olivetti

d-Copia 1800MF
d-Copia 2200MF

ADVANCED OPERATION GUIDE

GB

The mark affixed to the product certifies that the product satisfies the basic quality requirements.	CE

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.

ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by theUnited States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

• incorrect electrical power supply;

• incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;

• replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

This Advanced Operation Guide is for d-Copia 1800MF and d-Copia 2200MF. This Operation Guide mentions that d-Copia 1800MF is a 18 ppm (prints per minute) model and d-Copia 2200MF is a 22-ppm model.

Guide to This Operation Guide

This operation guide has the following chapters. The content of each chapter is summarized below for reference.

1 Copier Functions

This chapter explains various settings that can be made in relation to the copier functions of this machine.

2 Printer Settings

This chapter explains various settings that can be made in relation to the printer functions of this machine.

3 System Menu

This chapter explains the other general settings that can be made in this machine.

4 Job Accounting

This chapter explains the settings of the job accounting functions.

Appendix

This chapter includes a table of paper that can be used in this machine, a table of specifications, a chart which explains the combinations of functions and settings that can be used with this machine, and glossary of terms used in this document.

Conventions

This manual uses the following conventions:

1 **Bold** indicates key names.

2 Courier indicates content of the message display.

3 **Note** contain important information aside from the text.

4 *Italic* refers to another page or other guide.

CONTENTS

1 Copier Functions

This chapter explains the following topics.

- **Paper Source Selection**
- **Original Size Selection**
- **Image Quality Mode**
- **Copy Density Adjustment**
- **Number of Copies**
- **Original Orientation**
- **Offset Copying**
- **Staple Copying**
- **Margin Mode**
- **Border Erase Mode**
- **Continuous Copying**
- **Auto Rotation**
- **EcoPrint Mode**
- **Auto Selection Mode**
- **Program Function**

Paper Source Selection

Perform the following procedure to select a paper source (cassette or multi purpose tray) with the desired paper size.

1 Set the original.

If `Auto` is displayed on the message display, copy paper of the same size as the original is automatically selected.

2 To change the paper size, press the **Paper Select** key to select the desired paper source.
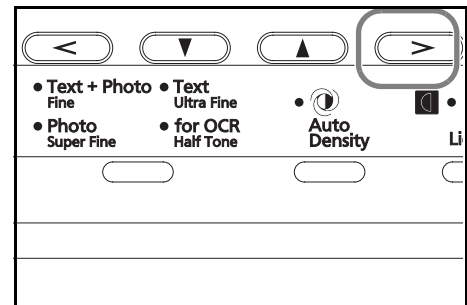
Notes   •   When using the multi purpose tray, set the paper size and the paper type referring to *Multi Purpose Tray Settings* on page *3-26*.

•   You can set the machine to display the `MP Tray Paper size` screen when the multi purpose tray is selected. (See *Multi Purpose Tray Confirmation Display* on page *3-14*.)

3 Press the **Start** key. Copying starts.

Original Size Selection

With manual original size selection, this machine can scan only the part of a specified size of the original for copying.

Also you can use an irregular size original by inputting the original size.

Selecting an Original Size from Regular Size

1   Set the original.
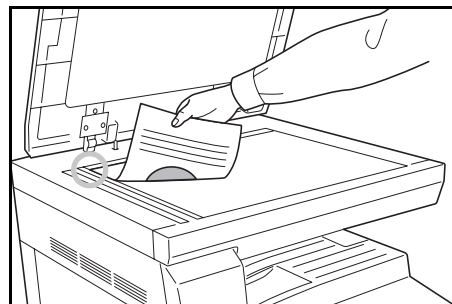
2   Press the **Original Size** key.

3   Press the ▲ key or the ▼ key to select the desired original size.

```
Original Size :
 ➡ *   Auto
       Input Size          ▶
 ▾     11×17
```

4   Press the **Enter** key.

5   Press the **Start** key. Copying starts.

Selecting an Original Size from Other Regular Sizes

1   Set the original.

2   Press the **Original Size** key.
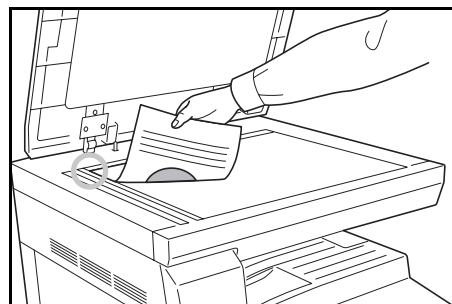
3   Press the ▲ key or the ▼ key to select `Other Regular Size.`

```
Original Size :
 ▴     A4◻
       A4◻
 ➡     Other Regular Size ▶
```

4   Press the **Enter** key.

5   Press the ▲ key or the ▼ key to select the desired original size.

```
Other Regular Size :
 ➡     A3◻
       B4◻
 ▾     B5◻
```
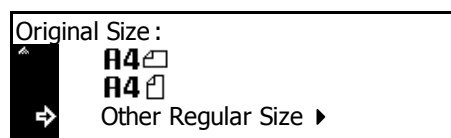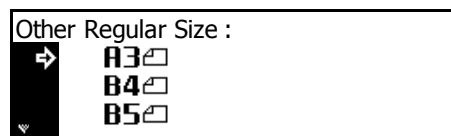
6   Press the **Enter** key.

7   Press the **Start** key. Copying starts.

Inputting the Original Size

1   Set the original.
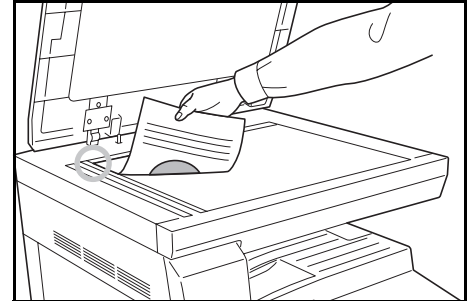
2   Press the **Original Size** key.

3   Press the ▲ key or the ▼ key to select Input size.

```
Original Size :
  *   Auto
  ⇨   Input Size            ▶
      11×17
```

4   Press the **Enter** key.

5   Press the < key or the > key to set the vertical size. You can set the vertical size to 2" to 11 5/8" in 1/8" increments [50 to 297 mm in 1 mm increments].

```
Input Size :
  ⇨                2"    ◀▶
                   2"
```
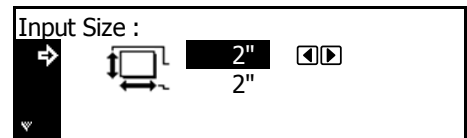
6   Press the ▼ key to move to the horizontal size.

7   Press the < key or the > key to set the horizontal size. You can set the horizontal size to 2" to 17" in 1/8" increments [50 to 432 mm in 1 mm increments].

```
Input Size :
                   2"
  ⇨                2"    ◀▶
```
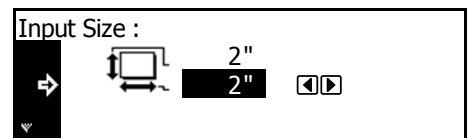
8   Press the **Enter** key.

9   Press the **Start** key. Copying starts.

Image Quality Mode

You can select the image quality mode according to the type of originals.

Image quality mode	Description
Text + Photo	Select to copy originals that contain a mixture of both text and photographs.
Text	Select to copy originals that contain large amounts of text, such as documents.
Photo	Select to copy originals that contain photographs.

1 Set the original.
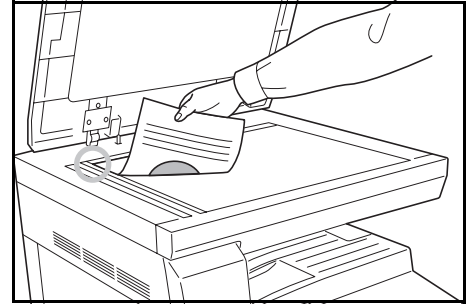
2 Press the image quality mode select key to select the desired mode.
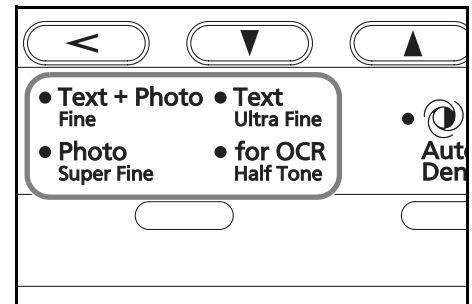
3 Press the **Start** key. Copying starts.

Note • You can adjust the copy density in each of the image quality modes. (See *Density Adjustment for Text + Photo Originals* on page *3-7*, *Density Adjustment for Text Originals* on page *3-8* and *Density Adjustment for Photo Originals* on page *3-8*.)

• If you select the **Photo** mode, the manual copy density mode is set. (See *Copy Density Adjustment* on page *1-6*.)

Copy Density Adjustment

This section explains how to adjust the copy density. The following modes are available for copy density adjustment.

Mode	Description
Auto density mode	The machine detects the density of the original and sets the optimum density.
Manual density mode	The operator presses the **Lighter** key or the **Darker** key to adjust the density.

Auto Density Mode

Press the **Auto Density** key. The machine detects the density of the original and sets the optimum density.
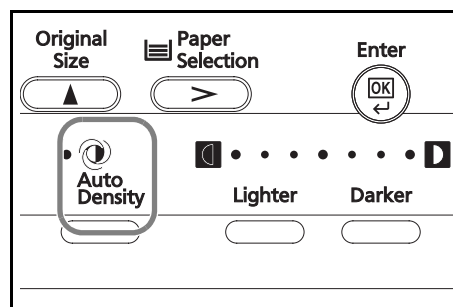
Notes • You can make adjustments to the auto density mode if the overall copies come out too dark or too light. (See *Auto Density Adjustment* on page *3-6*.)

• If you select **Photo** as the image quality mode, you cannot select the auto density mode.

Manual Density Mode

Press the **Lighter** key or the **Darker** key to adjust the density. The density display indicates the current density level.
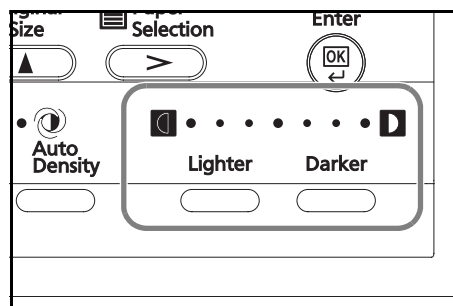
Note You can change the default setting for the copy density to the auto density mode. (See *Density Mode* on page *3-3*.)

Number of Copies

Set the number of copies to be made as follows. You can set the number of copies to 999 at the maximum.

1   Set the original.
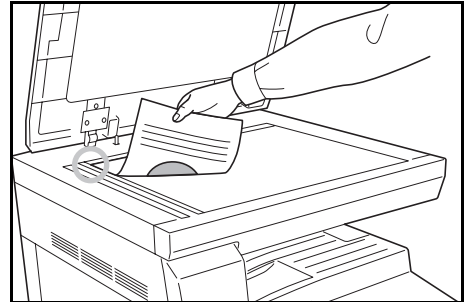
2   Use the numeric keys to set the desired number of copies.

Ready to copy .

100%   Auto   Auto
11×8½ ▶ 📄11×8½   10
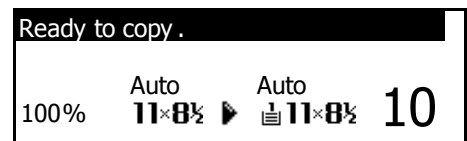
Note   To cancel the number of copies, press the **Stop/Clear** key. The number of copies is reset to 1.

3   Press the **Start** key. Copying starts.

Original Orientation

You must specify the orientation of the original when using the following functions: duplex copying, split copying (from 2-sided originals), margin mode, border erase mode, combine copying, auto selection mode (optional), and staple copying (optional).

When the originals are set on the platen:

| **Original** | **Rear** | **Left top** |
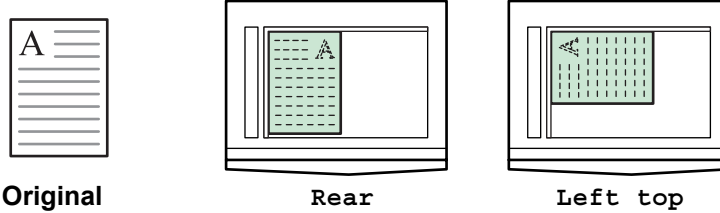
When the originals are set in the document processor:

| **Original** | **Rear** | **Left top** |
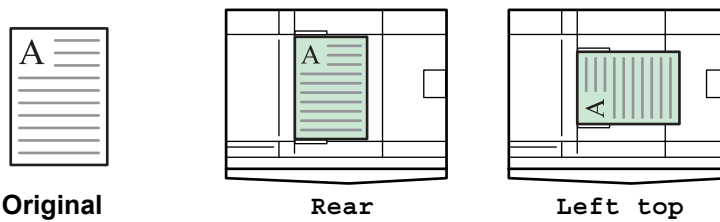
Note   You can change the default setting of the orientation of the original. (See *Original Orientation* on page *3-18*.)

1   Press the **Function** key.

2   Press the ▲ key or the ▼ key to select Orig. direction.

```
Function :
   ① End
➡  ② Orig. Orient.      : Top Edge
▾  ③ Continuous Scan    : Off
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Rear [Back Edge] or Left top [Left].

```
Original Orientation :
➡ *① Top Edge Top
    ② Top Edge Left
```

5   Press the **Enter** key.
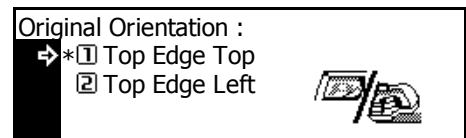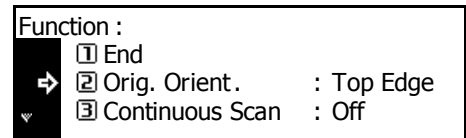
Offset Copying

For copying of multiple sets, the orientation of the copies can be changed at the end of each set for easy classification.

Notes
- If the optional document processor or finisher is not installed, use this function with sort copying.
- You can select whether or not to turn on the offset mode at a default setting. (See *Offset Copying* on page *3-9*.)
- When setting the offset copying, turn the auto rotation on. (See *Auto Rotation* on page *1-15*.)
- The paper sizes that can be used for offset copying are limited to A4, B5, 11 × 8 1/2", and 16K.

1 Set the original.
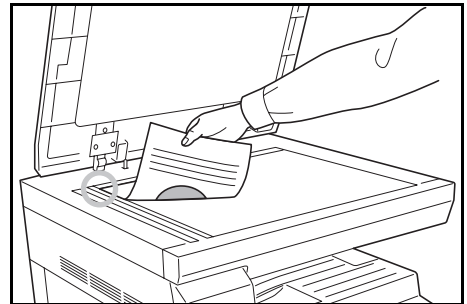
2 Press the **Offset** key.
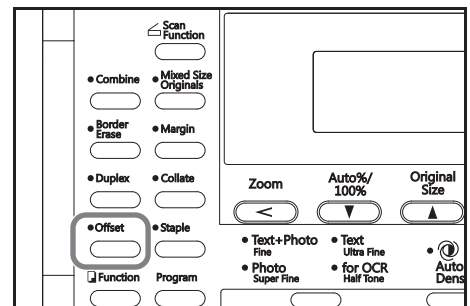
3 Press the **Collate** key.

4 Input the number of copies and press the **Start** key. Scanning of the original starts.

If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.

5 Replace the original and press the **Start** key. Scanning of the original is performed.

6 When all originals have been scanned, press the **Enter** key. Copying starts.

Staple Copying

Copies can be stapled at the upper left or upper right corner.

Note The optional finisher must be installed.

The following options are available for stapling copies.

Cassette Paper Load Direction		**Cassette Paper Load Direction**	

Original Orientation: Top Edge (Back Edge)

Original Orientation: Top Edge (Back Edge)

Original Orientation: Left Top Edge (Left top corner)

Original Orientation: Left Top Edge (Left top corner)
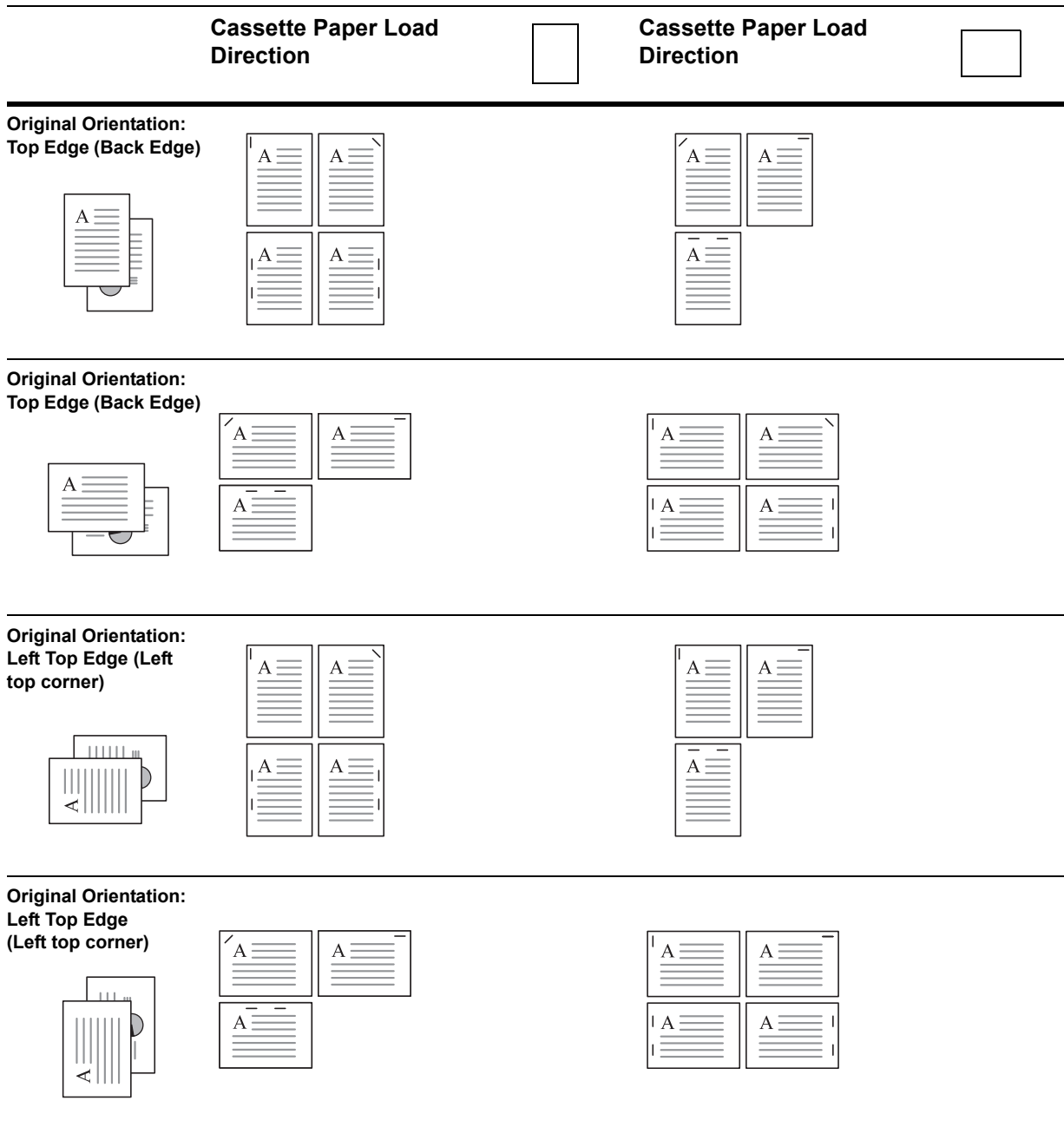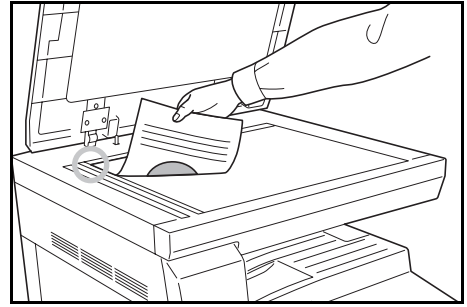
1 Set the original.

2 Press the **Staple** key.

3 Press the ▲ key or the ▼ key to select the desired stapling position.
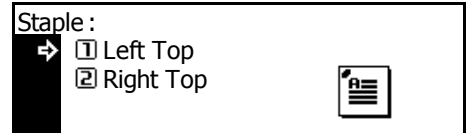

```
Staple :
➡ ① Left Top
  ② Right Top
```

4 Press the **Enter** key.

5 Press the **Start** key. Scanning of the original starts.

If the originals have been set in the optional document processor, copying starts automatically.

If the original has been set on the platen, a message prompting replacement of the original is displayed. In this case, proceed to the next step.

6 Replace the original and press the **Start** key. Scanning of the original is performed.

7 When all originals have been scanned, press the **Enter** key. Copying starts.

Margin Mode

The image of the original can be shifted to make a margin (blank) space at the left or top side on the copy. You can set the width of each margin to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

Note   You can set the default value of the margin width. (See *Margin Width Default Value* on page *3-10*.)

1   Set the original.

2   Press the **Margin** key.

3   Press the ▲ key or the ▼ key to select `Left Margin` or `Top Margin`.

```
Margin:
 ➡ ① Left Margin      ▸
   ② Top Margin       ▸
```
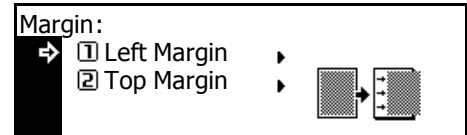
4   Press the **Enter** key.

5   Press the **<** key or the **>** key to set the margin width. You can set the width to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

```
Margin Width :
        1/4"    1/8" − 3/4"
◀▶
```
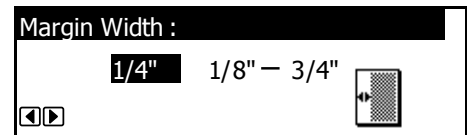
6   Press the **Enter** key.

7   Press the **Start** key. Copying starts.

Border Erase Mode

Shadows that may appear around the edges of copies can be erased.

The following modes are available for border erase function.

Mode	Description
Sheet Erase	Use this mode to erase shadows that may appear around the edges of copies made from sheet originals. You can set the width of the border to be erased to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].
Book Erase	Use this mode to make clean copies from a thick book. You can set the width of the border to be erased to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

Note You can set the default value of the border erase width. (See *Border Erase Width Default Value* on page *3-10*.)

1 Set the original.

2 Press the **Border Erase** key.

3 Press the ▲ key or the ▼ key to select Sheet Erase or Book Erase.

Border Erase:
➡ ① Sheet Erase ▸
② Book Erase ▸

4 Press the **Enter** key.

5 Press the **<** key or the **>** key to set the border erase width. You can set the width to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

Border Erase Width:
1/4"   1/8" — 3/4"
◀▶

6 Press the **Enter** key.

7 Press the **Start** key. Copying starts.
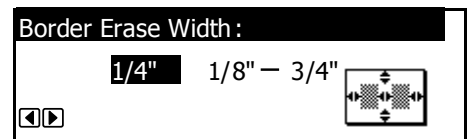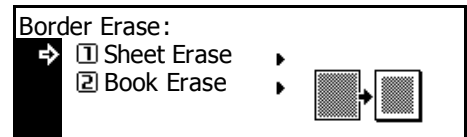
Continuous Copying

The continuous copying function allows multiple originals to be separated into some blocks, to be scanned at more than one time, and to be copied in one batch. Since multiple originals of the same type are scanned in multiple steps to accumulate data in memory, many originals can be copied in one batch.

1   Set the originals.

2   Press the **Function** key.

3   Press the ▲ key or the ▼ key to select Continuous scan.
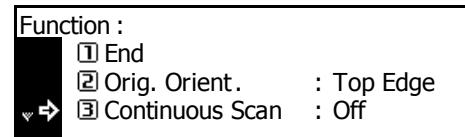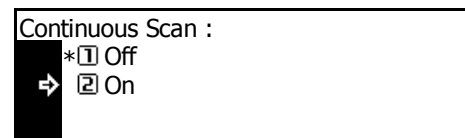
```
Function :
    ① End
    ② Orig. Orient.       : Top Edge
 ⇨  ③ Continuous Scan    : Off
```

4   Press the **Enter** key.

5   Press the ▲ key or the ▼ key to select On.

```
Continuous Scan :
    *① Off
 ⇨  ② On
```

6   Press the **Enter** key.

7   Press the ▲ key or the ▼ key to select End.

8   Press the **Enter** key.

9   Press the **Start** key. Scanning of originals starts.

10   Replace the originals and press the **Start** key. Scanning of originals of the next step starts.

11   When all originals have been scanned, press the **Enter** key. Copying starts.

Auto Rotation

With the auto rotation function, the image of the original is automatically rotated counterclockwise by 90 degrees if the orientation of the original is different from that of the paper loaded in the cassette.

Notes
- The paper sizes that can be used for auto rotation are A4/11 × 8 1/2" or smaller sizes. A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal) or 8K cannot be used for auto rotation.
- You can select whether or not to enable auto rotation at a default setting. (See *Auto Rotation Copy* on page *3-9*.)

1   Set the original.

2   Press the **Function** key.

3   Press the ▲ key or the ▼ key to select Auto Rotation.

```
Function :
  ② Orig. Orient.      : Top Edge
  ③ Continuous Scan    : Off
➡ ④ Auto Rotation      : On
```

4   Press the **Enter** key.

5   Press the ▲ key or the ▼ key to select On or Off.

```
Auto Rotation :
  ① Off
➡*② On
```
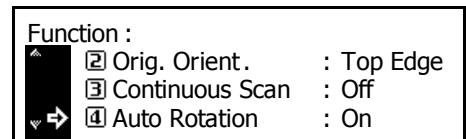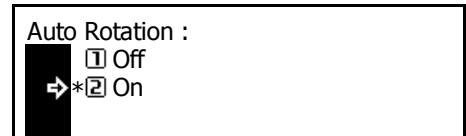
6   Press the **Enter** key.

EcoPrint Mode

The ecoprint mode can reduce toner consumption. Use this mode when high quality copies are not necessary, for example, for trial copying.

Notes •   The copy densityDensity will be a little lighter.

•   You can select whether or not to turn on the ecoprint mode at a default setting. (See *EcoPrint Mode* on page *3-4*.)

1   Set the original.

2   Press the **Function** key.

3   Press the ▲ key or the ▼ key to select EcoPrint.

```
Function :
   ③ Continuous Scan    :Off
   ④ Auto Rotation      :On
⇨ ⑤ EcoPrint           :Off
```

4   Press the **Enter** key.

5   Press the ▲ key or the ▼ key to select On or Off.

```
EcoPrint:
   *① Off
⇨  ② On
```
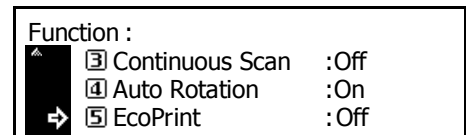
6   Press the **Enter** key.

Mixed Size Originals Mode

With Mixed Size Originals, you need not use the **Paper Selection** key to specify the paper size when using the optional document processor. The original sizes are detected one by one and each original is automatically copied to a sheet of the same size.

Notes
- The maximum number of sheets that can be set in the document processor in this mode is 30.

- The original sizes that can be used for the auto selection mode:
Inch Specification — 11 × 8 1/2" and 11 × 17" (Ledger) or 8 1/2 × 14" (Legal) and 8 1/2 × 11" (Letter)
Metric Specification — A3 and A4, folio and A4R, or B4 and B5.
The original width must be the same.

1 Set the originals in the document processor.

2 Press the **Mixed Size Originals** key.
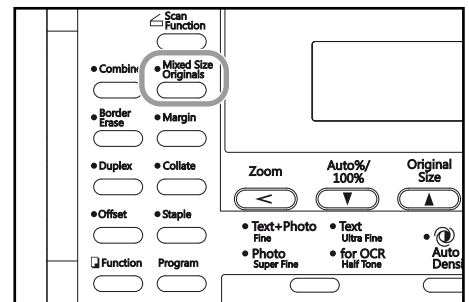
3 Press the **Start** key. Copying starts.

Program Function

Up to eight combinations of copy modes and functions displayed on the operation panel can be registered as a single program.

Registering a Program

1   Set the desired copy modes, etc., to be registered.

2   Press the **Program** key.

3   Press the ▲ key or the ▼ key to select `Register program`.

```
Program:
   ⑦ Program #7
   ⑧ Program #8
➪  ⑨ Register program.          ▶
```
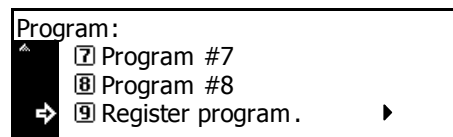
4   Press the **Enter** key.

5   Press the ▲ key or the ▼ key to select the program number to register (1 to 8).

```
Register program:
➪  ① Program #1
   ② Program #2
   ③ Program #3
```
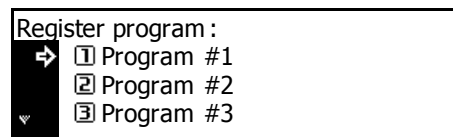
Note   You can also select the program number using a numeric key.

6   Press the **Enter** key. The program is registered.

Using a Program to Make Copies

1   Press the **Program** key.

2   Press the ▲ key or the ▼ key to select the program number to recall.

```
Program:
➪  ① Program #1
   ② Program #2
   ③ Program #3
```
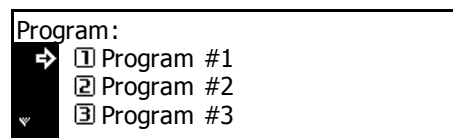
Note   You can also select the program number using a numeric key.

3   Press the **Enter** key.

4   Set the originals and press the **Start** key. Copying starts with the settings that were registered.

2 Printer Settings

This chapter explains the settings required for using the printer functions. For setting operation required for using this machine as a network printer, use the operation panel.

The principal settings that can be made are shown below.

- **Using This Machine as a Network Printer**
- **Menu Hierarchical Diagram**
- **Status Page Printing**
- **e-MPS Function**
- **Interface**
- **Emulation**
- **Font**
- **Print Configuration**
- **Print Quality**
- **Memory Card Operation**
- **Hard Disk Operation**
- **RAM Disk Operation**
- **Paper Handling**
- **Other Settings**

Using This Machine as a Network Printer

To use this machine as a network printer, use the procedure below for the setting.

Preparation of network connection environment   (Assignment of IP address, etc.)

↓

Connection of network cable   (Refer to the *Basic Operation Guide*, *Connecting the Network Cable*.)

↓

Setting operation from the operation panel of this machine (See this chapter.)   Principal setting items   • Network   • Emulation selection   • Number of copies and print orientation   • Print quality   • Paper sizes for the cassette and multi-purpose tray

↓

Installation and setting operation of printer driver   (Refer to the *KX Printer Driver Operation Guide*.)

↓

Printing from application

Menu Hierarchical Diagram

Note   ▷ displayed on each setting screen indicates the current setting.

Print Status Page ▶	No, Print				
e-MPS ▶	Quick Copy ▶	Select User Name ▶	Select JOB ▶	Copies: ###	
				Delete	
	Private/ Stored ▶	Select User Name ▶	Select JOB ▶	Copies: ###	Enter User ID
				Delete	
	Print VMB Data ▶	Tray ###	Enter User ID		
	List of VMB ▶	No, Print			
	List of code JOB ▶	No, Print			
	e-MPS Configuration ▶	Quick Copy ▶	Number of JOB: 0 to 50		
		Temp Code Job Size ▶	0 to 9999 M Byte		
		Perm Code Job Size ▶	0 to 9999 M Byte		
		VMB Size ▶	0 to 9999 M Byte		
Interface ▶	Network ▶	NetWare ▶	On, Off		
			Change # ▶	Auto, 802.3, Ethernet II, 802.2, 802.3 SNAP	
		TCP/IP ▶	On, Off		
			Change # ▶	DHCP ▶	On, Off
				IP Address ▶	###.###.###.###
				Subnet Mask ▶	###.###.###.###
				Gateway ▶	###.###.###.###
		EtherTalk ▶	On, Off		
		Network Status Page ▶	On, Off		
	USB				
	Option ▶	NetWare ▶	On, Off		
			Change # ▶	Auto, 802.3, Ethernet II, 802.2, 802.3 SNAP	
		TCP/IP ▶	On, Off		
			Change # ▶	DHCP ▶	On, Off
				IP Address ▶	###.###.###.###
				Subnet Mask ▶	###.###.###.###
				Gateway ▶	###.###.###.###
		EtherTalk ▶	On, Off		
		Opt. StatusPage ▶	On, Off		

Emulation ▶	PCL 6			
	KC-GL ▶	KC-GL Pen Adjust ▶	Pen (1 to 8) ▶	01 to 99 dot(s)
		KC-GL Page Set ▶	A2, A1, A0, B3, B2, B1, B0, SPSZ	
	KPDL ▶	Print KPDL Errs ▶	On, Off	
	KPDL (AUTO) ▶	Print KPDL Errs ▶	On, Off	
		Alt. Emulation ▶	PCL6, KC-GL, Line Printer, IBM Proprinter, Diablo 630, EPSON LQ-850	
	Line Printer			
	IBM Proprinter			
	Diablo 630			
	EPSON LQ-850			
Font ▶	Select Font ▶	Internal ▶	I### ID ▶	I###
			Detail ▶	4 to 999.75 Point
				0.44 to 99.99 CPI
			Courier ▶	Dark, Regular
			Letter Gothic ▶	Dark, Regular
		Option ▶	#### ID ▶	S###, M###, H###, O###
			Detail ▶	4 to 999.75 Point
				0.44 to 99.99 CPI
	Code Set ▶	#####		
	List of Inter. Fonts▶	No, Print		
	List of Option Fonts▶	No, Print		
Page Set ▶	Copies ▶	1 to 999		
	Zoom(Reduce)▶	Paper size ###, Print size ###		
	Orientation ▶	Portrait, Landscape		
	Page Protect▶	Auto, On		
	LF Action ▶	LF only, CR and LF, Ignore LF		
	CR Action ▶	CR only, CR and LF, Ignore CR		
	Wide A4 ▶	On, Off		
Print Quality ▶	KIR Mode ▶	On, Off		
	Ecoprint Mode ▶	On, Off		
	Resolution ▶	Fast1200 Mode, 600 dpi, 300 dpi		
	Print Density ▶	1 to 5		

HARD DISK ▶	Read Data		
	Read Program		
	Write Data ▶	OK	
	Delete Data		
	Delete Font		
	Delete Program		
	Delete Macro		
	Delete the language		
	Format ▶	No, OK	
	List of Partitions ▶	No, Print	
RAM Disk Mode ▶	On, Off		
	Change # ▶	RAM Disk Size ▶	1 to 1024 Mbyte
		Read Data	
		Read Program	
		Write Data ▶	OK
		Delete Data	
		Delete Font	
		Delete Program	
		Delete Macro	
		Delete the language	
		List of Partitions ▶	No, Print
Memory Card ▶	Read Fonts ▶	OK	
	Read Macro ▶	OK	
	Read Data		
	Read Program		
	Write Data ▶	OK	
	Delete Data		
	Delete Font		
	Delete Program		
	Delete Macro		
	Delete the language		
	Format ▶	OK	
	List of Partitions ▶	No, Print	
Paper Handling ▶	MP Tray Mode ▶	Cassette, First	
	Feed Select ▶	MP Tray, Cassette 1 (to 4)	
	Duplex Mode ▶	None, Short edge bind, Long edge bind	
	Stack Select ▶	Top tray, Finisher, Job Separator	
	Override A4/LT ▶	On, Off	

Others ▶	Form Feed Time Out ▶	0 to 495 sec.	
	Print HEX-DUMP ▶	OK	
	Printer Reset ▶	On	
	Resource Prot. ▶	Off, Permanent, Perm/Temp	
	Auto Continue ▶	On, Off	
		Change # ▶	0 to 495 sec.
	Finishing Error ▶	Proces. Duplex print▶	On, Off
		Staple mode ▶	On, Off
	Service ▶	Print Status Page ▶	No, Print
		Paper Feed ▶	Normal, Special

Status Page Printing

The printer default settings, the memory capacity, and so on are printed in a list.

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                                    [printer icon]
      GO
      CANCEL
  ⇨   MENU  ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Print Status Page.

```
Menu                                     [printer icon]
      Back
  ⇨   Print Status Page          ▸
  ▾   Interface                  ▸
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select Print.

```
Print Status Page                        [printer icon]
      No
  ⇨   Print
```

7 Press the **Enter** key. The status page is printed.
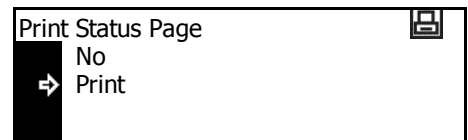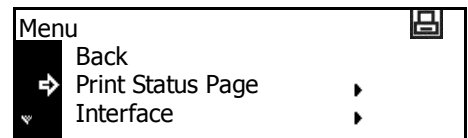
e-MPS Function

The following items can be set in e-MPS function setting.

- Printing Quick Copy/Proof-and-Hold
- Deleting Quick Copy/Proof-and-Hold
- Printing Private Print/Stored Job
- Deleting Private Print/Stored Job
- Printing Virtual Mailbox Data
- Printing Virtual Mailbox List
- Printing Code Job List
- e-MPS Detail Settings

Notes • To use the e-MPS functions, the optional hard disk must be installed. If the *RAM Disk Operation* (see page *2-42*) is turned `On`, proof-and-hold and printing private print can be used.

How to Display the e-MPS Screen

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select `MENU`.

```
Ready                        🖬
    GO
    CANCEL
 ⇨  MENU   ▸
```

3 Press the **Enter** key.
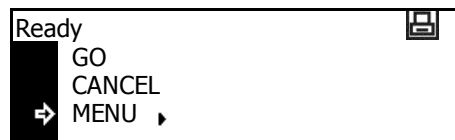
4 Press the ▲ key or the ▼ key to select `e-MPS`.

```
Menu                         🖬
    Back
    Print Status Page        ▸
⩔⇨  e-MPS                    ▸
```
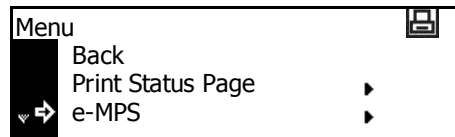
5 Press the **Enter** key. The `e-MPS` screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Printing Quick Copy/Proof-and-Hold

If you set quick copy with the printer driver when printing a document, the data is printed and stored in the hard disk. When printing is required, you can print a required number of copies from the operation panel.

If you set proof-and-hold with the printer driver and set the required number of copies to execute printing, only one set is output and the document data is stored in the hard disk. To print the remaining number of copies, execute printing from the operation panel. At this time, you can change the number of copies.

1 Press the ▲ key or the ▼ key to select `Quick Copy`.

```
e-MPS                        🖬
    Back
 ⇨  Quick Copy               ▸
⩔   Private/Stored           ▸
```

2 Press the **Enter** key.

3 Press the ▲ key or the ▼ key to select the user name. The user name is the name that has been set with the printer driver.

```
Select User Name                      🖬
   ▲  tom
   ▼
```

4 Press the **Enter** key.

5 Press the ▲ key or the ▼ key to select the desired job name. The job name is the name that has been set with the printer driver.

```
Select JOB                            🖬
   ▲  List
   ▼
```

6 Press the **Enter** key.

7 Use the numeric keys to input the number of copies.

```
Select User Name
   ⇨  Copies        :    001
      Delete
```
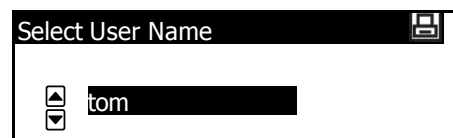
8 Press the **Enter** key. Printing starts.

Deleting Quick Copy/Proof-and-Hold

Jobs stored with the quick copy/proof-and-hold are deleted automatically when the power of this machine is turned off. Each job, however, can be deleted manually as shown below.

1 Select the job to delete referring to steps 1 to 7 of *Printing Quick Copy/Proof-and-Hold*.

2 Press the ▲ key or the ▼ key to select Delete.

```
Select User Name
      Copies        :    001
   ⇨  Delete
```
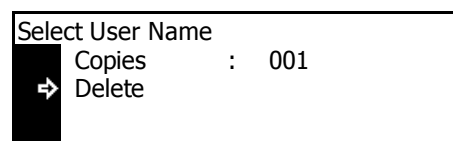
3 Press the **Enter** key.

Printing Private Print/Stored Job

In private printing, you can execute printing by using the operation panel to input the four-digit access code that has been set with the printer driver when printing from your computer. The data is cleared after printing is complete.

In the stored job mode, access codes are not used, and print data is stored in the hard disk after printing is complete. For the method of setting the respective functions with the printer driver, refer to the *KX Printer Driver Operation Guide*.

1 Display the e-MPS screen. (See *How to Display the e-MPS Screen* on page *2-8*.)

2 Press the ▲ key or the ▼ key to select Private/Stored.
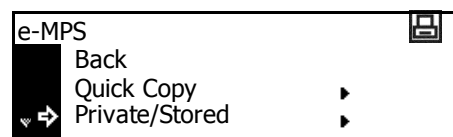
```
e-MPS                                 🖬
      Back
      Quick Copy              ▶
   w ⇨ Private/Stored         ▶
```

3 Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select the user name. The user name is the name that has been set with the printer driver.

```
Select User Name                    🖫
     ▲ tom
     ▼
```
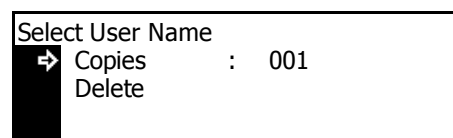
5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select the desired job name. The job name is the name that has been set with the printer driver.

```
Select JOB                          🖫
     ▲ List
     ▼
```
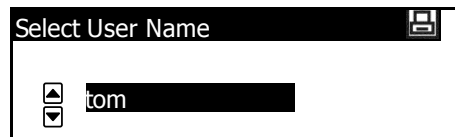
7   Press the **Enter** key.

8   Use the numeric keys to input the four-digit access code.

```
List
     Enter User ID
     ☐ ☐ ☐ ☐
```

9   Press the **Enter** key.

10   Use the numeric keys to input the number of copies.

```
Select User Name
  ➪ Copies        :  001
     Delete
```
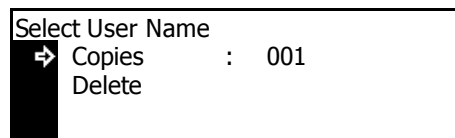
11   Press the **Enter** key. Printing starts.

Deleting Private Print/Stored Job

Each stored job can be deleted manually as shown below. Jobs stored with the private print function are deleted automatically when printing is complete or the power of this machine is turned off. Jobs stored with the stored job function, however, are not deleted.

1   Select the job to delete referring to steps 1 to 7 of *Printing Private Print/Stored Job*.

2   Press the ▲ key or the ▼ key to select Delete.

```
Select User Name
     Copies        :  001
  ➪ Delete
```

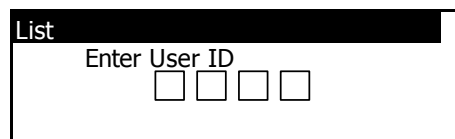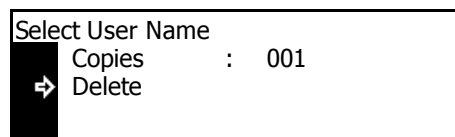**3**   Press the **Enter** key.

Printing Virtual Mailbox Data

With the virtual mailbox function, a job is stored in the virtual mailbox. If you use the virtual mailbox function to print a document with the printer driver, the job is stored and is not printed until you execute printing from the operation panel. For the method of setting with the printer driver, refer to the *KX Printer Driver Operation Guide*.

1   Display the e-MPS screen. (See *How to Display the e-MPS Screen* on page *2-8*.)

2   Press the ▲ key or the ▼ key to select Print VMB Data.

```
e-MPS                               🖫
  ▲  Quick Copy              ▶
     Private/Stored          ▶
  ▼➪ Print VMB Data          ▶
```
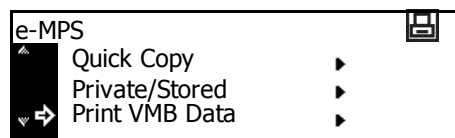
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the mailbox to print.

```
Print VMB Data                    [disk icon]
     ┌──────────────────────┐
  ▲  │001 : File B          │
  ▼  └──────────────────────┘
```
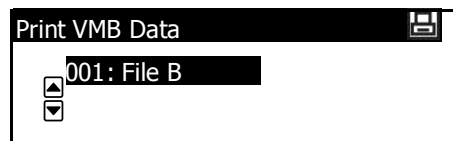
5 Press the **Enter** key.

6 Use the numeric keys to input the five-digit access code.

```
001 :File B
     Enter User ID
        ☐ ☐ ☐ ☐ ☐
```
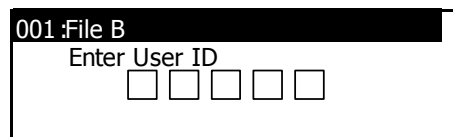
7 Press the **Enter** key. Printing starts. Once printing is complete, the document data in the mailbox is deleted.

Printing Virtual Mailbox List

A list that includes the currently set virtual mailbox tray numbers (mailbox numbers), presence of accumulated data, data sizes, etc. is printed.

1 Display the `e-MPS` screen.

2 Press the ▲ key or the ▼ key to select `List of VMB`.

```
e-MPS                             [disk icon]
     Private/Stored              ▶
     Print VMB Data              ▶
  ➡  List of VMB                 ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Print`.

```
List of VMB                       [disk icon]
     No
  ➡  Print
```
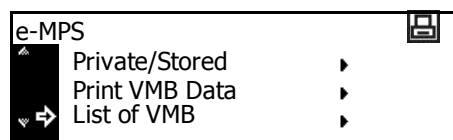
5 Press the **Enter** key. The virtual mailbox list is printed.

VIRTUAL MAIL BOX LIST
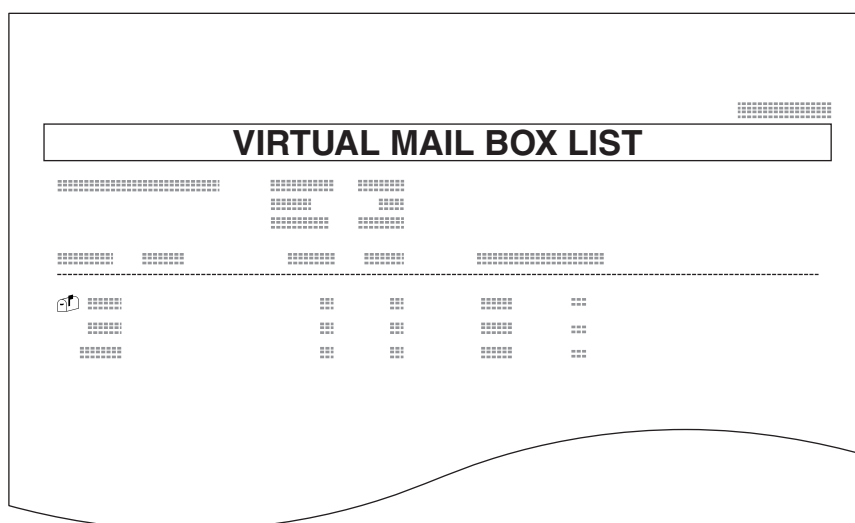
Printing Code Job List

Permanent code jobs in the hard disk can be printed.

1   Display the e-MPS screen.

2   Press the ▲ key or the ▼ key to select List of code JOB.

```
e-MPS                                    🖳
🔺   Print VMB Data              ▶
     List of VMB                 ▶
🔽⇨  List of Code JOB            ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Print.

```
List of Code JOB                         🖳
     No
⇨   Print
```
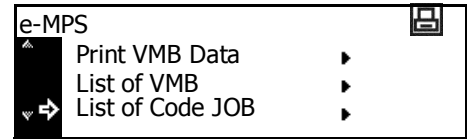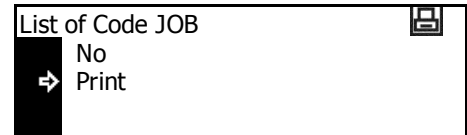
5   Press the **Enter** key. The code job list is printed.

PERMANENT CODE JOB LIST
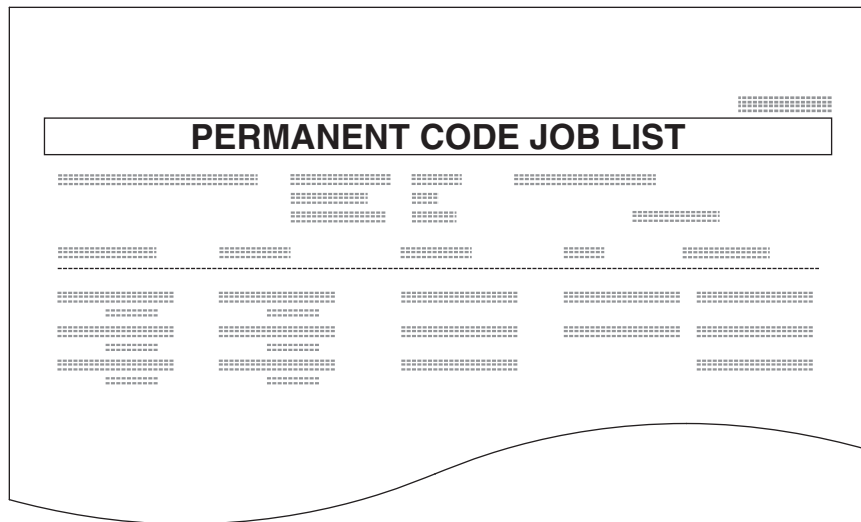
e-MPS Detail Settings

The e-MPS settings such as the maximum number of documents that can be stored in the hard disk and the capacity assigned to each function can be changed.

Maximum Number of Quick Copy Jobs That Can Be Registered

1   Display the e-MPS screen.
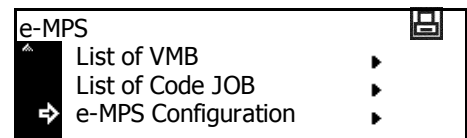
2   Press the ▲ key or the ▼ key to select e-MPS Configuration.

```
e-MPS                                    🖳
🔺   List of VMB                 ▶
     List of Code JOB           ▶
⇨   e-MPS Configuration         ▶
```

3   Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Quick Copy`.

```
e-MPS Configuration                    🖫
      Back
  ➡ Quick Copy                         ▶
  ₩ Temp Code Job Size                 ▶
```

5 Press the **Enter** key.

6 Press the **<** key or the **>** key to input the maximum number of jobs that can be stored. You can set the number to 0 to 50.

```
Quick Copy                             🖫
      32        (0 ～ 50)
  ◀▶
```

7 Press the **Enter** key.

Capacity for Storage of Temporary Code Jobs

Set the total capacity (upper limit) for storage of temporary code jobs in the hard disk. The actual maximum size, however, is the size of available hard disk space.

1 Display the `e-MPS` screen.

2 Press the ▲ key or the ▼ key to select `e-MPS Configuration`.

```
e-MPS                                  🖫
  ▲   List of VMB                      ▶
      List of Code JOB                 ▶
  ➡ e-MPS Configuration                ▶
```
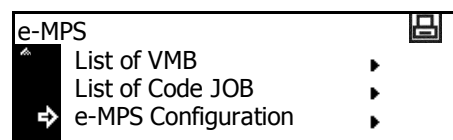
3 Press the **Enter** key.
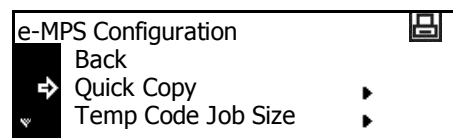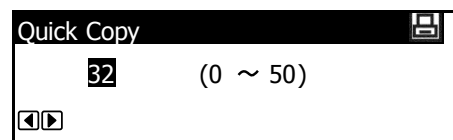
4 Press the ▲ key or the ▼ key to select `Temp Code Job Size` [`Temp. code Job size`].

```
e-MPS Configuration                    🖫
      Back
      Back                             ▶
  ₩ ➡ Temp Code Job Size               ▶
```

5 Press the **Enter** key.

6 Press the **<** key or the **>** key to input the capacity for storage of temporary code jobs. You can set the capacity to 0 to 9999 MB.

```
Temporary Code Job Size                🖫
      1550  Mbyte
  ◀▶
```

7 Press the **Enter** key.

Total Capacity for Storage of Permanent Code Jobs

Set the total capacity (upper limit) for storage of permanent code jobs in the hard disk. The actual maximum size, however, is the size of available hard disk space.

1 Display the `e-MPS` screen.

Press the ▲ key or the ▼ key to select `e-MPS Configuration`.

```
e-MPS                                  🖫
  ▲   List of VMB                      ▶
      List of Code JOB                 ▶
  ➡ e-MPS Configuration                ▶
```
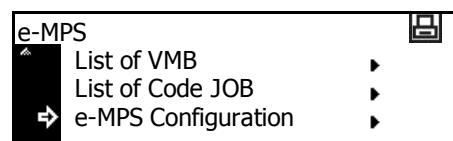
2 Press the **Enter** key.

3   Press the ▲ key or the ▼ key to select `Perm Code Job Size`[`Perm. code Job size`].

```
e-MPS Configuration              🖳
    Quick Copy                   ▶
    Temp Code Job Size           ▶
  ⤳ Perm Code Job Size           ▶
```
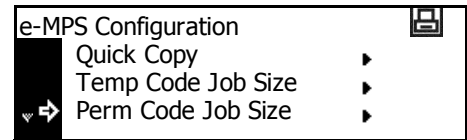
4   Press the **Enter** key.

5   Press the **<** key or the **>** key to input the total capacity for storage of permanent code jobs. You can set the capacity to 0 to 9999 MB.

```
Permanent Code Job Size          🖳
        1550  Mbyte
  ◀▶
```

6   Press the **Enter** key.
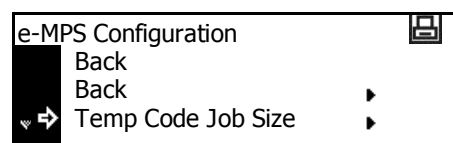
Total Capacity for Storage of Virtual Mailboxes

Set the total capacity (upper limit) for storage of virtual mailboxes in the hard disk. The actual maximum size, however, is the size of available hard disk space.

1   Display the `e-MPS` screen.

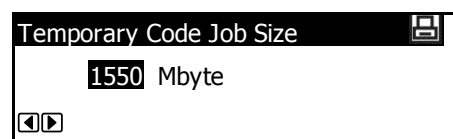**2**   Press the ▲ key or the ▼ key to select `e-MPS Configuration`.

```
e-MPS                            🖳
    List of VMB                  ▶
    List of Code JOB             ▶
  ⤳ e-MPS Configuration          ▶
```
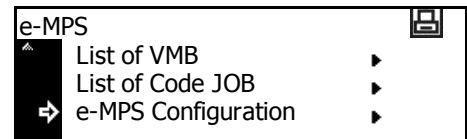
3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `VMB Size`.
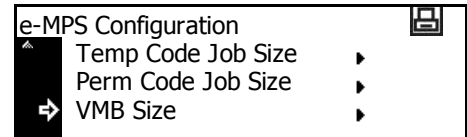
```
e-MPS Configuration              🖳
    Temp Code Job Size           ▶
    Perm Code Job Size           ▶
  ⤳ VMB Size                     ▶
```

5   Press the **Enter** key.

6   Press the **<** key or the **>** key to input the capacity for storage of virtual mailboxes (VMB). You can set the capacity to 0 to 9999 MB.

```
VMB Size                         🖳
        1550  Mbyte
  ◀▶
```

7   Press the **Enter** key.

Interface

This machine is equipped with a parallel interface, USB interface, and network interface as standard components.

How to Display the Interface Screen

1   Press the **Printer** key.

2   Press the ▲ key or the ▼ key to select MENU.

```
Ready                              🖴
     GO
     CANCEL
 ➡  MENU  ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Interface.

```
Menu                               🖴
     Back
     Print Status Page        ▸
 ᵥ➡ Interface                 ▸
```

5   Press the **Enter** key. The Interface screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Network Setting

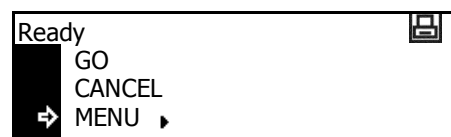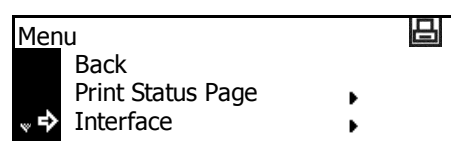To perform network printing, network setting is required. This section describes the setting required for using the network function.

Note   Before setting the IP address, ask your network administrator to obtain the address and prepare it.

NetWare Frame

When connecting to a NetWare network, turn this setting On.

1   Display the Interface screen.

2   Press the ▲ key or the ▼ key to select Network.

```
Interface                          🖴
     Back
 ➡ >Network                  ▸
 ᵥ   USB                      ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select NetWare.

```
Network Setting                    🖴
     Back
 ➡  NetWare                  ▸
 ᵥ   TCP/IP                   ▸
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select On or Off.

```
NetWare                            🖴
     Back
 ➡ >On
 ᵥ   Off
```
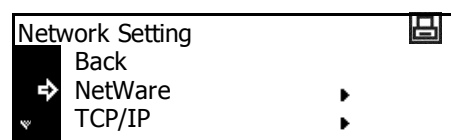
7   Press the **Enter** key. If you have selected On, Change # is displayed.

8 Press the ▲ key or the ▼ key to select `Change #`.

```
NetWare                    🖳
    >On
     Off
 ⇨  Change  #        ▶
```

9 Press the **Enter** key.

10 Press the ▲ key or the ▼ key to select the frame mode.

```
NetWare Frame              🖳
     Back
     Auto
 ▾ ⇨ >802.3
```

11 Press the **Enter** key.

12 Press the **Reset** key. The message display returns to the printer basic screen.
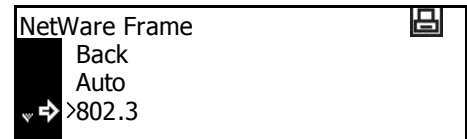
EtherTalk

When using this machine by connecting to an Apple Macintosh computer, turn EtherTalk `On`.

1 Display the `Interface` screen.

2 Press the ▲ key or the ▼ key to select `Network`.

```
Interface                  🖳
     Back
 ⇨ >Network         ▶
 ▾   USB            ▶
```
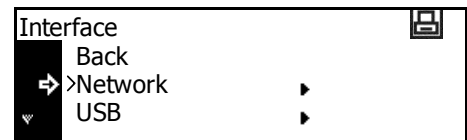
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `EtherTalk`.
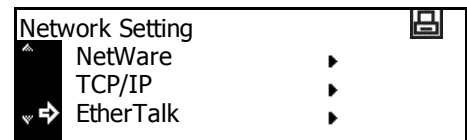
```
Network Setting            🖳
     NetWare         ▶
     TCP/IP          ▶
 ▾ ⇨ EtherTalk       ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `On`.

```
EtherTalk                  🖳
     Back
 ⇨ >On
     Off
```

7 Press the **Enter** key.

8 Press the **Reset** key. The message display returns to the printer basic screen.

TCP/IP

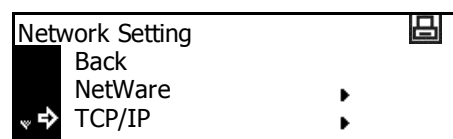When connecting to a Windows network through TCP/IP, turn TCP/IP On.

1 Display the Interface screen.

2 Press the ▲ key or the ▼ key to select Network.

```
Interface                    🖨
     Back
 ➡ >Network           ▶
 ▾   USB              ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select TCP/IP.

```
Network Setting              🖨
     Back
  ➡  NetWare          ▶
 ▾➡  TCP/IP           ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select On.

```
TCP/IP                       🖨
     Back
 ➡ >On
 ▾   Off
```

7 Press the **Enter** key.

DHCP

This machine supports DHCP (Dynamic Host Configuration Protocol). When using DHCP, turn DHCP On.

1 Display the TCP/IP screen referring to steps 1 to 5 of *TCP/IP* setting.

2 Press the ▲ key or the ▼ key to select Change #.

```
TCP/IP                       🖨
 ▴   >On
      Off
 ➡   Change #        ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select DHCP.

```
TCP/IP Setting               🖨
     Back
  ➡  DHCP            ▶
 ▾   IP Address      ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select On.

```
DHCP                         🖨
     Back
 ➡ >On
     Off
```
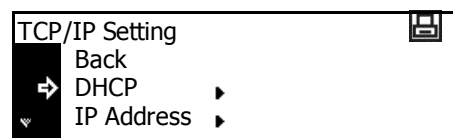
7 Press the **Enter** key.

IP Address

Register the IP address of this machine.

Notes
- To obtain the IP address to enter, check with your network administrator before performing this setting.
- Before entering the IP address by following the instructions below, be sure to turn the DHCP setting `Off` and the TCP/IP setting `On`.
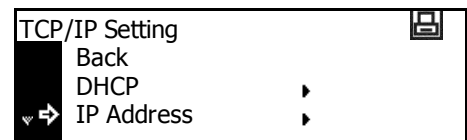
1 Display the `TCP/IP` screen referring to steps 1 to 5 of *TCP/IP* setting.

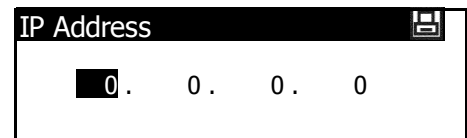**2** Press the ▲ key or the ▼ key to select `Change #`.

```
TCP/IP                          🖳
    >On
     Off
⇨    Change #          ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `IP Address`.

```
TCP/IP Setting                  🖳
     Back
     DHCP                 ▶
⇨   IP Address            ▶
```
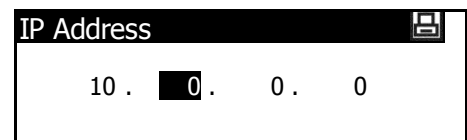
5 Press the **Enter** key.

6 Use the numeric keys to input the IP address. Enter the first block of 3 digits of the address in the highlighted area.

```
IP Address                      💾

     ▮0 .    0 .    0 .    0
```

7 Press the **>** key. Enter the next block of 3 digits of the address in the highlighted area.

```
IP Address                      💾

    10 .   ▮0 .    0 .    0
```

8 Continue the same procedure for the other 2 blocks.

9 Press the **Enter** key.

Next, set the subnet mask.

Subnet Mask

To register the subnet mask, continue the procedure from step 9 above.

1 Press the ▲ key or the ▼ key to select `Subnet Mask`.
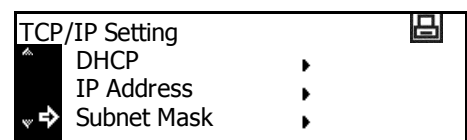
```
TCP/IP Setting                  🖳
     DHCP                 ▶
     IP Address           ▶
⇨   Subnet Mask           ▶
```

2 Press the **Enter** key.

3 Use the same procedure as steps 6 to 8 of *IP Address* setting to input the address.

```
Subnet Mask                     💾

     ▮0 .    0 .    0 .    0
```
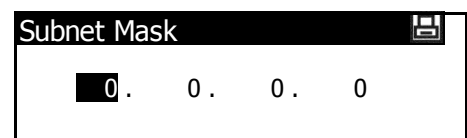
4 Press the **Enter** key.

Next, set the default gateway.

Default Gateway
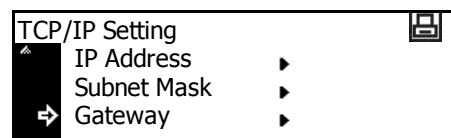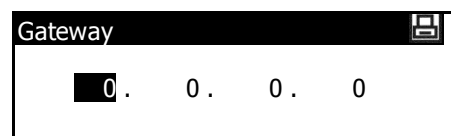
To register the default gateway, continue the procedure from step 4 above.

1 Press the ▲ key or the ▼ key to select `Gateway`.

```
TCP/IP Setting                    🖳
   IP Address          ▶
   Subnet Mask         ▶
⇨ Gateway              ▶
```

2 Press the **Enter** key.

3 Use the same procedure as steps 6 to 8 of *IP Address* setting to input the address.

```
Gateway                           🖳

    0 .   0 .   0 .   0
```
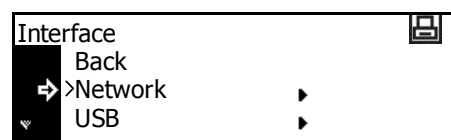
4 Press the **Enter** key.

5 When you finish making all of the setting, press the **Reset** key. The message display returns to the printer basic screen.

Network Status Page Printing

When printing the status page, you can also print the network status page in succession.

1 Display the `Interface` screen. (See *How to Display the Interface Screen* on page *2-15*.)

2 Press the ▲ key or the ▼ key to select `Network`.

```
Interface                         🖳
   Back
⇨ >Network            ▶
   USB                ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Network Status Page`.
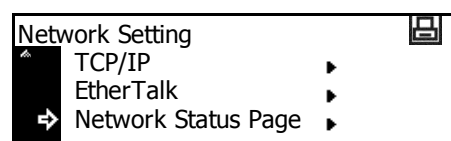
```
Network Setting                   🖳
   TCP/IP             ▶
   EtherTalk          ▶
⇨ Network Status Page ▶
```

5 Press the **Enter** key.
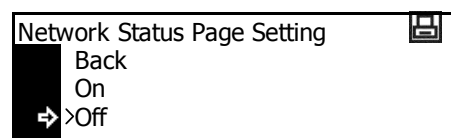
6 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Network Status Page Setting       🖳
   Back
   On
⇨ >Off
```

7 Press the **Enter** key.

8 Press the **Reset** key. The message display returns to the printer basic screen.

Emulation

Note　You can set the emulation for each interface.

Emulation Mode Selection

Emulation modes that can be used with this machine: `PCL6`, `KC-GL`, `KPDL`, `KPDL (AUTO)`, `Line Printer`, `IBM Proprinter`, `Diablo 630`, `EPSON LQ-850`

If you set `KC-GL`, you can set the thickness of the pen and the page size.

If you set `KPDL (AUTO)`, switching between KPDL and an alternative emulation mode will be automatically performed according to the print data.

If you set `KPDL` or `KPDL (AUTO)`, the details of any error that occurs during printing can be printed.

1　Press the **Printer** key.

2　Press the ▲ key or the ▼ key to select `MENU`.

```
Ready                        🖶
    GO
    CANCEL
 ⇨  MENU  ▸
```
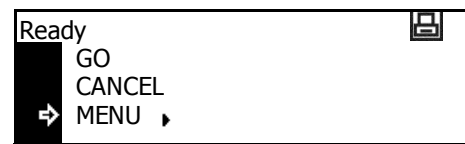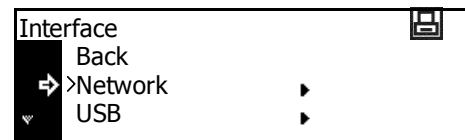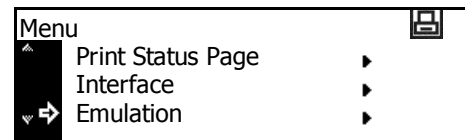
3　Press the **Enter** key.

4　Press the ▲ key or the ▼ key to select `Emulation`.

```
Menu                         🖶
    Print Status Page      ▸
    Interface              ▸
 ⇨  Emulation              ▸
```

5　Press the **Enter** key.

6　Press the ▲ key or the ▼ key to select the desired interface.

```
Interface                    🖶
    Back
 ⇨ >Network               ▸
    USB                   ▸
```

7　Press the **Enter** key.

8　Press the ▲ key or the ▼ key to select the desired emulation.

```
Emulation                    🖶
    Back
 ⇨ >PCL 6
    KC-GL       ▸
```

9　Press the **Enter** key.

If you have selected `KC-GL`, set *KC-GL Pen Thickness*.

If you have selected `KPDL` or `KPDL (AUTO)`, set *KPDL Error Printing*.

If you have selected `KPDL (AUTO)`, perform *KPDL (AUTO) Alternative Emulation Selection*.
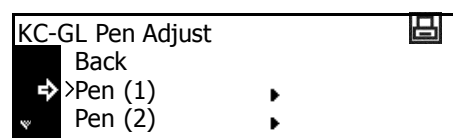
KC-GL Pen Thickness

If you have selected the KC-GL emulation, you can set the thicknesses of the eight pens and the page size. Continue the procedure from step 9 of *Emulation Mode Selection* to set these items as shown below.

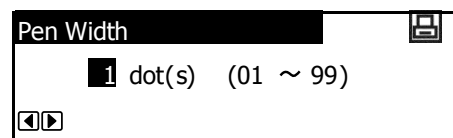**1** Press the ▲ key or the ▼ key to select KC-GL Pen Adjust.

```
KC-GL                              🖫
   Back
 ➡ KC-GL Pen Adjust        ▶
   KC-GL Page Set           ▶
```
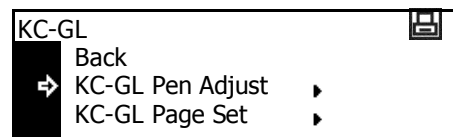
2 Press the **Enter** key.

3 Press the ▲ key or the ▼ key to select the pen to set.

```
KC-GL Pen Adjust                   🖫
   Back
 ➡ >Pen (1)                ▶
   Pen (2)                 ▶
```

4 Press the **Enter** key.

5 Press the **<** key or the **>** key to input the thickness (number of dots).

```
Pen Width                          🖫
      1 dot(s)   (01 ～ 99)
 ◀▶
```

6 Press the **Enter** key.

7 Press the ▲ key or the ▼ key to select Back.

8 Press the **Enter** key.

9 Press the ▲ key or the ▼ key to select KC-GL Page Set.

```
KC-GL                              🖫
   Back
   KC-GL Pen Adjust        ▶
 ➡ KC-GL Page Set          ▶
```
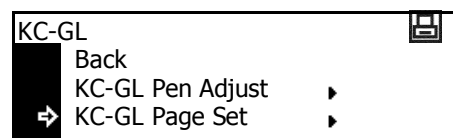
10 Press the **Enter** key.

11 Press the ▲ key or the ▼ key to select the page size.

```
KC-GL Page Set                     🖫
   B1
   B0
 ➡ >SPSZ
```
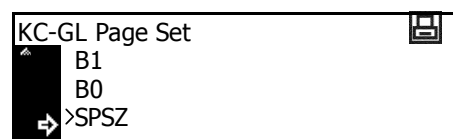
Note   SPSZ is the size specified with the PRESCRIBE SPSZ command. For details of the PRESCRIBE commands, refer to the *PRESCRIBE Command Reference Manual*.

12 Press the **Enter** key.

13 Press the **Reset** key. The message display returns to the printer basic screen.

KPDL Error Printing

The details of any error that occurs during printing in the KPDL emulation mode can be printed. Continue the procedure from step 9 of *Emulation Mode Selection* to set this item as shown below.

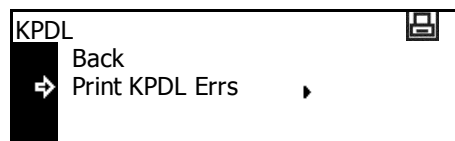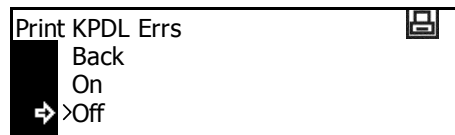**1** Press the ▲ key or the ▼ key to select `Print KPDL Errs`.

```
KPDL                        [printer icon]
    Back
 ⇨ Print KPDL Errs      ▶
```

2 Press the **Enter** key.

3 Press the ▲ key or the ▼ key to select `On` or `Off`. If you set `On`, the details of any error will be printed.

```
Print KPDL Errs             [printer icon]
    Back
    On
 ⇨ >Off
```
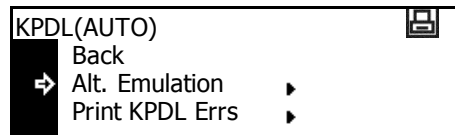
4 Press the **Enter** key.

5 Press the **Reset** key. The message display returns to the printer basic screen.

KPDL (AUTO) Alternative Emulation Selection

If you set KPDL (AUTO), switching between KPDL and an alternative emulation mode will be automatically performed according to print data. Continue the procedure from step 9 of emulation mode selection to set this item as shown below.

Available emulation modes: `PCL6, KC-GL, Line Printer, IBM Proprinter, DIABLO 630, EPSON LQ-850`

1 Press the ▲ key or the ▼ key to select `Alt. Emulation`.

```
KPDL(AUTO)                  [printer icon]
    Back
 ⇨ Alt. Emulation      ▶
    Print KPDL Errs     ▶
```

2 Press the **Enter** key.

3 Press the ▲ key or the ▼ key to select the desired emulation mode.

```
Alt. Emulation              [printer icon]
    Back
 ⇨ >PCL 6
 ⌄ KC-GL
```

4 Press the **Enter** key.

5 Press the **Reset** key. The message display returns to the printer basic screen.
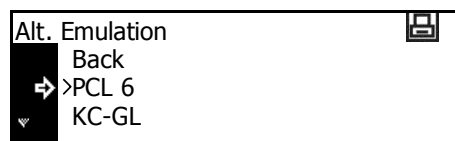
Font

You can select the default font for the current interface. The default font can be one of the internal fonts or a font stored in the optional memory card.
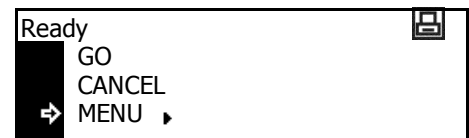
You can set the following items for fonts.

- Font Selection

- Font Size

- Courier/Letter Gothic Font Character Pitch

- Courier/Letter Gothic Font Setting
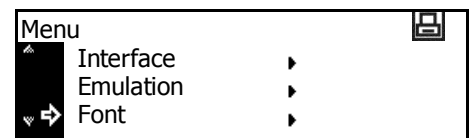
- Code Set Selection

- Font List Printing

Note You can set the font for each interface.
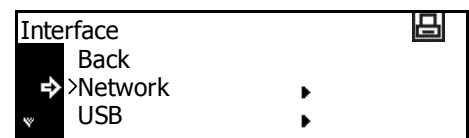
How to Display the Font Screen

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                              🖫
       GO
       CANCEL
  ⇨ MENU  ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Font.

```
Menu                               🖫
       Interface          ▶
       Emulation          ▶
  ⇨ Font                  ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select the interface to set.

```
Interface                          🖫
       Back
  ⇨ >Network            ▶
       USB                ▶
```

7 Press the **Enter** key. The Font screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Font Selection

1 Display the Font screen. (See *How to Display the Font Screen* on page *2-23*.)

2 Press the ▲ key or the ▼ key to select Select Font.

```
Font                               🖫
       Back
  ⇨ Select Font        ▶
       Code Set          ▶
```

3 Press the **Enter** key.

Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting Internal font or Option font is displayed. Press the ▲ key or the ▼ key to select the font to set.

4 Press the ▲ key or the ▼ key to select the font ID.

```
Select Font                    🖨
    Back
 ⇨  I000                    ▶
    Detail                  ▶
```
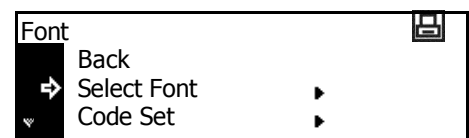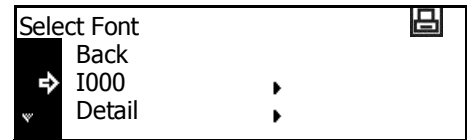
5 Press the **Enter** key. The font number is displayed.

Characters displayed before font numbers indicate the following items.

```
Font ID                        🖨

      I000
◀▶
```

Display	Description
I	Internal font
S	Downloaded fonts
M	Fonts in memory card
H	Fonts in RAM disk or optional hard disk
O	Fonts in optional ROM

6 Press the **<** key or the **>** key to input the font number. For internal font numbers, see *Font List Printing* on page *2-26*.

7 Press the **Enter** key.

8 Press the **Reset** key. The message display returns to the printer basic screen.

Font Size

If you have selected a proportional font as the default font, you can set the font size. If you have selected the Courier font or the Letter Gothic font as the default font, this menu is not displayed and the character pitch setting is displayed.
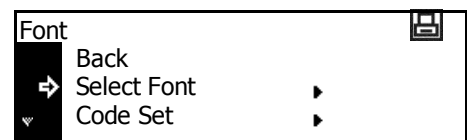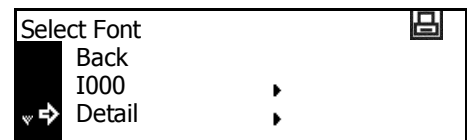
1 Display the Font screen. (See *How to Display the Font Screen* on page *2-23*.)

2 Press the ▲ key or the ▼ key to select Select Font.

```
Font                           🖨
    Back
 ⇨  Select Font             ▶
    Code Set                ▶
```

3 Press the **Enter** key.

Note If optional fonts as well as internal fonts are stored in this machine, a screen for selecting Internal font or Option font is displayed. Press the ▲ key or the ▼ key to select the font to set.

4 Press the ▲ key or the ▼ key to select Detail.

```
Select Font                    🖨
    Back
    I000                    ▶
 ⇨  Detail                  ▶
```

5 Press the **Enter** key.

6 Press the **<** key or the **>** key to input the character size. You can set the character size to 4.00 to 999.75 point.

```
Font Size Setting              🖨

      8.50Point   (4.00 ～ 999.75)
◀▶
```

7 Press the **Enter** key.

8   Press the **Reset** key. The message display returns to the printer basic screen.

Courier/Letter Gothic Font Character Pitch

You can set the character pitch of the Courier or Letter Gothic font.

1   Display the Font screen. (See *How to Display the Font Screen* on page *2-23*.)

2   Press the ▲ key or the ▼ key to select Select Font.

```
Font                                    🖫
    Back
 ⇨  Select Font              ▶
 ᵥ  Code Set                 ▶
```
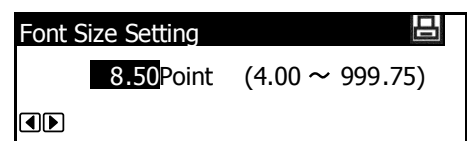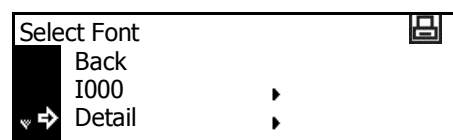
3   Press the **Enter** key.

Note   If optional fonts as well as internal fonts are stored in this machine, a screen for selecting Internal font or Option font is displayed. Press the ▲ key or the ▼ key to select the font to set.

4   Press the ▲ key or the ▼ key to select Detail.

```
Select Font                             🖫
    Back
    I000                     ▶
 ᵥ ⇨ Detail                  ▶
```

5   Press the **Enter** key.

6   Press the **<** key or the **>** key to input the character pitch. You can set the character pitch to 0.44 to 99.99 cpi.

```
Font Pitch Setting                      🖫
        10.00 CPI    (0.44 ～ 99.99)
 ◀▶
```

7   Press the **Enter** key.

8   Press the **Reset** key. The message display returns to the printer basic screen.

Courier/Letter Gothic Font Setting

You can select the thickness of the Courier or Letter Gothic font from two types. An example of changing the Courier font thickness is described below.

1   Display the Font screen. (See *How to Display the Font Screen* on page *2-23*.)

2   Press the ▲ key or the ▼ key to select Select Font.

```
Font                                    🖫
    Back
 ⇨  Select Font              ▶
 ᵥ  Code Set                 ▶
```
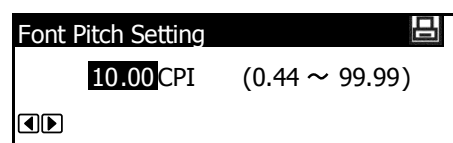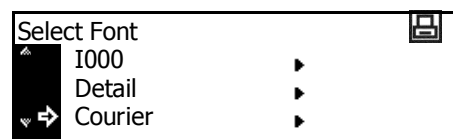
3   Press the **Enter** key.

Note   If optional fonts as well as internal fonts are stored in this machine, a screen for selecting Internal font or Option font is displayed. Press the ▲ key or the ▼ key to select Internal font.

4   Press the ▲ key or the ▼ key to select Courier.

```
Select Font                             🖫
    I000                     ▶
    Detail                   ▶
 ᵥ ⇨ Courier                 ▶
```

5   Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `Regular` or `Dark`.

```
Courier                        🖶
    Back
  ⇨>Regular
    Dark
```
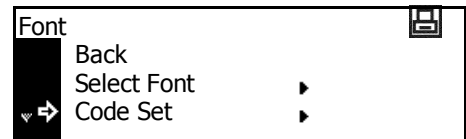
7 Press the **Enter** key.

8 Press the **Reset** key. The message display returns to the printer basic screen.

Code Set Selection

With the PCL6 emulation, you can select a code set.

1 Display the `Font` screen. (See *How to Display the Font Screen* on page *2-23*.)

2 Press the ▲ key or the ▼ key to select `Code Set`.

```
Font                           🖶
    Back
    Select Font           ▶
 ⇩⇨ Code Set               ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired code set.

```
Code Setting                   🖶
⇧⇨>IBM PC-8
    PC-855 Serbia
 ⇩  ISO Cyrillic
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Font List Printing

1 Display the `Font` screen. (See *How to Display the Font Screen* on page *2-23*.)

2 Press the ▲ key or the ▼ key to select `List of Inter. Fonts`.

```
Font                           🖶
⇧
    Select Font           ▶
    Code Set              ▶
 ⇨ List of Inter. Fonts
```
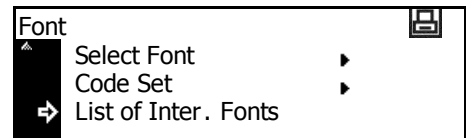
Note If optional fonts as well as internal fonts are stored in this machine, you can also select `List of Option Fonts`.

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Print`.

```
List of Inter. Fonts           🖶
    No
 ⇨ Print
```

5   Press the **Enter** key. Printing of the font list starts.
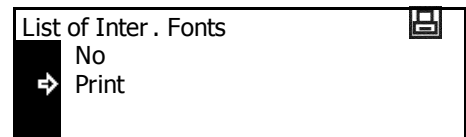
Print Configuration

You can set the following items for print configuration.

- Number of Copies
- Reduction Printing
- Print Orientation
- Page Protect Mode
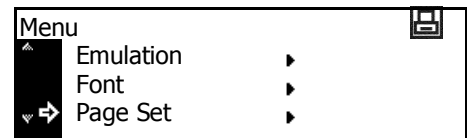- Line Feed (LF) Action
- Carriage Return (CR) Action
- Wide A4

Note You can set the print configuration for each interface.
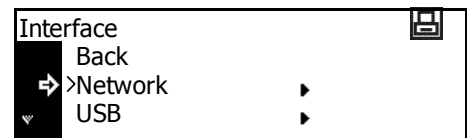
How to Display the Page Set Screen

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                          [🖫]
    GO
    CANCEL
 ➡ MENU  ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Page Set.

```
Menu                           [🖫]
▲   Emulation          ▸
    Font               ▸
▼ ➡ Page Set           ▸
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select the interface to set.

```
Interface                      [🖫]
    Back
 ➡ >Network            ▸
▼   USB                ▸
```
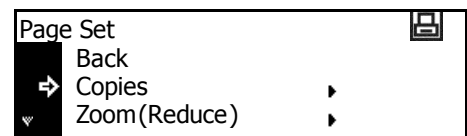
7 Press the **Enter** key. The Page Set screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Number of Copies

You can set the number of copies to be printed through the currently selected interface. You can set any number from 1 to 999.

1 Display the Page Set screen. (See *How to Display the Page Set Screen* on page *2-28*.)

2 Press the ▲ key or the ▼ key to select Copies.

```
Page Set                       [🖫]
    Back
 ➡ Copies              ▸
▼   Zoom(Reduce)       ▸
```

3 Press the **Enter** key.

4   Press the **<** key or the **>** key to input the number of copies. You can set any number from 1 to 999.

```
Copies                              ▣
     1
◀▶
```
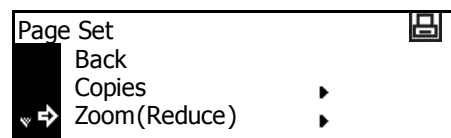
5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the printer basic screen.

Reduction Printing

If you specify the paper size (original size) and the output size, the machine reduces the image at a preset magnification ratio to print onto the specified output size paper.
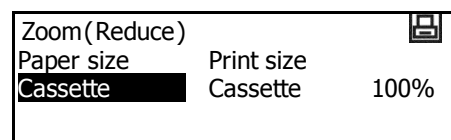
1   Display the `Page Set` screen. (See *How to Display the Page Set Screen* on page *2-28*.)

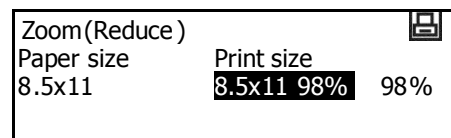**2**   Press the ▲ key or the ▼ key to select `Zoom (Reduce)`.

```
Page Set                            ▣
     Back
     Copies                    ▶
  ➡ Zoom(Reduce)              ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select the desired paper size.

```
Zoom(Reduce)                        ▣
Paper size      Print size
Cassette        Cassette      100%
```

5   Press the **>** key.

6   Press the ▲ key or the ▼ key to select the desired output size. The reduction ratio is automatically set and displayed.

```
Zoom(Reduce)                        ▣
Paper size      Print size
8.5x11          8.5x11 98%    98%
```
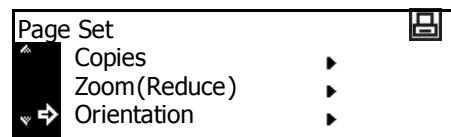
7   Press the **Enter** key.

8   Press the **Reset** key. The message display returns to the printer basic screen.

Print Orientation

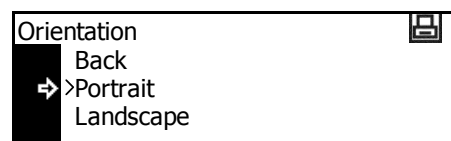You can select the print orientation from portrait and landscape.

1   Display the `Page Set` screen. (See *How to Display the Page Set Screen* on page *2-28*.)

2   Press the ▲ key or the ▼ key to select `Orientation`.

```
Page Set                            ▣
     Copies                    ▶
     Zoom(Reduce)              ▶
  ➡ Orientation               ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Portrait` or `Landscape`.

```
Orientation                         ▣
     Back
  ➡ >Portrait
     Landscape
```

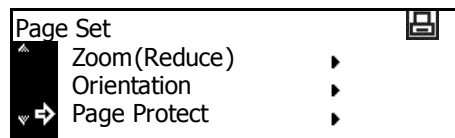**5** Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Page Protect Mode

To maintain the printer memory efficiently, the default setting of this mode is `Auto`. Normally, this menu is not displayed. If a print overrun error occurs due to insufficient printer memory, `Page Protect` is forcibly set to `On`. After the print overrun error occurs, be sure to reset this setting to `Auto`.

1 Display the `Page Set` screen. (See *How to Display the Page Set Screen* on page *2-28*.)

2 Press the ▲ key or the ▼ key to select `Page Protect`.

```
Page Set                          🖫
    Zoom(Reduce)            ▶
    Orientation             ▶
 ➡ Page Protect             ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Auto`.

```
Page Protect                      🖫
    Back
 ➡ >Auto
    On
```
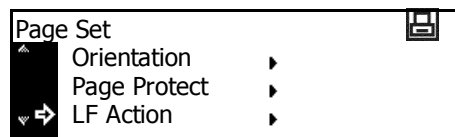
5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Line Feed (LF) Action

Set the action of the machine to be executed when it receives a line feed code (0AH).

1 Display the `Page Set` screen. (See *How to Display the Page Set Screen* on page *2-28*.)

2 Press the ▲ key or the ▼ key to select `LF Action`.

```
Page Set                          🖫
    Orientation             ▶
    Page Protect            ▶
 ➡ LF Action                ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired action from `LF only`, `CR and LF`, and `Ignore LF`.

`LF only`: Performs a line feed.

`CR and LF`: Performs a line feed and carriage return.

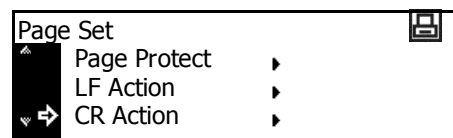`Ignore LF`: Does not perform a line feed.

```
LF Action                         🖫
    Back
 ➡ >LF only
    CR and LF
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Carriage Return (CR) Action

Set the action of the machine to be executed when it receives a carriage return code (0DH).

1 Display the `Page Set` screen. (See ***How to Display the Page Set Screen*** on page ***2-28***.)

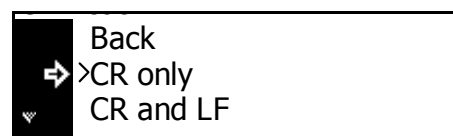**2** Press the ▲ key or the ▼ key to select `CR Action`.

```
Page Set                        🖶
▲
     Page Protect         ▶
     LF Action            ▶
▼ ⇨  CR Action            ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired action from `CR only`, `CR and LF`, and `Ignore CR`.

`CR only`: Performs a carriage return.

`CR and LF`: Performs a carriage return and line feed.

`Ignore CR`: Does not perform a carriage return.

```
      Back
 ⇨   >CR only
▼     CR and LF
```
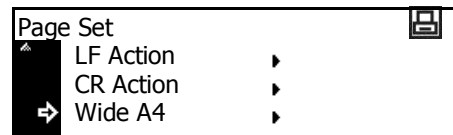
5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Wide A4

The print area of the A4 size can be enlarged.

1 Display the `Page Set` screen. (See ***How to Display the Page Set Screen*** on page ***2-28***.)

2 Press the ▲ key or the ▼ key to select `Wide A4`.

```
Page Set                        🖶
▲
     LF Action            ▶
     CR Action            ▶
 ⇨   Wide A4              ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Wide A4                         🖶
      Back
      On
 ⇨   >Off
```

5 Press the **Enter** key.

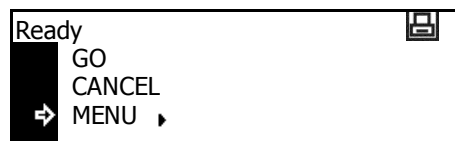**6** Press the **Reset** key. The message display returns to the printer basic screen.

Print Quality

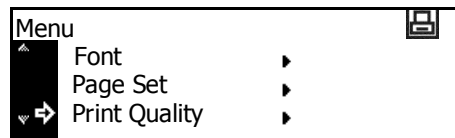You can set the following items for print quality.

- KIR Mode
- EcoPrint Setting
- Resolution Setting
- Print Density

How to Display the Print Quality Screen

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                          🖥
      GO
      CANCEL
  ➡  MENU  ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Print Quality.

```
Menu                           🖥
▲     Font              ▸
      Page Set          ▸
▼ ➡  Print Quality      ▸
```

5 Press the **Enter** key. The Print Quality screen is displayed.

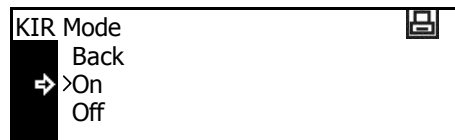Next, perform the setting referring to the following description of each setting item.

KIR Mode

Smoothing realizes the print quality of 2400 dpi equivalent × 600 dpi.

1 Display the Print Quality screen. (See *How to Display the Print Quality Screen* on page *2-32*.)

2 Press the ▲ key or the ▼ key to select KIR Mode.
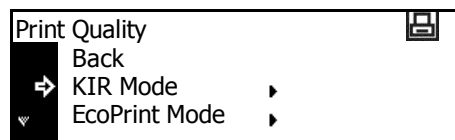
```
Print Quality                  🖥
      Back
  ➡  KIR Mode          ▸
▼     EcoPrint Mode     ▸
```
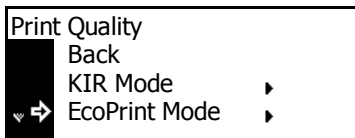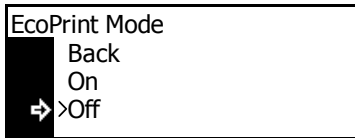
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select On or Off.

```
KIR Mode                       🖥
      Back
  ➡ >On
      Off
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.
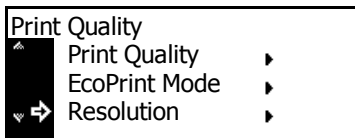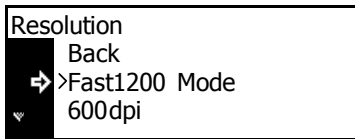
EcoPrint Setting

The ecoprint mode allows printing with less toner consumption. Use this mode when high quality printing is not necessary, for example, for trial printing.

1 Display the `Print Quality` screen. (See *How to Display the Print Quality Screen* on page *2-32*.)

2 Press the ▲ key or the ▼ key to select `EcoPrint Mode`.

```
Print Quality                    🖳
   Back
   KIR Mode          ▸
➡️ EcoPrint Mode      ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
EcoPrint Mode                    🖳
   Back
   On
➡️ >Off
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Resolution Setting

With this machine, three types of resolution are available: `300 dpi`, `600 dpi`, and `Fast 1200 Mode`.

1 Display the `Print Quality` screen. (See *How to Display the Print Quality Screen* on page *2-32*.)

2 Press the ▲ key or the ▼ key to select `Resolution`.

```
Print Quality                    🖳
   Print Quality     ▸
   EcoPrint Mode     ▸
➡️ Resolution         ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Fast 1200 Mode`, `600 dpi` or `300 dpi`.

```
Resolution                       🖳
   Back
➡️ >Fast1200 Mode
   600dpi
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Print Density

The print density can be adjusted among five levels from 1 (light) to 5 (dark).

1 Display the `Print Quality` screen. (See *How to Display the Print Quality Screen* on page *2-32*.)

2 Press the ▲ key or the ▼ key to select `Print Density`.

```
Print Quality                    💾
      EcoPrint Mode          ▶
      Resolution             ▶
  ⇨  Print Density           ▶
```
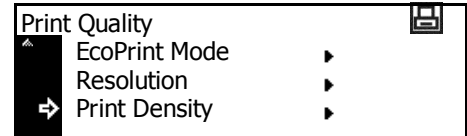
3 Press the **Enter** key.

4 Press the **<** key or the **>** key to set the print density.

```
Print Density                    💾

        3

◀▶
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Memory Card Operation

If the optional memory card is installed in this machine, the following operations are available.
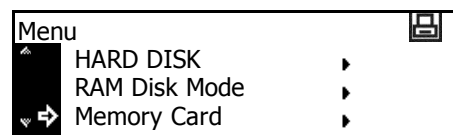
- Reading Font Data
- Reading Macro Data
- Reading Data
- Reading Program
- Writing Data
- Deleting Data
- Deleting Font Data
- Deleting Program Data
- Deleting Macro Data
- Deleting Language Data
- Formatting Memory Card
- Printing a Partition List

How to Display the Memory Card Screen

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.
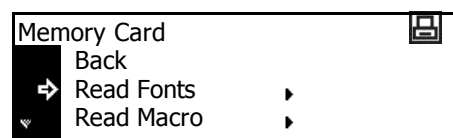
```
Ready                          🖨
      GO
      CANCEL
  ➡ MENU  ▸
```
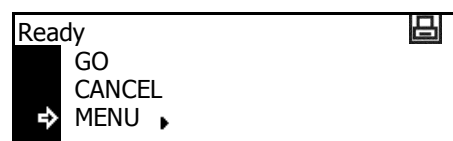
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Memory Card.

```
Menu                           🖨
^   HARD DISK            ▸
    RAM Disk Mode        ▸
w ➡ Memory Card          ▸
```

5 Press the **Enter** key. The Memory Card screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Reading Font Data

1 Display the Memory Card screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select Read Fonts.

```
Memory Card                    🖨
      Back
  ➡ Read Fonts         ▸
  w   Read Macro         ▸
```
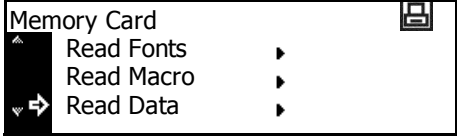
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select OK.

5 Press the **Enter** key. Fonts are read from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Reading Macro Data

1 Display the Memory Card screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select Read Macro.

```
Memory Card                    🖳
   Back
   Read Fonts          ▶
 ↘ Read Macro          ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select OK.

5 Press the **Enter** key. Macros are read from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.
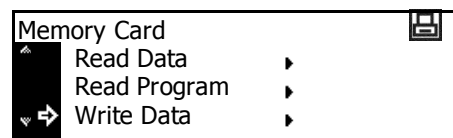
Reading Data

1 Display the Memory Card screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select Read Data.

```
Memory Card                    🖳
   Read Fonts          ▶
   Read Macro          ▶
 ↘ Read Data           ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the data to read.

5 Press the **Enter** key. The selected data is read from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Reading Program

1 Display the Memory Card screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select Read Program.

```
Memory Card                    🖳
   Read Macro          ▶
   Read Data           ▶
 ↘ Read Program        ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the program to read.

5 Press the **Enter** key. The selected program is read from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Writing Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Write Data`.

```
Memory Card                    🖳
   Read Data            ▶
   Read Program         ▶
 ⇨ Write Data           ▶
```
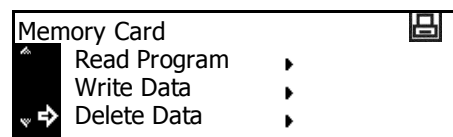
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `OK`.

5 Press the **Enter** key. `GO` and `CANCEL` are displayed.

Note If you select `CANCEL` and press the **Enter** key, data is not written.

6 Send data from your computer to this machine.

When the data is received, the message display of this machine changes to `Processing data`. When reception is complete, the message display changes to `Waiting`.

7 Press the ▲ key or the ▼ key to select `GO`.

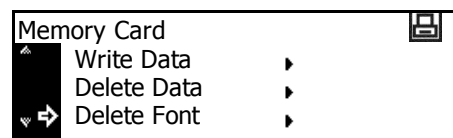**8** Press the **Enter** key. The data is written to the memory card.

Deleting Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Delete Data`.

```
Memory Card                    🖳
   Read Program         ▶
   Write Data           ▶
 ⇨ Delete Data          ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the data to delete.

5 Press the **Enter** key. The selected data is deleted from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Font Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Delete Font`.

```
Memory Card                    🖳
   Write Data           ▶
   Delete Data          ▶
 ⇨ Delete Font          ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the font to delete.

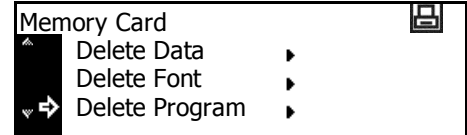**5** Press the **Enter** key. The selected font is deleted from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Program Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Delete Program.`

```
Memory Card                🖳
   Delete Data       ▶
   Delete Font       ▶
 ⬇ ➡ Delete Program   ▶
```
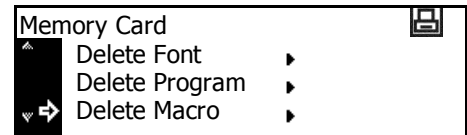
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the program to delete.

5 Press the **Enter** key. The selected program is deleted from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Macro Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Delete Macro.`

```
Memory Card                🖳
   Delete Font       ▶
   Delete Program    ▶
 ⬇ ➡ Delete Macro     ▶
```
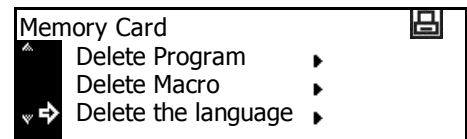
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the macro data to delete.

5 Press the **Enter** key. The selected macro data is deleted from the memory card.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Deleting Language Data

1 Display the `Memory Card` screen. (See *How to Display the Memory Card Screen* on page *2-35*.)

2 Press the ▲ key or the ▼ key to select `Delete the language.`

```
Memory Card                🖳
   Delete Program    ▶
   Delete Macro      ▶
 ⬇ ➡ Delete the language  ▶
```
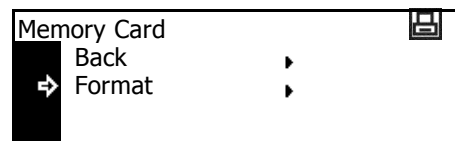
3 Press the **Enter** key.

4 Press the▲ key or the ▼ key to select the language data to delete.

5 Press the **Enter** key. The selected language data is deleted from the memory card.

**6** Press the **Reset** key. The message display returns to the printer basic screen.

Formatting Memory Card

Note Be sure to format the memory card using this machine. Any memory card formatted with other equipment cannot be used.

1   Display the `Memory Card` screen. (See ***How to Display the Memory Card Screen*** on page ***2-35***.)

2   Press the ▲ key or the ▼ key to select `Format`.

```
┌─────────────────────────────────┐
│ Memory Card                   🖳 │
│    Back              ▶           │
│ ⇨  Format            ▶           │
│                                  │
└─────────────────────────────────┘
```
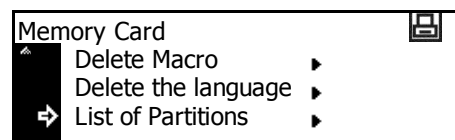
3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `OK`.

5   Press the **Enter** key. Formatting of the memory card starts. When formatting is complete, format information is output.
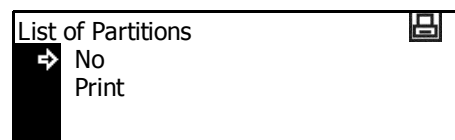
FORMAT INFORMATION
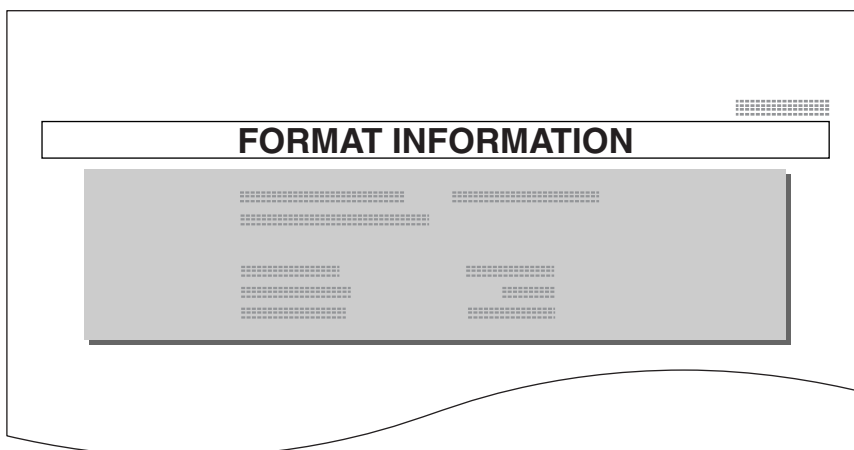
## Printing a Partition List

1   Display the `Memory Card` screen. (See ***How to Display the Memory Card Screen*** on page ***2-35***.)

2   Press the ▲ key or the ▼ key to select `List of Partitions`.

```
┌─────────────────────────────────┐
│ Memory Card                   🖳 │
│    Delete Macro          ▶       │
│    Delete the language   ▶       │
│ ⇨  List of Partitions    ▶       │
└─────────────────────────────────┘
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Print`.

```
┌─────────────────────────────────┐
│ List of Partitions            🖳 │
│ ⇨  No                            │
│    Print                         │
│                                  │
└─────────────────────────────────┘
```

5   Press the **Enter** key. The partition list is printed.
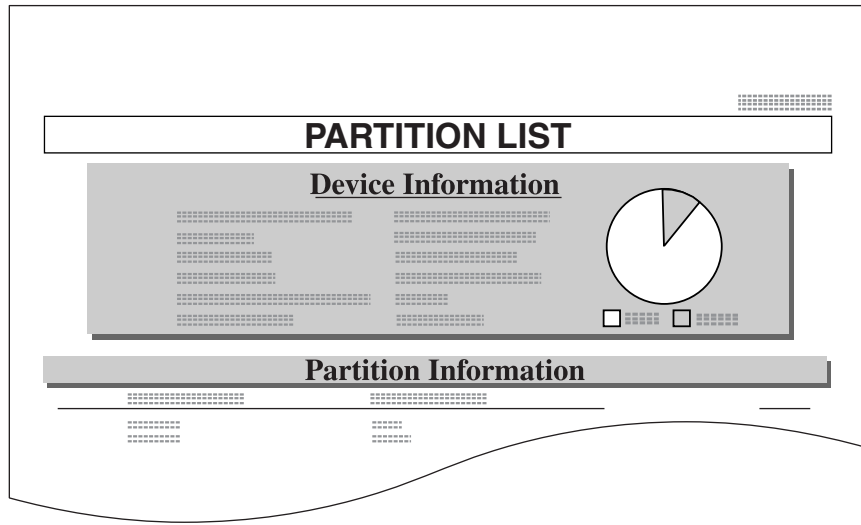
Hard Disk Operation

If the optional hard disk is installed in this machine, the following operations are available.

- Reading Data
- Reading Program
- Writing Data
- Deleting Data
- Deleting Font Data
- Deleting Program Data
- Deleting Macro Data
- Deleting Language Data
- Formatting Hard Disk
- Printing a Partition List

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                          🖬
      GO
      CANCEL
 ⇨    MENU   ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select HARD DISK.

```
Menu                           🖬
      Page Set          ▶
      Print Quality     ▶
  ⇨   HARD DISK         ▶
```

5 Press the **Enter** key.

The operation procedure of each item is the same as that of the memory card operation. See *Memory Card Operation* on page *2-35*.
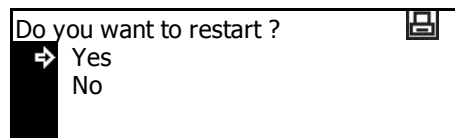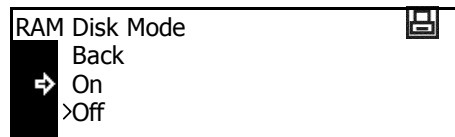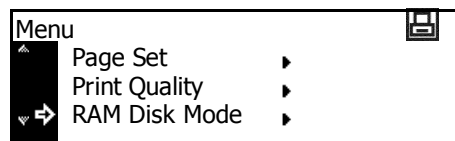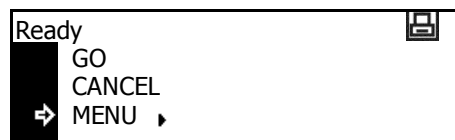
RAM Disk Operation

RAM Disk Functions

This machine is equipped with RAM disk functions. The RAM disk is a virtual disk unit that uses a part of the memory. If you assign a certain size of the memory to the RAM disk, you can use the RAM disk for electronic sorting (for reduction of total print time) and storage and reading of data.

Important!
- Note that data written to the RAM disk is deleted when this machine is reset or the main power switch is turned off (○).
- The RAM disk area is assigned from the user available memory. Consequently, note that printing speed may be lower or insufficient memory occurs depending on the RAM disk setting value.

The RAM disk functions are disabled at the default setting. To use the RAM disk functions, set as follows.

1 Press the **Printer** key.

2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                        🖫
    GO
    CANCEL
 ⇨  MENU  ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select RAM Disk Mode.

```
Menu                         🖫
▲   Page Set          ▸
    Print Quality      ▸
▼⇨  RAM Disk Mode      ▸
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select On.

```
RAM Disk Mode                🖫
    Back
 ⇨  On
   >Off
```

7 Press the **Enter** key. Change # is displayed.

8 Press the **Reset** key.

9 Press the ▲ key or the ▼ key to select Yes.

```
Do you want to restart ?     🖫
 ⇨  Yes
    No
```

10 Press the **Enter** key. This machine restarts.

RAM Disk Operation

1 Press the **Printer** key.
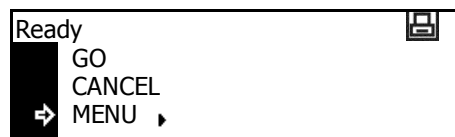
2 Press the ▲ key or the ▼ key to select MENU.

```
Ready                        🖫
    GO
    CANCEL
 ⇨  MENU  ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select RAM Disk Mode.

```
Menu                                    🖬
    Page Set                    ▶
    Print Quality               ▶
  ➡ RAM Disk Mode               ▶
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select Change #.

```
RAM Disk Mode                           🖬
    >On
    Off
  ➡ Change #                   ▶
```
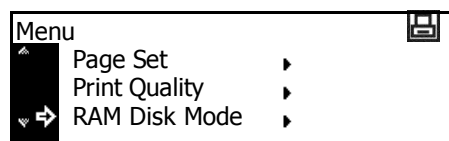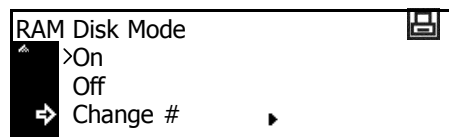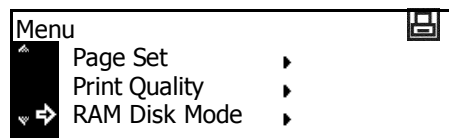
7   Press the **Enter** key.

The operation procedure of each item is the same as that of the memory card operation. See *Memory Card Operation* on page *2-35*.
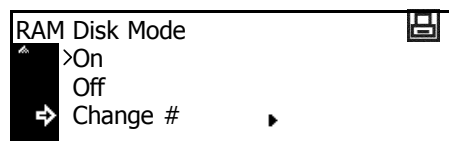
RAM Disk Size

1   Press the **Printer** key.
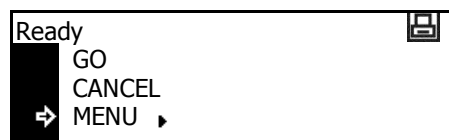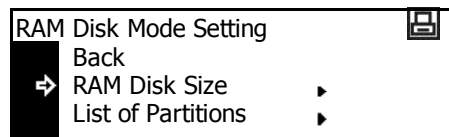
2   Press the ▲ key or the ▼ key to select MENU.

```
Ready                                   🖬
    GO
    CANCEL
  ➡ MENU  ▶
```

3   Press the **Enter key.**

4   Press the ▲ key or the ▼ key to select RAM Disk Mode.

```
Menu                                    🖬
    Page Set                    ▶
    Print Quality               ▶
  ➡ RAM Disk Mode               ▶
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select Change #.

```
RAM Disk Mode                           🖬
    >On
    Off
  ➡ Change #                   ▶
```

7   Press the **Enter** key.

8   Press the ▲ key or the ▼ key to select RAM Disk Size.

```
RAM Disk Mode Setting                   🖬
    Back
  ➡ RAM Disk Size              ▶
    List of Partitions         ▶
```

9   Press the **Enter** key.

10   Press the **<** key or the **>** key to input the RAM disk size. You can set the size to 1 to 1024 Mbyte.

```
RAM Disk size                           🖬
    28 Mbyte
  ◀▶
```
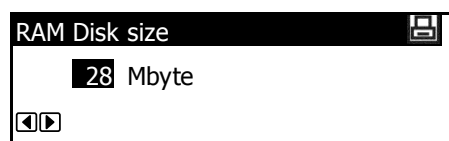
11 Press the **Enter** key.

12 Press the **Reset** key.

13 Press the ▲ key or the ▼ key to select `Yes`.

```
Do you want to restart ?        💾
 ⇨  Yes
     No
```

**14** Press the **Enter** key. This machine restarts.
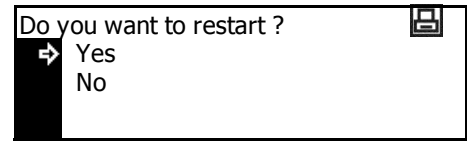
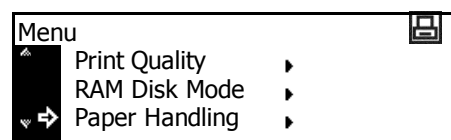## Paper Handling

You can set the following items for paper.

- Multi Purpose Tray Mode
- Paper Source
- Duplex Print Mode
- Output Destination
- Override A4/Letter

How to Display the Paper Handling Screen

1   Press the **Printer** key.

2   Press the ▲ key or the ▼ key to select MENU.

```
Ready                              🖶
     GO
     CANCEL
  ➡ MENU  ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Paper Handling.
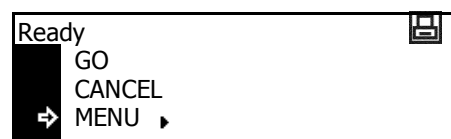
```
Menu                               🖶
  ▲  Print Quality        ▸
     RAM Disk Mode        ▸
  ▼ ➡ Paper Handling       ▸
```
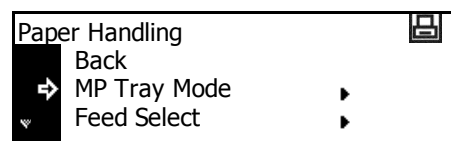
5   Press the **Enter** key. The Paper Handling screen is displayed.

Next, perform the setting referring to the following description of each setting item.
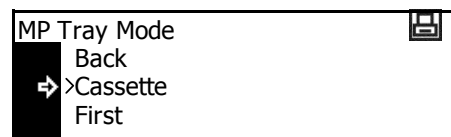
Multi Purpose Tray Mode

If you select First, any paper set in the multi purpose tray will be fed.

1   Display the Paper Handling screen. (See *How to Display the Paper Handling Screen* on page *2-45*.)

2   Press the ▲ key or the ▼ key to select MP Tray Mode.

```
Paper Handling                     🖶
     Back
  ➡ MP Tray Mode          ▸
  ▼  Feed Select           ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Cassette or First.

```
MP Tray Mode                       🖶
     Back
  ➡ ≻Cassette
     First
```

5   Press the **Enter** key.

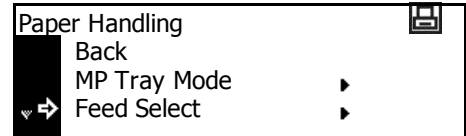**6**   Press the **Reset** key. The message display returns to the printer basic screen.

Paper Source
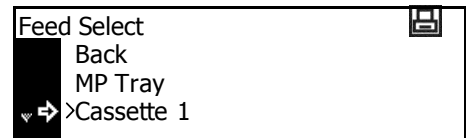
Set the paper source to be selected first.

1 Display the `Paper Handling` screen. (See *How to Display the Paper Handling Screen* on page *2-45*.)

2 Press the ▲ key or the ▼ key to select `Feed Select`.

```
Paper Handling                    🖴
     Back
     MP Tray Mode              ▶
 ⌄ ⇨ Feed Select               ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired paper source.

```
Feed Select                       🖴
     Back
     MP Tray
 ⌄ ⇨ >Cassette 1
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Duplex Print Mode

Set the binding position on finished prints in duplex printing.

Setting	Binding position
Short edge bind	Binding at a short edge

| Setting	Binding position
Long edge bind	Binding at a long edge

Note This setting is displayed only if the optional duplex unit is installed.

1 Display the `Paper Handling` screen. (See *How to Display the Paper Handling Screen* on page *2-45*.)

2 Press the ▲ key or the ▼ key to select `Duplex Mode`.

```
Paper Handling                    🖴
 ⌃   MP Tray Mode              ▶
     Feed Select               ▶
 ⌄ ⇨ Duplex Mode               ▶
```
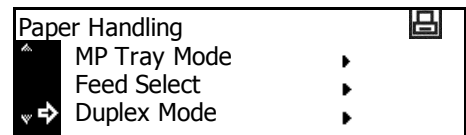
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Short edge bind` or `Long edge bind`.

```
Duplex Mode                    🖨
      Back
  ⇨   None
  ⩔   Short Edge Bind
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.
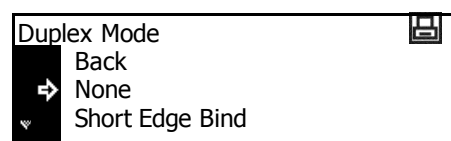
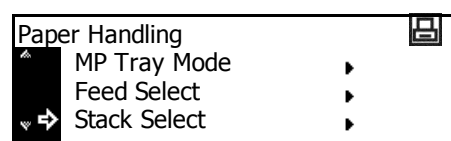## Output Destination

Set the paper output destination.

Setting	Output destination
Top tray	Output tray of main body
Finisher	Optional finisher
Job Separator	Optional job separator

Note This item is displayed only if the optional finisher or job separator is installed.

1 Display the `Paper Handling` screen. (See *How to Display the Paper Handling Screen* on page *2-45*.)

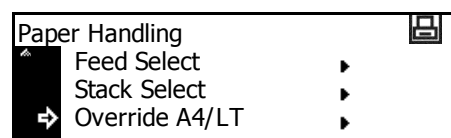**2** Press the ▲ key or the ▼ key to select `Stack Select` [`Stack Slect`].

```
Paper Handling                 🖨
  ⩚   MP Tray Mode          ▸
      Feed Select           ▸
  ⩔⇨  Stack Select          ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired paper output destination.

```
Select Output Tray             🖨
      Back
  ⇨  >Top Tray
      Finisher
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.
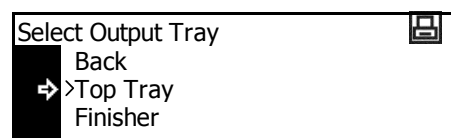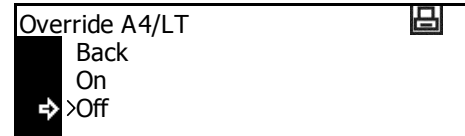
Override A4/Letter

The A4 and 8 1/2 × 11" (Letter) sizes can be regarded as a size that can be used in common.

1 Display the `Paper Handling` screen. (See *How to Display the Paper Handling Screen* on page *2-45*.)

2 Press the ▲ key or the ▼ key to select `Override A4/LT`.

```
Paper Handling                 🖨
  ⩚   Feed Select           ▸
      Stack Select          ▸
  ⇨   Override A4/LT         ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Override A4/LT           🖶
     Back
     On
  ⇨ >Off
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.
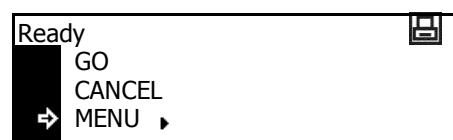
Other Settings

You can set the following items for other settings.
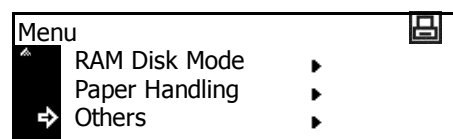
- Form Feed Timeout

- Received Data Dump

- Printer Function Resetting

- Resource Protect Mode

- Auto Continue

- Duplex Printing Error Detection

- Stapling Error Detection

- Service Status Page Printing

How to Display the Others Screen

1   Press the **Printer** key.

2   Press the ▲ key or the ▼ key to select MENU.

```
Ready                          🖶
     GO
     CANCEL
 ⇨   MENU ▸
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Others.

```
Menu                           🖶
     RAM Disk Mode        ▸
     Paper Handling       ▸
 ⇨   Others               ▸
```
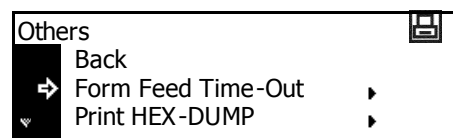
5   Press the **Enter** key. The Others screen is displayed.

Next, perform the setting referring to the following description of each setting item.

Form Feed Timeout

If this machine does not receive any information indicating the end of data after receiving the last data, the machine waits for a certain time without printing the last page. When the preset time elapses, the machine performs automatically a form feed. If you set the time to 0, the machine does not perform a form feed until GO is manually selected.

1   Display the Others screen. (See *How to Display the Others Screen* on page *2-49*.)

2   Press the ▲ key or the ▼ key to select Form Feed Time Out.

```
Others                         🖶
     Back
 ⇨   Form Feed Time-Out   ▸
 ᵥ   Print HEX-DUMP        ▸
```

3   Press the **Enter** key.

4   Press the **<** key or the **>** key to set the time. You can set the time to 0 to 495 seconds in 5 second increments.
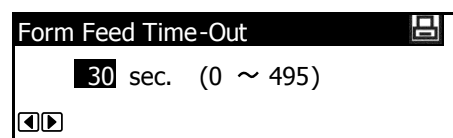
```
Form Feed Time-Out             🖶

     30  sec.  (0 ~ 495)

 ◀▶
```

5   Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the printer basic screen.

Received Data Dump

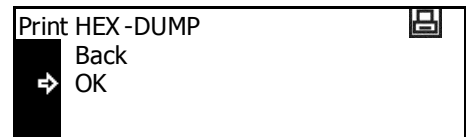You can print data received by this machine as hexadecimal codes for debugging programs and files.

1 Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)

2 Press the ▲ key or the ▼ key to select `Print HEX-DUMP`.

```
Others                          🖳
    Back
    Form Feed Time-Out        ▸
 ▾ ➡ Print HEX-DUMP            ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `OK`.

```
Print HEX-DUMP                  🖳
    Back
 ➡ OK
```

5 Press the **Enter** key. `Waiting` is displayed and the message display returns to the printer basic screen.

6 At this time, send data to the printer. Dump pages are printed.

7 Press the ▲ key or the ▼ key to select `GO`.

8 Press the **Enter** key.

```
Waiting                         🖳
 ➡ GO
    CANCEL
```

9 Press the **Reset** key. The message display returns to the printer basic screen.

Printer Function Resetting

This function resets the printer's temporary settings (such as the current page orientation and font) to the default settings.

1 Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)

2 Press the ▲ key or the ▼ key to select `Printer Reset`.

```
Others                          🖳
 ▴  Form Feed Time-Out         ▸
    Print HEX-DUMP             ▸
 ▾ ➡ Printer Reset             ▸
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `OK`.

```
Printer Reset                   🖳
    Back
 ➡ OK
```
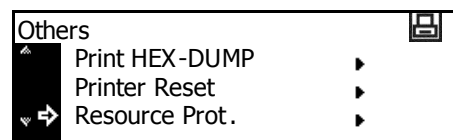
5 Press the **Enter** key. The printer functions are reset.

Resource Protect Mode

The resource protect mode protects the resource data such as downloaded fonts and macros and memorizes the PCL resources even if the emulation mode is switched. If you select `Permanent`, temporary resources are not protected. If you select `Perm/Temp`, however, temporary resources are also protected.
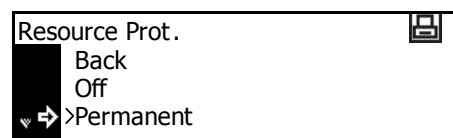
1   Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)

2   Press the ▲ key or the ▼ key to select `Resource Prot.`.

```
Others                    🖳
   Print HEX-DUMP      ▶
   Printer Reset       ▶
 ⇨ Resource Prot.      ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Off`, `Permanent` or `Perm/Temp`.

```
Resource Prot.            🖳
   Back
   Off
 ⇨ >Permanent
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the printer basic screen.

Auto Continue

If any of the following error messages appears, the error can be cleared and printing can be continued after the preset recovery time elapses (auto continue).
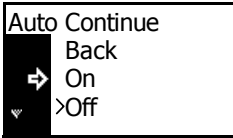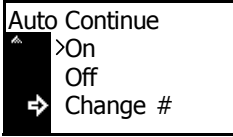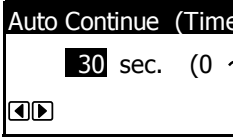
- `Memory Overflow/Press GO`
- `Print overrun Press GO`
- `KPDL error Press GO`
- `File not found Press GO`
- `HARD DISK error Press GO`
- `RAM disk error Press GO`
- `MemoryCard err Press GO`
- `Illegal Account Press GO`
- `Exceeded Max.out Press GO`
- `Account error Press Go`
- `Duplex disabled Press GO`
- `Add Staples and Press GO`
- `e-MPS not stored Press GO`
- `Opt. ROM error Press GO`

Also you can set the time that elapses before auto continue is activated.

1   Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)

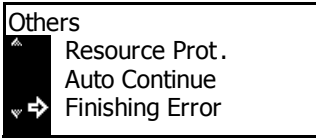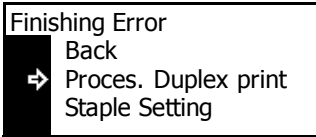**2**   Press the ▲ key or the ▼ key to select `Auto Continue`.
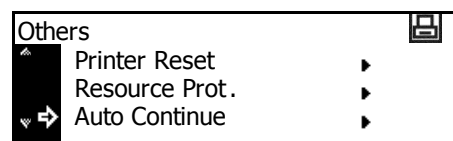
```
Others                    🖳
   Printer Reset       ▶
   Resource Prot.      ▶
 ⇨ Auto Continue       ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select On or Off.

```
Auto Continue                     🖫
   Back
⇨  On
   >Off
```

5 Press the **Enter** key. If you have selected On, Change # is displayed.

6 To set the time that elapses before auto continue is activated, press the ▲ key or the ▼ key to select Change #.

```
Auto Continue                     🖫
   >On
   Off
⇨  Change #
```

7 Press the **Enter** key. The Auto Continue (time) screen is displayed.

8 Press the **<** key or the **>** key to input the time. You can set the time to 0 to 495 seconds in 5 second increments.

```
Auto Continue  (Time)             🖫
     30  sec.   (0 ～ 495)
◀▶
```

9 Press the **Enter** key.

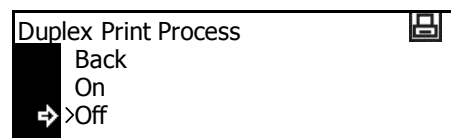**10** Press the **Reset** key. The message display returns to the printer basic screen.

Duplex Printing Error Detection

This setting is available if the optional duplex unit is installed. You can select whether or not to display Duplex disabled Press GO when you select duplex printing and specify a paper type that cannot be used for duplex printing such as label.

Setting	Processing
On	• If you select GO, one-sided printing is performed.
	• If you select CANCEL, printing is canceled.
Off	One-sided printing is performed.

1 Display the Others screen. (See *How to Display the Others Screen* on page *2-49*.)

2 Press the ▲ key or the ▼ key to select Finishing Error.

```
Others                            🖫
   Resource Prot.          ▶
   Auto Continue           ▶
 ⇨ Finishing Error         ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Proces. Duplex print.

```
Finishing Error                   🖫
   Back
⇨  Proces. Duplex print    ▶
   Staple Setting          ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Duplex Print Process        🖳
    Back
    On
 ➡>Off
```

7 Press the **Enter** key.

8 Press the **Reset** key. The message display returns to the printer basic screen.
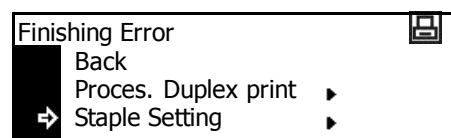
Stapling Error Detection

You can select whether or not to display `Add Staples and Press GO` when staples have run out while stapling is performed.

Setting	Processing
On	• If you select `GO`, printing is performed without stapling.
	• If you select `CANCEL`, printing is canceled.
Off	Printing is performed without stapling.

Note This setting is displayed only if the optional finisher is installed.

1 Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)

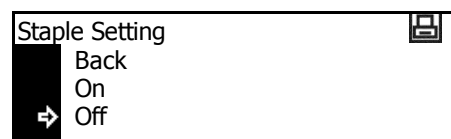**2** Press the ▲ key or the ▼ key to select `Finishing Error`.

```
Others
    Resource Prot.          ▶
    Auto Continue           ▶
 ➡ Finishing Error          ▶
```
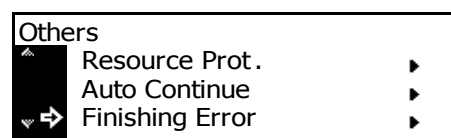
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Staple Setting`.

```
Finishing Error             🖳
    Back
    Proces. Duplex print    ▶
 ➡ Staple Setting           ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Staple Setting              🖳
    Back
    On
 ➡ Off
```

7 Press the **Enter** key.

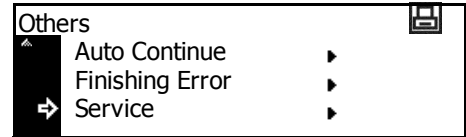**8** Press the **Reset** key. The message display returns to the printer basic screen.

Service Status Page Printing

The service status page contains more detailed printer setting information than the normal status page. This page is mainly used by the service personnel for maintenance. Use the following procedure to print this page as needed.

1 Display the `Others` screen. (See *How to Display the Others Screen* on page *2-49*.)
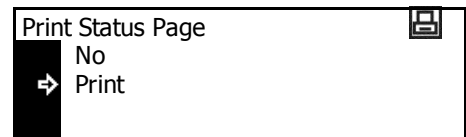
2 Press the ▲ key or the ▼ key to select `Service`.

```
Others                        [icon]
   Auto Continue        ▶
   Finishing Error      ▶
 ⇨ Service              ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Print Status Page`.

```
Service                       [icon]
   Back
 ⇨ Print Status Page   ▶
   Paper Feed          ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `Print`.

```
Print Status Page             [icon]
   No
 ⇨ Print
```
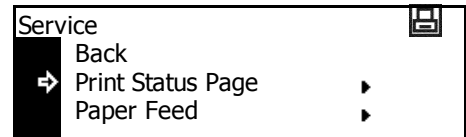
7 Press the **Enter** key. The service status page is printed.

8 Press the **Reset** key. The message display returns to the printer basic screen.

3   System Menu

This chapter explains the system settings concerning the general operation of this machine.

The principal settings that can be made are shown below.

- **Default Setting Mode**
- **Multi Purpose Tray Settings**
- **Browsing and Printing the Total Counter**
- **Report Output**
- **User Interface Language**

Default Setting Mode

For this machine, the state that the machine enters at the end of warm-up or when the **Reset** key is pressed is called initial mode. The settings of this machine that are made automatically in the initial mode are called default settings. The default settings are divided into the *Copier Default Settings* and the *Machine Default Settings*. These settings can be changed freely according to the method of use.

Copier Default Settings

You can set the following items as copier default settings.

- Density Mode
- Original Image Quality
- EcoPrint Mode
- Background Color Adjustment
- Paper Selection
- Paper Type in Auto Paper Selection
- Priority Cassette
- Default Magnification
- Auto Density Adjustment
- Auto OCR Density Adjustment
- Density Adjustment for Text + Photo Originals
- Density Adjustment for Text Originals
- Density Adjustment for Photo Originals
- Collate Copying
- Offset Copying
- Auto Rotation Copy
- Margin Width Default Value
- Border Erase Width Default Value
- Limit of Number of Copies
- Black Streaking Reduction Processing
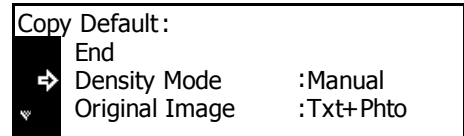
How to Display the Copy Default Screen

Use the following procedure to display the `Copy Default` screen.

1 Press the **System Menu/Counter** key.

2 Press the ▲ key or the ▼ key to select `Copy default`.

System Menu / Counter:
 ▲
    Print Report   ▶
    Job Accounting   ▶
 ▼ ➡ Copy Default   ▶

3 Press the **Enter** key.

4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is `1800` for the 18 ppm model, `2200` for the 22 ppm model.

Enter Pin Code using # key.

☐ ☐ ☐ ☐
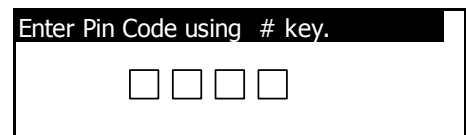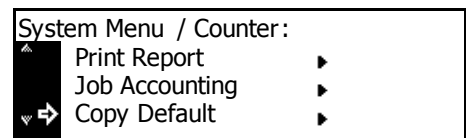
Note The four-digit management code can be changed. (See ***Administrator Management Code Change*** on page ***3-23***.)

5 If the management code is accepted, the Copy Default screen is displayed.

Next, perform the setting referring to the following description of each setting item.

```
Copy Default:
    End
 ⇒  Density Mode      :Manual
 ᵥ  Original Image    :Txt+Phto
```

Note The * (asterisk) at an item on each setting screen indicates the current setting.

Density Mode

Set the Default density mode: auto or manual.

1 Display the Copy Default screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2 Press the ▲ key or the ▼ key to select Density Mode.

```
Copy Default:
    End
 ⇒  Density Mode      :Manual
 ᵥ  Original Image    :Txt+Phto
```
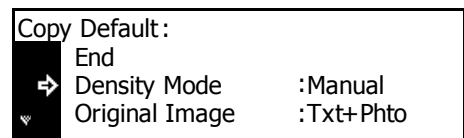
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Auto or Manual.
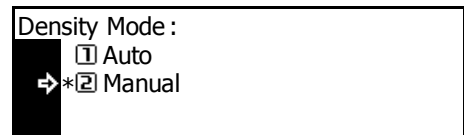
```
Density Mode:
    ① Auto
 ⇒ *② Manual
```

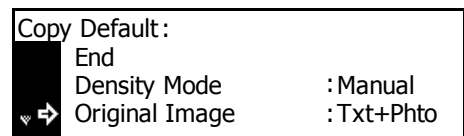**5** Press the **Enter** key.

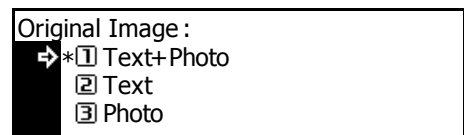**6** Press the **Reset** key. The message display returns to the copier basic screen.

Original Image Quality

Set the default original image quality mode.

1 Display the Copy Default screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2 Press the ▲ key or the ▼ key to select Orig Quality.

```
Copy Default:
    End
    Density Mode      :Manual
 ᵥ ⇒ Original Image    :Txt+Phto
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Text+Photo, Text or Photo.

```
Original Image:
 ⇒ *① Text+Photo
    ② Text
    ③ Photo
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

EcoPrint Mode

Select whether or not to set the ecoprint mode at the default setting.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `EcoPrint`.

```
Copy Default:
    Density Mode        :Manual
    Original Image      :Txt+Phto
 ➡ EcoPrint             :Off
```

3 Press the Enter key.

**4** To set the ecoprint mode as the default setting, press the ▲ key or the ▼ key to select `On`.

```
EcoPrint:
 ➡ *① Off
    ② On
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Background Color Adjustment

If the background color is dark, use this item to lighten it.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Background adjst`.

```
Copy Default:
    Original Image      :Txt+Phto
    EcoPrint            :Off
 ➡ Background Adjst     :3▦
```
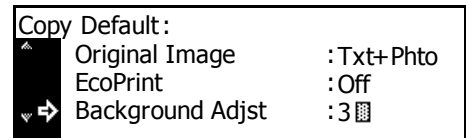
3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the background color. Moving right darkens the background color, and moving left lightens it.
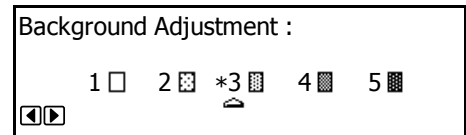
```
Background Adjustment :

    1□   2▥  *3▦   4▦   5▦
◀▶
```

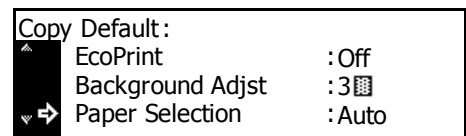**5** Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.
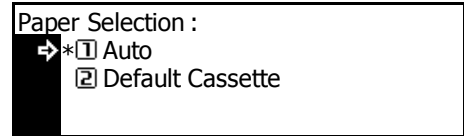
Paper Selection

Set whether to select automatically the cassette that contains paper of the same size as the original when it is set or to select the fixed cassette with priority.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Paper Select`.

```
Copy Default:
    EcoPrint            :Off
    Background Adjst     :3▦
 ➡ Paper Selection      :Auto
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Auto` or
`Default cassette`.

```
Paper Selection :
➡*① Auto
   ② Default Cassette
```

5   Press the **Enter** key.

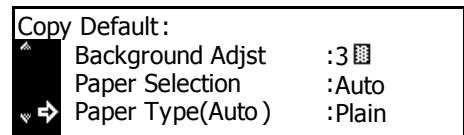**6**   Press the **Reset** key. The message display returns to the copier basic screen.

Paper Type in Auto Paper Selection

Paper to be selected in the auto paper selection mode can be limited to a certain paper type.

Paper types that can be set: `Plain`, `Transparency`, `Preprinted`, `Labels`, `Bond`, `Recycled`,
`Vellum`, `Rough`, `Letterhead`, `Color` [`Colour`], `Prepunched`, `Envelope`, `Cardstock`, `Thick
paper`, `High quality`, and `Custom 1` (to `8`)

Note   You can select a paper type from the paper types that are currently set for the cassettes. (See
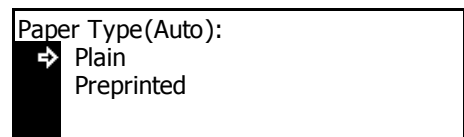*Paper Type (cassettes 1 to 4)* on page *3-14*.)

1   Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2   Press the ▲ key or the ▼ key to select `Paper type
(Auto)`.

```
Copy Default:
   Background Adjst    :3▨
   Paper Selection     :Auto
ᵥ➡ Paper Type(Auto )   :Plain
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Off` or `On`.

```
Paper Type(Auto):
   ① Off
➡*② On
```
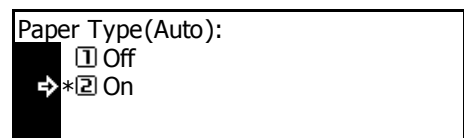
5   Press the **Enter** key.

6   If you have selected On, press the ▲ key or the ▼ key
to select the desired paper type.

```
Paper Type(Auto):
➡ Plain
   Preprinted
```

7   Press the **Enter** key.

8   Press the **Reset** key. The message display returns to the copier basic screen.
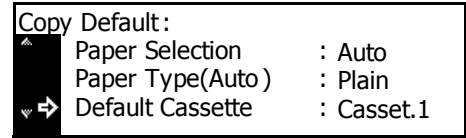
Priority Cassette

You can select the cassette (1 to 4) that is automatically selected with priority.

Notes   • This setting is displayed only if the optional paper feeder is installed.

   • You cannot set the multi purpose tray as the priority cassette.
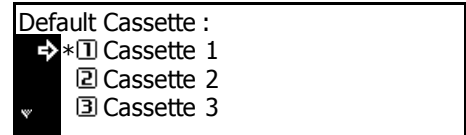
1 Display the `Copy Default` screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2 Press the ▲ key or the ▼ key to select `Default Cassette.`

```
Copy Default:
    Paper Selection     : Auto
    Paper Type(Auto)    : Plain
  ➡ Default Cassette    : Casset.1
```

3 Press the **Enter** key.

**4** Press the ▲ key or the ▼ key to select the cassette that will be used with priority.

```
Default Cassette:
 ➡*① Cassette 1
   ② Cassette 2
   ③ Cassette 3
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Default Magnification

Select whether or not to set the auto zoom ratio selection mode when a cassette is selected.

1 Display the `Copy Default` screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2 Press the ▲ key or the ▼ key to select `Default Magnif.`

```
Copy Default:
    Paper Type(Auto)    : Plain
    Default Cassette    : Casset.1
  ➡ Default Magnif.     : 100%
```
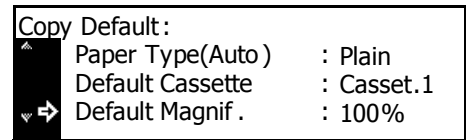
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `100%` or `Auto %.`
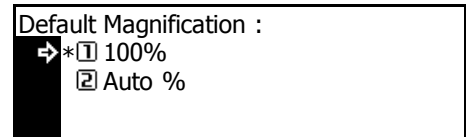
```
Default Magnification:
 ➡*① 100%
   ② Auto %
```
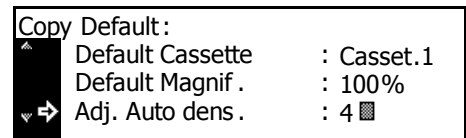
5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Density Adjustment
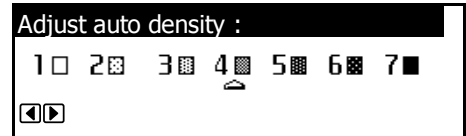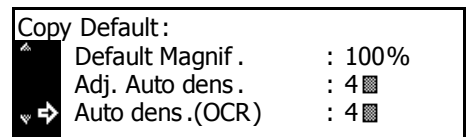
Adjust the overall density in the auto density mode.

1 Display the `Copy Default` screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2 Press the ▲ key or the ▼ key to select `Adj.Auto dens.`

```
Copy Default:
    Default Cassette    : Casset.1
    Default Magnif.     : 100%
  ➡ Adj. Auto dens.     : 4▨
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the density. Moving right darkens the density, and moving left lightens it.

```
Adjust auto density :
1□  2▨  3▨  4▥  5▨  6▨  7■
◀▶
```

5 Press the **Enter** key.

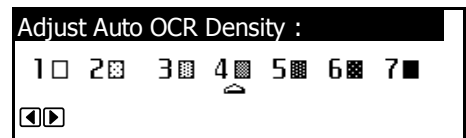**6** Press the **Reset** key. The message display returns to the copier basic screen.

Auto OCR Density Adjustment

Adjust the overall density of scanning for OCR when using the optional scanner functions.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Auto dens.(OCR)`.

```
Copy Default :
  Default Magnif.      : 100%
  Adj. Auto dens.      : 4▨
➡ Auto dens.(OCR)     : 4▨
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the density. Moving right darkens the density, and moving left lightens it.

```
Adjust Auto OCR Density :
1□  2▨  3▨  4▥  5▨  6▨  7■
◀▶
```
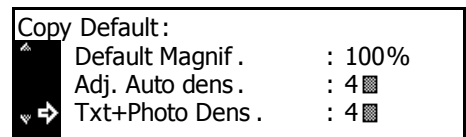
5 Press the **Enter** key.

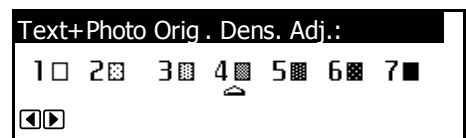**6** Press the **Reset** key. The message display returns to the copier basic screen.

Density Adjustment for Text + Photo Originals

Adjust the density of the central value in the manual density mode for text + photo originals.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Txt+Photo Dens`.

```
Copy Default :
  Default Magnif.      : 100%
  Adj. Auto dens.      : 4▨
➡ Txt+Photo Dens.     : 4▨
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the density. Moving right darkens the density, and moving left lightens it.

```
Text+Photo Orig. Dens. Adj.:
1□  2▨  3▨  4▥  5▨  6▨  7■
◀▶
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.
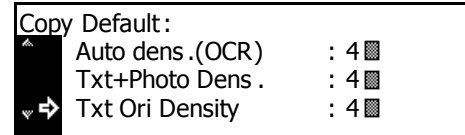
Density Adjustment for Text Originals

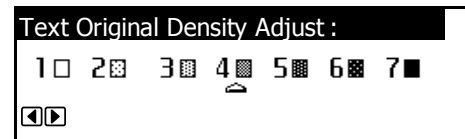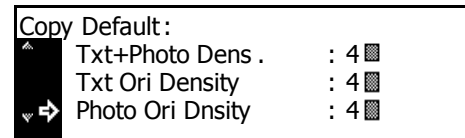Adjust the density of the central value in the manual density mode for text originals.

1 Display the Copy Default screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select Txt Ori
Density.

```
Copy Default:
    Auto dens.(OCR)    : 4▨
    Txt+Photo Dens.    : 4▨
 ⇨  Txt Ori Density    : 4▨
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the density.
Moving right darkens the density, and moving left
lightens it.

```
Text Original Density Adjust:
  1□  2▨   3▨  4▨  5▨  6▨  7■
◀▶
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Density Adjustment for Photo Originals

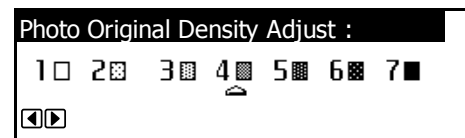Adjust the density of the central value in the manual density mode for photo originals.

1 Display the Copy Default screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select Photo Ori
Dnsity.

```
Copy Default:
    Txt+Photo Dens.    : 4▨
    Txt Ori Density    : 4▨
 ⇨  Photo Ori Dnsity   : 4▨
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to adjust the density.
Moving right darkens the density, and moving left
lightens it.

```
Photo Original Density Adjust:
  1□  2▨   3▨  4▨  5▨  6▨  7■
◀▶
```

5 Press the **Enter** key.

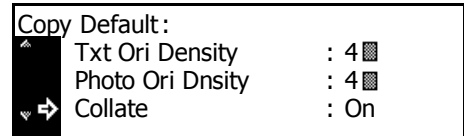**6** Press the **Reset** key. The message display returns to the copier basic screen.

Collate Copying

If the optional document finisher is installed, select whether or not to set the collate copy mode as a
default setting.

Note This item is displayed only if the optional document processor is installed.

1 Display the Copy Default screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Collate`.

```
Copy Default:
   Txt Ori Density    : 4▓
   Photo Ori Dnsity   : 4▓
 ➡ Collate            : On
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Collate:
     ① Off
 ➡ *② On
```
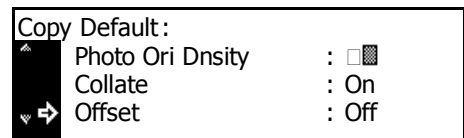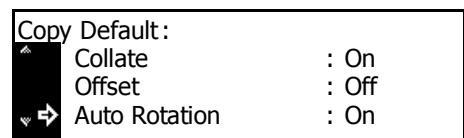
5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Offset Copying

Select whether or not to set the offset copy mode as a default setting.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Offset`.

```
Copy Default:
   Photo Ori Dnsity   :  ▓
   Collate            : On
 ➡ Offset             : Off
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Offset:
 ➡ *① Off
     ② On
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Rotation Copy

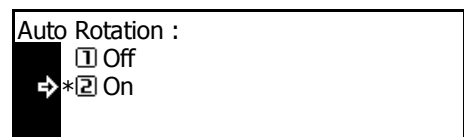Select whether or not to set the auto rotation copy mode as a default setting.

1 Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2 Press the ▲ key or the ▼ key to select `Auto Rotation`.

```
Copy Default:
   Collate            : On
   Offset             : Off
 ➡ Auto Rotation      : On
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.
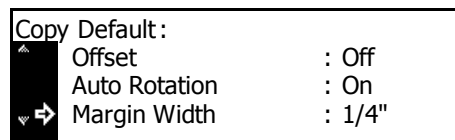
```
Auto Rotation:
     ① Off
 ➡ *② On
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.
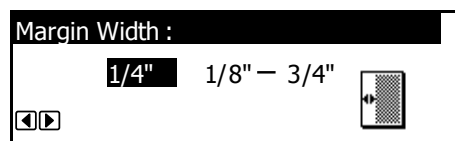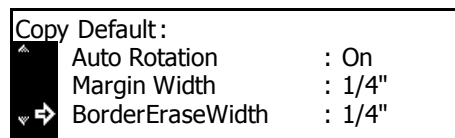
Margin Width Default Value

Set the default value of the margin width.

1   Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2   Press the ▲ key or the ▼ key to select `Margin Width`.

```
Copy Default:
    Offset            : Off
    Auto Rotation     : On
 ➡  Margin Width      : 1/4"
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to set the default value of margin width. You can set the value to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].

```
Margin Width :
       1/4"    1/8" − 3/4"
 ◀▶
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.
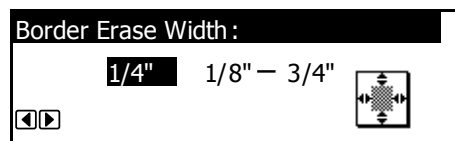
Border Erase Width Default Value

Set the default value of the border erase width.

1   Display the `Copy Default` screen. (See *How to Display the Copy Default Screen* on page *3-2*.)

2   Press the ▲ key or the ▼ key to select `BorderEraseWidth` [`Border Er. width`].

```
Copy Default:
    Auto Rotation     : On
    Margin Width      : 1/4"
 ➡  BorderEraseWidth  : 1/4"
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to set the default value of border erase width. You can set the value to 1/8" to 3/4" in 1/8" increments [1 mm to 18 mm in 1 mm increments].
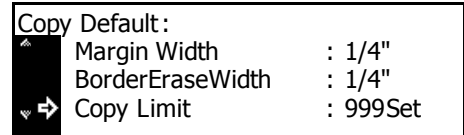
```
Border Erase Width :
       1/4"    1/8" − 3/4"
 ◀▶
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Limit of Number of Copies

Set the limit of the number of copies that can be set at a time.

1   Display the `Copy Default` screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2   Press the ▲ key or the ▼ key to select `Copy Limit`.

```
Copy Default:
   Margin Width        : 1/4"
   BorderEraseWidth    : 1/4"
➡️ Copy Limit          : 999Set
```

3   Press the **Enter** key.

4   Use the numeric keys to set the maximum number of copies (1 to 999).

```
Copy Limit:
            999    Sets
# keys
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Black Streaking Reduction Processing

If black streaks (streaks that are not contained in the original image) appear on copies from the optional document processor, you can make black streaking less noticeable. Since the black streaking reduction processing reduces the reproducibility of fine characters, it is normally recommended to use the factory default setting.
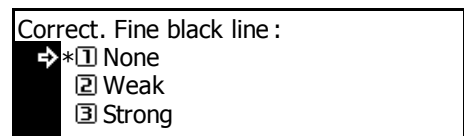
1   Display the `Copy Default` screen. (See ***How to Display the Copy Default Screen*** on page ***3-2***.)

2   Press the ▲ key or the ▼ key to select `Corr. Black line`.

```
Copy Default:
   BorderEraseWidth    : 1/4"
   Copy Limit          : 999Set
➡️ Corr. Black Line    : None
```
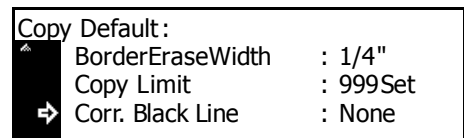
3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `None`, `Weak` or `Strong`.

```
Correct. Fine black line:
➡️ *① None
    ② Weak
    ③ Strong
```

Note   To use the black streaking reduction processing, first select `Weak`. If black streaking is not reduced, select `Strong`.

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.
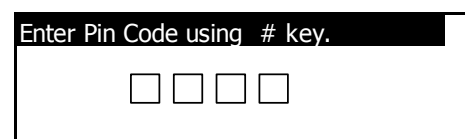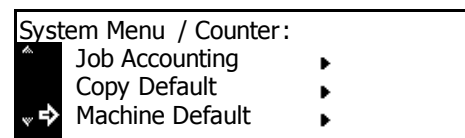
Machine Default Settings

You can set the following items as machine default settings.

- Auto Cassette Switching

- Paper Size (cassettes 1 to 4)

- Paper Type (cassettes 1 to 4)

- Multi Purpose Tray Confirmation Display

- Paper Weight for Paper Type

- Duplex Print for Paper Type

- Custom Paper Type

- Original Orientation

- Auto Sleep Time

- Auto Low Power Time

- Copy Output Destination

- Fax Output Destination

- Default Operation Mode

- Key Sound

- Date and Time

- Display Contrast Adjustment

- Administrator Management Code Change

- Auto Sleep

- Auto Clear

- Auto Clear Time

- Silent Mode

- Auto Drum Refresh Setting

How to Display the Machine Default Screen

Use the following procedure to display the machine default setting screen.

1 Press the **System Menu/Counter** key.

2 Press the ▲ key or the ▼ key to select `Machine default`.

```
System Menu / Counter:
       Job Accounting          ▶
       Copy Default            ▶
   ▼ ➡ Machine Default         ▶
```

3 Press the **Enter** key.

4 Use the numeric keys to input the four-digit management code. The management code at the factory default setting is `1800` for the 18 ppm model, `2200` for the 22 ppm model.

```
Enter Pin Code using  # key.

        □  □  □  □
```

Note The four-digit management code can be changed. (See *Administrator Management Code Change* on page *3-23*.)

5 If the management code is accepted, the `Machine default` screen is displayed.

Next, perform the setting referring to the following description of each setting item.

```
Machine Default :
    End
 ➡  Auto Cassette SW    : On
 ꙮ  Paper Size(1st)     : Auto I
```

Note   The `*` (asterisk) at an item on each setting screen indicates the current setting.

Auto Cassette Switching

This machine can continue copying by switching the cassette to another cassette that contains paper of the same size and the same orientation as the current paper when paper runs out in the currently selected cassette. To prohibit switching to a cassette that has a different paper type, select `On/Only same paper type`.

Note   On the 16 ppm model, this item is displayed only if the optional paper feeder is installed.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Auto Cassette SW`.

```
Machine Default :
    End
 ➡  Auto Cassette SW    : On
 ꙮ  Paper Size(1st)     : Auto I
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On/All types of paper`, `On/Only same paper type`, or `Off`.

```
Automatic Cassette Switching :
 ➡ *① Off
    ② On/All types of paper
    ③ On/Only same paper type
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Paper Size (cassettes 1 to 4)

Set the paper sizes of cassettes 1 to 4. To detect the paper size automatically, set `Auto Detection Metric` or `Auto Detection Inch`.

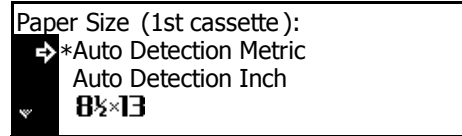Sizes that can be set: 8 1/2 × 13", 8K, 16K

Note   For the 18 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 22 ppm model, cassettes 3 and 4 are included in the optional paper feeder. This setting is displayed only if the optional paper feeder is installed.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select the cassette for which you set the paper size from `Paper Size(1st)` to `(4th)`.

```
Machine Default :
    End
    Auto Cassette SW    : On
 ꙮ➡ Paper Size(1st)     : Auto M
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Auto Detection Metric`, `Auto Detection Inch` or a paper size.

```
Paper Size (1st cassette ):
⇨ *Auto Detection Metric
   Auto Detection Inch
↴  8½×13
```

5 Press the **Enter** key.

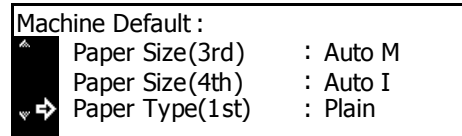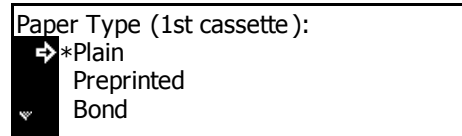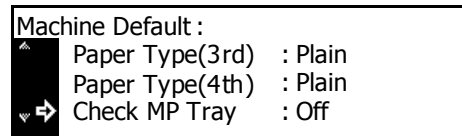**6** Press the **Reset** key. The message display returns to the copier basic screen.

Paper Type (cassettes 1 to 4)

Set the paper types of cassettes 1 to 4.

Paper types that can be set: `Plain`, `Preprinted`, `Bond`, `Recycled`, `Rough`, `Letterhead`, `Color` [`Colour`], `Prepunched`, `High quality`, `Custom 1`(to `8`)

Note For the 18 ppm model, cassettes 2 to 4 are included in the optional paper feeder. For the 22 ppm model, cassettes 3 and 4 are included in the optional paper feeder. This setting is displayed only if the optional paper feeder is installed.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select the cassette for which you set the paper type from `Paper Type(1st)` to `(4th)`.

```
Machine Default :
      Paper Size(3rd)    : Auto M
      Paper Size(4th)    : Auto I
↴ ⇨  Paper Type(1st)    : Plain
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the paper type.

```
Paper Type (1st cassette ):
⇨ *Plain
   Preprinted
↴  Bond
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

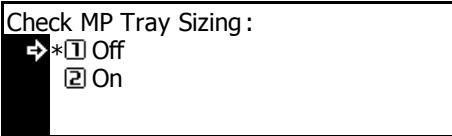## Multi Purpose Tray Confirmation Display

Select whether or not to display the `MP Tray Paper size` screen when pressing the **Paper Select** key to select the multi purpose tray.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Check MP Tray`.

```
Machine Default :
      Paper Type(3rd)    : Plain
      Paper Type(4th)    : Plain
↴ ⇨  Check MP Tray      : Off
```

3 Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Check MP Tray Sizing :
➡ *① Off
    ② On
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.
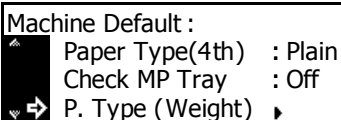
Paper Weight for Paper Type

Set the paper weight for each paper type.

Paper weight types that can be set: `Super-Heavy`, `Heavy3`, `Heavy2`, `Heavy1`, `Middle3` [`Normal3`], `Middle2` [`Normal2`], `Middle1` [`Normal1`], `Light`

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)
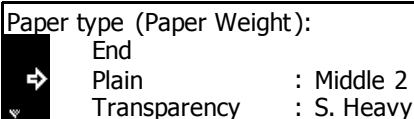
2   Press the ▲ key or the ▼ key to select `P.type (Weight)`.

```
Machine Default :
▲   Paper Type(4th)   : Plain
    Check MP Tray     : Off
▼ ➡ P. Type (Weight)  ▶
```

3   Press the **Enter** key.
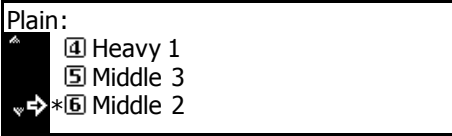
4   Press the ▲ key or the ▼ key to select the paper type for which you set the paper weight.

```
Paper type (Paper Weight):
    End
➡   Plain          : Middle 2
▼   Transparency   : S. Heavy
```

5   Press the **Enter** key.
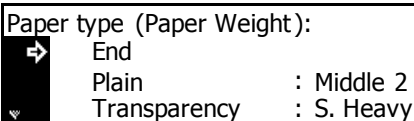
6   Press the ▲ key or the ▼ key to select the paper weight.

```
Plain:
▲   ④ Heavy 1
    ⑤ Middle 3
▼ ➡ *⑥ Middle 2
```

7   Press the **Enter** key.

8   When all setting is complete, press the ▲ key or the ▼ key to select `End`.

```
Paper type (Paper Weight):
➡   End
    Plain          : Middle 2
▼   Transparency   : S. Heavy
```
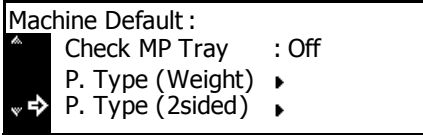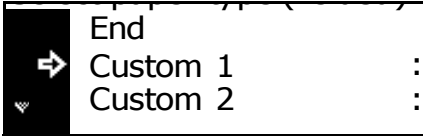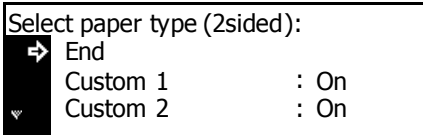
9   Press the **Enter** key.

10   Press the **Reset** key. The message display returns to the copier basic screen.

Duplex Print for Paper Type

Select whether or not to use paper of custom 1 to 8 in duplex printing.

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `P.type(Duplex)`.

```
Machine Default :
   Check MP Tray      : Off
   P. Type (Weight)   ▶
 ➡ P. Type (2sided)   ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select the paper type to set from `Custom 1` (to `8`).

```
   End
 ➡ Custom 1            : C
   Custom 2            : C
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Custom 1:
    ① Off
 ➡ *② On
```

7   Press the **Enter** key.

8   When all setting is complete, press the ▲ key or the ▼ key to select `End`.

```
Select paper type (2sided):
 ➡ End
    Custom 1            : On
    Custom 2            : On
```

9   Press the **Enter** key.

10   Press the **Reset** key. The message display returns to the copier basic screen.

Custom Paper Type

Printing onto prepunched paper, preprinted paper or letterhead in the one-sided mode and the two-sided mode from the same paper source may cause displacement of hole positions or reverse orientations on both sides in two-sided printing. Set Match Print Direction to match the orientation in one-sided printing and two-sided printing.

Example: Paper is set as shown in the illustration.
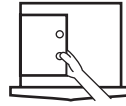
| Setting	One-sided printing	Two-sided printing
Match Print Direction		
Fast Mode		

Note
- Setting of Match Print Direction will decrease the speed of one-sided printing a little.

- With the setting of Match Print Direction, set the paper with the side for the first page face-down as shown in illustration **A**. (If the optional finisher is installed, set the paper with the side for the first page face-down as shown in illustration **B**.)
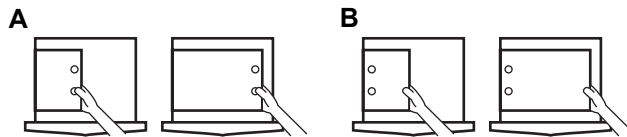
- If the optional finisher is installed, the stapling mode may cause incorrect orientation of printing depending on the stapling position.
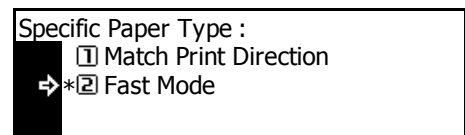
1 Display the Machine default screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select Special P.type.
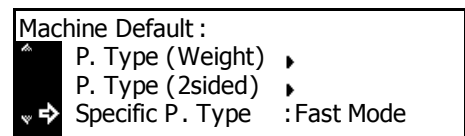
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Match Print Direction or Fast Mode.

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Original Orientation

Set the default original orientation.

1   Display the `Machine default` screen. (See ***How to Display the Machine Default Screen*** on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Orig. direction`.

```
Machine Default :
   P. Type (2sided)     ▶
   Specific P. Type   : Fast Mode
▼⇨ Orig. Orient.       : Top Edge
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Rear` [Back Edge] or `Left top` [Left].

```
Original Orientation :
⇨ *① Top Edge Top
    ② Top Edge Left
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Auto Sleep Time

Set the time that elapses before the auto sleep function is activated if you have turned on the auto sleep function (see page *3-23*).

Time that can be set:

Inch Specification — 1 to 240 minutes (in 1 minute increments)

Metric Specification — 1 to 120 minutes (in 1 minute increments)

Note   •   It is recommended to set a longer time if you use the machine frequently, and to set a shorter time if not.

•   For the inch specification machine, if the auto sleep function causes inconvenience for operation of this machine, disable this function. It is recommended, however, to set a longer time before disabling this function.

•   On the inch specification machine, if you have disabled the auto sleep function, this item is not displayed.

1   Display the `Machine default` screen. (See ***How to Display the Machine Default Screen*** on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Sleep mode time`.

```
Machine Default :
   Specific P. Type   : Fast Mode
   Orig. Orient.       : Top Edge
▼⇨ Sleep Mode Time   : 1 Min.
```

3   Press the **Enter** key.

4   Press the **<** key or the **>** key to select the desired time from 1 to 240 minutes [1 to 120 minutes].

```
Sleep Mode Time :

       1Min.  1-240Min.
◀▶
```

5   Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Low Power Time

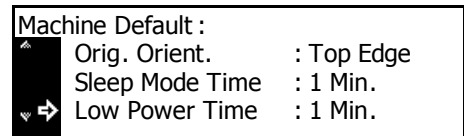Set the time that elapses before the low power mode is automatically activated.

Time that can be set:

Inch Specification — 1 to 240 minutes (in 1 minute increments)

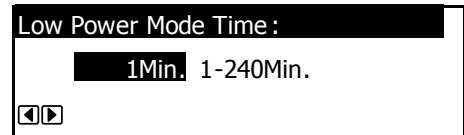Metric Specification — 1 to 120 minutes (in 1 minute increments)

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Low power time`.

```
Machine Default :
  Orig. Orient.    : Top Edge
  Sleep Mode Time  : 1 Min.
⇨ Low Power Time   : 1 Min.
```

3 Press the **Enter** key.

4 Press the **<** key or the **>** key to select the desired time from 1 to 240 minutes [1 to 120 minutes].

```
Low Power Mode Time :
      1Min.  1-240Min.
◀▶
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.
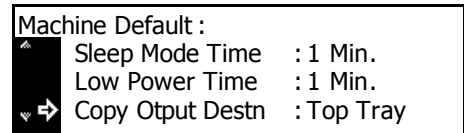
Copy Output Destination

Set the paper output destination with priority for copying.

Setting item	Output destination
Top tray	Output tray of main body
Finisher Tray Output	Optional finisher
Job separator	Optional job separator

Note This item is displayed only if the optional finisher or job separator is installed.
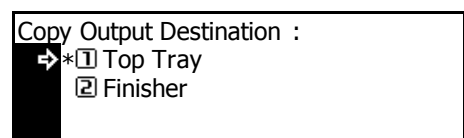
1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Copy Otput Destn`.

```
Machine Default :
  Sleep Mode Time  : 1 Min.
  Low Power Time   : 1 Min.
⇨ Copy Otput Destn : Top Tray
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired output destination.

```
Copy Output Destination :
⇨ *① Top Tray
   ② Finisher
```

5 Press the **Enter** key.

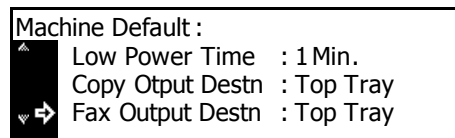**6** Press the **Reset** key. The message display returns to the copier basic screen.

Fax Output Destination

Set the paper output destination with priority for received fax data and various reports.

Setting item	Output destination
Top tray	Output tray of main body
Finisher Tray Output	Optional finisher
Job separator	Optional job separator

Note This item is displayed only if the optional fax kit and finisher or job separator are installed.

1 Display the Machine default screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select Fax Output Destn.

```
Machine Default :
    Low Power Time   : 1 Min.
    Copy Otput Destn : Top Tray
  ➡ Fax Output Destn  : Top Tray
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the desired output destination.

```
Fax Output Destination :
  ➡ *① Top Tray
     ② Finisher
```
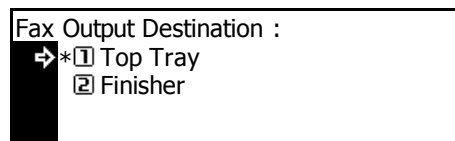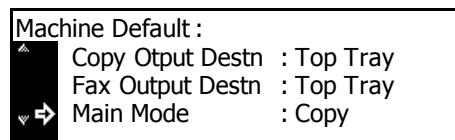
5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Default Operation Mode

Select the default screen to be displayed when the power is turned on from the copy screen or the fax screen.

Note This item is displayed only if the optional fax kit is installed.

1 Display the Machine default screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select Main mode.

```
Machine Default :
    Copy Otput Destn : Top Tray
    Fax Output Destn : Top Tray
  ➡ Main Mode        : Copy
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Copy mode or Fax mode.
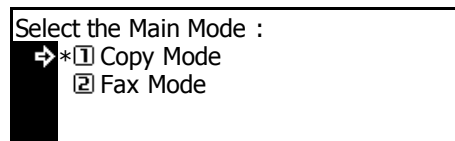
```
Select the Main Mode :
  ➡ *① Copy Mode
     ② Fax Mode
```
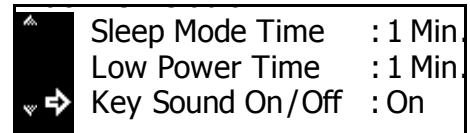
5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.
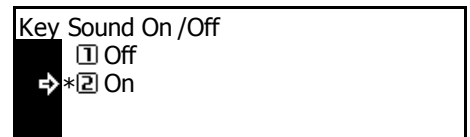
Key Sound

Select whether or not to enable the beep sound that will be emitted each time a key on the operation panel is pressed.

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Key sound On/Off`.

```
   Sleep Mode Time    : 1 Min.
   Low Power Time     : 1 Min.
⇒  Key Sound On/Off   : On
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Off` or `On`.
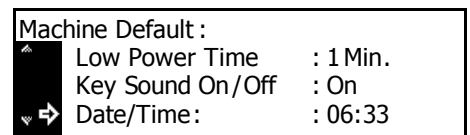
```
Key Sound On/Off
    1 Off
⇒ *2 On
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Date and Time

Set the current date and time, time difference from the Greenwich Mean Time (GMT), and summer time.

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Date/Time`.

```
Machine Default :
   Low Power Time     : 1 Min.
   Key Sound On/Off   : On
⇒  Date/Time:         : 06:33
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Time Zone`.

```
Date/Time:
   Time        : 06:33
   DST         : On
⇒  Time Zone   : GMT+00:00◀▶
```
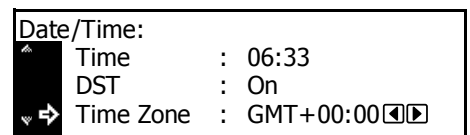
5   Press the **<** key or the **>** key to set the time difference.

6   Press the ▲ key or the ▼ key to select `Time`.

```
Date/Time:
   End
⇒  Time        : 06:33    ◀▶
   DST         : On
```
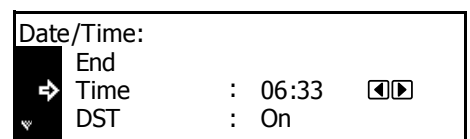
7   Press the **<** key or the **>** key to set the current time.

8   Press the ▲ key or the ▼ key to select DST [Summertime].

```
Date/Time:
    End
    Time        : 06:33
 ⮕  DST         : On      ◀▶
```
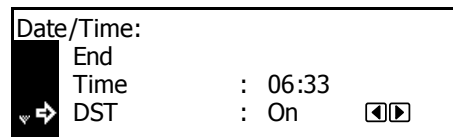
9   Press the **<** key or the **>** key to select On or Off.

10   Press the ▲ key or the ▼ key to select Year.

```
Date/Time:
    DST         : On
    Time Zone   : GMT+00:00
 ⮕  Year        : 2009    ◀▶
```
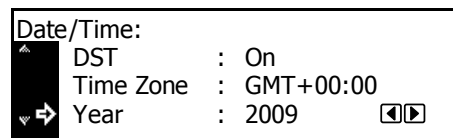
11   Press the **<** key or the **>** key to set the current year.

12   Press the ▲ key or the ▼ key to select Month.

```
Date/Time:
    Time Zone   : GMT+00:00
    Year        : 2009
 ⮕  Month       : 11      ◀▶
```
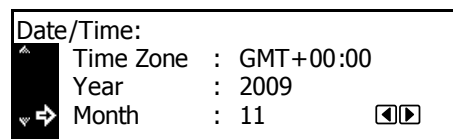
13   Press the **<** key or the **>** key to set the current month.

14   Press the ▲ key or the ▼ key to select Day.

```
Date/Time:
    Year        : 2009
    Month       : 11
 ⮕  Day         : 27      ◀▶
```
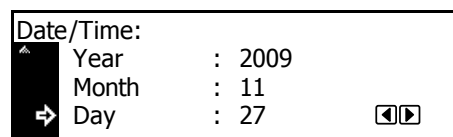
15   Press the **<** key or the **>** key to set the current day.

16   After all setting is complete, press the ▲ key or the ▼ key to select End.

```
Date/Time:
 ⮕  End
    Time        : 06:33
    DST         : On
```
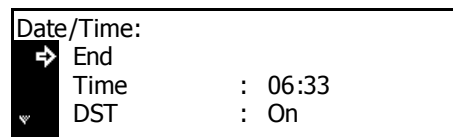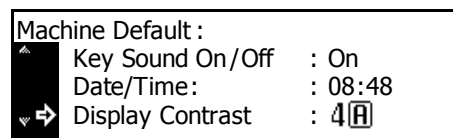
17   Press the **Enter** key.

18   Press the **Reset** key. The message display returns to the copier basic screen.

Display Contrast Adjustment

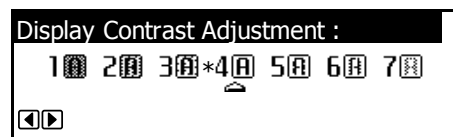Adjust the display contrast if the message display is indistinct.

1   Display the Machine default screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select Display Contrast [Displ. Contrast].

```
Machine Default :
    Key Sound On/Off  : On
    Date/Time:        : 08:48
 ⮕  Display Contrast  : 4▣
```

3   Press the **Enter** key.

4   Press the **<** key or the **>** key to adjust the contrast. Moving left darkens the contrast, and moving right lightens it.

```
Display Contrast Adjustment :
   1▓  2▓  3▓ *4▣  5▣  6▣  7▣
     
 ◀▶
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.
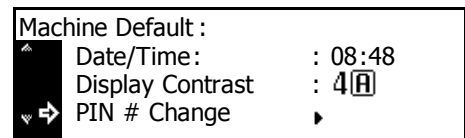
Administrator Management Code Change

You can change the four-digit management code for the administrator of this machine.

Important! • If you change the management code, be sure to note it. If you should forget the management code, contact your service representative.

• The management code at the factory default setting is `1800` for the 18 ppm model and `2200` for the 22 ppm model.
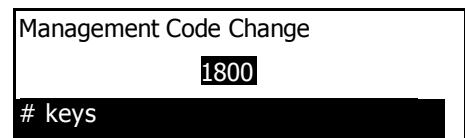
1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `PIN #`
`Change` [`MGMT Code entry`].

```
Machine Default :
  Date/Time:          : 08:48
  Display Contrast    : 4🅐
➡ PIN # Change             ▶
```

3 Press the **Enter** key.

4 Use the numeric keys to input the new administrator management code.

```
Management Code Change
              1800

# keys
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Sleep

The machine enters automatically the sleep mode when the preset time elapses without any operation if this setting is turned `On`.

Notes • This setting is displayed only on the inch specification machine.

• You can disable the auto sleep function if this function causes inconvenience. It is recommended, however, to set a longer time that elapses before the auto sleep function is activated, before disabling this function.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Auto Sleep`.
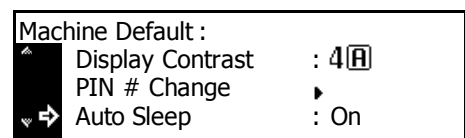
```
Machine Default :
  Display Contrast    : 4🅐
  PIN # Change              ▶
➡ Auto Sleep          : On
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.
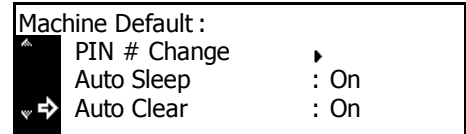
```
Auto Sleep :
  ① Off
➡ *② On
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Auto Clear

You can set the auto clear function (refer to *Chapter 1* in *Basic Operation Guide*, *Auto Clear Function*) that will be activated when the preset time elapses after copying is complete.

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Auto Clear`.

```
Machine Default :
    PIN # Change        ▶
    Auto Sleep        : On
  ▼⇨ Auto Clear       : On
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Auto Clear :
    ① Off
  ⇨ *② On
```

5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Auto Clear Time

Set the time that elapses from completion of copying to activation of the auto clear function if you have turned `On` the auto clear function (see page *3-24*).

Time that can be set: 10 to 270 seconds (in 10 second increments)

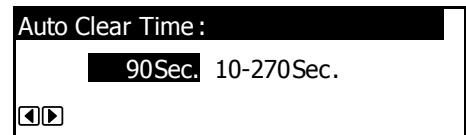**Note**   This item is not displayed if the auto clear function is off.

1   Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2   Press the ▲ key or the ▼ key to select `Auto Clear Timer`[`Auto clear time`].

```
Machine Default :
    Auto Sleep        : On
    Auto Clear        : On
  ▼⇨ Auto Clear Time   : 90Sec.
```
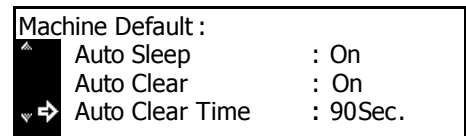
3   Press the **Enter** key.

4   Press the **<** key or the **>** key to set the time to 10 to 270 seconds.

```
Auto Clear Time :
        90Sec.  10-270Sec.
  ◀▶
```
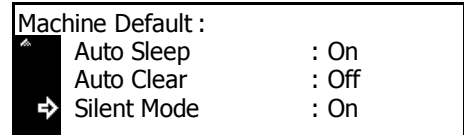
5   Press the **Enter** key.

6   Press the **Reset** key. The message display returns to the copier basic screen.

Silent Mode

This mode reduces operating noise of this machine. Use this mode if the operating noise of this machine is annoying.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Silent Mode`.

```
Machine Default :
    Auto Sleep        : On
    Auto Clear        : Off
 ➡  Silent Mode       : On
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On` or `Off`.

```
Silent Mode :
    ① Off
 ➡ *② On
```

5 Press the **Enter** key.

6 Press the **Reset** key. The message display returns to the copier basic screen.

Auto Drum Refresh Setting

If the machine is used under the high humidity environment, there might be the possibility to get horizontal line on the half tone section which is printed. In this case, please follow the following procedure to set for performing drum refresh automatically. Once auto drum refresh is set `On`, the drum refresh will be performed when turning on the main power switch or **Power** key.

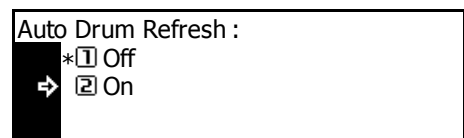**Note** This setting is displayed only on the 25 ppm model.

1 Display the `Machine default` screen. (See *How to Display the Machine Default Screen* on page *3-12*.)

2 Press the ▲ key or the ▼ key to select `Auto Drum Refresh`.
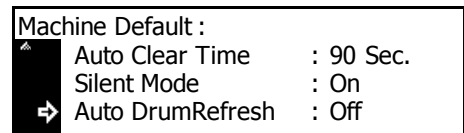
```
Machine Default :
    Auto Clear Time   : 90 Sec.
    Silent Mode       : On
 ➡  Auto DrumRefresh  : Off
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `On`.

```
Auto Drum Refresh :
  *① Off
 ➡  ② On
```

5 Press the **Enter** key.

6 Press the **Reset** key.

# Machine Management Code Change

You can change the four-digit management code for security management.

Note   If you change the management code, be sure not to forget it. If you forget the management code, contact you service representative.

The management code at the factory default setting is `1800` for the 18 ppm model and `2200` for the 22 ppm model.

1   Display the `Machine default` screen. (See ***How to Display the Machine Default Screen*** on page ***3-12***.)

2   Press the ▲ key or the ▼ key to select `MachineAdmin Code` and than press the **Enter** key.

> Machine Default :
> Auto Clear Time   : 90 Sec.
> Silent Mode   : On
> ➡ MachineAdminCode : 1234
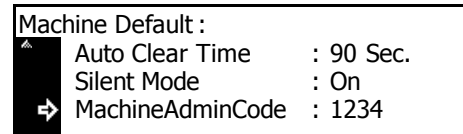
3   Enter the new management code using the numeric keys, and than press the **Enter** key.

> Machine Admin . Code Change :
> 1800
> # keys
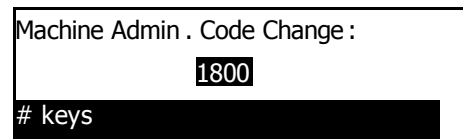
4   Press the **Reset** key.

The message display returns to the copier basic screen.

Multi Purpose Tray Settings

Set the following items for feeding paper from the multi-purpose tray.

Paper Size

Set the size of paper to be used from the multi-purpose tray. You can use irregular size paper by inputting the size.

Note   If the paper size is unknown or no particular paper size setting is required, select `Universal Size`.
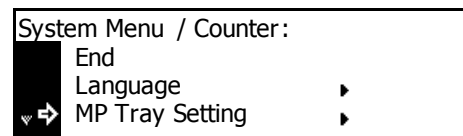
Selecting a Size from Regular Sizes

Sizes that can be set:

Inch Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), A4R, A4

Metric Specification — A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 × 11" (Letter), 11 × 8 1/2", Folio
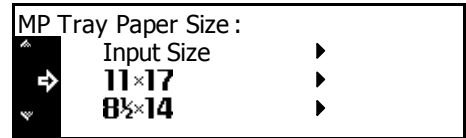
1   Press the **System Menu/Counter** key.

2   Press the ▲ key or the ▼ key to select `MP Tray setting`.

> System Menu / Counter :
> End
> Language   ▶
> ➡ MP Tray Setting ▶

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select the paper size.

```
MP Tray Paper Size :
      Input Size              ▶
  ⇨   11×17                   ▶
      8½×14                   ▶
```

5   Press the **Enter** key. The `MP Tray Paper type` screen is displayed. Proceed to *Paper Type* described below.
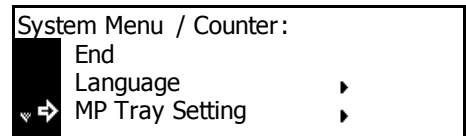
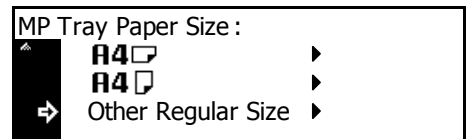## Selecting a Size from Other Regular Sizes

Sizes that can be set:

Inch Specification — A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K
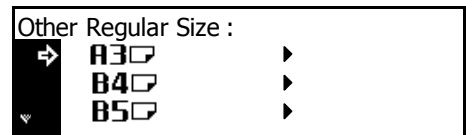
Metric Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 5 1/2 × 8 1/2" (Statement), HAGAKI, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch, OufukuHagaki, YOUKEI 2, YOUKEI 4, 8K, 16KR, 16K

1   Press the **System Menu/Counter** key.

2   Press the ▲ key or the ▼ key to select `MP Tray setting`.

```
System Menu / Counter :
        End
        Language              ▶
  ⇨   MP Tray Setting         ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Other Regular Size`.

```
MP Tray Paper Size :
        A4◻                   ▶
        A4◻                   ▶
  ⇨   Other Regular Size      ▶
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select the paper size.

```
Other Regular Size :
  ⇨   A3◻                     ▶
        B4◻                   ▶
        B5◻                   ▶
```

7   Press the **Enter** key. The `MP Tray Paper type` screen is displayed. Proceed to *Paper Type* described below.
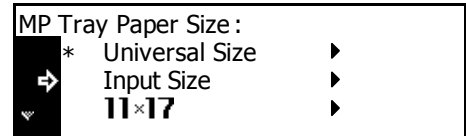
Inputting a Paper Size

1   Press the **System Menu/Counter** key.
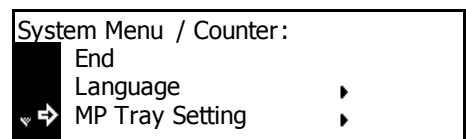
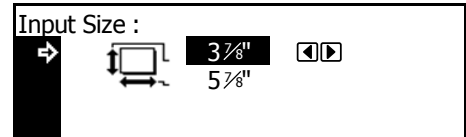**2**   Press the ▲ key or the ▼ key to select `MP Tray setting`.

```
System Menu / Counter :
        End
        Language              ▶
  ⇨   MP Tray Setting         ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Input Size`.

```
MP Tray Paper Size :
   *   Universal Size          ▶
  ⇨    Input Size              ▶
  ⌄    11×17                   ▶
```
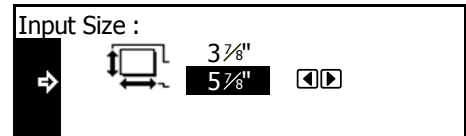
5   Press the **Enter** key.

6   Press the **<** key or the **>** key to set the vertical size. You can set the vertical size to 3 7/8" to 11 5/8" in 1/8" increments [98 to 297 mm in 1 mm increments].

```
Input Size :
  ⇨         3⅞"    ◀▶
            5⅞"
```

7   Press the ▼ key to select the horizontal size.

8   Press the **<** key or the **>** key to set the horizontal size. You can set the horizontal size to 5 7/8" to 17" in 1/8" increments [148 to 432 mm in 1 mm increments].

```
Input Size :
            3⅞"
  ⇨         5⅞"    ◀▶
```

9   Press the **Enter** key. The `MP Tray Paper type` screen is displayed. Proceed to *Paper Type* described below.

Paper Type

To set the paper type to be used in the multi purpose tray, continue the procedure from *Paper Size* setting.

Paper types that can be set: `Plain`, `Transparency`, `Preprinted`, `Labels`, `Bond`, `Recycled`, `Vellum`, `Rough`, `Letterhead`, `Color` [`Colour`], `Prepunched`, `Envelope`, `Cardstock`, `Thick paper`, `High quality`, `Custom 1` (to `8`)

1   Press the ▲ key or the ▼ key to select the paper type.

```
MP Tray Paper type :
  ⇨*   Plain
       Transparency
  ⌄    Preprinted
```
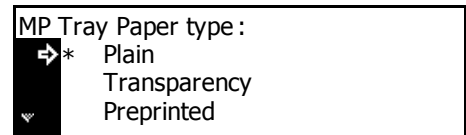
**2**   Press the **Enter** key. The message display returns to the copier basic screen.

Browsing and Printing the Total Counter

You can browse the total count on the operation panel. Also you can output it as a counter report.

Browsing the Total Counter

Note   You can browse the output counter and the scanning counter.
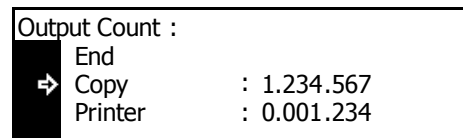
1   Press the **System Menu/Counter** key.

2   Press the ▲ key or the ▼ key to select Counter check.

```
System Menu / Counter:
     Language                    ▶
     MP Tray Setting             ▶
  ⇨ Counter Check               ▶
```
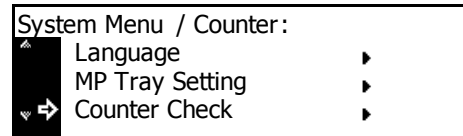
3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Output count or Scan count.

```
Counter Check:
     ① End
  ⇨ ② Output Count              ▶
     ③ Scan Count               ▶
```
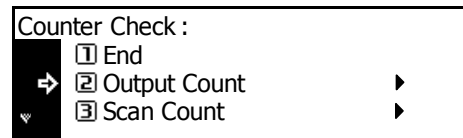
5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to check the counter.

```
Output Count :
     End
  ⇨ Copy           : 1.234.567
     Printer        : 0.001.234
```
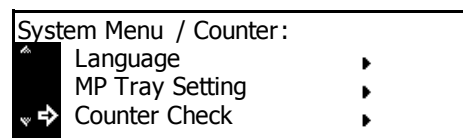
7   After browsing is complete, press the ▲ key or the ▼ key to select End.

8   Press the **Enter** key.

9   Press the **Reset** key. The message display returns to the copier basic screen.
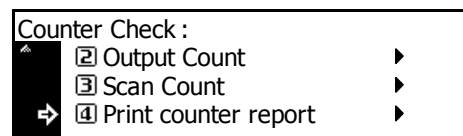
Counter Report Output

Note   Ensure that A4/11 × 8 1/2" paper is set in the cassette when printing the counter report.

1   Press the **System Menu/Counter** key.

2   Press the ▲ key or the ▼ key to select Counter check.

```
System Menu / Counter:
     Language                    ▶
     MP Tray Setting             ▶
  ⇨ Counter Check               ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Print counter report.

```
Counter Check:
     ② Output Count              ▶
     ③ Scan Count               ▶
  ⇨ ④ Print counter report      ▶
```
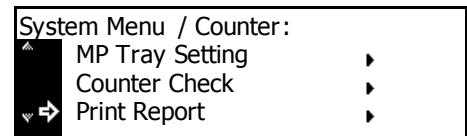
5   Press the **Enter** key. The counter report is output.

6   Press the **Reset** key. The message display returns to the copier basic screen.
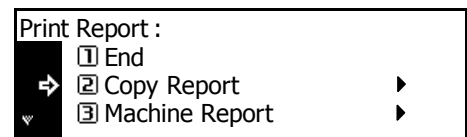
Report Output

You can print the various reports from the machine. These reports provides statics that are useful to administrate the machine.

Note • Ensure that A4/11 × 8 1/2" paper is set in the cassette when printing a report.

• A coverage report provides the number of printed sheets and the average of toner density for each paper size. The following four items are included:
Total digital dot coverage
Copy digital dot coverage
Printer digital dot coverage
Fax digital dot coverage

1 Press the **System Menu/Counter** key.

2 Press the ▲ key or the ▼ key to select Print Report.

```
System Menu / Counter :
     MP Tray Setting          ▶
     Counter Check            ▶
  ➡ Print Report             ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the report to output.

```
Print Report :
     ① End
  ➡ ② Copy Report           ▶
     ③ Machine Report        ▶
```

5 Press the **Enter** key. The report is output.

6 Press the **Reset** key. The message display returns to the copier basic screen.

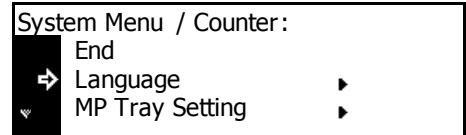# User Interface Language

You can select the language that is used in the message display.
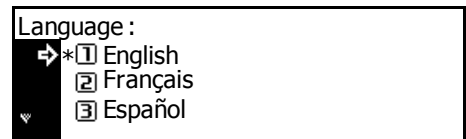
The following languages are available:

English, German (Deutsch), French (Français), Spanish (Español) and Italian (Italiano)

1 Press the **System Menu/Counter** key.

2 Press the ▲ key or the ▼ key to select Language.

```
System Menu / Counter:
    End
 ➡  Language              ▶
    MP Tray Setting        ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select the language to use.

```
Language:
 ➡ *① English
    ② Français
    ③ Español
```

5 Press the **Enter** key. The message display returns to the copier basic screen, and the language for the message display is changed.

4 Job Accounting

This chapter explains the job accounting functions of this machine.

The principal functions that can be set are shown below.

- **Job Accounting Mode**
- **Managing Accounts**
- **Overall Account Management**
- **Individual Account Management**
- **Enabling Job Accounting**
- **Default Settings**
- **Using Job Accounting**

Job Accounting Mode

Use the job accounting mode to control the total number of copies and prints by setting an ID-code for each account.

The job accounting mode of this machine has the following features.

- Controls the copier functions, printer functions, and optional scanner/fax functions using the same ID-codes.

- Controls up to 100 accounts.

- You can set the ID-codes with one to eight digits.

- Counts the number of copies for all accounts and individual accounts.

- You can set the limit of number of sheets to up to 999,999 in 1 sheet increments.

- You can clear the counter for all accounts and individual accounts.

Important! For setting the limit of use in managing accounts, you must change *Copier Job Accounting* and *Printer Job Accounting* from Off to On in the default settings. If the optional network scanner kit or fax kit is installed, set *Scanner Job Accounting* or *Fax Job Accounting* in the default settings to On. (See *Default Settings* on page *4-13*.)

The following functions are available in the job accounting mode.

| Job accounting mode	Description	Reference page
Managing accounts	Registration — Registers ID-codes and limit of use. Up to 100 ID-codes can be registered.	4-4
	Deletion — Deletes registered accounts.	
	Change of limit of use — Changes the limit of use for each account.	
Overall account management	Browsing of the total count, job accounting report output, and counter clear for all accounts can be performed.	4-10
Individual account management	Counting of the total count and counter clear for individual accounts can be performed.	4-11
Enabling job accounting	Turn On or Off the job accounting function.	4-12
Default settings	Adjust the default settings for the job accounting mode.	4-13

Notes
- For settings on the computer required for using job accounting concerning the printer functions, refer to the *KX Printer Driver Operation Guide*.

- In addition, the job accounting mode that can be set from the computer is available. For details, refer to the *KM-NET for Accounting Operation Guide*.
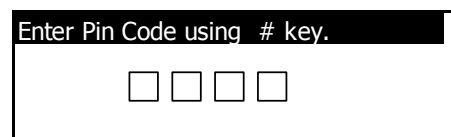
How to Display the Job Accounting Screen

Use the following procedure to display the Job Accounting screen.

1   Press the **System Menu/Counter** key.

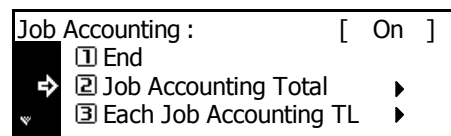**2**   Press the ▲ key or the ▼ key to select Job
Accounting.

```
System Menu / Counter:
   Counter Check          ▶
   Print Report           ▶
 ⇨ Job Accounting         ▶
```
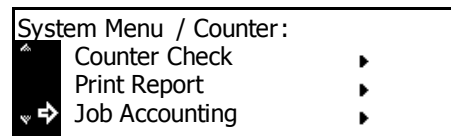
3   Press the **Enter** key.

4   Use the numeric keys to input the four-digit
management code. The management code set at the
factory is 1800 for the 18 ppm model and 2200 for the
22 ppm model.

```
Enter Pin Code using  # key.

   □ □ □ □
```

Note   The four-digit management code can be changed. (See *Administrator Management Code Change* on page *3-23*.)

5   If the management code is accepted, the Job
Accounting screen is displayed.

Next, perform the setting referring to the following
description of each setting item.

```
Job Accounting :          [  On  ]
   ① End
 ⇨ ② Job Accounting Total      ▶
   ③ Each Job Accounting TL    ▶
```

Managing Accounts

Registering a New Account

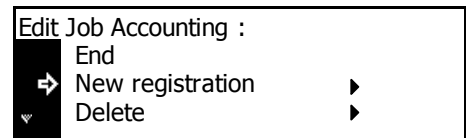Register a one- to eight-digit ID-code and the limit of use for each account.

1   Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

**2**   Press the ▲ key or the ▼ key to select `Edit Job Accounting`.

```
Job Accounting :           [   On   ]
   ▲  ③ Each Job Accounting TL        ▶
   ➡  ④ Edit Job Accounting           ▶
   ▼  ⑤ Job Accountg Def . Set.       ▶
```
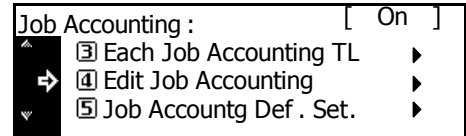
3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `New registration`.

```
Edit Job Accounting :
      End
   ➡  New registration             ▶
   ▼  Delete                        ▶
```

5   Press the **Enter** key.

6   Use the numeric keys to input a one- to eight-digit ID-code. A code from 0 to 99999999 can be input.

```
New registration :

        ████████        Account ID

```
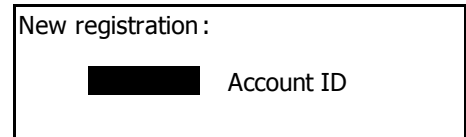
Note   If you try to register an ID-code that has been already input, an error occurs. Input another ID-code.

7   Press the **Enter** key.

Note   After the ID-code is registered, message `Please wait` is displayed for several seconds.

```
Please wait.
```
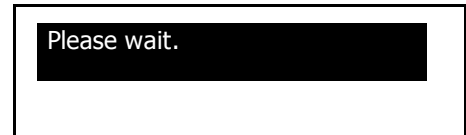
8   Set the limit of use.

Note   For the method of setting the limit of use, see *Setting Limit of Use* on page *4-5*.

9   After setting of limit of use is complete, press the ▲ key or the ▼ key to select `End`.

```
Limit in use :
   ➡  End
      Copy              : Able use
   ▼  Printer           : Able use
```
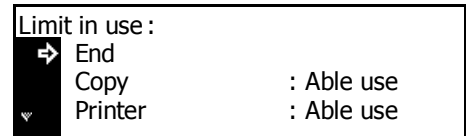
10   Press the **Enter** key.

Setting Limit of Use

You can set the limit of use for each registered account.

The items that can be set are shown below.

Item	Description of limit	Reference page
Copy restriction	Select whether to permit or prohibit copying. `Able to use` — Permits copying. `Unable to use` — Prohibits copying.	4-5
Print restriction	Select whether to permit or prohibit printing. `Able to use` — Permits printing. `Unable to use` — Prohibits printing.	4-6
Output limit	Set the limit of total count of copying and printing. `No limit` — Does not set the limit of count. `Counter limit` — Set the limit of count (0 to 999,999).	4-6
Scanner transmission limit	Set the limit of count of scanner transmission if the optional network scanner kit is installed. `No limit` — Does not set the limit of count of scanner transmission. `Counter limit` — Set the limit of count of scanner transmission (0 to 999,999). `Is not permitted` — Prohibits use of scanner transmission.	4-7
Fax transmission limit	Set the limit of count of fax transmission if the optional fax kit is installed. `No limit` — Does not set the limit of count of fax transmission. `Counter limit` — Set the limit of count of fax transmission (0 to 999,999). `Is not permitted` — Prohibits use of fax transmission.	4-7

Note You can change the management method so that you can set the limit of count for copying and printing respectively. For details, refer to the *KM-NET for Accounting Operation Guide*.

Copy Restriction

You can select whether to permit or prohibit copying.

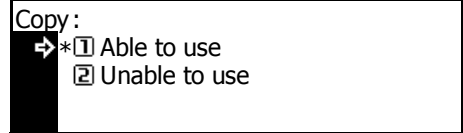**Note** This item is displayed if *Copier Job Accounting* in the default settings is set to `On`. (See page *4-13*.)

1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

2 Press the ▲ key or the ▼ key to select `Copy`.

```
Limit in use :
    End
 ⇨  Copy          : Able use
    Printer       : Able use
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Able to use` or `Unable to use`.
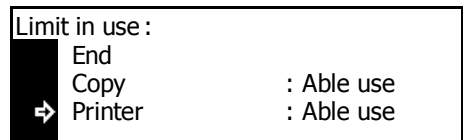
```
Copy:
➡ *① Able to use
   ② Unable to use
```

5 Press the **Enter** key. The message display returns to the `Limit in use` screen.
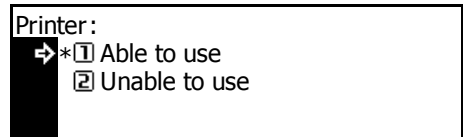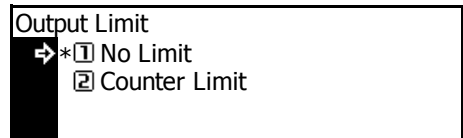
Print Restriction

You can select whether to permit or prohibit printing.

Note This item is displayed if *Printer Job Accounting* in the default settings is set to `On`. (See page *4-14*.)

1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

2 Press the ▲ key or the ▼ key to select `Printer`.

```
Limit in use:
   End
   Copy             : Able use
➡ Printer           : Able use
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `Able to use` or `Unable to use`.

```
Printer:
➡ *① Able to use
   ② Unable to use
```

5 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Output Limit

You can set the limit of total count of copying and printing.

Note This item is not displayed if both *Copy Restriction* and *Print Restriction* are set to `Unable to use`.

1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

2 Press the ▲ key or the ▼ key to select `Output limit`.

```
Limit in use:
   Copy             : Able use
   Printer          : Able use
➡ Output Limit      : No limit
```
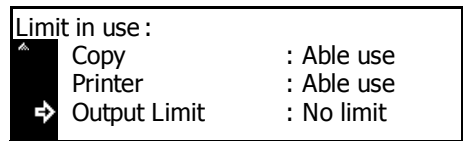
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `No limit` or `Counter limit`.

```
Output Limit
➡ *① No Limit
   ② Counter Limit
```

5 Press the **Enter** key. If you have selected `Counter limit`, the `Counter limit Default Value` screen is displayed. Proceed to the next step.

6 Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.

```
Counter Limit Default Value :

  999.999    Limitation
```

7 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Scanner Transmission Limit

You can set the limit of count of scanner transmission if the optional network scanner kit is installed.

Note This item is displayed if *Scanner Job Accounting* in the default settings is set to `On`. (See page *4-14*.)

1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

2 Press the ▲ key or the ▼ key to select `Scanner TX` [Scan. Trans].

```
Limit in use :
    Printer           : Able use
    Output Limit      : Able use
 ➡  Scanner TX        : No limit
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select `No limit`, `Counter limit` or `Is not permitted`.

```
Scanner Transmitting :
 ➡ *① No Limit
    ② Counter Limit
    ③ Is not permitted
```

5 Press the **Enter** key. If you have selected `Counter limit`, the `Counter limit Default Value` screen is displayed. Proceed to the next step.

6 Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.

```
Counter Limit Default Value :

  999.999    Limitation
```

7 Press the **Enter** key. The message display returns to the `Limit in use` screen.

Fax Transmission Limit

You can set the limit of count of fax transmission if the optional fax kit is installed.

Note This item is displayed if *Fax Job Accounting* in the default settings is set to `On`. (See page *4-15*.)

1 Display the `Limit in use` screen referring to steps 1 to 7 of *Registering a New Account*.

2 Press the ▲ key or the ▼ key to select `Fax TX` [Fax transm].
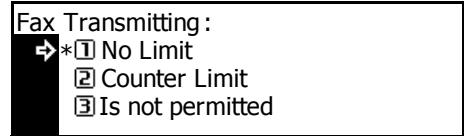
```
Limit in use :
    Output Limit      : No limit
    Scanner TX        : No limit
 ➡  Fax TX            : No limit
```
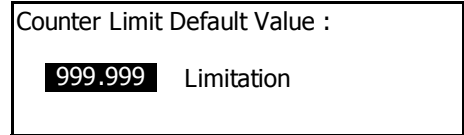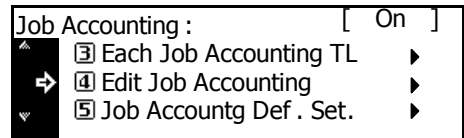
3 Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `No limit`, `Counter limit` or `Is not permitted`.

```
Fax Transmitting :
 ⇨ *① No Limit
    ② Counter Limit
    ③ Is not permitted
```

5   Press the **Enter** key. If you have selected `Counter limit`, the `Counter limit Default Value` screen is displayed. Proceed to the next step.

6   Use the numeric keys to input the counter limit. You can set the limit to 999,999 at the maximum in 1 sheet increments.

```
Counter Limit Default Value :

   999.999     Limitation
```

7   Press the **Enter** key. The message display returns to the `Limit in use` screen.

Deleting an Account

Delete a registered account.

1   Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

2   Press the ▲ key or the ▼ key to select `Edit Job Accounting`.

```
Job Accounting :            [  On  ]
      ③ Each Job Accounting TL      ▶
 ⇨   ④ Edit Job Accounting          ▶
      ⑤ Job Accountg Def . Set.     ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Delete`.

```
Edit Job Accounting :
    End
    New registration          ▶
 ⇨ Delete                      ▶
```
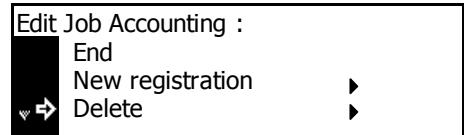
5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select the ID-code to delete.
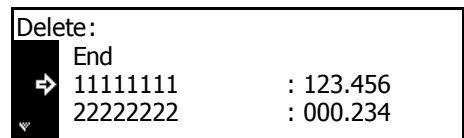
```
Delete :
    End
 ⇨ 11111111          : 123.456
    22222222          : 000.234
```

7   Press the **Enter** key. The confirmation screen is displayed.

```
Delete ?
    Yes
 ⇨ No
```

8   Press the ▲ key or the ▼ key to select `Yes`.

9   Press the **Enter** key.

Note   To delete another account, repeat steps 6 to 9.

10   Press the ▲ key or the ▼ key to select `End`.

```
Delete :
 ⇨ End
    22222222          : 000.234
    33333333          : 006.101
```
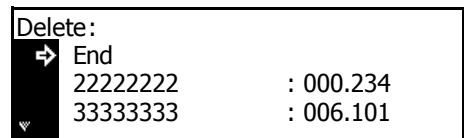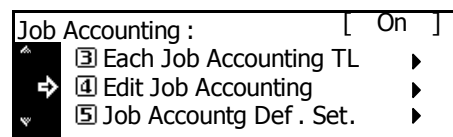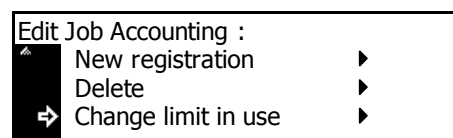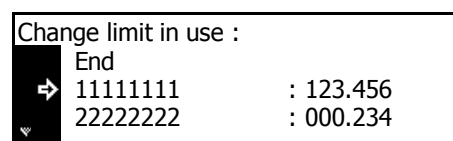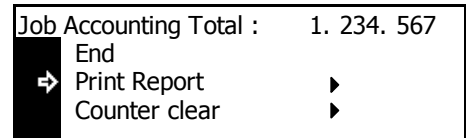
11   Press the **Enter** key.

Changing Limit of Use

Change the limit of use that has been set for each account.

Important! To set the limit of use in managing accounts, you must set *Copier Job Accounting* and *Printer Job Accounting* in the default settings from Off to On. If the optional network scanner kit or fax kit is installed, set *Scanner Job Accounting* or *Fax Job Accounting* in the default settings to On. (See *Default Settings* on page *4-13*.)

1 Display the Job Accounting screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

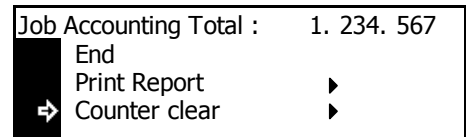**2** Press the ▲ key or the ▼ key to select Edit Job Accounting.

```
Job Accounting :            [  On  ]
  ③ Each Job Accounting TL      ▶
⇨ ④ Edit Job Accounting          ▶
  ⑤ Job Accountg Def . Set.      ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Change limit in use.

```
Edit Job Accounting :
  New registration              ▶
  Delete                        ▶
⇨ Change limit in use           ▶
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select the ID-code to change.

```
Change limit in use :
  End
⇨ 11111111          : 123.456
  22222222          : 000.234
```

7 Press the **Enter** key.

8 Change the limit of use.

Note For the method of setting the limit of use, see *Setting Limit of Use* on page *4-5*.

9 After all operation of change is complete, press the ▲ key or the ▼ to select End.

```
Change limit in use :
⇨ End
  11111111          : 123.456
  22222222          : 000.234
```
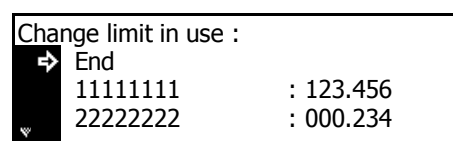
10 Press the **Enter** key

Overall Account Management

You can browse the total output count, output the job accounting report, and clear the counter for all accounts.

1 Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

2 Press the ▲ key or the ▼ key to select `Job Accounting Total`.

```
Job Accounting :          [  On  ]
      ① End
 ⇨    ② Job Accounting Total        ▶
 ▿    ③ Each Job Accounting TL       ▶
```
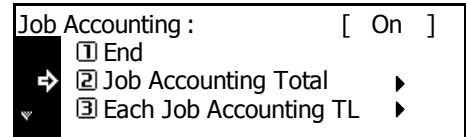
3 Press the **Enter** key.

4 The total output count of all accounts is displayed. Check the count. To output the job accounting report, press the ▲ key or the ▼ key to select `Print Report`.

```
Job Accounting Total :      1. 234. 567
      End
 ⇨    Print Report                  ▶
      Counter clear                 ▶
```

5 Press the **Enter** key. The report is output.

6 To clear the counter, press the ▲ key or the ▼ key to select `Counter clear`.

```
Job Accounting Total :      1. 234. 567
      End
      Print Report                 ▶
 ⇨    Counter clear                ▶
```

7 Press the **Enter** key. The confirmation screen is displayed.
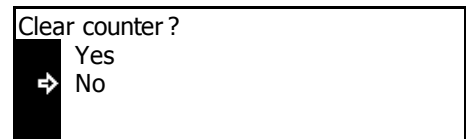
```
Clear counter ?
      Yes
 ⇨    No
```

8 Press the ▲ key or the ▼ key to select `Yes`.

9 Press the **Enter** key.

10 Press the ▲ key or the ▼ key to select `End`.

```
Job Accounting Total :      0. 000. 000
 ⇨    End
      Print Report                 ▶
      Counter clear                ▶
```
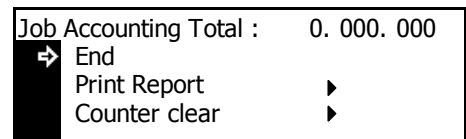
11 Press the **Enter** key.

Individual Account Management

You can see the output count and clear the counter for individual accounts.

1 Display the `Job Accounting` screen. (See ***How to Display the Job Accounting Screen*** on page ***4-3***.)

2 Press the ▲ key or the ▼ key to select `Each Job Accounting TL`.

```
Job Accounting :         [  On  ]
     ① End
     ② Job Accounting Total    ▶
 ⇨   ③ Each Job Accounting TL  ▶
```

3 Press the **Enter** key.

4 The output counts of individual accounts are displayed. Check the counts.

```
Each Job Accnt Ttl /Cntr clear:
    End
 ⇨  11111111        : 123.456
    22222222        : 000.234
```

5 To clear the counter, press the ▲ key or the ▼ key to select the ID-code.

6 Press the **Enter** key. The confirmation screen is displayed.

```
Clear counter ?
    Yes
 ⇨  No
```

7 Press the ▲ key or the ▼ key to select `Yes`.

8 Press the **Enter** key.

9 After all operation is complete, press the ▲ key or the ▼ key to select `End`.
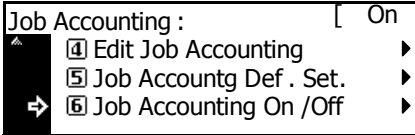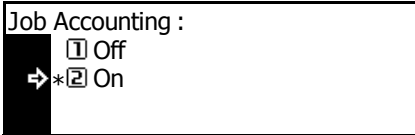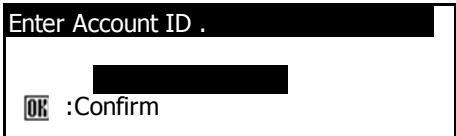
```
Each Job Accnt Ttl /Cntr clear:
 ⇨  End
    11111111        : 000.000
    22222222        : 000.234
```

10 Press the **Enter** key.

Enabling Job Accounting

Turn on or off the job accounting function.

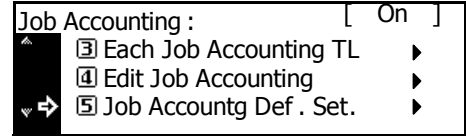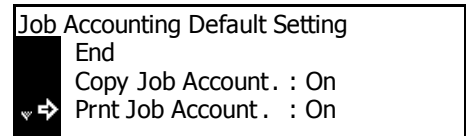**1**   Display the Job Accounting screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)
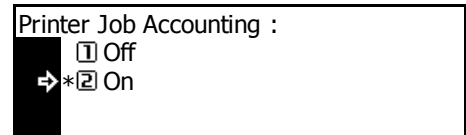
2   Press the ▲ key or the ▼ key to select Job Accounting On/Off.

```
Job Accounting :              [   On   ]
     ④ Edit Job Accounting          ▶
     ⑤ Job Accountg Def . Set.      ▶
  ⇨  ⑥ Job Accounting On /Off       ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select Off or On.

```
Job Accounting :
     ① Off
  ⇨ *② On
```

5   Press the **Enter** key.

6   Press the **Reset** key. If you have selected On, the ID-code input screen is displayed.

```
Enter Account ID .


  OK  :Confirm
```

Default Settings

Adjust the default settings for job accounting.

You can set the following items in default settings.

- Copier Job Accounting (page *4-13*)
- Printer Job Accounting (page *4-14*)
- Scanner Job Accounting (page *4-14*)
- Fax Job Accounting (page *4-15*)
- Operation against Excess over Limit (page *4-16*)

Copier Job Accounting

You can select whether or not to enable job accounting for the copier functions.

1   Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

2   Press the ▲ key or the ▼ key to select `Job Accountg Def. Set.`

```
Job Accounting :           [   On   ]
   ③ Each Job Accounting TL            ▶
   ④ Edit Job Accounting               ▶
 ⇨ ⑤ Job Accountg Def . Set.           ▶
```

3   Press the **Enter** key.

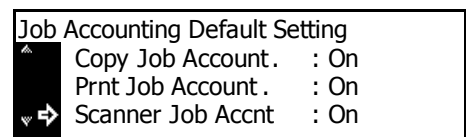**4**   Press the ▲ key or the ▼ key to select `Copy Job Account.`

```
Job Accounting Default Setting
    End
 ⇨  Copy Job Account. : On
    Prnt Job Account.  : On
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select `Off` or `On`.

```
Copy Job Accounting :
    ① Off
 ⇨ *② On
```

7   Press the **Enter** key.

8   Press the ▲ key or the ▼ key to select `End`.

```
Job Accounting Default Setting
 ⇨  End
    Copy Job Account. : On
    Prnt Job Account.  : On
```

9   Press the **Enter** key.

Printer Job Accounting

You can select whether or not to enable job accounting for the printer functions.

1 Display the Job Accounting screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

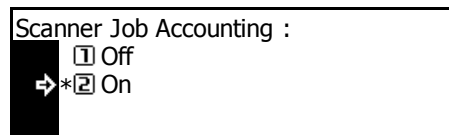**2** Press the ▲ key or the ▼ key to select Job Accountg Def. Set.

```
Job Accounting :        [  On  ]
     ③ Each Job Accounting TL      ▶
     ④ Edit Job Accounting          ▶
   ⇨ ⑤ Job Accountg Def . Set.      ▶
```

3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Prnt Job Account.

```
Job Accounting Default Setting
     End
     Copy Job Account. : On
   ⇨ Prnt Job Account.  : On
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select Off or On.

```
Printer Job Accounting :
     ① Off
   ⇨ *② On
```

7 Press the **Enter** key.

8 Press the ▲ key or the ▼ key to select End.

```
Job Accounting Default Setting
   ⇨ End
     Copy Job Account. : On
     Prnt Job Account.  : On
```
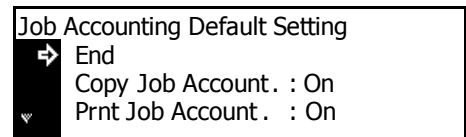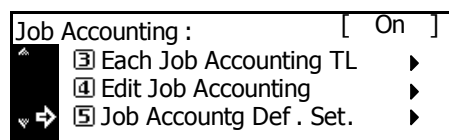
9 Press the **Enter** key.

Scanner Job Accounting

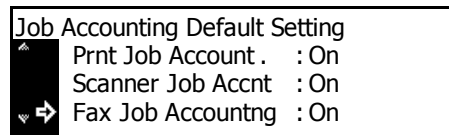You can select whether or not to enable job accounting for the scanner functions.

Note This item is displayed if the optional network scanner kit is installed.

1 Display the Job Accounting screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

2 Press the ▲ key or the ▼ key to select Job Accountg Def. Set.
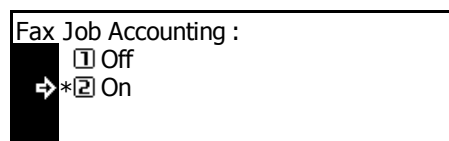
```
Job Accounting :        [  On  ]
     ③ Each Job Accounting TL      ▶
     ④ Edit Job Accounting          ▶
   ⇨ ⑤ Job Accountg Def . Set.      ▶
```
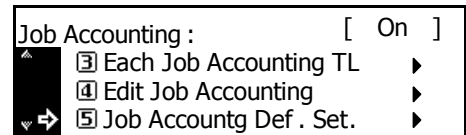
3 Press the **Enter** key.

4 Press the ▲ key or the ▼ key to select Scanner Job Accnt.
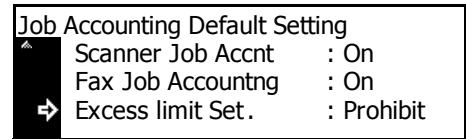
```
Job Accounting Default Setting
     Copy Job Account.  : On
     Prnt Job Account.  : On
   ⇨ Scanner Job Accnt  : On
```

5 Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select `Off` or `On`.

```
Scanner Job Accounting :
    ① Off
⇨ *② On
```

7   Press the **Enter** key.

8   Press the ▲ key or the ▼ key to select `End`.

```
Job Accounting Default Setting
⇨  End
    Copy Job Account. : On
ᴡ  Prnt Job Account. : On
```
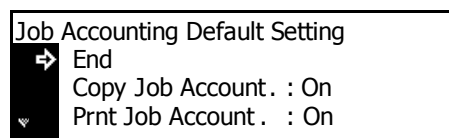
9   Press the **Enter** key.

Fax Job Accounting

You can select whether or not to enable job accounting for the fax functions.

Note   This item is displayed if the optional fax kit is installed.

1   Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

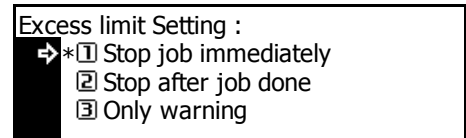**2**   Press the ▲ key or the ▼ key to select `Job Accountg Def. Set.`

```
Job Accounting :          [  On  ]
▲
    ③ Each Job Accounting TL      ▶
    ④ Edit Job Accounting         ▶
ᴡ ⇨ ⑤ Job Accountg Def . Set.    ▶
```

3   Press the **Enter** key.

4   Press the ▲ key or the ▼ key to select `Fax Job Accountng`.

```
Job Accounting Default Setting
▲
    Prnt Job Account. : On
    Scanner Job Accnt : On
ᴡ ⇨ Fax Job Accountng : On
```

5   Press the **Enter** key.

6   Press the ▲ key or the ▼ key to select `Off` or `On`.

```
Fax Job Accounting :
    ① Off
⇨ *② On
```

7   Press the **Enter** key.

8   Press the ▲ key or the ▼ key to select `End`.

```
Job Accounting Default Setting
⇨  End
    Copy Job Account. : On
ᴡ  Prnt Job Account. : On
```
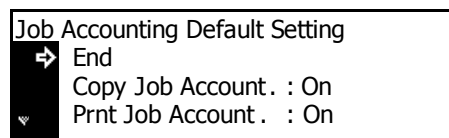
9   Press the **Enter** key.

Operation against Excess over Limit

You can select whether to stop output by prohibiting immediately use of the machine, to stop the operation from the next job or to display a warning message only, when the limit of count that has been set with the function of the limit of use is exceeded.

1 Display the `Job Accounting` screen. (See *How to Display the Job Accounting Screen* on page *4-3*.)

2 Press the ▲ key or the ▼ key to select `Job Accountg Def. Set.`

```
Job Accounting :          [   On   ]
▲    ③ Each Job Accounting TL       ▶
     ④ Edit Job Accounting          ▶
▼ ⇨  ⑤ Job Accountg Def . Set.      ▶
```
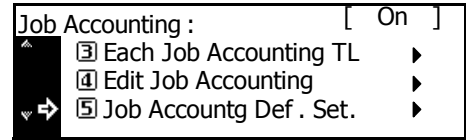
3 Press the `Enter` key.

4 Press the ▲ key or the ▼ key to select `Excess limit Set.`

```
Job Accounting Default Setting
▲    Scanner Job Accnt     : On
     Fax Job Accountng     : On
⇨    Excess limit Set.     : Prohibit
```

5 Press the **Enter** key.

6 Press the ▲ key or the ▼ key to select `Stop job immediately`, `Stop after job done` or `Only warning`.

```
Excess limit Setting :
⇨ * ① Stop job immediately
    ② Stop after job done
    ③ Only warning
```

7 Press the **Enter** key.

8 Press the ▲ key or the ▼ key to select `End`.

```
Job Accounting Default Setting
⇨    End
     Copy Job Account. : On
▼    Prnt Job Account. : On
```
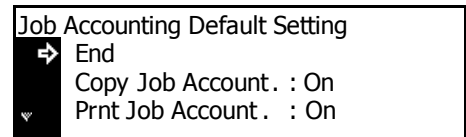
9 Press the **Enter** key.

Using Job Accounting

Copier Operation

Under job accounting, you can perform copier operation only by inputting your ID-code using the numeric keys.

Important! Be sure to press the **Logout** key after completing copying. The ID-code input screen is displayed.

1 Input your ID-code using the numeric keys and press the **Enter** key. The copier basic screen is displayed.


```
Enter Account ID .

        ********
OK :Confirm
```
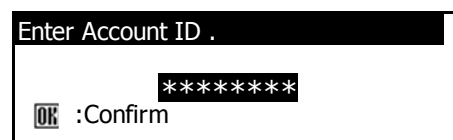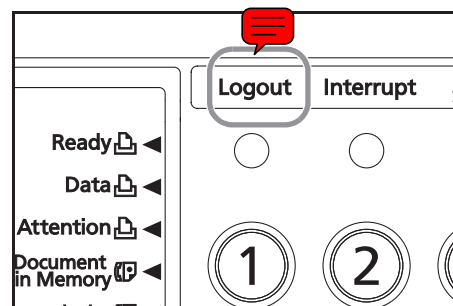
Notes • If you input an incorrect code, press the **Stop/Clear** key and input the code again.

• If the input ID-code does not match any registered ID-code, an error sound is emitted. Input the correct ID-code.

2 Perform normal copier operation.

3 After copying is complete, press the **Logout** key.
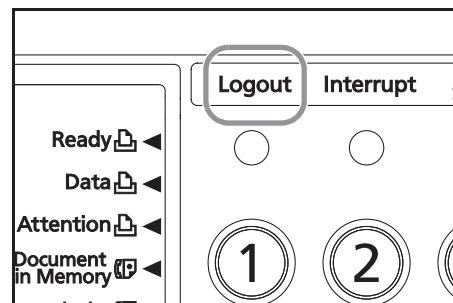
Printer Operation

Under job accounting, operation on the computer is required for printing. For details, refer to the *KX Printer Driver Operation Guide*.

Appendix

This appendix explains the following topics.

- **Paper**
- **Glossary**

Paper

Basic Specifications of Paper

This machine is designed for printing on paper for ordinary xerographic copiers and page printers (standard paper). This machine also supports other types of paper as long as they meet the standards explained in this chapter.

Since use of unsuitable paper may cause paper jams or wrinkling of paper, be careful about selection of paper.

Transparencies, labels, and envelopes must be fed from the multi purpose tray.

Notes • Some types of recycled paper may not satisfy the basic specifications shown in the table below because some basic conditions such as moisture content and pulp content do not satisfy the specifications required for using the paper in this machine. Consequently, for using recycled paper, purchase a small amount of paper and perform trial copying. Select a type of which the print result is good and paper powder is not extremely much.

• For problems caused by use of off-specification paper, Olivetti shall not be liable.

Available Paper Types

Use copy paper for normal xerographic copiers and page printers (standard paper). The paper quality has an influence on print quality. Satisfactory print result cannot be obtained from poor quality paper.

Basic Paper Specifications

The table below summarizes the basic specifications of paper that can be used in this machine. Details are given on the subsequent pages.

Item	Specifications
Weight	Cassette: 64 to 105 g/m²
	Multi purpose tray: 45 to 160 g/m²
Thickness	0.086 to 0.110 mm
Dimensional tolerance	±0.7 mm
Squareness of corners	90 ° ±0.2 °
Moisture content	4 to 6 %
Grain direction	Long (paper feed direction)
Pulp content	80 % or more

Proper Paper Selection

This section describes the guideline for selecting paper.

Paper Conditions

Do not use paper with folded edges, curls, smudges, tears, lint or surface roughness or paper that is easily torn. Using such paper may cause poor print quality as well as paper jams due to improper paper feed, resulting in shortening of product life. Select paper with smooth and even surface. Do not use paper with surface coating or other surface treatment because such paper may damage the drum or the fixing unit.

Paper Composition

Do not use paper with surface coating such as art paper, paper with surface treatment, or paper containing plastic or carbon. The heat causes such paper to emit toxic gases or to damage the drum.

Standard paper should have at least an 80 % pulp content. The percentage of cotton and other fibers should not exceed 20 %.

Paper Sizes

The following table lists the sizes of paper that can be used in the cassette or multi purpose tray.

The dimensional tolerances are ±0.7 mm for both length and width of paper. The corner angles must be 90 ° ±0.2 °.

Multi purpose tray	Cassette or multi purpose tray
B6R (128 × 182 mm)	A3 (297 × 420 mm)
A6R (105 × 148 mm)	B4 (257 × 364 mm)
Postcard (100 × 148 mm)	A4 (297 × 210 mm)
Return postcard (148 × 200 mm)	A4R (210 × 297 mm)
Executive (7 1/4 × 10 1/2")	B5 (257 × 182 mm)
Envelope DL (110 × 220 mm)	B5R (182 × 257 mm)
Envelope C5 (162 × 229 mm)	A5R (148 × 210 mm)
Envelope C4 (229 × 324 mm)	Folio (210 × 330 mm)
ISO B5 (176 × 250 mm)	11 × 17" (Ledger)
Comm.#10 (4 1/8 × 9 1/2")	8 1/2 × 14" (Legal)
Comm.#9 (3 7/8 × 8 7/8")	11 × 8 1/2"
Comm.#6-3/4 (3 5/8 × 6 1/2")	8 1/2 × 11" (Letter)
Monarch (3 7/8 × 7 1/2")	5 1/2 × 8 1/2" (Statement)
YOUKEI 2 (114 × 162 mm)	8 1/2 × 13" (Oficio II)
YOUKEI 4 (105 × 235 mm)	8K (273 × 394 mm)
	16K (197 × 273 mm)
Custom: 3 7/8 × 5 7/8" to 11 5/8 × 17", 98 × 148 to 297 × 432 mm	

Smoothness

Although paper should have smooth and even surfaces, do not use paper with surface coating. Paper with too smooth surfaces may cause multiple-sheet feeding, resulting in paper jams.

Basis weight

Basis weight is the weight of paper expressed in grams per square meter (g/m²). Paper that is too heavy or too light may cause feed errors or paper jams as well as premature wear of the product. Uneven weight of paper, namely uneven paper thickness may cause multiple-sheet feeding or print quality problems such as blurring because of poor toner fusing.

The recommended basis weight is between 60 and 105 g/m² (16 and 28 lb/ream) for the cassette and between 45 and 160 g/m² (12 and 42 lb/ream) for the multi purpose tray.

Thickness

Paper used by the printer should be neither too thick nor too thin. If multiple-sheet feed or frequent paper jams occur, the paper may be too thin. Also if the paper is too thick, paper jams may occur. The recommended thickness of a sheet for this printer is between 0.086 and 0.110 mm.

Moisture Content

Moisture content is expressed with the percentage of moisture relative to dryness. Moisture affects paper feeding, electrostatic properties, and toner fusing onto the paper.

The moisture content of paper varies with the relative humidity in the room. If the room is too humid and paper absorbs more moisture, the edges may swell and the paper may become wavy. If the room is too dry and the paper loses moisture, the edges shrink and tighten, and the print contrast may be degraded.

Wavy or dry edges may cause misalignments in paper feeding. The recommended moisture content of paper is between 4 and 6 %.

To maintain the correct moisture content level, pay attention to the following items.

- Store paper in a dry, well-ventilated place.

- Leave packages of paper wrapped as long as possible. Rewrap paper that will not be used soon after unpacking.

- Store paper into its paper carton or packing paper with sealing. Place the cartons on a pallet or other furniture so that they are not in direct contact with the floor. Separate particularly from a boarded or concrete floor in the rainy season.

- Before using paper stored for an extended period of time, keep it in a proper condition of water content for at least 48 hours.

- Do not expose paper to heat, direct sunlight or damp.

Grain Direction

In manufacturing of paper, paper is cut with grain vertical to the paper length (long grain) or with grain vertical to the paper width (short grain). Since short grain paper may cause a problem in paper feeding, use long grain paper.

Other Specifications

Porosity: Indicates the density of paper fiber.

Stiffness: Limp paper may buckle in the machine, resulting in paper jams.

Curl: Most paper naturally tends to curl one way if left unpacked. When paper passes through the fixing unit, it curls upward a little. To produce flat printouts, load the paper so that the upward pressure from the machine can correct their curling.

Electrostatic discharge: During the printing process, paper is given an electrostatic charge to attract the toner. Therefore, select the paper that discharges the static electricity immediately.

Whiteness: The contrast of printed images depends on the whiteness of the paper. Whiter paper produces sharper and clearer images.

Quality control: Uneven paper sizes, corners that are not square, jagged paper edges, irregularly cut sheets, torn edges and corners, etc. may cause malfunction of the machine. Be careful particularly when cutting paper by yourself for using it as copy paper.

Packaging: Select paper that is securely packed and shipped in a carton. Packing paper coated inside for moisture proof is the best.

Special treatment: It is recommended not to use paper with the following treatment even if the paper satisfies the basic specifications. To use such paper, perform trial printing before purchasing a large amount of paper.

- Glazed paper

- Watermarked paper

- Paper with uneven surface

- Paper with perforations

Special Paper

This section describes printing onto special paper other than standard paper.

You can use the following types of special paper in this machine.

- Transparency

- Preprinted paper

- Label

- Bond paper

- Recycled paper

- Thin paper (45 to 64 g/m²)

- Letterhead

- Color paper

- Prepunched paper

- Envelope

- Postcard

- Thick paper (90 to 160 g/m²)

- High-quality paper

For these types of paper, use paper specified for copiers or page printers. When using transparencies, labels, thin paper, envelopes, postcards, or thick paper, feed the paper from the multi purpose tray.

Selection of Special Paper

Special paper that satisfies the conditions shown on and after the next page can be used in this machine. However, since special paper differs significantly in paper composition and quality, special paper is more likely to cause problems than standard paper during printing. When using special paper, perform trial printing using this machine and check to see if the results are satisfactory before purchasing it. Notes in printing for principal types of special paper are described on and after the next page. Olivetti shall not be liable for any danger to a person or machine that is caused by using special paper (e.g., special paper affected by moisture).

Transparency

Transparencies must withstand the heat of fusing during the printing process. The recommended transparency product is shown below.

3M CG3700 (Letter, A4)

The specifications of transparencies that can be used in this machine are shown in the table below.

Item	Specifications
Heat resistance	Must withstand heat at least 190 °C.
Thickness	0.100 to 0.110 mm
Material	Polyester
Size tolerance	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, feed transparencies from the multi purpose tray. Be sure to set them with the long side toward the main body.

If transparencies cause paper jams frequently, pull the end of the transparencies carefully each time one sheet is output.

Label

Be sure to feed labels from the multi purpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

When printing onto labels, you must be liable for the print quality and possible trouble.

Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

— Top sheet
— Adhesive layer
— Carrier sheet
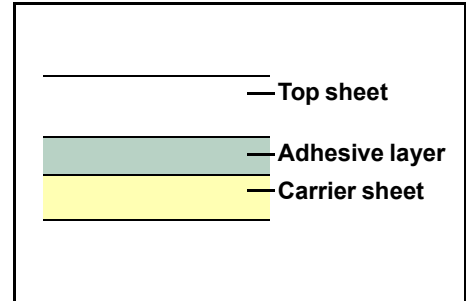
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.

Allowed   **Not allowed**

← **Top sheet** →

Carrier sheet →
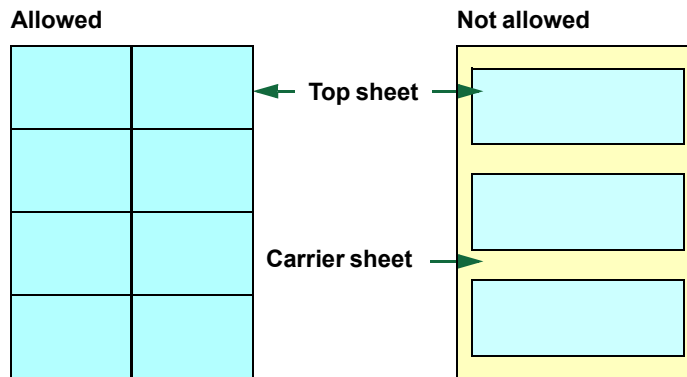
Use label paper that conforms to the following specifications.

Item	Specifications
Top sheet weight	44 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

Postcard

Fan the stack of postcards and align the edges before loading them in the multi purpose tray. Set the postcards after straightening them if they are curled. Feeding curled postcards may cause paper jams.

For printing onto return postcards, use a type that does not contain a fold.

Some postcards have rough edges on the back (those are created when the paper is cut). In this case, put the postcards on a flat place and rub the edges with, for example, a ruler lightly once or twice to smooth them.

Rough edge

Rough edge
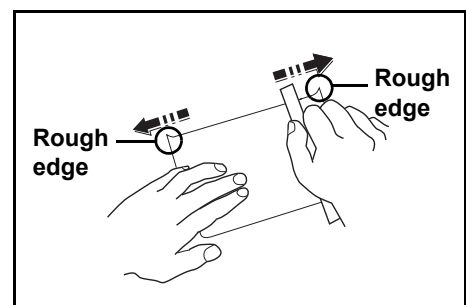
Envelope

Be sure to feed envelopes from the multi purpose tray.

Since the composition of an envelope is complex, consistent printing quality over the entire envelope surface may be difficult. Thin envelopes, particularly, may be wrinkled while they pass through this machine. Before purchasing envelopes, perform trial printing to check to see if the printing result on an envelope is satisfactory.

Leaving envelopes for a long time may cause wrinkling. Unpack the envelopes just before using them.

Also note the following items.

- Do not use any envelopes on which adhesive is exposed. Even if adhesive is not exposed, if simple peeling of paper exposes adhesive, do not use such envelopes. If a small piece of paper that covers the adhesive is peeled in this machine, a serious failure may occur.

- Do not use envelopes with special treatment. Do not use envelopes with a grommet for winding a string, those with an open window or those with a window to which film treatment is applied.

- If paper jams occur, set fewer envelopes at a time.

- When printing onto multiple envelopes, avoid stack of more than 10 envelopes on the output tray to prevent paper jams.

Thick Paper

Fan the stack of thick paper and align the edges before loading it in the multi purpose tray. Some thick paper has rough edges on the back (those are created when the paper is cut). In this case, put the thick paper on a flat place and rub the edges with, for example, a ruler lightly once or twice to smooth them in a similar way to *Postcard*. Printing onto paper with rough edges may cause paper jams.

Note If the paper cannot be fed even after the rough edges are removed, curl the paper upward by several millimeters at the front end as shown in the illustration and set the paper in the multi purpose tray.
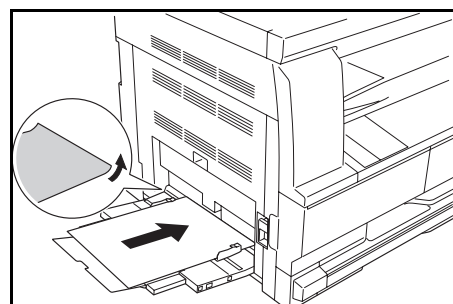
Color paper

Color paper must satisfy the specifications listed in the table on page *2* of the *Appendix*. In addition, the pigments in the paper must be able to withstand the heat of fusing during the printing process (up to 200 °C).

Preprinted paper

Preprinted paper must satisfy the specifications listed in the table on page *2* of the *Appendix*. The ink on the paper for coloring must be able to withstand the heat of fusing during the printing process and must not be adversely affected by silicone oil. Do not use paper with any kind of coating, such as calendars.

Recycled paper

Recycled paper must satisfy the specifications listed in the table on page *2* of the *Appendix* except for whiteness.

Note Before purchasing recycled paper, perform trial printing to check to see if the printing quality is satisfactory.

Glossary

Additional memory

An additional memory (optional) is used for increasing the memory capacity of this machine. In this machine, a memory can be added for the copier functions and the printer functions respectively. (For copier: 16 MB, 32 MB, 64 MB, and 128 MB/for printer: 32 MB, 64 MB, 128 MB, and 256 MB) For DIMM that can be used in this machine, contact your dealer.

AppleTalk

This is a networking function that is built-in to Apple Computer Inc's Mac OS. It is also the general term given to the protocol that runs on AppleTalk networks. AppleTalk offers file sharing and printer sharing and it also enables you to start application software installed on another computer on the same AppleTalk network.

APS (Auto Paper Selection)

This mode will automatically select copy paper of the same size as the original.

Default Gateway

This is the address of a device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside of your network. When no specific gateway is designated for a destination IP address, data is sent to the host that is designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

This is a protocol that automatically resolves the IP address, subnet mask, and gateway address on a TCP/IP network. Use of DHCP minimizes the load of network administration, especially on network environments with a large number of client computers because it is not specifically necessary to assign a separate IP address to each client, including printers.

dpi (dots per inch)

This indicates the number of dots printed per inch (25.4 mm) as a unit for expressing resolution.

EcoPrint

This is a printing mode that reduces toner consumption. Pages printed in the EcoPrint mode are lighter than pages printed in the normal mode.

Emulation

This is a function that interprets the page description language of other printers and executes the commands. The printer emulates operation of the following printers: PCL6, KPDL, KC-GL, Line Printer, IBM Proprinter, DIABLO 630, and EPSON LQ-850.

Form feed timeout

While data is being sent to a printer, some pauses may occur. At this time, the printer waits for the next data without making a page break. Form feed timeout is a function to wait only a preset amount of time before it executes an automatic page break. After the waiting period begins, once the designated amount of time is exceeded, the printer will automatically process the currently received data and print it out. If the machine has received no print data for the last page, the printer ends processing of that job without outputting paper.

IEEE1284

This is a standard used for connecting a printer to a computer, and was established by the IEEE (Institute of Electrical and Electronic Engineers) in 1994.

IP Access control

This is a function to prohibit access to this machine from a host with an IP address that is not approved.

IP Address

The Internet Protocol address is a unique number that is assigned to each computer in a network. The format of an IP Address is four numbers separated by dots, e.g. 192.168.110.171. Each number should be a decimal between 0 and 255.

IPP (Internet Print Protocol)

This enables output to the printer from a printer driver over the Internet or an intranet and via an IPP port. Using IPP, output to a remote printer is possible over the Internet.

KIR

This is Kyocera Mita's original smoothing function. It uses software to enhance the printer's resolution and produce high-quality printing. The default setting is On.

KPDL

This is Kyocera Mita's page description language compatible with Adobe PostScript Level 3.

Logical Printer

This is a software interface that exists between the Windows OS and the printers connected to it. A printer refers to the actual device that prints out, while a logical printer refers to the software interface that resides on the print server. By using this interface, the method of processing print jobs as well as the method of sending that job to its destination (local port, network port, file or remote printer sharing) is determined. When printing a document, the document data is first spooled (stored) in the logical printer from which it is then sent to the actual printer.

Low power mode

This mode is provided for power saving. This mode is activated when operation on the main body and transmission or reception of data do not occur for a preset time. In this mode, the machine consumes less power than in the standby mode. The default setting of the preset time is 15 minute. You can use the operation panel to change this time.

Multi Purpose tray

This is a paper feed tray located at the left side of the main body. When printing onto envelopes, postcards, transparencies or labels, set them in the multi purpose tray instead of the cassette.

NetBEUI (NetBIOS Extended User Interface)

This is a network protocol developed by International Business Machines Corporation in 1985 and an enhanced version of the NetBIOS protocol. It gives higher performance on small-scale networks than other protocols such as TCP/IP. However, because it does not provide the routing function that selects the most appropriate route from among multiple routes, it is not proper for large-scale network configurations. Since NetBEUI is the standard protocol of IBM's OS/2 and Microsoft Corporation's Windows series, these companies offer file sharing and printing services that utilize NetBEUI.

Outline font

With outline fonts, character outlines are represented with numerical expressions and fonts can be enlarged or reduced in different ways by changing the numeric values of those expressions. Printing remains clear even if you enlarge fonts, since the characters are defined with outlines represented with numerical expressions. You can specify the font size in steps of 0.25 points up to 999.75 points.

Parallel interface

With this interface, data transfer between this machine and a computer takes place in 8-bit chunks. This machine can perform IEEE1284 compatible bi-directional communications.

PostScript

This is a page description language developed by Adobe Systems, Inc. It provides flexible font functions and high-performance graphics, allowing higher quality printing. The initial version of PostScript which was introduced in 1985 is currently referred to as Level 1. Level 2, which was compatible with color printing and 2-byte languages such as Japanese, was introduced in 1990 while Level 3, which added compatibility to Internet, step-by-step implementation level, and PDF, was brought out in 1996.

PPM (prints per minute)

This indicates the number of A4 size printouts that can be made in one minute.

Printer driver

The printer driver is software used for printing data created using application software. The printer driver is contained in the supplied CD-ROM. Install the printer driver on the computer connected to this machine.

Sleep mode

This mode is provided for power saving. This mode is activated when operation on the main body and transmission or reception of data do not occur for a preset time. In this mode, consumed power is reduced to the minimum. The default setting of the preset time is 30 minutes (16/20 ppm model) or 45 minutes (25 ppm model). You can use the operation panel to change this time.

SMTP (Simple Mail Transfer Protocol)

This is a protocol for transmission of e-mail over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from each client to their server.

SNMP (Simple Network Management Protocol)

This is a protocol for monitoring and controlling communication equipment connected to a network such as routers, computers, and terminals through the network that uses TCP/IP (Transmission Control Protocol/Internet Protocol).

Status page

This lists machine conditions such as the machine's memory, the total number of copies and prints, and paper source settings. You can print the status page from the operation panel of this machine.

Subnet Mask

This is a 32-bit numerical value that defines which bits of the IP address specify the network address for identifying the network.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a network protocol designed to define the way computers and other devices communicate each other over a network.

USB (Universal Serial Bus)

This machine is equipped with USB interface that supports Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps for high-speed data transmission.

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For best print results and machine performance, we recommend that you use only OLIVETTI original supplies for your OLIVETTI products.

DIRECTIVE 2002/96/CE ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

INFORMATION

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.
Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.

b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.

The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.