

KEY OPERATOR'S GUIDE

LASER PRINTER

This manual describes programs for use by the key operator. The key operator should read this manual thoroughly to gain the maximum value from these programs provide.

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Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual (for general information and copier operation)".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information and copier operation)" and operation manuals for any optional equipment which has been installed.

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The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

PURPOSE OF THE KEY OPERATOR PROGRAMS

The key operator programs are used by the administrator of the machine to enable or disable functions to suit the needs of your workplace.

This manual explains programs related to general use of the machine, programs for the copy function, and programs for the document filing function. For programs related to the printer function, fax function, network scanner function, and internet fax function, see the following manuals:

- Printer Operation manual (for printer), chapter 5
- Fax. Operation manual (for facsimile), chapter 8
- Network scanner / Internet fax. Operation manual (for network scanner), page 53

Key operator programs can only be accessed after a key operator code number has been entered.

Programs for general use of the machine

These programs are used to enable auditing mode, adjust power consumption, and manage peripheral devices. Auditing mode can be enabled separately for the copy, printer, fax/Internet fax/network scanner, and document filing functions. When auditing mode is enabled for a function, a valid account number must be entered in order to use the function.

When auditing mode is enabled for the printer function, an account number is entered at the user's computer when the print command is selected. (Depending on the setting of "Cancel jobs of invalid accounts" (page 8), a job may be printed even if an incorrect account number is entered.)

* The account number is a 5-digit number, and up to 500 accounts can be created.

Programs for the copy function

These programs are used to change the factory default copy settings to settings that better suit the needs of your workplace.

When auditing mode is enabled for the copy function,

- A valid account number must be entered to make a copy.
(Copying is not possible unless a valid account number is entered.)
- A count is kept of the number of copies made by each account. This allows you to monitor copier usage by each account. (The counts can be totaled.)
- A limit can be set for the number of copies that can be made by each account.

NOTE

An account number must also be entered to print a document that was saved during copying using the document filing function. (Printing is not possible unless an account number is entered.) The number of pages printed is added to the copy count.

Programs for the document filing function

These programs are used to change the factory default settings for the document function to settings that better suit the needs of your workplace.

When auditing mode is enabled for the document filing function,

- An account number must be entered to print an image that was scan-saved.
(Printing is not possible unless an account number is entered.)
- A count is kept of the number of pages printed by each account, making it possible to monitor each account's usage of the document filing function (a document filing count is kept).
- A limit can be set for the number of scan-saved image file pages that can be printed.

Programming a key operator code

The key operator code is a 5-digit number that must be entered in order to access the key operator programs. The key operator (administrator of the machine) should change the default key operator code that was set at the factory to a new 5-digit number. Be sure to remember the new key operator code, as it must be entered each time the key operator programs are subsequently used. (Only one key operator code can be programmed.)

The key operator code is initially set to "00000" at the factory.

To change the key operator code, see "USING THE KEY OPERATOR PROGRAMS" on page 4.

KEY OPERATOR PROGRAM LIST

Programs for general use of the machine, the copy function, and the document filing function are shown in the following list.

The key operator code must be entered in order to use these programs.

NOTE

The key operator programs that can be accessed depend on the optional equipment that is installed.

● General Programs

Program name	Page
Account control	
Auditing mode	7
Total pages per account	7
Resetting account	8
Account limit setting	8
Account number control	8
Account number security	8
Cancel jobs of invalid accounts	8
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PS3 expansion kit	13
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Serial number	13

Initialize and/or store settings

Restore factory defaults	13
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● Programs for Copy Mode

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Copy settings	
Initial status settings	14
Exposure adjustment	14
Rotation copy setting	14
Add or change extra preset ratios	14
600dpi x 600dpi scanning mode for document feeder	14
Quick scan from document glass	14
Initial margin shift setting	15
Erase width adjustment	15
Card shot settings	15
Setting a maximum number of copies	15
Disabling deletion of job programs	15
Disabling of bypass-tray in duplex copy	15
Disabling of auto paper selection	15

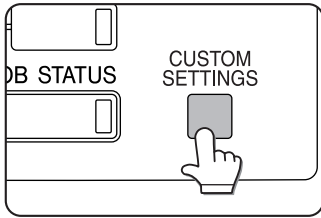
● Document filing programs

Program name	Page
Document filing settings	
Default mode settings	16
The number of user name displayed setting	16
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Key operator authority setting	16
Default output tray	16
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Scan complete sound setting	17
Initial resolution setting	17
Default exposure settings	17

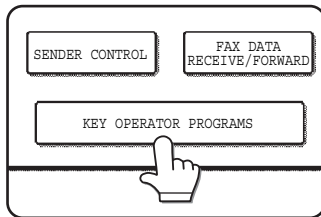
USING THE KEY OPERATOR PROGRAMS

The procedure for configuring the key operator programs is explained below using the "Key operator code change" program as an example. Follow the same steps to configure the programs that are explained beginning on page 7.

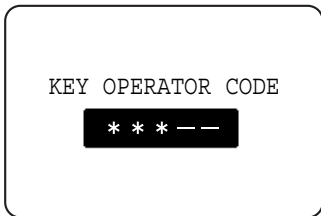
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

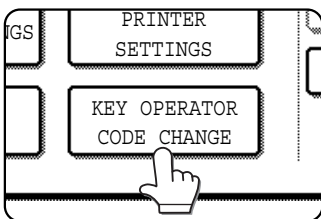


3 Use the numeric keys to enter the five-digit key operator code.



Each time a number is entered, the dashes (-) in the display will change to asterisks (*). The factory default setting for the key operator code number is 00000.

4 Touch the [KEY OPERATOR CODE CHANGE] key.

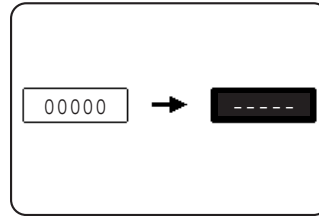


If you wish to configure a different program, select the program in this step.

A setting screen for the selected program will appear. See the explanation of the

program on page 7.

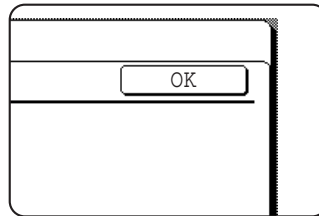
5 Use the numeric keys to enter the new 5-digit key operator code.



Use a number for the key operator code that has not been programmed as an account number for auditing mode (a number that has been

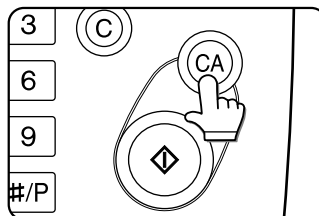
programmed as an account number cannot be used). The entered number will be the new key operator code. Be sure to remember this number.

6 Touch the [OK] key. You will return to the screen of step 4.



This completes the procedure for changing the key operator code. If you wish to configure another program, touch the key of the desired program in the screen of step 4.

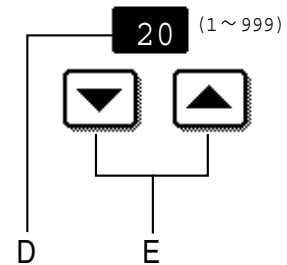
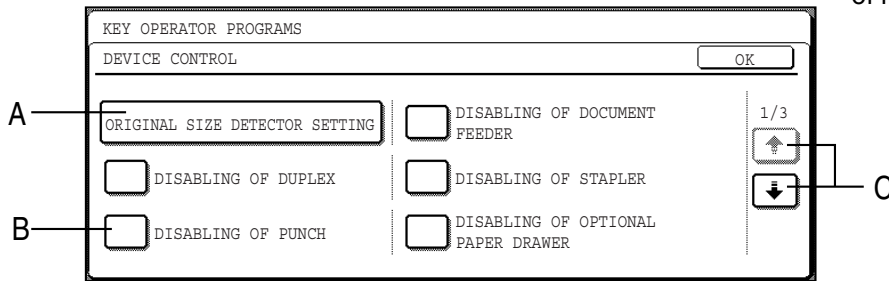
7 Press the [CA] key to exit the program.



You will exit the key operator programs and return to the main screen.

Supplementary explanation of key operation for key operator programs

These keys and indicator are available on setting screens that require the entry of numerical values.



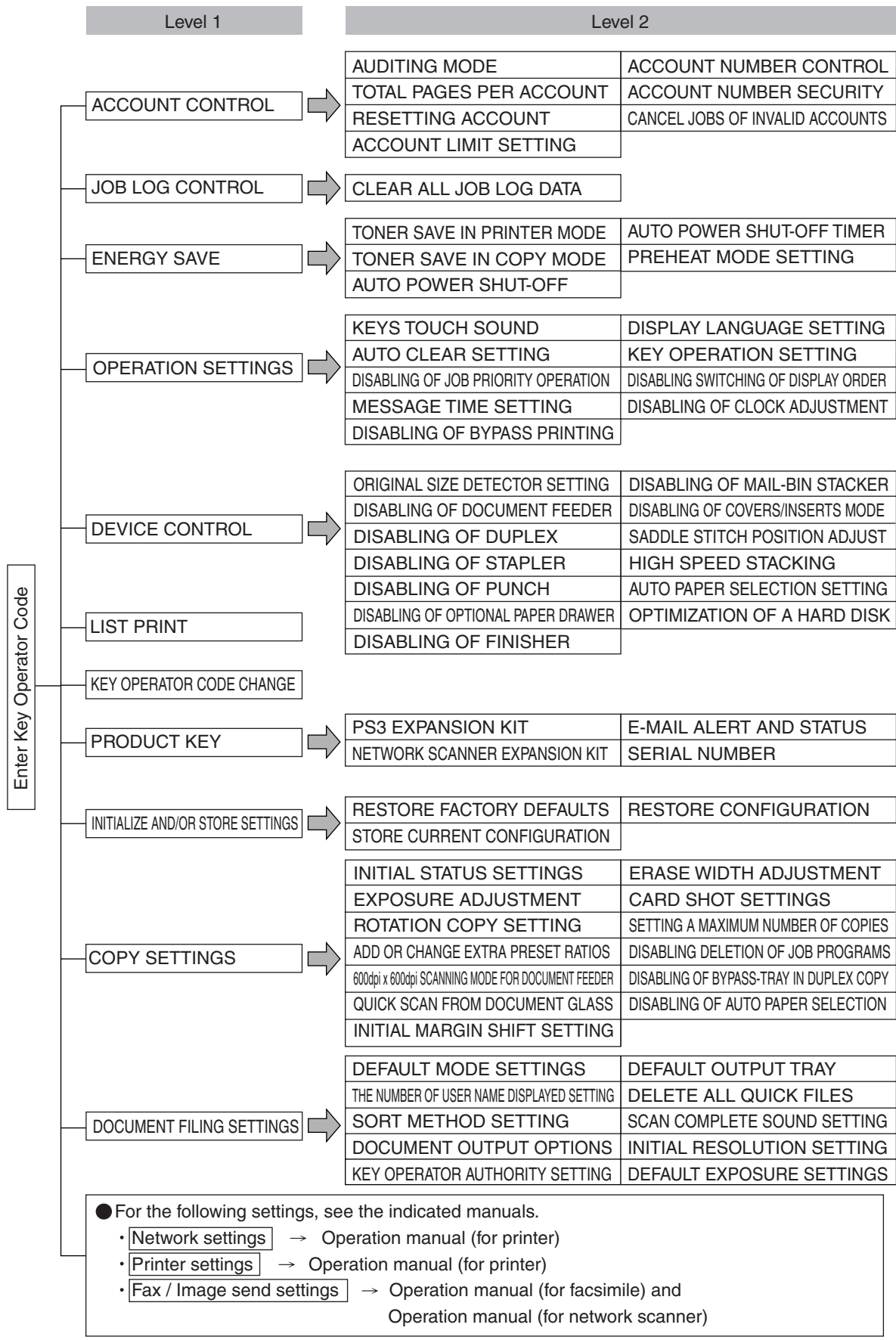
- A When a key that appears in the form is touched, the setting screen of that key will appear.
- B When a checkbox () appears in front of a setting, a checkmark () will appear when the checkbox is touched. This indicates that the setting is enabled. If a checkbox with a checkmark () is touched, the checkmark is cleared () and the setting is disabled.
- C If the settings continue on the following screen(s), touch the and keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.
- D The currently set numerical value is displayed.
- E Numerical values can be set by touching the and keys.

Key operator program menu

The key operator programs are arranged in the following menu.

Refer to this menu when enabling or disabling the settings that are explained beginning on the following page.

* Some programs contain an additional level of settings (setting screen).



GENERAL PROGRAMS

Key operator programs for general use of the machine are explained in this section.

Account control

"Account control" consists of the following programs.

- Auditing mode
- Total pages per account
- Resetting account
- Account limit setting
- Account number control
- Account number security
- Cancel jobs of invalid accounts

NOTE

Some items in the programs may not be available depending on your machine and what options are installed.

Auditing mode

When AUDITING MODE is enabled, a count is kept of the pages printed by each account (up to 500 accounts can be established). The page counts can be viewed in the display. To use the machine, a valid 5-digit account number must be entered.

This function is initially disabled.

Touch the [AUDITING MODE] key to display the following screen.

ACCOUNT NUMBER	COPIES	PRINTS	DOCUMENT FILING
00001	: 00,005,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----
00002	: 00,045,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----
00003	: 00,000,678	00,005,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----

- Auditing mode is enabled for functions that have checkmarks in the checkboxes. If you need to disable auditing mode for a function, touch its checkbox to remove the checkmark.

NOTE

To enable Auditing mode, program an account number as explained in "Account number control" on page 8.

Total pages per account

This program is used to display or print the total number of prints of each account. Misfed paper is not counted. When using the network scanner feature and fax feature, the number of transmitted pages can also be displayed or printed. (Touch the [IMAGE SEND] key to change screens.)



Touch the [TOTAL PAGES PER ACCOUNT] key to display the following screen.

ACCOUNT NUMBER	COPIES	PRINTS	DOCUMENT FILING
00001	: 00,005,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----
00002	: 00,045,678	00,045,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----
00003	: 00,000,678	00,005,678	00,000,678
MAXIMUM	: 20,000,000	40,000,000	-----

- **Printing out all accounts**

Touch the [PRINT] key to print out the total pages of all accounts. If the [CANCEL] key appears, this key can be touched to cancel printing.

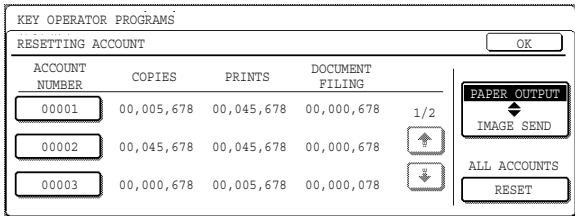
- **Displaying only selected accounts**

If the account that you wish to view does not appear in the screen, touch the  key or  key until it appears.

Resetting account

This program is used to reset the print count and transmitted page count of an account to "0".

Touch the [RESETTING ACCOUNT] key to display the following screen.



● **Resetting one account at a time**

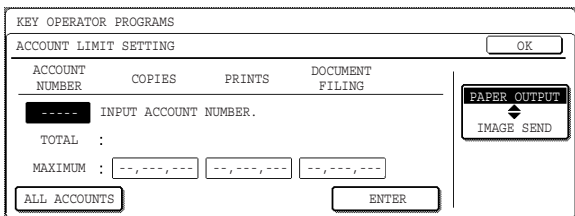
Touch the key of the account that you wish to reset, and then select [YES] in the confirmation screen that appears. If the account that you want to reset is not displayed, touch the [↑] or [↓] key to scroll through the screens until the desired account appears. When finished, touch the [OK] key.

● **Resetting all accounts**

Touch the [RESET] key and then select [YES] in the confirmation screen that appears. When finished, touch the [OK] key.

Account limit setting

A limit for the number of copies that can be made can be set for a single account or for all accounts at once. The maximum limit that can be entered is 99,999,999. Touch the [ACCOUNT LIMIT SETTING] key to display the following setting screen.



● **Limiting the number of copies per account**

Enter the number of the desired account with the numeric keys, and then enter limits for the copy, printer, and document filing functions. After entering each limit, touch the [ENTER] key. When finished, touch the [IMAGE SEND] key and then enter limits for fax send, E-MAIL/FTP and Internet-fax send. If you enter the number of an account that already has a limit set, the limit will appear in the limit display. Press the [C] key to change the limit to a hyphen (-), and then enter a new limit. When finished, touch the [OK] key to exit.

● **Limiting the number of copies of all accounts**

Touch the [ALL ACCOUNTS] key. [ALL] appears in the account number entry screen. The limits for all accounts are entered in the same way as the limits for the individual accounts. When finished, touch the [OK] key to exit.

Account number control

This program is used to set, delete, and change account numbers used for copy and other modes, as well as print a list of the set account numbers. Up to 500 account numbers can be set.

- Each account number has 5-digit. When you have finished setting one account number, you can continue setting other account numbers.
- Two methods are available for deleting account numbers: deleting an individual account number, and deleting all account numbers at once.
- To change an account number, enter the account number to be changed and then enter a new account number. After an account number is changed, another account number can be selected to be changed. Changes for unregistered account numbers will not be registered.

Account number security

This program is used to prevent attempts to guess an account number. When enabled, a warning message will appear and account number entry will be prohibited for one minute if an incorrect account number is entered three times in a row.

Cancel jobs of invalid accounts

When this program is enabled and auditing mode is enabled for the printer function, a print job will not be printed if an incorrect account number is entered or no account number is entered. If this program is not set, printing will be done and the number of prints will be accumulated as "OTHERS" in the print total.

Job log control

Clear all job log data

The machine keeps a log of the jobs it has run. The job log can be used to check general use of the machine. The job log can be written to your computer in CSV format using a Web browser. This program is used to clear the job log. There is normally no need to use the program.

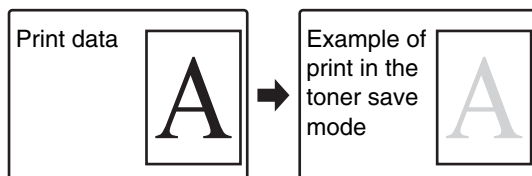
Energy save

"Energy save" provides the following programs to reduce your power costs. From an environmental perspective, this also helps conserve natural resources and reduce pollution.

- Toner save in printer mode
- Toner save in copy mode
- Auto power shut-off
- Auto power shut-off timer
- Preheat mode setting

Toner save in printer mode

Printing in the toner save mode will reduce toner consumption. If toner save is set, black solid areas will be printed as halftone. (This setting is effective only for printing without use of the dedicated printer driver. If the printer driver is used, the printer driver setting will override the setting of this program.)



Toner save in copy mode

This program is used to save toner in copy mode. This program functions the same way as toner save in printer mode.

Auto power shut-off

If the machine is not used for a set duration of time, auto power shut-off activates to enable maximum conservation of energy.

This function allows you to reduce power costs, and at the same time helps conserve natural resources and reduce pollution.

This program is used to enable or disable auto power shut-off. To disable the function, remove the checkmark from the checkbox. Use this program if you prefer that auto power shut-off does not operate.

NOTE

If you prefer that auto power shut-off activates as little as possible, it is recommended that you try lengthening the time setting after which activation takes place rather than disabling the function altogether. (The time setting is changed using the following "AUTO POWER SHUT-OFF TIMER" program.)

Auto power shut-off timer

This program is used to set the time after which auto power shut-off activates.

The time can be set to as long as 240 minutes in increments of one minute.

NOTE

- We suggest you set the most appropriate time according to your usage pattern.
- If you use the program "Auto power shut-off" to disable the auto power shut-off mode, the time set with this program will be ignored.

Preheat mode setting

If the printer is not used for the length of time set with this program after printing is finished, it will enter preheat mode. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the most suitable setting to match your pattern of use of the printer.

The time can be set to as long as 240 minutes in increments of one minute. (Preheat mode cannot be disabled.)

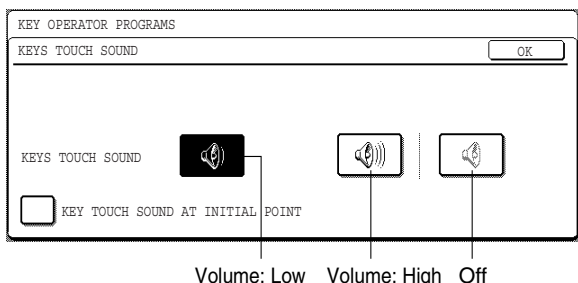
Operation settings

The "Operation settings" are related to basic operation of the machine and consist of the following programs:

- Keys touch sound
- Auto clear setting
- Disabling of job priority operation
- Message time setting
- Disabling of bypass printing
- Display language setting
- Key operation setting
- Disabling switching of display order
- Disabling of clock adjustment

Keys touch sound

This program is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at base values when setting the ratio in copy mode or adjusting the exposure in any mode.



To change the volume, touch the desired volume key.

When "KEY TOUCH SOUND AT INITIAL POINT" is selected, three beeps will sound at the base setting values indicated below.

Screen in which setting is effective	Base value
Ratio setting screen in main screen of copy mode	Ratio = 100%
Exposure adjustment screen in main screen of copy mode	Exposure level3 (middle level)
Exposure adjustment screen in main screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen in [SCAN TO HDD] in main screen of document filing mode	

Auto clear setting

If the machine is not used for a certain duration of time, the auto clear function will clear any settings that have been selected and return the screen to the main screen of copy mode or the job status screen. This program is used to set the duration of time after which auto clear operates. The time can be set from 10 seconds to 240 seconds in increments of 10 seconds, or the auto clear function can be disabled. (Note that auto clear can only be disabled for copy mode.)

Disabling of job priority operation

This program is used to prohibit use of the [PRIORITY] key in the job status screen.

Message time setting

This program is used to set the length of time that messages appear in the display (this applies to messages that appear for a certain length of time and then automatically disappear.)

The time can be set to as long as 12 seconds in increments of one second.

Disabling of bypass printing

When a job cannot be printed because there is no suitable paper and there is a subsequent job that can be printed, the subsequent job will be printed ahead of the job that cannot be printed*1 (page 1-15 of the "Operation manual (general information and copier operation)"). This program can be used to disable printing of subsequent jobs in this situation.

*1 Except when paper runs out in the middle of a job

Display language setting

This program is used to select the display language.

Key operation setting

These programs are used to set the length of time a key in the touch panel must be touched before the key input is registered, and to prevent repeated key input when a key is touched continuously.

- Time until key input is registered

The time can be set from 0 seconds to 2 seconds in increments of 0.5 seconds. Normally the time is set to 0 seconds so that key input is immediately registered when a key is touched. By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.
- Prohibit key repeat

The touch panel contains keys such as the zoom keys (for setting the ratio) that can be touched continuously to make a value change until it reaches a desired value.

This feature whereby a value changes continuously while a key is touched is called key repeat.

Key repeat is normally enabled. If you wish to prohibit key repeat, select the "DISABLE AUTO KEY REPEAT" checkbox.

Disabling switching of display order

This program is used to disable the function that changes the display order of tabs when a selected tab is touched repeatedly in screens that have tabs such as the custom folder selection screen and folder selection screen of the document filing function and the address book screen of fax/image send mode.

Disabling of clock adjustment

This program is used to prohibit changes to the clock adjust setting. When the program is enabled, "Clock" in the custom settings cannot be used. To adjust the date and time, this program must first be disabled (remove the checkmark).

Device control

Use these programs when a peripheral device on the machine has failed or when you wish to temporarily disable a device. The programs can also be used to change the function setting of a device as required by your conditions of use.

"Device control" consists of the following programs:

- Original size detector setting
- Disabling of document feeder
- Disabling of duplex
- Disabling of stapler
- Disabling of punch
- Disabling of optional paper drawer
- Disabling of finisher
- Disabling of mail-bin stacker
- Disabling of covers/inserts mode
- Saddle stitch position adjust
- High speed stacking
- Auto paper selection setting
- Optimization of a hard disk

Original size detector setting

This program is used to select the standard original sizes that can be detected by the original size detection function. Select one of the four groups indicated below. The factory default setting is "INCH-1 (AB-1)". Original size detection by the document glass can also be disabled.

		Detectable original sizes	
Group		Document feeder tray (for automatic document feeder)	
		Document glass	
1	INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	A3, A4
2	INCH-2	11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	A3, A4
3	AB-1	A3, A4, A4R, A5, B4, B5, B5R	11" x 17", 8-1/2" x 11", 216x330
4	AB-2	A3, A4, A4R, A5, B5, B5R, 216x330	11" x 17", 8-1/2" x 11", B4

If "CANCEL DETECTION AT DOCUMENT GLASS" is set, originals will be regarded as EXTRA for all copier functions and no original size will be displayed.

Disabling of document feeder

This program is used to prevent use of the reversing automatic document feeder when it malfunctions. In this case, scanning can still be performed using the document glass.

Disabling of duplex

This program is used to disable duplex printing when the duplex module malfunctions. If this program is set, only one-sided printing can be performed.

Disabling of stapler

This program is used to disable stapling when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of punch

Use this program when you wish to prohibit punching or when the punch unit of the finisher or saddle stitch finisher has failed.

Disabling of optional paper drawer

This program is used to disable use of the stand/3 x 500 sheet paper drawer or stand/MPD & 2000 sheet paper drawer when it malfunctions.

Disabling of finisher

Use this program when you wish to prohibit use of the finisher or saddle stitch finisher, or when either has failed.

Disabling of mail-bin stacker

This program is used to disable use of the mail-bin stacker when it malfunctions.

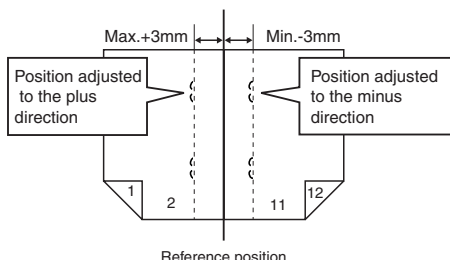
Disabling of covers/inserts mode

Use this program when you wish to prohibit use of the covers/inserts mode.

Saddle stitch position adjust

This program is used to adjust the stapling position (folding position) when using the saddle stitch function of the optional saddle stitch finisher.

The value can be adjusted in 0.1 mm increments within ±3.0 mm from the reference position for each paper size.



[AUTOMATIC SADDLE STITCH] checkmark

The saddle stitch print function can normally be divided into the following three general steps.

1. The pages of the original are automatically reordered to allow saddle stitch binding (saddle stitch function).
2. The pages are folded at the center.
3. The paper is stapled at the center in two places (saddle stitch stapling).

The [AUTOMATIC SADDLE STITCH] checkbox is selected by default.

Selection of the checkbox assumes the use of the above saddle stitch printing function (three steps).

Saddle stitch stapling exceptions

Depending on the purpose of saddle stitch stapling, it may be necessary to perform saddle stitch stapling on printed matter that has already been bound by saddle stitching. In this case, it is necessary to disable step 1 above. If you frequently perform this type of exceptional saddle stitch stapling that requires disabling step 1, remove the checkmark from the [AUTOMATIC SADDLE STITCH] checkbox.

High speed stacking

This program is used to have print speed priority, which is available for printing in the offset mode with the saddle stitch finisher.

When this program is on, slight decrease of stacking performance might occur.

This program is set in the factory default setting.

Auto paper selection setting

Use this program to select the paper type* for which the automatic paper selection function operates. Selections are "PLAIN PAPER", "PLAIN AND RECYCLE PAPER", and "RECYCLE PAPER".

* The paper type set for each paper tray in the paper tray settings of the user settings (page 2-5 of the "Operation manual (for general information and copier operation)").

Optimization of a hard disk

This is used to optimize the "Main folder" and "Custom folder" that are used for the document filing function. When this program is executed, a message will appear asking if it is okay to stop the job in progress. Touch the [YES] key to stop the job and begin optimization. When optimization ends, the machine will restart if the power switch is switched on, or turn off if the power switch is switched off.

CAUTION

If the power switch is switched off or the power plug is unplugged while optimization is in progress, the hard drive may be damaged and stored data or received data may be lost.

NOTES

● **About stopped jobs**

Printing of received faxes and Internet-Faxes and transmission of stored fax jobs will automatically resume after the machine restarts.

For jobs other than the above (copy jobs, print jobs, document filing print jobs, etc.), the job information is not retained and thus the stopped job must be executed again manually (for example, the original for a copy job must be placed again and the copy operation repeated).

● **Operation after optimization starts**

Until optimization finishes (or the [CANCEL] key is touched to cancel optimization),

- The operation panel cannot be used, with the exception of the [CANCEL] key.
- Operation from the Web page is not possible.
- Faxes and Internet-Faxes cannot be received.
- Print jobs will not be accepted.
- The power will not turn off even if the power switch is switched off.
- Auto power shut-off mode will not activate even if the set time elapses. (Preheat mode will activate.)

List print

This program is used to print lists and reports that can only be printed from the key operator programs.

- Touch the [KEY OPERATOR PROGRAMS LISTS] key to print one of the following groups:
Copy, printer, fax/image send, document filing, general, security, all program lists
- Touch a key other than the [KEY OPERATOR PROGRAMS LISTS] key to begin printing a list or report.

Key operator code change

This program is used to change the key operator code that must be entered to configure the key operator programs. When the machine is first used, the key operator should change the key operator code that was set at the factory to the desired 5-digit code. Only one key operator code can be programmed.

The factory default setting for the key operator code is 00000.

Product key

Use these programs to enter the product keys for the following options.

PS3 expansion kit

This program is used to enter the product key for the PS3 expansion kit (this allows the machine to be used as a PostScript compatible printer).

Ask your dealer for the product key.

Network scanner expansion kit

This program is used to enter the product key for the network scanner expansion kit.

Ask your dealer for the product key.

E-mail alert and status

This program is used to enter the product key for E-MAIL ALERT AND STATUS, which enables customer product support via a network system.

Ask your dealer for the product key.

Serial number

This program is used to check the serial number of the machine.

Initialize and/or store settings

These programs are used to return the key operator programs to the factory default settings, to store the current key operator program settings, and to restore stored key operator program settings. (Note that this also includes printer configuration settings.)

The following programs are available:

- Restore factory defaults
- Store current configuration
- Restore configuration

Restore factory defaults*¹

This program is used to return the key operator program settings (including the printer configuration settings) to the factory default settings. If you need a record of the settings prior to restoration of the default settings, print the key operator program list "List print" (page 12).

NOTE

After this program is set, exit the key operator program, turn off the power switch, and then turn on the power switch again after at least 3 seconds. The program will be effective at this time.

Store current configuration*¹

This program is used to return the key operator program settings (including the printer configuration settings) to the factory default settings. The stored settings will remain in memory even if the power switch is turned off. To read the stored settings, use the following "Restore configuration" program.

Restore configuration*¹

This program is used to read the configuration that was stored using the "Store current configuration" program and restore it as the current configuration.

The currently set configuration will change to the configuration read from memory.

NOTE

A confirmation message will appear at the end of the setting procedure of programs marked by *1. If you need to cancel execution of the program, touch the [NO] key.

PROGRAMS FOR COPY MODE

This chapter explains the key operator programs that are used for copy mode.

Copy settings

"Copy settings" consists of the following programs:

- Initial status settings
- Exposure adjustment
- Rotation copy setting
- Add or change extra preset ratios
- 600dpi x 600dpi scanning mode for document feeder
- Quick scan from document glass
- Initial margin shift setting
- Erase width adjustment^{*1}
- Card shot settings^{*1}
- Setting a maximum number of copies
- Disabling deletion of job programs
- Disabling of bypass-tray in duplex copy
- Disabling of auto paper selection

*1 Default settings selected with these programs apply to all functions of the machine (not just the copy function).

Initial status settings

The copy settings revert to the default settings when the power switch is turned on, when the [CA] key is pressed, or when the auto clear time elapses. This program is used to change the default settings, or return changed default settings to the initial factory default settings.

Defaults for the following copy settings can be changed:

Paper tray/Exposure tray/Copy ratio/2-sided copy/Output (auto, sort, staple sort, group, output tray)

NOTE

If this program is used to change the default setting for the duplex function to other than "one-sided" → "one-sided" and the automatic document feeder fails or is disabled, the setting will revert to "one-sided" → "one-sided".

* DISABLING OF DOCUMENT FEEDER (page 11)
DISABLING OF DUPLEX (page 11)

Exposure adjustment

This program is used to adjust the exposure level when "Auto" is used for the copy exposure.

The factory setting is "5". "1" indicates lighter density and "9" indicates darker density on the touch panel.

Rotation copy setting

If this program is set, the image of originals will rotate when the orientation of the originals does not match that of the copy paper.

(Rotation copy will function only if the auto paper select or auto image mode has been selected.)

NOTE

For copying from 5-1/2" x 8-1/2" or A5 size originals onto 5-1/2" x 8-1/2"R or A5R paper, this program must be set.

Add or change extra preset ratios

When using inch sizes, there are normally four preset enlargement ratios and four preset reduction ratios. When using AB sizes, there are normally five preset enlargement ratios and five preset reduction ratios.

This program allows you to add two more preset enlargement ratios and two more preset reduction ratios. This program also allows you to change a preset ratio.

NOTE

Only an added preset ratio can be changed.

600dpi x 600dpi scanning mode for document feeder

Use this program to change the original scanning resolution of the automatic document feeder from 600 x 300 dpi to 600 x 600 dpi.

If this mode is set, the copy quality for fine characters and fine lines will be improved but the original scanning speed will be slower.

NOTE

If the original scanning speed is more important than higher resolution, do not set this program.

Quick scan from document glass

Use this program to change the original scanning resolution on the document glass from 600 x 600dpi to 600 x 300 dpi.

If you set this program, the first copy time will be shorter but the copy image will become a little more coarse.

NOTE

If the copy image quality is more important than first copy time, do not set this program.

Initial margin shift setting

This program is used to set the initial margin shift amount.

The initial margin shift amount can be set from 0" to 1" (0 mm to 20 mm) in increments of 1/8" (1 mm).

Normally the margin shift is set to 1/2" (10 mm) for both the front and back of the paper.

Erase width adjustment

This program is used to set the initial width of edge erase copying.

The edge erase width can be set from 0" to 1" (0 mm to 20 mm) in increments of 1/8" (1 mm).

The edge erase and center erase widths are normally set to 1/2" (10 mm).

Card shot settings

This program is used to set the initial original size for the card shot function.

Enter the X dimension (width) first and then the Y dimension (length).

Both the X and Y dimensions can be set from 1" to 8-1/2" (25 mm to 210 mm) in increments of 1/8" (1 mm).

Setting a maximum number of copies

This program is used to set the maximum number of copies that are allowed per original.

Any number from 1 to 999 can be set for the maximum. The maximum number of copies is initially set to 999.

Disabling deletion of job programs

This program is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of bypass-tray in duplex copy

This program is used to disable the use of the bypass tray when making duplex copies.

The bypass tray is often used to feed label sheets, transparency film, and other special papers for which two-sided copying is prohibited. If one of these special papers enters the reversing unit, a misfeed or damage to the unit may result. If special papers for which two-sided copying is prohibited are often used, it is recommended that you enable this program to prevent feeding of special papers from the bypass tray into the reversing unit during two-sided copying.

Disabling of auto paper selection

This program is used to disable the auto paper selection function.

When this program is enabled, paper that is the same size as the original placed on the document glass or in the automatic document feeder is not automatically selected.

DOCUMENT FILING PROGRAMS

This section explains key operator programs for the document filing function.

Document filing settings

"Document filing settings" consists of the following programs:

- Default mode settings
- The number of user name displayed setting
- Sort method setting
- Document output options
- Key operator authority setting
- Default output tray
- Delete all quick files
- Scan complete sound setting
- Initial resolution setting
- Default exposure settings

Default mode settings

This program is used to select the initial state of the confidential checkbox (selected or not selected) in the detailed settings screen of the document filing function. Touch the [CONFIDENTIAL MODE] in this program if you wish the confidential checkbox to be initially selected. Touch the [SHARING MODE] key if you wish the confidential checkbox to not be initially selected. Normally the check box is not initially selected.

The number of user name displayed setting

The number of user names displayed in one screen of the user name list can be changed from 8 (this is the normal setting) to 6 or 12.

Touch [6], [8], or [12] to select the number.

NOTE

When 6 or 8 names per screen is selected, each displayed key name can be up to 18 characters long. When 12 names per screen is selected, each key name can only be up to 10 characters long.

Sort method setting

This program is used to select how lists of files stored in the "MAIN FOLDER", "CUSTOM FOLDER", and "QUICK FILE FOLDER" are ordered. Select ordering by [FILE NAME], [USER NAME], or [DATE].

Document output options

This program is used to select the operations (print and send) that are allowed for stored files.

- The [PRINT] key in the [DOCUMENT OUTPUT SETTINGS] screen controls printing from the [JOB SETTINGS] screen.
For example, if the [PRINT] key in this program is touched and only the [COPY] and [FAX SEND (INCL.PC-FAX)] checkboxes are selected in the screen that appears, only stored files of copy jobs and fax jobs can be printed from the [JOB SETTINGS] screen of document filing. Files saved in modes that are not selected cannot be printed from the [JOB SETTINGS] screen.
- Similarly, the [SCAN TO E-MAIL/FTP], [FAX SEND], and [I-FAX SEND] keys control the corresponding transmission operations in the [JOB SETTINGS] transmission screen.

Key operator authority setting

When a password has been established for a file, user name or folder, this program is used to allow the key operator code to be entered instead of the password to enable deletion. This is only for deletion; editing is not possible.

Default output tray

This program is used when a finisher is installed to select the output tray for printing of stored files.

Delete all quick files

This program is used to delete all files except protected files from the Quick File Folder.

File deletion begins when you touch the [DELETE] key and then touch the [YES] key in the message that appears.

To have all files (except protected files) automatically deleted from the Quick File Folder each time the power is turned on, select the [DELETE QUICK FILES AT POWER UP. (PROTECTED FILES EXCLUDED)] checkbox.

Scan complete sound setting

The volume of the beep that alerts you when scanning of an original has finished can be adjusted to two levels.

The beep can also be turned off.

Initial resolution setting

This is used to change the default resolution setting for "SCAN TO HDD" of the document filing function. The default resolution is initially set to "600x600dpi". To change the default resolution, touch the key of the desired resolution.

Default exposure settings

This is used to change the default exposure level for "SCAN TO HDD" of the document filing function. The default exposure is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.