



D330E Series

USER MANUAL/Introduction

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





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Welcome

1 Welcome

Thank you for purchasing this machine.

This User's Guide is intended for machine users ranging from beginners to administrators.

It describes the functions, operating instructions, precautions for correct operation, maintenance procedures, and simple troubleshooting guidelines for this machine. To obtain maximum performance from this product and to learn how to use it effectively, please read this User's Guide as necessary.

This User's Guide describes the generically settable functions such as the optional device installation status. Note that the available functions vary depending on the installed optional units or usage conditions.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in the manual.

Should you experience any problems, please contact your service representative.



2

User's Guide

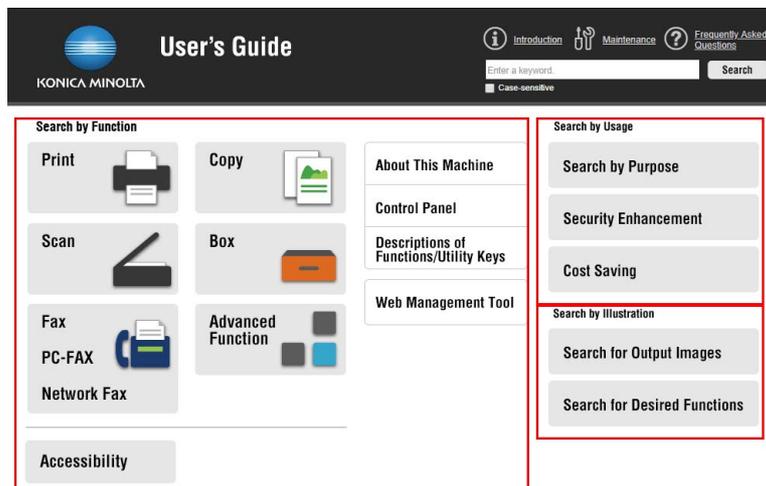
2 User's Guide

2.1 How to Use the User's Guide

Layout of top page (Home)

The top page (Home) of the User's Guide allows you to search for desired information from the following three viewpoints.

- [Search by Function]
Searches for desired information based on functions such as printing or scanning, and based on buttons displayed on the **Touch Panel**.
- [Search by Usage]
Searches for the required operations of this machine based on a request "to do something". This function also provides security measures against various situations and methods to realize cost reductions.
- [Search by Illustration]
Searches for the required operations of this machine based on the output results, functions, and operation images.



Filtering by search function

Enter a keyword in the search field at the top of the manual to search within the User's Guide. Enter any keyword in the entry field, and click [Search].



You can specify the following search conditions as needed.

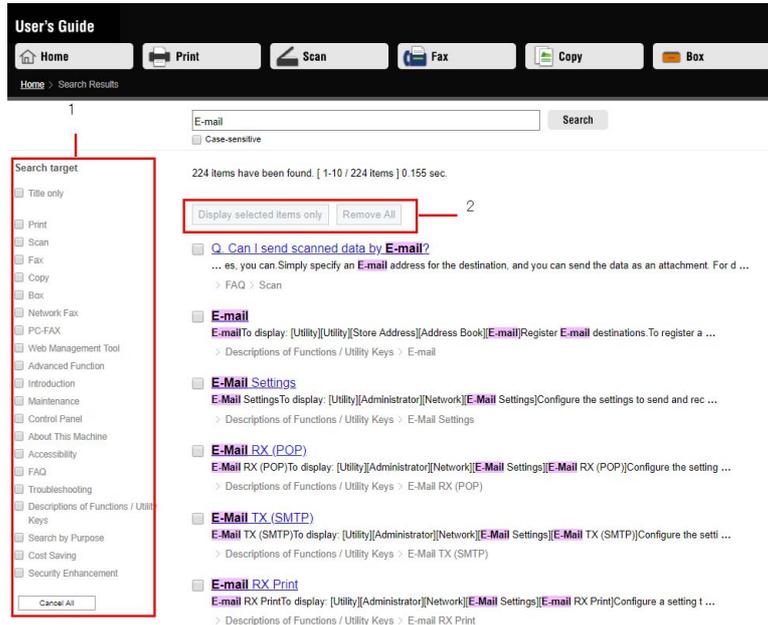
- If you select the [Case-sensitive] check box, you can distinguish between upper and lower case alphabet characters to carry out a search.

In addition, you can use the following search method.

- If you delimit multiple keywords using spaces, you can narrow down any - or all - information.
Example: E-mail security

- If you enclose multiple keywords in "" (double quotation marks), you can phrase-search the enclosed keywords.
Example: "Web Connection"

On the search result page, you can further narrow down the keyword search result.



No.	Description
1	Select the check box of the search target; you can further narrow down the search range.
2	Select the check box on the left of the search result; you can narrow down the items to be displayed. <ul style="list-style-type: none"> • [Display selected items only]: Only displays the items of the selected check boxes. • [Remove All]: Clears all the selected check boxes. The options above are not displayed in Internet Explorer and Microsoft Edge.

Tips

The following pages are not targeted for searching.

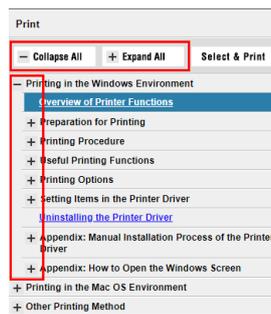
- "Search for Output Images", "Search for Desired Functions"

Using the table of contents

View each page of "Introduction", "Frequently Asked Questions", "Maintenance", "Search by Function", and "Search by Usage"; the table of contents appears in the area on the left of the page. The table of contents may provide a tree structure depending on the displayed page.

Clicking [+] in the table of contents opens the menu tree, and clicking [-] closes the menu tree.

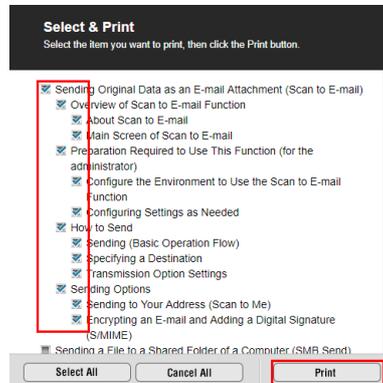
To collectively handle all the displayed trees, click [Collapse All] or [Expand All].



Printing the User's Guide

If you click [Select & Print], a window with check boxes is displayed on the left side of the table of contents. Select the desired check boxes, then click [Print]; you will then be able to collectively print the selected contents.

If a lot of pages are selected, data processing will take a while, and as a result, it may take a few minutes before printing starts.

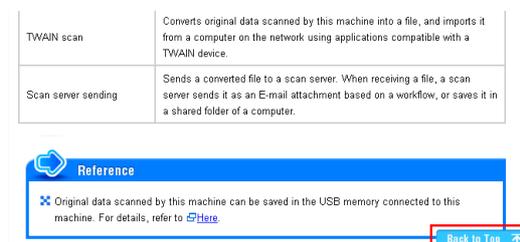


Tips

- After print data has been loaded, the [Print] button is displayed on the lower right side of the [Select & Print] window.
- To print out the currently displayed page or explanation, click [Print this page], [Print this content], or [Print this explanation].

Returning to the top of page

Clicking [Back to Top] at the bottom of the page jumps to the top of the displayed page.



Information

To use the User's Guide, check the following items.

- For the operating systems and browser version compatible with the User's Guide, refer to the booklet manual. We recommend that you use the latest Web browser that is compatible with your operating system to help you use this machine more conveniently and comfortably.
- To print out the User's Guide, click the Print button displayed in the screen of the User's Guide. If only the first page of several selected pages is printed when using Internet Explorer, click Print Preview on the File menu in the Web browser, and print the pages using the Print Preview window.
- It may take a few minutes to select [Select & Print] and load print data depending on the amount of data to be loaded or the conditions affecting your computer. If a lot of items are selected, it may take a few minutes for the actual printing to start after printing is executed.
- The User's Guide printing result may be different from the contents displayed on the screen. The printing result may differ depending on the version of your browser.
- If Enlarge or Reduce is selected in the display settings of the Web browser, the layout of the User's Guide may be changed, or a part of the displayed contents may not be viewed.
- Up to 10 dialog boxes can be opened at the same time.
- When using Google Chrome:

- To cancel printing, click [Cancel]. The [←] button of the browser cannot be used to cancel printing.

2.2 Notations and Symbols Used in This Manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1** This format number "1" represents the first step.
- 2** This format number represents the order of serial steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

WARNING

- Improper handling can cause serious injury or death.

CAUTION

- Improper handling can cause minor injury or damage to houses and property.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.



Tips

- This symbol indicates supplemental information of a topic as well as options required to use a function.



Reference

This symbol indicates reference functions related to a topic.



Related setting

- This shows the settings related to a particular topic for any user.



Related setting (for the administrator)

- This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[]	An item enclosed by brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

Names and notations of applications

This manual uses a notation for each application name as shown below.

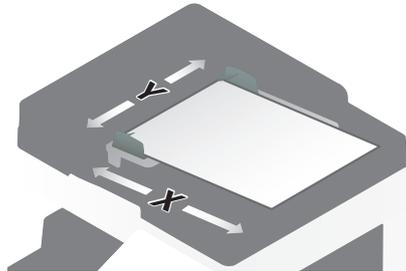
Name	Notations used in this manual
Sindoh LK-114_SetupTool	LK-114_SetupTool
Sindoh LK-114_InstallerCreateTool	LK-114_InstallerCreateTool
Sindoh LK-114_ManagerPort	LK-114_ManagerPort
Sindoh LK-114_InstallTool	LK-114_InstallTool
Sindoh LK-114_Editor for SetupTool	LK-114_Editor for SetupTool

2.3 Original and Paper Indications

Original and paper sizes

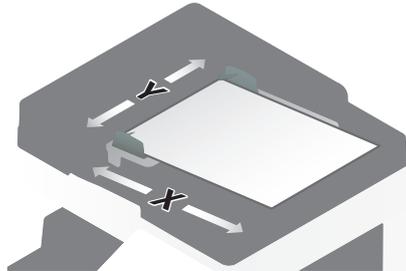
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side represents the length.

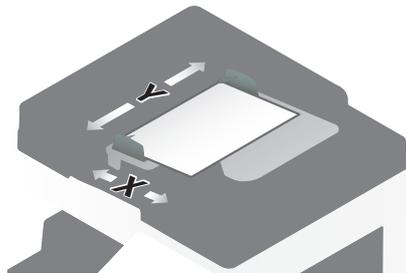


Original and paper indications

☐ indicates the paper size with the length (X) being longer than the width (Y).



☐ indicates the paper size with the length (X) being shorter than the width (Y).



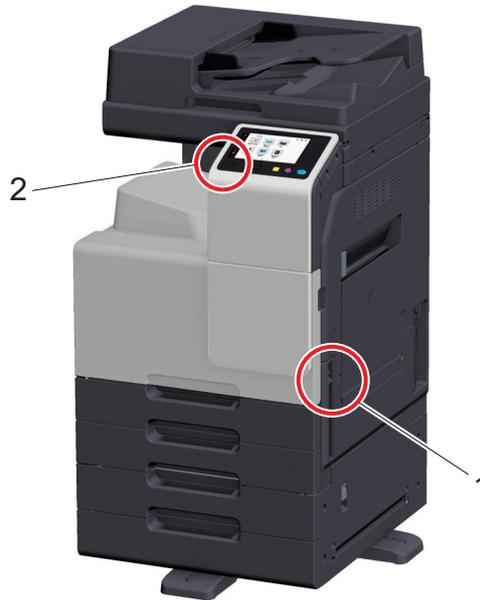
3

Turning the Power On or Off

3 Turning the Power On or Off

3.1 Power Supply

This machine provides the **Main Power Switch** and **Power** key.



No.	Name	Description
1	Main Power Switch	Turns the main power of this machine on or off. For details on how to turn the main power on or off, refer to page 3-3.
2	Power key	Switches this machine to the Power Save mode. This function reduces power consumption and has a greater power saving effect. For details on how to use the Power key, refer to page 3-4.

NOTICE

*While printing, do not turn the **Main Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.*

*If the **Main Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.*

3.2 Turning the Main Power On or Off

- 1 When turning the main power on, press | of the **Main Power Switch**.



The **Start** key lights up orange, and the start screen is displayed on the **Touch Panel**.

- 2 When turning the main power off, press ⏻ of the **Main Power Switch**.

NOTICE

*When restarting this machine, turn the **Main Power Switch** off and on again after 10 or more seconds have passed. Not doing so may result in an operation failure.*

3.3 Switching to Power Save Mode Using the Power Key

When using the Power key as a Power Save key (at Factory Default)

When operating this machine in the factory default state, you can press the **Power** key to switch this machine to the Power Save mode (low power or sleep) or the Sub Power Off mode. Depending on how long the **Power** key is pressed, the state of the save mode to be activated will differ.

Power key	Status of this machine	Status of Power Indicator	Description
Short press	Low Power mode (Default)	Flash (blue)	Turns off the display of the Touch Panel to reduce power consumption. This machine returns to the normal mode when it receives data or faxes or when the user operates the Touch Panel .
	Sleep mode	Flash (blue)	Provides power-saving effect higher than Low Power mode. A time required to return to the normal mode is longer than Low Power mode. This machine returns to the normal mode when it receives data or faxes or when the user operates the Touch Panel .
Hold down	Sub Power OFF	Light-up (orange)	The power saving effect is the same as that of the sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to the normal mode. To enable the machine to return to the normal mode from the Sub Power Off status, press the Power key again.



Related setting (for the administrator)

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

When using the Power key as a Sub Power Off key

When [Power Settings] - [Power Key Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to [Sub Power OFF], you can press the **Power** key to switch this machine to the Sub Power Off mode or ErP Auto Power Off mode. Depending on how long the **Power** key is pressed, the state of the save mode to be activated will differ.

Power key	Status of this machine	Status of Power Indicator	Description
Short press	Sub Power OFF	Light-up (orange)	This function reduces power consumption and has a greater power saving effect. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to the normal mode. To enable the machine to return to the normal mode from the Sub Power Off status, press the Power key again.

Power key	Status of this machine	Status of Power Indicator	Description
Hold down	ErP Auto Power OFF	Flash (orange)	This function provides a greater power saving effect than the sub power off mode, which is close to the state where the main power is turned off. In ErP Auto Power Off mode, this machine cannot receive data or faxes, and also it cannot scan or print an original. To enable the machine to return to the normal mode from the ErP Auto Power OFF status, press the Power key again.

NOTICE

Note that faxes cannot be received if the ErP Auto Power Off mode is selected in fax mode.



Load the Original

4 Load the Original

4.1 Loading the Original into the ADF

Original available for ADF

Item		Specifications
Original types	1-Sided	Plain paper (9-5/16 lb to 34-1/16 lb (35 g/m ² to 128 g/m ²))
	2-Sided	Plain paper (13-5/16 lb to 34-1/16 lb (50 g/m ² to 128 g/m ²))
	Mixed original	Plain paper (13-5/16 lb to 34-1/16 lb (50 g/m ² to 128 g/m ²))
Original size		1-Sided/2-Sided Originals: 11 × 17  to 5-1/2 × 8-1/2, A3  to A5 Fax mode: 5-1/2 inches to 39-3/8 inches (139.7 mm to 1000 mm)
Original loading capacity		1-Sided/2-Sided Originals: Max. 130 sheets (21-1/4 lb (80 g/m ²))

Do not load the following originals into the **ADF**. Doing so may cause an original paper jam, or damage the originals.

- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Original that weighs less than the basic weight of 9-5/16 lb (35 g/m²), or more than 34-1/16 lb (128 g/m²)
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in booklet form
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Loose leaf loaded in the  direction



Reference

Scanning a number of originals in several batches ([Separate Scan]) ("User's Guide[Copy Operations]/[Copy Option Settings]")

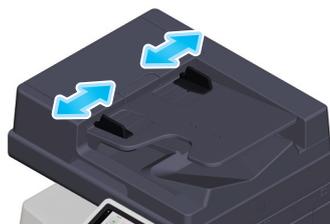
Scanning originals of different sizes ([Mixed Original]) ("User's Guide[Copy Operations]/[Copy Option Settings]")

Loading the original into the ADF

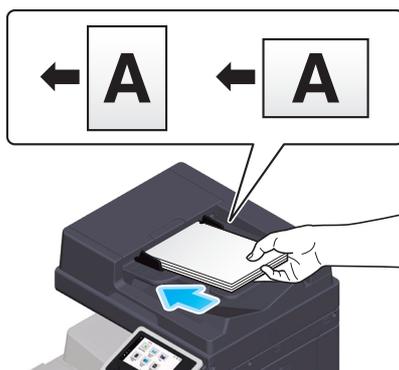
The **ADF** feeds original sheets one by one in order from the top, and automatically loads them. It also loads a 2-sided original automatically.

The **ADF** is helpful when loading a large number of original.

- 1 Widen the **Lateral Guide**.



- Put the first page of an original at the top, and load the original into the **Original Tray** with the required side facing upward.



- Load the original so that its top side is placed at the back. When loading in a different orientation, be sure to specify the loading direction of originals. For details on the loading direction of originals, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".

NOTICE

*Do not load more than 130 sheets (21-1/4 lb (80 g/m²)) 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. However, if the original contains more than 130 sheets (21-1/4 lb (80 g/m²)), it can be scanned separately.*

- Slide the **Lateral Guide** to fit the loaded original.

4.2 Placing the Original on the Original Glass

Original available on the Original Glass

Item	Specifications
Original types	Sheets, books (two-page spread), cards, three-dimensional objects
Max. original size	Max. 11 × 17 (A3)
Original loading capacity	Max. 4-7/16 lb (2 kg)

Loading the original into the Original Glass

Using the **Original Glass** allows you to scan an original such as a book or card, which is not available in the **ADF**. The maximum allowable weight of an original is 4-7/16 lb (2 kg).

- 1 Open the **ADF**.
- 2 Load the original into the **Original Glass** with the required side facing downward.



- Place the top side of the original at the back, and align the original to the mark  at the left back of the **Original Scale**. When loading in a different orientation, be sure to specify the loading direction of originals. For details on the loading direction of originals, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".
- When copying a highly transparent original such as transparencies or tracing paper, place a blank sheet that is the same size as the original on the original to enable clear scanning.

NOTICE

Do not place an original heavier than 4-7/16 lb (2 kg) on the original glass. Furthermore, do not use a excessive force to press down on a book or any other form of original that must be spread on the original glass. Otherwise, the machine may be damaged or a failure may occur.

- 3 Close the **ADF**.

NOTICE

*When placing a thick book or a three-dimensional object, you do not need to close the **ADF** to scan it. A bright light may be emitted through the **Original Glass**. Be careful not to look directly at it. Note, however, that the light coming through the original glass is not a laser beam, and will not expose the user to related hazards.*

Tips

If you load the following size of original on the **Original Glass**, the original size is detected automatically.

- Inch area: 11 × 17, 8-1/2 × 14, 8-1/2 × 11, 5-1/2 × 8-1/2 
 - Metric area: A3, B4, A4, B5, A5 , 8 × 13*, 16K, 8K
In the metric area, the original size cannot be detected automatically for the A5 , A6, or B6 sized original.
- * Foolscap has the following six types: 8-1/2 × 13-1/2 , 220 mm × 330 mm , 8-1/2 × 13 , 8-1/4 ×

13 , 8-1/8 × 13-1/4 , and 8 × 13 . Any one of these sizes is selectable. For details, contact your service representative.



Related setting

- [Non-Image Area Erase] ("User's Guide[Descriptions of Functions/Utility Keys]/[Copy]")



Loading Paper

5 Loading Paper

5.1 Paper

Applicable paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Single Side Only ^{*1} Special Paper ^{*2} Letterhead ^{*3} Colored Paper ^{*4} User Paper 1 ^{*5} User Paper 2 ^{*5}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Bypass Tray: 100 sheets Tray 1: 500 sheets Tray 2: 500 sheets Paper Feed Cabinet PC-118: 500 sheets Paper Feed Cabinet PC-218: 1000 sheets Paper Feed Cabinet PC-418: 2500 sheets
Thick 1 User Paper 3 ^{*5}	24-3/16 lb to 31-15/16 lb (91 g/m ² to 120 g/m ²)	Bypass Tray: 20 sheets Tray 1: 150 sheets Tray 2: 150 sheets Paper Feed Cabinet PC-118: 150 sheets Paper Feed Cabinet PC-218: 300 sheets Paper Feed Cabinet PC-418: 1000 sheets
Thick 1+ User Paper 4 ^{*5}	32-3/16 lb to 41-3/4 lb (121 g/m ² to 157 g/m ²)	Bypass Tray: 20 sheets Tray 1: 150 sheets Tray 2: 150 sheets Paper Feed Cabinet PC-118: 150 sheets Paper Feed Cabinet PC-218: 300 sheets Paper Feed Cabinet PC-418: 1000 sheets
Thick 2 User Paper 5 ^{*5}	42 lb to 55-5/8 lb (158 g/m ² to 209 g/m ²)	Bypass Tray: 20 sheets Tray 1: 150 sheets Tray 2: 150 sheets Paper Feed Cabinet PC-118: 150 sheets Paper Feed Cabinet PC-218: 300 sheets Paper Feed Cabinet PC-418: 1000 sheets
Thick 3 User Paper 6 ^{*5}	55-7/8 lb to 68-1/8 lb (210 g/m ² to 256 g/m ²)	Bypass Tray: 20 sheets Tray 1: 150 sheets Tray 2: 150 sheets Paper Feed Cabinet PC-118: 150 sheets Paper Feed Cabinet PC-218: 300 sheets Paper Feed Cabinet PC-418: 1000 sheets
Transparency	-	Bypass Tray: 20 sheets
Postcards (4 × 6 (A6 Card))	-	Bypass Tray: 20 sheets
Envelopes	-	Bypass Tray: 10 sheets
Label sheets	-	Bypass Tray: 20 sheets
Index paper	-	Bypass Tray: 20 sheets
Banner paper	33-13/16 lb to 55-7/8 lb (127 g/m ² to 210 g/m ²)	Bypass Tray: 1 sheet

^{*1} Paper on which you will not print on both sides (for example, when something is already printed on the front side).

^{*2} Fine and other special paper.

^{*3} Paper where company names, preset text, and others are already printed.

^{*4} Colored paper.

^{*5} Paper that is registered as one of frequently used paper types.

NOTICE

Paper other than plain paper, such as transparencies and colored paper, is called special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

**Tips**

- For paper weight and media adjustment settings, contact your service representative.
- When printing on the reverse side of a sheet printed on one side, load paper into the **Bypass Tray**, and select [Duplex 2nd Side] in the paper setting, improving a reduction of the printing image quality. [Duplex 2nd Side] is available when plain paper, Thick 1, Thick 1+, Thick 2, or Thick 3 is selected to be printed from the **Bypass Tray**.
- If Thick 3 is selected for printing, the resulting image quality may not be as expected.
- When loading transparencies into the paper tray, place them in the  direction.
- Transparencies can only be printed in black.

Applicable paper sizes

Paper feed port	Allowable sizes
Tray 1	8-1/2 × 14  , 8-1/2 × 11  /  , A4  , A5  , B4  , B5  /  , 8 × 13  ^{*1} , 16K  Width: 5-1/2 inches to 11-11/16 inches (139.7 mm to 297 mm), Length: 7-3/16 inches to 14-5/16 inches (182 mm to 364 mm)
Tray 2	11 × 17  to 8-1/2 × 11  /  , A3  to A5  , B4  , B5  /  , 8 × 13  ^{*1} , 16K   , 8K  Width: 5-1/2 inches to 11-11/16 inches (139.7 mm to 297 mm), Length: 7-3/16 inches to 17 inches (182 mm to 431.8 mm)
Bypass Tray	11 × 17  to 5-1/2 × 8-1/2  /  , A3  to A6  , B4  to B6  , A6 Card  , 8 × 13  ^{*2} , 16K  /  , 8K  , Banner paper ^{*3} , Envelope (B5  (6-15/16 inches × 9-13/16 inches (176 mm × 250 mm)), C4  (9 inches × 12-3/4 inches (229 mm × 324 mm)), C5  (6-3/8 inches × 9 inches (162 mm × 229 mm)), C6  (6-3/8 inches × 4-1/2 inches (162 mm × 114 mm)), DL  (8-11/16 inches × 4-5/16 inches (220 mm × 110 mm)), Com10 (4-1/8 inches × 9-1/2 inches (104.7 mm × 241.3 mm)), Monarch (3-7/8 inches × 7-1/2 inches (98.4 mm × 190.5 mm))) Width: 3-9/16 inches to 11-11/16 inches (90 mm to 297 mm), Length: 5-1/2 inches to 47-1/4 inches (139.7 mm to 1200 mm)
Paper Feed Cabinet PC-118	11 × 17  to 8-1/2 × 11  /  , A3  to A5  , B4  , B5  /  , 8 × 13  ^{*1} , 16K   , 8K 
Paper Feed Cabinet PC-218	11 × 17  to 8-1/2 × 11  /  , A3  to A5  , B4  , B5  /  , 8 × 13  ^{*1} , 16K   , 8K 
Paper Feed Cabinet PC-418	8-1/2 × 11  , A4 
Auto Duplex Unit	11 × 17  to 5-1/2 × 8-1/2  , A3  to A6  , B4  to B6  , ISO-B5  /  , A6 Card  , 8 × 13  ^{*2} , 16K  /  , 8K  Width: 3-15/16 inches to 11-11/16 inches (100 mm to 297 mm), Length: 5-13/16 inches to 17 inches (148 mm to 431.8 mm)

^{*1} Foolscap has the following four types: 8-1/2 × 13-1/2 , 8-1/2 × 13 , 8-1/4 × 13 , and 8 × 13 . Any one of these sizes is selectable. For details, contact your service representative.

^{*2} Foolscap has the following six types: 8-1/2 × 13-1/2 , 220 mm × 330 mm , 8-1/2 × 13 , 8-1/4 × 13 , 8-1/8 × 13-1/4 , and 8 × 13 . Any one of these sizes is selectable. For details, contact your service representative.

^{*3} Banner paper

Width: 8-1/4 to 11-11/16 inches (210 mm to 297 mm)

Length: 17 to 47-1/4 inches (431.9 mm to 1200 mm)

Inapplicable paper

Do not load the following paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam or damage to the machine.

- Transparencies that have already been fed through the machine (even if they are still blank)
- Paper that has been printed on with a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Envelopes that have glue or release paper on the flaps or the flap-covered part of the body

Paper storage

Store paper in a cool, dark location with little humidity. If paper contains moisture, a paper jam may occur.

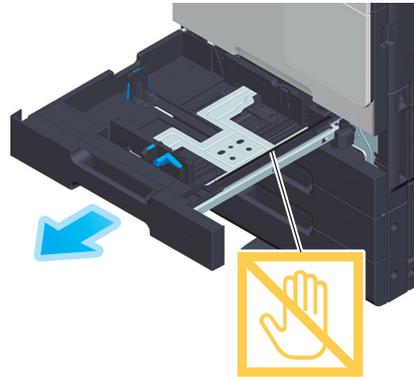
Store the paper flat, not on its edge. Curled paper may cause a paper jam.

5.2 Loading Paper in Tray 1 to Tray 4

How to load paper into Tray 1 to Tray 4

The procedure for loading paper is common between **Tray 1** to **Tray 4**. The following explains how to load paper into **Tray 1**. **Tray 3** and **Tray 4** are optional.

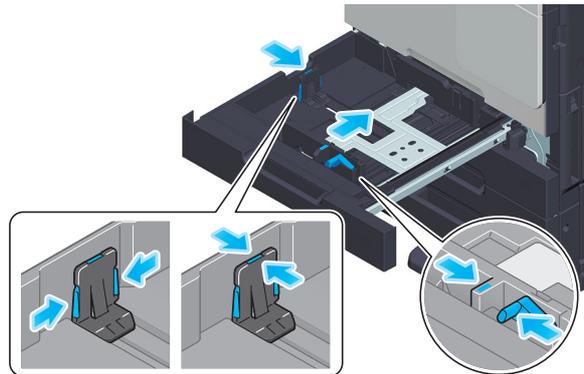
- 1 Pull out **Tray 1**.



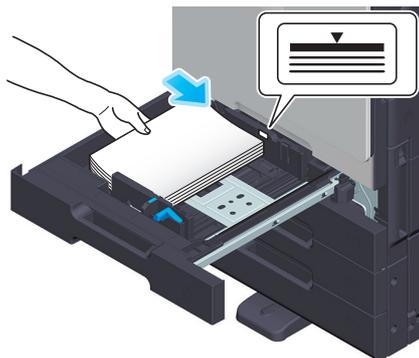
NOTICE

Be careful not to touch the **Film**.

- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.



- 3** Load paper into the tray with the print side facing up.



- When printing on letterhead (paper where company names, preset text, and other text or images are already printed), load it with the print side facing down.
- For details on the available paper, refer to page 5-2.

NOTICE

*Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.
If paper is curled, flatten it before loading it.*

- 4** Close **Tray 1**.

When you change the paper type or change to custom size paper, proceed to step 5 to change the setting on this machine.

When you do not change the paper type or change to custom size paper when adding paper, you can use the current setting without making any changes.

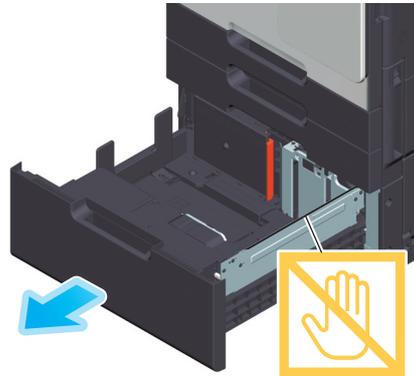
- 5** Change tray paper settings on the Paper Settings screen.

- When loading paper other than plain paper, change the paper type setting. For details, refer to page 5-20.
- When loading custom sized paper, change the paper type setting. For details, refer to page 5-21.

5.3 Loading Paper into the LCT (built-in)

The following example explains how to load paper into the optional **Paper Feed Cabinet PC-418 (LCT (built-in))**.

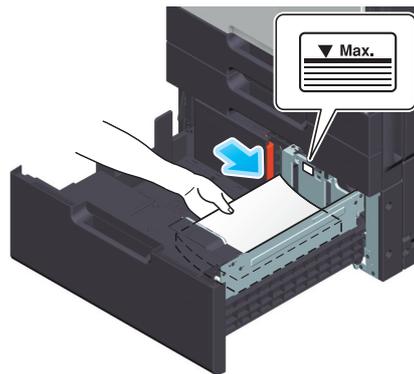
- 1 Pull out the **LCT (built-in)** tray.



NOTICE

*Be careful not to touch the **Film**.*

- 2 Load paper into the right side of the **LCT (built-in)** tray so that the side to be printed faces up.



→ When printing on letterhead (paper where company names, preset text, and other text or images are already printed), load it with the print side facing down.

→ For details on the available paper, refer to page 5-2.

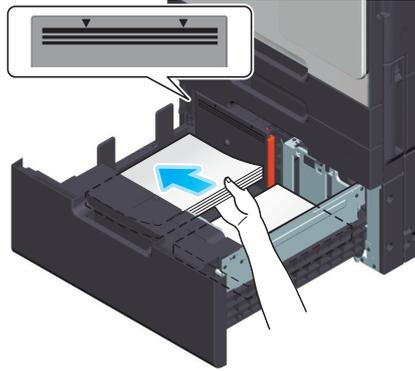
NOTICE

Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.

*Do not load the **LCT (built-in)** tray with paper of a size other than that previously specified. When changing the paper size, contact your service representative.*

If paper is curled, flatten it before loading it.

- 3 Load paper into the left side of the **LCT (built-in)** tray so that the side to be printed faces up.



- 4 Close the **LCT (built-in)** tray.

When you change the paper type, proceed to step 5 to change the setting on this machine.
When you do not change the paper type when adding paper, you can use the current setting without making any changes.

- 5 Change tray paper settings on the Paper Settings screen.

→ When loading paper other than plain paper, change the paper type setting. For details, refer to page 5-20.

5.4 Loading Paper into the Bypass Tray

How to load paper into the Bypass Tray

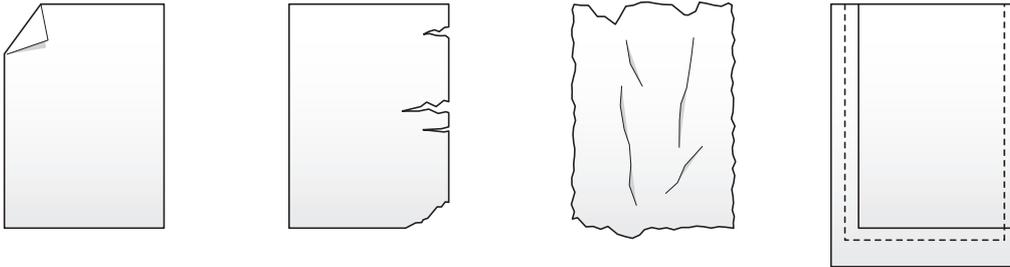
When selecting a paper size other than for paper trays or printing on envelopes or transparencies, use the **Bypass Tray**.

NOTICE

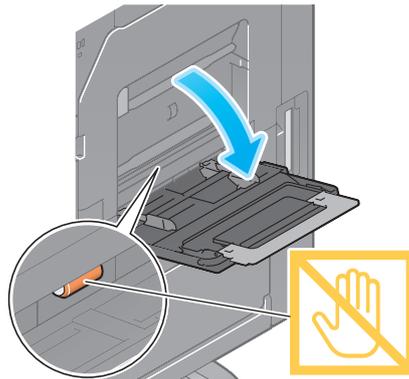
To use the **Bypass Tray**, load paper and specify the paper type.

Do not load the following paper into the **Bypass Tray**. Doing so may cause a paper jam or damage to the machine.

- Folded, torn or creased paper, or bundles of sheets of different sizes



- 1 Open the **Bypass Tray**.

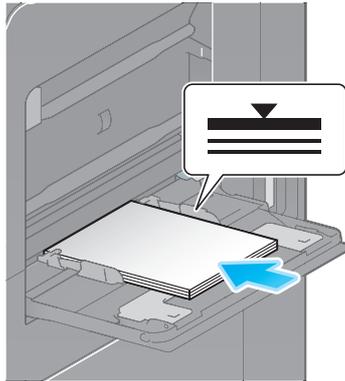


→ To load large-sized paper, pull out the **Tray Extension**.

NOTICE

Be careful not to touch the surface of the **Paper Feed Rollers** with your hand.

- 2 Load paper into the tray with the print side facing down.
 - Insert paper into the tray until their edges are pressed against the back.

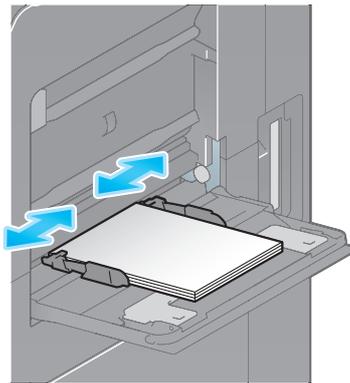


→ For details on the available paper sizes, refer to page 5-2.

NOTICE

*Do not load an excessive number of sheets such that the top of the stack is higher than the ▼ mark.
If paper is curled, flatten it before loading it.*

- 3 Slide the **Lateral Guide** to fit the size of the loaded paper.



When you change the paper type or change to custom size paper, proceed to step 4 to change the setting on this machine.

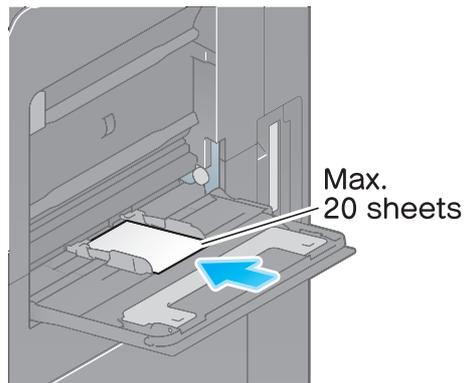
When you do not change the paper type or change to custom size paper when adding paper, you can use the current setting without making any changes.

- 4 Change tray paper settings on the Paper Settings screen.
 - When loading paper other than plain paper, change the paper type setting. For details, refer to page 5-20.
 - When loading custom sized paper, change the paper type setting. For details, refer to page 5-21.

Loading postcards

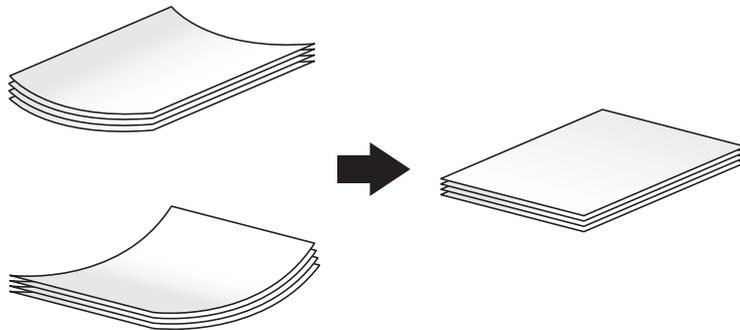
Up to 20 postcards can be loaded into the tray. The following example explains how to load a postcard of 4 × 6 (A6 Card).

- 1 With the print side facing down, load postcards in the  direction as shown in the figure.
→ Insert postcards into the tray until their edges are pressed against the back.

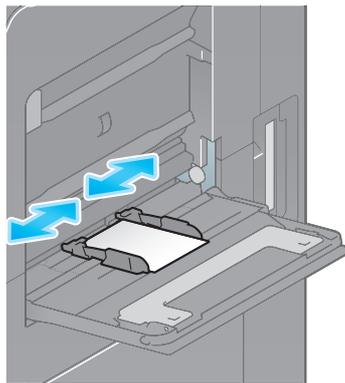
**NOTICE**

When loading postcards into the **Bypass Tray**, note the following points.

- When loading curled postcards, uncurl the postcards as shown in the figure in advance.



- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.



When the screen of copy mode is displayed on this machine, the screen for selecting the paper type and paper size appears.

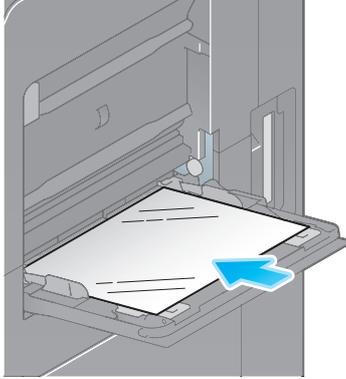
- 3 Change tray paper settings on the Paper Settings screen.
→ For details, refer to page 5-19.
→ When the screen of copy mode is displayed on this machine, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".

Loading transparencies

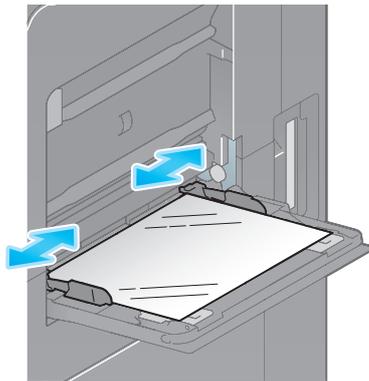
Transparency is a transparent film to project an enlarged image on the screen.

Up to 20 transparencies can be loaded into the tray.

- 1 With the print side facing down, load transparencies in the  direction as shown in the figure.
 - Insert transparencies into the tray until their edges are pressed against the back.



- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.



When the screen of copy mode is displayed on this machine, the screen for selecting the paper type and paper size appears.

- 3 Change tray paper settings on the Paper Settings screen.
 - For details, refer to page 5-20.
 - When the screen of copy mode is displayed on this machine, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".
 - Transparencies can only be printed in black. When the color function is other than black and [Transparency] is selected, check the displayed message, and tap [Yes].

Loading envelopes

Up to 10 envelopes can be loaded into the tray.

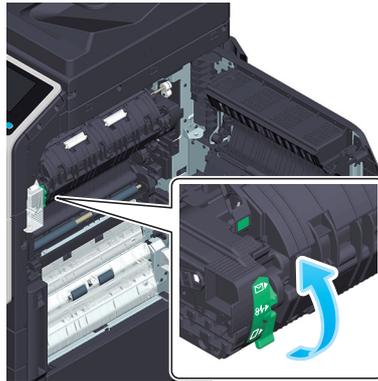
Image of a long envelope



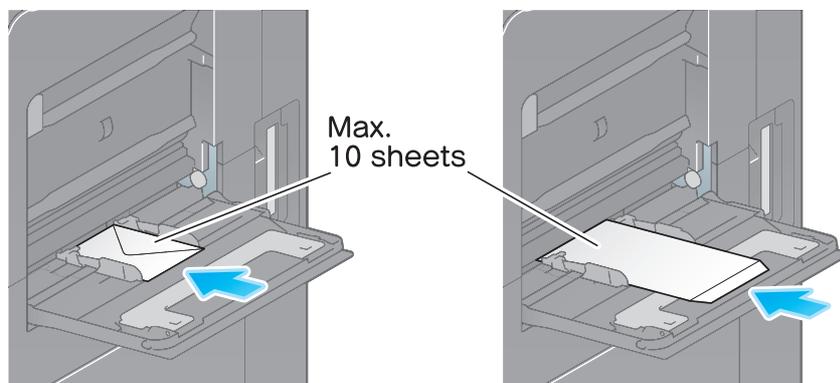
Image of a Western-style envelope



- 1 Open the **Right Door**.
- 2 Move the **Fusing Adjustment Lever** up to the envelope position (top).



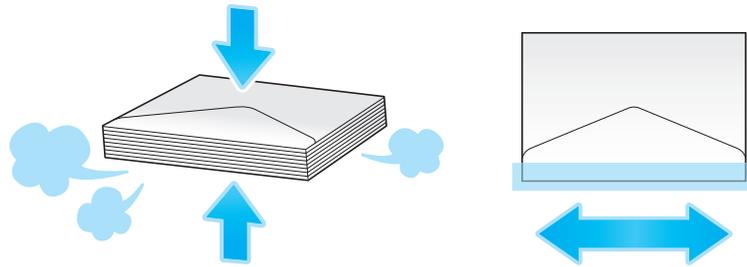
- 3 Close the **Right Door**.
- 4 Position the flap part face up, and load envelopes as shown in the figure.
 - Insert envelopes into the tray until their edges are pressed against the back.
 - The flap side of envelopes cannot be printed on.



NOTICE

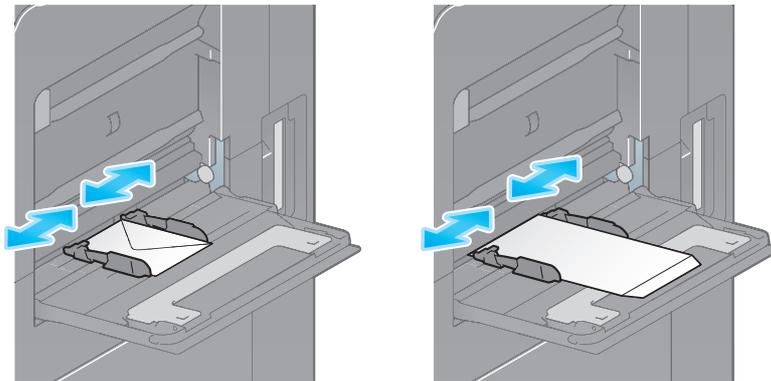
When loading envelopes into the **Bypass Tray**, note the following points.

- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.

- 5** Slide the **Lateral Guide** to fit the size of the loaded paper.



When the screen of copy mode is displayed on this machine, the screen for selecting the paper type and paper size appears.

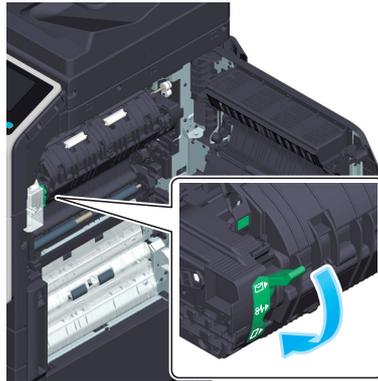
- 6** Change tray paper settings on the Paper Settings screen.

- For details, refer to page 5-19.
- When the screen of copy mode is displayed on this machine, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".
- Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.

NOTICE

When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a custom-sized envelope.

When envelope printing has been completed, return the **Fusing Adjustment Lever** you moved in step 2 to the normal printing position (bottom).



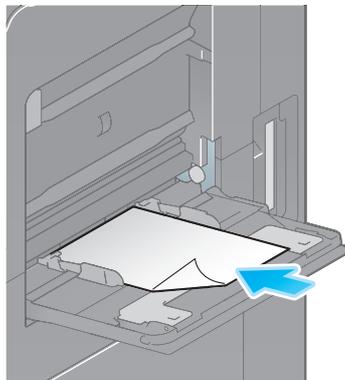
⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

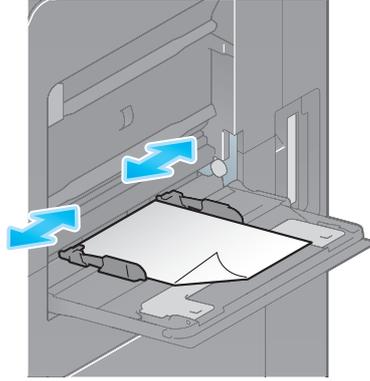
Loading label sheets

A label sheet consists of the printing surface (print side), sticking layer, and pasteboard (template). Peel off the pasteboard, then you can stick the label to other objects. Up to 20 label sheets can be loaded into the tray.

- 1 With the print side facing down, load label sheets in the  direction as shown in the figure.
→ Insert label sheets into the tray until their edges are pressed against the back.



- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.



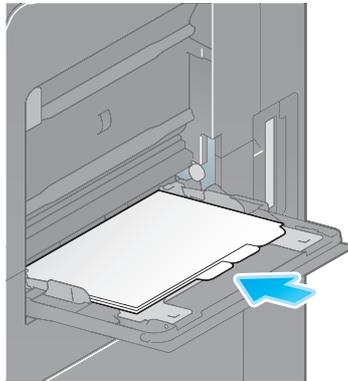
When the screen of copy mode is displayed on this machine, the screen for selecting the paper type and paper size appears.

- 3 Change tray paper settings on the Paper Settings screen.
 - For details, refer to page 5-20.
 - When the screen of copy mode is displayed on this machine, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".

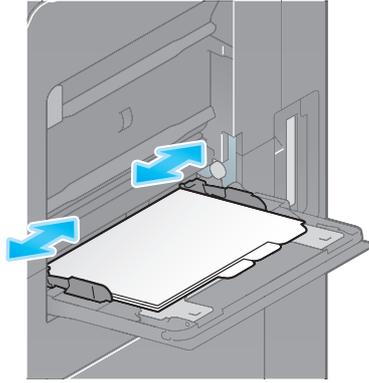
Loading index papers

Up to 20 index papers can be loaded into the tray.

- 1 With the print side facing down, align the tab side to the opposite side of this machine.
 - Insert index papers into the tray until their edges are pressed against the back.



- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.



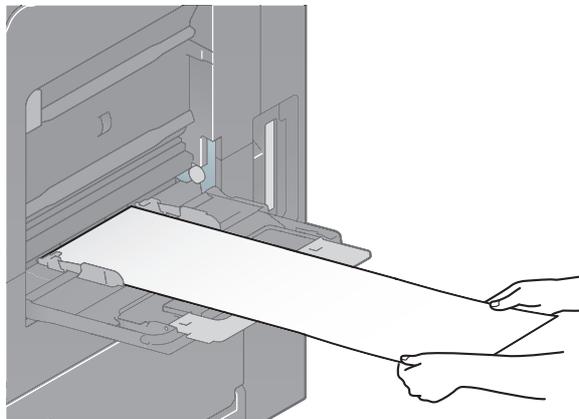
When the screen of copy mode is displayed on this machine, the screen for selecting the paper type and paper size appears.

- 3 Change tray paper settings on the Paper Settings screen.
 - Select [Index Paper] in [Paper Type]. For details, refer to page 5-20.
 - When the screen of copy mode is displayed on this machine, refer to "User's Guide[Copy Operations]/[Copy Option Settings]".

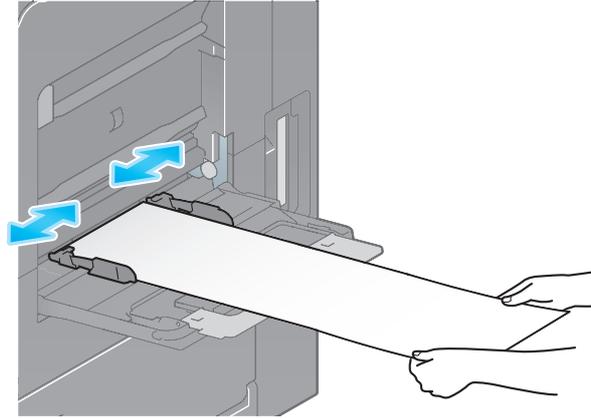
Loading banner papers

This machine prints data stored in a computer on paper that is up to 47-1/4 inches (1200 mm) in length. Up to one banner sheet can be loaded into the **Bypass Tray**.

- 1 Load paper into the tray with the print side facing down. Hold the paper edge by hand.
 - Insert paper into the tray until their edges are pressed against the back.



- 2 Slide the **Lateral Guide** to fit the size of the loaded paper.

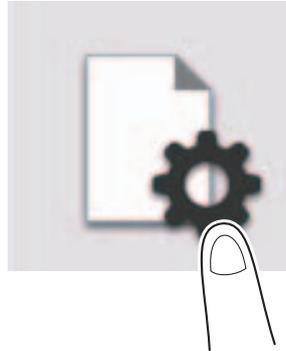


5.5 Changing Tray Paper Settings on the Control Panel

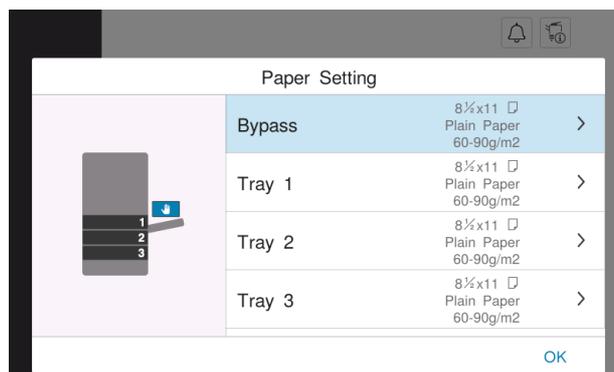
Changing the paper size

✓ The available paper type varies depending on the paper tray, so the displayed screen is different.

1 Tap [Paper] on the home screen.

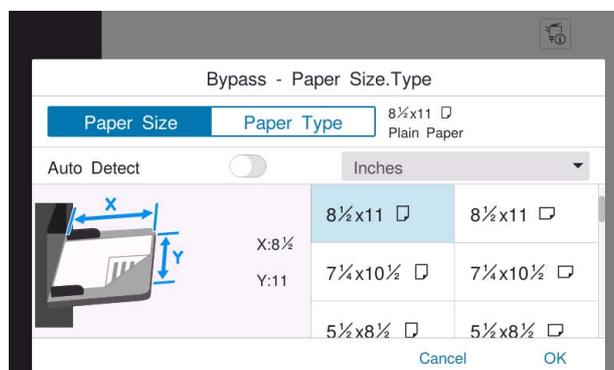


2 Tap the tray to change paper settings.



3 In [Paper Size], specify the size of the loaded paper.

- Setting [Auto Detect] to ON automatically detects the size of the loaded paper.
- Selecting [Custom Size] from the drop-down list allows you to directly enter and specify the length and width of paper. For details, refer to page 5-21.
- If you select the paper size category from the drop-down list, the system jumps to the selected category.

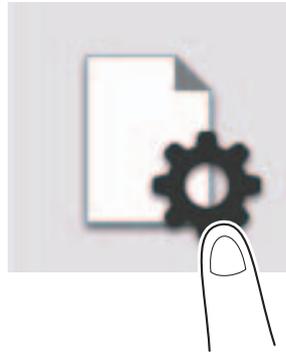


4 Tap [OK].

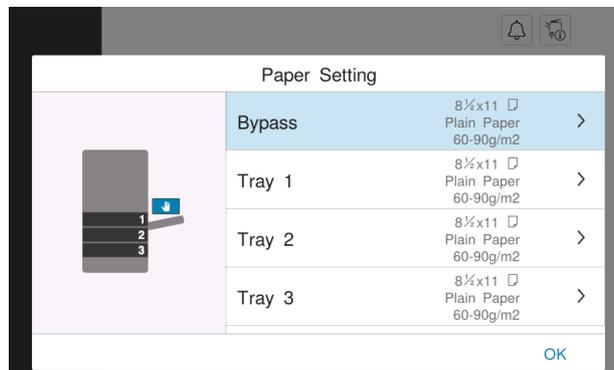
Changing the paper type

✓ The available paper type varies depending on the paper tray, so the displayed screen is different.

1 Tap [Paper] on the home screen.

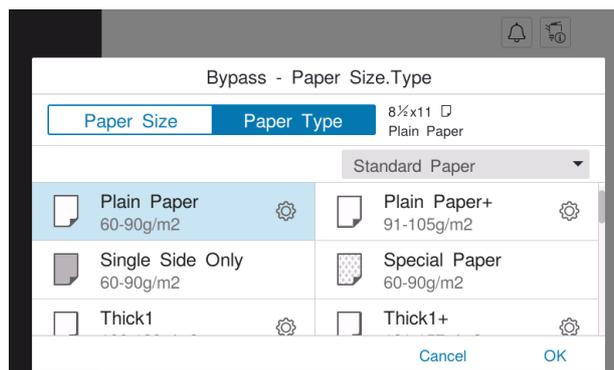


2 Tap the tray to change paper settings.



3 In [Paper Type], specify the type of the loaded paper.

→ For label sheet, select [Thick 1+].



4 Tap [OK].

Tips

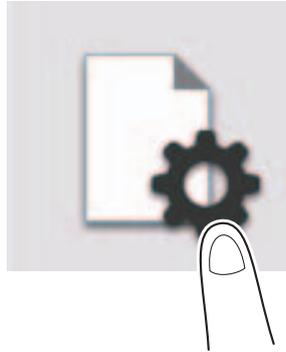
- When using plain paper of 15-15/16 lb to 18-5/8 lb (60 g/m² to 70 g/m²), tap the setting icon (⚙) in [Plain Paper] of [Paper Type], and set to [Alter Thickness ON]. The paper tray set to [Alter Thickness ON] is placed to a low priority level among the paper trays in which plain paper is loaded. However, if [Alter Thickness ON] is set to all paper trays, the appropriate paper tray is selected based on the priority sequence specified in [Auto Paper Tray Selection Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]").

Specifying the custom size

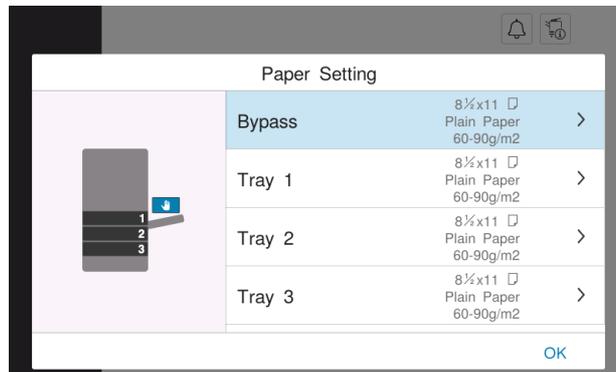
When loading custom-sized paper, directly enter the length and width of paper.

✓ Custom-size paper can be loaded in **Tray 1**, **Tray 2**, or **Bypass Tray**.

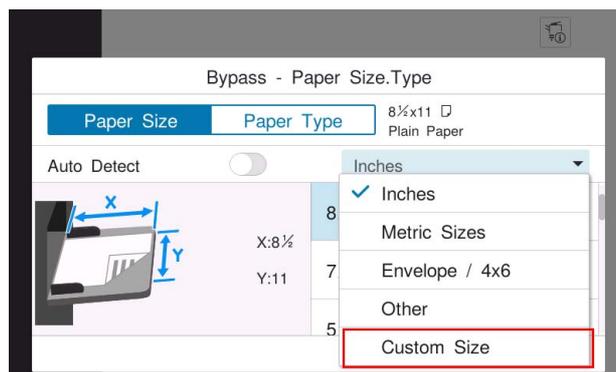
1 Tap [Paper] on the home screen.



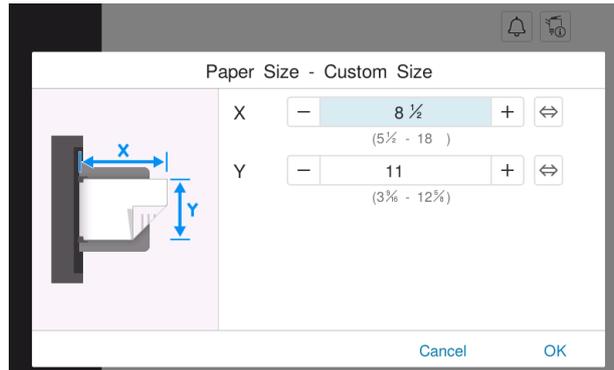
2 Tap the tray to change paper settings.



3 Tap [Custom Size] from the drop-down list of [Paper Size].



- 4 Specify the length and width of the paper.



- 5 Tap [OK].

A large, bold, black number '6' is centered within a gray square. The square is positioned to the left of the chapter title.

Connecting to the Network

6 Connecting to the Network

6.1 Specifying the IP Address

Specify the IP address to connect this machine to the network. The IP address is compatible with IPv4 and IPv6, which can be used simultaneously. Configure the appropriate settings to suit your environment.

Select [Utility] - [Administrator] - [Network] - [TCP/IP Setting] - [TCP/IP Setting1], and configure the following settings.

Setting	Description
[TCP/IP]	When enabling TCP/IP, set this option to ON (default: ON).
[Network Speed]	Select the network speed according to your environment (default: [Auto (10M/100M/1Gbps)]).

To specify the IPv4 address, configure the following settings in [IPv4].

Setting	Description
[IP Address Setting Method]	Select the method to specify the IP address to this machine according to your environment (default: [Auto Setting]). To manually specify the IP address, select [Manual Setting]. To automatically specify the IP address using DHCP, select [Auto Setting], and specify the automatic setting method.
[IP Address]	Enter the fixed IP address assigned to the machine when manually specifying the IP address.
[Subnet Mask]	Enter the subnet mask when manually specifying it.
[Default Gateway]	Enter the default gateway when manually specifying it.

To specify the IPv6 address, configure the following settings in [IPv6].

Setting	Description
[IPv6]	When using IPv6, set this option to ON (default: ON).
[Auto IPv6 Setting]	When automatically specifying the IPv6 global address, set this option to ON (default: ON). The IPv6 global address is automatically set based on the prefix length notified from the router and the MAC address of this machine.
[DHCPv6 Setting]	When automatically specifying the IPv6 global address using DHCPv6, set this option to ON (default: ON).
[Link-Local Address]	Displays the link-local address. The link-local address is automatically specified from the MAC address of this machine.
[Global Address]	Enter the IPv6 global address when manually specifying it.
[Prefix Length]	Enter the prefix length of the IPv6 global address between 1 and 128 when manually specifying it.
[Gateway Address]	Enter the gateway address when manually specifying it.

6.2 Checking the Network Settings

Checking the LAN cable connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

Confirming the IP address

Select [Utility] - [Device Information], and confirm the IP address of this machine.



Registering and Managing Destinations

7 Registering and Managing Destinations

7.1 Available Destination Types

This machine allows you to register the following types of destinations.

Type	Description
Address Book	Register destination information. This will save you the trouble of entering destination information each time you send data. You can register up to 2000 one-touch destinations in the address book.
Group	Register the registered address book as a group. This is a convenient way to broadcast data. You can register up to 100 group destinations in the address book.
Program	Register a combination of address information and option settings in a program. As needed, you can register only option settings, excluding destination information. You can register up to 400 programs.

7.2 Registering Address Book

Registering E-mail address

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [E-mail].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[E-mail]	Enter the E-mail address of the destination (using up to 320 characters, excluding spaces).

- 4 Tap [OK].

Registering an SMB destination

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [SMB].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Host Address]	Enter the destination computer name (host name) or full computer name (FQDN) (using up to 253 bytes). If you cannot specify the computer name or full computer name, enter the IP address. <ul style="list-style-type: none"> • Example to enter the computer name (host name): "HOME-PC" • Example to enter the full computer name (FQDN): "host1.test.local" • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[Check Connection]	Check whether or not the host name you specified in [Host Address] exists.
[File Path]	Enter the shared folder name of the host specified in [Host Address] (using up to 255 bytes). <ul style="list-style-type: none"> • Example to enter the folder name: "scan" • Example to enter the folder name in the folder: "scan\document"

Setting	Description
[Host Name Search]	Searches for the host name to be applied to [Host Address]. To search for the host name, specify a group name. <ul style="list-style-type: none"> [Group Name]: Displays the name of the group to which the user belongs by default. To change the group name, select [Edit], and enter the desired group name (using up to 15 characters). After entering the group name, specify search conditions, and start Search. [Host Name]: Enter the target host name (using up to 15 characters). After entering the host name, specify search conditions, and start Search.
[User ID]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation mark ") to access the folder.
[Reference]	Specify the shared folder of the desired computer by reference to the network. When the authentication screen appears, enter the name and password of the user who has privileges to access the shared folder. After authentication, [Host Address] or [File Path] is set automatically. The Reference function may fail under the following conditions. <ul style="list-style-type: none"> 512 or more workgroups or computers are on the network (subnet) connected to this machine. The machine is connected to the IPv6 environment.

4 Tap [OK].

Registering an FTP destination

1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].

2 In [Select Destination], select [FTP].

3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Host Address]	Enter the destination host name or IP address (using up to 253 bytes). <ul style="list-style-type: none"> Example to enter the host name: "host.example.com" Example to enter the IP address (IPv4): "192.168.1.1" Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Address] (using up to 127 bytes). When not specifying the folder name, enter only "/". <ul style="list-style-type: none"> Example to enter the folder name: "scan" Example to enter the folder name in the folder: "scan/document"
[User ID]	If authentication is required in the FTP server, enter the available user name to log in (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation marks ").
[anonymous]	When authentication is not required in the FTP server, set this option to ON (default: OFF).
[PASV Mode]	When the PASV mode is used in your environment, set this option to ON (default: OFF).
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[Port No.]	If necessary, change the port number (default: [21]).

- 4 Tap [OK].

Registering a WebDAV destination

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [WebDAV].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Host Address]	Enter the destination host name or IP address (using up to 253 bytes). <ul style="list-style-type: none"> • Example to enter the host name: "host.example.com" • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Address] (using up to 127 bytes). <ul style="list-style-type: none"> • Example to enter the folder name: "scan" • Example to enter the folder name in the folder: "scan/document"
[User ID]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation mark ") to access the folder.
[SSL Settings]	When SSL is used in your environment, set this option to ON (default: OFF). Setting this option to ON changes [Port No.] to [443].
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[Port No.]	If necessary, change the port number (default: [80]).

- 4 Tap [OK].

Registering a User Box destination

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [User Box].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[User Box No.]	Select the User Box number of the destination in [Search from List]. If the User Box is already known, you can manually enter the User Box number.

- 4 Tap [OK].

Registering a fax address

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [Fax].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination]	Enter the destination fax number (using up to 38 digits, including symbols #, *, -, and characters T, P, and E). <ul style="list-style-type: none"> • [T] or [*]: Enter the fax number when issuing a push signal in dial-up line mode (while [Dialing Method] is set to [10pps] or [20pps]). • [P]: Enter this when you want to insert a wait time between dials. • [-]: Enter this to separate a dial number. It does not affect the dialing of the number. • [E-]: Enter the registered outside line number in PBX environment. Enter this when [PBX Connection Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
[Confirm Fax Number]	Enter the fax number again. This option is displayed when [Function ON/OFF Setting] - [Confirm Address (Register)] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
[Communication Setting]	If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax. <ul style="list-style-type: none"> • [V34 Off]: 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. • [ECM Off]: 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. The 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. • [International Communication]: Used to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed. • [Check Destination]: The fax number specified for fax is checked against the destination fax number (CSI) and the fax is sent only when they match.

- 4 Tap [OK].

Registering an Internet fax destination

- 1 Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [Internet Fax].

3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[E-mail]	Enter the E-mail address of the destination (using up to 320 characters, excluding spaces).
[Fax Resolution]	Select the resolution that is available for the recipient machine.
[Paper Size]	Select the paper size that is available for the recipient machine.
[Compression Type]	Select a compression type that is available for the recipient machine.

4 Tap [OK].**Registering an IP address fax destination****1** Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**2** In [Select Destination], select [IP Address Fax].**3** Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination Type]	Select the format to specify the destination address (default: [IP Address]).
[Address]	Enter the destination address. <ul style="list-style-type: none"> If [IP Address] is selected for [Destination Type], enter the destination IP address. Example to enter the IP address (IPv4): "192.168.1.1" Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16" If [Host Name] is selected for [Destination Type], enter the destination host name. Example to enter the host name: "host.example.com" (Include the domain name to enter.) If [E-mail Address] was selected for [Destination Type], enter the destination E-mail address. To specify a destination using an E-mail address, enter the recipient's IP address following "ipaddrfax@". To enter an IP address, enclose it with brackets []. Example to enter the IP address (IPv4): "ipaddrfax@[192.168.1.1]" Example to enter the IP address (IPv6): "ipaddrfax@[fe80::220:6bff:fe10:2f16]" The host name cannot be entered following the "@" symbol of the E-mail address.
[Port No.]	If necessary, change the port number (default: [25]).
[Destination Machine Type]	Select whether the destination machine supports the color mode (default: [Mono Model]).

4 Tap [OK].

Registering an IP fax (SIP) destination

- 1 Tap [Utility] - [Store Address] - [Address Book] - [New Registration].
- 2 In [Select Destination], select [IP-FAX(T38)].
- 3 Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination Type]	Select the format to specify the destination (default: [Direct method]). <ul style="list-style-type: none"> • [Direct method]: Enter the destination's host name or IP address. Select this option when directly calling the destination. • [SIP server method]: Specify SIP-URI of the destination. Select this option when calling the destination via the SIP server.
[IP Address (Host Name)]	Enter the destination's host name or IP address. <ul style="list-style-type: none"> • Example to enter the host name: "host.example.com" (Include the domain name to enter.) • Example to enter the IP address (IPv4): "192.168.1.1" • Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[Port No.]	If necessary, change the port number (default: [5060]).
[SIP-URI/SIP User Name]	Enter the destination's SIP-URI. Entry example: "sip:abc@example.com" When only the SIP user name is entered, the SIP domain name of this machine is used as the destination's domain name.
[Connection Mode]	Select the transport protocol (default: [UDP]).

- 4 Tap [OK].

7.3 Registering a Group

✓ To register a group, you must register the one-touch destinations to be added to the group in advance.

1 Tap [Utility] - [Utility] - [Store Address] - [Group] - [New Registration].

2 Enter destination information.

Setting	Description
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Scan/Fax Address]	Select the one-touch destinations you want to include in the group from [Search from List]. You can register up to 500 one-touch destinations in a group. If necessary, different types of one-touch destinations can be registered as one group.
[Check Destination]	Allows you to view one-touch destinations registered in a group.

3 Tap [OK].

Tips

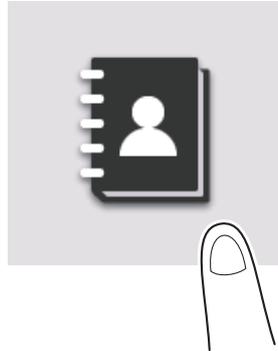
- The IP fax (SIP) address cannot be registered in a group with other addresses.

7.4 Using the Address Book

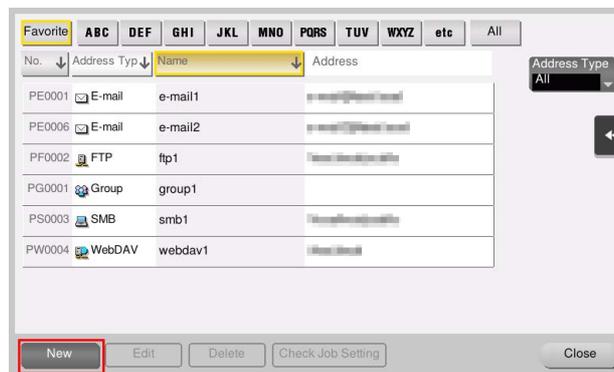
Register or edit an address in [Address Book] of the home screen.

This section describes how to register a new address.

- 1 Tap [Address Book] on the home screen.



- 2 Tap [New].



- 3 In [Address Type], select the type of the address to register.

- 4 Enter address information, and tap [Register].

→ The registered contents are the same as when using Utility. For details, refer to page 7-3.

Tips

- To confirm the setting of the registered address, select the registered name, and tap [Check Job Setting].
- To change the setting of the registered address, select the registered name, and tap [Edit].
- To delete the registered address, select the registered name, and tap [Delete].

7.5 Managing Destinations (for the administrator)

7.5.1 Exporting/importing destination information

Exporting destination information

Destination information registered in this machine can be backed up in your computer or the SMB sharing folder as a file. If the file is exported in CSV format, you can edit destination information using the spreadsheet software.

To export information, use **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Managing the Machine Status]".

Importing destination information

If the exported destination information is edited using the spreadsheet software before imported, you can update destination information of this machine. Also, if the exported destination information is imported to another device, you can copy destination information of this machine to another device.

To import destination information, use **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Managing the Machine Status]".

Tips

- To import the exported destination information to another device, the model of the export device must be the same as that of the import device.

7.5.2 Printing the destination information list

Printing the address book list

Print the list of address books (Address Book List) registered on this machine.

- 1 Tap [Utility] - [Administrator] - [Store Address] - [One-Touch/User Box Registration List] - [Address Book List].
- 2 Select whether to print destinations within the specified range or print all destinations.
 - [Print Selection]: Select this option to specify the destination range and print destinations in the specified range. If you select [Print Selection], proceed to step 4.
 - [Print All]: Select this option to print all destinations. If you select [Print All], proceed to step 5.
- 3 Specify the type and range of destinations to be printed.
 - If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
 - If you select [All] in [List Output Number], all destinations of the type selected in [Print Destination List by Type] are printed.
- 4 Tap [Print Address Book List].
- 5 Select the original feed tray for print sheets and the side to be printed, then tap [Start].
List printing starts.

Printing the group list

Print a list of group destinations (Group List) registered on this machine.

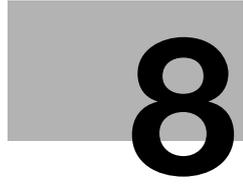
- 1 Tap [Utility] - [Administrator] - [Store Address] - [One-Touch/User Box Registration List] - [Group Address List].

- 2** Specify the type and range of destinations to be printed.
 - If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
 - If you select [All] in [List Output Number], all groups are printed.
- 3** Tap [Print Group List].
- 4** Select the original feed tray for print sheets and the side to be printed, then tap [Start].
List printing starts.

Printing the program list

Print a list of program destinations (Program List) registered on this machine.

- 1** Tap [Utility] - [Administrator] - [Store Address] - [One-Touch/User Box Registration List] - [Program List].
- 2** Select the type of programs to be printed.
 - [One-Touch]: Select this option to print programs with the address book being registered.
 - [Group]: Select this option to print programs with a group being registered.
 - [Direct Input (Individual)]: Select this option to print programs in which destinations are registered using Direct Input.
 - [Direct Input (ALL)]: Select this option to print all programs in which destinations are registered using Direct Input. If you select [Direct Input (ALL)], proceed to step 5.
- 3** Specify the range of programs to be printed.
 - If you select [Specify] in [List Output Number], specify the range of programs to be printed in [Starting Destination No.] (registered number of a program) and [Number of Destinations].
 - If you select [All] in [List Output Number], all programs of the type selected in step 3 are printed. If you select [Direct Input (Individual)] in step 3, select the type of destinations to be printed by [Print Destination List by Type].
- 4** Tap [Print Program List].
- 5** Select the original feed tray for print sheets and the side to be printed, then tap [Start].
List printing starts.



Logging in to This Machine

8 Logging in to This Machine

8.1 When User Authentication is Enabled:

When user authentication is enabled on this machine, the login screen is displayed. Enter the user name and the password, and perform user authentication.

- ✓ The contents of the login screen may vary depending on the authentication setting of this machine.
- ✓ If Public User Access (unregistered users) is enabled, you can tap [Used by public user] on the login screen to operate this machine without authentication.

- 1 Enter the user name and password.

- 2 When [Server Name] is displayed, select the server to perform authentication.

→ The default authentication server is selected by default.

- 3 When [Operation Rights] is displayed, select the login user's operation privileges.

→ To log in as a registered user, select [User].

→ To log in as an administrator, select [Administrator].

→ To log in as a User Box administrator, select [User Box Administrator].

- 4 When [Authentication Method] is displayed, select the authentication method.

- 5 Tap [Login].

When authentication succeeds, you can operate this machine. The user name is displayed on the screen during login.

If the login screen for account track is displayed, perform account track after this. For details on the account track operation, refer to page 8-4.

- 6 When the target operation is completed, select the Access key  to log out.

→ If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

- 7 Tap [Yes] on the logout confirmation screen.

Tips

- If you select [Administrator] or [User Box Administrator] in [Operation Rights] to log in, it cancels the functional restrictions and the maximum number of printed sheets that are set to the registered user.
- When [Administrator] is selected in [Operation Rights] to log in, administrator settings can be displayed without entering the administrator password.

**Related setting (for the administrator)**

- [Administrative Setting] - [User Name List] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

8.2 When Account Track is Enabled:

When account track is enabled on this machine, the login screen is displayed. Enter the account name and the password to perform account track.

- ✓ The contents of the login screen may vary depending on the authentication setting of this machine.

1 Enter the account name and password.

- When performing account track using only the password, the keypad is displayed on the login screen. If the password is numeral alone, it is possible to enter the password using the keypad. If the password contains a character, tap the [Password] entry area, and then enter the password.

The screenshot shows a login interface. At the top, a dark bar contains a 'Login' button, a 'Job List' button, and three icons: a bell, a keypad, and an information icon. Below this, there are two text input fields. The first is labeled 'Account Name' and the second is labeled 'Password'. At the bottom of the screen, there are two buttons: a grey 'Clear' button and a blue 'Login' button.

2 Tap [Login].

When authentication succeeds, you can operate this machine. The account name is displayed on the screen during the log in process. When user authentication and account track are enabled together, the user name is displayed on the screen.

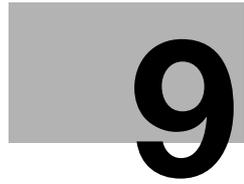
3 When the target operation is completed, select the Access key (🔑) to log out.

- If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

4 Tap [Yes] on the logout confirmation screen.

Related setting (for the administrator)

- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")



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9 Trademarks and Copyrights

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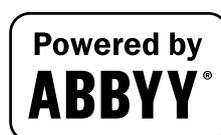


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ICC Profile for TOYO INK Standard Color on Coated paper (TOYO Offset Coated 3.0)

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10

Safety Information

10 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please read the following section before connecting the machine to the supply.

NOTICE

It contains important information related to user safety and preventing equipment problems.

Make sure that you observe all of the precautions that appear in different sections of this manual.

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

Be sure to observe the safety precautions.

This manual contains the instructions that should be strictly observed at all times to prevent injury to yourself and other persons as well as damage to property.

Injuries and damage that might be caused by using the product improperly are classified according to the following symbols.

Pictorial indication	Description
 WARNING	Improper handling can cause serious injury or death.
 CAUTION	Improper handling can cause minor injury or damage to houses and property.

These are some of major exemplary graphical symbols.

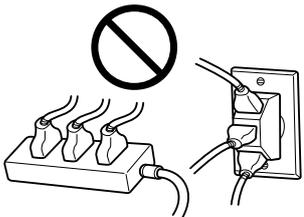
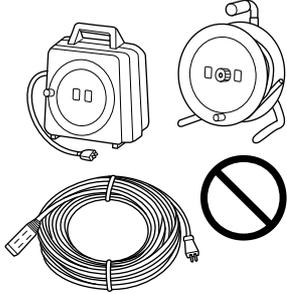
Graphi c sym-bols	Descriptions	Graphi c sym-bols	Descriptions	Graphi c sym-bols	Descriptions
	General prohibi-tion		Do not disassem-ble		Do not touch
	General instruc-tion		Ground/Earth		Unplug from outlet
	General precau-tion		High temperature		Electrical shock hazard

Power source connection



WARNING



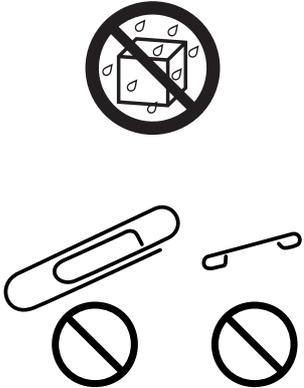
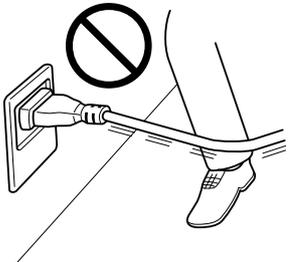
Descriptions	Graphic symbols
<p>Do not use any power cord other than the one supplied in the package or attached on the products. If a power cord is not supplied, use only the power cord and plug that are specified in the user documentation. Failure to use this cord could result in a fire or electrical shock. If the power cord supplied in the package cannot be used in the country where this product was sold, use a power cord that meets the following conditions or contact your Technical Representative.</p> <ul style="list-style-type: none"> • The power cord has voltage and current rating appropriate for the rating plate on this machine. • The power cord meets regulatory requirements for the area. • The power cord is provided with grounding pin/terminal. 	
<p>Do not use the power cord to other products. Failure to do that could result in a fire or electrical shock.</p>	
<p>Do not scratch, abrade, place a heavy object on, heat, twist, bend, step on, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.</p>	
<p>Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.</p>	
<p>Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.</p>	
<p>Do not use an extension cord. Use of an extension cord could cause a fire or electric shock. If the power cord furnished with the product is not long enough to be plugged into a wall outlet, contact your Technical Representative.</p>	
<p>Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.</p>	
<p>Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.</p>	
<p>Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.</p>	

CAUTION

Descriptions	Graphic symbols
<p>The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.</p>	
<p>Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.</p>	
<p>Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.</p>	
<p>Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.</p>	

Installation

WARNING

Descriptions	Graphic symbols
<p>Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens. The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.</p>	
<p>Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative.</p>	
<p>Make sure that the power cord is placed on a site in which no person would step on or trip over it. Stepping on or tripping over the power cord could heat the power cord, resulting in a fire or electric shock.</p>	

⚠ CAUTION

Descriptions	Graphic symbols
<p><If instructed to use fixing legs> When the product has been installed, fix the product using the fixing legs. Not using the fixing legs could cause the product to move or topple over.</p>	
<p>Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.</p>	
<p>Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.</p>	
<p>Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.</p>	
<p>Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.</p>	

Descriptions

When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

Graphic symbols**Using the product****WARNING**

Descriptions	Graphic symbols
Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	
Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	
Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.	
<If an RFID module (limited only to 13.56 MHz) for use in inside-the-machine proximity communication or electromagnetic induction heating (IH) technology (limited only to 20.05 kHz to 100 kHz) is being used> This machine generates a weak magnetic field. If you experience any unusual symptoms with your implantable medical equipment (cardiac pacemaker, etc.) while near the machine, move away from the machine and see a doctor immediately. Please call your Technical Representative or your authorized service representative if you do not understand the purchased product corresponds or not.	
<If a non-contact IC card reader is being used> If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.	

CAUTION

Descriptions	Graphic symbols
Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.	

Descriptions	Graphic symbols
<p>The inside of this product has areas subject to high temperature, which may cause burns.</p> <p>When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.</p>	 
<p>Unplug the product when you will not use the product for long periods of time.</p>	
<p>When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.</p>	
<p>Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.</p>	

Consumables

WARNING

Descriptions

Do not throw toner or a container that contains toner (e.g., toner cartridge, developing unit and Waste Toner Box) into an open flame. The hot toner may scatter and cause burns or other damage.

Graphic symbols



CAUTION

Descriptions	Graphic symbols
Do not leave toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.	
Do not store toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.	
Do not force open the toner-related parts (e.g., toner cartridge, developing unit and Waste Toner Box). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.	
If toner lands on your skin or clothing, wash thoroughly with soap and water.	
If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.	
If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.	
If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.	
Never touch the electrical contacts of the units (e.g., toner cartridge and developing unit), as an electrostatic discharge may damage the product.	
Before handling, see the user documentation for the safety information.	
<p><If instructed to replace the fusing unit> The fusing section is extremely hot. Before replacing the fusing unit, be sure to open doors and covers of the machine. Then, leave the machine to stand idle for a specified period of time and make sure that the fusing section has cooled down to room temperature. Failure to follow these instructions could result in a burn.</p>	 

KMI_Ver.03_E

Notice to users

Type	Notice
<ul style="list-style-type: none">• Class A items (Broadcast communications unit for business use)	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">• Class B items (Broadcast communications unit for household use)	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.

