DocuPrint M355 df

User Guide

FUJI XEROX

In this manual, safety instructions are preceded by the symbol ⚠. Always read and follow the instructions before performing the required procedures.

The data saved in the hard disk of the machine may be lost if there is any problem in the hard disk. Fuji Xerox is not responsible for any direct and indirect damages arising from or caused by such data loss.

Fuji Xerox is not responsible for any breakdown of machines due to infection of computer virus or computer hacking.

IMPORTANT:

1. This manual is copyrighted with all rights reserved. Under the copyright laws, this manual may not be copied or modified in whole or part, without the written consent of the publisher.

2. Parts of this manual are subject to change without prior notice.

3. We welcome any comments on ambiguities, errors, omissions, or missing pages.

4. Never attempt any procedure on the machine that is not specifically described in this manual. Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.

An export of this product is strictly controlled in accordance with Laws concerning Foreign Exchange and Foreign Trade of Japan and/or the export control regulations of the United States.

Preface

Thank you for purchasing the DocuPrint M355 df.

This guide is intended for users who use the printer for the first time, and provides all the necessary operating information about the print, copy, scan, and fax functions.

Please read this guide to achieve the best performance from this printer.

This guide assumes you are familiar with computers and the basics of network operation and configuration.

After reading this guide, keep it safe and handy for future reference.

> **WARNING:**
> This equipment will be inoperable when mains power fails.

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Types of Manuals

Manuals included with the printer

The following manuals are provided with the DocuPrint M355 df.

Lifting Your Printer	Describes how to lift and hold your printer.
Safety Guide	Describes the information you need to know before using the printer and to operate the printer safely.
Setup Guide	Provides step-by-step instructions on how to set up your printer.
Operator Panel Guide	Describes the icons assigned to the buttons or indicators on the operator panel.
User Guide (this guide)	Describes how to get ready to print and set various features. It also covers the operator panel menus, troubleshooting tips, and maintenance information.
	This guide is on the *Driver CD Kit*.
Quick Reference Guide	Describes how to operate the printer and the precautions that must be followed during operation.
	This guide is on the *Driver CD Kit*.
PostScript User Guide	Describes how to set up your printer as a PostScript® printer and the features that can be configured on your print driver.
	This guide is on the *PostScript Driver Library CD*.

Manuals included with an optional accessory

The following manual is provided with the optional accessories (sold separately).

Installation Guide	Optional accessories that require an installation at the customer's site are provided with an Installation Guide.

Using This Guide

This section includes:

■ Organization

This guide is organized into the following chapters. The summary of each chapter is as follows:

1 Specifications	Describes the printer specifications.
2 Basic Operation	Describes the main components of the printer, the Power Saver mode, and the preparation of the printer to use.
3 Printer Management Software	Describes the software available for the printer.
4 Printer Connection and Software Installation	Describes the basic information about how to connect the printer to your computer via the network or USB and how to install the print driver.
5 Printing Basics	Describes the supported paper, how to load paper, and how to print data using various print features.
6 Copying	Describes how to copy documents and the adjustment features.
7 Scanning	Describes how to install a scan driver, and how to set and use the Scan features.
8 Faxing	Describes how to set and use the Fax features.
9 Using the Operator Panel Menus and Keypad	Describes the setting items available on the operator panel, their setup procedures, and how to use the number pad.
10 Troubleshooting	Describes the troubleshooting tips for printer problems such as paper jams.
11 Maintenance	Describes how to clean the printer, how to replace consumables, and how to see the printer status.
12 Contacting Fuji Xerox	Describes support information.

■ Conventions

1 In this guide, personal computers and workstations are collectively called "computers".

2 The following terms are used throughout this guide:

IMPORTANT:
- Important information that must be read and followed.

NOTE:
- Additional information that merits emphasis.

See also:
- References within this guide.

3 Orientation of documents or paper is described in this guide as follows:

　, 　, Long Edge Feed (LEF): Loading the document or paper in landscape orientation.

　, 　, Short Edge Feed (SEF): Loading the document or paper in portrait orientation.
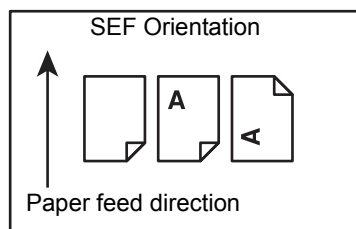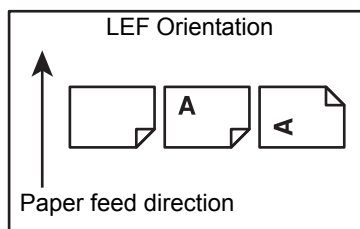
Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

⚠️ **WARNING:**

- **Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Fuji Xerox representative for more information.**

Follow all warning instructions marked on this product. The warning marks stand for the followings:

⚠️**DANGER**	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
⚠️**WARNING**	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠️**CAUTION**	Used for items that if not followed strictly, can cause injuries to user or damages to machine.
	△ : A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely. Static Sensitive Caution Flammable Explodable Electric shock Heated surface Moving object Pinched fingers
	⊘ : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts. Prohibited No fire Do not touch Do not use in bathroom Do not tear down Keep away from wet Never touch with wet hand
	● : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks. Instructions Unplug Ground/ Earth

■ Electrical Safety

⚠ WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

	WARNING: • **Connect this product to a protective earth circuit.** This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal. Improper connection of a grounding conductor may cause electric shock.
	Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Fuji Xerox representative to check if an outlet is grounded.
	Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.
	Never touch the power cord with wet hands. It may cause electric shock.
	Do not put an object on the power cord.
	Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.
	To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox. The power cord is exclusive use for this product. Do not use it for any other product. Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident. If the power cord is damaged or insulated wires are exposed, contact your local Fuji Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

⚠ CAUTION

	When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.
	Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.
	Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays. Please note that it cannot receive fax message during switch-off.

Once a month, switch off this product and check if
- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your local Fuji Xerox representative.

■ Machine Installation

⚠ WARNING

 Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

⚠ CAUTION

 Never locate this product in the following places:
- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers

 Never put this product close to fire such as candles and cigarettes. Otherwise, it may cause a fire accident.

 This product weighs 18.1 Kg (the main unit with consumables). When moving it, always carry it by a team of two or more persons to avoid mishandling or injury.

 When lifting this product, use the handholds on both sides of the product with two people. Never lift it by gripping any other areas. It will prevent you from dropping the product and getting back ache or injuries.
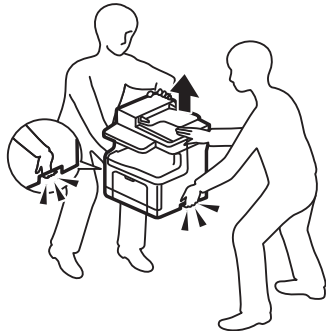
 Locate this product on a level and sturdy surface that can withstand a weight of 20.7 Kg. Otherwise, if tilted, the product may fall over and cause injuries.

Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

930 mm	400 mm	110 mm
	430 mm	
	100 mm	
600 mm	426 mm	400 mm

903 mm	400 mm	
	110 mm	503 mm
600 mm	426 mm	400 mm
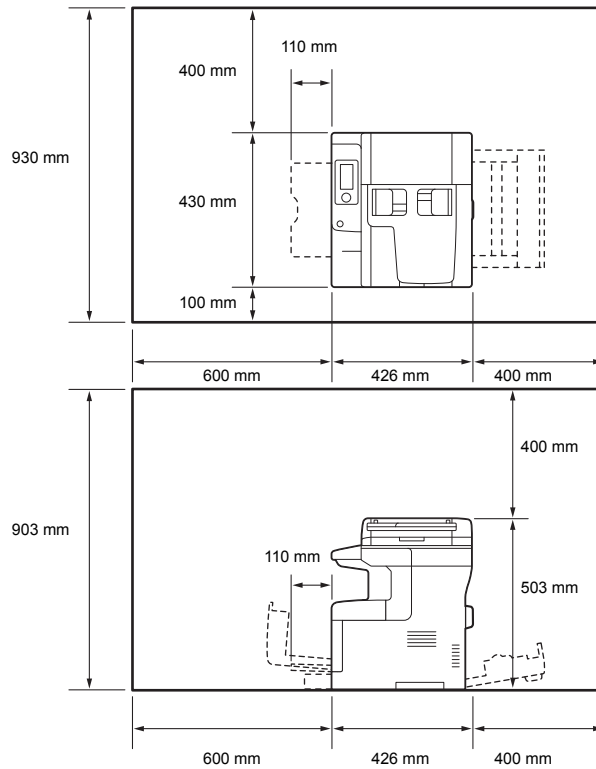
Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.

Right   Left   Right   Left
10°   10°

Front   Back   Front   Back
10°   10°
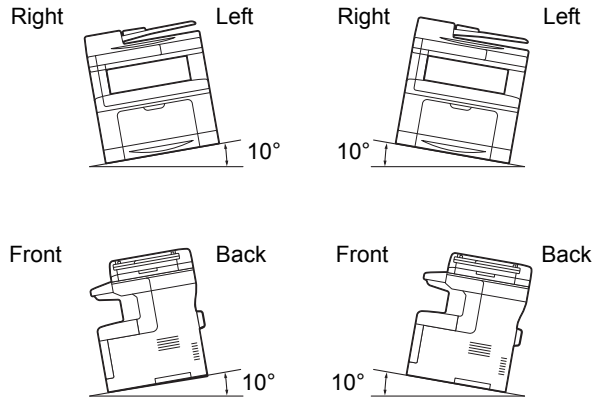
To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.

Others

To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 - 32 °C
- Humidity: 10 - 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

■ Operational Safety

⚠ WARNING

	The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.
	This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.
	To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Fuji Xerox representative. • The product emits smoke or its surface is unusually hot. • The product emits unusual noise or odor. • The power cord is cracked or worn down. • A circuit breaker, fuse or any other safety device becomes activated. • Any liquid is spilled into the product. • The product is soaked in water. • Any part of the product is damaged.
	Do not insert any object into slots or openings of this product. Do not put any of the followings on the product: • Liquid container such as flower vases or coffee cups • Metal parts such as staples or clips • Heavy objects If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.
	Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.
	When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.
	If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.
	Never play the CD-ROM supplied with the product on an audio player. Always use a CD-ROM player. Otherwise, large sound may damage audio players or your ears.
	Laser Safety **CAUTION:** • **Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.** This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825 and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

⚠ CAUTION

🛑	Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.
🚫	Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.
🛑	Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.
🚫	Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.
🛑	Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room. Provide proper ventilation to ensure the comfortable and safe environment.

■ Consumable

⚠ WARNING

🛈	Store all consumables in accordance with the instructions given on its package or container.
🛈	Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.
🚫	Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.
⚠	Fusing Unit Safety Do not remove the Fusing Unit. If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.

⚠ CAUTION

🛈	Keep a drum cartridge and a toner cartridge out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.
🛈	When replacing a drum cartridge and a toner cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.
🛈	If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.
🛈	Fusing Unit Safety When removing the Fusing Unit, always switch off first and wait for 40 minutes until it cools off.

■ Warning and Caution Labels

Be sure to follow the warning and caution labels placed on the machine. Do not touch areas with labels indicating high voltage or temperature. This can cause an electric shock or burn.

> ⚠ **CAUTION:**
>
> • **Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.**

Environment

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drums (photoreceptors) to make recycle parts, recycle materials or energy recovery.

- Proper disposal is required for toner cartridges and drums (photoreceptors) no longer needed. Do not open toner cartridges and drums (photoreceptors). Return them to your local Fuji Xerox representative.

Regulation

■ Radio Frequency Emissions (Class B)

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to the International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunications Act 1992 in Australia/New Zealand.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This product generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this product does cause harmful interference to radio or television reception, which can be determined by turning this product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

– Reorient or relocate the receiving antenna.
– Increase the separation between this product and the receiver.
– Connect this product into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.

Changes and modifications to this product not specifically approved by Fuji Xerox may void the user's authority to operate this product.

■ Fax Regulations

General warning

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services Warnings taken from Specification text

Compliance testing (Functional tests)

"This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances"

Off-hook line impedance

"This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances"

General requirements (automatic dialling devices)

User Instructions (automatic call set-up)

"This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service"

User instructions

If a charge for local calls is unacceptable, the 'Dial' button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the '0' prefix

About License

RSA BSAFE

This product includes RSA BSAFE® Cryptographic software from EMC Corporation.

DES

This product includes software developed by Eric Young.

(eay@mincom.oz.au)

AES

Copyright© 2003, Dr BrianGladman, Worcester, UK. All rights reserved. This product uses published AES software provided by Dr Brian Gladmanunder BSD licensing terms.

TIFF(libtiff)

LibTIFFCopyright© 1988-1997 SamLeffler

Copyright© 1991-1997 Silicon Graphics, Inc.

ICC Profile (Little cms)

LittlecmsCopyright© 1998-2004 Marti Maria

JPEG

Our printer software uses some of the codes defined by the Independent JPEG Group.

Illegal Copies and Printouts

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Features

This section describes the product features and indicates their links.

USB Direct Print
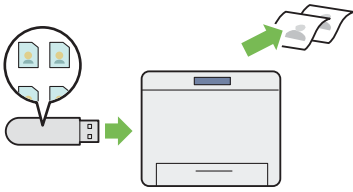
The Print From USB Memory feature allows you to print directly from your USB storage device without requiring you to start your computer and an application.

For more information, see "Direct Print Using the USB Storage Device" on page 146.

Multiple-Up Print

The Pages Per Sheet (N-Up) feature allows you to print multiple pages on a single sheet of paper. This feature helps reduce the paper consumption.

For more information, see the print driver's help.

ID Card Copy

You can copy both sides of an ID card on one side of a single sheet of paper in its original size by selecting ID Card Copy on the operator panel. This feature helps to show both sides of an ID card in one page in its original size.

For more information, see "ID Card Copy" on page 170.

Stored Print

The Stored Print feature allows you to temporarily store your print data in the printer memory and output it later. You can effectively manage your time when you print confidential data or large-volume data at off-peak hours.

For more information, see "Using the Stored Print Feature" on page 144.

2-in-1 Copy

You can copy two original pages onto one sheet of paper by selecting N-Up on the operator panel when you make a copy. This feature helps save paper.

For more information, see "N-Up" on page 176.

Duplex Copy

You can copy documents on both sides of a sheet of paper by selecting 2 Sided on the operator panel when you make a copy. This feature helps save paper.

For more information, see "2-Sided" on page 172.

Scan to E-mail
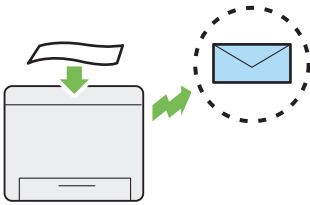
When you want to send scanned data by e-mail, use the E-mail feature. You can directly send the data scanned as an e-mail attachment. You can choose destination e-mail addresses from the address book on the printer or server. Or, you can enter the address from the printer's operator panel using the number pad.

For more information, see "Sending an E-Mail with the Scanned Image" on page 211.

Scan to SMB/FTP Server
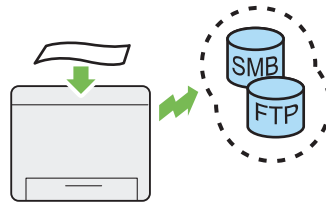
You can transfer data scanned to a computer or a server via SMB or FTP without service software. Although prior registration of the destination FTP server or computer on the address book is required, it helps save your time.

For more information, see "Using a Scanner on the Network" on page 187.

Scan to USB Storage Device
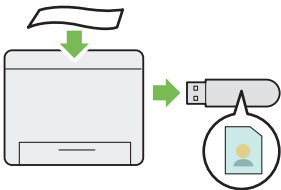
You don't need a computer to connect your USB storage device to save the scanned data. Insert your USB storage device in the port on the printer, and save the scanned data directly to your USB storage device.

For more information, see "Scanning to a USB Storage Device" on page 209.

Scan From Document Glass
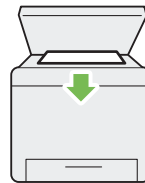
You can scan the pages of a book or a brochure from the document glass. When you scan documents using the document glass, place them face down.

For more information, see "Making Copies From the Document Glass" on page 167.

Scan From DADF

You can scan pieces of unbound paper using the duplex automatic document feeder (DADF). When you scan documents using the DADF, load them face up.

For more information, see "Making Copies From the DADF" on page 169.

Direct Fax from Computer
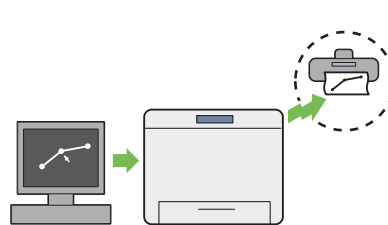
You can directly send faxes from your computer using the fax driver. You can specify the fax settings like the normal fax. Also, you can specify the recipient's fax number using the number pad, or the address book.

For more information, see "Sending a Fax from the Driver (Direct Fax)" on page 232.

Address Book
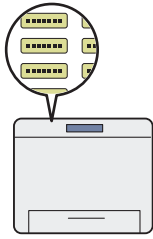
Address Book simplifies the recipient specification. You can use the address book on the printer as well as on the server. Select the desired address or fax number from the address book when using the E-mail or Scan to Network feature, or sending faxes.

For more information, see "Address Book Editor" on page 71.

Specifications

This chapter lists the main specifications of the printer. Note that the specifications of the product may change without prior notice.

This chapter includes:

Copy Function

Type	Desktop
Memory	Standard: 256 MB Optional: 512 MB Maximum memory capacity: 768 MB (Standard + optional 512MB memory) **IMPORTANT:** • Depending on the function, the optional 512MB memory is required. • The above memory capacity does not guarantee print quality depending on the type and content of print data.
HDD	—
Color Capability	Black and White
Printing Resolution	600 × 600 dpi
Tone	256 gray level
Warm-up Time	20 seconds or less* (16 seconds* for waking up from the Sleep mode) *: The values are based on a room temperature of 20 °C and on the factory default setting. **IMPORTANT:** • It may take longer due to the image quality adjustment.
Original Paper Size	Books: Maximum 215.9 × 297 mm Sheets: Maximum 215.9 × 355.6 mm (Legal, when the duplex automatic document feeder (DADF) is used)
Output Paper Size	Maximum: Legal (8.5 × 14"), 215.9 × 355.6 mm Minimum: 3 × 5", 76.2 × 127 mm
Output Paper Weight	60 – 216 gsm **IMPORTANT:** • Use paper recommended by Fuji Xerox. Copying may not be performed correctly depending on the conditions.

First Copy Output Time	Document glass:
	    9 seconds or less (for A4 ⬚/ standard mode)
	DADF:
	    11 seconds or less (for A4 ⬚ 1 sided/ standard mode)

Reduction/Enlargement	Size-for-Size: 1:1 ± 1.3% Preset %: 1:0.50, 1:0.70, 1:0.81, 1:1.00, 1:1.22, 1:1.41, 1:2.00 Variable %: 1:0.25 - 1:4.00 (1% increments)
Continuous Copy Speed[*1]	1 Sided[*2]: 35 sheets/minute; 2 Sided[*3]: 21 pages/minute **IMPORTANT:** *1 Print speed may decrease due to factors such as paper type, paper size, and printing conditions. Print speed may also decrease for image quality adjustment. *2 When continuously printing a single document of A4 ⬚ plain paper. *3 A4 ⬚ continuous printing

Paper Tray Capacity	Standard:
	    250 sheets (Standard 250 sheet tray) + 50 sheets (Bypass tray)
	Optional:
	    250 sheets (Optional 250 sheet feeder)
	Maximum paper capacity:
	    550 sheets (Standard + Optional 250 sheet feeder)
	
	IMPORTANT:
	• For special paper, there is a limitation of the following.
	  • From the bottom of the tray, up to 10 mm height (Standard 250 sheet tray)
	  • From the bottom of the tray, up to 5.5 mm height (Bypass tray)
	• When using Fuji Xerox P paper (64 gsm)

Continuous Copy	99 images
	NOTE: • The machine may pause temporarily to perform image quality adjustment.
Output Tray Capacity	Approximately 150 sheets (A4 ⬜) (face down)
	IMPORTANT: • When using Fuji Xerox P paper (64 gsm)
Power Supply	AC 100 – 127 V ± 10%; 11 A or less; both 50/60 Hz ± 3%
	AC 220 – 240 V ± 10%; 6 A or less; both 50/60 Hz ± 3%
	IMPORTANT: • Maximum machine measured current
Operating Noise (main unit only)	During operation: 7.13 B; 52.3 dB (A)
	During stand-by: 5.3 B; 22.2 dB (A)

	IMPORTANT:
	• Measurements based on ISO7779
	  Unit B: acoustic power level (LwAd)
	  Unit dB (A): radiated sound pressure (bystander position)

Power Consumption	Maximum power consumption:
	  1200 W
	
	Running mode:
	  500 W (Average)
	
	Ready:
	  65 W (Average)
	
	Low Power mode:
	  11 W or less
	
	Sleep mode:
	  4.5 W or less

Dimensions	Width 430 × Depth 426 × Height 503 mm
Machine Weight	18.1 kg
	IMPORTANT: • The weight of paper is not included. • The weight of the toner cartridge is included.
Space Requirement	Width 930 × Depth 1426 mm

Print Function

Type	Built-in
Continuous Print Speed	Same as the Copy Function **IMPORTANT:** • The speed may be reduced due to image quality adjustment. • The performance may be reduced depending on the paper type.
Print Resolution	600 × 600 dpi, 1,200 × 1,200 dpi (Low Speed)
PDL	PCL 5, PCL 6, PostScript® 3™, FX-PDF, TIFF, JPEG, HBPL
Protocol	TCP/IP (LPD, Port9100, WSD, HTTP, HTTPS, SMTP, RARP, AutoIP, WINS, FTP, Telnet, LDAP, DNS, DDNS, IPP, SMB, SNTP), SNMP, DHCP, BOOTP, Bonjour® (mDNS) **NOTE:** • WSD stands for Web Services on Devices. • WSD is available only on Windows Vista®, Windows® 7, Windows Server® 2008, or Windows Server® 2008 R2.

Operating System	Standard: PCL 6 and PostScript® drivers
	  Microsoft® Windows® XP x86
	  Microsoft® Windows Server® 2003 x86
	  Microsoft® Windows Vista® x86
	  Microsoft® Windows Server® 2008 x86
	  Microsoft® Windows® 7 x86
	  Microsoft® Windows® XP x64
	  Microsoft® Windows Server® 2003 x64
	  Microsoft® Windows Vista® x64
	  Microsoft® Windows Server® 2008 x64
	  Microsoft® Windows® 7 x64
	  Microsoft® Windows Server® 2008 R2 x64
	  Mac OS® X 10.3.9 PPC
	  Mac OS® X 10.4 PPC
	  Mac OS® X 10.5 PPC
	  Mac OS® X 10.4 x86
	  Mac OS® X 10.5 x86
	  Mac OS® X 10.6 x86
	  Mac OS® X 10.7 x86
	  Mac OS® X 10.6 x64
	  Mac OS® X 10.7 x64
	  Red Hat® Enterprise Linux® 5 Desktop x86
	  Red Hat® Enterprise Linux® 6 Desktop x86
	  SUSE® Linux Enterprise Desktop 10 x86
	  SUSE® Linux Enterprise Desktop 11 x86
	
	IMPORTANT:
	• For information about the latest supported OS, contact your local Fuji Xerox representative.

Fonts	Built-in fonts PCL 5 and PCL 6 fonts: 81 fonts and 36 symbol sets PostScript® 3™: 136 fonts PDF Font: 14 fonts
Connectivity	Standard: Ethernet (1000BASE-T/100BASE-TX/10BASE-T), USB 2.0 Optional: IEEE802.11 b/g/n **IMPORTANT:** • When the optional wireless printer adapter is installed on the printer, the standard Ethernet connection cannot be used.

Scan Function

Type	Color scanner
Original Paper Size	Same as the Copy Function

Scanning Resolution	Scan to Email, Scan to FTP, Scan to SMB, Scan to USB Memory:
	    200/300/400/600 dpi
	TWAIN:
	    50 to 9600 dpi
	WIA:
	    75/100/150/200/300/400/600 dpi
	WIA (WSD Scan):
	    200/300/400/600 dpi
	NOTE:
	• If you are running on standard memory (less than 512 MB), the scanning resolution of color push scan (Scan to Email, Scan to FTP, Scan to SMB, Scan to USB Memory) and WSD Scan (any color mode) will be limited to 300 dpi.

Scanning Halftone	Color: 16 bit $\times$ 3 ch (R/G/B) Monochrome: 16 bit (Gray)
Scanning Speed	DADF Simplex: 21 sheets/minute (Mono) 13 sheets/minute (Color) DADF Duplex: 7 sheets/minute (Mono) 4 sheets/minute (Color) **IMPORTANT:** • A4 ▭, 600 dpi • Scanning speed is the speed of document reading. The time which transmission and/or storage varies depending on document, and is not contained in scanning time.
Connectivity	Standard: Ethernet (1000BASE-T/100BASE-TX/10BASE-T), USB 2.0 Optional: IEEE802.11 b/g/n **IMPORTANT:** • When the optional wireless printer adapter is installed on the printer, the standard Ethernet connection cannot be used.

Scan to PC	Protocol: TCP/IP (SMB, FTP)
	Operating System:
	Microsoft® Windows® XP x86
	Microsoft® Windows Vista® x86
	Microsoft® Windows Server® 2003 x86
	Microsoft® Windows Server® 2008 x86
	Microsoft® Windows® 7 x86
	Microsoft® Windows® XP x64
	Microsoft® Windows Vista® x64
	Microsoft® Windows Server® 2003 x64
	Microsoft® Windows Server® 2008 x64
	Microsoft® Windows Server® 2008 R2 x64
	Microsoft® Windows® 7 x64
	Mac OS® X 10.3.9 PPC
	Mac OS® X 10.4 PPC
	Mac OS® X 10.5 PPC
	Mac OS® X 10.4 x86
	Mac OS® X 10.5 x86
	Mac OS® X 10.6 x86
	Mac OS® X 10.7 x86
	Mac OS® X 10.6 x64
	Mac OS® X 10.7 x64
	IMPORTANT: • For information about the latest supported OS, refer to the Fuji Xerox Web site.
	File Format: PDF / JPEG (JFIF format) / TIFF (multi page 1 file) / TIFF (1 page 1 file) / XDW (DocuWorks)
Scan to e-mail	Protocol: TCP/IP (SMTP, POP3)
	File Format: PDF / JPEG (JFIF format) / TIFF (multi page 1 file) / TIFF (1 page 1 file) / XDW (DocuWorks)
Scan to USB	File Format: PDF / JPEG (JFIF format) / TIFF (multi page 1 file) / TIFF (1 page 1 file) / XDW (DocuWorks)
	IMPORTANT: • Operation with all type of USB memories is not guaranteed.

Fax Function

Send Document Size	Maximum: Legal (8.5 × 14"), 215.9 × 355.6 mm
Recording Paper Size	Maximum: Legal Minimum: A5
Transmission Time	2 seconds or less **IMPORTANT:** • When transmitting an A4 size 700-character document in the standard quality (8 × 3.85 lines/mm) and high speed mode (33.6 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the machine that the recipient uses, and the status of the communication line.
Transmission Mode	ITU-T Super G3, ITU-T G3 ECM, ITU-T G3
Scanning Resolution	Standard: 200 × 100 pixel/25.4 mm (R8 × 3.85 line/mm) Fine/Photo: 200 × 200 pixel/25.4 mm (R8 × 7.7 line/mm) Super Fine: 400 × 400 pixel/25.4 mm (R16 × 15.4 line/mm)
Coding Method	Color: Not Supported Monochrome: 1bit, JBIG, MMR, MR, MH encoding
Transmission Speed	V.34 (33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/9.6/7.2/4.8/2.4 kbps) V.17 (14.4/12/9.6/7.2 kbps) V.29 (9.6/7.2 kbps) V.27ter (4.8/2.4 kbps)
No. of Fax Lines	PSTN, PBX. Leased line (3.4 kHz/2-wire)

Direct Fax Function

Document Size	Same as the Fax Function
Scanning Resolution	Same as the Fax Function
Transmission Speed	Same as the Fax Function
Applicable Lines	Same as the Fax Function
Operating System	Microsoft® Windows® XP x86
	Microsoft® Windows Server® 2003 x86
	Microsoft® Windows Vista® x86
	Microsoft® Windows Server® 2008 x86
	Microsoft® Windows® 7 x86
	Microsoft® Windows® XP x64
	Microsoft® Windows Server® 2003 x64
	Microsoft® Windows Vista® x64
	Microsoft® Windows Server® 2008 x64
	Microsoft® Windows Server® 2008 R2 x64
	Microsoft® Windows® 7 x64
	Mac OS® X 10.3.9 PPC
	Mac OS® X 10.4 PPC
	Mac OS® X 10.5 PPC
	Mac OS® X 10.4 x86
	Mac OS® X 10.5 x86
	Mac OS® X 10.6 x86
	Mac OS® X 10.7 x86
	Mac OS® X 10.6 x64
	Mac OS® X 10.7 x64
	IMPORTANT: • For information about the latest supported OS, refer to the Fuji Xerox Web site.

Duplex Automatic Document Feeder

Type	Duplex automatic document feeder
Original Paper Size	Maximum: Legal (8.5 × 14"), 215.9 × 355.6 mm Minimum: 5.5 × 5.5", 139.7 × 139.7 mm
Capacity	50 sheets (A4 ⬜ 1sided) **IMPORTANT:** • When using Fuji Xerox P paper (64 gsm)

Feeding Speed	When copying multiple sets of copies of single-sheet document:
	    35 sheets/minute (A4 ⬜ 1sided)
	When copying one set of copies of multiple-sheet document:
	    1 Sided: 21 sheets/minute; 2 Sided: 7 pages/minute (A4 ⬜)

Duplex Output Unit

Applicable Paper Size	Maximum: Legal (8.5 × 14"), 215.9 × 355.6 mm
	Minimum: 139.7 × 210 mm
Paper Weight	60 – 163 gsm

2

Basic Operation

This chapter includes:

Main Components

This section provides an overview of your DocuPrint M355 df.

This section includes:

■ Front View
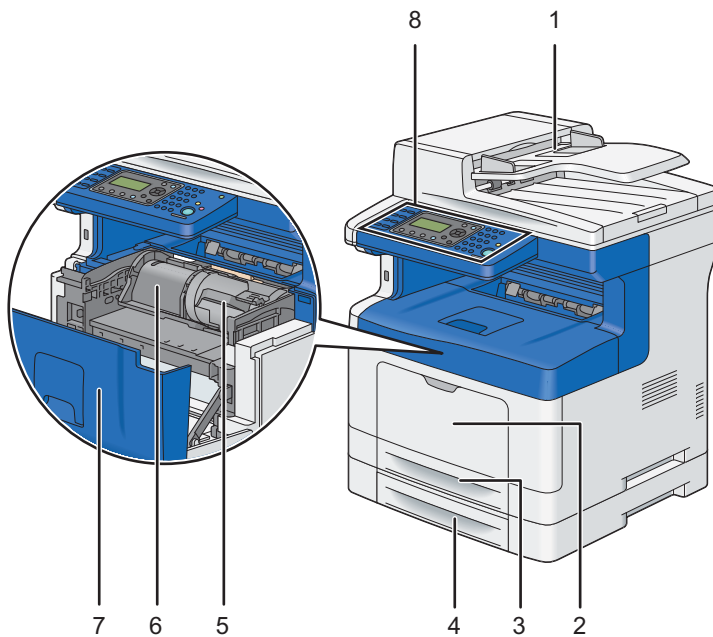
1	Duplex Automatic Document Feeder (DADF)	5	Toner Cartridge
2	Bypass Tray	6	Drum Cartridge
3	Standard 250 Sheet Tray (Tray1)	7	Front Cover
4	Optional 250 Sheet Feeder (Tray2)	8	Operator Panel

IMPORTANT:
- To avoid irregular screen image or malfunctioning of your printer, avoid placing the printer in direct sunlight with the bypass tray opened.

■ Rear View
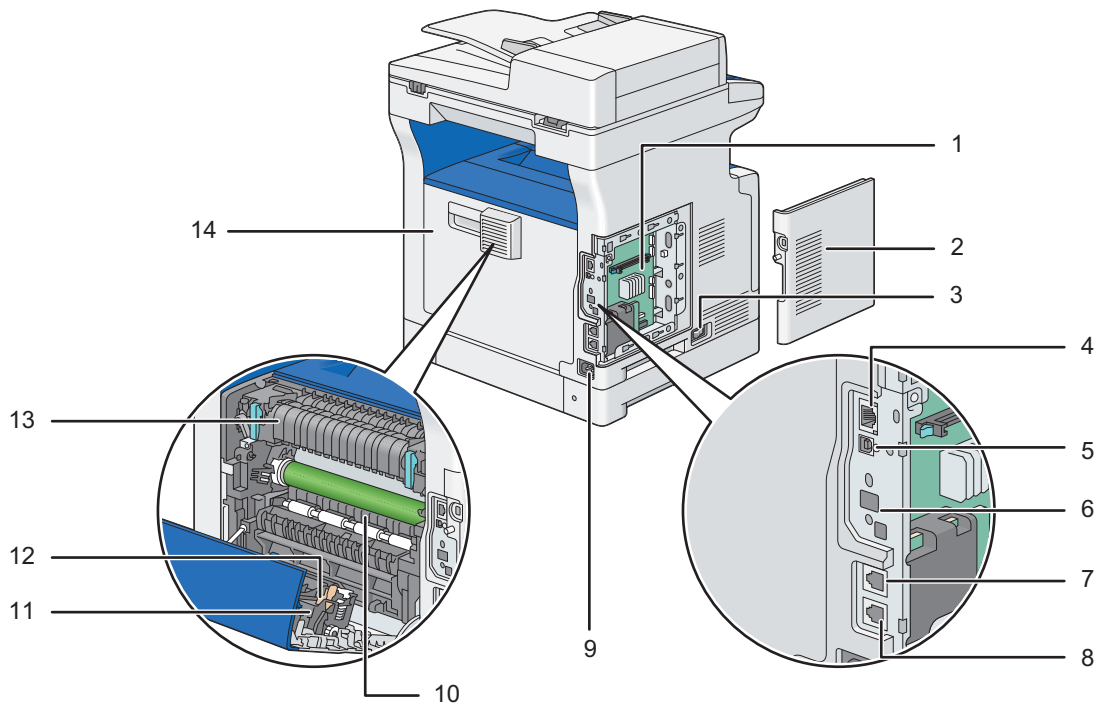
1	Control Board	8	Wall Jack Connector
2	Control Board Cover	9	Power Connector
3	Power Switch	10	Chute
4	Ethernet Port	11	Duplexer
5	USB Port	12	Transfer Unit
6	Wireless Adapter Socket[*]	13	Fusing Unit
7	Phone Connector	14	Rear Door

*: The optional wireless printer adapter is not supplied in some regions.

■ Duplex Automatic Document Feeder (DADF)
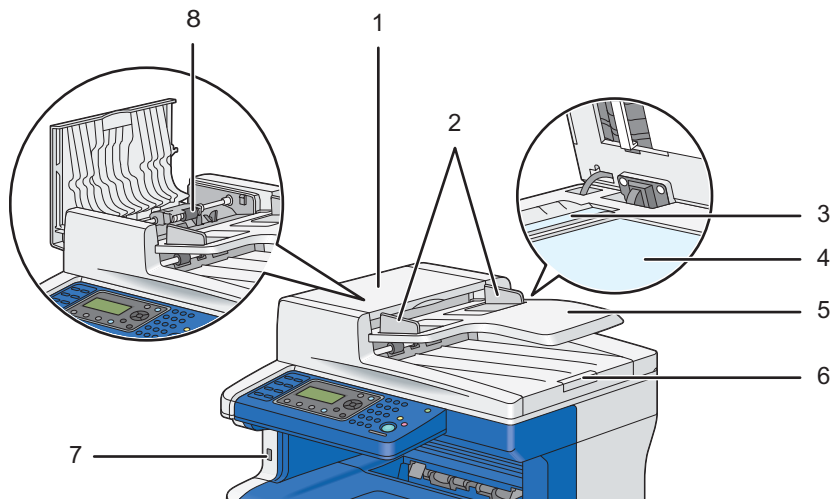
1	DADF Cover	5	Document Feeder Tray
2	Document Guides	6	Document Stopper
3	DADF Glass	7	Front USB Port
4	Document Glass	8	DADF Feed Roller

NOTE:
- Some types of documents cannot be loaded in the DADF. For details, see "Duplex Automatic Document Feeder (DADF) Guidelines" on page 124.

■ Operator Panel

The operator panel has a 160 × 64 dots liquid crystal display (LCD), light-emitting diodes (LED), control buttons, one touch dial buttons and number pad, which allow you to control the printer.
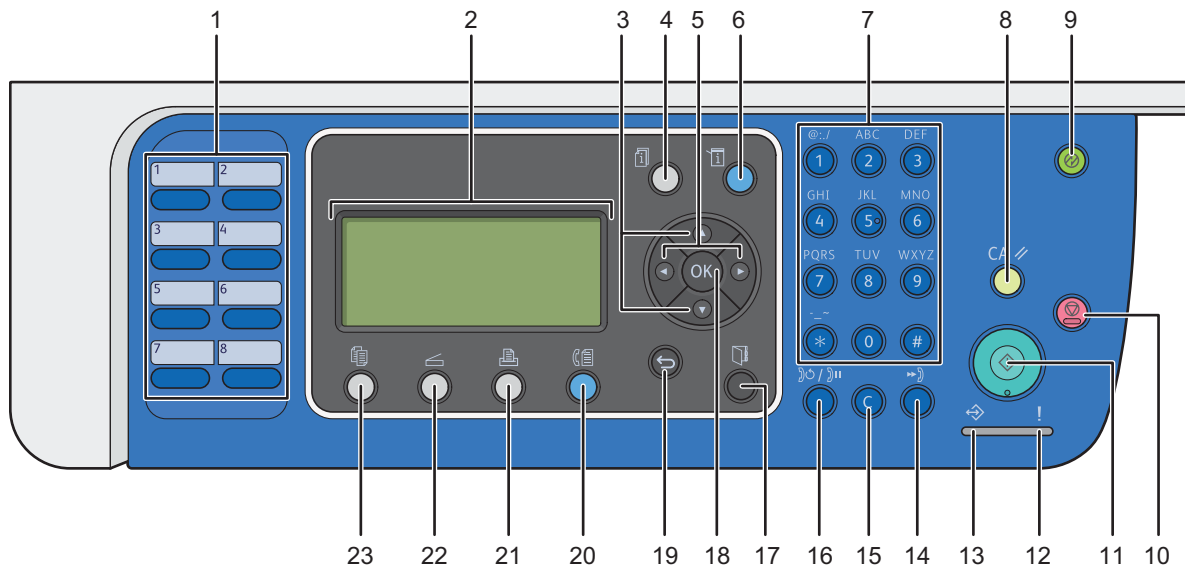
1 One Touch Dial buttons

• Calls up the stored Fax number registered in the Phone Book. The first eight fax numbers in the Phone Book are assigned to the buttons in row order, starting from the left top corner.

2 LCD Panel

• Displays various settings, instructions, and error messages.

3 ▲ ▼ buttons

• Moves a cursor or highlight up or down.

4 ⬛ (**Job Status**) button

• Moves to the top level of the Job Status menu.

5 ◀ ▶ buttons

• Moves a cursor or highlight left or right.

6 ⬛ (**System**) button

• Moves to the top level of the System menu.

7 Number Pad

• Enters characters and numbers.

8 **CA** (**Clear All**) button

• Resets the current setting, and returns to the top level of each menu.

9 ⊘ (**Energy Saver**) button

• Lights up in the Power Saver mode. Press this button to enter or exit the Power Saver mode.

10 ⊘ (**Stop**) button

• Cancels the current processing or pending job.

11 ◇ (**Start**) button

• Starts a job.

12 ! (**Error**) LED

• Lights up when the printer has an error.

13 ↭ (**Data**) LED
- Flashes when data for Fax, Scan, Print job, or Stored job is being received.

14 ⤵ (**Speed Dial**) button
- Calls up a stored telephone number.

15 C (**Clear**) button
- Deletes characters and numbers.

16 ↺ / ⏸ (**Redial / Pause**) button
- Re-dials a telephone number.
- Inserts a pause during dialing.

17 📖 (**Address Book**) button
- Moves to the top level of the Address Book menu.

18 (OK) button
- Confirms the entry of values.

19 ↩ (**Back**) button
- Returns to the previous screen.

20 ℡ (**Fax**) button
- Moves to the top level of the Fax menu.

21 🖨 (**Printer**) button
- Moves to the top level of the Print menu.

22 ⎕ (**Scan**) button
- Moves to the top level of the Scan menu.

23 🗐 (**Copy**) button
- Moves to the top level of the Copy menu.

NOTE:
- Moving to a different menu or returning to a previous screen cancels the current entry or setting. Make sure to press the (OK) button to save the current entry or setting.
- For details on how to use the number pad to enter alphanumeric characters, see "Using the Number Pad to Enter Characters" on page 314.

■ Securing the Printer

To protect your printer from theft, you can use the optional Kensington lock.

Attach the Kensington lock to the security slot on your printer.

Security slot
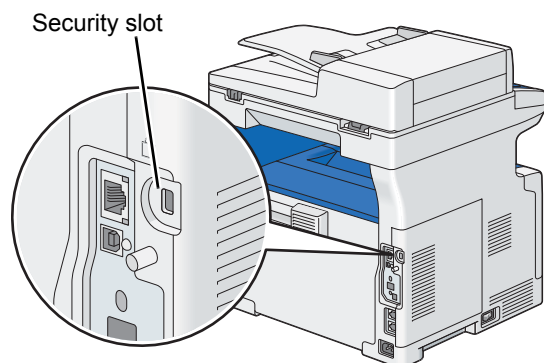
For details, see the operating instructions supplied with the Kensington lock.

Installing Optional Accessories

You can make the printer more functional by installing the optional accessories such as the 512MB Memory, the 250 Sheet Feeder(MFP), and the Wireless Network Kit b/g/n. This section describes how to install these printer's options.

This section includes:

■ Installing the Optional 512MB Memory

NOTE:
- • Your printer supports additional 512 MB memory module.

1 Turn off the printer.
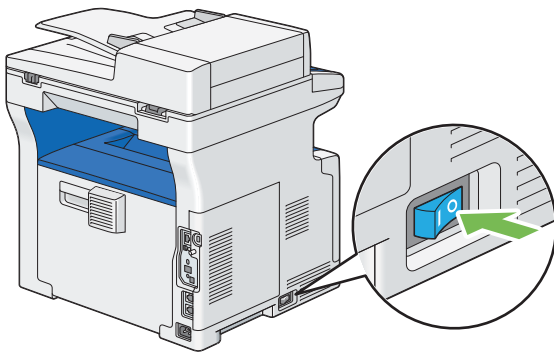
IMPORTANT:
- • Note that the data in the memory are cleared when the printer is turned off.

2 Turn the screw on the control board cover counterclockwise.

NOTE:
- • Loosen the screw. You do not need to remove the screw.
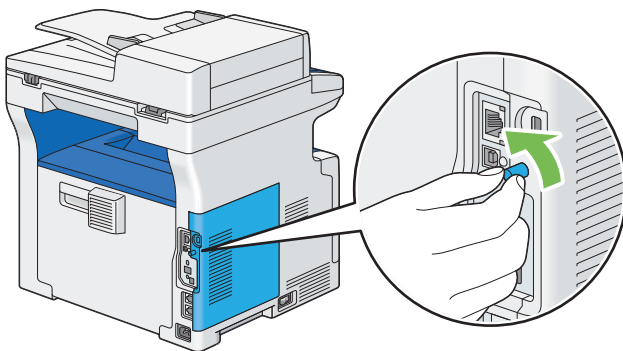
3 Slide the control board cover towards the rear of the printer and remove the cover.
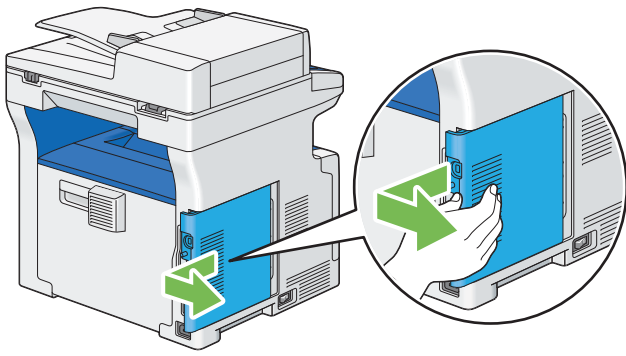
4 Hold the edge of the memory module with the labeled side down and the connector toward the control board, and then insert it into the slot.
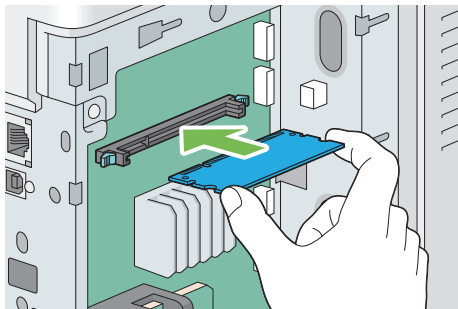
5 Push the memory module firmly into the slot.
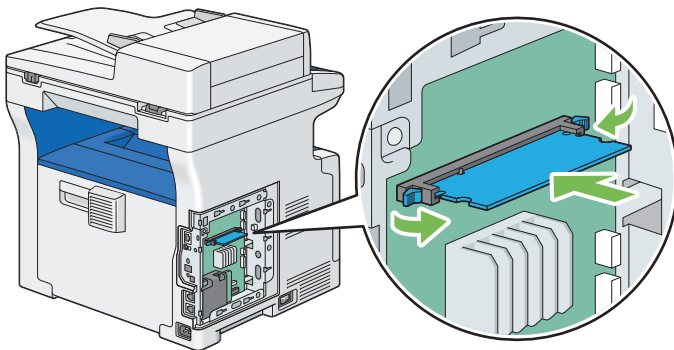
NOTE:
• Ensure that the memory module is firmly fixed in the slot and does not move easily.

6 Align the guide on the control board cover with the slot around the control board, and slide it towards the front of the printer.
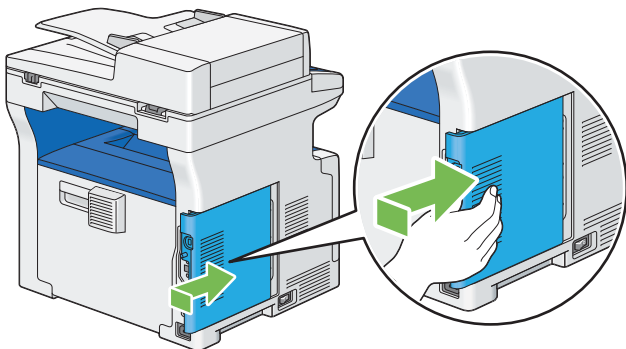
7 Turn the screw clockwise.
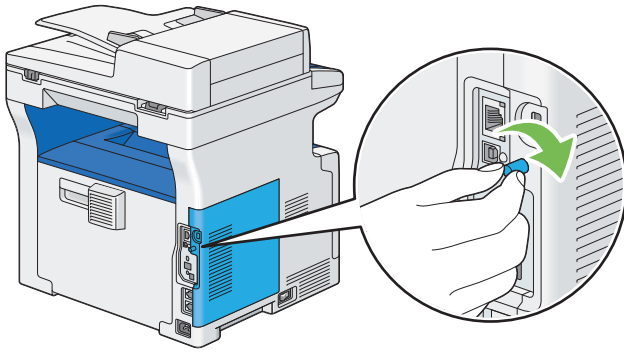
8 Turn on the printer.

9 Print the System Settings page to confirm that the newly installed memory module is detected by the printer.

    a Press the ⓘ (**System**) button.

    b Select `Report / List`, and then press the (OK) button.

    c Select `System Settings`, and then press the (OK) button.

       The System Settings page is printed.

10 Confirm the amount of **Memory Capacity** listed under **General** in the System Settings page.

    If the memory capacity has not increased, turn off the printer, and re-install the memory module.

11 If you installed the optional 512MB memory after installing the print driver, update your driver by following the instructions for the operating system you are using. If the printer is on a network, update the driver for each client.

Updating Your Driver to Detect Optional 512MB Memory

The following procedure uses Microsoft® Windows® and the PCL 6/PS driver.

NOTE:
- When you use XML Paper Specification (XPS) driver, the following settings are not required.

Windows 7/ Windows 7 x64/ Windows Server® 2008 R2 x64	**1** Click **Start → Devices and Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Printer properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Devices and Printers** dialog box.
Windows Vista®/ Windows Vista x64	**1** Click **Start → Control Panel → Hardware and Sound → Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers** dialog box.
Windows Server 2008/ Windows Server 2008 x64	**1** Click **Start → Control Panel → Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers** dialog box.
Windows XP/ Windows XP x64/ Windows Server 2003/ Windows Server 2003 x64	**1** Click **Start** (**start** for Windows XP) **→ Printers and Faxes**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers and Faxes** dialog box.

If the printer information is not updated automatically after clicking **Get Information from Printer**, follow these steps:

1 Click the **Configuration** tab, and then select **Installable Options**.

2 Select **RAM Disk** in the **Items** list box.

3 Select **Installed** in the **RAM Disk** drop-down menu under **Setting for**.

4 Select **Memory Capacity** in the **Items** list box.

5 Select the total amount of the installed printer memory in the **Memory Capacity** drop-down menu under **Setting for**.

6 Click **OK**.

7 Click **Apply**, and then click **OK**.

8 Close the **Printers and Faxes** (, **Printers**, or **Devices and Printers**) dialog box.

The following procedure uses Mac OS® X and the PS driver.

Mac OS X 10.7.x	**1** Select the **Print & Scan** in **System Preferences**.
	2 Select the printer in **Printers** list, and click **Options & Supplies**.
	3 Select **Driver**, select the options that have been installed on the printers, and then click **OK**.
Mac OS X 10.5.x/10.6.x	**1** Select the **Print & Fax** in **System Preferences**.
	2 Select the printer in **Printers** list, and click **Options & Supplies**.
	3 Select **Driver**, select the options that have been installed on the printers, and then click **OK**.
Mac OS X 10.3.x/10.4.x	**1** Select the printer from the **Printer List** screen in **Print Center** (or **Printer Setup Utility**).
	2 Click Printers on the **Print Center** (or **Printer Setup Utility**) menu bar, and select **Show Info**.
	3 Select **Installable Options**, and select the options that have been installed on the printer, and then click **Apply Changes**.

■ Installing the Optional 250 Sheet Feeder

IMPORTANT:
- If you install the optional 250 sheet feeder after setting up the printer, be sure to turn off the printer, unplug the power cord, and disconnect all cables from the rear of the printer before installing the feeder.

1 Turn off the printer.
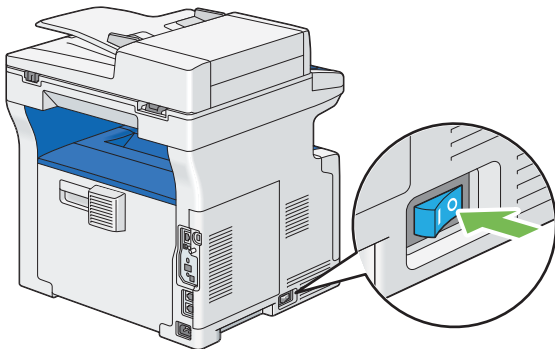
IMPORTANT:
- Note that the data in the memory are cleared when the printer is turned off.

2 Disconnect all cables from the rear of the printer.
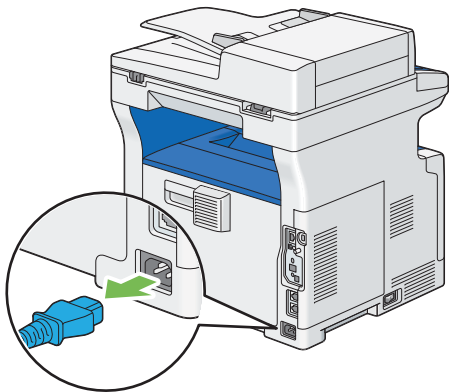
3 Remove the tape and the bag holding the screws on the front of the optional 250 sheet feeder, and then remove the screws from the bag.
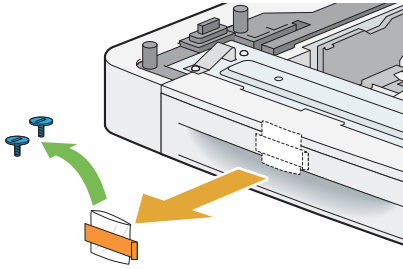
4 Place the optional 250 sheet feeder in the location that the printer is located.

5 Gently pull open the bypass tray cover.
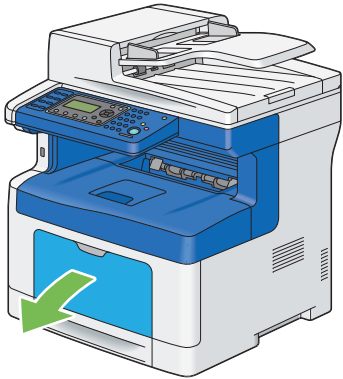
6 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.
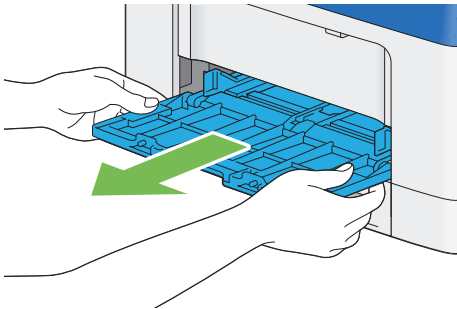
7 Pull the standard 250 sheet tray out of the printer about 200 mm.
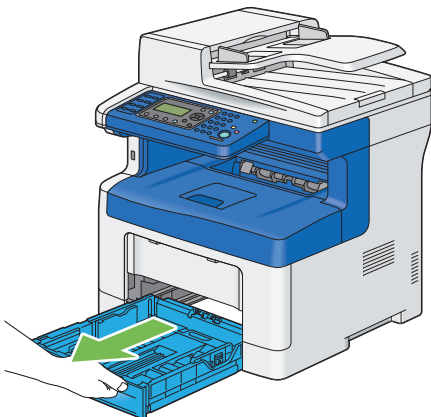
8 Hold the standard 250 sheet tray with both hands, and remove it from the printer.
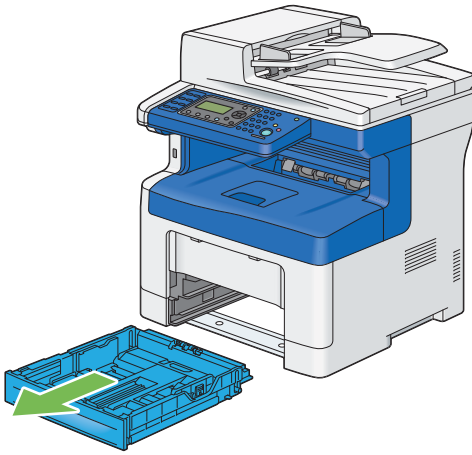
9 Lift the printer and align the five guide pins of the optional 250 sheet feeder with the holes at the bottom of the printer. Gently lower the printer onto the optional 250 sheet feeder.

> **IMPORTANT:**
> • When lifting the machine, make sure to follow the precautions stated in "Machine Installation" on page 18.
> • Be careful not to pinch your fingers when lowering the printer onto the optional 250 sheet feeder.
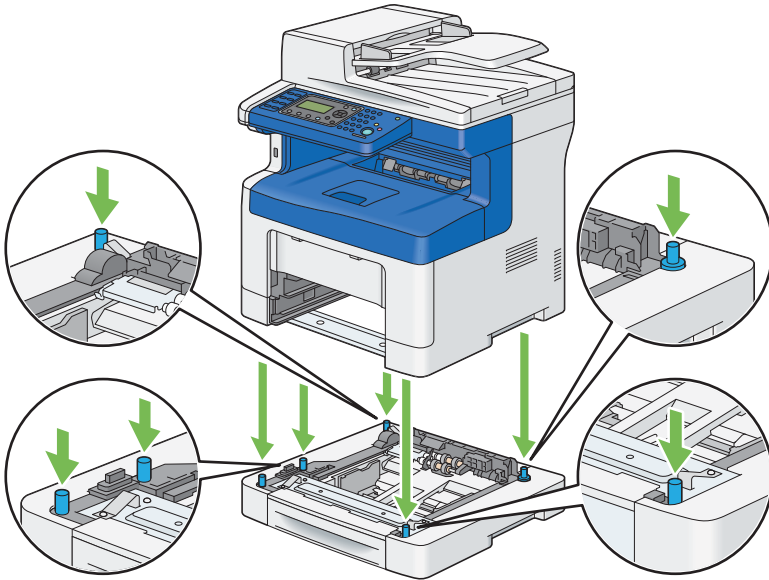
10 Secure the optional 250 sheet feeder to the printer by tightening the two screws provided with the feeder with a coin or similar object.
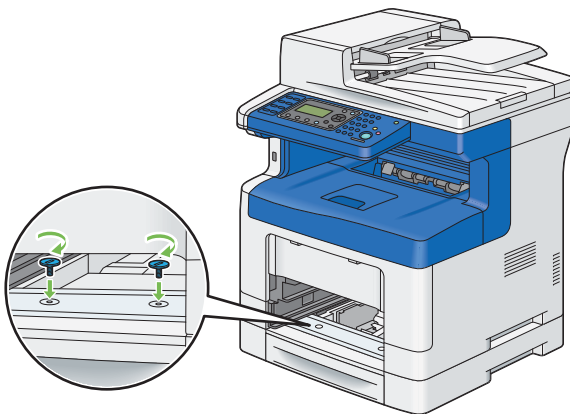
> **NOTE:**
> • The screw hole is located in 70 mm recess from the front of the printer.

11 Insert the standard 250 sheet tray into the printer, and push until it stops.
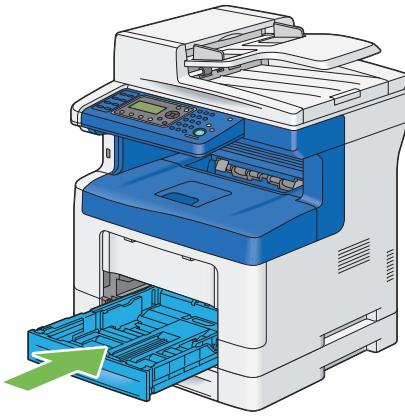
IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

12 Insert the bypass tray into the printer, push until it stops, and close the cover.
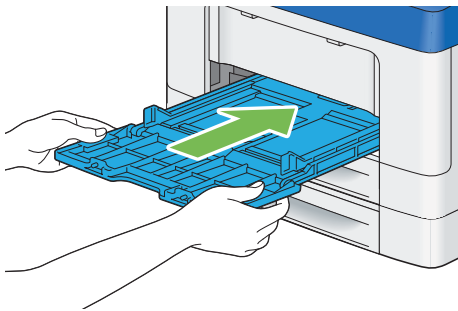
13 Reconnect all cables into the rear of the printer and turn on the printer.

NOTE:
- The printer will automatically detect the attached tray but will not detect the paper type.

14 Print the System Settings page to confirm the optional 250 sheet feeder is installed correctly.
  - **a** Press the ⓘ (**System**) button.
  - **b** Select `Report / List`, and then press the (OK) button.
  - **c** Select `System Settings`, and then press the (OK) button.
    The System Settings page is printed.

15 Confirm **Tray 2** (250 Sheet Feeder) is listed under **Printer Options** in the System Settings page.
If the feeder is not listed, turn off the printer, unplug the power cord, and re-install the optional 250 sheet feeder.

16 After loading paper in the optional 250 sheet feeder, specify the paper type from the printer operator panel.
  - **a** Press the ⓘ (**System**) button.
  - **b** Select `Tray Settings`, and then press the (OK) button.
  - **c** Select `Tray 2`, and then press the (OK) button.
  - **d** Select `Paper Type`, and then press the (OK) button.
  - **e** Select the paper type for the optional 250 sheet feeder, and then press the (OK) button.

17 If you installed the optional 250 sheet feeder after installing the print driver, update your driver by following the instructions for each operating system. If the printer is on a network, update the driver for each client.

Updating Your Driver to Detect Optional 250 Sheet Feeder

The following procedure uses Windows and the PCL 6/PS driver.

NOTE:

- When you use XML Paper Specification (XPS) driver, the following settings are not required.

Windows 7/ Windows 7 x64/ Windows Server 2008 R2 x64	**1** Click **Start** → **Devices and Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Printer properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Devices and Printers** dialog box.
Windows Vista/ Windows Vista x64	**1** Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers** dialog box.
Windows Server 2008/ Windows Server 2008 x64	**1** Click **Start** → **Control Panel** → **Printers**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers** dialog box.
Windows XP/ Windows XP x64/ Windows Server 2003/ Windows Server 2003 x64	**1** Click **Start** (**start** for Windows XP) → **Printers and Faxes**. **2** Right-click the printer icon of the DocuPrint M355 df and select **Properties**. **3** Click the **Configuration** tab, and then select **Bi-Directional Setup**. **4** Select **Get Information from Printer** and then select **OK**. **5** Click **Apply**, and then click **OK**. **6** Close the **Printers and Faxes** dialog box.

If the printer information is not updated automatically after clicking **Get Information from Printer**, follow these steps:

1 Click the **Configuration** tab, and then select **Installable Options**.

2 Select **Paper Tray Configuration** in the **Items** list box.

3 Select **2 Trays** in the **Paper Tray Configuration** drop-down menu under **Setting for**.

4 Click **OK**.

5 Click **Apply**, and then click **OK**.

6 Close the **Printers and Faxes** (, **Printers**, or **Devices and Printers**) folder.

The following procedure uses Mac OS X and the PS driver.

Mac OS X 10.7.x	**1** Select the **Print & Scan** in **System Preferences**.
	2 Select the printer in **Printers** list, and click **Options & Supplies**.
	3 Select **Driver**, select the options that have been installed on the printers, and then click **OK**.
Mac OS X 10.5.x/10.6.x	**1** Select the **Print & Fax** in **System Preferences**.
	2 Select the printer in **Printers** list, and click **Options & Supplies**.
	3 Select **Driver**, select the options that have been installed on the printers, and then click **OK**.
Mac OS X 10.3.x/10.4.x	**1** Select the printer from the **Printer List** screen in **Print Center** (or **Printer Setup Utility**).
	2 Click Printers on the **Print Center** (or **Printer Setup Utility**) menu bar, and select **Show Info**.
	3 Select **Installable Options**, and select the options that have been installed on the printer, and then click **Apply Changes**.

■ Installing the Optional Wireless Printer Adapter

The wireless printer adapter is supplied with the Wireless Network Kit b/g/n.

The wireless printer adapter allows you to use the printer with wireless network connection.

The specifications of the wireless printer adapter are described below.

NOTE:
- The optional wireless printer adapter is not supplied in some regions.

Item	Specification
Connectivity Technology	Wireless
Compliant Standards	IEEE 802.11b, 802.11g, and 802.11n
Bandwidth	2.4 GHz
Data Transfer Rate	IEEE 802.11n: 65 Mbps
	IEEE 802.11g: 54, 48, 36, 24, 18, 12, 9, and 6 Mbps
	IEEE 802.11b: 11, 5.5, 2, and 1 Mbps
Security	64 (40-bit key)/128 (104-bit key) WEP,
	WPA- PSK (TKIP, AES), WPA2-PSK (AES)
Wi-Fi® Protected Setup (WPS)	Push-Button Configuration (PBC),
	Personal Identification Number (PIN)

NOTE:
- When the wireless printer adapter is installed, you cannot use IEEE 802.1x authentication and/or the Ethernet port for a wired connection.

Verifying the Contents of the Box

Wireless Network Kit b/g/n
Installation Guide

Wireless Printer Adapter
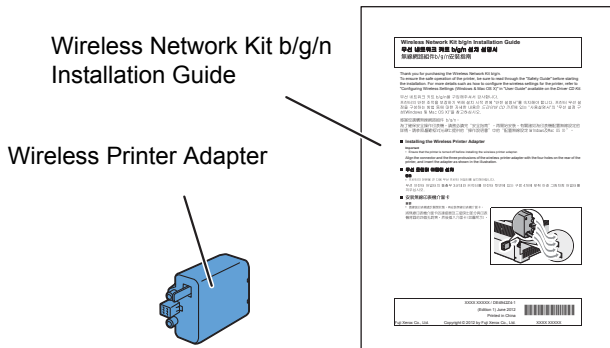
NOTE:
- To complete wireless installation, you require the corresponding *Driver CD Kit* that comes with your printer, which can also be downloaded from http://www.fujixerox.com/support/docuprint/.

Installing the Optional Wireless Printer Adapter Using Video Instructions (Recommended)

To install the wireless printer adapter using the video instructions on the Windows computer, perform the following method.

1   Insert the *Driver CD Kit* in your computer. The **Easy Install Navi** file launches automatically.

2   Select **Optional Accessories Setup** on the **Easy Install Navi** window.

3 Click **Wireless Network Kit b/g/n**.
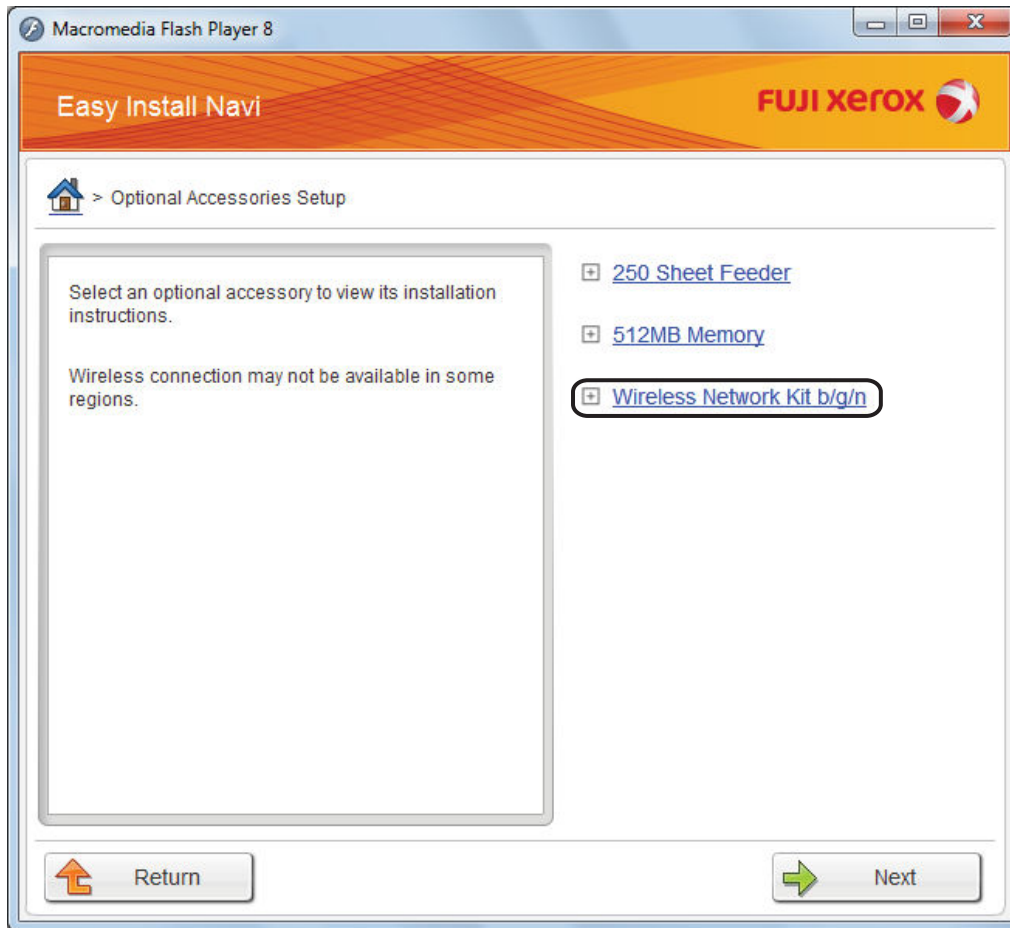
4 Click the procedure you want to confirm to start the video instruction.
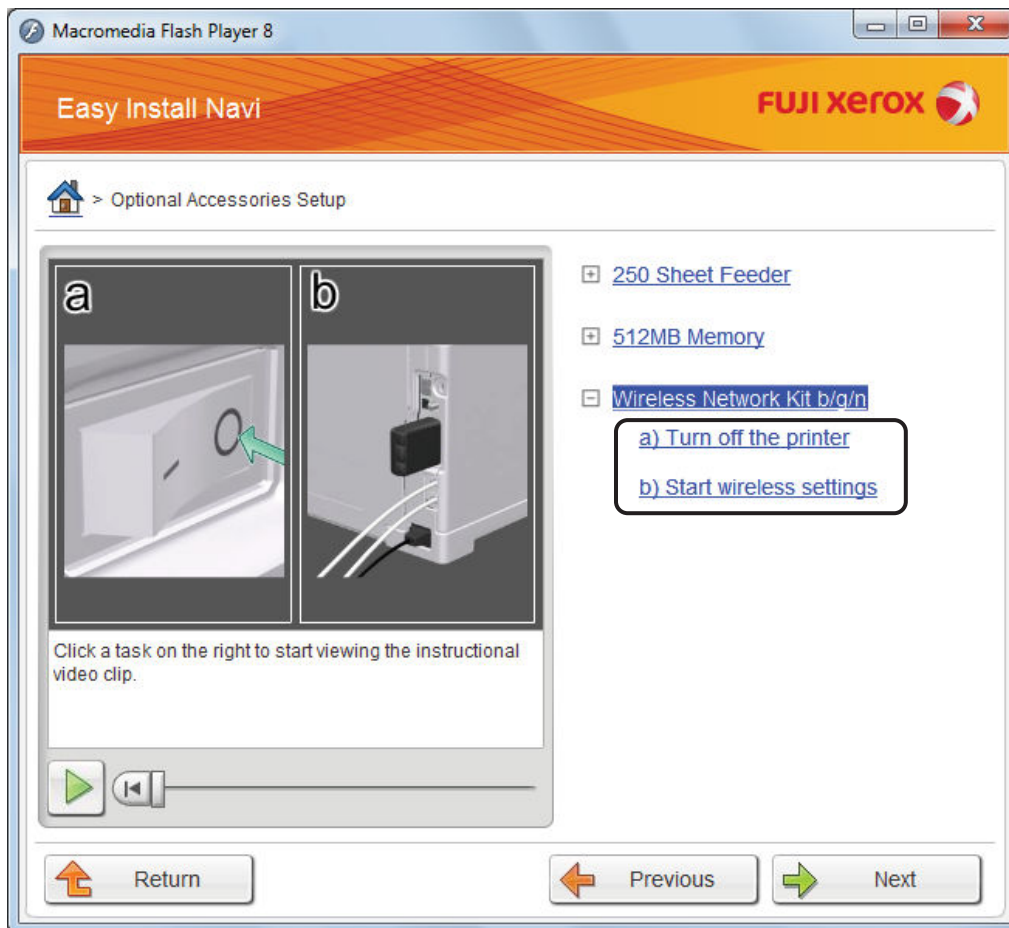
Follow the on-screen instructions to install the wireless printer adapter.

Installing the Optional Wireless Printer Adapter

NOTE:
• You can also install the wireless printer adapter by following the instructions described in Wireless Network Kit b/g/n Installation Guide provided with the wireless printer adapter.

1 Turn off the printer.
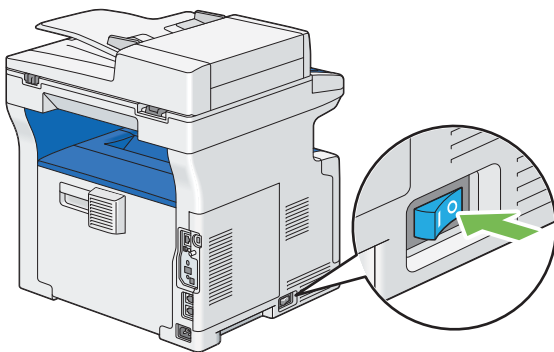
IMPORTANT:
• Note that the data in the memory are cleared when the printer is turned off.

2 Align the connector and the three protrusions of the wireless printer adapter with the four holes and insert the adapter.
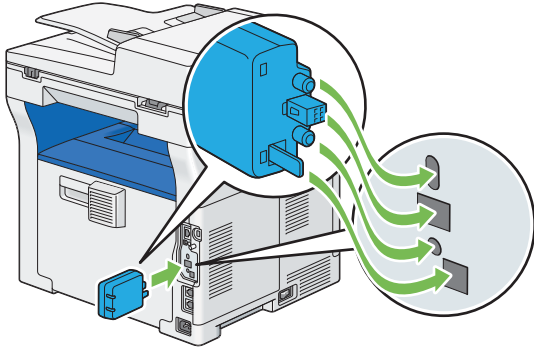
NOTE:
- Ensure that the adapter is fully inserted and secured.

3 Turn on the printer.

If a message displays telling you to make initial setup on the operator panel, always do as instructed.

4 Print the System Settings page to confirm the wireless printer adapter is installed correctly.

    a Press the ⓘ (**System**) button.

    b Select `Report / List`, and then press the (OK) button.

    c Select `System Settings`, and then press the (OK) button.

       The System Settings page is printed.

5 Confirm that the **Network (Wireless)** section exists.
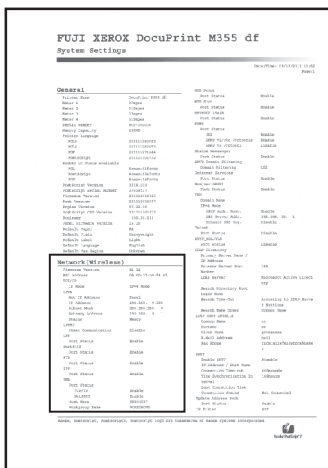
NOTE:
- For more information on configuring the wireless printer adapter, see "Configuring Wireless Settings (Windows & Mac OS X)" on page 110.

Turning on the Printer

IMPORTANT:
- Do not use extension cords or power strips.
- The printer should not be connected to an uninterrupted power supply (UPS) system.

1 Connect the power cord to the power connector on the rear of your printer.
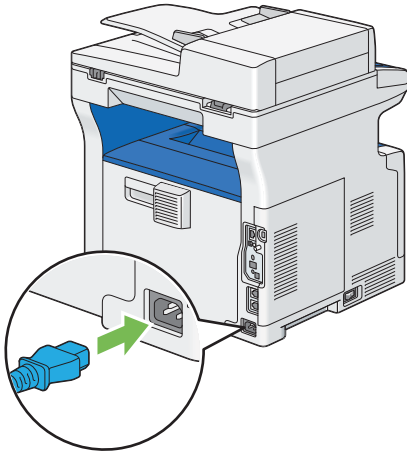
2 Connect the other end of the power cord to the power source.

3 Turn on the printer.
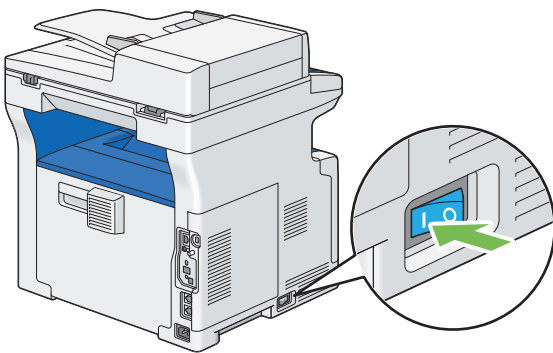
Printing a Panel Settings Page

The Panel Settings page shows current settings for the operator panel menus.

1 Press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the Ⓞⓚ button.

3 Select `Panel Settings`, and then press the Ⓞⓚ button.

The Panel Settings page is printed.

Power Saver Mode

The printer has an energy saving feature that reduces power consumption during periods of inactivity. This feature operates in two modes: the Low Power mode and Sleep mode. As delivered, the printer switches to the Low Power mode three minutes after the last print job is printed. The printer then switches to the Sleep mode after another one minute of inactivity. When the printer is in the Low Power mode, ⊘ (**Energy Saver**) button lights up, and the LCD backlight turns off. In the Sleep mode, the display also goes blank and displays nothing.

The factory default setting of one minute for each mode is changeable within the range of 1 to 60 minutes (Low Power mode and Sleep mode). The printer returns to the ready-to-print state in about 16 seconds when re-activated.

The printer can switch from the ready-to-print state to the Low Power mode without waiting right after pressing ⊘ (**Energy Saver**) button. Press ⊘ (**Energy Saver**) button to switch to Power Saver mode to save electricity.

NOTE:
- The functions of Low Power mode and Sleep mode cannot be disabled.

See also:
-

■ Exiting the Power Saver Mode

The printer automatically exits the Power Saver mode when it receives a print job from a computer. To manually exit the Low Power mode, press the ⊘ (**Energy Saver**) button on the operator panel. To exit the Sleep mode, press the ⊘ (**Energy Saver**) button.

NOTE:
- Opening and closing a cover will cause the printer to exit the Low Power mode and the Sleep mode.
- Opening and closing the DADF cover will cause the printer to exit the Sleep mode.
- When the printer is in the Sleep mode, all buttons on the operator panel except for the ⊘ (**Energy Saver**) button do not function. To use the buttons on the operator panel, press the ⊘ (**Energy Saver**) button to exit the Sleep mode.

See also:
-

3

Printer Management Software

Use the CD-ROMs shipped with your printer to install a combination of software programs, depending on your operating system.

This chapter includes:

Print and Scan Drivers

To access all of your printer's features, install the print and scan drivers from the *Driver CD Kit* or *PostScript Driver Library CD*.

- The print drivers enable your computer and printer to communicate and provide access to your printer features.
- The scan drivers enable you to scan images directly to your personal computer and place scanned images directly into an application via USB or the network.

See also:
- "Installing the Scan Driver" on page 181

CentreWare Internet Services

This section provides information on CentreWare Internet Services, a hyper text transfer protocol (HTTP)-based web page service that is accessed through your web browser.

These pages give you instant access to printer status, and printer configuration options. Anyone on your network can access the printer using their web browser software. In administrative mode you can change the configuration of the printer, set up your fax directories, and manage your printer settings without leaving your computer.

NOTE:
- Users who are not given passwords by the administrator can still view the configuration settings and options in user mode. They will not be able to save or apply any changes to the current configuration.

■ Creating an Administrative Password

1 Launch your web browser.

2 Enter the IP address in the browser's address field, and then press the **Enter** key.

3 Click the **Properties** tab.

4 In the left navigation panel, scroll down to **Security** and select **Administrator Settings**.

5 Select **Enabled** for **Administrator Mode**.

6 In the **Administrator Login ID** field, enter a name for the administrator.

   NOTE:
   - The default ID and password are "11111" and "x-admin", respectively.

7 In the **Administrator Password** and **Re-enter Password** fields, enter a password for the administrator.

8 In the **Maximum Login Attempts** field, enter the number of login attempts allowed.

9 Click **Apply**.

   Your new password has been set and anyone with the administrator name and password can log in and change the printer configuration and settings.

SimpleMonitor (Windows Only)

You can check the printer status with SimpleMonitor. Double-click the SimpleMonitor printer icon 🖨 on the taskbar at the bottom right of the screen. The **Select Printer** window appears, which displays the printer name, printer connection ports, and printer status. Check the **Status** column to know the current status of your printer. You can also check the toner level of your printer.

Status Settings button: Displays the **Status Settings** dialog box and allows you to modify the SimpleMonitor settings.

Click the name of the desired printer listed on the **Select Printer** window. The **Status Monitor** window appears.

The **Status Monitor** window alerts you when there is a warning or when an error occurs, for example, when a paper jam occurs or toner is running low.

By default, the **Status Monitor** window launches when printing and an error occurs. When an error occurs, the error message appears on the **Status Monitor** window. You can specify the conditions for starting the **Status Monitor** window in **Auto start setup**.

To change the pop-up settings for the **Status Monitor** window:

The following procedure uses Microsoft® Windows® 7 as an example.

1 Click **Start** → **All Programs** → **Fuji Xerox** → **SimpleMonitor for Asia-Pacific** → **Activate SimpleMonitor**.

The **Select Printer** window appears.

2 Click **Status Settings**.

The **Status Settings** dialog box appears.

3 Select the **Pop-up Settings** tab, and then select the type of the pop-up from **Auto start setup**.

SimpleMonitor can be installed from the *Driver CD Kit*. It is available only for Windows.

Address Book Editor

The Address Book Editor provides a convenient interface for modifying the printer's address book entries. With it you can create:

- Fax entries
- Email entries
- Server entries

When you start the software, if the printer is connected to your computer via USB or to a network, the Address Book Editor reads the printer's address book. You can create, edit, and delete entries. After making changes, you can then save the updated address book to the printer or to your computer.

To open the Address Book Editor:

The following procedure uses Windows 7 as an example.

Click **Start** → **All Programs** → **Fuji Xerox** → **DocuPrint M355 df** → **Address Book Editor**.

The Address Book Editor can be installed from the *Driver CD Kit*. It is available for Windows and Mac OS$^®$ X.

Express Scan Manager

The Express Scan Manager handles scan jobs sent from the printer to your computer via USB. When a scan job is sent from the printer to the computer, Express Scan Manager automatically manages the scan job.

Before scanning to your computer, start Express Scan Manager and configure the scan settings. You can specify settings for output destination.

To open the Express Scan Manager:

The following procedure uses Windows 7 as an example.

Click **Start** → **All Programs** → **Fuji Xerox** → **DocuPrint M355 df** → **Express Scan Manager**.

The Express Scan Manager can be installed from the *Driver CD Kit.* It is available for Windows and Mac OS X.

See also:
- "Scanning" on page 179

Setup Disk Creation Tool (Windows Only)

The Setup Disk Creation Tool on the *Driver CD Kit* and the print drivers on the *Driver CD Kit* and *PostScript Driver Library CD* are used to create driver installation packages that contain custom driver settings. A driver installation package can contain a group of saved print driver settings and other data for things such as:

- Print orientation and Multiple Up (document settings)
- Watermarks
- Font references

If you want to install the print driver with the same settings on multiple computers running the same operating system, create a setup disk in a floppy disk or in a server on the network. Using the setup disk that you have created will reduce the amount of work required when installing the print driver.

- Install the print driver in the computer on which the setup disk is to be created.
- The setup disk can only be used on the operating system on which the disk was created or computers running the same operating system. Create a separate setup disk for each of the operating systems.

DocuWorks (Windows Only)

When installing DocuWorks, run the appropriate EXE file in the *DocuWorks CD*.

Windows supports DocuWorks and DocuWorks Viewer Light.

DocuWorks is available only for Windows.

NOTE:
- For more information on DocuWorks, refer to the readme file on the *DocuWorks CD*.

4

Printer Connection and Software Installation

This chapter includes:

Overview of Network Setup and Configuration

To set up and configure the network:

1 Connect the printer to the network using the recommended hardware and cables.

2 Turn on the printer and the computer.

3 Print the System Settings page and keep it for referencing network settings.

4 Install the driver software on the computer from the *Driver CD Kit* or *PostScript Driver Library CD*. For information on driver installation, see the section in this chapter for the specific operating system you are using.

5 Configure the printer's TCP/IP address, which is required to identify the printer on the network.

  • Microsoft® Windows® operating systems: Run the IP address setting tool on the *Driver CD Kit* to set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the operator panel.

  • Mac OS® X and Linux® systems: Manually set the printer's TCP/IP address on the operator panel.

  See also:
  • "Setting the IP Address" on page 81

6 Print a System Settings page to verify the new settings.

NOTE:
  • If the *Driver CD Kit* or *PostScript Driver Library CD* is not available, you can download the latest driver from the Fuji Xerox Web Site: http://www.fujixeroxprinters.com/

See also:
  • "Printing a System Settings Page" on page 158

Connecting Your Printer

Your printer interconnection cables must meet the following requirements:

Connection Type	Connection Specifications
USB	USB 2.0
Ethernet	10 Base-T/100 Base-TX/1000 Base-T
Wireless (optional)	IEEE 802.11b/802.11g/802.11n
Wall jack connector	RJ11
Phone connector	RJ11
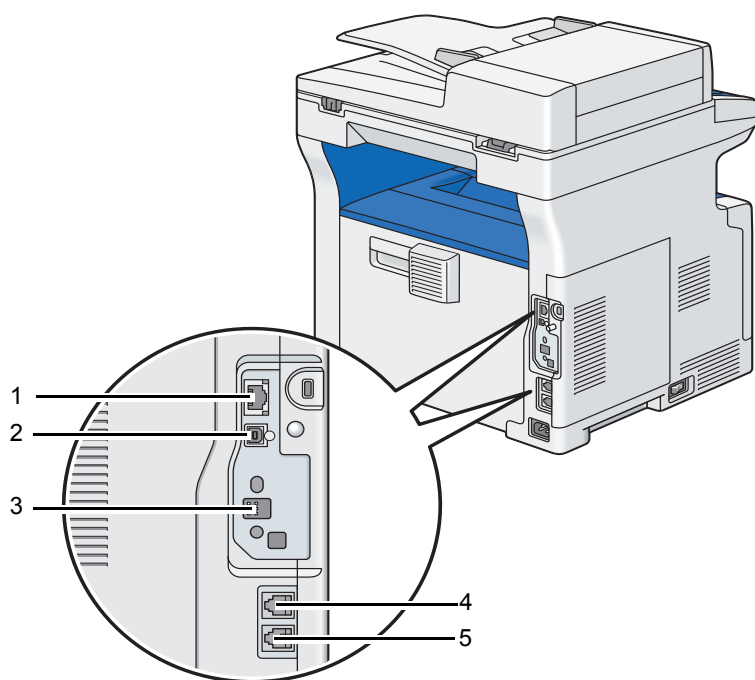
1	Ethernet port	
2	USB port	
3	Wireless adapter socket	
4	Phone connector	PHONE
5	Wall jack connector	LINE

■ Connecting Printer to Computer or Network

Connect the printer via USB, Ethernet or wireless (optional). A USB connection is a direct connection and is not used for networking. Ethernet and wireless connections are used for networking. Hardware and cabling requirements vary for the different connection methods. Ethernet cable and hardware are generally not included with your printer and must be purchased separately.

The available features for each connection type are shown in the following table.

Connection Type	Available Features
USB	When connected via USB you can: • Instruct print jobs from a computer. • Scan and print an image into an application. • Scan and print an image to a folder on the computer. • Use the Address Book Editor to manage address book entries. • Use the SimpleMonitor to check the printer status. • Use the Express Scan Manager to handle scan jobs sent from the printer to your computer.
Ethernet	When connected via Ethernet you can: • Instruct print jobs from a computer on the network. • Scan and print an image into an application. • Scan and print an image to a folder on the computer on the network. • Scan to a computer on the network. • Scan to an FTP server. • Scan to email. • Use CentreWare Internet Services to configure the printer status or settings. • Use the Address Book Editor to manage address book entries. • Use the SimpleMonitor to check the printer status.
Wireless (optional)	When connected via wireless you can: • Instruct print jobs from a computer on the network. • Scan and print an image into an application. • Scan and print an image to a folder on the computer on the network. • Scan to a computer on the network. • Scan to an FTP server. • Scan to email. • Use CentreWare Internet Services to configure the printer status or settings. • Use the Address Book Editor to manage address book entries. • Use the SimpleMonitor to check the printer status.

USB Connection

A local printer is directly connected to your computer using the USB cable. If your printer is connected to a network instead of your computer, skip this section and go to .

To connect the printer to a computer:

1 Connect the smaller USB connector into the USB port on the rear of the printer, and the other end of the cable into a USB port of the computer.
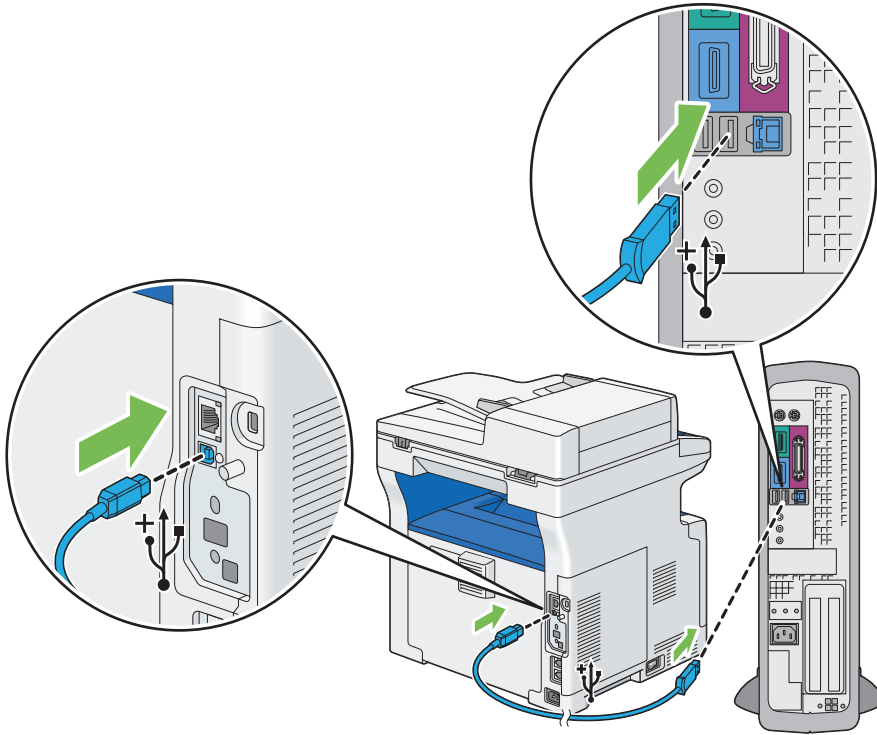
NOTE:
- Ensure that you match the USB symbol on the cable to the USB symbol on the printer.
- Do not connect the printer USB cable to the USB port available on the keyboard.

Wired Network Connection

To connect the printer to a network:

1 Connect one end of the Ethernet cable into the Ethernet port on the rear of the printer, and the other end to a LAN drop or hub.
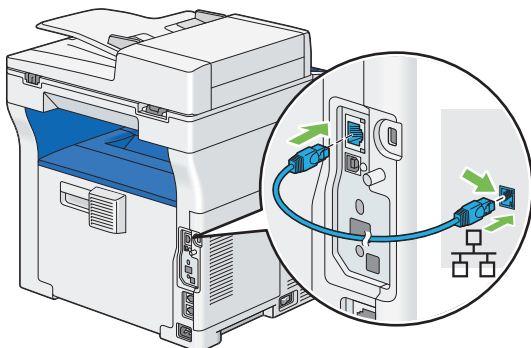
Wireless Network Connection

To set up a wireless connection, insert the optional wireless printer adapter into the wireless adapter socket on the rear of the printer. For details about wireless connection, see "Installing the Optional Wireless Printer Adapter" on page 58.

NOTE:

- To use the wireless printer adapter, be sure to disconnect the Ethernet cable.

Setting the IP Address

This section includes:

■ TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional system settings information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's IP address.

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every computer and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and Digital Subscriber Line (DSL) routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

■ Setting the Printer's IP Address through the Driver CD Kit

If the printer is connected to a small established TCP/IP network without a DHCP server, use the IP address setting tool on the *Driver CD Kit* to detect or assign an IP address to your printer. For further instructions, insert the *Driver CD Kit* into your computer's CD-ROM drive. After the IP address setting tool launches, click **Install Driver and Software**. Start IP address setting tool on the **Admin Tools** tab, and follow the displayed instructions.

NOTE:
- For the IP address setting tool to function, the printer must be connected to an established TCP/IP network.

■ Dynamic Methods of Setting the Printer's IP Address

There are two protocols available for dynamically setting the printer's IP address:

- DHCP (enabled by default)
- AutoIP

You can turn on/off both protocols using the operator panel or CentreWare Internet Services.

NOTE:

- You can print a report that includes the printer's IP address. On the operator panel, press the ⓘ (**System**) button, select `Report / List`, press the ⓞⓚ button, select `System Settings`, and then press the ⓞⓚ button. The IP address is listed on the System Settings page.

Using the Operator Panel

To turn on/off either the DHCP or AutoIP protocol:

1 On the operator panel, press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `Network Setup`, and then press the ⓞⓚ button.

4 Select `TCP/IP`, and then press the ⓞⓚ button.

5 Select `IPv4`, and then press the ⓞⓚ button.

6 Select `Get IP Address`, and then press the ⓞⓚ button.

7 Select `DHCP / AutoIP`, and then press the ⓞⓚ button.

Using CentreWare Internet Services

To turn on/off either the DHCP or AutoIP protocol:

1 Launch your web browser.

2 Enter the IP address in the browser's address field, and then press the **Enter** key.

3 Select **Properties**.

4 Select the **Protocol Settings** folder on the left navigation panel.

5 Select **TCP/IP**.

6 In the **Get IP Address** field, select the **DHCP / Autonet** option.

7 Click the **Apply** button.

◼ Assigning an IP Address (for IPv4 Mode)

NOTE:

- When you assign an IP address manually in **IPv6** mode, use the CentreWare Internet Services. To display the CentreWare Internet Services, use the link local address. To check a link local address, see "Printing and Checking the System Settings Page" on page 84.
- Assigning an IP address is considered as an advanced function and is normally done by a system administrator.
- Depending on the address class, the range of the IP address assigned may be different. On Class A, for example, an IP address in the range from `0.0.0.0` to `127.255.255.255` will be assigned. For assignment of IP addresses, contact your system administrator.

You can assign the IP address by using the operator panel.

1 Turn on the printer.

2 Ensure that `Ready` message appears on the LCD panel.

3 On the operator panel, press the `i` (**System**) button.

4 Select `Admin Menu`, and then press the (OK) button.

5 Select `Network Setup`, and then press the (OK) button.

6 Select `TCP/IP`, and then press the (OK) button.

7 Select `IPv4`, and then press the (OK) button.

8 Select `Get IP Address`, and then press the (OK) button.

9 Select `Panel`, and then press the (OK) button.

10 Ensure that the message `This Setting Becomes Effective after Restart` appears, and then press the ⬑ (**Back**) button.

11 Select `IP Address`, and then press the (OK) button.
The cursor is located at the first octet of the IP address.

12 Enter the value of the IP address using the number pad.

13 Press the ▶ button.
The cursor moves to the next octet.

14 Repeat steps 12 to 13 to set all of the digits in the IP address, and then press the (OK) button.

15 Ensure that the message `This Setting Becomes Effective after Restart` appears, and then press the ⬑ (**Back**) button.

16 Select `Subnet Mask`, and then press the (OK) button.
The cursor is located at the first octet of the subnet mask.

17 Enter the value of the subnet mask using the number pad.

18 Press the ▶ button.
The cursor moves to the next octet.

19 Repeat steps 17 to 18 to set the subnet mask, and then press the (OK) button.

20 Ensure that the message `This Setting Becomes Effective after Restart` appears, and then press the ⬑ (**Back**) button.

21 Select `Gateway Address`, and then press the (OK) button.
The cursor is located at the first octet of the gateway address.

22 Enter the value of the gateway address using the number pad.

23 Press the ▶ button.

The cursor moves to the next octet.

24 Repeat steps 22 to 23 to set the gateway address, and then press the (OK) button.

25 Ensure that the message `This Setting Becomes Effective after Restart` appears, and then press the ⬅ (**Back**) button.

26 Turn off and turn on the printer.

IMPORTANT:
• Note that the data in the memory are cleared when the printer is turned off.

See also:
• "Operator Panel" on page 45

■ Verifying the IP Settings

You can confirm the settings by printing the system settings report or using the ping command.

The following procedure uses Windows 7 as an example.

1 Print the System Settings page.

2 Look under the **IPv4** heading on the System Settings page to ensure that the IP address, subnet mask, and gateway address are appropriate.

To verify if the printer is active on the network, run the ping command in your computer:

1 Click **Start** → **All Programs** → **Accessories** → **Run**.

2 Enter **cmd**, and then click **OK**.

A black window is displayed.

3 Enter **ping xx.xx.xx.xx** (where **xx.xx.xx.xx** is the IP address of your printer), and then press the **Enter** key.

Reply from the IP address denotes printer is active on the network.

See also:
• "Printing and Checking the System Settings Page" on page 84

■ Printing and Checking the System Settings Page

Print the System Settings page and check your printer's IP address by using the operator panel.

1 On the operator panel, press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the (OK) button.

3 Select `System Settings`, and then press the (OK) button.

The System Settings page is printed.

4 Confirm the IP address next to **IP Address** under **Network Setup** on the System Settings page. If the IP address is **0.0.0.0**, wait for a few minutes to resolve the IP address automatically, and then print the System Settings page again.

If the IP address is not resolved automatically, see "Assigning an IP Address (for IPv4 Mode)" on page 83.

Installing Print Driver on Computers Running Windows

This section includes:

NOTE:

- The fax driver is installed with the PCL 6 driver.

■ Identifying Print Driver Pre-install Status (For Network Connection Setup)

Before installing the print driver on your computer, print the System Settings page to check the IP address of your printer.

This section includes:

The Operator Panel

1 Press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the (OK) button.

3 Select `System Settings`, and then press the (OK) button.

The System Settings page is printed.

4 Find the IP address next to **IP Address** under **Network Setup** on the System Settings page.

If the IP address is **0.0.0.0**, wait for a few minutes to resolve the IP address automatically, and then print the System Settings page again.

If the IP address is not resolved automatically, see "Assigning an IP Address (for IPv4 Mode)" on page 83.

Changing the Firewall Settings Before Installing Your Printer

If you are running one of the following operating systems, you must change the firewall settings before installing the Fuji Xerox printer software:

- Windows 7
- Windows Vista®
- Windows Server® 2008 R2
- Windows Server 2008
- Windows XP

NOTE:
- For Windows XP, Service Pack 2 or 3 must be installed.

The following procedure uses Windows 7 as an example.

1 Insert the *Driver CD Kit* into your computer.

2 Click **Start → Control Panel**.

3 Click **System and Security**.

4 Click **Windows Firewall**.

5 Click **Allow a program or feature through Windows Firewall**.

6 Click **Change settings**.

7 Click **Allow another program**.

8 Click **Browse**.

9 Click **D:\setup.exe** (where D is the drive letter of your CD) in the **File name** text box, and then click **Open**.

10 Click **Add**.

11 Click **OK**.

■ Inserting the CD-ROM

• For Installing PCL 6 and Fax Driver

1 Insert the *Driver CD Kit* into your computer to start Easy Install Navi.

    NOTE:
- If the CD does not automatically launch, click **Start** (**start** for Windows XP) → **All Programs** (for Windows Vista and Windows 7) → **Accessories** (for Windows Vista and Windows 7) → **Run**, and then enter **D:\setup.exe** (where D is the drive letter of your CD), and then click **OK**.

• For Installing PS Driver

1 Insert the *PostScript Driver Library CD* into your computer.

• For Installing XML Paper Specification (XPS) Print Driver

1 Extract the zip file in the following path to your desired location.

    D:\Eng\XPS (where D is the CD drive letter)

◼ USB Connection Setup

NOTE:
- A personal printer is a printer attached to your computer or a print server using a USB. If your printer is attached to a network and not your computer, see "Network Connection Setup" on page 89.

• For Installing PCL 6 and Fax Driver

1 On the top screen of Easy Install Navi, click **Installing Driver and Software**.

2 Click **Print/Fax Driver**.

3 Click **Connect via USB**.

4 Follow the procedures described in the Help to install the print driver.

• For Installing PS Driver

For information on how to install the PS driver, refer to the PostScript User Guide.

• For Installing XML Paper Specification (XPS) Print Driver

NOTE:
- XML Paper Specification (XPS) driver is supported on the following operating systems: Windows Vista, Windows Vista 64-bit Edition, Windows Server 2008, Windows Server 2008 64-bit Edition, Windows Server 2008 R2, Windows 7, and Windows 7 64-bit Edition.

Windows Vista or Windows Vista 64-bit Edition

1 Click **Start → Control Panel → Hardware and Sound → Printers**.

2 Click **Add a printer**.

3 Click **Add a local printer**.

4 Select the port connected to your printer, and then click **Next**.

5 Click **Have Disk** to display the **Install From Disk** dialog box.

6 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

7 Click **Open**.

8 Click **OK**.

9 Select your printer name and click **Next**.

10 To change the printer name, enter the printer name in the **Printer name** box.

To use this printer as the default printer, select the **Set as the default printer** check box displayed under the **Printer name**.

11 Click **Next**.

Installation starts.

If the **User Account Control** dialog box appears, click **Continue**.

NOTE:
- If you are an administrator on the computer, click **Continue**; otherwise, contact your administrator to continue the desired action.

12 As the driver installation is completed, click **Print a test page** to print a test page.

13 Click **Finish**.

Windows Server 2008 or Windows Server 2008 64-bit Edition

NOTE:
- You must log in as an administrator.

1 Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.

2 Click **Add a printer**.

3 Click **Add a local printer**.

4 Select the port connected to your printer, and then click **Next**.

5 Click **Have Disk** to display the **Install From Disk** dialog box.

6 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

7 Click **Open**.

8 Click **OK**.

9 Select your printer name and click **Next**.

10 To change the printer name, enter the printer name in the **Printer name** box.
To use this printer as the default printer, select the **Set as the default printer** check box.

11 Click **Next**.
Installation starts.

12 If you do not share your printer, select **Do not share this printer**.
If you share your printer, select **Share this printer so that others on your network can find and use it**.

13 Click **Next**.

14 As the driver installation is completed, click **Print a test page** to print a test page.

15 Click **Finish**.

Windows 7, Windows 7 64-bit Edition, or Windows Server 2008 R2

1 Click **Start** → **Devices and Printers**.

2 Click **Add a printer**.
If the **User Account Control** dialog box appears, click **Yes**.

> **NOTE:**
> - If you are an administrator on the computer, click **Yes**; otherwise, contact your administrator to continue the desired action.

3 Click **Add a local printer**.

4 Select the port connected to your printer, and then click **Next**.

5 Click **Have Disk** to display the **Install From Disk** dialog box.

6 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

7 Click **Open**.

8 Click **OK**.

9 Select your printer name and click **Next**.

10 To change the printer name, enter the printer name in the **Printer name** box, and then click **Next**.

Installation starts.

11 If you do not share your printer, select **Do not share this printer**.

If you share your printer, select **Share this printer so that others on your network can find and use it**.

12 Click **Next**.

13 To use this printer as the default printer, select the **Set as the default printer** check box.

14 As the driver installation is completed, click **Print a test page** to print a test page.

15 Click **Finish**.

■ Network Connection Setup

NOTE:

• To use this printer in a Linux environment, you need to install a Linux driver. For more information on how to install and use these, see also "Installing Print Driver on Computers Running Linux (CUPS)" on page 104.

• For Installing PCL 6 and Fax Driver

1 On the top screen of Easy Install Navi, click **Installing Driver and Software**.

2 Click **Print/Fax Driver**.

3 Select **Standard** or **Custom** setup.

4 Follow the on-screen instructions to install the print driver.

• For Installing PS Driver

For information on how to install the PS driver, refer to the PostScript User Guide.

• For Installing XML Paper Specification (XPS) Print Driver

NOTE:

• XML Paper Specification (XPS) driver is supported on the following operating systems: Windows Vista, Windows Vista 64-bit Edition, Windows Server 2008, Windows Server 2008 64-bit Edition, Windows Server 2008 R2, Windows 7, and Windows 7 64-bit Edition.

Windows Vista and Windows Vista 64-bit Edition

1 Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.

2 Click **Add a printer**.

3 Click **Add a network, wireless or Bluetooth printer**.

4 Select printer or click **The printer that I want isn't listed**.

When you select your printer, go to step 7.

When you click **The printer that I want isn't listed**, go to step 5.

5 Select **Add a printer using a TCP/IP address or host name**, and then click **Next**.

6 Select **TCP/IP Device** from **Device type**, and enter the IP address for **Hostname or IP address**, and then click **Next**.

If the **User Account Control** dialog box appears, click **Continue**.

> **NOTE:**
>
> • If you are an administrator on the computer, click **Continue**; otherwise, contact your administrator to continue the desired action.

7 Click **Have Disk** to display the **Install From Disk** dialog box.

8 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

9 Click **Open**.

10 Click **OK**.

11 Select your printer name and click **Next**.

12 To change the printer name, enter the printer name in the **Printer name** box.

To use this printer as the default printer, select the **Set as the default printer** check box.

13 Click **Next**.

Installation starts.

14 As the driver installation is completed, click **Print a test page** to print a test page.

15 Click **Finish**.

Windows Server 2008 and Windows Server 2008 64-bit Edition

NOTE:
- You must log in as an administrator.

1 Click **Start → Control Panel → Hardware and Sound → Printers**.

2 Click **Add a printer**.

3 Click **Add a network, wireless or Bluetooth printer**.

4 Select printer or click **The printer that I want isn't listed**.

When you select your printer, go to step 7.

When you click **The printer that I want isn't listed**, go to step 5.

5 Select **Add a printer using a TCP/IP address or host name**, and then click **Next**.

6 Select **TCP/IP Device** from **Device type**, and enter the IP address for **Hostname or IP address**, and then click **Next**.

If the **User Account Control** dialog box appears, click **Continue**.

NOTE:
- If you are an administrator on the computer, click **Continue**; otherwise, contact your administrator to continue the desired action.

7 Click **Have Disk** to display the **Install From Disk** dialog box.

8 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

9 Click **Open**.

10 Click **OK**.

11 Select your printer name and click **Next**.

12 To change the printer name, enter the printer name in the **Printer name** box.

To use this printer as the default printer, select the **Set as the default printer** check box.

13 Click **Next**.

Installation starts.

14 If you do not share your printer, select **Do not share this printer**. If you share your printer, select **Share this printer so that others on your network can find and use it**.

15 Click **Next**.

16 As the driver installation is completed, click **Print a test page** to print a test page.

17 Click **Finish**.

Windows Server 2008 R2

1 Click **Start → Devices and Printers**.

2 Click **Add a printer**.

3 Click **Add a network, wireless or Bluetooth printer**.

4 Select printer or click **The printer that I want isn't listed**.

   NOTE:
   • When you click **The printer that I want isn't listed, Find a printer by name or TCP/IP address** screen appears. Find your printer on the screen.

   If the **User Account Control** dialog box appears, click **Continue**.

   NOTE:
   • If you are an administrator on the computer, click **Continue**; otherwise, contact your administrator to continue the desired action.

5 Click **Have Disk** to display the **Install From Disk** dialog box.

6 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

7 Click **Open**.

8 Click **OK**.

9 Select your printer name and click **Next**.

10 To change the printer name, enter the printer name in the **Printer name** box, and then click **Next**.
   Installation starts.

11 If you do not share your printer, select **Do not share this printer**. If you share your printer, select **Share this printer so that others on your network can find and use it**.

12 Click **Next**.

13 To use this printer as the default printer, select the **Set as the default printer** check box.

14 As the driver installation is completed, click **Print a test page** to print a test page.

15 Click **Finish**.

Windows 7 and Windows 7 64-bit Edition

1 Click **Start → Devices and Printers**.

2 Click **Add a printer**.

3 Click **Add a network, wireless or Bluetooth printer**.

4 Select printer or click **The printer that I want isn't listed**.

When you select your printer, go to step 7.

When you click **The printer that I want isn't listed**, go to step 5.

5 Select **Add a printer using a TCP/IP address or host name**, and then click **Next**.

6 Select **TCP/IP Device** from **Device type**, and enter the IP address for **Hostname or IP address**, and then click **Next**.

If the **User Account Control** dialog box appears, click **Yes**.

NOTE:
- If you are an administrator on the computer, click **Yes**; otherwise, contact your administrator to continue the desired action.

7 Click **Have Disk** to display the **Install From Disk** dialog box.

8 Click **Browse**, and then select the extracted setup information (.inf) file in "For Installing XML Paper Specification (XPS) Print Driver" on page 86.

9 Click **Open**.

10 Click **OK**.

11 Select your printer name and click **Next**.

12 To change the printer name, enter the printer name in the **Printer name** box, and then click **Next**.

Installation starts.

13 If you do not share your printer, select **Do not share this printer**. If you share your printer, select **Share this printer so that others on your network can find and use it**.

14 Click **Next**.

15 To use this printer as the default printer, select the **Set as the default printer** check box.

16 As the driver installation is completed, click **Print a test page** to print a test page.

17 Click **Finish**.

Use CentreWare Internet Services to monitor the status of your network printer without leaving your desk. You can view and/or change the printer settings, monitor toner level, and acknowledge the timing of ordering replacement consumables. You can click our web site link for ordering supplies.

NOTE:
- CentreWare Internet Services is not available when the printer is directly connected to a computer or a print server.

To launch CentreWare Internet Services, type the printer's IP address in your web browser. The printer configuration appears on the screen.

■ Setting Up for Shared Printing

You can share your new printer on the network using the *Driver CD Kit* that comes with your printer, or using Microsoft peer-to-peer method. However, if you use the Microsoft method, some features, such as the SimpleMonitor and other printer utilities, installed with the *Driver CD Kit*, may not be available.

If you want to use the printer on a network, share the printer and install its drivers on all the computers on the network.

• For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 64-bit Edition

1 Click **Start** (**start** for Windows XP) → **Printers and Faxes**.

2 Right-click the printer icon and select **Properties**.

3 On the **Sharing** tab, select the **Share this printer** radio button, and then enter a name in **Share name** text box.

4 Click **Additional Drivers** and select the operating systems of all network clients that print to the printer.

5 Click **OK**.

   If you are missing files, you are prompted to insert the server operating system CD.

6 Click **Apply**, and then click **OK**.

• For Windows Vista and Windows Vista 64-bit Edition

1 Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.

2 Right-click the printer icon and select **Sharing**.

3 Click **Change sharing options**.
   The message **Windows needs your permission to continue** appears.

4 Click **Continue**.

5 Select the **Share this printer** check box, and then enter a name in **Share name**.

6 Click **Additional Drivers** and select the operating systems of all network clients that print to the printer.

7 Click **OK**.

8 Click **Apply**, and then click **OK**.

• For Windows Server 2008 and Windows Server 2008 64-bit Edition

1 Click **Start** → **Control Panel** → **Printers**.

2 Right-click the printer icon and select **Sharing**.

3 Select the **Share this printer** check box, and then enter a name in **Share name**.

4 Click **Additional Drivers** and select the operating systems of all network clients that print to the printer.

5 Click **OK**.

6 Click **Apply**, and then click **OK**.

- **For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2**

1 Click **Start → Devices and Printers**.

2 Right-click the printer icon and select **Printer properties**.

3 On the **Sharing** tab, select the **Share this printer** check box, and then enter a name in **Share name** text box.

4 Click **Additional Drivers** and select the operating systems of all network clients that print to the printer.

5 Click **OK**.

6 Click **Apply**, and then click **OK**.

To confirm that the printer is properly shared:

- Ensure that the printer object in the **Printers**, **Printers and Faxes** or **Devices and Printers** folder is shared. The shared icon is shown under the printer icon.
- Browse **Network** or **My Network Places**. Find the host name of the server and the shared name you assigned to the printer.

Now that the printer is shared, you can install the printer on network clients using the peer-to-peer method.

■ Point and Print

Point and Print is a Microsoft Windows technology that allows you to connect to a remote printer. This feature automatically downloads and installs the print driver.

• For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 64-bit Edition

1 On the Windows desktop of the client computer, double-click **My Network Places**.

2 Locate the host name of the server computer, and then double-click the host name.

3 Right-click the shared printer name, and then click **Connect**.
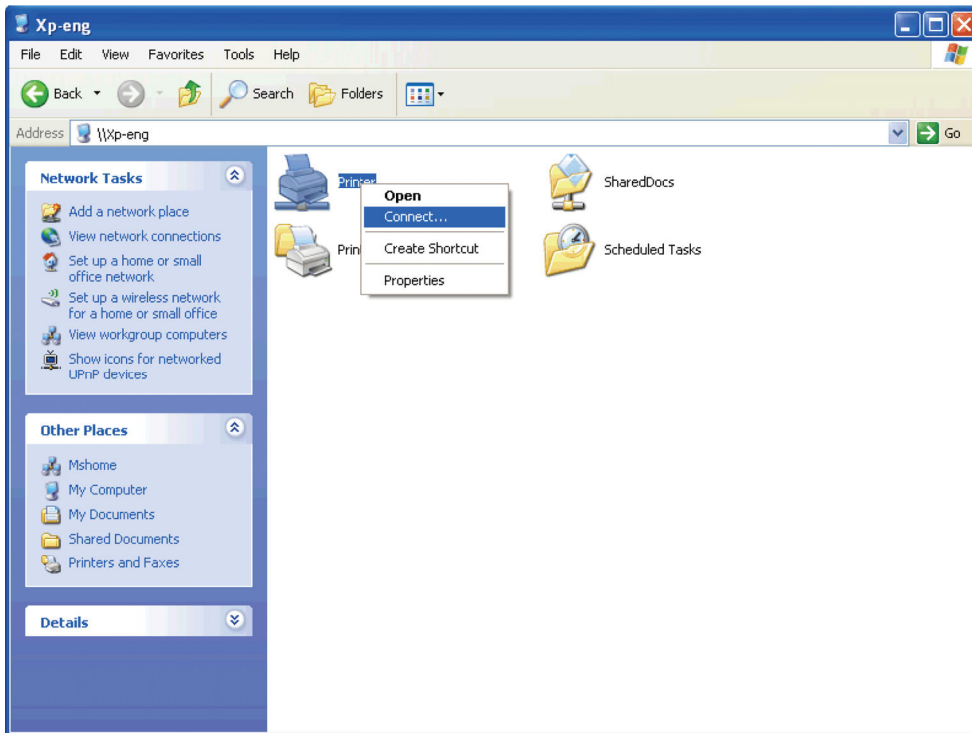
Wait for the driver information to be copied from the server computer to the client computer, and for a new printer object to be added to the **Printers and Faxes** folder. The copy time varies, based on network traffic and other factors.

4 Close **My Network Places**.

5 Print a test page to verify installation.

    a Click **start** (**Start** for Windows Server 2003 and Windows Server 2003 64-bit Edition) → **Printers and Faxes**.

    b Select the printer you just created.

    c Click **File** → **Properties**.

    d On the **General** tab, click **Print Test Page**.

    When a test page prints successfully, installation is complete.

• For Windows Vista and Windows Vista 64-bit Edition

1 On the Windows desktop of the client computer, click **Start → Network**.

2 Locate the host name of the server computer, and then double-click the host name.

3 Right-click the shared printer name, and then click **Connect**.

4 Click **Install driver**.

5 Click **Continue** in the **User Account Control** dialog box.

6 Wait for the driver information to be copied from the server computer to the client computer, and for a new printer object to be added to the **Printers** folder. The time this takes varies, based on network traffic and other factors.

7 Print a test page to verify installation.

    a Click **Start → Control Panel → Hardware and Sound**.

    b Select **Printers**.

    c Right-click the printer you just created and click **Properties**.

    d On the **General** tab, click **Print Test Page**.

       When a test page prints successfully, installation is complete.

• For Windows Server 2008 and Windows Server 2008 64-bit Edition

1 On the Windows desktop of the client computer, click **Start → Network**.

2 Locate the host name of the server computer, and then double-click the host name.

3 Right-click the shared printer name, and then click **Connect**.

4 Click **Install driver**.

5 Wait for the driver information to be copied from the server computer to the client computer, and for a new printer object to be added to the **Printers** folder. The time this takes varies, based on network traffic and other factors.

6 Print a test page to verify installation.

    a Click **Start → Control Panel**.

    b Select **Printers**.

    c Right-click the printer you just created and select **Properties**.

    d On the **General** tab, click **Print Test Page**.

       When a test page prints successfully, installation is complete.

• For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2

1 On the Windows desktop of the client computer, click **Start** → your user name → **Network** (**Start** → **Network** for Windows Server 2008 R2).

2 Locate the host name of the server computer, and then double-click the host name.

3 Right-click the shared printer name, and then click **Connect**.
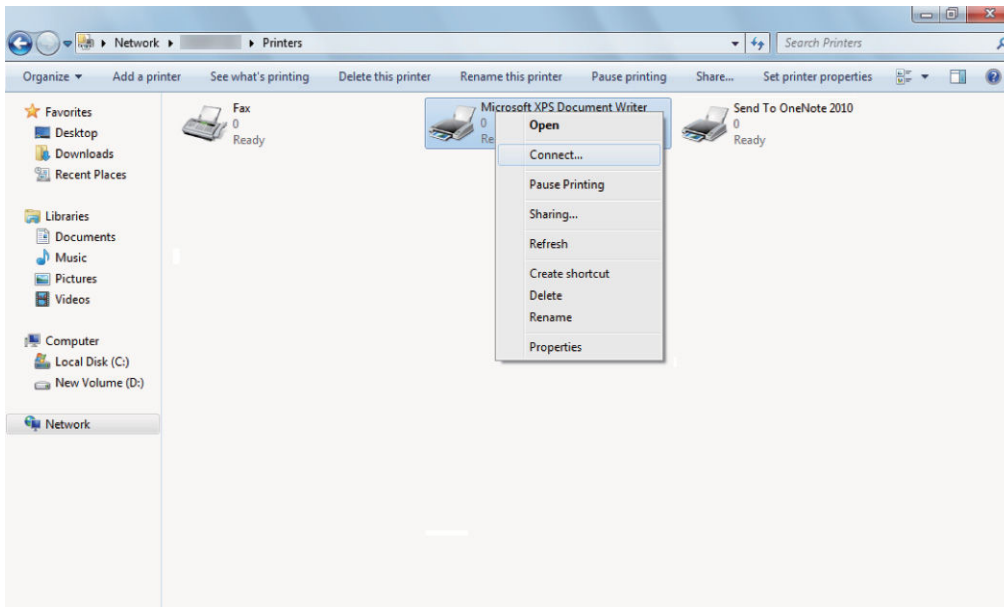
4 Click **Install driver**.

5 Wait for the driver information to be copied from the server computer to the client computer, and for a new printer object to be added to the **Devices and Printers** folder. The time this takes varies, based on network traffic and other factors.

6 Print a test page to verify installation.

   a Click **Start** → **Devices and Printers**.

   b Right-click the printer you just created and select **Printer properties**.

   c On the **General** tab, click **Print Test Page**.

     When a test page prints successfully, installation is complete.

■ Peer-to-Peer

If you use the peer-to-peer method, the print driver is fully installed on each client computer. Network clients retain control of driver modifications. The client computer handles the print job processing.

• For Windows XP, Windows XP 64-bit Edition, Windows Server 2003, and Windows Server 2003 64-bit Edition

1 Click **start** (**Start** for Windows Server 2003 / Windows Server 2003 64-bit Edition) → **Printers and Faxes**.

2 Click **Add a printer** (**Add Printer** for Windows Server 2003 / Windows Server 2003 64-bit Edition) to launch the **Add Printer Wizard**.

3 Click **Next**.

4 Select **A network printer, or a printer attached to another computer**, and then click **Next**.

If the printer is listed, select the printer and click **Next**.

If the printer is not listed, click **The printer that I want isn't listed**.

    a Click **Connect to this printer (or to browse for a printer, select this option and click Next)**.

    b Enter the path of the printer in the text box, and then click **Next**.
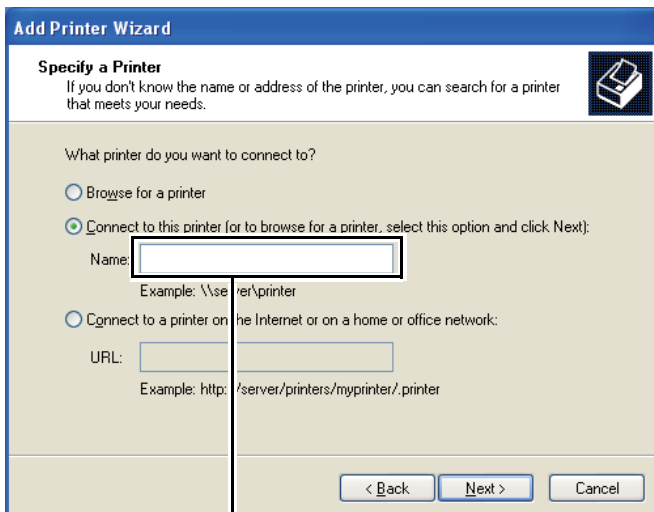
For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it on the network.

The shared printer name is the name assigned during the server installation process.

5 Click **Browse for a printer**, and then click **Next**.

6 Select the printer, and then click **Next**.

If this is a new printer, you may be prompted to install a print driver.

If no system driver is available, you need to specify the path to available drivers.

7 Specify the following settings if you want, and then click **Next**.

If you want to verify installation, click **Yes** to print a test page.

   • Click **Yes** to set this printer as the default printer.

   • Click **Yes** to print a test page for verifying installation.

8 Click **Finish**.

When a test page prints successfully, installation is complete.

• For Windows Vista and Windows Vista 64-bit Edition

1 Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers**.

2 Click **Add a Printer** to launch the **Add Printer** wizard.

3 Select **Add a network**, **wireless or Bluetooth printer**, and then click **Next**.

If the printer is listed, select the printer and click **Next**.

If the printer is not listed, click **The printer that I want isn't listed**.

   a Click **Select a shared printer by name**.

   b Enter the path of the printer in the text box, and then click **Next**.

For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it on the network.

The shared printer name is the name assigned during the server installation process.

If this is a new printer, you may be prompted to install a print driver. If no system driver is available, you need to specify the path to available drivers.

4 Specify the following settings if you want, and then click **Next**.
- Click **Yes** to set this printer as the default printer.
- Click **Print a test page** to print a test page for verifying installation.

5 Click **Finish**.

When a test page prints successfully, installation is complete.

• For Windows Server 2008 and Windows Server 2008 64-bit Edition

1 Click **Start** → **Control Panel** → **Printers**.

2 Click **Add a Printer** to launch the **Add Printer** wizard.

3 Select **Add a network**, **wireless or Bluetooth printer**, and then click **Next**.

If the printer is listed, select the printer and click **Next**.

If the printer is not listed, click **The printer that I want isn't listed**.

   a Click **Select a shared printer by name**.

   b Enter the path of the printer in the text box, and then click **Next**.

     For example: \\<server host name>\<shared printer name>

     The server host name is the name of the server computer that identifies it on the network. The shared printer name is the name assigned during the server installation process.

     If this is a new printer, you may be prompted to install a print driver. If no system driver is available, you will need to provide a path to available drivers.

4 Specify the following settings if you want, and then click **Next**.

   • Click **Yes** to set this printer as the default printer.

   • Click **Print a test page** to print a test page for verifying installation.

5 Click **Finish**.

When a test page prints successfully, installation is complete.

- **For Windows 7, Windows 7 64-bit Edition, and Windows Server 2008 R2**

1 Click **Start → Devices and Printers**.

2 Click **Add a printer** to launch the **Add Printer** wizard.

3 Select **Add a network, wireless or Bluetooth printer**.

If the printer is listed, select the printer and click **Next**.

If the printer is not listed, click **The printer that I want isn't listed**.

a Click **Select a shared printer by name**

b Enter the path of the printer in the text box, and then click **Next**.
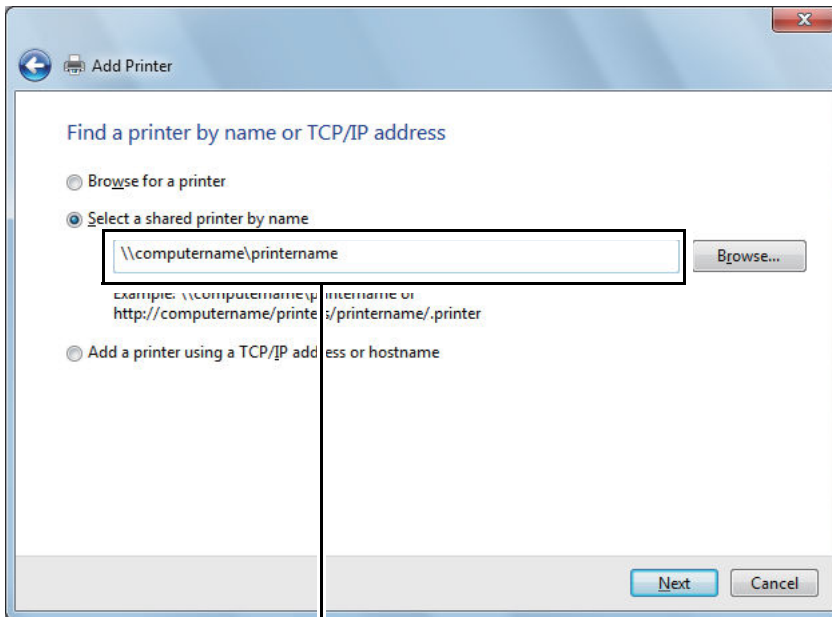
For example:\\<server host name>\<shared printer name>

The server host name is the name of the server computer that identifies it to the network. The shared printer name is the name assigned during the server installation process.

If this is a new printer, you may be prompted to install a print driver. If no system driver is available, you will need to provide the path to the available driver.

4 Confirm the printer name, and then click **Next**.

5 Specify the following settings if you want, and then click **Finish**.

- Click **Set as the default printer** to set this printer as the default printer.
- Click **Print a test page** to print a test page for verifying installation.

When a test page prints successfully, installation is complete.

Installing Print Driver on Computers Running Mac OS X

For information on how to install the print driver, refer to the PostScript User Guide.

Installing Print Driver on Computers Running Linux (CUPS)

This section provides information for installing or setting up the print driver with CUPS (Common UNIX Printing System) on Red Hat® Enterprise Linux® 5/6 Desktop (x86) or SUSE® Linux Enterprise Desktop 10/11 (x86).

NOTE:

- When using a CD drive in a Linux environment, you need to mount the CD according to your system environment. The command strings are mount/media/CD-ROM.

This section includes:

■ Installing the Print Driver

This section includes:

NOTE:

- The print driver **Fuji_Xerox-DocuPrint_M355-x.x-x.noarch.rpm** is included in the **linux** folder in the **Eng** folder on the *Driver CD Kit*.

• For Red Hat Enterprise Linux 5/6 Desktop(x86)

The following procedure uses Red Hat Enterprise Linux 6 Desktop(x86) as an example:

1 Copy the .rpm file in the following path to your desired location.

D:\Eng\linux (where D is the CD drive letter)

2 Double-click the .rpm file.

3 Click **Install**.

4 Enter the administrator password, and click **Authenticate**.

Installation starts. When the installation is complete, the window is automatically closed.

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Copy the .rpm file in the following path to your desired location.

D:\Eng\linux (where D is the CD drive letter)

2 Double-click the .rpm file.

3 Click **Install**.

4 Enter the administrator password, and click **Authenticate**.

Installation starts. When the installation is complete, the window is automatically closed.

■ Setting Up the Queue

To execute printing, you must set up the print queue on your workstation.

NOTE:
- When you have finished setting up the queue, you can print jobs from the applications. Start the print job from the application, and specify the queue in the print dialog box.
  However, you may be able to print only from the default queue depending on the application. In these cases, before you start printing, set queue you want to print to as the default queue. For information on specifying the default queue, see also "Setting the Default Queue" on page 106.

• For Red Hat Enterprise Linux 5/6 Desktop (x86)

The following procedure uses Red Hat Enterprise Linux 6 Desktop(x86) as an example:

1 Open the URL "**http://localhost:631**" using a web browser.

2 Click **Administration**.

3 Click **Add Printer.**

4 Enter **root** as the user name, and then enter the administrator password.

5 Click **OK**.

6 Select either of the following according to the type of your printer connection.
For network connections:

    a Select **LPD/LPR Host or Printer** from the **Other Network Printers** menu, and then click **Continue**.

    b Enter the IP address of the printer in **Connection.**
        Format: **lpd://xxx.xxx.xxx.xxx** (the IP address of the printer)

    c Click **Continue**.

    d Enter the name of the printer in **Name** in the **Add Printer** window, and then click **Continue**.
        You can optionally specify the location and description of the printer for further information.

        If you want to share the printer, select the **Share This Printer** check box.

For USB connections:

    a Select **FUJI XEROX DocuPrint XXX** from the **Local Printers** menu, and then click **Continue**.

    b Enter the name of the printer in **Name** in the **Add Printer** window, and then click **Continue**.
        You can optionally specify the location and description of the printer for further information.

        If you want to share the printer, select the **Share This Printer** check box.

7 Select **FX** from the **Make** menu, and then click **Continue**.

8 Select **FX DocuPrint XXX** from the **Model** menu, and then click **Add Printer**.
The setup is complete.

You can optionally specify the default options settings of the printer.

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Select **Computer** → **More Applications...**, and select **YaST** on **Application Browser**.

2 Enter the administrator password.
YaST Control Center is activated.

3 Select **Hardware** on **YaST Control Center**, and select **Printer**.

The **Printer Configurations** dialog box opens.

For network connections:

a Click **Add**.

The **Add New Printer Configuration** dialog box opens.

b Click **Connection Wizard**.

The **Connection Wizard** dialog box opens.

c Select **Line Printer Daemon (LPD) Protocol** from **Access Network Printer or Printserver Box via**.

d Enter the IP address of the printer in **IP Address or Host Name:**.

e Select **Fuji Xerox** in **Select the printer manufacturer:**.

f Click **OK**.

The **Add New Printer Configuration** dialog box appears.

g Select **DocuPrint XXX vx.x [FujiXerox/Fuji_Xerox_DocuPrint_XXX.ppd.gz]** from the **Assign Driver** list.

NOTE:
- You can specify the printer name in **Set Name:**.

For USB connections:

a Click **Add**.

The **Add New Printer Configuration** dialog box opens.

The printer name is displayed in the **Determine Connection** list.

b Select **DocuPrint XXX vx.x. [FujiXerox/Fuji_Xerox_DocuPrint.ppd.gz]** from the **Assign Driver** list.

NOTE:
- You can specify the printer name in **Set Name:**.

4 Confirm the settings, and then click **OK**.

■ Setting the Default Queue

• For Red Hat Enterprise Linux 5/6 Desktop (x86)

The following procedure uses Red Hat Enterprise Linux 6 Desktop(x86) as an example:

1 Select **Applications** → **System Tools** → **Terminal**.

2 Enter the following command in the terminal window.

```
su
(Enter the administrator password)
lpadmin -d (Enter the queue name)
```

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Select **Computer** → **More Applications...**, and select **YaST** on **Application Browser**.

2 Enter the administrator password.

YaST Control Center is activated.

3 Select **Hardware** on **YaST Control Center**, and select **Printer**.

The **Printer Configurations** dialog box opens.

4 Click **Edit**.

A dialog box to modify the specified queue opens.

5 Confirm that the printer you want to set is selected in the **Connection** list.

6 Select the **Default Printer** check box.

7 Confirm the settings, and click **OK**.

■ Specifying the Printing Options

You can specify the printing options such as the 2-sided printing.

• For Red Hat Enterprise Linux 5/6 Desktop (x86)

The following procedure uses Red Hat Enterprise Linux 6 Desktop(x86) as an example:

1 Open the URL "**http://localhost:631**" using a web browser.

2 Click **Administration**.

3 Click **Manage Printers**.

4 Click the queue name for which you want to specify the printing options.

5 Enter **root** as the user name, and enter the administrator password.

6 Click the **Administration** drop-down list box, and then select **Modify Printer**.

7 Specify the required settings, and click **Continue** or **Modify Printer**.

The message **Printer xxx has been modified successfully.** appears.

The setting is complete.

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Open a web browser.

2 Enter **http://localhost:631/admin** in the address bar, and press the **Enter** key.

3 Enter **root** as the user name, and enter the administrator password.

The **CUPS** window appears.

> **NOTE:**
> • Set the password for authority as the printer administrator before setting the printer queue. If you have not set it, go to "Setting the Password for Authority as the Printer Administrator" on page 108.

4 Click **Manage Printers**.

5 Click **Modify Printer** on the printer.

6 Specify the required settings, and click **Continue**.

7 Enter **root** as the user name, enter administrator password and click **OK**.

The message **Printer xxx has been modified successfully.** appears.

The setting is complete. Execute printing from the application.

■ Setting the Password for Authority as the Printer Administrator

For SUSE Linux Enterprise Desktop 10 and 11, you must set the password for authority as the printer administrator to do operations as the printer administrator.

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Select **Computer** → **More Applications...** and select **GNOME Terminal** on **Application Browser**.

2 Enter the following command in the terminal window.

```
su

(Enter the administrator password)

lppasswd -g sys -a root

(Enter the password for authority as the printer
administrator after the Enter password prompt.)

(Reenter the password for authority as the printer
administrator after the Enter password again prompt.)
```

■ Uninstalling the Print Driver

• For Red Hat Enterprise Linux 5/6 Desktop (x86)

The following procedure uses Red Hat Enterprise Linux 6 Desktop(x86) as an example:

1 Select **Applications** → **System Tools** → **Terminal**.

2 Enter the following command in the terminal window to delete the print queue.

```
su

(Enter the administrator password)

/usr/sbin/lpadmin -x (Enter the print queue name)
```

3 Repeat the command above for all queues for the same model.

4 Enter the following command in the terminal window.

```
rpm -e Fuji_Xerox-DocuPrint_M355-x.x-x.noarch
```

The print driver is uninstalled.

• For SUSE Linux Enterprise Desktop 10/11 (x86)

The following procedure uses SUSE Linux Enterprise Desktop 11 (x86) as an example:

1 Select **Computer → More Applications...** and select **GNOME Terminal** on **Application Browser**.

2 Enter the following command in the terminal window to delete the print queue.

```
su
(Enter the administrator password)
/usr/sbin/lpadmin -x (Enter the print queue name)
```

3 Repeat the command above for all queues for the same model.

4 Enter the following command in the terminal window.

```
rpm -e Fuji_Xerox-DocuPrint_M355-x.x-x
```

The print driver is uninstalled.

Configuring Wireless Settings (Windows & Mac OS X)

This section includes:

Determining the Wireless Network Settings

You need to know the settings for the wireless network to set up the wireless printer. For details of the settings, contact your network administrator.

Wireless Settings	SSID	Specifies the name that identifies the wireless network with up to 32 alphanumeric characters.
	Network Mode	Specifies the network mode from Ad-hoc or Infrastructure.
Security Settings	Security	Selects the encryption method from No Security, Mixed mode PSK*, WPA-PSK-TKIP, WPA2-PSK-AES, and WEP.
	Transmit Key	Specifies the transmit WEP key from the list.
	WEP Key	Specifies the WEP key used through the wireless network only when WEP is selected as the encryption method.
	Pass Phrase	Specifies the pass phrase of alphanumeric characters from 8 to 63 bytes long only when Mixed mode PSK*, WPA-PSK-TKIP, or WPA2-PSK-AES is selected as the encryption method.

* Mixed mode PSK automatically selects an available encryption method from WPA-PSK-TKIP, WPA-PSK-AES, or WPA2-PSK-AES.

Configuring the Optional Wireless Printer Adapter

This section describes how to configure a wireless printer adapter through Easy Install Navi, operator panel and CentreWare Internet Services.

You can select a method to configure a wireless printer adapter from the following:

Wizard Setup through (Windows Only)	USB cable (recommended)
	WPS-PBC[*1]
	WPS-PIN[*2]
	Operator Panel
	Ethernet Cable
	CentreWare Internet Services
Non-Wizard Setup through	WPS-PBC[*1]
	WPS-PIN[*2]
	Operator Panel
	CentreWare Internet Services

*1 WPS-PBC (Wi-Fi® Protected Setup-Push Button Configuration) is a method to authenticate and register devices required for wireless configuration, by pressing the button provided on the access point via wireless routers, and then performing WPS-PBC setting on the operator panel. This setting is available only when the access point supports WPS.

*2 WPS-PIN (Wi-Fi Protected Setup-Personal Identification Number) is a method to authenticate and register devices required for wireless configuration, by entering PIN assignments in the printer and computer. This setting, performed through access point, is available only when the access points of your wireless router supports WPS.

IMPORTANT:

- Ensure that the Ethernet cable has been disconnected from the printer before you configure the wireless settings other than through Ethernet cable and CentreWare Internet Services.

NOTE:

- Before you configure the wireless settings on the operator panel, you need to set up the wireless network settings on your computer. For details, refer to the manuals provided with the wireless LAN access point or if your computer provides a wireless adapter tool, configure the wireless settings using that tool.

- If the `Panel Lock Set` is set to `Enable`, you need to enter the four digit password to enter the `Admin Menu` menu.

• Using Wizard Setup to Configure a Wireless Printer Adapter (Windows Only)

You can configure the wireless printer adapter with the following connection methods:

- USB cable
- WPS-PBC
- WPS-PIN
- Operator Panel
- Ethernet Cable
- CentreWare Internet Services

The following procedure uses USB cable for connection method as an example.

1   Insert the *Driver CD Kit* provided with the printer in your computer. Easy Install Navi launches automatically.

2   Click **Optional Accessories Setup**.
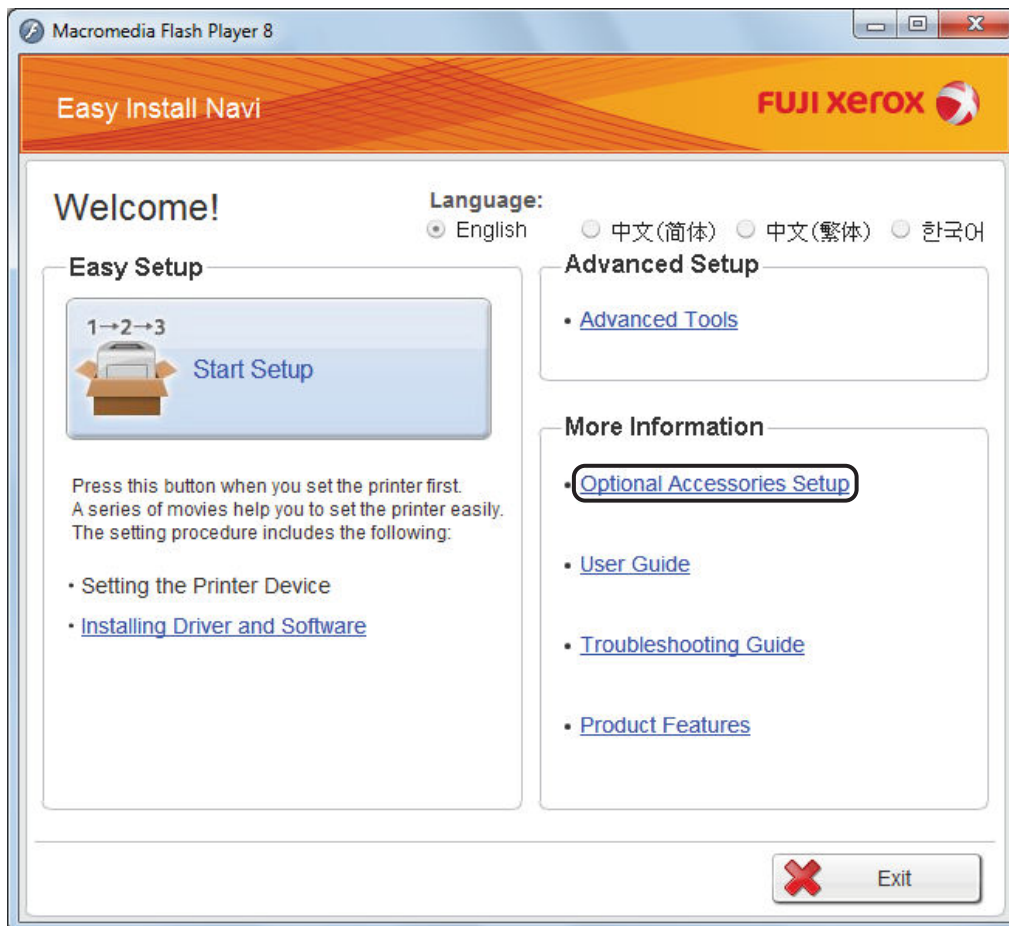
3 Click **Wireless Network Kit b/g/n**.
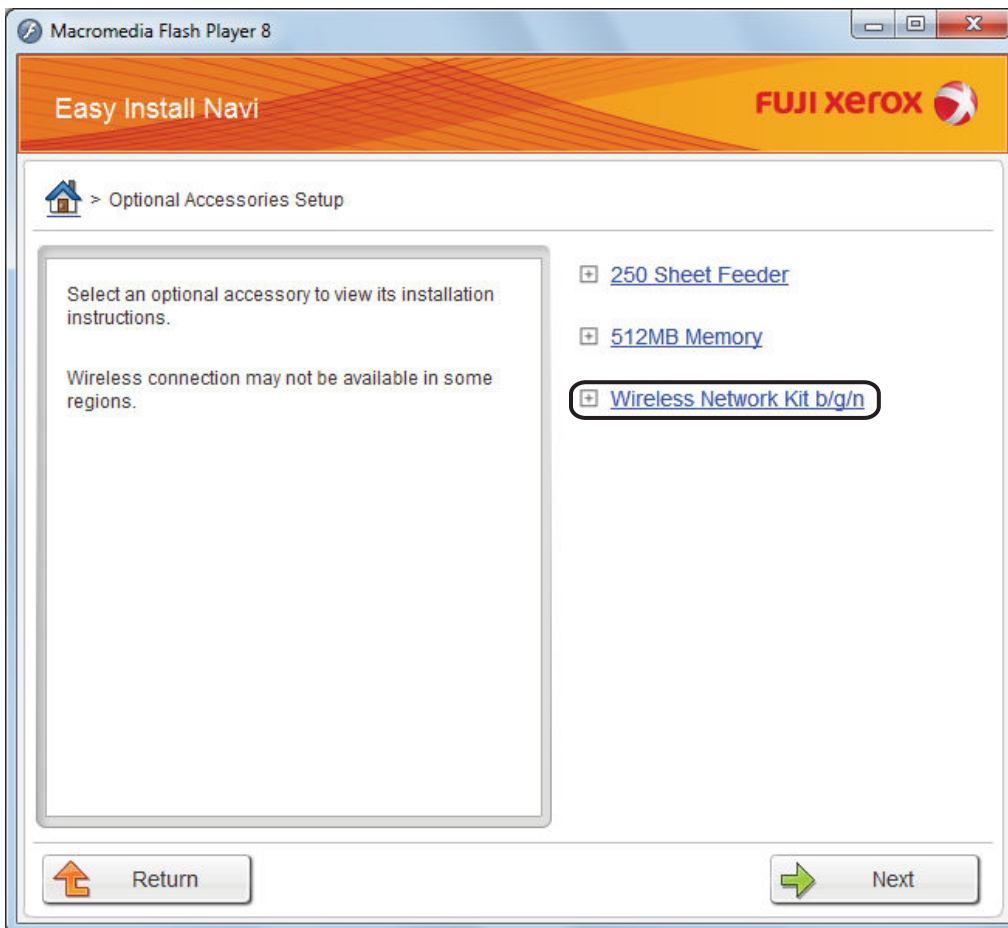
4 Click **Start wireless settings**.
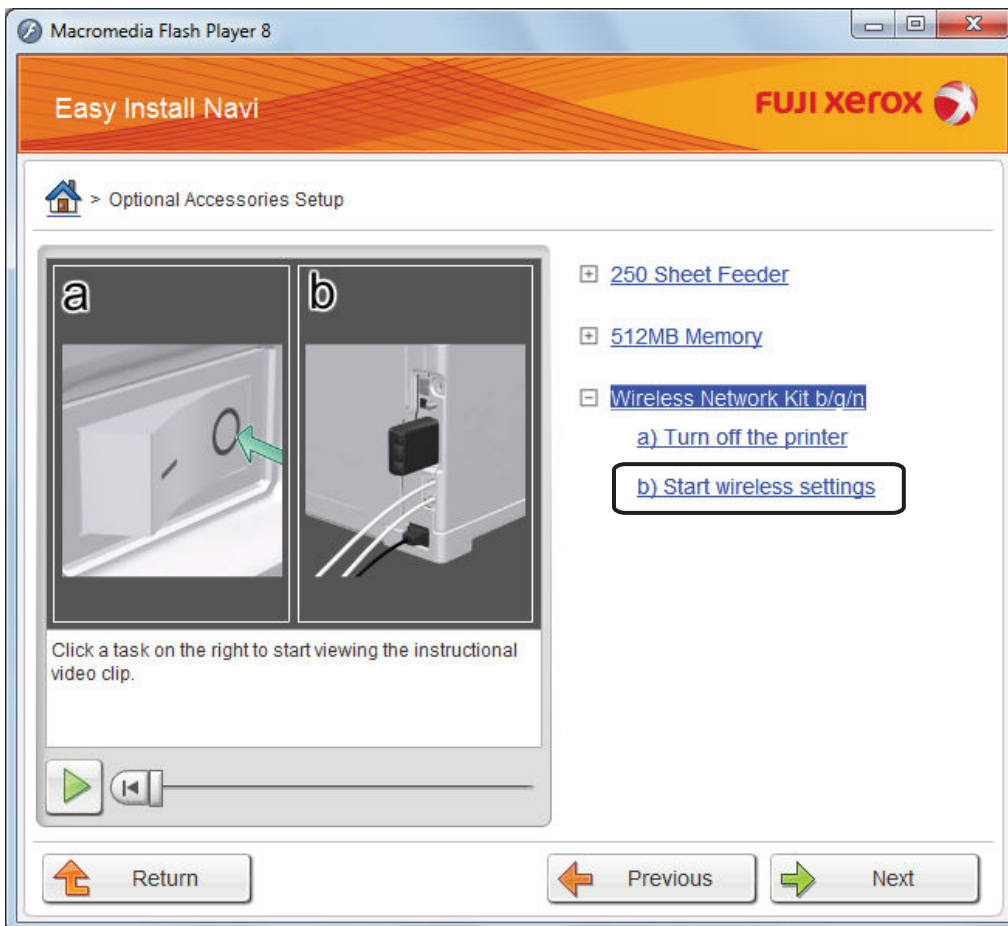
5 Click **Wireless Configuration**.
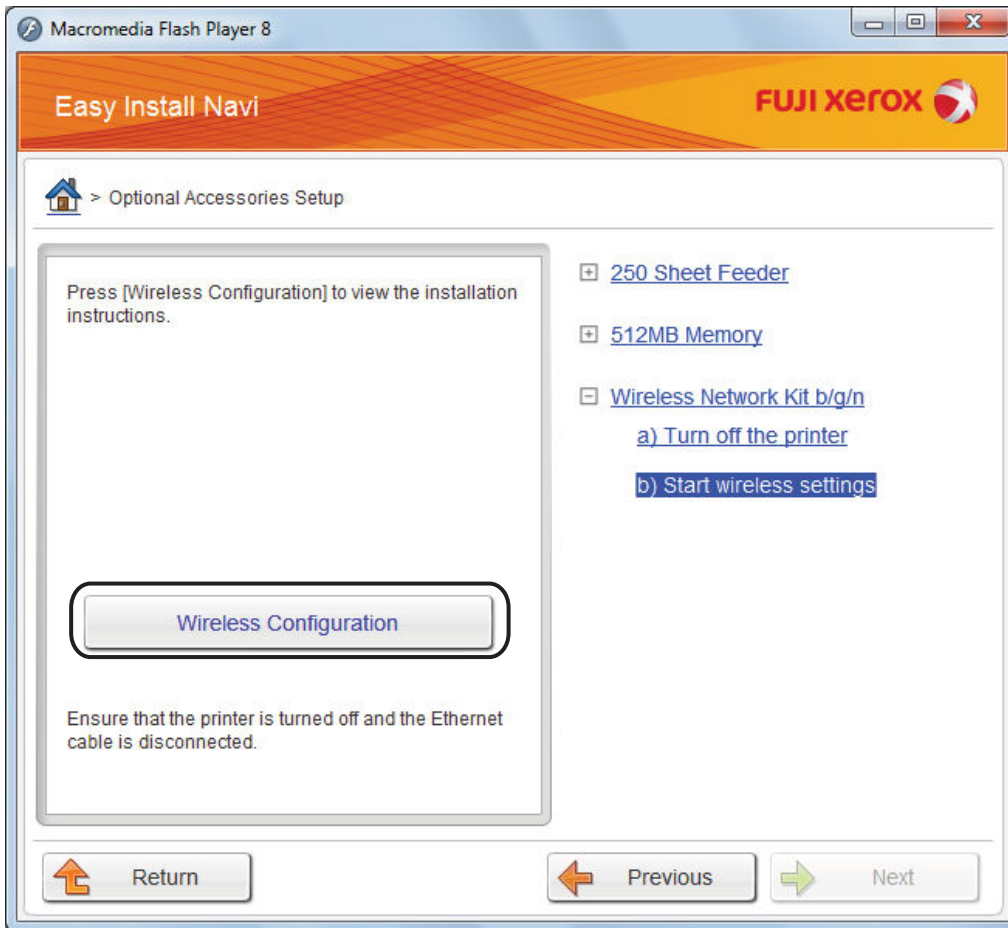
6 Select **Wizard**, and then click **Next**.
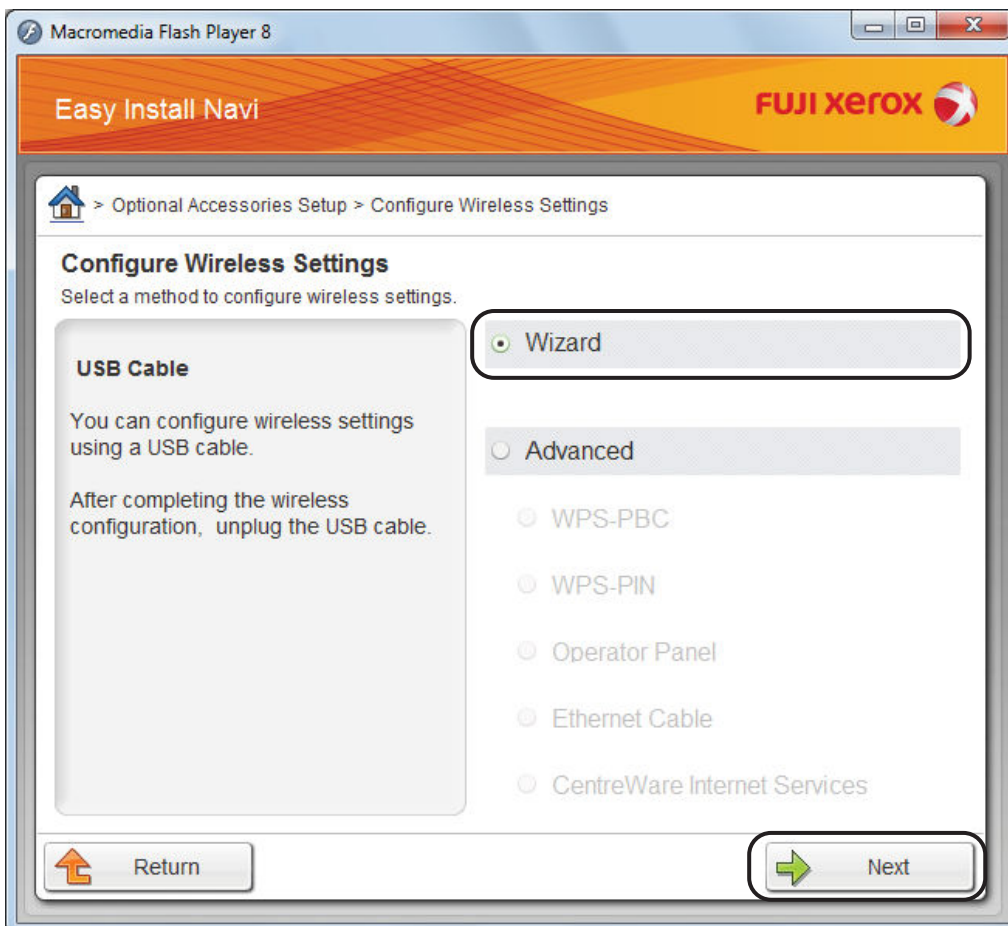
7 Click **Connect the wireless printer adapter**.
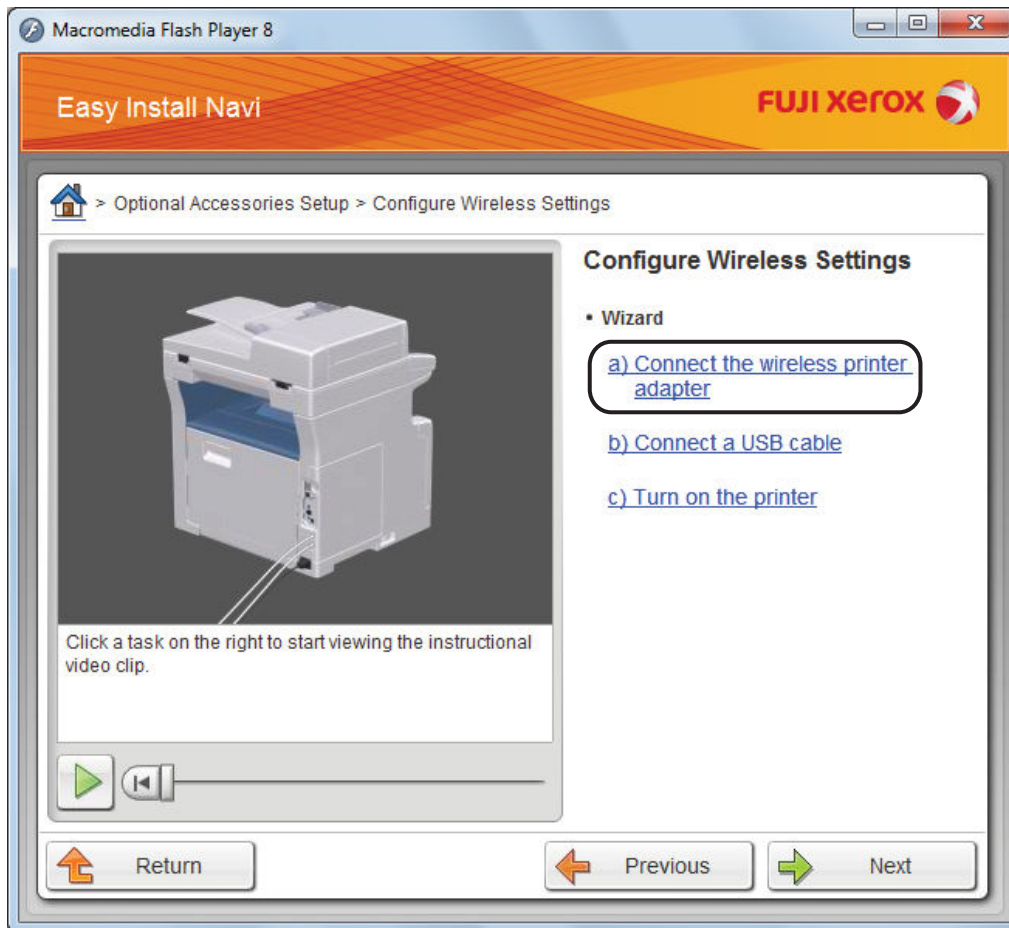
The instruction video starts.

Follow the on-screen instructions to configure wireless settings.

• Using Non-Wizard Setup to Configure a Wireless Printer Adapter

For Mac OS X, you can configure a wireless settings only through non-wizard setup.

NOTE:

• The optional wireless printer adapter must be installed on the printer. For details about installing a wireless printer adapter, see "Installing the Optional Wireless Printer Adapter" on page 58.

You can configure the wireless printer adapter with the following connection methods:

• WPS-PBC
• WPS-PIN
• Operator Panel
• CentreWare Internet Services

WPS-PBC

You can start Push Button Control only from the operator panel.

NOTE:
- WPS-PBC (Wi-Fi Protected Setup-Push Button Configuration) is a method to authenticate and register devices required for wireless configuration by pressing the button provided on the access point via wireless routers, and then performing WPS-PBC setting on the operator panel. This setting is available only when the access point supports WPS.

1 Press the `⬚i` (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Network Setup`, and then press the (OK) button.

4 Select `WPS Setup`, and then press the (OK) button.

5 Select `Push Button Control`, and then press the (OK) button.

6 Select `Start`, and then press the (OK) button.

7 Ensure that the message `Please wait Wireless Setting` is displayed, and start pressing the button on the wireless LAN access point, within two minutes of the step 7 operation.

> **NOTE:**
> - For details about WPS operation on the wireless LAN access point, refer to the manual supplied with the wireless LAN access point.

When the WPS operation is successful and the printer is rebooted, wireless settings are correctly configured.

WPS-PIN

The PIN code of WPS-PIN can only be configured from the operator panel.

NOTE:
- WPS-PIN (Wi-Fi Protected Setup-Personal Identification Number) is a method to authenticate and register devices required for wireless configuration by entering PIN assignments to a printer and computer. This setting, performed through an access point, is available only when the access points of your wireless router supports WPS.
- Before WPS-PIN starts, you will need to enter your PIN code at the web page of the wireless LAN access point. For details, refer to the manuals provided with the wireless LAN access point.

1 Press the `⬚i` (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Network Setup`, and then press the (OK) button.

4 Select `WPS Setup`, and then press the (OK) button.

5 Select `PIN Code`, and then press the (OK) button.

6 Write down the displayed 8-digit PIN code or select `Print PIN Code`, and then press the (OK) button. The PIN code is printed.

7 Select `Start Configuration`, and then press the (OK) button.

8 Ensure that the message `Please wait Wireless Setting` is displayed, and enter the PIN code displayed on step 7 into the web page of the wireless LAN access point.

> **NOTE:**
> - For details about WPS operation on the wireless LAN access point, refer to the manual supplied with the wireless LAN access point.

When the WPS operation is successful and the printer is rebooted, wireless settings are correctly configured.

Operator Panel

Auto SSID Setup

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `Network Setup`, and then press the ⓞⓚ button.

4 Select `Wireless Setup`, and then press the ⓞⓚ button.

The printer automatically searches the access points on wireless network.

5 Select the desired access point, and then press the ⓞⓚ button.

If the desired access point does not appear, go to .

> **NOTE:**
> • Some hidden SSID may not be displayed. If the SSID is not detected, turn on SSID broadcast from the router.

6 Enter the WEP key or pass phrase, and then press the ⓞⓚ button.

The `This Setting Becomes Effective after Restart` message appears.

7 Turn off the printer, and turn it on again to apply the settings.

Wireless settings are correctly configured.

> **IMPORTANT:**
> • Note that the data in the memory are cleared when the printer is turned off.

Manual SSID Setup

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `Network Setup`, and then press the ⓞⓚ button.

4 Select `Wireless Setup`, and then press the ⓞⓚ button.

5 Select `Manual Setup`, and then press the ⓞⓚ button.

6 Enter the SSID, and then press the ⓞⓚ button.

7 Select the network mode from `Infrastructure` or `Ad-hoc` depending on your environment, and then press the ⓞⓚ button.

When you select `Infrastructure`, proceed to step **8**.

When you select `Ad-hoc`, proceed to step **9**.

8 Select the encryption method from `Mixed mode PSK`, `WPA-PSK-TKIP`, `WPA2-PSK-AES`, or `WEP`, and then press the ⓞⓚ button.

> **IMPORTANT:**
> • Be sure to use one of the supported encryption methods to protect your network traffic.

To use Mixed mode PSK, WPA-PSK-TKIP, or WPA2-PSK-AES encryption:

a Select the desired encryption method.

b Enter the pass phrase, and then press the ⓞⓚ button.

The `This Setting Becomes Effective after Restart` message appears.

To use WEP encryption:

a Select `WEP` for the encryption method, and then press the ⓞⓚ button.

b   Enter the WEP key, and then press the (OK) button.

c   Select the desired transmit key from `Auto` or `WEP Key 1` to `WEP Key 4`, and then press the (OK) button.

     The `This Setting Becomes Effective after Restart` message appears.

   Proceed to step .

9   Select `WEP` for the encryption method, and then press the (OK) button.

    IMPORTANT:

     •   Be sure to use one of the supported encryption methods to protect your network traffic.

10   Enter the WEP key, and then press the (OK) button.

11   Select the desired transmit key from `WEP Key 1` to `WEP Key 4`, and then press the (OK) button.

   The `This Setting Becomes Effective after Restart` message appears.

12   Turn off the printer, and turn it on again to apply the settings.

   Wireless settings are correctly configured.

    IMPORTANT:

     •   Note that the data in the memory are cleared when the printer is turned off.

CentreWare Internet Services

1 Ensure that the printer is turned off and the wireless printer adapter is connected to the printer.

2 Connect the printer to the network with an Ethernet cable.

For details about connecting the Ethernet cable, see "Connecting Printer to Computer or Network" on page 78.

3 Turn on the printer.

4 Launch the CentreWare Internet Services by entering the IP address of the printer in your web browser.

5 Click the **Properties** tab.

6 Click **Wireless**.

7 Enter the SSID in the **SSID** text box.

8 Select **Ad hoc** or **Infrastructure** in the **Network Type** drop-down menu.

9 Select the encryption method from **WEP 128-bit HEX (26 Bytes)**, **WEP 128-bit ASCII (13 Bytes)**, **WEP 64-bit HEX (10 Bytes)**, **WEP 64-bit ASCII (5 Bytes)**, **WPA-PSK AES/WPA2-PSK AES**, **WPA-PSK TKIP,** and **Mixed Mode PSK** in the **Encryption** drop-down menu, and then set each item for the encryption method selected.

IMPORTANT:
- Be sure to use one of the supported encryption methods to protect your network traffic.

NOTE:
- For details on each item, see the Help on CentreWare Internet Services.

10 Click **Apply** to apply the settings.

11 Turn off the printer, disconnect the Ethernet cable and turn it on again.

Wireless LAN connection setting is complete.

IMPORTANT:
- Note that the data in the memory are cleared when the printer is turned off.

Reconfiguring the Wireless Settings

To change the wireless setting through the wireless connection from your computer, perform the following.

NOTE:

- Ensure that the wireless connection setting is completed in "Configuring the Optional Wireless Printer Adapter" on page 111.
- The following settings are available when the network mode is set to infrastructure in "Configuring the Optional Wireless Printer Adapter" on page 111.

1 Check the IP address of the printer.

    a On the operator panel, press the 🔢 (**System**) button.

    b Select `Report / List`, and then press the (OK) button.

    c Select `System Settings`, and then press the (OK) button.

       The System Settings page is printed.

    d Confirm the IP address next to **IP Address** under **Network (Wireless)** on the System Settings page.

2 Launch the CentreWare Internet Services by entering the IP address of the printer in your web browser.
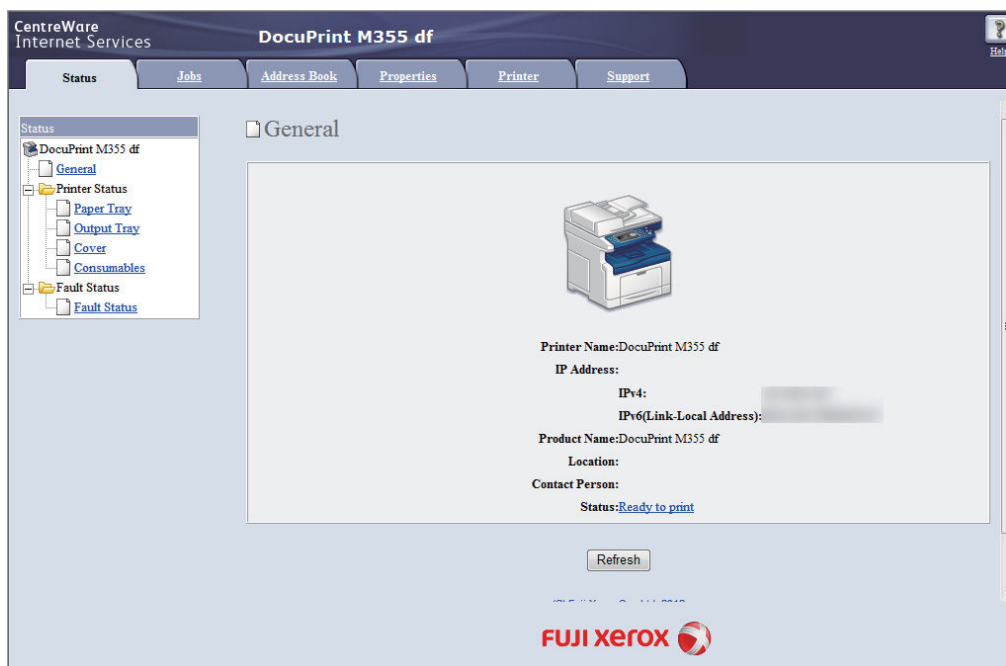
3 Click the **Properties** tab.

4 Click **Wireless**.

5 Change the wireless settings of the printer.

6 Click **Apply** to apply the settings.

7 Reboot the printer.

8 Change the wireless settings on your computer or access point accordingly.

NOTE:

- To change the wireless settings on your computer, refer to the manuals provided with the wireless LAN access point or if your computer provides a wireless adapter tool, change the wireless settings using that tool.

5

Printing Basics

This chapter includes:

About Print Media

This section includes:

Using paper that is not appropriate for the printer can cause paper jams, image quality problems, or printer failure. To achieve the best performance from your printer, we recommend you to use only the paper described in this section.

When using paper other than that recommended, contact the Fuji Xerox local representative office or an authorised dealer.

■ Print Media Usage Guidelines

The printer tray accommodates various sizes and types of paper and other specialty media. Follow these guidelines when loading paper and media in the tray:

- Envelopes can be printed from the bypass tray and standard 250 sheet tray.
- Fan paper or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- Print all envelopes single-sided only.
- Some wrinkling and embossing may occur when printing envelopes.
- Do not overload the paper tray. Do not load print media above the fill line on the inside of the width guides.
- Adjust the width guides to fit the paper size.
- If excessive jams or wrinkles occur, use paper or other media from a new package.

> ⚠ **WARNING:**
>
> - **Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.**

See also:

■ Print Media That Can Damage Your Printer

The following paper types are not recommended for use with the printer:

- Chemically treated paper used to make copies without carbon paper, also known as carbonless paper, carbonless copy paper (CCP), or no carbon required (NCR) paper.
- Preprinted paper with chemicals that may contaminate the printer.
- Preprinted paper that can be affected by the temperature in the fusing unit.
- Preprinted paper that requires a registration (the precise print location on the page) greater than ±0.09 inches, such as optical character recognition (OCR) forms.
  In some cases, you can adjust registration with your software program to successfully print on these forms.
- Coated paper (erasable bond), synthetic paper, thermal paper, and short grain paper.
- Rough-edged, rough or heavily textured surface paper, or curled paper.
- Recycled paper containing more than 25% post-consumer waste that does not meet DIN 19 309.
- Multiple-part forms or documents.
- Print quality may deteriorate (blank spaces or blotches may appear in the text) when you print on talc or acid paper.

> ⚠ **WARNING:**
> - **Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.**

■ Print Media Storage Guidelines

For proper print media storage, the following guidelines will help to avoid media feeding problems and uneven print quality.

- Store print media in an environment where the temperature is approximately 70 °F/21 °C and the relative humidity is 40%.
- Store print media in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing print media.
- Store print media flat. Print media should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where print media is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.
- Do not place anything on top of the print media packages.

■ Duplex Automatic Document Feeder (DADF) Guidelines

The DADF accommodates the following original sizes:

- Width: 139.7–215.9 mm (5.5–8.5 inches)
- Length: 139.7–355.6 mm (5.5–14 inches)

The weight range includes:

- Simplex: 50–125 gsm
- Duplex: 60–125 gsm

Follow these guidelines when loading original documents into the DADF:

- Load documents face up so that the top of the document enters the printer first.
- Place only loose sheets of paper in the DADF.
- Adjust the document guides so that they fit against the documents.
- Insert paper in the document feeder tray only when the ink on the paper is completely dry.
- Do not load documents above the MAX fill line. You can load up to 50 sheets of 64 gsm documents.

NOTE:

- You cannot load the following documents in the DADF. Be sure to place them on the document glass.

	Curled originals		Pre-punched paper
	Lightweight originals		Folded, creased or torn originals
	Cut and paste originals		Carbon paper

Supported Print Media

Using unsuitable print media may lead to paper jams, poor print quality, breakdown and damage to your printer. To use the features of this printer effectively, use the suggested print media that is recommended here.

IMPORTANT:
- The toner may come off the print media, if it gets wet by water, rain, steam and so on. For details, contact the Fuji Xerox local representative office or an authorised dealer.

■ Usable Print Media

The types of print media that can be used on this printer are as follows:

Bypass Tray

Paper Size	A4 SEF (210 × 297 mm)
	B5 SEF (182 × 257 mm)
	A5 SEF (148 × 210 mm)
	Letter SEF (8.5 × 11 inches)
	Executive SEF (7.25 × 10.5 inches)
	Folio SEF (8.5 × 13 inches)
	Legal SEF (8.5 × 14 inches)
	Com 10 Envelope SEF (4.125 × 9.5 inches)
	Monarch Envelope SEF (3.875 × 7.5 inches)
	DL Envelope SEF (110 × 220 mm)
	C5 Envelope SEF (162 × 229 mm)
	Custom size[*]:
	Width: 76.2–215.9 mm (3–8.5 inches)
	Length: 127–355.6 mm (5–14 inches)
	Custom size (duplex print)[*]:
	Width: 139.7–215.9 mm (5.5–8.5 inches)
	Length: 210–355.6 mm (8.27–14 inches)
Paper Type	Plain Thick
	Plain
	Lightweight Cardstock
	Heavyweight Cardstock
	Hole Punched
	Labels
	Envelope
	Letterhead
	Colored
	Other Type
Loading Capacity	50 sheets of standard paper

*:XML Paper Specification (XPS) driver does not support custom size paper.

Standard 250 Sheet Tray

Paper Size	A4 SEF (210 × 297 mm)
	B5 SEF (182 × 257 mm)
	A5 SEF (148 × 210 mm)
	Letter SEF (8.5 × 11 inches)
	Executive SEF (7.25 × 10.5 inches)
	Folio SEF (8.5 × 13 inches)
	Legal SEF (8.5 × 14 inches)
	Custom size[*]:
	Width: 139.7–215.9 mm (5.5–8.5 inches)
	Length: 210–355.6 mm (8.27–14 inches)
Paper Type	Plain Thick
	Plain
	Lightweight Cardstock
	Heavyweight Cardstock
	Hole Punched
	Labels
	Letterhead
	Colored
	Other Type
Loading Capacity	250 sheets of standard paper

*:XML Paper Specification (XPS) driver does not support custom size paper.

Optional 250 Sheet Feeder

Paper Size	A4 SEF (210 × 297 mm)
	B5 SEF (182 × 257 mm)
	A5 SEF (148 × 210 mm)
	Letter SEF (8.5 × 11 inches)
	Executive SEF (7.25 × 10.5 inches)
	Folio SEF (8.5 × 13 inches)
	Legal SEF (8.5 × 14 inches)

	Custom size*:
	    Width: 139.7–215.9 mm (5.5–8.5 inches)
	    Length: 210–355.6 mm (8.27–14 inches)

Paper Type	Plain Thick
	Plain
	Lightweight Cardstock
	Heavyweight Cardstock
	Hole Punched
	Labels
	Letterhead
	Colored
	Other Type
Loading Capacity	250 sheets of standard paper

*:XML Paper Specification (XPS) driver does not support custom size paper.

NOTE:
- SEF and LEF indicate the paper feed direction; SEF stands for short-edge feed. LEF stands for long-edge feed.
- For Plain paper, you can set the paper density by selecting `Adjust PaperType` (`Lightweight` or `Heavyweight`) under `Maintenance` from the operator panel. Once you set the `Adjust PaperType` settings, the printer uses the settings for Plain paper.

See also:

Printing on print media that differs from the paper size or paper type selected on the print driver, or loading print media into an unsuitable paper tray for printing, may lead to paper jams. To ensure that printing is correctly done, select the correct paper size, paper type, and paper tray.

■ Standard Paper and Tested Paper

The following paper and media are standard or usable for the printer.

When you print a generally used paper (which called general paper), please use a paper that suits the standard. To print clearly, Fuji Xerox recommends the standard paper shown in the following table. For information about the other paper and media, contact Fuji Xerox Customer Support Center.

	Paper Name	Size	Weight	Paper Type	Notes
Standard Paper	Fuji Xerox P	A4	64 gsm	Plain (Lightweight)	Medium-thickness paper for in-house documents and general office use.
	Xerox Premier 80	A4	80 gsm	Plain (Heavyweight)	Paper for general office use with minimum see-through.
	XeroxBusiness4200	Letter	20 lb	Plain (Heavyweight)	
Supported Paper	XeroxBusiness4200	Legal	20 lb	Plain (Heavyweight)	
	Boise X-9	Letter		Plain (Heavyweight)	
	Hammermill Tidal MP	Letter		Plain (Heavyweight)	
	Cascade X-9000	Folio		Plain (Heavyweight)	
	Cascade X-9000	Statement		Plain (Heavyweight)	
	Xerox Color Xpressions Select	Legal	24 lb	Plain (Heavyweight)	
	XeroxBusiness4200	Letter		Plain (Heavyweight)	
	Hammermill Writing Bond	Letter		Plain (Heavyweight)	
	Hammermill Laser Print	Letter		Plain (Heavyweight)	
	GP Laser1000	Executive		Plain (Heavyweight)	
	Xerox Color Xpressions Elite	Letter	28 lb	Plain (Heavyweight)	
	XeroxBusiness4200	Letter		Plain (Heavyweight)	
	Fuji Xerox P	B5	64 gsm	Plain (Lightweight)	Medium-thickness paper for in-house documents and general office use.
	Fuji Xerox FR	A4	64 gsm	Plain (Lightweight)	Environmentally-conscious paper (50% of pulp sourced from plantation-grown trees + 50% of recycled pulp).
	Fuji Xerox G70	A4	67 gsm	Plain (Lightweight)	Recycled copy/printer paper compounded 70% of recycled pulp.
	Fuji Xerox GR100			Plain (Lightweight)	
	V-Paper			Plain (Lightweight)	
	V-Paper MG			Plain (Lightweight)	
	SG			Plain (Lightweight)	
	Fuji Xerox C2	A4	70 gsm	Plain (Lightweight)	
	Fuji Xerox C2r			Plain (Lightweight)	70% recycled pulp paper.
	Performer			Plain (Heavyweight)	
	Express			Plain (Heavyweight)	
	Business+			Plain (Heavyweight)	
	Fuji Xerox C2r	B5		Plain (Lightweight)	
	Fuji Xerox C2	A5		Plain (Lightweight)	

	Paper Name	Size	Weight	Paper Type	Notes
Supported Paper	Performer+	A4	75 gsm	Plain (Heavyweight)	
	A-paper			Plain (Heavyweight)	
	A-paper	Letter		Plain (Heavyweight)	
	A-paper	B5		Plain (Heavyweight)	
	Xerox Business 80	A4	80 gsm	Plain (Heavyweight)	
	Business			Plain (Heavyweight)	
	Business+			Plain (Heavyweight)	
	Data copy			Plain (Heavyweight)	
	Steinbeis Recycling Copy			Plain (Heavyweight)	
	Yes Bronze			Plain (Heavyweight)	
	Laserprint			Plain (Heavyweight)	
	Performer			Plain (Heavyweight)	
	Quality			Plain (Heavyweight)	
	Performer+			Plain (Heavyweight)	
	H-paper			Plain (Heavyweight)	
	H-paper	B5		Plain (Heavyweight)	
	Xerox Premier 80	A5		Plain (Heavyweight)	
	Fuji Xerox J	A4	82 gsm	Plain (Heavyweight)	Hi-quality paper suitable for a variety of uses, including project proposals and color samples.
	Fuji Xerox J	B5		Plain (Heavyweight)	
	Xerox Premier 90	A4	90 gsm	Plain (Heavyweight)	
	Xerox-90 Colotech	A4		Plain (Heavyweight)	
	Fuji Xerox JD	A4	98 gsm	Plain (Heavyweight)	Double-sided paper suitable for a variety of uses, including brochures and booklet.
	Fuji Xerox JD	B5		Plain (Heavyweight)	
Special Paper	(Label)	A4	Label	Labels	
	Labels(24/Page)	A4		Labels	
	Labels	A4		Labels	
	(Label)	A4		Labels	
	Avery Labels 5165	Letter		Labels	
	Colombia Brand	Com-10	Envelope	Envelope	
	PrintMaster White Wove 24# #Monarch	Monarch (98.4 × 190.5)		Envelope	
	River Series	DL (110 × 220)		Envelope	
	River Series	C5 (162 × 229)		Envelope	
	Colotech+	A4	90 gsm	Plain (Heavyweight)	
	Colotech+ (Mondi)	A4	100 gsm	Plain (Heavyweight)	
	Colotech+			Plain (Heavyweight)	
	Colotech+ (Mondi)	A4	120 gsm	Lightweight Cardstock	
	Colotech+			Lightweight Cardstock	
	Colotech+ (Mondi)	A4	160 gsm	Lightweight Cardstock	

	Paper Name	Size	Weight	Paper Type	Notes
Special Paper	Color Copy200	A4	200 gsm	Heavyweight Cardtstock	
	Xerox Color Xpressions Planet 20 80lb	Letter	216 gsm	Heavyweight Cardtstock	

Loading Print Media

Loading print media properly helps prevent jams and ensures trouble-free printing.

Before loading any print media, identify the recommended print side of the print media. This information is usually indicated on the print media package.

■ Capacity

The standard 250 sheet tray and the optional 250 sheet feeder can hold:

- 250 sheets of the standard paper.

The bypass tray can hold:

- 50 sheets of the standard paper.

For special paper, there is a limitation of the following.

- From the bottom of the tray, up to 10 mm height (standard 250 sheet tray)
- From the bottom of the tray, up to 5.5 mm height (bypass tray)

■ Print Media Dimensions

The maximum dimensions of print media that the standard 250 sheet tray and the optional 250 sheet feeder can handle are:

- Width: 139.7 mm (5.5 inches) to 215.9 mm (8.5 inches)
- Length: 210 mm (8.27 inches) to 355.6 mm (14 inches)

The maximum dimensions of print media that the bypass tray can handle are:

- Width: 76.2 mm (3 inches) to 215.9 mm (8.5 inches)
- Length: 127 mm (5 inches) to 355.6 mm (14 inches)

■ Loading Print Media in the Standard 250 Sheet Tray and the Optional 250 Sheet Feeder

NOTE:
- To avoid paper jams, do not remove the tray while printing is in progress.
- Use only laser print media. Do not use ink jet print media in your printer.

1 Pull the tray out of the printer about 200 mm.
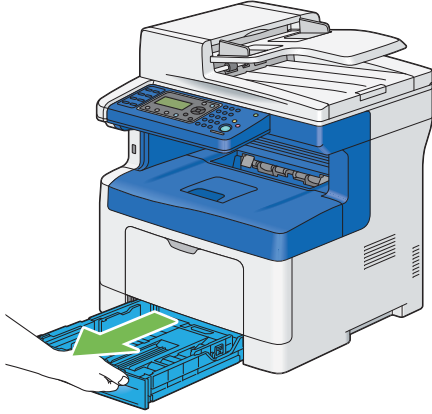
2 Hold the tray with both hands, and remove it from the printer.
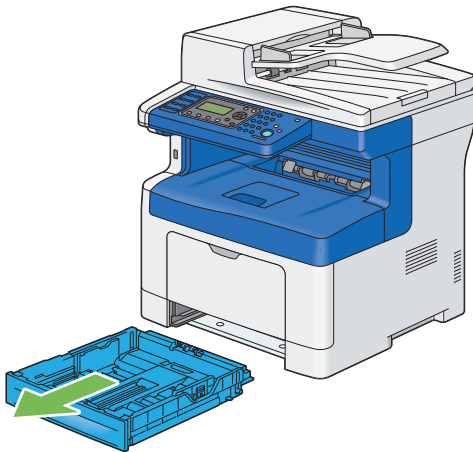
3 Adjust the paper guides.
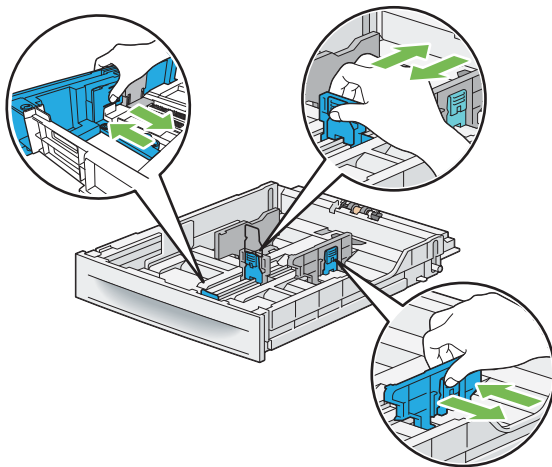
NOTE:
- When loading Legal size or user-specified print media, slide the extendable part of the tray while pinching the lever.

4 Before loading the print media, flex the sheets and fan them. Straighten the edges of the stack on a level surface.
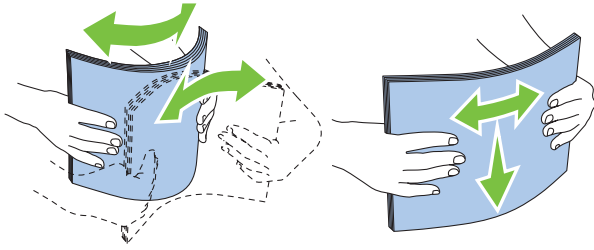
5 Load the print media into the tray with the recommended print side facing up.

NOTE:
- Do not exceed the maximum fill line in the tray. Overfilling the tray may cause paper jams.

6 Align the width guides and length guide against the edges of the print media.
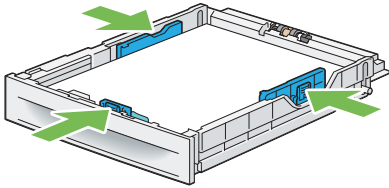
7 After confirming that the guides are securely adjusted, insert the tray into the printer.
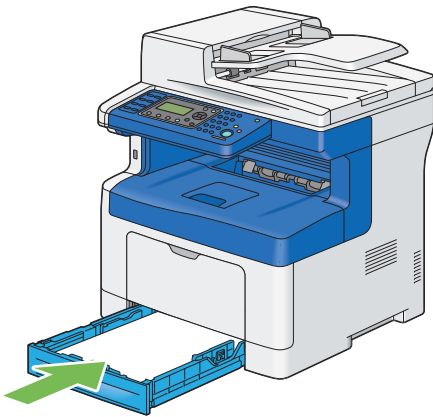
IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or inside of the printer.

NOTE:
- If the front side of the tray is extended, the tray protrudes when it is inserted into the printer.
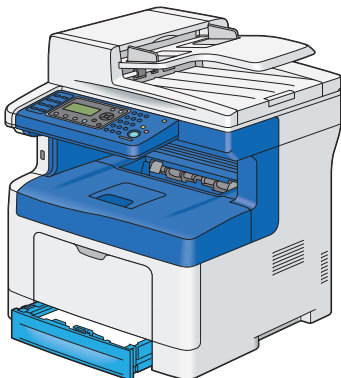
8 On the operator panel, select the appropriate paper size, and then press the (OK) button.

9 Select the appropriate paper type, and then press the (OK) button.

Loading Letterhead in the Standard 250 Sheet Tray and the Optional 250 Sheet Feeder

When you use the standard 250 sheet tray and the optional 250 sheet feeder, letterhead and hole punched paper must be inserted top edge first with the print side facing up.
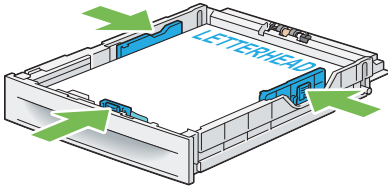
■ Loading Print Media in the Bypass Tray

1 Gently pull open the bypass tray cover.
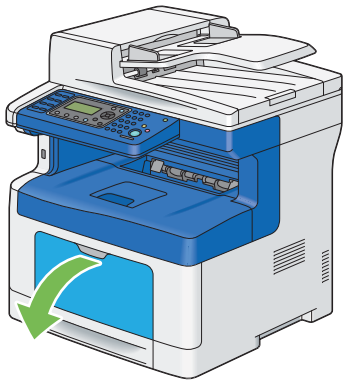
2 Slide the width guides to the edge of the tray. The width guides should be fully extended.
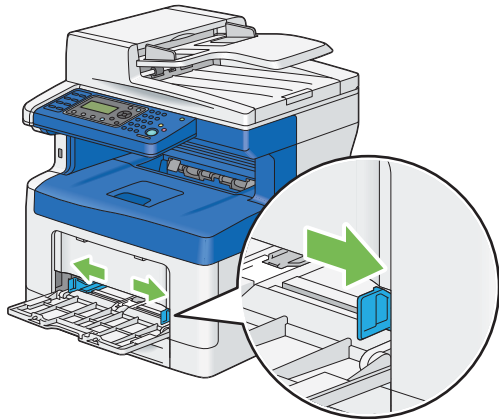
3 Insert all media face up and top edge first into the bypass tray.

NOTE:

- Do not force the print media into the bypass tray.
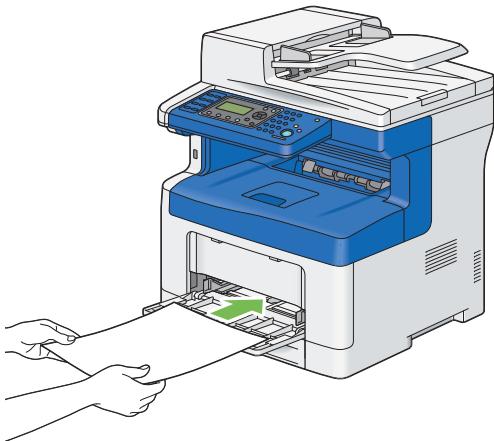
4 Slide both width guides until they rest lightly against the edge of the print media stack.

NOTE:

- Do not force the print media into the bypass tray.
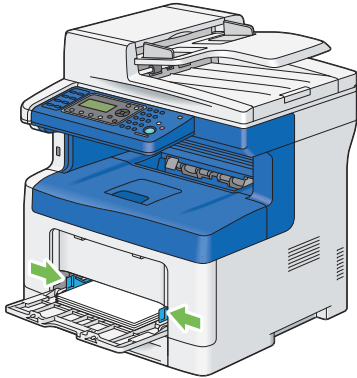
5 On the operator panel, select the appropriate paper size, and then press the (OK) button.

NOTE:

- If you use the driver setting, select `Use Driver Settings.`

6 Select the appropriate paper type, and then press the (OK) button.

Loading Small Print Media in the Bypass Tray

When loading small print media such as monarch envelope or the user-specified print media whose feed direction length is 191.6 mm or less in the bypass tray, remove the bypass tray from the printer.

1 Gently pull open the bypass tray cover.
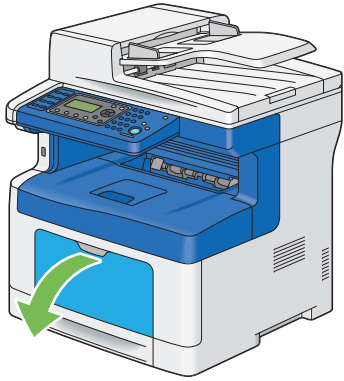
2 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.
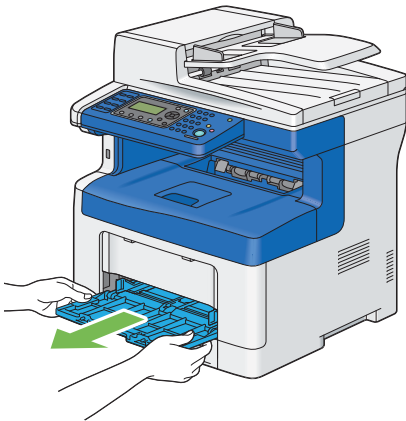
3 Slide the width guides to the edge of the tray. The width guides should be fully extended.
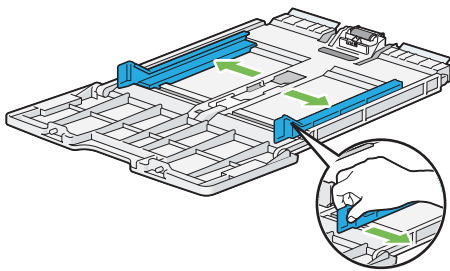
4 Pull up the length guide and slide it toward the bypass tray cover until it stops.
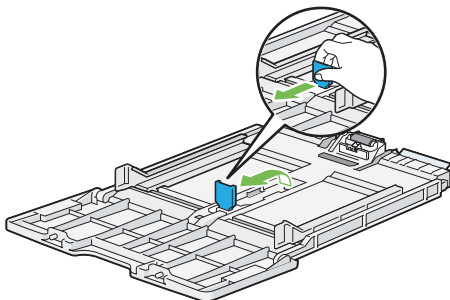
5 Load the print media into the bypass tray with the recommended print side facing up so that the top edge of the print media enters the printer first.
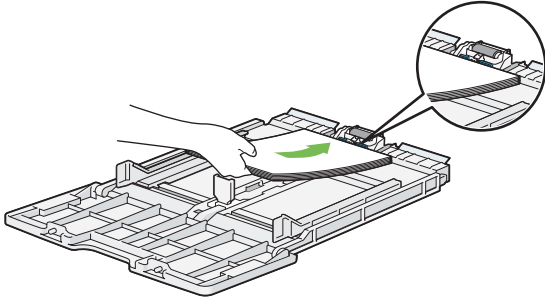
6 Align the paper guides against the edges of the print media.
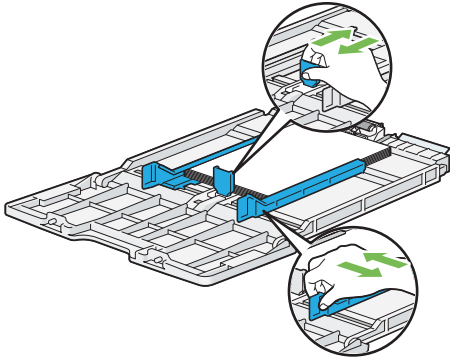
7 Insert the bypass tray into the printer.
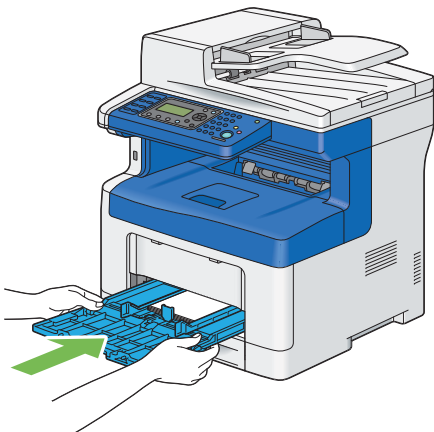
8 On the operator panel, select the appropriate paper size, and then press the (OK) button.

NOTE:
- If you use the driver setting, select Use Driver Settings.

9 Select the appropriate paper type, and then press the (OK) button.

Loading Envelope in the Bypass Tray

Use the following guidelines to load each size of envelopes in the bypass tray:

IMPORTANT:

- Never use envelopes with windows, coated linings, or self-stick adhesives. These lead to paper jams and can cause damage to the printer.

NOTE:

- When five envelopes are set on the bypass tray, a misfeed may occur. If this happens, reduce the number of envelopes.
- If you do not load envelopes in the bypass tray right after they have been removed from the packaging, they may bulge. To avoid jams, flatten them as shown below before loading the envelopes in the bypass tray.
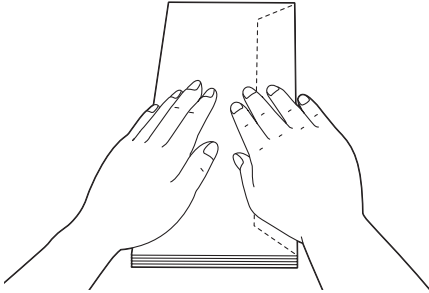
• Com 10/DL

Load the envelopes short edge feed with the flaps closed and the print side up. Ensure that the flaps come at the right when you face towards the printer.
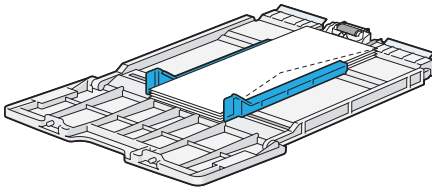
• Monarch

You need to pull up and slide the length guide. Load the envelopes short edge feed with the flaps closed and the print side up. Ensure that the flaps come at the right when you face towards the printer.
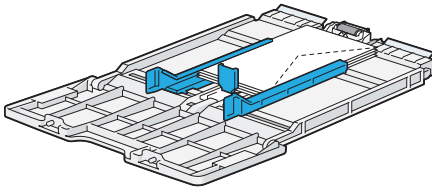
• C5

Load the envelopes short edge feed with the flaps open or closed and the print side up.

Ensure that the flaps come at the bottom with the flaps open or at the top with the flaps closed when you face towards the printer.

When you print with the orientation of the 1, position of the envelopes may be distorted on the output tray. In this case, set the orientation of the 2.
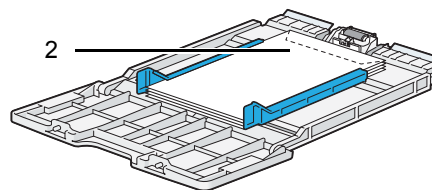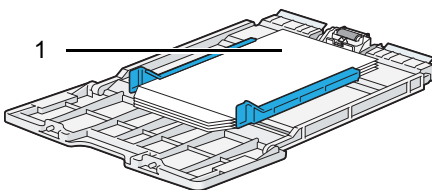
Loading Letterhead in the Bypass Tray

When you use the bypass tray, letterhead and hole punched paper must be inserted top edge first with the print side facing up.
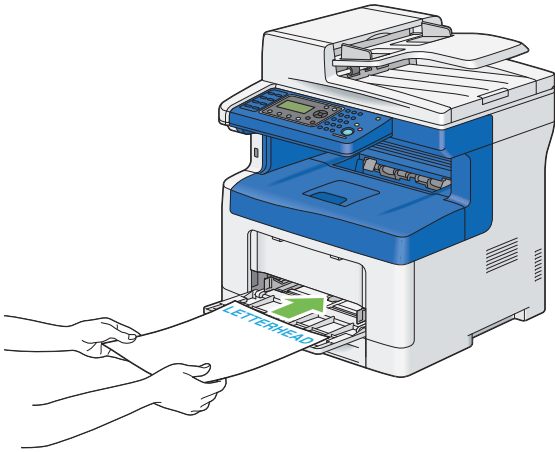
Using the Bypass Tray

- Load only one size and type of print media during a single print job.
- To achieve the best possible print quality, use only high-quality print media that is designed for use in laser printer. For more guidelines on print media, see "Print Media Usage Guidelines" on page 122.
- Do not add or remove print media when there is still print media in the bypass tray or when the printer is printing from the bypass tray. This may result in a paper jam.
- Print media should be loaded with the recommended print side up and the top of the print media going into the bypass tray first.
- Do not place objects on the bypass tray. Also, avoid pressing down or applying excessive force on it.
- The icons on the bypass tray show how to load the bypass tray with print media, and how to turn an envelope for printing.

Setting Paper Sizes and Types

When loading print media in the tray, set the paper size and type on the operator panel before printing.

See also:
-

This section includes:

■ Setting Paper Sizes

1 On the operator panel, press the `⛶` (**System**) button.

2 Select `Tray Settings`, and then press the `OK` button.

3 Select the desired tray, and then press the `OK` button.

> **NOTE:**
> - When you select `Bypass Tray`, `MPT Mode` is set to `Driver Specified` by default. Select `Panel Specified` for `MPT Mode` to specify the paper size and type on the operator panel.

4 Select `Paper Size`, and then press the `OK` button.

5 Select the correct paper size for the print media loaded, and then press the `OK` button.

■ Setting Paper Types

IMPORTANT:
- Paper type settings must match those of the actual print media loaded in the tray or the feeder. Otherwise, print-quality problems can occur.

1 On the operator panel, press the `⛶` (**System**) button.

2 Select `Tray Settings`, and then press the `OK` button.

3 Select the desired tray, and then press the `OK` button.

> **NOTE:**
> - When you select `Bypass Tray`, `MPT Mode` is set to `Driver Specified` by default. Select `Panel Specified` for `MPT Mode` to specify the paper size and type on the operator panel.

4 Select `Paper Type`, and then press the `OK` button.

5 Select the correct paper type for the print media loaded, and then press the `OK` button.

Printing

This section covers how to print certain information from your printer and how to cancel a job.

This section includes:

■ Sending a Job to Print

To support all of the printer features, use the print driver. When you choose **Print** from a software program, a window representing the print driver opens. Select the appropriate settings for the specific job that you are sending to print. Print settings selected from the driver override the default menu settings selected from the operator panel.

You may need to click **Preferences** from the initial **Print** box to see all of the available system settings you can change. If you are not familiar with a feature in the print driver window, open the Help for more information.

To print a job from a typical Microsoft® Windows® application:

1 Open the file you want to print.

2 From the application menu, select **Print**.

3 Verify that the correct printer is selected in the dialog box. Modify the system settings as appropriate (such as the pages you want to print or the number of copies).

4 Click **Preferences** to adjust system settings that are not available from the first screen, and then click **OK**.

5 Click **Print** to send the job to the selected printer.

■ Canceling a Print Job

There are several methods for canceling a job.

This section includes:

Canceling a Job From the Operator Panel

To cancel a job after it has started printing:

1 Press the ⊘ (**Stop**) button.

OR

From `Active Jobs`, select `Print`, and then press the ⊘ (**Stop**) button.

Printing is canceled only for the current job. All the following jobs will continue to print.

Canceling a Job From a Computer Running Windows

• Canceling a Job From the Taskbar

When you send a job to print, a small printer icon appears in the bottom right corner of the taskbar.

1 Double-click the printer icon.

A list of print jobs appears in the printer window.

2 Select the job you want to cancel.

3 Press **Delete** key on the keyboard.

4 Click **Yes** on the **Printers** dialog box to cancel a print job.

• Canceling a Job From the Desktop

1 Click **start** → **Printers and Faxes** (for Windows XP).

Click **Start** → **Printers and Faxes** (for Windows Server® 2003).

Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).

Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista®).

Click **Start** → **Control Panel** → **Printers** (for Windows Server 2008).

A list of available printers appears.

2 Double-click the printer that you selected when you sent the job for print.

A list of print jobs appears in the printer window.

3 Select the job you want to cancel.

4 Press **Delete** key on the keyboard.

5 Click **Yes** on the **Printers** dialog box to cancel a print job.

■ Using the Stored Print Feature

When you send a job to the printer, you can specify in the print driver to store the job in the memory. When you are ready to print the job, go to the printer and use the operator panel menus to identify which job in the memory you want to print.

NOTE:
- The stored print feature is available when:
  - The optional 512MB memory is installed.
  - The RAM disk is enabled in the operator panel menu.
  - **RAM Disk** is set to **Installed** in the print driver.
- The data in memory is cleared when the printer is turned off.

The stored print feature includes the following job types:

Secure Print

You can store print jobs secured with a passcode in the memory. Users with the passcode can print them from the operator panel. This feature can be used to print confidential documents. You can select whether to delete the stored job after printing. Otherwise, the stored jobs remain in the memory until you delete them from the operator panel or turn off the printer.

NOTE:
- Secure Print is available when you use the PCL 6 or PS driver.

Sample Print

The collated print job is stored in the memory, but a single copy is printed automatically so you can check the print result. If you do not have problems with the print result, you can choose to print more copies. This prevents large number of misprinted copies from being printed at one time.
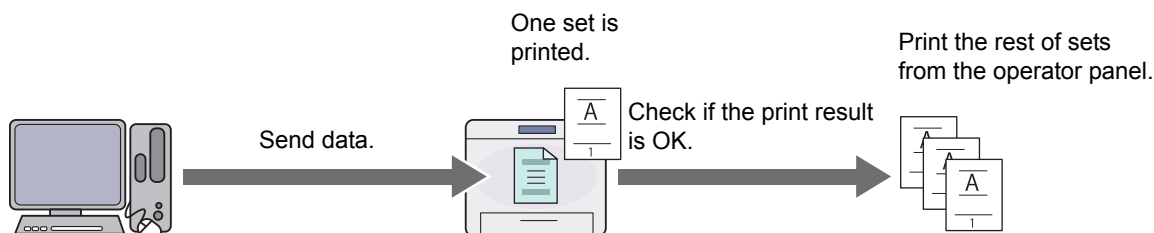
NOTE:
- Sample Print is available when you use the PCL 6 or PS driver.

Procedures for Printing Stored Print

The following are procedures for storing and printing jobs.

• Storing Print Jobs

For Secure Print, select **Secure Print** for **Job Type** and specify the user ID, passcode and job name by clicking **Setup** in the **Paper/Output** tab of the print driver. When you send the job to the printer, the job will be stored in the memory until you request to print it from the operator panel or turn off the printer.

For Sample Print, select **Sample Set** for **Job Type** and specify the user ID and job name by clicking **Setup** in the **Paper/Output** tab of the print driver. When you send the job to the printer, the first set is printed. The remaining copies will be stored in the memory until you select to print them on the operator panel or turn off the printer.

NOTE:
- If a print job is too large for the memory available, the printer may display error messages.
- If a document name is not assigned to your print job in the print driver, the job's name will be identified using the printer's time and date of submission to distinguish it from other jobs you have stored under your name.

• Printing the Stored Jobs

Once jobs are stored, you can use the operator panel to specify printing. Select the job type you are using from Secure Print and Sample Print. Then, select your user ID from a list. Secure Print requires the passcode you specified in the driver when you sent the job.

To print the stored documents, use the procedure below.

1 Press the 🖶 (**Printer**) button.

2 Select `Secure Print` or `Sample Print`, and then press the (OK) button.

3 Select your user ID, and then press the (OK) button.

If you select `Secure Print`, go to step 4.

If you select `Sample Print`, go to step 5.

4 Enter the passcode you specified in the print driver, and then press the (OK) button.

For details about specifying the passcode, see "Specifying Your Passcode on the Operator Panel (Secure Print)" on page 145.

5 Select the document you want to print, and then press the (OK) button.

6 Select `Print and Delete` or `Print and Save`, and then press the (OK) button.

7 Specify the number of copies to be printed using the number pad or the ▲ and ▼ buttons, and then press the (OK) button.

The stored document will be printed.

• Specifying Your Passcode on the Operator Panel (Secure Print)

When you select your user ID for Secure Print, a screen to enter the passcode appears.

Use the buttons on the operator panel to enter the numeric passcode you specified in the print driver. The passcode you entered will be displayed as asterisks (*******) to ensure confidentiality.

If you enter an invalid passcode, the message `Wrong password Re-enter` appears. Wait three seconds, or press the (OK) button to return to the screen to enter the passcode.

When you enter a valid passcode, you have access to all print jobs matching the user name and passcode you entered. The print jobs matching the passcode you entered appear on the screen. You can then choose to print or to delete jobs matching the passcode you entered.

See also:
- "Printing the Stored Jobs" on page 145

• Deleting Stored Jobs

A job that has been stored will be deleted after printing if selected to do so on the operator panel. Otherwise, the job remains stored until you delete them on the operator panel or turn off the printer.

■ Direct Print Using the USB Storage Device

The Print from USB Memory feature allows you to print files stored in a USB storage device by operating from the operator panel.

IMPORTANT:
- To prevent damage to your printer, DO NOT connect any device other than USB storage device to the front USB port of the printer.
- DO NOT remove the USB storage device from the front USB port until the printer has finished printing.

NOTE:
- If the `Service Lock` setting for `USB Direct Print` is set to `Password Locked`, you need to enter the four digit password to use the Print from USB Memory feature. If the `Service Lock` setting for `USB Direct Print` is set to `Locked`, the Print from USB Memory feature is disabled. For details, see "Service Lock" on page 289.

The front USB port of the printer is designed for USB 2.0 devices. You must use only an authorised USB storage device with an A plug type connector. Use only a metal shielded USB storage device.

A plug type
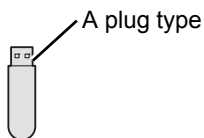
To print a file in a USB storage device:

1 Insert a USB storage device to the front USB port of the printer.
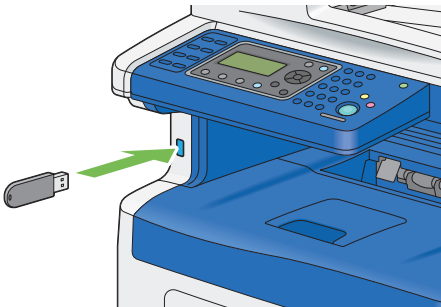
2 Select `Print from USB Memory`, and then press the (OK) button.

3 Select the desired file, and then press the (OK) button.

   NOTE:
   - Only the following characters are displayed on the operator panel:
     a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
     0 1 2 3 4 5 6 7 8 9 $ % ' ' - @ {} ~ ! # ( ) & _ ^

4 Select printing options as required.

5 Press the ◇ (**Start**) button to begin printing.

   NOTE:
   - You can print files scanned and stored using the Scan to USB Memory feature. Files saved without using the feature such as files created by user may not be printed properly.

IMPORTANT:
- Before removing the USB storage device, ensure that the printer is not accessing the USB storage device. If you remove the USB storage device while the printer is accessing, the data in the USB storage device or the USB storage device itself may be destroyed.

Supported File Formats

Files in the following file formats can be printed directly from a USB storage device. (About what you saved in Scan to USB function of this printer. Other than that is not guaranteed.)

- PDF
- TIFF
- JPEG

■ Printing PDF Files Using PDF Bridge (Windows Only)

The printer has the PDF Bridge feature, which enables you to print PDF files directly without a print driver. Printing PDF files without a print driver is much easier and faster when compared to printing with a print driver. This section describes how to print PDF files using PDF Bridge.

This section includes:

Supported PDF Files

PDF files created on the following versions of Adobe® Acrobat® can be printed using PDF Bridge.

- Adobe Acrobat 5.X (excluding some of the features added to PDF1.4)
- Adobe Acrobat 6.X (excluding some of the features added to PDF1.5)
- Adobe Acrobat 7.X (excluding some of the features added to PDF1.6)

NOTE:
- Some PDF files cannot be printed depending on how they are created. In such case, open the files and print them using a print driver.

Using the ContentsBridge Utility

The ContentsBridge Utility is software that enables direct printing of PDF files by simply dragging and dropping files onto the icon. To use the ContentsBridge Utility, refer to the manual included on the *Driver CD Kit*.

Using the Commands

You can also print PDF files using the lpr or ftp command. When you print using these commands, the following PDF settings on the operator panel become effective.

- Quantity
- 2-Sided Print
- Print Mode
- PDF Password
- Collated
- Output Size
- Layout

NOTE:
- When you print using the lpr command, the print quantity must be set also using lpr command. In such case, the Quantity setting on the operator panel becomes invalid. If you do not specify the quantity using the lpr command, the printer recognizes the quantity as "1 set".
- To print PDF files using the lpr or ftp command, you must enable the printer's LPD or FTP port using the operator panel or CentreWare Internet Services (default: Enable).

Using the lpr command

- For Windows Vista or later, enable the lpr command first. The following procedure uses Windows 7 as an example.

   a   Click **Start → Control Panel → Programs → Turn Windows features on or off**.

   b   In the **Windows Features** dialog box, select the **LPR Port Monitor** check box under **Print and Document Services**.

In the command prompt, enter the lpr command as described in the following example:

Example: Printing "event.pdf" when the printer's IP address is 192.168.1.100.

```
C:\> lpr -S 192.168.1.100 -P lp event.pdf
```

Using the ftp command

In the command prompt, enter the ftp command as described in the following example:

Example: Printing "event.pdf" when the printer's IP address is 192.168.1.100.

```
C:\> ftp 192.168.1.100

Connected to 192.168.1.100.

220 FUJI XEROX DocuPrint XXXX

User (192.168.1.100:(none)):

331 Password required

Password:

230 Logged in

ftp> bin

200 Command successful

ftp> put event.pdf

200 Command successful

150 Opening data connection

226 Transfer complete

ftp: xxxxx bytes sent in xxxSeconds xxxxxkbytes/sec.

ftp>
```

■ Duplex Printing

Duplex printing (or 2-sided printing) allows you to print on both sides of a sheet of paper. A4, A5, B5, Letter, Folio, Legal and Executive paper sizes are acceptable.

This section includes:

- "Using 2-Sided Print" on page 149
- "Using Booklet Print" on page 150

Using 2-Sided Print

The following procedure uses the PCL 6 driver as an example.

1 Click **start** → **Printers and Faxes** (for Windows XP).

Click **Start** → **Printers and Faxes** (for Windows Server 2003).

Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).

Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista).

Click **Start** → **Control Panel** → **Printers** (for Windows Server 2008).

A list of available printers appears.

2 Right-click the printer and select **Printing preferences**.

The **Paper/Output** tab appears.

3 From the drop-down menu of **Paper**, select **Select By Tray** and then select **Automatically Select**, **Tray 1**, **Tray 2**, or **Bypass Tray**.

4 From **2-Sided Print**, select **2-Sided Print** or **2-Sided Print, Flip on Short Edge**.

2-Sided Print	Assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation). The following illustration shows long-edge binding for portrait and landscape pages:

Portrait   Landscape
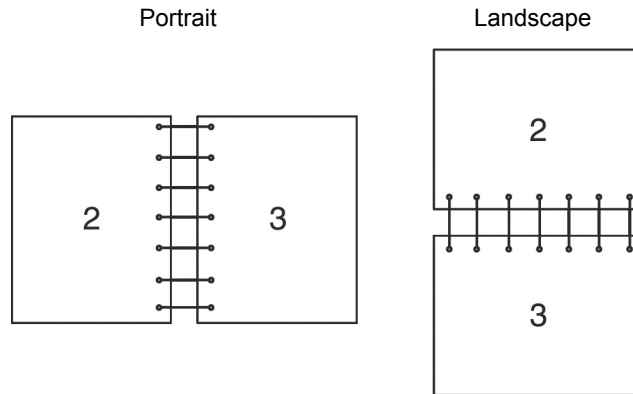
2-Sided Print, Flip on Short Edge	Assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). The following illustration shows short-edge binding for portrait and landscape pages:

Portrait   Landscape
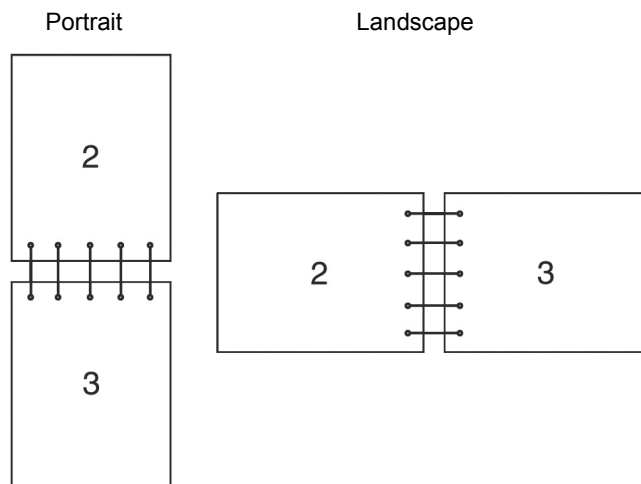
5 Click **OK**.

Using Booklet Print

To use the Booklet Print feature, select the **Booklet Layout** check box in the **Layout/Watermark** tab of the printer's **Printing Preferences** dialog box. Click **Booklet Creation** for detailed settings. The binding position is automatically set to **2-Sided Print** for **2-Sided Print** in the **Paper/Output** tab.

NOTE:
- When the XML Paper Specification (XPS) driver or the PS driver is used, the Booklet Print feature is not available.
- For details on the **2-Sided Print** option, see "2-Sided Print" on page 150.

■ Selecting Printing Options

This section includes:

Selecting Printing Preferences (Windows)

Printer Preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use duplex printing for most jobs, set this option in Printing Preferences.

To select Printing Preferences:

1 Click **start** → **Printers and Faxes** (for Windows XP).

Click **Start** → **Printers and Faxes** (for Windows Server 2003).

Click **Start** → **Devices and Printers** (for Windows 7 and Windows Server 2008 R2).

Click **Start** → **Control Panel** → **Hardware and Sound** → **Printers** (for Windows Vista).

Click **Start** → **Control Panel** → **Printers** (for Windows Server 2008).

A list of available printers appears.

2 Right-click the icon for your printer, and then select **Printing preferences**.

The printer's **Printing Preferences** screen appears.

3 Make selections on the driver tabs, and then click **OK** to save your selections.

NOTE:
- For more information about Windows print driver options, click **Help** on the print driver tab to view the help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use Photo print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1 With the desired document or graphic open in your application, access the **Print** dialog box.

2 Select your printer and click **Preferences** to open the print driver.

3 Make selections on the driver tabs.

NOTE:
- When using the PCL 6 or PS driver, you can save current printing options with a distinctive name and apply them to other print jobs. Select either the **Paper/Output**, **Image Options**, **Layout/Watermark**, or **Advanced** tab, and then click **Save** under **Saved Settings** on the **Paper/Output** tab. Click **Help** for more information.

4 Click **OK** to save your selections.

5 Print the job.

See the following table for specific printing options:

The table shown below uses the PCL 6 driver as an example.

Printing Options for Windows

Driver Tab	Printing Options

Paper/Output tab	• Job Type
	• 2-Sided Print
	• Paper
	  – Size
	  – Type
	  – Select By Tray
	  – Advanced Paper Selection
	  – Covers/Separators
	• Output
	• Saved Settings
	• Envelope/Paper Setup Wizard
	• Status
	• Defaults
	• Default All

Image Options tab	• Image Quality • Image Settings • Application Reduce/Enlarge • Toner Saver • Margins • Screen • Image Shift Summary • Tone Balance • Defaults

Layout/Watermark tab	• Page Layout
	  – Pages Per Sheet (N-Up)
	  – Poster
	  – Booklet Layout
	• Page Layout Options
	• Background Form
	• Watermark
	• Annotation
	• Defaults

Advanced tab	• Advanced Settings
	  • Document Options
	  – Specify Font
	  – Paper/Output
	  – Image Options
	  – Layout/Watermark
	  – Others
	• About
	• Defaults

Selecting Options for an Individual Job (Mac OS X)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1 With the document open in your application, click **File**, and then click **Print**.

2 Select your printer from **Printer**.

3 Select the desired printing options from the menus and drop-down list boxes that are displayed.

> **NOTE:**
> - In Mac OS® X, click **Save As** on the **Presets** menu to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** menu.

4 Click **Print** to print the job.

Mac OS X Print Driver Printing Options:

The table shown below uses Mac OS X 10.6 TextEdit as an example.

Printing options for Mac OS X

Item	Printing Options
	• Copies • Collated • Two-Sided • Pages • Paper Size • Orientation
Layout	• Pages per Sheet • Layout Direction • Border • Two-Sided • Reverse page orientation • Flip horizontally
Paper Handling	• Pages to Print • Page Order • Scale to fit paper size • Destination Paper Size • Scale down only
Paper Feed	• All pages From • First Page From • Remaining From
Cover Page	• Print Cover Page • Cover Page Type • Billing Info
Scheduler	• Print Document • Priority
Job Accounting	• Account Mode • User Details Setup
Job Type	• Job Type • Setup • Defaults

Item	Printing Options
Watermark	• Watermark – Edit – Delete – New • Print on Page 1 only • Defaults
Printer Features	• Feature Sets: General – Feed Orientation – Paper Type – Substitute Tray – Custom Paper Auto Orientation – Draft Mode – Skip Blank Pages – Halftone Screen Lock – Image Quality – Halftone – Letterhead Duplex Mode • Feature Sets: Color Balance K – Low Density (K) – Medium Density (K) – High Density (K)
Summary	

■ Printing Custom Size Paper

This section explains how to print on custom size paper using the print driver.

The way to load custom size paper is the same as the one to load standard size paper.

NOTE:
- You can use custom size paper between the following ranges:
  - For the standard 250 sheet tray, the optional 250 sheet feeder, and the bypass tray (duplex print)
    - Width: 139.7 mm (5.5 inches) to 215.9 mm (8.5 inches)
    - Length: 210 mm (8.27 inches) to 355.6 mm (14 inches)
  - For the bypass tray
    - Width: 76.2 mm (3 inches) to 215.9 mm (8.5 inches)
    - Length: 127 mm (5 inches) to 355.6 mm (14 inches)
- XML Paper Specification (XPS) driver does not support custom size paper.

See also:

Defining Custom Paper Sizes

Before printing, set the custom size on the print driver.

NOTE:
- When setting the paper size on the print driver and the operator panel, be sure to specify the same size as the actual print media used. Setting the wrong size for printing can cause printer failure. This is especially true if you configure a bigger size when using a narrow width paper.

• Using the Windows Print Driver

On the Windows print driver, set the custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows 7 and the PCL 6 driver as an example.

An administrator's password only allows users with administrator rights to change the settings. Users without the rights of administrator can only view the contents.

1 Click **Start → Devices and Printers**.

2 Right-click the printer, and then select **Printer properties**.

3 Select the **Device Settings** tab.

4 Select **Custom Paper Size** and click **Setup**.

5 Select the **Create a New Form** check box.

6 Enter a name for the custom paper size in **Name**. Up to 31 characters can be used for the paper name.

7 Specify the values for **Width** and **Length** either by entering the number directly or using the up arrow and down arrow buttons.
The value for **Width** cannot be greater than that of **Length**, even if it is within the specified range.

   NOTE:
   - You can switch the units by selecting either **Millimeters** or **Inches** under **Units**.
   - If you do not want to share the custom paper size with other users, clear the **Share it with Other Users** check box.

8 Click **Save**.

9 If necessary, repeat steps 5 to 8 to define another custom size.

10 Click **Close**.

11 Click **OK**.

Printing on Custom Size Paper

Use the following procedures to print using either the Windows or Mac OS X print drivers.

• Using the Windows Print Driver

To print on custom size paper using the PCL 6 driver as an example:

NOTE:
- The way to display the printer **Properties**/**Printing Preferences** dialog box differs according to the application software. Refer to the manual of each application software.

1 From the application menu, select **Print**.

2 Select your printer and click **Preferences**.

3 Select the **Paper/Output** tab.

4 From the drop-down menu of **Paper**, select **Advanced Paper Selection**.

5 Select the desired paper tray from **Paper Tray**.

   NOTE:
   - If you select **Bypass Tray**, **Bypass Feed Orientation** appears. Specify the orientation of the paper set on the bypass tray.

6 Select the size of the original document from **Original Document Size**.

7 Specify **Scale Options**.

   If you select the custom paper size from **Original Document Size** in step 6, select **No Scaling** and go to step 9.

   If you select the standard paper size from **Original Document Size** in step 6, select **Automatically Scale** and go to step 8.

8 Select the custom paper size from **Output Paper Size**.

9 Select the appropriate paper type from **Paper Type**.

10 Click **OK** twice.

11 Click **Print** in the **Print** dialog box to start printing.

• Using the Mac OS X Print Driver

This section explains the procedure using Mac OS X 10.6 TextEdit as an example.

1 From the **File** menu, select **Page Setup**.

2 Select your printer from **Format For**.

3 From **Paper Size**, select **Manage Custom Sizes**.

4 In the **Custom Paper Sizes** window, click **+**.

   A newly created setting "Untitled" is displayed in the list.

5 Double-click "Untitled" and enter the name for the setting.

6 Enter the size of the original document in the **Width** and **Height** boxes of **Paper Size**.

7 Specify **Non-Printable Area** if necessary.

8 Click **OK**.

9 Make sure that the newly created paper size is chosen in **Paper Size**, and then click **OK**.

10 From the **File** menu, select **Print**.

11 Make sure that your printer is selected in **Printer**.

12 Click **Print** to start printing.

■ Auditron

Auditron contains an authentication function that can set limits on what processes can be used, as well as an account management that can be used to control usage based on authentication.

The following illustration shows how the printer works with Auditron.

Registered user B

Registered user A

Can print up to 9,000 pages

Can print up to 10,000 pages

Cannot print if not a registered user, or if the printed pages exceeds the limit

Print account report

Reference account report for each registered user

Normal user D

System administrator C
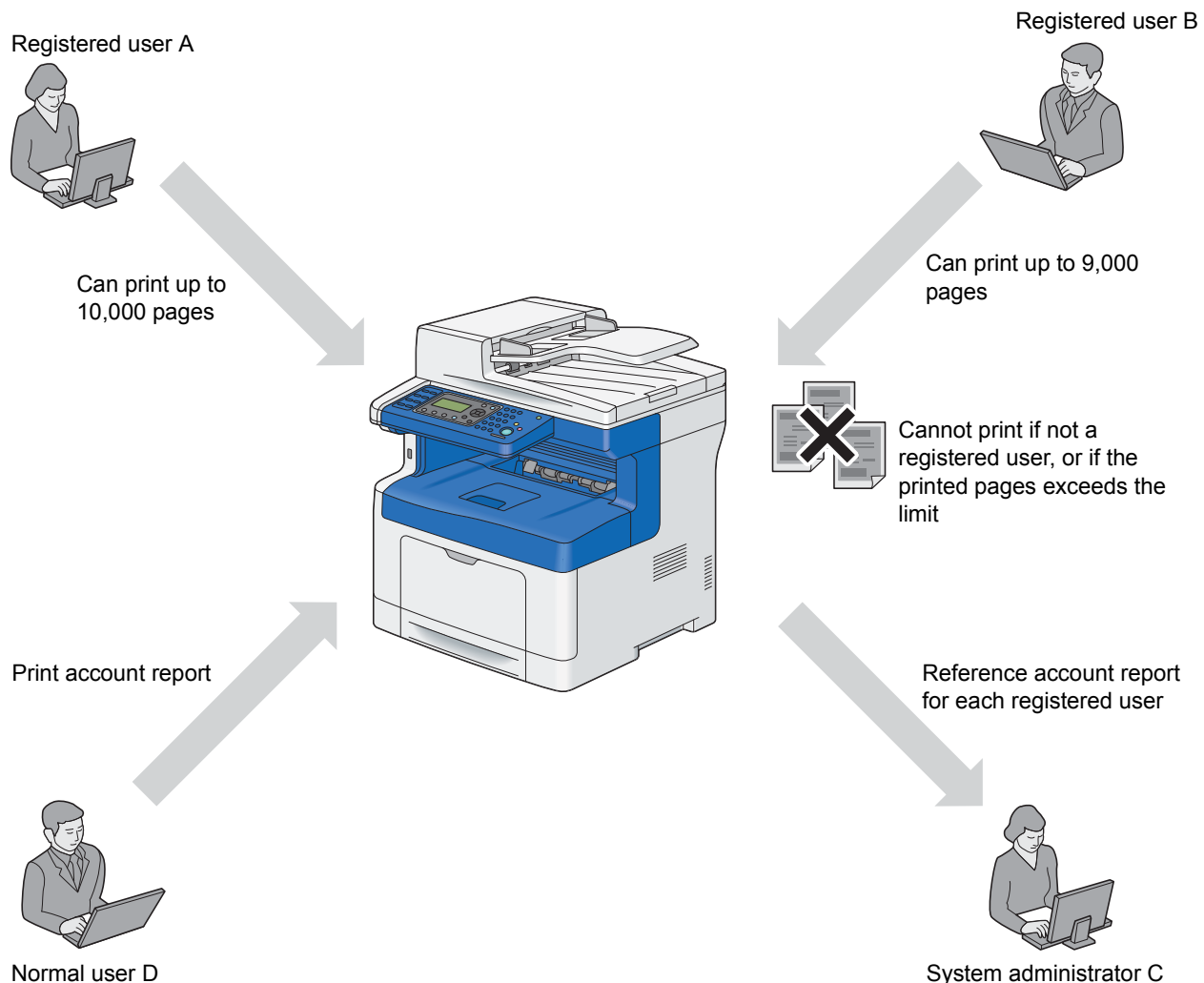
NOTE:

• You can configure the printer's Auditron settings with CentreWare Internet Services. For more information, refer to the online Help of CentreWare Internet Services.

• To print using Auditron, you need to set the print driver. For more information, refer to the Help of the driver.

■ Checking Status of Print Data

This section includes:

Checking Status (Windows Only)

Printer information and status can be checked with SimpleMonitor. By default, the **Status Monitor** window launches when printing and an error occurs. To display the **Status Monitor** window manually, double-click the SimpleMonitor printer icon ▢ on the taskbar at the bottom right of the screen. From the displayed window, click the name of the desired printer listed.

For more information about SimpleMonitor, see Help: The following procedure uses Windows 7 as an example:

1 Click **Start → All Programs**.

2 Select **Fuji Xerox**.

3 Select **SimpleMonitor for Asia-Pacific**.

4 Select **SimpleMonitor Help**.

See also:

Checking Status in CentreWare Internet Services (Windows & Mac OS X)

You can check the status of the print job sent to the printer at the **Jobs** tab of CentreWare Internet Services.

See also:

■ Printing a Report Page

You can print a various types of reports and lists. For details on each report and list, see "Report / List" on page 252.

Taking the System Settings page as an example, this section describes how to print a report page.

Printing a System Settings Page

To verify detailed printer settings, print a System Settings page. A printed System Settings page also allows you to verify whether or not options have been installed properly.

See also:

1 Press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the (OK) button.

3 Select `System Settings`, and then press the (OK) button.

The System Settings page is printed.

■ Printer Settings

You can select menu items and corresponding values from the operator panel.

When you first browse through the menus from the operator panel, you see a list of menu items.

The values displayed on the right of each menu item are the factory default and original system settings.

NOTE:
• Factory defaults may vary for different regions.

When you select a new value from the operator panel, the value selected is highlighted and is displayed on the right of the menu item in the previous screen to identify it as the current user setting.

These settings are active until new ones are selected or the factory defaults are restored.

To select a new value as a setting:

1 Press the ⓘ (**System**) button.

2 Select the desired menu, and then press the (OK) button.

3 Select the desired menu or menu item, and then press the (OK) button.
   • If the selection is a menu, the menu is opened and the list of menu items appears.
   • If the selection is a menu item, the list of setting values appears. (The current user default menu setting is highlighted.)

   A value can be:
   • A phrase or word to describe a setting
   • A numerical value that can be changed
   • An On or Off setting

4 Select the desired value, and then press the (OK) button.

   NOTE:
   • Some menu items require you to use the number pad to enter the value.

5 Press the ↩ (**Back**) or ◀ button to return to the previous menu.

   To continue setting other items, select the desired menu. To quit setting new values, press the ↩ (**Back**) button.

Driver settings may have precedence over the settings made on the operator panel.

Printing With Web Services on Devices (WSD)

This section provides information for network printing with WSD, the new Microsoft protocol for Windows Vista, Windows Server 2008, Windows Server 2008 R2, and Windows 7.

NOTE:
- WSD stands for Web Services on Devices.

This section includes:

■ Adding Roles of Print Services

When you use Windows Server 2008 or Windows Server 2008 R2, you need to add the roles of print services to the Windows Server 2008 or Windows Server 2008 R2 client.

• For Windows Server 2008:

1 Click **Start** → **Administrative Tools** → **Server Manager**.

2 Select **Add Roles** from the **Action** menu.

3 Select the **Print Services** check box on the **Server Roles** window in the **Add Roles Wizard**, and then click **Next**.

4 Click **Next**.

5 Select the **Print Server** check box, and then click **Next**.

6 Click **Install**.

• For Windows Server 2008 R2:

1 Click **Start** → **Administrative Tools** → **Server Manager**.

2 Select **Add Roles** from the **Action** menu.

3 Select the **Print and Document Services** check box on the **Server Roles** window in the **Add Roles Wizard**, and then click **Next**.

4 Click **Next**.

5 Select the **Print Server** check box, and then click **Next**.

6 Click **Install**.

■ Printer Setup

You can install your new printer on the network using the *Driver CD Kit* that shipped with your printer, or using Microsoft Windows' **Add Printer** wizard. The following procedure uses the PCL 6 driver as an example.

Installing a Print Driver Using the Add Printer Wizard

1 Click **Start** → **Devices and Printers** (**Start** → **Control Panel** → **Hardware and Sound** → **Printers** for Windows Vista and Windows Server 2008).

2 Click **Add a printer** to launch the **Add Printer** wizard.

3 Select **Add a network, wireless or Bluetooth printer**.

4 In the list of available printers, select the one you want to use, and then click **Next**.

> **NOTE:**
> - In the list of available printers, the WSD printer is displayed in the form of **http://**IP address**/ws/**.
> - If no WSD printer is displayed in the list, enter the printer's IP address manually to create a WSD printer. To enter the printer's IP address manually, follow the instructions below.
>   For Windows Server 2008 R2, to create a WSD printer, you must be a member of Administrators group.
>   - **1** Click **The printer that I want isn't listed**.
>   - **2** Select **Add a printer using a TCP/IP address or hostname** and click **Next**.
>   - **3** Select **Web Services Device** from **Device type**.
>   - **4** Enter the printer's IP address in **Hostname or IP address** and click **Next**.
> - Before installing the driver using the **Add Printer** wizard on Windows Server 2008 R2 or Windows 7, perform one of the following:
>   - Establish the Internet connection so that Windows Update can scan your computer.
>   - Add the print driver to your computer.

5 If prompted, install the print driver on your computer. If you are prompted for an administrator password or confirmation, enter the password or provide confirmation.

6 Complete the additional steps in the wizard, and then click **Finish**.

7 Configure the option settings and print a test page to verify print installation.

a Click **Start** → **Devices and Printers** (**Start** → **Control Panel** → **Hardware and Sound** → **Printers** for Windows Vista and Windows Server 2008).

b Right-click the printer you just created, and then click **Printer properties** (**Properties** for Windows Vista and Windows Server 2008).

On the **Configuration** tab, click **Installable Options** to configure the option settings, and then click **Apply**.

c On the **General** tab, click **Print Test Page**. When a test page prints successfully, installation is complete.

6

Copying

- If the `Service Lock` setting for `Copy` is set to `Password Locked`, you need to enter the four digit password to use the copy function. If the `Service Lock` setting for `Copy` is set to `Locked`, the copy function is disabled. For details, see "Service Lock" on page 289.

This chapter includes:

Loading Print Media for Copying

The instructions for loading print media are the same whether you are printing, faxing, or copying.

See also:

Selecting Paper Tray

After loading the print media for copy output, select the desired paper tray to be used for the copy job.

To select the tray:

1 Press the 🖺(**Copy**) button.

2 Select `Select Tray`.

3 Select the desired tray, and then Press the (OK) button.

You can select `Bypass Tray`, `Tray1`, or `Tray2`*.

* `Tray2` is only available when the optional 250 sheet feeder is installed.

Preparing a Document

You can use the document glass or the Duplex Automatic Document Feeder (DADF) to load an original document for copying, scanning, and sending a fax. You can load up to 50 sheets of 64 gsm documents for one job using the DADF or one sheet at a time using the document glass.

IMPORTANT:

- Avoid loading documents that are smaller than 139.7 mm by 139.7 mm (5.5 in. by 5.5 in.) or larger than 215.9 mm by 355.6 mm (8.5 in. by 14 in.), different sizes or weights together, or booklets, pamphlets, transparencies, or documents having other unusual characteristics in the DADF.
- Carbon-paper or carbon-backed paper, coated paper, onion skin or thin paper, wrinkled or creased paper, curled or rolled paper, torn paper, photographs, or transparencies cannot be used in the DADF.
- Do not use the documents with staples, paper clips or exposed to adhesives or solvent based materials such as glue, ink and correcting fluid in the DADF.

NOTE:

- To get the best scan quality, especially for gray scale images, use the document glass instead of the DADF.

Making Copies From the Document Glass

NOTE:

- A computer connection is not required for copying.
- Remove any documents from the DADF before copying from the document glass.
- Contaminants on the document glass may cause black spots on the copy output. For best results, clean the document glass before use. For more information, see also "Cleaning the Scanner" on page 376.

To make a copy from the document glass:

1 Lift and open the document cover.
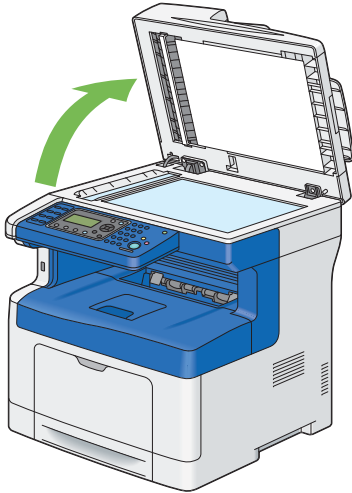
2 Place the document face down on the document glass and align it with the registration guide on the top left corner of the glass.

> ⚠ **CAUTION:**
>
> - **Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**
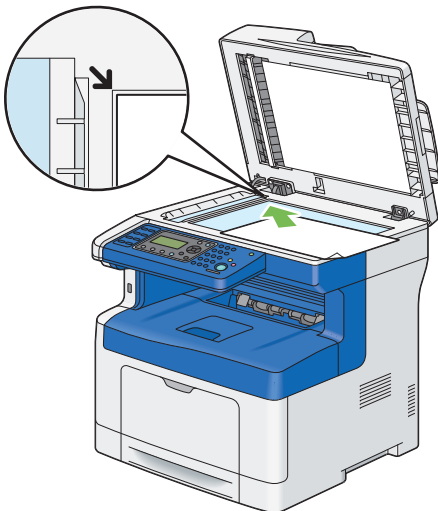
3 Close the document cover. To simply make a copy without changing the default copy settings, proceed to step 6.

> **IMPORTANT:**
> • Leaving the document cover open while copying may affect the copy quality and increase the toner consumption.

> **NOTE:**
> • If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the document cover open.

4 Customize the copy settings including copy size, contrast, and image quality.

> **See also:**
> • "Setting Copy Options" on page 170

To clear the option settings, press the **CA** (**Clear All**) button.

> **NOTE:**
> • The copy options automatically return to their default status after the auto clear timer is expired.

5 Enter the number of copies from 1 to 99 using the number pad.

6 Press the ◇(**Start**) button to begin copying.

> **NOTE:**
> • Press the ▽(**Stop**) button to cancel a copy job at any time while scanning and printing a document.

Making Copies From the DADF

IMPORTANT:

- Do not load more than 50 sheets into the DADF or allow more than 50 sheets to be fed to the document output tray. The document output tray should be emptied before it exceeds 50 sheets or your original documents may be damaged.

NOTE:

- To get the best scan quality, especially for gray scale images, use the document glass instead of the DADF.
- A computer connection is not required for copying.
- You cannot load the following documents in the DADF. Be sure to place them on the document glass.

	Curled originals		Pre-punched paper
	Lightweight originals		Folded, creased or torn originals
	Cut and paste originals		Carbon paper

To make a copy from the DADF:

1 Load the documents face up on the DADF with top edge of the documents in first. Then adjust the document guides to the correct document size. To simply make a copy without changing the default copy settings, proceed to step 4.
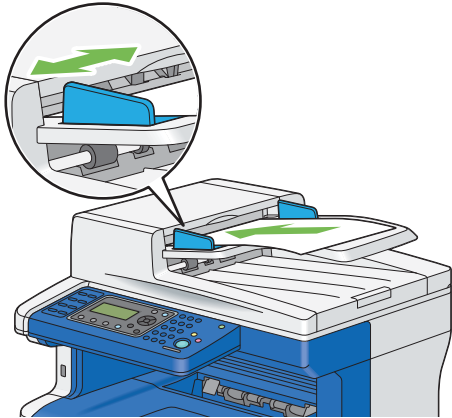
NOTE:

- Ensure that you use the document guides before copying a legal-size document.

2 Customize the copy settings including the copy size, contrast, and image quality.

See also:

- "Setting Copy Options" on page 170

To clear the settings, use the **CA** (**Clear All**) button.

NOTE:

- The copy options automatically return to their default status after the auto clear timer is expired.

3 Enter the number of copies from 1 to 99 using the number pad.

4 Press the ⬦(**Start**) button to begin copying.

NOTE:

- Press the ▽(**Stop**) button to cancel a copy job at any time while scanning and printing a document.

Setting Copy Options

Set the following options for the current copy job before pressing the ◇(**Start**) button to begin copying.

For details about making copies, see "Making Copies From the Document Glass" on page 167 and "Making Copies From the DADF" on page 169.

NOTE:
- The copy options automatically return to their default status after the next copy is performed or the auto clear timer is expired.

This section includes:

■ ID Card Copy

You can copy both sides of an ID card on one side of a single sheet of paper in its original size by selecting ID Card Copy on the operator panel. This feature helps to show both sides of an ID card in one page in its original size.

NOTE:
- `ID Card Copy` is available only for the document glass.

1 Place an ID card face down on the document glass, and close the document cover.

   For details about loading a document, see "Making Copies From the Document Glass" on page 167.

2 Select `ID Card Copy`.

3 Select `On`.

4 Specify the copy settings below as required.
   - Select Tray
   - Lighten/Darken
   - Auto Exposure
   - Sharpness

   For details, see "Setting Copy Options" on page 170.

5 Press the ◇(**Start**) button to begin copying.

   After the front side of the ID card is scanned, the display prompts you to turn over the card.

   a To scan the back side of the ID card, select `Yes` and turn the ID card over.

      Select `Continue`, and then press the (OK) button.

   b To finish copying, select `No`.

■ Select Tray

To select a tray.

1 Select `Select Tray`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

Bypass Tray	The paper is fed from the bypass tray.
Tray 1*	The paper is fed from standard 250 sheet tray.
Tray 2	The paper is fed from optional 250 sheet feeder.

NOTE:
- `Tray 2` is only available when the optional 250 sheet feeder is installed.

■ Lighten/Darken

To adjust the contrast to make the copy lighter or darker than the original.

1 Select `Lighten/Darken`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

Lighter3	Works well with dark documents.
Lighter2	
Lighter1	
Normal*	Works well with normal typed or printed documents.
Darker1	Works well with light documents or faint pencil markings.
Darker2	
Darker3	

■ 2-Sided

To make duplex copies with the specified binding position.

1 Select `2-Sided`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

1->1-Sided*	Select 1-sided or 2-sided and specify binding position for the 2 sided copy.
1->2-Sided	
2->1-Sided	
2->2-Sided	
1->2 Short Edge	
2->1 Short Edge	
2->2 Short Edge	

When you are using the document glass and it is set to `1->2-Sided` or `2->2-Sided`, the display prompts you for another page after pressing the ◇(**Start**) button.

a If you want to place a new document, press the ▼ button to select `Yes`, and then press the (OK) button.

Another display prompts you for placing next page.

Replace the document with a new document.

Select `Continue`, and then press the (OK) button.

b If you finish copying, select `No`.

NOTE:
- When you use the DADF to copy both sides of a document, the printed position of the front and back of the document may differ if the size in the document size setting and the size of the document do not match. In this case, set `Document Size` to the same size as the document.

■ Auto Exposure

To suppress the background of the original to enhance text on the copy.

1 Select `Auto Exposure`, and then press the (OK) button.

2 Select `On`, and then press the (OK) button.

■ Collated

To sort the copy output: For example, if you make two copies of three page documents, one complete three page document will be printed followed by the second complete document.

NOTE:

- You can collate more pages when optional 512MB memory is installed.
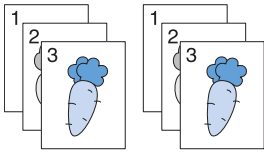
1 Select `Collated`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

Off	Does not copy in collated order.
On	Copies in collated order.
Auto*	Only the documents loaded from DADF are copied in collated order.

When you are using the document glass and it is set to `On`, the display prompts you for another page.

a If you want to place a new document, press the ▼ button to select `Yes`, and then press the (OK) button. Another display prompts you for placing next page.

Replace the document with a new document.
Select `Continue`, and then press the (OK) button.

b If you finish copying, select `No`.

■ Sharpness

To adjust the sharpness to make the copy image sharper or softer than the original.

1 Select `Sharpness`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

Sharper	Makes the copy image sharper than the original.
Normal*	The clarity of the image is the same as the original.
Softer	Makes the copy image softer than the original.

■ Reduce/Enlarge

To reduce or enlarge the size of a copied image from 25 to 400% when you copy original documents from the document glass or the DADF.

NOTE:
- When you make a reduced copy, black lines may appear at the bottom of your copy.

1 Select `Reduce/Enlarge`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

   NOTE:
   - Values marked by an asterisk (*) are the factory default menu settings.

•mm series

200%
141% A5 → A4
122% A5 → B5
100%*
81% B5 → A5
70% A4 → A5
50%

•inch series

200%
154%
129% 8.5 x 11" → 8.5 x 14"
100%*
78% 8.5 x 14" → 8.5 x 11"
64%
50%

NOTE:
- You can also specify the value in increments of 1% from 25 to 400 by pressing the ◀ or ▶ button or entering a value using the number pad. See the following table for specific zoom ratios.

Copy Original	A5	B5	A4
A5	100%	122%	141%
B5	81%	100%	115%
A4	70%	86%	100%

The methods to load print media vary depending on the size and orientation of the print media. For details, see "Loading Print Media in the Standard 250 Sheet Tray and the Optional 250 Sheet Feeder" on page 132 or "Loading Print Media in the Bypass Tray" on page 135.

For print media that can be loaded, see "About Print Media" on page 122.

■ Document Size

To select the default document size.

1 Select `Document Size`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

•mm series

Auto*
A4 (210 x 297 mm)
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
Executive (7.25 x 10.5")

•inch series

Auto*
Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
A4 (210 x 297 mm)
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Executive (7.25 x 10.5")

■ Document Type

To select the copy image quality.

1 Select `Document Type`, and then press the (OK) button.

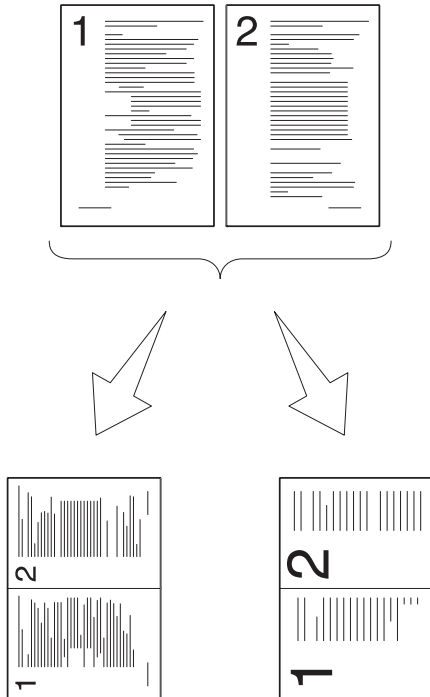**2** Select the desired setting, and then press the (OK) button.

Text	Used for documents with text.
Mixed*	Used for documents with both text and photos.
Photo	Used for documents with photos.

■ N-Up

To print two original images to fit onto one sheet of paper.

Auto:
Automatically reduces the pages to fit in one page.

Manual:
Reduces the pages in the custom size depending on the setting of the Reduce/Enlarge menu.

1 Select `N-Up`, and then press the (OK) button.

2 Select the desired setting, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

Off*	Does not perform N-up printing.
Auto	Automatically reduces the original pages to fit onto one sheet of paper.
Manual	Prints the original pages onto the one sheet of paper in the size specified in `Reduce/Enlarge`.

When you are using the document glass and it is set to `Auto` or `Manual`, the display prompts you for another page.

a If you want to place a new document, press the ▼ button to select `Yes`, and then press the (OK) button.

Another display prompts you for placing next page.

Replace the document with a new document.
Select `Continue`, and then press the (OK) button.

b If you finish copying, select `No`.

■ Margin Top/Bottom

To specify the top and bottom margins of the copy.

1 Select `Margin Top/Bottom`, and then press the (OK) button.

2 Press the ▲ or ▼ button or use the number pad to set the desired value, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch.
0-50 mm/0.0-2.0 inch	

■ Margin Left/Right

To specify the left and right margins of the copy.

1 Select `Margin Left/Right`, and then press the (OK) button.

2 Press the ▲ or ▼ button or use the number pad to set the desired value, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch.
0-50 mm/0.0-2.0 inch	

■ Margin Middle

To specify the middle margin of the copy.

1 Select `Margin Middle`, and then press the (OK) button.

2 Press the ▲ or ▼ button or use the number pad to set the desired value, and then press the (OK) button.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

0 mm*/0.0 inch*	Specify the value in increments of 1 mm/0.1 inch.
0-50 mm/0.0-2.0 inch	

Changing the Default Settings

The default settings of the Copy menu options including contrast and image quality can be set to the most frequently used modes. When you copy a document, the specified default settings are used unless they are changed by using the corresponding buttons on the operator panel.

To create your own default settings:

1 Press the ⓘ(**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Copy Defaults`, and then press the (OK) button.

4 Select the desired menu item, and then press the (OK) button.

5 Select the desired setting or enter the value using the number pad, and then press the (OK) button.

6 Repeat steps 4 and 5 as needed.

To return to the previous screen, press the ↩ (**Back**) button.

Scanning

NOTE:
- If the `Service Lock` setting for a scan function (`Scan to PC (USB)`, `PC Scan`, `E-mail`, `Scan to Network`, `Scan to USB`) is set to `Password Locked`, you need to enter the four digit password to use that scan function. If the `Service Lock` setting for a scan function is set to `Locked`, that scan function is disabled. For details, see "Service Lock" on page 289.

This chapter includes:

Scanning Overview

You can use your printer to turn pictures and text into editable images on your computer.

The printer provides several ways to scan your document. There are two main scanning types. One is operated on the printer side without using the scan driver, and the other is operated on the computer side using a software and the scan driver.

■ Scanning - With scan driver

- Scan and send the scanned document to computer connected via USB cable

  (Supporting USB connection for both Microsoft® Windows® and Mac OS® X using bundled software tool of Express Scan Manager)

  Using the feature of "Scan to Application" on the operator panel of your printer, the scanned image is saved in the location of your computer specified with the Express Scan Manager.

  See "Scanning From the Operator Panel - Scan to Application" on page 182.

- Scan into a graphic software such as Adobe® Photoshop® using a TWAIN driver

  (Supporting USB and Network connections for both Windows and Mac OS X using a graphic software)

  See "Scanning Using the TWAIN Driver" on page 184.

- Scan into a Microsoft's default program such as Windows Photo Gallery and Microsoft Paint, using a Windows Image Acquisition (WIA) driver

  (Supporting USB and Network (including WSD) connections on Windows only)

  See "Scanning Using the WIA Driver" on page 185.

  NOTE:
  - WSD stands for Web Services on Devices.

■ Scanning - Without scan driver

- Scan and send the scanned document to a computer connected to a network using WSD

  See "Scanning From the Operator Panel - WSD Scan" on page 183.

- Scan and send the scanned document to computer or server connected to network

  See "Using a Scanner on the Network" on page 187.

- Scan and save the scanned document in a USB storage device

  See "Scanning to a USB Storage Device" on page 209.

- Scan and send the scanned document by e-mail

  See "Sending an E-Mail with the Scanned Image" on page 211.

The resolution setting to use when you scan an item depends on the item type and how you plan to use the image or document after you scan it into your computer. For the best results, use these recommended settings.

Type	Resolution
Documents	300 dpi black-and-white or 200 dpi grayscale or color
Documents of poor quality or that contain small text	400 dpi black-and-white or 300 dpi grayscale
Photographs and pictures	100–200 dpi color or 200 dpi grayscale
Images for an inkjet printer	150–300 dpi
Images for a high-resolution printer	300–600 dpi

Scanning beyond these recommended resolutions may exceed the capabilities of the application. If you require a resolution above those recommended in the above table, you should reduce the size of the image by previewing (or pre-scan) and cropping before scanning the image.

Installing the Scan Driver

If you plan to import scanned images directly into an application (such as Adobe Photoshop or Microsoft Clip Organizer), or scan images directly to your computer, you must install a scan driver.

This section includes:

-
-

■ For Windows

To install the scan driver from the *Driver CD Kit*:

1 Turn off the printer and the computer.

> **IMPORTANT:**
> - Note that the data in the memory are cleared when the printer is turned off.

2 Connect the computer and your printer with a USB cable.

OR

Connect your printer to a network.

3 Insert the *Driver CD Kit* into your computer to start **Easy Install Navi**.

4 Click **Installing Driver and Software**.

5 Click the **Main** tab, and then select **Scan Driver**.

6 Follow the on-screen instructions to install the scan driver.

For more information about scanning using USB connection, see "Express Scan Manager" on page 72.

■ For Mac OS X

To install the scan driver from the *Driver CD Kit*:

1 Run the *Driver CD Kit* on the Mac OS X.

2 Open the **MacOSX** folder under the **Contents** folder.

3 Double-click **FX DocuPrint M355 df.dmg**.

4 Follow the on-screen instructions to install the scan driver.

For more information about scanning using USB connection, see "Express Scan Manager" on page 72.

Scanning to a Computer

This section includes:

■ Scanning From the Operator Panel - Scan to Application

The following procedure uses Windows 7 as an example.

NOTE:
- This feature cannot be used when the printer is connected to a network.
- Ensure that the printer is connected to the computer via the USB cable.
- This feature is supported on both Windows and Mac OS X.

1   Load the document(s) face up with top edge in first into the duplex automatic document feeder (DADF).

   OR

   Place a single document face down on the document glass, and close the document cover.
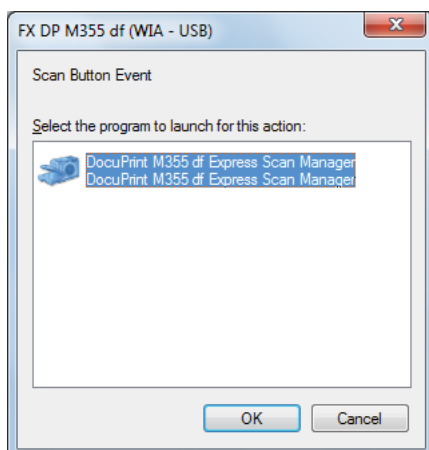
   See also:

2   Press the ⊿ (**Scan**) button.

3   Select `Scan to Computer (USB)`, and then press the (OK) button.

4   Configure the scanning settings as necessary.

5   Press the ◇ (**Start**) button.

   The selected application window opens on your computer.

   NOTE:
   - If the following dialog box appears on your computer, select **DocuPrint M355 df Express Scan Manager**, and then click **OK**.

NOTE:
- Once you select the **Always use this program for this action** check box when selecting **DocuPrint M355 df Express Scan Manager**, the selected application is automatically used without displaying the program selection window.
- You must use Express Scan Manager on your computer to change the settings for scanning. For details, see "Express Scan Manager" on page 72.
- For Mac OS X, the dialog box for selecting a program is not displayed.

■ Scanning From the Operator Panel - WSD Scan

If the printer is connected to a computer via network using WSD (Web Services on Devices), you can use the WSD Scan function to send scanned images to a computer.

The following procedure uses Windows 7 as an example.

NOTE:
- To use WSD Scan, you need to set up connection using WSD.
- WSD is supported only on Windows Vista® and Windows 7.

Printer Setup for WSD Scan

Set up the printer and computer for connection using WSD.

• Checking the Printer Setting

To use the WSD Scan function, `WSD Scan` needs to be set to `Enable`. For details, see "Protocols" on page 266.

• Setting Up the Computer

For Windows 7:

1 Click **Start → Computer → Network**.

2 Right-click the icon for the printer, and then click **Install**.

The printer is connected using WSD.

For Windows Vista:

1 Click **Start → Network**.

2 Right-click the icon for the printer, and then click **Install**.

3 Click **Continue**.

The printer is connected using WSD.

Procedures for WSD Scan

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

> **See also:**
> - "Making Copies From the DADF" on page 169
> - "Making Copies From the Document Glass" on page 167

2 Press the ⊟ (**Scan**) button.

3 Select `Scan to WSD`, and then press the ⊛ button.

4 Specify the destination.

5 Press the ◇ (**Start**) button to begin sending the scanned file.

■ Scanning Using the TWAIN Driver

Your printer supports the TWAIN driver for scanning images. The following procedure uses Windows 7 as an example.
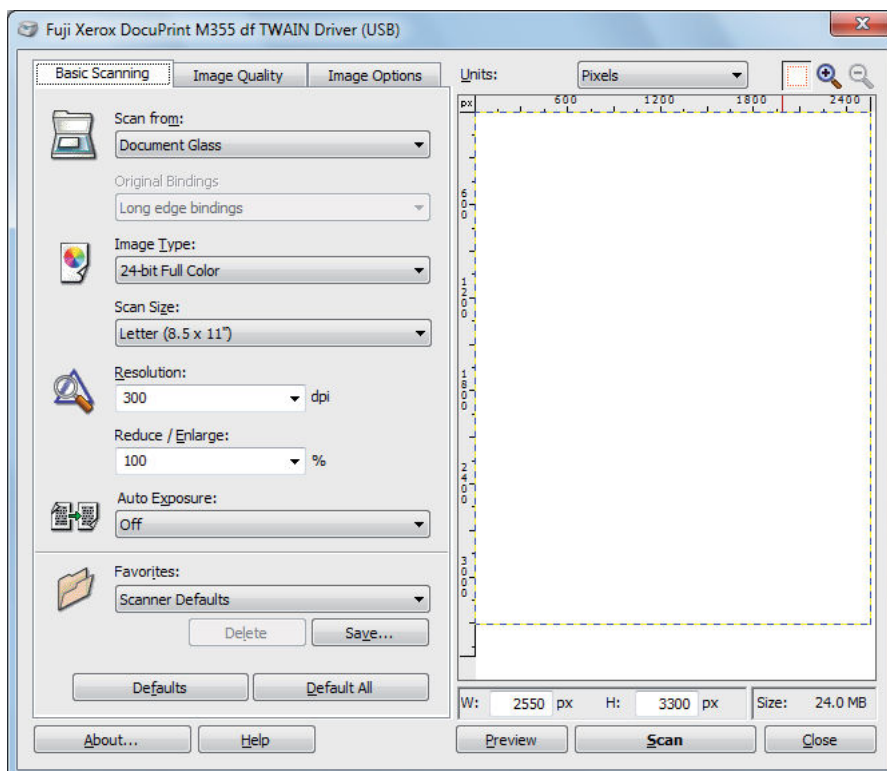
NOTE:
- Ensure that the printer is connected to the computer via the USB cable or to a network.

The following procedure to scan an image uses Microsoft Clip Organizer as an example.

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Making Copies From the DADF" on page 169
- "Making Copies From the Document Glass" on page 167

2 Click **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office 2010 Tools** → **Microsoft Clip Organizer**.

3 Click **File** → **Add Clips to Organizer** → **From Scanner or Camera**.

4 In the **Insert Picture from Scanner or Camera** dialog box, under **Device**, select your device.

5 Click **Custom Insert**.

6 Select your scanning preferences and click **Preview** to display the preview image.

NOTE:
- **Preview** is grayed out and disabled when you select **Document Feeder** from **Scan from**.
- The illustration may vary for different operating systems.

7 Select the desired properties from the **Image Quality** and **Image Options** tabs.

8 Click **Scan** to start scanning.

The scanned image file is generated.

■ Scanning Using the WIA Driver

Your printer also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Windows XP and later operating systems and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan an image and easily manipulate those images without using additional software.

NOTE:
- Ensure that the printer is connected to the computer via the USB cable or to a network.
- The Windows Image Acquisition (WIA) driver is supported only on Windows.

To Scan an Image From the Drawing Software

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Making Copies From the DADF" on page 169
- "Making Copies From the Document Glass" on page 167

**2** Start the drawing software, such as Paint for Windows.

NOTE:
- When you use Windows Vista, use Windows Photo Gallery instead of Paint.
- When using applications that utilize WIA 2.0, such as **Windows Fax and Scan** on Windows Vista and Windows 7, the **Feeder (Scan both sides)** option can be selected for duplex (two-sided) scanning.

3 Click **Paint** button → **From scanner or camera** (Click **File** → **From Scanner or Camera** for Windows XP, Windows Server 2003, Windows Server 2008 and Windows Vista).

The **Scan using FX DP M355 df (WIA - USB)** window appears.

NOTE:
- The illustration may vary for different operating systems.
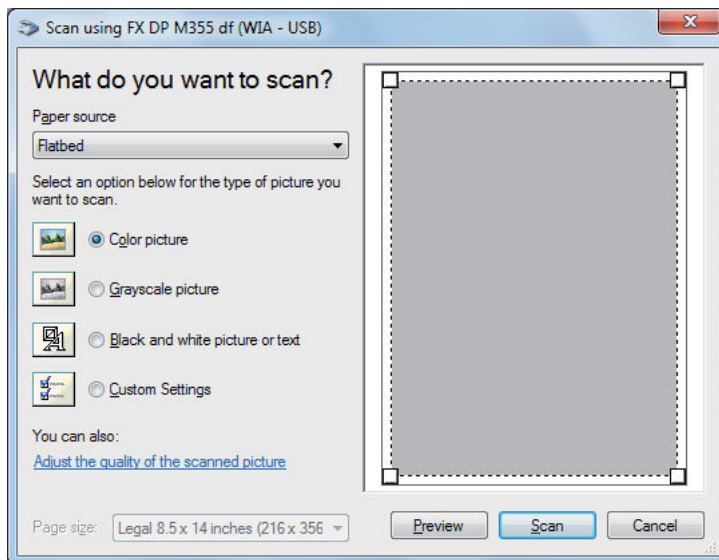
4 Select **Document Feeder** or **Flatbed** in **Paper source**.

NOTE:
- Select **Document Feeder** when you want to scan the document loaded in the DADF. Select **Flatbed** when you want to scan the document loaded on the document glass.

5 Select your scanning preferences and click **Adjust the quality of the scanned picture** to display the **Advanced Properties** dialog box.

6 Select the desired properties including brightness and contrast, and then click **OK**.

7 Click **Scan** to start scanning.

8 Click **Save** from the **Paint** menu.

9 Enter a picture name, and select a file format and destination to save the picture.

To Scan an Image From Control Panel

NOTE:
• This feature is supported on Windows Server 2003 and Windows XP only.

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
• "Making Copies From the DADF" on page 169
• "Making Copies From the Document Glass" on page 167

2 Click **start** → **Control Panel** → **Printers and Other Hardware** → **Scanners and Cameras**.

3 Double-click the scanner icon.

The **Scanner and Camera Wizard** launches.

4 Click **Next** to display the **Choose Scanning Preferences** page.

NOTE:
• The screen image may vary depending on the operating system.
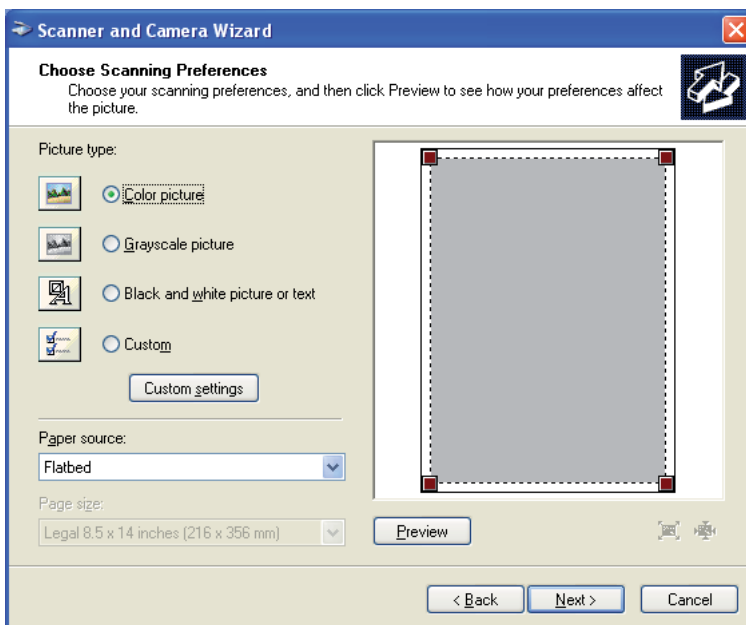
5 Select your desired type of picture, paper source, and paper size, and click **Next**.

6 Enter a picture name, select a file format, and specify the desired location to save the scanned document.

7 Click **Next** to start scanning.

8 Follow the on-screen instructions to edit the picture after it is copied to your computer.
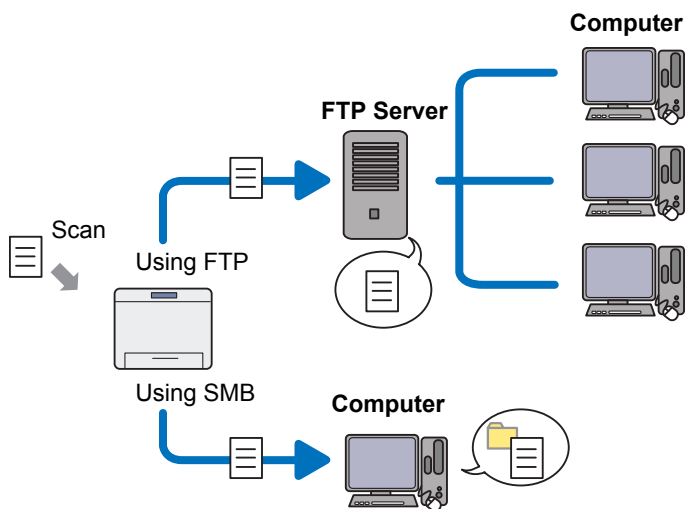
Using a Scanner on the Network

This section includes:

NOTE:

- This feature does not require a network scan driver.

■ Overview

The Scan to Server/Computer feature allows you to scan documents and send the scanned document to a network computer via the FTP or SMB protocol.

You can select the kind of server and specify a destination to store the scanned document with the CentreWare Internet Services or Address Book Editor.

The following items are required to use the Scan to Server/Computer feature.

- Using SMB

  To transfer data via SMB, your computer must run on one of the following operating systems that includes folder sharing.

  NOTE:
  - Windows Server 2003, Windows XP, Mac OS X 10.3/10.4/10.5 support IPv4 only.
  - For Mac OS X, a shared user account is required.

  - Windows Server 2003
  - Windows Server 2008
  - Windows Server 2008 R2
  - Windows XP
  - Windows Vista
  - Windows 7
  - Mac OS X 10.3/10.4/10.5/10.6
- Using FTP

  To transfer data via FTP, one of the following FTP servers and an account to the FTP server (login name and password) are required.

  NOTE:
  - Windows Server 2003, Windows XP, Windows Vista, Mac OS X 10.3/10.4/10.5 support IPv4 only.

  - Windows XP

    FTP service of Microsoft Internet Information Services 5.1
  - Windows Server 2003

    FTP service of Microsoft Internet Information Services 6.0
  - Windows Vista, Windows Server 2008

    FTP service of Microsoft Internet Information Services 7.0
  - Windows 7, Windows Server 2008 R2

    FTP service of Microsoft Internet Information Services 7.5

- Mac OS X 10.3/10.4/10.5/10.6/10.7

  FTP service of Mac OS X

For information on how to configure the FTP service, contact your system administrator.

Follow the procedure below to use the Scan to Server/Computer feature.

• For SMB:

"Setting a Login Name and a Password (SMB Only)" on page 190

"Creating a Shared Folder (SMB Only)" on page 192

"Setting a Destination Using an Address Book" on page 201

"Sending the Scanned File on the Network" on page 208

• For FTP:

"Setting a Destination Using an Address Book" on page 201

"Sending the Scanned File on the Network" on page 208

■ Setting a Login Name and a Password (SMB Only)

The Scan to Computer/Server feature requires a user login account with a valid and non-empty password for authentication. Confirm a login user name and password.
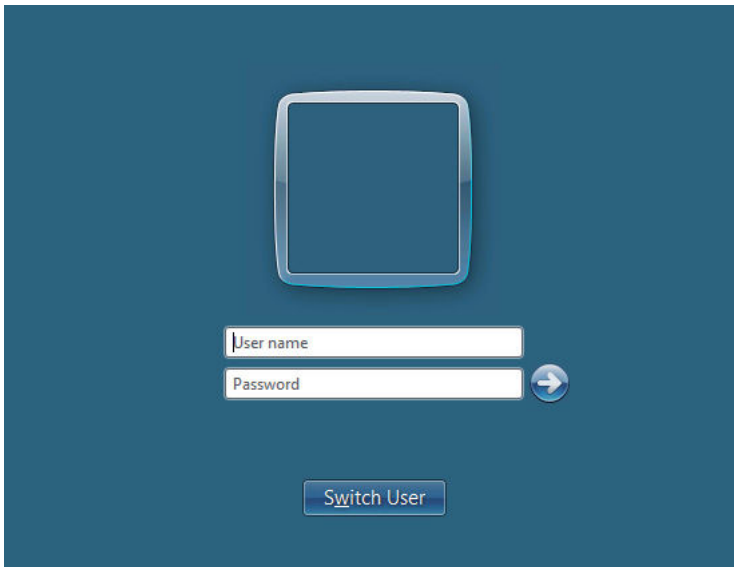
If you do not use a password for your user login, you need to create a password on your User Login Account with the following procedure.

• For Windows XP:

1 Click **start → Control Panel → User Accounts**.

2 Click **Change an account**.

3 Select your account.

4 Click **Create a password** and add in a password for your user login account.

• For Windows Server 2003:

1 Click **Start → Administrative Tools → Computer Management**.

2 Click **Local Users and Groups**.

3 Double-click **Users**.

4 Right-click your account, and then select **Set Password**.

   NOTE:
   • When an alert message appears, confirm the message and then click **Proceed**.

5 Add in a password for your user login account.

• For Windows Vista and Windows 7:

1 Click **Start → Control Panel**.

2 Click **User Accounts and Family Safety**.

3 Click **User Accounts**.

4 Click **Create a password for your account** and add in a password for your user login account.

• For Windows Server 2008:

1 Click **Start** → **Administrative Tools** → **Computer Management**.

2 Click **Local Users and Groups**.

3 Double-click **Users**.

4 Right-click your account, and then select **Set Password**.

   NOTE:
   • When an alert message appears, confirm the message and then click **Proceed**.

5 Add in a password for your user login account.

• For Windows Server 2008 R2:

1 Click **Start** → **Administrative Tools** → **Computer Management**.

2 Click **Local Users and Groups**.

3 Double-click **Users**.

4 Right-click your account, and then select **Set Password**.

   NOTE:
   • When an alert message appears, confirm the message and then click **Proceed**.

5 Add in a password for your user login account.

• For Mac OS X 10.3:

1 Click **System Preferences** → **Accounts**.

2 Select your account.

3 Enter a password for your user login account in **Password**.

4 Re-enter the password in **Verify**.

• For Mac OS X 10.4/10.5/10.6:

1 Click **System Preferences** → **Accounts**.

2 Select your account.

3 Select **Change Password**.

4 Enter a password for your user login account in **New Password** (**New password** for Mac OS X 10.6).

5 Re-enter the password in **Verify**.

6 Click **Change Password**.

After you confirmed a login user name and password, go to .

■ Creating a Shared Folder (SMB Only)

Share a folder to store the scanned document using the following procedure.

• For Windows XP Home Edition:

1 Create a folder in the desired directory on your computer (Example of folder name: **MyShare**).

2 Right-click the folder, and then select **Properties**.

3 Click the **Sharing** tab, and then select **Share this folder on the network**.
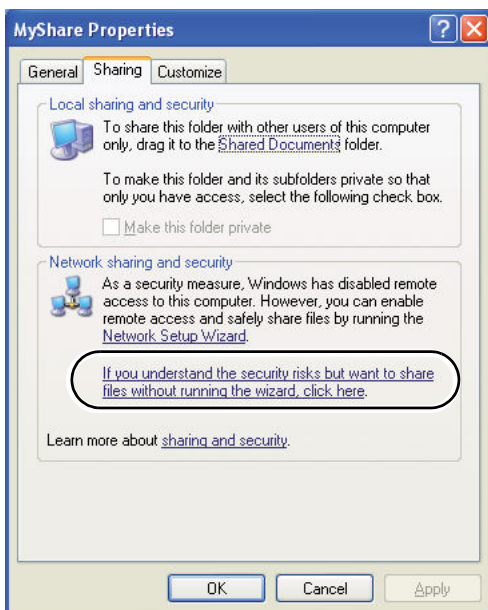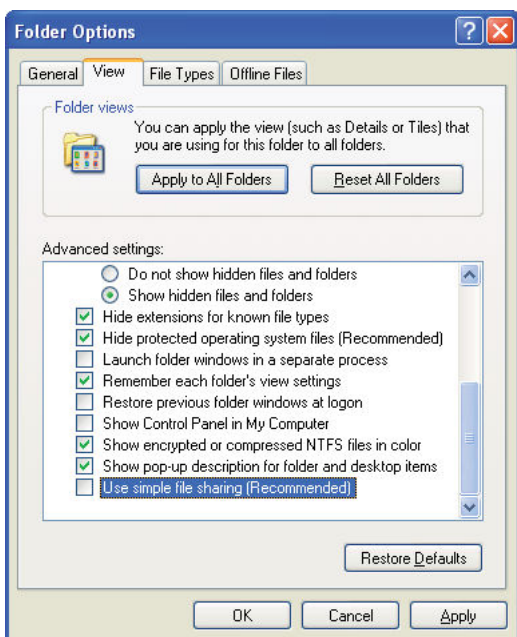
4 Enter a shared name in the **Share name** box.

> **NOTE:**
> • Write down this shared name because you will use this name in the next setting procedure.
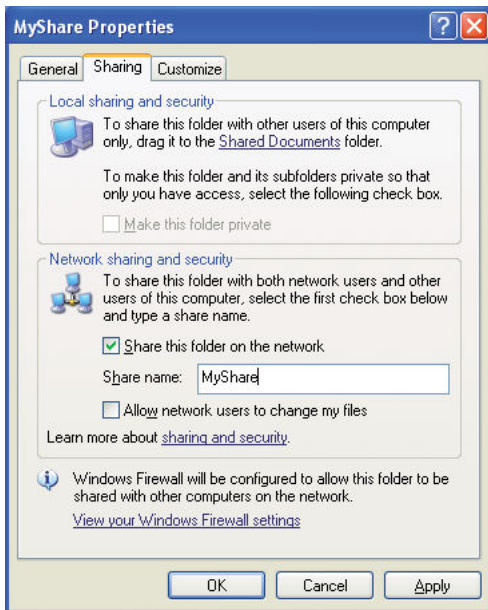
> **NOTE:**
> • When the following screen appears, click **If you understand the security risks but want to share files without running the wizard, click here**, then select **Just enable file sharing**, and then click **OK**.

5 Select **Allow network users to change my files**.

6 Click **Apply**, and then click **OK**.

NOTE:

- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory.

After you created a folder, go to .

• For Windows XP Professional Edition:

1 Create a folder in the desired directory on your computer (Example of folder name: **MyShare**) and double-click the folder.

2 Select **Folder Options** from **Tools**.
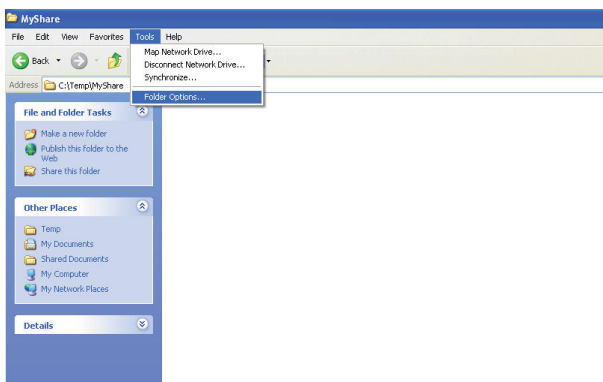
3 Click the **View** tab, and then deselect the **Use simple file sharing (Recommended)** check box.

4 Click **OK**, and then close the window.

5 Right-click the folder, and then select **Properties**.

**6** Click the **Sharing** tab, and then select **Share this folder**.

7 Enter a shared name in the **Share name** box.

> **NOTE:**
> • Write down this shared name because you will use this name in the next setting procedure.

8 Click **Permissions** to create a write permission for this folder.

9 Click **Add**.

10 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name: **MySelf**).
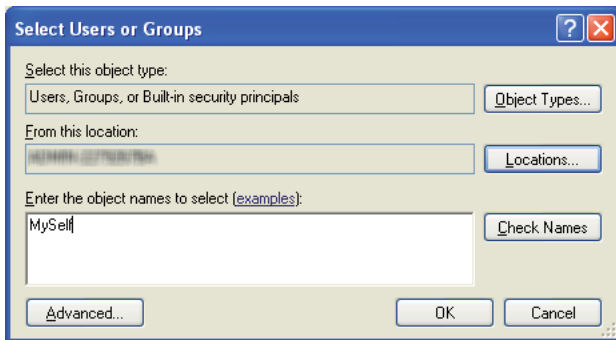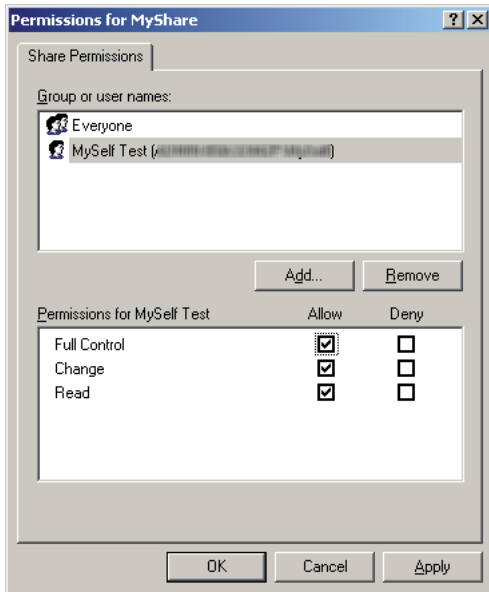
11 Click **OK**.

12 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document into this folder.

> **NOTE:**
> • Do not use **Everyone** as the user login name.
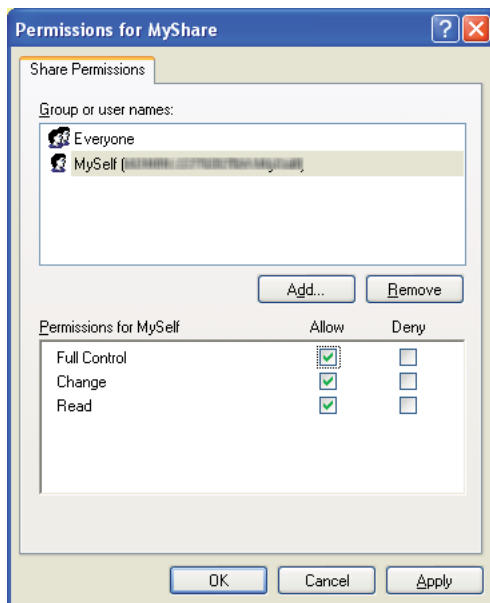
13 Click **OK**.

**14** Click **Apply**, and then click **OK**.

> **NOTE:**
> • To add sub-folders, create new folders in the shared folder you have created.
>   Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
>   You should now see **MyShare\MyPic\John** in your directory.

After you created a folder, go to "Setting a Destination Using an Address Book" on page 201.

• For Windows Server 2003

1 Create a folder in the desired directory on your computer (Example of folder name: **MyShare**).

**2** Right-click the folder, and then select **Properties**.

3 Click the **Sharing** tab, and then select **Share this folder**.
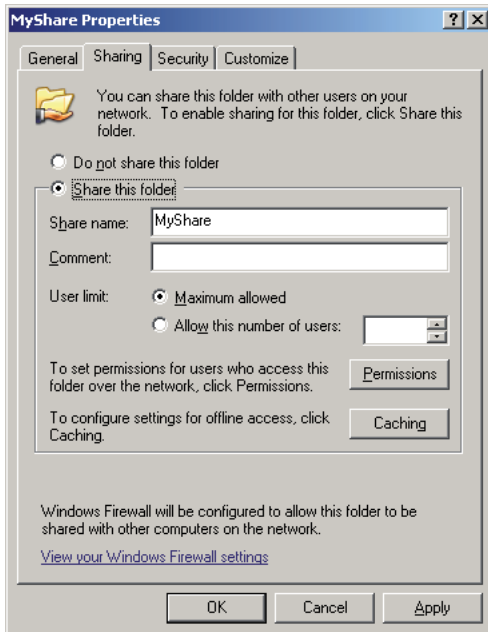
4 Enter a shared name in the **Share name** box.

NOTE:
- Write down this shared name because you will use this name in the next setting procedure.

5 Click **Permissions** to create a write permission for this folder.

6 Click **Add**.

7 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name: **MySelf**).
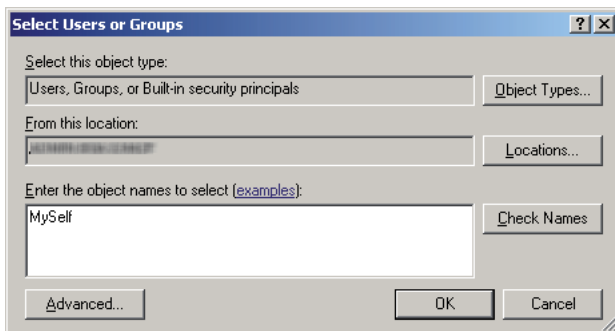
8 Click **OK**.

9 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document into this folder.

NOTE:
- Do not use **Everyone** as the user login name.

10 Click **OK**.

11 Configure other settings as necessary, and then click **Apply** and click **OK**.

NOTE:
- To add sub-folders, create new folders in the shared folder you have created.
  Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
  You should now see **MyShare\MyPic\John** in your directory.

After you created a folder, go to "Setting a Destination Using an Address Book" on page 201.

• For Windows Vista, Windows 7, Windows Server 2008, Windows Server 2008 R2

1   Create a folder in the desired directory on your computer (Example of folder name: **MyShare**).

2   Right-click the folder, and then select **Properties**.
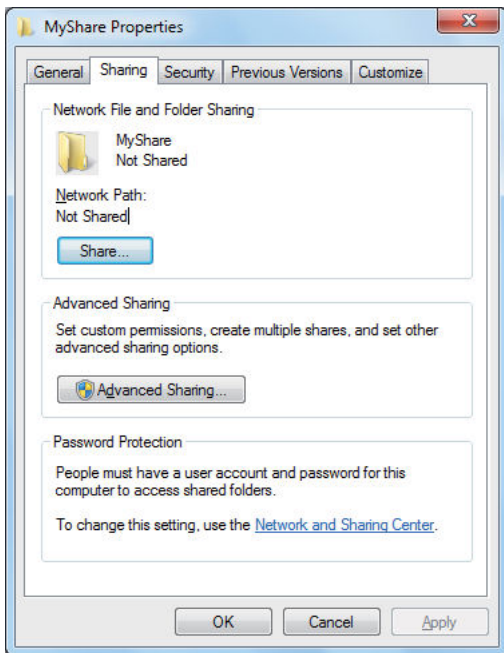
3   Click the **Sharing** tab, and then click **Advanced Sharing**.

For Windows Vista, when **User Account Control** dialog box appears, click **Continue**.

4   Select the **Share this folder** check box.

5   Enter a shared name in the **Share name** box.

NOTE:
- Write down this shared name because you will use this name in the next setting procedure.
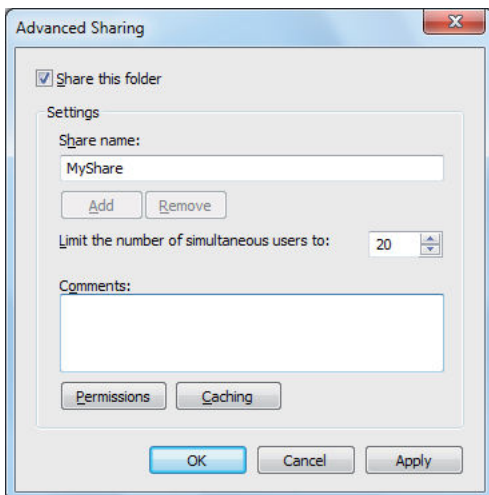
6 Click **Permissions** to create a write permission for this folder.

7 Click **Add**.

8 Search user login name by clicking **Advanced**, or enter the user login name in the **Enter the object names to select** box and click **Check Names** to confirm (Example of user login name: **MySelf**).
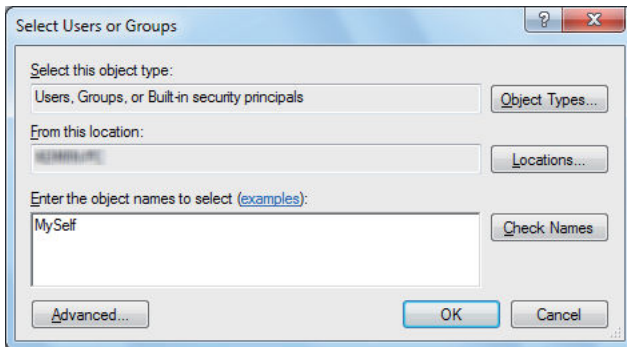
9 Click **OK**.

10 Click the user login name that you have just entered. Select the **Full Control** check box. This will grant you permission to send the document into this folder.

> **NOTE:**
> • Do not use **Everyone** as the user login name.
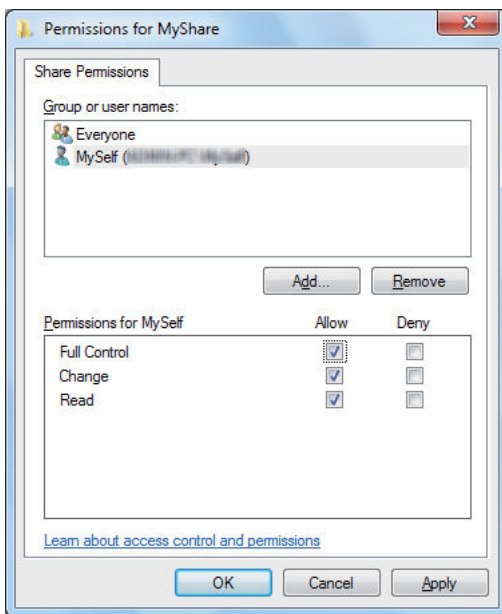
11 Click **OK**.

12 Click **OK** to exit the **Advanced Sharing** dialog box.

13 Click **Close**.

> **NOTE:**
> • To add sub-folders, create new folders in the shared folder you have created.
>   Example: Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
>   You should now see **MyShare\MyPic\John** in your directory.

After you created a folder, go to .

• For Mac OS X 10.3/10.4:

1   Select **Home** from the **Go** menu.

2   Double-click **Public**.

3   Create a folder (Example of folder name: **MyShare**).

   NOTE:
   • Write down this shared name because you will use this name in the next setting procedure.

4   Open **System Preferences**, and then click **Sharing**.

5   Select the **Personal File Sharing** check box and the **Windows Sharing** check box.

• For Mac OS X 10.5/10.6:

1   Create a folder in the desired directory on your computer (Example of folder name: **MyShare**).

   NOTE:
   • Write down this shared name because you will use this name in the next setting procedure.

2   Select the created folder, and then select **Get Info** from the **File** menu.

3   Select the **Shared Folder** (**Shared folder** for Mac OS X 10.6) check box, and then close the window.

4   Open **System Preferences**, and then click **Sharing**.

5   Select the **File Sharing** check box, and then click **Options**.

6   Select the **Share Files and folders using SMB** (**Share files and folders using SMB (Windows)** for Mac OS X 10.6) check box and your account name.

7   Enter your account password, and then click **OK**.

8   Click **Done**.

■ Setting a Destination Using an Address Book

You can configure the printer settings to use the Scan to Server/Computer feature with the CentreWare Internet Services or Address Book Editor.

The following procedure uses Windows 7 as an example.

Before beginning to setup a destination, make sure you have the IP addresses you need such as printer and computer.

Verifying the IP Address Setting of the Printer

To set up the server address book through the network, you will first need to locate the IP address of the printer. To find your printer's IP address, see "Verifying the IP Settings" on page 84.

Locating the IP Address Setting of Your Computer

You can locate the IP address of your computer by the following operations.

1 Click **Start** → **All Programs** → **Accessories** → **Run**. (for Windows Vista/Windows 7)

Click **start** → **Run**. (for Windows XP)

Click **Start** → **Run**. (for Windows Server 2003/Windows Server 2008/Windows Server 2008 R2)

2 Type **cmd** in the text field and click **OK**. A command prompt window will open.

3 Type **ipconfig** and press **Enter**.

4 Write down the IP Address **xxx.xxx.xxx.xxx**.

Using CentreWare Internet Services

1 Launch your web browser.

2 Enter the IP address of the printer in the address bar, and then press the **Enter** key.

The printer's web page appears.

> **NOTE:**
> • For details on how to check the IP address of the printer, see "Verifying the IP Settings" on page 84.

3 Click the **Address Book** tab.

If user name and password are required, enter the correct user name and password.

NOTE:

- The default user name is "11111", and the default password is "x-admin".

4 Under **Network Scan (Comp./Serv.)**, click **Computer/Server Address Book**.
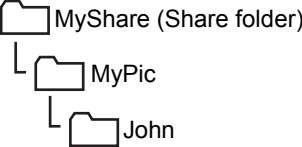
5 Select any unused number and click **Add**.
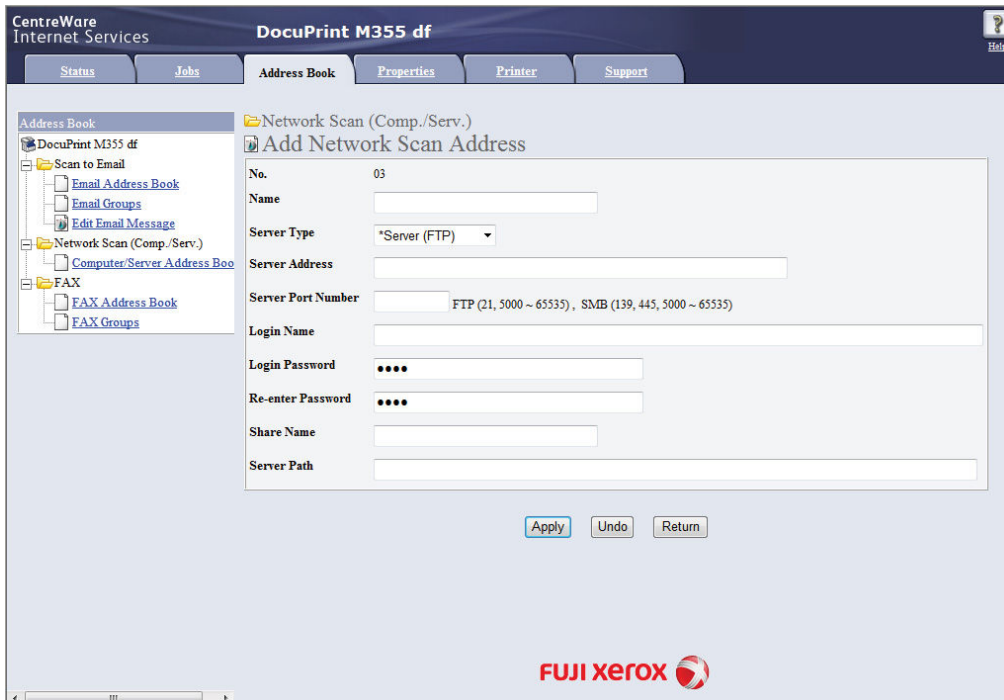
The **Add Network Scan Address** page appears.

To fill in the fields, enter the information as follows:

1	**Name**	Enter a friendly name that you want to appear on the **Computer/Server Address Book**.
2	**Server Type**	Select **Computer (SMB)** if you store the document in a shared folder of your computer.
		Select **Server (FTP)** if you use an FTP server.
3	**Server Address**	Enter a server name or IP address of your computer or the FTP server that you have shared out.
		The following are examples:
		• For **Computer (SMB)**:
		Server name: myhost
		IP address: 192.168.1.100
		• For **Server (FTP)**:
		Server name: myhost.example.com
		(myhost: host name, example.com: domain name)
		IP address: 192.168.1.100
4	**Server Port Number**	Enter the port number. If you are unsure, you can enter the default value of 139 for SMB and 21 for FTP.
5	**Login Name**	Enter the user account name that has access to the shared folder on your computer or FTP server.
6	**Login Password**	Enter the password corresponding to the above login name.
		NOTE:
		• Empty password is not valid in the Scan to Computer feature. Ensure that you have a valid password for the user login account. (See "Setting a Login Name and a Password (SMB Only)" on page 190 for details on how to add a password in your user login account.)
7	**Re-enter Password**	Re-enter your password.

8	**Share Name**	For **Computer (SMB)** only.
		On the Windows operating system, enter the share name of the folder to store the scanned document on the recipient computer.
		On the Mac OS X, enter the folder name to store the scanned document on the recipient computer.
9	**Server Path**	For **Computer (SMB)**
		To store the scanned document in the shared folder directly without creating any subfolder, leave the space blank.
		To store the scanned document in the folder you created under the shared folder, enter the path as following.
		Example: Share Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
		You should now see **MyShare\Mypic\John** in your directory.

		▢ MyShare (Share folder)
		  └ ▢ MyPic
		      └ ▢ John

		In this case, enter the following item.
		Server Path: **\MyPic\John**
		For **Server (FTP)**
		Enter the server path to store the scanned document.

After you configured settings, go to "Sending the Scanned File on the Network" on page 208.

Using Address Book Editor

The following procedure uses Windows 7 as an example.

1 Click **Start** → **All Programs** → **Fuji Xerox** → **DocuPrint M355 df** → **Address Book Editor**.

The **Select Device** window appears.

NOTE:
- If the **Address Book Editor** window appears, go to step 4.

2 Select your printer from the list.

3 Click **OK**.

4 Click **Tool** → **New (Printer Address Book)** → **Server**.
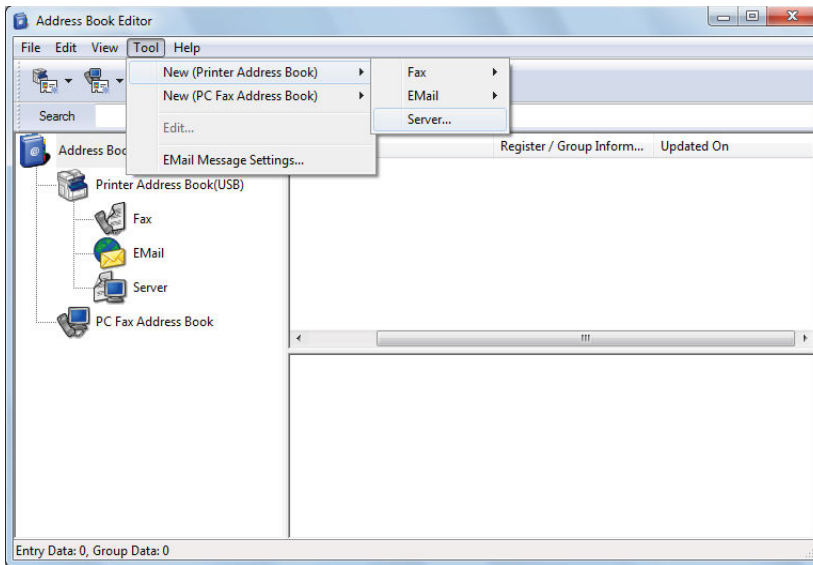
The **Server Address** dialog box appears.

To fill in the fields, enter the information as follows:

1	**Name**	Enter a friendly name that you want to appear on the address book.
2	**Server Type**	Select **Computer (SMB)** if you store the document in a shared folder of your computer.
		Select **Server (FTP)** if you use an FTP server.
3	**Computer Settings wizard**	Clicking this button opens the wizard screen which guides you through several steps.
		When you complete the steps in the wizard, the settings for **Server Address** are automatically configured. For details, click the **Help** button.
4	**Server Name / IP Address**	Enter a server name or IP address of your computer or the FTP server that you have shared out.
		The following are examples:
		• For **Computer (SMB)**:
		Server name: myhost
		IP address: 192.168.1.100
		• For **Server (FTP)**:
		Server name: myhost.example.com
		(myhost: host name, example.com: domain name)
		IP address: 192.168.1.100
5	**Share Name**	Enter the name of the shared folder on the recipient computer. For SMB only.

6	**Path**	For **Computer (SMB)**
		To store the scanned document in the shared folder directly without creating any subfolder, leave the space blank.
		To store the scanned document in the folder you created under the shared folder, enter the path as following.
		Example: Share Folder name: **MyShare**, Second-level folder name: **MyPic**, Third-level folder name: **John**
		You should now see **MyShare\MyPic\John** in your directory.
		⬚ MyShare (Share folder) └⬚MyPic └⬚John
		In this case, enter the following item.
		Path: **\MyPic\John**
		For **Server (FTP)**
		Enter the path to store the scanned document.
7	**Login Name**	Enter the user account name that has access to the shared folder on your computer or FTP server.
8	**Login Password**	Enter the password corresponding to the above login name.
		NOTE:
		• Empty password is not valid in the Scan to Computer feature. Ensure that you have a valid password for the user login account. (See "Setting a Login Name and a Password (SMB Only)" on page 190 for details on how to add a password in your user login account).
9	**Confirm Login Password**	Re-enter your password.
10	**Port Number**	Enter the port number. If you are unsure, you can enter the default value of 139 for SMB and 21 for FTP.

After you configured settings, go to "Sending the Scanned File on the Network" on page 208.

■ Sending the Scanned File on the Network

**1** Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Making Copies From the DADF" on page 169
- "Making Copies From the Document Glass" on page 167

2 Press the ⬜ (**Scan**) button.

3 Select `Scan to Network`, and then press the (OK) button.

4 Select `Scan to`, and then press the (OK) button.

5 Select `Computer (Network)` or `Server (FTP)`, or `Search Address Book`, and then press the (OK) button.
- `Computer (Network)`: Stores the scanned image on the computer by using the SMB protocol.
- `Server (FTP)`: Stores the scanned image on the server by using the FTP protocol.
- `Search Address Book`: Select the server address registered in Address Book.

6 Select the destination to store the scanned file in, and then press the (OK) button.

7 Configure the scanning settings as necessary.

8 Press the ◇ (**Start**) button to send the scanned files.

Scanning to a USB Storage Device

■ Types of a USB Storage Device

You can use a USB storage device with the following interfaces:

- USB 1.1
- USB 2.0

The USB storage device must be formatted in FAT file systems (FAT16, FAT32, or VFAT) before inserting the memory device into the front USB port of the printer.

NOTE:

- If the USB storage device is formatted in a file system other than above, the printer may not recognize that the USB storage device is attached.
- A USB storage device with authentication feature and some brands of USB storage devices cannot be used with this printer.

■ Procedures

To store the scanned images to a USB storage device:

NOTE:

- If you insert a USB storage device to the front USB port first, the `USB Memory` screen may appear. In this case, select `Scan to USB Memory`, and proceed to step 5.

1 Load the document(s) face up with top edge in first into the DADF.

   OR

   Place a single document face down on the document glass, and close the document cover.

   See also:
   - "Making Copies From the DADF" on page 169
   - "Making Copies From the Document Glass" on page 167

2 Press the ⊂ (**Scan**) button.

3 Insert a USB storage device into the front USB port of the printer.
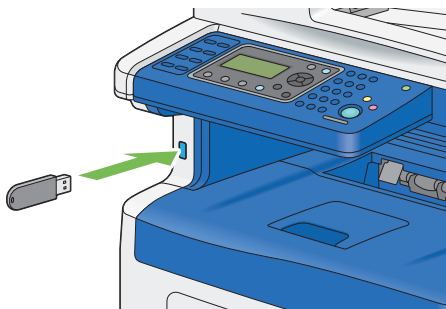
4 Select `Scan to USBMemory`, and then press the (OK) button.

5 If you want to save the scanned data to a folder on the USB storage device, select the desired folder to save the scanned data, and then press the (OK) button.

   NOTE:
   - The default saving location is the root directory of the USB storage device.
   - You can select any folder in the USB storage device but cannot create a new folder in this step. You should always create a new folder before connecting the memory to the printer.

6 Configure the scanning settings as necessary.

7 Press the ◇ (**Start**) button to begin scanning the document.

8 Remove the USB storage device from the printer.

IMPORTANT:
- Before removing the USB storage device, ensure that the printer is not accessing the USB storage device. If you remove the USB storage device while the printer is accessing, the data in the USB storage device or the USB storage device itself may be destroyed.

Sending an E-Mail with the Scanned Image

To send an e-mail attached with the scanned image from your printer, follow the steps below:

- Set up the E-mail address book through the CentreWare Internet Services. See "Registering a New E-Mail Address" on page 211 for more details.

■ E-Mail Settings

1 From the CentreWare Internet Services, click **Properties**.

2 Click **E-mail**.
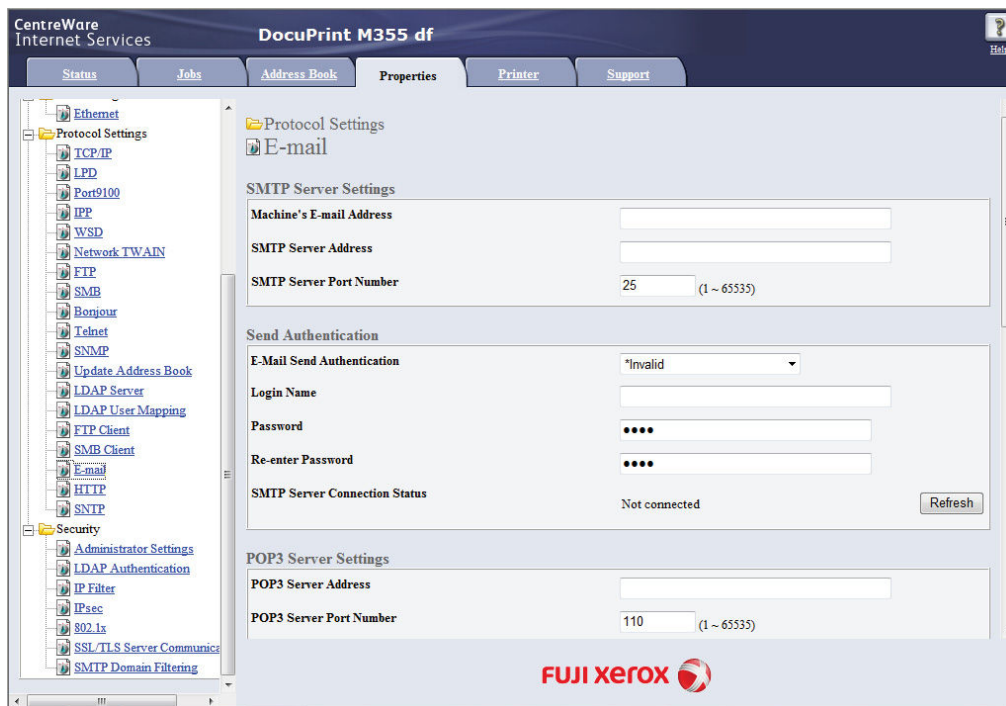
3 Specify the settings for E-mail as follows:

SMTP Server Address: Enter the IP address of the e-mail server.

E-Mail Send Authentication: Specify **Invalid** to enable the e-mail server.

NOTE:
- If an error message including 016-506 or 016-764 is displayed, contact your server administrator for the settings for **E-Mail Send Authentication**.

4 Click the **Apply** button.

■ Registering a New E-Mail Address

The following procedure uses Windows 7 as an example.

1 Launch your web browser.

2 Enter the IP address of the printer in the address bar, and then press the **Enter** key.

The printer's web page appears.

NOTE:
- For details on how to check the IP address of the printer, see "Verifying the IP Settings" on page 84.

3 Click the **Address Book** tab.

If user name and password are required, enter the correct user name and password.

NOTE:

- The default user name is "11111", and the default password is "x-admin".

4 Click **Email Address Book**.

5 Select any unused number and click **Add**.

The **Add Email Address** page appears.

6 Enter a name in the **Name** field and e-mail address in the **E-mail Address** field.
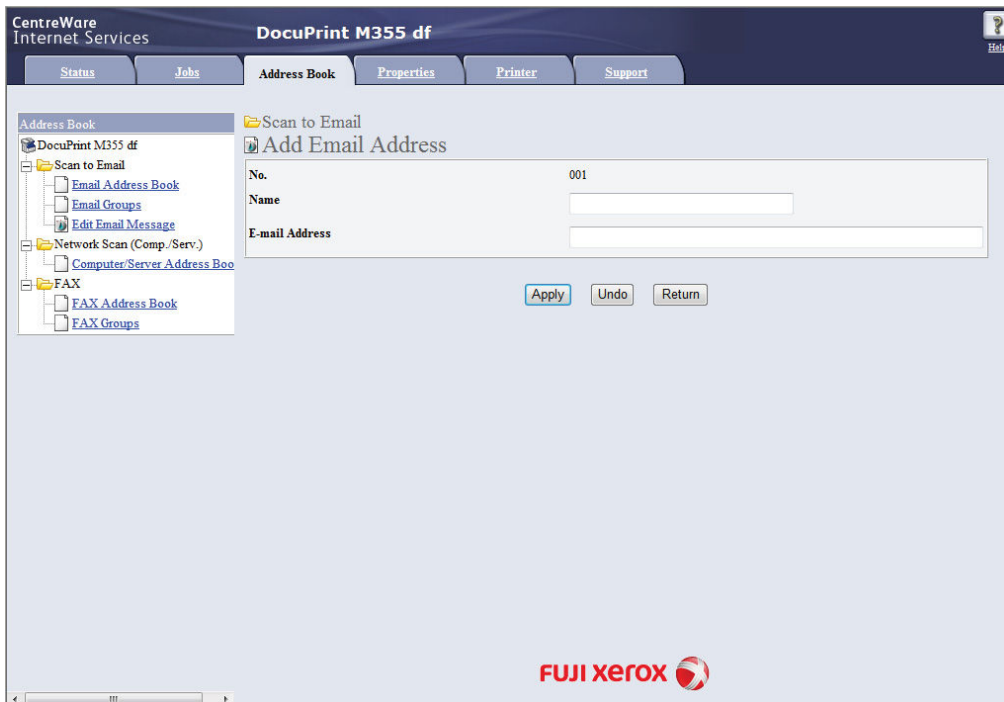
7 Click the **Apply** button.

■ Sending an E-mail with the Scanned File

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Making Copies From the DADF" on page 169
- "Making Copies From the Document Glass" on page 167

2 Press the ⊲ (**Scan**) button.

3 Select Scan to E-mail, and then press the (OK) button.

4 Select Email to, and then press the (OK) button.

5 Select the setting listed below, and then press the (OK) button.
- Keypad: Enter the e-mail address directly and then press the (OK) button.
- Address Book: Select the e-mail address registered in the E-mail address book, and then press the (OK) button.
- Email Group: Select the e-mail group registered in the E-mail Groups, and then press the (OK) button.
- Search Local Address Book: Searches for an e-mail address from the local Address Book.
- Search Server Address Book: Searches for an e-mail address on the LDAP server. This item is displayed when Server Address Book in the System Settings menu is set to On.

NOTE:
- Users need to be registered in the E-mail address book before you can select Address Book on the operator panel.

6 Configure the scanning settings as necessary.

7 Press the ◇ (**Start**) button to send e-mail.

Adjusting Scanning Options

This section includes:

■ Adjusting the Default Scan Settings

This section includes:

For a complete list of all of the defaults settings, see "Defaults Settings" on page 291.

Setting the Scanned Image File Type

To specify the file type of the scanned image:

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Scan Defaults`, and then press the (OK) button.

4 Select `File Format`, and then press the (OK) button.

5 Select the type, and then press the (OK) button.

Available types:

- `PDF` (factory default)
- `MultiPageTIFF`
- `TIFF`
- `JPEG`
- `XDW`

Setting the Color Mode

You can scan an image in color or in black and white. Selecting black and white significantly reduces the file size of the scanned images. An image scanned in color will have a larger file size than the same image scanned in black and white.

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Scan Defaults`, and then press the (OK) button.

4 Select `Color`, and then press the (OK) button.

5 Change the color setting to `Black & White`, `Grayscale` or `Color`, and then press the (OK) button.

Setting the Scan Resolution

You may want to change the scan resolution depending on the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution, the larger the file size.

To select the scan resolution:

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Scan Defaults`, and then press the (OK) button.

4 Select `Resolution`, and then press the (OK) button.

5 Select one of the following options, and then press the (OK) button:
- `200 x 200 dpi`: Produces the lowest resolution and smallest file size. (factory default)
- `300 x 300 dpi`: Produces medium resolution and a medium file size.
- `400 x 400 dpi`: Produces high resolution and a large file size.
- `600 x 600 dpi`: Produces the highest resolution and largest file size.

   NOTE:
   - If you are running on standard memory (less than 512 MB), the scanning resolution of color push scan (Scan to Email, Scan to FTP, Scan to SMB, Scan to USB Memory) and WSD Scan (any color mode) will be limited to 300 dpi.

Setting the Document Size

To specify the size of the original:

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Scan Defaults`, and then press the (OK) button.

4 Select `Document Size`, and then press the (OK) button.

5 Select a specific paper size to determine the area to be scanned, and then press the (OK) button.

   The factory default setting is `A4 (210 x 297 mm)`.

Automatically Suppressing Background Variations

When scanning documents with a dark background such as newspapers, the printer automatically can detect the background and whiten it when outputting the image.

To turn on/off automatic suppression:

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Scan Defaults`, and then press the (OK) button.

4 Select `Auto Exposure`, and then press the (OK) button.

5 Select either `On` or `Off`, and then press the (OK) button.

   The factory default setting is `On`.

■ Changing the Scan Settings for an Individual Job

To temporarily change a scan setting when emailing the scanned image:

1   Press the ⊖ (**Scan**) button.

2   Select `Scan to E-mail`, and then press the (OK) button.

3   Press the ▲ or ▼ button to scroll through the menu of settings.

4   Change the selected setting, and then press the (OK) button.

5   Press the ◇ (**Start**) button to begin the scan.

To temporarily change a scan setting when scanning to a computer:

1   Press the ⊖ (**Scan**) button.

2   Select the scan destination, and then press the (OK) button.

3   Press the ▲ or ▼ button to scroll through the menu of settings.

4   Change the selected setting, and then press the (OK) button.

5   Press the ◇ (**Start**) button to begin the scan.

Scanner Connection Tool

You can check the IP address of the printer or set the password using the Scanner Connection Tool. The following procedure uses Windows 7 as an example.

To open the Scanner Connection Tool:

Click **Start** → **All Programs** → **Fuji Xerox** → **DocuPrint M355 df** → **Scanner Connection Tool**.
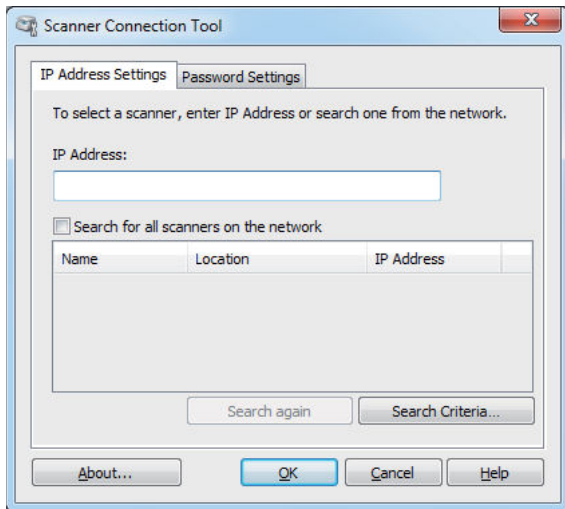
■ IP Address Settings

In the **IP Address Settings** tab, you can check the IP address that is set for your scanner or change the scanner selection.

• **IP Address**

Enter the IP address.

• **Search for all scanners on the network** (Windows only)

Searches scanners in your network.

• **Scanner List**

Displays a list of scanners that are detected.

• **Search again**

Searches the scanners in your network.

• **Search Criteria** (Windows only)

Displays the **Search Criteria** dialog box for setting the search condition.

Search Criteria Dialog Box (Windows only)
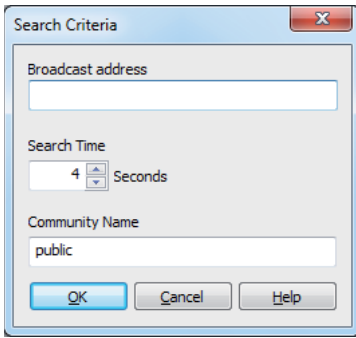
- **Broadcast address**

  Enter the subnet address.

    - IPv4: Broadcast Address such as **192.168.1.255**
    - IPv6: Multicast Address such as **ff02::1**

- **Search Time**

  Specify a time period for searching a scanner.

- **Community Name**

  Enter the SNMPv1/v2 community name. The default community name is **public**.

■ Password Settings

In the **Password Settings** tab, you can enter the password that is set for your scanner to access from your computer to the printer.
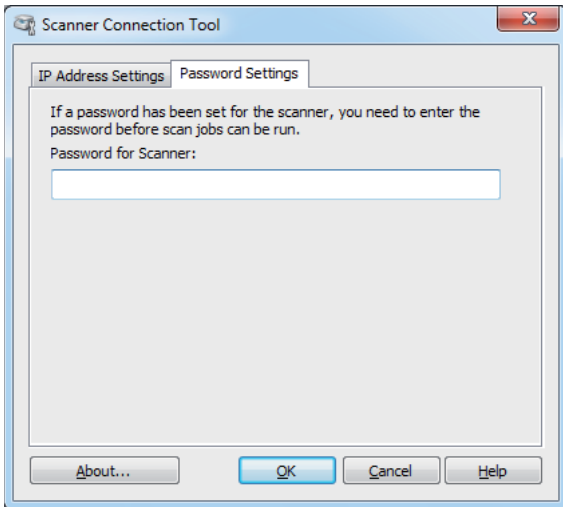
- **Password for Scanner**

  Enter the password.

8

Faxing

NOTE:

- If the `Service Lock` setting for `Fax` is set to `Password Locked`, you need to enter the four digit password to use the fax function. If the `Service Lock` setting for `Fax` is set to `Locked`, the fax function is disabled. For details, see "Service Lock" on page 289.
- If the `Panel Lock Set` is set to `Enable`, you need to enter the four digit password to enter the `Admin Menu` menu.

This chapter includes:

Connecting the Telephone Line

NOTE:

• Do not connect your printer directly to a DSL (digital subscriber line). This may damage the printer. To use a DSL, you will need to use an appropriate DSL filter. Contact your service provider for the DSL filter.

1 Plug one end of a telephone line cord into the wall jack connector and the other end into an active wall jack.

Wall jack connector

To the wall jack
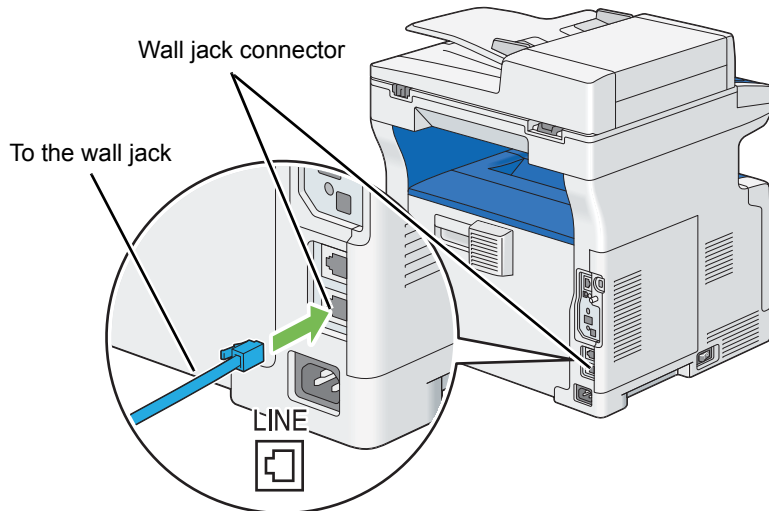
LINE

2 To connect a telephone and/or answering machine to your printer, plug the telephone or answering machine line cord into the phone connector ( ).

Phone connector

To an external telephone or answering machine

PHONE
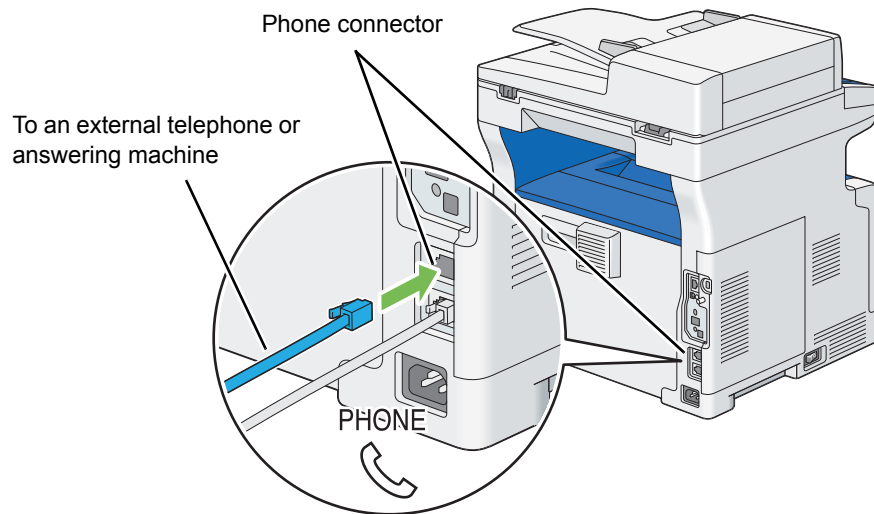
Configuring Fax Initial Settings

This section includes:

■ Specifying the Fax Initial Settings Using the Easy Install Navi (Windows Only)

You can specify the region, line type, tone/pulse, receive mode, DRPD pattern, fax header name, and fax number.

1 Insert the *Driver CD Kit* provided with the printer in your computer. The Easy Install Navi file launches automatically.

2 Click **Advanced Tools** on the **Easy Install Navi** window. The **Advanced Tools** window appears.
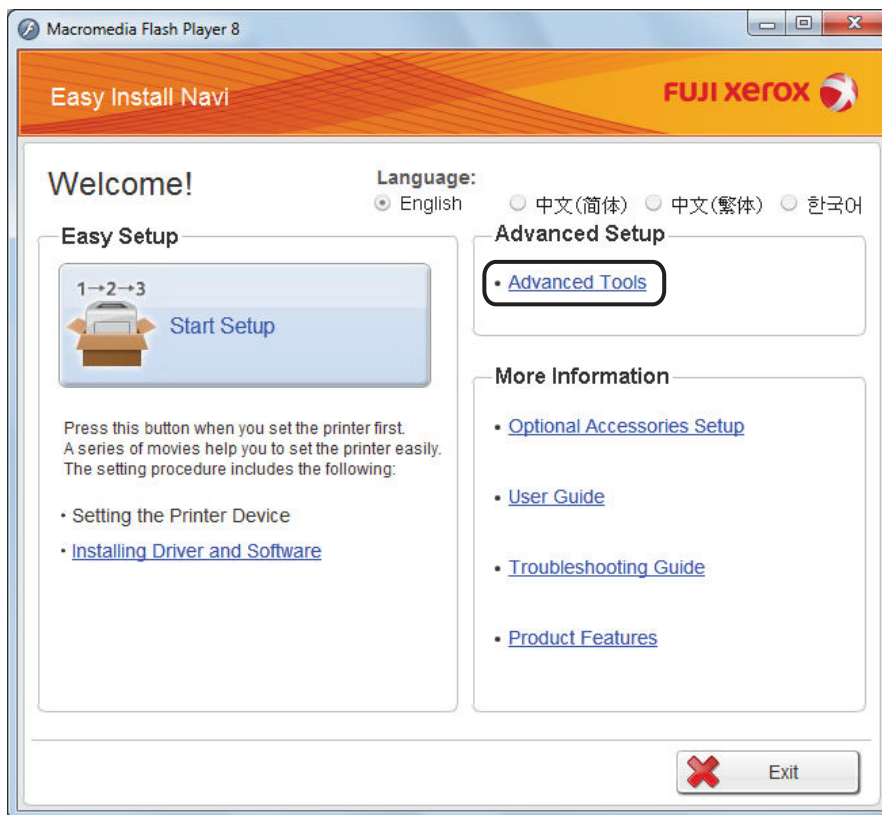
3 Click **Fax Configuration**.

4 Follow the instructions displayed on the screen.

Available settings are:

- **Region**
- **Line Type**
- **Dial Type**
- **Receive Mode**
- **DRPD Pattern**
  (This setting is available only when a distinctive ring service is installed on your telephone line by your telephone company.)
- **Company Name**
- **FAX Number**

NOTE:

■ Specifying the Fax Initial Settings From the Operator Panel

Setting Your Region

You need to set the region where your printer is used for using the fax service on the printer.

1 Press the 🔲 (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `Region`, and then press the (OK) button.

5 Select the region where the printer is used, and then press the (OK) button.

6 Select `Start`, and then press the (OK) button.

The printer restarts automatically to apply the settings.

NOTE:

- When you configure the region setting, the information registered to the device is initialized.

Setting the Printer ID

In most countries, you are required by law to indicate your fax number on any fax you send. The printer ID, containing your telephone number and name or company name, will be printed at the top of each page sent from your printer.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `Your Fax Number`, and then press the (OK) button.

5 Enter your fax number using the number pad.

> **NOTE:**
> • If you make a mistake while entering numbers, press the **C** (**Clear**) button to delete the last digit.

6 Press the (OK) button when the number on the display is correct.

7 Select `Company Name`, and then press the (OK) button.

8 Enter your name or company name using the number pad.

You can enter alphanumeric characters using the number pad, including special symbols by pressing the 1, *, and # buttons simultaneously.

For details on how to use the number pad to enter alphanumeric characters, see "Using the Number Pad to Enter Characters" on page 314.

9 Press the (OK) button when the name on the display is correct.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

Setting the Time and Date

> **NOTE:**
> • It may be necessary to reset the correct time and date if loss of power to the printer occurs.

To set the time and date:

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `System Settings`, and then press the (OK) button.

4 Select `Clock Settings`, and then press the (OK) button.

5 Select `Set Date & Time`, and then press the (OK) button.

6 Select the desired time zone, and then press the (OK) button.

**7** Enter the correct date using the number pad, or select the correct date using the ▲ or ▼ button.

> **NOTE:**
> • If you make a mistake while entering numbers, press the **C** (**Clear**) button to delete the last digit.

8 Press the (OK) button when the date on the display is correct.

9 Enter the correct time using the number pad, or select the correct time using the ▲ or ▼ button.

10 Press the (OK) button when the time on the display is correct.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

Changing the Clock Mode

You can set the current time using either the 12-hour or the 24-hour format.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `System Settings`, and then press the ⓞⓚ button.

4 Select `Clock Settings`, and then press the ⓞⓚ button.

5 Select `Time Format`, and then press the ⓞⓚ button.

6 Select the desired format, and then press the ⓞⓚ button.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

Sending a Fax

You can fax data from your printer.

This section includes:

■ Loading an Original Document

You can use the DADF or the document glass to load an original document for faxing.

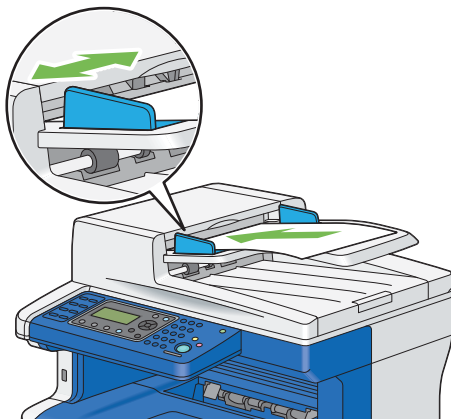## To Fax a Document Using the DADF

Using the duplex automatic document feeder (DADF), you can load up to 50 sheets of 64 gsm paper at a time.

NOTE:
- To get the best scan quality, especially for gray scale images, use the document glass instead of the DADF.
- You cannot load the following documents in the DADF. Be sure to place them on the document glass.

	Curled originals		Pre-punched paper
	Lightweight originals		Folded, creased or torn originals
	Cut and paste originals		Carbon paper

1   Place the document(s) face up on the DADF with the top edge of the documents in first. Then adjust the document guides to the correct document size.
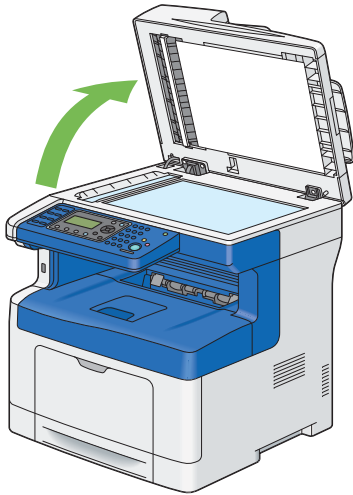
2   Adjust the document resolution.

See also:
- "Adjusting the Document Resolution" on page 227

To Fax a Document From the Document Glass

Using the document glass, you can load one sheet at a time.

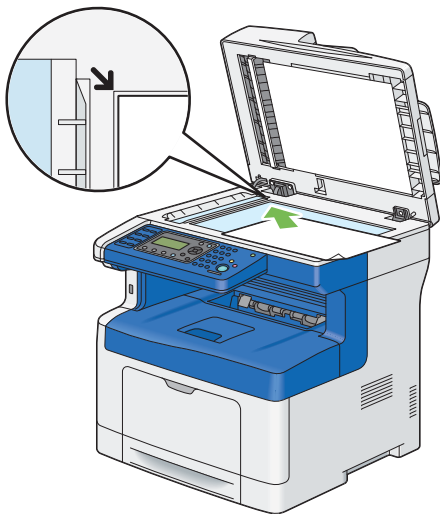**1** Lift and open the document cover.

2 Place the document face down on the document glass and align it with the registration guide on the top left corner of the document glass.

> ⚠ **CAUTION:**
> • **Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.**

3 Close the document cover.

> **NOTE:**
> • Ensure that no document is in the DADF. If any document is detected in the DADF, it takes priority over the document on the document glass.
> • If you are faxing a page from a book or magazine, lift the document cover until its hinges are caught by the stopper and then close the document cover. If the book or magazine is thicker than 30 mm, start faxing with the document cover open.

4 Adjust the document resolution.

> **See also:**
> • "Adjusting the Document Resolution" on page 227

■ Adjusting the Document Resolution

You can improve the quality of the fax document by adjusting the resolution, especially for the document in low-quality or containing the photographic image.

1   Press the ▨ (**Fax**) button.

2   Select `Resolution`, and then press the ⏺ button.

3   Select the desired setting, and then press the ⏺ button.

> **NOTE:**
> • Values marked by an asterisk (*) are the factory default menu settings.

Standard*	Suitable for documents with normal sized characters.
Fine	Suitable for documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Suitable for documents containing extremely fine detail. The Super Fine mode is enabled only if the remote machine also supports the Super Fine resolution. See the note below.
Photo	Suitable for documents containing photographic images.

> **NOTE:**
> • Faxes scanned in the Super Fine mode transmit at the highest resolution supported by the receiving device.

■ Adjusting the Document Contrast

You can adjust the contrast of the fax document to be lighter or darker than the original.

1   Press the ▨ (**Fax**) button.

2   Select `Lighten/Darken`, and then press the ⏺ button.

3   Select the desired setting, and then press the ⏺ button.

> **NOTE:**
> • Values marked by an asterisk (*) are the factory default menu settings.

Lighter3	Works well with dark print.
Lighter2	
Lighter1	
Normal*	Works well with standard typed or printed documents.
Darker1	Works well with light print or faint pencil markings.
Darker2	
Darker3	

■ Inserting a Pause

For some telephone systems, it is necessary to dial an access code and listen for a second dial tone. A pause must be entered in order for the access code to function. For example, enter the access code 9 and then press the ↻ / ♪ (**Redial/Pause**) button before entering the telephone number. "-" appears on the LCD panel to indicate when a pause is entered.

■ Sending a Fax From Memory

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Loading an Original Document" on page 225

2 Press the ⟨≣ (**Fax**) button.

3 Adjust the document resolution to suit your fax needs.

See also:
- "Adjusting the Document Resolution" on page 227
- "Adjusting the Document Contrast" on page 227

4 To select a fax number, do one of the followings:
- Select `Fax to`, and then press the (OK) button. Select `Phone Book`, and then press the (OK) button.
- Press the One Touch Dial buttons, and go to step 6.

   You need to register a speed dial number before you can use the One Touch Dial buttons. (For details, see "Setting Speed Dial" on page 238.)

- Select `Fax to`, and then press the ▯ (**Address Book**) button. Select one of the followings:

All Entries	Displays a list of registered fax numbers.
Group Dial	Displays a list of registered group dial numbers.
Search Local	Searches for a fax number from the local Phone Book.
Search Server	Searches for a fax number on the LDAP server. This item is displayed when `Server Phone Book` in the `System Settings` menu is set to `On`.

- Press the ⟩↺/⟩ɪɪ (**Redial/Pause**) button to redial, and go to step 6.
- Press the ⇥⟩ (**Speed Dial**) button. (For details, see "Sending a Fax Using Speed Dial" on page 239.)

5 Select the desired recipient, and then press the ▶ button to select the recipients. Press the (OK) button to confirm.

6 Press the ◇ (**Start**) button.

When the document is placed on the document glass, the display prompts you for another page. Select `Yes` to add more documents or `No` to begin sending the fax immediately, and then press the (OK) button.

The printer starts dialing the number, and then sending the fax when the remote fax machine is ready.

NOTE:
- By pressing the ⊘ (**Stop**) button, you can cancel the fax job at any time while sending the fax.

■ Sending a Fax Manually

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Loading an Original Document" on page 225

2 Press the ⦅▤ (**Fax**) button.

3 Adjust the document resolution to suit your fax needs.

See also:
- "Adjusting the Document Resolution" on page 227
- "Adjusting the Document Contrast" on page 227

4 Select `OnHook`, and then press the (OK) button.

5 Select `On`, and then press the (OK) button.

6 Enter the remote fax machine's fax number using the number pad.

You can also select the recipient by using speed dial number or address book.

See also:
- "Automatic Redialing" on page 230

NOTE:
- You can enter a fax number using the ten key, *, and #.
- Pressing the ⟩◔ / ⟩ıı (**Redial/Pause**) button enables you to enter a pause in the fax number.
- Entering "=" in the fax number enables dial tone detection.
- Entering ":" enables you to switch dialing type from dial pulse (DP) to push button (PB).

7 If the document is loaded in the DADF, press the ◇ (**Start**) button.

If the document is not loaded in the DADF, press the ◇ (**Start**) button, press the ▲ or ▼ button until the desired setting appears, and then press the (OK) button.

NOTE:
- By pressing the ▽ (**Stop**) button, you can cancel the fax job at any time while sending the fax.

■ Confirming Transmissions

When the last page of your document has been sent successfully, the printer beeps and returns to the standby mode.

If something goes wrong while sending your fax, an error message appears on the LCD panel.

If you receive an error message, press the (OK) button to clear the message and try to send the document again.

You can set your printer to print a confirmation report automatically after each fax transmission.

See also:
- "Printing a Report Page" on page 250

■ Automatic Redialing

If the number you have dialed is busy or there is no answer when you send a fax, the printer will automatically redial the number every minute based on the number set in the redial settings.

To change the time interval between redials and the number of redial attempts, see "Available Fax Settings Options" on page 246.

NOTE:
- The printer will not automatically redial a number that was busy when the number was manually entered.

Sending a Delayed Fax

The Delayed Start mode can be used to save scanned documents for transmission at a specified time to take advantage of lower long distance rates.

1   Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:
- "Loading an Original Document" on page 225

2   Press the ⟨📠⟩ (**Fax**) button.

3   Adjust the document resolution to suit your fax needs.

See also:
- "Adjusting the Document Resolution" on page 227
- "Adjusting the Document Contrast" on page 227

4   Select `Delayed Start`, and then press the ⟨OK⟩ button.

5   Select `On`, and then press the ⟨OK⟩ button.

6   Enter the start time using the number pad or select the start time using the ▲ or ▼ button, and then press the ⟨OK⟩ button.

7   Select `Fax to`, and then press the ⟨OK⟩ button.

8   Select `Keypad`, and then press the ⟨OK⟩ button.

9   Enter the number of the remote machine using the number pad, and then press the ⟨OK⟩ button.

You can also use speed or group dial numbers.

See also:
- "Automatic Dialing" on page 238

10   Press the ◇ (**Start**) button to scan data.

Once Delayed Start mode is activated, your printer stores all of the documents to be faxed into its memory and sends them at the specified time. After faxing in the Delayed Start mode is complete, the data in the memory is cleared.

NOTE:
- If you turn off and on the printer, the stored documents are sent as soon as the printer is activated.

Sending a Fax from the Driver (Direct Fax)

You can send a fax directly from the computer running a Microsoft® Windows® operating system or Mac OS® X by using the driver.

NOTE:
- Only black and white faxes can be sent using Direct Fax.
- The names of the dialog boxes and the buttons may be different from those given in the following procedure depending on the application you are using.
- For Windows, the fax driver is installed with the PCL 6 driver. (For details, see "Inserting the CD-ROM" on page 86.)
- For Mac OS X, to use this feature, you must install the fax driver. To install the fax driver, run the *Driver CD Kit* on the Mac OS X, and then double-click **FX DocuPrint M355 df.dmg** in the **MacOSX** folder under the **Contents** folder, and then follow the on-screen instructions to install the fax driver.

1 Open the file you want to send by fax.

2 Open the print dialog box from the application, and then select your printer name.

3 Click **Preferences** in Windows, or select **FAX Setting** in Mac OS X.

For Windows:
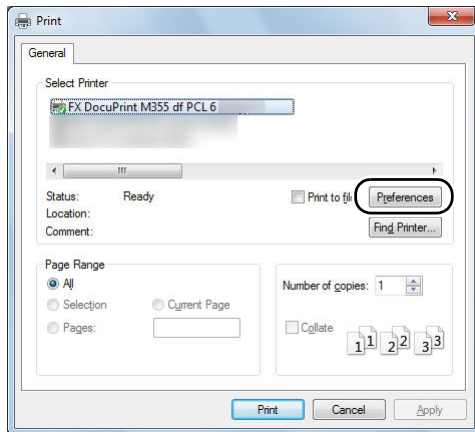
For Mac OS X:
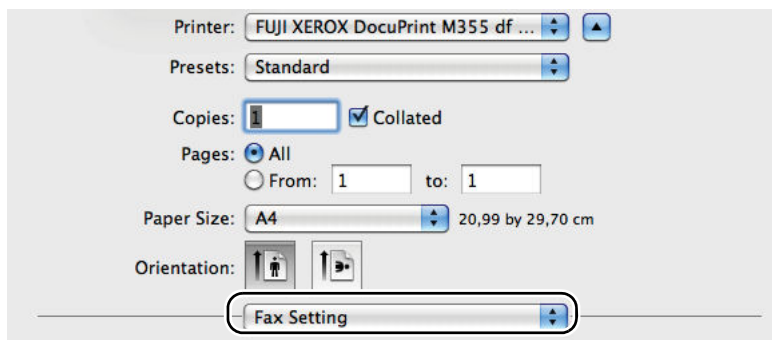
4 Specify the fax settings. For more information, see the Help of the driver.

NOTE:
- The settings done here are only applied to a single fax job.

For Windows:
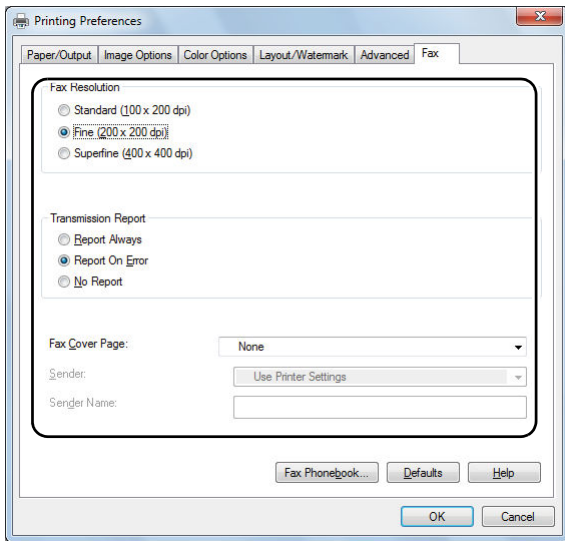
For Mac OS X:
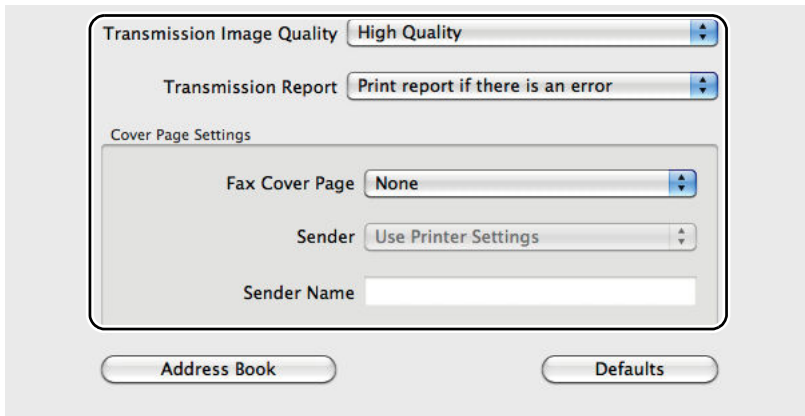
5 For Windows, click **OK** to close the **Printing Preferences** dialog box, and then click **Print**.

The **Recipient Setting** dialog box appears.

For Mac OS X, click **Print**. The **Set / Check Fax Transmission** dialog box appears.

For Windows:
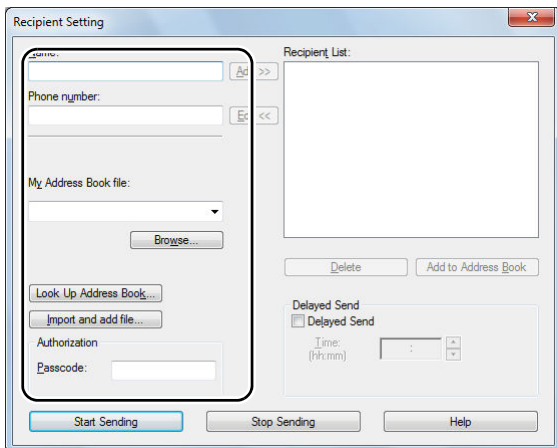
For Mac OS X:
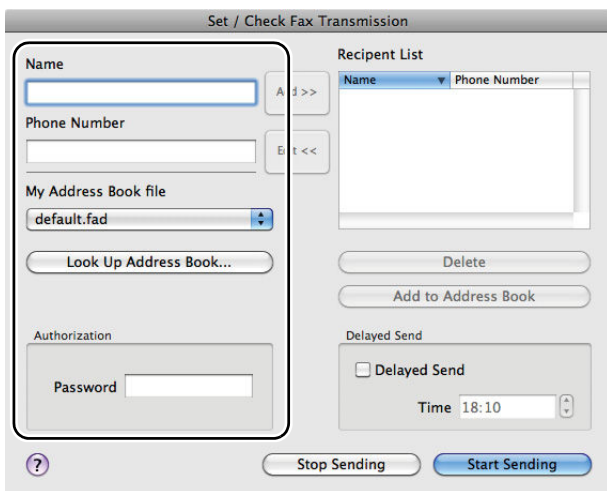
6 Specify the destination for the recipient in one of the following ways. For details on how to specify the destination, see the Help of the driver.

    a Enter the name and fax number directly.

    b Select a fax number from the address book.

      • **Look Up Address Book**: Displays a list of fax numbers that are saved in the file specified for **My Address Book file**.

      • **Import and add file** (Windows only): Allows you to select a source file such as a CSV file, WAB file, MAPI, or a LDAP server. (For details on LDAP server, see "Server Phone Book" on page 281.)

NOTE:

• Enter the password in **Passcode** in Windows or **Password** in Mac OS X in the **Authorization** area before sending a fax if the Fax service is locked with a password.

Receiving a Fax

This section includes:

■ About Receiving Modes

NOTE:

- • To use the TEL/FAX Mode or Ans/FAX Mode, connect an external telephone or answering machine to the phone connector (PHONE) on the rear of your printer.

When the memory is full, you cannot receive a fax automatically. Use an external telephone to receive a fax manually.

See also:

- • "Receiving a Fax Manually Using an External Telephone" on page 236

■ Loading Paper for Receiving Faxes

The instructions for loading paper in the paper tray are the same whether you are printing, faxing, or copying.

See also:

- • "Loading Print Media" on page 131
- • "Setting Paper Sizes and Types" on page 141

■ Receiving a Fax Automatically in the FAX Mode

Your printer is preset to the FAX Mode at the factory.

If you receive a fax, the printer automatically goes into the FAX Mode after a specified period of time and receives the fax.

To change the interval at which the printer goes into the FAX Mode after receiving an incoming call, see "Available Fax Settings Options" on page 246.

■ Receiving a Fax Manually in the TEL Mode

You can receive a fax by picking up the handset of the external telephone and then pressing the remote receive code (see "Available Fax Settings Options" on page 246), or by setting `OnHook` to `On` (you can hear voice or fax tones from the remote machine) and then pressing the ◇ (**Start**) button.

The printer begins receiving a fax and returns to the standby mode when the reception is completed.

■ Receiving a Fax Automatically in the TEL/FAX Mode or Ans/FAX Mode

To use the TEL/FAX Mode or Ans/FAX Mode, you must connect an external telephone to the phone connector (📞) on the rear of your printer.

If the caller leaves a message, the answering machine stores the message as it would normally. If your printer detects a fax tone on the line, it automatically starts to receive a fax.

NOTE:
- If you have set your printer to Ans/FAX Mode and your answering machine is turned off, or no answering machine is connected to your printer, your printer will automatically go into the FAX Mode after a predefined time.

■ Receiving a Fax Manually Using an External Telephone

This feature works best when you are using an external telephone connected to the phone connector (📞) on the rear of your printer. You can receive a fax from someone you are talking to on the external telephone without having to go to the printer.

When you receive a call on the external telephone and hear fax tones, press the two-digit keys on the external telephone, or set `OnHook` to `On` and then press the ◇ (**Start**) button.

The printer receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing the two-digit keys once again.

The remote receive code is set to `Off` at the factory. You can change the two-digit number to whatever you choose. For details on changing the code, see "Available Fax Settings Options" on page 246.

NOTE:
- Set the dialing system of your external telephone to DTMF.

■ Receiving Faxes Using the DRPD Mode

The Distinctive Ring Pattern Detection (DRPD) is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you on is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside.

To set up the DRPD:

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `DRPD Pattern`, and then press the (OK) button.

5 Select the desired pattern, and then press the (OK) button.

6 Reboot the printer by turning the power switch off and then on again.

To receive faxes in the DRPD, you need to set the menu to DRPD. For details, see "Available Fax Settings Options" on page 246.

■ Receiving Faxes in the Memory

Since your printer is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying, printing, or run out of paper or toner, your printer stores incoming faxes in the memory. Then, as soon as you finish copying, printing, or re-supply the toner cartridge, the printer automatically prints the fax.

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■ Polling Receive

You can receive faxes from the remote fax machine when you want to receive it.

1 Press the ⦅⧉ (**Fax**) button.

2 Select `Polling Receive`, and then press the ⓞⓚ button.

3 Select `On`, and then press the ⓞⓚ button.

4 Enter the number of the remote machine using the number pad, and then press the ⓞⓚ button.

> **NOTE:**
> • For information on how to enter the fax number of the remote machine, see "Sending a Fax From Memory" on page 228 or "Sending a Fax Manually" on page 229.

5 Press the ◇ (**Start**) button.

Automatic Dialing

This section includes:

■ Speed Dialing

You can store up to 200 frequently dialed numbers in speed dial locations (001–200).

When the speed dial job specified in the delayed fax or redial exists, you cannot change the speed dial number from the operator panel or CentreWare Internet Services.

■ Setting Speed Dial

1 Press the ⌐i⌐ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Phone Book`, and then press the (OK) button.

4 Select `Speed Dial`, and then press the (OK) button.

5 Select the desired speed dial number between 001 and 200, and then press the (OK) button.

6 Select `Name`, and then press the (OK) button.

7 Enter the name, and then press the (OK) button.

8 Select `Fax Number`, and then press the (OK) button.

9 Enter the number you want to store using the number pad, and then press the (OK) button.

To insert a pause between numbers, press the ⟩ʊ/⟩ıı (**Redial/Pause**) button. "-" appears on the LCD panel.

10 Select `Apply Settings`, and then press the (OK) button.

11 Select `Start`, and then press the (OK) button.

To store more fax numbers, repeat steps 5 to 11.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

■ Sending a Fax Using Speed Dial

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

See also:

- "Loading an Original Document" on page 225

2 To enter the speed dial number, do one of the followings after pressing the ⟨▤ (**Fax**) button:

- Select `Fax to`, and then press the (OK) button. Select `Speed Dial`, and then press the (OK) button.
- Press the ↠⟩ (**Speed Dial**) button.

3 Enter the speed dial number between 001 and 200 using the number pad, and then press the (OK) button.

The corresponding entry's name briefly displays on the LCD panel. To confirm the name again, press the (OK) button.

4 Adjust the document resolution to suit your fax needs.

See also:

- "Adjusting the Document Resolution" on page 227
- "Adjusting the Document Contrast" on page 227

5 Press the ◇ (**Start**) button.

The document scans into the memory.

When the document is placed on the document glass, the display prompts you for another page. Select `Yes` to add more documents or `No` to begin sending the fax immediately, and then press the (OK) button.

The fax number stored in the speed dial location is automatically dialed. The document is sent when the remote fax machine answers.

NOTE:

- Using the asterisk (*) in the first digit, you can send a document to multiple locations. For example, if you enter 00*, you can send a document to the locations registered between 001 and 009.

■ Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a one-digit group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

NOTE:
- You cannot include one group dial number within another group dial number.

■ Setting Group Dial

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `Phone Book`, and then press the ⓞⓚ button.

4 Select `Group Dial`, and then press the ⓞⓚ button.

5 Select the desired group dial number between 01 and 06, and then press the ⓞⓚ button.

6 Select `Name`, and then press the ⓞⓚ button.

7 Enter the name, and then press the ⓞⓚ button.

8 Select `Speed Dial No`, and then press the ⓞⓚ button.

9 Select the desired speed dial numbers, and then press the ⓞⓚ button to confirm.

10 Select `Apply Settings`, and then press the ⓞⓚ button.

11 Select `Start`, and then press the ⓞⓚ button.

To store more group dial numbers, repeat steps 5 to 11.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

■ Editing Group Dial

You can delete a specific speed dial number from a selected group or add a new number to the selected group.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `Phone Book`, and then press the ⓞⓚ button.

4 Select `Group Dial`, and then press the ⓞⓚ button.

5 Select the group dial number that you want to edit, and then press the ⓞⓚ button.

6 To change the group dial name:

    a Select `Name`, and then press the ⓞⓚ button.

    b Enter a new name, and then press the ⓞⓚ button.

    c Select `Apply Settings`, and then press the ⓞⓚ button.

    d Select `Start`, and then press the ⓞⓚ button.

To change the speed dial number:

    a Select `Speed Dial No`, and then press the ⓞⓚ button.

b Select the speed dial number that you want to edit, and then select or deselect the speed dial number. Press the (OK) button.

c Select `Apply Settings`, and then press the (OK) button.

d Select `Start`, and then press the (OK) button.

To delete the group dial:

a Press the **C** (**Clear**) button.

b Select `Start`, and then press the (OK) button.

NOTE:
• When you delete the last speed dial in a group, the group itself is not deleted.

7 If you want to edit another group dial number, repeat steps 5 and 6.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

■ Sending a Fax Using Group Dialing (Multi-address Transmission)

You can use group dialing for broadcasting or delayed transmissions.

Follow the procedure of the desired operation (For delayed transmission, see).

You can use one or more group numbers in one operation. Then continue the procedure to complete the desired operation.

Your printer automatically scans the document loaded in the DADF or on the document glass into the memory. The printer dials each of the numbers included in the group.

■ Printing a Fax Address Book List

You can check your automatic dial setting by printing a Fax Address Book list.

1 Press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the (OK) button.

3 Select `Fax Address Book`, and then press the (OK) button.

A list of your Fax Address Book entries is printed.

Address Book

You can select the registered phone numbers from the address books.

1 Load the document(s) face up with top edge in first into the DADF.

OR

Place a single document face down on the document glass, and close the document cover.

For details about loading a document, see "Loading an Original Document" on page 225.

2 Press the ⁣⁣ (**Fax**) button.

3 Select `Fax to`, and then press the (OK) button.

4 To select the registered phone numbers from the address books:

   a Select `Phone Book` or `Group Dial`.

   b Select the desired speed dial number or group dial number.

   c Press the (OK) button.

   NOTE:
   • The fax number needs to be registered before you can select Address Book.

5 Press the ◇ (**Start**) button to begin sending the fax.

Other Ways to Fax

This section includes:

■ Using the Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on the secure fax mode using the `Secure Receive` option to restrict printing out all of the received faxes when the printer is unattended. In the secure receiving mode, all incoming faxes will go in memory. When the mode turns off, any faxes stored will be printed.

NOTE:
- • Before operation, ensure `Panel Lock` is enabled.

To turn the secure receiving mode on:

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Secure Settings`, and then press the (OK) button.

4 Select `Secure Receive`, and then press the (OK) button.

5 Select `SecureReceiveSet`, and then press the (OK) button.

6 Select `Enable`, and then press the (OK) button.

7 Enter a four-digit password using the number pad, and then press the (OK) button.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

When a fax is received in the secure receiving mode, your printer stores it into memory and the `Active Jobs` screen displays `Secure Receive` to let you know that there is a fax stored.

To print received documents:

1 Press the 🖨 (**Printer**) button.

2 Select `Secure Receive`, and then press the (OK) button.

3 Enter the password, and then press the (OK) button.

The faxes stored in memory are printed.

To turn the secure receiving mode off:

1 Access the `SecureReceiveSet` menu by following steps from .

2 Select `Disable`, and then press the (OK) button.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

■ Using an Answering Machine

To the wall jack   Printer   Line   Telephone Answering Device   Phone
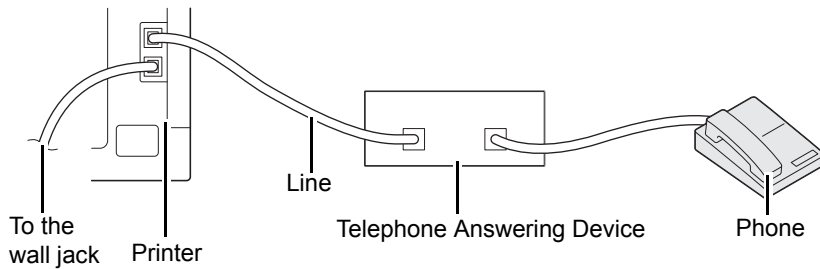
You can connect a telephone answering device (TAD) directly to the rear of your printer as shown above.

- Set your printer to the `Ans/FAX Mode` and set `Auto Ans. Ans/FAX` to specify the time for the TAD.
- When the TAD picks up the call, the printer monitors and takes the line if fax tones are received and then starts receiving the fax.
- If the answering device is off, the printer automatically goes into the FAX Mode after the ring tone sounds for a predefined time.
- If you answer the call and hear fax tones, the printer will answer the fax call if you

  → Set `OnHook` to `On` (you can hear voice or fax tones from the remote machine), and then press the ⬦ (**Start**) button and hang up the receiver.

  OR

  → Press the two-digit remote receive code and hang up the receiver.

■ Using a Computer Modem

To the internet   Computer   Printer   Line   Telephone Answering Device   Phone
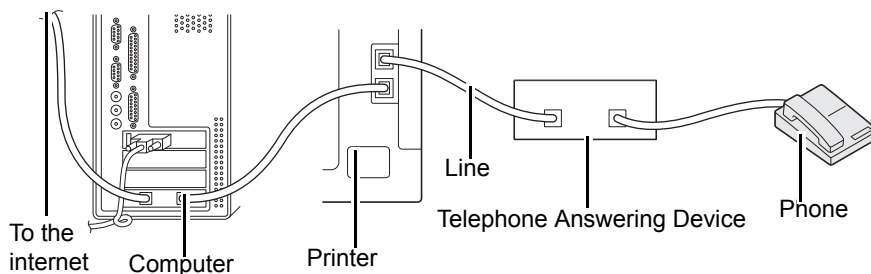
If you want to use your computer modem for faxing or for a dial-up internet connection, connect the computer modem directly to the rear of your printer with the TAD as shown above.

- Set your printer to the `Ans/FAX Mode` and set `Auto Ans. Ans/FAX` to specify the time for the TAD.
- Turn off the computer modem's Fax Receive feature.
- Do not use the computer modem if your printer is sending or receiving a fax.
- Follow the instructions provided with your computer modem and fax application to fax via the computer modem.

Setting Sounds

This section includes:

■ Speaker Volume

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `Line Monitor`, and then press the (OK) button.

5 Select the desired volume, and then press the (OK) button.

6 Reboot the printer by turning the power switch off and then on.

■ Ringer Volume

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `Ring Tone Volume`, and then press the (OK) button.

5 Select the desired volume, and then press the (OK) button.

6 Reboot the printer by turning the power switch off and then on.

Specifying the Fax Settings Options

This section includes:

■ Changing the Fax Settings Options

1 Press the ⊡ (**System**) button.

2 Select Admin Menu, and then press the (OK) button.

3 Select Fax Settings, and then press the (OK) button.

4 Select the desired menu item, and then press the (OK) button.

5 Select the desired setting or enter the value using the number pad.

6 Press the (OK) button to save the selection.

7 Ensure that the message This Setting Becomes Effective after Restart appears, and then press any button.

8 If necessary, repeat steps 4 to 6.

To return to the top level of the System menu, press the **CA** (**Clear All**) button.

■ Available Fax Settings Options

You can use the following settings options for configuring the fax system:

Option		Description
Ans Select	**TEL Mode**	Automatic fax reception is turned off. You can receive a fax by picking up the handset of the external telephone and then pressing the remote receive code, or by setting OnHook to On (you can hear voice or fax tones from the remote machine) and then pressing the ◇ (**Start**) button.
	FAX Mode*	Automatically receives faxes.
	TEL/FAX Mode	When the printer receives an incoming fax, the external telephone rings for the time specified in Auto Ans. TEL/FAX, and then the printer automatically receives a fax. If an incoming call is not a fax, the printer beeps from the internal speaker indicating that the call is a telephone call.
	Ans/FAX Mode	The printer can share a telephone line with an answering machine. In this mode, the printer will monitor the fax signal and pick up the line if there are fax tones.
	DRPD Mode	Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
Auto Answer Fax		Sets the interval at which the printer goes into the fax receive mode after receiving an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 0 second.
Auto Ans. TEL/FAX		Sets the interval at which the printer goes into the fax receive mode after the external telephone receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 6 seconds.
Auto Ans. Ans/FAX		Sets the interval at which the printer goes into the fax receive mode after the external answering machine receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 21 seconds.
Line Monitor		Sets the volume of the line monitor, which audibly monitors a transmission through the internal speaker until a connection is made.

Option	Description
Ring Tone Volume	Sets the volume of the ring tone, which indicates that an incoming call is a telephone call through the internal speaker when `Ans Select` is set to `TEL/FAX Mode`.
Line Type	You can select the default line type. • PSTN • PBX
Dialing Type	You can select the dialing type. • PB • DP (10PPS) • DP (20PPS)
Interval Timer	You can specify the interval between transmission attempts within the range of 3 to 255 seconds. The default is 8 seconds.
Number of Redial	You can specify the number of redial attempts to make when the destination fax number is busy, within the range of 0 to 9. If you enter 0, the printer will not redial.
Redial Interval	Your printer can automatically redial a remote fax machine if it was busy. Intervals from 1–15 minutes can be entered.
Junk Fax Filter	You can reject faxes sent from unwanted stations. The system only accepts faxes from the remote stations registered in the speed dial. This feature is useful for blocking any unwanted faxes. Select `Off` to turn the feature off. Anybody can send you a fax. Select `On` to turn the feature on.
Remote Receive	You can receive a fax by pressing the remote receive code on the external telephone after picking up the handset of the telephone.
Remote Rcv Tone	You can specify the tone when `Remote Receive` is set to `On`.
Send Header	Prints the sender's information on the header of faxes. Select `Off` to turn this feature off. Select `On` to turn this feature on. Note that if United States is selected for the setting of `Region`, this option does not appear on the menu. The setting is fixed to `On` and cannot be changed. For information on the region setting, see "Setting Your Region" on page 222.
Company Name	Specifies the sender's name to be printed on the header of faxes.
Your Fax Number	Specifies the fax number of the printer, which will be printed on the header of faxes. This feature is available when you set `Send Header` to `On`. The number specified in `Your Fax Number` is used in the printer ID.
Fax Cover Page	You can set whether to attach a cover page to faxes when sending faxes.
DRPD Pattern	Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
2-Sided Print	You can set whether to make duplex print when you print faxes. Select `Off` to print faxes on one side of a sheet of paper. Select `On` to print faxes on both sides of a sheet of paper.
Sent Fax Fwd	You can set your printer to forward incoming faxes to another fax number. When a fax arrives at your printer, it is stored in the memory. Then, the printer dials the fax number that you have specified and sends the fax. Select `Off` not to forward incoming faxes. Select `Forward` to forward incoming faxes without printing. If an error occurs during forwarding a received fax, the printer prints the fax. Select `Print & Forward` to forward and print incoming faxes.
Fwd. Settings Num	You enter the fax number of the destination to which incoming faxes will be forwarded.
Prefix Dial	You can specify whether or not to set a prefix dial number.

Option	Description
Prefix Dial Num	You can set a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the Private Automatic Branch Exchange (PBX).
Discard Size	When receiving a document as long as or longer than the paper installed in your printer, you can set the printer to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. When the document is within the margin and `Discard Size` is set to `Auto Reduction`, the printer reduces the document to fit it onto the appropriate sized paper and discard does not occur. If `Discard Size` is set to other than `Auto Reduction`, the data within the margin will be discarded.
ECM	You can set whether to enable or disable the ECM (Error Correction Mode).
Extel Hook Thresh	You can select the external telephone hook detection threshold for the condition in which a telephone line is not being used.
Modem Speed	You can set the modem speed.
Display Manual Fax Recipients	To set whether to display the fax number of the recipient when manually sending a fax.
Region	You can select the region where the printer is used. You can change this setting when: • No jobs in operation • No fax jobs waiting in the memory
Fax Activity	You can set whether to automatically print a fax activity report after every 50 incoming and outgoing fax communications.
Fax Transmit	You can set whether to print a transmission result after a fax transmission.
Fax Broadcast	You can set whether to print a transmission result after a fax broadcast to multiple locations.
Fax Protocol	You can set whether to print the protocol monitor report after a fax transmission to monitor fax protocol problems.

• Prefix Dial

NOTE:

• Prefix Dial supports only the environment where you send a fax to the external line number. To use Prefix Dial, you must do the following from the operator panel.

1 Press the 🔲 (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Fax Settings`, and then press the (OK) button.

4 Select `Line Type`, and then press the (OK) button.

5 Select `PBX`, and then press the (OK) button.

6 Select `Prefix Dial`, and then press the (OK) button.

7 Select `On`, and then press the (OK) button.

8 Select `Prefix Dial Num`, and then press the (OK) button.

9 Enter an up-to-five-digit prefix number from 0–9, *, and #, and then press the (OK) button.

10 Reboot the printer by turning the power switch off and then on.

Changing Setting Options

1 Press the ⓘ (**System**) button.

2 Select `Defaults Settings`, and then press the (OK) button.

3 Select `Fax Defaults`, and then press the (OK) button.

4 Select the desired menu item, and then press the (OK) button.

5 Select the desired setting or enter the value using the number pad, and then press the (OK) button.
To return to the top level of the System menu, press the **CA** (**Clear All**) button.

Printing a Report Page

The following reports may be useful when you use the fax:

- Fax Address Book

  This list shows all the fax numbers currently stored in the memory of your printer as speed dial numbers.

  You can print this Fax Address Book list from the operator panel. (For details, see also "Printing a Fax Address Book List" on page 241.)

- Email Address Book

  This list shows all the e-mail addresses currently stored in the memory of your printer as Email Address Book information.

- Fax Activity

  This report shows information about the faxes you recently received or sent.

- Fax Pending

  This list shows the status of pending faxes. You may print this list to confirm your changes after changing any settings.

Procedures:

1 Press the ⓘ (**System**) button.

2 Select `Report / List`, and then press the (OK) button.

3 Select the report or list you want to print, and then press the (OK) button.

   The selected report or list is printed.

9

Using the Operator Panel Menus and Keypad

This chapter includes:

Understanding the Printer Menus

When your printer is connected to a network and available to a number of users, the access to the `Admin Menu` can be limited. This prevents other users from using the operator panel to inadvertently change a user default that has been set by the administrator.

However, you can use your print driver to override user defaults and select settings for individual print jobs.

■ Report / List

Use the `Report / List` menu to print various types of reports and lists.

System Settings

Purpose:

To print a list of the current user default values, the installed options, the amount of installed print memory, and the status of printer supplies.

Panel Settings

Purpose:

To print a detailed list of all the settings on the operator panel menus.

PCL Fonts List

Purpose:

To print a sample of the available PCL fonts.

PCL Macros List

Purpose:

To print the information on the downloaded PCL macro.

PS Fonts List

Purpose:

To print a sample of the available PS fonts.

PDF Fonts List

Purpose:

To print a sample of the available PDF fonts.

Job History

Purpose:

To print a detailed list of the print, copy, fax, or scan jobs that have been processed. This list contains the last 20 jobs.

Error History

Purpose:

To print a detailed list of paper jams and fatal errors.

Printer Meter

Purpose:

To print the reports for the total number of pages printed.

Demo Page

Purpose:

To print a test page.

Protocol Monitor

Purpose:

To print a detailed list of monitored protocols.

Fax Address Book

Purpose:

To print the list of all fax addresses stored as Fax Address Book information.

Email Address Book

Purpose:

To print the list of all e-mail addresses stored as Email Address Book information.

Server Address

Purpose:

To print the list of all server addresses stored as Server Address information.

Fax Activity

Purpose:

To print the report of faxes you recently received or sent.

Fax Pending

Purpose:

To print the list of status of pending faxes.

Stored Documents

NOTE:

- Stored Documents feature is available only when the optional 512MB memory is installed on the printer and `RAM Disk` under `System Settings` is enabled.

Purpose:

To print a list of all files stored for `Secure Print` and `Sample Print` in the RAM disk.

■ Meter Readings

Purpose:

To check the total number of printed pages.

Values:

Meter 1[*1]	Displays the total number of color prints.
Meter 2	Displays the total number of monochrome prints.
Meter 3[*1]	Displays the total number of large size color prints.
Meter 4	Displays the total number of color and monochrome prints (Meter 1 + Meter 2).

[*1] This item always shows `0` on your printer.

■ Admin Menu

Use the `Admin Menu` menu to configure a variety of printer features.

Phone Book

Use the `Phone Book` menu to configure the speed dial and group dial settings.

• Speed Dial

Purpose:

To store up to 200 frequently dialed numbers in speed dial locations.

• Group Dial

Purpose:

To create a group of fax destinations and register it under a two-digit dial code. Up to six group dial codes can be registered.

PCL Settings

Use the `PCL Settings` menu to change printer settings that only affect jobs using the PCL emulation printer language.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

• Paper Tray

Purpose:

To specify the default paper tray.

Values:

Auto[*]
Bypass Tray
Tray 1
Tray 2[*1]

[*1] `Tray 2` is available only when the optional 250 sheet feeder is installed.

• Output Size

Purpose:

To specify the default paper size.

Values:

mm series

A4 (210 x 297 mm)*[1]			
A5 (148 x 210 mm)			
B5 (182 x 257 mm)			
Letter (8.5 x 11")			
Folio (8.5 x 13")			
Legal (8.5 x 14")			
Executive (7.25 x 10.5")			
Monarch Env. (3.9 x 7.5")			
DL Env. (110 x 220 mm)			
C5 Env. (162 x 229 mm)			
#10 Env. (4.1 x 9.5")			
New Custom Size	**Portrait(Y)**	297 mm*	Specifies the length of the custom size paper.
		127 - 355 mm	
	Landscape(X)	210 mm*	Specifies the width of the custom size paper.
		77 - 215 mm	

[1] The default for `Output Size` varies depending on region-specific factory.

inch series

Letter (8.5 x 11")			
Folio (8.5 x 13")			
Legal (8.5 x 14")			
A4 (210 x 297 mm)*[1]			
A5 (148 x 210 mm)			
B5 (182 x 257 mm)			
Executive (7.25 x 10.5")			
Monarch Env. (3.9 x 7.5")			
DL Env. (110 x 220 mm)			
C5 Env. (162 x 229 mm)			
#10 Env. (4.1 x 9.5")			
New Custom Size	**Portrait(Y)**	11.7 inch*	Specifies the length of the custom size paper.
		5.0-14.0 inches	
	Landscape(X)	8.3 inch*	Specifies the width of the custom size paper.
		3.0-8.5 inches	

[1] The default for `Output Size` varies depending on region-specific factory.

NOTE:
• Selecting `New Custom Size` for the paper size prompts you to enter a custom length and width.

• Orientation

Purpose:

To specify how text and graphics are oriented on the page.

Values:

Portrait[*]	Prints text and graphics parallel to the short edge of the paper.
Landscape	Prints text and graphics parallel to the long edge of the paper.

• 2-Sided

Purpose:

To specify whether to print on both sides of a sheet of paper.

Values:

2-Sided Print	**1-Sided**[*]	Does not print on both sides of a sheet of paper.
	2-Sided	Prints on both sides of a sheet of paper.
Binding Edge	**Long Edge Flip**[*]	Prints on both sides of a sheet of paper to be bound by long edge.
	Short Edge Flip	Prints on both sides of a sheet of paper to be bound by short edge.

• Font

Purpose:

To specify the default font from the fonts registered in the printer.

Values:

CG Times	**LetterGothic**	**CourierPS**
CG Times It	**LetterGothic It**	**CourierPS Ob**
CG Times Bd	**LetterGothic Bd**	**CourierPS Bd**
CG Times BdIt	**Albertus Md**	**CourierPS BdOb**
Univers Md	**Albertus XBd**	**SymbolPS**
Univers MdIt	**Clarendon Cd**	**Palatino Roman**
Univers Bd	**Coronet**	**Palatino It**
Univers BdIt	**Marigold**	**Palatino Bd**
Univers MdCd	**Arial**	**Palatino BdIt**
Univers MdCdIt	**Arial It**	**ITCBookman Lt**
Univers BdCd	**Arial Bd**	**ITCBookman LtIt**
Univers BdCdIt	**Arial BdIt**	**ITCBookmanDm**
AntiqueOlv	**Times New**	**ITCBookmanDm It**
AntiqueOlv It	**Times New It**	**HelveticaNr**
AntiqueOlv Bd	**Times New Bd**	**HelveticaNr Ob**
CG Omega	**Times New BdIt**	**HelveticaNr Bd**
CG Omega It	**Symbol**	**HelveticaNrBdOb**
CG Omega Bd	**Wingdings**	**N C Schbk Roman**
CG Omega BdIt	**Line Printer**	**N C Schbk It**
GaramondAntiqua	**Times Roman**	**N C Schbk Bd**
Garamond Krsv	**Times It**	**N C Schbk BdIt**
Garamond Hlb	**Times Bd**	**ITC A G Go Bk**
GaramondKrsvHlb	**Times BdIt**	**ITC A G Go BkOb**
Courier[*]	**Helvetica**	**ITC A G Go Dm**
Courier It	**Helvetica Ob**	**ITC A G Go DmOb**
Courier Bd	**Helvetica Bd**	**ZapfC MdIt**
Courier BdIt	**Helvetica BdOb**	**ZapfDingbats**

• Symbol Set

Purpose:

To specify a symbol set for a specified font.

Values:

ROMAN-8*	WIN L1	ISO-6
ISO L1	WIN L2	ISO-11
ISO L2	WIN L5	ISO-15
ISO L5	DESKTOP	ISO-17
ISO L6	PS TEXT	ISO-21
PC-8	MC TEXT	ISO-60
PC-8 DN	MS PUB	ISO-69
PC-775	MATH-8	WIN 3.0
PC-850	PS MATH	WINBALT
PC-852	PI FONT	SYMBOL
PC-1004	LEGAL	WINGDINGS
PC-8 TK	ISO-4	DNGBTSMS

• Font Size

Purpose:

To specify the font size for scalable typographic fonts, within the range of 4.00 to 50.00. The default is 12.00.

Font size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch.

NOTE:
- The `Font Size` menu is only displayed for typographic fonts.

• Font Pitch

Purpose:

To specify the font pitch for scalable mono spaced fonts, within the range of 6.00 to 24.00. The default is 10.00.

Font pitch refers to the number of fixed-space characters in a horizontal inch of type. For nonscheduled mono spaced fonts, the pitch is displayed, but cannot be changed.

NOTE:
- The `Font Pitch` menu is only displayed for fixed or mono spaced fonts.

• Form Line

Purpose:

To set the number of lines in a page.

Values:

64[1]	Sets the value in increments of 1.
5–128	

[1] Denotes region-specific factory default values.

The printer sets the amount of space between each line (vertical line spacing) based on the `Form Line` and `Orientation` menu items. Select the correct `Form Line` and `Orientation` before changing `Form Line`.

See also:
- "Orientation" on page 256

• Quantity

Purpose:

To set the default print quantity, within the range of 1 to 999. The default is 1. (Set the number of copies required for a specific job from the print driver. Values selected from the print driver always override values selected from the operator panel.)

• Hex Dump

Purpose:

To help isolate the source of a print job problem. With `Hex Dump` selected, all data sent to the printer is printed in hexadecimal and character representation. Control codes are not executed.

Values:

Disable[*]	Disables the Hex Dump feature.
Enable	Enables the Hex Dump feature.

• Draft Mode

Purpose:

To save toner by printing in the draft mode. The print quality is reduced when you print in the draft mode.

Values:

Disable[*]	Does not print in the draft mode.
Enable	Prints in the draft mode.

• Line Termination

Purpose:

To add the line termination commands.

Values:

Off[*]	The line termination command is not added.
	CR=CR, LF=LF, FF=FF
Add-LF	The LF command is added.
	CR=CR-LF, LF=LF, FF=FF
Add-CR	The CR command is added.
	CR=CR, LF=CR-LF, FF=CR-FF
CR-XX	The CR and LF commands are added.
	CR=CR-LF, LF=CR-LF, FF=CR-FF

• Ignore FormFeed

Purpose:

To specify whether to ignore blank pages that only contain Form Feed control codes.

Values:

Off[*]	Disables the Ignore FormFeed feature.
On	Enables the Ignore FormFeed feature.

• A4 Wide

Purpose:

To expand the printable area width 8 inch.

Values:

Off[*]	Disables A4 Wide.
On	Enables A4 Wide.

PDF Settings

Use the `PDF Settings` menu to change printer settings that only affect the PDF jobs.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

• Quantity

Purpose:

To specify the number of copies to print.

Values:

1[*]	Sets the value in increments of 1.
1−999	

• 2-Sided Print

Purpose:

To specify whether to print on both sides of a sheet of paper.

Values:

1-Sided[*]	Prints on one side of a sheet of paper.
Long Edge Flip	Prints on both sides of a sheet of paper to be bound by long edge.
Short Edge Flip	Prints on both sides of a sheet of paper to be bound by short edge.

• Print Mode

Purpose:

To specify the print mode.

Value:

Normal[*]	For documents with normal sized characters.
High Quality	For documents with small characters or thin lines, or documents printed using a dot-matrix printer.
High Speed	Prints with the higher speed than the Normal mode, but the quality is less.

• PDF Password

Purpose:

To specify the password to print the secure PDF.

Value:

Enter PDF Password	Enter the password to print the secure PDF.

• Collated

Purpose:

To specify whether to sort the job.

Values:

Off[*]	Does not sort the job.
On	Sorts the job.

• Output Size

Purpose:

To specify the output paper size for PDF.

Values:

A4 (210 x 297 mm)^{*1}
Letter (8.5 x 11")^{*1}
Auto

*1 The default paper size is displayed.

• Layout

Purpose:

To specify the output layout.

Values:

Auto %[*]
100% (No Zoom)
Booklet
2 Pages Up
4 Pages Up

PostScript Settings

Use the `PostScript Settings` menu to change printer settings that only affect jobs using the PostScript® emulation printer language.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

• PS Error Report

Purpose:

To specify whether to print the contents of PostScript errors. The change becomes effective after the printer is turned off and then on again.

Values:

Off	Discards the print job without printing an error message.
On*	Prints an error message before it discards the job.

NOTE:
- Instructions from the PS driver override the settings specified on the operator panel.

• PS Job Time-Out

Purpose:

To specify the runtime of one PostScript job. The change becomes effective after the printer is turned off and then on again.

Values:

Off*		Job time-out does not occur.
On	**1min**	A PostScript error occurs if processing is not completed after the specified time.
	1-900	

• Paper Select Mode

Purpose:

To set the way to select the paper tray for PostScript mode. The change becomes effective after the printer is turned off and then on again.

Values:

Auto*	The tray is selected as the same setting as in the PCL mode.
Select From Tray	The tray is selected in a method compatible with regular PostScript printers.

Network Setup

Use the `Network Setup` menu to change the printer settings affecting jobs sent to the printer through the network.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

• Ethernet

NOTE:

- Ethernet feature is available only when the printer is connected using the wired network.

Purpose:

To specify the communication speed and the duplex settings of Ethernet. The change becomes effective after the printer is turned off and then on again.

Values:

Auto*	Detects the Ethernet settings automatically.
10BASE-T Half	Uses 10BASE-T Half-duplex.
10BASE-T Full	Uses 10BASE-T Full-duplex.
100BASE-TX Half	Uses 100BASE-TX Half-duplex.
100BASE-TX Full	Uses 100BASE-TX Full-duplex.
1000BASE-T Full	Uses 1000BASE-T Full-duplex.

• Wireless Status

Purpose:

To confirm the wireless communication status.

Values:

Connection	Displays the connection condition.
SSID	Displays the name that identifies the wireless network.
Encryption Type	Displays the encryption type.

• Wireless Setup

Purpose:

To configure the wireless network interface. The printer automatically searches and list available access points. Select one of the access points, and enter a pass phrase or WEP Key to complete the wireless setup. You can also specify and configure the wireless network manually.

Values:

Select access		Select the desired access point from the list, or select `Manual Setup` to specify and configure wireless network manually.
	PassPhrase Entry	Displayed when the selected access point uses the security method of WPA-PSK-TKIP or WPA2-PSK-AES. Specify the pass phrase of 8 to 63 alphanumeric characters.
	WEP Key Entry	Displayed when the selected access point uses the security method of WEP. Specify the WEP key of 10 or 26 hexadecimal characters. The transmit key is set to `Auto`.

Manual Setup	Enter Network (SSID)				Specify a name to identify the wireless network. Up to 32 alphanumeric characters can be entered.
	Network Mode	Infrastructure			Select to configure the wireless setting through the access point such as a wireless router.
			Encryption Type	No Security	Specify `No Security` to configure the wireless setting without specifying a security method from Mixed mode PSK, WPA-PSK-TKIP, WPA2-PSK-AES, and WEP.
				Mixed mode PSK	Specify `Mixed mode PSK` to automatically select an available encryption method from WPA-PSK-TKIP or WPA2-PSK-AES.
					PassPhrase Entry	Specify the pass phrase for Mixed mode PSK. Enter 8 to 63 alphanumeric characters.
				WPA-PSK-TKIP	Select to configure the wireless setting with the security method of WPA-PSK-TKIP.
					PassPhrase Entry	Specify the pass phrase for WPA-PSK-TKIP. Enter 8 to 63 alphanumeric characters.
				WPA2-PSK-AES	Select to configure the wireless setting with the security method of WPA2-PSK-AES.
					PassPhrase Entry	Specify the pass phrase for WPA2-PSK-AES. Enter 8 to 63 alphanumeric characters.
				WEP	Select to configure the wireless setting with the security method of WEP.
					WEP Key Entry	Specify the WEP Key to use through the wireless network. Enter 10 or 26 hexadecimal characters.
					Transmit Key	Specify the transmit key from `Auto`, `WEP Key1`, `WEP Key2`, `WEP Key3`, and `WEP Key4`.
		Ad-hoc			Select to configure the wireless setting without the access point such as a wireless router.
			Encryption Type	No Security	Specify `No Security` to configure the wireless setting without specifying a security method of WEP.
				WEP	Select to configure the wireless setting with the security method of WEP.
					WEP Key Entry	Specify the WEP Key to use through the wireless network. Enter 10 or 26 hexadecimal characters.
					Transmit Key	Specify the transmit key from `WEP Key1`, `WEP Key2`, `WEP Key3`, and `WEP Key4`.

• WPS Setup

NOTE:

• WPS Setup feature is available only when the printer is connected using the wireless network.

Purpose:

To configure the wireless setting with the security method of WPS.

Values:

Push Button Control	Cancel	Cancels the wireless setting with the security method of WPS-PBC.
	Start	Starts the wireless setting with the security method of WPS-PBC.
PIN Code	Start Configuration	Configures the wireless setting using the PIN code assigned automatically by the printer.
	Print PIN Code	Prints the PIN code. Confirm it when entering PIN assigned to the printer into your computer.

• Reset Wireless

NOTE:

• Reset Wireless feature is available only when the printer is connected using the wireless network.

Purpose:

To initialize wireless network settings. After executing this function and rebooting the printer, all wireless network settings are reset to their default values.

Values:

Cancel	Cancels the wireless setting.
Start	Starts the wireless setting.

• TCP/IP

Purpose:

To configure TCP/IP settings.

Values:

IP Mode	Dual Stack[*]		Uses both IPv4 and IPv6 to set the IP address.
	IPv4		Uses IPv4 to set the IP address.
	IPv6		Uses IPv6 to set the IP address.
IPv4	Get IP Address	DHCP / AutoIP[*]	Sets the IP address automatically. A random value in the range of `169.254.1.0` to `169.254.254.255` that is not currently in use on the network is set as the IP address. The subnet mask is set as `255.255.0.0`.
		BOOTP	Sets the IP address using BOOTP.
		RARP	Sets the IP address using RARP.
		DHCP	Sets the IP address using DHCP.
		Panel	Use this option when you want to set the IP address manually on the operator panel.
	IP Address		When an IP address is being set manually, the IP is allocated to the printer using the format `nnn.nnn.nnn.nnn`. Each octet that makes up `nnn.nnn.nnn.nnn` is a value in the range of `0` to `254`. `127` and any value in the range of `224` to `254` cannot be specified for the first octet of a gateway address.
	Subnet Mask		When an IP address is being set manually, the subnet mask is specified using the format `nnn.nnn.nnn.nnn`. Each octet that makes up `nnn.nnn.nnn.nnn` is a value in the range of `0` to `255`. `255.255.255.255` cannot be specified as the subnet mask.
	Gateway Address		When an IP address is being set manually, the gateway address is specified using the format `nnn.nnn.nnn.nnn`. Each octet that makes up `nnn.nnn.nnn.nnn` is a value in the range of `0` to `254`. `127` and any value in the range of `224` to `254` cannot be specified for the first octet of a gateway address.
IPsec[*1]	Disable		Disables IPsec.

[*1] IPsec feature is available only when IPsec is enabled on the CentreWare Internet Services.

• Protocols

Purpose:

To enable or disable each protocol. The change becomes effective after the printer is turned off and then on again.

Values:

LPD	**Disable**	Disables the Line Printer Daemon (LPD) port.
	Enable[*]	Enables the LPD port.
Port9100	**Disable**	Disables the Port9100 port.
	Enable[*]	Enables the Port9100 port.
FTP	**Disable**	Disables the FTP port.
	Enable[*]	Enables the FTP port.
IPP	**Disable**	Disables IPP port.
	Enable[*]	Enables IPP port.
SMB TCP/IP	**Disable**	Disables SMB TCP/IP port.
	Enable[*]	Enables SMB TCP/IP port.
SMB NetBEUI	**Disable**	Disables SMB Net BEUI port.
	Enable[*]	Enables SMB Net BEUI port.
WSD Print	**Disable**	Disables WSD Print.
	Enable[*]	Enables WSD Print.
WSD Scan	**Disable**	Disables WSD Scan.
	Enable[*]	Enables WSD Scan.
Network TWAIN	**Disable**	Disables Network TWAIN.
	Enable[*]	Enables Network TWAIN.
SNMP UDP	**Disable**	Disables the Simple Network Management Protocol (SNMP) UDP port.
	Enable[*]	Enables the SNMP UDP port.
StatusMessenger	**Disable**	Disables the Status Messenger feature.
	Enable[*]	Enables the Status Messenger feature.
InternetServices	**Disable**	Disables an access to CentreWare Internet Services embedded in the printer.
	Enable[*]	Enables an access to CentreWare Internet Services embedded in the printer.
Bonjour(mDNS)	**Disable**	Disables Bonjour® (mDNS).
	Enable[*]	Enables Bonjour (mDNS).
Telnet	**Disable**[*]	Disables Telnet.
	Enable	Enables Telnet.
Update Addr Book	**Disable**	Disables Update Address Book.
	Enable[*]	Enables Update Address Book.
HTTP-SSL/TLS[*1]	**Disable**	Disables HTTP-SSL/TLS.
	Enable	Enables HTTP-SSL/TLS.

[*1] `HTTP-SSL/TLS` is available only when a certificate is created using CentreWare Internet Services. For details about creating a certificate, see the Help on the CentreWare Internet Services.

• IP Filter

Purpose:

To block data received from certain IP addresses through the wired network. You can set up to five IP addresses. The change becomes effective after the printer is turned off and then on again.

Values:

No. n / Address (n is 1–5.)		Sets the IP address for Filter n.
No. n / Mask (n is 1–5.)		Sets the address mask for Filter n.
No. n / Mode (n is 1–5.)	Off*	Disables the IP Filter feature for Filter n.
	Accept	Accepts an access from the specified IP address.
	Reject	Rejects an access from the specified IP address.

• IEEE 802.1x

NOTE:

- IEEE 802.1x feature is available only when the printer is connected using LAN cable and the IEEE 802.1x authentication is enabled using CentreWare Internet Services. For details about setting IEEE 802.1x, see the Help on the CentreWare Internet Services.

Purpose:

To disable IEEE 802.1x authentication. The change becomes effective after the printer is turned off and then on again.

Value:

Disable	Disables IEEE 802.1x.

• Initialize NVM

Purpose:

To initialize wired network data stored in non-volatile memory (NVM). After executing this function and rebooting the printer, all wired network settings are reset to their default values.

Values:

Cancel*	Does not initialize the wired network data stored in NVM.
Start	Initializes the wired network data stored in NVM.

• Adobe Protocol

Purpose:

To specify PostScript communication protocol for a parallel interface, you can configure the Adobe Protocol settings for the wired network. The change becomes effective after the printer is turned off and then on again.

Values:

Auto*	Sets the PostScript communications protocol automatically.
Standard	Sets the PostScript communications protocol to `Standard`.
BCP	Sets the PostScript communications protocol to `BCP`.
TBCP	Sets the PostScript communications protocol to `TBCP`.
Binary	Sets the PostScript communications protocol to `Binary`.

Fax Settings

Use the `Fax Settings` menu to configure the basic fax settings.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

• Ans Select

Purpose:

To select the default fax receiving mode.

Values:

TEL Mode	Automatic fax reception is turned off. You can receive a fax by picking up the handset of the external phone and then pressing the remote receive code, or by setting `OnHook` to `On` (you can hear voice or fax tones from the remote machine) and then pressing ◇(**Start**) button. For details about Manual Receive, see "Receiving a Fax Manually in the TEL Mode" on page 235.
FAX Mode*	Automatically receives faxes.
TEL/FAX Mode	When the printer receives an incoming fax, the external telephone rings for the time specified in `Auto Ans. Tel/Fax`, and then the printer automatically receives a fax. If an incoming call is not a fax, the printer beeps from the internal speaker indicating that the call is a telephone call.
Ans/FAX Mode	The printer can share a telephone line with an answering machine. In this mode, the printer will monitor the fax signal and pick up the line if there are fax tones. If the phone communication in your region is serial, this mode is not supported.
DRPD Mode	Before using the Distinctive Ring Pattern Detection (DRPD) option, a distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.

• Auto Answer Fax

Purpose:

To set the interval at which the printer goes into the fax receive mode after receiving an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 0 second.

• Auto Ans. TEL/FAX

Purpose:

To set the interval at which the printer goes into the fax receive mode after the external telephone receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 6 seconds.

• Auto Ans. Ans/FAX

Purpose:

To set the interval at which the printer goes into the fax receive mode after the external answering machine receives an incoming call. The interval can be specified within the range of 0 to 255 seconds. The default is 21 seconds.

• Line Monitor

Purpose:

To set the volume of the line monitor, which audibly monitors a transmission through the internal speaker until a connection is made.

Values:

Off	Turns off the volume of the line monitor.
Min	Sets the volume of the line monitor to `Min`.
Middle[*]	Sets the volume of the line monitor to `Middle`.
Max	Sets the volume of the line monitor to `Max`.

• Ring Tone Volume

Purpose:

To set the volume of the ring tone, which indicates that an incoming call is a telephone call through the internal speaker when `Ans Select` is set to `TEL/FAX Mode`.

Values:

Off	Turns off the volume of the ring tone.
Min	Sets the volume of the ring tone to `Min`.
Middle	Sets the volume of the ring tone to `Middle`.
Max[*]	Sets the volume of the ring tone to `Max`.

• Line Type

Purpose:

To select the default line type.

Values:

PSTN[*]	Uses PSTN.
PBX	Uses PBX.

• Dialing Type

Purpose:

To select the dialing type.

Values:

PB[*]	Uses tone dialing.
DP(10PPS)	Sets DP (10PPS) (Dial Pulse, 10 Pulse Per Second) as the dial type.
DP(20PPS)	Sets DP (20PPS) (Dial Pulse, 20 Pulse Per Second) as the dial type.

• Interval Timer

Purpose:

To specify the interval between transmission attempts within the range of 3 to 255 seconds. The default is 8 seconds.

• Number of Redial

Purpose:

To specify the number of redial attempts to make when the destination fax number is busy, within the range of 0 to 9. If you enter 0, the printer will not redial. The default is 3.

• Redial Interval

Purpose:

To specify the interval between redial attempts within the range of 1 to 15 minutes. The default is 1 minute.

• Junk Fax Filter

Purpose:

To reject unwanted faxes by accepting faxes only from the fax numbers registered in the Fax Address Book.

Values:

Off[*]	Does not reject faxes sent from unwanted numbers.
On	Rejects faxes sent from unwanted numbers.

• Remote Receive

Purpose:

To receive a fax by pressing a remote receive code on the external telephone after picking up the handset of the telephone.

Values:

Off[*]	Does not receive a fax by pressing a remote receive code on the external telephone.
On	Receives a fax by pressing a remote receive code on the external telephone.

• Remote Rcv Tone

Purpose:

To specify the tone in two digits to start Remote Receive.

• Send Header

Purpose:

To print the information of the sender on the header of the faxes.

Values:

Off	Does not print the sender's information on the header of faxes.
On[*]	Prints the sender's information on the header of faxes.

• Company Name

Purpose:

To set the sender name to be printed on the header on faxes.

• Your Fax Number

Purpose:

To set the fax number of the printer, which will be printed on the header of a fax message.

NOTE:

• Ensure to specify `Your Fax Number` before using `Junk Fax Filter`.

• Fax Cover Page

Purpose:

To set whether to attach a cover page to faxes.

Values:
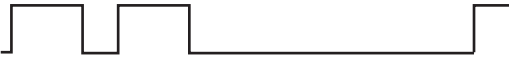
Off[*]	Does not attach a cover page to faxes.
On	Attaches a cover page to faxes.

• DRPD Pattern

Purpose:

To provide a separate number for faxing with a distinctive ring pattern.

Values:

Pattern1–7	DRPD is a service provided by some telephone companies. DRPD patterns are specified by your telephone company. The patterns provided with your printer are shown below:

Ask your telephone company which pattern you need to select to use this service. For example, Pattern7 is the New Zealand FaxAbility distinctive ringing pattern: rings for 400 ms, stops for 800 ms, rings for 400 ms and stops for 1400 ms. This pattern is repeated over and over again. This printer only responds to Distinctive Alert cadence(s) DA4 in New Zealand.

• 2-Sided Print

Purpose:

To set the duplex printing for fax.

Values:

Off[*]	Does not perform duplex printing.
On	Performs duplex printing.

• Sent Fax Fwd

Purpose:

To set whether to forward incoming faxes to a specified destination.

Values:

Off[*]	Does not forward incoming faxes.
Forward	Forwards incoming faxes to a specified destination. Prints incoming faxes if an error occurs during the transfer.
Print & Forward	Prints incoming faxes and also forwards them to a specified destination.

• Fwd. Settings Num

Purpose:

To enter the fax number of the destination to which incoming faxes will be forwarded.

• Prefix Dial

Purpose:

To select whether to set a prefix dial number.

Values:

Off[*]	Does not set a prefix dial number.
On	Sets a prefix dial number.

• Prefix Dial Num

Purpose:

To set a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the Private Automatic Branch Exchange (PABX).

• Discard Size

Purpose:

To set the printer to discard images or any text at the bottom of a fax page when the entire page does not fit the output paper.

Values:

Off[*]	Prints excess images or text at the bottom of a fax page without discarding it.
On	Discards any excess images or text.
Auto Reduction	Automatically reduces a fax page to fit it onto the appropriate paper size.

• ECM

Purpose:

To set whether to enable or disable the Error Correction Mode (ECM). To use the ECM, the remote machines must also support the ECM.

Values:

Off	Disables the ECM.
On[*]	Enables the ECM.

• Extel Hook Thresh

Purpose:

To select the external telephone hook detection threshold for the condition in which a telephone line is not being used.

Values:

Lower	Sets the external telephone hook detection threshold to `Lower`.
Normal*	Sets the external telephone hook detection threshold to `Normal`.
Higher	Sets the external telephone hook detection threshold to `Higher`.

• Modem Speed

Purpose:

To adjust the fax modem speed when a fax transmission or reception error occurs.

Values:

2.4 Kbps
4.8 Kbps
9.6 Kbps
14.4 Kbps
33.6 Kbps[*]

• Display Manual Fax Recipients

Purpose:

To set whether to display the fax number of the recipient on the sending fax screen when manually sending a fax.

Values:

Off	Does not display the fax number when manually sending a fax.
On[*]	Displays the fax number when manually sending a fax.

• Region

Purpose:

To select the region where the printer is used.

• Fax Activity

Purpose:

To set whether to automatically print a fax activity report after every 50 incoming and outgoing fax communications.

Values:

Auto Print[*]	Automatically prints a fax activity report after every 50 incoming and outgoing fax communications.
No Auto Print	Does not automatically print a fax activity report after every 50 incoming and outgoing fax communications.

• Fax Transmit

Purpose:

To set whether to print a transmission result after a fax transmission.

Values:

Print Always	Prints a transmission report after every fax transmission.
Print On Error[*]	Prints a transmission report only when an error occurs.
Print Disable	Does not print a transmission report after a fax transmission.

• Fax Broadcast

Purpose:

To set whether to print a broadcast result after a fax broadcast to multiple destinations.

Values:

Print Always[*]	Prints a broadcast report after every fax broadcast.
Print On Error	Prints a broadcast report only when an error occurs.
Print Disable	Does not print a broadcast report after a fax broadcast to multiple destinations.

• Fax Protocol

Purpose:

To set whether to print the protocol monitor report, which helps you identify the cause of a communication problem.

Values:

Print Always	Prints a protocol monitor report after every fax transmission.
Print On Error	Prints a protocol monitor report only when an error occurs.
Print Disable[*]	Does not print a protocol monitor report.

USB Settings

Use the USB Settings menu to change printer settings affecting a USB port.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

• Port Status

NOTE:
- Port Status feature is available only for the USB port on the rear of the printer.

Purpose:

To specify whether to enable the USB port. The change becomes effective after the printer is turned off and then on again.

Values:

Disable	Disables the USB port.
Enable[*]	Enables the USB port.

• Adobe Protocol

Purpose:

To specify PostScript communication protocol. You can configure the `Adobe Protocol` settings for the wired network. The change becomes effective after the printer is turned off and then on again.

Values:

Auto	Sets the PostScript communications protocol automatically.
Standard	Sets the PostScript communications protocol to `Standard`.
BCP	Sets the PostScript communications protocol to `BCP`.
TBCP*	Sets the PostScript communications protocol to `TBCP`.
Binary	Sets the PostScript communications protocol to `Binary`.

System Settings

Use `System Settings` to configure a variety of printer features.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

• Power Saver Timer

Purpose:

To specify the time for transition to Power Saver mode.

Values:

Low Power Timer	**1min***	Specifies the time taken by the printer to enter Low Power mode after it finishes a job.
	1–60	
Sleep Timer	**1min***	Specifies the time taken by the printer to enter Sleep mode after it has entered Low Power mode.
	1–60	

Select `1min` (default) for `Low Power Timer` if your printer shares an electrical circuit with your room lights and you notice them flickering. Otherwise, select a high value to keep your printer available for frequent use with the minimum warm-up time.

The printer automatically returns to the standby mode from the Power Saver mode when it receives data from the computer or remote fax machine. You can also change the status of the printer to the standby mode by pressing the ⊘ (**Energy Saver**) button on the operator panel.

• Power Saver Wake Up

Purpose:

To specify whether to wake up from the Low Power or Sleep mode when `OnHook` is set to `Off`.

Values:

OffHook Wake Up	**Off***	Does not wake up from the Low Power or Sleep mode when `OnHook` is set to `Off`.
	On	Wakes up from the Low Power or Sleep mode when `OnHook` is set to `Off`.

• Auto Reset

Purpose:

To automatically reset the settings for Copy, Scan, or Fax to the default settings and return to the standby mode after you do not specify any settings for the specified time.

Values:

45sec*
1min
2min
3min
4min

• Fault Time-out

Purpose:

To specify the amount of time the printer waits before canceling a job that stops abnormally. The print job is cancelled if the time-out time is exceeded.

Values:

Off		Disables the fault time-out.
On*	60sec*	Sets the amount of time the printer waits before canceling a job that stops abnormally.
	3–300	

• Job Time-out

Purpose:

To specify the amount of time the printer waits for data to arrive from the computer. The print job is cancelled if the time-out time is exceeded.

Values:

Off		Disables the job time-out.
On*	30sec*	Sets the time the printer waits for data to arrive from the computer.
	5–300	

• Clock Settings

Purpose:

To specify the date and time formats.

Values:

Set Date & Time	Time Zone	Sets the time zone.
	Set Date	Sets the date depending on the `Date Format` settings.
	Set Time	Sets the time.
Date Format	yy/mm/dd	Sets the date format.
	mm/dd/yy	
	dd/mm/yy*1	
Time Format	12H	Sets the time in 12-hour format.
	24H*	Sets the time in 24-hour format.

*1 The default for `Date Format` varies depending on region-specific factory default.

• Alert Tone

Purpose:

To configure settings for tones emitted by the printer during operation or when a warning message appears.

Values:

Panel Select Tone	**Off**[*]	Does not emit a tone when the operator panel entry is correct.
	Soft	Emits a tone when the operator panel entry is correct.
	Normal	
	Loud	
Panel Alert Tone	**Off**[*]	Does not emit a tone when the operator panel entry is incorrect.
	Soft	Emits a tone when the operator panel entry is incorrect.
	Normal	
	Loud	
Machine Ready Tone	**Off**	Does not emit a tone when the printer is ready to process a job.
	Soft	Emits a tone when the printer is ready to process a job.
	Normal[*]	
	Loud	
Copy Job Tone	**Off**	Does not emit a tone when a copy job is complete.
	Soft	Emits a tone when a copy job is complete.
	Normal[*]	
	Loud	
Non-Copy Job Tone	**Off**	Does not emit a tone when a job other than a copy job is complete.
	Soft	Emits a tone when a job other than a copy job is complete.
	Normal[*]	
	Loud	
Fault Tone	**Off**	Does not emit a tone when a job ends abnormally.
	Soft	Emits a tone when a job ends abnormally.
	Normal[*]	
	Loud	
Alert Tone	**Off**	Does not emit a tone when a problem occurs.
	Soft	Emits a tone when a problem occurs.
	Normal[*]	
	Loud	
Out of Paper	**Off**	Does not emit a tone when the printer runs out of paper.
	Soft	Emits a tone when the printer runs out of paper.
	Normal[*]	
	Loud	
Low Toner	**Off**	Does not emit a tone when a toner is low.
	Soft	Emits a tone when a toner is low.
	Normal[*]	
	Loud	
Auto Clear Alert	**Off**[*]	Does not emit a tone 5 seconds before the printer performs auto clear.
	Soft	Emits a tone 5 seconds before the printer performs auto clear.
	Normal	
	Loud	

Base Tone	Off*	Does not emit a tone when the operator panel display is returned to the default setting by scrolling the loop menu.
	Soft	Emits a tone when the operator panel display is returned to the default setting by scrolling the loop menu.
	Normal	
	Loud	
All Tones	Off	Disables all the alert tones.
	Soft	Sets the volume of all the alert tones at once.
	Normal*	
	Loud	

• mm / inch

Purpose:

To specify the default measurement unit displayed after the numeric value on the operator panel.

Values:

Millimeters(mm)*	Selects millimeter as the default measurement unit.
Inches(")	Selects inch as the default measurement unit.

NOTE:
- The default for `mm/inch` varies depending on other settings, such as `Region` and `Document Size`.

• Default Print Paper Size

Purpose:

To specify the default paper size.

Values:

A4 (210 x 297 mm)
Letter (8.5 x 11")

NOTE:
- The default for `Default Print Paper Size` varies depending on region-specific factory default.

• Auto Job History

Purpose:

To automatically print a job history report after every 20 jobs.

Values:

Off*	Does not automatically print a job history report.
On	Automatically prints a job history report.

The job history report can also be printed using the `Report / List` menu.

• Print ID

Purpose:

To specify a location where the user ID is printed.

Values:

Off[*]	Does not print the user ID.
Top Left	Prints the user ID on the top left of the page.
Top Right	Prints the user ID on the top right of the page.
Bottom Left	Prints the user ID on the bottom left of the page.
Bottom Right	Prints the user ID on the bottom right of the page.

NOTE:
- When you print on DL size paper, a part of the user ID may not be printed correctly.

• Print Text

Purpose:

To specify whether the printer outputs PDL data, which is not supported by the printer, as text when the printer receives it. Text data is printed on A4 or Letter size paper.

Values:

Off	Does not print the received data.
On[*]	Prints the received data as text data.

• Banner Sheet

NOTE:
- Banner Sheet feature is available only when the optional 250 sheet feeder is installed on the printer.

Purpose:

To specify the position of banner sheet, and also specify the tray in which the banner sheet is loaded.

Values:

Insert Position	**Off**[*]	Does not print the banner sheet.
	Front	Inserted before the first page of every copy.
	Back	Inserted after the last page of every copy.
	Front & Back	Inserted before the first page of every copy and after the last page of every copy.
Specify Tray	**Bypass Tray**	The banner sheet is loaded in the bypass tray.
	Tray 1[*]	The banner sheet is loaded in the standard 250 sheet tray.
	Tray 2[*1]	The banner sheet is loaded in the optional 250 sheet feeder.

[*1] `Tray 2` is available only when the optional 250 sheet feeder is installed.

• RAM Disk

Purpose:

To allocate memory to the RAM disk file system for the Secure Print and Sample Print features. The change becomes effective after the printer is turned off and then on again.

Values:

Disable		Does not allocate memory to the RAM disk file system. Secure Print and Sample Print jobs will abort and be recorded to the job log.
Enable[*]	**200MB**[*]	Sets the allocation of memory to the RAM disk file system in increments of 50 MB.
	50-350MB	

• Substitute Tray

Purpose:

Specifies whether to use paper of a different size when the paper that is loaded in the specified tray does not match the paper size settings for the current job.

Values:

Off[*]	No tray size substitute accepted.
Larger Size	Substitutes paper of next largest size. When there is no larger paper size, the printer substitutes paper of nearest size.
Nearest Size	Substitutes paper of nearest size.
Use Bypass Tray	Substitutes paper from the bypass tray.

• Auditron Mode

Purpose:

To specify whether to limit the functions that can be used per user by Auditron authentication.

Values:

Off*	Does not limit functions by Auditron authentication.
On	Limits functions by Auditron authentication.

• No Account User Print

Purpose:

To specify whether to permit the printing of data without authentication information.

Values:

Off*	Does not permit non-account user to print the data.
On	Permits non-account user to print the data.

• Letterhead 2-Sided Mode

Purpose:

To specify whether to print on both sides when you use letterhead.

Values:

Disable[*]	Does not print on both sides of letterhead.
Enable	Prints on both sides of letterhead.

• Report 2-Sided Mode

Purpose:

To specify to print reports on both sides a sheet of paper.

Values:

1-Sided[*]	Prints reports on one side of a sheet of paper.
2-Sided	Prints reports on both sides of a sheet of paper.

• Low Toner Alert Msg

Purpose:

To specify whether to show the alert message when the toner is low.

Values:

Off	Does not show the alert message when the toner is low.
On[*]	Shows the alert message when the toner is low.

• Server Address Book

Purpose:

To specify whether to search the e-mail addresses from the Address Book for the LDAP server.

Values:

Off[*]	Does not search the e-mail addresses from the Address Book for the LDAP server.
On	Searches the e-mail addresses from the Address Book for the LDAP server.

NOTE:
- You can search the e-mail addresses only from the Address Book that is local when `Server Address Book` is set to `Off`.

• Server Phone Book

Purpose:

To specify whether to search the phone numbers from the Phone Book for the LDAP server.

Values:

Off[*]	Does not search the phone numbers from the Phone Book for the LDAP server.
On	Searches the phone numbers from the Phone Book for the LDAP server.

NOTE:
- You can search the phone numbers only from the local Phone Book when `Server Phone Book` is set to `Off`.

Maintenance

Use the `Maintenance` menu to initialize the NV (non-volatile) memory, configure the plain paper quality adjustment settings, and configure the security settings.

NOTE:

• Values marked by an asterisk (*) are the factory default menu settings.

• F/W Version

Purpose:

To confirm the current F/W version.

• Adjust PaperType

Purpose:

To specify paper density settings.

Values:

Plain	Lightweight
	Heavyweight*

• Adjust Transfer Unit

Purpose:

To specify the transfer unit voltage adjustment for each paper type.

The default settings may not give the best output on all paper types. If you see mottles on the print output, try to increase the voltage. If you see white spots on the print output, try to decrease the voltage.

NOTE:

• The print quality changes depending on the setting values you select for this item.

Values:

Plain	0*
	-5 to +10
Plain Thick	0*
	-5 to +10
Lightweight Cardstock	0*
	-5 to +10
Heavyweight Cardstock	0*
	-5 to +10
Envelope	0*
	-5 to +10
Labels	0*
	-5 to +10

• Adjust Fusing Unit

Purpose:

To adjust the fusing temperature setting for each paper type.

The default settings may not give the best output on all paper types. When the printed paper has curled, try to lower the temperature. When the toner does not fuse on the paper properly, try to increase the temperature.

NOTE:
- The print quality changes depending on the setting values you select for this item.

Values:

Plain	**0**[*]
	-3 to +3
Plain Thick	**0**[*]
	-3 to +3
Lightweight Cardstock	**0**[*]
	-3 to +3
Heavyweight Cardstock	**0**[*]
	-3 to +3
Envelope	**0**[*]
	-3 to +3
Labels	**0**[*]
	-3 to +3

• Adjust Density

Purpose:

To adjust density level.

Values:

Darker3	Adjusts the density level darker than the original. Works well with light print or faint pencil markings.
Darker2	
Darker1	
Normal[*]	Works well with standard typed or printed documents.
Lighter1	Adjusts the density level lighter than the original. Works well with dark print.
Lighter2	
Lighter3	

• Chart

Purpose:

To print various charts that can be used for diagnosis of the printer.

Values:

Pitch Chart		Cancel*	Does not print.
		Start	Prints a full halftone page. Also prints a page to check the pitch. A total of two pages are printed.
Full Page Solid	1-Sided	Cancel*	Does not print.
		Start	Prints a chart of the full page solid on the paper.
	2-Sided	Cancel*	Does not print.
		Start	Prints a chart of the full page solid on both sides of the paper.
Alignment Chart		Cancel*	Does not print.
		Start	Prints a chart to check for proper alignment of the print image on the paper.

• Clean Developer

Purpose:

To stir the developer in a drum cartridge.

Values:

Cancel*	Does not stir the developer in a drum cartridge.
Start	Stirs the developer in a drum cartridge.

• Clean Transfer Unit

Purpose:

To clean the transfer unit.

Values:

Cancel*	Does not clean the transfer unit.
Start	Cleans the transfer unit.

• Toner Refresh

Purpose:

To clean the toner in a drum cartridge (and supply new toner from toner cartridge).

NOTE:

• Toner Refresh feature uses the toner, and shorten the life of the toner cartridge and the drum cartridge.

Values:

Cancel*	Does not clean the toner.
Start	Cleans the toner.

• Initialize NVM

Purpose:

To initialize the non-volatile (NV) memory for system parameters, Address Book data for fax, or Address Book data for scan. After executing this function and rebooting the printer, the menu parameters or data, except the parameters for the network, are reset to their factory default values.

Values:

User Fax Section	**Cancel***	Does not initialize the fax number entries in the Address Book.
	Start	Initializes the fax number entries in the Address Book.
User Scan Section	**Cancel***	Does not initialize the e-mail and server address entries in the Address Book.
	Start	Initializes the e-mail and server address entries in the Address Book.
System Section	**Cancel***	Does not initialize the system parameters.
	Start	Initializes the system parameters.

See also:

- "Resetting to Factory Defaults" on page 313

• Init Print Meter

Purpose:

To initialize the print meter of the printer. When the print meter is initialized, the meter count is reset to zero.

Values:

Cancel*	Does not initialize the print meter.
Start	Initializes the print meter.

• Reset Transfer Unit

Purpose:

To initialize the transfer unit counter.

Values:

Cancel*	Does not initialize the transfer unit counter.
Start	Initializes the transfer unit counter.

• Reset Fusing Unit

Purpose:

To initialize the life counter of the fusing unit. After replacing the fusing unit, be sure to initialize its life counter.

Values:

Cancel*	Does not initialize the fusing unit counter.
Start	Initializes the fusing unit counter.

• Clear Job History

Purpose:

To clear the job history of all finished jobs.

Values:

Cancel*	Does not clear the job history.
Start	Clears the job history.

• Clear Storage

NOTE:

• Clear Storage feature is available only when the optional 512MB memory is installed.

Purpose:

To clear all files stored as Secure Print and Sample Print in the RAM disk.

Values:

All Clear	Deletes all files stored as Secure Print and Sample Print in the RAM disk.
Secure Document	Deletes all files stored as Secure Print in the RAM disk.
Stored Document	Deletes all files stored as Sample Print in the RAM disk.

• Non-Genuine

Purpose:

To use toner cartridge of another manufacturer.

NOTE:

• Using a non-Fuji Xerox toner cartridge may severely damage your printer. The warranty does not cover damages caused by using non-Fuji Xerox toner cartridge.

Values:

Toner	**Off***	Does not use toner cartridge of another manufacturer.
	On	Uses toner cartridge of another manufacturer.

• Adjust Altitude

Purpose:

To specify the altitude of the location where the printer is installed.

The discharge phenomenon for charging the photo conductor varies with barometric pressure. Adjustments are performed by specifying the altitude of the location where the printer is being used.

NOTE:

• An incorrect altitude adjustment setting leads to problems such as poor printing quality and incorrect indication of remaining toner.

Values:

0m*	Sets the altitude of the location where the printer is installed.
1000m	
2000m	
3000m	

• StaticMemory Ctr

Purpose:

To widen the print gap not to leave toner streak on the next page.

NOTE:

• StaticMemory Ctr feature shortens the life of the drum cartridge.

Values:

Off*	Does not widen the print gap.
On	Widens the print gap.

• Ghost Control

Purpose:

To reduce negative ghost.

Values:

Off[*]	Does not reduce negative ghost.
On	Reduces negative ghost.

Secure Settings

Use the `Secure Settings` menu to set a password to limit access to the menus. This prevents items from being changed accidentally.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

• Panel Lock

Purpose:

To set a limited access to `Admin Menu` with a password, and to set or change the password.

See also:
- "Panel Lock Function" on page 308

Values:

Panel Lock Set	Disable*	Disables password protection for `Admin Menu`.
	Enable	Enables password protection for `Admin Menu`.
Change Password[*1]	0000–9999	Sets or changes the password required to access `Admin Menu`.

[*1] This item is available only when `Panel Lock Set` is set to `Enable`.

• Service Lock

NOTE:

- Service Lock feature is available only when `Panel Lock Set` is set to `Enable`.

Purpose:

To specify whether to enable or disable each of the printer services, or to require a password to use the services.

Values:

Copy	**Unlocked***		Enables the Copy service.
	Locked		Disables the Copy service.
	Password Locked		Enables the Copy service, but requires a password to use the service.
Fax	**Unlocked***		Enables the Fax service.
	Locked		Disables the Fax service (the printer will not send or receive faxes).
	Password Locked		Enables the Fax services, but requires a password to send faxes (does not require a password to receive incoming faxes).
Fax Driver	**Enable***		Enables the Fax Driver service.
	Disable		Disables the Fax Driver service.
Scan to PC	**Unlocked***		Enables the Scan to PC service.
	Locked		Disables the Scan to PC service.
	Password Locked		Enables the Scan to PC service, but requires a password.
PC Scan	**Unlocked***		Enables the PC Scan service.
	Locked		Disables the PC Scan service.
	Password Locked		Enables the PC Scan service, but requires a password.
E-mail	**Unlocked***		Enables the E-mail service.
	Locked		Disables the E-mail service.
	Password Locked		Enables the E-mail service, but requires a password.
Scan to Network	**Unlocked***		Enables the Scan to Network service.
	Locked		Disables the Scan to Network service.
	Password Locked		Enables the Scan to Network service, but requires a password.
Scan to USB	**Unlocked***		Enables the Scan to USB service.
	Locked		Disables the Scan to USB service.
	Password Locked		Enables the Scan to USB service, but requires a password.
USB Direct Print	**Unlocked***		Enables the USB Direct Print service.
	Locked		Disables the USB Direct Print service.
	Password Locked		Enables the USB Direct Print service, but requires a password.
USB Services	**Show When Inserted**	**Enable***	Shows a USB Services screen when a USB storage device is inserted in to the printer.
		Disable	Does not show a USB Services screen when a USB storage device is inserted in to the printer.
	Hide Until Inserted	**Enable***	Hides menus concerning USB storage device until an USB storage device is inserted to the printer.
		Disable	Menus concerning USB storage device are shown without an USB storage device inserted to the printer.

• Edit E-mail From Fields

Purpose:

To specify whether to enable editing of the transmission source when you use Scan to E-mail.

Values:

Disable	Disables editing of the transmission source.
Enable[*]	Enables editing of the transmission source.

• Reconfirm Recipients

NOTE:

- If `Reconfirm Recipients` menu is set to `Reconfirm Recipients`, recipients can only be selected from the phone book or the address book. You cannot directly enter an address or fax number.

Purpose:

To specify whether to confirm the recipient before sending a fax or scan.

Values:

No Confirmation[*]	Does not display a screen to reconfirm the recipient before the job is actually sent.
Reconfirm Recipient	Displays a screen to reconfirm the recipient before the job is actually sent.

• Domain Filtering

NOTE:

- Set the domains from **SMTP Domain Filtering** on the CentreWare Internet Services.

Purpose:

To specify whether to only send e-mails to specified domains.

Values:

Off[*]	Disables Domain Filtering.
Allow Domains	Only allows e-mails to be sent to specified domains.

• Software Download

Purpose:

To enable or disable download of firmware updates.

Values:

Disable	Disables firmware updates.
Enable[*]	Enables firmware updates.

• Secure Receive

NOTE:
• Secure Receive feature is available only when `Panel Lock Set` is set to `Enable`.

Purpose:

To specify whether to require a password to receive faxes, and to set or change the password.

Values:

SecureReceiveSet	**Disable**[*]	Does not require a password to receive faxes.
	Enable	Requires a password to receive faxes.
Change Password[*1]	**0000–9999**	Sets or changes the password required to receive faxes.

[*1] This item is available only when `SecureReceiveSet` is set to `Enable`.

• Login Error

NOTE:
• Login Error feature is available only when `Panel Lock Set` is set to `Enable`.

Purpose:

To specify the number of error entry attempts allowed when you log in as an administrator in the `Admin Menu` and `Report / List` menu.

Values:

Off[*]		Does not allow an administrator to log in after one error entry attempt.
On	**5 times**[*]	Sets the number of error entry attempts allowed when an administrator logs in.
	1-10	

■ Defaults Settings

Use `Defaults Settings` menu to modify the defaults for the Copy, Scan, Fax, or Print from USB menu.

Copy Defaults

Purpose:

To modify the defaults for the Copy menu.

NOTE:
• Values marked by an asterisk (*) are the factory default menu settings.

• ID Card Copy

Purpose:

To specify the ID Card Copy.

Values:

Off[*]
On

• Select Tray

Purpose:

To specify the input tray.

Values:

Bypass Tray	The paper is fed from the bypass tray.
Tray 1*	The paper is fed from the standard 250 sheet tray.
Tray 2	The paper is fed from the optional 250 sheet feeder.

NOTE:

- `Tray 2` is available only when the optional 250 sheet feeder is installed.

• Lighten/Darken

Purpose:

To set the default copy density level.

Values:

Darker3	Makes the copy darker than the original. Works well with light print or faint pencil markings.
Darker2	
Darker1	
Normal*	Works well with standard typed or printed documents.
Lighter1	Makes the copy lighter than the original. Works well with dark print.
Lighter2	
Lighter3	

• 2-Sided

Purpose:

To print on both sides of a sheet of paper.

Values:

1→1-Sided*	Prints on one side of a sheet of paper.
1→2-Sided	Prints one sided originals on both sides of a sheet of paper.
2→1-Sided	Prints two sided originals on one side of a sheet of paper.
2→2-Sided	Prints two sided originals on both sides of a sheet of paper.
1→2 ShortEdge	Prints on both sides of a sheet of paper to be bound by short edge.
2→1 ShortEdge	Prints on both sides of a sheet of paper to be bound by short edge.
2→2 ShortEdge	Prints on both sides of a sheet of paper to be bound by short edge.

• Auto Exposure

Purpose:

To suppress the background of the original to enhance text on the copy.

Values:

Off	Does not suppress the background.
On*	Suppresses the background of the original to enhance text on the copy.

• Auto Expo. Level

Purpose:

To specify the default background suppression level.

Values:

Normal[*]	Sets the background suppression level to `Normal`.
Higher(1)	Sets the background suppression level to `Higher(1)`.
Higher(2)	Sets the background suppression level to `Higher(2)`.

• Collated

Purpose:

To sort the copy job.

Values:

Off	Does not sort the copy job.
On	Sorts the copy job.
Auto*	Automatically determines which output mode for the copy job.

• Sharpness

Purpose:

To set the default sharpness level.

Values:

Softer	Makes the copy softer than the original.
Normal*	Does not make the copy sharper or softer than the original.
Sharper	Makes the copy sharper than the original.

• Reduce/Enlarge

Purpose:

To set the default copy reduction/enlargement ratio.

Values:

mm series

200%
141% A5 → A4
122% A5 → B5
100%*
81% B5 → A5
70% A4 → A5
50%

inch series

200%
154%
129% 8.5x11" → 8.5x14"
100%*
78% 8.5x14" → 8.5x11"
64%
50%

NOTE:

- You can also use the number pad to input the desired zoom ratio from 25% to 400%, or press ▶ button to enlarge the zoom ratio or press ◀ button to reduce the zoom ratio in 1% intervals.
- This item is available only when N-Up is set to Off or Manual.

• Document Size

Purpose:

To specify the default document size.

Values:

mm series

Auto*
A4 (210 x 297 mm)
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
Executive (7.25 x 10.5")

inch series

Auto*
Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
A4 (210 x 297 mm)
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Executive (7.25 x 10.5")

• Document Type

Purpose:

To select the copy image quality.

Values:

Text	Suitable for documents with text.
Mixed*	Suitable for documents with both text and photos/gray tones.
Photo	Suitable for documents with photos.

• N-Up

Purpose:

To print two original pages to fit onto one sheet of paper.

Values:

Off*	Does not perform N-up printing.
Auto	Automatically reduces the original pages to fit onto one sheet of paper.
Manual	Prints the original pages onto the one sheet of paper in the size specified in `Reduce/Enlarge`.

• Margin Top/Bottom

Purpose:

To specify the value of the top and bottom margins.

Values:

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

• Margin Left/Right

Purpose:

To specify the value of the left and right margins.

Values:

4 mm*/0.2 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

• Margin Middle

Purpose:

To specify the value of the middle margin.

Values:

0 mm*/0.0 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

Scan Defaults

To modify the defaults for the Scan menu.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

• File Format

Purpose:

To specify the file format to save the scanned image.

Values:

PDF*
MultiPageTIFF
TIFF
JPEG
XDW

• Color

Purpose:

To specify whether to scan in color, black and white, or gray scale.

Values:

Black & White	Scans in black and white.
Grayscale	Scans in grayscale.
Color*	Scans in color.

• Resolution

Purpose:

To specify the default scan resolution.

Values:

200 × 200 dpi*
300 × 300 dpi
400 × 400 dpi[1]
600 × 600 dpi[1]

[1] For color scan, `400 × 400 dpi` and `600 × 600 dpi` are available only when the optional 512MB memory is installed on the printer.

• Document Size

Purpose:

To specify the default document size.

Values:

mm series

A4 (210 x 297 mm)[1]
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
Executive (7.25 x 10.5")

[1] The default for `Document Size` varies depending on region-specific factory default.

inch series

Letter (8.5 x 11")
Folio (8.5 x 13")
Legal (8.5 x 14")
A4 (210 x 297 mm)[1]
A5 (148 x 210 mm)
B5 (182 x 257 mm)
Executive (7.25 x 10.5")

[1] The default for `Document Size` varies depending on region-specific factory default.

• 2-Sided

Purpose:

To scan both sides of a sheet of paper.

Values:

1-Sided*	Scans one side of a document.
2-Sided	Scans both sides of a document.
2-Sided Binding Short	Scans both sides of a document to be bound by short edge.

• Lighten/Darken

Purpose:

To set the default scan density level.

Values:

Darker3	Makes the scanned image darker than the original. Works well with light print or faint pencil markings.
Darker2	
Darker1	
Normal*	Works well with standard typed or printed documents.
Lighter1	Makes the scanned image lighter than the original. Works well with dark print.
Lighter2	
Lighter3	

• Sharpness

Purpose:

To set the default sharpness level.

Values:

Sharper	Makes the scanned image sharper than the original.
Normal*	Does not make the scanned image sharper or softer than the original.
Softer	Makes the scanned image softer than the original.

• Contrast

Purpose:

To adjust the amount of colors to make the contrast of colors darker or lighter than the original.

Values:

Higher	Adjusts the amount of colors to make the contrast of colors darker than the original.
Normal*	Does not adjust the amount of colors to make the contrast of colors darker or lighter than the original.
Lower	Adjusts the amount of colors to make the contrast of colors lighter than the original.

• Auto Exposure

Purpose:

To suppress the background of the original to enhance text on the scanned image.

Values:

Off	Does not suppress the background.
On*	Suppresses the background of the original to enhance text on the scanned image.

• Auto Expo. Level

Purpose:

To specify the default background suppression level.

Values:

Normal*	Sets the background suppression level to `Normal`.
Higher(1)	Sets the background suppression level to `Higher(1)`.
Higher(2)	Sets the background suppression level to `Higher(2)`.

• Margin Top/Bottom

Purpose:

To specify the value of the top and bottom margins.

Values:

2 mm*/0.1 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

• Margin Left/Right

Purpose:

To specify the value of the left and right margins.

Values:

2 mm*/0.1 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

• Margin Middle

Purpose:

To specify the value of the middle margin.

Values:

0 mm*/0.0 inch*	Specify the value in increments of 1 mm/0.1 inch.
0 - 50 mm/0.0 - 2.0 inch	

• TIFF File Format

Purpose:

To specify the default TIFF file format.

Values:

TIFF V6[*]	Sets the default TIFF file format to TIFF V6.
TTN2	Sets the default Tiff file format to TTN2.

• Image Compression

Purpose:

To specify the image compression level.

Values:

Higher	Sets the image compression level to `Higher`.
Normal[*]	Sets the image compression level to `Normal`.
Lower	Sets the image compression level to `Lower`.

• Max Email Size

Purpose:

To specify the maximum size of e-mail that can be sent, within the range of 50 K bytes to 16384 K bytes. The default is 2048 K bytes.

Fax Defaults

Purpose:

To modify the defaults for the Fax menu.

NOTE:

• The FAX service cannot be used unless you set up a region code under `Region`. If `Region` is not set up, a message `Set the Region Code` appears on the display.

• Values marked by an asterisk (*) are the factory default menu settings.

• Resolution

Purpose:

To specify the scan resolution to improve the output quality.

Values:

Standard[*]	Suitable for documents with normal sized characters.
Fine	Suitable for documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Suitable for documents containing extremely fine detail. The Super Fine mode is enabled only if the remote machine also supports the Super Fine mode. See the notes below.
Photo	Suitable for documents containing photographic images.

NOTE:
- Faxes scanned in the Super Fine mode transmit at the highest resolution supported by the receiving device.

• 2-Sided

Purpose:

To scan both sides of a sheet of paper.

Values:

1-Sided[*]	Scans one side of a document.
2-Sided	Scans both sides of a document.
2-Sided Binding Short	Scans both sides of a document to be bound by short edge.

• Lighten/Darken

Purpose:

To adjust the density to make the copy lighter or darker than the original.

Values:

Darker3	Works well with light print or faint pencil markings.
Darker2	
Darker1	
Normal[*]	Works well with standard typed or printed documents.
Lighter1	Works well with dark print.
Lighter2	
Lighter3	

• Delayed Start

Purpose:

This feature enables you to set a specific time for the fax transmission to start. Once Delayed Start mode is activated, your printer stores all of the documents to be faxed into its memory and sends them at the specified time. After faxing in the Delayed Start mode is complete, the data in the memory is cleared.

Values:

21:00*/9:00PM*	Specify the fax transmission start time when sending a fax at a specified time.
0:00 – 23:59 / **1:00 – 12:59AM/PM**	

NOTE:
- A maximum of 19 delayed fax jobs can be stored in this printer.

Print from USB Defaults

To modify the defaults for the `Print from USB` menu.

NOTE:
- Values marked by an asterisk (*) are the factory default menu settings.

• Select Tray

Purpose:

To specify the input tray.

Values:

Bypass Tray	The paper is fed from the bypass tray.
Tray 1[*]	The paper is fed from the standard 250 sheet tray.
Tray 2	The paper is fed from the optional 250 sheet feeder.

NOTE:
- `Tray 2` is available only when the optional 250 sheet feeder is installed.

• 2-Sided

Purpose:

To print on both sides of a sheet of paper.

Values:

1-Sided[*]	Prints on one side of a sheet of paper.
2-Sided	Prints on both sides of a sheet of paper to be bound by long edge.
2-Sided Binding Short	Prints on both sides of a sheet of paper to be bound by short edge.

• Layout

Purpose:

To specify the output layout.

Values:

1Up[*]	Prints one page on one side of a sheet of paper.
2Up	Prints two pages on one side of a sheet of paper.
4Up	Prints four pages on one side of a sheet of paper.

• PDF Password

Purpose:

To enter the password when you print the secure PDF job.

Values:

Enter PDF Password	Enter the password to print the secure PDF job.

■ Tray Settings

Use the `Tray Settings` menu to define the print media loaded in the bypass tray, the standard 250 sheet tray and the optional 250 sheet feeder.

NOTE:

- Values marked by an asterisk (*) are the factory default menu settings.

Bypass Tray

Purpose:

To specify the paper loaded in the bypass tray.

Values:

Paper Size	Use Driver Settings*			
mm series	A4 (210 x 297 mm)			
	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	Executive (7.25 x 10.5")			
	Monarch Env. (3.9 x 7.5")			
	DL Env. (110 x 220 mm)			
	C5 Env. (162 x 229 mm)			
	#10 Env. (4.1 x 9.5")			
	New Custom Size	Portrait(Y)	297 mm*	Specifies the length of the custom size paper.
			127 - 355 mm	
		Landscape(X)	210 mm*	Specifies the width of the custom size paper.
			77 - 215 mm	
inch series	Use Driver Settings*			
	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	A4 (210 x 297 mm)			
	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Executive (7.25 x 10.5")			
	Monarch Env. (3.9 x 7.5")			
	DL Env. (110 x 220 mm)			
	C5 Env. (162 x 229 mm)			
	#10 Env. (4.1 x 9.5")			
	New Custom Size	Portrait(Y)	11.7 inch*	Specifies the length of the custom size paper.
			5.0-14.0 inches	
		Landscape(X)	8.3 inch*	Specifies the width of the custom size paper.
			3.0-8.5 inches	
Paper Type	Plain*			
	Plain Thick			
	Lightweight Cardstock			
	Heavyweight Cardstock			
	Envelope			
	Labels			
	Letterhead			
	Hole Punched			
	Colored			
	Other Type			

MPT mode	Panel Specified	Configures the paper size and type on the operator panel.
	Driver Specified[*]	Configures the paper size and type on the print driver.
Display Screen	Off	Does not display a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the bypass tray.
	On[*]	Displays a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the bypass tray.

NOTE:

- When `MPT mode` is set to `Driver Specified`, `Paper Size`, `Paper Type`, and `Display Screen` are not available.
- For more information on supported paper sizes, see also "Usable Print Media" on page 125.

Tray 1

Purpose:

To specify the paper loaded in the standard 250 sheet tray.

Values:

Paper Size	A4 (210 x 297 mm)[*1]			
mm series	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	Executive (7.25 x 10.5")			
	New Custom Size	Portrait(Y)	297 mm*	Specifies the length of the custom size paper.
			210-355 mm	
		Landscape(X)	210 mm*	Specifies the width of the custom size paper.
			140-215 mm	
inch series	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	A4 (210 x 297 mm)[*1]			
	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Executive (7.25 x 10.5")			
	New Custom Size	Portrait(Y)	11.7 inches*	Specifies the length of the custom size paper.
			8.3-14.0 inches	
		Landscape(X)	8.3 inches*	Specifies the width of the custom size paper.
			5.5-8.5 inches	
Paper Type	Plain[*]			
	Plain Thick			
	Lightweight Cardstock			
	Heavyweight Cardstock			
	Labels			
	Letterhead			
	Hole Punched			
	Colored			
	Other Type			

Display Screen	**Off**	Does not display a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the standard 250 sheet tray.
	On[*]	Displays a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the standard 250 sheet tray.

[*1] The default for `Paper Size` varies depending on region-specific factory default.

NOTE:

- For more information on supported paper sizes, see also "Usable Print Media" on page 125.

Tray 2

Purpose:

To specify the paper loaded in the optional 250 sheet feeder.

Paper Size	A4 (210 x 297 mm)[*1]			
mm series	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	Executive (7.25 x 10.5")			
	New Custom Size	Portrait(Y)	297 mm*	Specifies the length of the custom size paper.
			210-355 mm	
		Landscape(X)	210 mm	Specifies the width of the custom size paper.
			140-215 mm	
inch series	Letter (8.5 x 11")			
	Folio (8.5 x 13")			
	Legal (8.5 x 14")			
	A4 (210 x 297 mm)[*1]			
	A5 (148 x 210 mm)			
	B5 (182 x 257 mm)			
	Executive (7.25 x 10.5")			
	New Custom Size	Portrait(Y)	11.7 inches*	Specifies the length of the custom size paper.
			8.3-14.0 inches	
		Landscape(X)	8.3 inches*	Specifies the width of the custom size paper.
			5.5-8.5 inches	

Paper Type	Plain*	
	Plain Thick	
	Lightweight Cardstock	
	Heavyweight Cardstock	
	Labels	
	Letterhead	
	Hole Punched	
	Colored	
	Other Type	
Display Screen	Off	Does not display a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the optional 250 sheet feeder.
	On*	Displays a popup menu that prompts to set Paper Type and Paper Size when paper is loaded in the optional 250 sheet feeder.

[*1] The default for `Paper Size` varies depending on region-specific factory default.

Tray Priority

Purpose:

To set the priority order of the paper trays for automatic tray selection. If paper trays loaded with the same paper size and type exists, the paper tray is selected according to this priority order.

Values:

1st Priority	**Bypass Tray**[*]	Sets the bypass tray as the first priority.
	Tray 1	Sets the standard 250 sheet tray as the first priority.
	Tray 2	Sets the optional 250 sheet feeder as the first priority.
2nd Priority	**Bypass Tray**	Sets the bypass tray as the second priority.
	Tray 1[*]	Sets the standard 250 sheet tray as the second priority.
	Tray 2	Sets the optional 250 sheet feeder as the second priority.
3rd Priority	**Bypass Tray**	Sets the bypass tray as the third priority.
	Tray 1	Sets the standard 250 sheet tray as the third priority.
	Tray 2[*]	Sets the optional 250 sheet feeder as the third priority.

NOTE:

- `Tray 2` and `3rd Priority` are available only when the optional 250 sheet feeder is installed.
- The paper tray selected for `1st Priority` is not displayed in `2nd Priority`, and the paper trays selected for `1st Priority` and `2nd Priority` are not displayed in `3rd Priority`.

■ Panel Language

Purpose:

To determine the language of the text on the LCD panel.

Values:

English
Simplified Chinese
Traditional Chinese
Korean

Panel Lock Function

This feature prevents unauthorized users from changing settings made by the administrator. However, you can select settings for individual print jobs using the print driver.

This section includes:

NOTE:
- Disabling the operator panel menus does not prevent access to the `Secure Print`, `Sample Print` and `Tray Settings` menus.

■ Enabling the Panel Lock

1 Press the 🔲 (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Secure Settings`, and then press the (OK) button.

4 Select `Panel Lock`, and then press the (OK) button.

5 Select `Panel Lock Set`, and then press the (OK) button.

6 Select `Enable`, and then press the (OK) button.

7 Enter the new password, and then press the (OK) button.

8 Re-enter the password to confirm the password that you entered, and then press the (OK) button.

NOTE:
- The factory-default panel password is 0000.
- Be sure to remember the password. The procedure described below allows you to reset the password, but the settings for Address Book are cleared.
  - Turn off the printer. Then, while holding the 🔲 (**System**) button, turn on the printer.
- If you change the password while `Panel Lock Set` is `Enable`, perform steps 1 to 2. Enter the current password, and then press the (OK) button. Perform steps 3 to 4. Select `Change Password`, and then press the (OK) button. Enter the current password, and then press the (OK) button. Perform steps 7 and 8. This will change the password.

■ Disabling the Panel Lock

1 Press the 🔲 (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Enter the password, and then press the (OK) button.

4 Select `Secure Settings`, and then press the (OK) button.

5 Select `Panel Lock`, and then press the (OK) button.

6 Select `Panel Lock Set`, and then press the (OK) button.

7 Select `Disable`, and then press the (OK) button.

8 Enter the current password, and then press the (OK) button.

Limiting Access to Copy, Fax, Scan, and Print from USB Operations

Enabling the Copy Lock, Fax Lock, Scan Lock, and Print from USB Lock options limits access to copy, fax, scan, and print from USB operations by requiring a password to be entered before copying, scanning, faxing, or printing.

Taking Fax Lock as an example, the following procedure explains how to enable or disable the option. Use the same procedure to enable or disable Copy Lock, Scan Lock, or Print from USB Lock.

1   Press the ⓘ (**System**) button.

2   Select `Admin Menu`, and then press the (OK) button.

3   Select `Secure Settings`, and then press the (OK) button.

4   Select `Panel Lock`, and then press the (OK) button twice.

5   Select `Enable`, and then press the (OK) button.

6   Enter the password using the number pad and then press the (OK) button.

7   Re-enter the password, and then press the (OK) button.

   NOTE:
   • The default password is 0000.

8   Press the ↰ (**Back**) button twice.

9   Select `Service Lock`, and then press the (OK) button.

10 Select `Fax`, and then press the (OK) button.

11 Select one of the following option, and then press the (OK) button.
   • `Unlocked`
   • `Locked`
   • `Password Locked`

Changing the Language

To change language used on the operator panel:

1 Press the ⓘ (**System**) button.

2 Select `Panel Language` and then press the ⓞⓀ button.

3 Select the desired language, and then press the ⓞⓀ button.

Setting the Power Saver Timer Option

You can set the power saver timer for the printer. The printer switches to the Power Saver mode after the specified time.

To set the power saver timer:

NOTE:
- If the `Panel Lock Set` is set to `Enable`, you need to enter the four digit password to enter the `Admin Menu`.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⓞⓚ button.

3 Select `System Settings`, and then press the ⓞⓚ button.

4 Select `Power Saver Timer`, and then press the ⓞⓚ button.

5 Select `Low Power Timer` or `Sleep Timer`, and then press the ⓞⓚ button.

6 Press the ▼ or ▲ button or enter the desired value using the number pad, and then press the ⓞⓚ button. You can select from 1–60 minutes for `Low Power Timer` or 1–60 minutes for `Sleep Timer`.

7 To return to the previous screen, press the ⬅ (**Back**) button.

About the Concurrent Jobs Feature

This feature enables you to start a concurrent job while a fax job is running. This is done by temporally displaying the Main Home screen and switching to a different function that can be run concurrently such as copy or scan.

1 While the printer is receiving a fax, press the ⓘ (**System**) button.

2 Press the ▤ (**Copy**) or ◁ (**Scan**) button.

3 After setting the copy or scan options, press the ◇ (**Start**) button.

For details about `Copy` or `Scan` menu, see "Copying" on page 163 or "Scanning" on page 179.

Resetting to Factory Defaults

After executing this function and rebooting the printer, the address book or all the menu parameters, except the parameters for the network, are reset to their default values.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the (OK) button.

3 Select `Maintenance`, and then press the (OK) button.

4 Select `Initialize NVM`, and then press the (OK) button.

5 Select the desired setting, and then press the (OK) button.

6 Select `Start`, and then press the (OK) button.

The printer restarts automatically to apply the settings.

Using the Number Pad to Enter Characters

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your printer, you enter your name or your company name and telephone number. When you store speed or group dial numbers, you may also need to enter the corresponding names.
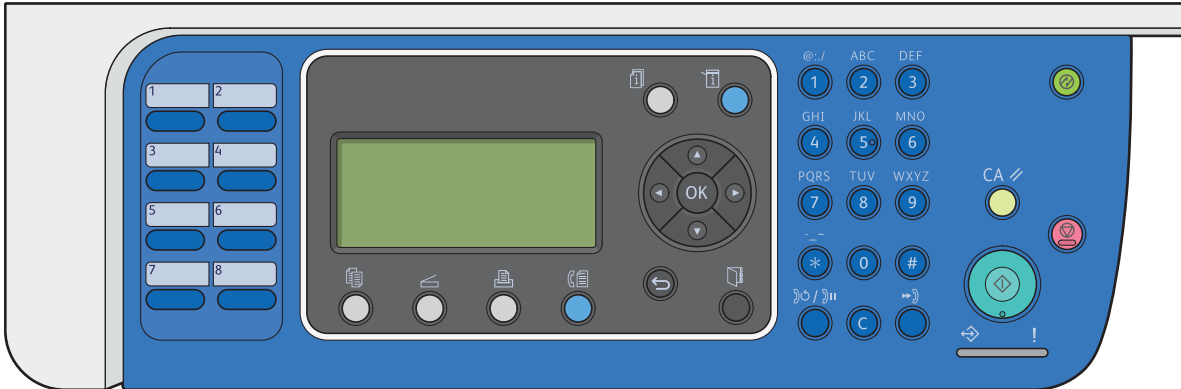
When prompted to enter a letter, press the appropriate button repeatedly until the correct letter appears on the display.

For example, to enter the letter O, press the **6** button repeatedly.

- Each time you press the **6** button, the display shows a different letter, m, n, o, M, N, O and finally 6.
- To enter additional letters, repeat the first step.
- Press the (OK) button when you are finished.

■ Keypad Letters and Numbers

Key	Assigned Numbers, Letters or Characters
1	@ : . / 1
2	a b c A B C 2
3	d e f D E F 3
4	g h i G H I 4
5	j k l J K L 5
6	m n o M N O 6
7	p q r s P Q R S 7
8	t u v T U V 8
9	w x y z W X Y Z 9
0	0
*	- _ ~ *
#	@ . (space) \ _ ! " # $ % & ' ~ ^ | ' ; : ? + - * / = ( ) [ ] { } < >

■ Changing Numbers or Names

If you make a mistake while entering a number or name, press the **C** (**Clear**) button to delete the last digit or character. Then enter the correct number or character.

Troubleshooting

This chapter includes:

Clearing Jams

This section includes:

Careful selection of appropriate print media and proper loading allow you to avoid most jams.

See also:

NOTE:
- Before buying large quantities of any print media, it is recommended that you try a sample first.

■ Avoiding Jams

- Use only recommended print media.
- See "Loading Print Media in the Standard 250 Sheet Tray and the Optional 250 Sheet Feeder" on page 132 and "Loading Print Media in the Bypass Tray" on page 135 to load print media properly.
- Do not overload the print media sources. Ensure that the print media stack height does not exceed the maximum height indicated by the load-line in the tray.
- Do not load wrinkled, creased, damp, or curled print media.
- Flex, fan, and straighten print media before you load it. If a jam occurs with print media, try feeding one sheet at a time through the bypass tray.
- Do not use print media that you have cut or trimmed.
- Do not mix print media sizes, weights, or types in the same print media source.
- Ensure that the recommended print side is face up when you load the print media.
- Keep print media stored in an acceptable environment.
- Do not remove the feeding tray during a print job.
- Push the tray in firmly after loading.
- Ensure that all cables that connect to the printer are correctly attached.
- Overtightening the guides may cause jams.
- Wipe the feed roller in the tray or bypass tray with a cloth moistened with water if jams caused by misfeeding paper occur frequently.

    See also:

■ Identifying the Location of Paper Jams

> ⚠️ **WARNING:**
> • If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.

> ⚠️ **WARNING:**
> • **Fusing Unit Safety**
> Do not remove the Fusing Unit. If you cannot remove the paper jam by doing the procedures in the manual, do not try to forcibly remove the jam. Doing so may cause injuries. Contact your local Fuji Xerox representative.

> ⚠️ **CAUTION:**
> • Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.

IMPORTANT:

• Do not attempt to clear any jams using tools or instruments. This may permanently damage the printer.

The following illustration shows where paper jams may occur along the print media path.
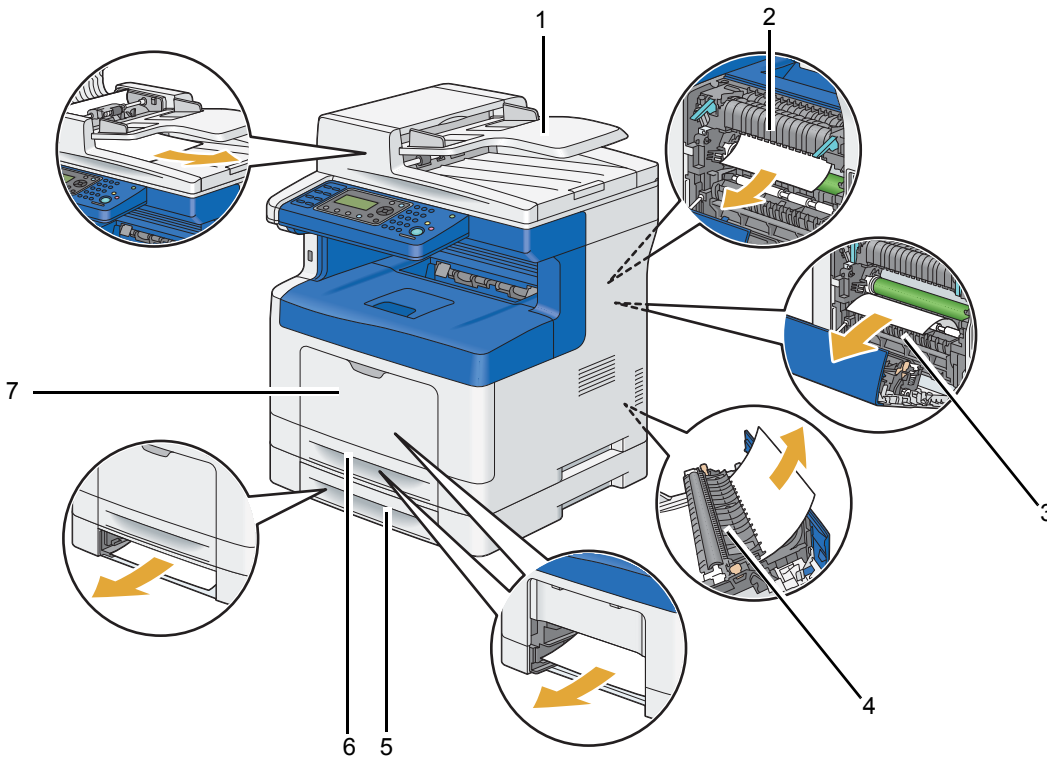
1	Duplex Automatic Document Feeder (DADF)
2	Fusing Unit
3	Regi Roll
4	Duplexer
5	Optional 250 Sheet Feeder
6	Standard 250 Sheet Tray
7	Bypass Tray

■ Clearing Paper Jams From the DADF

When a document jams while it passes through the DADF, remove the jam in the following procedure.

NOTE:

• To prevent document jams, use the document glass for thick, thin, or mixed documents.

1 Remove the remaining documents from the DADF.

If the document is jammed in the paper feed area:

a Open the DADF cover.
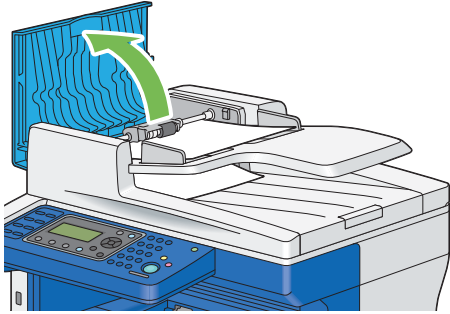
b Lift the release lever 90 degrees and remove the jammed document by carefully pulling the document in the direction of the arrow shown in the following illustration.
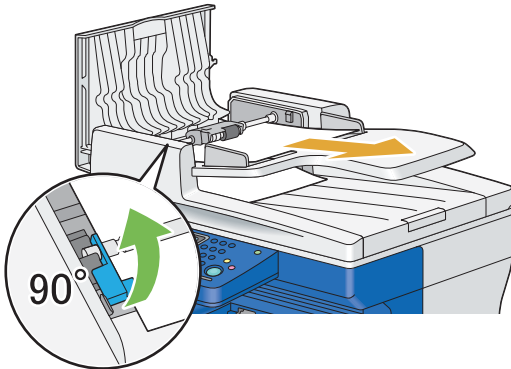
If you find it difficult to pull the document:

c Remove the DADF feed roller assembly and remove the document by gently pulling the document in the direction of the arrow shown in the following illustration.
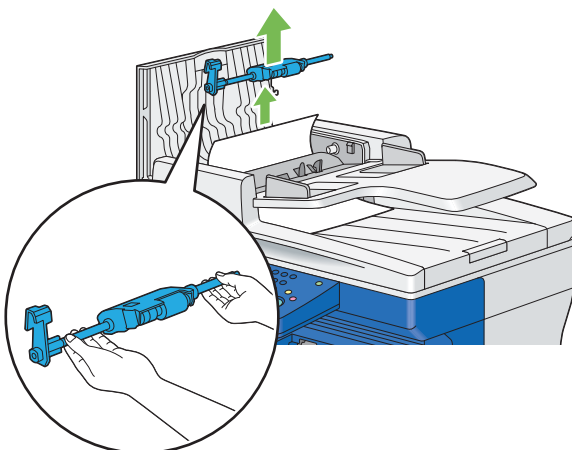
d Insert the DADF feed roller assembly and press down the release lever.
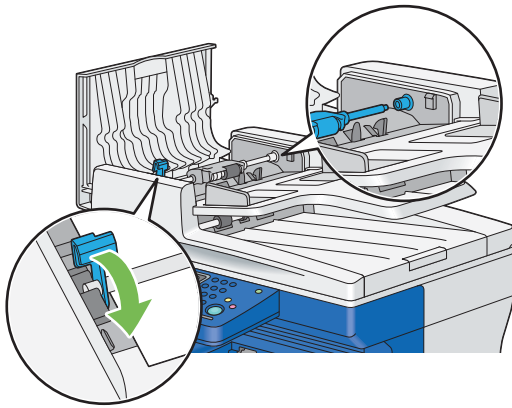
If the document is jammed in the paper exit area:

a Remove the jammed document from the document output tray.
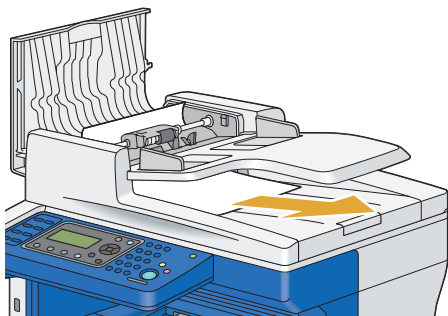
b Close the DADF cover, and then load the documents back into the DADF.
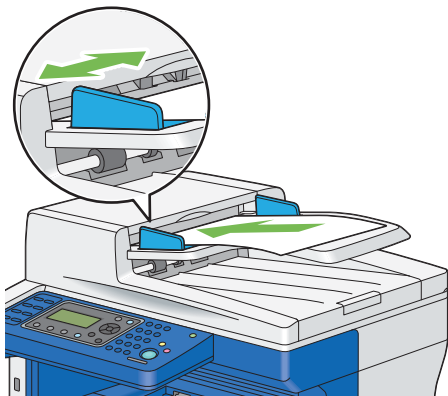
NOTE:
• Ensure that you adjust the document guides before printing a Legal-size document.

2 If you cannot remove the jammed document from the document output tray or cannot find any jammed document there, open the document cover.

3 Remove the document from the white sheet by carefully pulling it to the right.

4 Close the document cover, and then load the documents back into the DADF.

5 Press the ✧ (**Start**) button.

■ Clearing Paper Jams From the Bypass Tray

IMPORTANT:
- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

NOTE:
- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Remove the remaining documents from the bypass tray.

2 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.

3 Pull the standard 250 sheet tray from the printer about 200 mm.

4 Hold the standard 250 sheet tray with both hands, and remove it from the printer.

5 Pull the rear door handle to open the rear door.

6 Remove the jammed paper.

7 Insert the standard 250 sheet tray into the printer, and push until it stops.

IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

8 Insert the bypass tray into the printer, push until it stops, and close the cover.

9 Close the rear door, and press the (OK) button.
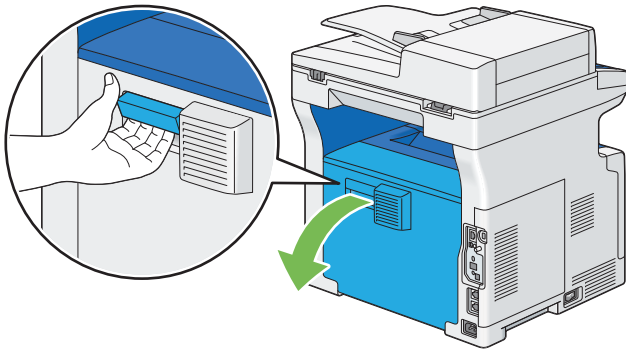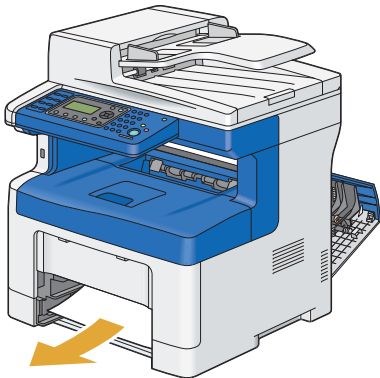
■ Clearing Paper Jams From the Standard 250 Sheet Tray

IMPORTANT:

- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Open the bypass tray cover.

2 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.

3 Pull the standard 250 sheet tray from the printer about 200 mm.

4 Hold the standard 250 sheet tray with both hands, and remove it from the printer.

5 Pull the rear door handle to open the rear door.

6 Remove the jammed paper.

7 Insert the standard 250 sheet tray into the printer, and push until it stops.

IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

8 Insert the bypass tray into the printer, push until it stops, and close the cover.

9 Close the rear door, and press the (OK) button.

■ Clearing Paper Jams From the Fusing Unit

IMPORTANT:

- Ensure nothing touches or scratches the surface (black-colored film) of the transfer unit. Scratches, dirt, or oil from your hands on the film of the transfer unit may reduce print quality.
- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Open the bypass tray cover, or remove the remaining documents from the bypass tray.

2 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.

3 Pull the standard 250 sheet tray from the printer about 200 mm.

4 Hold the standard 250 sheet tray with both hands, and remove it from the printer.

5 Pull the rear door handle to open the rear door.

6 Lift the levers on both sides of the fusing unit.
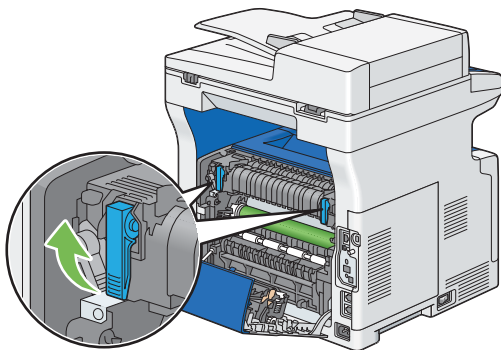
IMPORTANT:
• The fusing unit is hot. Do not touch it, doing so may cause burns.

7 If the document is jammed under the fusing unit, remove the jammed document from under the fusing unit.
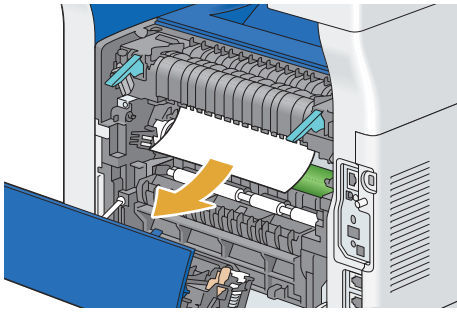
If the document is jammed above the fusing unit:

a Hold and lower the right side of the tab to open the inner part.
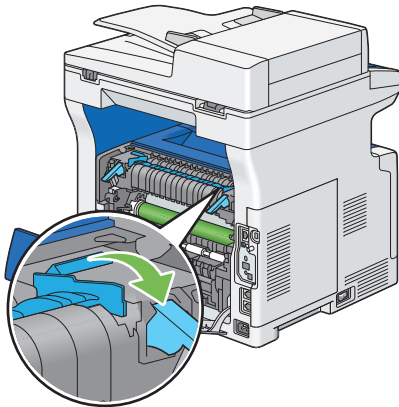
b Remove the jammed document from above the fusing unit.
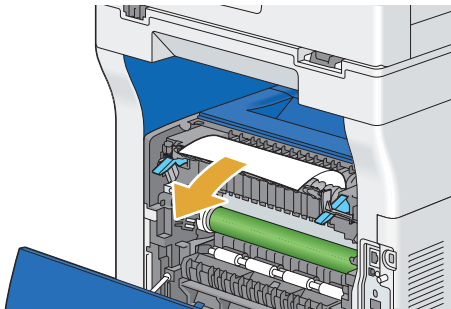
c Replace the inner part.
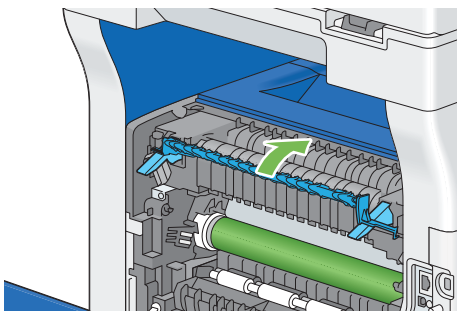
8 Insert the standard 250 sheet tray into the printer, and push until it stops.
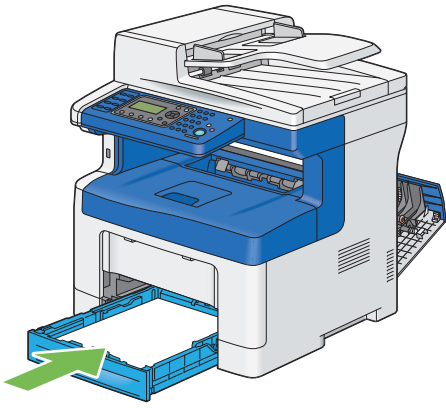
IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

9 Insert the bypass tray into the printer, push until it stops, and close the cover.
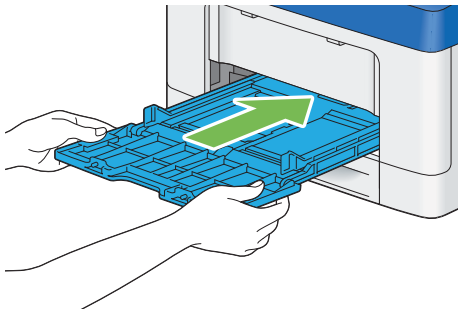
10 Press down the levers on both sides of the fusing unit, and then close the rear door.
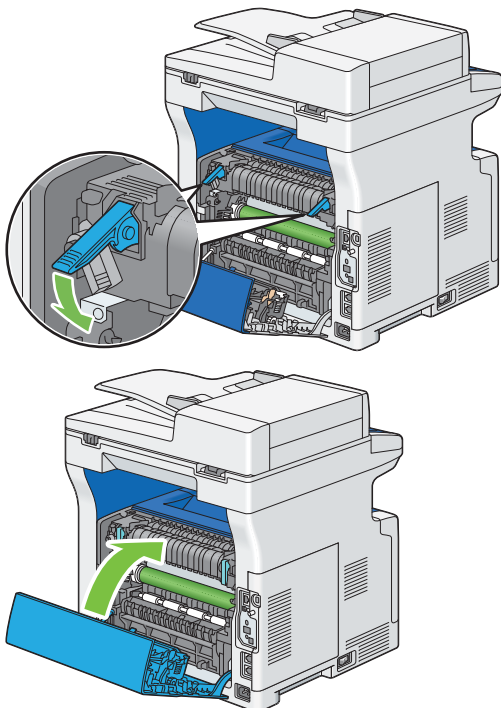
■ Clearing Paper Jams From the Duplexer

IMPORTANT:
- Ensure nothing touches or scratches the surface (black-colored film) of the transfer unit. Scratches, dirt, or oil from your hands on the film of the transfer unit may reduce print quality.
- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

NOTE:
- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1   Pull the rear door handle to open the rear door.
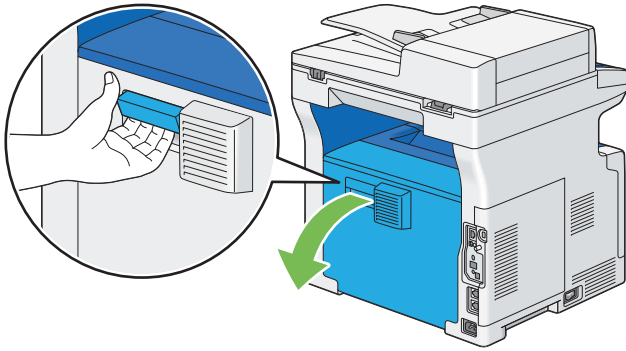
2   Remove the jammed paper from the duplexer.
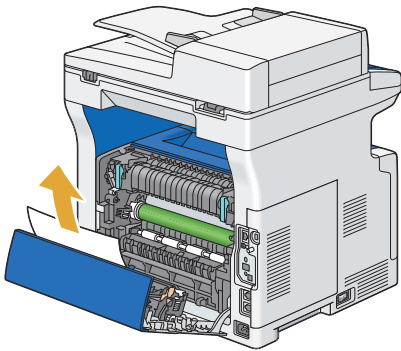
3   Close the rear door.
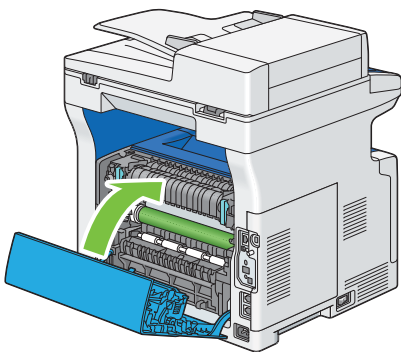
◼ Clearing Paper Jams From the Regi Roll

IMPORTANT:

- Ensure nothing touches or scratches the surface (black-colored film) of the transfer unit. Scratches, dirt, or oil from your hands on the film of the transfer unit may reduce print quality.
- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Open the bypass tray cover, or remove the remaining documents from the bypass tray.

2 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.

3 Pull the standard 250 sheet tray from the printer about 200 mm.

4 Hold the standard 250 sheet tray with both hands, and remove it from the printer.

5 Pull the rear door handle to open the rear door.

6 Remove the jammed paper from the regi roll.
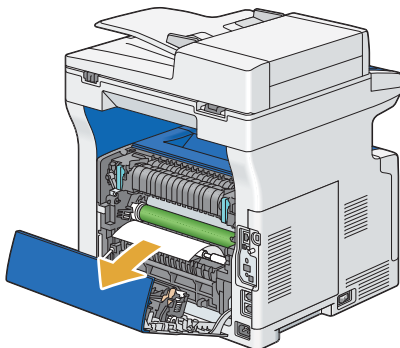
7 Insert the standard 250 sheet tray into the printer, and push until it stops.
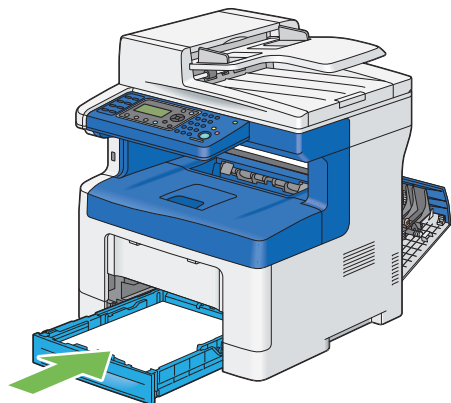
IMPORTANT:

- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

8 Insert the bypass tray into the printer, push until it stops, and close the cover.
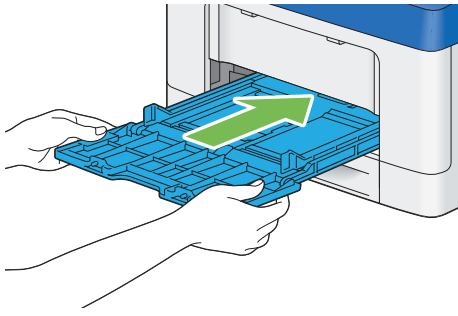
9 Close the rear door.
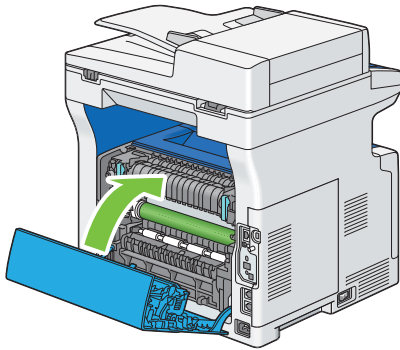
■ Clearing Paper Jams From the Optional 250 Sheet Feeder

NOTE:

- To resolve the error displayed on the LCD panel, you must clear all print media from the print media path.

1 Pull the optional 250 sheet feeder from the printer about 200 mm.
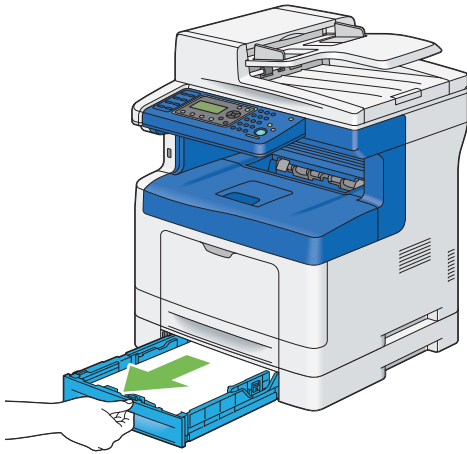
2 Hold the optional 250 sheet feeder with both hands, and remove it from the printer.
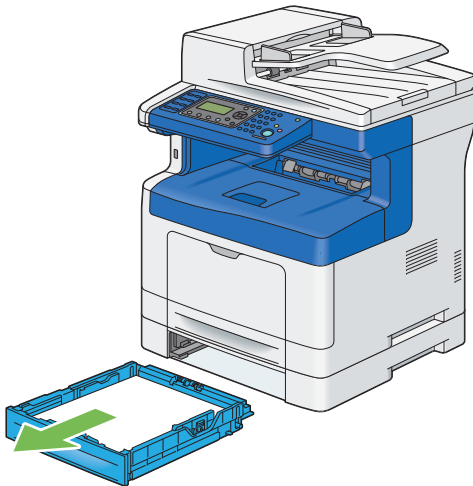
3 Pull the rear door handle to open the rear door.
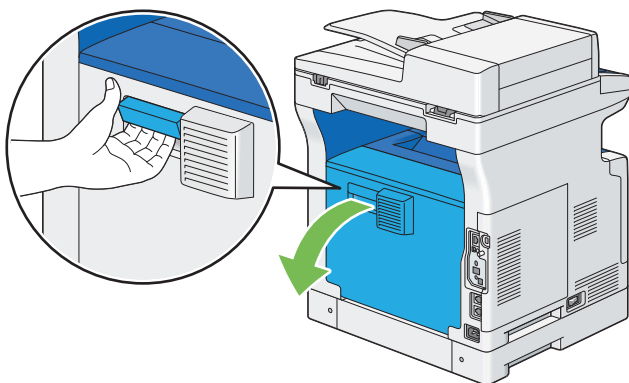
4 Remove the jammed paper.
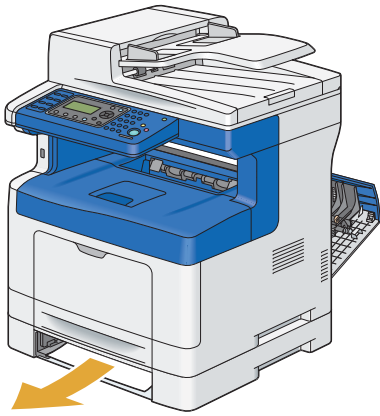
5 Insert the optional 250 sheet feeder into the printer, and push until it stops.
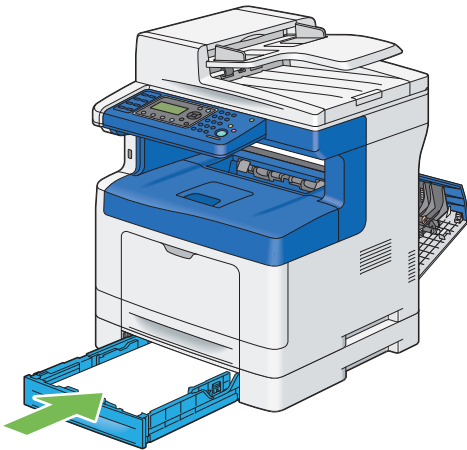
IMPORTANT:
- Do not use excessive force on the feeder. Doing so could damage the feeder or the inside of the printer.

6 Close the rear door, and press the (OK) button.
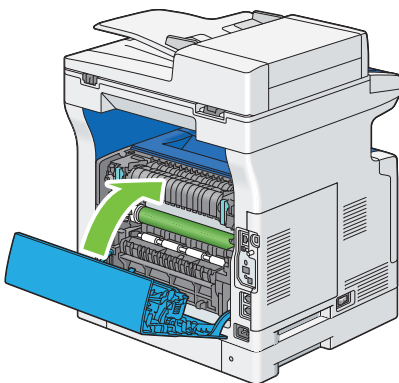
■ Jam Problems

This section includes:

Standard 250 Sheet Tray/Optional 250 Sheet Feeder Misfeed Jam

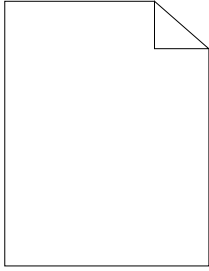| Problem	Action
Print media misfeeds occur in the standard 250 sheet tray or the optional 250 sheet feeder.	Ensure that the standard 250 sheet tray or the optional 250 sheet feeder is properly inserted. If the problem persists, verify that the correct print media is being used.
	Verify that the correct print media is being used. **See also:** • "Usable Print Media" on page 125 If not, use the print media recommended for the printer. If the problem persists, ensure that the print media is not curled.
	Ensure that the print media is not curled. If the problem persists, fan the print media.
	Ensure that the print media is not damp. If the print media is damp, turn over the print media. If the problem persists, use print media that is not damp. If the print media is not damp, fan the print media.
	Fan the print media. If the problem persists, wipe the feed roller in the standard 250 sheet tray or the optional 250 sheet feeder with a cloth moistened with water.
	Wipe the feed roller in the standard 250 sheet tray or the optional 250 sheet feeder with a cloth moistened with water. **See also:** • "Cleaning Inside the Printer" on page 378 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Bypass Tray Misfeed Jam

Problem	Action
Print media misfeeds occur in the bypass tray.	Ensure that the bypass tray is properly inserted.
	If the problem persists, verify that the correct print media is being used.
	Verify that the correct print media is being used.
	See also: • "Usable Print Media" on page 125
	If not, use the print media recommended for the printer.
	If the problem persists when using cardstock paper, set **Print Peeling Prevention Mode** to **On** on the **Advanced** tab of the PCL 6 driver. For more information, refer to the Help provided for the PCL 6 driver.
	If the problem persists, ensure that the print media is not damp.
	Ensure that the print media is not curled.
	If the problem persists, fan the print media.
	Ensure that the print media is not damp.
	If the print media is damp, turn over the print media.
	If the problem persists, use print media that is not damp.
	If the print media is not damp, fan the print media.
	Fan the print media.
	If the problem persists, wipe the feed roller in the bypass tray with a cloth moistened with water.
	Wipe the feed roller in the bypass tray with a cloth moistened with water.
	See also: • "Cleaning Inside the Printer" on page 378
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Regi Jam (Exit Sensor On JAM)
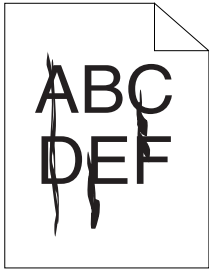
Problem	Action
Regi jam (Exit Sensor On JAM) occurs.	Ensure that the drum cartridge is installed correctly.
	If the problem persists, replace the drum cartridge if you have a spare cartridge as instructed in "Replacing the Drum Cartridge" on page 385.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385
	If the problem persists, ensure that the fusing unit is installed correctly.
	Ensure that the fusing unit is installed correctly.
	If the problem persists, replace the fusing unit as instructed in "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390.
	Replace the fusing unit. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390
	If the problem persists, ensure that the transfer unit is installed correctly.
	Ensure that the transfer unit is installed correctly.
	If the problem persists, replace the transfer unit and the retard roll as instructed in "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390.
	Replace the transfer unit and the retard roll. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

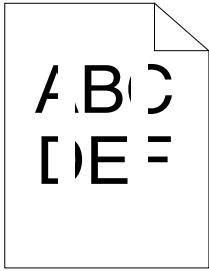# Exit Jam (Exit Sensor Off JAM)

Problem	Action
Exit jam (Exit Sensor Off JAM) occurs.	Ensure that the fusing unit is installed correctly.
	If the problem persists, replace the fusing unit as instructed in "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390.
	Replace the fusing unit. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Standard 250 Sheet Tray/Optional 250 Sheet Feeder Multi-feed Jam

Problem	Action
Print media multiple feeds occur in the standard 250 sheet tray or optional 250 sheet feeder.	Ensure that the tray or feeder is properly inserted. If using coated paper, load coated paper one sheet at a time. If using other type of print media, use print media that is not damp.
	Load coated paper one sheet at a time. If the problem persists, fan the print media.
	Use print media that is not damp. If the problem persists, fan the print media.
	Fan the print media. If the problem persists, wipe the feed roller in the tray or feeder where the multifeed occurred with a cloth moistened with water.
	Wipe the feed roller in the tray or feeder where the multifeed occurred with a cloth moistened with water. **See also:** • "Cleaning Inside the Printer" on page 378 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

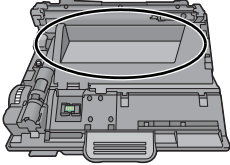## Bypass Tray Multi-feed Jam

Problem	Action
Print media multiple feeds occur in the bypass tray.	Ensure that the media type you are using. If using coated paper, load coated paper one sheet at a time. If using other type of print media, use print media that is not damp.
	Load coated paper one sheet at a time. If the problem persists, fan the print media.
	Use print media that is not damp. If the problem persists, fan the print media.
	Fan the print media. If the problem persists, wipe the feed roller in the tray where the multifeed occurred with a cloth moistened with water.
	Wipe the feed roller in the tray where the multifeed occurred with a cloth moistened with water. **See also:** • "Cleaning Inside the Printer" on page 378 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Basic Printer Problems

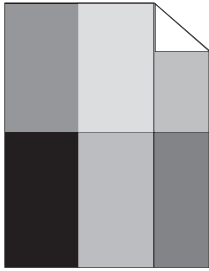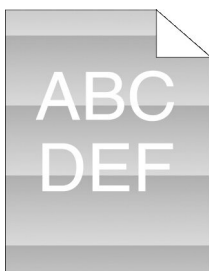Some printer problems can be easily resolved. If a problem occurs with your printer, check each of the following:

- The power cord is connected to the printer, and to a properly grounded electrical outlet.
- The printer is turned on.
- The electrical outlet is not turned off at any switch or breaker.
- Other electrical equipment plugged into the outlet is working.
- All options are properly installed.

If you have checked all of the above and still have a problem, turn off the printer, wait for 10 seconds, and then turn on the printer. This often fixes the problem.

IMPORTANT:

- Note that the data in the memory are cleared when the printer is turned off.

NOTE:

- If error messages are displayed on the LCD panel screen or on your computer screen, follow the on-screen instructions to resolve the printer problems. For details about error messages and error codes, see "Understanding Printer Messages" on page 367.

Display Problems

Problem	Action
Menu settings changed from the operator panel have no effect.	Settings in the software program, the print driver, or the printer utilities have precedence over the settings made on the operator panel.

Printing Problems

NOTE:

- If `Panel Lock Set` is set to `Enable`, you need to enter the four digit password to enter the `Admin Menu` menu.

Problem	Action
Job did not print or incorrect characters printed.	Ensure that the top menu appears on the LCD panel before you send a job to print. Press the 🔲 (**System**) button to return to the top menu.
	Ensure that the print media is loaded in the printer. Press the 🔲 (**System**) button to return to the top menu.
	Verify that the printer is using the correct page description language (PDL).
	Verify that you are using the correct print driver.
	Ensure that the correct USB cable, Ethernet cable or wireless printer adapter is securely connected to the printer.
	Verify that the correct print media size is selected.
	If you are using a print spooler, verify that the spooler has not stalled.
	Check the printer's interface from the `Admin Menu` menu.
	Determine the host interface you are using. Print a Panel Settings page to verify that the current interface settings are correct.
Print media misfeeds or multiple feeds occur.	Ensure that the print media you are using meets the specifications for your printer. **See also:** • "Usable Print Media" on page 125
	Fan the print media before loading it.
	Ensure that the print media is loaded correctly.
	Ensure that the width and length guides of the print media sources are adjusted correctly.
	Ensure that the standard 250 sheet tray, the optional 250 sheet feeder, or the bypass tray is securely inserted.
	Do not overload the standard 250 sheet tray, the optional 250 sheet feeder, or the bypass tray.
	Do not force print media into the bypass tray when you load it; otherwise, it may skew or buckle.
	Ensure that the print media is not curled.
	Face the recommended print side up. **See also:** • "Loading Print Media" on page 131
	Turn the print media over or around and try printing again to see if feeding improves.
	Do not mix print media types.
	Do not mix reams of print media.
	Remove the top and bottom curled sheets of a ream before loading the print media.
	Load print media only when the standard 250 sheet tray, the optional 250 sheet feeder, or the bypass tray is empty.
	Wipe the feed roller in the standard 250 sheet tray, the optional 250 sheet feeder, or the bypass tray with a cloth moistened with water. **See also:** • "Cleaning Inside the Printer" on page 378
The envelope is creased after printed.	Make sure that the envelope is loaded in the bypass tray as instructed in "Loading Envelope in the Bypass Tray" on page 139.
Page breaks in unexpected places.	Increase the value for the Timeout on the operator panel or CentreWare Internet Services.

Problem	Action
Print media does not stack neatly in the output tray.	Turn the print media stack over in the standard 250 sheet tray or the bypass tray.
Cannot print from the standard 250 sheet tray or the optional 250 sheet feeder because the print media in the tray or feeder is curled.	Load the print media into the bypass tray.

Print Quality Problems

This section includes:

NOTE:
- In this section, some procedures use the operator panel, CentreWare Internet Services or PCL 6 driver.

See also:

■ The Output Is Too Light

ABC
DEF

Problem	Action
The output is too light.	The toner cartridge may be low or need to be replaced. Confirm the amount of toner in the toner cartridge. **1** Check the toner level in the **Status Monitor** window. **2** Replace the toner cartridge as necessary. If the problem persists, disable **Toner Saver** in the print driver.
	Disable **Toner Saver** in the print driver. The following procedure uses the PCL 6 driver as an example. **1** On the **Image Options** tab, ensure that **Off** is selected in the **Toner Saver** drop-down menu. If the problem persists, try changing the **Paper Type** setting in the print driver.
	The print media surface may be uneven. Try changing the **Paper Type** setting in the print driver. For example, change the plain paper to heavyweight using a PCL 6 driver. **1** On the **Paper/Output** tab, change the **Paper Type** setting. If the problem persists, verify that the correct print media is being used.
	Verify that the correct print media is being used. **See also:** • "Usable Print Media" on page 125 If not, use the print media recommended for the printer. If the problem persists, ensure the transfer unit is correctly installed.
	Ensure the transfer unit is correctly installed. **See also:** • "Installing a Transfer Unit" on page 393 If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Adjust the density level. **1** Check the density level in the `Adjust Density` menu. **2** Select `Darker` level. **See also:** • "Adjust Density" on page 283 If the problem persists, clean the toner in a drum cartridge.
	Clean the toner in a drum cartridge. **1** On the operator panel, press the ⅰ̄ (**System**) button and select `Admin Menu` → `Maintenance` → `Toner Refresh`. **2** Select `Start`, and then press the (OK) button. If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Toner Smears or Print Comes Off

ABC
DEF

Problem	Action
Toner smears or print comes off.	The print media surface may be uneven. Try changing the **Paper Type** setting in the print driver. For example, change the plain paper to heavyweight using a PCL 6 driver. **1** On the **Paper/Output** tab, change the **Paper Type** setting. If the problem persists, verify that the correct print media is being used.
	Verify that the correct print media is being used. **See also:** • "Usable Print Media" on page 125 If not, use the print media recommended for the printer. If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **1** Replace the drum cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 **2** After you replace the drum cartridge, test print your document again. If the problem persists, replace the fusing unit as instructed in "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390.
	Replace the fusing unit. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the problem persists, replace the transfer unit and the retard roll as instructed in "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390.
	Replace the transfer unit and the retard roll. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Random Spots/Blurred Images

ABC
DEF
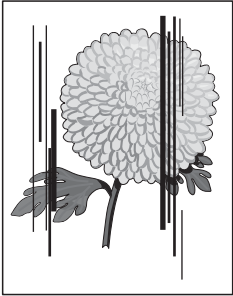
Problem	Action
The printed result has random spots or is blurred.	Ensure that the toner cartridge are installed correctly. **See also:** • "Installing a Toner Cartridge" on page 384 If the problem persists, ensure that the drum cartridge is installed correctly.
	Ensure that the drum cartridge is installed correctly. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, clean the chute above the regi roll inside the rear of the printer with a dry cloth.
	Clean the chute above the regi roll inside the rear of the printer with a dry cloth. **See also:** • "Rear View" on page 43 If the problem persists, lower the transfer unit voltage.
	Lower the transfer unit voltage. **1** Check the transfer unit voltage in the `Adjust Transfer Unit` menu. **2** Decrease the voltage. **See also:** • "Adjust Transfer Unit" on page 282 If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ The Entire Output Is Blank

Problem	Action
The entire output is blank.	The toner cartridge may be low or need to be replaced. Confirm the amount of toner in the toner cartridge. **1** Check the toner level in the **Status Monitor** window. **2** Replace the toner cartridge as necessary. If the problem persists, disable **Toner Saver** in the print driver.
	Disable **Toner Saver** in the print driver. The following procedure uses the PCL 6 driver as an example. **1** On the **Image Options** tab, ensure that **Off** is selected in the **Toner Saver** drop-down menu. If the problem persists, try changing the **Paper Type** setting in the print driver.
	The print media surface may be uneven. Try changing the **Paper Type** setting in the print driver. For example, change the plain paper to heavyweight using the PCL 6 driver. **1** On the **Paper/Output** tab, change the **Paper Type** setting. If the problem persists, verify that the correct print media is being used.
	Verify that the correct print media is being used. **See also:** • "Usable Print Media" on page 125 If not, use the print media recommended for the printer. If the problem persists, ensure the transfer unit is correctly installed.
	Ensure the transfer unit is correctly installed. **See also:** • "Installing a Transfer Unit" on page 393 If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Streaks Appear on the Output

ABC
DEF

Problem	Action
Streaks appear on the output.	The toner cartridge may be low or need to be replaced. Confirm the amount of toner in the toner cartridge. **1** Check the toner level in the **Status Monitor** window. **2** Replace the toner cartridge as necessary. If the problem persists, stir the developer in a drum cartridge.
	Stir the developer in a drum cartridge. **1** On the operator panel, press the `i` (**System**) button and select `Admin Menu` → `Maintenance` → `Clean Developer`. **2** Select `Start`, and then press the `OK` .button. If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Vertical Blanks

Problem	Action
The printed result has vertical blanks.	Clean the rear side of the drum cartridge with a dry cloth. **See also:** • "Replacing the Drum Cartridge" on page 385 If the problem persists, ensure the light path is not covered.
	Ensure the light path is not covered. **1** Remove the drum cartridge, and keep it in the dark place. **See also:** • "Replacing the Drum Cartridge" on page 385 **2** Check the light path, and then remove the shielding. **3** Re-install the drum cartridge. **See also:** • "Installing a Drum Cartridge" on page 388 If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Mottle

Problem	Action
The printed result has mottled appearance.	Verify that the print media recommended for the printer is being used. If you use non-recommended print media, use the print media recommended for the printer. If the problem persists, raise the transfer unit voltage.
	Raise the transfer unit voltage. **1** Check the transfer unit voltage in the `Adjust Transfer Unit` menu. **2** Increase the voltage. **See also:** • "Adjust Transfer Unit" on page 282 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Ghosting

Problem	Action
The printed result has ghosting.	If the type of the ghosting is positive ghost: Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.
	If the type of the ghosting is negative ghost: Verify that the print media recommended for the printer is being used. If you are using non-recommended print media, use the print media recommended for the printer. **See also:** • "Ghost Control" on page 287 If the problem is solved, adjust the transfer bias. If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Adjust the transfer bias. **1** On the operator panel, press the ⓘ (**System**) button and select `Admin Menu →` `Maintenance → Adjust Transfer Unit.` **2** Adjust the setting for the type of print media being used. If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Light-Induced Fatigue

Problem	Action
The printed result has light-induced fatigue pattern.	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Fog

Problem	Action
The printed result is foggy.	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Bead-Carry-Out (BCO)

Problem	Action
Bead-Carry-Out (BCO) is happening.	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Jagged Characters

Problem	Action
The printed result has jagged characters.	Enable **Bitmap Smoothing** in the print driver. The following procedure uses the PCL 6 driver as an example. **1** On the **Advanced** tab, set **Bitmap Smoothing** under **Image Options** to **On**. If the problem persists, check whether or not the downloaded font you are using is recommended.
	If using a downloaded font, ensure that the font is recommended for the printer, operating system, and the application being used. If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Banding

Problem	Action
The printed result has banding.	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.
	Replace the fusing unit if you have a spare unit. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the cause of the problem is not located, contact the Fuji Xerox local representative office or an authorised dealer.
	Replace the transfer unit and the retard roll. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the cause of the problem is not located, contact the Fuji Xerox local representative office or an authorised dealer.

■ Auger Mark

Problem	Action
The printed result has auger mark.	Stir the developer in a drum cartridge. **1** On the operator panel, press the ⬚**i** (**System**) button and select `Admin Menu` → `Maintenance` → `Clean Developer`. **2** Select `Start`, and then press the (OK) .button. If the problem persists, replace the drum cartridge if you have a spare cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 • "Installing a Drum Cartridge" on page 388 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Wrinkled/Stained Paper

Problem	Action
The output is wrinkled. The output is stained.	Verify that the correct print media is being used. **See also:** • "Usable Print Media" on page 125 • "About Print Media" on page 122 If not, use the print media recommended for the printer. If the problem with printing on an envelope persists, check the wrinkle of the envelope. If the problem with printing on a print media other than envelopes persists, contact the Fuji Xerox local representative office or an authorised dealer.
	Envelopes may get wrinkled depending on their paper type and condition. Check whether the wrinkle of the four edges of the envelope is within 30 mm. If the wrinkle of the four edges of the envelope is within 30 mm, this type of wrinkle is considered normal. Your printer is not at fault. If not, load the envelopes in the bypass tray properly.
	Load the envelopes in the bypass tray properly. If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Damage on the Leading Edge of Paper

ABC
DEF
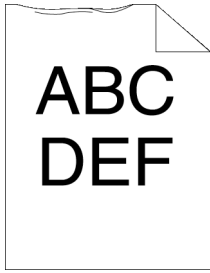
Problem	Action
The output is damaged on its leading edge.	When using the bypass tray, reverse the paper and then try again.
	If the problem persists, change the paper with another one and then try again.
	When using the standard 250 sheet tray or optional 250 sheet feeder, change the paper and then try again.
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.
	Change the paper with another one and then try again.
	If the problem persists, use the standard 250 sheet tray or optional 250 sheet feeder in place of the bypass tray.
	Use the standard 250 sheet tray or optional 250 sheet feeder in place of the bypass tray.
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ The Top and Side Margins Are Incorrect

ABC
DEF
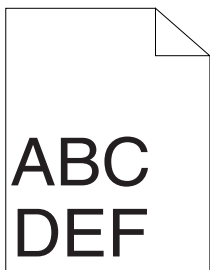
Problem	Action
The top and side margins are incorrect.	Ensure that the margins are set correctly on the application being used.
	If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Protrudent/Bumpy Paper

Problem	Action
Printed surface got protrudent/bumpy.	Clean up the fusing unit. **1** Load one sheet of paper in the bypass tray, and then print a solid image all over paper. **2** Load the printed sheet with the side to be printed on facing down, and then print a blank sheet of paper. If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

■ Images Are Skewed

Problem	Action
The printed result are skewed.	Adjust the paper guides properly. If the problem persists, install the transfer unit according to an appropriate procedure. Install the transfer unit according to an appropriate procedure. **See also:** • "Installing a Transfer Unit" on page 393 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Noise

Problem	Action
The printed result has the noise.	Replace the transfer unit and the retard roll. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the problem persists, replace the drum cartridge.
	Replace the fusing unit. **See also:** • "Replacing the Fusing Unit, Transfer Unit and Retard Roll" on page 390 If the problem persists, replace the toner cartridge.
	Replace the drum cartridge if you have a spare cartridge. **See also:** • "Replacing the Drum Cartridge" on page 385 If the problem persists, replace the toner cartridge.
	Replace the toner cartridge. **See also:** • "Replacing the Toner Cartridge" on page 382 If the problem persists, contact the Fuji Xerox local representative office or an authorised dealer.

Copy Problem

Problem	Action
A document loaded in the DADF cannot be copied.	Ensure that the DADF cover is firmly closed.
	Ensure that the release lever is properly positioned.
Vertical blanks or streaks appear on the output when scanned using the DADF.	Clean the DADF glass.

Copy Quality Problems

Problem	Action
There are lines or streaks in copies made from the DADF. 	There is debris on the DADF glass. When scanning, the paper from the DADF passes over the debris creating lines or streaks. Clean the DADF glass with a lint free cloth. **See also:** • "Cleaning the Scanner" on page 376
There are spots in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean the document glass with a lint free cloth. **See also:** • "Cleaning the Scanner" on page 376
The reverse side of the original is showing on the copy.	Use the `Lighten/Darken` option on the Copy menu. For information on making the image lighter, see "Lighten/Darken" on page 171.
Light colors are washed out or white on the copy.	On the Copy menu, disable `Auto Exposure`. For information on turning `Auto Exposure` on and off, see "Auto Exposure" on page 172.
Image is too light or dark.	Use the `Lighten/Darken` option on the Copy menu. For information on making the image lighter or darker, see "Lighten/Darken" on page 171.

NOTE:

• If the problem continues even though you have taken suggested actions described above, contact the Fuji Xerox local representative office or an authorised dealer.

Fax Problems

Problem	Action
The printer is not working, there is no display and the buttons are not working.	Unplug the power cord and plug it in again.
	Ensure that there is power to the electrical receptacle.
No dial tone sounds.	Check that the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 220
	Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Ensure that the numbers are stored in the memory correctly.
	Print an Address Book list.
The document does not feed into the printer.	Ensure that the document is not wrinkled and you are putting it in correctly. Check that the document is of the right size, not too thick or thin.
	Ensure that the DADF cover is firmly closed.
Faxes are not received automatically.	Check that the phone line is connected properly. **See also:** • "Connecting the Telephone Line" on page 220
	The Fax mode should be selected.
	Ensure that there is paper in the paper tray.
	Check to see if the display shows `Memory Full`.
	If the time interval specified for the following features is too long, change the time interval shorter such as 30 seconds. • Auto Answer Fax • Auto Ans. TEL/FAX • Auto Ans. Ans/FAX
The printer does not send faxes.	`Sending` should show up on the display.
	Check the other fax machine you are sending to, to see if it can receive your fax.
	Check the `Dialing Type` for `PB`, `DP(10PPS)` or `DP(20PPS)`.
	Ensure that the document is loaded in the DADF or on the document glass.
The incoming fax has blank spaces or is received in poor quality.	Check your printer by making a copy.
	The toner cartridge may be empty. Replace the toner cartridge. **See also:** • "Replacing the Toner Cartridge" on page 382
	A noisy phone line can cause line errors. Set the fax modem speed to a slower speed.
	The fax machine sending you the fax may be faulty.
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam.
There are lines on the documents you send.	Check the surface of the document glass and DADF glass for marks and clean it. **See also:** • "Cleaning the Scanner" on page 376
The printer dials a number, but the connection with another fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to sort out the problem.
Documents are not stored in the memory.	There may not be enough memory to store the document. If the display shows a `Memory Full` message, delete any documents you no longer need from the memory and then restore the document, or wait for the job in progress (e.g., a fax transmission or reception) to complete.

Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper settings in the user option setting. **See also:** • "Supported Print Media" on page 125
The printer will not send or receive faxes.	Ensure that the region code is set correctly under ⊡ (**System**) → `Admin Menu` → `Fax Settings` → `Region`.
	Check the `Dialing Type` for `PB`, `DP(10PPS)` or `DP(20PPS)`.
	Check that the cables are connected properly.
	If the telephone line cord is connected to the printer via any device such as an answering machine and a computer, remove the device and directly connect the telephone line cord to the printer.
An error often occurs during a fax transmission or reception.	Reduce the modem speed under ⊡ (**System**) → `Admin Menu` → `Fax Settings` → `Modem Speed`.
The printer receive faxes, but it does not print.	Check the toner level.
	Ensure that there is paper in the paper tray.
	Ensure that `Sent Fax Fwd` is set to `Off`.
	Ensure that `Junk Fax Filter` is set to `Off`.
	Ensure that `SecureReceiveSet` is set to disabled.
	Execute `Initialize NVM`.

Scanning Problems

Problem	Action
The scanner does not work.	Ensure that you place the document to be scanned facing down from the document glass, or facing up in the DADF.
	There may not be enough available memory to hold the document you want to scan. Try the Preview function to see if that works. Try lowering the scan resolution rate.
	Check that the USB cable, Ethernet cable or wireless printer adapter is connected properly.
	Ensure that the USB cable, Ethernet cable or wireless printer adapter is not defective. Switch the cable or adapter with a known good cable or adapter. If necessary, replace the cable or adapter.
	If using the network TWAIN (WIA) driver, check that the Ethernet cable or wireless printer adapter is connected properly and the IP address of the printer is set correctly. To check the IP address, see "Verifying the IP Settings" on page 84.
	Check that the scanner is configured correctly. Check the application you want to use to make certain that the scanner job is being sent to the correct port.
	Ensure that the scanner sharing feature is disabled when you use Mac OS$^®$ X before you scan documents via an ICA compatible application such as Image Capture. The printer does not support the scanner sharing feature of Mac OS X. Select a printer which is directly connected to the computer via USB or wired / wireless LAN and scan documents.
The printer scans very slowly.	Graphics are scanned more slowly than text when you use the Scan to E-mail or Scan to Network feature.
	Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image.
	Scanning images at a high resolution takes more time than scanning at a low resolution.
Document misfeeds or multiple feeds occur in the DADF.	Check whether the DADF feed roller assembly is installed properly.
	Ensure the document's paper type meets the specifications for the printer. **See also:** • "Duplex Automatic Document Feeder (DADF) Guidelines" on page 124
	Check whether the document is properly loaded in the DADF.
	Ensure that the document guides are adjusted properly.
	Ensure that the number of document sheets do not exceed the maximum capacity of the DADF.
	Ensure that the document is not curled.
	Fan the document well before loading it in the DADF.
Vertical stripes appear on the output when scanned using the DADF.	Clean the DADF glass. **See also:** • "Cleaning the Scanner" on page 376
A smear appears at the same location on the output when scanned using the document glass.	Clean the document glass. **See also:** • "Cleaning the Scanner" on page 376
Images are skewed.	Ensure that the document is loaded straight in the DADF or on the document glass.
Diagonal lines appear jagged when scanned using the DADF.	If the document uses thick media, try scanning it from the document glass.

Message appears on your computer screen: • **Device can't be set to the H/W mode you want.** • **Port is being used by another program.** • **Port is Disabled.** • **Scanner is busy receiving or printing data. When the current job is completed, try again.** • **Invalid handle.** • **Scanning has failed.**	There may be a copying or printing job in progress. When the current job is complete, try the job again.
	The selected port is currently being used. Restart your computer and try again.
	The cable may be improperly connected or the power may be off.
	The scan driver is not installed or an operating environment is not set up properly.
	Ensure that the port is properly connected and the power is turned on. Then restart your computer.
	Check that the USB cable, Ethernet cable or wireless printer adapter is connected properly.
The printer does not properly transfer scan data to a specified destination via the Scan to Email or Network Scan feature.	Check if the following settings have been set correctly on the CentreWare Internet Services. **Network Scan** Check the following settings under **Address Book → Computer/Server Address Book → Edit Network Scan Address:** • **Server Address** • **Login Name** • **Login Password** • **Share Name** (Displays only when **Server Type** is set to **SMB**) • **Server Path** **Scan to Email** Check the following setting under **Address Book → Email Address Book:** • **Address**
Cannot scan using WIA on a Microsoft® Windows Server® 2003 computer.	Enable WIA on the computer. To enable WIA: **1** Click **Start**, point to **Administrative Tools**, and then click **Services**. **2** Right-click **Windows Image Acquisition (WIA)**, and then click **Start**.
Cannot scan using TWAIN or WIA on a Windows Server 2008 or Windows Server 2008 R2 computer.	Install the Desktop Experience feature on the computer. To install Desktop Experience: **1** Click **Start**, point to **Administrative Tools**, and then click **Server Manager**. **2** Under **Features Summary**, click **Add Features**. **3** Select the **Desktop Experience** check box, click **Next**, and then click **Install**. **4** Restart the computer.

Problems With Installed Optional Accessories

If an option does not operate correctly following installation or stops working:

- Turn off the printer, wait for 10 seconds, and then turn on the printer. If this does not fix the problem, unplug the printer, and check the connection between the option and the printer.

  IMPORTANT:
    - Note that the data in the memory are cleared when the printer is turned off.

- Ensure the option is selected in the print driver you are using.
- Print the System Settings page to see if the option is listed in the **Printer Options** list. If the option is not listed, re-install it.

  See also:
    - "Report / List" on page 252

The following table lists printer's option and corrective action for related problem. If the suggested corrective action does not correct the problem, contact customer support.

Problem	Action
The optional 250 sheet feeder does not work correctly.	Ensure that the optional 250 sheet feeder is correctly installed on the printer. Re-install the optional 250 sheet feeder. **See also:** • "Removing the Optional 250 Sheet Feeder" on page 408 • "Installing the Optional 250 Sheet Feeder" on page 52 If the problem persists, contact customer support.
	Ensure that the print media is loaded correctly. **See also:** • "Loading Print Media in the Standard 250 Sheet Tray and the Optional 250 Sheet Feeder" on page 132 If the problem persists, contact customer support.
The optional 512MB memory does not work correctly.	Ensure that the optional 512MB memory is securely connected to the memory connector. If the problem persists, contact customer support.
The optional wireless printer adapter does not work correctly.	Ensure that the optional wireless printer adapter is securely inserted to the correct slot.

Scan Driver/Printer Utility Problems

Problem	Action
Unable to retrieve the Address Book data from the printer on the Address Book Editor.	Check that the USB cable, Ethernet cable or wireless printer adapter is connected properly.
	Ensure that the printer is turned on.
	Ensure that the scan driver is installed on your computer. (The Address Book Editor retrieves the Address Book data via the scan driver when the printer is connected using a USB cable.)
The TWAIN driver cannot connect to the printer.	Check that the USB cable, Ethernet cable or wireless printer adapter is connected properly.
	If using the network connection, check that IP address of the printer is set correctly. To check the IP address, see "Scanning Using the TWAIN Driver" on page 184.
	Check whether the printer is on. If the printer is on, reboot it by turning the power switch off and then on again. **IMPORTANT:** • Note that the data in the memory are cleared when the printer is turned off.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
The scan driver has not been registered on your computer and cannot be accessed from Express Scan Manager.	Install the scan driver. If the scan driver is installed, uninstalled it and then re-install it. After the installation of the scan driver is completed, re-install the Express Scan Manager.
Failed to scan your document on the printer via Express Scan Manager.	Ensure that your computer and the printer is properly connected with the USB cable.
	Check whether the printer is on. If the printer is on, reboot it by turning the power switch off and then on again. **IMPORTANT:** • Note that the data in the memory are cleared when the printer is turned off.
	If a scan application is running, close the application once, restart the application, and then try scanning again.
	Network connection cannot be used. Connect with the USB cable.
	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to create an image file via Express Scan Manager.	Ensure there is sufficient space in your hard disk.
	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to initialize Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.
Failed to execute Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.
An unexpected error occurred on Express Scan Manager.	Uninstall Express Scan Manager on your computer and then re-install it.

Other Problems

Problem	Action
Condensation has occurred inside the printer.	This usually occurs within several hours after you heat the room in winter. This also occurs when the printer is operating in a location where relative humidity reaches 85% or more. Adjust the humidity or relocate the printer to an appropriate environment.

Understanding Printer Messages

The printer LCD panel displays messages describing the current state of the printer and indicates possible printer problems you must resolve. This section describes messages, their meanings, and how to clear the messages.

When you contact customer support about an error, have the error codes and messages ready.

IMPORTANT:
- When an error code is displayed, the print data remaining on the printer and the information accumulated in the memory of the printer are not secured.
- When you turn off the printer to recover, note that the data in the memory are cleared when the printer is turned off.

NOTE:
- An error code is listed in an error message.
- For error messages that are not listed in this chapter, refer to instructions in each error messages.

Error-Code	What You Can Do
005-110	Open the DADF cover and remove the jammed paper from the DADF.
005-121	
005-124	
010-317	Turn off the printer and wait for 40 minutes. Open the rear door and make sure that the fusing unit is fully installed, and turn on the printer.
010-397	Turn off the printer. Confirm that the fusing unit is correctly installed, and turn on the printer.
016-404	Contact your system administrator.
016-405	
016-500	Turn off the printer, and turn it on again.
016-501	
016-502	
016-503	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if SMTP server and DNS server are set correctly on CentreWare Internet Services.
016-504	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if POP3 server and DNS server are set correctly on CentreWare Internet Services.
016-505	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if user name and password used for POP3 server are set correctly on CentreWare Internet Services.
016-506	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if SMTP server or POP server is set on CentreWare Internet Services.
016-507	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if user name and password used for SMTP server are set correctly on CentreWare Internet Services.
016-520	Contact your system administrator.
016-521	
016-522	
016-523	
016-524	
016-527	
016-718	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. The file size exceeds the maximum for the printer to process. Print the file from your computer.
016-720	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. The file format is not supported by the USB storage device. Print the file from your computer.
016-737	Turn off the printer, and turn it on again.
016-741	
016-744	

016-750	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover.
016-753	
016-755	
016-757	
016-758	
016-759	
016-764	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Contact SMTP server administrator.
016-765	
016-766	
016-767	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check e-mail address, and try scanning again.
016-768	
016-786	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the network cable is connected properly. If there is no problem with the network cable, contact server administrator.
016-790	
016-791	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover.
016-799	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover.
016-930	The device is not supported. Remove it from the USB port.
016-931	The USB hub is not supported. Remove it from the USB port.
016-985	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Retry scanning by lowering the resolution setting or changing the file format of the scanned image.
016-986	
026-720	Press the (OK) button, or wait for the time set in Fault Time-out for the printer to recover.
026-721	Check your USB storage device: • If the file size or the number of files exceeds the limit of your USB storage device. • If your USB storage device is write-protected.
027-446	Change IP address to avoid duplication. Turn off the printer, and turn it on again.
027-452	
031-521	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Confirm login-able computer with your system administrator.
031-522	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if login name (domain name and user name) and password are correct.
031-523	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the share name you specified.
031-524	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the number of users who use the server at the same time is not exceeding the upper limit.
031-525	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the specified user can read and write file at the storage location.
031-526	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check DNS connection, or check if forwarding destination server is registered with DNS.
031-527	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Set DNS address, or set forwarding destination server address as IP address.
031-528	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the printer can communicate via network with the forwarding destination SMB server. For example, check the following: • Connection of a network cable • TCP/IP setting • Communication with Port 137 (UDP), 138 (UDP), and 139 (TCP). For communication beyond the subnet, contact your system administrator.
031-529	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if password is correct.
031-530	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if storage location is correct. Storage location you specified is DFS setting, and check if it is linked to other server. Specify directly linked server, share name, and storage location.
031-531	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check access right of the folder you specified.

031-532	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Change file name and forwarding destination folder, or move or delete file in forwarding destination folder.
031-533 031-534	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the following: • If the file name you specified is not used by other users. • If file or folder that has the same name as the one you specified already exists.
031-535 031-536	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if other user is not operating file in storage location you specified.
031-537	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if storage location has free space.
031-539	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if server name is correct.
031-540	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if domain name is correct.
031-541	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if login name (user name) is correct.
031-542	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Wait for a while and try the same operation again. Contact customer support if this failure is repeated.
031-543	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check login permitted time with your system administrator.
031-544	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the password valid period with your system administrator.
031-545	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check necessity of password change with your system administrator.
031-546	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check user invalid setting with your system administrator.
031-547	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check user lock-out status with your system administrator.
031-548	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check user valid period with your system administrator.
031-549	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. On server security settings, check access permission of null password user.
031-550 031-551	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check append access right to the file. Check if server supports the SMB append command.
031-552	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Set other than "Cancel" for processing in the case of file name duplication, or change/delete file name the same as the one specified in sending destination folder.
031-574	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check DNS connection, or check if name of forwarding destination server is registered with DNS.
031-575	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Set DNS address, or set forwarding destination server address as IP address.
031-576	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the printer communicates with forwarding destination FTP server. For example, check connection of network cable and if the IP address of the server is correct.
031-578	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if login name (user name) and password are correct.
031-579	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if storage location is correct.
031-580	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check server access right.
031-581	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Change file name and forwarding destination folder, or move or delete file in forwarding destination folder.
031-582	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the file name you specified can be created in storage location. Check if storage location has free space.
031-584	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the folder name you specified can be created in storage location. Check if the folder that has the same name as the one you specified already exists.

031-585 031-587	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check server access rights.
031-588	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if storage location has free space.
031-590	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Set other than "Cancel" for processing in the case of file name duplication, or change/delete file name the same as the one specified in sending destination folder.
031-594 031-595	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Set other than "Cancel" for processing in the case of file name duplication, or change/delete file name the same as the one specified in sending destination folder.
031-598	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check append access right to the file and if server supports the FTP append command.
031-599	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check rename access right to the file. Check if server supports the FTP rename command.
033-513	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Try the following: • Print the received fax, or wait for a while until sending a fax is completed. • Print the fax job stored using the Secure Receive feature. **NOTE:** • For more information on the Secure Receive feature, see "Using the Secure Receiving Mode" on page 243.
033-762	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. The printer rejects faxes sent from unwanted numbers. **See also:** • "Junk Fax Filter" on page 270
033-788	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Try the following: • Remove the received fax, or wait for a while until sending a fax is completed. • Print the fax job stored using the Secure Receive feature. **NOTE:** • For more information on the Secure Receive feature, see "Using the Secure Receiving Mode" on page 243.
034-515	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Try the following: • Try the same operation. • Check the printer or remote machine if the memory is full.
034-791	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the telephone line cord is connected properly. If the line connection is correct, check the following: • If tone/pulse setting is correct. **NOTE:** • For more information on tone/pulse setting, see "Dialing Type" on page 269. If tone/pulse setting is correct, check the following: • If the remote machine can receive a fax.
035-701	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the following: • status of the remote machine • tone/pulse setting **NOTE:** • For more information on tone/pulse setting, see "Dialing Type" on page 269.
035-702	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Try the same operation.

035-708	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Try the following:
	• Try the same operation.
	• Reduce the modem speed.
	NOTE:
	• For more information on modem speed, see "Modem Speed" on page 273.
035-717	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Reduce the modem speed.
	NOTE:
	• For more information on modem speed, see "Modem Speed" on page 273.
035-718	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the status of the remote machine.
035-720	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check the features of the remote machine.
035-781	Press the (OK) button, or wait for the time set in `Fault Time-out` for the printer to recover. Check if the remote machine is busy.
042-700	Wait for a while until the printer cools down.
077-300	Close the front cover.
093-922	Remove and shake the toner cartridge.
093-925	Turn off the printer. Confirm the toner cartridge is correctly installed, and turn on the printer.
093-926	Open the front cover. Remove the unsupported toner cartridge, and install a supported cartridge.
093-973	Open the front cover, and make sure that the toner cartridge is fully installed.
116-316	Turn off the printer. Remove the optional 512MB memory from the slot, and then reattach it firmly. Turn on the printer. Contact customer support if this failure is repeated.
116-317	Turn off the printer, and turn it on again.
116-320	Remove the unsupported optional memory module.
117-361	Turn off the printer, and turn it on again. Contact customer support if this failure is repeated.

Contacting Service

When you call for printer service, be prepared to describe the problem you are experiencing or the error message on the LCD panel.

You need to know the model type and service tag of your printer. See the label located on the rear of your printer.

Getting Help

This section includes:

Fuji Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

■ LCD Panel Messages

The LCD panel provides you with information and troubleshooting help. When an error or warning condition occurs, the LCD panel displays a message informing you of the problem.

See also:

■ SimpleMonitor Alerts

The SimpleMonitor is a tool that is included on the *Driver CD Kit*. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, the SimpleMonitor automatically displays an alert on your computer screen to let you know that the printer needs attention.

■ Obtaining the Product Information

Obtaining the Latest Print Driver

The latest print driver can be obtained by downloading it from our web site.

The following procedure uses the PCL 6 driver as an example.

NOTE:
- The communication fee shall be borne by users.

1 In your print driver's **Printing Preferences** dialog box, click the **Advanced** tab and then click **About**.

2 Click **Fuji Xerox Web Site**.

Your web browser launches and our web site is displayed.

3 Follow the instructions on the web site and download an appropriate print driver.

NOTE:
- You can browse our web site also on the *Driver CD Kit* included with the printer. To access the web site, click **Fuji Xerox Web Site** on the installation startup window of the CD-ROM.
- The URL of the driver download service page is as follows: http://www.fujixeroxprinters.com/
- For the latest information about the print driver features, refer to the Help provided for the print driver.

Updating the Printer's Firmware

Our web site also provides a tool that allows you to update the printer's firmware (software embedded within the printer) from your computer.

The latest firmware and updating tool can be downloaded from the following URL.

Follow the instructions on the web site and download the correct firmware update.

http://www.fujixeroxprinters.com/

NOTE:
- The communication fee shall be borne by users.

Non-Genuine Mode

When toner within a toner cartridge is empty, the `Replace Toner Cartridge` message appears.

When you want to use the printer in Non-Genuine mode, program the mode and replace the toner cartridge.

IMPORTANT:

- If you use the printer in the Non-Genuine mode, the performance of the printer may not be at its optimum. And any problems that may arise from the use of the Non-Genuine mode are not covered by our quality guarantee. The continuous use of the Non-Genuine mode can also cause the printer to break down, and any repair charges for such break down will be incurred by users.

NOTE:

- Before starting the operation described below, confirm that `Ready` is displayed on the LCD panel.

1   Press the ⓘ (**System**) button.

2   Select `Admin Menu`, and then press the (OK) button.

3   Select `Maintenance`, and then press the (OK) button.

4   Select `Non-Genuine`, and then press the (OK) button.

5   Select `Toner`, and then press the (OK) button.

6   Select `On`, and then press the (OK) button.

   The printer switches to the Non-Genuine mode.

11

Maintenance

This chapter includes:

Cleaning the Printer

This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

> ⚠️ **WARNING:**
>
> • When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

> ⚠️ **CAUTION:**
>
> • When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

This section includes:

- "Cleaning the Scanner" on page 376
- "Cleaning the DADF Feed Roller" on page 378
- "Cleaning Inside the Printer" on page 378

■ Cleaning the Scanner

Keep the scanner clean to ensure the best possible copies. Clean the scanner at the start of each day and during the day, as needed.

1 Slightly dampen a soft lint-free cloth or paper towel with water.

2 Open the document cover.
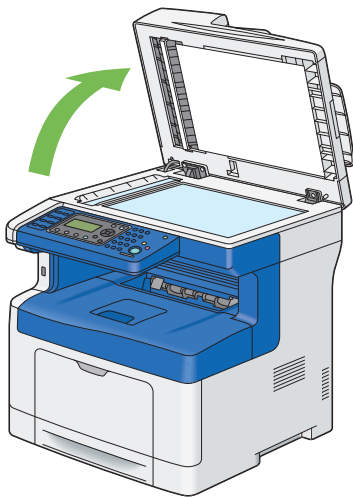
3 Wipe the surface of the document glass and duplex automatic document Feeder (DADF) glass until they are clean and dry.
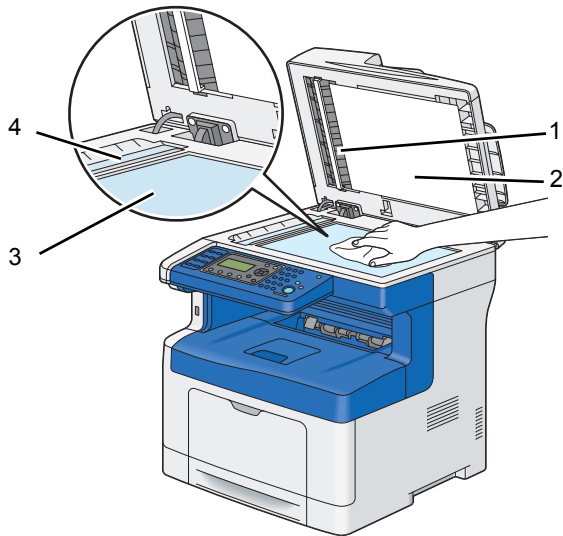
1	White Sheet
	NOTE:
	• Handle with care.
2	White Document Cover
3	Document Glass
4	DADF Glass

4 Wipe the underside of the white document cover and white sheet until they are clean and dry.
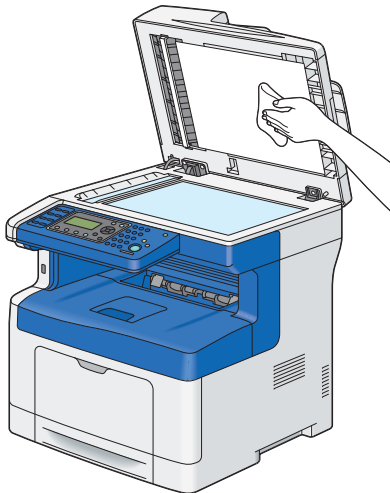
5 Close the document cover.

■ Cleaning the DADF Feed Roller

Keep the DADF feed roller clean to ensure the best possible copies. Clean the DADF feed roller regularly.

1 Open the DADF cover.
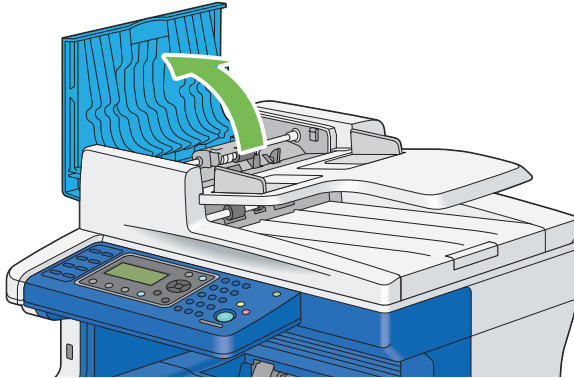
2 Wipe the DADF feed roller with a dry soft lint-free cloth or paper towel until it is clean.

If the DADF feed roller gets soiled with ink stains, paper from the DADF may also be soiled. In this case, slightly dampen a soft lint-free cloth or paper towel with a neutral detergent or water, and then remove the contamination from the DADF feed roller until it is clean and dry.
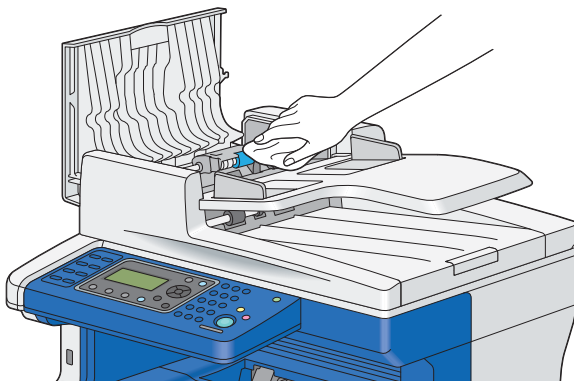
■ Cleaning Inside the Printer

Clean the feed roller inside the printer if print media does not feed correctly.

1 Turn off the printer and disconnect the power cord.
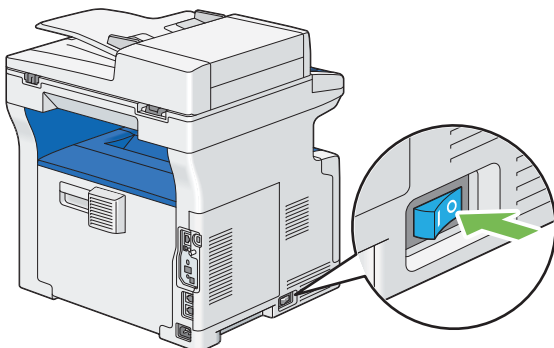
IMPORTANT:

• Note that the data in the memory are cleared when the printer is turned off.

2 Gently pull open the bypass tray cover.
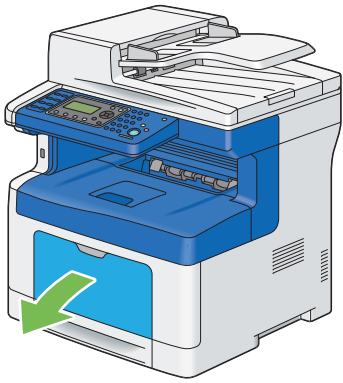
3 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.
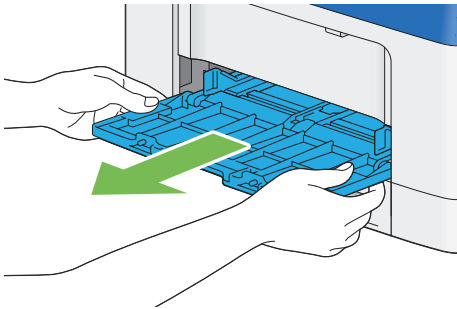
4 Pull the tray out of the printer about 200 mm.
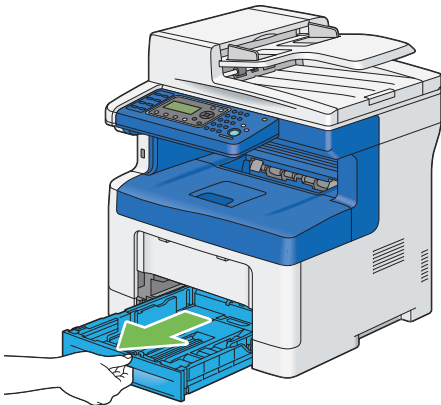
5 Hold the tray with both hands, and remove it from the printer.
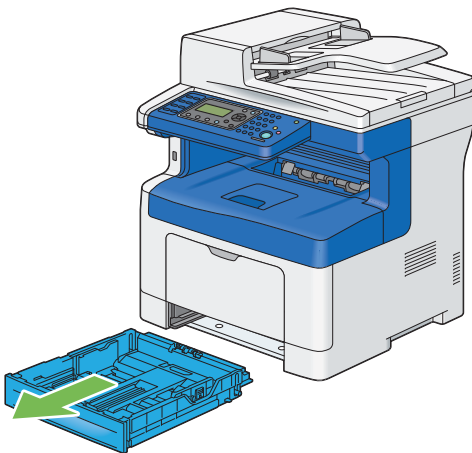
6 Wipe the feed roller inside the printer with a cloth moistened with water.
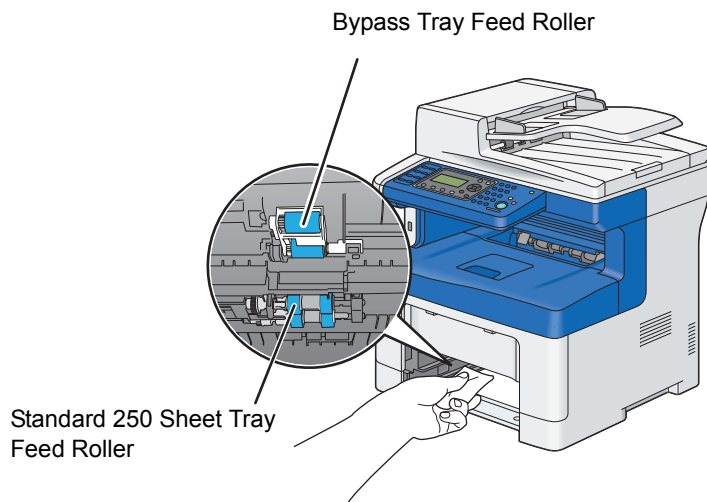
Bypass Tray Feed Roller

Standard 250 Sheet Tray
Feed Roller

7 Insert the standard 250 sheet tray into the printer, and push until it stops.
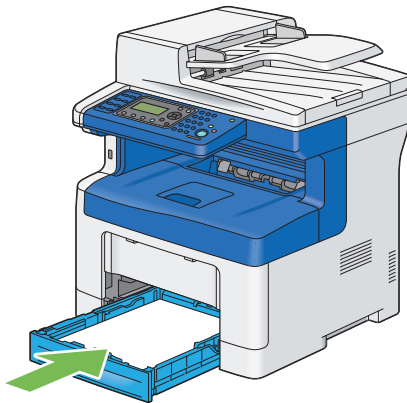
IMPORTANT:
• Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

8 Insert the bypass tray into the printer, push until it stops, and close the cover.
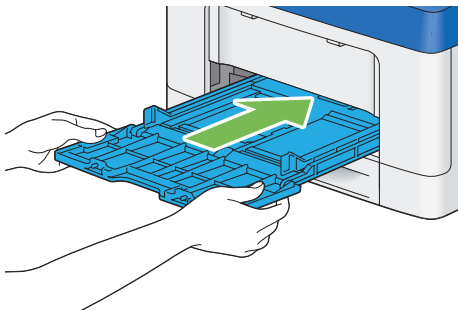
Replacing Consumables

This section describes how to replace consumables.

The following consumables are supplied as the replaceable items.

- Toner cartridge
- Drum cartridge
- Fusing unit
- Transfer unit
- Retard roll

⚠️ **WARNING:**

- **Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills.
  It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.**

- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
  If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.**

⚠️ **CAUTION:**

- **Keep a drum cartridge and a toner cartridge out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**

- **When replacing a drum cartridge and a toner cartridge, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**

- **If toner spills onto your skin or clothing, wash it off with soap and water.
  If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
  If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
  If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.**

■ Replacing the Toner Cartridge

Fuji Xerox toner cartridge is available only through Fuji Xerox.

It is recommended that you use Fuji Xerox toner cartridge for your printer. Fuji Xerox does not provide warranty coverage for problems caused by using accessories, parts, or components not supplied by Fuji Xerox.

This section includes:

Overview

When a toner cartridge reaches its usable life-span, the following messages appear on the LCD panel.

Message	Remaining Page Yield	Printer Status and Action
Replace Toner Soon Life Almost Over[1]	1,000 pages[2]	The toner cartridge has become low. Prepare a new one.
Out of Toner Replace Toner Cartridge	-	The toner cartridge has become empty. Replace the old toner cartridge with a new one.

[1]: This warning appears only when Fuji Xerox toner cartridge is used (`Non-Genuine` mode is set to off).

[2]: When a high capacity toner cartridge is set, the remaining page yield is approx. 2,500 pages. The remaining page yield differs depending on printing conditions, contents of the documents, and frequency of turning on/off the printer. For more information, see IMPORTANT of "Consumables" on page 396.

IMPORTANT:
- When placing a used toner cartridge on the floor or on a table, place a few sheets of paper under the toner cartridge to catch any toner that may spill.
- Do not reuse old toner cartridge once you remove it from the printer. Doing so can impair print quality.
- Do not shake or pound the used toner cartridge. The remaining toner may spill.
- We recommend you to use up the toner cartridge within one year after removing it from the packaging.

Removing the Toner Cartridge

1   Put your fingers in the hole on the front cover, and then pull it down to open.
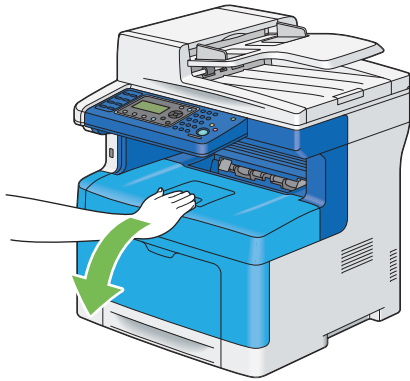
2   Grasp the toner cartridge lock lever, and then raise it upward to unlock.
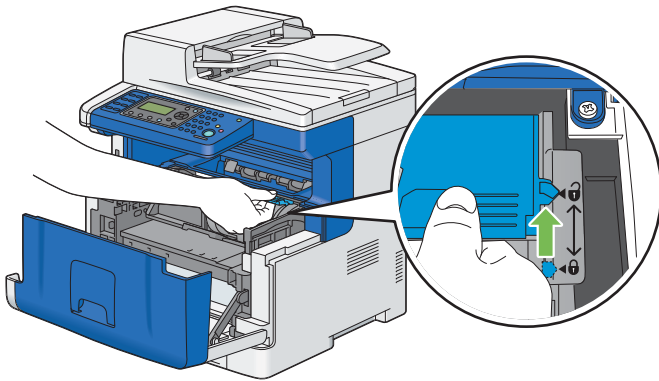
3   Grasp the handle on the toner cartridge, and then pull it out.

   IMPORTANT:
   • Do not shake the toner cartridge as it may cause toner spills.
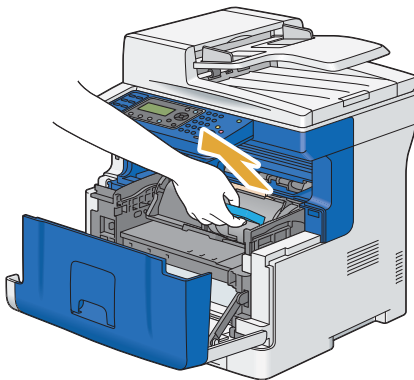
Installing a Toner Cartridge

1 Unpack a new toner cartridge.

> **NOTE:**
> - Handle the toner cartridge carefully to avoid spilling of the toner.

2 Shake the new toner cartridge five or six times to distribute the toner evenly.
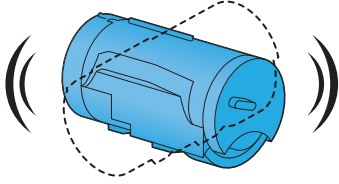
3 Make sure that the two tabs of the toner cartridge align with the grooves on the printer, and then insert it into the printer until it clicks.
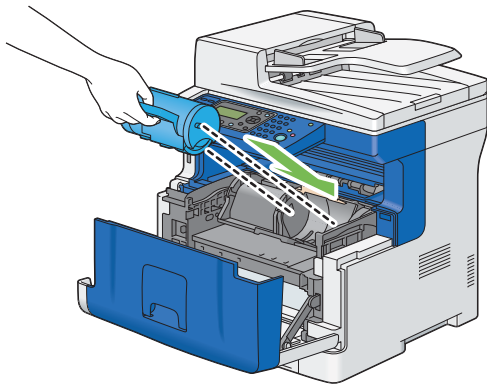
4 Grasp the toner cartridge lock lever, and then pull it down until it stops.
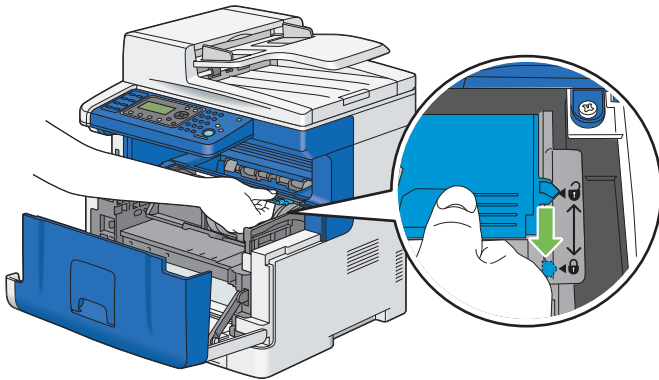
5 Close the front cover.
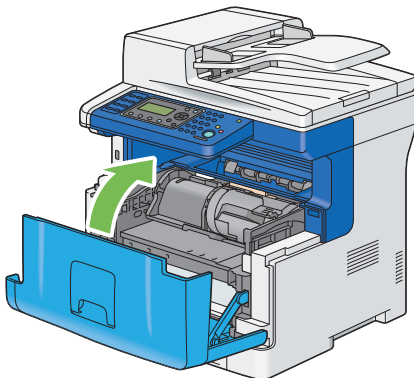
■ Replacing the Drum Cartridge

This section describes how to replace the drum cartridge.

IMPORTANT:

- Protect the drum of the drum cartridge against bright light. If the rear door remains open for more than 3 minutes, print quality may deteriorate.

This section includes:

- "Removing the Drum Cartridge" on page 386
- "Installing a Drum Cartridge" on page 388

Overview

When a drum cartridge reaches its usable life-span, the following messages appear on the LCD panel.

Message	Remaining Page Yield	Printer Status and Action
Order Drum Cartridge	10,000 pages	The drum cartridge is near the end of its life. Prepare a new one.
Drum Cartridge Life Over Replace Drum Cartridge	-	The drum cartridge has reached the end of its life. Replace the old drum cartridge with a new one.

Removing the Drum Cartridge

1 Put your fingers in the hole on the front cover, and then pull it down to open.
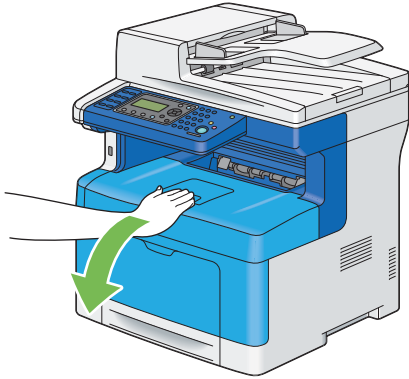
2 Grasp the toner cartridge lock lever, and then raise it upward to unlock.
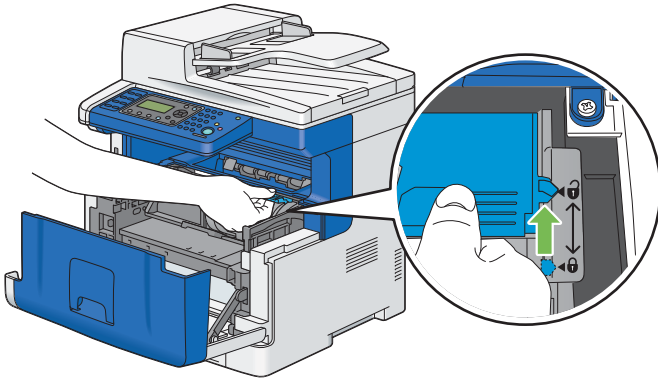
3 Grasp the handle on the toner cartridge, and then pull it out.

    IMPORTANT:
- Do not shake the toner cartridge as it may cause toner spills.
- Keep the removed toner cartridge on a level surface.
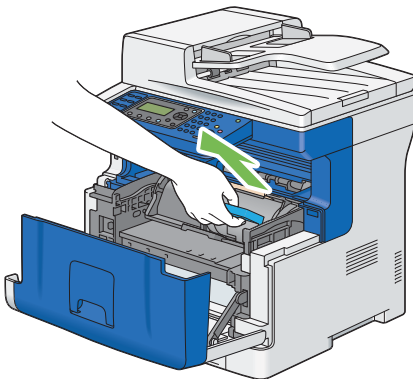
4 Grasp the handle on the front of the drum cartridge, and then pull it out halfway with one hand.
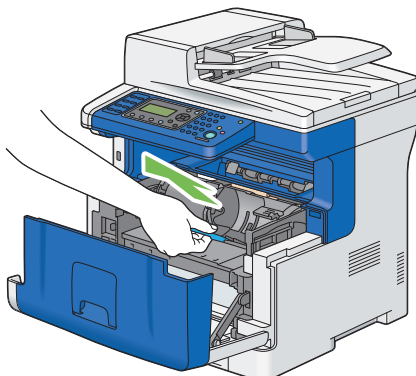
5 Grasp the handle on the top of the drum cartridge with the other hand, and then pull it out completely.
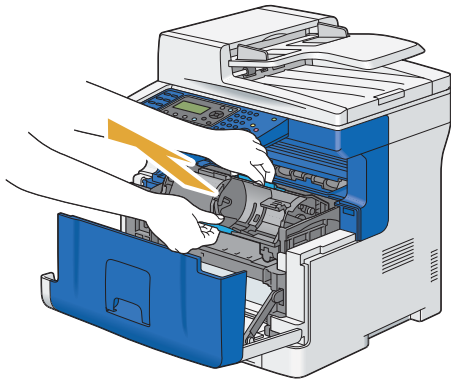
Installing a Drum Cartridge

1 Unpack a new drum cartridge.

2 Insert the drum cartridge into the cartridge slot, and then push until it stops.

NOTE:
- The protective cover of the drum comes off while inserting the drum cartridge into the cartridge slot. You do not need to remove it in advance.
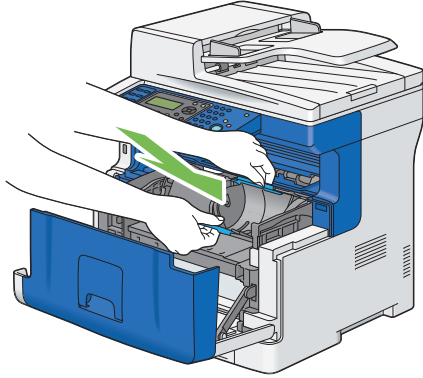
3 Make sure that the two tabs of the toner cartridge align with the grooves on the printer, and then insert it into the printer until it clicks.
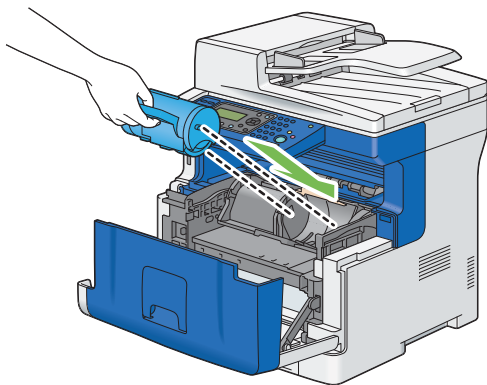
4 Grasp the toner cartridge lock lever, and then pull it down until it stops.
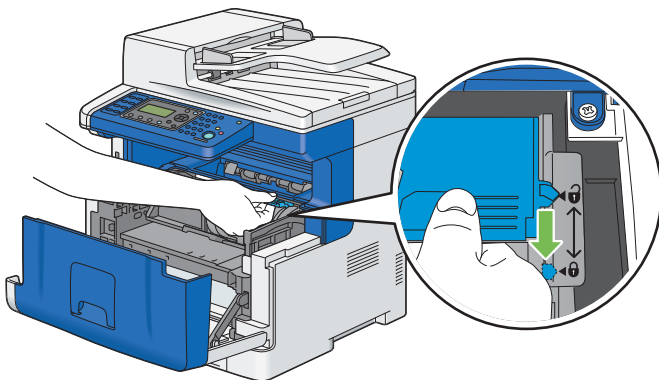
5 Close the front cover.
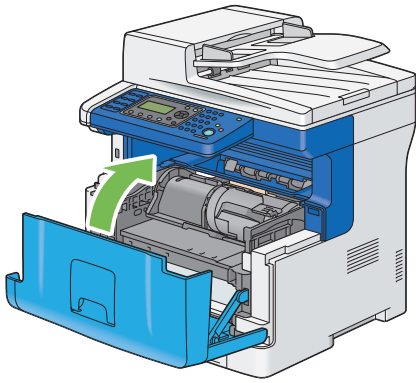
■ Replacing the Fusing Unit, Transfer Unit and Retard Roll

You need to replace three parts (fusing unit, transfer unit and retard roll) at a time. Both the transfer unit and the retard roll for replacement come with a new fusing unit.

Fuji Xerox fusing unit, transfer unit, and retard roll are available only through Fuji Xerox. To order by phone, see also "Online Services" on page 415.

It is recommended that you use Fuji Xerox fusing unit, transfer unit, and retard roll for your printer. Fuji Xerox does not provide warranty coverage for problems caused by using accessories, parts, or components not supplied by Fuji Xerox.

> ⚠ **CAUTION:**
> • **Fusing Unit Safety**
>   **When removing the Fusing Unit, always switch off first and wait for 40 minutes until it cools off.**

This section includes:

Overview

When a fusing unit or transfer unit reaches its usable life-span, the following messages appear on the LCD panel.

Message	Remaining Page Yield	Printer Status and Action
Replace Fusing Unit Soon	10,000 pages	The fusing unit is near the end of its life. Prepare a new one.
Life Almost Over		Replace the fusing unit as well as the transfer unit at the same time.
Replace Fusing Unit	-	The fusing unit has reached the end of its life. Replace the old fusing unit with a new one.
Replace Transfer Unit	-	The transfer unit has reached the end of its life. Replace the old transfer unit with a new one.

Removing the Fusing Unit

1 Turn off the printer, and wait for 40 minutes.

> **IMPORTANT:**
> • Note that the data in the memory are cleared when the printer is turned off.

2 Pull the rear door handle on the rear of the printer to open the rear door.
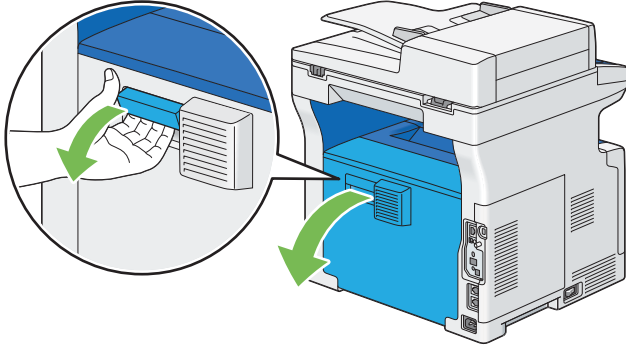
3 Raise the two gray levers on the both sides of the fusing unit to unlock.
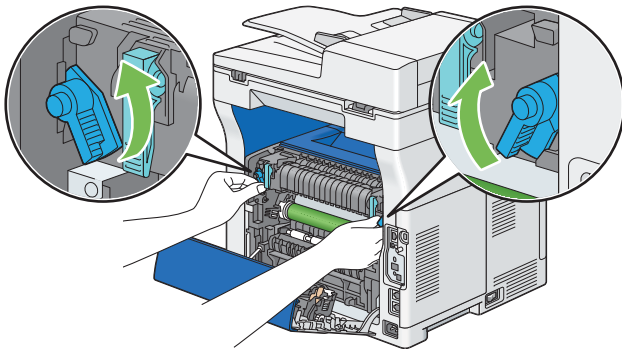
4 Grasp the grips on both sides of the fusing unit placing thumb on the knurling, and then pull out the unit.
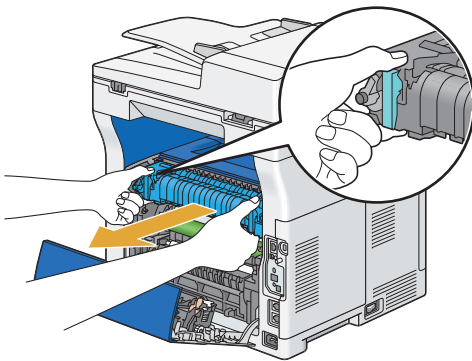
Installing a Fusing Unit

1 Unpack a new fusing unit.

2 Remove the packing material from the fusing unit.

3 Insert the fusing unit into the printer until it clicks.

> **NOTE:**
> • Hold both sides of the fusing unit with your hands.
> • Make sure that the fusing unit is firmly set in the slots and cannot be moved easily.
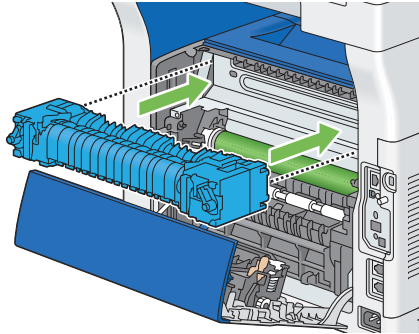
4 Lower the two gray levers to lock the fusing unit.
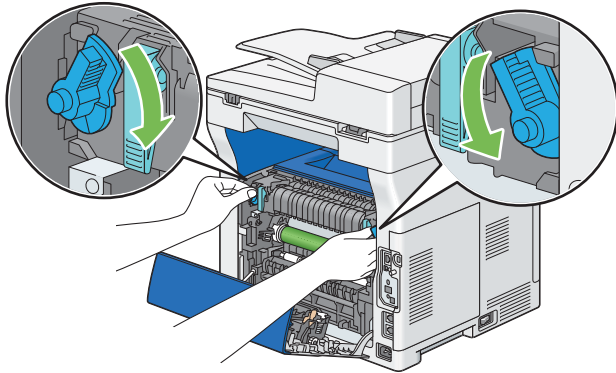
> **NOTE:**
> • After replacing the fusing unit, initialize its life counter. For details, see "Resetting the Counter of the Fusing Unit" on page 395.

Removing the Transfer Unit

1 Push the tabs on both sides of the transfer unit inward, and then lift it out of the printer.
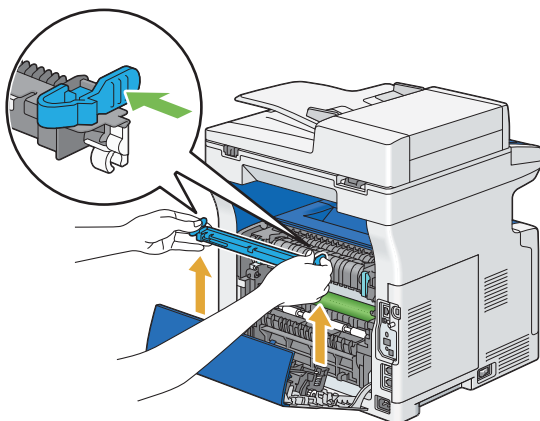
Installing a Transfer Unit

1 Unpack a new transfer unit.

2 Hold the transfer unit by its both ends.
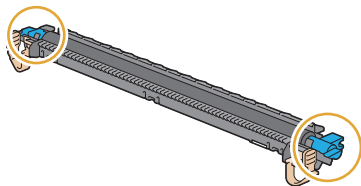
3 Push the both ends of the transfer unit inward, put it on the duplexer, and then rotate the transfer unit forward.
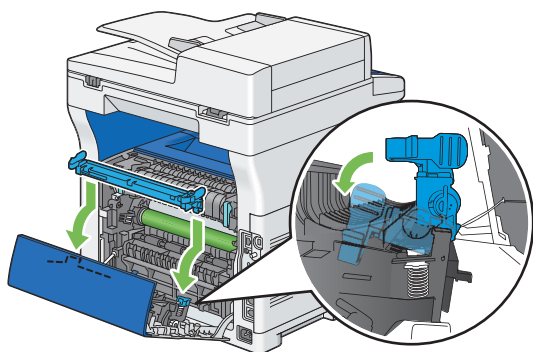
4 Make sure that the arrow marks on the transfer unit and the printer face each other, and then press the two tabs on transfer unit inward to lock.
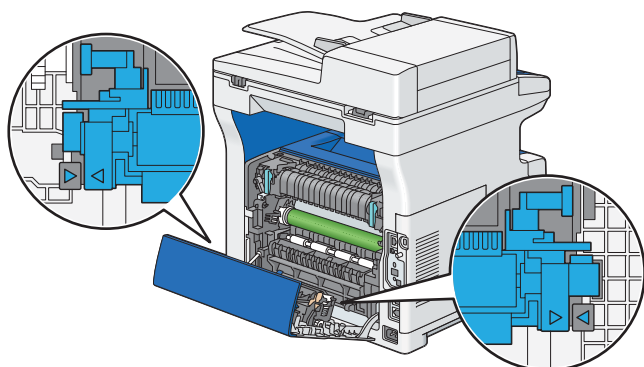
5 Close the rear door.
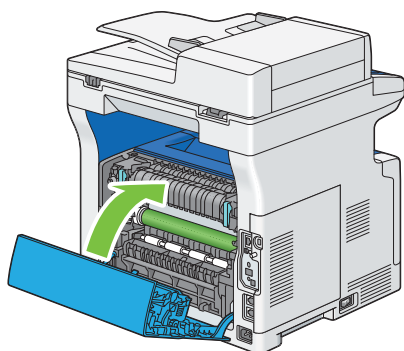
Removing the Retard Roll in the Standard 250 Sheet Tray

1 Hold the standard 250 sheet tray with both hands, and remove it from the printer.
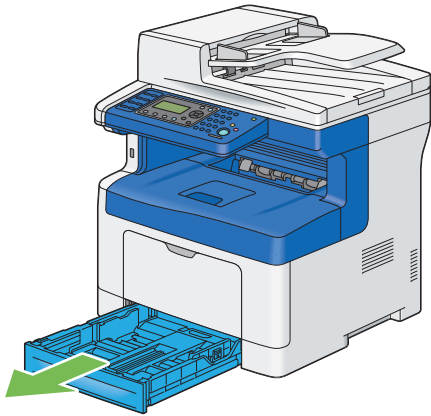
NOTE:
- Ensure that you remove all the paper from the standard 250 sheet tray before removing the retard roll.

2 Slightly pressing down the lock lever on the standard 250 sheet tray to the right with one hand, raise the retard roll with the other hand.
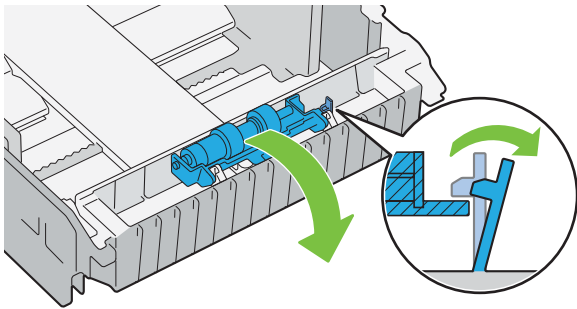
3 Slide the retard roll to the left to remove it from the standard 250 sheet tray.
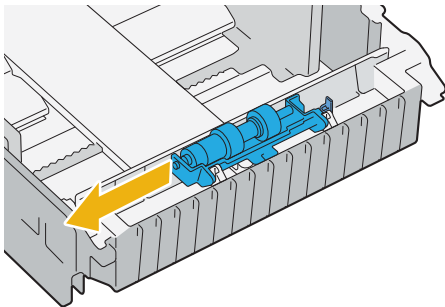
Installing a Retard Roll in the Standard 250 Sheet Tray

1 Unpack a new retard roll.

2 Slide the two axles of the retard roll into the holes on the standard 250 sheet tray.
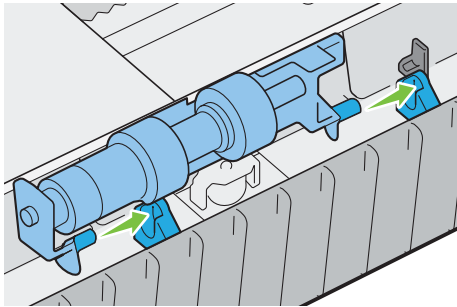
3 Press down the retard roll until it snaps.
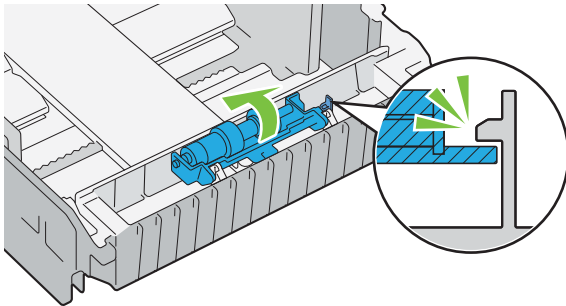
4 Load paper in the standard 250 sheet tray, and then insert the standard 250 sheet tray into the printer and push until it stops.
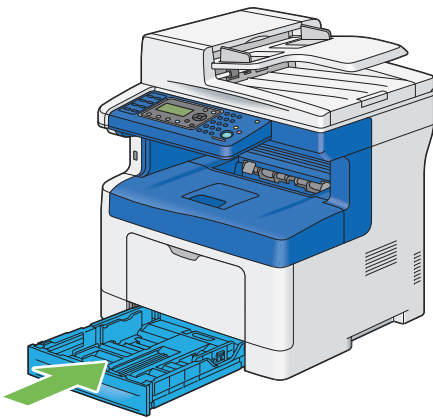
IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

Resetting the Counter of the Fusing Unit

After replacing the fusing unit, use the operator panel to reset the counter of the fusing unit.

1 Press the ⓘ (**System**) button.

2 Select `Admin Menu`, and then press the ⊙ⓚ button.

3 Select `Maintenance`, and then press the ⊙ⓚ button.

4 Select `Reset Fusing Unit`, and then press the ⊙ⓚ button.

5 Select `Yes`, and then press the ⊙ⓚ button.

Ordering Supplies

This section includes:

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply includes installation instructions on the box.

■ Consumables

IMPORTANT:

- Use of consumables/periodical replacement parts not recommended by Fuji Xerox can impair machine quality and performance. Use only consumables/periodical replacement parts recommended by Fuji Xerox.

Product Name	Product Code	Printable number of pages
Toner Cartridge 355 (Standard Capacity)	CT201937	4,000 pages
Toner Cartridge 355 (High Capacity)	CT201938	10,000 pages
Drum Cartridge 355	CT350973	100,000 pages
Maintenance KIT 110V	EL300843	100,000 pages
Maintenance KIT 220V	EL300844	100,000 pages

IMPORTANT:

- Average standard pages. Declared yield in accordance with ISO/IEC 19752. These values are estimates and vary depending on conditions such as the content being printed, paper size, paper type, the printer's operating environment, initializing process done when you turn on or off the printer, and adjustments to maintain print quality.
- The life of the fusing unit is affected greatly by the length of time the printer is turned on. If you set a longer time until entering the Power Saver mode, the power on time of the printer is increased, and the fusing unit may need to be replaced sooner. For details, contact the Fuji Xerox local representative.

■ When to Order Supplies

The LCD panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The LCD panel displays an error message when the supply must be replaced.

For details on error messages about replacing the toner cartridge, drum cartridge, fusing unit, or transfer unit, see "Replacing Consumables" on page 381.

To order supplies, contact the Fuji Xerox local representative office or an authorised dealer.

IMPORTANT:

- This printer is designed to provide the most stable performance and print quality when used with the recommended consumables. Not using consumables recommended for this machine degrades the performance and printing quality of the printer. You could also incur charges if the machine breaks down. To receive customer support and achieve the optimum performance of the printer, be sure to use recommended consumables.

■ Recycling Supplies

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drums (photoreceptors) to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridges and drums (photoreceptors) no longer needed. Do not open toner cartridges and drums (photoreceptors). Return them to your local Fuji Xerox representative.

Storing Print Media

To avoid potential paper feeding problems and uneven print quality, there are several things you can do:

- To achieve the best possible print quality, store print media in an environment where the temperature is approximately 70 °F/21 °C and the relative humidity is 40%.
- Store cartons of print media on a pallet or shelf, rather than directly on the floor.
- If you store individual packages of print media out of the original carton, ensure that they rest on a flat surface so the edges do not buckle or curl.
- Do not place anything on top of the print media packages.

Storing Consumables

Store consumables in their original packaging until you need to use them. Do not store consumables in:

- Temperatures greater than 104 °F/40 °C.
- An environment with extreme changes in humidity or temperature.
- Direct sunlight.
- Dusty places.
- A car for a long period of time.
- An environment where corrosive gases are present.
- A humid environment.

Managing the Printer

This section includes:

■ Checking or Managing the Printer with CentreWare Internet Services

When the printer is installed in a TCP/IP environment, you can use CentreWare Internet Services to check the printer status, the remaining volume of consumables, and the paper loaded in this printer. You can also use CentreWare Internet Services to configure printer settings.

NOTE:

- When using the printer as a local printer, you cannot use CentreWare Internet Services. For details about checking the status of a local printer, refer to .

Starting CentreWare Internet Services

Use the following procedure to start CentreWare Internet Services.

1 Launch your web browser.

2 Enter the IP address in the browser's address field, and then press the **Enter** key.

The CentreWare Internet Services screen appears.

• Using Online Help

For details regarding the items that can be set in each CentreWare Internet Services screen, click the **Help** button to display the online Help.

■ Checking Printer Status with SimpleMonitor (Windows Only)

SimpleMonitor is a tool that is installed with your Fuji Xerox print driver. It automatically checks the printer status when you send a print job. SimpleMonitor can also check the status of the tray and remaining amount of consumables, such as the toner cartridge.

Starting SimpleMonitor

Double-click the SimpleMonitor icon on the taskbar or right-click the icon and select **Select Printer**.

If the SimpleMonitor icon is not displayed on the taskbar, open SimpleMonitor from the **Start** menu:

The following procedure uses Microsoft® Windows® 7 as an example.

1 Click **Start → All Programs → Fuji Xerox → SimpleMonitor for Asia-Pacific → Activate SimpleMonitor**.

The **Select Printer** window appears.

2 Click the name of the desired printer from the list.

3 The Status Monitor window appears.

For details about the functions of SimpleMonitor, refer to the online Help.

■ Checking Printer Status Through E-mail

When connected in a network environment where sending and receiving of e-mail is possible, the printer can send an e-mail report to specified e-mail addresses containing the following information:

- • The network settings and the printer status
- • The error status which has occurred on the printer

Setting the E-mail Environment

Activate CentreWare Internet Services. On the **Properties** tab, configure the following settings according to your e-mail environment. After configuring the settings on each screen, always click **Apply** and then turn off/on the printer to reboot. For details about each item, refer to the online help for CentreWare Internet Services.

Item	Item to be configured	Description
Status Messenger	Recipient's E-mail Address	Set the e-mail address to which notices about changes in printer status or errors are sent.
	Notification Items	Set the contents of the notices to send in the e-mail.
Port Status	StatusMessenger	Select **Enabled**.
Protocol Settings > E-mail	Machine's E-mail Address,	Select appropriate settings for sending and receiving e-mail.
	SMTP Server Address,	
	SMTP Server Port Number,	
	E-mail Send Authentication,	
	Login Name,	
	Password,	
	SMTP Server Connection Status,	
	POP3 Server Address,	
	POP3 Server Port Number,	
	Login Name,	
	Password,	
	POP3 Server Check Interval,	
	APOP Settings,	
	POP3 Server Connection Status	
	Permitted E-mail Address	When setting the permission for checking information and changing the settings for an e-mail address, enter the e-mail address that is permitted to receive the e-mail. If no address is entered here, the printer receives e-mails from all users.
	StatusMessenger Password	When setting the password for access to the printer (both read only and read/write), enter the password in the **Password** field.

Checking the Printer Status with E-mail

This section describes cautions when sending e-mail to the printer to check the printer status.

- You can specify any title for the e-mail when checking the printer status or changing the printer settings.
- Use the commands described in the next section to create the text of the e-mail.

• Commands That Can Be Used in E-mail Text

Use each command according to the following rules:

- Prefix all commands with "#", and specify the #Password command at the top of the e-mail.
- Command lines without "#" are ignored.
- Write one command on each line and separate each command and parameter with a space or a tab.

When the same command is written two or more times in one e-mail, the second and subsequent commands are ignored.

Command	Parameter	Description
#Password	Password	Use this command at the top of the e-mail when a password for read only is set. You can omit this command when the password is not set.
#NetworkInfo		Set this when you want to check information on the network settings list.
#Status		Set this when you want to check the printer status.

• Example of Commands

- When the read only password is "ronly", and to check the printer status:

#Password ronly

#Status

#NetworkInfo

Conserving Supplies

You can change several settings in your print driver to conserve toner cartridge and paper.

The following descriptions use the Windows PCL 6 driver as an example.

Supply	Setting	Function
Toner cartridge	**Toner Saver** in the **Image Options** tab	This check box allows the users to select a print mode that uses less toner. The image quality will be lower when this feature is used.
Print media	**Pages Per Sheet (N-Up)** in the **Layout/Watermark** tab	The printer prints two or more pages on one side of a sheet. Values for **Pages Per Sheet (N-Up)** are **1-Up**, **2-Up**, **4-Up**, **8-Up**, **16-Up**, **32-Up**. Combined with the duplex setting, **Pages Per Sheet (N-Up)** allows you to print up to 64 pages on one sheet of paper. (32 images on the front and 32 on the back)

Checking Page Counts

The total number of printed pages can be checked at the operator panel. Four meters are available: `Meter 1`, `Meter 2`, `Meter 3`, and `Meter 4`.

The `Meter Readings` counts the number of pages printed properly. Single side print (including Pages Per Sheet (N-Up)) is counted as one job, and 2-sided print (including Pages Per Sheet (N-Up)) is counted as two. During 2-sided printing, if an error occurs after one side is printed properly, it is counted as one.

When doing 2-sided printing, a blank page may be inserted automatically depending on the settings of the application. In this case, the blank page is counted as one page.

For information about the individual meter, see "Meter Readings" on page 254.

Use the following procedure to check a meter:

1 Press the ⓘ (**System**) button.

2 Select `Meter Readings`, and then press the ⓞⓚ button.

3 Select the desired meter to check the number of pages.

Moving the Printer

This section describes how to move the printer.

IMPORTANT:

- Two people are required to move the printer.
- To prevent you from dropping the printer and getting backache or injuries, lift the printer by firmly gripping the recessed areas on both sides of the printer. Never lift the printer by gripping any other areas.

NOTE:

- If the optional 250 sheet feeder has been installed, uninstall the optional 250 sheet feeder before moving the printer. If the optional 250 sheet feeder is not fixed securely to the printer, it may fall to the ground and cause injuries. For details on how to uninstall the optional 250 sheet feeder, see "Removing the Optional 250 Sheet Feeder" on page 408.

1 Turn off the printer and disconnect the power cord, interface cable, and any other cables.

> **IMPORTANT:**
>
> - Note that the data in the memory are cleared when the printer is turned off.

2 Remove any paper in the document output tray and slide the document stopper inside the DADF.
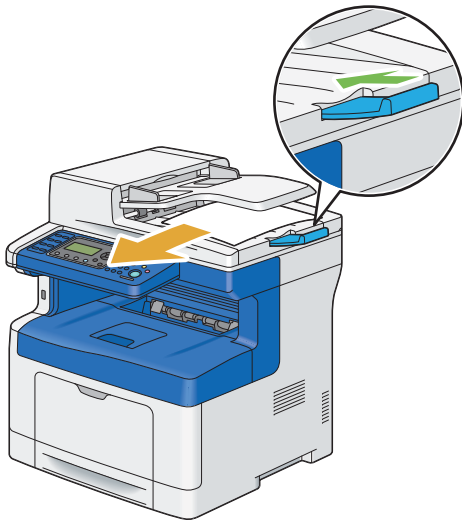
3 Remove any paper in the output tray and slide the output tray extension inside the printer.
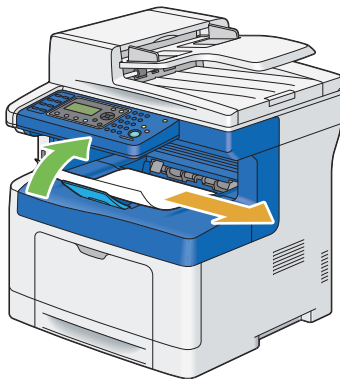
4 Lift the printer and move it gently.

IMPORTANT:

• When lifting the machine, make sure to follow the precautions stated in "Machine Installation" on page 18.

NOTE:

• If you move the printer over a long distance, remove the toner cartridge from the printer to prevent toner from spilling, and pack the printer inside a box.
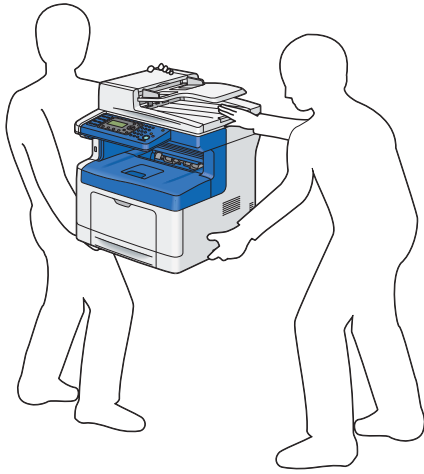
Removing Options

If the printer location needs to be changed or the printer and print media handling options need to be shipped to a new location, all print media handling options must be removed from the printer. For shipping, pack the printer and print media handling options securely to avoid damage.

This section includes:

■ Removing the Optional 512MB Memory

IMPORTANT:
- When you remove the optional 512MB memory, be sure to turn off the printer, unplug the power cord, and disconnect all cables from the rear of the printer before starting these tasks.

1 Turn off the printer.
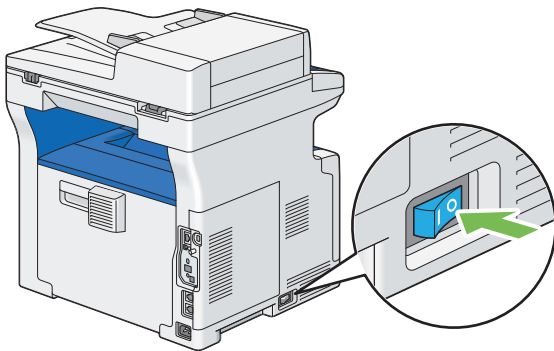
IMPORTANT:
- Note that the data in the memory are cleared when the printer is turned off.

2 Turn the screw on the control board cover counterclockwise.

NOTE:
- Loosen the screw. You do not need to remove the screw.
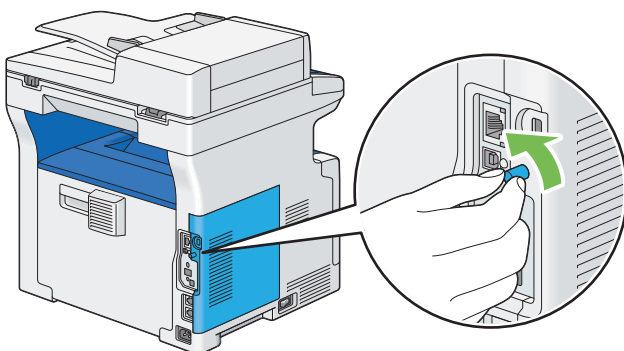
3 Slide the control board cover towards the rear of the printer to remove the cover.
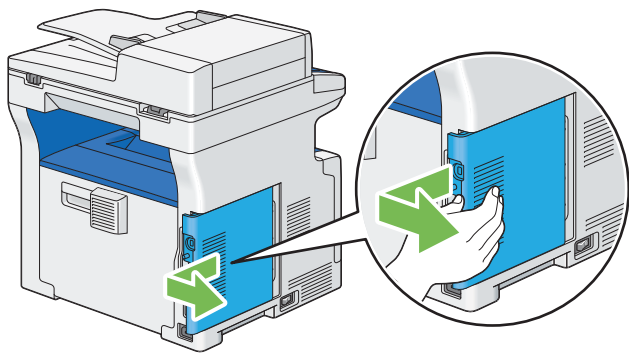
4 Push the clips on both sides of the slot outward to raise the 512MB memory.
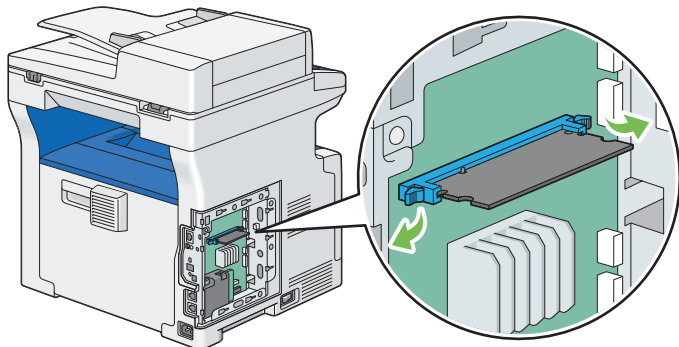
5 Hold the 512MB memory and pull it straight out.
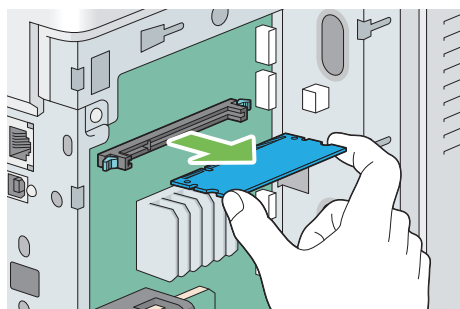
6 Align the guide on the control board cover with the slot around the control board, and slide it towards the front of the printer.
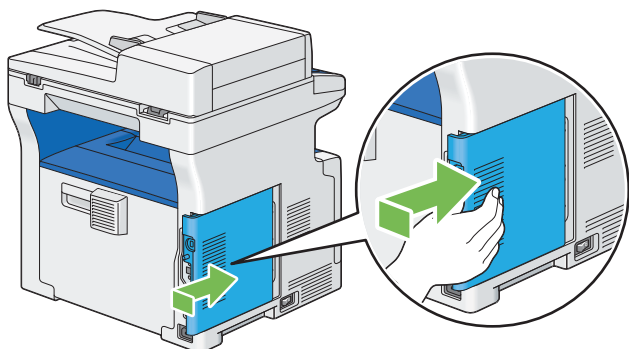
7 Turn the screw clockwise.
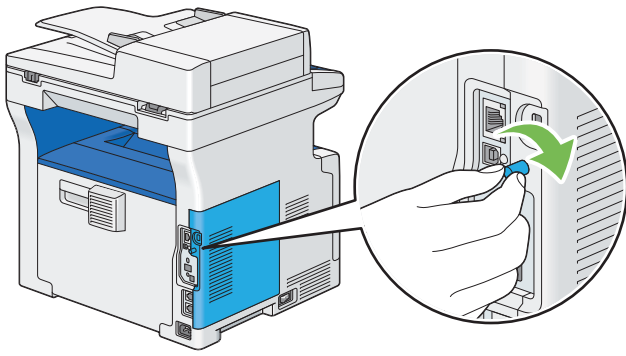
8 Turn on the printer.

■ Removing the Optional 250 Sheet Feeder

IMPORTANT:
• When you remove the optional 250 sheet feeder (Tray2), be sure to turn off the printer, unplug the power cord, and disconnect all cables from the back of the printer before starting these tasks.
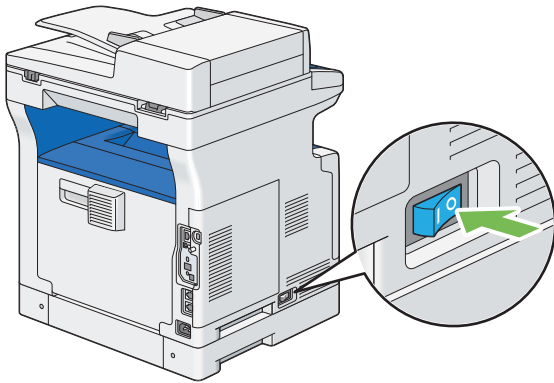
1 Turn off the printer.

IMPORTANT:
• Note that the data in the memory are cleared when the printer is turned off.

2 Disconnect the power cord from the power connector on the rear of the printer.
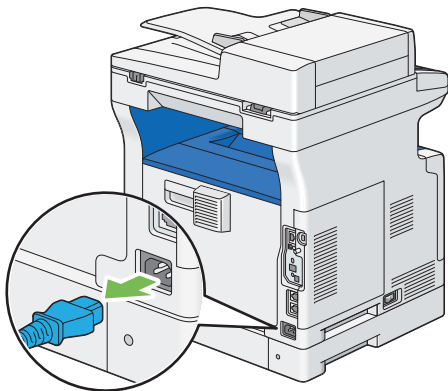
3 Gently pull open the bypass tray cover.
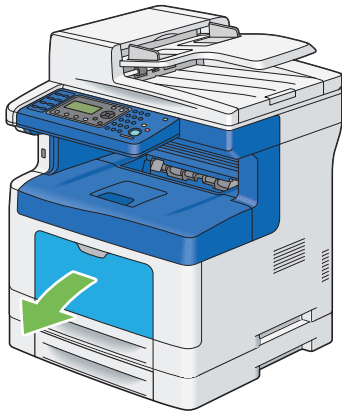
4 Grasp both sides of the bypass tray, and then pull the bypass tray from the printer.
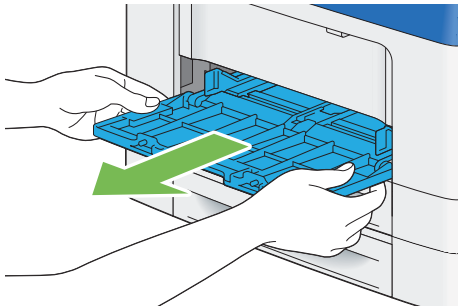
5 Pull the standard 250 sheet tray out of the printer about 200 mm. Hold the standard 250 sheet tray with both hands, and remove it from the printer.
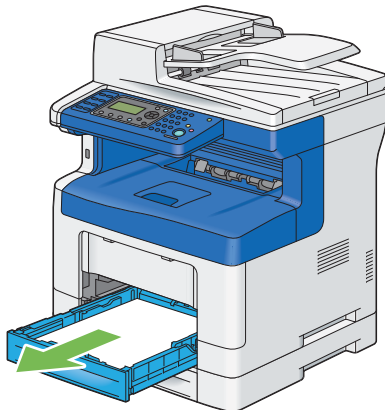
6 Remove the two screws joining the printer and the optional 250 sheet feeder by unscrewing them with a coin or similar object.
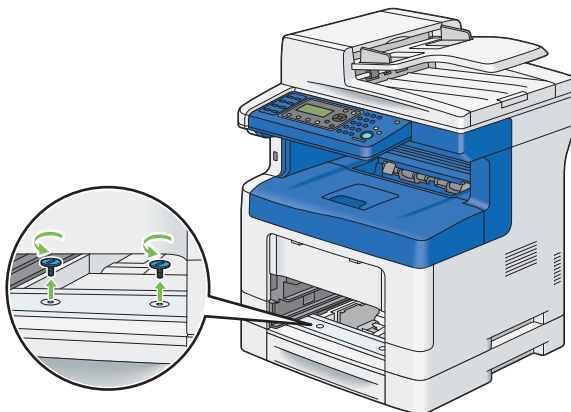
NOTE:

• The screw hole is located in 70 mm recess from the front of the printer.

7 Gently lift the printer off the optional 250 sheet feeder, and place it on a level surface.

IMPORTANT:
- When lifting the machine, make sure to follow the precautions stated in .
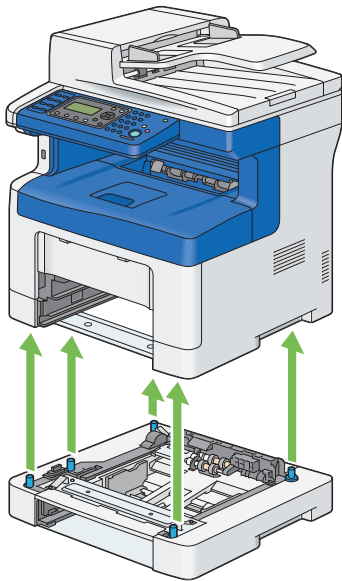
8 Insert the standard 250 sheet tray into the printer, and push until it stops.
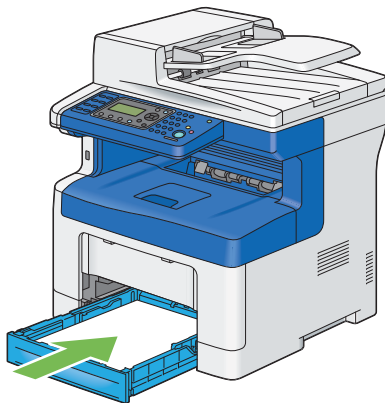
IMPORTANT:
- Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

9 Insert the bypass tray into the printer, push until it stops, and close the cover.
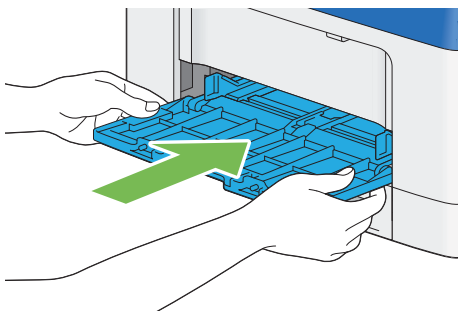
10 Reconnect all cables into the rear of the printer and turn on the printer.

■ Removing the Optional Wireless Printer Adapter

IMPORTANT:
- If you remove the optional wireless printer adapter, be sure to turn off the printer, unplug the power cord, and disconnect all cables from the rear of the printer before removing the adapter.

1 Turn off the printer.
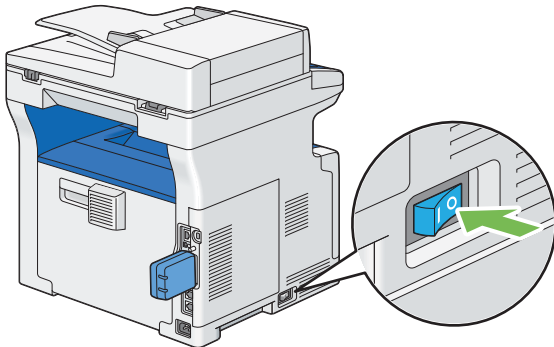
IMPORTANT:
- Note that the data in the memory are cleared when the printer is turned off.

2 Disconnect the power cord from the power connector on the rear of the printer.
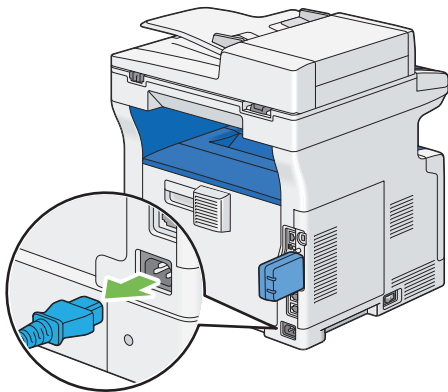
3 Turn the screw on the control board cover counterclockwise.
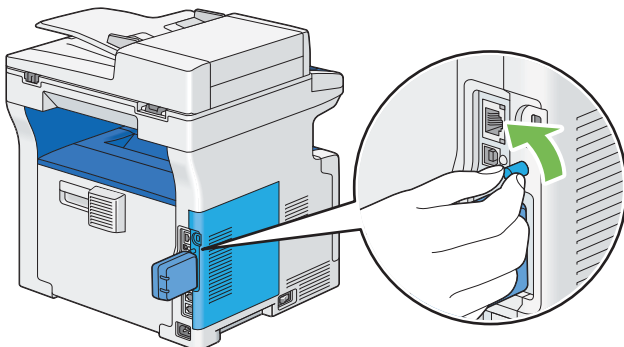
4 Slide the control board cover towards the rear of the printer and remove the cover.
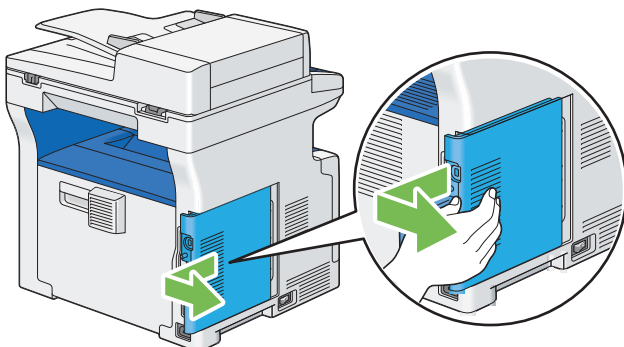
5 Remove the wireless printer adapter from the printer by releasing the adapter's hook while pushing the wireless printer adapter towards the front of the printer.
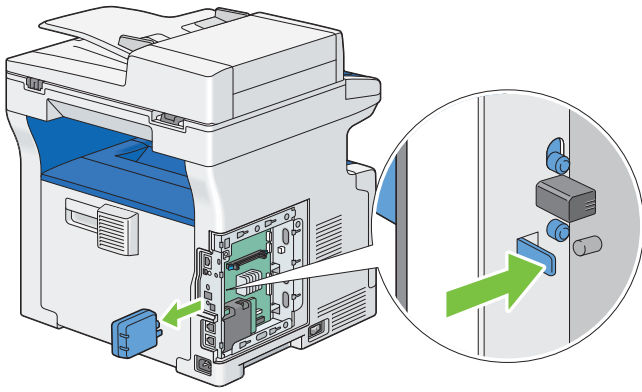
6 Align the guide on the control board cover with the slot around the control board, and slide it towards the front of the printer.
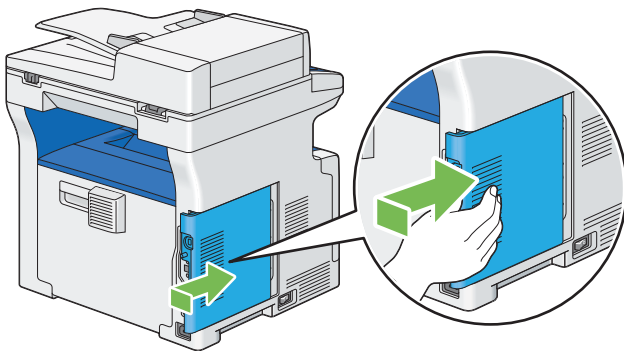
7 Turn the screw clockwise.
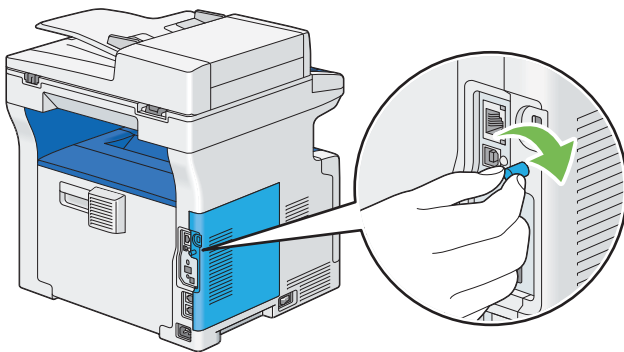
8 Reconnect all cables into the rear of the printer and turn on the printer.

Contacting Fuji Xerox

This chapter includes:

Technical Support

Fuji Xerox recommends the Customer first utilize support materials shipped with the product, product diagnostics, information contained on the Web, and email support. If unsuccessful, to obtain service under product warranty the Customer must notify Fuji Xerox Telephone Support or its authorized service representative of the defect before the expiration of the warranty period. Customer will provide appropriate assistance to Telephone Support personnel to resolve issues, such as restoration of the operating system, software program and drivers to their default configuration and settings, verification of functionality of Fuji Xerox supplied products, replacement of customer replaceable units, clearing paper misfeeds and cleaning the unit and other prescribed routine and preventative maintenance.

If the Customer's product contains features that enable Fuji Xerox or its authorised service representative to diagnose and repair problems with the product remotely, Fuji Xerox may request that the Customer allow such remote access to the product.

Online Services

You can find detail Product and Consumable warranty information and activate your warranty by registering your details on our website at http://www.fujixerox.com/support/docuprint/

Fuji Xerox Online Support Assistant provides instructions and troubleshooting guides to resolve your printer problems. It is an easy-to-use, searchable online help. To find out more, please visit our online support at http://www.fujixerox.com/support/docuprint/

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