

bizhub

C554e/C454e/
C364e/C284e/C224e

Quick Assist Guide

This manual describes frequently asked questions and presents simple troubleshooting procedures that can be carried out when using this machine.

This manual also contains notes and precautions that should be followed in order to use this machine safely.

Please be sure to read this manual when using this machine.



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About This Machine

1 About This Machine

1.1 Introduction to User's Guide

The user's guide of this product consists of two booklet manuals and the "User's Guide CD".

The booklet manuals describe basic machine procedures and frequently asked questions.

If you want to learn about more detailed functions or operation methods, refer to the User's Guide included in the "User's Guide CD".

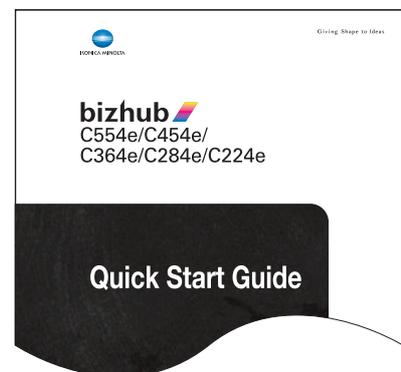
1.1.1 Booklet manuals

[Quick Start Guide]

This manual describes basic machine procedures and setting methods used to configure each function. It introduces important functions that make it easier to use this machine.

This manual also contains notes and precautions that should be followed in order to use this machine.

Please be sure to read this manual before using this machine.

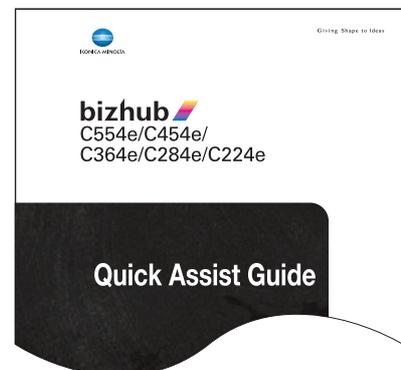


[Quick Assist Guide]

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Please be sure to read this manual when using this machine.



1.1.2 User's Guide CD

The "User's Guide CD" is provided with this machine.

Select a desired function on the top page (Home), and check the details of the function.

Selecting [Introduction] on the top page (Home) allows you to view detailed methods for using the User's Guide.

Layout of top page



No.	Name	Description
1	[Search by Function]	Searches for desired information using functions such as printing or scanning and buttons displayed on the touch panel.
2	[Search]	Enter one or multiple keywords to search within the User's Guide. (Some pages are not targeted for searching.)
3	[Search by Usage]	Searches for the required operations of this machine based on the request format of "wanting to do something". This function provides security measures against various situations and methods to bring about cost reductions.
4	[Search by Illustration]	Searches for the required operations of this machine based on the output result, functions, and operation images.

Operating environment

Item	Specifications
Supported Operating Systems	Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1) Mac OS X10.4/10.5/10.6/10.7
Supported Web browsers	Windows: Internet Explorer 6.x/7.x/8.x/9.x, Firefox 3.x/4.x/ESR 10.0 or later Mac OS: Safari 3.1 or later /4.x/5.x <ul style="list-style-type: none"> 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. Check that JavaScript in your Web browser is enabled. The User's Guide uses JavaScript for the page display and search functions. In Internet Explorer 6.x/7.x, it may take some time for a page to display after you click a button or a menu in the table of contents.
Display resolution	1024 x 768 pixels or more

Viewing the top page

For Windows

- Windows XP opens the Web browser and displays the top page automatically when the User's Guide CD is inserted into the CD-ROM drive of your computer.
- Windows Vista or Windows 7 displays a message related to automatic playing when the User's Guide CD is inserted into the CD-ROM drive of your computer. Clicking [rundll32.exe] displays the top page.
- If the top page does not appear, select [My Computer] or [Computer], right-click on the [Users_Guide_CD] icon, then click [Open]. If you double-click [index.html] in the folder, the top page will open.

For Macintosh

- Double-click the CD icon on the desktop, then [index.html] to display the top page.

2

Print

2 Print

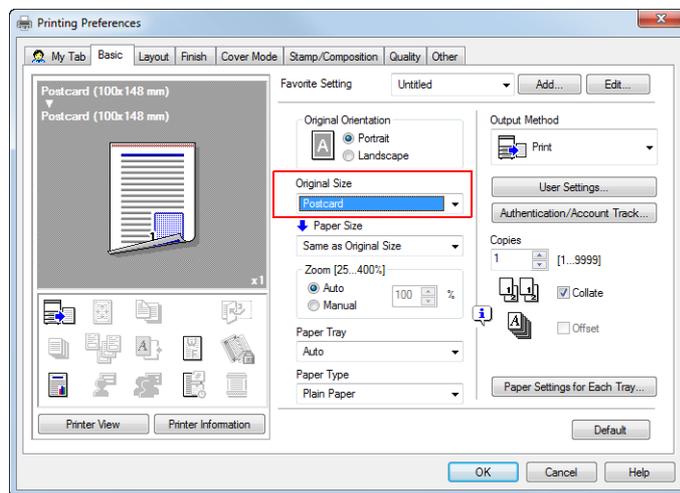
2.1 Q1. Can I print data on an envelope or postcard?

A1. Yes, you can also print on envelopes and postcards.

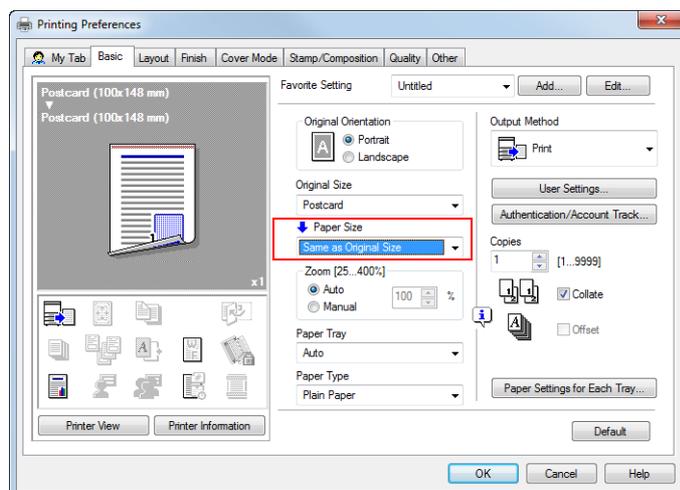
Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

Operation procedure

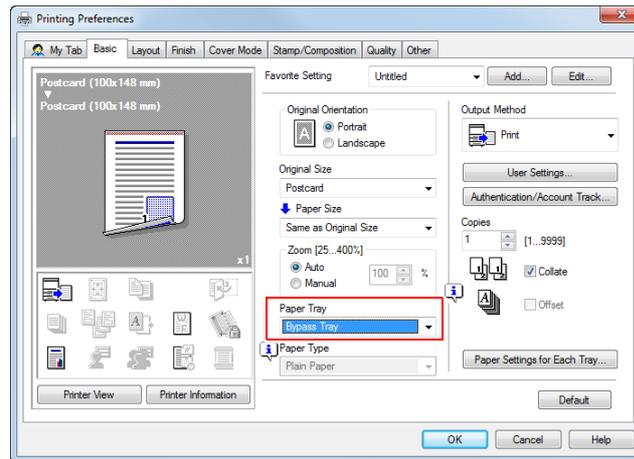
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.



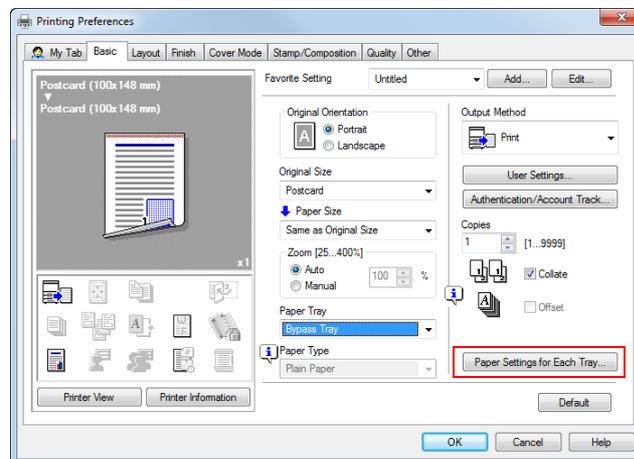
- 4 Check that [Paper Size] is set to [Same as Original Size].



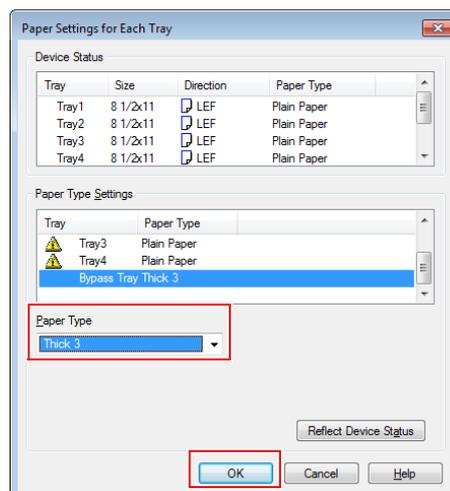
- 5 Select [Bypass Tray] from [Paper Tray].



- 6 Click [Paper Settings for Each Tray].

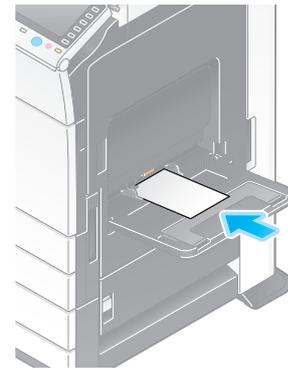


- 7 Select the relevant paper type from [Paper Type] then click [OK].
 → To print on postcards, select [Thick 3] or [Thick 3 (Side2)]. To print on envelopes, select [Envelope].

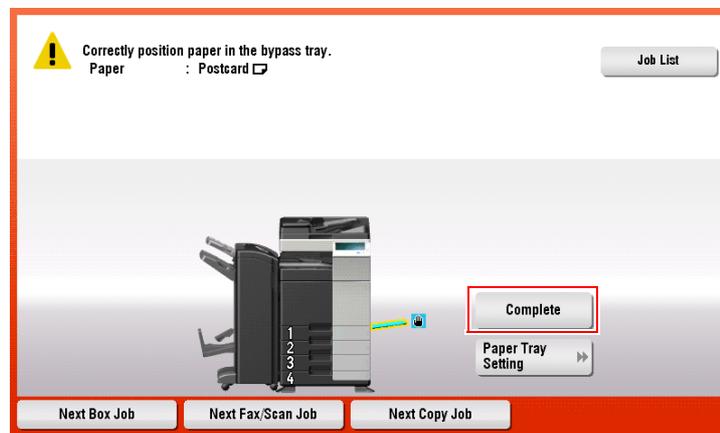


- 8 Click [OK].
 9 Execute printing.

- 10 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.



- 11 If the paper setting of [Bypass Tray] in this machine is the same as that of [Original Size] in step 3 or [Paper Type] in step 7, printing starts without further setting.
If the paper setting is different, the following screen appears. Tapping [Complete] starts printing.
- If you cannot tap [Complete], remove the envelopes or postcards loaded in the **Bypass Tray** and reload them, then tap [Complete].

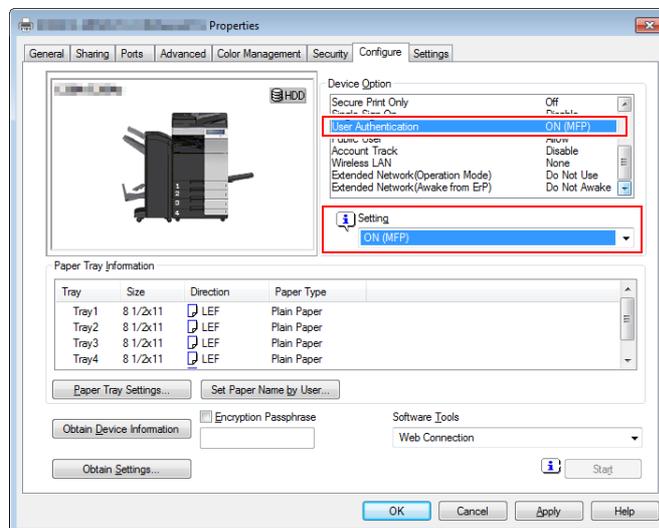


2.2 Q2. Although user authentication has been successful, the input screen in the driver is grayed out.

A2. In the Properties window of the printer driver, change your user authentication to the correct setting.

How to set

- 1 Display the printer window.
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed in the Start menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].
When [Control Panel] is displayed in Classic View, double-click [Printers and Faxes].
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 From [Device Option] on the [Configure] tab, select [User Authentication], then select the authentication status from [Setting].
 - The authentication status may be [ON (MFP)], [ON (External Server)], [ON (MFP) + ON (External Server)] or [ON (Enhanced Server)] authentication. For details, contact the administrator of this machine.



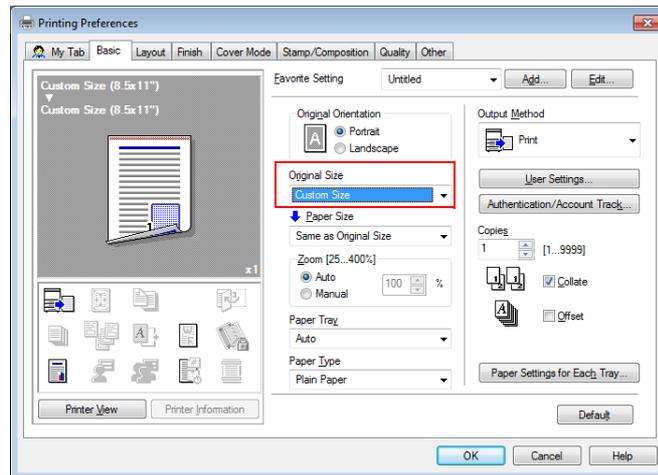
- 4 Click [OK].

2.3 Q3. Can I print on custom size paper?

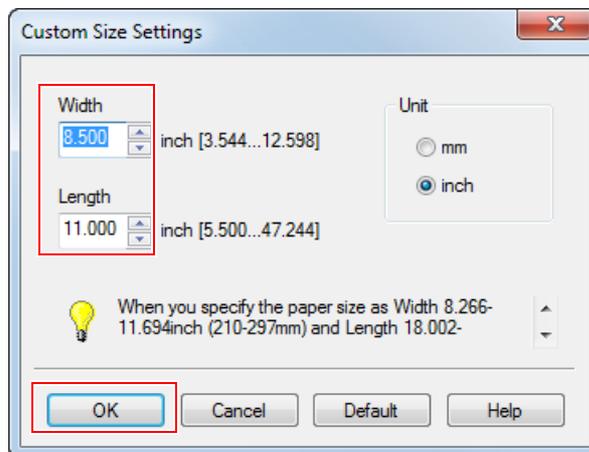
A3. Yes, you can. Specify [Bypass Tray] on the print screen and load custom size paper into the **Bypass Tray**.

Operation procedure

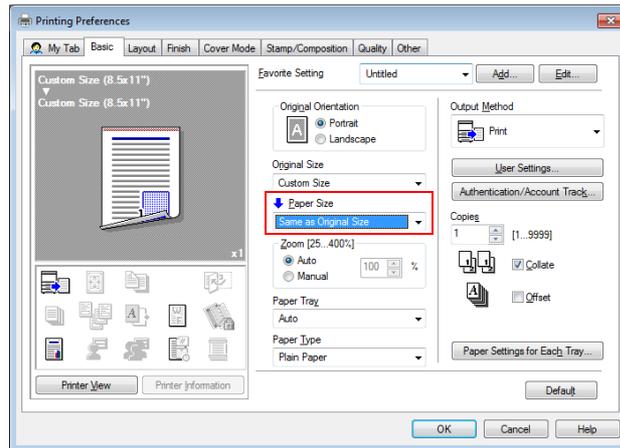
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Custom Size].



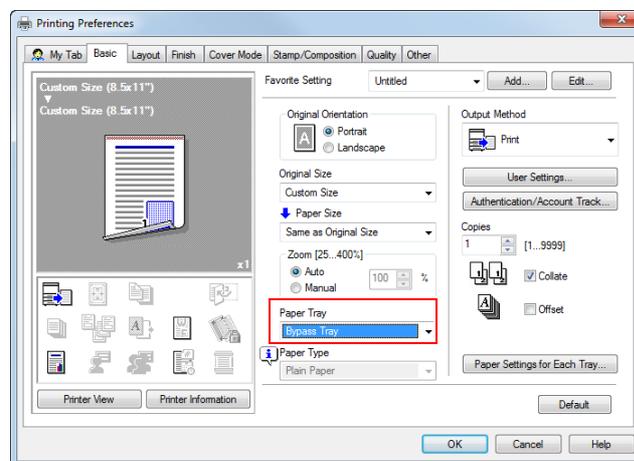
- 4 Enter the size of the paper you have loaded, then click [OK].



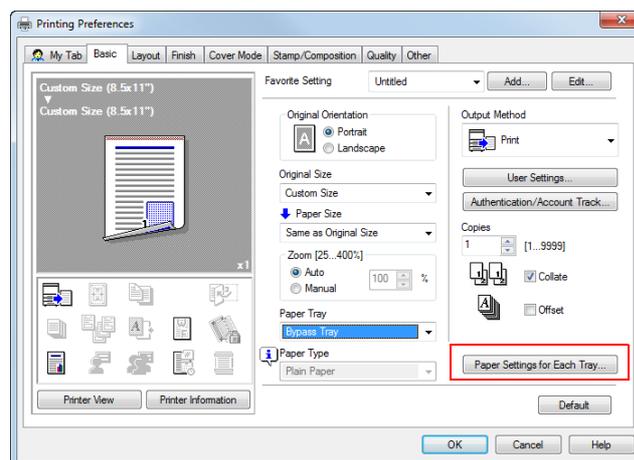
- 5 Check that [Paper Size] is set to [Same as Original Size].



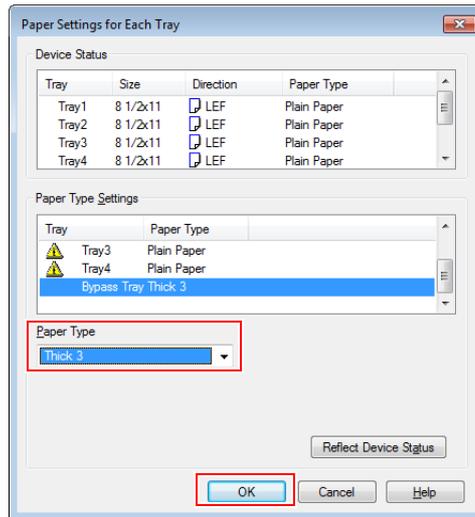
- 6 Select [Bypass Tray] from [Paper Tray].



- 7 Click [Paper Settings for Each Tray].



- 8 Select the relevant paper type from [Paper Type], then click [OK].



- 9 Click [OK].
- 10 Execute printing.
- 11 Load custom size paper into the **Bypass Tray** with the print side facing down.
- 12 Tap [Complete] on the **Control Panel** of the machine.

2.4 Q4. How can I print out highly confidential data without a risk of exposure to others?

A4. You can use either Secure Print or ID & Print.

With the Secure Print function, a password is assigned to the document. Enter the password on the **Control Panel** of this machine to print the document. The ID & Print function enables printing of a document upon entry of the user name and password registered for user authentication. Enter the user name and password on the **Control Panel** of this machine to print the document.

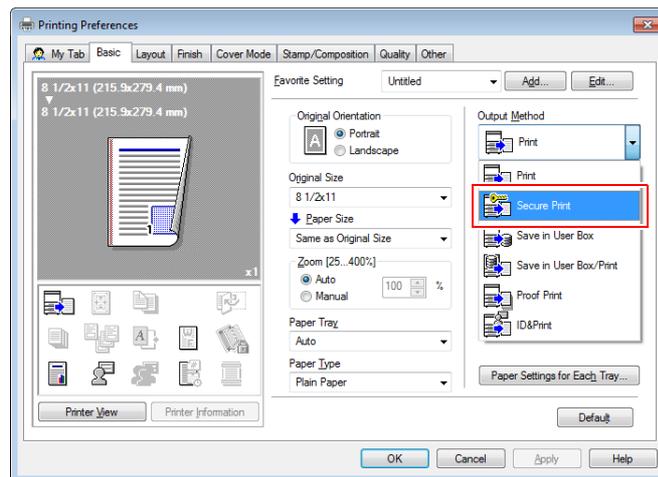
Secure Printing is useful for giving permission to a limited number of users that know the password assigned to the document. ID & Print only enables the login user to perform printing.

Tips

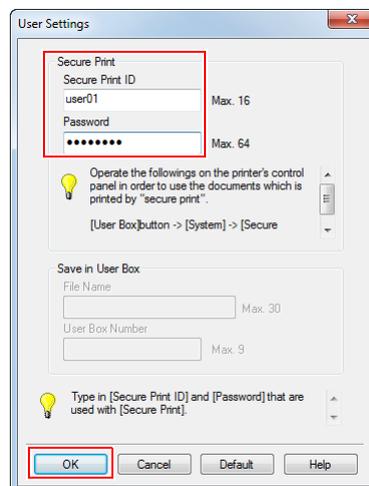
- User authentication is a function for limiting access to this machine to registered users. ID & Print can only be used when user authentication is enabled.

Operation procedure: Performing secure print

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Output Method] on the [Basic] tab, select [Secure Print].



- 4 Enter the [Secure Print ID] and [Password], then click [OK].



- 5 Click [OK].

- 6 Click [Print].

Operation procedure: Printing a secure document using the Control Panel of this machine

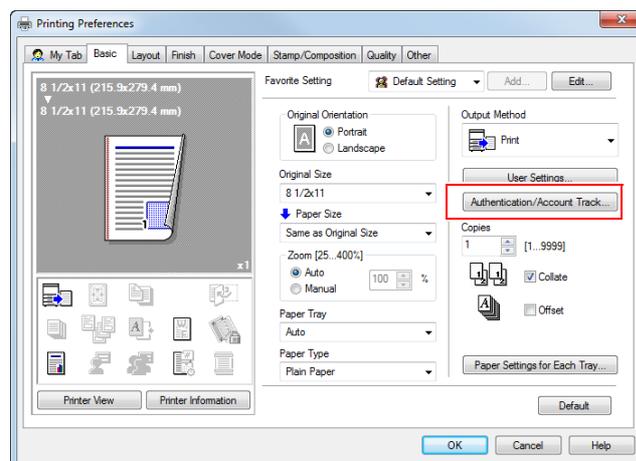
- 1 Tap [User Box] and select [Secure Print] from [System].
- 2 Enter the ID and password for the secure print document, then tap [OK].
- 3 Select a secure print document, then tap [Print].



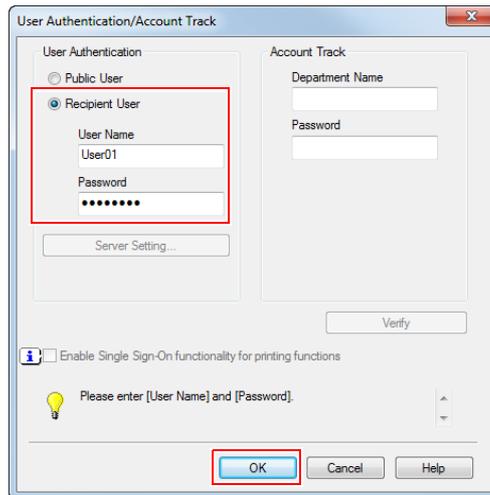
- 4 Change print settings as necessary, and press **Start** on the **Control Panel**.
The secure print document is printed and automatically cleared from the Secure Print User Box.

Operation procedure: Performing ID & Print operation

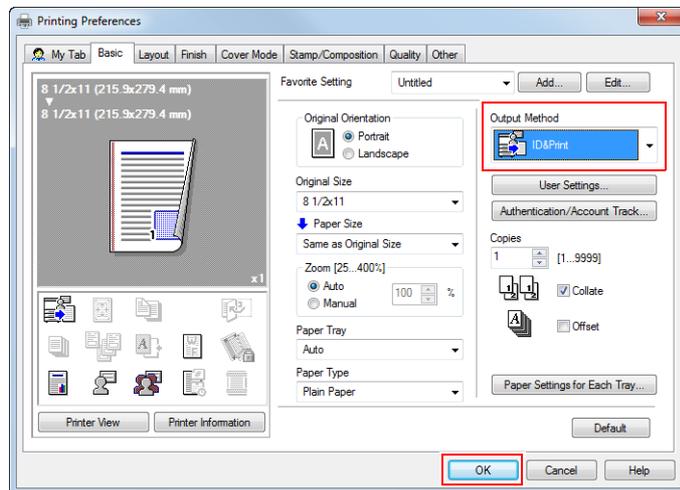
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered with the machine, then click [OK].



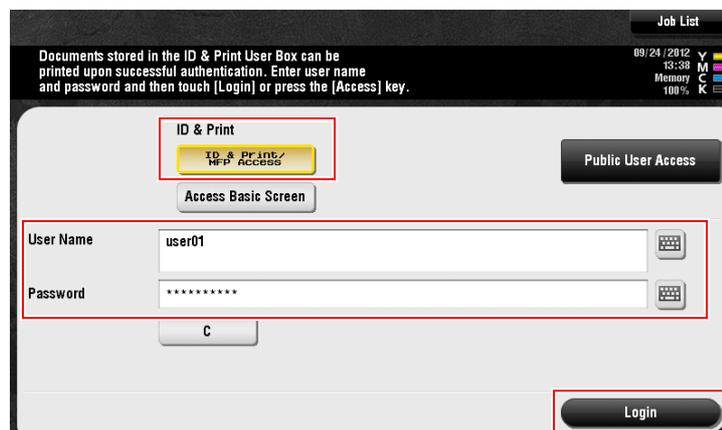
- 5 Select [ID&Print] from [Output Method], then click [OK].



- 6 Click [Print].

Operation procedure: Printing after user authentication on the machine

- Select [ID & Print/MFP Access], enter your user name and password, then tap [Login].
After successful user authentication, the file is printed.



2.5 Q5. Can I directly print a file in a USB memory device?

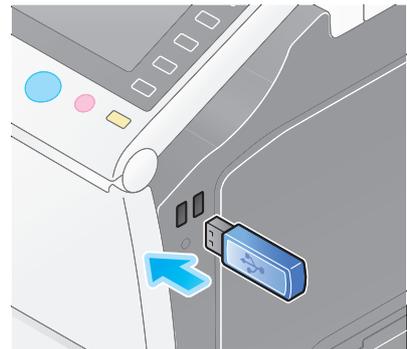
A5. Yes. You can print a file simply by inserting the USB memory into the **USB Port** of the machine.

See the table below for the types of files that can be printed and the operating conditions of the USB memory.

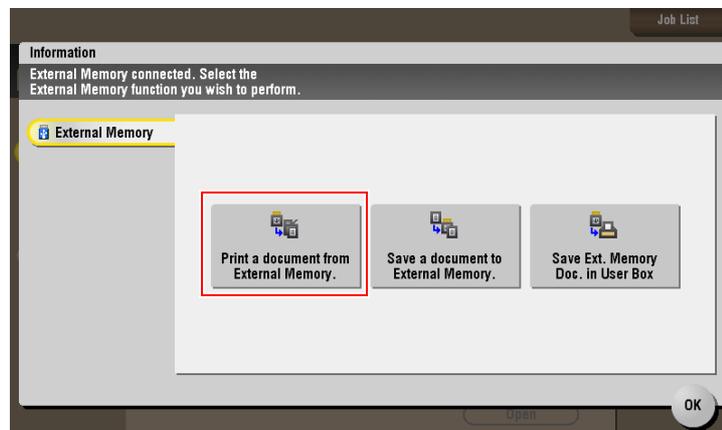
Item	Specifications
Supported standards	USB 2.0
File system	FAT32
Types of printable files	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

Operation procedure

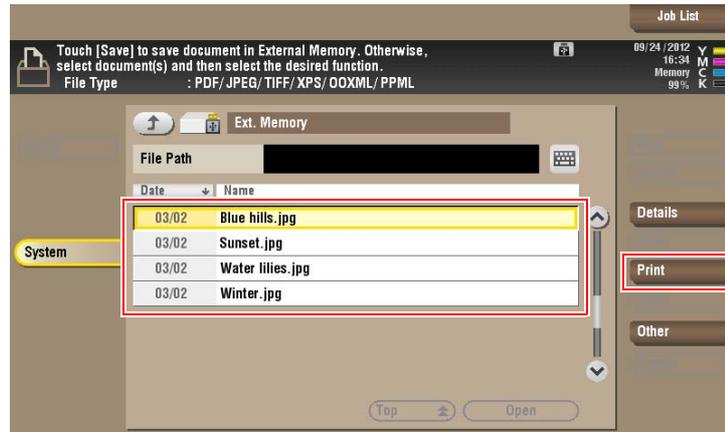
- 1 Insert a USB memory into the **USB Port** of the machine.



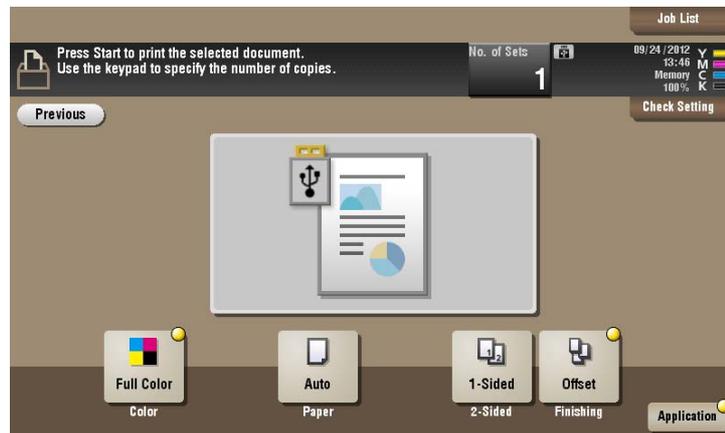
- 2 Tap [Print a document from External Memory.].



- 3 Select a file to print, then tap [Print].
 - Select a folder, then tap [Open] to list documents and folders in the folder. Tap [Top] to return to the location one layer above.



- 4 Change the print settings as necessary, and press **Start** on the **Control Panel**.

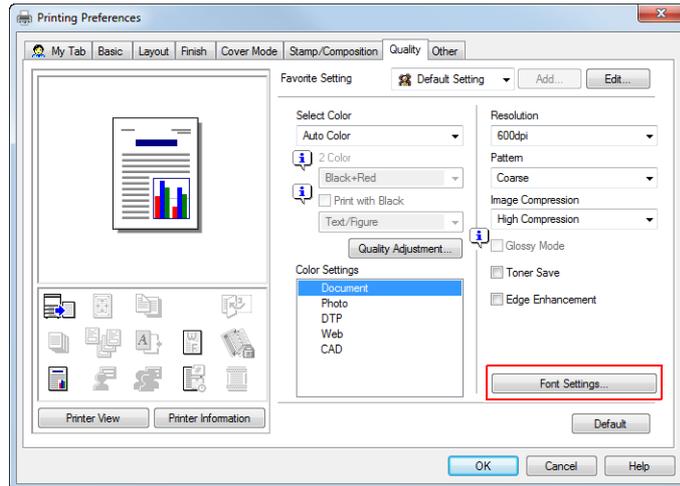


2.6 Q6. Characters become garbled when I print. Can I print without garbled characters being produced?

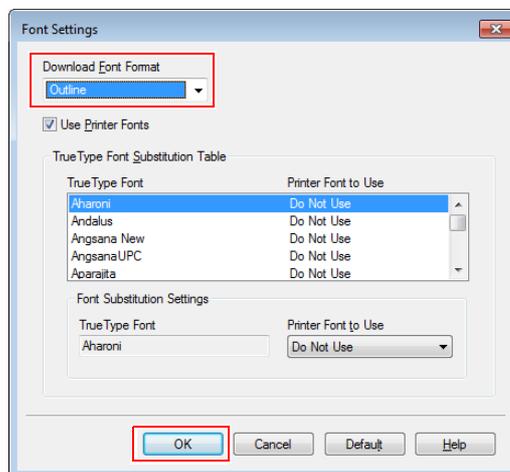
A6. Yes. Try bitmap printing.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Quality] tab, click [Font Settings].



- 4 Select [Bitmap] from [Download Font Format], then click [OK].
 - You can also eliminate garbled characters by clearing the [Use Printer Fonts] check box.



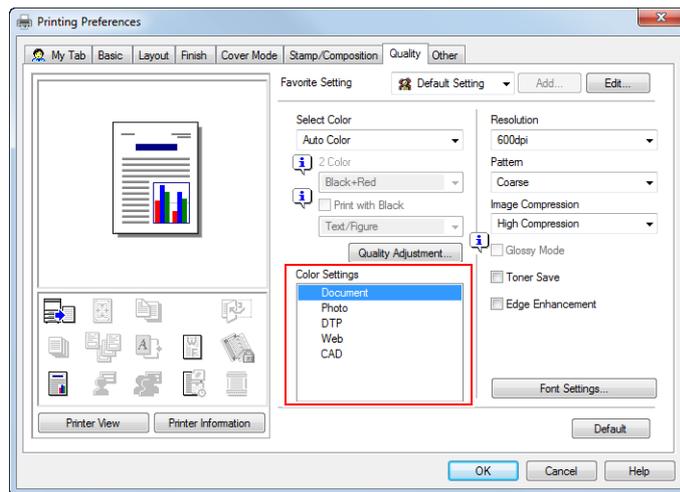
- 5 Click [OK].
- 6 Click [Print].

2.7 Q7. How can I print out data as clearly as possible?

A7. Simply select the type of the document to print, and the setting is automatically changed to the optimal for clear printing.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Color Settings] on the [Quality] tab, select the type of the document to print.



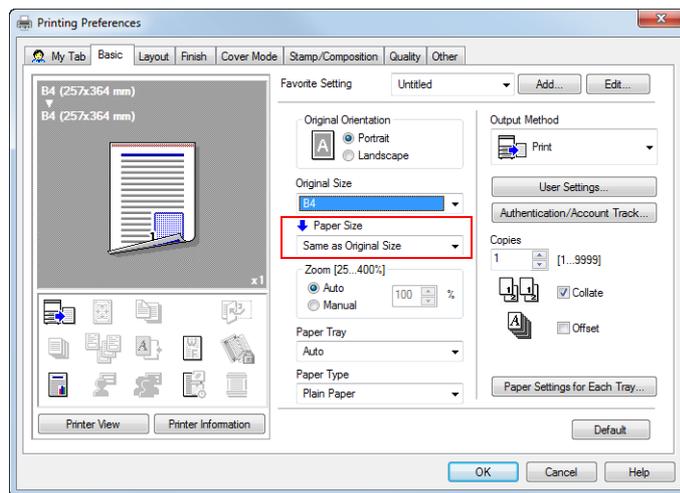
- 4 Click [OK].
- 5 Click [Print].

2.8 Q8. How can I change the paper size and type settings?

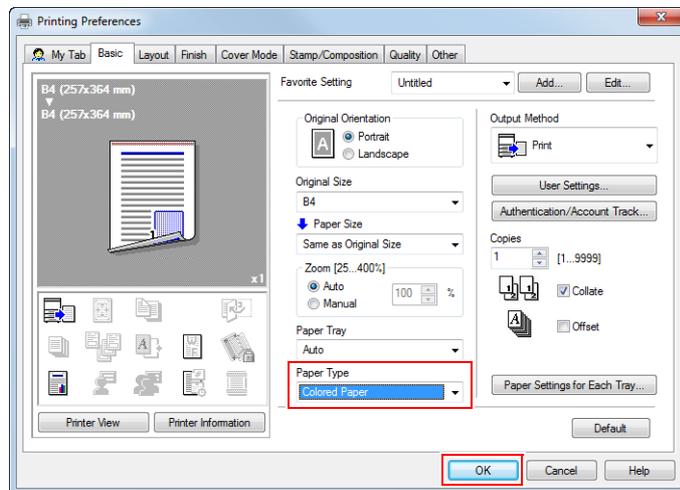
A8. You can change them in the print screen.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Paper Size] on the [Basic] tab, select the correct paper size.



- 4 Select the relevant paper type from [Paper Type], then click [OK].



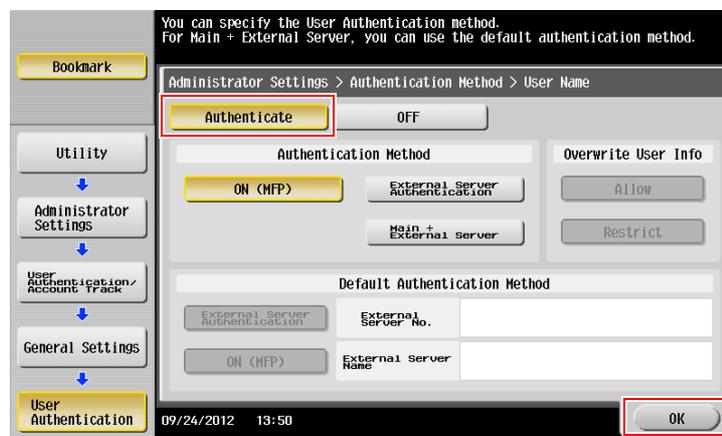
- 5 Click [Print].

2.9 Q9. Can printing be restricted by user?

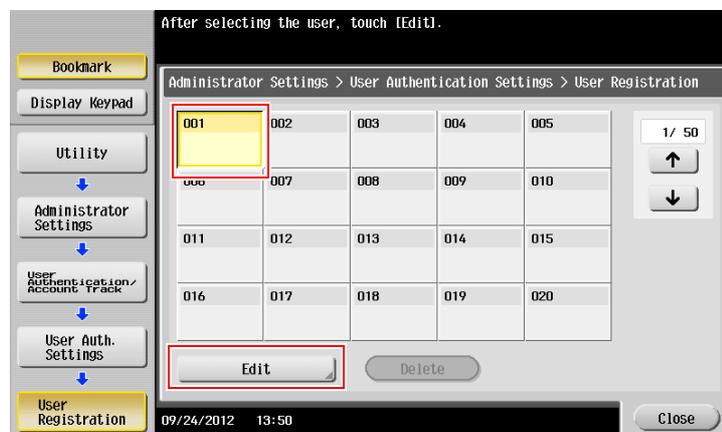
A9. Yes. You can set user authentication to restrict printing by user. That enables output control by user, leading to cost reductions.

How to set

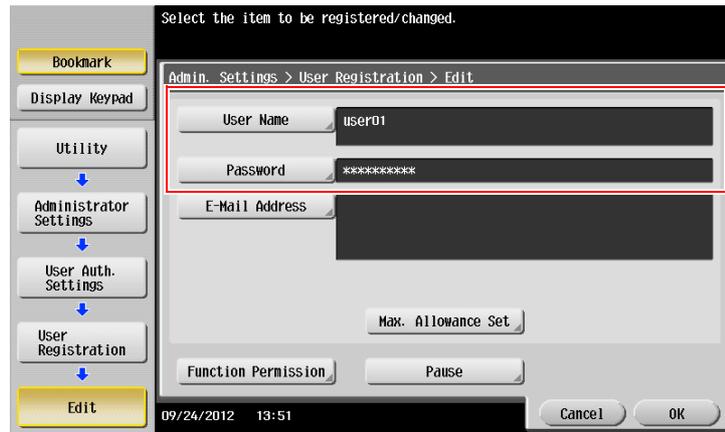
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [General Settings] - [User Authentication].
- 4 Select [Authenticate], select an authentication method, then tap [OK].
 - The authentication status may be [ON (MFP)], [External Server Authentication], [Main + External Server] or [Enhanced Server Authentication] authentication. For information on server-based user authentication, contact the server administrator.



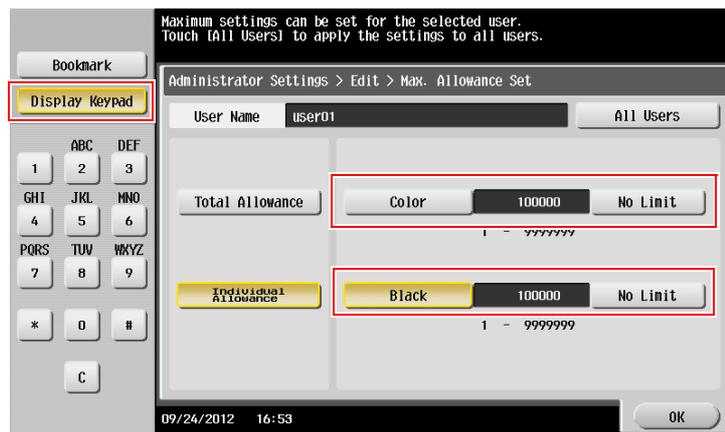
- 5 Tap [OK].
- 6 Select [Yes], then tap [OK].
- 7 Select [User Authentication Settings] - [User Registration].
- 8 Select the registration number of a target user, then tap [Edit].



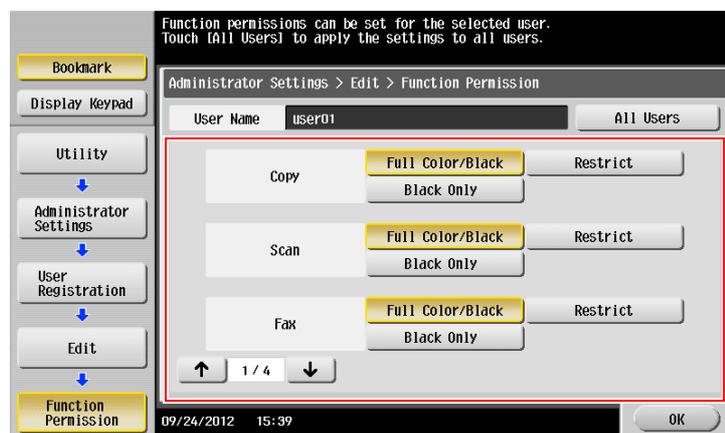
- 9 Enter the user name and password in [User Name] and [Password].
 → If you have selected a registered user in Step 8, no information has to be entered.



- 10 Tap [Max. Allowance Set] and [Color] or [Black], then enter the maximum allowance for the number of color/black originals that the user can print, using the **Keypad**.
 → To manage the upper limit without distinguishing between the color and black originals, tap [Total Allowance]. Then, tap [Total], enter the upper limit using the **keypad**, and tap [OK].



- 11 Tap [OK].
 12 Tap [Function Permission] to set the limit for the respective functions.



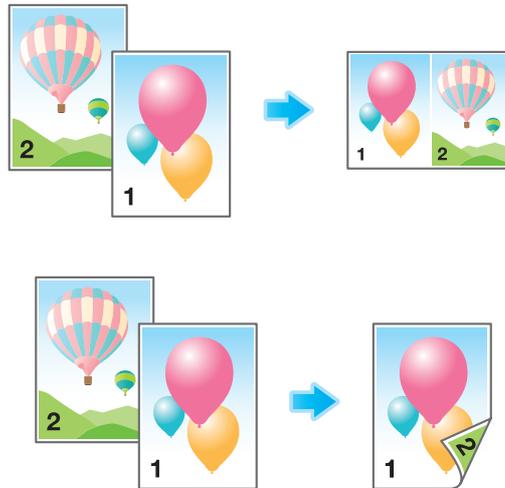
Settings	Description
[Copy]	Specify whether to allow a copy job.
[Scan]	Specify whether to allow a scan job.
[Fax]	Specify whether to allow a fax job.
[Print]	Specify whether to allow a print job for a file.
[User Box]	Specify whether to allow any operation of a file saved in the User Box.
[Print Scan/Fax TX]	Specify whether to allow a print job for a file to send.
[Save to External Memory]	Specify whether to permit saving of files to an external memory.
[External Memory Document Scan]	Specify whether to allow scanning of files saved in the User Box.
[Manual Destination Input]	Specify whether to allow manual input of a destination.
[Cellular Phone/PDA]	Specify whether to allow transferring of files from Bluetooth devices to this machine.
[Web Browser]	Specify whether to allow use of the Web browser.

13 Tap [OK].

14 Tap [OK].

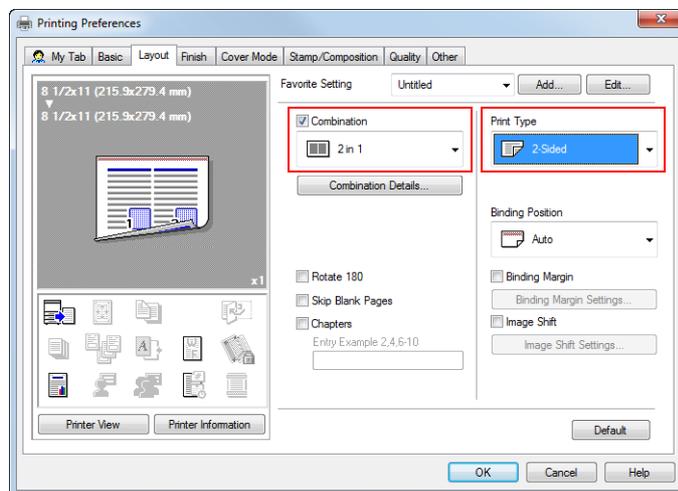
2.10 Q10. Are there any paper-saving printing methods?

A10. You can save paper by printing more than one original page onto the same side of a single sheet of paper or printing on both sides of sheets of paper.



Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 To print more than one original page onto the same side of a single sheet, select the [Combination] check box on the [Layout] tab to select a page combination format. To print on both sides of the paper, select [2-Sided] from [Print Type] on the [Layout] tab.



- 4 Click [OK].
- 5 Click [Print].

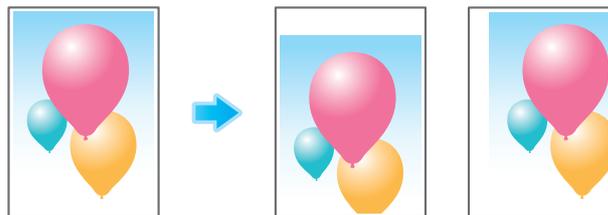
2.11 Q11. Can the printing position be adjusted?

A11. You can shift and adjust the position of the entire print image by setting the binding margin or image shift.

Page Margin

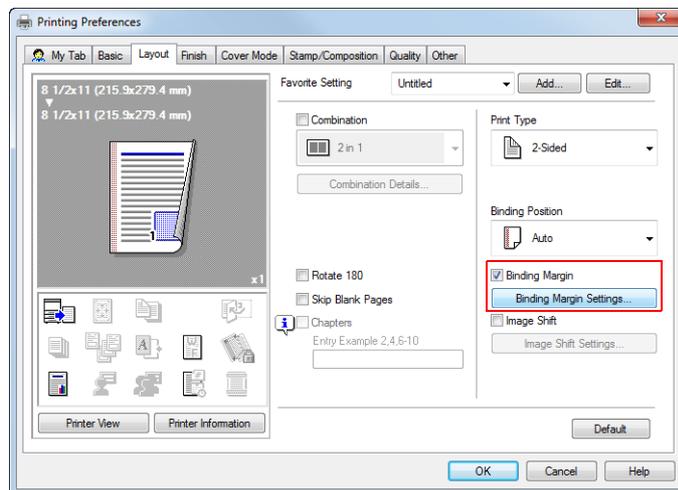


Image Shift

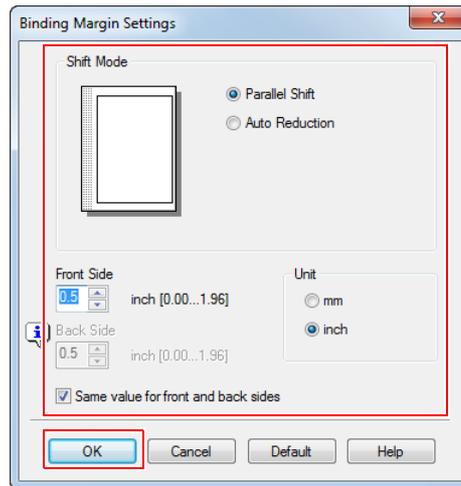


Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 To configure the page margin, select the [Binding Margin] check box on the [Layout] tab and click [Binding Margin Settings].

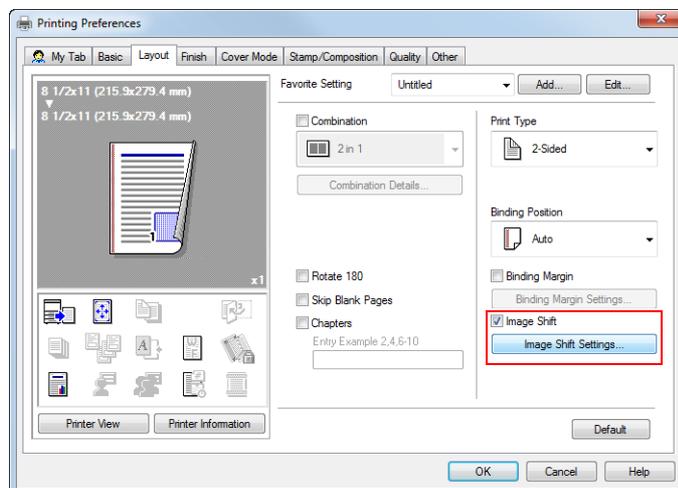


- 4 Configure the respective items for page margins, then click [OK].

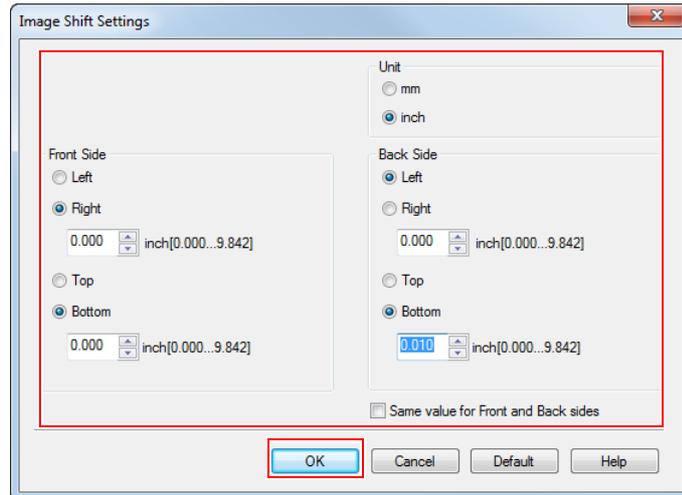


Settings	Description
[Shift Mode]	Select how to process the image to prepare the page margin.
[Front Side]/[Back Side]	Enter the width of the page margin. For 2-sided printing, clearing the [Same value for front and back sides] check box allows you to specify different values for the front and back sides.
[Unit]	Select the unit for the value to set.

- 5 To enable image shift, select the [Image Shift] check box on the [Layout] tab and click [Image Shift Settings].



- 6 Configure the respective items for image shift, then click [OK].



Settings	Description
[Unit]	Select the unit for the value to set.
[Front Side]/[Back Side]	Set the direction and the value for shifting the printing position. For 2-sided printing, select the [Same value for Front and Back sides] check box allows you to specify the same value for the front and back sides.

- 7 Click [OK].
- 8 Click [Print].

2.12 Q12. What types are available for printing finish?

A12. Various finish modes are available according to the options installed on this machine, such as stapling, punching and binding.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.



Tips

- The **Finisher** is required to use the Staple function.

Punch

Punching is enabled for filing holes.



Tips

- To use the Punch function:
 - The **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
 - The **Finisher FS-535** and **Punch Kit PK-521** or the **Z Folding Unit ZU-606** are required (only for **bizhub C554e**).

Center Staple & Fold

Center stapling is enabled for booklet-like finish.

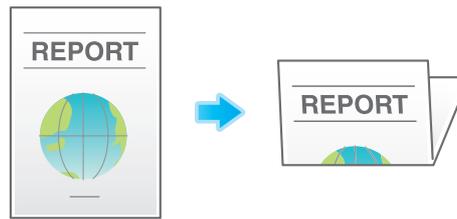


Tips

- To use the Center Staple & Fold function:
 - The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
 - The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554e**).

Fold

Half-folding, tri-folding, or Z-folding is enabled. This function is useful for direct mail and information notes.

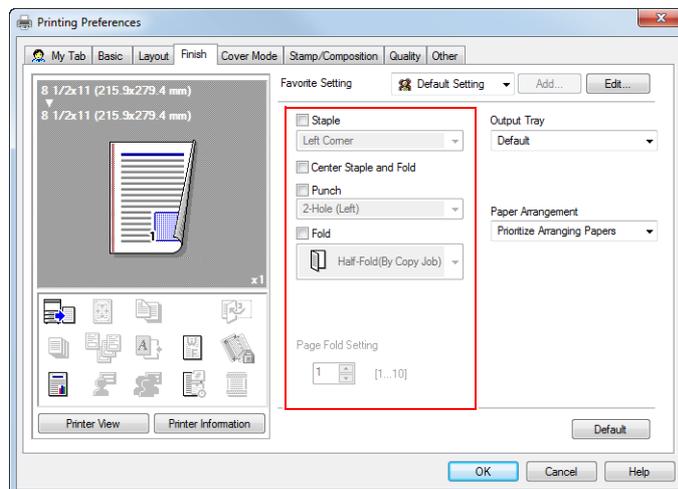


Tips

- To use the Half-Fold or Tri-Fold function:
 - The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
 - The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554e**).
- To use the Z-Fold function:
 - The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554e**).

Operation procedure

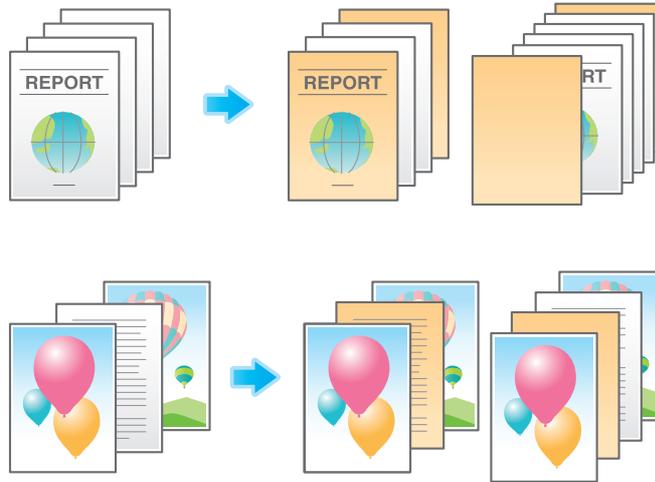
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 Select the check box for the desired finish on the [Finish] tab. If you have selected the [Staple], [Punch] or [Fold] check box, specify the quantity, positions and other necessary settings.
 - The number of punched holes varies depending on the country you are in.



- 4 Click [OK].
- 5 Click [Print].

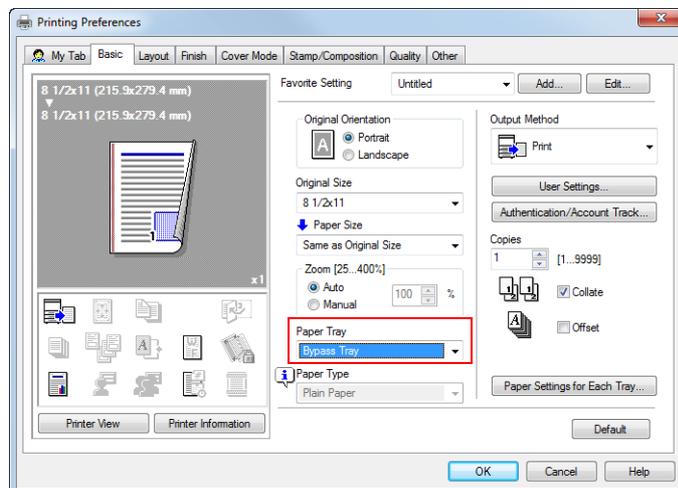
2.13 Q13. Can I print the cover and chapter cover on a different type of paper?

A13. Yes. You can specify a different paper tray for the cover or the chapter cover for printing them on a different type of paper.

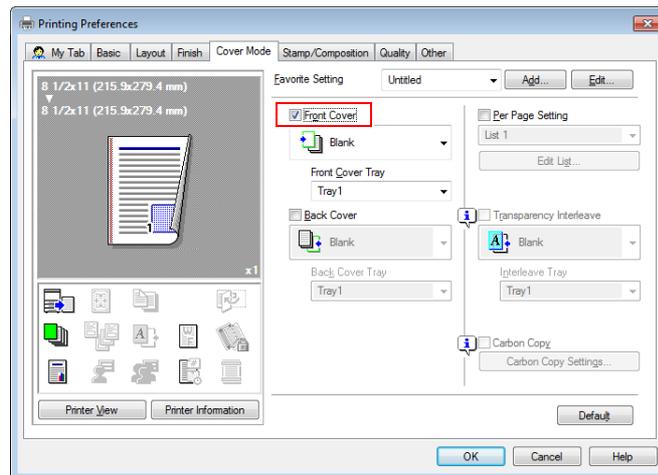


Operation procedure

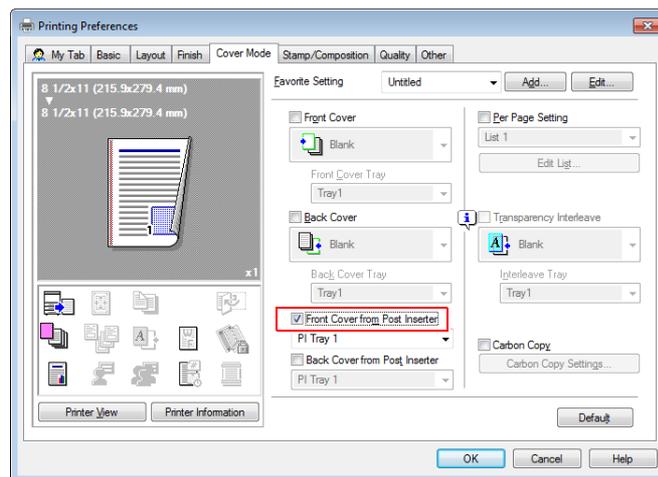
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Paper Tray] on the [Basic] tab, select one other than [Auto].



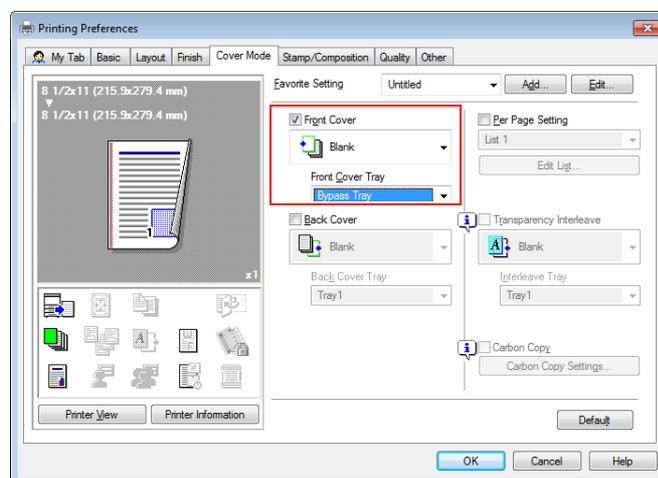
- 4 To print a front cover on a different type of paper, select the [Front Cover] check box on the [Cover Mode] tab.



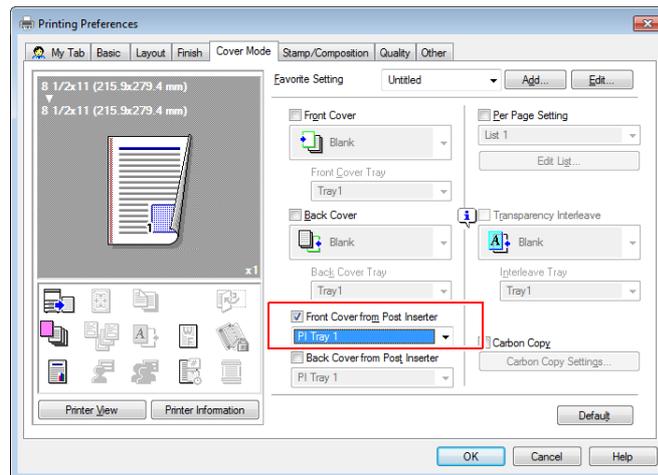
- The [Front Cover from Post Inserter] check box can also be selected when the **Finisher FS-535** and **Post Inserter** are installed in **bizhub C554e**.
- The [Front Cover] and [Front Cover from Post Inserter] check boxes cannot be selected at the same time.



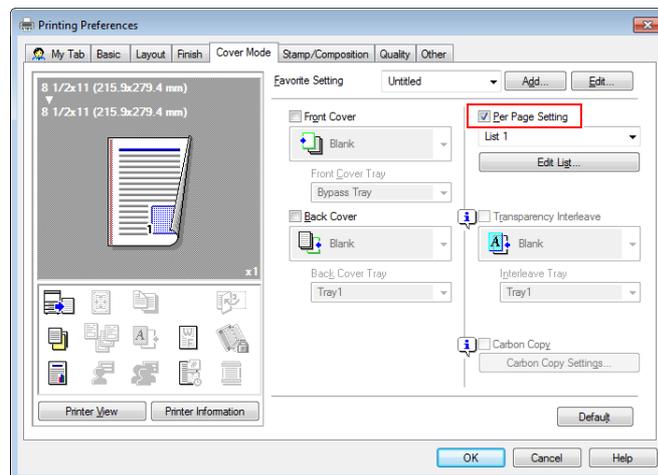
- 5 Select [Blank] or [Print] from the [Front Cover] pull-down menu, then select a paper tray from the [Front Cover Tray] pull-down menu.



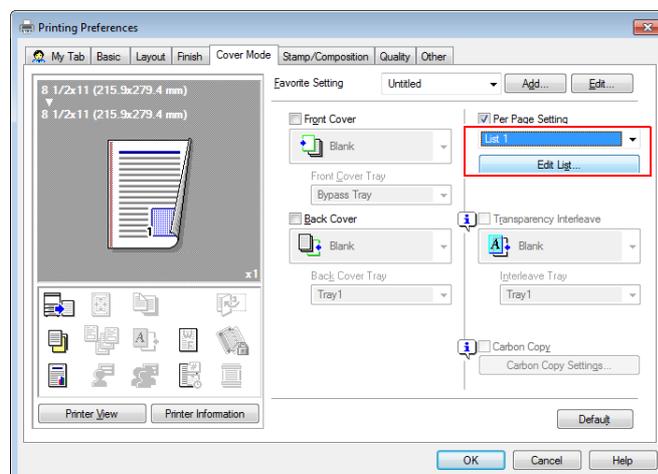
- If you select the [Front Cover from Post Inserter] check box in Step 4, check that paper is loaded into the **Post Inserter**, then select a paper tray.



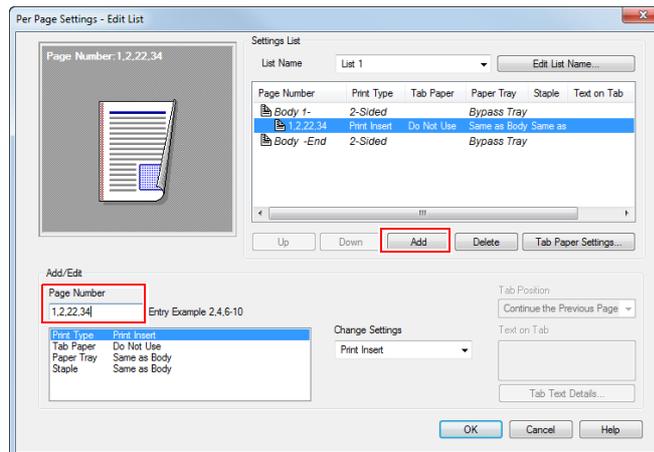
- 6 To print chapter covers on a different type of paper, select the [Per Page Setting] check box on the [Cover Mode] tab.



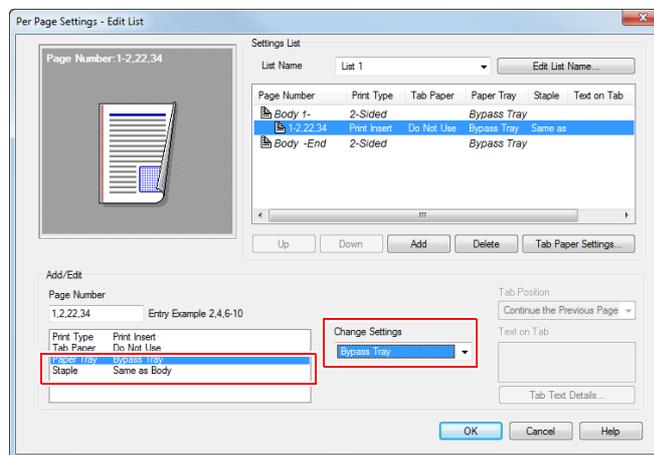
- 7 Select a list number and click [Edit List...].



- 8 Click [Add] and enter the page number(s) for chapter cover(s) in [Page Number].
 → To print more than one chapter cover, separate the page numbers with commas.



- 9 Select [Paper Tray] and select a paper tray from [Change Settings].



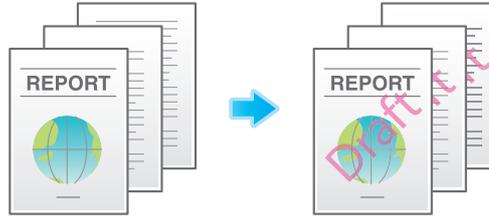
- 10 Click [OK].
 11 Click [OK].
 12 Click [Print].

2.14 Q14. Can I print characters and images so as to have them overlapped?

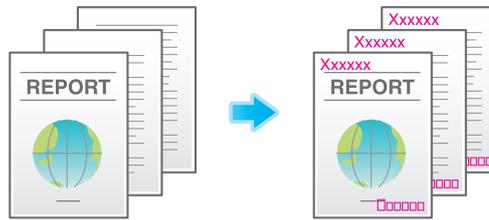
A14. Yes, you can print with a watermark (text stamp) or a header/footer.

Also, an overlay function is provided that enables printing over an output from a file saved on a computer.

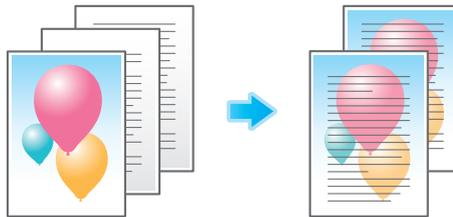
Watermark



Header/Footer



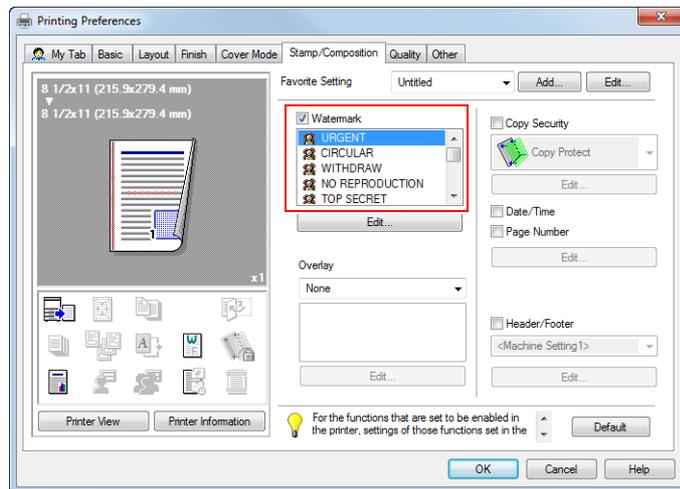
Overlay



Operation procedure: Printing with a watermark

Use this function to apply a mark of a confidential or critical document for copyright protection or indication of the importance of the document.

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Stamp/Composition] tab, select the [Watermark] check box, then select a watermark.
 - Click [Edit] to replace the watermark with another or to create a new one.

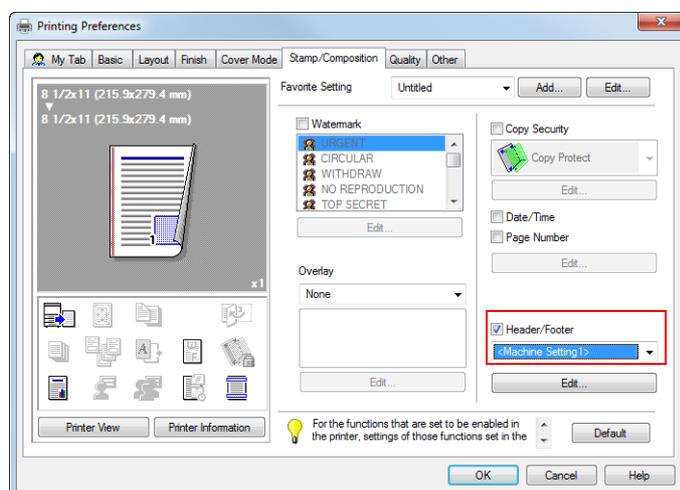


- 4 Click [OK].
- 5 Click [Print].

Operation procedure: Printing with a header/footer

Use this function to add a title of the document at the head of each page or to print with page numbers at the bottom.

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Stamp/Composition] tab, select the [Header/Footer] check box, then select information to print out.
 - Click [Edit] to set the starting page and color for printing the header/footer.

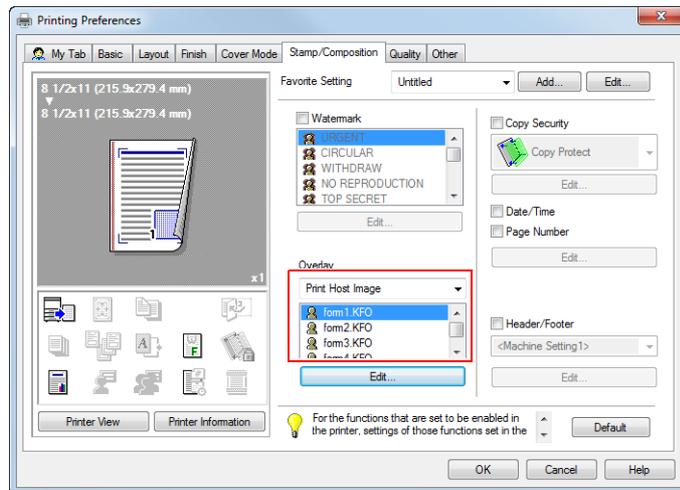


- 4 Click [OK].
- 5 Click [Print].

Operation procedure: Performing overlay print

Use this function to print by adding ruling for slips and forms or the corporate logo.

- ✓ Before the overlay function can be enabled, a file for overlay printing must be created on the computer.
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
 - 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
 - 3 To print a document over an output of a file created on a computer, select [Print Host Image] from [Overlay] on the [Stamp/Composition] tab, then select the file for overlay printing.
 - Click [Edit] to specify the page and position for overlay printing.



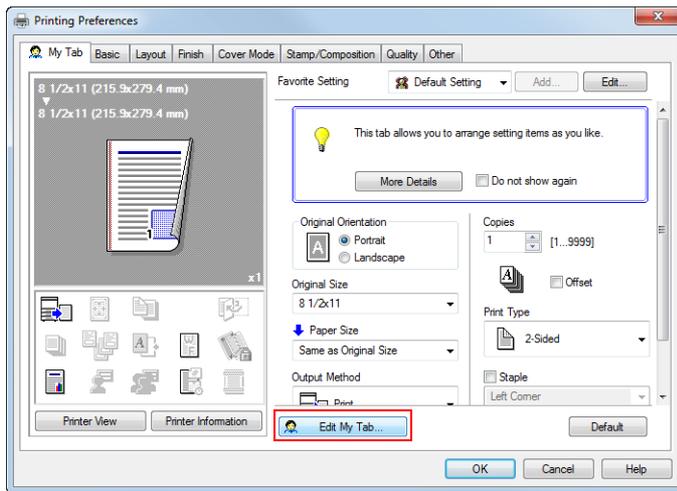
- 4 Click [OK].
- 5 Click [Print].

2.15 Q15. Can I customize the print settings window?

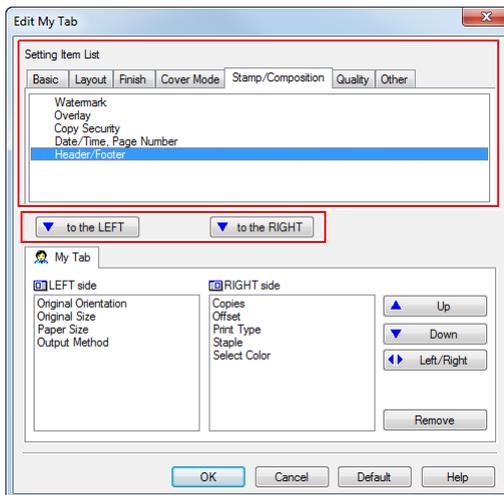
A15. Yes. You can easily customize the window from the properties window of the printer driver by registering frequently used functions en masse on My Tab or registering settings for respective tabs as your favorite for quick activation.

How to set: Registering functions on My Tab

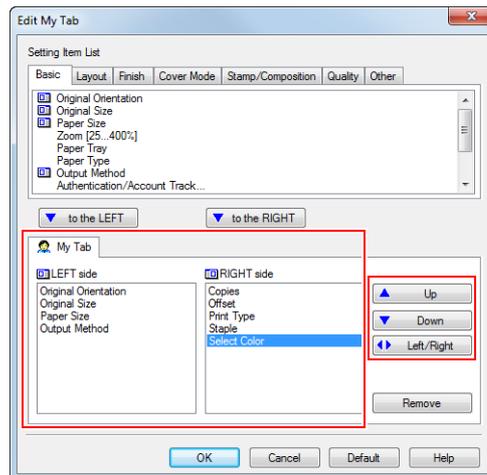
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 Click [Edit My Tab...].



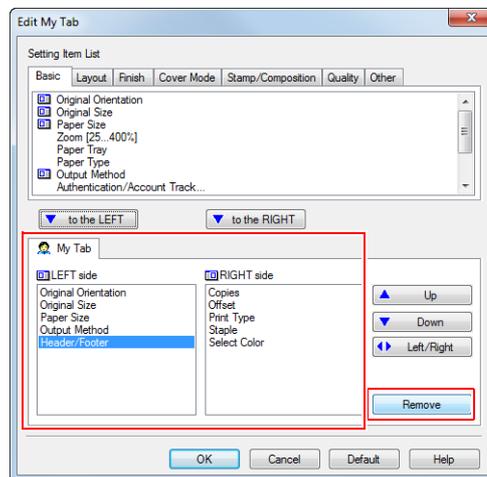
- 4 To register functions on My Tab, select the functions to register from [Setting Item List] and click [to the LEFT] or [to the RIGHT].
 -  appears for the functions registered on the left side of My Tab and  appears for those registered on the right.



- 5 To rearrange functions registered on My Tab, select the function you want to relocate on [My Tab] and click [Up], [Down], or [Left/Right].



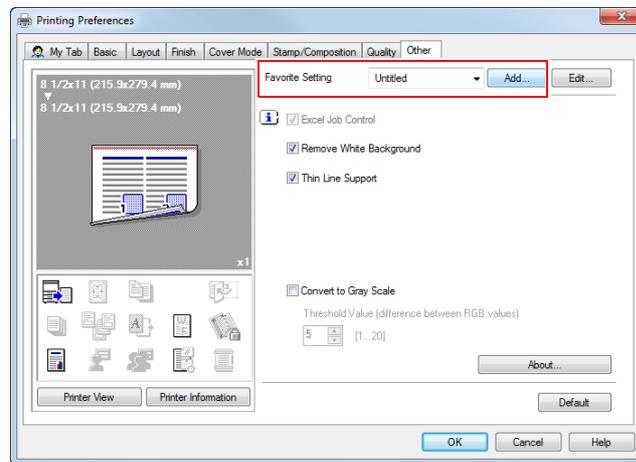
- 6 To delete a function registered on My Tab, select the function to delete on [My Tab] and click [Remove].



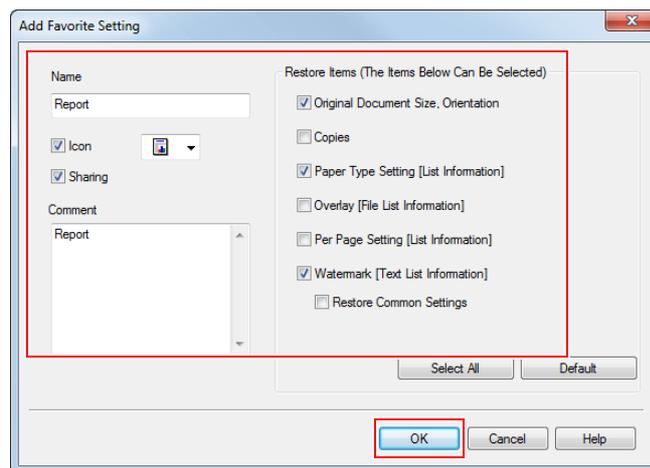
- 7 Click [OK].

How to set: Registering the settings on the properties window as favorites

- 1 Configure functions on the respective tabs on the properties window.
- 2 Click [Favorite Setting] next to the [Add] box.



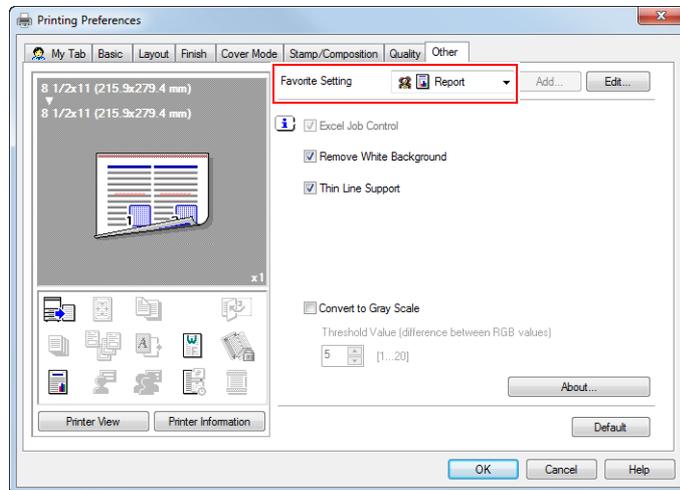
- 3 Configure the respective items for the favorite settings, then click [OK].



Settings	Description
[Name]	Enter the name of the favorite setting.
[Icon]	Select an icon to display in the Favorite Setting list.
[Sharing]	Set whether to share the favorite setting.
[Comment]	Enter description for the favorite setting.
[Restore Items]	Select the box of each item to be reflected on the settings on the properties window when the favorite setting is restored.

How to set: Restoring a favorite setting that has been registered

- Select a registered favorite setting from [Favorite Setting] on the properties window.
- To edit the contents of a registered favorite setting, select the target favorite setting from [Favorite Setting] and click [Edit].
- You cannot edit the contents of pre-registered favorite settings.



2.16 Q16. Can I print on very long sheets of paper such as a banner?

A16. Yes, you can print on a banner or other long sheet of paper by using the Banner Printing function.

The paper types below can be used for banner printing.

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to 297 mm)	18 to 47-1/4 inches (457.3 to 1200 mm)	33-13/16 to 55-7/8 lb (127 g/m ² to 210 g/m ²)

Tips

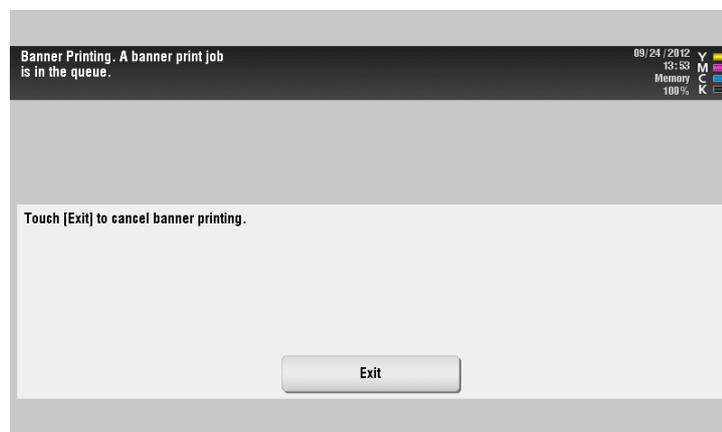
- When loading long sheets of paper, mount the **Mount Kit MK-730** for long paper.

How to set

- 1 Tap [Utility] and select [Banner Printing].
- 2 Select [Allow], then tap [OK].

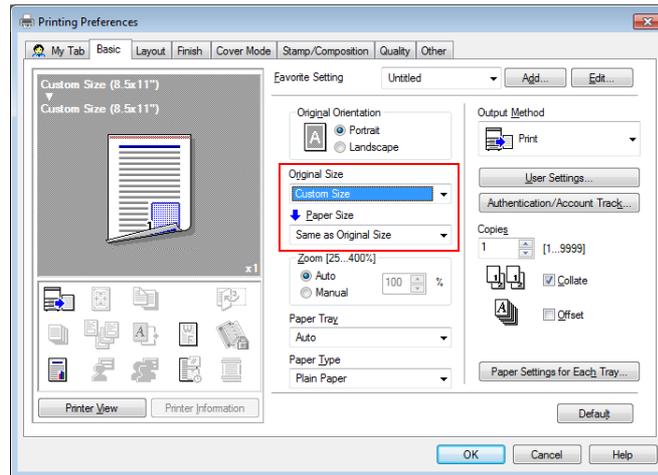


- 3 Check that the screen waiting for banner printing job has appeared.
 - If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.

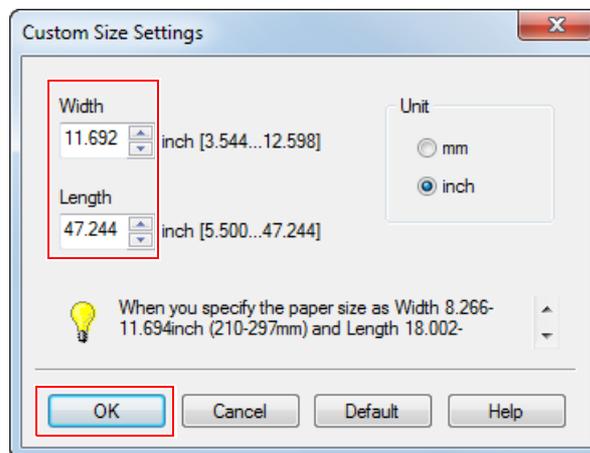


- 4 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

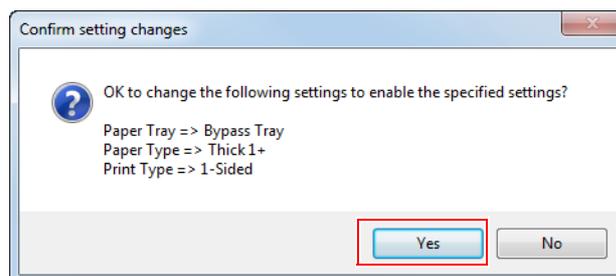
- 6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].



- 7 Enter values for [Width] and [Length] of the paper for printing, then click [OK].

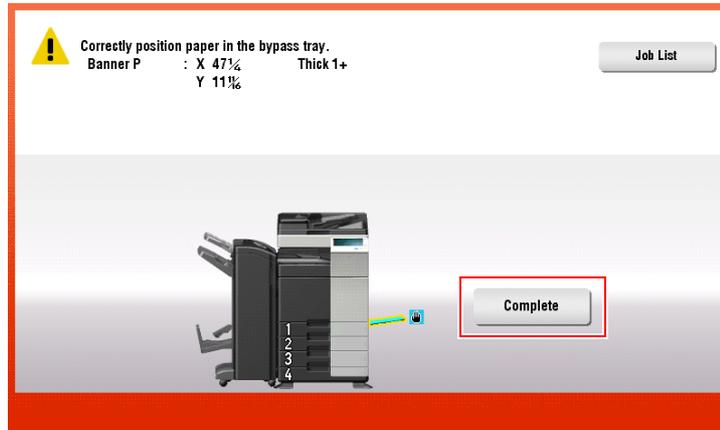


- 8 Check the paper tray and paper type settings automatically changed, then click [Yes].

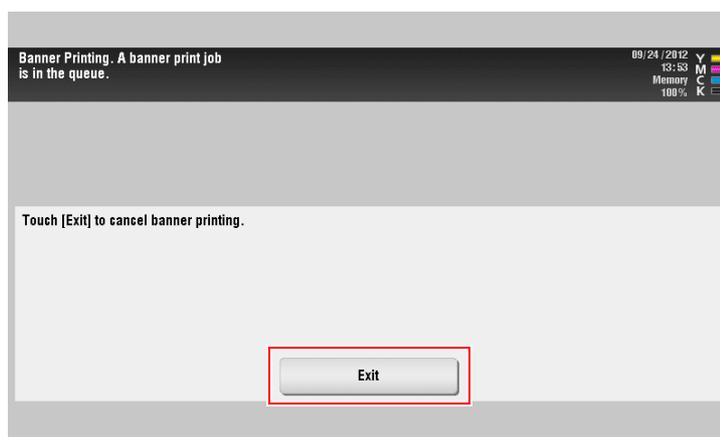


- 9 Click [OK].
- 10 Click [Print].

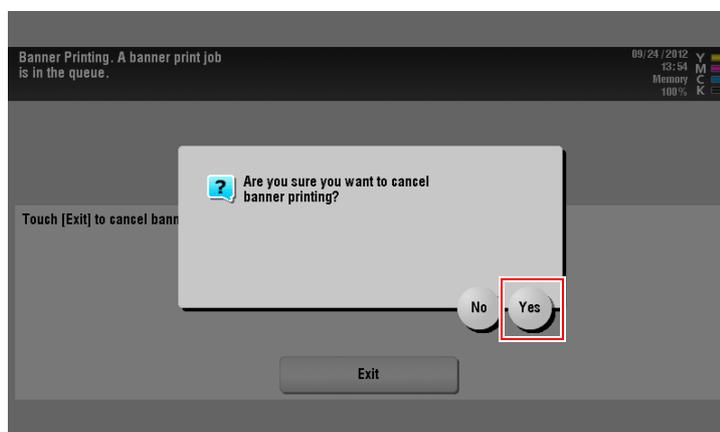
- 11 Load paper for banner printing with the print side face down then tap [Complete].
Printing on the banner paper starts. Support the ejected banner paper by hand.
→ To continue banner printing, execute printing from the computer.



- 12 Tap [Exit].



- 13 Tap [Yes].



2.17 Q17. Is it possible to configure so that black-and-white printing is always enabled?

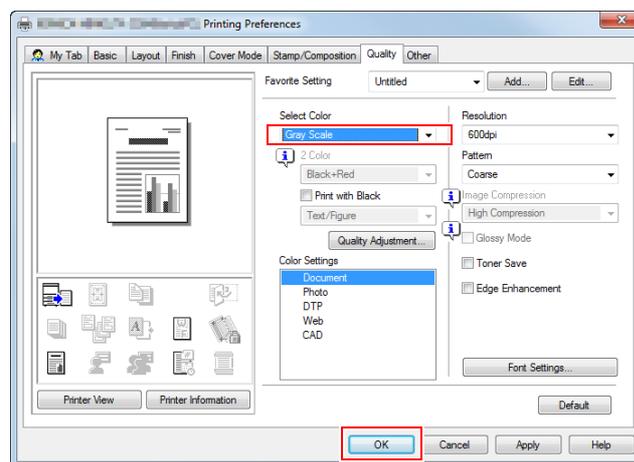
A17. Yes, you can keep black-and-white printing always enabled by changing the initial value of the printer driver.

Tips

- Not only for black-and-white printing, but also the initial values of other functions frequently used can be edited so that you do not have to configure settings each time you print.
- Setting black-and-white printing and 2-sided printing as initial values helps save toner and paper.

Operation procedure

- 1 Display the printer window.
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed in the Start menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].
When [Control Panel] is displayed in Classic View, double-click [Printers and Faxes].
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 In the [General] tab, click [Printing Preferences] (or [Basic]).
- 4 Select [Gray Scale] from [Select Color] on the [Quality] tab, then click [OK].



- 5 Click [OK].
The gray scale setting will be applied whenever the printer is used in any application software.

3

Scan

3 Scan

3.1 Q1. What types of file formats are available for scanned images?

A1. The types of files that can be saved are TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, PPTX, DOCX, and XLSX.

An image saved as a TIFF or JPEG file can be viewed using a general image browsing application.

To view an image saved as a PDF or Compact PDF, install Adobe Reader. Adobe Reader can be downloaded without charge from the Adobe website.

To view an image saved as an XPS or Compact XPS, install XPS Viewer. XPS Viewer has automatically been installed if Microsoft .NET Framework 3.0 or later has been installed on your computer.

Microsoft .NET Framework can be downloaded without charge from the Microsoft website.

To view an image saved as a PPTX file, Microsoft Power Point 2007 or later must be installed.

To view an image saved as a DOCX file, Microsoft Word 2007 or later must be installed.

To view an image saved as an XLSX file, Microsoft Excel 2007 or later must be installed.

Tips

- An **Upgrade Kit UK-204** and **i-Option LK-110** are required to specify DOCX or XLSX for the file type.

3.2 Q2. Can I use the scanning function by connecting to the network with a USB cable?

A2. No. You cannot use the scanning function via network connection with a USB cable. Use a LAN cable for network connection.

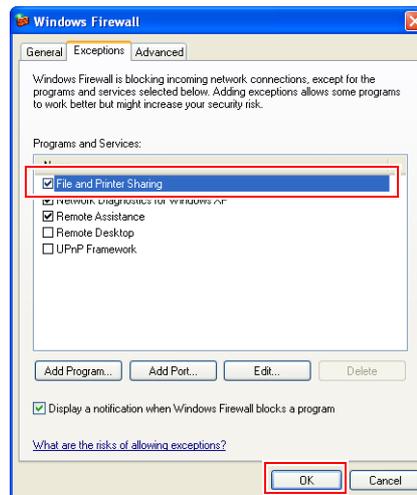
However, you can connect a USB memory to the **USB Port** of this machine to save scanned data to the USB memory. For the procedure for saving scanned data to a USB memory, refer to the User's Guide CD.

3.3 Q3. Can I send scanned data to my PC without disabling the firewall setting?

A3. Yes. Register this machine in the exception setting for firewall.

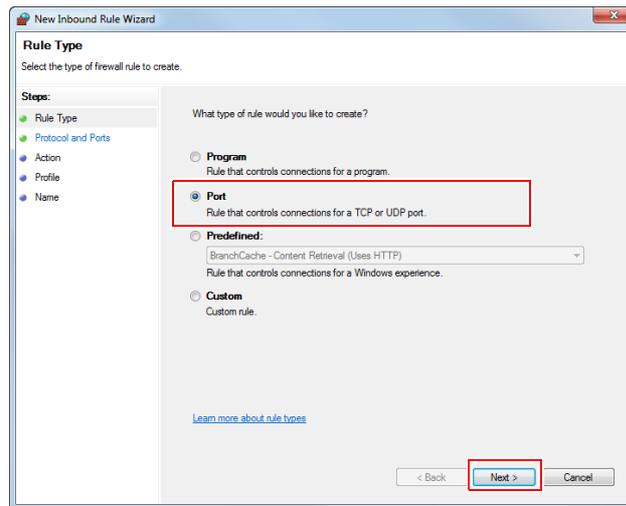
How to set: Setting in Windows XP/Vista

- 1 Open the [Windows Firewall] window or [Windows Firewall Setting] window.
 - In Windows XP, open the Start menu, then click [Control Panel] - [Security Center] - [Windows Firewall].
When [Control Panel] is displayed in Classic View, double-click [Windows Firewall].
 - In Windows Vista, open the Start menu, then click [Control Panel] - [Windows Firewall].
When [Control Panel] is displayed in Classic View, double-click [Windows Firewall].
- 2 On the [Exceptions] tab, select [File and Printer Sharing] and click [OK].

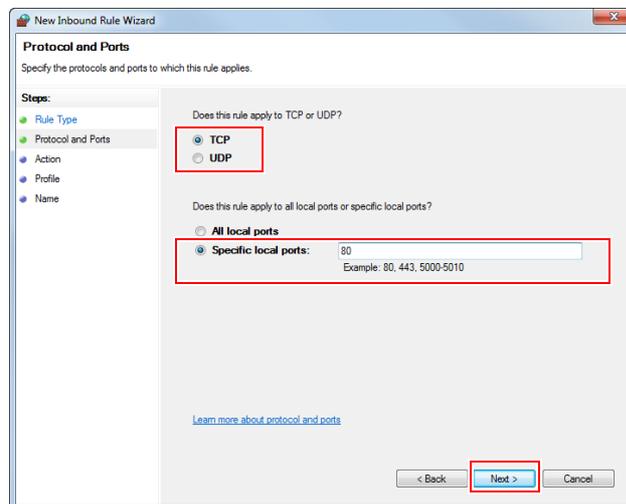


How to set: Setting in Windows 7/8

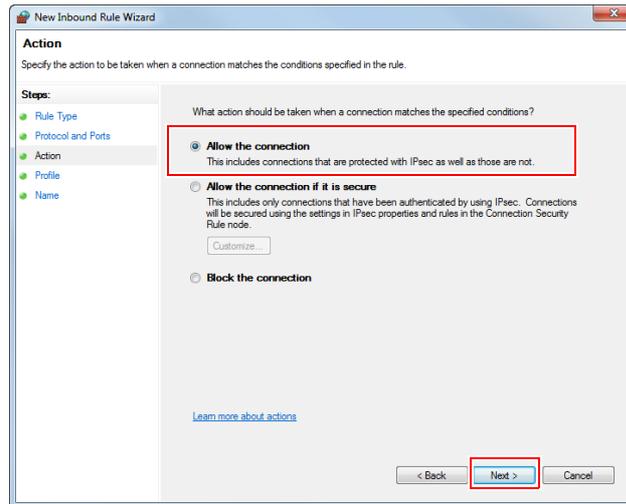
- 1 Open the Firewall window.
 - In Windows 7, open the Start menu, then click [Control Panel] - [System and Security] - [Check firewall status].
When [Control Panel] is displayed in Classic View, double-click [Windows Firewall].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [System and Security] - [Check firewall status].
- 2 Click [Preferences].
- 3 Select [Inbound Rules] and click [New Rule].
- 4 Select [Port] and click [Next].



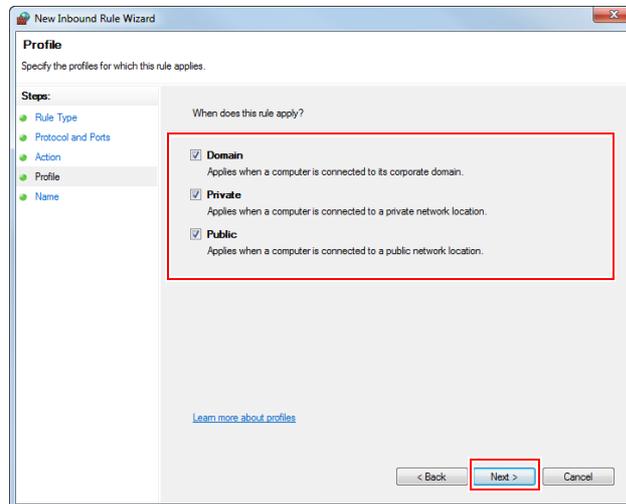
- 5 Select a protocol, enter the port number in [Specific local ports] and click [Next].



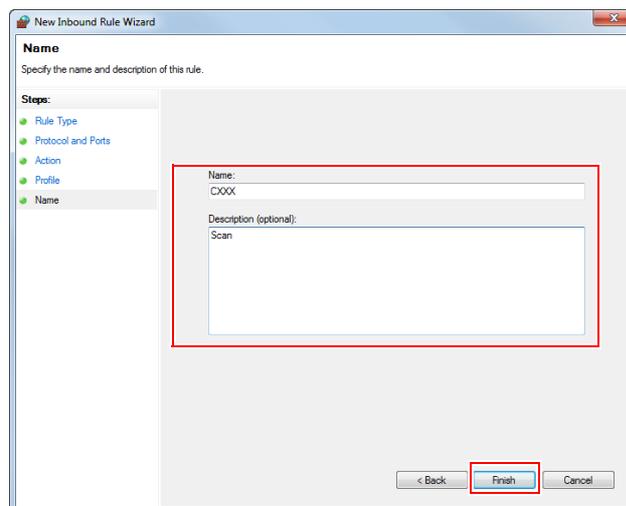
- 6 Ensure that [Allow the connection] is selected, and click [Next].



- 7 Select the check boxes for the profiles that match the environment for using this machine, and click [Next].



- 8 Enter the name and description of the firewall and click [Finish].



- 9 Check that the firewall name you have set is displayed in [Inbound Rules].

3.4 Q4. The FTP TX function does not work for sending data to a destination.

A4. Check the settings for the FTP destination on this machine and the settings on the FTP server side.

Check for the following items:

- Is the correct address of the FTP server registered in [Host Address] of the destination settings of this machine.
- In address registration, is [File Path] registered correctly?
 - When no folder is specified: Enter "/" (slash).
 - When a folder is specified: Simply enter the folder name without a "/" (slash).
 - (Example) To send data to a "scan" folder in an FTP server whose address is "ftp.xxxxxxxx.co.jp"
Host address: ftp.xxxxxxxx.co.jp
File path: scan
- Are the correct values entered in [User ID] and [Password] of the destination settings of this machine?
- A colon (":") should not be added to the file name. Have any been added?

If the problem cannot be solved even after checking for the above points, contact your administrator.

3.5 Q5. Can frequently used destinations be registered?

A5. Yes. You can register frequently used destinations in the address book.

You can also put a number of one-touch destinations in one group and register them as a group.

Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key.

Tips

- You can register up to 2,000 one-touch destinations in the address book.
- Up to 100 group destinations can be registered.
- To register a group destination, members must have been registered as one-touch destinations.

How to set: Registering one-touch destinations in the address book

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Address Book (Public)].
- 3 Select the type of destinations to register, then tap [New].



Settings	Description
[E-Mail]	Register e-mail destinations.
[User Box]	Register a User Box to save documents in. You need to create a User Box beforehand.
[PC (SMB)]	Register a computer to send files to.
[FTP]	Register the FTP server to send files to.
[WebDAV]	Register the WebDAV server to send files to.

- 4 Configure respective items, then tap [OK].

Common settings	Description
[No.]	Use the Keypad to enter the registration number for a one-touch destination. If no number is entered, the smallest number available is assigned to the destination.
[Name]	Enter the registration name for the one-touch destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.

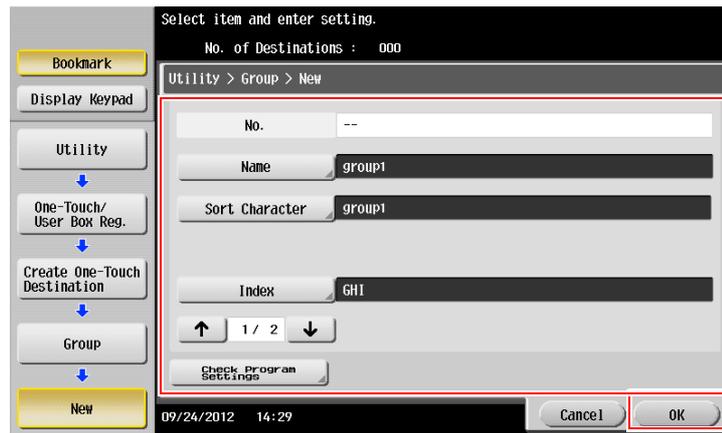
Common settings	Description
[Index]	Select a search text. Destinations are displayed on the top screen in the fax/scan mode as sorted by index specified here. For a frequently used destination, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
Settings for [E-Mail]	
[E-Mail Address]	Enter the E-mail address of the destination.
Settings for [User Box]	
[User Box]	Select one User Box for the destination.
Settings for [PC (SMB)]	
[User ID]	Enter the ID of a user authorized to access the shared folder on the destination computer.
[Password]	Enter the password of a user authorized to access the shared folder on the destination computer.
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination computer. When using the host name, enter it using uppercase letters. When using the IPv6 address, set direct hosting to [ON].
[File Path]	Enter the name of the shared folder.
Settings for [FTP]	
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination FTP server. When entering the host name, check that the DNS settings are correct beforehand.
[File Path]	Enter the destination file path.
[User ID]	Enter the user ID for logging in to the FTP server on the destination side.
[Password]	Enter the password for logging in to the FTP server on the destination side.
[anonymous]	Tap [ON] if no user ID is required to log in to the FTP server.
[PASV]	Select whether to use the PASV mode.
[Proxy]	Select whether to use the proxy server.
[Port Number]	Enter a port number.
Settings for [WebDAV]	
[User ID]	Enter the user ID for logging in to the destination WebDAV server.
[Password]	Enter the password for logging in to the destination WebDAV server.
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination WebDAV server. When entering the host name, check that the DNS settings are correct beforehand.
[File Path]	Enter the destination file path.
[Proxy]	Select whether to use the proxy server.
[SSL Settings]	Select whether to use SSL.
[Port Number]	Enter a port number.

Reference

For details on the one-touch address registration procedure, refer to the User's Guide CD.

How to set: Registering a group

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Group].
- 3 Tap [New].
- 4 Configure the respective items for the group destination, then tap [OK].



Settings	Description
[Name]	Enter the registration name for the group destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Group destinations are displayed on the top screen in fax/scan mode as sorted by index specified here. For a frequently used group, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
[Select Group]	Select addresses to register in the group from already registered one-touch destinations. You can select up to 500 destinations.
[Check Program Settings]	Allows you to view a list of one-touch destinations registered in a group.

3.6 Q6. How can I send clear images of text in a fine font or of photos?

A6. You can either set the resolution (granularity) when the original is scanned or specify the image quality according to the quality of the original.

Operation procedure: Setting the resolution

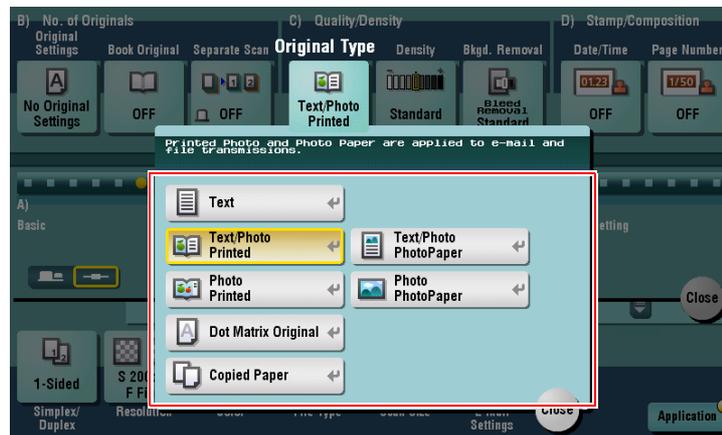
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Select [Resolution], then select the desired resolution.
 - The greater the value, the finer granularity is achieved for the image.



- 4 Press **Start** to start scanning of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

Operation procedure: Specifying image quality according to the quality of the original

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] to select [Original Type], then select an option according to quality of the original to be scanned.



- 4 Press **Start** to start scanning of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

3.7 Q7. Can I send data in a selected file type or color mode?

A7. Yes, you can set a file format and color mode.

The following file formats are supported on this machine.

Settings	Description
[PDF]	Saves data in PDF format.
[Compact PDF]	Saves data in further compressed PDF file.
[TIFF]	Saves data in TIFF format.
[JPEG]	Saves data in JPEG format.
[XPS]	Saves data in XPS format.
[Compact XPS]	Saves more compressed data than is saved in XPS format.
[PPTX]	Saves data in PPTX format.
[DOCX]	Saves data in DOCX format.
[XLSX]	Saves data in XLSX format.

Tips

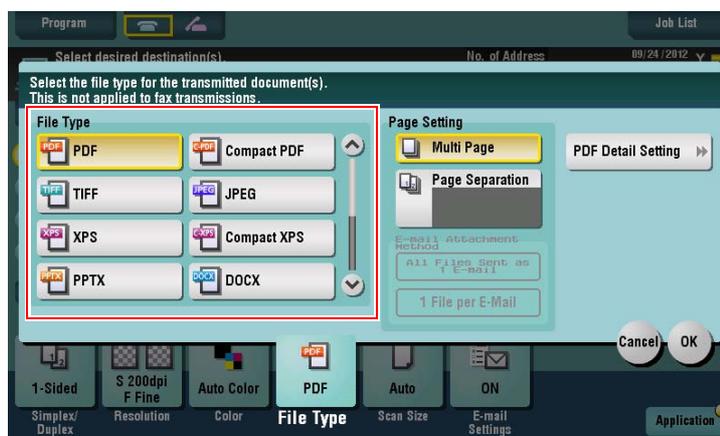
- An **Upgrade Kit UK-204** and **i-Option LK-110** are required to specify DOCX or XLSX for the file type.

On this machine, the following color modes are supported.

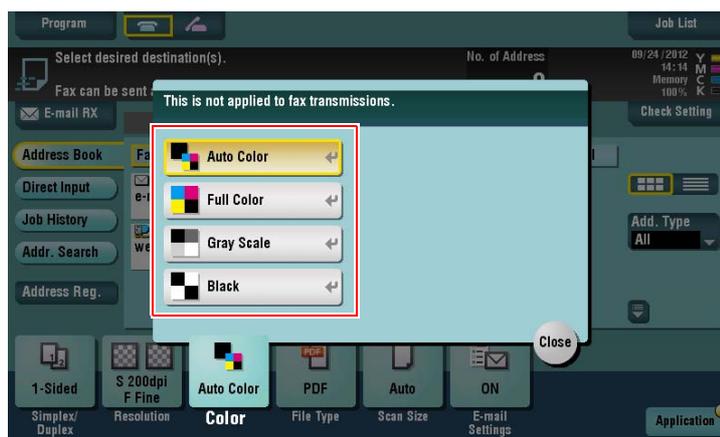
Settings	Description
[Auto Color]	Automatically detects the color of the original and scans it to fit the original setting.
[Full Color]	Scans the original in full color.
[Gray Scale]	Scans the original in white, black and gray. Select this mode for an original mostly in half tone (tones between light and dark tones), such as for black-and-white photos.
[Black]	Scans the original in black and white. Select for originals with distinct black and white areas, such as in line drawings.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 When setting a file format, select [File Type] and then the desired format.
 - When having more than one page scanned, you can specify how to combine pages into files. Selecting [Multi Page] creates one file incorporating all original pages scanned. Select [Page Separation] and enter the number of pages to create one file for the specified number of pages of the original. For example, if you enter "2" and have 10 original pages scanned, the original is divided into five separate files.
 - When scanning is performed in [Page Separation] mode, you can set how to attach the files to the E-mail message to be sent. Selecting [All Files Sent as 1 E-mail] attaches all the files to one E-mail. Selecting [1 File per E-Mail] attaches one file to one E-mail.



- 4 Tap [OK].
- 5 When setting a color mode, select [Color], then select the desired color mode.



- 6 Tap [Close].
- 7 Press **Start** to start scanning of the original.

3.8 Q8. Can I send scanned data with page numbers and a time stamp?

A8. Yes. You can use Application to have data scanned with the date and time, page numbers or a stamp added.

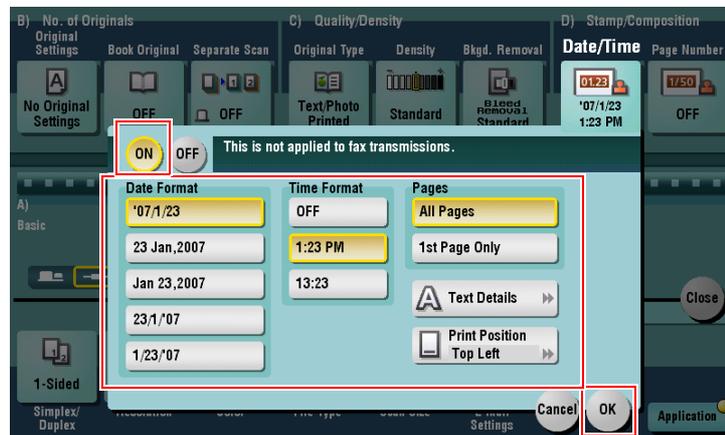


Reference

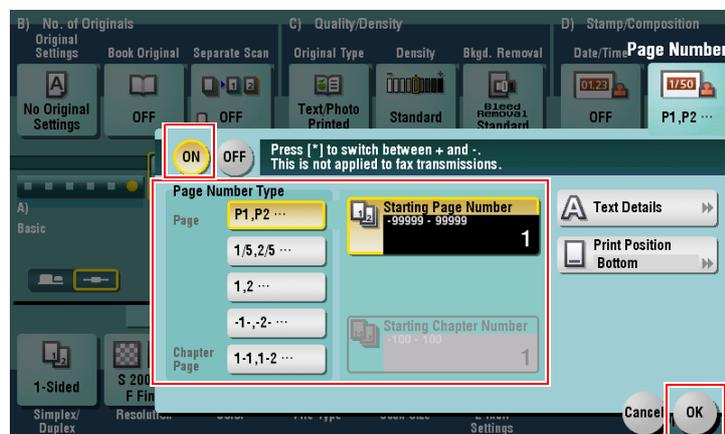
If necessary, you can register any stamp in addition to the stamps pre-registered in this machine. The registration procedure is explained using the data management utility in **Web Connection**. For details, refer to the *User's Guide CD*.

Operation procedure

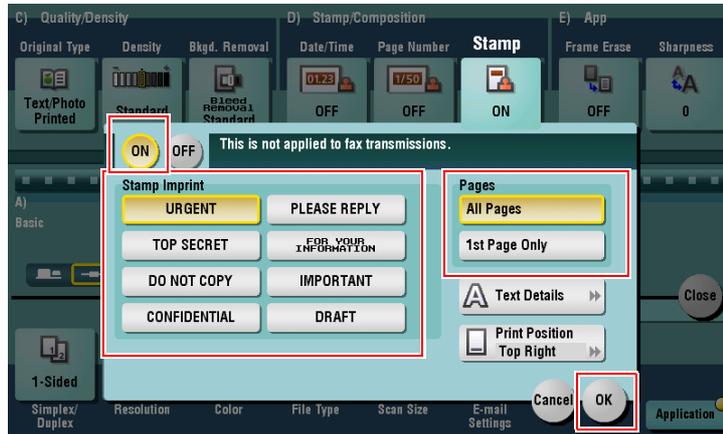
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 To add the date and time, tap [Application] and select [Date/Time].
- 4 Tap [ON], set values for [Date Format], [Time Format] and [Pages], then tap [OK].



- 5 To add page numbers, tap [Application] and select [Page Number].
- 6 Configure [Page Number Type] and [Starting Page Number], then tap [OK].
 - If you have selected [Chapter Page] for [Page Number Type], specify the chapter number to start printing in [Starting Chapter Number]. For details, refer to the *User's Guide CD*.



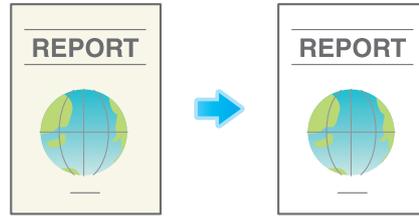
- 7 To add a stamp, tap [Application] and select [Stamp].
- 8 Tap [ON], set values for [Stamp Imprint] and [Pages], then tap [OK].
 - When the date and time, page numbers or stamp cannot be easily read with the initial settings, tap [Text Details] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the text size and font as well as the text color.
 - If the date and time, page numbers or stamp are overlapped with the text of the original, tap [Print Position] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the printing positions.



- 9 Press **Start** to start scanning of the original.

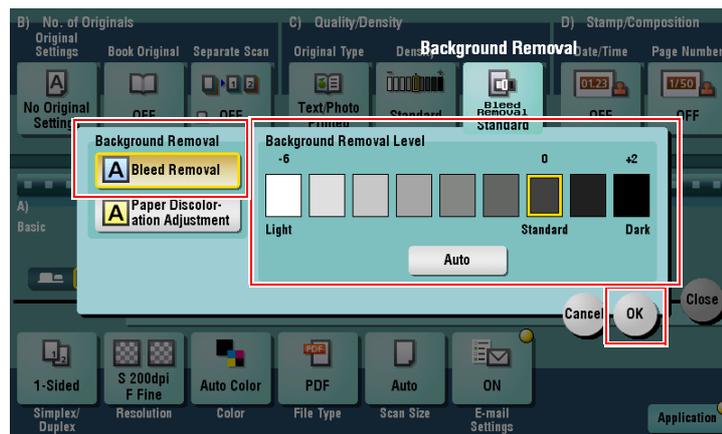
3.9 Q9. The back of the original can be seen through. How can I make adjustment so that the back may not bleed into the scanned image?

A9. You can adjust the density of the background color for clean scanning.



Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Background Removal].
- 4 Tap [Bleed Removal], set the level of back bleeding, then tap [OK].
 - Set to [Auto] to have this machine automatically adjust the bleed level.



- 5 Press **Start** to start scanning of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

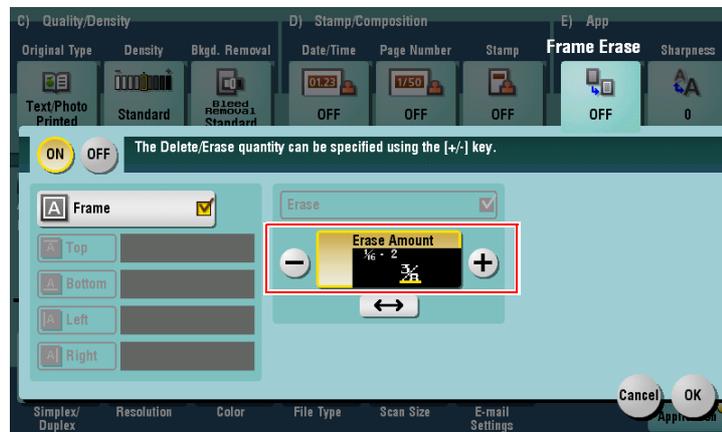
3.10 Q10. Can I scan the original with its headers and punch holes erased?

A10. Yes. Enable the frame erase function, and the machine scans the original by erasing unwanted sections on the four sides of the original.

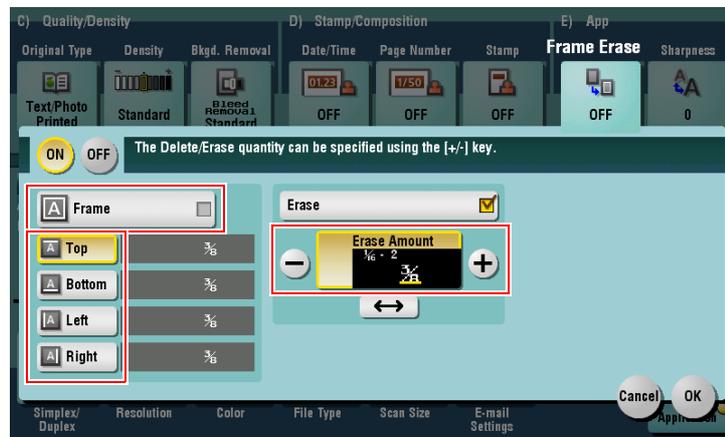


Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Frame Erase].
- 4 Tap [ON].
- 5 To erase the four sides of the original by the same width, tap [+] and [-] to specify the width to be deleted.
 - To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.



- 6 To specify the width to be deleted on each of the top, bottom, right, and left sides, tap [Frame] to clear the check box, select a target side, then tap [+] or [-] to specify the width to be deleted.
- To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.



- 7 Tap [OK].
- 8 Press **Start** to start scanning of the original.
- Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

3.11 Q11. Can I send an E-mail to a number of destinations at one time?

A11. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

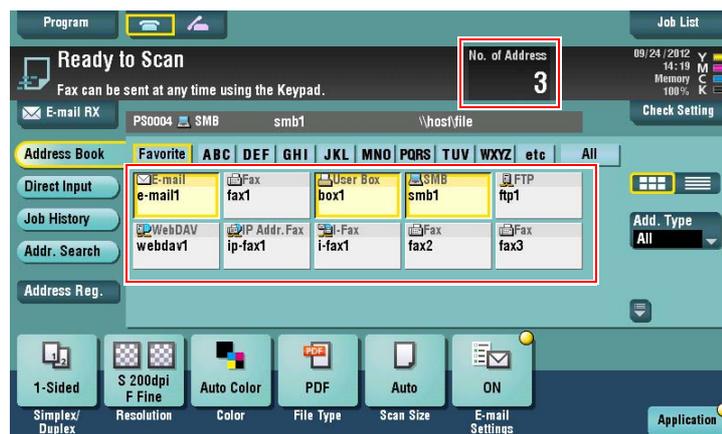
Item		Specifications
When using the address book		500 addresses Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

Tips

- When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

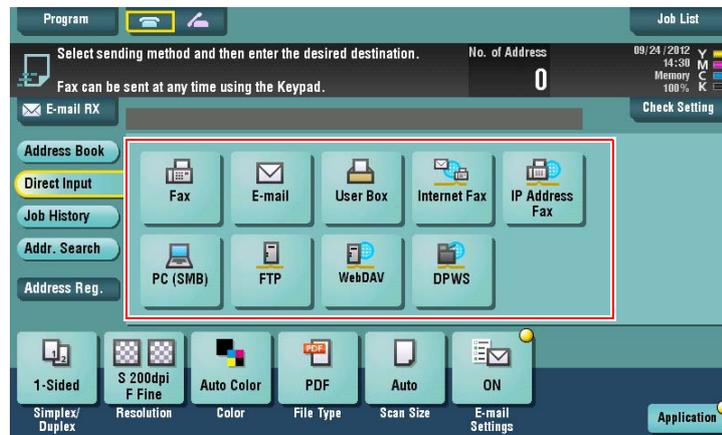
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
 - You can select more than one one-touch destination from the address book. [No. of Address] displays the number of selected destinations.
 - To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - Select an index to narrow down destinations to display.
 - Specify [Add. Type] to narrow down the types of destinations to display.
 - Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - You can also select a group.



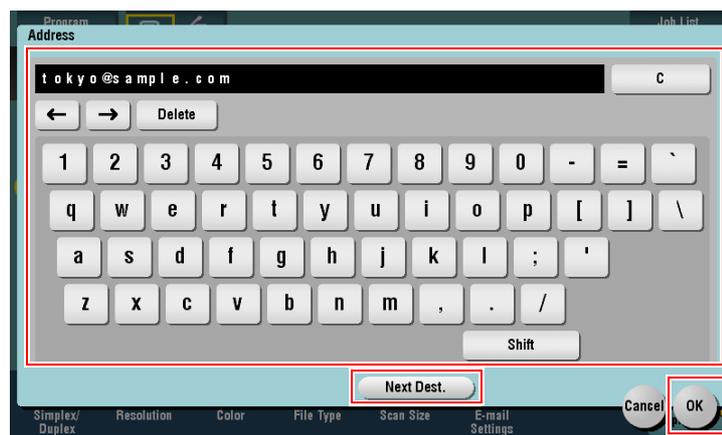
- 3 Press **Start** to start scanning of the original.

Operation procedure: Directly entering multiple destinations

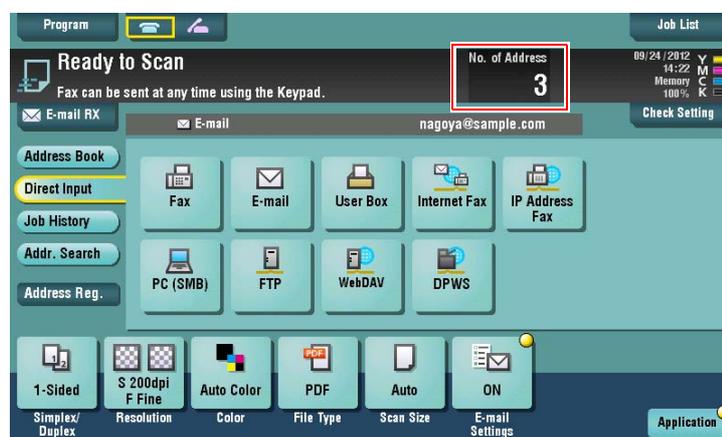
- 1 Load the original.
- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



- 3 Enter a destination, then tap [OK].
 - Tap [Next Dest.] on the destination input screen to proceed to enter another destination. (Not enabled for a User Box)



- 4 Repeat Steps 2 and 3 to complete entry of all destinations.
 - [No. of Address] displays the number of entered destinations.
 - Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.



- 5 Press **Start** to start scanning of the original.

3.12 Q12. Can I send scanned data by E-mail?

A12. Yes, you can.

Simply specify an E-mail address for the destination, and you can send the data as an attachment.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select an E-mail address.
- 3 Press **Start** to start scanning of the original.



Reference

For details about the E-mail transmission function, refer to the User's Guide CD.

3.13 Q13. Can I send scanned data to my computer?

A13. Yes. To do so, use the SMB Send function that can send scanned data to a location on the specified computer. Register a one-touch destination for SMB transmission beforehand, or directly enter the destination for SMB transmission when scanning the original.



Reference

For details about the SMB transmission function, refer to the User's Guide CD.

3.14 Q14. Can I check the transmission log for scanning?

A14. Yes. You can check the transmission log for scanning in the job history.

See job history to quickly check names of scanned documents, scan dates and scan results (success/failure) among others.

How to set

- 1 Tap [Job List].
- 2 Check the transmission log on the [Log] tab.
 - Select a log, then tap [Details..] to check the log details.
 - You can narrow down logs to display using [Select Job Ty] or [Limitation Filter].



4

Fax

4 Fax

4.1 Q1. Can frequently used fax numbers be registered?

A1. Yes. You can register frequently used fax numbers in the address book.

You can also put a number of one-touch destinations in one group and register them as a group.

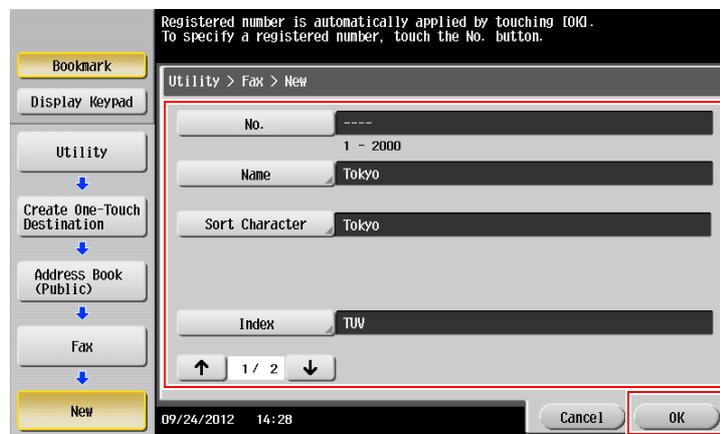
Once you have registered a one-touch or group destination, you can recall it simply by tapping the assigned key.

Tips

- You can register up to 2,000 one-touch destinations in the address book.
- Up to 100 group destinations can be registered.
- To register a group destination, members must have been registered as one-touch destinations.

How to set: Registering one-touch destinations in the address book

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Address Book (Public)] - [Fax].
- 3 Tap [New].
- 4 Configure the respective items for fax transmission, then tap [OK].

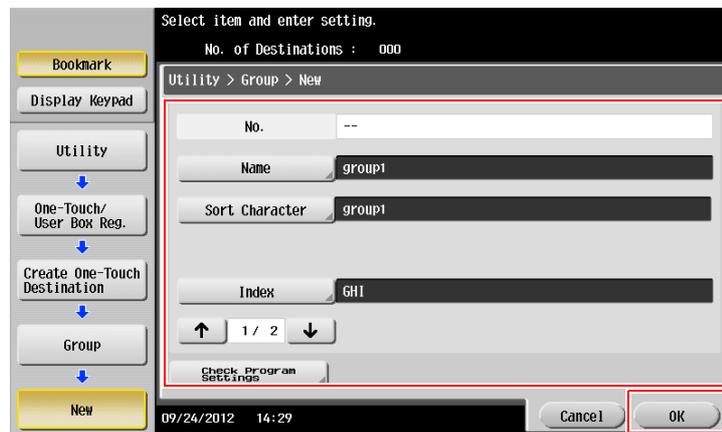


Settings	Description
[No.]	Use the Keypad to enter the registration number for a one-touch destination. If no number is entered, the smallest number available is assigned to the destination.
[Name]	Enter the registration name for the one-touch destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Group destinations are displayed on the top screen in scan/fax mode as sorted by index specified here. For a frequently used destination, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
[Fax Number]	Enter the fax number for the destination using the Keypad .

Settings	Description
[Line Settings]	<p>Configure the line that is used to send faxes.</p> <ul style="list-style-type: none"> • [Overseas TX]: Faxes are sent to locations with poor communication conditions at a lower baud rate. • [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. • [V34 OFF]: V34 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 V34 mode off to send data. After sending has been completed, this machine automatically returns to the V34 mode. • [Check Dest. & Send]: The specified fax number is compared with the remote fax number (CSI) and data is sent only when those fax numbers match. If they do not match, the communication will fail; therefore preventing a sending error. For transmission to take place in this mode, the fax number of the originating machine must be registered on the recipient side. • [Select Line]: When using two lines, you can specify [Line 1] or [Line 2] to send a fax. In general use, use [Line 1].

How to set: Registering a group

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Group].
- 3 Tap [New].
- 4 Configure the respective items for fax transmission, then tap [OK].



Settings	Description
[Name]	Enter the registration name for the group destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Group destinations are displayed on the top screen in scan/fax mode as sorted by index specified here. For a frequently used destination, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
[Select Group]	Select addresses to register in the group from already registered one-touch destinations. You can select up to 500 destinations.
[Check Program Settings]	Allows you to view a list of one-touch destinations registered in a group.

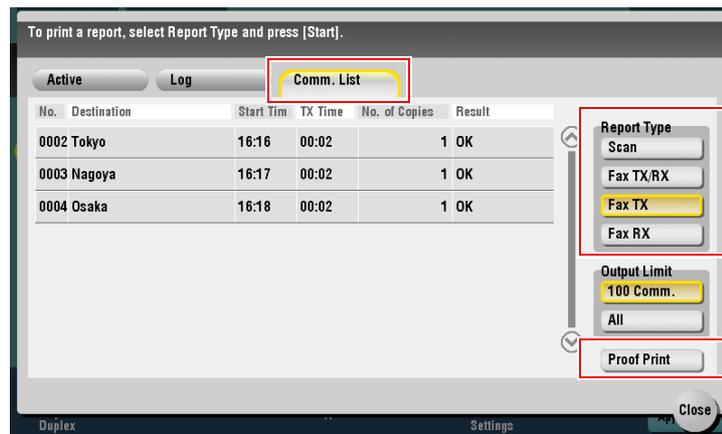
4.2 Q2. Can I check fax transmission and reception logs?

A2. Yes. You can print out transmission and reception logs as a report.

Reports can be prepared for scan and send logs, fax communications (transmission and reception logs), fax transmission logs and fax reception logs.

Operation procedure

- 1 Tap [Job List].
- 2 Specify a report type in [Report Type] on the [Comm. List] tab and tap [Proof Print], then press **Start**.
→ Set [Output Limit] to specify the number of transmission and reception records to print.



4.3 Q3. Can I send a fax to a number of destinations at one time?

A3. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

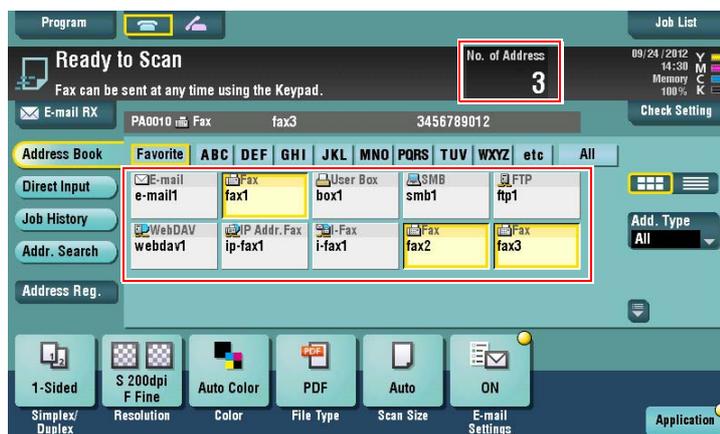
Item		Specifications
When using the address book		500 addresses Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

Tips

- When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

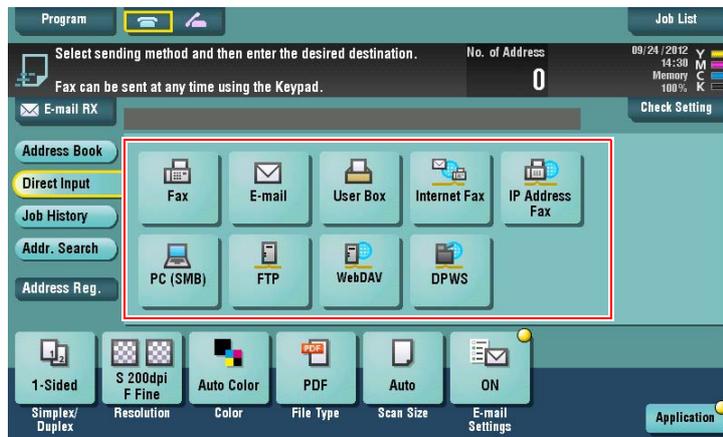
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
 - You can select more than one one-touch destination from the address book. [No. of Address] displays the number of selected destinations.
 - To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - Select an index to narrow down destinations to display.
 - Specify [Add. Type] to narrow down the types of destinations to display.
 - Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - You can also select a group.



- 3 Press **Start** to start scanning of the original.

Operation procedure: Directly entering multiple destinations

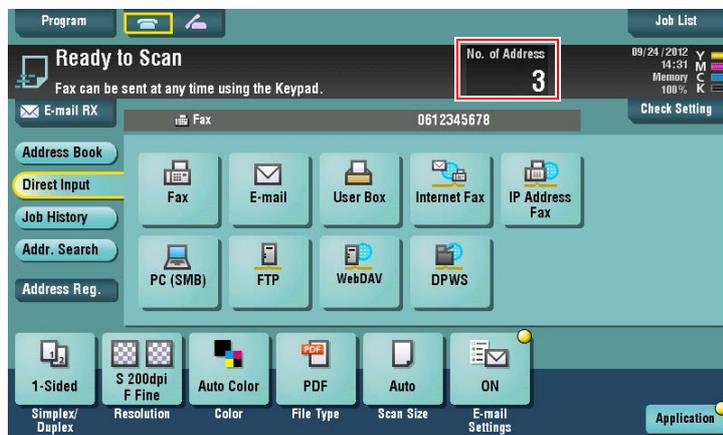
- 1 Load the original.
- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



- 3 Enter a destination, then tap [OK].
 - Tap [Next Dest.] on the address input screen to continue address entry (not enabled for a User Box).



- 4 Repeat steps 2 and 3 to complete entry of all destinations.
 - [No. of Address] displays the number of entered destinations.
 - Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.



- 5 Press **Start** to start scanning of the original.

4.4 Q4. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases?

A4. Yes, you can register multiple sender names and select one when sending a fax.

How to set: Registering sender names

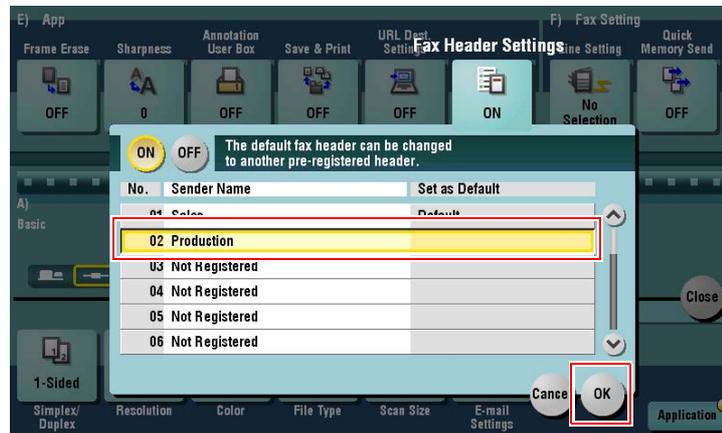
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Header Information] - [Sender].
- 4 Select a number, then select [New].



- 5 Enter the sender name, then tap [OK].
- 6 Repeat Steps 4 and 5 to complete entry of all sender names.
 - You can register up to 20 sender names.
 - To edit a registered sender name, select a sender name and tap [Edit], change the sender name and tap [OK].
 - To delete a registered sender name, select the sender name and tap [Delete], select [Yes], then tap [OK].
 - To set the default sender name, select a sender name and tap [Set as Default].

How to set: Selecting a sender name upon fax transmission

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Fax Header Settings].
- 4 Select a sender name to print on the fax and tap [OK].



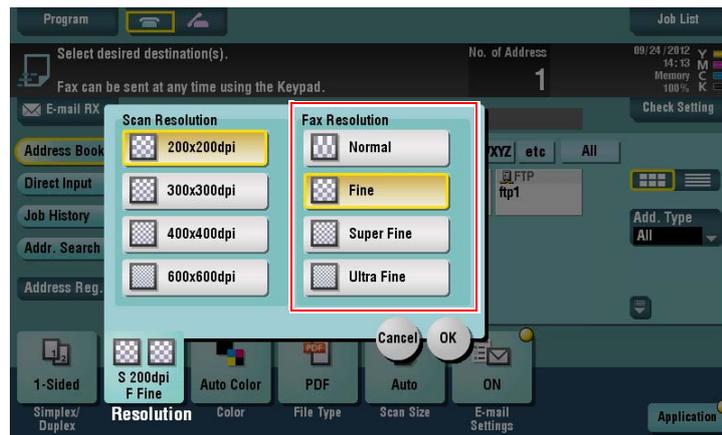
- 5 Press **Start** to start fax transmission.

4.5 Q5. How can I send clear faxes?

A5. You can either set the resolution (granularity) when sending a fax or specify the image quality according to the quality of the original.

Operation procedure: Setting the resolution

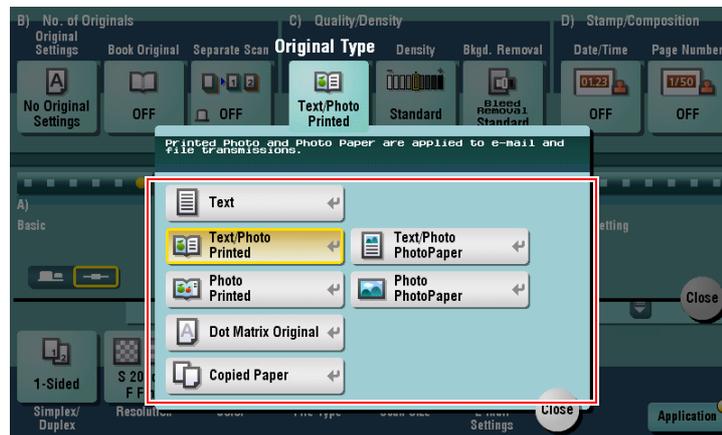
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Select [Resolution], then select the desired resolution.
 - The greater the value, the finer granularity is achieved for the image.



- 4 Tap [OK].
- 5 Press **Start** to start scanning of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

Operation procedure: Specifying image quality according to the quality of the original

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] to select [Original Type], then select an option according to the quality of the original to be faxed.

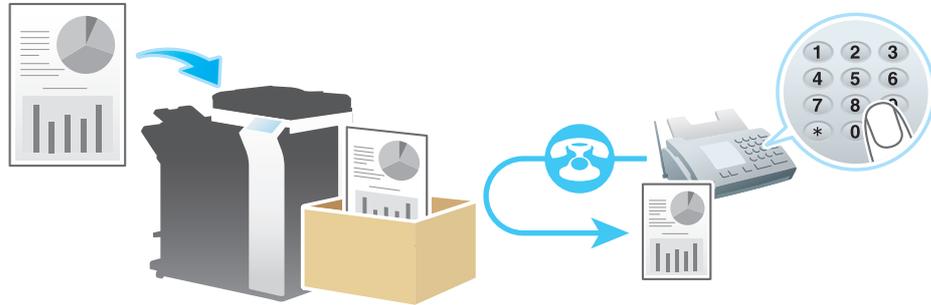


- 4 Tap [Close].
- 5 Press **Start** to start scanning of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to the User's Guide CD.

4.6 Q6. Can I send a fax upon request from a remote machine?

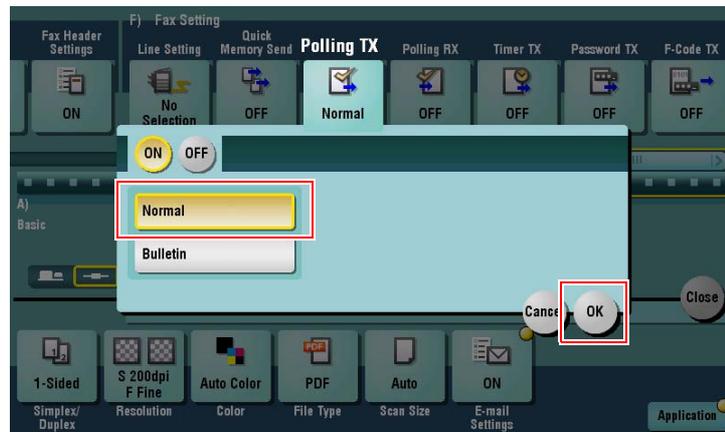
A6. Yes you can, by using polling transmission.

In polling transmission, the sender's machine stores loaded data in its Polling Transmission User Box and sends out the data upon request from the recipient. The recipient making the request for fax transmission bears the communications fee.



Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] and select [Polling TX].
- 4 Select [Normal], then tap [OK].



- 5 Press **Start** to start fax transmission.
The loaded data are saved in the Polling Transmission User Box.

4.7 Q7. How can I cut down on communications fees for sending out data?

A7. You can use either relay distribution to forward data from a representative destination to the other destinations or timer communications billed at night-time rates.

The Relay Distribution function distributes a fax to the representative destination (a relay machine) and have the relay machine distribute the received fax to the pre-registered destinations.

If you have created groups of a relay machine and the other destinations by area, you can reduce the total communication cost compared to the cost of broadcasting to all destinations.

For example, when sending a fax to a number of remote destinations, you can minimize the total cost of communications by sending a fax to a closest relay machine and having it forward the fax to the others.

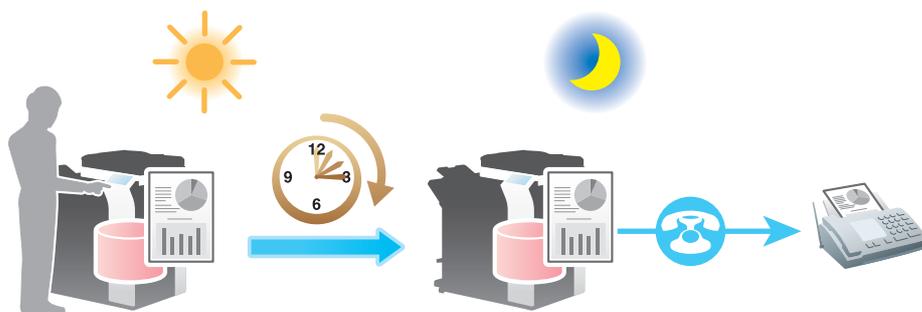
This machine can function either as a sender machine or a relay machine.



Tips

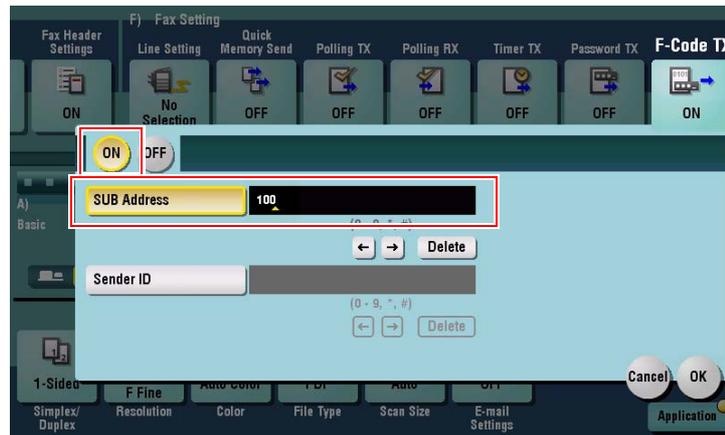
- The destination machine (the relay machine) needs to have the F-code function.
- To enable fax transmission via a relay machine, you need to set up a relay User Box on the relay machine beforehand.

In timer communications (Timer TX), setting of destinations and loading of originals are performed during the day, followed by fax transmissions during a specified time zone late at night when communications fees are lower.



Operation procedure: Sending a fax by relay distribution

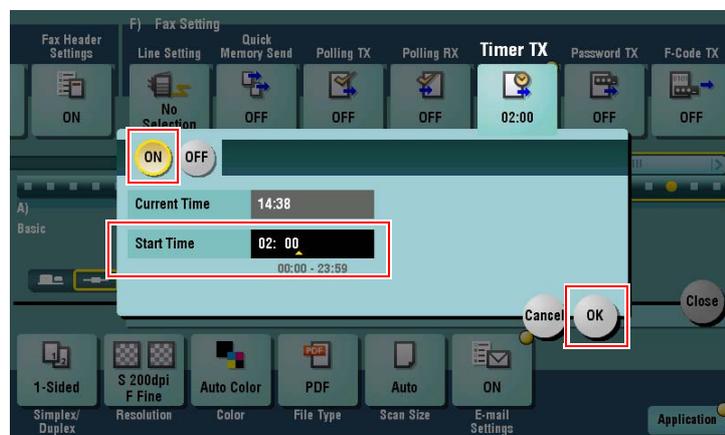
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a relay machine.
- 3 Tap [Application] and select [F-Code TX].
- 4 Tap [ON] and select [SUB Address], then enter the Relay User Box No. for the relay machine using the **Keypad**.
 - To display the **Keypad**, tap the input area for the numeral.



- 5 Tap [OK].
- 6 Press **Start** to start fax transmission.

Operation procedure: Sending a fax by timer transmission

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Timer TX].
- 4 Tap [ON], enter the time to send a fax using the **Keypad**, then tap [OK].
 - To display the **Keypad**, tap the input area for the numeral.



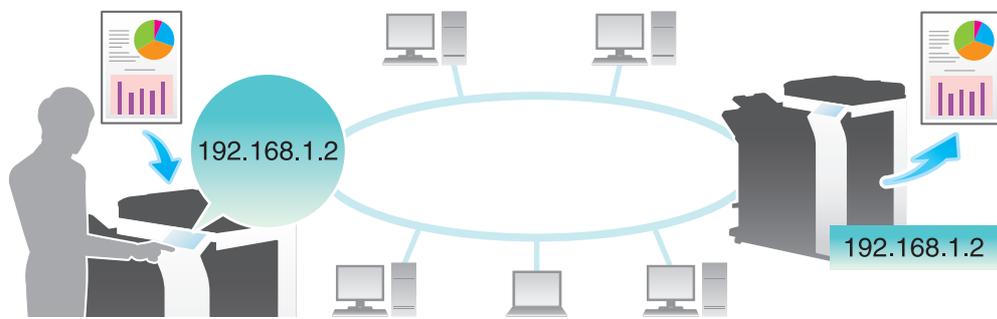
- 5 Press **Start** to start scanning of the original.
The original is faxed to the destination you have set at the specified time.

4.8 Q8. Is it possible to cut down on the communications expenses by using a network?

A8. Yes. Use the Internet Fax function to send an E-mail message with an attachment containing the scanned data merely at expenses for online communications via the Internet.



Within your intranet, the IP Address Fax function can be used. For IP Address Fax, specify either the IP address, host name or E-mail address of the destination fax machine to directly send a fax to that destination. No mail server is required.

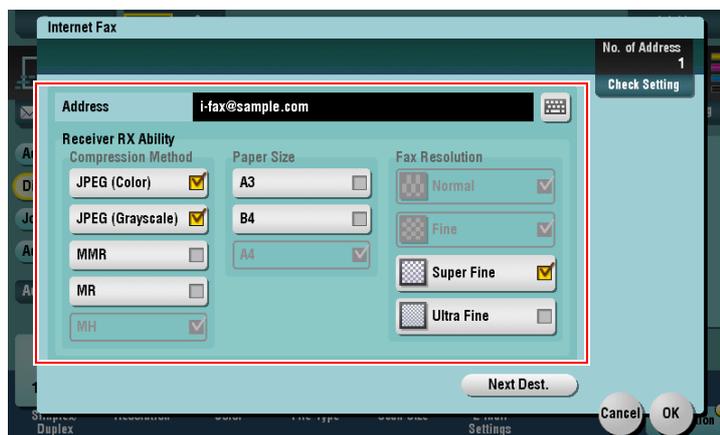


Tips

- To use the Internet Fax and IP Address Fax functions, ask your service representative to configure settings. For details, contact your service representative.
- To use the Internet Fax function, this machine must be connected to the network and you have an environment enabled for E-mail transmissions and receptions.
- The **Fax Kit** is required to use the IP Address Fax function.

Operation procedure: Sending an Internet fax

- 1 Load the original.
- 2 Tap [Scan/Fax] and select [Internet Fax] from [Direct Input].
 - If you have registered one-touch destinations for the Internet Fax function, you can select them from [Address Book].
- 3 Enter the E-mail address of the destination in [Address] and select a compression format, paper size and resolution supported by the recipient machine from [Receiver RX Ability].



- 4 Tap [OK].
- 5 Press **Start** to start Internet fax transmission.

Operation procedure: Sending an IP address fax

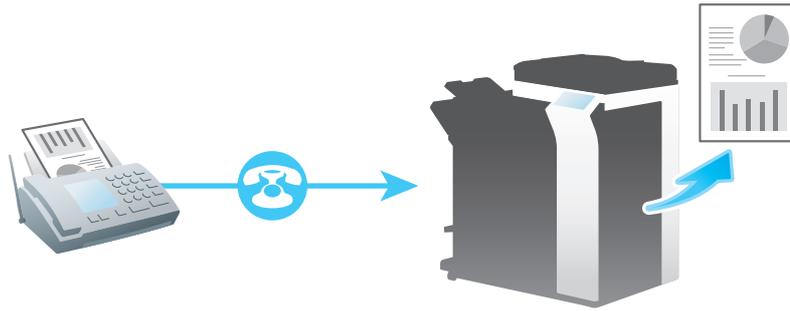
- 1 Load the original.
- 2 Tap [Scan/Fax] and select [IP Address Fax] from [Direct Input].
 - If you have registered one-touch destinations for the IP Address Fax function, you can select them from [Address Book].
- 3 Enter either the IP address, host name or E-mail address of the destination in [Address], the port number used for fax transmission in [Port Number], then select [Color] or [Black&White] from [Machine Type of Dest.].



- 4 Tap [OK].
- 5 Press **Start** to start IP address fax transmission.

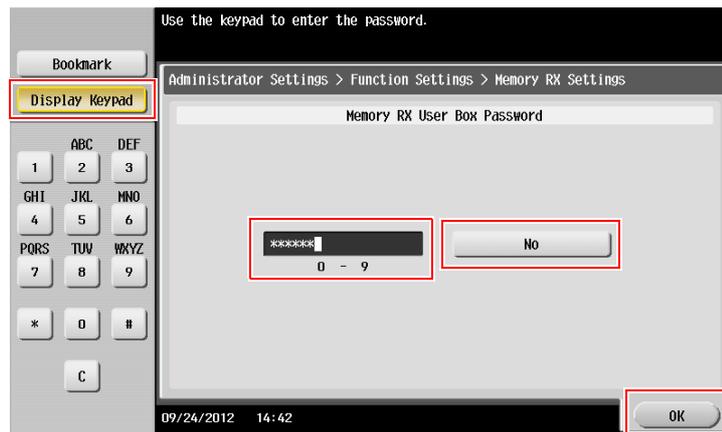
4.9 Q9. How can I avoid printing out unwanted faxes?

A9. Save received faxes in a User Box without printing them out then print out only the faxes you need.



Operation procedure: Configuring to save received faxes in a User Box

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Function Settings] - [Memory RX Setting].
- 4 Tap [No], enter the password for processing faxes saved in a User Box using the **Keypad**, then tap [OK].

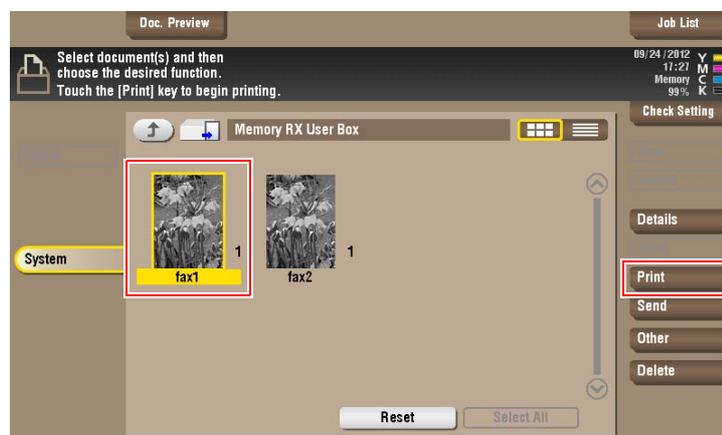


How to set: Printing faxes saved in a User Box

- 1 Tap [User Box].
- 2 From [System], select [Memory RX].



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



- 5 Check the message, then tap [Yes].
The fax is printed and automatically deleted from the Memory RX User Box.

4.10 Q10. How can I send a confidential or important document by fax?

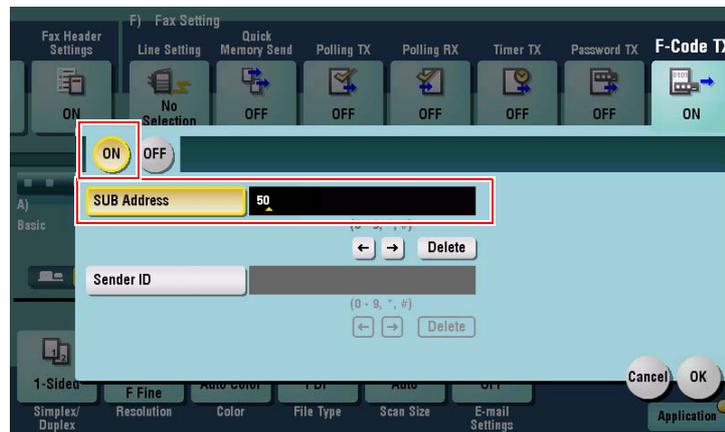
A10. Specify a Confidential User Box and a communication password in F-Code transmission to protect the confidentiality of the document.

Tips

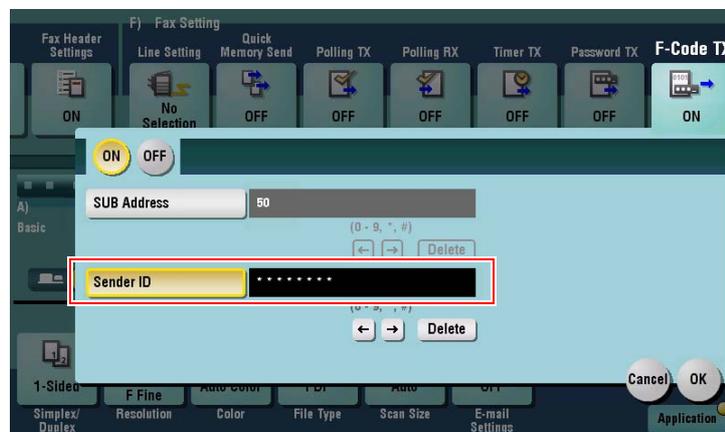
- The F-Code transmission function can be used to communicate with a counterpart machine provided with the F-Code function.
- To enable fax transmission to the Confidential User Box, a Confidential User Box and communications password must be set on the recipient machine.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax], then specify a destination.
- 3 Tap [Application] and select [F-Code TX].
- 4 Tap [ON] and enter the Confidential User Box number on the destination machine in [SUB Address], using the **Keypad**.
 - To display the **Keypad**, tap the input area for the numeral.



- 5 If a communications password is set for the Confidential User Box on the recipient machine, enter the communications password in [Sender ID] using the **Keypad**.
 - Tap the password entry area to display the **Keypad**.



- 6 Tap [OK].
- 7 Press **Start** to start fax transmission.

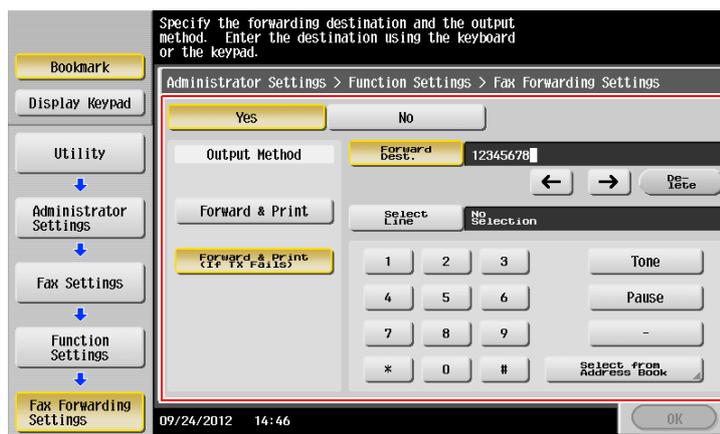
4.11 Q11. Can I forward an incoming fax?

A11. Yes, you can forward a received fax to another fax machine, a computer or an E-mail address by registering forwarding destinations beforehand.



How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Function Settings] - [Forward TX Setting].
- 4 Select [Yes] and configure the respective items for forwarding faxes.

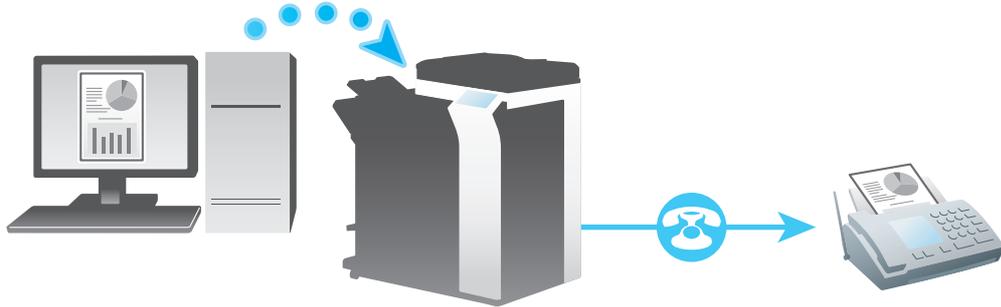


Settings	Description
[Output Method]	To have forwarded faxes printed out on this machine, select [Forward & Print]. To have faxes printed out on this machine only in the case forwarding has failed, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Enter the fax number of the forwarding destination. You can also specify a computer or E-mail address for the forwarding destination by tapping [Select from Address Book] and selecting it from registered one-touch destinations.
[Select Line]	When using multiple telephone lines, select the line used to send a fax.

- 5 Tap [OK].

4.12 Q12. Can I directly fax a file on my computer without leaving my desk?

A12. Yes. You can fax a file in the same manner as you print out a file created on your computer.

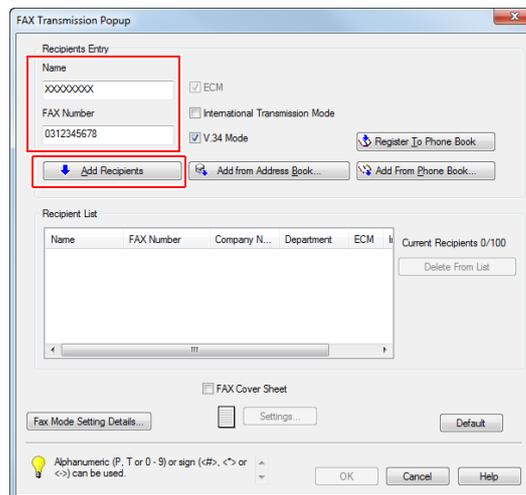


Tips

- The following preparatory steps are required:
 - Installing the fax driver to the computer
 - Connecting this machine to the network

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select a fax driver from [Select Printer] (or [Printer Name]) then click [Print] (or [OK]).
- 3 Enter the name and the fax number of the destination, then click [Add Recipients].
 - You can also specify the destination by clicking [Add from Address Book] and selecting one from registered one-touch destinations.
 - To specify more than one destination, repeat step 3.
 - To delete a destination you have specified, select the destination to delete from [Recipient List] and click [Delete From List].



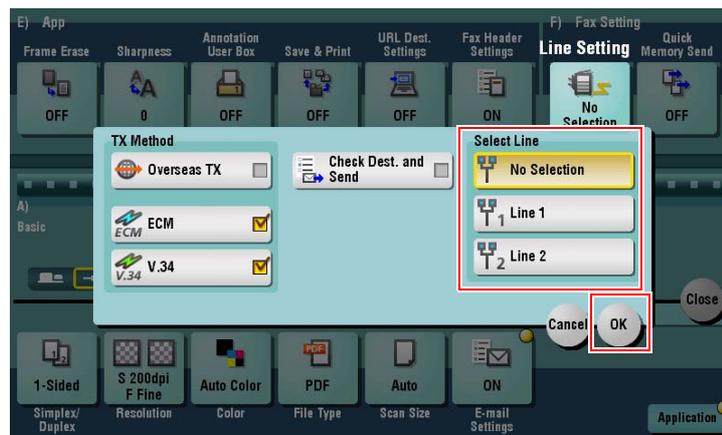
- 4 Click [OK] to start fax transmission.

4.13 Q13. We are using two fax lines. Can I select a line when transmitting a fax?

A13. Yes, you can select a line upon fax transmission.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Line Setting].
- 4 Select a line in [Select Line], then tap [OK].



- 5 Press **Start** to start fax transmission.

Tips

- You can also set a line to use when registering a one-touch destination.

4.14 Q14. Can I specify a file format for Internet Fax or IP Address Fax transmission?

A14. No, format setting is not enabled.

You can set up [File Type] even for Internet Fax and IP Address Fax transmission. However, the machine will convert the setting into the value preset in this machine instead of operating in the way you have specified.

5

Copy

5 Copy

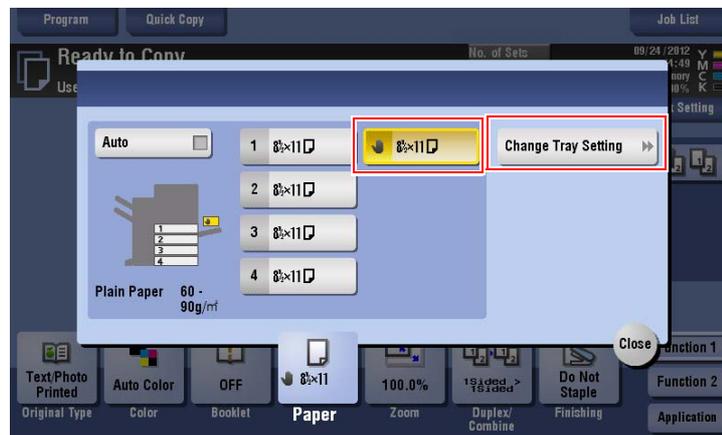
5.1 Q1. Can I print on paper of a custom size?

A1. Yes, you can. Load custom size paper into the **Bypass Tray** and specify the bypass tray on the paper screen of copy mode.

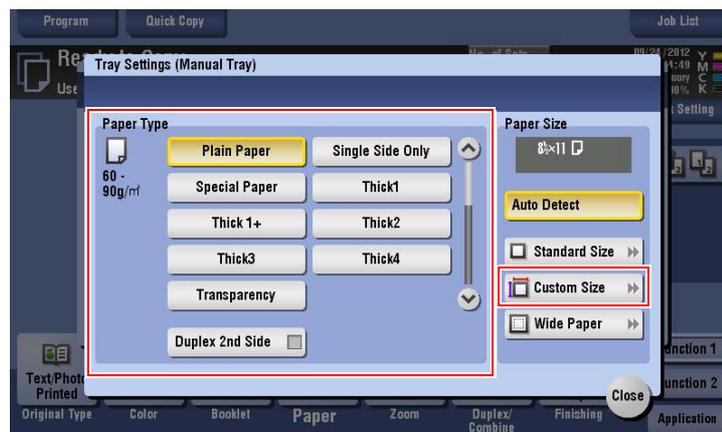
It is a good idea to have the frequently used custom size of paper registered in the memory.

Operation procedure: Copying on paper of a custom size

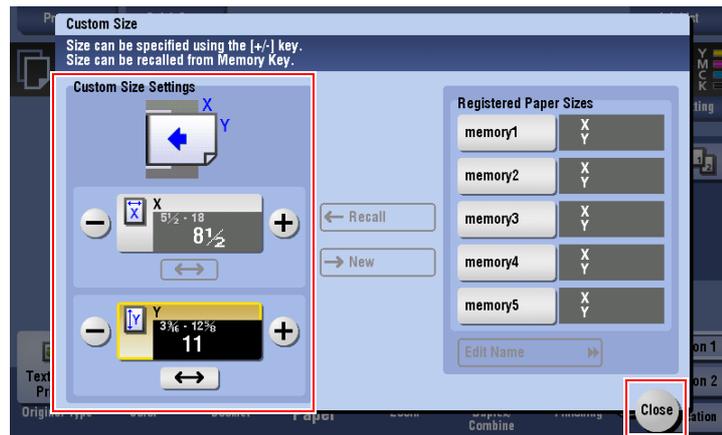
- 1 Load the original.
- 2 Load custom size paper into the **Bypass Tray** with the print side facing down.
- 3 Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 5 Select one from the paper type options, then tap [Custom Size].



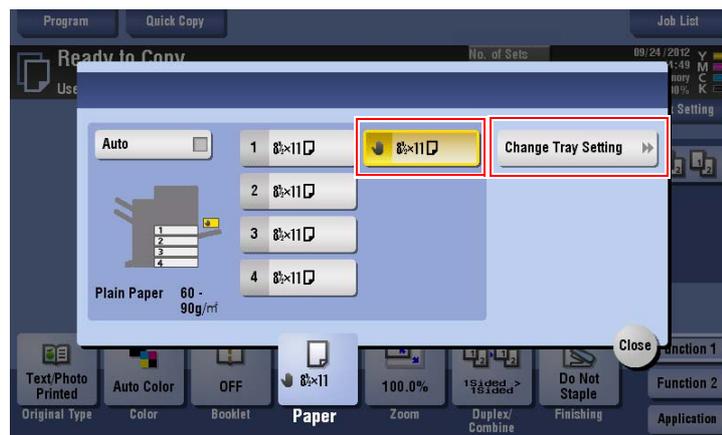
- 6 In [Custom Size Settings], specify the paper size by entering values for the lengths along [X] and [Y], then tap [Close].



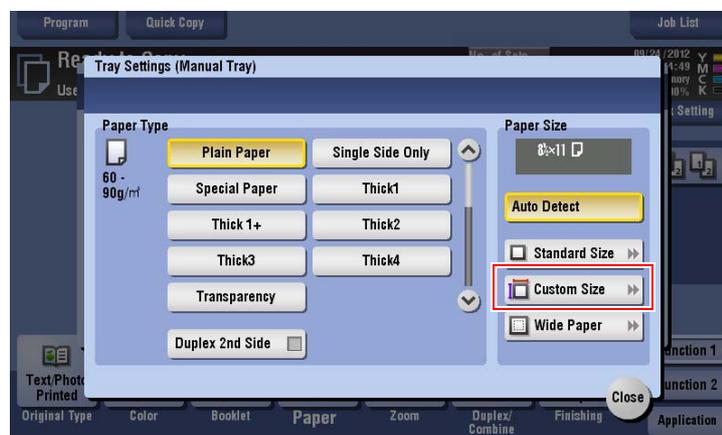
- 7 Press **Start** to start copying of the original.

Operation procedure: Registering a custom size of paper in memory

- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

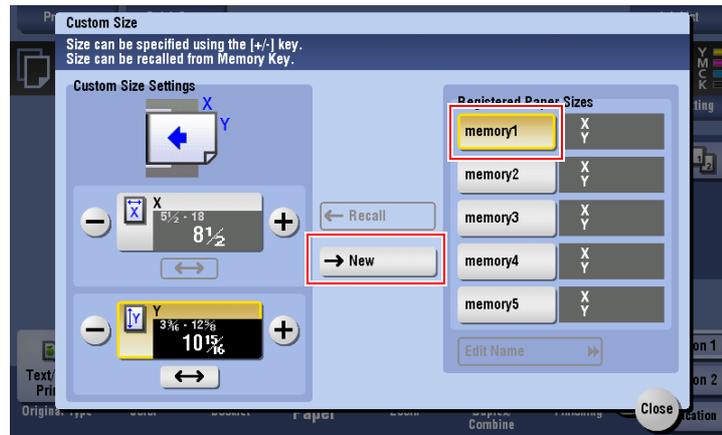


- 3 Tap [Custom Size].



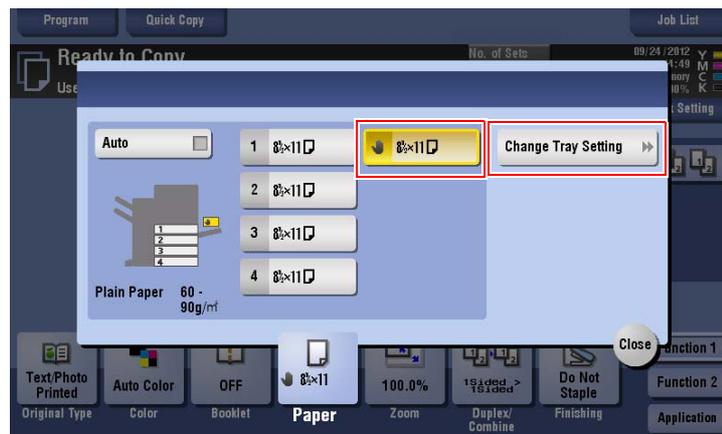
- 4 In [Custom Size Settings], specify the paper size by entering values for the lengths along the [X] and [Y] directions.

- 5 In [Registered Paper Sizes], select a location for registration, then tap [New].
- Up to five different sizes can be registered in memory.
 - Select Registration Size, then tap [Edit Name] to rename the registration size.

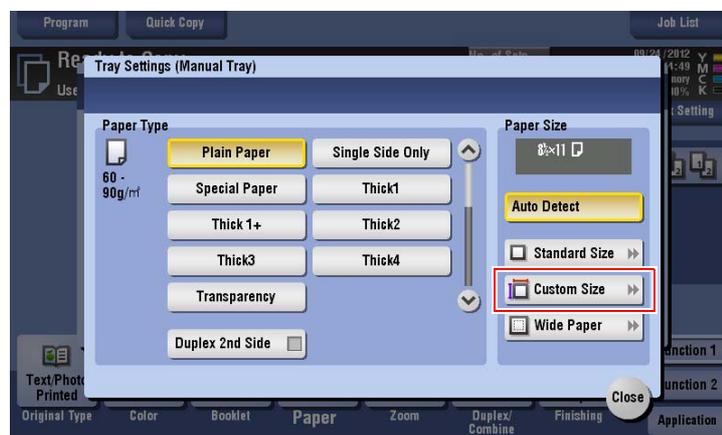


Operation procedure: Recalling the custom size registered in memory

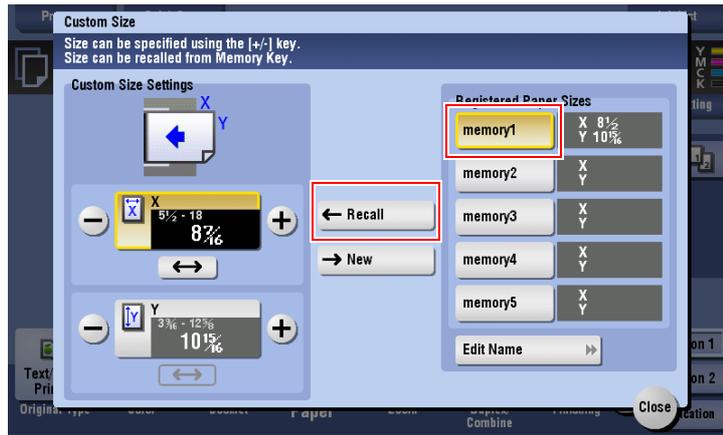
- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 3 Tap [Custom Size].



- 4 Select the paper size to recall from [Registered Paper Sizes], then tap [Recall].



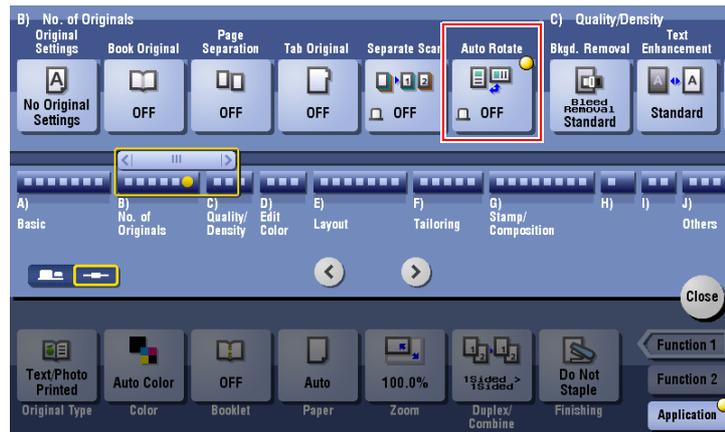
5.2 Q2. The orientation of the image will not match that of the original.

A2. Check the following settings on this machine:

- Is [Auto Rotate] set to [ON]?
- Is [Original Settings] not set to [Mixed Original]?
- Is not the zoom ratio for copying manually specified?
- Is the setting of [Automatic Image Rotation] under Administrator Settings in accordance with the orientation of the loaded original and paper?

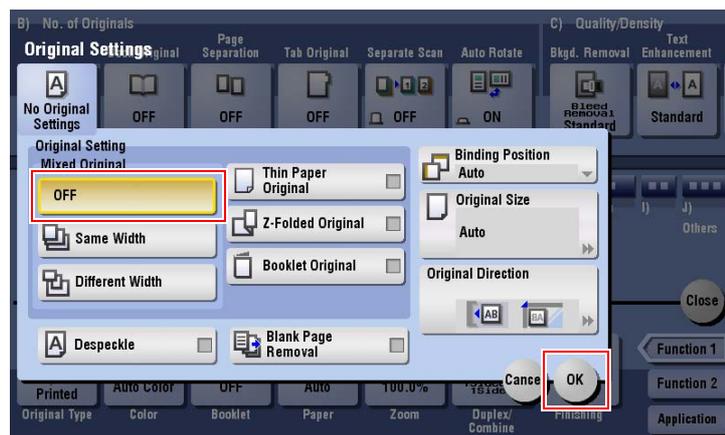
Operation procedure: When [Auto Rotate] is set to [OFF]

→ Tap [Application], select [Auto Rotate], then select [ON].



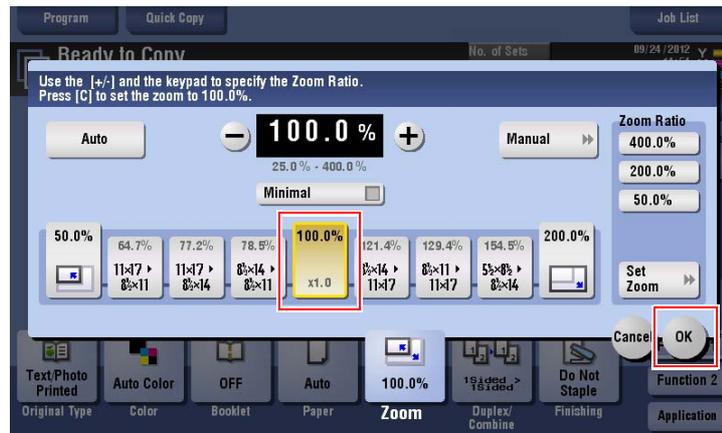
Operation procedure: When [Original Settings] is set to [Mixed Original]

- 1 Tap [Application], then select [Original Settings].
- 2 Select [OFF], then tap [OK].



Operation procedure: When a zoom ratio for copying is manually specified

→ Tap [Zoom], select [x1.0], then tap [OK].



Operation procedure: When the setting of [Automatic Image Rotation] under Administrator Settings is irrelevant

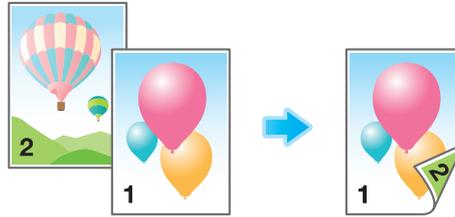
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Copier Settings] - [Automatic Image Rotation].
- 4 Select the item in accordance with the current orientation of the paper and original, then tap [OK].



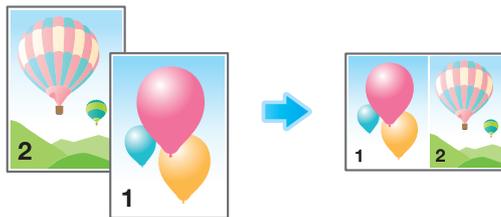
5.3 Q3. Are there any paper-saving copying methods?

A3. You can save paper by printing on both sides of the paper or printing more than one original page onto the same side of a single sheet of paper.

Copying on both sides of paper

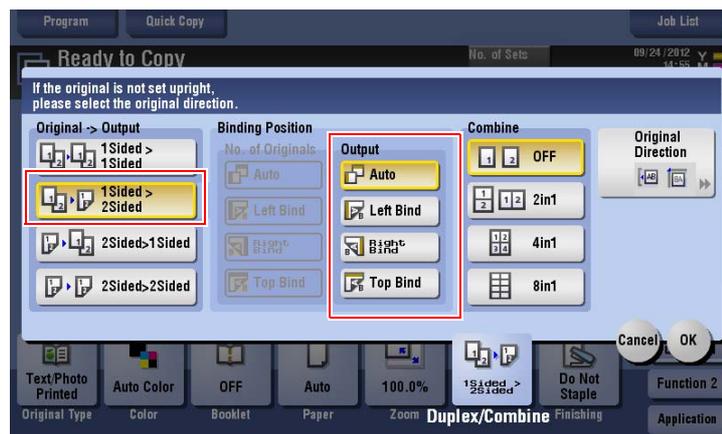


Copying multiple pages on the same side of a single sheet



Operation procedure: Copying on both sides of paper

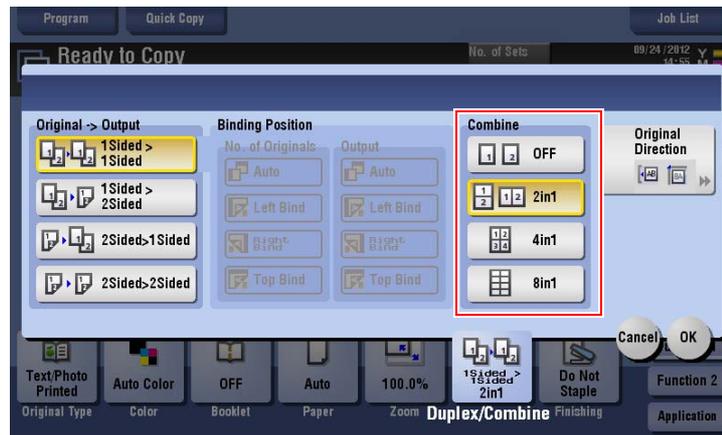
- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Duplex/Combine].
- 4 From [Original -> Output], select [1 Sided > 2 Sided], then select a desired bind position for the outputs from [Output].



- 5 Tap [OK].
- 6 Press **Start** to start copying of the original.

Operation procedure: Copying multiple pages on the same side of a single sheet

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Duplex/Combine].
- 4 From [Combine], select the number of pages to be copied on the same side of one sheet.

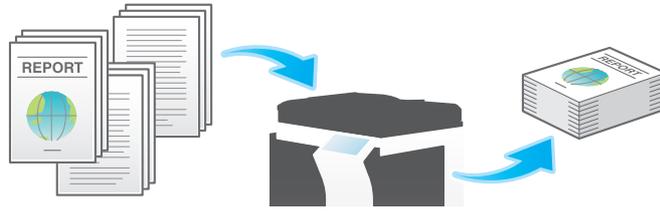


- 5 Tap [OK].
- 6 Press **Start** to start copying of the original.

5.4 Q4. How can I handle an original that contains too many pages to load in the ADF?

A4. To copy an original containing a large number of pages, use the serial scan print function.

The Separate Scan function enables scanning of an original in installments and handling of the resulting copy jobs as a single job.

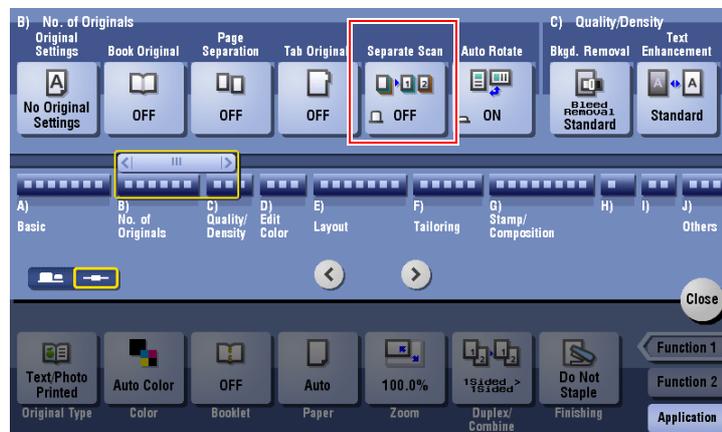


Tips

- You can also use the copy function by switching between the **ADF** and the **Original Glass** for scanning the originals.

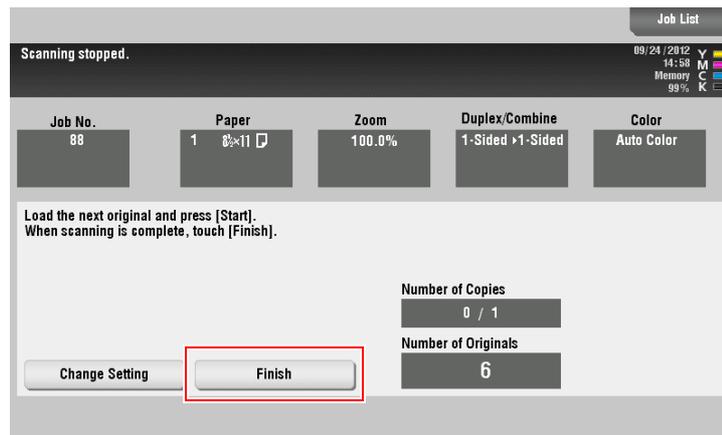
Operation procedure

- Load the original into the **ADF**.
 - Do not load more than 100 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark.
- Tap [Copy].
- Tap [Application], then select [Separate Scan] to set it to [ON].



- Press the **Start** key.
 - Scanning of the original loaded in the **ADF** starts.
- After scanning of the original pages are completed, set the next lot of the original in the **ADF**, then press **Start**.
- Repeat step 5 until all the original pages are scanned.
 - To change the setting for scanning, tap [Change Setting] and change the setting.

- 7 After all original pages are scanned, tap [Finish].

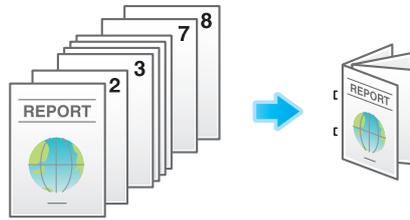


- 8 Press **Start** to start copying the scanned original.

5.5 Q5. Can I use a magazine-like finish for a copy job?

A5. Yes, you can copy and staple the sheets of paper in their center like a magazine or catalog.

The original pages loaded are automatically arranged into an order appropriate for center binding, and the 2in1 function is activated to copy on both sides of the paper.

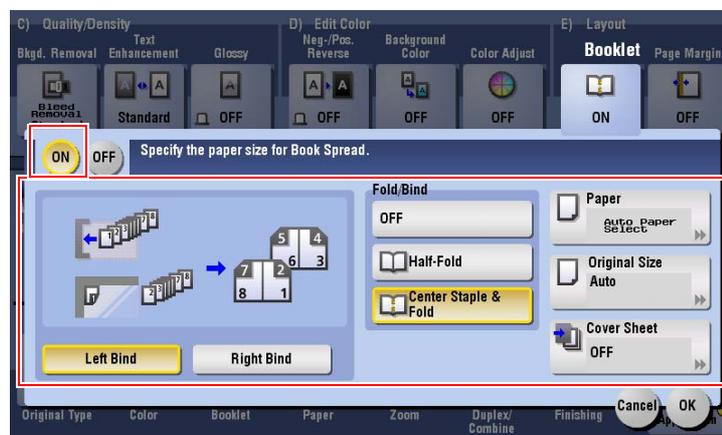


Tips

- To use the Center Staple & Fold function
 - The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
 - The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554e**).

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Booklet].
- 4 Tap [ON] and configure the respective items for print and bind operation.



Settings	Description
[Left Bind]/[Right Bind]	Select the binding position for the outputs.
[Fold/Bind]	Select [Center Staple & Fold]. This function staples copies at two places along the center and folds the copies in half before feeding them out.
[Paper]	Select the paper tray where paper for copying is loaded.
[Original Size]	Select the size of the original to be copied.
[Cover Sheet]	Use this option to copy the front and back covers onto separate paper when copying an original with a front or back cover. When copying an original without a front or back cover, you can use this function to have blank sheets of paper inserted as the front and back covers.

- 5 Tap [OK].
- 6 Press **Start** to start copying of the original.

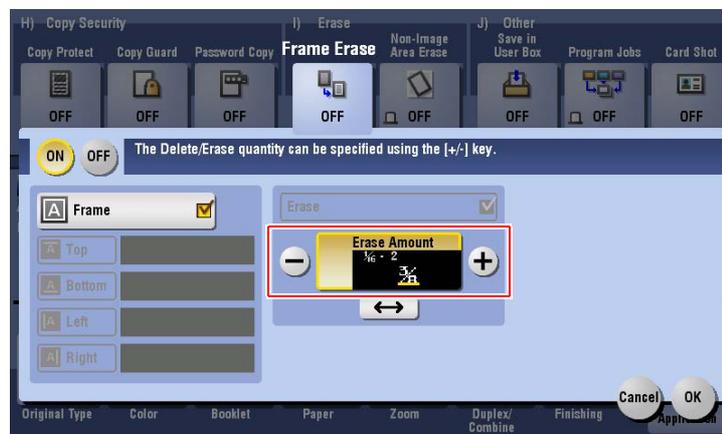
5.6 Q6. Can I copy the original with its headers and punch holes erased?

A6. Yes. Enable the frame erase function and the machine copies the original by erasing unwanted sections on the four sides of the original.

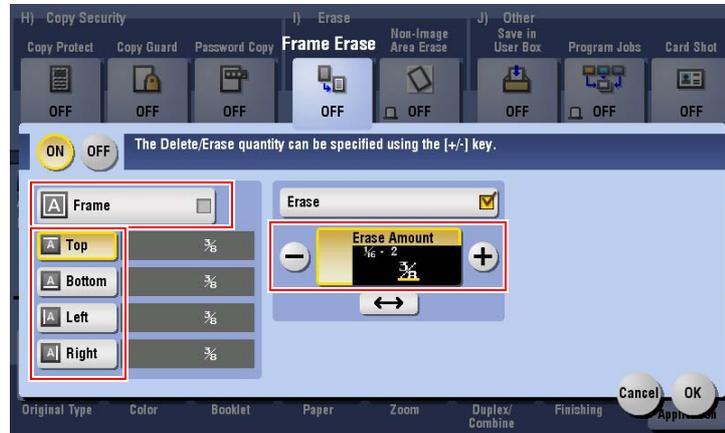


Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Frame Erase].
- 4 Tap [ON].
- 5 To erase the four sides of the original by the same width, tap [+] and [-] to specify the width to be deleted.
 - To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.



- 6 To specify the width to be deleted on each of the top, bottom, right, and left sides, tap [Frame] to clear the check box, select a target side, then tap [+] or [-] to specify the width to be deleted.
- To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.
 - When specifying the erase width individually, you can set to exclude a side from erasing by selecting the side and canceling the setting of [Erase] for that side.



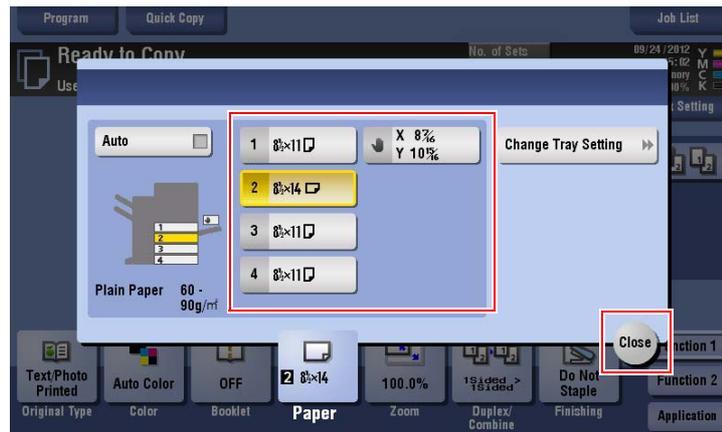
- 7 Tap [OK].
- 8 Press **Start** to start scanning of the original.
- Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to page 5-27.

5.7 Q7. Is enlarged or reduced copying according to the paper size enabled?

A7. Yes. You can automatically make a copy with the optimal zoom ratio to fit the paper size by simply selecting the paper size you want to apply to the loaded original.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Paper], select the copy paper to be enlarged or reduced, then tap [Close].



- 4 Press **Start** to start copying of the original.

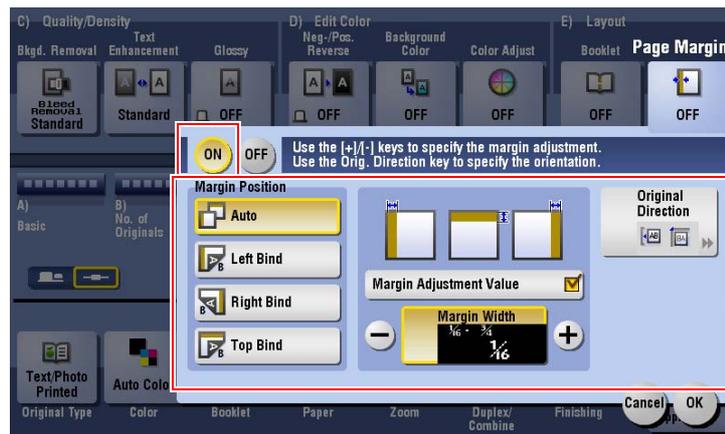
5.8 Q8. Can I adjust the copying position to make filing easier?

A8. Yes. You can shift and adjust the position of the entire copy image by setting the binding margin.



Operation procedure

- 1 Load the original so that the top of the page is placed at the back.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Page Margin].
- 4 Tap [ON] and configure the respective items for page margins.
 - To perform copying on both sides of the sheet, set [Margin Position] and [Original Direction] to ensure that the original is copied in the correct vertical orientation.
 - Take care as part of the image may be cut off depending on the margin setting.



Settings	Description
[Margin Position]	Select the position for creating the page margin for binding. When [Auto] is selected, the binding position is automatically set.
[Margin Adjustment Value]	Enter the page margin.
[Original Direction]	Select the original loading direction.

- 5 Tap [OK].
- 6 Press **Start** to start copying of the original.
 - Tap [Preview] before **Start** to check the finishing on the **Touch Panel**. For the procedure for checking the finishing, refer to page 5-27.

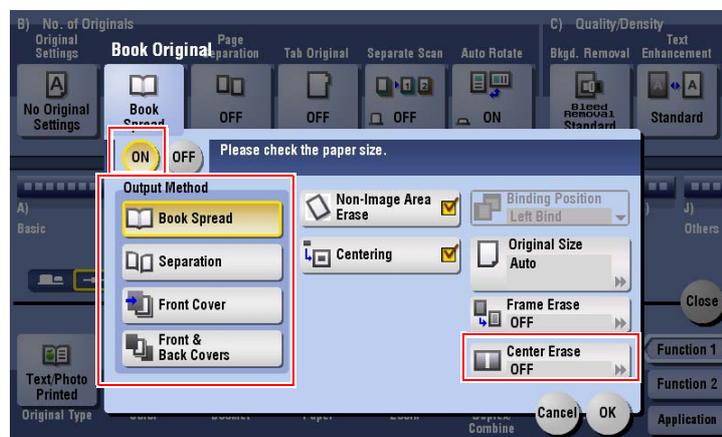
5.9 Q9. Can I erase marks from fold lines when copying a book?

A9. Yes, you can erase the marks by specifying the fold width.

This setting is preferable for copying a book nicely.

Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Book Original].
- 4 Tap [ON], select [Book Spread], then tap [Center Erase].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].



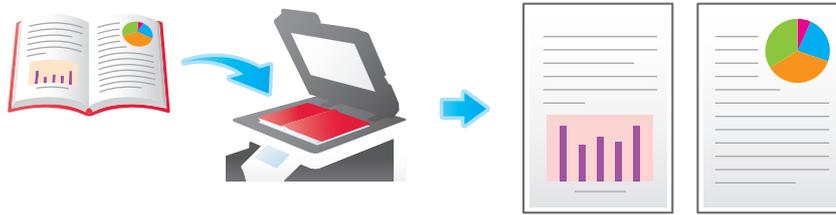
- 5 Tap [ON] and enter the width of the fold lines to erase, then tap [OK].



- 6 Tap [OK].
- 7 Press **Start** to start copying of the original.

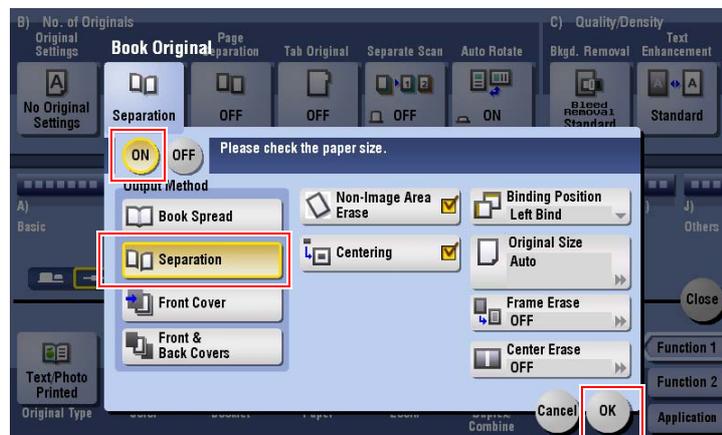
5.10 Q10. Can I copy the right and left pages of two-page spreads like books or catalogs onto separate sheets?

A10. Yes. Specify the scanning method to separation to have spread pages one by one on separate pages.



Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Book Original].
- 4 Tap [ON], select [Book Separation], then tap [OK].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].



- 5 Press **Start** to start copying of the original.

5.11 Q11. Can I use a different paper type for the covers?

A11. Yes. Use the cover sheet function to use a different paper type for copying the covers other than that for the text body.

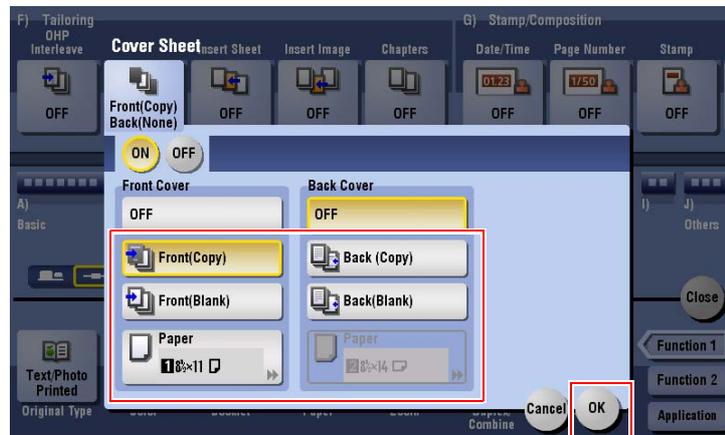


Tips

- Use paper of the same size for the body text and cover sheets, and ensure paper in the same orientation is used for both purposes.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Cover Sheet].
- 4 Tap [ON].
- 5 Configure the respective settings for the front and back covers, then tap [OK].



- 6 Press **Start** to start copying of the original.

5.12 Q12. Can I perform copying with stapling or punching?

A12. Yes, you can. Install relevant optional products on this machine to perform copying with stapling or punching.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.



Tips

- The **Finisher** is required to use the Staple function.

Punch

Punching is enabled for filing holes.

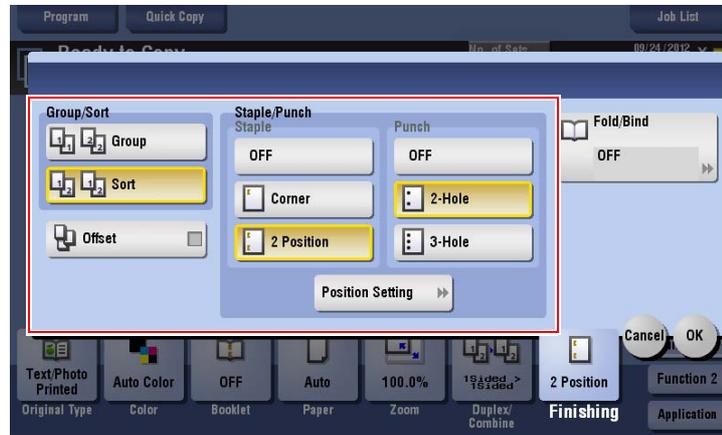


Tips

- To use the Punch function:
 - The **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
 - The **Finisher FS-535** and **Punch Kit PK-521** or the **Z Folding Unit ZU-606** are required (only for **bizhub C554e**).
- You can staple and punch copies at the same time.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Finishing] and configure the respective items for finishing.



Settings		Description
[Group/Sort]	[Group]	Enables outputs of more than one copy for each page.
	[Sort]	Enables outputs of more than one copy for each set.
[Offset]		When the check box is selected, this setting ejects paper by offsetting each set of copies for obvious isolation.
[Staple/Punch]	[Staple]	Specify how to staple
	[Punch]	Specify whether or not to create punch holes. The number of punched holes varies depending on the country you are in.
	[Position Setting]	Select a desired staple or hole-punch position. Specify [Auto], and the staple and punch positions are automatically set according to the loading direction of the original.

- 4 Tap [OK].
- 5 Press **Start** to start copying of the original.

5.13 Q13. Can I use the offset function without installing a Finisher or Separator on the machine?

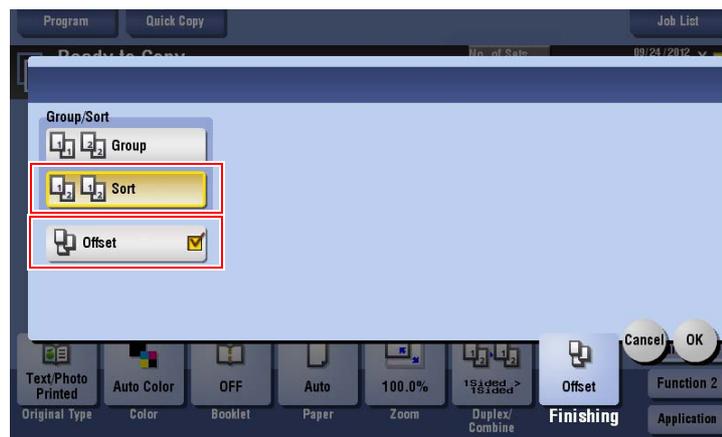
A13. Yes. Provided that the following requirements are met, outputs can be alternately ejected in transversal and longitudinal orientations set by set. This function is useful for making a large number of copies as it eliminates offsetting after copying.

- Use paper of either size, 8-1/2 × 11, A4 or B5.
- Paper of the same size and type is loaded in the transversal and longitudinal orientations.
- [Auto] is set for paper.



Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Finishing], select [Sort], then select the [Offset].



- 4 Tap [OK].
- 5 Press **Start** to start copying of the original.

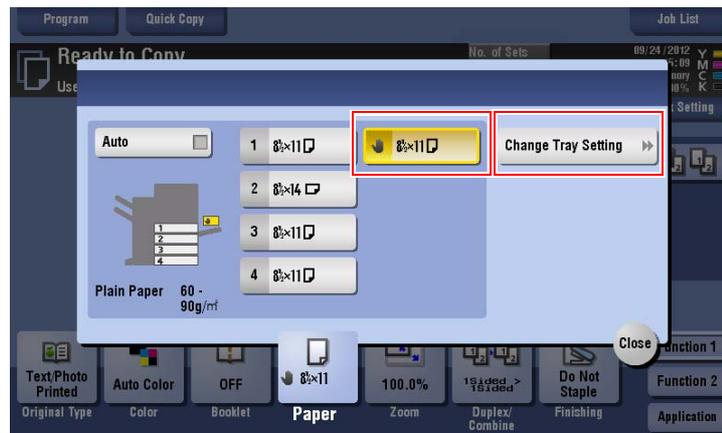
5.14 Q14. Can I copy on an envelope or postcard?

A14. Yes, you can also copy on an envelope and postcard.

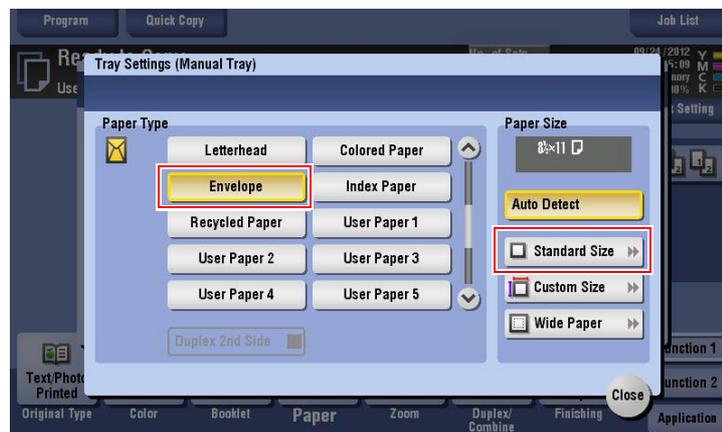
Load envelopes or postcards into the **Bypass Tray**, then specify the paper type and paper size of the **Bypass Tray**.

Operation procedure: Copying on envelopes

- 1 Load envelopes into the **Bypass Tray** with the print side facing down.
- 2 Load the original.
- 3 Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 5 Select [Envelope] from [Paper Type], then tap [Standard Size].



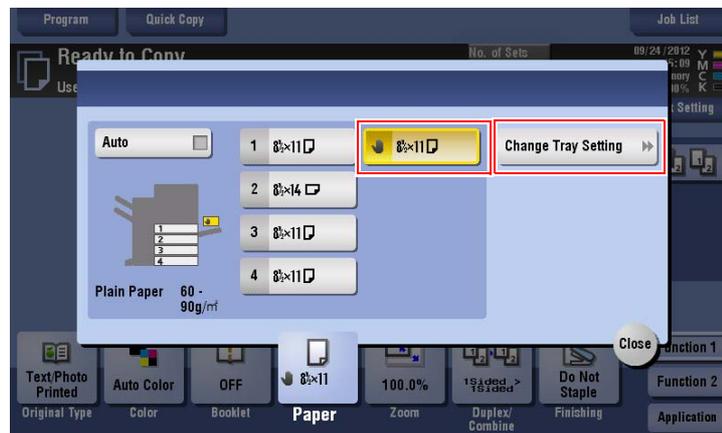
- 6 From [Other], select the size of the envelope.
 → Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.



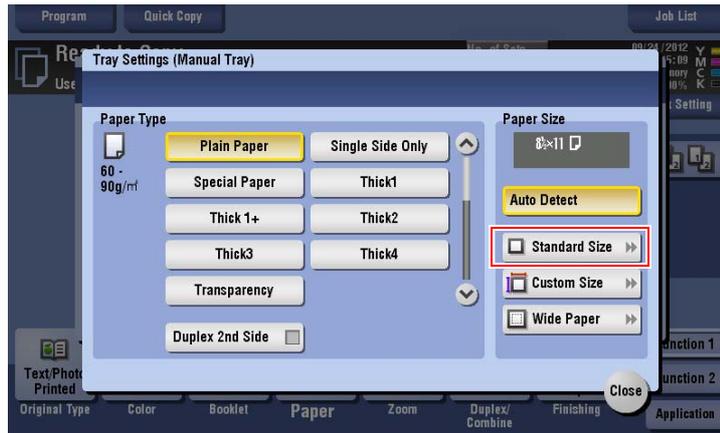
- 7 Tap [Close].
 8 Press **Start** to start copying of the original on envelopes.

Operation procedure: Copying on postcards

- 1 Load postcards into the **Bypass Tray** with the print side face down.
- 2 Load the original.
- 3 Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 5 Tap [Standard Size].



- 6 From [Other], select [4 × 6]([A6 Card]).
 → When [4 × 6]([A6 Card]) is specified for the paper size, the paper type is automatically set to [Thick3].



- 7 Tap [Close].
 8 Press **Start** to start copying of the original on postcards.

5.15 Q15. Can I register frequently used settings?

A15. Yes. You can register settings of the copy function as programs to recall them quickly.

Tips

- You can register up to 30 programs.

How to set: Registering a program

- Tap [Copy].
- After configuring image quality of the original, color mode, density and other copy settings, tap [Program].
- Select [Not Registered], then tap [New].



- Enter a program name, then tap [OK].

How to set: Recalling a program

- Tap [Copy].
- Tap [Program].
- Select the program you want to recall, and tap [Recall].

The settings of the copy function are switched to those registered in the program.

- To rename a program, select the program and tap [Edit Name]. Then, rename the program and tap [OK].
- To delete a program, select the program, tap [Delete], then tap [Yes].



5.16 Q16. Can I check the finish before starting copying?

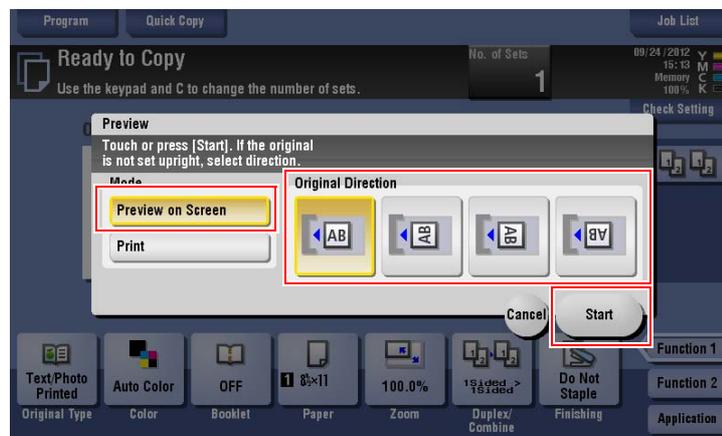
A16. Yes, you can check the finish by outputting a proof copy.

You check either by referring to a preview image or by outputting just one copy for checking how it is actually finished.

Using a proof copy helps preventing copying errors.

How to set: Checking the finish with a preview image

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Preview on Screen], select the original loading direction, then tap [Start].



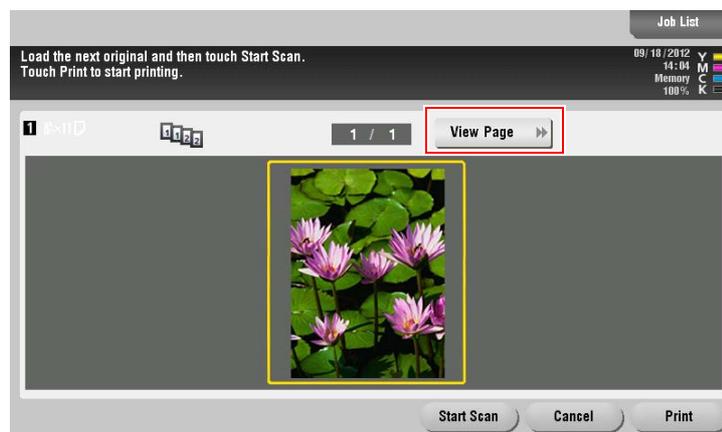
- 5 Tap [View Page].

The screen used to change the preview display appears.

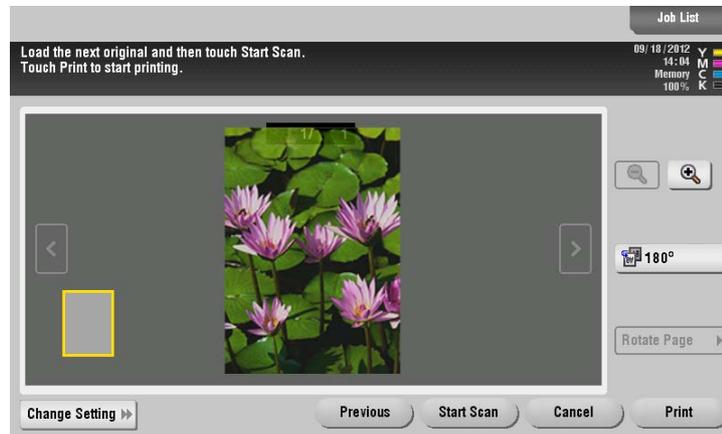
→ To continue scanning originals, load the original, then tap [Start Scan].

→ To start copying, tap [Print] or press the **Start** key.

→ If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.



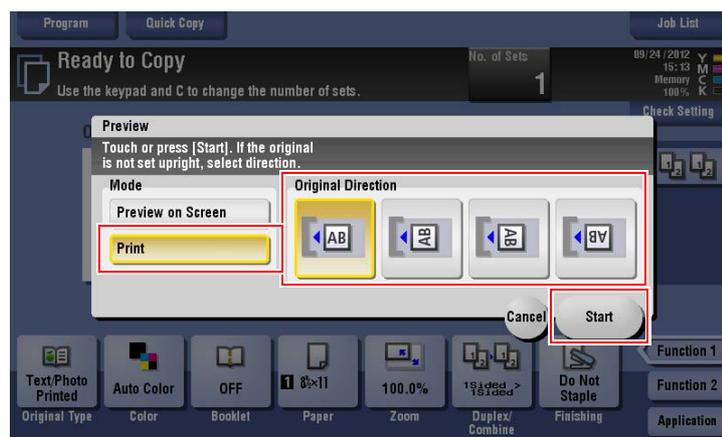
- 6 Check the preview display, and rotate the image or change settings as required.
 - To continue scanning originals, load the original, then tap [Start Scan].
 - To enlarge the preview image, double-tap the image.
 - To enlarge or reduce the preview image, pinch-in or pinch-out the image.
 - If you apply the rotation function to the preview image, it can be rotated 180 degrees.
 - When scanning a multi-page original, you can tap the left or right page feed key to feed pages forward or backward.



- 7 Tap [Print] to start copying the original.

How to set: Checking the finish by outputting one copy

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Print], select the original loading direction, then tap [Start].
One copy is output.



- 5 Check the finishing of the copy.
- 6 If the finishing is acceptable, press **Start**.

5.17 Q17. Can I interrupt a printing job to execute an urgent copy job for another original?

A17. Yes. Pause the current print job using [Interrupt], then execute the urgent copy job first. When the copy job is completed, a paused print job is restarted.

Operation procedure

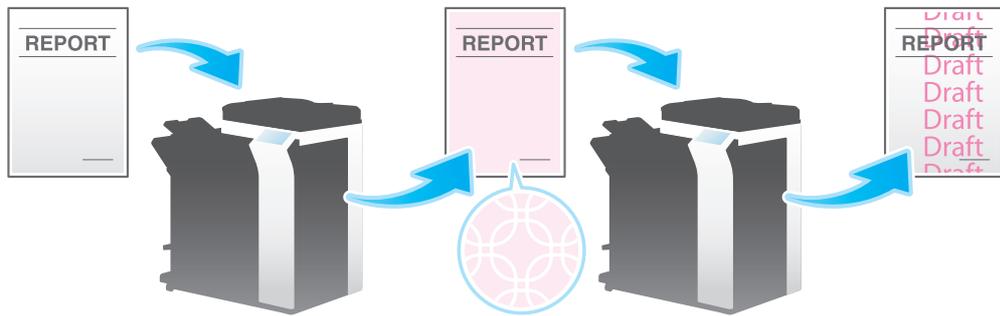
- 1 Tap [Interrupt].
The indicator on [Interrupt] lights up green and the current print job is suspended.
- 2 Load the original while another original is being printed.
- 3 Specify copy settings as necessary, then press **Start**.
- 4 After the copy job is completed, tap [Interrupt] again.
The indicator on [Interrupt] goes off and the suspended print job is resumed.

Tips

- No interruption is enabled while an original is being scanned.

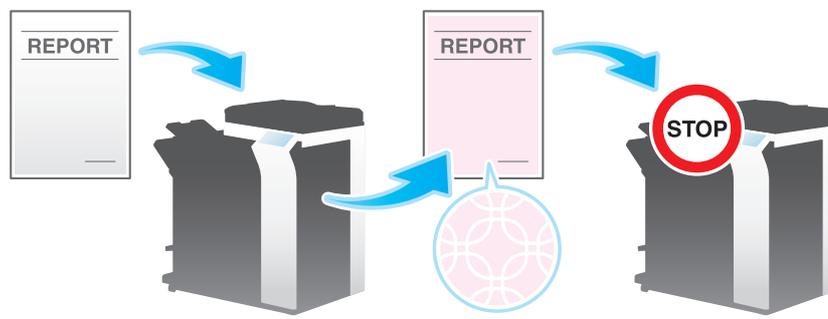
5.18 Q18. What measures can I take against unauthorized copying?

A18. You can use the copy protection function for printing concealed security watermark for preventing unauthorized copying.

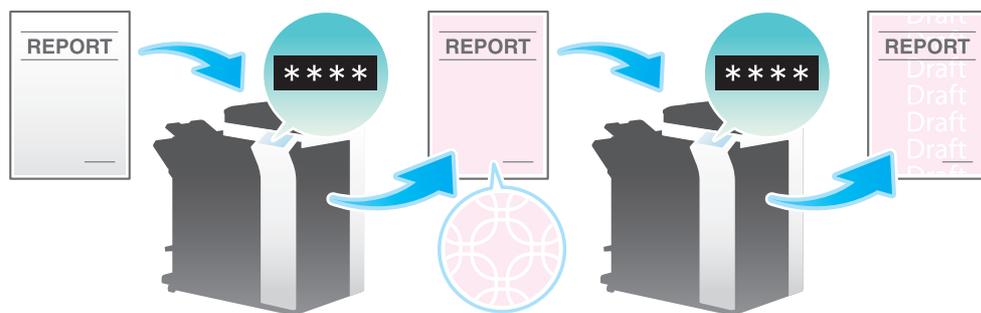


Also, copy guard and password copy functions are provided for higher security functions.

Copy Guard is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a copy restriction pattern on all printed sheets.



Password Copy is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.



Tips

- The **Security Kit** is required to use the copy guard function and password copy function. For details, refer to the User's Guide CD.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Copy Protect].
- 4 Tap [ON] and configure the respective items for the copy protect function.



Settings	Description	
[Preset Stamp]	Select a concealed security watermark from the 8 options.	
[Date/Time]	Select a format for the date and time to be printed. The date/time as of scanning the original is stamped.	
[Other]	[Job Number]	Select Yes to print the copy job number.
	[Serial Number]	Select Yes to print the serial number of this machine.
	[Distribution Control Number]	Prints the distribution control number. Specify the distribution control number using a value between 1 and 99999999.
[Stamp Selection]	Part of the currently set concealed security watermarks can be listed. You can set up to eight watermarks.	
[Detail Setting]	For concealed security watermarks, specify their size, density, and text and background colors, and whether to lay them over or under the original text.	
[Copy Protect]	Set the pattern and contrast for the concealed security watermarks to print.	
[Background Pattern]	Select back ground patterns for copy protection from eight patterns.	
[Change/Delete Position]	You can select an angle to show the text if no more than four used spaces are occupied by the concealed watermarks already set. To relocate concealed security watermarks, select the designed watermark, then tap [Up] or [Down]. To add a space between concealed security watermarks, select the designed watermark and tap [Insert Above] or [Insert Below]. To delete a concealed security watermark, select the watermark, then tap [Delete].	

- 5 Tap [OK].
- 6 Press **Start** to start copying of the original.

5.19 Q19. Can I arrange so that the margin does not come out in black when copying with the ADF opened?

A19. Yes. Enable the Non-Image Area Erase Operation function, and the margin outside the original is copied in white. This function is also useful to reduce toner consumption as it erases everything other than the original.



Reference

You can select either [Bevel] or [Rectangular] as erase parts other than the original. For details, refer to the User's Guide CD.

Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application], select [Non-Image Area Erase], then select [ON].



- 4 Press **Start** to start copying of the original.
 - The size of the original automatically detected is 3/8 × 3/8 inch (10 × 10 mm) or larger. If the detection fails, a blank sheet of paper is output.
 - The original image may be cut off at its top or end.

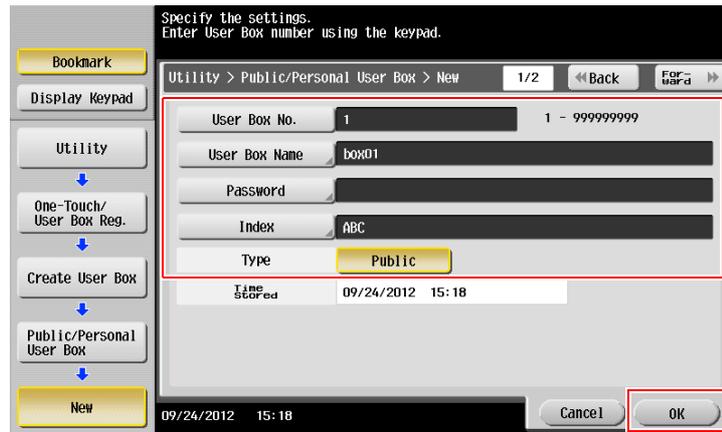
5.20 Q20. Can I save image data after copying is completed?

A20. Yes. You can print the copied image data and also save it to a User Box.

The saved data can be printed when necessary.

Operation procedure: Creating a User Box

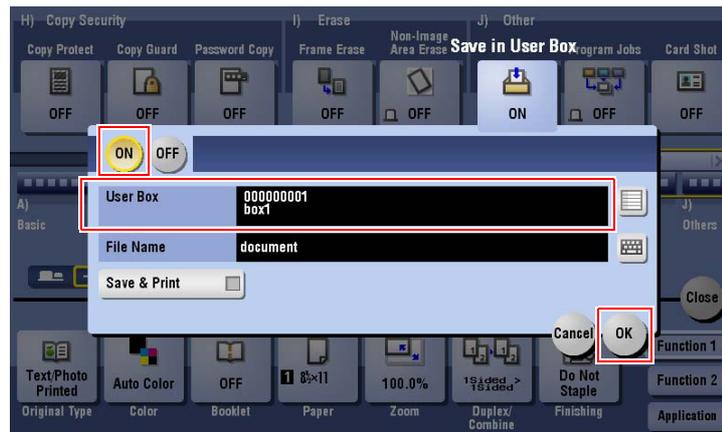
- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create User Box] - [Public/Personal User Box].
- 3 Tap [New].
- 4 Configure the respective items for the User Box, then tap [OK].



Settings	Description
[User Box No.]	Use the Keypad to enter the registration number for a User Box. If no number is entered, the smallest number available is assigned to the destination.
[User Box Name]	Enter a User Box name. You can enter up to 20 characters.
[Password]	Specify a password to limit access to the User Box. You can enter up to 10 characters.
[Index]	Select a search text. User Boxes are displayed on the top screen in User Box mode as sorted by index specified here.
[Type]	Select a User Box type from [Public], [Personal] and [Group] depending on User Authentication or Account Track settings. Only [Public] can be selected if user authentication or account tracking is not enabled. If user authentication is enabled, you can set the owner user by selecting [Personal]. Tap [Change Owner], then select the desired user. If account tracking is enabled, select [Group] to set the owner account. Tap [Change Account Name], then select the desired account.
[Auto Document Delete Time]	Specify the number of days or period of time from the date and time when a document was saved in or last retrieved from a User Box to the date and time when it is to be deleted automatically. When not deleting a document, select [Save].
[Confidential RX]	When the Fax Kit is installed on this machine, specify whether to add the confidential reception function to the User Box. When adding the confidential reception function, enter the confidential RX password twice.

Operation procedure: Saving data in a User Box

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Save in User Box].
- 4 Tap [ON], select a User Box to use for saving in [User Box], then tap [OK].
 - To rename data to save in a User Box, rename it using [File Name].
 - To save data in a User Box and print the data at the same time, select the [Save & Print] check box.
 - Tap [New] when selecting a User Box for saving data, and you can save the data in a newly created User Box with only the User Box number specified.

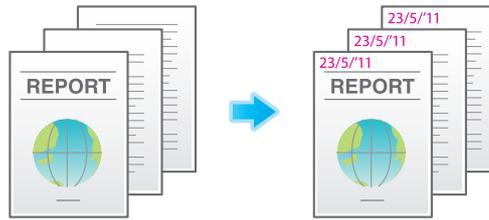


- 5 Press **Start** to save the data in the User Box.

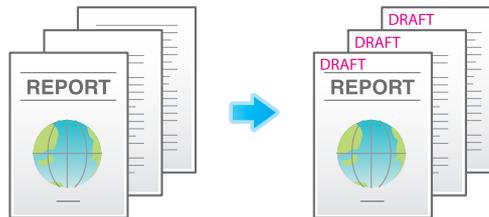
5.21 Q21. Can I copy with a text such as "Private" or date added?

A21. Yes, you can add a text such as "PLEASE REPLY" or "Private", the date and page numbers to a copy job.

Date/time and page numbers



Stamp

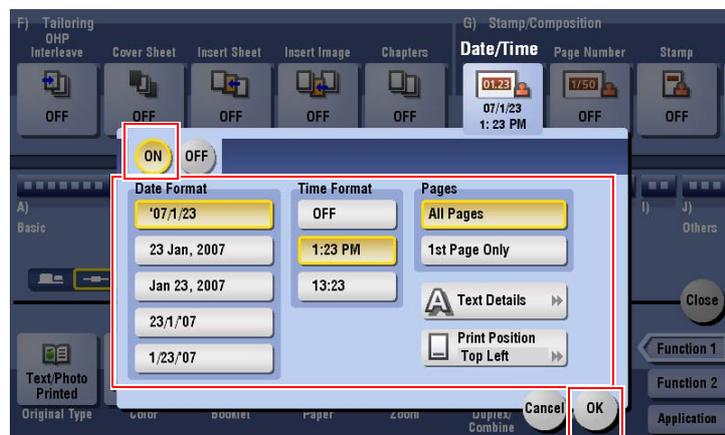


Reference

If necessary, you can register any stamp in addition to the stamps pre-registered in this machine. The registration procedure is explained using the data management utility in **Web Connection**. For details, refer to the *User's Guide CD*.

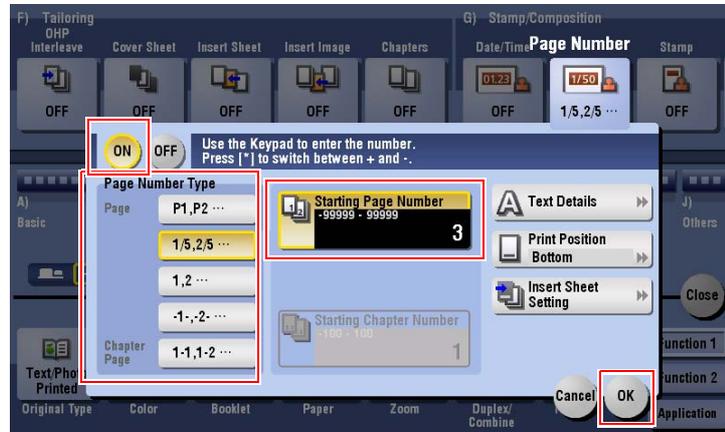
Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 To add the date and time, tap [Application] and select [Date/Time].
- 4 Tap [ON], set values for [Date Format], [Time Format] and [Pages], then tap [OK].



- 5 To add page numbers, tap [Application] and select [Page Number].

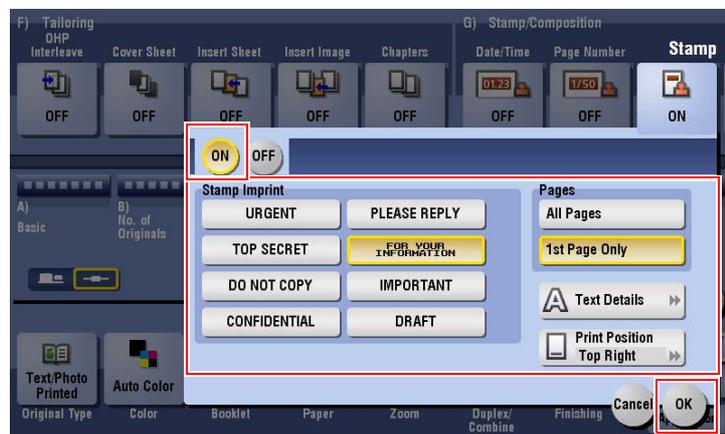
- 6 Tap [ON], set values for [Page Number Type] and [Starting Page Number], then tap [OK].
- If you have selected [Chapter Page] for [Page Number Type], specify the chapter number to start printing in [Starting Chapter Number].
 - When copying with covers, you can set the page numbers to be printed on the covers using [Insert Sheet Setting].



- 7 To add a stamp, tap [Application] and select [Stamp].

- 8 Tap [ON], set values for [Stamp Imprint] and [Pages], then tap [OK].

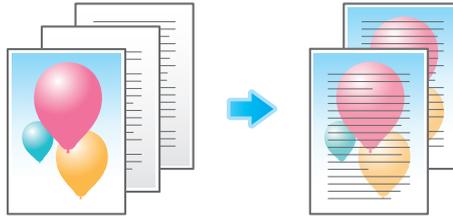
- When the stamp, date and time, or page numbers cannot be easily read with the initial settings, tap [Text Details] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the text size and font as well as the text color.
- If the stamp, date and time, or page numbers are over the text of the original, tap [Print Position] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the printing positions.



- 9 Press **Start** to start copying of the original.

5.22 Q22. Can I add the company name or its logo to a copy job?

A22. Yes. You can register the logos and favorite images in the hard disk of this machine to add such overlay images to copy outputs.

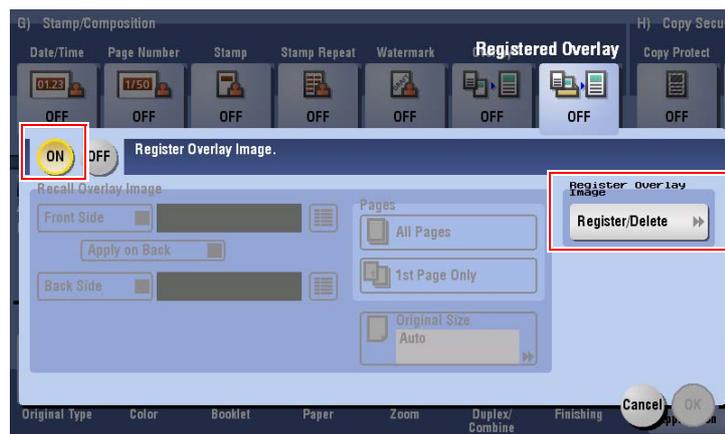


Tips

- You can use the Registered Overlay function when the **Upgrade Kit UK-204** is installed.

Operation procedure

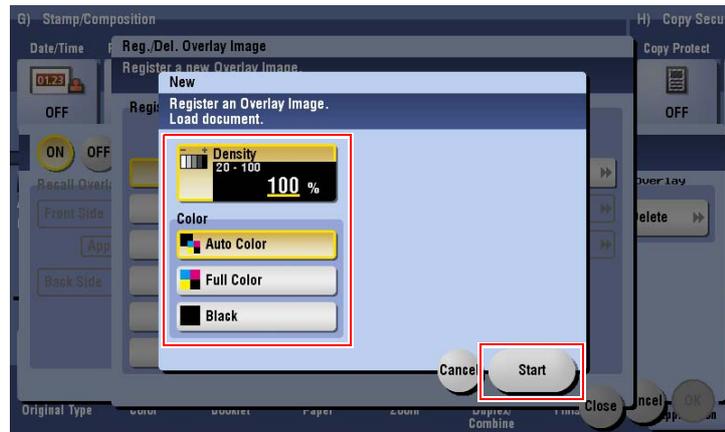
- Tap [Copy].
- Tap [Application] and select [Registered Overlay].
- Tap [ON], then tap [Register/Delete].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].



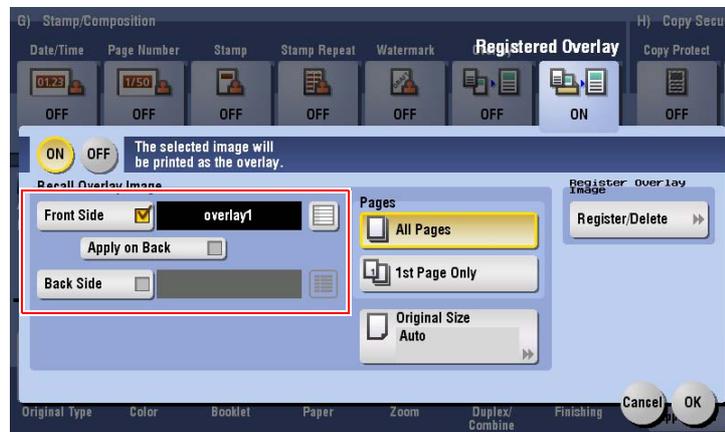
- Tap [New], enter the overlay image name, then tap [OK].

- 5 Load the original containing the overlay image to be registered, set [Density] and [Color] as necessary, then tap [Start].

The original you have set is registered as an overlay image.



- 6 Tap [Close].
- To continue to register overlay images, repeat step 4.
 - To overwrite a registered overlay image with another image, select the target overlay image and tap [Overwrite]. Tap [Yes], then repeat step 5.
 - To delete a registered overlay image, select the overlay image, tap [Delete], then tap [Yes].
- 7 Select the check box for the side the image is to be overlaid on, then tap  to select the overlay image.



- 8 Select the pages to print the image on and the original size, then tap [OK].
- 9 Load the original.
- 10 Press **Start** to start copying with the registered overlay image.



6

User Box

6 User Box

6.1 Q1. Can I rename a file saved in a User Box?

A1. Yes, you can.

Operation procedure

- 1 Tap [User Box], select the target User Box, and tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 Select a file to rename, tap [Other], then tap [Edit Name].



- 3 Enter the name, then tap [OK].
→ The name of the file saved in the User Box is used as the file name in file transmission. When renaming a file, it is recommended to do so with considerations to the conditions of the destination server.

6.2 Q2. Can I use data saved in a User Box by changing the settings from those used when saving it?

A2. Yes. You can print text or an image of data saved in a User Box in black and white or send them after changing the initial resolution.

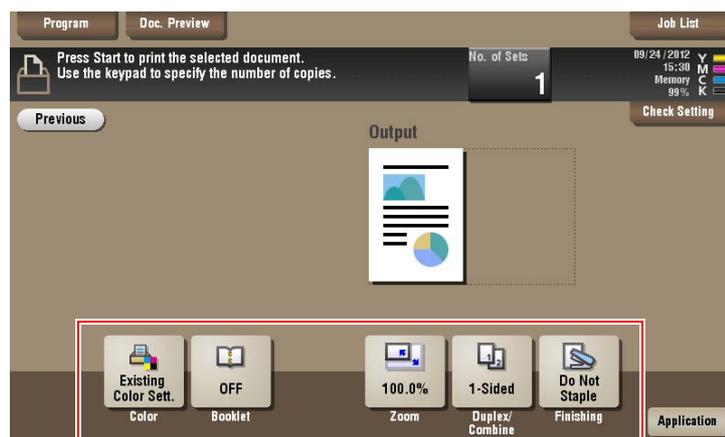
Settings you can change vary depending on the operation.

Operation procedure

- 1 Tap [User Box], select the target User Box, and tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 To print a file, select a file to print and tap [Print].
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



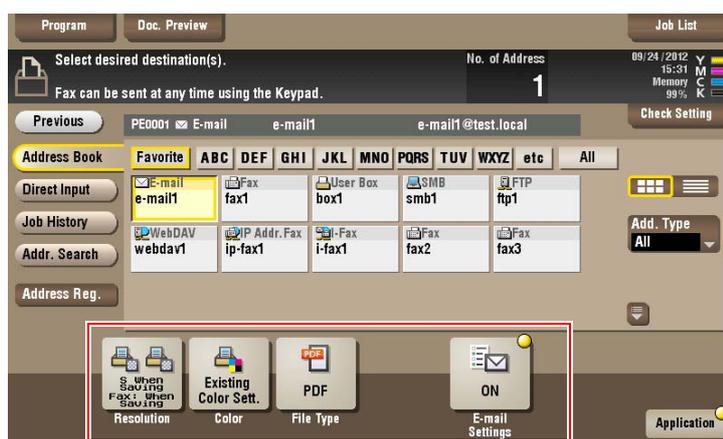
- 3 Change print settings.
→ You can change the settings for [Color], [Zoom], [Duplex/Combine] and [Finishing].



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



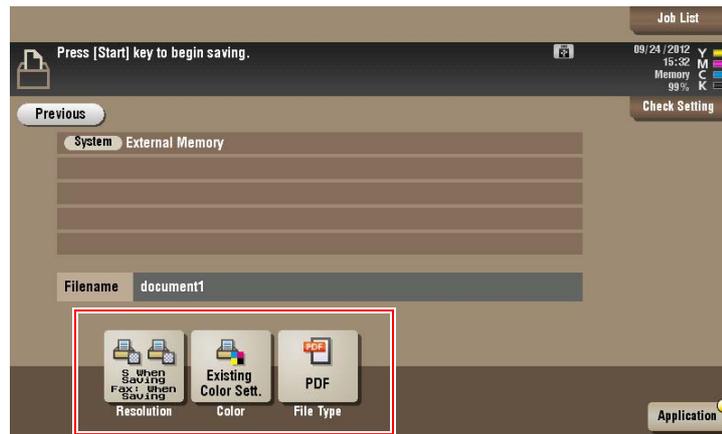
- 5 Set the destination and change the settings for the Fax/Scan functions.
- You can change the settings for [Resolution], [Color], [File Type] and [E-mail Settings].



- 6 To save a file in an external memory device, select a file to save, tap [Other], then tap [Save to External Memory].
- You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.



- 7 Change the settings for saving a file.
 - You can change the settings for [Resolution], [Color] and [File Type].



- 8 Press **Start** to start printing/sending/saving the file.



Reference

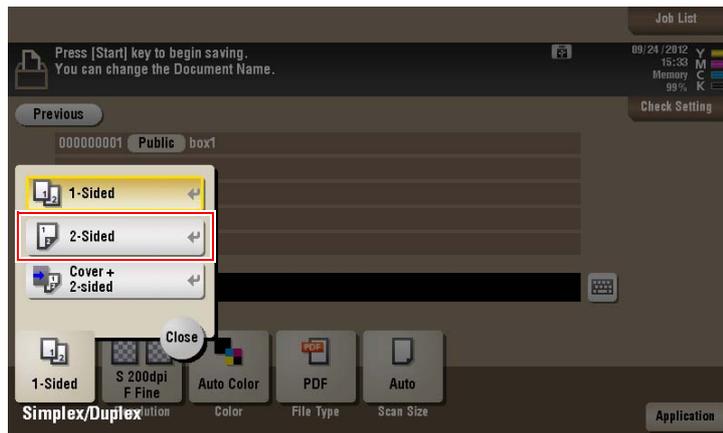
Tap [Application] on the print or fax/scan setting screens to change more detailed settings. For details of the respective settings, refer to the User's Guide CD.

6.3 Q3. Can I save a 2-sided document in a User Box?

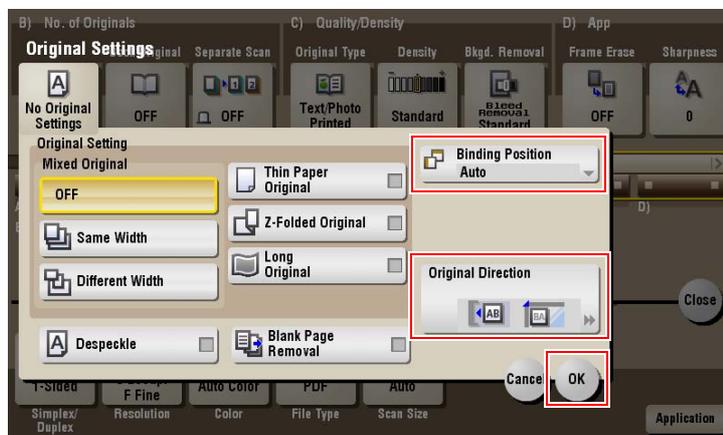
A3. Yes, you can. Select [2-Sided] for scanning the document.

Operation procedure

- 1 Load the 2-sided original.
- 2 Tap [User Box], select the User Box to save data to, then tap [Save].
- 3 Tap [Simplex/Duplex], then tap [2-Sided].



- 4 Tap [Application], then select [Original Settings].
- 5 Set [Binding Position] and [Original Direction] according to the loaded 2-sided original, then tap [OK].



- 6 Press **Start** to save the data of the original in the User Box.
 - Perform 2-sided printing for the data of the 2-sided original saved in the User Box to output a printed matter just like the original.

6.4 Q4. Can a file in a User Box be deleted automatically?

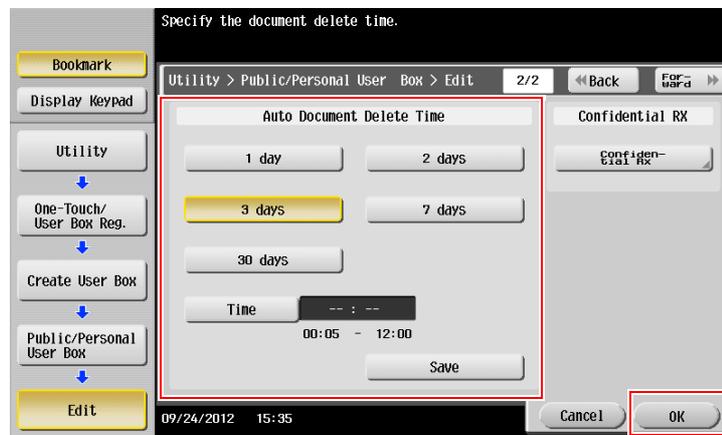
A4. Yes. You can set the file retention period for each User Box. After the retention period has elapsed, files are automatically deleted.

Tips

- You can also set the file retention period for a User Box when registering the User Box.

How to set

- 1 Tap [Utility], then select [One-Touch/User Box Reg.].
- 2 Select [Create User Box] - [Public/Personal User Box].
- 3 Select a User Box subject to the setting of the file retention period, then tap [Edit].
- 4 Tap [Forward], select or set the period, and tap [OK].

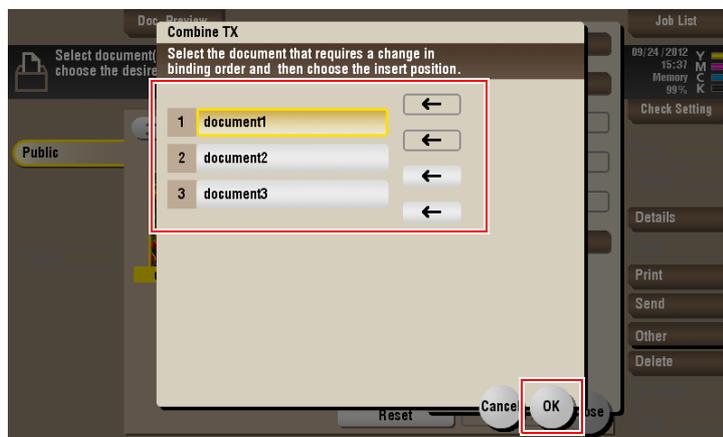


6.5 Q5. Can I select multiple files from a User Box and print or send them at a time?

A5. You can combine multiple files and print or send them as a job.

Operation procedure

- 1 Tap [User Box], select a User Box, then tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 Select multiple files to print or send.
- 3 To print, tap [Other] and then [Combine]. To send, tap [Other] and then [Combine TX].
- 4 Change the order of files to print or send as necessary, then tap [OK].
→ When printing multiple files in a User Box, you cannot change the settings for finishing.



- 5 Set print settings or the destination, then press **Start**.
→ When sending multiple files saved in a User Box, fax, Internet fax or IP address fax is not available.

6.6 Q6. Can I print a saved file by changing its finishing?

A6. Yes, you can change the finishing upon printing.

Different finishing types are available for different options installed on this machine.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.

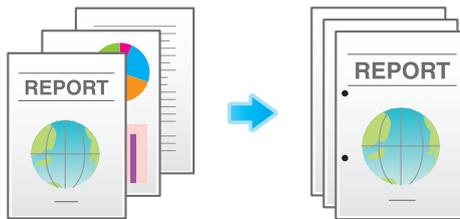


Tips

- The **Finisher** is required to use the Staple function.

Punch

Punching is enabled for filing holes.



Tips

- To use the Punch function:
 - The **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.
 - The **Finisher FS-535** and **Punch Kit PK-521** or the **Z Folding Unit ZU-606** are required (only for **bizhub C554e**).

Center Staple & Fold

Center stapling is enabled for booklet-like finish.

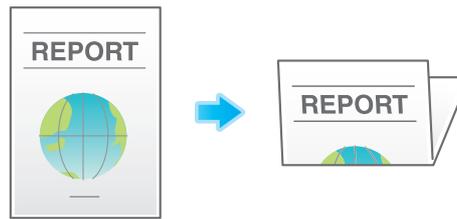


Tips

- To use the Center Staple & Fold function:
 - The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
 - The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554e**).

Fold

Half-folding, tri-folding, or Z-folding is enabled. This function is useful for direct mail and information notes.

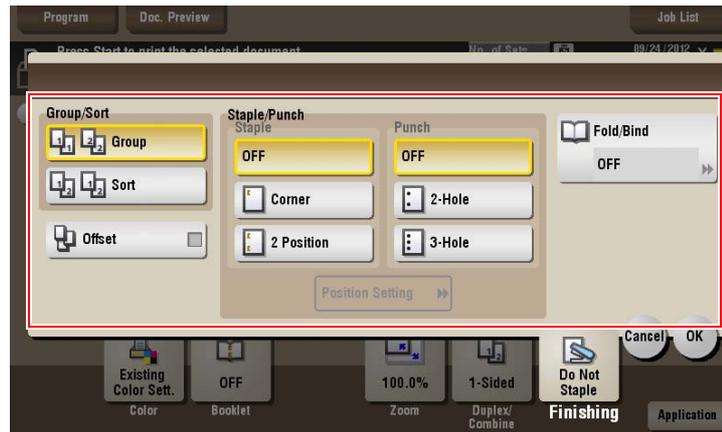


Tips

- To use the Half-Fold or Tri-Fold function:
 - The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
 - The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554e**).
- To use the Z-Fold function:
 - The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554e**).

Operation procedure

- 1 Tap [User Box], select a User Box, then tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 Select a file to print, then tap [Print].
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.
→ When more than one file is selected, you cannot change the finishing.
- 3 Tap [Finishing] and configure the respective items for finishing.



Settings		Description
[Group/Sort]	[Group]	Enables outputs of more than one copy for each page.
	[Sort]	Enables outputs of more than one copy for each set.
[Offset]		When the check box is selected, this setting ejects paper by offsetting each lot of printouts for obvious isolation.
[Staple/Punch]	[Staple]	Specify how to staple
	[Punch]	Specify whether or not to create punch holes. The number of punched holes varies depending on the country you are in.
	[Position Setting]	Select a desired staple or hole-punch position. Specify [Auto], and the staple and punch positions are automatically set according to the loading direction of the original.
[Fold/Bind]		Configure settings for folding or center-binding of paper.

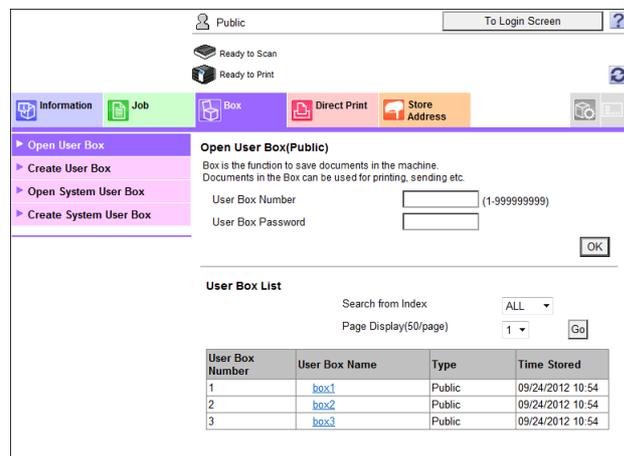
- 4 Tap [OK].
- 5 Press **Start** to start printing the files.

6.7 Q7. Can I operate the User Box functions from my computer?

A7. Yes. Use **Web Connection** to enable operation of files in a User Box without leaving your desk.

Operation procedure

- 1 Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, and then press [Enter].
 - You can check the IP address from [Utility] - [Device Information].
 - When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click the [Box] tab.
- 4 Complete the following steps:
 - Create/edit/delete a User Box.
 - Print/send a file in a User Box.
 - Download a file in a User Box to your computer.
 - Copy/move/delete a file in a User Box.



7 Driver

7 Driver

7.1 Q1. Can more than one computer use the same settings for the printer driver?

A1. Yes. Use the **Driver Packaging Utility** located on the **PAGESCOPE UTILITIES CD-ROM** to set them identically.

The **Driver Packaging Utility** can be used to create an install package with various settings registered for a printer driver.

First, the administrator uses the **Driver Packaging Utility** to create an install package for the printer driver. Next, simply execute that install package on a computer to apply identical settings to, and the printer driver configured with the same settings is installed.

Operation procedure : Preparing for an install package

- 1 Insert the **PAGESCOPE UTILITIES CD-ROM** in the CD drive.
- 2 Select [Administration Tools-2] - [Driver Packaging Utility] - [Download Page].
- 3 Click [Agree] to accept all terms specified in the license agreement.
- 4 Click [Download] under **Driver Packaging Utility** that is suitable for this machine to download the **Driver Packaging Utility** file to a desired location.
- 5 Double-click the **Driver Packaging Utility** file you have downloaded and decompress it to a desired location.

Operation procedure: Creating an install package

- 1 Double-click [DPU.exe] in the [DPU] folder.
- 2 Select a language and click [Agree].
- 3 Click [Edit] and click [Add Printer] on the menu.
- 4 Select a reference printer for the install package, then click [OK]. Select a printer that satisfies the following requirements:
 - The printer is supported by the **Driver Packaging Utility**.
 - The printer has already been installed on the computer you are currently using.
 - The printer is to be connected to a TCP/IP or Internet port.
- 5 On the [Printer] tab, check that the name of the printer selected in Step 4 is displayed in [Printer Name].
- 6 On the [Preferences], select [Copy from this printer], then check the [Set as default printing preferences] box.
- 7 On the [Driver] tab, click [Browser] for the [Path to Printer Driver] to specify the folder containing the printer driver selected in Step 4.
- 8 Click [OK].
- 9 Click [Configuration] and click [DPU Folder] on the menu.
- 10 In [Common Folder Path] or [Individual Folder Path], specify the path to the location to save the install package to, then click [OK].
 - Click [Browser] to specify the location in a folder tree.

11 Click [File] - [Save As].

12 Configure settings for respective items and click [Save].

Settings	Description
[DPU Folder]	Select a desired location for saving the install package.
[Package Name]	Enter a name for the install package. A folder is created for the install package under the name entered here.
[Comment]	Enter description of the install package.
[Switch to the following user when executing the package]	Check the box and fill [User Name], [Password] and [Domain Name], and the user is switched to the specified user when the install package is executed.
[Destination for saving package log]	Specify the path to the location for saving install package creation logs. Click [Browser] to specify the location in a folder tree.
[Open the folder containing the package file.]	Check the box if you wish to display the folder for saving the install package when saving it.

13 After the creation of the install package is completed, click [OK].

14 Distribute the install package created to users sharing the printer driver settings.

→ In **Driver Packaging Utility**, click [Configuration] - [Package File] to display the folder storing the install package.

Operation procedure: Executing the install package

1 Copy the folder for the install package to a desired location.

2 Double-click the execution file of the install package you have created.

3 Click [Start].

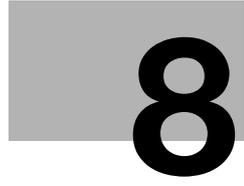
4 Select a language and click [Agree].

5 Select a package to install and click [Start].

6 After the installation of the printer driver is completed, click [Finish].

7 Open the properties for the installed printer driver and check the settings.

→ For the display of the properties, refer to the User's Guide CD.



Operation Management

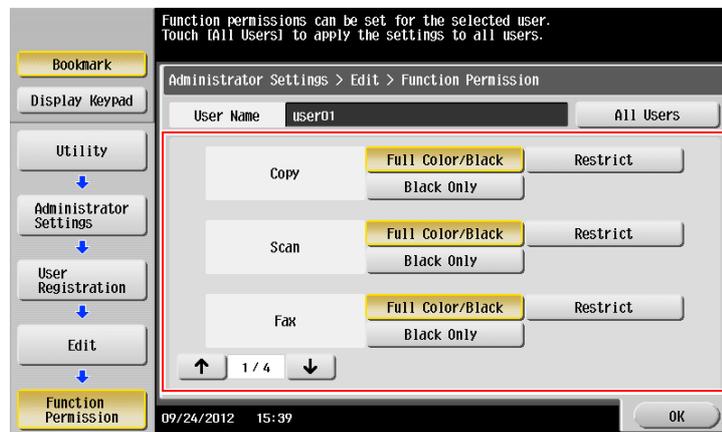
8 Operation Management

8.1 Q1. Can I restrict available functions by user?

A1. Yes. With user authentication enabled, you can restrict functions available by user.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Registration].
- 4 Select a user whose access to functions needs to be limited, then tap [Edit].
- 5 Tap [Function Permission] to set the limit for the respective functions.



Settings	Description
[Copy]	To allow using the full copy function, select [Full Color/Black]. To allow copying in black and white only, select [Black Only]. To prohibit copying, select [Restrict].
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].
[Print]	To allow using the full print function, select [Full Color/Black]. To allow printing in black and white only, select [Black Only]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select [Allow]. To prohibit operating files in User Boxes, select [Restrict].
[Print Scan/Fax TX]	To allow printing of outgoing files, select [Full Color/Black]. To allow printing of outgoing files in black and white only, select [Black Only]. To prohibit printing of outgoing files, select [Restrict].
[Save to External Memory]	To allow saving of data to an external memory device, select [Allow]. To prohibit saving of data to an external memory device, select [Restrict].
[External Memory Document Scan]	To allow loading data from an external memory device, select [Allow]. To prohibit loading data from an external memory device, select [Restrict].

Settings	Description
[Manual Destination Input]	To allow manual entry of destinations, select [Allow]. To prohibit manual entry of destinations, select [Restrict].
[Cellular Phone/PDA]	To allow transferring of files from Bluetooth devices to this machine, select [Allow]. To prohibit transferring of files from Bluetooth devices to this machine, select [Restrict].
[Web Browser]	To give permission to use Web browser, select [Allow]. To give no permission to use Web browser, select [Restrict].

6 Tap [OK].

7 Tap [OK].

8 Repeat steps 4 to 7 to restrict available functions by user.

Tips

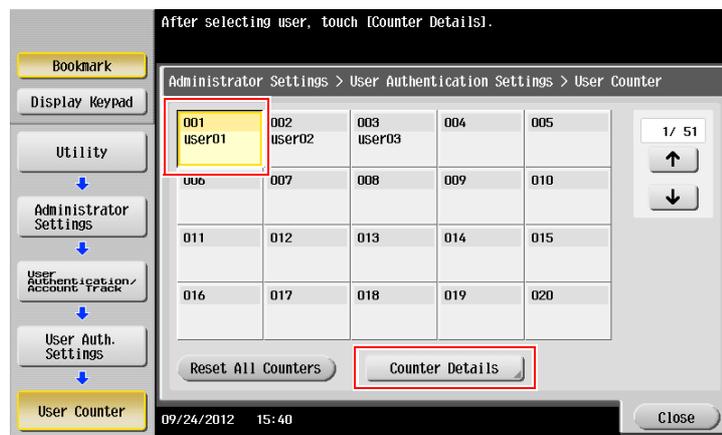
- If an attempt is made to execute a restricted function, a message appears notifying the user that it is prohibited.

8.2 Q2. Can output counts be managed by user?

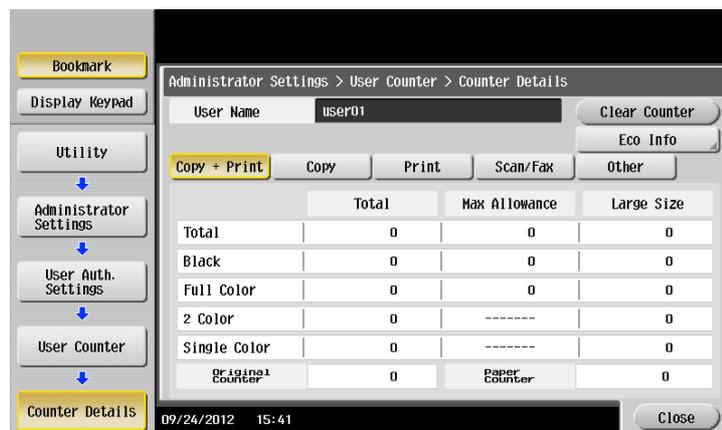
A2. Yes. With user authentication enabled, output counts are managed by user. You can check the counts by user via the administrator settings. Also, you can set the upper limit for the number of copies that can be printed by user.

Operation procedure: Checking the counter by user

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Counter].
- 4 Select a user subject to counter checking, then tap [Counter Details].
 - To reset the counters for all users, tap [Reset All Counters], select [Yes], then tap [OK].



- 5 Check counters.
 - You can check the numbers of outputs for other functions by selecting [Copy], [Print], [Scan/Fax] or [Other].
 - To check ratios of toner or paper consumption, tap [Eco Info].
 - To reset the counters, tap [Clear Counter], select [Yes], then tap [OK].

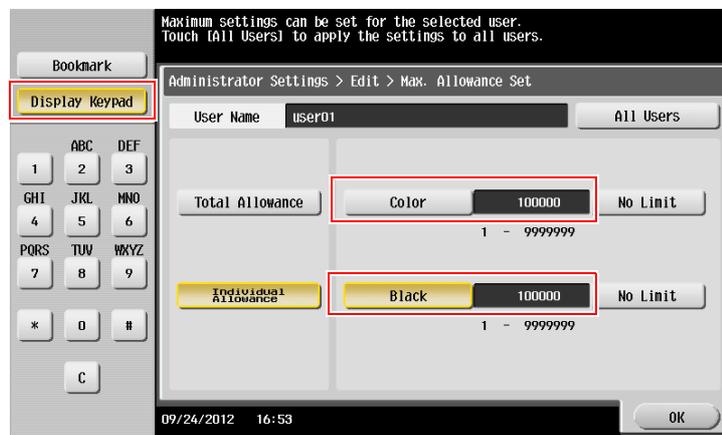


Operation procedure: Setting the upper limit for the number of copies that can be printed by user

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Registration].
- 4 Select a user subject to upper limit restrictions, then tap [Edit].



- 5 Tap [Max. Allowance Set] and [Color] or [Black], then enter the maximum allowance for the number of color/black originals that the user can print, using the **Keypad**.
 - To manage the upper limit without distinguishing between the color and black originals, tap [Total Allowance]. Then, tap [Total], enter the upper limit using the **keypad**, and tap [OK].



- 6 Tap [OK].
- 7 Tap [OK].

8.3 Q3. To use the ID & Print function, is any setting required in the driver?

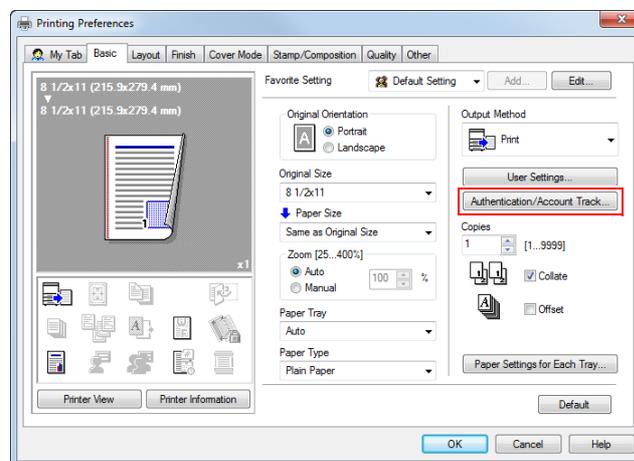
A3. Yes, you need to enter the [User Authentication] information in the driver upon execution of ID & Print as well as to set [ID&Print] for the output method.

Reference

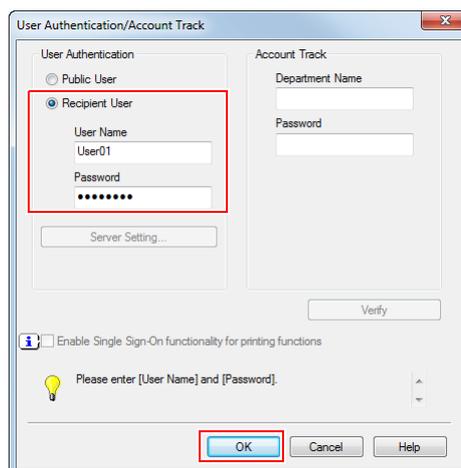
In the Administrator Settings of this machine and the properties window of the printer driver, set the user authentication beforehand. For details on the user authentication setting of this machine, refer to page 2-17. For details on the user authentication setting of the printer driver, refer to page 17-10.

Operation procedure

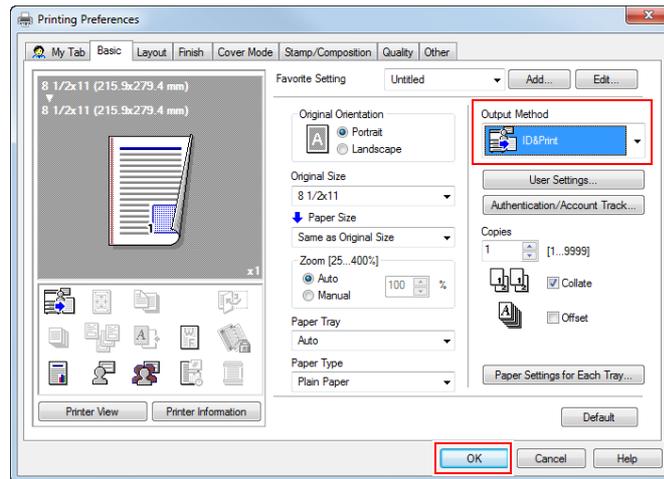
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered with the machine, then click [OK].



- 5 Select [ID&Print] from [Output Method], then click [OK].



- 6 Click [Print].

8.4 Q4. User authentication is enabled. Can I give permission to unregistered users (public users) to operate this machine?

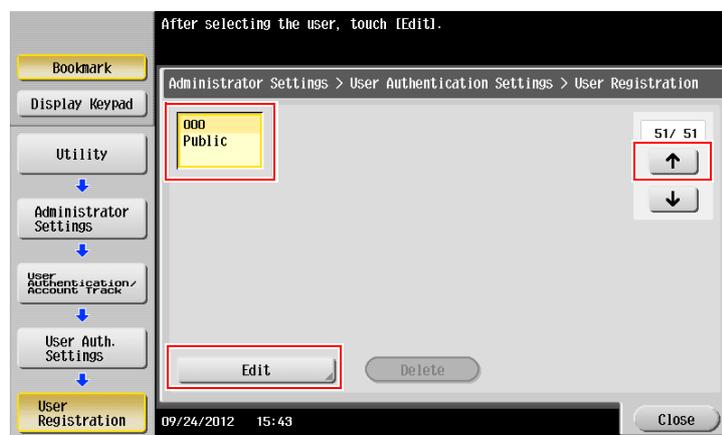
A4. Yes. Even unregistered users can obtain permission if permission is given to public user access. Also, you can restrict functions available to public users.

How to set

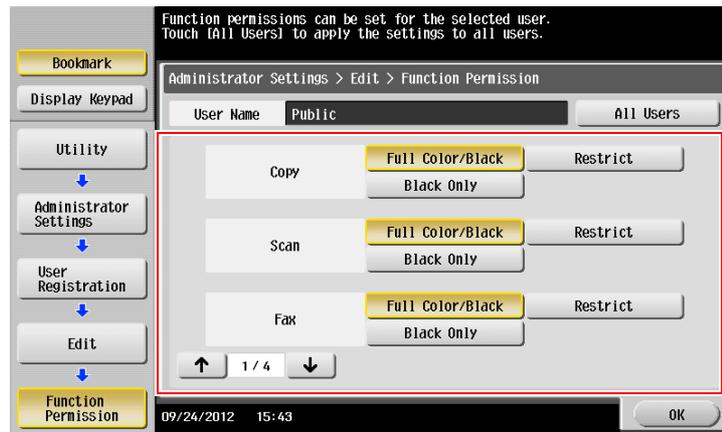
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [General Settings].
- 4 Select [Public User Access], then [ON (With Login)] or [ON (Without Login)], and tap [OK].
 - If [ON (With Login)] is selected, the public user can use this machine by selecting [Public User Access] in the login page to log in to the machine.
 - If [ON (Without Login)] is selected, the public user can use this machine without logging in to the machine in the login page.
 - Selecting [ON (Without Login)] is equivalent to the status when user authentication is not performed.



- 5 Select [User Authentication Settings] - [User Registration].
- 6 Tap [↑] to select [000 Public], and also tap [Edit].



- 7 Tap [Function Permission] to set the limit for the respective functions.
→ For details on functional restriction, refer to page 8-2.



- 8 Tap [OK].
- 9 Tap [OK].

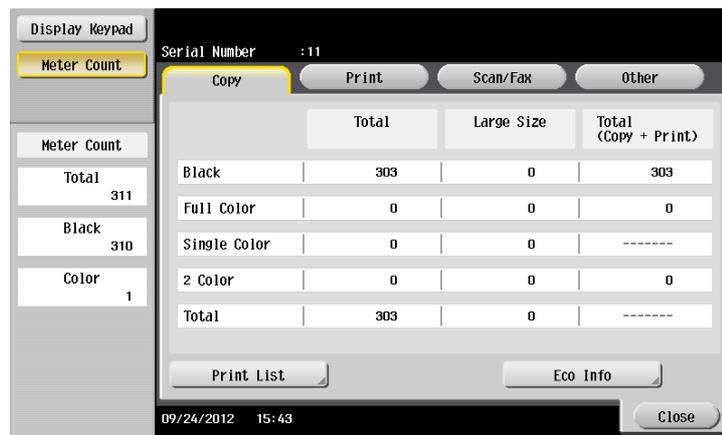
8.5 Q5. Can I check the number of copies output so far?

A5. Yes, you can check the total number of copy outputs or the number of copies by color mode.

You can also check output counts by function, such as the copy and print function.

Operation procedure

- 1 Tap [Counter].
- 2 Check the number of output copies.
 - You can check the numbers of outputs for other functions by selecting [Print], [Scan/Fax] or [Other].
 - To print out the copy counts, tap [Print List], select a paper tray and print method, then tap [Start].
 - To check ratios of toner, paper, or power consumption, tap [Eco Info].



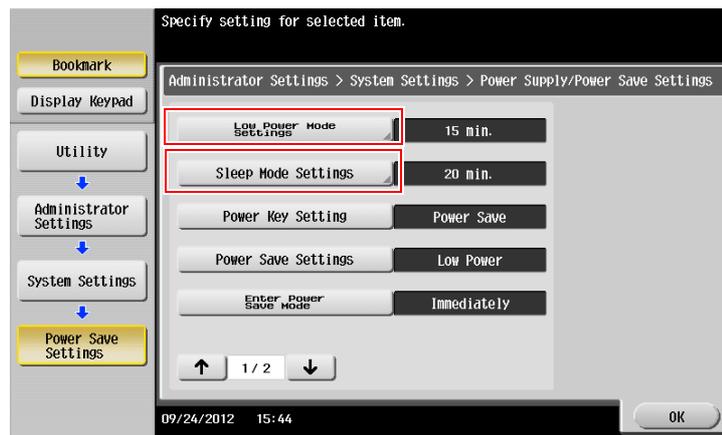
8.6 Q6. The screen changes if no operation takes place for a certain period of time. Can this time setting be changed?

A6. Yes, you can change the following time settings via the administrator settings.

- Time to elapse before transition to the Low Power and Sleep modes
- Time to elapse before all functions are reset to the default settings
- Time to elapse before settings by function are reset to the default settings

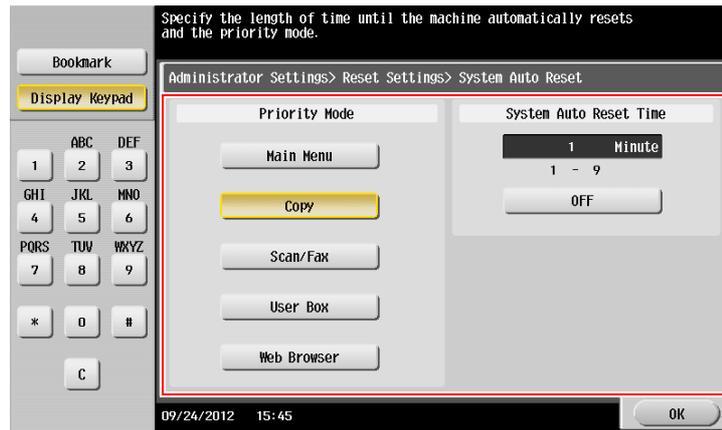
How to set: Setting time to pass before transition to Low Power or Sleep mode

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Power Supply/Power Save Settings].
- 4 To set the time to pass before entering Low Power mode, tap [Low Power Mode Settings], enter the time, then tap [OK].
 - To set the time to pass before entering Sleep mode, tap [Sleep Mode Settings], enter the time, then tap [OK].
 - More electric power will be saved in Sleep mode when compared with Low Power mode. However, Sleep mode takes more time to warm up this machine for additional print jobs than Low Power mode. Select the mode appropriate to your application of this machine.



How to set: Setting the time for the settings for all functions to return to the default settings

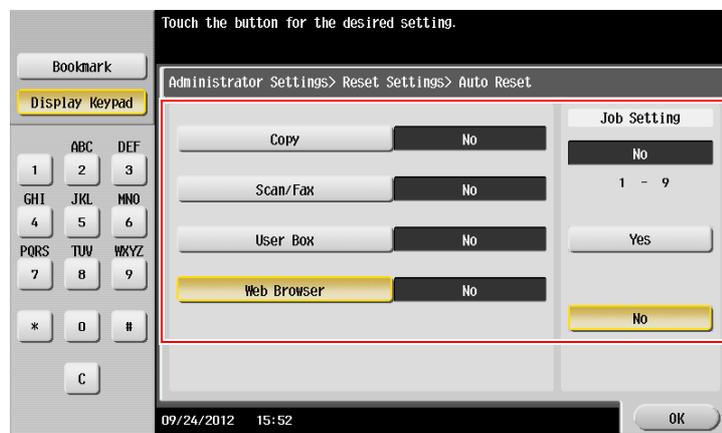
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Reset Settings] - [System Auto Reset].
- 4 Select functions to display after resetting and enter the time to return to the default settings, using the **Keypad**.
 - When you do not want to restore the default settings, select [OFF].



- 5 Tap [OK].

How to set: Setting the time for the settings for each function to return to the default settings

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Reset Settings] - [Auto Reset].
- 4 Select each function and enter the time to return to the default setting, using the **Keypad**.
 - When you do not want to return to the default setting, select [No].



- 5 Tap [OK].



9

Software

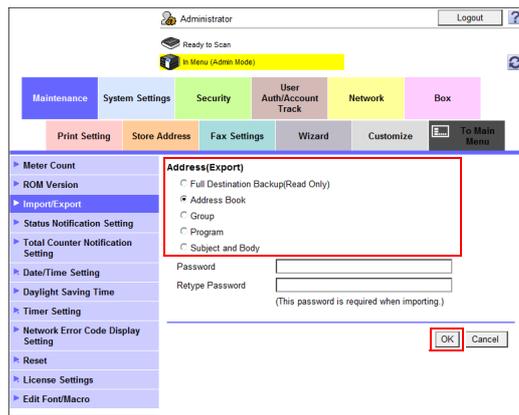
9 Software

9.1 Q1. Can I move destinations registered in this machine to another MFP?

A1. Yes. To do so, use **Web Connection** to save the destination file (or export it) and write that destination file to another MFP unit of the same model (or import it).

Operation procedure: Exporting a destination file

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Select [Administrator], then click [Login].
- 3 Enter the password, then click [OK].
- 4 On the [Maintenance] tab, click [Import/Export], select [Address], then click [Export].
- 5 Select the type of destinations to export, then click [OK].
 - After export is executed with password entry, importing of the destinations to another MFP requires password entry.

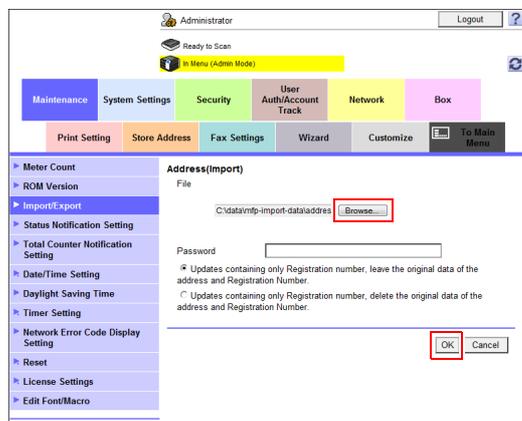


- 6 After destinations are ready to be downloaded, click [Download].
- 7 Click [Save], select a location to save the data to, then click [Save].
- 8 When downloading is completed, click [Close].
- 9 Click [Back].

Operation procedure: Importing a destination file

When importing a backup file containing a full set of destinations, note that all of the currently registered destinations will be overwritten.

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Select [Administrator], then click [Login].
- 3 Enter the password, then click [OK].
- 4 On the [Maintenance] tab, click [Import/Export], select [Address], then click [Import].
- 5 Click [Browse...] to select a file of destinations to import, then click [OK].
 - When importing [Address], if you select [Updates containing only Registration number, leave the original data of the address and Registration Number.], address information, in a file to be imported, containing only a registration number, is not registered in the machine. If you select [Updates containing only Registration number, delete the original data of the address and Registration Number.], address information containing only a registration number is deleted from the machine.
 - If the destination file to import has a password set, enter the password.



- 6 When the import completes, click [OK].

9.2 Q2. Can I edit the exported destination file before importing it?

A2. Yes. If it is a file of destinations that is not a [Full Destination Backup (Read Only)] and the machines are of the same model type, you can edit the file then import it.

You cannot edit a [Full Destination Backup (Read Only)] because it is encrypted.

Operation procedure

- 1 Exporting all destination data other than the [Full Destination Backup (Read Only)].
→ For export of a destination file, refer to page 9-2.
- 2 Open and edit the exported destination file in Microsoft Excel.

Abbreviate	Name	Pinyin	Furigana	SearchKey	WellUse	SendMode	IconID	UseReferL	ReferGroup	ReferPossi	MailAddress	FTPServer	FTPServer
1	Tokyo-Ems	No	Tuv	No	Email	Level	0	0	0	tokyo@sample.co.jp			
2	Tokyo-Fax	No	Tuv	No	Fax	Level	0	0	0				
3	Tokyo-SM	No	Tuv	No	Smb	Level	0	0	0				

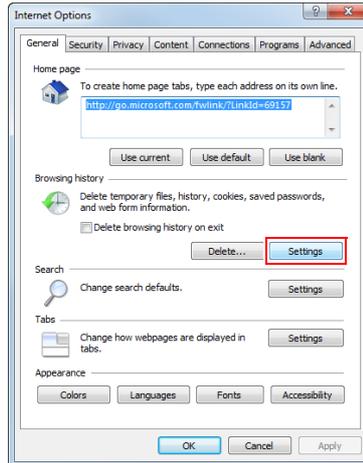
- 3 After completing editing, save the destination file in TEXT or CSV format.
- 4 Import the edited destination file into this machine or an MFP of the same model type.
→ For information about importing a destination file, refer to page 9-3.

9.3 Q3. When using Web Connection, logout occurs before the time set has elapsed.

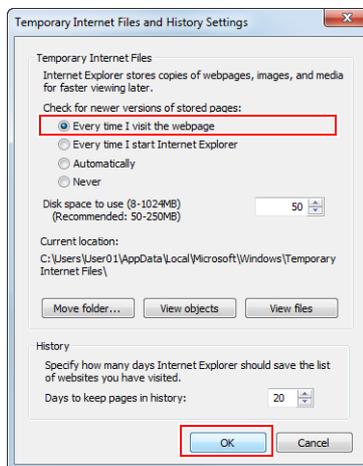
A3. Change the settings for [Temporary Internet Files and History Settings] in Internet Explorer.

How to set

- 1 Delete temporary Internet files.
- 2 Click [Tools] and then [Internet Options].
- 3 Click [Settings] in [Browsing history].



- 4 Select [Every time I visit the webpage], then click [OK].



- 5 Click [OK].

10

Control Panel

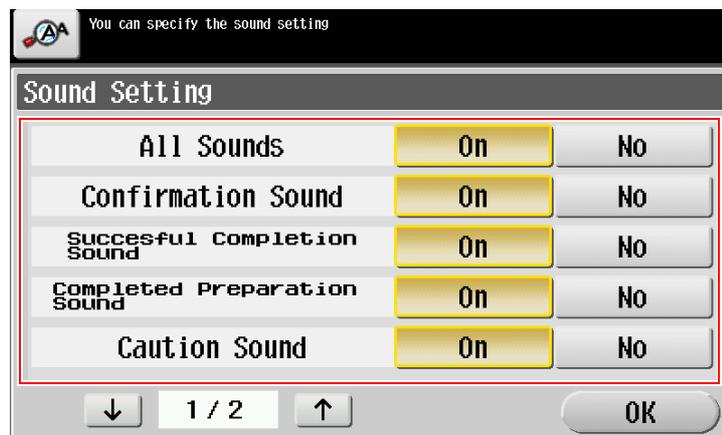
10 Control Panel

10.1 Q1. Can I eliminate keying sounds on the Touch Panel?

A1. Can delete the operation sound of the **Touch Panel**, and adjust the sound type and volume.

How to set

- 1 Tap [Accessibility] and select [Sound Setting].
- 2 To set whether to output keying and other sounds, select [Sound Setting] and set whether to output respective sounds.



Settings	Description
[All Sounds]	Specify whether to output all sounds.
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel .
[Successful Completion Sound]	Set whether or not to output a sound notifying successful completion of an operation.
[Completed Preparation Sound]	Set whether or not to output a sound notifying that this machine is ready for operation.
[Caution Sound]	Set whether or not to output a sound notifying the need for part replacement or occurrence of an error.
[Deletion Sound]	Set whether or not to output a sound when Document or Job is deleted.
[Authentication Sound]	Set whether or not to output a sound in association with the authentication result when logging in.

- 3 Tap [OK].

- 4 Tap [Sound Type/Volume Setting], and set the sound type and volume.
 → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



Settings	Description
[Batch Setting]	All the sound type and volume will be set at once. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Individual Setting]	All the sound type and volume will be set separately.

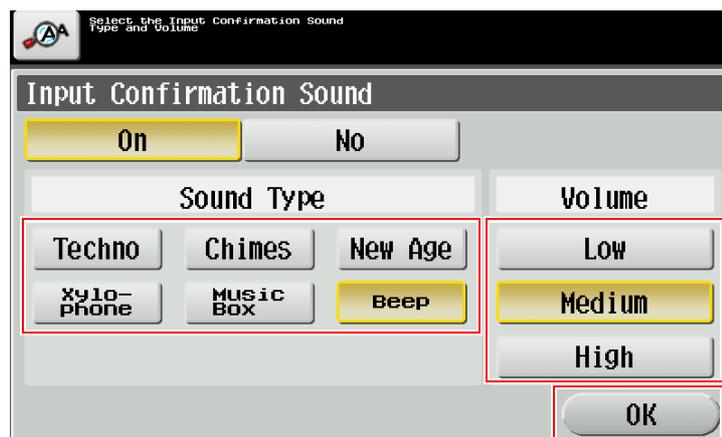
- 5 To set the sound type and volume separately, tap [Individual Setting] - [Alter Settings Individually].
 → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



Settings		Description
[Operation Confirmation Sound]	[Input Confirmation Sound]	Set the sound type and volume to output when a key is pressed on the Control Panel or Touch Panel . Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Invalid Sound]	Set the sound type and volume when a key pressed on the Control Panel or Touch Panel is invalid. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Basic Sound]	Set the sound type and volume to output when the default option is selected from a list of options where one is selected in rotation. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Window Pop-Up Sound]	Set the sound type and volume when Island Window or Balloon Window is opened. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Keyboard Operation Sound]	Set the sound type and volume when Keyboard screen or Keypad is operated. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Successful Completion Sound]	[Operation Complete Sound]	Set the sound type and volume when an operation has ended normally. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Transmission Complete Sound]	Set the sound type and volume when a communication has ended normally. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Print Job Complete Sound]	Set the sound type and volume when printing in PC is normally completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Fax RX Print Complete Sound]	Set the sound type and volume when printing for received Fax is normally completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Completed Preparation Sound]		Set the sound type and volume when the preparation of this machine has completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.

Settings		Description
[Caution Sound]	[Low Caution Sound (Level 1)]	Set the volume of sound output when a message is displayed on the Touch Panel indicating that the replacement time is nearing for supplies or replaceable parts. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 2)]	Set the sound type and volume when the user has made a mistake while operating this machine. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 3)]	Set the sound type and volume when an error has occurred that can be addressed by referring to the message on the screen or instructions in the manual. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Severe Caution Sound]	Specify the sound type and volume when a Toner Cartridge or Waste Toner Box installation failure or an error to be addressed by a service representative has occurred. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Deletion Sound]		Set the sound type and volume when Document or Job is deleted. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Authentication Sound]	[Authentication Successful Sound]	Tap [Login] or [Access] on the Login screen, then specify the sound type and volume when user authentication or account track has succeeded. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Authentication Failure Sound]	Tap [Login] or [Access] on the Login screen, then specify the sound type and volume when user authentication or account track has failed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.

- 6 Select the sound type and volume, then tap [OK].



Tips

- If an Android tablet terminal is connected to this machine, [Device Sound] is displayed as a sound type option. Tapping [Device Sound] enables you to specify the tablet terminal output sound from the list of device sound files.

10.2 Q2. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?

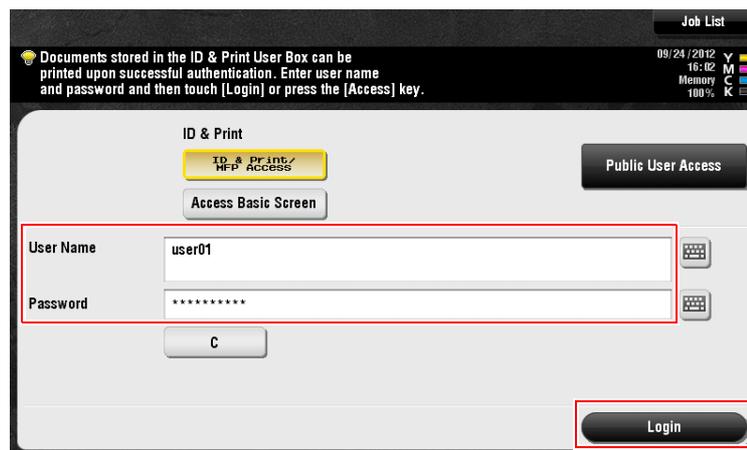
A2. Check with the administrator whether you are a user registered in this machine.

If you are a registered user, obtain the user name and password from the administrator, perform user authentication using this machine, printer driver, **Web Connection**, biometric authentication unit, or IC card authentication unit, and log in to this machine.

Otherwise, log in to this machine with public users' privileges.

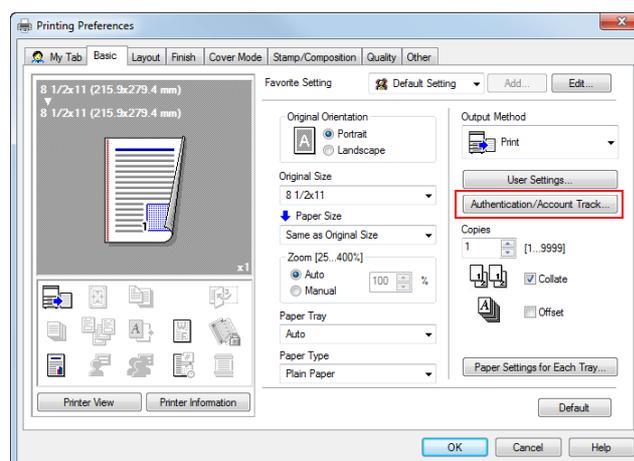
How to set: Getting authenticated as a user on this machine

- ➔ Enter the [User Name] and [Password] registered in this machine and tap [Login]. When successfully authenticated, you are allowed to operate this machine.

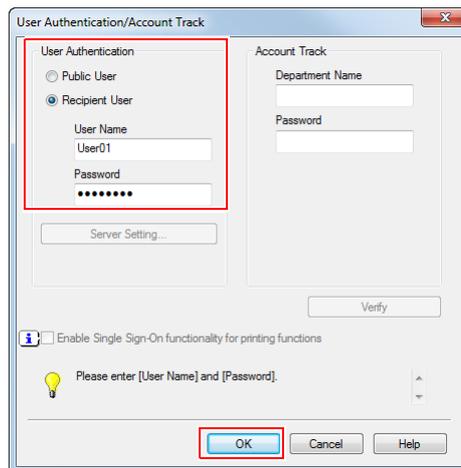


How to set: Getting authenticated as a user on the printer driver

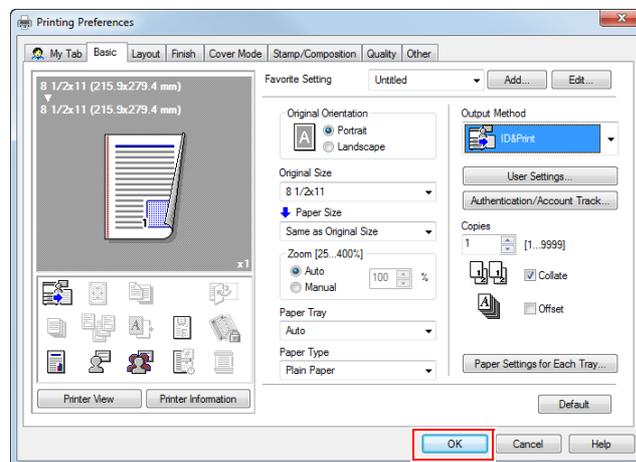
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered in the machine, then click [OK].



- 5 Click [OK].



- 6 Click [Print].
After successful user authentication, the file is printed.

How to set: User authentication for Web Connection

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Enter the [User Name] and [Password] registered in this machine and click [Login]. When successfully authenticated, you are allowed to operate **Web Connection**.

How to set: Getting authenticated as a user on a biometric or IC card authentication unit

The following methods are used for biometrics or IC card-based authentication. When successfully authenticated, you are allowed to operate this machine.

- [1-to-many authentication]
Place your finger on the **Authentication Unit (biometric type)** to get authenticated.
- [1-to-1 authentication]
Enter your user name, then place your finger on the **Authentication Unit (biometric type)** to get authenticated.
- [Card Authentication]
Place your IC card on the **Authentication Unit (IC card type)** to get authenticated.
- [Card Authentication + Password]
Place your IC card on the **Authentication Unit (IC card type)**, then enter your password to get authenticated.

Tips

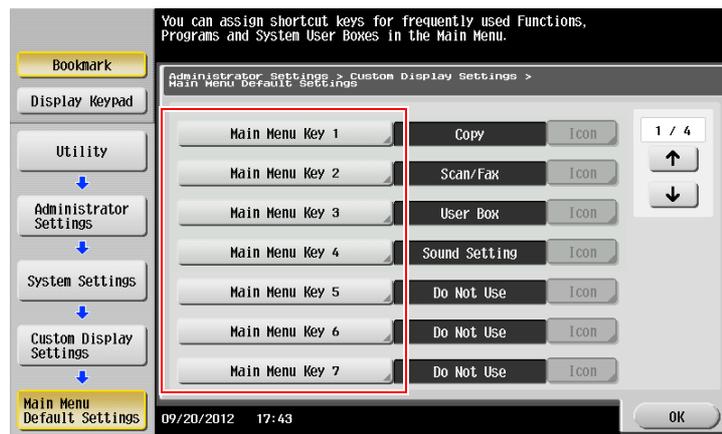
- The biometric authentication and Card authentication methods vary depending on the settings of the **Authentication Unit** installed on this machine and those of this machine.

10.3 Q3. Can I customize the Control Panel?

A3. Yes, you can configure a function to be displayed on the main menu or to be assigned to the **Register** key, or change the theme on the main menu.

How to set: Customizing the Main Menu

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Custom Display Settings] - [Main Menu Default Settings].
- 4 Select a Main Menu key.



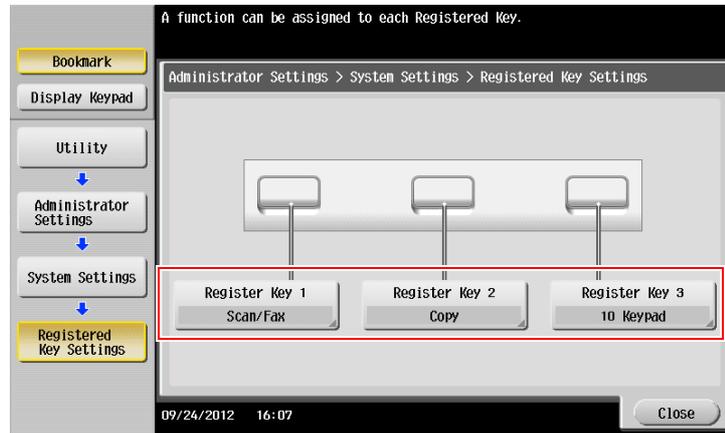
- 5 Select [ON], select the function to assign to the selected key, then tap [OK].
 - Functions are displayed in a hierarchical structure by category. Continue to select functions to go down the hierarchy until the function to be displayed on the Main Menu is displayed.



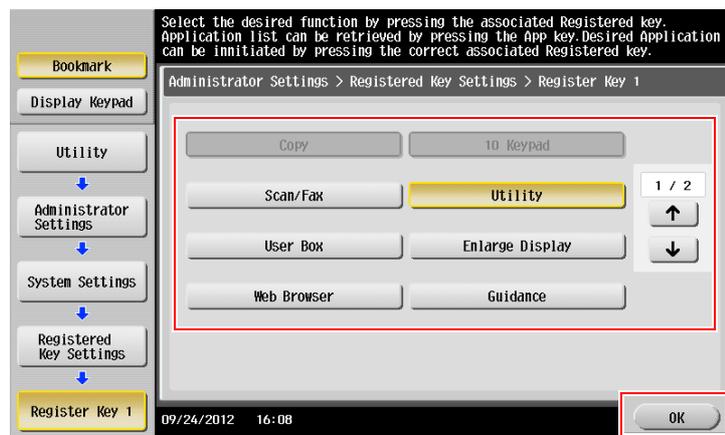
- 6 Tap [OK].

How to set: Customizing Register keys

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Registered Key Settings].
- 4 Select a **Register** key.



- 5 Select the function to be assigned to the **Register** key, then tap [OK].



How to set: Changing the theme of the main menu

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Custom Display Settings] - [Main Menu Display Settings].
- 4 Select a desired theme, then tap [OK].





11 Other

11 Other

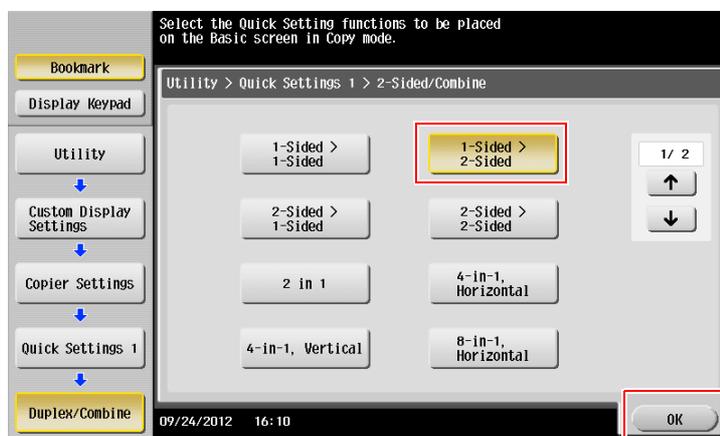
11.1 Q1. How can I quickly recall frequently used functions?

A1. In the copy or User Box mode, you can display frequently used settings as shortcut keys on the top screen.

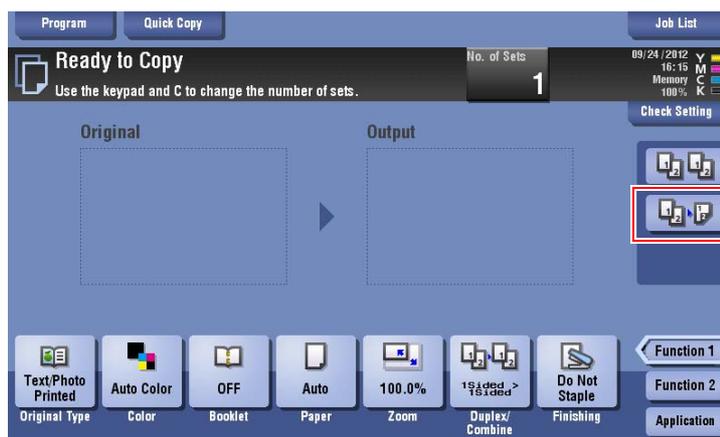
When shortcut keys are displayed, you can select a setting in a single key action.

How to set: Setting shortcut keys used in copy mode

- 1 Tap [Utility] and select [User Settings].
- 2 Select [Custom Display Settings] - [Copier Settings], and then [Quick Settings 1] or [Quick Settings 2].
- 3 Select [ON] and the settings to display as the shortcut key, then tap [OK].

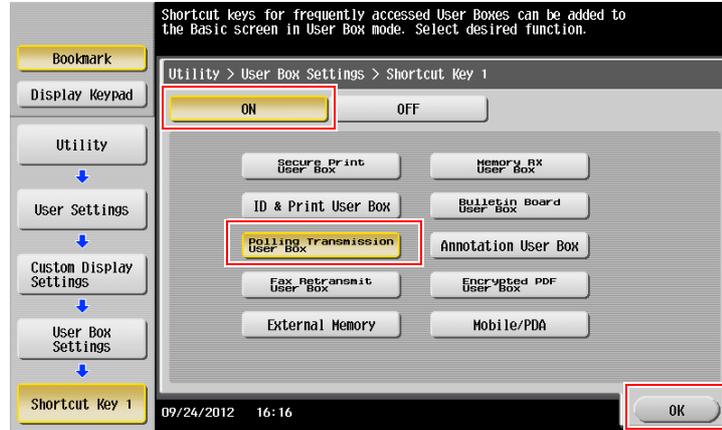


The shortcut key appears on the main screen of the copy mode.

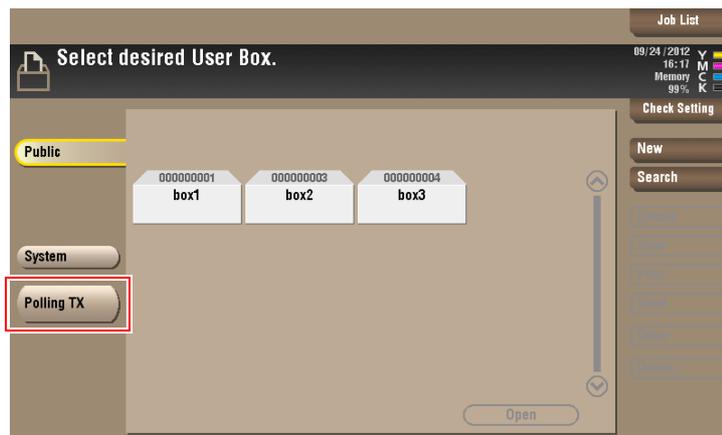


How to set: Setting shortcut keys used in User Box mode

- 1 Tap [Utility] and select [User Settings].
- 2 Select [Custom Display Settings] - [User Box Settings], and then [Shortcut Key 1] or [Shortcut Key 2].
- 3 Select [ON] and the settings to display as the shortcut key, then tap [OK].



The shortcut key appears on the main screen of the User Box mode.



11.2 Q2. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A2. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

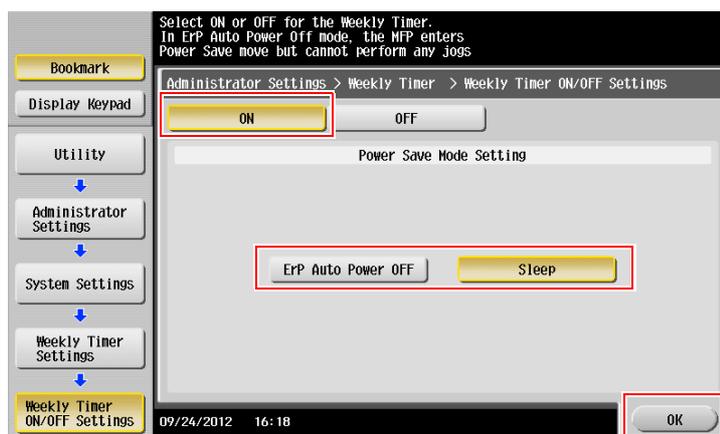
Using the weekly timer function automatically switches this machine to the normal mode and power save mode at the pre-specified time.

The weekly timer function provides the following functions:

Function	Description
[Time Settings]	Specify the time for switching to the power save mode and the time for returning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date Settings]	Configure the days you want to apply the weekly timer to one by one. This function is useful when the schedule for holidays is irregular or when this machine must be powered on or off on a specific day regardless of the setting in [Timer Settings].
[Select Time for Power Save]	Specify the time period to temporarily switch to the power save mode. This allows you to temporarily switch to the power save mode in the time period such as a lunch break in which this machine is inactive.
[Password for Non-Business Hours]	Using the weekly timer restricts the use of this machine in the Power Save mode with a password.

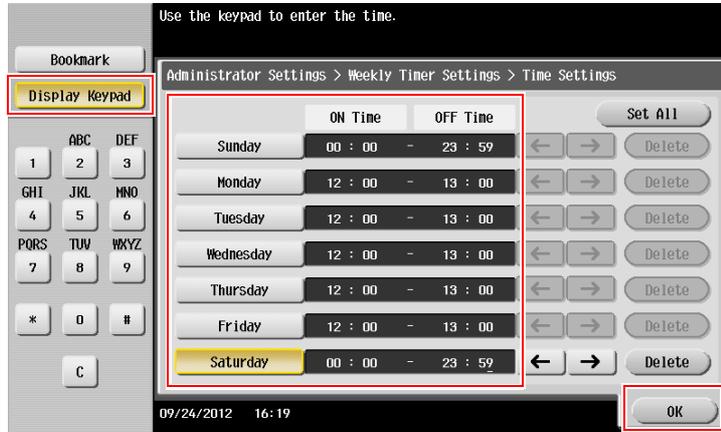
How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Weekly Timer Settings] - [Weekly Timer ON/OFF Settings].
- 4 Select [ON], select [ErP Auto Power OFF] or [Sleep], then tap [OK].
 - Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - Select [Sleep] if a **Fax Kit** is installed and you need to receive a job even in the power save mode.



- 5 Tap [Time Settings].

- 6 Select a day of the week you want to set the weekly timer to, enter the ON and OFF times using the **keypad**, then tap [OK].
 - To erase the time you have specified, tap [←][→] to select the target time, then tap [Delete].
 - Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.

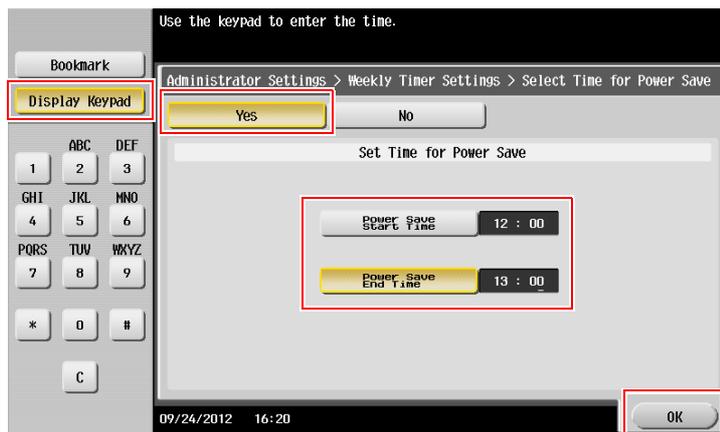


- 7 To specify the timer date by date, tap [Date Settings].
- 8 Select a year and a month in [Year] and [Monthly], select dates on the calendar, then tap [OK].
 - You can also use the batch setting by tapping [ON] or [OFF] in the Daily Setting section.

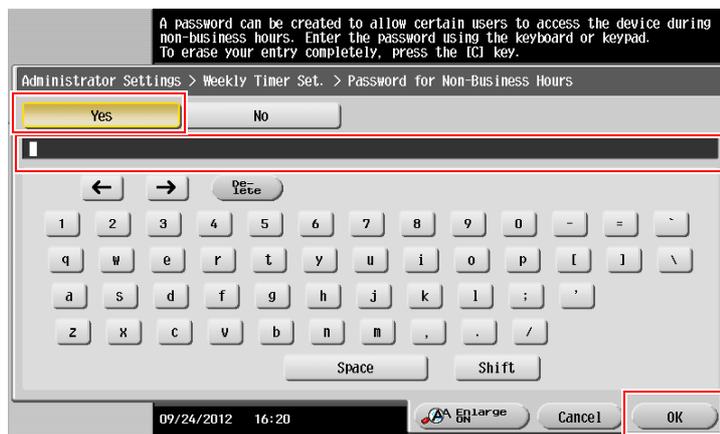


- 9 To switch to the power save mode temporarily, such as during a lunch break, tap [Select Time for Power Save].

- 10 Tap [Yes], enter the time period to switch to the power save mode using the **Keypad**, then tap [OK].



- 11 When using the weekly timer to restrict the use of this machine in the Power Save mode with a password, tap [Password for Non-Business Hours].
- 12 Select [Yes], enter the password, then tap [OK].



11.3 Q3. How much storage capacity does the Hard Disk have?

A3. 250 GB.

11.4 Q4. What file types are supported in USB memory devices?

A4. Supported file types depend on the use of the USB memory device.

The available file types are as follows:

- To save scanned files on the USB memory
PDF/Compact PDF/XPS/Compact XPS/TIFF/JPEG/PPTX/DOCX/XLSX
- To print files stored on a USB memory using this machine
To save files stored on a USB memory to a User Box
PDF/Compact PDF/JPEG/TIFF/XPS/Compact XPS/OpenXML (.docx/.xlsx/.pptx)/PPML
(.ppml/.vdx/.zip)

Tips

- An **Upgrade Kit UK-204** and **i-Option LK-110** are required to specify DOCX or XLSX for the file type when scanning a document.

11.5 Q5. What action should be taken if the administrator password is lost?

A5. The administrator password is set to [1234567812345678] by factory default. Try this password if the administrator password has not been changed.

If it has been changed, contact your service representative.

12

When a Paper/Staple Jam Is Occurring

12 When a Paper/Staple Jam Is Occurring

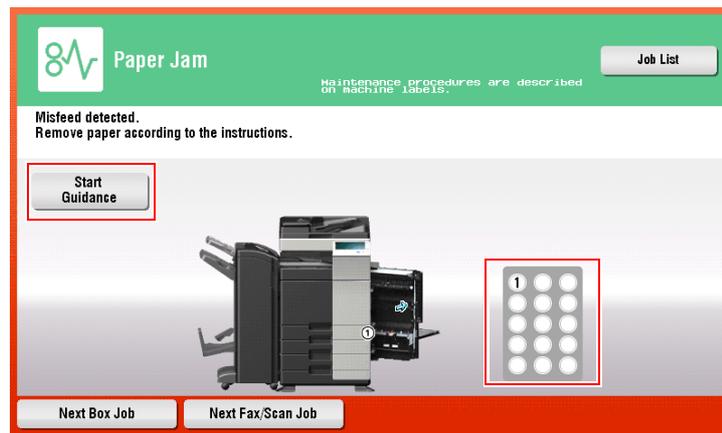
12.1 Screen that appears when a paper/staple jam has occurred

If any paper/staple jam has occurred on this machine as shown in the screen shot below, the **Touch Panel** shows the section where the jam has occurred. In an occurrence of a paper/staple jam, check the **Touch Panel** to see where it is occurring, and follow the guidance regarding corrective actions to take.

The blinking "number enclosed in a circle" represents the section where a paper/staple jam is occurring.

Tap [Start Guidance] and follow the guidance (instructions) to remove jammed paper.

If the jam is not completely cleared, the following message appears: [Paper remaining in device. Remove paper according to instructions.]. Follow the guidance again to remove paper.



Item	Description
[Start Guidance]	Tap this key to start animated instructions showing how to remove paper/staple jam.
Number enclosed in a circle (indicating the location number for the section with a paper/staple jam)	A section chart is displayed with a location number enclosed in a circle for a section where a paper/staple jam has occurred.

12.2 When a paper/staple jam is occurring

If a paper jam has occurred, take action referring to the following pages.

- To use the **ADF**, refer to page 12-4.
- To use the right-side door, refer to page 12-6.
- To use a paper tray, refer to page 12-7.
- To use the **Large Capacity Unit**, refer to page 12-8.
- To use the **Finisher FS-535**, refer to page 12-9.
- To use the **Z Folding Unit ZU-606**, refer to page 12-11.
- To use the **Post Inserter PI-505**, refer to page 12-12.
- To use the **Job Separator JS-602**, refer to page 12-13.
- To use the **Finisher FS-534**, refer to page 12-14.
- To use the **Finisher FS-533**, refer to page 12-16.
- To use the **Job Separator JS-506**, refer to page 12-17.

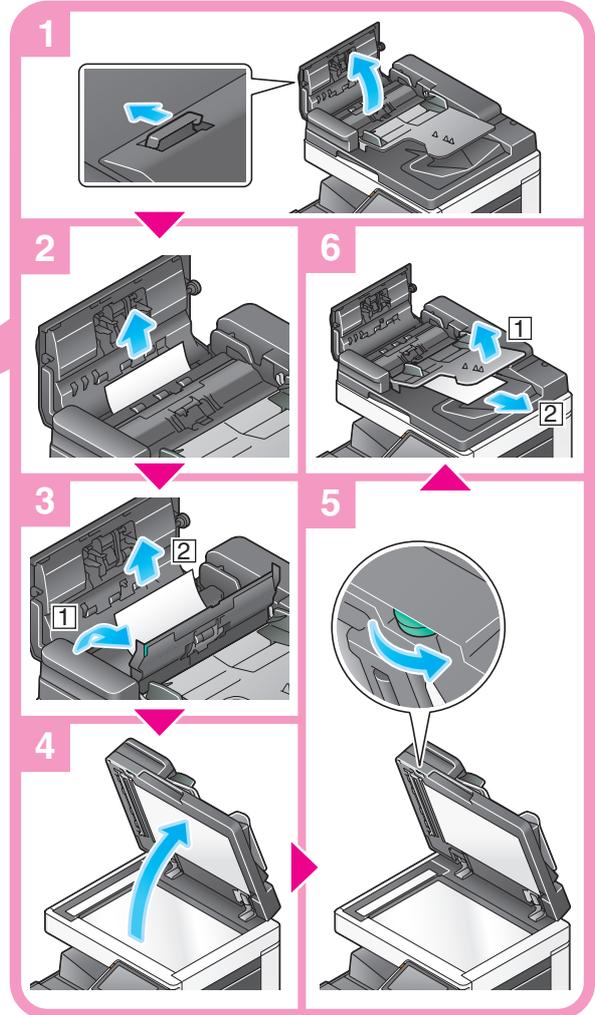
If a staple jam has occurred, take action referring to the following pages.

- To use the **Finisher FS-535**, refer to page 12-18.
- To use the **Saddle Stitcher SD-512**, refer to page 12-19.
- To use the **Finisher FS-534**, refer to page 12-20.
- To use the **Saddle Stitcher SD-511**, refer to page 12-21.
- To use the **Finisher FS-533**, refer to page 12-22.

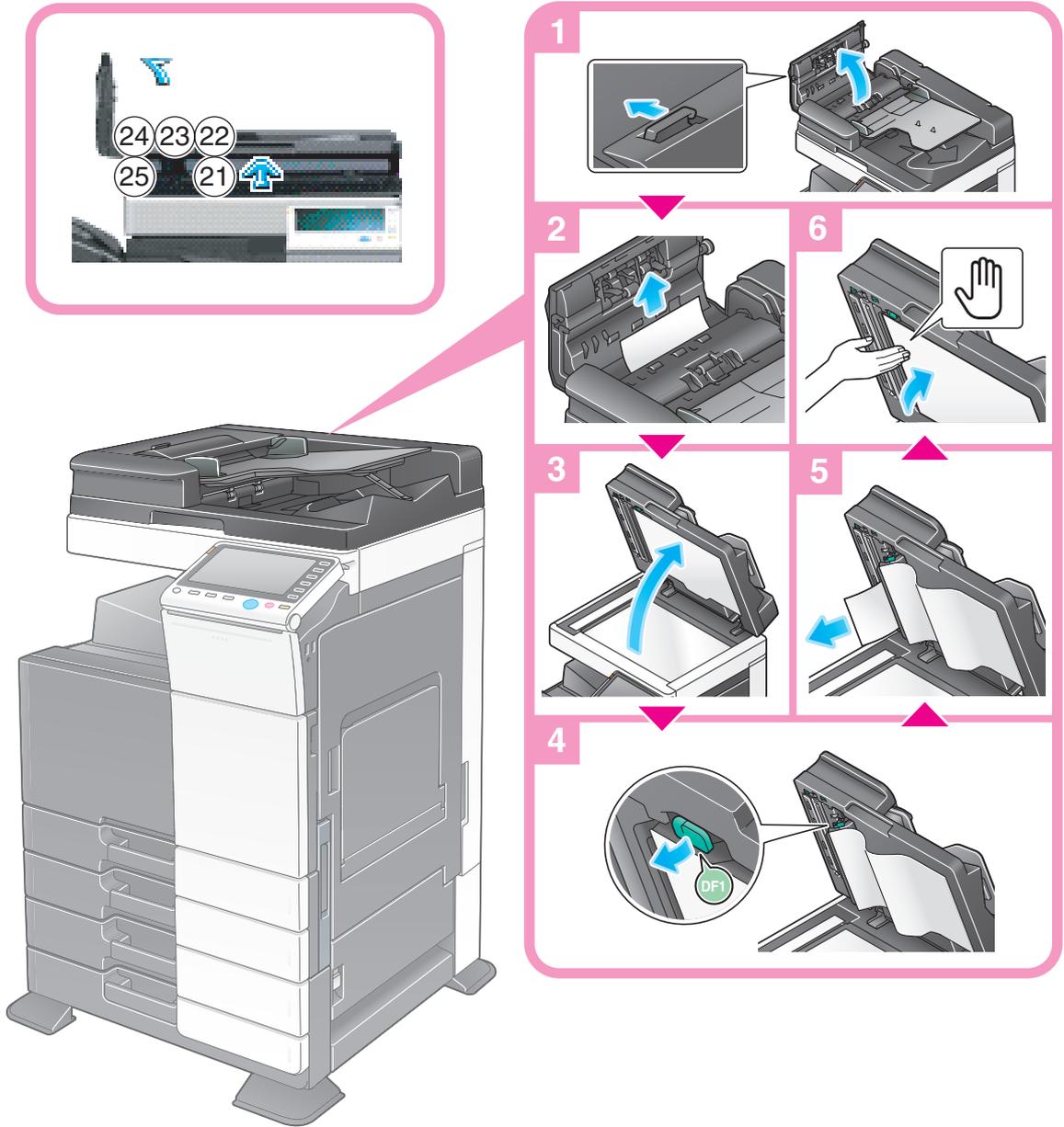
12.3 When a paper jam has occurred

12.3.1 Paper jam in ADF

For Reverse Automatic Document Feeder DF-624 (only for bizhub C364e/C284e/C224e)



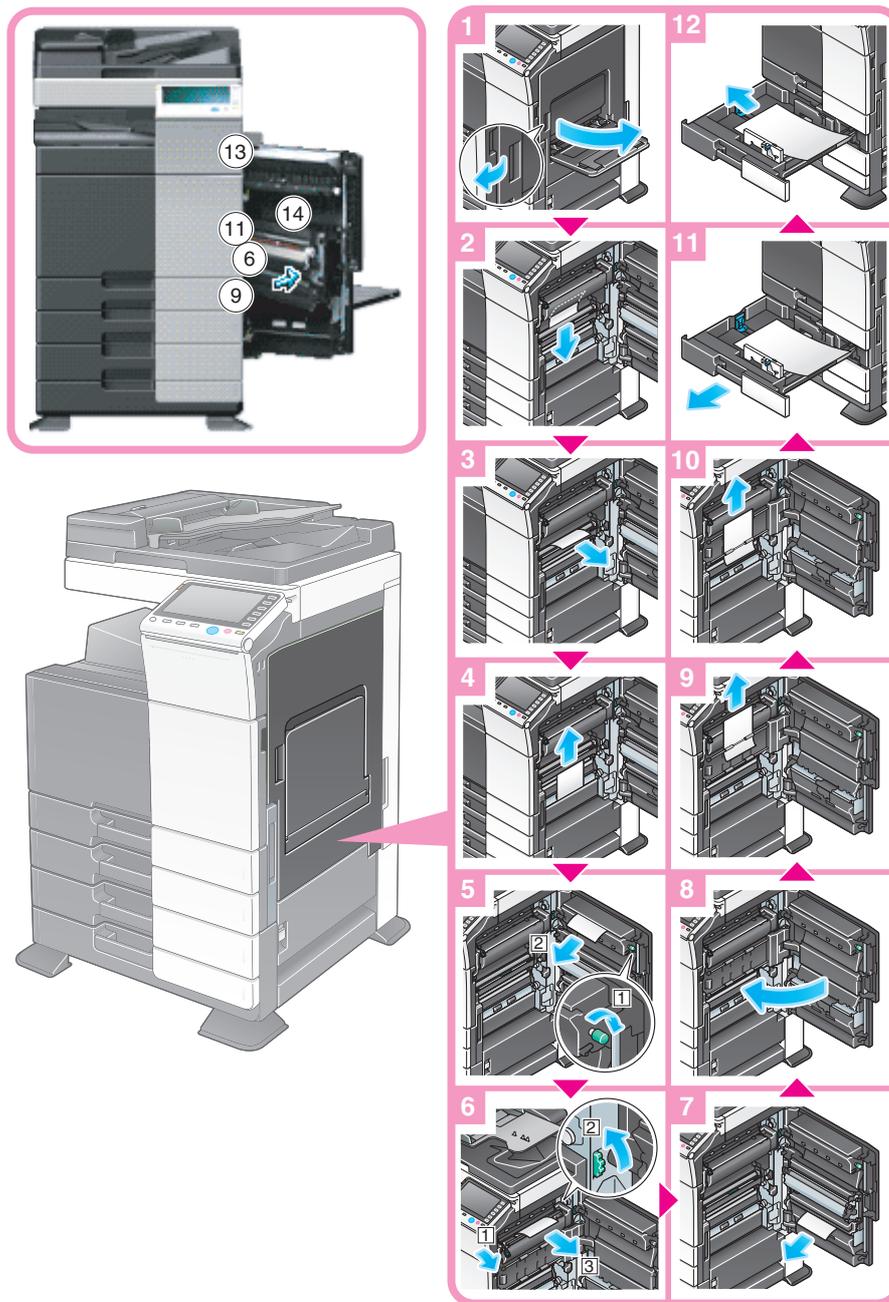
For Dual Scan Document Feeder DF-701



NOTICE

When closing the **Opening and closing guide**, press the **Hand mark** in the center and check that is locked securely.

12.3.2 Paper jam at right-side door

**⚠ CAUTION**

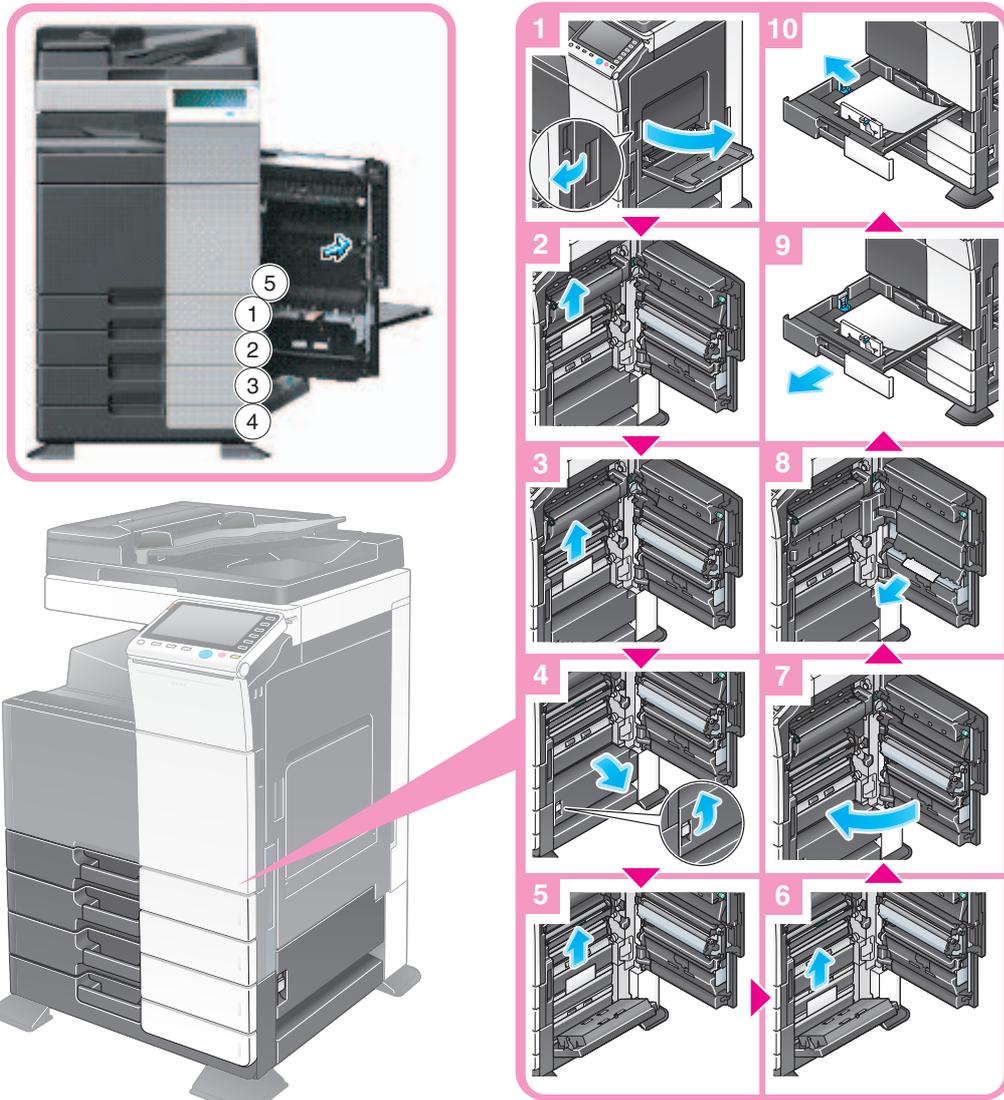
The area around the fusing unit is hot.

- To avoid a burn injury, be careful not to touch any parts except for the specified knob and dial.
- In case your hand or any other part of your body comes in contact with the heated section, immediately run it under cold water and seek medical assistance.

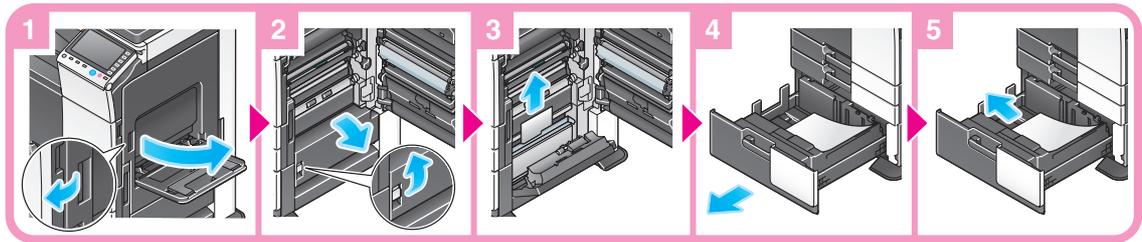
⚠ CAUTION

- Carry out this work carefully so that you keep the inside of the machine, your clothing and hands free from toner contamination.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

12.3.3 Paper jam in paper tray



LCT(built-in)



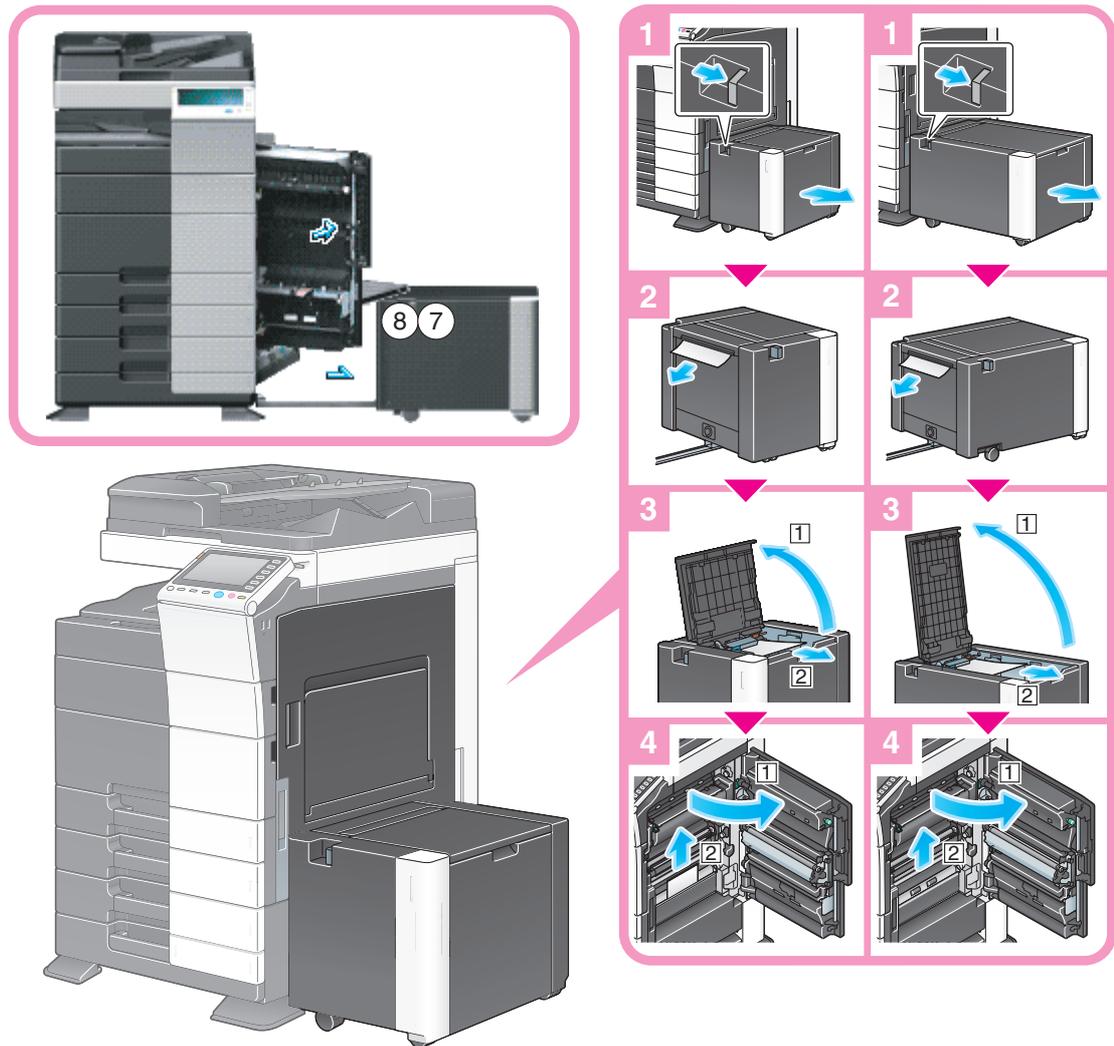
Tips

- The figure above shows the **Paper Feed Cabinet PC-210** installed.

NOTICE

*Be careful not to touch the surface of the **Transport Roller** with your hand.*

12.3.4 Paper jam in Large Capacity Unit (only for bizhub C554e/C454e)



Tips

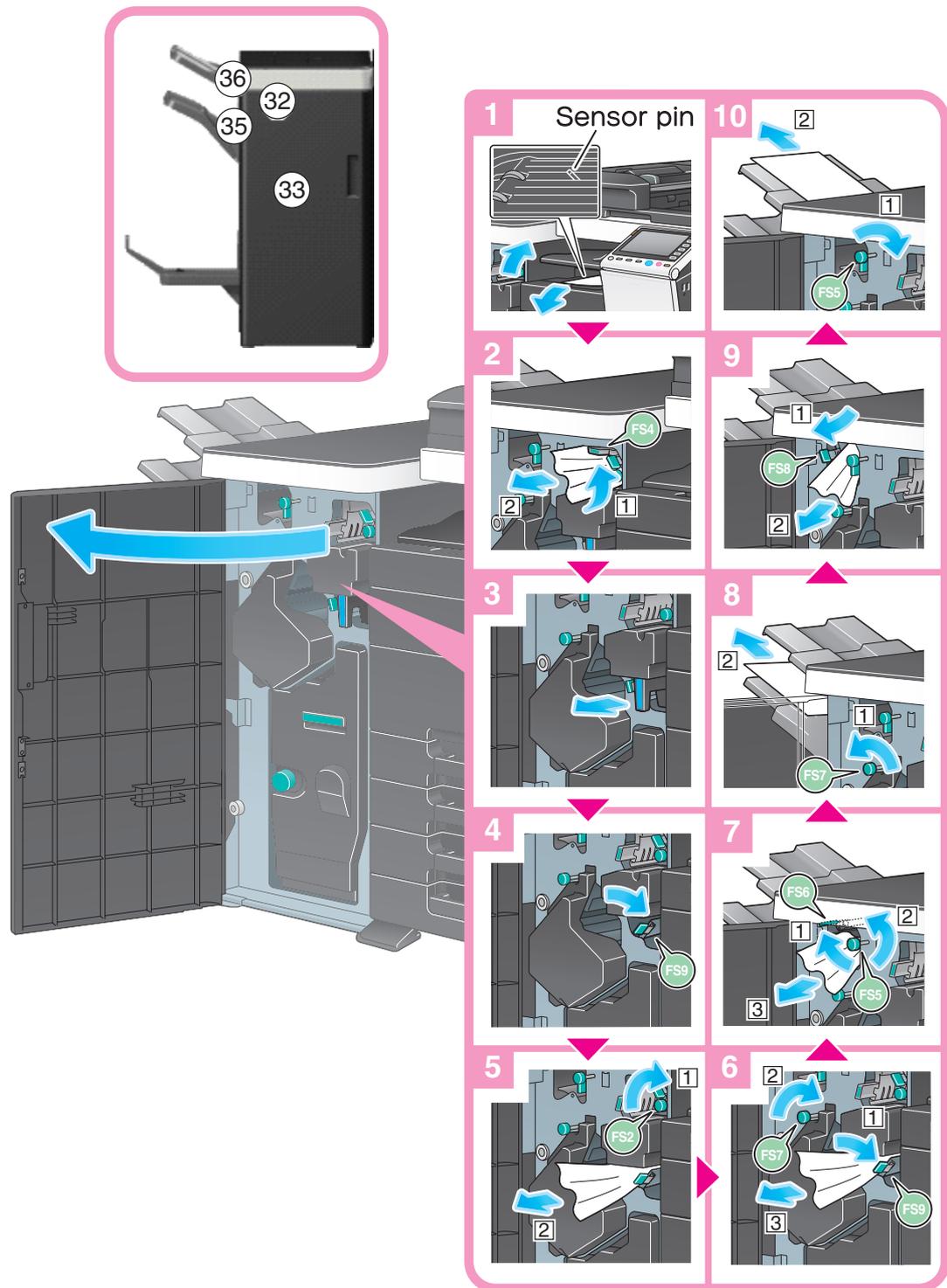
- The figure above shows the **Large Capacity Unit LU-301** installed.

NOTICE

Be careful not to touch the surface of the roller with your hand.

12.3.5 Paper jam in Finisher FS-535 (only for bizhub C554e)

Sections inside the finisher prone to paper jams vary depending on the settings for [Finishing].



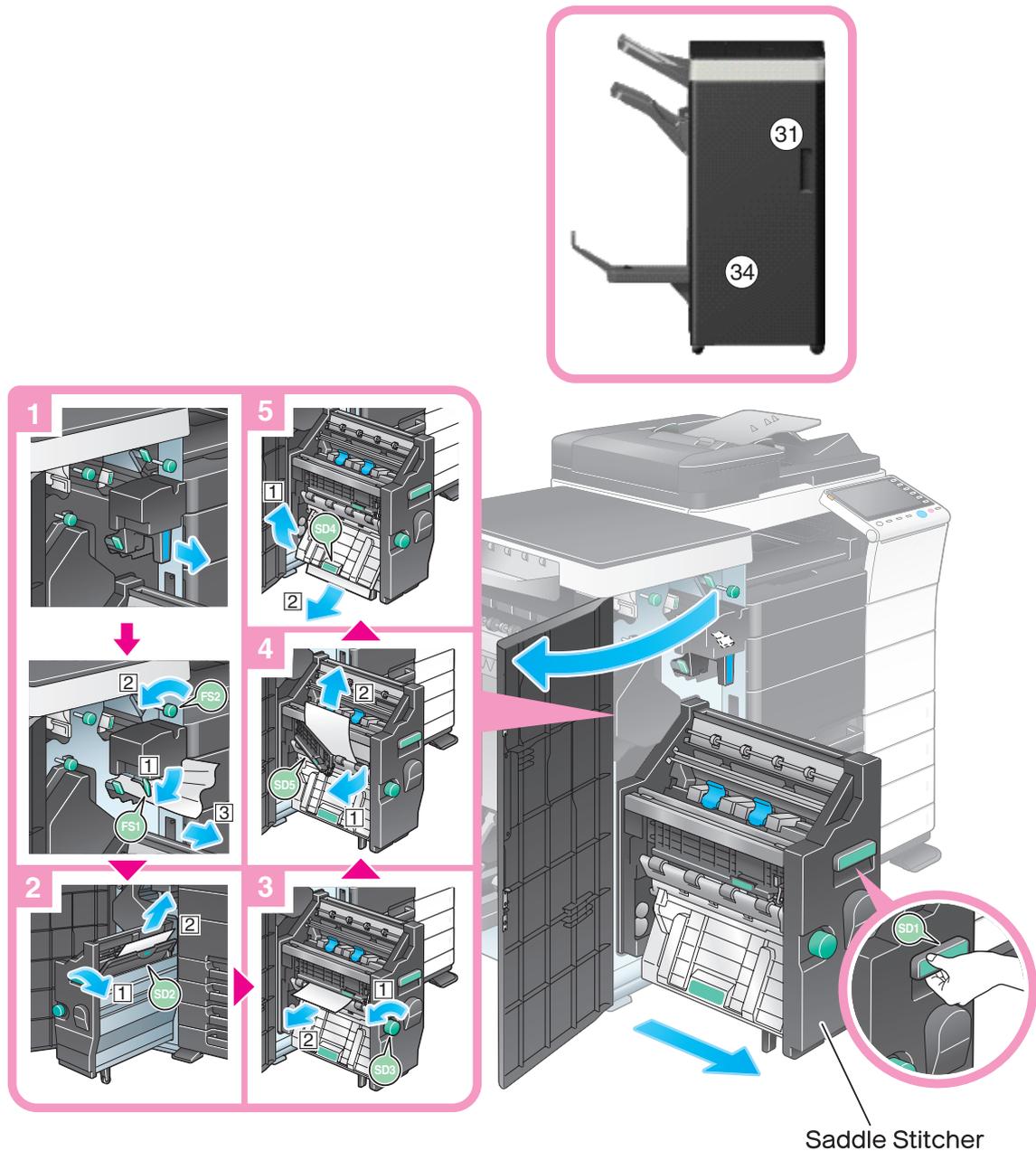
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512** and **Punch Kit PK-521**.

NOTICE

Do not strongly press or pull out the **Sensor pin** in the **Horizontal Transport Unit**. Doing so may cause a damage of the **Horizontal Transport Unit**.

Sections inside the finisher prone to paper jams vary depending on the settings for [Finishing].



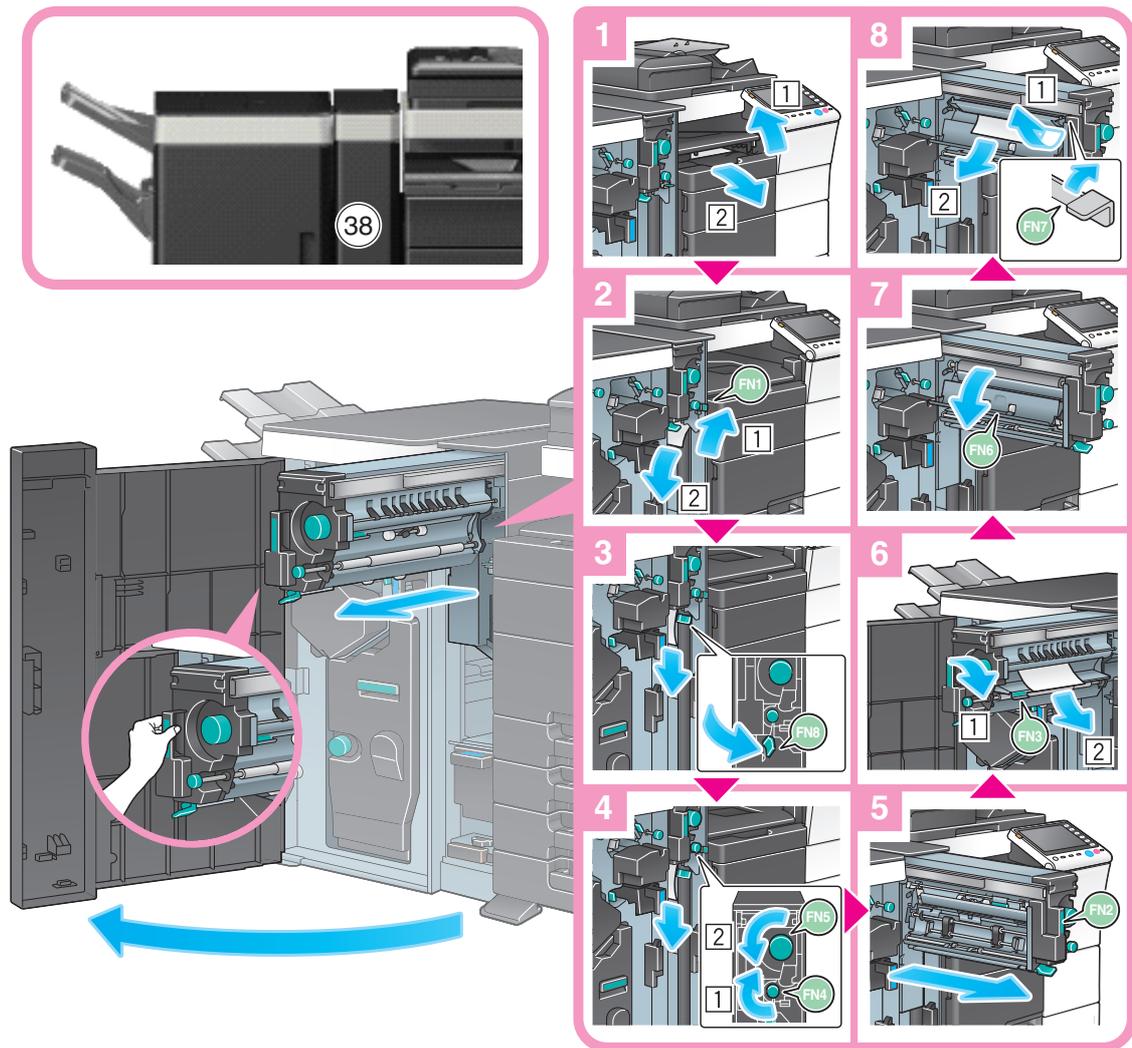
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Sticher SD-512** and **Punch Kit PK-521**.

NOTICE

When moving the **Saddle Sticher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

12.3.6 Paper jam in Z Folding Unit ZU-606 (only for bizhub C554e)



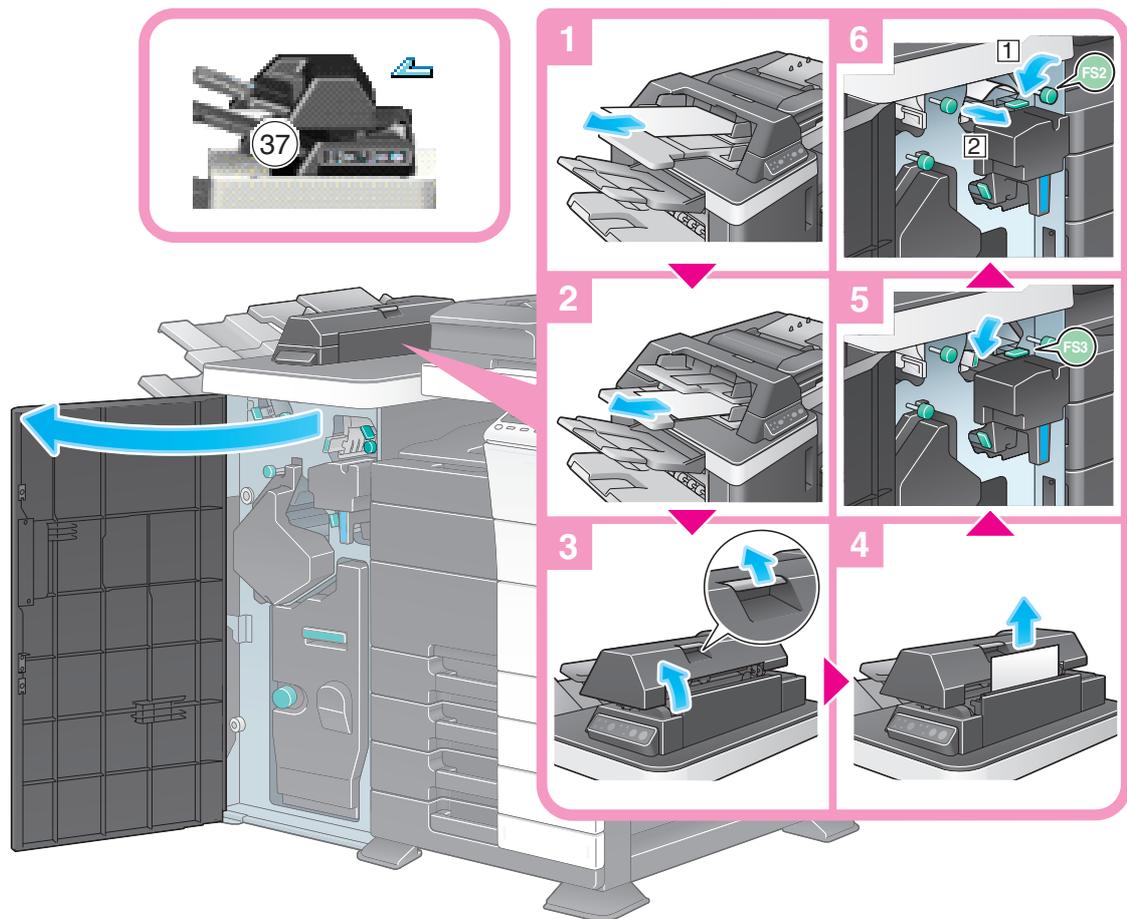
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512**, **Punch Kit PK-521**, and **Z Folding Unit ZU-606**.

NOTICE

*When moving the **Z Folding Unit ZU-606**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.*

12.3.7 Paper jam in Post Inserter PI-505 (only for bizhub C554e)



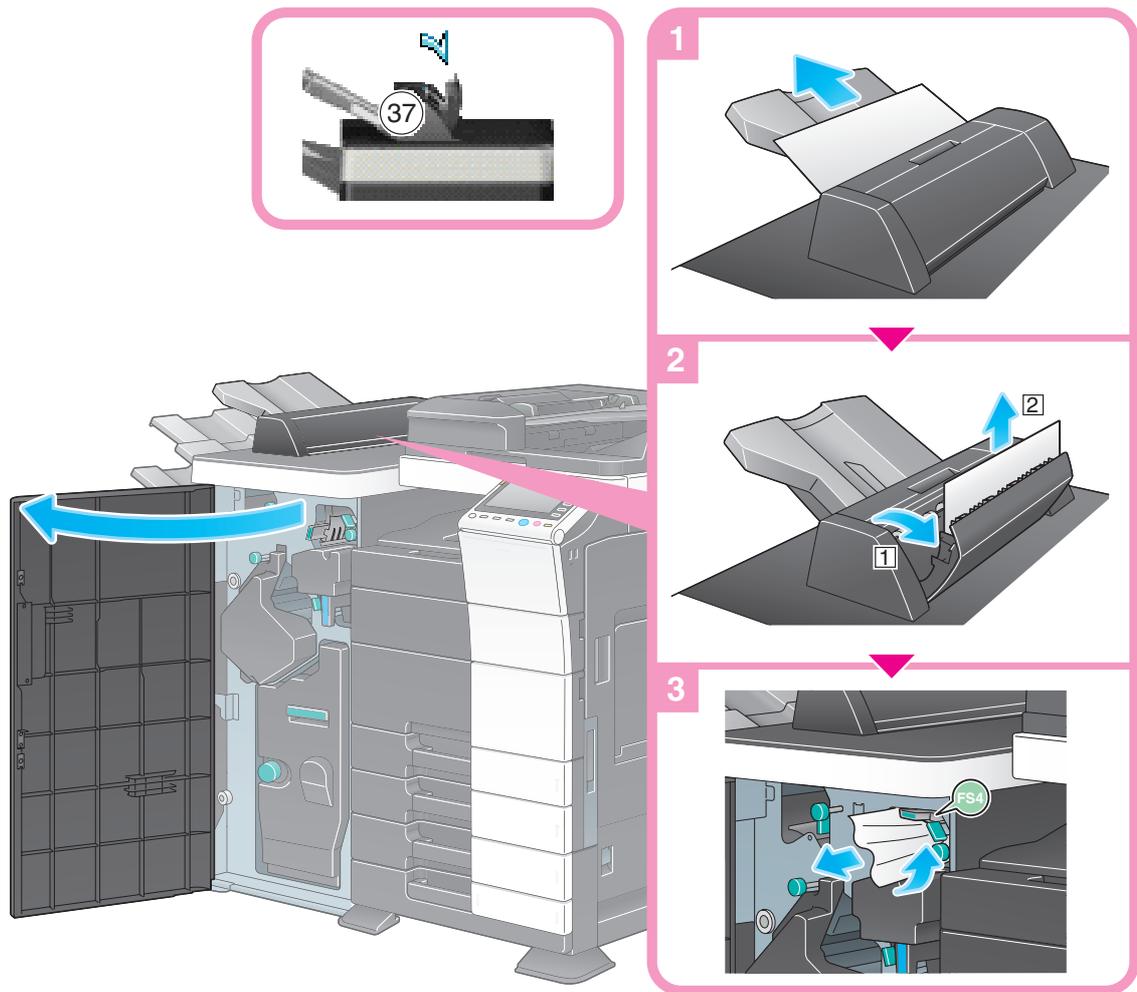
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512**, **Punch Kit PK-521**, and **Post Inserter PI-505**.

NOTICE

When returning the **Upper Unit** of the **Post Inserter PI-505**, be careful not to get your fingers caught.

12.3.8 Paper jam in Job Separator JS-602 (only for bizhub C554e)

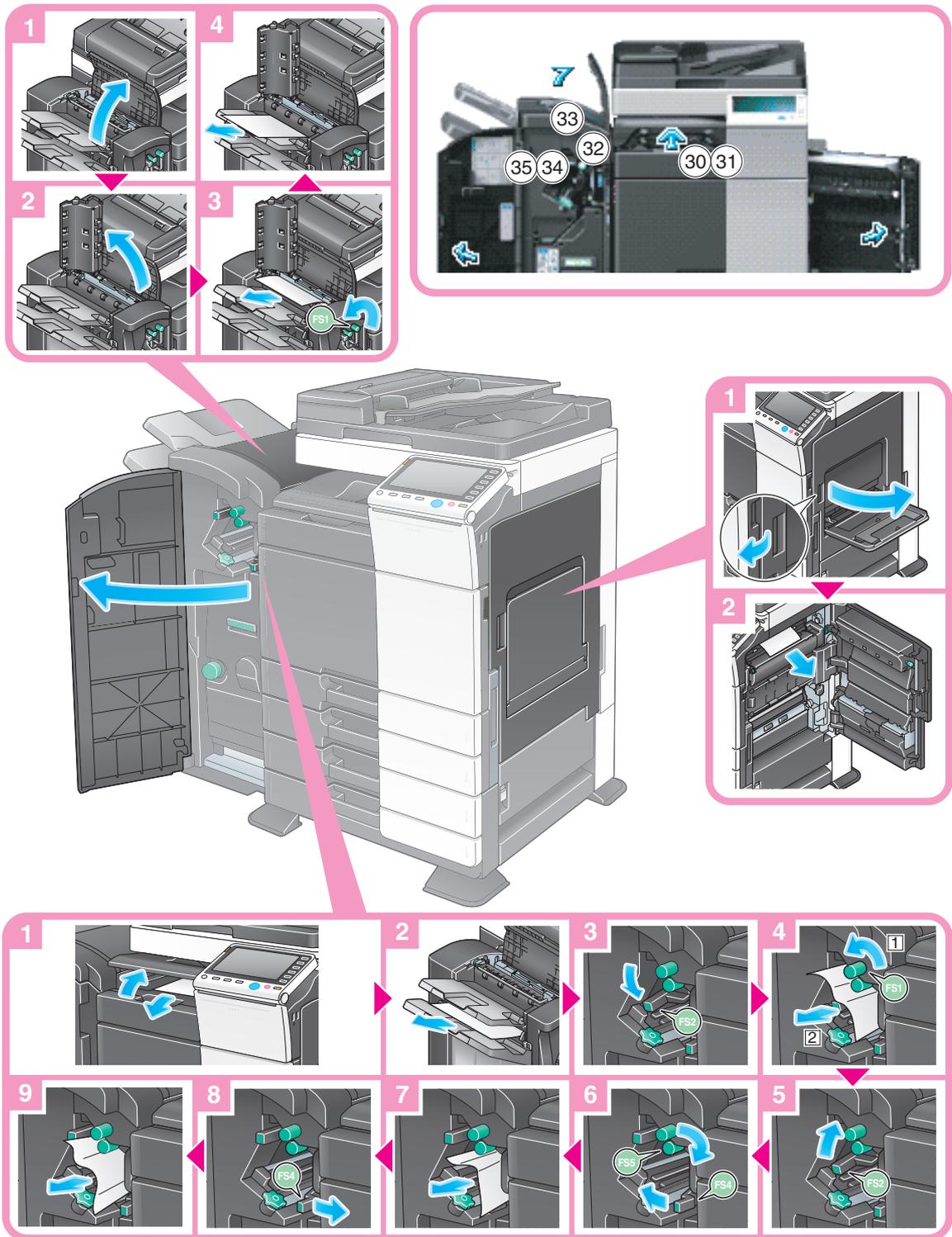


Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512**, **Punch Kit PK-521**, and **Job Separator JS-602**.

12.3.9 Paper jam in Finisher FS-534

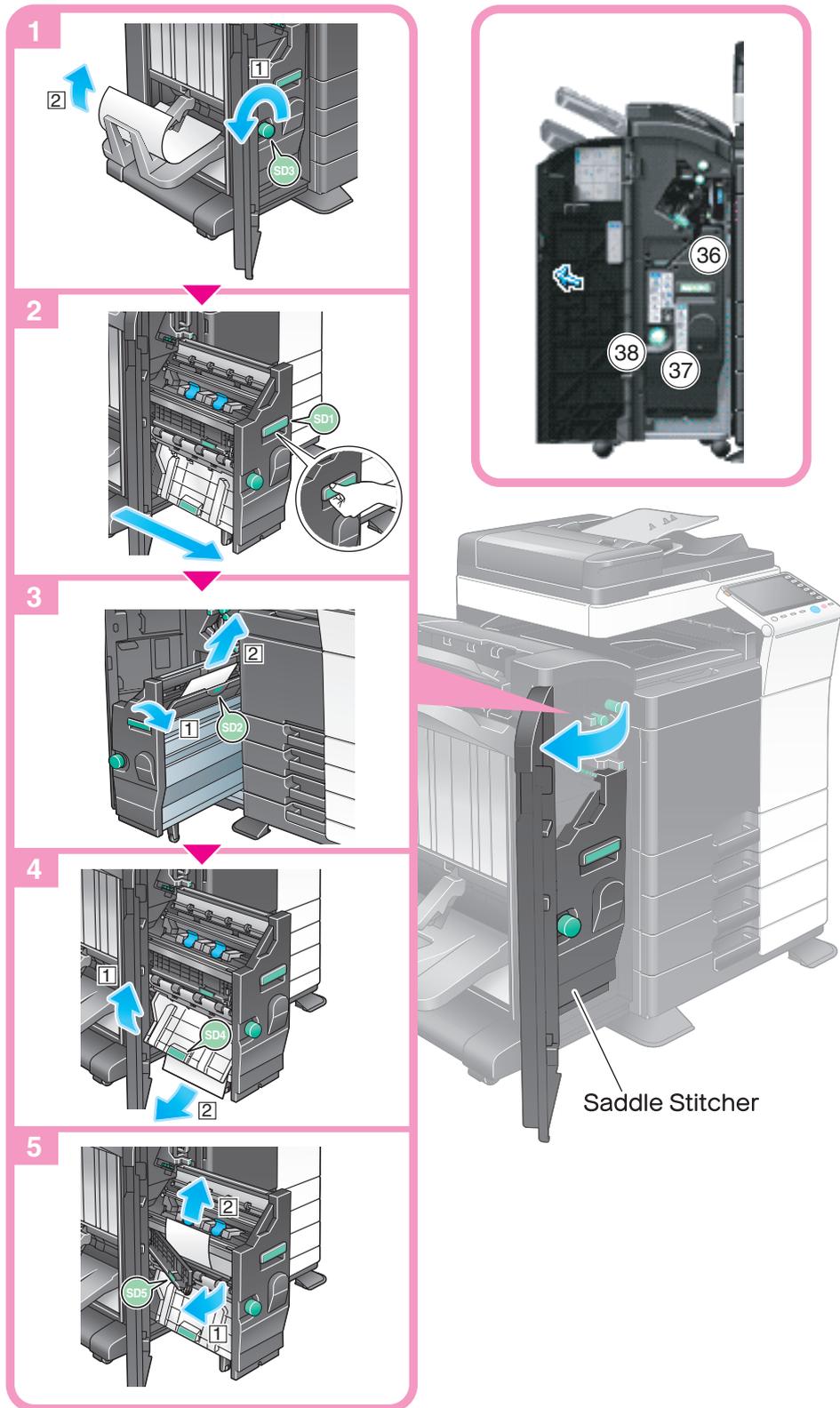
Sections inside the finisher prone to paper jams vary depending on the settings for [Finishing].



Tips

- The figure above shows the **Finisher FS-534** equipped with **Saddle Stitcher SD-511** and **Punch Kit PK-520**.

Sections inside the finisher prone to paper jams vary depending on the settings for [Finishing].



Tips

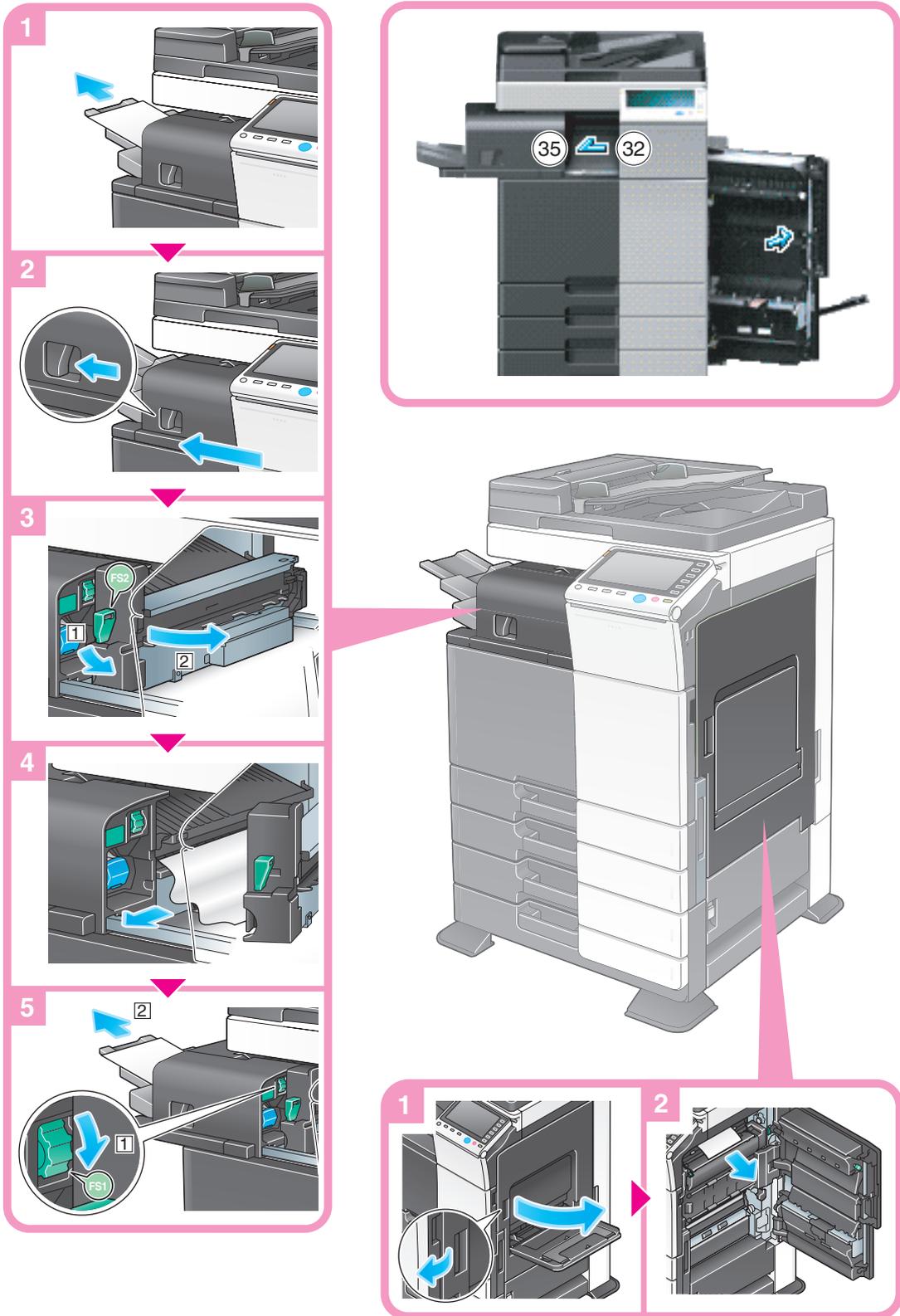
- The figure above shows the **Finisher FS-534** equipped with **Saddle Sticher SD-511** and **Punch Kit PK-520**.

NOTICE

When moving the **Saddle Sticher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

12.3.10 Paper jam in Finisher FS-533

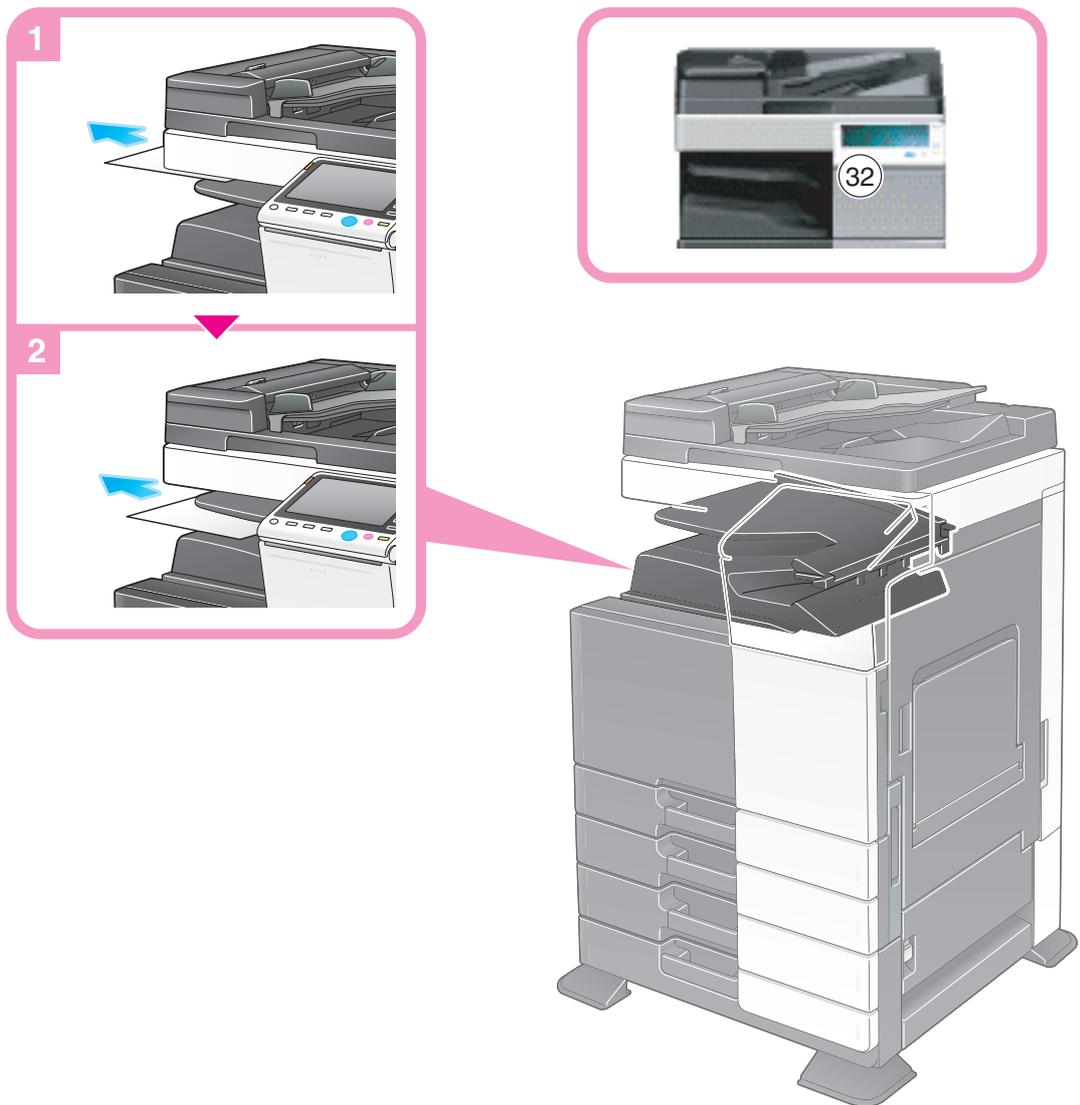
Sections inside the finisher prone to paper jams vary depending on the settings for [Finishing].



Tips

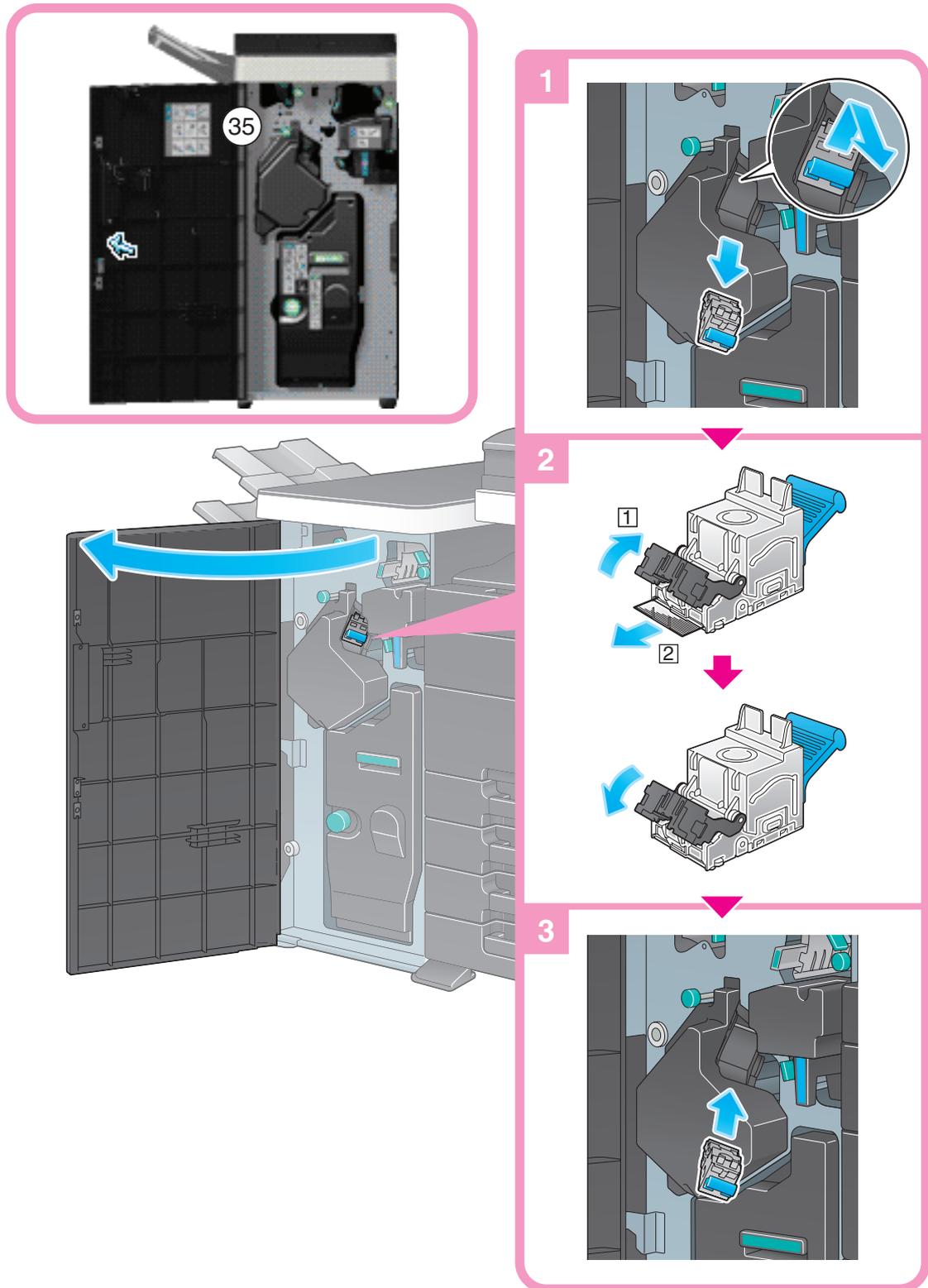
- The figure above shows the **Finisher FS-533** that is equipped with the **Punch Kit PK-519**.

12.3.11 Paper jam in Job Separator JS-506



12.4 When a staple jam has occurred

12.4.1 Staple jam in Finisher FS-535 (only for bizhub C554e)



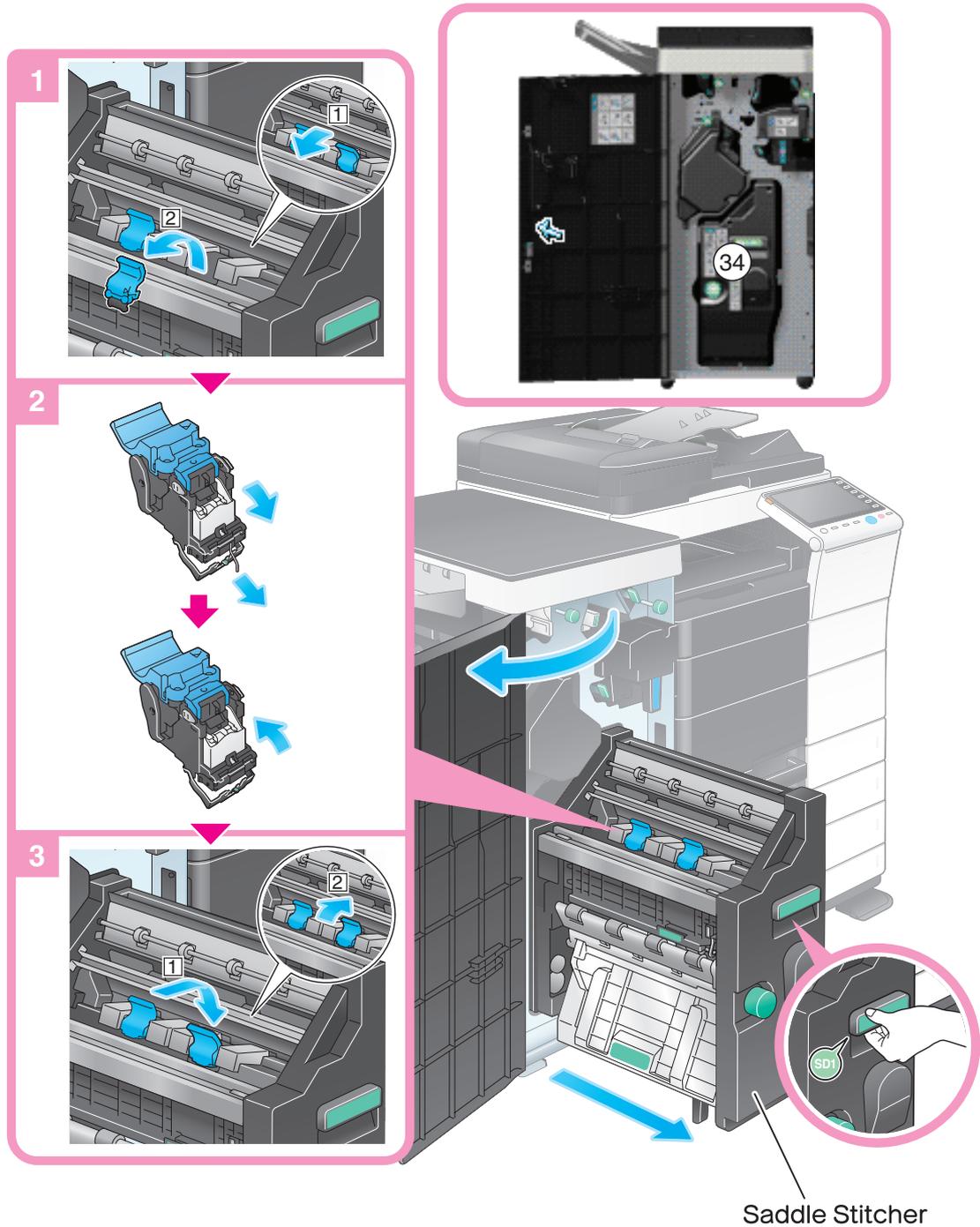
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512** and **Punch Kit PK-521**.

NOTICE

When removing a staple jam, do so carefully to prevent being injured.

12.4.2 Staple jam in Saddle Stitcher SD-512 (only for bizhub C554e)



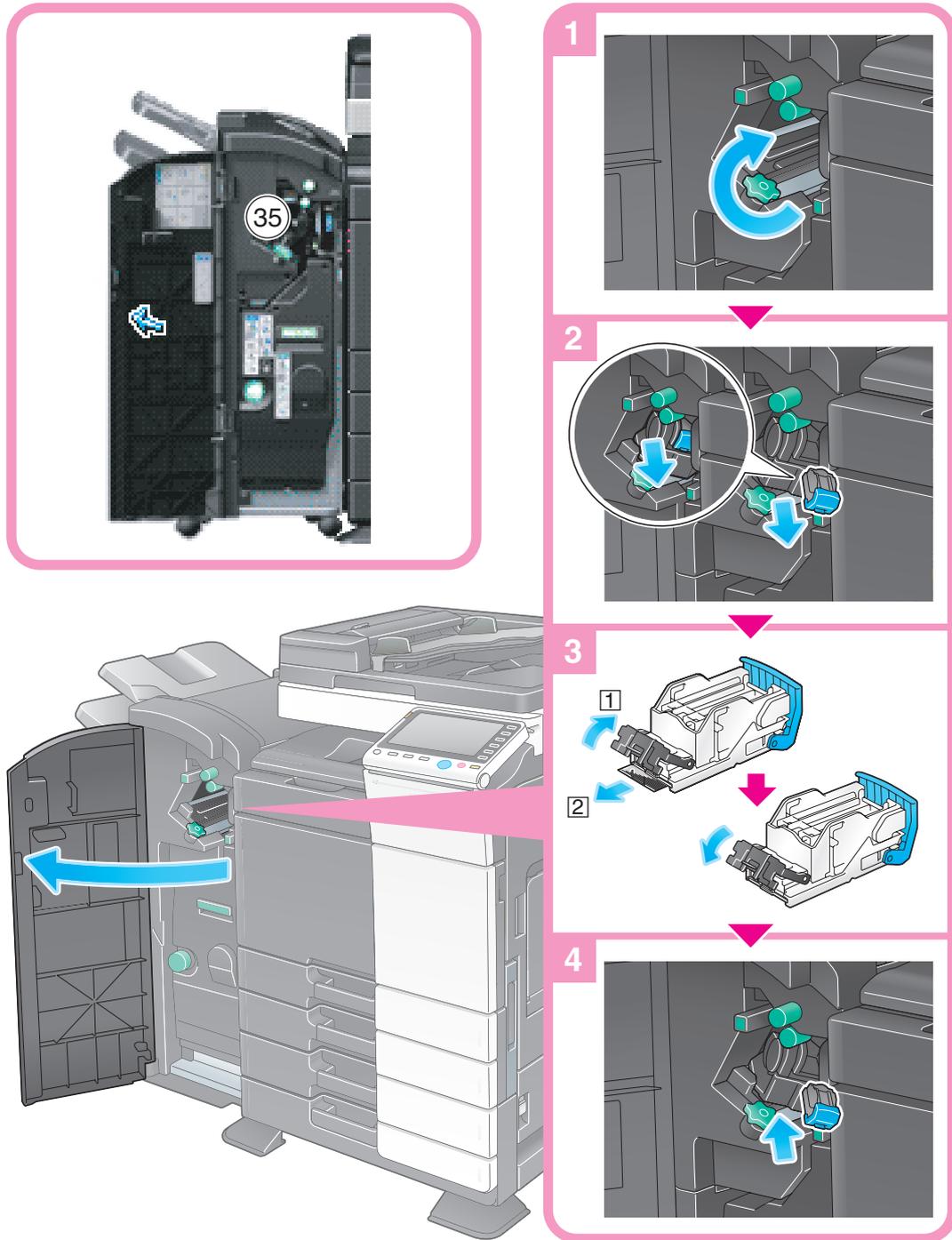
Tips

- The figure above shows the **Finisher FS-535** equipped with **Saddle Stitcher SD-512** and **Punch Kit PK-521**.

NOTICE

When moving the **Saddle Stitcher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

12.4.3 Staple jam in Finisher FS-534



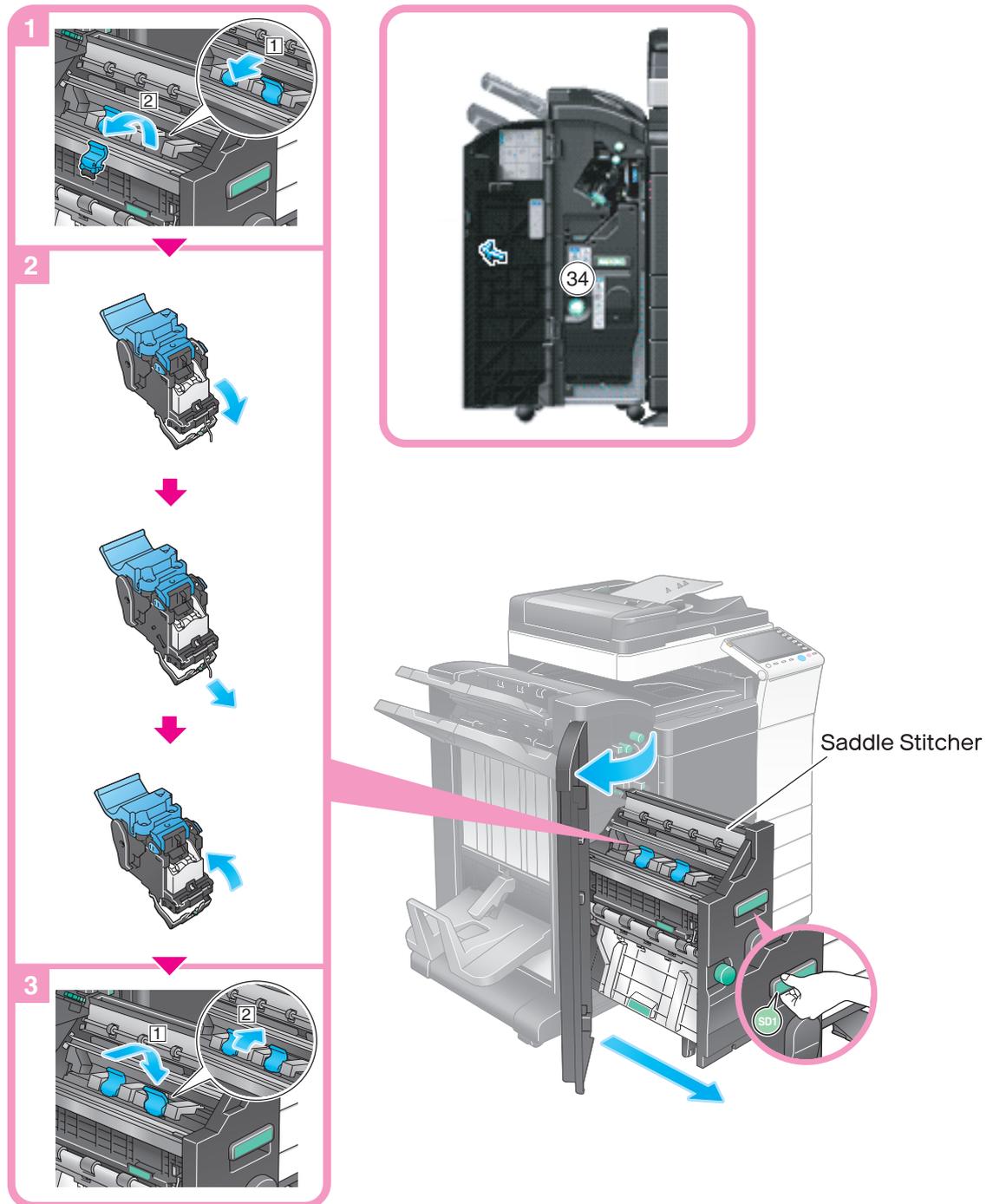
Tips

- The figure above shows the **Finisher FS-534** equipped with **Saddle Stitcher SD-511** and **Punch Kit PK-520**.

NOTICE

When removing a staple jam, do so carefully to prevent being injured.

12.4.4 Staple jam in Saddle Stitcher SD-511



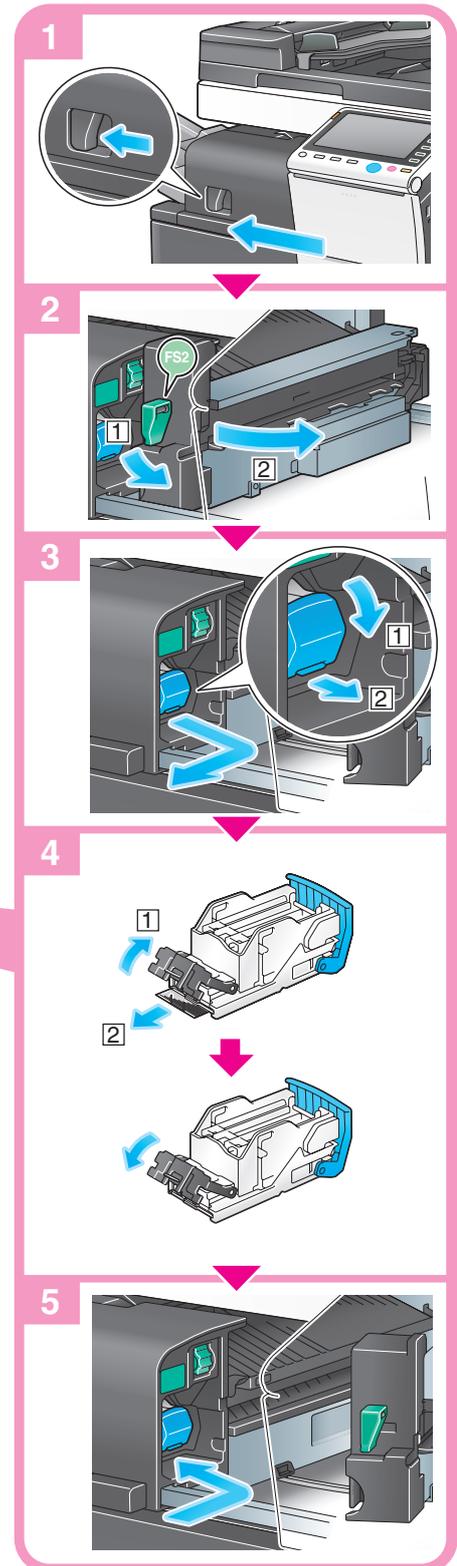
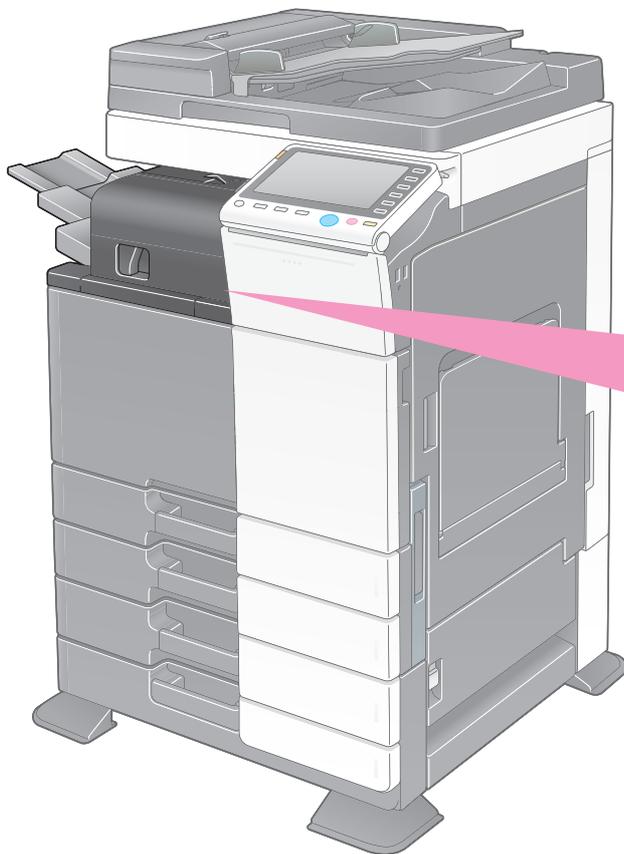
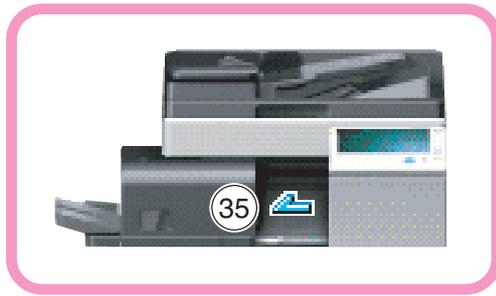
Tips

- The figure above shows the **Finisher FS-534** equipped with **Saddle Stitcher SD-511** and **Punch Kit PK-520**.

NOTICE

When moving the **Saddle Stitcher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

12.4.5 Staple jam in Finisher FS-533



Tips

- The figure above shows the **Finisher FS-533** that is equipped with the **Punch Kit PK-519**.

NOTICE

When removing a staple jam, do so carefully to prevent being injured.

13

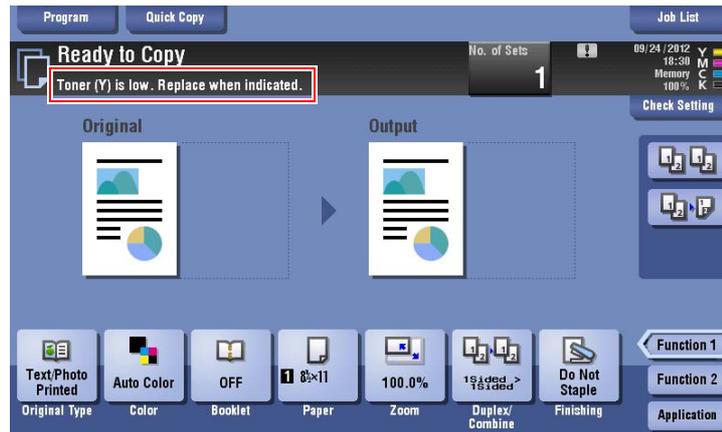
Main Messages and Remedies

13 Main Messages and Remedies

13.1 When a Message Appears to Replace Consumables or Carry Out Cleaning

A message appears indicating the time(s) that expiring consumables used in this machine should be replaced. Also, a message appears when the **Slit Scan Glass** is dirty.

Replace consumables mentioned in the displayed message or clean the **Slit Scan Glass**.



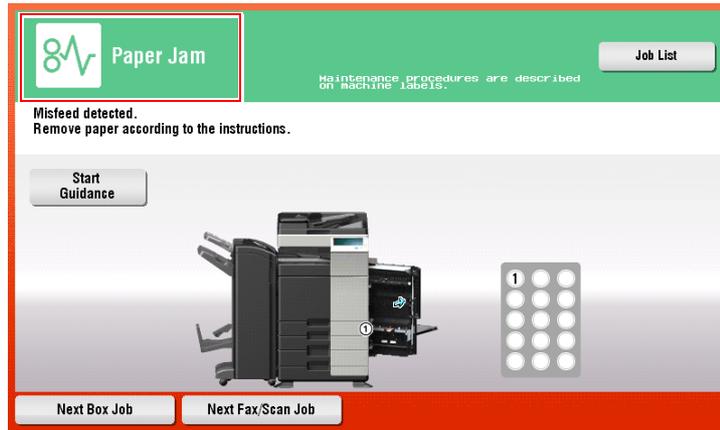
A message recommending that parts be replaced indicates that certain consumables are running out. Although you can still continue to print for a while after the message is displayed, it is advisable to promptly prepare replacement consumables.

- For a **Toner Cartridge**: [Toner is low. Replace when indicated.] appears, followed by [Replace Toner Cartridge.]. Replace the Toner Cartridge based on the maintenance contract.

Contact your service representative if the messages continue to appear even after replacement or cleaning has been carried out.

13.2 When a paper jam message persists

There may be a paper jam occurring in sections other than those indicated on the **Touch Panel**. Check the sections again not shown on the **Touch Panel**.



Check the following items:

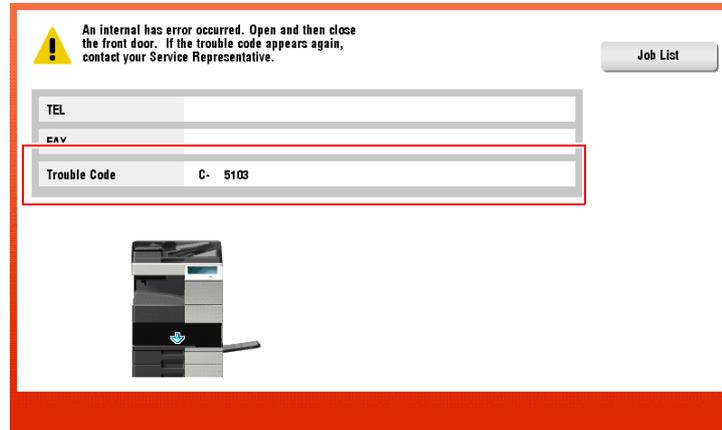
- Check for any pieces of paper left in the back of the section indicated on the **Touch Panel**. If the paper cannot be easily removed, do not continue; instead contact your service representative.
- Once again, open and close the door at the section with the location number indicated on the **Touch Panel**. This action may clear the message.

Contact your service representative if the paper jam indication persists even after you have checked.

13.3 When an error message appears

When an error is detected, the following message appears. Take the appropriate action according to the message displayed on the screen. If you cannot resolve the error, write down the [Trouble Code], and contact your service representative with the power plug disconnected from the power outlet.

In normal circumstances, the phone number and fax number for your service representative appear in the center of the screen.



NOTICE

If a defective part can be separated in order to be able to continue operations after a problem has been detected, [Continue] or [Recover Data] is displayed. To continue operations, select any key. However, the problem has not been resolved, so contact your service representative immediately.

13.4 When [Stabilizing image.] appears

This automatically performs a function to adjust printing quality in order to maintain a certain level of color reproduction quality. This "printing quality adjustment" is referred to as "image stabilization".

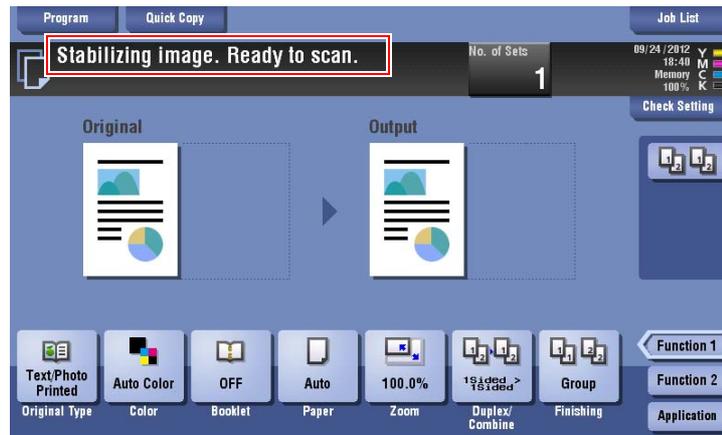


Image stabilization is performed while a large number of copies are being output or the temperature or humidity inside the machine has changed.

Upon completion of image stabilization, printing is automatically resumed. Wait for a moment.

In case image stabilization does not finish after a short while, contact your service representative.

NOTICE

You cannot interrupt or prohibit image stabilization.

To perform image stabilization on a voluntary basis, refer to the User's Guide CD.

14

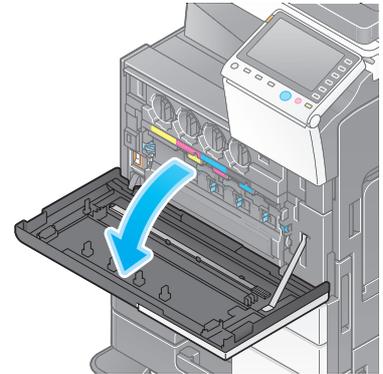
When Printing Quality Has Deteriorated

14 When Printing Quality Has Deteriorated

14.1 Cleaning the Electrostatic Charger Wire

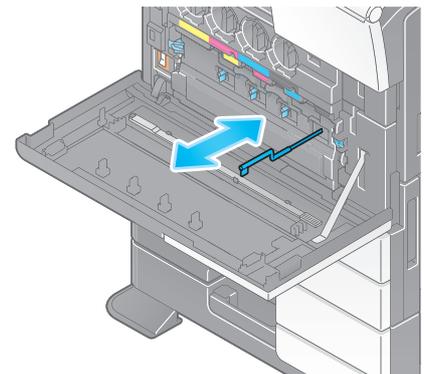
If the **Electrostatic Charger Wire** is dirty, linear smudges may appear on a print image. If this occurs, clean the **Electrostatic Charger Wire** according to the following procedure.

- 1 Open the **Lower Front Door** or **Front Door** of the machine.



- 2 Carefully pull out the **Charger Cleaner** towards yourself up to the position at which it stops. Then, carefully press it against the back side.

→ Repeat the steps above three times.

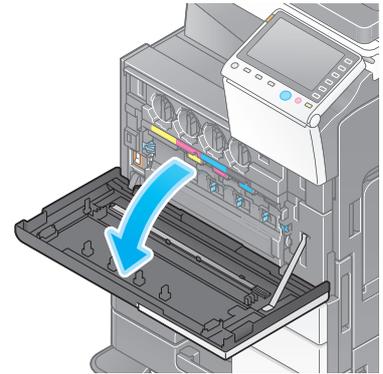


- 3 Securely press the **Charger Cleaner**, and close the **Lower Front Door** or **Front Door** of the machine.

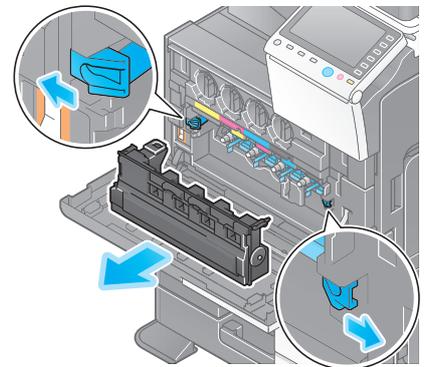
14.2 Cleaning the Print Head Glass

Printing quality deteriorates if the **Print Head Glass** is dirty. If this occurs, clean the **Print Head Glass** according to the following procedure.

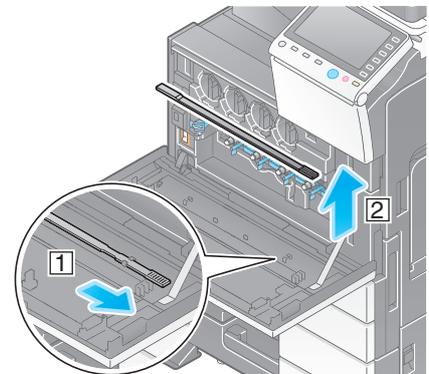
- 1 Open the **Lower Front Door** or **Front Door** of the machine.



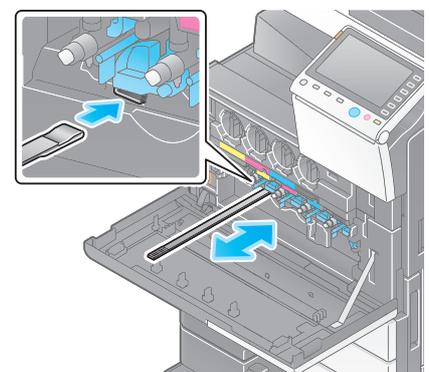
- 2 Release the **Waste Toner Box Lock Lever**, then remove the **Waste Toner Box**.



- 3 Remove the **Printhead Cleaner** from the **Lower Front Door** or **Front Door** of this machine.



- 4 Slowly insert the **Printhead Cleaner** all the way to the back end of the **Print Head Glass** section, and then slowly pull it out.
 - Repeat this operation approximately three times for all of the **Print Head Glass** sections.



- 5 Mount the **Printhead Cleaner** onto the **Lower Front Door** or **Front Door** of this machine.

- 6 Install the **Waste Toner Box**.
- 7 Close the **Lower Front Door** or **Front Door** of the machine.

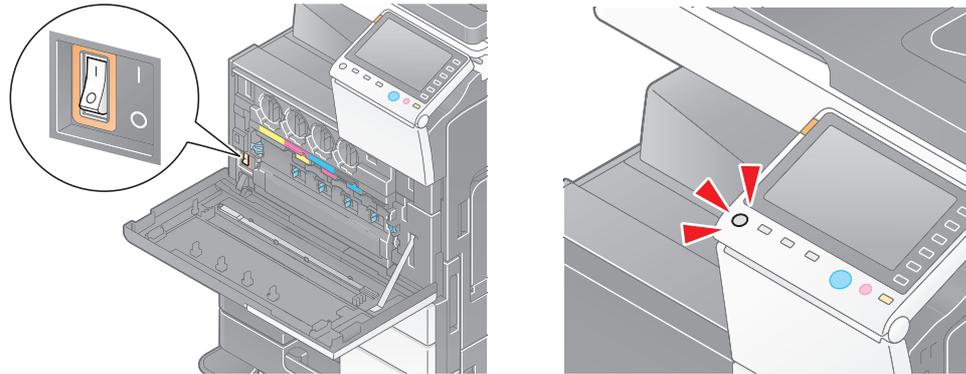
15

When the Machine Cannot Be Powered On

15 When the Machine Cannot Be Powered On

This machine has two power sources. Check the **Main Power Switch** and the **Power** key for the status.

- Check whether the **Power Plug** of this machine is firmly plugged into the power outlet. Also check that the breaker has not tripped.
- Check to see that the **Main Power Switch** and the **Power** key are turned ON.



In case the machine cannot be powered on even after checking, contact your service representative.

16

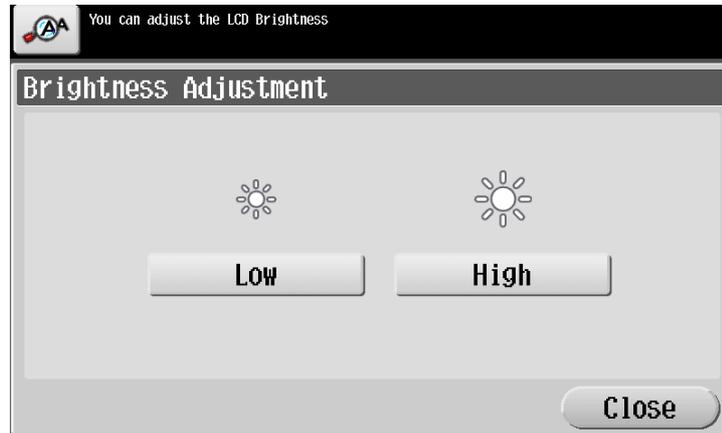
When the Touch Panel Is Not Visible

16 When the Touch Panel Is Not Visible

If a certain length of time has elapsed without any operations being carried out on this machine, the **Touch Panel** may turn off.

Check the following items:

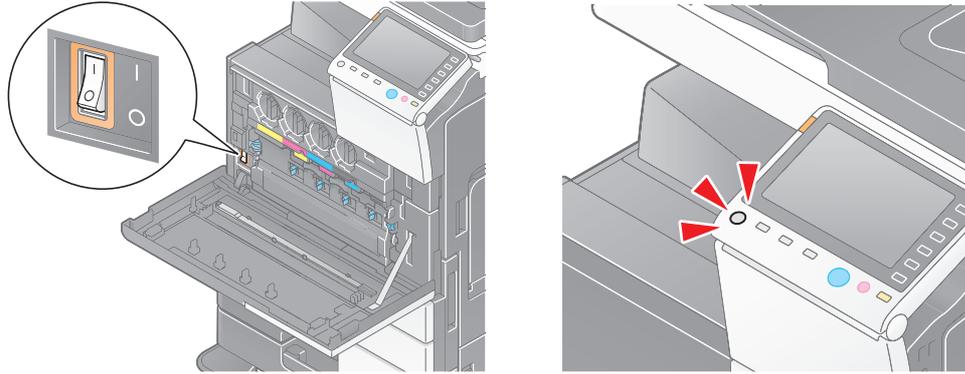
- Tap [Accessibility] and select [Brightness Adjustment], and select [Low] or [High] to adjust the contrast for the **Touch Panel**.



- Touch the **Touch Panel**. In Power Save (Low Power/Sleep) mode, this machine returns from Power Save mode when the **Touch Panel** is touched or a key on the **Control Panel** is pressed, and the **Touch Panel** appears normally.
- On the **Control Panel**, press the **Power** key. If the Weekly Timer setting has put the machine in Erp Auto Power OFF mode, press the **Power** key to display the **Touch Panel**. To use it outside the preset operating hours, follow the on-screen instructions.



- Check to see that the **Main Power Switch** and the **Power** key are turned ON.



In case the **Touch Panel** does not appear even after checking it, contact your service representative.

17

Cannot Print

17 Cannot Print

17.1 Cannot print

Description of problem	Check points	Remedy
A message saying "Printer is not connected" or "Print Error" appears on the computer screen.	Is the power turned on?	Check the Main Power Switch of this machine. If a hub is used, also check the hub power.
	Has the machine been placed in the ErP Auto Power Off mode?	If the machine is placed into the ErP Auto Power Off mode, it cannot receive any jobs. Press the Power key to release the ErP Auto Power Off mode. For the ErP Auto Power Off mode, refer to page 11-4.
	Is another printer specified?	Check the specified printer name.
	Is the network or USB cable disconnected?	Make sure that the cables are correctly connected. If a hub is used, also check the connection with the hub.
	Has an error occurred on the machine?	Check the Control Panel of this machine.
A postscript error appears on the computer screen.	Is there sufficient available computer memory?	Perform a test printing to check whether printing is possible. If test printing is successful, this indicates there are no problems on this machine or with the printer driver. In this case, remove the cause of memory shortage. If test printing fails, resolve any problems that may be occurring in the machine or with the printer driver. For the test printing procedure, refer to page 17-7.
	There may be an error in the application software settings.	Refer to the user's manual of the application software to check the settings.
	Are the file printing settings correct?	Change the settings and try to print again.

Description of problem	Check points	Remedy
Print processing on the computer has finished, but printing does not start.	Is another printer specified?	Check the specified printer name.
	Is the network or USB cable disconnected?	Make sure that the cables are correctly connected. If a hub is used, also check the connection with the hub.
	Has an error occurred on the machine?	Check the control panel of this machine.
	Are unprocessed jobs queued on the machine?	Tap [Job List] to check the job sequence. When [Job Priority Operation Settings] is enabled in the [Administrator Settings] of this machine, only the jobs that are not experiencing problems are processed.
	Did you specify [Save in User Box] when executing the print job?	Check if the target job is saved in a User Box. If a file is saved in a User Box, print it from the User Box. For the procedure for printing a file from a User Box, refer to page 17-8.
	Did you specify [Secure Print] when executing the print job?	Check if the target job is saved under [Secure Print]. If it is saved under [Secure Print], print the file from the Secure Print User Box. For details on the Secure Print function, refer to page 2-9.
	Is [Secure Print Only] specified on the machine?	Execute the print job in [Secure Print] mode. For details on the Secure Print function, refer to page 2-9.
	If account track is enabled, are the account name and password correct?	Enter the correct account name and password.
	If user authentication is enabled, are the user name and password correct?	Enter the correct user name or password.
Does the encryption passphrase match between the printer driver and the machine?	Specify the same encryption passphrase for this machine and the printer driver. For the encryption passphrase setting procedure for the printer driver, refer to page 17-9.	

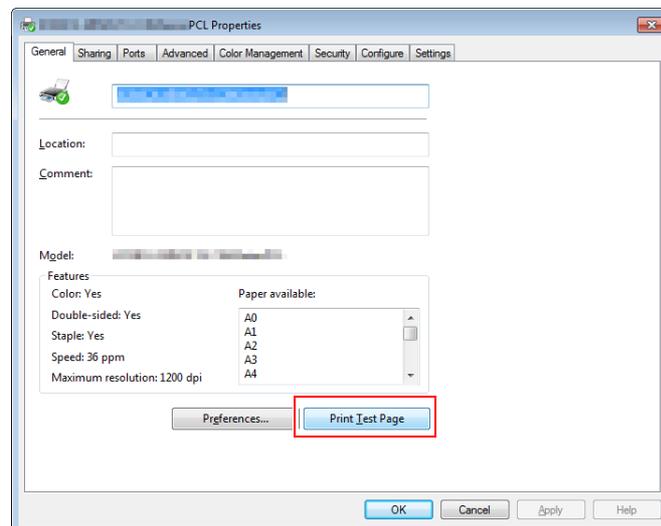
Description of problem	Check points	Remedy
Print processing on the computer has finished, but printing does not start.	Is there sufficient available computer memory?	Perform a test printing to check whether printing is possible. If test printing is successful, this indicates there are no problems on this machine or with the printer driver. In this case, remove the cause of memory shortage. If test printing fails, resolve any problems that may be occurring in the machine or with the printer driver. For the test printing procedure, refer to page 17-7.
	If network connection is in place, is the printer controller connected to the network?	Check with the network administrator.
	Is the machine in enhanced security mode?	Configure authentication settings in enhanced security mode. For details on authentication settings in enhanced security mode, refer to the User's Guide CD.
Printing order is disturbed - a job sent later is printed before the preceding jobs.	Has an error occurred in this machine, for example, the paper has run out?	When [Job Priority Operation Settings] is enabled in the [Administrator Settings] of the printer, only the jobs that are not experiencing problems are processed and those with any problem are held in queue.
Secure printing cannot be processed.	Is [Password Rules] set to [Enable] on this machine?	If [Password Rules] is set to [Enable], set a password that satisfies the password rules.
	Does the encryption passphrase match between the printer driver and the machine?	Specify the same encryption passphrase for this machine and the printer driver. For the encryption passphrase setting procedure for the printer driver, refer to page 17-9
A file has disappeared after being saved in a User Box from a computer.	Is the setting for deleting files in a User Box configured on the machine?	Check the User Box settings for the machine. For information on configuring the setting to delete files in a User Box, refer to page 6-7.
Printing in user authentication or account track mode is not available.	Are the user name or account name, and password correct?	Enter the correct user name, account name and password.
	Is the user authentication or account track enabled in the printer driver?	Enable user authentication or account track on the printer driver. For the procedure for enabling user authentication and account track in the printer driver, refer to page 17-10.
	Does the encryption passphrase match between the printer driver and the machine?	Specify the same encryption passphrase for this machine and the printer driver. For the encryption passphrase setting procedure for the printer driver, refer to page 17-9
	Is the entered user name or account name authorized?	Check that printing of the current user name/account name is permitted? For information on how to check the permitted functions, refer to page 8-2.

Description of problem	Check points	Remedy
Printing is not available when you have selected [Public User Access] in user authentication.	Is printing by public users permitted on the machine?	Check whether printing by public users is permitted. If not, grant printing permission to public users. For the procedure for permitting printing by public users, refer to page 17-11.
Selection of items failed in the printer driver.	Selection may not be enabled for certain combinations of functions.	Grayed out items cannot be configured.
A "conflict" message saying "unable to configure" or "function will be canceled" appears.	Have you set up functions that cannot be used in combination?	Check what functions are enabled and redo the selection of functions.
Cannot print according to the settings you have configured.	The settings may not be configured correctly.	Check the setting of each item of the printer driver.
	Even though a combination of functions may be enabled in the printer driver, that combination may not be available on this machine.	
	The paper size or paper orientation specified in the application may take precedence over the settings in the printer driver when printing.	Correct the settings in the application.
The watermark cannot be printed.	Is the watermark set correctly?	Check the watermark settings. For information on how to configure the watermark setting, refer to page 2-30.
	Is the watermark density set too low?	Check the watermark density setting. For information on how to configure the watermark setting, refer to page 2-30.
	Some graphic applications do not print watermarks.	When using such a program, the watermark cannot be printed.
The staple function cannot be specified.	The staple function requires the Finisher .	Install the required optional product and enable them on the printer driver.
	The staple function is disabled if envelopes, postcards, Thick 3, Thick 4 papers or transparencies are specified.	Check the setting of each item of the printer driver. For information on paper types supported by the staple function, refer to the User's Guide CD.
Cannot staple.	When printing a large number of pages, stapling cannot be performed.	Change the number of pages to be printed.
	Does the document to be printed contain pages of a different paper size?	Check the document you are printing.
The stapling position is not as expected.	Is the stapling position or orientation appropriate?	Check the stapling position in the printer driver settings before printing. For information on how to configure the staple settings, refer to page 2-24. For the original orientation setting, refer to the User's Guide CD.

Description of problem	Check points	Remedy
Cannot specify the punch function.	The Finisher and Punch Kit are required.	Install the required optional product and enable them on the printer driver.
	If the booklet, transparency or envelope is specified, the punch function is not available.	Check the setting of each item of the printer driver. For information on paper types supported by the punch function, refer to the User's Guide CD.
Cannot punch.	Is the paper that has been loaded into the paper tray in the correct orientation?	Check the orientation of the paper in the paper tray.
The punch position is not as expected.	Is the punch position or original orientation appropriate?	Check the punching position in the printer driver settings. For information on how to configure the punch settings, refer to page 2-24. For the original orientation setting, refer to the User's Guide CD.
The overlay is not printed properly.	Is there sufficient available computer memory?	Simplify the overlay to reduce the data volume.
Images are not printed as expected.	Is there sufficient available computer memory?	Simplify the images to reduce the data volume.
Paper is not fed from the specified paper tray.	Does the specified paper tray contain paper of the right size/orientation?	Load paper of the appropriate size and orientation into the paper tray.
The single sign-on setting can not be made during printing.	Can the main unit IP address be confirmed from the host name? Also, can the host name be confirmed from the main unit IP address?	Add A record to the forward lookup zone of the DNS of Active Directory. Also, add PTR record to the reverse lookup zone.

17.2 Test printing

- 1 Display the printer window.
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed in the Start menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].
When [Control Panel] is displayed in Classic View, double-click [Printers and Faxes].
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 In the [General] tab, click [Print Test Page].



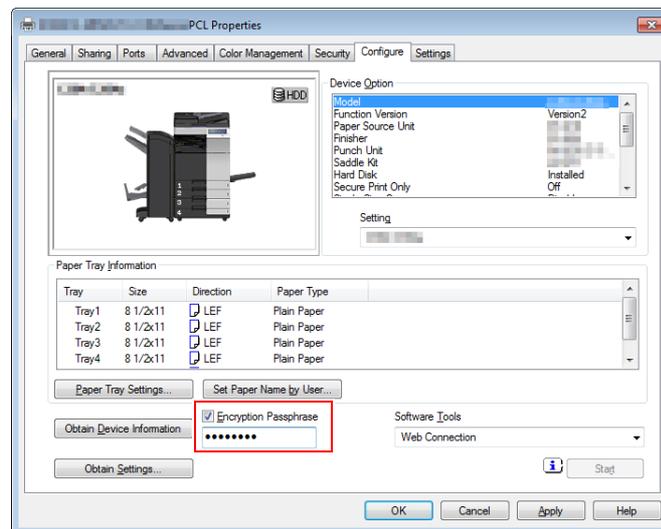
- 4 If test printing has succeeded, click [OK].
 - If test printing has failed, click [Troubleshoot] to find out how to solve the problem.

17.3 Printing a file from a User Box

- 1 Tap [User Box] on the main menu.
- 2 Select the desired User Box, then tap [Open].
 - You can also open the desired User Box by tapping it twice.
- 3 Select the target file, then tap [Print].
 - You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.
- 4 Change print settings as necessary, and press **Start**.

17.4 Setting an encryption passphrase for the printer driver

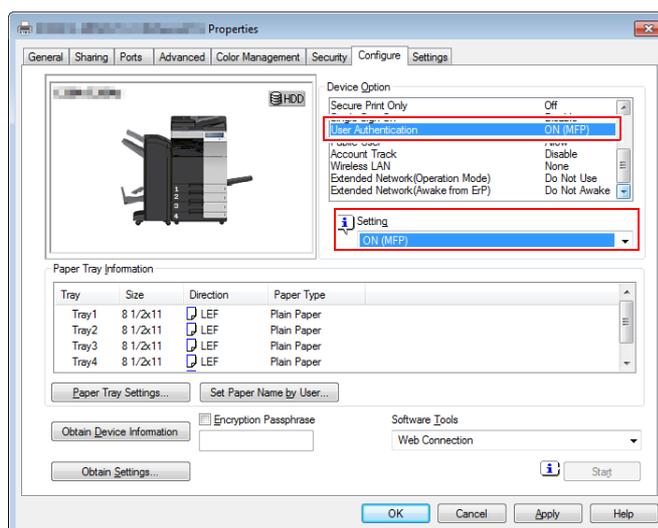
- 1 Display the printer window.
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed in the Start menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].
When [Control Panel] is displayed in Classic View, double-click [Printers and Faxes].
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 In the [Configure] tab, check the [Encryption Passphrase] and enter the encryption passphrase set on this machine.



- 4 Click [OK].

17.5 Enabling user authentication or account track on the printer driver

- 1 Display the printer window.
 - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
If [Printers and Faxes] is not displayed in the Start menu, select [Control Panel] - [Printers and Other Hardware] - [Printers and Faxes].
When [Control Panel] is displayed in Classic View, double-click [Printers and Faxes].
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows Server 2012, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 From [Device Option] on the [Configure] tab, select [User Authentication] or [Account Track] and select the target option from [Setting].



NOTICE

Configure settings to fit the machine side. If settings are different from those of the machine side, they are disabled.

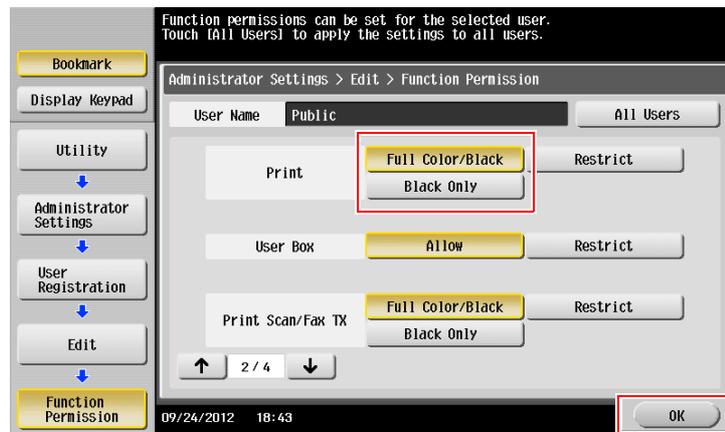
- 4 Click [OK].

17.6 Permitting printing by public users

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Registration].
- 4 Tap [↑] to select [000 Public], and also tap [Edit].



- 5 Tap [Function Permission].
- 6 From [Print], select [Full Color/Black] or [Black Only], then tap [OK].



- 7 Tap [OK].

18

Cannot Perform Network Fax/Network Scan

18 Cannot Perform Network Fax/Network Scan

18.1 Cannot perform network fax/network scan

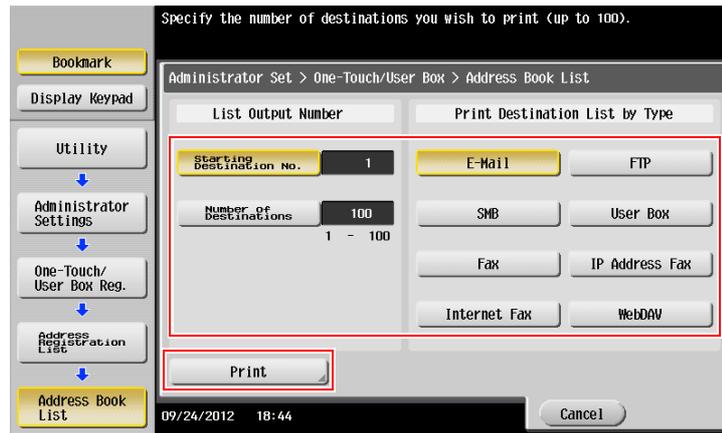
Description of problem	Check points	Remedy
Cannot send data.	Is the volume per E-mail to be sent exceeding the maximum receiving capacity of the SMTP server?	If the volume of one E-mail message exceeds the maximum capacity of the SMTP server for reception, an error occurs which will prevent transmission.
	Was the transmission procedure carried out correctly?	Check the transmission procedure and then resend the fax.
	Are the network settings and connection correct?	Check the network settings and connection. For information on how to configure the network settings, refer to the User's Guide CD.
	Is the correct E-mail address set for this machine?	Check the E-mail address of the machine and configure it. For information on how to configure the E-mail address setting, refer to the User's Guide CD.
	Are cables connected correctly?	Make sure that the cables such as network and modular cables are correctly connected.
	Are the fax number and address you entered for the destination correct? Were the address book destination and program destination registered correctly?	If you are using a destination in the Address Book or Program, the fax number registered may be incorrect. Print the list of address book destinations to check that the numbers are registered correctly. For the procedure for printing the list of destinations, refer to page 18-5.
	Is there a problem with the receiving machine?	Is the power of the receiving facsimile turned off, is it out of paper or is there another problem? Call the recipient or otherwise to determine whether there is a problem.

Description of problem	Check points	Remedy
Cannot receive faxes.	Is the power turned on?	Check the Main Power Switch of this machine. If a hub is used, also check the hub power.
	Has the machine been placed in the ErP Auto Power Off mode?	If the machine is placed into the ErP Auto Power Off mode, it cannot receive any jobs. Press the Power key to release the ErP Auto Power Off mode. For the Erp Auto Power Off mode, refer to page 11-4.
	Are cables connected correctly?	Make sure that the cables such as network and modular cables are correctly connected.
	Is the memory full or does the hard disk lack sufficient available space?	Check the remaining amount of memory or hard disk space. If there is insufficient memory or hard disk space, the machine will fail to receive faxes or, if it receives faxes, will fail to print them.
Scanned data cannot be sent (by SMB transmission) to a specified computer.	Is the folder correctly specified?	A path for a destination folder containing "/" (slash) is not valid. Use "\" to specify the path for the destination folder.
	Are you using the correct authentication method?	When sending data to a destination PC running operating software earlier than Mac OS X 10.3x, use the NTLMv1 authentication. To a destination PC running operating system later than Mac OS X 10.4x, send data using the NTLMv2 authentication.
	Have you specified a folder name using more than 13 characters?	When sending data to a folder on a PC running Mac OS X, specify a folder name using up to 12 characters.
When sending scanned data (by SMB transmission) to a specified computer, operations take place slowly.	Is [LLMNR Setting] enabled?	Disable [LLMNR Setting]. For information on [LLMNR Setting], refer to the User's Guide CD.
When sending scanned data (by SMB transmission) to a specified computer, a "Server connection error" occurs.	Is the [Host Name] registered in lower-case letters?	Register the [Host Name] using upper case letters.
	Is the network cable connected?	Make sure that the network cable is correctly connected.
	Do packets from this machine reach the destination?	Check that packets from this machine reach the destination. If not, take/check the action indicated below: <ul style="list-style-type: none"> • Replace the network cable with a new one. • Check if the wireless settings are correct if wireless connection is used. Or replace it with a wired connection. • If no packets are sent out from this machine, check the IP settings on this machine. • Check that the IP address of the destination is correctly registered.

Description of problem	Check points	Remedy
When sending scanned data (by SMB transmission) to a specified computer, a "login error" occurs.	Is the [File Path] set correctly for the destination?	Check that the [File Path] of the destination is correctly registered.
	Are you operating as a domain user?	If you are operating as a domain user, create a domain user name that is different from the local user name. If your domain user name is the same as the local user name, use the same password for both.
Printing does not take place.	Is Memory RX enabled?	If Memory RX is enabled, print the fax from the [Memory RX] User Box. For details on Memory RX, refer to page 4-17.
	Is paper in the machine?	If the paper supply icon is blinking in the screen, it indicates that the paper in the paper tray has been used up and that the received original data are stored in the memory. Add paper.
	Is paper jammed in the machine?	When a paper jam is occurring, received original data stay in the memory. Clear the jammed paper. For information on handling of a paper jam, refer to page 12-3.
	Is the machine out of toner?	No fax can be received if the toner is exhausted. Replace the Toner Cartridge . For details on how to replace a Toner Cartridge in the bizhub C554e/C454e environment, refer to page 24-5. In the bizhub C364e/C284e/C224e environment, refer to page 24-6.

18.2 Printing a destination list

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [One-Touch/User Box Registration] - [One-Touch/User Box Registration List].
- 4 Select items to print from the address registration list.
- 5 Set the starting number of addresses to print, the number of destinations to output and the type of destinations, then tap [Print].



- 6 Specify a paper tray and simplex or duplex print, then tap [Start].

19

Cannot Use the Fax Function

19 Cannot Use the Fax Function

19.1 Cannot transmit faxes

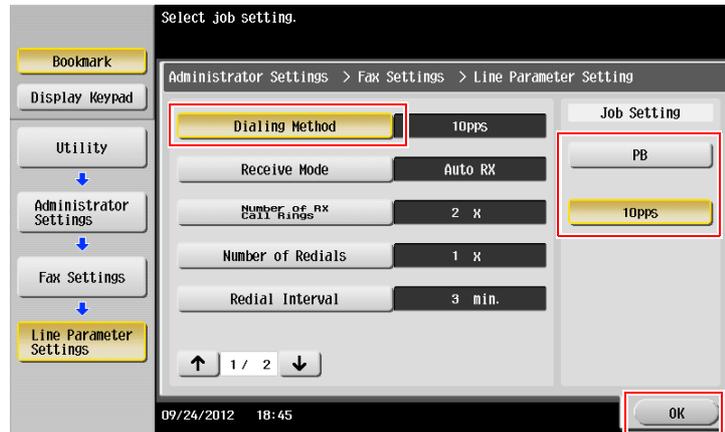
Description of problem	Check points	Remedy
Cannot send faxes.	Was the transmission procedure carried out correctly?	Check the transmission procedure and then resend the fax.
	Is the fax number you entered for the destination correct? Were the address book destination and program destination registered correctly?	If you are using a destination in the Address Book or Program, the fax number registered may be incorrect. Print the Speed Dial list to check whether the numbers are registered correctly. For the procedure for printing the list of destinations, refer to page 18-5.
	Is the telephone line setting correct?	Does the setting in [Dialing Method] match the telephone line being used? Check the setting and correct it if an error is found. For the dialing method setting, refer to page 19-4. Also, is the correct telephone line specified in [Select Line]? Check that the line registered in the address book and the line set at the time of fax transmission are correct.
	Is the modular cable connected correctly?	Is the modular cable connected? Check the modular cable connection and, if unplugged, plug it in securely. Also, is the line specified in [Select Line] correctly connected? Check the connection of the line you have specified.
	Is there a problem with the receiving machine?	Is the power of the receiving facsimile turned off, is it out of paper or is there another problem? Call the recipient to determine whether there is a problem.
	If it is a password TX job, have you sent the correct password?	Check the recipient's password then resend the fax using a correct password.
	Was the sender's fax number correctly registered with "Check Dest. & Send"?	Check that the fax number registered with the recipient is correct. Or set [Check Dest. & Send] to [No], and then send a fax. For details on the setting of [Check Dest. & Send], refer to page 19-5.

19.2 Cannot Receive Faxes

Description of problem	Check points	Remedy
Cannot receive faxes.	Is the power turned on?	Check the Main Power Switch of this machine. If a hub is used, also check the hub power.
	Has the machine been placed in the ErP Auto Power Off mode?	If the machine is placed into the ErP Auto Power Off mode, it cannot receive any jobs. Press the Power key to release the ErP Auto Power Off mode. For the ErP Auto Power Off mode, refer to the page 11-4.
	Is the Receive Mode set to Manual RX?	When [Receive Mode] is set to [Manual RX], receive faxes manually.
	Is the modular cable connected correctly?	Is the modular cable connected? Check the modular cable connection and, if unplugged, plug it in securely.
	Is [Closed Network RX] enabled?	If [Closed Network RX] is enabled, the machine accepts faxes sent from specific recipients. For details, contact your administrator.
	Has a wrong SUB been sent in F-code from the sender side?	If a wrong sub-address is received with the Confidential or Relay User Box set, a communication error may occur, causing failed reception. Check the sender side to see if the sub-address is set.
No printout produced.	Is PC-Fax RX enabled?	Check the User Box used by the PC-Fax RX function to save data.
	Is TSI Distribution enabled?	Check the User Box used by the TSI Distribution function to save data.
	Is Memory RX enabled?	If Memory RX is enabled, print the fax from the [Memory RX] User Box. For details on Memory RX, refer to page 4-17.
	Is paper in the machine?	If no paper is loaded, the paper supply icon blinks and the machine stores received faxes in the memory. Add paper.
	Is paper jammed in the machine?	If a paper jam is occurring, the machine stores received faxes in the memory. Clear the jammed paper.
	Is the machine out of toner?	No fax can be received if the toner is exhausted. Replace the Toner Cartridge . For details on how to replace a Toner Cartridge in the bizhub C554e/C454e environment, refer to page 24-5. In the bizhub C364e/C284e/C224e environment, refer to page 24-6.

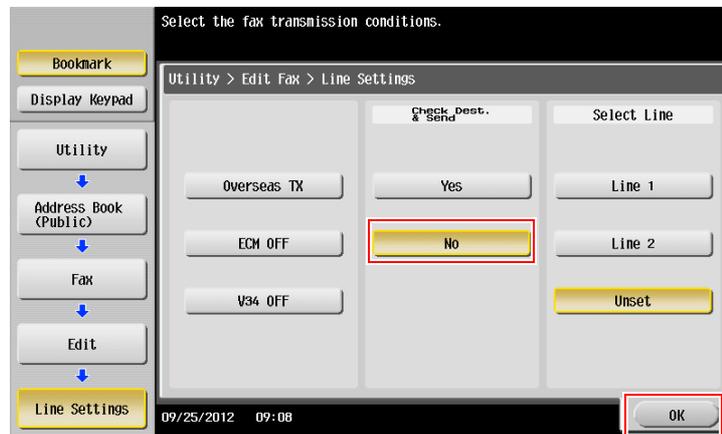
19.3 Setting [Dialing Method]

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Line Parameter Setting].
- 4 Select [Dialing Method] and enable settings that match your telephone line currently used, then tap [OK].



19.4 Setting [Check Dest. & Send]

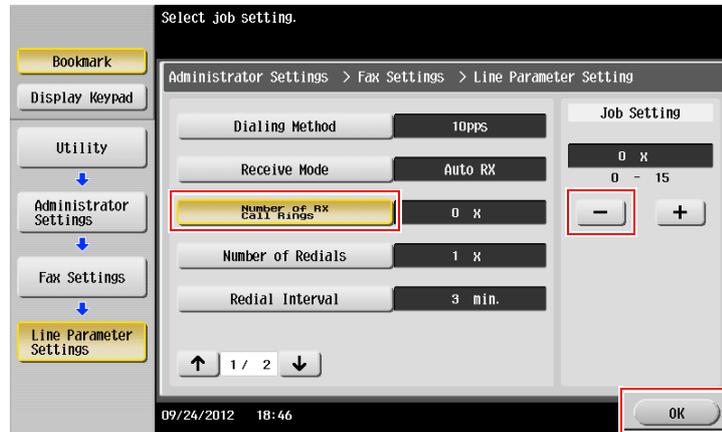
- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Address Book (Public)] - [Fax].
- 3 Select the target one-touch destination, then tap [Edit].
- 4 Tap [Line Settings], set [Check Dest. & Send] to [No], then tap [OK].



- 5 Tap [OK].

19.5 Setting the number of RX call rings

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Line Parameter Setting].
- 4 Select [Number of RX Call Rings], tap [-] to set it to "0", then tap [OK].



20

Cannot Copy

20 Cannot Copy

20.1 Cannot Copy

Description of problem	Check points	Remedy
Copying does not start.	Are the doors of the machine securely closed?	Close the doors of the machine securely.
	Has paper of the correct size for the original been loaded into the paper tray?	Load paper of the appropriate size into the paper tray.
The original does not feed.	Is the ADF slightly open?	Securely close the ADF .
	Is the original one that does not meet the specifications?	Check that the original is one that can be loaded into the ADF .
	Has the original been positioned correctly?	Position the original correctly.
The image is light.	Is [Light] specified for the density setting?	Tap [Density] on the copy main screen to adjust density.
	Is the paper damp?	Replace with new/dry paper.
The image is dark.	Is [Dark] specified for the density setting?	Tap [Density] on the copy main screen to adjust density.
	Was the original not pressed close enough against the Original Glass ?	Position the original so that it is pressed closely against the Original Glass .
The image is partially obscured or blurry.	Is the paper damp?	Replace with new/dry paper.
	Was the original not pressed close enough against the Original Glass ?	Position the original so that it is pressed closely against the Original Glass .
The entire area of a copy gets smudged. Thread-like smudges appear on a copy.	Is the Original Glass dirty?	Wipe the Original Glass with a soft, dry cloth.
	Is the Slit Scan Glass dirty?	Clean the Slit Scan Glass .
	Is the Original Pad dirty?	Clean the Original Pad with a soft cloth dampened with a mild detergent.
	Is the Electrostatic Charger Wire dirty?	Clean the Electrostatic Charger Wire . For information on how to clean the Electrostatic Charger Wire , refer to page 14-2.
	Was the original printed on highly translucent material, such as diazo photosensitive paper or OHP transparencies?	Place a blank sheet of paper on top of the original.
	Is a 2-sided original being copied?	If a thin 2-sided original is being copied, the print on the back side may be reproduced on the front side of the copy. In the Background Removal screen, select a lighter background density. For details on the background removal, refer to page 3-17.

Description of problem	Check points	Remedy
Images are tipped.	Is the original positioned correctly?	Correctly position the original against the Original Scale . Load the original into the ADF , and slide the adjustable Lateral Guide to fit the size of the original.
	Is the original incorrectly positioned in the ADF ?	If the original cannot be fed correctly through the ADF , make copies by positioning the original on the Original Glass .
	Is the Slit Scan Glass dirty? (When the ADF is in use)	Clean the Slit Scan Glass .
	Is the lateral guide of the paper tray correctly aligned with the paper?	Align the Lateral Guide with the edges of the paper.
	Has curled paper been loaded into the paper tray?	Manually flatten the paper and re-load it into the paper tray.
An output copy is curled.	Curls may appear depending on the paper type (recycled paper, for example).	Remove the paper from the paper tray, turn it over, and then load it again.
		Replace with new dry paper.
The area around an image gets smudged.	Is the Original Pad dirty?	Clean the Original Pad with a soft cloth dampened with a mild detergent.
	Is the paper selected of a size larger than the original size? (When copying at full size or 100.0% zoom ratio)	Select a paper size that is the same size as the original. Otherwise, tap [Zoom] on the copy main screen to select [Auto], and perform enlarged copying at a zoom ratio matching the paper.
	Is the size or orientation of the original different from that of the paper? (When copying at full size or 100.0% zoom ratio)	Select a paper size as large as the original. Otherwise, re-load paper in the same orientation as the original.
	Have you selected the zoom ratio for reduced copying that is suited for the paper size? (When the reduced copying zoom ratio has been selected manually)	Select the zoom ratio that matches the paper size. Otherwise, tap [Zoom] on the copy main screen to select [Auto], and perform reduced copying at a zoom ratio matching the paper.
	Cannot switch to the 2-Sided > 1-Sided or 2-Sided > 2-Sided function.	Have settings been selected that cannot be combined?
On a device with account track enabled, copying would not start even after entering the password.	Did the message [The counter for the account has reached its maximum allowance.] appear?	Contact your administrator.
The staple position deviates by 90 degrees.	Has the staple position been correctly specified?	Specify the staple position correctly. For information on how to configure the staple settings, refer to page 5-20.

Description of problem	Check points	Remedy
Ejected paper is not get stacked evenly; punch holes or staple positions do not line up.	Is the paper curled?	Remove the paper from the paper tray, turn it over, and then load it again.
	Is there a gap between the Lateral Guide in the paper tray and the sides of the paper?	Slide the Lateral Guide in the paper tray against the sides of the paper so that there is no gap.
	Is the paper type configured correctly?	Configure the paper type of the selected tray correctly.

21

Cannot Save in a User Box

21 Cannot Save in a User Box

21.1 Cannot save in a User Box

Description of problem	Check points	Remedy
Files cannot be saved in a User Box.	Are the network settings and connection correct?	To save files in a User Box from a computer, the network settings must be configured correctly. Check the network settings and connection. For information on how to configure the network settings, refer to the User's Guide CD.
	Is the User Box full?	If the User Box is full, remove unnecessary files then carry out the saving operation again. For the procedure for deleting unnecessary files from a User Box, refer to page 21-2.
	Has the maximum allowance for saving files been exceeded?	If the maximum number of files one User Box can save has already been reached, delete unnecessary files and then carry out the saving operation again. For the procedure for deleting unnecessary files from a User Box, refer to page 21-2.

21.2 Deleting files from a User Box

- 1 Tap [User Box] on the main menu.
- 2 Select the desired User Box, then tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 3 Select files to delete, then tap [Delete].
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  to get the same result.
- 4 Tap [Yes].

22

Network Error Codes

22 Network Error Codes

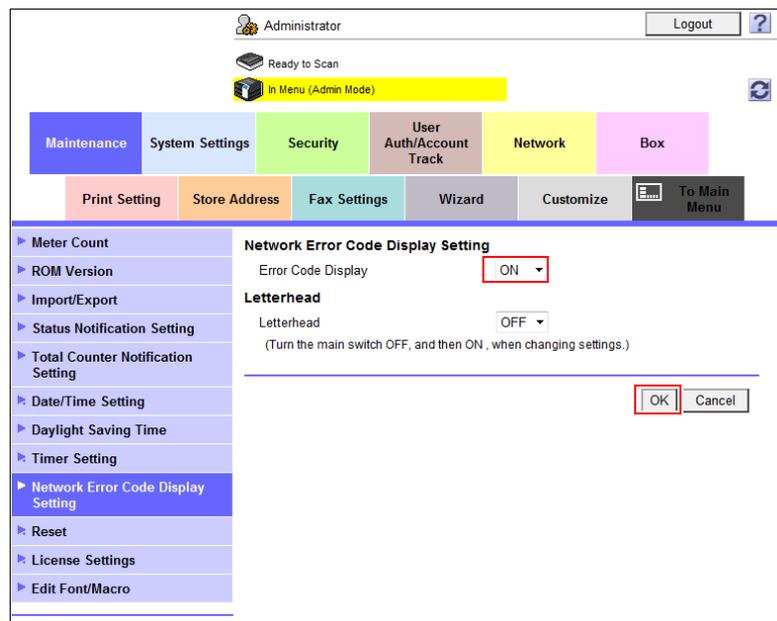
22.1 About network error codes

They refer to codes displayed when an error occurs in the network. You can check the action to take as well as a description of the error by referring to the code in the error code list.

22.2 Displaying network error codes

Use **Web Connection** to configure so that network error codes are displayed.

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Select [Administrator], then click [Login].
- 3 Enter the password, then click [OK].
- 4 On the [Maintenance] tab, click [Network Error Code Display Setting].
- 5 In [Error Code Display], select [ON], then click [OK].



- 6 Click [OK].

23

When the Bit Count Does Not Match between the Server and the Client

23 When the Bit Count Does Not Match between the Server and the Client

If the print server is Windows Server 2008/Server 2008 R2/Server 2012 and its OS bit count does not match that of the client computer, an additional driver may not be installed normally in the print server.

To solve this problem, specify the setup information file (ntprint.inf) of the operating system with a different bit number when installing the additional driver on the print server.

The following describes how to install the additional driver by specifying a setup information file on a different computer from that of the print server.

Tips

- Before starting this procedure, prepare to configure a different client computer from that of the print server and install the operating system that has a bit number different from that of the print server.
- On the print server side, the system drive of the client computer is assigned as the network drive. Configure the setting to share the drive to be assigned in advance.

This example shows the operation when installing Windows Server 2008 (32-bit version) on the print server and Windows Vista (64-bit version) in the client computer.

- 1 Configure the setting to share the drive (ordinarily, drive C) where the client computer's operating system is installed.
- 2 On the print server, assign the drive (example: "C") of the client computer, which is shared in Step 1, as the network drive (example: "z").
- 3 Install the 32-bit operating system driver on the print server.
- 4 Open the Properties screen in the driver installed.
- 5 Select the [Sharing] tab, and select the [Share this printer] check box.
- 6 Click [Additional Drivers].
The Additional Drivers page appears.
- 7 Select the [x64] check box in the [Processor] column, and click [OK].
- 8 Specify the folder that contains the 64-bit operating system driver.
This displays a page to request a setup information file.
- 9 Click [Browse], and specify the setup information file [ntprint.inf] in the client computer to which the network drive is assigned.
 - Specify the following file.
[z:\Windows\System32\DriverStore\FileRepository\ntprint.inf_xxx]
In the path above, "z" represents the assigned network drive. "_xxx" at the end of this path varies depending on the driver version.
 - The setup information file may be stored at a different location depending on your client computer. If folder [amd64] resides in the same hierarchy as that of [ntprint.inf], specify a setup information file for 64-bit operating system under that folder. To additionally install a 32-bit operating system driver, specify a setup information file under folder [i386] that is in the same hierarchy as that of [ntprint.inf].
- 10 Click [Open].
Installation starts.
- 11 When the installation completes, click [Close].
The additional installation of the 64-bit operating system driver is then completed.

24

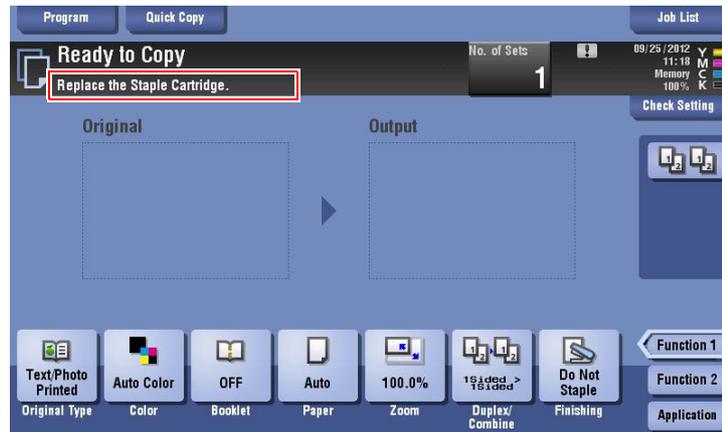
When a Message Appears to Replace Consumables or Carry Out Cleaning

24 When a Message Appears to Replace Consumables or Carry Out Cleaning

When staples in the finisher have run out

When staples in the **Finisher** have run out, the following message appear.

Take action while referring to the label inside the machine.



Reference

For details on the replacement procedure when using the **Finisher FS-535**, refer to page 24-9 (only for **bizhub C554e**).

For details on the replacement procedure when using the **Saddle Stitcher SD-512**, refer to page 24-10 (only for **bizhub C554e**).

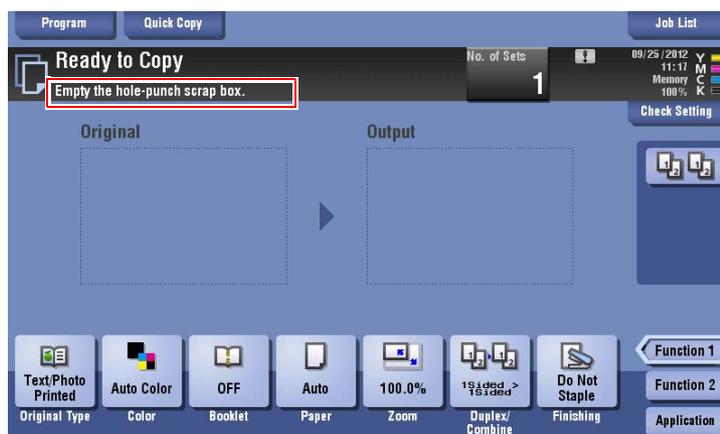
For details on the replacement procedure when using the **Finisher FS-534**, refer to page 24-11.

For details on the replacement procedure when using the **Saddle Stitcher SD-511**, refer to page 24-12.

For details on the replacement procedure when using the **Finisher FS-533**, refer to page 24-13.

When the punch scrap box is full

When the punch scrap box is full, the following message appears (at replacement by user).
Take action while referring to the label inside the machine.



Reference

For details on the handling procedure when using the **Finisher FS-535**, refer to page 24-14 (only for **bizhub C554e**).

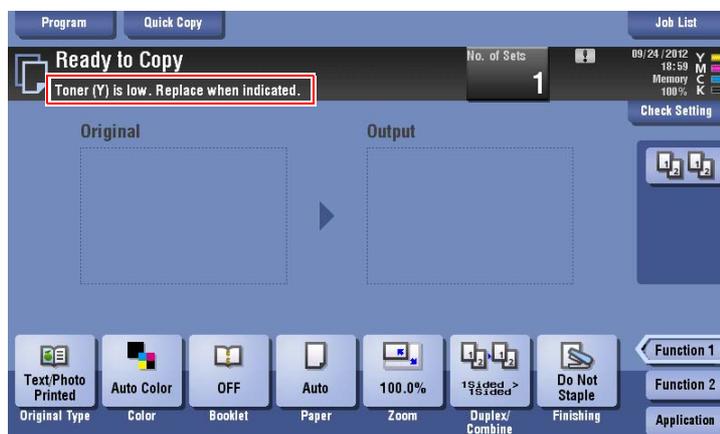
For details on the handling procedure when using the **Z Folding Unit ZU-606**, refer to page 24-15 (only for **bizhub C554e**).

For details on the handling procedure when using the **Finisher FS-534**, refer to page 24-16.

For details on the handling procedure when using the **Finisher FS-533**, refer to page 24-17.

When toner is running out in the Toner Cartridge

When toner is running out in **Toner Cartridge**, a message appears as shown below (at replacement by user).



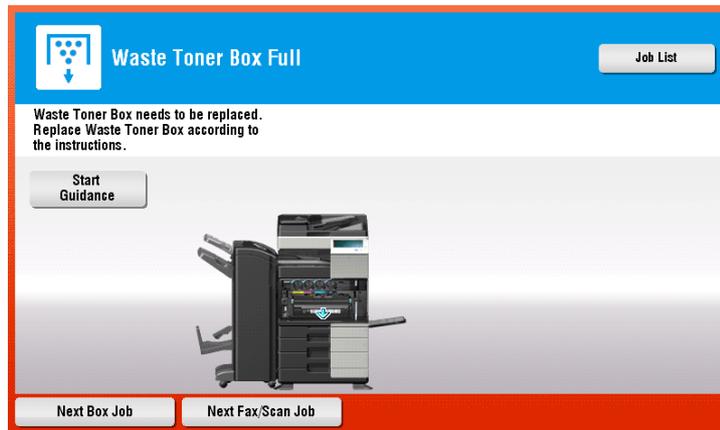
Reference

For details on the replacement procedure in the **bizhub C554e/C454e** environment, refer to page 24-5.

For details on the replacement procedure in the **bizhub C364e/C284e/C224e** environment, refer to page 24-6.

When a Waste Toner Box is full

When the **Waste Toner Box** is full, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.



Reference

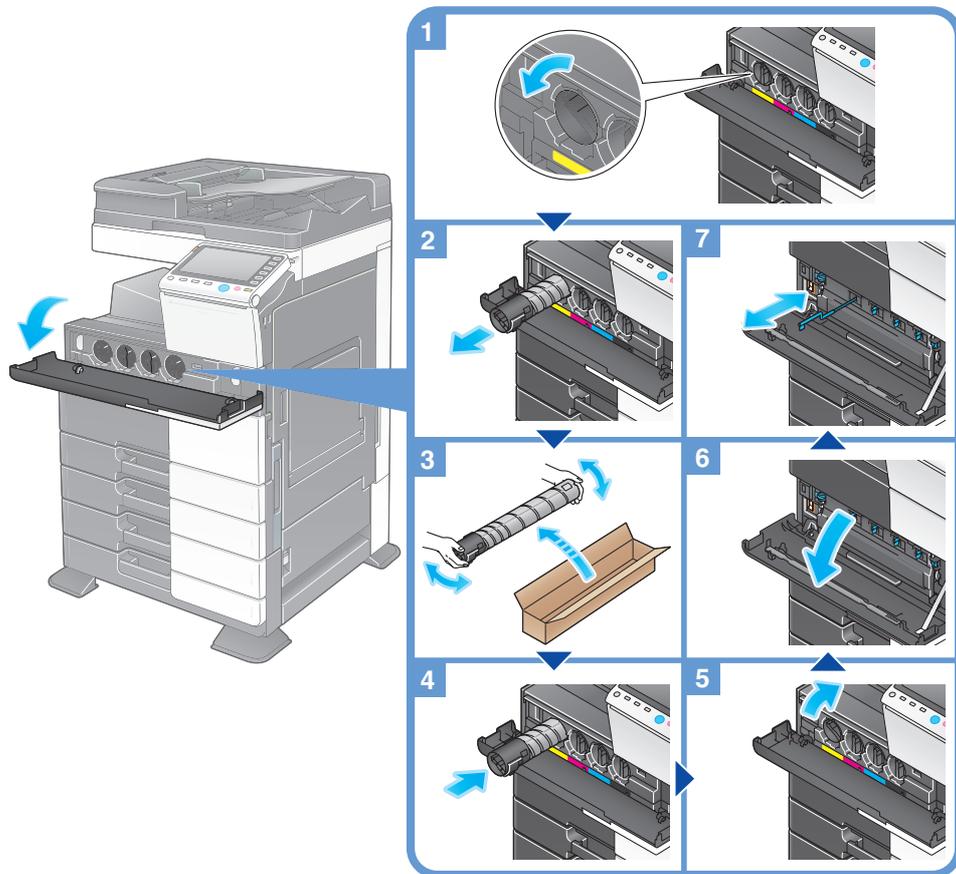
For details on the replacement procedure in the **bizhub C554e/C454e** environment, refer to page 24-7.

For details on the replacement procedure in the **bizhub C364e/C284e/C224e** environment, refer to page 24-8.

24.1 Replacing a Toner Cartridge

24.1.1 bizhub C554e/C454e

The following example shows how to replace a **Yellow Toner Cartridge**.



Tips

- Shake a new **Toner Cartridge** well, approximately 5 to 10 times, before installing it.
- If a Toner Cartridge other than for black is empty, printing can be continued forcibly using black. Tap [Continue], and then select a desired print job.
- Do not forcibly open or disassemble a **Toner Cartridge** (toner container).
- Do not forcibly remove or dispose of toner that remains in a **Toner Cartridge** (toner container).
- After replacing a **Toner Cartridge**, be sure to clean the **Electrostatic Charger Wire** that corresponds to the replaced color. For details on how to clean the **Electrostatic Charger Wire**, refer to page 14-2.

NOTICE

Install a **Toner Cartridge** for each label color. If you try to forcibly install a Toner Cartridge in the incorrect position, it may result in a failure.

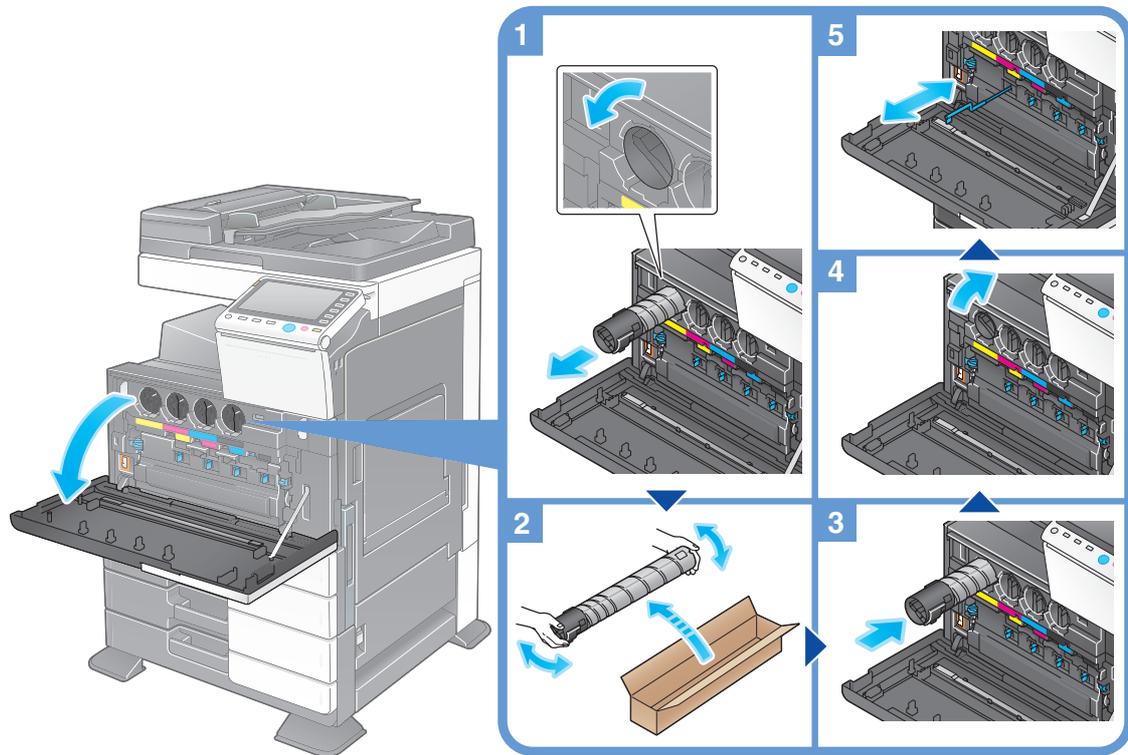
⚠ CAUTION

Handling toner and Toner Cartridge

- Do not throw a toner or **Toner Cartridge** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner gets on your hands, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

24.1.2 bizhub C364e/C284e/C224e

The following example shows how to replace a **Yellow Toner Cartridge**.



Tips

- Shake a new **Toner Cartridge** well, approximately 5 to 10 times, before installing it.
- If a Toner Cartridge other than for black is empty, printing can be continued forcibly using black. Tap [Continue], and then select a desired print job.
- Do not forcibly open or disassemble a **Toner Cartridge** (toner container).
- Do not forcibly remove or dispose of toner that remains in a **Toner Cartridge** (toner container).
- After replacing a **Toner Cartridge**, be sure to clean the **Electrostatic Charger Wire** that corresponds to the replaced color. For details on how to clean the **Electrostatic Charger Wire**, refer to page 14-2.

NOTICE

*Install a **Toner Cartridge** for each label color. If you try to forcibly install a Toner Cartridge in the incorrect position, it may result in a failure.*

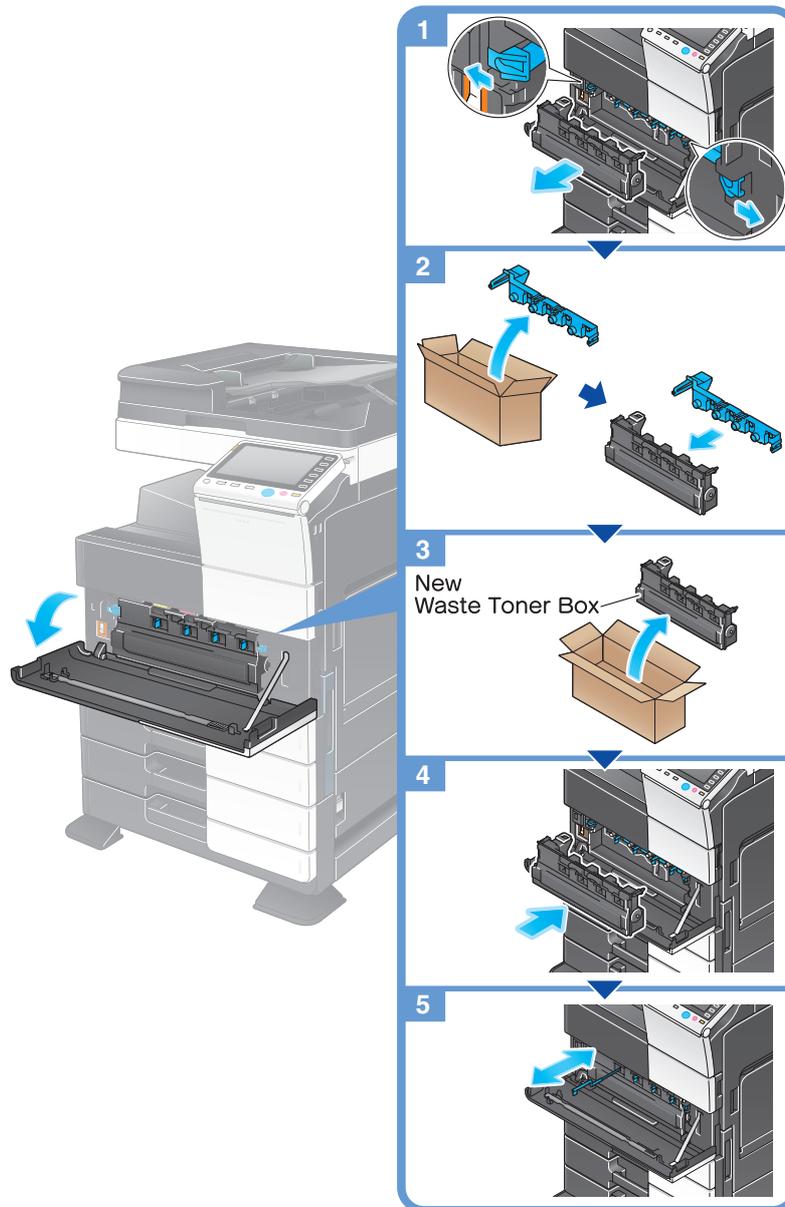
⚠ CAUTION

Handling toner and **Toner Cartridge**

- Do not throw a toner or **Toner Cartridge** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

24.2 Replacing a Waste Toner Box

24.2.1 bizhub C554e/C454e



Tips

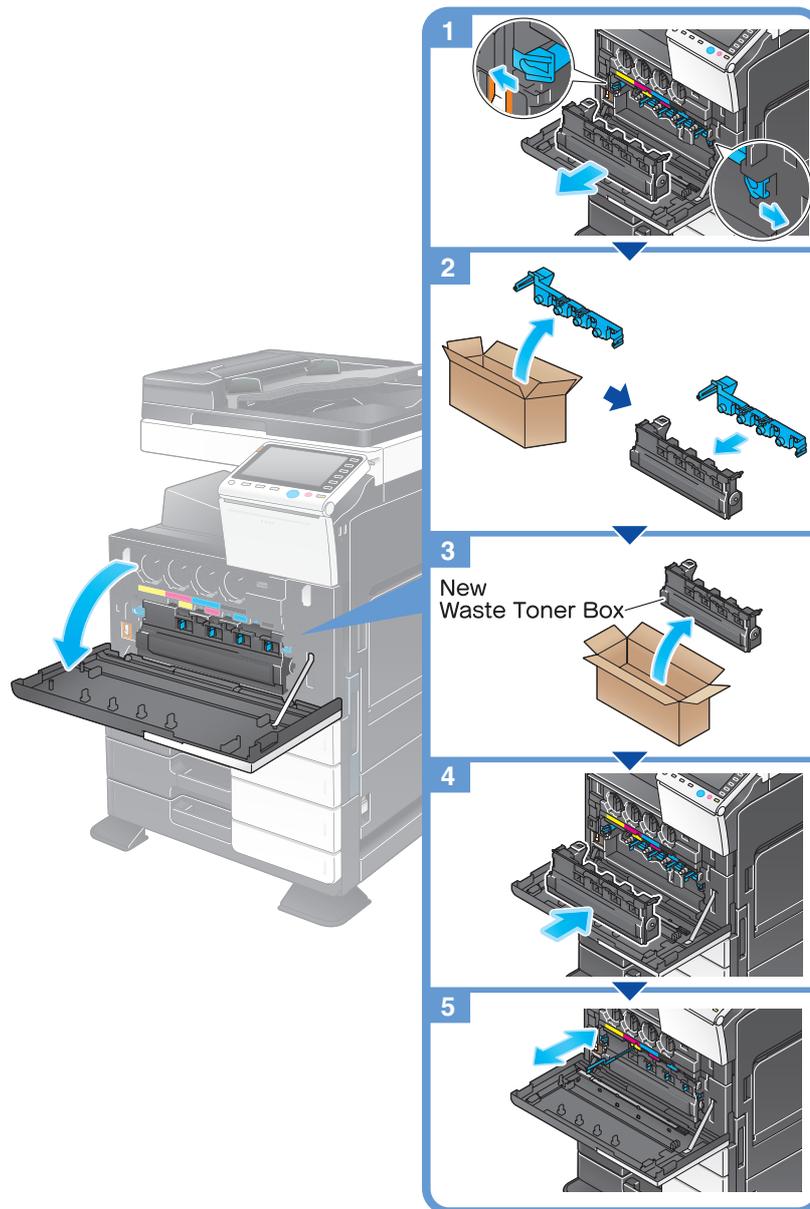
- Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger Wire** for each color. For details on how to clean the **Electrostatic Charger Wire**, refer to page 14-2.

⚠ CAUTION

Handling toner and Waste Toner Box

- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner gets on your hands, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

24.2.2 bizhub C364e/C284e/C224e



Tips

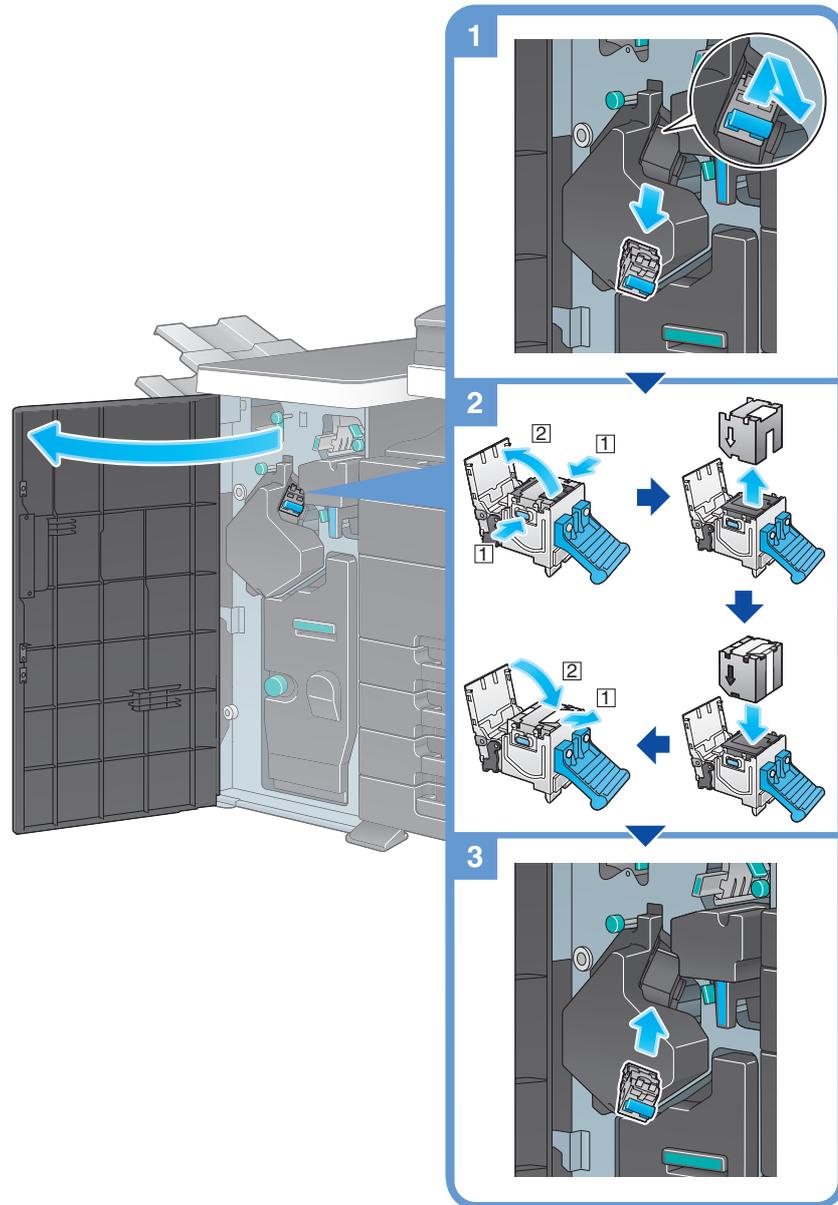
- Your service representative will recover your used **Waste Toner Box**. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger Wire** for each color. For details on how to clean the **Electrostatic Charger Wire**, refer to page 14-2.

⚠ CAUTIONHandling toner and **Waste Toner Box**

- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

24.3 Replacing a Staple Cartridge

24.3.1 Finisher FS-535 (only for bizhub C554e)



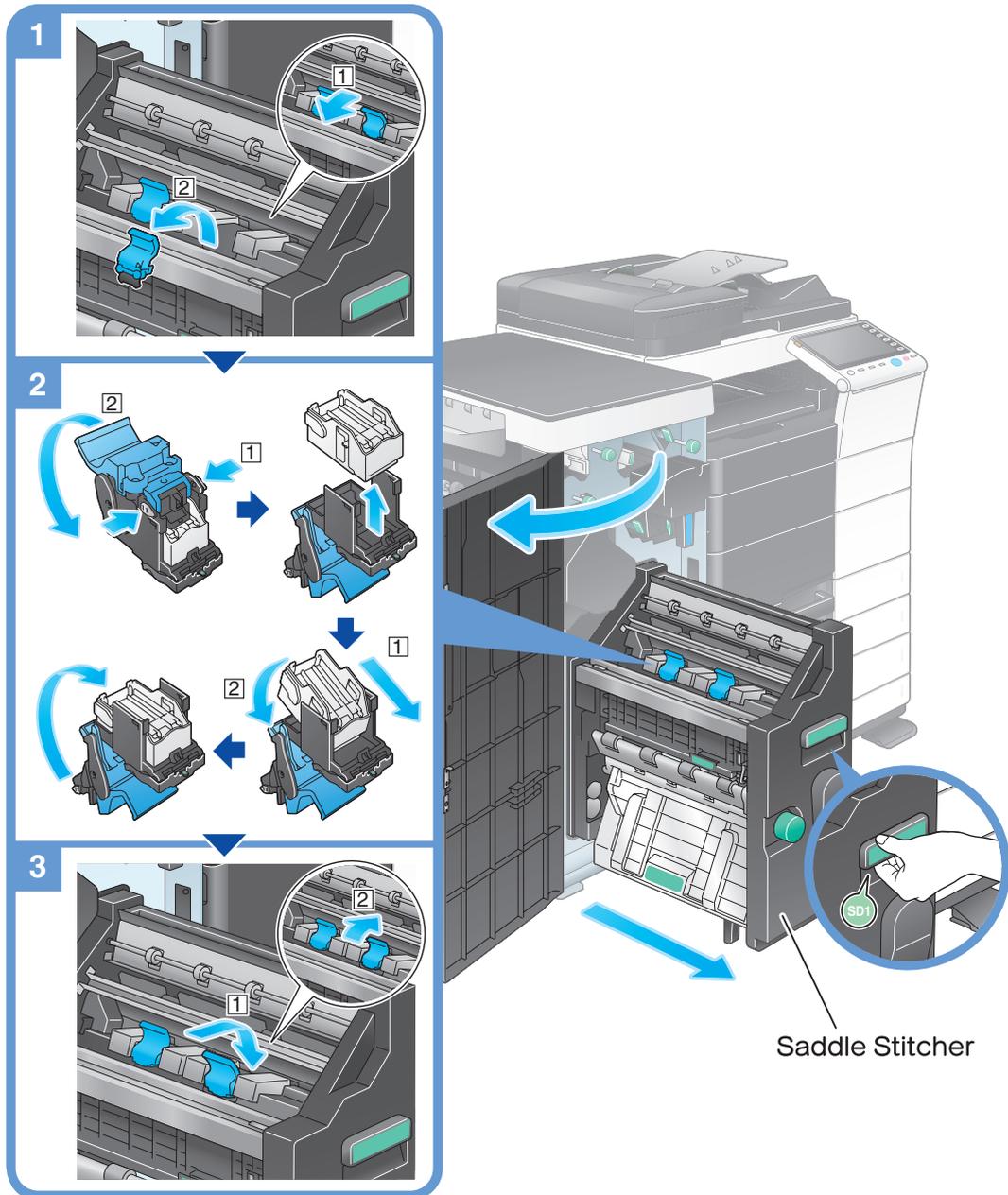
Tips

- This figure shows a **Finisher FS-535** with **Saddle Stitcher SD-512** and **Punch Kit PK-521** installed.
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

*Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.*

24.3.2 Saddle Stitcher SD-512 (only for bizhub C554e)

**Tips**

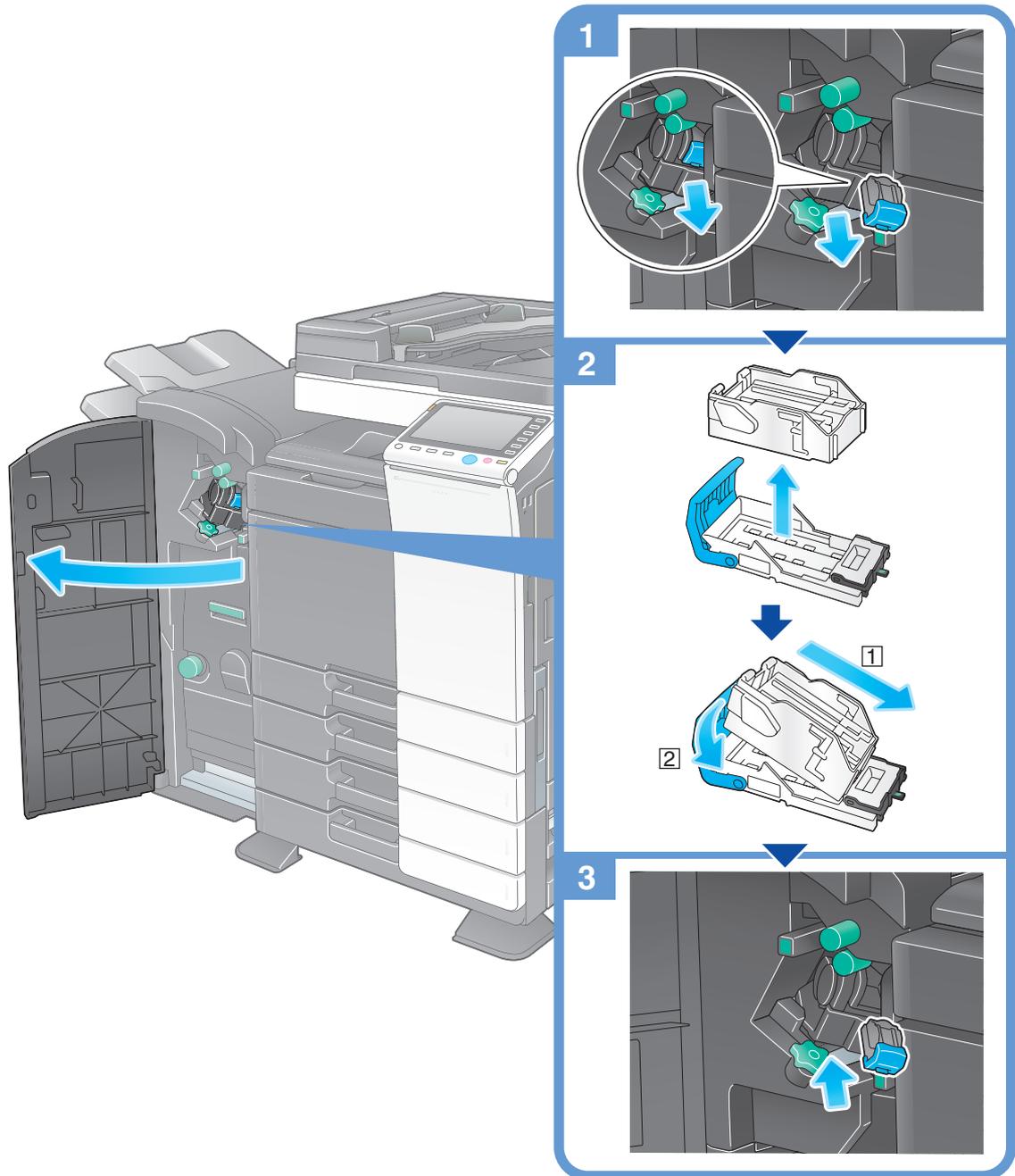
- This figure shows a **Finisher FS-535** with **Saddle Stitcher SD-512** and **Punch Kit PK-521** installed.
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

When moving the **Saddle Stitcher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.

24.3.3 Finisher FS-534

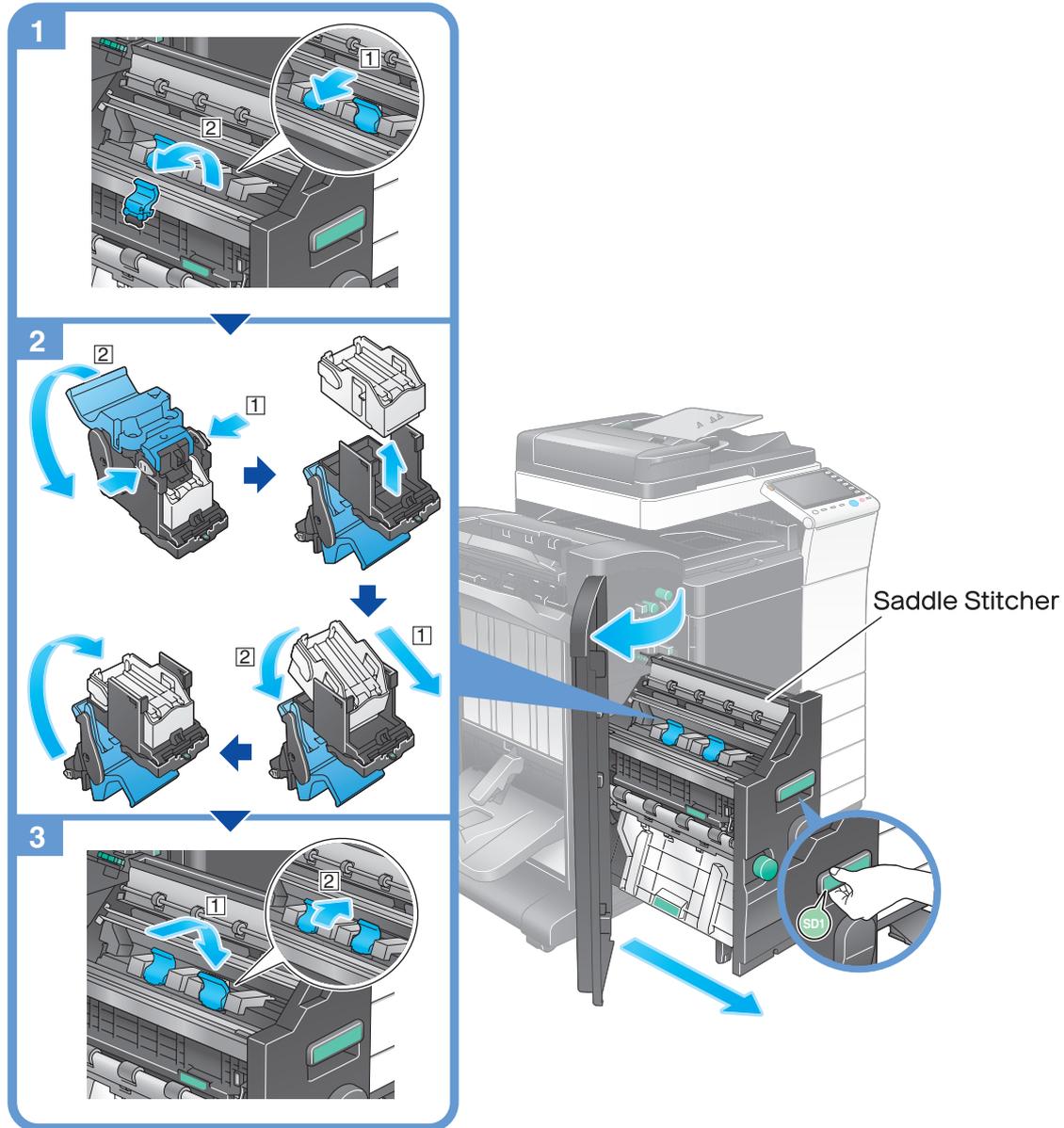
**Tips**

- The figure shows a **Finisher FS-534** with **Saddle Stitcher SD-511** and **Punch Kit PK-520** installed.
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

*Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.*

24.3.4 Saddle Stitcher SD-511



Tips

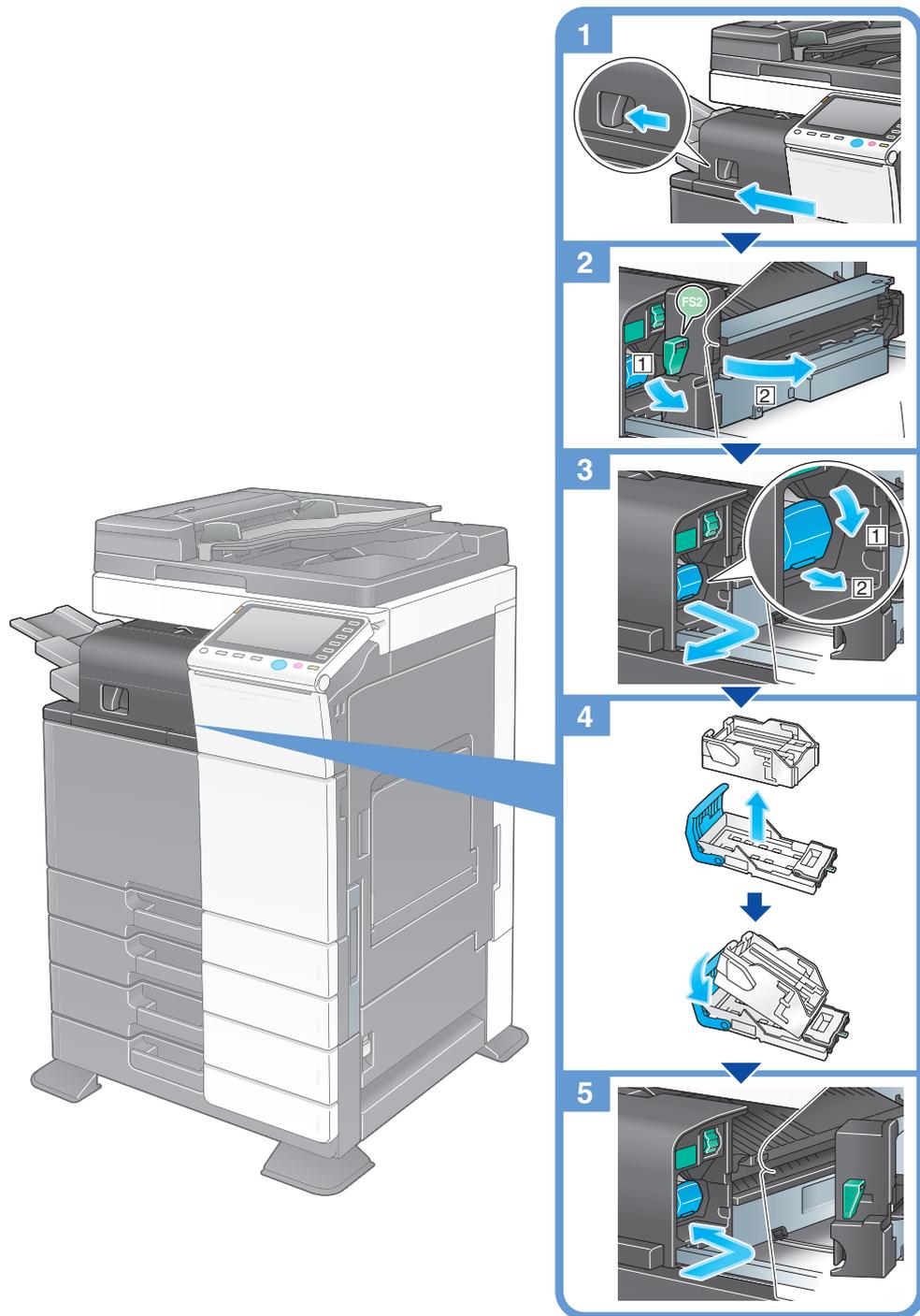
- The figure shows a **Finisher FS-534** with **Saddle Stitcher SD-511** and **Punch Kit PK-520** installed.
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

When moving the **Saddle Stitcher**, be sure to only hold the handle. Otherwise, your hand or finger may get caught in the machine.

Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.

24.3.5 Finisher FS-533

**Tips**

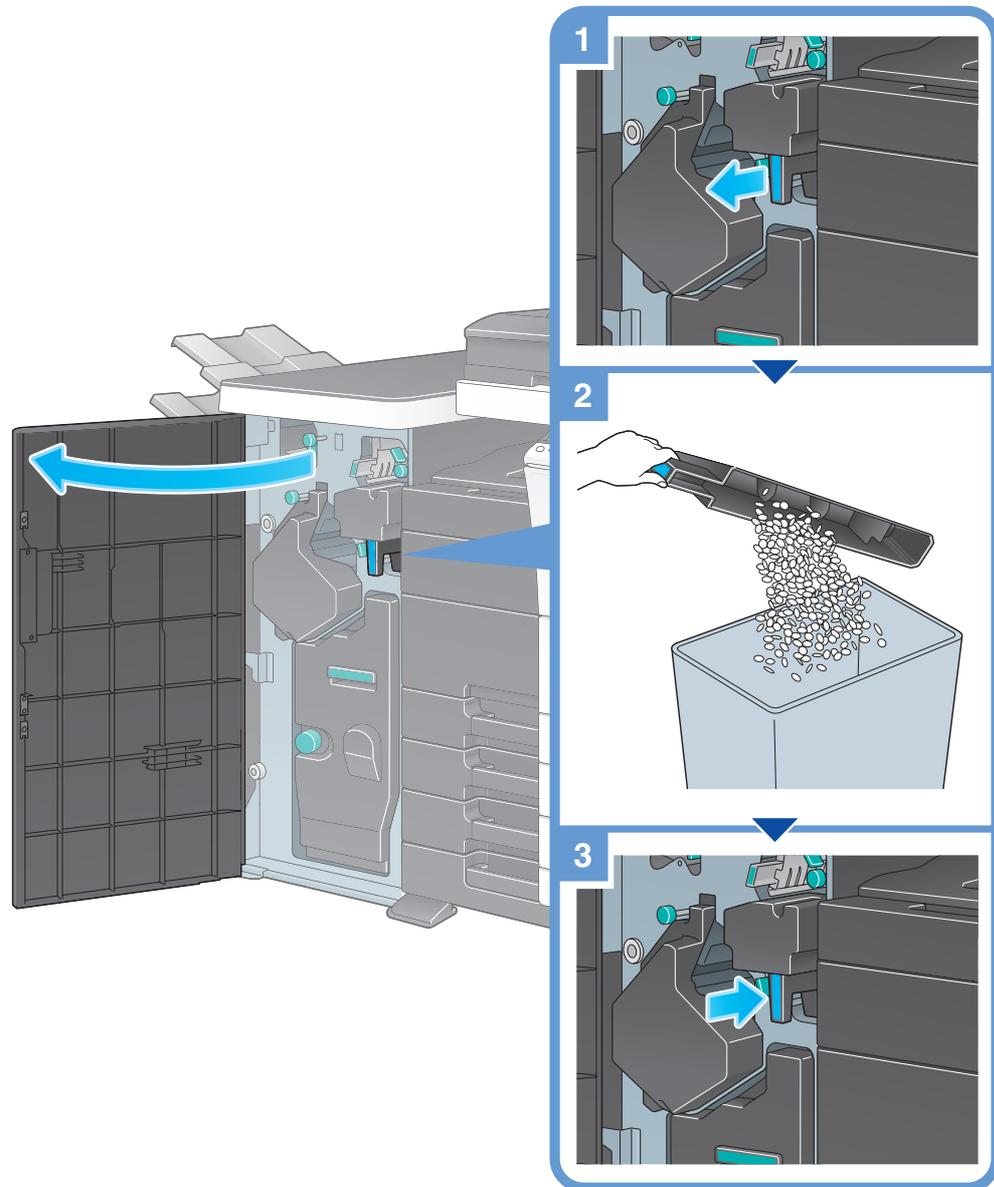
- The figure shows a **Finisher FS-533** with **Punch Kit PK-519** installed.
- Do not remove staples that remain in the machine. Otherwise, the stapling function will activate but no sheets will be stapled.

NOTICE

Be sure to replace the **Staple Cartridge** after the relevant message has appeared. If a **Staple Cartridge** is removed before the relevant message appears, it may result in a failure.

24.4 Punch Scrap Processing

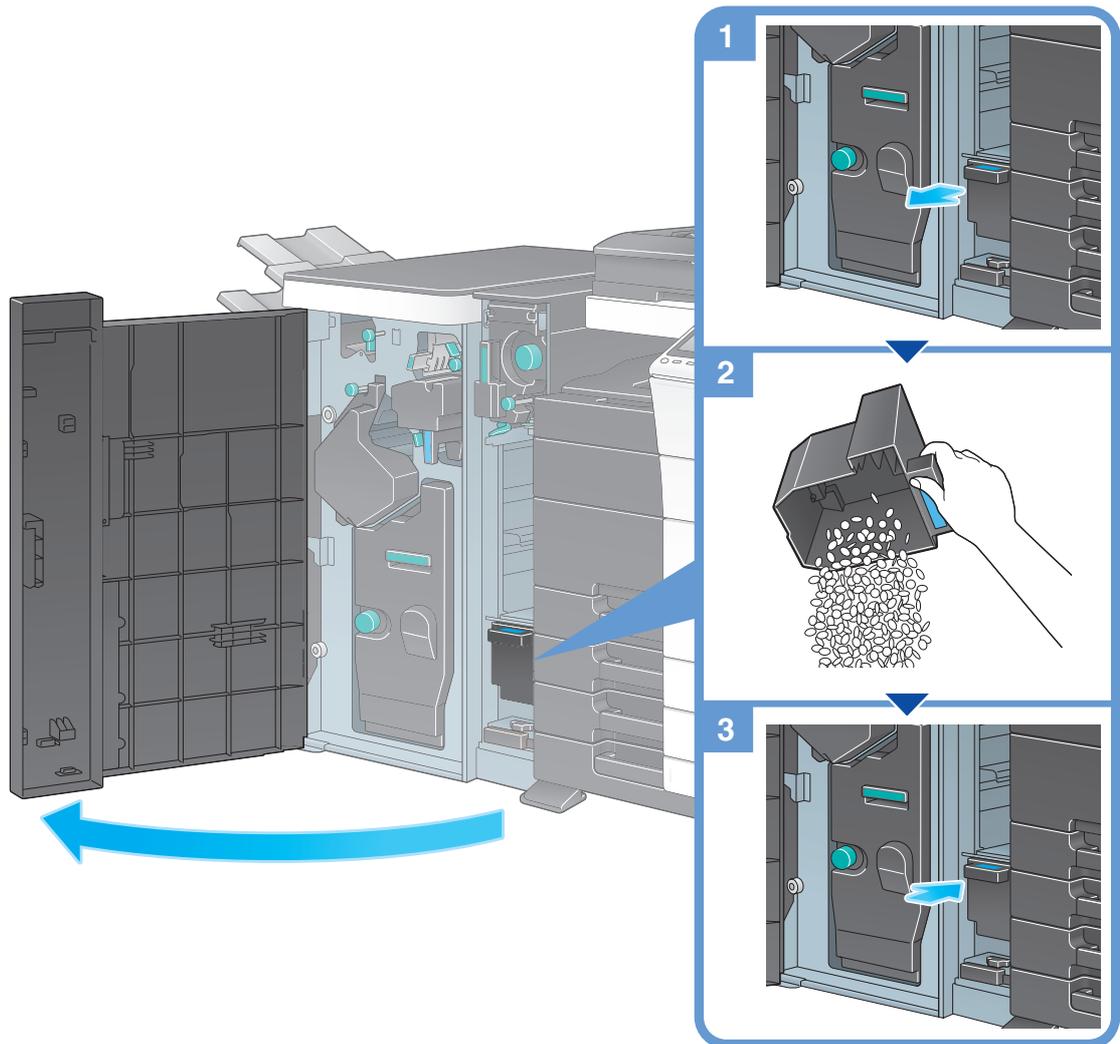
24.4.1 Finisher FS-535 (only for bizhub C554e)



Tips

- This figure shows a **Finisher FS-535** with **Saddle Stitcher SD-512** and **Punch Kit PK-521** installed.

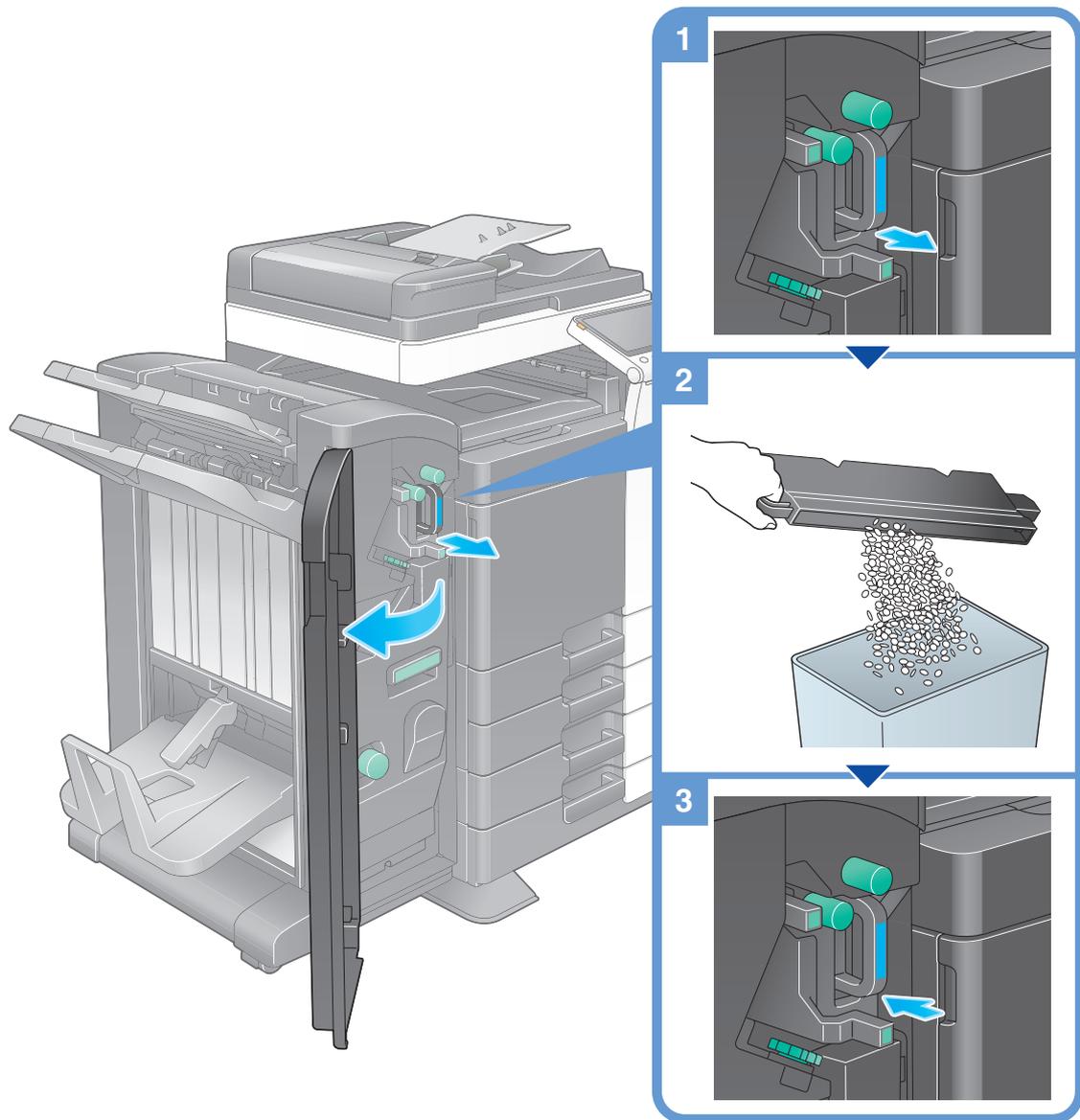
24.4.2 Z Folding Unit ZU-606 (only for bizhub C554e)



Tips

- The figure shows a **Finisher FS-535** with **Saddle Stitcher SD-512**, **Punch Kit PK-521**, and **Z Folding Unit ZU-606** installed.

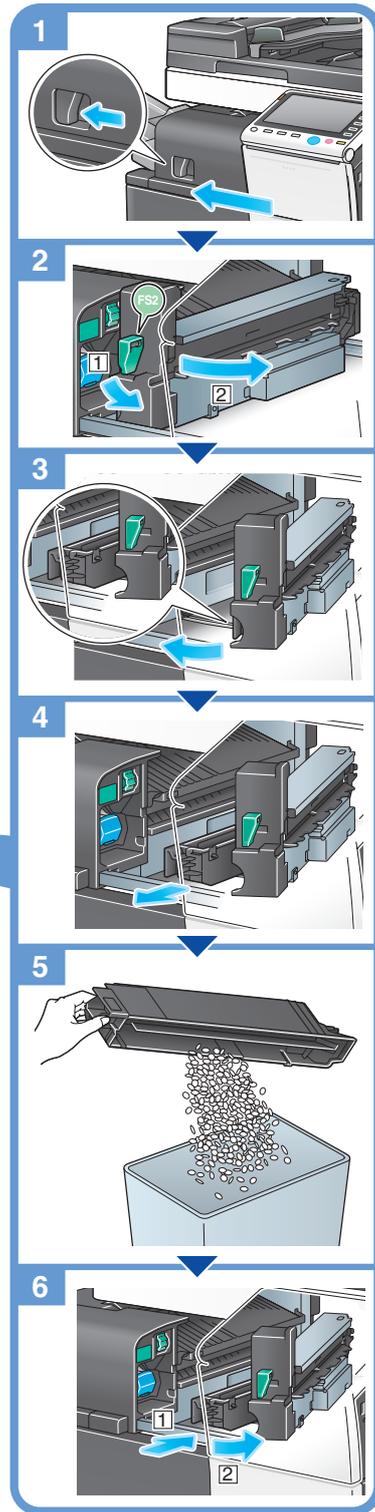
24.4.3 Finisher FS-534



Tips

- The figure shows a **Finisher FS-534** with **Saddle Stitcher SD-511** and **Punch Kit PK-520** installed.

24.4.4 Finisher FS-533



Tips

- The figure shows a **Finisher FS-533** with **Punch Kit PK-519** installed.



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