Canon

Easy Operation Guide

iR3245 / iR3235 / iR3230 / iR3225

Store this guide next to the machine for future reference.

CONTENTS

Manuals for the Machine

The manuals for the machine are divided as follows. Please read them accordingly to make full use of the machine.

Indicates that this guide is a printed manual and is also included in the e-Manual.

## Learning About the Useful Functions of the Machine

Tutorial CD

A tutorial that enables you to learn examples of how to use functions, and try out actual procedures with a simulator. The administrator of the machine can use the Tutorial CD to explain the machine's functions and operating procedures to several users simultaneously through e-Learning.

Setup and Maintenance after Installing the Machine

Getting Started*
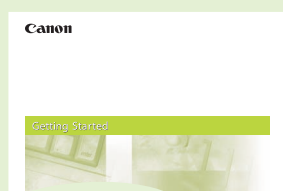
Read this section for operations and settings required for the functions you want to use after installing the machine.

- Network Settings
- Before Using the Fax Function
- Before Printing from Computers
- Before Sending Faxes from Computers
- Managing the Machine from a Computer

How to Use the Machine and Function Overview (This Document)

Easy Operation Guide*
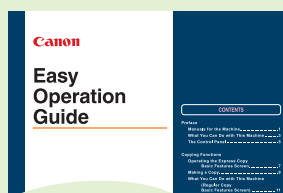
Read this manual to learn the basic operations of the machine, grasp a basic knowledge of what the machine can do, or find out what kind of useful functions it has. Keep it next to the machine for future reference.

- The Control Panel
- Making a Copy
- Sending Faxes
- Sending Files
- Storing to Inboxes
- Printing/Sending from Inboxes
- Using the Copy Function
- Using the Send/Fax Function
- Using the Mail Box Function
- Other Useful Information

Cautions for Using this Machine

Troubleshooting*
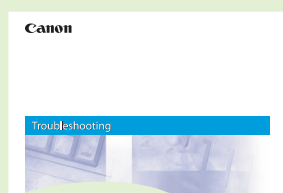
Read this section for cautionary information and basic operations for using the machine.

- Before Using the Machine
- Operating the Touch Panel Display
- Replacing Toner Cartridges
- Removing a Paper Jam
- Loading Paper
- Specifications
- System Manager Settings

Handling and Operating the Machine

e-Manual*

You can view the following information, included on the enclosed Manual CD-ROM, using your computer.

● Before You Start

• Before You Start Using This Machine	Describes what you should know before using the machine.
• How to Use This Manual	Describes how to use the manuals and the system requirements for the manuals.
• What This Machine Can Do	Describes the features of the machine, and the useful functions and operations you can perform with it.
• Basic Operations	Describes the basic operations of the machine.
• Optional Equipment	Describes the optional equipment you can attach to the machine.
• Additional Functions	Describes the Additional Functions screen, which you can set according to your needs.

● Help

• Problem Solving	Describes the procedures for dealing with paper jams and displayed error messages.
• Maintenance	Describes how to load paper, replace consumables, and regular maintenance.

● **Copy**	● **Web Access**	● **Security**
● **Send/Fax**	● **Network**	● **Software**
● **Mail Box**	● **Remote UI**	
● **Print**	● **MEAP/SSO**	

Learning How to Install the Drivers for the Machine

These manuals are on the User Software CD-ROM or Fax Driver Software CD-ROM. For instructions on selecting drivers and displaying the manuals, see Chapters 10 through 12 in Getting Started.

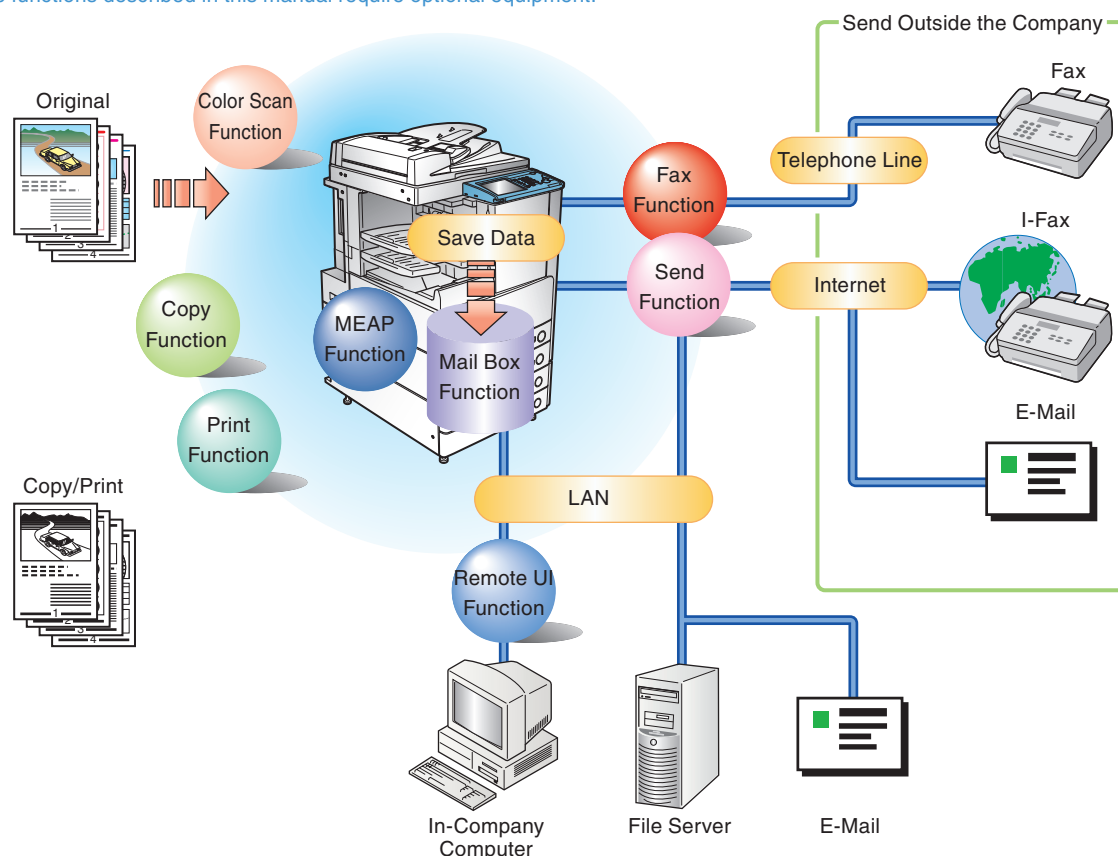| **User Software CD-ROM:** • **Printer Driver Installation Guide** • **Mac UFR II Driver Guide** • **Mac PS Driver Guide**	Read this section to learn how to install the drivers required to print from a computer.
Fax Driver Software CD-ROM: • **Fax Driver Installation Guide**	Read this section to learn how to install the driver required to send faxes from a computer. (Windows only.)
User Software CD-ROM: • **Network ScanGear Installation Guide**	Read this section to learn how to install the driver required to scan documents to a computer from the machine. (Windows only.)

What You Can Do with This Machine

The iR3245/iR3235/iR3230/iR3225 brings to you all the elements you will ever need in a digital multitasking machine.

The iR3245/iR3235/iR3230/iR3225 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work, the iR3245/iR3235/iR3230/iR3225 represents the ultimate in digital multitasking machines.

*Some functions described in this manual require optional equipment.

Send Outside the Company

Original
Color Scan Function
Fax
Fax Function
Telephone Line
I-Fax
Save Data
Send Function
Internet
Copy Function
MEAP Function
Mail Box Function
E-Mail
Print Function
Copy/Print
LAN
Remote UI Function
In-Company Computer
File Server
E-Mail

Copying Function

Enables you to save costs with features such as printing a single sided document on both sides of the paper, or printing two pages of a document on each sheet of paper. Also with the Collate and Booklet modes, the Copying function is perfect for creating materials for meetings.

Mail Box Function

Enables you to save scanned documents, documents received by fax, and data sent from a computer, and then send or print them out whenever necessary. You can also use USB memory with the machine.

Print Function

Enables you to print on both sides of paper, output sets of printouts, and various other useful features when printing documents from a computer.

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Fax Function

Enables you to fax not only scanned documents, but also documents temporarily saved in a User Inbox, or data sent from a computer. You can also send to multiple destinations, and forward received faxes as well.

Sending Function

Enables you to send scanned document data and data saved in a User Inbox not only by fax, but also by e-mail and I-fax. You can also convert originals to JPEG, TIFF, PDF, or XPS file formats and send them as an attached file.

Remote UI Function

Enables you to operate the machine and its jobs and print document data stored in inboxes from the Web browser on a computer.

MEAP Function

Enables you to add new functions to your machine, by installing applications that support the MEAP application platform included in the machine.

Refer to this manual for examples of the useful ways in which you can use your machine.

The Control Panel

The control panel consists of a touch panel display, for setting the various functions, and physical keys, such as the Start key, Stop key, and the Control Panel Power Switch. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in Troubleshooting.

To Switch Functions

Use these keys to swich functions
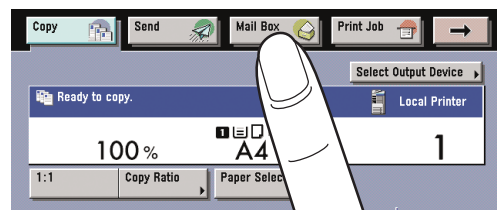
Press the keys on the upper part of the touch panel display to switch functions

● Reset Key

Press to restore the standard settings of the machine.
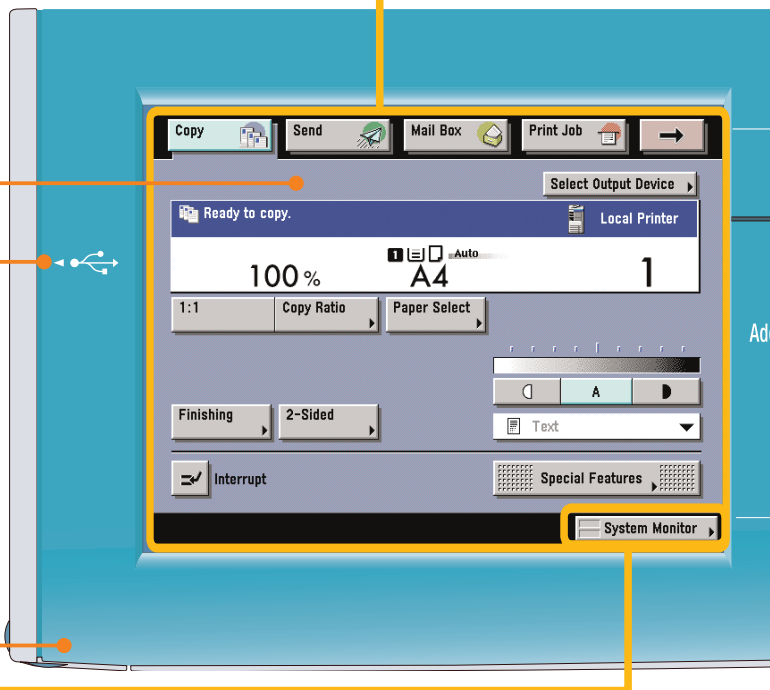
● Touch Panel Display

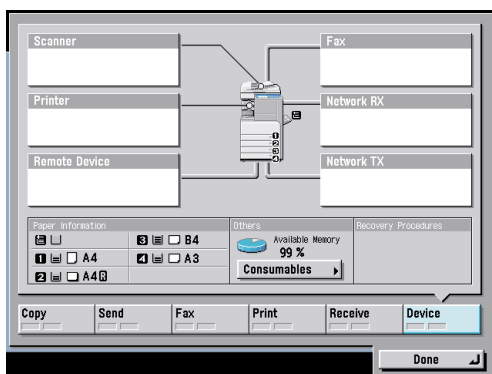Displays the settings screen for each function.

● USB Port

Use to connect memory media to the machine via USB.

● Edit Pen

Use when operating the touch panel display.
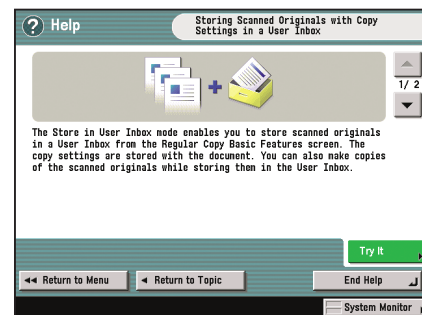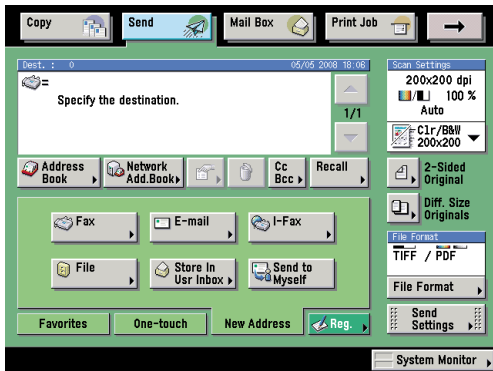
To Confirm or Edit the Job Status

Press [System Monitor] to display the screen on the left, enabling you to confirm the job status and cancel print jobs. You can also see the status of the machine, such as the amount of remaining paper.

System Monitor Screen

● Help Key

Press to display explanations of functions and how to specify settings.
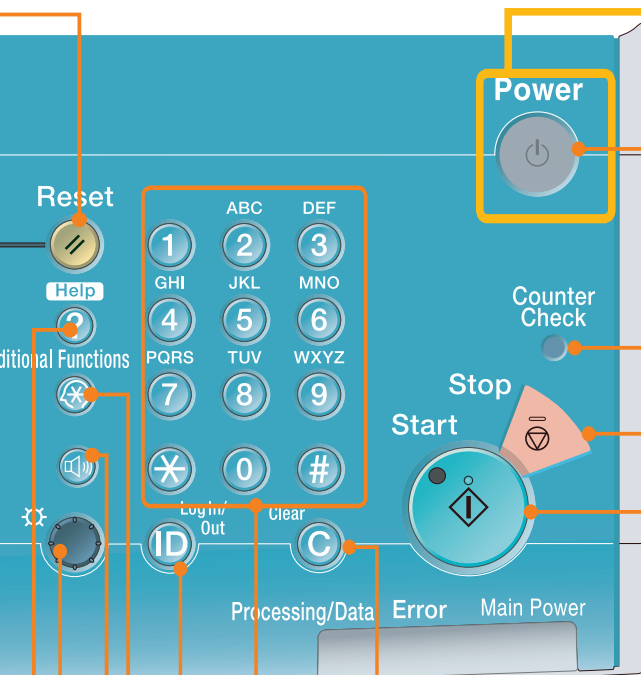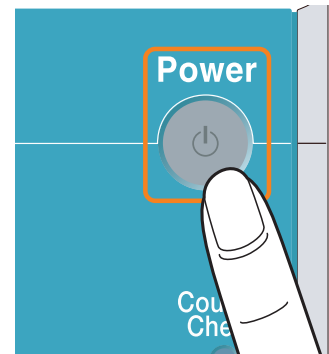
5

Ex. Send Basic Features Screen

If the Touch Panel Display is Turned Off

If nothing is displayed on the touch panel display even when the main power switch is turned ON, press the control panel power switch.

Power

Control Panel Power Switch

Press to turn the control panel turned ON or OFF.

Counter Check Key

Press to display the copy and print count totals on the touch panel display.

Stop Key

Press to stop a job in progress, such as a scan job or copy job.

Start Key

Press to start an operation.

Clear Key

Press to clear entered values and characters.

Numeric Keys

Press to enter numeric values.

Log In/Out Key

Press when setting or enabling Department ID Management.

Brightness Adjustment Dial

Use to adjust the brightness of the touch panel display.

Additional Functions Key

Press to specify additional functions.

Fax Volume Settings Key

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

Operating the Express Copy Basic Features Screen

This machine includes an Express Copy function. The Express Copy function is useful for advanced users, as it allows you to set the various copying modes with fewer steps than the Regular Copy function. It also enables you to quickly set the Special Features of the machine.

Express Copy Bas

Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

Copy Exposure/Auto Density

You can make the copy exposure lighter or darker. You can also adjust the exposure automatically.

Original Type Selection

You can select the original type that is the best match for the quality of your originals.

You can set the Special Features of the machine.

Scan Originals

You can make various settings for the scanning originals.
• 2-Page Separation
• Different Size Originals
• Job Build
• Scan Image Check

Book/Page Edit/Shift

You can make booklets, add page numbers, and set finishing modes for scanned images.
• Front Cover/Back Cover
• Paper Insertion
• Booklet
• Page Numbering
• Copy Set Numbering
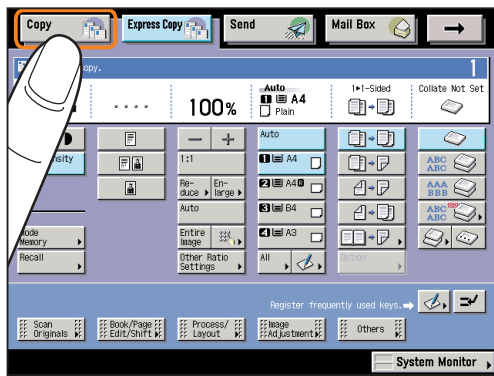• Watermark
• Print Date
• Shift
• Margin

Process/Layout

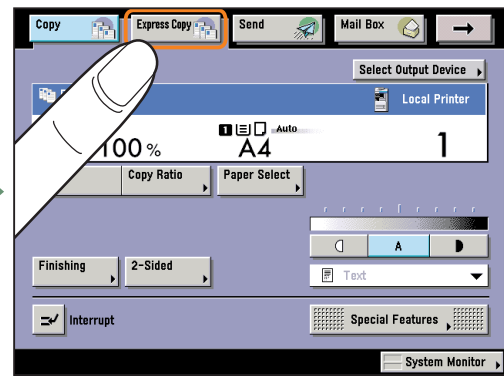You can process original images and change the layout of the originals.
• Image Combination
• Form Composition
• Secure Watermark
• Image Repeat
• Frame Erase
• Transparency Interleaving
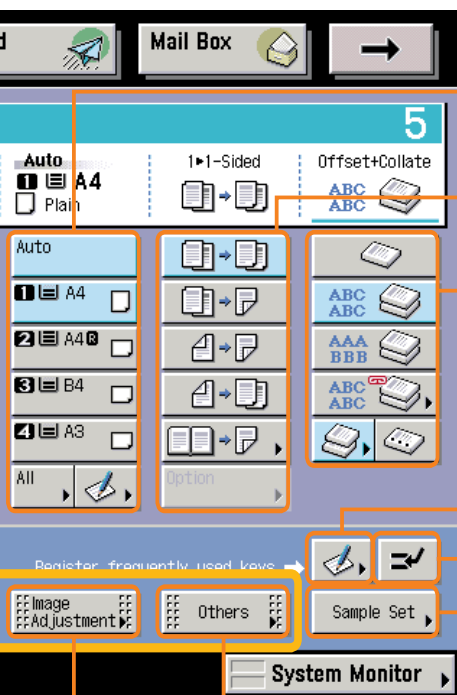• Nega/Posi
• Mirror Image
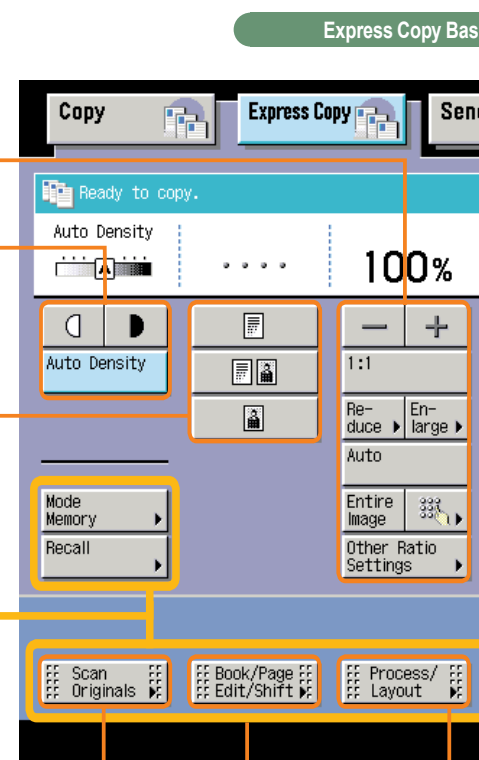
Switching between the Copy and Express Copy Basic Features Screen

You can press [Copy] or [Express Copy], located on the top of the Basic Features screen, to switch between the Regular Copy Basic Features screen and the Express Copy Basic Features Screen.

Paper Selection

You can set the machine to select the paper size.

2-Sided Copying

This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.

Collating Copies

The Finishing modes can be selected to collate copies in various ways, either by pages or copy sets.

Standard Key Settings

You can register copy modes that you have specified as Standard Keys. This key is a shortcut key to Standard Key Settings.

Interrupt Mode

This mode enables you to interrupt a reserved or current job to make priority copies.

Sample Set

This mode enables you to check the copy result before making multiple copies.

Image Adjustment

This mode enables you to adjust the sharpness and exposure.

• Sharpness
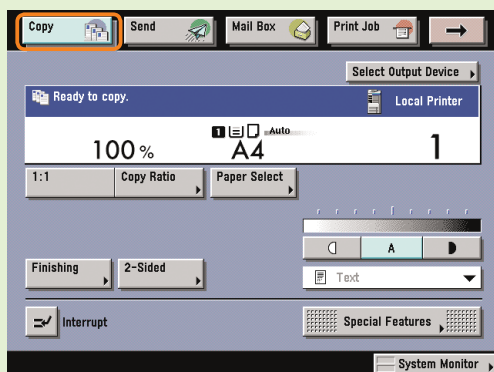• Image Qual. Adjustment

Others

You can set other Special Features of the machine.

• Job Block Combination
• Store in User Inbox
• Job Done Notice

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Making a Copy

The following is an explanation of the basic procedure for copying a document. For more detailed procedures, see the references in each procedure.
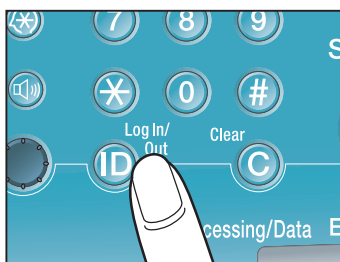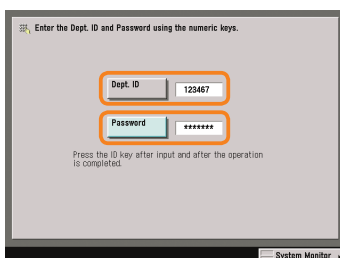
Preparations

Regular Copy Basic Features screen

Press [Copy] to switch to the Copy function.

- If the following screen is displayed, enter the [Dept. ID] and [Password] ➔ press ⓘ (Log In/Out) on the touch panel.

- If Department ID Management or the SSO-H login service is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see e-Manual > Basic Operations.

Place Your Originals

Placed in the feeder

Placed on the platen glass

Place your originals.

- If you have placed your originals on the platen glass, close the feeder /platen cover after placing your originals.
- If necessary, set copy modes on the Regular Copy Basic Features screen.

For more information on the copy modes you can set on the Regular Copy Basic Features screen, see p. 21 and p. 22.

- To set the various copy modes, press [Special Features].

For more information on the copy modes you can set on the Special Features screen, see p. 21 and p. 22.

- You can also place paper in the stack bypass to copy. (For more information, see e-Manual > Basic Operations.

Specify the Number of Copies

Enter the desired number of copies (1 to 999) with the numeric keys.

● If you make a mistake when entering values, press Ⓒ (Clear) → enter the correct values.

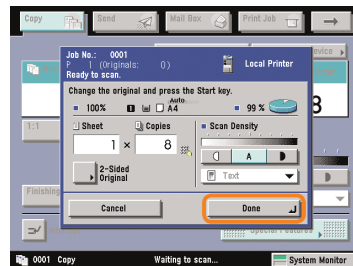The number of copies you specify is displayed on the right side of the Regular Copy Basic Features screen.
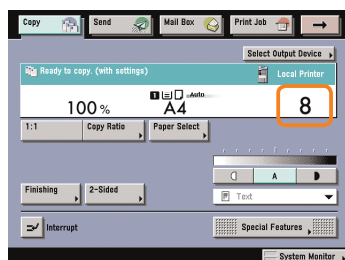
Start Copying

Press ⓘ (Start).

● When copying is complete, remove your originals.

● If the following screen is displayed, follow the instructions on the screen and press ⓘ (Start) once for each original. When scanning of the originals is complete, press [Done].

● If Department ID Management is set, press Ⓘ (Log In/Out).

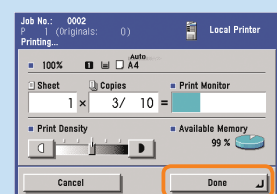## ☞ To cancel, interrupt, or continue copying

● **To cancel copying**
→ Press ⊘ (Stop).

● **To interrupt copying.**
→ Press [Interrupt].
   (See e-Manual > Copy.)
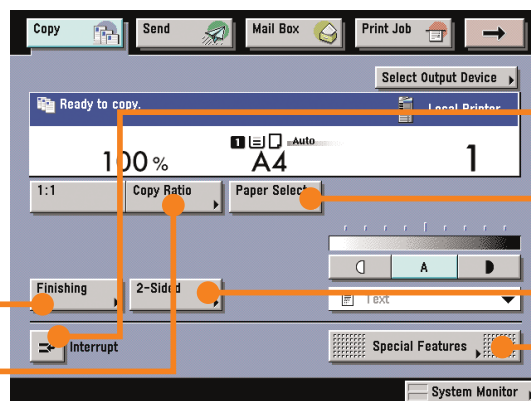
● **To make another copy while printing**
→ Press [Done].
→ Place the next original.
→ Press ⓘ (Start).

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What You Can Do with This Machine (Regular Copy Basic Features Screen)

The following is an explanation of the features often used when copying a document. For more information, see e-Manual > Copy.

To use more convenient functions (Special Features), press [Special Features] to access the Special Features screen.

```
Copy        Send        Mail Box       Print Job

                                        Select Output Device

Ready to copy.                          Local Printer

          100 %      A4              1

  1:1        Copy Ratio    Paper Select

  Finishing     2-Sided              A        Text

  Interrupt                          Special Features

                                      System Monitor
```

Regular Copy Basic Features screen

* The numbers in the illustrations refer to operation steps.

To Enlarge/Reduce an Image to Copy to a Different Size Paper

Useful when enlarging or reducing an original of one standard paper size to another, such as enlarging an A4 sized original to A3 size, or reducing A3 to A4 size. Simply select the desired paper size from the displayed keys to automatically set the optimal zoom ratio.
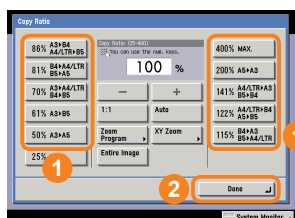
Original   Copy

To Staple Sets of Output Together

Select the Staple mode to collate copies as in the diagram on the right. Collated copies are stapled in the position you set. This is useful for distributing materials copied for a meeting, etc.
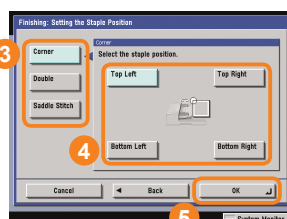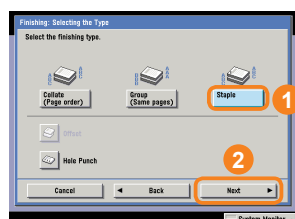
Original   3 copies   Copy 1   Copy 2   Copy 3
                set

After you set the stapling position, it is important to place your originals with the correct orientation.

For information on the relation between original orientation, paper orientation, and stapling position, see Chapter 4, "Appendix," in Troubleshooting.

To Interrupt a Long Copy Job to Make Priority Copies

Interrupt

This mode enables you to interrupt the current job or reserved job to make priority copies. After you finish making your priority copy, the paused print job automatically resumes. This mode is useful if you need to make an urgent copy during a long copy job.

To Copy onto Irregular Sized Paper

To copy onto non-standard size paper, simply set the size and type (such as Plain, Heavy) of the paper, and load it into the stack bypass.

Stack Bypass Tray

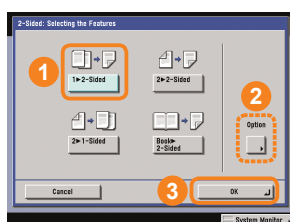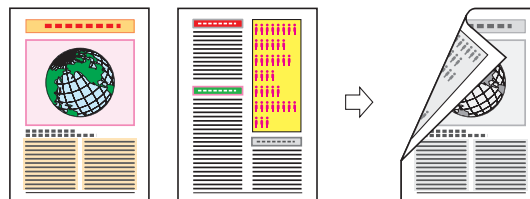Direction to load the paper
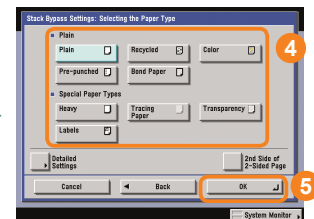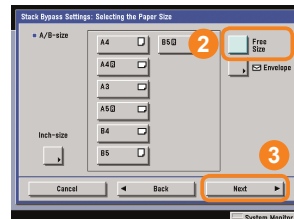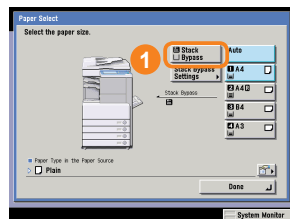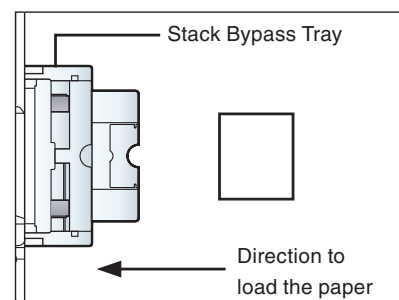
Paper Select

To Make Two-Sided Copies
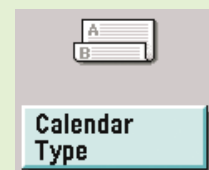
When copying many single sided originals, printing on both the front and back sides of paper can help you save half of the paper costs.

Original   Copy

2-Sided

If you press [Option] on the screen on the left you can select to make the front and back sides of the copies have the same top-bottom orientation. This makes it easier to see when stapling copies like a calendar.
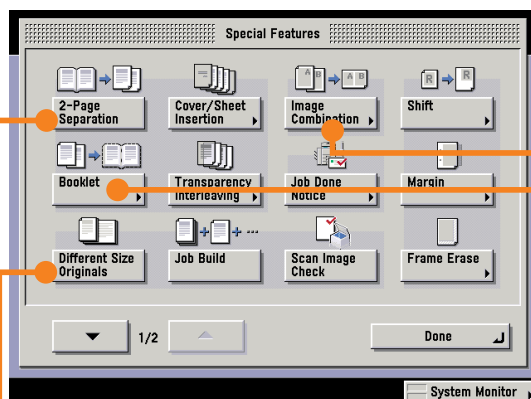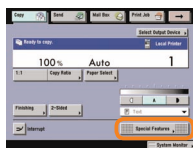
Calendar Type

Copying Functions

What You Can Do with This Machine (Special Features Screen)

The following is an explanation of the features often used when copying a document. For more information, see e-Manual > Copy.

The Special Features screen is divided into two screens. Press [▼]/[▲] on the lower left of the screen to switch the screens.

Special Features screen (1/2)

* The numbers in the illustrations refer to operation steps.

To Copy Different Size Originals Together

Different Size Originals ▶

This mode can enable you to copy a mix of different size originals in the feeder together, depending on the mix of sizes. You can copy a mix of originals such as A3 and A4, B4 and B5 (originals with different widths), or A3 and B4, A4 and A5 (both width and height slightly different).

A3 Original

A4 Original

Direction to load the paper
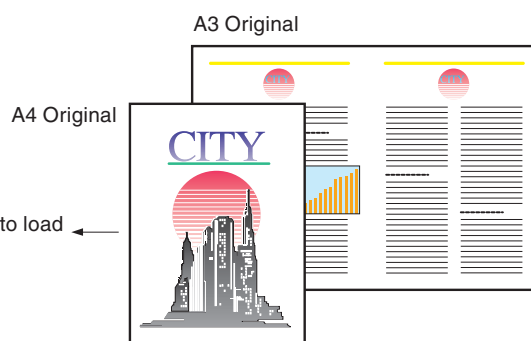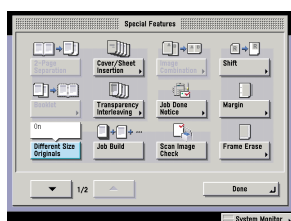
To Copy Facing Pages in a Book

2-Page Separation

It is not necessary to reset originals when copying facing pages from a book or bound original, if you use this mode to copy the facing pages onto two separate sheets of papers.
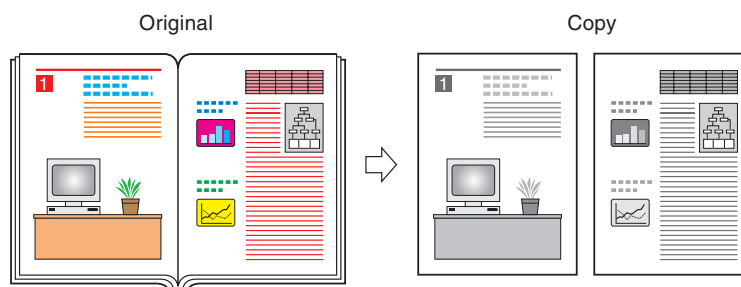
Original   Copy

To Copy Multiple Originals onto One Sheet of Paper

This mode enables you to reduce multiple originals or two-sided originals to fit onto one sheet of paper. This is useful for arranging a variety of originals on one sheet of paper for easy viewing and for saving paper and space when storing printouts.
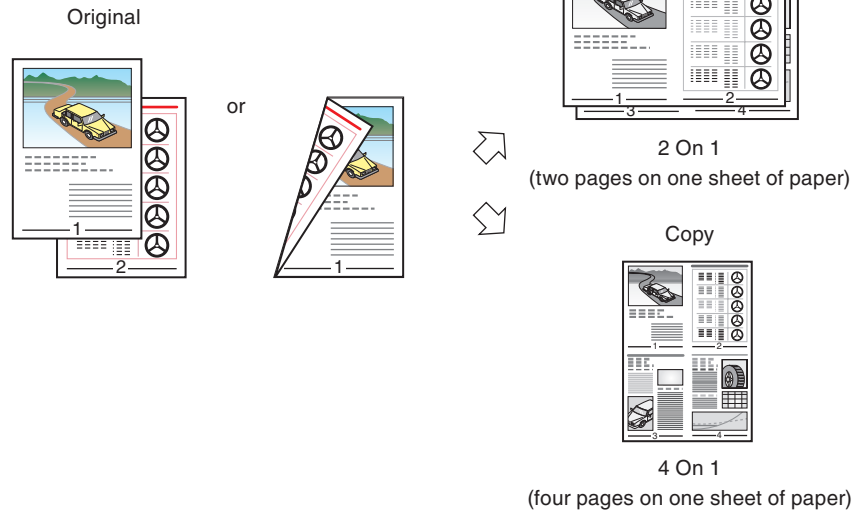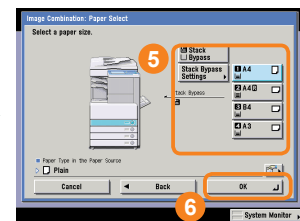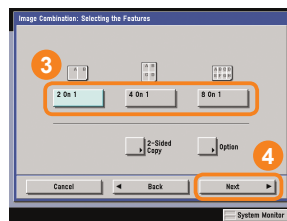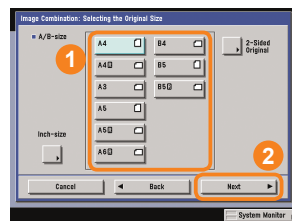
Original

or

Copy

2 On 1
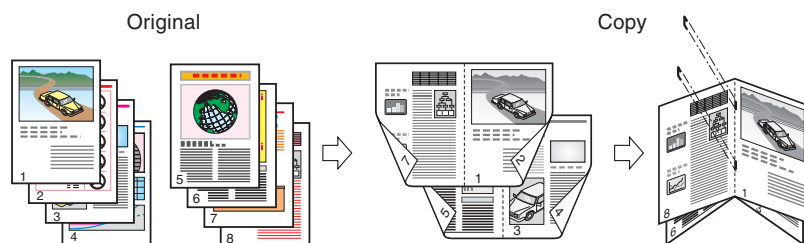(two pages on one sheet of paper)

Copy

4 On 1
(four pages on one sheet of paper)

Image Combination

To Make a Booklet

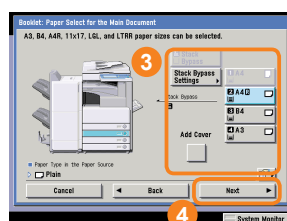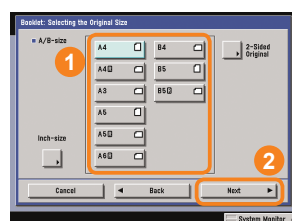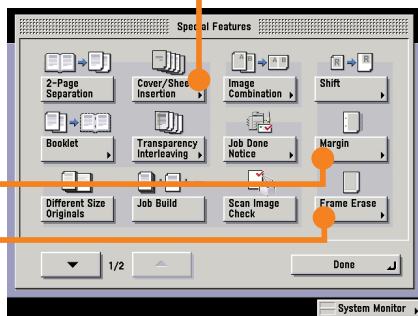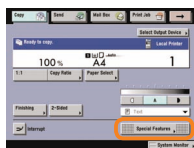This mode enables you to copy multiple originals in such a way that the copies are made into a booklet. This is useful for arranging materials for distribution in an easily viewable format.
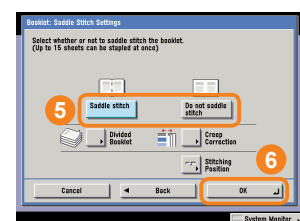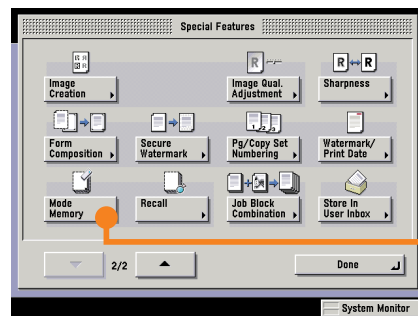
Original

Copy

Booklet

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What You Can Do with This Machine (Special Features Screen)

Special Features screen (1/2)

Special Features screen (2/2)

* The numbers in the illustrations refer to operation steps.

To Erase the Dark Border when Copying a Book

This enables you to erase the dark border, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.

Frame Erase

Original

With Frame Erase → Copy

Without Frame Erase → Copy
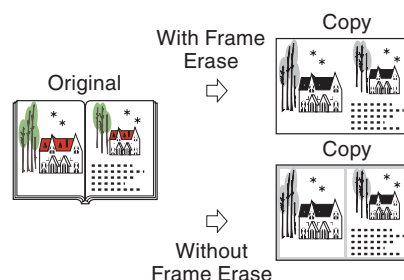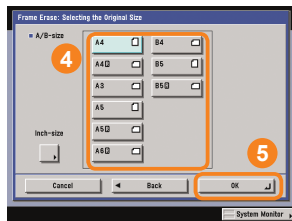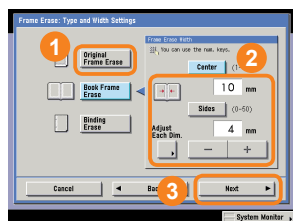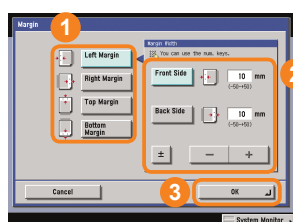
To Add a Margin

This enables you to add a margin to the output. The location of the margin can be selected from the left, right, top, and bottom of the document. You can also specify the width of the margin.

Margin

Original   Left Margin   Right Margin   Top Margin   Bottom Margin
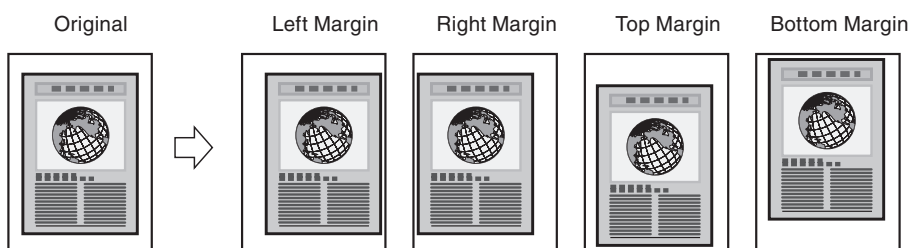
To Add a Cover

This enables you to load paper different to the copies in the stack bypass, to be used as a cover. You can also add a back cover, sheet insertions, and chapter pages.

Original   Copy

Printed Front Cover
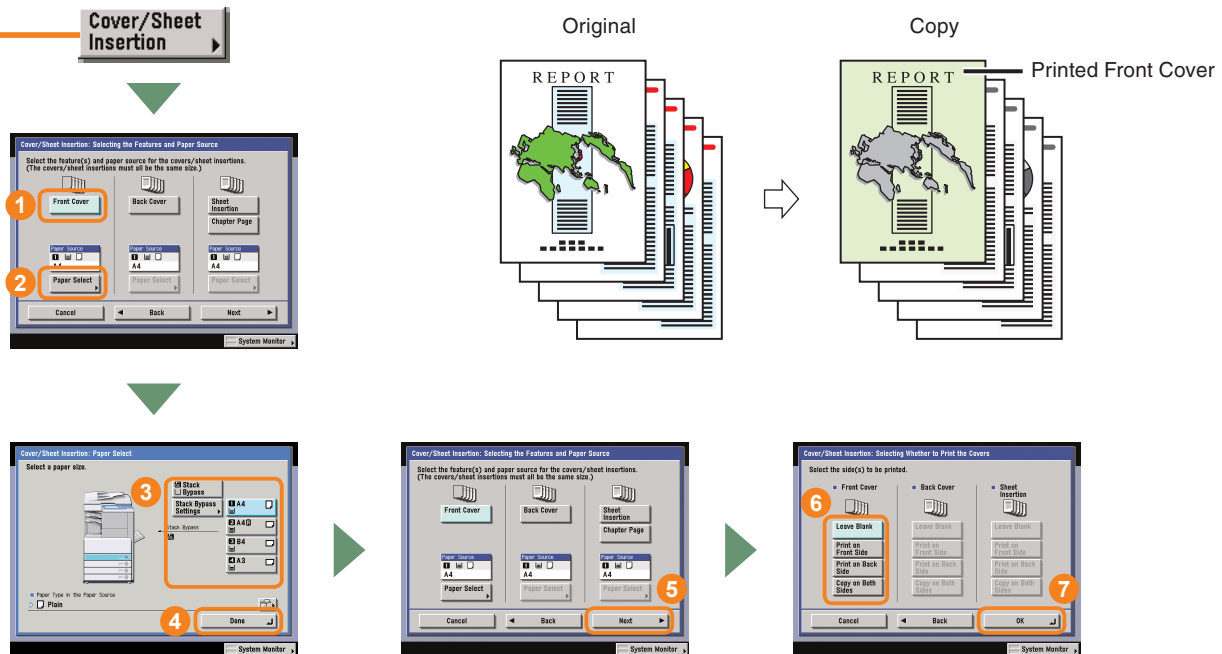
To Recall Commonly Used Settings

Commonly used combinations of modes can be stored in Mode Memory to be recalled with the touch of a button. You can also use Mode Memory in combination with Standard Key 1 and 2 for extra convenience.

To recall stored settings, display the screen you used to store them, select the key in which the settings are stored ➡ press [OK].

What You Can Do with This Machine (Special Features Screen)
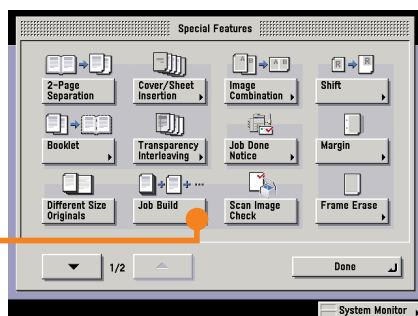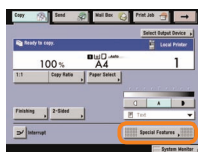
Special Features screen (1/2)
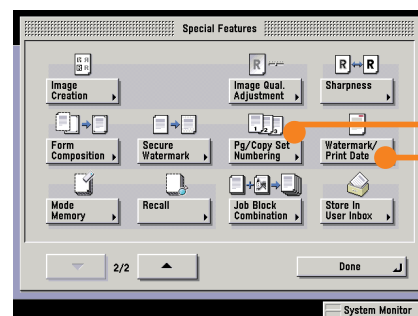
Special Features screen (2/2)

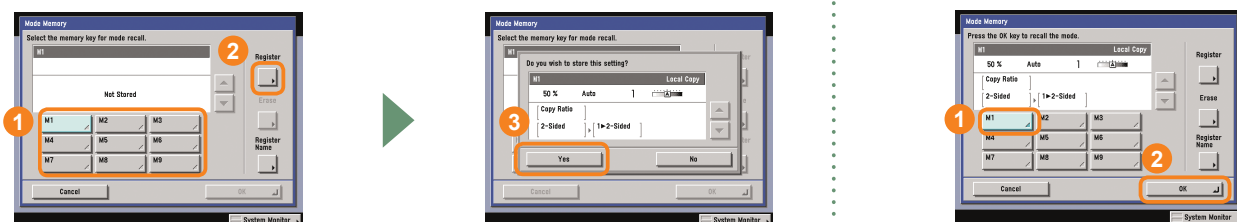* The numbers in the illustrations refer to operation steps.

To Scan Batches of Originals

This enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. Copies can be made after all of the originals have been scanned. This is also useful when using both the feeder and platen glass to scan originals.

Original   Copy

Job Build

After placing the next original, press ◎ (Start).
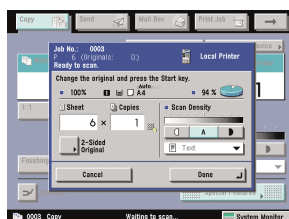
To Add Page Numbers to Copies

Pg/Copy Set Numbering ▶

This enables you to add page numbers to copies.
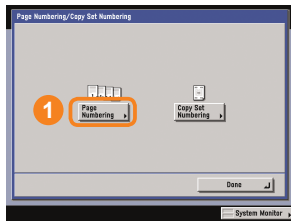
Original   Copy
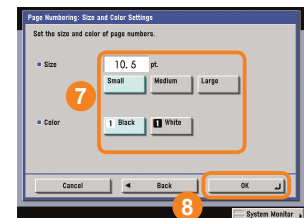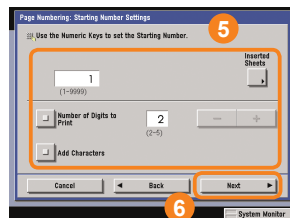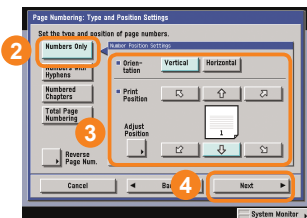
To Add a Watermark to Copies

Watermark/ Print Date ▶

This enables you to add a watermark to copies.
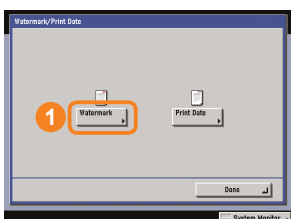
Original   Copy
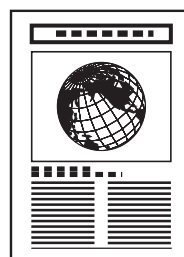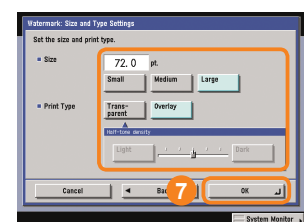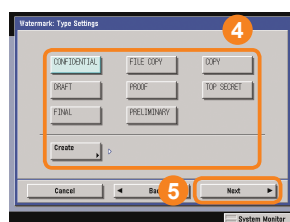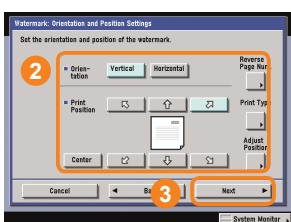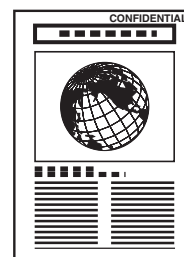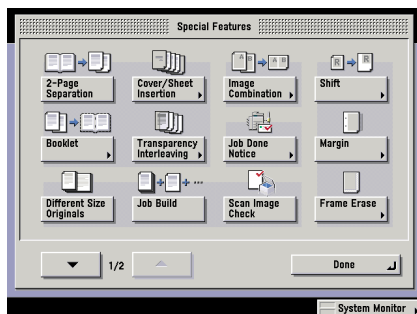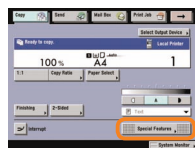
Copying Functions

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What You Can Do with This Machine (Special Features Screen)

Special Features screen (1/2)
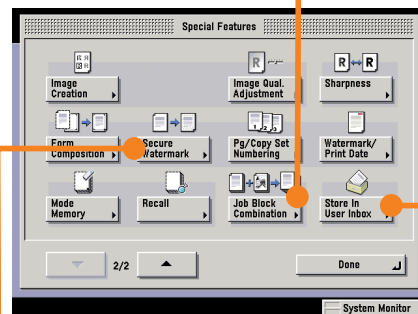
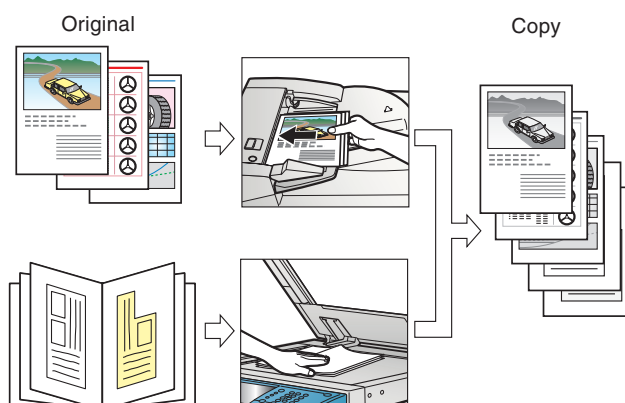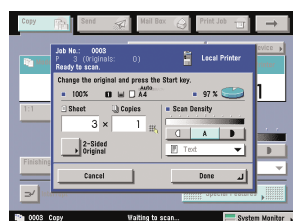**Special Features screen (2/2)**

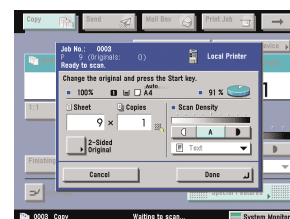* The numbers in the illustrations refer to operation steps.

To Store Scanned Originals with Copy Settings

This mode enables you to store scanned originals in a User Inbox from the Regular Copy Basic Features screen. The copy settings are stored with the document.
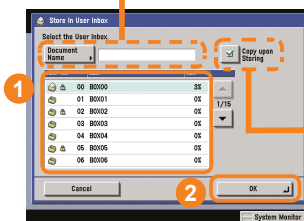
You can add a document name to the stored document.

You can also make copies of the scanned originals while storing them in the User Inbox.

To Embed Hidden Text in the Background

This mode enables you to embed hidden text, such as "CONFIDENTIAL," in the background of copies/prints. The embedded text appears when the copies are copied.

Original

Copy A
(Secure Watermark is Selected)

Copy B
(Copy of Copy A)

REPORT

REPORT

REPORT

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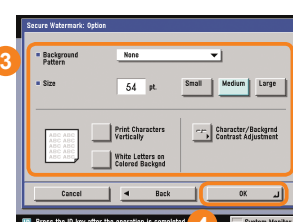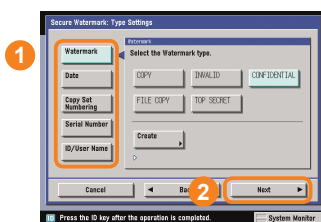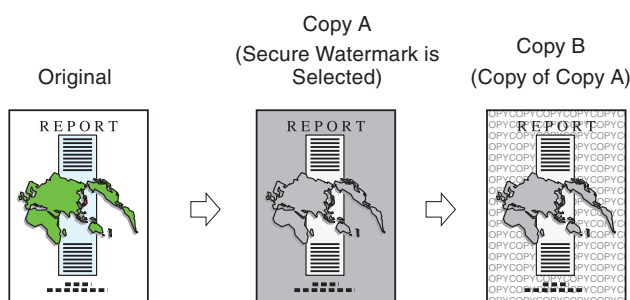
To Combine Multiple Batches of Originals with Different Copy Settings

Job Block Combination

This mode enables you to scan multiple batches of originals with different copy settings and print them as one document.

Example) · Combined document: Staple Mode (Double)
· Batches: Shift, 1 ▶ 2-Sided, 2-Page Separation, Image Combination (4 on 1) modes
· Cover/Sheet Insertion: Cover

①

Job Block Combination: Overall Job Settings

Scan multiple job blocks and specify separate settings for each block, and then copy as one job. Specify the overall settings for the entire job on this screen. Once you press the OK key to proceed to specify settings for each block, overall settings for the entire job cannot be changed.

Finishing   Job Separator   Store In User Inbox   Secure Watermark
Page Numbering   Copy Set Numbering   Watermark   Print Date
Job Done Notice

Cancel   **②** OK

Specify the settings for the combined document.

③

Setting Confirmation
Ready to scan block 2 using the Start key.   Conf. Blocks

100 %   Auto   1

1:1   Copy Ratio   Paper Select   Recall Last Settings
Offset · Collate
Finishing   2-Sided   A
Text
Special Features
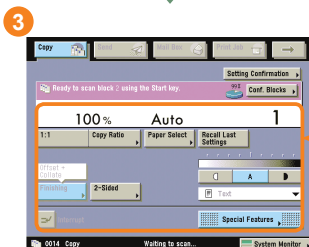
Specify the copy settings for each batch of originals.
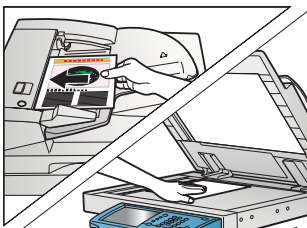
Scan your originals using the feeder or platen glass.

Job No.: 0014
4 (Originals: 4)
Ready to scan.
Pages   Copy Ratio   Document Size
4   100%   Auto A4
Scan Density
Avail. Memory
2-Sided Original   **④**   **⑤**
Clear/Re-enter This Block   Next Block   Conf./Combine All Blocks

To scan the next batch of originals, press [Next Block] and repeat the procedure from **③**. When you have finished scanning all of your originals, press [Conf./Combine All Blocks].

Original   **Batch**   **Copy**

First Batch:
The Shift Mode Is Selected

Second Batch:
The 1 ▶ 2-Sided Mode Is Selected

Third Batch:
The 2-Page Separation Mode Is Selected

Fourth Batch:
The Image Combination Mode (4 on 1) Is Selected

First Batch
Second Batch
Third Batch
Fourth Batch

Job Block Combination: Confirm/Combine Job Blocks
Confirm job blocks and combine.   Set. Conf. (Overall)
⑦   001   A4   3 06/06 20:17
002   A4   3 06/06 20:19

Clear Selection   Sample Print   Cover/Sheet Insertion   Edit Menu
Copies   1   Add User Inbox Doc.   Add Originals   **⑥**
Cancel Combination   **⑧** Start Print

You can also make a sample print of a selected batch of originals or the combined document.

To use the Cover/Sheet Insertion mode for the combined document, press [Cover/Sheet Insertion]. Select the batches of originals in the order in which you want to combine them ➡ press [Start Print].

Overview of Copy Features

Use the Regular Copy Basic Features screen and the Special Features screen to set the various copy modes.
There are two Special Features screens, "1/2" and "2/2". For more information, see e-Manual > Copy.

Regular Copy Basic Features Screen

❶1:1
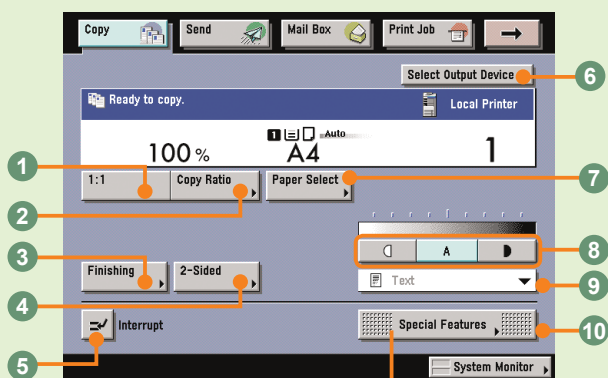
Press to return the copy ratio to 100%.

❷Copy Ratio (see p. 11)

Press to reduce or enlarge the copy size.

❸Finishing (see p. 11)

Press to select or cancel the Collate, Group, or Staple mode.

Special Features screen (1/2)
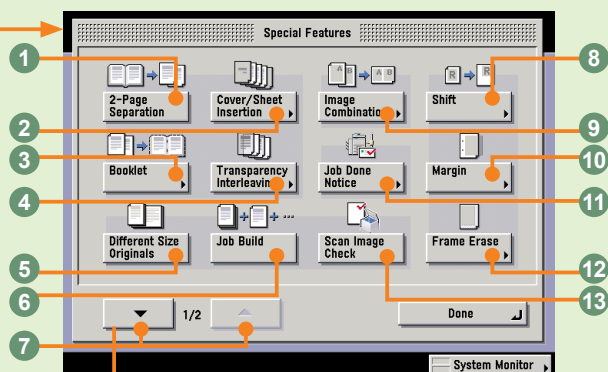
❶2-Page Separation (see p. 13)

Press to copy facing pages of an opened book onto separate copy sheets.

❷Cover/Sheet Insertion (see p. 16)

Press to add covers, sheet insertions, or chapter pages between specified pages.

❸Booklet (see p. 14)

Press to make copies of several originals to form a booklet.

❹Transparency Interleaving

Press to insert a sheet between each transparency when copying transparencies.

Special Features screen (2/2)
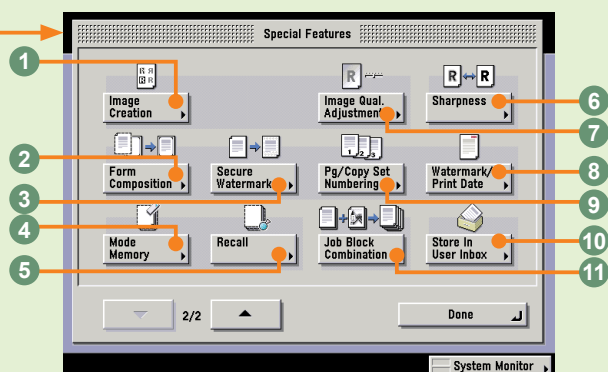
❶Image Creation

You can arrange the image of an original.

❷Form Composition

Press to superimpose an image stored in memory onto the original image for copying.

❸Secure Watermark (see p. 19)

Press to embed hidden text in the background.

Copying Functions

❹**2-Sided (see p. 12)**

Press to make two-sided copies.

❺**Interrupt (see p. 12)**

Press to interrupt a copy job to make priority copies.

❻**Select Output Device**

Displayed when a remote copy printer is connected to a network. Press to select the printing destination for remote and cascade copying.

❼**Paper Select (see p. 12)**

Press to select the paper size/type and the paper source.

❽**Adjust Contrast**

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

❾**Original Type Selection**

Press to change the original type when the originals include photos, etc.

❿**Special Features**

Press to select a Special Features mode.

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❺**Different Size Originals (see p. 13)**

Press to make copies feeding different size originals together in one group, by placing them in the feeder.

❻**Job Build**

Press to divide the originals into several parts, scan them, and then print them all together.

❼**Special Features Screen Switch**

Press to switch between Special Features 1/2 and Special Features 2/2.

❽**Shift**

Press to shift the position of the original image on the copy sheet.

❾**Image Combination (see p. 14)**

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

❿**Margin (see p. 15)**

Press to create margins along the sides of a copy sheet.

⓫**Job Done Notice**

Press to have the machine notify the user through e-mail when the copy job is done.

⓬**Frame Erase (see p. 15)**

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

⓭**Scan Image Check**

You can check each image you scan when scanning from the platen glass.

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❹**Mode Memory (see p. 16)**

Press to store or recall copy modes.

❺**Recall**

Press to recall previously set copy modes.

❻**Sharpness**

Press to sharpen or soften the image of the original in the copy.

❼**Image Qual. Adjustment**

You can remove the background of an original.

❽**Watermark/Print Date (see p. 18)**

Press to include the watermark and date on copies.

❾**Pg/Copy Set Numbering (see p. 18)**

Press to include page and copy set numbering on copies.

❿**Store In User Inbox (see p. 19)**

Press to store originals scanned from the Regular Copy Basic Features screen as a document in a User Inbox.
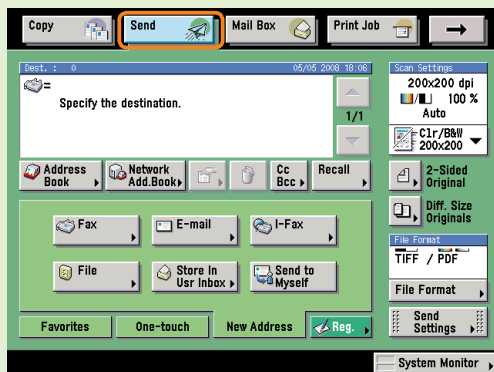
⓫**Job Block Combination (see p. 20)**

Press to scan multiple batches of originals with different copy settings and print them as one document.

Sending a Document (E-mail, I-fax, File Server)

The following is an explanation of the basic procedure for sending a document. For more detailed procedures, see the references in each procedure.

Preparations

Press [Send] to switch to the Send function.

● The function key for the sending and fax functions differs according to the installed options. It may be displayed as [Send] or [Fax]. For more information, see e-Manual > Basic Operations.

● If the Department ID Management, screen is displayed, enter the [Department ID] and [Password]. After entering them, press ⓘ (Log In/Out) on the touch panel.

● If Department ID Management, or the SSO-H login service is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see e-Manual > Basic Operations.

Place Your Originals

Placed in the feeder
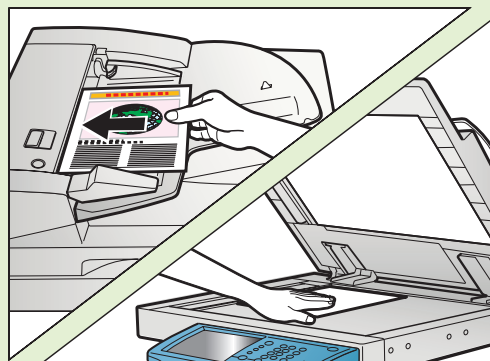
**Placed on the platen glass**

Place your originals.

● When placing originals on the platen glass, make sure to close the feeder/platen cover after placing your originals.
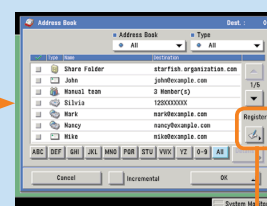
👉 Registering Destinations

In order to be able to select a destination using the address book, one-touch buttons, or favorites buttons, it is necessary to register the destination in advance. Register destinations using the Additional Functions screen.

For more information on registering destinations in the address book, one-touch buttons, or favorites buttons, see p. 37 and p. 38.

The Register button on the Send Basic Features screen and the Address Book screen is a shortcut to the Additional Functions screen for storing destinations.
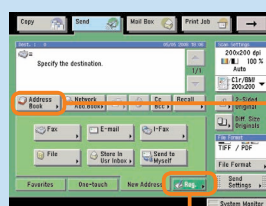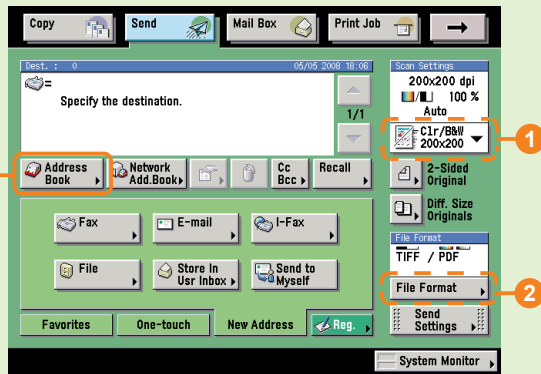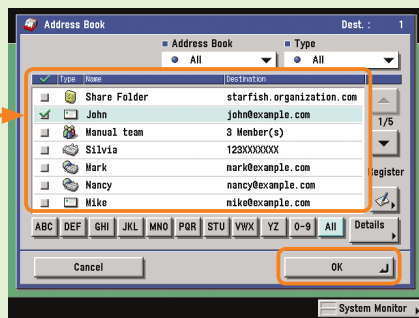

[Reg.] on the Send Basic Features screen

[Register] on the Address Book screen

Specify the Destination

**Press [Address Book] ➝ select a destination ➝ press [OK].**

- You can also specify the destination using a one-touch button or favorites button if you have registered a destination in a one-touch button or favorites button in advance.

- To send to a destination not registered in the address book, etc., press [New Address] and enter the destination.

For information on specifying destinations, see p. 35 and p. 36.

- To change the resolution of the document to be sent, use the Scan Settings drop-down list (❶). To change the file format of the document to be sent, press [File Format] (❷).

- You can also set the scanning mode and Special Features on the Scan Settings screen.

For more information on the features you can set from the Scan Settings screen, see p. 35 and p. 36.

Start Sending
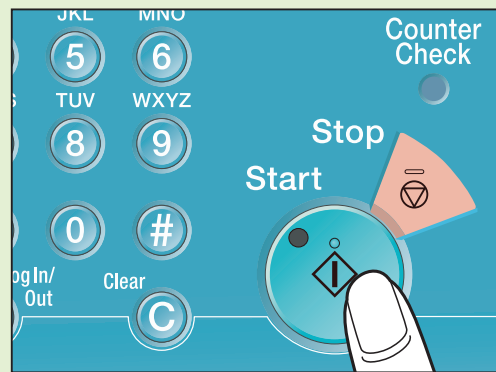
Press ⊙ (Start).

- When sending is complete, remove your originals.

- If the following screen is displayed, follow the instructions on the screen ➝ press ⊙ (Start) once for each original. When scanning of the originals is complete, press [Done].
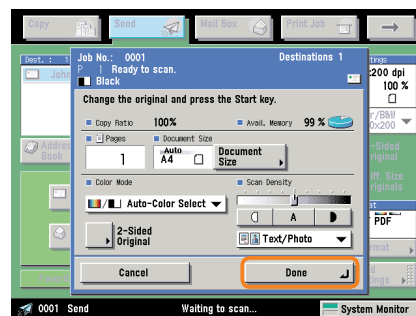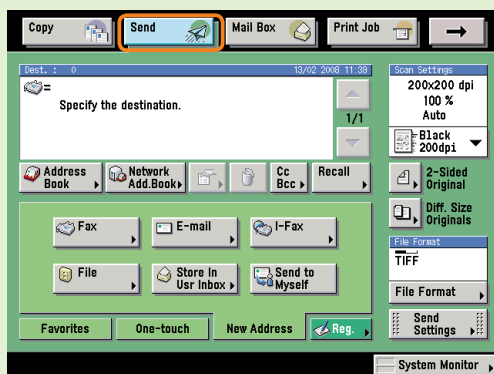

- If Department ID Management is set, press ⓘⒹ (Log In/Out).

Sending a Fax

The following is an explanation of the basic procedure for sending a fax. For more information on the settings, see the references in each procedure.

Preparations

Press [Send] to switch to the fax mode.

- In the above screen, start entering the fax number with the numeric keys to automatically display the screen for entering the fax destination.
- If Department ID Management, or the SSO-H login service is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see e-Manual > Basic Operations.

Place Your Originals

Placed in the feeder
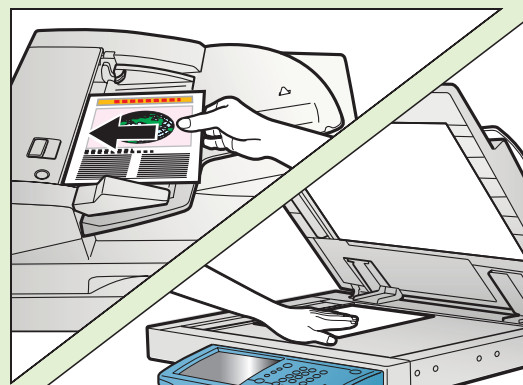
Placed in the Platen glass

Place your originals.

- When placing originals on the platen glass, make sure to close the feeder/platen cover after placing your originals.

Specifying the Fax Number Using a One-touch Button

You can also specify the fax destination using a one-touch button if you have registered a fax destination in a one-touch button in advance.

For more information on registering destinations in one-touch buttons, see p. 37 and p. 38.
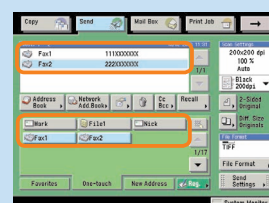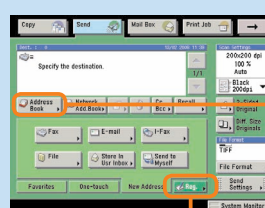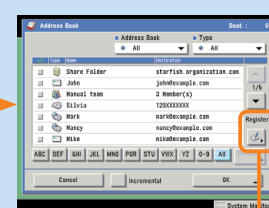

Registering a Destination

In order to be able to select a destination using the address book, one-touch buttons, or favorites buttons, it is necessary to register the destination in advance. Register destinations using the Additional Functions screen.

For more information on registering destinations in the address book, one-touch buttons, or favorites buttons, see p. 37 and p. 38.

The Register button on the Send Basic Features screen and the Address Book screen is a shortcut to the Additional Functions screen for storing destinations.
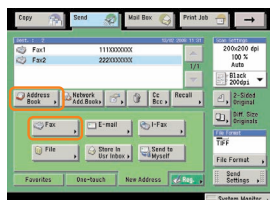

[Reg.] on the Send Basic Features screen

[Register] on the Address Book screen

Enter the Fax Number

Enter the fax number.
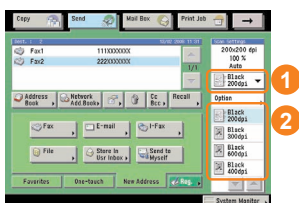
Start Sending the Fax

Press ⊚ (Start).

● To send a fax to multiple destinations, press the [Next] key after entering the first and each subsequent destination, or specify the destinations using the address book.

● You can also specify destinations using one-touch buttons or favorites buttons you have registered in advance.

● To send a clear fax, set a high resolution. You can set the resolution from the Scan Settings drop-down list.

● When faxing is complete, remove your originals.

● You can set to display a preview of the fax before sending. You can also confirm the number of pages which will be sent on the preview screen.
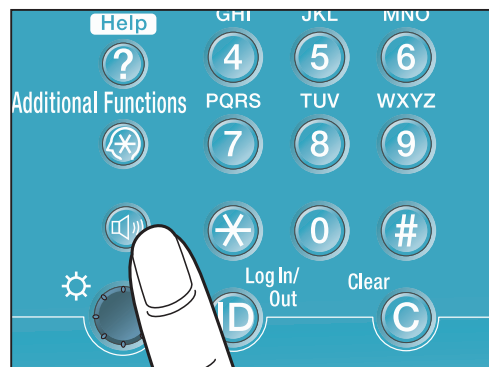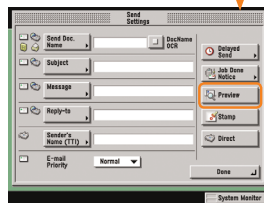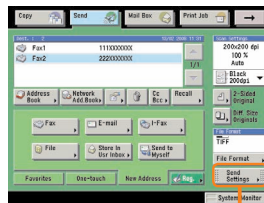
● If you press the fax volume adjustment key, a screen for adjusting the transmission volume and fax sending alarm volume is displayed.

Sending/Facsimile Functions

What You Can Do with This Machine (Address Book/Send Basic Features Screen)

You can use the Send function to send handwritten documents to a destination. Documents can be sent by e-mail, I-fax, and fax, in a variety of file formats.
The following is an introduction of the basic procedure for sending documents. For more information, see e-Manual > Send/Fax.

Send Basic Features screen

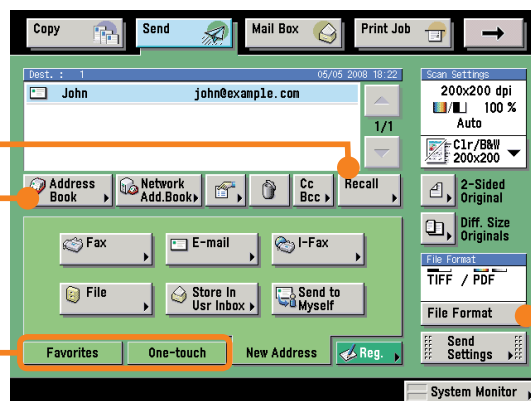* The numbers in the illustrations refer to operation steps.

To Register Commonly Used Destinations

Selecting from the Address Book
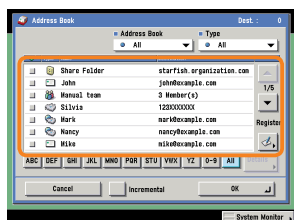
Selecting from a Favorites button
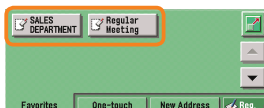
Selecting from a One-touch button
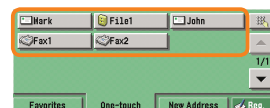
Favorites buttons enable you to register a destination together with other settings. This is useful when sending documents with the same settings to the same destinatioin multiple times. One-touch buttons enable you to specify destinations more quickly by setting them in advance.

To Recall the Last Settings
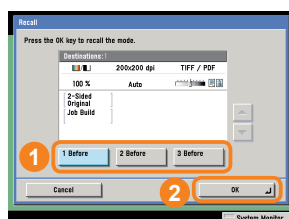
You can recall the last three addresses, scan settings, and send settings which have been set, and then send your documents.

To Specify a File Format and Send a Document

You can select JPEG, TIFF, PDF, or XPS as the file format for the document you want to send. If you select PDF as the file format, you can also specify the [Trace & Smooth], [Compact], [OCR (Text Searchable)], [Encrypt], and/or [Add Digital Signatures] modes. If you select XPS as the file format, you can also specify the Compact, OCR (Text Searchable), and/or Add Digital Signatures modes.

* You cannot select the file format when sending to a fax, I-fax, or User Inbox.

To Set PDF, XPS Options

Trace & Smooth

Enables you to convert the text parts of a scanned image into outline data and overlay it inside the PDF to maintain the quality of the text.

Compact

Enables you to send files containing text originals or text/photo originals using a higher compression ratio than normal files.

OCR (Text Searchable)

Enables you to make the text of a scanned document searchable before sending.

Add Digital Signatures

Enables you to add a digital signature to PDF or XPS data, which enables you to send documents clearly by preventing security problems such as impersonation and unauthorized alteration of documents.
You can add the following two types of digital signatures:
• Device Signature
• User Signature

Encrypt

When sending an important document containing confidential information, you can set a password to prevent users from printing it out or opening it. The Encryption function enables you to create an encrypted PDF and send it. The encryption can be removed by using the set password.

* [Trace & Smooth] and [Encrypt] can only be specified for PDF documents.

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What You Can Do with This Machine
(Address Book/Send Basic Features Screen)
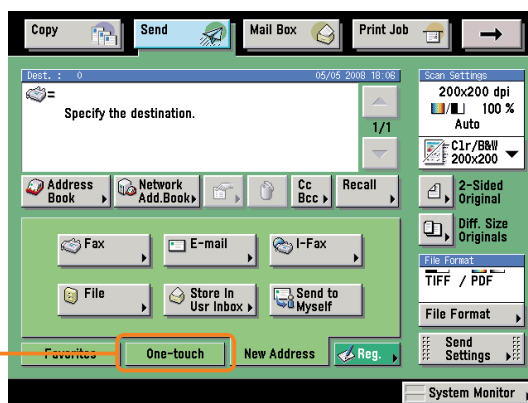
Send Basic Features screen

* The numbers in the illustrations refer to operation steps.

If You Mainly Use One-touch Buttons

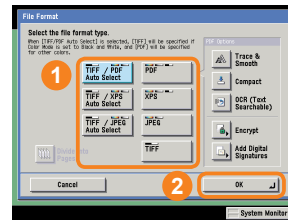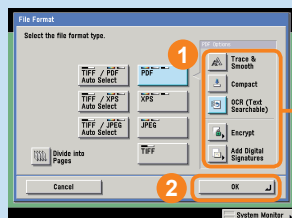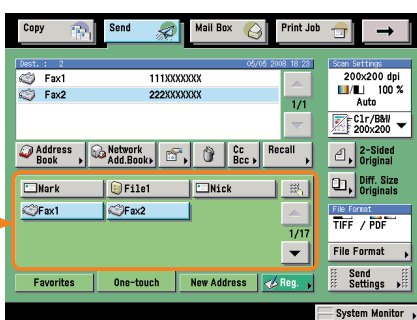If you set to display one-touch buttons on the initial screen, you can use them immediately.

To Display One-touch Buttons on the Initial Screen
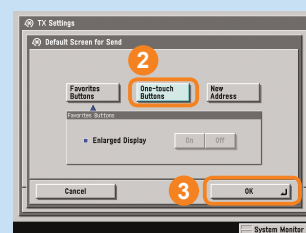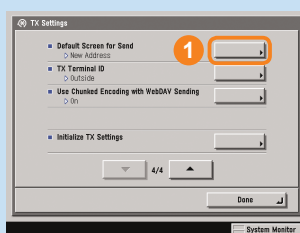
Select [Default Screen for Send] in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.

Select [One-touch Buttons] press [OK].

To Display the Sender History When Sending Faxes/I-faxes
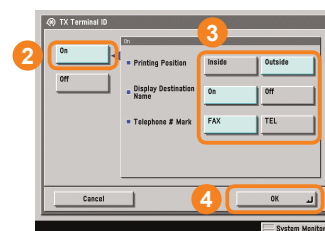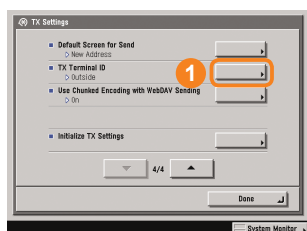
Select [TX Terminal ID] in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.

Press [On]. Set the TX Terminal ID settings as necessary.

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To Automatically Forward Received Faxes/I-faxes
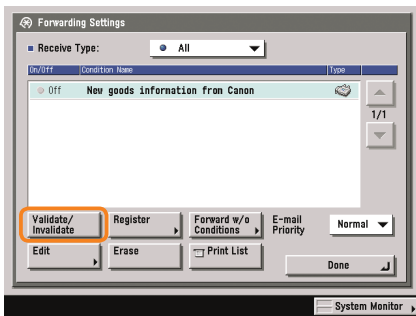
By simply turning on forwarding conditions set in advance to 'On', received faxes/I-faxes can be automatically forwarded to the specified fax number.

To Enable Forwarding Conditions
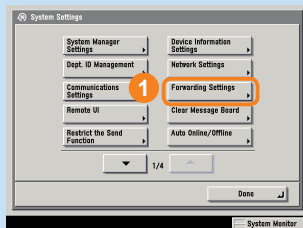
Press [Forwarding Settings] from System Settings on the Additional Functions screen.
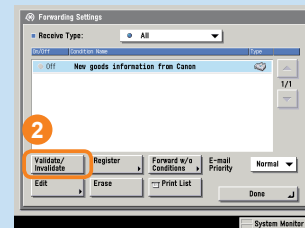
Set the forwarding Conditions
➡ press [Validate/Invalidate].

To Register Forwarding Conditions
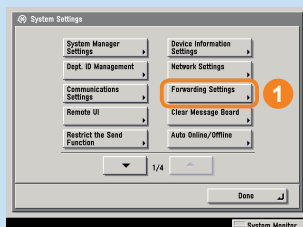
Press [Forwarding Settings] from System Settings on the Additional Functions screen.
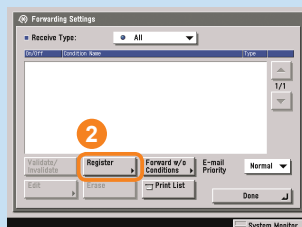
Press [Register].
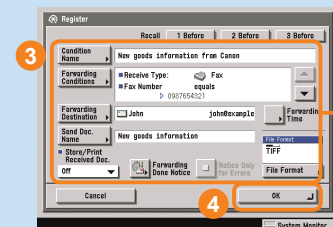
Set the forwarding conditions ➡ press [OK].

Make sure to register the destination for forwarding faxes/I-faxes to in the address book.

What You Can Do with This Machine (Scan Settings Screen)

You can set the Scan Settings to change the appearance of the document to send.
The following is an explanation of the useful functions you can utilize when scanning a document to send. For more information, see e-Manual > Send/Fax.
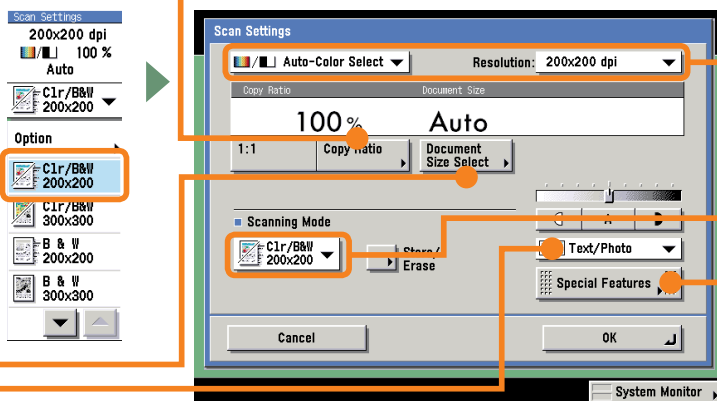
Scan Settings screen

* The numbers in the illustrations refer to operation steps.

To Send Documents Containing Photos Clearly
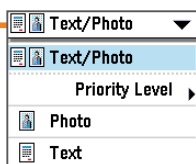
Text Mode   Text/Photo Mode   Photo Mode
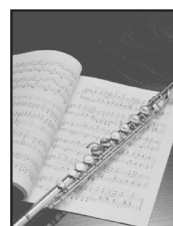
If originals are not scanned correctly, try selecting the original type from the Image Quality drop-down list. Photos can be scanned clearly. If a shimmering, wavy pattern (the Moiré effect) appears on your originals, use the [Sharpness] setting in the Special Features screen to decrease it.
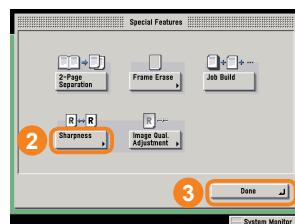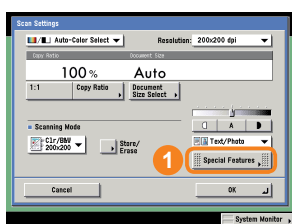
To Change the Scanned Document Size
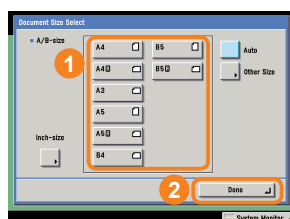
If text on the edge of documents is cut off, try setting the scanned image size to a size one larger.

To Automatically Change the Zoom Ratio According to a Specified Record Size

This enables you to automatically change the vertical/horizontal zoom ratio based on the size of the original and the selected record size. The zoom ratio is set between 50 and 200%.
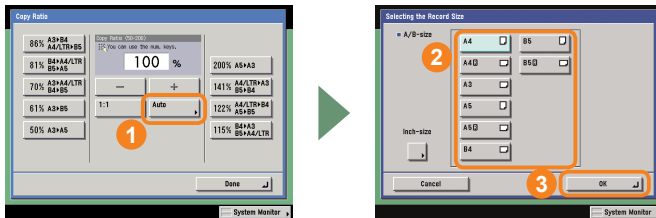
* You can only set the machine to automatically change the zoom ratio when you have set the resolution to 300 x 300 dpi or 600 x 600 dpi.

To Send Fine Text and Images Clearly

*You cannot use colour options for fax and I-fax.

You can send fine text in documents more clearly by changing from a 200 x 200 dpi resolution to a high resolution of 300 x 300 dpi or 400 x 400 dpi. Note, however, that the file size increases as you increase the resolution.

When sending a colour document, select [Auto-Color Select] or [Full Color].

You can also select the resolution from the Scanning Mode drop-down list. This is convenient for storing commonly used resolutions.

● To Register a Scanning Mode

Select where to register the mode ➞ press [Store].
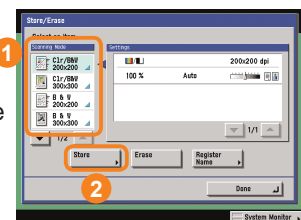
To Send Separately Scanned Documents At Once

Press ⊙ (Start) to display the screen for scanning your originals. Press ⊙ (Start) to scan another original. When scanning of the originals is complete, press [Done].
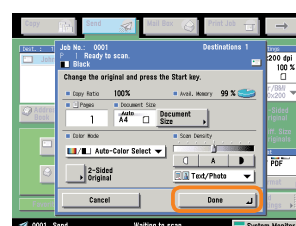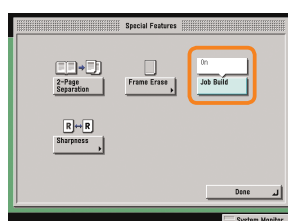
What You Can Do with This Machine (Send Settings Screen)

On the Send Settings screen, you can specify when to send a document and the settings to use when sending, and set to send notification when sending is complete.

The following is an explanation of the useful functions you can utilize when sending a document.

For more information, see e-Manual > Send/Fax.
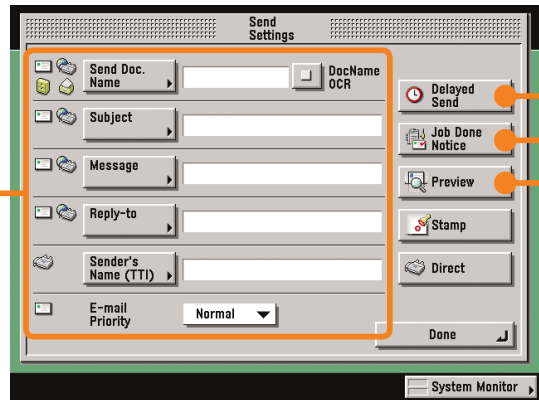
Send Settings screen

* The numbers in the illustrations refer to operation steps.

To Add the Reply Destination to a Sent Document
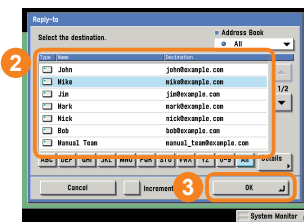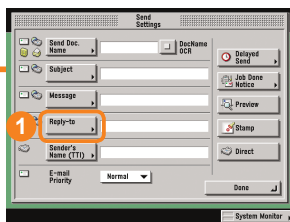
Press [Reply-to], and select the name to set as the reply destination. It is necessary to set the reply-to address in advance in Address Book Settings from the Additional Functions screen.
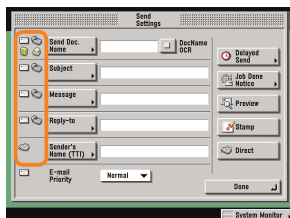
Depending on whether the sending method to be used is e-mail, fax, or I-fax, you can also add a sending name or the subject to the name of the attached file. You can confirm whether a certain send setting can be set with the icons to the left of each sending method.

When sending an e-mail, you can also set its priority.
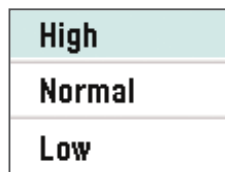
When [PDF (OCR)] or [XPS(OCR)] is set as the file format, set [DocName OCR] to 'On' to automatically extract the first text block in the document for use as its filename.

To Specify the Time to Start Sending
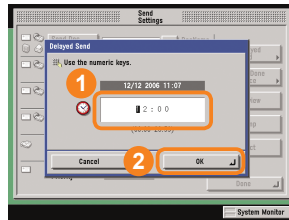
Delayed Send

To specify the time to start sending a document, to send a document the first thing the next morning, for example, use Delayed Send. The document is sent at the specified time simply by entering that time.

To Send Notification of Completed Sending
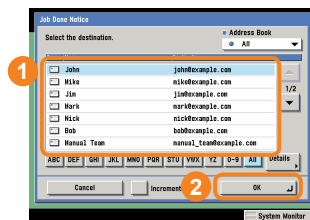
Job Done Notice

Use the Job Done Notice feature to notify yourself if you want to confirm that a job is complete. When sending is complete, you will be notified via e-mail.

To Confirm a Document Before Sending

Set Preview to 'On' to display a preview of the document to be sent. The preview is displayed after pressing [Done]. This enables you to delete any unnecessary blank pages before sending.

Preview
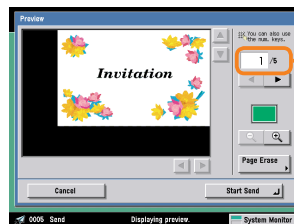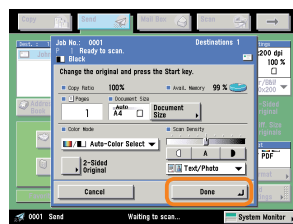
You can also confirm the number of pages of the document to send here.

Overview of Sending/Fax Features

The various send/fax functions are used from the Send screen and the Scan screen. On the Send screen, you can specify the destination to send to and settings such as the file format and whether to scan a two-sided original. On the Scan screen, you can also specify settings such as the zoom ratio, and utilize Special Features. For more information, see e-Manual > Send/Fax.

Send Screen
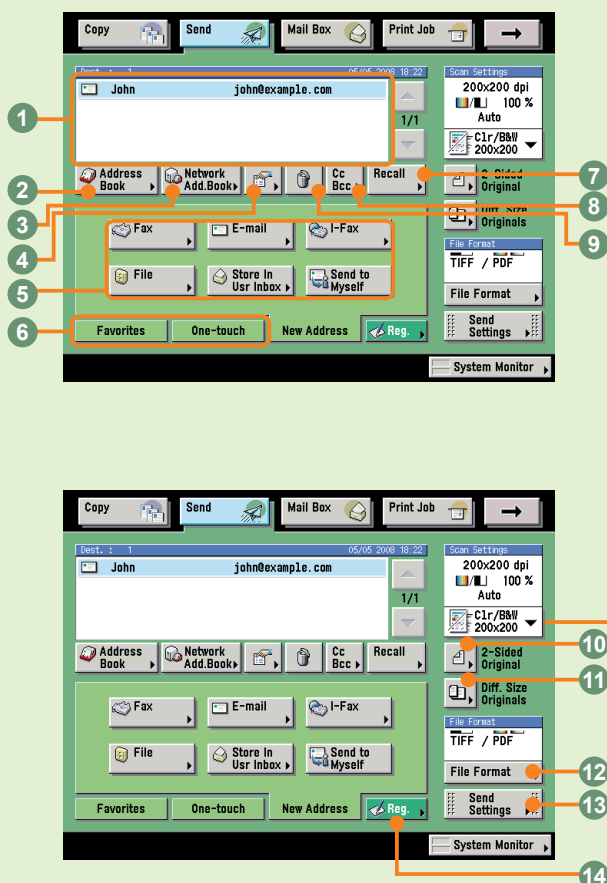
❶**Destination List**

Displays a list of destinations. A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained via a server, can be specified.)

❷**Address Book (see p. 27)**

Press to select a destination from the address book.

❸**Network Address Book**

Press to search for a destination from an LDAP server.

❹**Details**

Press to check or change the destination information selected from the destination list. You can also check or change addresses that were entered using the New Address tab.
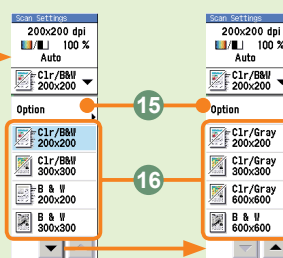
Scan Screen
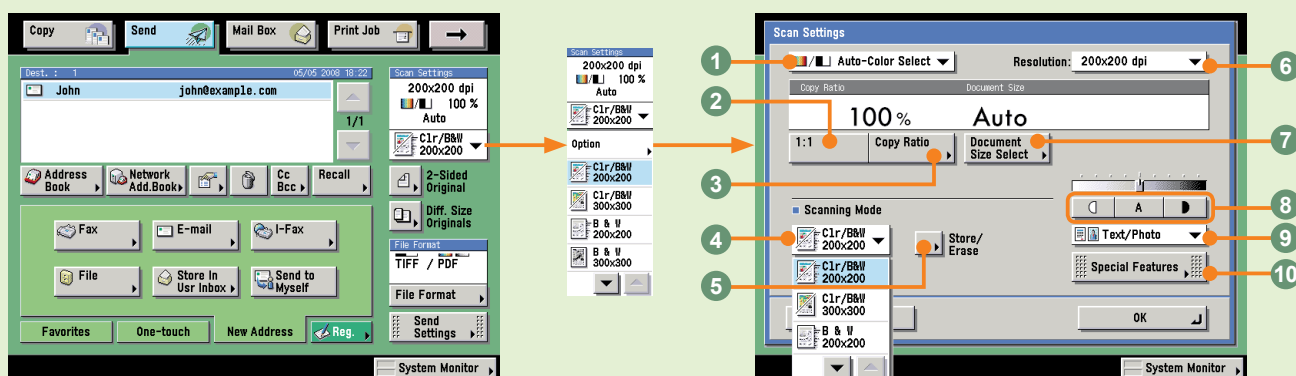
⑤New Address

Press to specify the destination (such as a fax, e-mail, I-fax, file server, user inbox, or yourself) to send a document to when the addresses are not stored in the Address Book.

⑥Favorites Buttons/One-touch Buttons (see p. 27)

Press to switch to favorites buttons or one-touch buttons. Favorites buttons or one-touch buttons must be registered in advance.

⑦Recall (see p. 27)

Press to recall up to the last three addresses, scan settings, and Send settings that have been set and then send the documents.

⑧Cc Bcc

Press to set multiple e-mail address destinations for the Cc and Bcc addresses.

⑨Erase

Press to erase the destination displayed in the destination list.

⑩2-Sided Original

Press to scan both sides of an original.

⑪Different Size Originals

Press to scan different size originals together.

⑫File Format (see p. 28)

Press to select the file format of the document to send when sending to a destination such as an e-mail or file server destination. If you select PDF as the file format, you can also specify the Trace & Smooth, Compact, OCR (Text Searchable), Encrypt, and/or Add Digital Signatures modes. If you select XPS as the file format, you can also specify the Compact, OCR (Text Searchable), and/or Add Digital Signatures modes.

⑬Send Settings (see p. 33 and p. 34)

Press to select features on the Send Settings screen.

⑭Register

Press to register a destination in a favorites button, one-touch button, or the address book. This button is a shortcut to the Additional Functions screen for storing destinations.

⑮Option (see p. 31 and p. 32)

Press to select a feature from the Scan Settings screen.

⑯Scan Settings drop-down list

Press to select a stored scan mode and resolution. The scanning modes are set by default, but you can edit these settings.

❶Color Selection drop-down list (see p. 32)

Press to select whether to scan the original in color or black-and-white. You can also select to automatically detect whether the original is in color or black-and-white.

❷1:1

Press to return the copy ratio to 100%.

❸Copy Ratio (see p. 32)

Press to reduce or enlarge the scan size.

❹Scanning Mode drop-down list (see p. 32)

Press to select the scanning mode. The scanning modes are set by default, but you can edit these settings.

❺Store/Erase

Press to store or erase a scan mode.

❻Resolution drop-down list (see p. 32)

Press to specify the resolution for the document to be sent.

❼Document Size Select (see p. 31)

Press to select the size of the document to scan.

❽Adjust Contrast

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

❾Original Type drop-down list (see p. 31)

Press to manually select the original type according to the type of image that you are scanning.

❿Special Features (see p. 32)

Press to select a Special Features mode.

Overview of Sending/Fax Features

Send Settings Screen
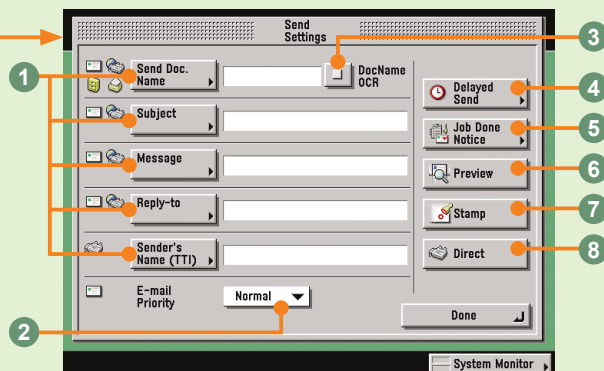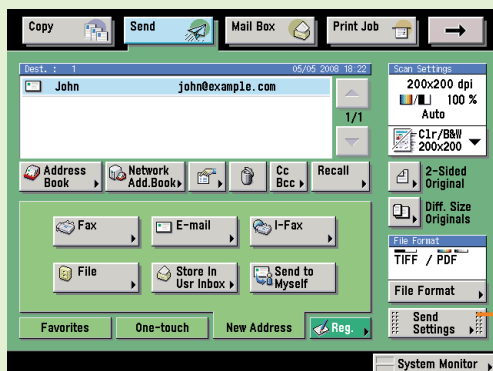
Registration Screen
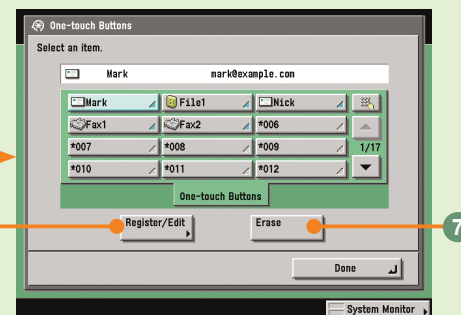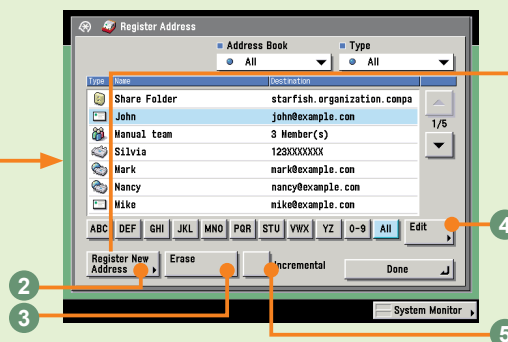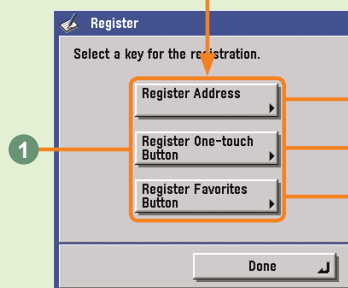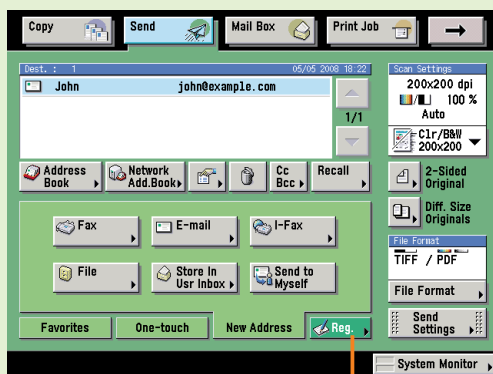
Registration can also be performed from the Additional Functions screen. For more information, see e-Manual > Send/Fax.

Register Address:
Register in Address Book Settings, from the Additional Functions screen.

Register One-touch Button:
Register in Address Book Settings, from the Additional Functions screen.

Register Favorites Button:
Register in Communications Settings, from the Additional Functions screen.
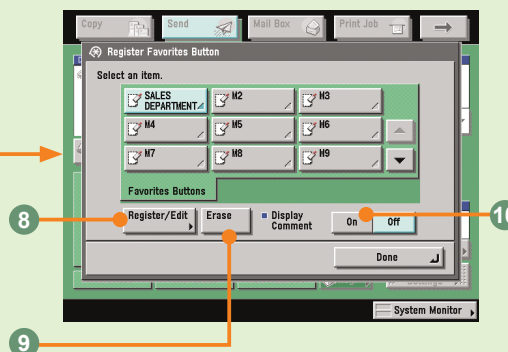
❶Send Settings (see p. 33)

Enable you to set a subject, reply destination, and sender name for the document to send.

❷E-mail Priority (see p. 33)

Press to change the priority of an e-mail message.

❸DocName OCR (see p. 28, p. 33)

Press to use text extracted from the file as the name for the document to send, when you have selected [PDF(OCR)] or [XPS(OCR)] as the file format.

❹Delayed Send (see p. 34)

Press to send the document at a specified time.

❺Job Done Notice (see p. 34)

Press to send notification of job completion to the specified e-mail address.

❻Preview (see p. 34)

Press to verify images before sending.

❼Stamp

Press to stamp originals which have been scanned. This enables you to distinguish originals which have been scanned.

❽Direct

Press to send the document with the Direct Sending mode, instead of using the memory of the fax.
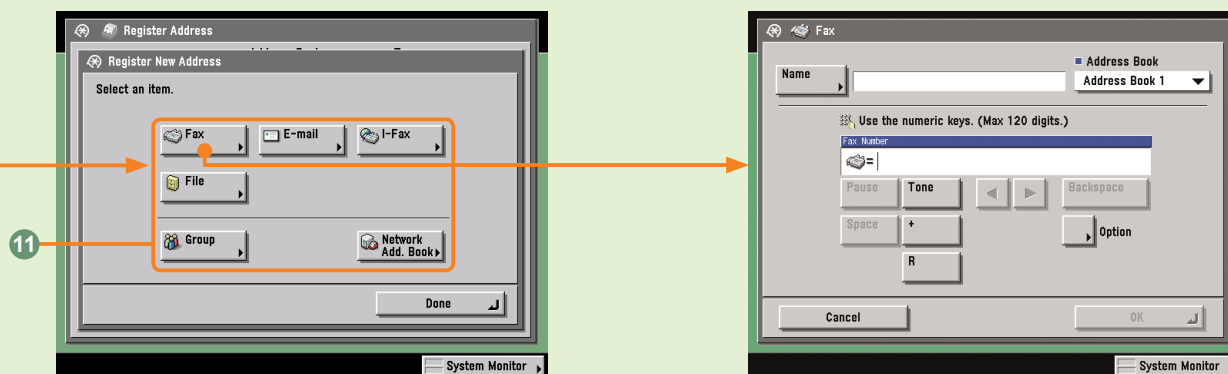
❶Where to Register the Destination (see p. 27)

Select where to register the destination. These buttons are links to the corresponding registration screen in the Additional Functions screen.

❷Register New Address

Press to register a destination in the address book.

❸Erase

Press to erase a destination from the address book.

❹Edit

Press to edit a destination from the address book.

❺Incremental

Refining Displayed Destinations.

❻Register/Edit

Press to register a one-touch button. Select a one-touch button before pressing this to edit it instead.

❼Erase

Press to erase a registered one-touch button.

❽Register/Edit

Press to register a favorites button. Select a favorites button before pressing this to edit it instead.

**❾Erase**

Press to erase a registered favorites button.

❿Display Comment

Press 'On' to display the registered comments.

⓫New Destination Type

Press to select the type of the new destination (sending method). The items you can enter depend on the type of destination you select. In the above screen, a fax destination is set.

Storing Originals in an Inbox

There are several ways to store image data in an inbox. This section describes the procedure for scanning originals placed in the feeder or on the platen glass. For more information on the settings, see the references in each procedure.

Preparations
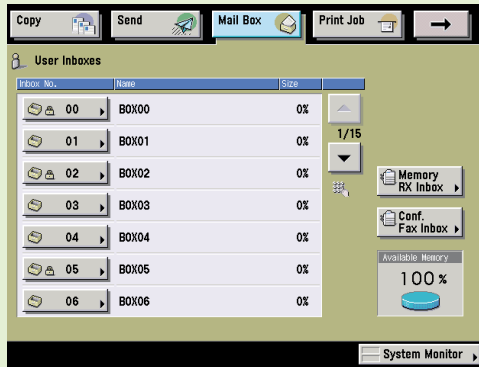
Inbox Selection Screen

Press [Mail Box] to switch to the Mail Box function.

● If a screen prompting you to enter a department ID and password is displayed, enter the ID and password, and press ⓘ (Log In/Out) on the control panel.

● If Department ID Management or the SSO-H login service is set, it is necessary to enter and ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see e-Manual > Basic Operations.

Place Your Originals

Placed in the feeder
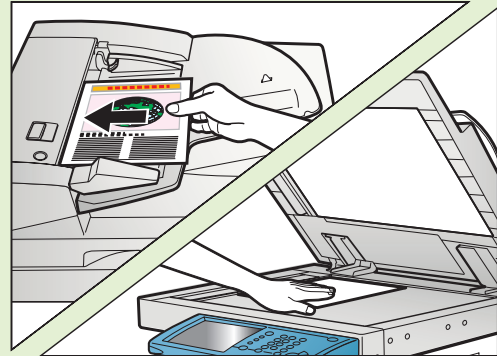
Placed on the platen glass

Place your originals.

● If you have placed your originals on the platen glass, close the feeder/platen cover after placing your originals.

What is the Mail Box Function?

The Mail Box function is a function that enables you to temporarily store originals scanned using the machine and data sent from a computer. Documents (data) stored in inboxes can be printed or sent when required. You can also save data stored in inboxes to USB memory. For more information on USB memory, see e-Manual > Mail Box.

Print

Send

Store

NETWORK

USB Memory
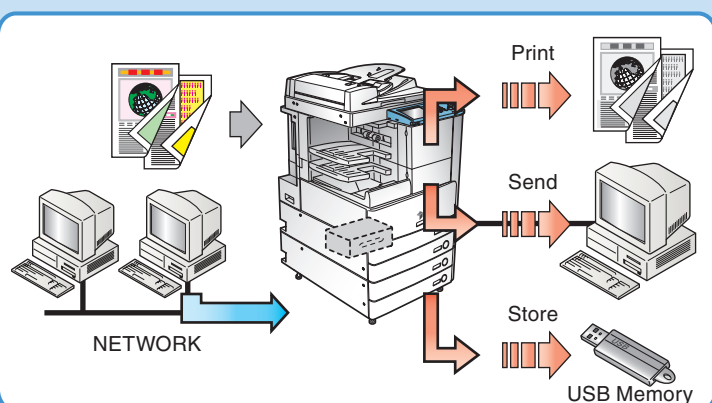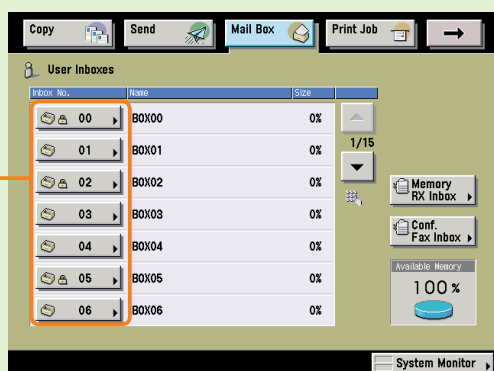
Select an Inbox

Inbox Selection Screen

Press the number of the inbox to store the scanned document.
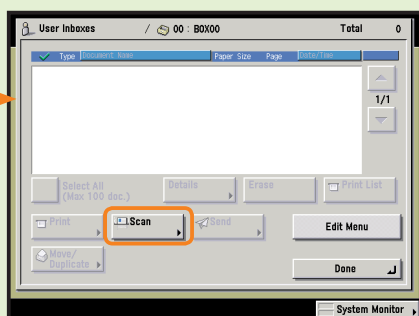
Press [Scan].

● If you select a User Inbox set with a password, enter the password ➞ press [OK].

For information on inbox passwords, see e-Manual > Mail Box.

● If you press [Scan], the Scan screen is displayed, and you can set the required scan modes.

For more information on scan settings, see p. 49 and p. 50.

For information on the Memory RX Inbox and Confidential Fax Inbox, see p. 48.

Start Scanning

Press ⊙ (Start).

● If the following screen is displayed, follow the instructions on the screen ➞ press ⊙ (Start) once for each original. When scanning is complete, press [Done].
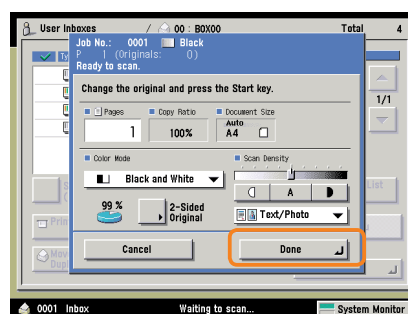
● When scanning is complete, remove your originals.

The stored data will be automatically deleted after 3 days (default setting). This setting can be deactivated, or changed to any time period. (See e-Manual > Basic Operations.)

● If Department ID Management is set, press ⊙ (Log In/Out).

Printing/Sending a Document Stored in a User Inbox

The following is an explanation of the basic procedure for printing and sending documents stored in a User Inbox.
For more information on the settings, see the references in each procedures.

Types of Inboxes

There are three types of inboxes, and each stores different types of documents. The stored documents can be printed/sent as necessary.

User Inboxes

Print

Send

NETWORK
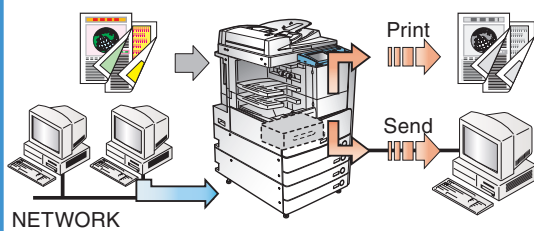
Stores documents scanned from the machine and data sent from a computer.

Memory RX Inbox

Print

Send
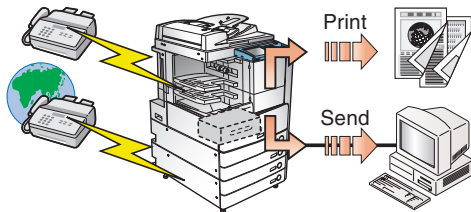
If you set the Memory Lock mode, received fax/I-fax documents are stored in the Memory RX Inbox first, without being printed.

Confidential Fax box

Print

* Documents in the Confidential Fax Inbox cannot be sent.
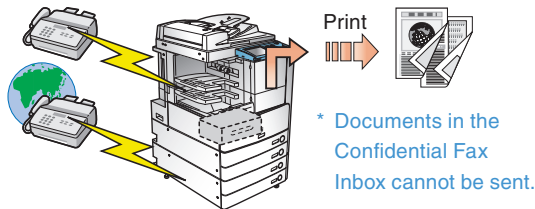
If you specify forwarding conditions, documents that match the conditions are forwarded to a Confidential Fax Inbox first, without being printed.

For details on each type of inbox, see e-Manual > Mail Box.

To Print

Specify the User Inbox

Press [Mail Box] ➡ select the desired User Inbox number.

● If there is a password set for the selected User Inbox, enter the password ➡ press [OK].

For information on inbox passwords, see e-Manual > Mail Box.

For information on printing a USB Memory-stored document, see e-Manual > Mail Box.

To Send

Specify the User Inbox

Press [Mail Box] ➡ select the desired User Inbox number.

● If there is a password set for the selected User Inbox, enter the password ➡ press [OK].

For information on inbox passwords, see e-Manual > Mail Box.

Specify the Documents to Print
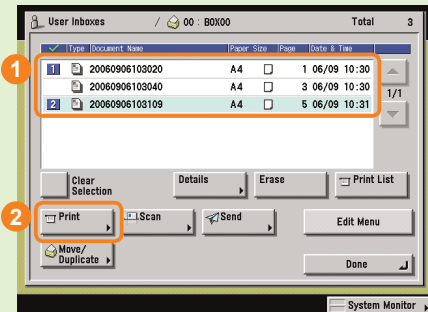
Select the documents in the order you want to print them ➡ press [Print].

● You can also set print modes on the Print screen or the Change Pr. Settings screen as necessary.

Press [Initial Settings] on the Change Pr. Settings screen to cancel all the print modes you have set. For more information on the features you can set from the Print screen and Change Pr. Settings screen, see p. 51 and p. 52.

Start Printing
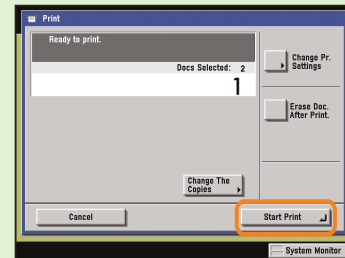
Print screen
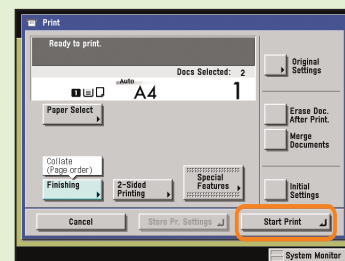
Change Pr. Settings screen

Press [Start Print].

Specify Documents to Send
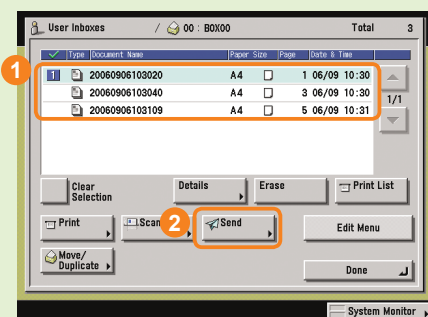
Select the User Inbox in which the documents you want to send are located ➡ select the documents in the order you want to send them ➡ press [Send].

Start Sending
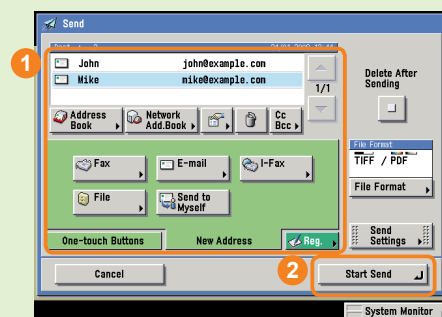
Specify the destinations ➡ press [Start Send].

● You can select the file format for the document to send by pressing [File Format].

For more information on the Send function settings, see e-Manual > Send /Fax.

What You Can Do with This Machine (Scan Screen)

The following is an explanation of the basic procedure for scanning documents into User Inboxes. For more information, see e-Manual > Mail Box.
To use more convenient modes, press [Special Features] to access the Special Features screen.
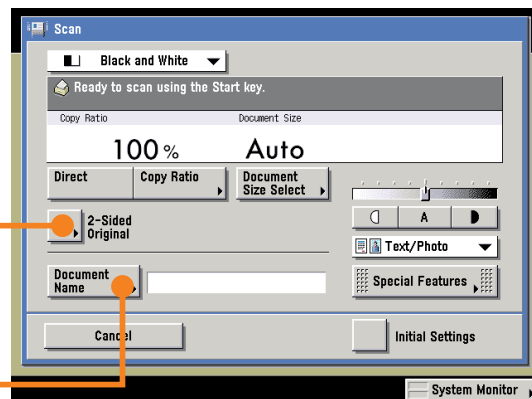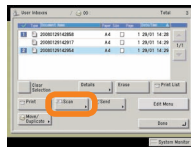
Scan screen

* The numbers in the illustrations refer to operation steps.

To Add a Name to a Document and Save It
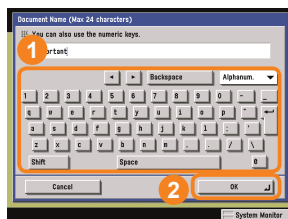
When you want to arrange documents so that you know what each is, it is useful to give the documents names. This also makes it easy to tell which document you are printing. You can also change the name of a document easily at a later date.

To Scan a Two-Sided Document
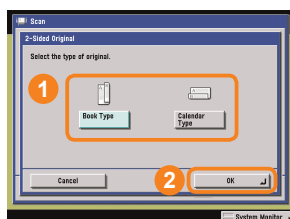
Select the type of original.

Place two-sided documents in the feeder when scanning them.

☞ **About Document Icons**

The icon displayed on the left of each document indicate the way in which the document was stored. Checking these icons enables you to determine how a document was stored.

'Black' CMYK	**'Color' or 'Mixed' CMYK**	**Documents without Print Settings** A document which was scanned from the Mail Box function's Scan screen or the Send Basic Features screen, and stored in a User Inbox. If you store print settings on the Change Pr. Settings screen, this icon changes to the Documents with Print Settings icon.
'Black' or 'Black and White'	**'Color' or 'Mixed' RGB**	
'Black' CMYK	**'Color' or 'Mixed' CMYK**	**Documents with Print Settings** A document which was stored in a User Inbox using the copying function, or from a computer. If you change the print settings of the "Documents without Print Settings" on the Change Pr. Settings screen, this icon changes to the Documents with Print Settings icon.
'Black' or 'Black and White'	**'Color' or 'Mixed' RGB**	
		Fax RX Document A fax document which has been forwarded or received in the Memory RX Inbox or Confidential Fax Inbox of the machine. Saved as a "Fax RX Document".
		I-Fax RX Document An I-fax document which has been forwarded or received in the Memory RX Inbox or Confidential Fax Inbox of the machine. Saved as an "I-Fax RX Document".

Mail Box Functions

What You Can Do with This Machine (Change Print Settings Screen)

The following is an explanation of the useful features you can use when printing out documents. For more information, see e-manual > Mail Box.
To use more convenient functions, press [Special Features] to access the Special Features screen.
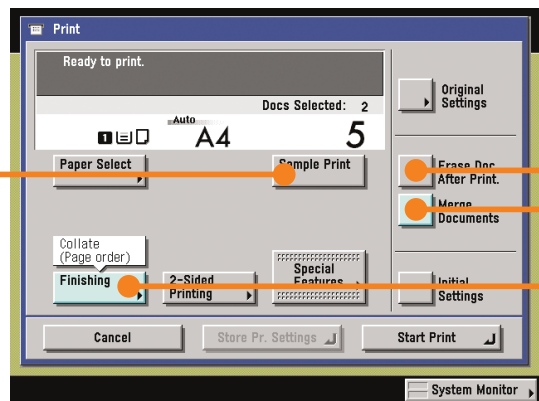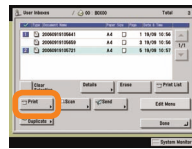
Change Pr. Settings screen

* The numbers in the illustrations refer to operation steps.

To Print a Sample Print

* When setting [Sample Print] to print a sample before printing multiple documents, make sure to set [Merge Documents].
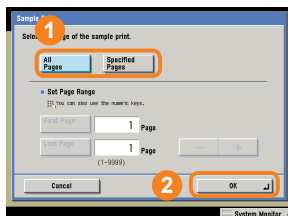
To print one set, press [All Pages]. To print only the specified pages, press [Specified Pages].
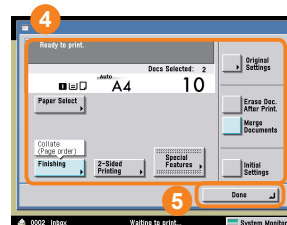
After editing the settings, press [Done].
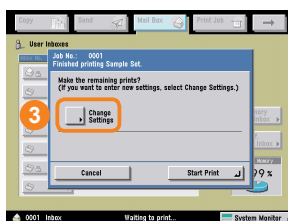
Press [Start Print] to print one set or specified pages. To change the settings after checking the sample print, press [Change Settings].

To print another sample, press [Sample Print]. This enables you to confirm the changes you have made to the settings.
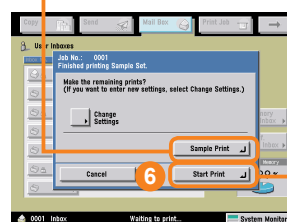
To print the remaining sets, press [Start Print].

Mail Box Functions

To Automatically Delete Document Data after Printing

Erase Doc. After Print.

[Erase Doc. After Print.] enables you to make sure that important document data does not remain in the machine, by automatically deleting it after it is printed.

To Print Multiple Documents Together

Merge Documents

Select [Merge Documents].

2-Sided Printing

Press [2-Sided Printing].
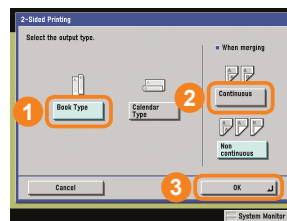
This enables you to print multiple documents as one document even if they have been created with different applications. You can also set the document layout when printing on both sides of the paper.

To Output Print Documents in Sets

Finishing

When distributing materials to multiple people for presentations, etc., you can set the machine to automatically output multiple page documents in sets. You can also use the Staple mode to staple these sets together automatically.
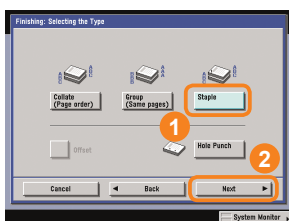
To staple the sets, press [Staple], and select the type of stapling to perform.
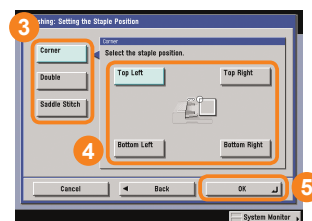
To View Documents Stored in a User Inbox
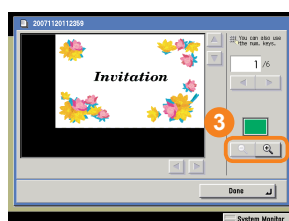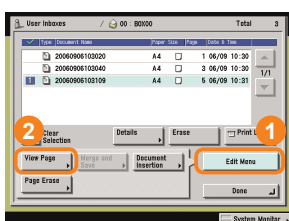
This enables you to view documents stored in a User Inbox. When a document consists of multiple pages, you can view it page by page. To view small text, use to magnify the image. You can also use the Remote UI of the machine to view documents stored in User Inboxes.

Mail Box Function Overview

There are three types of boxes when using the Mail Box function: User Inboxes, Confidential Fax Inboxes, and the Memory RX Inbox. For more information on the features explained here, see e-Manual > Mail Box, Send Fax.

Inbox Selection Screen

❶**User Inbox**
Enables you to store scanned documents, and then print or send them.

❷**Memory Media**
You can store images scanned by the machine, such as scanned documents and documents stored in the inbox, on USB memory. Those images can also be printed from USB memory.

❸**Memory RX Inbox**
Enables you to store received fax and I-fax documents, and print or send them when necessary.

❹**Confidential Fax Inbox**
Documents which match the specified forwarding conditions are forwarded to a Confidential Fax Inbox. Stored documents can then be printed when necessary.
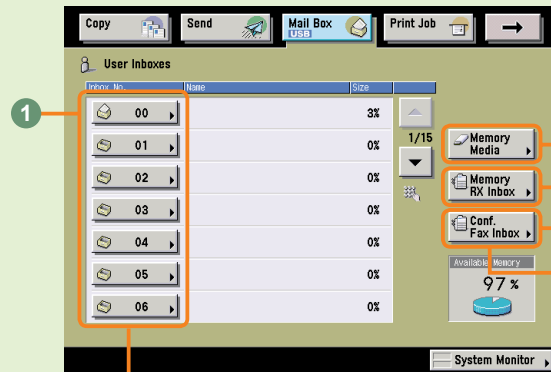
User Inbox Document Selection Screen

❶**Clear Selection**
Press to cancel your selection and select another document. Changes to [Select All (Max 100 doc.)] if you have not selected any documents.

❷**Print**
Press to print the selected document. Use the Change Pr. Settings screen to print onto both sides of the paper, print a booklet, change the layout, or change finishing options.

❸**Move/Duplicate**
Press to copy or move the selected document to another User Inbox.

❹**Scan**
Press to scan a document and store it. You can also use the features on the Scan screen to scan more easily and conveniently.

❺**Send (see p. 41 and p. 42)**
Press to send a scanned document.
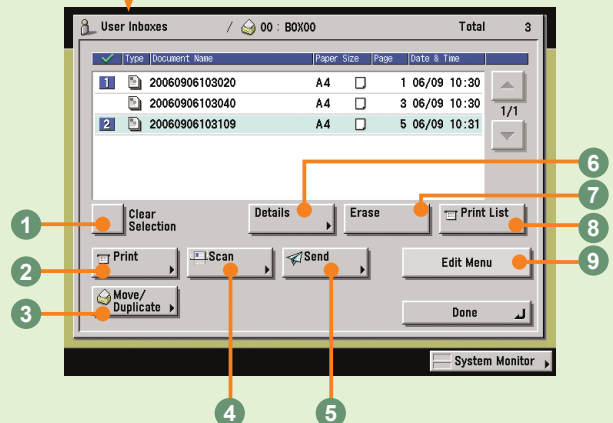
❻**Details**
Press to check information about the document.

❼**Erase**
Press to erase an unwanted document.

❽**Print List**
Press to print a list of documents stored in a User Inbox.

❾**Edit Menu**
Press to edit (View Page, Merge and Save, Document Insertion, or Page Erase) the selected document.

Memory RX Inbox Screen/Memory RX Inbox Document Selection Screen

Documents received when Memory Lock is set are stored in the Memory RX Inbox. Documents which could not be sent because of an error are also stored here.
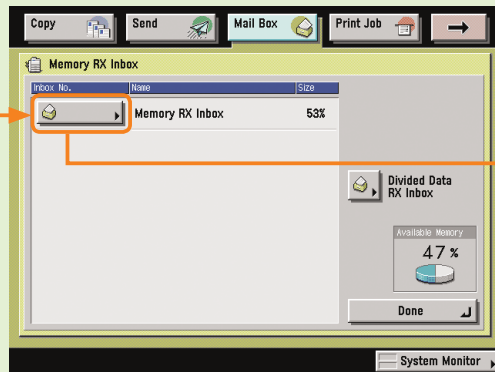
❶**Clear Selection**

Press to cancel your selection and select another document. Changes to [Select All (Max 32 doc.)] if you have not selected any documents.

❷**I-Fax Memory Lock/Fax Memory Lock**

Press to store received fax and I-fax documents in the Memory RX Inbox. You can also set separate settings (Memory Lock) for fax and I-fax documents.
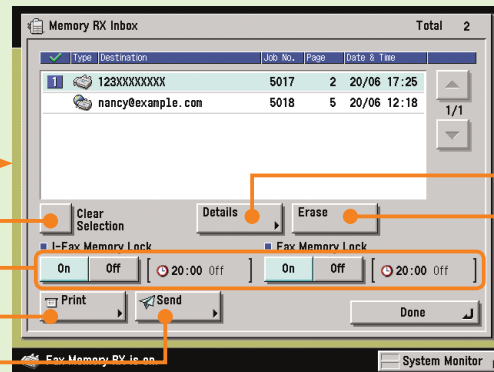
❸**Print**

Press to print the received documents. Printed documents are automatically erased.

❹**Send**

Press to send a received document.

❺**Details**

Press to check information about the document.

❻**Erase**

Press to erase an unwanted document.

Confidential Fax Inbox/Confidential Fax Inbox Document Selection Screen

When you have specified a Confidential Fax Inbox in the forwarding conditions, received faxes which match the conditions will be forwarded and stored in that Confidential Fax Inbox.
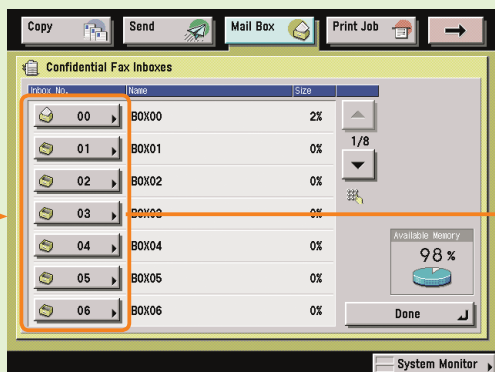
❶**Print**

Press to print a forwarded document stored in a Confidential Fax Inbox.

❷**Details**

Press to check information about a document stored in a Confidential Fax Inbox.
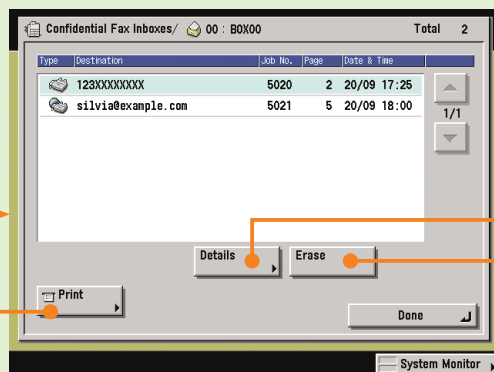
❸**Erase**

Press to erase a document stored in a Confidential Fax Inbox.

Mail Box Functions

Mail Box Function Overview

Storing Documents in a User Inbox

Use the Scan screen and Special Features screen to set Scan Settings for the Mail Box function. For more information, See e-Manual > Mail Box.
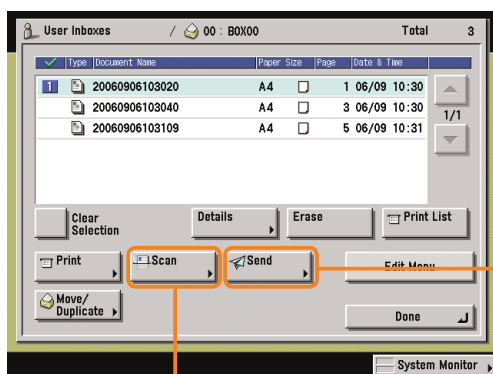
Document Select screen

Scan Screen
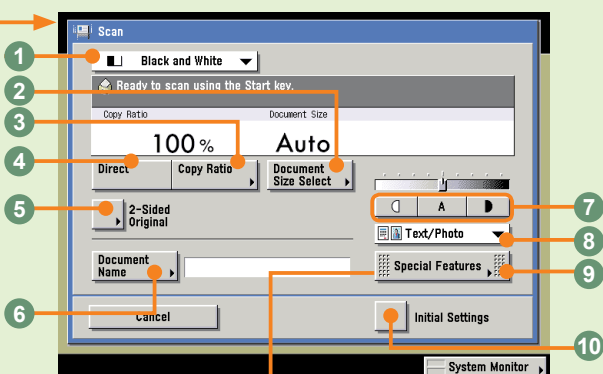
❶ **Color Selection drop-down list**

Press to select whether to scan the original in color or black-and-white. You can also select to automatically detect whether the original is in color or black-and-white.

❷ **Document Size Select**

Press to select the size of the original document to scan.

❸ **Copy Ratio**

Press to reduce or enlarge the copy size.

❹ **1:1**

Press to return the copy ratio to 100%.

Special Features Screen
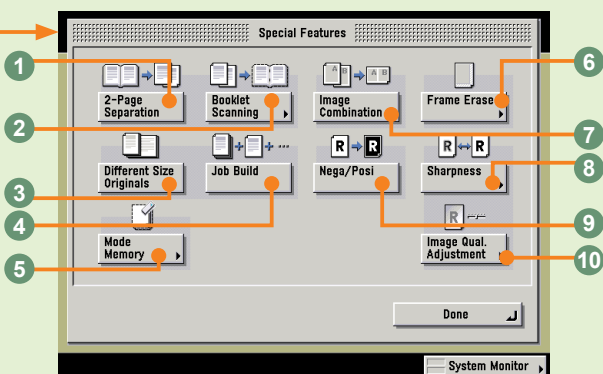
❶ **2-Page Separation**

Press to scan facing pages of an opened book onto separate sheets.

❷ **Booklet Scanning**

Press to scan originals in such a way that, when printing the scanned data, the output paper can be made into a booklet.

❸ **Different Size Originals**

Press to scan different size originals.

Send Screen
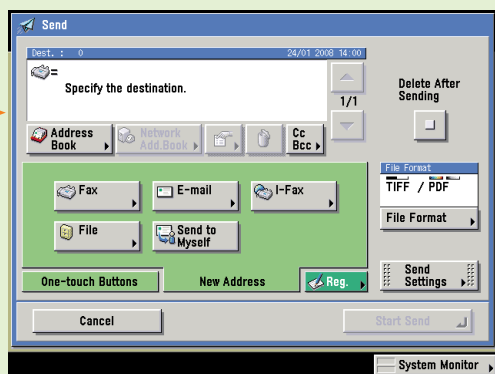
There are several types of stored documents: documents which are scanned from the platen glass or feeder, documents which are stored from the Send screen, and documents which are sent from computers.
You can select JPEG, TIFF, PDF or XPS as the file format for the document you want to send. If you select PDF as the file format, you can also specify the OCR (Text Searchable), Encrypt, and/or Add Digital Signatures modes.

* Documents stored in a User Inbox with a resolution other than 600 x 600 dpi cannot be sent if there is a fax address included in the destination.

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⑤2-Sided Original (see p. 43)

Press to scan two-sided originals.

⑥Document Name (see p. 43)

Press to add a name to a document to store. Enter the document name using the touch panel display.

⑦Adjust Contrast

Press to manually control the scan exposure. Press [A] to select or cancel the automatic exposure control.

⑧Original Type drop-down list

Press to manually select the original type according to the type of image that you are scanning.

⑨Special Features

Press to select a Special Features mode.

⑩Initial Settings

Press to cancel all settings at once. The machine restores the Standard Local Print Settings.

---

④Job Build

Press to scan originals when there are too many to be placed at once, by dividing them into multiple batches. The originals are stored as one document, after all the batches have been scanned.

⑤Mode Memory

Press to store or recall scan modes.

⑥Frame Erase

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

⑦Image Combination

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided sheet.

⑧Sharpness

Press to scan original images with a sharper or softer contrast.
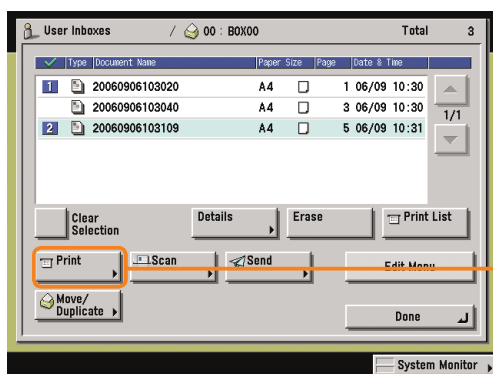
⑨Nega/Posi

Press to record the original image by inverting the black and white areas.

⑩Image Qual. Adjustment

Press to make copies by erasing the background color of the original.

Mail Box Function Overview

Printing Documents Stored in a User Inbox

Document Selection screen

Use the Print screen, Change Print Settings screen, and Special Features screen when printing documents stored in a User Inbox.
For more information, see e-Manual > Mail Box.

Change Print Settings Screen
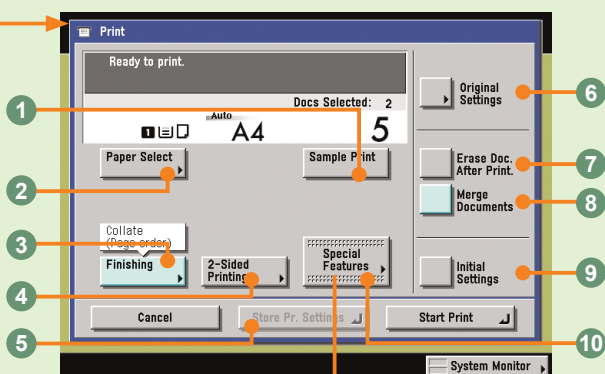
❶**Sample Print (see p. 45)**

Press to print a sample set before printing multiple sets of documents.

❷**Paper Select**

Press to select the paper size.

❸**Finishing (see p. 46)**

Press to select the Collate, Group, or Staple mode.

Special Features screen
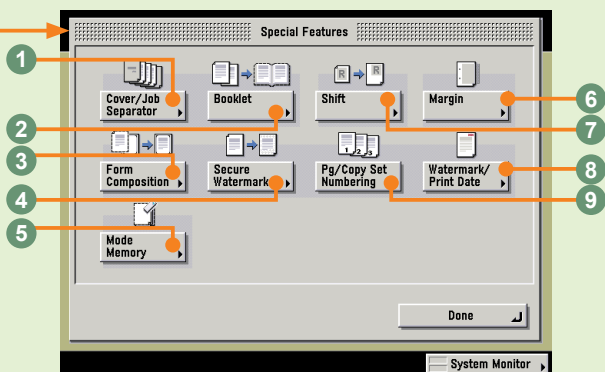
❶**Cover/Job Separator**

Press to add covers, sheet insertions, or chapter pages between specified pages. Displayed as [Cover/Sheet Insertion] when only one document is selected.

❷**Booklet**

Press to make copies of several originals to form a booklet.

❸**Form Composition**

Press to superimpose an image stored in memory onto the original image for printing.

Print Screen

On the Print screen, you can set to make a sample print, print sets, or automatically erase a document after it is printed. Press [Change Pr. Settings] to display the Change Print Settings screen. Use the Change Print Settings screen when you want to change the layout of prints.

④**2-Sided Printing (see p. 46)**

Press to print on both sides of the paper.

⑤**Store Pr. Settings**

Press to register print settings for a document.

⑥**Original Settings**

Press to return to the Print screen. All settings are also cancelled.

⑦**Erase Doc. After Print (see p. 46)**

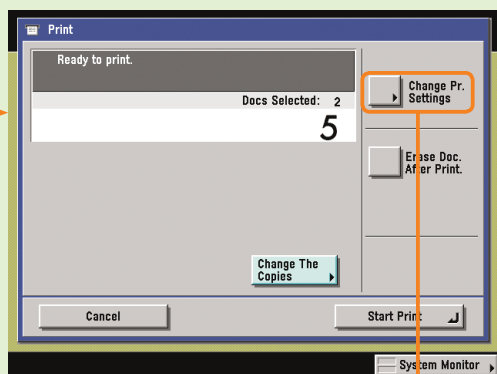Press to automatically erase the document after printing.

⑧**Merge Documents (see p. 46)**

Press to print multiple documents as one document. You can also use this mode with the 2-Sided Printing and Cover/Sheet Insertion modes.

⑨**Initial Settings**

Press to cancel all settings. The machine returns to the Standard Scanning mode.

⑩**Special Features**

Press to select a Special Features mode.

④**Secure Watermark**

Press to embed hidden text in the background of prints.

⑤**Mode Memory**

Press to store or recall copy modes.

⑥**Margin**

Press to create margins along the sides of a print.

⑦**Shift**

Press to shift the entire image to a position that you specify using the numeric keys. You can also select the shift direction for the front and back sides of documents separately.
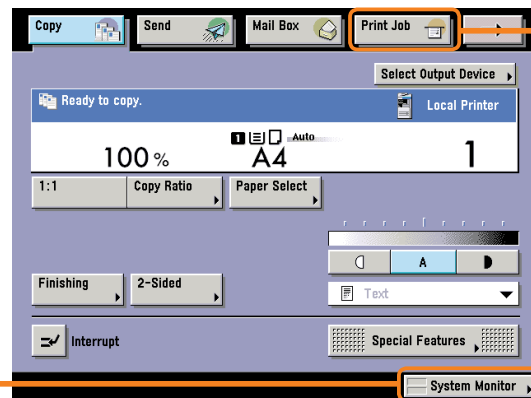
⑧**Watermark/Print Date**

Press to include the watermark and date on prints.

⑨**Pg/Copy Set Numbering**

Press to include page and copy set numbering on prints.

How to Cancel a Job

Types of jobs printed from the machine include copy data, data from computers, inbox data, received fax/I-fax documents, and reports. Cancel these jobs from the screen displayed when you press [System Monitor]. You can also cancel sending/receiving jobs from that screen. Print jobs can also be canceled by pressing [Print Job] on top of the touch panel display.
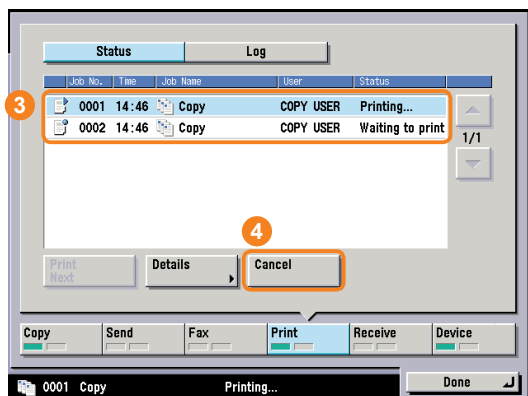
Copy	Send	Mail Box	Print Job	▶

Select Output Device ▶

Ready to copy.   Local Printer

100 %   A4   1

1:1	Copy Ratio	Paper Select

| Finishing | 2-Sided | A | Text |

Interrupt   Special Features ▶

System Monitor ▶

* The number in the illustrations refer to operation steps.

To Cancel Jobs That Are Being Printed/Waiting to Be Printed ([System Monitor])
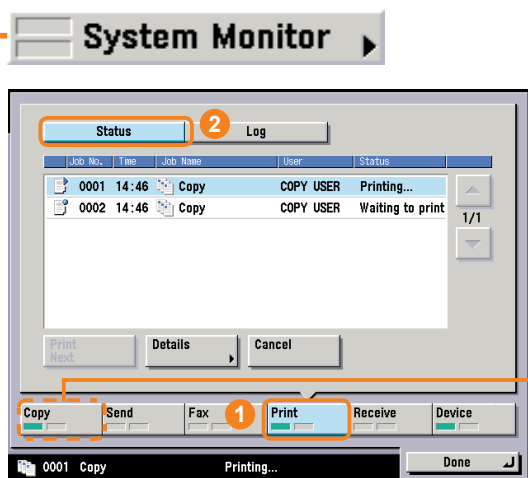
System Monitor ▶

To cancel a job that is being printed/waiting to be printed, select [Copy] or [Print] from the keys at the bottom of the System Monitor screen, and then press [Status].

2 Status | Log

Job No.	Time	Job Name	User	Status
0001	14:46	Copy	COPY USER	Printing...
0002	14:46	Copy	COPY USER	Waiting to print

1/1

Print Next | Details ▶ | Cancel

| Copy | Send | Fax | **1** Print | Receive | Device |

0001 Copy   Printing...   Done

For a copy job, you can cancel scanning or printing by selecting [Copy].

Select the job to cancel, and press [Cancel].

3 Status | Log

Job No.	Time	Job Name	User	Status
0001	14:46	Copy	COPY USER	Printing...
0002	14:46	Copy	COPY USER	Waiting to print

1/1

4

Print Next | Details ▶ | Cancel

| Copy | Send | Fax | Print | Receive | Device |

0001 Copy   Printing...   Done

* You cannot select several jobs at the same time to cancel. Cancel jobs one at a time.

For more information on canceling jobs from the System Monitor screen, see e-Manual > Basic Operations.

To Cancel Jobs That Are Printing/Waiting to Print ([Print Job])
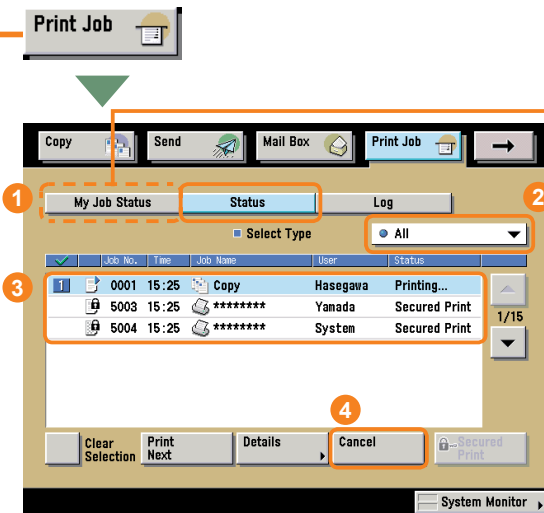
Print Job

If you are using a login service, [My Job Status] is displayed.

You can also cancel jobs that are printing or waiting to print by pressing [Print Job] on the touch panel display. Press [Status], and select the type of job to cancel from the drop-down list.

For more information on canceling jobs from the [Print Job] screen, see e-Manual > Print.

To Cancel Jobs That Are Being Sent/Received
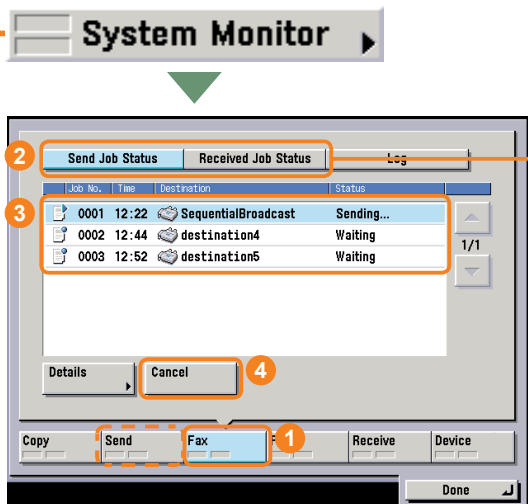
System Monitor

To cancel jobs that are being sent/received, select [Send] or [Fax] from the keys on the bottom of the System Monitor screen.

For a fax job, press [Send Job Status] or [Received Job Status]. For a send job, press [Status].

* Select the job to cancel, and press [Cancel]. You cannot select several jobs at the same time to cancel. Cancel jobs one at a time.
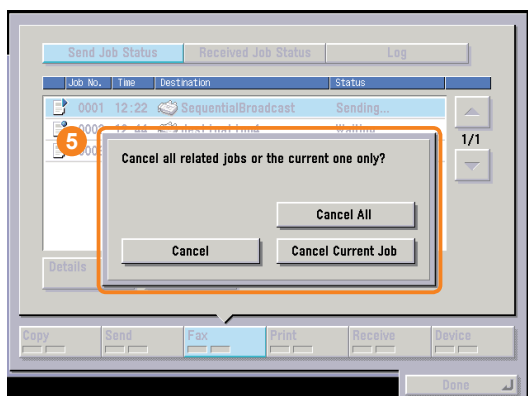
If a job is being sent to multiple destinations, check the destinations after pressing [Cancel], and then select [Cancel All] or [Cancel Current Job]. If you select [Cancel Current Job], the jobs currently being sent is canceled.

For more information on canceling jobs being sent/received, see e-Manual > Send/Fax.

Canceling Jobs

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Additional Functions

Press ⊚ (Additional Functions) on the control panel to display the Additional Functions screen. The Additional Functions screen enables you to customize the various settings of the machine. For details on the settings described here, see the e-Manual. Also note that the Additional Functions screen is divided into several screens. Switch between the screens using the [▼] and [▲] buttons.
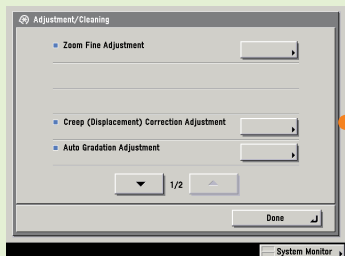
② Timer Settings
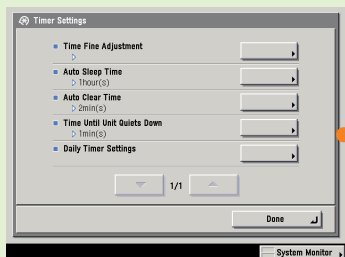
Press to make various timer related settings for the machine, such as the time it takes for the machine to enter into the Sleep mode.
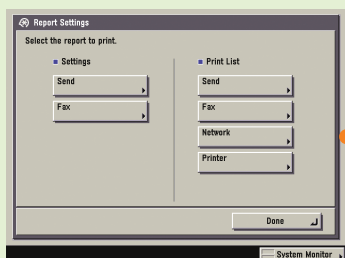
① Common Settings
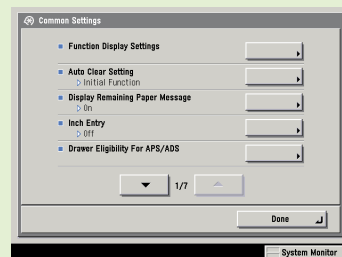
Press to specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.
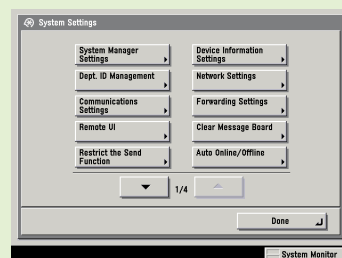
③ Adjustment/Cleaning

Press to make fine adjustments to the zoom, adjust the contrast, or perform cleaning for the machine.
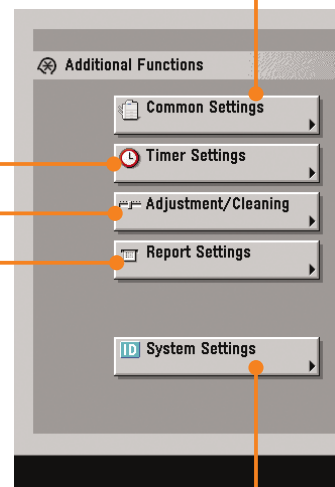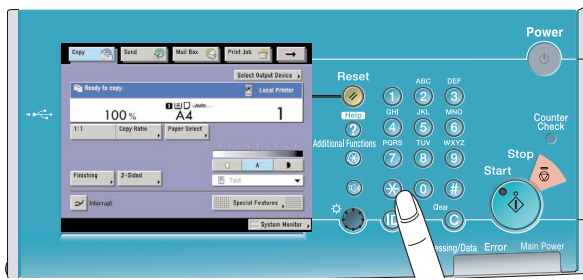
④ Report Settings

Press to set the print conditions for printing a Send TX Report and Activity Report, or you can print the contents of the Address Book or Additional Functions.
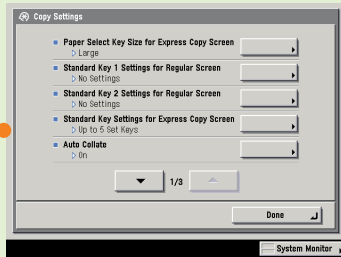
⑤ System Settings

Press to set System Settings, Department ID Management settings, Network Settings, and other system settings.
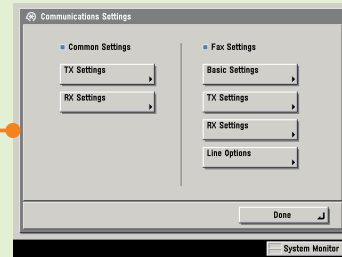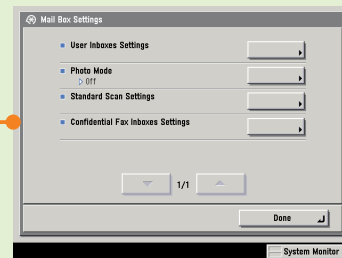
Control Panel

⑥ Copy Settings

Press to edit settings for the Copy function.
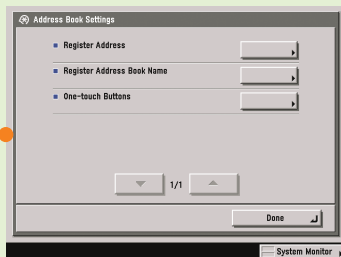
⑦ Communications Settings

Press to register or edit the default Communications Settings according to your needs.
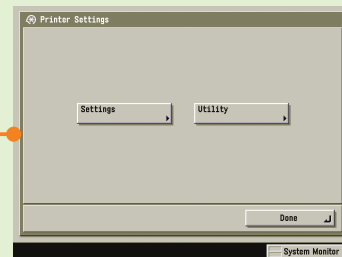
⑧ Mail Box Settings

Press to edit settings for the Mail Box function.

⑩ Address Book Settings

Press to register or edit settings for the Address Book or one-touch buttons.

⑨ Printer Settings

Press to edit settings for the Printer function.

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