KYOCERA

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Operation Guide

TASKalfa MZ2502 **TASKalfa MZ2202**

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C27KDEN004



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1 Please Read First

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Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read the Operation Guide before using the machine.

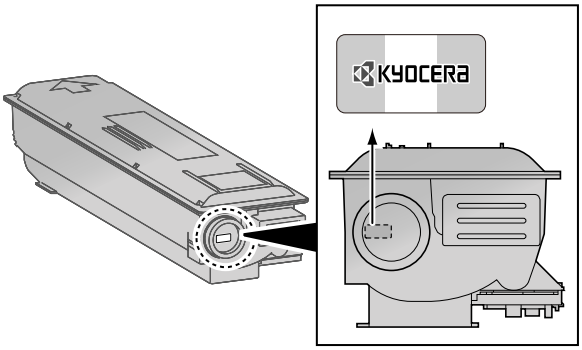
The product illustrations, screens, and settings in this guide may differ depending on the machine you are using.

We recommend the use of our own brand supplies.

The use of non-genuine toner containers may cause failure.

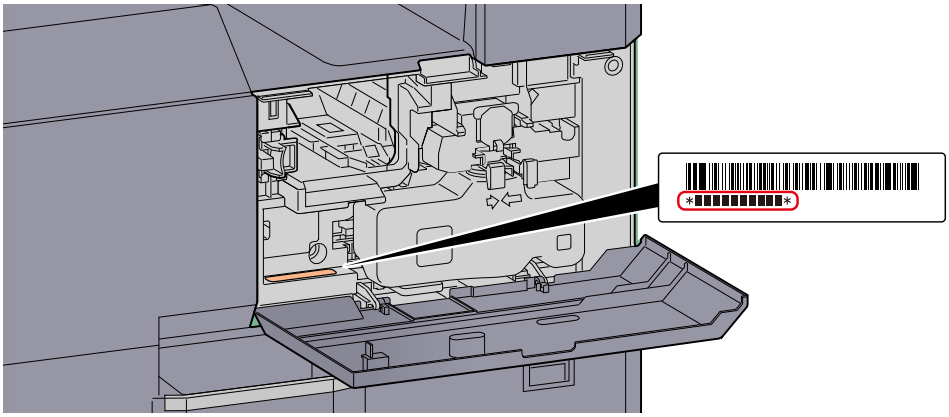
We will not be liable for any damages caused by the use of third-party supplies on this machine.

A label is affixed to our genuine supplies, as shown below.



Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.



You will need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your Service Representative.

Machine Features

The machine is equipped with many useful functions.

➡ Using Various Functions (page 326)

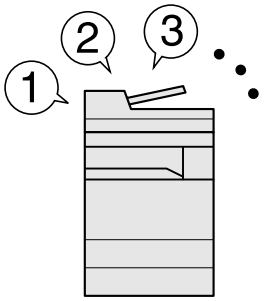
Here are some examples.

Optimize your office workflow

Access to frequently used functions with just one touch (Favorites)

You can preset frequently used functions.

Once you register frequently used settings as a favorite, you can call up the settings easily. Using this favorite brings the same results even if operated by another person.

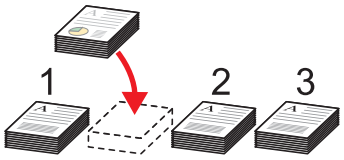


➡ Favorites (page 252)

Interrupt other running jobs and execute your copy job immediately (Interrupt Copy)

You can interrupt other running jobs and execute your copy job immediately. When other users are copying a large number of sheets, this function allows you to interrupt those jobs and make your copies immediately.

When the interruption copy ends, the machine resumes the paused print jobs.

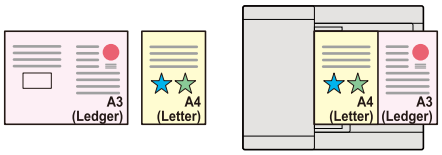


➡ Interrupt Copy (page 270)

Scan originals of different sizes at a time (Mixed Size Originals)

This is useful when preparing conference materials.

You can set the different sized originals at one time, so you do not need to reset the originals regardless of size.

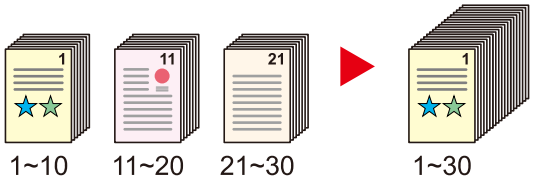


➡ Mixed Size Originals (page 331)

Scan a large number of originals in separate batches and produce as one job (Continuous Scan)

This is useful when preparing multiple-page handouts.

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied or sent as one job.



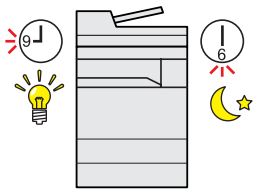
➡ Continuous Scan (page 365)

Save energy and cost

Save energy as needed (Energy Saver function)

The machine is equipped with an Energy Saver function that automatically switches into Sleep Mode. You can set appropriate Energy Saver Recovery Level depending on the operation.

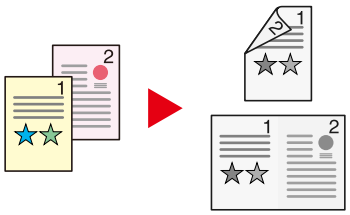
In addition, the machine can automatically be switched into Sleep and recovered at a specified time for each day of the week.



➡ Energy Saver function (page 92)

Reduce paper use (Paper Saving Printing)

You can print originals on both sides of the paper. You can also print multiple originals on one sheet.

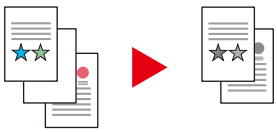


➡ Combine (page 350)

➡ Duplex (page 358)

Skip blank pages when printing (Skip Blank Page)

When there are blank pages in a scanned document, this function skips the blank pages and prints only pages that are not blank.

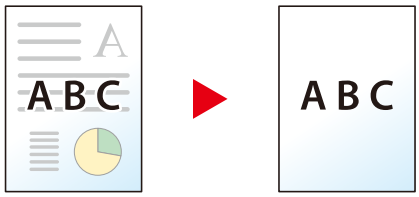


➡ Skip Blank Page (page 373)

Create attractive documents

Prevent image bleed-through (Prevent Bleed-through)

Hides background colors and image bleed-through when scanning thin originals.

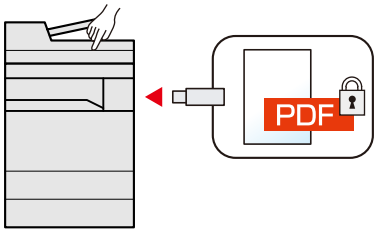


➡ Prevent Bleed-thru (page 345)

Strengthen security

Password-protect a PDF (PDF Encryption Functions)

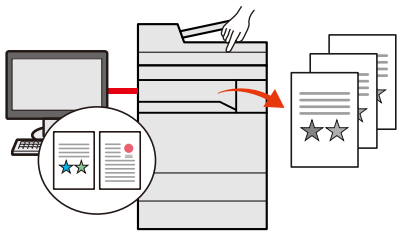
Use the PDF format's password security options to restrict document viewing, printing, and editing.



➡ PDF Encryption Functions (page 380)

Prevent loss of finished documents (Private Print)

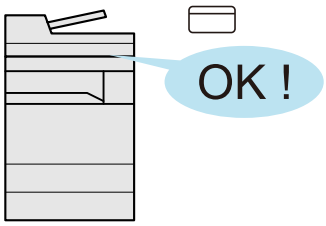
Temporarily saving print jobs in the main unit document box and printing them only when the user is in front of the device and confirms identity can prevent documents from being taken by others.



➡ Printing Documents from Private Print Box (page 223)

Log in by ID card (Card Authentication)

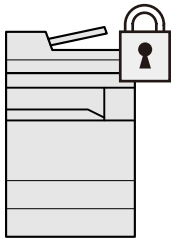
You can log in simply by touching an ID card. You do not need to enter your user name and password.



➡ CARD AUTHENTICATION KIT(B) (page 811)

Strengthen security (Settings for Administrator)

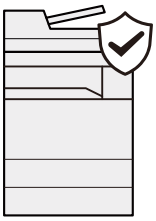
Various functions are available for administrators to strengthen security.



➡ Strengthening the Security (page 133)

Preventing execution of unauthorized programs (Allowlisting)

Execution of unauthorized software or the tampering of the software can be prevented, to maintain the reliability of the system.



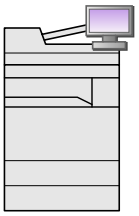
➡ [Allowlisting] (page 525)

Use functions more efficiently

Expand functions as necessary (Applications)

The functionality of the machine can be expanded by installing applications.

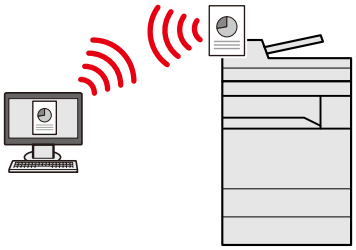
Applications that help you perform your daily tasks more efficiently such as a scan feature and an authentication feature are available.



➡ Application (page 258)

Install the machine without using network cables (Wireless Network)

If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring. In addition, Wi-Fi Direct and other wireless networks are supported.



➡ Configuring the Wireless Network (page 80)

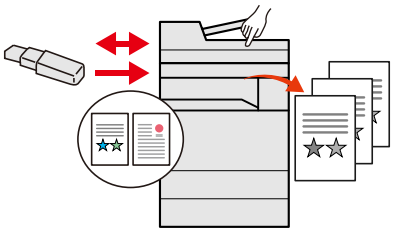
➡ Setting Wi-Fi Direct (page 89)

Use USB drive

This is useful when you need to print documents outside your office or when you cannot print documents from your computer.

You can print the documents from the USB drive by plugging it directly into the machine.

Originals scanned at the machine can also be saved in the USB drive.

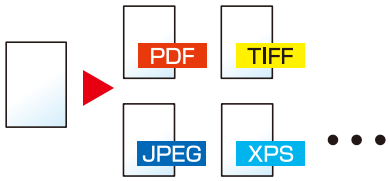


➡ Using Removable USB Drive (page 305)

➡ Storing Documents to USB Drive (Scan to USB) (page 307)

Specify image file format (File Format)

You can select various file formats when sending/storing images.

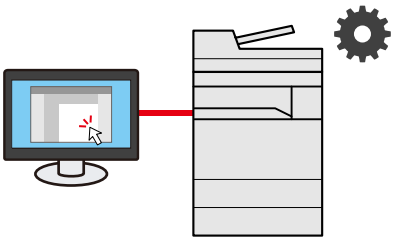


➡ File Format (page 378)

Perform remote operation (Command Center RX)

You can access the machine remotely to print, send, or download data.

Administrators can configure the machine behavior or management settings.



➡ Command Center RX (page 135)

Color and Image Quality Functions

The machine is equipped with various color and image quality functions. You can adjust the scanned image.

Basic Color Modes

The basic color modes are as follows:

Auto Color (Color/Gray)

Auto Color (Color/B & W)

Automatically scans colored documents in Full Color and black and white documents in Grayscale.

Reference Image

Before	After
	

Full Color

Scans the document in full color.

Reference Image

Before	After
	

Grayscale

Scans a document in grayscale. Produces a smooth, detailed image.

Reference Image

Before	After
	

Black & White

Scans the document in black and white.

Reference Image

Before	After
	

For details, refer to the following:

➡ Color Selection (page 341)

Adjusting Image Quality and Color

To adjust the image quality or color, use the following functions.

Adjust the color precisely

I want to...	Sample image (before)	Sample image (after)	Function
Adjust the density.			Density
Adjust the saturation.			Saturation

For details, refer to the following:

➡ Density (page 337)

➡ Saturation (page 344)

Adjust the image quality precisely

I want to...	Sample image (before)	Sample image (after)	Function
Emphasize or blur the image outline. Example: Emphasize the image outlines			Sharpness
Adjust the difference between dark and light parts of the image.			Contrast
Darken or lighten the background (the area with no texts or images) of a document. Example: Lightening the background			Background Density Adj.
Prevent bleed-through in 2-sided originals.			Prevent Bleed-thru

For details, refer to the following:

➡ Sharpness (page 342)

➡ Contrast (page 346)

➡ Background Density Adj. (Background Density Adjustment) (page 343)

➡ Prevent Bleed-thru (page 345)

Adjust the scanned image

I want to...	Sample image (before)	Sample image (after)	Function
Decrease the file size and produce the characters clearly.			File format [High Comp. PDF]

For details, refer to the following:

➡ File Format (page 378)

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed. The guides can be downloaded from User Support Page (https://kyocera.info/support). To view the guides on a computer, Adobe Reader Version 8.0 or later needs to be installed.

NOTE

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

Start using the machine quickly	**Quick Guide** Explains frequently used operations and what to do when problems occur. This printed guide is provided together with the machine.
For safe use of the machine	**Safety Guide** Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine. This printed guide is provided together with the machine. **Safety Guide (TASKalfa MZ2502, TASKalfa MZ2202)** Indicates the space required for machine installation and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine. This printed guide is provided together with the machine.
Use the machine to its fullest	**Operation Guide (this guide)** Explains how to load paper and perform copy, print, and scan operations, and indicates default settings and other information.
Use the fax functions	**FAX Operation Guide** Explains how to use the fax function.
Easily register machine information and configure settings	**Command Center RX User Guide** Explains how to access the machine from a web browser on your computer to check and change settings.
Print data from a computer	**Printer Driver User Guide** Explains how to install the printer driver and use the printer function.
Monitor the machine and printers on the network	**KYOCERA Net Viewer User Guide** Explains how to monitor your network printing system (the machine) with KYOCERA Net Viewer.
Scan images and save with information	**File Management Utility User Guide** Explains how to use File Management Utility to set various parameters and send and save scanned documents.

Print without using the printer driver	**PRESCRIBE Command Reference** Describes the native printer language (PRESCRIBE commands). **PRESCRIBE Technical Reference** Describes the PRESCRIBE command functions and control for each type of emulation.
Directly print a PDF file	**KYOCERA Net Direct Print User Guide** Explains how to print PDF files without launching Adobe Reader.
Adjust the print or scan position	**Maintenance Menu User Guide** Maintenance Menu provides an explanation on how to configure the print, scan, and other settings.

About the Operation Guide (this Guide)

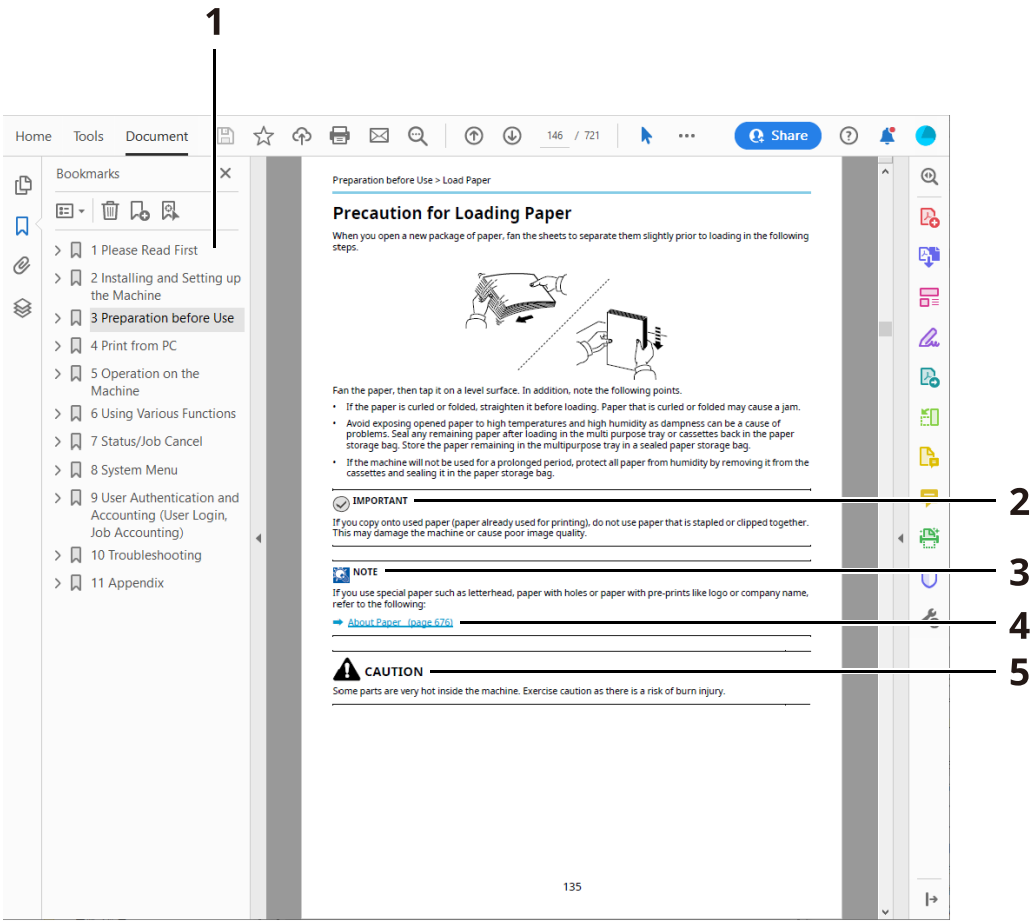
Structure of the guide

The Operation Guide contains the following chapters:

Chapter	Contents
Please Read First	Provides precautions regarding the use of the machine and trademark information.
Installing and Setting up the Machine	Explains the part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
Preparation before Use	Explains the preparations and settings that are required in order to use the machine, such as how to load paper and create an address book.
Print from Computer	Explains the basic printing method.
Operation on the Machine	Explains the basic procedures for using the machine, such as placing originals, making copies, sending documents, and using document boxes.
Using Various Functions	Explains the convenient functions that are available on the machine.
Status/Job Cancel	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, how to check the device status, and how to cancel fax transmission.
System Menu	Explains the System Menu and how it relates to the operation of the machine.
User Authentication and Accounting (User Login, Job Accounting)	Explains the user login and job accounting.
Troubleshooting	Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs.
Appendix	Describes the convenient options that are available for the machine. Provides information on media types, paper sizes, and gives a glossary of terms. Explains how to enter characters and lists the specifications of the machine.

Conventions Used in This Guide

Adobe Reader is used as an example in the explanations below.



1 Select an item in the Table of Contents to jump to the corresponding page.

2 Indicates operational requirements and restrictions to operate the machine correctly and avoid damage to the machine or property.

3 Indicates supplemental explanations and reference information for operations.

4 Select the underlined text to jump to the corresponding page.

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

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[ ]	Indicates keys and buttons.
" "	Indicates a message.

Convention	Description
◯	Indicates the software, function, or setting is available.
—	Indicates the software, function, or setting is not available.

Conventions Used in Procedures for Operating the Machine

In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure

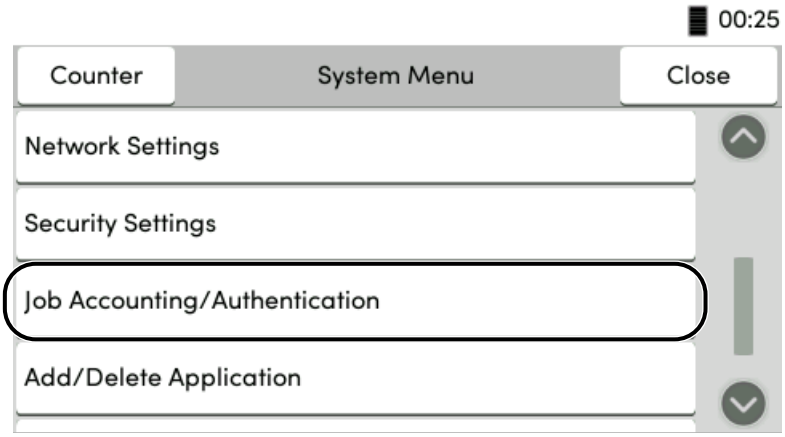
1 Select [Home].
2 Select [...].
3 Select [System Menu].
4 Select [Device Settings].
5 Move the screen downwards (For example: swiping).
6 Select [Sound].

Procedure indicated in this guide

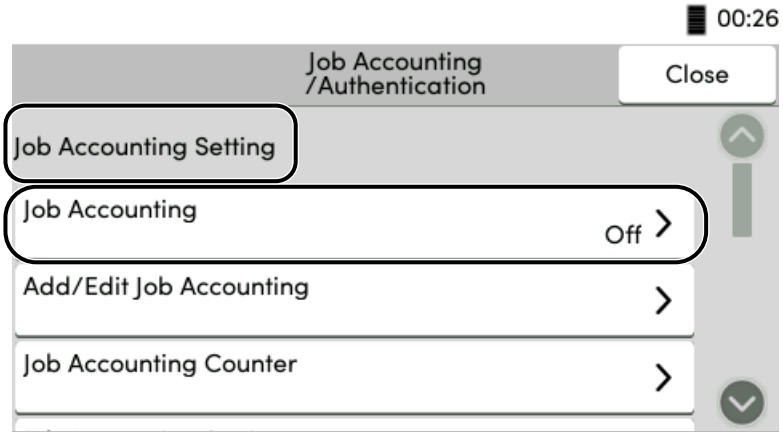
[...] > [System Menu] > [Device Settings] > [Sound]

Actual procedure

1 Select [Job Accounting/Authentication].



2 Select [Job Accounting] from "Job Accounting Setting".



Procedure indicated in this guide

[Job Accounting/Authentication] > "Job Accounting Setting" [Job Accounting]

For details on touch panel operation, refer to the following:

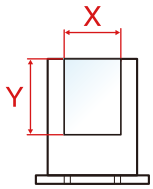
➡ Using the Touch Panel (page 55)

Size of Paper

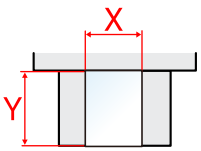
Paper sizes such as A4 or Letter can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation.

Set the paper in vertical orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4, Letter

When loading in the multipurpose tray

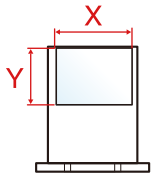
Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4, Letter

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

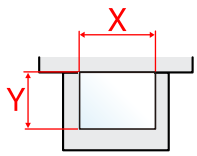
➡ Specifications (page 831)

Set the paper in horizontal orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4-R, Letter-R

When loading in the multipurpose tray

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A4-R, Letter-R

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

➡ Specifications (page 831)

Notice

Safety Conventions in This Guide

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

WARNING:

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

CAUTION:

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

Symbols

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

[General warning]

[Warning of high temperature]

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

[Warning of prohibited action]

[Disassembly prohibited]

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

[Alert of required action]

[Remove the power plug from the outlet]

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

NOTE

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

Environment

The service environmental conditions are as follows:

Temperature	10°C to 32.5°C (50°F to 90.5°F) But humidity should be 70% or less when temperature is 32.5°C (90.5°F).
Humidity	10% to 80% But temperature should be 30°C (86°F) or less when humidity is 80%.

Avoid the following locations when selecting a site for the machine.

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

During copying, some ozone is released, but the amount does not cause any ill effect to one's health.

If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant.

To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

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

Do not attempt to force open or destroy parts which contain toner.

Other precautions

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

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40°C (104°F) while avoiding sharp changes of temperature and humidity.

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

Laser Safety (Europe)

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

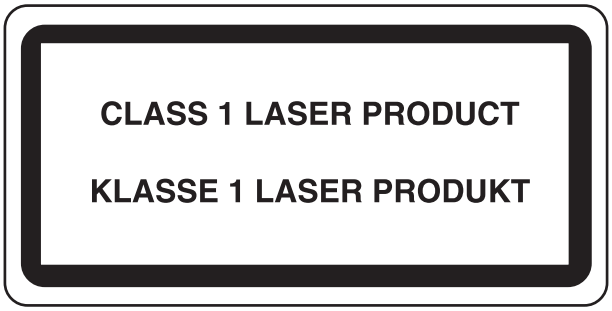
This machine is classified as Class 1 laser product under IEC/EN 60825-1:2014.

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

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



Regarding CLASS 1 laser products, information is provided on the rating label.



Safety Instructions Regarding the Disconnection of Power

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

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

Compliance and Conformity

Hereby, KYOCERA Document Solutions Inc. declares that the radio equipment type TASKalfa MZ2502, TASKalfa MZ2202 are in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

https://www.kyoceradocumentsolutions.eu/index/service/dlc.html

(Europe)

Module name, Option	Software Ver.	Frequency band in which the radio equipment operates:	Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates:
IB-37 (option)	1.0	2.4GHz	100mW
		5GHz	50mW - 100mW
IB-38 (option)	1.0	2.4GHz	100mW

5150MHz - 5350MHz is limited to indoor use in the following countries:

AT	BE	BG	CZ	DK
EE	FR	DE	IS	IE
IT	EL	ES	CY	LV
LI	LT	LU	HU	MT
NL	NO	PL	PT	RO
SI	SK	TR	FI	SE
CH	HR	UK	UK(NI)	

Caution:

The device for operation in the band 5150MHz - 5250MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Operations in the 5.25GHz - 5.35GHz band are restricted to indoor usage only.

For Singapore (IB-37)

Complies with
IMDA Standards
DB01846

Radio Tag Technology

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

Legal Restriction on Copying/Scanning

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

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

- Paper money
- Bank notes
- Securities
- Stamps
- Passports
- Certificates

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

EN ISO 7779

Maschinenlärminformations-Verordnung 3. GPSGV, 06.01.2004: Der höchste Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß EN ISO 7779.

EK1-ITB 2000

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a WLAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

Secretly Viewing Communication Contents

A third-person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

Illegal Intrusion

A third-party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

IMPORTANT

For security tips, refer to the following:

➡ **Instructions for Setting Security on Our Products**

Limited Use of This Product (If equipped)

(Machine equipped with Wi-Fi module)

- Radio waves transmitted from this product may affect medical equipment. When using this product in a medical institution or in the vicinity of medical instruments, either use this product according to the instructions and precautions provided by the administrator of the institution or those provided on the medical instruments.
- Radio waves transmitted from this product may affect automatic control equipment including automatic doors and fire alarms. When using this product in the vicinity of the automatic control equipment, use this product according to the instructions and precautions provided on the automatic control equipment.
- If this product is used in devices that are directly related to service including airplanes, trains, ships, and automobiles or this product is used in applications requiring high reliability and safety to function and in devices requiring accuracy including those used in disaster prevention and crime prevention and those used for various safety purposes, please use this product after considering the safety design of the entire system including adoption of a fail-safe design and redundancy design for reliability and safety maintenance of the entire system. This product is not intended for use in applications requiring high reliability and safety including aerospace instruments, trunk communication equipment, nuclear power control equipment, and medical equipment; hence, the decision as to whether to use this product in these applications needs to be fully considered and determined.

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For the Open Source Software license, go into the following URL and select a Language > Country or Region > Product Name. Go to [Manual] tab > "Others" > [OSS Notice].

https://kyocera.info/support

Energy Saving Control Function

The device has a sleep mode where printer and fax functions enter in a waiting period while power consumption is reduced when the device is inactive for a set amount of time.

➡ Sleep (page 92)

Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

➡ Duplex (page 358)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased and thereby reduces costs. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognized ecolabels, which meet EN 12281:2002*1 or an equivalent quality standard, be used.

This machine also supports printing on 45 g/m^2 paper. Using such paper containing less raw materials can lead to further saving of forest resources.

Contact your dealer or service representative for recommended paper types.

*1 EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Environmental benefits of "Power Management"

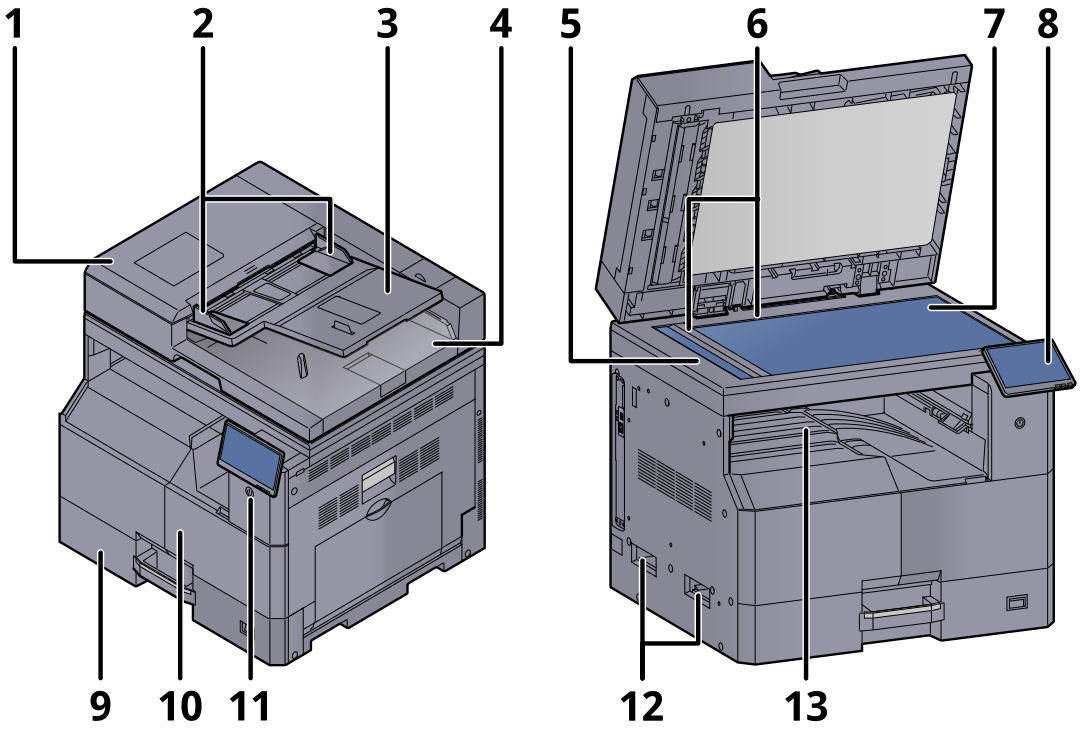
To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

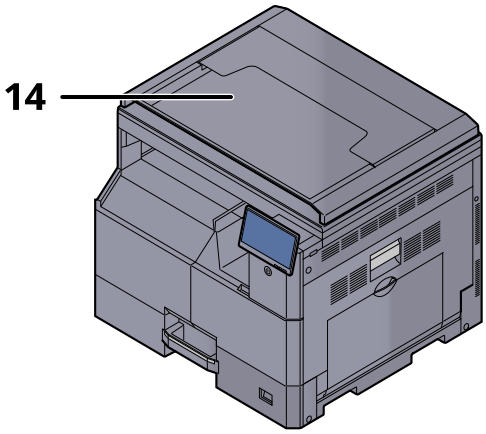
2 Installing and Setting up the Machine

Part Names (Machine Exterior) 42
Part Names (Connectors/Interior) 44
Part Names (With Optional Equipment Attached) 45
Connecting the Machine and Other Devices 46
Connecting Cables 48
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Touch Panel 55
Login/Logout 73
Default Settings of the Machine 76
Quick Setup Wizard 97
Installing Software 103
Checking the Counter 129
Additional Preparations for the Administrator 130
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Part Names (Machine Exterior)



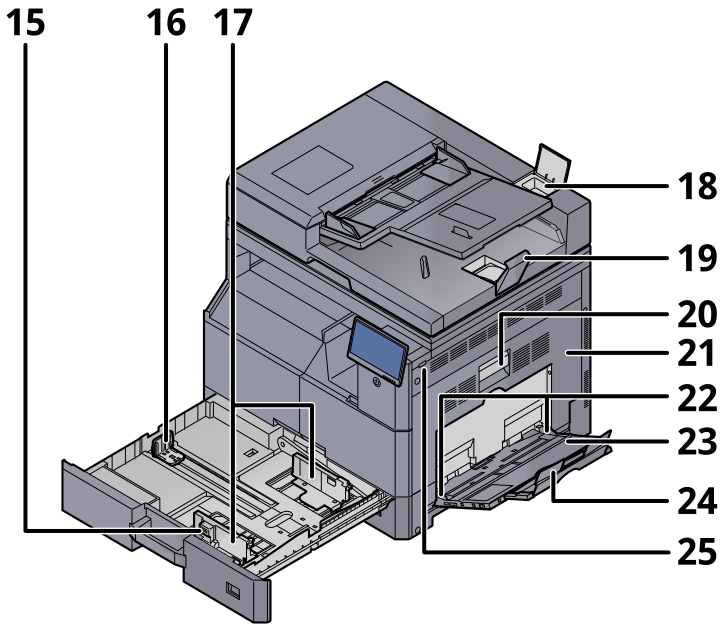
1 Document Processor (DP)
2 Original Width Guides
3 Original Table
4 Original Eject Table
5 Slit Glass
6 Original Size Indicator Plates
7 Platen
8 Operation Panel
9 Cassette 1
10 Front Cover
11 Power Switch
12 Handles
13 Inner Tray



14 Platen Cover Type H

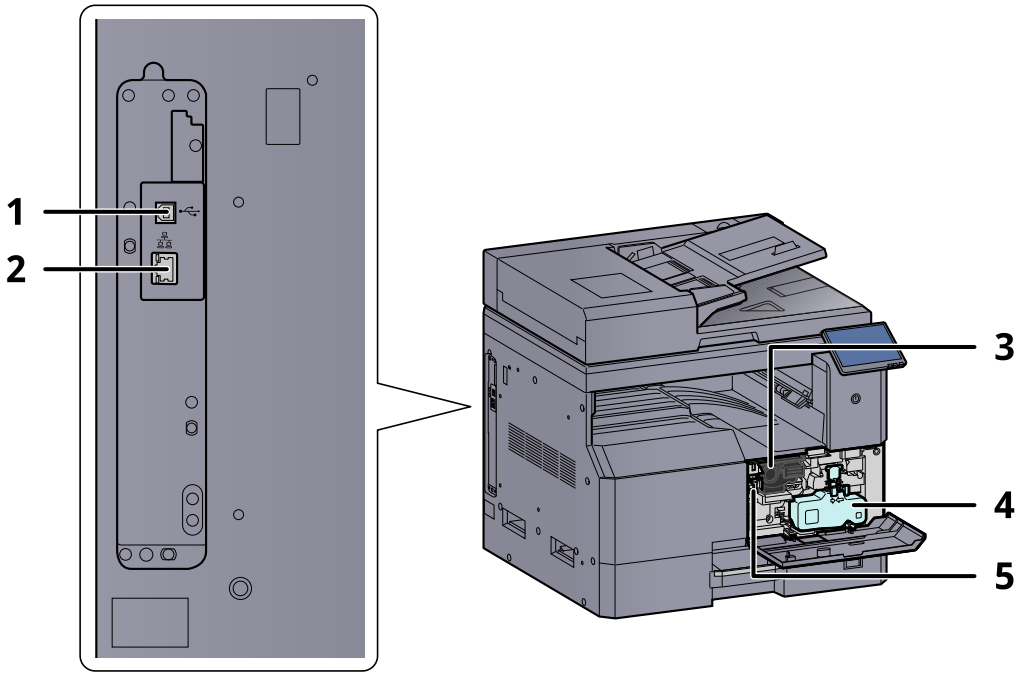
NOTE

This is standard for TASKalfa MZ2202.



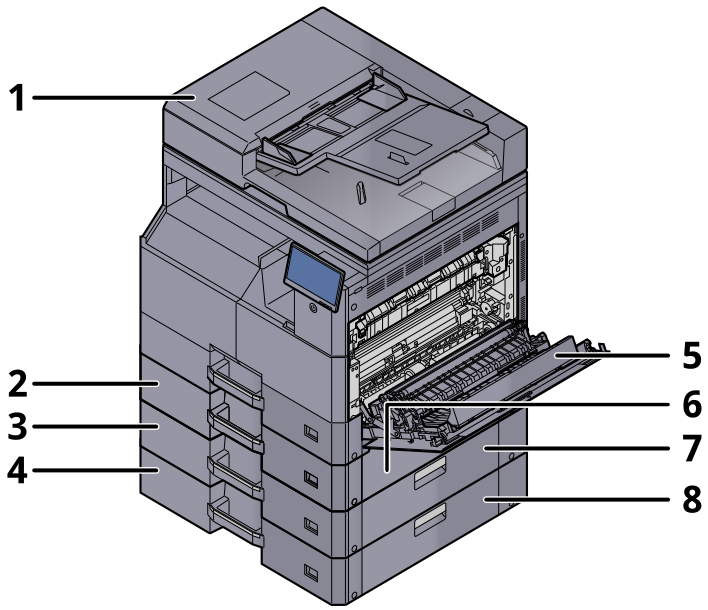
15 Paper Width Adjusting Tab
16 Paper Length Guide
17 Paper Width Guide (Cassette)
18 Cleaning Cloth Compartment
19 Original Stopper
20 Right Cover 1 Lever
21 Right Cover 1
22 Paper Width Guide (Multipurpose Tray)
23 Multipurpose Tray
24 Support Tray Section (Multipurpose Tray)
25 USB Memory Slot (A1)

Part Names (Connectors/Interior)



1 USB Interface Connector
2 Network Interface Connector
3 Toner Container
4 Waste Toner Box
5 Toner Container Lever

Part Names (With Optional Equipment Attached)



1 Document Processor (DP)

NOTE

- This is standard for TASKalfa MZ2502.
- This is optional for TASKalfa MZ2202.

2 Cassette 2

3 Cassette 3

4 Cassette 4

5 Duplex unit

6 Right Cover 2

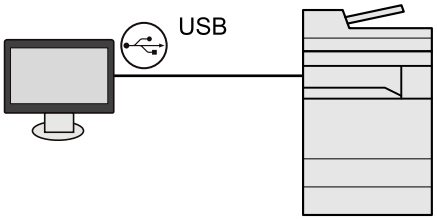
7 Right Cover 3

8 Right Cover 4

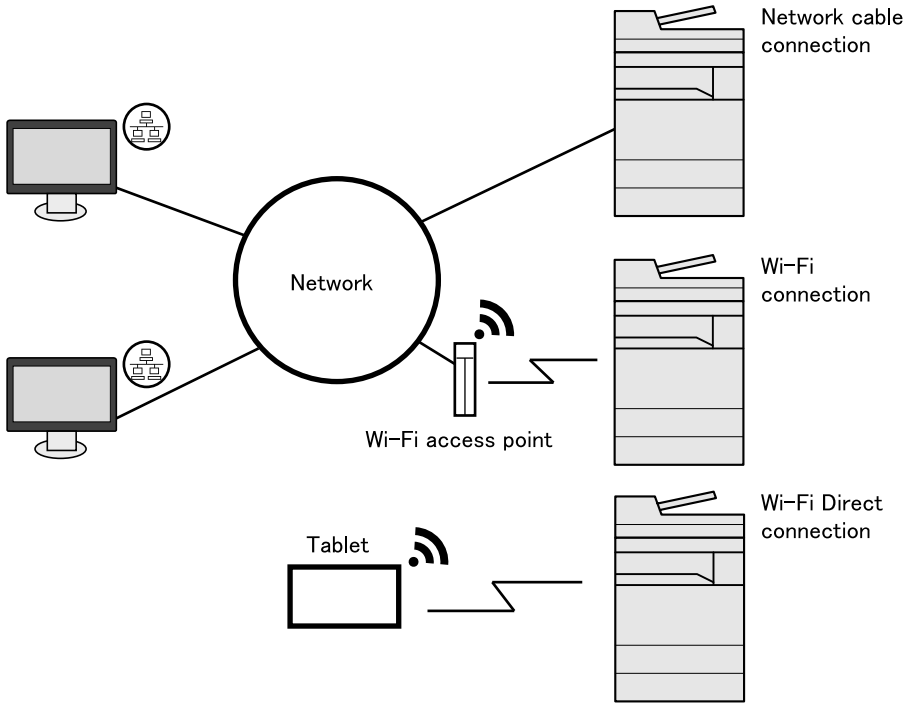
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the Computer via USB



When Connecting the Machine to the Computer or Tablet by network cable, Wi-Fi, or Wi-Fi direct



NOTE

If you are using wireless LAN, refer to the following:

➡ Configuring the Wireless Network (page 80)

Cables that Can Be Used

Connect a LAN cable to the machine

Function	Necessary Cable
Printer/Scanner/Network FAX*1	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T, shielded)

Connect a USB cable to the machine

Function	Necessary Cable
Printer	USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

IMPORTANT

Using a cable other than a USB 2.0 compatible cable may cause failure.

*1 Function is only available when using an optional FAX Kit.

➡ **FAX Operation Guide**

Connecting Cables

IMPORTANT

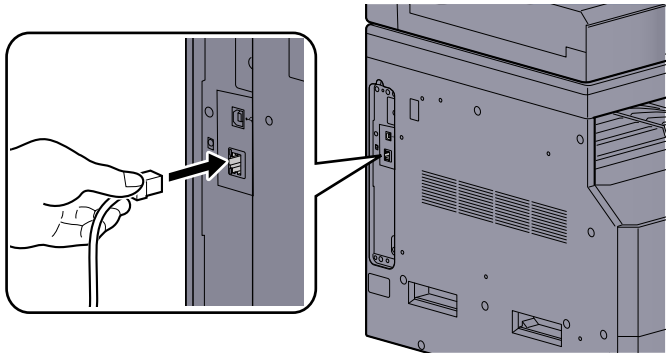
Make sure that the power to the machine is turned off.

➡ Power off (page 52)

Connecting LAN Cable

1 Connect the cable to the machine.

1 Connect the LAN cable to the network interface connector located on the left side of the body.



2 Connect the other end of the cable to the hub or computer.

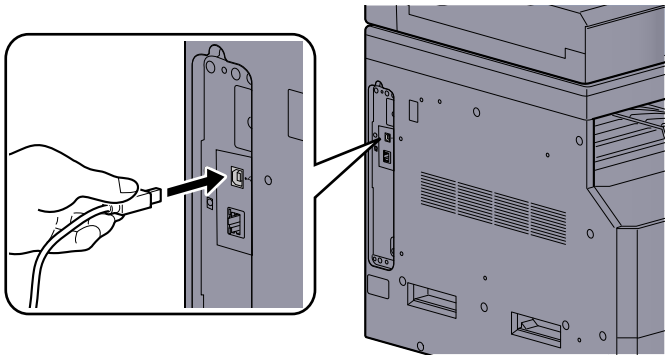
2 Configure Network Settings

➡ Network Setup (page 78)

Connecting USB Cable

1 Connect the cable to the machine.

1 Connect the USB cable to the USB interface connector located on the left side of the body.



2 Connect the other end of the cable to the computer.

Connecting the Power Cable

1 Connect the cable to the machine.

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

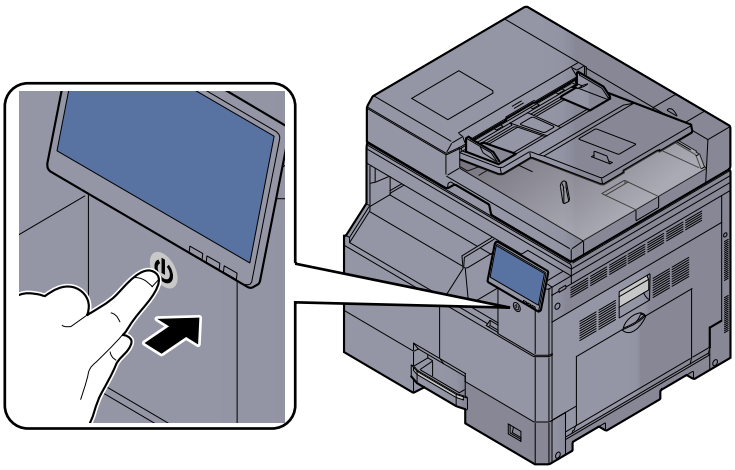
IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

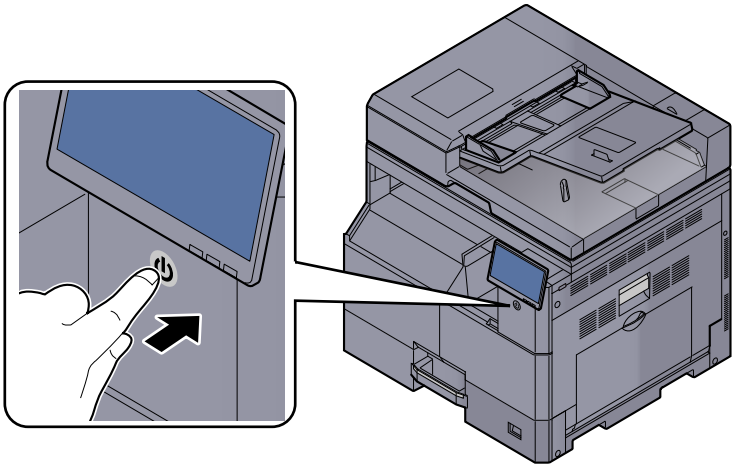
Power on

1 Turn the power switch on.



Power off

1 Turn the power switch off.



The confirmation message for power supply off is displayed.

➡ [Show Power Off Message] (page 438)

2 Select [Yes] from the confirmation screen.

It takes a few minutes for power off.

CAUTION

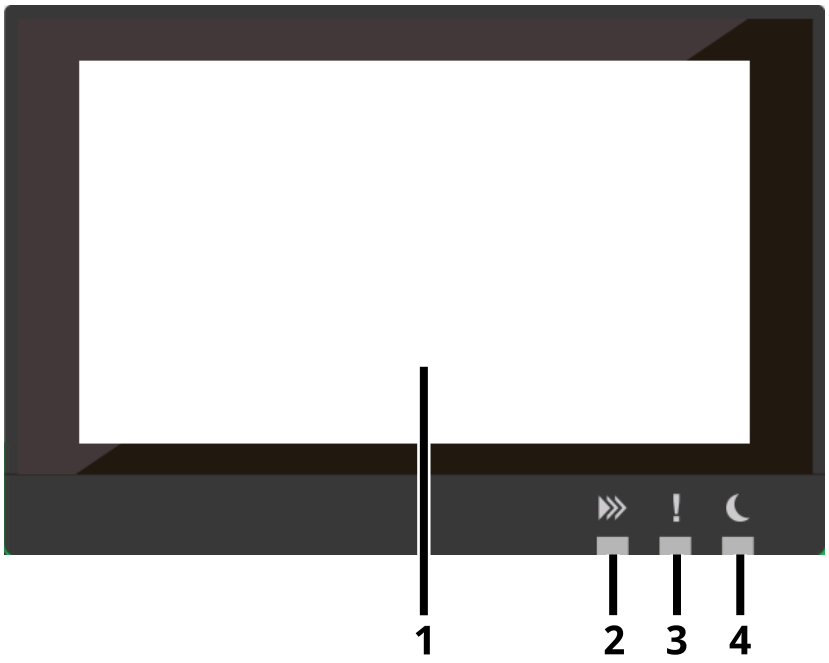
If this machine will be left unused for an extended period (For example: overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (For example: vacation), remove the power plug from the outlet as a safety precaution.

IMPORTANT

- If using the products equipped with the fax function, note that turning the machine off at the main power switch disables fax transmission and reception.
- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Using the Operation Panel

Operation Panel



1 LCD & touchscreen panel

Full color 4.3-inch LCD with pressure sensitive touchscreen panel.

2 Data indicator

Blinks while the data is being processed (printing/sending/receiving/storing) or blinks during access to the memory device while the data is being processed. Lights solid when a scheduled job exists.

3 Error indicator

Lights (solid) or blinks when an error occurs.

4 Energy Saver indicator

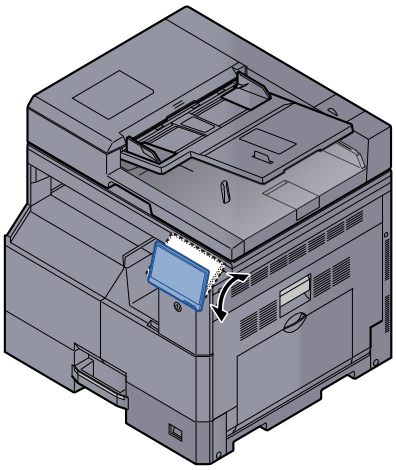
Transitions the device to or recovers from Sleep Mode.

Sleep mode: The indicator blinks slowly.

Ready mode: The indicator is off.

Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.



Touch Panel

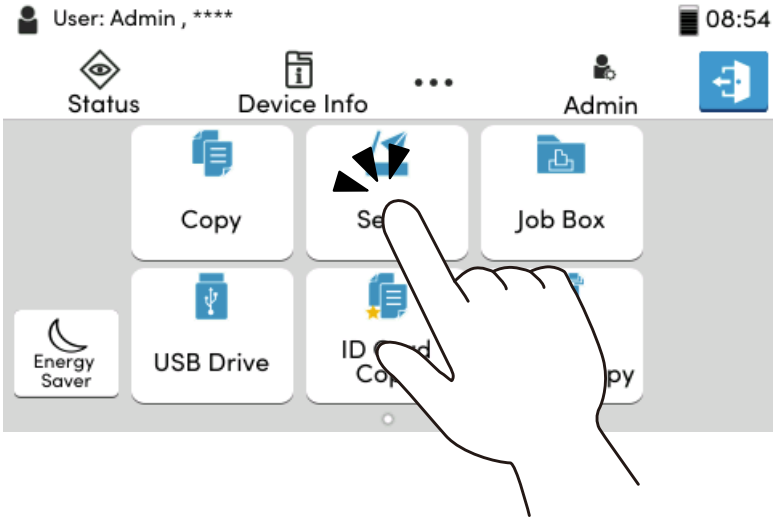
Using the Touch Panel

This section explains the basic operation of the touch panel.

Tapping

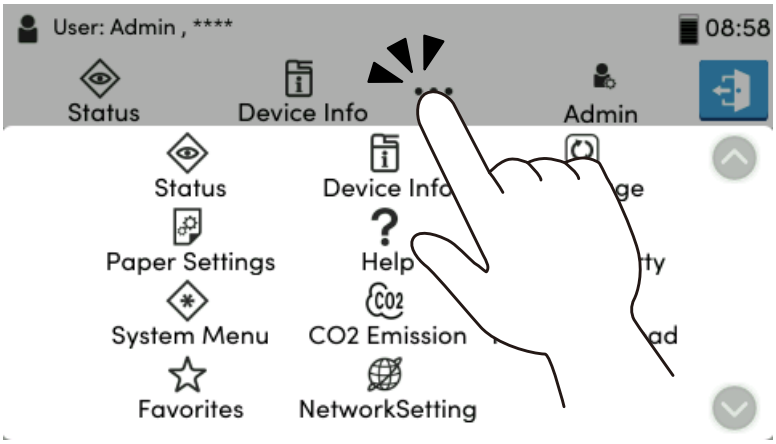
This is the operation used to select an icon or key.

In this document, the tap operation is expressed as "select".



Popover

Tap the icons and keys to display detailed information on the icons and menus. A popover displays information and menus without switching between screens.



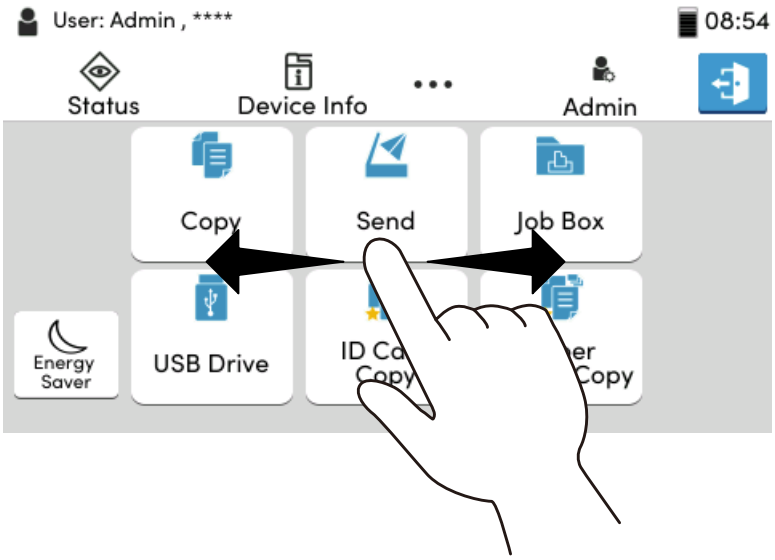
Swiping

This is the operation used to switch between screens and to display items that are not displayed in the list.

Move in one direction as if tracing on the screen.

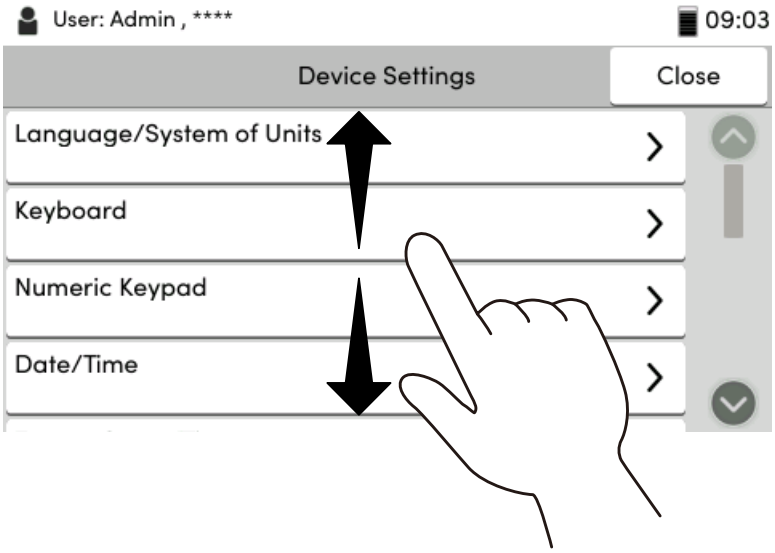
Example: Home Screen

Move the screen to the left and right.

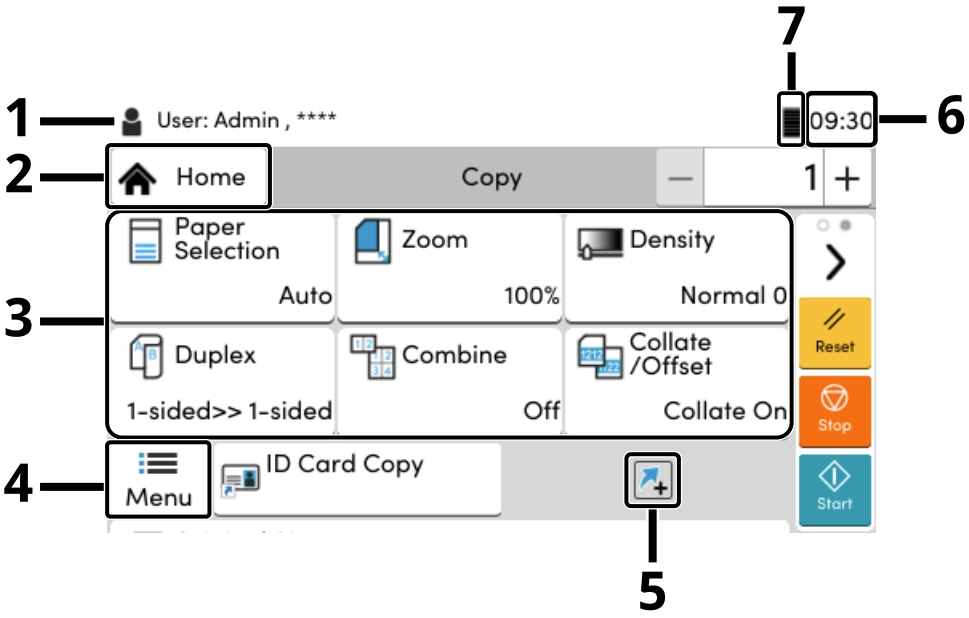


Example: System Menu Screen

Move the screen up and down.



Operating the touch panel



1 Displays the status of the equipment and necessary operation messages.

2 Displays the home screen.

3 Sets the copy functions.

4 Displays other functions such as [Favorites], [Shortcut], and [Interrupt] for navigation and control.

5 Displays registered shortcuts.

6 Displays the time.

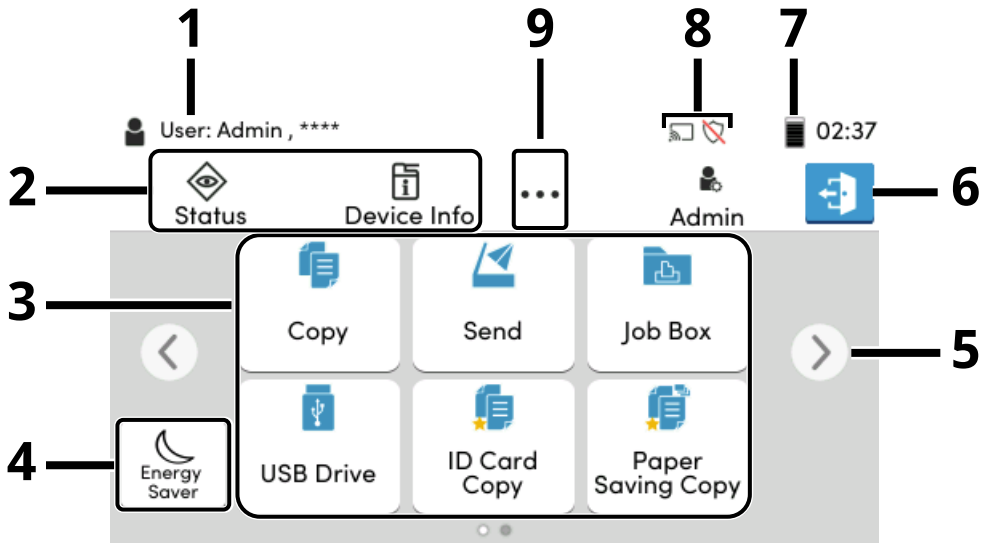
7 Displays the remaining amount of toner.

Home screen

Touching an icon will display the corresponding screen.

You can change the icons to display in the home screen and their background.

➡ Editing the Home Screen (page 59)



The appearance may differ from your actual screen, depending on your configuration and option settings.

No.	Item	Description
1	Status Area	Displays the messages and status icons for the current status. Displays the logged-in user name when user login administration is enabled.
2	Taskbar	Displays task icons. If an error occurs, the [Status/Job Cancel] icon will show "!". Once the error clears, the display will return to normal.
3	Desktop	Displays the application icons. Icons that are not displayed on the first page will appear by changing the page.
4	[Energy Saver]	Switches the machine to sleep mode.
5	Screen-switching keys	Use these buttons to switch between desktop pages. **NOTE** It is also possible to use swiping to switch between displays. ➡ Using the Touch Panel (page 55)
6	[Logout]	Logs out when user login administration is enabled.
7	Remaining amount of toner	Displays the remaining amount of toner. Select this icon to display details of the remaining amount of toner in a popover.

No.	Item	Description
8	Sub status icons	Displays the icons that indicate the status of the machine. Five icons can be displayed. Select this area to display the icon information in a popover.
	Status Icon (Wi-Fi)	The icon "" is displayed when Wi-Fi is connected. When Wi-Fi is not connected, "" is displayed.
	Status Icon (Security level: Low)	"" is displayed when the security level is set at [Low].
	Status Icon (Remote operation)	"" is displayed when using the remote operation.
	Status Icon (FAX Memory RX Box capacity)	"" is displayed when the capacity of the FAX Memory RX Box is 10% or less.
	Status Icon (USB drive)	"" is displayed when a USB drive is connected to this machine. Tapping the USB drive icon and selecting [Remove USB] allows you to safely remove the USB drive.
9	[...]	Displays every task icon, including the icons displayed in a taskbar area in a popover.

Editing the Home Screen

You can change the background of the home screen and which icons are displayed.

1 Display the screen.

[...] > [System Menu] > [Function Settings] > [Home]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Configure the settings.

The available settings are shown below.

[Customize Desktop]

Specify the function icons to display on the desktop. Displays function icons, including the installed applications and the functions that can be used when options are installed.

Select [Add] to display the selected functions on the screen. Specify the preferred functions by applications and favorites in "Type". Select the functions to display, and then select [OK].

Select an icon and select [Previous] or [Next] to change the display position of the selected icon on the Desktop.

To delete an icon from desktop, select the preferred one and select [Delete].

[Customize Taskbar]

Specify the task icons to display on the taskbar. Select [Taskbar Button 1 (to 2)] and select the function to display. Two task icons can be displayed.

NOTE

- Functions that are hidden can be displayed by selecting [...] (popover icon) on the right end of the taskbar.
- Taskbar buttons for which [None] has been selected will not be displayed. Other taskbar buttons will be displayed in order from the left.

[Wallpaper]

Configure the wallpaper of the home screen.

Value: Pictures 1 to 8

Available Functions to Display on Desktop

Function	Icon	Description
Copy*1		Displays the Copy screen. ➡ Basic Operation (page 268)
Send*1		Displays the Send screen. ➡ Frequently Used Sending Method (page 272)
Fax Server*2		Displays the Fax Server screen. ➡ Using a Fax Server to Send (Fax Server Send) (page 288)
Fax*3		Displays the Fax screen. ➡ **FAX Operation Guide**
Job Box*4		Displays the Job Box screen. ➡ Printing Data Saved in the Printer (page 222)
USB Drive*1		Displays the USB Drive screen. ➡ Using Removable USB Drive (page 305)
Subaddress Box*3		Displays the Subaddress Box screen. ➡ **FAX Operation Guide**
Polling Box*3		Displays the Polling Box screen. ➡ **FAX Operation Guide**
Fax Memory RX Box*3		Displays the Fax Memory RX Box screen. ➡ **FAX Operation Guide**
Send to Me (Email)*4		Displays the Send screen. The email address of the logged-in user is set as the destination. ➡ Sending Documents to the E-mail Address of Logged in User (to myself) (page 287)
Connect to Cloud Access		When you select a user and log in, a cloud service screen linked with Kyocera Cloud Access appears.
Favorites		Calls up the registered favorite. The icon will change according to the function of the favorite. ➡ Favorites (page 252)
Application Name*4	—	Displays the selected applications. ➡ Application (page 258)

*1 Selected at the time of shipment from factory.
*2 This is displayed when the external server (Fax Server) is set.
*3 This item is displayed for fax-compatible machines.
*4 The icon of the application appears.

Available Functions to Display on Taskbar

Function	Icon	Description
None	—	No function has been assigned.
Status/Job Cancel*1		Displays the Status/Job Cancel screen.
Device Information*1		Displays the Device Information screen. Check the system and network information, and information on the options that are used. It is possible to print various reports and lists. ➡ Display for Device Information (page 63)
Language*1		Displays the Language setting screen in System Menu. ➡ [Language/System of Units] (page 433)
Paper Settings*1		Displays the Paper setting screen in System Menu. ➡ [Paper Feeding] (page 442)
Wi-Fi Direct*2		Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears. ➡ Setting Wi-Fi Direct (page 89)
Help		Displays the Help screen. ➡ Help Screen (page 71)
User Property		Displays the User Property screen. ➡ Changing User Properties (page 551)
Incoming Fax Log*3		Displays the Incoming Fax Log screen. ➡ **FAX Operation Guide**
Outgoing Fax Log*3		Displays the Outgoing Fax Log screen. ➡ **FAX Operation Guide**
System Menu		Displays the System Menu screen. ➡ Operation Method (page 426)
Counter		Displays the Counter screen. ➡ Checking the Counter (page 129)
CO2 Emission Chart		Displays the CO_2 Emission Chart screen. ➡ Checking the CO2 Emission Chart (page 423)
Numeric Keypad		Displays the numeric keys on the touch panel.
Favorites		Displays the favorite list screen. ➡ Favorites (page 252)
Network Settings		Displays the network settings screen. ➡ [Network Settings] (page 490)

*1 Selected at the time of shipment from factory.
*2 Displayed only when an optional Wireless Network Interface Kit is installed.
*3 Displayed only on products with the fax function installed.

Display for Device Information

Shows the device information. It is possible to check the status of the system and network, the status of consumables such as toner, paper, and the status of the options being used. It is also possible to print various reports and lists.

1 [...] > [Device Info]

2 Check the device information.

[Identification/Wired Network]

You can check the ID information, such as the model name, host name, location, serial number, MAC address, asset number, IP address, and status of the wired network.

[Wi-Fi Direct/Wi-Fi]

Depending on the optional Wireless Network Interface kit installed, you can check the status of your Wi-Fi Direct or Wi-Fi connection. This includes information such as the device name, network name, and IP address.

NOTE

Displayed only when an optional Wireless Network Interface Kit is installed.

[Supplies/Unit Condition]

You can check the toner information, paper, and unit condition.

[Fax]

You can check the local fax number, local fax name, local fax ID, and other fax information.

NOTE

Displayed only when an optional FAX Kit is installed.

[USB/Bluetooth]

You can check the connection status of USB drive, and Bluetooth keyboard.

USB Drive

- To format the external media, select [Format].

IMPORTANT

All the data in the USB drive is erased.

- To safely remove the external media, select [Remove].

Bluetooth

To set the Bluetooth keyboard connection, select [Connect].

[Option/Application]

You can check information on the options and applications that are used.

[Capability/Version]

You can check the software version and performance.

[Security]

You can check the security information on the machine.

[Report]

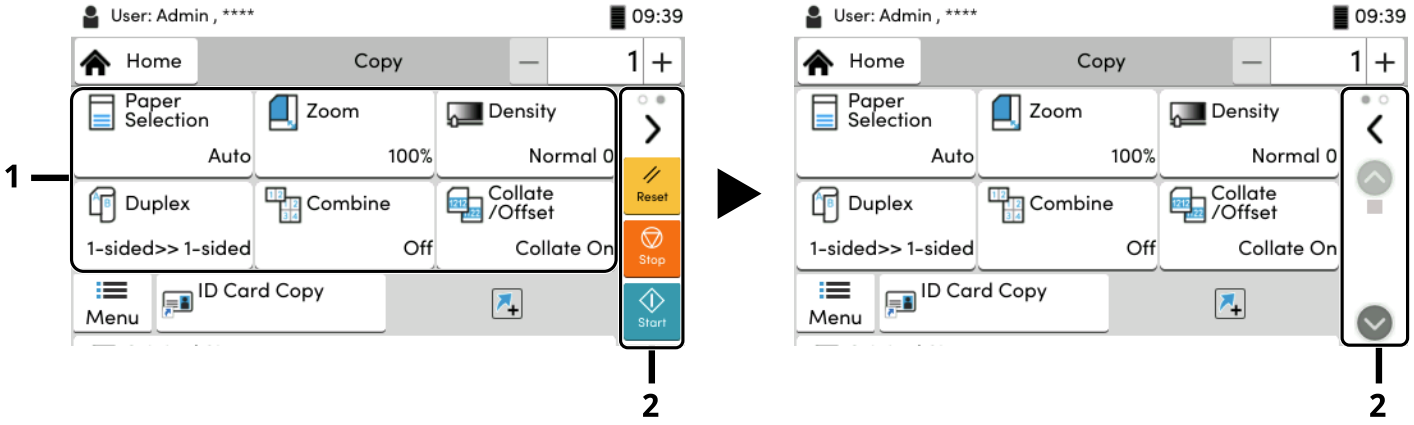
You can print various reports and lists.

[Remote Operation Status]

You can check the status of remote operation.

Display Setting Screen

The following procedure is an example of the Copy screen.



1 Body

Displays various task screen functions.

2 Right Pane Area

Arrow Button (Left and Right)

Moves to another pane.

Reset

Resets to the default setting.

Stop

Stops the current job in progress, such as printing, copying, or scanning.

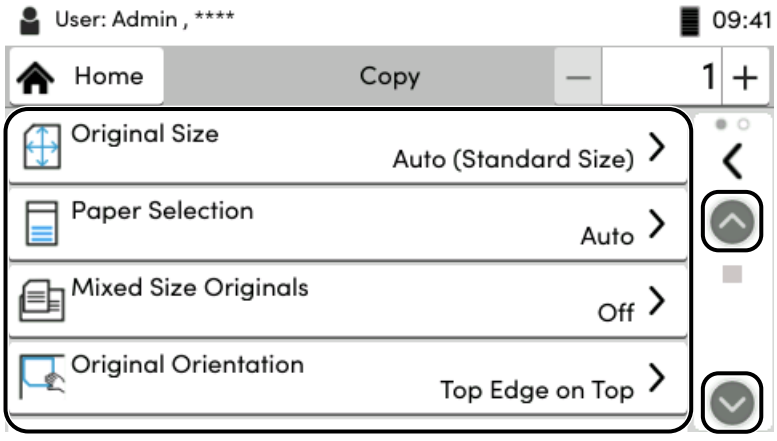
Start

Starts the selected Copy, Send, or Fax operation processes.

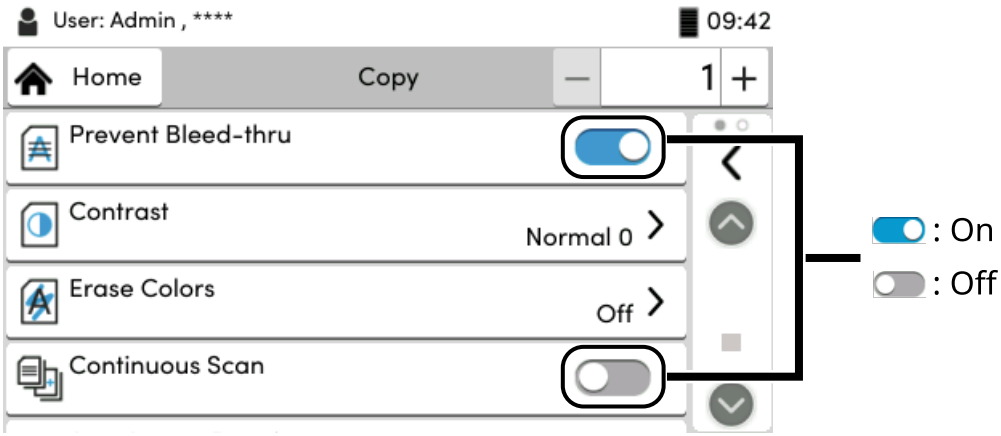
Arrow Button (Up and Down)

Moves the screen up and down.

To configure the settings for functions, select the Paper Settings. Select the arrow button to display the following functions.



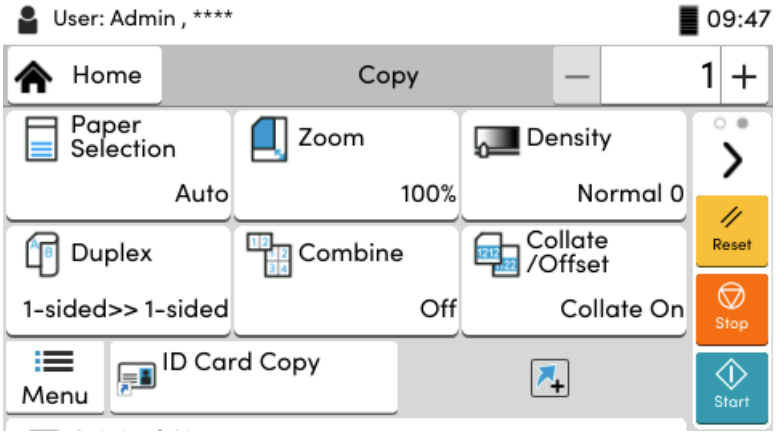
When an On/Off toggle switch is displayed for a function, select the switch to change between On and Off.


User: Admin , ****
09:42
Home
Copy
1
Prevent Bleed-thru
Contrast
Normal 0
Erase Colors
Off
Continuous Scan
: On
: Off

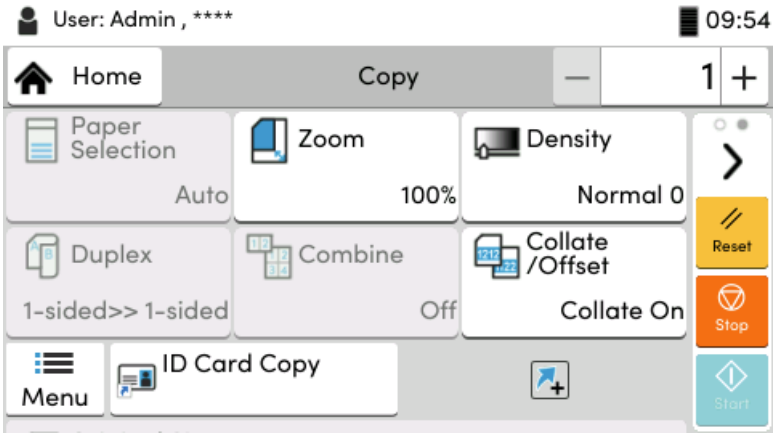
Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or unavailability of options are in a disabled state.

Normal



Grayed out



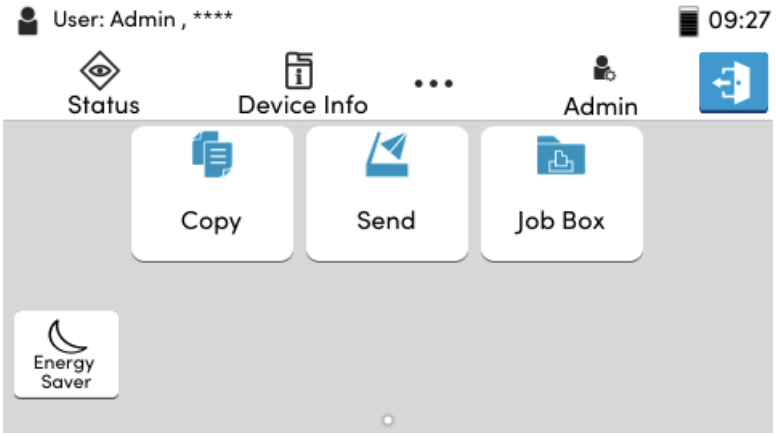
In the following cases, one or more keys may be grayed out and cannot be selected:

- Cannot be used in combination with a feature that is already selected.
- Use prohibited by user control.

Normal



Hidden

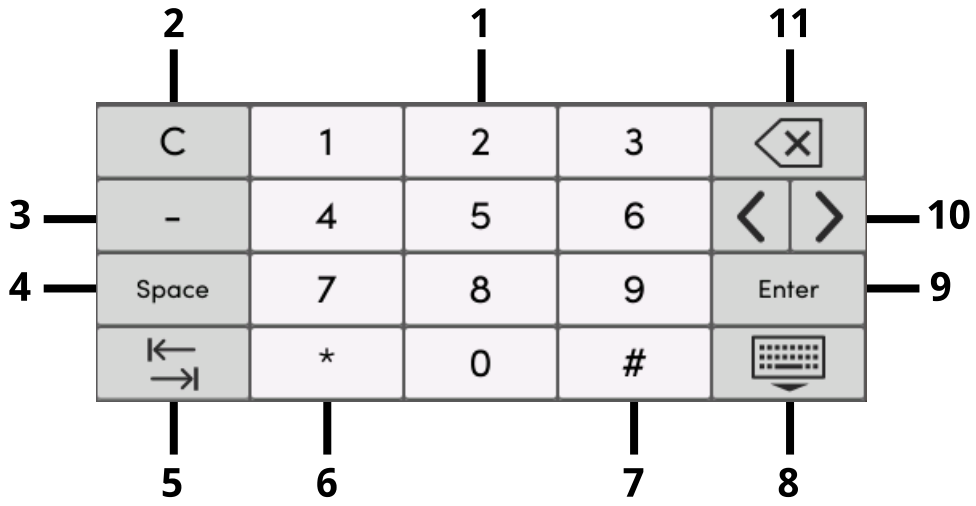


NOTE

- If a key that you prefer to use is grayed out, the settings of the previous user may still be in effect. In this case, select [Reset] and try again.
- If the key is still grayed out after [Reset] is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.

Entering Numbers

When entering numbers, numeric keys appear on the touch panel if you select the area in which the number is entered.



1 Enter numbers.

2 Clear all entered characters.

3 Enter [-].

4 Insert a space.

5 Move to the next input box.

6 When [.] is displayed: Enter the decimal point.

When [*] is displayed: Enter [*].

7 When [+/-] is displayed: Switch between positive and negative numbers.

When [#] is displayed: Enter [#].

8 Close the numeric keypad.

9 Confirm entry.

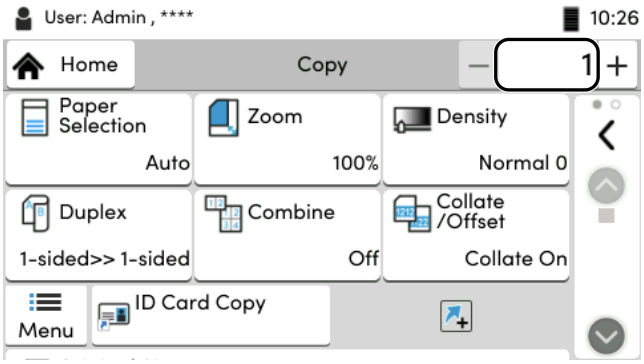
10 Move the cursor.

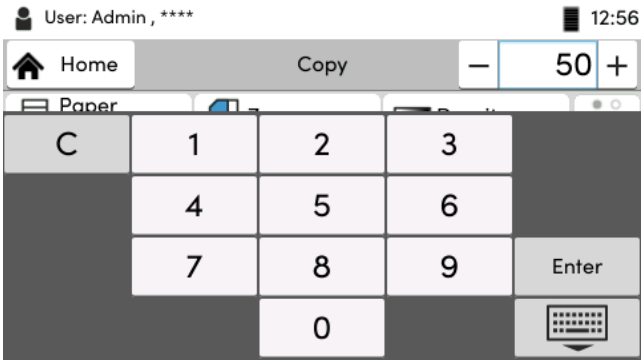
11 Delete a character to the left of the cursor.

NOTE

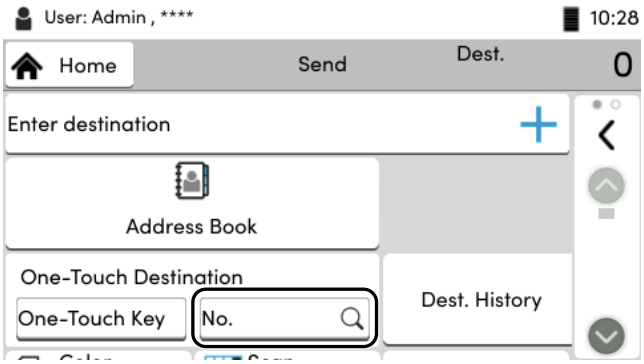
- Depending on the item being entered, some of the keys other than the number keys may not be usable.
- Numeric keys do not appear on the touch panel if an optional numeric keypad is installed.

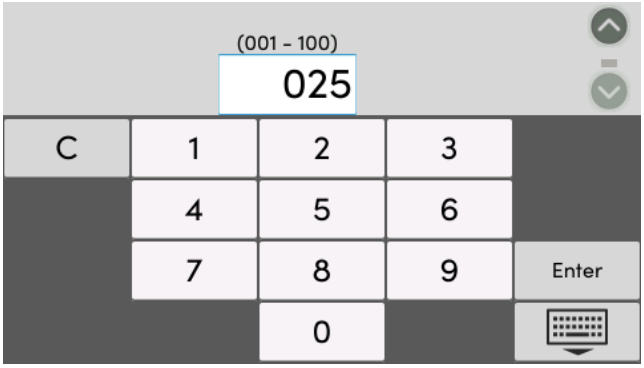
Example: When entering the number of copies



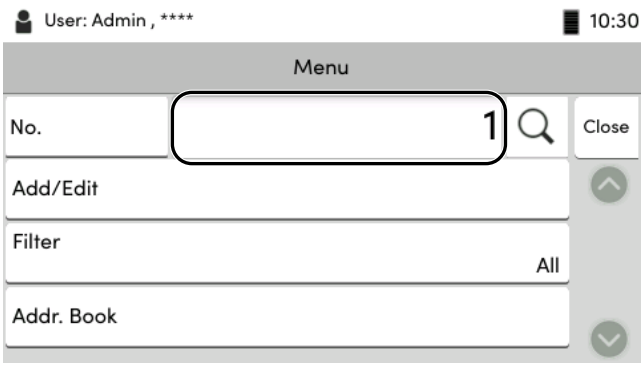


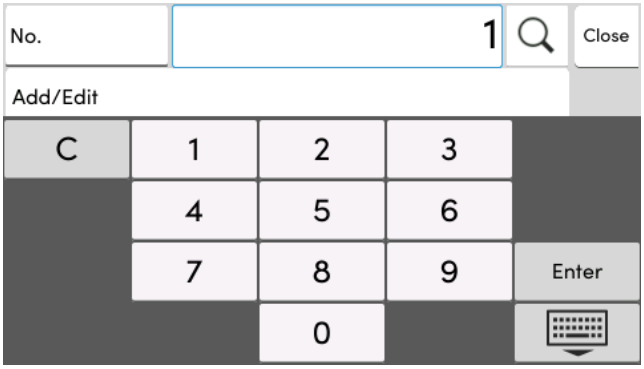
Example: When entering a one-touch key number





Example: When searching for an address number





NOTE

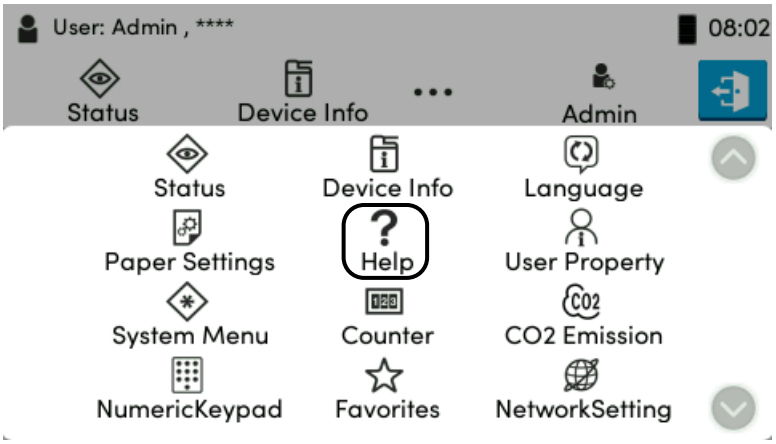
For copy and print screens, you can set numeric keys to be displayed in advance. In addition, you can select the layout for numeric keys that are used on the application.

Help Screen

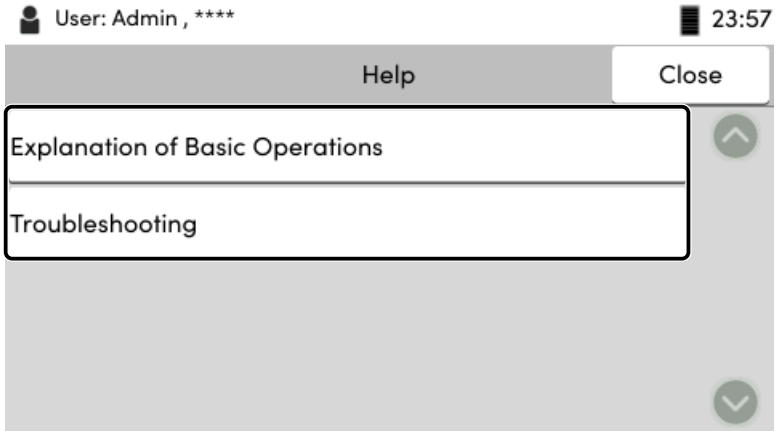
If you have difficulty operating the machine, you can check how to operate it using the touch panel.

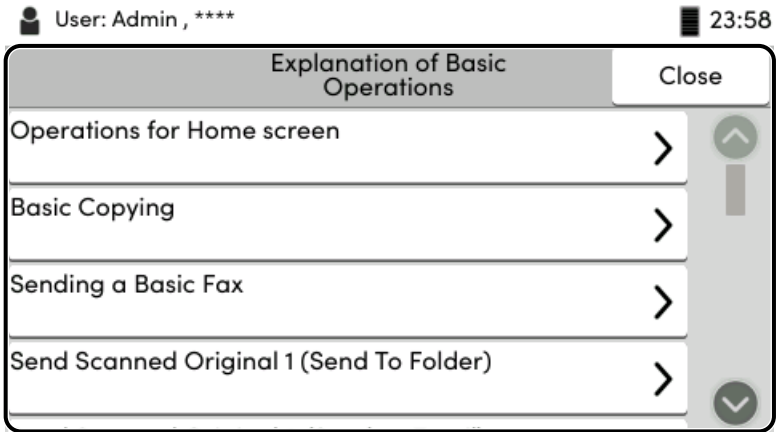
Select [Help] in the home screen to show the Help list.

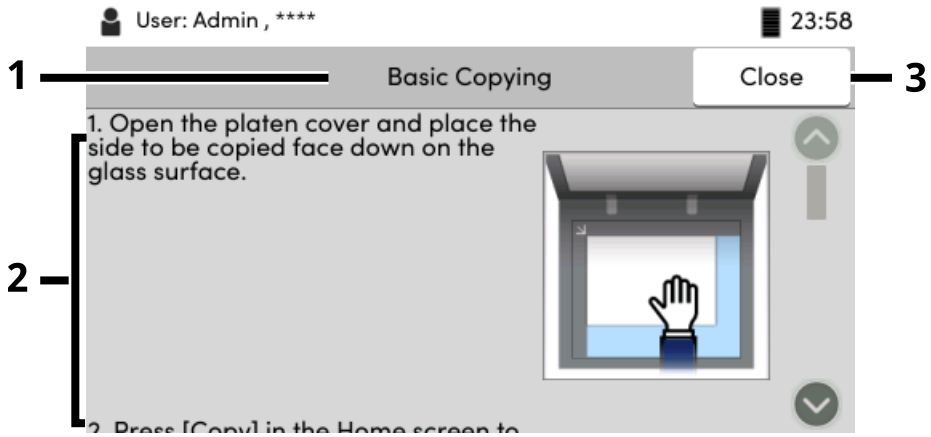
1 [...] > [Help]



2 Select the items to check from the list.







1 Displays the Help titles.

2 Displays information about functions and machine operation.

3 Closes the Help screen and returns to the original screen.

Login/Logout

If you are setting a function that requires administrator rights, or if user login administration is enabled, you must enter your login user name and login password.

➡ Log in as Machine Administrator or Administrator (page 131)

Login

Normal Login

1 **Enter the login user name and login password to login.**

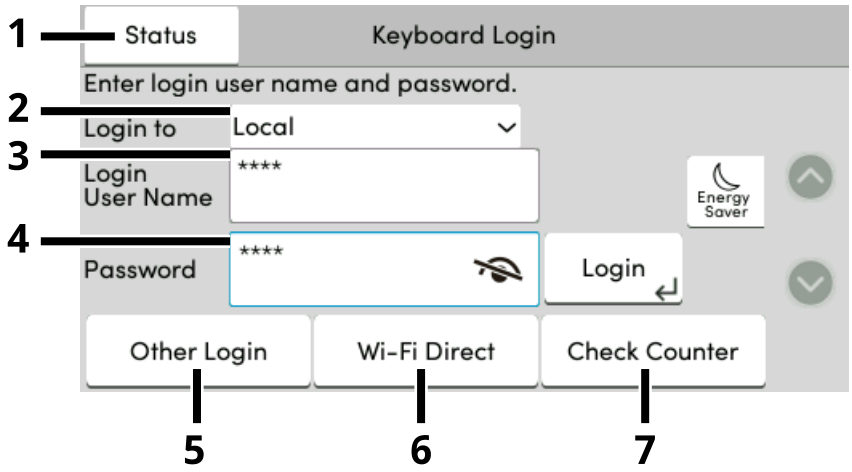
If this screen is displayed during operations, enter the login user name and login password.

NOTE

If you do not know your login user name or password, please contact your administrator.

➡ Character Entry Method (page 814)

➡ User Authentication and Accounting (User Login, Job Accounting) (page 542)



1 Check the job status.

2 If the user authentication method is set to [Network Authentication], the authentication destination is displayed. Select either [Local Authentication] or [Network Authentication] for the authentication destination.

3 Enter the login user name.

4 Enter the login password.

5 In [Other Login], select [Simple Login] as the login method.

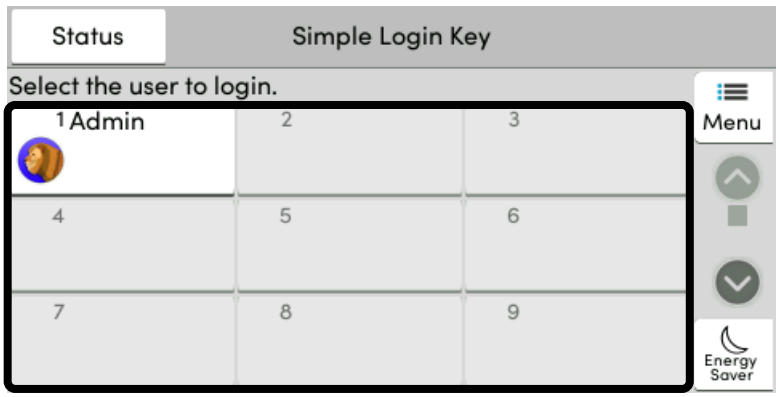
6 Check the Wi-Fi Direct Settings and environment.

7 Refer to the number of pages printed, or scanned. Displayed when job accounting is enabled.

2 **Select [Login].**

Simple Login

1 If this screen is displayed during operations, select a user and log in.

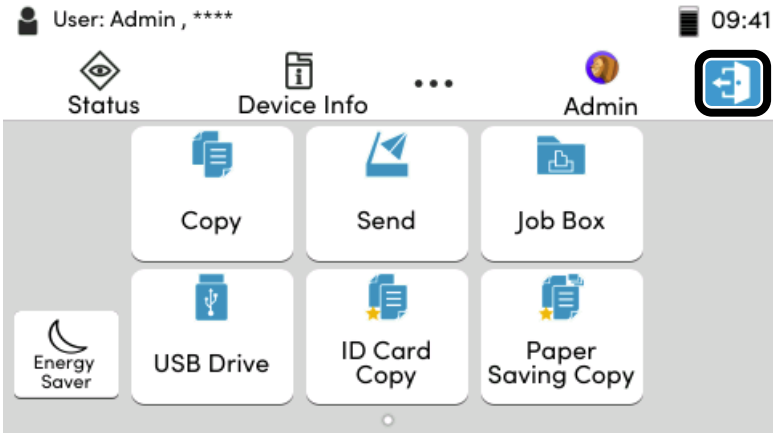


NOTE

If a user password is required, an input screen will be displayed.

Simple Login Settings (page 571)

Logout



To log out from the machine, select the [Logout] button to return to the login user name/login password entry screen.

NOTE

Users are automatically logged out in the following circumstances:

- When the machine enters the sleep state.
- When the auto panel reset function is activated.

Default Settings of the Machine

The default settings of the machine can be changed in System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For settings that are configurable from System Menu, refer to the following:

➡ System Menu (page 425)

Setting Date and Time

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

When you send an email using the transmission function, the date and time as set here will be printed in the header of the email message. Set the date, time, and time difference from GMT of the region where the machine is used.

NOTE

- To make changes after this initial configuration, refer to the following:

  ➡ [Date/Time] (page 435)

- The correct time can be periodically set by obtaining the time from the network time server.

  ➡ **Command Center RX User Guide**

1 Display the screen.

[...] > [System Menu] > [Device Settings] > [Date/Time]

2 Configure the settings.

[Date and Time]

Set the date and time for the location where you use the machine. If you perform send as email, the date and time set here will be displayed on the header.

Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59)

[Date Format]

Select the display format of year, month, and date. The year is displayed in Western notation.

Value: MM/DD/YYYY (Month/Day/Year), DD/MM/YYYY (Day/Month/Year), YYYY/MM/DD (Year/Month/Day)

[Time Zone]

Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, you can enable or disable the summer time option.

NOTE

[Summer Time] appears on selected time zones only.

Value: On, Off

Network Setup

Configuring the Wired Network

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on Windows, Mac, UNIX, and other platforms.

Set up TCP/IP (IPv4) to connect to the Windows network.

Be sure to connect the network cable before configuring the settings.

➡ Connecting LAN Cable (page 48)

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Quick Setup Wizard (page 97) Use Wired Network Settings or Optional Network to configure the network in detail from system menu. ➡ [Wired Network Settings] (page 500) Optional Network
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Command Center RX. ➡ **Command Center RX User Guide**

NOTE

When you want to switch to the network interface other than the Wired (default) after installing an optional Wireless Network Interface (IB-37/38), select the preferred setting on "Primary Network (Client)".

➡ Primary Network (Client) (page 520)

For other network settings, refer to the following:

➡ [Network Settings] (page 490)

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

TCP/IP (IPv4) setting

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings] > "TCP/IP Settings" [IPv4 Settings]

2 Configure the settings.

- When using DHCP server
  - [DHCP]: Set to [On].
- When setting the static IP address
  - [DHCP]: Set to [Off].
  - [Auto-IP]: Set to [Off].
  - "IP Address": Enter the address.
  - "Subnet Mask": Enter the subnet mask in decimal representation (0 to 255).
  - "Default Gateway": Enter the address.
- When using the Auto-IP

  Enter "0.0.0.0" in [IP Address].
- When setting the DNS server

  In the following cases, set the IP address of DNS (Domain Name System) server.
  - When using the host name with DHCP setting set to Off.
  - When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [Use DNS Server from DHCP] or [Use the following DNS Server]. If you select [Use the following DNS Server], enter the "DNS Server (Primary)" and "DNS Server (Secondary)".

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine Off and then On.

➡ [Restart Network] (page 517)

NOTE

Ask your network administrator for the IP address in advance and have it ready when you configure this setting.

Configuring the Wireless Network

When Wi-Fi settings are configured, it is possible to print or send in a wireless network (wireless LAN) environment.

The configuration methods are as follows:

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Quick Setup Wizard when configuring the network in a wizard-style screen, without setting individually in System menu. ➡ Configuring Settings Quick Setup Wizard (page 102)
Using the Wi-Fi Setup Tool	This is a tool that can be downloaded from User Support Page (https://kyocera.info/support). You can configure the connection according to the instructions provided by the wizard. ➡ Wired Connection with LAN Cable Using Wi-Fi Setup Tool (page 80)
Configuring Connections on the Web Page	➡ **Command Center RX User Guide**
Using the Kyocera Printer Setup Tool	This is a tool that can be downloaded from User Support Page (https://kyocera.info/support) and from digital content distribution services such as your mobile application store. You can configure the connection between your printer and computer according to the instructions provided in the tool. For more information, refer to the following: **Kyocera Printer Setup Tool on your computer** ➡ **Kyocera Printer Setup Tool User Guide** **Kyocera Printer Setup Tool on your mobile** Check the mobile application Help

NOTE

When you want to switch to the network interface other than Wired, select the preferred setting on [Primary Network (Client)].

➡ Others (page 520)

Wired Connection with LAN Cable Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally. To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.

NOTE

Configure the settings on the operation panel if your computer supports WPS.

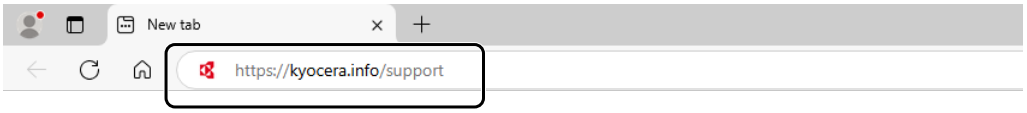
➡ [Wi-Fi Settings] (page 494)

1 Connect the machine with a computer.

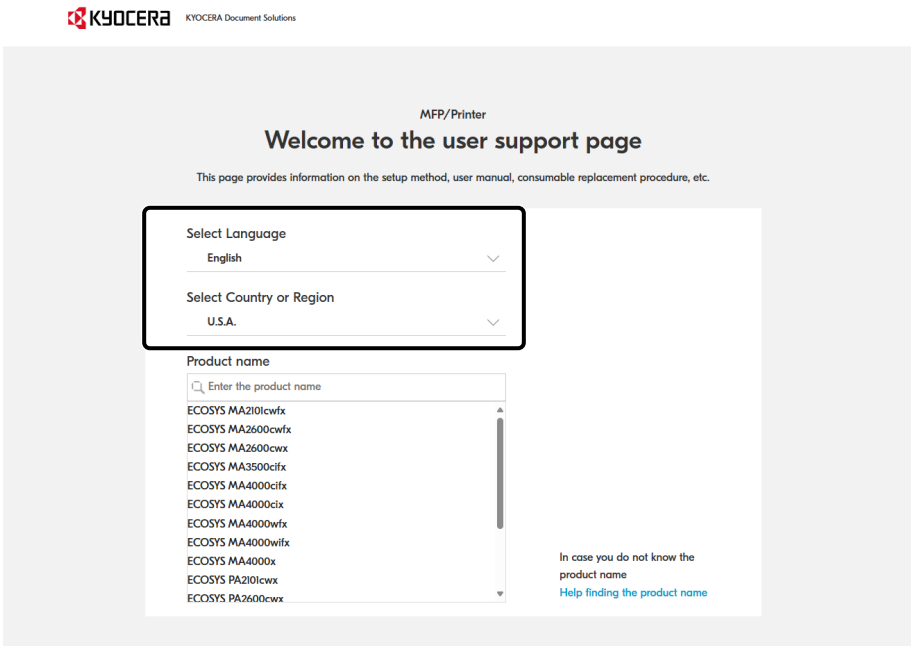
1. Connect the machine with a computer via LAN cable when the machine is powered on.
2. Turn on the computer.
   IP addresses (link local addresses) of the machine and computer are generated automatically.

2 Launch the Wi-Fi Setup Tool.

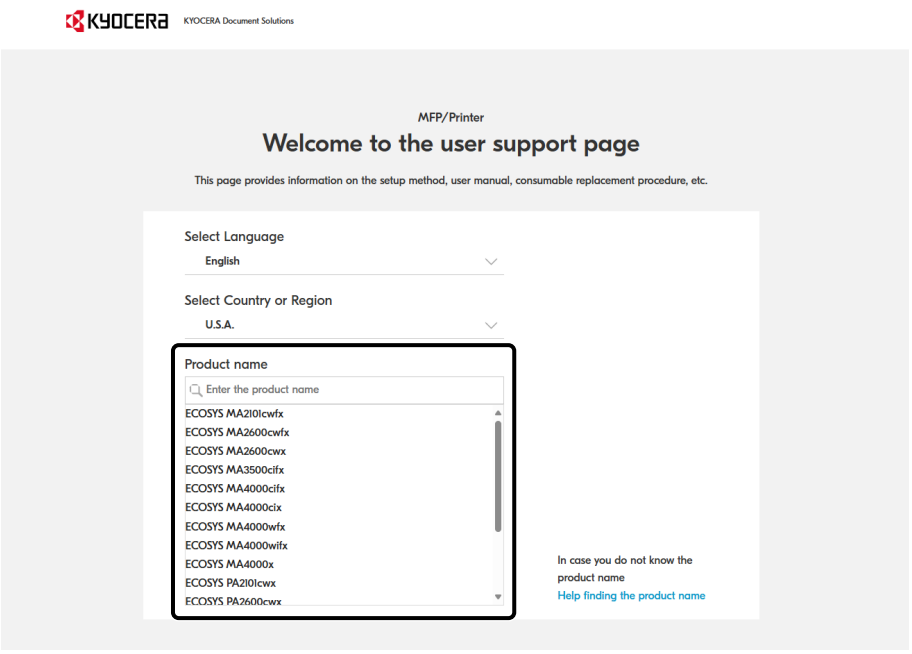
1. Launch your web browser.
2. Enter https://kyocera.info/support into the browser's address bar or location bar.



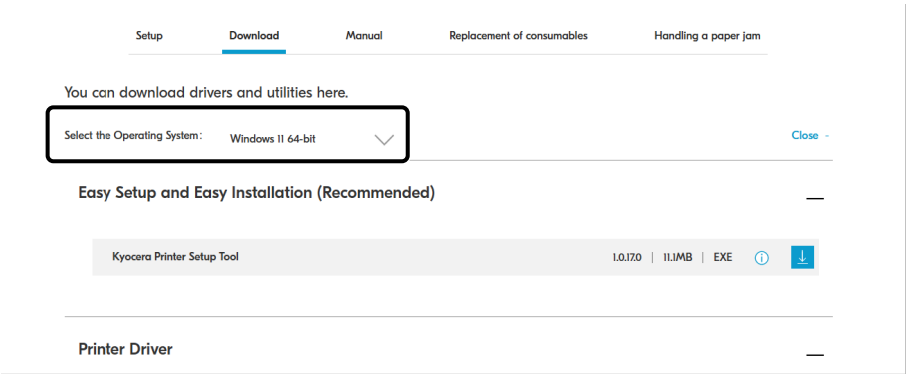
3. Select a language and country or region.



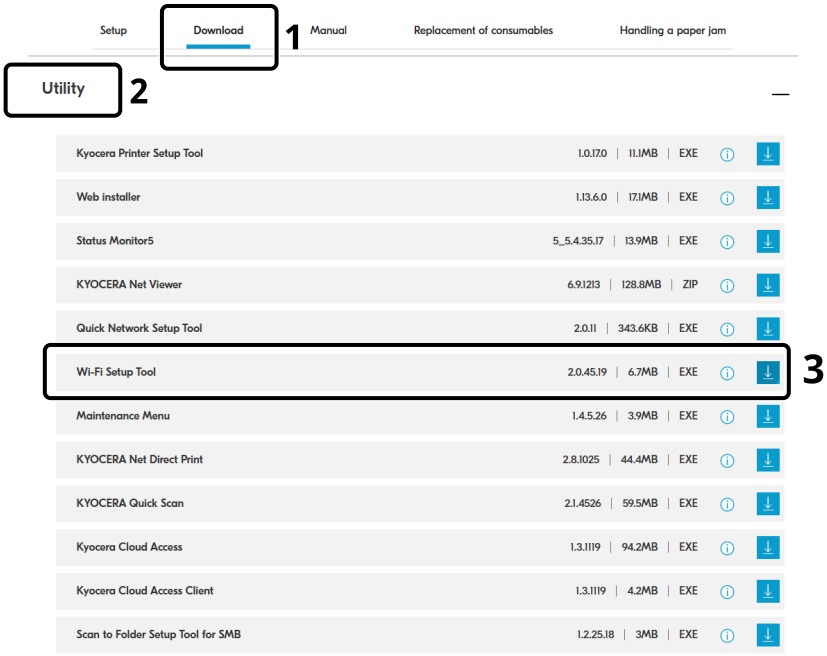
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.

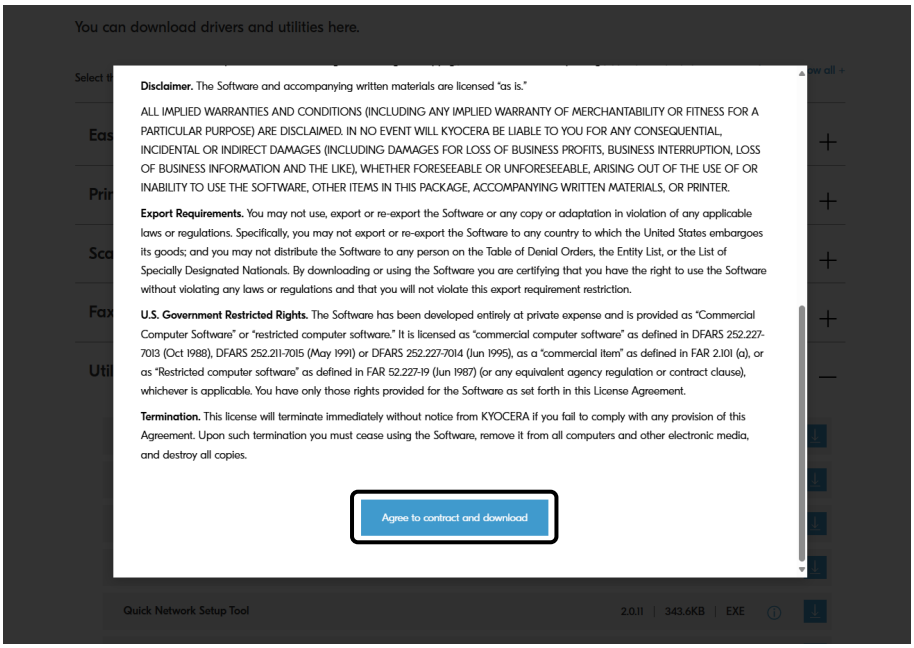


6 [Download] tab > "Utility" > [Wi-Fi Setup Tool]



7 Read the license agreement.

8 Select [Agree to contract and download] if there is no problem.
The Wi-Fi Setup Tool will be downloaded.



9 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- If the User Account Control window appears, select [Yes].

3 Configure the settings.

1. [Do not user WPS] > [Next] > [Next]
2. [LAN Cable] > [Next] > [Next]
3. [Quick Setup] > [Next]

   The machine is detected.

NOTE

- Only one machine can be searched using Wi-Fi Setup Tool. It may take time to search for the machine.
- If the device is not detected, select [Detail Settings] > [Next]. You can specify an IP address or hostname as the detection method by selecting either [Express] or [Custom] from the detection methods of the machine.

4. Select the machine > [Next].
5. Select [Use device settings] from [Authentication mode] and enter [Login User Name] and [Login Password] > [Next].

   Enter the administrator login user name and login password.
6. Configure the communication settings and select [Next].
7. Change the settings of access point, as necessary > [Next].

   The network is configured.

Wireless LAN Connection by Wi-Fi Direct Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally.

To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to On) and Restart Network from the operation panel before your computer will be connected to this machine with Wi-Fi Direct.

NOTE

Configure the settings on the operation panel if your computer supports WPS.

➡ [Wi-Fi Settings] (page 494)

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

[Wi-Fi Direct]: On > [Close]

3 Restart the network.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

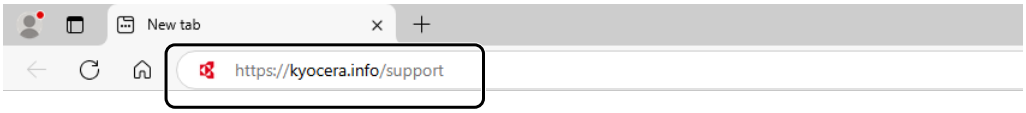
4 Connect a computer or a mobile device with the machine.

➡ Setting Wi-Fi Direct (page 89)

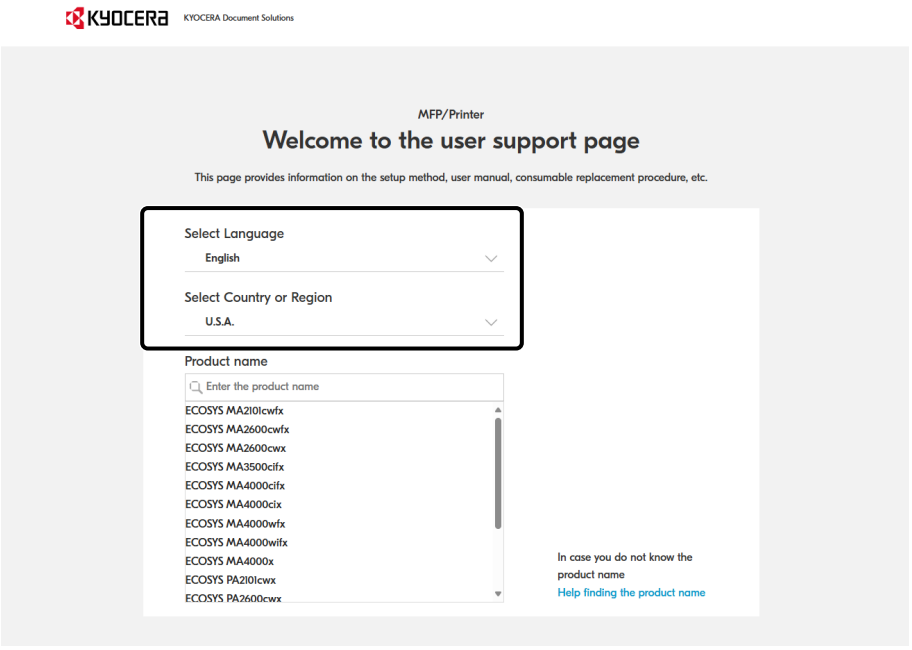
5 Launch the Wi-Fi Setup Tool.

1 Launch your web browser.

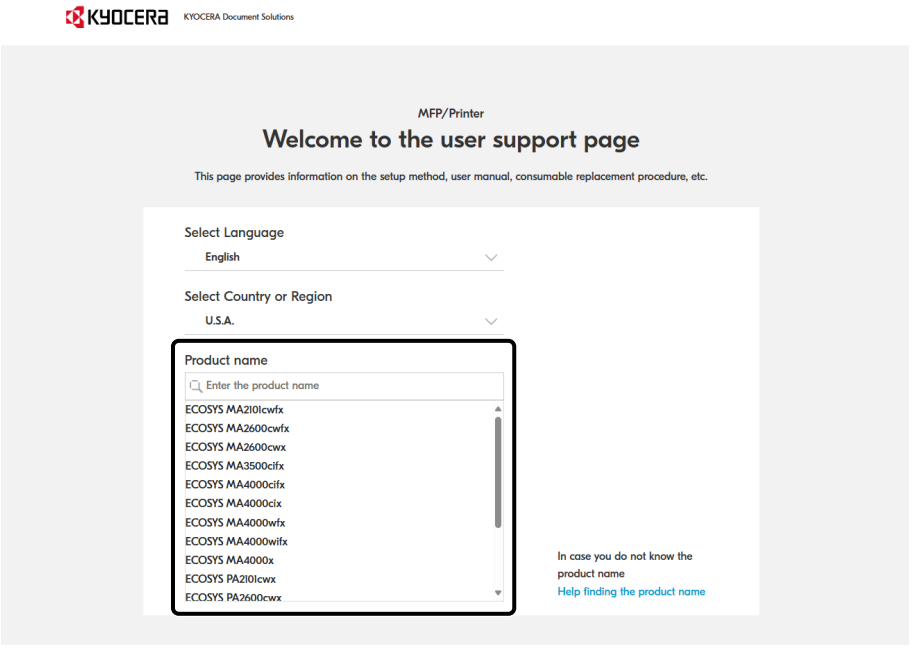
2 Enter https://kyocera.info/support into the browser's address bar or location bar.



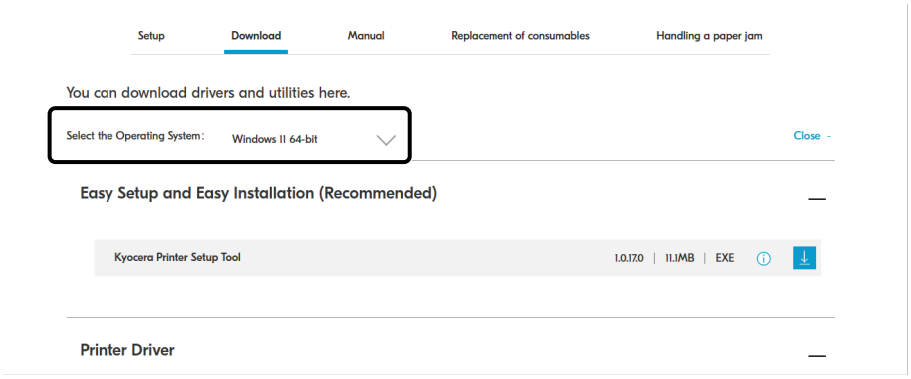
3 Select a language and country or region.



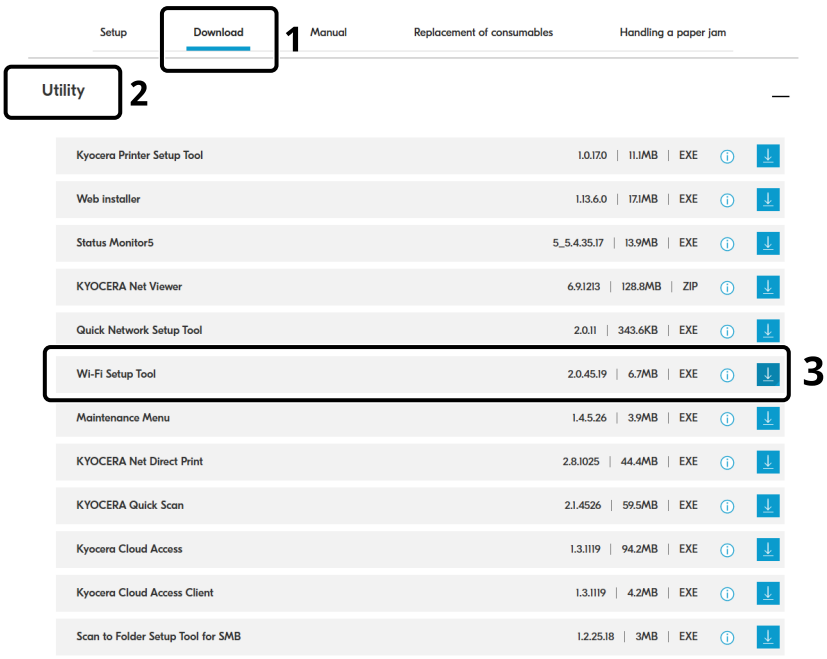
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.



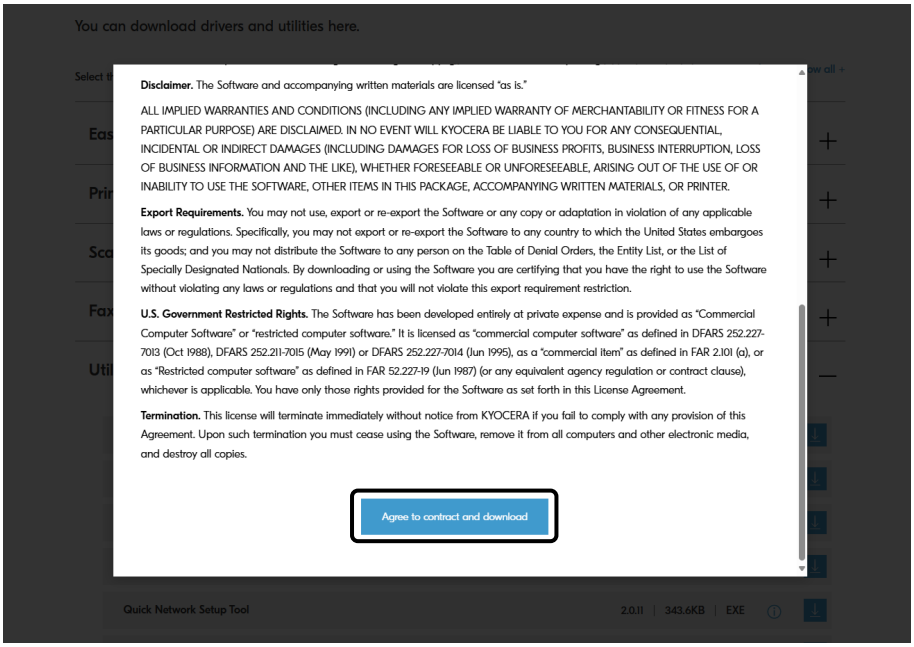
6 [Download] tab > "Utility" > [Wi-Fi Setup Tool]



7 Read the license agreement.

8 Select [Agree to contract and download] if there is no problem.

The Wi-Fi Setup Tool will be downloaded.



9 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- If the User Account Control window appears, select [Yes].

6 Configure the settings.

1 [Do not use WPS] > [Next] > [Next]

2 [Wi-Fi Direct] > [Next] > [Next]

3 [Detail Settings] > [Next]

Select either [Express] or [Custom] from the detection methods of the machine. You can specify an IP address or hostname as the discovery method.

4 Select the machine > [Next].

5 Select [Use Device Settings] from [Authentication Mode] and enter [Login User Name] and [Login Password] > [Next].

Enter administrator login User Name and Login Password.

6 Configure the communication settings and select [Next].

7 Change the settings of access point, as necessary > [Next]

The network is configured.

Setting Wi-Fi Direct

Setting Wi-Fi Direct enables you to print from the Wi-Fi Direct environment. The configuration methods are as follows:

NOTE

To use Wi-Fi Direct, Wireless Network Interface Kit (IB-37 or IB-38) must be installed in the machine.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 811)

Connecting to Computers or Mobile Devices that Support Wi-Fi Direct

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": On > [Close]

3 Restart the network.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 Specify the machine name from the computer or mobile device.

If a confirmation message appears on the operation panel of the machine, select [Yes].

The network between this machine and the mobile device is configured.

Connecting to Computers or Mobile Devices that do not support Wi-Fi Direct

Here, we will explain the procedures for connecting to iOS mobile devices.

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": On > [Close]

3 Restart the network.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [...] > [Device Info] > [Wi-Fi Direct/Wi-Fi]

5 Note the "Wi-Fi Direct Settings" device name, network name (SSID), pre-shared key, and IP address.

6 Configure the mobile device.

1. [Settings] > [Wi-Fi]
2. Select the network name (SSID) appeared in step 5 from the list.
3. Enter the password that was provided in step 5 > [Connect].
   The network between this machine and the mobile device is configured.

Configuring the Connection by Using Push Button

When your computer or mobile device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

2 Configure the settings.

"Wi-Fi Direct": On > [Close]

3 Restart the network.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network] > [Restart]

4 [...] > [Device Info] > [Wi-Fi Direct/Wi-Fi]

5 Press the push button on the computer or mobile device and select "Wi-Fi Direct" [Push Button Setup] > [OK] on the screen of operation panel.

The network between this machine and the computer or mobile device is configured.

IMPORTANT

You can connect up to ten mobile devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect to another device, disconnect the already connected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or mobile devices.
- Disconnecting all devices from the network on the operation panel.
- Select [...] > [Device Info] > [Wi-Fi Direct/Wi-Fi] > "Wi-Fi Direct" [Device] > [Disconnect] > [Disconnect]
- Configuring auto disconnecting time from the System menu.

  ➡ [Wi-Fi Direct Settings] (page 492)
- Configuring auto disconnecting time from the Command Center RX.

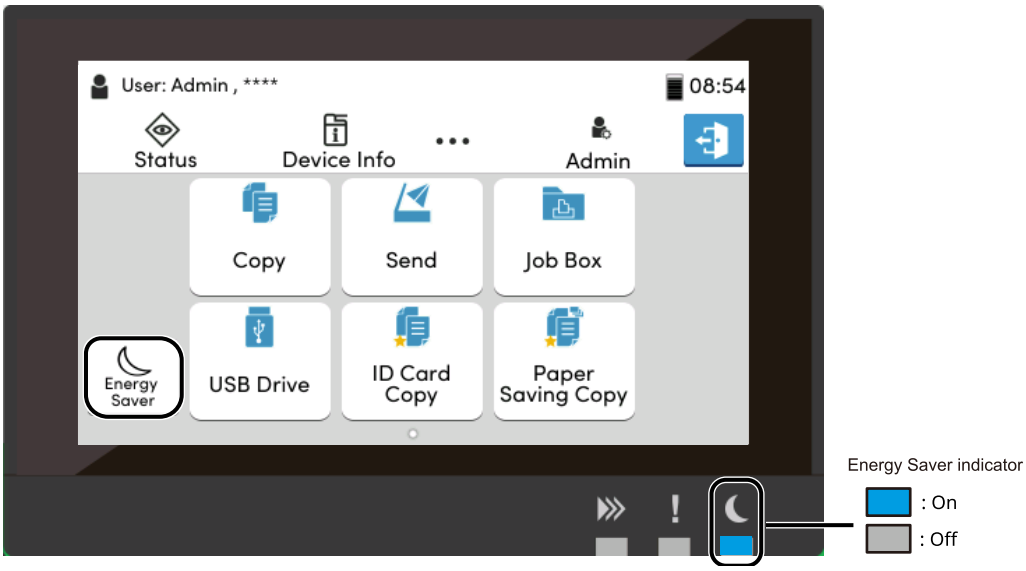
  ➡ **Command Center RX User Guide**

Energy Saver function

If a further period of time elapses without the machine being used, the machine automatically enters sleep mode, which minimizes power consumption.

Sleep

To enter Sleep, select [Energy Saver]. The touch panel and all indicators on the operation panel turn off to save a maximum amount of power and the Energy Saver indicator will blink repeatedly. This status is referred to as sleep mode.



If print data is received during sleep mode, the machine automatically wakes up and starts printing.

For fax-compatible models, when fax data arrives while the machine is in sleep mode, the machine automatically wakes up and starts printing.

In addition, the machine wakes up when the following operation is performed:

Tap the touch panel.

Recovery time from Sleep Mode is as follows:

11.0 seconds or less

NOTE

Ambient environmental conditions such as ventilation may cause the machine to respond more slowly.

Auto Sleep

Auto sleep automatically switches the machine into sleep mode if left idle for a preset time.

The amount of time before entering Sleep is as follows:

1 minute (default setting)

To change the preset sleep time, refer to the following:

➡ Quick Setup Wizard (page 97)

Sleep Level (Energy Saver and Quick Recovery mode) (models except for Europe)

Sleep can be switched to two modes: Energy Saver mode and Quick Recovery mode. The default setting is Energy Saver mode.

This mode reduces power consumption even more than normal sleep mode and allows sleep mode to be set separately for each function. The time required for the machine to wake up from power save mode and resume normal operation will be longer than for normal sleep mode.

NOTE

- Energy Saver cannot be specified if an optional Network Interface Kit is installed.
- Use the Energy Saver mode under normal circumstances.
- Use the Quick Recovery mode only when the computer does not recognize USB-connected devices as this will consume more power.

For more information on Sleep Level (Home) Mode settings, refer to the following:

➡ Quick Setup Wizard (page 97)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode.

For Energy Saver Recovery Level, [Full Recovery] or [Normal Recovery] can be selected.

The factory default is [Normal Recovery].

For more information on Energy Saver mode settings, refer to the following:

➡ Quick Setup Wizard (page 97)

➡ [Energy Saver Recovery Level] (page 437)

Weekly Timer Settings

Set the machine to automatically enter sleep mode and wake up at specific times for each day of the week.

For more information on Weekly Timer Settings, refer to the following:

➡ Quick Setup Wizard (page 97)

➡ [Weekly Timer Settings] (page 437)

Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

➡ Log in as Machine Administrator or Administrator (page 131)

Fax Setup

Configures basic fax settings.

NOTE

Displayed when an optional FAX Kit is installed.

➡ **FAX Operation Guide**

Item	Description
Dialing/RX Mode	**Dialing Mode** • Tone (DTMF) • Pulse (10PPS) **Reception Mode** • Auto (Normal) • Auto (Fax/TEL) • Auto (TAD) • Manual RX
Local Fax Information	**Local Fax Information** • Local Fax Name • Local Fax Number • Local Fax ID **NOTE** Enter value for Local Fax ID. Value: 0000 - 9999 (in 1 increments) **TTI** • Off • Outside • Inside

Item	Description
Volume	**Volume** • Fax Speaker Volume • Fax Monitor Volume **Job Finish** • Off • On • Fax Reception Only
Rings	**Rings** • Rings (Normal)*1 • Rings (TAD)*1 • Rings (Fax/TEL)*1 **NOTE** Enter a value for Rings. Value: 1 ring to 15 rings (in 1-ring increments)
Paper Source/Output	**Paper Source Settings** • Not specify • Specify by Media Type Value: All Media Types, Plain, Rough, Vellum, Thin, Recycled, Bond, Color, Thick, High Quality, Custom 1 to 8 • Specify by Cassette Value: Cassette 1 to 4 **Reduced RX Size** • Off • On
Redial	**Retry Times** **NOTE** Enter a value for retry times. Value: 0 time - 14 times (in 1-time increments)
Show Power Off Message	**Show Power Off Message** • Off • On

Paper Setup

Configure the paper used for printing.

Item	Description
Cassette	**Paper size (Cassette 1 to Cassette 4)** Auto (Metric), Auto (Inch), A3, A4, A5, B4, B5, Folio, 216 x 340 mm, Ledger, Letter, Legal, Statement, OficioII, 8K, 16K **Media type (Cassette 1 to Cassette 4)** Plain, Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1 to 8
Multipurpose Tray	**Paper Size** A3, A4, A5, A6, B4, B5, B6, Folio, 216 x 340 mm, Ledger, Letter, Legal, Statement, Executive, OficioII, 8K, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Size Entry **Media Type** Plain, Rough, Vellum, Thin, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8

Energy Saver Setup

Configures sleep mode.

Item	Description
Sleep Mode	**Except for Europe** **Sleep Timer** **NOTE** Enter a value for time in minutes. Value: 1 minute - 60 minutes (in 1 minute increments) **Sleep Level** • Quick Recovery • Energy Saver **Sleep Rules** Application Value: On, Off
Recovery Mode	**Energy Saver Recovery Level** • Full Recovery • Normal Recovery

Item	Description
Weekly Timer	Weekly Timer Settings • Off • On **Schedule**[*2] **Retry Times**[*2] **Retry**[*2] • Not Retry • Limited Retries • Unlimited Retries **Retry Interval**[*2] **NOTE** Enter a value for time in seconds. Value: 10 seconds - 60 seconds (in 10-second increments)

Network Setup

Configures network settings.

Item	Description
Network	**Network Selection**[*3] • Wi-Fi(Setup with Using Utility)[*5] • Wi-Fi[*5] • Wired Network[*6] **DHCP** • Off **IPv4**[*4] • IP Address • Subnet Mask • Default Gateway • On

Email Setup

Set SMTP server name and sender address to enable mail sending.

Item	Description
E-Mail Setup	**SMTP (Email TX)** • Off • On **SMTP Setting/Sender Address**[*7] • SMTP Server Name • SMTP Port Number **NOTE** Enter a value for port number. Value: 1 - 65535 • [Connection Test] • Sender Address

Security Setup

Specify the security level by Security Quick Setup.

Item	Description
Security Level	**Security Quick Setup** • Level 1 • Level 2 • Level 3

Alert Setup

Set whether the panel notifies that the replacement time for consumables is approaching.

Item	Description
Low Toner Alert	**Notify via Operation Panel** • Off • On

*1 This setting does not appear in some regions.
*2 Displayed only when [Weekly Timer] is set to [On].
*3 Displayed only when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.
*4 Displayed only when [DHCP] is set to [Off].
*5 Displayed only when [Network Selection] is set to [Wi-Fi].
*6 Displayed only when [Network Selection] is set to [Wired Network].
*7 Displayed only when [SMTP (Email TX)] is set to [On].

Configuring Settings Quick Setup Wizard

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

1 Display the screen.

[...] > [System Menu] > [Quick Setup Wizard]

2 Select a function.

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

NOTE

If you have trouble configuring the settings, refer to the following:

➡ Help Screen (page 71)

[End]

Exits the wizard. Settings configured so far are applied.

[<< Previous]

Returns to the previous item.

[Skip >>]

Advances to the next item without setting the current item.

[Next >]

Advances to the next screen.

[< Back]

Returns to the previous screen.

[Finish]

Register the settings and exit the wizard.

Installing Software

To use printer function, TWAIN/WIA connection, or network fax function, download and install the required software from User Support Page (https://kyocera.info/support).

Available Software (Windows)

NOTE

Depending on your machine, location, or region, some of the software may not be available.

Software	Description
KX Driver	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, and others) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine.
KPDL mini-driver/PCL mini-driver	This is a Microsoft minidriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.
FAX Driver	This makes it possible to send a document created on a computer software application as a fax via the machine.
Kyocera WIA Driver	WIA (Windows Imaging Acquisition) is a function of Windows that enables reciprocal communication between an imaging device such as a scanner and an image processing software application. An image can be acquired using a WIA-compliant software application, which is convenient when TWAIN compliant software application is not installed on the computer.
Kyocera TWAIN Driver	This driver enables scanning on the machine using a TWAIN compliant software application.
Fonts	These are display fonts that enable the machine's built-in fonts to be used in the software application.
KYOCERA Net Direct Print	This makes it possible to print a PDF file without starting Adobe Reader.
KYOCERA Net Viewer	This is a utility that enables monitoring of the machine on the network.
File Management Utility	This makes it possible to send and save a scanned document to a specified network folder.
Status Monitor	This is a utility that monitors the printer status and provides an ongoing reporting function.
Kyocera Quick Scan	This is a tool that allows you to configure settings for saving or sending scanned originals from your computer.
Quick Network Setup	A tool to configure the network (wired LAN) settings of the machine.
Wi-Fi Setup Tool	A tool to configure the wireless network (wireless LAN) settings of the machine.
Scan to Folder Setup Tool for SMB	A tool for creating shared folders on your computer, setting the created shared folders as destination folders on this machine, and the like.

Software	Description
Kyocera Cloud Access	Software that enables the use of cloud services from this product.
Kyocera Cloud Access Client	Software that enables the use of cloud services from this product. Follow the guidance on the screen to install the software.
Kyocera Printer Setup Tool	This tool provides an easy setup process for the machine, enabling configuration of Wi-Fi settings and software installation.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- The fax function can be used on products equipped with fax capability.

Available Software (Mac)

NOTE

Depending on your machine, location, or region, some of the software may not be available.

Software	Description
Mac Printer Driver	This driver enables files on Mac to be printed by the machine. Multiple page description languages (PCL KPDL and PDF) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine.

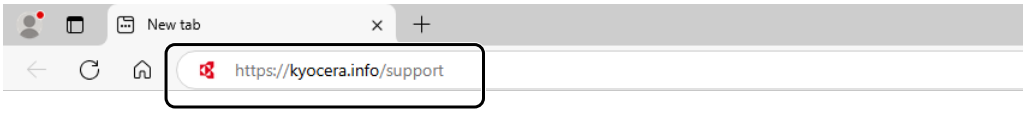
Installing Software in Windows

Downloading and installing from the website

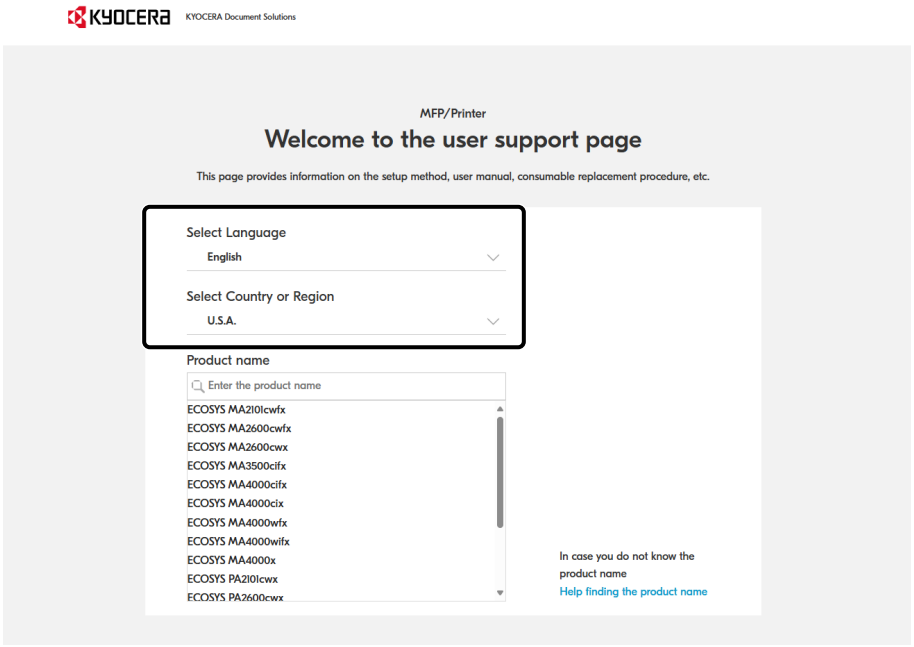
Download and install the software from our website.

1 Download the software from the website.

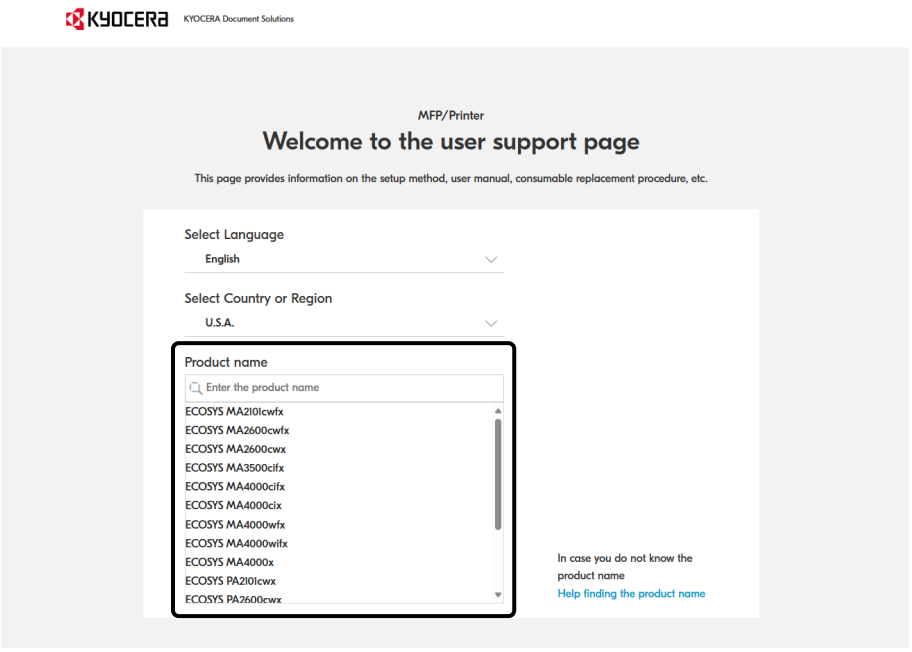
1. Launch your web browser.
2. Enter https://kyocera.info/support to the browser's address bar or location bar.



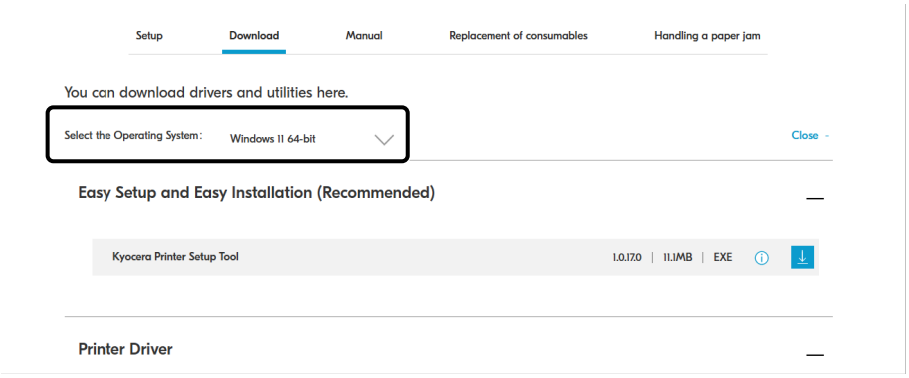
3. Select a language and country or region.



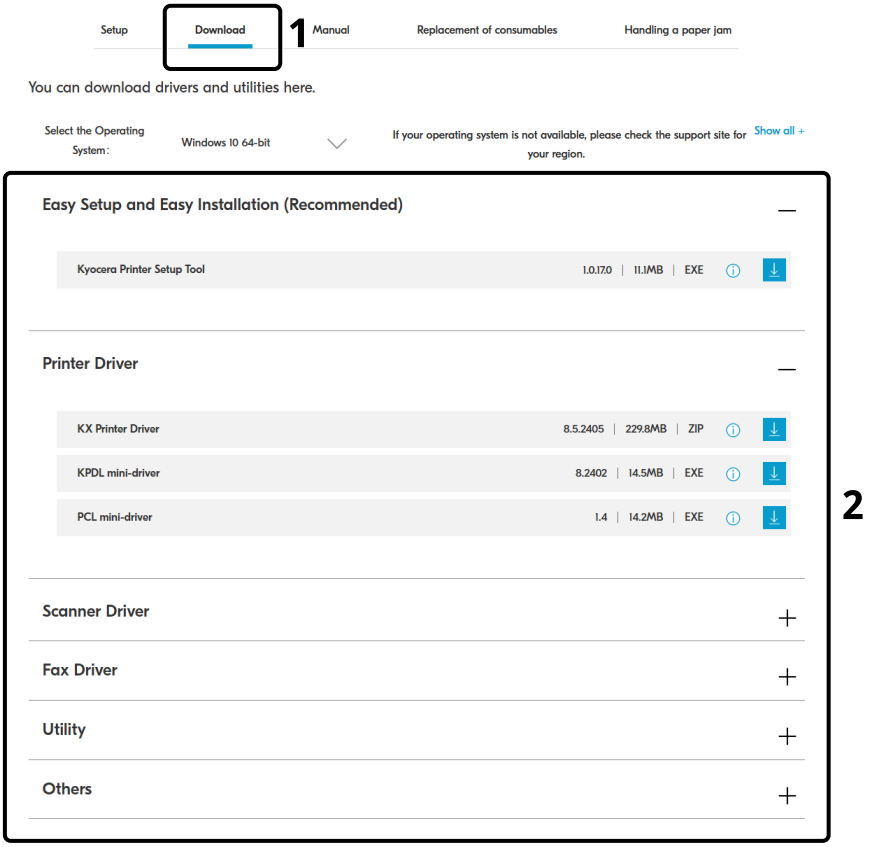
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.



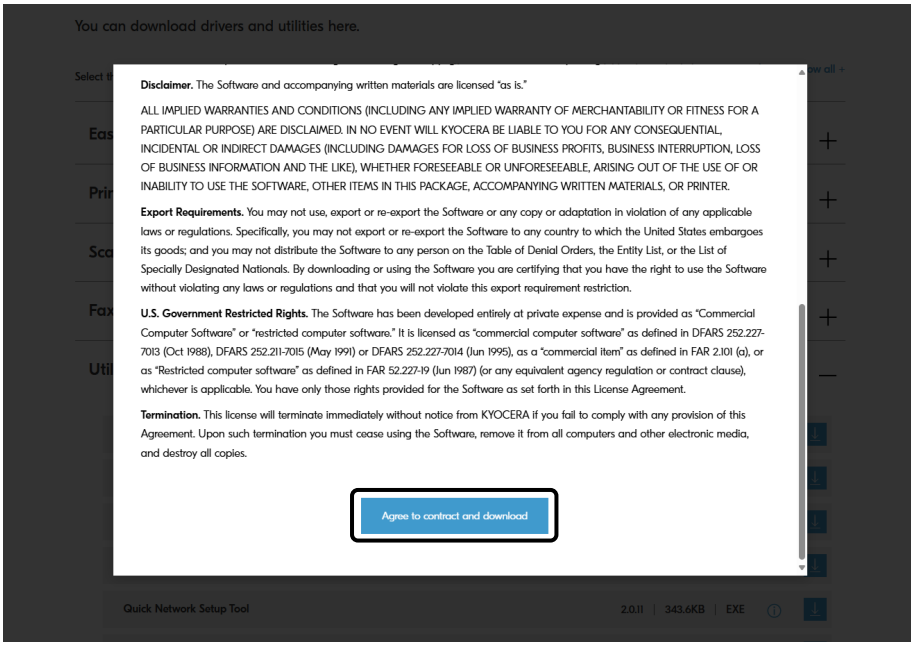
6 [Download] tab > the software you want to download .



7 Read the license agreement.

8 Select [Agree to contract and download] if there is no problem.

An installer of the selected software will be downloaded.



2 Double-click the downloaded installer to launch.

Follow the guidance on the screen to install the software.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- If the User Account Control window appears, select [Yes].

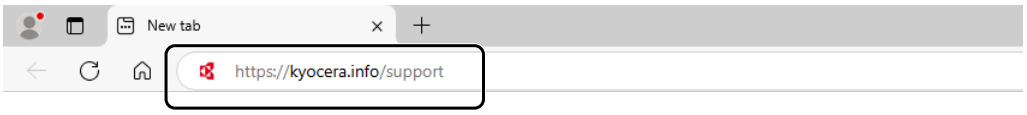
Using the web installer

Install software by using a web installer downloaded from our website.

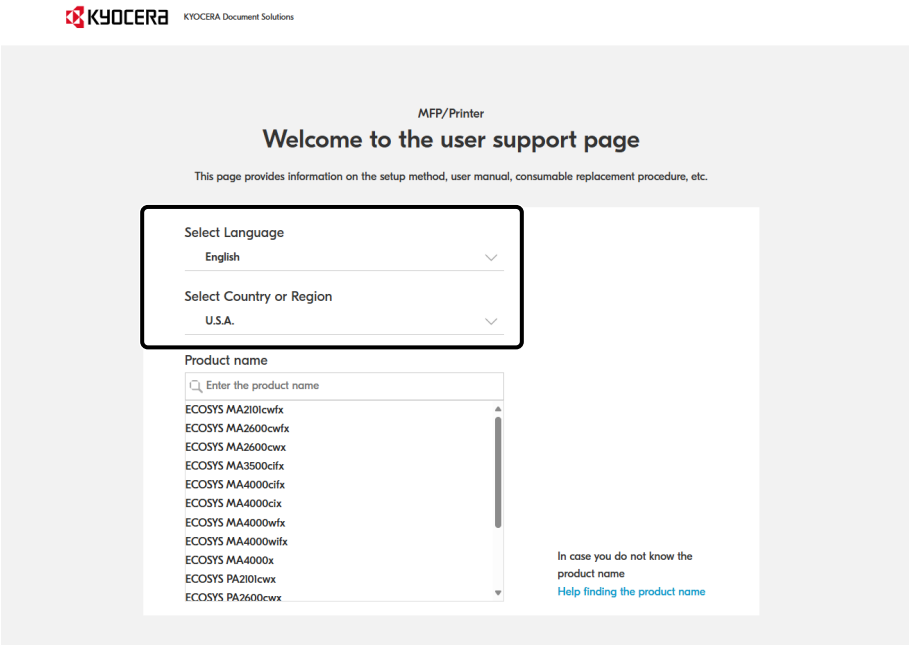
1 Download software from the website.

1 Launch your web browser.

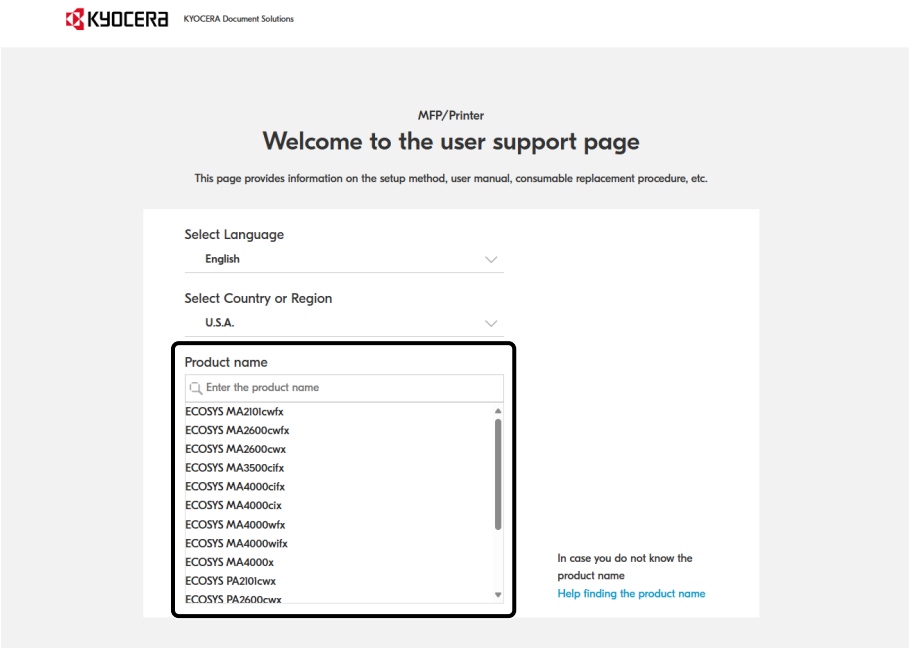
2 Enter https://kyocera.info/support to the browser's address bar or location bar.



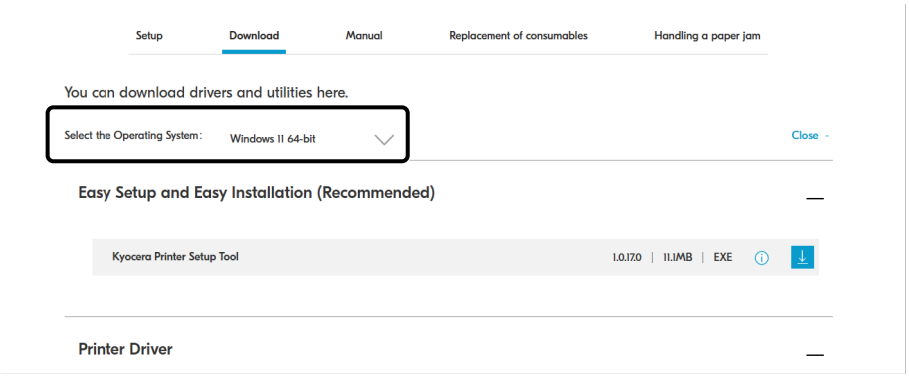
3 Select a language and country or region.



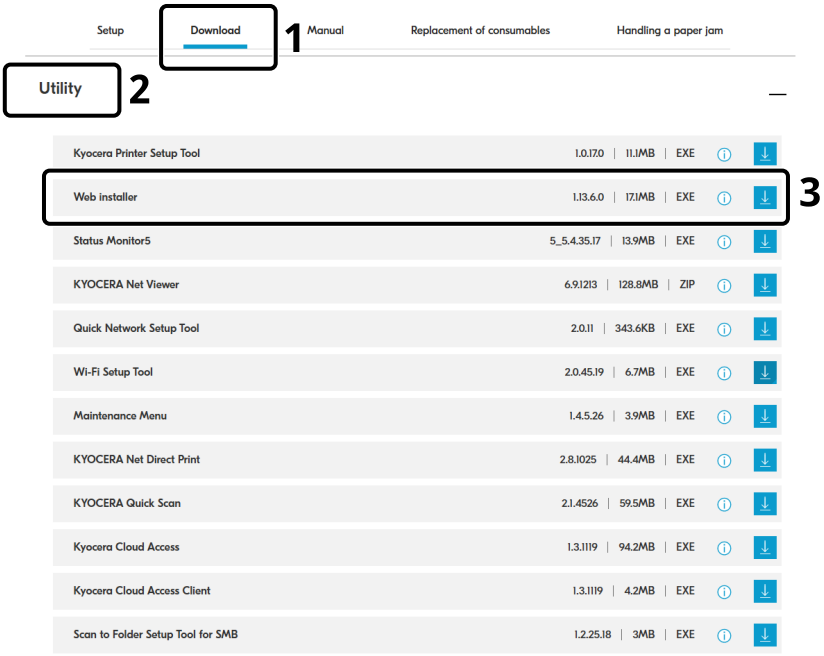
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.



6 [Download] tab > "Utility" > [Web Installer]



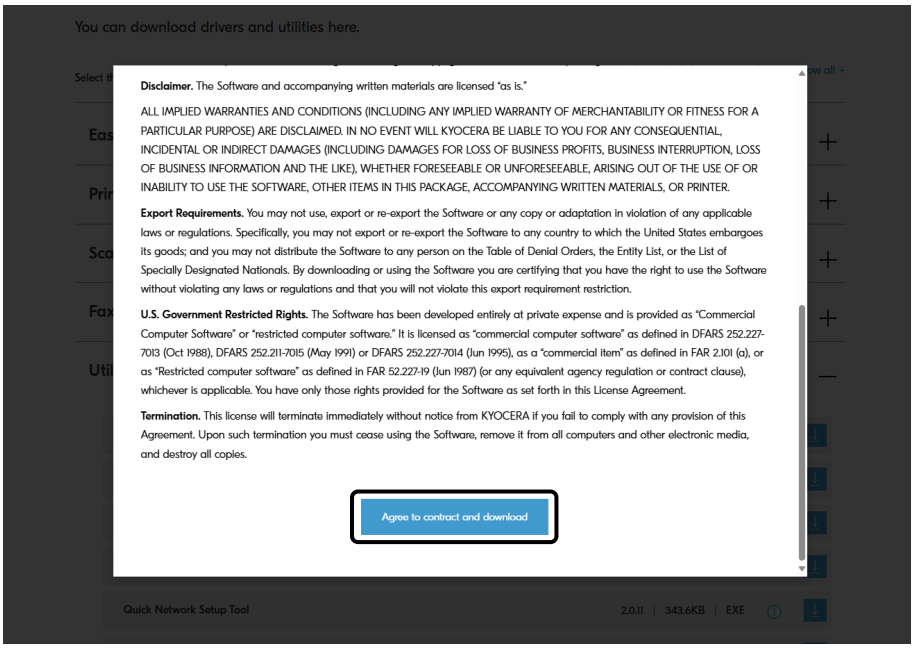
NOTE

Depending on the model of your machine, Web Installer can be found either in "Utility" or "Easy Setup and Easy Installation (Recommended)".

7 Read the license agreement.

8 Select [Agree to contract and download] if there is no problem.

The web installer will be downloaded.

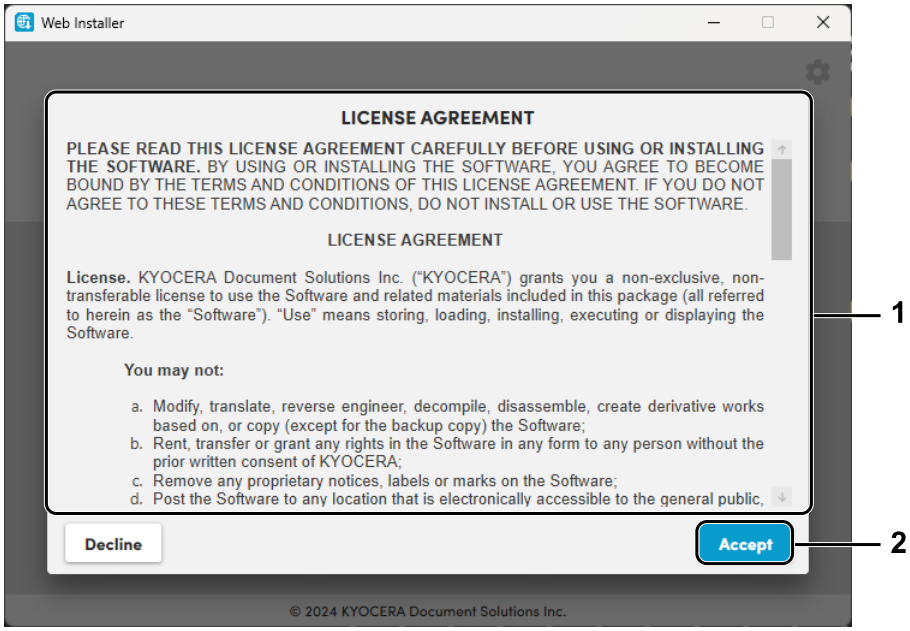


2 Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged in with administrator privileges.
- If the User Account Control window appears, select [Yes].

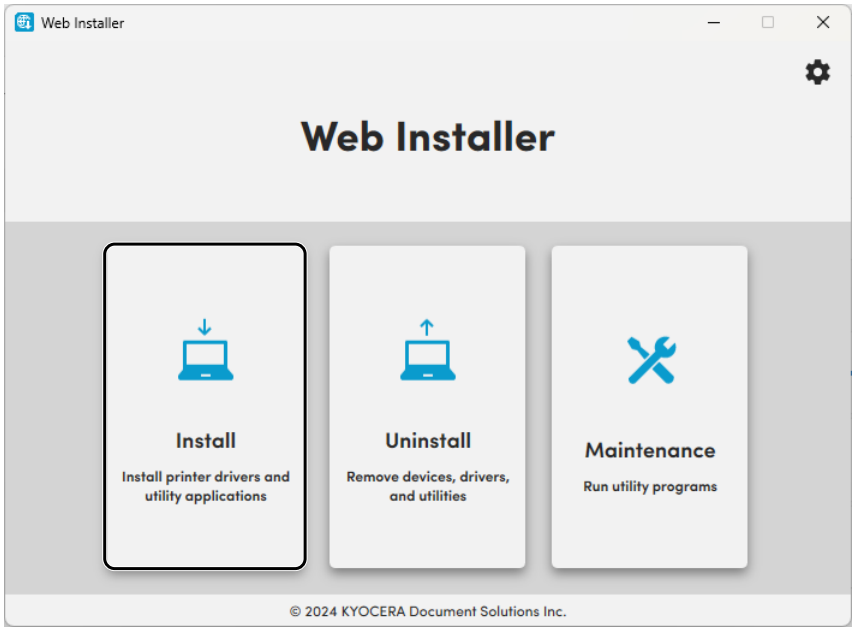
3 Display the screen.



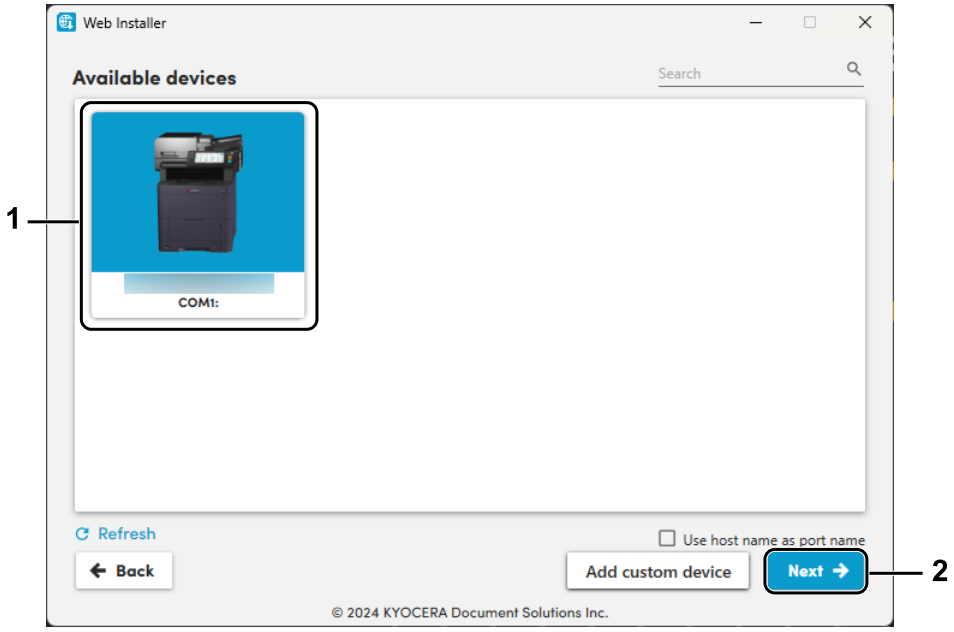
1 Read the license agreement.

2 Select [Accept] if there is no problem.

4 Select [Install].



5 Select a model, and then select [Next].



NOTE

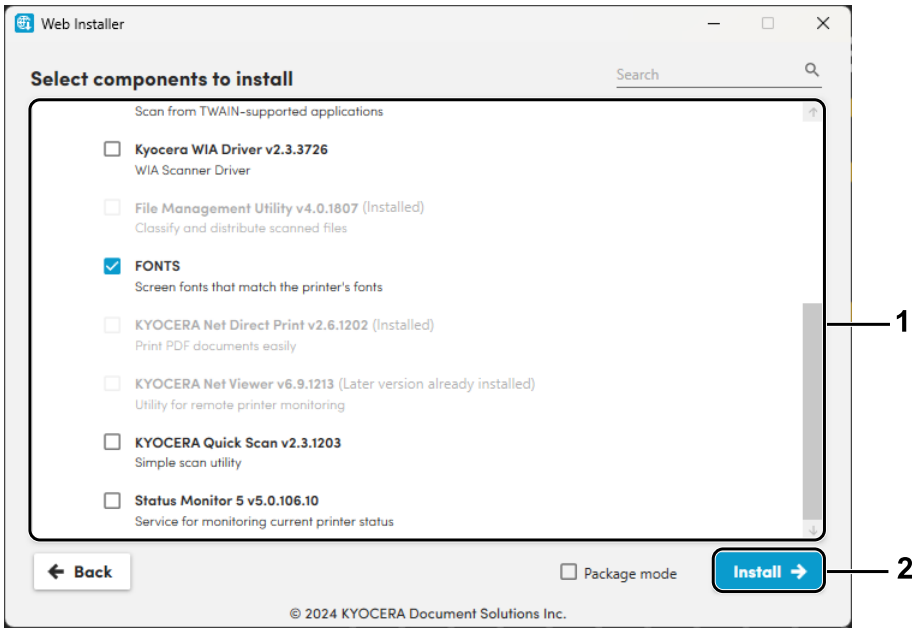
- The machine cannot be detected unless it is On. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a preferred device is not displayed, select [Add Custom Device] to directly select the device you want to use.

6 Install an application.

1 Select the software you want to install.

NOTE

Software recommended to install have ☑ in their checkboxes by default. Change the settings as required.

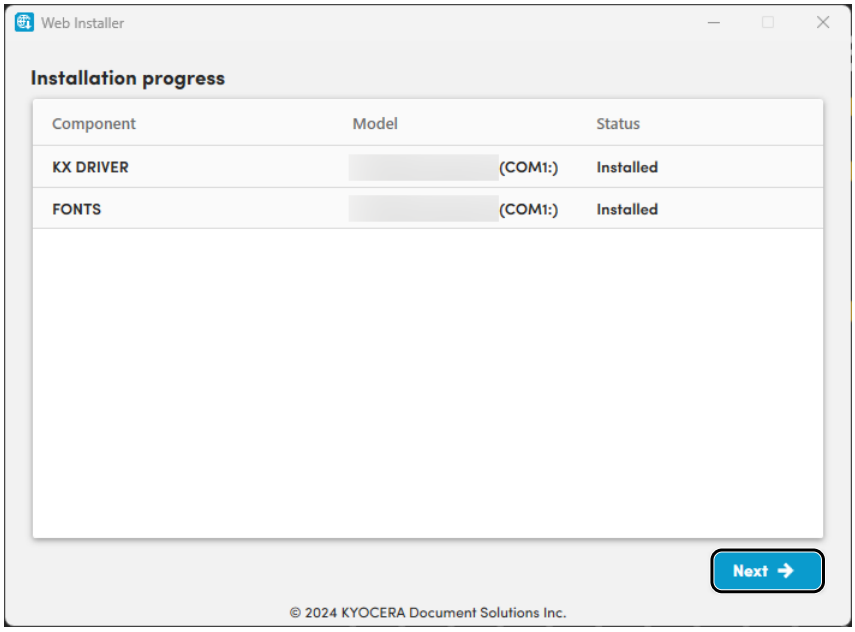


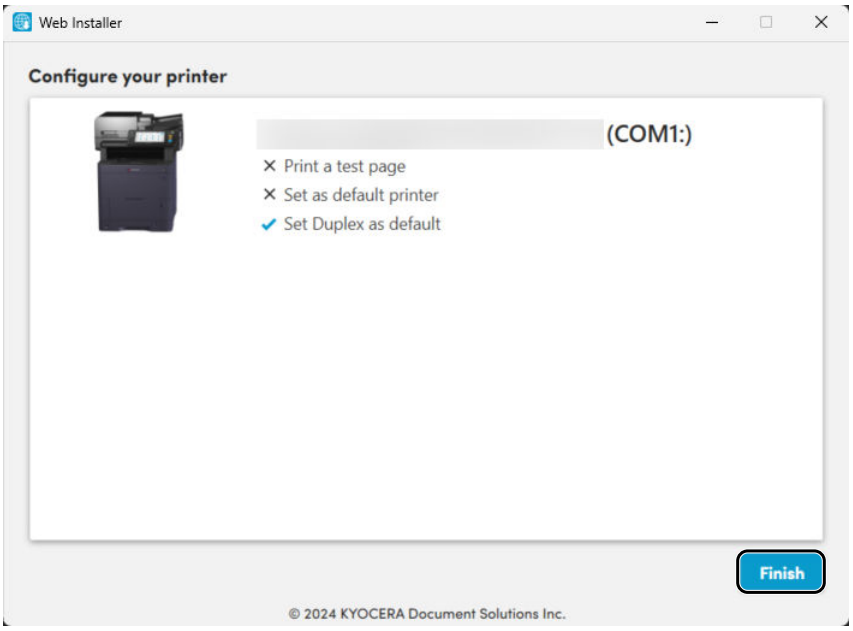
2 Select [Install].

NOTE

If the Windows security window appears, select [Install this Driver Software].

7 Finish the installation.





Select [Next] > [Complete] to finish the installation wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

If you are installing the Kyocera TWAIN Driver, continue by configuring the following:

➡ Setting Kyocera TWAIN Driver (page 124)

Uninstalling Windows Software

Use a web installer to uninstall the software. The web installer can be downloaded from User Support Page (https://kyocera.info/support).

NOTE

For details on how to download the web installer, refer to the following:

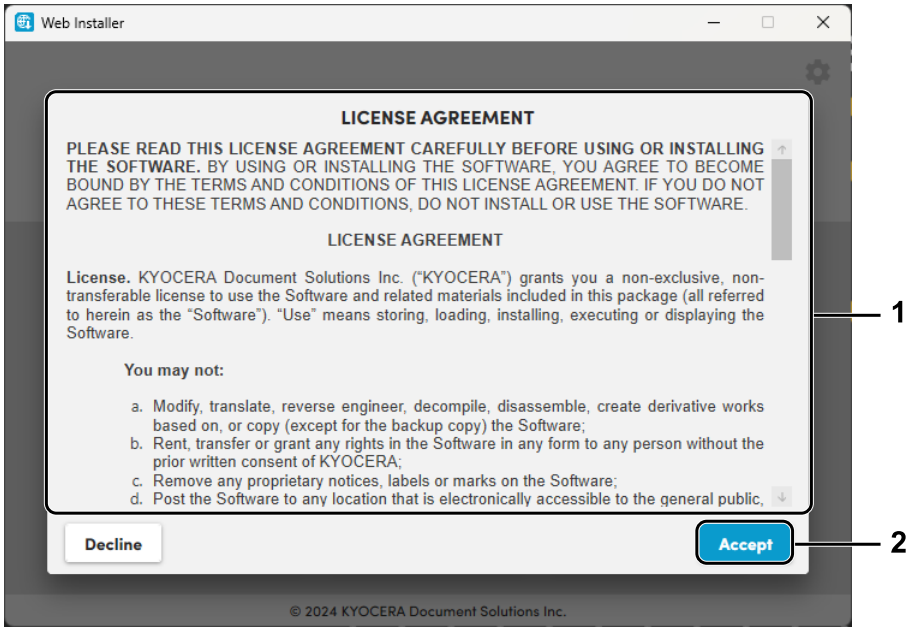
➡ Using the web installer (page 110)

1 Double-click the downloaded installer to launch.

NOTE

Uninstallation on Windows must be done by a user logged in with administrator privileges.

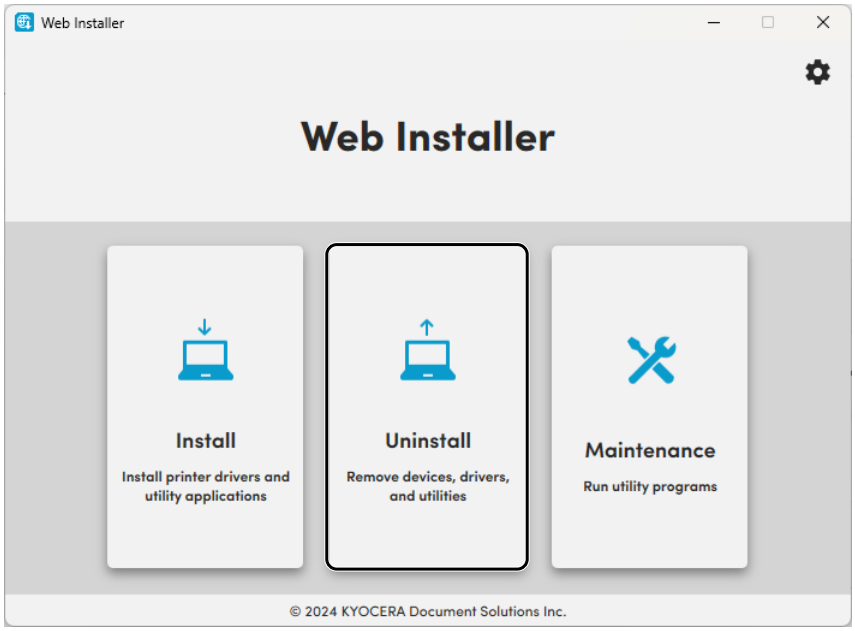
2 Display the screen.



1 Read the license agreement.

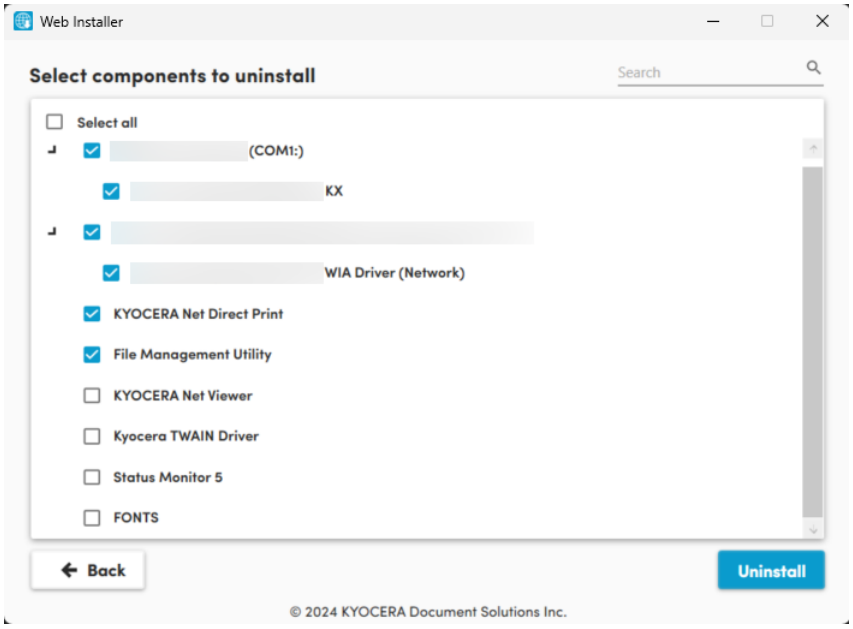
2 Select [Accept] if there is no problem.

3 Select [Uninstall].



4 Uninstall the software.

1 Select the software you want to uninstall.



2 Select [Uninstall].

5 Finish uninstalling.

Select [Finish].

Restart the system for the uninstall to take effect.

Installing Software on a Mac OS Computer

A printer driver can be installed for a Macintosh computer.

NOTE

- Installation on Mac OS must be done by a user logged in with administrator privileges.
- When installing for Mac, set the machine's emulation to [KPDL] or [KPDL (Auto)].

  ➡ [Printer] (page 476)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

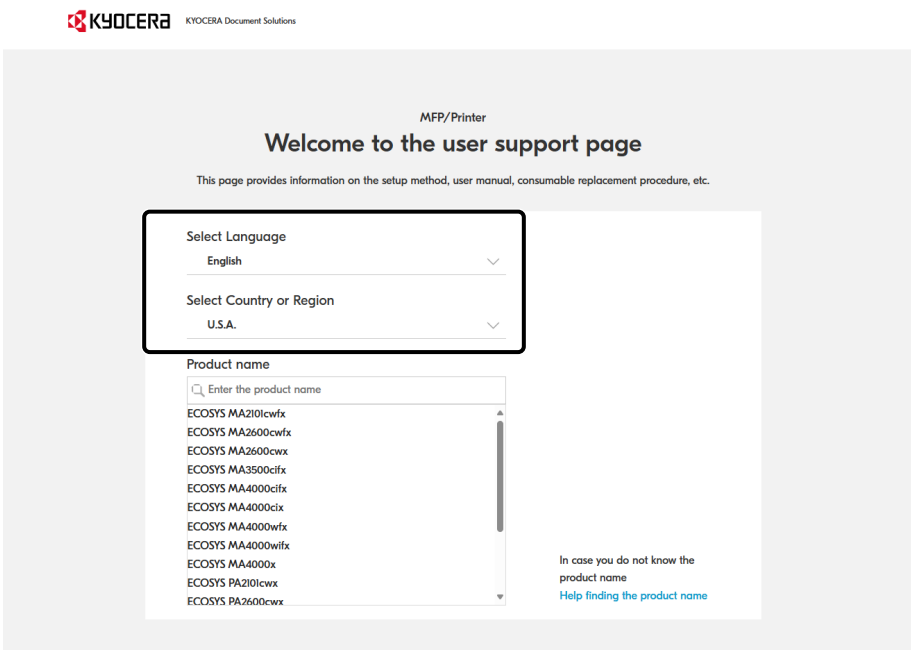
  ➡ [Bonjour] (page 513)
- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

1 Download the software from the website.

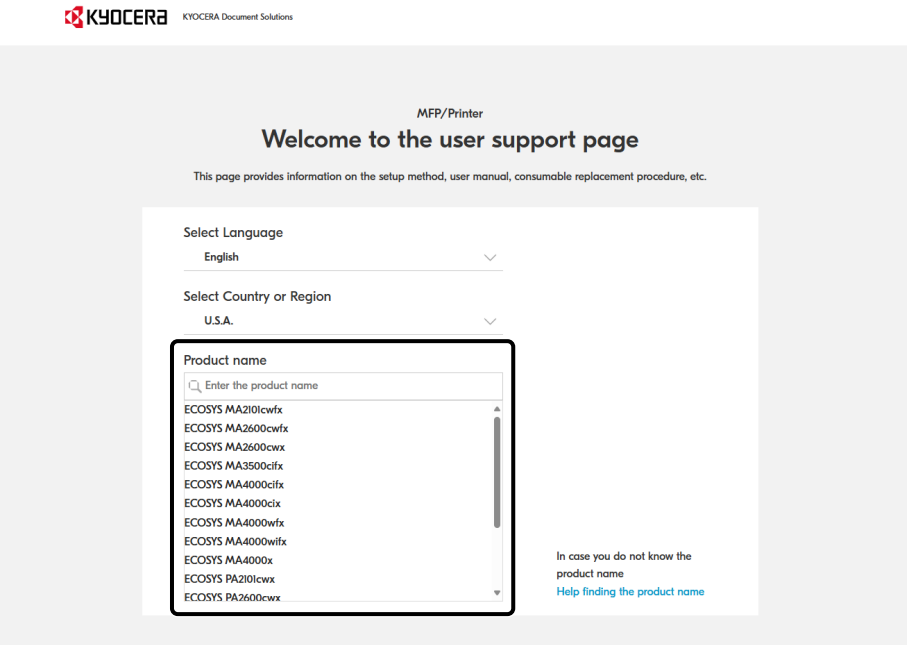
1. Launch your web browser.
2. Enter https://kyocera.info/support to the browser's address bar or location bar.



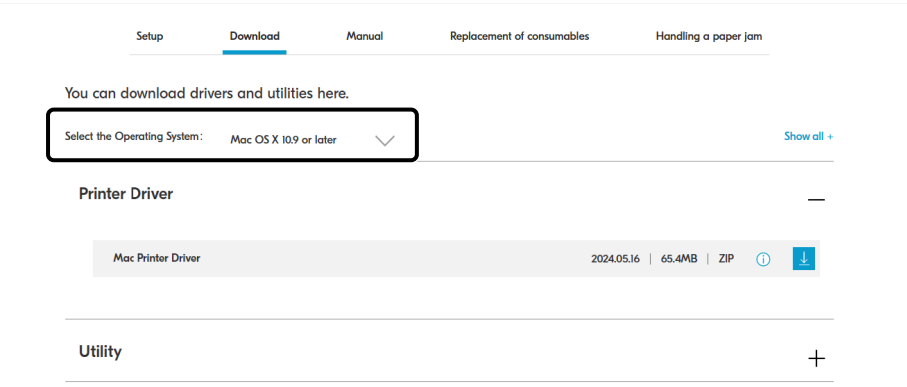
3. Select a language and country or region.



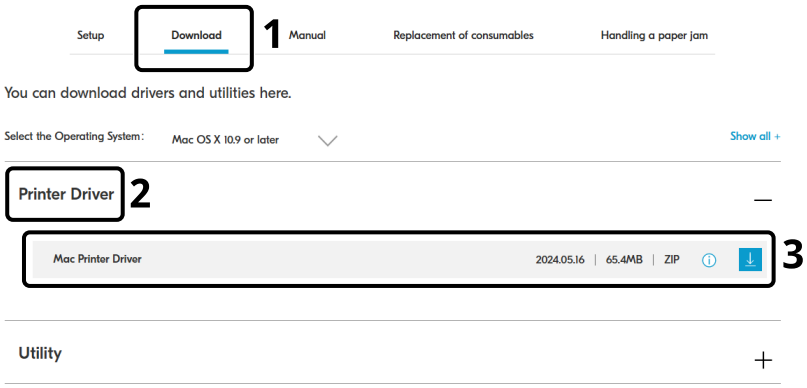
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.



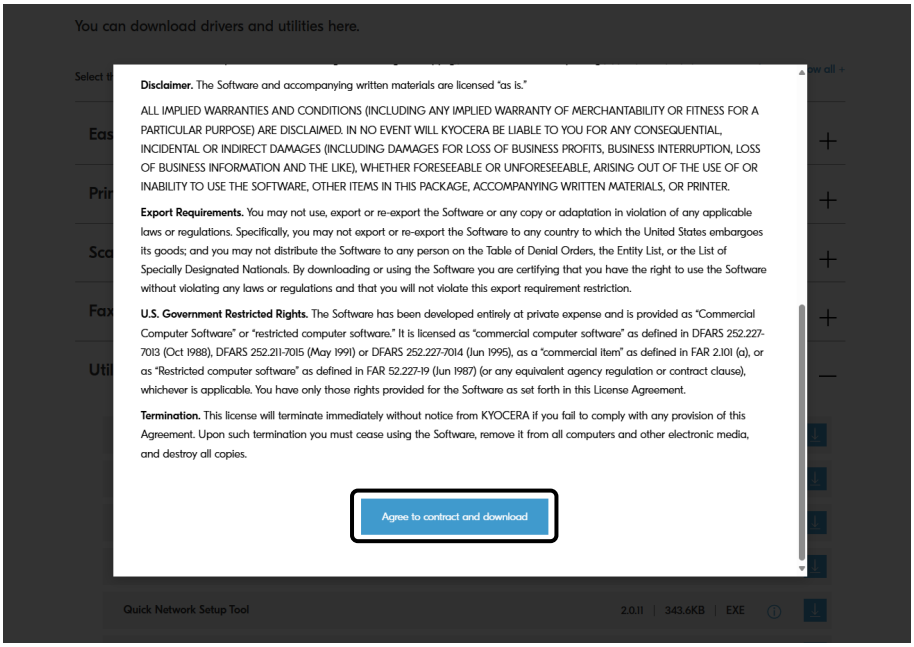
6 [Download] tab > "Printer Driver" > [Mac Printer Driver]



7 Read the license agreement.

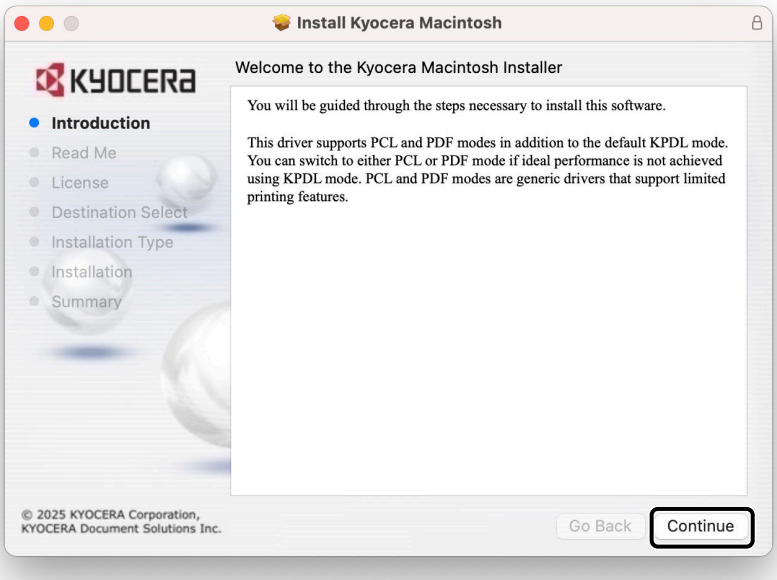
8 Select [Agree to contract and download] if there is no problem.

The Mac Printer Driver will be downloaded.



2 Install the Printer Driver.

Double-click the downloaded installer to launch.

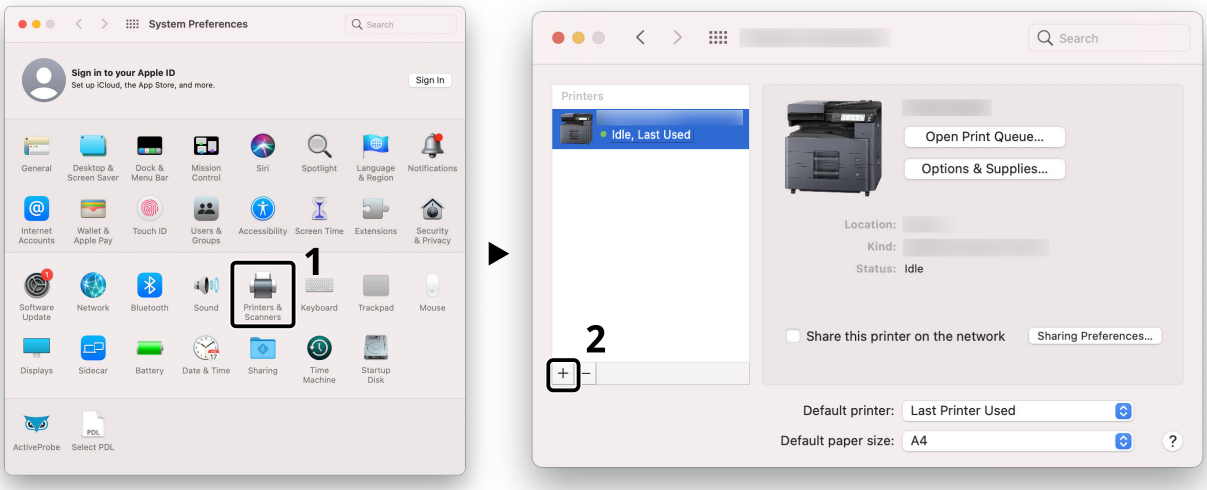


Install the printer driver as directed by the instructions in the installation software. This completes the printer driver installation.

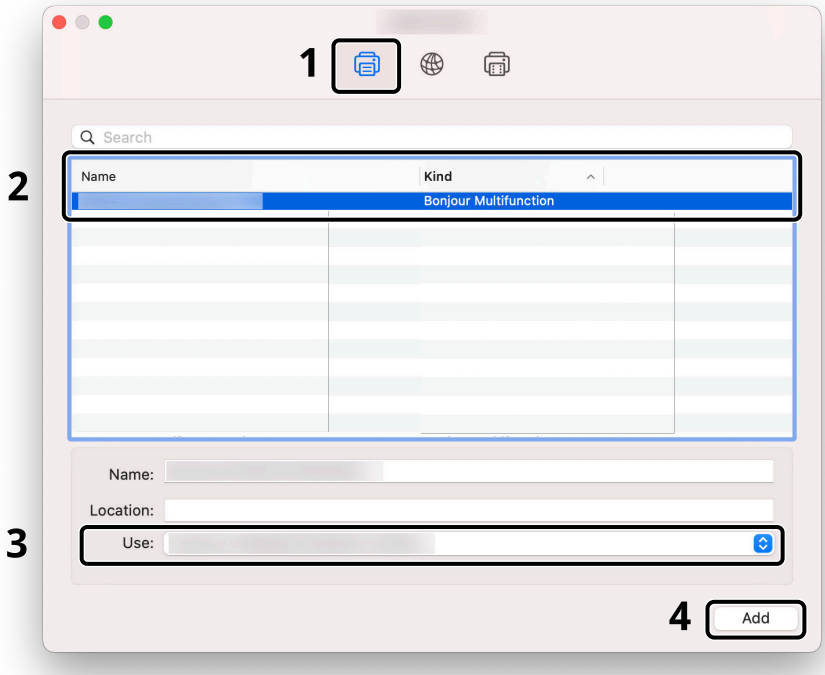
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

3 Configure the printer settings.

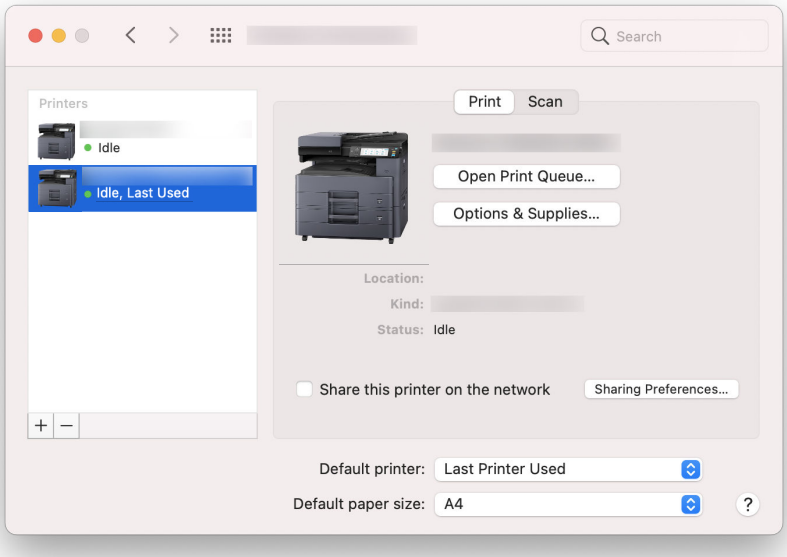
1 Open System Preferences and add the printer.



2 Select [Default] > the item that appears in "Name", and then select the driver.



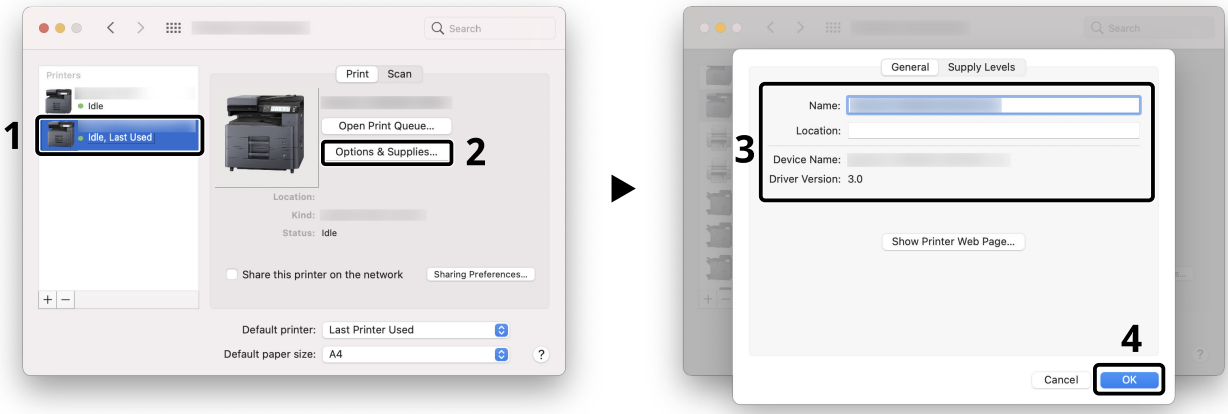
The selected machine is added.



NOTE

When using an IP address, select the [IP] and then enter the host name or IP address. "Name" is automatically filled in with the number entered in "Address". Change the settings as required.

3 Check the general information about the machine.

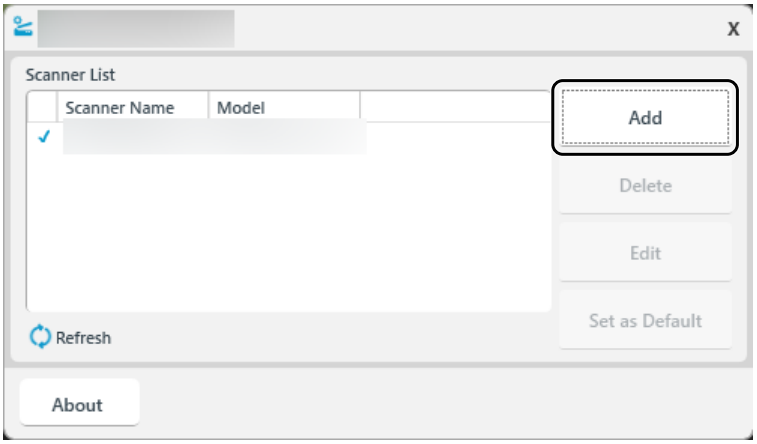


Setting Kyocera TWAIN Driver

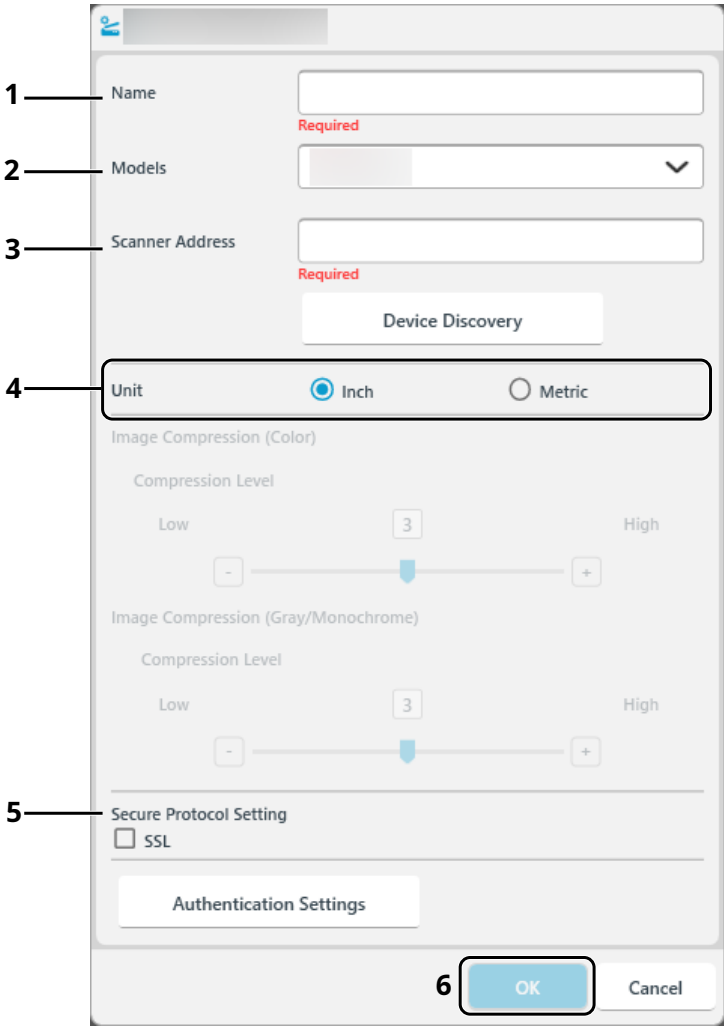
Register this machine to the Kyocera TWAIN Driver. Instructions are based on interface elements as they appear in Windows 11.

1 Display the screen.

1. Select the Search box in taskbar and enter "Twain Driver Setting" in the search box. Select [Twain Driver Setting] in the search list.
2. Select [Add].



2 Configure the Kyocera TWAIN Driver.



1 Enter the machine name.

2 Select a machine model from the list.

3 Enter the machine's IP address or host name.

4 Set the units of measurement.

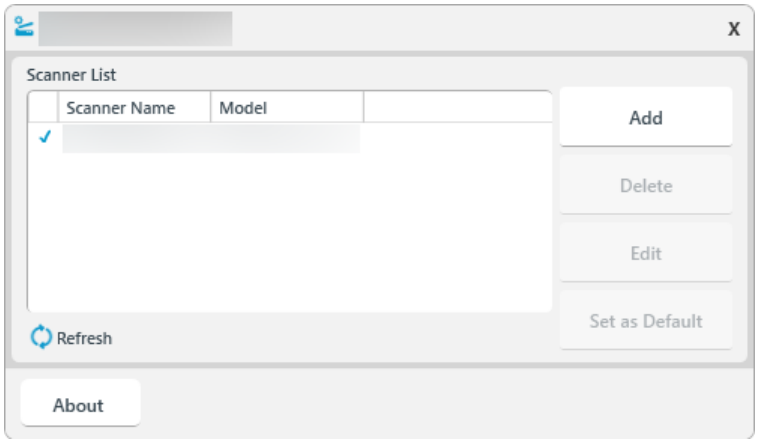
5 When using SSL, select the checkbox beside "SSL".

6 Select [OK].

NOTE

When the machine's IP address or host name is unknown, contact your administrator.

3 Finish registering.



NOTE

- To delete the added machine, select [Delete].
- To change the configuration, select [Edit].

Setting Kyocera WIA Driver

Register this machine to the Kyocera WIA Driver. Instructions are based on interface elements as they appear in Windows 11.

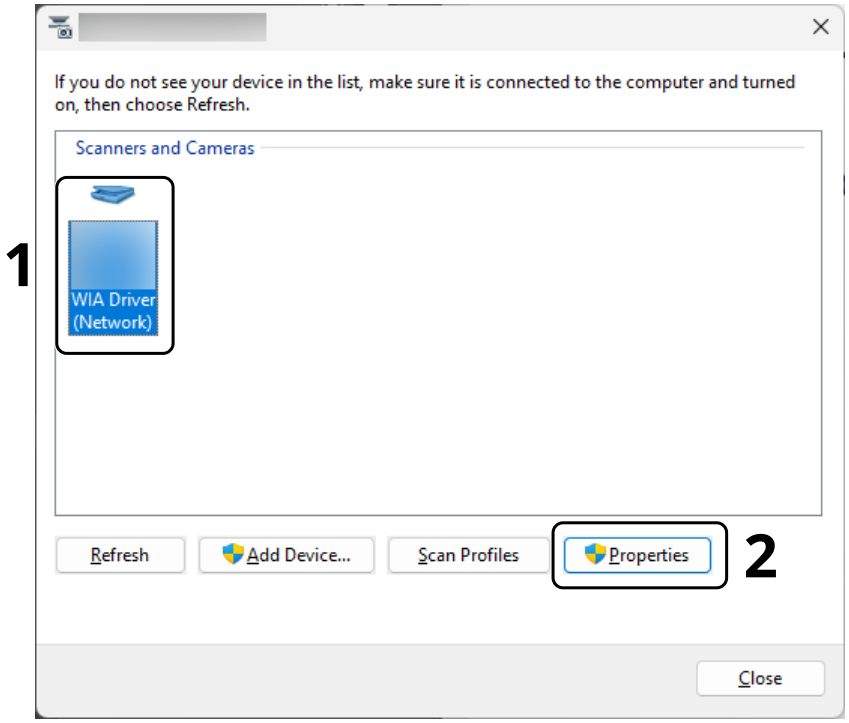
1 Display the screen.

1 Select [Search] in taskbar and enter "View scanners and cameras" in the search box. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

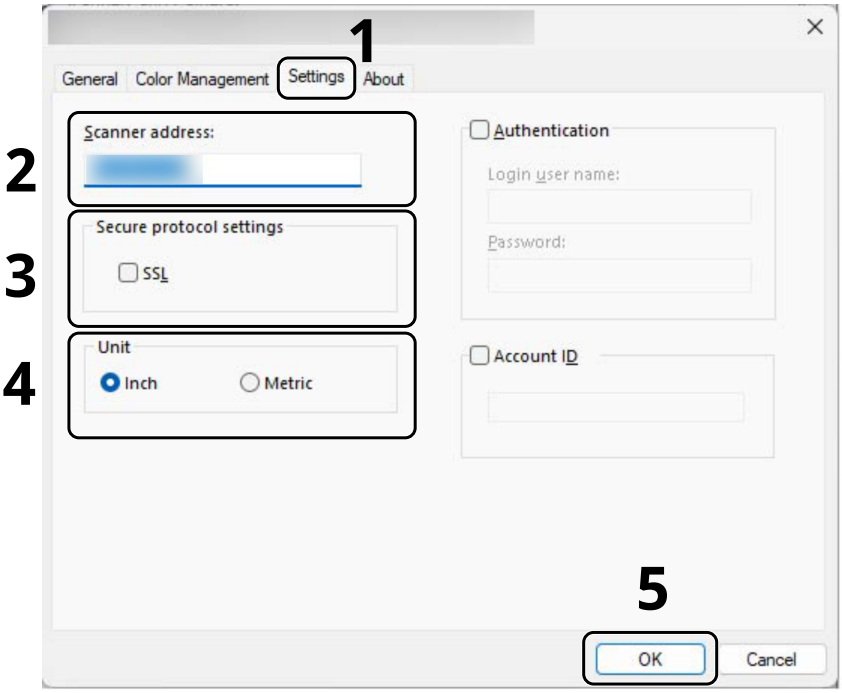
NOTE

For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel], in that order. Enter "Scanner" into the search field on the control panel. Select [View scanners and cameras] in the search list then the Scanners and Cameras screen appears.

2 Select the same name as this machine from WIA Drivers, and then select [Properties].



2 Configure the Kyocera WIA Driver.



1 Select [Settings].

2 Enter the machine's IP address or host name.

3 When using SSL, select the checkbox beside "SSL".

4 Set units of measurement.

5 Select [OK].

Checking the Counter

Check the number of sheets printed and scanned.

1 Display the screen.

[...] > [System Menu] > [Counter]

2 Check the counter.

Basic

Displays the number of printed pages, scanned pages, and the total. When [Print Status Page] is selected, the status of the machine is printed.

Item	Function
Printed Pages	Copy, Printer, Fax
Scanned Pages	Copy, Fax, Others

Pages by Paper Size

Displays the count by Paper Size and the total.

Item	Paper Sizes
Count by Paper Size	A3, A4, A5, B4, B5, Folio, Other-Double, Other-Single, Ledger, Legal, Letter, Statement

By Paper Save Function

Displays the count of the printed pages using paper saving function by Duplex, Combine, and the total.

Item	Function
Count by Duplex	Duplex (1-sided), Duplex (2-sided)
Count by Combine	Combine (None), Combine (2 in 1), Combine (4 in 1 and 8 in 1)

Print Coverage

Displays the average (%) count by Last Page and Last Job.

Item	Color
Last Page	Black (K)
Last Job	Black (K)

Additional Preparations for the Administrator

Administrator Privileges Overview

This machine is shipped with two default users. One user is registered with Machine administrator privileges, and another with administrator privileges. Both users can configure important settings in the machine. The differences with the privileges are as follows:

User with machine administrator privileges

This user can configure the network settings, security settings such as user registration, and security level.

➡ [Security Level] (page 524)

User with administrator privileges

This user can configure the network settings, user registration, and other security settings. This user cannot set the security level.

Log in as Machine Administrator or Administrator

The user with machine administrator privileges or the user with administrator privileges must log in to configure important settings for the product, such as network settings and security settings. The factory default login user name and login password are set as shown below.

Machine Administrator

User Name	DeviceAdmin
Login User Name	TASKalfa MZ2502: 2500 TASKalfa MZ2202: 2200
Login Password	TASKalfa MZ2502: 2500 TASKalfa MZ2202: 2200

Administrator

User Name	Admin
Login User Name	Admin
Login Password	xxxxxxxxxx (Serial Number) ➡ Checking the Equipment's Serial Number (page 2)

IMPORTANT

- To ensure security, be sure to change the factory default user name, login user name, and login password. Also, change your password regularly.

  ➡ Changing User Properties (page 551)

- Your account will be locked out after three incorrect tries. You may retry again after a few minutes.

Sending Documents to a Computer

To Send to a Shared Folder (Send to Folder (SMB))

To send a document that has been loaded, you need to create a shared folder to receive the document on your computer.

➡ Preparation for Sending a Document to a Shared Folder in a Computer (page 164)

To E-mail Scanned Images (Send as E-mail)

You can send a scanned original image as an email attachment.

➡ SMTP and E-mail Settings (page 139)

Strengthening the Security

This machine is shipped with two default users. One user is registered with machine administrator privileges, and another with administrator privileges. Logging in as one of these users will allow you to configure all settings. Therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password.

➡ User Authentication and Accounting (User Login, Job Accounting) (page 542)

NOTE

Protection of confidential information by TPM

This product is equipped with a security chip called TPM (Trusted Platform Module). The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

Restrict the users of the machine

- User Login

  ➡ Overview of User Login Administration (page 543)
- Authentication Security

  ➡ Authentication Security (page 545)
- Auto Panel Reset

  ➡ [Auto Panel Reset] (page 436)
- ID Card Settings

  The optional Card Authentication Kit is required.

  ➡ ID Card Settings (page 574)

Restrict the basic functions that can be used

- Local Authorization

  ➡ Local Authorization (page 559)
- Group Authorization Set

  ➡ Group Authorization Settings (page 561)
- Guest Authorization Set

  ➡ Guest Authorization Settings (page 564)

Output the document stored in the machine at the time when user operates the device via operation panel

- Remote Printing

  ➡ [Remote Printing] (page 479)

Prevent the data stored in the machine from being leaked

- PDF Encryption Functions

  ➡ PDF Encryption Functions (page 380)

Completely delete the data on the machine before disposing of the machine

- Data Sanitization

  ➡ Data Sanitization (page 526)

Protect the transmission from interception and wiretapping

- IPP over TLS

  ➡ IPP over TLS (page 507)
- HTTPS

  ➡ [HTTPS] (page 507)
- LDAP Security

  ➡ **Command Center RX User Guide**
- SMTP Security

  ➡ [SMTP (Email TX)] (page 468)
- POP3 Security

  ➡ [POP3 (Email RX)] (page 505)
- FTP Encrypted TX

  ➡ FTP Encrypted TX (page 390)
- Enhanced WSD (TLS)

  ➡ [Enhanced WSD over TLS] (page 509)
- IPSec

  ➡ [IPSec] (page 516)
- SNMPv3

  ➡ [SNMPv3] (page 508)

Verify the software in the machine

- Software Verification

  ➡ [Software Verification] (page 524)

Preventing the execution of the unauthorized programs

- Allowlisting

  ➡ [Allowlisting] (page 525)

Command Center RX

If the machine is connected to the network, you can configure various settings using Command Center RX. This section explains how to access Command Center RX, and how to change security settings and the host name.

➡ **Command Center RX User Guide**

NOTE

To fully access the features of the Command Center RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

➡ Log in as Machine Administrator or Administrator (page 131)

Settings that the administrator and general users can configure in Command Center RX are as follows.

Setting	Description	Administrator	General User
Device Information/ Remote Operation	The machine's structure can be checked.	Yes	Yes
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	Yes	Yes
Document Box	Add or delete document boxes, or delete documents within a document box. Add or delete document boxes, or delete documents within a document box.	Yes	No
Address Book	Create, edit, or delete addresses and address groups. The logged in user may not be able to configure some settings, depending on the privilege of the user.	Yes	Yes
Device Settings	Configure the advanced settings of the machine.	Yes	No
Function Settings	Configure the advanced function settings.	Yes	No
Network Settings	Configure the network advanced settings.	Yes	No
Security Settings	Configure the security advanced settings.	Yes	No
Management Settings	Configure the advanced management settings.	Yes	No
Links	Displays the links of the company website. Visit the following websites for more information and download.	Yes	Yes

NOTE

The fax function can be used on products equipped with fax capability. Here, information on the FAX settings has been omitted.

➡ **FAX Operation Guide**

Accessing Command Center RX

1 Display the screen.

1 Launch your web browser.

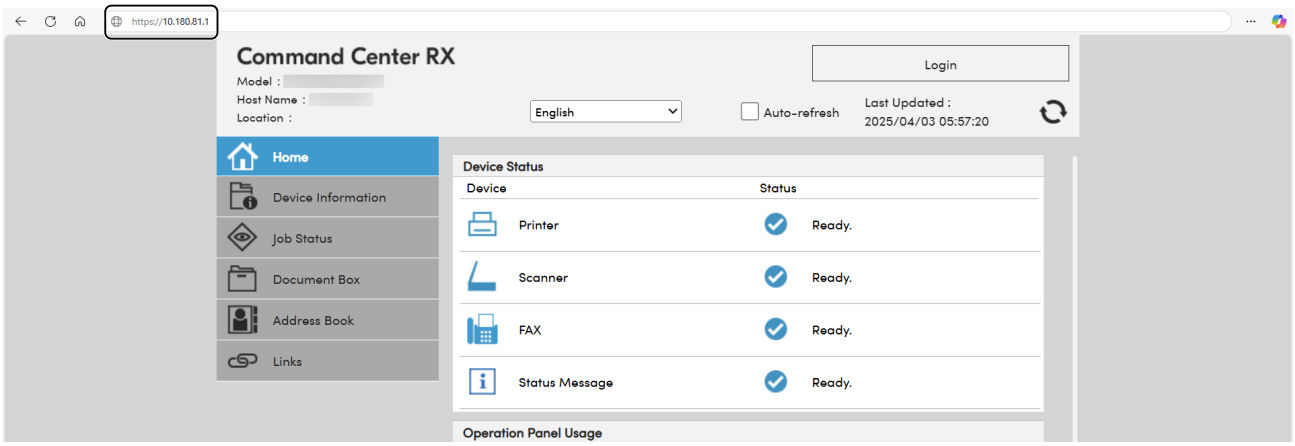
2 In the address or location bar, enter the machine's IP address or the host name.

Select in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

Example: https://10.180.81.1 (in the case of /IP address)

https://MFP001 (if the host name is MFP001)



The web page displays basic information about the machine and Command Center RX and their current status.

NOTE

If the screen "There is a problem with this website's security certificate." is displayed, configure the certificate.

➡ **Command Center RX User Guide**

You can also continue the operation without configuring the certificate.

2 Configure the settings.

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Command Center RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, Address Book, and Settings on the navigation menu.

➡ Log in as Machine Administrator or Administrator (page 131)

Changing Security Settings

1 Display the screen.

1 Launch your web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Select in the following order to check the machine's IP address and the host name.

[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

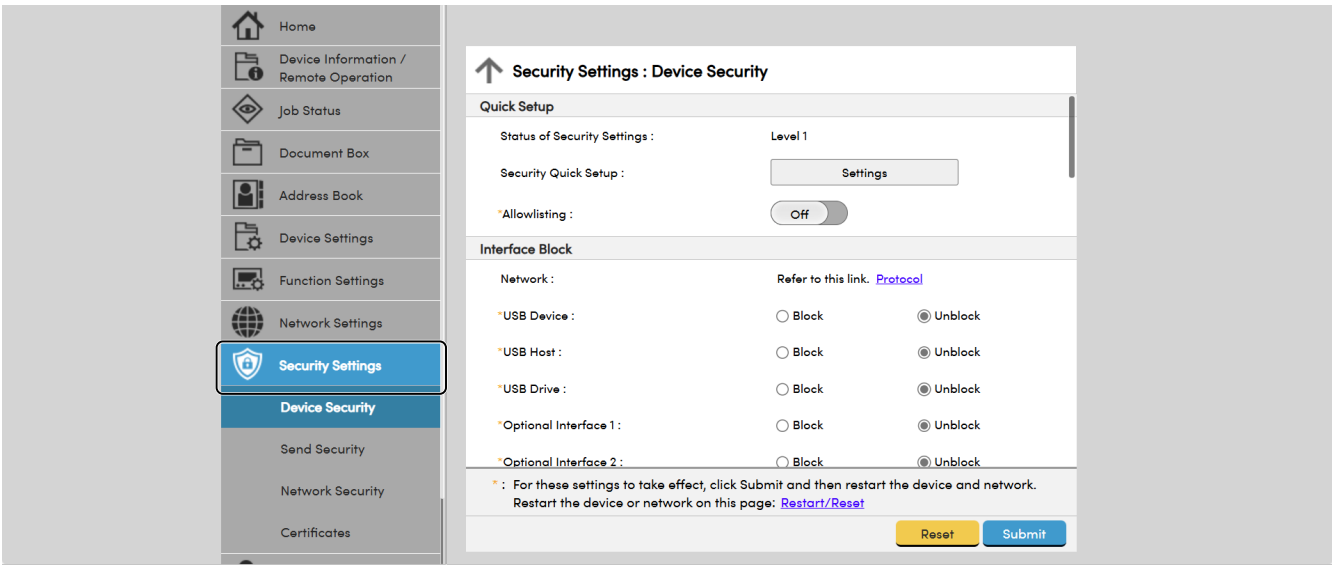
➡ Log in as Machine Administrator or Administrator (page 131)



4 Select [Security Settings].

2 Configure the settings.

In the [Security Settings] menu, select the setting you want to configure.



NOTE

For details on settings related to certificates, refer to the following:

➡ **Command Center RX User Guide**

Changing Device Information

1 Display the screen.

1 Launch your web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Select in the following order to check the machine's IP address and the host name.

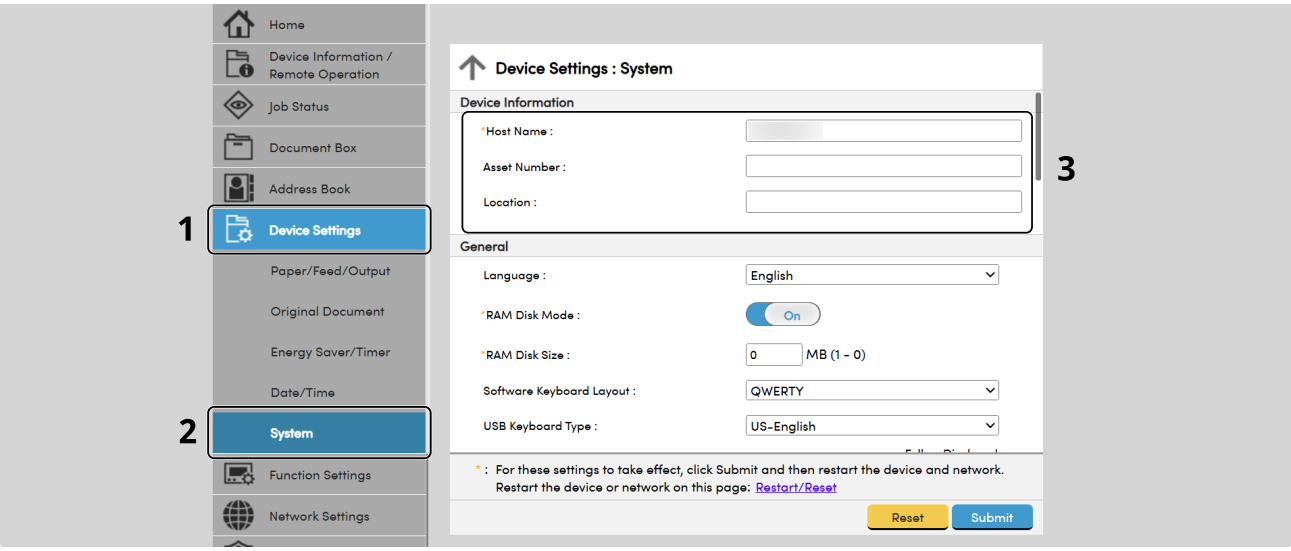
[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)



4 In the [Device Settings] menu, select [System].



2 Specify the host name.

Enter the device information, and then select [Submit].

IMPORTANT

After changing the setting, restart the network or turn the machine Off and then On. To restart the network interface card, select [Restart/Reset] in the [Management Settings] menu, and then select [Restart Network] in "Restart".

SMTP and E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as email attachments and to send email notices when jobs have been completed. To use this function, this machine must be connected to a mail server using SMTP.

For more information about configuring SMTP and E-mail settings, refer to the

➡ **Command Center RX User Guide**

In addition, configure the following:

SMTP settings

"SMTP Protocol" and "SMTP Server Name" in "SMTP"

The sender address when the machine sends emails

"Sender Address" in "E-mail Send Settings"

The setting to limit the size of emails

"E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

1 Display the screen.

1. Launch your web browser.
2. In the address or location bar, enter the machine's IP address or the host name.

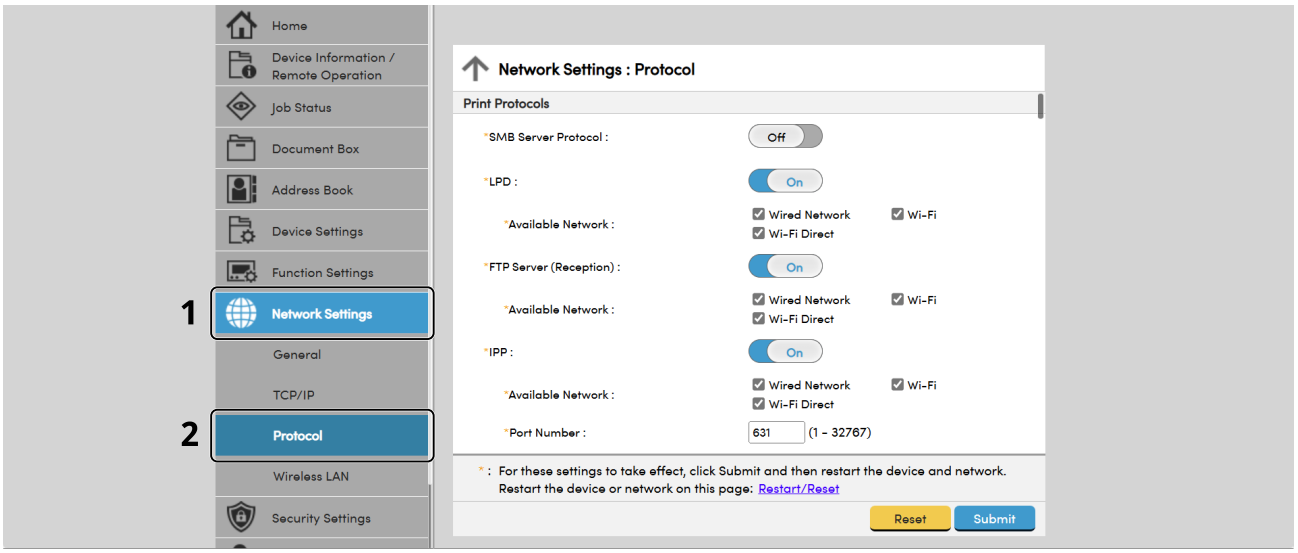
   Select in the following order to check the machine's IP address and the host name.

   [Device Information] in the home screen > [Identification/Wired Network]
3. If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

   ➡ Log in as Machine Administrator or Administrator (page 131)

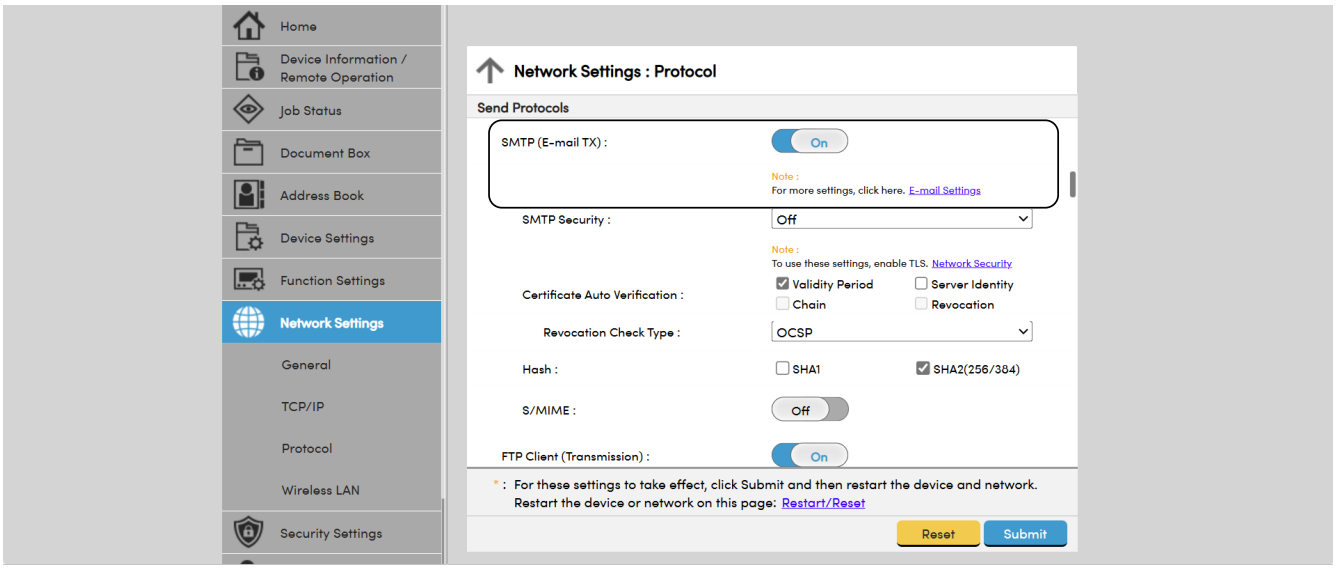


4 In the [Network Settings] menu, select [Protocol].



2 Configure the settings.

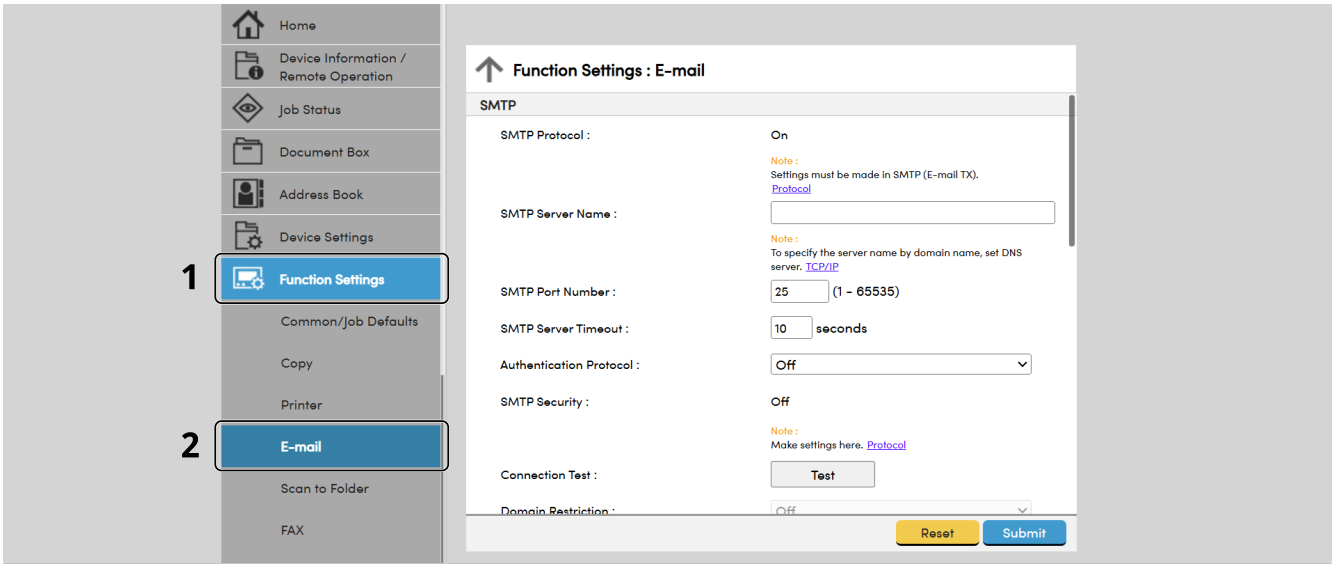
In "Send Protocols", set "SMTP (E-mail TX)" to On, and then select [Submit].



3 Display the screen.

Display the E-mail settings screen.

In the [Function Settings] menu, select [E-mail].



4 Configure the settings.

Enter "SMTP" and "E-mail Send Settings" items.

SMTP

Set to send email from the machine.

SMTP Protocol

Displays whether an SMTP connection is available or not. Check that [SMTP Protocol] is set to On. If Off is set, select [Protocol] and set the "SMTP (E-mail TX)" to On.

SMTP Server Name

Enter the host name or IP address of the SMTP server. Be sure to enter the items.

SMTP Port Number

Specify the port number to be used for SMTP. The default port number is 25.

SMTP Server Timeout

Set the amount of time to wait before time-out in seconds.

Authentication Protocol

To use SMTP authentication, enter the user information for authentication.

[On]

This option enables the authentication protocol.

[POP before SMTP]

This is an authentication mode that allows you to send an email from any location and fetch your email from the same place.

[Off]

Select this option to disable the authentication protocol.

[OAuth2]

Select this option to enable OAuth 2.0 as an authorization protocol.

SMTP Security

Set SMTP security. Set [SMTP Security] of "SMTP (E-mail TX)" on the "Protocol" page.

Connection Test

Tests to confirm the proper operation under the settings without sending an email.

Domain Restrictions

To restrict the domains, select [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by email address.

POP3

You do not need to set the items when you only use the function of sending email from the machine. Set the items if you want to enable the function of receiving email on the machine.

➡ **Command Center RX User Guide**

E-mail Send Settings

E-mail Size Limit

Enter the maximum size of email that can be sent in kilobytes. When an email size is greater than this value, an error message appears, and email sending is canceled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable email sending regardless of the size limit.

Sender Address

Specify the sender address for when the machine sends emails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. Be sure to enter the items.

Signature

Enter the signature. The signature is free form text that will appear at the end of the email body. It is often used for further identification of the machine.

SMTP Authentication and Sender Address

Select either [Use Device Setting] or [Use Login User Information].

Function Default

Change the function default settings in [Common/Job Defaults] page.

S/MIME Settings

NOTE

This function is enabled if you set "SMTP (Email TX)" and "S/MIME" to On in Send Protocols.

This function is used for sending and receiving emails.

Encryption

Select an encryption method.

Encryption Certificate

Configure the encryption certificate and make changes as required.

Signing Certificate

Configure the signing certificate and make changes as required.

OAuth2 (Microsoft Exchange) Settings

Select [Settings] and go to the authentication endpoint URL to configure your Microsoft account.

5 Select [Submit].

Registering Destinations

1 Display the screen.

1 Launch your web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Select in the following order to check the machine's IP address and the host name.

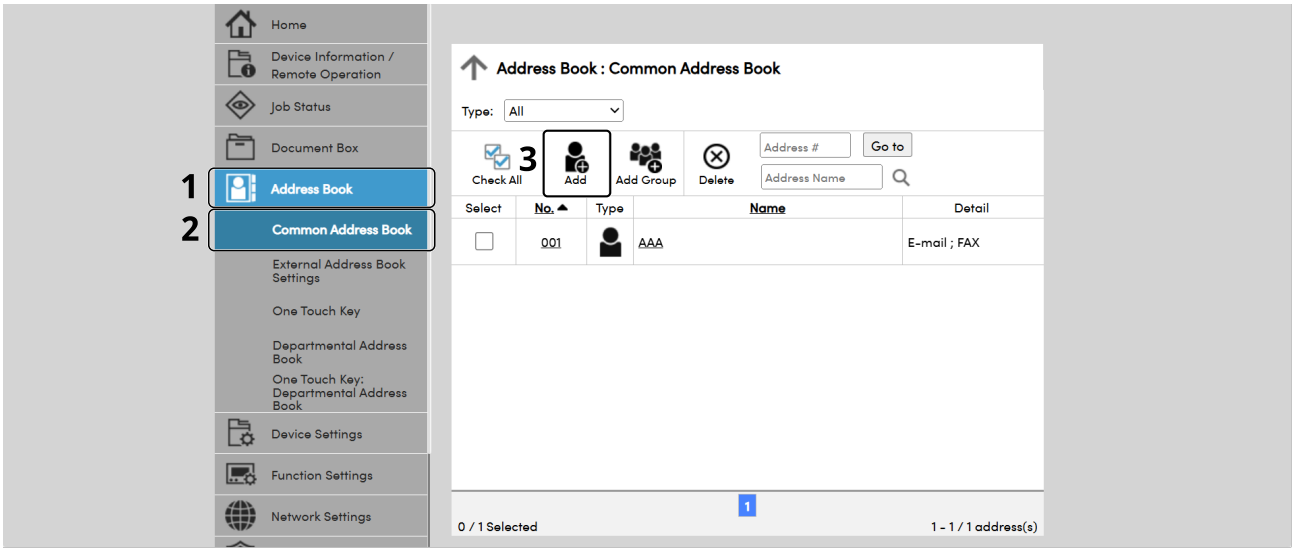
[Device Information] in the home screen > [Identification/Wired Network]

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)



4 In the [Address Book] menu, select [Common Address Book].



5 Select [Add].

2 Fill in the fields.

1 Enter the destination information.

Enter the information for the destination you want to register. The fields to populate are the same as when registering via operation panel.

➡ Registering Destinations in the Address Book (page 181)

2 Select [Submit].

Transferring Data from Other Products

By using the machine's utility, you can smoothly migrate or copy settings when the machine is to be replaced. This section explains how to transfer data between our products.

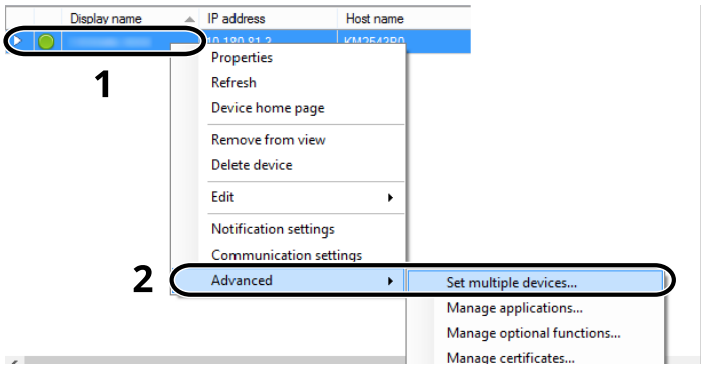
➡ **KYOCERA Net Viewer User Guide**

Backing up Data to Computer

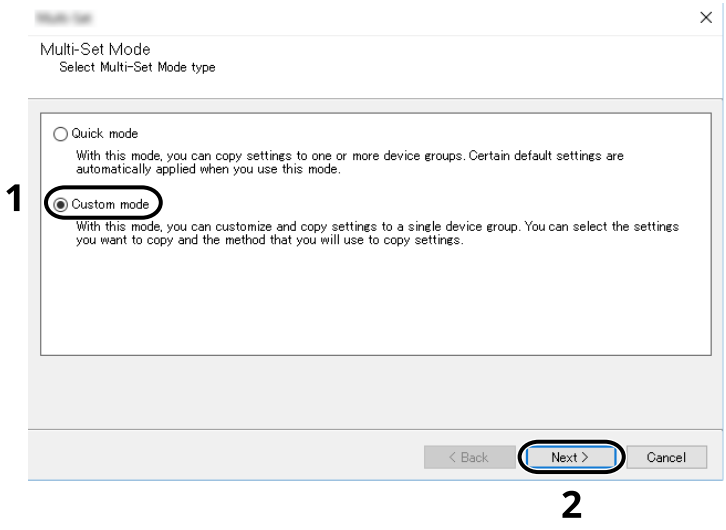
1 Start up KYOCERA Net Viewer.

2 Create a backup.

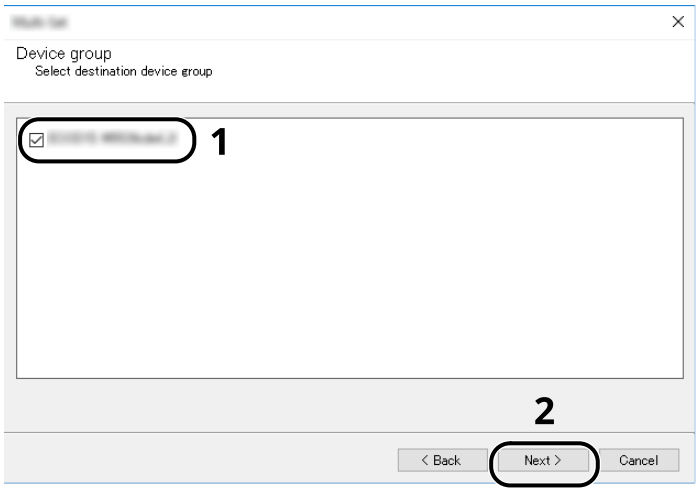
1 Right-click on the name of the model from which you want to back up the Address Book and select [Advanced] > [Set multiple devices].



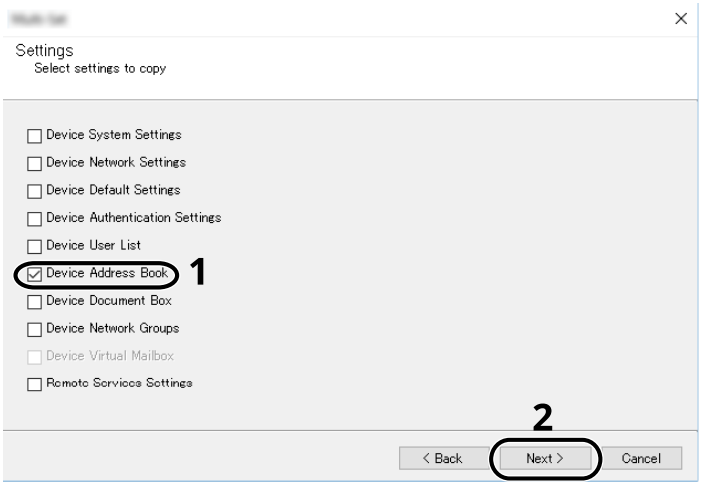
2 Select [Custom Mode], and then select [Next].



3 Select destination device group, and then select [Next].



4 Select one or more settings to back up, and then select [Next].



Device System Settings

Basic device settings including operation panel language, timers, and security options.

Device Network Settings

Basic settings for TCP/IP, security, and network configurations.

Device Default Settings

Settings that define default behavior for device functions, such as print, copy, and fax jobs, including paper size, print and scan quality, and default media types.

Device Authentication Settings

Settings that define local or network authorization for accessing a device.

Device User List

Information about user accounts for each device.

Device Address Book

Contact information such as email, FTP, and fax.

Device Document Box

Custom and fax boxes

Device Network Groups

Creation of groups used for group authorization, and enabling or disabling of groups.

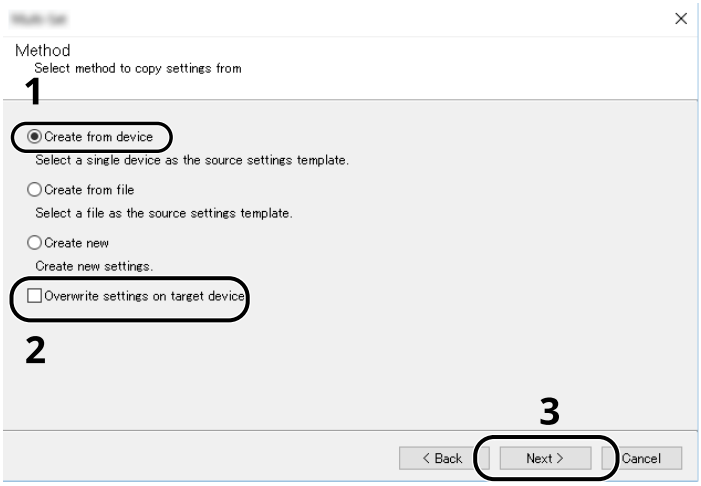
Device Virtual Mailbox

Virtual mailboxes, including ID, name, and maximum size are included.

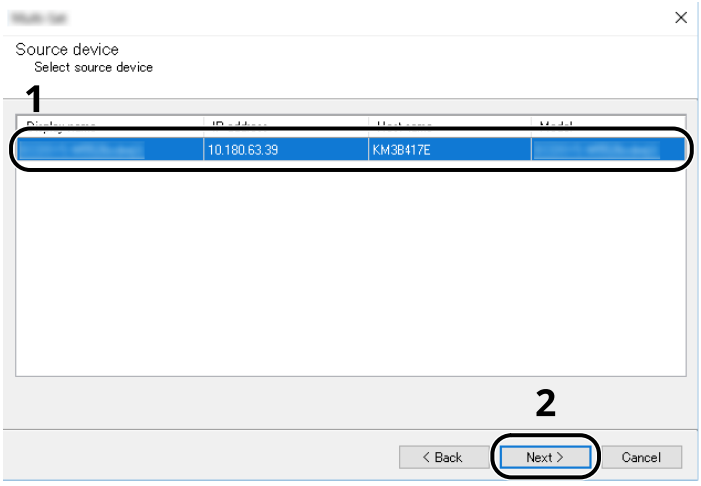
Remote Services Settings

Connection mode and proxy settings for remote maintenance.

5 Select [Create from device], remove the checkmark from [Overwrite settings on target device], and then select [Next].



6 Select the model you want to back up, and then select [Next].

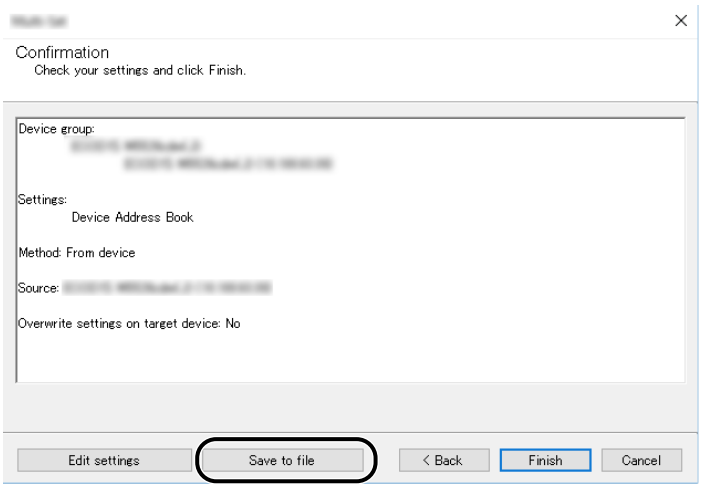


NOTE

If the "Admin Login" screen appears, enter the administrator's login user name and password, and then select [OK].

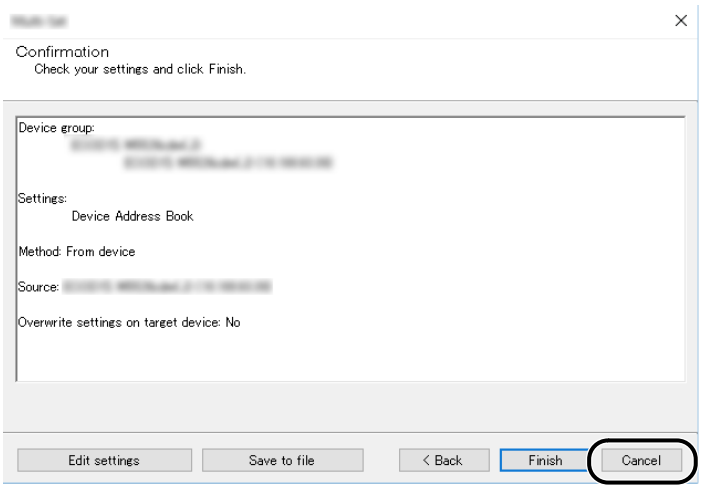
➡ Log in as Machine Administrator or Administrator (page 131)

7 Select [Save to file].



8 Specify the location to save the file, enter the file name, and then select [Save].
For "Save as type", make sure to select "XML File".

9 After saving the file, select [Cancel] to close the screen.



NOTE

Selecting [Finish] will write the data to the machine's Address Book.

3 Preparation before Use

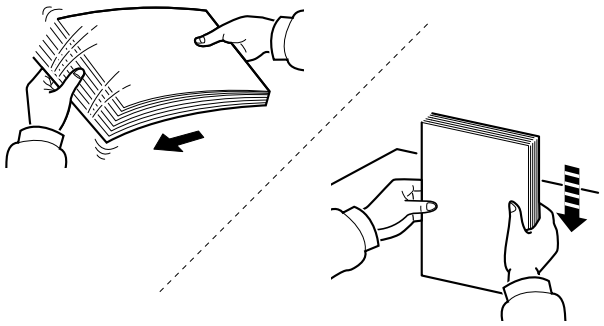
Loading paper 150
Preparation for Sending a Document to a Shared Folder in a Computer 164
Registering Destinations in the Address Book 181

Loading paper

Load paper on the cassettes.

Precautions for Loading Paper

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



Fan the paper, then tap it on a level surface. In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper in the cassettes back in the paper storage bag. Seal any remaining paper after loading it into the multipurpose tray in the paper storage bag.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

IMPORTANT

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

NOTE

If you use special paper such as letterhead, paper with holes or paper with preprints like logo or company name, refer to the following:

➡ About Paper (page 817)

Paper Specifications available in the Cassettes

The cassettes can hold plain paper, recycled paper, or color paper. The number of sheets that can be loaded in each cassette is shown below.

Cassette	Capacity
Cassette 1 to 4	300 sheets (Plain paper: 80 g/m^2)

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 818)

For the paper type setting, refer to the following:

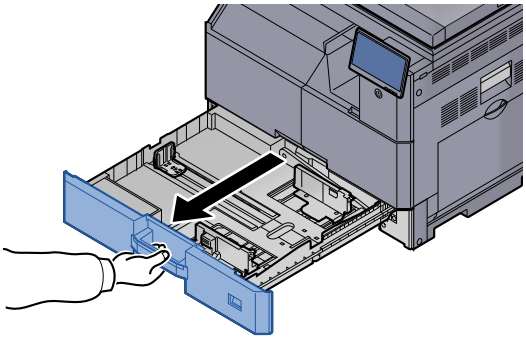
➡ Media Type Setting (page 445)

IMPORTANT

- Cassettes 1 to 4 can hold 60 g/m^2 to 105 g/m^2 of paper.

Loading Paper into Cassette 1 (to 4)

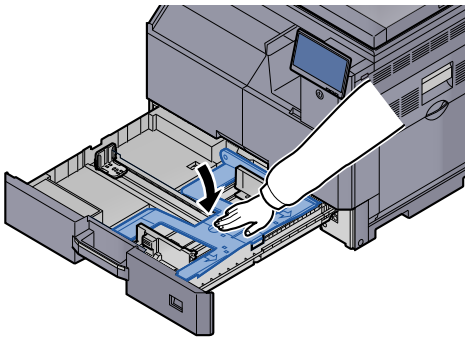
1 Pull the cassette completely out of the machine.



NOTE

Do not pull out more than one cassette at a time.

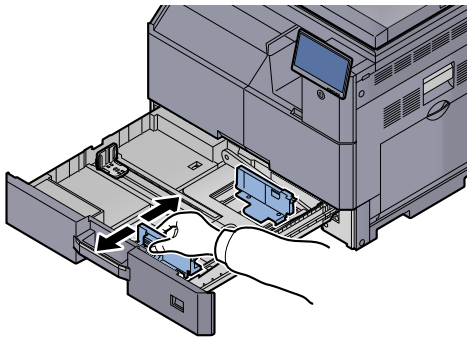
2 Push down on the cassette base plate and secure it.



3 Adjust the cassette size.

1 Holding the paper width adjusting tab, move the paper width guides to fit the paper.

Paper sizes are marked on the cassette.

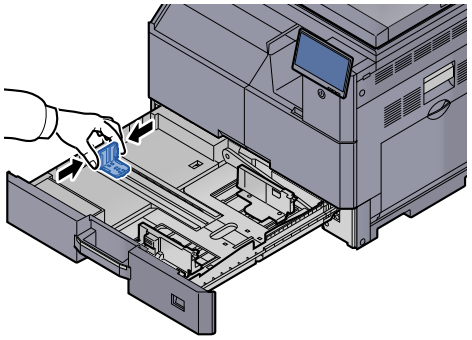


IMPORTANT

Make sure that the width guides are flush against the paper. If there is a space between the guides and the paper, set the width guides again.

2 Squeeze the ends of the bottom of the paper length guide and move the guide to fit the length of the paper.

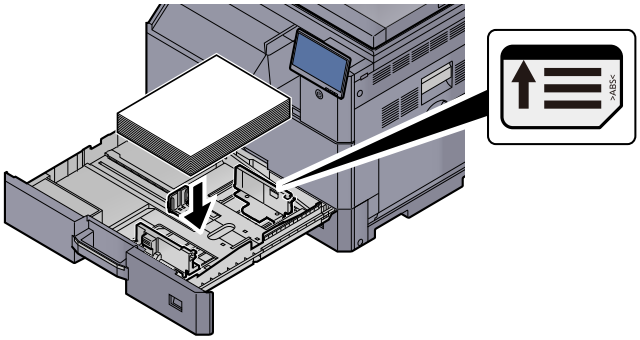
Paper sizes are marked on the cassette.



IMPORTANT

Make sure that the length guide is flush against the paper. If there is space between the guide and the paper, set the length guide again.

4 Load paper.



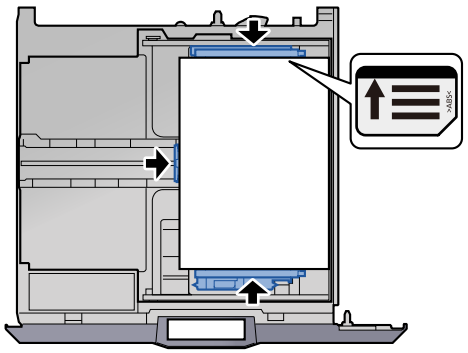
IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

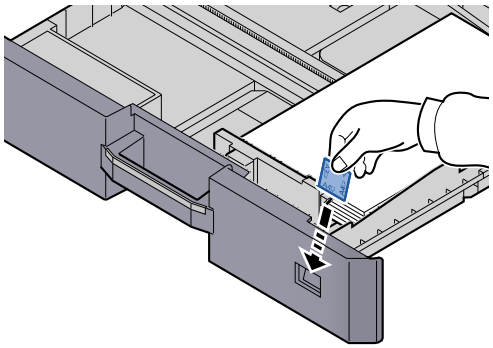
  ➡ Precautions for Loading Paper (page 150)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

5 Be sure that the paper length and width guides rest securely against the paper.

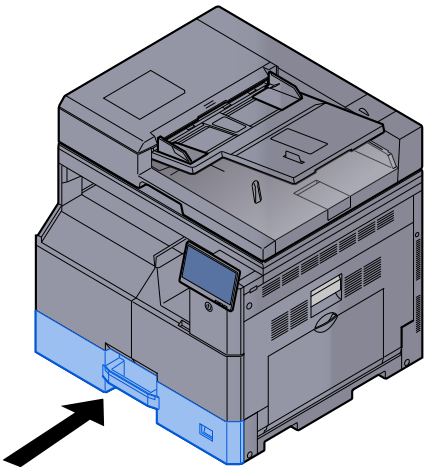
If there is a gap, readjust the guides to fit the paper.



6 Set the paper size label.



7 Gently push the cassette back in.



8 Display the screen.

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings]

9 Configure the function.

Select the paper size and paper type.

➡ [Cassette 1 Settings] to [Cassette 4 Settings] (page 442)

NOTE

- If the size label is required, please contact your dealer or our sales and service representative.
- Paper size is automatically detected. Refer to the information below.

➡ Paper Selection (page 329)

➡ [Cassette 1 Settings] to [Cassette 4 Settings] (page 442)

Paper Specifications available in the Multipurpose Tray

The capacity of the multipurpose tray is as follows.

- A4 plain paper (80 g/m^2), recycled paper or color paper: 100 sheets
- A5-R and A6-R plain paper (80 g/m^2): 50 sheets
- Folio plain paper (80 g/m^2): 25 sheets
- Thick paper (157 g/m^2): 10 sheets
- Thick paper (120 g/m^2): 25 sheets
- Thick paper (104.7 g/m^2): 25 sheets
- B4 or bigger plain paper (80 g/m^2), recycled paper or color paper: 25 sheets
- Hagaki (Cardstock): 20 sheets
- Envelope DL, Envelope C5, Envelope #10 (Commercial#10), Envelope Monarch, Youkei 4, Youkei 2, Kakugata 2, Nagagata 3, Nagagata 4, Younaga 3: 5 sheets

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 818)

For the paper type settings, refer to the following:

➡ Media Type Setting (page 445)

Be sure to use the multipurpose tray when you print on any special paper.

IMPORTANT

If you are using a paper weight of 106 g/m^2 or more, set the media type to thick and set the weight of the paper you are using.

NOTE

- When you load custom size paper, enter the paper size by referring to the following:

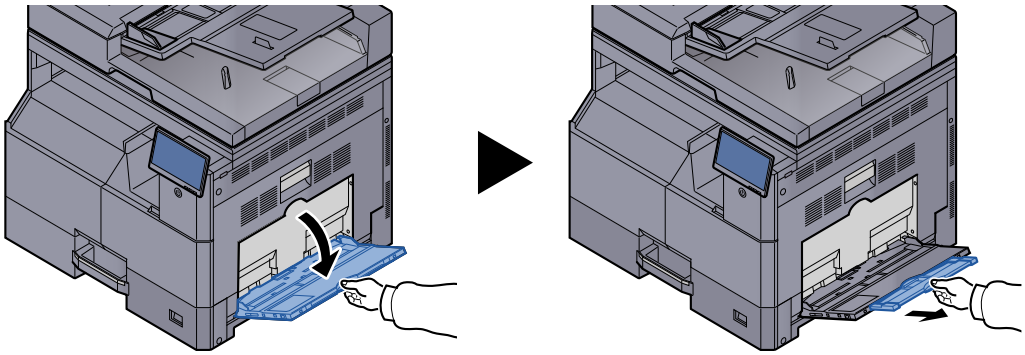
  ➡ [MP Tray Settings] (page 443)

- When you use special paper such as transparencies or thick paper, select the media type by referring to the following:

  ➡ Media Type Setting (page 445)

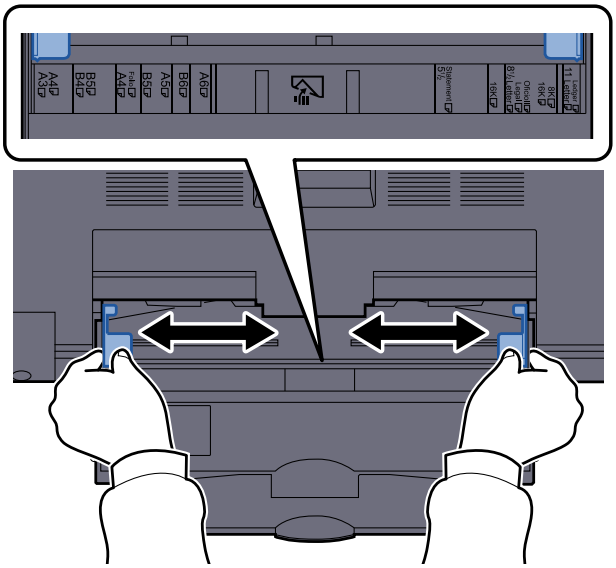
Loading Paper in the Multipurpose Tray

1 Open the multipurpose tray.

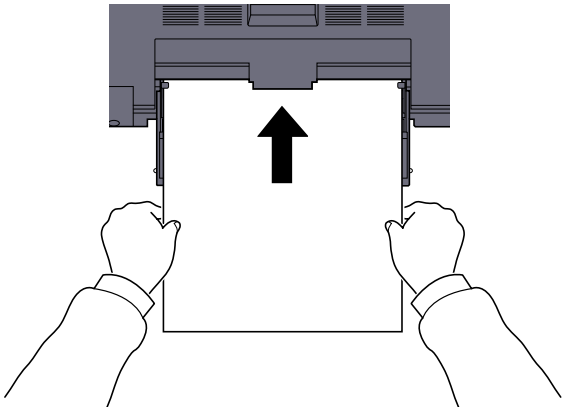


2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.



3 Load paper.



Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precautions for Loading Paper (page 150)

IMPORTANT

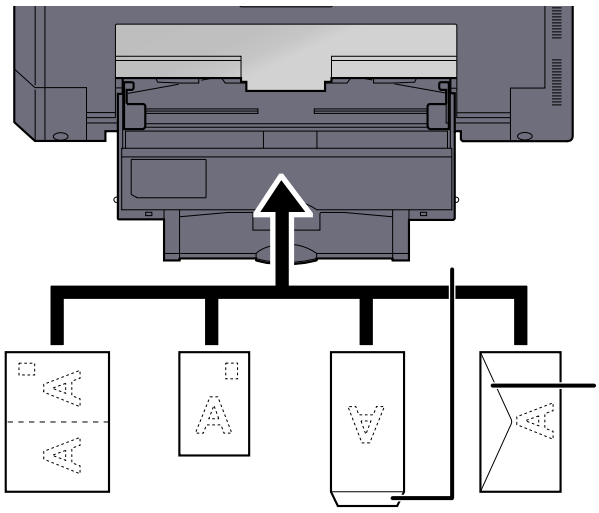
- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray, and include it with the new paper before loading the paper back into the tray.
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper to prevent skewed feeding and paper jams.

When you place envelopes or cardstock on the platen

Load the paper with the print side facing down. For the procedure for printing, refer to the following:

➡ **Printer Driver User Guide**

Example: When printing the address.



1 Oufuku hagaki (Return postcard)

2 Hagaki (Cardstock)

3 Banker Envelope (Open the flap)

4 Pocket Envelope (Close the flap)

IMPORTANT

- Use unfolded Oufuku hagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ [MP Tray Settings] (page 443)

4 Specify the type of paper loaded in the multipurpose tray using the operation panel.

➡ Specifying Paper Size and Media Type (page 160)

Specifying Paper Size and Media Type

The default paper size setting for cassette 1, for the multipurpose tray, and for the optional paper feeder (cassettes 2 to 4) is "A4", and the default media type setting is "Plain". To change the type of paper to be used in cassettes, specify the paper size and media type.

1 Display the screen.

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings] to [Cassette 4 Settings] or [MP Tray Settings]

2 Select the paper size and type.

Cassette Paper Size and Media Type

Set the size of paper and media type used in cassettes.

Item	Description
[Paper Size]	Select the paper size. **Value:** [Auto (Metric)], [Auto (Inch)], [A3], [A4-R], [A4], [A5-R], [B4-R], [B5-R], [B5], [Folio-R], [216 x 340 mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [OficioII-R], [8K-R], [16K-R], [16K]
[Media Type]	**Value (Cassette 1 to 4)** [Plain], [Rough], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [High Quality], [Custom 1] to [Custom 8] • To change to a media type other than "Plain," refer to the following. ➡ Media Type Setting (page 445) • When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear. • To print on preprinted or prepunched paper or on letterhead, refer to the following: ➡ [Special Paper Action] (page 448)

Multipurpose Tray Paper Size and Media Type

Set the size of paper and media type used in the multipurpose tray.

Item	Description
[Paper Size]	Select the paper size. **Value :** [A3], [A4-R], [A4], [A5-R], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [Folio-R], [216 x 340 mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [Executive-R], [OficioII-R], [8K-R], [16K-R], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Envelope C4], [Hagaki], [Oufukuhagaki], [Kakugata 2], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Size Entry] When you select [Size Entry], use either [+] or [-] to set the preferred size. **Metric** X: 148 mm - 432 mm Y: 98 mm - 297 mm **Inch** X: 5.83" - 17.00" Y: 3.86" - 11.69"
[Media Type]	Select the media type. Value: [Plain], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8] • To change to a media type other than "Plain", refer to the following. ➡ Media Type Setting (page 445) • To print on preprinted or prepunched paper or on letterhead, refer to the following: ➡ [Special Paper Action] (page 448)

NOTE

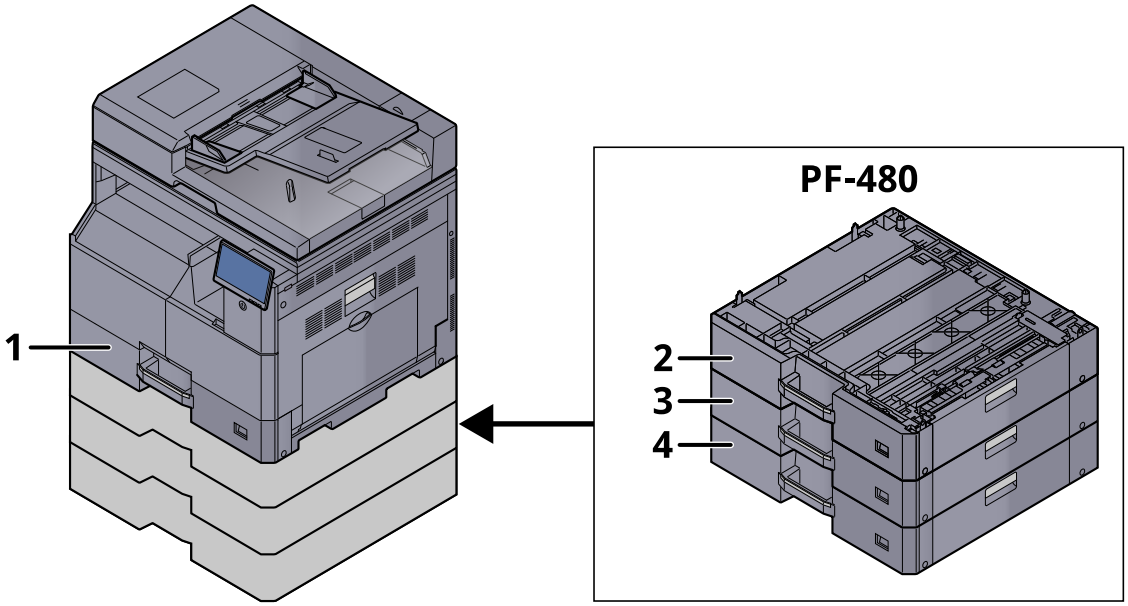
The available media types for printing received faxes are as shown below.

Value: [Plain], [Rough], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8]

Fax function is available for fax models.

Selecting a Paper Feeder Unit

Select the paper feeder units according to the size and type of paper.



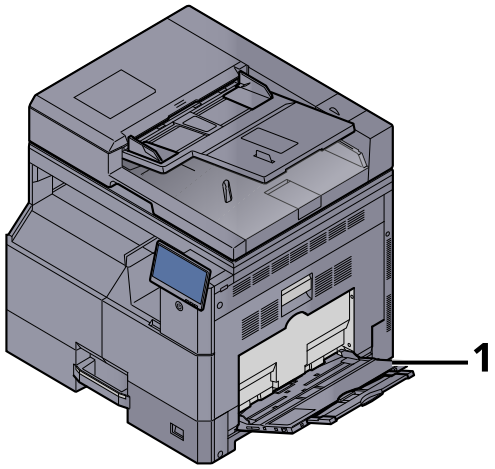
No.	Name	Paper Size	Paper Type	Capacity	Page
1	Cassette 1	A3, A4-R, A4, A5-R, B4-R, B5-R, B5, Folio-R, 216 × 340 mm, Ledger-R, Letter-R, Letter, Legal-R, Statement-R, OficioII-R, 8K-R, 16K-R, 16K	Plain, Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1 to 8	300 sheets (80 g/m^2)	➡ Loading Paper into Cassette 1 (to 4) (page 152)
2	Cassette 2				
3	Cassette 3				
4	Cassette 4				

NOTE

- The number of sheets that can be held varies depending on your environment and paper type.
- You should not use inkjet printer paper or any paper with a special surface coating. These papers may cause paper jams or other faults.

Select a Multipurpose Feeder Unit

Select the multipurpose feeder unit according to the size and type of paper.



No.	Name	Paper Size	Paper Type	Capacity	Page
1	Multipurpose Tray	A3, A4-R, A4, A5-R, A6-R, B4-R, B5-R, B5, B6-R, Folio-R, 216×340mm, Ledger-R, Letter-R, Letter, Legal-R, Statement-R, Executive-R, OficioII-R, 8K-R, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufukuhagaki, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Size Entry	Plain, Rough, Vellum, Thin, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letter Head, Envelope, Thick, High Quality, Custom 1-8	100 sheets (80 g/m^2)	➡ Loading Paper in the Multipurpose Tray (page 157)

Preparation for Sending a Document to a Shared Folder in a Computer

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 11 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE

Log in to Windows with administrator privileges.

Making a Note of the Computer Name and Full Computer Name

Check the name of the computer name and full computer name.

1 Display the screen.

For Windows 11, select Windows [Start] button > [All] > [Settings] > [System] > [About] > [Advanced system settings].

NOTE

For Windows 10, select Windows [Start] button > [Windows System Tool] > [Control Panel] > [System and Security] > [System].

2 Check the computer name.



Check the computer name and full computer name.

Screen example:

Computer name: PC001

Full computer name: PC001.abcdnet.com

After checking the computer name, select [Close].

Making a Note of the User Name and Domain Name

Check the domain name and user name for logging in to Windows.

1 Display the screen.

For Windows 11, select the [Start] button > [All] > [Windows Tools] > [Command Prompt].

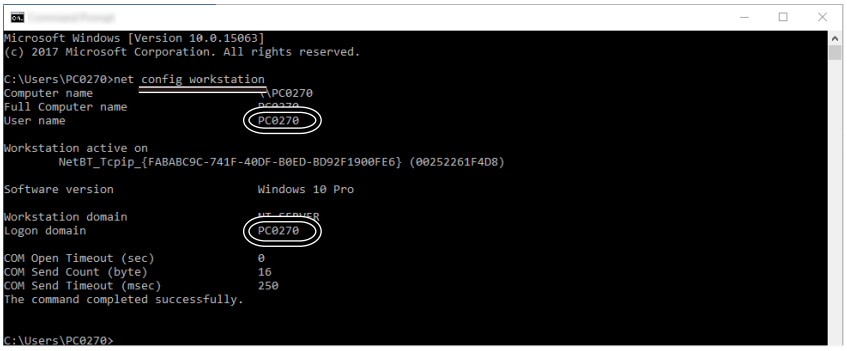
NOTE

For Windows 10, select the [Start] button on Windows and then select > [Windows System] > [Command Prompt].

The Command Prompt window appears.

2 Check the domain name and user name.

At the Command Prompt, enter "net config workstation", and then press [Enter].



Check the user name and domain name.

Screen example:

User Name: PC0270

Domain Name: PC0270

Creating a Shared Folder, Making a Note of a Shared Folder

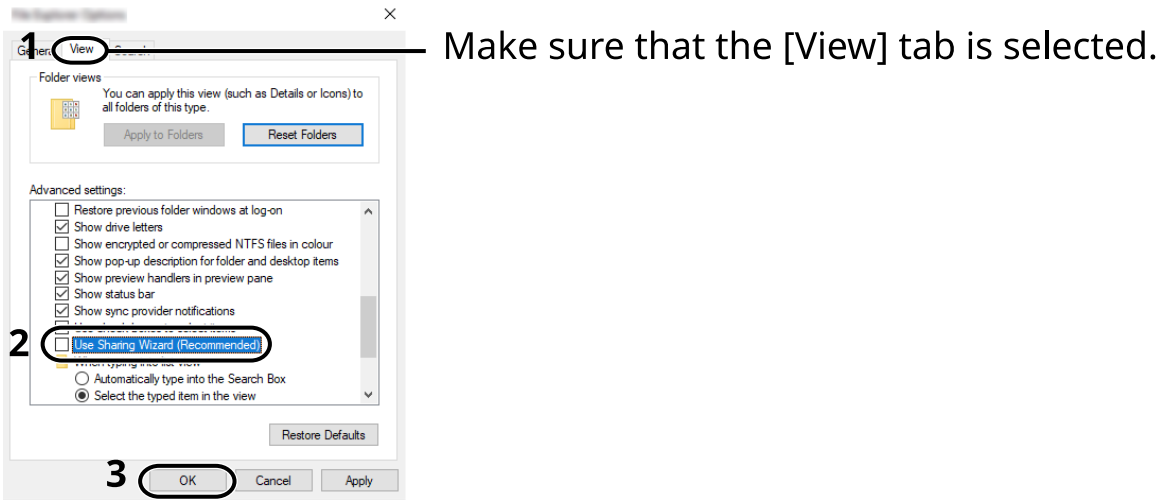
Create a shared folder to receive the document in the destination computer.

NOTE

If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 In Windows 11, open a window in File Explorer and select [...] > [Options].

In Windows 10, open a window in File Explorer and select [View] > [Options] > [Folder Options].

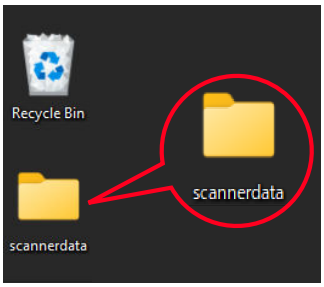


2 Remove the checkmark from [Use Sharing Wizard (Recommended)] in "Advanced settings".

3 Select [OK].

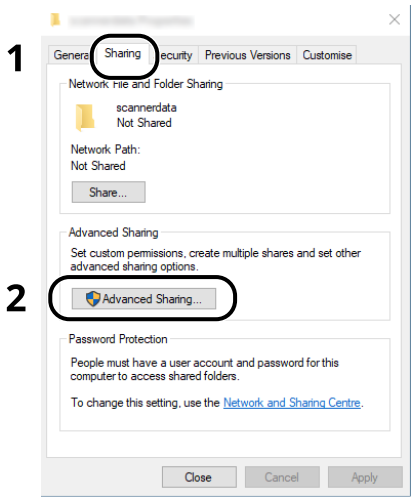
1 Create a folder.

Create a folder on your computer. For example, create a folder with the name "scannerdata" on the desktop.

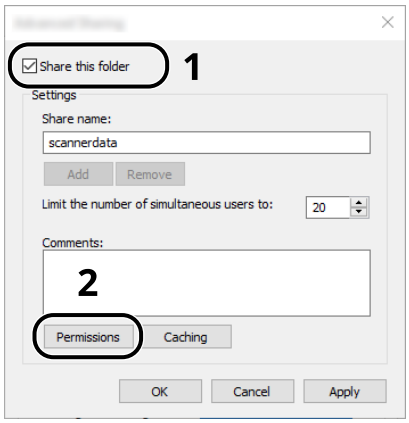


2 Configure permission settings.

1 Right-click the "scannerdata" folder, and then select [Properties] > [Sharing] tab > [Advanced Sharing].

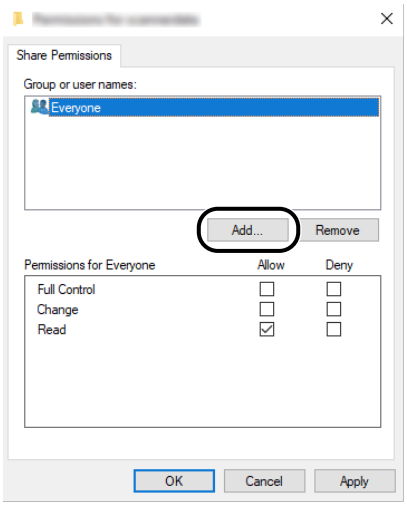


2 Select the [Share this folder] checkbox and select [Permissions].

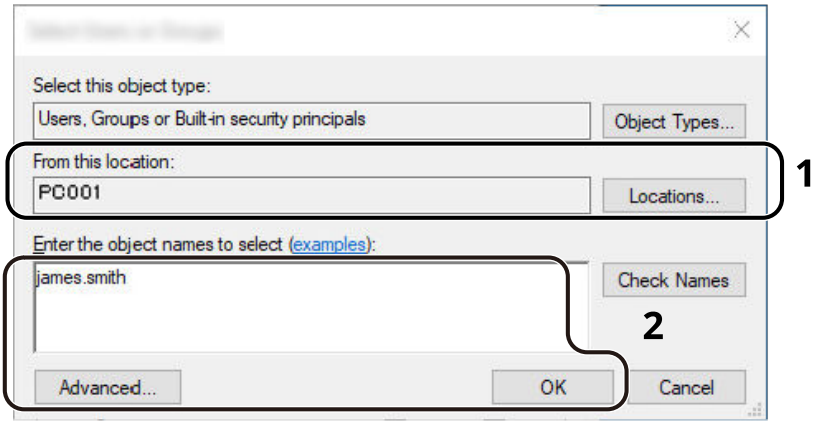


3 Note the Share name.

4 Select [Add].



5 Specify the location.



1 If the computer name that you made a note is the same as the domain name:

If the computer name is not shown in the "From this location", select [Locations], select the computer name, and select [OK].

Example: PC001

If the computer name that you made a note is not the same as the domain name:

If the text after the first dot (.) in the full computer name that you made a note of does not appear in the "From this location", select [Locations], select the text after the dot (.), and select [OK].

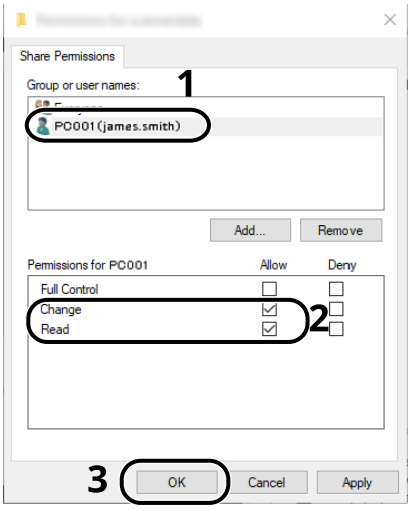
Example: abcdnet.com

➡ Making a Note of the Computer Name and Full Computer Name (page 164)

2 Enter the user name that you made a note of in the text box and select [OK].

Also, the user name can be made by selecting [Advanced], and selecting a user.

6 Set the access permission for the selected user.



1 Select the user you entered.

2 Select the [Allow] checkbox of "Change" and "Read".

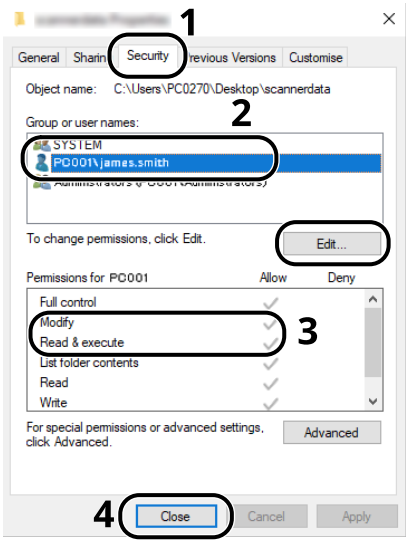
3 Select [OK].

NOTE

"Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select "Everyone" and remove the [Allow] checkmark of "Read".

7 Select [OK] on the "Advanced Sharing" screen.

8 Check the details set in the [Security] tab.



1 Select the [Security] tab.

2 Select the user you entered.

If the user does not appear on "Group or user names", select [Edit] to add the user in a similar way of "configuration of permission settings".

3 Make sure that check marks appear on "Allow" checkbox for "Modify" and "Read & execute".

4 Select [Close].

Configuring Windows Firewall

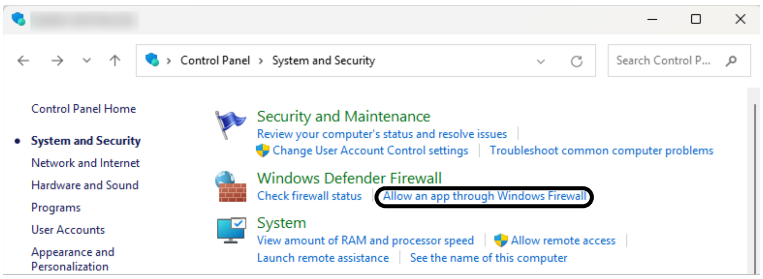
Permit sharing of files and printers and set the port used for SMB transmission.

NOTE

Log in to Windows with administrator privileges.

1 Check file and printer sharing.

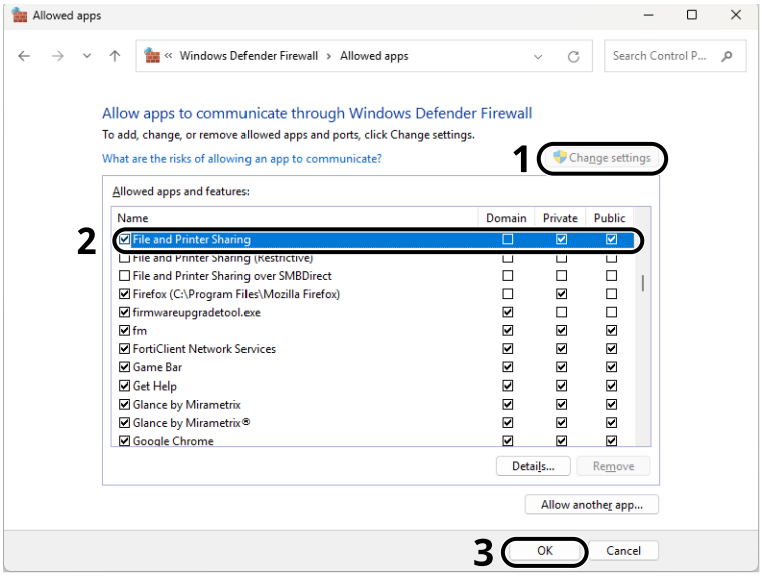
1 For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].



NOTE

- You can enter "Firewall" in the search box, and then select [Allow an app through Windows Firewall].
- For Windows 10, select the Windows [Start] button > [Windows System] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].
- If the User Account Control window appears, select [Continue].

2 Select the [File and Printer Sharing] checkbox.

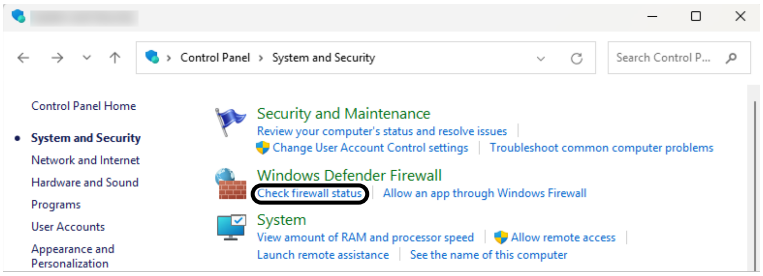


2 Add a port.

1 Select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Check firewall status].

NOTE

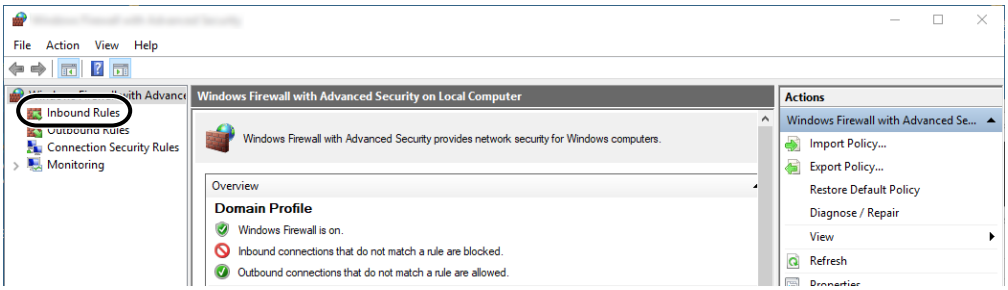
You can enter "Firewall" in the search box, and then select [Check firewall status].



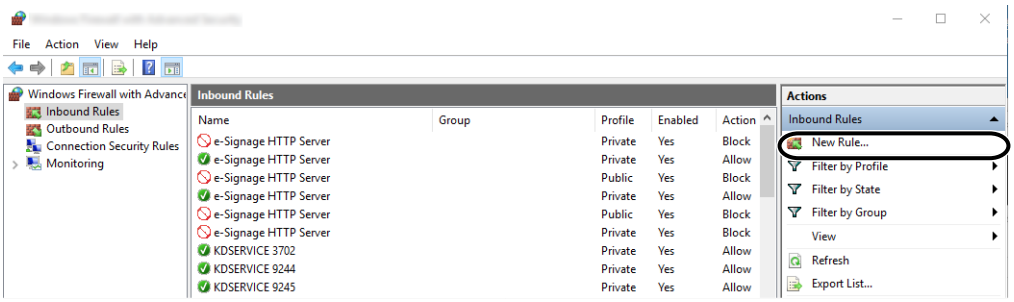
2 Select [Advanced settings].



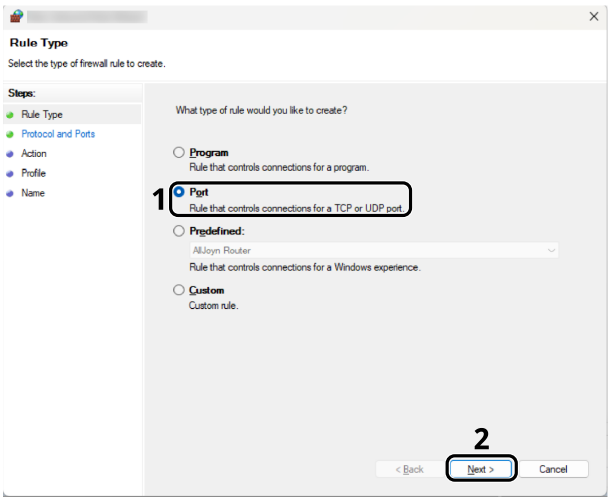
3 Select [Inbound Rules].



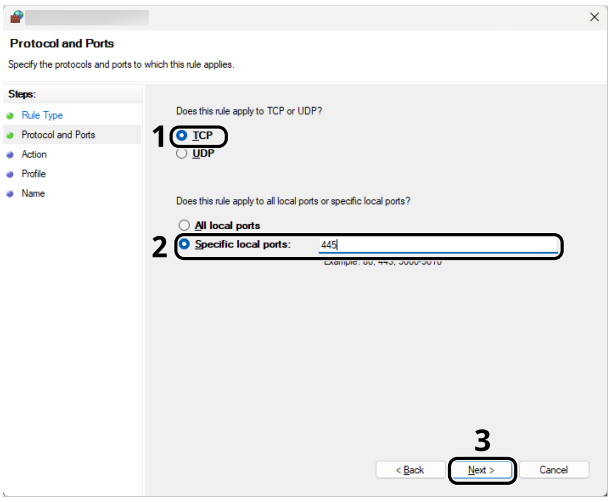
4 Select [New Rule].



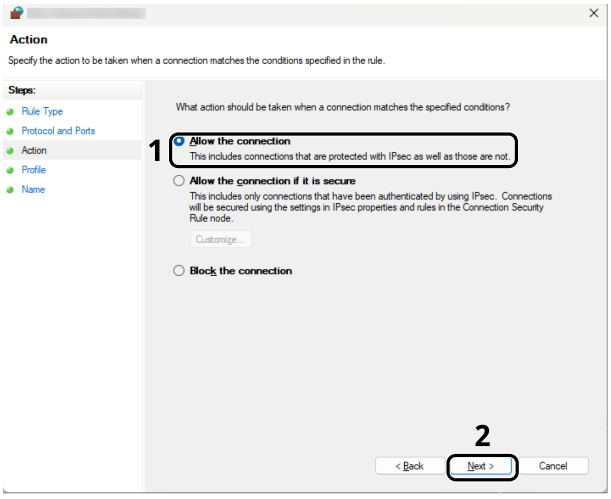
5 Select [Port].



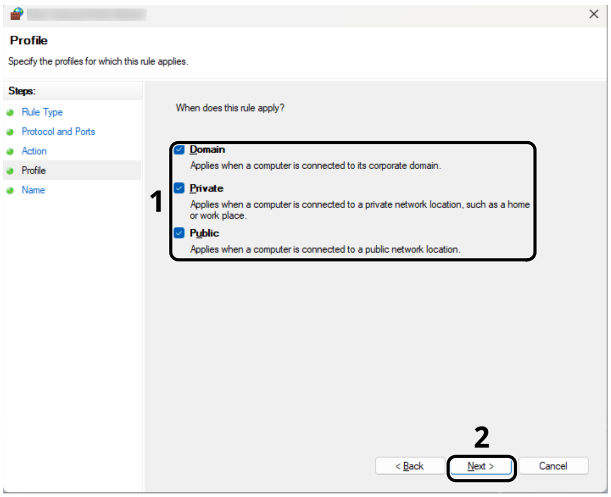
6 Select [TCP] as the port to apply the rule to. Select [Specific local ports], enter "445", then select [Next].



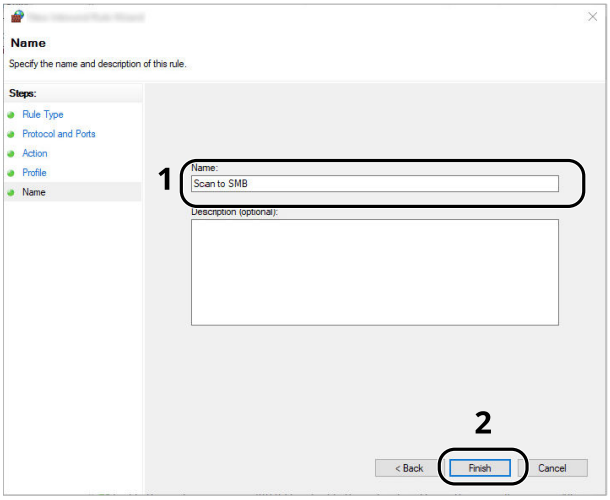
7 Select [Allow the connection] and select [Next].



8 Make sure all checkboxes are selected and select [Next].



9 Enter "Scan to SMB" in "Name" and select [Finish].



Scan to Folder Setup Tool for SMB

An environment for sending a document to Windows can be set up smoothly by using the Scan to Folder Setup Tool for SMB downloaded from User Support Page (https://kyocera.info/support).

By operating the Scan to Folder Setup Tool for SMB, you can configure the following settings.

- Create a shared folder in a computer for receiving documents:

  A new folder can be easily created on the desktop. Also, the newly created folder is automatically set as a shared folder.

- Set the created shared folder as an address on this machine:

  Information such as the name of the computer and shared names for the shared folder are easily recorded in the address book of this machine and can also be registered on the One Touch Keys.

NOTE

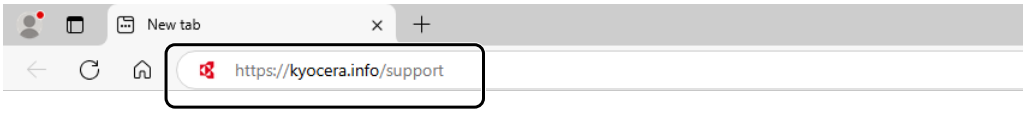
- Log in to Windows with administrator privileges.
- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 131)

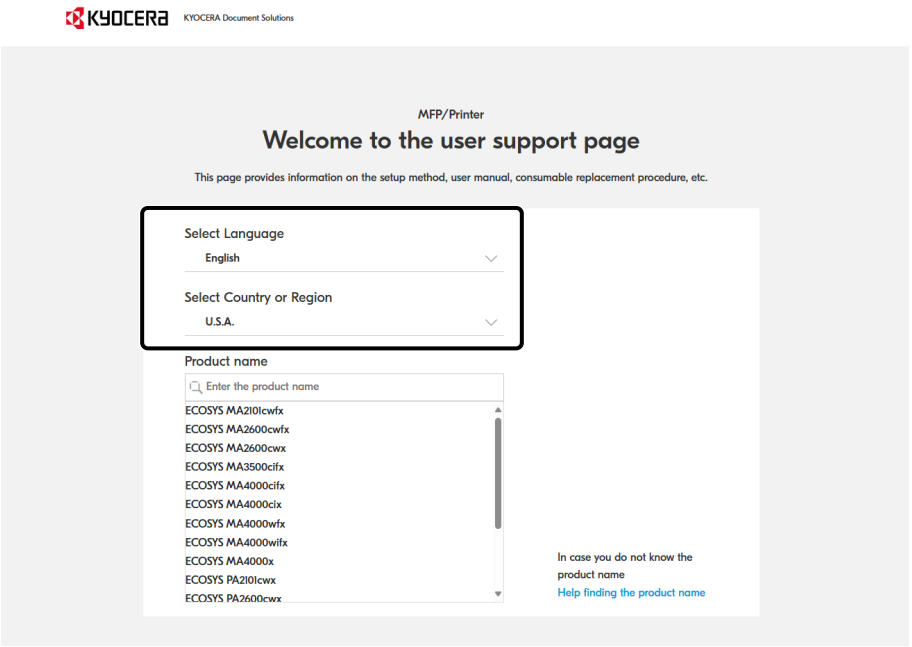
1 Launch the Scan to Folder Setup Tool for SMB.

1 Launch your web browser.

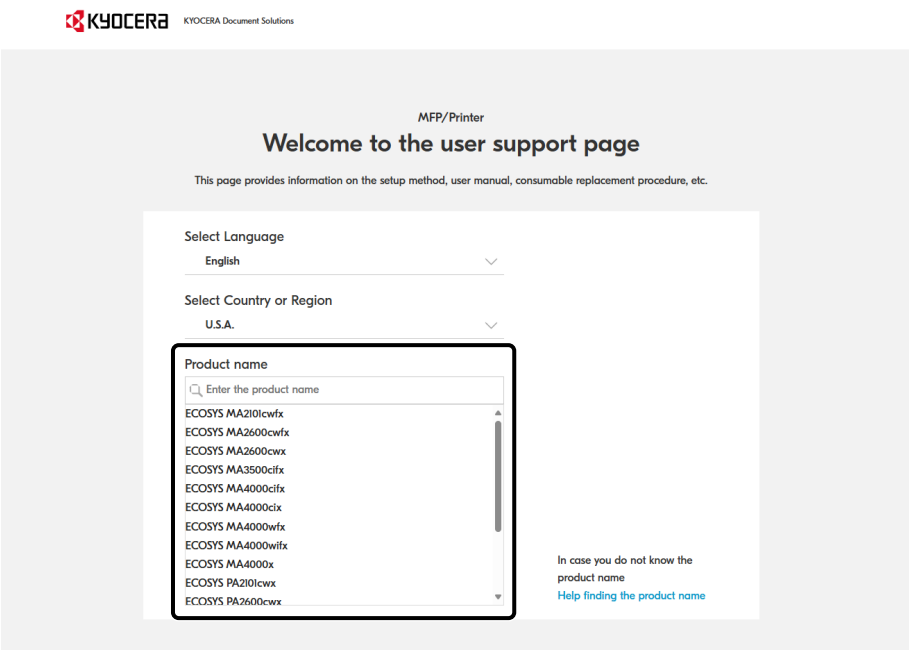
2 Enter https://kyocera.info/support to the browser's address bar or location bar.



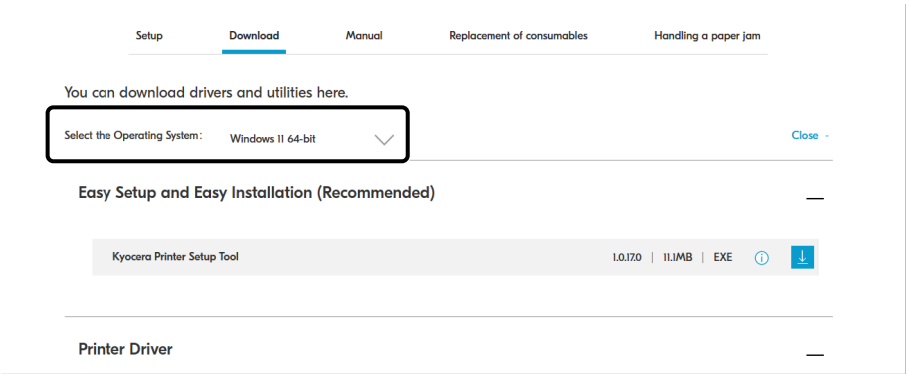
3 Select a language and country or region.



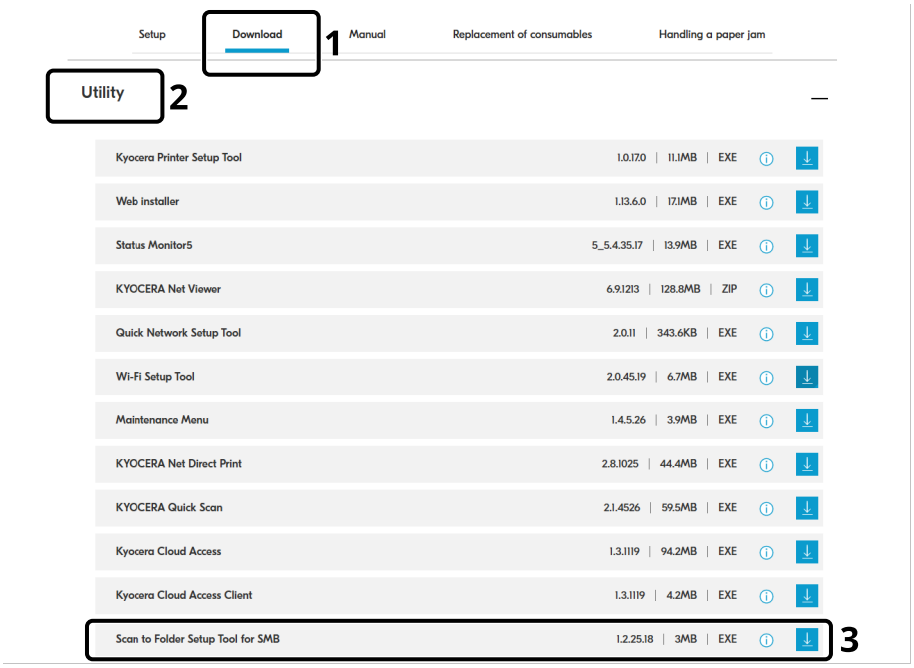
4 Enter and search for the product name and select this product from the candidate list.



5 Change the selected operating system as needed.



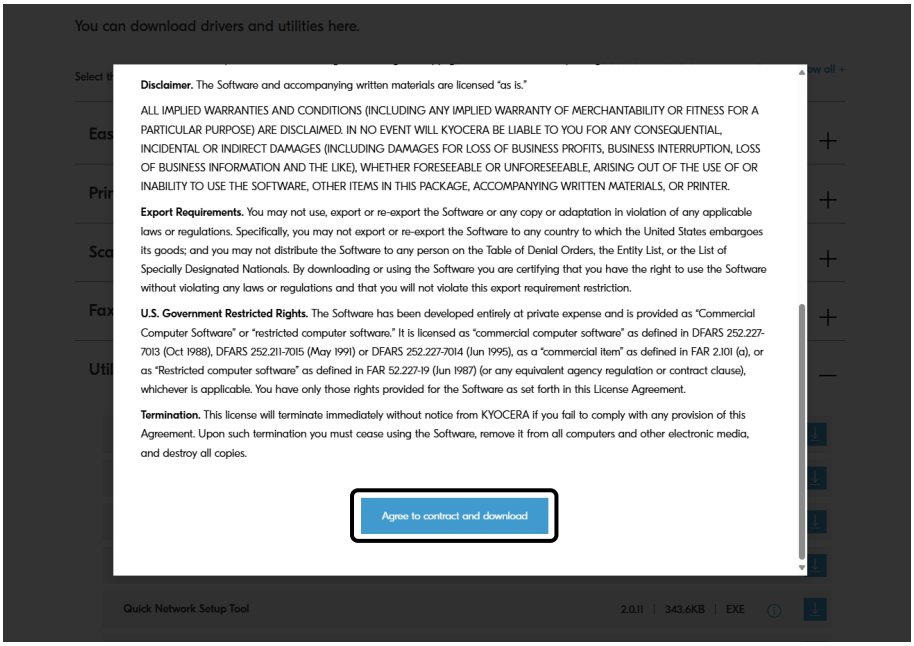
6 [Download] tab > "Utility" > "Scan to Folder Setup Tool for SMB" [ ].



7 Read the license agreement.

8 Select [Agree to contract and download] if there is no problem.

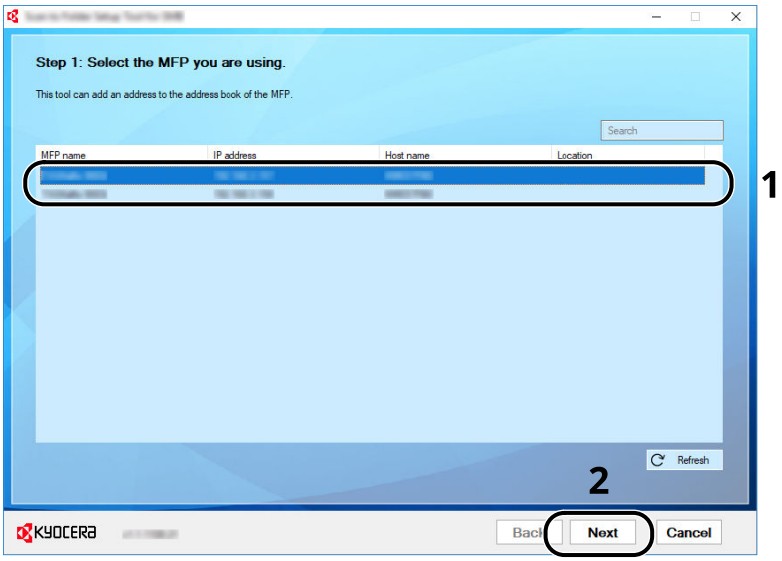
The Scan to Folder Setup Tool for SMB will be downloaded.



9 Double-click the downloaded installer to launch.

2 Configure the settings.

1 Select the device to use and select [Next].



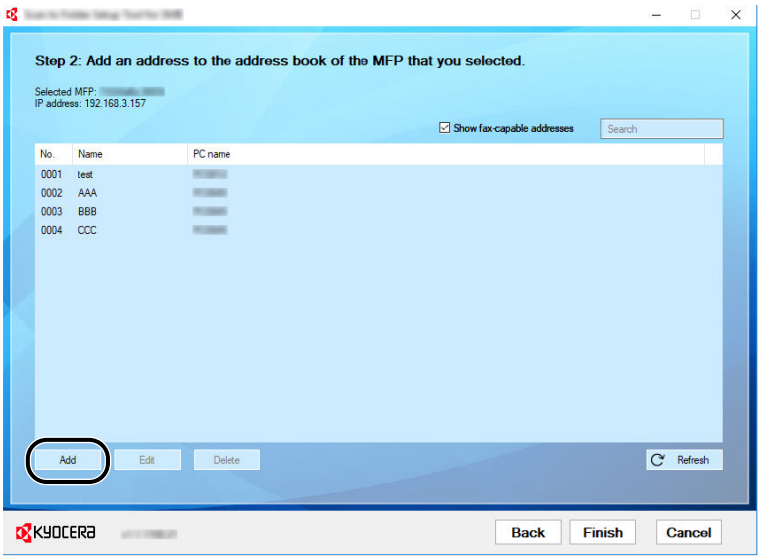
NOTE

- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network cable, it is turned on, and select [Refresh].
- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

The address book of the device appears.

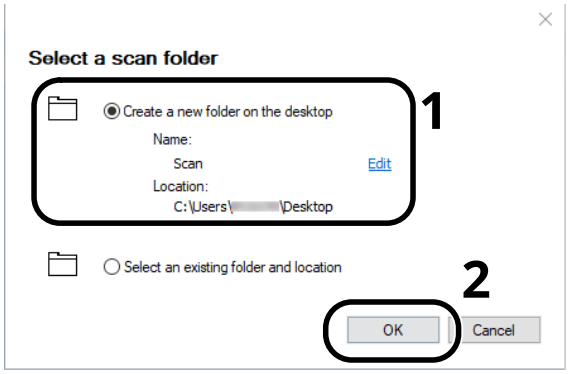
2 Select [Add].



NOTE

- Selecting on [Edit] after selecting the registered address allows you to change the content of the registration.
- Unchecking the [Show fax-capable addresses] checkbox will hide the address containing the fax.

3 Create a new folder.

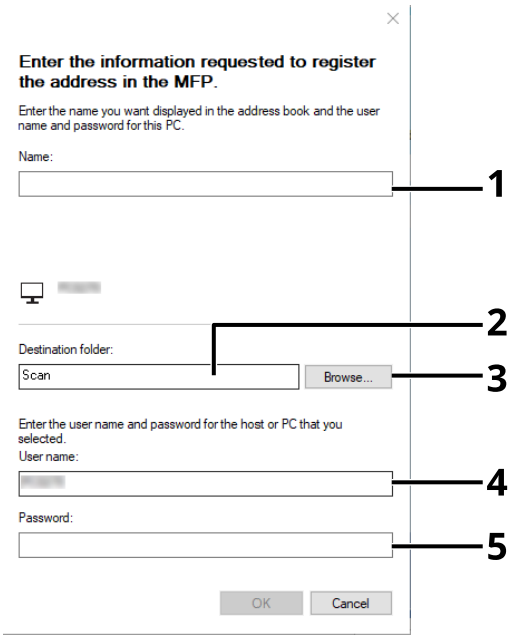


Select "Create a new folder on the desktop" and select [OK] to create a new folder on the desktop.

NOTE

- The default folder name is "Scan".
- Select [Edit] to change the desktop folder name.
- Selecting [Select an existing folder and location] allows you to select an existing folder that is already set as a shared folder on the computer.

4 Enter the information requested to register the address.



1 Enter the name for display in the address book.

2 Display the folder name and path to the shared folder.

3 Shared folders can be selected from a computer on the network.

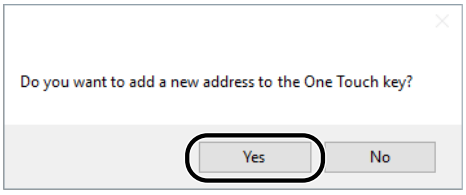
4 Display the user name of the selected computer.

5 Enter the password to correspond to the log in user name of the selected computer.

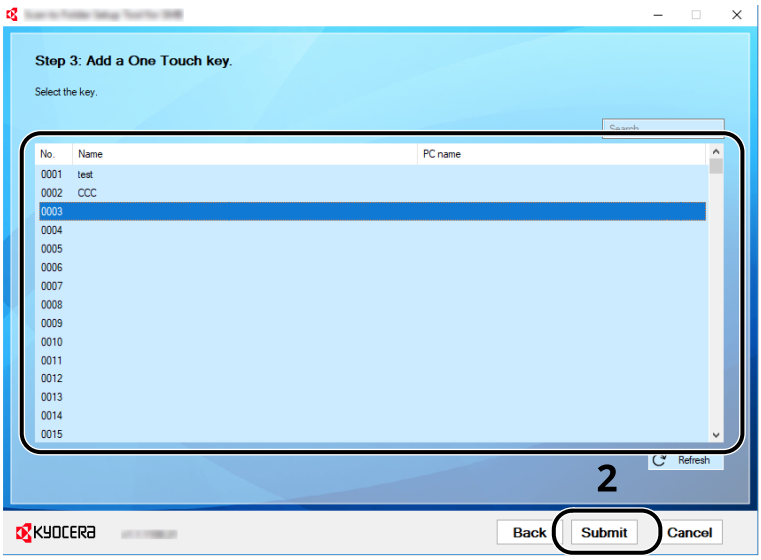
5 Select [OK] to register the address to the address book.

6 Select [Close].

7 To register the address in a One-Touch key, select [Yes].



8 Select a One Touch Key with no registered destination and select [Submit].



9 Select [Close].

10 Select [Finish] to exit the Scan to Folder Setup Tool for SMB.

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The destinations saved can be changed. The destinations are available for Send as Email, Send to Folder, and Fax Transmission (only on products with the fax function installed).

NOTE

- Registering and editing of the Address Book can also be done in Command Center RX.

  ➡ Registering Destinations (page 144)

- Editing of the Address Book can be restricted to administrators.

  ➡ Edit Restriction (page 472)

Adding a Destination for Common Address Book

Common Address Book is the default address book in the machine. You can add, edit, delete, or copy destinations in the Common Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select the group members from the Common Address Book.

NOTE

If registering and editing of the Common Address Book is restricted to administrators, you can edit the Common Address Book by logging in with administrator privileges.

➡ Edit Restriction (page 472)

➡ **Command Center RX User Guide**

Adding a Destination for Departmental Address Book

Departmental Address Book is a type of address book that is specific to users. You can add, edit, or delete destinations after creating a Departmental Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Departmental Address Book.

NOTE

- This function is enabled if you have created a departmental address book.

  ➡ Creating a Departmental Address Book (page 182)

- If registering and editing of the Departmental Address Book are restricted to administrators, you can edit the Departmental Address Book by logging in with administrator privileges.

  ➡ Edit Restriction (page 472)

  ➡ **Command Center RX User Guide**

Creating a Departmental Address Book

1 Display the screen.

[...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book] > [Menu] > [Add]

2 Add the name.

Enter the departmental address book name to be displayed on the Address Book when using the Send function.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

3 Enter the number.

To have the number assigned automatically, select [Auto].

NOTE

- The number is an ID for a departmental address book. You can select any available number out of 50 numbers.
- The number cannot be registered if you specify a departmental address book number that is already in use. An error message appears when you select [OK].
- The Departmental Address Book number cannot be edited once assigned.

4 Select a sharing option.

Selecting an option for sharing allows you to choose specified users who can access the created departmental address book. You can set whether the departmental address book can be displayed as another address book when sending a file.

1 Select [Sharing].

2 Select any of the following:

- [On (by All Users)]
- [Off]
- [On (by Specified Users)]

NOTE

When you select [On (by Specified Users)], you can choose specific users by selecting [Select Users] > [Accounting List] or [Local User List].

5 Select [OK].

NOTE

Selecting [ ] (information icon) shows the detailed information of the selected departmental address book.

Editing a Departmental Address Book

You can edit the name or the sharing options of the departmental address book you created. Any changes will not affect the registered destinations in the corresponding departmental address book. To modify the registered destinations on the departmental address book, refer to the following:

➡ Departmental Address Book (page 195)

1 Display the screen.

1. [...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book]
2. Select the departmental address book you want to edit > [Menu] > [Edit].

2 Edit the departmental address book entries as needed.

3 Select [OK] > [OK].

Deleting a Departmental Address Book

You can delete one or more preferred departmental address books. All the registered destinations (contacts and groups) in the departmental address book will be deleted. To delete the registered destinations in the departmental address book, refer to the following:

➡ Departmental Address Book (page 196)

1 Display the screen.

1. [...] > [System Menu] > [Function Settings] > [Address Book] > [Create Departmental Address Book]
2. Select one or more departmental address books you want to delete > [Menu] > [Delete].

2 Select [Delete].

Registering an Address (E-mail Address)

1 Display the screen.

You can register an address in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Menu] > [Add] > [Contact]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Menu] > [Add] > [Contact]

2 Add the name.

Enter the destination name to be displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

3 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 for either contacts or groups when registering an address to the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Register].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

4 Add the address.

1 Select ✉ : Email Address

NOTE

- You can also select for Fax.

  Refer to the following for details on adding FAX.

  ➡ **FAX Operation Guide**

2 Select the entry field and enter the email address.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

5 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One Touch Key.

➡ Adding a Destination on One-Touch Key (page 198)

Registering an Address (Folder (SMB) Address)

The registering method of a folder (SMB) address to Address Book is as follows.

1 Display the screen.

You can register a folder (SMB) address in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Menu] > [Add] > [Contact]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Menu] > [Add] > [Contact]

2 Add the name.

1 Enter the destination name to be displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

2 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 for either contacts or groups when registering an address to the Departmental Address Book.
- If you specify an address number that is already in use, an error message appears when you select [Save], and the number cannot be registered. If you set [Auto] as the address number, the address is registered under the lowest available number.

3 Add the address.

1 Select SMB : Folder (SMB) Address

2 To specify the SMB folder, enter the following:

- Host Name
- Port
- Folder Path
- Login User Name
- Login Password

NOTE

For the computer name, share name, domain name, and user name, enter the information that you noted when you created the shared folder. For details on creating shared folders, refer to the following:

➡ Preparation for Sending a Document to a Shared Folder in a Computer (page 164)

You can search for a folder on a computer on the network. Select [Search Folder by Host Name], and then select the folder from the Search Results list.

NOTE

- If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup Name", and "Host Name" to search computers on the network.
- A maximum of 500 addresses can be displayed. Select the host name (computer name) that you want to specify in the screen that appears and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password name of the destination computer, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

The following explains the items to be entered:

"Host Name"

Computer name

"Host name" or "IP address"

To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

"Port"

Port number

If the port number is not specified, the default port number is 445.

"Folder Path"

Share name

Example: scannerdata

If saving in a folder in the shared folder: share name\folder name in shared folder

"Login User Name"

- If the computer name and domain name are the same:

  User Name

  Example: james.smith
- If the computer name and domain name are different:

  Domain name\User name

  Example: abcdnet\james.smith

"Login Password"

Windows login password

(case-sensitive)

NOTE

- Refer to the following for details on entering characters.

  ➡ Character Entry Method (page 814)

- Select [Connection Test] to check the connection to the server you chose. If the connection fails, check the entries you made.

4 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 198)

Registering an Address (Folder (FTP) Address)

The registering method of a folder (FTP) address to Address Book is as follows.

1 Display the screen.

You can register a folder (SMB) address in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Menu] > [Add] > [Contact]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Menu] > [Add] > [Contact]

2 Add the name.

1 Enter the destination name to be displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

2 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a destination. You can select any available number from 0 to 350 for either contacts or groups when registering an address to the Common Address Book.
- You can select any available number from 0 to 120 numbers for either contacts or groups when registering an address to the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Save].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

3 Add the address.

1 Select FTP : Folder (FTP) Address

2 To specify the FTP folder, enter the following:

- Host Name
- Port
- Folder Path
- Login User Name

- Login Password

The following explains the items to be entered:

"Host Name"

Host name or IP address of FTP server

"Host name" or "IP address"

To enter the IPv6 address, enclose the address in brackets [ ].

(Example: [2001:db8:a0b:12f0::10])

"Port"

Port number

If the port number is not specified, the default port number is 21.

"Folder Path"

Path for the file to be stored

For example: User\ScanData

If no path is entered, the file is stored in the home directory.

When the FTP server is based on Linux/UNIX, the path including the subfolder is combined by the slash "/" not using the backslash.

"Login User Name"

FTP server login user name

"Login Password"

FTP server login password

NOTE

- Refer to the following for details on entering characters.

  ➡ Character Entry Method (page 814)

- Select [Connection Test] or [Connection Test (Encrypted TX)] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

4 Review destination entry > [Register].

The destination is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 198)

Add the group

Compile two or more contacts into a group. Destinations in the group can be added at the same time. A maximum of 50 groups can be added in the Common Address Book and 20 groups in the Departmental Address Book.

NOTE

Before adding a group to the Common Address Book or Departmental Address Book, the contacts to be included in the group must be added first. Register one or more individual destinations as needed before proceeding. The number of destinations that can be added in a group is described below.

- Destinations: 100
- Destinations for FTP and SMB: 5

1 Display the screen.

You can add a group in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)] > [Menu] > [Add] > [Group]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered > [Menu] > [Add] > [Group]

2 Add the name.

1 Enter the address number.

To have the number assigned automatically, select [Auto].

NOTE

- Address Number is an ID for a group. You can select any available number from 0 to 350 when adding a group on the Common Address Book.
- You can select any available number from 0 to 120 when adding a group to the Departmental Address Book.
- The number cannot be registered if you specify an address number that is already in use, an error message appears when you select [Save].
- If you set [Auto] as the address number, the address is registered under the lowest available number.

2 Enter the group name displayed in the Address Book.

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

3 Select the destinations.

Select destinations (contacts) to add to the group. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 292)

4 Review destination entry > [Save].

The group is added to the Address Book.

To add a new address to the One-Touch Key, select [Register] and follow the on-screen instructions to enter the necessary information.

NOTE

Refer to the following for registering the One-Touch Key.

➡ Adding a Destination on One-Touch Key (page 198)

Editing Address Book Entries

Edit the destinations (contacts or groups) you added to the Address Book.

NOTE

Modifications set following these steps will be reflected in the corresponding address.

1 Display the screen.

1 You can edit a contact in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered.

2 Select [ ] (information icon) for the destination or group to edit.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 292)

2 Edit the destination.

Editing a Contact

1 Change "Name", "No.", destination type, and address.

➡ Adding a Destination for Common Address Book (page 181)

2 [Save] > [OK]

Register the changed destination.

Editing a destination to a group

1 Change "Name" and "No.".

➡ Add the group (page 193)

2 Change the destination. Put a checkmark in the checkbox to select an item and remove the checkmark to cancel the selection.

3 [Save] > [OK]

Register the changed destination.

Deleting Address Book Entries

Delete the destinations (contacts or groups) you added to the Address Book.

When deleting a destination, only the contacts or groups registered on the common address book or departmental address book will be deleted.

1 Display the screen.

1 You can delete a contact in any of the following address books.

Common Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]

Departmental Address Book

[...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Departmental Address Book)] > select the corresponding Departmental Address Book registered.

2 Select a destination or group to delete.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 292)

2 [Menu] > [Delete]

Delete the contact or group.

Copying Address Book Entries

You can copy one or more contacts from the common address book to any departmental address book. You can also select any contacts from a specified group from the common address book to your preferred departmental address book.

NOTE

You cannot copy a registered contact from a departmental address book to the common address book.

1 Display the screen.

1. [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)]
2. [Menu] > [Copy] > select one or more contacts you want to copy > [Next]
3. Select the departmental address book where you want the contact to be copied.

2 Select [Copy] > [Copy].

Adding a Destination on One-Touch Key

Assign a new destination (contact or group) to a one touch key.

NOTE

- Refer to the following for use of One-Touch Key.

  ➡ Choosing from One Touch Key (page 295)

- You can add One Touch keys and change their settings on Command Center RX.

  ➡ **Command Center RX User Guide**

- If registering and editing of the One Touch Keys are restricted to administrators, you can edit the One Touch Keys by logging in with administrator privileges.

  ➡ Edit Restriction (page 473)

  ➡ **Command Center RX User Guide**

1 Display the screen.

[...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Add One Touch Keys.

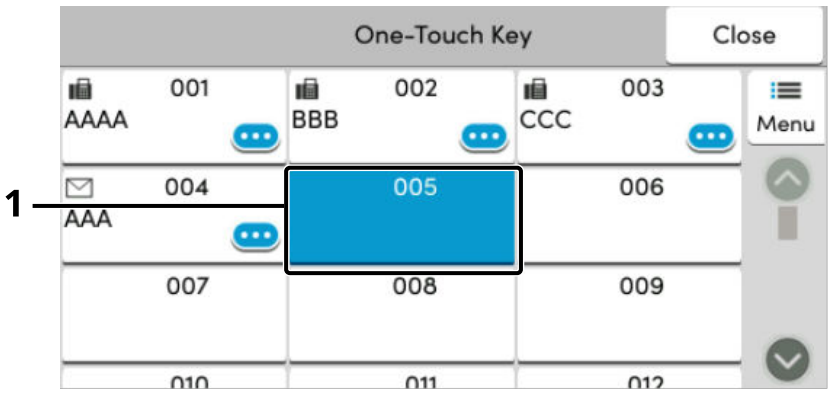
1 Select a One-Touch Key number for the destination [Menu] > [Add/Edit].

Enter a number in "No." to display the One-Touch Key.

Select a One-Touch Key with no registered destination.

NOTE

You can also add a One-Touch Key from the Departmental Address Book by selecting [Addr. Book]. Select the corresponding departmental address book you want to register for One-Touch Keys.



2 Enter "Display Name".

NOTE

- Refer to the following for details on entering characters.

  Character Entry Method (page 814)

- "Display Name" is used for One-Touch Keys in the Send function screen.

3 Select [Destination].

Address Book appears.

4 Select a destination (contact or group) to add to the One-Touch Key number > [OK].

Selecting [...] (information icon) shows the detailed information of the selected destination.

NOTE

Destinations can be sorted or searched by destination name or address number.

Destination Search (page 292)

5 Select [OK].

The destination will be added to the One-Touch Key.

Editing the Destination to a One-Touch Key

1 Display the screen.

1 [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Select a One-Touch Key number then select [Menu] > [Add/Edit].

Enter a number in "No." to display the One-Touch Key.

NOTE

- You can also edit a destination to a One-Touch Key from the Departmental Address Book by selecting [Addr. Book].

  Select the corresponding departmental address book in which the One-Touch Key you want to edit is registered.

- Select [...] (information icon) for the One-Touch Key to display the information registered in the One-Touch Key.

2 Change the registered information.

1 Change "Display Name".

NOTE

Refer to the following for details on entering characters.

➡ Character Entry Method (page 814)

2 Select [Destination] and select a new destination (contact or group). Selecting [ ] (information icon) shows the detailed information of the selected destination.

NOTE

Destinations can be sorted or searched by destination name or address number.

➡ Destination Search (page 292)

3 [OK] > [OK]

Add the destination to the One-Touch Key.

Deleting the Destination to a One-Touch Key

1 Display the screen.

1 [...] > [System Menu] > [Function Settings] > [One-Touch Key] > [Add/Edit One-Touch Key]

2 Select a One-Touch Key number to delete.

Select [Menu] and enter a number in "No." to display One-Touch Key.

NOTE

You can also delete a destination to a One-Touch Key from the Departmental Address Book by selecting [Addr. Book].

Select the corresponding departmental address book in which the One-Touch Key you want to delete is registered.

2 Delete the registered information.

[Delete] > [Delete]

The data registered in the One-Touch Key is deleted.

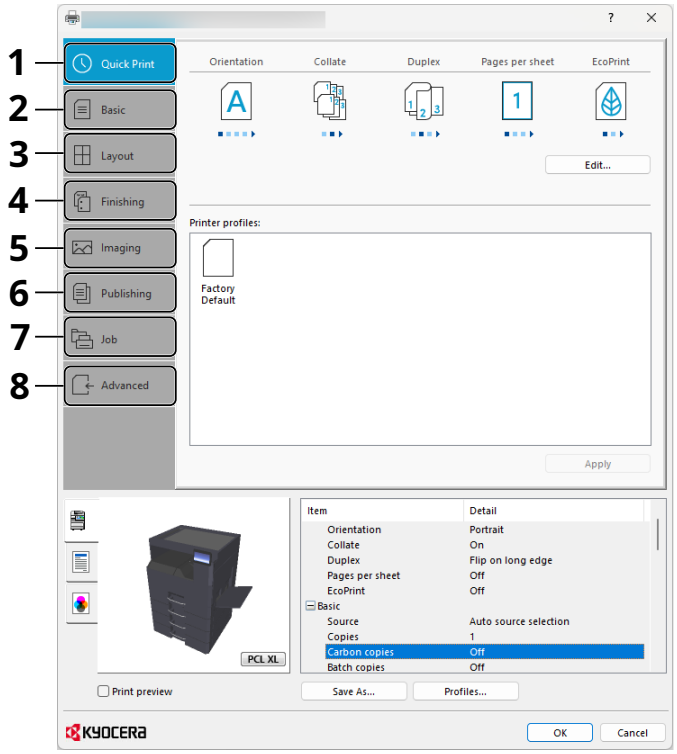
4 Print from Computer

Printer Driver Print Settings Screen 203
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Printing Data Saved in the Printer 222
Monitoring the Printer Status (Status Monitor) 236

Printer Driver Print Settings Screen

The printer driver print settings screen allows you to configure a variety of print-related settings.

➡ **Printer Driver User Guide**



1 [Quick Print] tab

Provides icons that can be used to easily configure frequently used functions. Each time you select an icon, it changes to an image resembling the print results and applies the settings.

[Profiles]

Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it is a convenient practice to save frequently used settings.

[Edit]

This allows you to customize the features to be included at the top of the Quick Print tab. You can select up to 5 features to be displayed.

2 [Basic] tab

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

3 [Layout] tab

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

4 [Finishing] tab

This tab lets you configure settings related to the finishing of printed media.

5 [Imaging] tab

This tab lets you configure settings related to the quality of the print results.

6 [Publishing] tab

This tab lets you create covers and inserts for print jobs.

7 [Job] tab

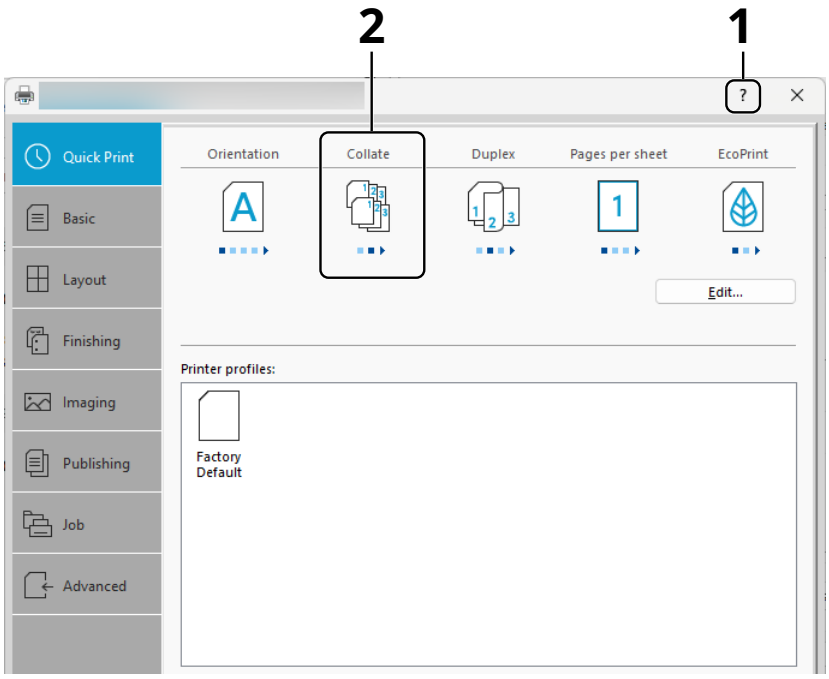
This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you prefer to print a document that you do not want others to see.

8 [Advanced] tab

This tab lets you configure settings for adding text pages or watermarks to print data.

Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.



1 Select the [?] button.

2 Select the item you want to know about.

NOTE

You can also press the [F1] key to display Help.

Changing the Default Printer Driver Settings (Windows 11)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printer Driver User Guide**

1 Select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

You can enter "Printers" in the search box and then select [View devices and printers].

2 Select the printer driver icon of the machine and select [Printer properties].

3 In the [General] tab, select [Preference].

4 Select the default settings and select [OK].

Changing the Default Printer Driver Settings (Windows Server 2016 and later)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printer Driver User Guide**

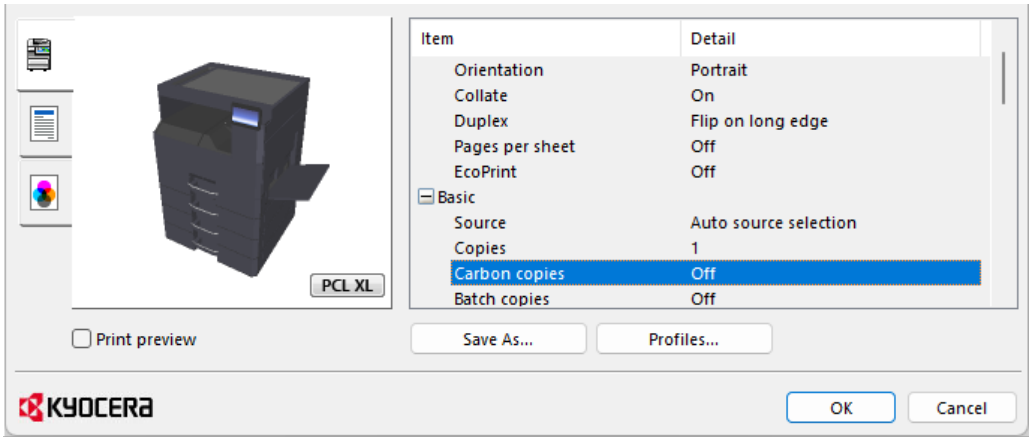
1. **Select the Windows [Start] button > [Windows System] > [Control Panel] > [Devices and Printer].**
2. **Right-click the printer driver icon of the machine and select [Printer properties].**
3. **In the [General] tab, select [Preference].**
4. **Select the default settings and select [OK].**

Printing from Computer

This section provides the printing method using the KX Driver.

NOTE

- To print the document from applications, install the printer driver downloaded from User Support Page (https://kyocera.info/support) on your computer.
- In some environments, the current settings are displayed at the bottom of the printer driver.



- When printing cardstock or envelopes, load the cardstock or envelopes in the multipurpose tray before performing the following procedure.

  ➡ Loading Paper in the Multipurpose Tray (page 157)

Printing on standard-sized Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

NOTE

Specify the paper size and media type to print from the operation panel.

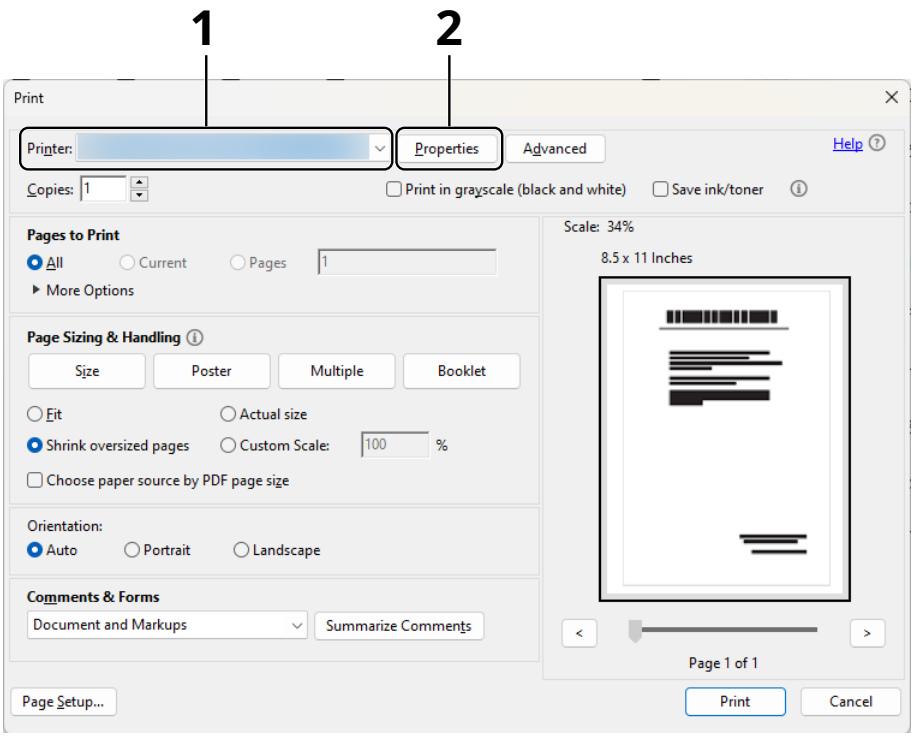
➡ [Paper Feeding] (page 442)

1 Display the screen.

Select [File] > [Print] in the application.

2 Configure the settings.

1 Select the machine from the "Printer" menu and select [Properties].



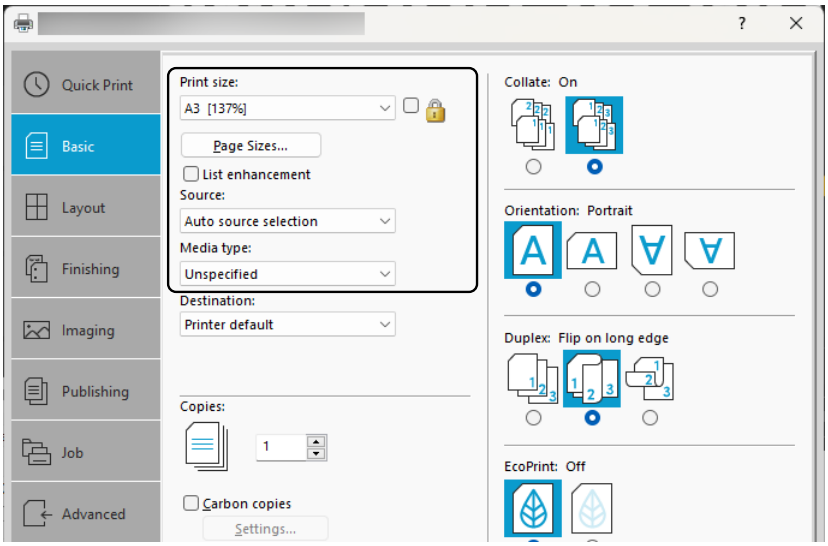
2 Select the [Basic] tab.

3 Select "Print size" menu and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

➡ Printing on Nonstandard-sized Paper (page 209)

To print on special paper such as thick paper, select "Media type" menu and select the media type.



4 Select [OK] to return to the Print window.

3 Start printing.

Select [OK].

Printing on Nonstandard-sized Paper

If you load a paper size that is not included in the print sizes of the machine, register the paper size in the [Basic] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

Specify the paper size and media type to print from the operation panel.

➡ [Paper Feeding] (page 442)

1 Display the screen.

1 For Windows 11, select the [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

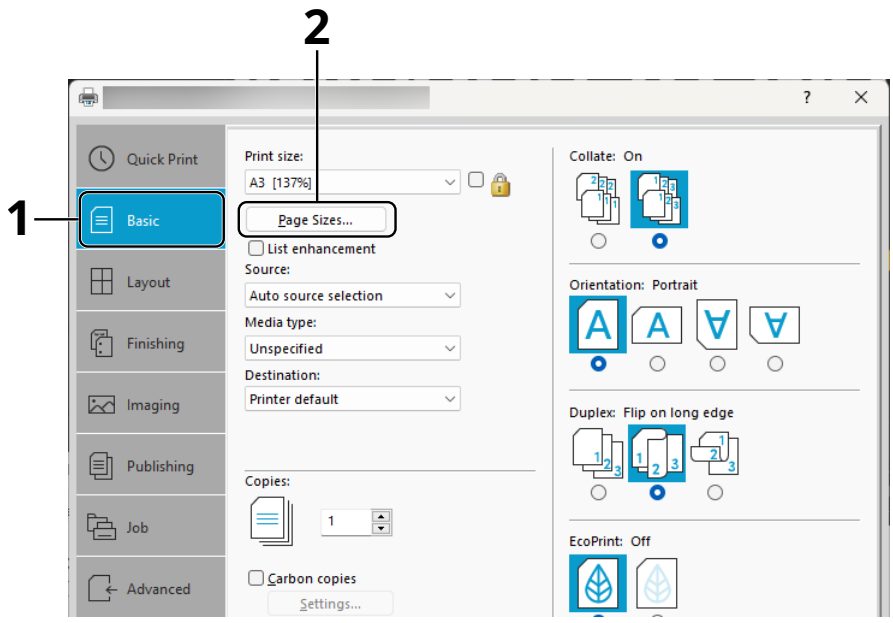
Select the Windows [Start] button > [Windows System Tool] > [Control Panel] > [Devices and Printers].

2 Select the printer driver icon of the machine and select [Printer properties].

3 In the [General] tab, select [Preferences].

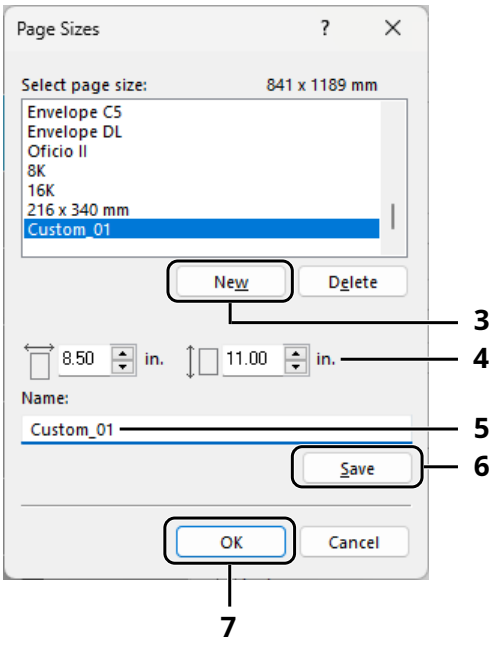
2 Register the paper.

1 Select [Basic].



2 Select [Page Sizes].

3 Select [New].



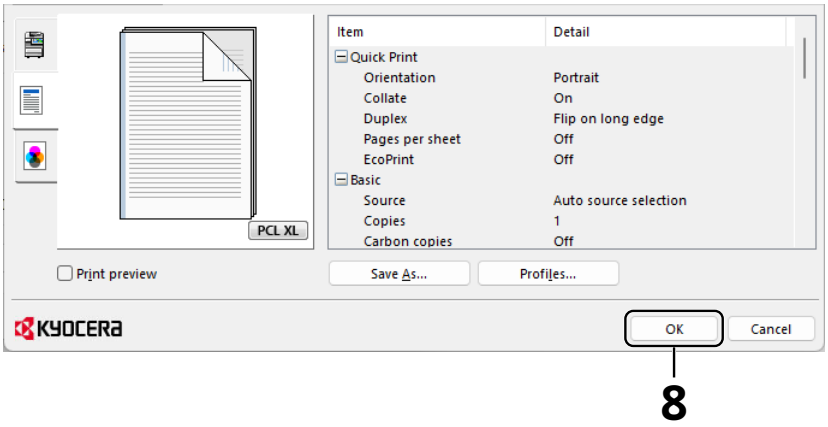
4 Enter the paper size.

5 Enter the name of the paper.

6 Select [Save].

7 Select [OK].

8 Select [OK].

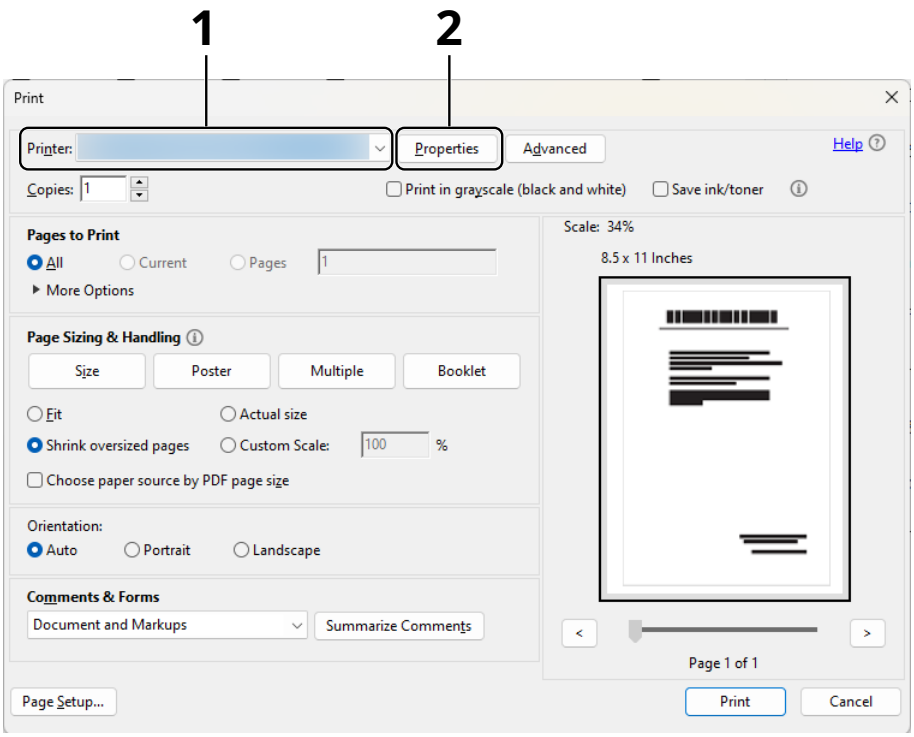


3 Display the print settings screen.

Select [File] > [Print] in the application.

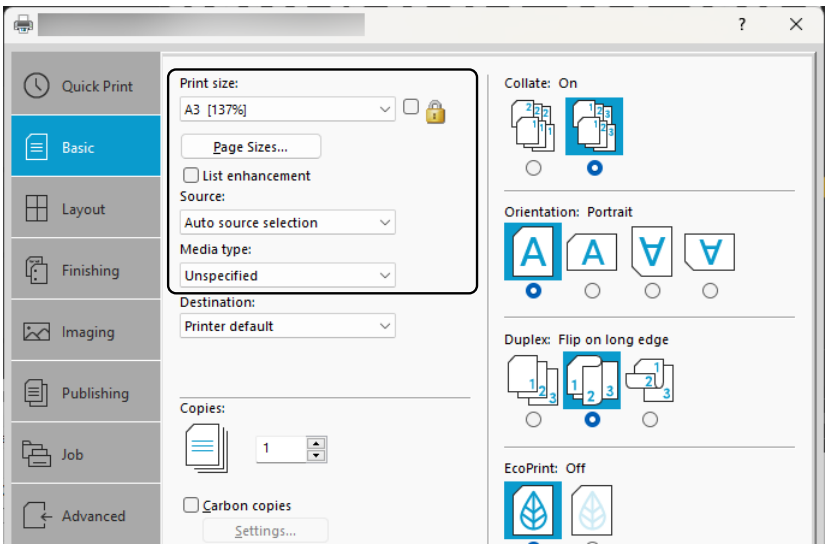
4 Select the paper size and type of nonstandard-sized paper.

1 Select the machine from the "Printer" menu and select [Properties].



2 Select [Basic].

3 In the "Print size" menu, select the paper size registered in step 2.



To print on special paper such as thick paper, select [Media type] menu and select the media type.

NOTE

For postcard or envelope, select either [Cardstock] or [Envelope] in the "Media type" menu.

4 Select the paper source from the "Source" menu.

5 Select [OK] to return to the Print window.

5 Start printing.

Select [OK].

Printing with Universal Print

Jobs can be printed via cloud by using the cloud service "Universal Print" provided by Microsoft Corporation. Users authorized in the Azure Active Directory can print to Universal Print ready printers from anywhere.

NOTE

- A Microsoft 365 license and an Azure Active Directory account are necessary to use Universal Print. If you do not have one, please obtain these licenses and accounts.
- To use Universal Print, the following prerequisites need to be met:
  - A Universal Print-eligible license must be assigned to the user account used.
  - Printer Administrator or Global Administrator privileges must be assigned to all administrators.

Registering the Machine to Universal Print

NOTE

Only Wireless Network Interface Kit (IB-37 and IB-38) can use Universal Print.

1 Start up the browser.

Specify https://[Host name of this Machine] and start Command Center RX.

2 Display the screen.

[Function Settings] > [Printer] > "Universal Print Settings" > [Settings]

3 Configure the settings.

1 Enter "Printer Name" in "Basic".

NOTE

Set the proxy if required.

➡ **Command Center RX User Guide**

2 Launch the Microsoft Authenticator installed on your mobile device.

NOTE

- If you do not install the Microsoft Authenticator yet, follow the on-screen instructions to install it on your mobile device.
- For Exchange Online accounts with two-factor authentication (2FA) enabled, make sure to have access to your preferred authentication app. Log in to your Exchange Online account, and then follow the instructions to complete 2FA. For more information, contact your Exchange Online server administrator.

3 Configure preferred settings and select [Register] in "Universal Print".

A Microsoft URL and an access code are displayed.

4 Select the URL and enter the access code obtained in Step 2 > [Next].

5 Log in as an Azure administrator.

NOTE

Credential is required only when you register for the first time. Select [Approve].

6 Close the Microsoft web page and return to the Command Center RX screen.

7 Select [OK].

Returns to the Universal Print Settings screen.

NOTE

Once registration is complete, [Register] in "Universal Print" will change to [Unregister], and the expiration date of certificate will be shown. Select [Refresh] if the display remains unchanged.

8 Select [Edit] in "Universal Print Preferences" and copy the unregister URL.

9 Open a new tab in the browser and paste the URL.

You will be redirected to the Universal Print web page.

10 Select [Printers].

Registered printers are displayed.

11 Check the box for this machine and select [Share].

The "Shared printers" screen is displayed.

12 Select the users you want to share this machine with from the "Select member(s)" menu and select [Share Printer].

NOTE

Enable [Allow access to everyone in my organization] to share this machine with all users in your organization.

13 Close the Universal Print web page.

Registering a Shared Printer to a Computer

To use Universal Print, it is necessary to add a shared printer registered with Universal Print to the computer.

1 Log in.

1 Select the Windows [Start] button > [Settings] > [Accounts] > [Access work or school].

2 Select an administrator account.

NOTE

If the Azure administrator account name is not displayed, select [+] (Connect), and use the Azure administrator account name and password to log in.

2 Display the screen.

Select [Home] > [Devices] > [Printers & scanners].

3 Configure the function.

1 Select [Add a printer or scanner].

2 Select the shared printer and select [Add device].

The shared printer is registered.

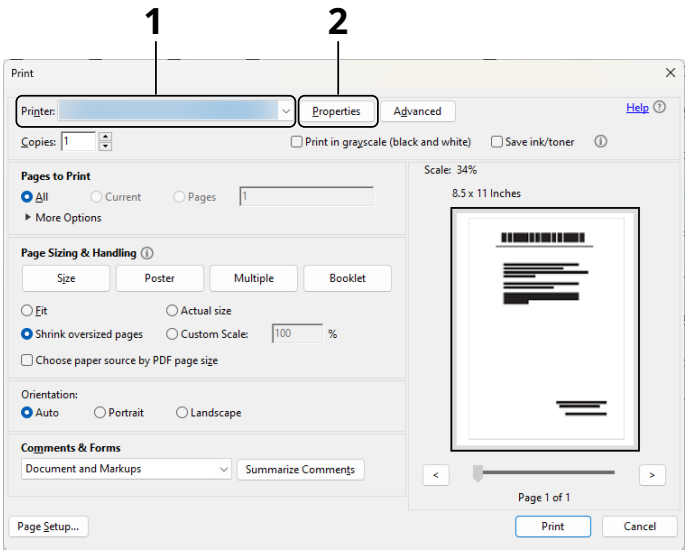
Print the Job

1 Display the screen.

Select [File] and select [Print] in the application.

2 Configure the settings.

1 Select a registered shared printer from the [Printer] menu and select [Properties].



2 Set the paper size, printer function, and others.

3 Select [OK] to return to the Print window.

3 Start printing.

Select [OK].

Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

NOTE

When canceling printing on the machine, refer to the following:

➡ Canceling Jobs (page 271)

1 **Double-click the printer icon ( ) displayed on the taskbar.**

2 **Select the file you prefer to cancel printing and select [Cancel].**

Printing from the Mobile Device

This machine supports the AirPrint and Mopria. According to the supported OS and application, you can print the job from any handheld device or computer without installing a printer driver.

Printing by AirPrint

AirPrint is a printing function that is an included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products.

To use the AirPrint, make sure that the AirPrint setting is enabled in the Command Center RX.

➡ **Command Center RX User Guide**



Printing by Universal Print

Universal Print is a printing service provided by Microsoft. This service enables a user with an Azure Active Directory to print from a machine connected to the Internet.

The machine can be configured in the Command Center RX.

➡ **Command Center RX User Guide**

NOTE

- To use Universal Print, it is necessary for Windows or Microsoft 365 license, and Azure Active Directory account. If not, please acquire the license and the account.
- It is also necessary to register the machine in the Azure portal in advance. The machine can be registered from a computer connected to the same network.

Printing by Mopria

Mopria is a standard on printing included in Android 4.4 or later products.

Mopria Print Service needs to be installed and enabled in advance.

For details on how to use, refer to a website of Mopria Alliance.

Printing with Wi-Fi Direct

Wi-Fi Direct is a standard wireless LAN established by Wi-Fi Alliance. One of the functions of wireless LAN is to allow direct transmission between devices even without wireless LAN access point or wireless LAN router.

The printing procedure by Wi-Fi Direct is the same as from mobile devices.

When you use a printer name or Bonjour name in the port settings of the printer properties, you can print the job by specifying the name at Wi-Fi Direct connection.

When you use an IP address for the port, specify the IP address of this machine.

Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it, as necessary. If you configure settings in the [Job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory), and printing can be executed at the machine.

Follow the workflow below when using Job Box.

Use the operation panel to specify a file within a Box and print it.

You can print the documents from the following boxes.

- Private Print Box
  ➡ Printing Documents from Private Print Box (page 223)
- Stored Job Box
  ➡ Printing Document from Stored Job Box (page 225)
- Quick Copy Box
  ➡ Printing Document from Quick Copy Box (page 227)
- Proof and Hold Box
  ➡ Printing Document from Proof and Hold Box (page 229)

Specifying the Job Box from a Computer and Storing the Job

1 Select [File] and select [Print] in the application. The Print window displays.

2 Select the machine from the "Name" menu.

3 Select [Properties]. The Properties window displays.

4 Select the [Job] tab and select the [Job storage (e-MPS)] checkbox to set the function.

NOTE

For information on how to use the printer driver software, refer to the following:

➡ **Printer Driver User Guide**

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. If you do not specify a password, you will be able to print without entering a password. The data will be deleted upon completion of the print job or after the power switch is turned off.

1 Display the screen.

1. Select [Job Box].
2. Select [Private Print/Stored Job].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the password.

   If a password is not set, go to step 3.
3. Specify the number of copies to print.
4. Select [Start Print].

   Printing starts.

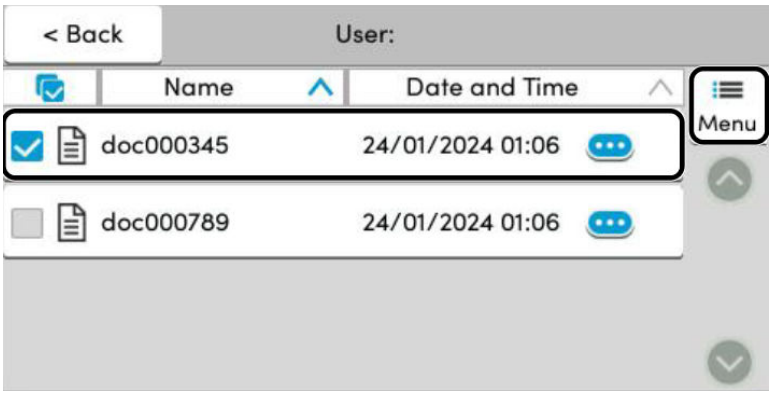
   Upon completion of printing, the Private Print job is automatically deleted.

Deleting the Documents Stored in the Private Print Box

1 Display the screen.

1. Select [Job Box].
2. Select [Private Print/Stored Job].
3. Select the author of the document.

2 Delete the document.



1. Select the document to delete > [Menu] > [Delete].
2. If the document is password-protected, enter the password.
   The document is deleted.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password, as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

1 Display the screen.

1. Select [Job Box].
2. Select [Private Print/Stored Job].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the password.
3. Specify the number of copies to print.
4. Select [Start Print].

   Printing starts.

NOTE

If the document is password-protected, enter the password.

Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

1. Select [Job Box].
2. Select [Private Print/Stored Job].
3. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete].
2. If the document is password-protected, enter the password.
   The document is deleted.

Printing Document from Quick Copy Box

Quick Copy feature allows you to print additional copies of the documents already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space in the box, you can set the maximum number of stored jobs.

➡ Quick Copy Job Retention (page 481)

1 Display the screen.

1. Select [Job Box].
2. Select [Quick Copy/Proof and Hold].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Specify the number of copies to print.
3. Select [Start Print].
   Printing Starts.

Deleting the Documents Stored in the Quick Copy Box

1 Display the screen.

1. Select [Job Box].
2. Select [Quick Copy/Proof and Hold].
3. Select the author of the document.

2 Delete the document.

Select the document to delete > [Delete] > [Delete].

The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

1 Display the screen.

1. Select [Job Box].
2. Select [Quick Copy/Proof and Hold].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Specify the number of copies to print.
3. Select [Start Print].

   Printing starts.

Deleting the Documents Stored in the Proof and Hold Box

1 Display the screen.

1. Select [Job Box].
2. Select [Quick Copy/Proof and Hold].
3. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete] > [Delete].
   The document is deleted.

Printing Documents from PIN Print Box

This PIN Print Box holds a job when printing from applications that use the Internet Printing Protocol (IPP), such as AirPrint and Mopria. A pending print job can be outputted by entering the PIN code that was set at the time of printing.

1 Display the screen.

1. Select [Job Box].
2. Select [PIN Print].
3. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the PIN code.
3. Select [Print].

   Printing starts.

Deleting the Documents Stored in the PIN Print Box

1 Display the screen.

1. Select [Job Box].
2. Select [PIN Print].
3. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete].
2. Enter the PIN code.
3. Select [Delete].
   The document is deleted.

Printing Document from Universal Print Box

For added security, Universal Print can set a PIN code for the printing jobs. Jobs with a PIN code will be saved in the cloud without being printed. By entering the PIN code from the operation panel, jobs from this machine can be printed.

NOTE

- To use Universal Print, this machine must be registered as a shared printer.

  ➡ Registering the Machine to Universal Print (page 213)

- To use the Universal Print Box, you need a Windows 11 license, Microsoft 365 license, and an Azure Active Directory account.

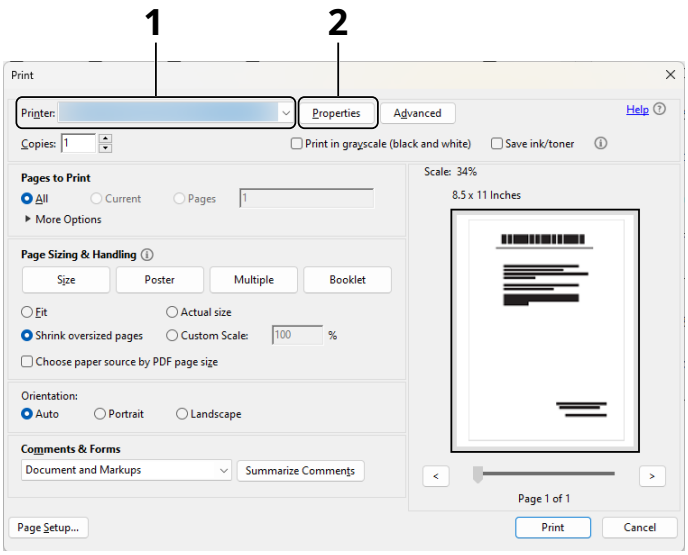
Storing a Job in the Universal Print Box

1 Display the screen.

Select [File] > [Print] in the application.

2 Configure the settings.

1 Select a registered shared printer from the "Printer" menu and select [Properties].



2 Select [Advanced settings].

3 Set [PIN-protected printing] to [On] and set a PIN code (4 digits) as the [PIN-protected printing PIN].

4 Select [OK] > [OK] to return to the Print window.

3 Start printing.

Select [OK].

Printing the Documents Stored in the Universal Print Box

1 Display the screen.

1. Select [Universal Print] in the home screen.
2. Select the author of the document.

2 Print the document.

1. Select the document to print > [Print].
2. Enter the PIN code.
3. Select [Start Print].
   Printing starts.
   Upon completion of printing, the Universal Print data is automatically deleted.

Deleting the Documents Stored in the Universal Print Box

1 Display the screen.

1. Select [Universal Print] in the home screen.
2. Select the author of the document.

2 Delete the document.

1. Select the document to delete > [Delete].
2. Enter the PIN code.
3. Select [Delete].
   The document is deleted.

Monitoring the Printer Status (Status Monitor)

The Status Monitor is an active reporting function that provides the printer status.

NOTE

Be sure that:

- KX Driver is installed.
- Either [Enhanced WSD] or [Enhanced WSD over TLS] is enabled.

➡ [Protocol Settings] (page 505)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

Exiting the Status Monitor

Use either of the methods listed.

Exit manually

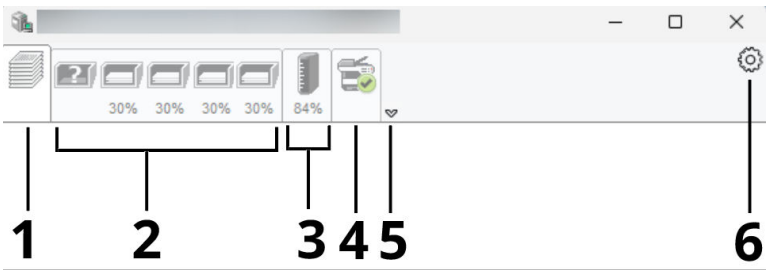
Select the settings icon and select [Exit] in the menu.

Exit automatically

The Status Monitor automatically shuts down after a few minutes of inactivity.

Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the expand button is selected.

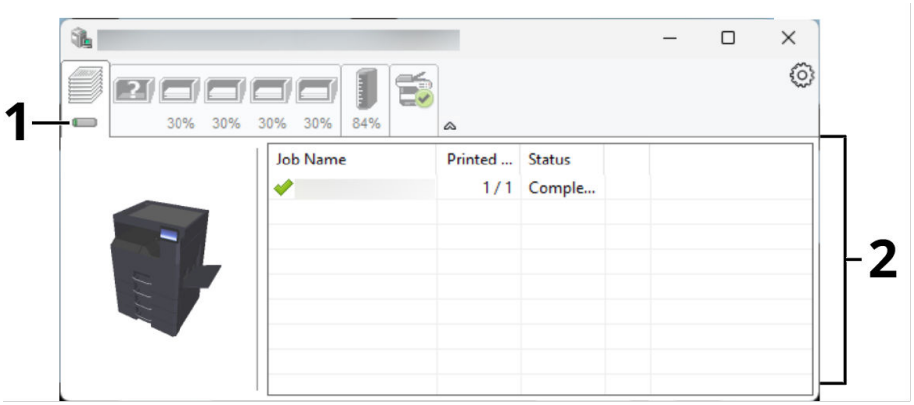


1 Printing progress tab
2 Paper tray status tab
3 Toner Status Tab
4 Alert tab
5 Expand button
6 Settings icon

Detailed information is displayed by selecting on each icon tab.

Printing Progress Tab

The status of the print jobs is displayed.



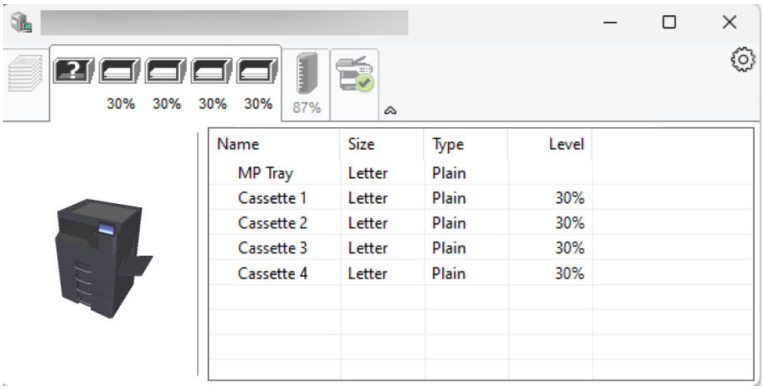
1 Status icon

2 Job list

Select a job from the list. To cancel a job from the list, right-click a job to access the menu.

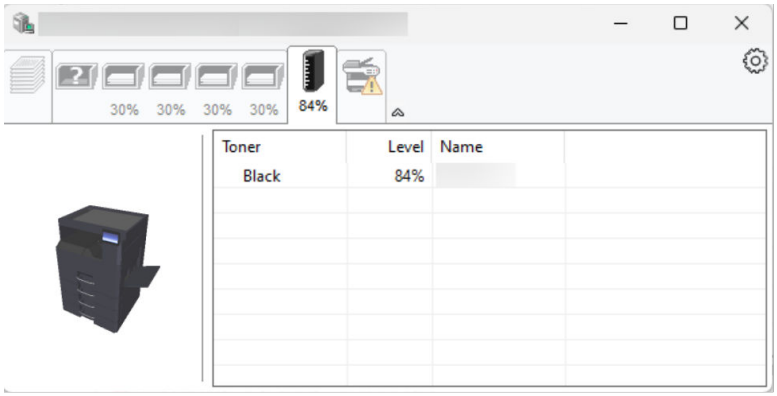
Paper Tray Status Tab

Information about the paper in the printer is displayed.



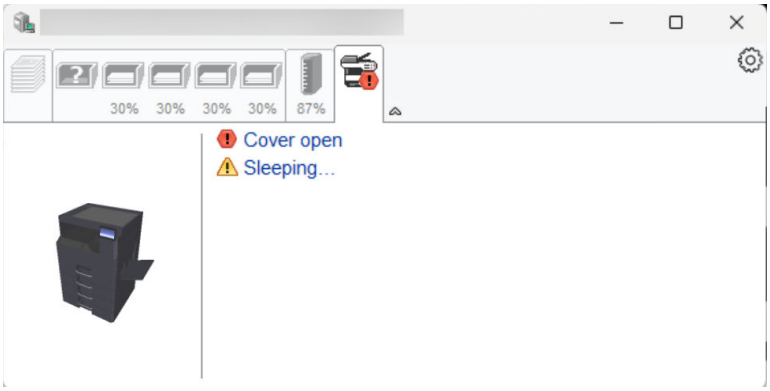
Toner Status Tab

The amount of remaining toner is displayed.



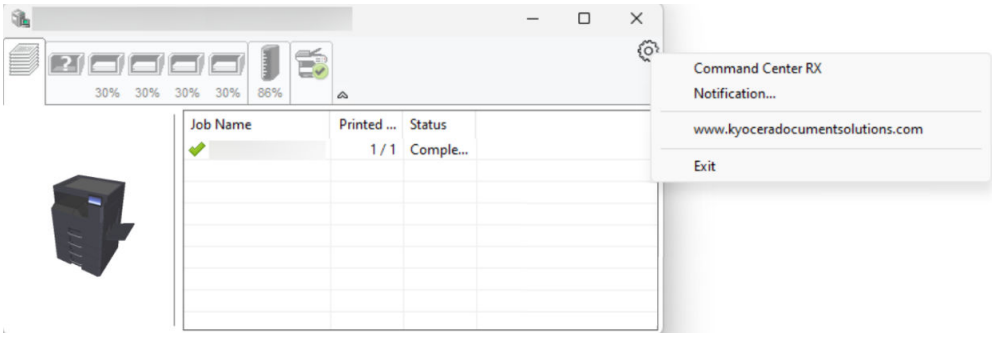
Alert Tab

A notice is displayed using a 3D image and a message if an error occurs.



Status Monitor Context Menu

The following menu is displayed when the settings icon is selected.



Command Center RX

If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Command Center RX to modify or confirm the network settings. This menu is not displayed when using a USB connection.

➡ **Command Center RX User Guide**

[Notification]

This sets the display of the Status Monitor.

➡ Status Monitor Notification Settings (page 244)

[www.kyoceradocumentsolutions.com]

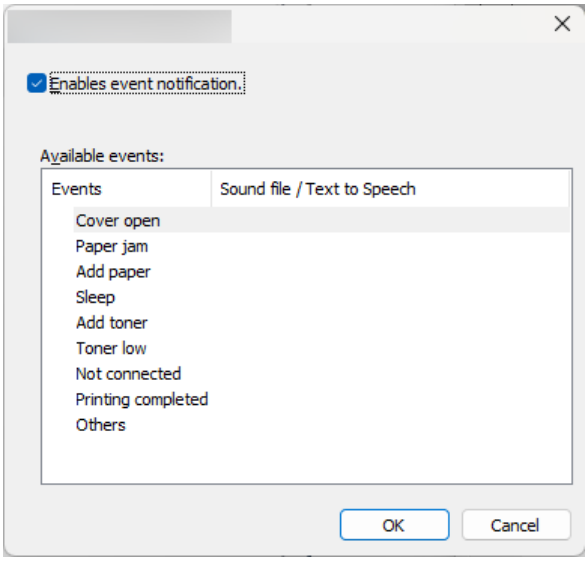
Opens the website.

[Exit]

Exits the Status Monitor.

Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.



Select whether notification is performed when an error in the event list occurs.

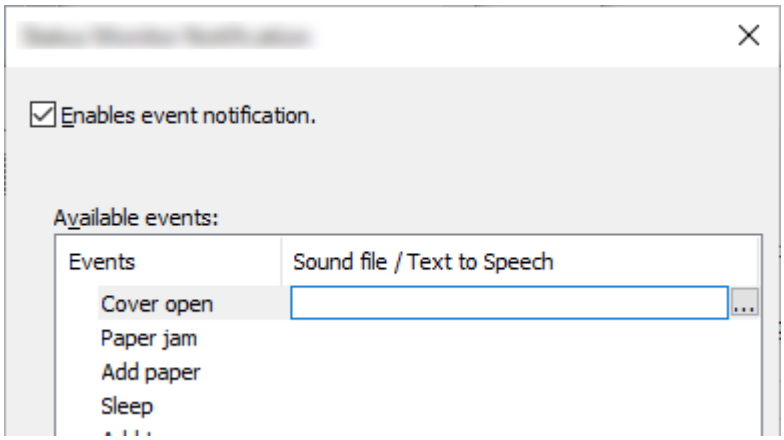
1 **Select "Enables event notification".**

If this setting is set to Off, then Status Monitor will not start up even when printing is executed.

2 **Select an event to use with the text-to-speech function in Available events.**

3 **Select "Sound file / Text to Speech" column.**

Select [...] to browse for the sound file.



NOTE

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

5 Operation on the Machine

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Loading Originals

Load the originals on the platen or document processor, depending on the original size, type, volume, and function.

Platen

Place the sheet, book, postcards, and envelopes.

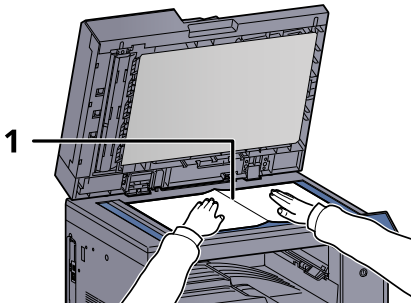
Document Processor

Place the multiple originals. You can also place the two-sided originals.

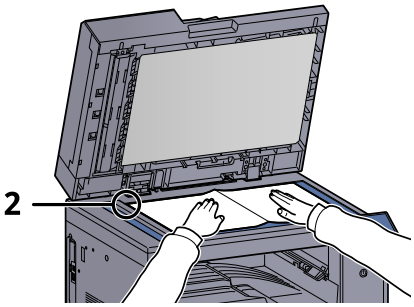
Placing Originals on the Platen

You may place books or magazines on the platen aside from ordinary-sheet originals.

1 Put the scanning side facedown.



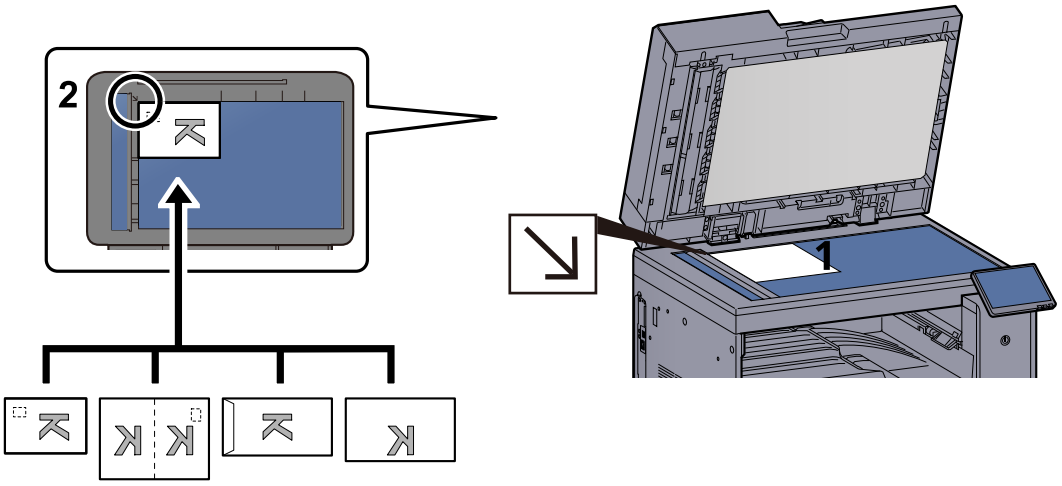
2 Align it flush against the original size indicator plates, with the top left corner as the reference point.



NOTE

- A5 is detected as A4-R. Set the paper size to A5 by using the function key on the touch panel.
  ➡ Original Size (page 327)
- For details on Original Orientation, refer to the following:
  ➡ Original Orientation (page 334)

Placing Envelopes or Cardstock on the Platen



1 Put the scanning side facedown.

2 Align it flush against the original size indicator plates, with the top left corner as the reference point.

NOTE

When printing on envelope or cardstock, use the multipurpose tray to load the paper instead of the cassette. Loading envelope or cardstock in the cassette may cause paper jam due to its different size and form than the standard paper.

To load envelopes or cardstock in the multipurpose tray, refer to the following:

➡ When you place envelopes or cardstock on the platen (page 158)

CAUTION

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

IMPORTANT

- Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.

Original Specifications available in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned by configuring the Duplex settings.

➡ Duplex (page 358)

Originals Supported by the Document Processor

Settings	Description
Weight	45 g/m^2 to 120 g/m^2 (duplex: 60 g/m^2 to 105 g/m^2)
Sizes	Maximum A3/Ledger (297 mm × 432 mm) (Long-sized 297 mm × 1,600 mm) to Minimum A5-R/Statement-R (140 mm × 297 mm)
Number of sheets	Plain paper (80 g/m^2), Color paper, Recycled paper, High Quality paper: 50 sheets

Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals. Otherwise, the originals may be jammed, or the document processor may become dirty.

- Originals bound with clips or staples

IMPORTANT

Remove any clips or staples and straighten the curls, wrinkles, or creases before loading. Failure to do so may cause the originals to jam.

- Originals with adhesive tape or glue
- Originals with cut-out sections
- Curled originals
- Originals with folds

IMPORTANT

Straighten the folds before loading. Failure to do so may cause the originals to jam.

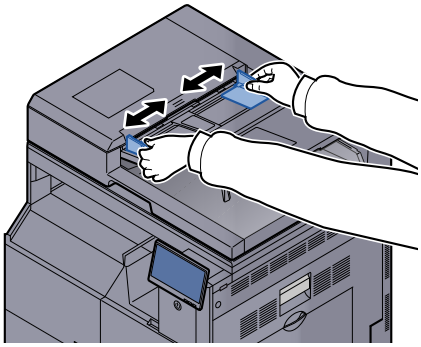
- Carbon paper
- Crumpled paper

Loading Originals in the Document Processor

IMPORTANT

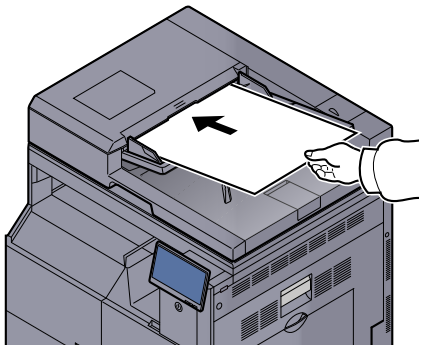
- Be sure that there are no originals left on the Document Processor output (DP output), as it may cause jams.
- Do not apply excessive force on the document processor, such as aligning the originals, as it may cause errors.
- Depending on the timing of using document processor, the loading speed may decrease.

1 Adjust the original width guides.



2 Place the originals.

1 Put the side to be scanned (or the first side of two-sided originals) face up. Slide the leading edge into the document processor as far as it will go.



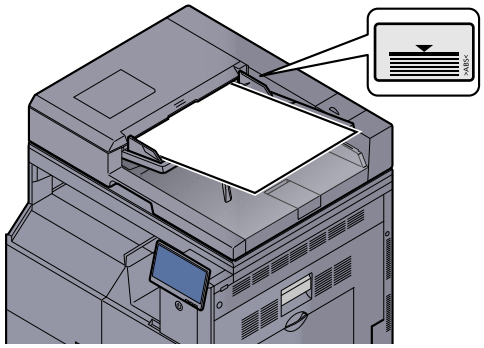
NOTE

For details on Original Orientation, refer to the following:

➡ Original Orientation (page 334)

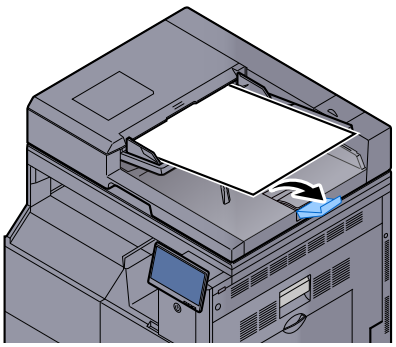
IMPORTANT

Confirm that the original width guides fit exactly with the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam.

2 Open the original stopper to fit the size of the original set (Original size: A3 or Ledger).



Favorites

After you add frequently used functions to Favorites, you can recall these functions quickly and easily. You can also name the favorites for easy identification when recalling.

The preregistered favorites below have been configured with settings. These settings can be modified for easier use in your environment.

ID Card Copy

Use this when you want to copy a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.

Default Registration

- Copy Functions
- Original Size: [A5]/[Statement]
- Paper Selection: [Cassette 1]
- Zoom: [100%]

Paper Saving Copy

Use this when you want to save paper. Follow the instructions on the screen to configure page grouping or 2-sided copying.

Default Registration

- Copy Functions
- Duplex: [1-sided>>2-sided]
- Combine: [2 in 1]
- Number of copies printed: 1
- Paper Selection: Cassette 1
- Original Type: [1-sided]

Scan to PC (Address Entry)

Use when you want to send images to a shared folder on any computer, using SMB or FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: New Folder
- Color Selection: [Auto Color (Color/B & W)]
- File Name Entry: Default value
- File Format: [PDF]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]

Scan to PC (Address Book)

Use when you want to send images to a shared folder on a computer registered in the address book or to a folder on the FTP server. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: Address Book
- Color Selection: [Auto Color (Color/B & W)]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]

Scan to E-mail (Address Entry)

Use when you want to send images to any email address. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: New Email Address
- Color Selection: [Auto Color (Color/B & W)]
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]
- File Name Entry: Default value
- File Format: [PDF]
- Email Subject: Default value
- Email Body: Default value

Scan to E-mail (Address Book)

Use when you want to send images to an email address registered in the address book. Follow the instructions on the screen to configure the settings, such as the destination or color selection.

Default Registration

- Send Function
- Destination: Address Book
- Continuous Scan: Off
- Scan Resolution: [300 × 300 dpi]
- Color Selection: [Auto Color (Color/B & W)]
- File Name Entry: Default value
- File Format: [PDF]
- Email Subject: Default value
- Email Body: Default value

NOTE

- Up to 20 functions combining copying and sending can be registered in the favorites.
- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

Registering Favorites

The following procedure is an example of registering the copying function.

1 Display the screen.

1 Select [Copy].

2 Select [Menu] > [Favorites] while the copy mode is accessed.

2 Register your favorite.

1 [Add] > Select a number (01 to 20) for the favorite number.

NOTE

To replace an existing favorite number, delete the current favorite, then register a new one.

2 In the "Function Type" screen, select either [Program] or [Wizard].

"Program"

The favorite immediately recalls the applicable setting.

"Wizard"

The favorite recalls the registered settings in sequence.

If you selected [Wizard], add the function that you want to register by selecting the checkbox, then select [Next >].

NOTE

In Send function, select [Destination Recall] to choose a destination.

3 Enter the new favorite name > [Register].

The favorite is registered.

To display a registered favorite in the home screen, select [Add] on the confirmation screen that appears.

4 Select [OK].

Using Favorites

1 [...] > [Favorites]

Select the favorite number you want to use.

NOTE

- To use the favorite number immediately, select [Menu] > [Search] and enter the favorite number (01 to 20).
- In the home screen, you can also select the icon of your registered favorite number.
- If the registered favorite related to Document Box has been deleted, the favorite cannot be used. Check the Document Box.

2 Execute the favorite.

Place the originals > [Start].

NOTE

[Favorites] can be selected in each function to call up the favorite registered for the function.

Editing Favorites

You can change your favorite number name.

1 Display the screen.

1. [...] > [Favorites]
2. Select [Menu] > [Edit].

2 Edit your favorite.

1. Select the corresponding favorite number (01 to 20) to change.
2. Select [Edit] to change the favorite number and name.

➡ Registering Favorites (page 254)

3. [OK] > [OK]

Deleting Favorites

1 Display the screen.

1. [...] > [Favorites]
2. Select [Menu] > [Edit].

2 Delete the favorite.

1. Select the corresponding favorite number (01 to 20) to delete.
2. [Menu] > [Delete]

Application

The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily tasks more efficiently such as a scan feature and an authentication feature are available.

For details, consult your sales representative or dealer.

Installing Applications

NOTE

You can install applications and certificates on the machine. The number of applications you can run may vary according to the type of application.

1 Display the screen.

[...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 131)

- Select [Print Report] to print an application report.

2 Install the application.

1 [Add] > [OK]

2 Insert the USB drive containing the application to be installed.

NOTE

- When the message "USB Drive is recognized. Displaying files." is displayed, select [Cancel].
- When the message "Start Installation." is displayed, select [Select App.].

3 Select the application to be installed > [Install].

You can view detailed information on the selected application by selecting [ ] (information icon).

4 Select [Yes].

Installation of the application begins. Depending on the application being installed, the installation may take some time.

NOTE

- Once the installation ends, the "Add Application" screen appears, where you can also remove the USB drive.
- Select [Remove USB] and wait until the message "USB Drive can be safely removed." appears.

Activating Applications

1 Display the screen.

[...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Activate the application.

1 Select the preferred application > [Activate].

You can view detailed information on the selected application by selecting [ ] (information icon).

2 Enter the license key > [Official].

Some applications do not require you to enter a license key. To use the application as a trial, select [Trial] without entering the license key.

3 Select [Start] > [OK].

IMPORTANT

- If you can change the date/time while using the trial version of an application, you will no longer be able to use the application.
- Icons of activated application are displayed in the home screen.

If successful, "Ready" status is displayed.

Deactivating Applications

1 Display the screen.

[...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Deactivate the application.

1 Select the application you want to deactivate > [Deactivate].

2 Select [Yes].

Uninstalling Applications

1 Display the screen.

[...] > [System Menu] > [Add/Delete Application] > "Application" [Add/Delete Application]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Delete the application.

1 Select the application you want to delete > [Delete].

You can view the detailed information by selecting [ ] (information icon).

2 Select [Yes].

Registering Shortcuts (Copy, Send, and Document Box Settings)

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed, as necessary.

Adding Shortcuts

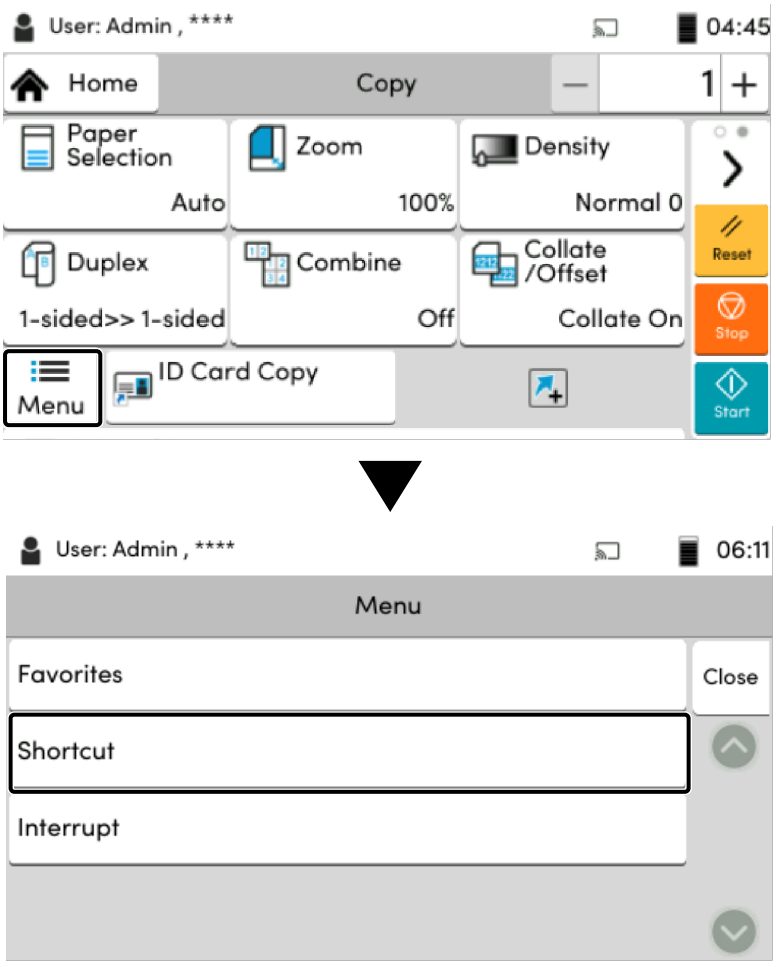
Shortcut registration is performed in the basic screen of each function.

1 Display the basic screen you want to register.

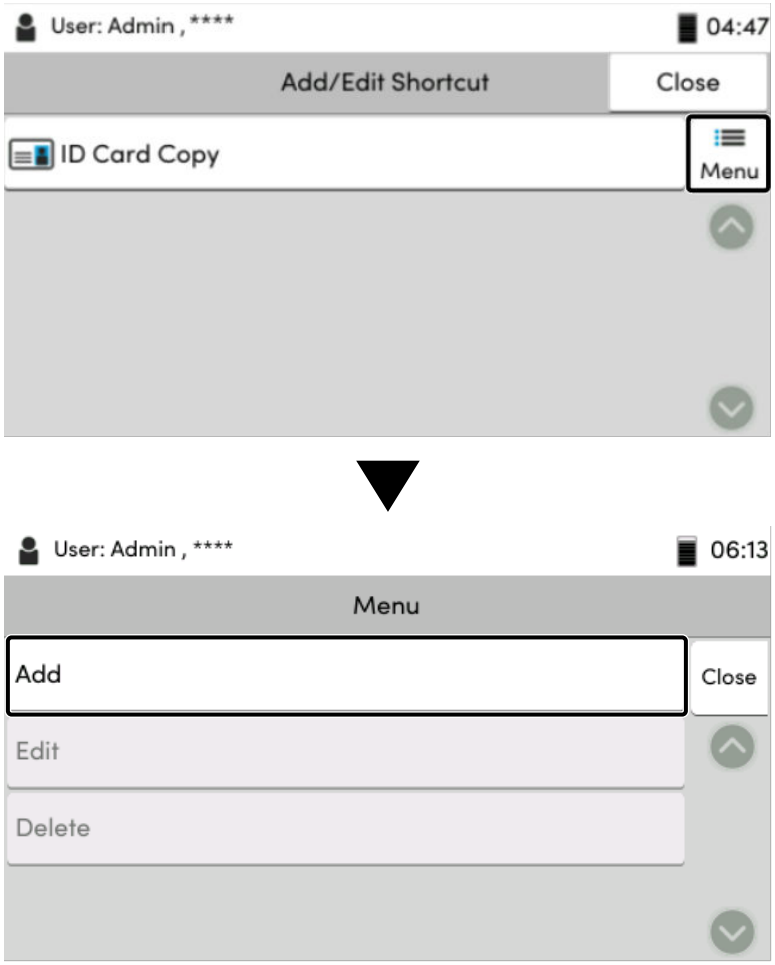
2 Register the shortcuts.

1 Select [Menu] > [Shortcut].

The Add/Edit Shortcut screen is displayed.



2 Select [Menu] > [Add].



3 Select the function you want to add > [Next >].

4 Enter the shortcut name > [Next >].

NOTE

The function name will be displayed if you do not enter a shortcut key.

5 Confirm the entry.

Select [Shortcut Name], [Function], or [Permission] to change the settings.

NOTE

[Permission] is displayed when the user login administration is enabled.

6 Select [Finish].

The shortcut is registered.

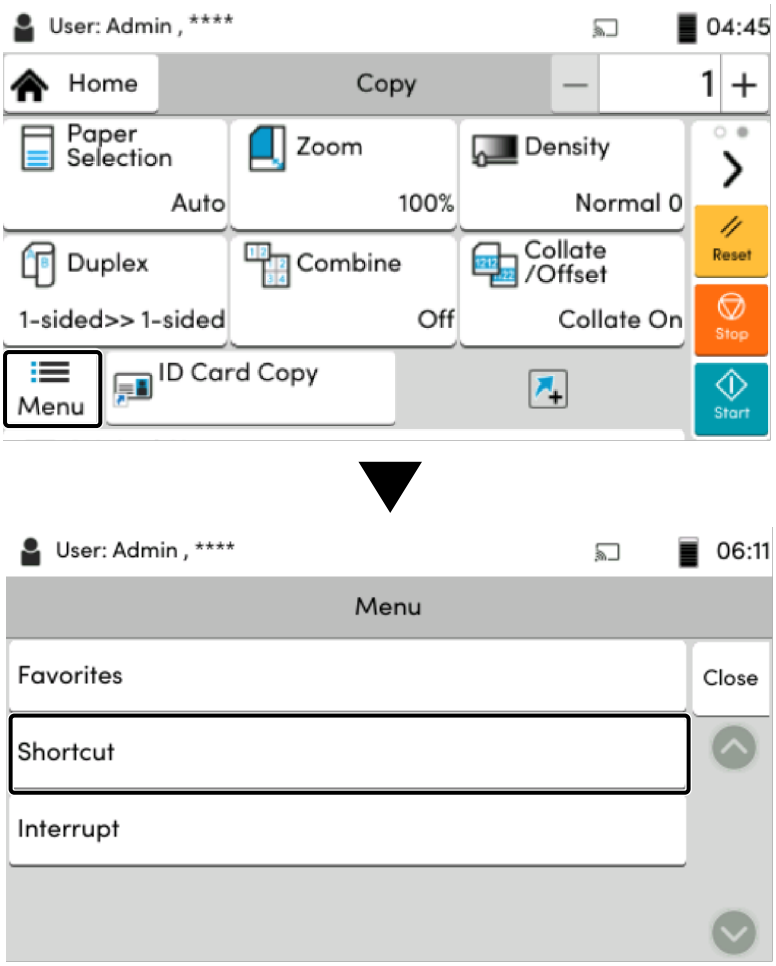
Editing Shortcuts

1 Display the screen.

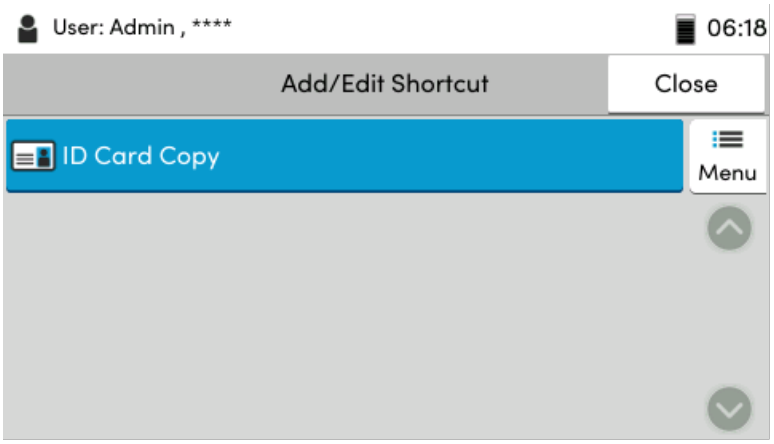
2 Edit the shortcut.

1 Select [Menu] > [Shortcut].

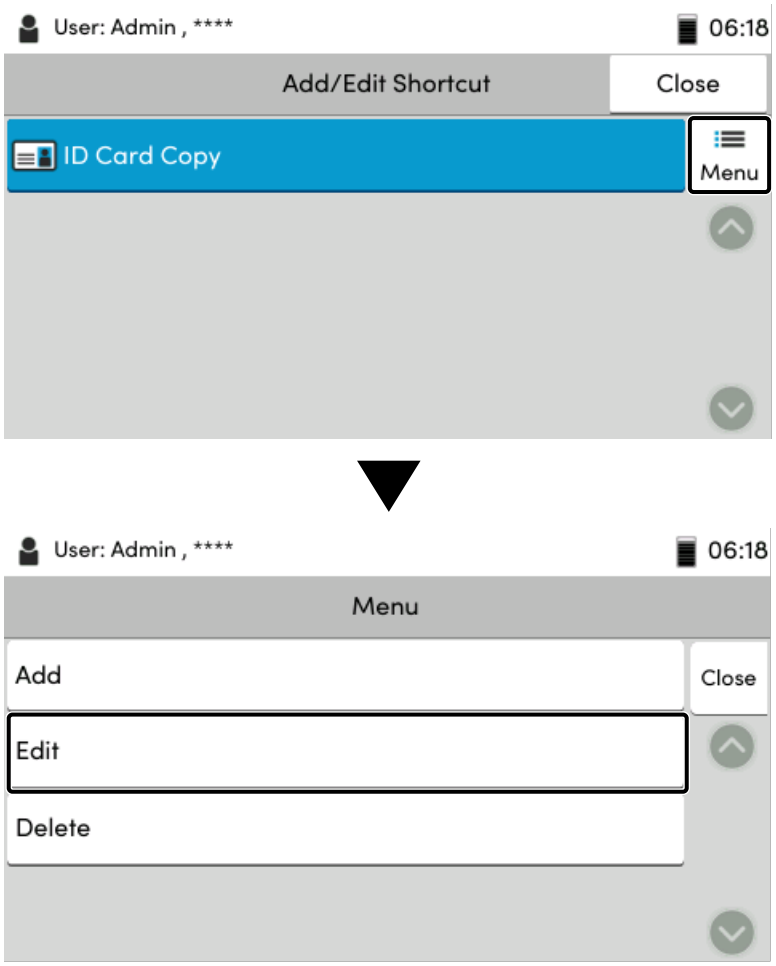
The Add/Edit Shortcut screen is displayed.



2 Select the shortcut you prefer to edit.



3 Select [Menu] > [Edit].



4 Select either [Shortcut Name] or [Function].

5 Change the settings > [OK].

6 [Finish] > [Update]

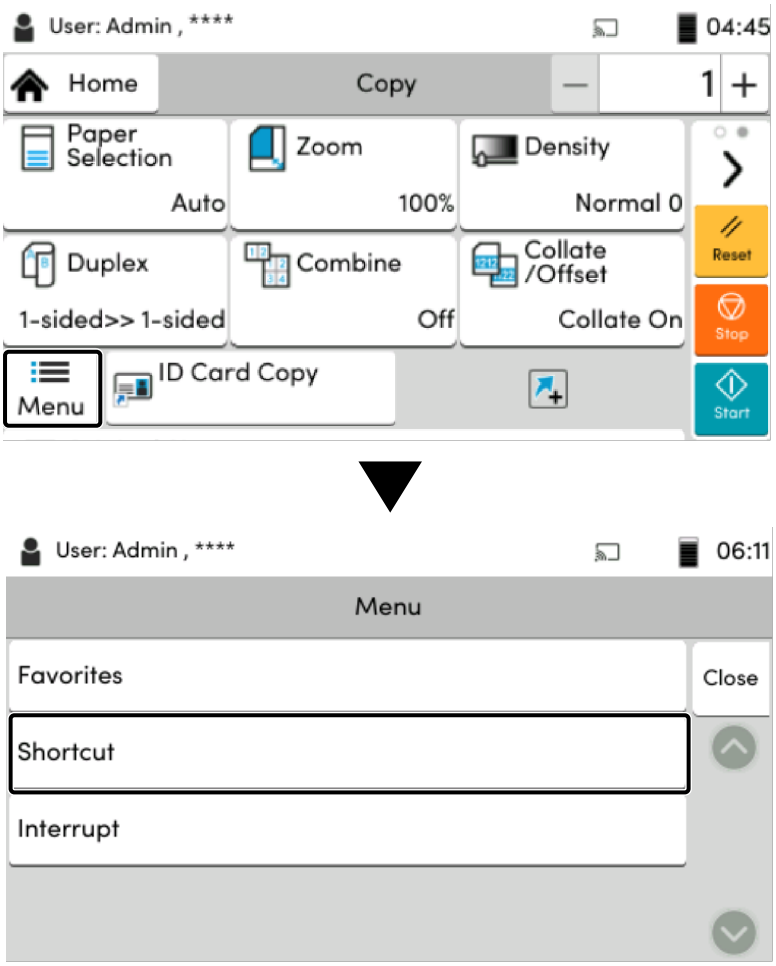
Deleting Shortcuts

1 Display the screen.

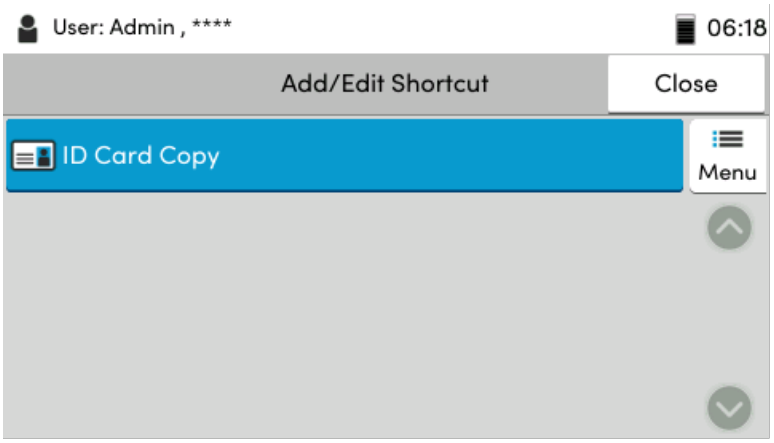
2 Delete the shortcut.

1 Select [Menu] > [Shortcut].

The Add/Edit Shortcut screen is displayed.



2 Select the shortcut you prefer to delete.



3 Select [Menu] > [Delete] > [Delete].

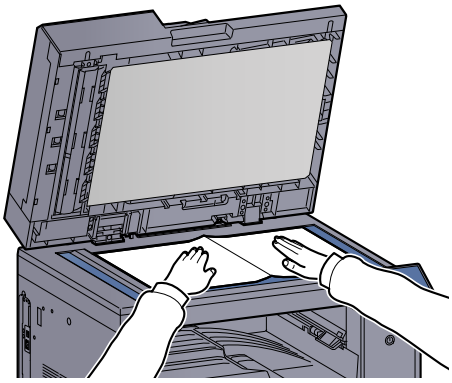
Copying

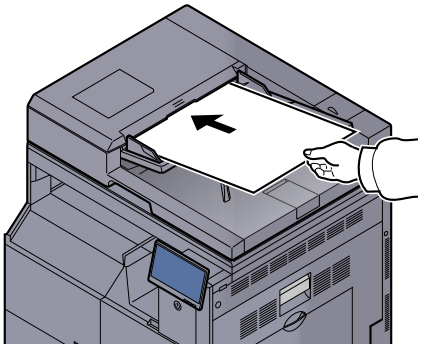
The procedures here represent the basic copy operation and how to cancel the copy.

Basic Operation

1 Display the screen and select [Copy].

2 Place the originals.





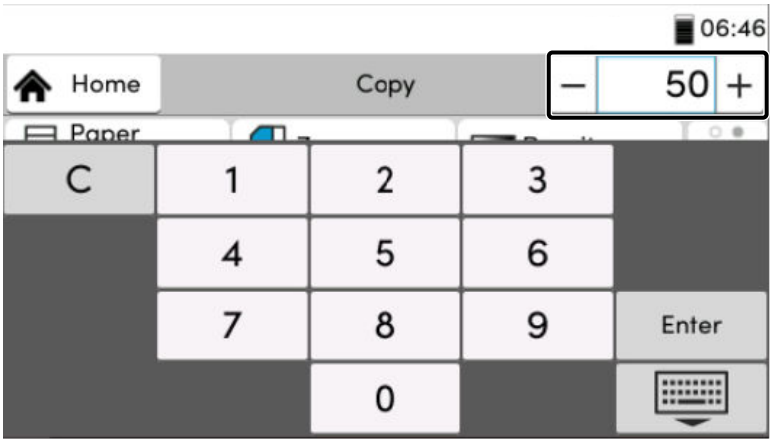
➡ Loading Originals (page 246)

3 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

4 Use the numeric keys to enter the copy quantity.

Select the area for inputting the number of sheets to display the numeric keypad. You can also use [+] or [-] to enter the number of sheets. Specify the preferred number up to 999.



5 Press [Start].

Copying begins.



.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately.

When the interruption copy ends, the machine resumes the paused print jobs.

NOTE

- If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically canceled and printing resumes.

  You can change the delay until the interrupt copying is canceled. Change the delay as required.

  ➡ Interrupt Clear Timer (page 437)

1 Configure the settings.

1. Select [Menu] > [Interrupt].

   The current print job is temporarily interrupted.

2. Place the originals into the machine for interrupt copy and configure the copy settings.

2 Press [Start].

Interrupt copying begins.

3 When interrupt copying ends, select the [Interrupt].

The machine resumes the paused print jobs.

Canceling Jobs

1 Select [Cancel].

2 Cancel a job.

When there is a job being scanned

The copy job is canceled.

When there is a job printing or on standby

Canceling job screen appears. The current print job is temporarily interrupted.

Select the job you want to cancel > [Cancel] > [Yes].

Frequently Used Sending Method

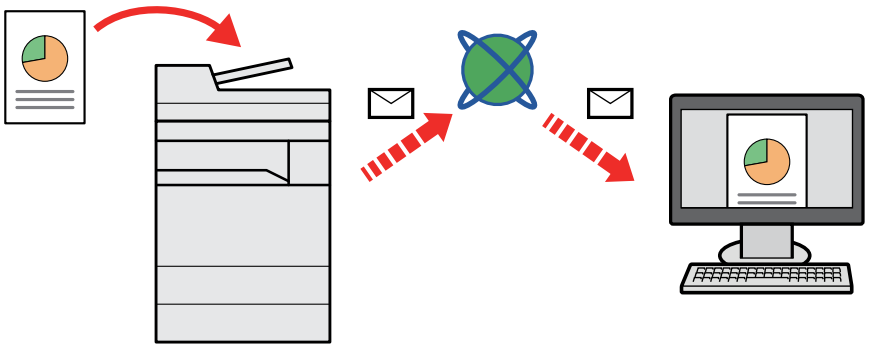
This machine can send a scanned image as an attachment of an email message or to a computer linked to the network. It is necessary to register the sender and destination (recipient) address on the network.

A network environment, which enables the machine to connect to a mail server is required to send email. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail (E-mail Address Entry): Sends a scanned original image as an email attachment.

  ➡ Sending Document via Email (page 273)

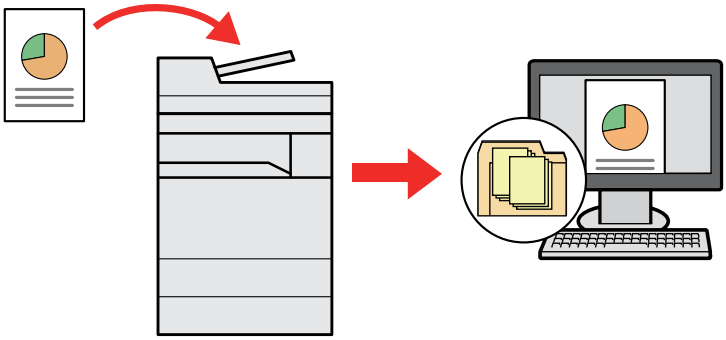


- Send to Folder (SMB): Stores a scanned original image in a shared folder of any computer.

  ➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 275)

- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server.

  ➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 278)



- Image Data Scanning with TWAIN/WIA: Scan the document using a TWAIN or WIA compatible application program.

  ➡ Scanning using TWAIN or WIA (page 281)

NOTE

- Different sending options can be specified in combination.

  ➡ Sending to Different Types of Destinations (Multi-sending) (page 284)

- The fax function can be used on products equipped with fax capability.

  ➡ **FAX Operation Guide**

Sending Document via Email

NOTE

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

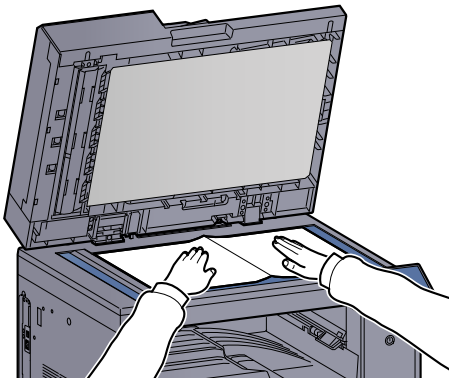
➡ Primary Network (Client) (page 520)

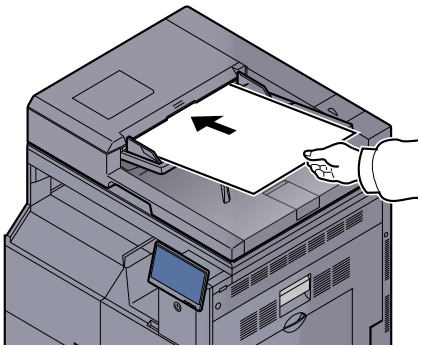
Before sending an email, configure the SMTP and E-mail settings using the Command Center RX.

➡ SMTP and E-mail Settings (page 139)

1 Display the screen and select [Send].

2 Place the originals.





➡ Loading Originals (page 246)

3 In the destination screen for sending, select [+] > [Email].

4 Enter the destination email address > [OK].

➡ Character Entry Method (page 814)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 299)

To enter multiple destinations, select [Next Destination]. Up to 100 email addresses can be specified.

To register the entered email address in the Address Book, select [Add to Address Book]. You can also replace the information for a previously registered destination.

NOTE

- Destinations can be changed later.

  ➡ Confirmation Screen of Destinations (page 298)

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

  ➡ Broadcast (page 466)

5 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

IMPORTANT

- [Email Encrypted TX] and [Digital Signature to Email] appear when setting S/MIME on the Command Center RX.

  ➡ **Command Center RX User Guide**

- When using [Email Encrypted TX] and [Digital Signature to Email], specify the email addresses, which have encryption certificate from the address book. The specified address cannot be configured by these functions. When entering email address from the operation panel, you cannot use these functions.

6 Press [Start].

Sending starts.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 298)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].

Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC)

NOTE

Before sending a document, configure the following settings:

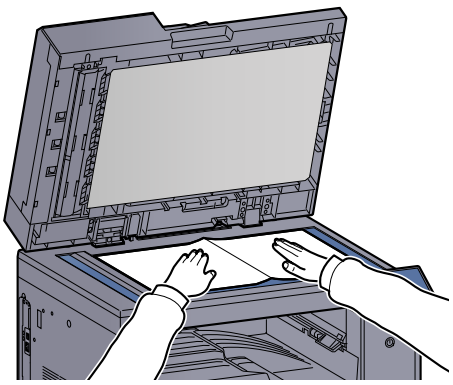
- Make a note of the computer name and full computer name.
  ➡ Making a Note of the Computer Name and Full Computer Name (page 164)
- Make a note of the user name and domain name.
  ➡ Making a Note of the User Name and Domain Name (page 165)
- Create a shared folder and make a note of a shared folder.
  ➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 166)
- Configure the Windows firewall.
  ➡ Configuring Windows Firewall (page 170)

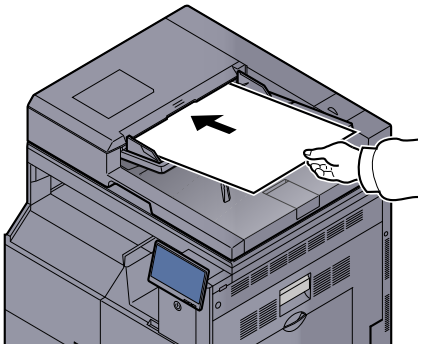
When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 520)

1 Display the screen and select [Send].

2 Place the originals.





➡ Loading Originals (page 246)

3 In the destination screen for sending, select [+] > [SMB].

4 Enter the destination information.

To search for a folder on a computer that is connected to the network, select [Search Folder by Host Name].

If you selected [Search Folder by Host Name], you can enter the "Domain/Workgroup Name", and "Host Name" to search computers on the network for the destination.

Up to 500 addresses can be displayed.

After you enter the login user name and login password name of the destination computer, the shared folders appear. Select the folder that you want to specify and select [Select This Folder]. The address of the selected shared folder is set.

To specify the SMB folder, select [Folder Path Entry] and enter each item.

➡ Character Entry Method (page 814)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 299)

You can set the following items.

Item	Description
Host Name	The computer name. You can also add an IP address. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 445.
Folder Path	The share name. For example: scannerdata If necessary, for subfolders, specify the share name and folder name. For example: scannerdata\folder name
Login User Name	• If the computer name and domain name are the same, specify the user name. For example: james.smith • If the computer name and domain name are different, specify both the domain name and user name. For example: abcdnet\james.smith
Login Password	Windows login password. (case-sensitive)

5 Check the status.

1 Check the information.

2 Select [Connection Test].

"Connected." appears when the connection to the destination is established correctly. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination].

To register the entered SMB destination in the Address Book, select [Add to Address Book].

NOTE

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 466)

6 Select [OK].

NOTE

Destinations can be changed later.

➡ Confirmation Screen of Destinations (page 298)

7 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

8 Press [Start].

Sending starts.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

➡ Confirmation Screen of Destinations (page 298)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].

Sending Document to Folder on an FTP Server (Scan to FTP)

NOTE

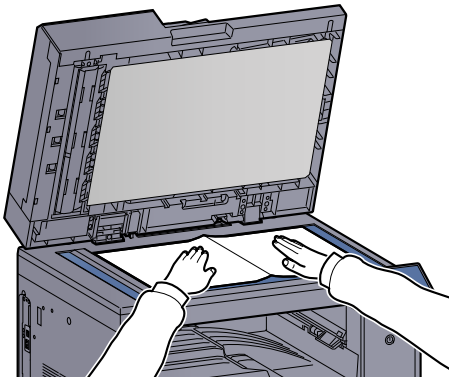
- Before sending a document, configure the FTP Client (Transmission).

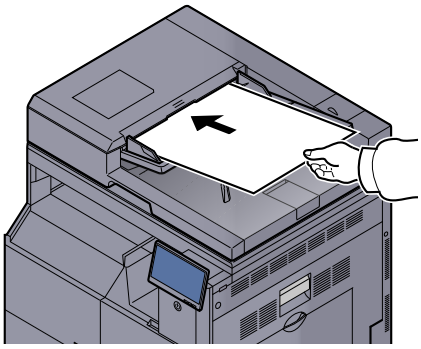
  ➡ FTP Client (Transmission) (page 505)
- When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

  ➡ Primary Network (Client) (page 520)

1 Display the screen and select [Send].

2 Place the originals.





➡ Loading Originals (page 246)

3 In the destination screen for sending, select [+] > [FTP].

4 Enter the destination information.

➡ Character Entry Method (page 814)

If the [Entry Check for New Dest.] is set to [On], refer to the following:

➡ Re-entering the New Destination (page 299)

You can set the following items.

Item	Description
Host Name	The host name. You can also add an IP address for the FTP server. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 21.
Folder Path	Path for the file to be stored. For example: User\ScanData When the FTP server is based on Linux/UNIX, the path including the subfolder is combined by the slash "/" not using the backslash. If no path is entered, the file is stored in the home directory.
Login User Name	FTP server login user name
Login Password	FTP server login password (case-sensitive)

5 Check the status.

1 Check the information.

2 Select [Connection Test].

"Connected." appears when connection to the destination is correctly established. If "Cannot connect." appears, review the entry.

To enter multiple destinations, select [Next Destination].

To register the entered FTP destination in the Address Book, select [Add to Address Book].

NOTE

- If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected."
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 466)

6 Select [OK].

NOTE

Destinations can be changed later.

➡ Confirmation Screen of Destinations (page 298)

7 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

8 Press [Start].

Sending starts.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 298)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].

Scanning using TWAIN or WIA

NOTE

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 520)

Before sending a document, confirm that the TWAIN/WIA driver is installed on a computer and the settings are configured.

➡ Setting Kyocera TWAIN Driver (page 124)

➡ Setting Kyocera WIA Driver (page 127)

1 Display the screen.

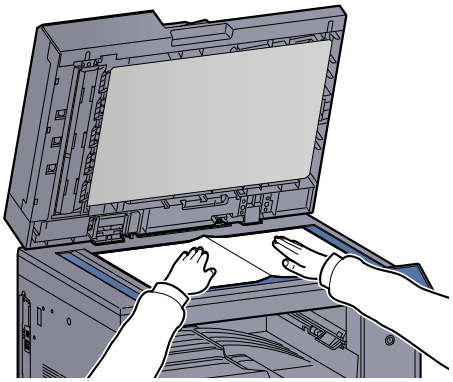
1 Activate the TWAIN-compatible application software.

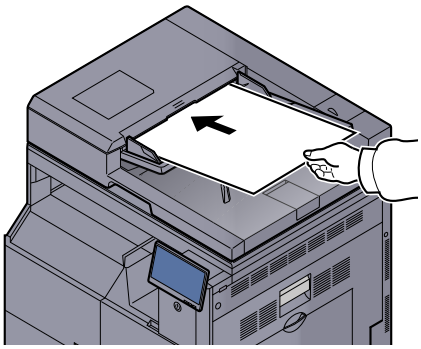
2 Select the machine using the application to display the window.

2 Configure the scan settings.

Select scanning settings.

3 Place the originals.





➡ Loading Originals (page 246)

4 Scan the originals.

Select [Scan]. The document data is scanned.

WSD Scan

Web Services on Devices (WSD) Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE

- To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and "WSD Scan" is set to [On] in the network settings.

  ➡ WSD Scan (page 471)

- For information on operating the computer, refer to the computer's help or the operation guide of your software.

When transmitting using wireless LAN, select the interface dedicated to the send function in advance.

➡ Primary Network (Client) (page 520)

Installing the Driver

1 For Windows 11, select the Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

- You can enter "Printers" in the search box, and then select [View devices and printers].
- For Windows 10, select Windows [Start] button > [Control Panel] > [View devices and printers].

2 Install the driver.

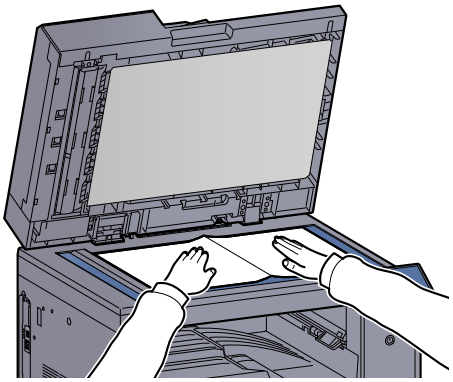
Select [Add device]. Select the machine's icon, and then select [Next].

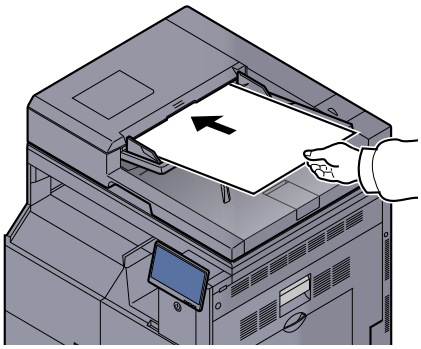
When the machine's icon is displayed in "Printers" on the "Devices and Printers" screen, then installation is completed.

Running WSD scan

1 Display the screen and select [Send].

2 Place the originals.





➡ Loading Originals (page 246)

3 Display the screen.

In the destination screen for sending, select [+] > [WSD Scan].

4 Scan the originals.

When using the machine

1. [From Operation Panel] > [Next >]
2. Select the destination computer > [OK].

   Select [Menu] > [Reload] to refresh the computer list.

   You can view information on the selected computer by selecting [ ] (information icon).
3. Set the type of original and file format.
4. Press [Start].

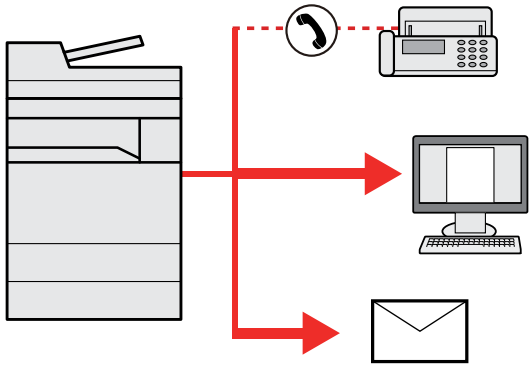
   Sending begins and the software installed on the computer is activated.

When navigating from your computer

1. [From Computer] > [Start]
2. Use the software installed on the computer to send the images.

Sending to Different Types of Destinations (Multi-sending)

You can specify destinations that combine email addresses, folders (SMB or FTP), and fax numbers. This is referred to as multi-sending. This is useful for sending to different types of destination (email addresses, folders) in a single operation.



Number of broadcast items: Up to 500

However, the number of items is restricted for the following sending options.

- Email: Up to 100
- Folders (SMP, FTP): Total of 10 SMB and FTP

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter email address or folder path so that they appear in the destination list. Press [Start] to start the transmission to all destinations at one time.

NOTE

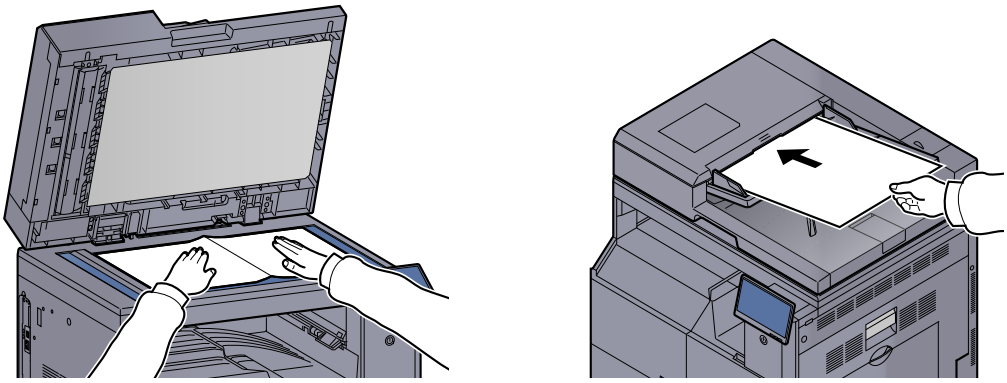
- If the destinations include fax, the images sent to all destinations will be black and white.
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be entered.

➡ Broadcast (page 466)

Sending to different types of destinations

1 Display the screen and select [Send].

2 Place the originals.



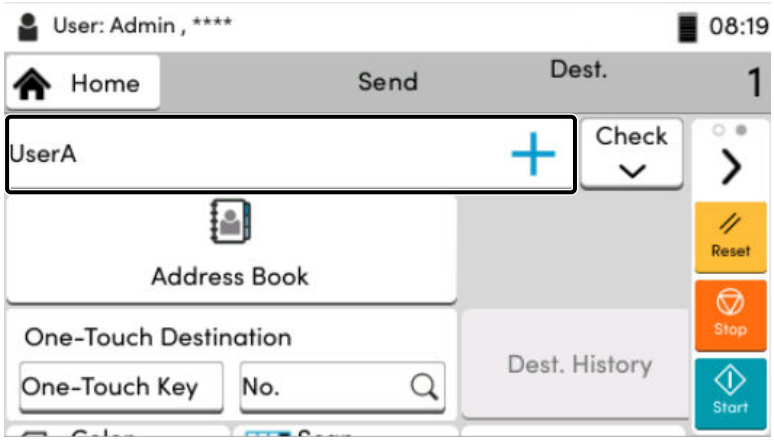
➡ Loading Originals (page 246)

3 Specify the destination.

NOTE

If "Broadcast" is set to [Permit], the destination is displayed after the message "The destination below is selected.".

The following screen is displayed after adding the destination.



4 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

5 Press [Start].

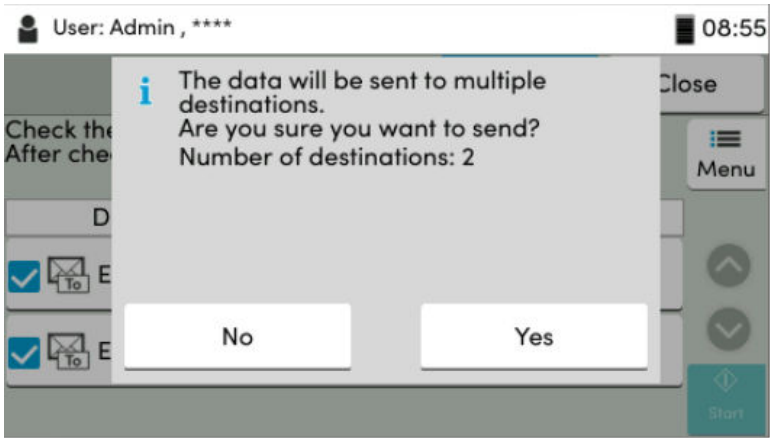
Sending starts.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 298)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].


User: Admin , ****
08:55
Close
Menu
The data will be sent to multiple destinations.
Are you sure you want to send?
Number of destinations: 2
No
Yes
Start

Sending Documents to the E-mail Address of Logged in User (to myself)

1 **Configure the settings.**

- The function icon must be displayed in the Home screen.

  ➡ Editing the Home Screen (page 59)

- An email address must be set in user login.

  ➡ Adding a User (Local User List) (page 548)

2 **Display the screen.**

3 **Select [Send to Me (Email)].**

4 **Select [Start].**

Select your preferred "Original Size" then select [OK].

NOTE

If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

➡ Confirmation Screen of Destinations (page 298)

Using a Fax Server to Send (Fax Server Send)

NOTE

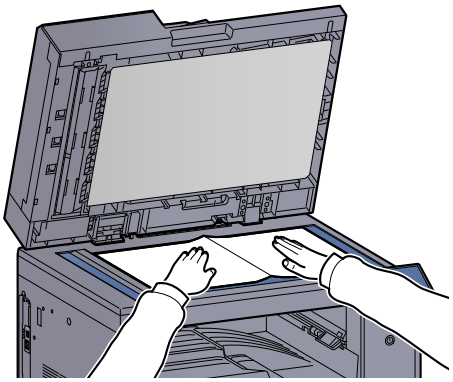
- A fax server is required to use this function. For information, contact the applicable administrator.
- FAX server settings must be configured to send a FAX.

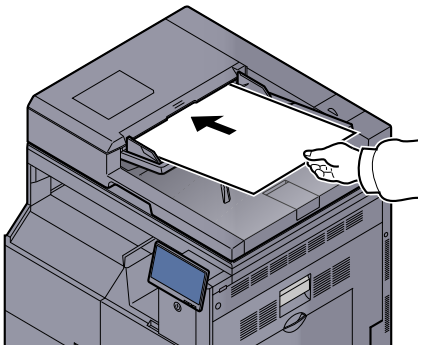
  ➡ **Command Center RX User Guide**

  ➡ Fax Server (page 518)

1 Display the screen and select [Send].

2 Place the originals.





➡ Loading Originals (page 246)

3 Display the screen.

In the destination screen for sending, select [+] > [Fax Server].

4 Enter recipient information.

Entering information directly

1 Select [Fax No. Entry].

2 Enter the fax number > [OK].

NOTE

- Use the numeric keys to enter a number.
- If the [Entry Check for New Dest.] is set to [On], the entry screen of the destination information is displayed.

  ➡ Re-entering the New Destination (page 299)
- Destinations can be changed later.

  ➡ Checking and Editing Destination (page 297)

Selecting from the Address Book

1 Select [Address Book].

2 Specify the destination > [OK].

➡ Choosing from Address Book (page 292)

NOTE

Destinations can be changed later.

➡ Checking and Editing Destination (page 297)

Selecting from an External Address Book

1 Select [Ext. Address Book].

2 Specify the destination > [OK].

➡ Choosing from Address Book (page 292)

NOTE

- For details on External Address Book, refer to the following:

  ➡ **Command Center RX User Guide**

- Destinations can be changed later.

  ➡ Checking and Editing Destination (page 297)

5 Configure the functions.

Scroll the window down to display the functions, then configure the settings.

6 Press [Start].

Sending starts.

NOTE

- If the [Destination Check before Send] is set to [On], the confirmation screen is displayed.

  ➡ Confirmation Screen of Destinations (page 298)

- When multiple destinations are specified, confirmation message is displayed on the screen. After the confirmation, select [Yes].

Canceling Sending Jobs

1 Select [Cancel].

IMPORTANT

Selecting [Cancel] will not temporarily stop a job that you have already started sending.

2 Cancel a job.

When there is a job being scanned

Job Cancel appears.

When there is a job being sent or on standby

Canceling job screen appears.

Select the job you prefer to cancel > [Cancel] > [Yes].

Handling Destination

This section explains how to select and confirm the destination.

Specifying Destination

Select the destination using the following methods except entering addresses directly.

- Choosing from Address Book
  ➡ Choosing from Address Book (page 292)
- Choosing from External Address Book
  ➡ **Command Center RX User Guide**
- Choosing from One Touch key
  ➡ Choosing from One Touch Key (page 295)
- Choosing from Search (No.)
  ➡ Choosing from Search (No.) (page 296)
- Choosing from FAX
  ➡ **FAX Operation Guide**

NOTE

- You can set the machine up so that the address book screen appears when you select [Send].
  ➡ Default Screen (page 466)
- If you are using products equipped with fax function, you can specify the fax destination. Enter the fax number using the numeric keypad.

Choosing from Address Book

For more information about how to register destinations in the Address Book, refer to the following:

➡ Registering Destinations in the Address Book (page 181)

1 In the destination screen for sending, select [Address Book] ( ).

NOTE

For details on External Address Book, refer to the following:

➡ **Command Center RX User Guide**

2 Select the destinations.

Select the preferred destination. To use an address book on the LDAP server, select [Selection] > [Address Book] > [Ext Address Book].

You can change the order in which the destinations are listed by selecting either [Name] or [No.].

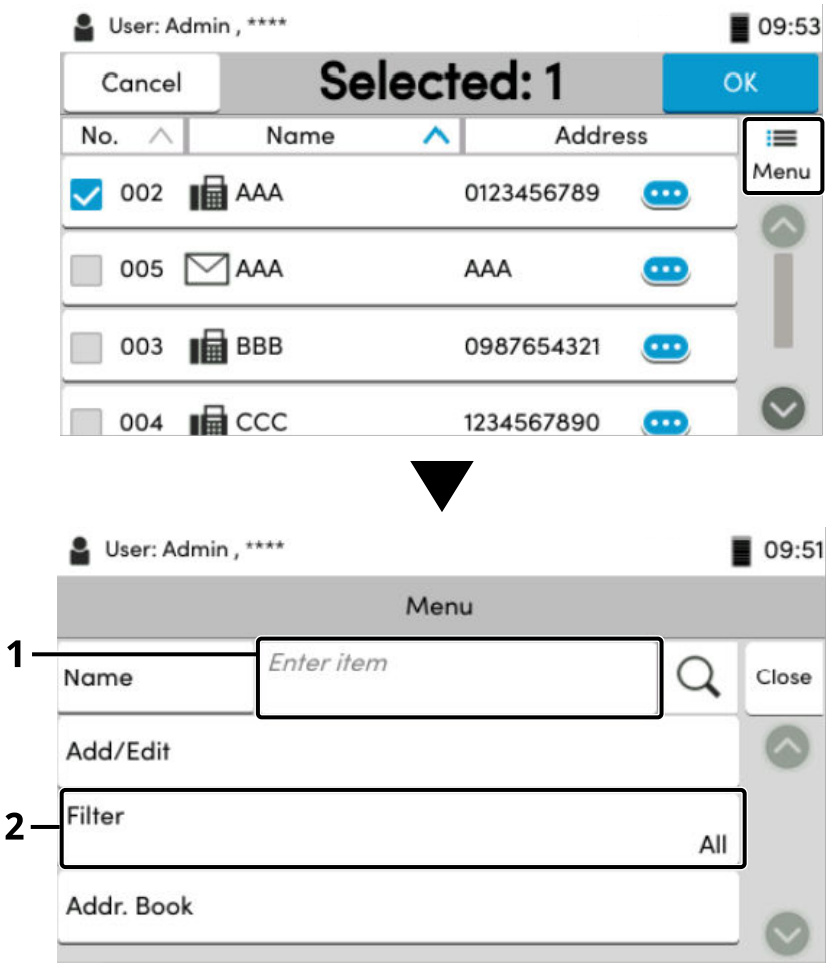
NOTE

- To deselect, select the checkbox again.
- If "Broadcast" is set to [Prohibit], multiple destinations cannot be selected. This also applies to a group in which multiple destinations are registered.

  ➡ Broadcast (page 466)

Destination Search

Destinations registered in the Address Book can be searched.



1 Search No. and Name

Select [Menu] > search by registered address number or name. Select either [No.] or [Name] to switch between [No.] or [Name].

2 Filter

Advanced search by type of registered destination (Email, Folder, Fax, or Group).

NOTE

Fax: Only when the optional FAX Kit is installed.

You can set this function up so that destination types are selected when the address book is displayed. For details, refer to the following:

➡ Narrow Down (page 472)

NOTE

You can also filter by selecting the corresponding alphanumeric options.

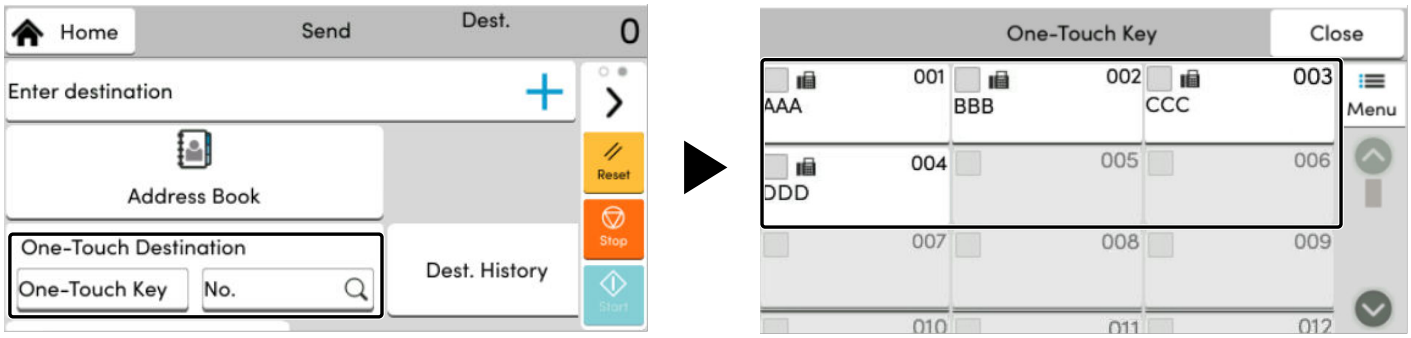
3 Accept the destination > [OK].

NOTE

- Destinations can be changed later.
  ➡ Checking and Editing Destination (page 297)
- To delete the destination, select [ ] > [] (delete icon) for the destination you want to delete > [Delete].
- You can set the default sort setting of the address for the address book.
  ➡ Sort (page 472)

Choosing from One Touch Key

In the destination screen for sending, select the One Touch Key where the destination is registered.



NOTE

- To display other registered One Touch Keys, select either [] or [].

  To add One Touch Key, refer to the following:

  ➡ Adding a Destination on One-Touch Key (page 198)

- The No. key has the same function as [Search (No.)] displayed on the touch panel. Use to directly enter a number with the numeric keys, such as specifying a transmission address using a one-touch key number or calling up a stored program using the program number.

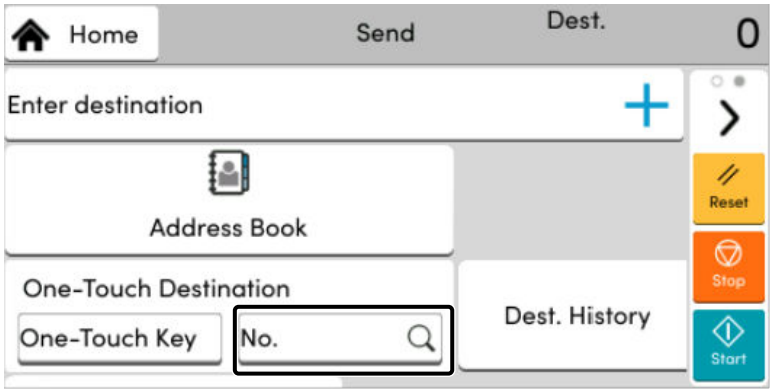
  ➡ Choosing from Search (No.) (page 296)

Choosing from Search (No.)

Access the destination by specifying the 3-digit (001 to 100) One Touch Key number.

In the destination screen for sending, select [No.] to display the numeric entry screen. Select the entry field and use the numeric keys to enter the speed dial number.

If you entered the One Touch Key in 1 to 3 digits, select [OK].



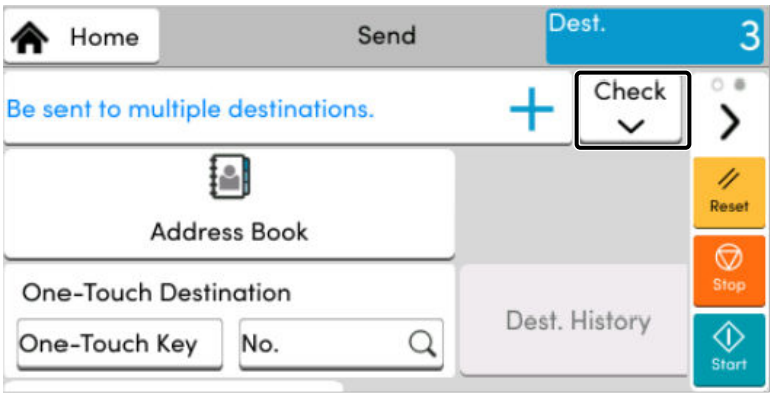
Checking and Editing Destination

1 Display the screen.

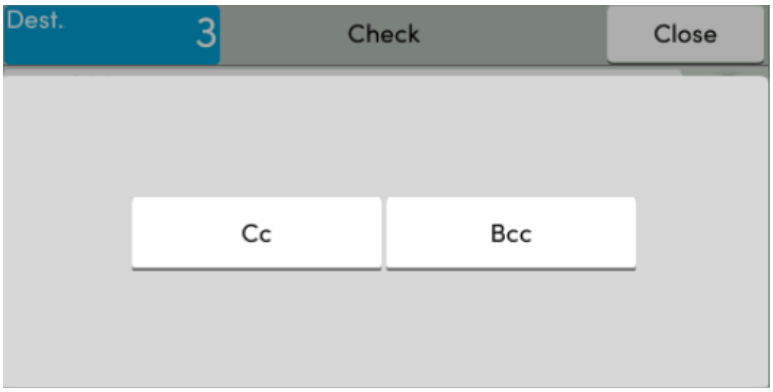
Specify the destination.

➡ Specifying Destination (page 291)

2 Check and edit the destination.



Select [ ] to display a destination list.



- Select [To] to change the email address to [Cc] or [Bcc].
- Select [ ] (information icon) to check the destination.
- Select [ ] (delete icon) to remove the destination from the list.

NOTE

- When selecting [On] for Entry Check for New Destination, the confirmation screen appears. Enter the same destination again and select [OK].

  ➡ Entry Check for New Dest. (page 466)

- When selecting [On] for Destination Check before Send, the confirmation screen appears after pressing [Start].

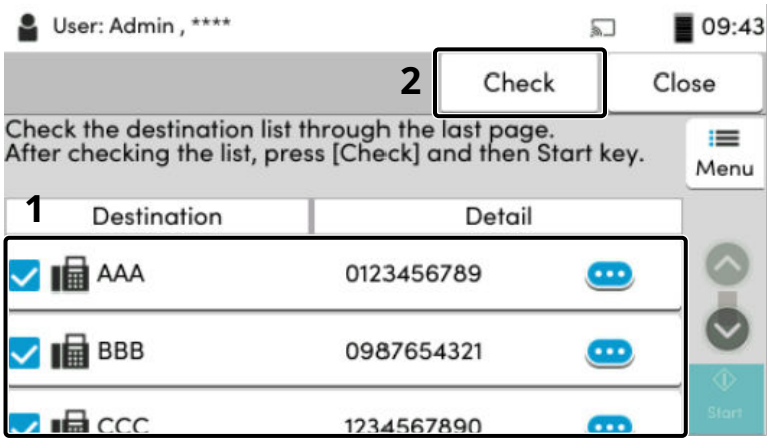
  ➡ Destination Check before Send (page 466)

  ➡ Confirmation Screen of Destinations (page 298)

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send, the confirmation screen of destinations appears after pressing [Start].

➡ Destination Check before Send (page 466)



1 Move the screen to the bottom and confirm all destinations.

If the destination is correct, select the checkbox at the left end of the destination.

Selecting [•••] (information icon) shows the detailed information of the destination.

To delete the destination, select the destination you want to delete > [Delete] > [Delete].

To add the destination, select [Close], and then return to the destination screen.

2 Select [Check].

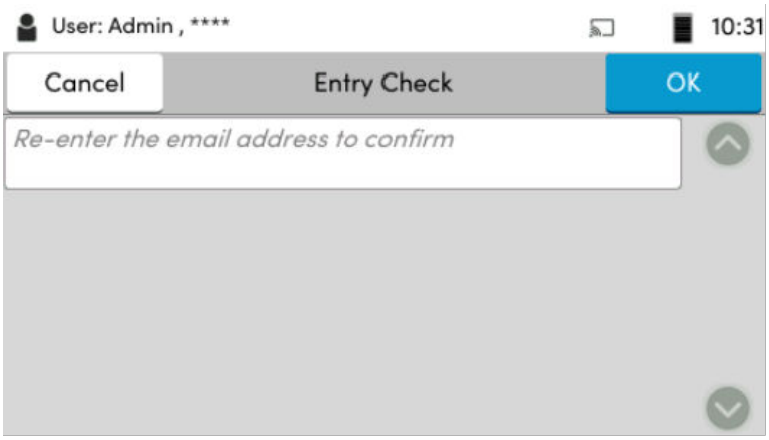
NOTE

Be sure to confirm all destinations by displaying them on the touch panel. You cannot select [Check] unless you have confirmed all destinations.

Re-entering the New Destination

If the [Entry Check for New Dest.] is set to [On], the entry screen of the destination information is displayed.

➡ Entry Check for New Dest. (page 466)



Enter the same destination information again, and select [OK].

Recall

Recall is a function allowing you to send the last entered destination once again. When you want to send the image to the same destination, select [Recall], and you can call the destination you sent on the destination list.

NOTE

To use this function, configure "Recall Destination".

➡ Recall Destination (page 466)

- If "Recall Destination" is set to [Prohibit], this function is disabled.
- If "Recall Destination" is set to [Permit], this function is enabled.

1 Select [Recall].

The destination you send is displayed on the destination list.

NOTE

When the last sending included FAX, folder, and email destinations, they are also displayed. If necessary, add or delete the destination.

2 Press [Start].

Sending starts.

NOTE

- When [On] is selected in the "Destination Check before Send", a destination confirmation is displayed when you press [Start].

  ➡ Confirmation Screen of Destinations (page 298)

- Recall information is canceled in the following conditions.
  - When you turn the power off
  - When you send the next image (new recall information is registered)
  - When you log out

How to use the FAX Function

On products with a FAX function, it is possible to use the FAX function. The optional FAX Kit is required to make use of FAX functionality.

➡ **FAX Operation Guide**

Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users.

The available Document Boxes are as follows:

- Job Box
- USB Drive Box
- Fax Box
- Subaddress Box
- Polling Box

NOTE

Fax Box, Subaddress Box, and Polling Box are available only for fax-compatible models.

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box", "Quick Copy/Proof and Hold Box", and "PIN Print". These Job Boxes cannot be created or deleted by users.

NOTE

- You can set up the machine so that temporary documents in job boxes are automatically deleted.

  ➡ Deletion of Job Retention (page 481)
- For details on operating the Job Box, refer to the following:

  ➡ Printing Data Saved in the Printer (page 222)

What is USB Drive Box?

A USB drive can be connected to the USB memory slot on the machine to print a saved file. You can print data directly from the USB drive without a computer. Image files scanned using this machine can also be saved to USB drive in the PDF, TIFF, JPEG, XPS, OpenXPS, High Compression PDF, Word, Excel, or PowerPoint format (Scan to USB).

NOTE

Word, Excel, and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

What is a Fax Box/Subaddress Box/Polling Box?

Fax Box stores the fax data. The fax function can be used on products equipped with fax capability.

➡ **FAX Operation Guide**

Using Removable USB Drive

Plugging a USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF Filed

In addition, you can store scanned image files in a USB drive connected to the machine.

The following file types can be stored:

- PDF file format
- TIFF file format
- JPEG file format
- XPS file format
- OpenXPS file format
- High-compression PDF file format
- Word file format
- Excel file format
- PowerPoint file format

NOTE

Word, Excel, and PowerPoint will be saved in a Microsoft Office 2007 or later file format.

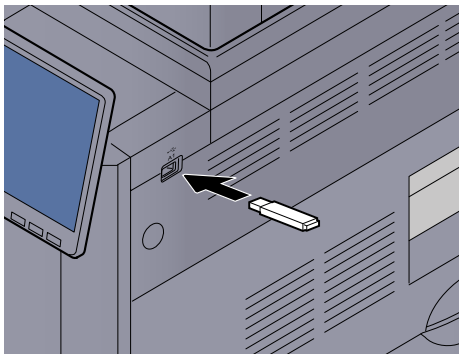
Printing Documents Stored in Removable USB Drive

NOTE

- PDF files you want to print should have an extension (.pdf).
- Use the USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Memory Slot.

1 Plug the USB drive.

1 Plug the USB drive into the USB Memory Slot.



2 When the machine reads the USB drive, "USB Drive is recognized. Displaying files." may appear. Select [Continue].

Displays the USB Drive screen.

NOTE

If the message does not appear, select [USB Drive] in the home screen.

2 Print the document.

1 Select the folder containing the file to be printed.

NOTE

- 1,000 documents can be displayed.
- To return to a higher or lower-level folder, select either [ ] (up icon) or [ ] (down icon).

2 Select the file to be printed > [Menu] > [Print].

3 Change the number of copies and duplex printing.

NOTE

After a document saved in the machine is selected, [Use File Settings] may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, select [Use File Settings].
- If you need to change the print settings, select the preferred feature.

4 Press [Start].

Printing of the selected file begins.

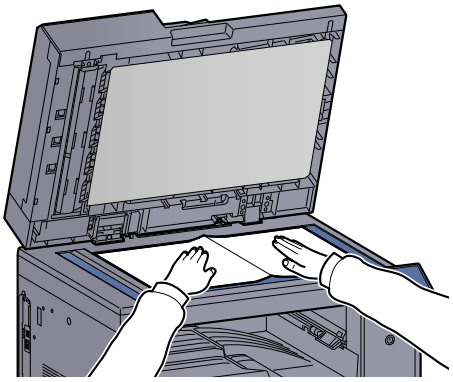
Storing Documents to USB Drive (Scan to USB)

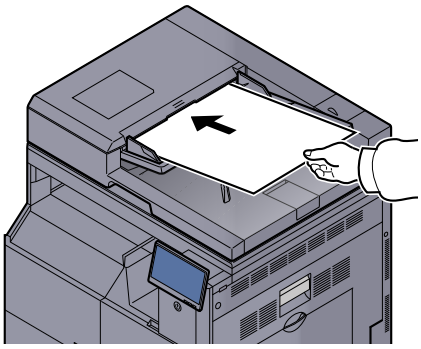
You can store scanned documents on a removable USB Drive.

NOTE

The maximum number of storable files is 1,000.

1 Place the originals.

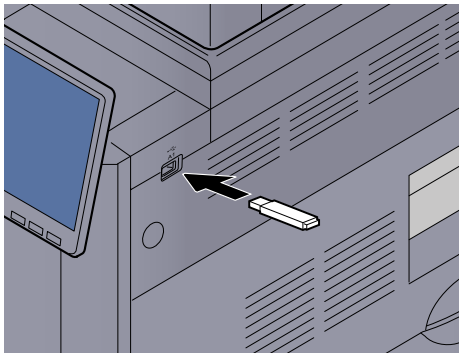




Loading Originals (page 246)

2 Plug the USB Drive.

1 Plug the USB drive into the USB Memory Slot.



2 When the machine reads the USB memory, "USB Drive is recognized. Displaying files." may appear. Select [Continue].

Displays the USB Drive screen.

NOTE

If the message does not appear, select [USB Drive] in the home screen.

3 Store the document.

1. Select the folder where the file will be stored.
2. Select [Menu] > [Store File].
3. Set the type of original and file format.
4. Check the storing image.
5. Press [Start].
   The original is scanned, and the data is stored in the USB drive.

Check the USB Drive Information

1. **In the USB Drive screen, select [Menu] > [USB Info].**
2. **Once you confirm the information, select [Close].**

Removing USB Drive

IMPORTANT

To avoid damage to the data, be sure to follow the procedure below.

1 Display the screen.

Select [USB Drive].

2 Select [Menu] > [Remove USB].

Select [OK] and remove the USB Drive after "USB Drive can be safely removed." is displayed.

NOTE

USB drive can also be removed after checking the Device Information.

➡ Device Information (page 419)

Tapping the USB drive icon shown at the top of the touch panel and selecting [Remove USB] allows you to safely remove the USB drive.

➡ Home screen (page 58)

Cloud Linkage Function

Use Kyocera Cloud Access to link the cloud service (Google Drive) to this machine. You can save scanned documents to a folder in the cloud service and print files from the cloud service.

➡ **Kyocera Cloud Access User Guide**

Access the cloud service in advance, upload the file you want to print, and create a destination folder.

This section explains procedures for individual users who do not need the administrator rights to use the cloud integration function as an example. The action is as follows:

1. **Set up files and folders in a cloud service.**
2. **Install Kyocera Cloud Access.**
3. **Set Kyocera Cloud Access user account (authentication information).**
4. **Link with cloud service.**
5. **Scan and print through the cloud service.**

Setting up files and folders in a cloud service

Before using the cloud linkage function, please do the following preparations in the cloud service:

1. **Upload the file you want to print.**
2. **Create a destination folder.**

Setting up files and folders in Local Directory

Before using the local directory function, please do the following preparations on your computer:

1. **Create a folder.**
2. **Store the file you want to print.**

Installing Kyocera Cloud Access

IMPORTANT

Depending on the usage environment, the installation may take some time to complete. Do not force a termination during the installation.

1 **Download the installer.**

➡ Downloading and installing from the website (page 106)

2 **Select the installer.**

The installer will start up.

3 **Select the setup language > [OK].**

4 **Scroll and confirm the license agreement and select [I accept the agreement] > [Next].**

5 **Select [Next] in the "Information" screen.**

The "Information" screen displays additional components that will be installed on the computer.

6 **Select [Next] without checking [Manage settings as an administrator.].**

NOTE

To manage Kyocera Cloud Access as an administrator for your organization or team, select this setting.

➡ **Kyocera Cloud Access User Guide**

7 **Select [Install].**

Installation of the application begins.

8 **Select [Restart computer now], then select [Finish].**

Set Kyocera Cloud Access user account (authorization information)

Set the Kyocera Cloud Access user authorization information to link with the cloud.

NOTE

To manage Kyocera Cloud Access as an administrator for your organization or team, refer to the following:

➡ **Kyocera Cloud Access User Guide**

1 Double-click the Kyocera Cloud Access icon.

The browser launches and the Kyocera Cloud Access setup screen appears.

NOTE

You can also display the setup screen by entering the following URL in a browser.

https://kyoceracloudaccess.com:11022/

2 Select [Start].

3 Set Kyocera Cloud Access account (authorization information).

Enter the following information:

- User Name
- Name
- Email Address
- Password

4 Select [Generate PIN].

A 6-digit PIN code will be generated, so please write it down.

5 Select a question from the [Security Question] dropdown list and enter your answer.

This information is used to verify the user identity and recover the password.

6 Select [Next].

Advances to the proxy setting screen.

7 Enter the address and port of the proxy server > [Next].

Check it from your browser. If you do not know them, please contact your provider.

NOTE

The same username and password as those set in the previous step are displayed.

8 Confirm the printer that you want to link with the cloud service and select [Connect].

NOTE

Take note of the machine connection information. This may be needed in other configurations.

9 Select [Finish], and then "Sign in".

Adding Cloud Service Accounts

Link Kyocera Cloud Access accounts with the cloud service and set up the folders and files you want to use.

You can also manage one or more of your cloud service accounts.

1 Select [Add] on the "Cloud Service Accounts and Folders" screen.

2 In the "Select your cloud service" screen, select [Connect to Google Drive].

3 To sign in to your cloud service account, select [Connect to Google].

4 Select [Continue] to specify the print and scan functionalities you prefer to use.

NOTE

You can also select [Set up later].

5 Set up Scan Destinations.

1 Select [Add folder].

2 Select the preferred folder for your scan destination. To select more than one folder, press and hold [Ctrl]. To select all folders, press [Ctrl] + [A]. To add more folders, repeat items 1 and 2 of step 5.

3 Select [Select].

4 Review the scan destinations, then select [Next].

6 Set up Printable Files.

1 Select [Add file].

2 Select the file that you want to access directly from the printer connected to the application. To select more than one file press and hold [Ctrl]. To select all files, press [Ctrl] + [A]. To add more files, repeat items 1 and 2 of step 6.

3 Select [Select].

4 Review the printable files, then select [Finish].

NOTE

Only the following file types are supported:

- JPEG
- PDF
- TIFF

7 Select [Home].

8 Review the list of cloud service accounts and confirm that the new account has been added.

NOTE

To review or modify scan destinations and printable files for an existing account, select [Manage].

Adding a Local Folder Path

Link the Kyocera Cloud Access accounts with the local computer directory.

NOTE

- Only public folders or folders with no restrictions or special properties can be added.
- Folder path selection is limited to 5 subfolder levels.

1 **In the "Cloud Service Account and Folders" screen, select [Add].**

2 **In the "Select your cloud service" screen, select [Local Directory].**

3 **Enter your preferred "Folder path" to store your scanned files.**

NOTE

You can copy and paste or browse the folder path.

4 **Enter your preferred "Custom name".**

5 **To add the folder to the "Cloud Service Accounts and Folders" list, select [Save].**

Removing Cloud Service Accounts or Folders

To remove cloud service accounts or folders, do the following:

1. **Select the checkbox of one or more cloud service accounts or folders you prefer to remove.**
2. **Select [Delete] > [Delete].**
3. **Review the list in the "Cloud Service Accounts and Folders" screen and confirm that the selected cloud service account or folder has been removed.**

Reconnecting Cloud Service Accounts

To reconnect cloud service accounts that may be updated, signed out, or unauthorized elsewhere, do the following:

1. **Select the checkbox for an account that is marked with a disconnected status.**
2. **Select [Reconnect].**
3. **Sign in with the correct cloud service credentials.**
4. **Review the list of cloud service accounts and confirm that the account has been reconnected.**

Scan and Print using Cloud Service

NOTE

- Make sure that the computer with Kyocera Cloud Access is turned on, and that you know the host name. For more information about getting the host name, refer to the following:

  ➡ **Kyocera Cloud Access User Guide**

- Make sure that paper is loaded correctly in the cassettes or multipurpose tray. For more information on loading paper correctly, refer to the following:

  ➡ Loading Paper into Cassette 1 (to 4) (page 152)

  ➡ Loading Paper in the Multipurpose Tray (page 157)

- When scanning, place your originals facedown on the platen or face-up on the document processor. For more information about placing originals, refer to the following:

  ➡ Loading Originals (page 246)

  ➡ Loading Originals in the Document Processor (page 249)

Printing a file on the cloud service

1 Display the screen.

If [Cloud Access] is displayed in the home screen, proceed to Step 2.

1 [...] > [System Menu] > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 [Connect to Cloud Access] > [On]

3 Select either [Edit Restriction] > [Off], or [Administrator Only].

4 Select [...] > [System Menu] > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Kyocera Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Kyocera Cloud Access account.

3 Print a file in Google Drive.

1 [Google Drive] > [OK]

NOTE

You can search for the target folder or file on the search screen.

2 Select the file to be printed > [Print].

3 Select and set print functions as needed.

4 Press [Start].

Printing begins.

Printing a file from the local directory

1 Display the screen.

If [Cloud Access] is displayed in the home screen, proceed to Step 2.

1 [...] > [System Menu] > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 [Connect to Cloud Access] > [On]

3 Select either [Edit Restriction] > [Off], or [Administrator Only].

4 Select [...] > [System Menu] > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Kyocera Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Kyocera Cloud Access account.

3 Print a file in Local.

1 [Local] > [OK]

NOTE

You can search for the target folder or file on the search screen.

2 Select the file to be printed > [Print].

3 Select and set print functions as needed.

4 Press [Start].

Printing begins.

Scanning a file to the local directory

1 Display the screen.

If [Cloud Access] is displayed in the home screen, this step is not necessary.

1 [...] > [System Menu] > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 [Connect to Cloud Access] > [On]

3 Select either [Edit Restriction] > [Off], or [Administrator Only].

4 Select [...] > [System Menu] > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [OK] > [Close] > [Close] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Kyocera Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Kyocera Cloud Access account.

3 Send a file to a local directory.

1 Select [Local] > [OK].

NOTE

You can search for the target folder on the search screen.

2 Select a folder for the scan destination > [Send].

3 Select and set scan functions as needed.

4 Press [Start].

Scanning starts.

Scan and send files to the cloud service

1 Display the screen.

If [Cloud Access] is displayed in the home screen, this step is not necessary.

1 [System Menu] > [Function Settings] > [Cloud Access Setting]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 [Connect to Cloud Access] > [On]

3 Select either [Edit Restriction] > [Off], or [Administrator Only].

4 Select [System Menu] > [Function Settings] > [Home] > [Customize Desktop] > [Add] > [Connect to Cloud Access].

5 [OK] > [OK] > [Close] > [Close] > [Close]

2 Log in to the cloud service from this machine.

1 [Home] > [Cloud Access]

The connection list appears.

2 Select the name of the connection.

3 Enter your user ID and password to connect to Kyocera Cloud Access > [Login].

NOTE

You can also select [Other Login] and enter the PIN code created when you set up your Kyocera Cloud Access account.

3 Send a file to a folder in Google Drive.

1 [Google Drive] > [OK]

NOTE

You can search for the target folder on the search screen.

2 Select a folder for the scan destination > [Send].

3 Select and set send functions as needed.

4 Press [Start].

Sending starts.

6 Using Various Functions

Functions 327

Functions

On pages that explain a convenient function, the modes in which that function can be used are indicated by icons.

The following are examples of how to navigate in the respective functions.



Access to the function is indicated by icons.



Access to the function is indicated by icons.



Access to the function is indicated by icons.

Original Size



Specify the original size to be scanned.

Select [Auto (Standard Size)], [Auto (Non-standard Size)], [Metric], [Inch], [Others], or [Size Entry] to select the original size.

[Auto (Standard Size)]

Value	Description
—	Automatically detects the size of the original on any of the metric, inch, or other sizes.

[Auto (Non-standard Size)]

Value	Description
—	Detects the size of the original automatically.

[Metric]

Value	Description
[A3], [A4-R], [A4], [A5-R], [A5], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [B6], [Folio], [216x340mm]	Select from the Metric series standard sizes.

[Inch]

Value	Description
[Ledger], [Letter-R], [Letter], [Legal], [Statement-R], [Statement], [11"×15"], [OficioII]	Select from the Inch series standard sizes.

[Others]

Value	Description
[8K], [16K-R], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes and custom sizes.

[Size Entry]

Value	Description
Metric X: 50 mm to 432 mm (in 1-mm increments) Y: 50 mm to 297 mm (in 1-mm increments)	Enter the size not included in the standard sizes.*1 When you have selected [Size Entry], select either [+] or [-] to set the sizes of "X" (horizontal) and "Y" (vertical). Select the entry field to use the numeric keys for entry.
Inch X: 2.00" to 17.00" (in 0.01" increments) Y: 2.00" to 11.69" (in 0.01" increments)	

NOTE

Be sure to always specify the original size when using custom size original.

*1 The input units can be changed in System Menu. For details, refer to the following:

➡ Measurement (page 433)

Paper Selection

Copy USB Drive

Select the cassette or multipurpose tray that contains the required paper size.

Select from [1] (Cassette 1) to [4] (Cassette 4) to use the paper contained in these cassettes.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

NOTE

- Specify in advance the size and type of paper loaded in the cassette.

  ➡ [Paper Feeding] (page 442)

- Cassettes after Cassette 1 are displayed when the optional paper feeder is installed.

In case of changing the paper size and the media type of the multipurpose tray, select [Change Multipurpose Tray Settings], then change Paper Size and Media Type. The available paper sizes and media types are shown in the table below.

Paper Size

[Metric]

Value	Description
[A3], [A4-R], [A4], [A5-R], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [Folio], [216 x 340 mm]	Select from the Metric standard size.

[Inch]

Value	Description
[Ledger], [Letter-R], [Letter], [Legal], [Statement-R], [Executive], [OficioII]	Select from the Inch standard size.

[Others]

Value	Description
[8K], [16K-R], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Envelope C4], [Hagaki] (Cardstock), [Oufuku hagaki] (Return postcard), [Kakugata 2], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3]. [Nagagata 4]	Select from special standard sizes and custom sizes.

[Size Entry]

Value	Value
Metric X: 148 mm to 432 mm (in 1-mm increments) Y: 98 mm to 297 mm (in 1-mm increments)	Enter the size not included in the standard size.*1 When you have selected [Size Entry], use [+]/[-] or the numeric keys to set the sizes of "X" (horizontal) and "Y" (vertical). Select the entry field to use the numeric keys for entry.
Inch X: 5.83" to 17.00" (in 0.01" increments) Y: 3.86" to 11.69" (in 0.01" increments)	

Media Type

Values

[Plain], [Rough], [Transparency], [Vellum], [Thin], [Labels], [Recycled], [Preprinted]*2, [Bond], [Cardstock], [Color], [Prepunched]*2, [Letterhead]*2, [Envelope], [Thick], [High Quality], [Custom 1] to [Custom 8]*3

NOTE

- You can conveniently select in advance the size and type of paper that will be used often and set as default.

  ➡ [MP Tray Settings] (page 443)
- If the specified size of paper is not loaded in the cassette or multipurpose tray, a confirmation screen appears. Load the required paper, then select [Continue] to start.

*1 The input units can be changed in System Menu. For details, refer to the following:

➡ Measurement (page 433)

*2 To print on preprinted, prepunched paper, or on letterhead, refer to the following:

➡ [Special Paper Action] (page 448)

*3 For instructions on how to specify the custom paper types 1 to 8, refer to the following:

➡ Media Type Setting (page 445)

Mixed Size Originals

Copy Send USB Drive

Scan the documents of different sizes that are set in the document processor all at once.

This function is not enabled if platen is used.

Copying

Metric Models

Value	Description
[Off]	—
[Same Width]	Scans and copies multiple sheets of the same width using the document processor.
[Different Width]	Scans and copies multiple sheets of different width using the document processor.

Inch Models

Value	Description
[Off]	—
[Same Width]	Originals are detected individually for size and copied to the same size paper as originals.

Sending/Storing

Value	Description
[Off]	—
[Same Width]	Scans and sends/stores multiple sheets of the same width using the document processor.
[Different Width]	Scans and sends/stores multiple sheets of different width using the document processor.

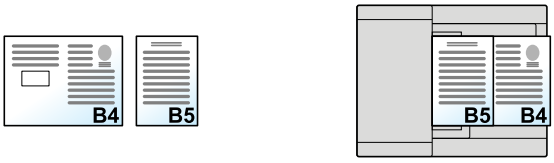
Supported Combinations of Originals

Same Width

When the original widths are the same, the combinations of originals that can be replaced are as follows.

- B4 and B5
- Ledger and Letter (A3 and A4)
- Legal and Letter-R (Folio and A4-R)

Example: B4 and B5



NOTE

When combining original sizes such as the combination below, make sure to set "Auto Detect Original Size (DP)" to [On] for "Folio".

A4-R and Folio

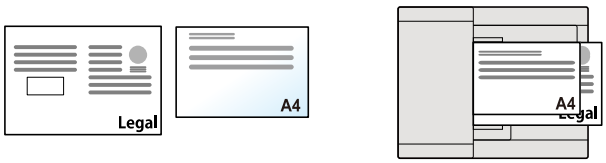
[Auto Detect Original Size (DP)] (page 440)

Different Width

The supported combinations of originals are as follows.

- Letter-R, A4-R, Folio, Legal

Example: A4-R and Legal



NOTE

- The number of sheets that can be placed in the document processor: up to 30 sheets.
- When combining original sizes such as the combination below, make sure to set "Auto Detect Original Size" to [On] for "Folio".

  A4-R and Folio

  [Auto Detect Original Size (DP)] (page 440)

IMPORTANT

To properly position multiple originals with different widths, arrange the originals with all left and top sides aligned, and place all originals aligned against the far width guide. If the originals are not properly aligned or positioned, they may not be scanned properly and skewing or jams may occur.

Selecting How to Copy Originals

Set the paper size (copy size) when printing scanned document. Select whether you prefer to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE

This function is available regardless of whether originals have the same width or not.

Mixed Size Copies

Originals are detected individually for size and copied to the same size paper as originals.



Same Size Copies

Originals are all copied to the same size paper.



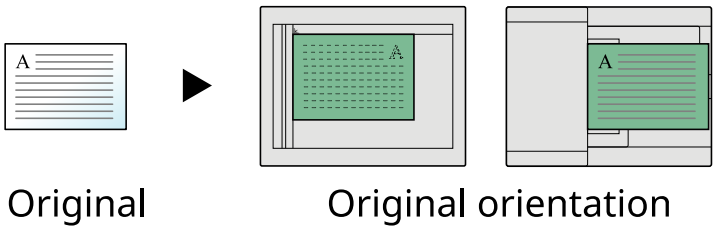
Original Orientation

Copy Send USB Drive

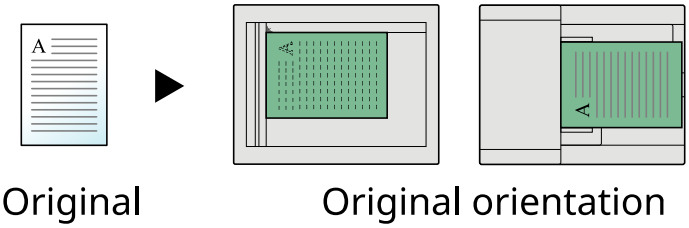
To scan in the correct direction, select the orientation of the original document.

Select original orientation from either [Top Edge on Top] or [Top Edge on Left].

Top Edge on Top



Top Edge on Left



NOTE

The default setting for Original Orientation can be changed.

[Original Orientation] (page 458)

Collate/Offset

Copy USB Drive

Offsets the output by page or set.

Off

Collate On

Scans multiple originals and delivers complete sets of copies as required according to page number.

Offset Each Page

Printed copies are collated and output as individual pages separately.

Offset Each Set

Printed copies are collated and output as individual sets separately.

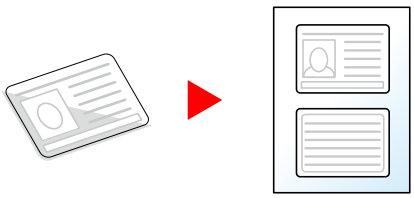
NOTE

The paper size of the additional paper feed unit must be the same as that of the selected paper feed unit, but the paper orientation must be different.

ID Card Copy/Scan

Copy Send

Use this when you want to copy/send a driver's license or an insurance card. When you scan the front and back of the card, both sides will be combined and copied onto a single sheet.



Value: Off, On

IMPORTANT

Place the ID card within the platen glass A4/Letter size area. To enable card copying and scanning, make sure that the document processor cover is closed.

Density

Copy Send USB Drive

Adjust density.

Adjust the density by selecting -4 (Lighter) to 4 (Darker).



Original Image

Copy Send USB Drive

Select original image type for best results.

Original Image Quality Copy

[Text+Photo]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

NOTE

If gray text is not printed completely using [Text+Photo], selecting [Text] may improve the result.

[Photo]

Best for photos taken with a camera.

[Text]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Graphic/Map]

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

Original Image (When sending/printing/saving)

[Text+Photo]

Best for mixed text and photo documents.

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Photo]

Best for photos taken with a camera.

[Text]

Light Text/Fine Line

Value	Description
Off	Best for documents that are mostly text and were originally printed on this machine.
On	Sharply renders pencil text and fine lines.

Highlighter Enhancement

Value	Description
[Off], [On (Normal)], [On (Bright)]	Select [On (Normal)] to reproduce the color of the text and markings made with highlighter pen. If the colors are not bright enough, select [On (Bright)].

[Text (for OCR)]

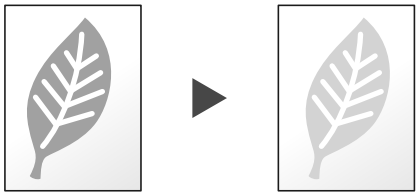
Scanning produces an image that is suitable for OCR. This function is only available when Color Selection is set to Black and White.

➡ Color Selection (page 341)

EcoPrint

Copy USB Drive

EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.



Value: Off, On

Color Selection

Send USB Drive

Select the color setting.

Item	Description
[Auto (Color/Grayscale)]	Automatically recognizes whether the document is color or black and white. Scans colored documents in Full Color and black and white documents in Grayscale.
[Auto (Color/B & W)]	Automatically recognizes whether the document is color or black and white. Scans colored documents in Full Color and black and white documents in Grayscale.
[Full Color]	Scans the document in full color.
[Grayscale]	Scans the document in grayscale. Produces a smooth, detailed image.
[Black & White]	Scans the document in black and white.

Sharpness

Copy Send USB Drive

Adjusts the sharpness of image outlines.

When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting toward "Sharpen". When copying images made up of patterned dots such as magazine photos, in which moire*1 patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness towards "Blur".

Less Sharp ◀ Original ▶ More Sharp



Value	Description
[1] to [3] (Sharpen)	Emphasizes the image outline.
[-1] to [-3] (Blur)	Blurs the image outline. Can weaken a moire*1 effect.

*1 Patterns that are created by irregular distribution of halftone dots.

Background Density Adj. (Background Density Adjustment)

Copy Send USB Drive

Removes dark background from originals, such as newspapers.

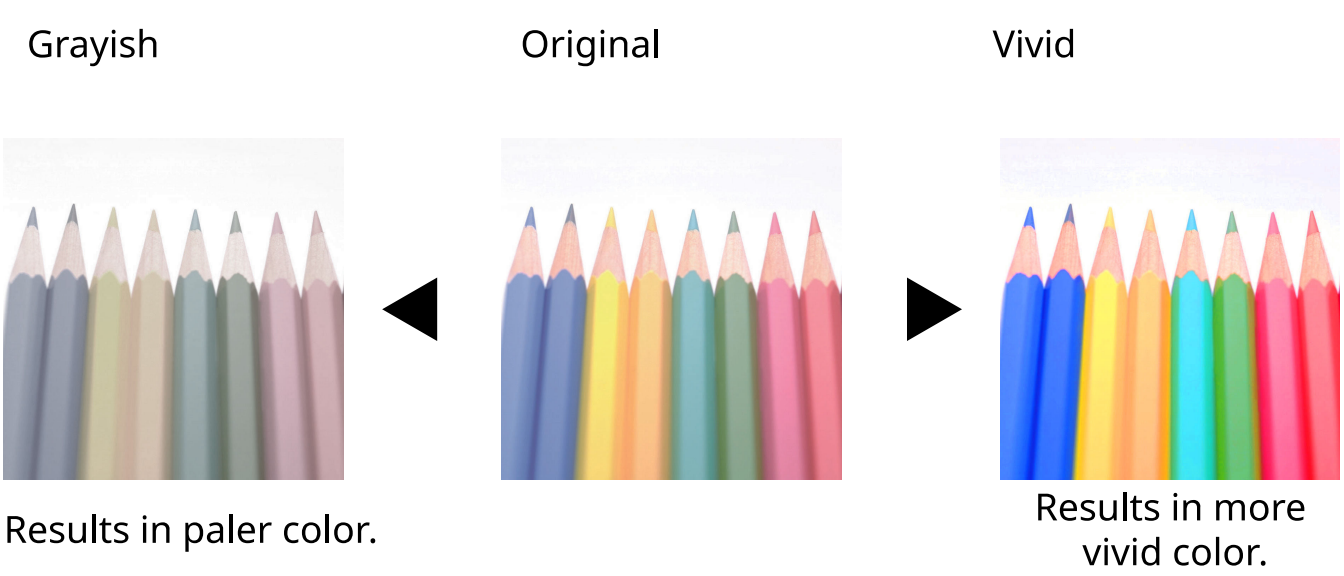
If the ground color is interfering, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Value	Description
[Off]	Does not adjust the ground color.
[Auto]	Automatically adjusts the background density based on the original.
[Manual]	Select [1] to [7] (Lighter - Darker) to adjust the background density manually.

Saturation

Send USB Drive

Adjusts the color saturation of the image.



NOTE

This feature is used when full color or auto color are selected in [Color Selection]. Saturation is disabled if Auto Color detects black and white originals.

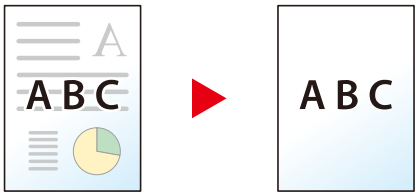
Item	Description
[-1] to [-3] (lighter)	Results in paler color.
[1] to [3] (darker)	Results in more vivid color.

Prevent Bleed-thru

Copy Send USB Drive

Hides background colors and image bleed-through when scanning thin original.

Value: Off, On



Contrast

Copy Send USB Drive

You can adjust contrast between light and dark areas of the image.

Lower



Original



Higher



Item	Description
[-1] to [-4] (Lower)	Creates smoother colors.
[1] to [4] (Higher)	Increases the sharpness of colors.

Erase Colors

Copy Send USB Drive

Erases colors in the source document.

Off

On

Value	Description
[Yellow], [Red], [Cyan], [Magenta], [Green], [Blue], [Black]	Select the colors to erase. You can select up to 6 colors.

Color Range

Value	Description
[1] (Narrower) to [5] (Wider)	Choose a range of colors to erase. For example, if you specify yellow and select [5] (Wider) from the color range, greens and reds close to yellow will be erased.

NOTE

If you select only [Black], you cannot set the Color Range.

Zoom

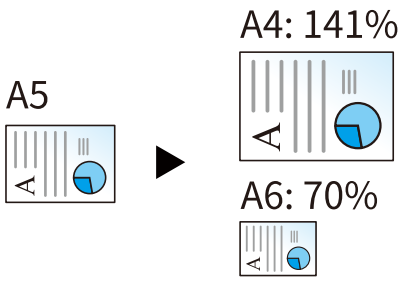
Copy Send USB Drive

Adjust the zoom to reduce or enlarge the image.

Copying

The following zoom options are available.

Item	Description
Auto	Adjusts the image to match the paper size.
100%	Adjusts the image automatically to 100%.Reduces or enlarges original to sending/storing size.



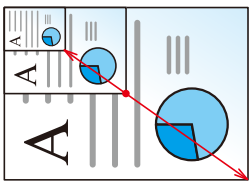
Standard Zoom

Reduces or enlarges at preset magnifications.

- [400% Max.]
- [200%]
- [141% A4>>A3 B5>>B4]
- [127% Folio >>A3]
- [106% 11x15" >>A3]
- [90% Folio >>A4]
- [75% 11x15" >>A4]
- [70% A3>>A4 A4>>A5]
- [50%]
- [25% Min.]

Zoom Entry

Manually reduces or enlarges the original image in 1% increment between 25% and 400%. Use the numeric keys or select either [+] or [-] to enter any magnification.



Printing/Sending/Storing

Item	Description
[100%]	Reproduces the original sizes.
[Auto]	Reduces or enlarges original to sending/storing size.

NOTE

- To reduce or enlarge the image, select the paper size, sending size, or storing size.
  - Paper Selection (page 329)
  - Sending Size (page 376)
  - Storing Size (page 394)
- Some combinations of original size and paper size or sending size may cause the image to be positioned at the edge of the paper. To center the original vertically or horizontally on the page, refer to the following.
  - Margin (page 353)

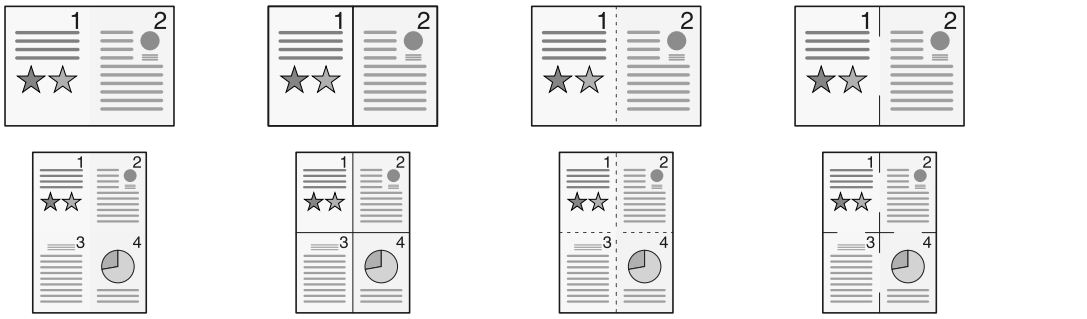
Combine

Copy

Combines multiple (2-8) original sheets into 1 printed page.

You can select the page layout and the type of boundary lines around the pages.

The following types of boundary lines are available.



None **Solid Line** **Dotted Line** **Positioning Mark**

Off

2 in 1

[Layout]

Values	Description
[Left to Right/Top to Bottom], [Right to Left/ Bottom to Top]	Select the page layout of scanned originals.

[Border Line]

Values	Description
[None], [Solid Line], [Dotted Line], [Positioning Mark]	Select the boundary line type. Select [Border Line] to select the page boundary line.

[Original Orientation]

Values	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

4 in 1, 8 in 1

[Layout]

Values	Description
[Right then Down], [Left then Down], [Down then Right], [Down then Left]	Select the page layout of scanned originals.

[Border Line]

Values	Description
[None], [Solid Line], [Dotted Line], [Positioning Mark]	Select the boundary line type. Select [Border Line] to select the page boundary line.

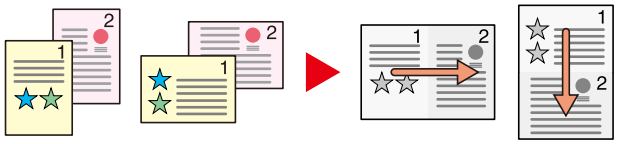
[Original Orientation]

Values	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

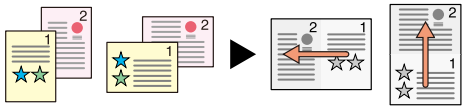
Layout image

2 in 1

Left to Right/Top to Bottom



Right to Left/Bottom to Top



4 in 1, 8 in 1

Right then Down



Left then Down



Down then Right



Down then Left



NOTE

- The paper sizes supported in Combine mode are A4, A5, B5, Folio, 216 x 340 mm, Letter, Legal, Statement, Oficio II, and 16K.
- When placing the original on the platen, make sure to copy according to the page order.

Margin

Copy USB Drive

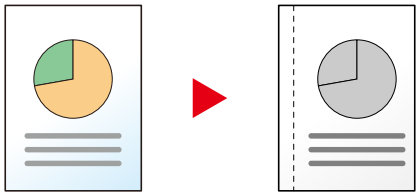
Copying/Printing

Adds margin (white space). In addition, you can set the margin width and the back page margin.

NOTE

The default setting for margin width can be changed.

Margin Default (page 460)



Off

Margin

[Margin]

Value	Description
Metric -18 mm to +18 mm (in 1-mm increments) **Inch** -0.75" to +0.75" (in 0.01" increments)	Set the margin width.*1 Use [+], [-] or the numeric keys to enter the margins for "Top/Bottom" and "Left/Right."

[Back Page]

Value	Description
[Auto], [Manual]	For duplex copying, select [Back Page] and select either [Auto] or [Manual]. When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation. When [Manual] is selected, you can set different margins for the top, bottom, left and right side. Use [+], [-] or the numeric keys to enter the margins. **"Top/Bottom"** Metric: -18 mm to +18 mm Inch: -0.75" to +0.75" **"Left/Right"** Metric: -18 mm to +18 mm Inch: -0.75" to +0.75"

[Original Orientation]

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left].

*1 The input units can be changed in System Menu.

➡ Measurement (page 433)

Border Erase, Border Erase/Full Scan

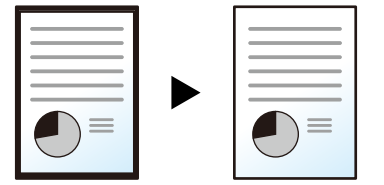
Copy Send USB Drive

Erases the black border that forms around the image.

Standard

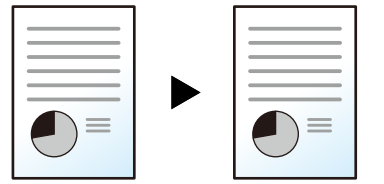
Scan originals in Standard Mode.

Erase the black frame created in the original. Erasing width is fixed.



Full Scan

Scan originals without white margins. No border erase.

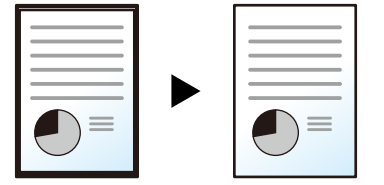


NOTE

This function is not displayed when copying.

Border Erase Sheet

Erase the black frame created in the original. Erasing width can be adjusted.



[Border]

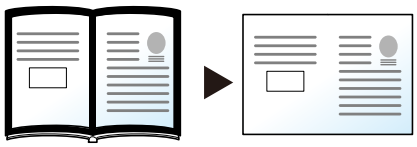
Value	Description
Metric 0 mm to 50 mm (in 1-mm increments) **Inch** 0.00" to 2.00" (in 0.01" increments)	Set the border erase width.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	Set back page for 2-sided originals.

Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.



Original Finishing

[Border]

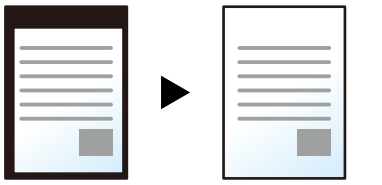
Value	Description
Metric Border and Gutter: 0 mm to 50 mm (in 1-mm increments) **Inch** Border and Gutter: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width around the edges and in the center of the book.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	Set back page for 2-sided originals.

Individual Border Erase

You can specify the border erase widths individually for all edges.



Original Finishing

[Border]

Value	Description
Metric Top, Bottom, Left and Right: 0 mm to 50 mm (in 1-mm increments) **Inch** Top, Bottom, Left and Right: 0.00" to 2.00" (in 0.01" increments)	Set the border erase width individually for all edges.*1 Use [+], [-] or the numeric keys to set the value.

[Back Page]

Value	Description
[Same as Front Page], [Do Not Erase]	Set back page for 2-sided originals.

[Original Orientation]

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

NOTE

- [Full Scan] is not displayed when copying.
- The default setting for border erase width can be changed.

  ➡ [Border Erase Default] (page 458)
- The default width for the back page can be changed.

  ➡ Border Erase to Back Page (page 458)

*1 The input units can be changed in System Menu.

➡ Measurement (page 433)

Duplex

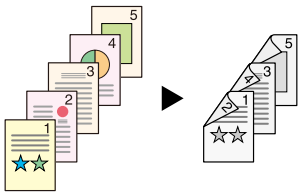
Copy USB Drive

Produces two-sided copies. You can also create single-sided copies from two-sided originals.

The following modes are available.

1-sided>>2-sided

Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



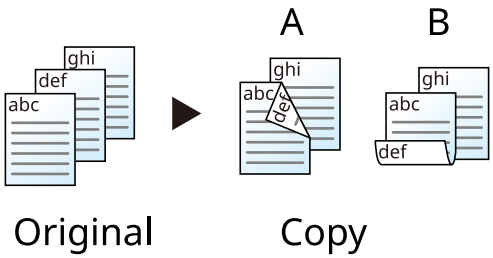
The following binding options are available.

Binding Left/Right

Images on the second side are not rotated.

Binding Top

Images on the second side are rotated 180 degrees. Copies can be bound on the top edge, facing the same orientation when turning the pages.



2-sided>>1-sided

Copies each side of a two-sided original onto two individual sheets. Place originals in the document processor.



The following options are available.

Binding Left/Right

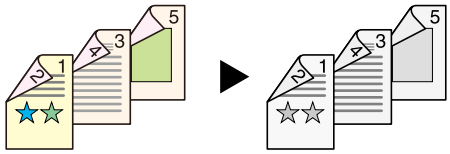
Images on the second side are not rotated.

Binding Top

Images on the second side are rotated 180 degrees.

2-sided>>2-sided

Produces two-sided copies from two-sided originals. Place originals in the document processor.

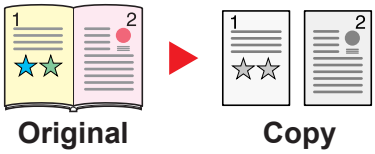


NOTE

The paper sizes supported in Duplex mode: A3, A4-R, A4, A5-R, A5, A6-R, B4, B5-R, B5, B6-R, 216×340 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Executive, Oficio II, Folio, 8K, 16K-R, 16K, ISO B5, Hagaki (Cardstock), Oufuku hagaki (Return postcard) and Custom 1 to 4.

Book>>1-sided

Produces a 1-sided copy of a 2-sided or open book original.



The following binding options are available.

Binding Left

Originals with facing pages are copied from left to right.

Binding Right

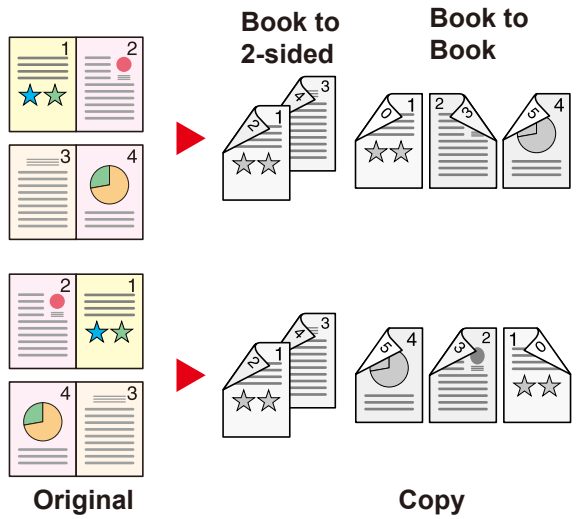
Originals with facing pages are copied from right to left.

NOTE

- The original sizes supported in Book to One-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to One-sided mode: A4-R, A4, A5, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Book>>2-sided

Produces two-sided copies from an open book original with facing pages.



NOTE

- The original sizes supported in Book to Two-sided mode: A3, A4-R, A5-R, B4, B5-R, Ledger, Letter-R and 8K
- The paper sizes supported in Book to Two-sided mode: A4-R, A4, A5, B5-R, B5, Letter-R, Letter, 16K-R and 16K

Copying

Prints 1-sided or open book originals to 2-sided, 2-sided, or open book originals to 1-sided. Select the binding orientation for original and finished documents.

[1-sided>>1-sided]

Value	Description
—	Disables the function.

[1-sided>>2-sided]

Finishing

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of copies.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

[2-sided>>1-sided]

Original

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

[2-sided>>2-sided]

Original

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of originals.

Finishing

Value	Description
[Binding Left/Right], [Binding Top]	Select the binding orientation of copies.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

[Book>>1-sided]

NOTE

[Top Edge on Top] is set for "Original Orientation".

Original

Value	Description
[Binding Left], [Binding Right]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

[Book>>2-sided]

NOTE

[Top Edge on Top] is set for "Original Orientation".

Original

Value	Description
[Binding Left], [Binding Right]	Select the binding orientation of originals.

Finishing

Value	Description
[Book>>2-sided], [Book>>Book]	Select the preferred Duplex option.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

When placing the original on the platen, consecutively replace each original and press [Start].

After scanning all originals, select [Finish Scan] to start copying.

Printing

Print a document to 1-sided or 2-sided sheets.

1-sided

Value	Description
—	Disables the function.

2-sided

Finishing

Value	Description
[Binding Left/Right]	Prints a 2-sided document so that the sheets are aligned properly for binding on the left or right.
[Binding Top]	Prints a 2-sided document so that the sheets are aligned properly for binding on the top.

Poster

Copy

To make copies larger than the maximum paper size, select Poster. Enlarged images will be separated and copied onto multiple pages.

The completed copies have overlapping areas. A single large page can be created by pasting those areas together.

Choose one of the following settings:

Off

Copy Size

Value	Description
[A0], [A1], [A2]	Select an option to set the finish size. Copy is enlarged according to the selected paper size.

Zoom Priority

Value	Description
100% - 400% (in 1% increment)	Image will be output on the necessary number of copies for the specified zoom size. Use [+], [-] or the numeric keys to change the displayed magnification.

Number of Sheets

Value	Description
[2 sheets], [4 sheets], [8 sheets]	Copy is enlarged according to the specified number of sheets.

Continuous Scan

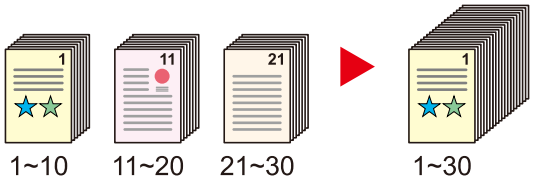
Copy Send USB Drive

Scans a large number of originals in one or more batches, combining all scans into one job. You can configure the functions that display on the screen during scanning.

After scanning a batch of multiple originals, select either of the following:

- Select [Scan Next Originals] to scan another batch.
- Select [Finish Scan]. All scanned batches are saved as one file. The sending, destination or storing settings are displayed to show information on where the file is stored, or which address it is sent to.

Value: Off, On



Auto Image Rotation

Copy

Automatically rotates the image 90 degrees when the sizes of the original and the loaded paper match but the orientations are different.

Value: Off, On

NOTE

- You can select whether to rotate the image automatically in the default settings.

  ➡ Auto Image Rotation (Copy) (page 460)

- You can also select how the images are rotated.

  ➡ Auto Image Rotation Action (page 461)

Job Finish Notice

Copy Send USB Drive

Sends email notice when a job is complete. It also sends a notice when the job is interrupted. Users can be notified of the completion of a job while working at a remote desk.

NOTE

- The computer should be configured in advance so that email can be used.

  ➡ Command Center RX (page 135)

- You can download the scan data from the stored URL indicated in the E-mail of Job Finish Notice for "Send to Folder (SMB/FTP)". This is a useful function if it is not possible to send or receive a large amount of scan data due to the restriction of the mail attachment file size.

Off

When Off is selected, no email notice will be sent when a job is completed or when an error occurs, such as a paper jam.

Address Book

Select the notification destination from the address book.

NOTE

This option can be selected if you set Common Address Book as the Address Book Type.

Item	Description
[] (Addr. Book)	Select the notification destination from the address book screen, then select [OK].
[] (information icon)	Information on the selected destination can be viewed.
Notify when interrupted	Select On if you require an email notification when a job is interrupted.

Address Entry

Enter the email address directly. Select the entry field, enter the address, and then select [OK].

Item	Description
Notify when interrupted	Select On if you require an email notification when a job is interrupted.

Fax Delayed Transmission

Send

Set your preferred send time. You can use delayed transmission together with the broadcast transmission function.

➡ **FAX Operation Guide**

NOTE

This function is displayed only when the optional FAX Kit is installed.

Off

When Off is selected, the preferred send time is not set.

On

Set start time of transmission.

Item	Description
Hour	Select [+], [-], or tap select the entry field and use the numeric keys to set the hour from hour 00 to 23.
Minute	Select [+], [-], or tap select the entry field and use the numeric keys to set the minutes from minute 00 to 59.

File Name Entry

Copy Send USB Drive

Select to add file name.

To help you easily check the job history or status, you can set the following information that will be placed at the end of the specified file name:

- [Job No.]
- [Date and Time]

NOTE

You can also select either of the following combinations, depending on your preferred sequence in the file name:

- [Job No.] & [Date and Time]
- [Date and Time] & [Job No.]

Use File Name to Email Subject

Value: Off, On

The specified file name will automatically be set as the email subject if this option is set to On.

Fax Direct Transmission

Send

Set your preferred send time. You can use delayed transmission together with the broadcast transmission function.

➡ **FAX Operation Guide**

NOTE

This function is displayed only when the optional FAX Kit is installed.

Value: Off, On

Fax Polling RX

Send

Set your preferred send time. You can use delayed transmission together with the broadcast transmission function.

➡ **FAX Operation Guide**

NOTE

This function is displayed only when the optional FAX Kit is installed.

Value: [Off], [On]

Priority Override

Copy USB Drive

Suspends the current job and gives a new job top priority.

The suspended job resumes after the other job is finished.

Value: Off, On

NOTE

- This function is not available if the current job was an override.
- Priority override may not be available depending on the status of the current print job and memory usage. In this case, try the interrupt copy.

➡ Interrupt Copy (page 270)

Skip Blank Page

Copy Send USB Drive

This function automatically detects and skips blank pages during a print or scan task to avoid unnecessary or empty content. The detection can be set as pages that include ruled lines or a small number of characters.

Off

On

Enables detection of blank pages. To determine the scanned document to skip, select [Detect Item to Skip].

Value: [Blank Pages + Ruled Lines], [Blank Pages Only], [Blank Pages + Some Text]

NOTE

The originals with punched holes or originals printed on a colored substrate may not be recognized as blank pages.

2-sided/Book Original

Send USB Drive

Select the type and orientation of the binding based on the original.

1-sided

"2-sided/Book Original" is not set.

2-sided

Binding

Value	Description
[Left/Right], [Top]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

Book

NOTE

[Top Edge on Top] is set to "Original Orientation".

Binding

Value	Description
[Left], [Right]	Select the binding orientation of originals.

Original Orientation

Value	Description
[Top Edge on Top], [Top Edge on Left]	Select the orientation of the original document top edge to scan correct direction. Select [Original Orientation] to choose orientation of the originals. Select either [Top Edge on Top] or [Top Edge on Left].

Sample Image

2-sided

Binding Left/Right



Binding Top



Book

Binding Left



Binding Right



Sending Size

Send

Select the size of image to be sent.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the sending size.

Same as Original Size

Value	Description
—	Automatically sends the same size as the original.

Metric

Value	Description
[A3], [A4], [A5], [A6], [B4], [B5], [B6], [Folio], [216x340mm]	Select from the Metric series standard sizes.

Inch

Value	Description
[Ledger], [Letter], [Legal], [Statement], [11"x15"], [OficioII]	Select from the Inch series standard sizes.

Others

Value	Description
[8K], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes.

Relationship between Original Size, Sending Size, and Zoom

Original Size, Sending Size, and Zoom are related to each other. For details, see the table below.

- When the original size and sending size are the same:

  Original Size

  Specify, as necessary.

  ➡ Original Size (page 327)

  Sending Size

  Select [Same as Original Size].

  Zoom

  Select [100%].

  ➡ Zoom (page 348)

- When the original size and sending size are different:

  Original Size

  Specify, as necessary.

  ➡ Original Size (page 327)

Sending Size

Select the preferred size.

Zoom

Select [Auto].

➡ Zoom (page 348)

NOTE

When you specify the sending size that is different from the original size, and select the zoom of [100%], you can send the image as the actual size (no zoom applied).

File Format

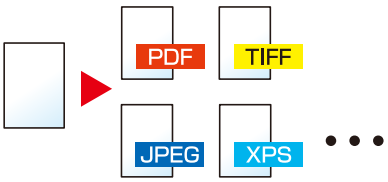
Send USB Drive

Specify the image file format. Image quality level can also be adjusted.

Select the file format from [PDF], [TIFF], [XPS], [JPEG], [Open XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for either Grayscale or Full Color, set the image quality.

If you selected either [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.



PDF

Image Quality

Item	Description
[1] Low Quality (High Comp) to [5] High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Encryption

Item	Description
Off, On	Sets PDF encryption. ➡ PDF Encryption Functions (page 380)

Digital Signature

Item	Description
[Off], [On]	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 383)

PDF/A

Item	Description
[Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u]	Sets PDF/A format.

TIFF

Image Quality

Item	Description
[1] Low Quality (High Comp) to [5] High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

XPS

Image Quality

Item	Description
[1] Low Quality (High Comp) to [5] High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Digital Signature

Item	Description
[Off], [On]	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 383)

JPEG

Image Quality

Item	Description
[1] Low Quality (High Comp) to [5] High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Open XPS

Image Quality

Item	Description
[1] Low Quality (High Comp) to [5] High Quality (Low Comp)	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Digital Signature

Item	Description
[Off], [On]	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 383)

High Comp. PDF

Image Quality

Item	Description
[Compression Ratio Priority], [Standard], [Quality Priority]	Color mode: Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White

Encryption

Item	Description
Off, On	Sets PDF encryption. ➡ PDF Encryption Functions (page 380)

Digital Signature

Item	Description
[Off], [On]	Sets the digital signature to file when set to On. ➡ PDF Electronic Signature (page 383)

PDF/A

Item	Description
[Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u]	Sets PDF/A format.

PDF Encryption Functions

If you have selected either PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF by assigning a secure password.

Select either [PDF] or [High Comp. PDF] in [File Format], and then select [Encryption].

Items that can be set vary depending on the setting selected in [Compatibility].

When [Acrobat 3.0 and later] is selected

Password to Open Document

Value	Description
Off, On	Enter the password to open the PDF file. Select On, then enter a password. Enter the password again for confirmation.

Password to Edit/Print Document

Value	Description
Off, On	Enter the password to edit the PDF file. Select On, then enter a password. Enter the password again for confirmation. When you have entered the password to edit/print document, you can specifically limit the operation.

Printing Allowed

Value	Description
[Not Allowed], [Allowed]	Restricts printing of the PDF file.

Changes Allowed

Value	Description
[Not Allowed]	Disables the change to the PDF file.
[Commenting]	Can only add commenting.
[Page Layout except extracting Pages]	Can change the page layout except extracting the pages of the PDF file.
[Any except extracting Pages]	Can conduct all operations except extracting the pages of the PDF file.

Copying of Text/Images/Others

Value	Description
[Disable], [Enable]	Restricts the copying of text and objects on the PDF file.

When [Acrobat 5.0 and later] is selected

Password to Open Document

Value	Description
Off, On	Enter the password to open the PDF file. Select On, then enter a password. Enter the password again for confirmation.

Password to Edit/Print Document

Value	Description
Off, On	Enter the password to edit the PDF file. Select On, then enter a password. Enter the password again for confirmation. When you have entered the password to edit/print document, you can specifically limit the operation.

Printing Allowed

Value	Description
[Not Allowed]	Disables the printing of PDF file.
[Allowed (Low Resolution only)]	Can print the PDF file only in low resolution.
[Allowed]	Can print the PDF file in original resolution.

Changes Allowed

Value	Description
[Not Allowed]	Disables the change to the PDF file.
[Inserting/Deleting/Rotating Pages]	Can only insert, delete, and rotate the pages of the PDF file.
[Commenting]	Can only add commenting.
[Any except extracting Pages]	Can conduct all operations except extracting the pages of the PDF file.

Copying of Text/Images/Others

Value	Description
[Disable], [Enable]	Restricts the copying of text and objects on the PDF file.

PDF Electronic Signature

If either [PDF] or [High Comp. PDF] is selected as a file format, electronic signature can be added to the PDF to be sent. Electronic signatures can certify the document sender and can prevent falsification. To use this function, it is required to register a signing certificate from Command Center RX or KYOCERA Net Viewer and enable digital signature to files from the system menu. In this manual, a procedure to register a signing certificate from Command Center RX is described as an example.

NOTE

- This function appears when [Specify Each Job] is selected for " Signature to File" in the system menu.

  ➡ Digital Signature (page 466)
- This function can be configured when [Off], [PDF/A-2a], [PDF/A-2b], or [PDF/A-2u] is selected in PDF/A.
- To register a signing certificate from KYOCERA Net Viewer, refer to the following.

  ➡ **KYOCERA Net Viewer User Guide**

1 Access Command Center RX.

➡ Accessing Command Center RX (page 136)

2 Register a signing certificate to be used in the electronic signature addition setting.

1 In [Function Settings], select [Common/Job Defaults].

2 To create, import, or acquire a device certificate, go to "File Default Settings". Look for "Signing Certificate", then select [Settings].

➡ **Command Center RX User Guide**

3 Select [Restart/Reset] > [Restart Device] to restart the device.

3 Configure the digital signature settings.

1 [...] > [System Menu] > [Function Settings] > [Send/Store] > [Signature to File]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Configure the following settings:

Digital Signature

Select whether to add a digital signature.

Value:

Off

Does not add a digital signature.

Specify Each Job

Specifies adding of digital signatures for each job.

On

Adds a digital signature when sending.

Digital Signature Format

Select an algorithm used for encryption of digital signature.

Value: [SHA1], [SHA-256], [SHA-384], [SHA-512]

NOTE

This function is displayed when "Digital Signature" is set to either [Specify Each Job] or [On].

Password Confirmation on Signature Permission

Select whether to confirm password when setting digital signature.

Value: Off, On

NOTE

This function is displayed when "Digital Signature" is set to [Specify Each Job].

Password

Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols.

NOTE

This function is displayed when "Password Confirmation on Signature Permission" is set to [On].

4 Navigate to display the screen.

Select [Send] > [File Format].

5 Enable the function.

1. Select either [PDF] or [High Comp. PDF] as a file format.
2. From "Digital Signature", select [On] > [OK] in order.

NOTE

If "Password Confirmation on Signature Permission" is set to [On], a password input screen appears. Enter a password set in the system menu.

6 Press [Start].

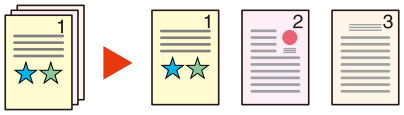
File Separation

Send USB Drive

Creates multiple files for each scanned original data page.

Value: [Off], [Each Page]

When you select [Each Page], file separation is set.



NOTE

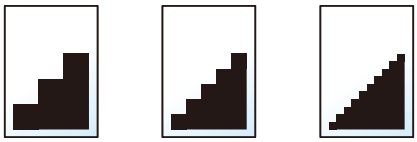
A three-digit serial number such as "abc_001.pdf, abc_002.pdf..." is attached to the end of the file name.

Scan Resolution

Send USB Drive

Select fineness of scanning resolution.

Value: [300x300dpi] / [200x400dpi Superfine] / [200x200dpi Fine] / [200x100dpi Normal]



NOTE

The larger the number, the better the image resolution. However, better resolution also means larger file sizes and longer send times.

Fax TX Resolution

Send

Select fineness of images when sending FAX. The larger the number, the better the image resolution. However, better resolution also means larger file size and longer send times.

➡ **FAX Operation Guide**

NOTE

This function is displayed only when the optional FAX Kit is installed.

Value: [400x400dpi Ultrafine], [200x400dpi Superfine], [200x200dpi Fine], [200x100dpi Normal]

Clarify Text (Noise Removal)

Send USB Drive

When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text.

Value: [Off], [On]

Email Subject/Body

Send

Adds subject and body when sending a document.

Use File Name to Email Subject

Value: Off, On

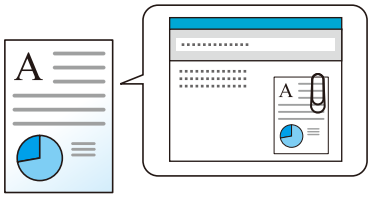
➡ Use File Name to Email Subject (page 369)

Subject

Enter a short description about the email.

Body

Enter the details or message to recipient.



FTP Encrypted TX

Send

Encrypts images when sending via FTP.

Encryption secures the document transmission.

Value: Off, On

NOTE

Select [Security Settings], and then [Network Security] in the Command Center RX. Be sure that "TLS" of Secure Protocol Settings is "On", and one or more effective encryption are selected in Clientside Settings.

➡ **Command Center RX User Guide**

Email Encrypted TX

Send

Sends encrypted email using the electronic certificate.

Encryption secures the document transmission.

Value: [Off], [On]

NOTE

To use this function, configure the certificate, protocol, and email function in the Command Center RX.

➡ Configuring S/MIME settings in the Command Center RX (page 392)

Digital Signature Email

Send

Add a digital signature to the email, using the electronic certificate.

By adding a digital signature to an email, you can confirm the identity of the destination and detect tampering during transmission.

Value: Off, On

NOTE

To use this function, configure the certificate, protocol, and email function in the Command Center RX.

➡ Configuring S/MIME settings in the Command Center RX (page 392)

Configuring S/MIME settings in the Command Center RX

1 Access to the Command Center RX.

➡ Accessing Command Center RX (page 136)

2 Register the device certificate, which is used for S/MIME.

1. From the [Security Settings] menu, select [Certificates].
2. To import the device certificate, select [Settings] on "Device Certificate 1".

   ➡ **Command Center RX User Guide**

   NOTE

   - Device Certificate 1 is automatically issued by default. The automatically issued certificate has the country code, common name, and a validity period of about 5 years already configured.
   - Only the validity period of Device Certificate 1 can be modified.
   - You can create another certificate from "Device Certificate 2" to "Device Certificate 5".

3. In [Management Settings], select [Restart/Reset] and then [Restart Device] to restart the machine.

3 Configure the protocol settings.

1. From the [Network Settings] menu, select [Protocol].
2. In "Send Protocol", set [SMTP (E-mail TX)] and [S/MIME] to On.
3. Select [Submit].

4 Configure the E-mail function.

1 From the [Function Settings] menu, select [E-mail].

2 Configure the settings in "S/MIME", as necessary.

➡ **Command Center RX User Guide**

3 Select [Submit].

5 Link the email address with S/MIME certificates.

1 From the [Address Book] menu, select [Common Address Book].

2 Select the corresponding number or name of the address you want to edit.

3 In "E-mail", select [Settings] on "S/MIME Certificate".

4 To locate the saved certificate, select [Choose File] on "Import Encryption Certificate File", then select [Open].

NOTE

Password entry may be required for Device Certificates 2 to 5.

➡ **Command Center RX User Guide**

5 Select [Submit].

6 Select [OK].

Storing Size

USB Drive

Select the size of image to be stored.

Select [Same as Original Size], [Metric], [Inch], or [Others] to select the storing size.

Same as Original Size

Value	Description
—	Automatically sends the same size as the original.

Metric

Value	Description
[A3], [A4], [A5], [A6], [B4], [B5], [B6], [Folio], [216 × 340 mm]	Select from the Metric series standard sizes.

Inch

Value	Description
[Ledger], [Letter], [Legal], [Statement], [11"×15"], [OficioII]	Select from the Inch series standard sizes.

Others

Value	Description
[8K], [16K], [Hagaki] (Cardstock), [Oufukuhagaki] (Return postcard)	Select from special standard sizes.

Relationship between Original Size, Storing Size, and Zoom

Original Size, Storing Size, and Zoom are related to each other.

- When the original size and the preferred storing size are the same:

  Original Size

  Specify, as necessary.

  ➡ Original Size (page 327)

  Storing Size

  Select [Same as Original].

  Zoom

  Select [100%].

  ➡ Zoom (page 348)

- When the original size and the preferred storing size are different:

  Original Size

  Specify, as necessary.

  ➡ Original Size (page 327)

Storing Size

Select the preferred size.

Zoom

Select [Auto].

➡ Zoom (page 348)

NOTE

When you select Storing Size that is different from Original Size, and select the Zoom [100%], you can store the image as the actual size (no zoom applied).

Encrypted PDF Password

USB Drive

Enter the preassigned password to print the PDF data.

Enter the password, and then select [OK].

NOTE

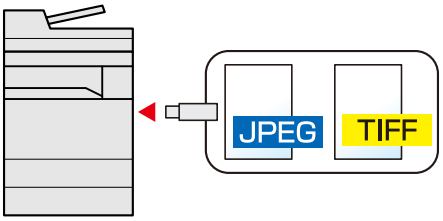
For details on entering the password, refer to the following:

➡ Character Entry Method (page 814)

JPEG/TIFF Print

USB Drive

Select the image size when printing either JPEG or TIFF files.



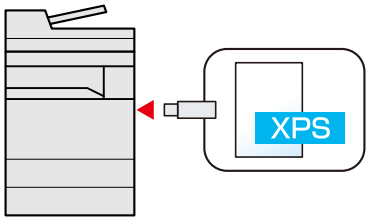
Item	Description
[Fit to Paper Size]	Fits the image size to the selected paper size.
[Image Resolution]	Prints at resolution of the actual image.
[Fit to Print Resolution]	Fits the image size to the print resolution.

XPS Fit to Page

USB Drive

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

Value: Off, On



7 Status/Job Cancel

Checking Job Status....400
Checking Job History....409
Job Operation....417
Device Information....419
Updating the Software....421
Checking the Remaining Amount of Toner and Paper....422
Checking the CO2 Emission Chart....423

Checking Job Status

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

Available Status Screens

The processing and waiting statuses of jobs are displayed on the touch panel in four different screens - Print Jobs Screen, Send Jobs Screen, Store Jobs Screen, and Scheduled Job Screen.

The following job statuses are available.

Status Display	Job status to be displayed
Print Job Status	• Copy job • Print job • Job from document box • Fax reception • Email reception • Data from USB drive • Data from cloud • Data from application • Printing report
Send Job Status	• Email transmission • Folder transmission • Fax transmission • Fax server transmission • Cloud transmission • Application • Multi-sending
Store Job Status	• Storing scan job • Storing fax job • Storing print job

Displaying Status Screens

1 Display the screen.

Select [Status].

2 Select the job you want to check.

Select [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.

Select [Sending Jobs] > [Status] > [Scheduled] to check delayed transmission.

➡ Print Jobs Screen (page 402)
➡ Send Jobs Screen (page 404)
➡ Store Jobs Screen (page 406)
➡ Scheduled Job Screen (page 407)

NOTE

You may also check the status of the following jobs if the optional FAX Kit is installed.

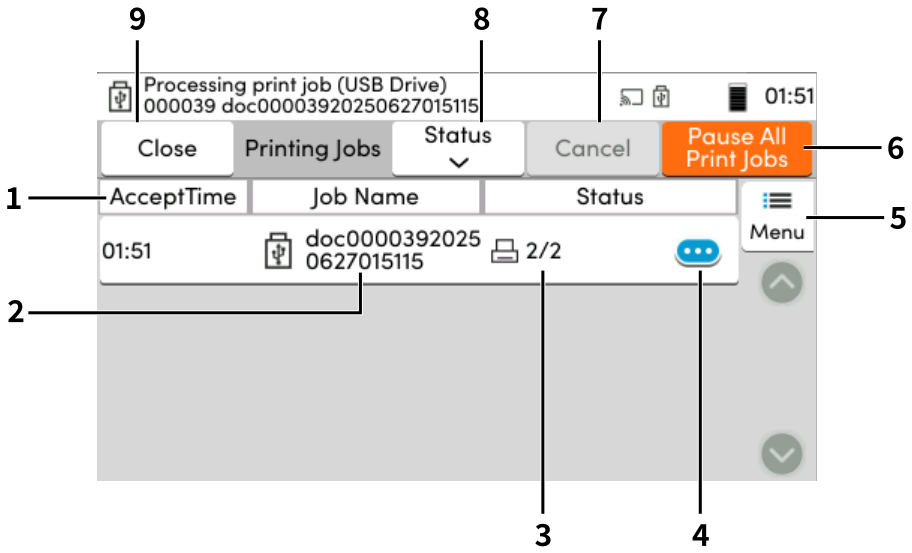
- [Fax Communication Status]
- [Incoming Fax Log]
- [Outgoing Fax Log]

Details of the Status Screens

NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
  ➡ [Job Status/Job Logs Settings] (page 486)
- This setting can also be changed from Command Center RX.
  ➡ **Command Center RX User Guide**

Print Jobs Screen



1 AcceptTime

Accepted time of job.

2 Job Name

Display the job name or file name and the icon to indicate the type of job.

Copy job

Print job

Job from document box

Fax reception

Email reception

Data from USB drive

Data from cloud

Data from application

Printing report

3 Status

Display the progress of the job.

4 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 408)

5 [Menu]

Select the job type to display the status.

6 [Pause All Print Jobs]

Pause all the printing jobs. The icon changes to [Resume All Print Jobs].

➡ Pause and Resuming of Jobs (page 417)

7 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 418)

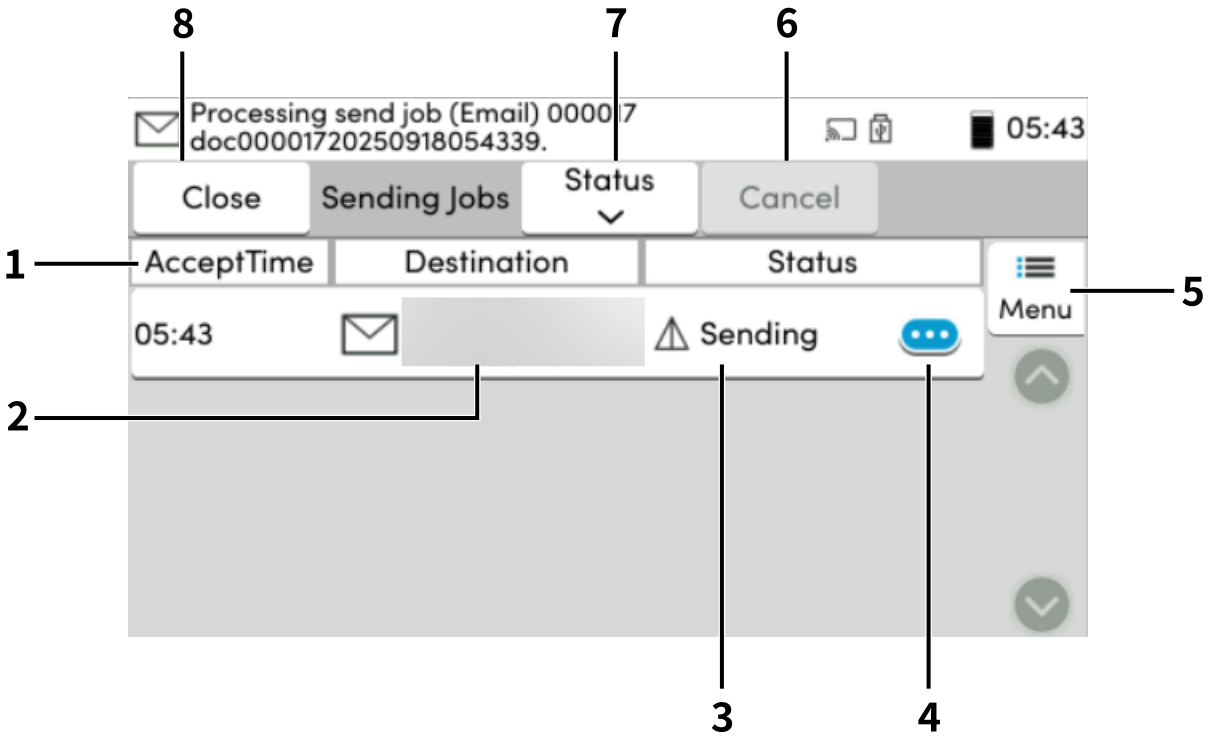
8 [Status]

Display the status of the current job or history of previous jobs.

9 [Close]

Display the home screen.

Send Jobs Screen



1 AcceptTime

Accepted time of job.

2 Destination

Display the destination (destination name, fax number, email address, or server name) and the icon to indicate the type of job.

Email transmission

Folder transmission

Fax transmission

Fax server transmission

Cloud transmission

Application

Multi-sending

3 Status

Display the progress of the job.

4 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 408)

5 [Menu]

Select to display the job type or priority jobs to override.

6 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 418)

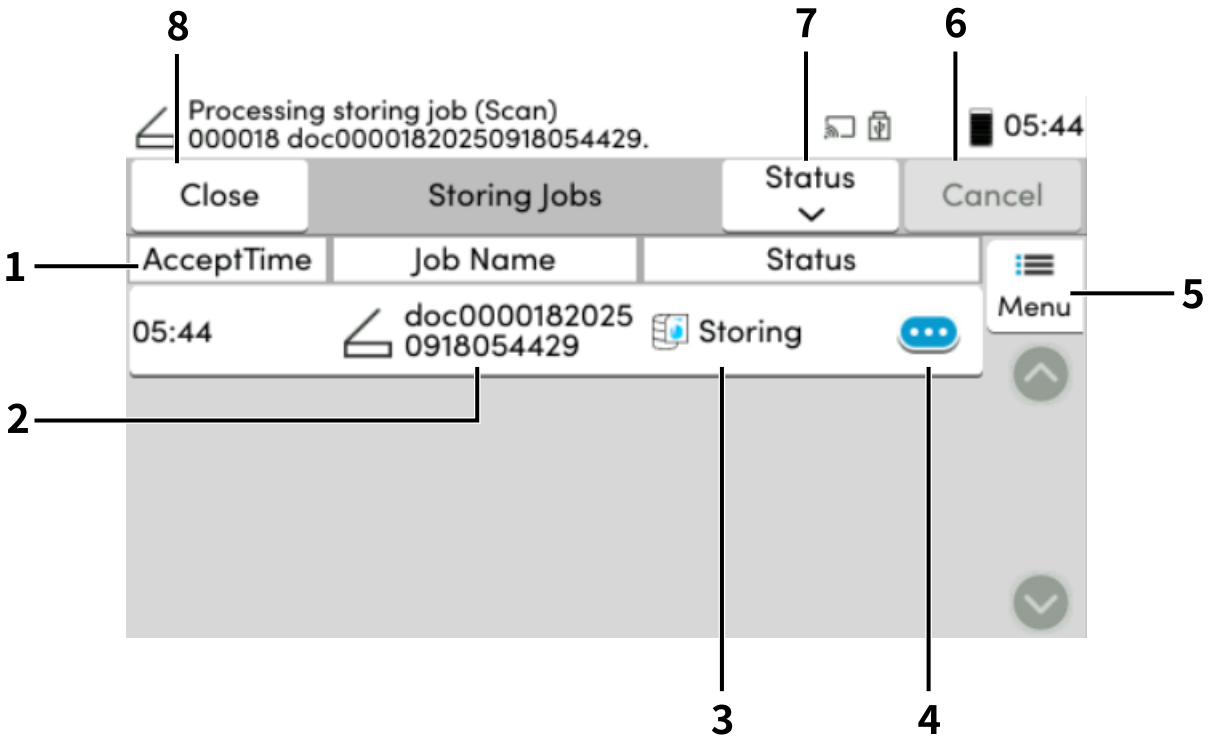
7 [Status]

Display the status of the current job, history of previous jobs, or scheduled jobs.

8 [Close]

Display the home screen.

Store Jobs Screen



1 AcceptTime

Accepted time of job.

2 Job Name

Job Name or file name is displayed.

Storing scan job

Storing fax job

Storing print job

3 Status

Display the progress of the job.

4 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 408)

5 [Menu]

Select the job type to display the status.

6 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 418)

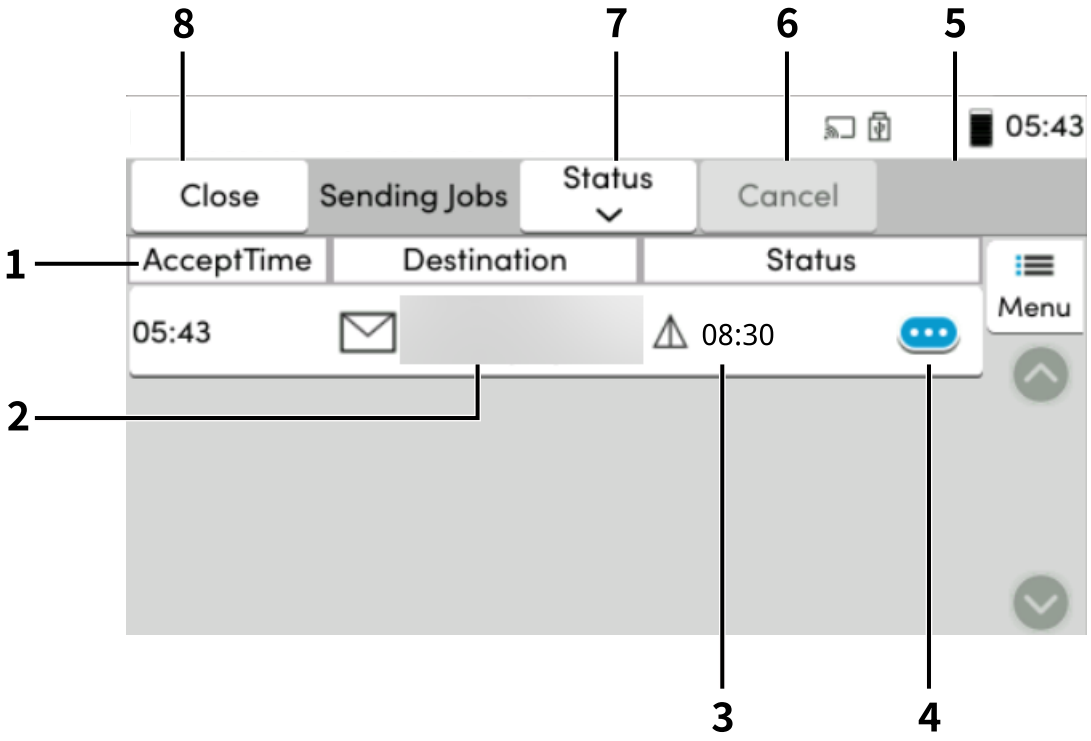
7 [Status]

Select to display the status of the current job or the history of previous jobs.

8 [Close]

Display the home screen.

Scheduled Job Screen



1 AcceptTime

Accepted time of job.

2 Destination

Display the destination (destination name, fax number, or number of broadcast items) and the icon to indicate the type of job.

3 Start Time

Time to start the scheduled job.

4 [ ] (information icon)

Select the icon of the job whose detailed information you want to display.

➡ Checking Detailed Information of Jobs (page 408)

5 [Start Now]

Select the job you want to send immediately from the list and select this key.

6 [Cancel]

Select the job you want to cancel from the list and select this key.

➡ Canceling of Jobs (page 418)

7 [Scheduled]

Select to display the status of current send job.

8 [Close]

Display the home screen.

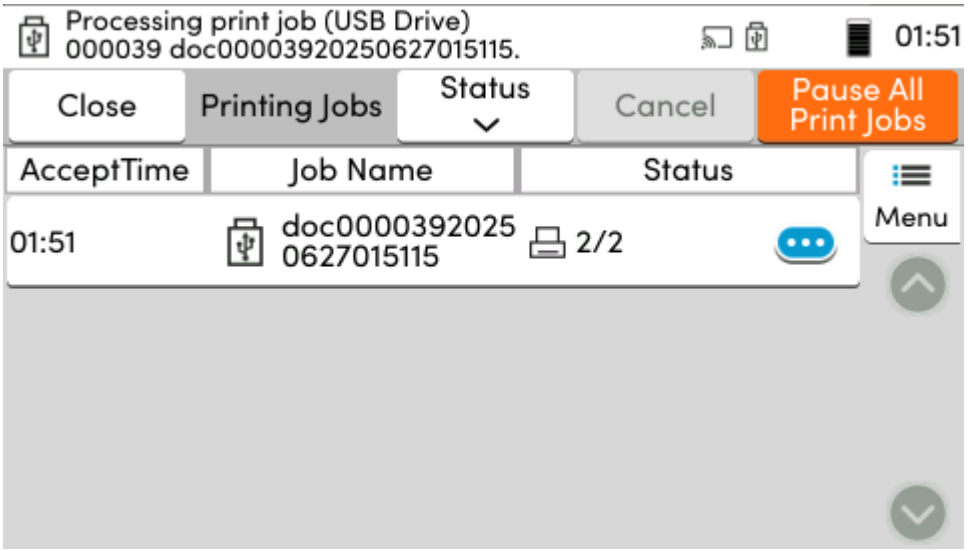
Checking Detailed Information of Jobs

1 Display the screen.

➡ Details of the Status Screens (page 402)

2 Check the information.

1 Select [ ] (information icon) for the job you want to check.



Detailed information about the selected job is displayed.

2 To exit from the detailed information, select [Close].

Checking Job History

NOTE

- Job history is also available in Command Center RX or KYOCERA Net Viewer from the computer.
  - ➡ **Command Center RX User Guide**
  - ➡ **KYOCERA Net Viewer User Guide**
- You can show the job log of all users, or only your own job log.
  - ➡ [Job Status/Job Logs Settings] (page 486)
- This setting can also be changed from Command Center RX.
  - ➡ **Command Center RX User Guide**

Available Job History Screens

The job histories are displayed separately in three screens - Print Job History Screen, Send Job History Screen, and Store Job History Screen.

The following job histories are available.

Screen	Job histories to be displayed
Print Job Log	• Copy job • Print job • Document from job box • Fax reception • Email reception • Data from USB drive • Data from cloud • Data from application • Printed report
Send Job Log	• Email reception • Folder reception • Fax reception • Fax server reception • Cloud transmission • Application • Multi-sending
Store Job Log	• Storing scan job • Storing fax job • Storing print job

Displaying Job History Screen

1 **Display the screen.**

Select [Status] > corresponding function to check > [Status] > [Log].

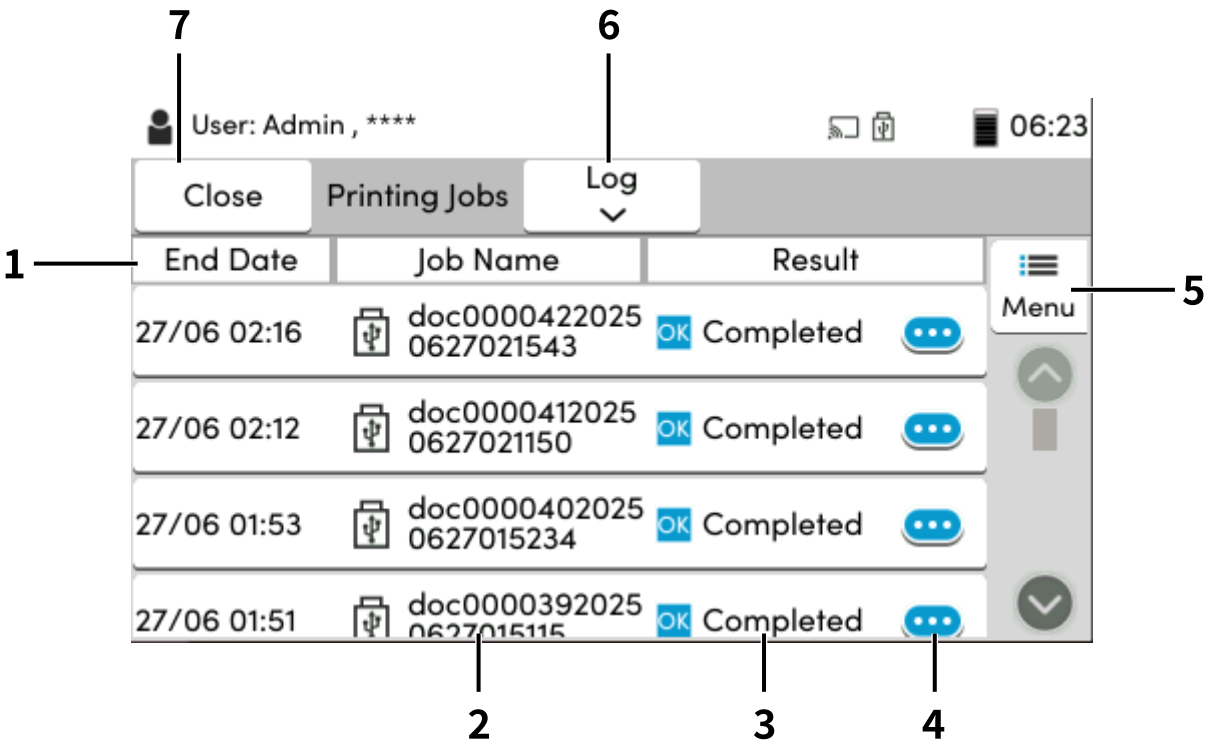
2 **Select the job to check details.**

Select [Status] > [Log].

Details of the Job History Screens

This screen displays the job history of all users. The status of your job can also be checked.

Print Job History Screen



1 End Date

End date and time of the job.

2 Job Name

Display the job name or file name and the icon to indicate the type of job.

Copy Job

Print Job

Document from job box

Fax reception

Email reception

Data from USB drive

Data from cloud

Data from application

Printed report

3 Result

Result of the job.

➡ Checking the Detailed Information of Histories (page 415)

4 [•••]

Select the icon to check the detailed information.

5 [Menu]

Select the type of printing job to display the status.

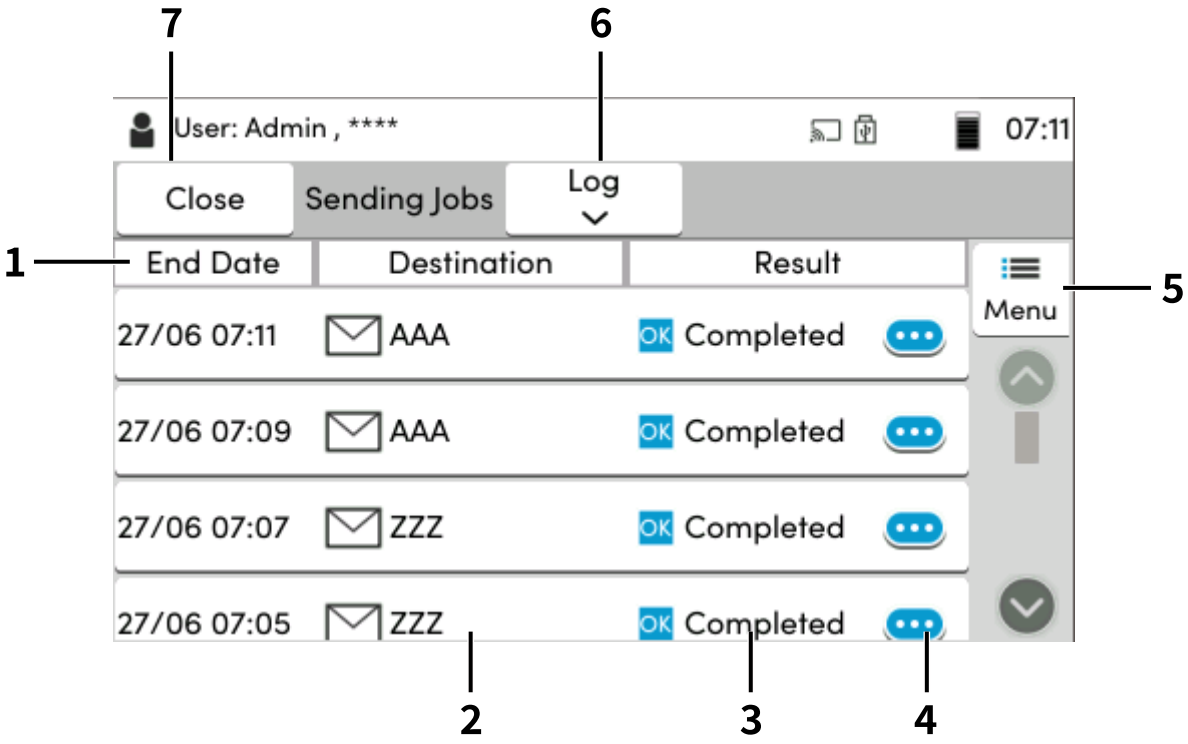
6 [Log]

Select to display the status of current job.

7 [Close]

Display the home screen.

Send Job History Screen



1 End Date

End date and time of the job.

2 Destination

Display the destination (destination name, fax number, email address, or server name) and the icon to

Email transmission

Folder transmission

Fax transmission

Fax server transmission

Cloud transmission

Application

Multi-sending

3 Result

Result of the job.

➡ Checking the Detailed Information of Histories (page 415)

4 [ ]

Select the icon to check the detailed information.

5 [Menu]

Select the type of sending job to display the status.

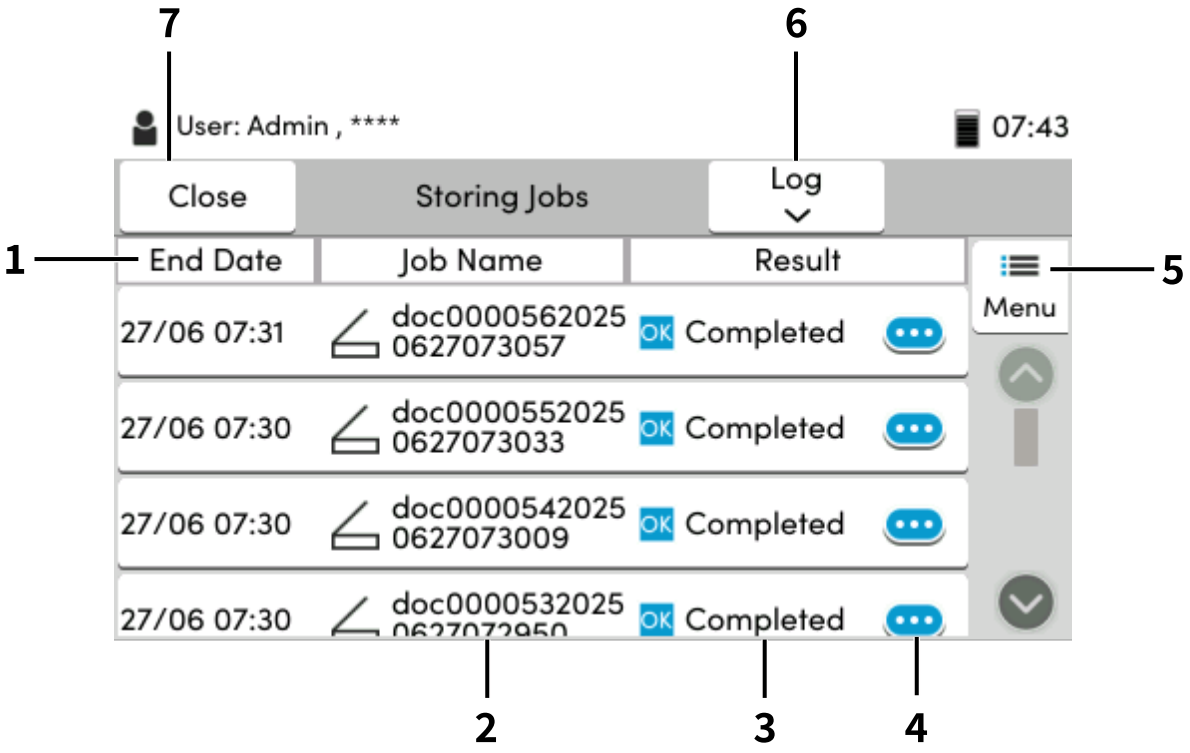
6 [Log]

Select to display the status of current job or scheduled job.

7 [Close]

Display the home screen.

Store Job History Screen



1 End Date

End date and time of the job.

2 Job Name

Display the job name or file name and the icon to indicate the type of job.

Storing scan job

Storing fax job

Storing print job

3 Result

Result of the job.

➡ Checking the Detailed Information of Histories (page 415)

4 [...]

Select the icon to check the detailed information.

5 [Menu]

Select the job type to display the status.

6 [Log]

Select to display the status of current job or previous job.

7 [Close]

Display the home screen.

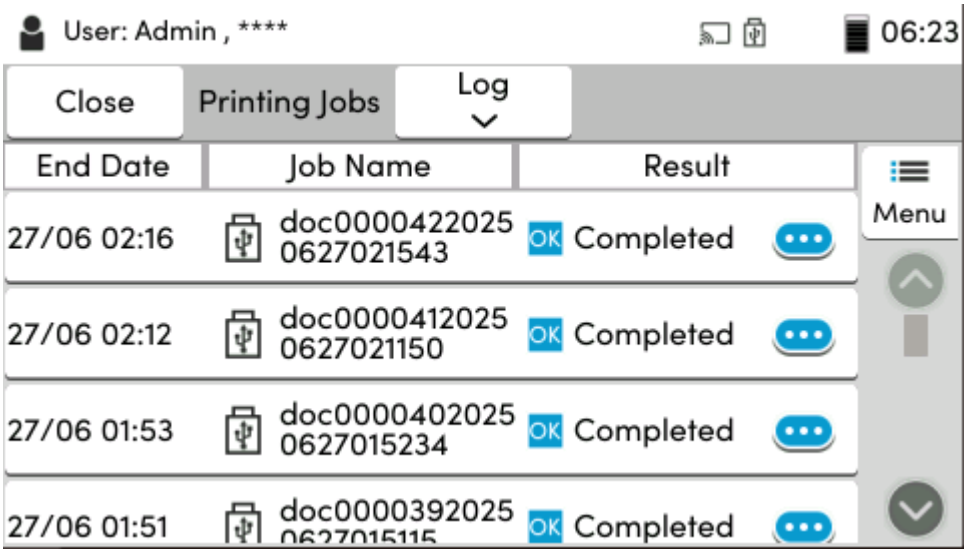
Checking the Detailed Information of Histories

1 Display the screen.

➡ Displaying Job History Screen (page 410)

2 Check the information.

1 Select [•••] (information icon) for the job you want to check.



Detailed information about the selected job is displayed.

2 To exit from the detailed information, select [Close].

Sending the Log History

You can send the log history by email. You can either send it manually as needed, or have it sent automatically whenever a set number of jobs is reached.

➡ Sending Log History (page 457)

Job Operation

Pause and Resuming of Jobs

Pause/resume all printing jobs in printing/waiting.

1 **Display the screen.**

Select [Status].

2 **Select [Pause All Print Jobs] on the printing jobs status screen.**

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All Print Jobs].

Canceling of Jobs

A job in printing, sending, storing, or scheduled status can be canceled.

1 Display the screen.

Select [Status], and then select the corresponding tab.

You can select any of the following tabs:

- [Printing Jobs]
- [Sending Jobs]

  If you have scheduled jobs, select [Sending Jobs] > [Scheduled].
- [Storing Jobs]

2 Select the job to be canceled from the list and select [Cancel].

3 Select [Yes] from the confirmation screen.

Device Information

Configure the devices/lines installed or connected to this machine or check their status.

1 Display the screen.

Select [Device Info].

The screen to check the status or configure the devices is displayed.

2 Check the information.

The items you can check are described below.

[Identification/Wired Network]

You can check the ID information, such as the model name, host name, location, serial number, MAC address, asset number, IP address, and status of the wired network.

[Wi-Fi Direct/Wi-Fi]

Depending on the optional Wireless Network Interface Kit installed, you can check the status of your Wi-Fi Direct or Wi-Fi connection. This includes other information such as the device name, network name, and IP address.

NOTE

Displayed only when an optional Wireless Network Interface Kit is installed.

[Supplies/Unit Condition]

You can check the remaining amount of toner, paper, and the unit condition.

➡ Checking the Remaining Amount of Toner and Paper (page 422)

[Fax]

You can check the local fax number, local fax name, local fax ID, and other fax information.

➡ **FAX Operation Guide**

NOTE

Displayed only when the optional FAX Kit is installed.

[USB/Bluetooth]

You can check the connection status of USB drive and Bluetooth keyboard.

USB Drive

- To format the external media, select [Format].

NOTE

All the data in the USB drive is erased.

- To safely remove the external media, select [Remove].

Bluetooth

To set the Bluetooth keyboard connection, select [Connect].

[Option/Application]

You can check information on the options and applications that are used.

[Capability/Version]

You can check the software version and performance.

[Security]

You can check the security information on the machine.

[Report]

You can print various reports and lists.

[Remote Operation Status]

You can check the status of remote operation.

Updating the Software

When this machine is connected to a network, the software can be updated over the internet from the operation panel of this product.

1 Display the screen.

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

When updating the firmware:

Select [...] > [System Menu] > [Adjustment/Maintenance] > "Others" > [Online Software Update] > [Firmware].

or

Select [...] > [Device Info] > [Capability/Version] > [Online Software Update].

When updating the HyPAS application:

Select [...] > [System Menu] > [Adjustment/Maintenance] > "Others" > [Online Software Update] > [HyPAS Application].

or

Select [...] > [System Menu] > [Add/Delete Application] > "Application" > [Add/Delete Application] > [Menu] > [Add].

2 Check to see if updated software exist.

Select [Yes], and check over the internet to see if updated software exist.

3 Start the installation of updated software.

When updated software is available, the software can be updated by following instructions on the operation panel.

IMPORTANT

- Software cannot be updated if there are ongoing jobs.
- Do not turn off the power during the installation of the software update.

Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner and paper on the touch panel.

1 Display the screen.

[Device Info] > [Supplies/Unit Condition]

2 Check the information.

The items you can check are described below.

Toner Information

The amount of toner remaining is shown in levels. You can also check the status of waste toner boxes.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

Unit Condition

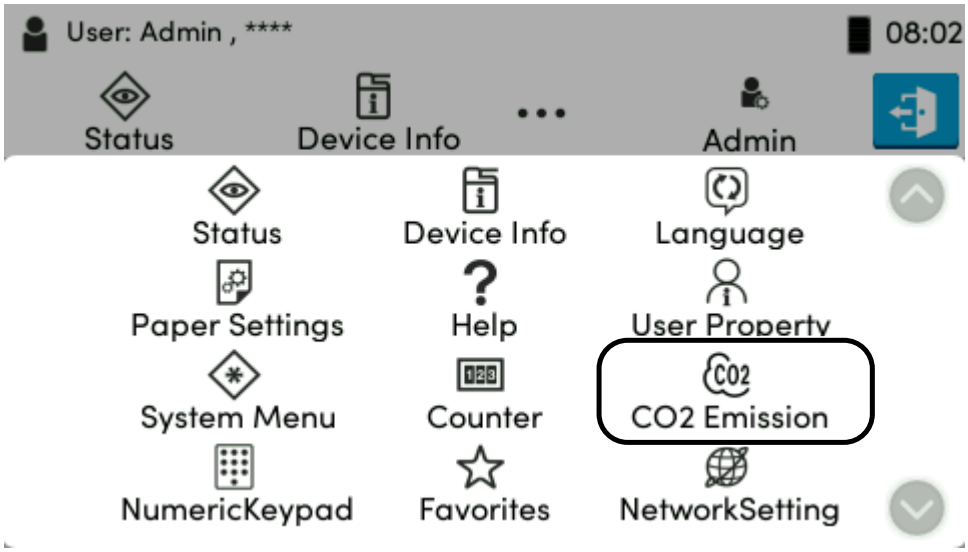
You can check the status of Imaging unit, Document Processor, Cassette 1 (to 4), and MP Tray.

Checking the CO2 Emission Chart

Check the CO_2 emission chart and power usage.

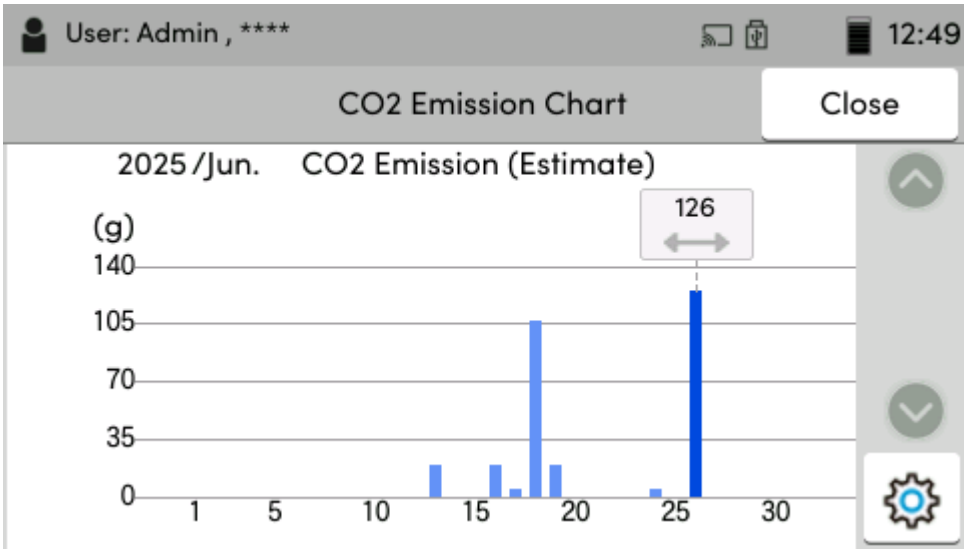
1 Display the screen.

[...] > [CO2 Emission Chart]



2 Check the CO_2 emission chart.

1 To check the CO_2 emission data, select [⚙] icon > [CO2 Emission (Estimate)].



You can set the display unit and period in "Select the display unit and display period."

[Display by Year]

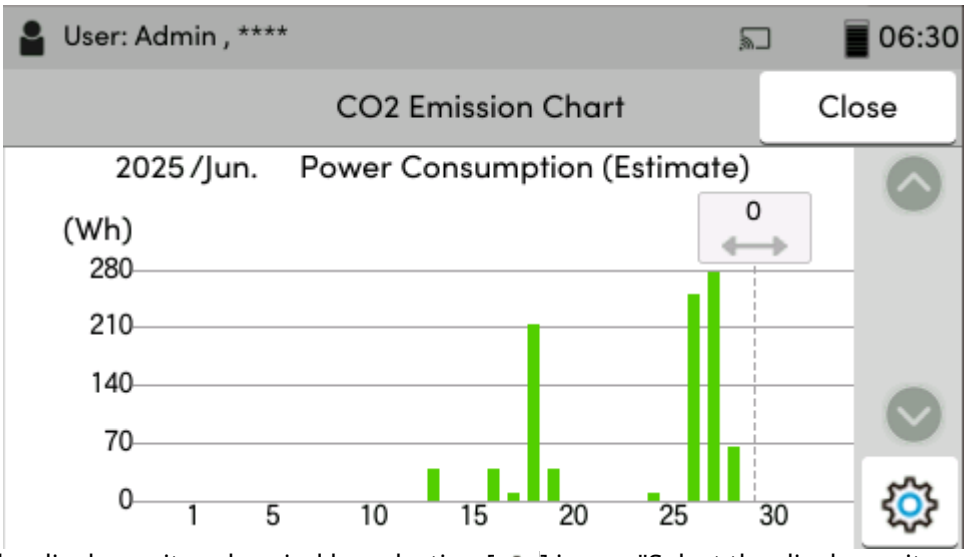
Displays only the monthly CO_2 emission data of the year selected.

[Display by Month]

Displays only the CO_2 emission data for the selected month of the corresponding year.

3 Check the power consumption.

1 To check the power consumption, select [⚙] icon > [Power Consumption (Estimate)].



You can set the display unit and period by selecting [⚙] icon > "Select the display unit and display period."

[Display by Year]

Displays only the monthly power consumption data of the year selected.

[Display by Month]

Displays only the power consumption data for the selected month of the corresponding year.

NOTE

- You can configure the CO_2 emission chart settings.

  ➡ [CO2 Emission Chart] (page 489)

- You can also check the CO_2 emissions and power usage from Command Center RX.

  ➡ **Command Center RX User Guide**

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8 System Menu

Operation Method 426
System Menu Settings 428
[Device Settings] 433
[Notification/Report] 452
[Function Settings] 458
[Network Settings] 490
[Security Settings] 521
[Job Accounting/Authentication] 534
[Add/Delete Application] 535
[Adjustment/Maintenance] 536

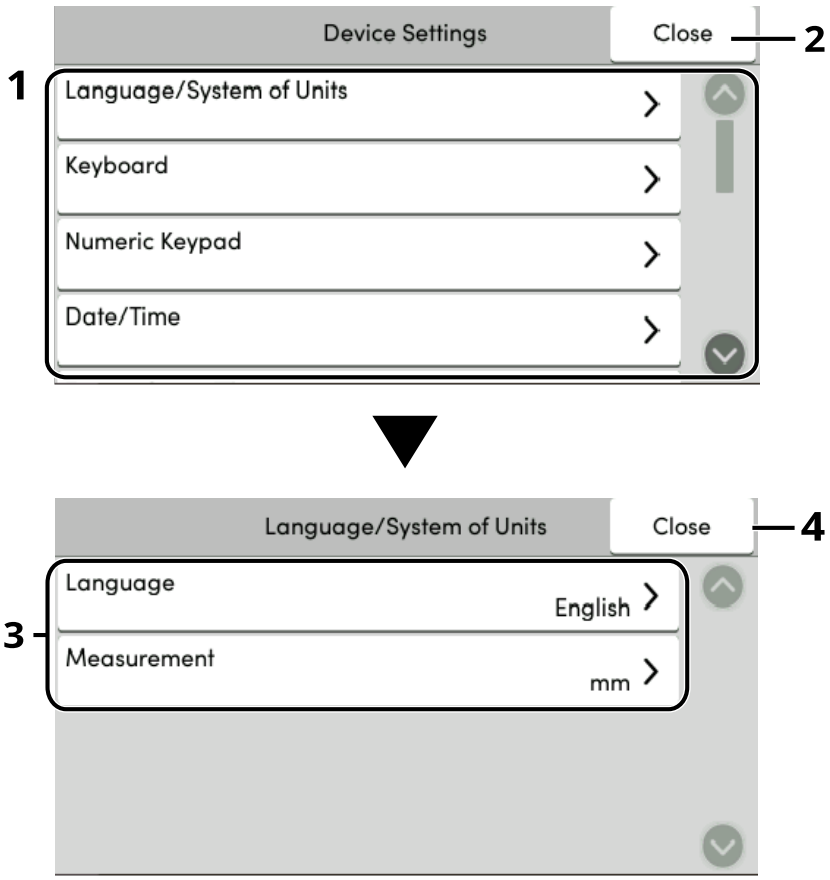
Operation Method

System Menu is operated as follows:

1 Display the screen.

Select [...] > [System Menu].

2 Select a function.



1 Display the System Menu items. Items that are not displayed can be displayed by swiping the screen up and down.

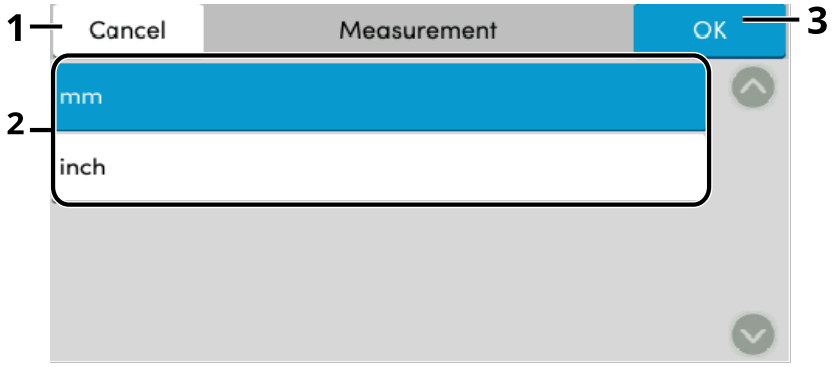
2 Returns to the previous screen.

3 Display setting items.

Select the function to display the setting screen.

4 Returns to the previous screen.

3 Configure the function.



1 Return to the previous screen without making any changes.

2 Enter a setting by selecting it and return to the previous screen.

3 Accept the settings and exits.

NOTE

- If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

  ➡ Log in as Machine Administrator or Administrator (page 131)

- If function default settings have been changed, [Reset] can be selected in each function screen to immediately change the settings.

Refer to System Menu Settings on the following page and configure as needed.

System Menu Settings

[Quick Setup Wizard]

The Quick Setup Wizard configures Fax, Paper, Energy Saver, Network, E-mail, and Security Setup.

➡ Quick Setup Wizard (page 97)

[Device Settings]

Configure overall machine operation.

➡ [Device Settings] (page 433)

Item	Description
[Language/System of Units]	Set the language to use for the touch panel display and select either inch or metric for the unit for paper dimensions. ➡ [Language/System of Units] (page 433)
[Keyboard]	Change the layout of the touch panel keyboard used to enter characters. ➡ [Keyboard] (page 434)
[Date/Time]	Configures settings related to the date and time. ➡ [Date/Time] (page 435)
[Energy Saver/Timer]	Configure the Energy Saver settings. ➡ [Energy Saver/Timer] (page 436)
[Display Settings]	Configure the touch panel display settings. ➡ [Display Settings] (page 438)
[Sound]	Set options for buzzer sound during the machine operations. ➡ [Sound] (page 439)
[Original/Scan Settings]	Configure settings for originals. ➡ [Original/Scan Settings] (page 440)
[Paper Feeding]	Configure the paper and paper source settings. ➡ [Paper Feeding] (page 442)
[Operation Assist]	It is possible to configure the settings for the Orientation Selection screen display and the Preset Limit on the number of copies that can be made at one time. ➡ [Operation Assist] (page 449)
[Error Handling]	Select whether to cancel or continue the job when an error has occurred. ➡ [Error Handling] (page 450)
[Toner Settings]	Configure the toner settings. ➡ [Toner Settings] (page 451)

[Notification Report]

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

➡ [Notification/Report] (page 452)

Item	Description
Print Report/List	Print various reports and lists. ➡ [Print Report/List] (page 452)
Result Report Setting	Configure settings for notices for sending and receiving. ➡ Result Report Setting (page 454)
Device Status Notification	Configure settings for toner notices. ➡ Device Status Notification (page 455)
Fax Communication Report	Configure settings for FAX notices. ➡ Fax Communication Report (page 456)
History Settings	Configure settings for printing the history of the machine use. ➡ History Settings (page 457)

[Function Settings]

Configures settings for copying, sending, and Document Box functions.

➡ [Function Settings] (page 458)

Item	Description
[Function Defaults]	Defaults are the values automatically set after the warm-up is completed or [Reset] is selected. Set the defaults for available settings such as copying and sending. Setting the frequently used values as defaults makes subsequent jobs easier. ➡ [Function Defaults] (page 458)
[Copy/Print]	Configure settings for copying and printing functions. ➡ [Copy/Print] (page 465)
[Send/Store]	Configure settings for sending and storing functions. ➡ [Send/Store] (page 466)
[Email]	Configure settings for email transmission and receipt. ➡ [Email] (page 468)
[Sending Job - Folder]	Configure settings for Sending Job Folder functions. ➡ [Sending Job - Folder] (page 469)
[Fax]	Configures settings for fax functions. ➡ **FAX Operation Guide**
[WSD]	Configure settings for WSD Scan and WSD Print. ➡ [WSD] (page 471)
[Address Book]	Configure Address Book settings. ➡ [Address Book] (page 472)
[One-Touch Key]	Configure One Touch Key settings. ➡ [One-Touch Key] (page 473)

Item	Description
[Send and Forward]	Select whether to forward the original to another destination when sending images. ➡ [Send and Forward] (page 474)
[Forward Setting]	Configure the Forwarding settings. ➡ **FAX Operation Guide**
[Printer]	Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine. ➡ [Printer] (page 476)
[Document Box]	Configure settings for Document Box. ➡ [Document Box] (page 480)
[Job Box]	Configure settings for Job Box. ➡ [Job Box] (page 481)
[Subaddress Box]	Configure settings for Subaddress Box. This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Fax Memory RX Box]	Set whether to perform Print Immediately for the fax documents received or to save them in the Fax Memory RX Box. ➡ **FAX Operation Guide**
[Cloud Access Setting]	Configure your connection to Kyocera Cloud Access and your editing permissions. ➡ [Cloud Access Setting] (page 484)
[Home]	Configure settings for the home screen. ➡ [Home] (page 485)
[Status]	Configure settings for Status. ➡ [Status] (page 486)
[Remote Services]	Configure remote services settings. ➡ [Remote Services] (page 487)
[TWAIN/WIA]	Set whether to use our proprietary web services. ➡ [TWAIN/WIA] (page 488)
[CO2 Emission Chart]	Configure CO_2 Emission Chart settings. ➡ [CO2 Emission Chart] (page 489)

[Network Settings]

Configure network settings.

➡ [Network Settings] (page 490)

Item	Description
Network Settings	Configure the wired network and Wi-Fi settings. ➡ [Network Settings] (page 490)

Item	Description
Connectivity	Configure the Connectivity settings of this machine to other devices. ➡ Connectivity (page 518)
Others	Configure other network-related settings. ➡ Others (page 520)

[Security Settings]

Configure security settings.

➡ [Security Settings] (page 521)

Item	Description
[Security Quick Setup]	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu. ➡ [Security Quick Setup] (page 521)
Interface Block Setting	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. ➡ Interface Block Setting (page 523)
Device Security Settings	Configures the device security settings. ➡ Device Security Settings (page 524)
Authentication Security	Configure security settings for User Authentication. ➡ Authentication Security (page 531)
Unknown User Settings	This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. ➡ Unknown User Settings (page 532)
Network	Configure security settings on the network. ➡ Network (page 533)

[Job Accounting/Authentication]

Configure settings related to machine management.

➡ [Job Accounting/Authentication] (page 534)

Item	Description
Job Accounting Setting	➡ Overview of Job Accounting (page 581)
User Login Setting	➡ Overview of User Login Administration (page 543)
Authentication Security	➡ Authentication Security (page 545)
Unknown User Settings	➡ Unknown User Settings (page 532)

[Add/Delete Application]

Configure settings for applications.

➡ [Add/Delete Application] (page 535)

Item	Description
Application	Configure settings for applications that help you perform your daily more efficiently such as a scan feature and an authentication feature. ➡ Application (page 258)
Optional Function	You can use the optional applications installed on this machine. ➡ Starting Application Use (page 812)

[Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

➡ [Adjustment/Maintenance] (page 536)

Item	Description
Image Adjustment	Perform Image Adjustment. ➡ Image Adjustment (page 536)
Behavior Adjustment	Perform Behavior Adjustment for the machine. ➡ Behavior Adjustment (page 539)
Others	Adjust other maintenance settings. ➡ Others (page 540)

[Device Settings]

Configures overall machine operation.

[Language/System of Units]

[...] > [System Menu] > [Device Settings] > [Language/System of Units]

Item	Description
[Language]	Set the language to use for the touch panel display.
[Measurement]	Select either inch or metric for the unit for paper dimensions. Value: [mm], [inch]

[Keyboard]

[...] > [System Menu] > [Device Settings] > [Keyboard]

Item	Description
[Keyboard Layout]	Change the layout of the touch panel keyboard used to enter characters. Value: [QWERTY], [QWERTZ], [AZERTY]
[Optional Keyboard Type]	Select the type of optional keyboard that you want to use. Value: [US-English], [US-English with Euro], [French], [German], [UK-English]

[Date/Time]

[...] > [System Menu] > [Device Settings] > [Date/Time]

Item	Description
[Date and Time]	Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set here will be displayed on the header. Value: Year (2000 - 2035), Month (1 - 12), Day (1 - 31), Hour (0 - 23), Minute (0 - 59), Second (0 to 59) **NOTE** If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
[Date Format]	Select the display format of year, month, and date. The year is displayed in Western notation. Value: [MM/DD/YYYY], [DD/MM/YYYY], [YYYY/MM/DD]
[Time Zone]	Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, you can enable or disable the summer time option. **NOTE** [Summer Time] appears on selected time zones only. Value: Off, On ➡ Setting Date and Time (page 76)

[Energy Saver/Timer]

[...] > [System Menu] > [Device Settings] > [Energy Saver/Timer]

[Auto Panel Reset]

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select whether to use Auto Panel Reset or not.

Value: Off, On

NOTE

For setting the time until the panel is automatically reset, refer to the following:

➡ [Panel Reset Timer] (page 436)

[Panel Reset Timer]

If you select [On] for Auto Panel Reset, set the amount of time to wait before Auto Panel Reset.

Value: 5 to 495 seconds (in 5-second increments)

NOTE

This function is displayed when [Auto Panel Reset] is set to On.

[Sleep Timer]

Set amount of time before entering Sleep.

Value: 1 to 60 minutes (in 1-minute increments)

[Sleep Level] (models except for Europe)*1

Select the sleep level.

Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode.

Value: [Quick Recovery], [Energy Saver]

Item	Description
Sleep Rules	Select whether to use the Energy Saver mode for the following functions individually: • ID Card Reader*2 • Application Value: Off, On **NOTE** When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.

[Weekly Timer Settings]

Configure settings for switching the machine into Sleep mode and waking it automatically at a specified time for each day of the week.

Item	Description
[Weekly Timer]	Select whether to use Weekly Timer. Value: Off, On
[Schedule]	Specify the time for each day of the week at which the machine enters Sleep mode and recovers.
Retry	Set the number of retries to switch the machine into Sleep mode. Value: [Not Retry], [Limited Retries], [Unlimited Retries] **NOTE** • If [Limited Retries] is selected, set the number of retries. The setting range is 0 to 10. • If [Unlimited Retries] is selected, retry is performed until the machine enters Sleep mode.
Retry Interval	Set the retry interval. Use [-] / [+] to enter a number. Value: 10 to 60 seconds (in 10-second increments)

[Energy Saver Recovery Level]

Select the method of recovery from energy saver.

Value:

[Full Recovery]

This mode enables the use of all functions immediately. However, this mode saves less energy.

[Normal Recovery]

In this mode, you can select the method from the following:

Enabling the use of all functions immediately or enabling the use of preferred functions only.

If you want to use all functions immediately, select [Energy Saver] to execute recovery.

[Interrupt Clear Timer]

Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused.

Value: 5 to 495 seconds (in 5-second increments)

[Ping Timeout]

Set the time until time-out occurs when [Ping] is executed in "System/Network".

Value: 1 to 30 seconds (in 1-second increments)

*1 This function will not be displayed when the optional Network Interface Kit is installed.

*2 Displayed when the optional Card Authentication Kit is activated.

[Display Settings]

[...] > [System Menu] > [Device Settings] > [Display Settings]

Item	Description
[Display Brightness]	Set the brightness of the touch panel. Value: 1 (Darker), 2, 3, 4, 5 (Lighter)
[Default Screen]	Select the screen appearing right after start up (default screen). Value: [Home], [Copy], [Send], [Fax]*1, [Status], [Job Box], [USB Drive], [Polling Box]*1, [Subaddress Box]*1, [Fax Memory RX Box]*1, [Favorites]
[Wallpaper]	➡ Editing the Home Screen (page 59)
[Show Power Off Message]	Set the mode whether display a confirmation message in power supply off. Value: Off, On
[Quick Setup Registration (Copy)]	Select the Copy functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed, as necessary. Six items in the following options are available. Value: [Off], [Paper Selection], [Zoom], [Density], [Duplex], [Combine], [Collate/Offset], [Original Image], [Original Size], [Original Orientation], [Continuous Scan], [Background Density Adj.]
[Quick Setup Registration (Send)]	Select the Send functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed, as necessary. Six items in the following options are available. Value: [Off], [Original Size], [2-sided/Book Original], [Sending Size], [Original Orientation], [File Format], [Density], [Original Image], [Scan Resolution], [Fax TX Resolution]*1, [Color Selection], [Zoom], [Continuous Scan], [Background Density Adj.]
[Quick Setup Registration (Fax)]	➡ **FAX Operation Guide**
[Quick Setup Registration (Storing in Box)]	Select the Storing in Box functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed, as necessary. Six items in the following options are available. Value: [Off], [Color Selection], [Storing Size], [Density], [2-sided/Book Original], [Scan Resolution], [Zoom], [Original Orientation], [Original Size], [Original Image], [Continuous Scan], [Background Density Adj.]
[Quick Setup Registration (Box Print)]	Select the Box Print functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed, as necessary. Six items in the following options are available. Value: [Off], [Paper Selection], [Collate/Offset], [Duplex], [Delete after Printed]

*1 Displayed only when the optional FAX Kit is installed.

[Sound]

[...] > [System Menu] > [Device Settings] > [Sound]

[Buzzer]

Set options for buzzer sound during the machine operations.

Item	Description
[Volume]	Set the buzzer volume level. Value: 0 (Mute), 1 (Minimum), 2, 3 (Medium), 4, 5 (Maximum)
[Key Confirmation]	Emit a sound when the touch panel keys are selected. Value: [Off], [On], [On (User Operation Only)]
[Job Finish]	Emit a sound when a print job is normally completed. Value: [Off], [On], [Fax Reception Only]
[Ready]	Emit a sound when the warm-up is completed. Value: Off, On
[Warning]	Emit a sound when errors occur. Value: Off, On
[Optional Keyboard]	Emit a sound to confirm key presses with a sound. Value: Off, On

[Fax Speaker Volume]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

[Fax Monitor Volume]

This item is displayed for fax-compatible machines.

For details, refer to the following:

➡ **FAX Operation Guide**

[Original/Scan Settings]

[...] > [System Menu] > [Device Settings] > [Original/Scan Settings]

[Auto Detect Original Size (DP)]

Select whether to automatically detect originals of special or nonstandard size.

Item	Description
[Detect Non-standard Size (Copy)]	Set whether to detect non-standard size documents in the copy function. This setting takes precedence over the automatic (standard size) setting. Value: [Off], [On]
[Detect Non-standard Size (Send/Store)]	Set whether to detect non-standard size documents in the send or save function. This setting takes precedence over the automatic (standard size) setting. Value: [Off], [On]
[System of Units]	Select [Metric] when automatically detecting the originals in centimeter sizes. Select [Inch] when detecting the originals in inch sizes. Value: [Inch], [Metric]
[A6/Hagaki]*1	As A6 and Hagaki (Cardstock) are similar in size, select either one of them for automatic detection. Value: [A6], [Hagaki] **NOTE** If [Hagaki] is set, only the originals placed on the platen are detected.
[Folio]*1	Select whether to enable automatic detection of Folio. Value: Off, On
[11"×15"]*1	Select whether to enable automatic detection of 11×15" size. Value: Off, On
[Legal/OficioII/216×340 mm]*2	Set the original sizes for the device to detect automatically. Value: [Legal], [OficioII], [216×340 mm]

[Custom Original Size]

Set up frequently used custom original size.

The custom size option is displayed on the screen to select original size.

Value: Off, On

Metric

X: 50 mm to 432 mm (in 1-mm increments)

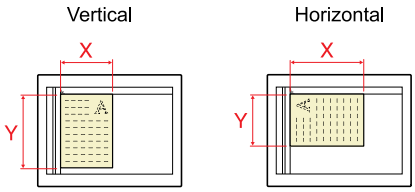
Y: 50 mm to 297 mm (in 1-mm increments)

Inch

X: 2.00" to 17.00" (in 0.01" increments)

Y: 2.00" to 11.69" (in 0.01" increments)

X=Length, Y=Width



*1 This function is displayed when "System of Units" is set to [Metric].
*2 This function is displayed when "System of Units" is set to [Inch].

[Paper Feeding]

[...] > [System Menu] > [Device Settings] > [Paper Feeding]

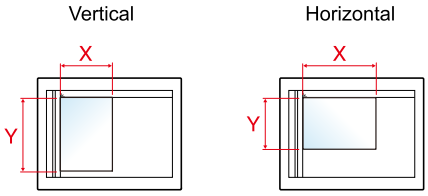
Configure the paper and paper source settings.

[Cassette 1 Settings] to [Cassette 4 Settings]

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Cassette 1 Settings]

NOTE

- [Cassette 1]: Paper feeder (300 sheets)
- [Cassette 2] to [Cassette 4]: Paper feeder (300 sheets x 3)

Item	Description
[Paper Size]	Select paper size. Paper size is automatically detected and selected when [Auto (Metric)] or [Auto (Inch)] is selected. Value: [Auto (Metric)], [Auto (Inch)], [A3], [A4-R], [A4], [A5-R], [B4-R], [B5-R], [B5], [Folio-R], [216×340 mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [OficioII-R], [8K-R], [16K-R], [16K] 
[Media Type]*1	Select the media type. Value: [Plain], [Rough], [Recycled], [Preprinted]*2, [Bond], [Color], [Prepunched]*2, [Letterhead]*2, [High Quality], [Custom 1 - 8]

*1 To change to a media type other than "Plain".

➡ Media Type Setting (page 445)

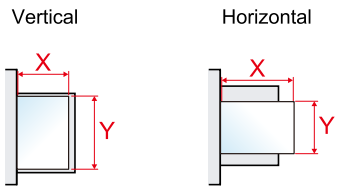
When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

*2 To print on preprinted or prepunched paper, or on letterhead.

➡ [Special Paper Action] (page 448)

[MP Tray Settings]

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [MP Tray Settings]

Item	Description
[Paper Size]	Select paper size. Value: [A3], [A4-R], [A4], [A5-R], [A6-R], [B4-R], [B5-R], [B5], [B6-R], [Folio-R], [216×340mm], [Ledger-R], [Letter-R], [Letter], [Legal-R], [Statement-R], [Executive-R], [OficioII-R], [8K-R], [16K-R], [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Envelope C4], [Hagaki], [Oufukuhagaki], [Kakugata 2], [Youkei 4], [Youkei 2], [Younaga 3], [Nagagata 3], [Nagagata 4], [Size Entry] If you selected [Size Entry], enter the paper size. Value: **Metric** X: 148 mm to 432 mm (in 1-mm increments) Y: 98 mm to 297 mm (in 1-mm increments) **Inch** X: 5.83" to 17.00" (in 0.01" increments) Y: 3.86" to 11.69" (in 0.01" increments) X=Length, Y=Width 
[Media Type]*1	Select the media type. Value: [Plain], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted]*2, [Bond], [Cardstock], [Color], [Prepunched]*2, [Letterhead]*2, [Envelope], [Thick], [High Quality], [Custom 1 - 8]

NOTE

If the optional FAX Kit is installed, the available media types for printing received faxes are as shown below.
Plain, Rough, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, High Quality, and Custom 1-8.

*1 To change to a media type other than "Plain".

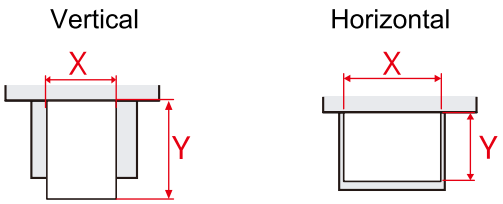
➡ Media Type Setting (page 445)

*2 To print on preprinted or prepunched paper, or on letterhead.

➡ [Special Paper Action] (page 448)

[Custom Paper Settings]

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Custom Paper Settings]

Item	Description
[Custom 1]	Register the custom size used for Multipurpose Tray. Value: Off, On **Metric** X: 148 mm - 432 mm (in 1-mm increments) Y: 98 mm - 297 mm (in 1-mm increments) **Inch** X: 5.83" - 17.00" (in 0.01" increments) Y: 3.86" - 11.69" (in 0.01" increments) X=Width, Y=Length 

Media Type Setting

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Media Type Setting]

Select weight for each media type.

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m^2) and Media Type
Light	52 g/m^2 to 59 g/m^2
Normal 1	60 g/m^2 to 74 g/m^2
Normal 2	75 g/m^2 to 90 g/m^2
Normal 3	91 g/m^2 to 105 g/m^2
Heavy 1*1	106 g/m^2 to 135 g/m^2
Heavy 2*1	136 g/m^2 to 163 g/m^2

Each media type's default weight is indicated.

Media Type	Default
[Plain]	Normal 2
[Rough]	Normal 3
[Vellum]	Heavy 1
[Thin]	Light
[Labels]	Heavy 1
[Recycled]	Normal 2
[Preprinted]	Normal 2
[Bond]	Normal 3
[Cardstock]	Heavy 2
[Color]	Normal 2
[Prepunched]	Normal 2
[Letterhead]	Normal 2
[Envelope]	Heavy 2
[Thick]	Heavy 2
[High Quality]	Normal 2
[Custom 1 - 8]	Normal 2

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item	Description
Duplex	**[Prohibit]** Duplex printing not allowed. **[Permit]** Duplex printing allowed.

Item	Description
Name	Change names for Custom 1-8. Selecting media type at multipurpose tray, the name after change will be displayed. ➡ Character Entry Method (page 814)

*1 The processing speed will be slower than normal.

[Show Paper Setup Message]

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Show Paper Setup Message]

Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.

Item	Description
[Cassette 1] [Cassette 2] [Cassette 3] [Cassette 4] [MP Tray]	Value: Off, On **NOTE** • [Cassette 1]: Paper feeder (300 sheets) • [Cassette 2] to [Cassette 4]: Paper feeder (300 sheets x 3)

[Paper Feed Settings]

[...] > [System Menu] > [Device Settings] > [Paper Feeding] > [Paper Feed Settings]

[Default Paper Source]

Select the default paper source.

Value: [Cassette 1], [Cassette 2], [Cassette 3], [Cassette 4], [MP Tray]

NOTE

- [Cassette 1]: Paper feeder (300 sheets)
- [Cassette 2] to [Cassette 4]: Paper feeder (300 sheets x 3)

[Paper Selection]

Set the default paper selection.

Value: [Auto], [Default Paper Source]

[Auto Paper Selection]

If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes.

Value:

[Most Suitable Size]: Select the paper size based on the current zoom and the size of the original.

[Same as Original Size]: Select the paper that matches the size of the original, regardless of the zoom.

[Media for Auto]

Select a default media type for auto paper selection when [Auto] is selected of Paper Selection. If [Plain] is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size.

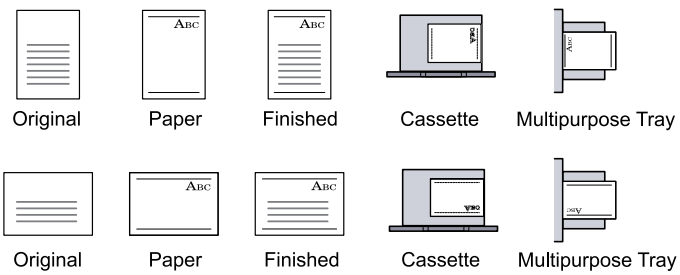
Value: [All Media Types], [Plain], [Rough], [Vellum], [Thin], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [High Quality], [Custom 1 - 8]

[Special Paper Action]

When printing on Prepunched, Preprint, and Letterhead, punch holes might not be aligned, or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

If [Adjust Print Direction] is selected, load paper according to the steps below.

Example: copying on Letterhead



Value: [Adjust Print Direction], [Speed Priority]

[Operation Assist]

[...] > [System Menu] > [Device Settings] > [Operation Assist]

Item	Description
[Preset Limit]	Restrict the number of copies that can be made at one time. Value: 1 to 999 copies
[Clear Settings after Job Started]	Set whether to reset function settings to their defaults after the job starts. Value: [Clear], [Do Not Clear]

[Error Handling]

[...] > [System Menu] > [Device Settings] > [Error Handling]

Item	Description
[Duplexing Error]	Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value: [1-sided]: Printed in 1-sided. [Display Error]: Message to cancel printing is displayed.
[Finishing Error]	Set alternative actions when finishing (Offset) is not available for the selected paper size or media type. Value: [Ignore]: The setting is ignored, and the job is printed. [Display Error]: Message to cancel printing is displayed.
[Paper Mismatch Error]	Set what to do when the selected paper size or type does not match the paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multipurpose tray. Value: [Ignore]: The setting is ignored, and the job is printed. [Display Error]: Message to cancel printing is displayed.
[Wrong Size Paper Loaded]	Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. Value: [Ignore]: The setting is ignored, and the job is printed. [Display Error]: Message to cancel printing is displayed.
[Auto Error Clear]	If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses. Value: Off, On **NOTE** If you select On for Auto Error Clear, set the amount of time to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5-second increments).
[Continue or Cancel Error Job]	Set which users can cancel or continue operations for jobs which were paused due to an error. Value: [All Users], [Job Owner Only] **NOTE** The administrator can cancel all jobs regardless of this setting.

[Toner Settings]

[...] > [System Menu] > [Device Settings] > [Toner Settings]

[Low Toner Alert]

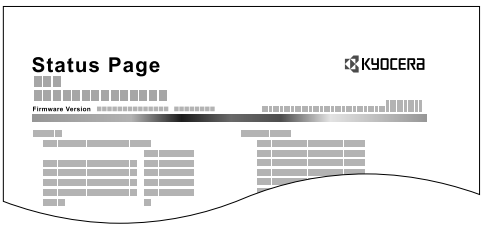
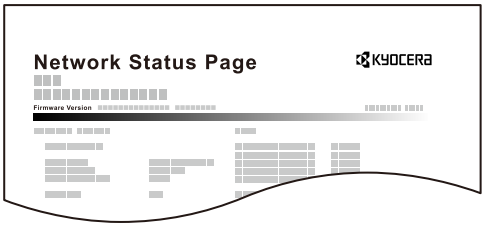
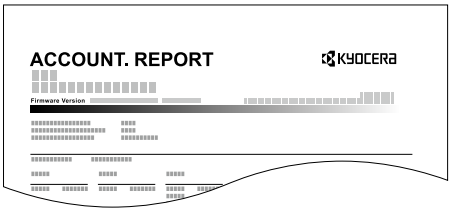
Item	Description
[Notify via Operation Panel]	Sets whether to display on the panel when toner is running low. Value: [Off], [On]
[Notify Externally (for admin. use)]	Sets the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. This notification is used for Event Reports, Status Monitors, and SNMP Traps (such as Printing Equipment Management Systems). Value: Off, On **NOTE** If On is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

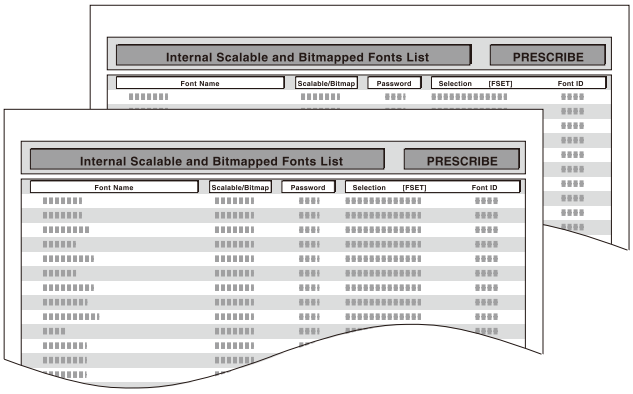
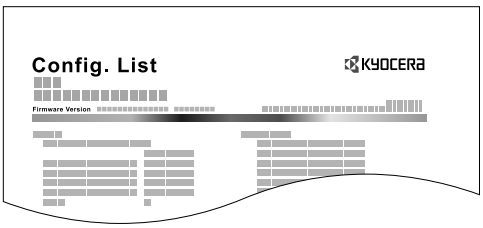
[Notification/Report]

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

[Print Report/List]

[...] > [System Menu] > [Notification/Report] > "Print Report/List" [Print Report/List]

Item	Description
[Status Page]	Prints the status page. You can check information such as the current settings, available memory, and installed optional equipment. 
[Service Status]	Prints the service status. More detailed information is available on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
[Network Status]	Prints the Network status page. You can check information such as the firmware version, network address, and network protocol of the network interface. 
[Print Accounting Report]	If job accounting is enabled, the total pages counted of all relevant accounts can be printed as an accounting report. ➡ Print Accounting Report (page 600) 

Item	Description
[Font List]	Prints the font list. You can check the fonts installed in this machine with a sample. 
[Outgoing Fax Report]	This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Incoming Fax Report]	This item is displayed for fax-compatible machines. ➡ **FAX Operation Guide**
[Address Book (Index)]	Displays only for fax models. ➡ **FAX Operation Guide**
[Address Book (No.)]	Displays only for fax models. ➡ **FAX Operation Guide**
[One-Touch List]	Prints One Touch List, allowing you to check the destinations that have been registered on the One Touch Keys.
[Subaddress Box List]	Displays only for fax models. ➡ **FAX Operation Guide**
[Application Status]	Prints the Application status. You can check the information about the applications installed on this machine.
[Configuration List]	Print the system settings as the list. 
[Data Sanitization Report]	Prints the data sanitization report.

Result Report Setting

[...] > [System Menu] > [Notification/Report] > "Result Report Setting"

[Send Result Report]

Automatically print a report of transmission result when a transmission is complete.

Item	Description
[Email/Folder]	Automatically print a report of transmission result when Email or SMB/FTP transmission is complete. Value: [Off], [On], [Error Only]
[Fax]*1	➡ **FAX Operation Guide**
[Canceled before Sending]*2	Print a send result report if the job is canceled before being sent. Value: Off, On
[Recipient Format]*2	Select the Recipient Format for the send result report. Value: [Name or Destination], [Name and Destination]

[RX Result]*1

➡ **FAX Operation Guide**

[Job Finish Notice Setting]*1

➡ **FAX Operation Guide**

*1 Displayed only when the optional FAX Kit is installed.
*2 When "Email/Folder" and "Fax" are set to [Off], this function will not be displayed.

Device Status Notification

[...] > [System Menu] > [Notification/Report] > "Device Status Notification"

[Low Toner Alert]

➡ [Low Toner Alert] (page 451)

[Time for Maintenance Alert]

Item	Description
[Notify via Operation Panel]	Set whether to display on the operation panel when a periodic inspection is near. Value: [Off], [Display Status], [Display Status and Error]
[Notify Externally (for administration use)]	Set the timing at which the administrator will be notified of the period remaining before the upcoming scheduled inspection when it is nearby. This notification is used for Event Reports, Status Monitors, and SNMP Traps (such as Printing Equipment Management Systems). Value: Off, On **NOTE** If On is selected, set the alert timing. The range is from 5 to 100 percent (in 1% increments).

Fax Communication Report

[...] > [System Menu] > [Notification/Report] > "Fax Communication Report"

Configure settings for Outgoing Fax report and Incoming Fax report.

History Settings

[...] > [System Menu] > [Notification/Report] > "History Settings"

[Sending Log History]

Item	Description
[Auto Sending]	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value: Off, On **NOTE** If On is selected, specify the number of job histories. The setting range is 1 to 16.
[Destination]	Set the destination to which log histories are sent. Only email addresses can be set.
[Subject]	Set the subject automatically entered when sending log histories by email.
[Personal Information]	Select whether to include personal information in the job log. Value: [Include], [Exclude]
[Send Log History]	You can also send the log history to the specified destinations manually.

[Function Settings]

Configures settings for copying, sending and Document Box functions.

[Function Defaults]

[...] > [System Menu] > [Function Settings] > [Function Defaults]

[Common]

[...] > [System Menu] > [Function Settings] > [Function Defaults] > [Common]

[Original Orientation]

Select the orientation of the originals to be placed on the platen.

➡ Original Orientation (page 334)

Value: [Top Edge on Top], [Top Edge on Left]

[Clear Settings after Job Started]

➡ [Clear Settings after Job Started] (page 449)

[File Name Entry]

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

Value:

File Name: Up to 32 characters can be entered.

Additional Info: [None], [Job No.], [Date and Time], [[Job No.] & [Date and Time]], [[Date and Time] & [Job No.]]

[Border Erase Default]

Set the default width to be erased as a border.

Value:

Metric

0 mm to 50 mm (in 1-mm increments)

Inch

0" to 2" (in 0.01" increments)

NOTE

To specify border erase widths around original, set the value in "Border". To specify border erase widths in the middle of original, set the value in "Gutter".

Item	Description
Border Erase to Back Page	Select the Border Erase Method for Back Page of a sheet. Value: [Same as Front Page], [Do Not Erase]

[Zoom]

Select the enlarged/reduced default when paper size/sending size changed after the originals set.

Value: [100%], [Auto]

[ID Card Copy/Scan]

Configure ID card copy and scanning settings.

Item	Description
[Card Position on Platen]	Select the position of the card placed on the platen glass. Value: [Free], [Upper Left]
[Finishing Layout]	Select the finished page ID card layout. Value: [Align Center], [Align Upper Right]

[Copy/Print]

[...] > [System Menu] > [Function Settings] > [Function Defaults] > [Copy/Print]

Item	Description
[Original Size]	Set the default Original Size. The size set at Default Original Size (Platen) will be displayed as a selection if Detect Standard Size is On. These settings are in Original/Scan Settings. Value: [Auto (Standard Size)], [Auto (Non-standard Size)]
[Original Image (Copy)]	Set the default original document type for copying. Value: [Text + Photo], [Photo], [Text], [Graphic/Map]
[Background Density Adj. (Copy)]	Set the default Background Density (Copy). Value: [Off], [Auto], [Manual (Darker 5)]
[Continuous Scan (Copy)]	Select the default Continuous Scan (Copy) setting. Value: Off, On
[Prevent Bleed-through (Copy)]	Set the default value for preventing bleed-through (Copy). Value: Off, On
[Skip Blank Page (Copy)]	Select the default Skip Blank Page (Copy) settings. Value: Off, On
[EcoPrint]	Select the EcoPrint default. Value: Off, On
[Margin Default]	Set the default margin. Value: **Metric** [Left/Right]: -18 mm to 18 mm (in 1-mm increments) [Top/Bottom]: -18 mm to 18 mm (in 1-mm increments) **Inch** [Left/Right]: -0.75" to 0.75" (in 0.01" increments) [Top/Bottom]: -0.75" to 0.75" (in 0.01" increments)
[Border Erase (Copy)]	Set the defaults for Border Erase (Copy). Value: [Standard], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase]
[Collate/Offset]	Set the defaults for Collate/Offset. Value: [Off], [Collate On], [Offset Each Page], [Offset Each Set]
[Auto Image Rotation (Copy)]	Select the default Auto Image Rotation setting. Value: Off, On
[JPEG/TIFF Print]	Select the image size (resolution) when printing JPEG or TIFF file. Value: [Fit to Paper Size], [Image Resolution], [Fit to Print Resolution]
[XPS Fit to Page]	Set the default value for the XPS fit to page function. Value: Off, On
[Reserve Next Priority]	Specify whether the default screen appears when a subsequent copy job is reserved while printing is in progress. To have the default screen appear, select On. Value: Off, On

Item	Description
[Auto Image Rotation Action]	Set whether the image is rotated when the orientation of the document to be printed is different from the orientation of the paper. Value: [Unrotated Manual Copy]: If a paper source or zoom ratio is specified, the image is not rotated. [Apply All]: Rotates all images. [Follow Image Size]: The image is rotated if the rotated image fits on the paper.
[Auto % Priority]	When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. Value: Off, On
[Paper Size for Small Original]	Specify the paper size to be used for a case where the original is too small to be detected in the Auto Paper Selection mode. Value: [Default Paper Source], [A4-R], [A4], [A5-R], [A6-R], [B5-R], [B5], [B6-R], [Letter-R], [Letter], [Statement-R]
[Original Size of Undetected Original]	Specify the action when the original size is not detected. Value: [Default Paper Source], [Show Confirmation]

Item	Description
[Duplex]	Set the defaults for Duplex. **[1-sided>>1-sided]** Does not set the defaults for this function. **[1-sided>>2-sided]** **[Finishing]** Set the default binding orientation of copies. Value: [Binding Left/Right], [Binding Top] **[2-sided>>1-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left/Right], [Binding Top] **[2-sided>>2-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left/Right], [Binding Top] **[Finishing]** Set the default binding orientation of copies. Value: [Binding Left/Right], [Binding Top] **[Book>>1-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left], [Binding Right] **[Book>>2-sided]** **[2-sided/Book Original]** Set the default binding orientation of originals. Value: [Binding Left], [Binding Right] **[Finishing]** Set the default Duplex option. Value: [Book>>2-sided], [Book>>Book]

[Send/Store]

[...] > [System Menu] > [Function Settings] > [Function Defaults] > [Send/Store]

Item	Description
[Original Size]	Set the default Original Size. The size at Default Original Size (Platen) will be displayed as selection if Detect Standard Size is On. These settings are in Original/Scan Settings. Value: [Auto (Standard Size)], [Auto (Non-standard Size)]
[Color Selection (Send/ Store)]	Select the default color mode for scanning documents. Value: [Auto Color (Color/Grayscale)], [Auto Color (Color/B & W)], [Full Color], [Grayscale], [Black & White]
[Scan Resolution]	Select the default scanning resolution. Value: [600×600dpi], [400×400dpi Ultrafine], [300×300dpi], [200×400dpi Superfine], [200×200dpi Fine], [200×100dpi Normal]
[Fax TX Resolution]*1	➡ **FAX Operation Guide**
[Org. Image (Send/Store)]	Set the default original document type for sending/storing. Value: [Text+Photo], [Photo], [Text], [Text (Fine Line)], [Text (for OCR)]
[Clarify Text (Noise Removal) Settings]	When scanning and sending a document in black and white, it eliminates background noise and improves the legibility of the text. Value: Off, On
[Background Density Adj. (Send/ Store)]	Set the default Background Density (Send/Store). Value: [Off], [Auto], [Manual (Darker 5)]
[Continuous Scan (Send/ Store)]	Select the default Continuous Scan (Send/Store) setting. Value: Off, On
[Continuous Scan (Fax)]*1	➡ **FAX Operation Guide**
[Prevent Bleed-through (Send/ Store)]	Set the default Prevent Bleed (Send/Store). Value: Off, On
[Border Erase/Full Scan (Send/ Store)]	Set the defaults for Border Erase/Full Scan (Send/Store). Value: [Standard], [Full Scan], [Border Erase Sheet], [Border Erase Book], [Individual Border Erase]
[Border Erase/Full Scan (Fax)]	➡ **FAX Operation Guide**
[Skip Blank Page (Send/ Store)]	Select the default Skip Blank Page (Send/Store) settings. Value: Off, On
[File Format]	Set the default type of files. Value: [PDF], [TIFF], [JPEG], [XPS], [Open XPS], [High Comp. PDF], [Word], [Excel], [PowerPoint]
[Image Quality (File Format)]	Select the default PDF/TIFF/JPEG/XPS/OpenXPS/Word/Excel/PowerPoint file quality. Value: 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)
[High Comp. PDF Image]	Select the default quality setting for high compressed PDF files. Value: [Compression Ratio Priority], [Standard], [Quality Priority]
[Color TIFF Compression]	Select the compression method for sending the color documents in the TIFF format. Value: [TIFF V6], [TTN2]

Item	Description
[PDF/A]	Select the default PDF/A setting. Value: [Off], [PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u] **NOTE** If [On] is selected in "Digital Signature", [PDF/A-1a] and [PDF/A-1b] cannot be selected. [Signature to File] (page 466)
[File Separation]	Select the default file separation setting. Value: [Off], [Each Page]
[Email Subject/Body]	Set the subject and body automatically entered (default subject and body) when sending the scanned originals by email. Three body messages can be registered, and the initial template can be used to choose which body message is used. Value: Subject: Up to 256 characters can be entered. Body: Up to 500 characters can be entered.
[2-sided/Book Original]	Set the defaults for 2-sided/Book Original. **[1-sided]** Does not set the defaults for this function. **[2-sided]** **[Binding in Original]** Set the default binding orientation of originals. Value: [Left/Right], [Top] **[Book]** **[Binding in Original]** Set the default binding orientation of originals. Value: [Left], [Right]

*1 Displayed only when the optional FAX Kit is installed.

[Copy/Print]

[...] > [System Menu] > [Function Settings] > [Copy/Print]

Item	Description
[Quick Setup Registration (Copy)]	➡ [Quick Setup Registration (Copy)] (page 438)

[Send/Store]

[...] > [System Menu] > [Function Settings] > [Send/Store]

[Default Screen]

Set the default screen displayed when you select [Send].

Value: [Destination], [Address Book], [One-Touch Key]

[Prevent Mis-sending Settings]

Item	Description
[Destination Check before Send]	Select whether to display the confirmation screen of destinations after pressing [Start] when performing sending jobs. Value: Off, On
[Entry Check for New Dest.]	When adding new destination, select whether to display the entry check screen to check the entered destination. Value: Off, On
[Destination Check on Selecting]	Select whether to display the pop-up at the destination selection. Value: Off, On
[New Destination Entry]	Select whether to permit direct entry of destination. Value: [Prohibit], [Permit]
[Recall Destination]	Select whether to permit usage of [Recall] on the Send screen. Value: [Prohibit], [Permit]
[Broadcast]	Set whether to enable broadcast. Value: [Prohibit], [Permit]
[Destination History Usage]	Allow to use the destination history. Value: [Prohibit], [Permit]
[Delete Destination History]	Delete the destination history.

[Quick Setup Registration (Send)]

➡ [Quick Setup Registration (Send)] (page 438)

[Signature to File]

Item	Description
Digital Signature	Select whether to add a digital signature. Value: **[Off]** Does not add a digital signature. **[Specify Each Job]** Whether to add a digital signature is selected each time of sending. **[On]** Always add a digital signature when sending.

Item	Description
[Digital Signature Format]	Select an algorithm used for encryption of digital signature. Value: [SHA1], [SHA-256], [SHA-384], [SHA-512] **NOTE** This function is displayed when "Digital Signature" is set to [Specify Each Job] or [On].
[Password Confirmation on Signature Permission]	Select whether to confirm password when setting digital signature. Value: Off, On **NOTE** This function is displayed when "Digital Signature" is set to [Specify Each Job].
Password	Set a password required for setting digital signature. Enter a new security password 6 to 16 alphanumeric characters and symbols. **NOTE** This function is displayed when "Password Confirmation on Signature Permission" is set to On.

[Email]

[...] > [System Menu] > [Function Settings] > [Email]

[Email Settings]

Item	Description
[SMTP (Email TX)]	Select whether to send email using SMTP. Value: Off, On
SMTP Server Name	Enter the host name or IP address of the SMTP server. **NOTE** Up to 256 characters can be entered.
SMTP Port Number	Specify the port number to be used for SMTP. The default port number is 25. Value: 1 to 65535 (Port Number)
Sender Address	Specify the sender address for when the machine sends emails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.
[SMTP Auth and Sender Address]	When the user login is set to On, the login user name, password and email address of login user are used for SMTP authentication and email sender address. Value: **[Use System Settings]** Information set with [Sender Address] is used for SMTP authentication and email sender address information. **[Use Login User Information]** Login User information is used for SMTP authentication and email sender address information. **NOTE** If there is no email address set for the user who logged in, the Sender Address set with [Sender Address] is used for email sender address information.

[POP3]

Item	Description
[POP3]	Select whether to receive email using POP3. Value: Off, On
[Remote Printing]	➡ [Remote Printing] (page 479)

[Sending Job - Folder]

[...] > [System Menu] > [Function Settings] > [Sending Job - Folder]

Item	Description
[FTP Settings]	Select whether to send documents using FTP. To use the FTP Client, set the protocol to On for "Protocol Settings". The default port number is 21. Value: Off, On, 1 to 65535 (Port Number)
[SMB Settings]	Select whether to send documents using SMB. To use the SMB Client, set the protocol to On for "Protocol Settings". The default port number is 445. Value: Off, On, 1 to 65535 (Port Number)

[Fax]

[...] > [System Menu] > [Function Settings] > [Fax]

Configure settings for FAX.

➡ **FAX Operation Guide**

[WSD]

[...] > [System Menu] > [Function Settings] > [WSD]

[WSD Scan]

Item	Description
[Protocol Settings]	Select whether to use WSD Scan.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[WSD Print]

Item	Description
[Protocol Settings]	Set whether to use our proprietary web services. Kyocera WIA Driver, Kyocera TWAIN Driver, and Network FAX driver use this Enhanced WSD web service.*1, Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

*1 The setting will be changed after restarting the device or network.

[Address Book]

[...] > [System Menu] > [Function Settings] > [Address Book]

[Add/Edit (Common Address Book)]

Configure settings for address book.

➡ Adding a Destination for Common Address Book (page 181)

[Add/Edit (Departmental Address Book]

➡ Adding a Destination for Departmental Address Book (page 182)

[Create Departmental Address Book]

➡ Creating a Departmental Address Book (page 182)

[Other Settings for Address Book]

➡ **Command Center RX User Guide**

Item	Description
Address Book Defaults	**[Sort]** Select the default sort setting of the address for the address book. Value: [No.], [Name] **[Narrow Down]** This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed. Value: [Off], [Email], [Folder], [Fax]*1, [Group] **[Edit Restriction]** Restrict editing of the address book. If you selected [Administrator Only], you can only edit the Address Book by logging in with administrator privileges. Value: [Off], [Administrator Only]
Sharing Common Address Book	Value: [On], [Off]

[External Address Book]

➡ **Command Center RX User Guide**

[Primary Address Book]*2

Select whether the machine's address book or the External Address Book appears when the address book is displayed.

Value: [Common Address Book], [Departmental Address Book], [Ext Address Book]

*1 Displayed only when the optional FAX Kit is installed.
*2 Displayed only if the external address book is available.

[One-Touch Key]

[...] > [System Menu] > [Function Settings] > [One-Touch Key]

Item	Description
[Add/Edit One-Touch Key]	Configure settings for One Touch Key. ➡ Adding a Destination on One-Touch Key (page 198)
[Edit Restriction]	Restrict editing of the One Touch Key. If you selected [Administrator Only], you can only edit the One Touch Key by logging in with administrator privileges. Value: [Off], [Administrator Only]

[Send and Forward]

[...] > [System Menu] > [Function Settings] > [Send and Forward]

[Forward Settings]

Select whether to forward the original.

Value: Off, On

NOTE

When selecting [On], select rules to forward from [Email], [Folder (SMB)], [Folder (FTP)], and [Fax]*1

[Destination]

item	Description
[Add]	Set the destination to which the original is forwarded. One destination can be set. Follow the steps below to register the destination. • [Addr. Book] • [Email] • [SMB] • [FTP] ➡ Specifying Destination (page 291)

*1 Displayed only when the optional fax kit is installed.

[Forward Setting]

[...] > [System Menu] > [Function Settings] > [Forward Setting]

Configure the Forwarding settings.

Displays only when optional FAX Kit is installed.

For details, refer to the following:

➡ **FAX Operation Guide**

[Printer]

[...] > [System Menu] > [Function Settings] > [Printer]

Item	Description
[Emulation]	Select the emulation for operating this machine by commands oriented to other types of printers. Value: [PCL6], [KPDL], [KPDL (Auto)] **NOTE** • When you have selected [KPDL (Auto)], set "Alt Emulation", too. • When you have selected [KPDL] or [KPDL (Auto)], set "KPDL Error Report", too. **KPDL Error Report** When an error has occurred during printing in KPDL emulation mode, set whether the error report is output. Value: Off, On **Alt Emulation** When you have selected [KPDL (Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. Value: PCL6
[EcoPrint]	EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: Off, On
[Override A4/Letter]	Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value: **Off** A4 and Letter are not regarded as the same size. **On** A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
[Duplex]	Select binding orientation for duplex mode. Value: [1-sided], [2-sided (Bind Long Edge)], [2-sided (Bind Short Edge)]
[Copies]	Set the default number of copies, from 1 to 999. Value: 1 to 999 copies
[Orientation]	Set the default orientation, [Portrait] or [Landscape]. Value: [Portrait], [Landscape]

Item	Description
[Form Feed Timeout]	Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds. Value: 5 to 495 seconds (in 5-second increments)
[LF Action]	Set the line feed action when the machine receives the line feed code (character code 0AH). Value: [LF Only], [LF and CR], [Ignore LF]
[CR Action]	Set the character return action when the machine receives the character return code (character code 0DH). Value: [CR Only], [LF and CR], [Ignore CR]
[Job Name]	Set whether the job name set in the printer driver is displayed. Value: Off, On **NOTE** When selecting On, select the job name to be displayed from [Job Name], [Job No. & Job Name], or [Job Name & Job No.].
[User Name]	Set whether the user name set in the printer driver is displayed. Value: Off, On
[Paper Feed Mode]	While printing from the computer, select how to feed paper when the paper source and type are specified. Value **[Auto]** Search for the paper source that matches the selected paper size and type. **[Fixed]** Print on paper loaded in the specified paper source.
[MP Tray Priority]	If paper is set in the MP Tray, then it is possible for priority to be given to that MP tray in the paper feed. Value: **[Off]** The printer driver settings are followed. **[Auto Feed]** If Auto is selected in the printer driver and there is paper in the MP tray, then the paper feed will be from the MP tray. **[Always]** If there is paper in the MP tray, then the paper feed will be from the MP tray regardless of what is set in the printer driver.

Item	Description
[Auto Cassette Change]	In this setting, select the operation for the following two actions: 1 Action to switch cassettes when the paper runs out during printing. 2 Action to print when the paper size to be printed is different from the preferred paper size for feeding. Value: [Off], [On] **NOTE** • If you select [Off], when the paper runs out in the cassette being fed, it will request adding paper to the priority paper feed source, stating "Add paper in Cassette X." (X represents the cassette number) or "Add paper in the MP tray.", and then stop printing. Also, if the paper size to be printed is different from paper size in the priority paper feed source, it will also request adding paper to the priority paper feed source and stop printing. • When adding paper in the cassette indicated in the message, printing will resume. • If you want to print from a different cassette, use [Paper Selection] to change the paper source. • If you select this mode [On], even if the paper runs out in the cassette, printing will automatically continue if there is another cassette with a matching size and type of paper.
[Wide A4]	Turn this to on to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation. Value: Off, On
[Resolution]	Set the resolution used for printing. Value: [Fine1200], [600 dpi] **NOTE** Settings that are received from the printer driver have priority over the operation panel settings.
[KIR]	Select the default KIR (smoothing) setting. Value: Off, On

Item	Description
[Printing Job Terminator]	You can select the conditions, which regarded as a job termination if the print job cannot be processed until the end due to your environment and the other reason. Value: **[EOJ (End of Job)]** The command recognized as a termination of the job data is regarded as one job until it is detected. **[End of Network Session]** The data included in a network session at network connection is regarded as one job. **[UEL (Universal Exit Language)]** The UEL included in the termination of the job data is regarded as one job until it is detected.
[Remote Printing]	Select whether to prohibit printing that is performed without operating the machine. When [Prohibit] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document. Value: [Prohibit], [Permit] **NOTE** If [Prohibit] is selected, printing and storing using Quick Copy and Proof and Hold functions are disabled. Printing a received FAX (optional) is not prohibited.
[Direct Printing from Web]	Set whether to allow Direct Printing from Command Center RX. Value: [Not Allowed], [Allowed] ➡ **Command Center RX User Guide**

[Document Box]

[...] > [System Menu] > [Function Settings] > [Document Box]

Item	Description
[Quick Setup Registration (Storing in Box)]	➡ [Quick Setup Registration (Storing in Box)] (page 438)
[Quick Setup Registration (Box Print)]	➡ [Quick Setup Registration (Box Print)] (page 438)

[Job Box]

[...] > [System Menu] > [Function Settings] > [Job Box]

Item	Description
[Quick Copy Job Retention]	To maintain free space on the machine's memory, you can set the maximum number of stored jobs. Value: number between 0 and 300 **NOTE** When 0 is set, Quick Copy cannot be used.
[Deletion of Job Retention]	This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time. Value: [Off], [1 hour], [4 hours], [1 day], [1 week] **NOTE** This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

[Subaddress Box]

[...] > [System Menu] > [Function Settings] > [Subaddress Box]

Registers a subaddress box that uses subaddress based communication.

Displays only when optional FAX Kit is installed.

For details, refer to the following:

➡ **FAX Operation Guide**

[Fax Memory RX Box]

[...] > [System Menu] > [Function Settings] > [Fax Memory RX Box]

Set whether to print immediately for the FAX documents received or to save them in the Fax Memory RX Box.

➡ **FAX Operation Guide**

[Cloud Access Setting]

[...] > [System Menu] > [Function Settings] > [Cloud Access Setting]

Set connection and editing restrictions for Kyocera Cloud Access.

➡ Cloud Linkage Function (page 311)

[Home]

[...] > [System Menu] > [Function Settings] > [Home]

Configure settings for the home screen.

➡ Editing the Home Screen (page 59)

[Status]

[...] > [System Menu] > [Function Settings] > [Status]

[Job Status/Job Logs Settings]

Set the display method of the Status/Log.

Item	Description
[Display Jobs Detail Status]	Value: [Show All], [My Jobs Only], [Hide All]
[Display Jobs Log]	Value: [Show All], [My Jobs Only], [Hide All]
[Display Fax Log]*1	Value: [Show All], [Hide All]
[Pause/Resume of All Print Jobs]	Value: [Prohibit], [Permit]

*1 Displayed only when the optional FAX Kit is installed.

[Remote Services]

[...] > [System Menu] > [Function Settings] > [Remote Services]

When the trouble occurs with this product, it is possible to explain the operational procedure and the troubleshooting method through the internet from our sales office by accessing the operation panel screen of this product while operating the screen.

NOTE

When using the remote service settings, it is necessary to make a contract with our company.

Please contact our sales office or our authorized dealer (purchase source) for the details.

[TWAIN/WIA]

[...] > [System Menu] > [Function Settings] > [TWAIN/WIA]

Item	Value
[Enhanced WSD]	Set whether to use our proprietary web services. Value: Protocol Settings: Off, On Available networks: Wi-Fi Direct, Wi-Fi, and Wired
[Enhanced WSD over TLS]	Set whether to use our proprietary web services. Value: Protocol Settings: Off, On Available networks: Wi-Fi Direct, Wi-Fi, and Wired

NOTE

The setting will be changed after restarting the device or network.

If you select [Off], the Kyocera WIA Driver, Kyocera TWAIN Driver, and Network FAX driver are not available.

[CO2 Emission Chart]

[...] > [System Menu] > [Function Settings] > [CO2 Emission Chart]

Configure the CO_2 emission chart settings.

Item	Description
[Default Display]	Select the type of graph first displayed when checking the chart. Value: [CO2 Emission (Estimate)], [Power Consumption (Estimate)]
[Default Display Unit]	Configure the basic units for the graph. Value: [Month], [Year]
[CO2 Emission Factor]	Enter the CO_2 emission coefficient released by your electricity provider. Value: 0 - 9999 (Units are g-CO_2/kWh. Multiply by 1,000 for kg-CO_2/kWh.)
[Data Reset]	Reset the information displayed in the CO_2 emission chart. In the confirmation screen, select [OK].

[Network Settings]

Configures network settings.

[Host Name]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Host Name]

Item	Description
[Host Name]	Check the host name of the machine. Host name can be changed from Command Center RX. ➡ Changing Device Information (page 138)

[Proxy]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Proxy]

Item	Description
[Proxy]	Set the proxy for connection to the Internet from an application. Value: [Off], [Use Different Proxy Server], [Use the Same Proxy Server for All Protocols]

[Wi-Fi Direct Settings]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Direct Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 811)

Item	Description
[Wi-Fi Direct]	Select whether to use Wi-Fi Direct. Value: Off, On
[Device Name]	Specify the device name. **NOTE** • This function is displayed when [Wi-Fi Direct] is set to On.
[IP Address]	Check the IP address of the machine. ➡ TCP/IP Settings (page 497) **NOTE** This function is displayed when [Wi-Fi Direct] is set to On.
[Auto Disconnect]	Automatically disconnect devices connected through Wi-Fi Direct. Value: Off, On **NOTE** • If you select On, set the waiting time for automatic disconnection. • This function is displayed when [Wi-Fi Direct] is set to On.
[Persistent Group]	Set whether Wi-Fi Direct connection as Persistent Group (information for the connection is kept even if the power is turned off). Value: Off, On **NOTE** This function is displayed when [Wi-Fi Direct] is set to On.

Item	Description
[Frequency Band]	Set the frequency band to be used. Value: 2.4GHz, 5GHz
[Password]	Select whether the Wi-Fi Direct password is automatically generated or created manually. When Off is selected, the Persistent Group setting changes to On. Value: Off, On **NOTE** If you selected On, set a password.

[Wi-Fi Settings]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wi-Fi Settings]

Set Wi-Fi.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 811)

Wi-Fi

Item	Description
[Wi-Fi]	Select whether to use Wi-Fi. Value: Off, On

Connection Status

This can be used to check the wireless LAN Status.

Setup

[Available Network]

Displays access points to which the machine can connect.

Item	Description
[Index]	Select the key index of the access point. Value: 0 to 3

[Push Button Method]

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.

NOTE

The push button method supports only WPS.

[PIN Code Method (Device)]

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

[Custom Setup]

The detailed settings for wireless LAN can be changed.

Item	Description
Network Name (SSID)	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.
Network Authentication	Select network authentication type. Value: [Open], [WPA2/WPA-PSK], [WPA2-PSK], [WPA2/WPA-EAP], [WPA2-EAP], [WPA3-SAE/WPA2-PSK], [WPA3-SAE], [WPA3/WPA2-EAP], [WPA3-EAP]

Item	Description
[Encryption]	Select an encryption method. The setting values vary depending on the Network Authentication setting. Value: **WPA2/WPA-PSK** AES, Auto, Preshared key (Up to 64 characters) **WPA2-PSK** Preshared key (Up to 64 characters) **WPA2/WPA-EAP** AES, Auto **WPA2-EAP** – **WPA3-SAE/WPA2-PSK** Preshared key **WPA3-SAE** Preshared key **WPA3/WPA2-EAP** – **WPA3-EAP** –

TCP/IP Settings

[TCP/IP]

Select whether to use TCP/IP.

Value: Off, On

[IPv4 Settings]

Set up TCP/IP (IPv4) to connect to the network. This setting is available when [TCP/IP] is set to [On].

Item	Description
[DHCP]	Select whether to use the DHCP (IPv4) server. Value: Off, On
[Auto-IP]	Select whether to use Auto-IP. Value: Off, On
[IP Address]	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.
[Subnet Mask]	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.
[Default Gateway]	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

Item	Description
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine OFF and then ON.

[IPv6 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6]	Select whether to use IPv6. Value: Off, On **NOTE** Selecting On displays IP address in [IP Addr. (Link Local)] after restarting the network.
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value: **IP Address (Manual)** 128-bit address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length** 0 to 128 **Default Gateway** 128-bit address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to On. To enter "Default Gateway", set [RA (Stateless)] to Off.

Item	Description
[RA (Stateless)]	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to On. Selecting On displays IP address in [IP Address (Stateless)] after restarting the network.
[DHCP]	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to On. Selecting On displays IP address in [IP Address (Stateful)] after restarting the network.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

IMPORTANT

After changing the setting, restart the network or turn the machine Off and then On.

[Wired Network Settings]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Wired Network Settings]

Configure wired network settings.

TCP/IP Settings

[TCP/IP]

Select whether to use TCP/IP.

Value: Off, On

[IPv4 Settings]

Item	Description
[DHCP]	Select whether to use the DHCP (IPv4) server. Value: Off, On
[Auto-IP]	Select whether to use Auto-IP. Value: Off, On
IP Address	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.
Subnet Mask	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.
Default Gateway	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to On, the value cannot be entered.

Item	Description
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in [IP Address].
- After changing the setting, restart the network or turn the machine Off and then On.

[IPv6 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6]	Select whether to use IPv6. Value: Off, On **NOTE** Selecting On displays IP address in [IP Addr. (Link Local)] after restarting the network.

Item	Description
Manual Setting	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value: **IP Address (Manual)** 128-bit address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **Prefix Length** 0 to 128 **Default Gateway** 128-bit address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **NOTE** This function is displayed when [IPv6] is set to On. To enter "Default Gateway", set [RA (Stateless)] to Off.
[RA (Stateless)]	Select whether to use RA (Stateless). Value: Off, On **NOTE** This function is displayed when [IPv6] is set to On. Selecting On displays IP address in [IP Address 1 to 5 (Stateless)] after restarting the network.
[DHCP]	Select whether to use the DHCP (IPv6) server. Value: Off, On **NOTE** This function is displayed when [IPv6] is set to On. Selecting On displays IP address in [IP Address (Stateful)] after restarting the network.
DNS Server Address	Set the IP address of DNS (Domain Name System) server. Value: [Use DNS Server from DHCP], [Use the following DNS Server] **NOTE** When [Use the following DNS Server] is selected, you can enter static DNS server information in the Primary and Secondary fields provided.

Item	Description
DNS over TLS	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

IMPORTANT

After changing the setting, restart the network or turn the machine Off and then On.

Others

Item	Description
[LAN Interface]	Specify the settings for the LAN interface to be used. Value: [Auto], [10BASE-T Half], [10BASE-T Full], [100BASE-TX Half], [100BASE-TX Full], [1000BASE-T]

IMPORTANT

After changing the setting, restart the network or turn the machine Off and then On.

[Protocol Settings]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

Configure protocol settings.

[SMTP (Email TX)]

➡ [Email Settings] (page 468)

[POP3 (Email RX)]

➡ [POP3] (page 468)

[FTP Client (Transmission)]

➡ [FTP Settings] (page 469)

[FTP Server (Reception)]

Item	Description
[Protocol Settings]	Select whether to receive documents using FTP.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi, and Wired. Value: [Disable], [Enable]

[SMB Client (Transmission)]

➡ [SMB Settings] (page 469)

[SMB Server (Reception)]

Item	Description
[Protocol Settings]	Set whether to send documents using SMB. Value: Off, On Set whether to send documents using SMB or SMBv1. To use this, select On in these settings. To use SMBv1 furthermore, set these settings to On.*1
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[WSD Scan]

➡ [WSD Scan] (page 471)

[WSD Print]

➡ [WSD Print] (page 471)

[ThinPrint]

Item	Description
[Protocol Settings]	Select whether to use ThinPrint. To use the ThinPrint protocol, set the protocol to On. The default port number is 4000.*1*2 Value: Off, On **NOTE** This function is displayed only when the optional ThinPrint Option is activated.
[ThinPrint over TLS]	To use the ThinPrint over TLS protocol, set [ThinPrint over TLS] and [TLS] to On. Value: Off, On **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Command Center RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi, and Wired. Value: [Disable], [Enable]

[LPD]

Item	Description
[Protocol Settings]	Selects whether to receive documents using LPD.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[Raw]

Item	Description
[Protocol Settings]	Select whether to receive documents using Raw Port.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi, and Wired. Value: [Disable], [Enable]

[IPP]

Item	Description
[Protocol Settings]	Selects whether to receive documents using IPP. To use the IPP protocol, set [IPP] to [On], and set [TLS] to [Off]. In addition, select [Not Secure (IPP&IPPS)] on IPP Security under Security Settings from the Command Center RX. The default port number is 631.*1 Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi, and Wired. Value: [Disable], [Enable]

[IPP over TLS]

Item	Description
[Protocol Settings]	To use the IPP protocol, set [IPP] and [TLS] to [On]. The default port number is 443.*1*2 Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Command Center RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi, and Wired. Value: [Disable], [Enable]

[HTTP]

Item	Description
[Protocol Settings]	Select whether to communicate using HTTP.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[HTTPS]

Item	Description
[Protocol Settings]	Select whether to communicate using HTTPS.*1*2 Value: Off, On

Item	Description
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[LDAP]

Select whether to use LDAP.

Value: Off, On

[SNMPv1/v2c]

Item	Description
[Protocol Settings]	Select whether to communicate using SNMP.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[SNMPv3]

Item	Description
[Protocol Settings]	Select whether to communicate using SNMPv3.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[Enhanced WSD]

Item	Description
[Protocol Settings]	Set whether to use our proprietary web services.*1 Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA, TWAIN, and Network FAX drivers.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[Enhanced WSD over TLS]

Item	Description
[Protocol Settings]	Set whether to use our proprietary web services over TLS.*1*2 Value: Off, On **NOTE** Selecting [Off] will disable the functionality of WIA, TWAIN, and Network FAX drivers.
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[eSCL]

Item	Description
[Protocol Settings]	Selects whether to receive scanned documents using eSCL.*1 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[eSCL over TLS]

Item	Description
[Protocol Settings]	Selects whether to receive scanned documents using eSCL over TLS.*1*2 Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[VNC (RFB)]

Item	Description
[Protocol Settings]	This is set when starting up a VNC Viewer (example: RealVNC) to use the Remote Operation.*1 The default port number is 9062. Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[VNC (RFB) over TLS]

Item	Description
[Protocol Settings]	This is set when starting up a VNC Viewer (example: RealVNC) to use Remote Operation protected by TLS.*1*2 The default port number is 9063. Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Command Center RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[Enhanced VNC (RFB) over TLS]

Item	Description
[Protocol Settings]	This is set when starting up Command Center RX to use Remote Operation protected by TLS.*1*2 The default port number is 9061. Value: Off, On, 1 to 32767 (Port Number) **NOTE** • The default setting is [On]. • When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Command Center RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[REST]

Item	Description
[Protocol Settings]	Select whether to communicate using REST.*1 Value: Off, On, 1 to 32767 (Port Number)
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[REST over TLS]

Item	Description
[Protocol Settings]	Select whether to communicate using REST over TLS.*1*2 Value: Off, On, 1 to 32767 (Port Number) **NOTE** When selecting [On], it also requires a certificate for TLS. The default certificate is the self-certificate of the machine. ➡ **Command Center RX User Guide**
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[Communication Protocol]

Configure the messaging protocol as appropriate for your environment.

Value: [MQTT], [XMPP]

IMPORTANT

Depending on the protocol, it may be necessary to restart the network or turn the power off/on after changing the settings.

*1 The setting will be changed after restarting the device or network.

*2 Set "TLS" to [On] in Security Settings.

[Ping]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Ping]

Item	Description
[Ping]	Checks if communication with the destination by entering the host name or IP address of the destination is possible. **NOTE** If [Primary Network (Client)] is set to [Others], this item is not displayed. ➡ Primary Network (Client) (page 520)
[Ping Timeout]	➡ [Ping Timeout] (page 437)

[Bonjour]

[...] > [System Menu] > [Network Systems] > "Network Settings" [Bonjour]

Item	Description
[Protocol Settings]	Select whether to use Bonjour. Value: Off, On
Available Network	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and Wired. Value: [Disable], [Enable]

[IP Filter (IPv4)]

[...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv4)]

Item	Description
[IP Filter (IPv4)]	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Command Center RX. If nothing is specified on this page, access from all hosts is allowed. Value: [Off], [On] ➡ **Command Center RX User Guide**

[IP Filter (IPv6)]

[...] > [System Menu] > [Network Settings] > "Network Settings" [IP Filter (IPv6)]

Item	Description
[IP Filter (IPv6)]	Configure IP filters. IP filters restrict access to the machine based on the IP addresses and protocols. Specify the IP addresses or network addresses of the hosts to which access is granted from Command Center RX. If nothing is specified on this page, access from all hosts is allowed. Value: [Off], [On] ➡ **Command Center RX User Guide**

[IPSec]

[...] > [System Menu] > [Network Settings] > "Network Settings" [IPSec]

Item	Description
[IPSec]	Select whether to use IPSec. Value: [Off], [On]

[Restart Network]

[...] > [System Menu] > [Network Settings] > "Network Settings" [Restart Network]

Item	Description
[Restart Network]	Restarts the network.

Connectivity

[...] > [System Menu] > [Network Settings] > "Connectivity"

[Bluetooth]

Item	Description
[Bluetooth]	Use Bluetooth keyboard. Value: Off, On
[Device]	Select a keyboard.

[Fax Server]

Item	Description
[Fax Server]	Select whether to use FAX Server. Value: Off, On
[Address Settings]	This specifies a prefix, suffix, and domain name to be attached to a destination. **NOTE** For information about the fax server, contact the fax server administrator.
[File Format]	Set the default type of files. Value: [PDF], [TIFF], [XPS]
[Address Book Type]	This specifies the External Address Book and Departmental Address Book to be used. **NOTE** • This setting is available when [FAX Server] is set to [On]. • This is not displayed if the External Address Book or Departmental Address Book is not configured. ➡ **Command Center RX User Guide**

[Remote Operation]

Configure settings for remote operation.

Value: Off, On

When you set [Remote Operation] to On, configure the Use Restriction.

[Off]

Users without administrator privileges can also execute remote operation.

[Use Password]

Enter the password, then re-enter it to confirm.

[Administrator Only]

Only administrators can execute the remote operation.

NOTE

When selecting [Administrator Only], the remote operation using VNC software is unavailable.

Others

[...] > [System Menu] > [Network Settings] > "Others"

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit (IB-37 or IB-38) is an option for some models. Contact your dealer or our sales or service representatives for details.

➡ IB-37/IB-38 <Wireless Network Interface Kit> (page 811)

Item	Description
[Primary Network (Client)]	Select the network interface to be used for the send function that this machine functions as a client, the network authentication and connecting to external address book. Value: [Wi-Fi], [Wired Network] • [Wi-Fi] is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed. • You can set and use [Wired Network] or [Wi-Fi] individually for the email send connection.
[Restart Entire Device]	Restart the machine without turning the power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

[Security Settings]

Configures security settings.

[Security Quick Setup]

[...] > [System Menu] > [Security Settings] > [Security Quick Setup]

Item	Description
[Security Quick Setup]	Select a security level close to your operating environment and customize the security functions, as necessary. Value: **[Level 1]** This is the factory default. **[Level 2]** The security functions of the network are changed. **[Level 3]** All functions that protect the machine are enabled, and functions that are not protected are disabled. **NOTE** • This function is available when you have logged in as administrator. ➡ Adding a User (Local User List) (page 548) • The settings will be enabled when the device or network is restarted after selecting the level. ➡ Restart Entire Device (page 520) ➡ [Restart Network] (page 517) • If you change any security settings after selecting the security level, "Custom" is displayed on Security Quick Setup.

The configuration methods are as follows:

1 Display the screen.

[...] > [System Menu] > [Security Settings] > [Security Quick Setup]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select a security level according to your operating environment.

3 Configure the security function, as necessary.

NOTE

Refer to the following for the settings of each security level.

➡ Security Quick Setup Function List (page 839)

4 Restart the device or network.

➡ Restart Entire Device (page 520)

➡ [Restart Network] (page 517)

Interface Block Setting

[...] > [System Menu] > [Security Settings] > "Interface Block Setting"

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
[USB Host]	This locks and protects the USB port (USB host). Value: [Unblock], [Block]
[USB Device]	This locks and protects the USB interface connector (USB Device). Value: [Unblock], [Block]
[USB Drive]	This locks and protects the USB memory slot. Value: [Unblock], [Block] **NOTE** This function is available when USB Host is set to [Unblock].
[Restart Entire Device]	Restart the machine without turning the power switch off. **IMPORTANT** After changing "Interface Block Setting", restart the network or turn the machine OFF and then ON.

Device Security Settings

[...] > [System Menu] > [Security Settings] > "Device Security Settings"

Item	Description
[Unusable Time]*1	Set a time period during which the machine will not print received faxes. ➡ **FAX Operation Guide**
[Job Status/Job Logs Settings]	➡ [Job Status/Job Logs Settings] (page 486)
[Security Level]	Specify the security level. Value: **[Low]** This mode is used during maintenance. Do not use it normally. **[High]** This is the security setting we recommend. Use this setting normally. **[Very High]** In addition to [High] setting, this setting disables the machine settings to be changed from external command. **NOTE** This function is available when you have logged in as machine administrator. ➡ Adding a User (Local User List) (page 548)
[Remote Printing]	➡ [Remote Printing] (page 479)
[RAM Disk Setting]	Create a RAM disk and set its capacity. You can print data from the job box by creating a RAM disk. **[RAM Disk Size]** Value: Off, On **NOTE** Set [RAM Disk Size] to On and enter the amount of RAM disk space. Setting range varies depending on the size of the onboard memory.
[Software Verification]	Verify the installed software. Select [Start Verification] to start verification. If an error occurs during software verification, contact your dealer or service representative.
[Administrator Authentication on Firmware Update]	Request an administrator to approve when updating firmware. Value: [Off], [On]

Item	Description
[Allowlisting]	In case if the unauthorized program or the program that has tampered are installed, the stored data or the contents of the communication in this program might be stolen. Once this function is activated, execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system. Value: [Off], [On] **NOTE** • After setting it to [On], it is necessary to turn the power off and on. • Once this function is activated, the start up of this product will be slowed. • When detecting the malicious program, there are two types of method "Event report" and "Event log" to grasp the contents. The Event report can be enabled by Command Center RX > "Management Settings: Notification/Report" [Recipient1 (to 3) E-mail Address] > specify the mail address, and [Notify when Malicious Program is Detected] > [On]. The Event log can be enabled by Command Center RX >"Management Settings: History settings" [Device Log History] > [On] or, from the machine's touch panel, [...] > [System Menu] > [Notification/Report] > "History settings" [Device Log History Settings] > [Device Log History] > [On]. • In case of setting [Security Quick Setup screen] to [Level 3], [Device Log History] in the [Management Settings: History Settings] will be set to [On]. ➡ [Remote Printing] (page 479)
[Remaining Print Jobs]	These settings are for print jobs that require security considerations, such as passwords. If you select [Cancel], any user attempts to log out will be aborted, including any jobs waiting to print. Value: [Cancel], [Continue]
[Secure Boot]	Secure boot is a function that detects tampering with the BIOS or firmware when starting the machine. It verifies the electronic signature given to the BIOS or firmware and stops the execution of the BIOS or firmware if tampering is detected. Value: [BIOS], [BIOS + Firmware] **IMPORTANT** If tampering is detected and the secure boot fails, the panel screen will turn white after 1 minute.
[Administrator Authentication on Data Import/Export]	Request an administrator to approve when importing or exporting data. Value: [Off], [On]

Item	Description
[Firmware Update]	Set whether to allow firmware updates using the firmware update tool. Value: [Not Allowed], [Allowed]

*1 Displayed only when the optional FAX Kit is installed.

[Data Security]

[...] > [System Menu] > [Security Settings] > "Device Security Settings" [Data Security]

Configure settings for data stored in the machine's memory.

[Data Sanitization]

Return the following information registered in the machine to the factory defaults.

- Address Book
- Favorites
- System settings
- Fax transmission and reception / forwarding data
- Transmission histories
- Local FAX Name
- Local FAX Number
- Optional applications

NOTE

- Print the data sanitization report and then confirm that security data is deleted.
  ➡ Data Sanitization Report (page 453)
- Once in progress, the processing cannot be canceled.
- Before performing this function, disconnect modular, network, and other cables.
- Before performing this function, set all interface block settings to [Unblock].
  ➡ Interface Block Setting (page 523)
- Do not turn the power off while sanitizing the data. If the power is turned off during data erasing, erasing will be executed automatically when the power is restored, however, complete erasure cannot be guaranteed.

Item	Description
[Run Immediately]	Data Sanitization will be performed.
[Reserve a Sanitization Time]	Completely erase address and image data saved in the device at the scheduled time. Value: Off, On If On is selected, set the date and time that sanitization is to be performed. The setting range is Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23).

Item	Description
[Device Use After Sanitization]	The device uses restrictions after the data sanitization is completed. The device cannot be used if [Prohibit] is selected. Value: [Prohibit], [Permit]
[Data Sanitization Report]	Print the data sanitization report.

[Backup and Restore]

[...] > [System Menu] > [Security Settings] > [Backup and Restore]

This function allows you to back up and restore target data.

[Backup]

Item	Description
[Run Immediately]	This allows you to back up your data immediately. Configure the destination of the backup data. **[USB Drive]** Set USB Drive as the destination for your backup data. **[SMB]** Set SMB as the destination for your backup data.
[Auto Backup]	This allows you to automatically back up data at a specified time. Value: **[Off]** Disables auto backup. **[Daily]** Enables automatic backup daily. **NOTE** If you select [Daily], configure Start Time. Value: Hour (0-23), Min. (0-59) **[Weekly]** Enables automatic backup every week. **NOTE** If you select [Weekly], specify the day of the week and the start time. **Day of the Week** Value: [Monday], [Tuesday], [Wednesday], [Thursday], [Friday], [Saturday], [Sunday] **Start Time** Value: Hour (0 - 23), Min. (0 - 59)

Item	Description
[Items to Backup]	This allows you to select the data that you want to back up. **[All]** Back up all the data. **[Specify Each Item]** This allows you to specify the data that you want to back up. **[Device Settings]** Value: Off, On **[Network Settings]** Value: Off, On **[Job Accounting/Authentication]** Value: Off, On **[Common Address Book]** Value: Off, On **[Fax Memory RX Box]** Value: Off, On **[User Information and Box]** Value: Off, On **NOTE** If set to On, the following data are included during backup: • Fax Related Box/Forward Settings*1 • Favorites and Shortcuts • Common Address Book • Departmental Address Book • Fax Memory RX Box*1

[Restore]

This function allows you to restore data using USB Drive or SMB.

Item	Description
[USB Drive]	Allows you to restore data from the USB Drive.
[SMB]	Allows you to restore data using SMB.

[Log]

This allows you to view backup history.

[Backup Location Settings]

This allows you to set the backup location for your data.

Item	Description
Host Name	Check the host name of the machine. You can change the host name from the Command Center RX. ➡ Changing Device Information (page 138)
Folder Path	Specify the folder location where the data will be stored.
Port	Specify the port number. If the port number is not specified, the default port number is 445.
Login User Name	Enter the login user name.
Login Password	Enter the login password. Uppercase and lowercase letters are distinguished (case-sensitive).
[Connection Test]	Test the connection to the specified backup location.
Password to Encrypt	Set a password for backup data encryption.
Email Address to Notify Results	Enter an email address to receive the notification results.

*1 Included only if the optional FAX kit is installed.

Authentication Security

[...] > [System Menu] > [Security Settings] > "Authentication Security"

If user authentication is enabled, configure the user authentication settings.

➡ Authentication Security (page 545)

Unknown User Settings

[...] > [System Menu] > [Security Settings] > "Unknown User Settings"

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID.

NOTE

This function is displayed if User login administration or Job accounting is enabled.

➡ Unknown ID Job (page 605)

Network

[...] > [System Menu] > [Security Settings] > "Network"

Item	Description
[TLS]	Select whether to use TLS for communication. Value: [Off], [On]
[Network Access]	Select whether to communicate using SNMP and IPSec. ➡ [SNMPv1/v2c] (page 508) ➡ [SNMPv3] (page 508) ➡ [IPSec] (page 516)

[Job Accounting/Authentication]

[...] > [System Menu] > [Job Accounting/Authentication]

Configure settings related to machine management.

➡ Overview of User Login Administration (page 543)

➡ Overview of Job Accounting (page 581)

[Add/Delete Application]

[...] > [System Menu] > [Add/Delete Application]

Configure settings for Application.

➡ Application (page 258)

➡ Starting Application Use (page 812)

[Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

Image Adjustment

[...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment"

[Density Adjustment]

Adjust density.

Item	Description
[Copy]	Adjust copy density. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Send/Box]	Adjust scan density when sending or storing the data in Document Box. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Fax]	➡ **Fax Operation Guide** **NOTE** Displayed only when the optional FAX Kit is installed.

[Clarify Text (Noise Removal) Settings]

Adjust the legibility of characters.

Item	Description
[Clarify Text Level]	Value: [1 (Low)], [2 (Normal)], [3 (High)]
[Noise Removal Level]	Value: [Off], [1 (Low)], [2 (Normal)], [3 (High)]

[Background Density Adj.]

Darkens or lightens overall background density adjustment.

Item	Description
[Copy (Auto)]	Darkens or lightens overall background density adjustment during copying. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)
[Send/Box (Auto)]	Darkens or lightens overall background density when sending images or storing them in the Document Box. Adjustments can be made in 7 levels. Value: -3 (Lighter), -2, -1, 0 (Normal), 1, 2, 3 (Darker)

[Sharpness Adjustment]

Adjust the sharpness of the image outline.

Item	Description
[Copy]	Sharpen or blur overall image outlines during copying. Adjustments can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, 1, 2, 3 (Sharpen)
[Send/Box]	Sharpen or blur overall image outlines when sending or storing them in the Document Box. Adjustments can be made in 7 levels. Value: -3 (Blur), -2, -1, 0, 1, 2, 3 (Sharpen)

[Contrast]

You can increase or decrease the overall contrast.

Item	Description
[Copy]	Increases or decreases the overall contrast of copies. Value: -3 (Lower), -2, -1, 0 (Normal), 1, 2, 3 (Higher)
[Send/Box]	Increases or decreases the overall contrast when documents are sent or saved in a document box. Value: -3 (Lower), -2, -1, 0 (Normal), 1, 2, 3 (Higher)

[Toner Save Level (EcoPrint)]

Item	Description
[Copy]	Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High) Raising the level reduces toner consumption, but image quality falls.
[Printer]	Select the default Toner Save Level (EcoPrint). Value: 1 (Low) to 5 (High) Raising the level reduces toner consumption, but image quality falls.

[Print Density]

Make the overall print density darker or lighter. Adjustments can be made in 5 levels.

Value: 1 (Lighter) to 5 (Darker)

[Auto Color Correction]

This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white in Auto Color Selection Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

Value: 1 (Color), 2, 3, 4, 5 (B & W)

[Correcting Black Line]

Correct fine lines (streaks caused by contamination), which may appear on the image, when the document processor is used.

Value:

[Off]

No correction performed.

[On (Low)]

Correction performed. The reproduction of fine lines on the original may become lighter than when using [Off].

[On]

Select this item if a streak remains after using [On (Low)]. The reproduction of fine lines on the original may become lighter than when using [On (Low)].

[Image Adjustment]

Item	Description
Drum Refresh	Remove image blur and white dots from the printout. It takes about 2 minutes. The time required may vary depending on the operating environment. Value: [Not Execute], [Execute] **NOTE** Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done. ➡ Drum Refresh (page 797)

[Tone Curve Adjustment]

After prolonged use, or from the effects of surrounding temperature or humidity, the printed output tone may differ from the original. Perform this function to ensure consistency with the original tone.

➡ Tone Curve Adjustment (page 795)

Behavior Adjustment

[...] > [System Menu] > [Adjustment/Maintenance] > "Behavior Adjustment"

[Silent Mode]

Select this mode when the running noise is uncomfortable.

Value: [Off], [On]

NOTE

When [On] is selected, it may take time for the next print job to start.

Others

[...] > [System Menu] > [Adjustment/Maintenance] > "Others"

[Altitude Adjustment]

Adjust the height.

Value: [Normal], [1001 - 2000m], [2001 - 3000m], [3001 - 3500m]

[Diagnostics]

Item	Description
[Software Verification]	➡ [Software Verification] (page 524)

[Online Software Update]

➡ Updating the Software (page 421)

Item	Description
[Firmware]	Check for any firmware updates.
[HyPAS Application]	Check for any HyPAS application updates.

[Online Software Update Settings]

Item	Description
[Firmware Update]	Check to see if online firmware update is available. Value: [Allowed], [Not Allowed] **NOTE** If [Allowed] is selected, you can set [Notification of the Latest] to On to receive firmware update notifications.
[HyPAS Application Update]	Check to see if online HyPAS application update is available. Set [Notification of the Latest] to On to receive HyPAS application update notifications. Value: Off, On

[Restart/Initialization]

Item	Description
[Restart Network]	➡ [Restart Network] (page 517)
[Restart Entire Device]	➡ Restart Entire Device (page 520)

[Service Settings]

Perform the maintenance and inspection of the machine. This menu is primarily used by service personnel for maintenance work.

[Disable or Enable Devices/Functions]

This function allows you to disable or enable devices and functions.

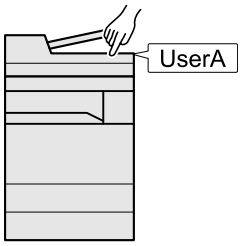
Item	Description
[Disable]	**[Function]** Allows you to disable [Print], [Scan], and [Fax] functions. **[Device]** Allows you to disable the following devices: • [Inner Tray] • [Cassette 1] • [Cassette 2] • [Cassette 3] • [Cassette 4] • [Document Processor]
[Enable]	Enable functions or devices if they are repaired or replaced.

9 User Authentication and Accounting (User Login, Job Accounting)

Overview of User Login Administration....543
Setting User Login Administration....545
Enabling User Login Administration....578
Using User Login Administration....579
Overview of Job Accounting....581
Enabling Job Accounting....583
Job Accounting (Local)....584
Configuring Job Accounting....595
Using Job Accounting....601
Unknown User Settings....605

Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login username and password for user authentication to log in.



In User Login Administration, you can do the following:

- Enable User Login Administration.
  ➡ Enabling User Login Administration (page 578)
- Set the user.
  ➡ Adding a User (Local User List) (page 548)
- Enter the login user name and password, and execute the job.
  ➡ Using User Login Administration (page 579)

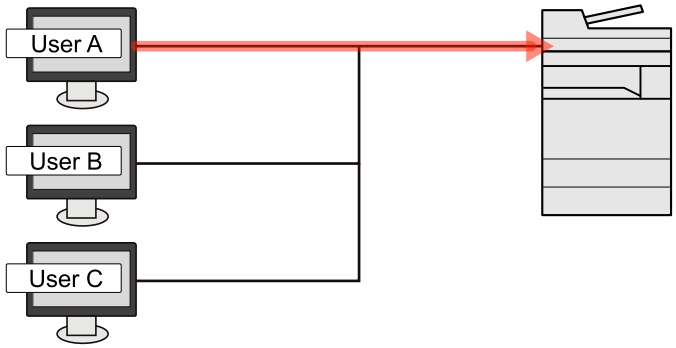
Access is in three levels - "User", "Administrator", and "Machine Administrator". The security levels can be modified only by the "Machine Administrator".

Managing the Job Account from Computer

In addition to the above settings, the following are necessary to manage the job account from computer.

To Manage the Users to Print from Computers

Printer driver settings are necessary to manage the users that print on the machine from computers.



- Set the User Login Administration on the printer driver.
  ➡ Managing the Users that Print on This Machine from a Computer (page 553)
- Print.

Managing the Users to Use TWAIN for Scanning

TWAIN driver settings on the computer are necessary to manage the users that use TWAIN for scanning.

➡ Managing the Users to Scan Using TWAIN (page 555)

Managing the Users to Use WIA for Scanning

WIA driver settings on the computer are necessary to manage the users that use WIA for scanning.

➡ Managing the Users to Scan Using WIA (page 556)

Managing the Users to Send Faxes from a Computer

FAX driver settings on the computer are necessary to manage the users that send faxes from a computer.

➡ Managing the Users that Send Faxes from a Computer (page 558)

The optional FAX Kit is required in order to use fax functionality.

Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Authentication Security

If user authentication is enabled, configure the user authentication settings.

User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

1 **Display the screen.**

[...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [User Account Lockout Settings]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 **Configure the settings.**

The following settings can be selected.

Lockout

Select whether an account lockout policy is enabled.

Value: Off, On

[Lockout Policy]

Specify the conditions and the extent to which the account lockout is applied.

Value	Description
Number of Retries until Locked	Specify how many login retries are allowed until the account is locked out.
Lockout Duration	Specify how long the account is to be locked out until it is unlocked.
Lockout Target	Specify the extent to which the account lockout is applied. You can select from [All] or [Remote Login Only]. [Remote Login Only] locks out all operations from outside the operation panel.

[Locked out Users List]

Displays a list of locked out users. You can unlock a user by selecting from the list, then select [Unlock].

NOTE

This function is displayed when an account lockout policy is enabled.

Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy.

Setting the Password Policy makes it more difficult to break the password.

1 Display the screen.

[...] > [System Menu] > [Job Accounting/Authentication] > "Authentication Security" [Password Policy Settings]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Configure the settings.

Password Policy

Select whether password policy is enabled.

Value: Off, On

If the Password Policy is set to On, the following settings can be configured:

[Minimum Password Length]

Set the minimum password length of characters for password.

Value: Off, On

[Password Complexity]

Set the password complexity.

Value:

Reject common PW and 3 consecutive same chars: Off, On

At least one uppercase letter (A-Z): Off, On

At least one lowercase letter (a-z): Off, On

At least one number (0-9): Off, On

At least one symbol: Off, On

[Maximum Password Age]

Set the maximum password age.

Value: Off, On

[Policy Violated User List]

The list of users does not meet password policy requirements.

Adding a User (Local User List)

This adds a new user. You can add up to 100 users (including the default login user name).

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Add/Edit Local User].

2 Enter the user information.

[Menu] > [Add] > Enter the user information.

User Name

Enter the name displayed on the user list.*1

Login User Name*1

Enter the login user name to login. The same login user name cannot be registered.

Login Password

Enter the password to login.

Confirm Password

Reenter the same password for confirmation.

[Access Level Settings]

Access Level

Select [Administrator] or [User] for user access privileges.

System Admin Permissions

If the Access Level is set to [User], select the privileges that can be set from the following.

- Original/Paper Settings
- Address Book
- User/Job Account Information
- Basic Network Settings
- Basic Device Settings
- Advanced Device/Network Settings

[Account Name]

Add an account where the user belongs. The user who registered an account name can log in without entering the account ID.

➡ Overview of Job Accounting (page 581)

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between settings.
- Select either [Account Name] or [Account ID] to sort the account list.

Email Address

The user can register an email address. The registered address will be automatically selected for subsequent operations that need any mail function.

[ID Card Info]

Register ID card information. Place the ID card on the ID card reader.

NOTE

This function is displayed when the optional ID Card Authentication Kit is activated.

Starting Application Use (page 812)

Local Authorization

Set usage authority for each user.*2

Print Restriction

Select whether to reject usage of all print functions.

Copy Restriction

Select whether use of the copy print function is prohibited.

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Select whether only EcoPrint is allowed.

Send Restriction

Select whether use of the send function is prohibited.

Fax TX Restriction

Select whether use of the fax send function is prohibited.*3

Storing Restriction in Box

Select whether use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether use of the USB Drive store function is prohibited.

[My Panel]

You can register the language selection, default screen, and shortcut settings for each user. Settings registered here can be applied simply by logging in.

NOTE

- For details on entering characters, refer to the following:

  ➡ Character Entry Method (page 814)
- In [My Panel] > [Default Screen] > [Send] or [Fax], select any of the following:
  - Destination
  - Common Address Book
  - Departmental Address Book
  - Ext. Address Book1
  - One-Touch Key
- You can configure the External Address Book in Command Center RX.

  ➡ **Command Center RX User Guide**

3 Select [Save].

A new user is added to the local user list.

NOTE

If simple login is enabled, a confirmation screen appears when new registration is finished asking if you will configure simple login settings. To configure simple login settings, select [Yes]. If you select [No], you will return to the user list screen. For the procedure for configuring simple login settings, refer to the following:

➡ Simple Login Settings (page 571)

*1 Be sure to enter the items.

*2 Displayed when Local Authorization is enabled and [Local Authorization] setting is set to On.

➡ Local Authorization (page 559)

*3 Displayed only when the optional FAX Kit is installed.

Changing User Properties

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Add/Edit Local User].

2 Change the user properties.

1 Select [ ] (information icon) for the user whose properties you prefer to change.

NOTE

- Select either [User Name] or [Login User Name] to sort the user list.
- Search by name or login user name. Select either [Name] or [Login Name] to switch between settings.
- You can only change Administrator user properties when you log in with administrator or machine administrator account.

2 Enter the user information.

- User Name
- Login User Name
- Login Password
- Confirm Password
- Access Level Settings*1
- Account Name
- Cloud User Name
- Email Address
- ID Card Info*1
- Local Authorization*2
- My Panel

For details on each item, refer to the following:

➡ Adding a User (Local User List) (page 548)

3 Select [Save].

The user information is changed.

*1 You can change only when you log in with an administrator or machine administrator authority.
*2 Displayed when Local Authorization is enabled and [Local Authorization] setting is set to On.

➡ Local Authorization (page 559)

Deleting a user

1 Select the user to delete.

2 [Menu] > [Delete] > [Delete]

The selected user will be deleted.

NOTE

The default user with machine administrator rights cannot be deleted.

Managing the Users that Print on This Machine from a Computer

To manage the users that print on this machine from a computer, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

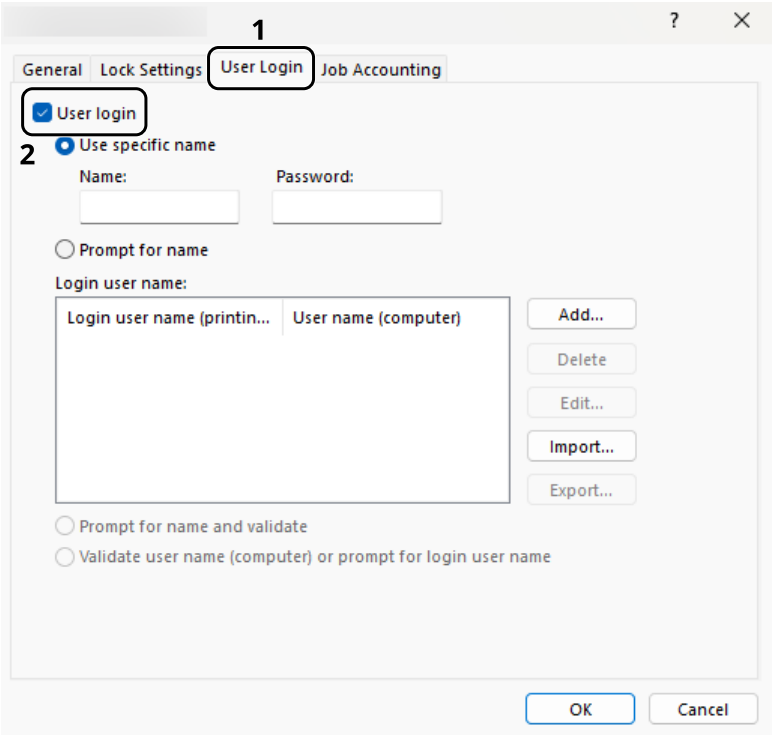
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printer properties].

3 Select [Device Settings], and then select [Administrator].

2 Configure the settings.

1 Select [User Login], and then check the User login checkbox.



2 Set the User Login Administration.

[Use specific name]

This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[Prompt for name]

A screen for entering the user name and password will be displayed when attempting printing. The user name and password must be entered each time printing is attempted.

[Prompt for name and validate]

A screen for entering the user name and password will be displayed when printing. The user name and password stored in the Login user name list needs to be entered. The user name and password must be entered for each print attempt.

[Validate user name (computer) or prompt for login user name]

When printing, the Windows user name is searched in the "Login user names" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Select [OK].

NOTE

For other settings of job accounting, refer to the following:

➡ **Printer Driver User Guide**

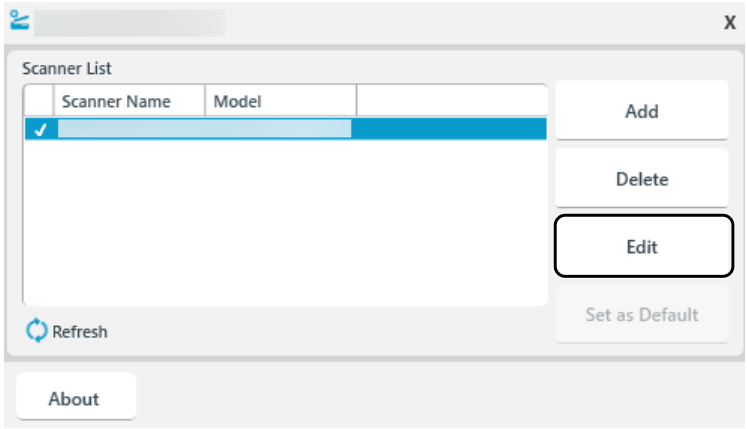
Managing the Users to Scan Using TWAIN

To manage the users that scan using TWAIN, the following settings are necessary in the Kyocera TWAIN Driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 Select the search box in the taskbar, and type "TWAIN Driver Setting". Select [Twain Driver Setting] in the search list. The Kyocera TWAIN Driver screen is displayed.

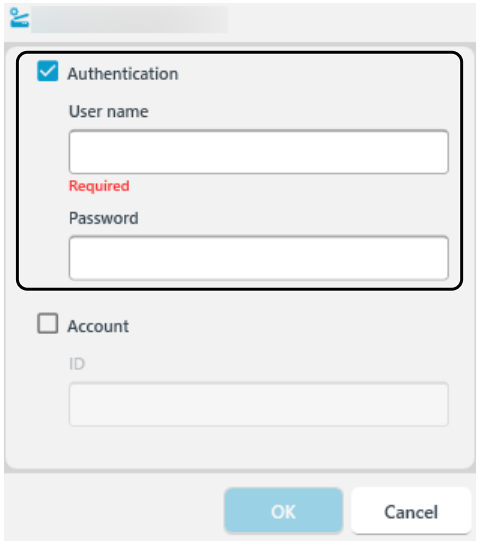
2 Select the machine and select [Edit].



2 Configure the settings.

1 Select [Authentication Settings].

2 Check [Authentication], and enter User name and Password.



3 Select [OK].

Managing the Users to Scan Using WIA

To manage the users that scan using WIA, the following settings are necessary in the Kyocera WIA Driver. Instructions are based on interface elements as they appear in Windows.

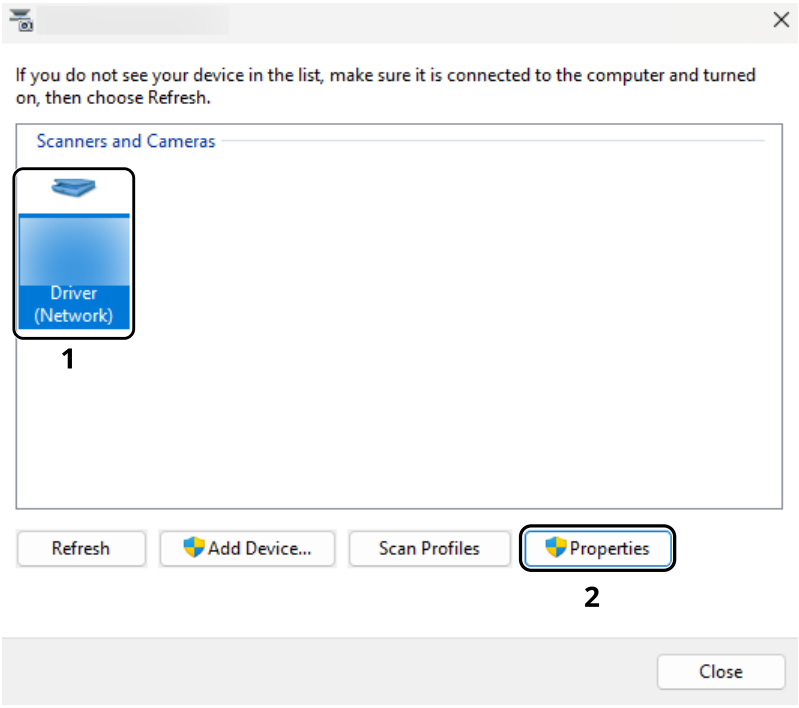
1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel]. Enter "Scanner" in the search box, and then select [View scanners and cameras].

NOTE

For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel]. Select the search box in the Control Panel, and type "scanner". Select [View scanners and cameras] in the search list.

2 Select the machine and select [Properties].

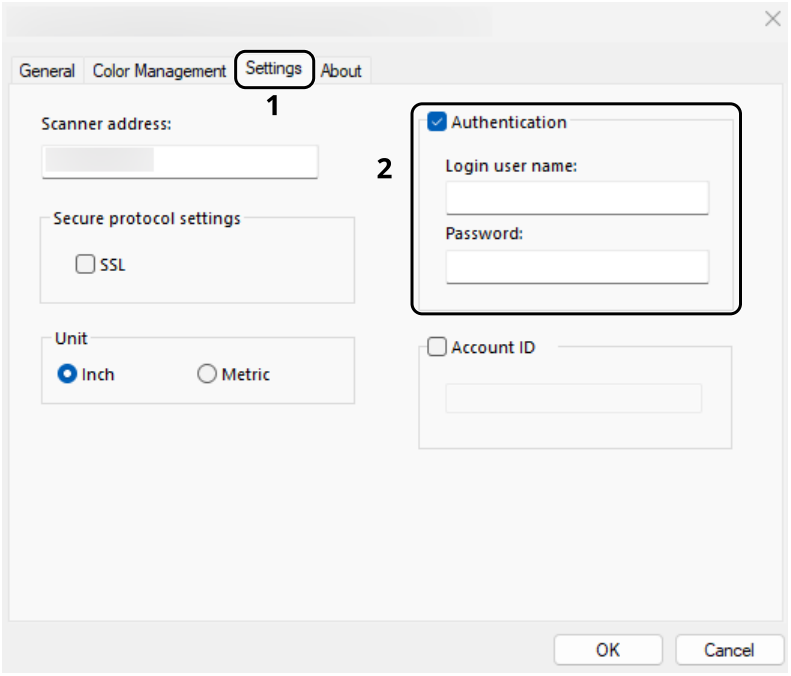


NOTE

If User Account Control window appears, select [Yes].

2 Configure the settings.

1 Select [Settings], and then select [Authentication]. Enter Login user name and Password.



2 Select [OK].

Managing the Users that Send Faxes from a Computer

To manage the users that send faxes from a computer, the following settings are necessary in the FAX driver. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

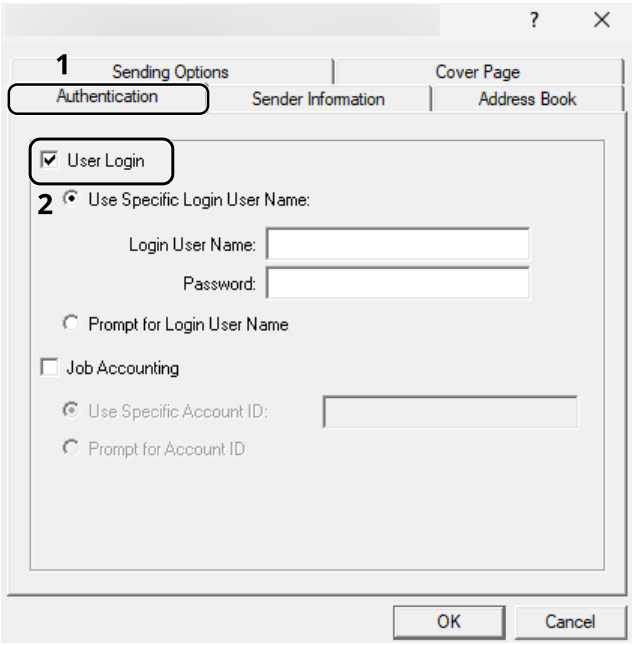
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printing preferences].

3 Select [FAX TX Setting] on the [FAX Setting] window.

2 Configure the settings.

1 Select [Authentication], and then select [User Login].



2 Set the User Login Administration.

[Use Specific Login User Name]

This option can be used to specify a user name and password to use the same User login for every FAX job. If this option is selected, the user does not have to type the name and password for each FAX job.

[Prompt for Login User Name]

A screen for entering the user name and password will be displayed when attempting a transmission. The user name and password must be entered each time a transmission is attempted.

3 Select [OK].

Local Authorization

Select whether to use Local Authorization.

NOTE

When using Local Authorization, the user authentication type must be set to [Local Authentication].

➡ Enabling User Login Administration (page 578)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Local Authorization].

2 Configure the settings.

Select [Off] or [On].

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

Select "User Login Setting" [User Login] > [Network Authentication].

2 Configure the settings.

1 Select [NTLM], [Kerberos] or [Ext.] as the server type and enter the host name for the Authentication Server. When selecting [Ext.] as the server type, enter the port number.

NOTE

- Selecting [Add/Edit/Delete Domain] displays the domain registration list. In the domain registration list screen, select [Add/Edit], and enter the domain name. Up to 10 domain names can be registered.
- If two or more domains are registered, select [Default Domain] and select the default domain.

2 Select [OK].

NOTE

If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

Group Authorization Settings

Set restrictions on machine usage by each individual group registered in the authentication server.

NOTE

To use the group authorization settings, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select [On] for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 578)

➡ [Protocol Settings] (page 505)

Group Authorization

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Group Authorization].

2 Configure the settings.

Select [On] or [Off].

Group List

Register the groups that are restricted the machine usage. Other users and groups belong to "Others".

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

> **NOTE**
>
> If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.
>
> ➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Group List].

2 Configure the settings.

[Menu] > [Add] > Add information on each item.

Group Name

Enter the name displayed on the group list.

Group ID

Enter the ID displayed on the group list.*1

Access Level

Select [Administrator] or [User] for group access privileges.

Print Restriction

Select whether to reject usage of all print functions.

Copy Restriction

Select whether to reject usage of copy functions.

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

Send Restriction

Select whether to reject usage of the send functions.

Fax TX Restriction

Select whether to reject usage of the FAX transmissions.*2

Storing Restriction in Box

Select whether to reject usage of storing in the document boxes.

Storing Restriction in USB Drive

Select whether to reject usage of storing in the USB drive.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 814)

3 Register the group.

Select [Save].

A new group is added to the group list.

*1 For "Group ID", specify PrimaryGroupID assigned by Active Directory of Windows.

*2 Displayed only when the optional FAX Kit is installed.

Guest Authorization Settings

When User Login Administration is enabled, set the functions that guest users who cannot log in to the machine are allowed to use.

NOTE

To use Guest Authorization Settings, User Login Administration must be enabled in "Enabling User Login Administration".

➡ Enabling User Login Administration (page 578)

Enabling Guest Authorization

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Guest Authorization Set.].

2 Configure the settings.

Select [On] or [Off].

NOTE

- If the guest authorization setting is enabled, [Logout] must be selected when logging in.
- In the guest user default settings, only monochrome copying can be used. If you prefer to use a different function, log in as a user who can use that function, or change the settings in the guest properties.

Configuring Guest Property

Register guest user information and functions that are restricted.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Guest Property].

2 Configure the settings.

Check the settings and change or add information as needed.

User Name

Enter the name displayed on the user list. The default setting is "Guest User".

Access Level

The authority of the user appears. This cannot be changed.

[Account Name]

Add an account where the user belongs. If the user does not belong to any account, select [Other Account].

Authorization Rules

Set usage authority for each user. The items you can restrict the access level with are as follows.

Print Restriction

Select whether to reject usage of all print functions.

Copy Restriction

Select whether use of the copy print function is prohibited.

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

Send Restriction

Select whether use of the send function is prohibited.

Fax TX Restriction

Select whether or not use of the fax send function is prohibited.*1

Storing Restriction in Box

Select whether use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether use of the USB Drive store function is prohibited.

3 Register the guest user information.

Select [OK].

*1 Displayed only when the optional FAX Kit is installed.

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server. The username and email address obtained with this setting is shown in the user information, the status confirmation screen, and the header of email.

NOTE

To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method in "Enabling User Login Administration". Select On for "LDAP" in "Protocol Settings".

➡ Enabling User Login Administration (page 578)

➡ [Protocol Settings] (page 505)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Obtain NW User Property].

2 Configure the settings.

Select On for "Obtain NW User Property" and add information on each item.

LDAP Server Information

Server Name

Enter the LDAP server name or the IP address. If a server name is not entered, user information will be acquired from the server set for Network Authentication.*1

Port

Port number for LDAP server. The default port number is 389.

Acquisition of User Information

Name 1

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server.*2

Name 2

Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server.*3

Email Address

Enter the LDAP Attribute to obtain the email address from the LDAP server.*4

Authentication Type

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power off and then on.*5

Search Timeout

Set the amount of time to wait before time-out in seconds.

LDAP Security

Select the type of encryption according to the type of security employed by the LDAP server. The value is [Off], [TLS], or [STARTTLS].

3 Select [OK].

*1 If using Active Directory of Windows, the server name may be the same as the server name entered in the network authentication.

*2 If using Active Directory of Windows, displayName of the attribute may be used as "Name 1".

*3 "Name 2" can be optional. The value assigned for "Name 2" is added to the value assigned in "Name 1".

If a name is assigned in "Name 1", and a department is assigned in "Name 2": "Name Department"

For example: Mike Smith Sales

*4 If using Active Directory of Windows, mail of the attribute may be used as "Email Address".

*5 Appears when the server type is set to "Kerberos" in "Network Authentication".

Network User Authority

Select whether to grant local user rights to network users. If this setting is applied, when a network user logs in, the logged in network user's information is registered as a local user. By setting the account name on the registered local user information, network users can coordinate with job accounting. Displays the "Domain Name" in the user information for local users with rights.

NOTE

- This function is not available when the server type in "Network Authentication" is set to [Ext.].
- For local user information, refer to the following:

➡ Adding a User (Local User List) (page 548)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Network User Authority].

2 Configure the settings.

Set "Give Local User Authority" to On.

User Full Action

Configure the action when the number of users has exceeded when granting local user rights.

Value: [Do Not Add New User], [Delete Old User]

Authority When Offline

Set the expiration date for local user rights that have been granted and that do not require network authentication.

Value: [Always Enabled], [Specify Enabled Period]

When you have selected [Specify Enabled Period], use [+]/[-] or the numeric keys to configure from 1 to 180 days.

[Local Authorization Defaults]

Set the default local user rights that are granted.

Print Restriction

Select whether to reject usage of all print functions.

Copy Restriction

Select whether use of the copy print function is prohibited.

Duplex Restriction

Select whether only duplex printing is allowed.

Combine Restriction

Specify whether only Combine is allowed.

EcoPrint Restriction

Specify whether only EcoPrint is allowed.

Send Restriction

Select whether use of the send function is prohibited.

Fax TX Restriction

Select whether or not use of the fax send function is prohibited.*1

Storing Restriction in Box

Select whether use of the box store function is prohibited.

Storing Restriction in USB Drive

Select whether use of the USB Drive store function is prohibited.

*1 Displayed only when the optional FAX Kit is installed.

Simple Login Settings

The simple login function allows users to log in simply by selecting a user name. Users must be registered in advance to use this functionality.

NOTE

- For user registration, refer to the following:

  ➡ Adding a User (Local User List) (page 548)
- To use Simple Login, User Login Administration must be enabled in "Enabling User Login Administration".

  ➡ Enabling User Login Administration (page 578)
- When the guest authorization setting is enabled, the Simple Login screen is not displayed.

Enabling Simple Login

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Simple Login].

2 Configure the settings.

Select [On] or [Off].

Simple Login Key

Register users to use simple login. You can add up to 20 users.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Simple Login Key].

2 Enter the user information.

1 Select the key to which you want to register a user.

2 Enter the user name to be displayed.

NOTE

For details on entering characters, refer to the following:

➡ Character Entry Method (page 814)

3 Select "User" [Select user].

4 To specify the user from local users, select [Local User]. To specify from network users, select [Network User].

The procedure differs depending on the transmission method selected.

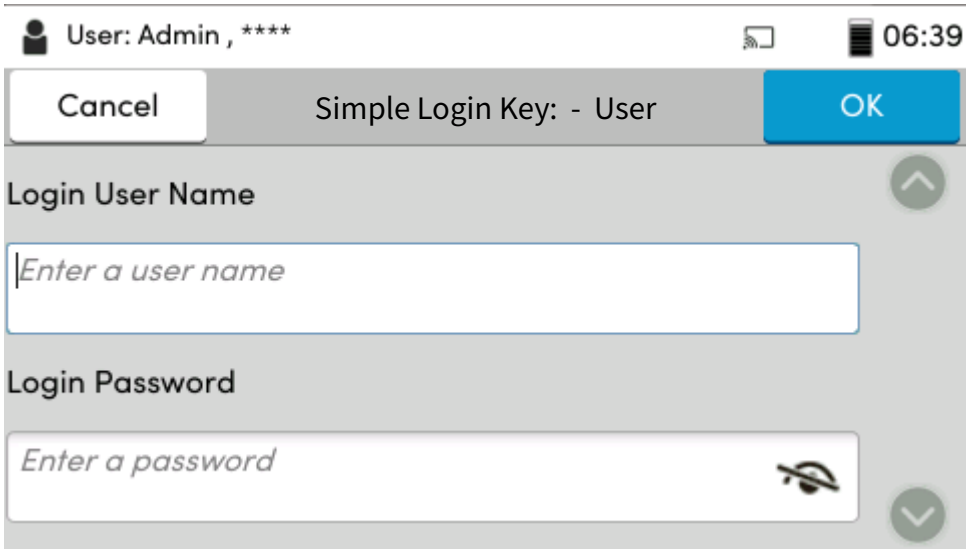
Specifying the user from local users

Select the user to be set for simple login.

NOTE

- Search by login name or name. Select either [Name] or [Login Name] to switch between [Name] and [Login Name].
- Select either [User Name] or [Login User Name] to sort the user list.

Specifying the user from network users



Enter the "Login User Name" and "Login Password" of the user to be registered and select [OK].

If you are specifying a user for whom a domain is set in network authentication, select the "Domain" and select the domain where the user is registered.

NOTE

For details on entering characters, refer to the following:

Character Entry Method (page 814)

5 Select On or Off for "Password".

6 Select the user icon to be displayed.

3 Register the user.

Select [Save].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This function appears when the Card Authentication kit is activated.

➡ Starting Application Use (page 812)

Keyboard Login

When ID card authentication is enabled, select whether login by keyboard is allowed.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "ID Card Settings" [Keyboard Login].

2 Configure the settings.

Select [Prohibit] or [Permit].

Additional Authentication

Select whether to require password entry after authenticating by ID card.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "ID Card Settings" [Additional Authentication].

2 Configure the settings.

Select [Off], [Use Password], or [Use PIN].

NOTE

[Use PIN] is displayed when the server type is set to [Ext.] in "Network Authentication".

➡ PIN Login (page 577)

Quick Job Printing

When a user logs in using an ID card, it displays a list of user-controlled print jobs that were saved in the job-holding box.

NOTE

- This function is not available when the server type in "Network Authentication" is set to [Ext.].
- For details about the quick job printing, please refer to the following.

➡ Printing Document from Stored Job Box (page 225)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [Quick Job Printing].

2 Configure the settings.

Configure various settings by setting "Display List on Login" to On.

Logout after Printing

Sets whether to automatically log out after printing.

Skip Password and Copies Confirmation

Sets whether to skip password entry and verify the number of copies when printing.

PIN Login

NOTE

When using PIN Code Authorization, the network authentication must be enabled and [Ext.] must be selected for server type.

➡ Enabling User Login Administration (page 578)

➡ Server Settings (page 560)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [PIN Login].

2 Configure the settings.

Select [On] or [Off].

Enabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Descriptions
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "User Login Setting" [User Login].

2 Configure the settings.

Select [Local Authentication] or [Network Authentication].

Select [Off] to disable user login administration. If you select [Local Authentication], set [Local Authorization].

➡ Local Authorization (page 559)

If you select [Network Authentication], set [Server Settings].

➡ Server Settings (page 560)

NOTE

If you cannot login because of the setting of the machine, log in with any administrator registered in the local user list and correct the settings.

Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine. Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

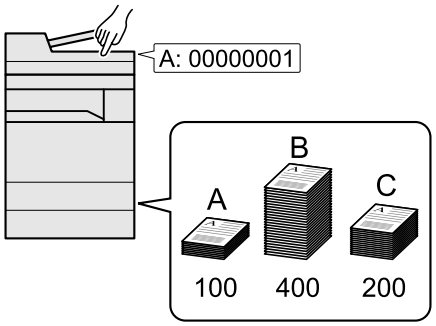
➡ Login (page 73)

Logout

When the operations are complete, select [Logout] to return to the account ID entry screen.

Overview of Job Accounting

Job accounting manages the copy, print, scan, and fax count accumulated by individual accounts by assigning an ID to each account.

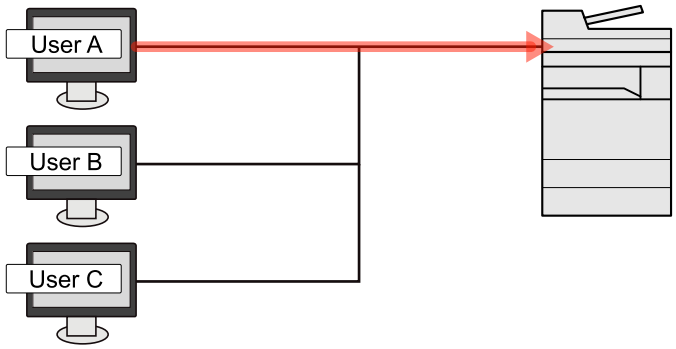


In Job Accounting, you can do the following:

- Enable job accounting.
  ➡ Enabling Job Accounting (page 583)
- Setting an account.
  ➡ Job Accounting (Local) (page 584)
- Enter the assigned account ID when performing the job.
  ➡ Using Job Accounting (page 601)
- Count the number of pages copied, printed, scanned, and faxed.

To Manage the Number of Sheets Used on Jobs Printed from a Computer

To manage the number of jobs to be printed from the computer on the network, you need to configure settings by using the printer driver on the computer.



- Set job accounting for the computer on the network by using the printer driver.
  ➡ Job Accounting for Printing (page 588)
- Execute printing.
- Count the number of pages printed.

Managing the Scan Job Account by Using TWAIN

To manage the scan job account by using TWAIN, you need to configure the TWAIN driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using TWAIN (page 590)

Managing the Scan Job Account by Using WIA

To manage the scan job account by using WIA, you need to configure the WIA driver settings on the computer connected to the machine.

➡ Job Accounting for Scan Using WIA (page 591)

Managing the FAX Job Transmitted from a Computer

To manage the number of FAX jobs transmitted from the computer, you need to configure the settings by using the FAX Driver on the computer.

➡ Job Accounting for the FAX Transmitted from a Computer (page 593)

The optional FAX Kit is required in order to use fax functionality.

Enabling Job Accounting

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Job Accounting].

2 Configure the settings.

Select [Local] or [Network].

Select [Off] to disable Job Accounting.

NOTE

When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting (Local)

You can add, change, and delete an account and set the restriction for each account.

Adding an Account

Up to 100 individual accounts can be added.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

---

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Enter the account information.

1 [Menu] > [Add] > Add information on each item.

Account Name

Enter the account name.

Account ID

Enter the account ID as many as eight digits.

Restriction

This prohibits copying, printing, scanning, or restricts the number of sheets to load.

➡ Restricting the Use of the Machine (page 585)

NOTE

- For details on entering characters, refer to the following:

  ➡ Character Entry Method (page 814)
- Any "Account ID" that has already been registered cannot be used. Enter any other account ID.

---

2 Select [Register].

A new account is added to the Account List.

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available. The items that can be restricted differ depending on whether [Individual] or [Total] is selected for [Copy/Printer Count].

➡ Copier/Printer Count (page 604)

Restriction Items

When Copy/Printer Count is set to [Individual]

Item	Description
[Copy Restriction (Total)]	Limits the number of sheets used for copying.
[Print Restriction (Total)]	Limits the number of sheets used for printing.
[Scan Restriction (Others)]	Limits the number of sheets scanned (excludes copying).
[Fax TX Restriction]*1	Limits the number of sheets sent by fax.

When Copy/Printer Count is set to [Total]

Item	Description
[Print Restriction (Total)]	Limits the total number of sheets used for copying and printing.
[Scan Restriction (Others)]	Limits the number of sheets scanned (excludes copying).
[Fax TX Restriction]*1	Limits the number of sheets sent by fax.

*1 Displayed only when the optional FAX Kit is installed.

Editing an Account

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Edit an account.

1 Select [ ] (information icon) for the account name you want to edit.

NOTE

- To search an account ID, select [Menu] > select either [Name] or [ID].
- Select either [Account Name] or [Account ID] to sort the account list.

2 Change the account information.

3 Select [Save].

A confirmation screen will display to confirm that the information edited will overwrite the current information.

Select [OK] to proceed if there is no issue.

The account information is changed.

Deleting an Account

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Add/Edit Job Accounting].

2 Delete an account.

1 Select the account name you want to delete > [Menu].

NOTE

- To search an account ID or account name, select [Menu] > select either [Name] or [ID].
- Select either [Account Name] or [Account ID] to sort the account list.

2 [Delete] > [Yes]

The account is deleted.

Job Accounting for Printing

To manage the number of jobs to be printed from the computer on the network, you need to configure the following settings by using the printer driver on the computer. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All apps] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

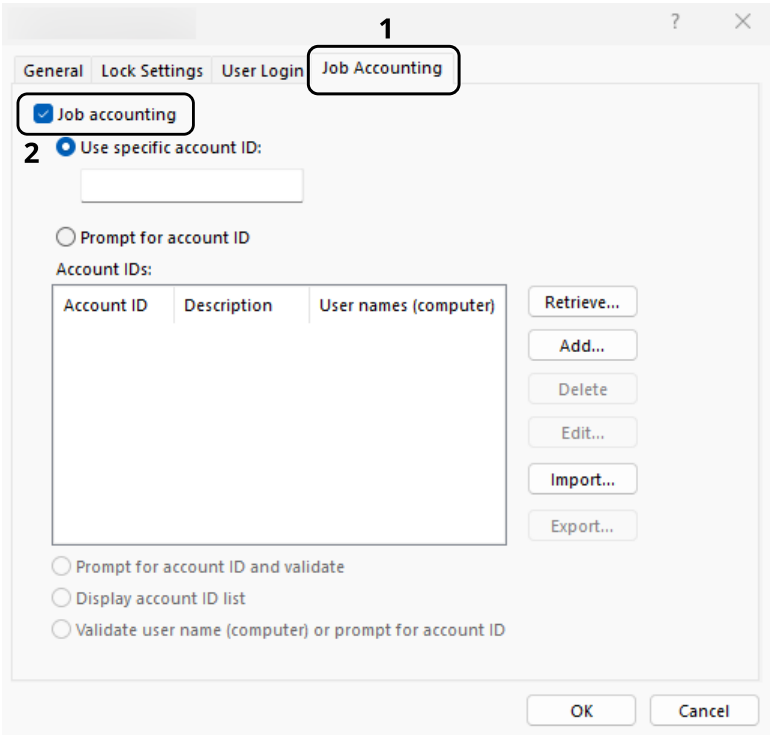
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printer properties].

3 Select [Device Settings], and then select [Administrator].

2 Configure the settings.

1 Select [Job Accounting], then check the Job accounting checkbox.



2 Set the Account ID.

[Use specific account ID]

Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[Prompt for account ID]

A screen for entering the Account ID will be displayed when printing. The Account ID must be entered each time printing is attempted.

[Prompt for account ID and validate]

A screen for entering the Account ID will be displayed when printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time printing is attempted.

[Display account ID list]

The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

[Validate user name (computer) or prompt for account ID]

When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Select [OK].

NOTE

For other settings of job accounting, refer to the following:

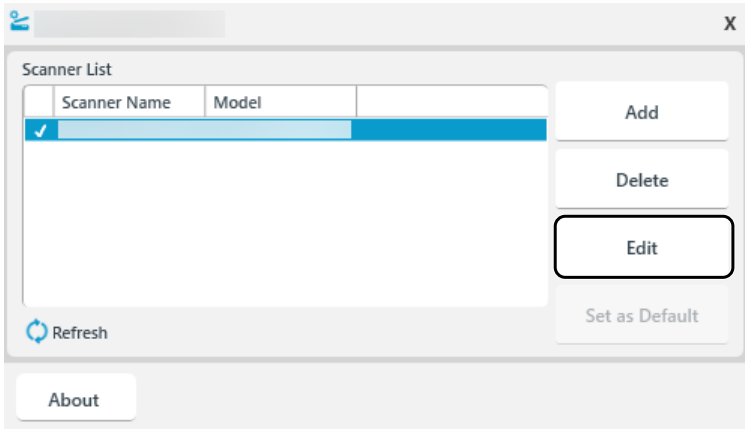
➡ **Printer Driver User Guide**

Job Accounting for Scan Using TWAIN

To manage the number of jobs scanned by using TWAIN, you need to configure the following settings by using the Kyocera TWAIN Driver on the computer. Instructions are based on interface elements as they appear in Windows.

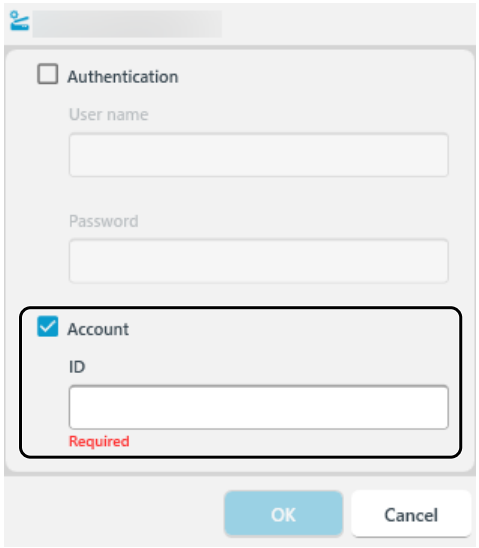
1 Display the screen.

1. Select the search box in the taskbar, and type "TWAIN Driver Setting". Select [Twain Driver Setting] in the search list. The Kyocera TWAIN Driver screen is displayed.
2. Select the machine, select [Edit].



2 Configure the settings.

1. Select [Authentication Settings].
2. Check the [Account] checkbox, and enter the account ID.



3. Select [OK].

Job Accounting for Scan Using WIA

To manage the number of jobs scanned by using WIA, you need to configure the following settings by using the Kyocera WIA Driver on the computer. Instructions are based on interface elements as they appear in Windows.

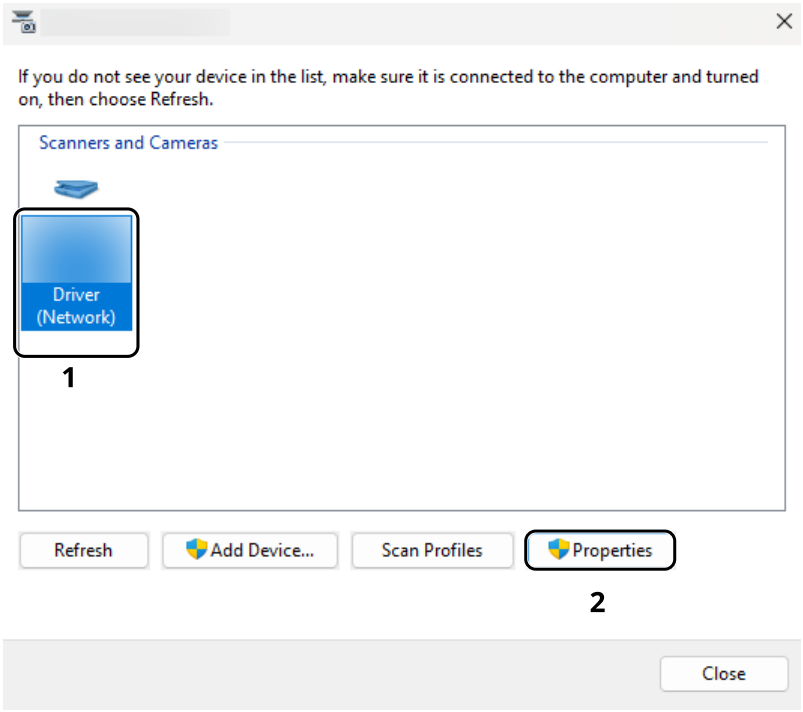
1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel]. Enter "Scanner" in the search box, and then select [View scanners and cameras].

NOTE

For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel]. Select the search box in the Control Panel, and type scanner. Select [View scanners and cameras] in the search list.

2 Select the machine and select [Properties].

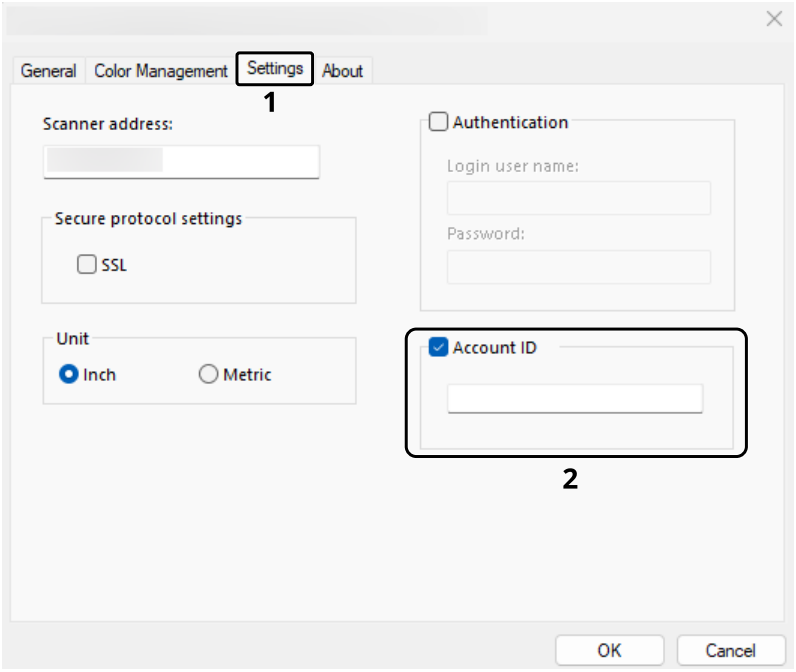


NOTE

If User Account Control window appears, select [Yes].

2 Configure the Kyocera WIA Driver.

1 Select [Settings], and then select [Account ID] to enter the Account ID.



2 Select [OK].

Job Accounting for the FAX Transmitted from a Computer

NOTE

FAX functions are available only on products with the fax function installed.

To manage the number of FAX jobs transmitted from the computer, you need to configure the following settings by using the FAX Driver on the computer. Instructions are based on interface elements as they appear in Windows.

1 Display the screen.

1 For Windows 11, select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [Devices and Printers].

NOTE

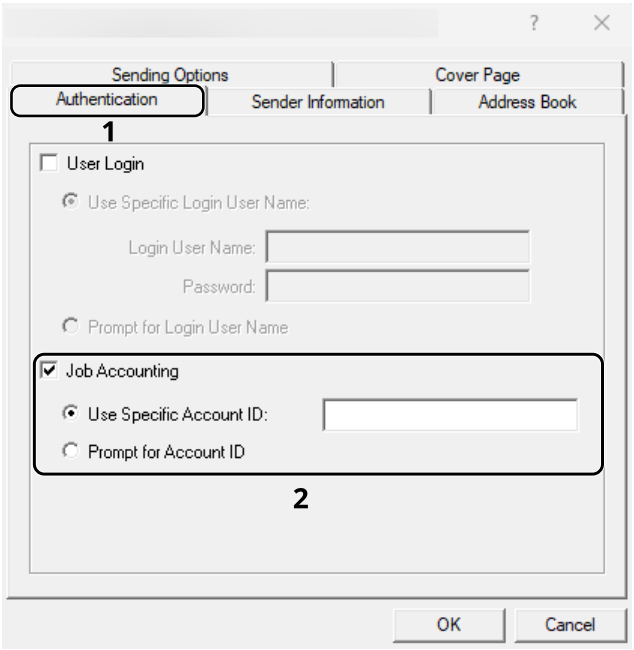
- For Windows 10, select [Start] button, and then select [Windows System] > [Control Panel] > [View devices and printers].
- You can also enter "Printers" in the search box, and then select [View devices and printers].

2 Select [Printers & scanners], then select the corresponding printer driver. Select [Printing preferences].

3 Select [FAX TX Setting] in the [FAX Setting] window.

2 Configure the settings.

1 Select [Authentication], and then check the Job Accounting checkbox.



2 Set the Job Accounting.

[Use Specific Account ID]

This option can be used to specify an account ID to use the same Account ID for every FAX job. If this option is selected, the user does not have to enter the Account ID for each FAX job.

[Prompt for Account ID]

A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

3 Select [OK].

Configuring Job Accounting

Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used.

The items that can be set differ depending on whether [Individual] or [Total] is selected for [Copy/Printer Count].

➡ Copier/Printer Count (page 604)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

Select the item for "Default Counter Limit". Use [+], [-], or the numeric keys to enter the default restriction on the number of sheets > [OK].

If [Copy/Printer Count] is [Individual], you can configure the following:

[Copy Restriction (Total)]

Sets the default restriction on the number of sheets used for copying.

[Print Restriction (Total)]

Sets the default restriction on the number of sheets used for printing.

[Scan Restriction (Others)]

Sets the default restriction on the number of sheets used for scanning (excluding copying).

[Fax TX Restriction]

Sets the default restriction on the number of sheets used for sending faxes.*1

If [Copy/Printer Count] is [Total], you can configure the following:

[Print Restriction (Total)]

Sets the default restriction on the total number of sheets used for copying and printing.

[Scan Restriction (Others)]

Sets the default restriction on the number of sheets used for scanning (excluding copying).

[Fax TX Restriction]*1

Sets the default restriction on the number of sheets used for sending faxes.

*1 Displayed only when the optional FAX Kit is installed.

Count by Paper Size

This counts the number of pages by paper size such as Letter.

NOTE

Paper sizes are available in five types, 1 to 5. These types are specified in accounting reports.

➡ Print Accounting Report (page 600)

In addition to paper size, media type can also be specified such as, count the letter-size color paper used. If you do not specify the media type, the number of used sheets will be counted for the specified sheet size, regardless of the media type.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Job Accounting Setting].

2 Configure the settings.

1 "Count by Paper Size" [Paper Size 1 (to 5)] > [On] > [Next].

2 Select [Paper Size] to specify the paper size.

3 Select [Media Type] to specify the media type.

4 Select [OK].

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The table below lists the items you can view.

Item	Descriptions
[Printed Pages]	Displays the number of pages used in printing for each of the following item. **Count by Function** Displays the number of pages used to copy, print, FAX and their total. **Count by Paper Size** Displays the number of pages used in the selected paper size and the number of pages used in other paper sizes. ➡ Count by Paper Size (page 596) **Count by Duplex** Displays the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both. **Count by Combine** Displays the number of pages used in Combine (None) mode, Combine (2 in 1) mode, Combine (4 in 1 and 8 in 1) mode and the total for all three.
[Scanned Pages]	Displays the number of pages scanned for copying, faxing, and other functions, and the total number of pages scanned.
Fax Transmission Pages	Displays the number of pages faxed. This function is displayed only when the optional FAX Kit is installed.
Fax Transmission Time	Displays the total duration of FAX transmissions. This function is displayed only when the optional FAX Kit is installed.
[Counter Reset]	Resets the counter. Select [Reset] in the confirmation screen.

Counting the Number of Pages for All Accounts

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Job Accounting Counter].

3 Select the corresponding account to check > [Menu].

2 Check the number of pages.

1 Select [Total] to check the count.

Select [Counter Reset] to reset the counter.

2 Select [Reset] > [Close].

Counting the Number of Pages for Each Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Job Accounting Setting" [Job Accounting Counter].

2 Check the number of pages.

1 Select [ ] (information icon) of the account you prefer to check.

NOTE

- Search by account ID or account name. Select either [Name] or [ID] to switch between settings.
- Select either [Account Name] or [Account ID] to sort the account list.
- To display an account other than your own account, select [Other Account].

2 Select [Counter Reset] to reset the counter.

3 Select [Reset] > [Close].

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

You can configure the accounting report format by setting either [Total] or [Individual].

➡ Copier/Printer Count (page 604)

If count by paper size is being performed, the report will be printed by size.

1 Prepare paper.

IMPORTANT

Check that A4 or Letter paper is loaded in the cassette.

2 Display the screen.

[...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

3 Print the report.

"Job Accounting Setting" [Print Accounting Report] > [Print]

Accounting report is printed.

Using Job Accounting

Login/Logout

Login

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

1 Enter the account ID using the numeric keys > [Login].

NOTE

- If the entered account ID does not match the registered ID, a warning beep will sound, and login will fail. Enter the correct account ID.
- By selecting [Check Counter], you can refer to the number of pages printed, and the number of pages scanned.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

➡ Adding a User (Local User List) (page 548)

2 Proceed to complete the rest of the steps.

Logout

When the operations are complete, select [Logout] to return to the account ID entry screen.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Description
Immediately	Job stops when the counter reaches its limit. The next job will be prohibited in sending or in storing in the box.
Subsequently	Printing/scanning of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Apply Limit]

2 Configure the settings.

Select [Immediately], [Subsequently], or [Alert Only].

Copier/Printer Count

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. For details, refer to the following:

- Restricting the Use of the Machine (page 585)
- Counting the Number of Pages Printed (page 597)
- Print Accounting Report (page 600)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

- Log in as Machine Administrator or Administrator (page 131)

2 "Job Accounting Setting" [Job Accounting Setting] > "Default Setting" [Copy/Printer Count]

2 Configure the settings.

Select [Total] or [Individual].

NOTE

- When [Total] is selected, Copy and Print are counted as one. Scan, FAX, and Others are counted separately.
- When [Individual] is selected, Copy, Print, Scan, FAX, and Others are counted separately.

Unknown User Settings

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to be invalid and Job Accounting is set to be valid, follow the procedure when the Account ID is unknown.

NOTE

This function is not available when "User Login Setting" [User Login] is set to [Off].

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Unknown User Settings" [Unknown ID Job].

2 Configure the settings.

Select [Permit] or [Reject].

[Permit]

The job is permitted to be printed.

[Reject]

The job is rejected (not printed).

Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

NOTE

This function is displayed when [Unknown ID Job] is set to [Permit].

➡ Unknown ID Job (page 605)

1 Display the screen.

1 [...] > [System Menu] > [Job Accounting/Authentication]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select "Unknown User Settings" [User Property].

2 Enter the user information.

Enter the user information > [Save].

User Name

Enter the name displayed on the user list.

Authorization Rules

Set usage authority.

Print Restriction

Select whether to reject usage of all print functions.

10 Troubleshooting

Regular Maintenance 608
Consumable Replacement and Replenishment 611
Troubleshooting 617
Adjustment/Maintenance 794
Clearing Paper Jams 798

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

CAUTION

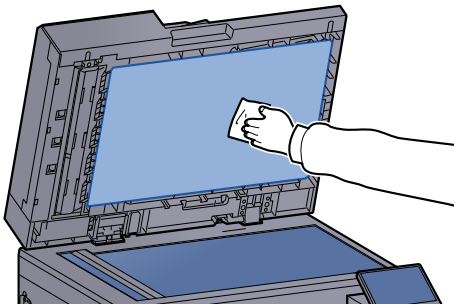
For safety, always unplug the power cord before cleaning the machine.

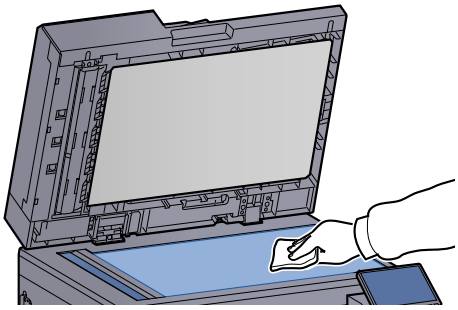
Cleaning Platen

Wipe the original holder and glass platen with a soft cloth moistened with alcohol or a mild detergent.

IMPORTANT

Do not use thinner or other organic solvents.





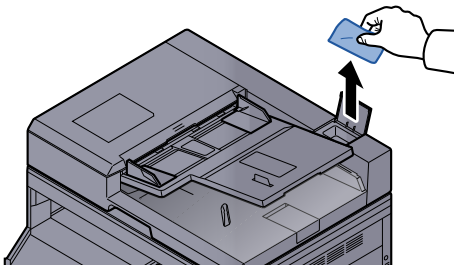
Cleaning Slit Glass

When using the original feeder, clean the slit glass surface and the reading guide with the provided cleaning cloth.

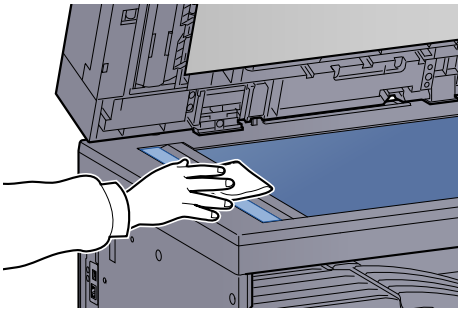
NOTE

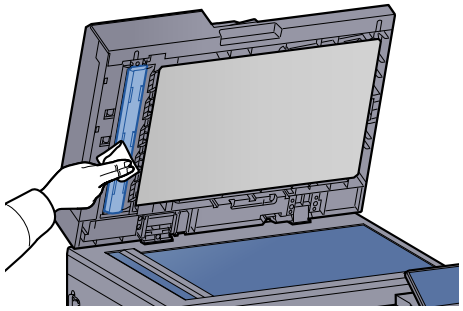
Dirt on the slit glass or the reading guide may cause black streaks to appear in the output.

1 Take out the cleaning cloth.



2 Clean the slit glass and the reading guide.





Consumable Replacement and Replenishment

Messages will appear when the toner runs out or when a cassette runs out of paper. Replace or replenish as required in accordance with the message.

Replacing the Toner Container

The message shown below will appear when the toner runs out. If this happens, replace the toner container.

"Toner is empty."

The message shown below will appear when the toner runs low. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

The number of sheets that can be printed with one toner container depends on the print data (how much toner is used). Compliant with JIS X 6932 (ISO/IEC 19798), when the EcoPrint mode is turned [Off], the average number of printable sheets of the toner container is as follows: (When printing with A4.)

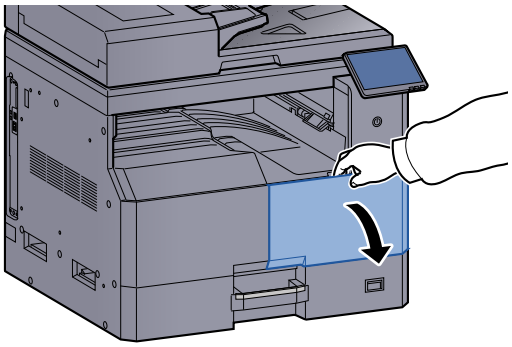
NOTE

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals and is only used anonymously for the above purposes.

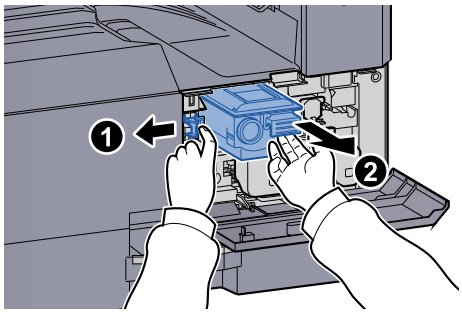
CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

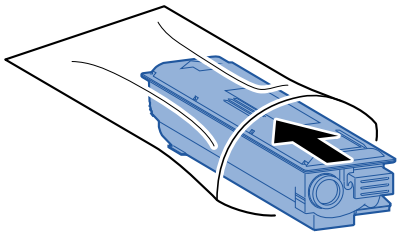
1 Open the front cover.



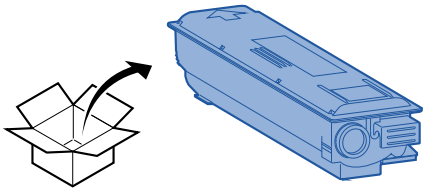
2 Remove the toner container.



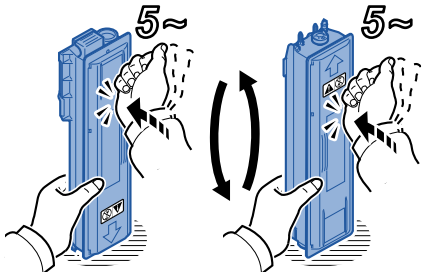
3 Put used toner container into the plastic waste bag.



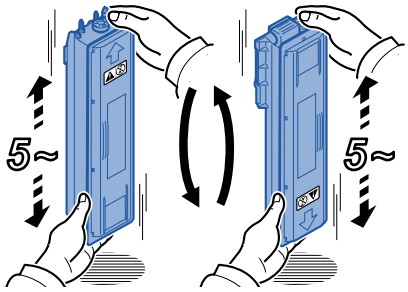
4 Remove the new toner container from the box.

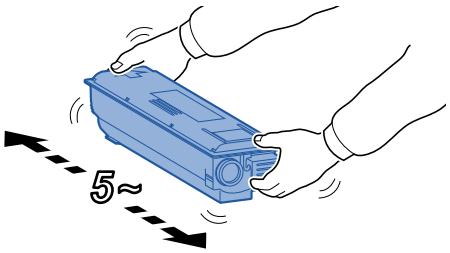


5 Tap the toner container.

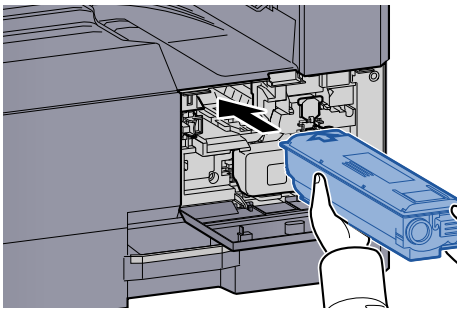


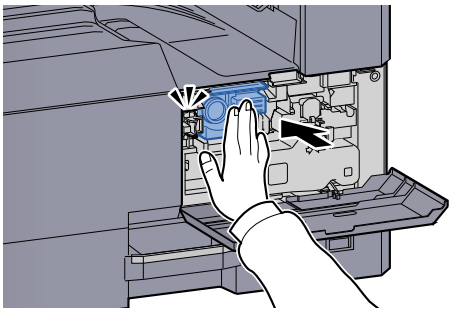
6 Shake the toner container.





7 Install the toner container.

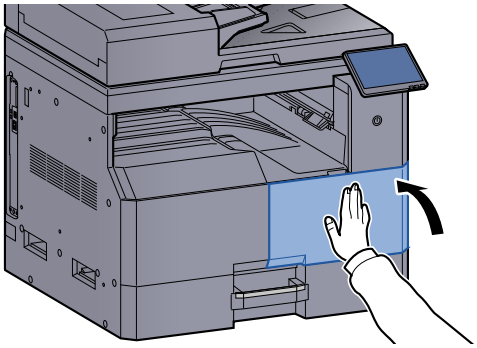




IMPORTANT

Insert the toner container as far as it will go.

8 Close the front cover.



NOTE

- If the front cover does not close, check that the new toner container is installed correctly.
- Return the used toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Replacing the Waste Toner Box

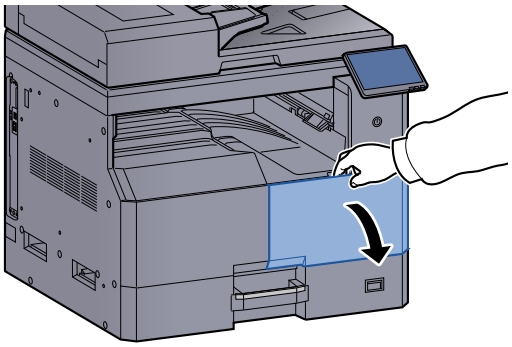
The message shown below will appear when the waste toner box is full. Replace the waste toner box.

"Check Waste Toner Box."

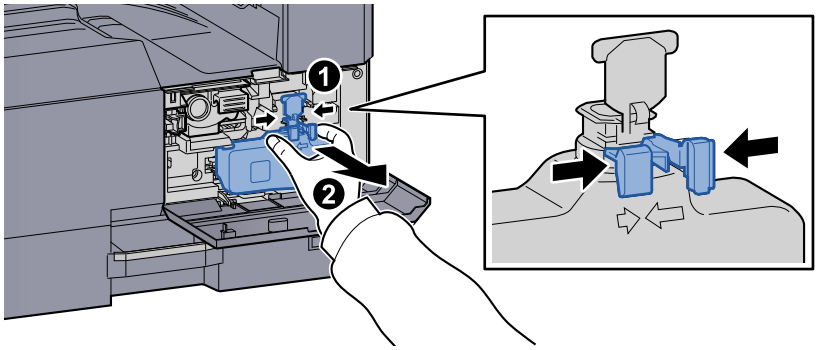
CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

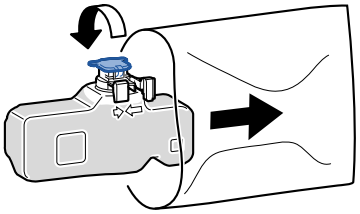
1 Open the front cover.



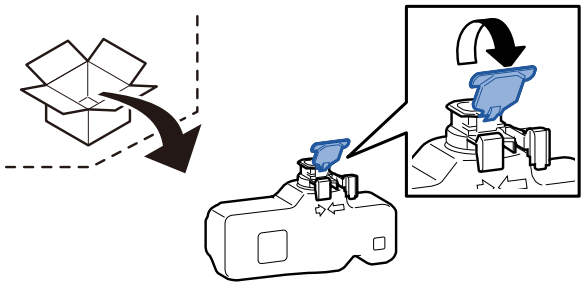
2 Remove the Waste Toner Box.



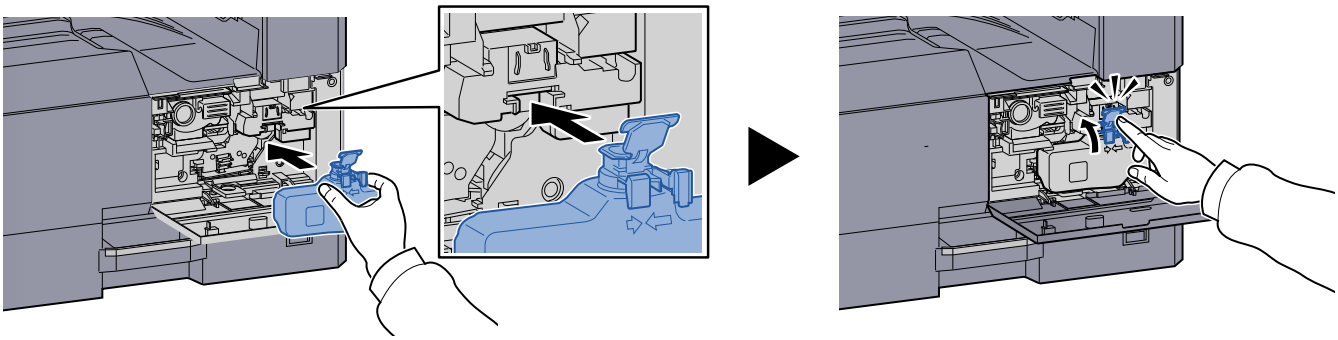
3 Put used toner container into the plastic waste bag.



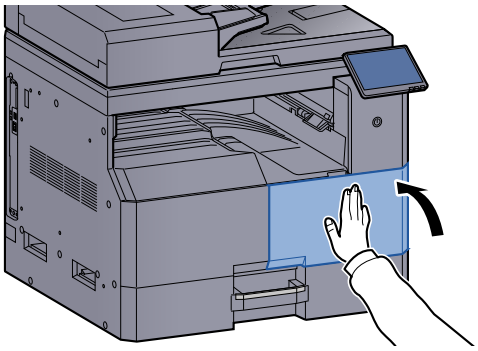
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the front cover.



NOTE

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

Troubleshooting

Solving Malfunctions

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your service representative.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Display for Device Information (page 63)

Machine Operation Trouble

When the following machine operation troubles occur, implement appropriate procedures.

The application does not start up

Is the Auto Panel Reset time short?

Set the panel reset time to 30 seconds or more.

➡ [Panel Reset Timer] (page 436)

The screen does not respond when the power switch is turned on

Is the machine plugged in?

Plug the power cord into an AC outlet.

The touch panel is not responsive or malfunctions

Is the touch panel operated with wet hands?

Dry your hands to operate the touch panel.

Are you operating with gloves on?

Use your bare hands or a stylus pen to operate the touch panel.

Is the machine installed near a device that generates electrical noise (generator, air conditioner, and others)?

Install the machine away from devices that generate electrical noise.

Machine does not print even when [Start] is pressed

Is there a message on the screen?

Determine the appropriate response to the message and respond accordingly.

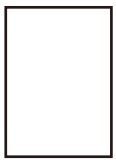
➡ Responding to Messages (page 654)

Is the machine in Sleep mode?

Select any key on the operation panel to recover the machine from Sleep mode.

➡ Sleep (page 92)

Blank sheets are ejected



Are the originals loaded correctly?

When placing originals on the platen, place them facedown and align them with the original size indicator plates.

➡ Placing Originals on the Platen (page 246)

When placing originals in the document processor, place them face-up.

➡ Loading Originals in the Document Processor (page 249)

Is the application software set correctly?

Check the settings of the application software.

Paper often jams

Is the paper loaded correctly?

Load the paper correctly.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Turn the orientation 180 degrees around.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Is the paper of the supported type? Is it in good condition?

Remove the paper, turn it over, and reload it.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Is the paper curled, folded, or wrinkled?

Replace the paper with new paper.

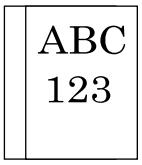
➡ Loading Paper into Cassette 1 (to 4) (page 152)

Are there any loose scraps or jammed paper in the machine?

Remove any jammed paper.

➡ Clearing Paper Jams (page 798)

Two or more sheets overlap when ejected (multifeeding)

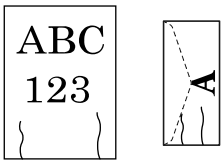


Is the paper loaded correctly?

Load the paper correctly.

➡ Loading paper (page 150)

Printouts are wrinkled



Is the paper loaded correctly?

Load the paper correctly.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Turn the orientation 180 degrees around.

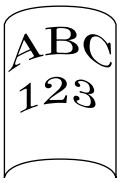
➡ Loading Paper into Cassette 1 (to 4) (page 152)

Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Printouts are curled



Turn the orientation 180 degrees around.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Is the paper damp?

Replace the paper with new paper.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Printer driver cannot be installed

Is the driver installed with the host name while Wi-Fi or Wi-Fi Direct function is available?

Specify the IP address instead of the host name.

➡ Installing Software (page 103)

Is Level 3 selected in Security Quick Setup?

Follow the steps below.

1. **Obtain the root certificate for TLS communication from the Trusted Root Certification Authorities and register it to Root Certificate 1 (to 5) on the Security Settings: Certificate page of Command Center RX.**
2. **Restart the computer after the certificate is installed.**
3. **Set SNMPv3 to On of Other Protocols on Network Settings: Protocol page of Command Center RX.**
4. **Configure the SNMPv3 settings on Management Settings: SNMP page of Command Center RX.**
5. **Open Control Panel and select [Hardware and Sound] > [Devices and Printers] > [Printers & scanners] > [Add device] > [Add a new device manually].**
6. **Check "Select a shared printer by name" and enter the printer address.**

   Example: https://hostname:443/printers/lp1
7. **Select the preferred printer and specify the printer driver.**

➡ **Command Center RX User Guide**

Cannot start printing

Is the machine plugged in?

Plug the power cord into an AC outlet.

Is the machine powered on?

Turn the power switch on.

➡ Power On/Off (page 51)

Are the USB cable and network cable connected?

Connect the correct USB cable and network cable securely.

➡ Connecting Cables (page 48)

Is the print job paused?

Resume printing.

➡ Pause and Resuming of Jobs (page 417)

When the wired or Wi-Fi network is configured using the name resolution, does the IP address (private address) of the other network which cannot access coexists?

The number of host name and domain name, which can be used with the machine is one respectively. Configure the network under this restriction.

Change the settings of name resolution such as NetBEUI and DNS, or network environment settings.

➡ **Command Center RX User Guide**

Select [Wi-Fi] or [Wired Network] as an unlimited-use network on Primary Network (Client).

➡ Primary Network (Client) (page 520)

Set one of the following settings to [Enable] and set the rest to [Disable].

- Wi-Fi Direct
- Wi-Fi
- Wired Network

➡ [Protocol Settings] (page 505)

Cannot print with USB drive or USB drive not recognized

Is the USB host blocked?

Select [Unblock] in the USB host settings.

➡ Interface Block Setting (page 523)

Check that the USB drive is securely plugged into the machine.

While "Auto-IP" is already set to [On], the IP address is not assigned automatically

Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?

Enter 0.0.0.0 for the IP address of TCP/IP(v4).

➡ Network Setup (page 78)

Cannot send via SMB

Is the network cable connected?

Connect the cable to the Machine and HUB securely.

1 **Connect the cable to the machine.**

1 Connect the LAN cable to the network interface connector.

➡ Connecting LAN Cable (page 48)

2 Connect the other end of the cable to the hub.

2 **Power on the machine and configure the network.**

➡ Network Setup (page 78)

Are the network settings on the machine configured correctly?

Check that TCP/IP is [On], and IPv4 or IPv6 is configured in accordance with the usage environment.

➡ TCP/IP Settings (page 500)

Are the SMB protocol and SMB settings for folder sending turned on?

1 **Set the SMB protocol settings to On.**

[...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings] > [SMB Client (Transmission)] > [Protocol Settings] > On

2 **Set the SMB settings for folder sending to [On].**

[...] > [System Menu] > [Function Settings] > [Sending Job - Folder] > [SMB Settings] > [Protocol Settings] > On

Are the host name, folder path, login user name, and login password of the destination computer correct?

1 **Select [Send].**

2 **In the destination screen for sending, select [Enter destination] > [SMB].**

3 Enter the destination information.

To directly specify the SMB folder, select [Folder Path Entry] and enter each item.

NOTE

When selecting On for "Entry Check for New Dest.", the re-entering screen for the destination information appears.

➡ Re-entering the New Destination (page 299)

The table below explains the items to be entered.

Item	Description
Host Name	The computer name. You can also add an IP address. To enter the IPv6 address, enclose the address in brackets [ ]. For example: [2001:db8:a0b:12f0::10]
Port	The port number. If the port number is not specified, the default port number is 445.
Folder Path	The share name. For example: scannerdata If necessary, for subfolders, specify the share name and folder name. For example: scannerdata\folder name
Login User Name	• If the computer name and domain name are the same, specify the user name. For example: james.smith • If the computer name and domain name are different, specify both the domain name and user name. For example: abcdnet\james.smith
Login Password	Windows login password. (case-sensitive)

You can search for a folder on a computer on the network. Select [Search Folder by Host Name]. Select the folder from the Search Results list.

NOTE

- If you selected [Search Folder by Host Name], you can search for a destination from among computers that are connected to the network by entering "Domain/Workgroup Name"/"Host Name".
- A maximum of 500 addresses can be displayed. Select the host name (computer name) that you want to specify in the screen that appears and select [OK]. The login user name and login password entry screen appears.
- After you enter the login user name and login password of the destination computer, the shared folders appear. Select the folder that you want to specify and select [OK]. The address of the selected shared folder is set.

Are the folder sharing settings configured correctly?

Check the sharing settings and access permissions in the folder properties.

1. **Right-click the shared folder and select [Properties] > [Security] tab.**
2. **Select a user and make sure the user you entered in the group name or user name field is displayed.**
3. **Make sure that [Allow] is checked off for "Modify" and "Read & execute".**
4. **Select [Close].**

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 166)

Is the selected interface selected as the Primary Network?

Make sure the selected interface is selected as the Primary Network.

1. **Select [...] > [System Menu] > [Network Settings] > "Others" [Primary Network (Client)].**

NOTE

[Primary Network (Client)] is displayed when the Wireless Network Interface Kit (for IB-37/IB-38) is installed.

2. **Specify the host name or IP address of the interface selected as the Primary Network or reconfigure it to the interface you want to use.**

   For example, if you selected the [Optional Network] optional network as the Primary Network, specify the host name or IP address of the optional network interface.

Are the exception settings for Windows Firewall configured correctly?

Make sure that the exception settings for Windows Firewall are configured correctly.

1. **Select Windows [Start] button > [All] > [Windows Tools] > [Control Panel] > [System and Security] > [Allow an app through Windows Firewall].**
2. **Make sure [File and Printer Sharing] is checked off.**
3. **Go back to the [System and Security] screen and select [Check firewall status] of Windows Defender Firewall.**
4. **Select [Advanced settings] > [Inbound Rules].**
5. **Confirm that the registered exception settings (rules) are displayed in the list.**

➡ Configuring Windows Firewall (page 170)

Are the time settings of the machine, domain server, and data destination computer all synchronized?

Synchronize the time settings of the machine domain server, and the data destination computer.

Is "Send error." displayed on the screen?

For details, refer to the following:

➡ "Send error." is displayed (page 712)

Cannot send via email

Is the email send size limit set in the SMTP server registered on the machine?

Check the limit value is entered to "E-mail Size Limit" of [E-mail] setting in Command Center RX and change the value, as necessary.

➡ SMTP and E-mail Settings (page 139)

The machine is emitting steam in the area around the paper ejection slot

Check the room temperature to see if it is low, or if damp paper was used.

Depending on the printing environment and the paper's condition, the heat generated during printing will cause the moisture in the paper to evaporate, and the steam emitted may look like smoke. This is not a problem, and you can continue printing. If the steam concerns you, raise the room temperature, or replace the paper with a newer, dryer paper.

Cannot search for a text that you want to search on the PDF file

Is the text of the scanned original faint or too light?

Set [Density] to a darker level.

➡ Density (page 337)

Is the background of the scanned original too dark and the text is difficult to recognize?

Set [Background Density Adj.] to [Auto] or [Manual] and manually adjust the density to a lighter level. Otherwise, set [Density] to a darker level.

➡ Density (page 337)

➡ Background Density Adj. (Background Density Adjustment) (page 343)

Is the text or image on the back of the original visible on the front?

Set [Prevent Bleed-thru] to On.

➡ Prevent Bleed-thru (page 345)

Cannot find the machine with WSD

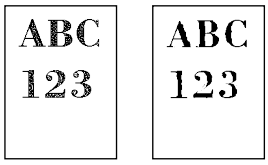
Did you search by specifying the machine's IP address or host name?

For security reasons, [HTTP] protocol is set to [Off], and therefore you cannot search by IP address or host name.

Printed Image Trouble

When the following printed image trouble occurs, implement appropriate procedures.

Printouts are totally too light



Is the paper damp?

Replace the paper with new paper.

➡ Loading paper (page 150)

Have you changed the density?

Select the appropriate density level.

➡ Density (page 337)

➡ [Density Adjustment] (page 536)

Is there a message on the screen about adding the toner?

Replace the toner container.

➡ Replacing the Toner Container (page 611)

Is EcoPrint mode enabled?

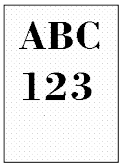
Disable [EcoPrint] mode.

➡ EcoPrint (page 460)

Make sure that the paper type setting is correct for the paper being used.

➡ Media Type Setting (page 445)

White background parts of the image appear to have a slight overall coloration



Have you changed the density?

Select the appropriate density level.

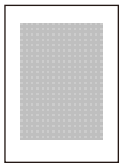
➡ Density (page 337)

➡ [Density Adjustment] (page 536)

Run Drum Refresh.

➡ Drum Refresh (page 797)

Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly)

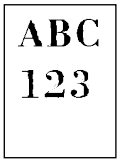


Is the original a printed photograph?

Set the original image to [Photo].

➡ Original Image (page 338)

Texts are not clearly printed



Did you choose the appropriate image quality for the original?

Select the appropriate image quality.

➡ Original Image (page 338)

Black dots appear on the white background



Is the original holder or the glass platen dirty?

Clean the original holder or the glass platen.

➡ Cleaning Platen (page 609)

Printed images are fuzzy or cut off



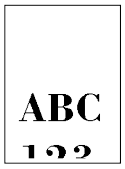
Is the device used in an environment with high humidity or where the temperature or humidity changes suddenly?

Use in an environment that has suitable humidity.

Run Drum Refresh.

➡ Drum Refresh (page 797)

Printed images are shifted



Are the originals placed correctly?

- When placing originals on the platen, align them with the original size indicator plates.

  ➡ Placing Originals on the Platen (page 246)

- When placing originals in the document processor, align the original width guides securely before placing the originals.

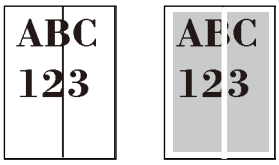
  ➡ Loading Originals in the Document Processor (page 249)

Is the paper loaded correctly?

Check the position of the paper width guides.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Printed images have vertical lines after copying

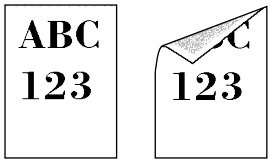


Is the slit glass dirty?

Clean the slit glass.

➡ Cleaning Slit Glass (page 610)

Dirt on the top edge or back of the paper

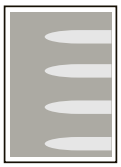


Is the interior of the machine dirty?

Open the right cover. If the machine interior is dirty with toner, clean it using a soft, dry, lint-free cloth.

➡ Cleaning (page 608)

Part of the image is periodically faint or shows white lines



Open and then close the right cover.

Run Drum Refresh.

➡ Drum Refresh (page 797)

The print on the back page bleeds through

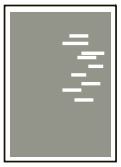


Set [Prevent Bleed-thru] or [Prevent Bleed-through (Copy)] to On.

➡ Prevent Bleed-thru (page 345)

➡ Prevent Bleed-through (Copy) (page 460)

The usage environment is at a high altitude of 1000m or higher, and irregular horizontal white lines appear on the image.



Select [...] > [System Menu] > [Adjustment/Maintenance] > "Others" [Altitude Adjustment] and set the altitude one step higher than the current setting.

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to the user, by accessing the operation panel of the machine at remote using browser and VNC software.

Running Remote Operation from Browser

This procedure explains how to execute Remote Operation from Command Center RX using Google Chrome.

NOTE

To execute Remote Operation using other browsers, refer to the following:

➡ **Command Center RX User Guide**

1 Display the screen.

[...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set [Enhanced VNC (RFB) over TLS] to On.

➡ [Protocol Settings] (page 505)

NOTE

You can configure the protocol settings using Command Center RX.

➡ **Command Center RX User Guide**

3 Configure settings for remote operation.

1 [...] > [System Menu] > [Network Settings] > "Connectivity" [Remote Operation] > [On]

2 In User Restriction, select [Off], [Use Password], or [Administrator Only].

When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].

➡ Remote Operation (page 519)

NOTE

You can configure settings for remote operation using Command Center RX.

➡ **Command Center RX User Guide**

4 Restart the machine.

➡ Restart Entire Device (page 520)

5 Start up the browser.

Enter "https://" and host name of the machine to access the Command Center RX.

➡ Accessing Command Center RX (page 136)

6 **Select [Device Information / Remote Operation] > [Remote Operation].**

7 **Select [Start].**

NOTE

- If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [Yes].
- If pop-up blocking of the browser occurs during connection of the Remote Operation, select [Always allow pop-ups and redirects from https://[host name]], and select [Done]. Perform Remote Operation after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's computer screen.

Running Remote Operation from VNC Software

1 Display the screen.

1 [...] > [System Menu] > [Network Settings] > "Network Settings" [Protocol Settings]

2 Set [VNC (RFB)] to On.

➡ [Protocol Settings] (page 505)

NOTE

- When setting [VNC (RFB) over TLS] to On, the communication is encrypted.
- You can configure the protocol settings using Command Center RX.

  ➡ **Command Center RX User Guide**

3 Start the remote operation.

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

NOTE

When setting [VNC (RFB)] to On in step 2, the default port number is 9062. When setting [VNC (RFB) over TLS] to On, the default port number is 9063.

➡ [Protocol Settings] (page 505)

Responding to Messages

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Display for Device Information (page 63)

"Abnormalities were detected." is displayed

The error was detected. The execution of the program is stopped. Please contact the service representatives.

"Access point was not detected." is displayed

Check if the access point has been set correctly.

"Add paper in cassette #." is displayed

Is the indicated cassette out of paper?

- Load paper.
- Select the available paper.
- Select [Continue] to print.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

Are five or less envelopes loaded in the cassette?

Pull the cassette and loosen the paper length and width guides slightly.

"Add paper in Multipurpose tray." is displayed

Is the paper of the selected size loaded in the multipurpose tray?

- Load paper.
- Select the available paper.
- Select [Continue] to print.

➡ Loading Paper in the Multipurpose Tray (page 157)

"Adjusting Scanner." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"Box is not found." is displayed

The specified box cannot be found. Job is canceled. Select [End].

"Broadcast error" is displayed

An error has occurred during broadcast transmission. The job is canceled. Select [End].

"Calibrating..." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"Cannot connect to Authentication Server." is displayed

Set machine time to match the server's time.

➡ Default Settings of the Machine (page 76)

Check the domain name.

➡ Server Settings (page 560)

Check the host name.

➡ Server Settings (page 560)

Check the connection status with the server.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot connect to Server." is displayed

Check the connection status with the server.

"Cannot connect." is displayed

This appears when the Wi-Fi or Wi-Fi Direct connection is not complete. Check the settings and check the signal conditions.

➡ [Wi-Fi Direct Settings] (page 492)

➡ [Wi-Fi Settings] (page 494)

"Cannot duplex print on this paper." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 358)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot duplex print on this paper size." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 358)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot duplex print on this paper type." is displayed

Did you select a paper size/type that cannot be duplex printed?

If the selected paper is not changed and [Continue] is selected, duplex is released. Select the available paper. Select [Continue] to print.

➡ Duplex (page 358)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot offset this paper." is displayed

Did you select a paper size/type that cannot be offset?

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 335)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot offset this paper size." is displayed

Did you select a paper size/type that cannot be offset?

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 335)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot offset this paper type." is displayed

Did you select a paper size/type that cannot be offset?

If the selected paper is not changed and [Continue] is selected, offset is released.

Select the available paper. Select [Continue] to print.

➡ Collate/Offset (page 335)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot output this paper to the tray." is displayed

Is the paper you selected correct?

Select the available paper. Select [Continue] to print.

"Cannot perform remote printing." is displayed

Remote printing is prohibited.

The job is canceled. Select [End].

➡ [Remote Printing] (page 479)

"Cannot print the specified number of copies." is displayed

Only one copy is available.

Select [Continue] to continue printing. Select [Cancel] to cancel the job.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot process this job." is displayed

Restricted by Authorization settings.

The job is canceled. Select [End].

Restricted by Job Accounting.

The job is canceled. Select [End].

➡ Enabling Job Accounting (page 583)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Cannot read data in this ID card." is displayed

In the registration process, the ID card information was not read correctly. Hold again the ID card over the ID card reading part.

If the same message still appears, the ID card may not be compatible with this product. Change it to another ID card.

"Cannot recognize." is displayed

Make sure your ID card has been registered.

"Cannot use ##### due to a failure." is displayed

Call service representative.

"Cannot use following functions due to scanner failure. >> Copy, Send"", Fax" is displayed

The scanner of this machine has failed. Contact your service representative. You can use the print function.

"Check the document processor." is displayed

Is the top cover of the document processor open?

Close the document processor cover.

Is the document processor open?

Close the document processor.

"Check the paper in multipurpose tray." is displayed

The paper size is different. Set selected size paper and select [Continue].

➡ Loading Paper in the Multipurpose Tray (page 157)

"Check the toner container." is displayed

Open the main unit front cover and remove the toner container. Shake carefully and replace.

NOTE

If you select [Open Toner Container Cover], you can open the Toner Container Cover that you closed accidentally.

"Encrypted PDF Password error." is displayed

Did you enter the correct password?

Password is not entered or is incorrect.

"Error occurred at cassette #." is displayed

Open the cassette. Check inside the machine and remove the paper.

"Failed to activate." is displayed

Failed to activate the application. Contact administrator.

Expansion Authentication is disabled. Turn the power switch off and on. If an error exists, contact the administrator.

"Failed to send via SMB." is displayed

Is the machine and the computer to which the scanned image is to be sent connected to the network?

Check the network and SMB settings.

- The network cable is not connected.
- The hub is not operating properly.
- The server is not operating properly.
- Host name and IP address
- Port number

➡ Connecting the Machine and Other Devices (page 46)

Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?

Check the following settings of the computer to which the scanned image is to be sent.

- Host name
- Path
- Login user name

NOTE

If the sender is a domain user, specify the domain name.

[Login User ID]@[Domain Name]

Example: sa720XXXX@km

- Login password
- Folder share permissions of the recipient

"Failed to specify Job Accounting." is displayed

Failed to specify Job Accounting when processing the job externally.

The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Failed to store job retention data." is displayed

The job is canceled. Select [End].

"Subaddress Box limit exceeded." is displayed

Follow the instructions on the screen and delete documents from the Subaddress Box to make room for FAX reception.

To check the canceled job, select the [Status] and then [Printing Jobs] to check receipt result.

"Incorrect account ID." is displayed

The account ID was incorrect when processing the job externally.

The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Incorrect box password." is displayed

The box password was incorrect when processing the job externally. The job is canceled. Select [End].

"Incorrect Login User Name or Password." is displayed

The login user name or password was incorrect when processing the job externally. The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Install the waste toner box." is displayed

The waste toner box is not installed correctly. Set it correctly.

➡ Replacing the Waste Toner Box (page 615)

"Job Accounting restriction exceeded." is displayed

Is the acceptable printing count restricted by Job Accounting exceeded?

The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more.

The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"KPDL error." is displayed

PostScript error has occurred.

The job is canceled. Select [End].

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Machine failure." is displayed

Internal error has occurred.

Make a note of the error code displayed on the screen. Call service representative.

"Main unit inner tray is full of paper." is displayed

Is the acceptable storage capacity exceeded?

Remove the paper. Printing then resumes.

"Malicious program was detected." is displayed

There might be an unauthorized program. The execution was stopped. Please contact the administrator.

"Maximum number of scanned pages." is displayed

Is the acceptable scanning count exceeded?

Cannot scan pages anymore. Follow the instructions on the screen.

"Memory is full." is displayed

The memory is full, and the job cannot be continued. Select [Continue] to print the scanned pages. The print job cannot be processed completely. Select [Cancel] to cancel the job.

The process cannot be performed due to insufficient memory. If only [End] is available, select [End]. The job will be canceled.

When insufficient memory occurs frequently, contact your dealer or service representative.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Non-genuine toner installed." is displayed

Is the installed toner container our own brand?

We will not be liable for any damage caused by the use of third-party supplies on this machine.

"Paper jam." is displayed

If a paper jam occurs, the machine will stop, and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.

➡ Clearing Paper Jams (page 798)

"Perform Tone Curve Adjustment in the System Menu." is displayed

Over long periods of use, the effects of the ambient temperature and humidity can cause output hues to vary slightly.

Run [Tone Curve Adjustment].

➡ Tone Curve Adjustment (page 795)

"Performing Drum Refresh..." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"Preparing to print." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"Regulating the temperature..." is displayed

The machine is under the adjustment to maintain its quality. Please wait.

"Remove originals in Document Processor." is displayed

Are there any originals left in the document processor?

Remove originals from the document processor.

"Replace all originals and press [Continue]." is displayed

Remove originals from the document processor, put them back in their original order, and place them again. Select [Continue] to resume printing. Select [Cancel] to cancel the job.

"Running security function..." is displayed

Running security function. Please wait.

"Scanner memory is full." is displayed

Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the screen.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.
For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Scheduled sending jobs exceeded." is displayed

The number of jobs has exceeded the limit set for delayed transmission. Select [End]. The job is canceled.

Wait until the delayed transmission is executed or cancel the delayed transmission and then perform the job again.

"Select another cassette." is displayed

Is the cassette you selected, correct?

The specified cassette is a fax-special stage.

Select another valid cassette. Select [Continue] to print.

"Send error." is displayed

An error has occurred during transmission. The job is canceled. Select [End]. Refer to the following topic for the error codes and corrective actions:

➡ List of Transmission Error Codes (page 737)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Skewed originals or multi originals fed at once." is displayed

See the caution attached on the document processor and check the originals. If the originals are jammed, follow the instructions on the screen to remove the originals.

"System error." is displayed

System error has occurred. Follow the instructions on the screen.

"The cover is open." is displayed

Are there any open covers?

Close the cover indicated on the screen.

"The device cannot be connected because allowed connections would be exceeded." is displayed

Are ten mobile devices connected simultaneously?

Cancel any connection to a mobile device that is not being used or set the machine's auto-disconnect time to break mobile device connections.

➡ Auto Disconnect (page 492)

"The password does not meet password policy." is displayed

Is the password expired?

Change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 547)

➡ Adding a User (Local User List) (page 548)

Is there a change in the password policy requirements, such as password length or required characters?

Confirm the password policy requirements and change the login password.

The job is canceled. Select [End].

➡ Password Policy Settings (page 547)

➡ Adding a User (Local User List) (page 548)

"The phone receiver is off the hook." is displayed

Put down the receiver.

"The slit glass requires cleaning." is displayed

Clean the slit glass using the cleaning cloth supplied with the document processor.

➡ Cleaning Slit Glass (page 610)

"The toner container is improperly installed." is displayed

Open the front cover and set the toner container correctly.

➡ Replacing the Toner Container (page 611)

"The USB Drive is not formatted." is displayed

Is the USB drive formatted by this machine?

Perform [Format] on this machine.

"This ID card is already registered to another user." is displayed

Your ID card has already been registered. Change it to another ID card.

"This user account is locked out." is displayed

Contact administrator.

The job is canceled. Select [End].

"Time for maintenance soon. #####" is displayed

Call service representative.

"Toner is empty." is displayed

Replace the toner container with our specified toner container.

➡ Replacing the Toner Container (page 611)

"Toner is low. (Replace when empty.)" is displayed

It is almost time to replace the toner container. Obtain a new toner container.

"Toner type mismatch. Please install correct toner." is displayed

Does the type of toner you have match the model?

Please install the correct toner.

"Tray # is full of paper." is displayed

Is the acceptable storage capacity exceeded?

Remove the paper. Printing then resumes.

"USB Drive error." is displayed

Is writing to a USB drive prohibited?

An error occurred in the USB drive. The job stopped. Select [End].

The error code is as follows.

01: Connect a USB drive that can be written to.

An error occurred in the USB drive. The job stopped. Select [End].

The error code is as follows.

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the USB drive is not compatible with the machine. Use the USB drive formatted by this machine. If the USB drive cannot be formatted, it is damaged. Connect a compatible USB drive.

➡ Printing Documents Stored in Removable USB Drive (page 305)

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"USB Drive is full." is displayed

The job is canceled. Select [End].

Insufficient free space in the USB drive. Delete unneeded files.

NOTE

When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses. For details on Auto Error Clear, refer to the following:

➡ Auto Error Clear (page 450)

"Warning for high temp. Adjust the room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning for low temp. Adjust the room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Warning low memory." is displayed

Cannot start the job. Try again later.

"Waste toner box almost full." is displayed

It is almost time to replace the waste toner box. Obtain a new waste toner box.

"Waste toner box is full." is displayed

Is the waste toner box full?

Replace the waste toner box.

➡ Replacing the Waste Toner Box (page 615)

"You cannot use this box." is displayed

You cannot use the specified box. Job is canceled. Select [End].

List of Transmission Error Codes

1101 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the host name of the SMTP server on the Command Center RX

Job is canceled. Press [End].

1101

Corrective Actions

Enter the host name of the SMTP server in Command Center RX.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Function Settings] > [E-mail].**

5 **In "SMTP", check the [SMTP Server Name].**

6 **Select [Submit].**

➡ SMTP and E-mail Settings (page 139)

1101 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1101

Corrective Actions

Check the host name of the destination computer.

1 When entering the destination information, make sure that the host name or IP address of the destination computer is correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 275)

NOTE

If you are a domain user, specify the domain name.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the host name or IP address of the destination computer is correct.

   NOTE

   If you are a domain user, specify the domain name.

4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 195)

1101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the host name or IP address of FTP.

Job is canceled. Press [End].

1101

Corrective Actions

Check the host name of FTP.

1 When entering the destination information, make sure that the host name or IP address of the destination computer is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 278)

NOTE

If you are a domain user, specify the domain name.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1 Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].

2 Select the information icon for the destination, then select the FTP icon.

3 Make sure that the host name or IP address of the destination computer is correct.

NOTE

If you are a domain user, specify the domain name.

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 195)

1102 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the following on the Command Center RX

> SMTP login user name and login password
> POP3 login user name and login password

1102

Corrective Actions

Check the login user name and password for the SMTP server and POP3 server.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Function Settings] > [E-mail].**

5 **Check whether the login user name and password for the SMTP server have been entered in [Authentication Protocol] of "SMTP" and change the settings, as necessary.**

6 **In "POP3 User Settings", select [Settings].**

7 **Check whether the login user name and password have been entered and change the settings, as necessary.**

8 **Select [Submit].**

➡ SMTP and E-mail Settings (page 139)

1102 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Host name
> Path
Job is canceled. Press [End].
1102

Corrective Actions

Check the login user name and password of the destination computer.

1 When entering the destination information, make sure that the login user name and password of the destination computer is correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 275)

NOTE

- If the computer name and domain name are different, check that they are entered as follows:
  - Domain name\User name
  - Domain name/User name
  - user@domain
- If you use a host name, make sure it does not contain the following forbidden characters:

  ` ~ ! @ # $ % ^ & * ( ) = + _ [ ] { } \ | ; : . ' " , < > / ?

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the login user name and password of the destination computer are correct.

NOTE

- If the computer name and domain name are different, check that they are entered as follows:
  - Domain name\User name
  - Domain name/User name
  - user@domain
- If you use a host name, make sure it does not contain the following forbidden characters:

` ~ ! @ # $ % ^ & * ( ) = + _ [ ] { } \ | ; : . ' " , < > / ?

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 195)

1102 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the FTP settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
Job is canceled. Press [End].

1102

Corrective Actions

Check the login user name and password for FTP.

1 When entering the destination information, make sure that the login user name and the password of the FTP server is correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 278)

NOTE

- If you are a domain user, specify the domain name.
- If the computer name and domain name are different, use the following format:

  Domain name\User name

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the FTP icon.
3. Make sure that the login user name and password of the FTP are correct.

   NOTE

   - If you are a domain user, specify the domain name.
   - If the computer name and domain name are different, use the following format:

     Domain name\User name

4. Select [Save] > [OK].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 195)

1103 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the SMB settings.
> Login user name and login password

Note:
If the sender is a domain user, specify the domain name.
> Path
> Folder share permissions of the recipient
Job is canceled. Press [End].
1103

Corrective Actions

Check the login user name and password of the destination computer, and the destination folder path.

1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 275)

NOTE

If the computer name and domain name are different, check that they are entered as follows:

- Domain name\User name
- Domain name/User name
- user@domain

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the folder path, login user name, and login password of the destination computer are correct.

NOTE

If the computer name and domain name are different, check that they are entered as follows:

- Domain name\User name
- Domain name/User name
- user@domain

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 195)

3 Make sure the folder sharing settings are configured correctly.

Check the sharing settings and permissions in the folder properties.

1 Right-click the shared folder and select [Properties] > [Security] tab.

2 Select a user and make sure the user you entered in the group name or user name field is displayed.

3 Make sure that [Allow] is checked off for "Modify" and "Read & execute".

4 Select [OK].

➡ Creating a Shared Folder, Making a Note of a Shared Folder (page 166)

1103 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.
Check the FTP settings.
> Login user name and login password

1103

Corrective Actions

Check the destination folder path.

1 When entering the destination information, make sure that the login user name and password of the destination computer, and the destination folder path are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 278)

NOTE

If no path is entered, the file is stored in the home directory.

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1 Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].

2 Select the information icon for the destination, then select the FTP icon.

3 Make sure that the destination folder path is correct.

NOTE

If no path is entered, the file is stored in the home directory.

4 Select [Save] > [OK].

Register the changed destination.

➡ Editing Address Book Entries (page 195)

1104 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the email address.

Note:
If the address is rejected by the domain, you cannot send the email.
Job is canceled. Press [End].

1104

Corrective Actions

Check the email address.

1 When entering the destination information, make sure that the email address is correct.

➡ Sending Document via Email (page 273)

To specify a destination registered in the address book, proceed to the next step.

2 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination.
3. Check the email address.
4. Select [Save].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 195)

   If the problem persists, proceed to the next step.

3 Make sure your email address is not rejected due to domain restrictions.

1. Launch your web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. Log in to Command Center RX with administrator privileges.
4. Select [Function Settings] > [E-mail].
5. Select [Domain List] in "SMTP".

   The SMTP domain restriction list is displayed.
6. If the email address you use is included in the list, delete it.
7. Select [Submit] twice.

➡ SMTP and E-mail Settings (page 139)

1105 "Failed to send the email." is displayed

Message

Failed to send the email.

Select [On] of the SMTP settings on the Command Center RX

Job is canceled. Press [End].

1105

Corrective Actions

From Command Center RX, check that SMTP (email sending) is On.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "SMTP (E-mail TX)" to [On].**

6 **Select [Submit].**

➡ SMTP and E-mail Settings (page 139)

1105 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Select [On] of the SMB settings on the Command Center RX

Job is canceled. Press [End].

1105

Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "SMB" to [On].**

6 **Select [Submit].**

➡ **Command Center RX User Guide**

1105 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Select [On] of the FTP settings on the Command Center RX

Job is canceled. Press [End].

1105

Corrective Actions

Make sure the protocol is set correctly.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Network Settings] > [Protocol].**

5 **In "Send Protocols", set "FTP Client (Transmission)" to [On].**

6 **Select [Submit].**

➡ **Command Center RX User Guide**

1106 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the sender address of SMTP on the Command Center RX

Job is canceled. Press [End].

1106

Corrective Actions

Check the sender address on the SMTP server from Command Center RX.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Function Settings] > [E-mail].**

5 **In "E-mail Send Settings", set the [Sender Address].**

Please specify an email address that can be received by the machine administrator. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters.

6 **Select [Submit].**

➡ SMTP and E-mail Settings (page 139)

1131 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Select [On] of the secure protocol settings on the Command Center RX

Job is canceled. Press [End].

1131

Corrective Actions

Please set up to allow the use of TLS.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Security Settings] > [Network Security].**

5 **Set [TLS] to [On].**

6 **Select [Submit].**

➡ **Command Center RX User Guide**

1132 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the following of the FTP server.

> FTPS is available.
> Encryption is available.

Job is canceled. Press [End].

1132

Corrective Actions

Check the destination server.

1 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

If the problem persists, proceed to the next step.

2 **Make sure the destination server supports the encryption method you have set.**

1135 "Failed to send via FTP." is displayed

Failed to send via FTP due to unmatched server hostname and server domain.

Corrective Actions

Check server hostname and certificate hostname.

1136 Failed to send via FTP. is displayed

An error occurred while verifying X509 certificate.

Corrective Actions

Check that the root certificate is in the Certificate Store.

➡ **Command Center RX User Guide**

1137 "Failed to send via FTP." is displayed

The certificate has been revoked from Revocation Server.

Corrective Actions

Change to an FTP server that has not been revoked.

2101 "Failed to send the email." is displayed

Message

Failed to send the email.
Check the network and Command Center RX
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.
> POP3 server name of the POP3 user
> SMTP server name
Job is canceled. Press [End].

2101

Corrective Actions

Check Command Center RX and network settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 Check the host name of the SMTP server in Command Center RX.

1. Launch your web browser.
2. In the address or location bar, enter the machine's IP address or the host name.
3. If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

   ➡ Log in as Machine Administrator or Administrator (page 131)
4. Select [Function Settings] > [E-mail].
5. Check "SMTP" [SMTP Server Name].
6. Select [Submit].

   If the problem persists, proceed to the next step.

5 Check the users in POP before SMTP authentication in Command Center RX.

Set this when using POP before SMTP as SMTP authentication.

1 Launch your web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

4 Select [Function Settings] > [E-mail].

5 Select "Authentication Protocol" [POP before SMTP].

6 Check that [Other] is not selected from "Authentication as".

If this is not the case, select a valid POP3 user other than [Other].

7 Select [Submit] twice.

If the problem persists, proceed to the next step.

6 Check the POP3 server name for POP3 users in Command Center RX.

1 Launch your web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

3 If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.

➡ Log in as Machine Administrator or Administrator (page 131)

4 Select [Function Settings] > [E-mail].

5 Select "POP3 User Settings" [Settings].

The "POP3 User Settings" screen is displayed.

6 Check the [POP3 Server Name] of "User 1 (to 3)".

7 Select [Submit] twice.

2101 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network and SMB settings.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled. Press [End].

2101

Corrective Actions

Check your network and SMB settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending a Document to a Preferred Shared Folder on a Computer (Scan to PC) (page 275)

To specify a destination registered in the address book, proceed to the next step.

5 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the SMB icon.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.
4. Select [Save].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 195)

2101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network and FTP settings.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.
> Host name and IP address
> Port number
Job is canceled. Press [End].

2101

Corrective Actions

Check your network and FTP settings.

1 Connect the network cable.

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 Check the operation of the hub.

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 Check the status of the server.

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 When entering the destination information, make sure that the host name or IP address of the destination computer and the port number are correct.

➡ Sending Document to Folder on an FTP Server (Scan to FTP) (page 278)

To specify a destination registered in the address book, proceed to the next step.

5 Check the Address Book.

1. Select [...] > [System Menu] > [Function Settings] > [Address Book] > [Add/Edit (Common Address Book)].
2. Select the information icon for the destination, then select the FTP icon.
3. Make sure that the host name or IP address of the destination computer and the port number are correct.
4. Select [Save].

   Register the changed destination.

   ➡ Editing Address Book Entries (page 195)

2102 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2102

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2102 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the following of the FTP server.
> FTP is not available.
> The server is not operating properly.

Job is canceled. Press [End].

2102

Corrective Actions

Check your network and destination server settings.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the status of the server.**

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

If there is no improvement, proceed to the next step.

5 **Make sure that you entered the correct host name or IP address.**

2103 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is not connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2103 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2103

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the status of the server.**

Check that the server is up and is responding with ping.

If there is no improvement, proceed to the next step.

4 **Make sure the destination server supports FTPS (File Transfer Protocol over TLS).**

2201 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2201 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2201 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2201

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2202 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2202 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2202

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2203 "Failed to send via SMB." is displayed

Message

Failed to send via SMB.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2203 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2203

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

2204 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the email size limit of the SMTP settings on the Command Center RX

Job is canceled. Press [End].

2204

Corrective Actions

Check the size restrictions for email sending in the SMTP settings in Command Center RX.

1 **Launch your web browser.**

2 **In the address or location bar, enter the machine's IP address or the host name.**

3 **If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine settings.**

➡ Log in as Machine Administrator or Administrator (page 131)

4 **Select [Function Settings] > [E-mail].**

5 **In "E-mail Send Settings" [E-mail Size Limit], check whether a restriction value was entered and change it, as necessary.**

6 **Select [Submit].**

➡ SMTP and E-mail Settings (page 139)

2231 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

2231

Corrective Actions

Check your network connection.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

3101 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the authentication methods of both the sender and the recipient.

Job is canceled. Press [End].

3101

Corrective Actions

Check if the server is working properly and if the authentication settings are correct.

1 **Check the source and destination authentication methods.**

Make sure that the SMTP/POP authentication settings are the same for both the source and the destination.

3101 "Failed to send via FTP." is displayed

Message

Failed to send via FTP.

Check the network.
> The network cable is connected.
> The hub is not operating properly.
> The server is not operating properly.

Job is canceled. Press [End].

3101

Corrective Actions

Check if the server is working properly.

1 **Connect the network cable.**

Check that the LAN cable is properly connected.

If there is no improvement, proceed to the next step.

2 **Check the operation of the hub.**

Check that the hub access indicator is illuminated or flashing.

If there is no improvement, proceed to the next step.

3 **Check the server status.**

Make sure the server is running and responds to pings.

3201 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the SMTP user authentication method of the recipient.

Job is canceled. Press [End].

3201

Corrective Actions

Check the SMTP authentication method for both the source and the destination.

4801 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

4802 "Failed to send the email." is displayed

Message

Failed to send the email.

Check the encryption certificate of each destination by the Command Center RX.

Job is canceled. Press [End].

4802

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

4803 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Either the local certificate or the server certificate has expired. Check your network and SMTP settings.

1 **Check the date and time of this machine.**

- [...] > [System Menu] > [Device Settings] > [Date/Time]
- Set year, month, day, and seconds

  If the problem persists, proceed to the next step.

2 **Make sure the server uses a valid certificate.**

If either the local certificate or the server certificate has expired, please renew it.

3 **Check the SMTP settings for both the server and the machine.**

4804 "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

When communicating with the mail server using SMTP over TLS, communication cannot be started because the signature algorithm of the server certificate does not match the signature algorithm set on the machine.

Please access from Command Center RX to [Security Settings] > [Network Security]. Then, check the value of [Hash] of "Serverside Settings" and [Hash] of "Clientside Settings" and match it with the value on the server side.

Restart the machine after setting.

➡ **Command Center RX User Guide**

The error code 4901 is displayed

An error occurred while validating the server certificate.

Corrective Actions

Check the SMTP server certificate.

The error code 4902 is displayed

Your certificate has expired.

Corrective Actions

Check the SMTP server certificate.

The error code 4903 is displayed

An error occurred while verifying the X509 certificate.

Corrective Actions

Check the X509 certificate.

The error code 4904 is displayed

The certificate has been revoked.

Corrective Actions

Check the SMTP server certificate.

The error code 4905 is displayed

An error occurred while setting the encryption / signing certificate.

Corrective Actions

Check the settings related to the certificate and the imported certificate.

➡ **Command Center RX User Guide**

The error code 4906 is displayed

Certificate verification did not complete within the set time.

Corrective Actions

- Check the verification environment of the OCSP/CRL certificate and other certificates
- Extend the timeout deadline
- Change the certificate verification level

➡ **Command Center RX User Guide**

The error code 4a02 is displayed

Failed to initialize S/MIME.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a03 is displayed

Failed to specify S/MIME encryption.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a04 is displayed

Failed to scan the S/MIME encryption certificate.

Corrective Actions

- Check and correct the settings related to the S/MIME certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Command Center RX User Guide**

The error code 4a06 is displayed

Failed to specify job accounting S/MIME Signature.

Corrective Actions

Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

The error code 4a07 is displayed

Failed to scan the S/MIME signature certificate.

Corrective Actions

- Check and correct the settings related to the S/MIME signature certificate.
- Turn the power switch off and then on again. If it occurs repeatedly, write down the error code displayed on the touch panel, check the operation description and then contact the service representative.

➡ **Command Center RX User Guide**

The error code 4a08 is displayed

The sender's email address and the email address on the signature certificate do not match.

Corrective Actions

Make sure that the email address on the signature certificate matches the sender's email address.

Other error code "Job is canceled. Press [End]." is displayed

Message

Job is canceled. Press [End].

Corrective Actions

Press [End] and restart the machine by turning the power switch off, and then on again.

If it occurs repeatedly, write down the error code displayed on the touch panel and contact the service representative.

Adjustment/Maintenance

Overview of Adjustment/Maintenance

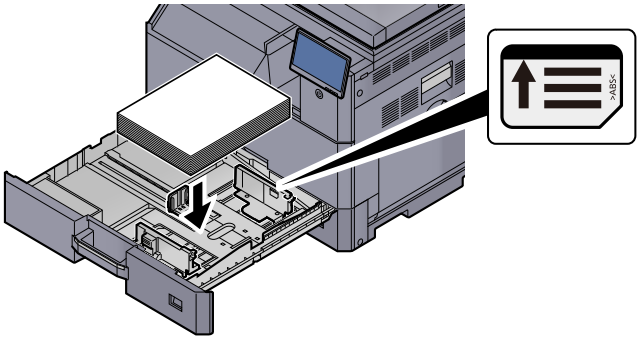
If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/Maintenance in the system menu.

Menu	Description	Reference page
Tone Curve Adjustment	Adjusts the shading of the printed image.	➡ Tone Curve Adjustment (page 795)
Drum Refresh	Remove image blur and white dots from the printout.	➡ Drum Refresh (page 797)

Tone Curve Adjustment

After prolonged use, or from the effects of surrounding temperature or humidity, the color shading of the printing may differ from the original. Perform this function to ensure consistency with the color shading of the original.

1 Load paper.



IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

  ➡ Precautions for Loading Paper (page 150)
- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

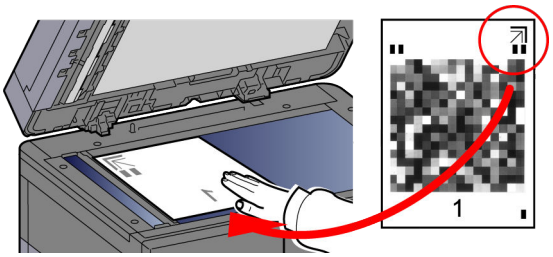
[...] > [System Menu] > [Adjustment/Maintenance] > [Tone Curve Adjustment]

3 Adjust as required.

1 Select [Start].

A pattern is printed. Check that the number "1" is printed at the bottom of the pattern.

2 As shown in the illustration, place the printed side down on the platen with the edge with the arrows toward the back.



3 Select [Start].

The pattern is read, and adjustment begins.

4 Select [OK] in the adjustment end confirmation screen.

Drum Refresh

Remove image blur and white dots from the printout.

NOTE

Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

1 Display the screen.

[...] > [System Menu] > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment]

2 Start Drum Refresh.

Select [Execute] > [Start].

Drum Refresh begins.

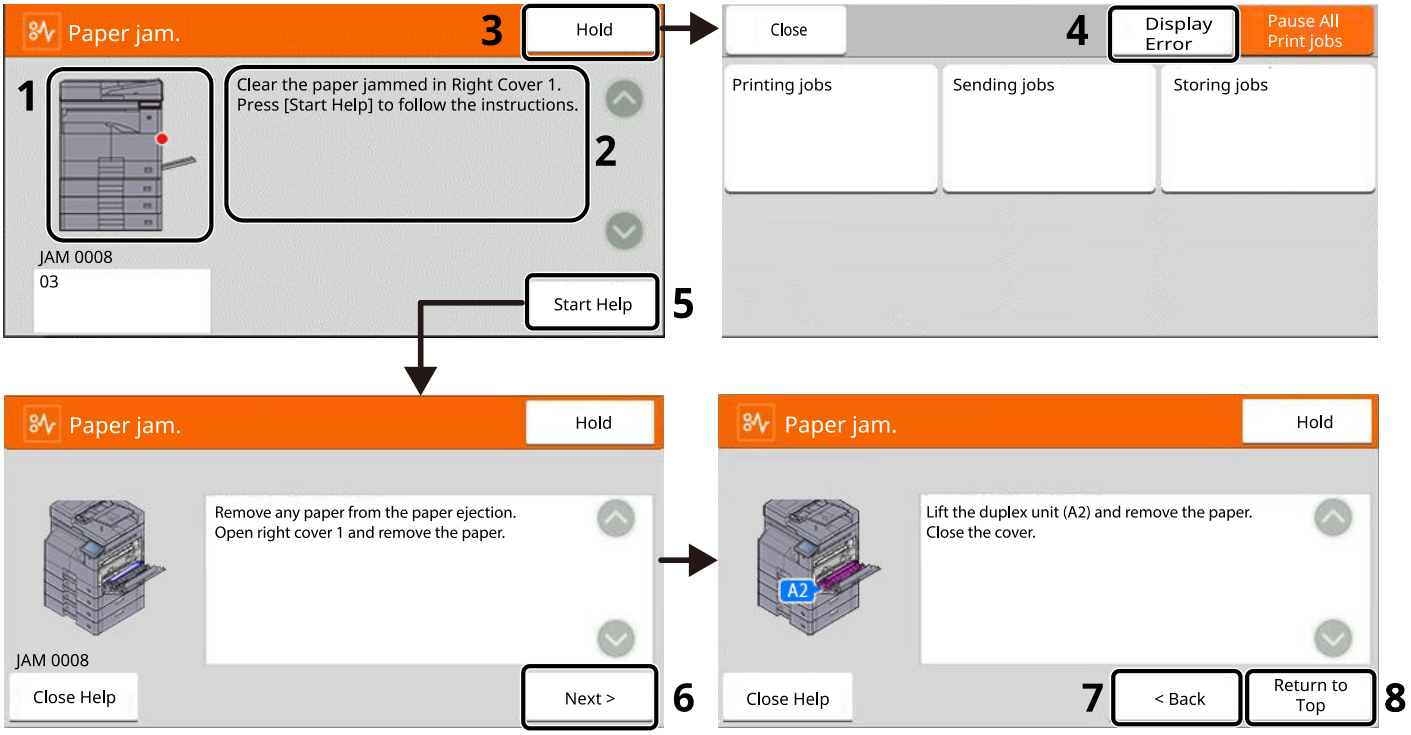
Clearing Paper Jams

If a paper jam occurs, printing stops and the location at which the paper jam has occurred, and the following message appears on the touch panel:

"Paper Jam."

Refer to these procedures to remove the jammed paper.

Jam Location Indicators



1 Shows the location of a paper jam.

2 Shows the removal procedure.

3 Selecting [Hold] displays [Status] screen, and the status of jobs can be checked.

4 Selecting [Display Error] returns to the paper jam guidance.

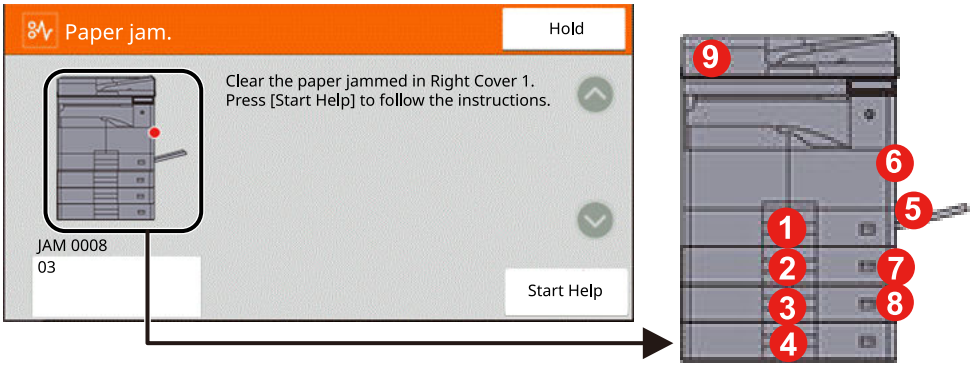
5 Shows the help screen. The help screen shows the procedure to clear the jam.

6 Displays the next step.

7 Returns to the previous step.

8 Displays the first step.

If a paper jam occurs, the location of the jam will be displayed on the touch panel and the clearing instructions.



Paper Jam Location Indicator	Paper Jam Location	Reference Page
1	Cassette 1	➡ Remove any jammed paper in Cassettes 1, 2, 3, and 4 (page 804)
2	Cassette 2	➡ Remove any jammed paper in Cassettes 1, 2, 3, and 4 (page 804)
3	Cassette 3	➡ Remove any jammed paper in Cassettes 1, 2, 3, and 4 (page 804)
4	Cassette 4	➡ Remove any jammed paper in Cassettes 1, 2, 3, and 4 (page 804)
5	Multipurpose Tray	➡ Remove any jammed paper in the Multipurpose Tray (page 800)
6	Right Cover 1	➡ Remove any jammed paper in Right Cover 1 (page 801)
7	Right Cover 2	➡ Remove any jammed paper in Right Covers 2 and 3 (page 806)
8	Right Cover 3	➡ Remove any jammed paper in Right Covers 2 and 3 (page 806)
9	Document Processor	➡ Remove any jammed paper in the Document Processor (page 807)

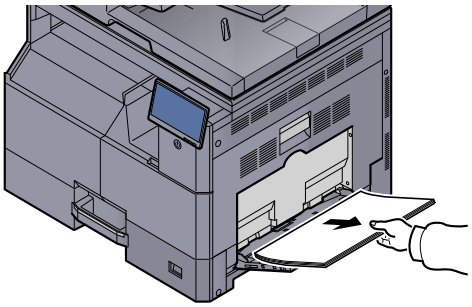
After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Remove any jammed paper in the Multipurpose Tray

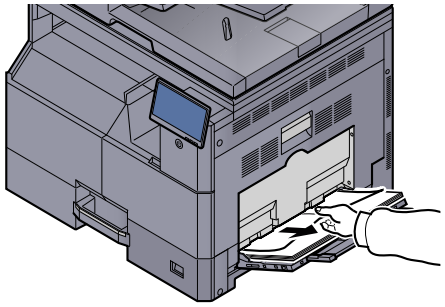
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

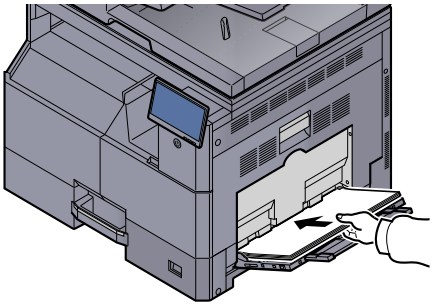
1 Remove all the paper.



2 Remove any jammed paper.



3 Reload the paper.

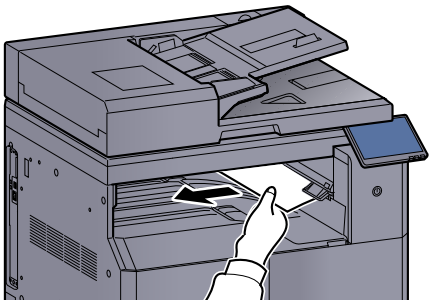


Remove any jammed paper in Right Cover 1

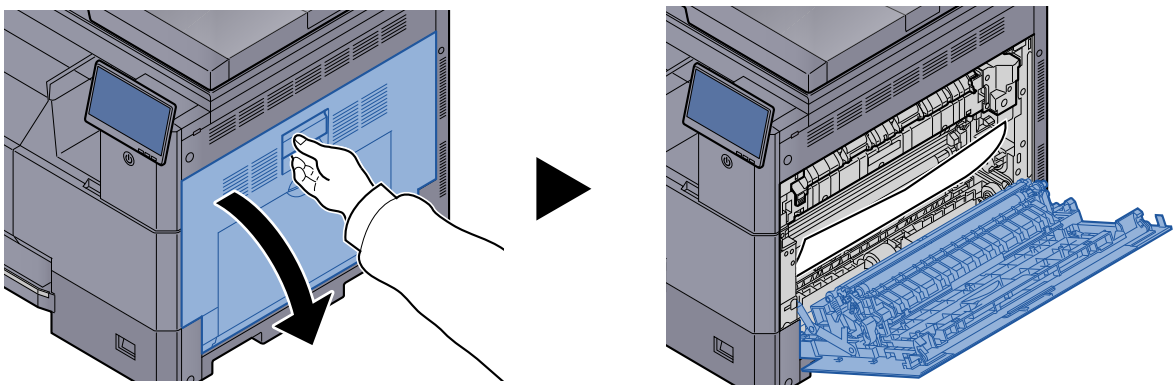
CAUTION

The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

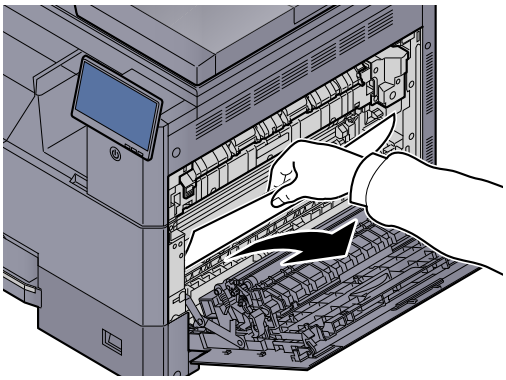
1 Remove jammed paper from the inner tray.



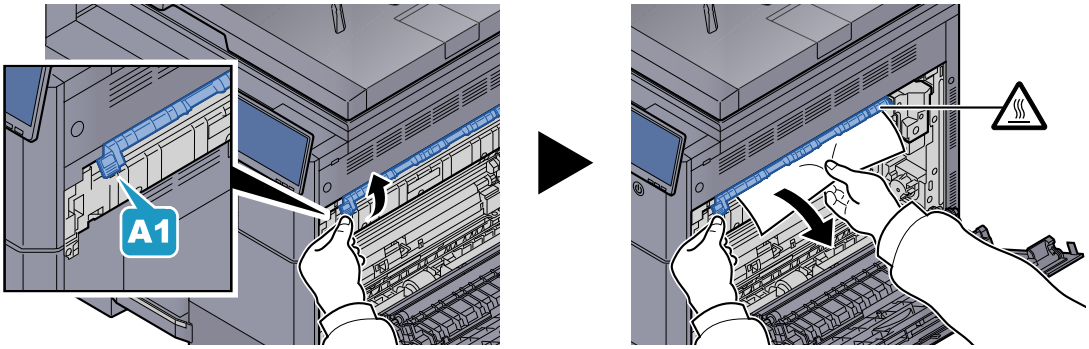
2 Open Right Cover 1.



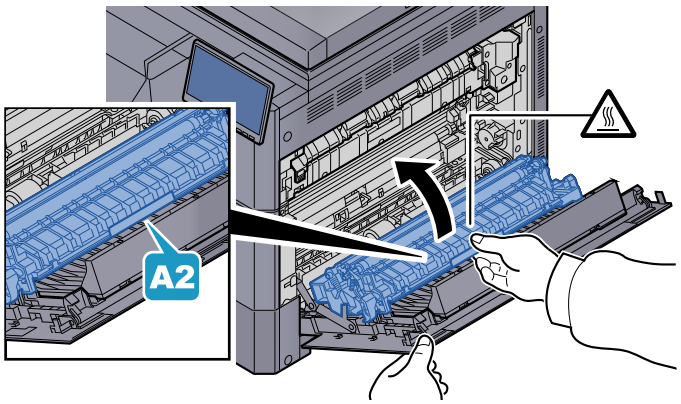
3 Remove any jammed paper.



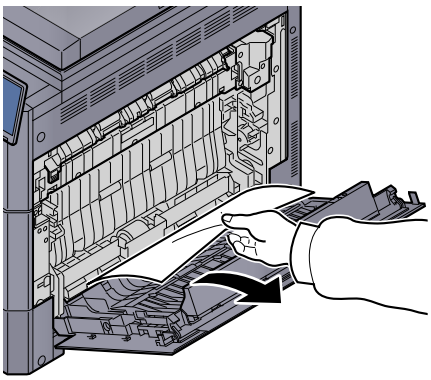
4 **Open the fuser cover (a) and remove any jammed paper, then close the fuser cover.**



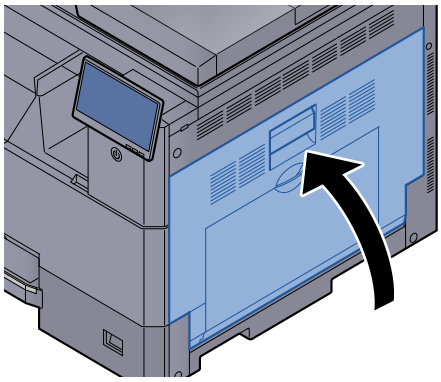
5 **Open the duplex unit.**



6 **Remove any jammed paper, then close the duplex unit.**



7 Push Right Cover 1.



Remove any jammed paper in Cassettes 1, 2, 3, and 4

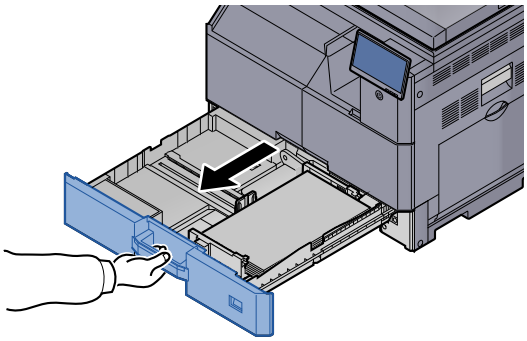
Here, we will explain the procedures for Cassette 1 as an example.

Follow the same procedure when removing jammed paper in Cassettes 2, 3, and 4.

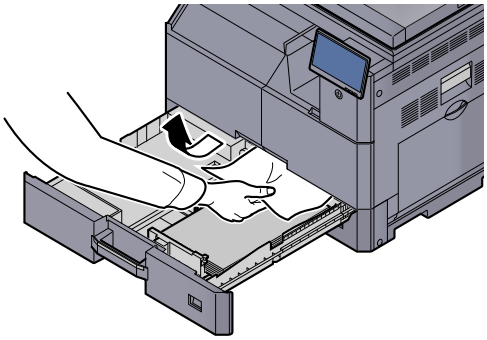
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, pull the cassette out completely and remove it from the machine. Be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

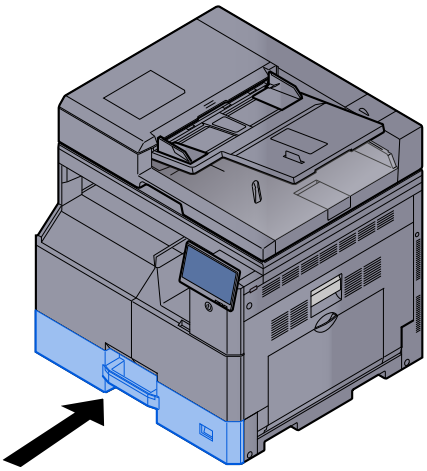
1 Pull Cassette 1 out toward you until it stops.



2 Remove any jammed paper.



3 Push Cassette 1 back in.

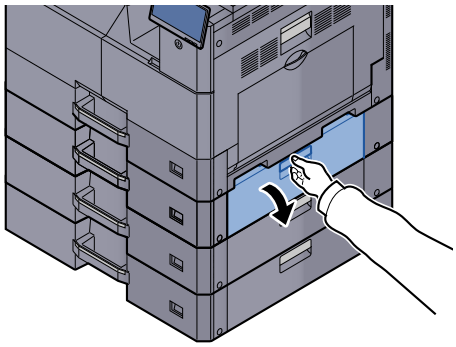


Remove any jammed paper in Right Covers 2 and 3

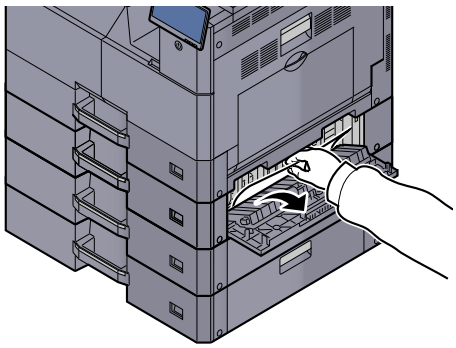
CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

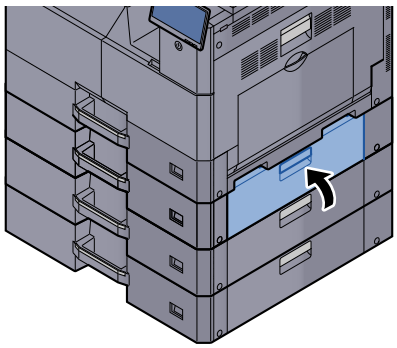
1 Open Right Cover 2.



2 Remove any jammed paper.



3 Push Right Cover 2 back in.

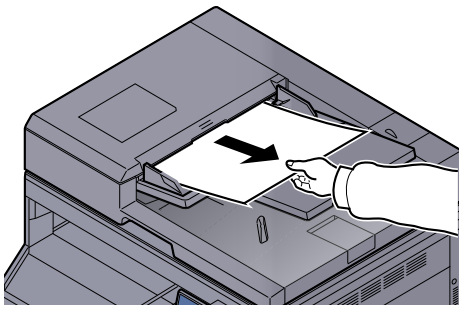


Remove any jammed paper in the Document Processor

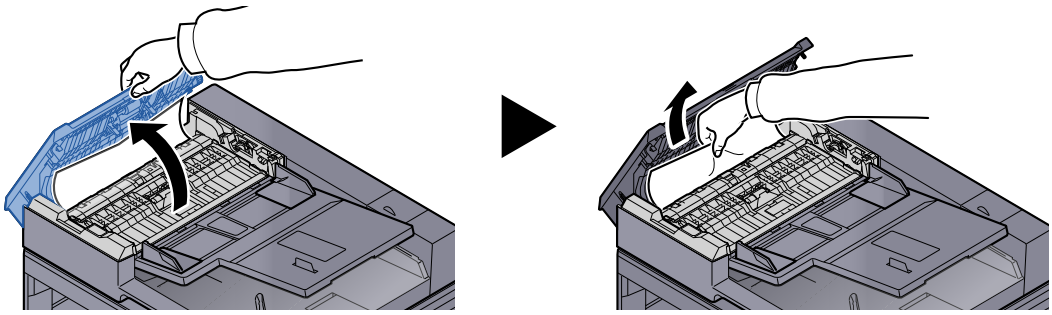
CAUTION

If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

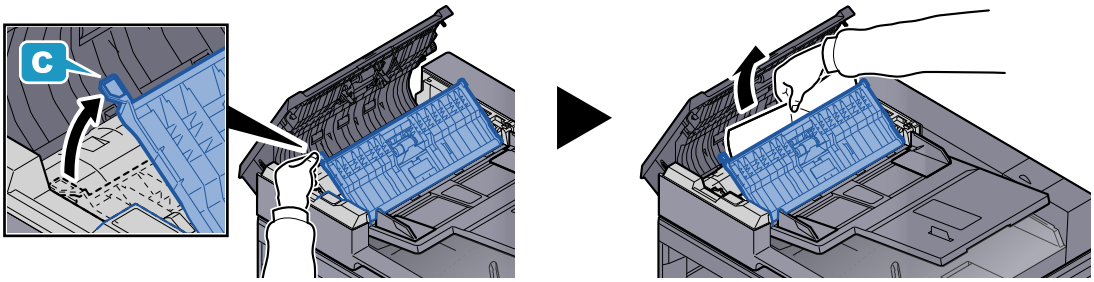
1 Remove the originals from the Original Table.



2 Open the document processor cover and remove any jammed paper.



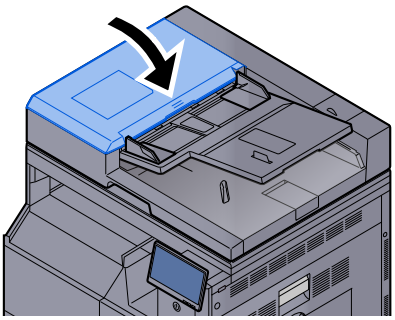
3 Open Reverse Unit C and remove any jammed paper.



NOTE

If the original is difficult to remove, turn the dial (B). The original will scroll out to a position where it can be removed easily.

4 Close the document processor cover.



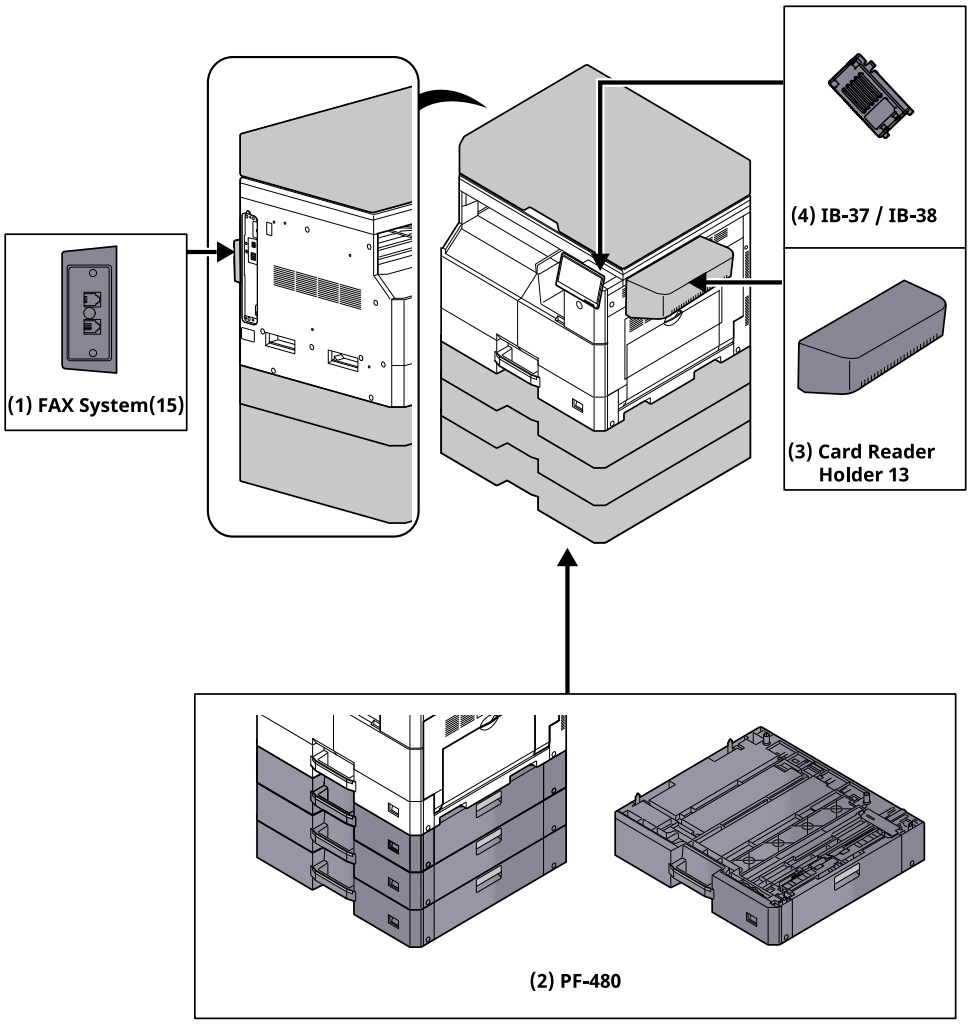
11 Appendix

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Character Entry Method 814
About Paper 817
Specifications 831
Security Quick Setup Function List 839

Optional Equipment

Option configuration

The following optional components are available:



IMPORTANT

If PF-480 is installed, toppling prevention kit must be installed.

1 FAX System 15 <FAX Kit>

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer.

➡ **FAX Operation Guide**

2 PF-480 <Paper Feeder (300-sheet × 1)>

An additional cassette identical to the printer's standard cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassette.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

PF-480 <Paper Feeder (300-sheet × 3)>

Three additional cassettes identical to the printer's standard cassette can be installed in the printer. Paper capacity and loading method are the same as the standard cassette.

➡ Loading Paper into Cassette 1 (to 4) (page 152)

3 Card Reader Holder 13

External unit installed to the device to scan for card authentication.

4 IB-37/IB-38 <Wireless Network Interface Kit>

This is a wireless LAN interface card, which supports the wireless LAN specifications IEEE 802.11ac (max. 433.3 Mbps) and IEEE 802.11g/b/ac for IB-37 or IEEE 802.11n (max. 72.2 Mbps) and IEEE 802.11b/g for IB-38. In addition, network printing is possible without using the wireless LAN router because Wi-Fi Direct is supported.

Other optional configuration

SD/SDHC Memory Card

An SD/SDHC memory card is useful for storing fonts, macros, and overlays. The machine is equipped with a slot for an SDHC memory card and an SD memory card.

UG-33

Application Name: ThinPrint Option

This application allows print data to be printed directly without a print driver

CARD AUTHENTICATION KIT(B)

Application Name: Card Authentication Kit

Option Card Authentication Kit User login administration can be performed using ID cards. To do so, it is necessary to register ID card information on the previously registered local user list.

Trusted Platform Module

Application Name: Trusted Platform Module

It is possible to protect the confidential information safely with this option. The encryption key used for the encrypted confidential information is stored in the exclusive storing area of the TMP chip. Since it is not possible to scan in this storing area from the outside of the TPM, the confidential information can protect safely.

NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

Reading the SD/SDHC Memory Card

Once inserted in the machine's slot, the contents of the SD/SDHC memory card can be read from the operation panel or automatically when you power on or reset the machine.

Starting Application Use

1 Display the screen.

[...] > [System Menu] > [Add/Delete Application] > [Optional Function List]

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select the preferred application > [Menu] > [Activate].

3 Enter the license key, then select [Official].

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 4.

To use the application as a trial, select [Trial] without entering the license key.

4 Select [Yes] from the confirmation screen.

NOTE

- If you started the ThinPrint Option and entered the license key, you need to turn power Off and then back On again.
- Icons of activated application are displayed in the home screen.

Checking Details of Application

1 [...] > [System Menu] > [Add/Delete Application] > [Optional Function List].

NOTE

If the User Authentication screen appears, log in as an administrator, a machine administrator, or any user who has the privilege to modify or configure the machine.

➡ Log in as Machine Administrator or Administrator (page 131)

2 Select [...] for the application whose detailed information you want check.

You can view detailed information on the selected application.

The items that can be referenced are as follows:

- Function Name
- License
- Remaining Counts
- Expiration Date
- Status

To extend the trial period, select [Expiration Date of Trial] > [Extend].

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

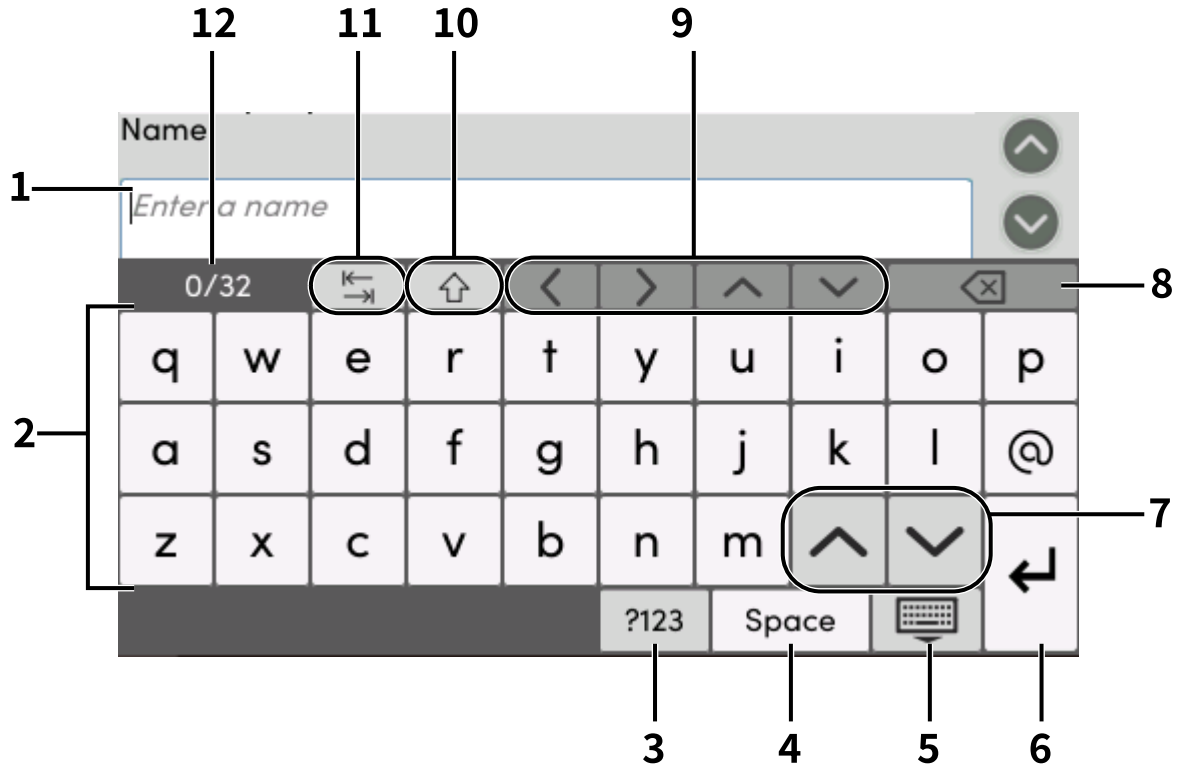
NOTE

Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a computer keyboard. Select [System Menu], [Device Settings], [Keyboard] and then [Keyboard Layout] to choose the preferred layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

Entry Screens

Lower-case Letter Entry Screen



1 Input box

Enter characters in the selected box.

2 Keyboard

Select the character to enter.

3 [?123] or Character key

Select the characters that are entered.

4 [Space] key

Select to insert a space.

5 Close key

Select to close the entry screen.

6 Enter key

Select to finalize the entry and return to the screen before the entry.

7 Character key switch

Switch the keyboard to numeric and special character keys.

8 Backspace key

Select to delete a character to the left of the cursor.

9 Cursor key

Select to move the cursor on the display.

10 Shift key

Select to switch between upper case and lower case.

11 Tab key

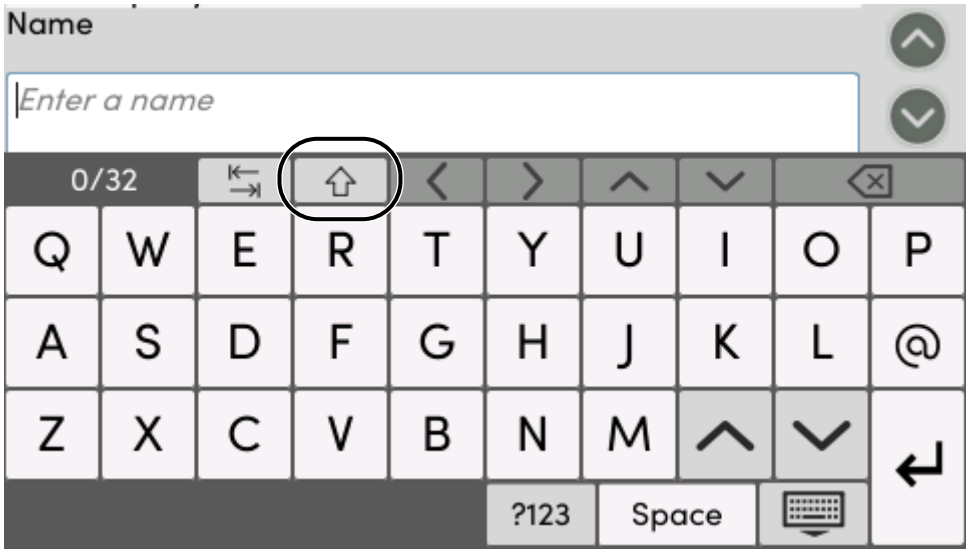
Select to move to the next input box.

12 Input or Limit display

Displays maximum number of characters and the number of characters entered.

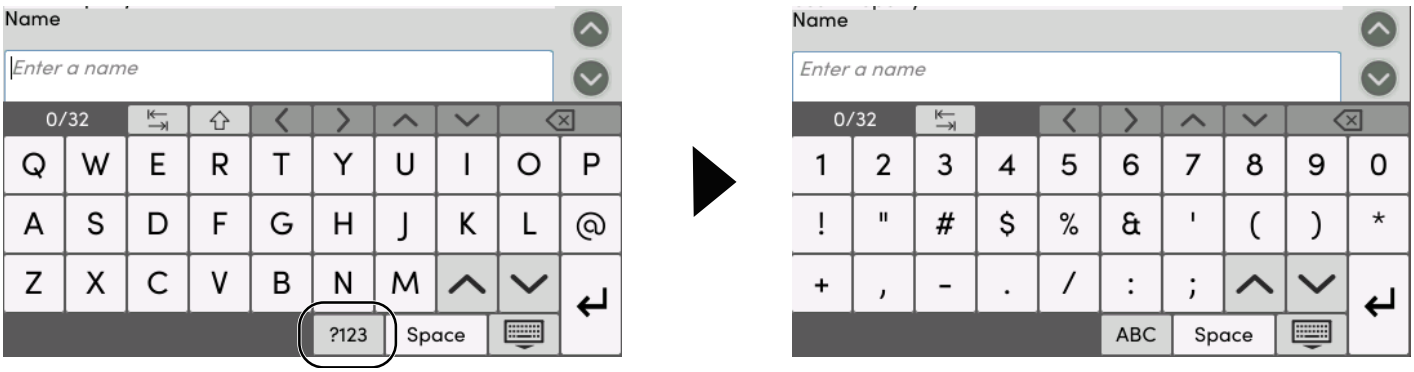
Upper-case Letter Entry Screen

Select the Shift key.



Number or Symbol Entry Screen

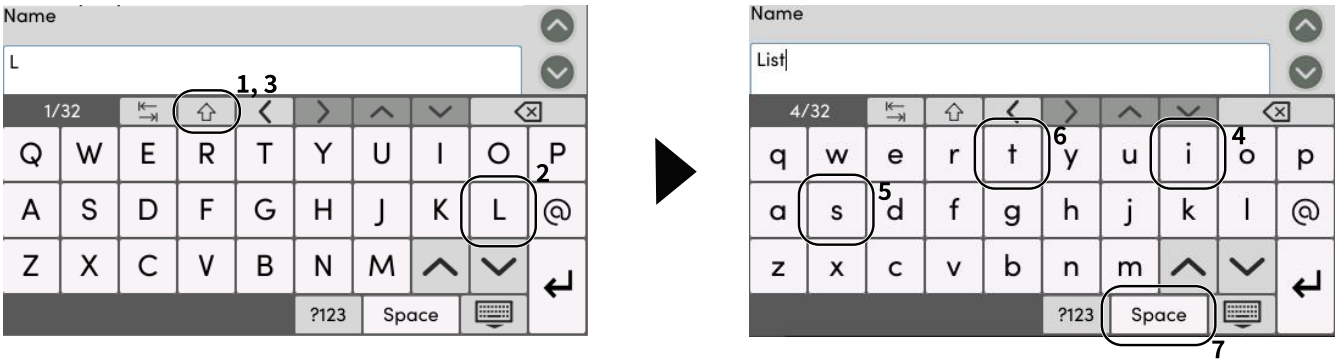
Select [?123].



Entering Characters

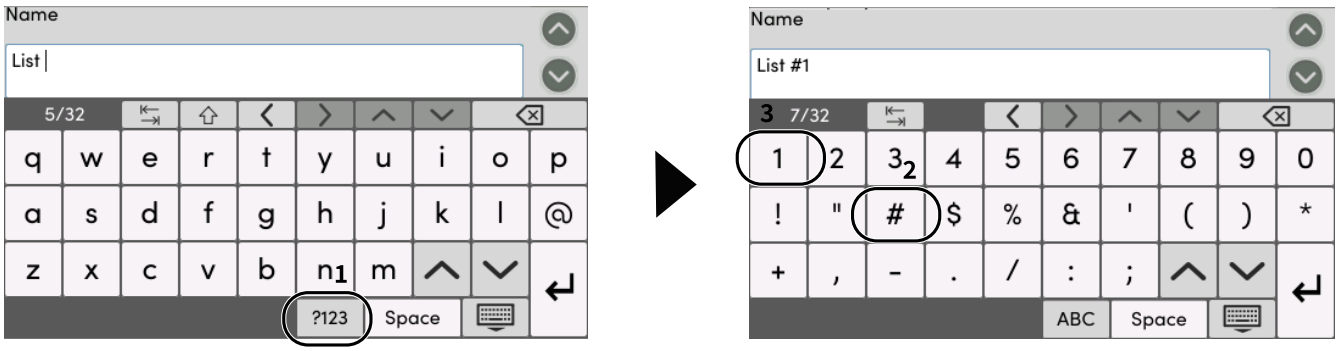
Follow the steps below to enter 'List #1' for an example.

1 Enter 'List', (space).



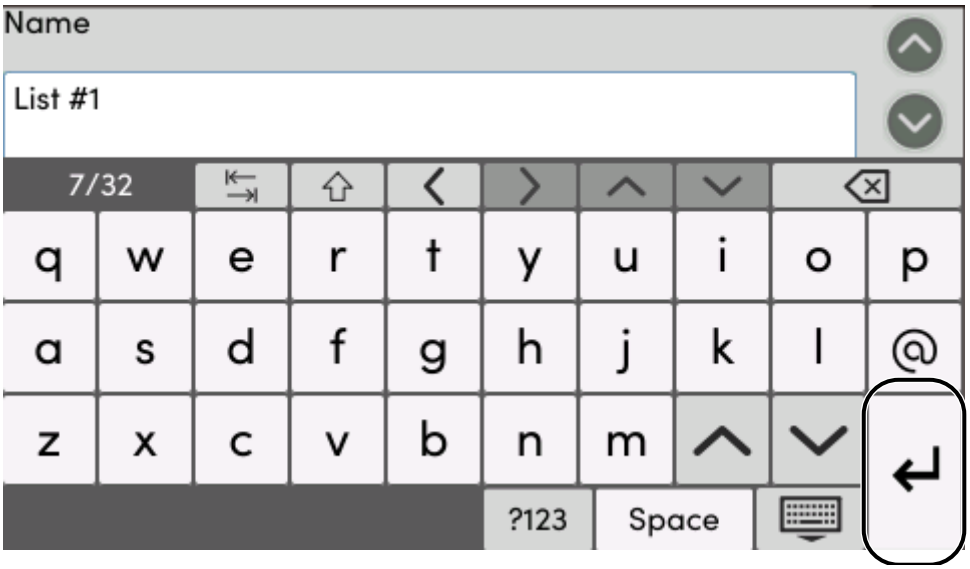
To switch between uppercase and lowercase, select the Shift key.

2 Enter '#' and '1'.



To enter numbers or symbols, select [?123].

3 Check that the entry is correct.



Check that the entry is correct. Select Enter.

About Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

➡ Specifications (page 831)

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

IMPORTANT

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications that are supported with this machine.

Criteria	Specifications
Weight	Cassettes: 60 g/m^2 to 105 g/m^2
	Multipurpose tray: 45 g/m^2 to 163 g/m^2 and 209.5 g/m^2 (Cardstock)
Dimensional accuracy	±0.03"
Squareness of corners	90° ±0.2°
Moisture Content	4% to 6%
Pulp content	80% or more

NOTE

- Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.
- We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Using such paper can cause poor print quality. In addition, poor paper feeding can cause paper jams and shorten the life of the machine. Use paper with a smooth and even surface. However, do not use paper that has been surface-treated, such as coating, as it may damage the drum and fusing unit.

Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use standard paper that contains at least 80% pulp. Be sure to use standard paper with 20% or less of the paper content consisting of cotton or other fibers.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper.

Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (For example: thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the box to keep it raised above the floor. Especially during rainy seasons, keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity:

The density of the paper fibers.

Stiffness:

Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl:

Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity:

During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness:

Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality:

Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging:

Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper:

We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Paper Sizes that can be Used with This Machine

Paper of the following sizes are supported by the machine.

Measurements in the table take into account a ±0.7 mm/±0.03" dimensional accuracy for length and width. Corner angles must be 90° ±0.2°.

NOTE

◯ : Paper of this size can be set.

— : Paper of this size cannot be set.

Paper Size	Cassettes	Multipurpose Tray
A3 (297 mm × 420 mm)	◯	◯

Paper Size	Cassettes	Multipurpose Tray
A4 (297 mm × 210 mm)	○	○
A4-R (210 mm × 297 mm)	○	○
A5 (148 mm × 210 mm)	○	○
A6 (105 mm × 148 mm)	—	○
B4 (257 mm × 364 mm)	○	○
JIS B5 (257 mm × 182 mm)	○	○
ISO B5 (176 mm x 250 mm)	—	○
JIS B5-R (182 mm × 257 mm)	○	○
B6 (182 mm × 128 mm)	—	—
B6-R (128 mm × 182 mm)	—	○
216 mm × 340 mm	○	○
Ledger	○	○
Letter	○	○
Letter-R	○	○
Legal	○	○
Statement-R	○	○
Executive (7-1/4" × 10-1/2")	—	○
OficioII	○	○
Folio (210 mm × 330 mm)	○	○
8K (273 mm × 394 mm)	○	○
16K (197 mm × 273 mm)	○	○
16K-R (273 mm × 197 mm)	○	○
Envelope #10 (4-1/8" × 9-1/2")	—	○
Envelope #9 (3-7/8" × 8-7/8")	—	○
Envelope #6 (3-5/8" × 6-1/2")	—	○
Envelope Monarch (3-7/8" × 7-1/2")	—	○
Envelope DL (110 mm × 220 mm)	—	○
Envelope C5 (162 mm × 229 mm)	—	○
Envelope C4 (229 mm × 324 mm)	—	○
Hagaki (Cardstock) (100 mm × 148 mm)	—	○

Paper Size	Cassettes	Multipurpose Tray
Oufuku hagaki (Return postcard) (148 mm × 200 mm)	—	◯
Kakugata 2	—	◯
Youkei 4 (105 mm × 235 mm)	—	◯
Youkei 2 (114 mm × 162 mm)	—	◯
Younaga 3	—	◯
Nagagata 3	—	◯
Nagagata 4	—	◯
Size Input	140 mm × 182 mm to 297 mm × 432 mm 3.86" × 5.83" to 11.69" × 17.00"	

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprint
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored Paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick Paper
- Labels
- High-quality paper

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multipurpose tray for labels, vellum, envelope, and cardstock.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper is given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multipurpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C/374°F
Thickness	0.100 mm to 0.110 mm/0.0039" to 0.0043"
Material	Polyester
Dimensional accuracy	±0.7 mm/±0.03"
Squareness of corners	90° ±0.2°

To avoid trouble, be sure to load transparencies in portrait orientation (For example: the longer edge facing the machine).

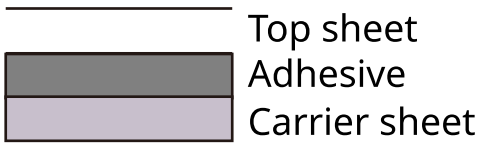
If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Labels

Be sure to feed labels from the multipurpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

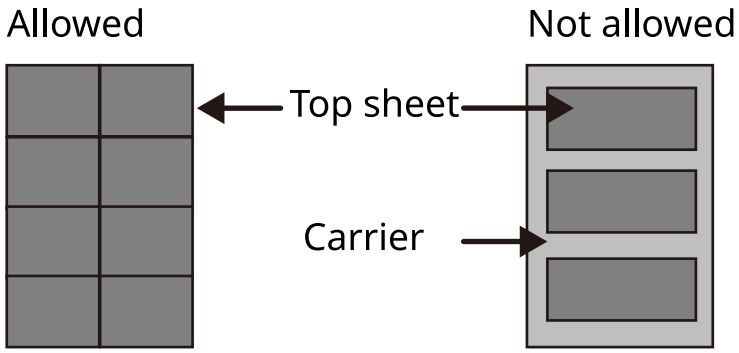
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in serious failure.

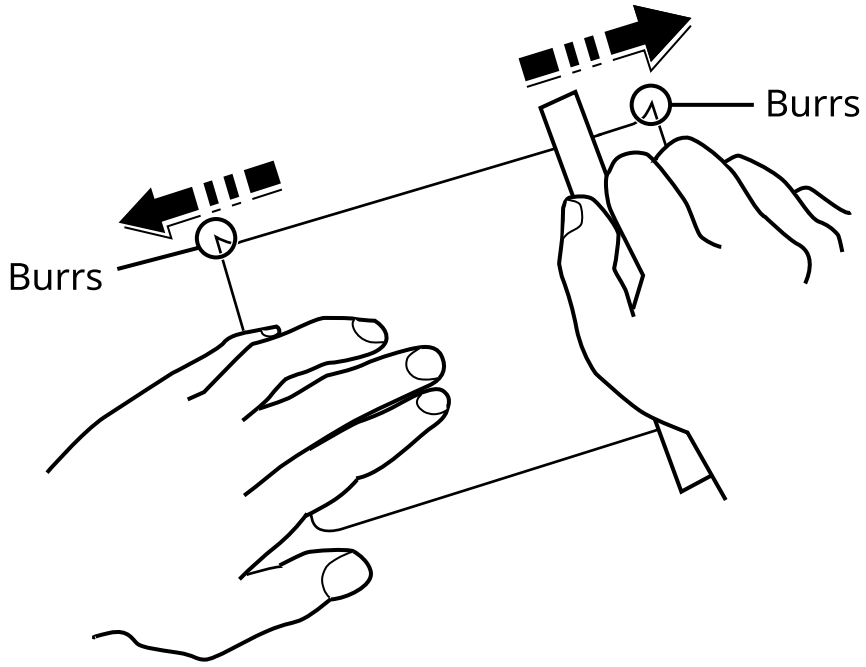
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Top sheet weight	44 g/m^2 to 74 g/m^2
Basis weight (overall paper weight)	104 g/m^2 to 151 g/m^2
Top sheet thickness	0.086 mm to 0.107 mm/0.003" to 0.004"
Overall paper thickness	0.115 mm to 0.145 mm/0.005" to 0.006"
Moisture Content	4% to 6% (composite)

Hagaki (Cardstock)



Before loading Hagaki (Cardstock) into the multipurpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.

NOTE

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.
- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.
- If paper jams occur, load fewer envelopes at once.

Thick Paper

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications.

➡ Basic Paper Specifications (page 817)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C/392°F).

Preprinted Paper

Preprinted paper must conform to the specifications.

➡ Basic Paper Specifications (page 817)

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

➡ Basic Paper Specifications (page 817)

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Specifications

IMPORTANT

Specifications are subject to change without notice.

NOTE

For more information on using FAX, refer to the following:

➡ **FAX Operation Guide**

Machine

Item	Specifications
Model	TASKalfa MZ2502 TASKalfa MZ2202
Type	Desktop
Printing Method	Laser exposure dry electrostatic transcription method
Paper Weight (Cassette)	60 g/m^2 to 105 g/m^2
Paper Weight (Multipurpose Tray)	45 g/m^2 to 163 g/m^2 and 209.5 g/m^2 (Cardstock)
Paper Type (Cassette)	Plain, Rough, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality, Custom 1 to 8
Paper Type (Multipurpose Tray)	Plain, Transparency, Rough, Vellum, Thin, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality, Custom 1 to 8
Paper Size (Cassette)	A3, A4-R, A4, A5-R, B4, JIS B5-R, JIS B5, Folio, 216.0 mm×340.0 mm, Ledger, Letter-R, Letter, Legal, Statement-R, Oficio II, 8K, 16K-R, 16-K
Paper Size (Multipurpose Tray)	A3, A4-R, A4, A5-R, A6-R, B4, JIS B5-R, JIS B5, B6-R, Folio, 216.0 mm×340.0 mm, Ledger, Letter, Letter-R, Legal, Statement-R, Executive, Oficio II, 8K, 16K-R, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Kakugata 2, Youkei 4, Youkei 2, Younaga 3, Nagagata 3, Nagagata 4, Custom (98 mm × 148 mm to 297 mm × 432 mm)/Custom (3.86" × 5.83" to 11.69" × 17.00")
Printed Image Margin Width	Left Edge: 3.0 mm or less Top Edge: 4.5 mm or less Right Edge: 3.0 mm or less Bottom Edge: 10.0 mm or less
Warm-up Time (23°C/73.4°F, 60%)	29 seconds or less (from power On)
Paper Capacity (Cassette)	300 sheets (80 g/m^2, A4/Letter, or smaller)
Paper Capacity (Multipurpose Tray)	100 sheets

Item	Specifications
Output Tray Capacity	250 sheets
Image Memory	1 GB
Interface (Standard)	USB 2.0 (Device): 1 USB 2.0 (Host): 2 Network Interface (10BASE-T/100BASE-TX/1000BASE-T): 1 SD card slot: 1
Interface (Option)	Wireless LAN
Operating Environment (Temperature)	10°C to 32.5°C 50°F to 90.5°F
Operating Environment (Humidity)	10 to 80%
Operating Environment (Altitude)	3,500 m and below 1,066.8 ft and below
Operating Environment (Brightness)	1,500 lux and below
Dimension (W × D × H)	With Document Processor: 565 mm × 525 mm × 583 mm Without Document Process (Platen only): 565 mm × 525 mm × 485 mm
Weight (Without toner container)	TASKalfa MZ2502: 32 kg/70.55 lb TASKalfa MZ2202: 28 kg/61.73 lb
Space Required (W × D) (when using multipurpose tray)	829 mm × 525 mm 32.6" × 20.7"
Power Source	220-240 V AC, 50/60 Hz: 5.9 A
Options	➡ Optional Equipment (page 810)

Copy Functions

Copy Speed

TASKalfa MZ2502

Paper Size	Cassette	Multipurpose Tray
A4	25 sheets/min	16 sheets/min
Letter	24 sheets/min	16 sheets/min
A4-R/Letter-R	13 sheets/min	11 sheets/min
A3/Ledger	10 sheets/min	9 sheets/min
B4/Legal	11 sheets/min	10 sheets/min
B5	25 sheets/min	16 sheets/min
B5-R	13 sheets/min	11 sheets/min
A5-R	10 sheets/min	9 sheets/min
A6-R	—	9 sheets/min

TASKalfa MZ2202

Paper Size	Cassette	Multipurpose Tray
A4	22 sheets/min	16 sheets/min
Letter	22 sheets/min	16 sheets/min
A4-R/Letter-R	13 sheets/min	11 sheets/min
A3/Ledger	10 sheets/min	9 sheets/min
B4/Legal	11 sheets/min	10 sheets/min
B5	22 sheets/min	16 sheets/min
B5-R	13 sheets/min	11 sheets/min
A5-R	10 sheets/min	9 sheets/min
A6-R	—	9 sheets/min

Others

Item	Description
First Copy Time (A4, placed on the platen, feed from Cassette)	8.7 seconds or less
Zoom Level	Manual mode: 25% to 400%, 1% increments Auto mode: Preset Zoom
Continuous Copying	1 to 998 sheets
Copy Resolution	600 dpi × 600 dpi
Original Type	Sheets, books, and 3-dimensional objects
Original Feed System	Fixed

Printer Functions

Print Speed

TASKalfa MZ2502

Paper Size	Cassette	Multipurpose Tray
A4	25 sheets/min	16 sheets/min
Letter	24 sheets/min	16 sheets/min
A4-R/Letter-R	13 sheets/min	11 sheets/min
A3/Ledger	10 sheets/min	9 sheets/min
B4/Legal	11 sheets/min	10 sheets/min
B5	25 sheets/min	16 sheets/min
B5-R	13 sheets/min	11 sheets/min
A5-R	10 sheets/min	9 sheets/min
A6-R	—	9 sheets/min

TASKalfa MZ2202

Paper Size	Cassette	Multipurpose Tray
A4	22 sheets/min	16 sheets/min
Letter	22 sheets/min	16 sheets/min
A4-R/Letter-R	13 sheets/min	11 sheets/min
A3/Ledger	10 sheets/min	9 sheets/min
B4/Legal	11 sheets/min	10 sheets/min
B5	22 sheets/min	16 sheets/min
B5-R	13 sheets/min	11 sheets/min
A5-R	10 sheets/min	9 sheets/min
A6-R	—	9 sheets/min

Others

Item	Description
First Print Time (A4, feed from Cassette)	5.9 seconds or less
Print Resolution	600 dpi × 600 dpi

Item	Description
Operating System	• Windows 11 • Windows 10 • Windows Server 2025 • Windows Server 2022 • Windows Server 2019 • Windows Server 2016 • Mac OS X v10.9 or higher
Interface	• USB Interface Connector: 1 (Hi-Speed USB) • Network Interface: 1 (10BASE-T/100BASE-TX/1000BASE-T) • Wireless LAN (Option): 1 (for IB-37/IB-38)
Page Description Language	PRESCRIBE
Emulations	• PCL6 (PCL XL / PCL 5e) • KPDL3 AES • PDF*1 • XPS / OpenXPS

*1 When requiring KPDL3 setting

Scanner Functions

Scanning Speed (A4 landscape, 300 dpi, Image quality: Text/Photo original)

When using the document processor (except TWAIN and WIA scanning)

Item	Black and White	Color
1-Sided	25 images/min	25 images/min
2-Sided	8 images/min	8 images/min

Others

Item	Description
Scan Resolution	• 300 dpi × 300 dpi (Default) • 200 dpi × 200 dpi • 200 dpi × 100 dpi • 600 dpi × 600 dpi • 400 dpi × 400 dpi • 200 dpi × 400 dpi • 1200 x 1200 dpi (TWAIN driver and WIA driver only)
File Format	• TIFF (MMR compression) • JPEG • XPS • OpenXPS • PDF (MMR/JPEG compression) • PDF (High compression)
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T) Wireless LAN (Option)
Transmission System	• SMB • SMTP • FTP • FTP over TLS • TWAIN • WSD • WIA • ChromeOS (Scan) • AirPrint • Mopria • DFS

Document Processor

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheets originals
Paper Size	Maximum: A3/Ledger (Custom: 297 mm × 420 mm/11.0" × 17.0")
	Minimum: A5-R/Statement-R (Custom: 148 mm × 210 mm/5.5" × 8.5")
Paper Weight	45 g/m^2 to 120 g/m^2
Loading Capacity	50 sheets or less (50 g/m^2 to 80 g/m^2) (Up to upper limit height line in the document processor)

Paper Feeder (Cassette 1 to 4)

Item	Description
Paper Supply Method	Friction roller feeder (No. of sheets: 300, 80 g/m^2, 1 cassette)
Paper Size	A3, A4, A4-R, A5-R, B4, JIS B5, JIS B5-R, Folio, 216 mm × 340 mm, Ledger, Letter, Letter-R, Legal, Statement-R, Oficio II, 8K, 16K, 16K-R
Media Type	Plain, Preprinted, Bond, Recycled, Rough, Letterhead, Color, Prepunched, Thick, High Quality, Custom 1 to 8
Supported Paper	Paper weight: 60 g/m^2 to 105 g/m^2 Media types: Plain, Recycled, Material
Dimensions (W) × (D) × (H)	565 mm × 520 mm × 148.5 mm/22.25" × 22.50" × 5.87"
Weight	Approx. 6 kg/13.2 lb

Security Quick Setup Function List

The functions configured in each level of Security Quick Setup are as follows. After selecting the security level, configure the security function according to your operating environment.

TLS

Level 1	Level 2	Level 3
On	On	On

Serverside Settings

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

HTTP Security

Level 1	Level 2	Level 3
Secure Only (HTTPS)	Secure Only (HTTPS)	Secure Only (HTTPS)

IPP Security

Level 1	Level 2	Level 3
Secure Only (IPPS)	Secure Only (IPPS)	Secure Only (IPPS)

Enhanced WSD Security

Level 1	Level 2	Level 3
Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)

eSCL Security

Level 1	Level 2	Level 3
Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)

REST Security

Level 1	Level 2	Level 3
Secure Only (REST over TLS)	Secure Only (REST over TLS)	Secure Only (REST over TLS)

Clientside Settings

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305	AES-GCM, CHACHA20/POLY1305

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv4 Settings (Wired Network)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv4 Settings (Wireless Network)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv6 Settings (Wired Network)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

IPv6 Settings (Wireless Network)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

DNS over TLS

Level 1	Level 2	Level 3
Off	Auto	On

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Send Protocols: FTP Client (Transmission)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	_*1	_*1

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	_*1	_*1

*1 If you select [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

Other Protocols: HTTP (Clientside)

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Other Protocols: SOAP

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

Use Default Settings

Level 1	Level 2	Level 3
On	On	On

Other Protocols: LDAP

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

Level 1	Level 2	Level 3
Off	Off	Off

Send Protocols: SMTP (E-mail TX)

You can find the following settings in Command Center RX.

➡ **Command Center RXUser Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Email: POP3 User Settings

You can find the following settings in Command Center RX.

➡ **Command Center RX User Guide**

Certificate Auto Verification

Level 1	Level 2	Level 3
Validity Period	Validity Period	Validity Period

Hash

Level 1	Level 2	Level 3
SHA2(256/384)	SHA2(256/384)	SHA2(256/384)

Print Protocols

SMB Server Protocol

Level 1	Level 2	Level 3
Off	Off	Off

LPD

Level 1	Level 2	Level 3
On	On	Off

FTP Server (Reception)

Level 1	Level 2	Level 3
On	Off	Off

IPP

Level 1	Level 2	Level 3
On	Off	Off

IPP over TLS

Level 1	Level 2	Level 3
On	On	On

Raw

Level 1	Level 2	Level 3
On	On	Off

ThinPrint

Level 1	Level 2	Level 3
On	Off	Off

ThinPrint over TLS

Level 1	Level 2	Level 3
On	—*1	—*1

WSD Print

Level 1	Level 2	Level 3
On	Off	Off

POP3 (E-mail RX)

Level 1	Level 2	Level 3
Off	Off	Off

*1 If you select [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

Send Protocols

FTP Client (Transmission)

Level 1	Level 2	Level 3
On	Off	Off

SMB

Level 1	Level 2	Level 3
On	On	Off

WSD Scan

Level 1	Level 2	Level 3
On	Off	Off

eSCL

Level 1	Level 2	Level 3
On	Off	Off

eSCL over TLS

Level 1	Level 2	Level 3
On	On	Off

Other Protocols

SNMPv1/v2c

Level 1	Level 2	Level 3
On	On	Off

SNMPv3

Level 1	Level 2	Level 3
Off	Off	Off

HTTP

Level 1	Level 2	Level 3
On	Off	Off

HTTPS

Level 1	Level 2	Level 3
On	On	On

Enhanced WSD

Level 1	Level 2	Level 3
On	Off	Off

Enhanced WSD over TLS

Level 1	Level 2	Level 3
On	On	On

LDAP

Level 1	Level 2	Level 3
Off	Off	Off

LLTD

Level 1	Level 2	Level 3
Off	Off	Off

REST

Level 1	Level 2	Level 3
On	Off	Off

REST over TLS

Level 1	Level 2	Level 3
On	On	On

VNC (RFB)

Level 1	Level 2	Level 3
Off	Off	Off

VNC (RFB) over TLS

Level 1	Level 2	Level 3
Off	Off	Off

Enhanced VNC (RFB) over TLS

Level 1	Level 2	Level 3
On	Off	Off

TCP/IP: Bonjour Settings

Bonjour

Level 1	Level 2	Level 3
On	On	Off

Network Settings

Wi-Fi Direct Settings

Level 1	Level 2	Level 3
Off	Off	Off

Connectivity

Bluetooth Settings

Level 1	Level 2	Level 3
Off	Off	Off

Interface Block Setting

USB Host

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Device

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Drive

Level 1	Level 2	Level 3
Unblock	Unblock	Block

Energy Saver/Timer

Auto Panel Reset

Level 1	Level 2	Level 3
On	On	On

User Account Lockout Settings

Lockout

Level 1	Level 2	Level 3
On	On	On

Job Status/Job Logs Settings

Display Jobs Detail Status

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Display Jobs Log

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Display Fax Log

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator)

Edit Restriction

Address Book

Level 1	Level 2	Level 3
Off	Off	Administrator Only

One-Touch Key

Level 1	Level 2	Level 3
Off	Off	Administrator Only

Prevent Mis-sending Settings

Destination Check before Send

Level 1	Level 2	Level 3
On	On	On

Entry Check for New Dest.

Level 1	Level 2	Level 3
On	On	On

New Destination Entry

Level 1	Level 2	Level 3
Permit	Permit	Prohibit

New destination entry (FAX)

Level 1	Level 2	Level 3
Permit	Permit	—*1

Recall Destination

Level 1	Level 2	Level 3
Prohibit	Prohibit	Prohibit

Broadcast

Level 1	Level 2	Level 3
Permit	Permit	Prohibit

*1 If you select [Level 3] in "Security Quick Setup", this setting will disappear.

For the Kyocera contact in your region, see Sales Sites sections here.
https://www.kyoceradocumentsolutions.com/company/directory.html

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