



# D330E Series

## USER MANUAL/Box Operations

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.





# Table of contents

## 1 Overview of Box Function

- 1.1 **About Box** ..... 1-2
- 1.2 **Displaying the User Box Screen** ..... 1-4
  - Displaying from the home screen of basic style .....1-4
  - Displaying from the main menu of classic style.....1-4
- 1.3 **Restrictions for Storage Capacity** ..... 1-6

## 2 Storing Documents as Files in MFP for Use (User Box)

- 2.1 **About User Box** ..... 2-2
  - Available operations with User Box .....2-2
  - Type of User Boxes .....2-2
  - User types that can access User Boxes .....2-3
- 2.2 **Rules to Use User Boxes**..... 2-4
  - Public User Box .....2-4
  - Personal User Box .....2-4
  - Group User Box .....2-5
  - When using a combination of Personal User Box and Group User Box .....2-6
- 2.3 **Create User Box** ..... 2-7
- 2.4 **Save File in a User Box**..... 2-9
  - Saving (Basic operation flow).....2-9
  - Saving files in copy mode .....2-10
  - Saving in scan mode.....2-10
  - Save files from a PC.....2-10
  - Save file from a USB memory .....2-10
  - Changing the default save settings.....2-11
- 2.5 **Print File in a User Box** ..... 2-12
  - Printing (Basic operation flow) .....2-12
  - Collectively printing multiple files (Combine) .....2-13
- 2.6 **Send Files in a User Box**..... 2-16
  - 2.6.1 Sending (Basic operation flow) .....2-16
  - 2.6.2 Collectively sending multiple files (Combine TX) .....2-17
- 2.7 **Organize Files in a User Box**..... 2-20
  - Basic file operations.....2-20
  - To move a file to another User Box .....2-20
  - Copying a file to another User Box.....2-20
  - Edit a page .....2-21
  - Saving a file in a USB flash drive .....2-22
  - Re-registering a file in a User Box to the SMB folder .....2-23
- 2.8 **Operating a File in a User Box from a PC**..... 2-24
  - 2.8.1 Operate a User Box via Web Connection .....2-24
    - Open User Box .....2-24
    - Printing a file in a User Box.....2-24
    - Sending files in a User Box.....2-25
    - Download files in a User Box to the PC.....2-26
    - Move or copy files in a User Box to another User Box.....2-27
    - Delete files from a User Box .....2-27
  - 2.8.2 Operate a User Box using the Box Operator .....2-27
- 2.9 **Sharing Files in the User Box on the Network (Share SMB File)** ..... 2-28
  - About Share SMB File.....2-28
  - Preparation required to use this function (for the administrator) .....2-28
  - Accessing the SMB folder from computer.....2-28

## 3 Printing the Fax Received in Memory



## **[[Memory RX]]**

3.1	About Memory RX User Box .....	3-2
3.2	Print Fax in a User Box .....	3-3
3.3	Send Fax in a User Box .....	3-4
3.4	Organize Faxes in a User Box.....	3-6
3.5	Operating the User Box using Web Connection .....	3-7
	Opening the System User Box .....	3-7
	Printing a file in a User Box.....	3-7
	Sending files in a User Box.....	3-7
	Download files in a User Box to the PC.....	3-8
	Delete files from a User Box .....	3-9

## **4 Resending a Fax that Caused a Redialing Failure ([File Re-TX])**

4.1	About Fax Retransmit User Box .....	4-2
4.2	Send Fax in a User Box .....	4-3
4.3	Print Fax in a User Box .....	4-5
4.4	Organize Faxes in a User Box.....	4-7

## **5 Printing a Highly Confidential Document ([Secure Print])**

5.1	About Secure Document User Box .....	5-2
5.2	Print Files in a User Box .....	5-3
	Printing (Basic operation flow) .....	5-3
	Printing (with Simple Print enabled).....	5-4
	Printing (with [Prohibited Functions When Authentication Error] set to [Mode 2]) .....	5-5
5.3	Organize Files in a User Box.....	5-8

## **6 Adding Annotation to a File ([Annotation])**

6.1	About Annotation User Box .....	6-2
6.2	Registering an Annotation User Box.....	6-3
6.3	Save File in a User Box.....	6-4
	Saving (Basic operation flow).....	6-4
	Saving files in copy mode.....	6-5
	Save files from a PC.....	6-5
6.4	Print Files in a User Box .....	6-6
6.5	Send Files in a User Box.....	6-8
6.6	Organize Files in a User Box.....	6-10

## **7 Printing an Encrypted PDF ([Password Encrypted PDF])**

7.1	About Password Encrypted PDF User Box .....	7-2
7.2	Store File in User Box, or Print File from User Box.....	7-3
7.3	Organize Files in a User Box.....	7-4

## **8 Registering a File for Polling ([Polling TX])**

8.1	About Polling TX User Box.....	8-2
8.2	Print Files in a User Box .....	8-3
8.3	Organize Files in a User Box.....	8-4

## **9 Storing a File for Polling ([Bulletin])**

9.1	About Bulletin Board User Box.....	9-2
-----	------------------------------------	-----



9.2	Create Bulletin Board User Box.....	9-3
9.3	Print Files in a User Box .....	9-4
9.4	Organize Files in a User Box.....	9-5
<b>10</b>	<b>Using as Fax Relay Machine ([Relay User Box])</b>	
10.1	About Relay User Box.....	10-2
10.2	Operations Required to Use This Function .....	10-3
	Registering fax recipients .....	10-3
	Registering a Relay User Box .....	10-3
<b>11</b>	<b>Printing on MFP under Authentication Control ([ID &amp; Print])</b>	
11.1	About ID & Print User Box.....	11-2
11.2	Print Files in a User Box .....	11-3
11.3	Organize Files in a User Box.....	11-4
<b>12</b>	<b>Using a USB Flash Drive ([External Memory])</b>	
12.1	About External Memory.....	12-2
12.2	Conditions of Available USB Flash Drive .....	12-3
12.3	Print a File from a USB Memory Device.....	12-4
	Permitting printing a file from a USB flash drive (for the administrator) .....	12-4
	Operation flow.....	12-4
12.4	Save Scanned Data on a USB Memory.....	12-6
	Permitting saving a file from a USB flash drive (for the administrator) .....	12-6
	Operation flow.....	12-6
12.5	Store USB Memory Files in External Memory User Box .....	12-8
	Permitting scanning a file from a USB flash drive (for the administrator) .....	12-8
	Operation flow.....	12-8
<b>13</b>	<b>Operations and Settings Common to each User Box</b>	
13.1	Specifying a Destination.....	13-2
	Using Address Book .....	13-2
	Searching for the registered destination.....	13-2
	Directly entering the destination .....	13-3
	Using Job History .....	13-4
	Specifying the target from the destinations registered in the LDAP server (LDAP Search).....	13-4
13.2	Organizing Files in a User Box.....	13-5
	Delete a file .....	13-5
	Renaming a file .....	13-5
	Registering a file as an overlay image .....	13-5
	Confirming file information.....	13-6
13.3	Storage Option Settings.....	13-8
	Specifying a file name ([File Name]) .....	13-8
	Scanning a 2-sided original ([Simplex/Duplex]) .....	13-8
	Specifying the resolution to scan the original ([Resolution]) .....	13-9
	Selecting the color mode to scan the original ([Color]) .....	13-9
	Specifying the file type of the scanned original ([File Type]).....	13-10
	Specifying the original size ([Scan Size]).....	13-12
	Scanning originals of different sizes ([Mixed Original]) .....	13-12
	Scanning an original that is thinner than plain paper ([Thin Paper Original]) .....	13-12
	Scanning originals with folds ([Z-Folded Original]) .....	13-13
	Scanning a long original ([Long Original]) .....	13-13
	Specifying the original loading direction ([Original Direction]) .....	13-13
	Specifying the original binding position ([Binding Position]) .....	13-14
	Scanning while removing dust in the Slit Scan Glass ([Despeckle]) .....	13-14
	Skipping blank pages ([Blank Page Removal]) .....	13-14

	Splitting the left and right pages of a book and catalog ([Book Original]) .....	13-15
	Scanning a number of originals in several batches ([Separate Scan]).....	13-16
	Selecting the appropriate image quality level for the original ([Original Type]) .....	13-17
	Adjusting the density to scan the original ([Density]) .....	13-17
	Adjusting the background density of the original to be scanned ([Bkgd. Removal]) .....	13-18
	Scanning after erasing text and shadows in the margins of an original ([Frame Erase]) .....	13-18
	Sharpening the border between text etc. ([Sharpness]) .....	13-19
<b>13.4</b>	<b>Print Option Settings .....</b>	<b>13-20</b>
	Changing the color mode for printing ([Color]) .....	13-20
	Enlarging or reducing an original image ([Zoom]) .....	13-20
	Specifying the paper tray ([Paper]).....	13-20
	Printing on both sides of paper ([Simplex/Duplex]) .....	13-21
	Printing multiple pages on the same side of a single sheet ([Combine]) .....	13-21
	Stapling paper ([Staple]).....	13-21
	Punching ([Punch]) .....	13-22
	Folding/Binding ([Fold/Bind]) .....	13-22
	Outputting by sets ([Group/Sort]).....	13-23
	Staggering the feed-out position by set ([Offset]).....	13-24
	Printing an XLSX file sheet or book ([Sheet/Book Print]) .....	13-24
	Printing a multi-page PDF, XPS, or OOXML file on the same side of a single sheet ([Combination]) .....	13-24
	Printing in a booklet format ([Booklet]).....	13-25
	Adding a margin on pages ([Page Margin]).....	13-25
	Fine-tuning the print position ([Image Shift]).....	13-26
	Inserting front and back covers ([Cover Sheet]).....	13-26
	Inserting a different sheet into the specified page ([Insert Sheet]).....	13-27
	Arranging the first page of the chapter on the front side ([Chapters]) .....	13-28
	Adding the print date/time ([Date/Time]).....	13-28
	Adding a page number ([Page Number]) .....	13-29
	Adding a stamp ([Stamp]) .....	13-30
	Adding a stamp on the entire page ([Stamp Repeat]).....	13-30
	Adding information to the header/footer ([Header/Footer]) .....	13-31
	Composing registered images ([Registered Overlay]).....	13-31
	Printing a concealed security watermark ([Copy Protect]).....	13-32
<b>13.5</b>	<b>Transmission Option Settings .....</b>	<b>13-33</b>
	Change the file resolution ([Resolution]) .....	13-33
	Change the file color ([Color]) .....	13-33
	Changing a file type ([File Type]) .....	13-34
	Changing a file or a subject ([File Name/Subject Name/Other]) .....	13-36
	Adding the print date/time ([Date/Time]).....	13-36
	Adding a page number ([Page Number]) .....	13-37
	Adding a stamp ([Stamp]) .....	13-38
	Adding information to the header/footer ([Header/Footer]) .....	13-38
	Sending and printing at the same time ([Save & Print]) .....	13-39
	Changing a character string to be printed ([Stamp Settings]).....	13-39
	Notifying the the saving destination of the sent file ([URL Dest. Settings]).....	13-39
	Encrypting an E-mail ([Mail Encryption]) .....	13-39
	Adding digital signature to E-mails ([Digital Signature]).....	13-40
	Sending after Renaming the Sender ([Fax Header Settings]) .....	13-40
	Setting a fax line type ([Line Settings]).....	13-40
	Specifying the time for communication ([Timer TX]) .....	13-41
	Sending a fax with a password ([Password TX]).....	13-41
	Sending after specifying a F-code ([F-Code TX]).....	13-41



## Overview of Box Function

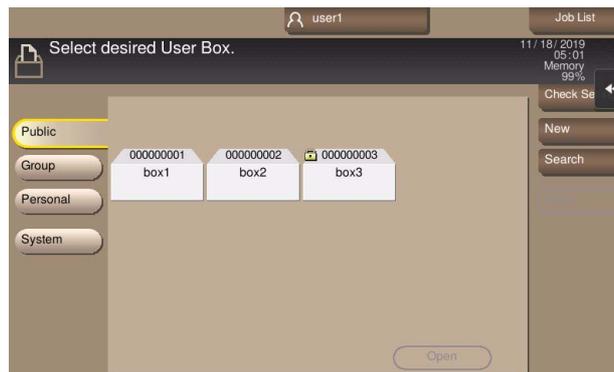
# 1 Overview of Box Function

## 1.1 About Box

The Box function enables you to store data in the storage built in this machine and also retrieve it when needed.

The Box can be classified into two types: User Box and System User Box.

The User Box is created by the user. The created User Box is identified by a 9-digit User Box number. If user authentication or account track is installed, you can create a Personal User Box available for each user and a Group User Box available for each department.



The System User Box is pre-provided in this machine. It is used to store files in this machine for fax or print functions. The user can operate files in the System User Box when necessary.



The following types of System User Boxes are available. For details on the overview of each System User Box, refer to the following reference page.

- Secure Document User Box (page 5-2)
- Memory RX User Box (page 3-2)
- ID & Print User Box (page 11-2)
- Bulletin Board User Box (page 9-2)
- Polling TX User Box (page 8-2)
- Annotation User Box (page 6-2)
- Fax Retransmit User Box (page 4-2)
- Password Encrypted PDF User Box (page 7-2)
- External Memory (page 12-2)
- Relay User Box (page 10-2)

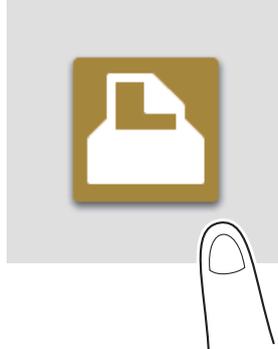
 **Tips**

- An appropriate option is required to use a User Box function other than the Secure Print User Box. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

## 1.2 Displaying the User Box Screen

### Displaying from the home screen of basic style

- 1 Tap [Box] on the home screen.



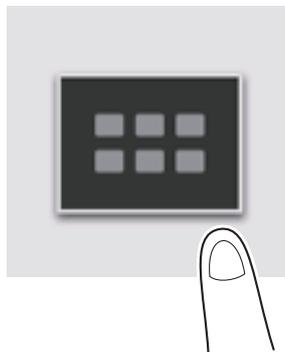
The User Box screen is displayed.

#### Tips

- When the optional **Expanded Memory Unit** is not installed in this machine, [Box] is not displayed in the home screen of basic style. To use a Secure Document User Box, tap [Secure Print] on the main menu of classic style.

### Displaying from the main menu of classic style

- 1 Tap [Classic Style] on the home screen.



- 2 Tap [User Box] on the main menu of classic style.



The User Box screen is displayed.

 **Tips**

- When the optional **Expanded Memory Unit** is not installed in this machine, [Box] is not displayed in the main menu of classic style. To use a Secure Document User Box, tap [Secure Print] on the main menu of classic style.

## 1.3 Restrictions for Storage Capacity

The number of documents or pages that can be stored in the User Boxes is as follows.

- Up to 200 documents can be stored in each of User Box and System User Box. However, the Memory RX User Box can contain up to 500 documents (up to 496 documents in G3 fax).
- Up to 3000 documents can be stored in User Boxes and System User Boxes in total.
- Up to 10000 pages can be stored in User Boxes and System User Boxes in total.

---



## **Storing Documents as Files in MFP for Use (User Box)**

## 2 Storing Documents as Files in MFP for Use (User Box)

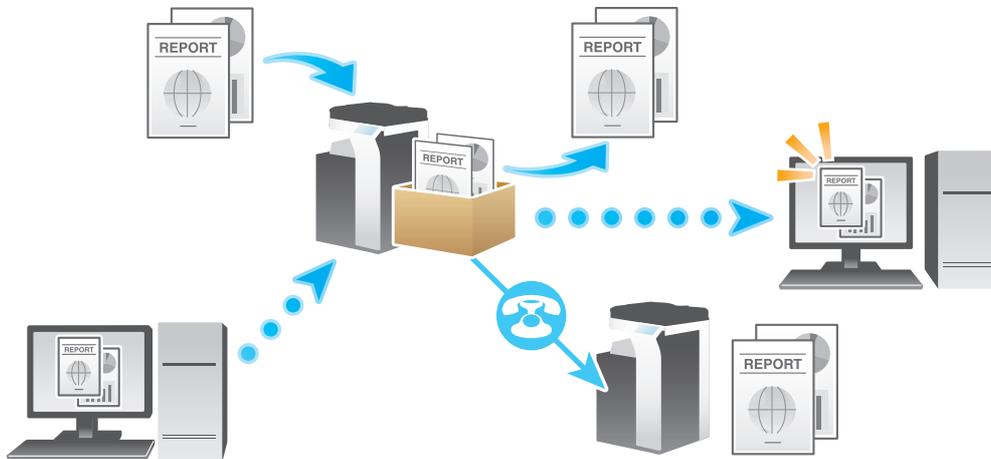
### 2.1 About User Box

#### Available operations with User Box

The User Box is used to store and use documents.

The original data scanned by this machine can be converted into a file and stored in the User Box. Also, data can be stored in the User Box when printing is specified by any PC running on the network. A file stored in the User Box can be printed out or sent out to another user.

If the frequently used original data is stored in the User Box, you do not need to search for the document or data when they are being printed or sent. Because you do not need to operate the printer from a PC, you can reduce operation time and improve the efficiency with which you carry out tasks.



#### Type of User Boxes

The following types of User Boxes are available.

Type	Description
[Public]	This is a public User Box in which all users can store documents and use them. A password can be set for each User Box in order to control access to it. If documents are created in an electronic format and stored in the Public User Box, all staff can share the same information by accessing this User Box. Also, users do not need to search for documents or data or operate the printer during printing. This will save the user time and improve the efficiency with which they carry out tasks. Using the Share SMB File function enables you to share files in the Public User Box on the network.
[Personal]	This is a personal User Box and if user authentication is implemented, only users who have logged in to the system can store documents in the Personal User Box and use documents contained in it when necessary. Because this User Box is not displayed to other users, there is no chance that important files will be erroneously deleted from the User Box. If frequently used documents are created in an electronic format and stored in the Personal User Box, users do not need to search for documents or data or operate the printer from a PC during printing. This will save the user time and improve the efficiency with which they carry out tasks.

Type	Description
[Group]	This is a Group User Box in which only users belonging to the same department (or group) can store and use documents when Account Track is implemented. This User Box is not displayed when a user of another department or a public user have logged in. If documents are stored in the Group User Box, all users of each group can share the same information by accessing this User Box.

### User types that can access User Boxes

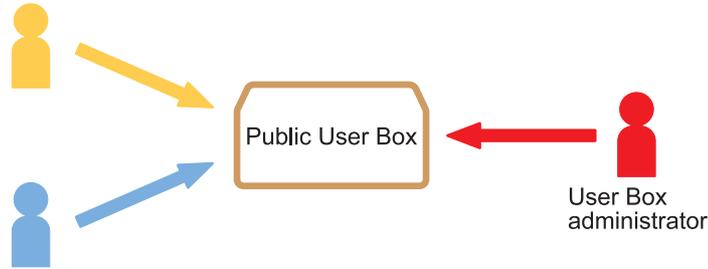
Accessible User Boxes vary depending on the user type. This machine provides the following user types.

Item	Description
Registered User	Refers to a user registered on this machine with user authentication implemented.
Public User	Refers to a user who is not registered on this machine with user authentication implemented. Some functions are restricted depending on settings.
Administrator	Administrator who manages this machine. The administrator can create, change, or delete all User Boxes regardless of whether the password is specified.
User Box Administrator	If the administrator of this machine wishes to delegate only the management of files in the User Boxes to a particular person, you can provide a User Box administrator. A User Box administrator can access all of User Boxes and System User Boxes. To provide a User Box administrator, a setting is required in [User Box Administrator Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]").

## 2.2 Rules to Use User Boxes

### Public User Box

All users can access User Boxes.



The available User Box operations vary depending on user types. The following shows what different operations are available depending on user types.

User type	Available operations
Registered user Public user User Box administrator*	Checking, downloading, or deleting a document in a User Box Creating a User Box Changing User Box settings Deleting a User Box
Administrator*	Creating a User Box Changing User Box settings Deleting a User Box

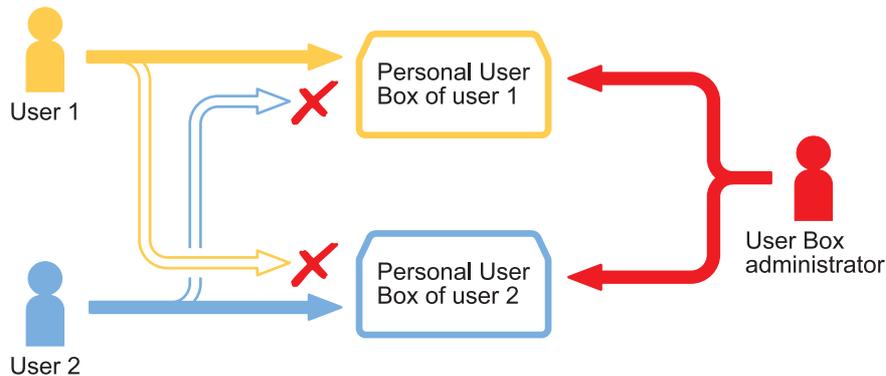
\* An administrator and User Box administrator can operate password-protected User Boxes without entering the password.

#### Related setting (for the administrator)

- [User Box Operation] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

### Personal User Box

If User Authentication is implemented, a user can only access the Personal User Box the user created. Other users cannot access this User Box.



The available User Box operations vary depending on user types. The following shows what different operations are available depending on user types.

User type	Available operations
Public user	Cannot create and use a Personal User Box.
Registered user* <sup>1</sup> User Box administrator* <sup>2</sup>	Checking, downloading, or deleting a document in a User Box Creating a User Box Changing User Box settings Deleting a User Box
Administrator* <sup>2</sup>	Creating a User Box Changing User Box settings Deleting a User Box

\*<sup>1</sup> This user can operate only User Boxes created by a registered user.

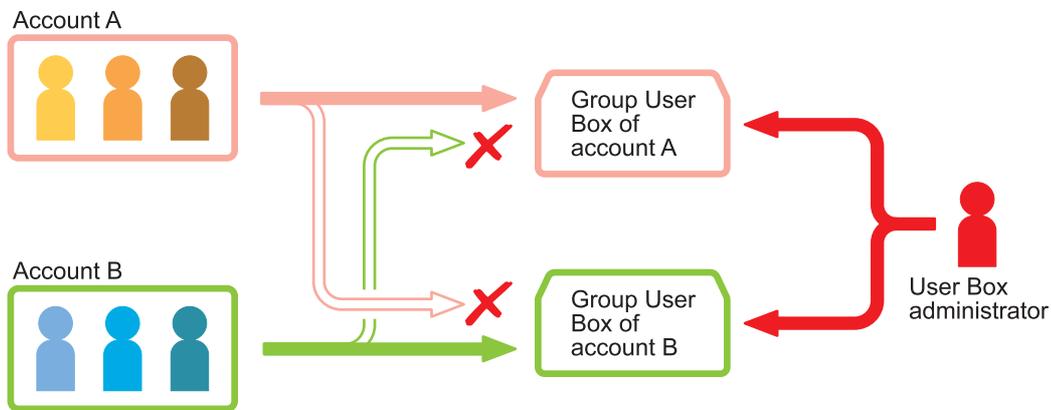
\*<sup>2</sup> An administrator and User Box administrator can operate password-protected User Boxes without entering the password.

**Tips**

- When releasing the User Authentication or when changing the authentication method to delete authentication data, the administrator can change the Personal User Box to a Public User Box or can delete the Personal User Box.

**Group User Box**

If Account Track has been implemented, a user can only access the Group User Box of the department the user belongs to. A user of another department cannot access this User Box.



The available User Box operations vary depending on user types. The following shows what different operations are available depending on user types.

User type	Available operations
Public user	Cannot create and use a Group User Box.
Registered account* <sup>1</sup> User Box administrator* <sup>2</sup>	Checking, downloading, or deleting a document in a User Box Creating a User Box Changing User Box settings Deleting a User Box
Administrator* <sup>2</sup>	Creating a User Box Changing User Box settings Deleting a User Box

\*<sup>1</sup> This user can operate only the User Box created by the user in the same account track.

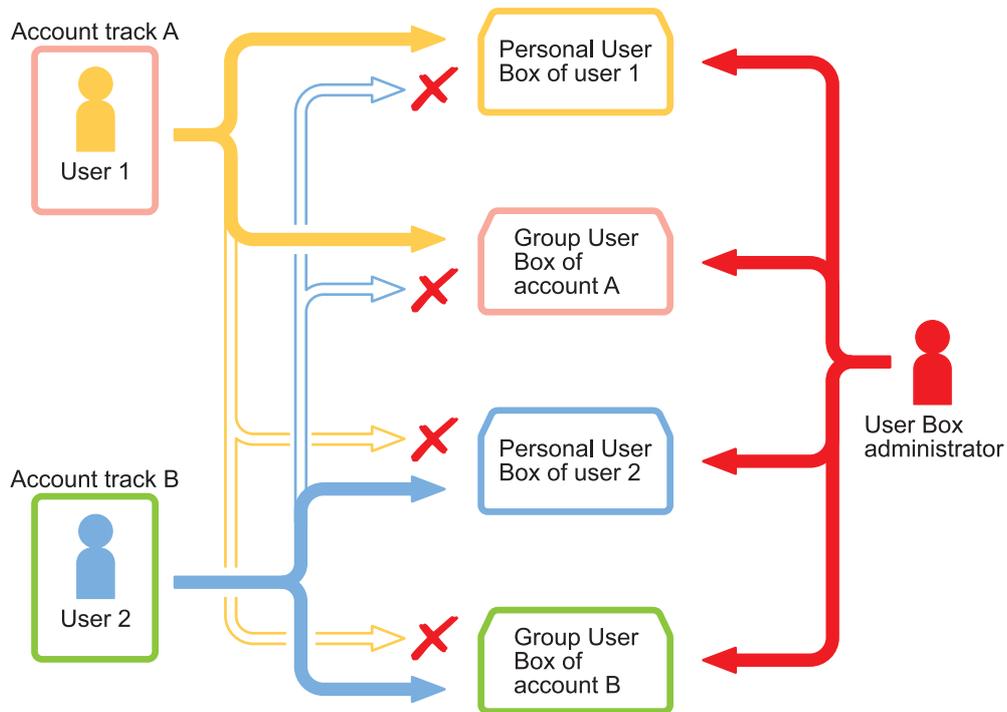
\*<sup>2</sup> An administrator and User Box administrator can operate password-protected User Boxes without entering the password.

### Tips

- When releasing the User Authentication or when changing the authentication system and deleting the authentication data, the administrator can change the Group User Box to a Public User Box or can delete the Group User Box.

### When using a combination of Personal User Box and Group User Box

If both User Authentication and Account Track have been implemented, a user can access to the Public User Box, a Personal User Box created by the user himself or herself, and the Group User Box of the department the user belongs to.



### Tips

- The Personal User Box is inaccessible by another user.
- If user authentication and department management are not linked to each other, the user can access a Group User Box of his/her department when the user enters the correct department name and password in the authentication field of Group User Box during login.
- When releasing the User Authentication or when changing the authentication method to delete authentication data, the administrator can change both Personal User Box and Group User Box to Public User Boxes or can delete the Personal and Group User Boxes.

## 2.3 Create User Box

Up to 1000 User Boxes can be registered.

- 1 Select [Utility] - [Utility] - [Box] - [User Box List].
- 2 In [New Registration], configure the following settings.

Setting	Description
[User Box Number]	Registration number of the User Box. Select [Use opening number] to automatically assign the smallest available number. When specifying a number, select [Input directly], and enter a value between 1 and 999999999.
[User Box Name]	Enter the User Box name (using up to 20 characters).
[Assign User Box Password]	To restrict usage of the User Box with the password, set this setting on. <ul style="list-style-type: none"> <li>• [User Box Password]: Enter the User Box password (using up to 64 characters, excluding double quotation marks ").</li> </ul>
[Index]	Select an index using the registered name.
[Type]	When user authentication or account track is enabled, select the User Box type. If [Personal] is selected, specify the owner user. If [Group] is selected, specify the owner account.
[Auto Delete Document]	Specify the period from the date/time when a file was saved in a User Box; the date/time when a file was last printed; or the date/time when a file was sent from a User Box, to the date/time when a file is to be deleted automatically. <ul style="list-style-type: none"> <li>• [Do Not Delete]: Keeps the file in the User Box.</li> <li>• [Specify days]: Select the number of days until the file is automatically deleted.</li> <li>• [Specify Time]: Enter the time period before the file is automatically deleted.</li> </ul>
[User Box Expansion Function]	Configure the User Box expansion function as needed.
[Confidential RX]	Set to ON when adding the confidential RX function to the User Box (default: OFF). <ul style="list-style-type: none"> <li>• [Communication Password]: Enter the password for confidential RX (using up to eight characters). The password entered here is required to send a fax to this machine using Confidential TX. Inform the sender of the password you entered here.</li> </ul>
[Auto Save Document to MFP Shared Folder]	Set to ON when using the Auto Save Document to MFP Shared Folder function (default: OFF). In [SMB Communication Encryption], select whether to encrypt SMB communications with a client device. To use the encryption function, the password must be specified for the User Box. Enabling the encryption function permits only accesses from client devices of SMB 3.0 or later. This setting is available when the following conditions are satisfied. <ul style="list-style-type: none"> <li>• [Type] is set to [Public].</li> <li>• [Confidential RX] is set to OFF.</li> <li>• [SMB Server Settings] and [Share SMB File Setting] are set to ON in [SMB Server Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]").</li> </ul>
[Web Connection Download Settings]	Select whether to download a file in a User Box at high speed (default: [Normal Download]). The following types of documents are not targeted for this setting. <ul style="list-style-type: none"> <li>• Document stored in a User Box by the print function of the computer</li> <li>• Document stored from USB memory to User Box</li> <li>• Document stored in a User Box using the F code function</li> </ul>

- 3 Tap [OK].

### Related setting (for the administrator)

- [Delete Unused User Box] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [User Box Operation] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Document Delete Time Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")



**Reference**

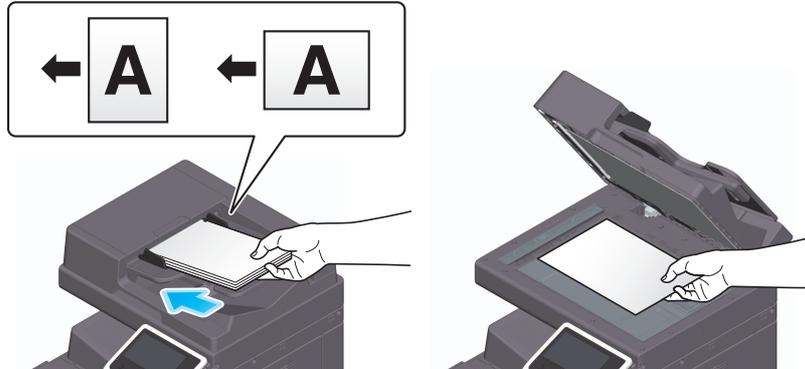
*Registering a User Box (**Web Connection**) ("User's Guide[Web Management Tool]/[Configuring the User Box Environment]")*

*Sharing files in the User Box on the Network (Share SMB File) (page 2-28)*

## 2.4 Save File in a User Box

### Saving (Basic operation flow)

- 1 Load the original.



- 2 Display the User Box screen.

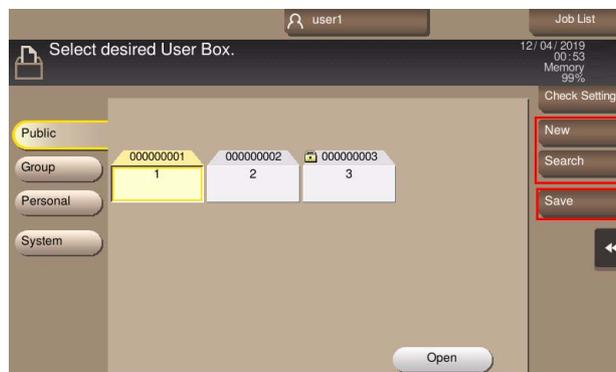
→ For details on how to display the screen, refer to page 1-4.

- 3 Select a User Box to save a file in, and tap [Save].

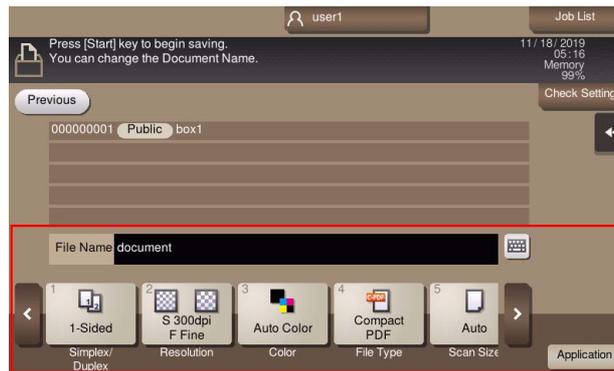
→ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group], and select the desired User Box.

→ You can tap [New] to create a new User Box. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[User Box]".

→ To search for a User Box to save a file in, tap [Search]. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[User Box]".



- 4 Specify options to save a file as needed.  
 → For details on option settings, refer to page 13-8.



- 5 Use the Start key to start saving.



### Tips

- If the specified period lapses while files saved in a User Box remain unused, they are deleted automatically when the [Auto Delete Document] has passed (default: [1 day]).

### Saving files in copy mode

You can save original data scanned in copy mode of classic style to a User Box.  
 For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

### Saving in scan mode

You can save original data scanned in scan mode to a User Box.  
 For details, refer to "User's Guide[Scan Operations]/[Sending a File in a User Box of this Machine (Save in User Box)]".

### Save files from a PC

When specifying to print using the printer driver, you can specify a User Box number and store the print data in the box.  
 For details, refer to "User's Guide[Print Operations]/[Printing in the Windows Environment]".

### Save file from a USB memory

You can save a file stored on a USB memory in a User Box.  
 For details, refer to page 12-8.

## Changing the default save settings

You can change the default option settings when saving the original data scanned on this machine to a User Box or USB flash drive.

The default option settings are common in both the case in which a document is saved in a User Box, and the case in which it is saved on a USB flash drive.

- 1** Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2** Select a User Box to save a file in, and tap [Save].
- 3** Specify the function of which you want to change the default.
- 4** Tap [Check Setting].
- 5** In [Default setting when saving documents], tap [Use current settings].  
→ To return to the factory default settings, select [Use factory default settings].

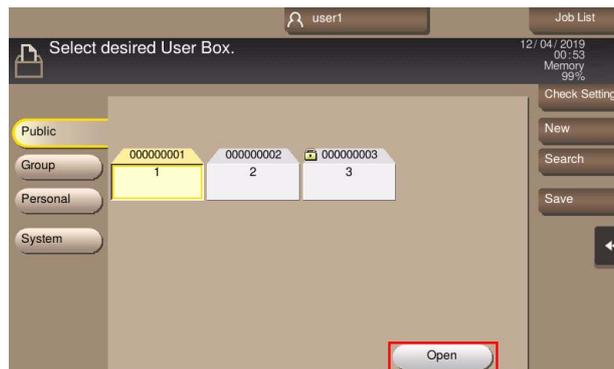


- 6** Tap [Yes].

## 2.5 Print File in a User Box

### Printing (Basic operation flow)

- 1 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.
- 2 Select the desired User Box, and tap [Open].
  - This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group], and select the desired User Box.
  - If the target User Box is protected using the password, tap [Open], and enter the password.
  - You can also open the desired User Box by tapping it twice.

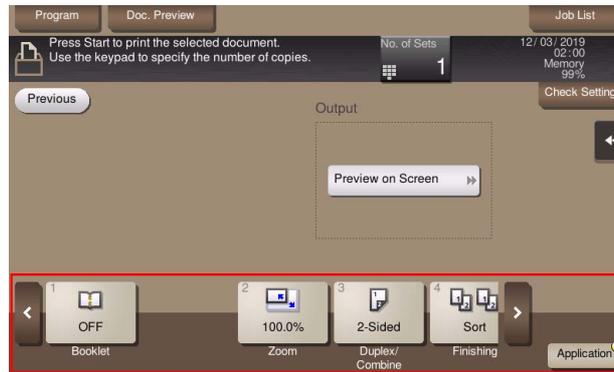


- 3 Select a file to print, and also tap [Print].
  - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



#### 4 Specify print options as needed.

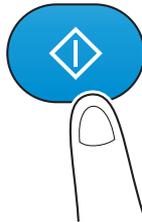
- If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.
- For details on option settings, refer to page 13-20.



#### 5 If necessary, specify the number of copies using the keypad.

- Tapping [No. of Sets] displays the keypad.
- To change the number of copies, tap [C] (Clear).

#### 6 Use the Start key to start printing.



#### Related setting (for the administrator)

- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

### Collectively printing multiple files (Combine)

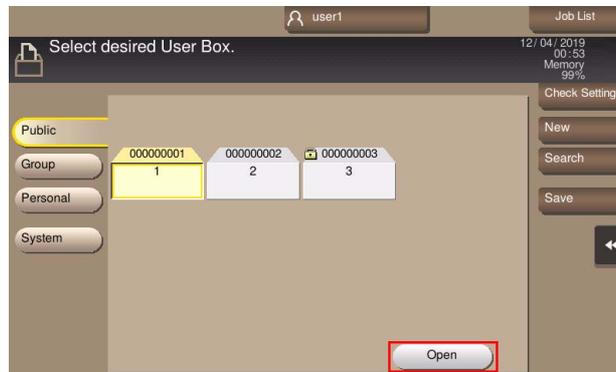
When printing multiple files at the same time, you can combine those files and handle them as a single job. This is called the Combine printing.

Using this function, you can reduce the print time and improve the efficiency as you can skip to repeat printing files one by one. You can collectively print up to 10 files.

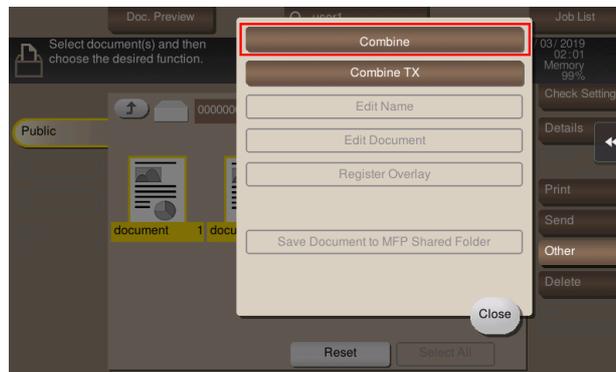
#### 1 Display the User Box screen.

- For details on how to display the screen, refer to page 1-4.

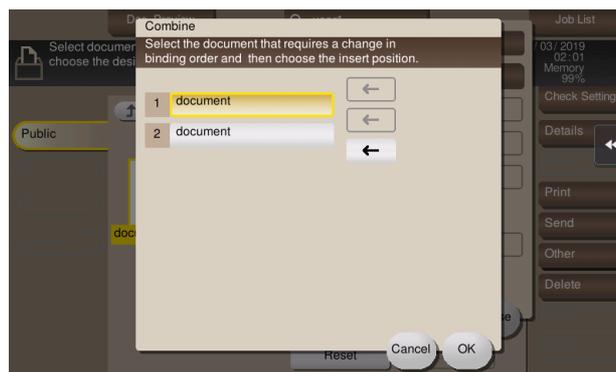
- 2 Select the desired User Box, and tap [Open].
  - This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group], and select the desired User Box.
  - If the target User Box is protected using the password, tap [Open], and enter the password.
  - You can also open the desired User Box by tapping it twice.



- 3 Select files you want to print collectively, and tap [Other] - [Combine].



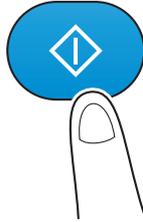
- 4 Change the printing order (Combine sequence) as needed, and tap [OK].



- If you print a file containing a watermark first, the watermark will also be printed on the second and subsequent files.

- 5 Specify print options as needed.
  - If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.
  - For details on option settings, refer to page 13-20.

- 6 If necessary, specify the number of copies using the keypad.
  - Tapping [No. of Sets] displays the keypad.
  - To change the number of copies, tap [C] (Clear).
- 7 Use the Start key to start printing.



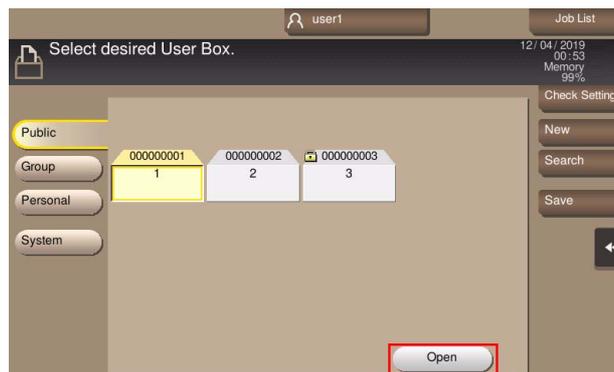
#### Related setting (for the administrator)

- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

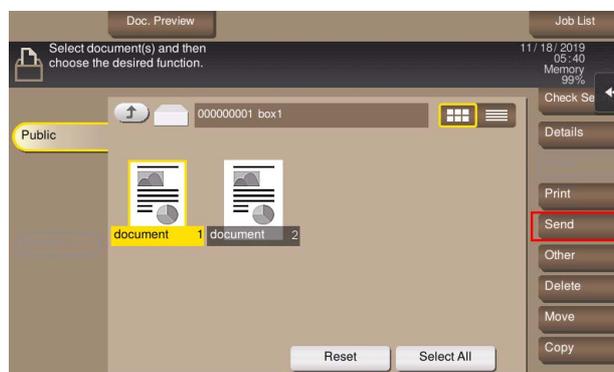
## 2.6 Send Files in a User Box

### 2.6.1 Sending (Basic operation flow)

- 1 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.
- 2 Select the desired User Box, and tap [Open].
  - This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group], and select the desired User Box.
  - If the target User Box is protected using the password, tap [Open], and enter the password.
  - You can also open the desired User Box by tapping it twice.



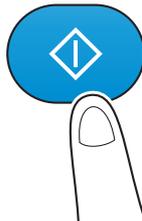
- 3 Select a file to send, and tap [Send].
  - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 4 Specify the destination.
  - For details on how to specify a destination, refer to page 13-2.



- 5 Specify transmission options as needed.
  - For details on option settings, refer to page 13-33.
- 6 Use the Start key to start transmission.



#### Related setting (for the administrator)

- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

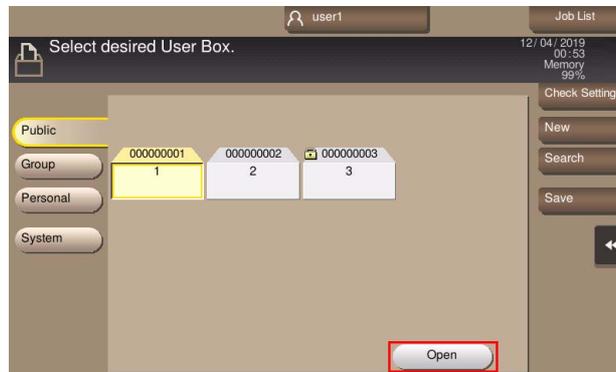
## 2.6.2 Collectively sending multiple files (Combine TX)

When collectively sending multiple files, you can combine those files and handle them as a single job. This is referred to as "Combine TX".

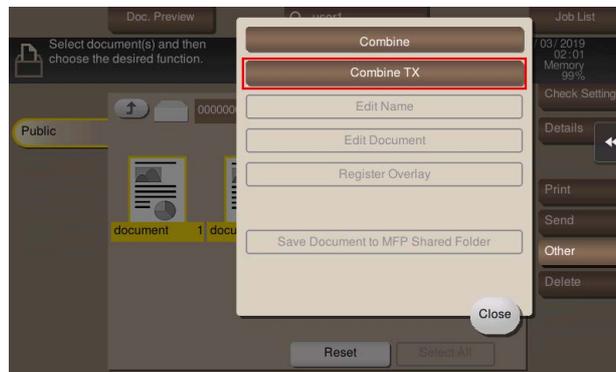
Using this function, you can reduce the print time and improve the efficiency as you can skip to repeat sending files one by one. You can collectively send up to 10 files.

- 1 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.

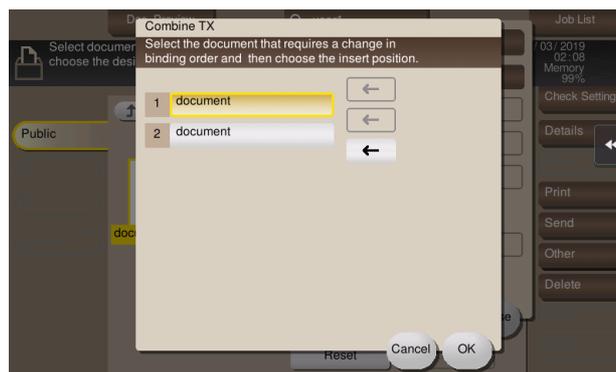
- 2 Select the desired User Box, and tap [Open].
  - This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group], and select the desired User Box.
  - If the target User Box is protected using the password, tap [Open], and enter the password.
  - You can also open the desired User Box by tapping it twice.



- 3 Select files to send collectively, and tap [Other] - [Combine TX].



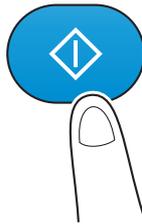
- 4 Change the file sequence (Combine TX sequence) as needed, and tap [OK].



- 5 Specify the destination.  
 → For details on how to specify a destination, refer to page 13-2.



- 6 Specify transmission options as needed.  
 → For details on option settings, refer to page 13-33.
- 7 Use the Start key to start transmission.



#### Related setting (for the administrator)

- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

## 2.7 Organize Files in a User Box

### Basic file operations

You can check or delete files in a User Box as needed.

Purpose	Reference
To delete a file	page 13-5
To rename a file	page 13-5
To register a file as an overlay image	page 13-5
To confirm file information	page 13-6

### To move a file to another User Box

Select a file, and tap [Move]; you can move the file to another User Box. The destination can be selected from a Public User Box, a Personal User Box, and a Group User Box. Select a destination User Box, and tap [Start].



#### Tips

- You do not need to enter the password even if it is specified for the destination User Box.

### Copying a file to another User Box

Select a file, and tap [Copy]; you can copy the file to another User Box. The destination can be selected from the Public User Box, Personal User Box, and Group User Box. Select a User Box to copy a file to, and tap [Start].



#### Tips

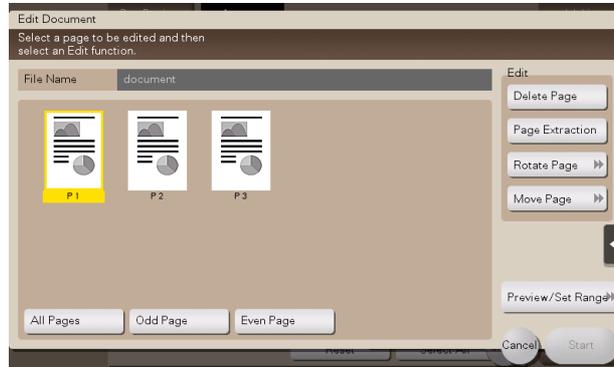
- You do not need to enter the password even if it is specified for the destination User Box.

## Edit a page

Select a file, then tap [Other] - [Edit Document]. Now you can select page of the file to delete or rotate.

You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.

- 1 Select a page, and set the edit options.



Function	Description
[Odd Page]	Selects odd-numbered pages only.
[Even Page]	Selects even-numbered pages only.
[All Pages]	Selects all pages.
[Delete Page]	Deletes a selected page or pages. For example, you can delete blank pages to reduce the amount of data. You can also long-tap the target page to display the menu icon, then drag and drop it to  to get the same result.
[Page Extraction]	Extracts a selected page. When there are too many pages to be deleted, selecting the page only you need to reserve eliminates the need for deleting after selecting many pages. You can also long-tap the target page to display the menu icon, then drag and drop it to  to get the same result.
[Rotate Page]	Rotates a selected page 90 degrees or 180 degrees. When a 2-sided original is scanned, the top and bottom may be reversed page by page or the orientation may be different from the original. In this case, you can rotate and correct the orientation of each page. You can also long-tap the selected page to display the menu icon, then drag and drop it to  to get the same result.
[Move Page]	Reorders pages by moving some of them. Only one page can be moved at a time. Repeat this operation to move two or more pages. You can also drag and drop the target page to the desired place to sort pages. <ul style="list-style-type: none"> <li>• [Preview/Specify by Input]: If a large number of pages are stored, use this option to set the destination to move pages by entering numeric values. Enter a destination page number, and specify to insert the page immediately before or after the destination.</li> </ul>
[Preview/Set Range]	Sets a range of pages and displays them as preview image. You can also change the display size.

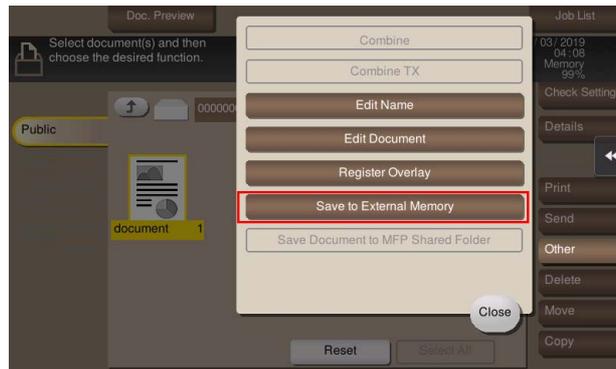
- 2 Tap [Start].
- 3 To save your changes, tap [Yes].  
Your settings are saved.

## Saving a file in a USB flash drive

While a USB flash drive remains connected to the USB port of this machine, select a file, and tap [Other] - [Save to External Memory]. Now you can save the file on the USB flash drive.

- ✓ In [USB flash drive function settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]"), permit saving a file in a USB flash drive.
- ✓ For details on the conditions of the available USB flash drive, refer to page 12-3.

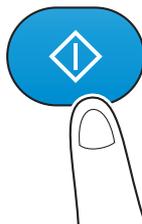
- 1 Select a file to save in the USB flash drive, and tap [Other] - [Save to External Memory].
  - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 2 Specify options to save a file as needed.

Options	Reference
Resolution	page 13-9
Color	page 13-9
File Type	page 13-10

- 3 Use the Start key to start saving.



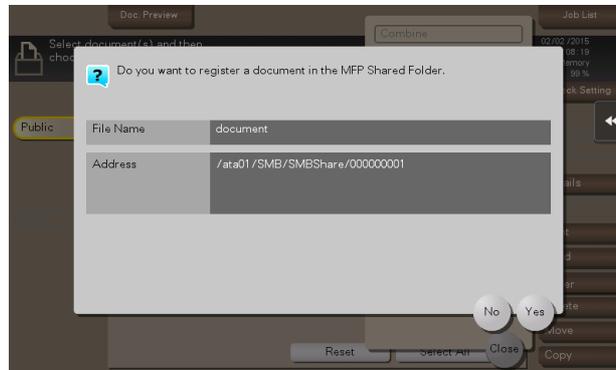
- 4 When the operation is complete, remove the USB flash drive from the port of this machine.

## Re-registering a file in a User Box to the SMB folder

This function is available when files in the Public User Box are shared on the network using the Share SMB File function.

Select a file, and tap [Other] - [Save Document to MFP Shared Folder]. Now you can register the selected file in the SMB folder.

This function is available when you want to re-register a file deleted from the SMB folder in the SMB folder.



### Reference

*Sharing files in the User Box on the Network (Share SMB File)(page 2-28)*

## 2.8 Operating a File in a User Box from a PC

### 2.8.1 Operate a User Box via Web Connection

#### Open User Box

Log in to the **Web Connection** user mode, and open a User Box.

- 1** Access to the **Web Connection**, using the Web browser.
  - For details on how to access Web Connection, refer to "User's Guide[Web Management Tool]/[Basic Operations of Web Connection]".
- 2** Log in to the user mode.
  - For details on how to login to the user mode, refer to "User's Guide[Web Management Tool]/[Basic Operations of Web Connection]".
- 3** Click [Box] - [Open User Box].
- 4** Click and select a User Box to open from the list.
  - If the User Box list does not include the desired User Box, first click [Select User Box], select the check box for the User Box to be displayed in the list, then click [OK] in advance.
  - You can also open a desired User Box by entering its number directly in the [User Box Number] column.
  - If the User Box is password-protected, you need to enter the password.

Open User Box

Open User Box  
(Public/Personal)

Box is the function to save documents in the machine.  
Documents in the Box can be used for printing, sending etc.

User Box Number   
(1-999999999)

User Box Password

<input type="checkbox"/>	1 : 00000001 - Public

#### Printing a file in a User Box

- 1** Access to **Web Connection** using the Web browser.
- 2** Log in to the user mode.
- 3** Click [Box] - [Open User Box].
- 4** Click the desired User Box from the User Box list.
- 5** Click a file to print, and also select [Print].

- 6** Change the print settings as necessary.

Setting	Description
[Combine]	This option is displayed when multiple files are selected. You can combine multiple files into a single file and print them at the same time. If you select multiple files and set [OFF], you cannot use the [Basic Setting] and [Application Setting] options.
[Basic Setting]	You can set a number of copies, 2-sided Print, and Finishing if necessary.
[Application Setting]	Configure more detailed setting such as Page Margin or Stamp.
[Save Print Settings]	Specify to save the current print settings or not. This option is not displayed when multiple files are selected.
[Change order]	This option is displayed when multiple files are selected. You can change the print sequence if necessary. Select files, and change their print sequence by clicking [Top], [Up], [Down], [Bottom], or [Undo]. To display files as thumbnails, click [Thumbnail View].

- 7** Click [OK].  
Printing starts.

- 8** Click [OK].  
The file list screen appears again.

### Sending files in a User Box

- 1** Access to **Web Connection** using the Web browser.
- 2** Log in to the user mode.
- 3** Click [Box] - [Open User Box].
- 4** Click the desired User Box from the User Box list.
- 5** Click a file to send, and select [TX].
- 6** Specify the destination. If necessary, change the send settings.

Setting	Description
[Specify destination]	Click [Search from List], and select the destination from the Address Book. When checking the destination list, click [Check Destination].
[Bind TX]	This option is displayed when multiple files are selected. You can combine multiple files into a single file and send them at the same time. If you select multiple files and set [OFF], you cannot use the [File Type] and [Application Setting] options.
[File Type]	Specify the file type and encryption contents for a file to be sent.
[Communication Setting]	Configure E-mail settings or specify the URL notification destination.
[Application Setting]	Configure more detailed setting such as Stamp or Send & Print.
[Change order]	This option is displayed when multiple files are selected. You can change the file transfer sequence if necessary. Select files, and change their print sequence by clicking [Top], [Up], [Down], [Bottom], or [Undo]. To display files as thumbnails, click [Thumbnail View].

- 7** Click [OK].  
Transmission begins.

- 8** Click [OK].  
The file list screen appears again.

## Download files in a User Box to the PC

- ✓ The file size of up to 400 MB can be downloaded at one time. If the file size exceeds 400 MB, specify the page range setting before downloading to limit the file size to download at one time to less than 400 MB.

- 1 Access to **Web Connection** using the Web browser.
- 2 Log in to the user mode.
- 3 Click [Box] - [Open User Box].
- 4 Click the desired User Box from the User Box list.
- 5 Select the check box of the file you want to download, and click [Download].
- 6 Set the download options.
  - When a file is selected:

Setting	Description
[Change the settings.]	This option is displayed when downloading files from a Public User Box that has the Share SMB File function specified. If the Share SMB File function is enabled and a general format file exists in an SMB sharing folder, clear the [Change the settings.] check box. You will then be able to directly download files from the SMB sharing folder. This allows higher speed downloading. If no general format file exists in an SMB sharing folder, select the [Change the settings.] check box. You will then be able to download files by converting them into a general format.
[File Format]	Select a type of the file to save.
[Outline PDF]	Select whether to use Outline PDF when [Compact PDF] is selected in [File Format].
[Page Range]	You can download all pages of file or the specified range of pages to the PC.
[Page Separation]	This option is displayed when a file containing multiple pages is selected. Select whether to separate a file every the specified number of pages.

- When multiple files are selected:

Setting	Description
[Download format]	Select whether to compress multiple files in zip format or combine multiple files as a single file.
[File Format]	Select a type of the file to save. To set each file to the same file type as when they are saved in a User Box, select [Same as Scan or Same as "During Scan"].
[Outline PDF]	Select whether to use Outline PDF when [Compact PDF] is selected in [File Format].
[Page Separation]	This option is displayed when a file containing multiple pages is selected. Select whether to separate a file every the specified number of pages. When [Combine two or more documents into one file and download.] is selected in [Download format], the file cannot be separated on a page basis.
[Change order]	This option is displayed when multiple files are selected. You can change the file storage sequence if necessary. Select files, and change their print sequence by clicking [Top], [Up], [Down], [Bottom], or [Undo]. To display files as thumbnails, click [Thumbnail View]. When [Download multiple documents into a Zip format.] is selected in [Download format], the sequence cannot be changed.

- 7 Click [OK].
- 8 When [Preparation for download has been completed.] is displayed, click [Download].  
The File Download page appears.

- 9 Click [Save].
- 10 Specify the storage location and file name, and click [Save].
- 11 Click [Back].  
The file list screen appears again.

### Move or copy files in a User Box to another User Box

- 1 Access to **Web Connection** using the Web browser.
- 2 Log in to the user mode.
- 3 Click [Box] - [Open User Box].
- 4 Click the desired User Box from the User Box list.
- 5 Select the check box of the file you want to move or copy, and click [Move/Copy].  
→ You cannot select multiple files.
- 6 Set the move or copy options.

Setting	Description
[User Box Number]	Select the destination User Box from the User Box list.
[Copy]	Select this check box to copy a file to the selected User Box.

- 7 Click [OK].  
The file is moved or copied to the destination User Box.
- 8 Click [OK].  
The file list screen appears again.

### Delete files from a User Box

- 1 Access to **Web Connection** using the Web browser.
- 2 Log in to the user mode.
- 3 Click [Box] - [Open User Box].
- 4 Click the desired User Box from the User Box list.
- 5 Select the file you want to Delete, and click [Delete].
- 6 Check the name of the file to delete, and click [OK].  
→ When you select multiple files and display them as thumbnails, click [Thumbnail View].
- 7 Click [OK].  
The file is deleted, and the file list screen appears again.

## 2.8.2 Operate a User Box using the Box Operator

**Box Operator** is application software to access files saved in a User Box from a Windows computer.

You can view the contents of a file as thumbnail images, and perform operations such as printing, deletion, and copying to a computer.

To download **Box Operator**, display the utility software download page from the menu of the DVD supplied with this machine, and download it. For details on how to install or use this application, refer to the relevant manual of **Box Operator**.

## 2.9 Sharing Files in the User Box on the Network (Share SMB File)

### About Share SMB File

Share SMB File is a function that shares files in the Public User Box of the machine on the network using the machine as an SMB server.

When [Auto Save Document to MFP Shared Folder] is enabled for Public User Box, the SMB folder corresponding to the Public User Box is created in the storage of this machine. If files are saved in the Public User Box, they are also saved in the corresponding SMB folder automatically. The files saved in the SMB folder via the Public User Box can be extracted easily by accessing the SMB folder on the network from a computer.



Only the following files saved in the Public User Box can be shared on the network.

- Files saved to the Public User Box in User Box mode
- Files saved to the Public User Box in scan mode

#### Tips

- Files saved to the Public User Box from the copy mode, printer driver, or USB flash drive cannot be shared on the network.

### Preparation required to use this function (for the administrator)

Enable the Share SMB File function, and also enable the Auto document registration to MFP Shared Folder function for the Public User Box.

For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the User Box Environment]".



#### Related setting (for the administrator)

- [Document in MFP Shared Folder Delete Time Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

### Accessing the SMB folder from computer

Access the SMB folder of the Public User Box in the same way as when accessing the SMB folder on the network from a computer.

- The SMB folder of the Public User Box is named "9-digit User Box number\_User Box name".
- If the Public User Box is protected using the password, the following ID and password are required for authentication to access files in the SMB folder.
  - ID: User Box number
  - Password: Password specified for the Public User Box

#### Tips

- If a User Box administrator is specified, the SMB folder can be accessed by performing authentication using the ID and password of the User Box administrator even if the password is set to the Public User Box.
- If the total file size in the SMB folder exceeds 90% of the available capacity in the storage of this machine, it is notified to the E-mail address of the User Box administrator. If the User Box administrator's E-mail address is not set, the notification is sent to the E-mail address of the machine administrator.



**Reference**

*Re-registering a file in a User Box to the SMB folder (page 2-23)*



---



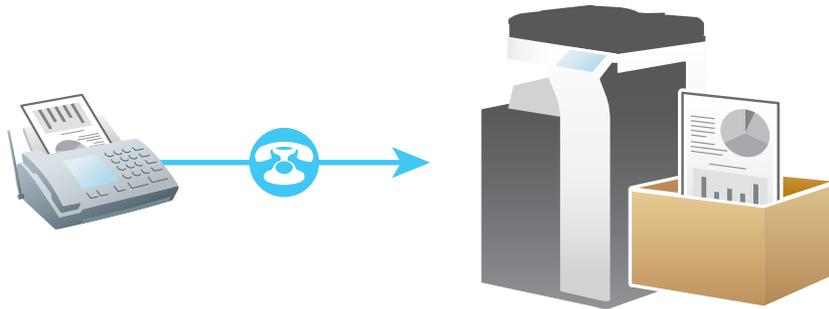
## **Printing the Fax Received in Memory ([Memory RX])**

## 3 Printing the Fax Received in Memory ([Memory RX])

### 3.1 About Memory RX User Box

When a facsimile is received by the Memory RX function, it is stored in the Memory RX User Box. Once you have opened the User Box, you can select a fax stored in the User Box to preview, print, send, rename, or delete it.

Because the received faxes are forcibly stored in this User Box, you can print out only the required faxes and subsequently reduce total printing costs. Also, this will prevent important faxes from being stolen or lost and therefore enhance security.



#### Tips

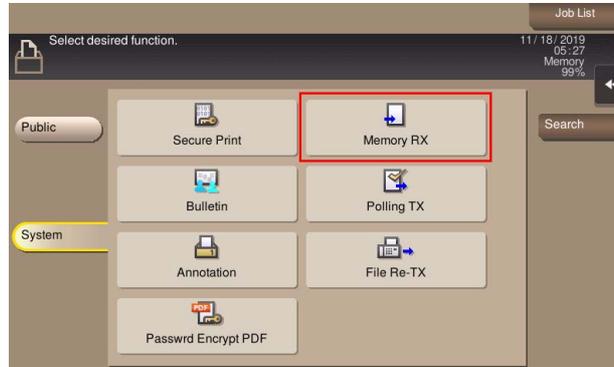
- The Memory RX User Box can store up to 500 documents (up to 496 documents in G3 fax).

#### Related setting

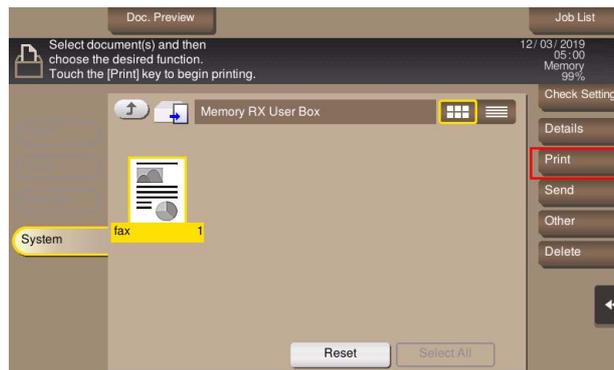
- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

## 3.2 Print Fax in a User Box

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Memory RX].



- 3 Enter the password, and tap [OK].
- 4 Select a fax to print, and tap [Print].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



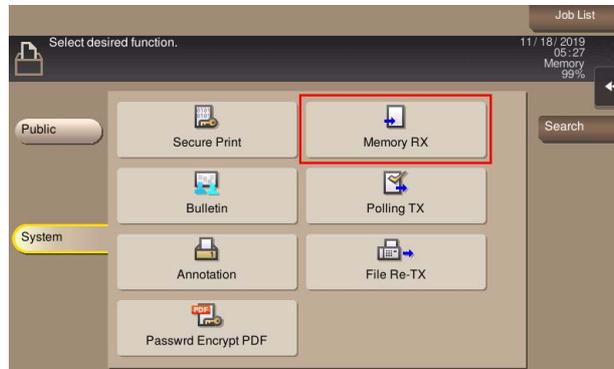
- 5 To execute this print job, tap [Yes].

### Tips

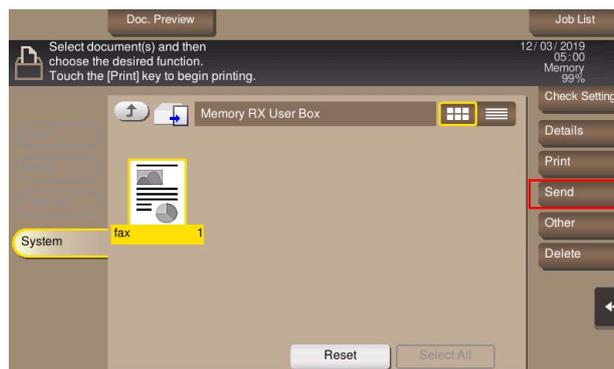
- When you print a fax, it is deleted from the Memory RX User Box automatically.

### 3.3 Send Fax in a User Box

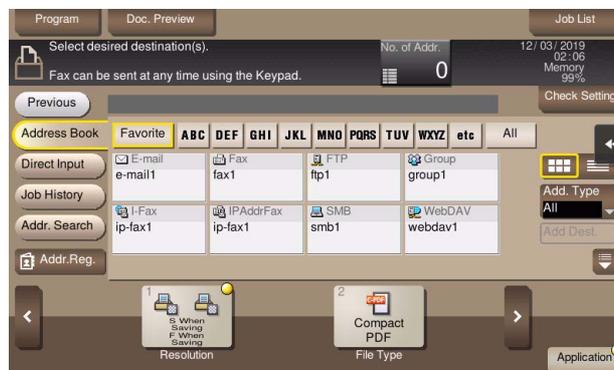
- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Memory RX].



- 3 Enter the password, and tap [OK].
- 4 Select a fax to send, and tap [Send].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.

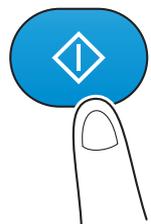


- 5 Specify the destination.  
→ For details on how to specify a destination, refer to page 13-2.



- 6 Specify transmission options as needed.  
→ For details on option settings, refer to page 13-34.

7 Use the Start key to start transmission.



## 3.4 Organize Faxes in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To rename a file	page 13-5
To confirm file information	page 13-6

## 3.5 Operating the User Box using Web Connection

### Opening the System User Box

Log in to the **Web Connection** user mode, and open a User Box.

- 1** Access to **Web Connection** using the Web browser.
  - For details on how to access, refer to "User's Guide[Web Management Tool]/[Basic Operations of Web Connection]".
- 2** Log in to the user mode.
  - For details on how to login to the user mode, refer to "User's Guide[Web Management Tool]/[Basic Operations of Web Connection]".
- 3** Click [Box] - [Open System User Box].
- 4** Click [Memory RX User Box] in the User Box list.
  - If [Memory RX User Box] is not displayed in the User Box list, click [Select User Box], select the [Memory RX User Box] check box, then click [OK] in advance.

### Printing a file in a User Box

- 1** Access to **Web Connection** using the Web browser.
- 2** Log in to the user mode.
- 3** Click [Box] - [Open System User Box].
- 4** Click [Memory RX User Box] in the User Box list.
- 5** Enter the password, then click [OK].
- 6** Click a file to print, and also select [Print].
- 7** Click [OK].
  - Printing starts.
- 8** Click [OK].
  - The file list screen appears again.

### Sending files in a User Box

- 1** Access to **Web Connection** using the Web browser.

- 2 Log in to the user mode.
- 3 Click [Box] - [Open System User Box].
- 4 Click [Memory RX User Box] in the User Box list.
- 5 Enter the password, then click [OK].
- 6 Click a file to send, and select [TX].
- 7 Specify the destination. If necessary, change the send settings.

Setting	Description
[Specify destination]	Click [Search from List], and select the destination from the Address Book. When checking the destination list, click [Check Destination].
[Bind TX]	This option is displayed when multiple files are selected. You can combine multiple files into a single file and send them at the same time. If you select multiple files and set [OFF], you cannot use the [File Type] and [Application Setting] options.
[File Type]	Specify the file type of the file to send.
[Change order]	This option is displayed when multiple files are selected. You can change the file transfer sequence if necessary. Select files, and change their print sequence by clicking [Top], [Up], [Down], [Bottom], or [Undo]. To display files as thumbnails, click [Thumbnail View].

- 8 Click [OK].  
Transmission begins.
- 9 Click [OK].  
The file list screen appears again.

### Download files in a User Box to the PC

- ✓ The file size of up to 400 MB can be downloaded at one time. If the file size exceeds 400 MB, specify the page range setting before downloading to limit the file size to download at one time to less than 400 MB.

- 1 Access to **Web Connection** using the Web browser.
- 2 Log in to the user mode.
- 3 Click [Box] - [Open System User Box].
- 4 Click [Memory RX User Box] in the User Box list.
- 5 Enter the password, then click [OK].
- 6 Select the check box of the file you want to download, and click [Download].

**7** Set the download options.

→ When a file is selected:

Setting	Description
[File Format]	Select a type of the file to save.
[Page Range]	You can download all pages of file or the specified range of pages to the PC.
[Page Separation]	This option is displayed when a file containing multiple pages is selected. Select whether to separate a file every the specified number of pages.

→ When multiple files are selected:

Setting	Description
[Download format]	Select whether to compress multiple files in zip format or combine multiple files as a single file.
[File Format]	Select a type of the file to save. To set each file to the same file type as when they are saved in a User Box, select [Same as Scan or Same as "During Scan"].
[Page Separation]	This option is displayed when a file containing multiple pages is selected. Select whether to separate a file every the specified number of pages. When [Combine two or more documents into one file and download.] is selected in [Download format], the file cannot be separated on a page basis.
[Change order]	This option is displayed when multiple files are selected. You can change the file storage sequence if necessary. Select files, and change their print sequence by clicking [Top], [Up], [Down], [Bottom], or [Undo]. To display files as thumbnails, click [Thumbnail View]. When [Download multiple documents into a Zip format.] is selected in [Download format], the sequence cannot be changed.

**8** Click [OK].**9** When [Preparation for download has been completed.] is displayed, click [Download].

The File Download page appears.

**10** Click [Save].**11** Specify the storage location and file name, and click [Save].**12** Click [Back].

The file list screen appears again.

**Delete files from a User Box****1** Access to **Web Connection** using the Web browser.**2** Log in to the user mode.**3** Click [Box] - [Open System User Box].**4** Click [Memory RX User Box] in the User Box list.**5** Enter the password, then click [OK].**6** Select the file you want to Delete, and click [Delete].**7** Check the name of the file to delete, and click [OK].

→ When you select multiple files and display them as thumbnails, click [Thumbnail View].

**8** Click [OK].

The file is deleted, and the file list screen appears again.



---

# 4

**Resending a Fax that Caused  
a Redialing Failure ([File Re-  
TX])**

## 4 Resending a Fax that Caused a Redialing Failure ([File Re-TX])

### 4.1 About Fax Retransmit User Box

This User Box is used to store a fax document that cannot be sent because the recipient is busy. Once you have opened the User Box, you can select a fax document stored in the User Box to preview, print out, send, or delete it.

Fax transmission is attempted for the number of times set by Auto Redialing function. If those attempts have failed, the fax document is stored in the Fax Retransmit User Box.



#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

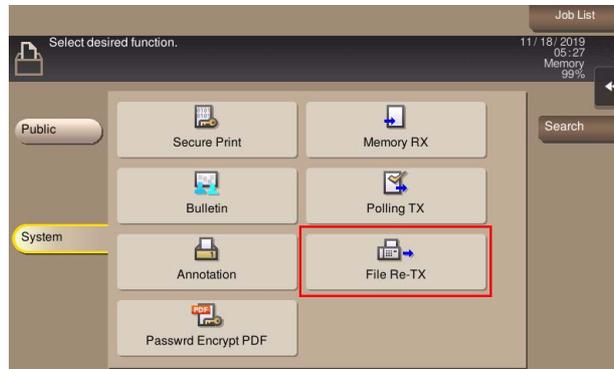


#### Reference

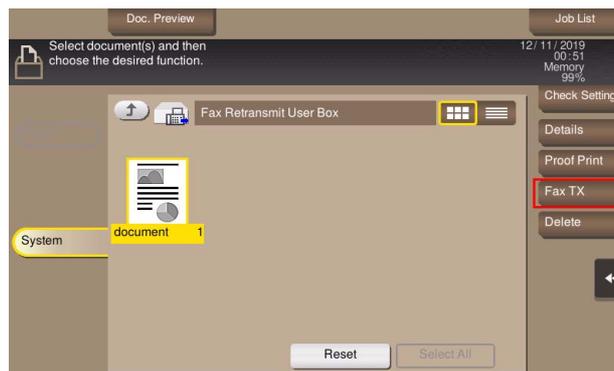
*Auto resending (Auto redial)* ("User's Guide[Fax Operations]/[Sending Options]")

## 4.2 Send Fax in a User Box

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [File Re-TX].



- 3 Tap a fax to resend, and select [Fax TX].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 4 Specify the destination.  
→ For details on how to specify a destination, refer to page 13-2.



- 5 Specify transmission options as needed.

### Options

[Fax Header Settings]

### Reference

page 13-40

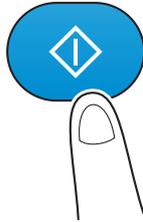
**Options**

[Line Setting]

**Reference**

page 13-40

- 6 Use the Start key to start transmission.

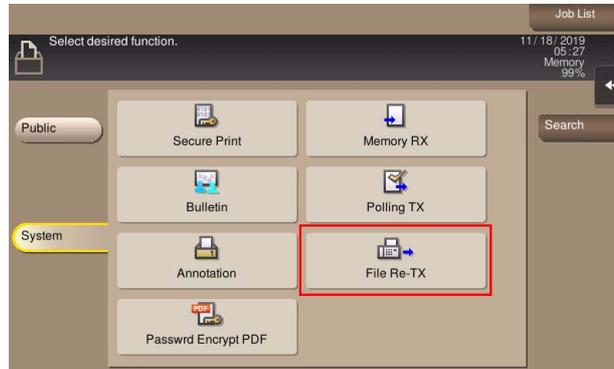
 **Tips**

- When you resend a fax, it is deleted from the Fax Retransmit User Box regardless of whether the transmission was successful or failed.

## 4.3 Print Fax in a User Box

You can print only the first page of fax being stored in the Fax Retransmit User Box. The fax is not deleted from the User Box even if it is printed out.

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [File Re-TX].

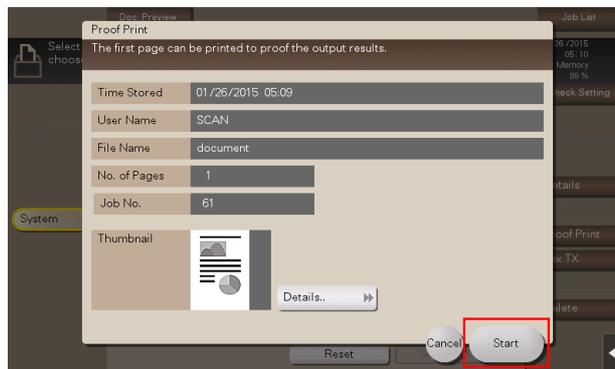


- 3 Select a fax, and tap [Proof Print].



→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.

- 4 Tap [Start].
  - Tap [Details..] or a thumbnail to preview the fax image. You can confirm the preview screen of the fax. For details on the preview image, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[User Box]".



Printing starts.

## 4.4 Organize Faxes in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To confirm file information	page 13-6



---



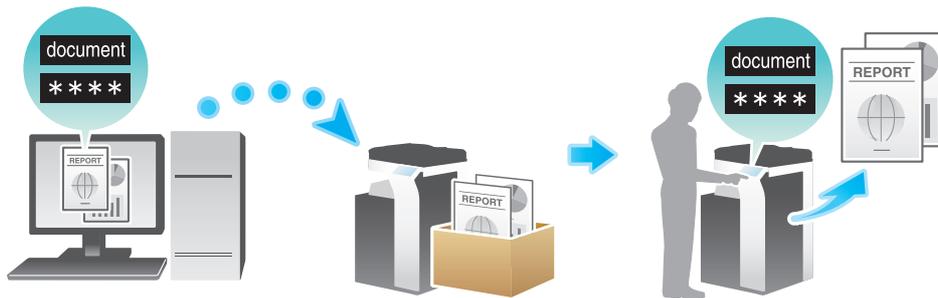
## **Printing a Highly Confidential Document ([Secure Print])**

## 5 Printing a Highly Confidential Document ([Secure Print])

### 5.1 About Secure Document User Box

This User Box is used to store files that are sent by setting the Secure Print function in the printer driver when printing them from a computer. Once you have opened the User Box, you can select a file stored in the User Box to preview, print, rename, or delete it.

The document ID and password are required to print out the files stored in the Secure Print User Box. After the file has been printed out, it is deleted automatically. This User Box is used to handle classified documents.



#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

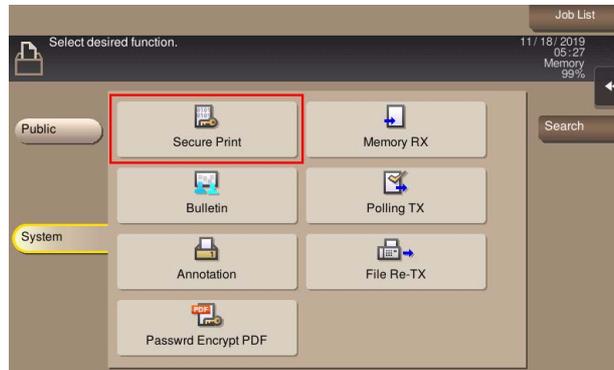
#### Related setting (for the administrator)

- [Delete Secure Print File] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Delete Time Setting] - [Auto Delete Secure Document] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Security Document Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

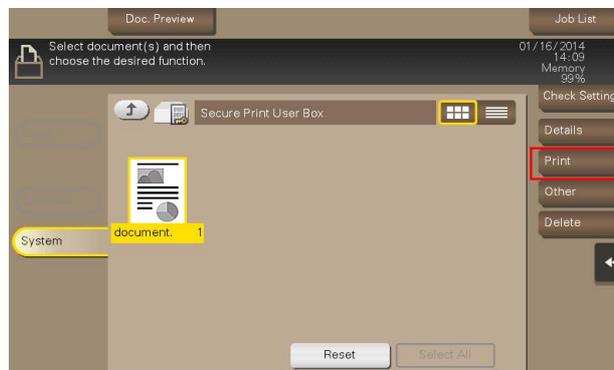
## 5.2 Print Files in a User Box

### Printing (Basic operation flow)

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Secure Print].

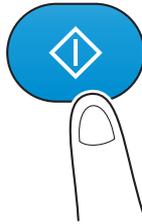


- 3 Enter the [Document ID] and [Password] for the secure print document, and tap [OK].  
This displays a list of secure documents that match the specified document ID and password.
- 4 Select a file to print, and also tap [Print].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 5 Specify print options as needed.  
→ If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.  
→ For details on option settings, refer to page 13-20.

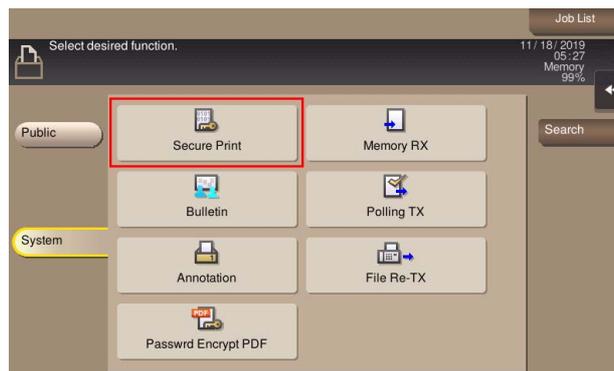
- 6 Use the Start key to start printing.



### Printing (with Simple Print enabled)

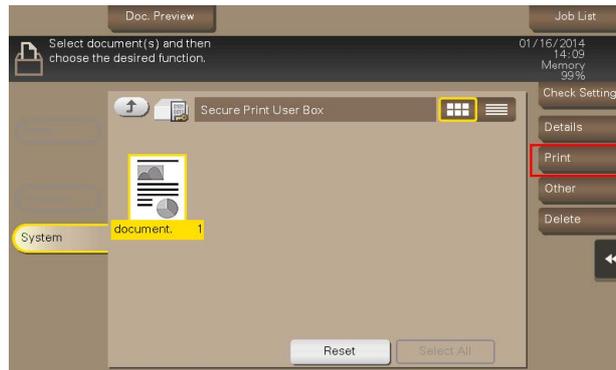
When simple printing for secure print document is enabled, select the target document ID from the document ID list. For details on the simple printing, refer to "User's Guide[Print Operations]/[Printing in the Windows Environment]".

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Secure Print].

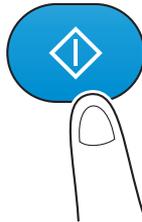


- 3 Select the target document ID from the document ID list, and tap [OK].  
→ Tapping [Filter] enables you to narrow down document IDs by the prefix search function.  
→ Tapping [Details] displays the details of the selected document ID.
- 4 Enter the password, and tap [OK].  
This displays a list of secure documents that match the specified document ID and password.

- 5 Select a file to print, and also tap [Print].
  - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 6 Specify print options as needed.
  - If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.
  - For details on option settings, refer to page 13-20.
- 7 Use the Start key to start printing.

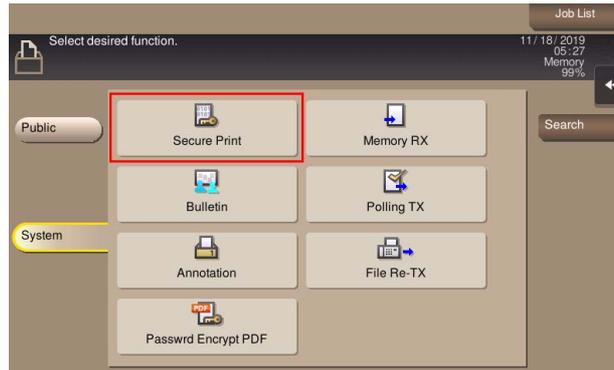


### Printing (with [Prohibited Functions When Authentication Error] set to [Mode 2])

When [Prohibited Functions When Authentication Error] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to [Mode 2], you need to enter the password to select a file from the Secure Print User Box. You need to enter the password for each file even if secure documents have the same document ID. Therefore, the security level is higher than that of default [Mode 1].

- 1 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.

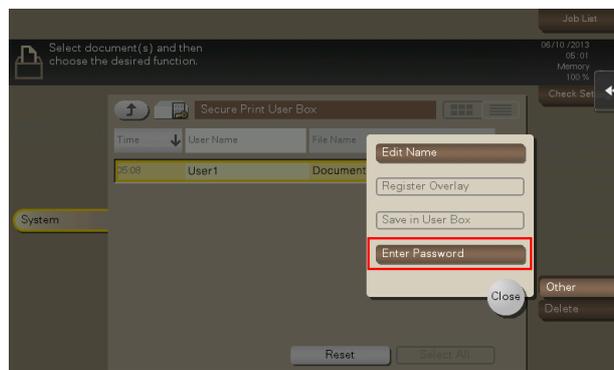
2 Tap [System] - [Secure Print].



- 3 Enter the [Document ID] for the secure print document, and tap [OK].  
This displays a list of secure documents that match the specified document ID.



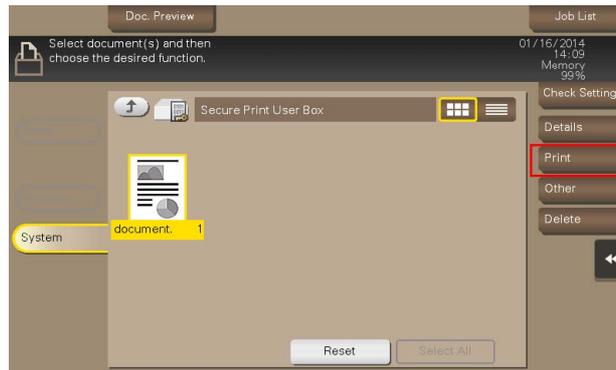
- 4 Select a file to print, and tap [Other] - [Enter Password].



- 5 Enter the password for the secure print document, and tap [OK].  
This displays a list of secure documents that match the specified password.
- If the user cannot enter the correct password within the number of times being set by the password administrator, the selected file is locked out. To release the operation prohibition status, contact your administrator.

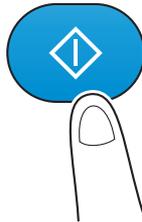
**6** Tap [Print].

→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.

**7** Specify print options as needed.

→ If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.

→ For details on option settings, refer to page 13-20.

**8** Use the Start key to start printing.

## 5.3 Organize Files in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To rename a file	page 13-5
To confirm file information	page 13-6

---



# 6

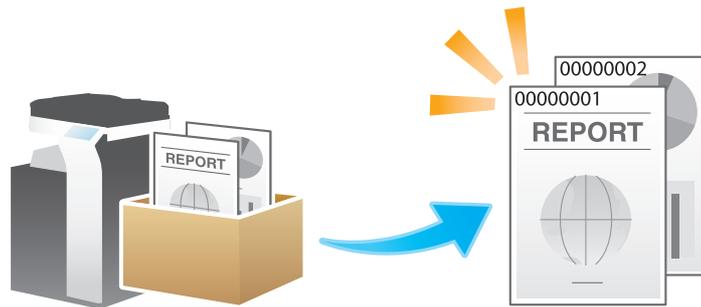
## **Adding Annotation to a File ([Annotation])**

## 6 Adding Annotation to a File ([Annotation])

### 6.1 About Annotation User Box

This User Box is used to automatically add the date, time, and annotation when printing or sending the saved file. Once you have opened the User Box, you can select a file stored in the User Box to preview, print out, send, rename, or delete it.

When a file is printed or sent from the Annotation User Box, the date, time, and annotation (previously determined for management) are automatically added to the header or footer of each image. You can prevent the unauthorized use of documents by creating a document that can identify the creation date and time and the serial page number of each document.



#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

## 6.2 Registering an Annotation User Box

**1** Select [Utility] - [Administrator] - [Box] - [System User Box List].

**2** Select [New Registration] - [Annotation User Box] to configure the following settings.

Setting	Description
[User Box Number]	Registration number of the User Box. Select [Use opening number] to automatically assign the smallest available number. When specifying a number, select [Input directly], and enter a value between 1 and 999999999.
[User Box Name]	Enter the User Box name (using up to 20 characters).
[Assign User Box Password]	To restrict usage of the User Box with the password, set this setting on. <ul style="list-style-type: none"> <li>[User Box Password]: Enter the User Box password (using up to 64 characters, excluding double quotation marks ").</li> </ul>
[Auto Delete Document]	Specify the period from the date/time when a file was saved in a User Box; the date/time when a file was last printed; or the date/time when a file was sent from a User Box, to the date/time when a file is to be deleted automatically. <ul style="list-style-type: none"> <li>[Do Not Delete]: Keeps the file in the User Box.</li> <li>[Do Not Keep]: Select this option to use a document to give an annotation only without saving or using it for copying.</li> <li>[Specify days]: Select the number of days until the file is automatically deleted.</li> <li>[Specify Time]: Enter the time period before the file is automatically deleted.</li> </ul>
[Count Up]	Select the unit for adding a number to a file from By Job and By Page. <ul style="list-style-type: none"> <li>[By Job]: Adds a number for each file. Even if a file has multiple pages, a same number is added to the file as one job.</li> <li>[By Page]: Adds a number for each page.</li> </ul>
[Stamp Elements]	Specify the fixed text, date and time, and print position to be added to a file. <ul style="list-style-type: none"> <li>[Primary Field]: Add any text (using up to 40 characters).</li> <li>[Secondary Field]: Add any text at the beginning of the annotation (using up to 20 characters).</li> <li>[Date/Time Setting]: Select the format for the date and time.</li> <li>[Print Position]: Select a position to print the annotation at.</li> <li>[Density]: Select the density of characters of the date and time and annotation to be printed.</li> <li>[Number Type]: Select the digit number of annotation.</li> </ul>

**3** Tap [OK].



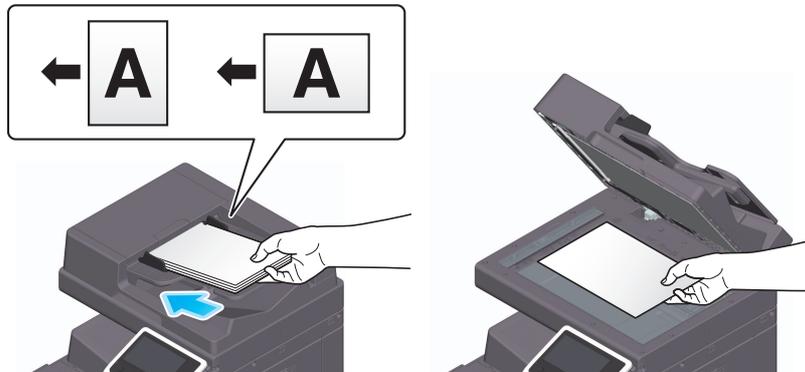
### Reference

*Registering an Annotation User Box (Web Connection) ("User's Guide[Web Management Tool]/[Configuring the User Box Environment]" )*

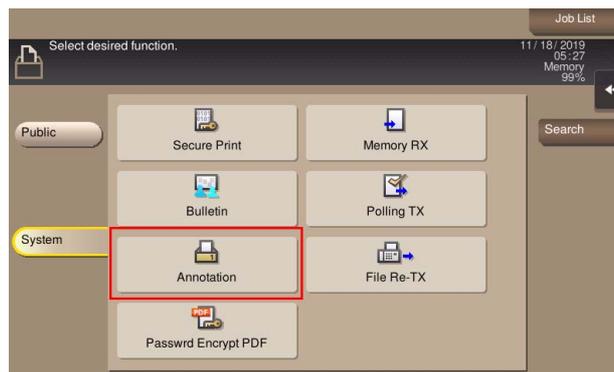
## 6.3 Save File in a User Box

### Saving (Basic operation flow)

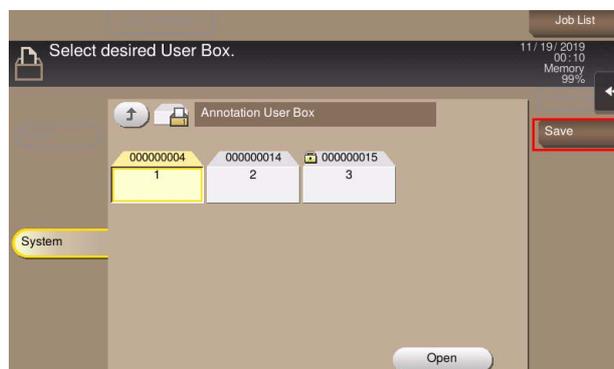
- 1 Load the original.



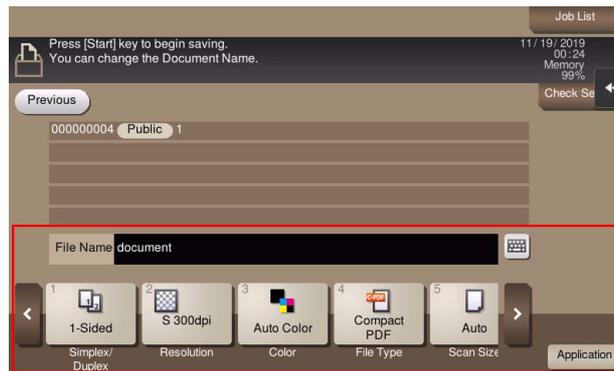
- 2 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 3 Tap [System] - [Annotation].



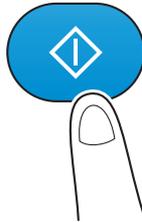
- 4 Select a User Box to save a file in, and tap [Save].



- 5 Specify options to save a file as needed.  
 → For details on option settings, refer to page 13-8.



- 6 Use the Start key to start saving.



### Saving files in copy mode

You can save original data scanned in copy mode of classic style to a User Box.  
 For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

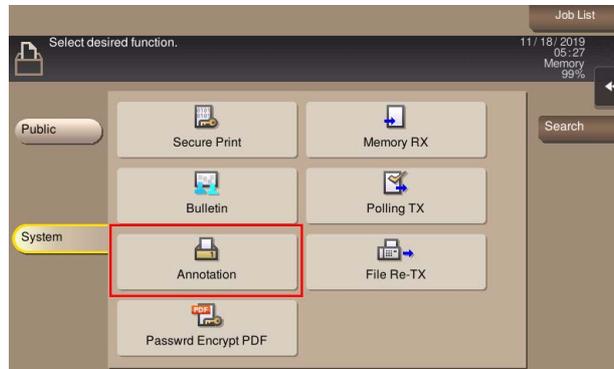
### Save files from a PC

When specifying to print using the printer driver, you can specify a User Box number and store the print data in the box.

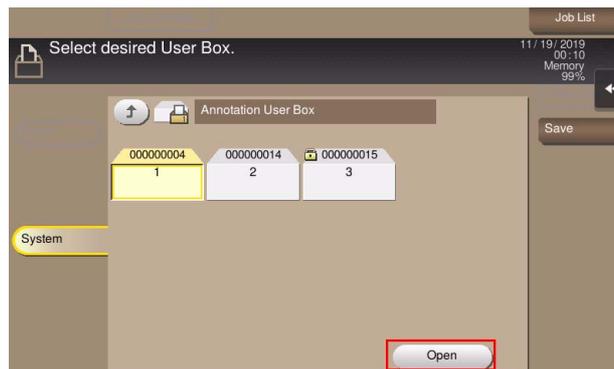
For details, refer to "User's Guide[Print Operations]/[Printing in the Windows Environment]".

## 6.4 Print Files in a User Box

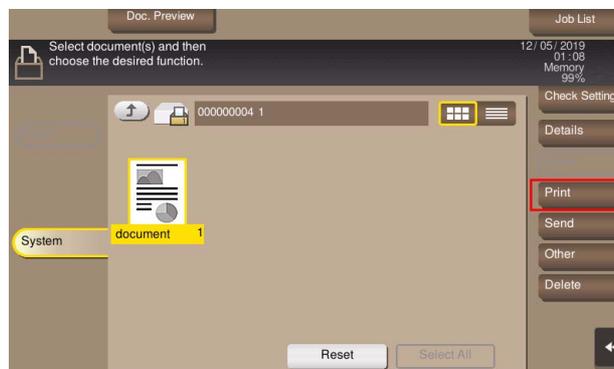
- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Annotation].



- 3 Select the desired User Box, and tap [Open].  
→ If the target User Box is protected using the password, tap [Open], and enter the password.  
→ You can also open the desired User Box by tapping it twice.

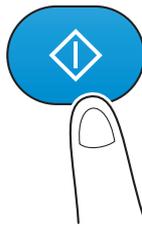


- 4 Select a file to print, and also tap [Print].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



**5** Specify print options as needed.

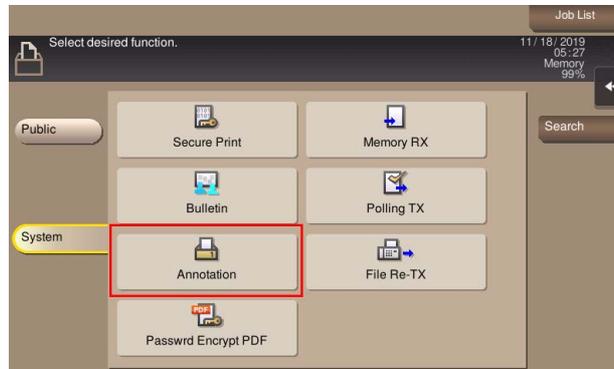
- If an output image cannot be displayed, [Preview on Screen] is displayed. To check an output image, tap [Preview on Screen], and confirm the target output image on the preview screen.
- For details on option settings, refer to page 13-20.

**6** Use the Start key to start printing.**Related setting (for the administrator)**

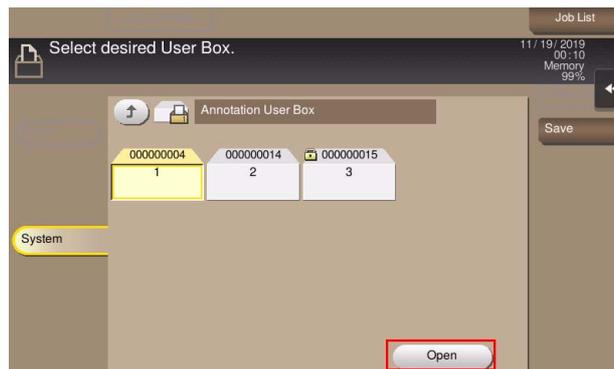
- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

## 6.5 Send Files in a User Box

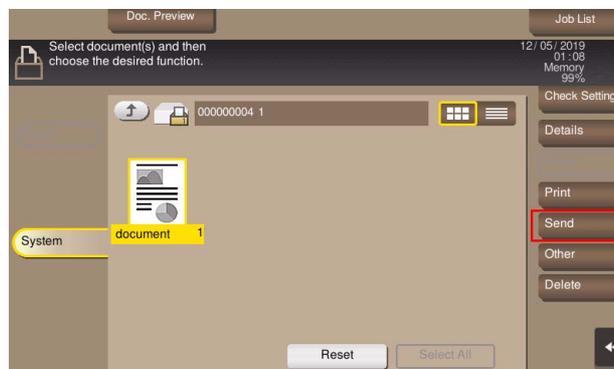
- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Annotation].



- 3 Select the desired User Box, and tap [Open].  
→ If the target User Box is protected using the password, tap [Open], and enter the password.  
→ You can also open the desired User Box by tapping it twice.



- 4 Select a file to send, and tap [Send].  
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



5 Specify the destination.

→ For details on how to specify a destination, refer to page 13-2.

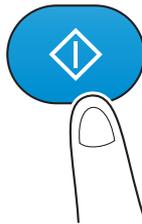


6 Specify transmission options as needed.

→ For details on option settings, refer to page 13-33.

→ You can change the file annotation if necessary. For details, refer to page 13-39.

7 Use the Start key to start transmission.



#### Related setting (for the administrator)

- [Document Hold Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

## 6.6 Organize Files in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To rename a file	page 13-5
To register a file as an overlay image	page 13-5
To confirm file information	page 13-6

---



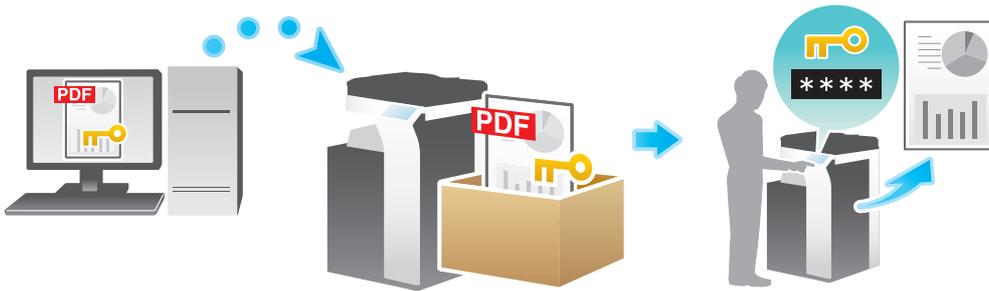
## **Printing an Encrypted PDF ([Password Encrypted PDF])**

## 7 Printing an Encrypted PDF ([Password Encrypted PDF])

### 7.1 About Password Encrypted PDF User Box

This User Box is used to store a password-protected PDF file that is printed out using the Direct Print function or from a USB flash drive. Once you have opened the User Box, you can select a PDF file stored in the User Box to preview and print it out. Also, you can store the file in or delete it from the User Box.

When printing or saving a PDF file, you will need to enter a password that was set for the file.



#### Tips

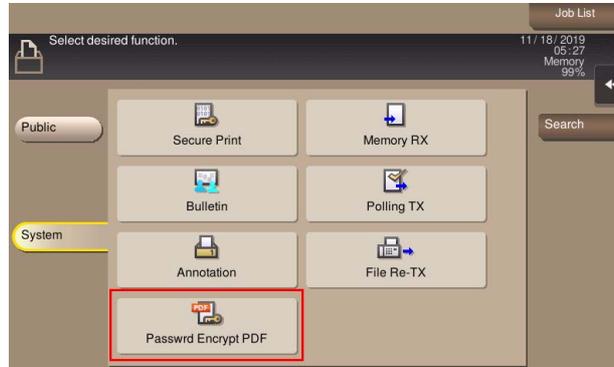
- If user authentication is enabled on this machine, only the password encrypted PDF data, which has been saved by the current login user, is displayed.

#### Related setting

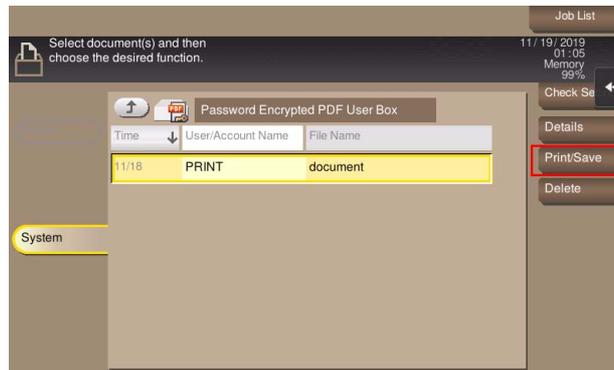
- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

## 7.2 Store File in User Box, or Print File from User Box

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Password Encrypted PDF].



- 3 Select a file to print, and tap [Print/Save].



- 4 Enter the password, and tap [OK].  
Printing starts.

### Tips

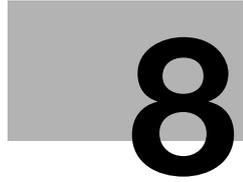
- When printing or saving has completed, the file is deleted automatically from the Password Encrypted PDF User Box.
- The storage and printing process of the file is set when it is saved in the Password Encrypted PDF User Box. You cannot change from the storage process to the print process, or from the print process to the storage process.

## 7.3 Organize Files in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To confirm file information	page 13-6

---



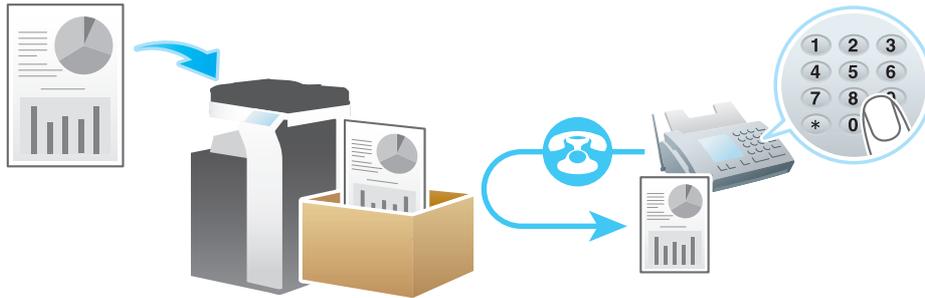
## **Registering a File for Polling ([Polling TX])**

## 8 Registering a File for Polling ([Polling TX])

### 8.1 About Polling TX User Box

The fax documents required for polling are stored in the Polling TX User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If the fax documents are stored in the Polling TX User Box, recipients can be polled and receive fax documents from this User Box when necessary.



#### Tips

- The Polling TX User Box can only have one file.
- If you have already stored a file and you need to store a new file in the Polling TX User Box, you must delete the existing file and store the new one.

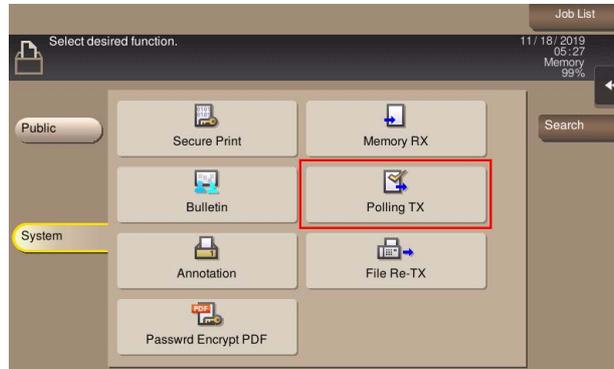
#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

## 8.2 Print Files in a User Box

You can print and check the file contents if necessary.

- 1 Display the User Box screen.  
→ For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Polling TX].



- 3 Tap [Print].



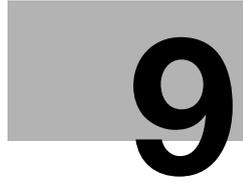
Printing starts.

## 8.3 Organize Files in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To register a file as an overlay image	page 13-5
To confirm file information	page 13-6

---



## **Storing a File for Polling ([Bulletin])**

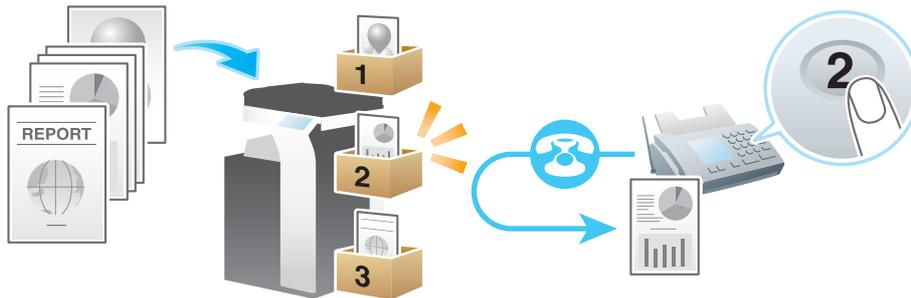
## 9 Storing a File for Polling ([Bulletin])

### 9.1 About Bulletin Board User Box

Multiple fax documents required for polling can be stored in the Bulletin Board User Box.

You can create and register up to 10 Bulletin Board User Boxes. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If announcement and other fax documents are stored in Bulletin Board User Boxes on purpose and if recipients are notified of the related User Box numbers, the users can select the required fax documents and they can be polled.



#### Tips

- The Bulletin Board User Box can only contain one file.
- If you have already stored a file and you need to store a new file in the Bulletin Board User Box, you must delete the existing file and store the new one.

#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

## 9.2 Create Bulletin Board User Box

You can register up to 10 Bulletin Board User Boxes.

- 1 Select [Utility] - [Utility] - [Box] - [System User Box List].
- 2 Select [New Registration] - [Bulletin Board User Box] to configure the following settings.

Setting	Description
[User Box Number]	Registration number of the User Box. Select [Use opening number] to automatically assign the smallest available number. When specifying a number, select [Input directly], and enter a value between 1 and 999999999.
[User Box Name]	Enter the User Box name (using up to 20 characters).
[Assign User Box Password]	To restrict usage of the User Box with the password, set this setting on. <ul style="list-style-type: none"> <li>• [User Box Password]: Enter the User Box password (using up to 64 characters, excluding double quotation marks ").</li> </ul>
[Type]	When user authentication or account track is enabled, select the User Box type. If [Personal] is selected, specify the owner user. If [Group] is selected, specify the owner account.
[Auto Delete Document]	Specify the period from the date/time when a file was saved in a User Box; the date/time when a file was last printed; or the date/time when a file was sent from a User Box, to the date/time when a file is to be deleted automatically. <ul style="list-style-type: none"> <li>• [Do Not Delete]: Keeps the file in the User Box.</li> <li>• [Specify days]: Select the number of days until the file is automatically deleted.</li> <li>• [Specify Time]: Enter the time period before the file is automatically deleted.</li> </ul>

- 3 Tap [OK].



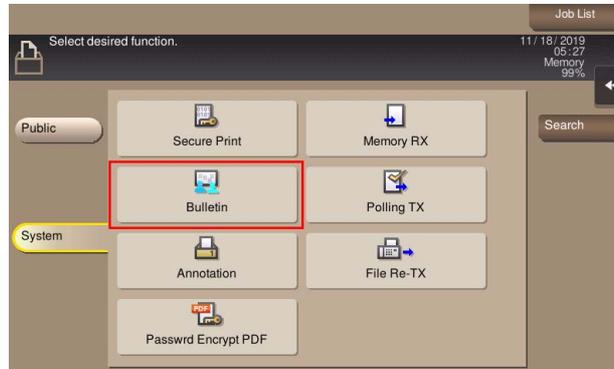
### Reference

Registering a Bulletin Board User Box (**Web Connection**) ("User's Guide[Web Management Tool]/[Configuring the User Box Environment]")

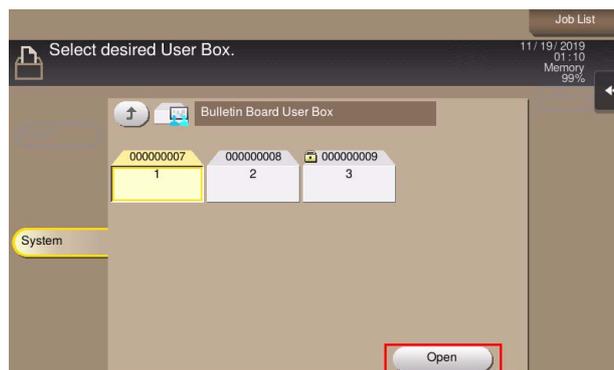
## 9.3 Print Files in a User Box

You can print and check the file contents if necessary.

- 1 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.
- 2 Tap [System] - [Bulletin].



- 3 Select the desired User Box, and tap [Open].
  - If the target User Box is protected using the password, tap [Open], and enter the password.
  - You can also open the desired User Box by tapping it twice.



- 4 Tap [Print].



Printing starts.

## 9.4 Organize Files in a User Box

You can check or delete files in a User Box as needed.

<b>Purpose</b>	<b>Reference</b>
To delete a file	page 13-5
To confirm file information	page 13-6



---

# 10

**Using as Fax Relay Machine  
([Relay User Box])**

## 10 Using as Fax Relay Machine ([Relay User Box])

### 10.1 About Relay User Box

This User Box is available when this machine is used as a fax relay machine.

When you send a fax to the relay machine using the relay distribution function, the relay machine sends the received fax to all recipients pre-registered in the Relay User Box.

Using the Relay User Box, you can reduce the total communication cost via the relay machine, for example, when you want to broadcast to distant places.

To use this machine as a fax relay machine, you need to register a Relay User Box and specify fax recipients.



#### Reference

*Sending after Specifying a Relay Machine (F-Code TX) ("User's Guide[Fax Operations]/[Using Fax Functions in Classic Style]" )*

## 10.2 Operations Required to Use This Function

### Registering fax recipients

To use this machine as a fax relay machine, register fax recipients. Enter fax recipients in the Group User Box.

For details on how to register a group destination, refer to "User's Guide[Introduction]/[Registering and Managing Destinations]".



#### Reference

*Registering a Group Destination (Web Connection) ("User's Guide[Web Management Tool]/[Registering Various Types of Information]")*

### Registering a Relay User Box

To use this machine as a fax relay machine, register a Relay User Box. Assign the recipients registered as group destination to the registered Relay User Box.

Up to 5 Relay User Boxes can be registered.

- 1 Select [Utility] - [Utility] - [Box] - [System User Box List].
- 2 Select [New Registration] - [Relay User Box] to configure the following settings.

Setting	Description
[User Box Number]	Registration number of the User Box. Select [Use opening number] to automatically assign the smallest available number. When specifying a number, select [Input directly], and enter a value between 1 and 999999999.
[User Box Name]	Enter the User Box name (using up to 20 characters).
[Relay Destination]	Select [Search from List], and select a group destination in which fax destinations are registered. Fax addresses must be included in the group destination to be registered as a relay destination.
[Relay TX Password]	Enter the relay password (using up to eight characters, including symbols # and *). The entered password is required when you issue a relay request to this machine. Inform the sender of the password you entered here.

- 3 Tap [OK].



#### Reference

*Registering a Relay User Box (Web Connection) ("User's Guide[Web Management Tool]/[Configuring the User Box Environment]")*





**Printing on MFP under  
Authentication Control ([ID &  
Print])**

# 11 Printing on MFP under Authentication Control ([ID & Print])

## 11.1 About ID & Print User Box

This User Box is used to store files that are sent by setting the ID & Print function in the printer driver when you print a document from a computer while user authentication is enabled. When a user who sent print data logs in to this machine and opens the User Box, the user can preview, print out, or delete the file stored in the User Box.

This User Box requires user authentication to use a file; therefore, it is useful to handle documents containing private information that the user does not want to be seen by others.

The files stored in the ID & Print User Box can be printed immediately when authentication is completed on the screen of this machine. This allows quick and smooth operation as the user is not required to open the User Box and select a print file.



### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

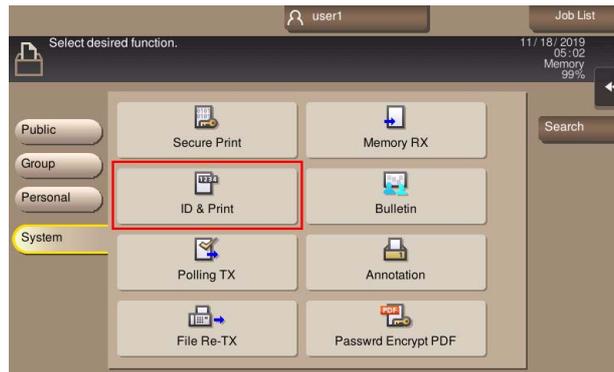
### Related setting (for the administrator)

- [Administrative Setting] - [ID & Print] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Delete Time Setting] - [ID & Print Delete Time] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [ID & Print Delete Time] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

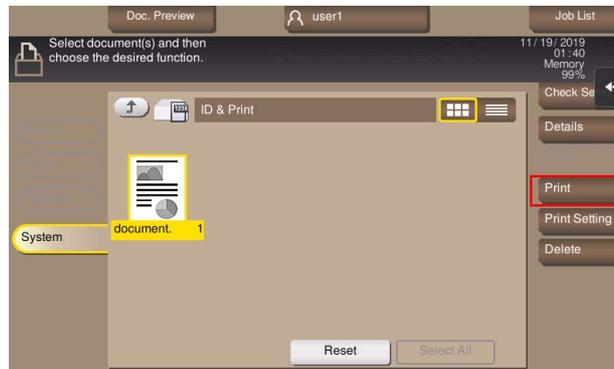
## 11.2 Print Files in a User Box

This section describes how to select and print a file from the ID & Print User Box.

- 1 Enter the user name and password.
- 2 In [ID & Print], select [Login without Print].
- 3 Tap [Login].
- 4 Display the User Box screen.
  - For details on how to display the screen, refer to page 1-4.
- 5 Tap [System] - [ID & Print].



- 6 Tap a file to print, and select [Print].
  - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.
  - To change print option settings, tap [Print Setting]. For details on option settings, refer to page 13-20.



- 7 Select whether to leave the file in the User Box or delete the file from the User Box after you have printed it out.
  - If you tap [Yes], the file will be deleted after its printing.
  - If you tap [No], the file will be left in the User Box after its printing.
  - If you tap [Cancel], the current printing is canceled.

## 11.3 Organize Files in a User Box

You can check or delete files in a User Box as needed.

Purpose	Reference
To delete a file	page 13-5
To confirm file information	page 13-6

---

# 12

## Using a USB Flash Drive ([External Memory])

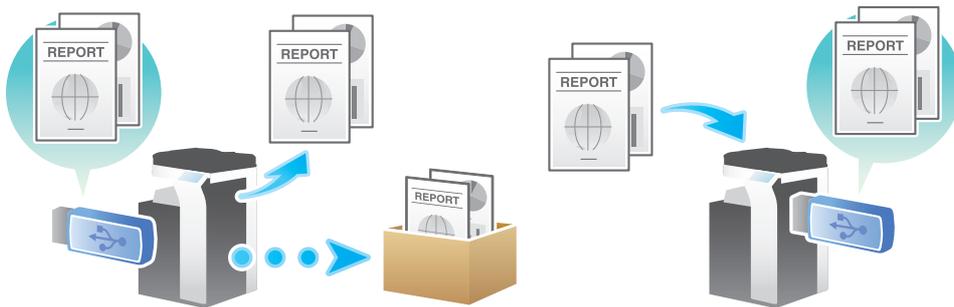
## 12 Using a USB Flash Drive ([External Memory])

### 12.1 About External Memory

When a USB flash drive is connected to the USB port of this machine, [External Memory] is displayed on the System User Box screen.

[External Memory] enables you to perform the following operations using the USB flash drive connected to this machine.

- Printing a file saved in a USB flash drive
- Saving original data scanned on this machine to a USB flash drive
- Moving a file saved in a USB flash drive to a User Box of this machine



#### Tips

- When a USB flash drive is connected to the USB port of this machine, the [Information] screen is automatically displayed to select a USB flash drive operation. You can use the USB flash drive immediately without switching to User Box mode and tapping [System] - [External Memory].
- When a USB flash drive is connected to the USB port of this machine, the USB flash drive icon is displayed at the top of the screen. When a USB flash drive is connected to the USB port, you can display the [Information] screen just by tapping this icon.
- If you are logging in as a User Box administrator with user authentication enabled, you can use only printing from the USB flash drive.

#### Related setting

- [User Box Setting] - [Shortcut Key] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

#### Related setting (for the administrator)

- [USB flash drive function settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

## 12.2 Conditions of Available USB Flash Drive

The available USB flash drive requires the following conditions.

Item	Specifications
Interface	USB 2.0/1.1
Format type	FAT32
Security	Securities such as data encryption and password lock shall be released, or the security function shall be turned Off.
Capacity	No upper limit. <ul style="list-style-type: none"><li>• Some USB flash drives may not be supported.</li><li>• A USB flash drive, which is recognized as multiple drives, cannot be used.</li></ul>

Note the following points when connecting a USB flash drive to this machine.

- Use the USB connector on the side that is near the **Control Panel**.
- Do not disconnect the USB flash drive while saving a file to the USB flash drive or printing a file saved in the USB flash drive.
- Do not use USB devices (such as hard disk unit and a USB hub) except for a USB flash drive.
- When this machine is starting up, do not connect or disconnect the USB flash drive to/from the USB port.
- Do not disconnect the USB flash drive directly after connecting it.

## 12.3 Print a File from a USB Memory Device

### Permitting printing a file from a USB flash drive (for the administrator)

In [USB flash drive function settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]"), permit printing a file in a USB flash drive. As file printing is enabled by default, the user can use USB memory on this machine without any setup.

### Operation flow

The available file types are as follows.

PDF\*, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), PPML (.ppml/.vdx/.zip)

\* You can print out encrypted PDF, searchable PDF, and outline PDF files.

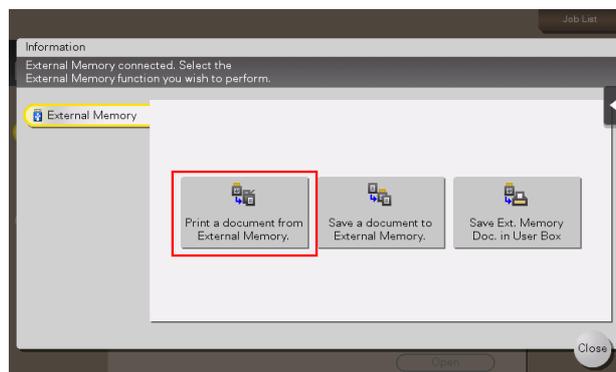
- 1 Connect the USB flash drive to the USB port of this machine.



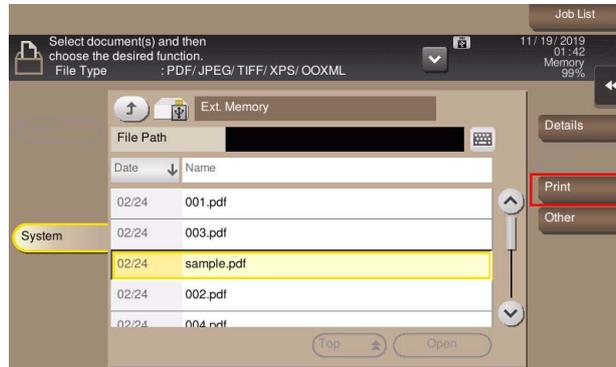
#### NOTICE

When this machine is starting up, do not connect or disconnect the USB flash drive to/from the USB port.

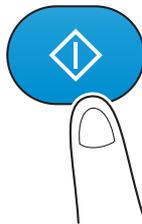
- 2 When the basic style screen is displayed, tap the notification icon at the top of the screen to display the [Information] screen.
- 3 Tap [Print a document from External Memory.].  
→ You can also perform the same operation by tapping [System] - [External Memory] in User Box mode.



- 4 Select a file to print, and also tap [Print].
  - You can directly enter the path to the folder, which contains the target file, in the [File Path] field.
  - Tapping [Top] moves upward.
  - Tapping [Open] opens the folder and moves downward.
  - Tapping [Details] enables you to check the detailed information of the selected file.



- 5 Specify print options as needed.
  - You can select a paper size for printing. For details, refer to page 13-20.
  - For details on option settings, refer to page 13-20.
- 6 Use the Start key to start printing.



A password-protected PDF file is stored in the Password Encrypted PDF User Box. For details on how to operate a file saved in the Password Encrypted PDF User Box, refer to page 7-3.

- 7 When printing is complete, disconnect the USB flash drive from the port of this machine.

#### Tips

- A file stored with 1200 dpi is converted to 600 × 600 dpi when printed.

## 12.4 Save Scanned Data on a USB Memory

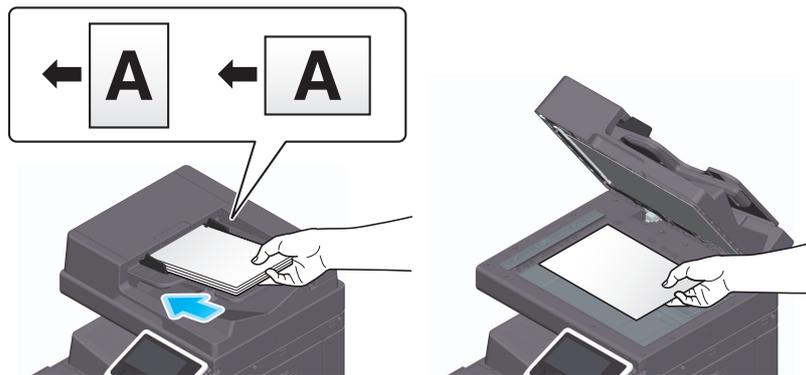
### Permitting saving a file from a USB flash drive (for the administrator)

In [USB flash drive function settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]"), permit saving a file in a USB flash drive. To prevent data leakage, saving a file in a USB flash drive is prohibited by default.

When user authentication is enabled, select [User Registration] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") and permit saving a file in a USB flash drive for each registered user.

### Operation flow

- 1 Load the original.



- 2 Connect the USB flash drive to the USB port of this machine.

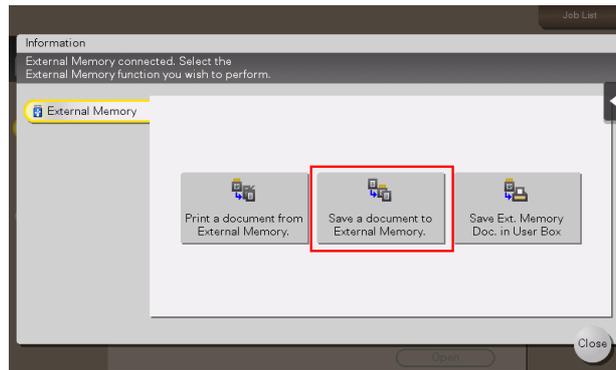


#### **NOTICE**

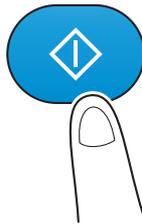
*When this machine is starting up, do not connect or disconnect the USB flash drive to/from the USB port.*

- 3 When the basic style screen is displayed, tap the notification icon at the top of the screen to display the [Information] screen.

- 4 Tap [Save a document to External Memory.].  
→ You can also perform the same operation by tapping [System] - [External Memory] - [Save] in User Box mode.



- 5 Specify options to save a file as needed.  
→ For details on option settings, refer to page 13-8.
- 6 Use the Start key to start saving.



- 7 When the operation is complete, remove the USB flash drive from the port of this machine.  
When you use files stored on the USB flash drive on the computer, just connect the USB flash drive to the USB port of the computer.

## 12.5 Store USB Memory Files in External Memory User Box

### Permitting scanning a file from a USB flash drive (for the administrator)

In [USB flash drive function settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]"), permit scanning a file in a USB flash drive. Reading files from a USB flash drive is prohibited by default.

When user authentication is enabled, select [User Registration] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") and permit saving a file in a USB flash drive for each registered user.

### Operation flow

The available file types are as follows.

PDF\*, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), PPML (.ppml/.vdx/.zip)

\* You can save encrypted PDF, searchable PDF, and outline PDF files.

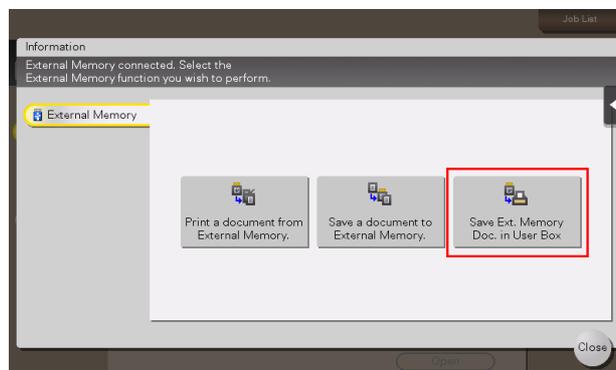
- 1 Connect the USB flash drive to the USB port of this machine.



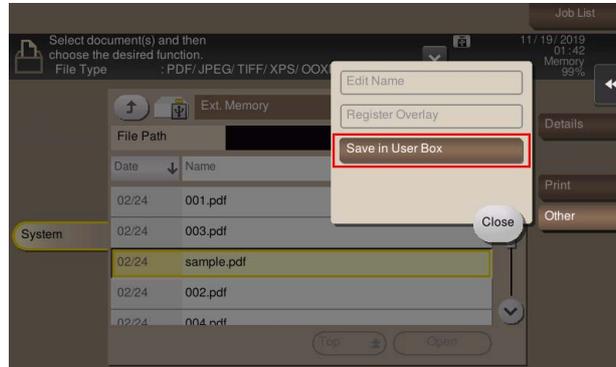
#### NOTICE

When this machine is starting up, do not connect or disconnect the USB flash drive to/from the USB port.

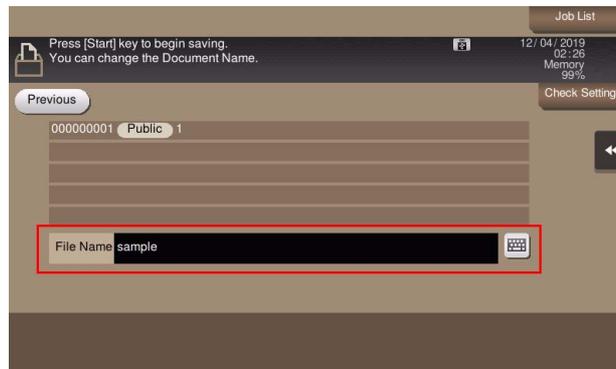
- 2 When the basic style screen is displayed, tap the notification icon at the top of the screen to display the [Information] screen.
- 3 Tap [Save Ext. Memory Doc. in User Box].
  - You can also perform the same operation by tapping [System] - [External Memory] in User Box mode.



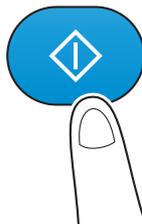
- 4 Select a file, and tap [Other] - [Save in User Box].
  - In [File Path], you can directly enter a path to the folder, which contains a file you wish to store in the User Box.
  - Tapping [Top] moves upward.
  - Tapping [Open] opens the folder and moves downward.
  - Tapping [Details] enables you to check the detailed information of the selected file.



- 5 Select the User Box to save the file, and tap [OK].
  - Tapping [Search] enables you to search for a User Box. Tapping [New] enables you to create a new User Box. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[User Box]".
- 6 Rename the file if necessary.
  - If you have selected multiple files, you cannot rename them.



- 7 Use the Start key to start saving.



A password-protected PDF file is stored in the Password Encrypted PDF User Box. For details on how to operate a file saved in the Password Encrypted PDF User Box, refer to page 7-3.

- 8 When the operation is complete, disconnect the USB flash drive from the port of this machine.

---

# 13

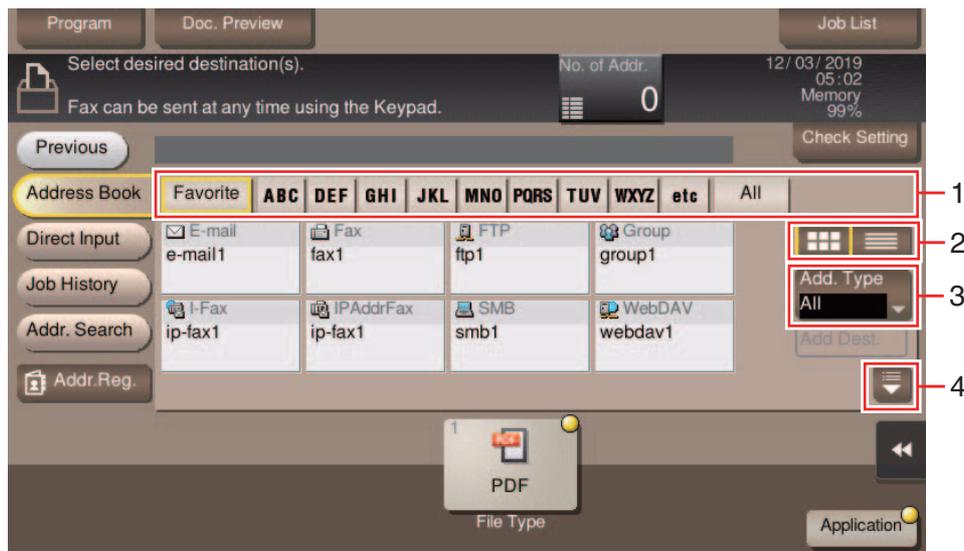
## **Operations and Settings Common to each User Box**

## 13 Operations and Settings Common to each User Box

### 13.1 Specifying a Destination

#### Using Address Book

[Address Book] displays a list of destinations registered on this machine. Select an index or destination type to narrow the destination list, and specify the target destination.



No.	Description
1	Narrow down destinations with the index specified for the registered destination. Using [Address] in combination further narrows down destinations. The following keys can be used to narrow down destinations: <ul style="list-style-type: none"> <li>• [All]: Displays all address book entries registered on this machine.</li> <li>• [Favorite]: Displays the destinations specified with [Favorite] as an index.</li> <li>• [etc]: Displays destinations for which the registered name of each begins with a character other than an alphabet character.</li> </ul>
2	Switches the display of the registered destinations to the button or list view mode. If the list view mode is selected, you can sort destinations by registration number, destination type, or registered name.
3	Narrows down destinations by the type of the registered destination. Also, using an index further narrows down destinations.
4	Expands the area when scrolling is required in the area where the registered destinations are displayed.

#### Searching for the registered destination

Tapping [Addr. Search] displays the destination search screen. If a large number of destinations are registered, the system searches for the registered name of the destination or characters of the address to find the target destination.

- 1 Tap [Addr. Search] - [Name Search] or [Address Search].
  - When searching for a destination using its registered name, tap [Name Search].
  - When searching for a destination using characters of the address, tap [Address Search].
- 2 Enter the search word, and tap [Search].

- 3 Specify the target destination from the search result.

### Directly entering the destination

In [Direct Input], directly enter destination information.



Purpose	Reference
To send fax	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send E-mail with an attached file	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send Internet fax	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send IP Address fax	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to a shared folder of a computer or server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to the FTP server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"
To send data to the WebDAV server	"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## Using Job History

Tapping [Job History] displays a list of transmission logs. Specify the target destination from the previous five job histories.



### Tips

- If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, the log information is deleted.

## Specifying the target from the destinations registered in the LDAP server (LDAP Search)

Tapping [Addr. Search] displays the destination search screen. If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for (LDAP Search) destination information registered in the server and specify the desired destination.

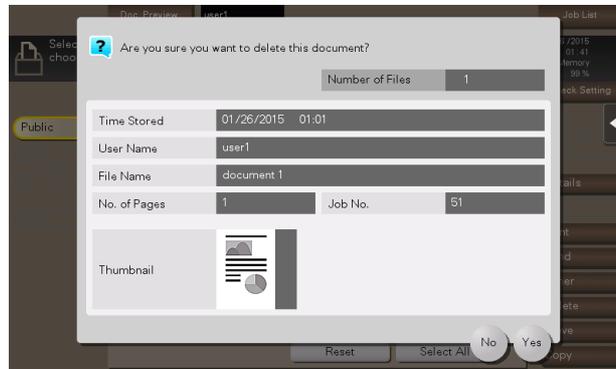
- ✓ A presetting is required to use LDAP search. For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".
- 1 Tap [Addr. Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].
    - When using a single keyword for searching, tap [Address Search (LDAP)].
    - When combining a search word by category for searching, tap [Adv. Search (LDAP)].
  - 2 Enter the search word, and tap [Search].
  - 3 Specify the target destination from the search result.

## 13.2 Organizing Files in a User Box

### Delete a file

Select a file, then tap [Delete]. The file is deleted. You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.

You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].



### Renaming a file

Select a file, and tap [Other] - [Edit Name]. Now you can rename the file.



### Tips

- Before renaming a file, check the destination server conditions and others.
- You can also rename a file during transmission.

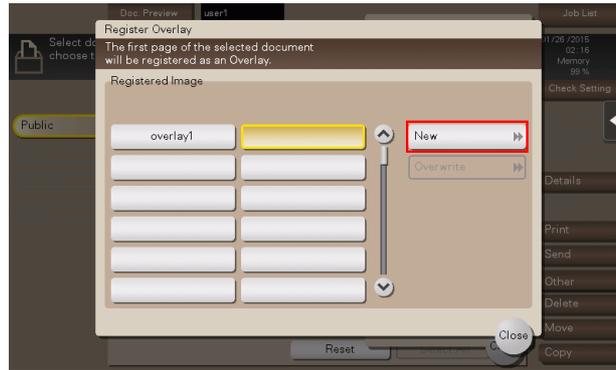
### Registering a file as an overlay image

Select a file, and tap [Other] - [Register Overlay]. Now you can register a file as an overlay image.

Once registered, you can compose an overlay image on the original during copy or printing from the PC. Also, you can compose an overlay image onto a User Box file during file printing.

You can register up to 100 overlay images.

- 1 To register an overlay image, select an unregistered key and tap [New].
  - To register an overlay image by overwriting an existing one, select the registered key and also tap [Overwrite].



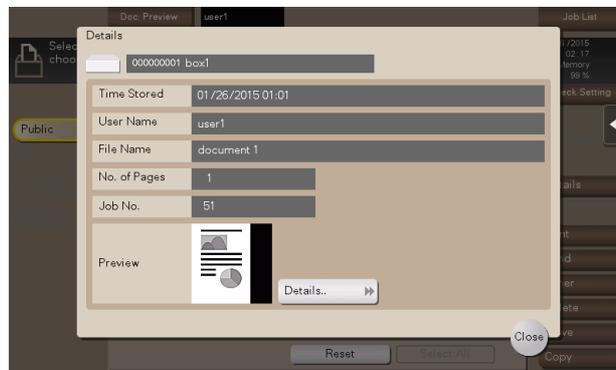
- 2 Enter the name to register, and tap [OK].
- 3 If necessary, change image settings, and tap [Start].

### Tips

- If a file consists of multiple pages, the first page is registered as an overlay image.
- Once registered, you can compose an overlay image on the original and copy it by selecting [Application] - [Registered Overlay] in copy mode of classic style. Also, when you print a file from a User Box, you can compose an overlay image to the file and print it by selecting [Application] - [Registered Overlay].

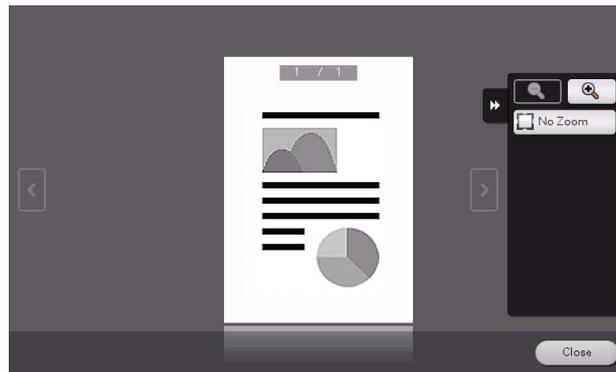
### Confirming file information

Select a file, and tap [Details] to confirm the detailed file information.



You can tap [Details..] or a thumbnail image to preview the file image.

If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key enables you to enlarge or reduce a preview image.



## 13.3 Storage Option Settings

### Specifying a file name ([File Name])

Rename a file of the scanned original data (using up to 30 characters).

When you do not change the file name, the file name is automatically assigned according to the rule of "Initial of the function" + "Device Name" + "Date" + "sequential number" + "Page Number" + "File extension". A file name consists of the following information:

Item	Description
Initial of the function	Indicates the mode used for scanning data. <ul style="list-style-type: none"> <li>• C: Copy</li> <li>• S: Fax/Scan, User Box</li> <li>• P: Print</li> <li>• R: Received fax</li> </ul>
Device Name	The name of this machine registered in [Machine Setting] - [Input Machine Address] - [Device Name].
Date	Indicates the year, month, day, hour, and minute when the original was scanned. For example "11050115230" means that the file was scanned on May 1, 2011, 15:23. The last digit (0) indicates the order when file conversion is performed multiple times in a certain minute. If file conversion is performed twice between 15:23 and 24, the last digit appears as 231 and 232.
Sequential number	A sequential number is given when a multi-page original is converted by page, and the number indicates the page number of original data. Page numbers are automatically included in the file name when the file is saved or sent. Consider this part for FTP Send or other transmission when a FTP server has restrictions regarding file names.
File extension	Extension of the file to be saved. An extension is automatically included in the file name when the file is saved or sent.

#### Tips

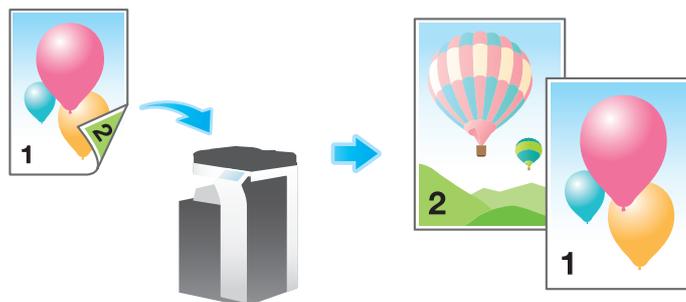
- The following characters may be garbled depending on the destination environment; therefore, we recommend that you do not use them in a file name.  
< > : \* ? " / \ |

#### Related setting (for the administrator)

- [Scan File Name Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

### Scanning a 2-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back sides of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.



Setting	Description
[1-Sided]	Scans one side of an original.
[2-Sided]	Scans both sides of an original.
[Cover + 2-sided]	Scans only one side for the first page in the original, and scan both sides of the remaining pages.

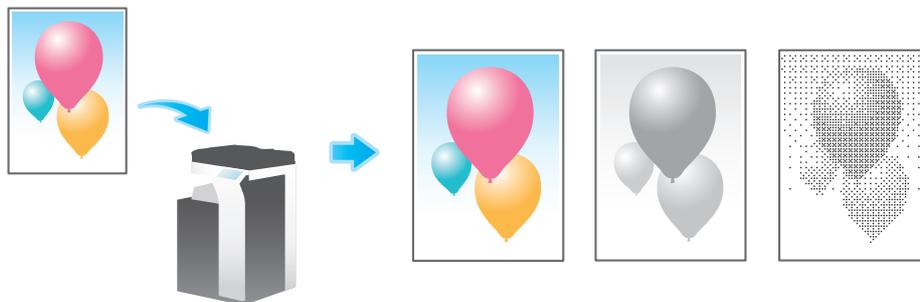
### Specifying the resolution to scan the original ([Resolution])

Select a resolution to use to scan the original.

Setting	Description
[Scan Resolution]	<p>Select a resolution of the original to be saved in the User Box.</p> <ul style="list-style-type: none"> <li>[200 × 200 dpi]: Select this option to scan a standard original.</li> <li>[300 × 300 dpi]: Select this option to scan a standard original at a higher resolution.</li> <li>[400 × 400 dpi]: Select this option to scan an original containing small characters and drawings.</li> <li>[600 × 600 dpi]: Select this option to convert an original into a file of the maximum size. Select this option to scan an original such as a full color photo with a fine image quality level.</li> </ul>
[Fax Resolution]	<p>Select the resolution of the original for sending a fax. When using fax transmission, Internet fax transmission, or IP address fax transmission, select the following resolution to scan an original.</p> <ul style="list-style-type: none"> <li>[Normal]: Select this option to scan originals that do not require a fine level of image quality, or when you want to send a large number of originals quickly.</li> <li>[Fine]: Select this option to scan a standard original.</li> <li>[Super Fine]: Select this option to scan originals containing small characters or drawings.</li> <li>[Ultra Fine]: Select this option to scan originals that require a fine level of image quality.</li> </ul>

### Selecting the color mode to scan the original ([Color])

Select a color mode for scanning originals.



Setting	Description
[Auto Color]	Automatically determines [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Scans in full color regardless of whether the original is in color or in black and white. Select this option to scan originals of other than black and white and scanning color photos.
[Gray Scale]	Scans in gray scale regardless of whether the original is in color or in black and white. Select this option to scan originals with many halftones, such as black and white photos.
[Black and White]	Scans an original in black or white without using gray scales. Select this option to scan originals with distinct black and white areas, such as line drawings.

## Specifying the file type of the scanned original ([File Type])

The available file types are PDF, TIFF, JPEG, XPS, PPTX, DOCX, XLSX, and other types. You should use the password encrypted PDF file format to store important original data.

Setting	Description
[File Type]	<p>Select the file type to be saved from the following:</p> <ul style="list-style-type: none"> <li>• [PDF]: A type available in most operating systems, which enables you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file.</li> <li>• [Compact PDF]: Saves a file with a smaller size than normal PDF format. We recommend this format when you want to reduce file size to enable sending by E-mail etc.</li> <li>• [TIFF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file.</li> <li>• [JPEG]: A file format widely used in digital cameras. Suitable for saving photo data. JPEG format does not support the saving of multiple pages as a single file.</li> <li>• [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided.</li> <li>• [Compact XPS]: Saves a file with a smaller size than normal XPS format.</li> <li>• [PPTX]: Extension of an XML-base file that is created using PowerPoint of Microsoft Office.</li> <li>• [DOCX]: Extension of an XML-base file that is created using Word of Microsoft Office.</li> <li>• [XLSX]: Extension of an XML-base file that is created using Excel of Microsoft Office.</li> </ul>
[Page Setting]	<p>Select a filing page unit when an original consists of multiple pages.</p> <ul style="list-style-type: none"> <li>• [Multi Page]: Converts all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page].</li> <li>• [Page Separation]: Select this option to divide a file into a specified number of pages for transmission using E-mail, SMB, or FTP transmission. For example, if you enter "2" to scan 10 original pages, the original is divided into five separate files. The specified number of pages is stored and the pages are saved as a single file ([Multi Page]) when saved.</li> </ul>
[E-mail Attachment Method]	<p>Select the E-mail attachment method when [Page Setting] is set to [Page Separation].</p> <ul style="list-style-type: none"> <li>• [All Files Sent as 1 E-Mail]: Attaches all files to a single E-mail.</li> <li>• [1 File per E-Mail]: Sends one E-mail for each file.</li> </ul>
[PDF Detail Setting]	<p>If [PDF] or [Compact PDF] is selected for file format, you can configure the PDF option settings. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc.</p>

[PDF Detail Setting] allows the following settings.

Setting	Description
[Encryption]	<p>Select [ON] to encrypt a file.</p> <ul style="list-style-type: none"> <li>When [Password] is selected in [Encryption Type], configure the following settings.           <ul style="list-style-type: none"> <li>[Password]: Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.</li> <li>[Permissions Password]: To specify permissions for printing and editing a PDF file, enter an authorization password.</li> </ul> </li> <li>When [Digital ID] is selected in [Encryption Type], configure the following settings.           <ul style="list-style-type: none"> <li>[Select Digital ID]: Select an E-mail address that contains a digital certificate for encryption.</li> <li>[Use Recipient's Digital ID.]: Uses a digital certificate registered in the PDF file sending destination.</li> </ul> </li> <li>[Password]: Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.</li> <li>[Permissions Password]: To specify permissions for printing and editing a PDF file, enter an authorization password.</li> <li>[Encryption Level]: When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level 1] or [High Level 2], you can specify permissions in more detail.</li> <li>[Printing Allowed]: Select whether to permit printing of PDF files. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can permit printing of PDF files only in low resolution ([Low Resolution]).</li> <li>[Copy Contents]: Select whether to permit copying of text and image from PDF files.</li> <li>[Encryption Target]: Select the target to be encrypted. Selecting [Other than Metadata] excludes property information from encryption processing.</li> <li>[Changes Allowed]: Select the content of PDF for which modification is permitted. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can select the contents to be permitted more detail.</li> </ul>
[Digital Signature]	<p>Select [ON] to add a signature (certificate) of this machine to a PDF file. Also, select the signature encryption level from [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification.</p> <p>This function is enabled when a certification is registered on this machine. The E-mail address of the certificate of this machine must match the E-mail address of the administrator.</p>
[Outline PDF]	<p>Specify this option to save a file in compact PDF format. The text is extracted from the original and converted into a vector image.</p>
[PDF Web Optimization]	<p>Specify this option to create a PDF file optimized for Web display. If a PDF file is optimized to the Web display, the Web browser displays only the first page of a PDF file on the screen before loading all pages.</p>
[Searchable PDF]	<p>Select [ON] to create a searchable PDF file.</p> <ul style="list-style-type: none"> <li>[Language Selection]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data.</li> <li>[Adjust Rotation]: Select this check box to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. When the rotation adjustment is disabled, if the specified original orientation does not match the text direction, text data is not recognized correctly.</li> <li>[Document Name Auto Extraction]: Select this check box to automatically export a character string appropriate as a document name from the OCR character recognition result, and specify it as a document name. A document name is assigned automatically based on the character recognition result of the first page, date, time, and serial number.</li> </ul>
[PDF/A]	<p>Select [ON] to create a PDF file based on PDF/A.</p> <ul style="list-style-type: none"> <li>[PDF/A-1a]: Creates a PDF file based on PDF/A-1a.</li> <li>[PDF/A-1b]: Creates a PDF file based on PDF/A-1b.</li> </ul>

Setting	Description
[PDF Document Properties]	<p>Add meta- information such as a title or author as PDF file properties.</p> <ul style="list-style-type: none"> <li>• [Name]: Enter a title of a PDF file (using up to 64 characters).</li> <li>• [Author]: Enter the name of the author of a PDF file (using up to 64 characters). If user authentication is installed on this machine, specify the user name as the author.</li> <li>• [Subject]: Enter a subject of a PDF file (using up to 64 characters).</li> <li>• [Keyword(s)]: Enter a keyword of a PDF file (using up to 64 characters).</li> </ul>

### Tips

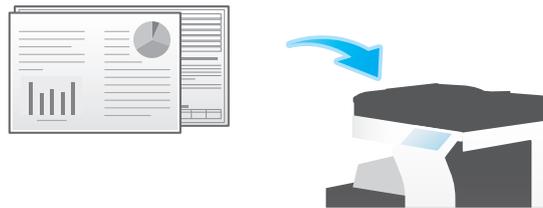
- To use the following functions, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".  
[DOCX] and [XLSX] of [File Type], [Digital ID] of [Encryption Type], [PDF Document Properties], [PDF/A], [PDF Web Optimization], [Searchable PDF]

## Specifying the original size ([Scan Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.

## Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the ADF, you can scan data while detecting the size of each page.



### **NOTICE**

Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.

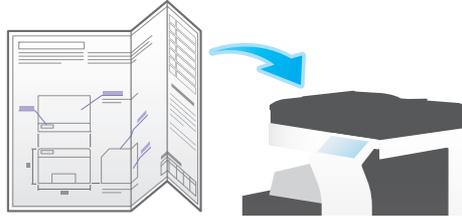
## Scanning an original that is thinner than plain paper ([Thin Paper Original])

When [Thin Paper Original] is specified to scan an original of thinner paper than plain paper using the **ADF**, the system reduces the original feed speed to prevent thin paper from causing a paper jam.



### Scanning originals with folds ([Z-Folded Original])

If a folded original is loaded into the **ADF**, the original size may not be able to be detected accurately. When [Z-Folded Original] is specified, the original size can be accurately detected even for the folded original sheets.



#### **NOTICE**

*Unfold the folded original sheets before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.*

### Scanning a long original ([Long Original])

Load a long original that cannot be placed on the **Original Glass** and that is larger in the feeding direction than the full standard size (11 × 17 or A3) into the **ADF**. When [Long Original] is selected, the **ADF** automatically detects the size even if you do not pre-specify the original size.



### Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.



## Specifying the original binding position ([Binding Position])

Specify the binding position to suit the orientation of the target original.



Setting	Description
[Auto]	Automatically configures the binding position of the original. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

## Scanning while removing dust in the Slit Scan Glass ([Despeckle])

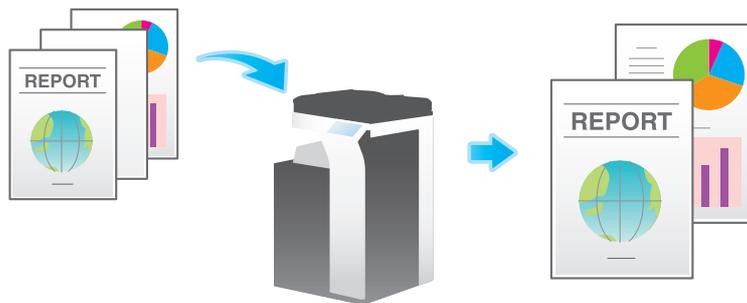
When [Despeckle] is specified to scan an original using the **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

### Tips

- It takes longer to finish scanning compared to normal operation.

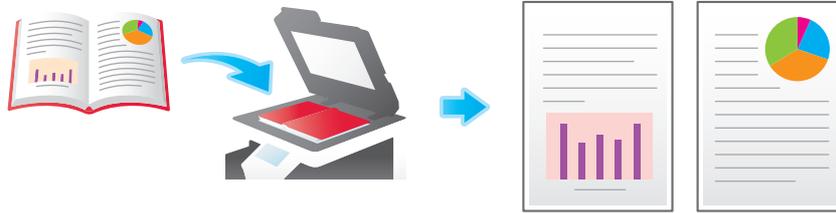
## Skipping blank pages ([Blank Page Removal])

When [Blank Page Removal] is specified to scan an original including blank pages using the **ADF**, blank pages are excluded from scan targets. Blank pages detected are not counted as original pages.



## Splitting the left and right pages of a book and catalog ([Book Original])

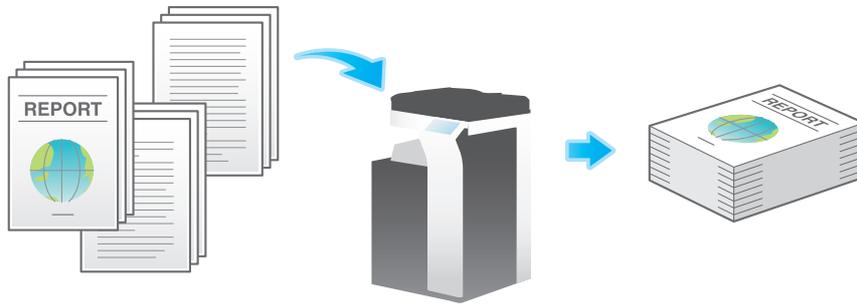
You can scan two-page spreads such as books and catalogs separately into left and right pages, or scan them as one page. If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.



Setting	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the method to scan a two-page spread. <ul style="list-style-type: none"> <li>• [Book Spread]: Scans a two-page spread as one page.</li> <li>• [Separation]: Scans the right and left pages of two-page spreads separately in page number order.</li> <li>• [Front Cover]: Scans the front cover and two-page spreads according to the page order of the original (scan in the order of front cover and two-page spreads).</li> <li>• [Front &amp; Back Covers]: Scans the front and back covers and two-page spreads according to the page order of the original (scan in the order of front cover, back cover, and two-page spreads).</li> </ul>
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the two-page spread binding position. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Additionally, you can erase the four sides of the original to different widths. <ul style="list-style-type: none"> <li>• [Frame]: Erases the four sides of the original to the same width. In [Erase Amount], specify the width to erase.</li> <li>• [Top]/[Bottom]/[Left]/[Right]: Specify a different width for each side of the original to erase the side. Cancel the [Frame] setting, select the side to erase the frame, and specify the width to erase in [Erase Amount]. If you do not want to erase the side, cancel [Erase].</li> </ul>
[Center Erase]	Specify the fold width to erase. This function erases the shadow created in the center when the original cover cannot be closed correctly due to the thickness of the original.

## Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job. You can also scan the original using both **ADF** and **Original Glass** alternately.

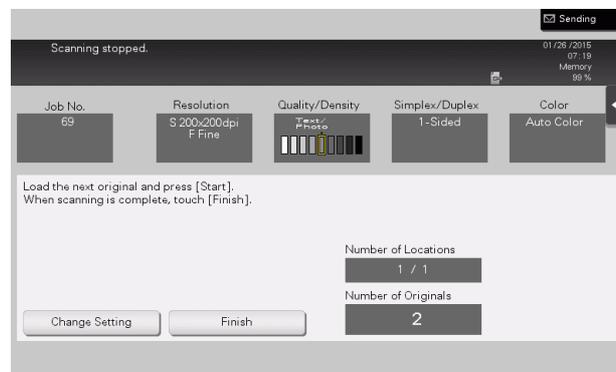


- 1 Load the original.

### NOTICE

Do not load more than 130 sheets (21-1/4 lb (80 g/m<sup>2</sup>)) at a time into the **Original Tray** of the **ADF**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, original damage, or **ADF** failure.

- 2 Tap [Separate Scan], and set to [ON].
  - Set options if necessary.
- 3 Use the Start key to start scanning.
- 4 Load the next original, and use the Start key to start scanning.
  - If necessary, tap [Change Setting] to change the option settings according to the new original.



- 5 Repeat step 4 until all originals have been scanned.
- 6 After all originals have been scanned, select [Finish].
- 7 Use the Start key to start saving.

## Selecting the appropriate image quality level for the original ([Original Type])

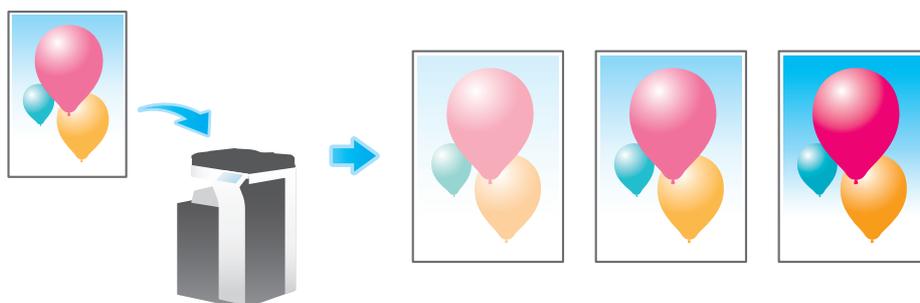
Select the appropriate image quality level for the original and scan at the optimal level of image quality.



Setting	Description
[Text]	Scans an original that consists primarily of text at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo Printed]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo PhotoPaper]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan originals that include photos printed on photographic paper.
[Photo Printed Photo]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo Photo Paper]	Scans an original consisting of only photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix]	Scans an original, which consists primarily of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Scans an original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Bar Code/Contract]	Reduces the file size when scanning the original such as a contract or bar code in black and white. If [Bar Code/Contract] is selected, [Color] is synchronously changed to [Black]. This option is available when the file type is set to TIFF, PDF, or XPS.

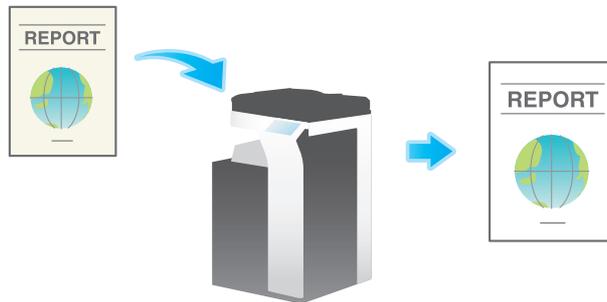
## Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.



## Adjusting the background density of the original to be scanned ([Bkgd. Removal])

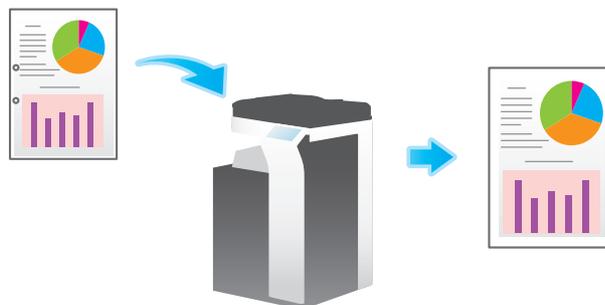
You can adjust the density of the background area for originals with colored backgrounds (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.



Setting	Description
[Background Removal]	Scans a 2-sided original made of thin paper or an original with the colored background, with the optimum image quality. <ul style="list-style-type: none"> <li>[Bleed Removal]: Select this option to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned.</li> <li>[Paper Discoloration Adj]: Select this option to scan an original with a colored background such as a map.</li> </ul>
[Bkgd. Removal Level]	Adjusts the density of the background color for an original with a colored background. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.

## Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

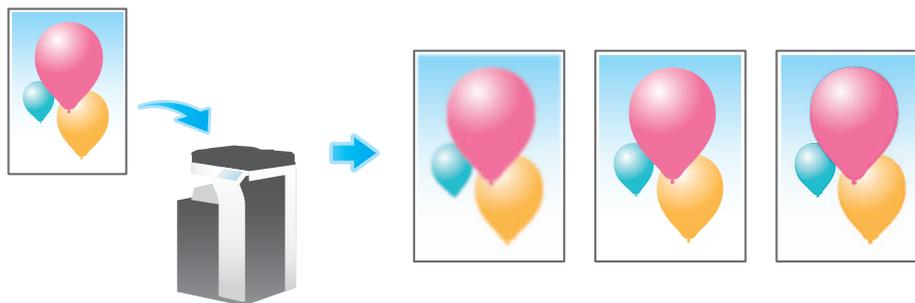
Erase an area of an identical specified width along the four sides of an original. You can specify the width to be erased for each side.



Setting	Description
[ON]/[OFF]	Select [ON] to set Frame Erase.
[Frame]	Erases the four sides of the original by the same width amount. In [Erase Amount], specify the width to erase.
[Top]/[Bottom]/[Left]/[Right]	Specify a different width for each side of the original to erase the side. Cancel the [Frame] setting, select the side to erase the frame, and specify the width to erase in [Erase Amount]. If you do not want to erase the side, cancel the setting for [Erase].

### Sharpening the border between text etc. ([Sharpness])

Specifying [Sharpness] sharpens the edges of images such as text in the table and graphics to improve legibility. This function also smoothens the rough contours of an image or sharpens blurred images.



## 13.4 Print Option Settings

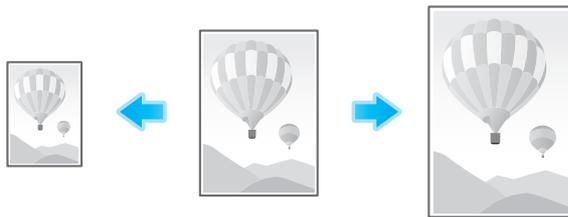
### Changing the color mode for printing ([Color])

You can change the color mode settings, used to save a file in the User Box, and print the file in new color.

Setting	Description
[Use Existing Color Setting]	Prints a file in the same color mode as used during storage.
[Full Color]	Stores a file in full colors regardless of the mode selected for saving.
[Black]	Stores a file in gray scale regardless of the color mode selected for saving.

### Enlarging or reducing an original image ([Zoom])

Copy an original image enlarged or reduced by an arbitrary zoom ratio.



Setting	Description
[Settings when saving]	Prints an original image in the zoom ratio you have set during image saving.
Manual Input	Enter the zoom ratio manually.
Fixed Zoom	Select a fixed zoom ratio to print on the standard-size paper.
[Minimal]	Slightly reduces the size of the original, places the original image at the center position, and prints it out. Use this option to print the entire original image including its edges.
[Zoom Ratio]	Prints the original in the preset scale.

#### Tips

- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

### Specifying the paper tray ([Paper])

Selecting [Auto] automatically selects a tray that contains paper of the same size as the original.

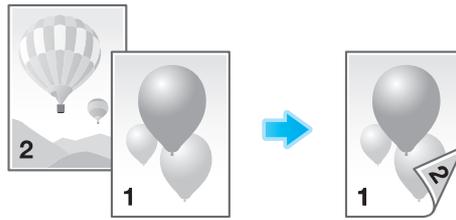
When you want to make a print on paper of a size different from the original or make a print on paper in the **Bypass Tray**, specify the desired tray manually.

#### Tips

- This function is available when data is printed from USB memory.

## Printing on both sides of paper ([Simplex/Duplex])

The original is printed either on a single side or on both sides of paper.



Setting	Description
[Simplex/Duplex]	Select to print on a single side or both sides of a sheet of paper.
[Continuous Print] <sup>*1</sup>	This is available when [Simplex/Duplex] is set to [2-Sided]. Select this option to print the next file on the rear side of paper after you have printed out a file consisting of odd-numbered pages.
[Binding Position] <sup>*2</sup>	This is available when [Simplex/Duplex] is set to [2-Sided]. Select the binding position.

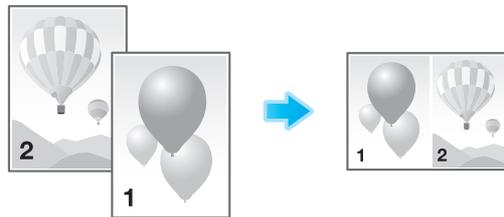
<sup>\*1</sup>[Continuous Print] is displayed when Combine is selected for the User Box.

<sup>\*2</sup>[Binding Position] is displayed when data is printed from a USB memory.

## Printing multiple pages on the same side of a single sheet ([Combine])

Multiple pages (2 pages, 4 pages, or 8 pages) are reduced and printed on the same side of one sheet.

If [4in1] or [8in1] is selected, you can select the combined page layout from [Horizontal] or [Vertical].



### Tips

- This function is not available when you want to make prints from a USB memory.

## Stapling paper ([Staple])

The printed sheets are stapled.



Setting	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before it is output.

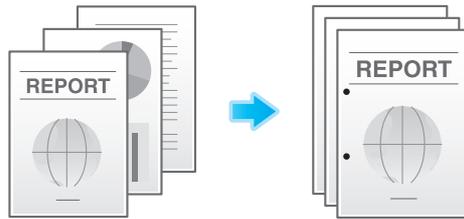
Setting	Description
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output.
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

### Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

## Punching ([Punch])

Punch the printed sheets for filing.



Setting	Description
[Position Setting]	Select a position to punch. If the punch position is set to [Auto], the position to punch is determined automatically based on the direction of print file.

### Tips

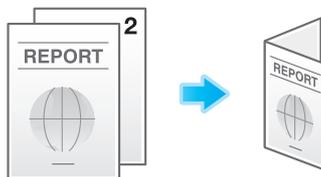
- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".
- The number of punched holes varies depending on the area you are in.

## Folding/Binding ([Fold/Bind])

Fold or fold and staple printed sheets before feeding out them.

Half-Fold

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.



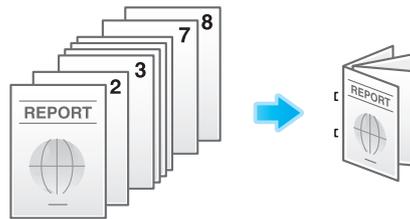
Tri-Fold

Feeds out a printed sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.



#### Center Staple and Fold

Staples and feeds out a printed sheet by folding it in two.

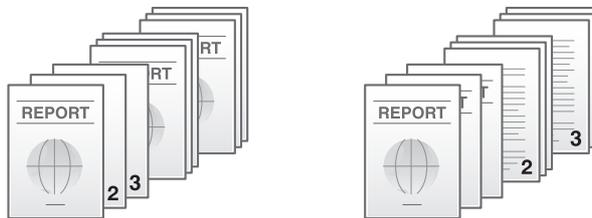


#### Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

### Outputting by sets ([Group/Sort])

Select whether to sort the output sheets or group them when printing multiple sets of copies.



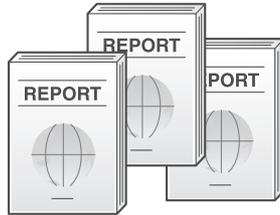
Setting	Description
[Group]	Feeds out copies separately page by page, for example: "111", "222", "333", "444", and "555".
[Sort]	Feeds out copies separately one by one, for example: "12345", "12345", and "12345".

### Staggering the feed-out position by set ([Offset])

If [Offset] is specified while the **Finisher** or **Job Separator** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when [Offset] is specified while the following conditions are satisfied.

- 8-1/2 × 11, A4, or B5 paper is used
- Loading paper of the same size and type in the  and  directions
- Specifying Auto Paper for the paper size setting



### Printing an XLSX file sheet or book ([Sheet/Book Print])

Select whether to print the currently selected sheet or the entire book when printing an XLSX file of OOXML format.

Setting	Description
[All Sheets]	Prints all sheets of the book.
[Current Sheet]	Prints the currently selected sheet only.

#### Tips

- This function is available when data is printed from USB memory.

### Printing a multi-page PDF, XPS, or OOXML file on the same side of a single sheet ([Combination])

Combine a multi-page PDF, XPS, or OOXML file into a single page and to print it out.

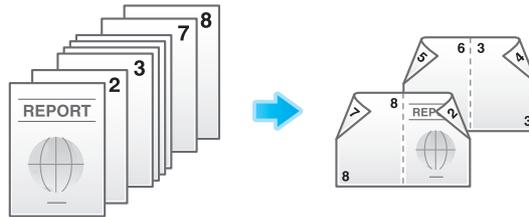
Setting	Description
[ON]/[OFF]	Select [ON] to set Combination.
[No. of Page Combinations]	Specify the number of lines and columns (using up to 5 lines × 5 columns) of the original images to be placed on a single page.
[Combination Method]	Select the page layout of either [Horizontal] or [Vertical] layout.
[Combination Direction]	Set the layout of original images to be placed.
[Layout Settings]	Set a space between images, a zoom ratio of images, and page margin. <ul style="list-style-type: none"> <li>• [Print Page Border]: Select this option to add a frame around the page.</li> </ul>

#### Tips

- This function is available when data is printed from USB memory.

## Printing in a booklet format ([Booklet])

The pages in the original data are arranged and spread out in booklet format and printed on both sides of sheets. You can also specify the binding position, or insert front and back covers.



Setting	Description
[ON]/[OFF]	Select [ON] to specify Booklet.
[Left Bind]/[Right Bind]	Select the binding position of the printed sheets.
[Fold/Bind]	Staples printed sheets in the center or fold them in the center before discharging. <ul style="list-style-type: none"> <li>[Half-Fold]: Feeds out a printed sheet by folding it in two in the center.</li> <li>[Center Staple &amp; Fold]: Staples and feeds out a printed sheet by folding it in two.</li> </ul>
[Cover Sheet]	Specify this option to insert a different sheet of paper from text pages as the front cover of a booklet. <ul style="list-style-type: none"> <li>[Front (Copy)]: Prints the front page on the front sheet.</li> <li>[Front (Blank)]: Inserts a blank front sheet.</li> <li>[Paper]: Select the paper used for cover sheet.</li> </ul>

### Tips

- The option is required to use [Fold/Bind]. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".
- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Adding a margin on pages ([Page Margin])

Add a binding margin to each page to bind printed sheets.



Setting	Description
[ON]/[OFF]	Select [ON] to specify Binding Margin.
[Margin Position]	Select the paper binding position. <ul style="list-style-type: none"> <li>[Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper.</li> <li>[Left Bind]: Select this option when setting the binding position to the left of paper.</li> <li>[Right Bind]: Select this option when setting the binding position to the right of paper.</li> <li>[Top Bind]: Select this option when setting the binding position to the top of paper.</li> </ul>

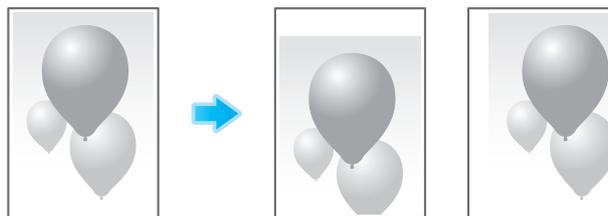
Setting	Description
[Margin Adjustment Value]	Select [Margin Adjustment Value], and specify the margin value in [Margin Width].

### Tips

- If an image is partially lost due to incorrect margin setting, reduce the image size to print.
- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Fine-tuning the print position ([Image Shift])

You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size. Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.



Setting	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjusts the image position on the print paper by shifting it in horizontal or vertical direction. <ul style="list-style-type: none"> <li>• [Shift Left]/[Shift Right]: Shifts the image to the left or right. Select the shift direction, and specify the shift amount in [Shift Width].</li> <li>• [Shift Top]/[Shift Bottom]: Shifts the image upward or downward. Select the shift direction, and specify the shift amount in [Shift Width].</li> </ul>
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.

### Tips

- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Inserting front and back covers ([Cover Sheet])

You can insert a cover sheet before the first page or after the last page of the text. The front and rear cover sheets can be a paper different from body pages (in paper color and thickness). You can print them at a time.



Setting	Description
[ON]/[OFF]	Select [ON] to set Cover Sheet.

Setting	Description
[Front Cover]	Specify the method to insert a front cover. <ul style="list-style-type: none"> <li>[Front (Copy)]: Prints the front page on the front sheet.</li> <li>[Front (Blank)]: Inserts a blank front sheet.</li> <li>[Paper]: Select the paper used for cover sheet. Use the same size cover and body sheets, and stack them in the same orientation.</li> </ul>
[Back Cover]	Specify the method to insert a back cover. <ul style="list-style-type: none"> <li>[Back (Copy)]: Prints the last page on the back sheet.</li> <li>[Back (Blank)]: Inserts a blank back sheet.</li> <li>[Paper]: Select the paper used for back sheet. Use the same size cover and body sheets, and stack them in the same orientation.</li> </ul>

### Tips

- Use the same size cover and body sheets, and stack them in the same orientation.
- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Inserting a different sheet into the specified page ([Insert Sheet])

Paper different from other pages is inserted into the specified pages. You can insert a color paper and a thick paper. Also, you can print or not print the original data on the inserted sheet.



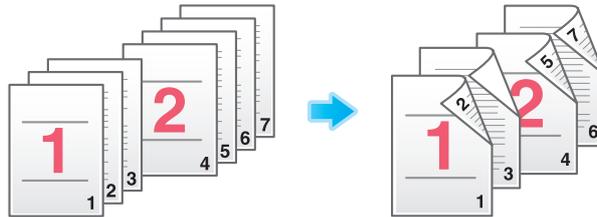
Setting	Description
[ON]/[OFF]	Select [ON] to set Insert Sheet.
[Insert Position]	Set a page number where you wish to insert a different sheet. <ul style="list-style-type: none"> <li>• Enter an insertion page number and tap [Add.] to register the insertion page number.</li> <li>• If you have entered an incorrect page number, select this number and tap [Delete].</li> <li>• If page numbers are entered in random sequence, they are automatically rearranged in ascending order.</li> </ul>
[Insert Paper]	Select the paper tray loaded with the paper to be inserted. Use the same size of paper for the insert pages and text pages, and set them in the same direction.
[Insert Type]	Specify to print a file on the insertion papers or not.

### Tips

- You can specify up to 30 positions for insert sheets.
- Use insert sheets and text sheets of the same size, and stack them in the same orientation.
- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Arranging the first page of the chapter on the front side ([Chapters])

During 2-Side printing, the first page of each chapter is always printed on the front side of the sheet of paper used. The first page of each chapter and the text pages are printed on the same sheets. Also, you can use a sheet different from text sheets for the first page of each chapter.



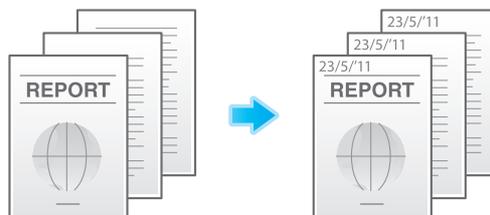
Setting	Description
[ON]/[OFF]	Select [ON] to set Chapters.
[Chapter Position]	Specify the chapter page to be printed on the front side. <ul style="list-style-type: none"> <li>Enter the chapter location page number, and tap [Add..] to register the chapter page number.</li> <li>If you have entered an incorrect chapter page number, select this number, and tap [Delete].</li> <li>If page numbers are entered in random sequence, they are automatically rearranged in ascending order.</li> </ul>
[Insert Chapter]	Select whether to use the same page or a different page for the chapter and the text. <ul style="list-style-type: none"> <li>[OFF]: Prints all pages on the same paper.</li> <li>[Copy Insert]: Prints chapter pages on different sheets from text pages. Select the paper tray loaded with paper to be inserted in [Chapter Paper].</li> </ul>
[Chapter Paper]	If [Insert Chapter] is set to [Copy Insert], select the paper tray where the Chapter Paper is stacked. If the type of paper used for chapter papers and text papers differs, use the same size paper and stack them in the appropriate direction.

### Tips

- You can set up to 30 positions for the first page of chapters.
- Make sure that the paper loaded for the first page of the chapter and for text copies are of the same size and orientation.
- When you set the Chapters function, the [Duplex/Combine] option is set to [2-Sided] automatically.
- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Adding the print date/time ([Date/Time])

Add the print date/time to the first page or all pages.



Setting	Description
[ON]/[OFF]	Select [ON] to add the date/time.
[Date Format]	Select the date printing format.

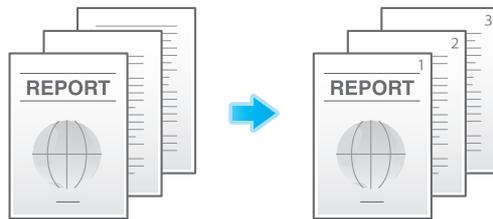
Setting	Description
[Time Format]	Select the time printing format. If you do not want to print the time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

### Tips

- This function is not available when you want to make prints from the ID & Print User Box.

## Adding a page number ([Page Number])

Adds page and chapter numbers on printed sheets. Page and chapter numbers are printed on all pages.



Setting	Description
[ON]/[OFF]	Select [ON] to set Page Number.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Specify the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) switches "+" and "-" each time you tap [*].
[Starting Chapter Number]	Specify the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify starting chapter numbers when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], a chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, a number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) switches "+" and "-" each time you tap [*].
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].
[Insert Sheet Setting] *	When you insert sheets using the Cover Sheet function of Insert Sheet function, specify whether or not to print a page number on the inserted sheet. <ul style="list-style-type: none"> <li>• [Cover Sheet]: Select whether to print a page number on a cover sheet. A cover page is counted as the number of pages even if [Do not print] is selected.</li> <li>• [Insert Sheet (Copy)]: Select whether to print a page number on the inserted paper. The inserted pages are counted as the number of pages even if [Do Not Print Number] is selected. If [Skip] is selected, the page number is not printed, and the inserted page is not counted as the number of pages.</li> <li>• [Insert (Blank)]: Select whether to count a blank page as the number of pages when inserting blank paper. The inserted pages are counted as the number of pages if [Do Not Print Number] is selected. If the [Skip] is selected, the inserted pages are not counted as the number of pages.</li> </ul>

\*[Insert Sheet Setting] is displayed when data is printed from the following User Boxes.

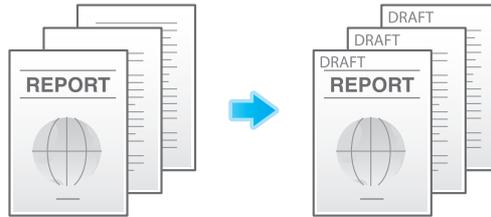
User Box  
Secure Document User Box  
Annotation User Box

### Tips

- This function is not available when you want to make prints from the ID & Print User Box.

## Adding a stamp ([Stamp])

A text such as "PLEASE REPLY" or "DO NOT COPY" is printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.



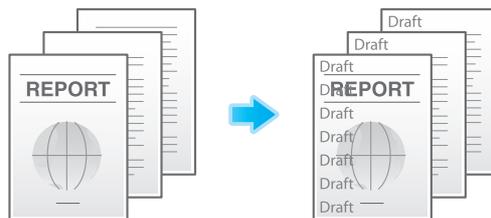
Setting	Description
[ON]/[OFF]	Select [ON] to specify Stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

### Tips

- This function is not available when you want to make prints from the ID & Print User Box.

## Adding a stamp on the entire page ([Stamp Repeat])

Print a stamp such as "Copy" or "Private" on the entire page.



Setting	Description
[ON]/[OFF]	Select [ON] to set Stamp Repeat.
[Stamp Repeat Type]	Select a stamp used. The date and time can also be printed. <ul style="list-style-type: none"> <li>• [Preset Stamp]: Select a preset stamp to be printed.</li> <li>• [Registered Stamp]: Select a registered stamp to be printed.</li> <li>• [Date/Time]: Select a format (type) of date and time to be printed.</li> <li>• [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.</li> </ul>
[Stamp Selection]	The registration status of the stamp is displayed.
[Detail Setting]	Select the density, size, and pattern overwriting of print characters if necessary.

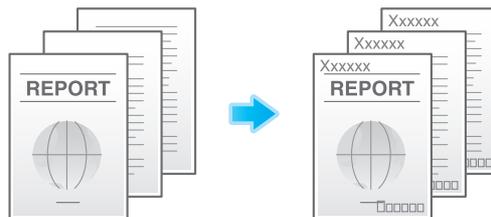
Setting	Description
[Change/Delete Position]	Allows to check, change or delete the stamp position settings if necessary. You can change the stamp sequence and insert a space between stamps. When you select up to four stamps, you can change their angle ( $\pm 45$ degrees).

### Tips

- This function is not available when you want to make prints from the ID & Print User Box.

## Adding information to the header/footer ([Header/Footer])

Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header/footer in advance on this machine.



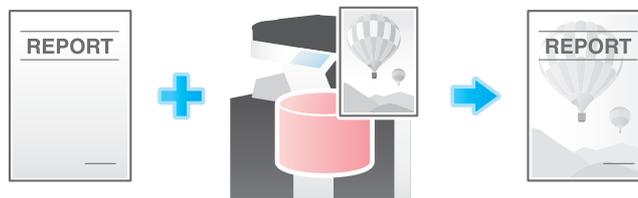
Setting	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from among those registered in advance.
[Check/Change Temporarily]	If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer]. <ul style="list-style-type: none"> <li>• [Header Setting]: Change the content of the header.</li> <li>• [Footer Setting]: Change the content of the footer.</li> <li>• [Pages]: Change the range of pages to print.</li> <li>• [Text Details]: Change the print size and font.</li> </ul>

### Tips

- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Composing registered images ([Registered Overlay])

You can recall registered overlay image and compose it to a file image. This is useful for registering frequently used overlay images.



Setting	Description
[ON]/[OFF]	Select [ON] to set Registered Overlay.
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.

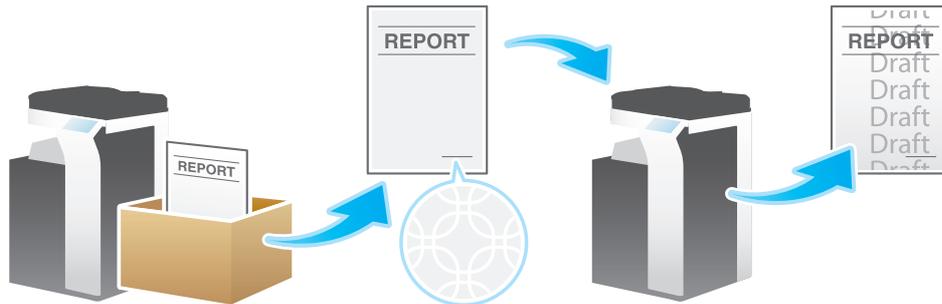
Setting	Description
[Pages]	Select the range of pages on which an overlay image is composed.

### Tips

- This function is not available when you want to make prints from the following User Boxes. ID & Print User Box, External Memory

## Printing a concealed security watermark ([Copy Protect])

A text such as "Copy" or "Private" is printed as a concealed text.



Setting	Description
[ON]/[OFF]	Select [ON] to set Copy Protect.
[Copy Protect Type]	Select a stamp used. The date and time can also be printed. <ul style="list-style-type: none"> <li>• [Preset Stamp]: Select a preset stamp to be printed.</li> <li>• [Registered Stamp]: Select a registered stamp to be printed.</li> <li>• [Date/Time]: Select a format (type) of date and time to be printed.</li> <li>• [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.</li> </ul>
[Stamp Selection]	The registration status of the stamp is displayed.
[Detail Setting]	Select the density, size, and pattern overwriting of print characters if necessary.
[Copy Protect]	Select how to print the copy protect pattern. Also, you can set the pattern contrast if necessary.
[Background Pattern]	Select a background pattern.
[Change/Delete Position]	Allows to check, change or delete the stamp position settings if necessary. You can change the stamp sequence and insert a space between stamps. When you select up to four stamps, you can change their angle ( $\pm 45$ degrees).

### Tips

- This function is not available when you want to make prints from the ID & Print User Box.

## 13.5 Transmission Option Settings

### Change the file resolution ([Resolution])

You can change the resolution, used for file storage in the User Box, and transfer file at a different resolution.

Setting	Description
[Scan Resolution]	<p>Select the resolution to be used for scanning and sending of the original. To use E-mail TX, SMB TX, FTP TX, or WebDAV TX, the following resolution is selected for sending.</p> <ul style="list-style-type: none"> <li>[Settings when saving]: Select this option to send the document in the same resolution as used for saving.</li> <li>[200 × 200 dpi]: Select this option to send the document with the normal resolution.</li> <li>[300 × 300 dpi]: Select this option to scan a standard original at a higher resolution.</li> <li>[400 × 400 dpi]: Select this option to send a file containing small characters or drawings.</li> <li>[600 × 600 dpi]: Select this option to convert an original into a file of the maximum size. Use this option to scan a file such as a full color photo to have the fine image quality.</li> </ul>
[Fax Resolution]*	<p>Select the resolution of the original for sending a fax. To use Fax TX, Internet Fax, or IP Address Fax, send the original in the following resolution.</p> <ul style="list-style-type: none"> <li>[Settings when saving]: Select this option to send the document in the same resolution as used for saving.</li> <li>[Normal]: Select this option to scan an original that does not require a fine image quality level, or to send a large number of originals in a short time.</li> <li>[Fine]: Select this option to send the document in the normal resolution.</li> <li>[Super Fine]: Select this option to send a file containing small characters or drawings.</li> <li>[Ultra Fine]: Select this option to send a file that requires a fine image quality level.</li> </ul>

\*[Fax Resolution] is displayed when a file is sent from a User Box.

#### Tips

- If the resolution is high, a large information is scanned and the transmission time increases. To use an E-mail as a transmission method such as Scan to E-mail or Internet fax transmission, check that the data capacity are not limited.

### Change the file color ([Color])

You can change the color mode settings, used for file storage in the User Box, and send the file in new color.

Setting	Description
[Use Existing Color Setting]	Sends a file in the same color mode as used during storage.
[Full Color]	Sends a file in full colors regardless of the mode selected for saving. Select this option to send color files and color photos.
[Gray Scale]	Sends a file in gray scale regardless of the mode selected for saving. Use this option to send an original that has many halftone images such as black and white photos.
[Black and White]	Sends the file in black or white without using neutral colors between black and white. Use this option to send an original that has clear boundaries between black and white (for example, a line drawing).

## Changing a file type ([File Type])

You can change the type of file, used for storage in the User Box, and transfer the file in new format.

The available file types are PDF, TIFF, JPEG, XPS, PPTX, DOCX, XLSX, Compact PDF, Compact XPS, and other types. You should use the password encrypted PDF file format to store important files.

Setting	Description
[File Type]	<p>Select the file type to be saved from the following:</p> <ul style="list-style-type: none"> <li>• [PDF]: A type available in most operating systems, which enables you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file.</li> <li>• [Compact PDF]<sup>*1</sup>: Used to send a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc.</li> <li>• [TIFF]: This is one kind of versatile image formats. This type is available for a multi-page file that provides multiple pages in one file.</li> <li>• [JPEG]<sup>*1</sup>: A file format widely used in digital cameras. Suitable for saving photo data. JPEG format does not support the saving of multiple pages as a single file.</li> <li>• [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided.</li> <li>• [Compact XPS]<sup>*1</sup>: Used to send a file with a smaller file size than the normal XPS type.</li> <li>• [PPTX]<sup>*1</sup>: Extension of an XML-base file that is created using PowerPoint of Microsoft Office.</li> <li>• [DOCX]<sup>*1</sup>: Extension of an XML-base file that is created using Word of Microsoft Office.</li> <li>• [XLSX]<sup>*1</sup>: Extension of an XML-base file that is created using Excel of Microsoft Office.</li> </ul>
[Page Setting]	<p>Select a filing page unit when an original consists of multiple pages.</p> <ul style="list-style-type: none"> <li>• [Multi Page]: Converts all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page].</li> <li>• [Page Separation]<sup>*2</sup>: Select this option to divide a file into a specified number of pages for transmission using E-mail, SMB, or FTP transmission. For example, if you enter "2" to scan 10 original pages, they are separated into five files.</li> </ul> <p>For E-mail, SMB, or FTP transmission of the files saved with Page Separation specified, [Page Separation] is enabled, and the number of pages specified at saving is applied. If necessary, the setting can be changed to [Multi Page].</p>
[E-mail Attachment Method] <sup>*2</sup>	<p>Select the E-mail attachment method when [Page Setting] is set to [Page Separation].</p> <ul style="list-style-type: none"> <li>• [All Files Sent as 1 E-Mail]: Attaches all files to a single E-mail.</li> <li>• [1 File per E-Mail]: Sends one E-mail for each file.</li> </ul>
[PDF Detail Setting] <sup>*3</sup>	<p>If [PDF] or [Compact PDF] is selected for file format, you can configure the PDF option settings.</p>

[PDF Detail Setting] allows the following settings.

Setting	Description
[Encryption]	<p>Select [ON] to encrypt a file.</p> <ul style="list-style-type: none"> <li>When [Password] is selected in [Encryption Type], configure the following settings. [Password]: Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password. [Permissions Password]: To specify permissions for printing and editing a PDF file, enter an authorization password.</li> <li>When [Digital ID] is selected in [Encryption Type], configure the following settings. [Select Digital ID]: Select an E-mail address that contains a digital certificate for encryption. [Use Recipient's Digital ID.]: Uses a digital certificate registered in the PDF file sending destination.</li> <li>[Password]: Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.</li> <li>[Permissions Password]: To specify permissions for printing and editing a PDF file, enter an authorization password.</li> <li>[Encryption Level]: When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level 1] or [High Level 2], you can specify permissions in more detail.</li> <li>[Printing Allowed]: Select whether to permit printing of PDF files. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can permit printing of PDF files only in low resolution ([Low Resolution]).</li> <li>[Copy Contents]: Select whether to permit copying of text and image from PDF files.</li> <li>[Encryption Target]: Select the target to be encrypted. Selecting [Other than Metadata] excludes property information from encryption processing.</li> <li>[Changes Allowed]: Select the content of PDF for which modification is permitted. If [Encryption Level] is set to [High Level 1] or [High Level 2], you can select the contents to be permitted more detail.</li> </ul>
[Digital Signature]	<p>Select [ON] to add a signature (certificate) of this machine to a PDF file. Also, select the signature encryption level from [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification.</p> <p>This function is enabled when a certification is registered on this machine. The E-mail address of the certificate of this machine must match the E-mail address of the administrator.</p>
[Stamp Composition]	<p>Specify this option to print date/time, page number, and header/footer on a PDF.</p> <p>Select [Text] if you want to embed the text to be printed on a PDF as text. If you select [Image], the text will be embedded as an image.</p>
[Outline PDF]	<p>Specify this option to save a file in compact PDF format. The text is extracted from the original and converted into a vector image.</p>
[PDF Web Optimization]	<p>Specify this option to create a PDF file optimized for Web display. If a PDF file is optimized to the Web display, the Web browser displays only the first page of a PDF file on the screen before loading all pages.</p>
[Searchable PDF]	<p>Select [ON] to create a searchable PDF file.</p> <ul style="list-style-type: none"> <li>[Language Setting]: Select a language for OCR processing. Select the language used in the original to correctly recognize text data.</li> <li>[Adjust Rotation]: Select this check box to automatically perform the rotation adjustment for each page based on the direction of text data detected by OCR processing. When the rotation adjustment is disabled, if the specified original orientation does not match the text direction, text data is not recognized correctly.</li> <li>[Document Name Auto Extraction]: Select this check box to automatically export a character string appropriate as a document name from the OCR character recognition result, and specify it as a document name. A document name is assigned automatically based on the character recognition result of the first page, date, time, and serial number.</li> </ul>
[PDF/A]	<p>Select [ON] to create a PDF file based on PDF/A.</p> <ul style="list-style-type: none"> <li>[PDF/A-1a]: Creates a PDF file based on PDF/A-1a.</li> <li>[PDF/A-1b]: Creates a PDF file based on PDF/A-1b.</li> </ul>

Setting	Description
[PDF Document Properties]	Add meta- information such as a title or author as PDF file properties. <ul style="list-style-type: none"> <li>• [Name]: Enter a title of a PDF file (using up to 64 characters).</li> <li>• [Author]: Enter the name of the author of a PDF file (using up to 64 characters). If user authentication is installed on this machine, specify the user name as the author.</li> <li>• [Subject]: Enter a subject of a PDF file (using up to 64 characters).</li> <li>• [Keyword(s)]: Enter a keyword of a PDF file (using up to 64 characters).</li> </ul>

\*<sup>1</sup>[Compact PDF], [JPEG], [Compact XPS], [PPTX], [DOCX], or [XLSX] is displayed when a file is sent from a User Box or Annotation User Box.

\*<sup>2</sup>[Page Separation] or [E-mail Attachment Method] is displayed when a file is sent from the User Box or Memory RX User Box.

\*<sup>3</sup>When a file is sent from the Memory RX User Box, only the following functions are available. [PDF Web Optimization], [PDF/A], [Searchable PDF]

### Tips

- To use the following functions, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]". [DOCX] and [XLSX] of [File Type], [Digital ID] of [Encryption Type], [PDF Document Properties], [PDF/A], [PDF Web Optimization], [Searchable PDF]

## Changing a file or a subject ([File Name/Subject Name/Other])

You can rename a file to be sent. When sending an E-mail, correct its subject and text if necessary.

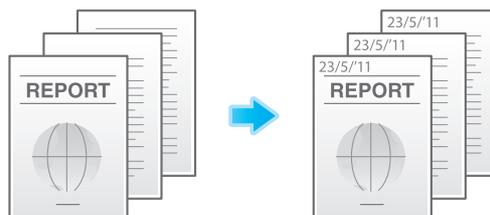
Setting	Description
[Document Name]	You can change the file name that was set when saved in the User Box.
[Subject]	Change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from those registered.
[From]	Change the sender's E-mail address. In normal circumstances, the E-mail address of the administrator is used as sender's E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender's E-mail address.
[Body]	Enter the message text of the E-mail. If fixed message text phrase is registered, you can select message text from those registered.

### Tips

- The following characters may be garbled depending on the destination environment; therefore, we recommend that you do not use them in a file name.  
< > : \* ? " / \ |

## Adding the print date/time ([Date/Time])

Add the print date/time to the first page or all pages.

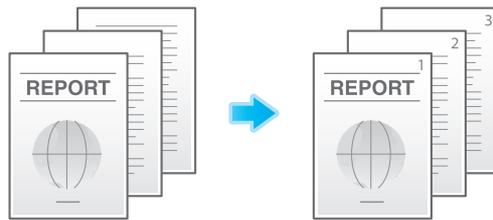


Setting	Description
[ON]/[OFF]	Select [ON] to add the date/time.

Setting	Description
[Date Format]	Select the date printing format.
[Time Format]	Select the time printing format. If you do not want to print the time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

### Adding a page number ([Page Number])

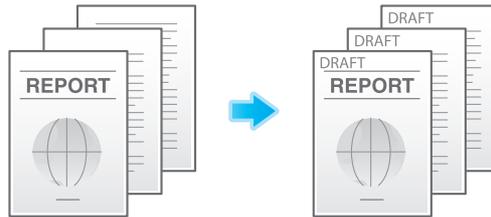
Adds page and chapter numbers on printed sheets. Page and chapter numbers are printed on all pages.



Setting	Description
[ON]/[OFF]	Select [ON] to set Page Number.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Specify the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) switches "+" and "-" each time you tap [*].
[Starting Chapter Number]	Specify the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify starting chapter numbers when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], a chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, a number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) switches "+" and "-" each time you tap [*].
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

### Adding a stamp ([Stamp])

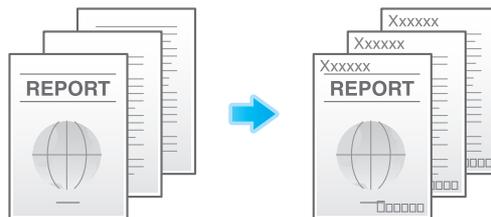
A text such as "PLEASE REPLY" or "DO NOT COPY" is printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.



Setting	Description
[ON]/[OFF]	Select [ON] to specify Stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the text printing format.
[Print Position]	If necessary, select the print position of the text. You can more finely adjust the print position in [Adjust Position].

### Adding information to the header/footer ([Header/Footer])

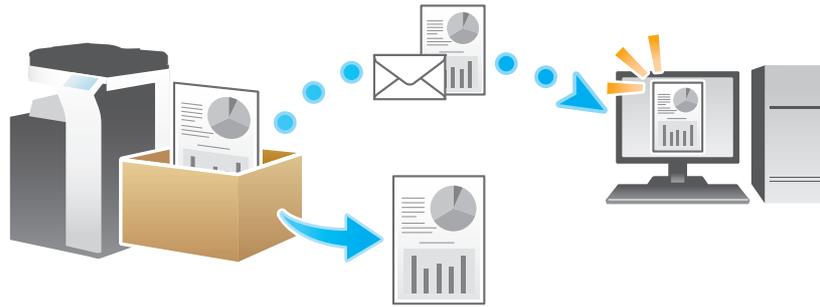
Add the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header/footer in advance on this machine.



Setting	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from among those registered in advance.
[Check/Change Temporarily]	<p>If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer].</p> <ul style="list-style-type: none"> <li>• [Header Setting]: Change the content of the header.</li> <li>• [Footer Setting]: Change the content of the footer.</li> <li>• [Pages]: Change the range of pages to print.</li> <li>• [Text Details]: Change the print size and font.</li> </ul>

## Sending and printing at the same time ([Save & Print])

You can print data at the same time as you are using Scan or Fax TX.



Setting	Description
[ON]/[OFF]	Select [ON] to perform sending and printing at the same time.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for sheet stapling. <ul style="list-style-type: none"> <li>[Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output.</li> <li>[2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output.</li> <li>[Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.</li> </ul>

## Changing a character string to be printed ([Stamp Settings])

You can change the character string specified to register a User Box before sending data.

Setting	Description
[Date/Time]	Select a format for the date and time to be printed. Specify [Date/Time] and tap the icon on the right side of the screen; you can select a Date/Time format.
[Secondary Field]	Adds text to the number to be printed (using up to 20 characters).
[Density]	Select a density of the text to be printed.
[Number Type]	Select a number of digits of annotation to be printed. <ul style="list-style-type: none"> <li>[Number Only]: Prints only the number of digits of the total file pages.</li> <li>[Put zeros in front]: Always prints an 8-digit number regardless of the number of file pages.</li> </ul>
[Print Position]	Select a print position.

## Notifying the the saving destination of the sent file ([URL Dest. Settings])

When the SMB transmission, FTP transmission, or WebDAV transmission is complete, an E-mail indicating the saving destination of the sent file is notified to any E-mail address.

To set [URL Dest. Settings], specify the E-mail address where to notify the URL.

### Tips

- Only one E-mail address can be specified to notify the URL. If the mailing list is used, it is convenient to register its E-mail address in Address Book.

## Encrypting an E-mail ([Mail Encryption])

You can encrypt E-mails to prevent wiretapping by third parties during transmission.

## Adding digital signature to E-mails ([Digital Signature])

When the MFP sends an E-mail, you can add a digital signature to it to prove the authenticity of the sender, and the recipient can confirm that data has not been tampered with.

### Tips

- If you cannot change the [ON] or [OFF] state, it is assumed that whether or not a digital signature is always added is specified by the administrator.

## Sending after Renaming the Sender ([Fax Header Settings])

Normally, the default sender name is added. However, you can use different sender names as necessary.

If you want to use a sender name that is different from the default name, select a sender name you want to change to, and tap [OK].



## Setting a fax line type ([Line Settings])

Specify how to send a fax based on the line conditions.

Setting	Description
[TX Method]	<p>Change the communication mode based on the line conditions.</p> <ul style="list-style-type: none"> <li>• [Overseas TX]: Select this option to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.</li> <li>• [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. Communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication error may occur depending on the specified communication time value, so change the value to suit conditions.</li> <li>• [V.34]: V.34 is a communication mode used for super G3 fax communication. When the remote machine or this machine is connected to a telephone line via PBX, however, you may not establish a communication in the super G3 mode depending on telephone line conditions. In this case, it is recommended that you turn the V.34 mode off to send data.</li> </ul>
[Check Dest. and Send]	<p>The fax number specified for fax is checked against the destination fax number (CSI) and the fax is sent only when they match.</p>

### Specifying the time for communication ([Timer TX])

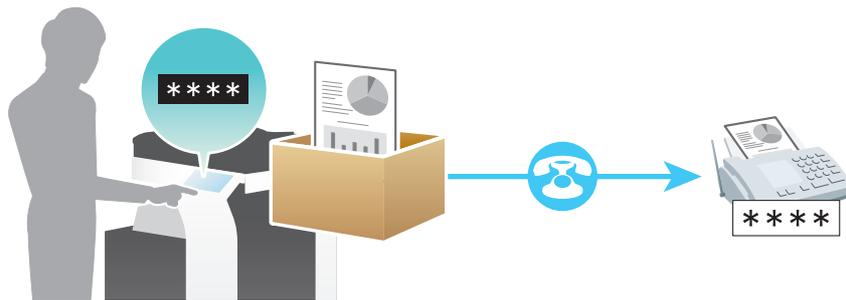
Specify when to start fax transmission. The fax is automatically sent at the specified time.



Setting	Description
[ON]/[OFF]	Select [ON] to set Timer TX.
[Current Time]	Shows the current time.
[Start Time]	Specify the time to start fax transmission.

### Sending a fax with a password ([Password TX])

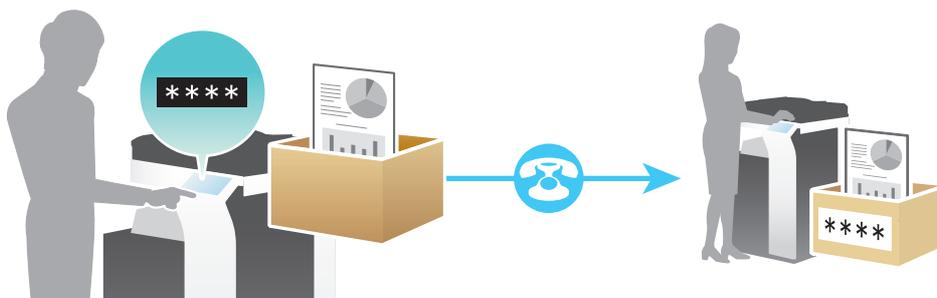
A fax is sent with a password to a device for which fax destinations are restricted by passwords (Closed Network RX enabled).



Setting	Description
[ON]/[OFF]	Select [ON] to set Password TX.
[Password]	Enter the password for Closed Network RX of the destination.

### Sending after specifying a F-code ([F-Code TX])

To use Confidential TX or Relay Distribution, enter an F-code (SUB address and sender ID), and send it.



Setting	Description
[ON]/[OFF]	Select [ON] to set F-Code TX.
[SUB Address]	Enter a SUB address. <ul style="list-style-type: none"><li data-bbox="587 275 1362 331">• To use Confidential TX, enter the Confidential User Box number programmed for the destination.</li><li data-bbox="587 331 1422 389">• To use relay distribution, enter the Relay User Box number programmed for the destination.</li></ul>
[Sender ID]	Enter a sender ID. <ul style="list-style-type: none"><li data-bbox="587 423 1422 479">• To use Confidential TX, enter the communication password for Confidential RX that is programmed for the destination.</li><li data-bbox="587 479 1422 535">• To use relay distribution, enter the Relay User Box password programmed for the destination.</li></ul>

## Notice to users

Type	Notice
<ul style="list-style-type: none"><li>• Class A items (Broadcast communications unit for business use)</li></ul>	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
<ul style="list-style-type: none"><li>• Class B items (Broadcast communications unit for household use)</li></ul>	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.

※ This device is in the Class B items.

