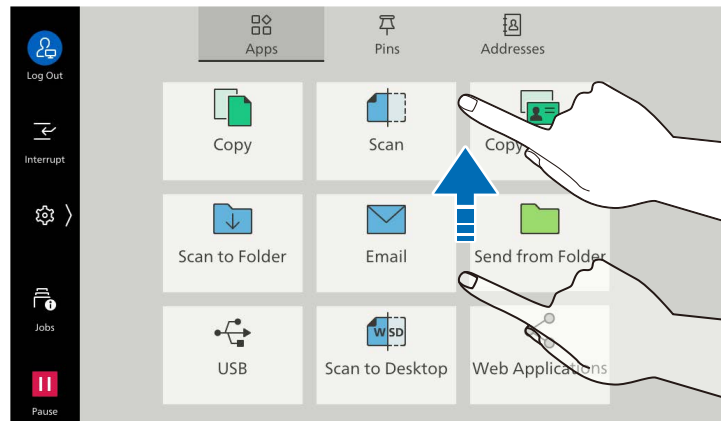
A flick action (lightly sweeping the screen to a desired direction with your finger) is also available.

Long-tap

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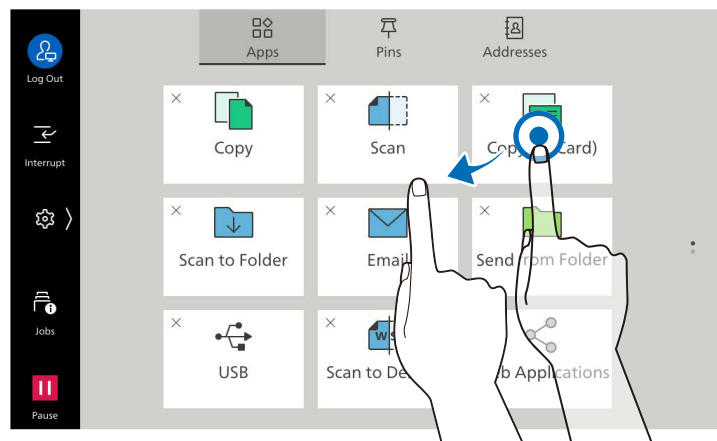
Keyboard

Tapping text input field displays a keyboard when entering the login information or destination, etc. Tap [OK] after completing input.
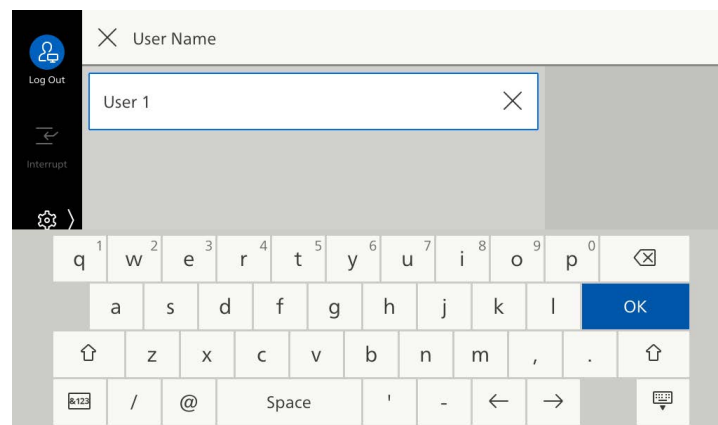
3.2 Logging in to Authentication Mode

The icon changes at the login information field after logging in to Authentication Mode. Open the control menu to confirm the login user name.

When not using the authentication feature, [Local User] is displayed.

When the user logs in with the administrator rights, [Administrator] is shown in this area.

1. Tap on login information field.
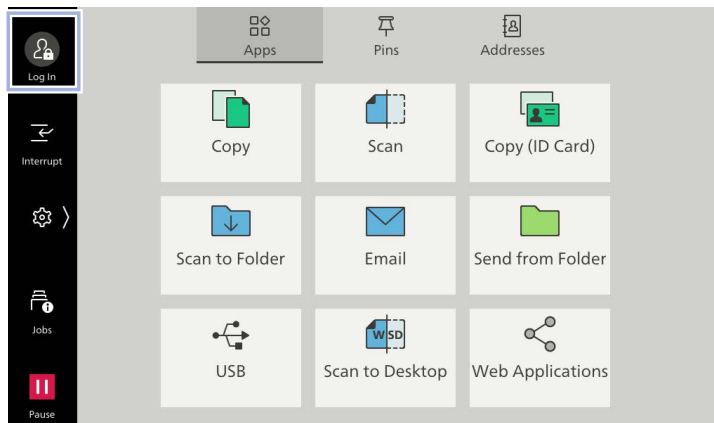
2. Enter the User ID and then tap on [OK].
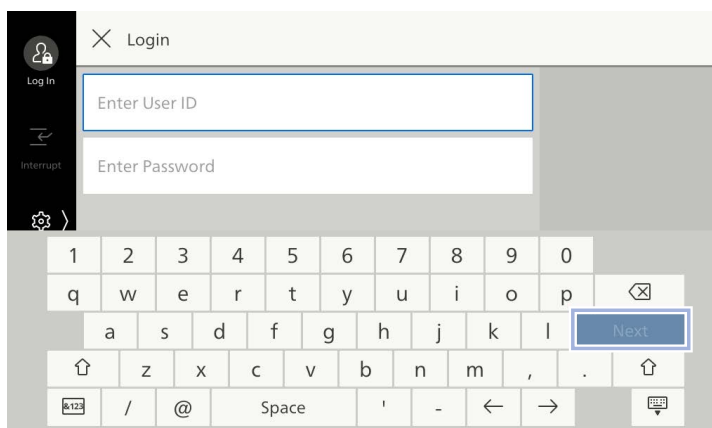
Note

- Input the password if a password input field is displayed.
- In case of that the password change screen is displayed when entering the password, the security strength has been changed. Confirm the password security strength and change the password.
- When linked to Microsoft Entra ID, enter the user name that comes before @ for the User ID.
  For example, enter "User1" for User1@sample.com.
- For the remote accounts (other than LDAP), tap on [Domain] and select the domain.
- If [Select from List] is set for how to specify the User ID in Internet Services, you can specify the User ID on the [Select User] screen.

Canceling the Authentication

1. **Tap on the login information field.**
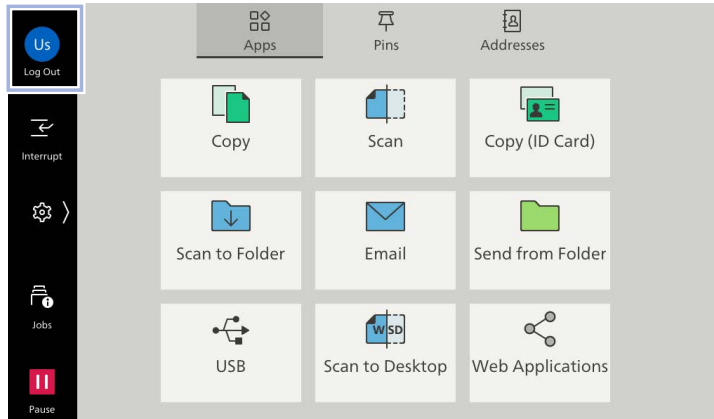
3.3 Pausing Active Jobs

1. **Tap on ⏸ ([Pause]) on the bottom left of the screen while the document is scanned and the job is running.**
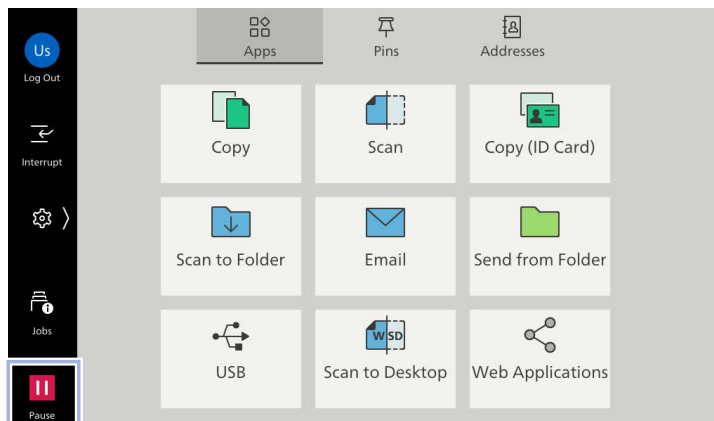
You can select to continue or pause jobs on the displayed screen.

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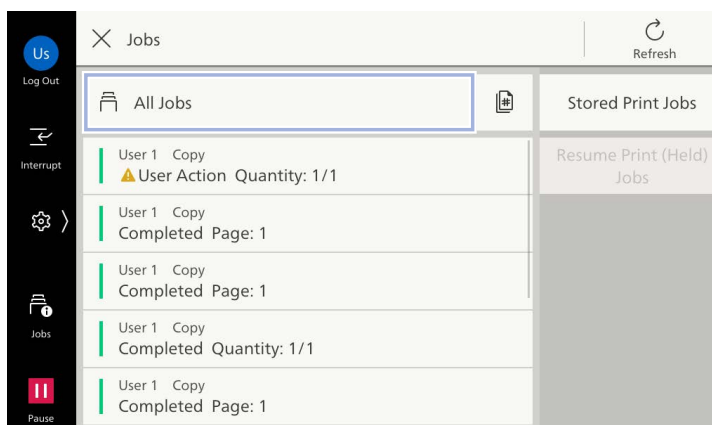> • When multiple jobs are running, the [Jobs] screen is displayed and you can select the job to operate.

3.4　Jobs

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

1. Tap on ![icon] ([Jobs]).
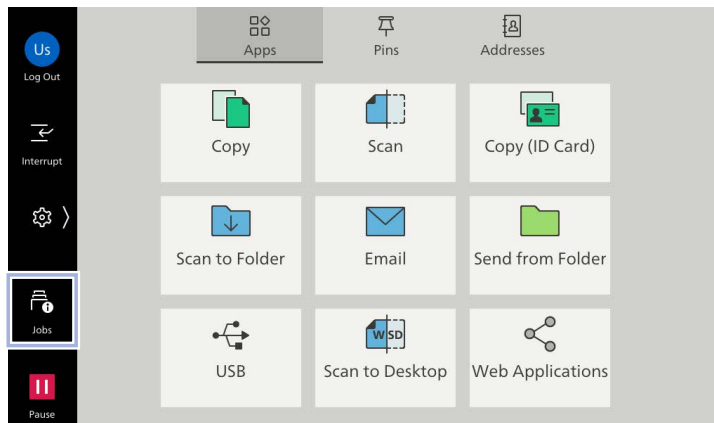
2. Tap on [All Jobs], and switch the job type to display.

> **Refer**
> • Refer to "Printing Stored Data" (P.34) for [Stored Print Jobs].

3. Tap on ![icon] , and select whether to display [Estimated Time Remaining] or [Quantity/Pages].
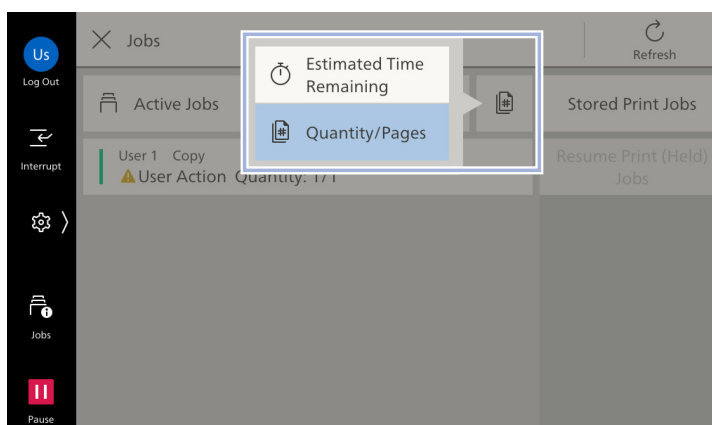
4. Tap on the job to operate.
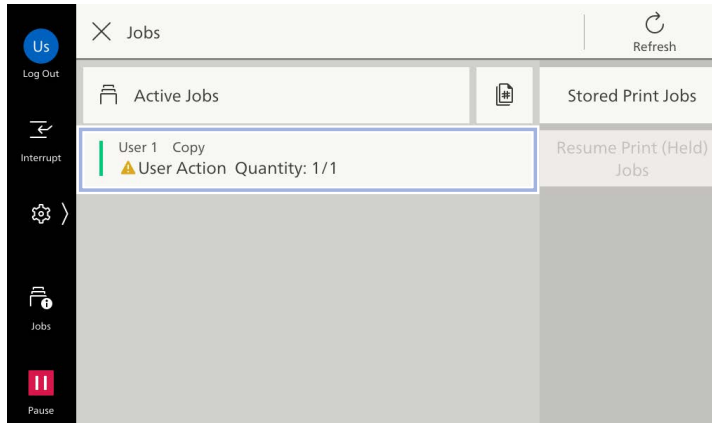
5. Select the next operation on the displayed screen.

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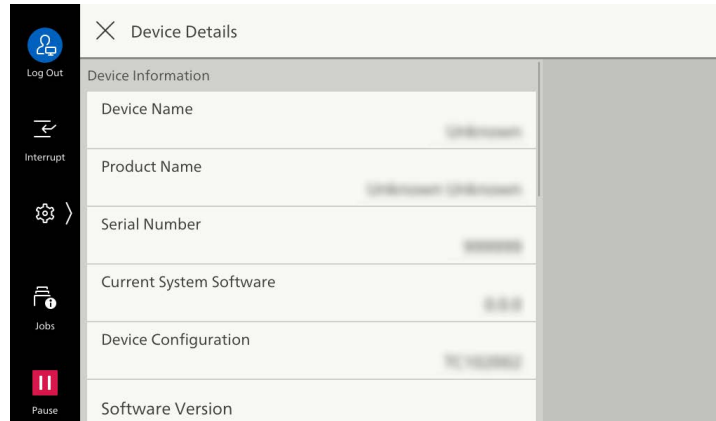
3.5 Device Status

You can confirm the status of the machine or print the report.

1. Tap on ⚙ > [Device Status].
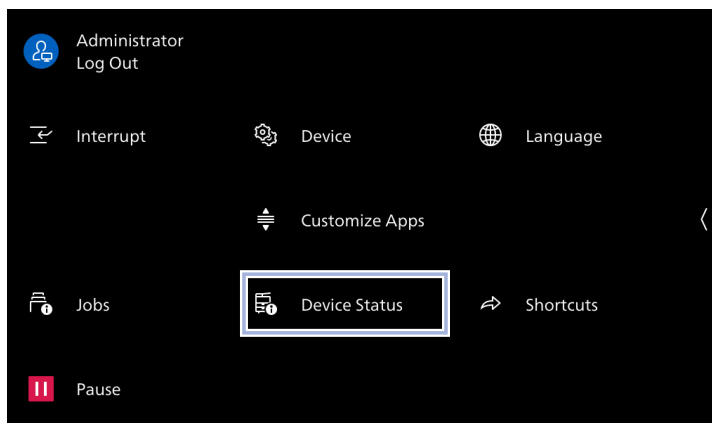
[Device Details]

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

[Billing Information]

Enables confirmation of number of output pages for each meter.
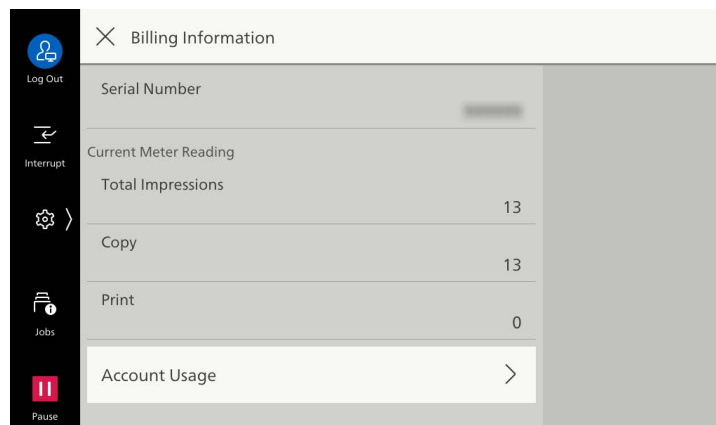
Item	Settings
[Serial Number]	Displays serial number of the machine.
[Total Impressions]	Displays total number of pages for copies and prints.
[Copy]	Displays total number of pages for copies.
[Print]	Displays total number of pages for prints.
[Account Usage]	Enables confirmation of number of pages by user. If the accounting feature has been set to enabled, it is possible to confirm the meter for the currently authenticated user ID.

■ **Counting of Blank Pages**

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

Note

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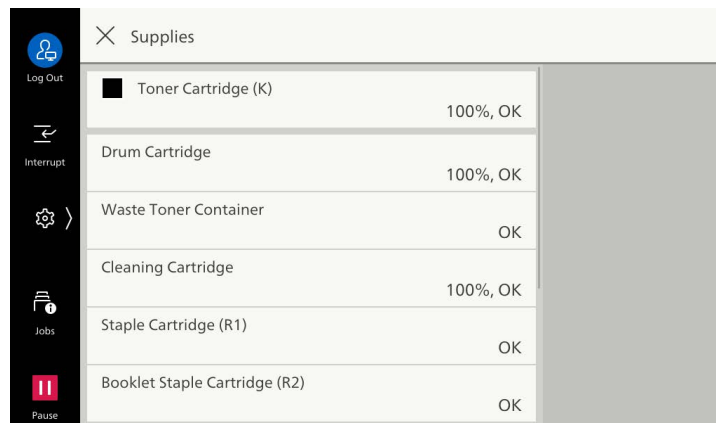 - In addition, when a command such as of drawing white background is passed from the application

■ **Counting of Long Paper**

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

- 1.5 or more to 2 or less times (when width: 330.0 mm, length: 568.0 to 757.2 mm): 2

[Supplies]

Enables confirmation of the status of supplies.
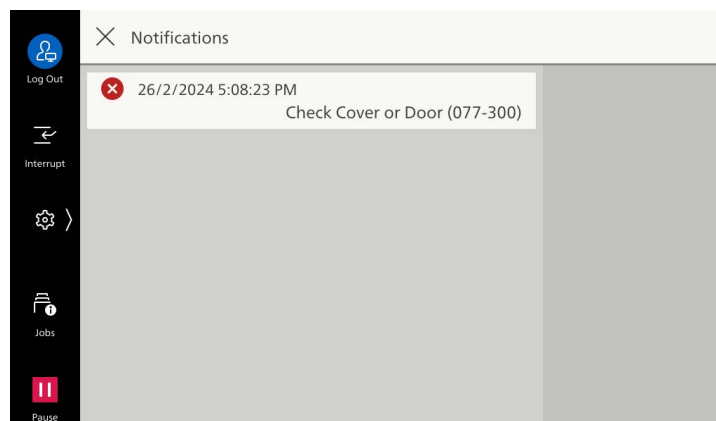
[Notifications]

Displays notifications from the machine on the status of problems, replacement periods, and other important messages, in order of importance.
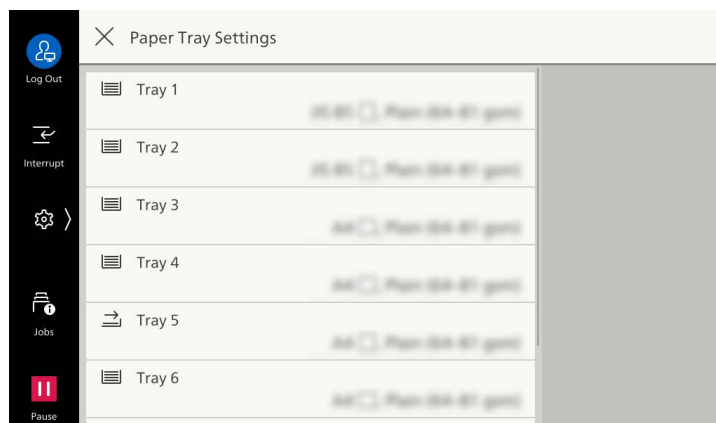
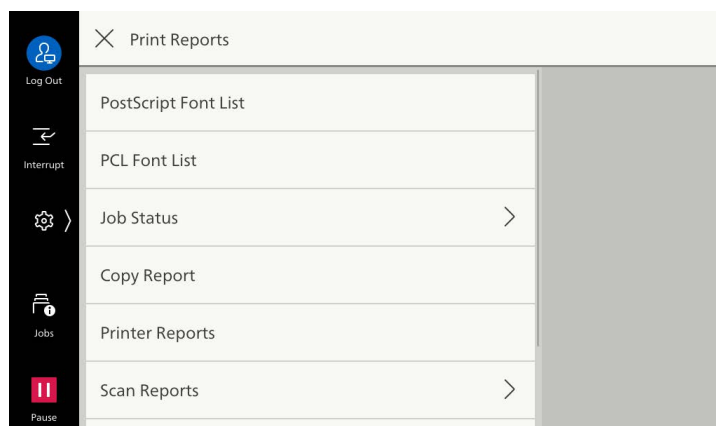If notifications is selected, details and related pages can be confirmed.

[Paper Tray Settings]

Enables confirmation of the setting and status of paper trays.

[Print Reports]

Enable printing of a report or list.

> **Note**
> • Some items can be displayed only in Administrator Mode.

Item	Description
[PostScript Font List]	Prints fonts usable with PostScript.
[PCL Font List]	Prints fonts usable with PCL.
[Job Status]	
[Job History Report]	Prints results of running jobs, up to the most recent 200 jobs. Printing can also be done by job type. Applying a check mark in [Include Child Jobs] prints each related job on each one line. Disabling prints related jobs (including job flow jobs) together in one line.
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.
[Copy Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.

Item	Description
[Printer Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[PCL Settings List]	Prints settings for PCL print mode.
[PCL Macro List]	Prints list of forms created for PCL print mode.
[PDF Settings List]	Prints settings for PDF print mode.
[TIFF/JPEG Settings List]	Prints each setting for TIFF and JPEG print mode.
[TIFF/JPEG Logical Printers List]	Prints list of logical printers created in TIFF and JPEG print mode. **Note** • Setting of TIFF and JPEG logical printers is done with Internet Services.
[PostScript Logical Printers List]	Prints list of logical printers created with PostScript. **Note** • Setting of PostScript logical printers is done with Internet Services.
[HP-GL/2 Settings List]	Prints settings for HP-GL, HP-GL/2, and HP-RTL emulation mode.
[HP-GL/2 Logical Printers List]	Prints settings for logical printers in HP-GL, HP-GL/2, and HP-RTL emulation mode.
[Font List]	Prints list of usable fonts.
[PCL Font List]	Prints fonts usable with PCL.
[PostScript Font List]	Prints fonts usable with PostScript.
[Scan Reports]	
[Reports]	
[Configuration Report]	Prints configuration report enabling confirmation of the machine's hardware configuration, network information, and setting status of print and copy features.
[Scan/Fax Configuration Report]	Prints setting status relating to scanner features.
[Domain Filter List]	Prints setting status of domains with filtering.
[Address Book]	Prints the registered information of the Address Book. **Note** • Enabling [Print Details] prints information also such as Address Type or Starting Rate.
[Group List]	Prints the registered information of the group in the Address Book.
[Job Counter Report]	Prints breakdown of actual use by feature (print quantity, number of uses, etc.) and cumulative time not in use (standby time, Low Power Mode time, Sleep Mode time, power off time, etc.) in minute units.
[Error History Report]	Prints information on errors that have occurred with the machine, up to the most recent 50 errors.

Other Settings

| Item	Listed location/description
[Print Mode]	"Switching Between Online and Offline" (P.26) "Emulation" in *User's Manual - Appendix*

3.6 Customization

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

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

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

Customizing the Home Screen

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

1. **Touch and keep your finger on the app display area.**
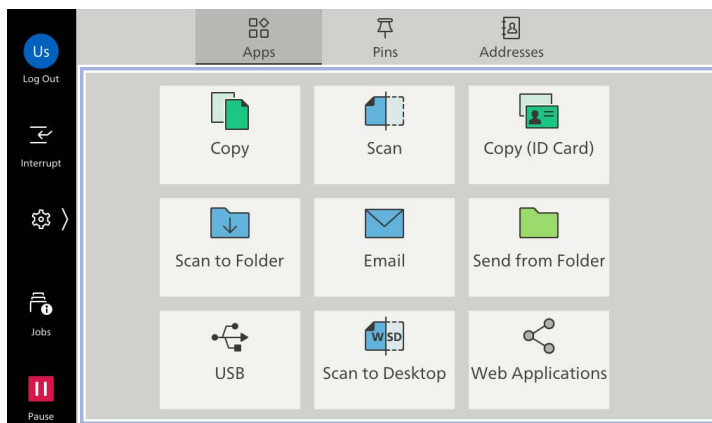
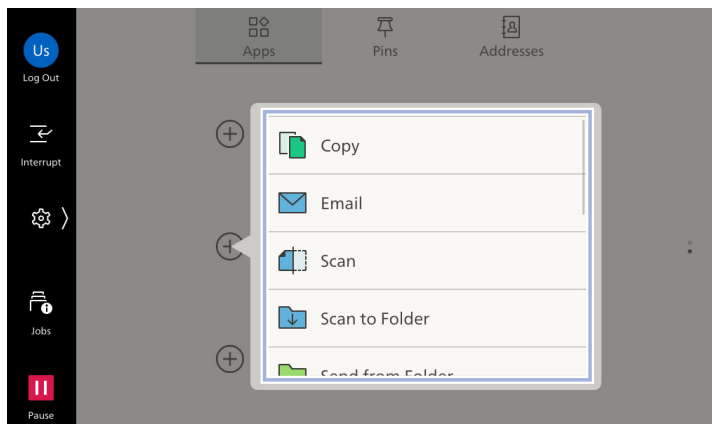**2.** **Perform the following operation.**

Hiding icons
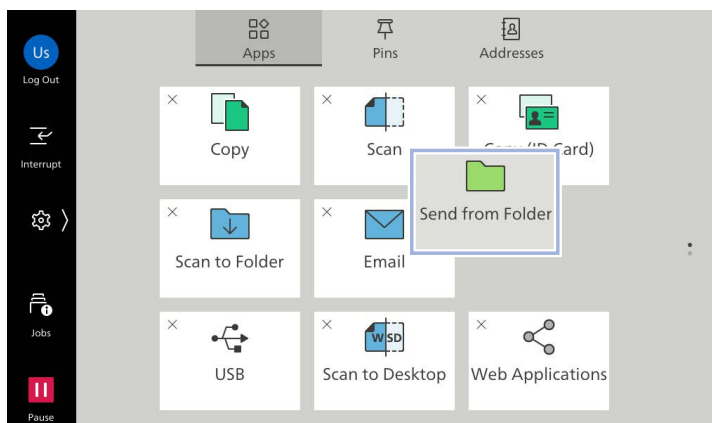
1) Tap on ☒ to hide the icon.
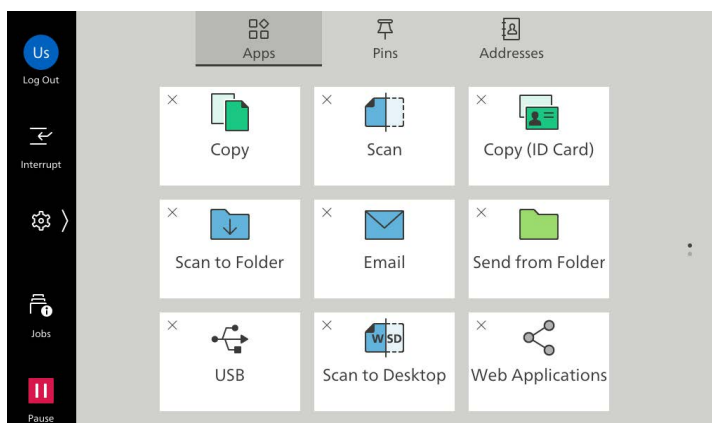
Displaying icons

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

2) Tap on the apps to add.

Changing the icon's position

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

Note

- You cannot move icons between pages. Tap on ⊕ on the page you want to place the desired icon.

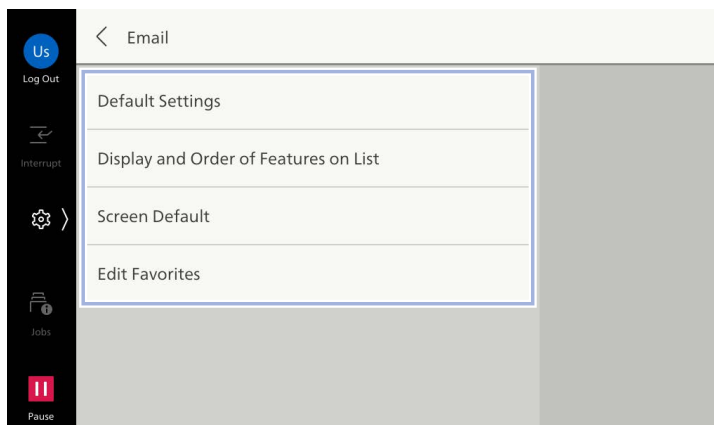3. When you complete the customization, tap on the outside area of the apps icons.

Customizing the Apps Screen

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

1. **Tap on ⚙ > [Customize Apps].**

2. **Tap on the app to customize.**
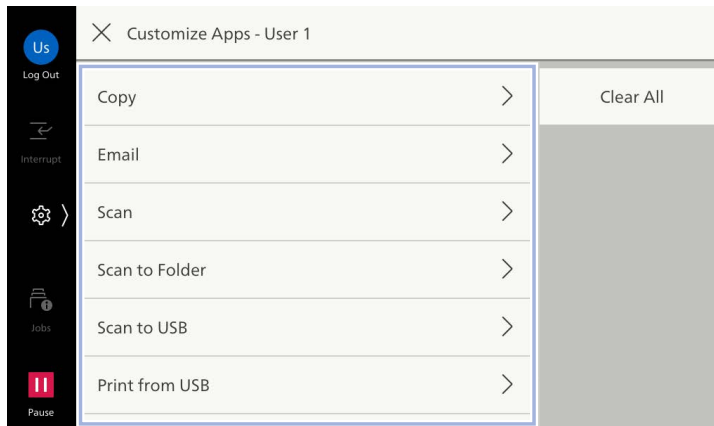
3. **Select the item to customize.**

> **Note**
> • Displayed Items differ depending on the login status or apps.

Item	Function
[Default Settings]	Sets the default value when launching the app.
[Display and Order of Features on List]	Tap on each feature and change Hide ☐ /Display ☑ . You can change the display order by long-tap.
[Screen Default]	Sets the screen that displays when launching the app.
[Edit Favorites]	Sets contacts that display in favorites.
[Clear All]	Deletes all customized settings.

3.7 Switching Between Online and Offline

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

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

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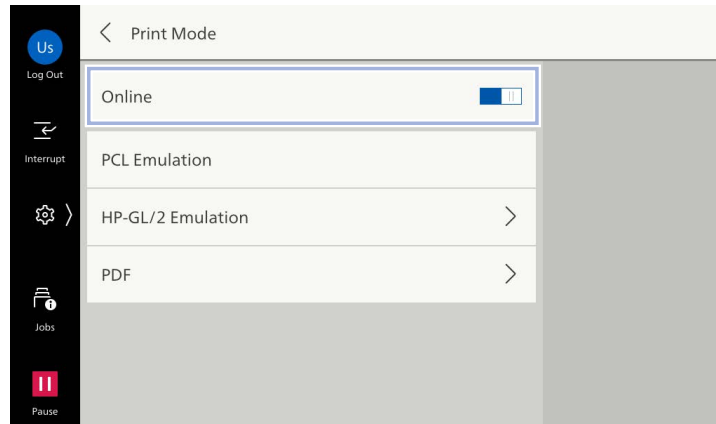
3.8 Interrupt

This feature allows you to prioritize another job during consecutive copying or printing by suspending a currently-running job. Below is an example of copying using the interrupt feature during consecutive copying.
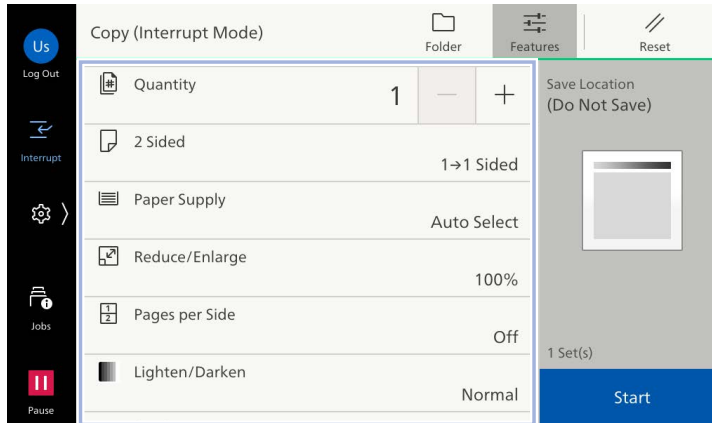
> **Note**
> - [Interrupt] may not be accepted while copying 10 copies or less using the document glass surface.
> - If documents are being scanned or there are queued jobs, [Interrupt] cannot be used.

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

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

3. Set each feature as needed.

4. Tap on [Start].

5. After an interrupt copy job is complete, tap on ![icon] ([Interrupt]).
The job before the interrupt is restarted.

3.9   Pins

The job history of copy and scan are saved in [Pins] (📌).
This feature enables you to launch an app to restart a job selected from the job history.
Setting [Create Pin] also enables you to restart a job directly, without launching any app.

> **Note**
> • When using the authentication feature, the job history is saved for each user and you can use [Pins].
> • The job history for which the administrator has set [Create Pin] is displayed to all users.
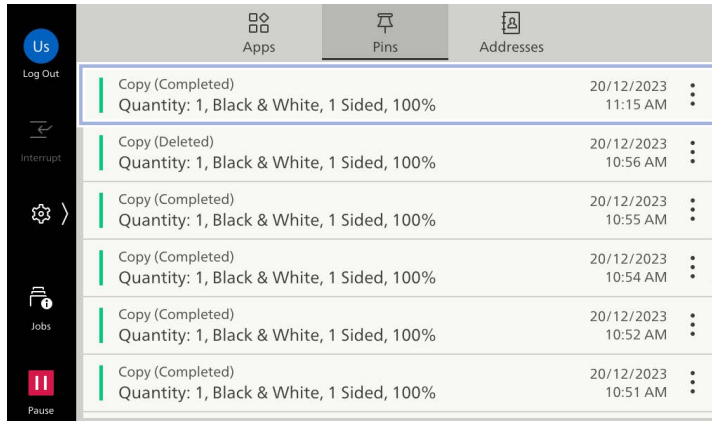
> **Refer**
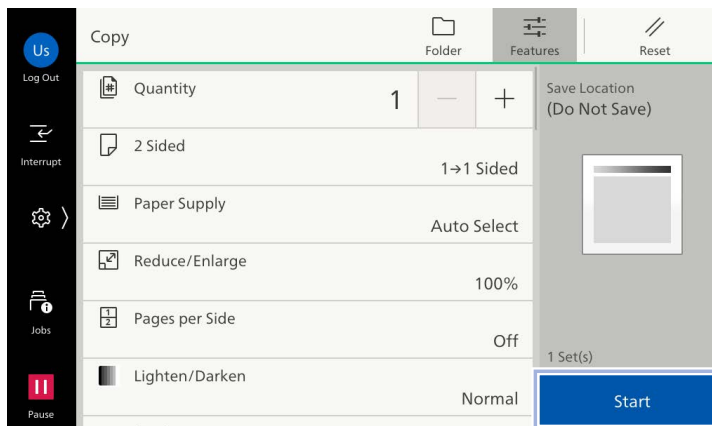> • Refer to "[Pins Settings]" (P.95) for controlling the use of [Pins].

Launching an App

1. Load the document.

2. Tap on [Pins].

3. Tap on the job history to be used.

4. Tap on [Start].

Setting Pins

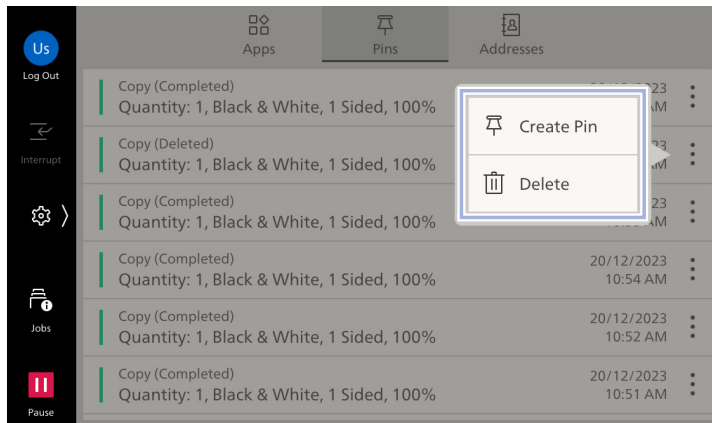If [Create Pin] is set for the job history, the following operation can be performed.

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

> **Note**
> - This cannot be displayed depending on the feature.

- [Edit Name]: Edit the name for the saved pin.
- [Move to Top]: Move to the top of the list.
- [Delete]: Delete from the list.

1. Tap on [Pins].

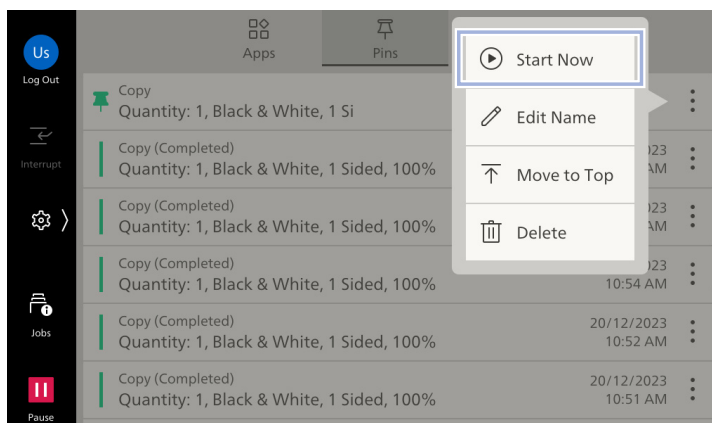**2.** Tap on ⋮ > [Create Pin] in the job history.

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

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

📌 is displayed in the job history.

Direct Restart

1. Load the document.

2. Tap on [Pins].

3. Tap on ⋮ in the job history with 📌 .

4. Tap on [Start Now].

3.10   Power Saver

This feature enables you to reduce power consumption.

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

> **Refer**
> • Refer to "[Power Saver Settings]" (P.93).

Power Saver Mode

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

• When pressing the <Power/Power Saver> button and then tapping on [Enter Power Saver]
• When the machine has not been operated, when a job has not been run, and when print data has not been received before the time to switch to Power Saver Mode

Exiting from Power Saver Mode

• When the <Power/Power Saver> button was pressed
• When a job such as print is received
• When clicking [Save] in Internet Services
• When a document was loaded in the document feeder
• When the document cover was opened

Cooling Mode

If the inside of the machine becomes hot, it will automatically switch to Cooling Mode. When cooling is finished, the screen indicating Cooling Mode will close automatically.

> **Important**
> • Do not open the cover or turn off the power while in Cooling Mode, as the fan inside the machine operates to dissipate heat.

> **Note**
> • Tapping on [Close] will close the screen, but Cooling Mode will not be canceled, so you will not be able to operate the machine.
> • While operating in Cooling Mode, the machine will not switch to Sleep Mode.

3.11 USB Memory Device

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

Compatible Files for Printing

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

Cautions for Use

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

Removal

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

1. Tap on △ ([Remove]).

2. Tap on [Confirm].

3. Remove the USB memory device.

3.12   Error Code

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

> **Note**
> - If an error code is displayed, the print data remaining in the machine or the information stored in the memory of the machine are not guaranteed.
> - Refer to *Information for error codes* for how to treat the error codes.

If an error does not disappear even after following the treating method in *Information for error codes*, call for service.

4 Print

Printing Specified from a Client Computer

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

Printing Data Stored in this Machine

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

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

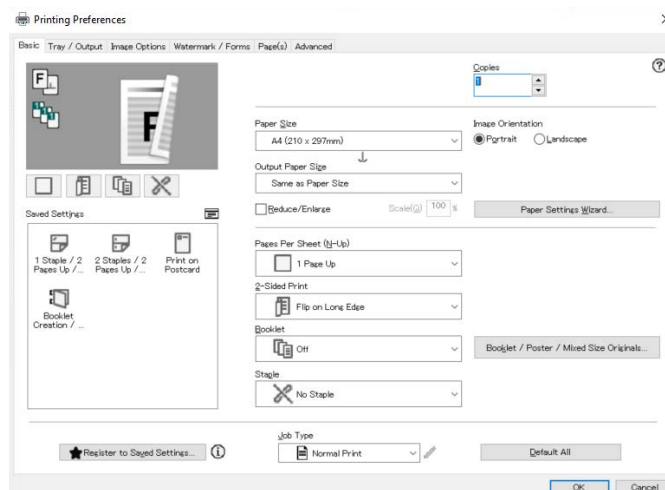- Print from USB

Other Printing Services

- Emulation

> **Refer**
> - Refer to *User's Manual - Appendix* for Direct Print and emulation.

4.1 Printing by a Client Computer

Printing Using a Printer Driver

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

Print Email

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

Receiving Email from a Client Computer

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

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

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

4.2   Printing Stored Data

Temporarily store the print data sent from the printer driver and print them by operations on the touch panel display.
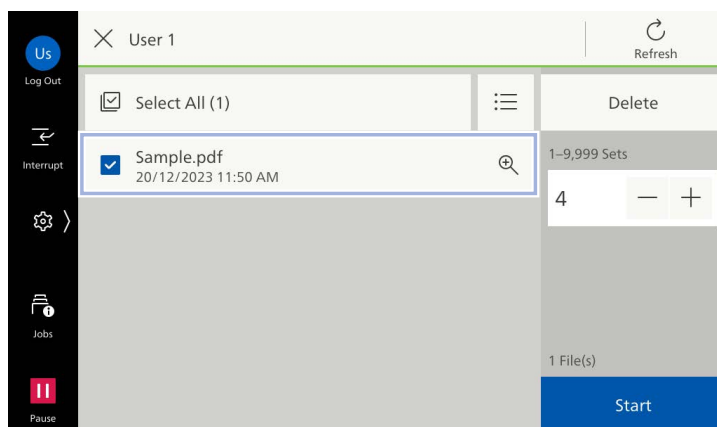
> **Note**
> - To save received jobs to the Charge Print or Private Charge Print, the setting in "[Authentication]" (P.158) > [Charge/Private Print Settings] > [Receive Control] is required. In this case, even if you instruct the Sample Set, Delayed Print, or Secure Print by the printer driver, it may be ignored.
> - When each app is displayed on the Home screen by the customization feature, you can operate directly from such apps.

Sample Set

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

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

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

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

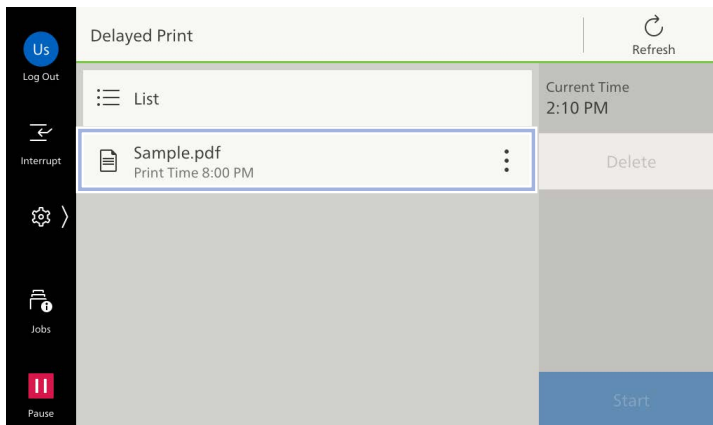4. **Change the print quantity as needed.**

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

5. Tap on [Start].

Delayed Print

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

1. Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Delayed Print].
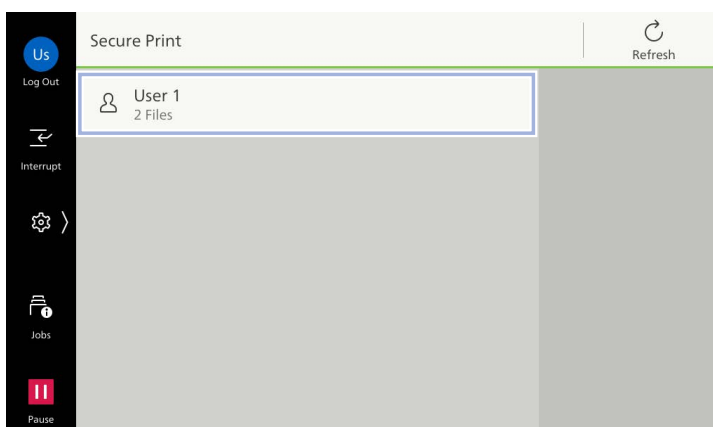
2. Tap on the file to be printed.

3. Tap on [Start].

Secure Print

Print Secure Print files (files with password set).

1. Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Secure Print].
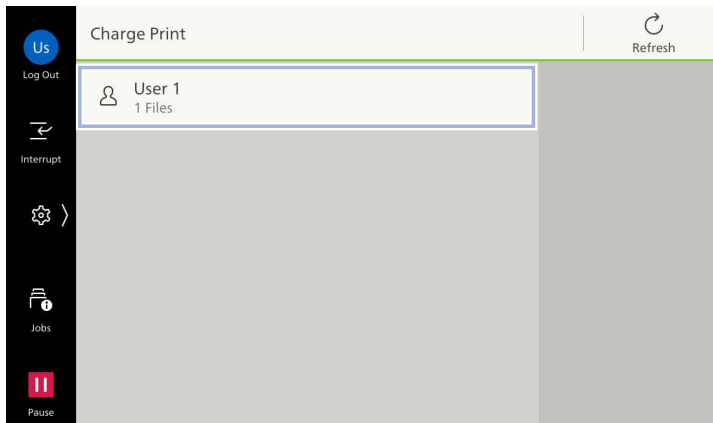
2. Tap on the target user.

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

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

5. Change the print quantity as needed.

6. Tap on [Start].

Charge Print

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

1. **Log in to Authentication Mode.**
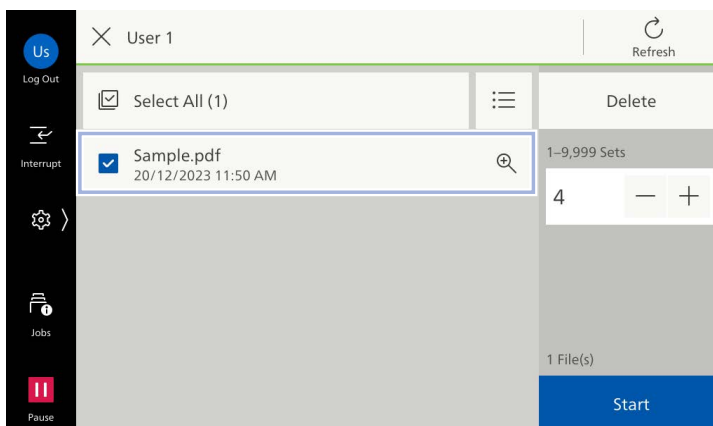
2. **Tap on ⚙ > [Jobs] > [Stored Print Jobs] > [Charge Print].**

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

Note

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

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

5. **Change the print quantity as needed.**
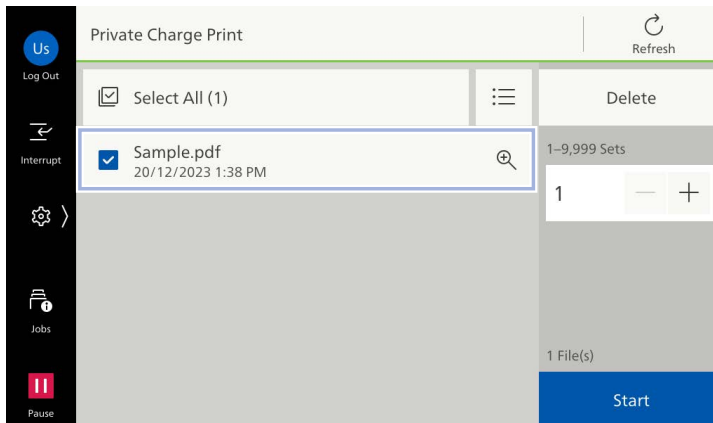
6. **Tap on [Start].**

Private Charge Print

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

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

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

> **Note**
> • Up to 100 files can be printed at a time.

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

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

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

> **Note**
> • When printing with the finisher function specified while in a status where it cannot be used, this specification is deleted and the printing is performed.

4.3   Print from USB

You can print data saved in the USB memory device.

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

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

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

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

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

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

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

Features List

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

4.4　　Other Printing Services

Printing by Chrome OS

For printing, refer to Google LLC official website.

Universal Print

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

> **Refer**
> - For how to enable the Universal Print settings, refer to the Internet Services help.
> - For printing, refer to the Microsoft Corporation official website.
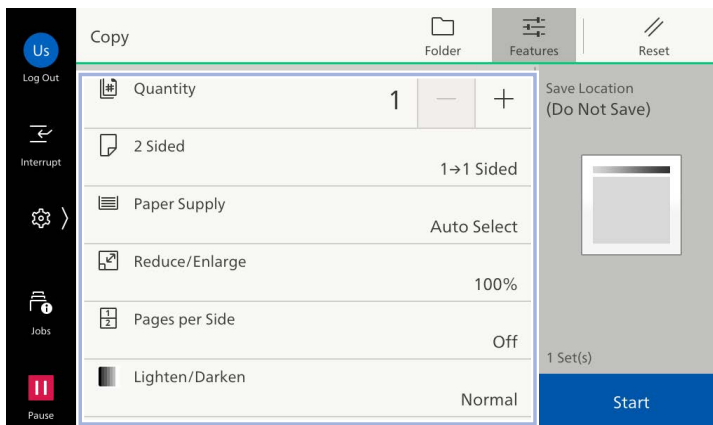
5 Copy

5.1   Basic Operations

1. **Load the document.**

> **Refer**
>
> • For how to load documents, refer to "Basic Operations" in *User's Manual - Main Unit*.

2. **Tap on [Copy].**

3. **Configure the print quantity and the setting items.**

> **Note**
>
> • Tap on ▨ ([Reset]) when turning the setting value to default.

> **Refer**
>
> • Refer to "Features List" (P.43) for the description of each item.

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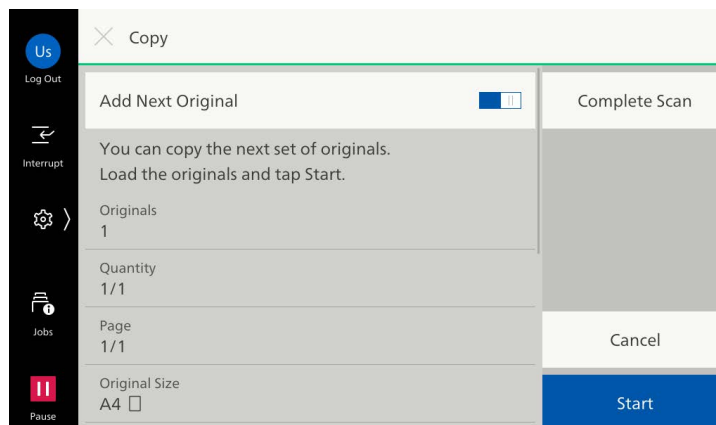
Deleting

1. **Tap on 〓 or [Pause].**

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

Continuous Copying

The following confirmation screen appears if you set [Next Original] to [On] in the features list.

1. **When reading the previous document is completed, load the next document.**

2. **Tap on [Start].**

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

5.2   Store File for Reprinting

You can save the document loaded in copying as data in the folder for reprint of the machine.
It is necessary to register a folder in advance to use the folder for reprint.

Refer
- Refer to "Registering a Folder" (P.62) for registering a folder.

1. **Load the document.**

2. **Tap on [Copy].**

3. **Tap on ☐ on the upper side of the screen.**
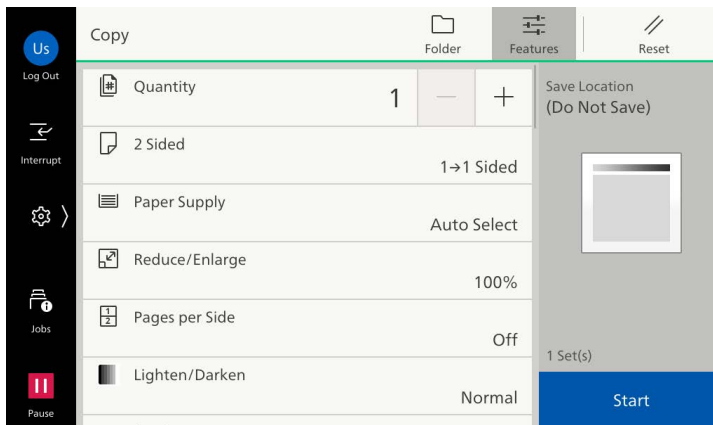
4. **Tap on [Copy & Store File for Reprinting] or [Store File for Reprinting].**
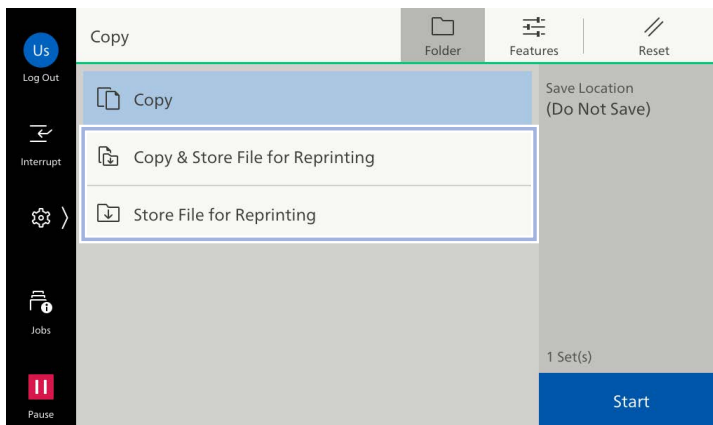
Note
- If you want just to execute copy but cancel storing to the set destination folder, tap on [Copy].

5. **Tap on the folder to be saved to.**

> **Note**
> - Tap on ⓘ on the right side of each folder to check the files saved for reprinting.
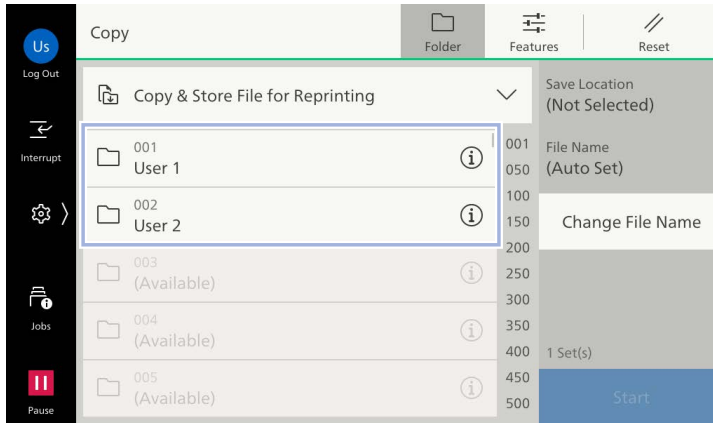> - You can specify the name of the file by tapping on [Change File Name].

6. **Tap on ⬕ on the upper side of the screen, and set each item.**

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

5.3　Copy (ID Card)

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

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

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

Place an ID card near the top-left corner of the document glass with the front side of the card facing down.
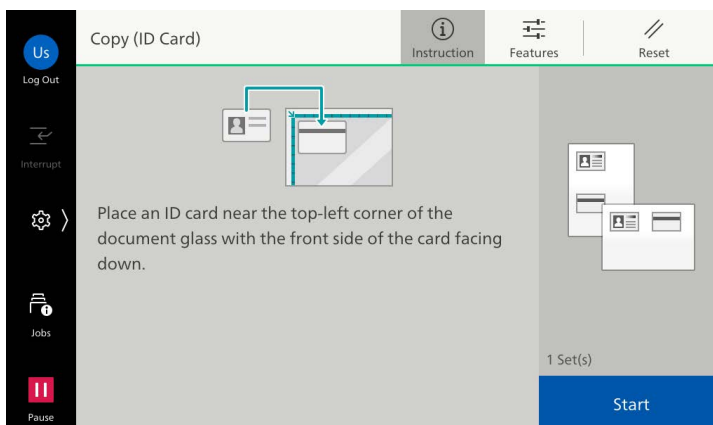
> **Note**
> - Load the ID card in a position at least 5 mm from the top edge and left edge of the document glass.

3. **Close the document cover.**

4. Tap on ⯐ on the upper side of the screen, and set each item.

5. Tap on [Start].

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

7. Close the document cover.

8. Tap on [Start].
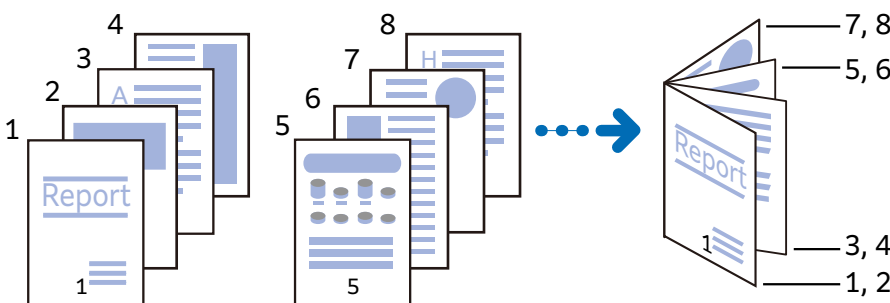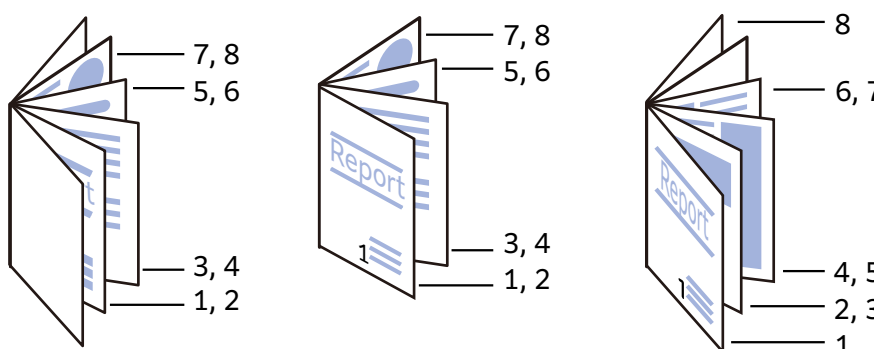
5.4　Features List

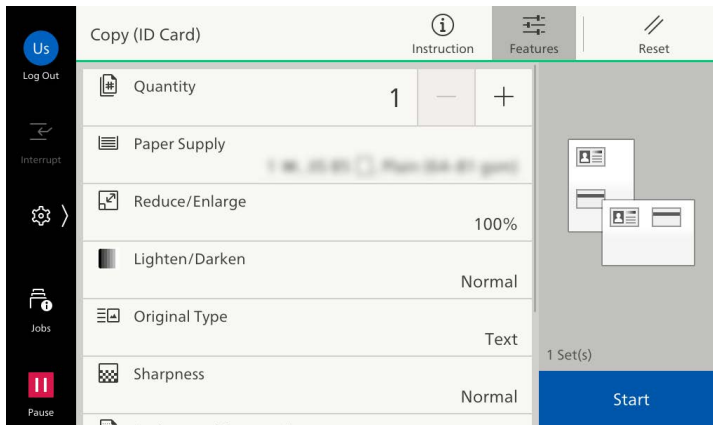| Item	Description
[Quantity]	Enter the number of copies.
[2 Sided]	Set whether to scan both sides of the document and whether to print on both sides of the paper.
[Paper Supply]	Select the paper tray. If [Auto Select] is selected, an appropriate paper tray will be selected.
[Reduce/Enlarge]	Set the percentage reduction/enlargement when copying. When [Auto %] is selected, the appropriate percentage is set from the document size and the paper size. When entering the value, you can copy with specified reduce/enlarge value. When [Slight Reduction] is enabled, copy slightly smaller than the selected percentage, so that an image is not clipped.

Item	Description
[Pages per Side]	Multiple page documents can be copied onto 1 page. Specify the layout and the orientation of the loaded documents set when copying.
[Lighten/Darken]	Adjust the copy to lighten/darken it.
[Staple]	Set the position for stapling.
[Hole Punch]	Set the position of the hole punch.
[Folding]	Fold the copied paper and output. If [Print Position] is displayed, set whether the print position is on the inside or on the outside. If the Square Back Fold Trimmer is installed, you can set [Trimming] and [Folding] when [Single Fold] is selected. **Note** • The orientation of the paper is ▱ restricted.
[Copy Output]	Set the direction for outputting the paper.
[Output Destination / Offset Stacking]	Select the destination paper tray. Also, sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen.
[Face Up/Down Output]	Set the face up/down output.
[Original Type]	Set the document type.
[Mixed Size Originals]	You can scan documents of various sizes at one time and make copies on each size or a single size of paper.
[Original Orientation]	Set the orientation in which you load the document in the document glass or the document feeder.
[Original Size]	Specify the size when scanning documents of irregular sizes or copying different sizes. **Note** • When the document is loaded in the document feeder, the origin of the reading size of the portrait direction ([Y]) is in the center. For example, when the size to be read is specified as 100 mm, the size to be read is 50 mm upward from the mid half of the document and 50 mm downward from the mid half.
[Sharpness]	Adjust the sharpness.
[Background Suppression]	Remove the background color on newspapers or documents with a background color. **Note** • When the [Original Type] setting is [Photo], background suppression is not possible.
[Book Copying]	Copy the pages of double-page spread such as books separately in page order.
[2 Sided Book Copying]	Copy double-pages of books, booklets, etc. on both sides of paper, allocating pages so that the copied document can be viewed in the same way as the document. Also, the starting page and the ending page can be specified for the left and right of double-page spreads, and the range for elimination of the center binding shadow can be specified.

Item	Description
[Edge Erase]	When a document is copied with the document cover opened or when a booklet is copied, a dark shadow can be formed around the periphery or in the center binding part. In these cases erase the shadows when copying. **Note** • For 2 sided documents, the same amount of edge erasing is set for both side 1 and side 2 of the document. • When [Reduce/Enlarge] is set, the percentage is proportional, and the amount of edge erasing is also reduced or enlarged. • When copying a 2 sided document using the document glass, the setting [Mirror Side 1] is disabled. In this case, use the document feeder or for the document that is not suitable for the document feeder, select [Joint Job] and change the edge erase setting, on side 1 and side 2. • The whole side cannot be copied even if the edge erase width is set to 0 mm. Refer to "Print Area" in *User's Manual - Main Unit* for information on the area that can actually be copied.
[Image Shift]	Move the position of the image of the document vertically and horizontally, move the center of the document onto the center of the paper, and copy. Also, copying can be performed with top and bottom and left and right margins (binding margins) applied. For 2 sided printing, you can set the moving positions both for [Side 1] and [Side 2].
[Mirror Image]	Copy a document image with the left-right direction reversed.
[Negative Image]	An original image is reversed to monochrome and copied. **Note** • When both [Negative Image] and [Edge Erase] are set, the edge erase area becomes white.
[Image Rotation]	When the orientations of the loaded document and the paper that has been loaded in the paper tray are different, rotate the document image, and copy with the vertical and horizontal orientation of the document and the paper aligned. Also, when there is a mixture of LEF and SEF documents, it is possible to select which is the reference for rotation.

Item	Description
[Booklet Creation]	Copy the document copied on multiple pages with the page sequence allocated so that it forms a booklet (saddle stitched booklet). Also, when producing a booklet, the center binding margin and covers can be set. • [Create Left/Top Bound Booklet] • [Covers] [Blank Cover]/[Print on Both Sides]/[Print on Side Facing Outside] If the Square Back Fold Trimmer is installed, you can set [Trimming], [Square Back] and [Fold Firmly] when [Fold], [Crease] or [Fold & Staple] is selected. **Note** • Four pages of documents are copied onto one sheet of paper, so if the number of the document pages is not four times the number of pages, the remaining pages will be blank.
[Covers]	Copy with covers. Different paper (colored paper, heavyweight paper, etc.) can be used as the first page of a document and copied as the front cover and back cover.
[Front Cover]	• [Off] A cover is not provided. • [Blank Cover] White paper or paper copied for the cover can be added. Specify the number of sheet or type of paper to attach. • [Print on Side 1] Copy the 1st page of the document onto side 1 of the cover. • [Print on Side 2] Copy the 1st page of the document onto side 2 of the cover. • [Print on Both Sides] Copy the 1st page and the 2nd page of the document onto the two sides of the cover.

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

Item	Description
[Secure Watermark]	Sets the protection information to be embedded in the copy to restrict duplication of documents and ensure better security control. **Note** • If a layout template is set with [Apply Layout Template to Copy/Print Jobs] of [Force Annotation], the information to prevent duplication is embedded superimposed on that template.
[Joint Job]	Change and save the settings for each page or bundle of pages of a document, and finally copy the document together with the different settings as a single job. Also the separator can be insert before the document.
[Sample Job]	When making multiple sets of copies, you can print a sample set to check the output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. Also, the number of copy sets can be changed. The sample copy is included in the total number of copy sets.
[Delete Outside / Delete Inside]	Copy only the required area. Set the area by specifying two points on the image, and extract or delete it. Up to three areas can be specified. Also, the target side of the document can be specified.
[Form Overlay]	The first original is stored as the form original for overlay, and is copied overlaid on the second and subsequent originals.
[Next Original]	Set this item to copy the number of sheets that exceed the maximum of available number of sheets loaded at a time in the document feeder and to copy multiple documents as a single job using the document glass.

6 Scan

6.1   Basic Operations (Email)

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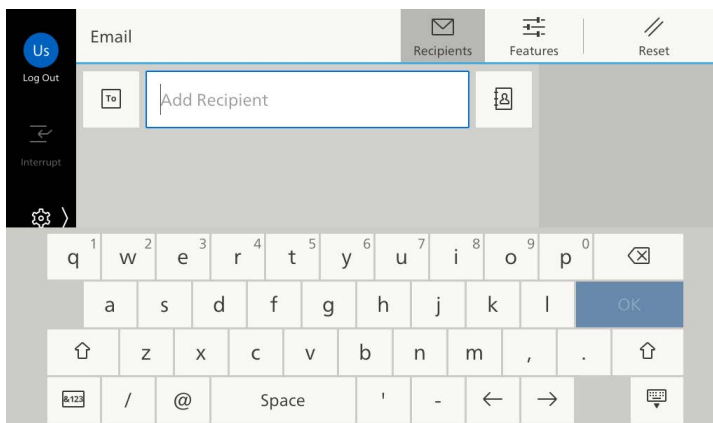> - To send an e-mail, the e-mail settings need to be configured in the machine beforehand.

1. **Load the document.**

> **Refer**
> - For how to load documents, refer to "Basic Operations" in *User's Manual - Main Unit*.

2. **Tap on [Email].**

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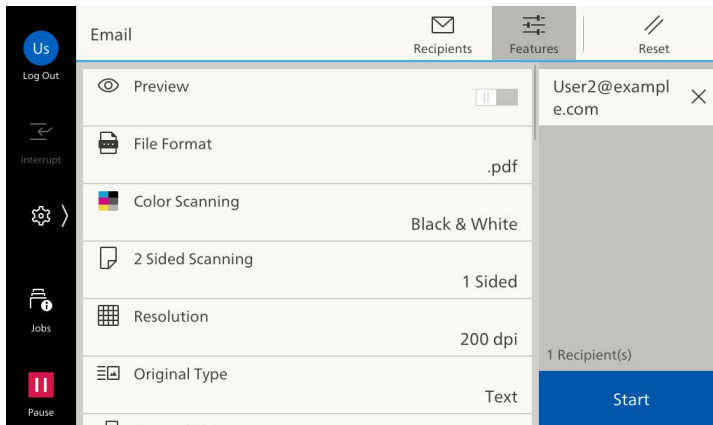(📇).**

> **Note**
> - To change the recipient type (To/Cc/Bcc), tap on 🔲 .
> - The displayed screen differs depending on the setting of [Screen Default] in "Customizing the Apps
> Screen" (P.25).

> **Refer**
> - Refer to "One-touch Button" (P.53) for specifying the recipient using one-touch button.

4. Tap on ![filter icon] on the upper side of the screen, and set each item.

Note

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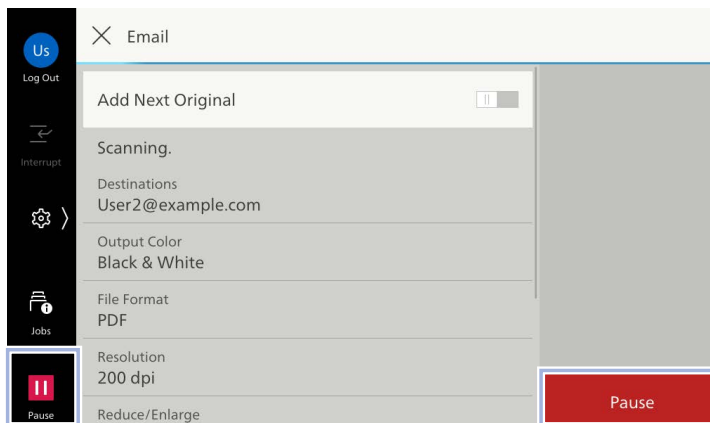
Refer

- Refer to "Features List" (P.58) for the description of each item.
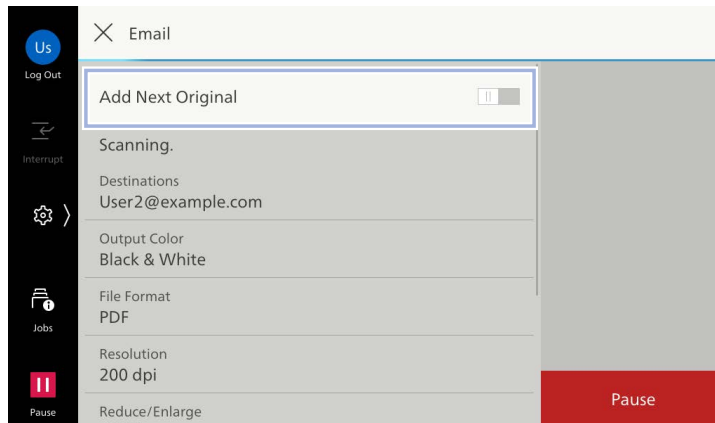
5. Tap on [Start].

Deleting

1. Tap on ![pause icon] or [Pause].

2. Tap on [Cancel].
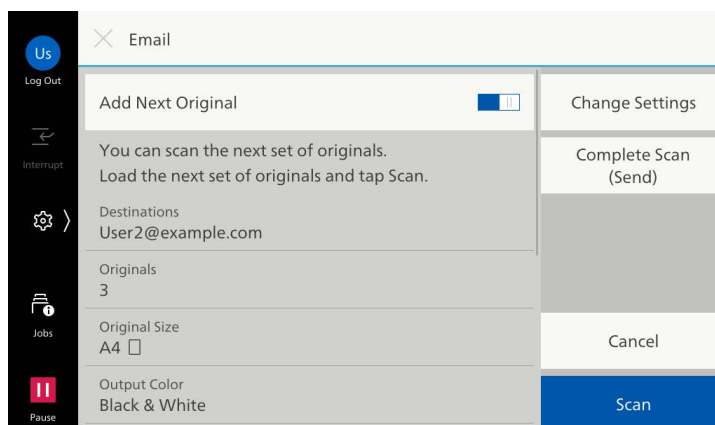
Continuous Scanning

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

> **Note**
>
> • Even when [Next Original] is set to [On] in the features list, the divided documents can be scanned.

2. **Select the following operation.**

Scan Next Document

1) **Load the next document.**

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

Changing the Settings of the Next Document

1) **Load the next document.**
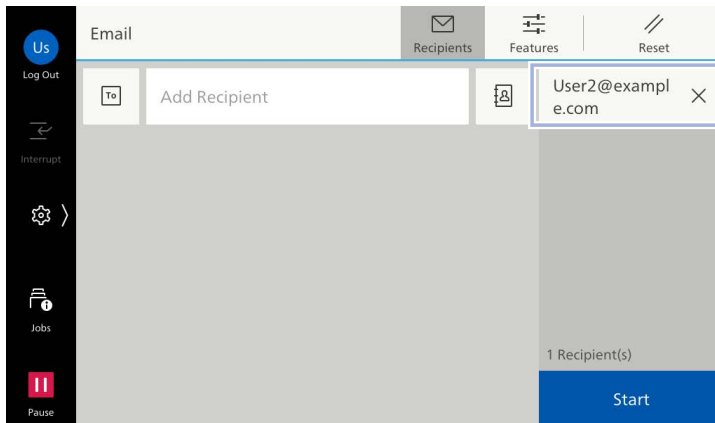
2) **Tap on [Change Settings].**
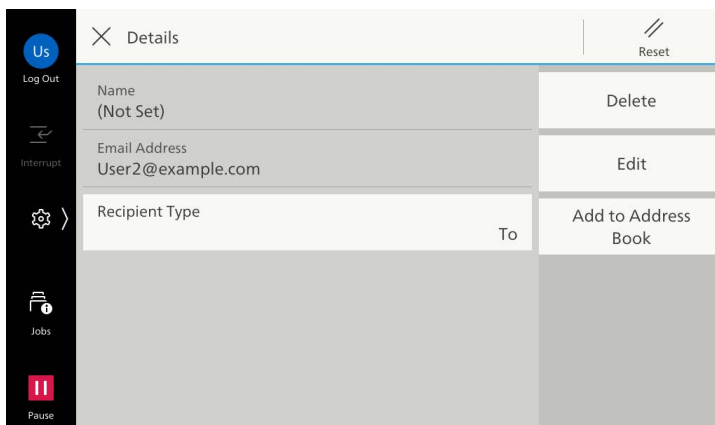
3) **Change the features list settings.**

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

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

Editing Recipient

1. **Tap on the recipient.**

2. **Select the following operation.**

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

One-touch Button

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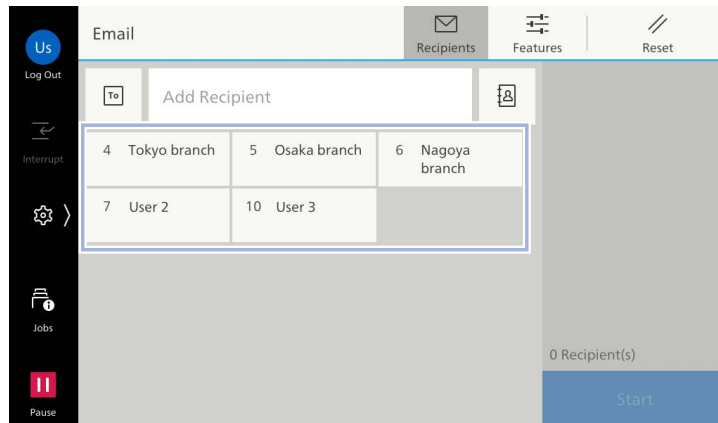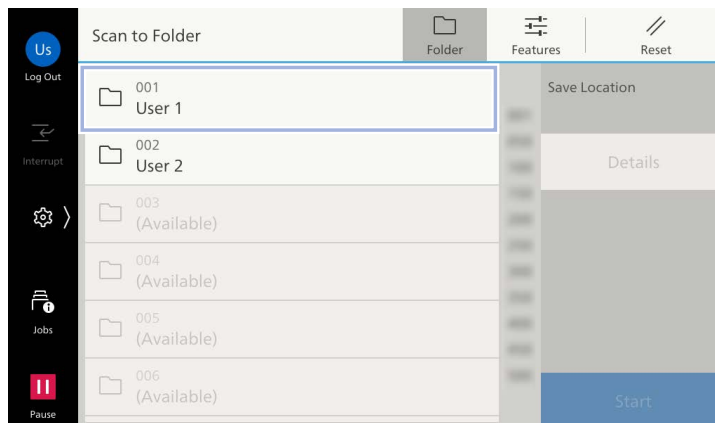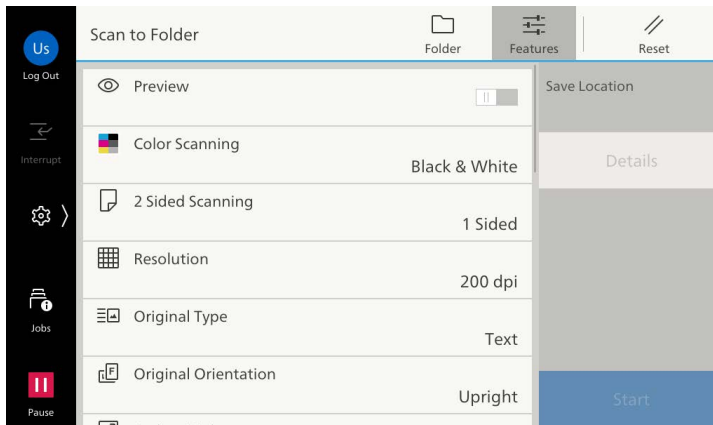

Refer

- Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.123) for registering the recipient to one-touch button.

6.2   Scan to Folder

1. **Load the document.**

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

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

4. Tap on ⊞ , and set each item.

5. Tap on [Start].

6.3   Scan

You can send scanned data in various ways.
You can also send data using multiple features at the same time.

1. Load the document.

2. Tap on [Scan].

3. Sets the sending method.
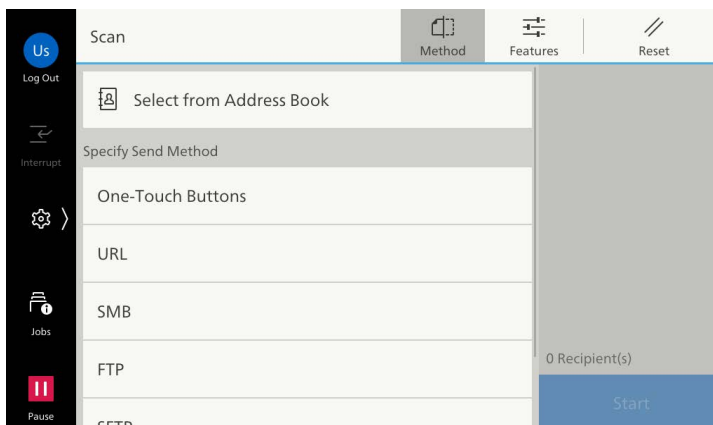
Feature	Description
[Select from Address Book]	Start the relevant app from the recipient.
[One-Touch Buttons]	Send the scanned data to the recipient registered in the one-touch buttons.
[URL]	Save the scanned data on the machine then send an Email with the URLs for downloading and for deleting the scanned data to the registered Email address of the authenticated user. Only users authorized on this machine can be recipients.

Feature	Description
[SMB]/[FTP]/[SFTP]	Transfer the scanned data to the computer. Set the destination information on the screen that appears when you tap on the item. You can also search for the destination on the network. **Refer** • Refer to "Setting Detailed Items for Each Service" (P.83) for setting items.
[Email]	Attach scanned data to an Email and send.
[My Folder]	This feature is available when "[Authentication/Accounting Settings]" (P.155) is set to [Remote]. Transfer the scanned document to different destinations depending on the authenticated user.

Note

- The displayed screen differs depending on the setting of [Screen Default] in "Customizing the Apps Screen" (P.25).
- When SMBv1 is disabled on the server, a recipient cannot be searched with [SMB]. In this case input directly.
- When the SMB NetBIOS function is disabled on Internet Services, the following are not possible.
  - Searching for recipients with [SMB]. In this case select [Save Location] for inputting.
  - Sending by specifying just the host with [SMB].

4. **The following operation is the same as step 3 onwards in "Basic Operations (Email)" (P.49).**

6.4   Scan to USB

1. **Load the document.**

2. **Insert the USB memory device.**

3. **Tap on [Confirm].**

4. **Tap on [Scan to USB].**

   Note

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

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

   Note

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

6. **Tap on ⊞ , and set each item.**

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

6.5　Scan to Desktop

Saves the scanned data to a specified client computer.

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

Save

1. **Load the document.**

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

3. **Select the save destination from the list in accordance with the use.**

4. **Tap on [Scan].**

Remote Scan

Here an example of operation with Windows 10 is explained.

1. **Load the document.**

2. **From the [Start] menu, select [Windows Accessories] > [Windows Fax and Scan].**

3. **Tap on [New Scan].**

4. **Check that the model name of this machine is displayed to the right of [scanner].**

   > **Note**
   > • If the model name of this machine is not displayed, click [Change], and select this machine.

5. **Select [Profile] > [Document].**

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

7. **Tap on [Scan].**

8. **When all the documents have been scanned, tap on [Save (Last Original)].**

6.6　Importing Scanned Data

TWAIN Compliant Applications

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

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

1. **Start up the application.**

2. **Select the command to select the scanner (source) from the [File] menu.**

3. **Click [SHARP Network Scanner 3 TWAIN] > [Choose].**

4. **Select the command to import an image from the scanner from the [File] menu.**

5. **From the displayed list, click the name of a scanner to be connected to this machine, and click [Next].**
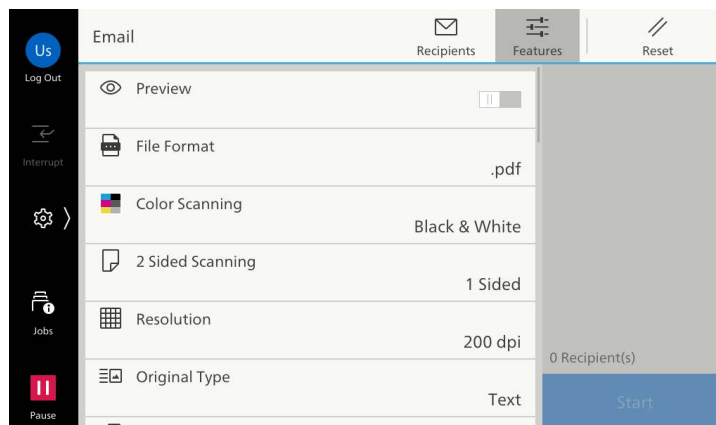
> **Note**
> - If nothing is displayed, click [Search again].
> - The scanner names displayed are only the scanners on the same network. To display scanners on other networks, click [Search/Display Settings], and register the IP address and the scanner name.

6. **Enter the folder number where the file to be imported is stored in [Folder Number], and the password in [Password].**

7. **Click [Save].**

8. **Select the file to be imported from the list, and click [Import].**

Folder Viewer

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

6.7   Features List

Item	Description
[Preview]	Confirm the scan results on the screen.
[File Format]	Set the saving format of the scan results. For details, refer to "File Format" (P.61).
[Color Scanning]	Set the output color when importing the document.
[2 Sided Scanning]	This is effective when using the document feeder. Specify the side of the document to be read. When the document stitching method is set, the documents are read with the front and reverse top edges aligned.
[Resolution]	Set the resolution for scan.
[Original Type]	Set the document type.
[Original Orientation]	Set the document orientation to specify the upper part of the document.
[Reduce/Enlarge]	Reduce or enlarge the scanned image by the specified percentage. Select from among fixed percentages, or input and specify a value.
[Original Size]	Specify the document size. The size can be specified when reading documents of irregular sizes or reading at a size that is different from that of the loaded document.
[Mixed Size Originals]	Scan documents of various sizes at once, send each size, and send as a single size. **Note** • Set [Original Size] to [Auto Detect].
[Lighten/Darken]	Adjust the density for scan.
[Sharpness]	Adjust the sharpness.
[PDF Security - File Open Password]	When a password is set by applying a check mark, the password is required to open the file.
[Quality / File Size]	Select the compression percentage of the image when scanning in [Color] or [Grayscale] in [Color Scanning].
[Photographs]	Select this for scanning color photograph documents.
[Background Suppression]	Newspapers or documents with a background color can be scanned with the background color removed.
[Contrast]	When [Color Scanning] is [Auto Detect], [Color] or [Grayscale], adjust the contrast.

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

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

6.8 File Format
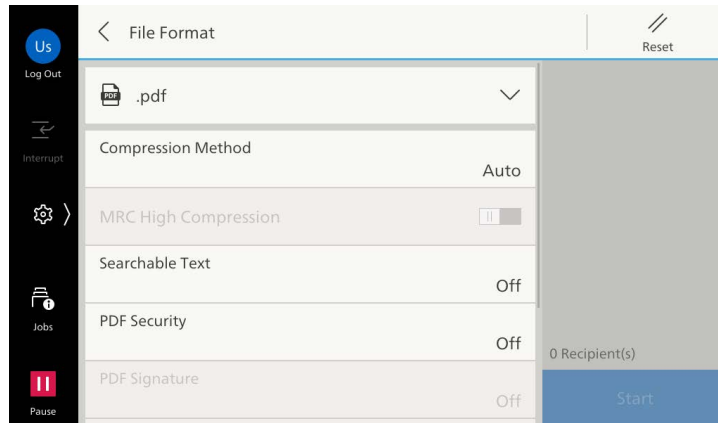
Note

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

| Item	Description
[Compression Method]	Sets the format for compression of image data after scanning.
[MRC High Compression]	Saves PDF files in a high compression format.
[Searchable Text]	Sets whether PDF files are in a searchable text format or not. At the same time, set the language for searchable text.
[PDF Security]	Sets the security for data saved in PDF format, to prevent unauthorized access.
[PDF Signature]	Applies a signature to a file.
[Specific Color]	Compresses and saves a document with a small number of colors. The file size is smaller than when saving after selecting [MRC High Compression].
[Single File for Each Page]	Sets a single file for each page, and saves in the specified format.
[Optimize for Quick Web View]	Enables the time for displaying a page to be shortened, when a PDF is displayed on a web browser.

7 Folder

Folder is the location where you can save scanned data and files for print submitted from a client computer. Folder can be used also as the folder for reprint that stores files for making copy or printing.

The files stored in a folder can be sent with an Email, checked, printed, or retrieved from the client computer via a network.
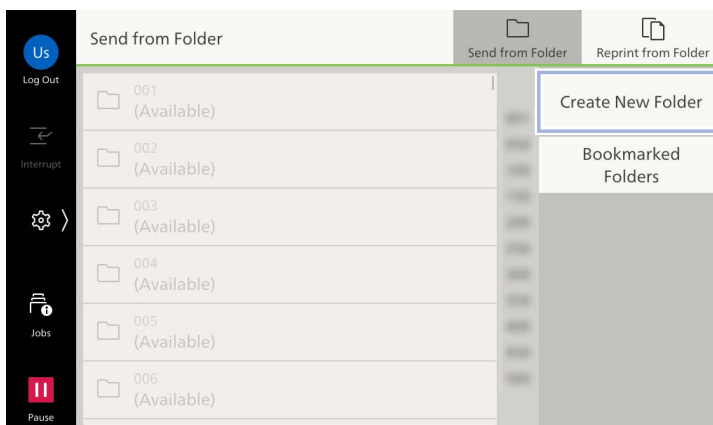
Personal folders and shared folders can also be registered and used for different purposes.
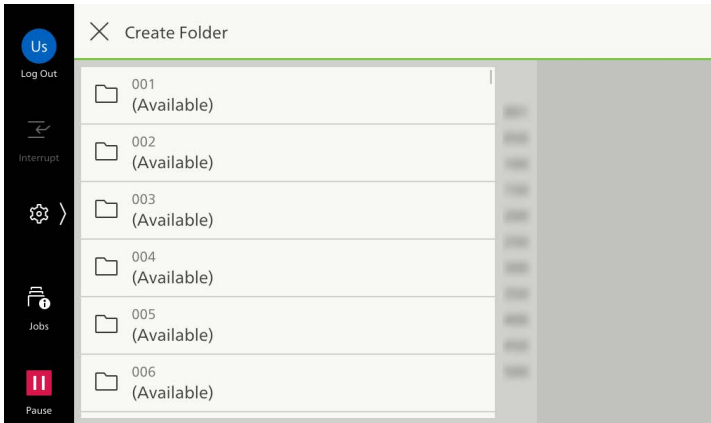
7.1　Registering a Folder

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

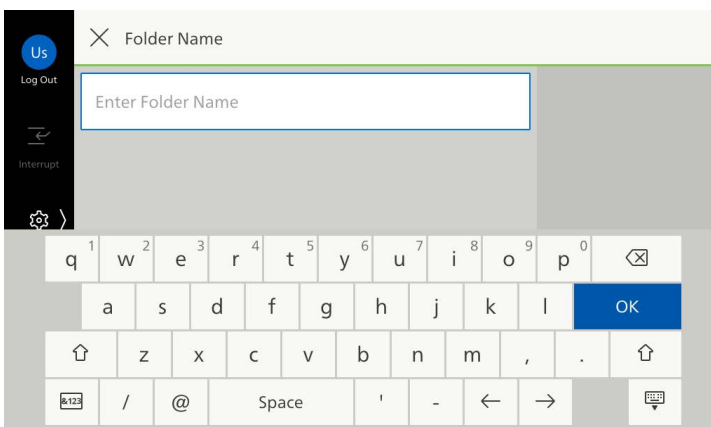2. **Tap on ☐ ([Send from Folder]) of the upper side of the screen when the [Reprint from Folder] screen is displayed.**
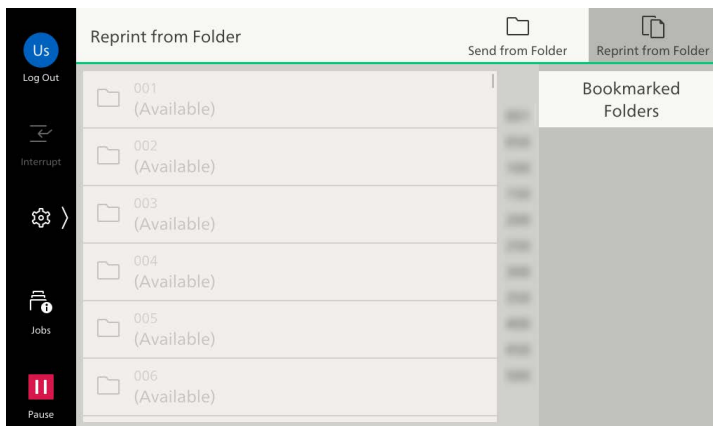
3. **Tap on [Create New Folder].**

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

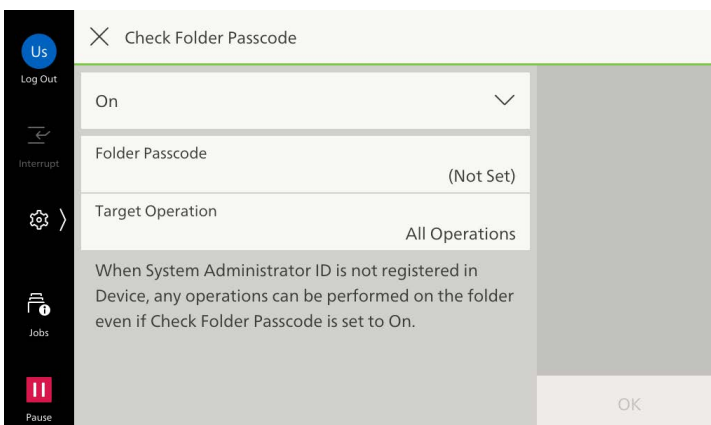**5.** **Enter the folder name.**

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

7. **When you set the access control for the folder, perform the followings.**
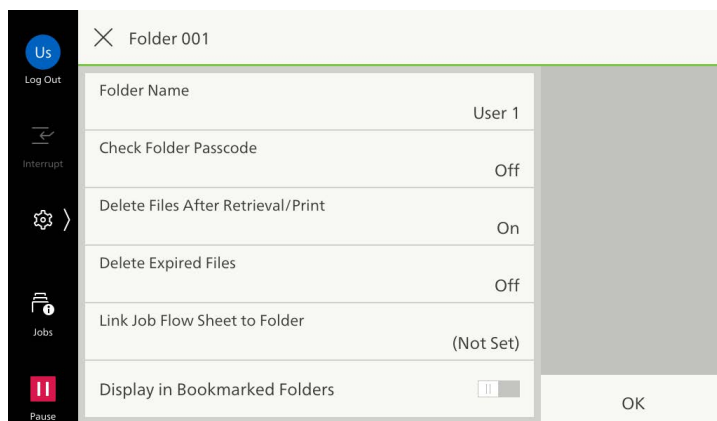
   1) Tap on [Check Folder Passcode] > [On].

   2) As needed, configure the setting items.

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

3) Tap on [OK].

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

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

9. Tap on [OK].

7.2　Folder Operations

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

2. **Tap on ☐ ([Send from Folder]) of the upper side of the screen when the [Reprint from Folder] screen is displayed.**
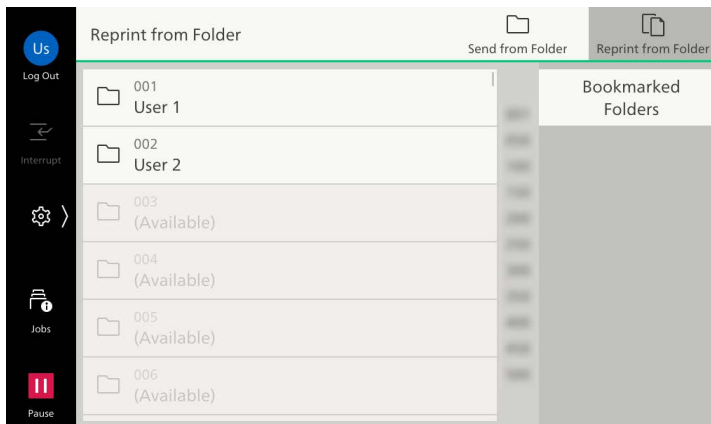
3. **Tap on the folder.**
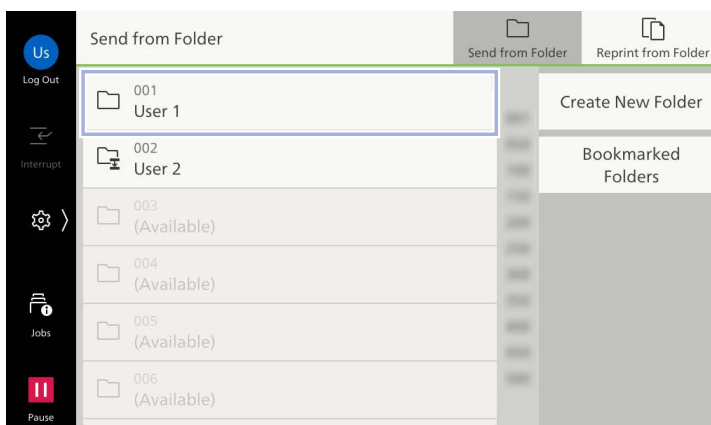
Note

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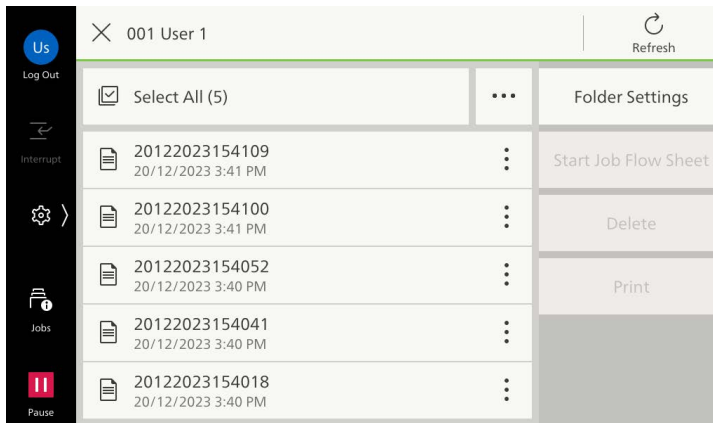
Refer

- Refer to "Executing Job Flow Sheets" (P.80) for the operations about the job flow.

4. Tap on ⋯ on the upper right of the screen as needed to switch display methods and orders.

If [Thumbnail] is selected in [Change View]

If [List] is selected in [Change View]

Icon	Description
🗎	Indicates a scanned file.
🖨	Indicates a stored file from print driver.
⋮	You can confirm the file details and preview by tapping on this icon.

Note

- To change or delete the folder settings, tap on [Folder Settings].
- To check the files stored by copying for reprint, see the folders for reprint.

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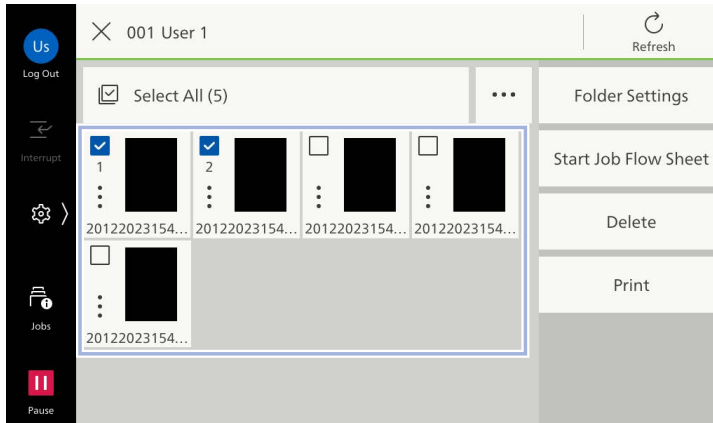

6. Execute the operation for the selected file.

Deleting

1) Tap on [Delete].

2) Tap on [Delete].

Printing

1) Tap on [Print].

2) As needed, configure the setting items.

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

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

3) Tap on [Start].

4) Tap on [Print].

7.3 Operations of Folder for Reprint

The folder for reprint displays files stored by copy for reprint and files stored from print driver.
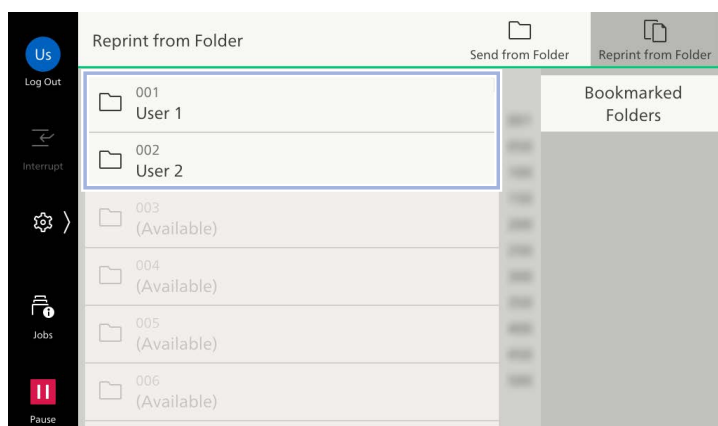
You can edit and print files. If you edit a file stored from print driver, it will no longer appear in the normal folder.

1. Tap on [Send from Folder].

2. Tap on ⬜ ([Reprint from Folder]) of the upper side of the screen when the [Send from Folder] screen is displayed.
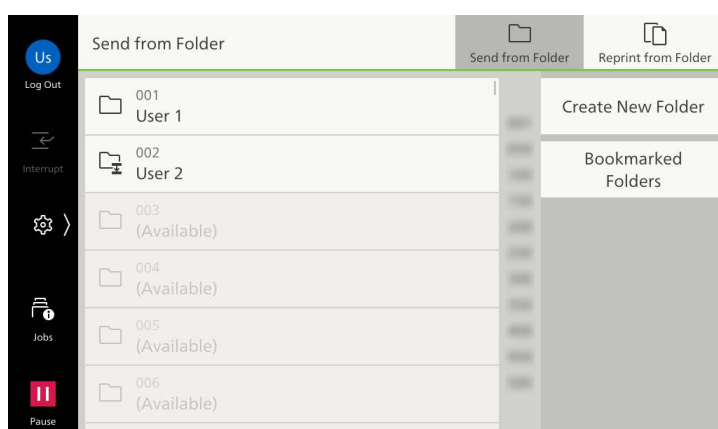
3. Tap on the folder.

4. Tap on ⋯ on the upper right of the screen as needed to switch display methods and orders.

If [Thumbnail] is selected in [Change View]
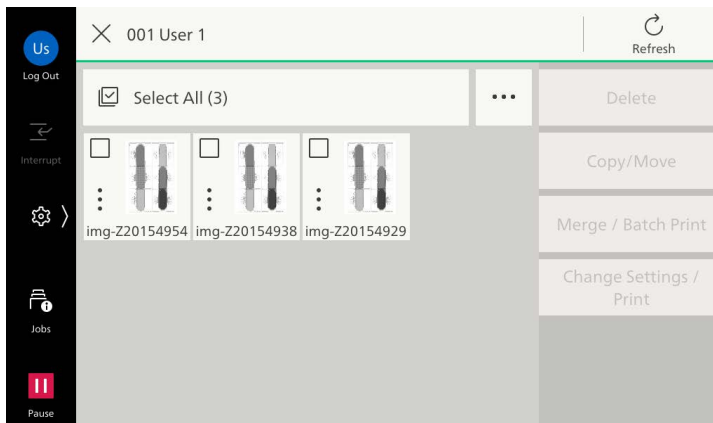
If [List] is selected in [Change View]
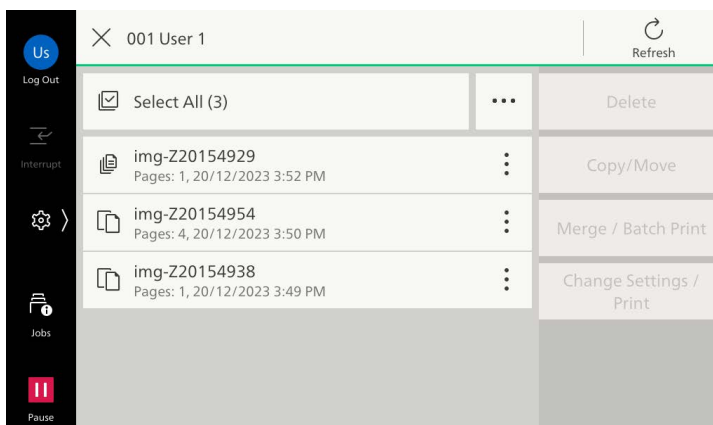
Icon	Description
🗐	Indicates a file stored by copy for reprint.
🖨	Indicates a stored file from print driver.
🗐	Indicates an edited file.
⋮	You can confirm the file details, preview and edit the file by tapping on this icon.

5. Execute the operation for the file.

Refer
- "Deleting Files" (P.70)
- "Copying/Moving Files" (P.71)
- "Printing Multiple Files (Merging)" (P.72)
- "Printing Files" (P.74)
- "Editing a File" (P.76)

Deleting Files

Delete the files stored in the folder for reprint.

1. **Tap on the file and apply a check mark.**
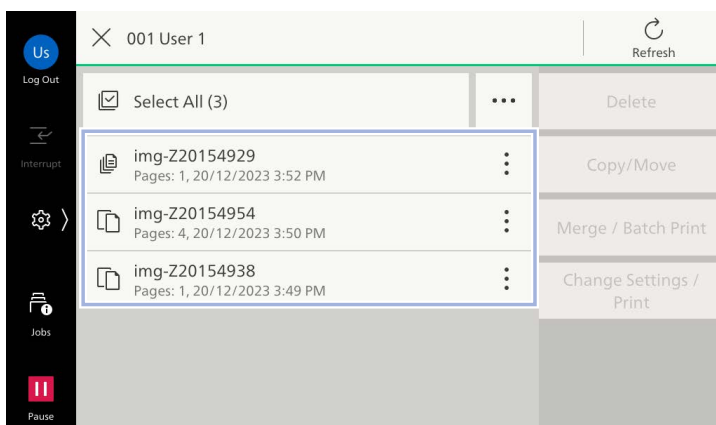
2. **Tap on [Delete].**
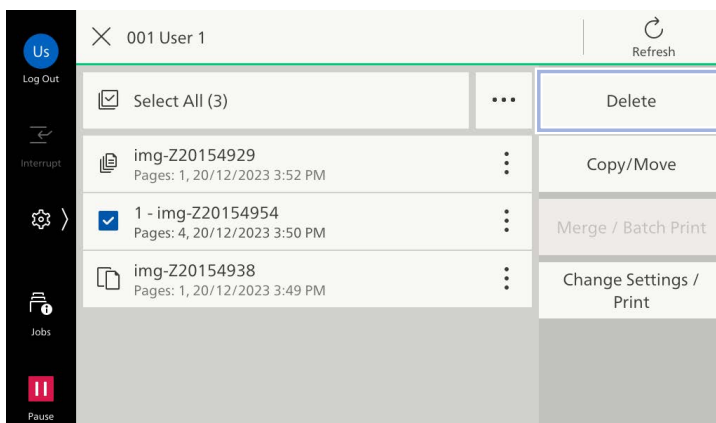
3. **Tap on [Delete].**

Copying/Moving Files

You can copy or move the files stored in the folder for reprint to another folder.

1. **Tap on the file and apply a check mark.**
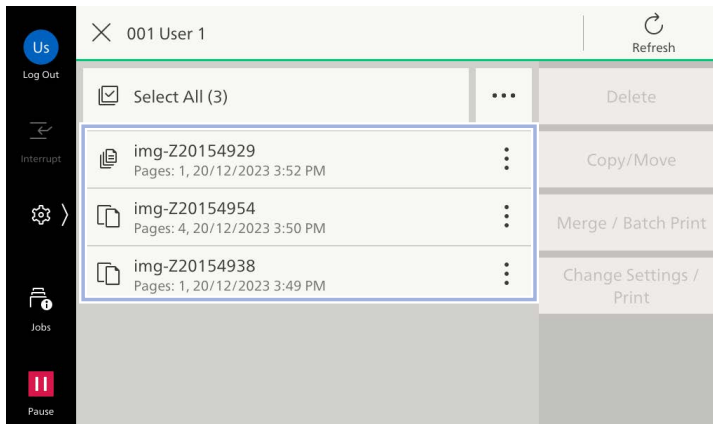
2. **Tap on [Copy/Move].**
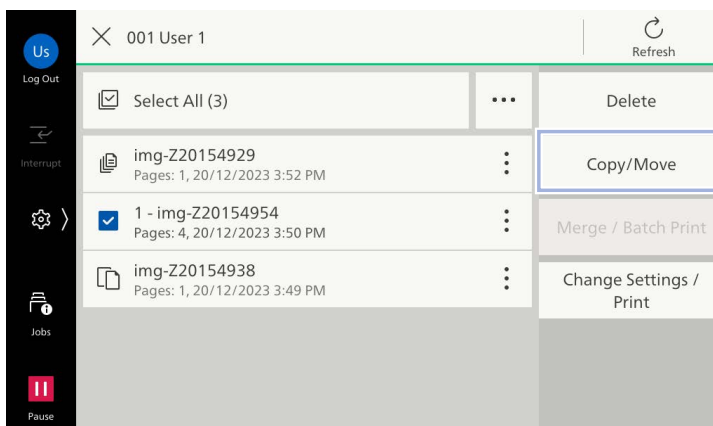
3. **Tap on [Copy] or [Move].**
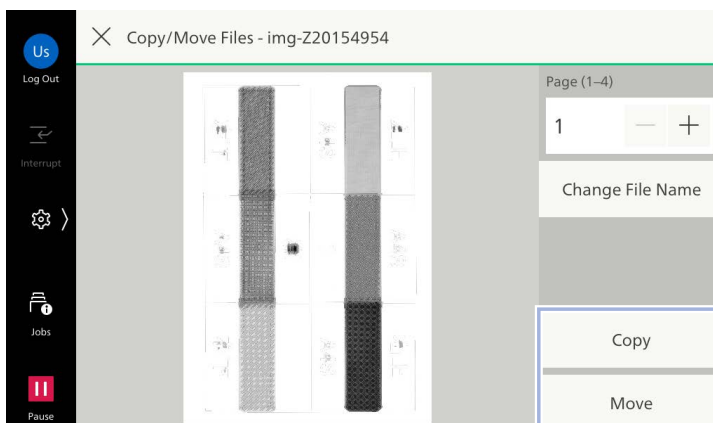
> **Note**
> • You can change the name of the file to copy or move by tapping on [Change File Name].

4. **Select the destination folder for the file to copy or move, and tap on [Move].**

Printing Multiple Files (Merging)

Merge the multiple files stored in the folder for reprint and then print.
You can also save the merged file.

1. **Tap on the files in order of merging and apply a check mark.**

Numbers are displayed in the file names in the order you tapped them.

2. **Tap on [Merge / Batch Print].**
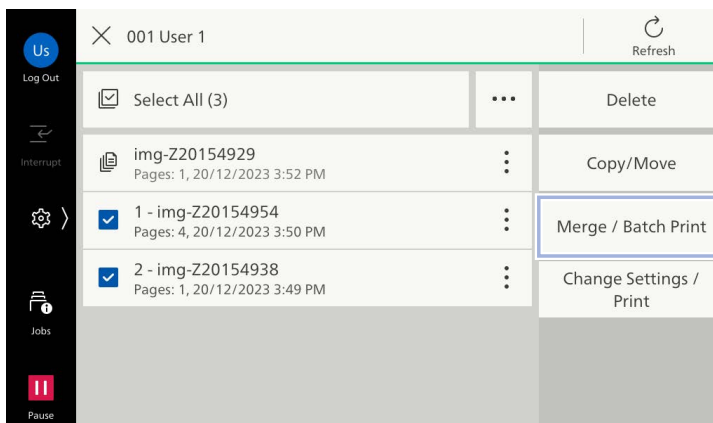
3. **As needed, configure the setting items.**

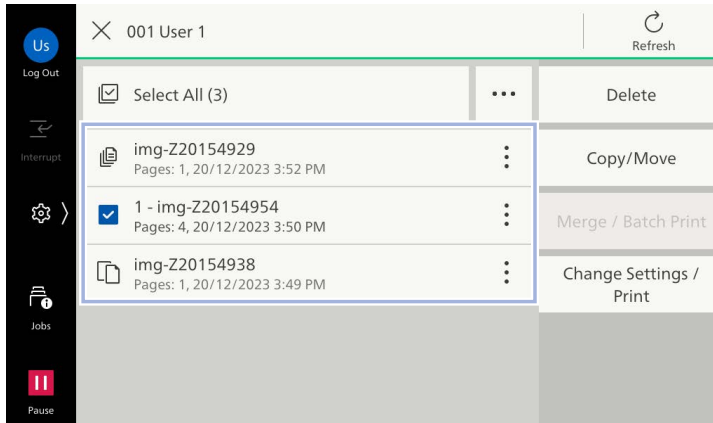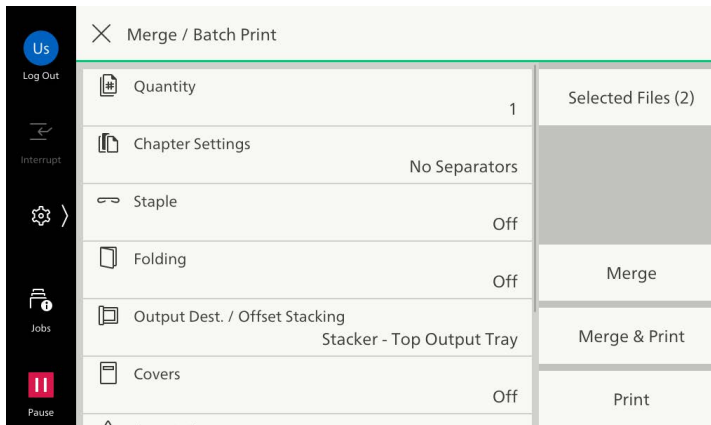| Item		Description
[Chapter Settings]		Merges the files by inserting the separator between the selected files or combining files as continuous pages without dividing them into chapters.
	[No Separators]	Separates each file to be individual chapters and merges them into a single file. For both sides printing, even if the last page of the previous file is the front side, the next file is printed from the front side.
	[Blank Separators]	Inserts the blank separator between the selected files.
	[Printed Separators]	Sets the first page of each file to be printed on different paper as a chapter's title page.
	[No Chapters]	Sets to print the multiple files as a single two-sided file without separating them into chapters. When the last page of the previous file is the front side, the next file is printed from the back side.
[File Name]		Sets the file name after merging.

> **Note**
> • Tap on [Selected Files] to confirm the currently selected file.

> **Refer**
> • For other items, refer to "Features List" (P.43) of the copy function.

4. **Save or print the merged file.**

[Merge]

Save the merged file without printing.

[Merge & Print]

Save and print the merged file.

[Print]

Print the merged file.

Printing Files

Print the files stored in the folder for reprint.
You can also re-save the file with changed print settings.

1. Tap on the file and apply a check mark.
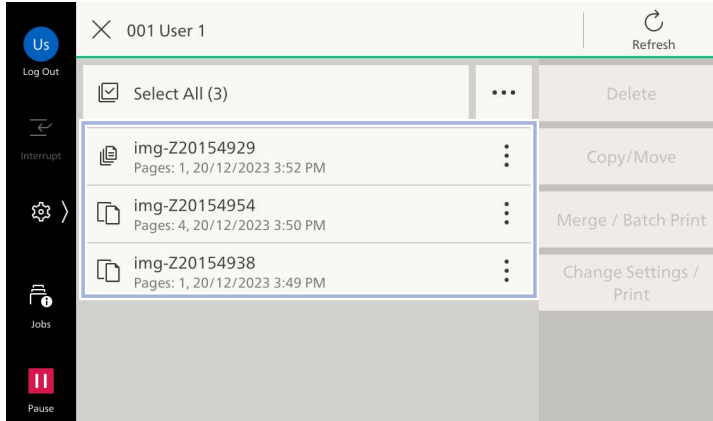
2. Tap on [Change Settings / Print].
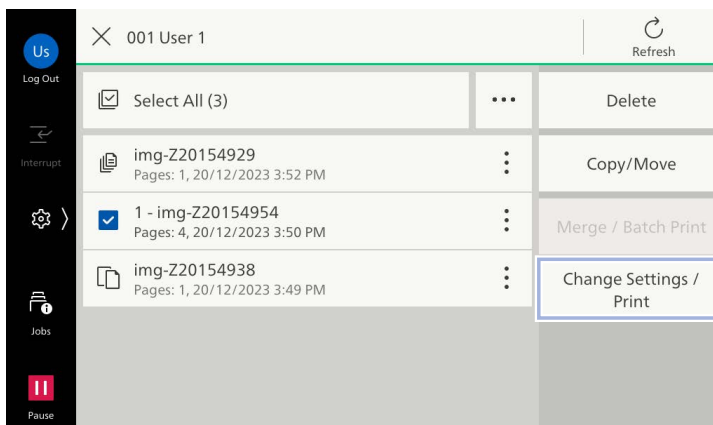
3. As needed, configure the setting items.
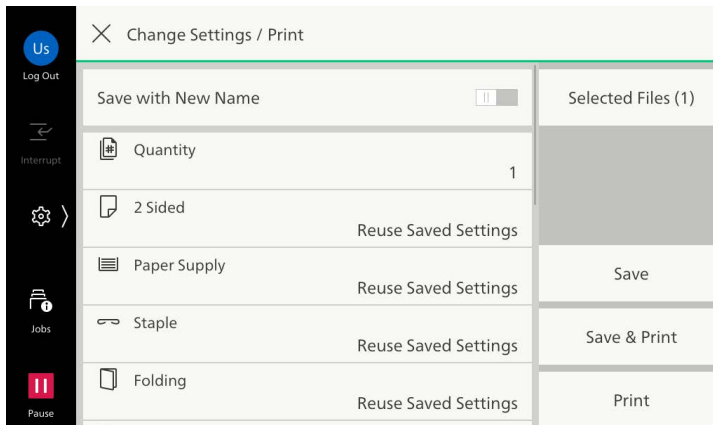
Item	Description
[Save with New Name]	The screen to enter the file name is displayed when you re-save the file.
[Sample Set]	When printing multiple sets, you can print a sample set to check the output and then print the remaining sets.

Note

- Tap on [Selected Files] to preview the currently selected file. If you select the multiple files, the list of files are displayed.

Refer

- For other items, refer to "Features List" (P.43) of the copy function.

4. Save or print the file.

[Save]

Save the file without printing.

[Save & Print]

Save and print the file.

[Print]

Print the file.

Editing a File

You can edit the files saved in the folder for reprint, such as inserting a separator or deleting a page.

1. **Tap on ⋮ of the file to edit.**
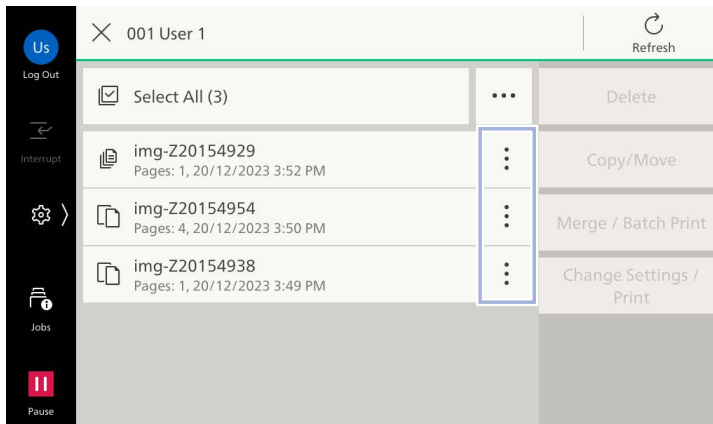
2. **Tap on [Edit Pages].**
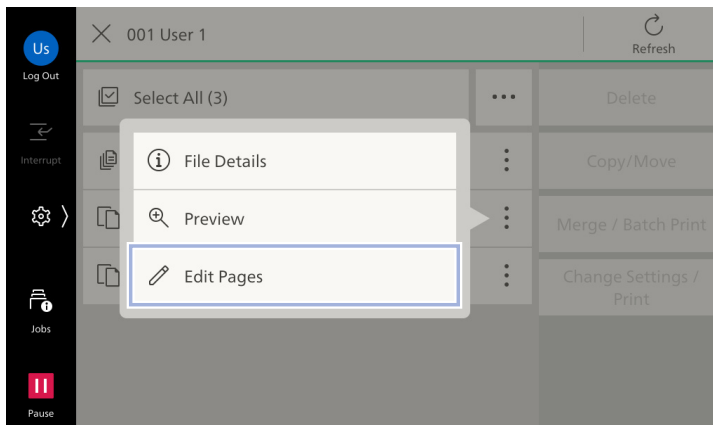
3. **Display the page to edit.**
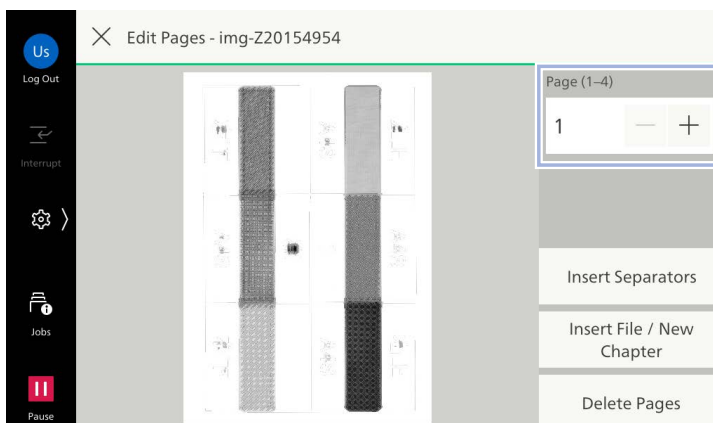
4. **Select the edit option.**
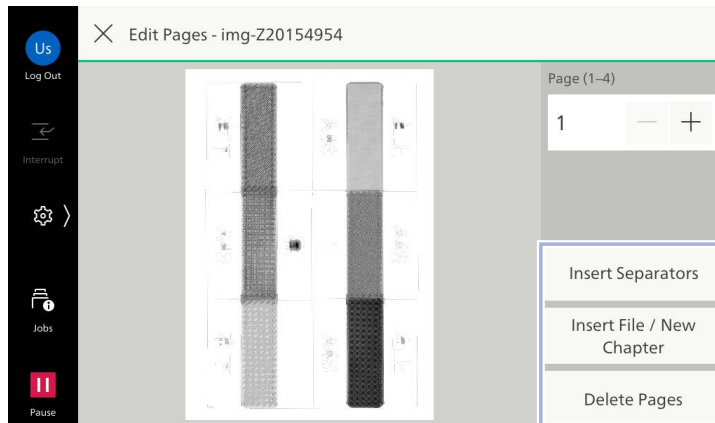
Inserting separators

Insert the separator after the displaying page.

1) **Tap on [Insert Separators].**

2) **Select the paper tray to be used for the separator and enter the number of sheets to insert.**

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

Inserting files

Insert another file saved in the same folder after the displaying page.

1) **Tap on [Insert File / New Chapter].**

2) **Select the file to insert and tap on [Insert File & New Chapter] or [Insert File].**

[Insert File & New Chapter]

Insert the file after the displaying page to start the new chapter. For both sides printing, even if the displaying page is the front side, the inserted file is printed from the front side.

[Insert File]

Insert the files after the displayed page without starting the new chapter. In two-sided printing, even if the displayed page is the front side, the inserted file is printed from the back side.

> **Note**
> - In [Insert File], the file needs to meet the following conditions:
>   - Not including different size pages
>   - Not including cover page or separator
>   - Being same orientation and size with the file to edit
> - You cannot insert the file between cover pages or separators.

Deleting pages

Delete pages from the file.

1) **Tap on [Delete Pages].**

2) **Apply a check mark in the page to be deleted.**

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

8 Job Flow Sheets

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

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

There are following methods to execute a job flow sheet.

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

> **Note**
> - The job flow sheet starting from a scan cannot be used.

8.1 Creating Job Flow Sheets

1. **Tap on ⚙ > [Device] > [App Settings] > [Job Flow Sheets Settings] > [Create Job Flow Sheet].**
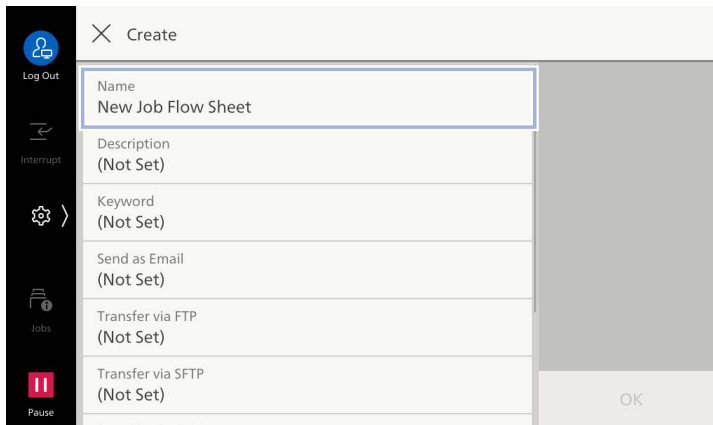
   > **Note**
   > - A job flow sheet created from [Send from Folder] can only be used for the folder for which the job flow sheet was created. It cannot be used with other folders.

2. **Tap on [Create].**
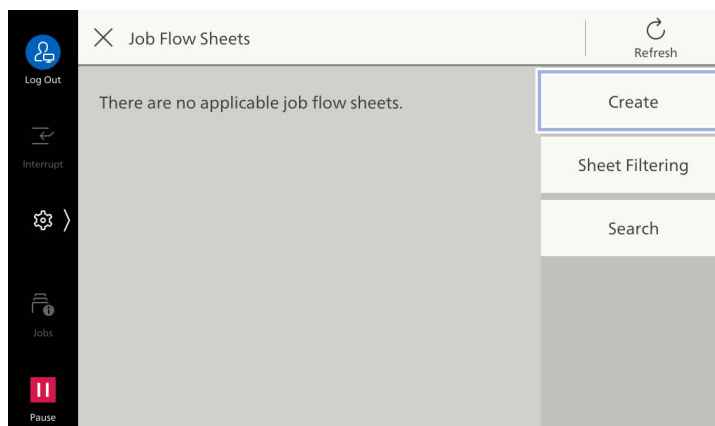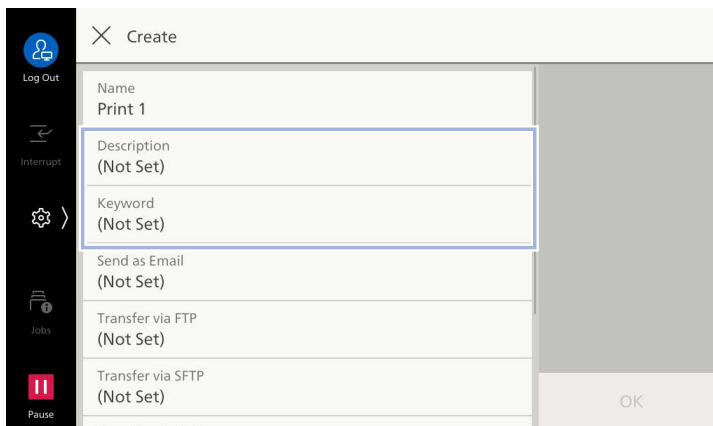
3. Enter the job flow sheet name in [Name].
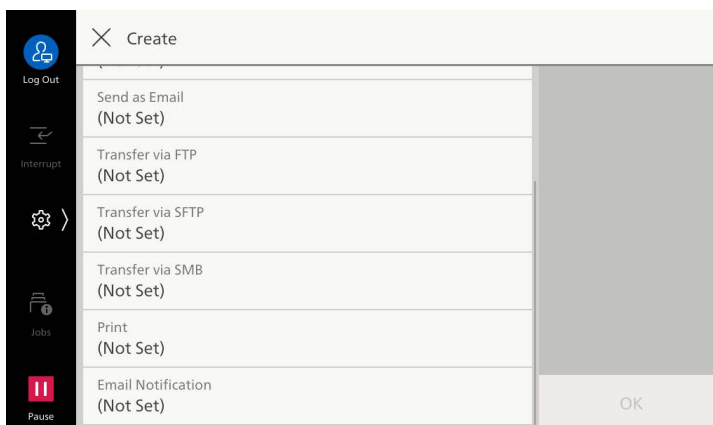
4. Set [Description] and [Keyword] as needed.

5. Tap on the job flow sheets feature.

6. Set each items.

7. Tap on [OK].

8.2 Executing Job Flow Sheets

Auto Start

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

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

2. **Tap on the folder.**

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

4. **Tap on [Select Job Flow Sheet].**
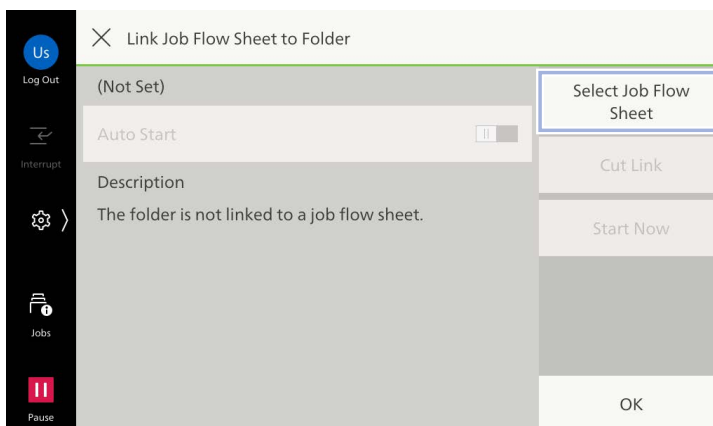
5. **Tap on the job flow sheet to be used.**

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

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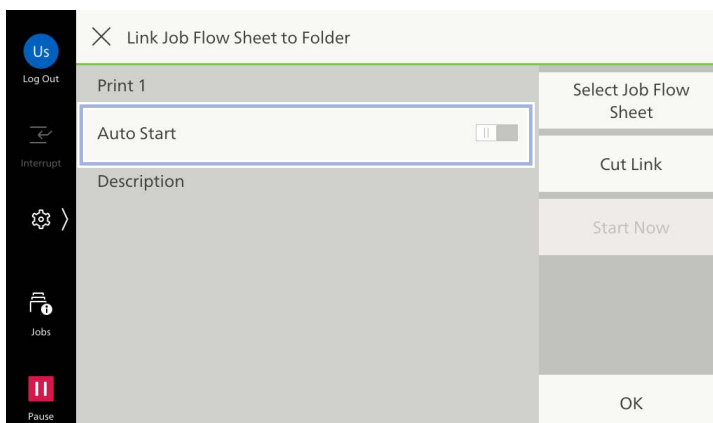
8. **Tap on [OK].**

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

> **Note**
> - 🖼 is displayed at a folder for which Auto Start is set to the folder.

Manual Start

Manually execute the job flow sheet by selecting the files.

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

2. **Tap on the folder.**

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

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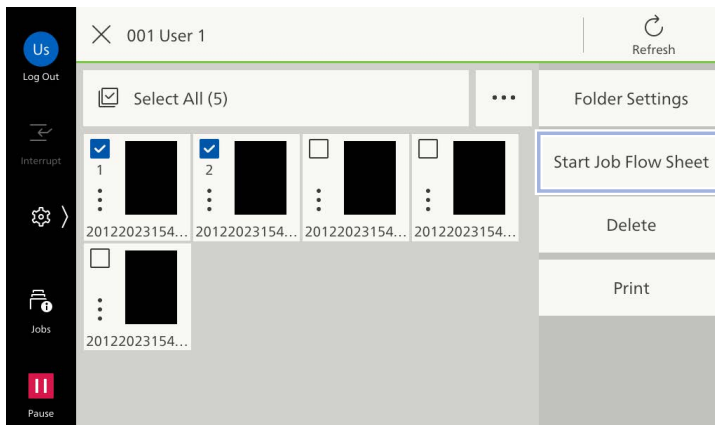
5. **If there is no link between the folder and job flow sheets, select a job flow sheet to use and then tap on [OK].**

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

Canceling

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

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

2. **Tap on the folder whose job flow sheet is to be canceled.**

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

4. **Check the linked job flow sheet, and tap on [Cut Link].**
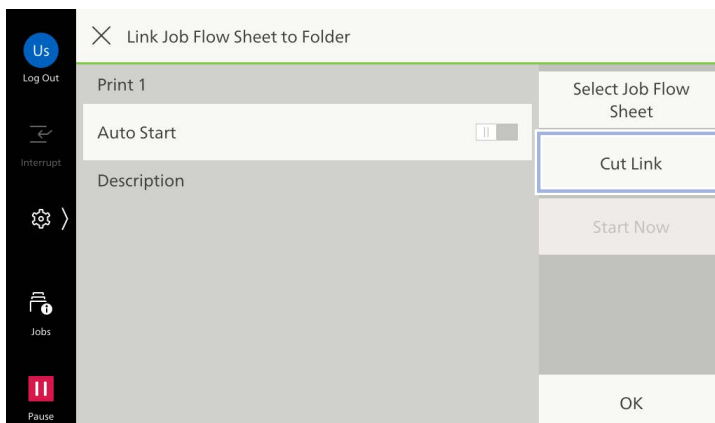
5. **Tap on [Clear].**

9   Address Book

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

9.1   Registering Contacts

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

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

1. Tap on [Addresses].

2. Tap on ▣ > [Add Contact].
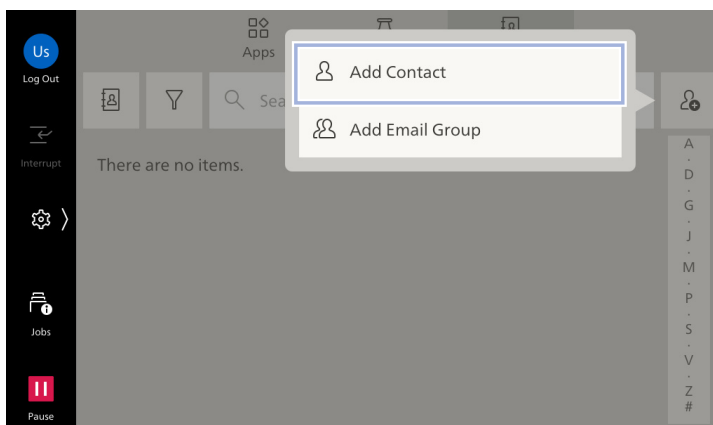
3. Tap on [Display Name] to enter the name to be displayed.
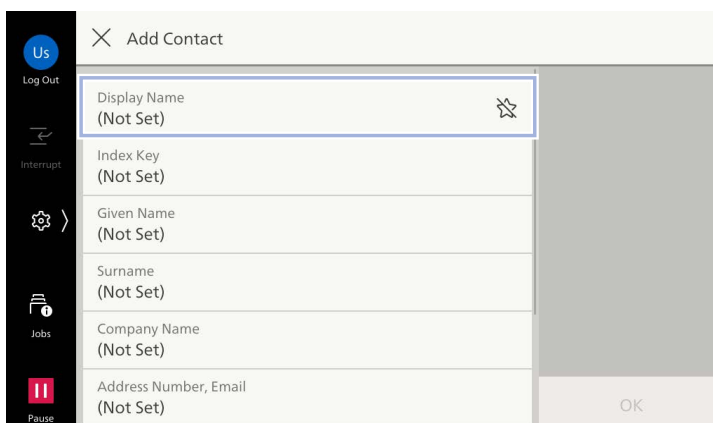
> **Note**
> - To register in [Favorites], tap on ☆ .

4. Modify [Index Key] or enter [Surname], [Given Name] and [Company Name] as necessary.
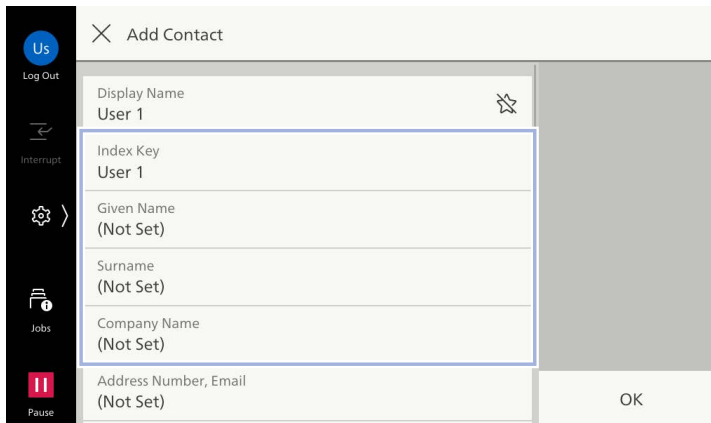
5. Tap on each feature and enter the recipient.
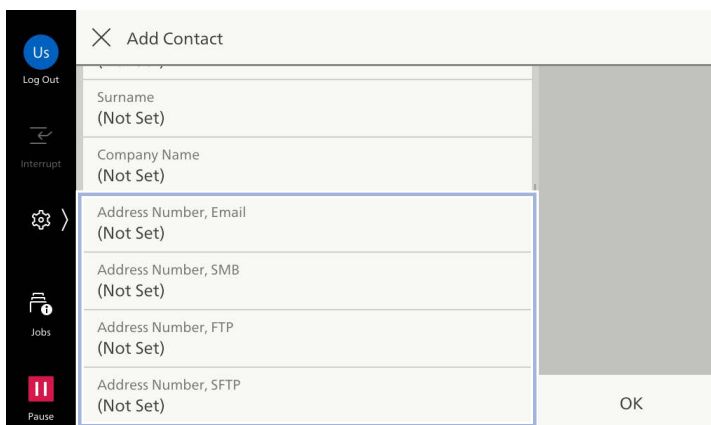
6. Tap on [OK] or [Complete].

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

8. Tap on [OK].

9.2 Setting Detailed Items for Each Service

Item	Description
[Address Number]	Set the registration number of the address. If [Display One-Touch Buttons] is enabled, the contact is set as the one-touch button when you set its address number from 1 to 72. **Note** • Assign the respective Address Numbers per destination type. • [Address Number] is displayed when [Display Address Number] in "[Address Book Settings]" (P.119) is set to [On].
Telephone Number, Office, Post	Enter each items. Item names can be changed by setting [Attribute Name of Custom Item 1] from [Attribute Name of Custom Item 3] of "[LDAP Server / Directory Service Settings]" (P.143).

Item	Description
[S/MIME Certificate]	Associate S/MIME certificates. It is necessary to prepare the certificate in advance. To associate a certificate, tap on [Attach Certificate], and select a certificate from the screen displayed. To cut a link, tap on [Cut Link]. **Note** • If a certificate linked to an S/MIME certificate in the Address Book is lost owing to the execution of [Device] > [Reset] > [Restore Factory Defaults] or the deletion of the certificate, the linkage with the S/MIME certificate becomes invalid. You have to manually set the S/MIME certificate linkage on the Address Book again after re-registering the S/MIME certificate. • If there are multiple certificates registered on this machine, associating the certificates may take time. **Refer** • Refer to Internet Services help.
[Server]	Enter [Server Name] or the IP address of the transfer destination.
[Share Name]	Enter the shared name set in the SMB Folder. **Note** • Do not use "/" at the beginning of the shared name.
[Port Number]	Specify the port number of the transfer destination.
[Save Location]	Enter the directory where the file will be saved. In the case of SMB, input in UNC format. • FTP/SFTP Transfer Example) To save in directory bbb of directory aaa in the root directory when logged in aaa/bbb • SMB Transfer Example) To save in directory bbb of directory aaa of the specified volume aaa\bbb
[User Name]	If the server of the transfer destination requires a user name to be input, set the user name. • UPN Format User name@domain name Input example: User1@example.com (User1: user name, example.com: domain name) • NetBIOS Format Domain name\user name Input example: example\User1 (example: domain name, User1: user name) • Work Group Local User Name Input example: User-1
[Password]	If the server of the transfer destination requires a user name to be input, set the password.
[Browse]	Refer to the network and display the list of destination you can specify.

9.3 Creating Recipient Groups

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

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

A recipient group can become a recipient of Email.

> **Note**
> • Up to 250 groups can be registered group. One group can include 100 recipients.

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

2. **Tap on 🔓 > [Add Email Group].**
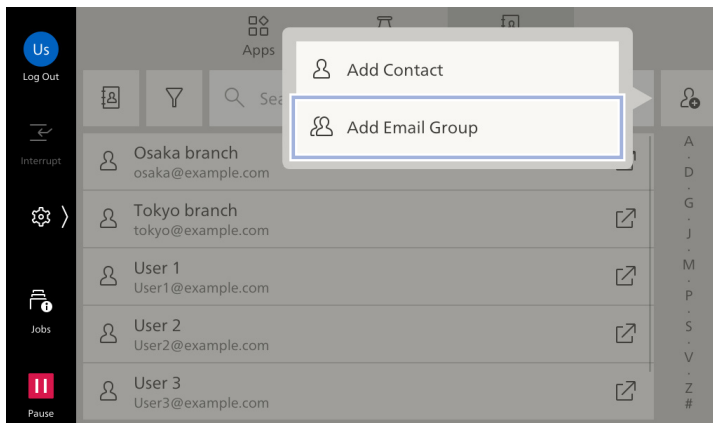
3. **Enter [Email Group Name] and [Index Key].**

   > **Note**
   > • To register in [Favorites], tap on ☆ .

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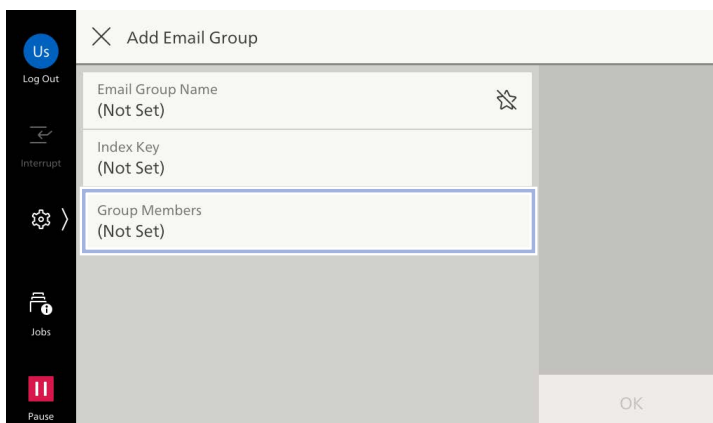
5. **Tap on [Edit].**

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

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

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

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

9.4   Editing/Deleting a Contact

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

2. **Tap on the contact.**

3. **Tap on [Edit] or [Delete].**

   When you tap on [Edit], the following operation is the same as step 4 onwards "Registering Contacts" (P.82).
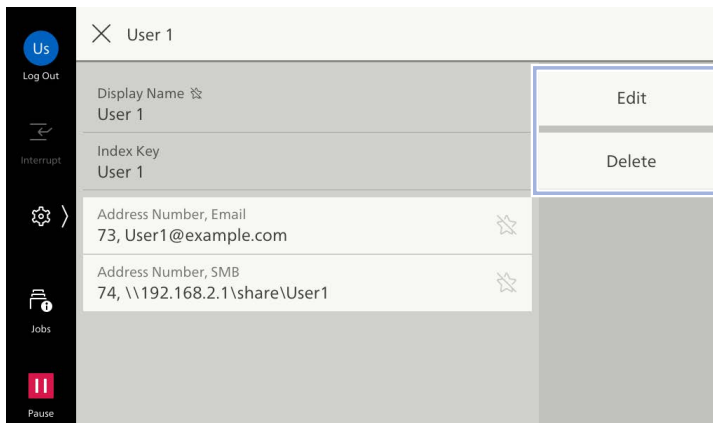
9.5   Switching the Display of Contacts

Switching the Address Book

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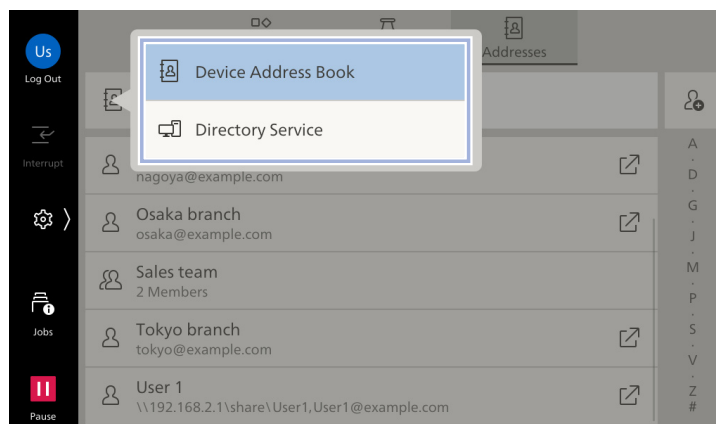
Filter

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

Note

- The filter function is available only when the Device Address Book is displayed.
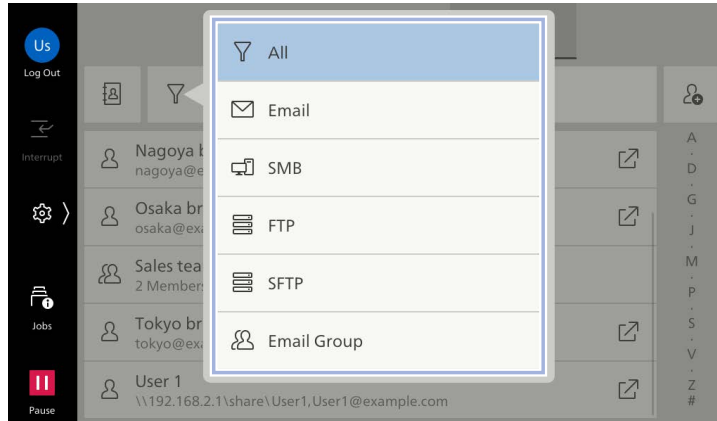
Text String Search

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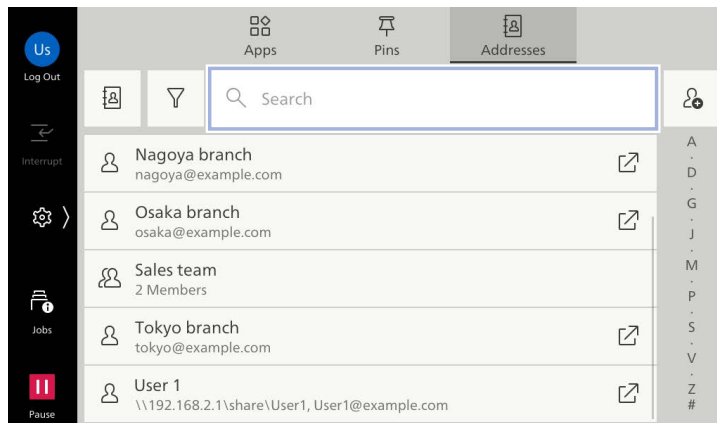
Index Search

Tap on any index letter and switch the starting position of the list display according to the registered text [Index Key].
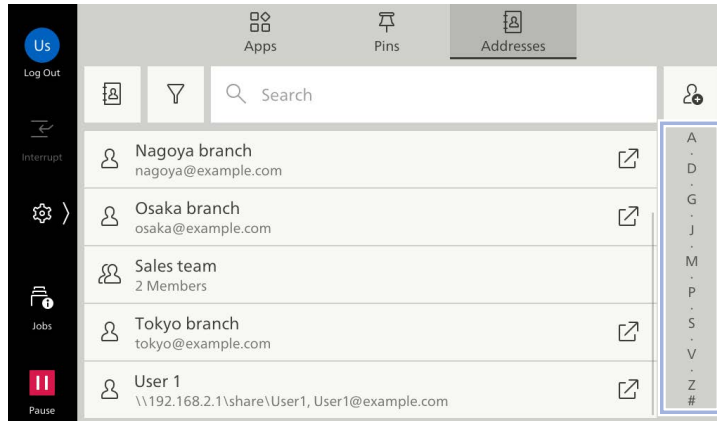
9.6　Launching the App from a Contact

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

Launching the App After Checking the Destination Details

1. Tap on [Addresses].

2. Tap on the contact.

3. Tap on the destination to send.
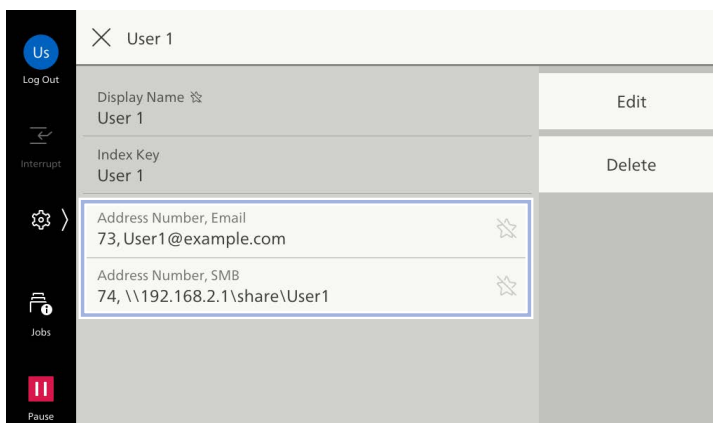
4. **Tap on [Send to This Contact].**
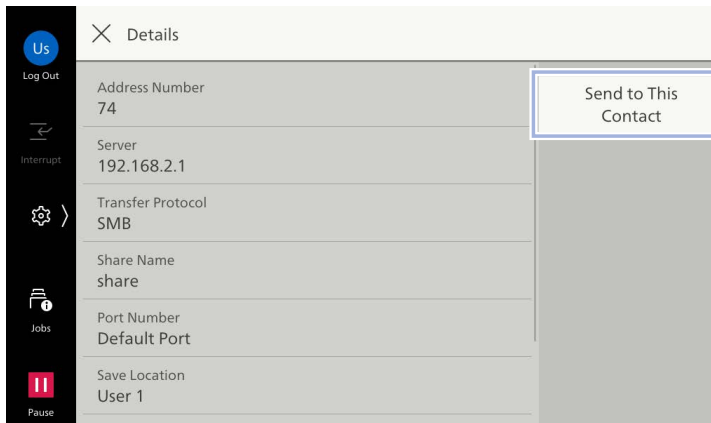
The send screen of the app to be used is displayed.

5. **Set each items.**

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

Launching the App by Selecting the Destination Type

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

2. **Tap on ⤢ of the contact.**

3. **Tap on the destination type if there are two or more destinations registered.**
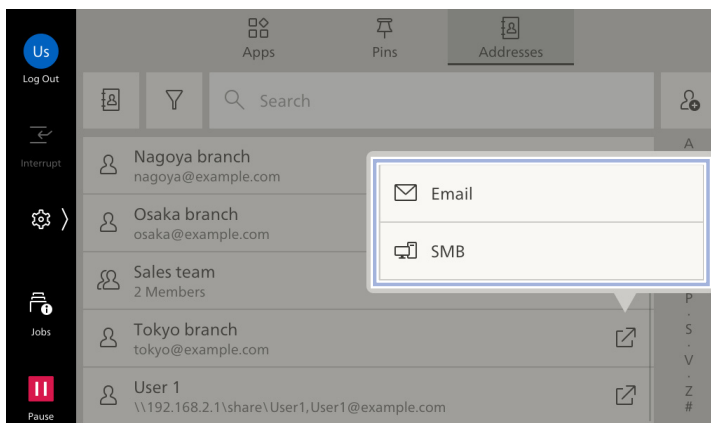
The send screen of the app to be used is displayed.

4. **Set each items.**

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

10 Device

If you tap on ⚙ > [Device] on the Home screen, the [Device] screen can be displayed on the Home screen. Configure the various settings of this machine here.
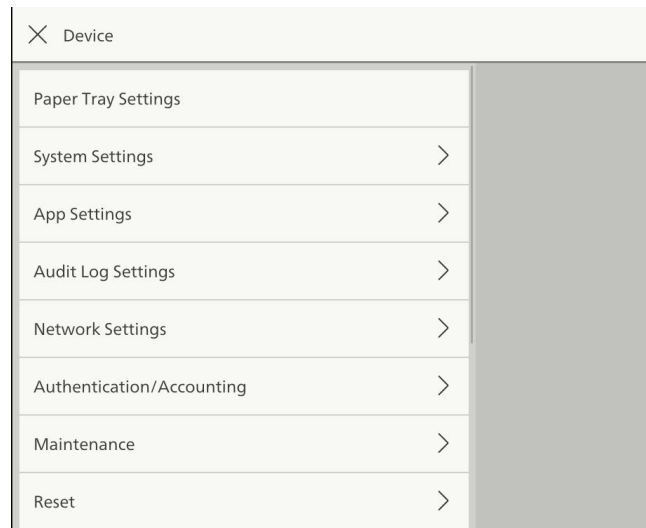
Note
- The section also covers settings that can only be manipulated in Administrator Mode.

10.1   [Paper Tray Settings]

The type of paper loaded is set by tapping on a tray number.
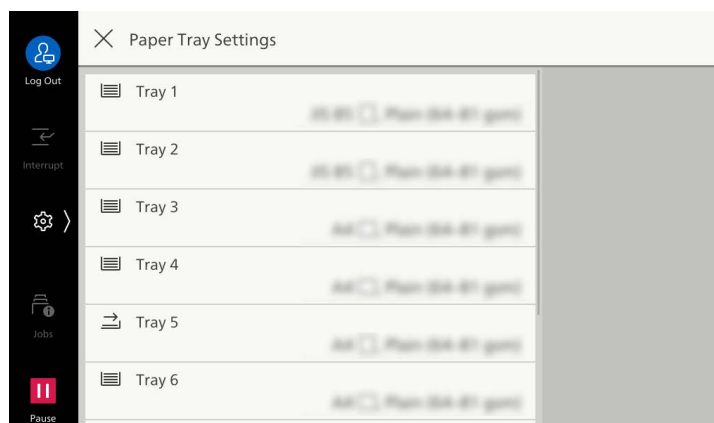
[Common Settings]

Item	Settings
[Custom Paper Settings]	Enables you to register custom paper. **Note** • You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut]. • The custom paper can be set to allow local users to register them. Set [Local User Access - Maintenance] to [Enabled] in "[Other Settings]" (P.101). Local users should use the adjustment menu from [Shortcuts] of the control menu. **Refer** • For setting details or how to register, refer to "Setting of Custom Paper" (P.7).
[Customize Paper Supply Screen]	Displays on/off setting of auto detect for the paper tray on the Paper Supply screen.
[Change Paper Settings During Loading]	Displays paper setting when paper is loaded.
[Paper Type Priority]	Sets the priority of the paper tray where the paper type to be used has been loaded if multiple paper types with the same size and same direction have been loaded during auto tray select. Priority is assigned based on the [Priority] set for each tray. However, if the same priority is set for different paper types, then the selected paper is determined by the [Priority]. If a tray is loaded with a paper type set to [Auto Paper Off], it cannot be the target of auto tray select.
[Auto Tray Switching Control]	Sets the switching condition and target when paper in a selected tray runs out.

[Auto Tray Switching]	Sets conditions for auto switching.
	• [Enable When Auto Select Is Set]
	  Enables when [Auto Select] is set for the Paper Supply setting.
	• [Enable for Same Type, Weight, and Color]
	  Enables every time, only the tray with same paper type, paper weight and color as switching target.

[Targeted Paper Type (Copy Jobs)]	Sets handling of paper type when selecting tray automatically.
	• [According to Priority]
	  Operates following [Paper Type Priority].
	• [Selected Paper Type Only]
	  Specifies paper type.

Item	Settings

[Targeted Paper Color (Copy Jobs)]	Sets handling of paper color when selecting tray automatically during copying.
	• [All Colors]
	  Sets all paper colors as target.
	• [Selected Color Only]
	  Specifies paper color.

[Custom Paper Color Settings]	Sets name for custom paper color.

10.2 [System Settings]

[System Clock / Timers]

Item	Description
[Date]	Sets the date of the machine's system clock.
[Time]	Sets time of the machine's system clock.
[NTP Time Synchronization]	Retrieves time from server and adjusts the machine's time to be the same as time of the time server (NTP: Network Time Protocol).
[Time Synchronization Interval]	Sets interval (in hours) for connecting to time server.
[Time Server Address]	Sets server name or IP address of time server.
[Auto Clear]	Sets whether auto clear is performed when a fixed time has passed in a state with no operation. If [On] is selected, the time is set. **Note** • Even if this is set to [Off], if no operation is performed for 1 minute while a job is suspended, auto clear may be performed and the job may be resumed. Job operation after auto clear is set with "Paused Job Handling". For details of paused job handling, refer to "[Other Settings]" (P.101).
[Auto Job Release]	Sets the time for releasing the current job, until the next job can be run, when an error (paper replenishing, document jam, paper jam, etc.) has occurred during copying or scanning.

Item	Description
[Specify Auto Print Time]	Sets time until printing can be done after operating the touch panel display (except [Start]).
[Printer Lockout]	Sets whether to display [Auto Printing] in the control menu. If it is set to [Allow User to Lock Out], [Auto Printing] can be displayed on the control menu in [Edit Control Menu]. **Note** • A specific time slot can be set to printer lockout with Internet Services.
[Time Zone]	Sets within the range - 12 hours to + 12 hours relative to GMT.
[Daylight Savings]	Sets daylight savings time. During the set period, time is determined by adding 1 hour to the current time.
[Print-on-Demand Duration]	Sets enabled time when printing using web applications. A print instruction is disabled when no print data is received from the remote server within the time set here after the print instruction.

[Power Saver Settings]

Item	Description
[Power Saver Timers]	Input the time for entering each mode.
[Sleep Mode Settings]	For operation during Sleep Mode, sets whether [Prioritize Power Saver] or [Prioritize Wake Up Time].
[Scheduled Power Off]	Sets so power goes off at the set time.

[Audio Tones]

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

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

[Screen/Button Settings]

Item	Description
[Screen Default]	Sets screen displayed when power is turned on or power saver is deactivated.
[Screen After Auto Clear]	Sets screen displayed after auto clear.
[Home Screen Default]	Sets the Home tab to display on the Home screen for the first time.
[Edit Control Menu]	Sets the features to display in the control menu.
[Start Button Operation]	Sets the types of the [Start] buttons to operate copy or scan.
[Auto Display of Login Screen]	Enables display of login screen when power is turned on or power saver is deactivated while using the authentication feature.
[Display One-Touch Buttons]	Set in [Scan] and [Email] so that you can specify recipients from one-touch button. **Note** • Assignment to the one-touch button is performed in [One-Touch Button Settings]. **Refer** • Refer to "[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]" (P.123).
[Default Language]	Switches the language and keyboard layout displayed when the power is turned on.
[Screen Brightness]	Adjusts brightness of touch panel display.
[Reconfirm Email Recipients]	Enables display of screen for reconfirming recipient when sending Email.
[Display Supplies Screen]	Set the timing to display the information when to replace the consumables.
[Screen After Inserting USB]	Sets whether to switch the screen display when the USB memory device has been inserted into the USB memory port. This also sets the screen type at the time. **Note** • If set to [App Selection Screen], a screen for selecting [Scan to USB] or [Print from USB] can be displayed when the USB memory device is inserted.
[Display Warning Screen After Inserting USB]	Displays confirmation screen when USB is inserted.

Item	Description
[Keyboard Input Restriction]	Enables restriction of characters that can be input from the keyboard displayed on the machine to ASCII only.
[Security Warning (Administrator)]	Displays security warning when the machine logging in to Administrator Mode.
[Security Warning (SNMP)]	
[Security Warning (Global IP)]	
[Disable Notification Messages]	Reduce the number of messages displayed in pop-ups. You can confirm in [Notifications] of [Device Status] the messages which are not displayed.
[Message Display Time]	Selects message display time.

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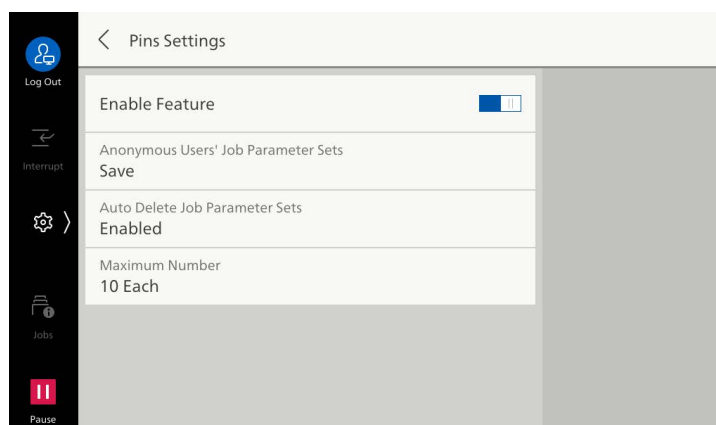
Item	Description
[Enable Feature]	Set the use of the [Pins] feature on the Home tab.
[Anonymous Users' Job Parameter Sets]	Set whether to maintain the job history of anonymous users in [Pins] for each type of the jobs.
[Auto Delete Job Parameter Sets]	Set to delete automatically the job history saved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

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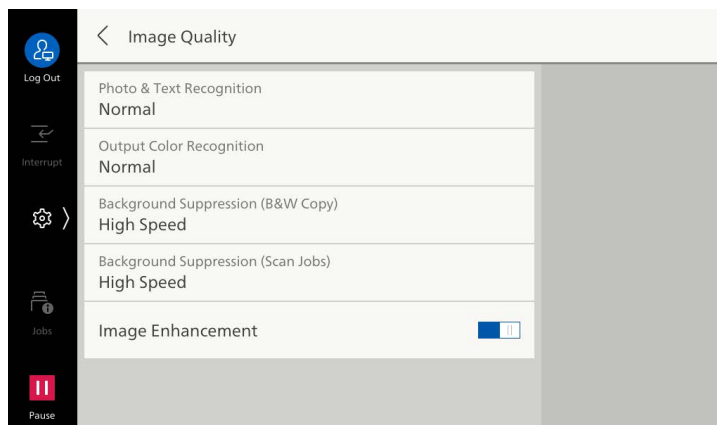
Item	Description
[Photo & Text Recognition]	Sets the level for discriminating text or photo when copying, or scanning a document, with [Photo & Text] for [Original Type].
[Output Color Recognition]	Sets the level for discriminating whether a document is B & W or color when [Output Color] has been set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

[Reports]

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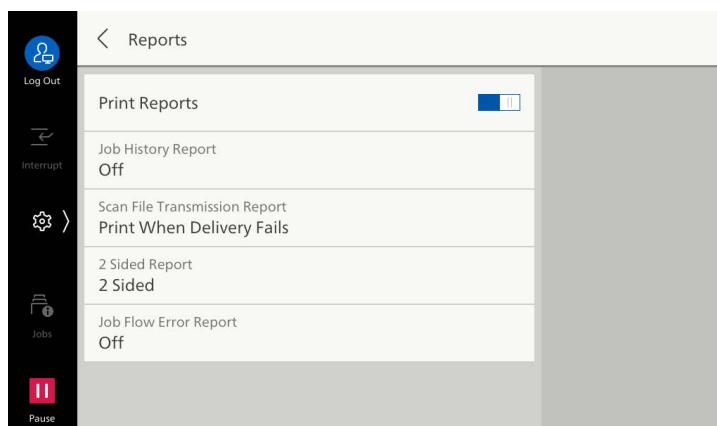
[Watermark]

The Watermark feature prints text string or background pattern on the whole page to inhibit the replication of documents.
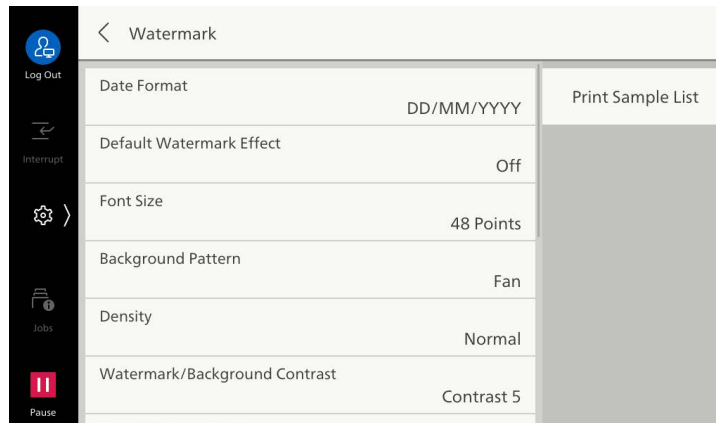
> **Note**
> • The user control number may not be printed, depending on Authentication Mode setting.

Item	Description
[Date Format]	Sets date format. The value set here is applied to [Annotations], [Watermark], and [Force Annotation].
[Default Watermark Effect]	Sets default of secure watermark effect for watermark.
[Font Size]	Sets size of text printed as watermark.
[Background Pattern]	Sets background pattern for embedding text string used in secure watermark.
[Density]	Sets density of text printed as watermark.
[Watermark/Background Contrast]	Sets contrast of text/background printed as watermark. You can set by referring to samples printed with [Print Sample List].
[Force Watermark - Copy]	Sets whether to force watermarking when copying. When set to [On], [Watermark] for the copy feature is fixed to [On] and cannot be changed. The printed text string is the user control number, machine ID, and copy date & time.
[Force Watermark - Client Print]	Sets whether to force watermarking when printing from client computer. To promote settings of the machine, select [Allow Device Settings to Override], and to promote settings of software (such as copy protection tool) or print servers, select [Allow Client Settings to Override]. If [Allow Device Settings to Override] has been selected, either user details, or the user control number, machine ID and printing date & time, are printed. **Note** • This is the same as [Client Print] in [Force Secure Watermark]. For Force Secure Watermark, refer to "[Secure Watermark]" (P.98).
[Force Watermark - Print Stored File]	Sets whether to force watermarking when printing from folder. The printed text string is the user control number, machine ID, and printing date & time.

Item	Description
[Force Watermark - Media Print]	Sets whether to force watermarking when performing Print from USB. The printed text string is the user control number, machine ID, and printing date & time.
[Custom Watermark 1] to [Custom Watermark 3]	Sets text string printed as watermark.
[Print Sample List]	Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on the print sample.

[Secure Watermark]

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

Item	Description
[Secure Watermark Control]	Sets whether to detect protection code embedded in a document.
[Digital Codes Settings]	Sets character string for digital code to be embedded in documents.
[Force Secure Watermark]	Sets whether to force use of the secure watermark feature for each job type. **Note** • To promote settings of the machine with [Client Print], select [Allow Device Settings to Override], and to promote settings of software or print servers, select [Allow Client Settings to Override]. • Settings for [Client Print] are the same as "Force Watermark-Client Print". For Force Watermark-Client Print, refer to "[Watermark]" (P.97).
[Secure Watermark Defaults]	Sets whether to embed a protection code. **Note** • The set protection code also provides the same limits in scan operation.
[Secure Watermark Effect]	If watermark text is set, the watermark text is embedded in the file to be copied/printed. If the file with embedded watermark text is copied, the embedded watermark text is blanked out.
	[Default Secure Watermark]	Sets text string of secure watermark.
	[Background Pattern]	Sets background pattern of secure watermark.
	[Watermark/Background Contrast]	Sets watermark/background contrast of secure watermark. You can set by referring to samples printed with [Print Sample List].

Item	Description
[Custom Secure Watermark 1] to [Custom Secure Watermark 3]	Sets text string of secure watermark.
[Print Sample List]	Prints multiple samples with different background contrast. Set [Watermark/Background Contrast] based on printed sample.

[Force Annotation]

This feature performs forced printing of text strings such as user names or dates (annotations) according to a layout template applied to each job type.
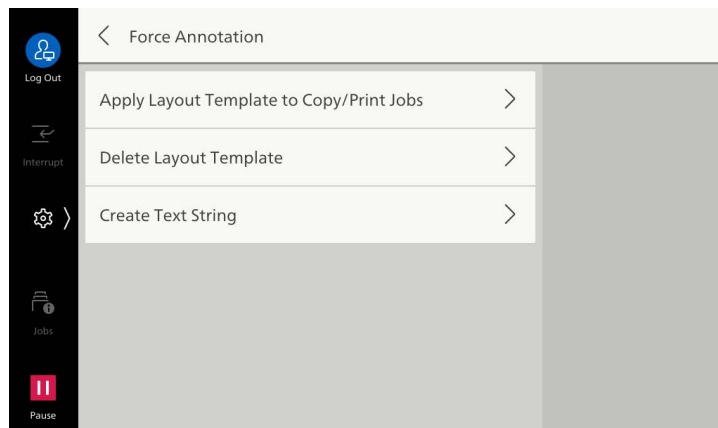
[preset1]

Print position: Bottom right

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

[preset2]

Print position: Bottom left

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

[preset3]

Print position: Bottom right

Printed items: User ID, date & time

[preset4]

Print position: Bottom left

Printed items: User ID, date & time

[Print Universal Unique ID]

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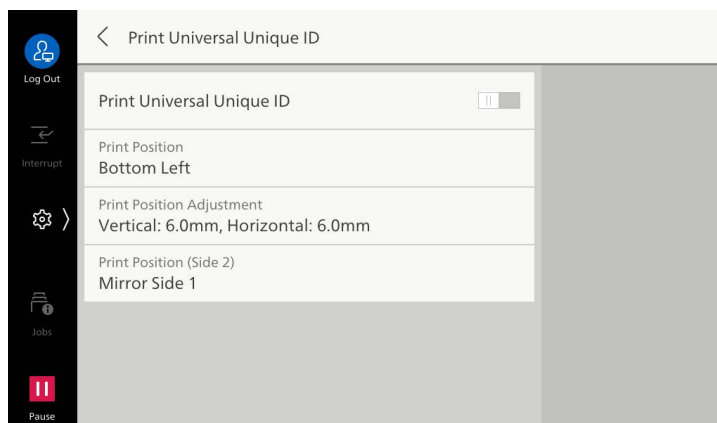
Note

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

[Notify Job Completion by Email]
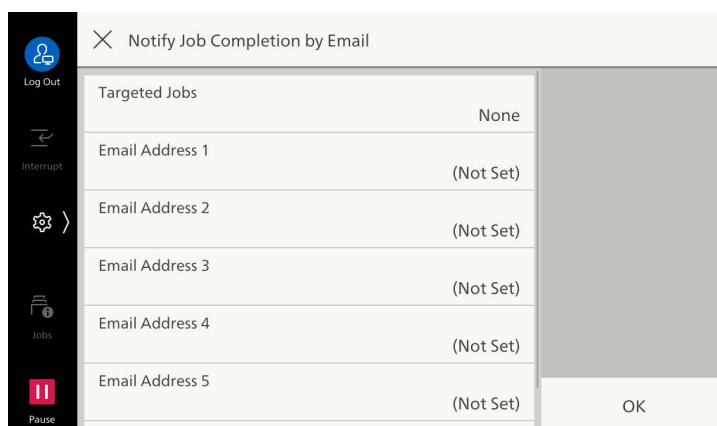
Item	Description
[Targeted Jobs]	Sets service for notification of the results of running jobs, and the timing of notification. If one or more targeted jobs have been set, then [Selected] is displayed.
[Email Address 1] to [Email Address 5]	Sets notification destination for Email.
[Email Message]	Enables input of comment attached to Email.

[Plug-in Settings]

Set the display of the list of available Plug-ins and switching Plug-ins.
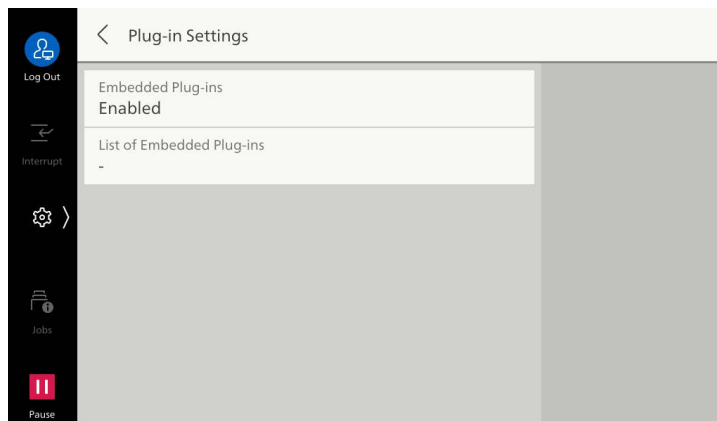
[Other Settings]
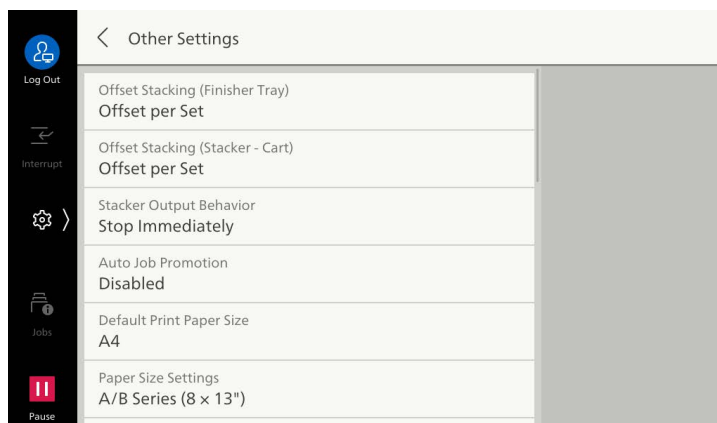
Item	Description
[Offset Stacking]	Sets to stack by alternately shifting the stacking position of paper so that the partitions can be easily seen. If set to [Offset per Set], offset stacking is performed in print quantity units. If set to [Offset per Job], offset stacking is performed in job (print instruction) units.
[Stacker Output Behavior]	Sets the paper output operation when the removing stacker button is tapped on.
[Auto Job Promotion]	If the machine cannot start a job for some reason (e.g., if paper in the paper tray runs out when trying to start copying or printing), this allows auto job promotion when there is another job that can start running.
[Default Print Paper Size]	Sets the paper size used when printing a report/list.
[Paper Size Settings]	Sets the paper size group when detecting standard size documents and paper.
[Millimeters/Inches]	Sets units displayed on the screen.
[Data Encryption]	Performs encryption of data such as saved address information, authentication information, and stored files. Encryption is also performed when writing copied, scanned, or printed data.

Item	Description
[Encryption Key for Confidential Data]	Sets encryption key for encryption of confidential data such as administrator passwords, and folder passwords. **Note** • The encryption key is set to the default administrator password at factory shipment. Refer to *Setup Manual* for the default administrator password.
[Service Operation Restriction]	You can restrict the service person operation to prevent machine security settings from being changed by someone impersonating a service person. This setting requires a service person to input a maintenance password to perform maintenance work on the machine. Set a maintenance password of 4 to 12 alphanumeric characters. **Note** • This setting makes it necessary to replace a circuit board in order to change restrictions or perform maintenance work. Replacing a circuit board requires a charge for the board and for replacement labor, so be careful not to forget the user ID and password of the administrator, and the maintenance password.
[Document Feeder Quiet Mode]	Sets whether to reduce operating noise when scanning a document with the document feeder. To reduce operating noise, select [Enabled].
[Document Feeder Tray Elevation]	Sets the timing for elevating the document feeder tray when a document is loaded in the document feeder.
[Check Document Guides Position]	Displays a confirmation screen when the guide position of the document feeder is set to 8.5" and scanning is started.
[Multi-feed Detection]	Sets whether to detect multi-feed.
[Estimated Job Time]	For the waiting jobs, sets the information displayed in expected time until the job completes. • [Cumulative Time for All Jobs] Displays the remaining time until the job, including active jobs or other preceding waiting jobs, completes. • [Time Required for Single Job] Displays the time required to print the target job.
[Status Indicator (Green)]	Enables the lamp which lights/flashes while the machine is performing some operation such as during active jobs.
[Data Indicator]	Sets Data Indicator.
[Document Feeder Attention Light]	Sets the feature to prevent forgetting to remove the document loaded in the document feeder and output after scanning.
[Detect Original Left on Glass]	Sets the feature not to forget to taking away the document loaded in the document glass. If it is set to [Enabled], the message, status indicator or sound notifies you.
[Paused Job Handling]	Sets the handling method after operation of a job that has been started is paused, and left until the specified with [Auto Clear] has elapsed.
[Interrupt Mode]	Sets enable/disable Interrupt Mode. If it is set to [Disabled], [Interrupt] on the control menu is deleted.

Item	Description
[Local User Access - Maintenance]	Allows local users to register the custom paper or adjust the image quality and folding position. **Refer** • For registering the custom paper, refer to "[Paper Tray Settings]" (P.90). • For the image quality adjustment, refer to "[Image Quality]" (P.167). • For the folding position adjustment, refer to "[Adjust Finisher]" (P.180).

10.3   [App Settings]

[Copy Settings]

[Copy Controls]

Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the copy document.
[Auto Paper Off]	Sets tray selected when [Auto Select] for [Paper Supply], on the [Copy] screen, is canceled.
[Mixed Size Originals - 2 Sided Copy]	Sets paper for copying side 2, when papers with different sizes for side 1 and side 2 have been selected in auto paper supply, in a case where the document size is different for side 1 and side 2 in 2 sided copying.
[Copy to New Sheet]	Copies on side 1 of the new paper selected as the side 2.
[Copy to Side 2]	Copies as is on side 2 of same paper as side 1, without changing paper size.
[Fine-Tune 100%]	Reduces/enlarges when copying with no reduce (100%). The setting is applied to the reduce/enlarge [100%] on the [Copy] screen.

Item	Description
[Pseudo-Photo Gradation Mode]	Enables setting of gradation expression mode for photo original. Switches processing method for parts of intermediate brightness (gray) to approach photo image quality. Set to [Error Diffusion] or [Dither].
[Original Type - See-Through Paper]	Enables display of [Text on See-Through Paper] for [Original Type].
[Face Up/Down Output - Reverse Order]	Displays [Face Up (Reverse Order)] in [Face Up/Down Output] on the [Copy] screen.
[Face Up/Down - Auto (Single Sheet)]	If [Auto] is selected in [Face Up/Down Output], sets the operation when the number of output paper is one.
[Default Trim Margin]	Sets the default trimming value for the fore edge trim. The fore edge trim is the feature to align the edge of the booklet by trimming its spine and opposite.
[Auto Img Positioning-105gsm or Less]	Sets the image positioning value when 105 g/m^2 or less paper is used. The image positioning is the feature to adjust the image position to print at the same position from the edges of inside and outside paper for booklet creation.
[Auto Img Positioning-106gsm or More]	Sets the image positioning value when 106 g/m^2 or less paper is used.
[Annotations - Comment Density]	Sets density of comments printed in annotations.
[Comment - Top Left] to [Comment - Bottom Right]	Adjusts position for printing comment in annotations.
[Date - Top Left] to [Date - Bottom Right]	Adjusts position for printing date in annotations.
[Page Number - Top Left] to [Page Number - Bottom Right]	Adjusts position for printing page number in annotations.
[Bates Stamp - Top Left] to [Bates Stamp - Bottom Right]	Adjusts position for printing Bates stamp in annotations.
[Annotations - Edit Comment 1] to [Annotations - Edit Comment 8]	Allows users to set or change text strings printed as annotations. When set to [Do Not Allow], no users, including the administrator, can edit text strings.
[Maximum Number of Sets]	Sets the number of sets. This makes it impossible to set a number of sets exceeding the number set here.
[Sample Output to Stacker - Top Tray]	Sets whether to include sample sets output to the Top Output Tray in the number of copies while jobs are being output to the High Capacity Stacker.

[Original Size Defaults]

Sets the document size displayed at [Manual Size Input] for [Original Size].

In situations like frequently copying documents with custom sizes, the operation of inputting the document size for each copy can be eliminated by setting the custom size beforehand.
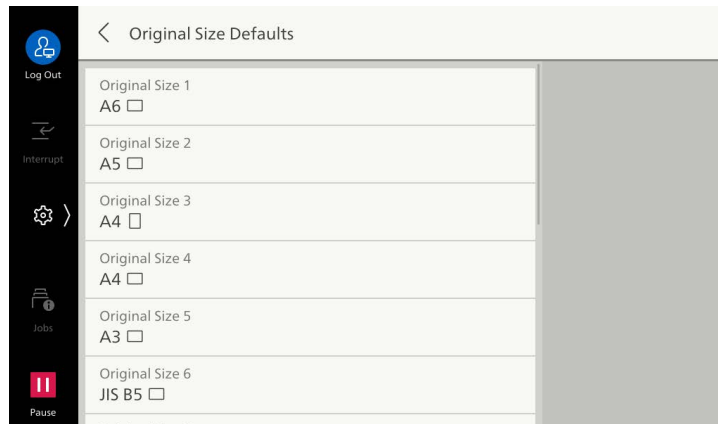
[Reduce/Enlarge Presets]

Sets reduce/enlarge displayed on [Proportional %] for [Reduce/Enlarge].

This enables changing the reduce/enlarge assigned to buttons other than [100%] and [Auto].
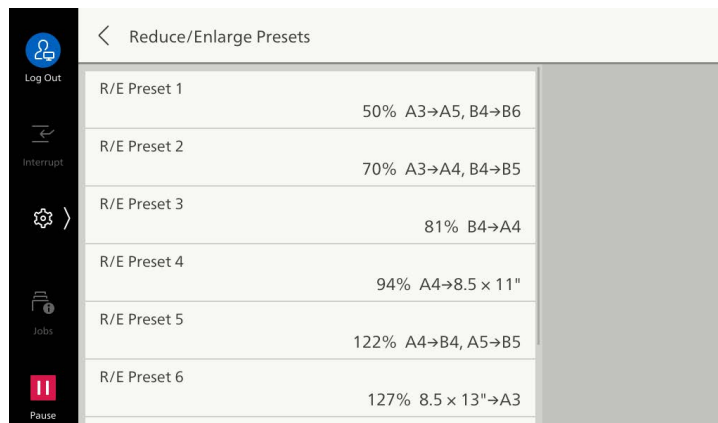
[Copy (ID Card) Settings]

The settings other than [Copy (ID Card) - Reduce/Enlarge] in [Copy Controls] is the same as [Copy Settings].
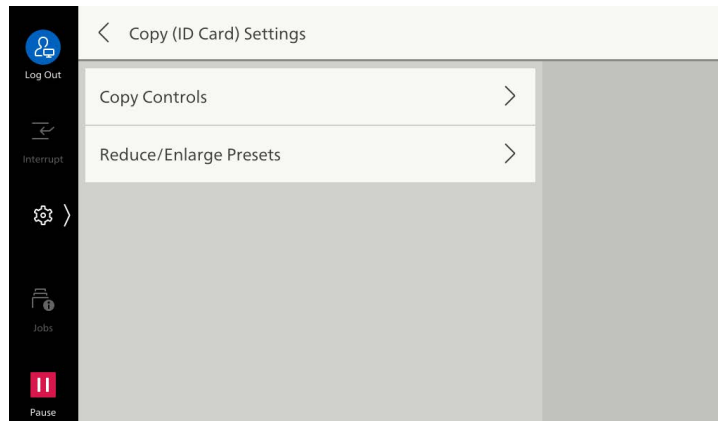
Refer
- Refer to "[Copy Settings]" (P.103) for each item.

[Copy Controls]

Item	Description
[Copy (ID Card) - Reduce/Enlarge]	Sets reduce/enlarge when performing Copy (ID Card). **Note** • For users save the default value, the setting in this item may not be reflected. Refer to "Customizing the Apps Screen" (P.25) for saving the default value.

[Print Settings]

[Allocate Memory]

Sets memory capacity to use for each printer mode.
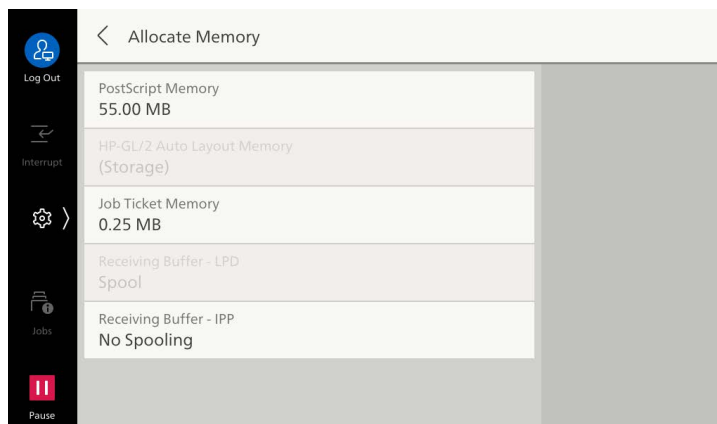
Important

- When memory capacity is changed, memory is reset. Therefore, all data stored in each memory area is erased.

Note

- The memory capacity of receive buffer (place for temporarily storing data sent from client) can be changed for each interface to suit the use situation and purpose. If the receive buffer capacity is increased, then the release of clients responding to each interface may become faster.

Item	Description
[PostScript Memory]	Specifies the memory capacity for PostScript.
[HP-GL/2 Auto Layout Memory]	Sets the memory area for work when you use the HP-GL/2 auto layout feature. **Note** • When storage is installed, the storage is specified and cannot be changed.
[Job Ticket Memory]	Specifies the memory capacity to use for processing the job ticket (which describes the output number of jobs or post-processing).
[Receiving Buffer - LPD]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process. **Note** • When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the LPD printing. • Depending on the setting of [LPD Print Queue], [Receiving Buffer - LPD] cannot be changed. For [LPD Print Queue], refer to "[Other Settings]" (P.111).
[Receiving Buffer - IPP]	Sets whether to execute the spool process. Storage is used for the receive buffer for the spool process. **Note** • When [No Spooling] is set, you cannot receive the data with the same interface from other clients during processing the IPP printing.

[File Retention Period]

Sets the retention period for files in folders, after which they will be deleted. When this is set, files are deleted when the time set with [File Deletion Time] arrives after the retention period has elapsed. The setting is common for all folders.
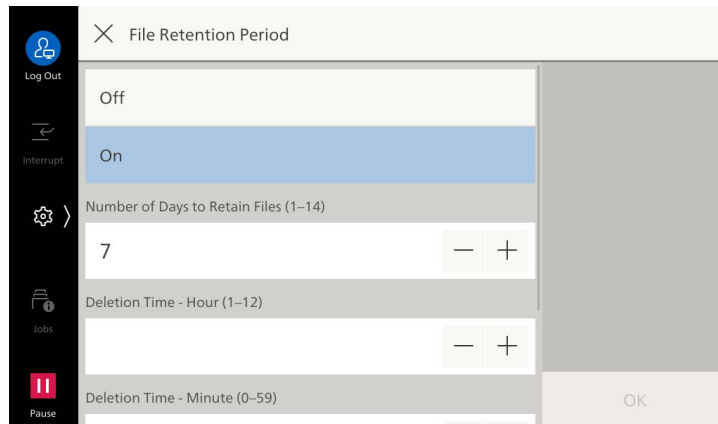
[Stored Job Retention Period]

Sets delete method for stored print jobs.
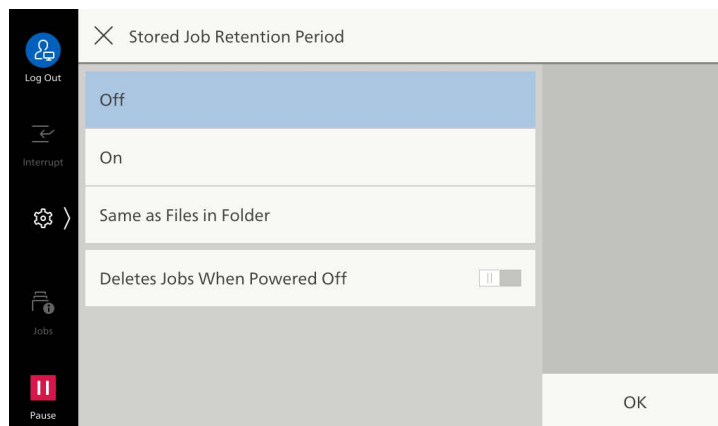
[Display Default of Stored Print Job List]

Sets [List] or [Thumbnail] display for stored print job list.
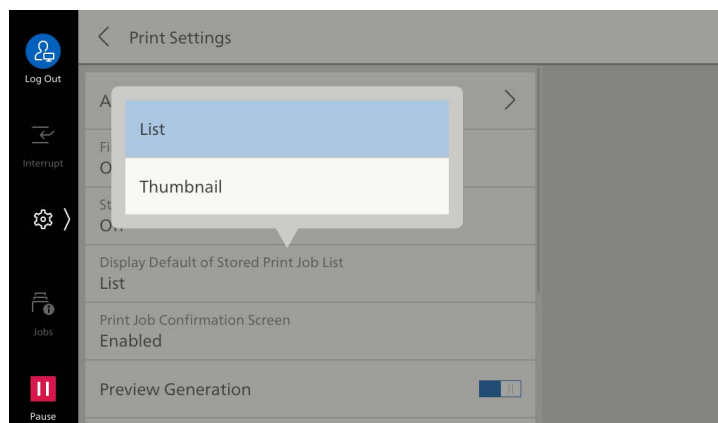
[Print Job Confirmation Screen]

When printing a stored print job, a confirmation screen can be displayed for deletion of the file after printing. If set to [Disabled], the job is deleted after printing.
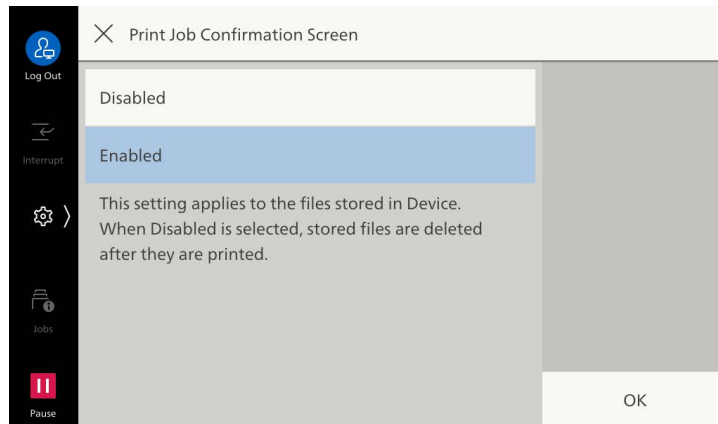
[Preview Generation]

Enables creation of a preview image when displaying the list of stored print jobs.
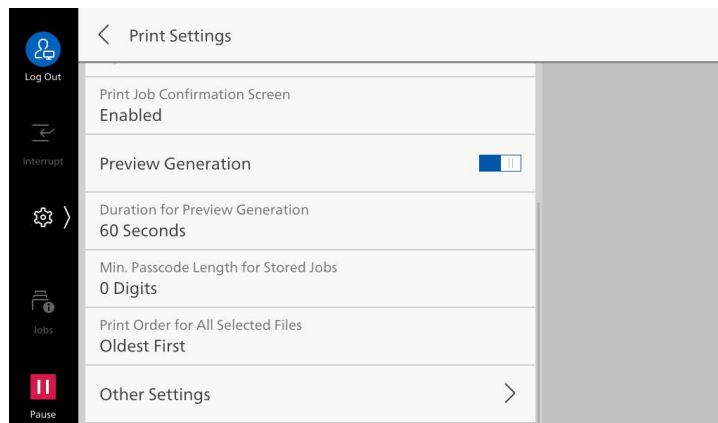
Note

- This also enables setting from the printer driver whether to create a preview image.

[Duration for Preview Generation]

Enables limitation of preview image creation time for stored print jobs. When set to [Limited], only the preview image created within the limited time is displayed.
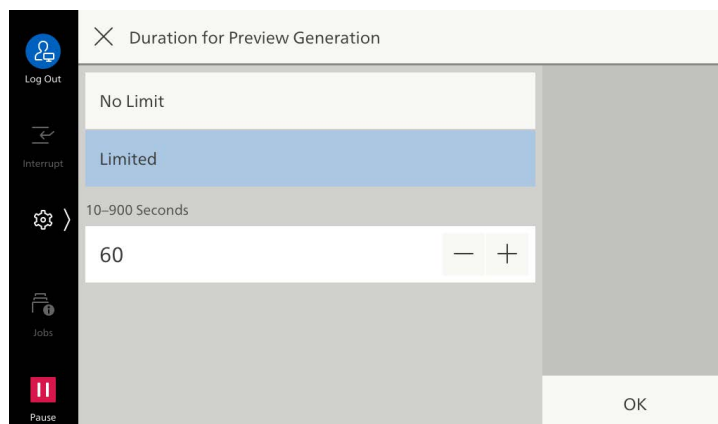
[Minimum Passcode Length for Stored Jobs]

Sets the minimum number of digits for the password number needed when storing or printing secure print files or charge print files.
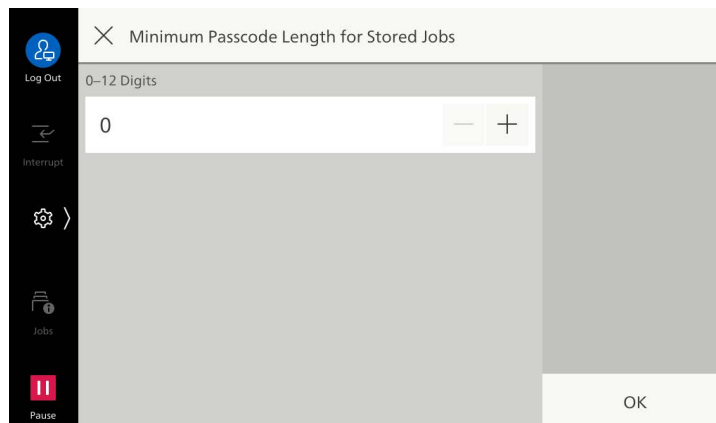
[Print Order for All Selected Files]

Enables setting of print sequence when all files are selected for stored print jobs.

[Other Settings]

Item	Description
[Print Area]	Expands print area.
[Substitute Tray]	Sets processing when paper of the specified paper size has not been loaded in the tray. **Note** • If printing is done using the emulation such as HP-GL/2, then the message prompting to supply paper is displayed regardless of the setting here.
[Display Message]	Displays the message to replenish paper, without substitution.
[Use Larger Size]	Prints with no reduction on paper of the next larger size above the specified paper size.
[Use Closest Size]	Prints on paper of the size closest to the specified paper size. Prints by reducing if paper length or width is insufficient for the paper size.
[Use Closest Size (No Reduce)]	Prints on paper of the size closest to the specified paper size. No reduction is performed, even if the image will not fit.
[Use Closest Size (Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. Prints by reducing if paper length or width is insufficient for the paper size.
[Use Closest (No Reduce, Works When Invalid Size Is Specified)]	Prints on paper of the size closest to the specified paper size even if its size cannot be output by this machine. No reduction is performed, even if the image will not fit.
[Select Tray 5]	Prints from tray 5 (bypass tray) at the specified paper size. If paper of a different size is loaded, a message is displayed to load paper of the selected size.
[Switch Size Series]	Prints by switching between the papers in the AB-based size series and inch-based size series. The switchable combinations are as follows. • A5 and 5.5 x 8.5" • A4 and Letter (8.5 x 11") • A3 and 11 x 17"
[Paper Type Mismatch]	Sets processing when paper type specified for printing with the printer driver, etc., does not match the paper type loaded in the paper tray.
[Print]	Prints with the paper type set for the paper tray.

Item	Description
[Display Confirmation Screen]	Displays confirmation screen to continue printing. When printing, specification of the paper type specified for printing with the printer driver, etc., is disabled, and printing is done according to the [Priority], paper size, and [Substitute Tray] settings.
[Display Paper Supply Screen]	Displays the screen to change the settings of the paper tray. If [Start] is tapped after switching paper in the paper tray in accordance with the message displayed on the display, the paper type set for the paper tray is changed to the paper type setting displayed on the display, and then printing is done.
[Prioritize Bypass Tray]	When [Paper Tray] is set to [Automatically Select] with the printer driver, tray 5 (bypass tray) can be selected with priority. **Note** • If there is a match between paper size and paper type specified in the print job, and loaded paper, then paper is supplied from tray 5 (bypass tray).
[Check Type and Size for Bypass]	Displays a screen for confirming the loaded paper, when printing on paper in tray 5 (bypass tray).
[Unregistered Forms]	Sets the processing method when the form indicated for printing in the form data file (overlay printing) is unregistered on the printer side. When set to [Print], only the data is printed because there is no specified form.
[Resume Job After Print Error]	Sets the method of resuming subsequent jobs when a print job has been canceled due to an error, etc.
[Resume Job Automatically]	Cancels job, and resumes printing of subsequent jobs.
[Resume by User]	Displays confirmation screen before job is canceled. **Note** • When a job is canceled, the subsequent print jobs are limited, and thus enter the offline state. When the machine is returned to online, printing of subsequent jobs is resumed.
[When Paper Jam Occurs]	Sets print processing method when an error occurs such as a paper jam during printing.
[Resume Job After Jam Clearance]	Resumes printing from the next page after the last normally ejected page when handling of a paper jam is finished.
[Delete Job]	Cancels printing, and deletes that print job.
[Print User ID]	Enables printing of the user ID when printing using the printer driver. The first 64 characters of the user ID are printed. **Note** • To use the print user ID feature, it is necessary to set the user ID beforehand with the printer driver.
[Banner Pages]	In cases such as when the machine is used by multiple users, this prints banner pages to separate the jobs of each user, and prevent mixing of printed materials. Items such as date, time, user name, and file name are printed on the banner page.
[Banner Page Offset]	Enables offset stacking when printing papers for sorting (banner pages).

Item	Description
[Banner Page Tray]	Sets tray for supplying papers for sorting (banner pages). Tray 5 (bypass tray) cannot be set.
[PostScript Paper Supply]	Enables PostScript deferred media selection at time of paper supply. To enable deferred media selection, set to [Auto Select], and to disable, set to [Select Paper Tray]. When printing PostScript data generated by a source other than the printer driver, the tray may not be selected as intended depending on the method of defining PostScript data. In that case, set to [Select Paper Tray].
[PostScript Font Absence]	Sets processing when the PostScript font specified in the job is absent. If the specified font is absent when set to [Substitute Font and Print], the font is switched to Courier.
[PostScript Font Substitution]	Enables use of ATCx as a font substitution when the PostScript font specified in the job is absent.
[XPS Print Ticket Processing]	Sets operation of the machine when scanning print setting (print ticket) defined in an XPS file.
[Off]	Print ticket processing is not performed.
[Standard Mode]	Performs print ticket processing in standard mode.
[Compatible Mode]	Sets print settings defined in print ticket through operation compatible with Microsoft specifications.
[LPD Print Queue]	Sets order of LPD printing.
[Print upon Receipt]	Prints data immediately after receipt.
[Data Processing Order]	Prints data in the order in which it enters a printable state, after data is received. When multiple files are printed consecutively, even if data that requires time for data processing is received first, data for which data processing is finished may be printed first.
[First In First Out]	Print LPR in the order of receipt.
[OCR Font Glyphs (0x5C)]	Sets whether to print the "0x5C" character as a backslash (\) or yen symbol (¥) when using an OCR font.

[Scan Settings]

[Scan (PC) - Defaults]
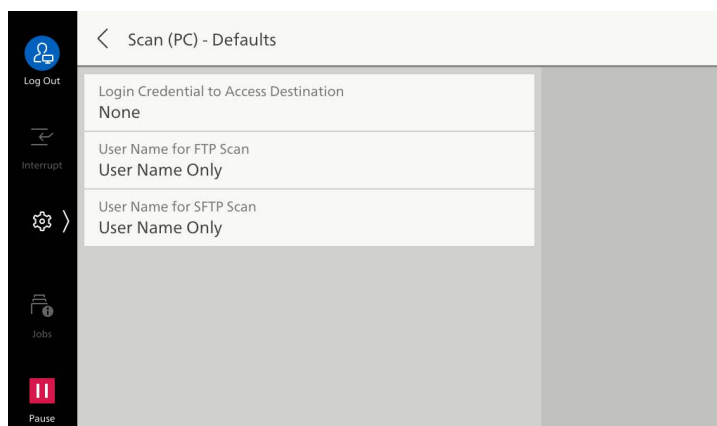
Item	Description
[Login Credential to Access Destination]	Enables use of credential logged in to remote accounts when logging in to a client computer through SMB/FTP/SFTP transmission.
[User Name for FTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with FTP transmission.
[User Name Only]	Uses only the user name part (before "@") of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@") as the login name.
[User Name for SFTP Scan]	Enables use of domain part of login credential when using a credential logged in to remote accounts for the login user name with SFTP transmission.
[User Name Only]	Uses only the user name part (before "@") of the login user name as the login name, and the domain part is not used.
[Add Domain Name]	Uses login user name including domain name of the login user name (after "@") as the login name.

[Original Size Defaults]

Sets the document size displayed at [Manual Size Input] for [Original Size]. Original sizes are assigned to each button other than [Auto Detect].
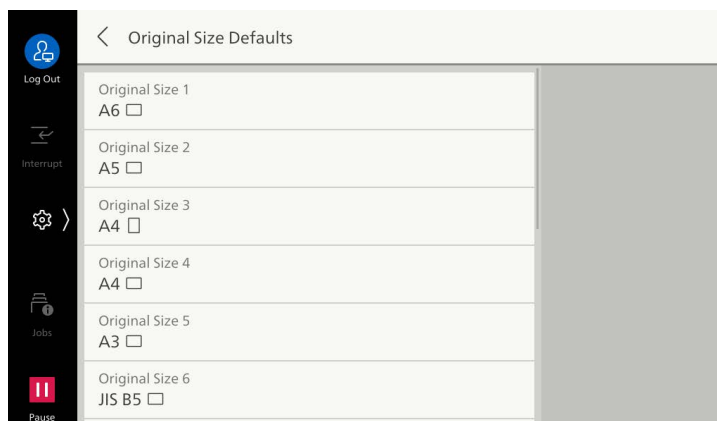
[Output Size Defaults]

Sets size displayed at [Auto (Select Output Size)] for [Reduce/Enlarge].

This enables assignment of any desired output size to output size button.
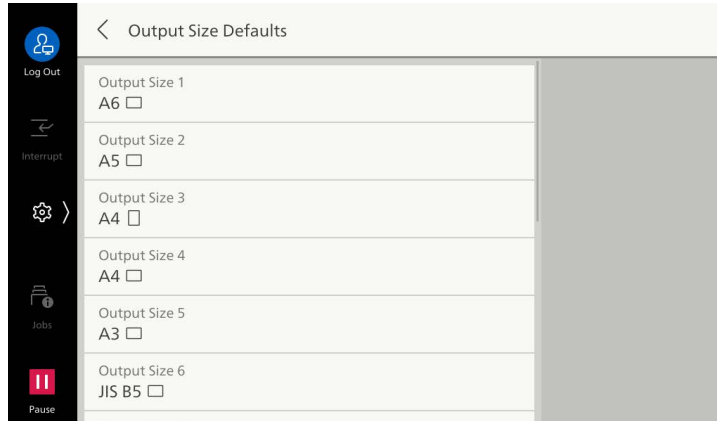
[Reduce/Enlarge Presets]

Sets reduce/enlarge displayed on [Proportional %] for [Reduce/Enlarge].

This enables assignment of any desired reduce/enlarge to each button other than [100%].
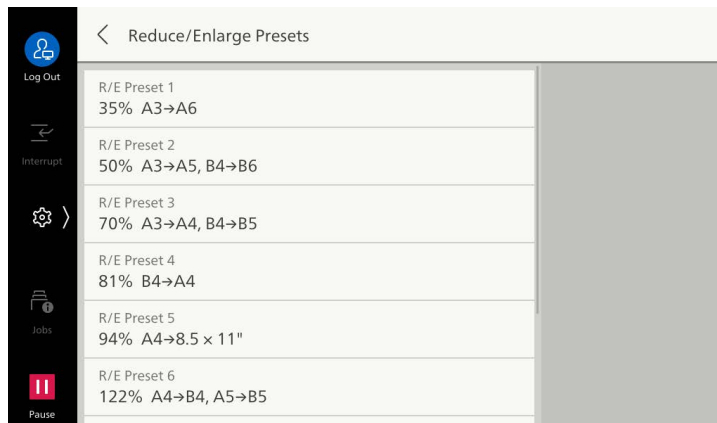
[Email Controls]
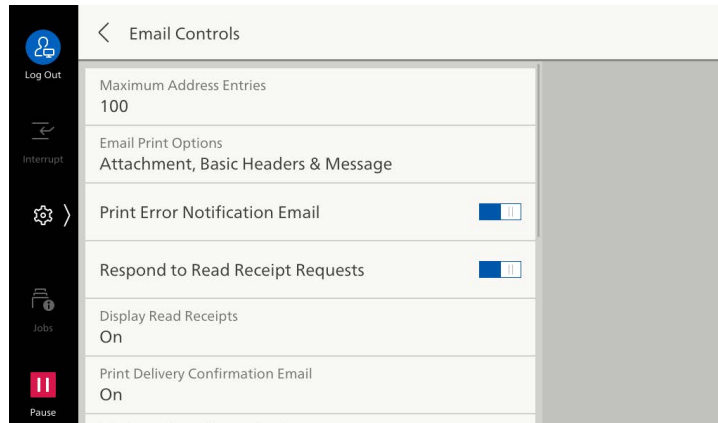
Item	Description
[Maximum Address Entries]	Sets maximum number of recipient addresses when sending Email. The number of recipient addresses is the total of TO/CC/BCC. If the maximum number of recipient addresses is exceeded, sending of the Email is canceled.
[Email Print Options]	Enables setting of printing when Email is received addressed to the Email address of the machine.
[Print Error Notification Email]	Enables printing of error notification Email if a mistaken address is set, or if sending is impossible due to occurrence of an error.
[Respond to Read Receipt Requests]	Sets to notify sender that message has been read when Email requesting a read receipt is read.
[Display Read Receipts]	Enables use of read receipt feature when sending Email from the machine.
[Print Delivery Confirmation Email]	Enables printing of send result Email (DSN reply Email/MDN reply Email).
[Maximum Data Size per Email]	Sets maximum data size per a single Email.
[Maximum Total Data Size]	Sets maximum data size of Email. **Note** • When you attach a file to an email, the actual data size may be larger than the size displayed by your email software.
[Maximum Split Count]	Sets maximum split count when splitting Email.
[Edit "From" Field]	Enables editing of a sender's address in ["From" Address] of feature list when sending Email.
[When Sender's Address Is Unknown]	Enables limitation of use of Email sending when login user cannot retrieve Email address.
[Add Me to "To" Field]	Enables addition of sender address to [To] field. **Note** • When you use [Scan], the sender address is added to the [To] field. Change the setting for when using [Email] in [Email Settings] > "[Email Controls]" (P.119).

Item	Description
[Edit Email Recipients]	Sets whether to enable local users to edit or add the recipient of To/CC/BCC. **Note** • If [Edit Email Recipients] is set to [Disabled], you cannot edit or add the email address. Set [Add Me to "To" Field] enabled to use [Email].

[Other Settings]

Item	Description
[Memory Full Procedure]	Suspends scanning of a document if storage area runs short while scanning a document. This sets the handling method after a fixed time has elapsed from suspension, in a state with no operation.
[Maximum Stored Pages]	Sets maximum stored pages of the scan document.
[Saturation]	Sets saturation when scanning a color document. When scanning, adjustment is done according to the value set here.
[Background Suppression Level]	Sets background suppression level.
[Shadow Suppression Level]	Sets shadow suppression level.
[Display Color Space]	Enables display of [Color Space] in feature list.
[TIFF Format]	Sets TIFF format when scanning scan data.
[Conversion Mode for Searchable]	Sets the processing accuracy for searchable text (OCR).
[Page Orientation for Searchable]	Enables processing so that text is upright when a document is scanned using searchable text.
[Auto Upright Mode]	Sets precision of feature for processing so that text is upright when a document is scanned using searchable text.
[Display Image Transfer Screen]	Enables display of transfer screen after a document has been scanned.
[File Name Format]	Sets format of filenames for scanned files.
[Add Date to Email Attachment Name]	Enables addition of date and page number to file name of file sent when using [Email].
[URL File Expiration]	Sets URL file expiration.
[Generation of URL Link]	Sets method of generating URL link for sending in URL sending.

Item	Description
[Scan (URL) - Maximum File Size]	Sets maximum image size of file for URL sending.
[Add Login Name to PDF Properties]	Enables addition of login user name to [Creator ID] of attribute information for saved PDF file when scanning is done in PDF format using log in to local accounts, or log in to remote accounts, etc.
[Reset Settings After Job Execution]	Sets whether to reset the sending settings including the recipient after job operated, and whether to display the message when the settings are not reset.
[SMB/FTP/SFTP Save Locations]	Sets whether to enable local users to edit or add the recipient of SMB/FTP/SFTP.

[Scan to Folder Settings]

This is the same as [Scan Settings].
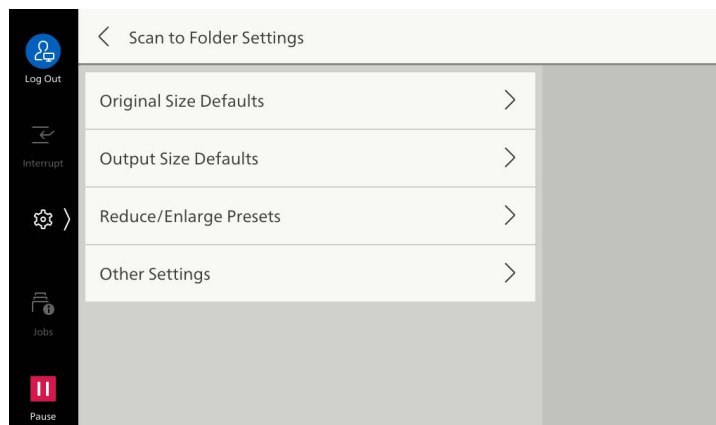
Refer
- Refer to "[Scan Settings]" (P.114) for each item.

[Email Settings]

The settings other than [Add Me to "To" Field] and [Add Me to "Cc" Field] in [Email Controls] are the same as [Scan Settings].
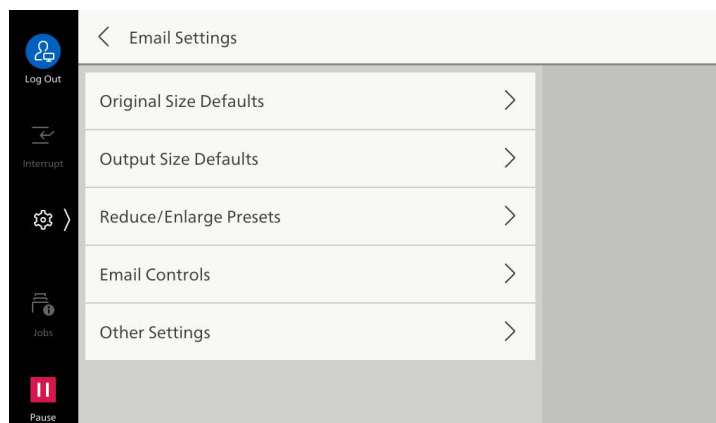
Refer
- Refer to "[Scan Settings]" (P.114) for each item.

[Email Controls]

Item	Description
[Add Me to "To" Field]	Enables addition of sender address to [To] field.
[Add Me to "Cc" Field]	Enables addition of sender address to [Cc] field.

[Address Book Settings]
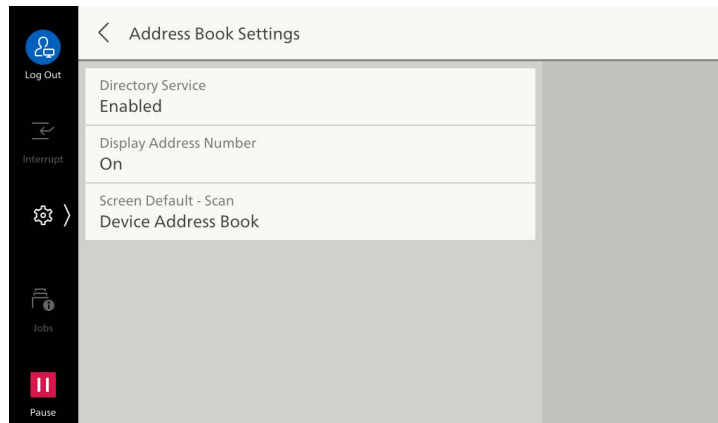
Item	Description
[Directory Service]	Enables use of the Address Book saved on directory server.
[Display Address Number]	Sets whether to display the address number on the Address Book.
[Screen Default - Scan]	Sets the type of Address Book to be displayed first when displaying the Address Book from Email and Scan features.

[Send from Folder Settings]

Sets method of processing files saved in folder.
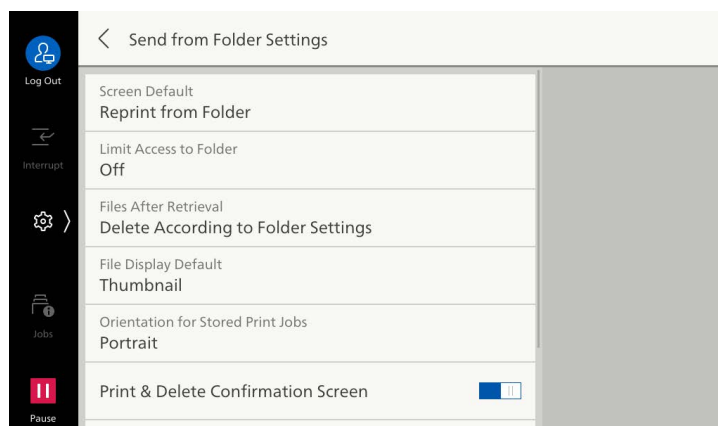
Item	Description
[Screen Default]	Sets the screen displayed first when launching the [Send from Folder] app.
[Limit Access to Folder]	Enables making password input mandatory.
[Files After Retrieval]	Enables deletion of files when files saved in a folder have been retrieved from the client side.

Item	Description
[File Display Default]	Sets method of display when screen listing files in folder has been opened.
[Orientation for Stored Print Jobs]	Sets orientation when saving custom size files. Even if [Portrait] is specified, saving in [Landscape] is forced if a print job is saved with an orientation that cannot be loaded into the paper tray.
[Print & Delete Confirmation Screen]	Enables display of confirmation screen for deleting file after printing file in folder.
[Quality / File Size]	Sets file image quality and file size for high compression and retrieval of files from folder.
[File Retention Period]	Sets the retention period for files in folders. Files are deleted when the retention period expires. The setting is common for all folders.

[Jobs Settings]

This is the same as [Print Settings].
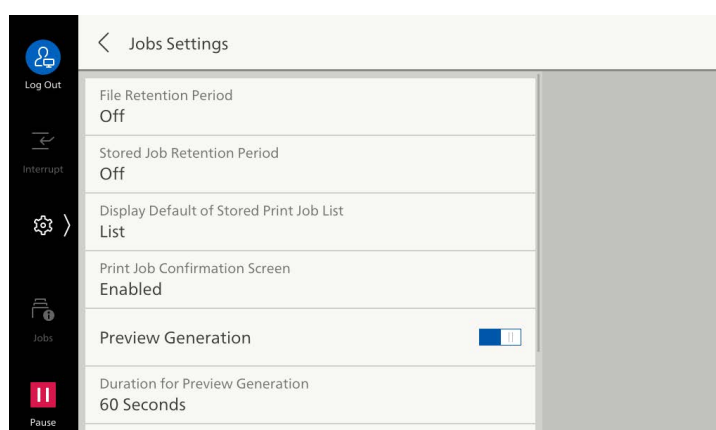
Refer

- Refer to "[Print Settings]" (P.107) for each item.

[Job Flow Sheets Settings]

[Link and Start Job Flow Sheets]

Set whether to disable [Link Job Flow Sheet to Folder] of the folder. If [Disabled] is set, you cannot also manually execute the job flow from the folder.
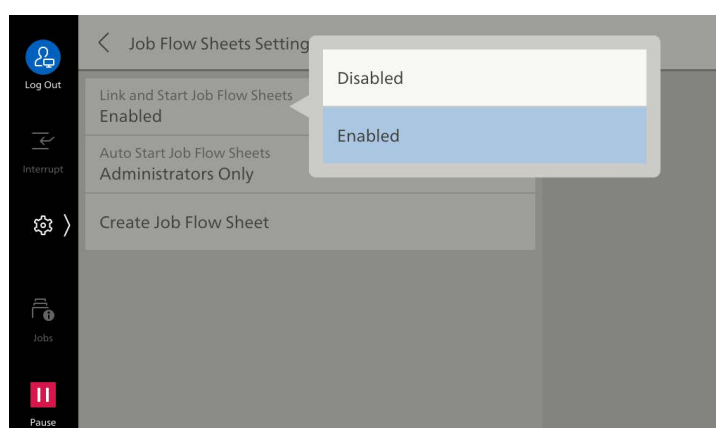
[Auto Start Job Flow Sheets]

Sets users allowed to start job flow.

[Screenshot: Job Flow Sheets Settings screen showing "Link and Start Job Flow Sheets Enabled", "Auto Start Job Flow Sheets Administrators Only", "Create Job Flow Sheet" with a dropdown showing "Administrators Only" and "All Users"]
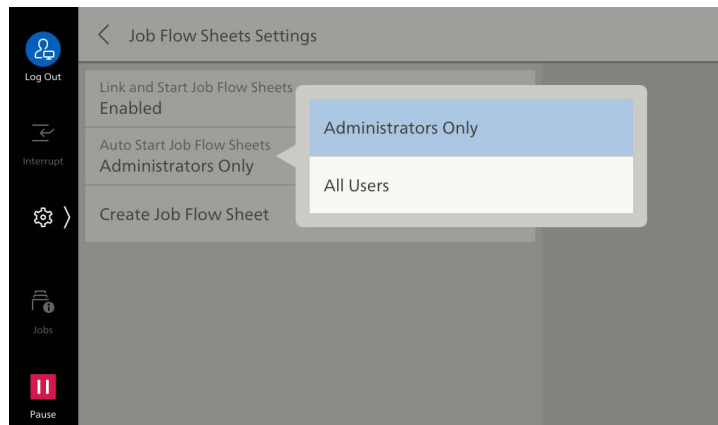
[Create Job Flow Sheet]

Enables tasks such as creating a new job flow, or changing its content.

[Screenshot: Job Flow Sheets screen showing "There are no applicable job flow sheets." with buttons Create, Sheet Filtering, Search and Refresh]
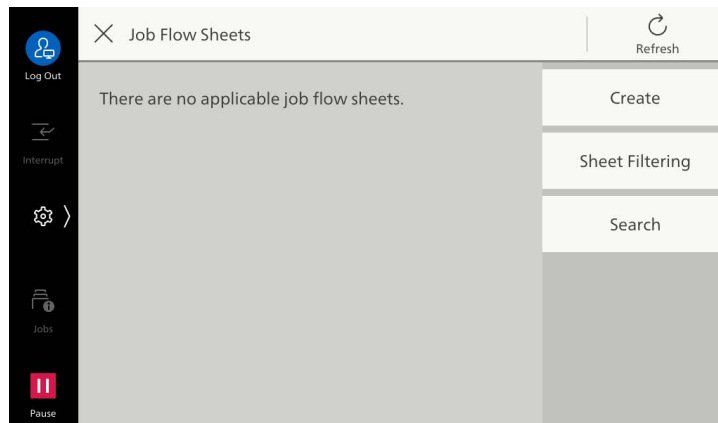
Refer
- Refer to "Creating Job Flow Sheets" (P.78).

[USB Settings]

This is the same as [Scan Settings].

[Screenshot: USB Settings screen showing Original Size Defaults, Output Size Defaults, Reduce/Enlarge Presets, Other Settings]
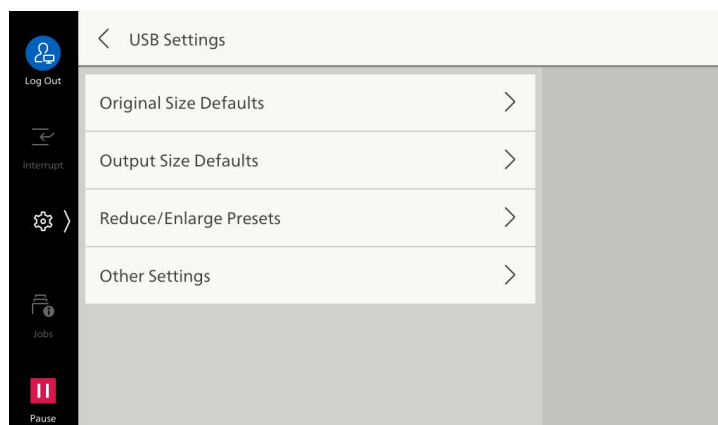
Refer
- Refer to "[Scan Settings]" (P.114) for each item.

[Web Applications Setup]

Feature for carrying out tasks such as directly displaying remote services linked with the machine, uploading files scanned with the machine to remote services, and directly printing by selecting a file saved on a remote server.
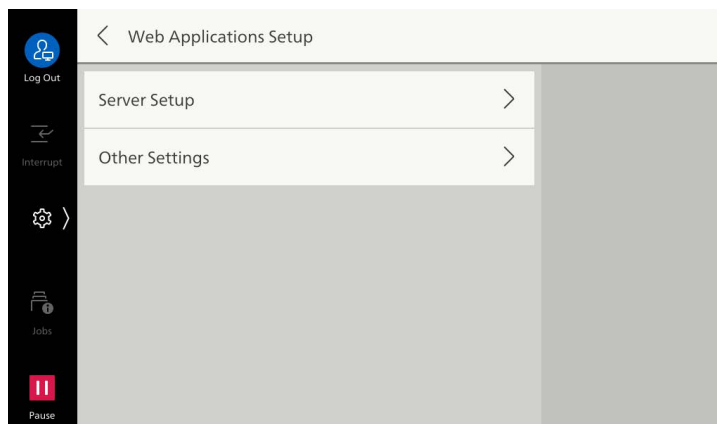
Item	Description
[Server Setup]	Sets up server for web applications.
[Other Settings]	
[When Sending User Details]	Enables display of confirmation screen when sending user details from user authentication on the machine (authenticated user ID, password, Email address, service restrictions, etc.) to the connection destination server for web applications.

[Web Browser Setup]
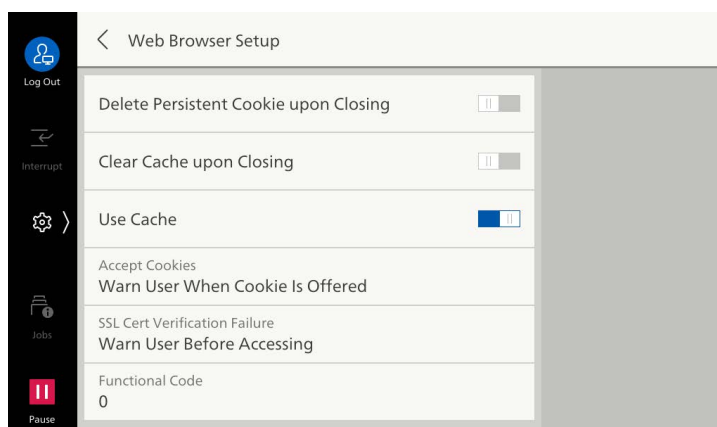
Item	Description
[Delete Persistent Cookie upon Closing]	Enables deletion of persistent (expiring) cookies when closing access to web applications.
[Clear Cache upon Closing]	Enables deletion of cache when closing access to web applications.
[Use Cache]	Enables use of cache.
[Accept Cookies]	Enables use of cookies.
[SSL Cert Verification Failure]	Sets whether to display an access confirmation screen asking whether to cancel access to server when verification of SSL server certificate has failed.
[Functional Code]	Set as necessary for the external access linkage service to be used.

[One-Touch Button Settings]/[One-Touch Button and Address Number Settings]/[Address Number Settings]

Assigns recipients set in the Address Book to the address numbers.

If [Display One-Touch Buttons] is enabled, the address numbers from 1 to 72 are displayed on the one-touch button.

Tap on ⋮ of each number to set the destination or confirm details.
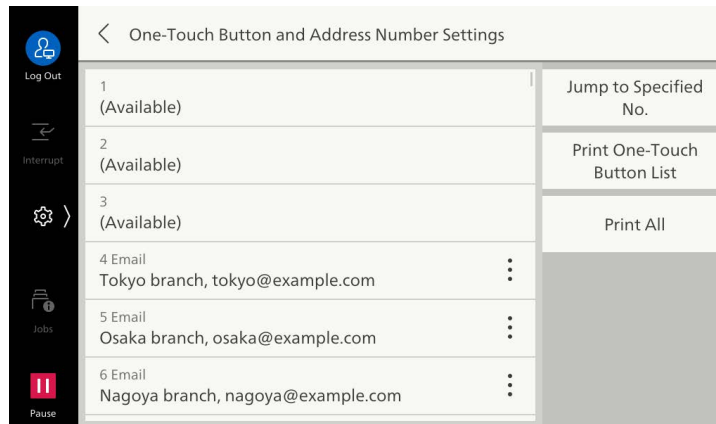
> **Note**
> - Tap on [Jump to Specified No.] to specify the number to be displayed on the top row.
> - Tapping on [Print One-Touch Button List]/[Print] allows you to print the list of the destination assigned to one-touch buttons.
> - Tapping on [Print All] allows you to print the list of all the destinations. Depending on the number of destinations registered, printed number of pages may become large.
> - To display the Address Number, set [Display Address Number] to [On] under "[Address Book Settings]" (P.119).
> - To use the One-touch button, set [Display One-Touch Buttons] enabled in "[Screen/Button Settings]" (P.94).

10.4   [Audit Log Settings]

Sets settings for the audit log, and set settings relating to the Syslog. (The audit log is sent to other client computers on the network using the Syslog protocol.)

The audit log records who did what work and when with the machine. If the audit log feature is used, it is possible to monitor for improper use of the machine, or attempts at improper use.
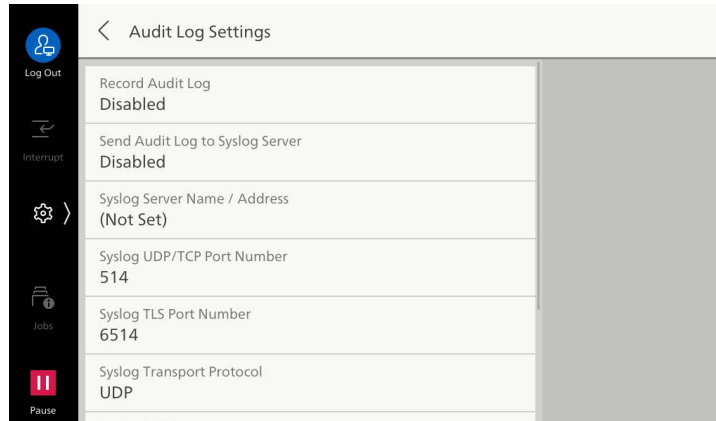
Note
- Internet Services are used to retrieve the audit log.

Refer
- For information on the items recorded in the audit log, refer to *Audit Log Reference Guide* provided at our official website.

Item	Description
[Record Audit Log]	Sets whether to record the audit log. An audit log is recorded in the machine if the audit log feature is enabled. Up to 15,000 logs are recorded in the log, and the logs with the older date are deleted if 15,000 is exceeded.
[Send Audit Log to Syslog Server]	Sets whether to send the audit log to the Syslog server.
[Syslog Server Name / Address]	Input server name or IP address of Syslog server.
[Syslog UDP/TCP Port Number]	Input the Syslog UDP or TCP port number.
[Syslog TLS Port Number]	Input TLS port number of Syslog server.
[Syslog Transport Protocol]	Sets transport protocol when sending to Syslog.
[Syslog Facility]	Input facility number of audit log sent to Syslog.
[Syslog Timeout Value]	Input sending timeout for sending to Syslog.
[When Send Error Occurs]	Sets operation when audit log in machine reaches maximum number of logs while sending to Syslog is not finished.
[Prioritize Device Operation]	Overwrites logs, starting from the oldest dates. Syslog sending is impossible for overwritten audit logs.
[Prioritize Audit Log]	A system error occurs, and the machine stops. Reboot after setting to the state where the machine and Syslog server can be connected for restarting machine.

10.5 [Network Settings]

[Port Settings]

Sets settings of interfaces of the machine connected to clients.

[USB]

Item	Description
[Port Status]	Set to [Enabled] to use USB.
[Print Mode]	Set type of print language used. If set to [Auto], it is determined what language is used to express data received from host, and appropriate print processing is performed in accordance with the data.
[PJL]	PJL (Printer Job Language) commands are data attached at the beginning of an actual print job. Normally, the machine is used with this left set to [Enabled].
[Auto Eject Time]	Sets time from when it becomes impossible for data to be sent to the machine until paper is ejected.
[Adobe Communication Protocol]	
[Standard]	Set when printer driver output protocol is ASCII format.
[Binary]	Set when printer driver output protocol is BCP format.
[TBCP]	Set when printer driver output protocol is TBCP format.

Item	Description
[RAW]	Set when printer driver output protocol is ASCII format or binary format. Data is output as is, without any control by the Adobe communication protocol.
[PostScript Wait Timeout]	When set to [Disabled], the time until the connection is disconnected when printing data follows [Auto Eject Time]. If set to [Enabled], the time complies with the PostScript timeout. **Note** • Set [Adobe Communication Protocol] to [RAW].

[LPD]
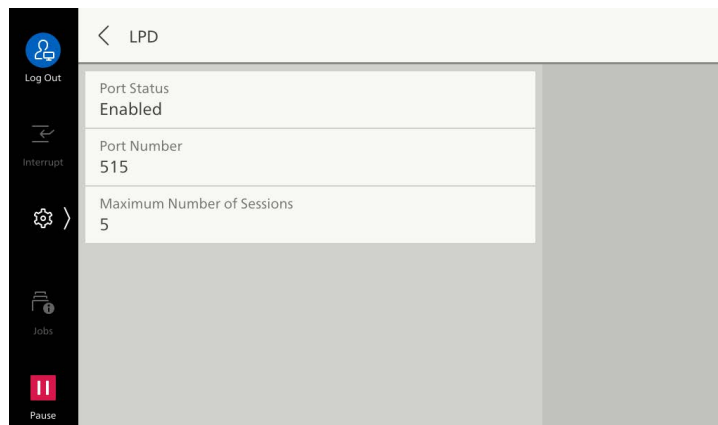
Item	Description
[Port Status]	Set to [Enabled] to use LPD.
[Port Number]	Set port number used with LPD.
[Maximum Number of Sessions]	Set maximum number of clients that can be connected simultaneously to the machine with LPD.

[SMB Client]
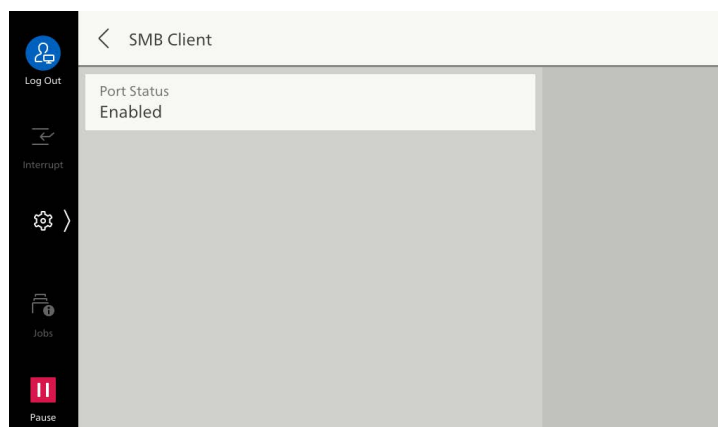
Item	Description
[Port Status]	Set to [Enabled] to use SMB. This is set when performing SMB transfer using [Scan].

[IPP]
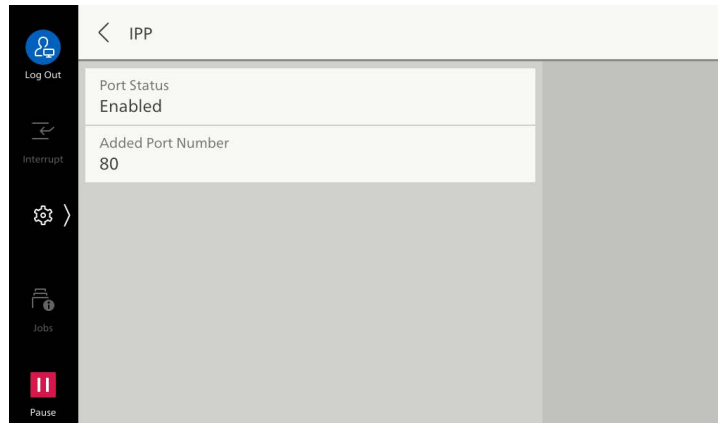
Item	Description
[Port Status]	Set to [Enabled] to use IPP. This is set when printing via the Internet using IPP (Internet Printing Protocol).
[Added Port Number]	Set a port number that receives IPP at a non-standard port number.

[Bonjour]
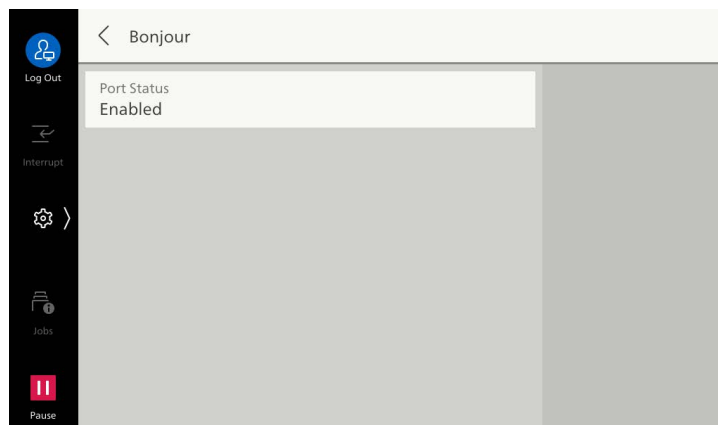
Item	Description
[Port Status]	Set to [Enabled] to use Bonjour.

[Port 9100]
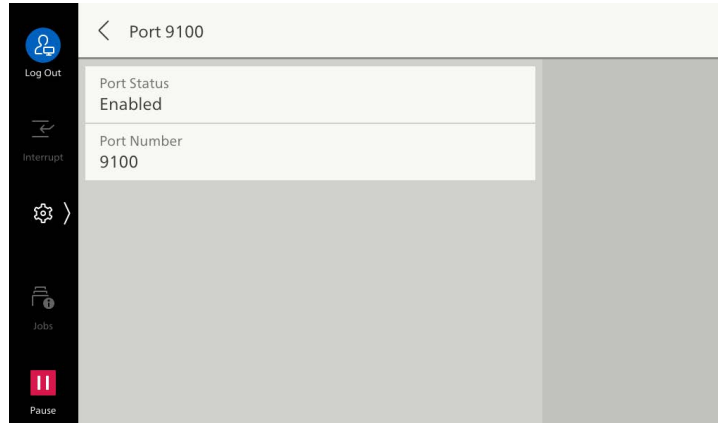
Item	Description
[Port Status]	Set to [Enabled] to use Port 9100. Set when using RAW protocol with standard TCP/IP port monitor of Windows.
[Port Number]	Set port number used with Port 9100.

[SNMP]
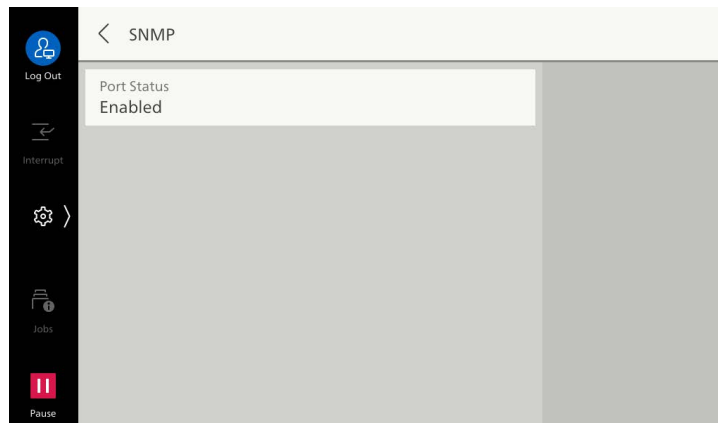
Item	Description
[Port Status]	Set to [Enabled] to use SNMP. This is set when using applications made by us for managing the machine using a network.

[FTP Client]

Item	Description
[Port Status]	Set to [Enabled] to use FTP. **Note** • Setting of the starting rate when sending a scanned image via FTP communication is performed with Internet Services.

[Receive Email]
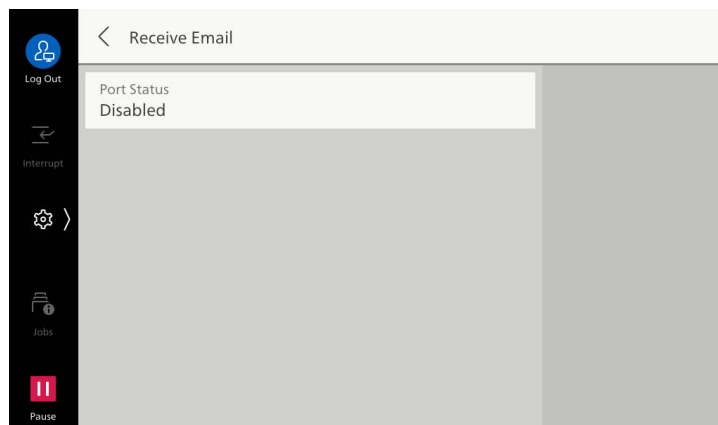
Item	Description
[Port Status]	Set to [Enabled] to receive Email.

[Send Email]
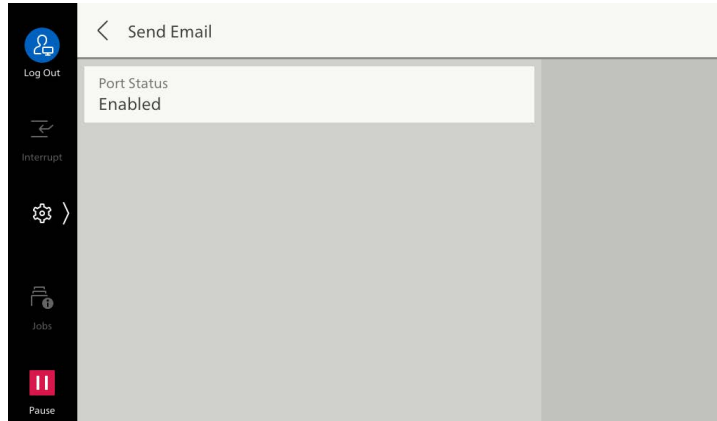
Item	Description
[Port Status]	Set to [Enabled] to send Email.

[Email Notification Service]

Item	Description
[Port Status]	Set to [Enabled] to use Email notification service or [Notify Job Completion by Email]. The status of the notified machine is: "Consumables Status", "Parts Status", "Paper Tray Status", "Output Tray Status", "Jam Status", "Interlock Status", or "Fault Notice". **Note** • Setting of Email Notification Service is done with Internet Services.

[UPnP Discovery]
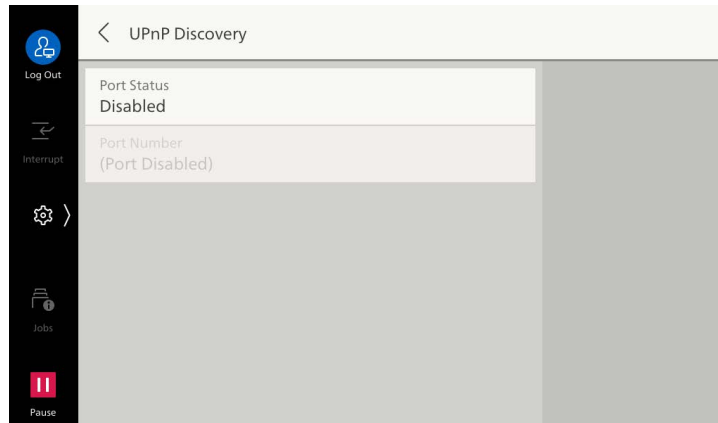
Item	Description
[Port Status]	Set to [Enabled] to use UPnP.
[Port Number]	Set port number used with UPnP communication.

[WSD]
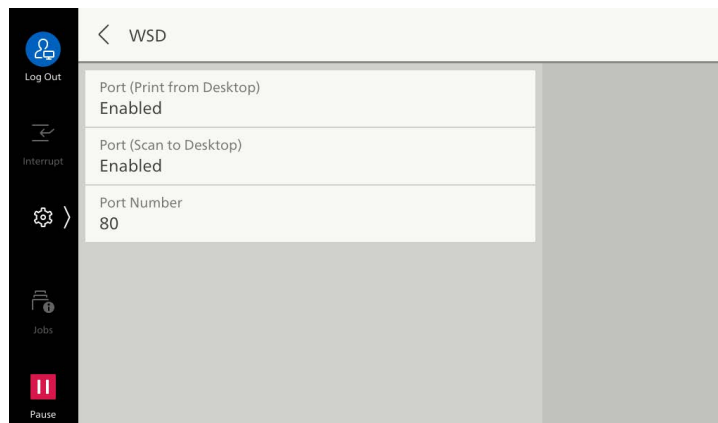
Item	Description
[Port (Print from Desktop)]	Set to [Enabled] to use WSD print. This is set when searching devices on a network from Windows OS.
[Port (Scan to Desktop)]	Set to [Enabled] to use scan to desktop. This is set when searching devices on a network from Windows OS.
[Port Number]	Set port number used with WSD communication.

[Internet Services (HTTP)]
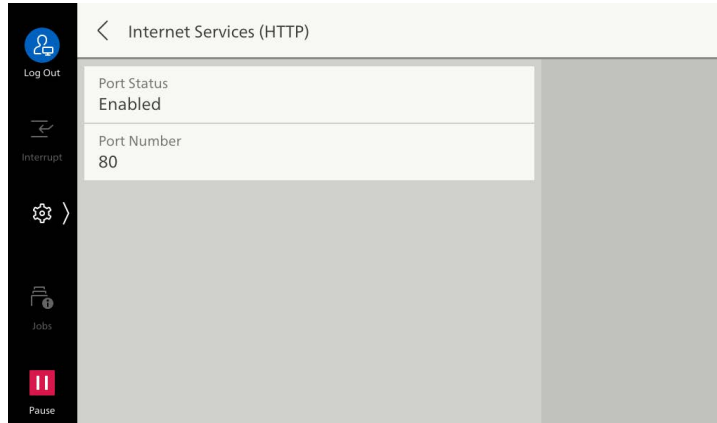
Item	Description
[Port Status]	Set to [Enabled] to use Internet Services.
[Port Number]	Set port number used with Internet Services.

[SOAP]
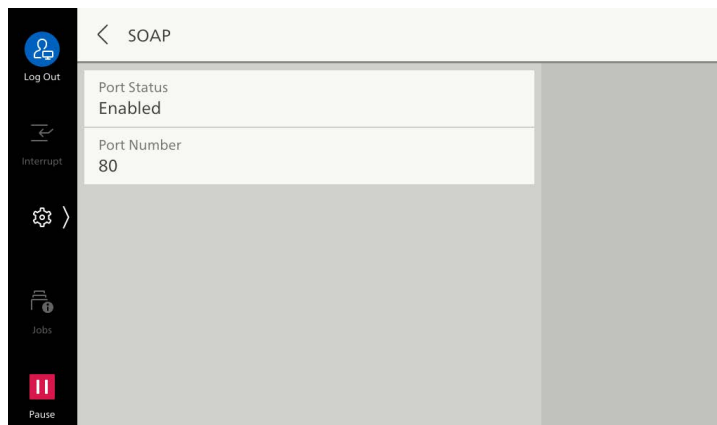
Item	Description
[Port Status]	Set to [Enabled] to use SOAP port. This is set when using applications such as Device Setup.
[Port Number]	Set port number used with SOAP.

[WebDAV]
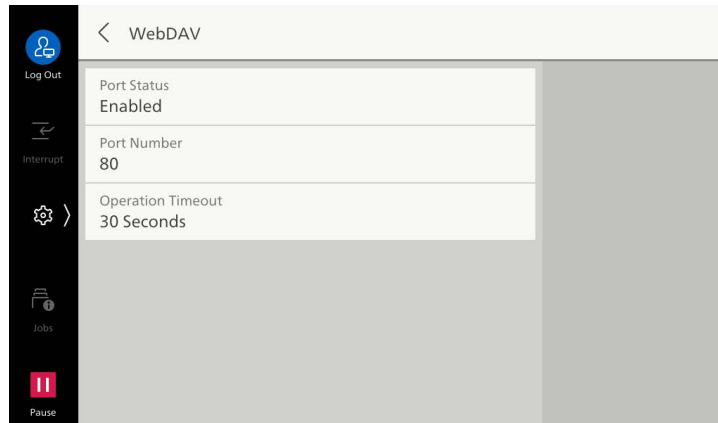
Item	Description
[Port Status]	Set to [Enabled] to use WebDAV. This is set when accessing the machine's folder using an application.
[Port Number]	Set port number used with WebDAV.
[Operation Timeout]	Set timeout time.

[ThinPrint]
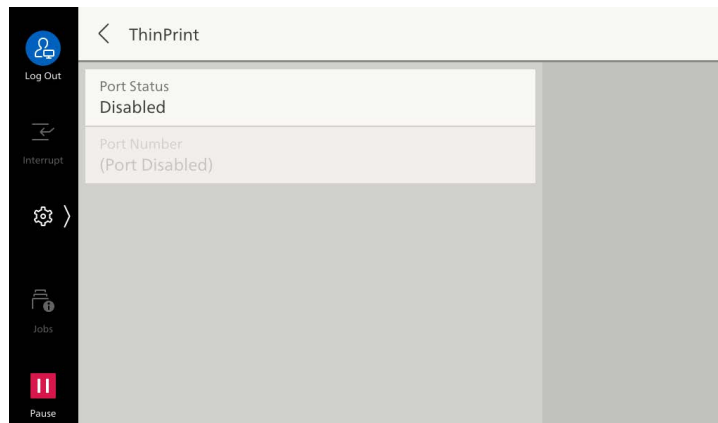
Item	Description
[Port Status]	Set to [Enabled] to use ThinPrint. The machine supports printing in the ThinPrint environment. Printing is done by decompressing data compressed and sent from the server (Windows Server).
[Port Number]	Set port number used with ThinPrint. **Note** • Can be used when communication protocol operates with IPv4. • The maximum number of simultaneous connections is 3.

[SFTP Client]
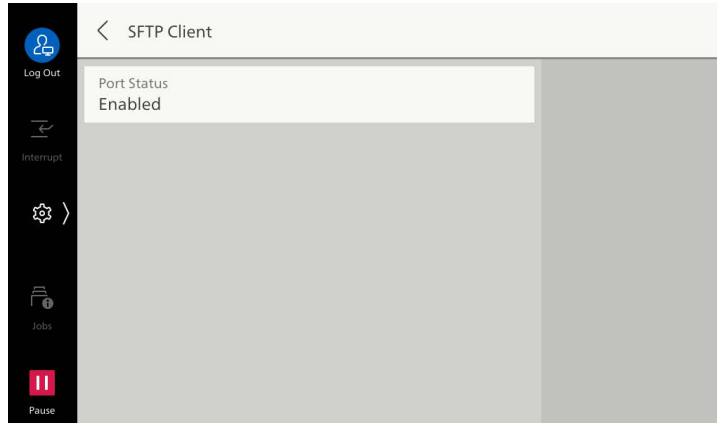
Item	Description
[Port Status]	Set to [Enabled] to use SFTP.

[Protocol Settings]

Sets the conditions needed for communication.
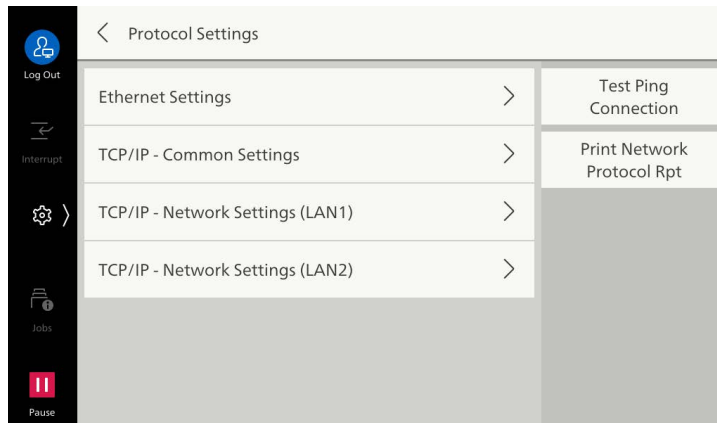
[Ethernet Settings]
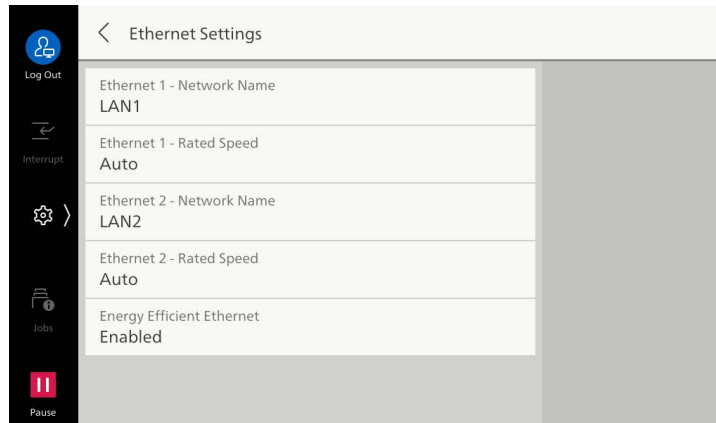
Item	Description
[Ethernet 1 - Network Name]/[Ethernet 2 - Network Name]	Sets the names of each line when using 2 Ethernet interface lines.
[Ethernet - Rated Speed]/ [Ethernet 1 - Rated Speed]/ [Ethernet 2 - Rated Speed]	Sets communication speed of Ethernet interface. Select auto detect or fixed speed according to the connected network environment.
[Energy Efficient Ethernet]	Enables energy efficient feature of Ethernet interface.

[TCP/IP - Common Settings]

Item	Description
[Primary Network]	Displays name of network operating as primary network when using multiple interfaces. **Note** • Setting of the primary network is done with Internet Services.
[IP Mode]	Sets TCP/IP operation mode.

[TCP/IP - Network Settings]
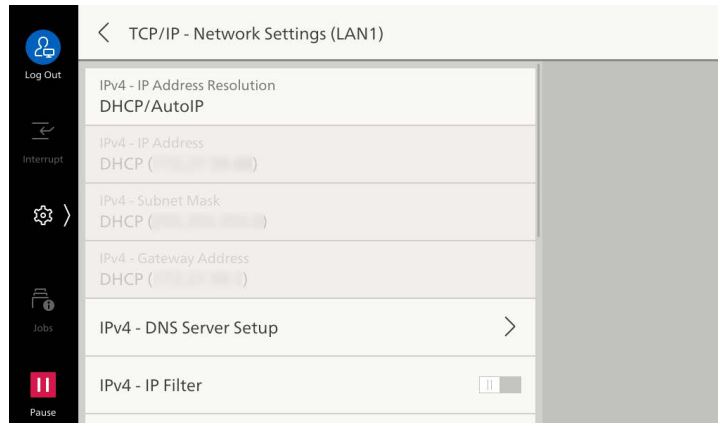
Note

- If you use multiple interfaces, this item is displayed [TCP/IP - Network Settings (Ethernet 1)]/[TCP/IP - Network Settings (Ethernet 2)].
- The same IP address cannot be set in [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Ethernet 2)].
- Ports usable in a secondary network are: LPD, Port 9100, SNMP, Internet services (HTTP), Bonjour, IPP, ThinPrint, and WSD. A secondary network interface may fail to operate if it is set with an application that uses another port.

Item	Description
[IPv4 - IP Address Resolution]	Sets method of retrieving IP address, subnet mask, and gateway address.
[IPv4 - IP Address]	Specifies IP address.
[IPv4 - Subnet Mask]	Specifies subnet mask.
[IPv4 - Gateway Address]	Specifies gateway address.
[IPv4 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[IPv4 - IP Filter]	Enables limitation of connection to the machine with the IPv4 address. **Note** - [IPv4 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications. - To enable [IPv4 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. Switching of the FTP starting rate is done using Internet Services. - Setup of the IPv4 address for receiving connections is done with [IP Filter] of Internet Services.
[IPv6 Address Manual Configuration]	Enables manual setting of IPv6 address.
[IPv6 - Manual Address]	Specifies IPv6 address.
[IPv6 - Manual Prefix]	Sets prefix length.

Item	Description
[IPv6 - Manual Gateway]	Sets gateway address.
[IPv6 - DNS Server Setup]	Sets DNS server.
[Get IP Address from DHCP]	Enables retrieval of DNS server address from DHCP server.
[DNS Server Address 1] to [DNS Server Address 3]	Sets address of DNS server manually. Enables setting of substitute DNS server address for alternate DNS server 2 and 3.
[Auto Configured IPv6 Address]	Displays set IP address. **Note** • If the IP address is set manually, up to 2 addresses can be assigned with stateless automatic configuration.
[IPv6 - IP Filter]	Enables limitation of connection to the machine with the IPv6 address. **Note** • [IPv6 - IP Filter] applies to all features using TCP/IP. For example, printing, scan jobs (folder scan), Internet Services, and web applications. • To enable [IPv6 - IP Filter] and perform FTP transfer of a scanned image from the machine, be sure to switch the FTP starting rate to [Active Mode]. You can set the FTP starting rate in Internet Services. • Setup of the IPv6 address for receiving connections is done with [IP Filter] of Internet Services.

[Ping Connection Test]

Enables confirmation whether normal communication is possible between the machine and client computer under the set conditions.
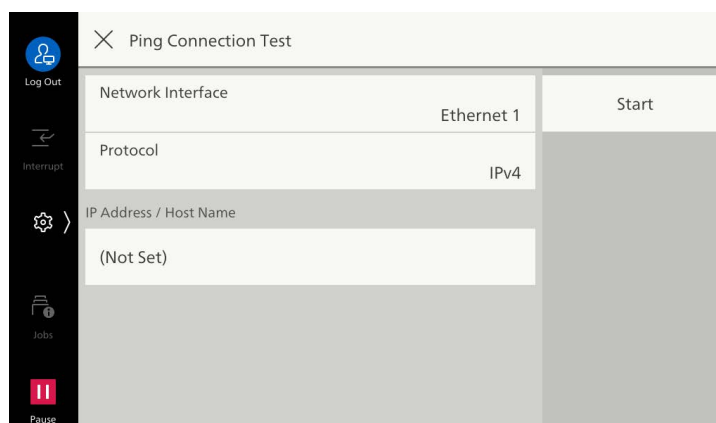
[Print Network Protocol Report]

Outputs report on protocol settings for primary interface.
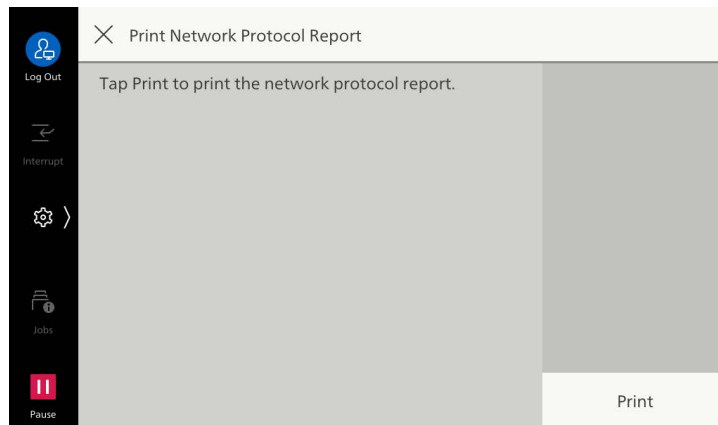
[Device Email Address / Host Name]
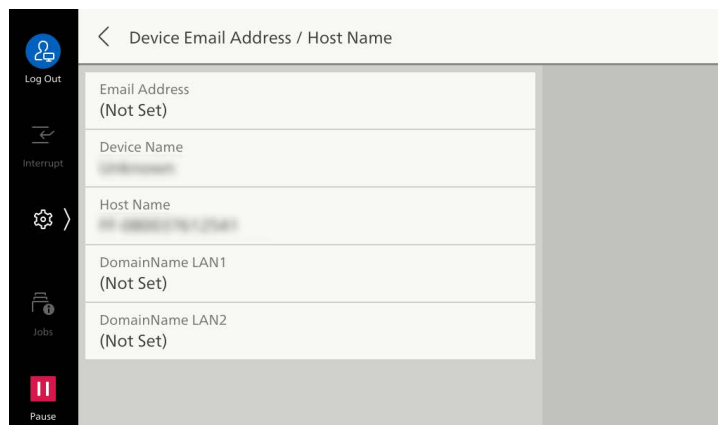
[Email Address]

Input the Email address of the machine up to 128 characters.

SMTP Reception

Any name can be set for the account (part to the left of the @ mark). Set the combination of the host name and domain name as the address part (part to the right of the @ mark). An alias cannot be set.

For example,

- Account name: mymail
- Host name: myhost
- Domain name: example.com

In this case, the Email address is mymail@myhost.example.com.

POP3 Reception

Specify the Email Address for receiving emails.

[Device Name]

Input the name of the machine up to 32 characters.

[Host Name]

Input the host name in 32 half-size characters or less.

> **Note**
> - In communication with SMB, the part from the beginning to 15 half-size characters is used as a host name. To correctly identify the machine, set the host name to 15 half-sized characters or less.

[Domain Name]

Input the domain name up to 255 characters.

[Proxy Server List]

Set when using web applications.

> **Note**
> - Change the settings only when using services that require proxy setting.

[Proxy Server Settings]

Proxy server settings can be set for each interface, in accordance with the network environment.
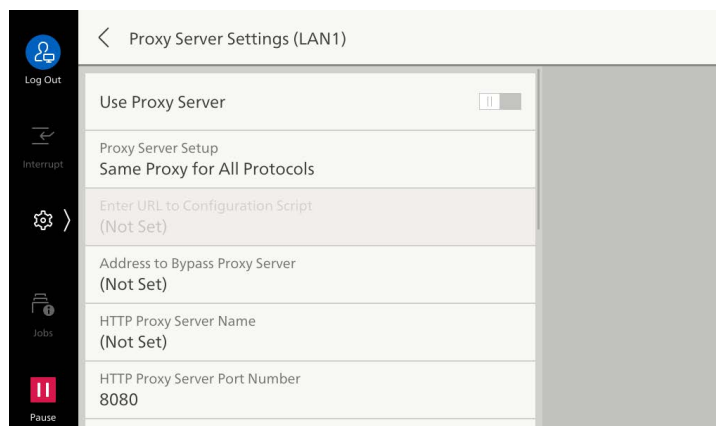
> **Note**
> - If you use multiple interfaces, this item is displayed [Proxy Server Settings - Ethernet 1]/[Proxy Server Settings - Ethernet 2].
> - These are also applied to connection with SFTP servers.

Item	Description
[Use Proxy Server]	Enables use of proxy server.
[Proxy Server Setup]	Sets method of specifying proxy server. • [Same Proxy for All Protocols] Settings for HTTP proxy server are also applied to HTTPS proxy server. • [Different Proxy for Each Protocol] Enables different settings for HTTPS proxy server and HTTP proxy server, respectively. • [Use Automatic Proxy Configuration Script] Setting is done by using PAC file for setting HTTPS proxy server and HTTP proxy server. • [Automatically Detect Settings] Detects settings for HTTPS proxy server and HTTP proxy server.

Item	Description
[Enter URL to Configuration Script]	Specifies URL when setting [Proxy Server Setup] to [Use Automatic Proxy Configuration Script].
[Address to Bypass Proxy Server]	Sets addresses for not using a proxy server. Specification can be done with IPv4 address, IPv6 address, and FQDN format. Specification can also be done using "*" (wild card).
[HTTP Proxy Server Name]/ [HTTPS Proxy Server Name]	Input server name or IP address. Specification can be done with IPv4 address, IPv6 address, and FQDN format.
[HTTP Proxy Server Port Number]/[HTTPS Proxy Server Port Number]	Specifies port number of HTTP proxy server and HTTPS proxy server.
[HTTP Proxy Server Authentication]/[HTTPS Proxy Server Authentication]	Set to [Enabled] if authentication is necessary when connecting to an HTTP proxy server or HTTPS proxy server.
[HTTP Proxy Server Login Name]/[HTTPS Proxy Server Login Name]	Input the login name.
[HTTP Proxy Server Password]/[HTTPS Proxy Server Password]	Input password.

[Outgoing/Incoming Email Settings]

[POP3 Server Settings]

Note

- You can set the POP3 server of Exchange Online which uses Oauth2.0 authentication using Internet Services.
- You can set only one POP3 server. The settings you made later takes effect.
- If you set the POP3 server of Exchange Online which uses Oauth2.0 authentication, the setting of this item is not used.

Item	Description
[Server Name / IP Address]	Input server name or IP address of POP3 server.
[Port Number]	Sets port number of POP3 server.
[Polling Interval]	Sets interval for checking POP3 server for Email.

Item	Description
[Login Name]	Input name for logging in to POP3 server.
[Password]	Sets password for POP reception.
[POP Password Encryption]	Enables password encryption.

[SMTP Server Settings]

Enables confirmation of the connection situation between the machine and SMTP server by tapping on [Connection Test] and sending a test Email to an Email address specified by the machine. Also, if [Connection Test] > [Print SMTP Comm Report] is selected, a report is printed showing the specifics of the SMTP communication protocol sent/received by the machine.

Item	Description
[SMTP Server Name / IP Address]	Input server name or IP address of SMTP server.
[SMTP Server Port Number]	Sets port number of SMTP server.
[Email Send Authentication]	Sets method of authentication for sending via SMTP. **Note** • As authentication methods, the system supports AUTH GSSAPI (only when specifying Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH LOGIN, and AUTH CRAM-MD5.
[Login Credentials for Email Send]	Sets Login Credentials for Email Send. If set to [Remotely Authenticated User], login to the SMTP server is performed with the remote authentication user name/password if log in to remote accounts is performed on the machine prior to running a job. You can also select Operation in case login fails. If log in to remote accounts is not used, then the user name/password set for the machine is used.
[SMTP AUTH Login Name]	Sets login name for SMTP server.
[SMTP AUTH Password]	Sets login password for SMTP server.

[Remote Authentication / Directory Service]

[Authentication System Setup]
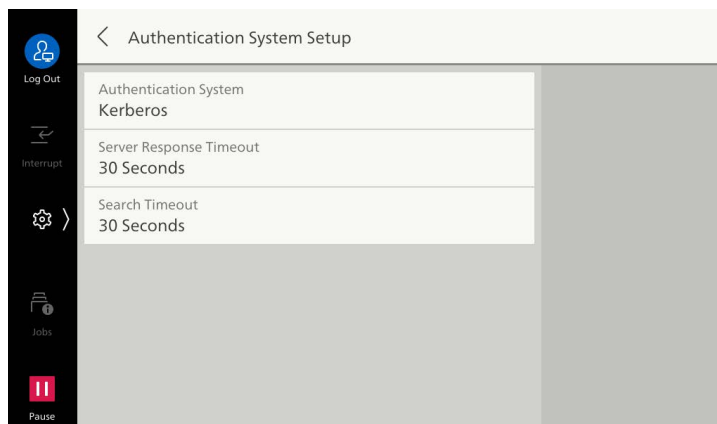
Item	Description
[Authentication System]	Selects system for performing authentication. **Note** • Setting of the Microsoft Entra ID is done with Internet Services.
[Server Response Timeout]	Sets server response timeout for authentication.
[Search Timeout]	Sets timeout for user details search.

[Kerberos Server Settings]
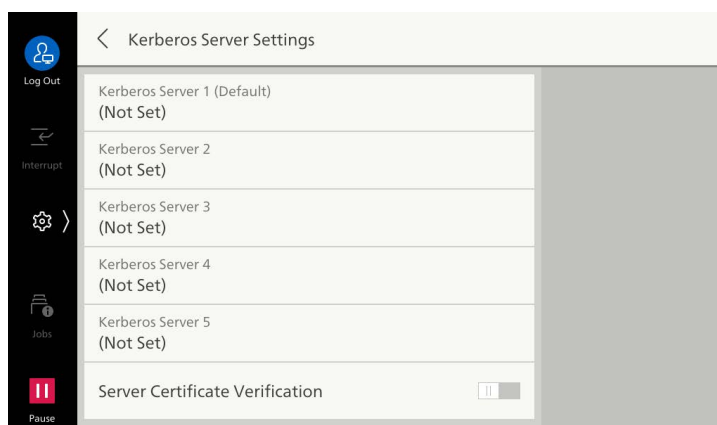
Item	Description
[Kerberos Server 1 (Default)] to [Kerberos Server 5]	Kerberos Server 1 to 5 are set, respectively, as follows. The specifics set for Kerberos Server 1 are used as the default for authentication.
[Primary Server Name/Address]	Input server name or IP address of primary server.
[Primary Server - Port Number]	Input port number of primary server.
[Secondary Server Name/Address]	Input server name or IP address of secondary server.

Item	Description
[Secondary Server - Port Number]	Input port number of secondary server.
[Domain Name]	When using Active Directory of a Windows Server as the server, set the domain name of Active Directory as the domain name. **Note** • Be sure to set the domain name in all uppercase letters. An authentication error will occur if set in lowercase letters.
[Server Certificate Verification]	Server Certificate can be verified.

[LDAP Server / Directory Service Settings]

Sets items such as the directory server and the attributes and scope for search when LDAP authentication and the Address Book search using LDAP is used.

Connection with the server can be confirmed by tapping on [Connection Test].

Item	Description
[Primary Server Name/Address]	Input server name or IP address of primary server.
[Primary Server - Port Number]	Input port number of primary server.
[Secondary Server Name/Address]	Input server name or IP address of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Secondary Server - Port Number]	Input port number of secondary server. Connects to substitute server when communication is down due to primary server maintenance, etc.
[Authentication Method]	
[Direct Authentication]	Authentication for the LDAP server is performed with the entered user ID and password.
[Authentication of User Attributes]	Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name].

Item	Description
[Attribute of Entered User Name]	Sets attribute name when authentication method for LDAP authentication is [Authentication of User Attributes]. Authentication for the LDAP server is performed based on specific attribute information. This sets the attribute name for [Attribute of Entered User Name]. For example, set "mail" to have users input their Email address. **Note** • Set an attribute that guarantees that each user is provided with a unique value.
[Attribute of Login User Name]	Input the attribute name to be used as the user's display name or identifier. **Note** • Set an attribute that guarantees that each user is provided with a unique value. • Login is not possible if the set attribute cannot be retrieved from the LDAP server. • If the authentication method is [Direct Authentication], set to an item the same as the user ID attribute input at authentication from the operation panel.
[Use Added Text String]	Enables automatic addition of information input with [Text String Added to User Name] when entering user details from the touch panel display.
[Text String Added to User Name]	If [Use Added Text String] is set for [Enabled], that fixed text string is input. For example, if "@myhost.example.com" is set when authenticating using an Email address (user@myhost.example.com), login can be done by entering "user" only.
[Login Credentials to Search Entries]	Sets credentials used when searching.
[Login Name]	Sets user name when accessing directory server using the Address Book search and LDAP certification via the [Authentication of User Attributes] method. This is the setting only for only when directory service authentication is necessary. **Note** • Input should basically be done in the DN format. However, attribute values such as display name can also be specified in the case of Active Directory. For details, visit the official website of Microsoft.
[Password]	Sets login password of user specified with [Login Name].
[Search Directory Root]	Input the text string to serve as the root for search. **Note** • The root specified here serves as the basis for user search. Specify the root of the hierarchy containing the users who log in. However, if the number of users or groups contained in the hierarchy below the root is too large, it may take some time to log in to the machine.
[Search Scope]	Sets the search scope from the directory root.
[Object Class of Search Target]	Input the object class for search.
[LDAP Referrals]	Enables reconnection to specified server when an instruction to connect to another LDAP server is given by the connected LDAP server.

Item	Description
[LDAP Referral Hop Limit]	When using the referral feature this sets how many times to allow switching of the connected server.
[LDAP Server]	Sets software used with directory server.
[Search Entries by Common Name]	Enables use of the attribute type of name as a search condition when searching with a name as the search key.
[Search Entries by Surname]	Enables use of the attribute type of surname as a search condition when searching with a name as the search key.
[Search Entries by Given Name]	Enables use of the attribute type of given name as a search condition when searching with a name as the search key.
[Attribute Type of Name]	Sets attribute type of recipient name. This enables input of attribute name of field used as recipient name from the among items of user details set for the LDAP server to be used. For Windows, input "cn" for the attribute name used as the recipient name.
[Attribute Type of Surname]	Sets attribute type of recipient surname.
[Attribute Type of Given Name]	Sets attribute type of recipient given name.
[Attribute Type of Email Address]	Sets attribute type of Email address. Sets attribute name of field used as Email information from among the items of user details set for the LDAP server to be used. For Windows, input "mail" for the attribute name used as the Email information.
[Attribute Type of Custom Item 1] to [Attribute Type of Custom Item 3]	Sets LDAP attribute types for custom items 1 to 3. Enables free specification of user attributes set at LDAP server that is the search target, other than [Attribute Type of Name] or [Attribute Type of Email Address].
[Attribute Name of Custom Item 1] to [Attribute Name of Custom Item 3]	Sets attributes names assigned to custom items 1 to 3.
[Attribute Type of Certificate]	Sets attribute type of certificate. This enables input of attribute name of field used as certificate from among the items of user details set for the LDAP server to be used. For Windows, input "userCertificate;binary" for the attribute name of the certificate. This information is used as an S/MIME certificate when selecting a recipient using directory service, and end an Email encrypted with S/MIME. **Note** • To carry out encrypted communication, setup is necessary for all the trusted root certificate authorities and intermediate certificate authorities set in the certificate path used for the machine.
[Maximum Number of Search Results]	Sets the number of results for displaying addresses matching search conditions. If the search results exceed the maximum number, further search processing is suspended.
[Search Timeout]	Sets search timeout time.

[Security Settings]

[SSL/TLS Settings]

Set when encrypting communication between the machine and servers or client computers.

Item	Description
[TLS Security Level]	Sets the mode of encrypted communication.
[Device Certificate - Server]	Sets server certificate for SSL/TLS communication.
[HTTP - SSL/TLS Communication]	Enables use of SSL/TLS communication only. **Note** • If set to [Enable HTTPS Only], the ports for [UPnP Discovery] and [WSD] are stopped.
[HTTP - SSL/TLS Port Number]	Specifies port number for SSL/TLS communication.
[LDAP - SSL/TLS Communication]	Enables SSL/TLS communication for accessing authentication, search, etc. To enable SSL communication, it is necessary to change [Primary Server - Port Number] and [Secondary Server - Port Number] for [LDAP Server / Directory Service Settings]. The port number for SSL communication of the LDAP directory server is ordinarily 636.
[SMTP - SSL/TLS Communication]	Sets settings for SSL/TLS communication.
[Disabled]	SSL/TLS communication is not performed.
[STARTTLS (If Available)]	Performs SSL/TLS communication after verifying certificate. SSL/TLS communication is not performed if certificate cannot be verified.
[STARTTLS]	Performs SSL/TLS communication after verifying certificate. Communication is not performed if certificate cannot be verified.
[SSL/TLS]	Performs SSL/TLS communication.
[ThinPrint - SSL/TLS Communication]	Enables SSL/TLS communication.
[Device Certificate - Client]	Sets client certificate for performing SSL/TLS communication.
[Verify Remote Server Certificate]	Enables verification of remote server certificate when operating the machine as an SSL client.

[S/MIME Settings]

Set when sending and receiving Emails using encryption or signature features.
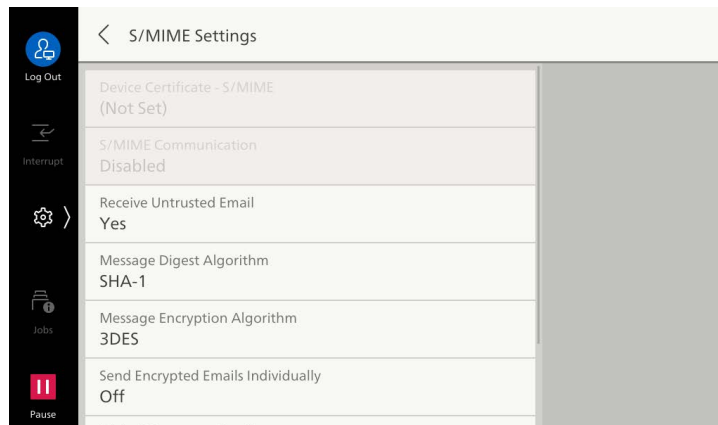
Refer

- For more information on encryption and signature features, refer to "Encryption and Signature Features" in *User's Manual - Appendix*.

Item	Description
[Device Certificate - S/MIME]	Sets certificate used in S/MIME communication.
[S/MIME Communication]	Enables S/MIME communication.
[Receive Untrusted Email]	The following Emails cannot be received when set to [No]. • Email other than S/MIME when [S/MIME Communication] has been set to enabled • Emails for which signature/verification has failed • Emails whose attached certificate is expired
[Message Digest Algorithm]	Sets cryptography method used when converting Emails to a hash value called a message digest. **Note** • If the public key of the certificate is RSA 512-bit, then incomplete Email may be sent if set to [SHA-512].
[Message Encryption Algorithm]	Sets message encryption algorithm.
[Send Encrypted Emails Individually]	Enables sending of encrypted Emails individually for each recipient.
[Digital Signature - Email]	Sets whether to always use a digital signature, or to select when sending, when sending Email.
[Signing Certificate (Email)]	Specifies the certificate used in [Digital Signature] for sending Email.
[Certificate Auto Store]	Enables saving of certificate when an Email with S/MIME certificate attached is received from an Email address set in the Address Book.

[PDF Signature Settings]
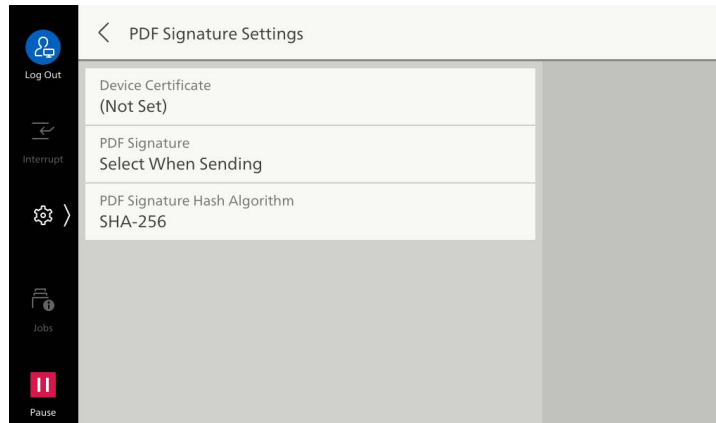
Refer
- For more information on signature features, refer to "Encryption and Signature Features" in *User's Manual - Appendix*.

Item	Description
[Device Certificate]	Sets certificate used for signature.
[PDF Signature]	Enables signing of PDF files.
[PDF Signature Hash Algorithm]	Sets hash algorithm used for PDF signatures.

[IPsec Settings]

Sets to ensure safe communication by encrypting the network in packet units.

Note
- If the Secondary Ethernet kit is installed, this item can only be specified for the primary network.
- Check with the network administrator regarding [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings].
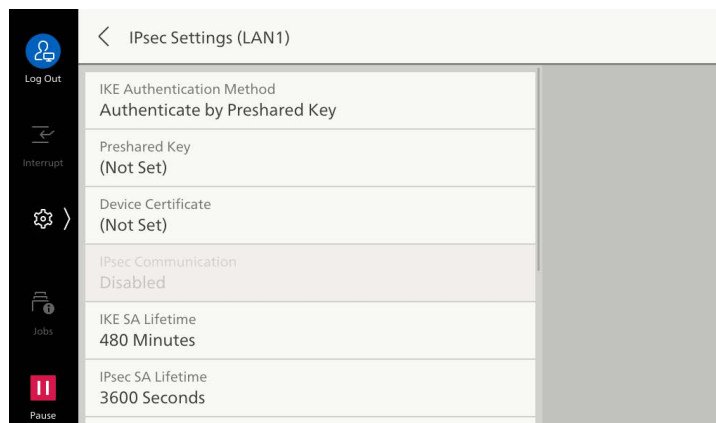
Item	Description
[IPsec Settings]/[IPsec Settings (Ethernet 1)]/[IPsec Settings (Ethernet 2)]	
[IKE Authentication Method]	Sets IKE authentication method.
[Preshared Key]	Input preshared key. Set when [IKE Authentication Method] is [Authenticate by Preshared Key].

Item	Description
[Device Certificate]	Sets certificate used in IPsec communication. Set when [IKE Authentication Method] is [Authenticate by Digital Signature]. Here, a self-signed certificate created with Internet Services cannot be used.
[IPsec Communication]	Enables IPSec communication.
[IKE SA Lifetime]	Sets valid period of IKE SA.
[IPsec SA Lifetime]	Sets valid period of IPsec SA.
[DH Group]	Sets DH group.
[PFS Settings]	Enables PFS.
[Destination IPv4 Address]	Sets IPv4 address or range of destinations for allowing communication.
[Destination IPv6 Address]	Sets IPv6 address or range of destinations for allowing communication.
[Communicate with Non-IPsec Devices]	Enables communication with devices not supported by IPsec, at addresses other than those set with the destination address.

[IEEE 802.1X Settings]
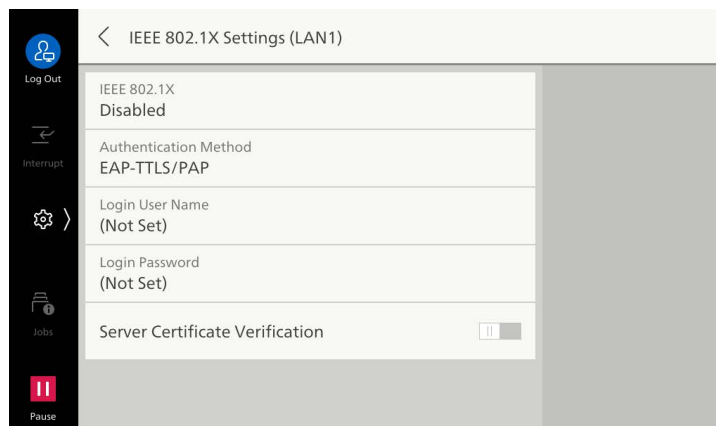
Item	Description
[IEEE 802.1X Settings]/[IEEE 802.1X Settings (Ethernet 1)], [IEEE 802.1X Settings (Ethernet 2)]	
[IEEE 802.1X]	Enables use of IEEE 802.1x authentication.
[Authentication Method]	Sets IEEE 802.1x authentication method.
[Login User Name]	Input the login user name up to 128 characters. **Note** • If you set [Authentication Method] to [EAP-TLS], the user name in the client certificate is used.
[Login Password]	Input login password in 1 to 128 bytes or less. **Note** • If you set [Authentication Method] to [EAP-TLS], the password is not necessary for authentication.
[Server Certificate Verification]	Enables verification of the server certificate if the [Authentication Method] is [PEAP/MS-CHAPv2].

[Certificate Revocation Settings]

Item	Description
[Level of Certificate Verification]	Sets level of certificate verification.
[Certificate Revocation Check]	Sets method for retrieval of certificate status. Set to [By Retrieving CRL] if the machine retrieves and verifies the certificate revocation list (CRL) from the validation authority. Set to [By OCSP] if confirmation is done by inquiring with the certification authority or validation authority using the OCSP (Online Certificate Status Protocol) enabling confirmation of the validity of the certificate.
[Auto Retrieval of CRL]	Enables auto retrieval of certificate revocation list (CRL).
[CRL Retrieval Timeout]	Sets upper limit on lime for retrieving certificate revocation list (CRL).
[Query to OCSP Responder]	Specifies method of specifying OCSP responder. Can be set to [Use URL in Certificate] or [Use URL Set by Administrator].
[URL of OCSP Responder]	Set URL of inquiry contact when [Use URL Set by Administrator] has been selected for [Query to OCSP Responder].
[OCSP Communication Timeout]	Sets upper limit of communication time with OCSP responder.

[Other Settings]

[FIPS 140 Validation Mode]

FIPS 140 (Federal Information Processing Standard 140) is a U.S. Federal Standard prescribing specifications for security requirements relating to cryptography modules.

Security can be further strengthened by setting the FIPS 140-2 mode to [Enabled].
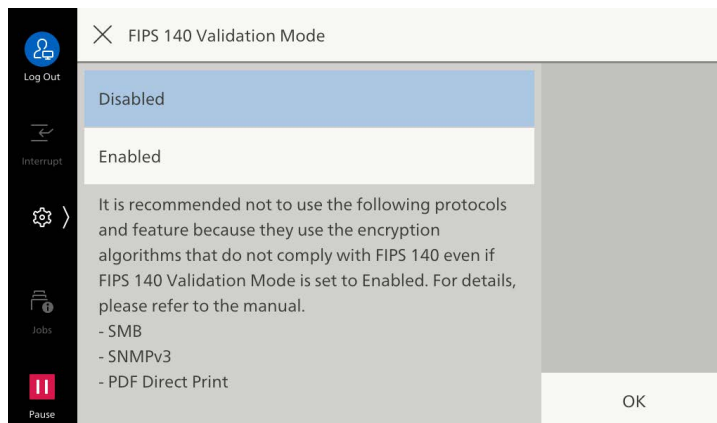
The following features operate using cryptography algorithms that are not FIPS 140 certified. Use in an environment compatible with FIPS 140 is recommended.

- SMTP authentication
- HTTP authentication
- SMB Transfer
- Scan to Folder

- LDAP authentication
- Kerberos authentication
- 802.1x authentication

- Email
- PDF direct print

Email is applicable only when S/MIME or SMTP AUTH has been used.

[Other Settings]

Sets other settings relating to the network.
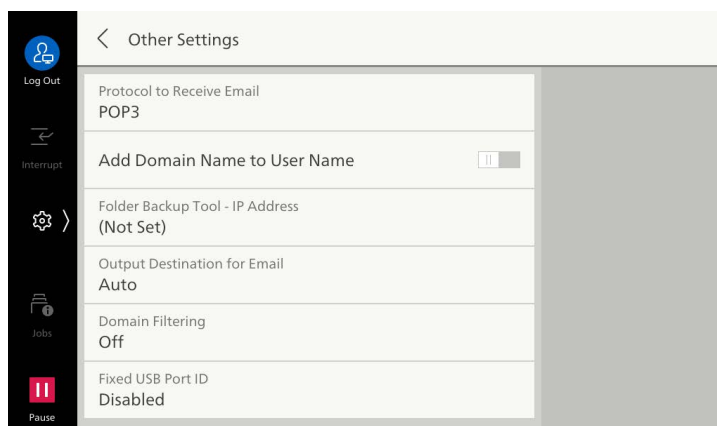
Item	Description
[Protocol to Receive Email]	Set according to use environment.
[Add Domain Name to User Name]	Enables addition of domain name to user name.
[Folder Backup Tool - IP Address]	Set the host name (FQDN) or IP address of the client computer to use Folder Backup Tool.

Item	Description
[Output Destination for Email]	Sets output destination for printing Email. If set to [Auto], the output destination set as the default for output destination is selected.
[Domain Filtering]	Sets domains for allowing, or disabling sending and receiving of Email.
[Domain Filtering]	Enables specification of domains for allowing sending and receiving when set to [Allow Domains]. Enables specification of domains for disabling sending and receiving when set to [Block Domains].
[Domain 1] to [Domain 50]	Enables specification of domain names for sending and receiving when [Domain Filtering] is set to [Allow Domains] or [Block Domains].
[Fixed USB Port ID]	Sets whether to use a serial number or to use a fixed value as the ID for notification via the USB interface.

10.6　[Authentication/Accounting]

[User Details Setup]
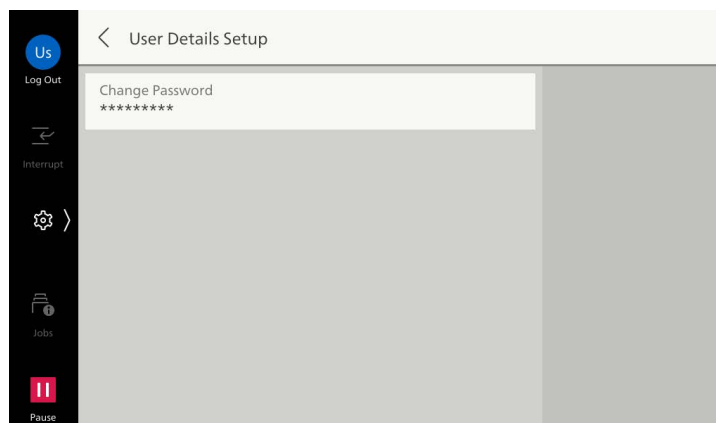
[Change Password]

Enables login users to change their own passwords.

Refer
- Refer to "Changing a Registered User Password" (P.203).

[Accounting]

Performs account setup for machine users, and sets authentication and accounting type.
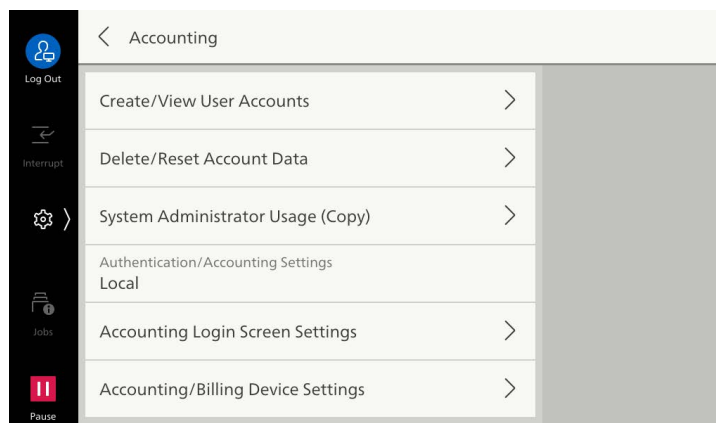
Refer

- Refer to "Authentication and Accounting Feature" (P.186).

[Create/View User Accounts]

Creates user IDs and user names for authentication of created users if accounting is set to enabled.

The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user.

This is the same as [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].
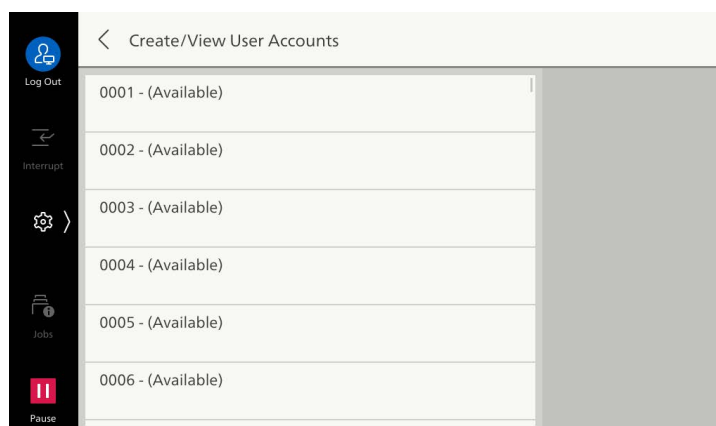
Note

- Create user accounts after setting Accounting Mode to be used with "[Authentication/Accounting Settings]" (P.155).
- This item is not displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Network], [Remote] or [Custom].
- If you change the "User ID" of a registered user who has stored the Private Charge Print, the stored files will be deleted.

[Delete/Reset Account Data]

Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset.

This is the same as [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].

> **Note**
> • This item is not displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Network].

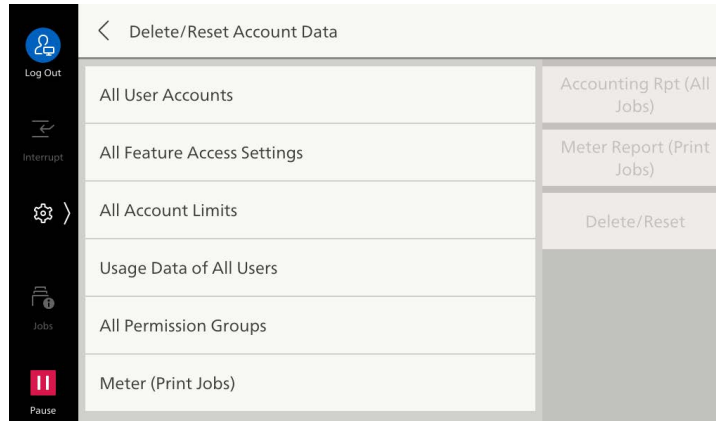| Item	Description
[All User Accounts]	Deletes all setting specifics set for each user. Also deletes all data such as account limits, cumulative pages, and meter (print jobs).
[All Feature Access Settings]	Deletes all feature access settings for all users.
[All Account Limits]	Resets the upper limit settings of the available number of pages per user all to the default.
[Usage Data of All Users]	Resets all total impressions for all users, including the administrator. Number of pages is also reset to "0".
[All Permission Groups]	Resets all authorization groups for all users.
[Meter (Print Jobs)]	Resets all meters (print jobs), and deletes automatically created job owner names. All meter printing counts are reset to "0". **Note** • [Meter (Print Jobs)] is displayed if the setting is to disable accounting for printers.
[Accounting Rpt (All Jobs)]	Enables printing of report on accounting data for all apps. Used when confirming beforehand the information to be deleted/reset.
[Meter Report (Print Jobs)]	Enables printing of report on accounting data for printing. Used when confirming beforehand the information to be deleted/reset. **Note** • [Meter Report (Print Jobs)] is displayed if the setting is to disable accounting for printers.
[Delete/Reset]	Deletes/resets data for selected item.

[System Administrator Meter (Copy Jobs)]

Enables confirmation/resetting on screen of cumulative pages of copying used from Administrator Mode.
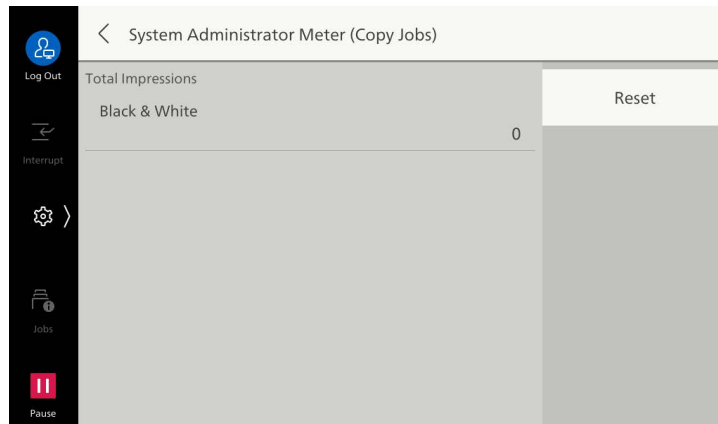
> **Note**
> - This item is not displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Network].

[Authentication/Accounting Settings]

Sets the authentication/accounting method.

This is the same as [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].
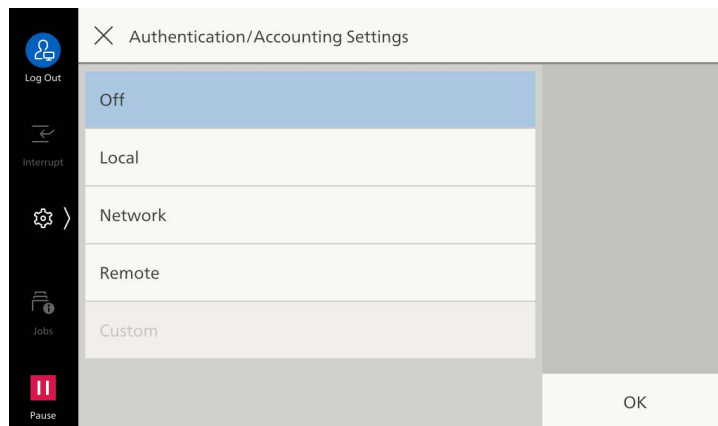
Item	Description
[Off]	Does not use the authentication and accounting feature.
[Local]	Uses user details set in the machine for authentication and accounting. **Note** • If the setting is changed from [Local] to [Off] or [Remote], all user details set in the machine are deleted.
[Network]	Register the user details managed with remote services and performs authentication and accounting using the details. **Note** • [Account ID] can be input at the authentication screen displayed when an attempt is made to use services requiring accounting.

Item	Description
[Remote]	Uses user details set in a remote authentication server for authentication. **Note** • Enables saving of user details used for log in to remote accounts in the machine. Even if the remote authentication server has not started at the time of login to remote accounts, the machine can be used by logging in the user using user details saved in the machine. • Set [Save Remote Accounts in This Device] to [Off] when not saving user details used for remote accounts in the machine. Refer to "[Authentication]" (P.158) for [Save Remote Accounts in This Device]. • When [Authentication System] is [Authentication Agent], accounting is performed using an authentication server.
[Custom]	This feature is unavailable.
[Accounting Mode]	Enables use of accounting feature for each service. **Note** • The displayed items differ depending on the installed services. • [Client Scan] is displayed, but is not supported by this product.

[Accounting Login Screen Settings]

Item	Description
[Alternative Name for User ID]	Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
[Hide User ID (***)]	Sets method of displaying text string when entering user ID.
[Alternative Name for Account ID]	Changes the indication, displayed as the "Account ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "Account Name" or "Number" as required. **Note** • This item is displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Network].
[Hide Account ID (***)]	Sets method of displaying text string when entering account ID. **Note** • This item is displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Network].

Item	Description
[Display Billing Information upon Login]	Enables display of billing information for each user immediately after authentication. **Note** • This item is displayed when "[Authentication/Accounting Settings]" (P.155) is set to [Local].

[Accounting/Billing Device Settings]
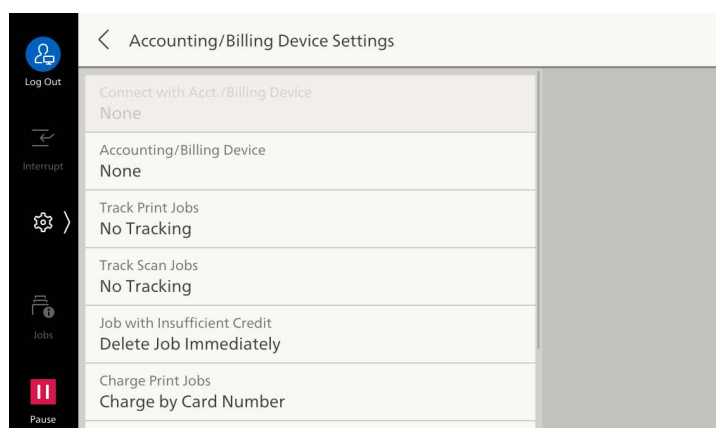
Item	Description
[Connect with Acct./Billing Device]	Sets whether to use a connected accounting/billing device.
[Accounting/Billing Device]	Selects type of accounting/billing device.
[Track Print Jobs]	Sets whether to track print jobs.
[Track Scan Jobs]	Sets whether to track scan jobs. This can be used when equipment other than a payment device and dispenser is installed.
[Job with Insufficient Credit]	Sets whether to cancel or hold jobs when credit is insufficient. This can be used when equipment other than a card-type cumulative device is installed.
[Charge Print Jobs]	Sets whether to charge print jobs by card number. This can be used when a card-type cumulative device or card-type subtracter is installed.
[Print Control with Cumulative Device]	Sets timing for billing of print or copy jobs. This can be used when a card-type cumulative device is installed.
[Scan Ahead for Copy Job]	Sets whether to scan ahead for copy job. This can be used when a card-type cumulative device or card-type subtracter is installed.

[Authentication/Security Settings]

Enables creation of users of the machine, and setting of authentication and security.

Refer
- Refer to "Authentication and Accounting Feature" (P.186).

[Administrator Settings]

Sets user ID and password for the administrator.
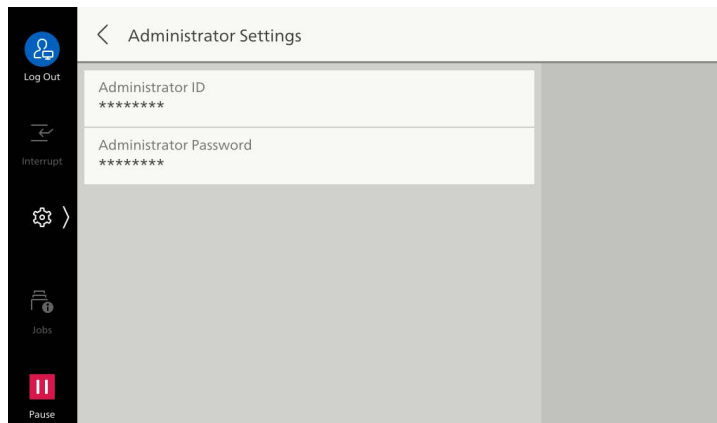
[Authentication]

Item	Description
[Authentication/Accounting Settings]	Sets the authentication/accounting method. This is the same as "[Authentication/Accounting Settings]" (P.155).
[Access Control]	You can restrict access to the machine and each service in Authentication Mode. User login is necessary to use this. **Note** • When logging in to remote accounts (other than when using our products), this is based on access permission information for usable services, retrieved from the remote authentication server.
[System Settings Access]	Enables limitation of changes to machine settings by anyone other than the administrator.
[Device Access]	Enables restriction of button operation on touch panel display of the machine.

Item			Description
	[App Access]		Enables limitation of each service of the machine. **Note** • If a service is set to [Locked (Hide Icon)], the pertinent service is not displayed on the Home screen. The pertinent service is also displayed when authentication is finished.
	[Feature Access]		
		[Print Files from Folder]	Enables limitation of printing files from folder.
		[Retrieve Files from Folder]	Enables limitation of sending and transfer of files from folder.
		[Recipient Selection Method]	Enables limitation of selecting recipients not set in the Address Book when sending Email. When set to [Only from Address Book], it becomes impossible to input the recipient from a keypad or keyboard. Sending is limited only to recipients set in the Address Book.
		[Address Book Editing]	Enables limitation of creating or changing recipients in the Address Book by local users.
[Create/View User Accounts]			Creates user IDs and user names for authentication of created users if authentication is set to enabled. The maximum use quantity can be set for each user using the machine. This also enables management like confirming the cumulative pages for each created user. User data can be created for up to 1,000 accounts. This is the same as "[Create/View User Accounts]" (P.153).
[Delete/Reset Account Data]			Enables tasks such as deleting user accounts for all users, and resetting meter data. Before deleting/resetting, it is also possible to print a report and confirm beforehand the information to be deleted/reset. This is the same as "[Delete/Reset Account Data]" (P.154).
[Create Permission Groups]			Enables the administrator to grant "Authorization" enabling use of features that cannot normally be used to login users. If an authorization group is created, management can be done by grouping users by authorization.
[User Details Setup]			Sets information needed when logging in.
	[Alternative Name for User ID]		Enables changing the indication, displayed as the "User ID" on the login screen displayed when the login information field on the touch panel display is tapped on, to another such as "UserName" or "Number" as required.
	[Hide User ID (***)]		Enables setting of method of displaying text string when entering user ID. Set items such as strengthening of security if necessary. When set to [Show], the display shows the entered text string when a user ID is input. If set to [Hide], [*****] is displayed.
	[Failed Access Log]		Sets the number of login attempts for detecting unauthorized access. If login fails the number of times set here within a specified time (10 minutes), it is recorded as an error.
	[Logout Confirmation Screen]		Enables display of a confirmation screen when logging out.

| Item	Description
[User ID for Login]	Sets text type of user ID for login. When set to [Case Sensitive], login is done with the user ID in the created form (including both upper and lower case). When set to [Non-Case Sensitive], login is done without distinguishing upper and lower case, even if there is mixture of upper and lower case in the user ID.
[Guest User]	Enables use of guest users in case of log in to remote accounts.
[Invalid Login Settings]	Sets this setting so that invalid operation is not performed through impersonation. Sets the number of attempts until access is denied for the [Maximum Failed Attempts], so that access is denied if there are consecutive failures in authenticating the same user ID. **Note** • When the machine is restarted, the number of failed attempts is reset. • When setting, set [Maximum Login Attempts - System Administrator] or [Maximum Login Attempts - Local User] to [On]. • Restart the machine to cancel the access denied state. • Maximum login attempts for local users can be set in the case of login to local accounts.
[Password Policy]	
[Password for Control Panel Login]	Enables input of a password when a user uses the machine. If set to [On], the [Password] for [Create/View User Accounts] is enabled. If set to [Off], password input is not required, even if a password is specified with the above setting.
[Minimum Password Length]	Specifies minimum password length.
[Maximum Password Length]	Specifies maximum password length.
[Authentication from External Services]	Set whether to accept authentication that does not involve login operations such as print jobs when the set password no longer satisfies the requirements as a result of changing the password security strength.
[Charge/Private Print Settings]	Sets for control of the Charge Print or Private Charge Print.
[Receive Control]	Sets how to handle received print jobs.
[Control by Job Login Results]	Sets handling of jobs for, respectively, [Job Login Success], [Job Login Failure] and [Job Without User ID] when [Printer] in [App Access] is set to [Locked] using the authentication/accounting feature.
[Save as Private Charge Print Job]	Saves all jobs with user ID attached as private charge prints, regardless of whether the authentication feature is used or not. This sets handling of jobs for, respectively, [Job Without User ID] and [Non-PJL Command Jobs].
[Save as Charge Print Job]	Saves all received jobs as charge prints, regardless of whether the authentication feature is used or not.

[Force Print Suspension]

Used in cases such as printing where forced printing is done, but there is no forced printing for specific output only.

Active settings can be temporarily disabled, even if active settings have been set, such as force watermark, force secure watermark, print universal unique ID, and force annotation.

If copy, stored file print, or print from USB is performed in the state set to [On], then active settings are disabled. (They are not disabled in the case of an ordinary print, or report/list.)

This is displayed only when [Force Print Suspension] for the authorization group to which the login user belongs has been set to [Allow].
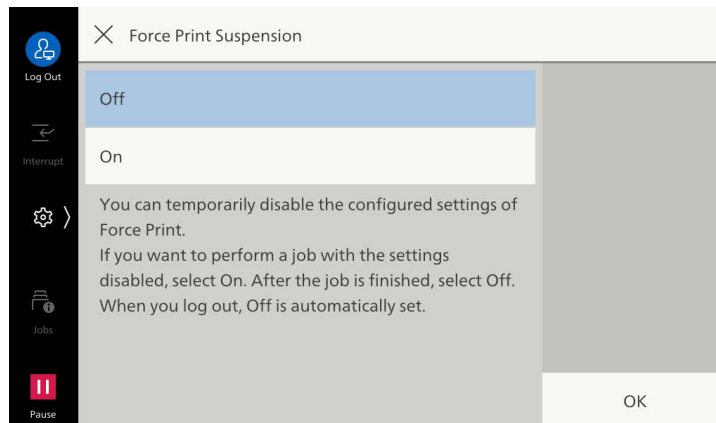

Note

- Active settings can be disabled even in cases where a file in a folder is selected and running is done manually using job flow sheets.
- This can be set for users with administrator rights, regardless of the authorization group.
- For watermarks specified by the user in copying this setting is disabled even if it's allowed.

[Job Operation Settings]

Enables restriction of display of active jobs. This protects privacy and deters information leaks for unauthenticated users and users who are not job owners.
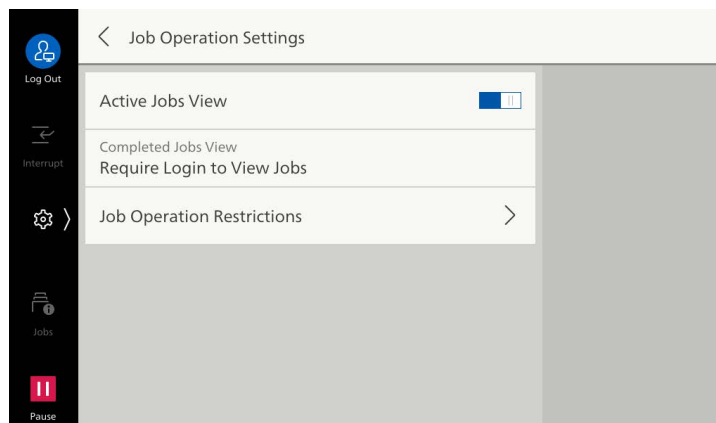

Item	Description
[Active Jobs View]	Enables restriction of display of information for active jobs.
[Completed Jobs View]	
[Allow Job Viewing at All Times]	Enables confirmation all finished jobs, regardless of login. Display of detailed information on jobs can be restricted.

Item		Description
	[Require Login to View Jobs]	Enables confirmation of finished jobs only by users currently logged into the machine. Display of detailed information on jobs can be restricted by setting jobs that can be confirmed to only the jobs of logged in users.
	[Hide]	Disables display of all finished jobs, regardless of login.
[Job Operation Restrictions]		Sets range of users allowed to perform job operation for each type of operation.

[Disable Direct Print Feature]

When set to [On], direct print features are disabled, such as Print from USB and Print Email.
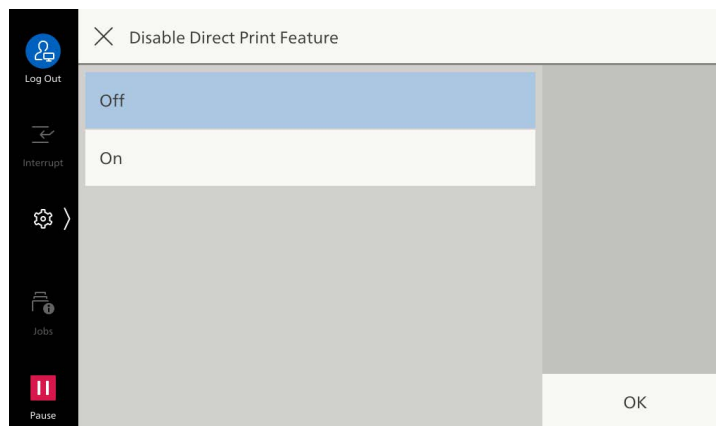
[Runtime Integrity Protection]

Sets whether to detect access to or running of unauthorized file during machine operation.

If set to [On], file writing or running are denied, and the specifics of the access are recorded in the audit log.

If set to [On (Log Only)], recording is done in the audit log, but access to the file is not denied.

> **Note**
> - The audit log feature must be set to enabled to record in the audit log. For details, refer to "[Audit Log Settings]" (P.124).

10.7　[Maintenance]

[Support Pages]

> **Note**
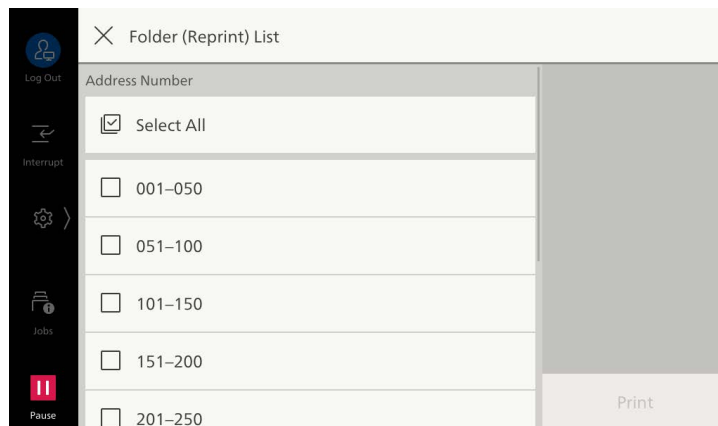> • You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

[Folder (Reprint) List]

Prints the list of settings and processing methods during folder storage for folders in the range of specified numbers.

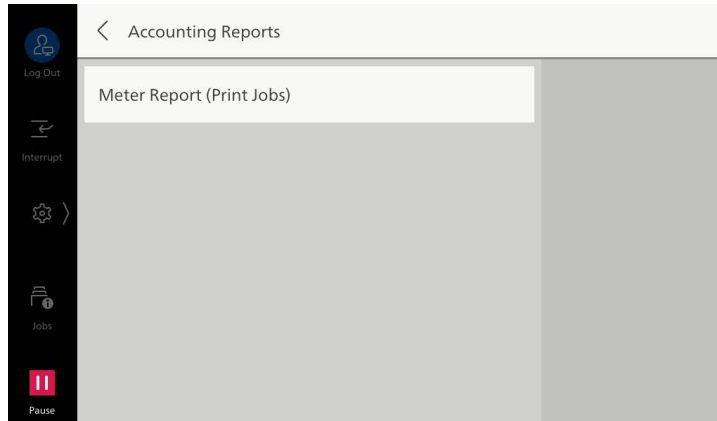### [Job Counter Report]

> **Refer**
> • For the job counter report, refer to "[Print Reports]" (P.21).

[Accounting Reports]

Enables printing of accounting reports by user. The accounting reports that can be output varies depending on whether the accounting feature is enabled.

If [Authentication/Accounting Settings] is set to something other than [Local]

The following screen is displayed, and a meter report (print jobs) can be printed. This enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner).

> **Note**
> • [Meter Report (Print Jobs)] counts from the time that data was initialized.

If [Authentication/Accounting Settings] is set to [Local]

The [Accounting Reports] screen is displayed. This enables printing by feature of accounting reports by user for features for which the accounting feature has been set to [Enable Accounting].

> **Refer**
> • Refer to "[Accounting]" (P.153).

To print an accounting report, select any accounting report, and specify the range of user numbers.

> **Note**
> • The [No.] indicated on the report is the No. (user control no.) set at account setup with [Accounting] and [Authentication/Security Settings].

Item	Description
[Accounting Report (Copy Jobs)]	Enables confirmation of total pages copied, or pages printed, with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Copy Jobs)] counts from the time that data was initialized.

| Item	Description
[Accounting Report (Print Jobs)]	Enables confirmation of total pages printed with the machine, and the total sheets of paper used, for each client (job owner). [Accounting Report (Print Jobs)] counts from the time that data was initialized. **Note** • When [Printer] is set to [Disable Accounting] in [Accounting Mode] of [Authentication/Accounting Settings], not [Accounting Report (Print Jobs)] but [Meter Report (Print Jobs)] is displayed.
[Accounting Report (Scan Jobs)]	Enables confirmation of total pages scanned with the machine. If page limits have been set, those limit values are displayed. [Accounting Report (Scan Jobs)] counts from the time that data was initialized.

[NVM Read/Write History Report]

You can print the history changed in [NVM Read/Write].

[Quick Setup Home]

Confirms that quick setup for using the machine is finished. The setting screen can be started from here for items that have not been finished with quick setup.
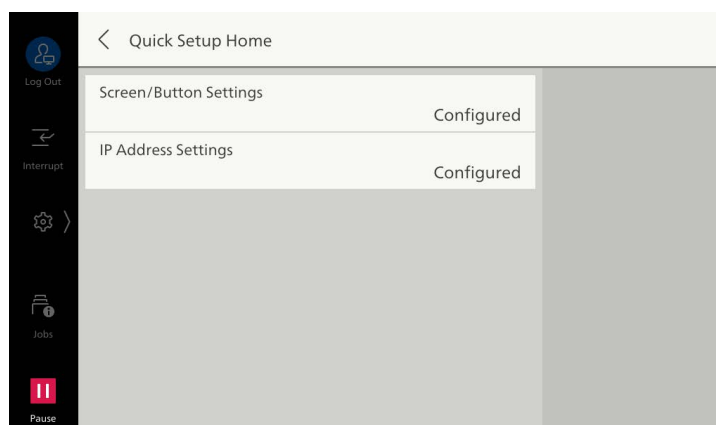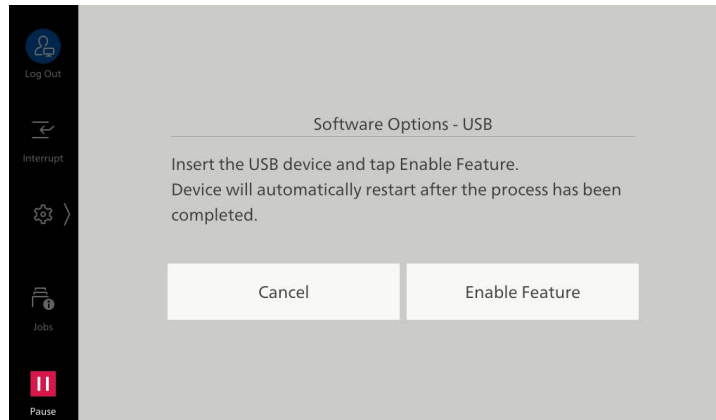

[Software Options]

Set by a service person.
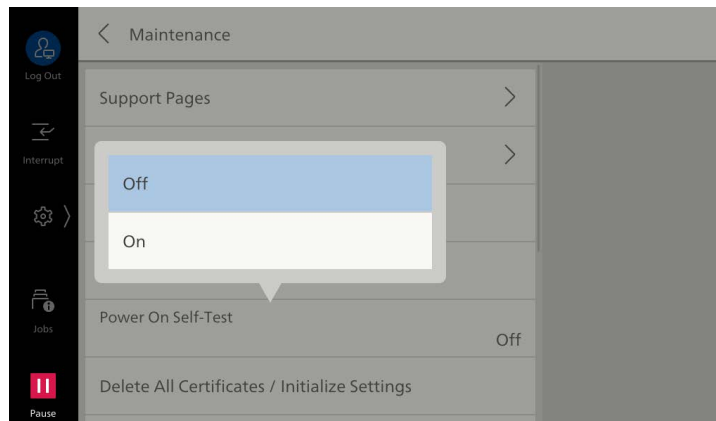
[Software Options - USB]

Enables use of options by mounting a USB dongle.

[Power On Self-Test]

Enables self testing when machine power is turned on.

If a problem is found in the self test, such as intentional rewriting of the program, startup is stopped, and a record is left in the audit log.

[Delete All Certificates / Initialize Settings]

Deletes all certificates and initializes settings. This is used when certificate data can no longer be used for reasons such as errors with certificate files, even though the machine has been set to use certificates with [Network Settings] > [Security Settings] > [SSL/TLS Settings].
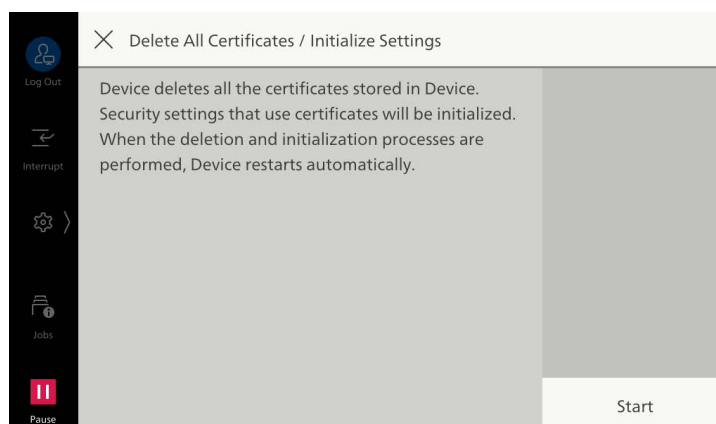
[Image Quality]

Note

- The following items can be used when there is free capacity of the total amount of folder spaces.
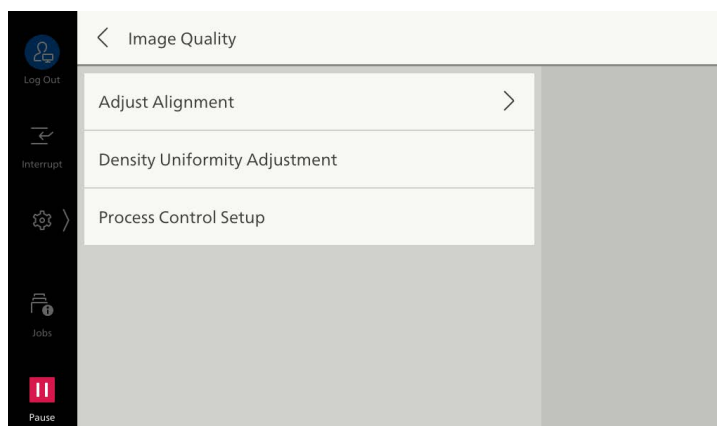 - [Spots/Streaks Diagnostics]
  - [Auto Alignment]
- For the items with [Shortcut] displayed on the top right of the screen, you can register the shortcut of this item to [Shortcuts] of the control menu.
- If [Local User Access - Maintenance] is set to [Enabled] in "[Other Settings]" (P.101), local users can adjust the following items. Local users should use the adjustment menu from [Shortcuts] of the control menu.
  - [Adjust Alignment]
  - [Density Uniformity Adjustment]
- If the situation does not improve even though image quality adjustment is regularly carried out, call for service.

Item	Description
[Adjust Alignment]	Adjusts position of image for printing on paper. • [Auto Alignment] Adjusts the image position. • [Manual Alignment] Registers the adjustment value of image position. You can select the registered alignment value in the paper tray assignment or custom paper setting. **Refer** • For details, refer to "[Auto Alignment]" (P.168)/"[Manual Alignment]" (P.172).
[Density Uniformity Adjustment]	Adjusts uniformity of density of image printed on paper. **Refer** • For details, refer to "[Density Uniformity Adjustment]" (P.178).
[Process Control Setup]	Automatically adjusts the calibration.

[Auto Alignment]

Adjusts the output image position per each paper tray.

Adjust the output image position when it is misaligned due to paper stretching, cutting accuracy, or paper storage conditions.

> **Note**
> • Adjust it with the calibration chart on the document glass. For the background sheet, print "SIQA_sheet" at the end of *User's Manual - Appendix*.

Printing the Calibration Chart

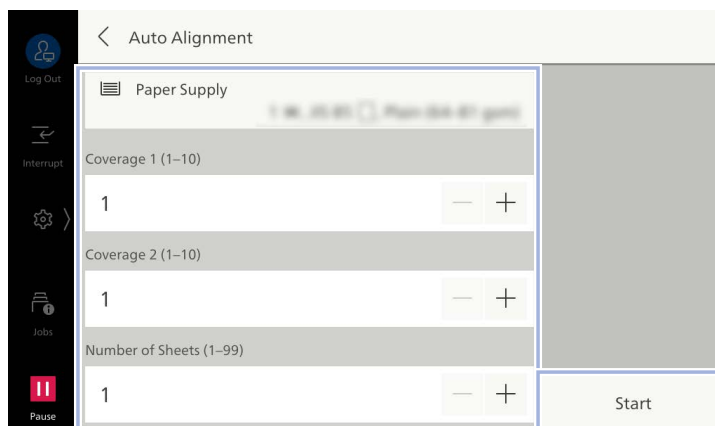**1.** **Load the paper for adjustment in the tray for adjustment.**

> **Note**
> • When printing the calibration chart, load paper of size at least 182 x 182 mm.

2. **Log in to Administrator Mode.**

3. **Tap on ⚙ > [Device] > [Maintenance] > [Image Quality] > [Adjust Alignment].**

4. **Tap on [Auto Alignment].**

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

[Paper Supply]

Select the tray where paper was loaded in step 1.

[Coverage 1]/[Coverage 2]

Set two types of density to print on the calibration chart.

[Number of Sheets]

Set the number of charts to be printed. To calculate the average value of image variation, it is recommended to print 3 or more copies.

[Print Calibration Charts]

If already printing the calibration chart and only reading it, set it off.

> **Note**
> • When adjusting multiple paper trays at the same time, reselect the paper trays in [Paper Supply] and print again.

6. Read the printed calibration chart.

Document Glass Adjustment

Adjust the document glass by reading the calibration chart with it.

1. Tap on [Scan with Document Glass].

2. Load the calibration chart, following the instruction on the screen, and tap on [Scan].

Align the square marks of the background sheet and the calibration chart, and read them twice on the front side and twice on the back side.
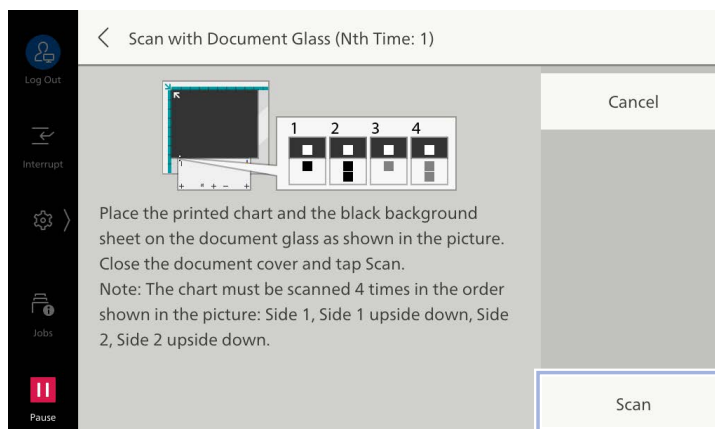
Note
- Align the line at the top of the square mark on the calibration chart with the bottom edge of the background sheet.

3. When printing multiple calibration charts, tap on [Scan Next Chart] to repeat loading as many as the number of the charts.

4. When reading the calibration chart is completed, tap on [Start Adjustment].

5. Set the alignment adjustment type.

If [(Not Set)] is displayed on the tray or if you want to change the set type, perform the followings.

1) Tap on ⋮ of the tray for which you want to set the type.

2) Tap on [Type Setup].

3) Tap on the type to register the adjustment value.

The adjustment value is applied.

4) Tap on [OK].

5) Tap on [x].

6) Select the type you set and tap on [OK].

6. Confirm a check mark is applied to the tray to reflect the adjustment value and tap on [OK].

Document Feeder Adjustment

Adjust the document feeder by scanning the calibration chart with it.

1. Tap on [Scan with Document Feeder].

2. Load the calibration chart, following the instruction on the screen, and tap on [Scan].

Note

- Multiple calibration charts can be read at the same time. Also in case of the different paper tray, read the tray information automatically.
- Do not set calibration charts of different sizes together.

3. Set the alignment adjustment type.

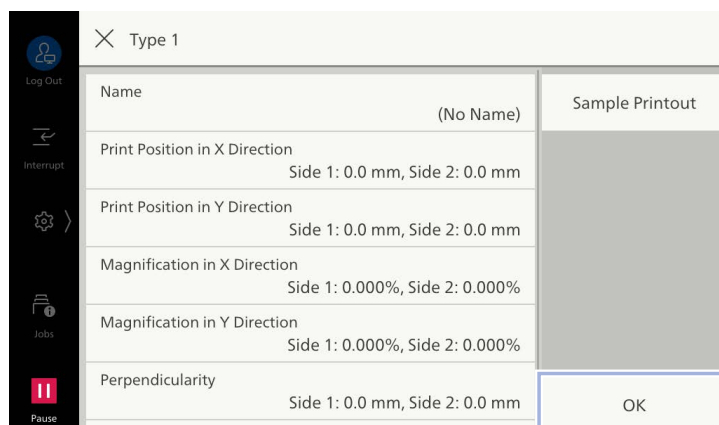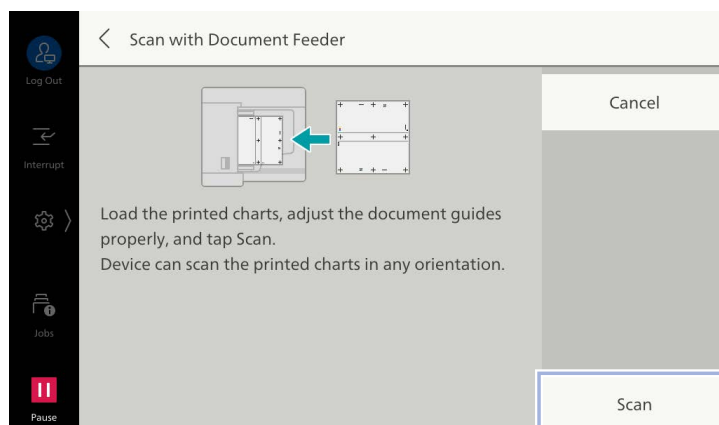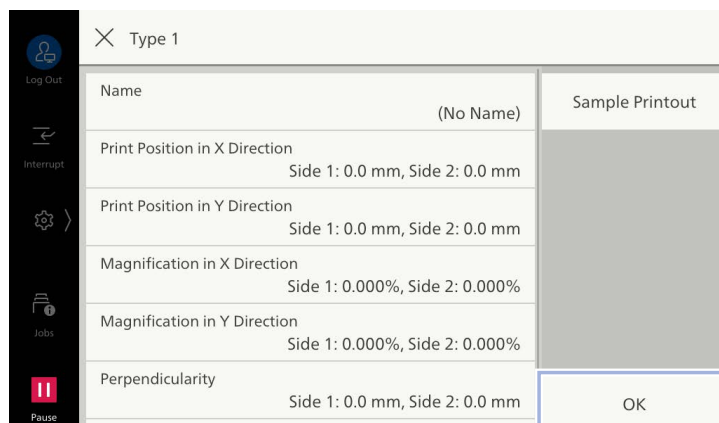If [(Not Set)] is displayed on the tray or if you want to change the set type, perform the followings.

1) Tap on ⁝ of the tray for which you want to set the type.

2) Tap on [Type Setup].

3) **Tap on the type to register the adjustment value.**

The adjustment value is applied.

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

✕ Type 1		
Name	(No Name)	Sample Printout
Print Position in X Direction	Side 1: 0.0 mm, Side 2: 0.0 mm	
Print Position in Y Direction	Side 1: 0.0 mm, Side 2: 0.0 mm	
Magnification in X Direction	Side 1: 0.000%, Side 2: 0.000%	
Magnification in Y Direction	Side 1: 0.000%, Side 2: 0.000%	
Perpendicularity	Side 1: 0.0 mm, Side 2: 0.0 mm	OK

Note

- Print the print sample with [Sample Printout], and confirm adjustment results, then you can make fine adjustment as necessary. For fine adjustment, refer to "[Manual Alignment]" (P.172).

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

6) **Select the type you set and tap on [OK].**

4. **Confirm a check mark is applied to the tray to reflect the adjustment value and tap on [OK].**
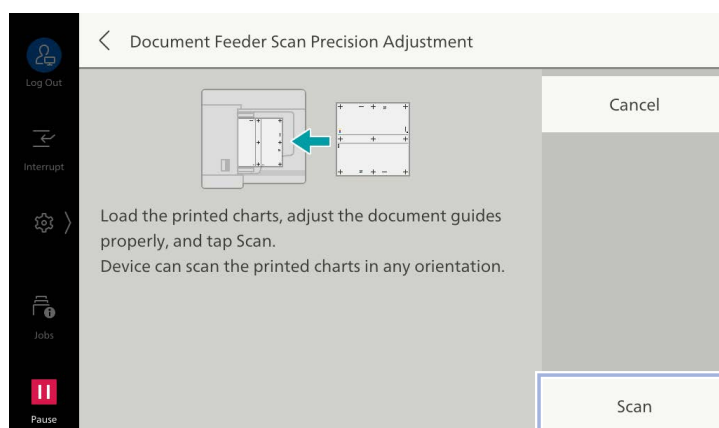
Reading Accuracy Adjustment of Document Feeder

Adjusts accuracy of reading with the document feeder as reading with the document glass. Adjusts when executing Auto Alignment using the document feeder for the first time or when the huge difference between the adjustment results of the document feeder and the document glass.

After scanning the calibration chart with the document feeder, scan the same chart with the document glass to adjust.

1. **Tap on [Document Feeder Scan Precision Adjustment].**

2. **Load the calibration chart, following the instruction on the screen, and tap on [Scan].**

|	
< Document Feeder Scan Precision Adjustment	Cancel
Load the printed charts, adjust the document guides properly, and tap Scan. Device can scan the printed charts in any orientation.	Scan

Note

- Multiple calibration charts can be scanned at the same time.
- Do not set calibration charts of different sizes together.

3. **Load the calibration chart and the background sheet on the document glass, following the instruction on the screen, and tap on [Scan].**

Align the square mark of the background sheet and the square mark of the calibration chart, and read them twice on the front side and twice on the back side.
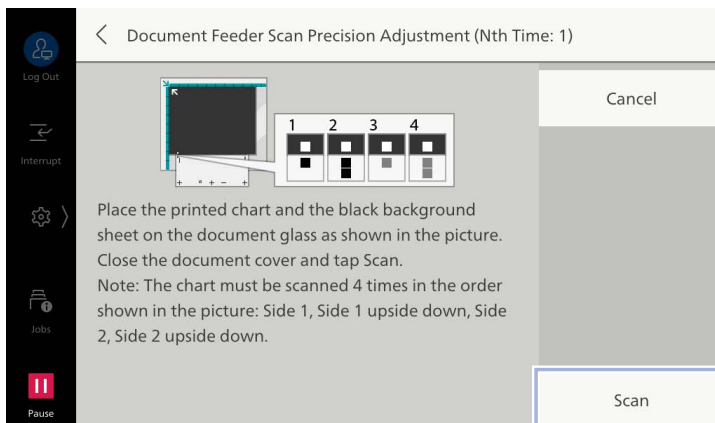
> **Note**
> • Align the line at the top of the square mark on the calibration chart with the bottom edge of the background sheet.

4. **When printing multiple calibration charts, tap on [Scan Next Chart] to repeat loading as many as the number of the charts.**

5. **When loading the calibration chart is completed, tap on [Start Adjustment].**

[Manual Alignment]

Register the alignment value with a name in accordance with paper properties. The registered alignment value can be set in [Adjust Alignment] of the paper tray.
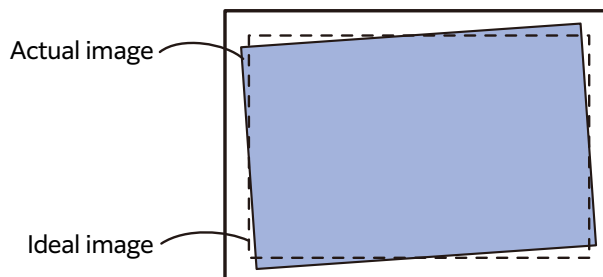
> **Note**
> • The alignment value is also assigned to [Custom Paper Settings].

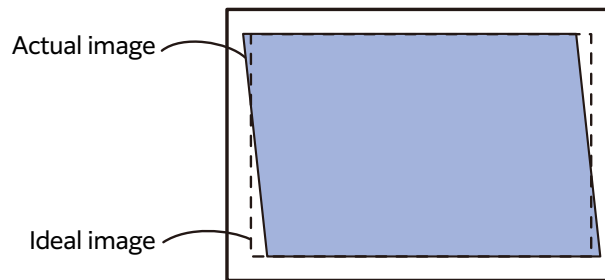## Correction Items Possible to Be Registered

■ [Skew]

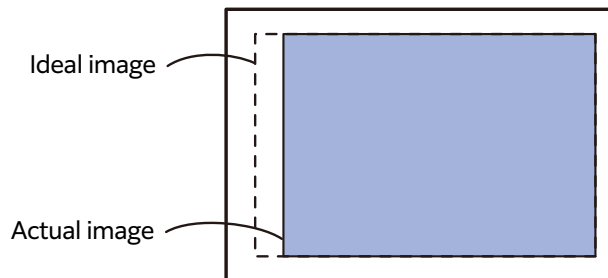Adjusts skewing image in sub scan direction (paper feed direction).

■ **[Perpendicularity]**

Adjusts image distortion (parallelogram) in the sub scan direction (paper feed direction).

Actual image

Ideal image

■ **[Magnification in X Direction]/[Magnification in Y Direction]**

Adjusts reduce/enlarge of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).

Ideal image

Actual image

■ **[Print Position in X Direction]/[Print Position in Y Direction]**

Adjusts position of image in sub scan direction (paper feed direction) and main scan direction (perpendicular direction with respect to the paper feed direction).

Ideal image

Actual image
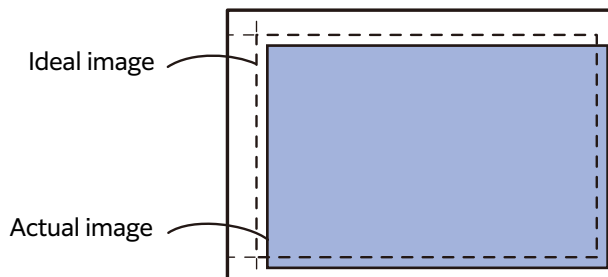
Adjustment Procedure

1. **Load the paper for adjustment in the tray for adjustment.**

2. **Log in to Administrator Mode.**

3. **Tap on ⚙ > [Device] > [Maintenance] > [Image Quality] > [Adjust Alignment].**

4. **Tap on [Manual Alignment] > [Type Setup].**

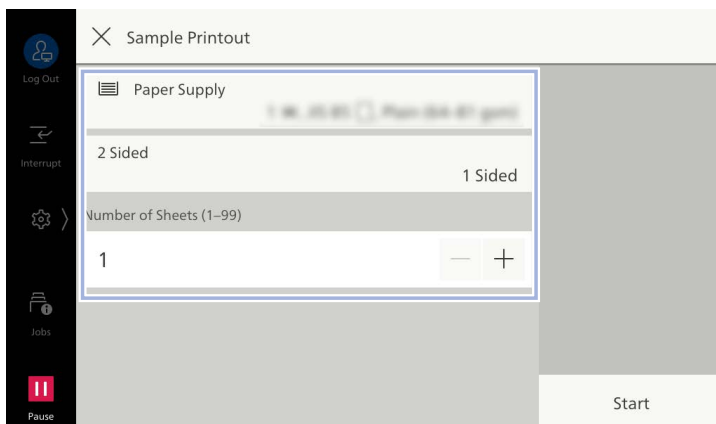**5.** Tap on the field to be registered.

6. Tap on [Name].

7. Enter a name and tap on [OK].

8. Tap on [Sample Printout].

9. Select the tray where paper was loaded in step 1 and set 2 Sided/1 Sided and Number of Sheets.
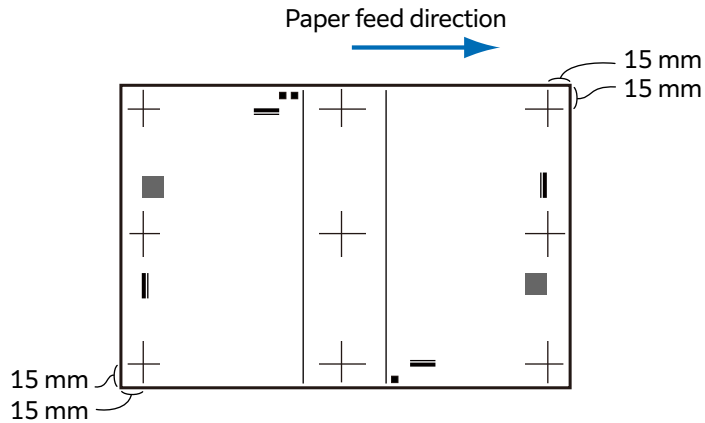

> **Note**
> • Due to image variation, it is recommended to print 10 or more copies.

10. Tap on [Start].

11. Measure the gap on the sample copy printed.

Paper feed direction

15 mm
15 mm

15 mm
15 mm

Note

- The black square for the upside and the gray square for the downside of the image are printed on the sample copy printed in [Sample Printout]. The side with one black square is the front side of the paper feed direction, and the side with two black squares is the back side.

12. If the position gap occurs, enter the gap value.

Note

- If adjusting multiple gaps, operate in order of [Skew] -> [Perpendicularity] -> [Magnification in X Direction]/[Magnification in Y Direction] -> [Print Position in X Direction]/[Print Position in Y Direction].

Refer

- "[Skew] Adjustment" (P.176)
- "[Perpendicularity] Adjustment" (P.176)
- "[Magnification in X Direction]/[Magnification in Y Direction] Adjustment" (P.177)
- "[Print Position in X Direction]/[Print Position in Y Direction] Adjustment" (P.177)

13. Tap on [Sample Printout] again.

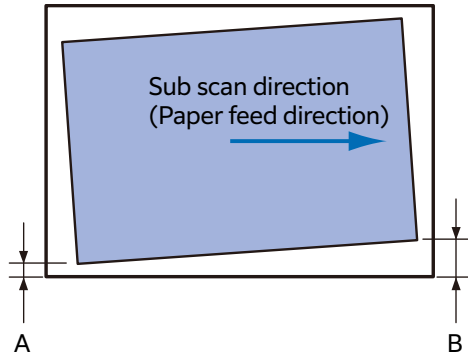The sample copy reflecting the adjustment value you entered is printed.

14. If you can adjust correctly, tap on [OK].

[Skew] Adjustment

1. Tap on [Skew].

2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).

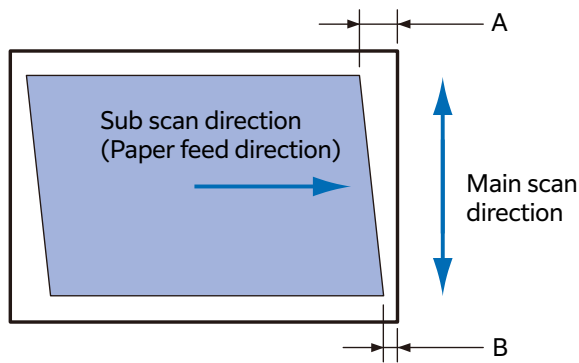> **Note**
> - Adjustment amount (mm) = A - B

3. Tap on [OK].

[Perpendicularity] Adjustment

1. Tap on [Perpendicularity].

2. Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).

> **Note**
> - Adjustment amount (mm) = Inclination amount (A - B) (mm) x 400 ÷ (width in main scanning direction of paper (mm) - 30)
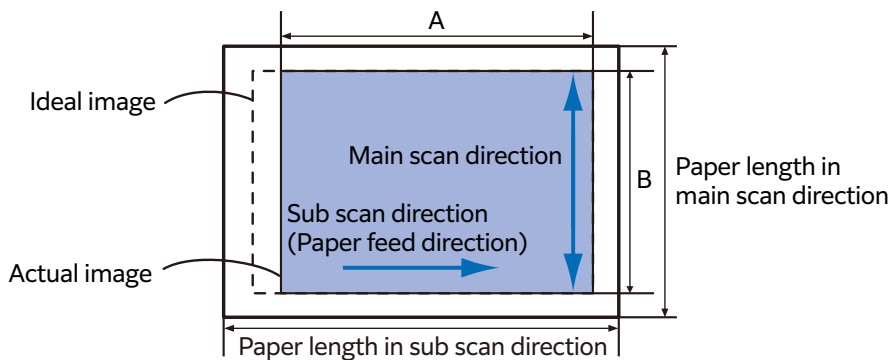

3. Tap on [OK].

[Magnification in X Direction]/[Magnification in Y Direction] Adjustment

1. **Tap on [Magnification in X Direction] or [Magnification in Y Direction].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.025%).**

> **Note**
> - [Magnification in X Direction]
>   Adjustment amount (%) = (Paper length in sub scan direction (mm) - 30 - A) ÷ (Paper length in sub scan direction (mm) - 30) x 100
> - [Magnification in Y Direction]
>   Adjustment amount (%) = (Paper length in main scan direction (mm) - 30 - B) ÷ (Paper length in main scan direction (mm) - 30) x 100

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

[Print Position in X Direction]/[Print Position in Y Direction] Adjustment

1. **Tap on [Print Position in X Direction] or [Print Position in Y Direction].**

2. **Enter the value obtained by adding the adjustment amount to the current setting (1 step = 0.1 mm).**

> **Note**
> - [Print Position in X Direction]
>   Adjustment amount (mm) = 15 - A (mm)
> - [Print Position in Y Direction]
>   Adjustment amount (mm) = 15 - B (mm)
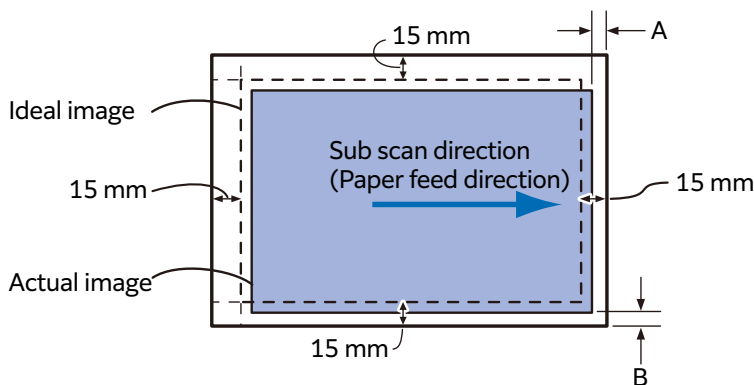
3. **Tap on [OK].**

[Density Uniformity Adjustment]

Adjusts manually density uniformity of output image.

1. **Load the paper for adjustment in the tray for adjustment.**

2. **Log in to Administrator Mode.**

3. **Tap on ⚙ > [Device] > [Maintenance] > [Image Quality] > [Density Uniformity Adjustment].**

4. **Tap on [Print Sample].**
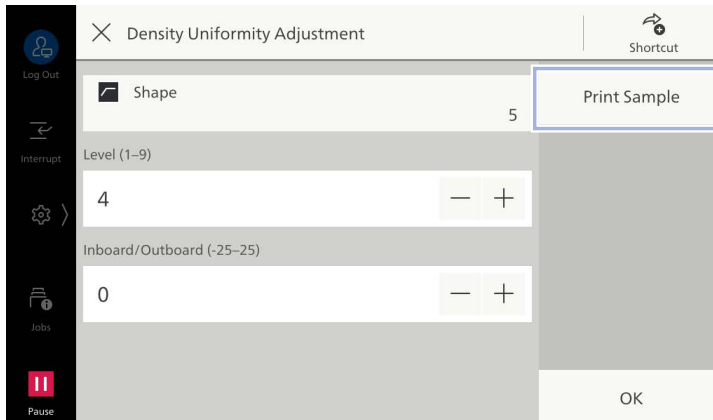
5. **Set each item and tap on [Print].**
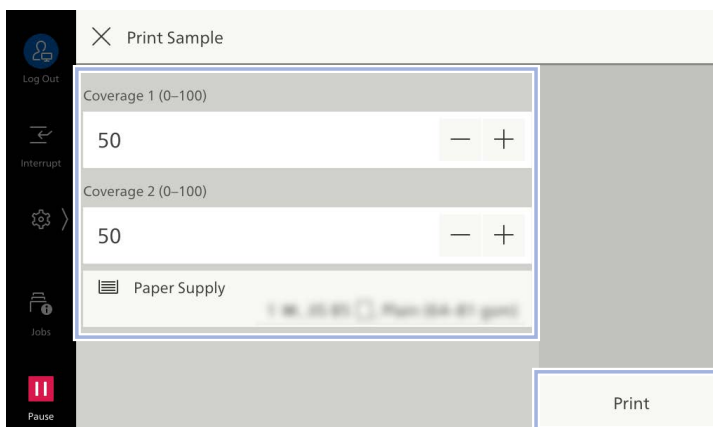
[Coverage 1]/[Coverage 2]

Two types of density can be set to print on the print sample.

[Paper Supply]

Select the tray where paper was loaded in step 1.

6. **Confirm the printed sample, and if there is any non-uniformity, adjust density.**

[Shape]

Select the amount of density distribution adjustment for the print sample from shapes 1 to 6.

[Level]

Select the level of the density difference of the print sample from 1 to 6. Level 1 indicates no adjustment, and the larger the value, the larger the adjustment amount.

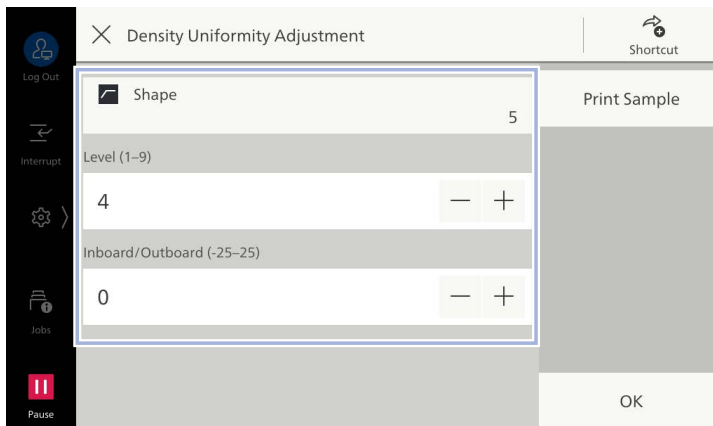**[Inboard/Outboard]**

Adjust the density distribution as follows with respect to the print sample. Set the adjustment amount in the range -17 to 17.

The larger the value, the larger the adjustment amount.
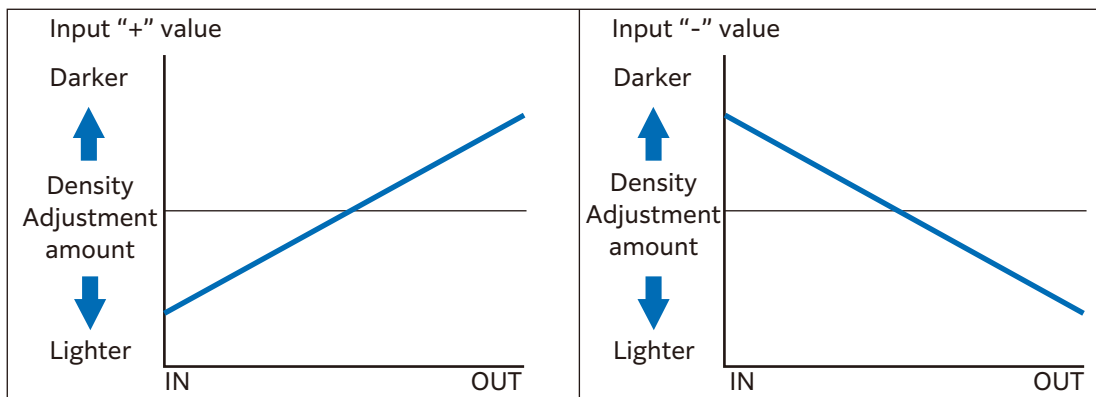
> **Note**
> • When the density distribution differs from these patterns, adjust using [Shape] and [Level].

7. **After adjustment, print the print sample again with [Print Sample], and confirm adjustment results.**

8. **If you can adjust correctly, tap on [OK].**

[Adjust Finisher]

Note
- The displayed items differ depending on the machine configurations.

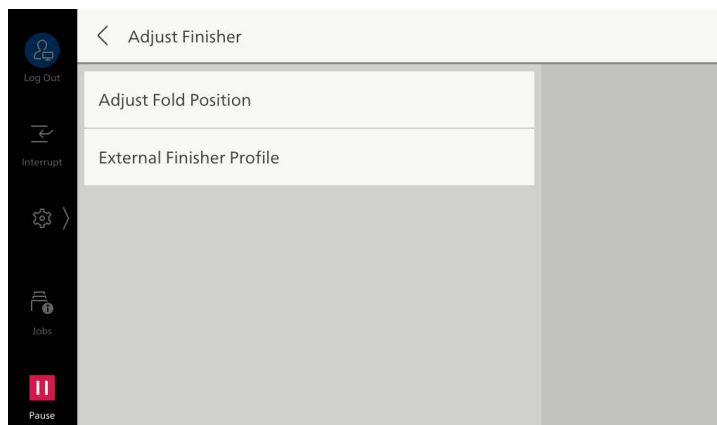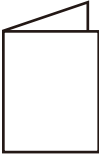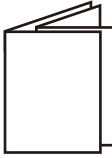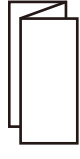| Item	Description
[Adjust Fold Position]	Registers the folding positions and the adjustment value according to paper type or number of sheets. You can select the registered alignment value in the paper tray assignment or custom paper setting. **Note** - You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut]. - This item can be set to allow local users to adjust this item. Set [Local User Access - Maintenance] to [Enabled] in "[Other Settings]" (P.101). Local users should use the adjustment menu from [Shortcuts] of the control menu. **Refer** - For details, refer to "[Adjust Fold Position] Type Setup" (P.181).
[External Finisher Profile]	You can register the adjustment value of the finisher when a third-party product is installed. **Refer** - For details, refer to the manual attached to the finisher.

[Adjust Fold Position] Type Setup
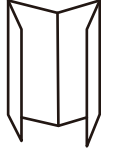
Assign the names for each type, and by following the screen, set the adjustment value for fold position for Single Fold, Booklet, C Fold, Z Fold, and Z Fold Half Sheet. If the Crease/Two-Sided Trimmer is installed, you can adjust the positions of folds for Single Fold, C Fold, Z Fold, Z Fold Half Sheet, Double Gate Fold, Double Parallel Fold and Accordion Fold.
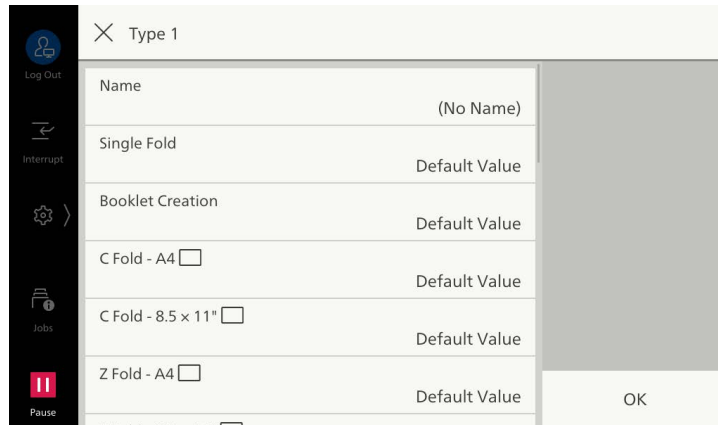
Folding

Single Fold	Booklet Creation	Booklet Creation + Staple

C Fold	Z Fold	Z Fold Half Sheet

Crease

Double Gate Fold	Double Parallel Fold	Accordion Fold

Refer
- Refer to "Folding Position Adjustment" in *User's Manual - Appendix*, for how to adjust the folding position.

[Clean Toner]

Output the toner that has passed the time remaining in the developer, and supply the new toner with the developer to improve the image quality.
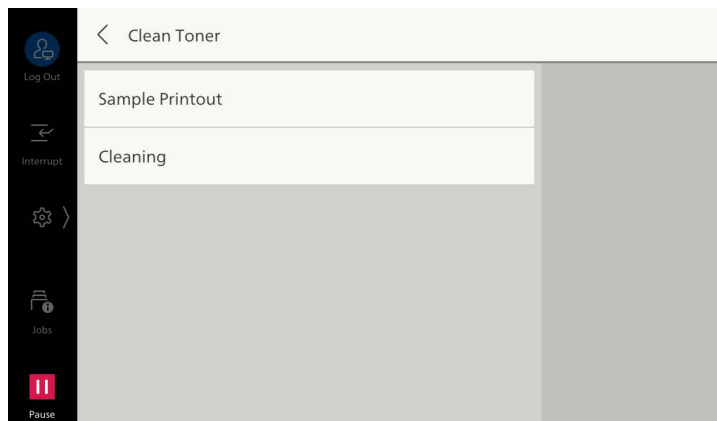
[Clean Fusing Unit]

Enables improving black spots and black line stains by cleaning the dirt on the fusing roll.
Clean the fusing unit using the loaded paper.
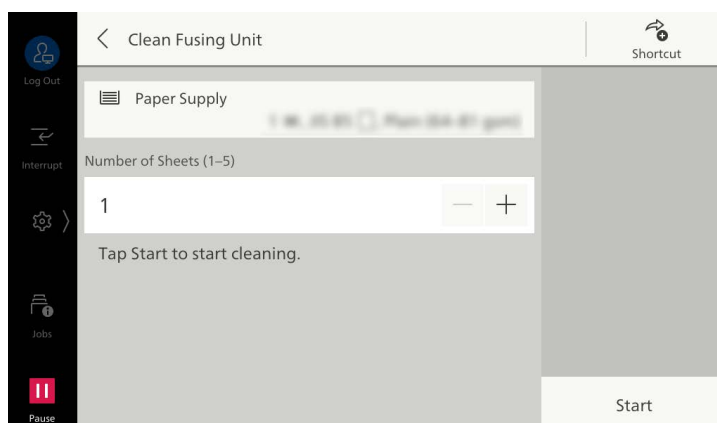
> **Note**
>
> - Load the paper larger than A4 🗋 or Letter 🗋 .
> - You can register the shortcut of this item to [Shortcuts] of the control menu by tapping on [Shortcut].

[NVM Read/Write]

Set the details of the machine operation.
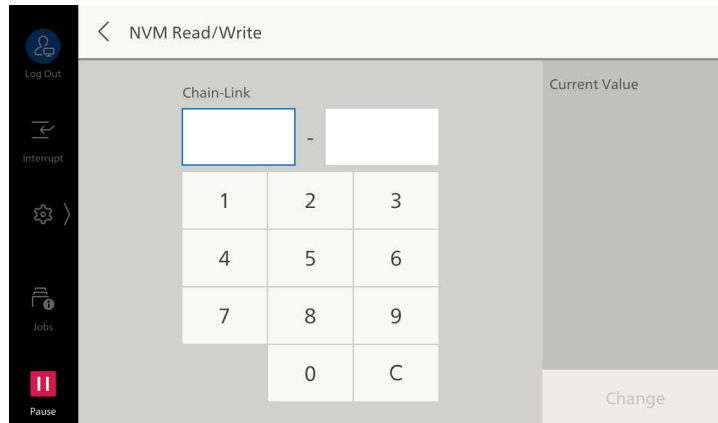
Main Features That Can Be Set

Setting Number	Description	Setting
785 - 070	Set whether to reset all documents or reset all but the ejected documents when the paper jam or multi-feeding occurs.	1: Start over from the first document 2: Restart from the jammed document (default)

Changing the Setting Value of [NVM Read/Write]

1. **Log in to Administrator Mode.**

2. **Tap on ⚙ > [Device] > [Maintenance] > [NVM Read/Write].**

3. **Enter the settings number in [Chain-Link].**

The current value of the settings number is displayed on [Current Value].
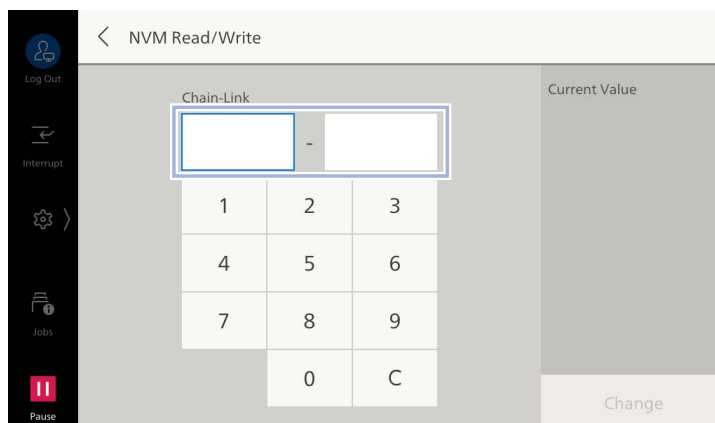
4. **Tap on [Change].**

5. **Enter the setting value to be changed and tap on [OK].**
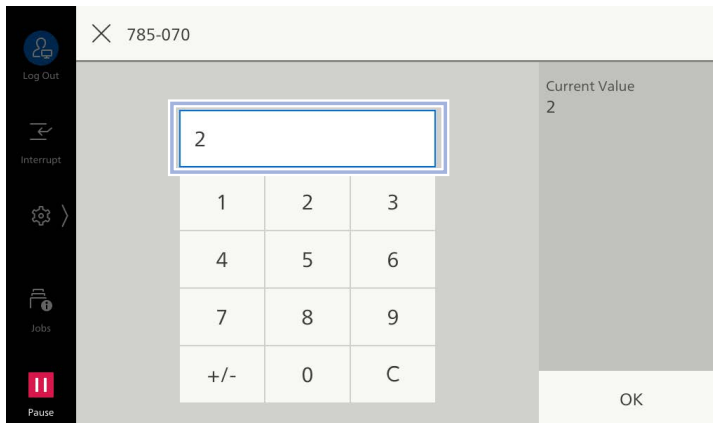
[Tray 5 Guide Adjustment]

Adjusts detection precision of guide width of [Tray 5] (bypass tray).
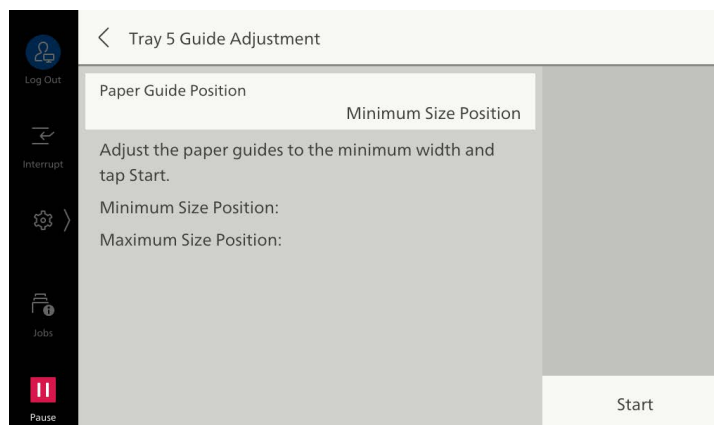
10.8　[Reset]
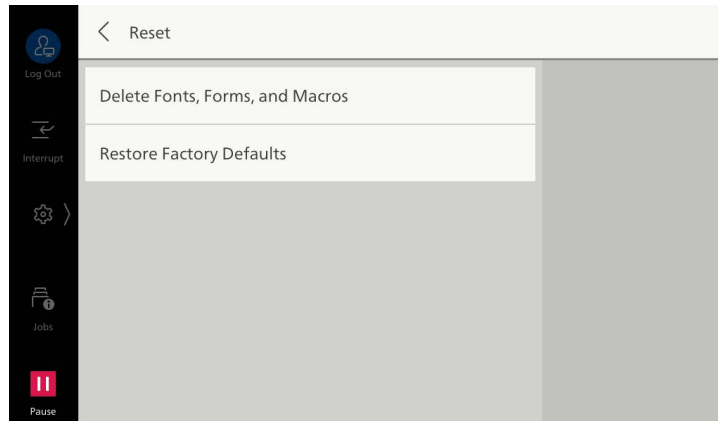
[Delete Fonts, Forms, and Macros]

Erases all font data, form data, and macro data downloaded into the machine.

[Restore Factory Defaults]

Restores all settings of the machine to state at factory shipment.

11 Authentication and Accounting Feature

11.1   Summary

Use the authentication feature to restrict access to the machine itself, or restrict access for each service. This also allows users to process and manage data on service usage status per user.

Types of Users

Users are grouped into the following categories when using the authentication feature.

Administrator

This type of user is able to register and change system setting value according to the user environment.

Administrators use a specially defined user ID called an administrator ID.

Login User

This type of user is registered to the machine or an external server. Each user is authenticated by a user ID.

Guest User

This type of user has not been registered.

Guest users cannot access restricted services.

Administrator Permissions and Authorization Groups

Administrator permissions and authorization groups can be set for each user on the machine.

If using LDAP or Microsoft Entra ID as the remote accounts, set them in Internet Services.

Administrator Permissions

You can configure administrator and account administrator permissions for each authenticated user.

Administrator

The same permissions as the administrator can be granted. However, the following actions will be unavailable.

- Folder Operations
- Controlling job flow sheets
- Changing administrator passwords

Account Administrator

The following permissions can be granted.

* Regarding, deleting, changing (password cannot be changed by themselves) or referencing (may be unavailable based on some setting configurations) user information
* Registering, deleting, changing or referencing accounting data
* Changing alternative name for user ID/mask user ID (***)
* Changing alternative name for account ID/mask account ID (***)
* Printing accounting reports

Authorization Groups

You can divide permissions allowing access to features for registering authenticated users. Users belonging to an authorization group can perform the same actions as the administrator.

Refer

* Refer to "Authorization Groups" (P.195) for more information.

Usage Limit

Usage Limit Across Entire System

You can restrict access to the machine and each service in Authentication Mode. User authentication is required to use this.

Refer

* Refer to "[Authentication]" (P.158) for more information.

Usage Limit by User

You can restrict the creation, editing and use of Usage Limit, Account Limit, Job Flow Sheets and Folder for a service for each user.

Refer

* Refer to "Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode" (P.190) and "Authentication for Job Flow Sheets and Folders" (P.191) for more information.

Types of Authentication and Authentication Method

Types of Authentication

Log In to Local Accounts

Authentication is performed using user information registered to the machine.

Authentication/Accounting Mode is set to [Local]/[Network], Authentication becomes "Local Accounting".

> **Note**
> - Print information sent directly from the client computer is authenticated by comparing authentication information preset in client-side printer drivers with authentication information registered to the machine, before it can be received by the machine.
> - If [Network] is set, register the user details managed with remote services and performs authentication using the details.

Log In to Remote Accounts

Authentication is performed using user information managed in an external authentication server. For users using an external server (LDAP, Kerberos, or Microsoft Entra ID). User information is not registered to the machine.

Authentication/Accounting Mode is set to [Remote], Authentication becomes "Remote Account".

> **Note**
> - When using remote accounts, you can select available services from the touch panel display on the machine based on access permission information retrieved from the external authentication server.
> - User IDs and passwords registered to the external authentication server must be 32 characters and 128 characters or less, respectively.

Authentication Method

User ID Authentication

User information such as User IDs and passwords is registered to the machine or an external authentication server in advance for users to enter in their user ID and password from the touch panel display on the machine directly for authentication.

Accounting Feature

Types of Accounting Modes

Local Accounting

Accounting reports are performed using authenticated user information registered to the machine.

Authentication/Accounting Mode is set to [Local], Authentication becomes "Local Accounting".

> **Note**
> - The following users can print accounting reports.
>   - Administrator
>   - Users granted administrator permissions
>   - Users granted account administrator permissions

Network Accounting

Performs accounting using user details managed with remote services.

Job data saved to the machine by the external service is collected and processed by user.

Authentication/Accounting Mode is set to [Network], Authentication becomes "Network Accounting".

Note

- User information managed in an external service is sent from the external service to the machine and registered to the machine. When the user information managed in an external service is updated, the updated user information must be sent from the external service to the machine.

Accounting Using an Authentication Server

With this, accounting is performed using an authentication server.

Job data saved to the machine by the external service is collected and processed by user.

If you set Authentication/Accounting Mode to [Remote] and [Authentication System] is [Authentication Agent], this becomes "Accounting Using an Authentication Server".

Note

- If [Authentication System] is other than [Authentication Agent], accounting is not performed with the authentication server.

Services that Allow for Local Accounting

This section describes information for which accounting is possible by service jobs.

Print

Service (Job)		Applicable User	Management Items
Normal Print	Machine printer drivers	Login User	Number of sides/ sheets printed
	Non-machine printer drivers*1	Guest User	
Secure Print	Printing Files	Login User	
Sample Set			
Print Files from Folder			
Delayed Print			
Charge Print			
Private Charge Print			
Print Email*1		Guest User	

*1 : Printing is possible if [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] is set to [Unlocked] in Internet Services.

Scanner

Service	Applicable User	Management Items
Email	Login User	Scanning, sending Emails
Scan to Folder		Scanning
Scan		Scanning, forwarding files
Scan to USB		Scanning

Services that Allow Usage Limit or Accounting Settings for Authentication/Accounting Mode

Services that allow Usage Limit and Accounting settings to be configured are as follows.

When Using [Local] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Feature	Account Limit	
[Copy]	✓	✓	✓
[Print]	✓	✓	✓
[Scan]	✓	✓	✓

When Using [Network] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Feature	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓

When Using [Remote] as Authentication/Accounting Mode

✓: Available; -: Not available

Service	Usage Limit by User		Aggregation by User
	Usage Limit by Feature	Account Limit	
[Copy]	✓	-	✓
[Print]	✓	-	✓
[Scan]	✓	-	✓

11.2 Authentication for Job Flow Sheets and Folders

Conditions for Job Flow Sheet and Folder Use

- When using remote accounts or local accounts, changing the authentication method will delete job flow sheets and folders created by authenticated users.
- Job flow sheets and folders will not be deleted even if the authentication method is changed under the following circumstances.
  - When the job flow sheet or folder has been created by the administrator.
  - When the job flow sheet or folder was created by a local user while the authentication feature was not in use.

When Using the Authentication Feature

Note
- When using the authentication feature, the following users are able to use folders and job flow sheets.
  - Authenticated users and administrators when using [Local] or [Network]
  - Authenticated users other than guest users when using [Remote]

Creating Folders

When using the authentication feature, the relationship between creators and users of folders that can be created/used is as follows.

Folder Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print Files, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
Administrator	All guest users[2]/All Authenticated users/ Administrators	View, Delete[1], Change Settings[1], View Files, Delete Files, Register Files, Print Files, Associate Job Flow Sheets[1], View Job Flow Sheets, Execute Job Flow Sheets

[1] :Actions only available to administrators.
[2] :This is available if folder use is permitted in authentication feature settings in Administrator Mode.

Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	Edit, View, Copy, Delete, Select, Run, Associate with Folder
Administrator	All authenticated users/ Administrators	Edit[1], View, Copy[2], Delete[1], Select, Run, Associate with Folder

[1] :Actions only available to administrators.
[2] :The user copying job flow sheets will be the creator of the copied job flow sheets.

Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Login User	Creators/Administrators	Edit, View, Copy, Delete, Select, Run
Administrator	All authenticated users/ Administrators	Edit[*1], View, Copy[*2], Delete[*1], Select, Run

*1 :Actions only available to administrators.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

When the Authentication Feature is Not Used

Creating Folders

The relationship between creators and users of folders is as follows.

Folder Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	View, Delete, Change Settings, View Files, Delete Files, Register Files, Print Files, View Job Flow Sheets, Associate Job Flow Sheets, Execute Job Flow Sheets
Administrator	All local users/Administrators	View, Delete[*1], Change Settings[*1], View Files, Delete Files, Register Files, Print Files, Associate Job Flow Sheets[*1], View Job Flow Sheets, Execute Job Flow Sheets

*1 :Actions only available to administrators.

> **Note**
> - Files registered and printed using Network Scanner Utility 3 are outside the scope of authentication.

Creating Job Flow Sheets from the [Send from Folder] Screen

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	Edit, View, Copy, Delete, Select, Run, Associate with Folder
Administrator	All local users/Administrators	Edit[*1], View, Copy[*2], Delete[*1], Select, Run, Associate with Folder

*1 :Actions only available to administrators.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

Creating Job Flow Sheets in [Create Job Flow Sheet]

Job flow sheet creators, the users that can use them, and the actions available are as follows.

Job Flow Sheet Creator	Permitted Users	Available Actions
Local User	All local users/Administrators	View, Edit, Copy, Delete, Select, Run
Administrator	All local users/Administrators	View, Edit[*1], Copy[*2], Delete[*1], Select, Run

*1 :Actions only available to administrators.
*2 :The user copying job flow sheets will be the creator of the copied job flow sheets.

11.3 Enabling User Authentication

When using local accounts, configure settings in the following order.
- "Authentication and Accounting Method" (P.193)
- "Access Control" (P.194)
- "Authorization Groups" (P.187)
- "User Registration (Log In to Local Accounts)" (P.196)

When using remote accounts, configure settings in the following order.
- "Authentication and Accounting Method" (P.193)
- "Access Control" (P.194)
- "Authentication System Setup (Log In to Remote Accounts)" (P.200)

> **Note**
> - [Password for Control Panel Login] to [On].For details, refer to "[Authentication]" (P.158).
> - It is necessary to log in to Administrator Mode to perform the following settings.

Authentication and Accounting Method

> **Note**
> - You can set the authentication/accounting method also in [Authentication/Accounting Settings] in [Accounting].
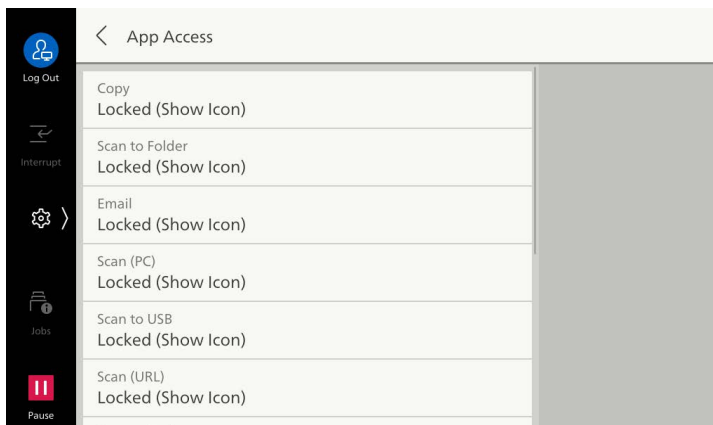
1. Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Authentication/Accounting Settings].

2. Select [Local] or [Remote], tap on [OK].

Log Out	✕ Authentication/Accounting Settings
	Off
Interrupt	Local
⚙ ❯	Network
	Remote
Jobs	Custom
⏸ Pause	OK
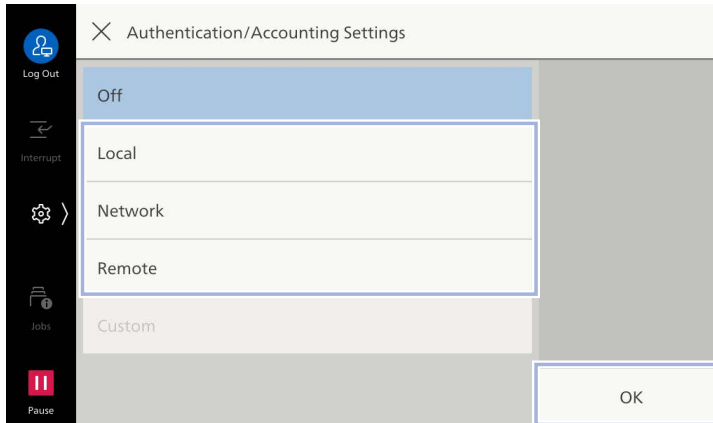
Access Control

1. Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Access Control].

2. Tap on [Device Access], select [Unlocked] or [Locked].

3. Tap on [App Access].

4. Configure authentication requirements for actions by service.

|	
Log Out	‹ App Access
	Copy Locked (Show Icon)
Interrupt	Scan to Folder Locked (Show Icon)
⚙ ❯	Email Locked (Show Icon)
	Scan (PC) Locked (Show Icon)
Jobs	Scan to USB Locked (Show Icon)
⏸ Pause	Scan (URL) Locked (Show Icon)

Note

- If [Locked (Show Icon)] is set, the confirmation screen displays when you tap on the icons on the Home screen without authentication.
- If [Locked (Hide Icon)] is set, the icons for the corresponding function button are not displayed on the Home screen without authentication.

5. Tap on [<].
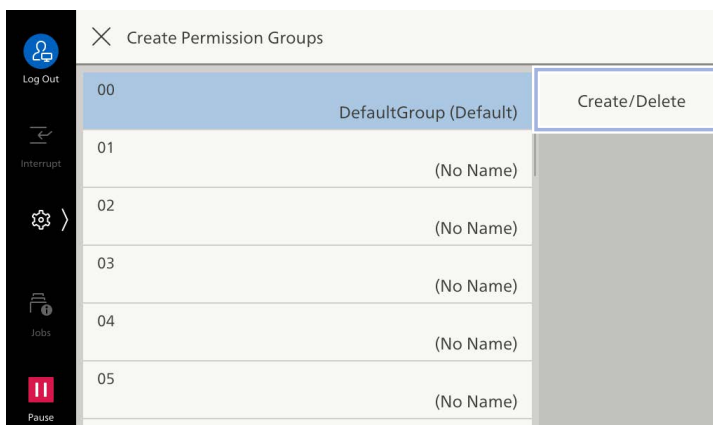
6. Tap on [Feature Access].

7. **Select [Unlocked] or [Locked] for the feature being changed.**
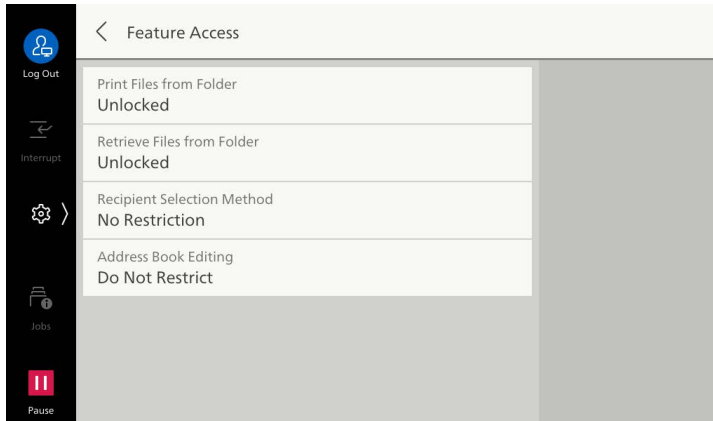
Authorization Groups

Register authorization groups to assign to users.

1. **Tap on** ⚙ **> [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create Permission Groups].**

2. **Select the authorization group number to register, and then tap on [Create/Delete].**

> **Note**
> - The following users will belong to the No. 00 [DefaultGroup (Default)] (default authorization group).
>   - Newly created users
>   - Users that have not yet been authenticated
>   - Authenticated users for which the [Authentication System] is not set to [Authentication Agent] in remote accounts
> - The default authorization group can be changed in the same manner as other authorization groups.

3. **Tap on [Group Name], enter the name and then tap on [OK].**

4. **Tap on the permission to change, and select the setting.**
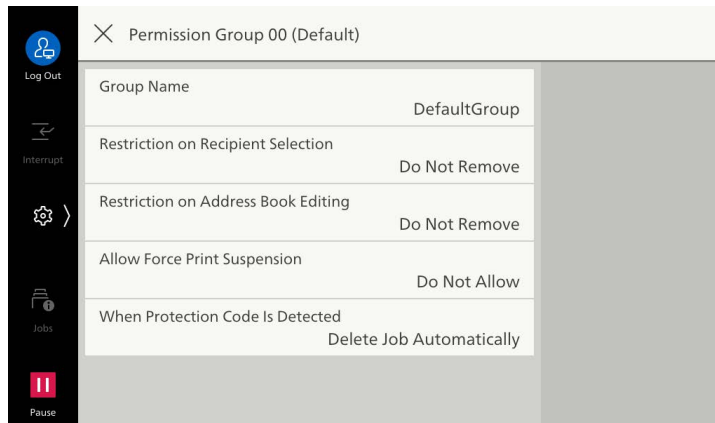
[Restriction on Recipient Selection]

When communications sent to addresses not listed in the Address Book are restricted, this can lift the restriction.

[Restriction on Address Book Editing]

When editing the Address Book is restricted, this can lift the restriction.

[Allow Force Print Suspension]

When a Force Watermark, Force Secure Watermark, Print Universal Unique ID, Force Annotation or other forced printing is set, this can temporarily lift the forced printing settings.

[When Protection Code Is Detected]

If embedded job disabled code is detected, this can temporarily allow the job to continue.

User Registration (Log In to Local Accounts)

Authenticated users are registered to the machine when Log In to Local Accounts is set.

Administrator permissions, service access and account limit settings can be configured for each user.

> **Note**
> • Users can also be registered in [Authentication/Accounting Settings] under [Accounting].

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].**

2. **Tap on the field to register a user.**

> **Note**
> • The unique number with 4 digit (user registration number) are assigned to the field to register a user.

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

4. Tap on [User Name].

5. Enter the user display name, and then tap on [OK].

6. If there is a [Password], set the password.

7. Tap on [Enter Password], and then enter the password.

8. Tap on [Next], and then enter the same password.

9. Tap on [OK].

10. Set access restrictions and permissions as needed.

Account 0001 - Create/Delete	
User Name	User 1	Delete Account
Password	************	Reset Usage Data
Email Address	(Not Set)	
Device Access	Enabled	
Feature Access/Limits	Black & White: 0/9999999	
User Permissions	Local User	

[Email Address]

This is used as the default ["From" Address] address when sending Emails when authenticating.

[Device Access]

Allows machine use.

[Feature Access/Limits]

Specify use restrictions and account limit settings for each service. Select the service, and then set either [Feature Access] or [Account Limit], and tap on [OK].

[User Permissions]

You can grant permissions to users. Configure authorization group settings in [Add to Permission Group].

- [Local User]

  Permissions for regular users who do not have administrator permissions.

- [System Administrator]

  The same permissions as the administrator can be granted. However, folders and job flow sheets cannot be modified, and administrator passwords cannot be changed.

- [Account Administrator]

  The following accounting-related permissions can be granted.
  - Registering/deleting/changing (some) user information
  - Registering/deleting/changing accounting data
  - Changing alternative name for user ID/mask user ID (***)
  - Changing alternative name for account ID/mask account ID (***)
 - Printing accounting reports

Deleting Registered Users (Log In to Local Accounts)

> **Note**
> - Any job flow sheets, folders and files inside folders that the user being deleted is an owner of will also get deleted.

Deleting Individual Users

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Create/View User Accounts].**

2. **Select the user registration number to delete.**

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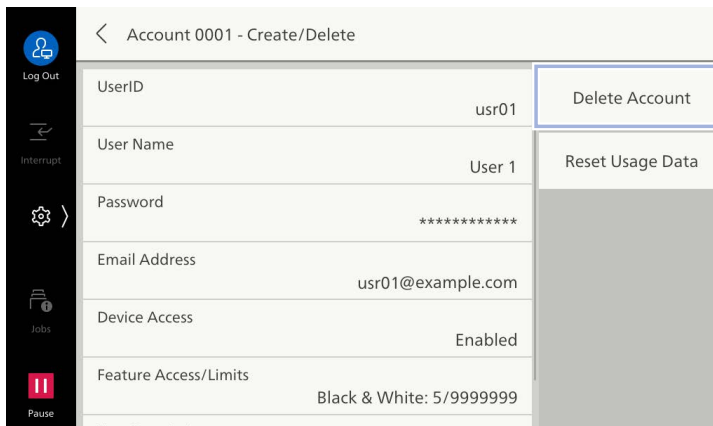
4. **Tap on [Delete].**

Deleting All Users

1. **Tap on ⚙ > [Device] > [Authentication/Accounting] > [Authentication/Security Settings] > [Authentication] > [Delete/Reset Account Data].**

2. **Tap on [All User Accounts] > [Delete/Reset].**
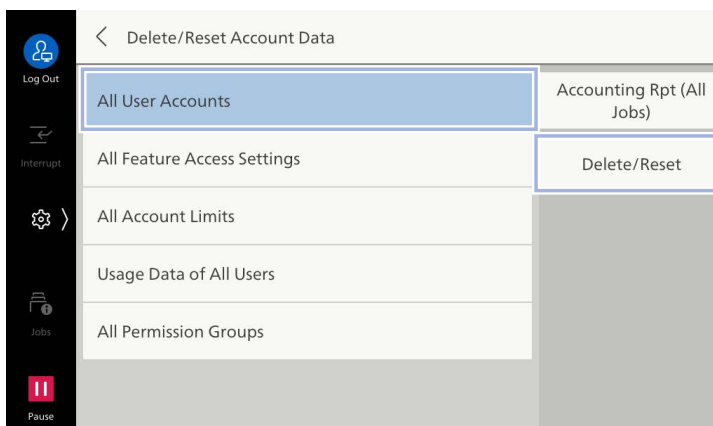
3. **Tap on [Delete].**

Authentication System Setup (Log In to Remote Accounts)

This registers an external authentication server to the machine.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup] > [Authentication System].**

2. **Select the type of external authentication server, and then tap on [OK].**

3. **If an option other than [Authentication Agent] is selected, tap on [<], and then register the authentication server details.**
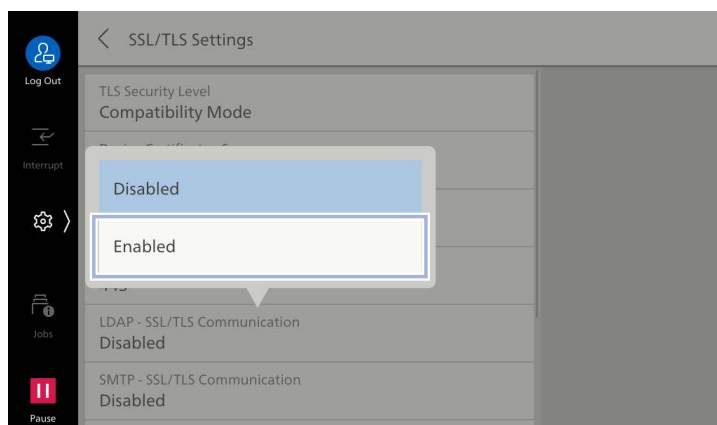
> **Refer**
>
> • Refer to the Help feature in Internet Services when configuring Microsoft Entra ID settings.
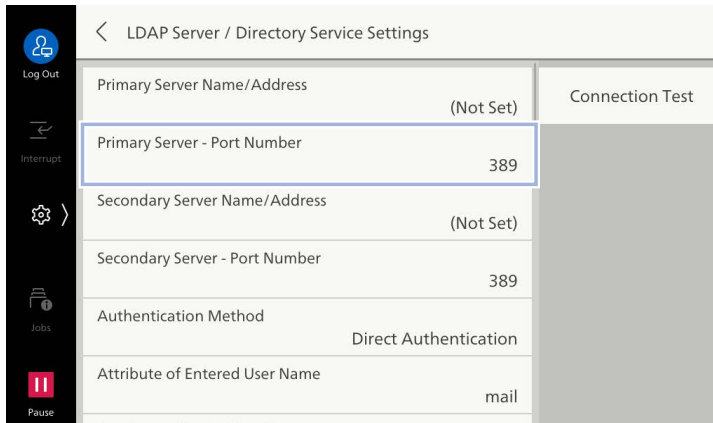
Other Settings (LDAP)

Encrypting Communications Between the Machine and the LDAP Server

1. **Tap on ⚙ > [Device] > [Network Settings] > [Security Settings] > [SSL/TLS Settings].**

2. **Set [LDAP - SSL/TLS Communication] to [Enabled].**

3. **Tap on [<] twice.**

4. **Tap on [Remote Authentication / Directory Service].**

5. Tap on [LDAP Server / Directory Service Settings] > [Primary Server - Port Number].

6. Enter the port number to run LDAPS, and then tap on [OK].

Logging In as an LDAP Server User that has Established a Trust Relationship in Active Directory

The procedure for logging in to the machine as a user on a trusted domain server is described below, assuming the following conditions have been met as an example.

- The domain name is set to "w2k8adtest.local".
- A trust relationship has been established in [Active Directory Domains and Trusts].

Refer

- For more information about [Active Directory Domains and Trusts], refer to the official website of Microsoft.

1. Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings].

2. Set [LDAP Referrals] to [Enabled].
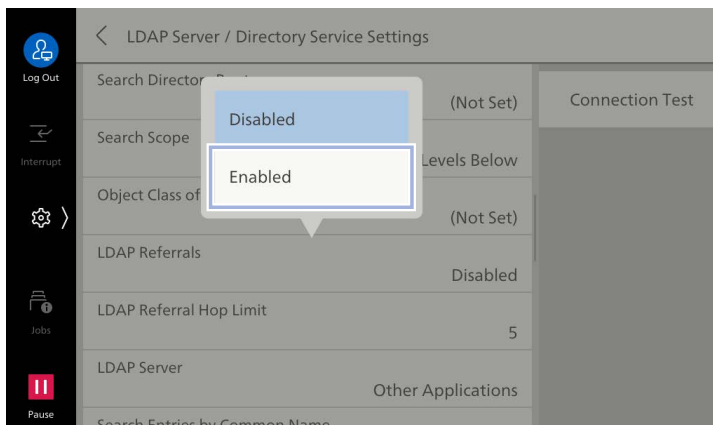
3. Set [LDAP Referral Hop Limit] as needed.

Note

- The maximum number of servers that can be connected is the value set for the [LDAP Referral Hop Limit]. If this is set to "5", up to five trust relationship connections can be made.
- With regard to [Login Credentials to Search Entries], users must also be qualified to access the trusted LDAP server.
- From a security feature perspective, connections will not be made to unencrypted trusted domains while LDAPS is in use.

If Logging In Takes an Excessive Amount of Time, and the Same User Succeeds and Fails Login Attempts

This can be thought to be due to the following.

- The scope for searching LDAP servers is too broad
- There are too many entries contained within the search scope

Review [Search Directory Root] and [Search Scope]. For details, refer to "[LDAP Server / Directory Service Settings]" (P.143).

Additionally, login failures may be avoided by setting a sufficiently long timeout duration for connecting to the LDAP server for the machine. However, as this will not reduce the time required to log in, this should only be considered a provisional measure.

Follow the procedure below to set the connection timeout duration.

1. **Tap on ⚙ > [Device] > [Network Settings] > [Remote Authentication / Directory Service] > [Authentication System Setup].**

2. **Confirm and change the following settings as required.**
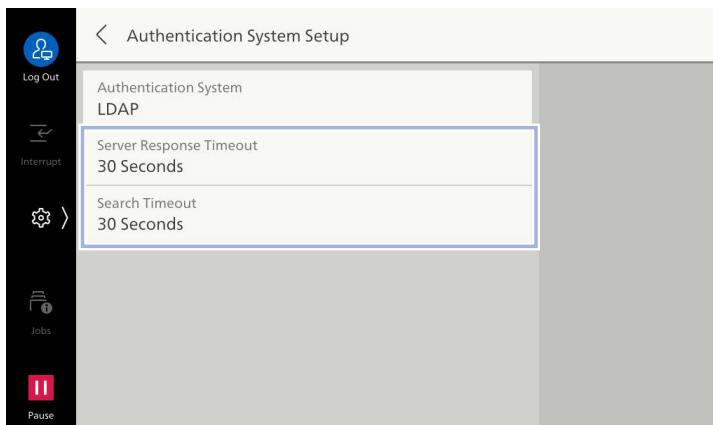
[Server Response Timeout]

This sets the maximum timeout duration for a response from the server when an authentication request is sent to the LDAP server.

Change this setting when the network load is thought to be causing the issue.

[Search Timeout]

This sets the maximum timeout duration for a response from the server when an search request is sent to the LDAP server.

Change this setting when the LDAP server load is thought to be causing the issue.

11.4 User Authentication Operations

Authenticating Login Users

Operate the touch panel display of the machine to authenticate.

Changing a Registered User Password

A registered user can set or change a registered user password using the touch panel display, or Internet Services.

1. Tap on ⚙ > [Device] > [Authentication/Accounting] > [User Details Setup] > [Change Password].

2. Enter the current password, and then tap on [OK].

3. Tap on [Enter Password] and then enter the new password.

4. Enter the new password, tap on [Next], and then enter the same password.

5. Tap on [OK].

User Authentication When Using Microsoft Entra ID

Refer
- Refer to "Logging in to Authentication Mode" (P.15) for more information.

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