

DocuCentre S2520
DocuCentre S2320
User Guide




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1 Before Using the Machine

This chapter describes how to use this guide, as well as safety notes and legal notice you should read before using the machine.

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Preface

Thank you for selecting the DocuCentre S2520/S2320 (hereafter referred to as "the machine").

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

This guide assumes that you have a basic knowledge of the operating environment of the personal computer in use and networking environments. For information on the environment of the personal computer in use and the basic knowledge and operations of networking environments, refer to the manuals provided with the personal computer, operating system, and network system.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the machine.

<p>Warning: This equipment will be inoperable when mains power fails.</p>
--

Types of Manuals

The following guides are provided with the machine.

Accompanying Manuals

■ User Guide (this guide)

The guide describes how to use the copy, print, and scan features as well as how to set the paper, perform everyday maintenance, make machine status settings, perform troubleshooting, and set up a network. The guide is included in the Media (Software/Product Manual).

■ Basic Operation Guide (Booklet)

The guide describes a quick reference for the basic operations, daily maintenance, and problem solving for this machine. The guide is included in the Media (Software/Product Manual).

■ Manual (HTML)

The manual describes installation and configuration procedures for print drivers and the printer environment. This manual is included in the Media (Software/Product Manual).

■ Print Driver Help

The help describes print features and operations.

Guides for Optional Components

Optional components are available for this machine. Optional components come with an installation procedure guide that provides information on how to set up the product and other details.

Using This Guide

This guide is intended for first time users of the machine. It describes the basic operations for the copy, print, and scan features.

Organization of This Guide

This guide consists of the following chapters:

■ **1 Before Using the Machine**

Describes how to use this guide and provides license information.

■ **2 Environment Settings**

Describes the environment required to operate the machine.

■ **3 Product Overview**

Describes the names of the machine parts as well as basic operations, such as how to turn the machine on and off, how to use the Power Saver feature, and how to use CentreWare Internet Services.

■ **4 Loading Paper**

Describes the types of paper and other media that you can use on the machine and how to load paper in a tray.

■ **5 Copy**

Describes the basic operation and features of the copy feature.

■ **6 Scan**

Describes the basic operations and features of the scan feature.

■ **7 Print**

Describes the basic printing operations.

■ **8 Tools**

Describes the System Administration mode as well as how to change the default settings.

■ **9 Machine Status**

Describes how to check the faults that occurred in the machine and to print various reports.

■ **10 Job Status**

Describes how to check job status and how to delete jobs.

■ **11 Maintenance**

Describes how to replace consumables and to clean the machine.

■ **12 Problem Solving**

Describes troubleshooting procedures to solve the problems with the machine.

■ **13 Appendix**

Describes the specifications of the machine, optional accessories, and cautions/restrictions.

Conventions

- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this document, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:

Important : Important information that you should read.

Note : Additional information on operations or features.

- The following symbols are used in this guide:

" " : • A cross-reference included in this guide.

- Names of features, screen messages, and input text.

[] : • Folders, files, applications, button or menu names displayed on the screen.

- Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.

< > button : • Hardware buttons on the control panel.

< > key : • Keys on the keyboard of the computer.



> : • Path to a certain item within a procedure on the control panel.



For example: When you see the procedure "select [Tools] > [Copy Settings]", this means that you need to select [Tools], and then select [Copy Settings].

- Path to a certain item within a procedure on a computer.

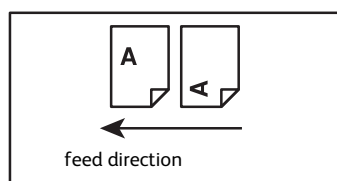
For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders.

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

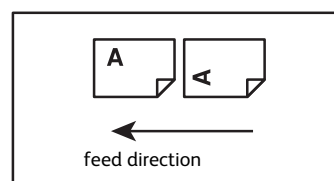
 , Long Edge Feed (LEF): • Loading the document or paper in portrait orientation when viewed from the front of the machine.

 , Short Edge Feed (SEF): • Loading the document or paper in landscape orientation when viewed from the front of the machine.

LEF Orientation



SEF 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.
	<p>⚠: A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Caution</div> <div style="text-align: center;"> Flammable</div> <div style="text-align: center;"> Explodable</div> <div style="text-align: center;"> Electric shock</div> <div style="text-align: center;"> Heated surface</div> <div style="text-align: center;"> Moving object</div> <div style="text-align: center;"> Pinched fingers</div> </div> <p>⊘: A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Prohibited</div> <div style="text-align: center;"> No fire</div> <div style="text-align: center;"> Do not touch</div> <div style="text-align: center;"> Do not use in bathroom</div> <div style="text-align: center;"> Do not tear down</div> <div style="text-align: center;"> Keep away from wet</div> <div style="text-align: center;"> Never touch with wet hand</div> </div> <p>ⓘ: A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Instructions</div> <div style="text-align: center;"> Unplug</div> <div style="text-align: center;"> Ground/Earth</div> </div>

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 is not used over weekends or long holidays.



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.

1

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:

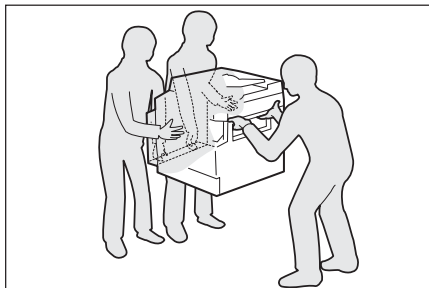
- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers



This product weighs 33 kg. When moving it, always carry it by a team of three or more persons to avoid mishandling or injury.



When lifting this product, the first two persons to hold the bottom of the folded bypass tray on the left side of the product, and the third person to hold the handhold provided on the right side of the product. Never lift it by gripping any other areas. It will prevent you from dropping the product and getting back ache or injuries.

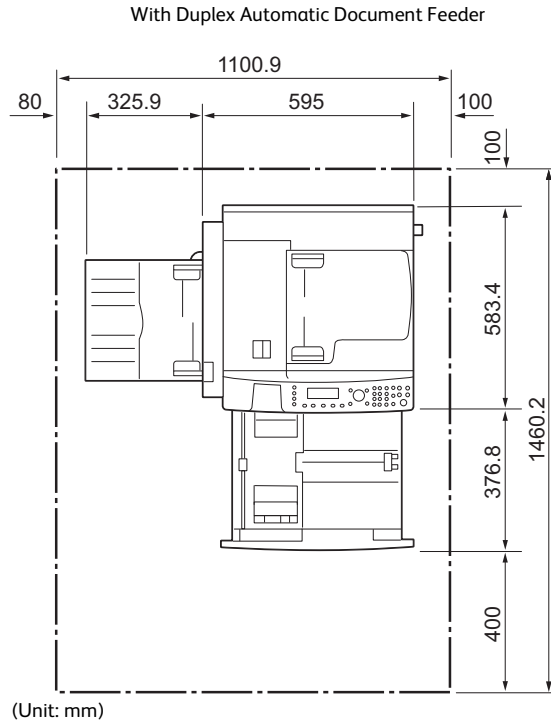


Locate this product on a level and sturdy surface that can withstand its weight. Otherwise, if tilted, the product may fall over and cause injuries.

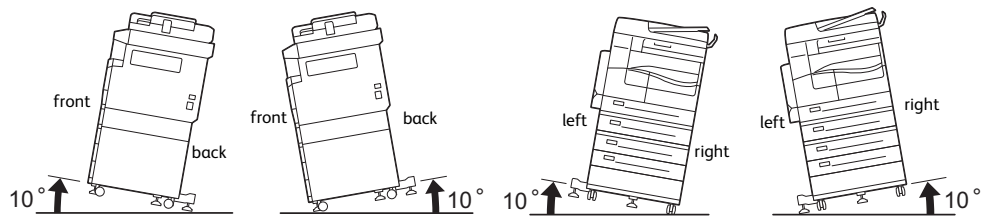


Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

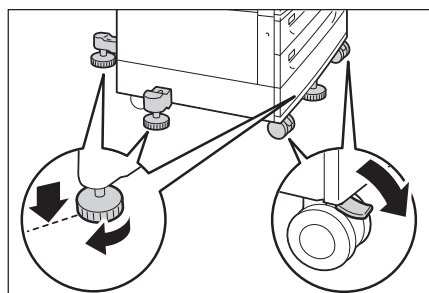
Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.



Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.





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: 15 - 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 need to pull out a tray to remove paper jam, contact your local Fuji Xerox representative. Do not pull out a tray, otherwise it may cause injuries.



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



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.



Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.

It may catch fire by electric sparks inside a vacuum cleaner and cause explosion.

Use a broom or a wet cloth to wipe off the spills. 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: RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

⚠ CAUTION



Keep drum cartridges and toner cartridges 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 drum cartridges and toner cartridges, 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 the 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

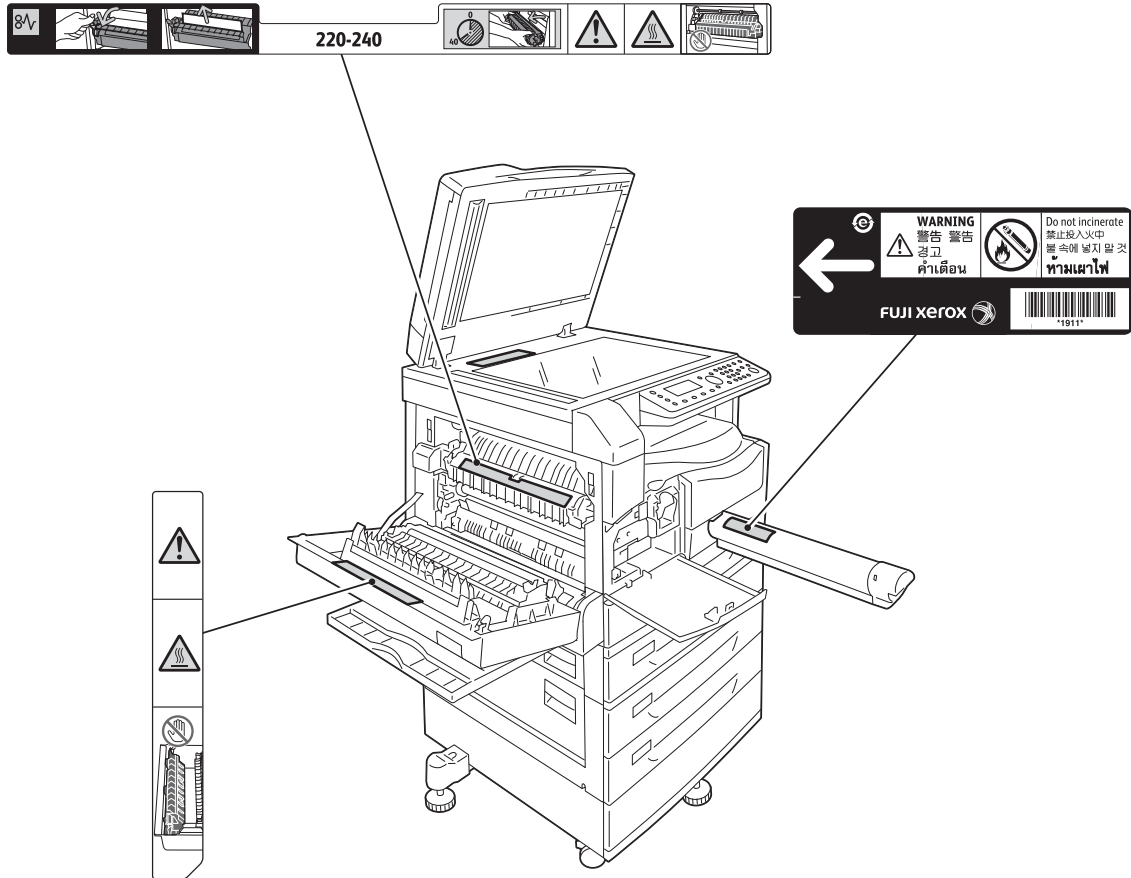
When removing the fusing unit, always switch off first and wait for 40 minutes until it cools off.

Location of Warning and Caution Labels



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.



Regulation

Radio Frequency Emissions (Class A)

This product has been tested and found to comply with the limits for a class A digital device, pursuant to International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunication Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference when the product is operated in a commercial environment. This product generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this product in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

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

Product Safety Certification (UL, CB)

This product is certified by the following agency using the safety standards listed.

<u>Agency</u>	<u>Standard</u>
TUV	IEC60950-1:ed. 2

Environment

- For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridge and drum cartridge to make recycle parts, recycle materials or energy recovery.
- Proper disposal is required for toner cartridge and drum cartridge no longer needed. Do not open toner cartridge and drum cartridge. Return them to your local Fuji Xerox representative.

About License

This section describes information about licenses. Be sure to read through it.

Libcurl

COPYRIGHT AND PERMISSION NOTICE

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Before Using the Machine



2 Environment Settings

This chapter describes the machine's operating environment.

Note • Some models do not need to make the environment settings described in this chapter. Such models, an optional component is required. For more information, contact our Customer Support Center.

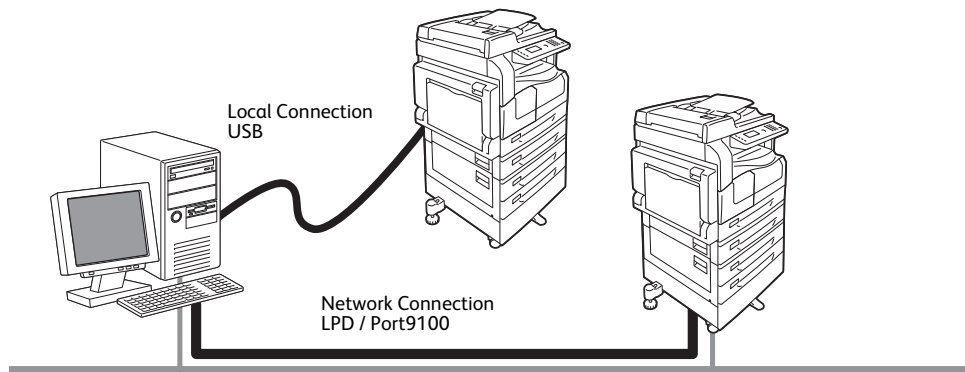
- Supported Environment.....28
- Interface Cables.....30
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- Activating the Communication Port To Use.....36
- Setting the Send E-mail Function38
- Using CentreWare Internet Services41
- Installing the Print Driver/Scan Driver57

Supported Environment

This section describes the environment settings needed to use the machine's print and scan features.

Print Feature

The machine can be connected directly to a computer for use as a local printer, or can be connected to a network for use as a network printer.



■ Use as a Local Printer

Connect the machine to a computer with a USB cable.

■ Use as a Network Printer

Print from network-connected computers using the TCP/IP protocol.

To use the machine as a network printer, you need to activate the port to use for printing.

- LPD: Activate this setting when using the LPD port.
- Port9100: Activate this setting when using the Port9100 port.

For information on how to set TCP/IP, refer to "Setting the Network Environment" (P.32).

For information on how to activate a communication port, refer to "Activating the Communication Port To Use" (P.36).

Scan Feature

The machine supports the following Scan functions:

■ Using the USB connection

■ Scan with PC application

Uses the USB connection to import scan data in a computer with a TWAIN or Windows Image Acquisition (WIA) compatible application.

To use this function, you must install the scan driver from the Media (Software/Product Manual).

Note • To install the scan driver, follow the instructions provided in the "Manual (HTML)" included in the Media (Software/Product Manual).

For information on how to use this feature, refer to "Loading Scan Data Using the PC-Based Application" (P.120).

■ Using the Network connection

■ Scan with PC application

Uses the Network TWAIN (SOAP) to import scan data in a computer with a TWAIN or Windows Image Acquisition (WIA) compatible application.

To use this function, you must install the scan driver from the Media (Software/Product Manual).

Note • To install the scan driver, follow the instructions provided in "Manual (HTML)" included in the Media (Software/Product Manual).

For information on how to use this feature, refer to "Loading Scan Data Using the PC-Based Application" (P.120).

■ Scan to E-mail

Uses the SMTP protocol to send the document scanned by the machine as an e-mail attachment.

To send scanned data as an e-mail attachment, you must activate the SMTP port.

(Setting at the time of factory shipment: Enabled)

This function is also used to set the e-mail header and body and SMTP server settings used when e-mails are sent as well as the recipient address (system administrator's e-mail address) for e-mail notification when a transmission error occurs.

For information on how to activate the SMTP port, refer to "Activating the Communication Port To Use" (P.36).

For information on how to set the SMTP server, refer to "SMTP Server Settings" (P.38).

For information on how to enter the header and body of an e-mail, refer to "E-mail Header and Body Settings" (P.39).

For information on how to set the system administrator's e-mail address, refer to "Administrator's E-mail Address" (P.44).

For information on how to use this feature, refer to "Sending Scan Data to PC as E-mail Attachment - E-mail" (P.121).

■ Scan to PC (Network)

Uses the SMB protocol to send the scanned data directly from the machine to the computer.

To save scanned data on a computer, you must activate the SMB port.

(Setting at the time of factory shipment: Enabled)

For information on how to activate the SMB port, refer to "Activating the Communication Port To Use" (P.36).

For information on how to use this feature, refer to "Sending Scan Data Directly from the Machine to the PC" (P.123).

Interface Cables

When connecting the machine directly to a computer, use a USB interface. When connecting the machine to a network, use an Ethernet interface.

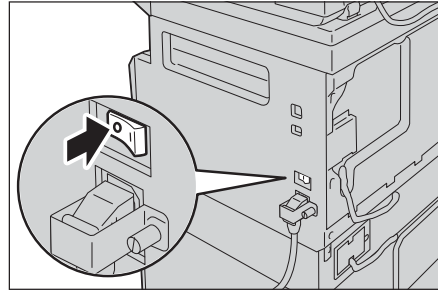
Using the USB Interface

The machine supports the USB 2.0 interface.

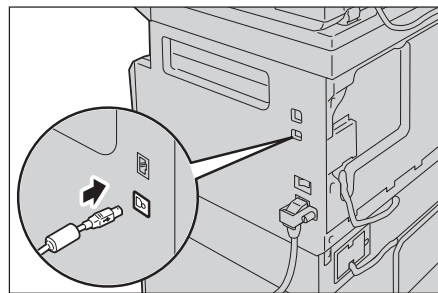
To connect the USB interface:

- 1 Press the power switch to the [O] position to turn the power OFF.

Note • Make sure that the display is turned off.

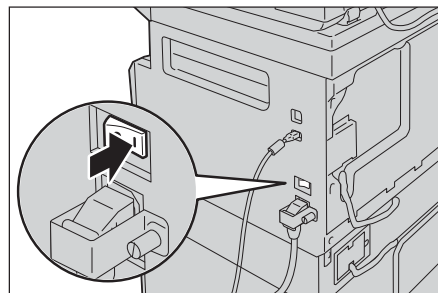


- 2 Connect a USB cable to the USB 2.0 interface connector.



- 3 Connect the other end of the USB cable to the computer.

- 4 Press the power switch to the [I] position to turn the power ON.



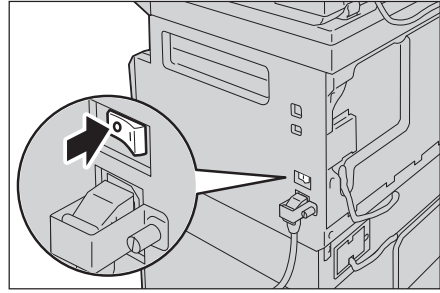
Using the Ethernet Interface

The machine supports 100BASE-TX and 10BASE-T Ethernet interfaces.

To connect the Ethernet interface:

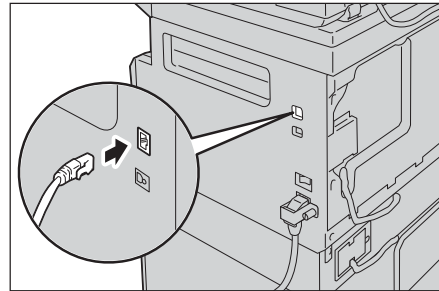
- 1 Press the power switch to the [O] position to turn the power OFF.

Note • Make sure that the display is turned off.

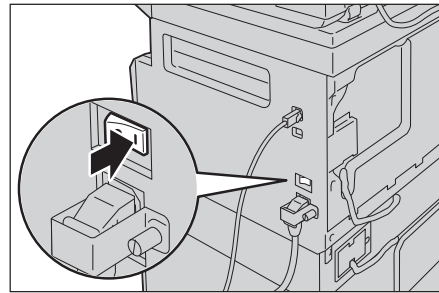


- 2 Connect a network cable to the Ethernet interface connector.

Note • Prepare a network cable suitable for your network connection. When you replace the network cable, contact our Customer Support Center.



- 3 Press the power switch to the [I] position to turn the power ON.



Setting the Network Environment

This section describes how to make the settings needed to use the TCP/IP protocol.

- Note**
- The machine supports IPv6 addresses in an IPv6 network environment. For more information, refer to "Setting the Machine's IP Address (IPv6)" (P.32).

Setting the Machine's IP Address (IPv4)

To use the TCP/IP protocol, you must set the machine's IP address.

By default, the machine is set to obtain its IP address automatically.

This setting automatically sets the machine's IP address when the machine is connected to a network containing a DHCP server.

Print the System Settings Report to check whether the machine's IP address has already been set.

You can also check the IP address in the following methods:

- On the [Machine Status] screen
- Using the Tools menu items
- Using CentreWare Internet Services

For information on how to print the System Settings Report, refer to "Printing Reports/Lists" (P.167).

For information on how to check on the [Machine Status] screen, refer to "Checking the Machine's IP Address" (P.164).

For information on how to check using Tools, refer to "Network Settings" (P.147).

For information on how to check using CentreWare Internet Services, refer to "TCP/IP (Connectivity > Protocols)" (P.45).

If the machine's IP address has not been set, set the IP address by using the Printer Setup Utility for Setting IP Address included in the Media (Software/Product Manual) or using the control panel to change the [Get IP Address] setting to [Static].

- Note**
- If the network has a DHCP server, the machine's IP address may be changed, so check the address periodically.
 - The machine can acquire address information automatically by using a BOOTP or RARP server. To use a BOOTP or RARP server to acquire the machine's IP address, use the control panel to change the [Get IP Address] setting to [BOOTP] or [RARP].

For information on how to use the Printer Setup Utility for Setting IP Address, refer to "When Using the Printer Setup Utility for Setting the IP Address" (P.33).

For information on how to set the IP address from the control panel, refer to "Network Settings" (P.147).

Setting the Machine's IP Address (IPv6)

The machine supports IPv6 addresses in an IPv6 network environment.

The machine's IP address type is set to IPv4 by factory default. To use the machine in an IPv6 network environment, set the IP address type to IPv6 or both types. The IPv6 address is set automatically when the machine is restarted.

Print the System Settings Report to check the IPv6 address.

You can also check the IP address in the following methods:

- On the [Machine Status] screen
- Using the Tools menu items
- Using CentreWare Internet Services

For information on how to print the System Settings Report, refer to "Printing Reports/Lists" (P.167).

For information on how to check on the [Machine Status] screen, refer to "Checking the Machine's IP Address" (P.164).

For information on how to check using Tools, refer to "Network Settings" (P.147).

For information on how to check using CentreWare Internet Services, refer to "TCP/IP (Connectivity > Protocols)" (P.45).

You can set a fixed IPv6 address for the machine using either of the following methods:

- Use the Printer Setup Utility for Setting IP Address.
- Use the control panel to make the setting manually. Enter System Administration mode. From the [Tools] menu, select [Network Settings] > [IP Mode Settings]. Set the [IP Mode Settings] to [IPv6] or [Dual Stack]. From the [IPv6] menu, set [Set IPv6] to [Enable], and then enter the IP address into [IP Address].
- Use CentreWare Internet Services to make the setting manually. Print the System Settings Report to check the address set automatically, and then use the address to access CentreWare Internet Services. From the [Properties] tab, select [Connectivity] > [Protocols] > [TCP/IP] > [IP Mode]. Set the [IP Mode] to [IPv6] or [Dual Stack]. The IPv6 address can be entered manually if the [Enabled] checkbox in [Enable Manual Address] is checked under [IPv6].

For information on how to use the Printer Setup Utility for Setting IP Address, refer to "When Using the Printer Setup Utility for Setting the IP Address" (P.33).

For information on how to set the IP address from the control panel, refer to "Network Settings" (P.147).

For information on how to make settings from CentreWare Internet Services, refer to "Setting Items on CentreWare Internet Services" (P.43).

When Using the Printer Setup Utility for Setting the IP Address

This section describes how to set the IP address using the Printer Setup Utility for Setting IP Address included in the Media (Software/Product Manual).

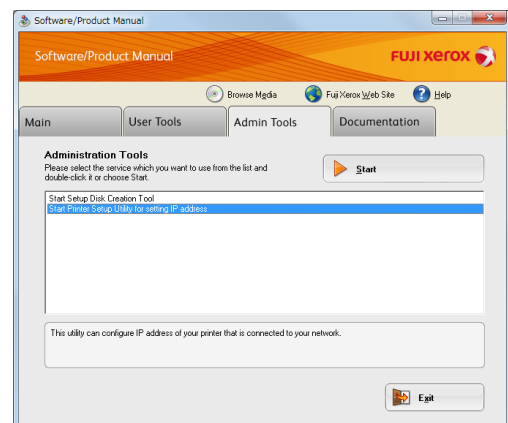
Important • When using the Printer Setup Utility for Setting IP Address, make sure that the machine is not in use or in System Administration mode.

- 1 Insert the Media (Software/Product Manual) into your computer.

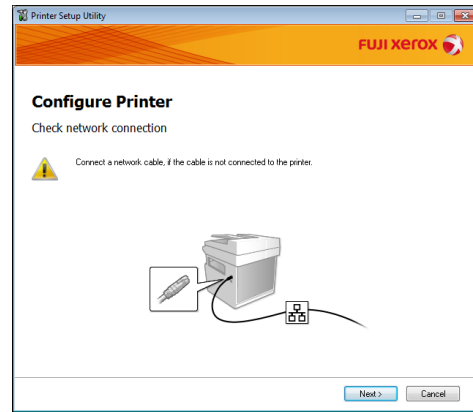
The Launcher runs automatically.

- 2 In the [Admin Tools] tab, select [Start Printer Setup Utility for setting IP address] from the Administration Tools, and then click [Start].

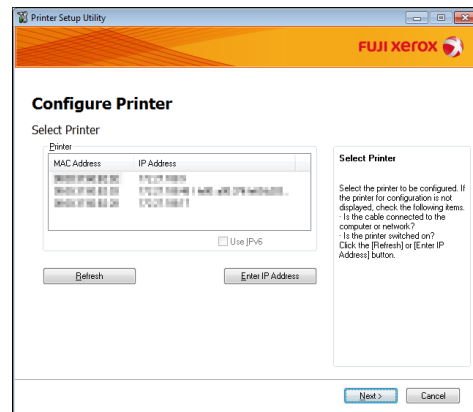
The Printer Setup Utility for Setting IP Address is started.



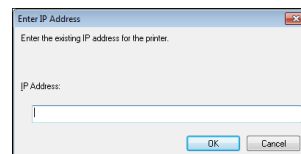
- 3 Make sure that the network cable is connected to the machine, and then click [Next].



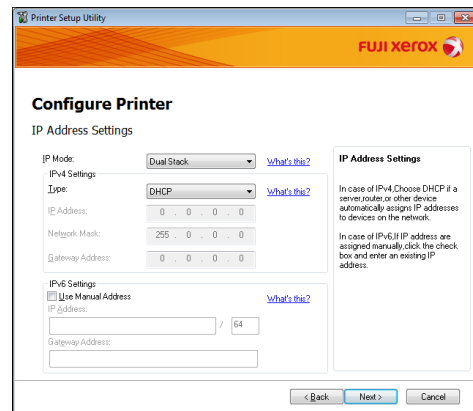
- 4 As a list of available IP addresses and Mac addresses appears, select the machine and click [Next].



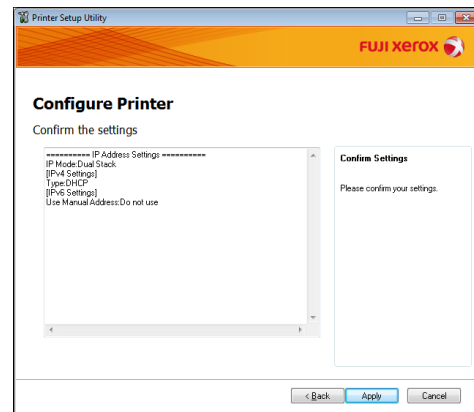
If you already have the IP address of the machine, click [Enter IP Address] and directly enter the IP address on the displayed window.



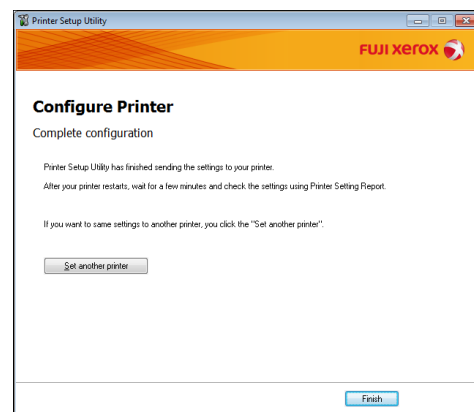
- 5 Make advanced settings if needed, and then click [Next].



- 6** After confirming information displayed, click [Apply].
The specified settings are applied.



- 7** Click [Finish] to exit the Printer Setup Utility for Setting IP Address.
When the settings are properly configured, the machine reboots automatically.



- 8** Confirm the assigned IP address after completing the setting process by one of the following methods.

- Printing the System Settings Report
- On the [Machine Status] screen
- Using the Tools menu items
- Using CentreWare Internet Services

For information on how to print the System Settings Report, refer to "Printing Reports/Lists" (P.167).

For information on how to check on the [Machine Status] screen, refer to "Checking the Machine's IP Address" (P.164).

For information on how to check using Tools, refer to "Network Settings" (P.147).

For information on how to check using CentreWare Internet Services, refer to "TCP/IP (Connectivity > Protocols)" (P.45).

Activating the Communication Port To Use

Use CentreWare Internet Services to activate the communication port you want to use. You can activate the following ports:

Port	Description
SNMP	Activate this port to use the SNMP protocol (used for operations such as loading the machine's information to the print driver).
SMB	Activate this port to use Scan to PC (Network).
LPD	Activate this port to print when using LPD.
Port9100	Activate this port to print when using Port9100.
Send E-mail	Activate this port to send an e-mail.
Network TWAIN	Activate this port to scan using a PC-based application

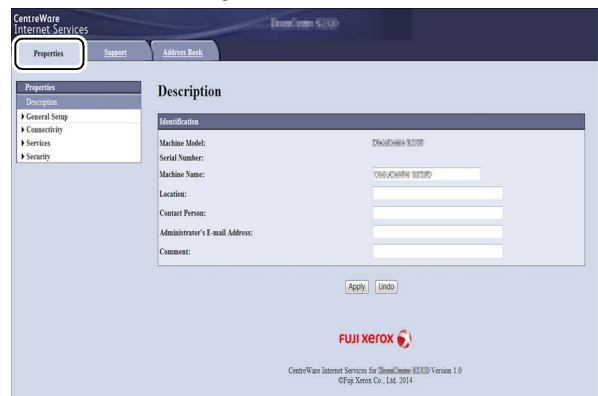
For information on how to make settings from CentreWare Internet Services, refer to "Setting Items on CentreWare Internet Services" (P.43).

To activate a communication port:

- 1 Start CentreWare Internet Services.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.42).

- 2 Click the [Properties] tab.



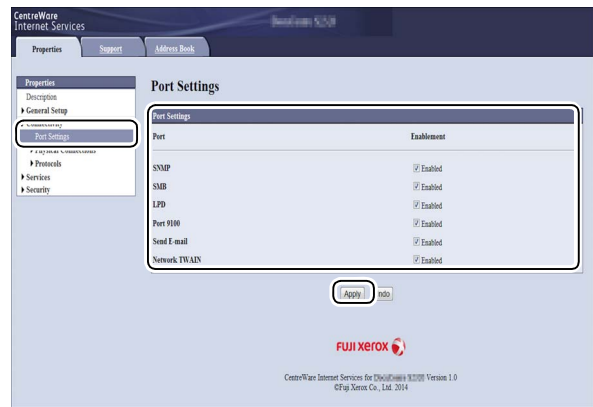
- 3 From the menu on the left, select [Connectivity].



4 Click [Port Settings], and check the checkbox of the desired port.

5 Click [Apply].

Note • Restart the machine to enable the new settings.



Setting the Send E-mail Function

SMTP Server Settings

Use the SMTP server to send an e-mail.

Use CentreWare Internet Services to set the SMTP server.

The items to be set are shown below.

Item	Description
SMTP Server IP Address/Host Name	Enter the SMTP server's IP address as an IPv4 or IPv6 address or in FQDN format (up to 256 characters).
Port Number for sending E-mail	Set the SMTP server's port No. (a value between 1 and 65535).
Login Credentials for the Machine to access the SMTP Server to send automated e-mails	Select [None] or [SMTP AUTH] to indicate whether to perform SMTP authentication when sending an e-mail.
Login Name	Enter the SMTP server login name (between 1 and 64 ASCII code characters).
Password	Enter the authentication password for the SMTP server (between 1 and 64 ASCII code characters).
Retype Password	Verify the SMTP server authentication password you entered by re-entering it here.

Note

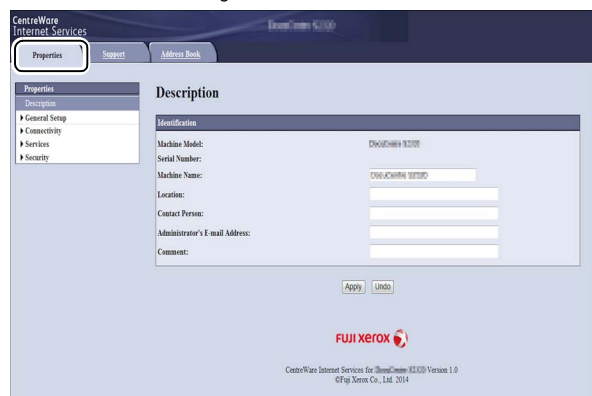
- If you selected [None] for [Login Credentials for the Machine to access the SMTP Server to send automated e-mails], you can leave the [Login Name], [Password] and [Retype Password] fields blank.

To make the settings:

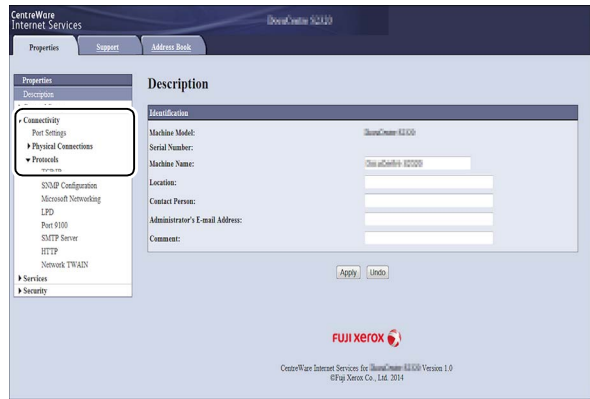
1 Start CentreWare Internet Services.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.42).

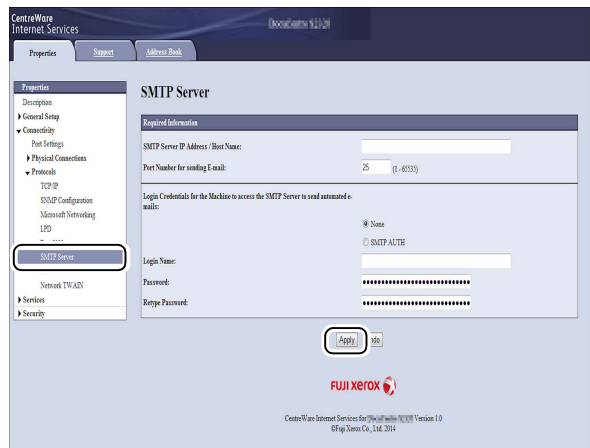
2 Click the [Properties] tab.



3 From the menu on the left, select [Connectivity] > [Protocols].



4 Click [SMTP Server], and enter the settings.



5 Click [Apply].

E-mail Header and Body Settings

When sending a scanned document as an e-mail attachment, you can enter an e-mail header and body.

Use CentreWare Internet Services to make the settings.

The items to be set are shown below.

Item	Description
Subject	Enter up to 128 ASCII code characters. (Default: Scan Data from (machine model name))
Message	Enter up to 256 ASCII code characters.

Note

- To send an e-mail, you need to set the system administrator's e-mail address. You cannot send an e-mail unless this is set.
For information on how to set the system administrator's e-mail address, refer to "Administrator's E-mail Address" (P.44).

To make the settings:

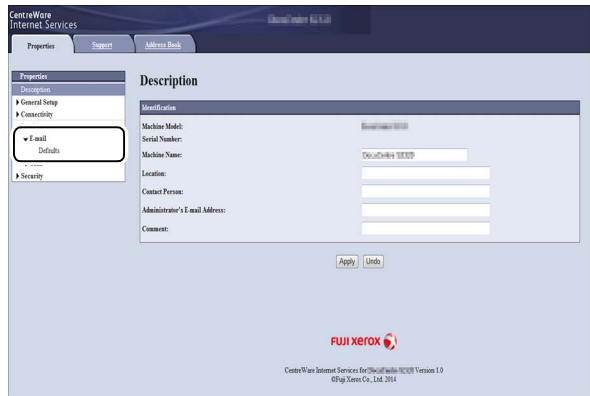
1 Start CentreWare Internet Services.

For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.42).

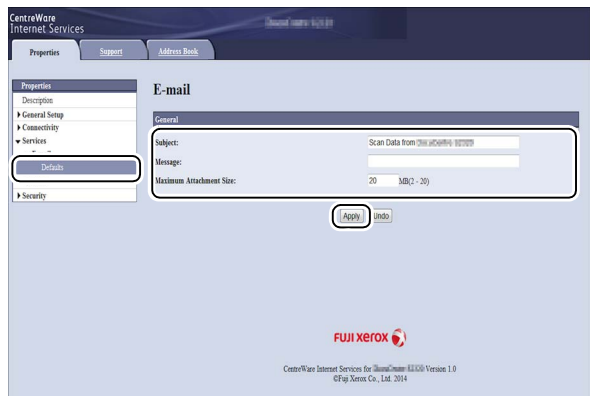
2 Click the [Properties] tab.



3 From the menu on the left, select [Services] > [E-mail].



4 Click [Defaults], and enter the [Subject], [Message], and [Maximum Attachment Size].



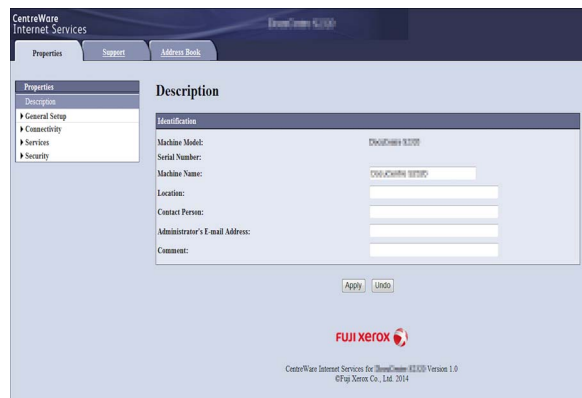
5 Click [Apply].

Using CentreWare Internet Services

CentreWare Internet Services

CentreWare Internet Services provides services such as changing settings using a web browser on a computer connected to a TCP/IP network environment.

- Note**
- The IP address of the machine also needs to be set. For information on how to set the IP address, refer to "Setting the Network Environment" (P.32).
 - When changing any settings using CentreWare Internet Services, the machine should be in standby status or Power Saver mode.



Supported Environments and Settings

■ Operating Systems and Web Browsers

The operation of CentreWare Internet Services has been verified for the following web browsers:

Operating System	Web Browsers
Windows® 8	Windows Internet Explorer® 10
Windows® Server® 2012	Windows Internet Explorer® 10
Windows® 7	Windows Internet Explorer® 8
Windows Vista®	Windows Internet Explorer® 7
Windows XP®	Windows Internet Explorer® 6 SP2, Mozilla Firefox® 3.x, Netscape 7.1 Navigator

■ Web Browser Settings

Specifying the machine's address in the web browser is recommended.

- Note**
- If you specify the machine's address using a proxy server, the service response time may be slow or the screens may not appear. If these problems occur, you will need to set the machine's IP address in the web browser and choose not to use a proxy server. See your web browser's manual for how to make the setting.

You will also need to make other web browser settings to make CentreWare Internet Services work properly.

The following procedure is based on the Internet Explorer 6.0.

- 1 From the [Tools] menu, select [Internet Options].
- 2 In the [General] tab, click [Settings] under [Temporary Internet Files].
- 3 In the [Settings] dialog box, select [Check for newer versions of stored pages:].
- 4 Select [Every visit to the page] or [Every time you start Internet Explorer].
- 5 Click [OK].
- 6 Click [OK] in the [Internet Options] dialog box.

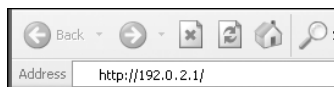
Starting CentreWare Internet Services

To start CentreWare Internet Services:

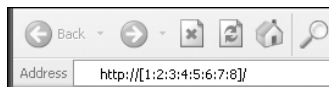
- 1 Start your computer and a web browser.
- 2 In your web browser's address bar, enter the machine's IP address or URL, and then press the <Enter> key.

The top page of CentreWare Internet Services is displayed.

- Example IP address (IPv4)



- Example IP address (IPv6)



- Example URL



- Note**
- If your network uses DNS (Domain Name System) and the machine's host name is registered on the domain name server, you can access the machine using the Internet address combining the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com" then the Internet address is "myhost.example.com".
 - When specifying a port number, add ":" and the port number after the IP address or the Internet address.
 - The IPv6 address cannot be entered manually in some cases depending on the web browser that you use.
 - HTTPS is not supported.

Setting Items on CentreWare Internet Services

The table below lists the menu items on the CentreWare Internet Services screens.

- Note**
- You must have a user name and a passcode to change the settings. The user ID "11111" and the passcode "x-admin" is set as default. For information on how to change the user ID and the passcode, refer to "Using CentreWare Internet Services" (P.41) and "System Administrator Settings (Security)" (P.54).
 - You cannot enter the system administration mode from a computer while the machine control panel is in use, the machine side is in the system administration mode, or there are any current or pending jobs. If you still cannot enter System Administration mode, wait for 5 minutes and try again since there may be background process running. Also, you cannot operate the machine control panel while a computer is entering system administration mode.

Tab	Menu Item	See Page:
Properties		P.44
	Description	P.44
	General Setup	-
	Usage Counters	P.44
	Power Saver Settings	P.44
	Connectivity	-
	Port Settings	P.45
	Physical Connections	-
	Ethernet	P.45
	Protocols	-
	TCP/IP	P.45
	SNMP Configuration	P.47
	Microsoft Networking	P.48
	LPD	P.49
	Port9100	P.49
	SMTP Server	P.50
	HTTP	P.50
	Network TWAIN	P.51
	Services	-
	Email	-
	Defaults	P.51
	Scan	-
	Job Templates	P.52
	Security	-
	IP Filtering	P.52
	System Administrator Settings	P.54
Support		P.54
	Support	P.54
Address Book		P.54
	View All Names	P.55

Tab	Menu Item	See Page:
Address Book	Common Tasks	P.56
	Add New Name	P.56
	Management	P.56
	Import Data	P.56
	Export Data	P.56
	Delete All Names	P.56

Important • Double-byte characters cannot be used in CentreWare Internet Services (except Address Book).

[Properties] Tab

2

Description

■ Machine Model

The product name is displayed.

■ Serial Number

The product serial number is displayed.

■ Machine Name

You can enter the printer name (up to 32 ASCII code characters excluding colons (:), equal signs (=), at symbols (@), or asterisks (*), which are not valid). (Default: "DocuCentre S2520" or "DocuCentre S2320")

■ Location

You can enter the machine's location (up to 255 ASCII code characters).

■ Contact Person

You can enter the contact person's information (up to 255 ASCII code characters).

■ Administrator's E-mail Address

You can enter the e-mail address of the system administrator (up to 128 characters).
This information is required for sending an e-mail.

■ Comment

You can enter machine comments (up to 255 ASCII code characters).

■ [Apply] button

You can apply changes by pressing this button.

Usage Counters (General Setup)

You can check the total number of pages printed for each service.

Power Saver Settings (General Setup)

Note • Neither of Low Power mode or Sleep mode can be disabled.

■ Time to Low Power Mode

You can set the time elapse from the last operation until the machine enters Low Power mode. You can set a value between 1 and 60 minutes. (Default: 1)

■ Time to Sleep Mode

You can set the time elapse from Low Power mode until the machine enters Sleep mode. You can set a value between 1 and 239 minutes. (Default: 1)

■ [Apply] button

You can apply changes by pressing this button.

Port Settings (Connectivity)

■ Port

You can activate or deactivate communication ports. You can select from SNMP, SMB, LPD, Port9100, Send E-mail, and Network TWAIN. Activate each port by checking its checkbox.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Ethernet (Connectivity > Physical Connections)

■ Rated Speed

You can set the Ethernet port speed. You can select from Auto, 10 Mbps Half-Duplex, 10 Mbps Full-Duplex, 100 Mbps Half-Duplex, or 100 Mbps Full-Duplex. (Default: Auto)

■ MAC Address

The machine's MAC address is displayed.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

TCP/IP (Connectivity > Protocols)

■ IP Mode

You can set the IP operation mode. You can select from Dual Stack, IPv4, or IPv6. The Dual Stack setting lets you use both IPv4 and IPv6 addresses. (Default: IPv4)

■ General

- Protocol
[Enabled] is displayed.
- Physical Connection
[Ethernet] is displayed.

- Host Name

You can set the host name. You can enter between 1 and 32 single-byte alphanumeric characters or hyphens. (Default: last 16-digit of the MAC address).

Note • Hyphens (-) cannot be used as the first or last character in the string.

- IPv4

- IP Address Resolution:
You can set the method used to acquire the IP Address, Subnet Mask and Gateway Address. You can select from STATIC, DHCP, BOOTP, RARP, or DHCP/Autonet for the address acquisition method. (Default: DHCP/Autonet)
- IP Address:
You can enter the IP address when [STATIC] is selected for [IP Address Resolution].
- Subnet Mask:
You can enter the subnet mask when [STATIC] is selected for [IP Address Resolution].
- Gateway Address:
You can enter the gateway address when [STATIC] is selected for [IP Address Resolution].

- IPv6

- Enable Manual Address:
You can check this checkbox to enter the IP address and gateway address directly. (Default: Off)
- IP Address:
You can enter the IP address when the [Enable Manual Address] checkbox is checked.
- Automatically Configured Address 1:
The automatically assigned IPv6 address is displayed.
- Link-Local Address:
The automatically assigned link-local address is displayed.
- Gateway Address:
You can enter the gateway address when the [Enable Manual Address] checkbox is checked.
- Automatically Configured Gateway Address:
The automatically assigned gateway address displayed.

■ Domain Name

Used to enter the DNS domain name (up to 255 characters).

■ DNS Configuration

- IPv4

- Obtain DNS Server Address Automatically:
Check this checkbox to acquire the DNS server address automatically using DHCP. When you set the DNS server address acquisition method to DHCP, you must also set the IP address acquisition method to DHCP.
- Preferred DNS Server:
Used to enter the DNS server address manually.
- Alternate DNS Server 1-2:
Used to enter alternate DNS server addresses manually.

- IPv6

- Obtain IPv6 DNS Server Address Automatically:
Check this checkbox to set the DNS server address automatically using DHCP.
- Preferred DNS Server:
Used to enter the DNS server address manually.
- Alternate DNS Server 1-2:
Used to enter alternate DNS server addresses manually.

- Dynamic DNS Registration (IPv4)

Sets dynamic updating of the IPv4 DNS server. Checking [Enabled] enables dynamic updating of the DNS server. Checking [Overwrite] enables dynamic updating of the data in the DNS server database.

- **Dynamic DNS Registration (IPv6)**
Sets dynamic updating of the IPv6 DNS server. Checking [Enabled] enables dynamic updating of the DNS server. Checking [Overwrite] enables dynamic updating of the data in the DNS server database.
- **Generate Domain Search List Automatically**
Check [Enabled] to create domain search lists automatically.
- **Domain Name 1-3**
Used to enter the name of the domain to search (up to 255 characters).
- **Connection Time-Out**
Sets the timeout period when searching for domains (between 1 and 60 seconds). (Default: 1)
- **DNS Resolution via IPv6 First**
Check [Enabled] to prioritize IPv6 for resolving DNS names when [IP mode] is set to [Dual Stack]. (Default: On)

■ [Apply] button

Press this button to confirm the entered settings.

Note • Reboot the machine to enable new settings.

SNMP Configuration (Connectivity > Protocols)

You can set the SNMP protocol.

■ General

- **SNMP Port Status**
You can check [Enabled] to use SNMP. (Default: On)
- **Edit SNMP v1/v2c Properties button**
You can make advanced SNMP v1/v2c settings by pressing this button. (Default: On)
 - **Community Name (Read Only):**
You can enter the community name to acquire (up to 32 ASCII code characters). (Default: blank (public))
 - **Community Name (Read/Write):**
You can enter the community name to acquire/write (up to 32 ASCII code characters). (Default: blank (private))
 - **Trap Community Name:**
You can enter the community name for trap notification (up to 32 ASCII code characters). (Default: blank (SNMP_trap))
 - **System Administrator's Login ID:**
You can enter information related to the person in charge of maintenance of the machine (up to 127 ASCII code characters)(Default: blank).

■ Authentication Failure Generic Traps

You can check [Enabled] to send an authentication failure trap notification when an access attempt was made with an invalid community name not registered in the machine. (Default: On)

■ [Advanced] button

You can make the following settings by pressing this button:

- [Add UDP IPv4 Address] button

You can add a recipient address for UDP IPv4 trap notification by pressing this button.

- IP Address:
You can enter the IP address for entry.
- UDP Port Number:
You can set the UDP port No. for entry (a value between 1 and 65535).
- SNMP Version:
You can specify the SNMP version for entry as [v1] or [v2c]. (Default: SNMP v1)
- Trap Community Name:
You can enter the trap community name for entry (between 1 and 32 ASCII code characters). (Default: SNMP_trap)
- Trap to be Received:
You can set whether to send notification of [Print], [Cold Start], and [Authentication Failure] events.

- [Add UDP IPv6 Address] button

You can add a recipient address for UDP IPv6 trap notification by pressing this button.

- IP Address:
You can enter the IP address for entry.
- UDP Port Number:
You can set the UDP port No. for entry (a value between 1 and 65535).
- SNMP Version:
You can specify the SNMP version for entry as [v1] or [v2c]. (Default: SNMP v1)
- Trap Community Name:
You can enter the trap community name for entry (between 1 and 32 ASCII code characters). (Default: SNMP_trap)
- Trap to be Received:
You can set whether to send notification of [Print], [Cold Start] and [Authentication Failure] events.

- [Delete] button

You can delete the traps specified for the trap notification recipient IP address by pressing this button.

- [Edit] button

You can display notification information of the trap you are using. You can specify the events for which to send notification.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Microsoft Networking (Connectivity > Protocols)

You can set the SMB protocol and WINS server.

■ Filing Destination

- SMB Port Status
You can check [Enabled] to use SMB. (Default: On)
- Physical Connection
[Ethernet] is displayed.
- Transport
[TCP/IP] is displayed.

■ Server Information (WINS Server)

Note • Displays when [IP Mode] is set to [IPv4] or [Dual Stack].

- Protocol

Displays [Enabled].

- Obtain WINS Server Address Automatically

You can check this checkbox to acquire the WINS server address automatically using DHCP. When you set the WINS server address acquisition method to DHCP, you must also set the IP address acquisition method to [DHCP]. (Default: ON)

- Primary Server IP Address & Port

You can set the primary WINS server address.

- Secondary Server IP Address & Port

You can set the secondary WINS server address.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

LPD (Connectivity > Protocols)

You can set the LPD port.

■ General

- LPD Port Status

You can check [Enabled] to use LPD. (Default: On)

- Physical Connection

[Ethernet] is displayed.

- Port Number

You can set the LPD port No. (a value between 1 and 65535). You must set a unique number for each port. (Default: 515)

- Connection Time-Out

You can set the timeout period that the machine waits before terminating the connection when incoming data stops (between 2 and 3600 seconds). (Default: 60)

- Maximum Connections per Port

The maximum number of connections is displayed.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Port9100 (Connectivity > Protocols)

You can set Port9100.

■ General

- Port9100 Port Status

You can check [Enabled] to use Port9100. (Default: On)

- Physical Connection

[Ethernet] is displayed.

■ Port Information

- TCP Port Number

You can set the Port9100 port No. (a value between 1 and 65535).

You must set a unique number for each port. (Default: 9100)

- Maximum Connections per Port

The maximum number of connections is displayed.

- End of Job Timeout

You can set the amount of time the machine waits before terminating the connection when incoming data stops (between 2 and 3600 seconds). (Default: 60)

- PDL Switching

[Enabled] is displayed.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot machine to enable new settings.

SMTP Server (Connectivity > Protocols)

You can set the SMTP server.

■ Required Information

- SMTP Server IP Address/Host Name

You can enter the SMTP server's address as an IPv4 or IPv6 address or in FQDN format (up to 256 characters).

- Port Number for Sending E-mail

You can set the port number used by the SMTP server to send an e-mail (a value between 1 and 65535). (Default: 25)

- Login Credentials for the Machine to access the SMTP Server to send automated e-mails

You can set the authentication method when sending an e-mail by SMTP. You can select [None] or [SMTP AUTH]. (Default: None)

- Login Name

For SMTP servers requiring authentication, enter the e-mail address of the authenticated SMTP user (between 1 to 64 ASCII code characters). This can be left blank if SMTP authentication is skipped.

- Password

You can enter the password for authentication (between 1 and 64 ASCII code characters). This can be left blank if SMTP authentication is skipped.

- Retype Password

You can verify the authentication password you entered by re-entering it here.

■ [Apply] button

You can apply changes by pressing this button.

HTTP (Connectivity > Protocols)

You can set the HTTP protocol.

■ Configuration

- Connection
[Enabled] is displayed.
- Physical Connection
[Ethernet] is displayed.
- Keep Alive Timeout
The keep-alive timeout period is displayed.
- Port Number
You can set the port No. used for HTTP communication (a value between 1 and 65535). You must set a unique number for each port. (Default: 80)
- Connection Time-Out
Set the connection timeout period from 1 through 255 seconds. (Default: 30)
- Title
You can select the display for the title displayed on a browser from [Internet Services] or [Printer Model - IP Address].

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Network TWAIN

You can set the Network TWAIN protocol.

■ Configuration

- Network TWAIN Port Status
[Enabled] is displayed.
- Physical Connection
[Ethernet] is displayed.
- Connection Time-Out
Set the connection timeout period from 1 through 255 seconds. (Default: 30)

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Defaults (Services > E-mail)

■ General

- Subject (Default: Scan Data from "model name")
You can enter the E-mail header (up to 128 ASCII code characters).
- Message
You can enter the E-mail body (up to 256 ASCII code characters).
- Maximum Attached Size (Default: 20MB)
You can set the maximum file size between 2 and 20 MB to attach to an e-mail.

■ [Apply] button

You can apply changes by pressing this button.

Note • Reboot the machine to enable new settings.

Job Templates (Services > Scan)**■ Network Scanning**

- Output Color

You can set the color mode from [Black & White] or [Color]. (Default: Black & White)

- Original Type

You can set the type of document to optimize the scan data from [Text], [Photo & Text], or [Photo]. (Default: Text)

■ Advanced Settings

- Lighten/Darken

You can set the density from five levels. (Default: Normal)

- Sharpness

You can set the sharpness from five levels. (Default: Normal)

- Background Suppression

You can check [Enabled] to enable background suppression. (Default: On)

- Background Suppression Level

You can set the background suppression from five levels. (Default: Normal)

- Resolution

You can set the scan resolution from [200x200dpi], [300x300dpi], [400x400dpi], or [600x600dpi]. (Default: 200x200dpi)

Note • When [Color Mode] is set to [Color] and [400x400 dpi] or [600x600dpi] is selected for the resolution, the [Color Mode] is automatically set to [Black & White].

- Image Compression

You can set the file compression from five levels. (Default: Standard)

■ Layout Adjustment

- Edge Erase

You can set the edge erase value between 0 and 10 mm for erasing the black shadows created around the edges of the paper when scanning with the document cover open. (Default: 2 mm)

■ Filing Options

- File Format

In Color mode, you can set the file format for the scanned data from [JPEG] or [PDF]. (Default: PDF)

In Black & White mode, you can set the file format for the scanned data from [TIFF] or [PDF]. (Default: PDF)

IP Filtering (Security)

You can restrict the supported IP addresses.

■ IPv4 Filtering

- IP Filtering
You can check [Enabled] to enable IP Filtering. (Default: Off)
- IP Filter Rule List
The accessible IPv4 address is displayed.
- [Add] button
The Add IP Filter Rule - IPv4 screen is displayed. You can add the accessible IPv4 address. You can add up to 10 IPv4 addresses.
 - Source IP Address:
You can set the accessible IP address. (Default: 0.0.0.0)
 - Source IP Mask:
You can set the prefix length of the accessible IP address. (Default: 0)
- [Edit] button
The Edit IP Filter Rule - IPv4 screen is displayed. You can edit the accessible IPv4 address.
 - Source IP Address:
You can set the accessible IP address.
 - Source IP Mask:
You can set the prefix length of the accessible IP address. (Default: 0)
- [Delete] button
You can delete the accessible IPv4 address.

■ IPv6 Filtering

- IP Filtering
You can check [Enabled] to enable IP Filtering. (Default: Off)
- IP Filter Rule List
The accessible IPv6 address is displayed.
- [Add] button
The Add IP Filter Rule - IPv6 screen is displayed. Adds an accessible IPv6 address. You can add up to 10 IPv6 addresses.
 - Source IP Address:
You can set the accessible IP address.
 - Source IP Mask:
You can set the prefix length of the accessible IP address (Default: 0)
- [Edit] button
The Edit IP Filter Rule - IPv6 screen is displayed. Edits the accessible IPv6 address.
 - Source IP Address:
You can set the accessible IP address. (Default: 0:0:0:0:0:0:0:0)
 - Source IP Mask:
You can set the prefix length of the accessible IP address. (Default: 0)
- [Delete] button
You can delete the accessible IPv6 address by pressing this button.

■ [Apply] button

You can apply changes by pressing this button.

- Note**
- Reboot the machine to enable new settings.

System Administrator Settings (Security)

You can set the system administrator's user ID and the passcode.

■ System Administrator Settings

- Administrator's Login ID

You can enter the system administrator's user ID (between 1 and 32 ASCII code characters in length, excludes "+", ";", "<", ">", "\"", "?", "[", "]", " ", "{", "}", "|", ":"). (Default: 11111)

- Administrator's Passcode

You can set the system administrator's passcode (between 4 and 12 ASCII code characters or blank). (Default: x-admin)

- Retype Administrator's Passcode

You need to re-enter the system administrator's passcode.

- Maximum Login Attempts

When login attempts using the system administrator's user ID fail repeatedly, access is denied when the number of failed attempts reaches the number set here.

Specify a number between 0 and 10. Specify 0 to disable this setting.

The total number of failed authentication attempts is reset when authentication is successful or the system is restarted. (Default: 5)

■ [Apply] button

You can apply changes by pressing this button.

[Support] Tab

The links to support information is displayed. The link settings can be changed.

Support

■ [Change Settings] button

You can change the links to support information by pressing this button.

- Name

You can enter the link name (between 1 and 63 ASCII code characters).

- URL

You can enter the link address (between 1 and 63 alphanumeric characters including the at symbol (@), percent sign (%), period (.), colon (:), forward slash (/), underline(_), hyphen (-), tilde (~), question mark (?), and ampersand (&), which are valid).

■ [Apply] button

You can apply changes by pressing this button.

[Address Book] Tab

The list of location information where the scanned data is stored is displayed.

You can register the total of 30 E-mail and Server addresses.

View All Server/E-mail Address

■ Address Number

The registered numbers (4 digits) of the E-mail or Server addresses are displayed.

■ Name

The registered names of the E-mail or Server addresses are displayed.

■ Address Type

The address types of the registered addresses are displayed.

■ Actions

Edit/Delete address information.

- Edit
Edit the selected address information.
- Delete
Delete the selected address information.

■ Common Settings

- Address Number
The registered number of the address is displayed. (Not editable)
- Name
Enter the name of the address to be registered in ASCII code or UTF-8 with up to 18 characters.
Note
 - The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.
- Address Type
Select the address type (E-mail or Server) of the registered address.
- E-mail Address (E-Mail only)
Enter the e-mail address to be registered in ASCII code alphabetic or symbols with up to 64 characters.
- Server Name/IP Address (Server only)
Enter the DNS name (FQDN) of a server, an IP address, or a NetBIOS name (only for SMB) to be registered in ASCII code alphabetic or symbols (.-: (three symbols)) with up to 64 characters.
- Shared Name (Server only)
Enter the SMB shared name to be registered with up to 32 characters in ASCII code alphabetic, numbers, blank, and UTF-8.
Note
 - The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.

■ Detailed Settings (Server only)

- Server Path
Enter the storage directory path to be registered with up to 96 characters in ASCII code alphabetic, numbers, blank, and UTF-8.
Note
 - The entered characters should match the language setting specified in the machine. Otherwise, the text will be garbled. Some characters may not be displayed correctly.

- **User Name**
Enter the user name to be registered with up to 96 characters in ASCII code alphabetic, numbers, and blank.
- **Password**
Enter the password for SMB to be registered with up to 32 characters in ASCII code numbers, symbols, and blank.
- **Retype Password**
Re-enter the password for confirmation.
- **Port Number**
Select whether to specify the port number used for the transfer protocol to be registered. To specify the port number, select the [Enter Number] and enter a value from 139, 445, 5000 to 65535.
- **[Apply] button**
Click this button to confirm the entered settings.
- **[Undo] button**
Click this button to cancel the entered settings.

Common Tasks

■ Add New Name

- **Address Number**
Select whether to specify a speed dial number to be registered. To specify the speed dial number, select the [Specify Preferred Address Number] and enter the speed dial number that you want to register. If the [Specify Preferred Address Number] is not selected, a speed dial number is automatically assigned.
- **Name**
Enter a name of the address to be registered in ASCII code or UTF-8 with up to 18 characters.
- **Address Type**
Select the address type (E-mail or Server) of the registered address.

Management

■ Import Data

Imports an Address Book file (*.dat) of other machines.

Note • If the imported data is modified, it will not be exported properly.

- **Address Book File**
Specify an Address Book file (*.dat) to import. Click the [Browse...] button to select the file (*.dat) to import in the dialog box displayed.

■ Export Data

Downloads an Address Book file (*.dat).

■ Delete All Server/E-mail Address

Deletes all address data.

Note • Press this button to apply the entered settings.

Installing the Print Driver/Scan Driver

Installing the Print Driver

To enable the machine to print, you must first install a print driver from the Media (Software/Product Manual).

The Media (Software/Product Manual) contains the following print driver.

Print Driver Name	Description
FX DocuCentre S2520/S2320	Click [Print Driver] in the [Main] menu of the Media (Software/Product Manual) to start the installation. The standard print driver converts the data created by the application software to images before sending them to the printer.

To install the print driver, follow the instructions by clicking the "Manual (HTML)" on the [Documentation] tab in the Media (Software/Product Manual).

Installing the Scan Driver

A direct USB connection to a computer lets you load scanned data from the machine directly to the computer.

The Media (Software/Product Manual) comes with the TWAIN-compatible and Windows Image Acquisition (WIA)-compatible scan driver.

Application	Description
TWAIN-compatible and Windows Image Acquisition (WIA)-compatible Scan Driver	<p>Click [Scan Driver] in the [Main] menu on the Media (Software/Product Manual) to start the installation. This function can be used to load scan data from a TWAIN-compatible or Windows Image Acquisition (WIA)-compatible application installed on a computer.</p> <p>Note • Only 32-bit TWAIN-compatible applications are supported. For more information, refer to "Loading Scan Data Using the PC-Based Application" (P.120).</p>

To install the scan driver, follow the instructions by clicking the "Manual (HTML)" on the [Documentation] tab in the Media (Software/Product Manual).

Be sure to restart the computer immediately after installing the scan driver.

Note • This function is not available on a network environment.

Uninstalling

■ Uninstalling the Print Driver

To uninstall the print driver, use the uninstallation tool on the Media (Software/Product Manual). Follow the instructions provided in the "Manual (HTML)" included on the Media (Software/Product Manual).

■ Uninstalling Other Software

To uninstall other software installed from the Media (Software/Product Manual), see the application's Readme file. Readme files can be displayed from the "Product Information (HTML)" on the Media (Software/Product Manual).

3 Product Overview

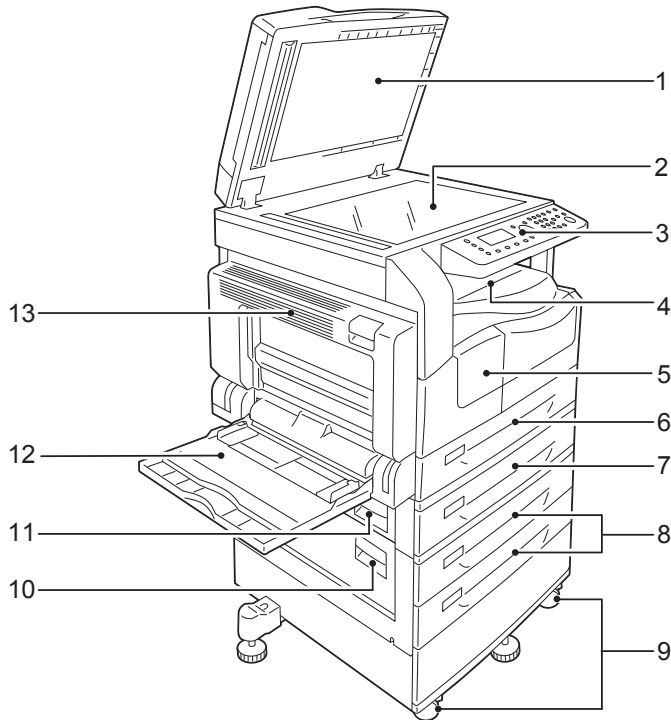
This chapter lists the name of each machine component, and describes basic operations such as how to turn the power ON/OFF and use the control panel.

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Machine Components

This section describes the machine components and their functions.

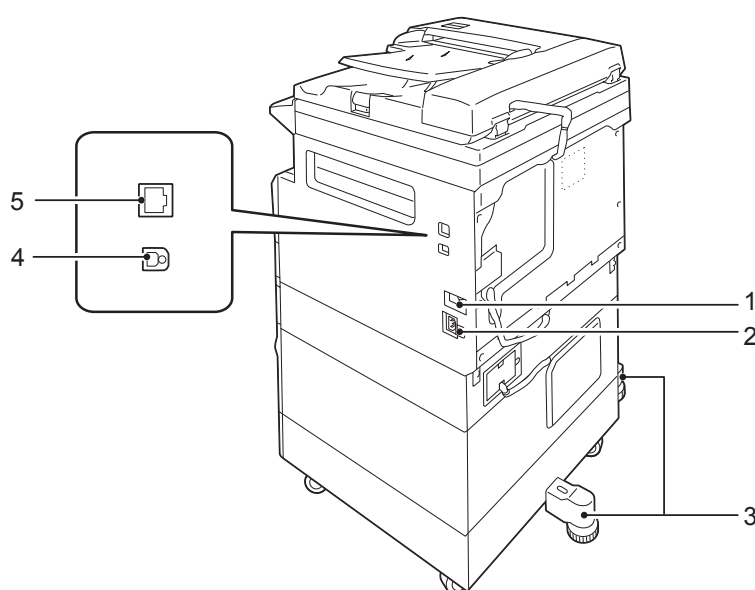
Front, Left Side



No.	Component	Description
1	Document cover	Holds document in place.
2	Document glass	Place document here.
3	Control panel	Contains the buttons, the LED indicators, and the display used for operations. For more information, refer to "Control Panel" (P.67).
4	Center tray	Copies and prints are delivered here, facing down.
5	Front cover	Open this cover to replace consumables.
6	Tray 1 (standard tray)	Load paper here.
7	Tray 2 (One Tray Module) (Optional)	Optional tray. Load paper here.
8	Trays 3, 4 (Two Tray Module) (Optional)	Optional trays. Load paper here.
9	Locking casters	Locks the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Two tray module cover [C]	Open this cover to remove any jammed paper from Tray 3 or 4.

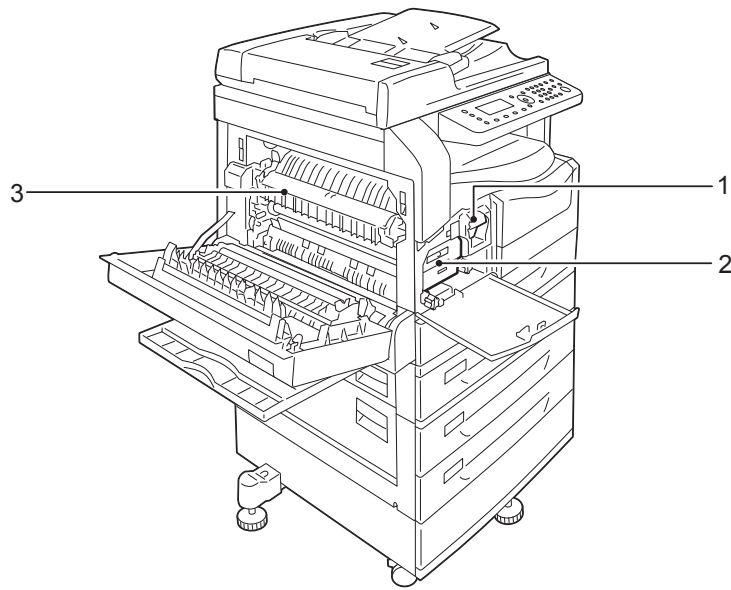
No.	Component	Description
11	One tray module cover [B]	Open this cover to remove any jammed paper from Tray 2.
12	Tray 5 (bypass)	Load paper here. The tray can be extended.
13	Left cover [A]	Open this cover to remove any jammed paper. Note <ul style="list-style-type: none"> • When the machine works properly, this cover is locked. To open this cover, make sure to exit Sleep mode and turn the machine's power OFF.

Right Side, Rear



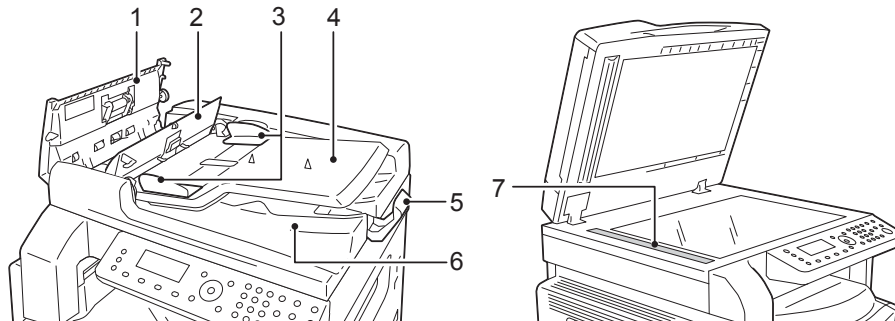
No.	Component	Description
1	Power switch	Switches the power of the machine on and off. For more information, refer to "Power Source" (P.64).
2	Power cord connector	Connects the power cord.
3	Adjusting foot	Prevents the machine from toppling over. Move the machine to its installation site and then rotate this adjuster in clockwise direction until it touches a floor.
4	USB 2.0 interface connector (Type B)	Connect a USB 2.0 cable.
5	10BASE-T/100BASE-TX interface connector	Connect a network cable.

Inside



No.	Component	Description
1	Toner cartridge	Contains toner (the powder used to form the image).
2	Drum cartridge	Contains photoconductors.
3	Fusing unit	Fuses toner on paper. Important • Do not touch this unit as it is extremely hot.

Duplex Automatic Document Feeder



No.	Component	Description
1	Document feeder cover	Open this cover to remove any jammed paper.
2	Inner cover	Open this cover to remove any jammed paper.
3	Document guides	Aligns the edges of documents.
4	Document feeder tray	Load documents here.
5	Document stopper	Prevents outputs from falling off.
6	Document output tray	Outputs are delivered here.
7	Narrow glass strip	Scans the loaded documents.

Note • In this guide, the duplex automatic document feeder is referred to as the "document feeder".

Power Source

Switching the Power On

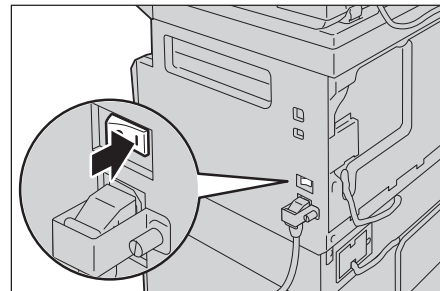
The following describes how to switch the power on.

The machine takes approximately 19 seconds or less to warm up and to be ready to copy or print after the power is turned on. It may take slightly longer than normal depending on the device configuration.

Switch the power off at the end of the day or when not using the machine for an extended period of time.

- 1 Press the power switch to the [I] position to switch the power on.

- Note**
- The "Please wait" message indicates that the machine is warming up. The machine is not accessible while warming up.
 - Make sure that the power cable is connected to the machine and the wall outlet properly.



Switching the Power Off

The following describes how to switch the power off.

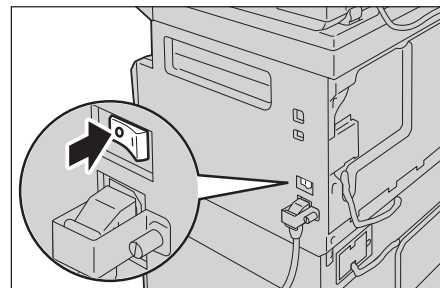
Important • Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.

- While data is being received
- While a job is being printed
- While a job is being copied
- While a job is being scanned

- When switching the power off, wait 5 seconds after outputs have been delivered.

Note • When powering the machine on after it has been switched off, wait 10 seconds after the display goes off.

- 1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator does not light up.
- 2 Press the power switch to the [O] position to switch the power off.



Power Saver Mode

The machine is installed with the Power Saver function that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

There are two Power Saver modes: Low Power mode and Sleep mode.

■ Low Power Mode

The machine's power is not turned OFF completely in Low Power mode. Instead, this mode creates a balance between low power consumption and short warm-up time by controlling the temperature of the fusing unit to a level midway between the power OFF temperature and the "Ready" temperature.

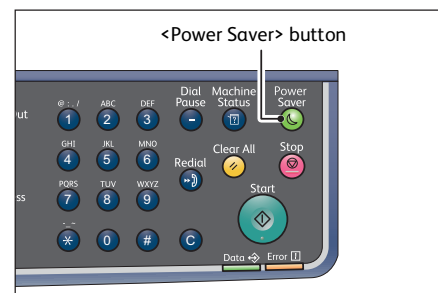
■ Sleep Mode

Sleep mode minimizes power consumption by shutting off the power to all components except the controller. Warm-up time in Sleep mode is longer than in Low Power mode.

Important • The machine does not enter Sleep Mode when any error (other than Toner Empty or Drum Life End error) occurred.

Entering Power Saver Mode

The display goes off, and the <Power Saver> button of the control panel lights up when the machine is in the Power Saver mode.



You can set the length of time to wait until the machine enters Low Power/Sleep mode.

Low Power mode is set to [1 minute] and Sleep mode to [1 minute] as default. If the machine is left idle for 1 minute, it switches to Low Power mode. If it is left idle for another minute, it switches to Sleep mode.

You can set the amount of time the machine waits before entering Low Power mode from 1 to 60 minutes, and the amount of time the machine waits before entering Sleep mode from 1 to 239 minutes.

Important • The fusing unit life is largely influenced by power distribution time on the machine. Setting the amount of time the machine waits before activating the Power Saver function to a long value will keep the machine's power on longer, and the fusing unit may have to be replaced more often. It may cause an early replacement of the fusing unit of the machine. For more information, contact our Customer Support Center.

For more information on how to set the time interval for Low Power mode and/or Sleep mode, refer to "Power Saver Settings (General Setup)" (P.44).

Exiting Power Saver Mode

The following describes how to deactivate Power Saver mode.

The machine exits Power Saver mode and the <Power Saver> button light is turned off in the following instances:

■ **Exiting Low Power mode**

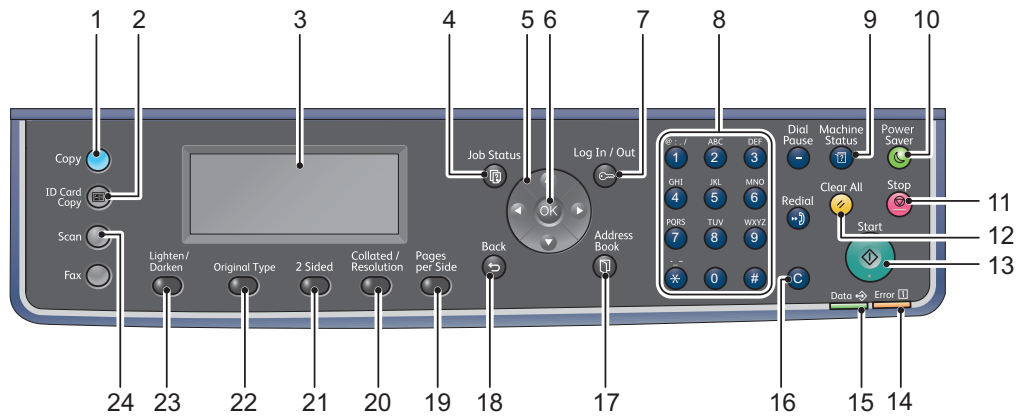
- Receiving a job
- Pressing the <Power Saver> button
- Entering System Administration mode from a computer
- Pressing any button on the control panel
- Taking paper out or putting in a tray
- Opening or closing the document cover
- Opening or closing any cover of the machine
- Placing a document in the document feeder

■ **Exiting Sleep mode**

- Receiving a job
- Pressing the <Power Saver> button
- Entering System Administration mode from a computer

Control Panel

The names and functions of the control panel's components are described below.



No.	Component	Function
1	<Copy> button	Press this button to use the Copy feature. When the Copy feature is selected, this button lights up. For more information, refer to "Copy" (P.95).
2	<ID Card Copy> button	Press this button to use the ID Card Copy feature. When the ID Card Copy feature is selected, this button lights up. For more information, refer to "ID Card Copy" (P.103).
3	Display	Displays the operation menu items and the machine status messages.
4	<Job Status> button	Press this button to check/cancel a current job or pending job.
5	<▲><▼><◀><▶> buttons	Press this button to select a menu item on the menu screen and to change settings. Note <ul style="list-style-type: none"> • The <▲> button allows you to select the previous menu item. • The <▼> button allows you to select the next menu item. • The <▶> button allows you to go to the next menu screen. • The <◀> button allows you to return to the previous menu screen.
6	<OK> button	Press this button and the arrow buttons to change settings. For more information, refer to "About Quick-Buttons" (P.68).
7	<Log In/Out> button	Press this button to enter or exit System Administration mode or Account mode. This button lights up when the machine is in System Administration mode.
8	Numeric keypad	Press this button to enter numbers (such as number of copies) or text.
9	<Machine Status> button	Press this button to print reports and check the machine information such as the status of consumables and the machine's IP address.
10	<Power Saver> button	Lights up when the machine enters the Power Saver mode to conserve power when the machine is left idle for a while. You can also press this button to enter or exit the Power Saver mode.
11	<Stop> button	Press this button to cancel a current job or failed job.

No.	Component	Function
12	<ClearAll> button	Press this button to reset the displayed settings of each feature to default values or clear the entered numbers. The setting is returned to the same condition as the machine is powered on.
13	<Start> button	Press this button to start scanning documents or confirm the value of each setting.
14	<Error> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper.
15	<Data> indicator	Blinks when the machine is sending or receiving data to or from a client. This indicator lights up when data is stored in the machine's memory.
16	<C> (Clear) button	Press this button to delete one numerical value that you have entered.
17	<Address Book> button	Press this button to display the recipients registered for the Address Book when sending data by e-mail or network.
18	<Back> button	Press this button to return the display to the previous screen.
19	<Pages per Side> button (Quick-Button)	Press this button to display the setting screen for the Pages per Side function that lets you select copying the multiple pages of a document on a single page for Copy feature.
20	<Collated/Resolution> button (Quick-Button)	Press this button to display the setting screen for the Collated or Resolution function that lets you change the output method for Copy feature and the resolution for Scan feature. This button lights up when this function is available.
21	<2 Sided> button (Quick-Button)	Press this button to display the setting screen for the 2 Sided function that lets you select 2 sided printing for Copy and Scan features. This button lights up when this function is available.
22	<Original Type> button (Quick-Button)	Press this button to display the setting screen for the Original Type function that lets you change the type of document for Copy, ID Card Copy, and Scan features. This button lights up when this function is available.
23	<Lighten/Darken> button (Quick-Button)	Press this button to display the setting screen for the Lighten/Darken function that lets you adjust the brightness for Copy, ID Card Copy, and Scan features. Also, the Toner Saver setting is available for Copy feature. This button lights up when this function is available.
24	<Scan> button	Press this button to use the Scan feature. When the Scan feature is selected, this button lights up. For more information, refer to "Scan" (P.115).

Note • Some buttons are not available on some models. If you add certain options, you will become able to use them. For more information, contact our Customer Support Center.

About Quick-Buttons

Just simply pressing a Quick-Button allows you to:

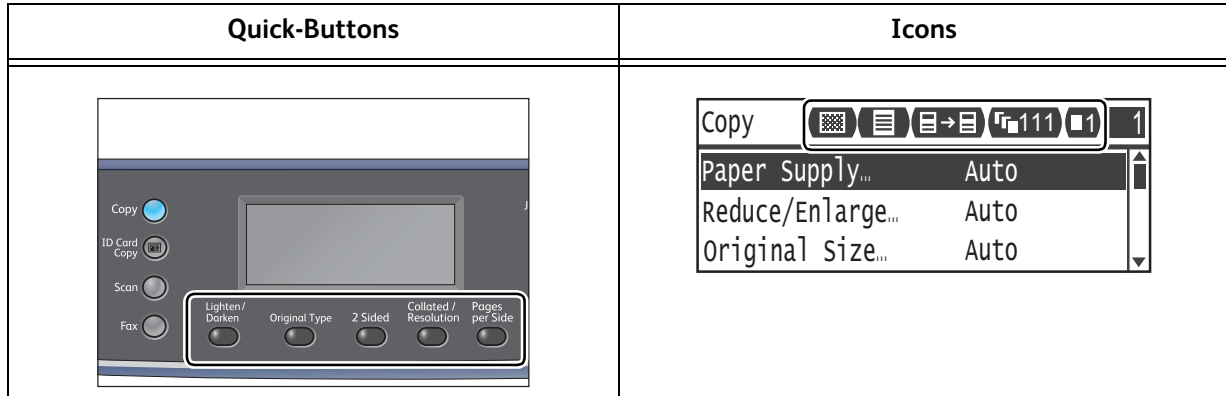
- Directly access to the setting screen and check the current setting value.
- Easily moves your selection from one item to another by pressing the single button. As a new setting is applied, its icon changes accordingly on the screen.
- Just 2 seconds after pressing the button, the setting screen is exited and the last selected item is applied.

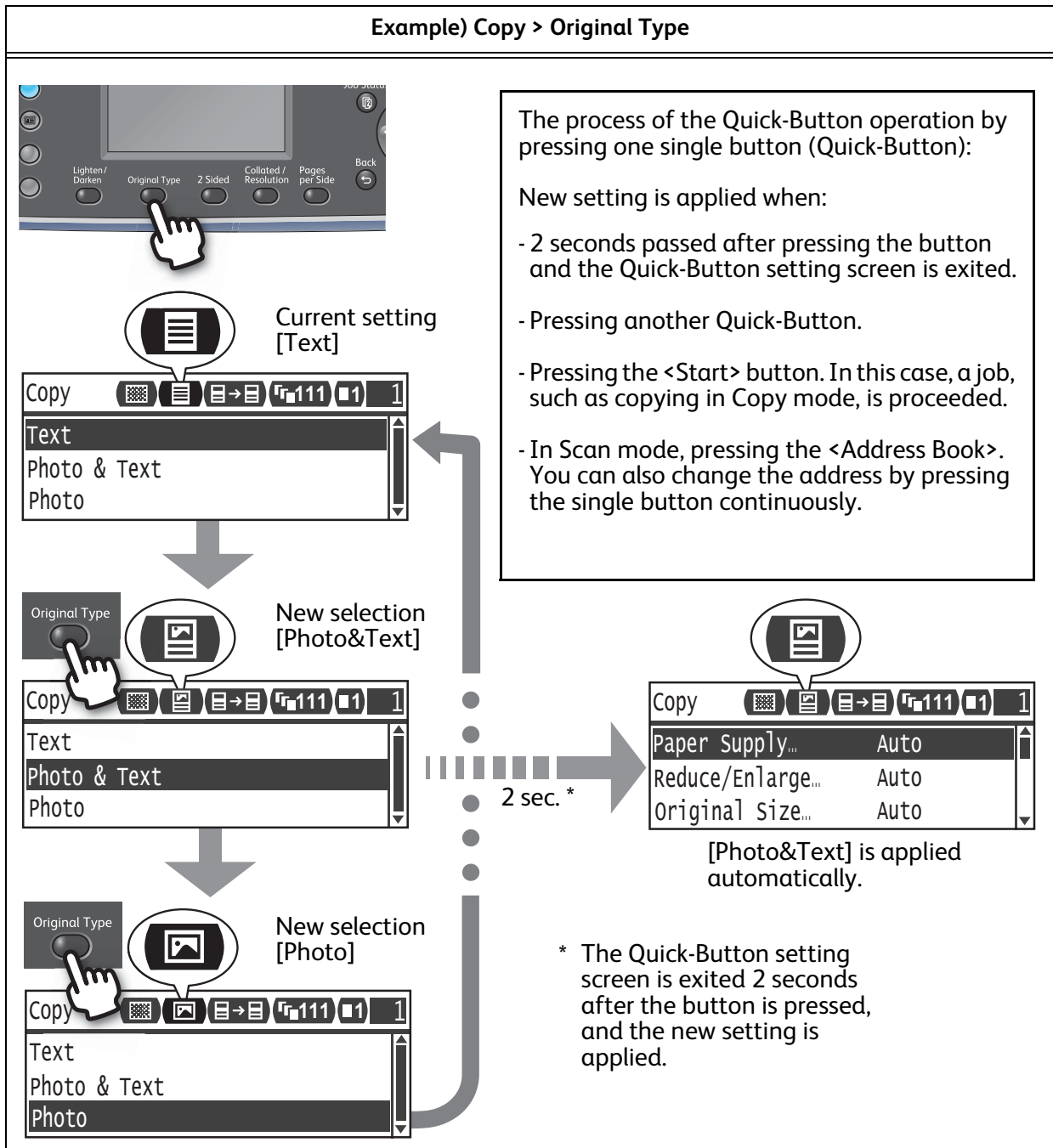
For more information on changing the displayed time, refer to "Quick-Button Selection Timer" (P.171).

Practical use of Quick-Buttons:

- Keep pressing the button while you calmly decide your setting value.
- Stop pressing the button when your desired setting is being selected.

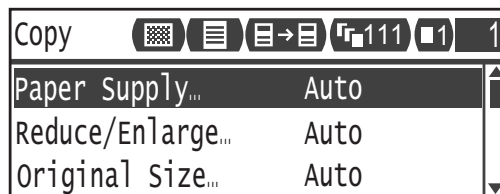
Once you get used to the Quick-Button operation, you can easily change the settings. By using the <OK> and the arrow buttons also changes the settings, but this operation is generally not recommended.
































About Icons on the Display

This section describes icons displayed on the screens and the functions available for each feature.



Function	Icon	Item	Copy	ID Card Copy	Scan
Lighten/Darken		Darken +2	Yes	Yes	Yes
		Darken +1	Yes	Yes	Yes
		Normal	Yes	Yes	Yes
		Lighten +1	Yes	Yes	Yes
		Lighten +2	Yes	Yes	Yes
		Toner Saver	Yes	-	-
Original Type		Photo	Yes	Yes	Yes
		Photo & Text	Yes	Yes	Yes
		Text	Yes	Yes	Yes
2 Sided		1 → 1 Sided	Yes	-	-
		1 → 2 Sided	Yes	-	-
		2 → 1 Sided	Yes	-	-
		2 → 2 Sided	Yes	-	-
		Off	-	-	Yes
		Flip on Long Edge	-	-	Yes
		Flip on Short Edge	-	-	Yes
Collated		Off	Yes	-	-
		On	Yes	-	-
		On (Rotate)	Yes	-	-
Resolution		200 × 100	-	-	-
		200 × 200	-	-	Yes
		300 × 300	-	-	Yes
		400 × 400	-	-	Yes
		600 × 600	-	-	Yes

Function	Icon	Item	Copy	ID Card Copy	Scan
Pages per Side		Off	Yes	-	-
		2 Pages	Yes	-	-
		4 Pages	Yes	-	-

About the Default Display Screen

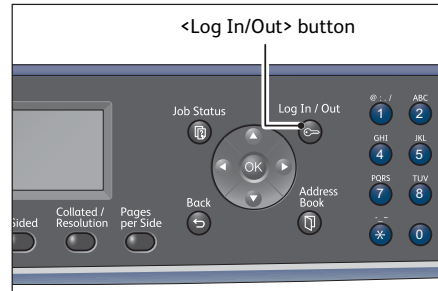
The [Default Display] screen lets you change the Default Display Screen — the screen displayed when turning the power ON and after returning from the Power Saver mode.

Setting the Default Display

You can set the default displayed screen from Copy or Scan screen.

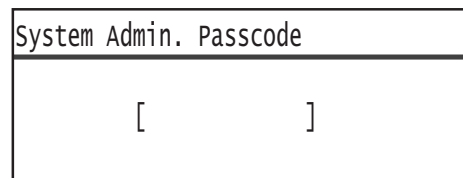
Note • Some screens cannot be set on some models.

1 Press the <Log In/Out> button.



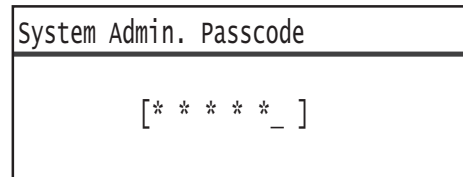
The passcode input screen appears.

Note • The passcode is initially set to "11111" (five "1" digits).

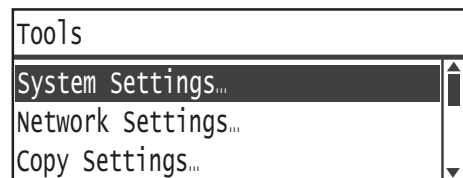


2 Use the numeric keypad to enter the passcode, and then press the <OK> button.

Note • The <Log In/Out> button lights when the machine is in System Administration mode.

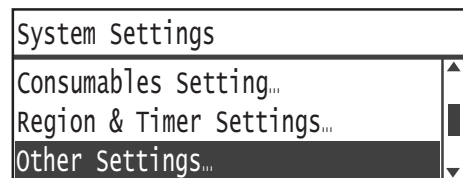


3 Select [System Settings], and then press the <OK> button.



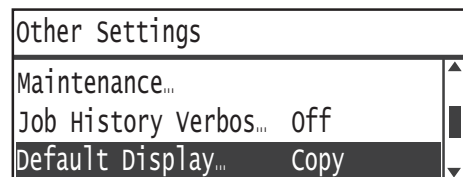
4 Select [Other Settings], and then press the <OK> button.

Note • Select <▲> or <▼> button to move the display up and down.

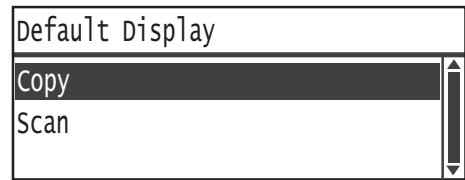


5 Select [Default Display], and then press the <OK> button.

Note • Select <▲> or <▼> button to move the display up and down.



- 6 Select the desired default display, and then press the <OK> button.



Account Mode

This section describes three different account modes that the machine offers to manage accounts effectively for copy jobs, and how to log in to the machine.

Types of Account Modes

You can select one of the following account modes in the System Settings: No Account Mode, Single Account Mode, or Multiple Account Mode.

For information on how to select an account mode in the System Settings, refer to "User Control" (P.157).

- **No Account Mode**
No passcode is set on the machine in No Account Mode, allowing any users to execute any jobs.
- **Single Account Mode**
A single passcode is set to the machine in Single Account Mode. Only those who have the passcode can execute copy jobs on the machine.
- **Multiple Account Mode**
Up to 30 user accounts are set on the machine in Multiple Account Mode. You can set a desired passcode for each user account. Users are required to enter their account number and passcode to log in to the machine. The system administrator can set the copy job limit on each user account, and also review the total number of copies made by each account.

Logging in the Machine in Single Account Mode

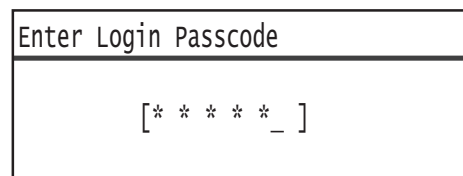
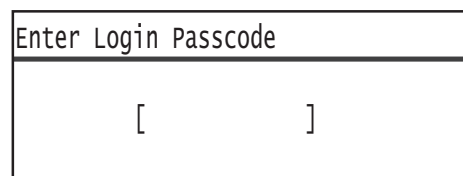
The following procedure describes how to log in to the machine when the machine is in Single Account Mode.

For more information, refer to "User Control" (P.157).

- 1** The passcode input screen appears.
- 2** Use the numeric keypad to enter the passcode, and then press the <OK> button.

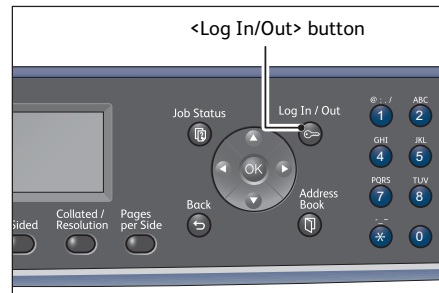
If the entered passcode is correct, the machine enters Copy Mode.

- Note**
- The passcode is the same as the system administrator's passcode used for entering System Administration mode from the control panel. For more information, refer to "Enter System Administration Mode" (P.136).



The <Log In/Out> button is lit while you are logged in to the machine.

- Note**
- You do not need to log in to the machine for a scan job or print job.
 - To log out, press the <Log In/Out> button again.

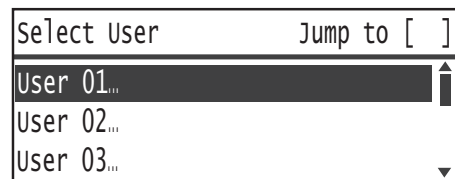


Logging in the Machine in Multiple Account Mode

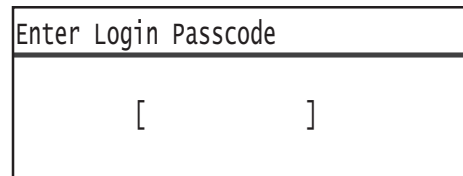
The following procedure describes how to log in to the machine when the machine is in Multiple Account Mode.

For more information, refer to "User Control" (P.157).

- 1 Select a user.



- 2 The passcode input screen appears.



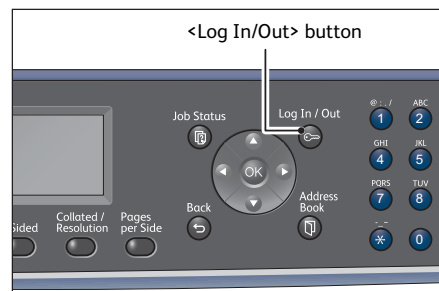
- 3 Use the numeric keypad to enter the passcode which corresponds to the account number of the selected user, and then press the <OK> button.

If the entered passcode is correct, the machine enters Copy Mode.

- Note**
- The passcode is the same as the system administrator's passcode used for entering System Administration mode from the control panel. For more information, refer to "Enter System Administration Mode" (P.136).

The <Log In/Out> button is lit while you are logged in to the machine.

- Note**
- You do not need to log in to the machine for a scan job or print job.
 - To log out, press the <Log In/Out> button again.



Entering Text

Some operations display screens for entering text. This section describes how to enter text. You can enter numbers, letters and symbols.

Use the numeric keypad to enter text. The type of characters you can select varies according to the menu.

Example Menu Item	Button	Characters You Can Enter
Name, E-mail Address (and others) (The set of characters you can enter changes with each press of the button.)	1	@ → : → . (Period) → / → 1 → @ (Toggles back to start.)
	2	a → b → c → A → B → C → 2 → a (Toggles back to start.)
	3	d → e → f → D → E → F → 3 → d (Toggles back to start.)
	4	g → h → i → G → H → I → 4 → g (Toggles back to start.)
	5	j → k → l → J → K → L → 5 → j (Toggles back to start.)
	6	m → n → o → M → N → O → 6 → m (Toggles back to start.)
	7	p → r → s → Q → R → S → 7 → p (Toggles back to start.)
	8	t → u → v → T → U → V → 8 → t (Toggles back to start.)
	9	w → x → y → z → W → X → Y → Z → 9 → w (Toggles back to start.)
	0	0
	*	- (Hyphen) → _ → ~ → - (Toggles back to start.)
#	@ → . (Period) → (Space) → \ → _ → ! → " → # → \$ → % → & → ' → ~ → ^ → → ` → : → ; → ? → , → + → - → / → = → (→) → [→] → { → } → < → > → @ (Toggles back to start.)	
IP Address, etc. (Only numerals can be entered for Buttons 4 to 9 and 0.)	1	: → 1 → back to :
	2	A → B → C → 2 → back to A
	3	D → E → F → 3 → back to D

Setting the Options Configuration

You can retrieve the information of machine configuration into the print driver.

Update the information of machine configuration when any optional component is changed.

When using the Ethernet interface

You can load the machine's option configuration automatically to the print driver.

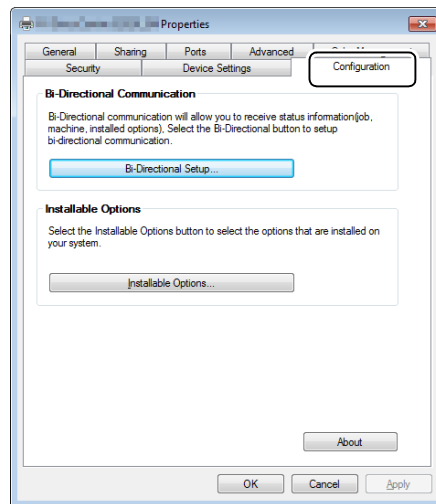
- Note**
- When using this function, activate the SNMP port. (Default: Enabled)
 - If you failed to retrieve information of machine configuration or are using the USB interface connection, set the information of machine configuration manually. For more information, click [Help] on the screen to display Help Information.

Follow the steps below to set the option configuration.

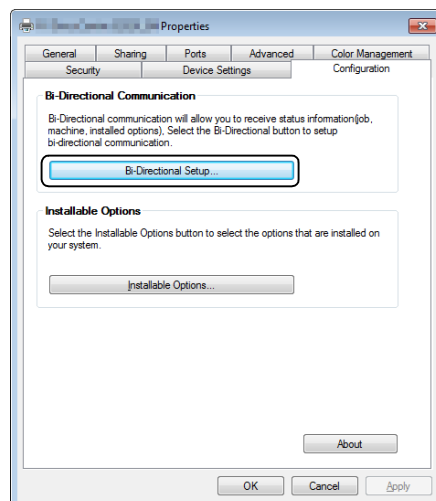
- 1 From your computer's [Start] menu, select [Printer and Faxes] to display the property of your machine.

Note

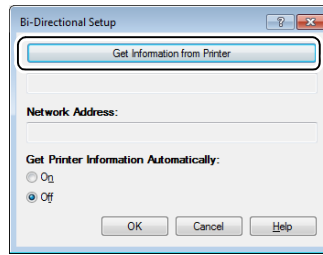
 - Some operating systems display [Printer] or [Devices and Printers] instead of [Printer and Faxes].
- 2 Click the [Configuration] tab.



- 3 Click [Bi-Directional Setup].



4 Click [Get Information from Printer].



■ If [Printer Searching Method] is displayed

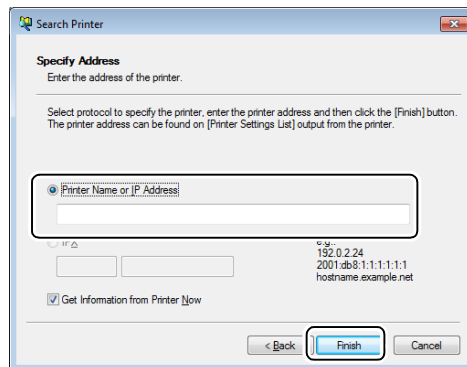
The machine's information is not loaded onto the print driver. Complete the following operations.

1) Select [Specify Address], and click [Next].



2) Enter the printer name or IP Address in the [Printer Name or IP Address] field.

3) Click [Finish].



5 Click [OK].

4 Loading Paper

This chapter describes the paper that can be used with the machine, precautions when handling paper, and how to load paper in trays.

- Paper Types.....82
- Loading Paper87
- Changing Paper Size90
- Changing the Paper Settings.....92

Paper Types

This section describes the paper types supported by the machine.

Use of non-recommended paper types may result in paper jams, lower print quality, malfunctions, or damage to the machine. To achieve optimum machine performance, use only paper types recommended by Fuji Xerox.

If you desire to use paper other than the paper recommended by Fuji Xerox, contact our Customer Support Center.

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.

Important • Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

Supported Paper Weights and Sheet Counts

Paper Trays	Basis Weight/Ream Weight	Loadable Quantity*	Paper Types
Tray 1 (Standard)	60 to 90 gsm Ream Weight: 51.6 - 77.4 kg	250 ^{*1} sheets (Up to 27 mm)	Lightweight (60-63 gsm) Plain 1 (64-74 gsm) Plain 2 (75-90 gsm)
Tray 2 (One Tray Module) (Optional) Trays 3, 4 (Two Tray Module) (Optional)	60 to 216 gsm Ream Weight: 51.6 - 186 kg	500 ^{*1} sheets each (Up to 54 mm)	Lightweight (60-63 gsm) Plain 1 (64-74 gsm) Plain 2 (75-90 gsm) Heavyweight (91-169 gsm) Extra-HW (170-216 gsm)
Tray 5 (Bypass)	60 to 216 gsm Ream Weight: 51.6 - 186 kg	100 ^{*2} sheets (Up to 10 mm)	

*1 : When using 80 gsm paper

*2 : When using Fuji Xerox standard paper

Important • Paper jams may result if you attempt to print on a different paper type or size than the type or size selected in the print driver, or from a tray that does not support the loaded paper. Select the correct paper size, type, and tray to ensure successful printing.

Note • Basis weight is the weight of one sheet of paper of 1 m² in size.
• Ream weight is the weight of 1,000 sheets of duodecimo size (788 x 1,091 mm) paper.

■ Supported paper sizes:

- Maximum: A3, 11 × 17" (Non-standard size: 297 × 432 mm)
- Minimum: A5 (Non-standard size: 98 × 127 mm)

■ Duplexing (two-sided printing)

The following paper types are supported for automatic duplexing:

Paper Type (Quality)
Lightweight (60 to 63 gsm)
Plain 1 (64 to 74 gsm)
Plain 2 (75 to 90 gsm)

Supported Paper Type

Standard Paper

When printing or copying on commonly used paper (plain paper), use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.

Paper Name	Basis Weight (gsm)	Paper Type	Notes / Countermeasure
P paper	64	Plain 1	Tough plain paper suitable for internal documents at the office.

Semi Standard Paper

In addition to the standard paper, the following paper also can be used.

Paper Name	Basis Weight (gsm)	Paper Type	Notes / Countermeasure
Performer +	70	Plain 2	-
	80	Plain 2	-
Business +	70	Plain 1	-
	80	Plain 2	-
Professional	70	Plain 1	-
	80	Plain 2	-

Usable Paper

In addition to the standard/semi-standard paper, the following paper also can be used.

Paper Name	Basis Weight (gsm)	Paper Type	Notes / Countermeasure
Ncolor209	209	Extra-HW	-
DocuPaper Black	70	Plain 1	-
Performer+	80	Plain 2	Before copying or printing, fan the stack of paper well and reload it in the tray.
Laserprint	80	Plain 2	-
Green Wrap (Recycle)	80	Plain 2	-
Recycled Pure+ (Recycle)	80	Plain 2	-
Xplore	70	Plain 1	-
Xcite	80	Plain 2	-
Xceed	70	Plain 1	-
Xceed	80	Plain 2	-
ASTRO EXTRA	70	Plain 1	-
ASTRO EXTRA	80	Plain 2	-
Xpress	70	Plain 1	-
Colotech+	90	Plain 2	-
	100	Heavyweight	-
ECO Enviroguard Paper	80	Plain 2	-
Colotech+	120	Heavyweight	-
	160	Heavyweight	-
	200	Extra-HW	-
Recycled Supreme	80	Plain 2	-
A-paper	75	Plain 2	-
H-paper	80	Plain 2	-
K-paper	80	Plain 2	-
PAPER ONE COPIER PAPER	70	Plain 1	-
PAPER ONE All Purpose	80	Plain 2	-
DOUBLE A	80	Plain 2	-
WARRIOR	70	Plain 1	-
Performar	80	Plain 2	-
Professional	80	Plain 2	-
Xerox Undertones - Several Colours	80	Plain 2	-
Recycled Pure (Recycle)	80	Plain 2	-
PREMIER FSC	80	Plain 2	-
Van Hawk paper	70	Plain 1	-
	80	Plain 2	-

Paper Name	Basis Weight (gsm)	Paper Type	Notes / Countermeasure
Colotech Plus	80	Plain 2	-
Nappco paper	80	Plain 2	-
J Paper	82	Plain 2	-
JD Paper	98	Heavyweight	-
PaperOne	70	Plain 1	-
	80	Plain 2	-
X'treme Platinum	80	Plain 2	-
Attitude	70	Plain 1	-
LQ-PAPER	80	Plain 2	-
RECYCLE PAPER SHIH-TZU	70	Plain 1	-
Double A	80	Plain 2	-
Roxy Paper	80	Plain 2	-

Unusable Paper

Using paper not recommended by Fuji Xerox may cause a paper jam or machine malfunction. Use paper recommended by Fuji Xerox.

- Damp or wet paper
- Paper pre-printed with other printer or copying machine
- Wrinkled, creased, or ripped paper
- Envelopes that are not flat, or that have clasps
- Color paper with surface treatments
- Paper with rough surface, such as pulp paper or fibrous paper
- Punched paper
- Transparency film

Storing and Handling Paper

■ Please keep the following points in mind when storing paper

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture may result in paper jams and lower image quality.
- After opening a package of paper, wrap and store any remaining paper. We recommend that you store remaining paper in moisture prevention packets.
- Store paper on a flat surface to prevent bends or warping.

■ Please keep the following points in mind when loading paper in a tray

- Align the stack of paper neatly before loading it in a tray.
- Do not use creased or wrinkled paper.
- Do not use warped or curled paper.

- Do not load paper of mixed sizes together into a tray.
- Take care not to touch the print side. Oils from your skin may adhere to the print media, which may affect printing quality. If unavoidable, be sure to use a finger cot, gloves, or other means to cover your fingers before touching the print media.
- LEF is recommended for heavyweight media fed from the Tray 5 (bypass). If a misfeed occurs, please apply an intentional upper curl to the leading edge of the paper.
- Do not load paper above the maximum fill line in the Tray 1 to 5. It may cause paper jams.
- When Heavyweight Paper/Extra-HW Paper is supplied to the Tray 5 and causes paper jams, reduce the paper quantity or turn over the paper in the Tray 5.

Loading Paper

This section describes how to load paper in a paper tray.

■ Types of paper loaded in trays

The machine automatically detects the size and orientation of paper loaded in a tray, but the paper type must be set manually. Each tray's default paper type setting is Plain 1 paper. Change the paper type setting when loading a different type of paper. You can also set a non-standard paper size as [Custom Size] paper in the Tray 5 (the bypass tray).

For information on how to change the paper type setting, refer to "Changing the Paper Settings" (P.92).

■ Automatic Paper Selection

When processing a print job, specify the settings in the print driver's screen by selecting [Automatically Select] for [Select By Tray] under [Paper] in the [Paper/Output] tab. The machine automatically selects a tray to match the specified document size and orientation. This function is called as Automatic Paper Selection.

To activate Automatic Paper Selection when copying, set [Paper Supply] to [Auto].

This Automatic Paper Selection function selects the trays in order from Tray 1 > Tray 2 > Tray 3 > Tray 4 > Tray 5 if there is more than one paper tray that matches.

- Note**
- Tray 2 to 4 are optional component.
 - When the machine runs out of paper during copying or printing, the tray is switched to the next tray containing paper of the same size and orientation or the tray set in priority. If the tray containing paper in a different size or orientation is selected and runs out of paper again, the printing process is paused until paper is fed instead of switching to the next tray (Auto Paper Selection function).

For more information on setting the Auto Paper Selection function, refer to "Auto Paper Selection" (P.140).

Loading Paper in Trays 1 to 4 (Optional)

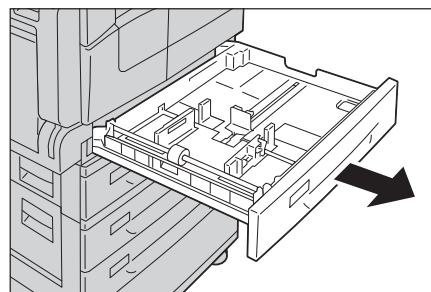
The following describes the procedure for loading paper in Trays 1 to 4.

When the machine runs out of paper during copying or printing and an error code is displayed on the screen, add paper in the tray. Copying or printing automatically resumes when paper is added.

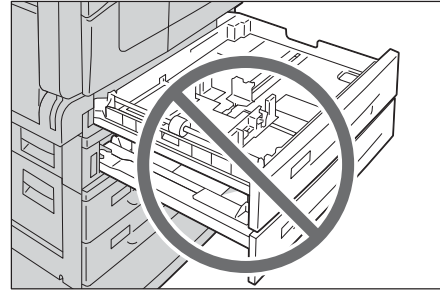
- Note**
- Fan the stack of paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

For information on how to change the paper size and orientation in a tray, refer to "Changing the Paper Size for Trays 1 to 4" (P.90).

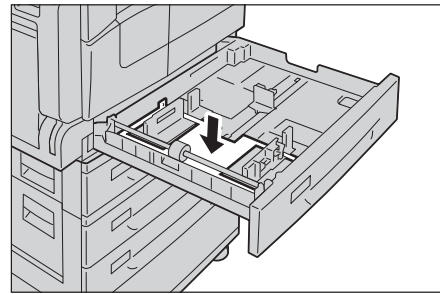
- 1 Pull out the tray until it stops.



- Important**
- While the machine is copying or printing, do not pull out the tray that the job uses.
 - To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.
 - Pulling out all the trays at once may cause the machine to tilt or fall, causing injury.

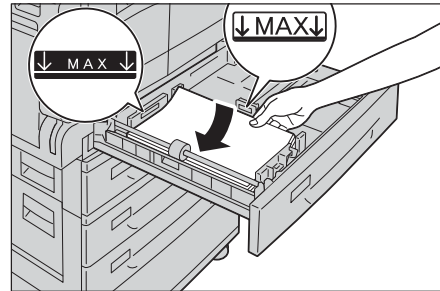


- 2** For Tray 1, push down the metal plate.



- 3** Load paper with the side to copy or print on facing up. Align the leading edge of paper with the left side of the tray.

- Important**
- Do not load paper above the maximum fill line. It may cause paper jams or machine malfunctions.
 - Do not place any paper or objects in the empty space on the right side of Tray 1 to 4. It may cause paper jams or machine malfunction.



- 4** Push the tray in gently until it stops.

- Important**
- When pushing the tray in, do it slowly. If the tray is pushed with too much force, it may cause machine malfunctions.

Loading Paper in Tray 5 (bypass)

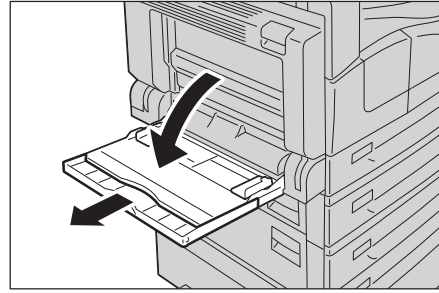
When printing or copying on paper that cannot be set in Tray 1 to 4, use the Tray 5 (bypass). The following describes the procedure for loading paper into the Tray 5 (bypass). For printing, specify the settings on the [Paper/Output] tab using the print driver. Also specify the type of paper to be loaded.

- Important**
- To prevent paper jams or loading errors, do not remove paper from its packaging until needed.

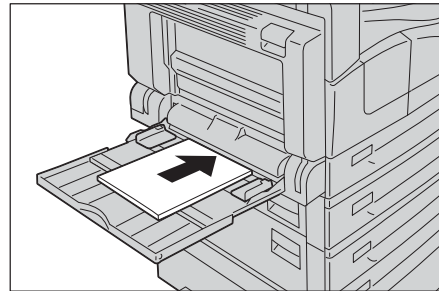
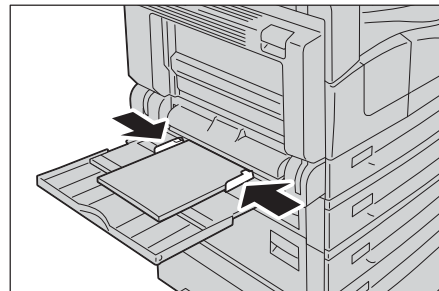
- Note**
- Fan the stack of paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.
 - When paper is loaded into the Tray 5 (bypass), the Tray 5 (bypass) is automatically selected and the screen for setting the paper size and type is displayed. For more information, refer to "Paper Supply" (P.109).

1 Open the Tray 5 (bypass).

- Note**
- If necessary, pull out the extension tray. Pull out the extension tray gently.

**2** Load paper with the side to be copied or printed on facing down, inserting paper until its edge lightly touches against the paper feed entrance.

- Important**
- Do not load mixed paper types in a tray.
 - Do not load paper above the maximum fill line. It may cause paper jams or machine malfunctions.
 - The machine may not be able to feed or create the desired print quality for some types of heavyweight paper.

**3** Gently align the paper guides to paper loaded.**4** Execute the copy or print operation.

Changing Paper Size

This section describes how to change paper size in Trays 1 to 4.

Important • Do not load mixed paper sizes into a tray.

Note • A paper type is preset for Trays 1 to 4. Normally, [Plain 1] is set for the trays. When changing it to a different paper type, change the paper quality settings to match the type of paper to be loaded so that you can maintain high quality printing. For more information on how to set the paper quality, refer to "Changing the Paper Settings" (P.92).

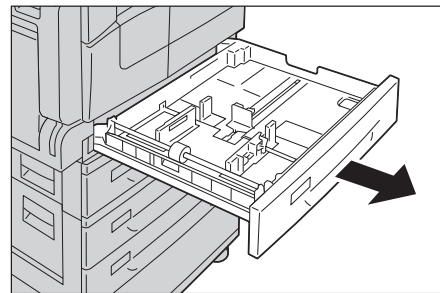
Changing the Paper Size for Trays 1 to 4

The following describes the procedure for changing paper size in Trays 1 to 4.

1 Pull out the tray until it stops.

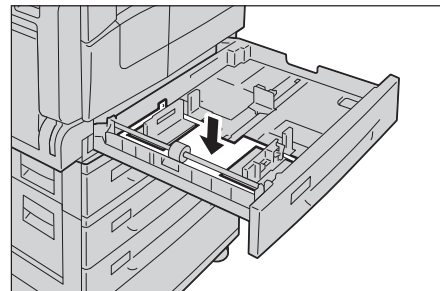
Important • While the machine is copying or printing, do not pull out the tray that the job uses.

• To prevent paper jams or loading errors, do not load different sizes or types of paper on top of any remaining paper in a tray.

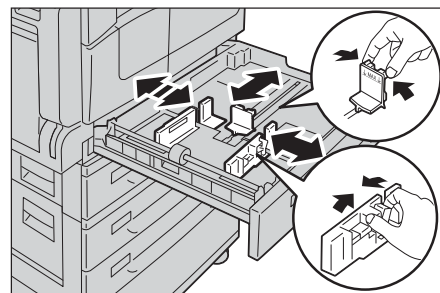


2 Remove any paper loaded in the tray.

3 For Tray 1, push down the metal plate.

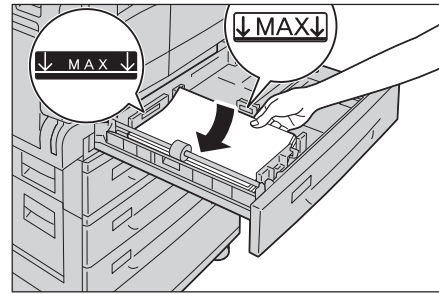


4 While pinching the levers of the two paper guides, move them to the edges of paper.



- 5** Load paper with the side to copy or print on facing up. Align the leading edge of paper with the left side of the tray.

Important • Do not load paper above the maximum fill line. It may cause paper jams or machine malfunctions.



- 6** Push the tray in gently until it stops.

Important • When pushing the tray in, do it slowly. If the tray is pushed with too much force, it may cause machine malfunctions.

Note • Affix the paper size label to the front of the tray.

Changing the Paper Settings

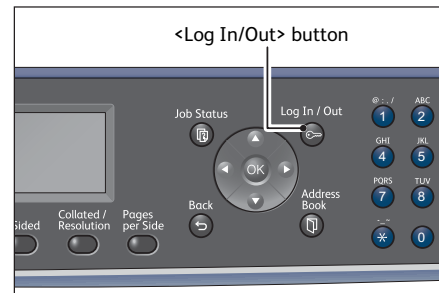
This section describes how to change the paper type setting for a tray.

A paper type is preset for Trays 1 to 4. Normally, [Plain 1] is set for the trays. To maintain the same print quality after changing paper in a different quality in the same tray, you need to change the paper quality setting for the tray that matches new paper loaded.

For more information, refer to "Supported Paper Type" (P.83).

For information on the paper size setting for Tray 5, refer to "Tray 5" (P.140).

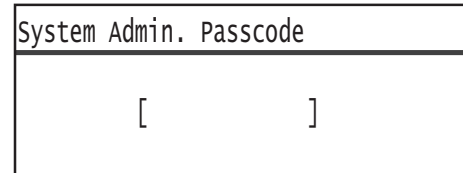
- 1 Press the <Log In/Out> button.



- 2 Use the numeric keypad to enter the passcode, and then press the <OK> button.

Note

- The passcode is initially set to "11111" (five "1" digits).
- The <Log In/Out> button lights up when the machine is in System Administration mode.



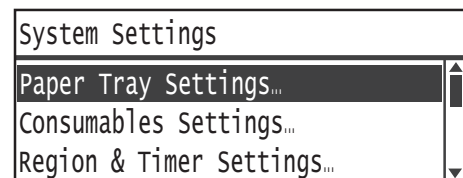
- 3 Select [System Settings], and then press the <OK> button.



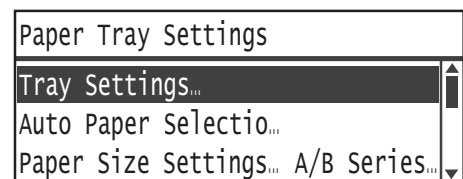
- 4 Select [Paper Tray Settings], and then press the <OK> button.

Note

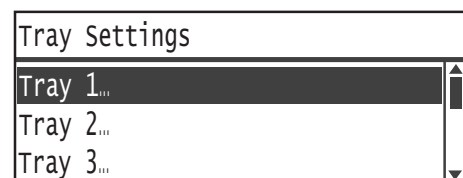
- Select <▲> or <▼> button to move the display up and down.



- 5 Select [Tray Settings], and then press the <OK> button.



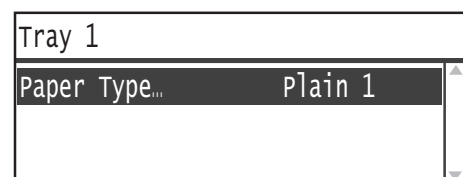
- 6 Select the desired paper tray, and then press the <OK> button.



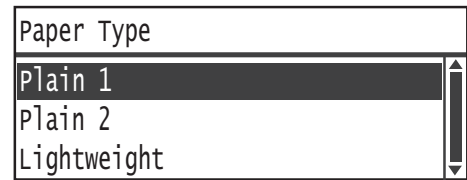
- 7 Select [Paper Type], and then press the <OK> button.

Note

- If you select Tray 5 (bypass), [Paper Size] and [Paper Type] are displayed. To change the paper size, select [Paper Size].



- 8** Select the desired paper type, and then press the <OK> button.



- 9** Press the control panel's <Log In/Out> button.

Note • The <Log In/Out> button light goes out when the machine has exited System Administration mode.

5 Copy

This chapter describes the Copy functions and operations.

- Overview of Copy Operations96
- Operations Performed While Copying 102
- ID Card Copy 103
- Advanced Copy Settings..... 105
- Managing the Copy Paper with Accounting 114

Overview of Copy Operations

The basic flow of copy operations including placing document in the machine and making advanced settings is described below.

Placing Document

The following two methods are available to place document:

■ Document feeder

- Single sheet
- Multiple sheets

■ Document glass

- Single sheet
- Bound documents, such as books

Document Feeder

■ Supported document sizes

You can place standard size documents in the document feeder.

When document is placed in the document feeder, the machine detects the document size automatically. The following standard size documents are detected automatically: A5, A4, A3, B5, B5, B4, 7.25 x 10.5", 8.5 x 11", 8.5 x 11", 8.5 x 13"*, 8.5 x 14"*, 11 x 17", 16K*, and 8K*.

- Note**
- The document sizes with an asterisk can be automatically detected depending on the settings. You can select one of the following alternative document sizes. For more information, refer to "Switch DADF Legal Size" (P.141) and "Switch 8K/16K Size" (P.141).
 - 8.5 x 14" (default) or 8.5 x 13"
 - [Chinese (8K/16K)] (default) or [Taiwan (8K/16K)]
 - When using 2-sided document placed in the document feeder, make sure to set [Original - Binding Position] properly.

■ Supported documents types (weights)

Documents with weights from 38 to 128 gsm (50 to 128 gsm for 2 Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

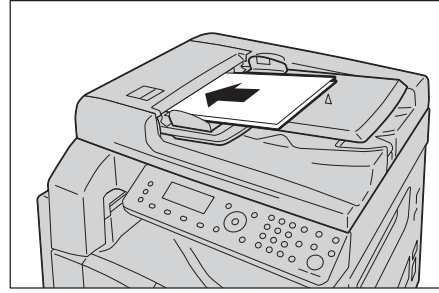
Document Type (gsm)	Number of Sheets
Lightweight (38 to 49 gsm)	110 sheets
Plain (50 to 80 gsm)	110 sheets
Heavyweight (81 to 128 gsm)	75 sheets

- Important**
- To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

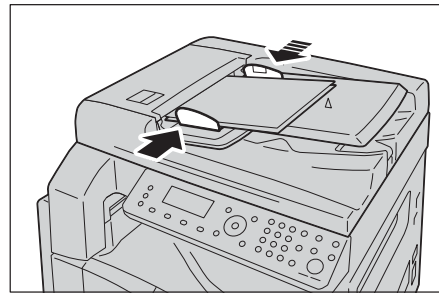
Follow the steps below to place document in the document feeder.

You can place a single or multiple pages of a document.

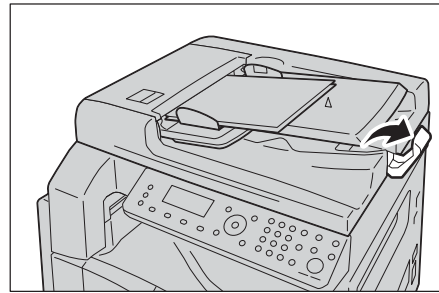
- 1 Remove any paper clips or staples from document before placing it in the document feeder.
- 2 Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2 sided document) facing up.



- 3 Align the document guides to each side of document.



- 4 Open the document stopper.



Document Glass

■ Document sizes supporting automatic detection

The document size is detected automatically when [Original Size] is set to [Auto].

The following document sizes are detected automatically: A3, B4, A4, A4, B5, B5, A5, 11 × 17", 8.5 × 11", 8K, 16K, and 16K.

Important • When copying multiple pages of a document, the document size of the first document page is set to copy the rest of the document.

Note • The machine automatically determines the tray holding the appropriate paper, based on the document size and the specified zoom ratio.

■ Supported document sizes

You can select one of the following document sizes from [Original Size].

A5, A4, A4, A3, B5, B5, B4, 7.25 × 10.5", 8.5 × 11", 8.5 × 11", 8.5 × 13", 8.5 × 14", 11 × 17", 16K, 16K, and 8K.

Note • When [Original Size] is set to [Auto], an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting [Original Size] from the menu items. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

- You can select a custom paper size specified for Tray 5 (bypass). For more information, refer to "Tray 5" (P.140).

⚠ CAUTION

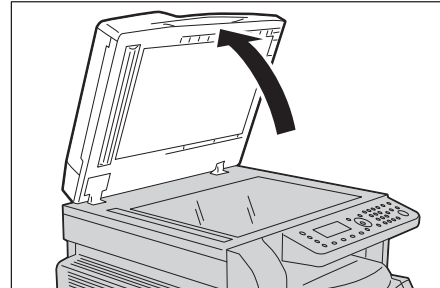
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

Follow the steps below to place document on the document glass.

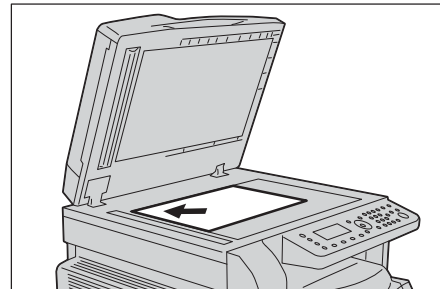
You can place a single sheet document or bound document such as book on the document glass.

- 1** Open the document cover.

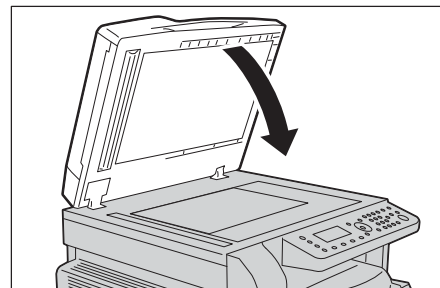
Important • When using the document glass, make sure to close the document cover after finishing your copy job.



- 2** Place the document face down, and align it against the top left corner of the document glass.



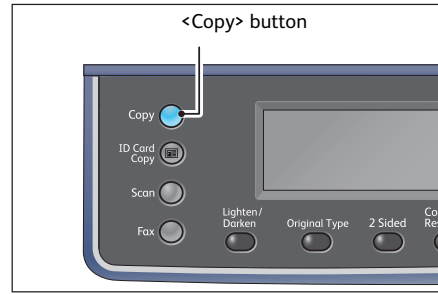
- 3** Close the document cover.



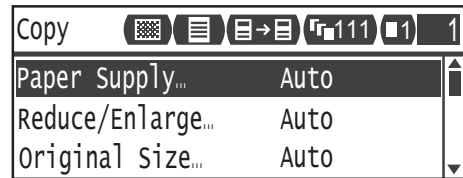
Making Advanced Settings

- Note**
- The displayed settings may vary according to models.
 - You may need to enter a passcode to use the copy feature. Ask your system administrator for the passcode.

- 1 Press the <Copy> button.



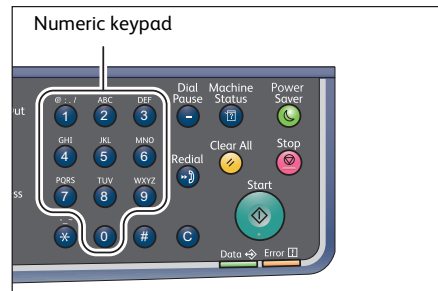
- 2 Make advanced settings as needed.
Refer to "Advanced Copy Settings" (P.105).



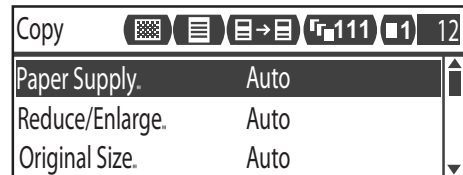
Entering the Number of Copies

You can enter a value between 1 and 999 for the number of copies.

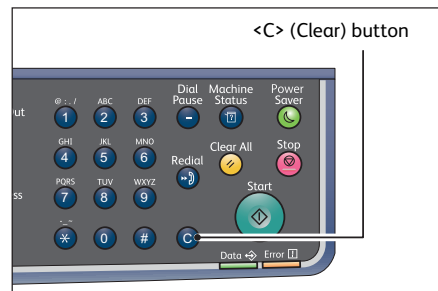
- 1 Use the numeric keypad to enter the desired number of copies.



The entered value appears in the display.



- Note**
- If you have entered an incorrect value, press the <C> (Clear) button, and then enter the correct value.

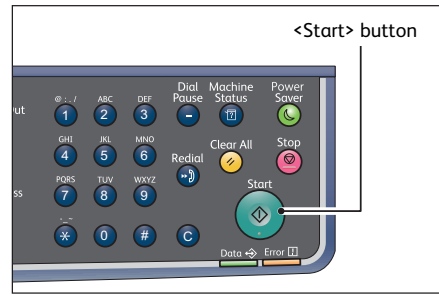


Starting the Copy Job

1 Press the <Start> button.

Important • If document is placed in the document feeder, do not press down on the document while it is being fed through the machine.

Note • If a problem occurs, an error code appears on the screen. For information on error codes, refer to "Error Code" (P.217).

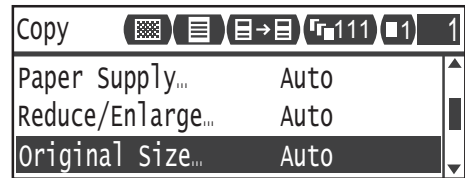


Placing document on the document glass

■ Copying document with non-standard sizes

An error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting [Original Size] from the menu items.

Note • Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.



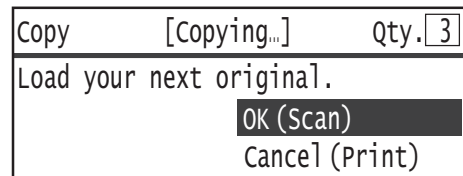
■ Copying multiple sets of documents

You can continue copying multiple sets of documents using any of the following settings:

- Collated: On
- 2 Sided: 1 → 2 Sided or 2 → 2 Sided
- Pages per Side: 2 Pages or 4 Pages
- ID Card Copy

1) After the first page of a document is read, the [Load your next original.] message appears. Place the next page of the document in the machine.

2) Select [OK (Scan)], and then press the <OK> button.



Note • If there is no other page, select [Cancel (Print)], and then press the <OK> button.

About Auto Rotation

The copy feature supports the Auto Rotation function that the machine automatically prints a scanned page to fit onto a page of paper by rotating the scanned image although the orientation of the document is different from the paper loaded in the tray.

You can set this feature in the following cases:

- The tray selection is set to automatic.
- The zoom ratio is set to automatic.
- The zoom ratio is set to "100 %" and both document and paper are the same size.
- The "Pages per Side" function is used.

If none of the above conditions applied when copying, the machine does not perform Auto Rotation, which may result in a part of the image to be missing.

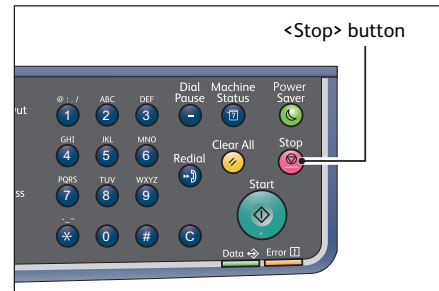
Operations Performed While Copying

While the machine is copying, you can cancel the currently executing job, and check or cancel pending jobs.

Canceling the Current Copy Job

To cancel the currently executing copy job:

- 1 Press the <Stop> button.

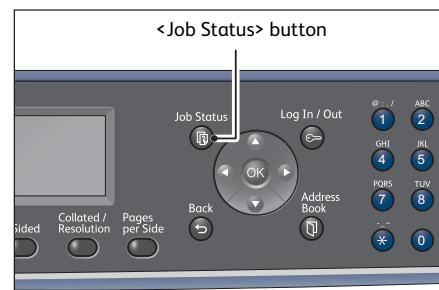


Checking Job Status

Follow the steps below to check the status of the copy job being executed, or the status of a copy job waiting to start (a pending job).

- Note**
- You can cancel the currently executing copy job or a pending copy job.
For more information on operation in job screen, refer to "Canceling the Current Job" (P.175).

- 1 Press the <Job Status> button.



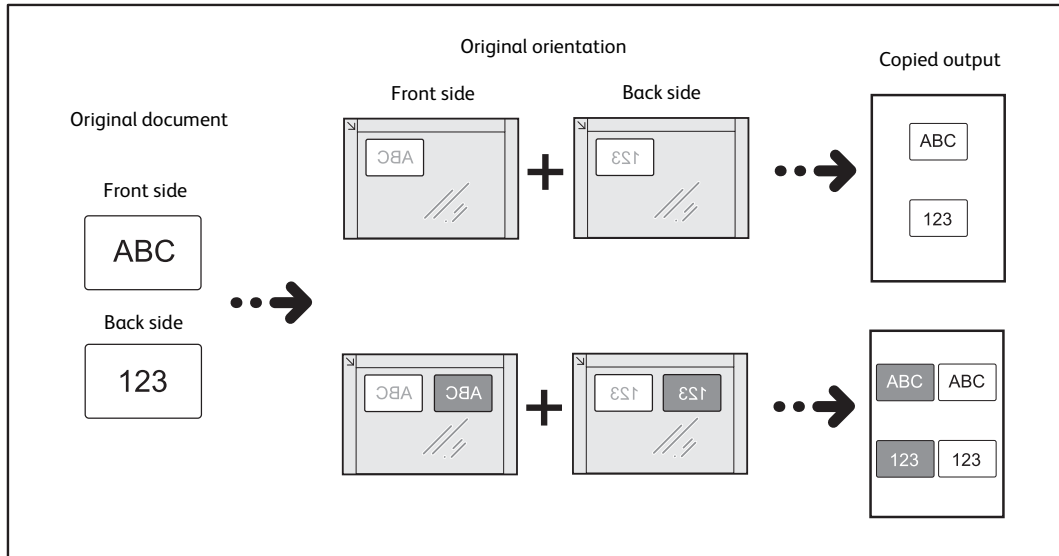
- 2 Check the job status.

Active Jobs	[Stop]:Delete
06/18 Copy	A4 □ 100%
06/18 Print	A4 □ 100%
06/18 Scan	01 PC1

- 3 After checking the job status, press the <Job Status> button until the [Copy] screen is displayed.

ID Card Copy

You can copy both sides of an ID card (name card, employee card, etc.) on one side of paper. Press the <ID Card Copy> button to use this feature.

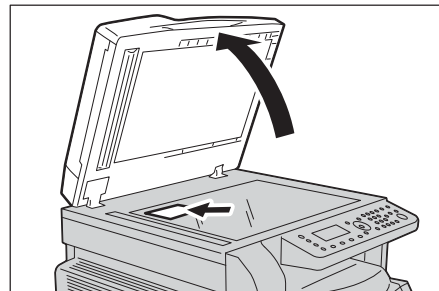


Important • Place an ID card in the upright position.

Note • It automatically sets [Reduce/Enlarge] to [100%]. You can change the zoom ratio manually.

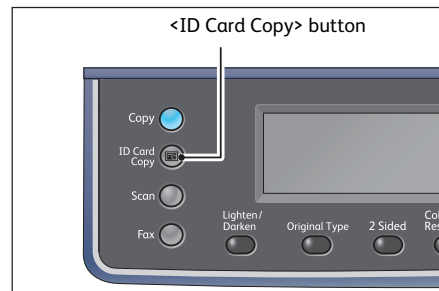
Follow the steps below to use the ID Card Copy feature.

- 1 Place an ID card face down at least 5mm away from the top left corner of the document glass, and then close the document cover.
Placing the ID card too close to the corner of the document glass may not copy the edge of the ID card properly.



- 2 Press the <ID Card Copy> button.

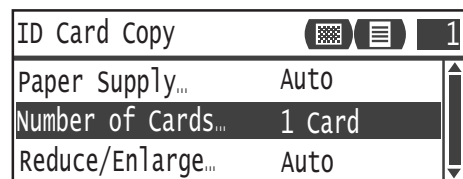
- Note**
- For your assistance, follow the guidance of ID Card Copy displayed on the screen.
 - To copy an ID Card with its four edges, select [Photo & Text] or [Photo] by pressing the <Original Type> button.



- 3 Make advanced settings as needed.

The following settings are also available by:

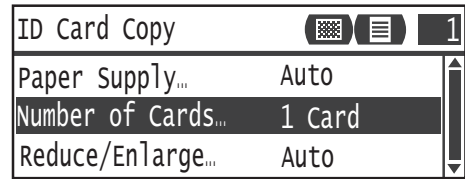
- Lighten/Darken - Press the <Lighten/Darken> button.
- Original Type - Press the <Original Type> button.



For more information, refer to the "Advanced Copy Settings" (P.105).

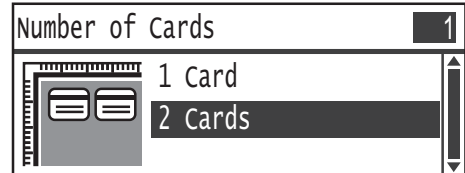
■ When you make copies of multiple ID cards

1) Select [Number of Cards].

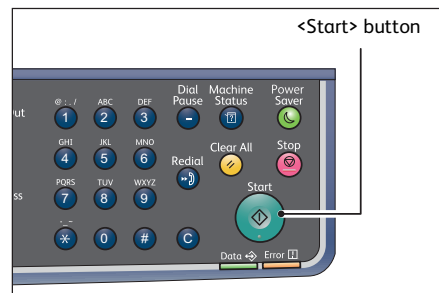


2) Select a number of cards and place the ID cards as displayed on the screen.

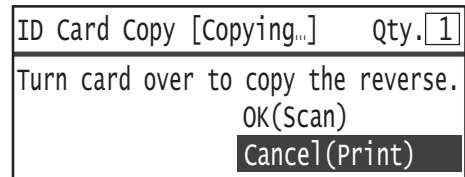
Note • The screen varies depending on the paper orientation set for the tray.



4 Press the <Start> button.

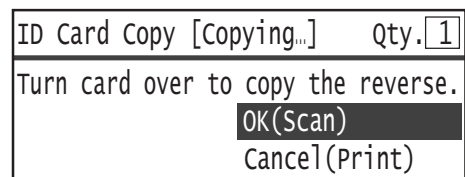


To finish scanning to print only one side of the ID card, select [Cancel (Print)], and then press the <OK> button.



5 To continue scanning the other side of the ID card, place the other side of the ID card face down slightly away from the top left corner of the document glass, and then close the document cover.

6 Select [OK (Scan)], and then press the <OK> button to start printing two sides of the ID card.



Advanced Copy Settings

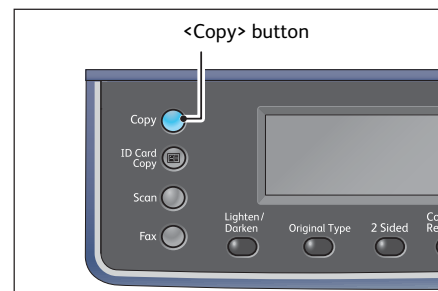
This section describes the advanced functions available for Copy feature.

Setting Item	Description	See Page:
Lighten/Darken ^{*1}	Adjusts the copy density.	P.106
Original Type ^{*1*2}	Sets the document type.	P.107
2 Sided ^{*1}	Used to select one- or two-sided copying.	P.107
Collated	Sets the output method to use when making multiple sets of copies.	P.108
Pages per Side	Used to copy multiple pages of a document on a single page.	P.109
Paper Supply ^{*1}	Sets the paper tray to use.	P.109
Reduce/Enlarge ^{*1}	Sets a reduction or enlargement factor.	P.110
Original Size ^{*2}	Sets the document size.	P.111
Original - Binding Position	Sets the binding position of documents.	P.112
Output - Binding Position	Sets the binding position of the outputs.	P.112
Edge Erase ^{*1*2}	Sets the value for the Edge Erase function used to eliminate shadows.	P.112

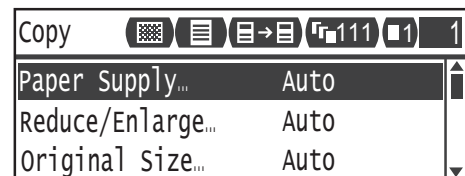
- Note**
- ^{*1} You can change the default value of the functions for Copy.
 - ^{*2} You can change the default value of the functions for ID Card Copy.

For more information on defaults that can be changed, and how to change them, refer to "Copy Settings" (P.150) and "ID Card Copy Settings" (P.153).

- 1 Press the <Copy> button.



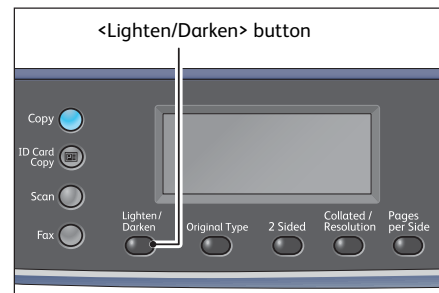
- 2 Select the desired setting item as needed.



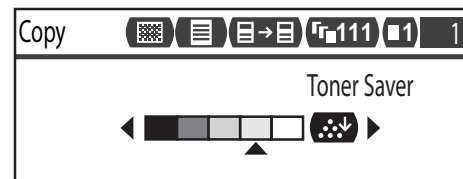
Lighten/Darken

You can set the density from the five levels. The farther left the position of ▲, the darker the copy; the farther right, the lighter and the toner saver mode.

- 1 Press the <Lighten/Darken> button.



- 2 The selection such as a brightness level and the Toner Saver changes everytime the <Lighten/Darken> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ Darken +2

Creates copies with the darkest density. Use this setting to scan document containing light objects.

■ Darken +1

Creates copies with a fairly dark density. Use this setting to scan document containing fairly light objects.

■ Normal

Creates copies with the same density as document.

■ Lighten +1

Creates copies with a fairly light density. Use this setting to scan document containing fairly dark objects.

■ Lighten +2

Creates copies with the lightest density. Use this setting to scan document containing dark objects.

■ Toner Saver

Creates copies using less amount of toner with the following settings.

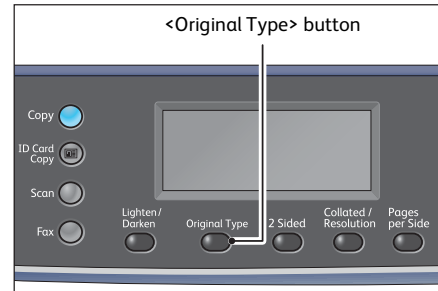
- Lighten/Darken: Lighten +2
- Sharpness: Sharpen +2
- Original Type: Photo & Text

Important • The Toner Saver cannot be selected for ID Card copy.

Original Type

You can set the type of document to optimize copies.

- 1 Press the <Original Type> button.



- 2 The selection of a document type changes everytime the <Original Type> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ Text

Select this option when document contains sharp black and white objects such as text.

■ Photo & Text

Select this option when document contains both text and photos.

■ Photo

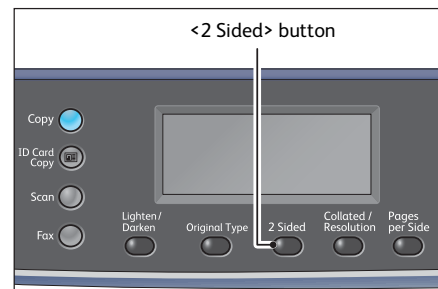
Select this option when document contains only photos.

2 Sided

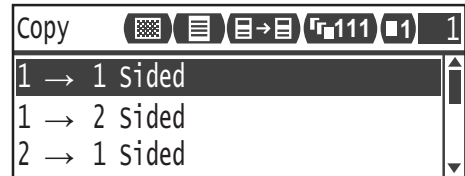
You can set to scan a 1 sided or 2 sided and copy on one or both sides of paper.

- Note**
- You can select [2→1 Sided] or [2→2 Sided] when document is placed in the document feeder.
 - When placing document on the document glass, you can only select either [1→1 Sided] or [1→2 Sided].
 - [1→2 Sided] and [2→2 Sided] can only be used with [Lightweight], [Plain 1], and [Plain 2] paper quality.

- 1 Press the <2 Sided> button.



- 2 The selection of a copy method changes everytime the <2 Sided> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ **1→1 Sided**

Copies 1 Sided document on one side of paper, same appearance as the document.

■ **1→2 Sided**

Copies 1 Sided document on both sides of paper.

■ **2→1 Sided**

Copies 2 Sided document on one side of paper.

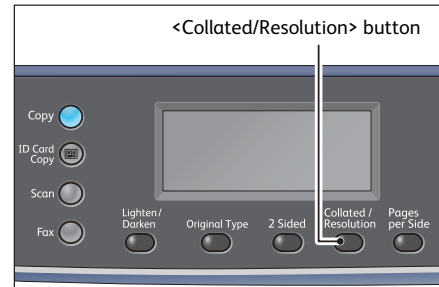
■ **2→2 Sided**

Copies 2 Sided document on both sides of paper, same appearance as the document.

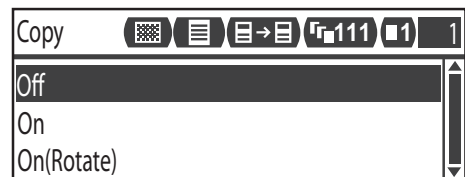
Collated

You can set the output method for copying multiple sets of documents.

- 1 Press the <Collated/Resolution> button.



- 2 The selection of an output method changes everytime the <Collated/Resolution> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ **Off**

The machine does not sort copy sets. The machine copies the specified number of copy sets one after another.

■ On

The machine outputs sheets sorted into sets that are arranged in page order. When a document is placed in the document feeder, it automatically turns on (the setting can be changed to Off manually).

■ On (Rotate)

The machine outputs sheets sorted into sets that are arranged in page order by alternating between landscape and portrait orientations.

- Using the paper size of A4, B5, Letter, or 16K with the document oriented in the same direction.

Pages per Side

Use this setting to copy 2 or 4 pages of a document together on one sheet of paper.

Selecting [Pages per Side] automatically sets a zoom ratio that will enable the document to fit on the page.

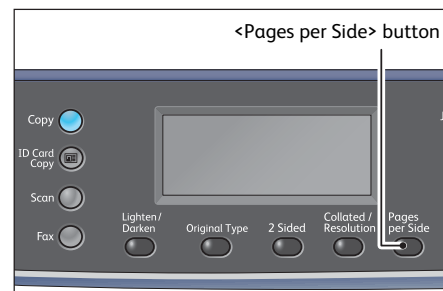
Important • Place document in the upright position.

- When using 2-sided document placed in the document feeder, make sure to set [Original - Binding Position] properly.

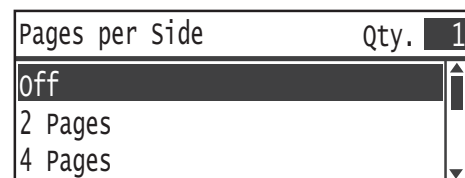
Note

- Setting [Pages per Side] automatically sets the Reduce/Enlarge setting to automatic.
- The reduction/enlargement is adjusted automatically within the range of 25 to 400%.

- 1 Press the <Pages per Side> button.



- 2 Select the desired item, and then press the <OK> button.



■ Off

Disables the Pages per Side feature.

■ 2 Pages

Copies 2 pages of a document on a single sheet of paper.

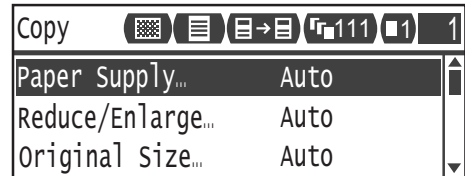
■ 4 Pages

Copies 4 pages of a document on a single sheet of paper.

Paper Supply

You can set the tray for copying.

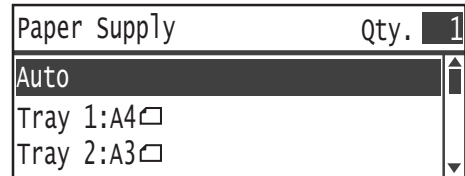
- 1 Select [Paper Supply], and then press the <OK> button.



- 2 Select the desired paper tray, and then press the <OK> button.

- **Auto**

The machine selects the appropriate paper tray automatically based on the document size.



- **Tray 1 to Tray 4**

Select one of the installed trays.

Note • [Tray 2] to [Tray 4] are displayed when the optional paper trays are mounted.

- **Tray 5**

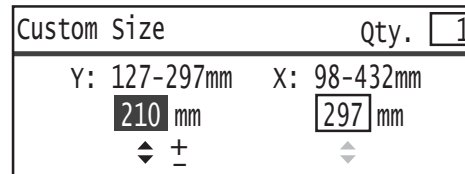
Select the paper size and paper type.

There are standard sizes and preset sizes (Custom Size 1 to 6) for the paper size.

For more information on the preset sizes, refer to "Tray 5" (P.140).



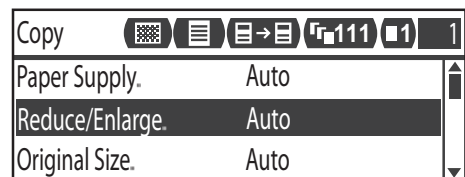
Select [Custom Size] to set a non-standard paper size. You can set a Y direction (vertical) between 127 and 297 mm (in 1 mm increments), and X direction (horizontal) between 98 and 432 mm (in 1 mm increments).



Reduce/Enlarge

You can set the copying zoom ratio.

- 1 Select [Reduce/Enlarge], and then press the <OK> button.



- 2 Select the reduction/enlargement factor, and then press the <OK> button.

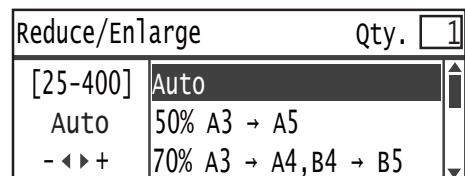
- **100%**

The machine makes the copy the same size as the document.

Note • Use the numeric keypad or <◀> and <▶> buttons to set the desired reduction/enlargement zoom ratio. You can set a value between 25 and 400% (in 1% increments).

- **Auto**

The machine automatically sets an appropriate zoom ratio by calculating the document size and the paper size specified in [Paper Supply], to enable the document to fit on the page.



■ Fixed zoom ratio

The machine reduces or enlarges the copy according to the selected zoom ratio.

■ Preset XXX %

The machine reduces/enlarges copies by the set zoom ratio.

Note • The value displayed as the preset reduction/enlargement zoom ratio is the value set by selecting [Tools] > [Copy Settings] > [Reduce/Enlarge Preset] in System Administration mode.

Magnification Table

When you make enlarged/reduced copies from standard size documents on standard size paper, the following copy ratios will be applied.

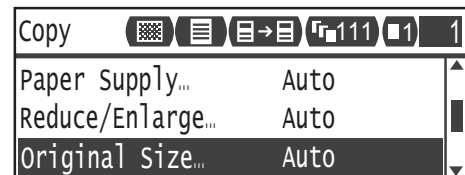
Copy / Documents	A5	B5	A4	B4	A3
A5	100 %	122 %	141 %	172 %	200 %
B5	81 %	100 %	115 %	141 %	163 %
A4	70 %	86 %	100 %	122 %	141 %
B4	57 %	70 %	81 %	100 %	115 %
A3	50 %	61 %	70 %	86 %	100 %

Original Size

You can set the document size and orientation.

Note • Depending on the selected document size, the printout may be too large for paper or may have shadows at the edges.

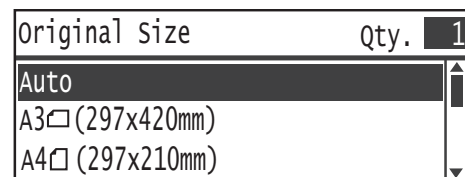
- 1 Select [Original Size], and then press the <OK> button.



- 2 Select the document size, and then press the <OK> button.

■ Auto

The machine automatically detects the document size from among the supported standard sizes.



■ Fixed document size (Preset)

Select the size of the placed document.

Note • [Original Size] is automatically set to [Auto] when document is placed in the document feeder.

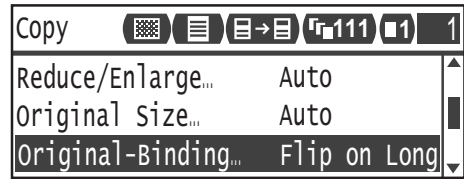
■ Custom Size

Select [Custom Size] to set a non-standard document size. You can set a Y direction (vertical) between 86 and 297 mm (in 1 mm increments), and X direction (horizontal) between 86 and 432 mm (in 1 mm increments).

Original - Binding Position

You can set the position when binding documents.

- 1 Select [Original - Binding Position], and then press the <OK> button.



- 2 Select the binding position, and then press the <OK> button.

- **Flip on Long Edge**

Binds the long edge of document in portrait orientation.

- **Flip on Short Edge**

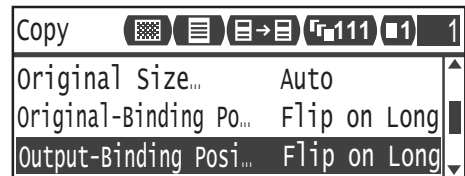
Binds the short edge of document in landscape orientation.



Output - Binding Position

You can set the position when binding output copies.

- 1 Select [Output - Binding Position], and then press the <OK> button.



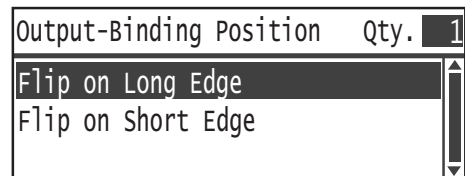
- 2 Select the binding position, and then press the <OK> button.

- **Flip on Long Edge**

Binds the long edge of document in portrait orientation.

- **Flip on Short Edge**

Binds the short edge of document in landscape orientation.



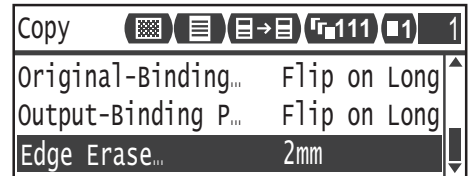
Edge Erase

You can set to erase the black shadows created around the edge of paper when copying with the document cover open or copying a bound document.

You can set a value between 0 and 40 mm (in 1 mm increments) for the Edge Erase function.

- Note**
- The value set for Edge Erase applies to all four edges of the document.
 - For ID card copy, the Edge Erase is set separately. For more information, refer to "Edge Erase" (P.153).

- 1 Select [Edge Erase], and then press the <OK> button.



- 2 Use the numeric keypad to enter a value, and then press the <OK> button.



Managing the Copy Paper with Accounting

You can manage the copy paper usage for up to 30 users.

You can set the passcode and the maximum number of copied impressions permitted for each user.

The following features are available with Accounting function.

- Display/set the passcode.
- Display the total number of copied impressions.
- Display/set the maximum number of impressions permitted for copying.
- Clear the total number of impressions.

To enable Accounting: "User Control" (P.157)

Items available with Accounting: "User Management" (P.157)

Operations when using the Copy Feature

The operation procedure differs depending on the account mode that you are using.

For more information, refer to "Account Mode" (P.75).

Checking the Total Number of Impressions Copied

The machine can display the total number of impressions each user has copied and the maximum number of impressions each user is permitted to copy.

This function can be used when managing the copy paper.

For more information, refer to "User Management" (P.157).

6 Scan

This chapter describes the Scan functions.

- Scanning Procedure..... 116
- Loading Scan Data Using the PC-Based Application..... 120
- Sending Scan Data to PC as E-mail Attachment - E-mail..... 121
- Sending Scan Data Directly from the Machine to the PC..... 123
- Operations during Scanning 125
- Advanced Scanner Settings..... 126

Scanning Procedure

The basic flow of scan operations including placing document in the machine and making advanced settings is described below.

Placing the Document

The following two methods are available to load documents:

■ Document feeder

- Single sheet
- Multiple sheets

■ Document glass

- Single sheet
- Bound documents, such as books

Document Feeder

■ Supported document sizes

You can place the standard size document in the document feeder.

When document is placed in the document feeder, the machine detects the document size automatically. The following standard size documents are detected automatically: A5, A4, A4, A3, B5, B5, B4, 7.25 x 10.5", 8.5 x 11", 8.5 x 11", 8.5 x 13"*, 8.5 x 14"*, 11 x 17", 16K"*, and 8K*.

- Note**
- The document sizes with an asterisk can be automatically detected depending on the settings. You can select one of the following alternative document sizes. For more information, refer to "Switch DADF Legal Size" (P.141) and "Switch 8K/16K Size" (P.141)
 - 8.5 x 14" (default) or 8.5 x 13"
 - [Chinese (8K/16K)] or [Taiwan (8K/16K)]
 - When a document containing pages of different sizes is placed in the machine, the machine uses the largest document size to scan the document.
 - When using 2-sided document placed in the document feeder, make sure to set [2 Sided] properly. If it is not specified and the scanned orientation needs to be corrected, rotate it on your computer.

■ Selectable document sizes in the scan driver

A5, A4, A4, A3, B5, B5, B4, 5.5 x 8.5", 5.5 x 8.5", 7.25 x 10.5", 8.5 x 11", 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17", 16K, and 8K.

■ Supported documents types (weights)

Documents with weights from 38 to 128 gsm (50 to 128 gsm for 2 Sided documents) can be placed in the document feeder and scanned.

The document feeder accepts the following number of sheets.

Document Type (gsm)	Number of Sheets
Lightweight (38 to 49 gsm)	110 sheets
Plain (50 to 80 gsm)	110 sheets
Heavyweight (81 to 128 gsm)	75 sheets

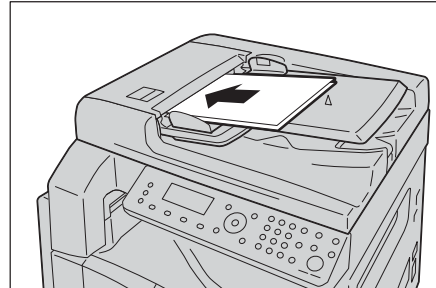
Important • To avoid paper jams, use the document glass for mixed size, folded, wrinkled, cut-and-pasted documents, curled paper, or carbon-backed paper. If you can flatten the curled document, you can use the document.

Follow the steps below to place document on the document feeder.

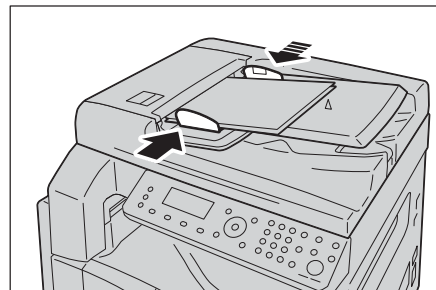
You can place a single or multiple pages of a document.

1 Remove any paper clips or staples from document before placing it in the document feeder.

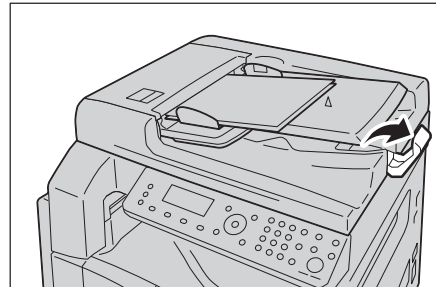
2 Place the document in the center of the document feeder, with the side to be scanned (or the front surface of a 2 Sided document) facing up.



3 Align the document guides to each side of the document.



4 Open the document stopper.



Document Glass

■ Document sizes supporting automatic detection

The document size is detected automatically when [Original Size] is set to [Auto].

The following document sizes are detected automatically: A3, B4, A4, A4, B5, B5, A5, 11 × 17", 8.5 × 11", 8K, 16K, and 16K.

■ Supported document sizes

You can select one of the following document sizes from [Original Size].

A3, B4, A4, A4, B5, B5, A5, 11 × 17", 8.5 × 14", 8.5 × 13", 8.5 × 11", 8.5 × 11", 8K, 16K, and 16K.

Note • When [Original Size] is set to [Auto], an error screen appears when you place a non-standard size document on the document glass. In this case, select a document size manually by selecting [Original Size] from the menu items. Depending on the selected document size, the printout may be too large for the paper or may have shadows at the edges.

■ Selectable document sizes in the scan driver

A5☐, A4☐, A4☐, A3☐, B5☐, B5☐, B4☐, 5.5 x 8.5"☐, 7.25 x 10.5"☐, 8.5 x 11"☐, 8.5 x 11"☐, 8.5 x 13"☐, 8.5 x 14"☐*, 11 x 17"☐, 16K☐, and 8K☐.

⚠ CAUTION

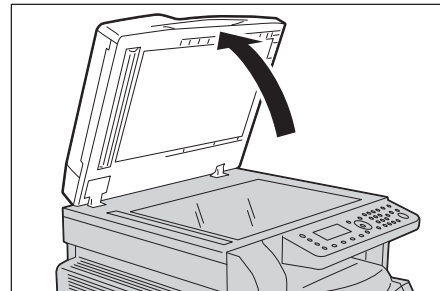
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

Follow the steps below to place document on the document glass.

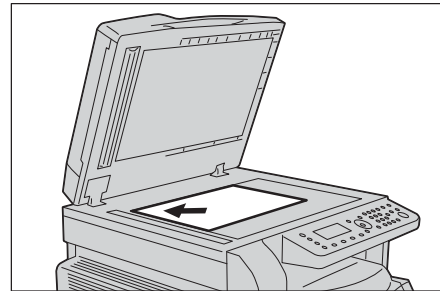
You can place a single sheet document or bound document such as book on the document glass.

1 Open the document cover.

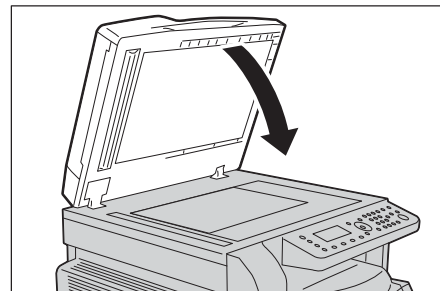
Important • When using the document glass, make sure to close the document cover after finishing your scan job.



2 Place the document face down, and align it against the top left corner of the document glass.



3 Close the document cover.



Using the Scan Feature

You can select the scan functions from the following list.

Scan Function	Connection	Details	See Page
Using an application	Network/USB	Scan data is loaded into the computer using the TWAIN or Windows Image Acquisition (WIA)-compatible application.	P.120

Scan Function	Connection	Details	See Page
E-mail	Network/USB	Scan data is sent to the computer as an e-mail attachment.	P.121
Scan to PC (Network/USB)	Network/USB	Scan data is forwarded directly from the machine to the computer.	P.123

- Note**
- Some functions are not available on certain models. For more information, contact our Customer Support Center.
 - The file name of the scanned data is displayed in the format [YYMMDDHHMMSS.extension]. Here, YY = Year (4 digits), MM = Month (2 digits), DD = Day (2 digits), HH = Hour (2 digits), MM = Minutes (2 digits), and SS = Seconds (2 digits).
 - The size of the scanned image may be slightly larger than the document size in some cases. This is due to the margin of error introduced with processing.

Loading Scan Data Using the PC-Based Application

This function allows you to load scan data from a TWAIN-compatible or Windows Image Acquisition (WIA)-compatible application installed on a computer. On the computer display, you can set the scanning condition and view the scanning process on the preview screen while scanning the document.

The Network TWAIN (SOAP) or USB can be used for this function.

- Note**
- Install the scan driver to use this function. For information on how to install the scan driver, refer to "Installing the Scan Driver" (P.57).
 - The items you can set will vary according to the TWAIN-compatible and Windows Image Acquisition (WIA)-compatible applications you are using.
 - The supported applications are 32-bit only.

Follow the steps below to perform the operation.

- 1** Place the document on the machine.
Refer to "Placing the Document" (P.116).
- 2** Start the PC application on your computer.
- 3** Select the menu item for selecting a scanner (source).
- 4** Select [FX DocuCentre S2320/S2520].
- 5** Make advanced settings as needed.
Note • For information on the Scan functions, click [Help] in the screen to display Help Information.
- 6** Click [Scan].

Sending Scan Data to PC as E-mail Attachment - E-mail

This function allows you to send scanned data via e-mail. You can send the monochrome scanned data in PDF or TIFF or the color scanned data in PDF or JPEG to an e-mail.

The network (SMTP) or USB is used for the e-mail transmission.

You can only select an e-mail address from the Address Book. You must register e-mail addresses using CentreWare Internet Services in advance. Up to 30 e-mail addresses and SMB servers in total can be registered.

For more information on CentreWare Internet Services, refer to "Using CentreWare Internet Services" (P.41).

- Note**
- Up to 20 MB of data can be sent.
 - If there are any errors during the transmission, an error report is sent to the System Administrator's e-mail address after the transmission to the SMTP server is completed.
 - When using 2-sided document placed in the document feeder, make sure to set [2 Sided] properly. If it is not specified and the orientation of the scanned data needs to be changed, rotate it on your computer.

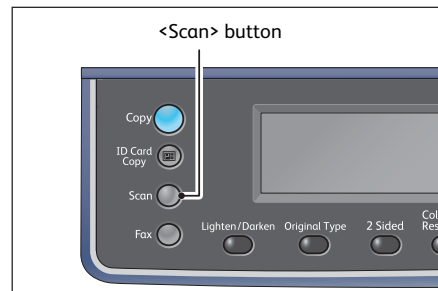
For more information on selecting TIFF or JPEG format, refer to "File Format" (P.129).

Follow the steps below to e-mail the scanned data.

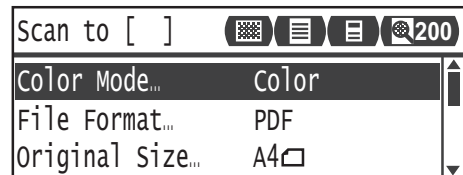
1 Place document in the machine.

For information on how to place a document, refer to "Placing the Document" (P.116).

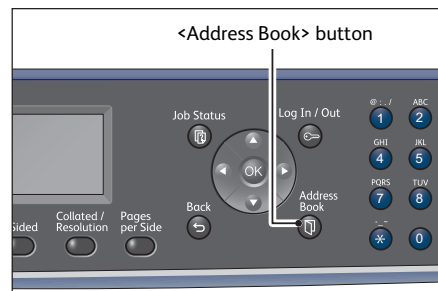
2 Press the <Scan> button.



- Note**
- In the displayed screen, you can enter a two-digit number of registered recipient using the numeric keypad, and then go to step 5.

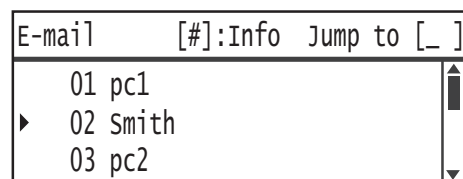


3 Press the <Address Book> button.



4 Select the desired recipient, and then press the <OK> button.

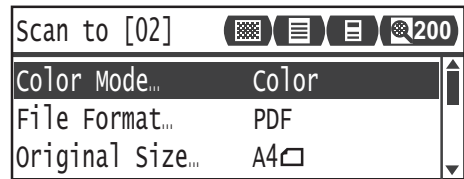
- Note**
- You can also enter a two-digit number of registered recipient to jump to the specified recipient.



- To check the e-mail address registered for a recipient, select the recipient and press the <#> button. When you have checked the address, press the <OK> button.

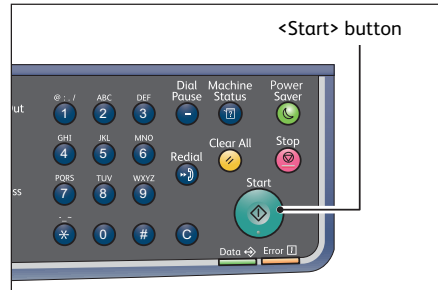
5 Make advanced settings as needed.

For more information on advanced settings, refer to "Advanced Scanner Settings" (P.126).

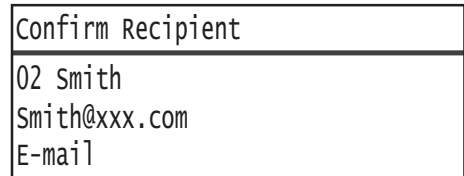


6 Press the <Start> button.

If the recipient is not specified, the Address Book screen is displayed.



- Note**
- You can also set to display the screen to confirm recipient. For more information, refer to "Recipient Confirmation" (P.156).



Sending Scan Data Directly from the Machine to the PC

This function allows you to send scanned data directly from the machine to your computer. You can send the monochrome scanned data in PDF or TIFF or the color scanned data in PDF or JPEG to the specified computer.

The network (SMB) can be used for the data transmission.

You can only select a forwarding computer from the Address Book. You must register computer addresses using CentreWare Internet Services in advance. Up to 30 e-mail addresses and SMB servers in total can be registered.

For more information on CentreWare Internet Services, refer to "Using CentreWare Internet Services" (P.41).

- Note**
- To forward scan data, you must first create a shared folder in which to save the data on the computer. Set the write permission for the shared folder.
 - If you forward a data file having the same name as a file already in the shared folder, the new file will replace the old one.
 - Up to 20 MB of data can be scanned to PC (Network). If the volume exceeds 20 MB, you can select whether to cancel or send the part. (Scan data volume may differ depending on the graphical content in the original document, color mode, and resolution.)
 - If a network error occurred or the machine or the computer is disconnected during the transmission, a part of the transferred file is stored in the computer. To delete this file, delete it manually.
 - When using 2-sided document placed in the document feeder, make sure to set [2 Sided] properly. If it is not specified and the orientation of the scanned data needs to be changed, rotate it on your computer.

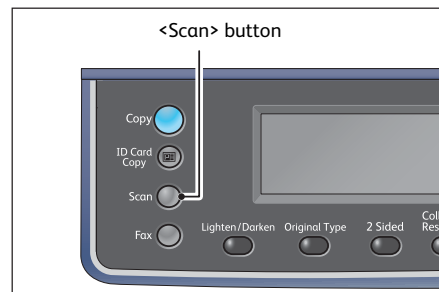
For more information on selecting TIFF or JPEG format, refer to "File Format" (P.129).

To forward scanned data to a network computer:

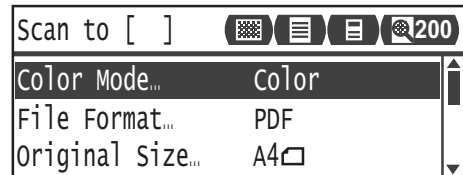
1 Place document in the machine.

For information on how to place a document, refer to "Placing the Document" (P.116).

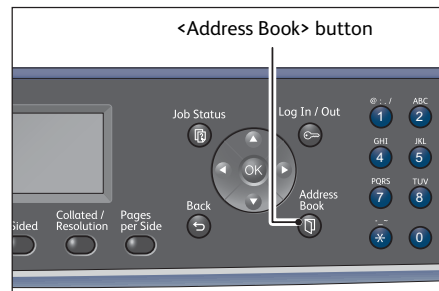
2 Press the <Scan> button.



- Note**
- In the displayed screen, you can enter the two-digit number of registered computer using the numeric keypad, and then go to step 5.

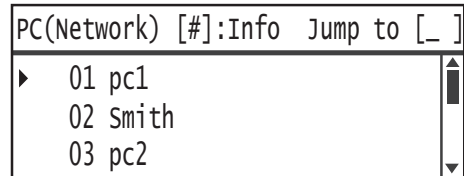


3 Press the <Address Book> button.



4 Select the desired address of computer, and then press the <OK> button.

- Note**
- You can also enter the two-digit number of registered computer to jump to the specified computer.
 - To check the address registered for a computer, select it and press the <#> button. When you have checked the address, press the <OK> button.



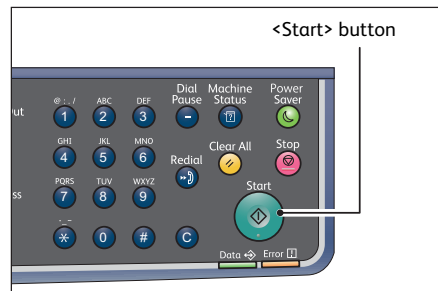
5 Make advanced settings as needed.

For more information on advanced settings, refer to "Advanced Scanner Settings" (P.126).

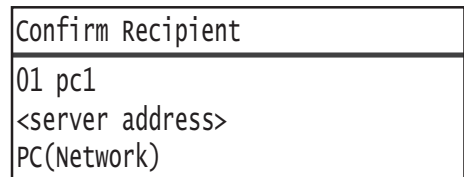


6 Press the <Start> button.

If the address of computer is not specified, the Address Book screen appears.



- Note**
- You can also set to display the screen to confirm recipient. For more information, refer to "Recipient Confirmation" (P.156).



Operations during Scanning

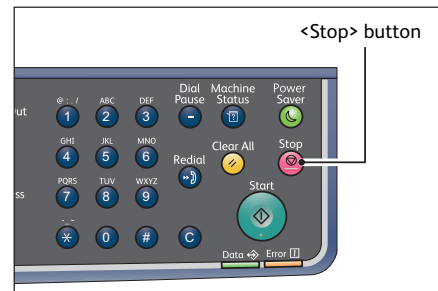
While the machine is scanning document, you can cancel the currently executing job, and check or cancel the pending jobs.

Canceling the Current Scan Job

To cancel the currently scanning job:

■ On the machine

- 1 Press the <Stop> button.



■ On the computer

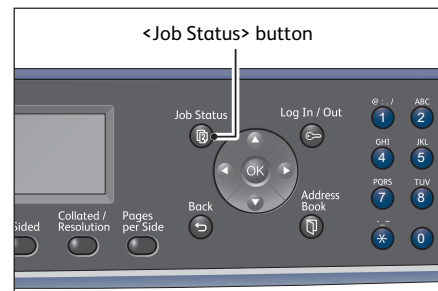
- 1 Press [Cancel] on the screen that appears while scanning.

Checking Job Status

To check the status of the currently executing or the previously scanned job:

- Note**
- You can cancel the currently executing scan job.
- For more information on operation in job screen, refer to "Canceling the Current Job" (P.175).

- 1 Press the <Job Status> button.



- 2 Check the job status.

Active Jobs		[Stop]:Delete
06/18	Print	A4 □
06/18	Print	A4 □
06/18	Scan	B5 □

- 3 To exit the screen, press the <OK> button.

Advanced Scanner Settings

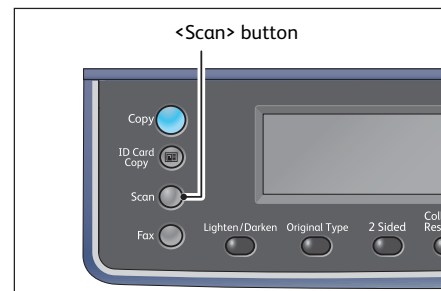
This section describes the advanced functions available for Scan feature with [E-mail] or [PC (Network)].

Setting Item	Description	See Page
Lighten/Darken*	Adjusts the scan density.	P.126
Original Type*	Sets the document type.	P.127
2 Sided	Sets whether the document is one- or two-sided.	P.128
Resolution*	Sets the scan resolution.	P.129
Color Mode*	Sets the color mode.	P.129
File Format*	Sets the file format.	P.129
Original Size*	Sets the document size.	P.130

Note

- * You can change the default value of the functions.
For more information on defaults that can be changed, and how to change them, refer to "Scan Settings" (P.154).

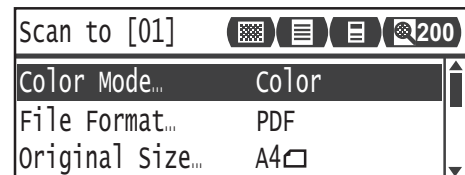
- 1 Press the <Scan> button.



- 2 After specifying a recipient or the address of computer, make advanced settings as needed.

For information on specifying an e-mail recipient, refer to "Sending Scan Data to PC as E-mail Attachment - E-mail" (P.121).

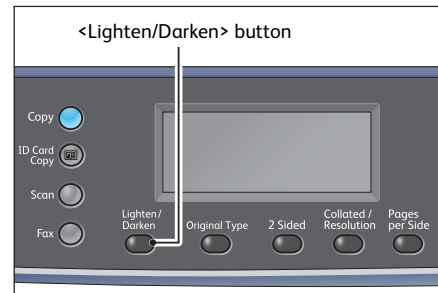
For information on specifying an address of computer, refer to "Sending Scan Data Directly from the Machine to the PC" (P.123).



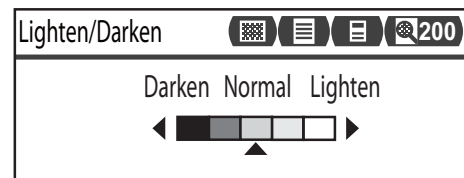
Lighten/Darken

You can set the density from the five levels. The farther left the position of ▲, the darker the copy density is; the farther right, the lighter.

- 1 Press the <Lighten/Darken> button.



- 2 The selection of the brightness level changes everytime the <Lighten/Darken> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ Darken +2

Scans with the darkest density. Use this setting to scan document containing light objects.

■ Darken +1

Scans with a fairly dark density. Use this setting to scan document containing fairly light objects.

■ Normal

Scans with the same density as document.

■ Lighten +1

Scans with a fairly light density. Use this setting to scan document containing fairly dark objects.

■ Lighten +2

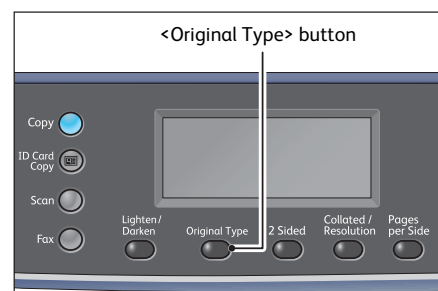
Scans with the lightest density. Use this setting to scan document containing dark objects.

Original Type

You can set the type of document to optimize the scan data.

Note • When [Color Mode] is set to [Color], the image quality of [Text] and [Photo] are equivalent to that of [Photo & Text].

- 1 Press the <Original Type> button.



- 2 The selection of a document type changes everytime the <Original Type> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ **Text (default)**

Select this item when document contains sharp black and white objects such as text.

■ **Photo & Text**

Select this item when document contains both text and photos.

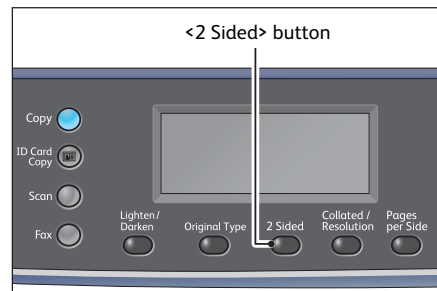
■ **Photo**

Select this item when document contains only photos.

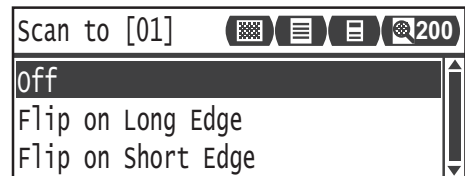
2 Sided

You can set to scan a 1 Sided or 2 Sided document.

- 1 Press the <2 Sided> button.



- 2 The selection of a copy method changes everytime the <2 Sided> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

■ **Off**

Select [Off] for a one-sided document.

■ **Flip on Long Edge**

Scans document in portrait orientation to be turned side-to-side.

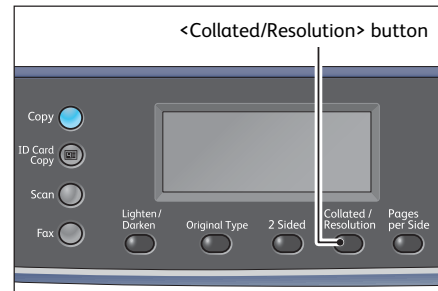
■ **Flip on Short Edge**

Scans document in landscape orientation to be turned side-to-side.

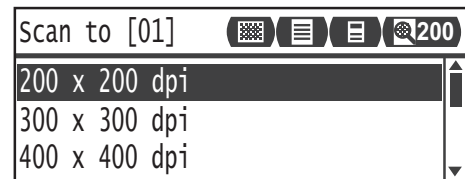
Resolution

Sets the scan resolution. You can select 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

- 1 Press the <Collated/Resolution> button.



- 2 The selection of a resolution changes everytime the <Collated/Resolution> button is pressed. The selection is applied when the screen is returned to the main menu screen without pressing the <OK> button.



You can change the displayed time length of the setting screen.

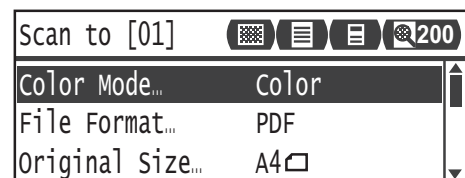
For more information on changing the displayed time length of the setting screen, refer to the "Quick-Button Selection Timer" (P.171).

Color Mode

Sets the color mode.

- Note**
- When [File Format] is set to [TIFF] in [Black & White] mode, changing the color mode to [Color] changes the [File Format] setting to [PDF].
 - When [File Format] is set to [JPEG] in [Color] mode, changing the color mode to [Black & White] changes the [File Format] setting to [PDF].

- 1 Select [Color Mode], and then press the <OK> button.



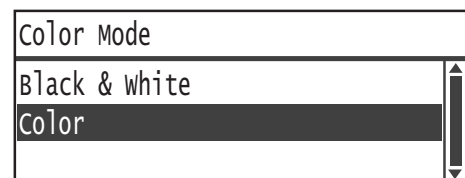
- 2 Select the desired color mode, and then press the <OK> button.

■ **Black & White**

Used to scan document in black-and-white. The scan data is converted to PDF or TIFF format.

■ **Color**

Used to scan document in color. The scan data is converted to PDF or JPEG format.

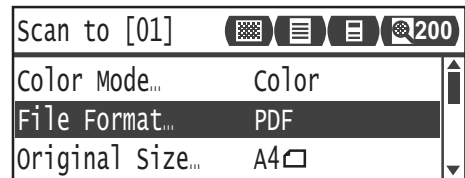


File Format

Sets the file format of the scanned data.

The file name is saved in the form of "YYMMDDHHMMSS".

- 1 Select [File Format], and then press the <OK> button.



- 2 Select the desired file format, and then press the <OK> button.

- **PDF (default)**

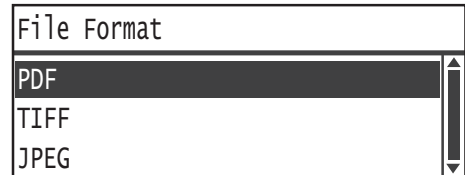
Supports both [Black & White] and [Color].

- **TIFF**

Selectable when [Black & White] is selected in Color Mode.

- **JPEG**

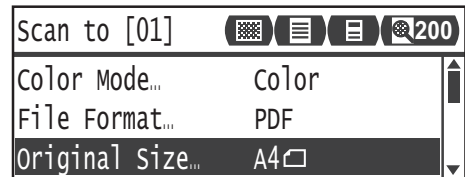
Selectable when [Color] is selected in Color Mode.



Original Size

You can set the document size and orientation.

- 1 Select [Original Size], and then press the <OK> button.



- 2 Select the document size, and then press the <OK> button.

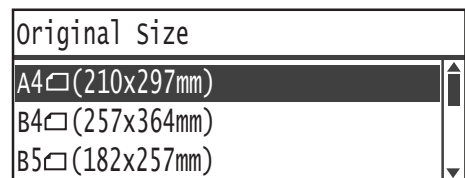
- **Auto**

The machine automatically detects the document size from the supported standard sizes.

- **Fixed document size (Preset)**

Select the size of the placed document.

Note • [Original Size] is automatically set to [Auto] when document is placed in the document feeder.



7 Print

This chapter describes how to print using the print driver.

- Major Print Driver Functions 132
- Printing 133
- Operations during Printing 134

Major Print Driver Functions

This section describes the major print driver functions used for printing. The print driver must be installed before use.

For information on how to install the print driver, refer to "Installing the Print Driver/Scan Driver" (P.57).

- Note**
- For information on the Print functions, click [Help] in the print driver screen to display the Help Information.
 - There are some functions that adding the mounted component information to the print driver from the [Properties] screen under the [Options] tab is required to make the functions available. Any functions not displayed on the screen are not available. For information on how to set the option information, refer to "Setting the Options Configuration" (P.78).

■ Pages Per Sheet

Prints a multiple-page document on a single page.

■ 2 Sided Print

Prints on both sides of each page.

■ Poster

Enlarges one page of print data to the specified size and prints it on multiple pages. Used to create a large poster.

■ Booklet Layout

2 Sided printing combined with page collation to enable the creation of booklets with the correct page sequence.

■ Watermark

Prints 'Confidential' or another preset character string on top of print data.

■ Annotation

Adds a comment, date, and page numbers onto print data.

Printing

This section describes how to print document.

The procedure used to print will vary according to the application you are using. See your application's manual for the specific procedure.

The steps below are the operation used for the [FX DocuCentre S2520/S2320] print driver screen.

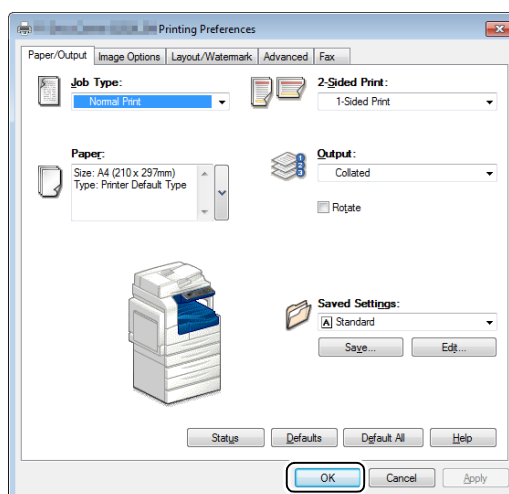
- 1 Select [Print] from the application's [File] menu.
- 2 Select [FX DocuCentre XXXXX].
XXXXX: Displayed as either "S2520" or "S2320", depending on the model of your machine.

- 3 If needed, click [Properties] to make advanced settings.

Note

- For information on the Print functions, click [Help] in the print driver screen to display the Help Information.

- 4 Click [OK].



- 5 Click [OK] in the [Print] dialog box.

Operations during Printing

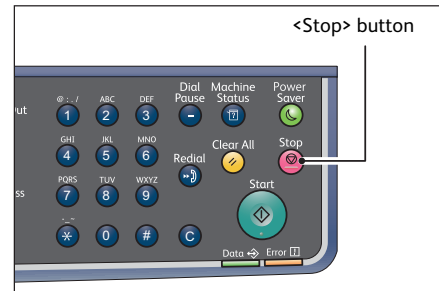
You can cancel the currently printing job.

Stopping the Print Job


To cancel the currently printing job:

■ On the machine

- 1 Press the <Stop> button.



■ On the computer

- 1 Double-click the printer icon  located on the task bar in the lower right corner of the screen.
- 2 Select the document name that you desired to cancel, and then press the <Delete> key. If there is no document displayed on the window, cancel it manually on the machine.

8 Tools

Each function is set to the factory default (initial) settings, but you can customize these settings to match your operating environment. You can change the settings in the [Tools] screen in System Administration mode.

Note • Some settings cannot be displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

This chapter describes the functions you can make settings changes for, and provides the setting procedures.

• System Settings Procedure	136
• List of Tools Menu Items Displayed in System Administration Mode.....	138
• System Settings.....	140
• Network Settings	147
• Copy Settings	150
• ID Card Copy Settings	153
• Scan Settings.....	154
• User Management.....	157

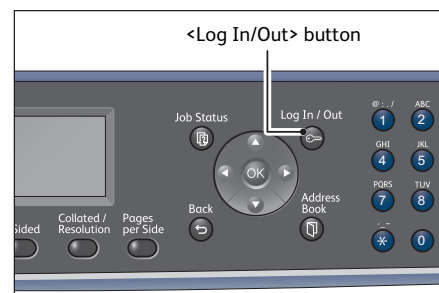
System Settings Procedure

An overview of how to change the machine's default settings is shown below.

- Important**
- If there are any current or pending jobs, you cannot enter System Administration mode. If you still cannot enter System Administration mode, wait for 5 minutes and try again since there may be background process running.
 - During System Administration mode, the following operations cannot be performed.
 - Receiving a print job, and starting a print or scan job.

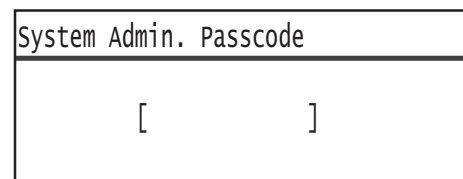
Enter System Administration Mode

- 1 Press the <Log In/Out> button.



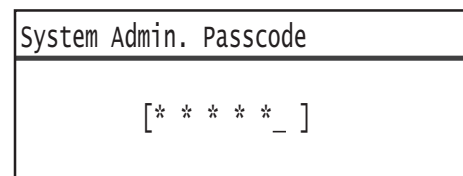
The passcode input screen appears.

- Note**
- The passcode is initially set to "11111" (five "1" digits).
 - The passcode can be changed. For information on how to change the passcode, refer to "System Admin. Passcode" (P.145).



- 2 Use the numeric keypad to enter the passcode, and then press the <OK> button. The [Tools] screen appears.

- Note**
- The <Log In/Out> button lights up when the machine is in System Administration mode.



Set Functions

- 1 Press the <▲> and <▼> buttons to select the item to set.

For more information on setting items, refer to "List of Tools Menu Items Displayed in System Administration Mode" (P.138).



- 2 Press the <OK> button.

- Note**
- To return to the [Tools] screen, press the <Clear All> button.
 - To return to the previous screen, press the <Back> or <◀> button.

- 3 Repeat Steps 1 and 2 as needed to set all the desired functions.

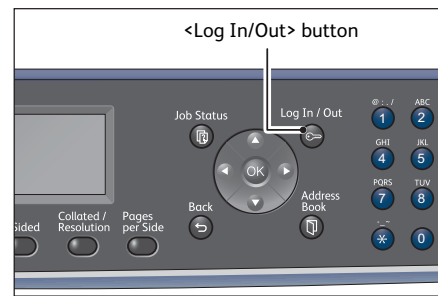
- Note**
- Some setting items require input of numerical values using the numeric keypad.

Exit System Administration Mode

1 Press the <Log In/Out> button.

Note

- If any settings that require to reboot the machine for the new settings to be applied, reboot the machine as the message appear.
- The <Log In/Out> button light is turned off when the machine exits System Administration mode.



List of Tools Menu Items Displayed in System Administration Mode

The table below lists the default settings you can change. The items displayed will vary according to your machine's configuration.

Setting Item	Description	See Page:
System Settings	Used to make system settings.	P.140
Paper Tray Settings	Used to make the paper type setting for a tray.	P.140
Consumable Settings	Used to set the alert/warning display for the consumable.	P.141
Region & Timer Settings	Used to set the machine's region of use and system clock.	P.142
Other Settings	Used to make other system settings.	P.145
Network Settings	Used to make network environment settings.	P.147
IPv4 Address Solution	Used to set IPv4.	P.147
IPv6 Address Solution	Used to set IPv6.	P.148
IP Mode Settings	Used to set the IP mode.	P.148
Ethernet Rate Speed	Used to set the transmission speed.	P.148
IP Filter Settings	Used to set IPv6.	P.148
Copy Settings	Used to make Copy feature settings.	P.150
Lighten/Darken	Used to set the default copy density value.	P.150
Original Type	Used to set the default original type value.	P.150
2 Sided	Used to set the default value for 2 sided copying.	P.150
Paper Supply	Used to set the default paper tray for copying.	P.151
Reduce/Enlarge	Used to set the default zoom ration.	P.151
Edge Erase	Used to set the value for Edge Erase.	P.151
Sharpness	Used to set the sharpness level.	P.151
Background Suppression	Used to set whether to remove the background of an image.	P.151
Back. Suppression Level	Used to set the background suppression level.	P.152
Reduce/Enlarge Preset	Used to set the preset reduction/enlargement setting.	P.152
Auto Collation	Used to set to rotate when Collated is selected for output method	P.152
ID Card Copy Settings	Used to make the ID Card Copy settings.	P.153
Original Type	Used to set the default value for the original type.	P.153
Number of Cards	Used to set the number of cards to be copied.	P.153
Edge Erase	Used to set the value of Edge Erase	P.153
Scan Settings	Used to make Scan feature settings.	P.154
Lighten/Darken	Used to set the default scan density value.	P.154

Setting Item	Description	See Page:
Original Type	Used to set the default original type value.	P.154
Resolution	Used to set the default scan resolution value.	P.154
Color Mode	Used to set the color mode for scanning.	P.154
File Format (B&W)	Used to set the file format of the monochrome scanned data.	P.155
File Format (Color)	Used to set the file format of the color scanned data.	P.155
Original Size	Used to set the document size and orientation.	P.155
Background Suppression	Used to set whether to remove the background of an image.	P.155
Back. Suppression Level	Used to set the background suppression level.	P.155
Image Compression	Used to set the compression ratio for scanning.	P.156
Sharpness	Used to set the sharpness level.	P.156
Edge Erase	Used to set the value of Edge Erase.	P.156
Maximum Attachment Size	Used to set the maximum file size of an attached file.	P.156
Receipt Confirmation	Used to set whether to confirm recipient information before sending.	P.156
User Management	Used to restrict the users permitted to use the Copy functions.	P.157
User Control	Used to restrict the use of the Copy functions.	P.157
Confirm/Edit	Used to set whether to reset the total number of copied impressions or not.	P.157
Reset Copied Impressions	Used to set user passcodes and the maximum number of impressions permitted for copying.	P.159

System Settings

Used to make system settings.

For information on how to display the [System Settings] screen, refer to "System Settings Procedure" (P.136).

Paper Tray Settings

Tray Settings

The Tray Settings set the paper type (paper quality) for each paper tray. The Tray Settings is also used to set the paper size for Paper Tray 5 (bypass).

To maintain the same print quality after changing the quality of paper in a tray, change the tray's default paper quality setting to match the new paper.

Note • [Tray 2] to [Tray 4] are displayed when the optional paper trays are mounted.

For information on how to display the [Tray Settings] screen, refer to "System Settings Procedure" (P.136).

■ Tray 1

- Paper Type

Sets the type (quality) of the paper in Tray 1.

You can select [Plain 1], [Plain 2], or [Lightweight].

[Plain 1] is set at the time of factory shipment.

■ Tray 2 to Tray 4

- Paper Type

Sets the type (quality) of the paper in Tray 2 to Tray 4 (optional trays).

You can select [Plain 1], [Plain 2], [Heavyweight], [Extra-HW], or [Lightweight].

■ Tray 5

- Paper Size

Sets the size of the paper in Tray 5 (bypass).

You can select [A3 \square] (297 x 420 mm), [A4 \square] (297 x 210 mm), [A4 \square] (210 x 297 mm), [B4 \square] (257 x 364 mm), [B5 \square] (257 x 182 mm), [B5 \square] (182 x 257 mm), [8K \square] (267x388 mm), [8K \square] (270 x 390 mm), [16K \square] (267 x 194 mm), [16K \square] (270 x 195 mm), [A5 \square] (148 x 210 mm), [11 x 17" \square], [8.5 x 14" \square], [8.5 x 13" \square], [8.5 x 11" \square], [8.5 x 11" \square], [Custom Size 1] - [Custom Size 6].

If you select [Custom Size 1] - [Custom Size 6] and press the <OK> button, you can set a non-standard paper size (X (horizontal) 98 to 432 mm, Y (vertical) 127 to 297 mm).

[A4 \square] (297 x 210 mm) is set at the time of factory shipment.

- Paper Type

Sets the type (quality) of the paper in Tray 5 (bypass).

You can select [Plain 1], [Plain 2], [Heavyweight], [Extra-HW], or [Lightweight].

[Plain 1] is set at the time of factory shipment.

Auto Paper Selection

Sets the target trays for the automatic tray selection.

Note • The Tray 1 is included in the automatic tray selection.

■ Tray 2 to 4

Sets each tray to be included in the automatic tray selection.

You can select [On] or [Off].

[On] is set at the time of factory shipment.

Note • [Tray 2] to [Tray 4] are displayed when the optional paper trays are mounted.

Paper Size Settings

Used to specify the size of paper to be automatically detected when you use standard sizes of a document or the machine is set to detect sizes of a document.

You can select from [A/B Series (8K/16K)], [Inch Series (8 x 14")], [A/B Series (8 x 13")], or [Inch Series (8 x 13.4")].

[A/B Series (8K/16K)] is set at the time of factory shipment.

Switch DADF Legal Size

Used to set the alternative document size that can be detected automatically in the document feeder.

You can select from [8.5 x 13"□] or [8.5 x 14"□].

[8.5 x 14"□] is set at the time of factory shipment.

Switch 8K/16K Size

Used to set the alternative document size that can be detected automatically in the document feeder.

You can select from [Chinese (8K/16K)] or [Taiwan (8K/16K)].

[Chinese (8K/16K)] is set at the time of factory shipment.

Consumables Settings

Show Toner Alert

Used to set how frequently to display messages on screen when it is close to the time to replace the toner cartridge.

You can select from [Off], [At Startup], or [At Auto Clear].

[At Startup] is set at the time of factory shipment.

Show Drum Alert

Used to set how frequently to display messages on the screen when it is close to the time to replace the drum cartridge.

You can select from [Off], [At Startup], or [At Auto Clear].

[At Startup] is set at the time of factory shipment.

Show Drum Warning

Used to set how frequently to display messages on the screen when the drum cartridge life is ended.

You can select from [Off], [At Startup], or [At Auto Clear].

[At Auto Clear] is set at the time of factory shipment.

Region & Timer Settings

Region

Sets the machine's region of use.

You can select from [Australia], [China], [Taiwan], [Hong Kong], [Indonesia], [Korea], [Malaysia], [New Zealand], [Philippines], [Singapore], [Vietnam], or [Thailand].

[Australia] is set at the time of factory shipment.

Important • If you change the [Region] setting after you have started using the machine, all the settings will be reset. Change the [Region] setting with care.

Follow the steps below to make the settings.

- 1 In the [Region & Timer Settings] screen, select [Region].

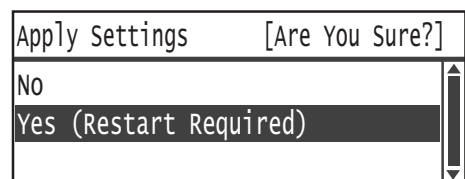


- 2 Press the <OK> button.
- 3 Select your region, and then press the <OK> button.



- 4 Select [Yes (Restart Required)], and then press the <OK> button.

Restart the machine (turn the power OFF and then turn it back ON again).



Auto Reset Timer

Sets the amount of time the machine waits before automatically returning to the Default Display screen when no operation is being performed.

You can select [15 seconds], [30 seconds], [45 seconds], [1 minute], [2 minutes], [3 minutes], or [4 minutes].

[45 seconds] is set at the time of factory shipment.

Auto Print Timer

Used to set the amount of time the machine waits after operating the control panel, loading paper on the document feeder, or closing a tray until starting to print automatically.

You can set a value between 1 and 240 seconds (in 1 second increments).

[10 seconds] is set at the time of factory shipment.

Power Saver Timer

Used to make settings for the Power Saver function.

■ Low Power Mode

Sets the amount of time the machine waits before entering Low Power mode.

You can set a value between 1 and 60 minutes (in 1 minute increments).

The machine's power is not turned OFF completely in Low Power mode. Instead, this mode creates a balance between low power consumption and short warm-up time by controlling the temperature of the fusing unit to a level midway between the power OFF temperature and the "Ready" temperature.

[1 minute] is set at the time of factory shipment.

■ Sleep Mode

Used to set the amount of time the machine waits before switching from Low Power mode to Sleep mode.

You can set a value between 1 and 239 minutes (in 1 minute increments).

Sleep mode minimizes power consumption by shutting off the power to all components except the controller. Warm-up time in Sleep mode is longer than in Low Power mode.

[1 minute] is set at the time of factory shipment.

Idle Timeout

The amount of time to wait is set according to the operations listed below when document is placed on the document glass and being scanned.

- The amount of time that passes to continue to the next job assuming that there is no additional document to be loaded.

[30 seconds] is set at the time of factory shipment.

You can select [20 seconds], [30 seconds], [60 seconds], or [90 seconds].

Job Cancel Timer

Sets whether the machine automatically cancel the job when an error occurs.

You can select [On] or [Off]. If [On] is selected, you can set a value between 60 and 5940 seconds (in 1 second increments).

[600 seconds] is set at the time of factory shipment.

Clock

Sets the time on the machine's system clock. This item sets the clock used to print the current time on the reports.

Note • When setting the time for the first time, first set the [Date Format] and [Time Format].

Follow the steps below to make the settings.

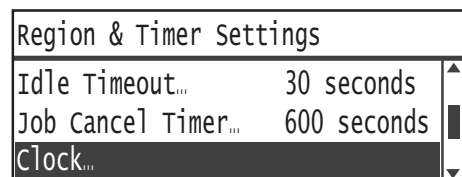
■ Date & Time

Set the current date and time.

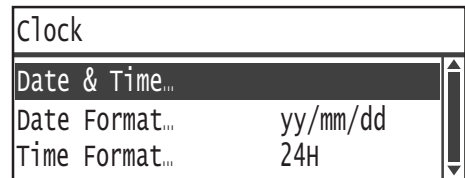
- 1 In the [System Settings] screen, select [Region & Timer Settings], and then press the <OK> button.



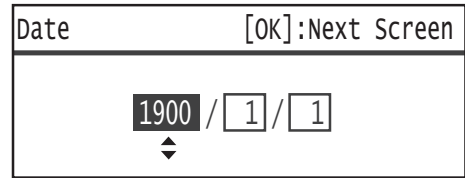
- 2 Select [Clock], and then press the <OK> button.



- 3** Select [Date & Time], and then press the <OK> button.

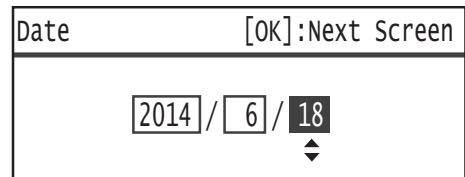


- 4** Set the date.
Use the numeric keypad (buttons 0 to 9) to enter the date.



Example: To enter June 18, 2014 as the date, press <2><0><1><4> ▶ <0><6> ▶ <1><8>.

- Note**
- Enter the date in the display format set in [Date Format].
 - Press the <▶> and <◀> buttons to move the cursor.

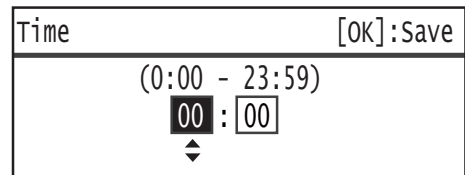


- 5** Press the <OK> button.

- 6** Set the current time.

Use the numeric keypad (buttons 0 to 9) to enter the current time.

- Note**
- Enter the time in the display format (12- or 24-hour clock) set by [Time Format].
When [12H] has been set for [Time Format], enter a value between [1:00] and [12:59].
When [24H] has been set for [Time Format], enter a value between [0:00] and [23:59].
 - Press the <▶> and <◀> buttons to move the cursor.



- 7** Press the <OK> button.

- 8** Check the settings, and then press the <OK> button.

The confirmation screen will be displayed.

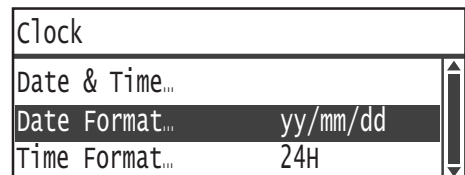
■ Date Format

Set the date format.

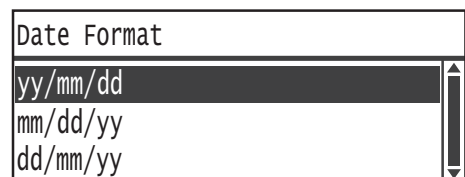
You can select from [yy/mm/dd], [mm/dd/yy], or [dd/mm/yy].

[yy/mm/dd] is set at the time of factory shipment.

- 1** In the [Clock] screen, select [Date Format], and then press the <OK> button.



- 2** Select the date display format, and then press the <OK> button.

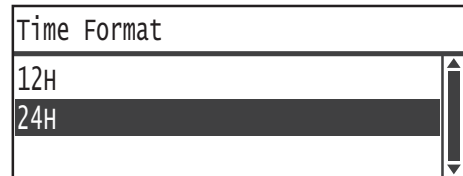
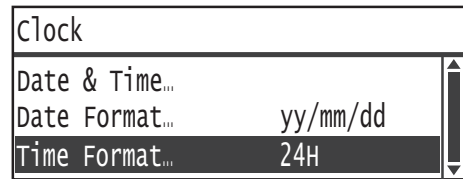


■ Time Format

Set the time format.

You can select from [12H] or [24H].
[24H] is set at the time of factory shipment.

- 1 In the [Clock] screen, select [Time Format], and then press the <OK> button.
- 2 Select the time display format, and then press the <OK> button.



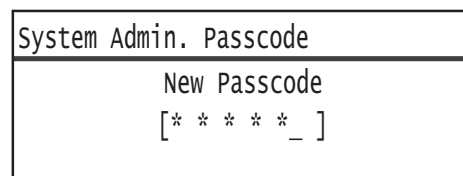
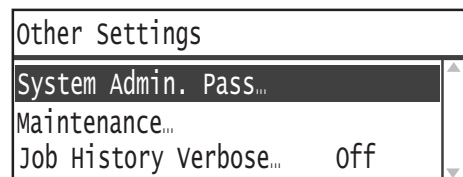
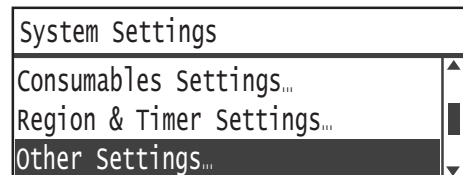
Other Settings

System Admin. Passcode

Used to set the passcode for entering System Administration mode.
You can enter between 4 to 6 numbers from 0 to 9.
[11111] (five "1" digits) is set at the time of factory shipment.

Follow the steps below to make the settings.

- 1 In the [System Settings] screen, select [Other Settings], and then press the <OK> button.
For information on how to display the [Tools] screen, refer to "System Settings Procedure" (P.136).
- 2 Select [System Admin. Passcode], and then press the <OK> button.
- 3 Enter the desired passcode in the New Passcode field.
Note
 - The entered passcode is displayed as asterisks (*).
- 4 Press the <OK> button.



Maintenance

Used to clear the counter of the consumables/periodic replacement parts when directed by your local Fuji Xerox representative.

Important • Do not use this function except as necessary.

Job History Verbose

Sets the machine to record Copy and USB Scan jobs on the Job History Reports.

You can select [On] or [Off].

[Off] is set at the time of factory shipment.

Default Display

The [Default Display] screen lets you change the Default Display screen. The screen is displayed at power ON and after returning from the Power Saver mode. You can select the [Copy] screen or [Scan] screen as the Default Display screen.

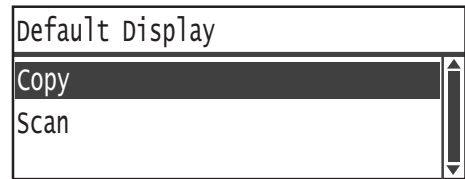
[Copy] is set at the time of factory shipment.

Note • Some screens cannot be set on some models.

Follow the steps below to change the Default Display screen.

- 1 In the [Default Display] screen, select the screen to use as the Default Display screen.

For information on how to display the [Default Display] screen, refer to "System Settings Procedure" (P.136).



- 2 Press the <OK> button.

Enter Power Saver After Job Ends

Used to set whether to enter the Low Power mode 10 seconds after a print job is complete.

You can select [Off] or [On].

[Off] is selected at the time of factory shipment.

Note • The machine will follow the Low Power Timer setting when [Off] is selected.

Network Settings

Used to make network environment settings.

For information on how to display the [Network Settings] screen, refer to "System Settings Procedure" (P.136).

IPv4 Address Solution

Sets IPv4.

Get IP Address

Sets the method used to acquire the IP address, subnet mask, and gateway address.

■ DHCP/AutoNet

Automatically acquires the IP address, subnet mask, and gateway address from the DHCP server.

If communication with the DHCP server fails, the AutoIP function is activated to allocate an IP address (169.254.xxx.xxx). If communication with the DHCP server is later re-established, the settings are reacquired from the DHCP server.

■ Static

Always use the same IP address, subnet mask, and gateway address.

■ DHCP

Automatically acquires the IP address, subnet mask, and gateway address from the DHCP server.

■ BOOTP

Automatically acquires the IP address, subnet mask, and gateway address from the BOOTP server.

■ RARP

Automatically acquires the IP address from the RARP server.

IP Address

When [Get IP Address] is set to [Static], the IP address is set by manual input from the numeric keypad.

Note • Enter the IP address in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.

■ Subnet Mask

When [Get IP Address] is set to [Static], the subnet mask is set by manual input from the numeric keypad.

Note • Enter the subnet mask in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.

■ Gateway Address

When [Get IP Address] is set to [Static], the gateway address is set by manual input from the numeric keypad.

Note • Enter the gateway address in the format xxx.xxx.xxx.xxx, where each 'xxx' is a value between 0 and 255.

IPv6 Address Solution

Sets IPv6.

■ Set IPv6

Sets whether to use IPv6.

You can select [Disable] or [Enable].

[Disable] is set at the time of factory shipment.

■ IP Address

Use the numeric keypad to enter the IP address.

■ Prefix

Use the numeric keypad to set the prefix length of the IP address (between 1 to 128).

■ Gateway Address

Use the numeric keypad to enter the gateway address.

IP Mode Settings

Sets the TCP/IP operation mode.

[IPv4] is set at the time of factory shipment.

■ Dual Stack

Select this setting when using the machine in an environment using both IPv4 and IPv6.

■ IPv4

Select this setting when using the machine in an IPv4 environment.

■ IPv6

Select this setting when using the machine in an IPv6 environment.

Ethernet Rate Speed

You can select [Auto], [10BASE-T Half], [10BASE-T Full], [100BASE-TX Half], or [100BASE-TX Full].

[Auto] is set at the time of factory shipment.

IP Filter Settings

Sets whether to restrict the IP addresses that can access the machine.

- Note**
- The IP filter is a function used to suppress printing using TCP/IP.
 - This setting is activated after restarting the machine.

IPv4

Sets whether to restrict the IPv4 addresses that can access the machine. When this setting is enabled, you can register up to 10 IP addresses/subnet masks to support.

IPv6

Sets whether to restrict the IPv6 addresses that can access the machine. When this setting is enabled, you can register up to 10 IP addresses/subnet masks to support.

Copy Settings

Used to set the functions for the Copy feature.

For information on how to display the [Copy Settings] screen, refer to "System Settings Procedure" (P.136).

Lighten/Darken

Sets the default copy density value displayed in [Lighten/Darken].

You can select [Darken +2], [Darken +1], [Normal], [Lighten +1], [Lighten +2], or [Toner Saver].

[Normal] sets the copy density at about the same as the document; [Darken +2] sets a higher density than the document; [Lighten +2] sets a lower density.

[Toner Saver] sets the following values for each feature to conserve the toner usage.

[Lighten/Darken]: Lighten +2, [Sharpness]: Sharpen +2, and [Original Type]: Photo& Text.

[Normal] is set at the time of factory shipment.

Original Type

Sets the default value displayed for [Original Type]. This setting optimizes the copy characteristics for the specified document type.

[Text] is set at the time of factory shipment.

■ Text

Set when copying documents with sharp black and white contrast, such as text documents.

■ Photo & Text

Set when copying documents containing both text and photos.

■ Photo

Set when copying photos.

2 Sided

Set the default value displayed for [2 Sided].

[1→1 Sided] is set at the time of factory shipment.

■ 1 → 1 Sided

Set when copying one-sided document on one side of each output page.

■ 2 → 1 Sided

Set when copying two-sided document on one side of each output page.

■ 1 → 2 Sided

Set when copying one-sided document on both sides of each output page.

■ 2 → 2 Sided

Set when copying two-sided document on both sides of each output page.

Paper Supply

Sets the paper tray displayed in [Paper Supply]. Select the default paper tray to use for copying.

[Auto] is set at the time of factory shipment.

- Note**
- [Tray 2], [Tray 3], and [Tray 4] are displayed when the optional paper trays are mounted.
 - The machine selects a paper tray whose tray is set to [On] for Auto Paper Selection to use for copying when [Auto] is selected. If there is more than one paper tray available that satisfies the conditions, the machine selects the tray with the highest priority to use for copying. However, those trays with the setting of paper quality or paper size that does not support 2 Sided function are excluded from the selection. The priority of the trays to use is Tray 1 > Tray 2 > Tray 3 > Tray 4 > Tray 5.
 - If an optional paper tray is set as default, the default setting returns to [Auto] if that tray is removed.

Reduce/Enlarge

Sets the default value displayed for [Reduce/Enlarge].

You can select [100 %], [Auto], [50 % A3→A5], [70 % A3→A4, B4→B5], [81 % B4→A4, B5→A5], [86 % A3→B4, A4→B5], [115 % B4→A3, B5→A4], [122 % A4→B4, A5→B5], [141 % A4→A3, B5→B4], [200 % A5→A3, 5.5 x 8.5"→11 x 17"], or [Preset XXX %].

[Auto] is set at the time of factory shipment.

- Note**
- The value displayed for [Preset XXX %] is the value registered for [Reduce/Enlarge Preset] in [Copy Settings].
 - When [Auto] is set, the machine reduces or enlarges the document to fit the specified paper size when copying.

Edge Erase

Sets the default value displayed for [Edge Erase]. Setting a value for this menu item erases the black shadows created around the edges of the paper when copying with the document cover open.

You can set values between 0 and 40 mm (in 1 mm increments).

[2 mm] is set at the time of factory shipment.

Sharpness

You can select [Soften +2], [Soften +1], [Normal], [Sharpen +1], or [Sharpen +2].

[Normal] sets the sharpness at the standard level; [Soften +2] sets it lower; [Sharpen +2] sets it higher.

[Normal] is set at the time of factory shipment.

For more information, refer to [Scan Settings] > "Sharpness" (P.156).

Background Suppression

Sets whether to suppress the document's background color.

You can select [Off] or [On].

[On] is set at the time of factory shipment.

For more information, refer to [Scan Settings] > "Background Suppression" (P.155).

Back. Suppression Level

Sets the background suppression level used when [Background Suppression] is set to [On] in [Copy Settings].

You can select from [Low], [Normal], [Higher +1], [Higher +2], and [Higher +3]. [Normal] is the standard suppression level, [Low] is the lowest suppression Level, and [Higher +3] is the highest suppression level.

[Normal] is set at the time of factory shipment.

For more information, refer to [Scan Settings] > "Back. Suppression Level" (P.155).

Reduce/Enlarge Preset

Used to set the preset Reduce/Enlarge value by selecting [Copy] > [Reduce/Enlarge] in the [Default Settings].

You can set a value between 25 and 400 % (in 1 % increments).

[400 %] is set at the time of factory shipment.

For more information, refer to [Default Settings] > [Copy] > "Reduce/Enlarge" (P.151).

Auto Collation

Sets to rotate for the Collated function when document is placed in the document feeder.

You can select [Do Not Rotate] or [Rotate].

[Do Not Rotate] is set at the time of factory shipment.

ID Card Copy Settings

Sets the default advanced ID Card Copy settings displayed when the control panel's <ID Card Copy> button is pressed.

Original Type

Sets the default value displayed for [Original Type]. This setting optimizes the copy characteristics for the specified document type.

[Text] is set at the time of factory shipment.

■ **Text**

Set when copying document with sharp black and white contrast, such as text document.

■ **Photo & Text**

Set when copying document containing both text and photos.

■ **Photo**

Set when copying photos.

Number of Cards

Sets the number of ID cards to be copied.

You can select [1 Card] or [2 Cards].

[1 Card] is set at the time of factory shipment.

Edge Erase

Sets the default value displayed for [Edge Erase]. Setting a value for this menu item erases the black shadows created around the edges of the paper when copying with the document cover open.

You can select values between 0 and 10 mm (in 1 mm increments).

[3 mm] is set at the time of factory shipment.

Scan Settings

Used to set the functions for the Scan feature.

- Note**
- The following settings are available for the Scan to E-mail and Scan to PC (Network/USB) functions. For the TWAIN and Windows Image Acquisition (WIA) application settings, the settings that you specify with the application are applied.

For information on how to display the [Scan Settings] screen, refer to "System Settings Procedure" (P.136).

Lighten/Darken

Sets the default scan density value displayed for [Lighten/Darken].

You can select [Darken +2], [Darken +1], [Normal], [Lighten +1], or [Lighten +2].

[Normal] sets the scan density at about the same as the document; [Darken +2] sets a higher density than the document; [Lighten +2] sets a lower density.

[Normal] is set at the time of factory shipment.

Original Type

Sets the default value displayed for [Original Type]. This setting optimizes the scanning characteristics for the specified document type.

[Text] is set at the time of factory shipment.

- Note**
- When [Color Mode] is set to [Color], the image quality of [Text] and [Photo] are equivalent to that of [Photo & Text].

■ Text

Set when scanning document with sharp black and white contrast, such as text document.

■ Photo & Text

Set when scanning document containing both text and photos.

■ Photo

Set when scanning photos.

- Note**
- This item is disabled when [Color Mode] is set to [Black & White] and enabled when [Color Mode] is set to [Color].

Resolution

Sets the default scan resolution displayed for [Resolution].

You can select [200 dpi], [300 dpi], [400 dpi], or [600 dpi].

[200 dpi] is set at the time of factory shipment.

Color Mode

Sets the default color mode used for scanning (the item displayed for [Color Mode]).

[Black & White] is set at the time of factory shipment.

■ Black & White

Scans document as black-and-white documents.

■ Color

Scans document as color documents.

File Format (B&W)

Sets the default file format used for scanning in monochrome.

[PDF] is set at the time of factory shipment

■ PDF

Saves the scanned document in PDF file format.

■ TIFF

Saves the scanned document in TIFF file format.

File Format (Color)

Sets the default file format used for scanning in color.

[PDF] is set at the time of factory shipment

■ PDF

Saves the scanned document in PDF file format.

■ JPEG

Saves the scanned document in JPEG file format.

Original Size

Sets the default value displayed for [Original Size].

You can select [Auto], [A3☐ (297 x 420 mm)], [A4☐ (297 x 210 mm)], [A4☐ (210 x 297 mm)], [B4☐ (257 x 364 mm)], [B5☐ (257 x 182 mm)], [B5☐ (182 x 257 mm)], [8K☐ (267 x 388 mm)], [8K☐ (270 x 390 mm)], [16K☐ (267 x 194 mm)], [16K☐ (270 x 195 mm)], [A5☐ (148 x 210 mm)], [11 x 17"☐], [8.5 x 14"☐], [8.5 x 13"☐], [8.5 x 11"☐], or [8.5 x 11"☐].

[A4☐ (297 x 210 mm)] is set at the time of factory shipment.

Background Suppression

Sets the default value displayed for [Background Suppression]. Sets whether to suppress the document's background color.

You can select [Off] or [On].

[On] is set at the time of factory shipment.

For more information, refer to [Copy Settings]: "Background Suppression" (P.151)

Back. Suppression Level

Sets the background suppression level used when [Background Suppression] is set to [On] in [Scan Settings]. This setting is enabled when scanning black-and-white documents.

You can select from [Low], [Normal], [Higher +1], [Higher +2], and [Higher +3]. [Normal] is the standard suppression level, [Low] is the lowest suppression level, and [Higher +3] is the highest suppression level.

[Normal] is set at the time of factory shipment.

For more information, refer to [Copy Settings] : "Back. Suppression Level" (P.152)

Image Compression

Used to set the file compression ratio when document is scanned.

You can select [Higher +2], [Higher +1], [Normal], [Lower -1], or [Lower -2]. [Higher +2] is the highest compression ratio, and [Lower -2] is the lowest compression ratio.

[Normal] is set at the time of factory shipment.

Note • Selecting [Higher+2] reduces file size, but also reduces image resolution.

Sharpness

Sets the default sharpness value displayed for [Sharpness].

You can select [Soften +2], [Soften +1], [Normal], [Sharpen +1], or [Sharpen +2].

[Normal] sets the sharpness at the standard level; [Soften +2] sets it lower; [Sharpen +2] sets it higher.

[Normal] is set at the time of factory shipment.

For more information, refer to [Copy Settings] : "Sharpness" (P.151)

Edge Erase

Sets the default value displayed for [Edge Erase]. Setting a value for this menu item erases the black shadows created around the edges of the paper when scanning with the document cover open.

You can set values between 0 and 10 mm (in 1 mm increments).

[2 mm] is set at the time of factory shipment.

For more information, refer to [Default Settings] > [ID Card Copy] > "Edge Erase" (P.153).

Maximum Attachment Size

Sets the maximum file size for an e-mail attachment.

You can set values between 2 and 20 MB (in 1 MB increments).

[20 MB] is set at the time of factory shipment.

Recipient Confirmation

Sets whether to confirm the recipient information before sending data.

You can select [On] or [Off].

[Off] is set at the time of factory shipment.

User Management

When [Multiple] is selected under [User Control], you can manage the amount of copy paper used per user or group using Accounting. Used to set passcodes and the maximum number of impressions permitted for copying as well as to check the total number of impressions copied for each user or group. Also used to reset the total number of impressions copied for all users and groups at once.

User Control

Used to restrict the users permitted to use the Copy feature.

When this setting is enabled, users must enter a passcode to use the Copy feature.

[Off] is set at the time of factory shipment.

Off

Users are permitted to use the Copy feature without entering a passcode.

Single

Users must enter a single specified passcode to use the Copy feature. Use the system administrator's passcode.

For information on how to set a passcode, refer to "System Administrator Passcode" (P.60).

Multiple

Select this setting when managing the amount of copy paper used by user or group using Accounting. You can set passcodes and maximum number of impressions permitted for copying for each user or group.

Confirm/Edit

You can manage the copy paper usage for up to 30 users or groups ([User 01] to [User 30]) using Accounting. You can set the passcode and maximum number of copied impressions permitted for each user from [User 01] to [User 30].

Note

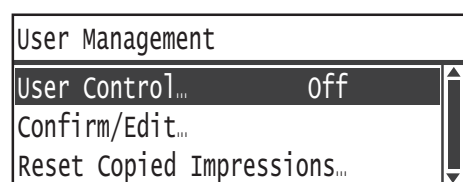
- Each user can check his or her total number of impressions copied and maximum number of permitted impressions.
For more information on how to check user copying information, refer to "Checking the Total Number of Impressions Copied" (P.114).

Follow the steps below to perform the operation.

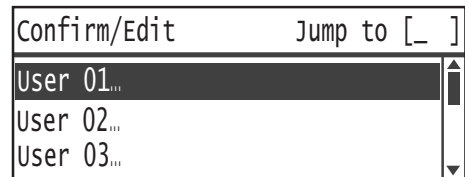
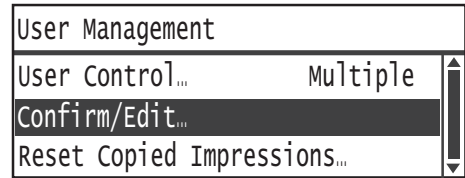
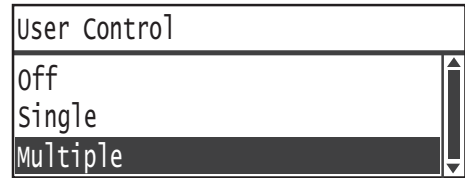
- 1 In the [Tools] screen, select [User Management], and then press the <OK> button.

For information on how to display the [Tools] screen, refer to "System Settings Procedure" (P.136).

- 2 Select [User Control], and then press the <OK> button.



- 3 Select [Multiple], and then press the <OK> button.
- 4 Select [Confirm/Edit], and then press the <OK> button.
- 5 Select the user to display or set, and then press the <OK> button.
 - Note**
 - You can also enter the two-digit number of registered user to jump to the specified user.

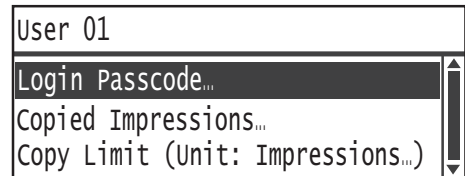


Login Passcode

Used to display or set the passcode used to log in to the machine.

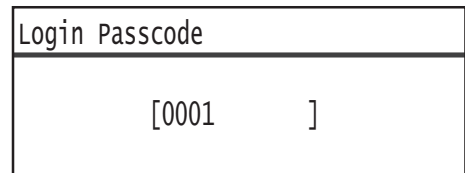
Note • You can enter between 4 to 6 numbers from 0 to 9.

- 1 Select [Login Passcode], and then press the <OK> button.



The current passcode is displayed.

Note • To change the passcode, press the <C> (Clear) button to erase the current passcode, and then use the numeric keypad to enter a new passcode.

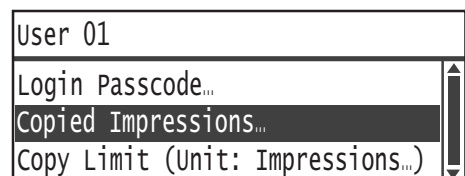


- 2 Press the <OK> button.

Copied Impressions

Displays the total number of impressions the user has currently copied.

- 1 Press [Copied Impressions].



- 2 Check the value, and then press the <Back> button.

Copied Impressions
352

Copy Limit (Unit: Impressions)

Used to display or set the maximum number of impressions the user is permitted to copy.

- 1 Press [Copy Limit (Unit: Impressions)].

User 01
Login Passcode...
Copied Impressions...
Copy Limit (Unit: Impressions...)

- 2 To change the value, use the numeric keypad to enter the maximum number of permitted impressions.

Note

- You can set a value between 0 and 255 (Unit: 1,000 impressions) for the maximum number of permitted impression. Set 0 to disable the restriction on maximum number of copies.
- The user's current total number of impressions is reset to 0 when the maximum number of permitted impressions is changed.

Copy Limit (Unit: Impressions)
[0 - 255]
15 (x 1000)

- 3 Press the <OK> button.

Reset Copied Impressions

You can select whether to reset the total number of copied impressions for all registered users, User01 to User30, at once. Click [Yes] to reset the total number of impressions copied to 0.

Follow the steps below to perform the operation.

- 1 In the [Tools] screen, select [User Management], and then press the <OK> button.

For information on how to display the [Tools] screen, refer to "System Settings Procedure" (P.136).

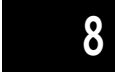
Tools
System Settings...
Security Settings...
User Management...

- 2 Select [Reset Copied Impressions], and then press the <OK> button.

User Management
User Control... off
Confirm/Edit...
Reset Copied Impressions...

- 3 Select [Yes], and then press the <OK> button.

Reset Copied Impressions
No
Yes



9 Machine Status

This chapter describes how to check the basic information and status of your machine.

Note • Some settings are not displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

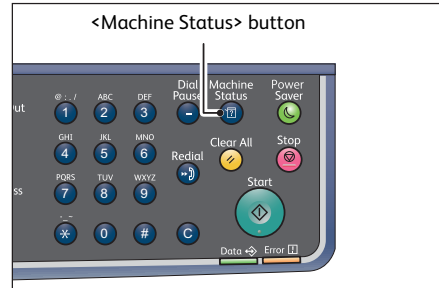
- Checking Consumables 162
- Selecting Language 163
- Checking the Machine's IP Address..... 164
- Checking the User Account Information 165
- Checking the Meter 166
- Printing Reports/Lists 167
- Notification Display..... 169
- ID Card Guidance Display..... 170
- Quick-Button Selection Timer..... 171
- Firmware Version..... 172

Checking Consumables

The [Machine Status] screen displays the status of consumables such as the toner cartridge and the drum cartridge.

Follow the steps below to check the status of consumables.

- 1 Press the <Machine Status> button.



■ Toner Status

Shows the toner cartridge status.

- [OK]
Replacement is not currently needed.
- [Reorder]
Replacement is not currently needed, but the cartridge will need to be replaced soon. Make sure to have a new toner cartridge on hand.
- [Replace Soon]
Replacement is needed soon.
- [Replace Now]
Replacement is needed now.
- [Error]
A toner cartridge error occurred.

Machine Status	Toner Status:
Language...	OK
IP Address...	Drum Status:
User Account Informati...	OK

■ Drum Status

Shows the drum cartridge status.

- [OK]
Replacement is not currently needed.
- [Reorder]
Replacement is not currently needed, but the cartridge will need to be replaced soon. Have a new drum cartridge on hand.
- [Replace Soon]
Replacement is needed soon.
- [Replace Now]
Replacement is needed now.
- [Error]
A drum cartridge error occurred.

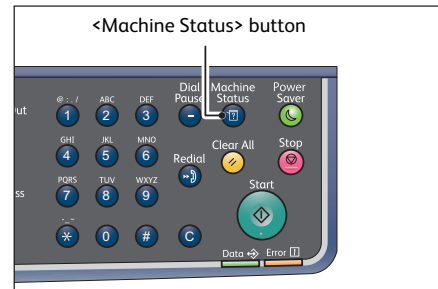
Selecting Language

You can select from three languages, English, Simplified Chinese, and Korean, for the user interface language used in the control panel display.

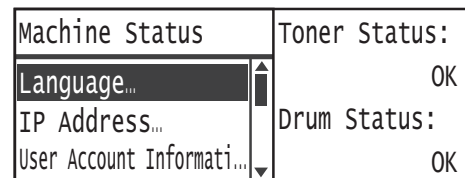
Note • The default language may vary depending on the region of purchase.

Follow the steps below to select the language.

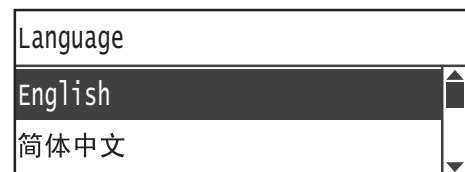
- 1 Press the <Machine Status> button.



- 2 In the [Machine Status] screen, select [Language].



- 3 Select the display language from the [Language] screen.

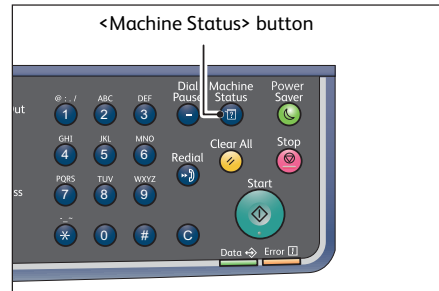


- 4 Press the <OK> button.

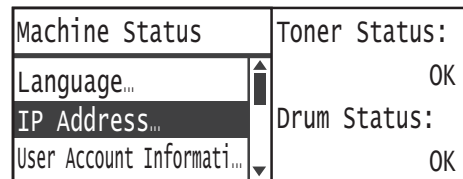
Checking the Machine's IP Address

You can display the IPv6 or IPv4 address of your machine.

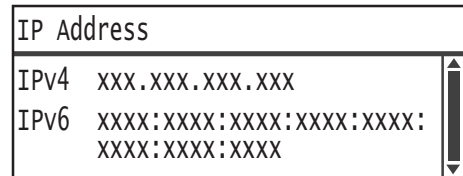
- 1 Press the <Machine Status> button.



- 2 In the [Machine Status] screen, select [IP Address].



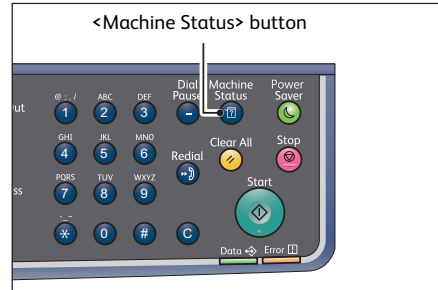
- 3 The IP address of your machine is displayed.



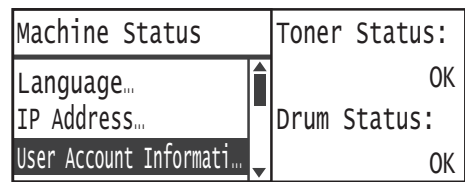
Checking the User Account Information

You can check the total number of copied impression by the user and the maximum number of impressions the user is permitted to copy.

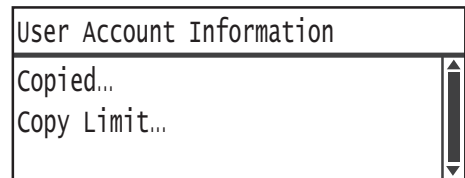
- 1 Press the <Machine Status> button.



- 2 In the [Machine Status] screen, select [User Account Information].



- 3 Check the desired item.



Checking the Meter

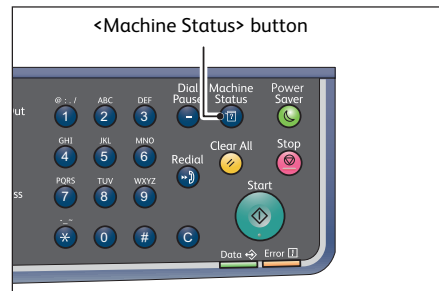
The [Billing Information] screen shows the number of pages output by the machine, itemized as follows:

Item	Description
Product Code	Product code of your machine.
Serial Number	Serial number of your machine.
Meter 1	The total number of pages printed for copying or printing.
Meter 2	The total number of copied pages.
Meter 3	The total number of printed pages.
Meter 5*	Besides the Meters 1 to 4, the total number of pages printed for copying and printing recognized as large size.

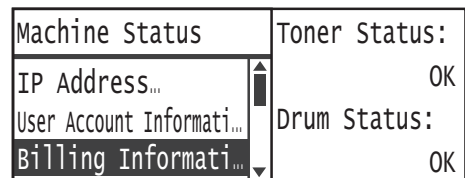
Note • The Meter 5 is not displayed unless the Large Size mode is set.

Follow the steps below to view information on the [Billing Information] screen.

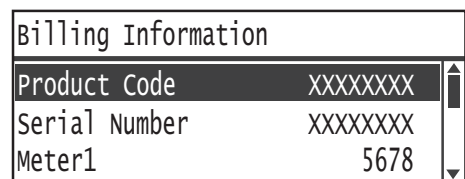
- 1 Press the <Machine Status> button.



- 2 Select [Billing Information], and then press the <OK> button.



- 3 Select the items to be verified.



Printing Reports/Lists

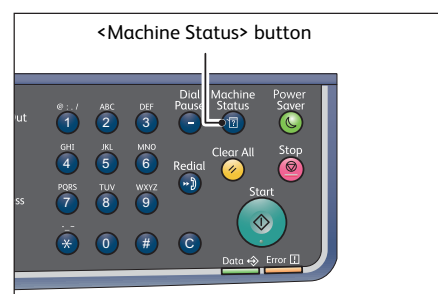
The machine can print the following reports/lists:

Report/List	Description
System Settings Report	Prints the machine's hardware configuration, IP address, version information, number of pages printed by each function, status of consumables, the items that can be set by CentreWare Internet Service, and their values.
Service Settings Report	Prints the items that can be set from the control panel in System Administration mode.
Job History Report	Shows the job execution results. Prints the results of the most recent jobs (up to 50 jobs' worth). Note <ul style="list-style-type: none"> • When the Job History exceeds 50 jobs, each new job replaces the oldest job in the history. • In some cases, page errors occurring during continuous printing of various jobs (single-page jobs) due to paper jams and other problems may not be registered to the Page Error History. For information on how to set the machine to print the Job History Report automatically, refer to "Job History Verbose" (P.146).
Error History Report	Prints information on errors generated in the machine. Up to 42 errors are recorded sequentially from newest to oldest. Records information on up to 10 paper jams or similar errors. Note <ul style="list-style-type: none"> • The Error History may record less than 42 errors if it contains errors with a large amount of information. When the Error History exceeds its capacity, each new recorded error replaces the oldest error.
Job Counter Report	Prints the total number of pages printed by each feature. In Multiple Account mode, the total and the permitted maximum number of copies by each user are also printed.
Address Book	Prints the e-mail and server addresses.

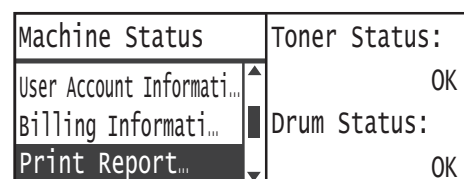
Note • The printed items will vary according to the machine's settings.

Follow the steps below to print a report or list.

- 1 Press the <Machine Status> button.

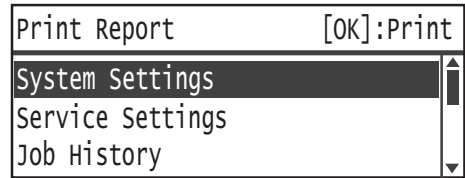


- 2 Select [Print Report], and then press the <OK> button.



3 Select the report or list to print, and then press the <OK> button.

- Note**
- To cancel printing while a job is printing, press the <Stop> button, and select [Yes] on the confirmation screen.

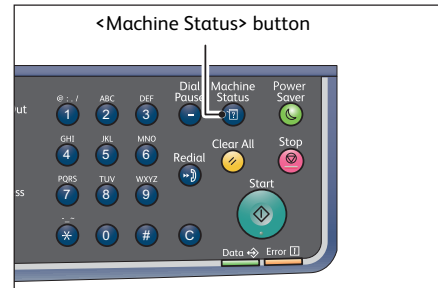


Notification Display

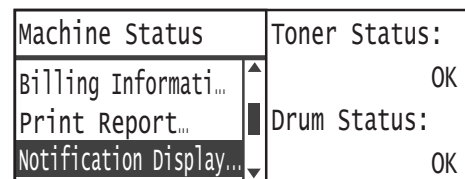
You can set whether to display the Notification screen.

By default, the machine is set to display the notification.

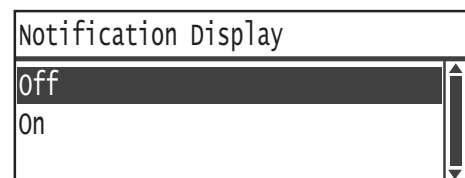
- 1 Press the <Machine Status> button.



- 2 Select [Notification Display], and then press the <OK> button.



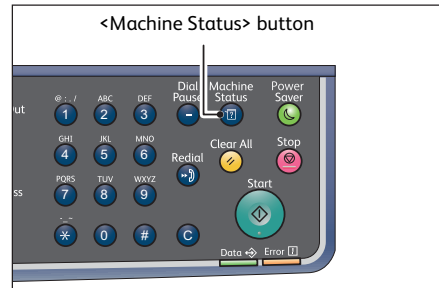
- 3 To disable the guidance, select [Off], and then press the <OK> button.



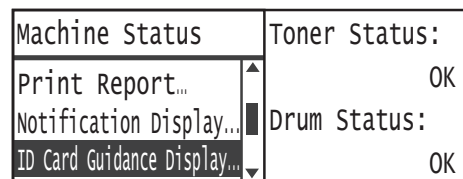
ID Card Guidance Display

You can set whether to display the guidance of the ID Card Copy feature.
By default, the machine is set to display the guidance.

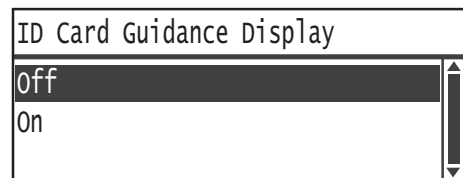
- 1 Press the <Machine Status> button.



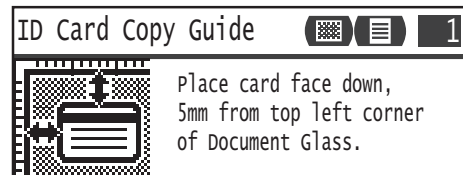
- 2 Select [ID Card Guidance], and then press the <OK> button.



- 3 To disable the guidance, select [Off], and then press the <OK> button.



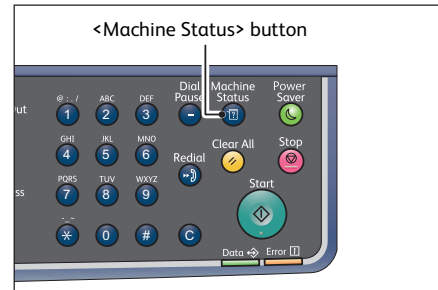
- Sample of guidance for ID Card Copy -



Quick-Button Selection Timer

You can set the displayed time length of the setting screens when a Quick-Button is pressed. By default, the time length is set to 2 seconds.

- 1 Press the <Machine Status> button.



- 2 Select [Quick-Button Selection Timer], and then press the <OK> button.

Machine Status	Toner Status: OK
Notification Display...	
ID Card Guidance Display...	Drum Status: OK
Quick-Button Selection T...	

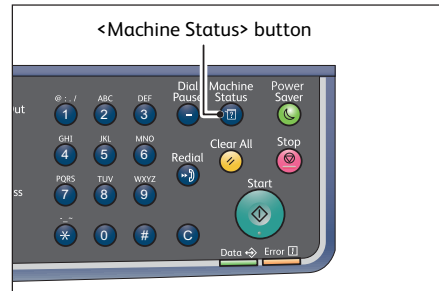
- 3 Select the desired time, and then press the <OK> button.

Quick-Button Selection Timer
2 seconds
3 seconds
4 seconds

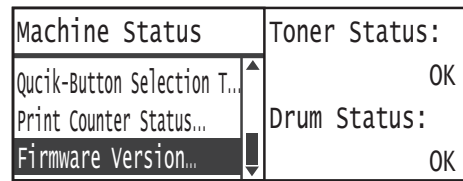
Firmware Version

You can check the firmware version of the machine.

- 1 Press the <Machine Status> button.

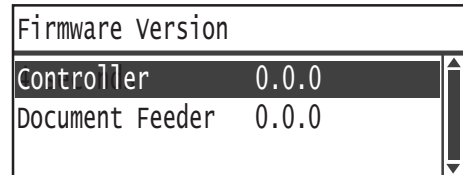


- 2 Select [Firmware Version], and then press the <OK> button.



- 3 Select the item to be verified.

Note • The displayed items vary depending the model you use.



10 Job Status

This chapter describes how to check the status of current or pending jobs, and how to cancel jobs.

Note • Some settings cannot be displayed on some models. An optional component is required. For more information, contact our Customer Support Center.

- Checking Current/Pending Jobs..... 174
- Canceling the Current Job..... 175

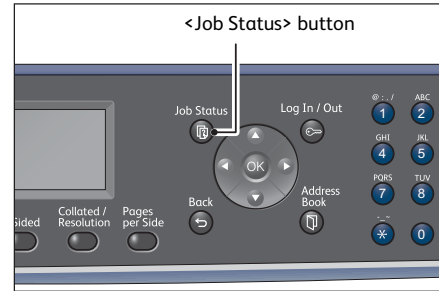
Checking Current/Pending Jobs

You can check the status of the following current or pending jobs:

- Current printor scan job
- Pending print jobs

Note • Completed jobs are not displayed.

1 Press the <Job Status> button.

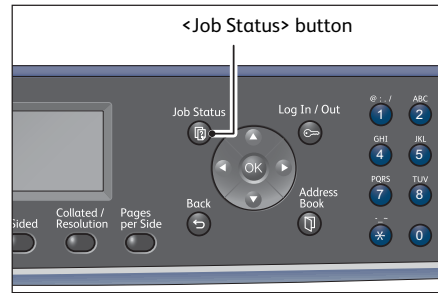


2 Used to check the jobs.

Active Jobs		[Stop]:Delete
06/18	Print	A4 □
06/18	Print	A4 □
06/18	Scan	B5 □

Canceling the Current Job

1 Press the <Job Status> button.

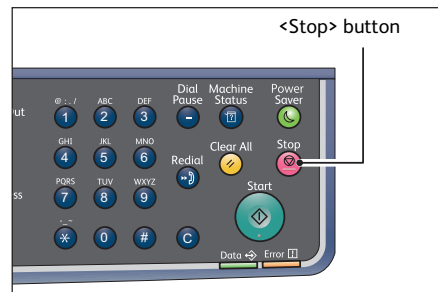


2 Select the current job.

Active Jobs		[Stop]:Delete
06/18	Print	A4 □
06/18	Print	A4 □
06/18	Scan	B5 □

3 Press the <Stop> button.

- Important**
- You may not be able to cancel a job depending on the status of the job processing.
 - If the machine is being used as a local printer, it may take some time to cancel the job depending on the type of print job being executed.



11 Maintenance

This chapter describes how to replace consumables and clean the machine.

- Replacing Consumables..... 178
- Cleaning the Machine..... 187

Replacing Consumables

The machine is provided with the following consumables. We recommend the use of the following consumables as they are manufactured to meet the specifications of the machine.

Type of Consumables/ Periodic Replacement Parts	Product Code	Quantity/Box
Standard Capacity Toner Cartridge	CT202384	1unit/box
Drum Cartridge	CT351075	1unit/box

Note • We recommend that you always keep spare consumables/periodic replacement parts available.

WARNING

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. 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 drum cartridges and toner cartridges 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 drum cartridges and toner cartridges, 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 the 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.**

■ Handling consumables/periodic replacement parts

- Do not store boxes of consumables/periodic replacement parts upright.
- Do not unpack consumables/periodic replacement parts before use. Avoid storing consumables/periodic replacement parts in the following locations:
 - In high temperature and humid locations
 - Near heat-generating devices
 - Areas exposed to direct sunlight
 - Dusty areas

- When using consumables/periodic replacement parts, carefully read precautions for use. Precautions for use are instructed on their bodies or packages, or a precaution sheet is included in their packages.
- We recommend always keeping spare consumables/periodic replacement parts in stock.
- When calling our Customer Support Center to order consumables/periodical replacement parts, have the product codes ready.
- The use of consumables/periodic replacement parts not recommended by Fuji Xerox may impair machine quality and performance. Use only consumables/periodic replacement parts recommended by Fuji Xerox.

■ **Checking the status of consumables**

You can check the status of consumables on the [Machine Status] screen.

For more information, refer to "Checking Consumables" (P.162).

Replacing the Toner Cartridge

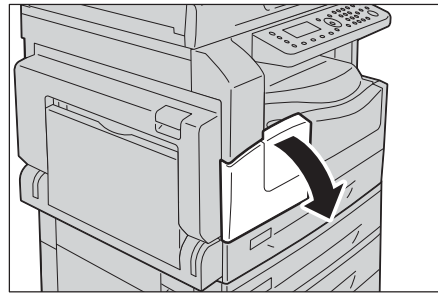
The messages below appear in the control panel's display when the remaining toner level has become low. Follow the instructions in the message to take the required action.

Error Code	Message	Required Action
093-406	Toner Near Empty Reorder a toner cartridge.	The toner cartridge will need to be replaced after about 2,500 pages*. Have a replacement toner cartridge ready. Important • Do not replace the toner cartridge in this condition. If you replace the toner cartridge in this condition, the toner cartridge icon will remain lit. • If you are using the toner cartridge that came with the machine or a Low Capacity Toner Cartridge, the icon does not light up at this time.
093-400	Toner Empty Soon Replace toner cartridge soon.	The toner cartridge will need to be replaced after about 100 pages*. Have a replacement toner cartridge ready.
093-912	Toner Empty Replace toner cartridge.	The error indicator is lit. The toner cartridge needs to be replaced. Replace the toner cartridge.

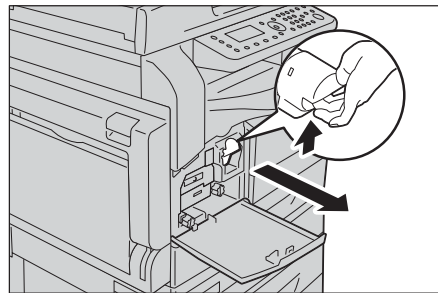
* : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (L) is used. The value is an estimate and varies depending on the conditions such as the content printed, paper size, paper type, and the machine operating environment.

- Important**
- When you replace a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
 - The use of toner cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use only the toner cartridges recommended by Fuji Xerox.
 - When the remaining amount of toner is low, the machine may stop printing and display an error code. If this occurs, replace the toner cartridge to resume copying or printing.
 - Leave the machine's power ON when replacing the toner cartridge.
 - Copy or print density may decrease slightly after the message "Toner Near Empty Reorder a toner cartridge." appears on the control panel display.
 - If you use a used toner cartridge, the message, "Toner Near Empty Reorder a toner cartridge." may appear, and the number of pages that can be copied or printed may differ significantly.

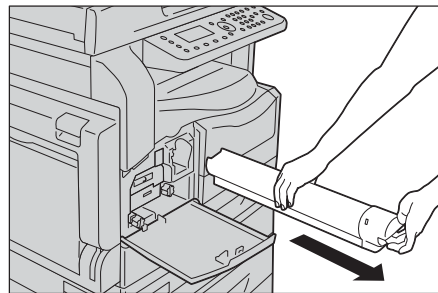
- 1** Make sure that the machine is not operating, and open the front cover.



- 2** Hold the handle of the toner cartridge and lift it up slightly.



- 3** Gently pull the toner cartridge out of the machine.



⚠ WARNING

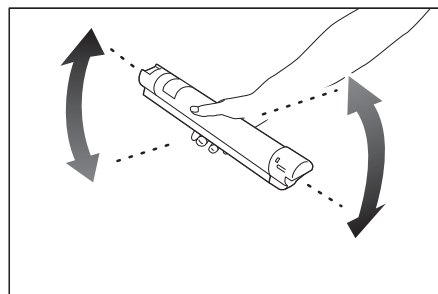
Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

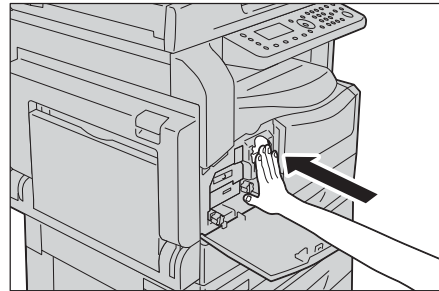
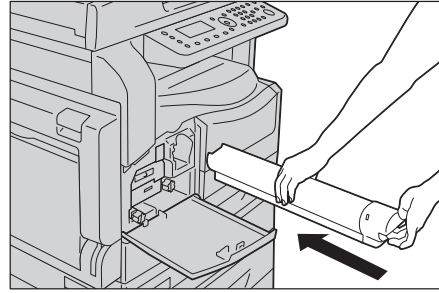
- Important**
- Pull out the toner cartridge slowly. Otherwise, toner may spill from the cartridge.
 - Return the used toner cartridges to your local Fuji Xerox representative.

- 4** Unpack a new toner cartridge, and shake it lightly up/down, and left/right 10 times.

- Important**
- Do not touch the shutter.

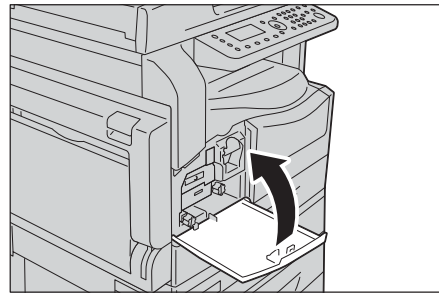


- 5** Orient the toner cartridge with the arrow (↑) facing up, and insert it as far as it will go.



- 6** Close the front cover.

- Note**
- If the front cover is not completely closed, an error code will appear and the machine will remain paused.



Replacing the Drum Cartridge

The messages below appear in the control panel display when the drum cartridge is near the end of its service life. Follow the instructions in the message to take the required action.

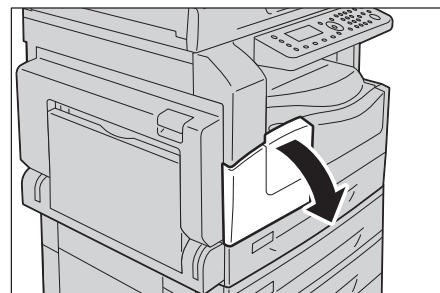
Error Code	Message	Required Action
091-440	Drum Near End of Life Drum cartridge is near end of life. Reorder a drum cartridge.	The drum cartridge will need to be replaced after about 4,000 pages*. Have a replacement drum cartridge ready.
091-402 091-441	Drum Near End of Life Drum cartridge is near end of life. Replace drum cartridge soon.	The drum cartridge will need to be replaced after about 1,000 pages*. Have a replacement drum cartridge ready.
091-430	Drum End of Life Replace drum cartridge.	The error icon is lit. The drum cartridge needs to be replaced. Replace the drum cartridge.
091-401	Drum Near End of Life Image quality problem may occur. Replacement of drum cartridge is recommended.	The error icon is lit. It is time of expiration for the warranty period of the image quality on the drum cartridge.
091-406	Drum end of Life Machine problem may occur. Replace drum cartridge.	The error icon is lit. It is time of expiration for the warranty period of performance on the drum cartridge.
091-424	Drum End of Life Machine problem will occur soon. Replace drum cartridge immediately.	The error icon is lit. The machine detected a failure due to the use of a drum cartridge that is not supported. Replace the drum cartridge immediately.

* : The service life values shown are the total number of A4 (📄) pages that can be printed. Actual remaining service life will vary depending on the paper size and orientation, number of consecutive pages printed, and the machine's operating environment. Use the figures above only as a guideline.

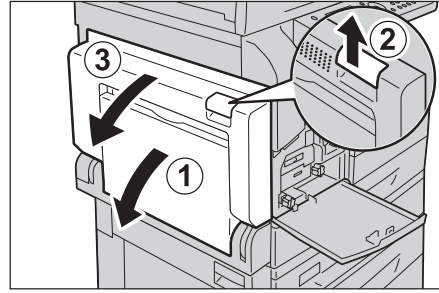
Important • The use of drum cartridges not recommended by Fuji Xerox may lower the machine's output quality or performance. Always use drum cartridges recommended by Fuji Xerox in the machine.

Note • Do not expose drum cartridges to direct sunlight or strong indoor fluorescent lights. Do not touch or scratch the drum surface. Print quality may be affected.

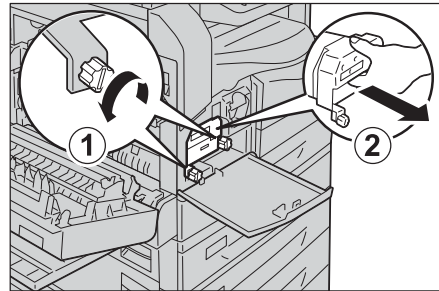
- 1 Make sure that the machine is not operating, and open the front cover.



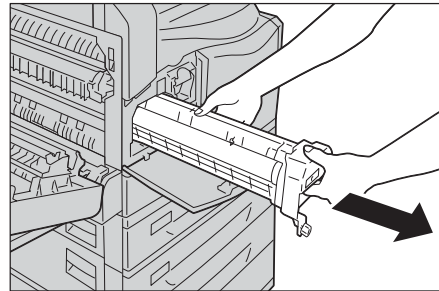
- 2 Open Tray 5 (1), and then while lifting up the release lever (2), gently open the left cover (3).



- 3 Loosen the two screws counterclockwise (1), and slowly slide out the drum cartridge (2).



- 4 Hold the bottom of the drum cartridge as shown in the illustration, and gently pull out the drum cartridge from the machine.

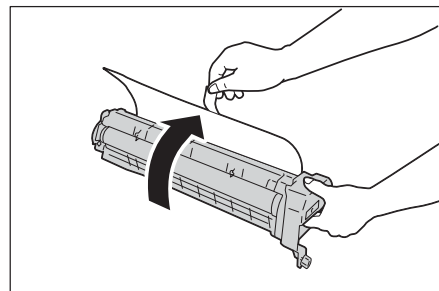


- 5 Take the new drum cartridge out of the box, and insert the used drum cartridge into the supplied plastic bag and place it into the box.

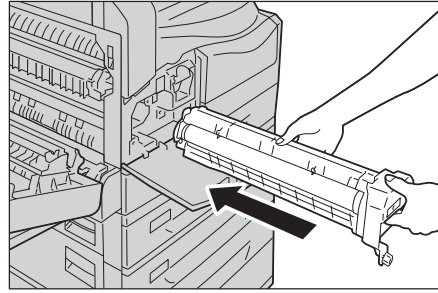
Important

- Do not place the new drum cartridge in an upright position.
- Return the used drum cartridge to your local Fuji Xerox representative.

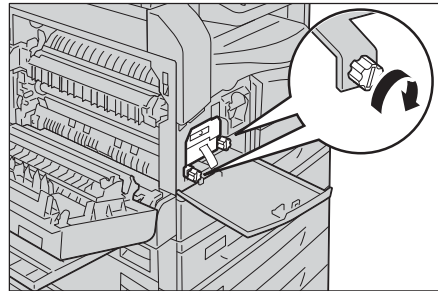
- 6 Peel the protective sheet off the new drum cartridge.



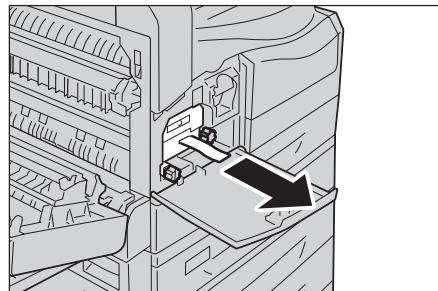
7 Insert the new drum cartridge.



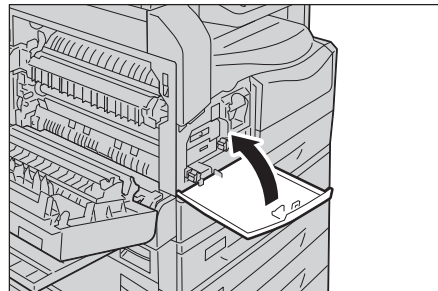
8 Tighten the two screws clockwise.



9 Peel off the drum cartridge's protective strip.

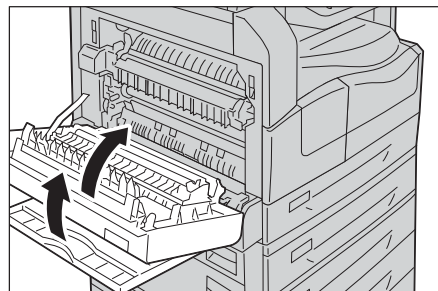


10 Close the front cover.



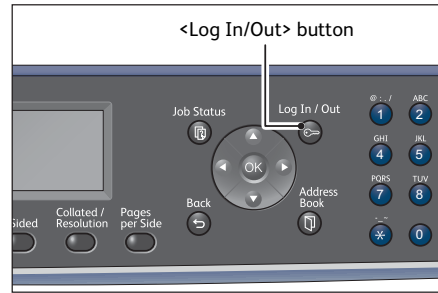
Note • If the front cover is not completely closed, an error code will appear and the machine will remain paused.

11 Gently close the left cover and Tray 5.



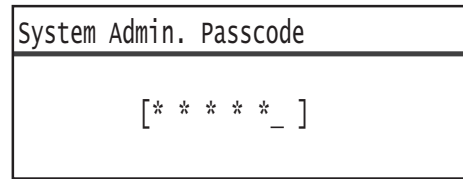
Note • If the left cover is not completely closed, an error code will appear and the machine will remain paused.

12 Press the <Log In/Out> button.



13 Use the numeric keypad to enter the passcode, and then press the <OK> button.

Note • The passcode is initially set to "11111" (five "1" digits).
 • The <Log In/Out> button lights up when the machine is in System Administration mode.



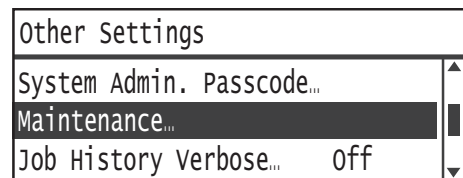
14 Select [System Settings], and then press the <OK> button.



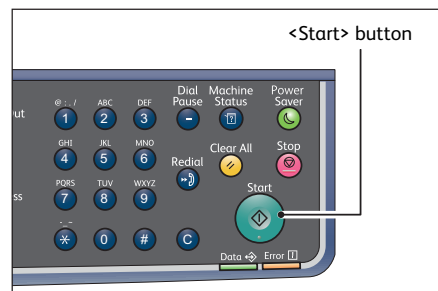
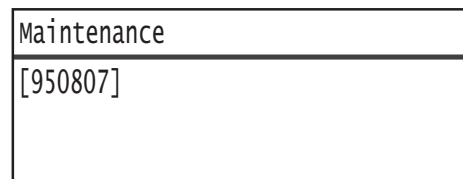
15 Select [Other Settings], and then press the <OK> button.



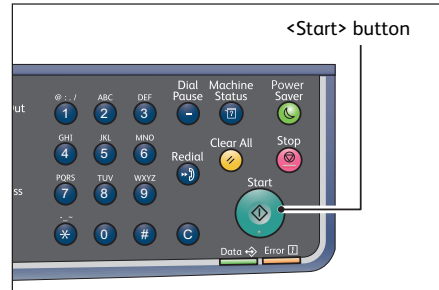
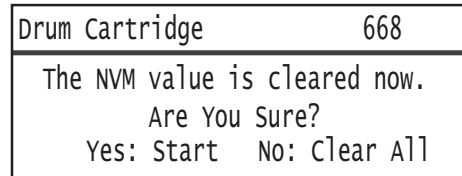
16 Select [Maintenance], and then press the <OK> button.



17 Enter [950807] using the numeric keypad, and then press the <Start> button.

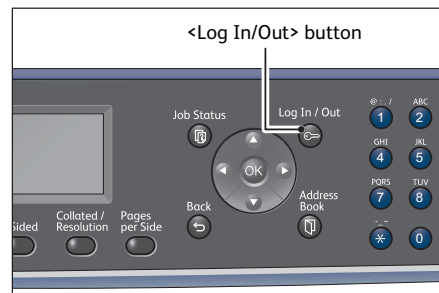


18 Press the <Start> button.



19 Press the <Log In/Out> button.

- Note**
- If any settings that require to reboot the machine for the new settings to be applied, reboot the machine as the message appear.
 - The <Log In/Out> button light is turned off when the machine exits System Administration mode.



Cleaning the Machine

This section describes how to clean the machine such as the outer casing, the document cover, the document feeder, and the document glass.

⚠ 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.

Cleaning the Exterior

The following describes how to clean the exterior of the machine.

- Important**
- Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as they may discolor, deform, or crack covers.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying, scanning, or printing.

- 1** Wipe the exterior with a firmly wrung soft cloth moistened with water.

- Important**
- Do not use cleaning agents other than water or neutral detergent.

- Note**
- If you cannot remove the dirt easily, gently wipe the machine with a soft cloth moistened with a small amount of neutral detergent.

- 2** Wipe off any excess water with a soft cloth.



Cleaning the Document Cover and the Document Glass

If the document cover and document glass become soiled, smudges may appear on copies, or scanned documents and the machine may not properly detect document sizes.

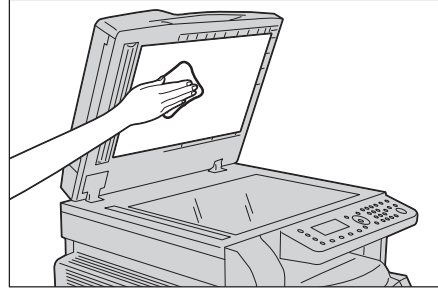
To ensure clean copies at all times, clean the document cover and the document glass about once a month.

- Important**
- Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.
 - Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.

- 1** Wipe the document cover with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Important • Do not use cleaning agents other than water or neutral detergent.

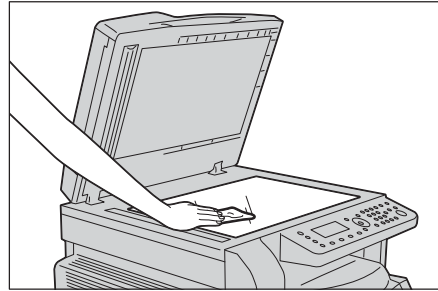
Note • If you cannot remove dirt easily, gently wipe the document cover with a soft cloth moistened with a small amount of neutral detergent.



- 2** Wipe the document glass with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Important • Do not use cleaning agents other than water or neutral detergent.

Note • If you cannot remove dirt easily, gently wipe the document glass with a soft cloth moistened with a small amount of neutral detergent.



Cleaning the Document Presser and the Narrow Glass Strip

If the document presser or narrow glass strip becomes soiled, smudges may appear on copies, or scanned documents and the machine may not properly detect document sizes.

To ensure clean copies at all times, clean the document presser and the narrow glass strip about once a month.

Important • Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.

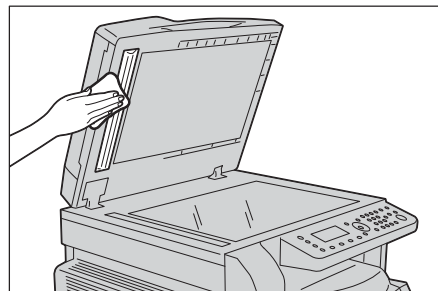
• Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.

- 1** Wipe the document presser with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Important • Do not press the film with an excessive force as it can be easily damaged.

• Do not use cleaning agents other than water or neutral detergent.

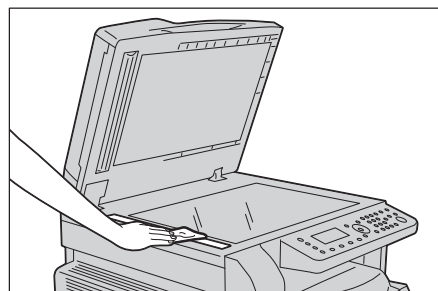
Note • If you cannot remove dirt easily, gently wipe the document presser with a soft cloth moistened with a small amount of neutral detergent.



- 2** Wipe the narrow glass strip with a soft cloth moistened with water to remove any dirt, and then wipe it with a soft, dry cloth.

Important • Do not use cleaning agents other than water or neutral detergent.

Note • If you cannot remove dirt easily, gently wipe the narrow glass strip with a soft cloth moistened with a small amount of neutral detergent.



Cleaning Document Feeder Rollers

If the document feeder rollers become soiled, smudges may appear on copies, or scanned documents and paper jams may occur.

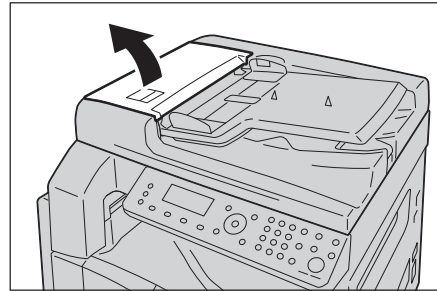
To ensure clean copies at all times, clean the document feeder rollers about once a month.

Important • Do not use benzene, paint thinner, or other organic solvents. Doing so may damage paint or coating on plastic parts.

- Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage documents during copying or scanning.

- 1 Lift the latch of the document feeder top cover until it is completely open.

Note • When you fully open the cover, it enters a fixed position. Open the cover gently.

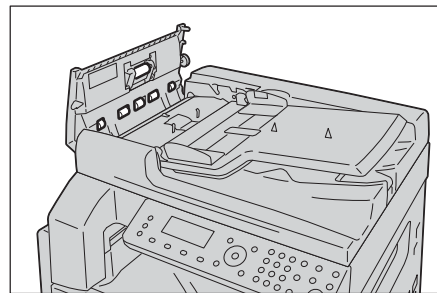


- 2 While turning the rollers, wipe them with a soft cloth moistened with water.

Important • Do not use cleaning agents other than water or neutral detergent.

- Use a cloth firmly wrung to prevent water drops from falling into the machine. If water gets into the machine, it may cause the machine to malfunction.

Note • If you cannot remove dirt easily, gently wipe the rollers with a soft cloth moistened with a small amount of neutral detergent.



- 3 Close the document feeder top cover until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.

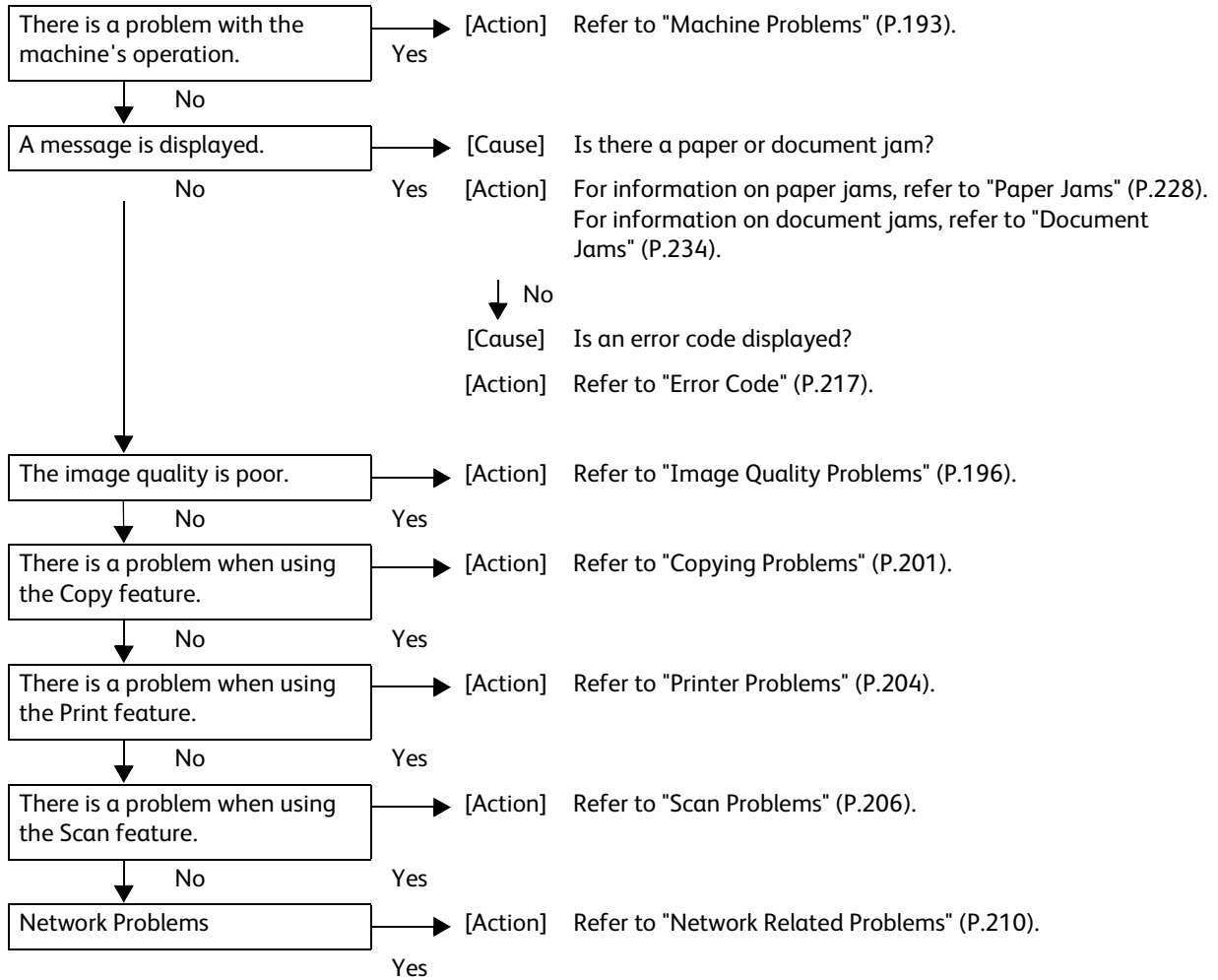
12 Problem Solving

This chapter provides possible solutions to various problems you may encounter with the machine.

- Troubleshooting 192
- Machine Problems 193
- Image Quality Problems 196
- Copying Problems 201
- Printer Problems 204
- Scan Problems 206
- Network Related Problems 210
- Error Code 217
- Paper Jams 228
- Document Jams 234

Troubleshooting

This section describes troubles that may occur with the machine and their solutions. Follow the troubleshooting procedure below to solve the problems.



Problem Solving

12

If you cannot resolve an error despite following the above procedure, contact our Customer Support Center.

Machine Problems

Check the machine's status again if you suspect a malfunction.

Symptom	Possible Cause	Remedy
The machine is not powered on.	Is the power switched ON?	Switch the power ON. Refer to "Power Source" (P.64).
	Is the power cord plugged into the power outlet?	Switch the power OFF and make sure the power plug is inserted securely. Then switch the power ON.
	Is the power cord disconnected from the machine?	
	Does the AC outlet supply power properly?	Connect another appliance to the outlet to verify the power supply.
The <Error> indicator is blinking.	The system of the machine or the components installed may have a trouble.	Switch the power OFF, then ON again. If the problem persists, contact our Customer Support Center.
The <Error> indicator is lit.	Is paper or document jammed?	Remove the jammed paper or document. Refer to "Paper Jams" (P.228). Refer to "Document Jams" (P.234).
	Is the machine front cover or another cover open?	Follow the instructions in the displayed error code to take the required action. Refer to "Error Code" (P.217).
The display is dark.	Is the <Power Saver> button lit?	The machine is in the Power Saver mode. Press the control panel's <Power Saver> button to turn off the Power Saver mode.
Unable to print or copy.	Is there an error code displayed in the control panel's display?	Follow the instructions in the displayed error code to take the required action. Refer to "Error Code" (P.217).
	Is the power cord connected?	Switch the power OFF and make sure the power plug is inserted securely into the power outlet. Then switch the power ON.
The <Data> indicator does not light even though you instructed the machine to print.	Is the interface cable connected?	Check the interface cable connection. Refer to "Interface Cables" (P.30).
	Is the computer's environment correctly set?	Check the computer environment such as print driver settings.
	Is the required port status set to [Enabled]?	Check the status of the port to use, and then set the port status to [Enabled]. Refer to "Activating the Communication Port To Use" (P.36).
Unable to print although a print job is instructed to Tray 5 (bypass).	Is the specified paper size loaded in the tray?	Follow the instructions in the displayed error code to place paper of the correct size, and then try again. Refer to "Error Code" (P.217). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).

Symptom	Possible Cause	Remedy
The print quality is poor.	An image quality problem may have occurred.	Take the required action described in "Image Quality Problems". Refer to "Image Quality Problems" (P.196).
Unable to insert or remove a tray.	Did you open a cover or switch the machine off during printing?	Do not forcibly insert or remove the tray. Switch off the power. In a few seconds, switch on the power. When the machine is ready to receive data, insert or remove the tray.
Unable to copy with the specified size.	Is the document glass or the document cover dirty?	Clean the document glass or document cover. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	Is the document a transparency or highly translucent medium?	Use the document glass to copy the document, placing a sheet of white paper on top of it.
	Is the document in the correct position?	Place the document correctly. Refer to "Placing Document" (P.96).
	Is the document loaded correctly? Are the document guides on the document feeder set in the correct positions?	Align the document guides correctly. Refer to "Placing Document" (P.96).
	Is the document folded?	Smooth out the document and place it again correctly. Refer to "Placing Document" (P.96).
Paper is often jammed or wrinkled.	Is paper loaded correctly in the tray?	Load paper correctly. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87).
	Is the tray inserted correctly?	Correctly insert the tray by firmly pushing it until it stops. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87).
	Is the paper damp?	Replace the paper with a new one.
	Is the paper curled?	Turn over the paper in the tray, or replace the paper with a new one.
	Are the paper and tray settings correct?	Correctly set the paper settings to correspond to the paper loaded. Refer to "Changing the Paper Size for Trays 1 to 4" (P.90).
	Are any torn pieces of paper remaining or is there a foreign object in the machine?	Open the cover of the machine or pull out the tray to remove any torn pieces or foreign objects. Refer to "Paper Jams" (P.228).
	Is non-standard paper loaded in the tray?	Replace with paper that meets machine specifications. Refer to "Paper Types" (P.82).
	Is paper exceeding the maximum fill line in the tray?	Load paper in the tray so that it does not exceed the maximum fill line. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87).


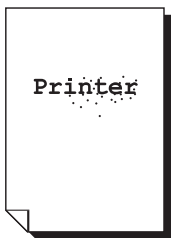
Symptom	Possible Cause	Remedy
Paper is often jammed or wrinkled.	Are the paper guides set correctly?	Load paper correctly, and align the paper guides to the paper. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).
	Is the paper finely cut out?	Some paper types may not be cut out finely. Load the paper after fanning it well.
A document is not fed onto document feeder.	Is the document small?	The minimum size of document that can be loaded into the document feeder is A5☐.
An error code appears when paper is loaded in Tray 5 (bypass) and the <Start> button is pressed.	Check the positions of the paper guides of Tray 5 (bypass).	Adjust the paper guides to the correct positions. Refer to "Error Code" (P.217). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).
Documents often jam.	Are suitable types of documents being used?	Correctly load the documents suitable for the document feeder. Refer to "Placing Document" (P.96).
	Are you using the irregular shaped documents, business cards, transparencies, or thin documents?	
	Are there any sticky tags, paper clips or adhesive tape on the document?	Remove any sticky tags, paper clips, or adhesive tape from the document before copying.
	Are the document guides set in the correct positions?	Adjust the document guide positions. Refer to "Placing Document" (P.96).
	Is a piece of torn paper remaining in the document feeder?	Open the document feeder cover and check inside. Refer to "Document Jams" (P.234).
An edge of the document is folded.	Is the document curled?	Flatten the curl and load the document again.

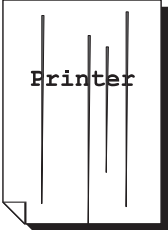
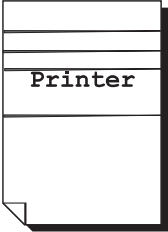


Image Quality Problems



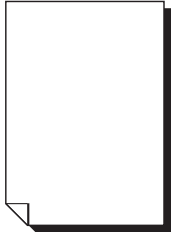
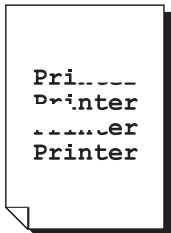
If the image quality of the printout is poor, use the table below to find our most likely cause, and take the required action.


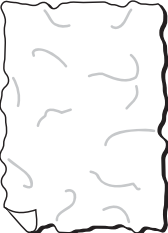

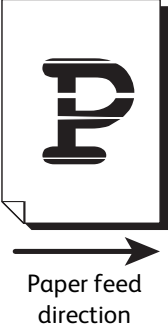

If the image quality remains poor after taking the required action, contact our Customer Support Center.

Symptom	Possible Cause	Remedy
Copies are dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	Is the document a transparent type such as a transparency medium?	When copying highly translucent documents, dirt on the document cover shows up in the copy. Place a sheet of white paper over the document before copying.
	Is the document on colored or rough paper, or a blueprint?	Adjust the copy density or remove the background paper color before copying. Refer to "Lighten/Darken" (P.106). Refer to "Background Suppression" (P.151).
	Is the document on glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.
Black lines appear in copies.	Is the document feeder's narrow glass strip dirty?	Clean the narrow glass strip. Refer to "Cleaning the Document Presser and the Narrow Glass Strip" (P.188).
Copies are too dark.	Is the copy density set to a high value?	Adjust the copy density. Refer to "Lighten/Darken" (P.106).
Copies are too light.	Is the document light?	
	Is the copy density set to a low value?	
The copy is slightly out of position.	Is the paper loaded in the correct position such as the paper's leading edge drifted away from the corners of the tray?	Load paper correctly, and align the paper guides to the paper. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).
Copies are out of position or crooked.	Have you placed the document correctly?	Place the document correctly. Refer to "Placing Document" (P.96).
	Is the paper loaded correctly in the tray?	Load the paper correctly. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87).
	If using Tray 5 (bypass), have you loaded the paper so that the paper guides are in contact with it?	Load the paper correctly. Refer to "Loading Paper in Tray 5 (bypass)" (P.88).

Symptom	Possible Cause	Remedy
Copies are out of position or crooked.	Are the document feeder's document guides misaligned?	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to "Placing Document" (P.96).
	Have you mounted the tray securely?	Mount the tray by inserting it securely all the way into the machine. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87).
Copies have missing parts in them.	Is the paper damp?	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	Is the paper in the tray creased or wrinkled?	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	Are you copying a cut-and-pasted or creased document?	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
Striped patterns appear in copies.	Are you attempting to make an enlarged copy of the document with a too large enlargement factor?	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to "Reduce/Enlarge" (P.110).
The printout is light (faded, unclear). 	The paper is damp.	Replace the paper with new paper.
	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to "Replacing the Toner Cartridge" (P.179).
Black spots appear in copies. 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).

Symptom	Possible Cause	Remedy
<p>Black or colored lines appear in printouts.</p>  	<p>The drum cartridge has deteriorated or been damaged.</p> <p>The narrow glass strip is dirty.</p>	<p>Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).</p> <p>Clean the narrow glass strip. Refer to "Cleaning the Document Presser and the Narrow Glass Strip" (P.188).</p>
<p>Dirt appears at regular intervals in the printout.</p> 	<p>The paper feed path is dirty.</p> <p>The drum cartridge has deteriorated or been damaged.</p>	<p>Print several sheets.</p> <p>Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).</p>
<p>White spots appear in areas of black fill.</p> 	<p>The paper is unsuitable.</p> <p>The drum cartridge has deteriorated or been damaged.</p>	<p>Load the correct type of paper.</p> <p>Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).</p>

Symptom	Possible Cause	Remedy
<p>The printout comes off on the fingers. The toner is not fused to the paper. The paper is contaminated with toner.</p> 	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.
<p>The entire printout is black.</p> 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).
	A high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
<p>The printout is blank.</p> 	Multiple pages were fed through the machine at once (double feeding).	Riffle through the stack of paper thoroughly before loading it.
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to "Replacing the Toner Cartridge" (P.179).
	A power failure or high-voltage power supply failure may have occurred.	Contact our Customer Support Center.
<p>The printout contains white areas, or white or colored stripes.</p> 	The paper is damp.	Replace the paper with new paper.
	The paper is unsuitable.	Load the correct type of paper.


Symptom	Possible Cause	Remedy
The printout is faint overall. 	When using the Tray 5 (bypass) to print, the paper size specified in the print driver does not match the type and size of the paper actually loaded.	Load paper of the correct type and size in the Tray 5 (bypass). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).
	Multiple pages were fed through the machine at once.	Riffle through the stack of paper thoroughly before loading it.
The paper is wrinkled. 	The paper is unsuitable.	Replace the paper with new paper.
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurry. 	The paper is unsuitable.	Replace the paper with new paper.
	Paper has been added to the paper loaded.	
	The paper is damp.	
White or color patches appear vertically. 	The drum cartridge has deteriorated or been damaged.	Replace the drum cartridge with a new one. Refer to "Replacing the Drum Cartridge" (P.182).
	The toner cartridge has run out of toner.	Replace the toner cartridge with a new one. Refer to "Replacing the Toner Cartridge" (P.179).
The printout is slanted. 	The paper cassette's paper guides are not aligned to the correct position.	Align the horizontal and vertical paper guides properly. Refer to "Loading Paper in Trays 1 to 4 (Optional)" (P.87). Refer to "Loading Paper in Tray 5 (bypass)" (P.88).

Copying Problems

This section provides possible solutions to various problems you may encounter when using the Copy features.

Unable to Copy

The table below lists possible solutions when you are unable to copy.

Symptom	Possible Cause	Remedy
The document is not fed properly through the document feeder.	The document size is too small.	The minimum size of document that can be loaded on the document feeder is A5  .
	The document is not a supported type.	The document feeder does not support warped documents, business cards, transparencies, thin documents, or documents with attached stick-on notes, paper clips or tape. Refer to "Paper Types" (P.82).
	The document guides are misaligned.	Align the document guides properly to match the document size.
	There are document shreds stuck in the document feeder.	Open the document feeder cover, and remove the document shreds. Refer to "Document Jams" (P.234).
	You have placed a document containing pages of different sizes.	You cannot place documents with different size pages.

Copy Output Problems

The table below lists possible solutions to problems with the copy output.

Symptom	Possible Cause	Remedy
Copies are dirty.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	The document is a transparency or highly translucent medium.	When copying highly translucent documents, dirt on the document cover shows up in the copy. Place a sheet of white paper over the document before copying.
	The document is on colored or rough paper, or is a blueprint.	The paper's background color is being copied. Adjust the copy density or image quality, or specify background suppression before copying.
	The document is printed on glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the copy. Place a transparency or transparent film under the document before copying.

Symptom	Possible Cause	Remedy
Copies are too dark or too light.	The copy density adjustment is not right.	Adjust the copy density. Refer to "Lighten/Darken" (P.106).
	The document is light.	Adjust the copy density. Refer to "Lighten/Darken" (P.106).
	The image quality setting is not correct for the document.	If the copy output of black text is too light, set [Original Type] to [Text]. Refer to "Original Type" (P.107).
The copy is slightly out of position.	The paper loaded in the tray is misaligned.	Align the paper stack, and load it so that the leading edge of the paper is aligned with the front corners of the tray.
Copies have missing parts in them.	The paper is damp.	Damp paper creates missing parts or unclear copies. Replace it with paper from an unopened pack.
	The paper in the tray is creased or wrinkled.	Remove any problematic sheets, or replace the paper with paper from an unopened pack.
	The document has been cut-and-pasted, or is creased.	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
Striped patterns appear in copies.	The document's enlargement factor is too large.	When making enlarged copies, some enlargement factors can create striped patterns. Adjust the copy enlargement factor. Refer to "Reduce/Enlarge" (P.110).
Copies are out of position or crooked	You have not placed the document correctly.	Place the document correctly. Refer to "Placing Document" (P.96).
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	You have not mounted the tray securely.	Mount the tray by inserting it securely all the way into the machine.
	The paper guides of the bypass tray are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document.
	The document size is not correct.	Check the document size set correctly. Refer to "Original Size" (P.111).
	The paper size is not correct.	Check the paper size set correctly. Refer to "Changing the Paper Settings" (P.92).
The copy is not the desired size.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	The document is a transparency or highly translucent medium.	Place a sheet of white paper over the document before copying. Refer to "Placing Document" (P.96).

Symptom	Possible Cause	Remedy
The copy is not the desired size.	The document has shifted out of position.	Place the document correctly. Refer to "Placing Document" (P.96).
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to "Placing Document" (P.96).
	The document is creased.	Smooth out the document and place it again correctly. Refer to "Placing Document" (P.96).
The edges of copies are cut off.	The document exceeds the printable area.	Adjust the reduction/enlargement factor to reduce the copy slightly.

Printer Problems

Unable to Print

The table below lists possible solutions when you are unable to print.

Symptom	Possible Cause	Remedy
Data remains in the printer icon.	The machine's power is not ON.	Switch the machine's power ON. Refer to "Power Source" (P.64).
	The computer's cable is disconnected.	Connect the computer's cable.
	The machine's cable is disconnected.	Connect the machine's cable. Refer to "Interface Cables" (P.30).
	An error has occurred in the machine.	Check the error information, and take the required action.
	There is a problem in the network connecting the computer and machine.	Contact your Network Administrator.
	The port is not activated.	Activate the port to use. Refer to "Activating the Communication Port To Use" (P.36).
	The machine is connected to multiple computers.	Wait a while, and then try printing again.
Data has been sent to the machine.	No paper has been loaded.	Load paper.
	There is no paper of the specified size.	Load paper of the specified size. Refer to "Loading Paper" (P.87).
	An error has occurred in the machine.	Check the error information, and take the required action.
	Job execution has been paused.	Use the screen to select whether to cancel the job.

Print Output Problems

The table below lists possible solutions to print output problems.

Symptom	Possible Cause	Remedy
The printout is on the wrong paper size.	The wrong size paper was loaded in the specified tray.	Change the size of the paper loaded in the tray, or change the print options to use a tray containing the specified paper size.
The image at the edges of the paper is missing.	The document exceeds the machine's printable area.	Enlarge the machine's print area, or reduce the document's print area.
The settings specified in the printing options are disabled.	The print driver of another model machine is in use.	Install the machine's print driver.
	An option has not been mounted.	Check the options mounted in the machine, and then reselect the items in [Items] under [Options] in the print driver.


Symptom	Possible Cause	Remedy
The computer is not using the print driver supplied with the machine (is using another company's print driver).	Confirm whether the print driver on the computer is the one supplied with the machine.	On the computer, select the print driver supplied with the machine. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

Scan Problems

This section provides possible solutions to various problems you may encounter when using the Scan feature.

Unable to Scan

The table below lists possible solutions when you are unable to scan.

Symptom	Possible Cause	Remedy
The document is not fed properly through the document feeder.	The document size is too small.	The minimum size of document that can be loaded on the document feeder is A5  .
	The document is not a supported type.	The document feeder does not support warped documents, business cards, transparencies, thin documents, or documents with attached stick-on notes, paper clips or tape. Refer to "Paper Types" (P.82).
	The document guides are misaligned.	Align the document guides properly to match the document size. Refer to "Placing the Document" (P.116).
	There are document shreds stuck in the document feeder.	Open the document feeder cover, and remove the document shreds. Refer to "Document Jams" (P.234).

Unable to Load Scan Data to a Computer

The table below lists possible solutions when you are unable to load a scanned document to a computer.

Symptom	Possible Cause	Remedy
Unable to find the scanner.	The machine's power is not ON.	Switch the machine's power ON. Refer to "Power Source" (P.64).
	The computer's USB cable is disconnected.	Reconnect the computer's disconnected USB cable. Refer to "Interface Cables" (P.30).
	The machine's USB cable is disconnected.	Reconnect the machine's disconnected USB cable. Refer to "Interface Cables" (P.30).
Unable to load data from the scanner due to a TWAIN communication error.	The scan driver is not installed.	Install the scan driver.
Operation stopped while loading data.	Is the file size too large?	Lower the resolution setting, and then try loading the data again.

Unable to Send Scan Data in E-mail

The table below lists possible solutions when you are unable to send a scanned document as e-mail.

Symptom	Possible Cause	Remedy
Unable to send an e-mail.	The registered e-mail address is incorrect.	Check the entered e-mail address.
	The maximum data size for outgoing e-mail was exceeded.	Lower the resolution, and reduce the size of the attached data. Refer to "Resolution" (P.129). Refer to "Maximum Attachment Size" (P.156).
	The port for [Send E-mail] is not set to [Enabled].	Check the port setting for Send E-mail. Refer to "Required Information" (P.50).
	The e-mail address for the machine has not been registered.	Input the Administrator's e-mail address. Refer to "Administrator's E-mail Address" (P.44).
	The registered SMTP server setting is incorrect.	Check the SMTP server setting. Refer to "SMTP Server (Connectivity > Protocols)" (P.50).
	The authentication for the SMTP server is not operated correctly.	Check the authentication method for the SMTP server. Refer to "SMTP Server (Connectivity > Protocols)" (P.50).
	The registered login name for the SMTP server is incorrect.	For the SMTP server requiring authentication, the e-mail address of the login user must be registered. Check the registered login name. Refer to "SMTP Server (Connectivity > Protocols)" (P.50).
	The registered password for the SMTP server is incorrect.	Check the registered password for the authenticated user. Refer to "SMTP Server (Connectivity > Protocols)" (P.50).

Unable to Forward a Scan Document on the Network (SMB)

The table below lists possible solutions when you are unable to forward a scan document on the network.

Symptom	Possible Cause	Remedy
Unable to forward scan data to a network computer	Has the server been entered correctly?	Check the server setting.
	Has the storage location been entered correctly?	Check the storage location setting.
	If SMB was selected, has the shared name been entered correctly?	Check the shared name setting.
	If SMB (UNC notation) was selected, has the storage location been entered correctly?	Check the storage location setting.
	Has the login name been entered correctly?	Check the login name setting.
	Has the passcode been entered correctly?	Check the passcode setting.
	When forwarding data to Windows Server 2003 or Windows Server 2008, is the time setting the same in the machine and in Windows?	Set the same time in the machine and in Windows.
	When using Windows Server 2003, Windows Server 2008 or Windows XP, did a user without a passcode attempt to forward data using SMB?	Follow the steps below to change the network access settings. <ol style="list-style-type: none"> 1. Start Windows, and select [Control Panel] > [Administrative Tools] > [Local Security Policy]. 2. Select [Security Settings] > [Local Policies] > [Security Options]. 3. Set [Account: Limit local account use of blank passcodes to console logon only] to [Disabled].

Scan Image Quality Problems

This table below lists possible solutions to problems with the image quality of scan data.

Symptom	Possible Cause	Remedy
The scanned image is dirty.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	The document is a transparency or highly translucent medium.	When scanning highly translucent documents, dirt on the document cover shows up in the output. Place a sheet of white paper over the document before scanning.
	The document is on colored or rough paper, or is a blueprint.	Adjust the scan density or image quality before scanning.
	The scanned document is printed on glossy printing paper.	Glossy printing paper easily sticks to the document glass, and shadows can resemble dirt in the scan. Place a transparency or transparent film under the document before scanning.
The image is too dark or too light.	The scan density is not properly adjusted.	Adjust the scan density.
	The Original Type is unsuitable.	Select the proper Original Type for the document.
There are missing parts in the image.	The document has been cut-and-pasted, or is creased.	Cut-and-pasted or creased parts of the document may not be making proper contact with the document glass. Place a stack of white paper on top of the document to bring it into proper contact with the document glass.
The image is not the desired size.	The document cover or document glass is dirty.	Clean the document cover or document glass. Refer to "Cleaning the Document Cover and the Document Glass" (P.187).
	The document is a transparency or highly translucent medium.	Place a sheet of white paper over the document before scanning.
	The document has shifted out of position.	Place the document correctly. Refer to "Placing the Document" (P.116).
	The document feeder's document guides are misaligned.	Place the document correctly, moving the document guides into contact with the edges of the document. Refer to "Placing the Document" (P.116).
	The document is creased.	Smooth out the document and place it again correctly. Refer to "Placing the Document" (P.116).
The image is not in color.	[Color Mode] is set to [Black & White].	Select [Color].
The image is grainy.	A low resolution is set.	Set a higher resolution. Refer to "Placing the Document" (P.116).

Network Related Problems

This section provides possible solutions to network problems.

Problems Using TCP/IP (LPD/Port9100)

The table below lists possible causes for problems that occur when using TCP/IP (LPD/Port9100), the methods to check, and the required actions to take.

■ Unable to Print

Possible Cause	How to Check	Remedy
The correct IP address has not been set.	Have the Network Administrator check whether the machine's IP address is correct.	Set the correct IP address in the machine.
An unrecoverable failure occurred while processing a print job.	Check whether an error is displayed in the control panel's display.	Turn the machine's power OFF, wait until the display becomes blank, and then turn the power ON again.
The selected protocol is not compatible with the computer	Check the selected protocol.	Select a protocol compatible with the computer.
The data format of the print data that the machine is attempting to process does not match the data format of the print data sent by the computer.	-	Turn off output of Ctrl-D.

■ Print Output Problems

Possible Cause	How to Check	Remedy
The computer is not using the print driver supplied with the machine (is using another company's print driver).	Confirm whether the print driver on the computer is the one supplied with the machine.	On the computer, select the print driver supplied with the machine. If the print driver is not listed for selection, install the print driver and then select it. Operation is not guaranteed if another company's print driver is used.

Problems Using CentreWare Internet Services

The table below lists possible solutions to problems you may encounter when using CentreWare Internet Services.

Symptom	Remedy
Unable to connect to CentreWare Internet Services.	Is the machine operating normally? Check whether the machine's power is ON.
	Is [Internet Services] running? Print a System Settings Report and check it.
	Has the Internet address been entered correctly? Check the Internet address again. If you still can't connect to CentreWare Internet Services, try connecting by entering the IP address.
	Are you using a proxy server? The machine cannot connect to some proxy servers. Do not use a proxy server. Set your web browser [Not using proxy server], or set the address you are using to [Not using proxy server].
The message "Please wait" is not going away.	Wait for a while. If the condition persists, press the [Refresh] button. If the condition still persists, check whether the machine is operating normally.
Nothing happens after pressing [Refresh].	Are you using a supported web browser? See "Using CentreWare Internet Services" (P.41) to check whether your web browser is a supported type.
The frame on the right is not updated after selecting a menu item from the frame on the left.	
The screen display is fragmented.	Change your web browser's window size.
The display is not updated.	Press [Refresh].
Nothing happens after pressing [Apply].	Are the entered values correct? If you entered an out-of-range value, it is automatically changed to a value within range.
	Are you now using, or did you just use the machine's control panel? When the Auto Reset feature is set, settings made by CentreWare Internet Services are not applied until the preset amount of time has elapsed. Wait for a while.
	Is the machine in the Power Saver mode? Cancel the Power Saver mode, and then try again.
When you click [Apply], a message such as "The server has returned ineffective or unrecognizable response" or "No data" is displayed on the browser.	Is the password correct? The password you re-entered for confirmation does not match. Enter the password correctly.
	Restart the machine.

Problems With E-mail Functions

A list is provided with possible solutions to problems you may encounter in not being able to send an e-mail.

Symptom	Remedy
Unable to send an e-mail	Is [Send E-mail] set to [Enabled]?
	Have settings such as the SMTP server's address been made correctly?
	Have you entered the recipient e-mail address correctly?
	Is the SMTP server working properly? Check with your Network Administrator.
	Is the system administrator's e-mail address set?

Internet/Intranet Connection Problems

The table below lists possible causes and solutions for problems that may occur when connecting to the Internet or an intranet.

Unable to Connect to the Internet or an Intranet

Possible Cause	Remedy
The IP address has not been set correctly.	Check the IP address setting. If the IP address has not been set correctly, specify a fixed IP address or use DHCP or Autonet to resolve the IP address.
The IP gateway address has not been set correctly.	Enter the IP gateway address correctly when connecting to a proxy server or web server via an IP gateway.
The subnet mask has not been set correctly.	Set the subnet mask correctly, to match the environment in use.
The DNS server address has not been set correctly.	Check the DNS server address.
The DNS server selected cannot resolve the address.	Select a DNS server that can resolve the address. <ul style="list-style-type: none"> When connecting via the proxy server Set the IP address of a DNS server that can resolve the address of the proxy server. When not connecting via the proxy server Set the IP address of a DNS server that can resolve the destination address.
The setting of the address that does not use a proxy server is incorrect.	Confirm whether only addresses that do not use a proxy server are set. Even if addresses not through a proxy server are specified using the FQDN, if a server is directly accessed using its IP address, the registered server is not excluded. Set the address not to use a proxy server. Likewise, even if you directly specify an address that does not use a proxy server, if a server is accessed with the FQDN, the registered server is not excluded. Set an IP address with the FQDN not to use a proxy server.
The connected server or proxy server is down.	Check whether the server or proxy server to connect to is working normally.
A network cable is disconnected or broken.	Check the network cable connections. The use of a spanning tree environment is recommended to create a network environment resistant to disconnections.
Unable to communicate due to the load on the server application.	Wait a while, and then access the server again.
An error has occurred but is not displayed on the control panel.	Errors that occur while executing background processes are not displayed on the control panel. Print the Job History Report to check the execution results.

Possible Cause	Remedy
Unable to connect due to an access restriction set in the proxy server, firewall or web server.	Types of access restrictions are listed below. Check the set access restriction. <ul style="list-style-type: none"> • Address (port) restriction • SSL restriction • User access (or access authority level) restriction • Content block • Scheme restriction (such as restriction on use of HTTP) • Forwarded data size restriction • Method restriction (such as restriction on use of POST) • HTTP header restriction (such as access permitted only on certain browsers) • Time restriction (such as use permitted only during certain time slots)

Unable to Connect to the Desired Web Server

Symptom	Remedy
The machine is not set to use a proxy server.	If the machine is not set to use a proxy server in an environment that uses one, you cannot connect to the desired web server. Set the machine to use a proxy server.
The machine is set to use a proxy server even though the environment does not use a proxy server.	Do not set the machine to use a proxy server in an environment not requiring the use of the proxy server (such as an intranet).
The proxy server address has not been set correctly.	If the machine is set to use a proxy server, you will not be able to connect to the desired web server if the proxy server address is not set correctly. Set the proxy server address correctly.
Unable to connect because the user name or password is incorrect when the proxy server requires authentication.	Set a user name and password in the machine that the proxy server will permit connection for.

IPv4 or IPv6 Connection Problems

The table below lists possible solutions to problems that may occur when connecting to an IPv4 or IPv6 address.

Unable to Connect to an IPv4 Address

Symptom	Remedy
When entering an IPv4 address, the machine does not work properly when 0 is added to the head of values in the address, such as 192.0.2.014	Do not add 0 to the head of address values.

Unable to Connect to an IPv6 Address

Symptom	Remedy
Unable to access the machine by specifying a link-local address.	Append a scope ID to the link-local address. For example, when using Internet Explorer 7 in Windows Vista to access the machine by specifying fe80::203:baff:fe48:9010, append the Windows Vista Ethernet adapter local area connection number (such as 8) as the scope ID (for example, enter fe80::203:baff:fe48:9010 % 8).
Unable to communicate with a Windows operating system supporting IPv6.	Set fixed addresses in Windows operating systems supporting IPv6.
Searches for devices outside the router do not work properly.	When going outside the router in an SMB search, enter the recipient address directly. Multicasting is only supported within a local link (FF02::1).

Unable to Print in an IPv6 Environment

Symptom	Remedy
Unable to use a shared Windows printer from a Windows operating system supporting IPv6 in an IPv6 network environment without a DNS server.	Register the machine's computer name in the "hosts" file in the Windows operating system supporting IPv6. Example: Register the name in the file C:\Windows\system32\driver\etc\hosts.

Unable to Scan in an IPv6 Environment

Symptom	Remedy
The file forwarding service fails when only a link-local address is assigned.	Assign a global address.
In an IPv6 network environment without a DNS server, the file forwarding operation fails when you specify a computer name on the data storage server for the Scan to PC (Network) SMB service.	Specify an IPv6 address directly on the data storage server for the Scan to PC (Network) SMB service.
The machine doesn't operate correctly when using a literal-format IPv6 address to specify an e-mail address for an e-mail service. Example: csw@[ipv6:2001:db8::1]	When using an IPv6 environment, use a DNS server and specify e-mail addresses in FQDN format.

Other IPv6 Problems

Symptom	Remedy
IPv6 addresses are not entered correctly in output Job Logs.	Use IPv4.

Error Code

This section describes error codes.

An error message and error code (xxx-xxx) is displayed if printing terminated abnormally because of an error, or a malfunction occurred in the machine.

Refer to the error codes in the following table to resolve problems.

Important • If an error code is displayed, any print data remaining in the machine and information stored in the machine's memory is not secured.

If an error code is displayed that is not listed in the following table, or if you cannot resolve an error despite following the instructions described in the table, contact our Customer Support Center. The contact number is printed on the label or card attached to the machine.

Error Code	Cause and Remedy
003-500	[Cause] When using the Pages per Side function, the printout doesn't fit in the paper with the specified reduction/enlargement factor. [Remedy] Press the control panel's <Stop> button, and change the setting.
003-754	[Cause] An IPS error occurred. [Remedy] Press the control panel's <Stop> button, and cancel the job.
003-795	[Cause] When enlarging/reducing a scanned document to the paper size specified, the reduction/enlargement ratio exceeds the allowed range. [Remedy] Press the control panel's <Stop> button, and change the setting.
003-942	[Cause] A document with a non-standard size is set in the document feeder. [Remedy] Press the control panel's <Stop> button, and check the document.
003-956	[Cause] A document with a non-standard size is set on the document glass. [Remedy] Press the control panel's <Stop> button, and check the document.
003-963	[Cause] When [Auto] is set for [Paper Supply] for a copy job, the size of the scan document is larger than the paper size that can be copied. [Remedy] Press the control panel's <Stop> button, and change the setting.
003-972	[Cause] Exceeded the maximum pages that can be scanned during a copy/scan job. [Remedy] Press the control panel's <Start> button to redo the operation or press the <Stop> button to cancel the operation.
003-973	[Cause] The image size is too large when enlarging/reducing a scanned document that does not match the orientation of paper. [Remedy] Take one of the following measures. <ul style="list-style-type: none"> • Reduce the magnification with [Reduce/Enlarge]. • Change the orientation of paper or document.
004-345	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.

Error Code	Cause and Remedy
005-122 005-123 005-125 005-131 005-132 005-134 005-135 005-136 005-139 005-145 005-147 005-196 005-197 005-198 005-199	[Cause] A document jam occurred in the document feeder. [Remedy] Remove the jammed document. Refer to "Document Jams" (P.234).
005-210 005-275 005-280	[Cause] An error occurred in the document feeder. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
005-305	[Cause] The document feeder's left cover is open. [Remedy] Close the document feeder's left cover.
005-500	[Cause] An error occurred in the document feeder. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
005-907 005-908 005-913	[Cause] A document jam occurred in the document feeder. [Remedy] Remove the jammed document. Refer to "Document Jams" (P.234).
005-940	[Cause] An error occurred in the document feeder. [Remedy] Press the control panel's <Stop> button, and set the document on the document feeder again.
005-948	[Cause] A document size mismatch error occurred in the document feeder. [Remedy] Press the control panel's <Stop> button, and cancel the job.
007-270	[Cause] Tray 1 malfunction. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 1.
007-271	[Cause] Tray 2 malfunction. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 2.
007-272	[Cause] Tray 3 malfunction. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 3.

Error Code	Cause and Remedy
007-273	<p>[Cause] Tray 4 malfunction.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center. You can use a tray other than Tray 4.</p>
010-311 010-312 010-320 010-327 010-379 010-392	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
010-602	<p>[Cause] Temperature sensor of the machine detected abnormality.</p> <p>[Remedy] The machine will automatically recover when the machine cools down. Wait for a while, and try again.</p>
016-214 016-346 016-372	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
016-500 016-501 016-502 016-504	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
016-570	<p>[Cause] A communication error occurred while printing.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
016-571	<p>[Cause] A communication error occurred during print processing.</p> <p>[Remedy] The machine will automatically recover. Wait a moment, and try again.</p>
016-598	<p>[Cause] The size of an e-mail page exceeds the maximum message size because of page splitting.</p> <p>[Remedy] Press the control panel's <Start> button to redo the operation, or press the <Stop> button to cancel the operation.</p>
016-742 016-744	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
016-749	<p>[Cause] An error occurred.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
016-759	<p>[Cause] A setting has been entered for the maximum number of permitted copies, and has been reached. Alternatively, a user who has reached their maximum number of copies logged in.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
016-764	<p>[Cause] An error occurred on the network.</p> <p>[Remedy] Press the control panel's <Stop> button and cancel the job.</p>
016-765 016-766	<p>[Cause] The SMTP server's memory area for incoming e-mail is full.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
016-767	<p>[Cause] Unable to send the e-mail because the address is not correct</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>

Error Code	Cause and Remedy
016-768	[Cause] E-mail data creation failed. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-776	[Cause] A job is canceled. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-781	[Cause] Unable to resolve the SMTP server name when sending an e-mail. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-791	[Cause] The machine could not send data when executing the Scan to PC (Network) or Scan to E-mail function. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-799	[Cause] An invalid print parameter is included in the print data of the application, or the print data and the Print Setup settings may not match. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-981	[Cause] The EPC memory is full. [Remedy] Press the control panel's <Start> button to redo the operation, or press the <Stop> button to cancel the operation.
016-982	[Cause] The memory is full while scanning the first page with Scan to PC service. [Remedy] Press the control panel's <Stop> button, and cancel the job.
016-985	[Cause] The attachment size using the Scan to E-mail service exceeds the maximum size. [Remedy] Press the control panel's <Start> button to redo the operation, or press the <Stop> button to cancel the operation.
017-745	[Cause] Exceeded the maximum storage size using SMB of the Scan to PC service. [Remedy] Press the control panel's <Start> button to redo the operation, or press the <Stop> button to cancel the operation.
024-365	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
024-910	[Cause] The paper size set for Tray 1 and the paper size specified for the job are not the same. [Remedy] Press the control panel's <Stop> button to cancel the job or change the paper to the specified paper size.
024-911	[Cause] The paper size set for Tray 2 and the paper size specified for the job are not the same. [Remedy] Press the control panel's <Stop> button to cancel the job or change the paper to the specified paper size.
024-912	[Cause] The paper size set for Tray 3 and the paper size specified for the job are not the same. [Remedy] Press the control panel's <Stop> button to cancel the job or change the paper to the specified paper size.

Error Code	Cause and Remedy
024-913	<p>[Cause] The paper size set for Tray 4 and the paper size specified for the job are not the same.</p> <p>[Remedy] Press the control panel's <Stop> button to cancel the job or change the paper to the specified paper size.</p>
024-915	<p>[Cause] The paper size set for Tray 5 and the paper size specified for the job are not the same.</p> <p>[Remedy] Press the control panel's <Stop> button to cancel the job or change the paper to the specified paper size.</p>
024-950	<p>[Cause] There is no paper in Tray 1 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-946	<p>[Cause] A size error occurred in Tray 1.</p> <p>[Remedy] Confirm that the paper guide is adjusted to the paper size supported in Tray 1.</p>
024-947	<p>[Cause] A size error occurred in Tray 2.</p> <p>[Remedy] Confirm that the paper guide is adjusted to the paper size supported in Tray 2.</p>
024-948	<p>[Cause] A size error occurred in Tray 3.</p> <p>[Remedy] Confirm that the paper guide is adjusted to the paper size supported in Tray 3.</p>
024-949	<p>[Cause] A size error occurred in Tray 4.</p> <p>[Remedy] Confirm that the paper guide is adjusted to the paper size supported in Tray 4.</p>
024-950	<p>[Cause] There is no paper in Tray 1 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-951	<p>[Cause] There is no paper in Tray 2 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-952	<p>[Cause] There is no paper in Tray 3 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-953	<p>[Cause] There is no paper in Tray 4 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-954	<p>[Cause] There is no paper in Tray 5 and another tray cannot be selected.</p> <p>[Remedy] Load more paper, or press the control panel's <Stop> button to cancel the job.</p>
024-958	<p>[Cause] The paper guides are in an unsupported position in Tray 5.</p> <p>[Remedy] Press the control panel's <Stop> button, or check the position of the paper guides.</p>
024-959	<p>[Cause] Tray 1 has not been inserted or the paper guides are in an unsupported position.</p> <p>[Remedy] Press the control panel's <Stop> button and insert Tray 1, or check the position of the paper guides.</p>

Error Code	Cause and Remedy
024-960	<p>[Cause] Tray 2 has not been inserted or the paper guides are in an unsupported position.</p> <p>[Remedy] Press the control panel's <Stop> button and insert Tray 2, or check the position of the paper guides.</p>
024-961	<p>[Cause] Tray 3 has not been inserted or the paper guides are in an unsupported position.</p> <p>[Remedy] Press the control panel's <Stop> button and insert Tray 3, or check the position of the paper guides.</p>
024-962	<p>[Cause] Tray 4 has not been inserted or the paper guides are in an unsupported position.</p> <p>[Remedy] Press the control panel's <Stop> button and insert Tray 4, or check the position of the paper guides.</p>
024-965	<p>[Cause] The paper specified for the job is not loaded into any of the trays.</p> <p>[Remedy] Load the specified paper, or press the control panel's <Stop> button to cancel the job.</p>
024-966	<p>[Cause] Attempted to select a tray automatically although all trays except the Tray 5 (bypass) are not selectable for auto selection.</p> <p>[Remedy] Press the control panel's <Stop> button, and try again.</p>
024-718	<p>[Cause] Incompatible print parameters are used. The combination of the specified features such as Document Size, Paper Size, Paper Tray, 2 sided printing, and Output Tray is incompatible.</p> <p>[Remedy] Confirm the print data, and try printing again.</p>
026-737	<p>[Cause] A network error occurred.</p> <p>[Remedy] Consult your network administrator whether the network or the server has any problem.</p>
027-518	<p>[Cause] Failed to login the forwarding destination.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
027-520	<p>[Cause] Invalid characters are used or the specified path is not found.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
027-522	<p>[Cause] Unable to write in the forwarding destination.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
027-528	<p>[Cause] Data could not be written to the shared folder because the computer's hard disk is full.</p> <p>[Remedy] Press the control panel's <Stop> button, and delete any unneeded data to create room on the hard disk.</p>
027-543	<p>[Cause] The SMB server (NetBIOS) name is invalid.</p> <p>[Remedy] Check whether the server name of the SMB server is correct, or press the control panel's <Stop> button to cancel the job.</p>
027-779	<p>[Cause] Failed to authenticate the SMTP server.</p> <p>[Remedy] Press the control panel's <Stop> button, and cancel the job.</p>
033-550 033-567	<p>[Cause] Unable to register in the Address Book.</p> <p>[Remedy] The machine will automatically recover. Wait for a while, and try again.</p>

Error Code	Cause and Remedy
041-210 041-211	[Cause] An error occurred in Tray 3 or Tray 4. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
042-325	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
042-400	[Cause] The odor filter life is over. [Remedy] Contact our Customer Support Center.
042-614	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.
045-310	[Cause] An error occurred. [Remedy] Removed the jammed paper. Refer to "Paper Jams" (P.228).
045-313 047-218 061-321 061-325	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-277	[Cause] An error occurred in the document feeder. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-300	[Cause] The document cover is open. [Remedy] Lower the document cover.
062-311	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
062-360 062-371 062-380 062-386 062-389 062-393 062-396	[Cause] An error occurred. [Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.
071-105	[Cause] An error occurred in the left cover [A] or Tray 1. [Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).
072-102	[Cause] An error occurred in the one tray module cover [B] or Tray 2. [Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).

Error Code	Cause and Remedy
072-105	<p>[Cause] A paper jam occurred in the one tray module cover [B].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
072-210 072-212 072-215 072-461 072-470	<p>[Cause] An error occurred in Tray 2 (One Tray Module).</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
073-102	<p>[Cause] A paper jam occurred in the two tray module cover [C] or Tray 3.</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
073-104	<p>[Cause] A paper jam occurred in the one tray module cover [B] or the two tray module cover [C].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
073-105	<p>[Cause] A paper jam occurred in the one tray module cover [B].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
073-210	<p>[Cause] An error occurred in Tray 3 (Two Tray Module).</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
074-101 074-103	<p>[Cause] A paper jam occurred in the two tray module cover [C] or Tray 4.</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
074-104	<p>[Cause] A paper jam occurred in the one tray module cover [B] or the two tray module cover [C].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
074-105	<p>[Cause] A paper jam occurred in the one tray module cover [B].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
074-210	<p>[Cause] An error occurred in Tray 4 (Two Tray Module).</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
075-135 077-101 077-103 077-104 077-106	<p>[Cause] A paper jam occurred in the left cover [A].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
077-129	<p>[Cause] A paper jam occurred in the left cover [A].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>

Error Code	Cause and Remedy
077-211	<p>[Cause] An error occurred in the Two Tray Module.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
077-212	<p>[Cause] An error occurred in the One Tray Module.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
077-300	<p>[Cause] The front cover is open.</p> <p>[Remedy] Close the front cover.</p>
077-301	<p>[Cause] The left cover [A] is open.</p> <p>[Remedy] Close the left cover [A].</p>
077-305	<p>[Cause] The two tray module cover [C] is open.</p> <p>[Remedy] Close the two tray module cover [C].</p>
077-309	<p>[Cause] The one tray module cover [B] is open.</p> <p>[Remedy] Close the one tray module cover [B].</p>
077-900 077-901	<p>[Cause] A paper jam occurred in the left cover [A].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
077-904	<p>[Cause] A paper jam occurred in the one tray module cover [B].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
077-905 077-906	<p>[Cause] A paper jam occurred in the two tray module cover [B] or [C].</p> <p>[Remedy] Remove the jammed paper. Refer to "Paper Jams" (P.228).</p>
091-313	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
091-401	<p>[Cause] The drum cartridge needs to be replaced soon.</p> <p>[Remedy] Replace the drum cartridge soon.</p>
091-402	<p>[Cause] The drum cartridge needs to be replaced soon.</p> <p>[Remedy] Replace the drum cartridge. Refer to "Replacing the Drum Cartridge" (P.182).</p>
091-406	<p>[Cause] The drum cartridge life is over.</p> <p>[Remedy] Replace the drum cartridge. Contact your local Fuji Xerox representative or sales representative.</p>
091-424	<p>[Cause] The drum cartridge life is over.</p> <p>[Remedy] Replace the drum cartridge immediately. Contact your local Fuji Xerox representative or sales representative. Refer to "Replacing the Drum Cartridge" (P.182).</p>

Error Code	Cause and Remedy
091-430	<p>[Cause] The drum cartridge life is over.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p> <p>Refer to "Replacing the Drum Cartridge" (P.182).</p>
091-440	<p>[Cause] The drum cartridge need to be replaced soon.</p> <p>[Remedy] Prepare a new drum cartridge.</p> <p>Refer to "Replacing the Drum Cartridge" (P.182).</p>
091-441	<p>[Cause] The drum cartridge need to be replaced soon.</p> <p>[Remedy] Replace the drum cartridge. Contact your local Fuji Xerox representative or sales representative.</p>
091-914 091-915 091-916	<p>[Cause] An error occurred with the drum cartridge.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
091-921	<p>[Cause] An error occurred with the drum cartridge.</p> <p>[Remedy] Replace the drum cartridge. Contact your local Fuji Xerox representative or sales representative.</p>
092-660	<p>[Cause] A drum cartridge error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
092-661	<p>[Cause] Temperature SNR (in CRU) value is out of range.</p> <p>[Remedy] Exchange the Sensor unit, and switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
092-668	<p>[Cause] ATC SNR (in drum cartridge) value is out of range.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
092-910	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power.</p>
093-312	<p>[Cause] An error occurred with the toner cartridge.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
093-400	<p>[Cause] There is no more toner in the toner cartridge.</p> <p>[Remedy] Replace the toner cartridge.</p>
093-406	<p>[Cause] The toner cartridge needs to be replaced soon.</p> <p>[Remedy] Prepare a new toner cartridge.</p>
093-912	<p>[Cause] There is no more toner in the toner cartridge.</p> <p>[Remedy] Replace the toner cartridge.</p>
093-956	<p>[Cause] There is no more toner in the toner cartridge.</p> <p>[Remedy] Remove the seal on the drum cartridge.</p>

Error Code	Cause and Remedy
093-959	<p>[Cause] An error occurred with the drum cartridge.</p> <p>[Remedy] Replace the drum cartridge. Contact your local Fuji Xerox representative or sales representative.</p> <p>Refer to "Replacing the Toner Cartridge" (P.179).</p>
116-317 116-321 116-323	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
116-324	<p>[Cause] An error occurred.</p> <p>[Remedy] The machine will automatically recover. Wait for a while, and try again.</p>
116-334 116-377 116-390	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
116-747	<p>[Cause] Unable to complete scanning due to the scanning area being too small.</p> <p>[Remedy] Decrease the value of the Edge Erase or reduce the zoom ratio.</p>
117-319 117-320 117-321 117-329 117-332 123-314	<p>[Cause] An error occurred.</p> <p>[Remedy] Switch off the machine power, make sure that the display is blank, and then switch on the machine power. If the same message is displayed again, contact our Customer Support Center.</p>
127-396	<p>[Cause] Failed to create an e-mail data.</p> <p>[Remedy] Press the control panel's <Stop> button, and try again.</p>

Paper Jams

This section describes procedures to clear paper jams.

When a paper jam occurred, the machine stops and an alarm beeps. A message is also displayed on the screen.

Carefully remove the jammed paper without tearing it. Do not leave any pieces of paper in the machine.

- Note**
- If the paper jam message remains displayed after you have cleared it, paper is jammed in another part of the machine. Follow the instructions in the message to take the required action.
 - After removing the jammed paper, a copy job resumes automatically.
 - A print job resumes automatically from the page being printed just before the paper jam occurred.
 - While running a copy job using the document feeder without collating the copied output (meaning that the document feeder feeds and scans the documents one sheet at a time), if a paper jam occurs on the machine, the machine resumes to make a copy of the already scanned document automatically after removing the jammed paper. However, as for the remaining document, you must press the <Start> button again to allow the document feeder to feed and scan the rest of the loaded documents.

⚠ WARNING

If you need to pull out a tray to remove paper jam, contact your local Fuji Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

⚠ 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.

Error Code	Message	Area to Check/ Check Procedure	See Page:
071-105	Paper Jam in Tray 1 Check Tray 1. Open Cover A and remove paper.	1. Left cover [A] 2. Tray 1	P.229 P.232
072-102	Paper Jam in Tray 2 Check Tray 2. Open Cover B and remove paper.	1. One tray module cover [B] 2. Tray 2	P.231 P.232
072-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover [B]	P.231
073-102	Paper Jam in Tray 3 Check Tray 3. Open Cover C and remove paper.	1. Two tray module cover [C] 2. Tray 3	P.231 P.232
073-104	Paper Jam at Covers B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover [B] 2. Two tray module cover [C]	P.231 P.231
073-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover [B]	P.231

Error Code	Message	Area to Check/ Check Procedure	See Page:
074-101 074-102	Paper Jam in Tray 4 Check Tray 4. Open Cover C and remove paper.	1. Two tray module cover [C] 2. Tray 4	P.231 P.232
074-104	Paper Jam at Covers B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover [B] 2. Two tray module cover [C]	P.231 P.231
074-105	Paper Jam at Cover B Open Cover B and remove paper.	One tray module cover [B]	P.231
075-135	Paper Jam in Tray 5 Remove paper from Tray 5 and remove paper.	1. Left cover [A] 2. Tray 5	P.229 P.233
077-101	Paper Jam at Cover A Open Cover A and remove paper.	Left cover [A]	P.229
077-103 077-104 077-106	Paper Jam Open Cover A and remove paper.		
077-129	Paper Jam at Duplex Module Open Cover A, and remove paper.		
077-900	Paper Jam at Cover A Open Cover A and remove paper.		
077-901	Paper Jam Open Cover A and remove paper.		
077-904	Paper Jam at Cover B Open Cover B and remove paper.		
077-905 077-906	Paper Jam at Cover B and C Open Cover B and Cover C, and remove paper.	1. One tray module cover [B] 2. Two tray module cover [C]	P.231 P.231

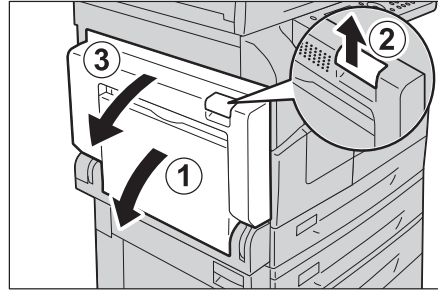
- Important** • Pulling out a tray after a paper jam without checking where the jam is located may cause the paper to tear and leave shreds inside the machine. To prevent equipment failure, check the location of paper jams before attempting to clear them.
- The paper jam display will not go out if paper shreds remain in the machine.
 - When clearing paper jams, leave the machine's power ON. Switching the power OFF erases information stored in the machine's memory.
 - Do not touch parts inside the machine. Printing errors may result.

Paper Jam in Left Cover [A]

Follow the steps below to clear paper jams inside the machine's left cover.

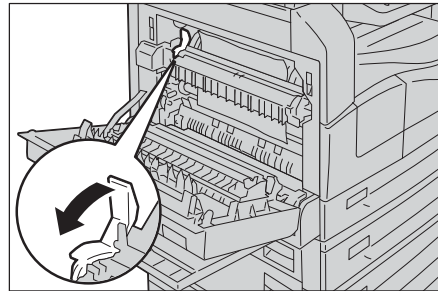
- Important** • When removing paper, there may be an image on the machine's Transfer Belt (the black film belt) inside the left cover. Do not touch the Transfer Belt. Image quality may be affected, or the Transfer Belt may be damaged and need replacement.

- 1** Open Tray 5 (1), and then while lifting up the release lever (2) gently open the top left cover (3).



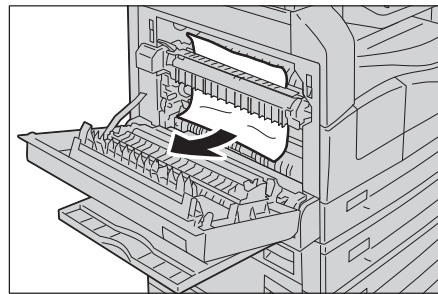
■ **If the paper is jammed around the fusing unit**

- 1) Pull down the latch.



- 2) Remove the jammed paper.

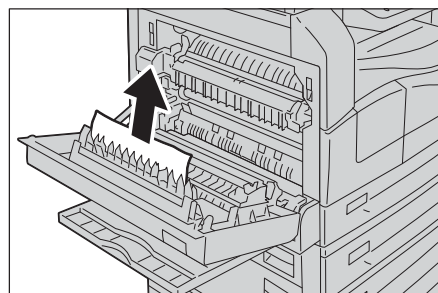
Note • Do not leave any torn pieces of paper inside the machine.



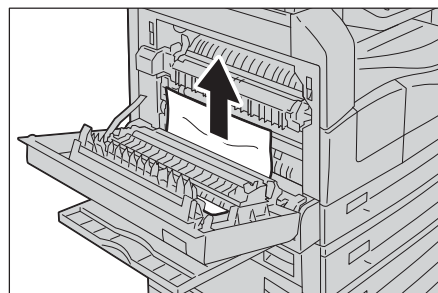
- 3) Return the latch back to their position.

■ **If the paper is jammed within the left cover**

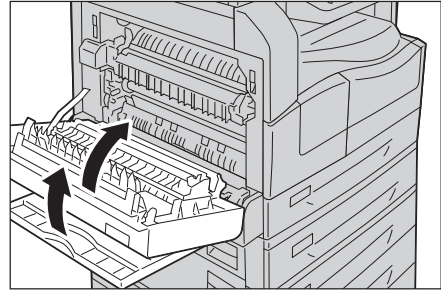
- 1) If the paper is jammed in the location as shown in the right figure, remove the jammed paper pulling upwards.



- 2) If the paper is jammed in the location as shown in the right figure, remove the jammed paper pulling upwards.



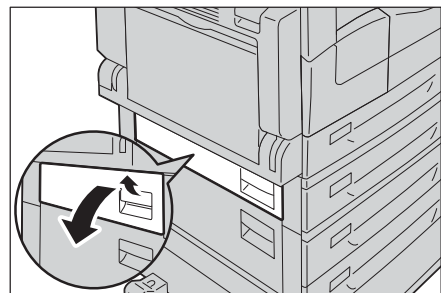
- 2 Push on the center of the left cover, close it slowly, and raise the Tray 5 (bypass).



Paper Jam in One Tray Module Cover [B]

Follow the steps below to clear paper jams inside the machine's one tray module cover.

- 1 Pull the release lever, and slowly open the one tray module cover.

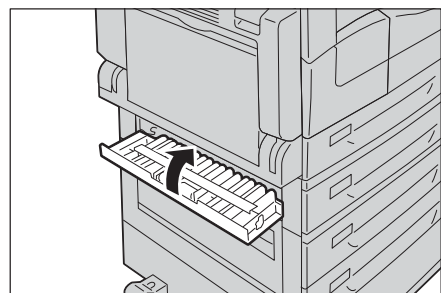


- 2 Remove the jammed paper.

- Note**
- The paper may be jammed in the upper part where it is difficult to see. Check thoroughly for jammed paper.
 - If the paper tears, check to make sure there are no remaining shreds in the machine.



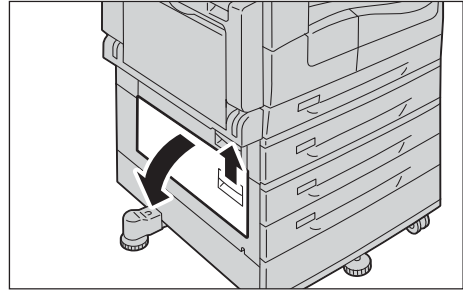
- 3 Close the one tray module cover gently.



Paper Jam in Two Tray Module Cover [C]

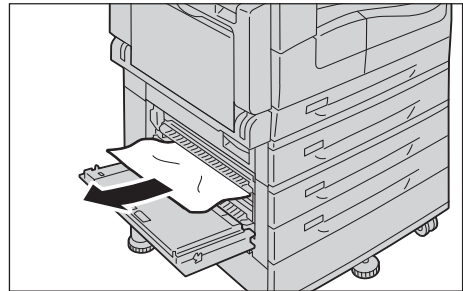
Follow the steps below to clear paper jams inside the machine's two tray module cover.

- 1** Pull the release lever, and slowly open the two tray module cover.

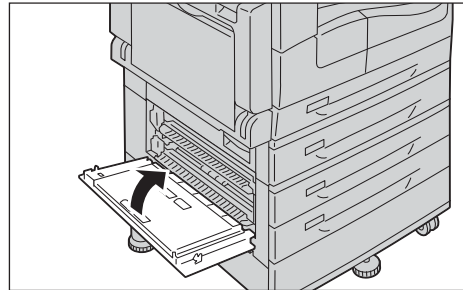


- 2** Remove the jammed paper.

- Note**
- The paper may be jammed in the upper part where it is difficult to see. Check thoroughly for jammed paper.
 - If the paper tears, check to make sure there are no remaining shreds in the machine.



- 3** Close the two tray module cover gently.



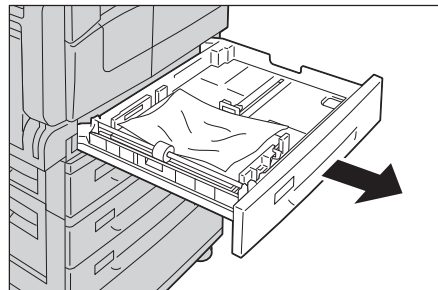
Paper Jams in Tray 1 to 4

Follow the steps below to clear paper jams in Tray 1 to 4.

- 1** Remove the jammed paper by referring to the following:
- Tray 1: "Paper Jam in Left Cover [A]" (P.229)
 - Tray 2 (optional): "Paper Jam in One Tray Module Cover [B]" (P.231)
 - Tray 3 to 4 (optional): "Paper Jam in Two Tray Module Cover [C]" (P.231)

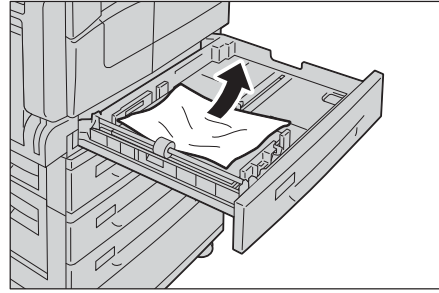
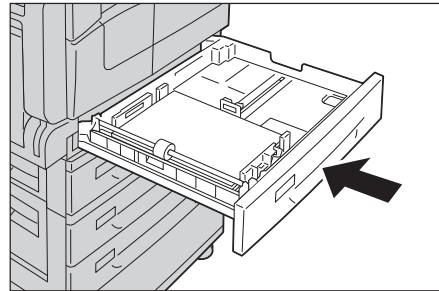
- 2** If the jammed paper cannot be removed, pull out the tray.

- Important** • Pulling out a tray after a paper jam without checking where the jam is located may cause the paper to tear and leave shreds inside the machine. To prevent equipment failure, check the location of paper jams on the display before attempting to clear them.



3 Remove the jammed paper.

- Note**
- If the paper tears, check to make sure there are no remaining shreds in the machine.

**4** Push the tray in gently until it stops.

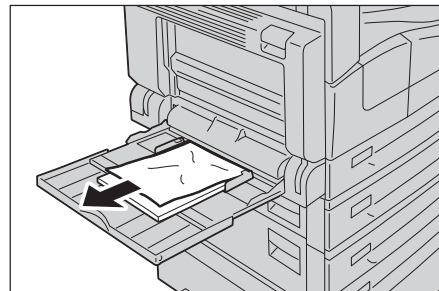
Paper Jams in Tray 5 (bypass)

Follow the steps below to clear a paper jam in Tray 5 (bypass).

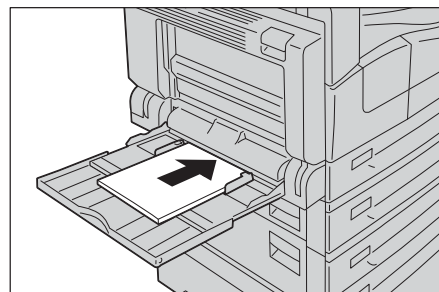
- 1** Remove the jammed paper by referring to "Paper Jam in Left Cover [A]" (P.229).
- 2** Inspect the inside (around the paper feed entrance) of the Tray 5 (bypass), and remove the jammed paper.

- Important**
- If multiple sheets of paper were loaded, remove all the paper while you clear the jam.

- Note**
- If the paper tears, check to make sure there are no remaining shreds in the machine.



- 3** If multiple sheets of paper were loaded, align the corners of the removed paper.
- 4** Insert the paper with the side to print on facing down, aligning it so that its leading edge lightly contacts the paper feed entrance.



Document Jams

When a document jam occurred in the document feeder, the machine stops and an alarm beeps. A message is also displayed on the screen.

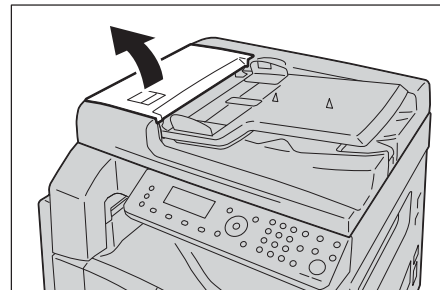
Error Code	Message
005-122	Document Feeder Jam Open Document Feeder Cover and remove paper.
005-123	
005-125	
005-131	
005-132	
005-134	
005-135	
005-136	
005-139	
005-145	
005-147	
005-196	
005-198	
005-199	
005-907	
005-908	
005-913	
005-197	Unavailable Original Size Open Document Feeder Cover and remove paper.

Follow the steps below to remove the jammed document.

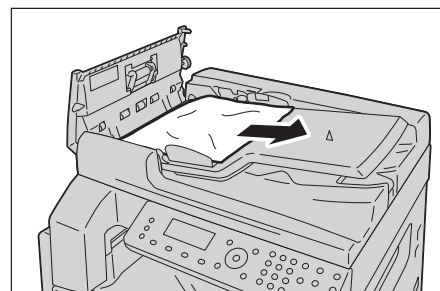
- 1 Pull up the front handle of the document feeder cover, and open the document feeder cover completely.

Note

- The cover will remain fixed in position when fully opened. Open the cover slowly.

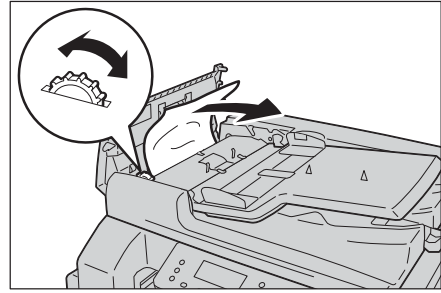


- 2 If the document has not yet been fed into the feeder, remove it.

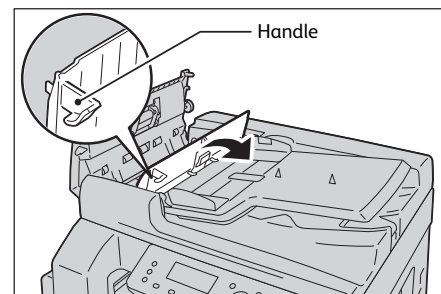


- 3** If you cannot find the document, turn the knob to feed the document to the top, then remove it.

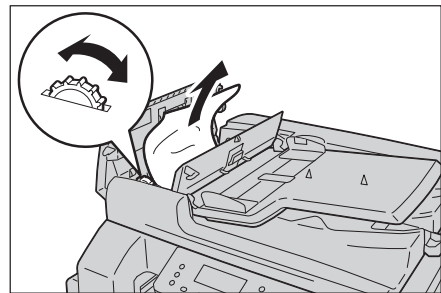
Important • If the document has been fed into the feeder, do not pull it out directly. The document may tear.



- 4** If you cannot find the document, lift up the handle to open the inner cover.

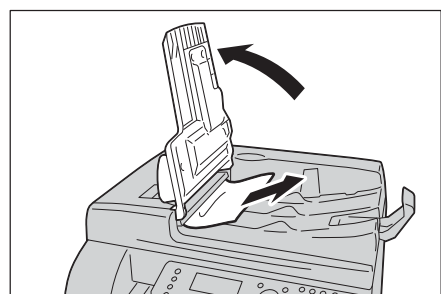


- 5** Turn the knob to feed the document to the top, then remove it.



Note • If the document has been fed into the feeder, do not pull it out directly. The document may tear.

- 6** Close the document feeder's inner cover.
- 7** Close the document feeder cover until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.
- 8** If you cannot find the document, carefully lift up the document feeder. If you find the document, remove it, and then close the document feeder.
- 9** If you cannot find the document in Step 8, lift up the document feeder tray and remove the document.



- 10** Carefully move the document feeder tray back into position.

- 11** Make sure that the document is not torn, wrinkled, or folded, and then reload the documents to complete the job.

After removing the jammed document:

Copy:

Place the unscanned document again including the jammed pages.

Scan (E-mail/PC(Network)):

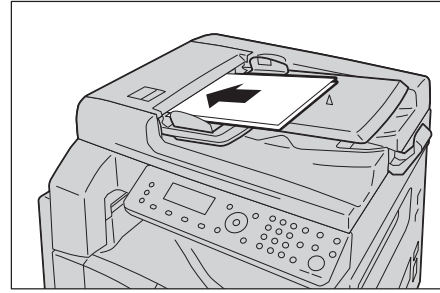
Place the entire document again.

If the scanned data is already sent, place the unscanned document again including the jammed pages.

Scan (TWAIN/WIA(Windows Image Acquisition)):

Place the unscanned document again including the jammed pages.

Note • Torn, wrinkled or folded document pages can cause document jams, or damage. Always copy torn, wrinkled, or folded documents by placing them directly on the document glass.



13 Appendix



This chapter describes the machine specifications, optional components, and notes and restrictions.

- Specifications 238
- Printable Area 243
- Optional Components 244
- Notes and Restrictions..... 245

Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

■ Basic Functions/Copy Functions

Type	Desktop
Memory Capacity	512 MB
Hard Disk Capacity	-
Scan Resolution	600 × 600 dpi
Print Resolution	600 × 600 dpi
Halftone	256 shades of gray scales
Warm-up Time	19 seconds or less Important • At room temperature, 20°C
Original Size	The maximum size is 297 × 432 mm (A3, 11 × 17") for both sheets and books.
Paper Size	Maximum: 297 x 432 mm, A3, 11 × 17" Minimum: A5 (Tray 5 (bypass): 127 x 98 mm) Image loss width: 4 mm max. at top, right, and left; 4 mm max. at bottom
Paper Weight	Tray 1 (standard): 60 - 90 gsm Tray 2 to 4 (optional): 60 - 216 gsm Tray 5 (bypass): 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: 6.5 sec. or less (A4 ) Document feeder: 11 sec. or less (A4 )
Reduction/Enlargement	Size-for-Size 1:1 ± 0.8 % Preset %: 50.0 %, 70.7 %, 81.6 %, 86.6 %, 100 %, 115.4 %, 122.5 %, 141.4 %, 200.0 % Variable %: 25 % - 400 % (1 % increments)

Continuous Copy Speed	<p><DocuCentre S2520> Paper Trays 1 to 4: Continuous 1 Sided copy/same magnification A4☐, B5☐, 8.5 x 11"☐: 25 sheets / minute A4, 8.5 x 11": 16 sheets / minute B4: 15 sheets / minute A3: 13 sheets / minute</p> <p>Paper Trays 1 to 4: Continuous 2 Sided copy/same magnification A4☐, B5☐, 8.5 x 11"☐: 18 pages / minute A4, 8.5 x 11": 10 pages / minute B4: 9 pages / minute A3: 8 pages / minute</p> <p><DocuCentre S2320> Paper Trays 1 to 4: Continuous 1 Sided copy/same magnification A4☐, B5☐, 8.5 x 11"☐: 23 sheets / minute A4, 8.5 x 11": 15 sheets / minute B4: 12 sheets / minute A3: 12 sheets / minute</p> <p>Paper Trays 1 to 4: Continuous 2 Sided copy /same magnification A4☐, B5☐, 8.5 x 11"☐: 17 pages / minute A4, 8.5 x 11": 9 pages / minute B4: 8 pages / minute A3: 8 pages / minute</p> <p>Important • The speed may be reduced due to image quality adjustment.</p> <ul style="list-style-type: none"> • These are the speeds used for Bond, Plain, and Recycled paper. Print performance can be varied depending on the type of paper used. • When using 80 gsm paper
Paper Tray Capacity	<p>Standard: 350 sheets (Tray 1 (250 sheets) + Tray 5 (bypass) (100 sheets)) Optional: 500 sheets (One Tray Module) and 1,000 sheets (Two Tray Module) Maximum Paper Capacity: 1,850 sheets (Standard + One Tray Module + Two Tray Module)</p> <p>Important • When using 80 gsm paper</p>
Continuous Copy	999 sheets
Output Tray Capacity	<p>250 sheets (A4)</p> <p>Important • When using 80 gsm paper</p>
Power Source	AC 220 - 240 V ±10 %, 6A, 50/60 Hz
Power Consumption	<p>AC 220V: 1.3kW or less AC 240V: 1.4kW or less Low Power mode: 14W or less Sleep mode: 2W or less</p>
Dimensions	<p>Width 595 × Depth 584 x Height 484 mm (with platen cover) Width 595 × Depth 584 x Height 569 mm (with document feeder)</p>
Weight	<p>27 kg (with platen cover) 33 kg (with document feeder)</p> <p>Important • Toner cartridge is not included.</p>
Space Requirement	<p>Width 947 × Depth 584 mm (with platen cover) Width 947 × Depth 584 mm (with document feeder)</p> <p>Important • When the Tray 5 (bypass) is fully extended.</p>

■ Print Functions

Type	Built-in
Paper Size	Same as the Basic Functions/Copy Functions
Continuous Print Speed	Same as the Basic Functions/Copy Functions Important • The speed may be reduced due to image quality adjustment. Print speed may also drop depending on the document.
Print Resolution	Output resolution: 600 × 600 dpi Data processing resolution: 600 × 600 dpi
PDL	Standard: FX HBPL (Host Based Print Language)
Protocol	Network connection: TCP/IP (lpd, Port9100)
Supported Operating System	Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows® XP Professional x64 Edition, Microsoft® Windows Server® 2003 x64 Edition, Microsoft® Windows Vista®, Microsoft® Windows Vista® x64 Edition, Microsoft® Windows Server® 2008, Microsoft® Windows Server® 2008 x64 Edition, Microsoft® Windows Server® 2008 R2, Microsoft® Windows® 7, Microsoft® Windows® 7 x64 Edition, Microsoft® Windows® 8 x64 Edition, Microsoft® Windows® 8, Microsoft® Windows Server® 2012 x64 Edition, Microsoft® Windows® 8.1, Microsoft® Windows® 8.1 x64 Edition Microsoft® Windows Server® 2012 R2, Important • For information about the latest supported OS, refer to the Fuji Xerox Web site.
Interface	USB 2.0, Ethernet 10BASE-T/100BASE-TX

■ Scan Functions

Type	Color scanner
Original Size	Same as the Basic Functions/Copy Functions.
Scan Resolution	Monochrome/Color: 600 × 600 dpi, 400 × 400 dpi, 300 × 300 dpi, 200 × 200 dpi
Original Scanning Speed*	<DocuCentre S2520> Monochrome: 28 sheets/minute (300 dpi) Color: 14 sheets/minute (300 dpi) <DocuCentre S2320> Monochrome: 25 sheets/minute (300 dpi) Color: 14 sheets/minute (300 dpi) Standard document is ISO IEC24734 (A4□, first sheet, scan driver (USB 2.0)).
Interface	USB 2.0, Ethernet 100BASE-TX/10BASE-T

Scan Driver	Interface	USB 2.0 (TWAIN,WIA1.0/WIA2.0)* ² , TCP/IP (TWAIN)
	Supported Operating Systems	Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows® XP Professional x64 Edition, Microsoft® Windows Server® 2003 x64 Edition, Microsoft® Windows Vista®, Microsoft® Windows Vista® x64 Edition, Microsoft® Windows Server® 2008, Microsoft® Windows Server® 2008 x64 Edition, Microsoft® Windows Server® 2008 R2, Microsoft® Windows® 7, Microsoft® Windows® 7 x64 Edition, Microsoft® Windows® 8 x64 Edition, Microsoft® Windows® 8, Microsoft® Windows Server® 2012 x64 Edition Microsoft® Windows Server® 2012 R2, Microsoft® Windows® 8.1, Microsoft® Windows® 8.1 x64 Edition
	File Format	Monochrome binary: PDF/TIFF/DocuWorks Color: PDF/JPEG/DocuWorks
Scan to PC	Protocol	TCP/IP (SMB)
	Supported Operating Systems	Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows® XP Professional x64 Edition, Microsoft® Windows Server® 2003 x64 Edition, Microsoft® Windows Vista®, Microsoft® Windows Vista® x64 Edition, Microsoft® Windows Server® 2008, Microsoft® Windows Server® 2008 x64 Edition, Microsoft® Windows Server® 2008 R2, Microsoft® Windows® 7, Microsoft® Windows® 7 x64 Edition, Microsoft® Windows® 8 x64 Edition, Microsoft® Windows® 8, Microsoft® Windows Server® 2012 x64 Edition Microsoft® Windows Server® 2012 R2, Microsoft® Windows® 8.1, Microsoft® Windows® 8.1 x64 Edition
	File Format	Monochrome binary: PDF/TIFF/DocuWorks Color: PDF/JPEG/DocuWorks
Scan to e-mail	Protocol	TCP/IP (SMTP Authentication)
	File Format	Monochrome binary: PDF/TIFF Color: PDF/JPEG

*1 :The scanning speed varies depending on documents.

*2 :WIA stands for Windows Image Acquisition.

*3 :Please refer to the Fuji Xerox web site for the latest support operating systems.

■ Duplex Automatic Document Feeder

Type	Duplex automatic document feeder
Original Size/Paper Weight	Maximum: A3, 11 × 17" Minimum: A5 38 - 128 gsm (2 Sided: 50 - 128 gsm)
Capacity	110 sheets Important • When using 80 gsm paper
Feeding Speed	<DocuCentre S2520> 25 sheets/minute (A4, 1 Sided), 18 pages/minute (A4, 2 Sided) <DocuCentre S2320> 23 sheets/minute (A4, 1 Sided), 17 pages/minute (A4, 2 Sided)
Dimensions/Weight	Width 540 × Depth 498 × Height 125 mm, 7.3 kg

■ Duplex Output Unit

Paper Size	Maximum: A3, 11 × 17" Minimum: A5, B5
Paper Weight	60 - 110 gsm Note • Use the bypass tray when using 91 - 110 gsm paper.

■ One Tray Module (Optional)

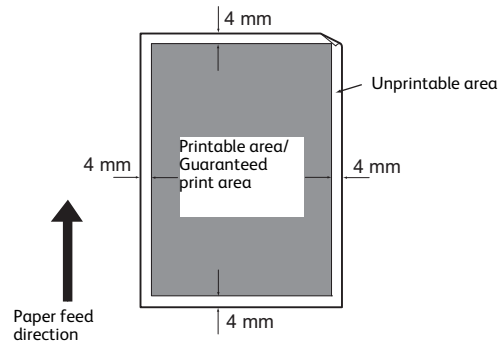
Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	500 sheets x 1 tray Note • When using 80 gsm paper.
Dimensions/Weight	Width 540 × Depth 523 × Height 117 mm, 11 kg

■ Two Tray Module (Optional)

Paper Size	Same as the Basic Functions/Copy Functions
Paper Weight	500 sheets x 2 trays Note • When using 80 gsm paper.
Dimensions/Weight	Width 635 × Depth 610 × Height 393 mm, 31 kg

Printable Area

The standard printable area is the area of the page within 4.0 mm from the top, bottom, left and right edges of the paper. The actual printable area may vary depending on the printer (plotter) and control language.



Optional Components

The following table shows the optional components available. To purchase these options, contact our Customer Support Center.

Product Name	Description
One Tray Module	A tray that can load 500 sheets of paper (when using 80 gsm paper).
Two Tray Module	A set of two trays that can load 500 sheets of paper per tray. (when using 80 gsm paper). This module is available only when the One Tray Module is installed.
Stand	A special stand used to mount the machine on the floor. Contains storage space for paper. This stand is available when the One Tray Module is installed.
Tray Lock	Locks the trays on the machine.
Localize Kit for VI	A control panel with Vietnamese, an error code label, and the Basic Operation Guide in Vietnamese.
Localize Kit for TH	A control panel with Thai, an error code label, and the Basic Operation Guide in Thai.

- Note**
- The optional components are subject to change without notice.
 - For the latest information, contact our Customer Support Center.

Notes and Restrictions

This section describes the notes and restrictions to observe when using the machine.

Notes and Restrictions on the Use of the Machine

■ Notes on Switching Off the Power

After the power is switched off, the machine performs internal power off processes for a while. After turning the power off, turning it on again before the screen display has disappeared will not start the machine right away. Before turning the power on, check that the operation screen display has disappeared.

■ Installing and Moving the Machine

- Contact our Customer Support Center or a Customer Engineer before moving the machine.
- Do not subject the machine to shocks while it is in operation.
- Take care not to get fingers caught when closing the document cover.
- Do not place any objects near the ventilation openings of the machine's exhaust fan.

■ Character Codes

In data transmission from a computer, if characters that the machine does not support are included in the file names, these characters may not be displayed correctly. Only ASCII characters can be used.

■ Hard Disk

You cannot install a hard disk into this product.

■ Job History Report

If the output file name includes characters other than alphanumeric, it is not displayed correctly on the Job History Report.

■ Printing Results

- The sort feature to change the paper orientation for each set causes a decrease in productivity relative to the ordinary sort.
- Depending on the type of used media, rubber roller marks may be left behind along the scanning direction or toner wax components adhere to the paper during 2 Sided printing or when the output destination is changed during continuous printing.
- Droplets of water may adhere to the printing paper immediately after the power is turned on to the machine.
- Depending on the type of used media, pinch roller marks and minute scratches may form in the scanning direction.
- Line unevenness may occur along the scanning direction in high-volume printing in low-humidity environments.
- Colors may appear muted on the underside of high-density images in printing in low-temperature, low-humidity environments.
- Small white spots may appear within images on the back side of the paper in printing in low-humidity environments.

■ Document Feeder

The machine does not detect a document placed in the document feeder during Sleep mode.

Notes and Restrictions on the Use of the Copy Feature

■ Copy Feature

The machine does not offer the Improves Fit function.

■ ID Card Copy

The front and back side of the placed ID card are printed on each half sheet of a paper in center except the following cases:

- When the size of the ID card is larger than the standard printable size of the ID Card Copy feature, the image is not printed in center.
- When the size of ID card is larger than the standard printable size of the ID Card Copy feature, a part of the image may be cut off.
- The edges of the ID card may be cut off due to the edge erase.

■ About Memory

If the machine's memory capacity becomes insufficient when copying using the collated feature, it outputs only the document data which is being scanned.

■ About Auto Rotation

If using document with over 297 mm on the long side (except using the "Pages per Side" function), the machine does not perform Auto Rotation.

Notes and Restrictions on the Use of the Print Feature

■ Output of Long Feed Documents

The output of long feed documents is not supported.

■ Print Jobs while the Control Panel is being Operated

The processing print job or output speed may be reduced in the following cases:

- When the control panel is operated during print job execution
- When the print job's status is displayed in the [Job Status] screen
- Even if the print driver is configured to skip blank pages, the blank pages with white characters, newline characters and space characters will be printed.

■ When the Print Results Differ from the Settings

As in the following cases, insufficient memory for the print page buffer may cause print result in not printing as specified.

- A 2 sided print job is printed on one side.
- A job was terminated (If data cannot be written to the print page buffer, the job including that page is terminated).

■ Meter Counts for 2 Sided Printing

When printing a 2 sided print job, depending on the application being used, blank sheets can be inserted automatically to adjust pages. These blank sheets inserted by the application also are counted by the meter.

■ Automatic Cancellation of Print Jobs

A job is canceled if a malfunction occurred in the machine or the selected tray that is not installed.

Notes and Restrictions on the Use of the Scan Feature

This section describes notes and restrictions to observe when using the Scan feature.

For the notes and restrictions on the scan driver, see the "Readme" information on the Media (Software/Product Manual) that came with the machine.

■ Restriction on Scanning Capacity

The maximum scanning capacity for one page is 297 × 432 mm. For standard sizes, A3 or 11 × 17 inches.

■ Network Reference on SMB Environment

- If you configure more than 256 shared resources other than shared folders (such as shared printers) shared resources other than shared folders may be displayed in the shared folder list.
- Network settings (such as the workgroup names, server names and shared names) displayed in lists may not be displayed alphabetically.
- If the registered destination of SMB is incorrect, the job does not end by pressing the <Stop> button after proceeded to the transmission movement. The job ends when the error code "026-737" appears.

■ Compression Format of Scanned Images

- The compression formats for Scan to PC (Network) and Scan to E-mail are PDF or TIFF format for monochrome images and PDF or JPEG format for color images.

■ E-mail Authentication

- The E-mail feature supports SMTP Authentication only.

■ E-mail Recipient Specification

- The E-mail feature does not support specification of multiple recipients.

■ Simultaneous Use of PC-compatible (USB) and Windows Image Acquisition (WIA)-compatible Applications

- If you attempt to execute a Windows Image Acquisition (WIA)-compatible application while the Button Manager is running, a message may appear stating that scan to PC

could not be performed. To restart and try again, close the Windows Image Acquisition (WIA)-compatible application.

■ Address Book

- When registering addresses using CentreWare Internet Services, we recommend using an Ethernet crossover cable to connect the machine to your computer to protect your e-mail address might be intercepted on the network since the machine does not support SSL.
- 2-byte UTF-8 is supported for the Server Path and the Share Name of the SMB server, and names to be registered in the address book. However, the languages except Korean and Simplified Chinese cannot be displayed on the machine's display.

■ Canceling the Scan Job

It may be impossible to stop the job by pressing the <Stop> button during the transmission by Scan (SMB/Email), for example when the network cable is unplugged or when the transmission has already been completed.

■ Scan Driver

Using the TWAIN-compatible application with Windows Image Acquisition (WIA) driver may abort scanning.

In this case, scan with the TWAIN driver.

Notes and Restrictions when Connecting to Internet or Intranet

■ Internet/Intranet Connections

Depending on the web server, server application, proxy server, and firewall, you may not be able to connect to the Internet or intranet.

To connect to the Internet or intranet using a third party server application, proxy, or firewall, the following requirements must be met:

- The software must run on Windows XP, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows Server 2012, or Windows 2012 R2.
- RFC2617: HTTP Authentication: Basic and Digest Access Authentication must be satisfied. (only Basic authentication is supported, the other authentications are not supported)
- Supporting the GET/CONNECT/POST methods

■ CentreWare Internet Services

- Depending on the browser settings, text for language selection may not be displayed correctly.
- If the language selection on CentreWare Internet Services differs from the language setting specified in the machine, texts entered on CentreWare Internet Services are not displayed correctly on the machine. It is required to match the both language settings.
- The tabs may not be displayed correctly when there are several browsers to access to CentreWare Internet Services at the same time or condition of the network. In this case, refresh the display.
- The maximum login number configured on CentreWare Internet Services differs from the actual permitted number of authentication failure accessed via Internet Explorer. It does not occur on Firefox and Google Chrome.

Notes and Restrictions when Operating from Computers

■ Supported OS

The supported OS may vary depending on the functions. For more information, refer to "Specifications" (P.238).

Important • For information about the latest supported OS, refer to the Fuji Xerox Web site.

Notes and Restrictions for Using SMB

This section describes notes and restrictions to observe when using SMB.

■ Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

■ Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

■ SMB Authentication

When an IP address or a host name is used to designate the authentication server for SMB authentication, even if the domain name is incorrect, the authentication succeeds if the correct user name and passcode are entered.

■ Files on the Computer

- If a network error occurred or the machine or the computer is disconnected during the SMB transmission, a part of the transferred file is stored in the computer. To delete this file, delete it manually.
- If there is a file with the same name exists on the computer, the file on the computer is overwritten with the file sent from the machine.

Notes and Restrictions for Using TCP/IP (LPD/Port9100)

This section describes notes and restrictions to observe when using TCP/IP (LPD/Port9100).

■ Configuration on the Machine

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- The setting of subnet mask and gateway addresses may be required depending on the network environment. Consult your network administrator and configure the required settings.

■ Configuration on the Computer

- IP addresses are managed for the entire system. Configure the settings only after consulting your network administrator.
- When setting the network such as IP addresses with a host used under the Network Information Service (NIS), consult your NIS administrator.

■ While Printing

When you change a computer's IP address or a computer name, queries and cancel processes submitted from the machine are no longer executed correctly. Thus, turn the machine off and on when there is no print data in the receiving buffer.

- Note**
- You can use the machine's control panel to cancel printing of the current print data in the machine's receiving buffer but not printing of pending print data.

■ Communication Restriction by IP Address

If IPv4/IPv6 address which allows communication is registered on the machine, it may be impossible to communicate with the registered address. In this case, specify the fixed IPv4/IPv6 address on the host and set the same address on the machine as the address to be permitted the communication.

Notes and Restrictions for IPv6 Connection

This section describes notes and restrictions to observe when using IPv6 connection.

- You can only use the following operating system versions to print in an IPv6 environment:
 - Windows XP
 - Windows Vista
 - Windows 7
 - Windows Server 2008
 - Windows Server 2008 R2
 - Windows 8
 - Windows Server 2012

Important • IPv6 must be installed on Windows XP computers.

- Some features of SMB are not supported (If you attempt to use services with a NetBIOS name, communication may not be available in some environment).
- IPv6-in-IPv4-tunneling in the machine itself is not supported.

Important • If [IP Mode] is set to [IPv6], the IPv6-in-IPv4-tunneling cannot be performed.

- Communication problems may occur when multiple routers exist on the same subnet.
- The network settings of the DNS server or a server used by the machine may cause performance problems when using services in a dual stack environment.
- Automatically set IPv6 addresses and IPv6 DNS server addresses may be unavailable addresses.

"Unavailable IPv6 addresses" mean site-local addresses (fec0::) or addresses with the IPv6 documentation prefix (2001:db8::/32).

- IPv4 DNS information can sometimes be used directly after machine startup if the IP operation mode is Dual Stack, DNS information has been set for both IPv4 and IPv6, and the machine is communicating with a device specified using an FQDN.
- The address displayed as the machine's IP address may change.

For example, in Dual Stack mode, either the IPv4 address or IPv6 address may not be displayed, or a different IPv6 address may be displayed.

- When IPv6 is enabled and IPv4 is disabled on the machine, you cannot specify a storage location for the Browse feature of the Scan to PC (SMB) function.
- In the following cases, the machine may not be able to identify whether addresses are for the same device, so may not be able to execute status check (lpq) or cancel (lprm) commands for user print jobs executed by LPD.
 - When simultaneously operating IPv4 and IPv6 addresses with the same host
 - When simultaneously operating multiple IPv6 addresses with the same host
- IPv6 addresses may not be correctly recorded on job logs. Use an IPv4 network for correct logging.
- When searching a device outside the router via SMB, directly specify the address. Multicasting is supported only within a local link (FF02::1).
- In an IPv6 network environment without a DNS server, authentication fails when a computer name is specified in the SMB server settings for SMB authentication. Specify an IPv6 address directly as the authentication server's computer name.

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User Guide**

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