



## User Guide



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# How to Read the Manuals

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## Symbols Used in the Manuals

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This manual uses the following symbols:

 **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

 **Note**


Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

 **Region A** (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 7 "Model-Specific Information".

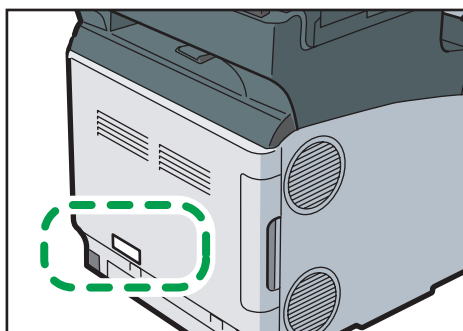


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## Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



DUP801

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220–240 V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120–127 V

### **Note**

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

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## Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Auto Document Feeder → ADF

# 1. What You Can Do with This Machine

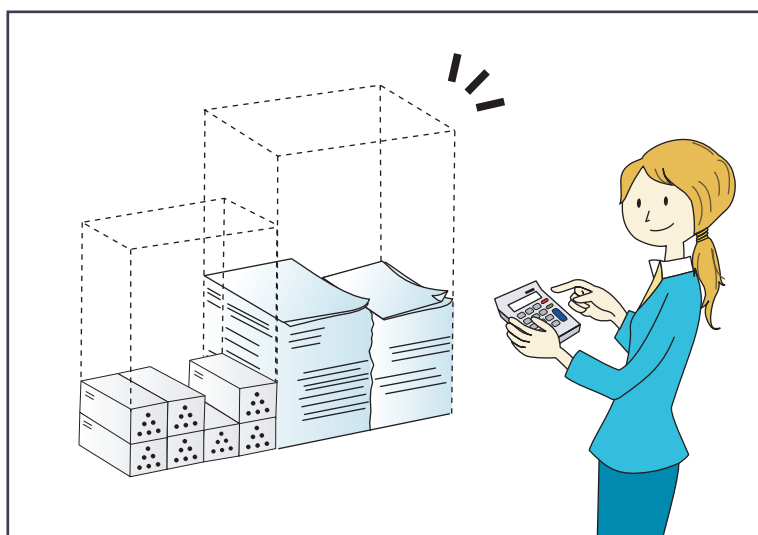
You can search for a description by what you want to do. Also, this machine's distinctive functions are explained.

## Searching by What You Want to Do

You can search for a procedure by what you want to do.

You can use the fax function on SP C360SFNw/C361SFNw only.

### I Want to Reduce my Costs



BRL059S

#### Printing multi-page documents on both sides of sheets (Duplex Copy)

⇒ See "Duplex Copying", Copy.

#### Printing multi-page documents on a single sheet (Combine (Copier))

⇒ See "Combined Copying", Copy.

#### Sending files from the computer without printing them (LAN-Fax)

⇒ See "Sending Fax Documents from Computers", Fax.

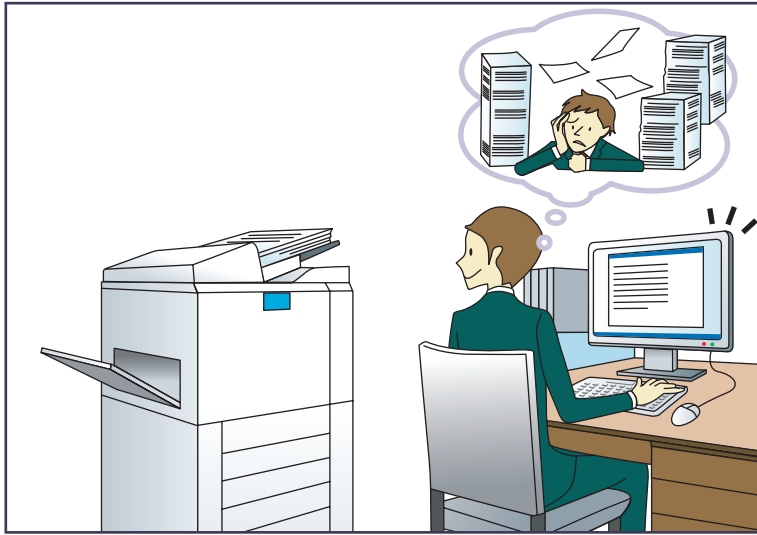
#### Reducing electricity consumption

⇒ See "Saving Energy", Setting Up the Machine.

⇒ See "Timer Settings", Connecting the Machine/ System Settings.

## I Want to Use Scanned Files on the Computer

1



BQX138S

### **Sending scan files**

⇒ See "Basic Procedure for Sending Scanned Files by E-mail (Scan to Email)", Scan.

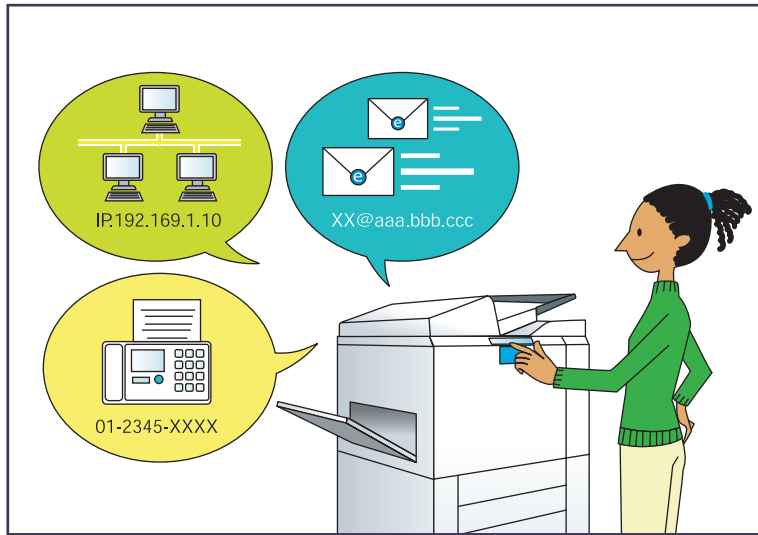
### **Storing scan files in a shared folder**

⇒ See "Basic Procedure for Sending Scanned Files to a Folder (Scan to Folder)", Scan.

### **Storing scan files on media**

⇒ See "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan.

## I Want to Register Destinations



### Using the control panel to register destinations in the Address Book

- ⇒ See "Registering Entered Destinations to the Address Book", Fax.
- ⇒ See "Registering Entered Destinations to the Address Book", Scan.

### Downloading destinations registered in the machine to the LAN-Fax driver destination list

- ⇒ See "Using the machine's Address Book as the LAN-Fax destination list", Fax.

## I Want to Operate the Machine More Effectively

1



BQX139S

### **Registering and using frequently-used settings (Program)**

⇒ See "Registering Functions in a Program", Convenient Functions.

### **Registering frequently-used settings as initial settings (Program as Defaults (Copy/Fax/Scanner/Quick Copy/Quick Fax/Quick Scanner))**

⇒ See "Changing the Default Functions of the Initial Screen", Convenient Functions.

### **Registering frequently-used printing settings to the printer driver**

⇒ See "Using One Click Presets", Print.

### **Changing the initial settings of the printer driver to frequently-used printing settings**

⇒ See "Displaying the [Printing Preferences] Dialog Box", Print.

### **Adding shortcuts to frequently used programs or Web pages**

⇒ See "Adding Icons to the [Home] Screen", Convenient Functions.

### **Changing the order of the function and shortcut icons**

⇒ See "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

# What You Can Do with This Machine

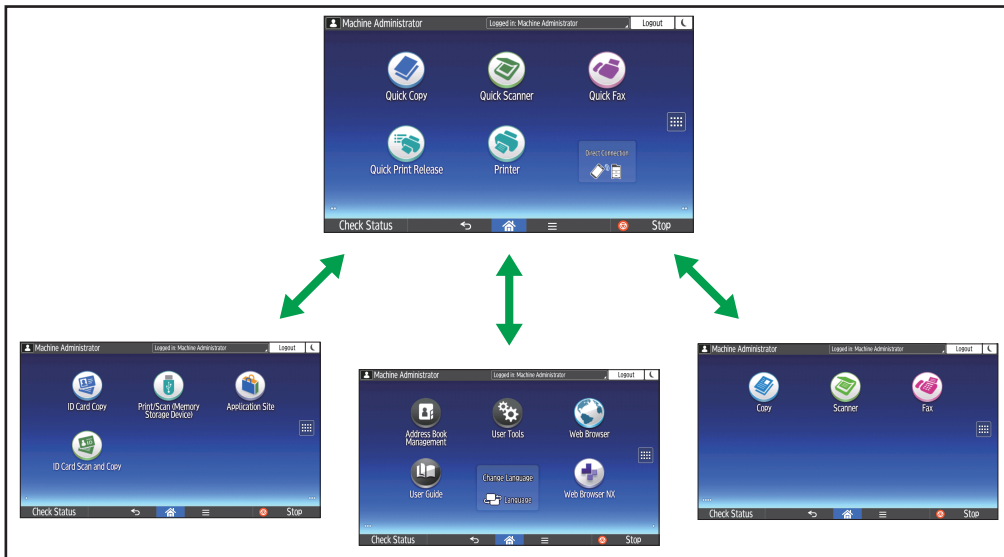
This section describes the features of this machine.

You can use the fax function on SP C360SFNw/C361SFNw only.

1

## You Can Customize the [Home] Screen

The icons of each function are displayed on the [Home] screen.



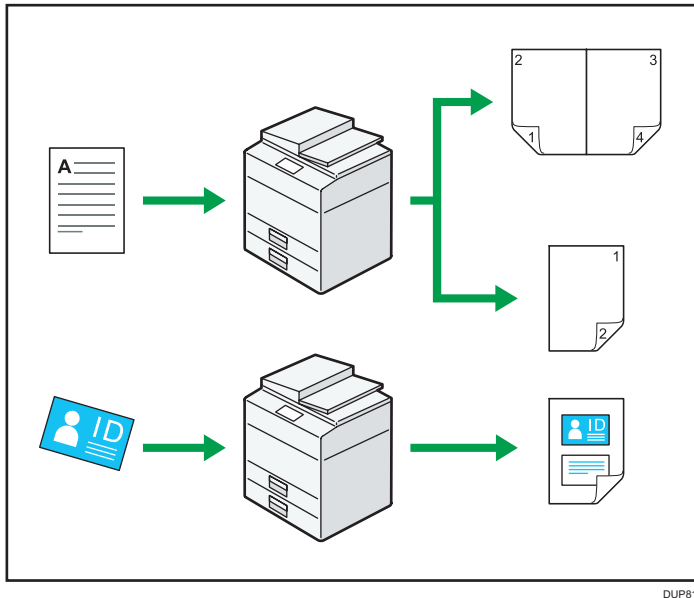
DUP860

- You can add shortcuts to often used programs or Web pages to the [Home] screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

### Reference

- For details about the features on the [Home] screen, see page 31 "How to Use the [Home] Screen".
- For details about how to customize the [Home] screen, see "How to Customize the [Home] Screen", Convenient Functions.

## You Can Make Copies Using Various Functions

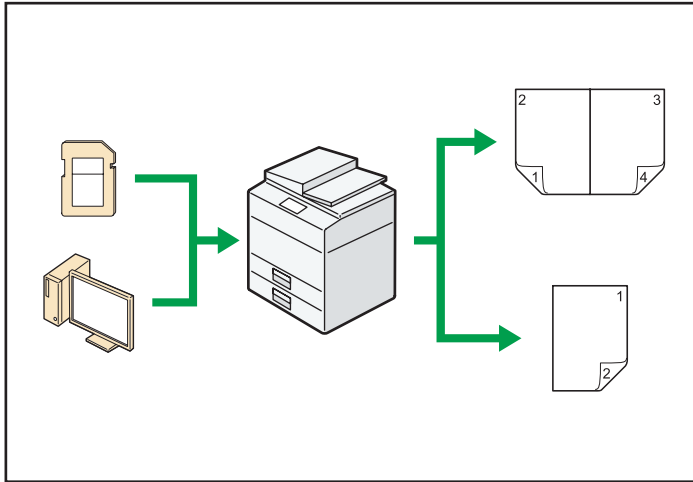


DUP814

- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.  
⇒ See "Copying in Color", Copy.
- You can adjust the color tones and image quality of your copies.  
⇒ For details about a color adjustment, see Copy.
- You can reduce or enlarge the copy image. With the Auto Reduce/Enlarge function, the machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified.  
⇒ See "Reducing or Enlarging Originals", Copy.
- Copier functions such as Duplex and Combine allow you to save on paper by copying multiple pages onto single sheets.  
⇒ For details about duplex copying, see "Duplex Copying", Copy.  
⇒ For details about combined copying, see "Combined Copying", Copy.
- You can copy onto various types of paper such as envelopes.  
⇒ See "Copying onto Various Types of Paper", Copy.
- You can sort copies.  
⇒ See "Sort", Copy.
- You can scan and copy both sides of an ID card on a single sheet of paper.  
⇒ See "ID Card Copy", Copy.



## You Can Print Data Using Various Functions

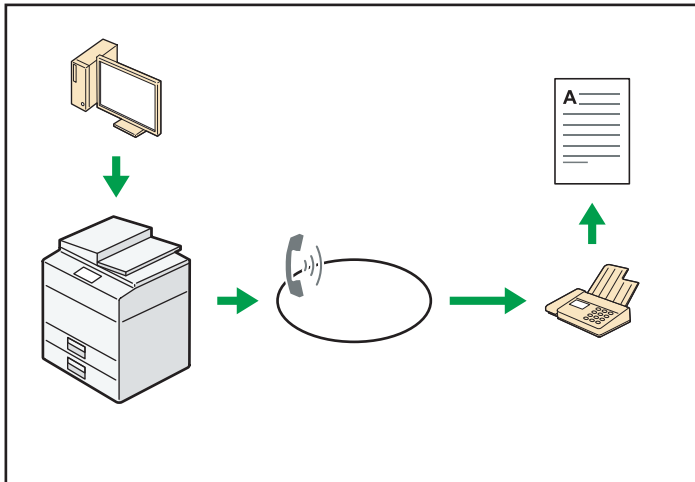


CMQ004

- This machine supports network and local connections.
- You can store a document in the memory of the machine by printing the document using the printer driver.
  - ⇒ See "Storing a Locked Print File to the Machine", Print.
- You can collate printed paper.
  - ⇒ See "Collate", Print.
- You can print files stored on a removable memory device and specify print conditions such as print quality and print size.
  - ⇒ See "Printing a File in a Memory Storage Device", Print.

## You Can Send Faxes without Paper

You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).



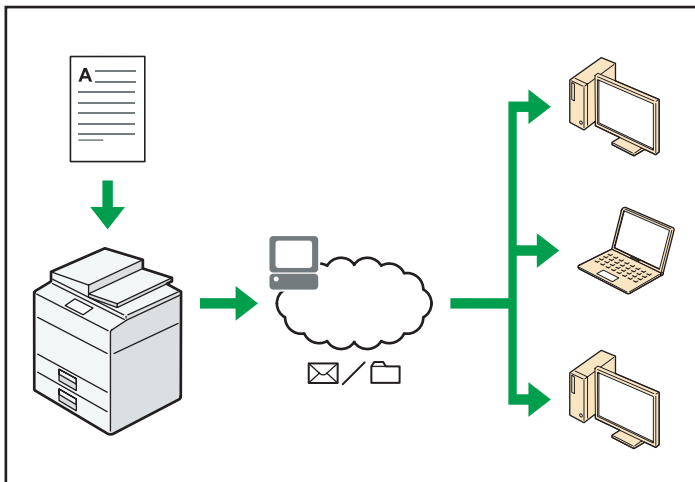
DUP816

- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

**Reference**

- For details about the machine's settings, see *Connecting the Machine/System Settings*.
- For details about how to use the function, see *Fax*.

## You Can Use the Facsimile and the Scanner in a Network Environment

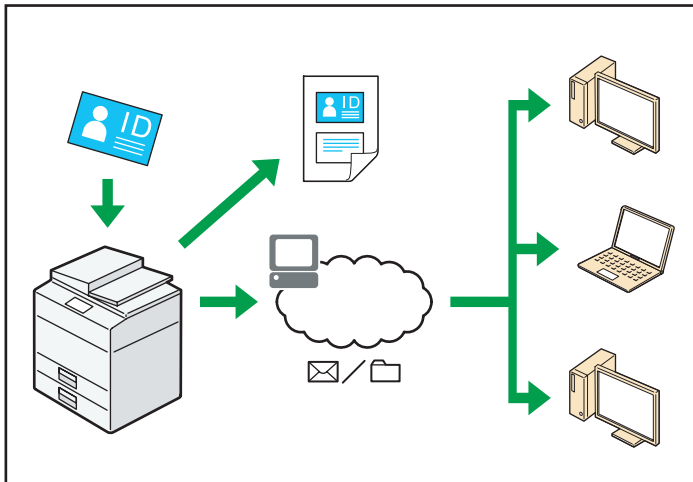


CJQ607

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).  
⇒ See "Reception Functions", *Fax*.

- ⇒ See "Basic Procedure for Sending Scanned Files by E-mail (Scan to Email)", Scan.
- You can send scan files directly to folders (Sending scan files by Scan to Folder).
  - ⇒ See "Overview of Folder Transmission Function", Fax.
  - ⇒ See "Basic Procedure for Sending Scanned Files to a Folder (Scan to Folder)", Scan.

## You Can Scan ID Cards and Print or Send the Scanned Images



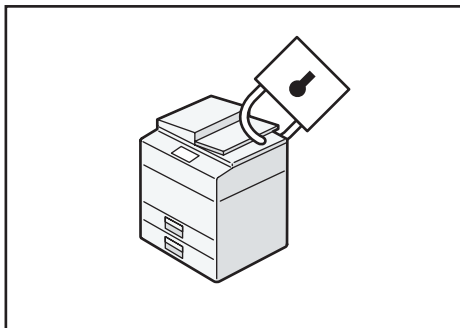
DUP815

- You can scan and combine both sides of an ID card on a single sheet of paper for printing or transmission.

### Reference

- See Scan for details.

## You Can Prevent Information Leakage (Security Functions)



CJ0608

- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can limit the usage of functions for each user.

**Reference**

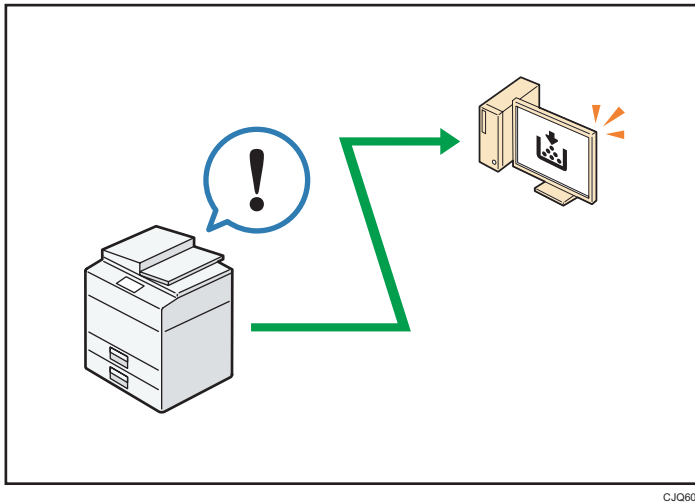
- See Security Guide.

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## You Can Monitor and Set the Machine Using a Computer

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Using Web Image Monitor, you can check the machine's status and change the settings.



You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

**Reference**

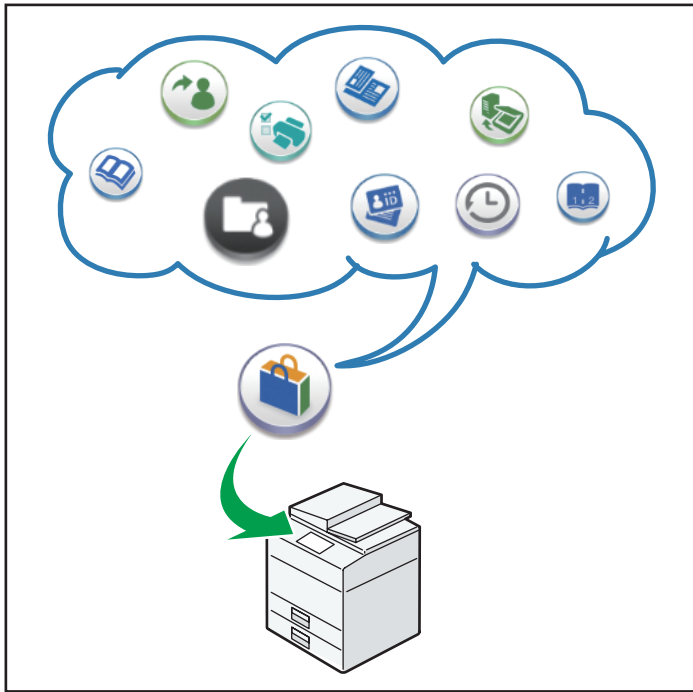
- See "Using Web Image Monitor", Connecting the Machine/ System Settings.
- See Web Image Monitor Help.

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## You Can Use Application Site (for SP C361 SFNw)

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You can download from the Application Site useful applications that allow you to more conveniently utilize various office equipment such as copiers and printers.



DQU010

### What You Can Do on the Application Site

- Download and install applications on devices
- Update the application that has already been installed on the device
- Uninstall an application that is no longer necessary on the device

#### Reference

- For details, see "How to Use the Application Site (for SP C361SFNw)", Other Applications.



# 2. Getting Started

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This chapter describes preparations for using the machine, operating instructions, and character input methods.

## Guide to Names and Functions of Components

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2

### Guide to Components

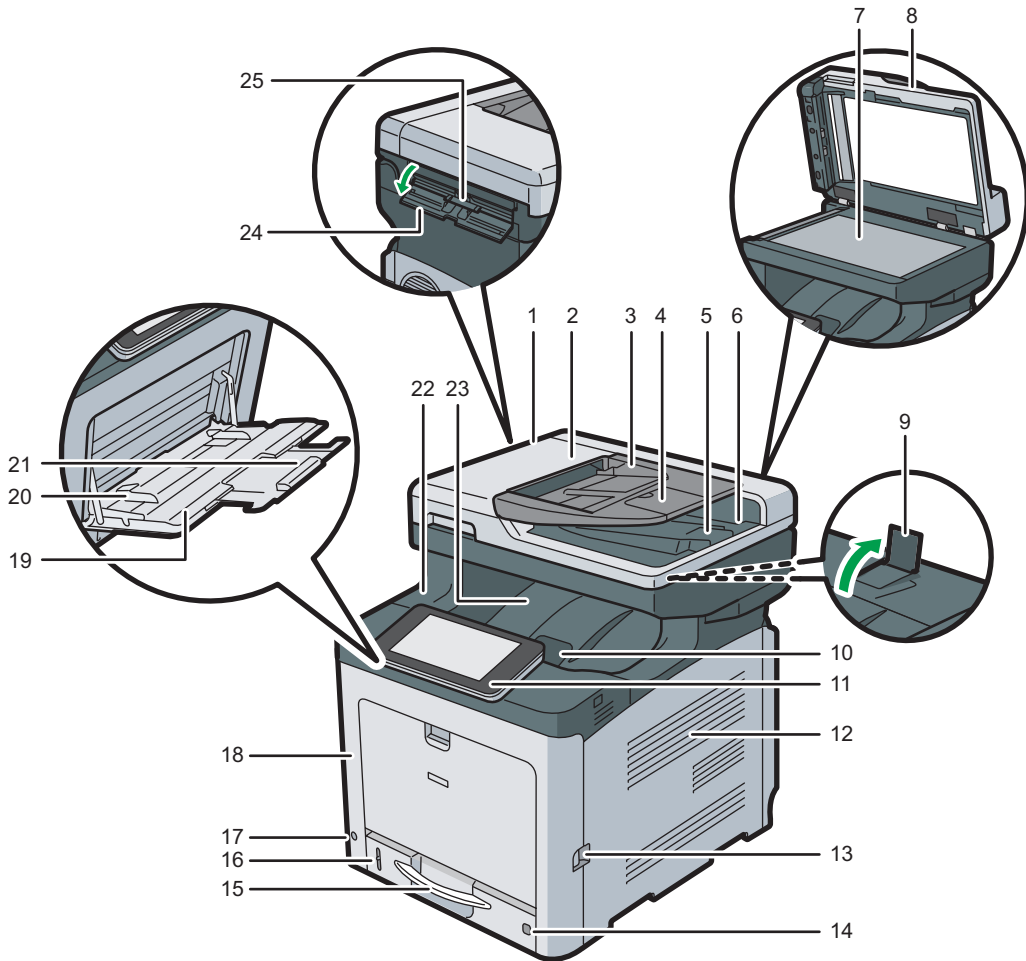
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#### **CAUTION**

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

**Exterior: Front view**



DUP802

**1. ADF**

Lower the ADF over originals placed on the exposure glass.

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

**2. ADF cover**

Open this cover to remove originals jammed in the ADF.

**3. Input tray for the ADF**

Place stacks of originals here.

**4. Extender for the ADF tray**

Extend this when placing paper longer than A4 in the input tray for ADF.

**5. Stop fence for the ADF**

Pull out this fence to prevent originals from falling off.



**6. Output tray for the ADF**

Originals scanned with the ADF are output here.

**7. Exposure glass**

Place originals face down here.

**8. Cover for the exposure glass**

Open this cover to place originals on the exposure glass.

**9. Stop fence**

Raise the rear fence to prevent A4 or letter-size prints from falling behind the machine.

After using the stop fence, be sure to return it to its original position. The fence may be damaged if it is hit with something or excessive force is applied.

**10. Top cover open lever**

Pull this lever upward to open the top cover.

**11. Control panel**

See page 28 "Guide to the Names and Functions of the Machine's Control Panel".

**12. Ventilation holes**

Prevent overheating.

**13. Front cover open lever**

Pull this lever to open the front cover.

**14. Paper size dial**

Use this dial to specify the paper size. To use a paper size that is not indicated on the paper size dial, set the dial to "✖". If this is the case, set the paper size using the control panel.

**15. Paper tray (Tray 1)**

Load paper here.

**16. Remaining paper indicator**

Indicates the approximate amount of paper remaining in the tray.

**17. Main power switch**

To operate the machine, the main power switch must be on. If it is off, turn the switch on.

**18. Front cover**

Open this cover when replacing the waste toner bottle, etc., or removing jammed paper. Pull the right side lever to open the front cover.

**19. Bypass tray**

Use to copy or print on thick paper, envelopes, and label paper (adhesive labels).

**20. Paper guides**

When loading paper in the bypass tray, align the paper guides flush against the paper.

**21. Extender for the bypass tray**

Pull this extender out when loading A4 $\square$ , 8 $\frac{1}{2}$  × 11 $\square$  or larger size paper in the bypass tray.

**22. Top cover**

Open this cover to replace the toner or black drum unit/color drum units.

**23. Standard tray**

Output is stacked here with the print side down.

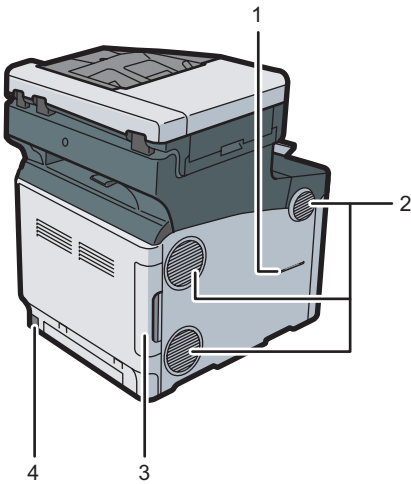
**24. ID Card Feeder cover**

Open this cover to set a larger size card or paper in the ID Card Feeder.

**25. ID Card Feeder**

Use this to copy or scan both sides of a card such as an ID card. Load one original at a time.

**Exterior: Rear view**



DUP803

**1. Handset slit**  **Region B (mainly North America)**

Attach the handset bracket to the slit.

**2. Ventilation holes**

Prevent overheating.

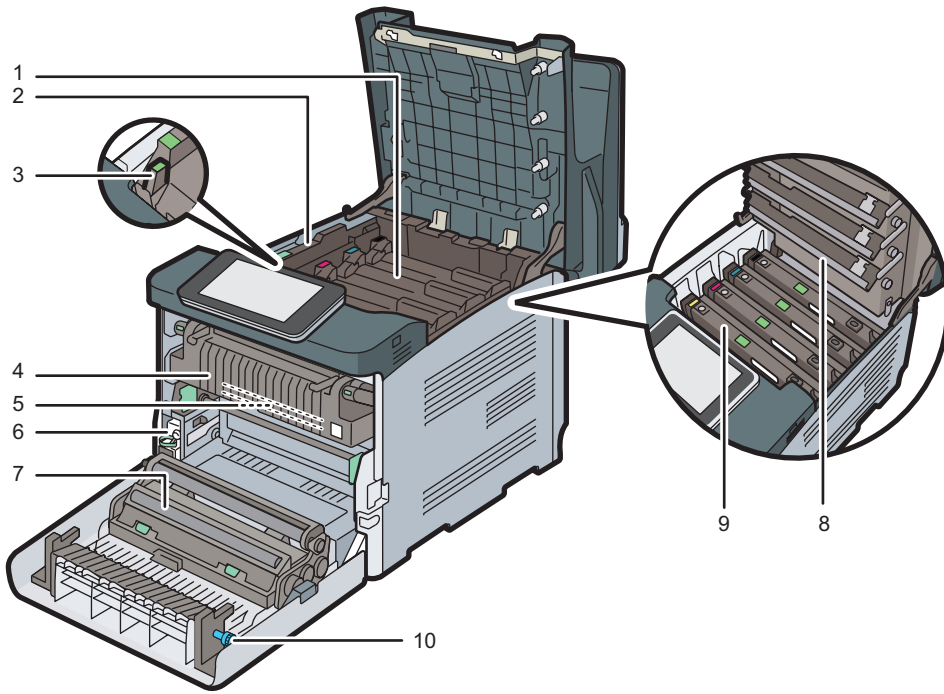
**3. Cable cover**

Remove this cover to connect an Ethernet, USB cable, telephone line, or external telephone.

**4. Power connector**

Connect the power cord to the machine. Insert the other end into an electrical outlet.

**Interior: Front view**



DUP834

**1. Toner**

Loads from the machine rear, in the order of black (K), cyan (C), magenta (M), and yellow (Y).

Messages appear on the screen when the toner cartridge needs to be replaced, or a new cartridge needs to be prepared. For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

**2. Inner cover**

Open this cover when replacing the black drum unit/color drum units.

**3. Inner cover open lever**

Pull this lever to open the inner cover.

**4. Fusing unit**

Messages appear on the screen when the fusing unit needs to be replaced, or a new fusing unit needs to be prepared. For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

**5. Intermediate transfer unit**

Messages appear on the screen when the intermediate transfer unit needs to be replaced, or a new intermediate transfer unit needs to be prepared.

For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

**6. Waste toner bottle**

Collects toner that is wasted during printing. Messages appear on the screen when the waste toner bottle needs to be replaced, or a new waste toner bottle needs to be prepared. For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

**7. Transfer roller**

If the message appears on the control panel, replace the transfer roller, which is included with the intermediate transfer unit.

For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

Replace the transfer roller and the intermediate transfer unit together.

**8. LED heads**

Clean the LED heads if black or color lines appear on prints.

**9. Black drum unit / Color drum units**

The drum units are installed in the order of black (K), cyan (C), magenta (M), and yellow (Y).

Messages appear on the screen when the drum unit needs to be replaced, or a new drum unit needs to be prepared.

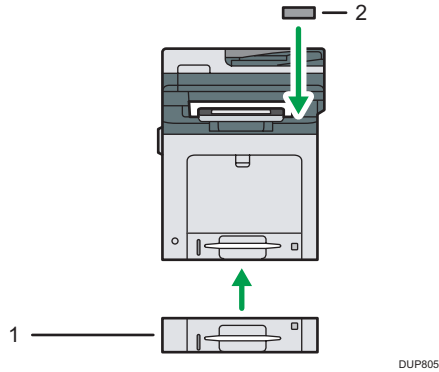
For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

**10. knob**

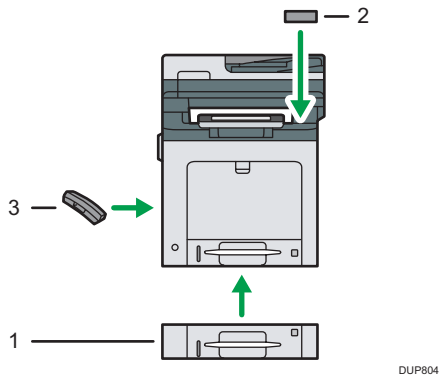
If you cannot pull out jammed paper, remove it by turning the knob.

# Guide to Functions of the Machine's Options

## Region A



## Region B



### 1. Lower paper trays

You can attach one lower paper tray.

There are two types of trays, each holding up to 250 or 500 sheets of paper.

### 2. NFC card reader (for SP C361SFNw)

Allows you to read or write an NFC card, and communicate with a smart device equipped with the NFC card function.

### 3. Handset (for SP C360SFNw/C361SFNw) (mainly North America)

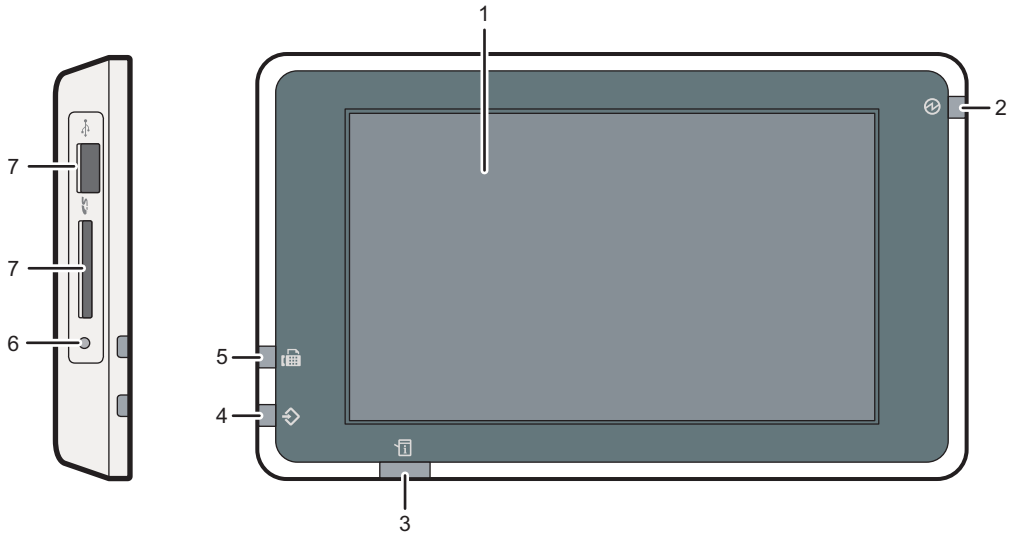
Used as a receiver.

Allows you to use the On Hook Dial and Manual Dial functions. It also allows you to use the machine as a telephone.

# Guide to the Names and Functions of the Machine's Control Panel

You can use the fax function on SP C360SFNw/C361SFNw only.

2



DUP823

## 1. Display panel

This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See page 37 "Guide to Applications Installed on the Machine".

## 2. Main power indicator

The main power indicator goes on when you turn on the main power switch. When the machine is in Sleep mode, the main power indicator flashes slowly. In Fusing Unit Off mode, the main power indicator is lit.

## 3. Status indicator

Indicates the status of the system. Stays lit when an error occurs or the toner runs out.

## 4. Data In indicator (facsimile and printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Fax and Print.

## 5. Fax indicator (for SP C360SFNw/C361SFNw)

Indicates the status of the fax functions. Flashes during data transmission and reception. Stays lit when receiving a fax via Confidential or Substitute Reception.

## 6. Media access lamp

Lights up when an SD card is inserted in the media slot.

## 7. Media slots

Use to insert an SD card or a USB flash memory device. For details, see "Inserting/Removing a Memory Storage Device", Getting Started.

### ↓ Note

- To improve usability, you can adjust the angle of the control panel. For details, see page 29 "Adjusting the Angle of the Control Panel".

## Adjusting the Angle of the Control Panel

To improve usability, you can adjust the angle of the control panel.

1. Hold the control panel by both the left and right sides and tilt it at an appropriate angle.




DUP824

### ↓ Note

- You can tilt the control panel up to 90 degrees.

## Changing the Display Language

You can change the language used on the display. English is set as default.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Change Langs. Widget].
3. Select the language you want to display.
4. Press [OK].



# How to Use the [Home] Screen

You can use the fax function on SP C360SFNw/C361SFNw only.

The [Home] screen is set as the default screen when the machine is turned on.

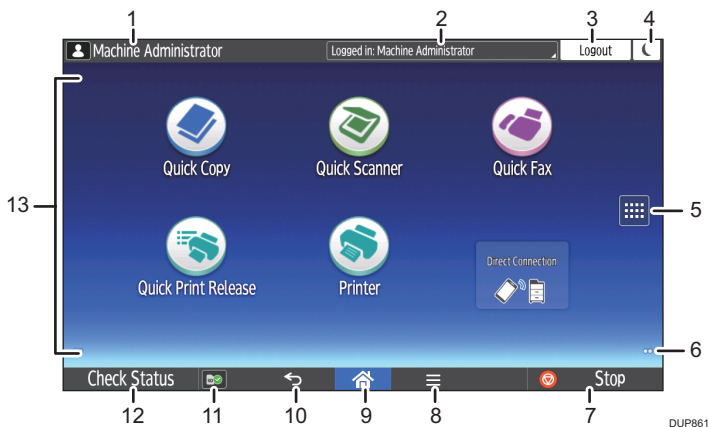
One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may differ depending on the optional units that are installed.

To display the [Home] screen, press [Home] (🏠) at the bottom of the screen in the center.

## ★ Important

- Do not apply strong impact or force to the screen, or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

To switch between screens, flick your finger to the right or left on the screen.



### 1. Logged in user icon

When user authentication is enabled, an icon is displayed that indicates that users are logged in.

Press the icon to show the names of the users that are currently logged in.

### 2. System message

Displays messages from the machine system and applications.

### 3. [Login]/[Logout]

These keys are displayed when user authentication is enabled. When you press [Login], the authentication screen appears. If you have been already logged in to the machine, [Logout] appears. To log out of the machine, press [Logout].

For details about how to log in and out, see page 52 "Logging In the Machine".

### 4. [Energy Save] (📶)

Press to switch to Sleep mode.

For details about the modes, see "Saving Energy", Setting Up the Machine.

**5. Application list icon** 

Press to display the application list. You can create shortcuts to the applications on the [Home] screen.

To use an application displayed in the [WIDGET] tab and [PROGRAM] tab, create a shortcut for the application on the [Home] screen. For details, see "Customizing the [Home] Screen", Convenient Functions.

**6. Icons to switch between screens** 

Press to switch between the five home screens. The icons appear at the bottom right and left of the screen, the number of icons indicates the number of screens on each side of the current screen.

**7. [Stop]**

Press to stop a job in progress, such as copying, scanning, faxing, or printing.

**8. [Menu]** 

Displays the menu screen of the application you are using. Depending on the application you are using, this key may be disabled. You can also press this key in the [Home] screen to restore the [Home] screen's settings to their defaults.

**9. [Home]** 

Press to display the [Home] screen.

**10. [Return]** 

Press this key to return to the previous screen while Screen Features are enabled or applications are used. Depending on the application you are using, this key may be disabled.

You can specify whether this key is enabled or not in some applications. For details about the settings, see "Screen Device Settings", Connecting the Machine/System Settings.

**11. [Media Information]** 

Press to remove the inserted SD card or USB flash memory device from the media slot. For details, see "Removing an SD Card" or "Removing a USB Flash Memory Device", Getting Started.

**12. [Check Status]**

Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

**13. Icon/Widget display area**

Displays the function or application icons and widgets. Displayed icons differ between the five home screens. For details about icons on each screen, see "Main Icons on the [Home] Screen", Getting Started.

You can also add shortcuts and arrange icons using folders. For details, see "Customizing the [Home] Screen", Convenient Functions.

**Note**

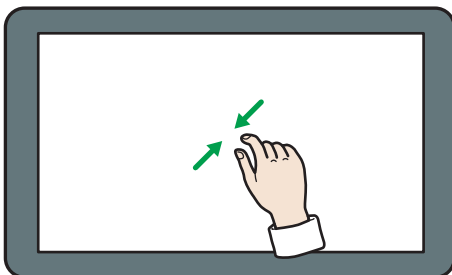
- You can change the [Home] screen's wallpaper. For details, see "Changing the [Home] Screen's Wallpaper", Convenient Functions.
- You can switch modes by pressing icons on the [Home] screen. You can also switch modes by pressing the function keys. For details about the function keys, see "Changing Modes by Pressing the Function Keys", Getting Started.
- You cannot switch modes in any of the following situations:
  - While scanning an original using the fax or scanner function

- During immediate transmission
- When accessing the following screens:
  - Machine Features
  - Counter
  - Inquiry
  - Address Book Management
  - Tray Paper Settings
  - Current Job / Job History
- During On-hook dialing for fax transmission
- The [Home] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "Screen Device Settings", Connecting the Machine/System Settings.
- You can enlarge the display of the system messages list by changing Screen Features. For details about the settings, see "Enlarging the Function Keys and System Messages", Getting Started.
- You can change the color of [Login], [Logout], and [Energy Save] to highlight those items by changing Screen Features. For details about the settings, see "Screen Device Settings", Connecting the Machine/System Settings.

## Possible Operations on the Standard Application Screen

- Pinch-in

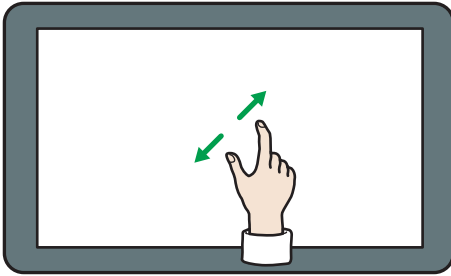
Place your thumb and forefinger on the screen, and then pinch the fingers together to zoom out the screen. Double-tapping can also be effective for this operation.



DQC223

- Pinch-out

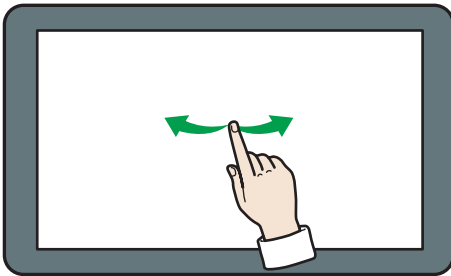
Place your thumb and forefinger on the screen, and then spread the fingers apart to zoom in the screen. Double-tapping can also be effective for this operation.



DQC224

- Flick

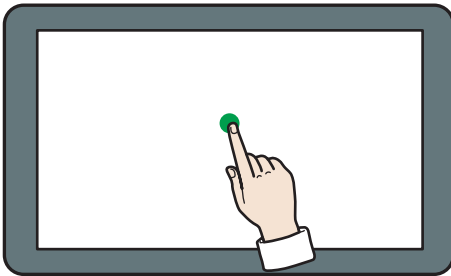
Flick your finger to the right or left on the screen to switch between screens.



DQC225

- Long tap

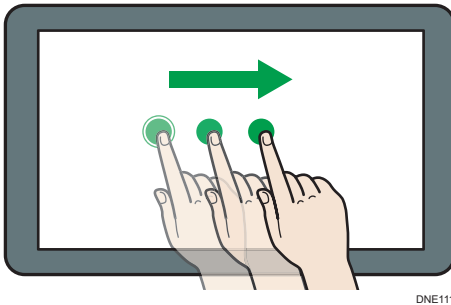
Place your finger on the screen and hold it there until the next screen appears. You can display the menu screen of the application you are using.



DQC226

- Drag

Slide your finger while pressing the screen. You can move an icon to where you want to place it on the screen.



DNE111

### Note

- Depending on the application you are using, some operations might be unavailable.

## Adding Icons to the [Home] Screen

### Adding shortcuts to the [Home] screen

You can add shortcuts to the machine's functions.

You can display the icons for the machine's functions and the embedded software applications after you delete them from the [Home] screen.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press (⌘).
3. Press the [APPS] tab to add a shortcut to an application.
4. Press and hold down the application icon to add a shortcut to an application.  
The image of where the shortcut is to be placed on the [Home] screen is displayed.
5. Drag the icon to where you want to place it on the screen.

### Adding shortcuts to bookmarks on the [Home] screen

You can add shortcuts to bookmarks that have been registered in favorites in the Web Browser to the [Home] screen.


1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press (⌘).
3. Press the [PROGRAM] tab.
4. Press and hold down the [Bookmark] icon.  
The image of where the shortcut is to be placed on the [Home] screen is displayed.
5. Drag the icon to where you want to place it on the screen.

6. Select the bookmark you want to add from the bookmark list.

## Adding shortcuts to programs to the [Home] screen

---

You can add shortcuts to programs registered to Standard Applications and Quick Applications.

1. Display the function screen to which you want to register a program.
2. Press [Menu] () at the bottom of the screen in the center and select [Reg. Current Setting to Program].
3. Press the program number you want to register.
4. Press [Program].
5. Enter the program name.
6. Select the icon for the program.
7. Press [OK].
8. Press [Place].



Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.

9. Press [Exit].
10. Drag the icon to where you want to place it on the screen.

## Adding widgets to the [Home] screen

---

You can add widgets to the [Home] screen to show the remaining amount of toner or change the display language.

1. Press [Home] () at the bottom of the screen in the center.
2. Press .
3. Press the [WIDGET] tab.
4. Press and hold down the widget icon you want to add.

The image of where the widget is to be placed on the [Home] screen is displayed.

5. Drag the icon to where you want to place it on the screen.

# Guide to Applications Installed on the Machine

You can open the function screens by pressing icons such as [Copy], [Fax], or [Scanner] on the [Home] screen.

Two kinds of screens ("Standard Application Screen" and "Other Application Screen") can be used by each function.

## Standard Application Screen

Functions and settings that are used frequently are shown on the top screen. Flick the screen up or down to select a setting item. When you select an item, the pull-down menu appears, or the setting item pops up. For details about operations on this screen, see page 38 "[Copy] Screen", page 39 "[Fax] Screen (for SP C360SFNw/C361SFNw)", and page 42 "[Scanner] Screen".

## Other Application Screen

You can easily set the basic operations such as duplex copying, sending scanned documents by email or other operations. For details about operations on this screen, see page 45 "[Quick Copy] screen", page 46 "[Quick Fax] screen (for SP C360SFNw/C361SFNw)", page 47 "[Quick Scanner] screen", "Using Other Applications", Copy, and "Using Other Applications", Scan.

### Functions usable on each screen

Screen	Functions usable
Standard Application Screen	<ul style="list-style-type: none"> <li>• Copy</li> <li>• Fax *</li> <li>• Scanner</li> </ul>
Other Application Screen	<ul style="list-style-type: none"> <li>• Quick Copy</li> <li>• Quick Fax *</li> <li>• Quick Scanner</li> <li>• ID Card Copy</li> <li>• ID Card Scan &amp; Print</li> <li>• Print/Scan (Memory Storage Device)</li> </ul>

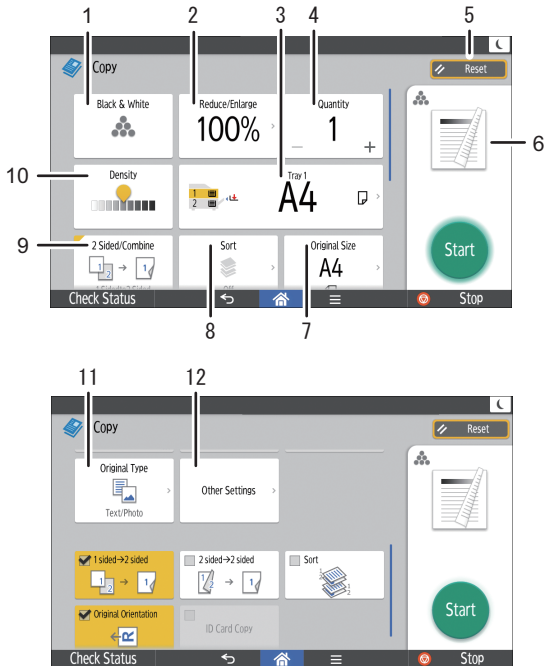
\* For SP C360SFNw/C361SFNw.

## Standard Application Screen

### [Copy] Screen

This section describes the [Copy] screen and its functions.


2



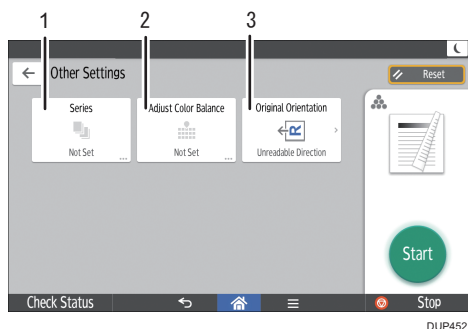
DUP451

No.	Function	Description
1	<b>Color Mode</b>	You can select a color mode.
2	<b>Reduce/Enlarge</b>	You can reduce or enlarge images.
3	<b>Paper Tray</b>	You can specify the paper tray containing the paper you want to copy to.
4	<b>Quantity</b>	You can specify the numbers of copies to be made. Press a number to enter the number of copies using the keyboard. You can also specify the number of copies by pressing <b>[+]</b> or <b>[-]</b> .
5	<b>Reset</b>	Press to clear your current settings.
6	<b>Preview</b>	Preview prints change according to the settings you make.



No.	Function	Description
7	<b>Original Size</b>	You can specify the size of the original when copying custom size originals.
8	<b>Sort</b>	You can sort copies as a set in sequential order.
9	<b>2 Sided/Combine</b>	You can combine two 1-sided originals or one 2-sided original to one side of a sheet. The machine selects a reproduction ratio automatically and copies the originals onto a single sheet of copy paper.
10	<b>Density</b>	You can adjust the density of the overall original in nine steps. Specify the density by touching the  icon and dragging it right or left.
11	<b>Original Type</b>	You can select an original type that is suitable for your originals.
12	<b>Other Settings</b>	You can find other settings.

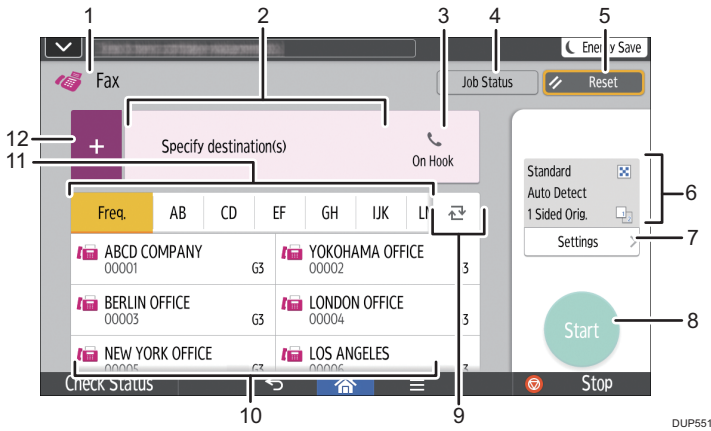
**[Other Settings] screen**





No.	Function	Description
1	<b>Series</b>	You can copy the front and back of a 2-sided original onto two sheets.
2	<b>Adjust Color Balance</b>	You can adjust the overall color tone when the copy is reddish or bluish.
3	<b>Original Orientation</b>	You can specify the orientation of the original.

**[Fax] Screen (for SP C360SFNw/C361SFNw)**

This section describes the [Fax] screen and its functions.



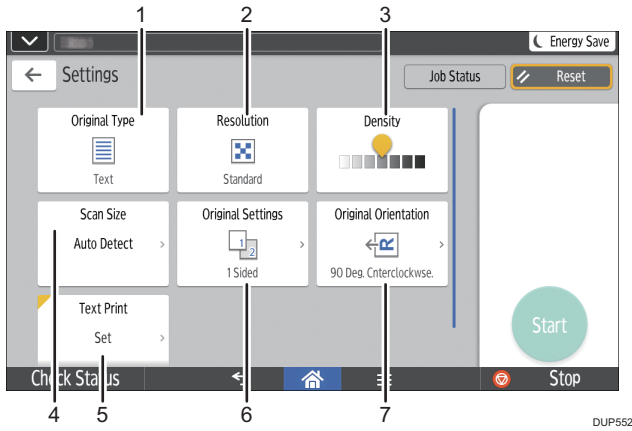
No.	Function	Description
1	<b>Transmission Type</b>	Only fax transmission is available for this machine.
2	<b>Specify Destination(s)</b>	<p>The specified destination is shown here.</p> <p>By tapping the destination, you can register it to the Address Book or remove it from the destinations.</p> <p>By flicking up and down, you can confirm the selected destinations.</p>
3	<b>On Hook</b>	This function allows you to dial while listening to the dial tone from the internal speaker with the handset of the machine or external telephone on-hook.
	<b>Confirm Destination(s)</b>	<p>The total number of the selected destinations appears.</p> <p>Press to display a screen to confirm destinations.</p> <p>In the screen to confirm destinations, you can do the following:</p> <ul style="list-style-type: none"> <li>• Register destinations to the Address Book</li> <li>• Edit destinations</li> <li>• Remove destinations from the destination list</li> </ul>
4	<b>Job Status</b>	<p>You can perform the following operations related to Job Status:</p> <ul style="list-style-type: none"> <li>• Confirm Transmission Standby Files</li> <li>• Check Transmission Results</li> <li>• Check Reception Results</li> <li>• Print Journals</li> </ul>
5	<b>Reset</b>	Press to clear your current settings.


No.	Function	Description
6	<b>Current Settings</b>	You can check the settings in [Settings].
7	<b>Settings</b>	Press to open the settings screen.
8	<b>Start</b>	Press to scan originals and start sending.
9	 <b>Display Tab Switch</b>	Press to switch the section of the Address Book.
10	<b>Destination keys</b>	Shows the destinations in the Address Book.
11	<b>Address Tab</b>	Press the title word key where the desired destination is programmed. For example, if you want to specify "New York Office", press [LMN].
12	 <b>Add Destination</b>	Press to add a destination. Destinations can be added as follows: <ul style="list-style-type: none"> <li>• Input destinations manually</li> <li>• Select from the transmission history</li> <li>• Specify a registration number from the Address Book</li> <li>• Search for a destination in the Address Book or on the LDAP server</li> <li>• Press to display the Remaining Memory Information</li> </ul>

 **Note**

- If you specify many destinations, the machine might require some time to start scanning originals after [Start] is pressed.

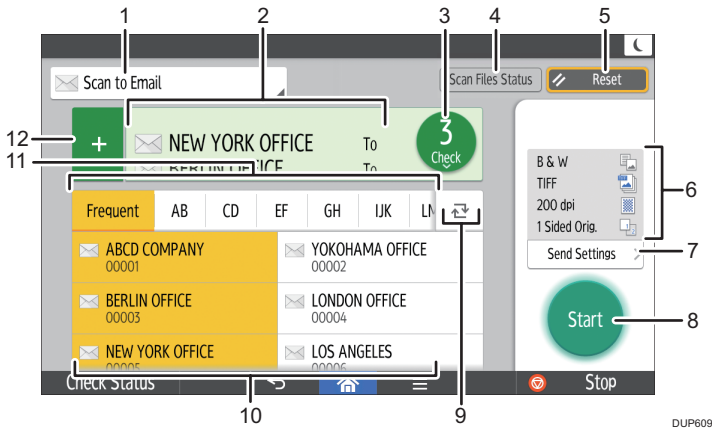
**[Settings] screen**





No.	Function	Description
1	<b>Original Type</b>	You can select an original type that is suitable for your originals.
2	<b>Resolution</b>	Press to select the resolution according to the size of the text on your original.
3	<b>Density</b>	Press to specify the density to scan the original. You can also specify the density by touching the  icon and dragging it right or left.
4	<b>Scan Size</b>	Press to select the scanning size of the original.
5	<b>Text Print</b>	You can specify the fax header to be printed.
6	<b>Original Settings</b>	Press to select the sides of the original to scan, such as one side or both sides.
7	<b>Original Orientation</b>	Press to select the orientation of the original.

**[Scanner] Screen**

This section describes the [Scanner] screen and its functions.



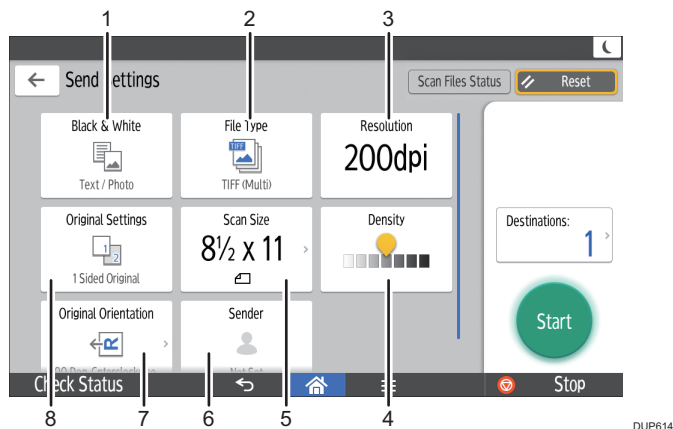
No.	Function	Description
1	<b>Send Method</b>	Displays the type of scanner destination. Press to switch between e-mail destinations and folder destinations.
2	<b>Specify Destination(s)</b>	The specified destination is shown here. By tapping the destination, you can register it to the Address Book or remove it from the destinations. By flicking up and down, you can confirm the selected destinations.
3	<b>Confirm Destination(s)</b>	The total number of the selected destinations appears. Press to display a screen to confirm destinations. In the screen to confirm destinations, you can do the following: <ul style="list-style-type: none"> <li>• Switch the "To", "Cc", and "Bcc" fields of the e-mail destinations</li> <li>• Register destinations to the Address Book</li> <li>• Edit destinations</li> <li>• Remove destinations from the destination list</li> </ul>
4	<b>Scan Files Status</b>	Press to display the transmission results screen. In the transmission results screen, you can do the following: <ul style="list-style-type: none"> <li>• Check sent jobs</li> <li>• Check error descriptions</li> <li>• Cancel transmission of a document in standby</li> <li>• Print a list of transmission results</li> </ul>

No.	Function	Description
5	<b>Reset</b>	Press to clear your current settings.
6	<b>Current Settings</b>	You can check the settings in [Send Settings].
7	<b>Send Settings</b>	Press to open the send settings screen.
8	<b>Start</b>	Press to scan originals and start sending.
9	 <b>Display Tab Switch</b>	Press to switch the section of the Address Book.
10	<b>Destination keys</b>	Shows the destinations in the Address Book. If a password or protection code is specified to a folder destination, enter the password or protection code on the screen displayed after tapping the folder destination.
11	<b>Address Tab</b>	Press the title word key where the desired destination is programmed. For example, if you want to specify "New York Office", press [LMN].
12	 <b>Add Destination</b>	Press to add a destination. Destinations can be added as follows: <ul style="list-style-type: none"> <li>• Input destinations manually</li> <li>• Specify a registration number from the Address Book</li> <li>• Search for a destination in the Address Book or on the LDAP server</li> </ul>

 **Note**

- If you specify many destinations, the machine might require some time to start scanning originals after [Start] is pressed.

### [Send Settings] screen

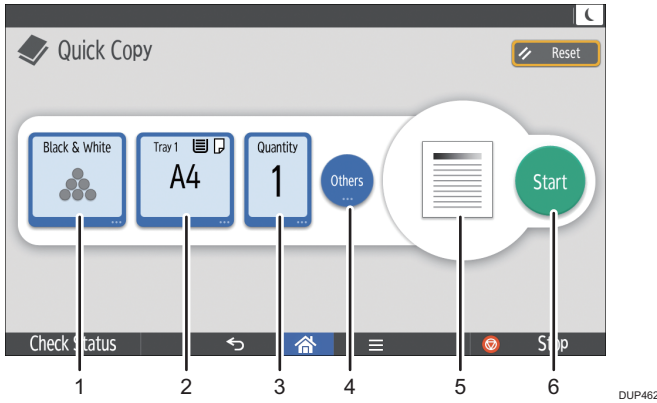


No.	Function	Description
1	<b>Original Type</b>	Press to select an original type that is suitable for your originals.
2	<b>File Type</b>	Press to select a file type.
3	<b>Resolution</b>	Press to select the resolution to scan the original.
4	<b>Density</b>	Press to specify the density to scan the original. You can also specify the density by touching the  icon and dragging it right or left.
5	<b>Scan Size</b>	Press to select the scanning size of the original.
6	<b>Sender</b>	Press to specify the sender.
7	<b>Original Orientation</b>	Press to select the orientation of the original.
8	<b>Original Settings</b>	Press to select the sides of the original to scan, such as one side or both sides.

### Other Application Screen

#### [Quick Copy] screen

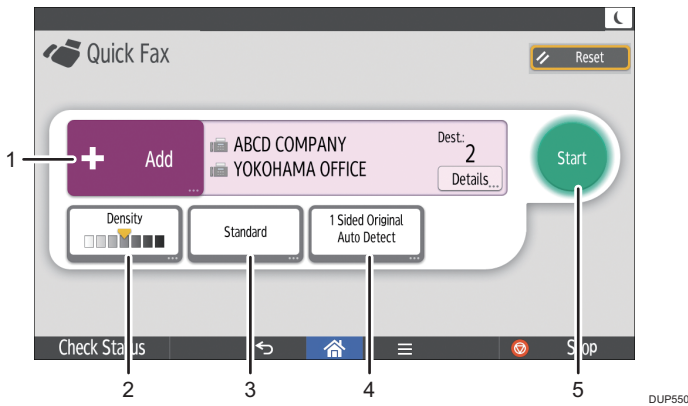
This section describes how to use the copier function with Quick Copy application.



1. Select the color mode.
2. Select a paper tray.
3. Select the number of copies.
4. Specify the copy settings such as duplex or combining. You can also specify scan settings.
5. Check the finished image.
6. Press to start copying.

### [Quick Fax] screen (for SP C360SFNw/C361 SFNw)

This section describes how to use the fax function with Quick Fax application.



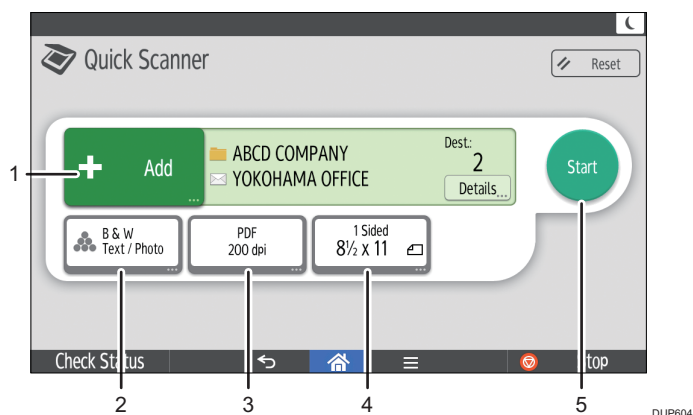
1. Select a destination. You can also enter a destination manually.
2. Select the image density you want to use.
3. Select the resolution you want to use.
4. Select size and type of the original.
5. Press to start faxing.



### ↓ Note

- If you specify many destinations, the machine might require some time to start scanning originals after [Start] is pressed.

## [Quick Scanner] screen



1. Select an e-mail or folder destination. You can also enter e-mail destination manually.
2. Select a color mode.
3. Select a scanning resolution and file type in which to send scanned data.
4. Select an original type and size.
5. Press to start sending scanned data.

### ↓ Note

- If you specify many destinations, the machine might require some time to start scanning originals after [Start] is pressed.

# Registering Functions in a Program

Depending on the functions, the number of programs that can be registered is different.

## Standard Applications

- Copy: 25 programs
- Fax: 100 programs (for SP C360SFNw/C361SFNw)
- Scanner: 100 programs

## Quick Applications

- Quick Copy: 25 programs
- Quick Fax: 100 programs (for SP C360SFNw/C361SFNw)
- Quick Scanner: 100 programs

The following settings can be registered to programs:

## Standard Applications

### Copy:

Reduce/Enlarge, Quantity, Density, Paper Tray, 2 Sided, Combine, Sort, Original Size, Original Type, Other Settings

### Fax (for SP C360SFNw/C361SFNw):

Destination, Settings

### Scanner:

Destination, Send Settings

## Quick Applications

### Quick Copy:

Density, Paper Tray, Quantity, Reduce/Enlarge, 2 Sided, Combine, Original Orientation


### Quick Fax (for SP C360SFNw/C361SFNw):

Destination, Line, Density, Resolution, Original Orientation, Original Sides, Scan Size, Original Type

### Quick Scanner:

Destination, Original Type, File Type, Resolution, Original Orientation, Original Sides, Scan Size

This section explains how to register functions to a program by using each application.

1. Edit the settings so all functions you want to register to a program are selected on the [Copy], [Fax], [Scanner], [Quick Copy], [Quick Fax], or [Quick Scanner] screen.
2. Press [Menu] () at the bottom of the screen in the center.
3. Press [Reg. Current Setting to Program].

4. Press the program number you want to register.
5. Enter the program name.
6. Select the icon for the program.
7. Press [OK].
8. Press [Place].

Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.

9. Press [Exit].

 **Note**

- [Fax] and [Quick Fax] are available for SP C360SFNw/C361SFNw only.
- You can enter up to 40 characters for a program name.
- When a specified program is registered as the default, its values become the default settings, which are displayed without recalling the program, when modes are cleared or reset, and after the machine is turned on. See "Changing the Default Functions of the Initial Screen", Convenient Functions.
- When the paper tray you specified in a program is empty and if there is more than one paper tray with the same size paper in it, the paper tray prioritized under [Paper Tray Priority: Copier] or [Paper Tray Priority: Fax] in the [Tray Paper Settings] tab will be selected first. For details, see "Tray Paper Settings", Connecting the Machine/System Settings.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing [Reset] unless the program is deleted or overwritten.
- Programs can be registered to the [Home] screen, and can be recalled easily. For details, see page 35 "Adding Icons to the [Home] Screen".

## Turning On/Off the Power

### ★ Important

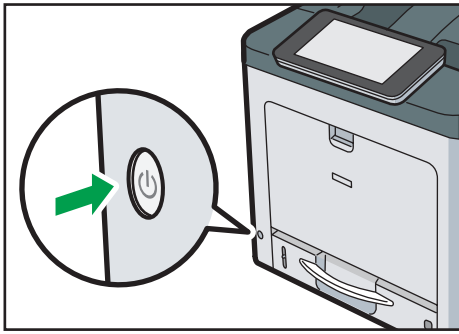
- When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.

The main power switch is on the front side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

### Turning on the main power

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.

The main power indicator goes on.



DUP123

### Turning off the main power

### ⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

### ★ Important

- Do not turn off the power while the machine is in operation.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the memory and cause malfunctions.

**1. Push the main power switch.**

The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

# Logging In the Machine

## When the Authentication Screen is Displayed

If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

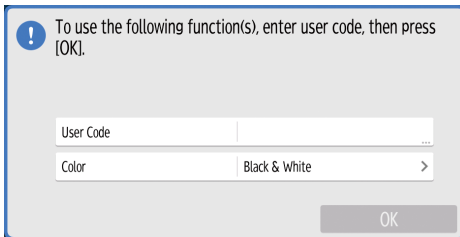
### ★ Important

- Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see "Configuring User Authentication", Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

## User Code Authentication Using the Control Panel

If User Code Authentication is active, a screen prompting you to enter a User Code appears.

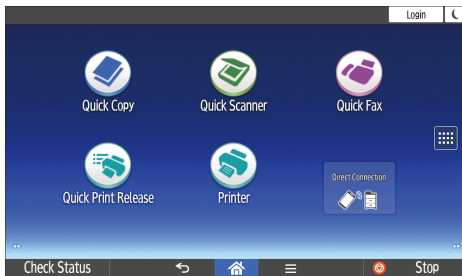
1. Enter a User Code (up to eight digits), and then press [OK].



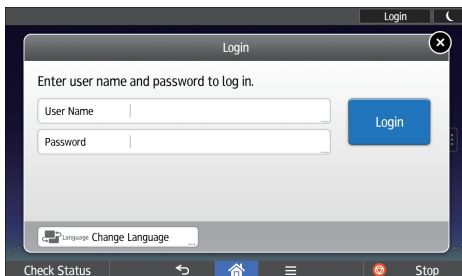
## Logging In Using the Control Panel

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

1. Press [Login] on the top right on the screen.



2. Press [User Name].



3. Enter a Login User Name, and then press [Done].
4. Press [Password].
5. Enter a Login Password, and then press [Done].
6. Press [Login].

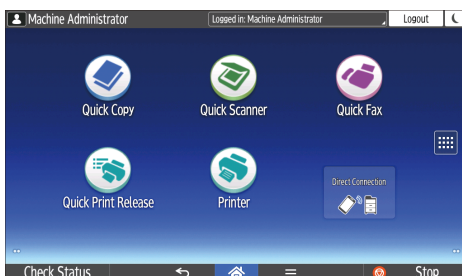
## Logging Out Using the Control Panel

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

### ★ Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press [Logout] on the top right on the screen, and then press [OK].



# Placing Originals

## Placing Originals on the Exposure Glass

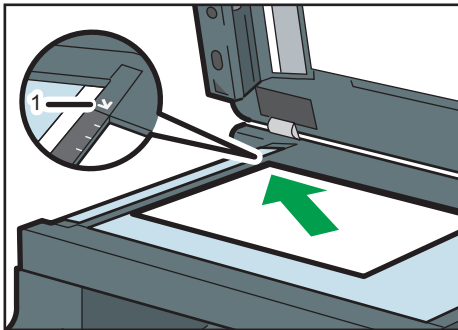
### **⚠ CAUTION**

- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.

### **★ Important**

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.
1. Lift the ADF.
  2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

Start with the first page to be scanned.



DUP050

1. Positioning mark
3. Lower the ADF.

## Placing Originals in the Auto Document Feeder

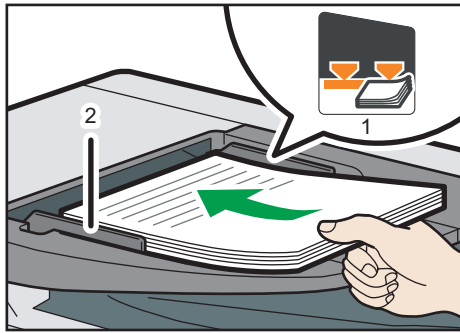
Be sure not to load the original untidily. Doing so may cause the machine to display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.

1. Adjust the original guide to the original size.
2. Place the aligned originals squarely face up in the ADF.

Do not stack originals beyond the limit mark.

The first page should be on the top.





DUP052

1. Limit mark
2. Original guides

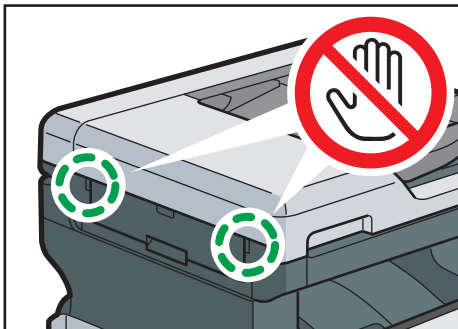
2

## Placing Originals in the ID Card Feeder

Load one original at a time. Be sure not to load an original into the ID Card Feeder when scanning using the ADF or exposure glass.

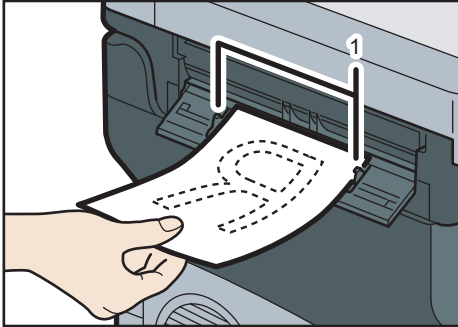
### ★ Important

- Be sure not to touch the parts indicated in the illustration below when scanning using the ADF and ID Card Feeder. Doing so may cause static electricity and image noise.



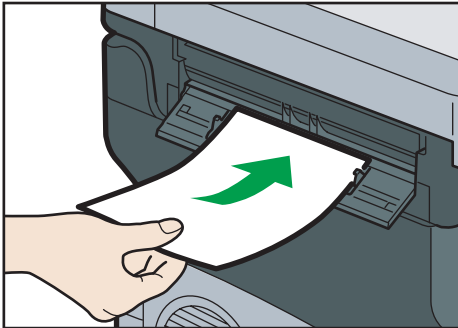
DUP881

1. Adjust the original guide to the original size. Place the original face down into the ID Card Feeder.



DUP053

1. Original guides
2. Insert the original until it stops in the ID Card Feeder.



DUP860

# 3. Copy

This chapter describes frequently used copier functions and operations. For information not included in this chapter, see Copy available on our website.

## Basic Copying Procedure

To make copies of originals, place them on the exposure glass, in the ADF, or in the ID Card Feeder.

When placing the original on the exposure glass, start with the first page to be copied. When placing the original in the ADF, place them so that the first page is on the top.

When placing the original in the ID Card Feeder, place it sheet by sheet.

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "Tray Paper Settings", Connecting the Machine/System Settings.

**1. Press [Home]  at the bottom of the screen in the center.**

**2. Press the [Copy] icon.**

**3. Make sure that no previous settings remain.**

When there are previous settings remaining, press [Reset].

**4. Select the paper tray containing the paper that is the same size and orientation as the originals.**

**5. Place the originals.**

About placing the original on the exposure glass, see Paper Specifications and Adding Paper for details.

About placing the original in the ADF, see Paper Specifications and Adding Paper for details.

About placing the original in the ID Card Feeder, see Paper Specifications and Adding Paper for details.

**6. Select the color mode.**

**7. Specify the number of copies using [+], [-], or number keys.**

The maximum copy quantity that can be entered is 999.

**8. Specify the copy settings such as the duplex copying as necessary.**

**9. Press [Start].**

If the screen to select the original orientation is displayed, select the orientation, and then press [Start] again.

### When using the exposure glass

Place the next original, and then press [Start].

Repeat the procedure until all originals are scanned.

When the last original is scanned, press [Finish Scn].

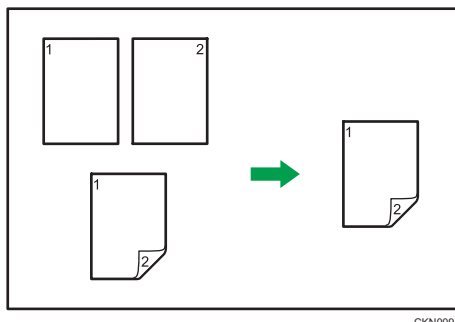
**When using the ID Card Feeder**

The original will be automatically scanned after the specified period elapses depending on the configuration made in [System Settings]. For details, see "General Features", Connecting the Machine/System Settings.

**10. When the copy job is finished, press [Reset] to clear the settings.**

# Duplex Copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page. During copying, the image is shifted to allow for the binding margin.



CKN009

**★ Important**

- Paper sizes that can apply to Duplex printing are as follows: A4, A5, A6, B5, B6, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 16K, 8 1/2 × 12, 8 1/2 × 13 2/5.

There are two types of Duplex.

**1 Sided → 2 Sided**

Copies two 1-sided pages on one 2-sided page.

**2 Sided → 2 Sided**

Copies one 2-sided page on one 2-sided page.

The resulting copy image will differ according to the orientation in which you place your originals ( or ).

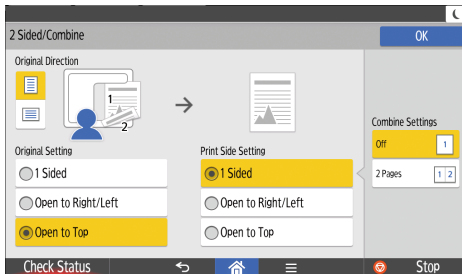
**Original orientation and completed copies**

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Original Orientation	Print Side Setting	Copy
			Open to Right/Left	

Original	Placing originals	Original Orientation	Print Side Setting	Copy
			Open to Top	
			Open to Right/Left	
			Open to Top	

1. Press [2 Sided/Combine].
2. Select [Open to Right/Left] or [Open to Top] for [Original Setting] if the original is two-sided.



3. Select [Open to Right/Left] or [Open to Top] for [Print Side Setting].
4. Press [OK].
5. Place the originals.
6. Specify the original orientation.
7. Select the paper tray.
8. Press [Start].

If the screen for confirming the original orientation is displayed, check the orientation, and then press [Start] again.

# Combined Copying

This mode can be used to select a reproduction ratio automatically and copy two originals onto a single sheet of copy paper.

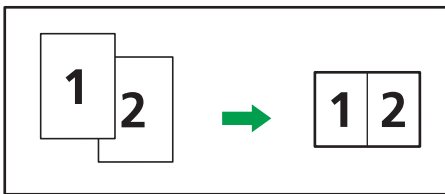
The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

## Orientation of the original and image position of Combine

The image position of Combine differs according to original orientation and the number of originals to be combined.

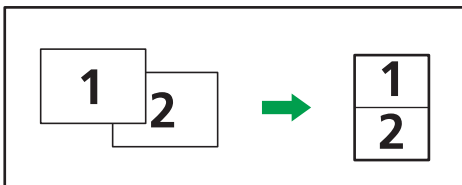
3

- Portrait (📄) originals



DUP456

- Landscape (📄) originals

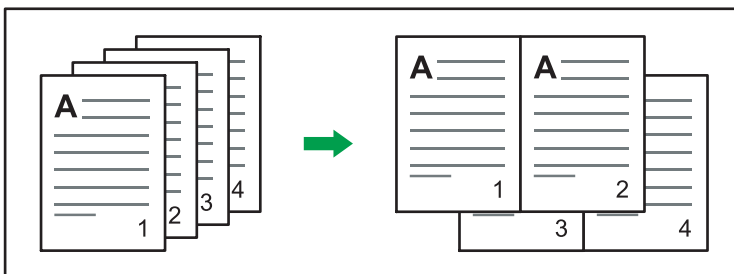


DUP457

## Placing originals (originals placed in the ADF)

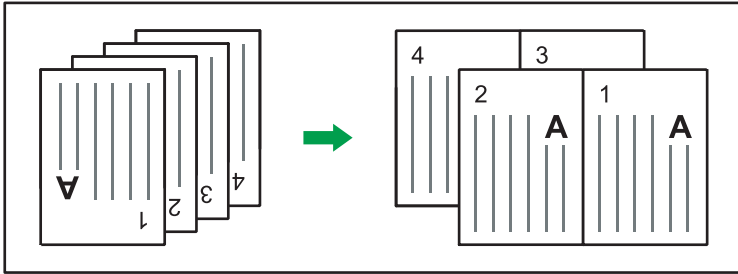
The copy order in the Combine function is "from left to right". To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right



CKN010

- Originals read from right to left

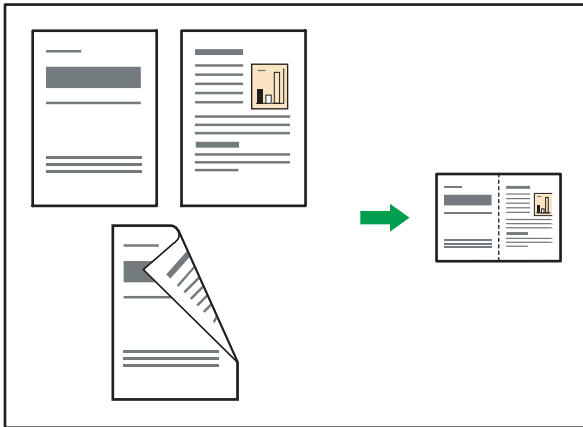


CKN017

3

## One-Sided Combine

Combine several pages onto one side of a sheet.



DUP459

There are two types of One-Sided Combine.

### 1 Sided 2 Originals → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

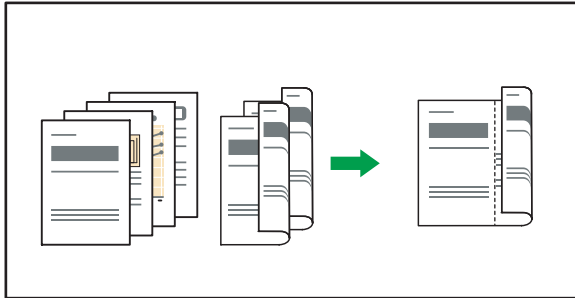
### 2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

## Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.





DUP460

There are two types of Two-Sided Combine.

### 1 Sided 4 Originals → Combine 2 Sides

Copies four 1-sided originals to one sheet with 2 pages per side.

### 2 Sided 4 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with 2 pages per side.

## Procedure for Combined Copying

1. Specify the original size.
2. Specify the original orientation.
3. Press [2 Sided/Combine].
4. Specify [Original Direction], [Original Setting], and [Print Side Setting].
5. Select [2 Pages] for [Combine Settings].  
To cancel combined copying, select [Off].
6. Press [OK].
7. Place the originals.
8. Select the paper tray.
9. Press [Start].

If the screen for confirming the original orientation is displayed, check the orientation, and then press [Start] again.

## Copying onto Envelopes

This section describes how to copy onto regular size and custom size envelopes.

Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see "Supported Paper Sizes and Types", Paper Specifications and Adding Paper.

About handling envelopes, supported envelope types, and how to load envelopes, see Paper Specifications and Adding Paper for details.

3

You can load envelopes into the bypass tray or Tray 1. When copying onto envelopes loaded in Tray 1, select [Envelope] for the paper type under [Tray Paper Settings] in User Tools beforehand. For details, see "Tray Paper Settings", Connecting the Machine/System Settings.

When copying onto envelopes loaded in the bypass tray, follow the procedure below:

### ★ Important

- The Duplex function cannot be used with envelopes. If the Duplex function is specified, press [1 Sided → 2 Sided] to cancel the setting.

#### 1. Load the envelopes face down in the bypass tray.

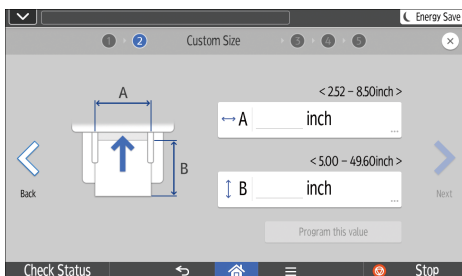
The bypass tray is automatically selected.

#### 2. Press the paper size selection button.

#### 3. Specify the envelope size.

To copy onto regular size envelopes, press [Regular Size], and then select the envelope size.

To copy onto custom size envelopes, press [Custom Size], and then specify the horizontal and vertical length of the envelope.



#### 4. Select [Envelope] for the paper type.

#### 5. Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness.

#### 6. Confirm the print side of original and paper, and then press [OK].

You can switch the place where the original is set by pressing [ADF] or [Exposure Glass].

#### 7. Press [←].

**8. Place the originals, and then press [Start].**

If the screen for confirming the original orientation is displayed, check the orientation, and then press [Start] again.

## Sort

The machine assembles copies as sets in sequential order.



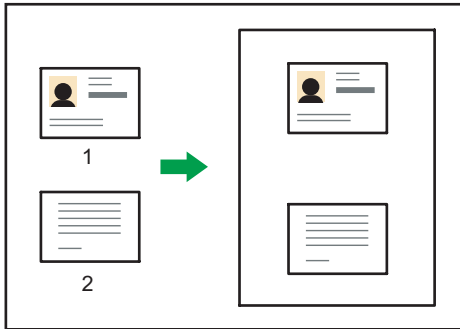
CKN018

1. Press [Sort].
2. Press [Quantity].
3. Enter the number of copy sets using the number keys, and then press [Done].
4. Place the originals.
5. Select the paper tray.
6. Press [Start].

If the screen for confirming the original orientation is displayed, check the orientation, and then press [Start] again.

# ID Card Copy

This section describes how to copy the front and back sides of an ID card, or other small original, onto one side of a sheet of paper.



CTA002

1. Front

2. Back

## ★ Important

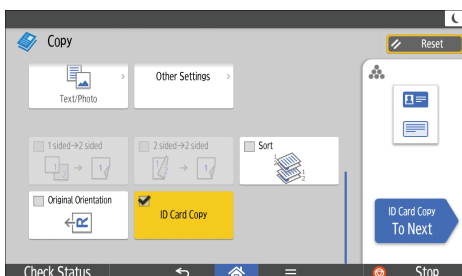
- The Duplex function cannot be used with this function. If [1 Sided → 2 Sided] is selected, cancel the setting.

This function copies the original on to the top and bottom halves of paper. For example, when copying onto an A4 ( $8\frac{1}{2} \times 11$ ) size sheet of paper, the front of the original is copied onto the top half of the paper in a space the same as A5 ( $5\frac{1}{2} \times 8\frac{1}{2}$ ) and the back of the original is copied onto the bottom half. Place the original in the center of the scanning area when using this function.

We recommend that you use A4 or  $8\frac{1}{2} \times 11$  size paper with this function.

## Copying an ID Card Using the ID Card Feeder

1. Press [ID Card Copy].



2. Press [ID Card Copy To Next].

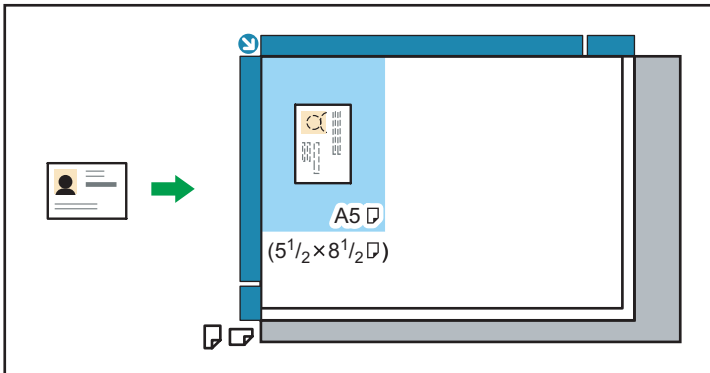
3. If you want to change the card size, press [Change Card Size]. You can select a specified size or specify a new size.
4. If you want to change the layout, press [Change Layout]. You can select [Vertical Layout] or [Horizontal Layout].
5. Set the ID card into the ID Card Feeder front side down.  
Copying starts automatically.
6. Remove the original, and then press [Finish].

### Copying an ID Card Using the Exposure Glass

1. Press [ID Card Copy].
2. Press [ID Card Copy To Next].
3. Press [Change Method of Setting Original].
4. Press [Place on Exposure Glass], and then press [OK].
5. Place the original front side down on the exposure glass.

When copying onto A4 ( $8\frac{1}{2} \times 11$ ) size paper

Place the original in portrait orientation and in the center of the A5 ( $5\frac{1}{2} \times 8\frac{1}{2}$ ) scan area.



DUP468

6. Press [Start].
7. Place the original back side down on the exposure glass, and then press [Start] again.
8. Remove the original, and then press [Finish].

# 4. Fax

This chapter describes frequently used facsimile functions and operations. For information not included in this chapter, see Fax available on our website.

## Basic Transmission Procedure

This section describes the basic procedures for transmitting documents with the fax function.

### ★ Important

- It is recommended that you call the receivers and confirm with them when sending important documents.


### ↓ Note

- If memory is full (0% is displayed for "Remaining Memory" in [Remaining Memory Information]) or almost full, you cannot transmit documents.
- If memory becomes full during scanning, all scanned pages are discarded.
- If a document jam occurs during scanning, transmission is canceled.
- For the maximum values of the following items, see "Maximum Values", Fax.
- Number of documents you can store in memory for Memory Transmission
  - Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)
  - Number of destinations you can specify per file
  - Number of destinations you can specify for all files (including files in memory)
- When scanning an original with a large number of pages, there may be a long pause between each page depending on the nature of the original or the machine settings.
- You can change the period of time the machines waits for the next original when sending a fax using the exposure glass. For details, see "Scan Settings", Fax.

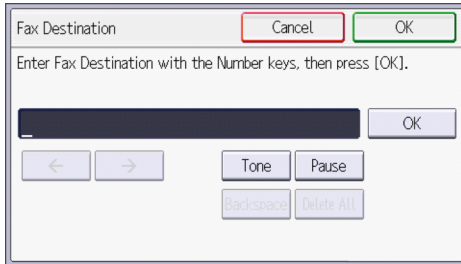
---

## Registering a Fax Destination

---

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Press [Change].
4. Select the item you want to display from [All Users], [User Code], [Fax Dest.], [Email] and [Folder].
5. Select the name whose fax destination you want to register.  
Press the name key, or enter the registered number using the number keys.
6. Press [Fax Dest.].

7. Press [Fax Destination].
8. Enter the fax number using the number keys, and then press [OK].



9. Specify optional settings such as "International TX Mode".
10. Press [OK].
11. Press [User Tools] (⚙️).
12. Press [Home] (🏠) at the bottom of the screen in the center.

## Deleting a Fax Destination

### ★ Important

- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Check that [Change].
4. Press [Fax Dest.].
5. Select the name whose fax destination you want to delete.

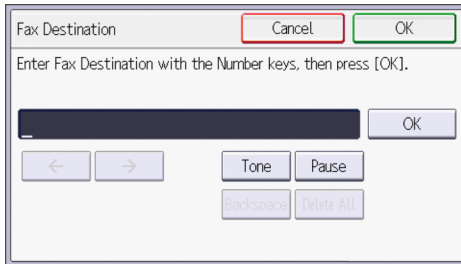
Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

6. Press [Fax Dest.].
7. Press [Fax Destination].



8. Press [Delete All], and then press [OK] to the right of "Fax Destination".



9. Press [OK].
10. Press [User Tools] (⚙️).
11. Press [Home] (🏠) at the bottom of the screen in the center.

# Canceling a Transmission

This section explains how to cancel a fax transmission.

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## Canceling a Transmission Before the Original Is Scanned

---

1. Press **[Reset]** on the top right of the screen.

---

## Canceling a Transmission While the Original Is Being Scanned

---

4

Use this procedure to cancel scanning or transmitting of the original while it is being scanned.

If you cancel a transmission using the standard memory transmission function, you need to follow a different procedure to cancel the transmission. See page 72 "Canceling a Transmission after the Original Is Scanned".

1. Press **[Stop]**.
2. Press **[Cancel]**.

Depending on the transmission mode and function you use, either **[Cancel Scanning]** or **[Cancel TX]** is displayed.

 **Note**

- Scanning may be completed while you are performing the cancel operation.

---

## Canceling a Transmission after the Original Is Scanned

---

Use this procedure to cancel a transmission after the original is scanned.

You can cancel transmission of a file while the file is being sent or stored in memory.

1. Press **[Job Status]**.
2. Press **[Transmission Standby File]**.
3. Select **[File List]** or **[Files under Transmission]**.
4. Select the file you want to cancel.
5. Press **[Cancel]**.
6. Press **[OK]**.

To cancel another file, repeat Steps 4 to 6.

# Printing a Journal Manually

To print the Journal manually, select the printing method: [All], [Print per File Number], or [Print per User].

## All

Prints the results of communications in the order made.

## Print per File Number

Prints only the results of communications specified by file number.

## Print per User

Prints the results of communications by individual senders.

1. Press [Job Status].
2. Press [Print Journal].
3. Select the printing method.
4. If you selected [Print per File Number] in Step 3, enter a 4-digit file number using the number keys. If you selected [Print per User] in Step 3, select a user from the list, and then press [OK].
5. Press [Print].



# 5. Print

This chapter describes frequently used printer functions and operations. For information not included in this chapter, see [Print](#) available on our website.

## Quick Installation

This section explains how to install the PCL 6 printer driver and configure the settings to use the printer via a network or USB connection easily.

### Quick Installation via a Network

Quick installation via a network allows you to install the PCL 6 printer driver via a network connection and configure the settings to use the printer in a network.

1. Click **[Install from Disk]** on the installer screen.
2. Click **[Network Printer(s)]** on the installer screen.
3. The software license agreement appears in the **[License Agreement]** dialog box. After reading the agreement, click **[I accept the agreement.]**, and then click **[Next >]**.
4. Click **[Next >]**.
5. Select the machine model you want to use in the **[Select Printer]** dialog box.
6. Click **[Install]**.
7. When the port setting screen appears, specify a port.
8. Configure the user code, default printer, and shared printer as necessary.
9. Click **[Continue]**.

The installation starts.

10. Click **[Finish]**.

When you are prompted to restart your computer, restart it by following the instructions that appear.

11. Click **[Exit]** in the first window of the installer, and then remove the CD-ROM.

### Quick Installation via a USB Connection

Quick installation via a USB connection allows you to install the PCL 6 printer driver via a USB connection and configure the settings to connect the printer to a computer.

1. Click **[Install from Disk]** on the installer screen.
2. Click **[USB Printer(s)]** on the installer screen.

3. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
4. Select the method to install a printer driver, and then click [Next >].
5. Select the machine model you want to use, and then click [Next >].
6. Make sure the machine is turned off and not connected to the computer, and then click [Next >].

Wait for a moment until file copying is completed and the [<Auto-detect USB Port>] screen appears.

7. Connect the machine and the computer with a USB cable, and then turn on the machine.

Connect the USB cable firmly.

Auto-detection starts.

8. In the confirmation dialog box, select [Yes] if you want to use the machine as your default printer.

9. Click [Finish].

When you are prompted to restart your computer, restart it by following the instructions that appear.

10. Click [Exit] in the first window of the installer, and then remove the CD-ROM.

# Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

## ★ Important

- **Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.**
- **You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.**

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printer properties].

# Standard Printing

## ★ Important

- The default setting is two-sided printing. If you want to print on only one side, select [Off] for the two-sided printing setting.
- If you send a print job via USB 2.0 while the machine is in Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

## When Using the PCL 6 Printer Driver

1. Click the menu button of the application you are using, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. Select the [Frequently Used Settings] tab.
5. In the "Job Type:" list, select [Normal Print].
6. In the "Document Size:" list, select the size of the original to be printed.
7. In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.
8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.
9. In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

If you select [Auto Tray Select] in the "Input Tray:" list, the paper tray is automatically selected according to the paper size and type specified.

10. Select [Color] or [Black and White] in the "Color/Black and White:" list.
11. If you want to print multiple copies, specify a number of sets in the "Copies:" box.
12. Click [OK].
13. Start printing from the application's [Print] dialog box.



# Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.





**★ Important**

- The paper types that can be printed on both sides are as follows:
  - Plain1 (66 to 74 g/m<sup>2</sup>), Plain2 (75 to 90 g/m<sup>2</sup>), Recycled, Special 1, Special 2, Special 4, Special 5, Middle Thick (91 to 128 g/m<sup>2</sup>), Thick 1 (129 to 163 g/m<sup>2</sup>), Thin (56 to 65 g/m<sup>2</sup>), Color, Letterhead, Preprinted, Bond, Cardstock

**↓ Note**

- If the document contains pages with different original sizes, page breaks may occur.

You can select which way the bound pages open by specifying which edge to bind.

Orientation	Long Edge Bind (Open to Left/Top)	Short Edge Bind (Open to Top/Left)
Portrait		
Landscape		

## When Using the PCL 6 Printer Driver

1. Click the menu button of the application you are using, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. Click the [Frequently Used Settings] tab.
 

You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.
5. Select the method for binding the output pages in the "2 sided:" list.
6. Change any other print settings if necessary.
7. Click [OK].
8. Start printing from the application's [Print] dialog box.

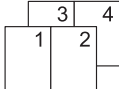
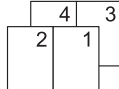
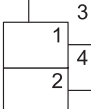
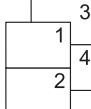
## Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.





This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

The following illustrations show example page ordering patterns for 2- and 4-page combinations.

### 2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		
Landscape		

### 4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left
			

## When Using the PCL 6 Printer Driver

1. Click the menu button of the application you are using, and then click [Print].
2. Select the printer you want to use.
3. Click [Preferences].
4. Click the [Frequently Used Settings] tab.

You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.

- 5. Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.**

To draw a border line around each page, select [Draw Frame Border] in [2 Sided/Layout/Booklet] in the [Detailed Settings] tab.

- 6. Change any other print settings if necessary.**
- 7. Click [OK].**
- 8. Start printing from the application's [Print] dialog box.**

# Printing on Envelopes

Configure the paper settings appropriately using both the printer driver and the control panel.

## Configuring Envelope Settings Using the Control Panel

1. Load envelopes in the paper tray.

About how to load envelopes, see Paper Specifications and Adding Paper for details.

2. Press [Home]  at the bottom of the screen in the center.

3. Flick the screen to the left, and then press the [User Tools] icon .

4. Press [Tray Paper Settings].

5. Press [Tray Paper Size: Tray 1] or [Printer Bypass Paper Size].

6. Select the envelope size, and then press [OK].

7. Press [Paper Type: Bypass Tray] or [Paper Type: Tray 1].

8. Press [Paper Type].

9. Press [Envelope] , and then press [OK].

10. Press [Paper Thickness].

Select [Thick Paper 1] or [Thick Paper 2].

11. Press [OK].

12. Press [User Tools] .

13. Press [Home]  at the bottom of the screen in the center.

## Printing on Envelopes Using the PCL 6 Printer Driver

1. Click the menu button of the application you are using, and then click [Print].

2. Select the printer you want to use.

3. Click [Preferences].

4. In the "Document Size:" list, select the envelope size.

5. In the "Input Tray:" list, select the paper tray where the envelopes are loaded ([Tray 1] or [Bypass Tray]).

6. In the "Paper Type:" list, select [Envelope].

7. Change any other print settings if necessary.

8. Click [OK].

9. Start printing from the application's [Print] dialog box.

# 6. Scan

This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

## Preparation for Sending by Scan to Folder

To send scanned files by Scan to Folder, you must first perform the following:

- Creating a shared folder on a computer running Windows/Confirming a computer's information
- Creating a shared folder on a computer running OS X or macOS/Confirming a computer's information

### Note

- You can create the shared folder under Windows Vista or later, Windows Server 2003 or later, and OS X 10.2 or later.
- Files can be sent via SMB using the SMB (139/TCP, 137/UDP) or CIFS (445/TCP) protocol.
- Files can be sent via SMB (139/TCP, 137/UDP) in a NetBIOS over TCP/IP environment only.
- Files cannot be sent via SMB in a NetBEUI environment.

### Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

#### Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].
2. Enter the command "ipconfig/all", and then press the [Enter] key.
3. Confirm the name of the computer.

The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. Enter the command "set user", and then press the [Enter] key.

Be sure to put a space between "set" and "user".

### 5. Confirm the user name.

The user name is displayed under [USERNAME].

## Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

### ★ Important

- You must log in as an Administrators group member to create a shared folder.
- If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.

1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer.
2. Right-click the folder, and then click [Properties].
3. On the [Sharing] tab, click [Advanced Sharing...].
4. Select the [Share this folder] check box.
5. Click [Permissions].
6. In the [Group or user names:] list, select "Everyone", and then click [Remove].
7. Click [Add...].
8. In the [Select Users or Groups] window, click [Advanced...].
9. Specify one or more object types, select a location, and then click [Find Now].
10. From the list of results, select the groups and users you want to grant access to, and then click [OK].
11. In the [Select Users, Computers, Service Accounts, or Groups] window, click [OK].
12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.

Configure the access permissions for each group and user.

13. Click [OK].

## Step 3: Specifying access privileges for the created shared folder

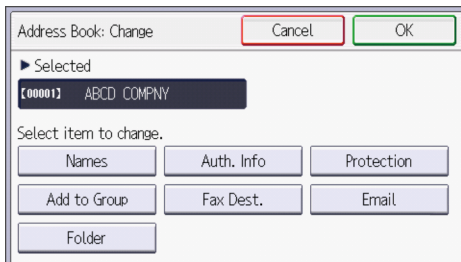
If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in Step 2, and then click [Properties].

2. On the [Security] tab, click [Edit...].
3. Click [Add...].
4. In the [Select Users or Groups] window, click [Advanced...].
5. Specify one or more object types, select a location, and then click [Find Now].
6. From the list of results, select the groups and users you want to grant access to, and then click [OK].
7. In the [Select Users or Groups] window, click [OK].
8. In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.
9. Click [OK].

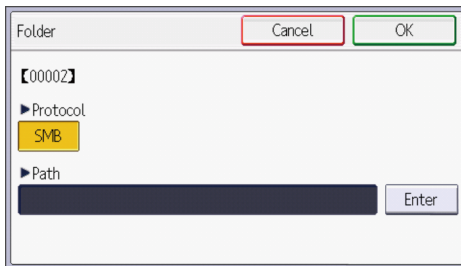
## Registering an SMB Folder

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Press [Change].
4. Select the item you want to display from [All Users], [User Code], [Fax Dest.], [Email] and [Folder].
5. Select the name whose folder you want to register.  
Press the name key, or enter the registered number using the number keys.
6. Press [Auth. Info].



7. Press [Folder Authentication], and then press [Specify Other Auth. Info].  
When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.
8. Press [Change] to the right of "Login User Name".
9. Enter the login user name of the destination computer, and then press [OK].
10. Press [Change] to the right of "Login Password".
11. Enter the password of the destination computer, and then press [OK].

12. Enter the password again to confirm, and then press [OK].
13. Press [OK].
14. Press [Exit].
15. Press [Folder].
16. Check that [SMB] is selected.



17. Press [Enter].
18. Press [Enter], and then specify the folder.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

For details about how to specify the path manually, see page 86 "Locating the SMB folder manually".

For details about how to specify the path using Browse Network, see page 87 "Locating the SMB folder using Browse Network".

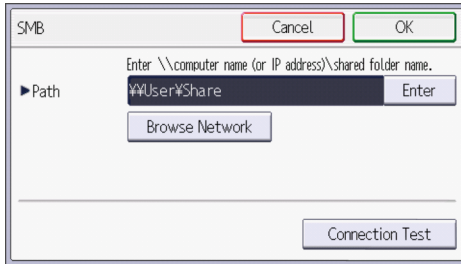
19. Press [Connection Test] to check the path is set correctly.
20. Press [Exit].
  - If the connection test fails, check the settings, and then try again.
21. Press [OK].
22. Press [User Tools] (⚙️).
23. Press [Home] (🏠) at the bottom of the screen in the center.

## Locating the SMB folder manually

1. Press [Enter] to the right of "Path".
2. Enter the path where the folder is located.

For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.





If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be "\\192.168.0.191\Share".

### 3. Press [OK].

If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

## Locating the SMB folder using Browse Network

### 1. Press [Browse Network].

The client computers sharing the same network as the machine appear.

Network display only lists client computers you are authorized to access.

### 2. Select the group that contains the destination computer.

### 3. Select the computer name of the destination computer.

Shared folders under it appear.

You can press [Up One Level] to switch between levels.

### 4. Select the folder you want to register.

### 5. Press [OK].

## Deleting an SMB Registered Folder

### 1. Press [Home] (🏠) at the bottom of the screen in the center.

### 2. Flick the screen to the left, and then press the [Address Book Management] icon.



### 3. Press [Change].

### 4. Press [Folder].

### 5. Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

6. Press [Folder].
7. Press the protocol which is not currently selected.  
A confirmation message appears.
8. Press [Yes].
9. Press [OK].
10. Press [User Tools] (.
11. Press [Home] () at the bottom of the screen in the center.

## Entering the Path to a Shared Network Folder Manually

### ★ Important

- When sending to a shared folder on a network, see “Preparation for Sending by Scan to Folder”, Scan and confirm the following items for the destination computer:
  - Destination computer name
  - Destination computer's user name and password
  - Destination shared folder name
- Depending on the operating system of the client computer, access to the shared folder may require authentication.

### ↓ Note

- If the firewall of an antivirus program is active, you may not be able to specify a shared folder on the computer as a folder destination. If this is the case, see the antivirus program's Help.
- If Windows firewall is active and you cannot specify a shared folder on the computer as a folder destination, the machine may be able to communicate with the computer by changing the exceptions of the Windows firewall. For details, see Windows Help.

1. Select [Scan to Folder].
2. Press [+].
3. Press [Manual Entry].
4. Press [SMB].
5. Press [Path].
6. Enter the path for the folder.

In the following example path, the shared folder name is "user" and the computer name is "desk01":

```
\\desk01\user
```

7. Press [Done].

**8. Depending on the destination setting, enter the user name and password for logging in to the computer.**

**9. Press [Connection Test].**

A connection test is performed to check whether the specified shared folder exists.

If the message "Connection with PC has failed. Check the settings." appears, see "When You Cannot Send Scanned Files", Troubleshooting.

**10. Check the connection test result, and then press [Exit].**

**11. Press [OK].**

# Basic Procedure for Sending Scanned Files to a Folder (Scan to Folder)

## ★ Important

- Before performing this procedure, see "Preparation for Sending by Scan to Folder", Scan, and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/System Settings, and register the address of the destination computer to the address book.

1. Press [Home]  at the bottom of the screen in the center.

2. Press the [Scanner] icon.

3. Make sure that no previous settings remain.

If a previous setting remains, press [Reset].

4. Select [Scan to Folder] as the delivery method.

5. Place originals.

For details, see "Placing Originals", Scan.


6. Specify the scan settings according to the original to be scanned.

7. Specify the destination.

Press [+] to select the method for specifying the destination. For details about how to specify the destination, see "Specifying a Destination", Scan.

8. Press [Start].

## ↓ Note

- If any of the machine's security functions are enabled, select the destination from the registered folder.
- After scan files are sent, the destination will be cleared automatically. If you want to preserve the information in these fields, contact your local dealer.
- To cancel scanning, press [Stop]. Check the information displayed in the dialog box, and then press any key.
- You can check or change the specified destinations by pressing  (Confirm Destination(s)). For details, see "Checking or Changing the Specified Destinations", Scan.

# Basic Procedure for Sending Scanned Files by E-mail (Scan to Email)

This section describes the basic procedure for sending scan files by e-mail.

1. Press [Home]  at the bottom of the screen in the center.

2. Press the [Scanner] icon.

3. Make sure that no previous settings remain.

If a previous setting remains, press [Reset].

4. Make sure that [Scan to Email] is selected as the delivery method.

5. Place originals.

For details, see "Placing Originals", Scan.


6. Specify the scan settings according to the original to be scanned as necessary.

7. Specify an e-mail sender.

For details, see "Specifying the E-mail Sender", Scan.


8. Specify the destination.

Press [+] to select the method for specifying the destination. For details about how to specify the destination, see "Specifying a Destination", Scan.


The e-mail message is sent in [To] by default. To designate [Cc] or [Bcc] for an address, press  (Confirm Destination(s)), press [To] next to the address, and then select [Cc] or [Bcc].

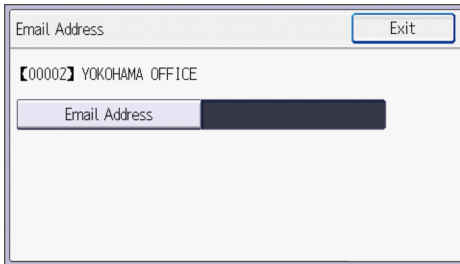
9. Press [Start].



## Note

- This machine supports SMTPS (SMTP over SSL).
- This machine supports Web mail sending.
- If [Auto Specify Sender Name] on the [File Transfer] tab under [System Settings] is set to [On], you can send e-mails without entering anything for [Sender Name]. In this case, the administrator's e-mail address specified in [System Settings] is set as the default sender name. If the administrator's e-mail address is not registered in [System Settings], you will be asked to specify the sender name after pressing [Start]. For details, see "File Transfer", Connecting the Machine/System Settings.
- Depending on the security setting, the logged-in user may be specified as [Sender Name].
- To cancel scanning, press [Stop]. Check the information displayed in the dialog box, and then press any key.
- After an e-mail is sent, the destination and sender fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.
- You can check or change the specified destinations by pressing  (Confirm Destination(s)). For details, see "Checking or Changing the Specified Destinations", Scan.


## Registering an E-mail Destination



1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Press [Change].
4. Select the item you want to display from [All Users], [User Code], [Fax Dest.], [Email] and [Folder].
5. Select the name whose e-mail address you want to register.  
Press the name key, or enter the registered number using the number keys.
6. Press [Email].
7. Press [Email Address].



8. Enter the e-mail address and then press [OK].
9. Press [Exit].
10. Press [OK].
11. Press [User Tools] .
12. Press [Home]  at the bottom of the screen in the center.

## Deleting an E-mail Destination

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Address Book Management] icon.
3. Press [Change].
4. Press [Email].
5. Select the name whose e-mail address you want to delete.  
Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, fax number, folder name, or e-mail address.
6. Press [Email].
7. Press [Email Address].

8. Press [Delete All], and then press [OK].
9. Press [Exit].
10. Press [OK].
11. Press [User Tools] ().
12. Press [Home] () at the bottom of the screen in the center.

---

## Entering an E-mail Address Manually

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1. Select [Scan to Email].
2. Press [+].
3. Select [Enter Using Keyboard].
4. Enter the e-mail address.
5. Press [Done].

## Specifying the Original Type

Select an original type that is appropriate for your original.

To select an original type other than those that appear in the list, press [Others].

### **[Black & White: Text]**

Standard black-and-white originals containing mainly characters (two-value). Creates scanned images suitable for printing.

### **[Black & White: Text / Photo]**

Originals containing a mixture of photographs, pictures and characters (two-value). Creates scanned images suitable for printing.

### **[Gray Scale]**

Originals containing photographs and other pictures (multi-value). Creates scanned images suitable for displaying on a computer screen.

### **[Full Color: Text / Photo]**

Originals for color printing mainly consisting of characters.

### **[Full Color: Glossy Photo]**

Originals of silver salt photographs and other color pictures.



## Specifying the Resolution

Select resolution for scanning originals.

Select [100 dpi], [200 dpi], [300 dpi], [400 dpi], or [600 dpi] as the scanning resolution.

To select the resolution other than those appear in the list, press [Others].

## Specifying the Scan Size

Select the size of the original to be scanned.

### [Regular Size]

Select a size to scan originals at a specified size regardless of the actual size of the originals you have placed.

You can specify the following template sizes:

$8\frac{1}{2} \times 14$ ,  $8\frac{1}{2} \times 13\frac{2}{5}$ ,  $8\frac{1}{2} \times 13$ ,  $8\frac{1}{2} \times 11$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$ , A4, A5, A5, B5 JIS

### [Custom Size]

Select [Custom Size] to scan originals whose sizes do not match a standard template or to scan only a part of an original.

You can specify the length and width of your originals in mm or inches.

### [Programmed Size]

Select a size from those specified in [Program/Change Scan Size] in [Scan Settings] under [Scanner Features].

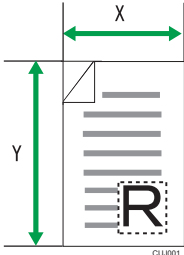
For details about programming scan sizes, see "Scan Settings", Scan.


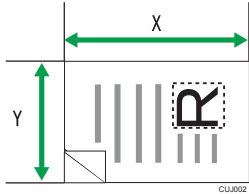
If you want to scan the entire area of a custom size original, select [Custom Size] as the scan size.

To display the custom size setting screen, on the initial scanner screen, press [Scan Settings] > [Scan Size] > [Custom Size].

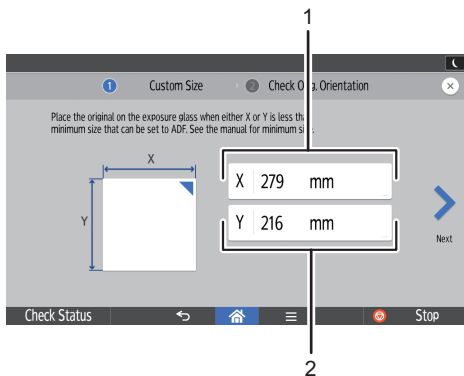
The following tables explain how to measure custom size originals and how to specify the scan settings on the custom size settings screen.

### How to measure sizes

Orientation and placement of original	Measuring method for scanning the entire area of a custom size original
In the <b>R</b> orientation	

Orientation and placement of original	Measuring method for scanning the entire area of a custom size original
<p>In the  orientation</p>	

### Scan settings on the custom size setting screen



DUP601

#### 1. Original Size (X)

Specify the length of the original.

Enter the actual length in [X] then press [Done].

#### 2. Original Size (Y)

Specify the width of the original.

Enter the actual width in [Y] then press [Done].

#### Note

- For X and Y, you can specify 10 mm (0.4 inches) or larger.
- For details about how to place originals, see “Placing Originals”, Scan.

## Specifying the File Type

Specify the file type of the scanned document.

To select the file type other than those appear in the list, press [Others].

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF]

If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions.

### ↓ Note

- The version of the created PDF files is 1.4/1.5.

# 7. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

## Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

### ★ Important

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

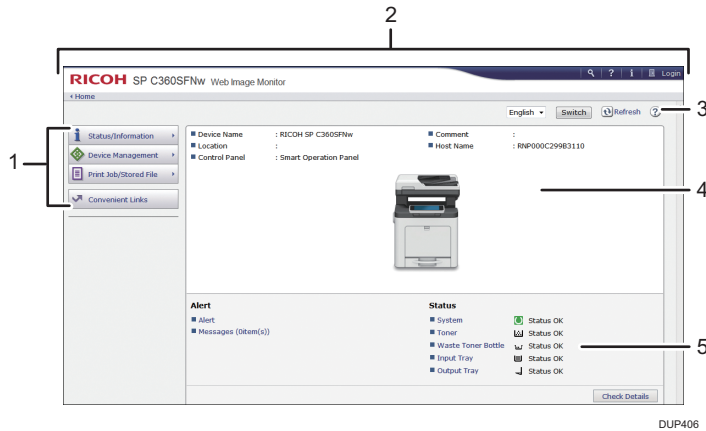
1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

Top Page of Web Image Monitor appears.

If the machine's host name has been registered on the DNS server, you can enter it.

When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

Web Image Monitor is divided into the following areas:



DUP406



### 1. Menu area


If you select a menu item, its content will be shown.

### 2. Header area

Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

### 3. Refresh/Help

 (Refresh): Click  at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

 (Help): Use Help to view or download Help file contents.

### 4. Basic Information area

Display the basic information of the machine.

### 5. Work area

Display the contents of the item selected in the menu area.

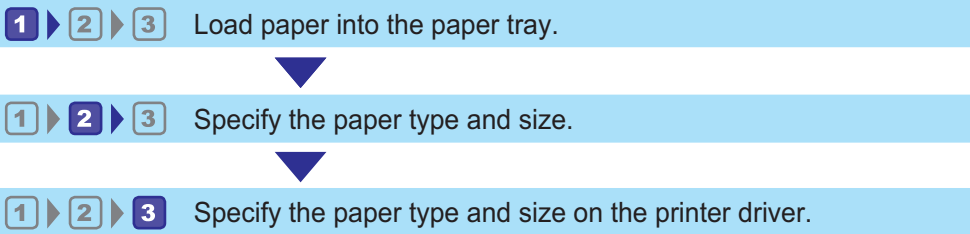
# 8. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

## Workflow for Loading Paper and Configuring Paper Sizes and Types

This section explains how to load paper and operations required after paper is loaded.

After following the procedures below, you can copy or print on the paper that is loaded in the machine.



DSG260

For details about the procedures, refer to the next page.

Procedure	Reference
1	See page 102 "Loading Paper". When loading envelopes, see page 112 "Loading Envelopes".
2	See "Changing the Paper Size", Paper Specifications and Adding Paper.
3	For PCL and PostScript 3 printer drivers for windows, see Print. For PS3 printer driver for Mac OS X and macOS, see PostScript 3.

For details about recommended paper, see page 124 "Supported Paper".

# Loading Paper

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## Precautions for Loading Paper

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### CAUTION

- When loading paper, take care not to trap or injure your fingers.
- If one or more paper feed trays are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

### Important

- Do not stack paper over the limit mark.
- Do not change the size of the paper for the specified printing tray while documents are being scanned or printed.

### Note

- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 124 "Supported Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

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## Loading Paper into Paper Trays

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Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded into Tray 1.

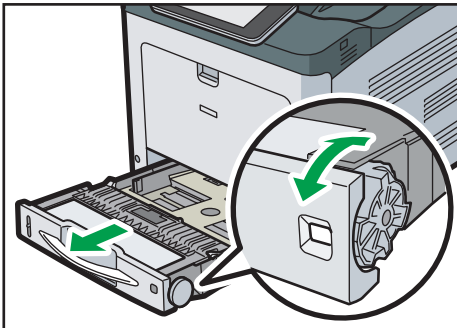
### Important

- When loading paper, pull the paper tray completely out from the machine and set the stack of paper straight down on the tray. Loading the paper from a diagonally downward direction may cause the machine to malfunction.
- Be sure to select the correct paper size and feed direction using the paper size dial on the tray. Otherwise, the machine might be damaged, or printing problems might occur.



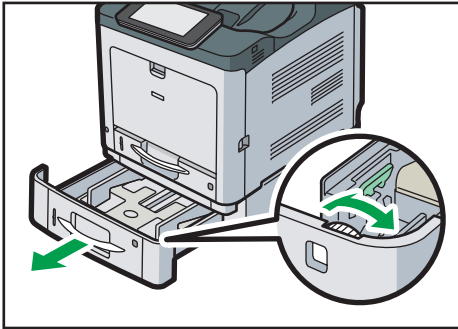
- To use the paper size and feed direction other than those indicated on the paper size dial, set the dial to "✖", and set the paper size using the control panel.
  - If you load paper whose size is not indicated on the paper size dial, you can specify the paper size in [Tray Paper Settings]. For details, see "Changing Paper Size Settings", Paper Specifications and Adding Paper.
  - Make sure the paper stack does not exceed the upper limit mark inside the paper tray. Excessive stacking can cause paper jams.
  - If paper jams occur frequently, flip the paper stack in the tray.
  - Do not mix different types of paper in the same paper tray.
  - After loading paper, specify the paper size using the control panel or paper size dial, and paper type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the machine.
  - Do not move the side paper guides and end paper guide forcefully. Doing so may damage the tray.
  - Do not slide the paper tray in forcefully when inserting the loaded tray into the machine. Otherwise, the side and end guides or the paper guide of the bypass tray might move.
  - When loading label paper, load it one by one.
1. Pull out the paper tray carefully. Adjust the paper size dial to match the size and feed direction of paper in the paper tray.

- Tray 1



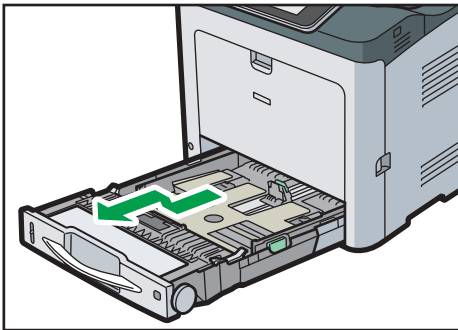
DUP101

- Tray 2



DUP871

2. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the machine.

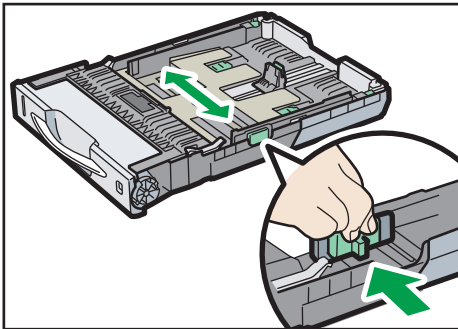


DUP102

8

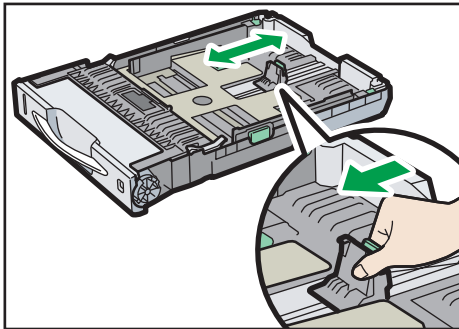
Place the tray on a flat surface.

3. Pinch the clip on the side paper guide and slide it to match the paper size.



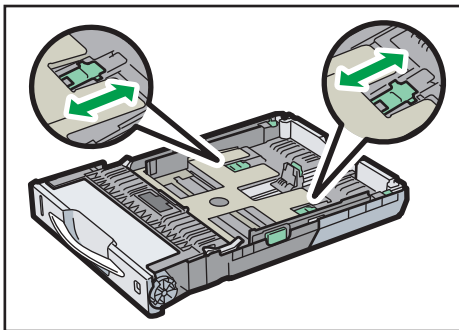
DSE119

4. Pinch the end guide and slide it inward to match the standard size.



DSE253

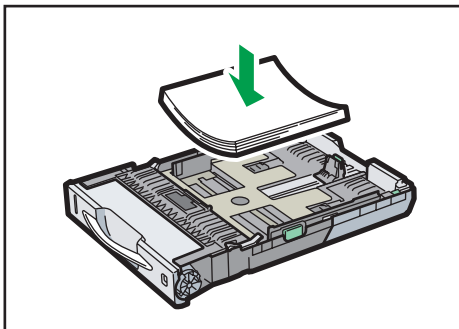
5. When loading paper into tray 1, slide the two switches at the bottom of the tray according to the thickness of the paper.



DSE168

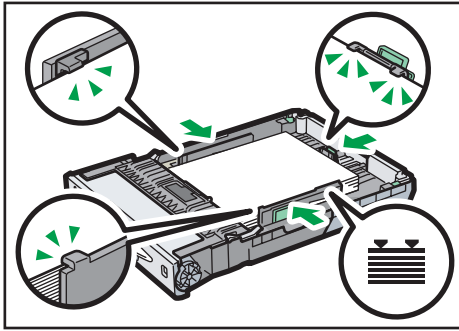
If the paper is heavier than  $164 \text{ g/m}^2$  (44 lb.), slide both switches into the rear (thick) position. If the paper is  $163 \text{ g/m}^2$  (43 lb.) or lighter, slide both switches into the forward (thin) position.

6. Set the paper straight down on the paper source tray with its printing side facing up.

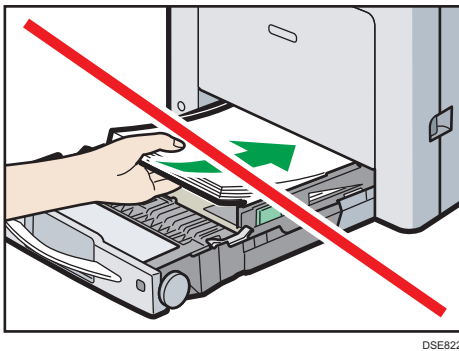


DUP131

Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.



Do not load the paper from a diagonally downward direction as shown in the figure below. Doing so may cause the machine to malfunction.



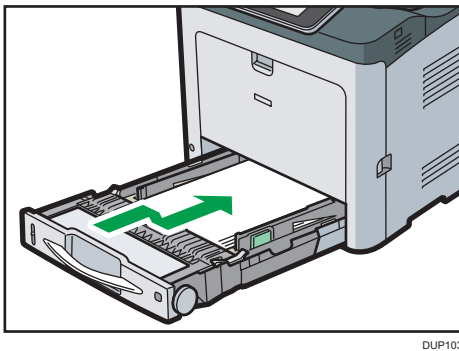
8

**7. Adjust the paper guides to close any gaps.**

Do not move paper loaded in the tray more than a few millimeters.

Moving the loaded paper excessively can cause damage to paper edges on the openings of the tray's lifting plate, resulting in sheets being folded or becoming jammed.

**8. Lift the front side of the tray, and then slide it into the machine carefully until it stops.**



To avoid paper jams, make sure the tray is securely inserted.

### ↓ Note

- When loading paper larger than A4 or  $8\frac{1}{2} \times 11$  into Tray 1, extend the tray. For details, see page "Extending Tray 1", Paper Specifications and Adding Paper.
- Letterhead paper must be loaded in a specific orientation. For details, see page 109 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into Tray 1. Envelopes must be loaded in a specific orientation. For details, see "Loading Envelopes", Paper Specifications and Adding Paper.

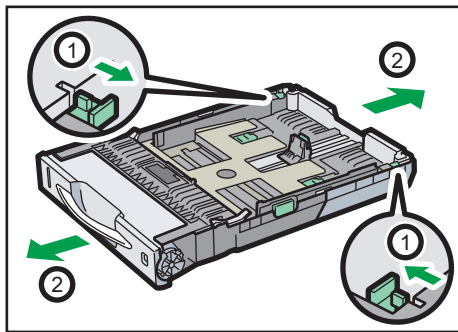
## When Loading Paper Larger than A4 or $8\frac{1}{2} \times 11$

When loading paper larger than A4 or  $8\frac{1}{2} \times 11$  into Tray 1, extend the tray.

### 1. Pull the tray out of the machine.

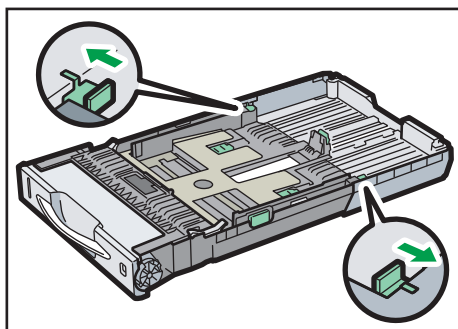
For details, see steps 1 and 2 on page 102 "Loading Paper into Paper Trays".

### 2. Slide the catches inwards to unlock the tray, and then slide the tray until it stops.



DSE122

### 3. Return the catches to their original positions.



DSE123

### ↓ Note

- When loading A4,  $8\frac{1}{2} \times 11$ , or smaller paper, do not extend the tray. Otherwise, a paper jam may occur.

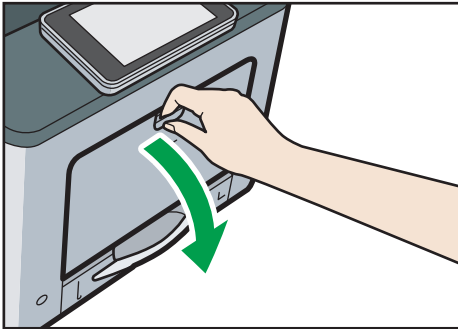
## Loading Paper into the Bypass Tray

Use the bypass tray to use paper that cannot be loaded in the paper trays.

### ★ Important

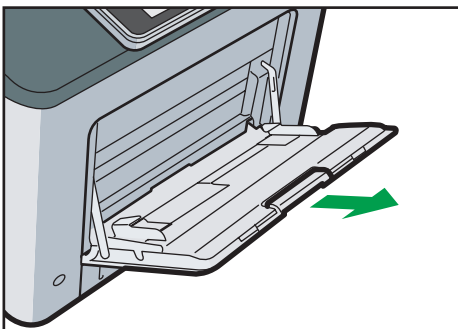
- For details about trays that can be loaded for each paper size and type, see page 124 "Supported Paper Sizes and Types".
- Make sure the paper stack does not exceed the upper limit mark. Excessive stacking can cause paper jams.
- Do not mix different types of paper.
- After loading paper, specify the paper size and type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the printer.
- When loading label paper, load it one by one.
- When printing on paper that is longer than A4<sup>□</sup>, load only a single sheet of paper on the bypass tray at a time, and hold the paper so it is fed correctly. Also, make sure to check in advance the print quality of the type of paper you intend to use. How paper is fed or print quality will differ depending on the type or thickness of paper.

1. While pressing and holding the button in the upper center of the bypass tray, pull the tray open.



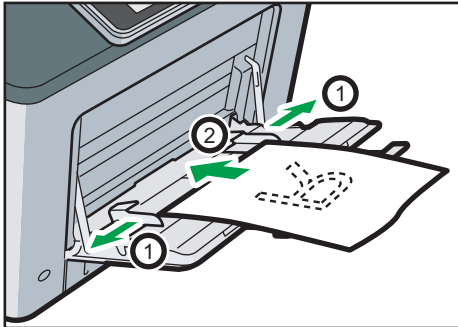
DUP113

Pull the extender out when loading paper larger than A4<sup>□</sup> or 8<sup>1</sup>/<sub>2</sub> × 11<sup>□</sup>.



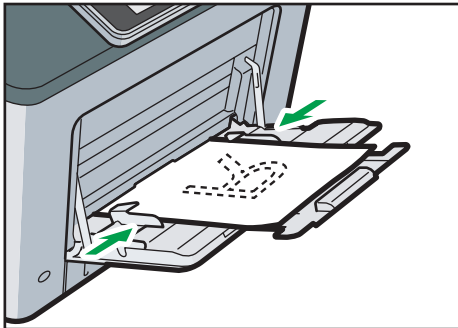
DUP055

- Slide both sides of the paper guide outward, and then load paper print side down until it stops.




DUP056

- Adjust both sides of the paper guide to match the paper width.



DUP057

#### ↓ Note

- When using the bypass tray, it is recommended that you set the paper direction to .
- Letterhead paper must be loaded in a specific orientation. For details, see page 109 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the bypass tray. For details, see "Loading Envelopes", Paper Specifications and Adding Paper.
- When copying from the bypass tray, see "Copying from the Bypass Tray", Copy.
- When the [Notification Sound] is set to [No Sound], it does not sound if you load paper into the bypass tray. For details about [Notification Sound], see "DEVICE", Connecting the Machine/System Settings.

## Loading Orientation-fixed Paper or Two-sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the originals and paper are placed.



**Settings for the User Tools**

- Copier mode  
Specify [Yes] for [Letterhead Setting] in [Input/Output] under the Copier Features menu, and then place the original and paper as shown below.
- Printer mode  
Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in [System] under the Printer Features menu, and then place the paper as shown below.





For details about the letterhead settings, see "Input/Output", Copy, or "System", Print.

**Original orientation and paper orientation**

The meanings of the icons are as follows:





Icon	Meaning
	Place or load paper scanned or printed side face up.
	Place or load paper scanned or printed side face down.

- Original orientation  
Place the originals as shown below.









Original orientation	Exposure glass/ID Card Feeder	ADF
Readable orientation		
90 Degrees Counterclockwise		

- Paper orientation
  - Copier mode



Copy side	Paper trays	Bypass tray
One-sided		
Two-sided		

- Printer mode

Print side	Paper trays	Bypass tray
One-sided		
		
Two-sided		
		

#### ↓ Note

- In copier mode:
  - For details about how to make two-sided copies, see "Duplex Copying", Copy.
- In printer mode:
  - To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.
  - If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first copy may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.
  - For details about how to make two-sided prints, see "Printing on Both Sides of Sheets", Print.

# Loading Envelopes

**★ Important**

- Do not use window envelopes.
- Envelopes, especially those with glue on their flaps, may stick together. Fan the envelopes to separate them before loading. If the envelopes still stick together, load them one by one. For the envelope types that can be used with this machine, see page 124 "Supported Paper Sizes and Types".
- Misfeeds might occur depending on the length and shape of the flaps.
- Load envelopes with their flaps closed. However, load envelopes with their flaps open when the flaps are opened at the time of purchase.
- When loading envelopes with their flaps open, specify a custom size. You can print with a standard envelope size setting only when printing on envelopes with their flaps closed.
- Before loading envelopes, press down on them to remove any air from inside, flattening out all four edges. If they are bent or curled, flattening their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- To get better output quality, it is recommended that you set the leading- and tailing-edge print margin to at least 15 mm (0.6 inches), and the left and right margins to at least 10 mm (0.4 inches) each.

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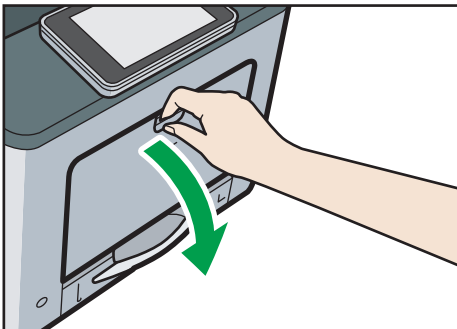
8

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## Loading Envelopes into the Bypass Tray

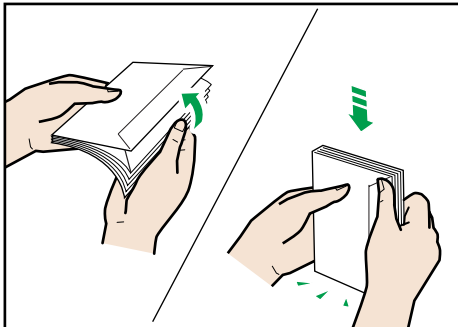
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1. While pressing and holding the button in the upper center of the bypass tray, pull the tray open.



DUP-113

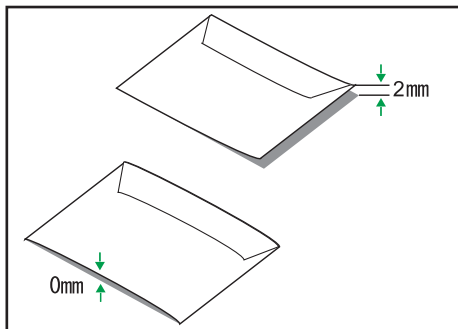
## 2. Fan envelopes, and then align their edges before loading.



CBK239

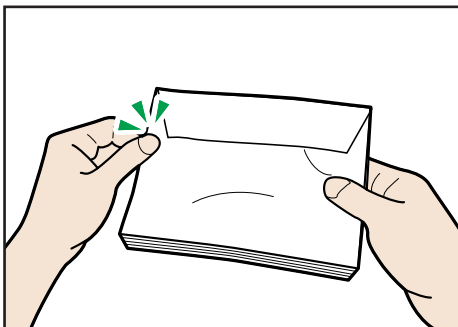
When fanning envelopes, make sure the envelope flaps are not stuck together. If they are stuck together, separate them.

Before loading envelopes, flatten them out so that their curl does not exceed that shown in the illustration below.



DUP357

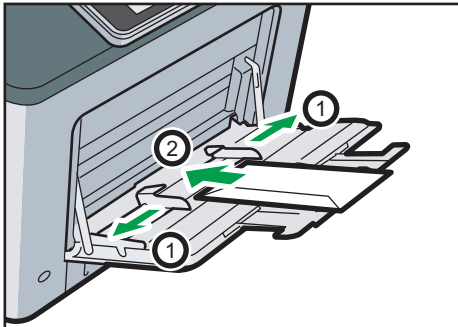
If the curl is severe, flatten out the envelopes using your fingers, as shown in the illustration below.



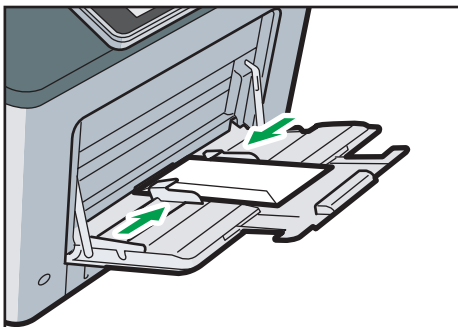
CBK241

If envelopes are severely curled after printing, flatten them by bending them back against the curl.

3. Set the envelope in bypass tray with the print side down.



4. Adjust both sides of the paper guide to match the envelope width.



**Note**

- Envelopes must be loaded in a specific orientation. For details, see page 129 "Envelopes".
- To print on envelopes that are loaded with their long edges against the printer body, rotate the print image by 180 degrees using the printer driver.

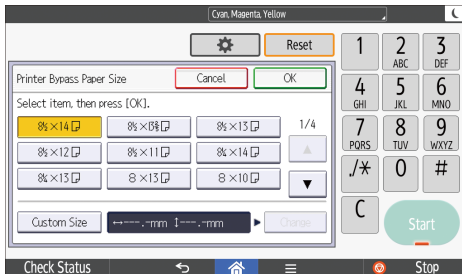
### Specifying envelope size for the bypass tray

**Important**

- If you select [Machine Setting(s)] or [Machine Setting(s): Any Type] in [Bypass Tray] under [Tray Setting Priority] in [System] of the Printer Features menu, the settings made using the control panel have priority over the printer driver settings. For details, see "System", Print.
  - The default of [Bypass Tray] is [Machine Setting(s): Any Type].
1. Press [Home] (🏠) at the bottom of the screen in the center.
  2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
  3. Press [Tray Paper Settings].
  4. Press [▼] repeatedly until [Printer Bypass Paper Size] appears.

5. Press [Printer Bypass Paper Size].

6. Select the paper size.



7. Press [OK].

8. Press [User Tools] (⚙️).

9. Press [Home] (🏠) at the bottom of the screen in the center.

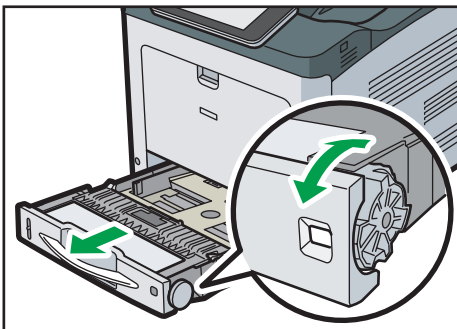
#### ⚠️ Note

- Confirm that the top of the stack is not higher than the limit mark on the side guides.
- Do not push the stack of envelopes with too much force.
- Confirm that the edges of envelopes fit under the side guides.
- After specifying the paper size, select "Envelope" as the paper type using both the User Tools and printer driver, and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print.

## Loading Envelopes into Tray 1

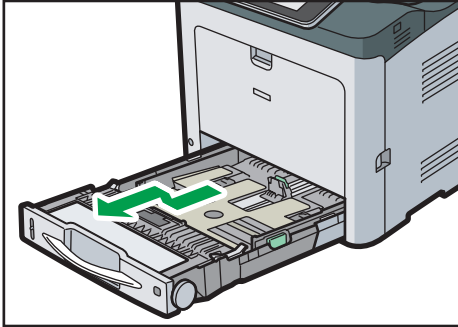
8

1. Pull out the paper tray carefully, and then set the paper size dial to "✳️".



DUP101

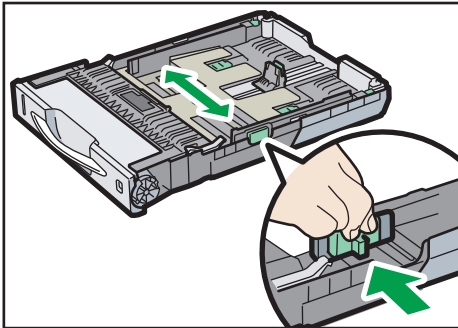
2. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the machine.



DUP102

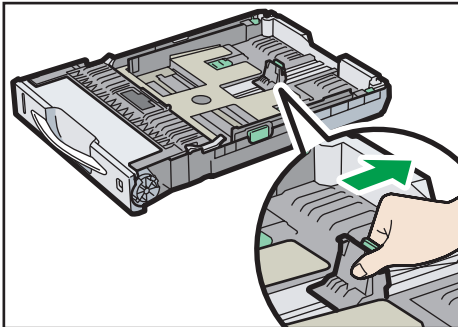
Place the tray on a flat surface.

3. Pinch the clip on the side paper guide and slide it outward until they stop.



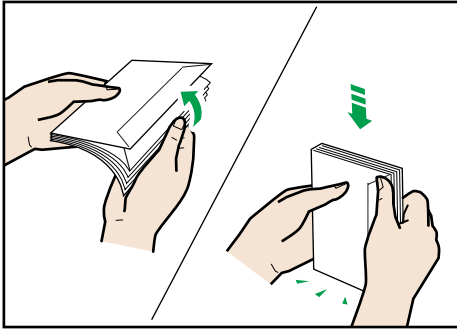
DSE119

4. Pinch the end guide and slide it toward the back.



DUP060

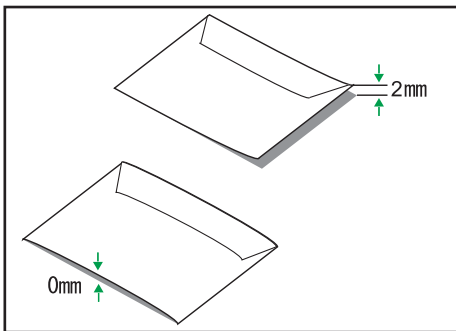
### 5. Fan envelopes, and then align their edges before loading.



CBK239

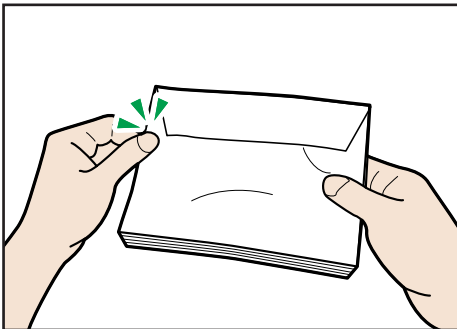
When fanning envelopes, make sure the envelope flaps are not stuck together. If they are stuck together, separate them.

Before loading envelopes, flatten them out so that their curl does not exceed that shown in the illustration below.



DUP357

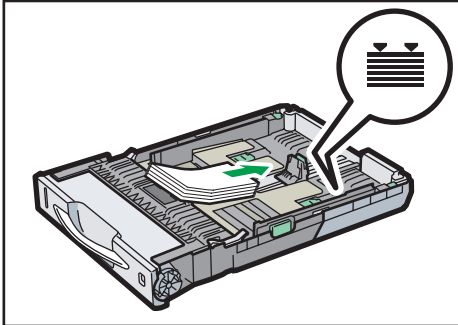
If the curl is severe, flatten out the envelopes using your fingers, as shown in the illustration below.



CBK241

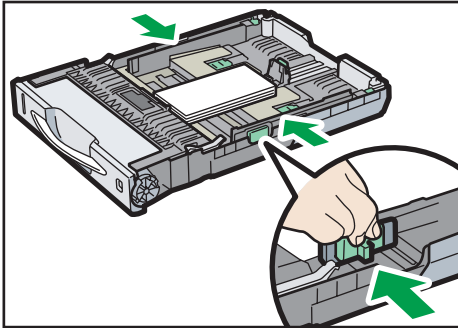
If envelopes are severely curled after printing, flatten them by bending them back against the curl.

6. Load envelopes into the paper tray, with the print side up and the flap on the left as shown in the illustration.



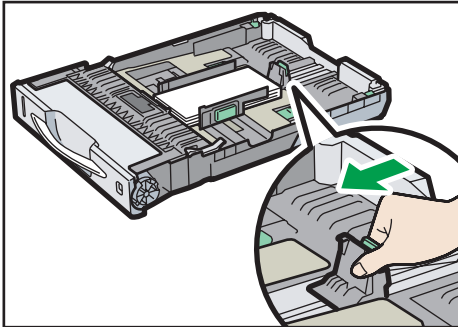
DUP061

7. Pinch the clip on the side paper guide and slide it along the edge of the envelope stack.



DUP062

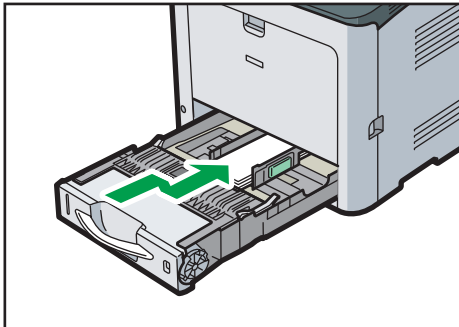
8. Pinch the end guide and slide it along the edge of the envelope stack.



DUP063



9. Lift the front side of the tray, and then slide it into the machine carefully until it stops.



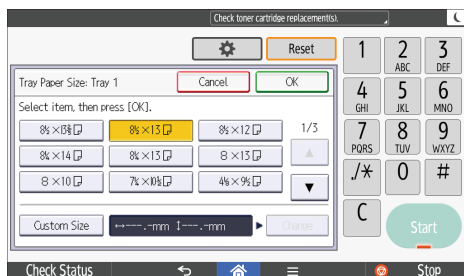
DUP312

### ↓ Note

- Envelopes must be loaded in a specific orientation. For details, see page 129 "Envelopes".

## Specifying envelope size for tray 1

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
3. Press [Tray Paper Settings].
4. Press [Tray Paper Size: Tray 1].
5. Select the envelope size you want to set, and then press [OK].



6. Press [User Tools] (⚙️).
7. Press [Home] (🏠) at the bottom of the screen in the center.

### ↓ Note

- For details about the available paper size, see page 124 "Supported Paper Sizes and Types".
- After specifying the paper size, select "Envelope" as the paper types using both the User Tools and printer driver, and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print.

# Changing the Paper Size

## Precautions for Changing the Paper Size

### CAUTION

- When loading paper, take care not to trap or injure your fingers.
- If one or more paper feed trays are installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

### Important

- Do not stack paper over the limit mark.
- Do not change the size of the paper for the specified printing tray while documents are being scanned or printed.



### Note

- After changing the paper size, be sure to specify the appropriate paper size in [Tray Paper Settings]. If you do not, misfeeds might occur. For details, see page 120 "Changing Paper Size Settings".
- To prevent multiple sheets from being fed at once, fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 124 "Supported Paper Sizes and Types". If you load paper whose size is not indicated on the paper size dial, you can specify the paper size in [Tray Paper Settings]. For details, see page 120 "Changing Paper Size Settings".

## Changing Paper Size Settings

After changing the paper size, specify the paper size using the control panel.

To use a paper size and feed direction other than those indicated on the paper size dial, set the dial to "✱", and then set the paper size and feed direction using the control panel.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Tray Paper Settings].
4. Select a tray from [Tray Paper Size: Tray 1] and [Tray Paper Size: Tray 2] for which you want to change the paper size.

5. Select the loaded paper size, and then press [OK].



6. Press [User Tools] (⚙️).

7. Press [Home] (🏠) at the bottom of the screen in the center.

⬇️ **Note**

- For details about the available paper size, see page 124 "Supported Paper Sizes and Types".

## Printing from the Bypass Tray Using the Printer Function

★ **Important**

- If you select [Machine Setting(s)] or [Machine Setting(s): Any Type] in [Bypass Tray] under [Tray Setting Priority] in [System] of the Printer Features menu, the settings made using the control panel have priority over the printer driver settings. For details, see "System", Print.
- The default of [Bypass Tray] is [Machine Setting(s): Any Type].

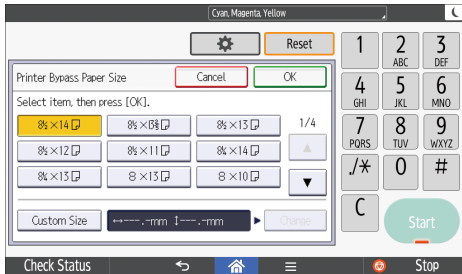
⬇️ **Note**

- Settings remain valid until they are changed.
- For details about setting printer drivers, see "Standard Printing", Print.
- **Region A** (mainly Europe and Asia)  
[A4] is the default setting for [Printer Bypass Paper Size].
- **Region B** (mainly North America)  
[8 1/2 x 11] is the default setting for [Printer Bypass Paper Size].

## Specifying regular sizes using the control panel

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
3. Press [Tray Paper Settings].
4. Press [Printer Bypass Paper Size].

5. Select the paper size.



6. Press [OK].
7. Press [User Tools] (⚙️).
8. Press [Home] (🏠) at the bottom of the screen in the center.





Specifying a custom size paper using the control panel

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon (⚙️).
3. Press [Tray Paper Settings].
4. Press [▼] repeatedly until [Printer Bypass Paper Size] appears.
5. Press [Printer Bypass Paper Size].
6. Press [Custom Size].  
If a custom size is already specified, press [Change].
7. Press [Horizontal].
8. Enter the horizontal size using the number keys, and then press [#].



9. Press [Vertical].
10. Enter the vertical size using the number keys, and then press [#].
11. Press [OK] twice.
12. Press [User Tools] (⚙️).
13. Press [Home] (🏠) at the bottom of the screen in the center.

## Specifying thick paper or thin paper for paper type using the control panel

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon ()
3. Press [Tray Paper Settings].
4. Press [▼] repeatedly until [Printer Bypass Paper Size] appears.
5. Press [Printer Bypass Paper Size], and then specify the paper size.
6. Press [OK].
7. Press [Paper Type: Bypass Tray].
8. Press [Paper Type].
9. Select [Plain Paper], and then press [OK].
10. Press [Paper Thickness].
11. Select an appropriate paper thickness, and then press [OK].
12. Press [User Tools] ()
13. Press [Home] () at the bottom of the screen in the center.

### ↓ Note

- For details about paper thickness, see "Tray Paper Settings", Connecting the Machine/System Settings.

# Supported Paper



## Supported Paper Sizes and Types

This section describes supported paper sizes and types.

### ★ Important

- If you use paper that curls, either because it is too dry or too damp, a paper jam may occur.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

### Tray 1



Paper type and weight	Paper size	Paper capacity
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray: A4☐, A5☐, A6☐, 8 <sup>1</sup> / <sub>2</sub> × 14☐, 8 <sup>1</sup> / <sub>2</sub> × 11☐, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	250 sheets * <sup>1</sup>
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✳", and select the paper size with the control panel: A5☐, B5 JIS☐, B6 JIS☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐, 8 <sup>1</sup> / <sub>4</sub> × 14☐, 8 <sup>1</sup> / <sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐, 16K☐, 8 <sup>1</sup> / <sub>2</sub> × 12☐, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> ☐	250 sheets * <sup>1</sup>
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Custom size:  <b>Region A</b> (mainly Europe and Asia) Vertical: 148.0–356.0 mm Horizontal: 82.5–216.0 mm  <b>Region B</b> (mainly North America) Vertical: 5.83–14.00 inches Horizontal: 3.25–8.50 inches	250 sheets * <sup>1</sup>

Paper type and weight	Paper size	Paper capacity
Envelopes	Set the paper size dial on the tray to "*", and select the paper size with the control panel: 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub> □, 3 <sup>7</sup> / <sub>8</sub> × 7 <sup>1</sup> / <sub>2</sub> □, C5 Env□, C6 Env□, DL Env□	*2

\*1 1 sheet for label paper (adhesive labels)



\*2 Do not stack over the limit mark. The number of sheets you can load in the paper tray varies depending on the weight and condition of the paper.

### Tray 2 (250 sheets)

Paper type and weight	Paper size	Paper capacity
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray: A4□, A5□, B5 JIS□, 8 <sup>1</sup> / <sub>2</sub> × 14□, 8 <sup>1</sup> / <sub>2</sub> × 11□, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □	250 sheets *1
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✳", and select the paper size with the control panel: 8 <sup>1</sup> / <sub>2</sub> × 13□, 8 <sup>1</sup> / <sub>4</sub> × 13□, 8 × 13□, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □, 16K□, 8 <sup>1</sup> / <sub>2</sub> × 12□, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> □	250 sheets *1
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Custom size:  Region <b>A</b> (mainly Europe and Asia) Vertical: 210.0–356.0 mm Horizontal: 139.7–216.0 mm  Region <b>B</b> (mainly North America) Vertical: 8.27–14.00 inches Horizontal: 5.50–8.50 inches	250 sheets *1

\*1 1 sheet for label paper (adhesive labels)

**Tray 2 (500 sheets)**








Paper type and weight	Paper size	Paper capacity
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray: A4☐, A5☐, B5 JIS☐, 8 <sup>1</sup> / <sub>2</sub> × 14☐, 8 <sup>1</sup> / <sub>2</sub> × 11☐, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	500 sheets* <sup>1</sup>
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✳", and select the paper size with the control panel: 8 <sup>1</sup> / <sub>2</sub> × 13☐, 8 <sup>1</sup> / <sub>4</sub> × 13☐, 8 × 13☐, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐, 16K☐, 8 <sup>1</sup> / <sub>2</sub> × 12☐, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> ☐	500 sheets* <sup>1</sup>
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Custom size:  <b>Region A</b> (mainly Europe and Asia) Vertical: 210.0–356.0 mm Horizontal: 139.7–216.0 mm  <b>Region B</b> (mainly North America) Vertical: 8.27–14.00 inches Horizontal: 5.50–8.50 inches	500 sheets* <sup>1</sup>

\*1 1 sheet for label paper (adhesive labels)

**Bypass tray**

Paper type and weight	Paper size	Paper capacity
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Select the paper size with the control panel* <sup>1</sup> : A4☐, A5☐☐, A6☐, B5 JIS☐, B6 JIS☐☐, 8 <sup>1</sup> / <sub>2</sub> × 14☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐, 8 <sup>1</sup> / <sub>2</sub> × 11☐, 8 <sup>1</sup> / <sub>4</sub> × 14☐, 8 <sup>1</sup> / <sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐☐, 16K☐, 8 <sup>1</sup> / <sub>2</sub> × 12☐, 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> ☐	100 sheets* <sup>2</sup>



Paper type and weight	Paper size	Paper capacity
56-220 g/m <sup>2</sup> (15 lb. Bond–80 lb. Cover) Thin Paper–Thick Paper 2	Custom size <sup>*3</sup> :  <b>Region A</b> (mainly Europe and Asia)	100 sheets <sup>*2</sup>
Label paper (adhesive labels)	Vertical: 127.0–1260.0 mm Horizontal: 64.0–216.0 mm  <b>Region B</b> (mainly North America) Vertical: 5.00–49.60 inches Horizontal: 2.52–8.50 inches	1 sheet
Envelopes	Select the paper size: 4 <sup>1</sup> / <sub>8</sub> × 9 <sup>1</sup> / <sub>2</sub>  , 3 <sup>7</sup> / <sub>8</sub> × 7 <sup>1</sup> / <sub>2</sub>  , C5 Env  , C6 Env  , DL Env 	<sup>*4</sup>

<sup>\*1</sup> For copier mode, see "Copying onto Regular Size Paper Using the Bypass Tray", Copy. For printer mode, see page 121 "Specifying regular sizes using the control panel".

<sup>\*2</sup> Paper weight: 80 g/m<sup>2</sup> (20 lb. Bond)

<sup>\*3</sup> Enter the paper size. For copier mode, see "Copying onto Custom Size Paper Using the Bypass Tray", Copy. For printer mode, see page 122 "Specifying a custom size paper using the control panel".

<sup>\*4</sup> Load envelopes so that the height of the stack of envelopes does not exceed the limit mark of the bypass tray without pressing on the stack of envelopes.

## Paper Thickness

Paper Thickness <sup>*1</sup>	Paper weight
Thin Paper	56–65 g/m <sup>2</sup> (15–18 lb. Bond)
Plain Paper 1	66–74 g/m <sup>2</sup> (18–20 lb. Bond)
Plain Paper 2	75–90 g/m <sup>2</sup> (20–24 lb. Bond)
Middle Thick	91–128 g/m <sup>2</sup> (24–34 lb. Bond)
Thick Paper 1	129-163 g/m <sup>2</sup> (34 lb. Bond-90 lb. Index)
Thick Paper 2	164-220 g/m <sup>2</sup> (90 lb. Index–80 lb. Cover)

<sup>\*1</sup> Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

### Note

- Recommended paper: Paper with calcium carbonate (CaCO<sub>3</sub>) ratio of 15% or less.

- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the bypass tray.
- Flatten out curled sheets before loading them.
- Depending on the paper sizes and types, the copy/print speed may be slower than usual.
- When loading envelopes, see page 112 "Loading Envelopes".
- When loading thick paper of 129-220 g/m<sup>2</sup> (34 lb. Bond–80 lb. Cover), see page 128 "Thick paper".
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 109 "Loading Orientation-fixed Paper or Two-sided Paper". If you load paper of the same size and same type in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper when making a large number of copies. You can specify the paper type of the paper trays under [Paper Type: Tray 1]–[Paper Type: Tray 2]. For details, see "Tray Paper Settings", Connecting the Machine/System Settings. For the setting procedure of the Auto Tray Switching function, see "General Features", Copy.
- When loading label paper:
  - We recommend that you use specified label paper.
  - Select the appropriate paper thickness for [Paper Type].

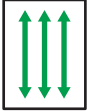
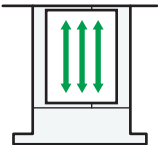
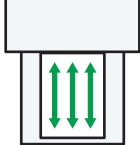
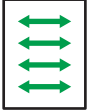
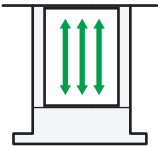
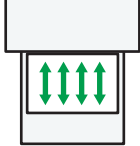
## Thick paper

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This section gives you various details about and recommendations concerning thick paper.

### CAUTION

- When loading thick paper of 129-220 g/m<sup>2</sup> (34 lb. Bond–80 lb. Cover) in the paper trays or bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.
- Store all your paper in the same environment - a room where the temperature is 20–25°C (68–77°F) and the humidity is 30–65%.
- Jams and misfeeds can occur when printing on thick smooth paper. To prevent such problems, be sure to fan smooth paper thoroughly before loading them. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Paper trays	Bypass tray
		
		

### ↓ Note

- Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness in [Tray Paper Settings].
- If [Thick Paper 1] or [Thick Paper 2] is selected, the print speed may change.
- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.
- When printing onto thick paper, the print speed changes.

## Envelopes

This section gives you various details about and recommendations concerning envelopes.


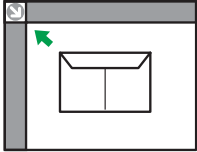
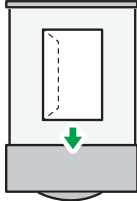
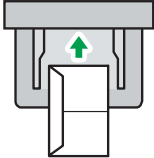
### ★ Important

- Do not use window envelopes.
- Envelopes, especially those with glue on their flaps, may stick together. Fan the envelopes to separate them before loading. If the envelopes still stick together, load them one by one. For the envelope types that can be used with this printer, see page 124 "Supported Paper".
- Misfeeds might occur depending on the length and shape of the flaps.
- Load envelopes with their flaps closed. However, load envelopes with their flaps open when the flaps are opened at the time of purchase.
- When loading envelopes with their flaps open, specify a custom size. You can print with a standard envelope size setting only when printing on envelopes with their flaps closed.
- Before loading envelopes, press down on them to remove any air from inside, flattening out all four edges. If they are bent or curled, flattening their leading edges (the edge going into the printer) by running a pencil or ruler across them.

**In copier mode**

When copying onto envelopes, load them according to the applicable orientation shown below.

**How to load envelopes**


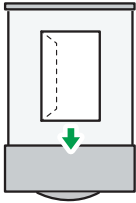
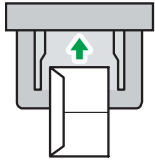
Orientation of envelopes	Exposure glass	Tray 1	Bypass tray
Side-opening envelopes 	 <ul style="list-style-type: none"> <li>• Flaps: closed</li> <li>• Bottom side of envelopes: toward the front of the machine</li> <li>• Side to be scanned: face down</li> </ul>	 <ul style="list-style-type: none"> <li>• Flaps: closed</li> <li>• Bottom side of envelopes: toward the right of the machine</li> <li>• Side to be printed: face up</li> </ul>	 <ul style="list-style-type: none"> <li>• Flaps: closed</li> <li>• Bottom side of envelopes: toward the right of the machine</li> <li>• Side to be printed: face down</li> </ul>

When loading envelopes, specify the envelope size and thickness. For details, see "Copying onto Envelopes", Copy.

**In printer mode**

When printing onto envelopes, load them according to the applicable orientation shown below:

**How to load envelopes**

Types of envelopes	Tray 1	Bypass tray
Side-opening envelopes 	 <ul style="list-style-type: none"> <li>• Flaps: closed</li> <li>• Bottom side of envelopes: toward the right of the machine</li> <li>• Side to be printed: face up</li> </ul>	 <ul style="list-style-type: none"> <li>• Flaps: closed</li> <li>• Bottom side of envelopes: toward the right of the machine</li> <li>• Side to be printed: face down</li> </ul>

When loading envelopes, select "Envelope" as the paper types using both [Tray Paper Settings] and printer driver and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print.

### Recommended envelopes

For information about recommended envelopes, contact your local dealer.

For details about the sizes of envelopes you can load, see page 124 "Supported Paper Sizes and Types".

#### Note

- Load only one size and type of envelope at a time.
- The Duplex function cannot be used with envelopes.
- To get better output quality, it is recommended that you set the leading- and tailing-edge print margin to at least 15 mm (0.6 inches), and the left and right margins to at least 10 mm (0.4 inches) each.
- Output quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- Flatten out prints if they are creased or curled.
- Check the envelopes are not damp.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.
- Depending on the environment, copying or printing on envelopes may wrinkle them even if they are recommended.
- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.

# Replacing the Print Cartridge

This section explains precautions when adding toner, how to send faxes or scanned documents when the toner has run out, and how to dispose of used toner.

## **WARNING**

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.
- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.
- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.
- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

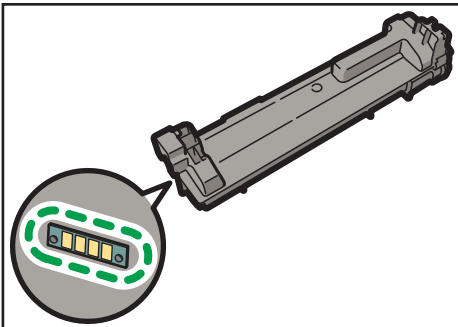
8

## **CAUTION**

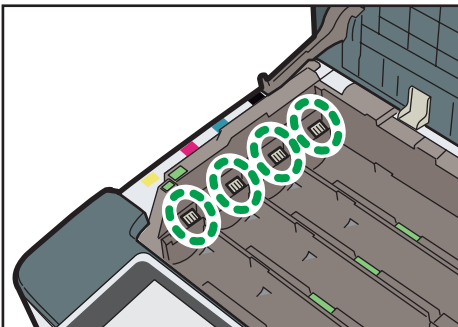
- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.
- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

## ⚠ CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.
- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.
- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.
- Some of this machine's components get damaged on contact. Do not touch the sensors, connectors, or other fragile parts that are shown in this manual when replacing consumables. Otherwise, a malfunction might occur.



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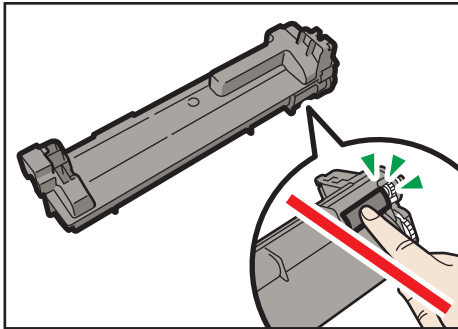
DUP812

## ★ Important

- Always replace the toner cartridge when a notification appears on the machine. When the black toner runs out, printing of any type becomes impossible until you replace the print cartridge. You

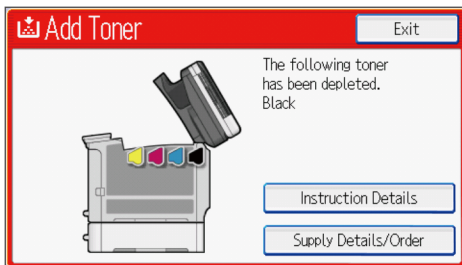
can print only in black and white after any of the cyan, magenta, or yellow toner runs out. Keep the empty print cartridge attached until you replace it with a new print cartridge.

- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the main power. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.
- Store toner horizontally.
- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.
- Do not touch the shutter on the bottom side of the print cartridge.






DSE264

Follow the instruction on the screen regarding how to replace a toner cartridge.



### ↓ Note

- If "Toner Cartridge is almost empty." appears on the display, the toner has almost run out. Have a replacement toner cartridge at hand.
- If  appears when there is a lot of toner, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- When "No toner." appears on the display, you can check the name of the required toner and the replacement procedure using the [Add Toner] screen. To display the [Add Toner] screen, press [Check Status], and then press [Check] in the [Mach. Status] area in the [Mach./Applic. Stat] tab.




## Sending faxes or scanned documents when toner has run out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

### ★ Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 60, communication is not possible.

1. Press [Home]  at the bottom of the screen in the center.
2. Press the [Fax] icon or the [Scanner] icon.
3. Press [Exit], and then perform transmission operation.

The error message disappears.

### ↓ Note

- Any reports are not printed.
- [Fax] is available for SP C360SFNw/C361SFNw only.

## Disposing of used toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

 **Region A** (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

 **Region B** (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.










# 9. Troubleshooting

This chapter describes basic troubleshooting procedures.

## When a Status Icon Is Displayed

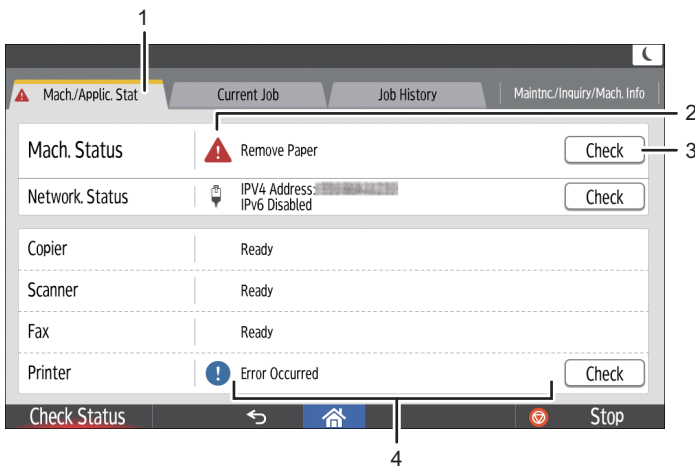
This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
 : Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.
 : Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.
 : Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
 : Add Toner icon	Appears when toner runs out. For details about adding toner, see "Replacing the Print Cartridge", Maintenance and Specifications.
 : Waste Toner Full icon	Appears when the waste toner bottle is full. For details about replacing the waste toner bottle, see "Replacing Other Consumables", Maintenance and Specifications.
 : Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
 : Open Cover icon	Appears when one or more covers of the machine are open.

# When the Indicator Lamp for [Check Status] Is Lit or Flashing

If the indicator lamp for [Check Status] lights up or flashes, press [Check Status] to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

## [Check Status] screen




DUP392

### 1. [Mach./Applic. Stat] tab

Indicates the status of the machine and each function.

### 2. Status icons

The status icons that can be displayed are described below:

: The function is performing a job.

: An error has occurred on the machine.

: The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the toner is running low.

### 3. [Check]

If an error occurs in the machine or a function, press [Check] to view details.

Pressing [Check] displays an error message or the corresponding function screen. Check the error message displayed on the function screen and take the appropriate action. For details about how to resolve the problems described in error messages, see "When Messages Appear", Troubleshooting.

### 4. Messages

Displays a message that indicates the status of the machine and each function.

The following table explains problems that cause the indicator lamp for [Check Status] to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	The paper output tray is full.	Remove the prints from the tray.
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
An error has occurred.	A function which has the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check] in the function which the error has occurred. Then read the displayed message, and take the appropriate action. For details about error messages and their solutions, see "When Messages Appear", Troubleshooting. You can use other functions normally.
The machine is unable to connect to the network.	A network error has occurred.	<ul style="list-style-type: none"> <li>• Check that the machine is correctly connected to the network and that the machine is correctly set. For details about how to connect the network, see "Connecting to the Interface", Connecting the Machine/ System Settings.</li> <li>• For details about connecting to the network, contact your administrator.</li> <li>• If the indicator lamp is still lit even after you try to solve the problem as described here, contact your service representative.</li> </ul>

## When the Machine Makes a Beeping Sound

The following table describes the meaning of the various beep patterns that the machine issues to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Cause
Single short beep	<ul style="list-style-type: none"> <li>Panel/screen input accepted.</li> <li>Login/logout successful.</li> </ul>	<ul style="list-style-type: none"> <li>A screen key was pressed.</li> <li>A user has logged in to or out from the machine successfully.</li> </ul>
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the screen, or the entered password was incorrect.
Single long beep	Job completed successfully.	A Copier Features job or fax transmission/reception has been completed.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps	Soft alert	An auto reset was performed through the simple screen of the Copier function, the Facsimile function (for SP C360SFNw/C361SFNw), or the Scanner function.
5 long beeps repeated four times.	Soft alert	An original has been left on the exposure glass or paper tray is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

### ↓ Note

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.

- You can change the sound type and volume. For details about Sound, see "DEVICE", Connecting the Machine/ System Settings.

# When You Have Problems Operating the Machine

Problem	Cause	Solution
When the machine is turned on, the only icon that appears on the home screen is the [Copy] icon.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
The indicator lamp remains lit and the machine does not enter Sleep mode even though [Energy Save] (⏻) was pressed.	In some cases, the machine does not enter Sleep mode when [Energy Save] (⏻) is pressed.	Before you press [Energy Save] (⏻), check that Sleep mode can be enabled. For details about enabling Sleep mode, see "Saving Energy", Setting Up the Machine.
The display is turned off.	The machine is in Sleep mode.	Touch the display panel.
Nothing happens when the display panel is touched.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see "When the Authentication Screen is Displayed", Getting Started.
The Authentication screen appears.	User Authentication is set.	See "When the Authentication Screen is Displayed", Getting Started.
An error message is still displayed, even if misfed paper is removed.	Paper is still jammed in the tray.	Remove the jammed paper by following the procedures displayed on the control panel. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.



Problem	Cause	Solution
An error message is still displayed, even if the indicated cover is closed.	One or more of the covers that are not indicated are still open.	Close all the covers of the machine.
Images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load the paper correctly. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while stack printing is performed.	<ul style="list-style-type: none"> <li>• Flatten the paper with your hands to straighten out the curl.</li> <li>• Load the paper up side down so that the curled edges face downward. For details about supported paper, see "Supported Paper", Paper Specifications and Adding Paper.</li> <li>• Place the cut paper on a flat surface to prevent it from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.</li> </ul>
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	<ul style="list-style-type: none"> <li>• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.</li> <li>• Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see "Changing the Paper Size", Paper Specifications and Adding Paper.</li> </ul>
Misfeeds occur frequently.	Copy paper size setting is not correct.	Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.

Problem	Cause	Solution
Misfeeds occur frequently.	There is a foreign object on the output tray.	<ul style="list-style-type: none"> <li>Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.</li> <li>Do not place anything on the output tray.</li> </ul>
Originals misfeeds occur frequently.	The original is not correctly set in the ADF or ID Card Feeder.	<ul style="list-style-type: none"> <li>Insert the original correctly into the feeder until it stops.</li> <li>Insert the original correctly into the ID Card Feeder until it stops.</li> </ul>
Originals misfeeds occur frequently.	Any of the following operations is performed while the original is set in the ID Card Feeder: <ul style="list-style-type: none"> <li>Opening and closing the ADF cover</li> <li>Turning the power off and on</li> <li>Recovering from Sleep mode</li> </ul>	Remove the original from the ID Card Feeder.
Original misfeeds occur frequently, and the original is sometimes damaged.	The originals are not correctly set in the ID Card Feeder.	Set the originals correctly so that they are aligned straight in the feeder.
Multi-sheet feeding of the originals occurs.	A sheet is added to the originals while a sheet of paper is fed into the ADF.	Do not add a sheet of paper to the originals while a sheet is fed into the ADF.

Problem	Cause	Solution
Misfeeds occur when printing to envelopes.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see "Loading Envelopes", Paper Specifications and Adding Paper.
When printing to envelopes, the envelopes may be fed in together, or the envelopes may not be fed.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see "Loading Envelopes", Paper Specifications and Adding Paper.
Cannot print in duplex mode.	You have selected a paper tray that is not set for duplex printing.	Change the setting for "Apply 2 sided" in "Tray Paper Settings" to enable duplex printing for the paper tray. For details about setting "Apply 2 sided", see "Tray Paper Settings", Connecting the Machine/ System Settings.
Cannot print in duplex mode.	You have selected a paper type that cannot be used for duplex printing.	In "Tray Paper Settings", select a paper type that can be used for duplex printing. For details about setting "Paper Type", see "Tray Paper Settings", Connecting the Machine/ System Settings.
The machine does not turn off in 7 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, contact your service representative.

Problem	Cause	Solution
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.
The function does not run or cannot be used.	If you cannot carry out your job, it may be that the machine is being used by another function.	Wait until the current job is completed before trying again. For details about Function Compatibility, see "When Multiple Functions Cannot Be Executed Simultaneously", Troubleshooting.
The print image is not properly positioned on the paper.	<ul style="list-style-type: none"> <li>The machine has not detected the paper type and/or width correctly.</li> <li>The print position is not aligned properly.</li> </ul>	Contact the machine administrator or your service representative.

#### ↓ Note

- If images do not turn out as you want because of the paper type, paper size, or paper capacity problems, use the supported paper. For details about the supported paper, see "Supported Paper Sizes and Types", Paper Specifications and Adding Paper.

## When Multiple Functions Cannot Be Executed Simultaneously

If you cannot carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed.

For details about Function Compatibility, see "Function Compatibility", Copy.

#### ↓ Note

- To print the Function Compatibility table for confirmation, specify "Landscape" as the original orientation.
- While printing is in progress, scanning a document using another function may take longer than usual.

# Messages Displayed When You Use the Copy Function

## ★ Important

- If you cannot make copies as you want because of the paper type, paper size, or paper capacity problems, use the supported paper. For details about the supported paper, see "Supported Paper Sizes and Types", Paper Specifications and Adding Paper.

Message	Cause	Solution
"Check paper size."	An irregular paper size is set.	If you press [Start], the copy will start using the selected paper.
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	The number of pages the user is permitted to copy has been exceeded.	For details about how to check the number of copies available per user, see "Managing Print Volume per User", Security Guide.
"Maximum number of sets is n." ("n" is replaced by a variable.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier Features]. For details about [Max. Copy Quantity], see "General Features", Copy.
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." ("n" is replaced by a variable.)	The number of scanned originals exceed the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear Memory] to cancel the scanning data and not copy.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	Remove all copies, and then press [Continue] to continue copying. Press [Stop] to stop copying.

## Messages Displayed When You Use the Facsimile Function

Message	Cause	Solution
"Cannot print the reception file because of the Print Volume Use Limitation set for the user who is registered to print account. Contact the administrator."	The number of pages the user is permitted to print has been exceeded.	For details about print volume use limitation, see "Managing Print Volume per User", Security Guide.
"Functional problem occurred. Stopped processing"	<ul style="list-style-type: none"> <li>• An original jammed during transmission.</li> <li>• A problem occurred in the machine, or noise occurred on the telephone line.</li> </ul>	Press [Exit], and then send the documents again.
"Functional problems with facsimile. Data will be initialized."	There is a problem with the fax.	Record the code number shown on the screen, and then contact your service representative. Other functions can be used.
"Memory is full. Cannot scan more. Transmission will be stopped."	The memory is full.	<p>If you press [Exit], the machine returns to standby mode and starts transmitting the stored pages.</p> <p>Check the pages that have not been sent using the Communication Result Report, and then resend those pages.</p>
"Put original back, check it and press the Start key."	Original jammed during Memory Transmission.	Press [Exit], and then send the documents again.

### ↓ Note

- Settings that can be confirmed in System Settings or Fax Features on the control panel can also be confirmed from Web Image Monitor. For details about how to confirm the settings from Web Image Monitor, see Web Image Monitor Help.
- If the paper tray runs out of paper, "No paper. Load paper of one of the following sizes." appears on the screen, prompting you to add paper. If there is paper left in the other trays, you can receive

documents as usual, even if the message appears on the screen. You can turn this function on or off with "Parameter Settings". For details about how to do this, see "Parameter Settings", Fax.

## When the Cloud Fax Connector Function Cannot Be Used

Message	Cause	Solution
"Check whether there are any network problems."	The DNS or SMTP server could not be found.	<ul style="list-style-type: none"> <li>• Check that the [SMTP Server] settings in [Transmission Settings] under [Cloud Fax Connector Features] are correctly listed.</li> <li>• Check that the [SMTP Server] settings in [System Settings] are listed correctly. For details about these settings, see "Interface Settings", Connecting the Machine/ System Settings.</li> <li>• Check that the LAN cable is correctly connected to the machine.</li> <li>• For details about network problems, contact the administrator of the destinations.</li> <li>• For details about network problems, contact your administrator.</li> </ul>

# Messages Displayed When You Use the Printer Function

This section describes the principal messages that appear on the display panel, error logs or reports. If other messages appear, follow their instructions.

## Messages Displayed on the Control Panel When You Use the Printer Function

### ★ Important

- Before turning off the power, see "Turning On/Off the Power", Setting Up the Machine.

Message	Cause	Solution
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: USB"	An error has occurred in the USB interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: Wireless Card" (A "wireless LAN board" is referred to as a "wireless card".)	The wireless LAN board has malfunctioned.	Turn off the power, and then turn it back on again. If the message appears again, contact your service representative.
"Load ppr blw in n. Select another tray from the following." ( <i>"n"</i> is replaced by a variable.)	The printer driver settings are incorrect or the tray does not contain paper of the size selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper.



Message	Cause	Solution
"Tray setg. do not match spcfd siz&typ." "Select new tray or use siz&typ below."	The printer driver settings are incorrect or the tray does not contain paper of the size or type selected in the printer driver.	<ul style="list-style-type: none"> <li>• Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper.</li> <li>• Select the tray manually to continue printing, or cancel a print job. For details about how to select the tray manually, or cancel a print job, see "If an Error Occurs with the Specified Paper Size and Type", Print.</li> </ul>
"n ppr typ msmtch." "Select new tray or use ppr type below." (A tray name is placed at n.)	The type of the paper in the tray does not match the paper type specified in the printer driver.	Select a tray containing paper that is the same type as the specified paper type.
"Printer font error."	An error has occurred in the font settings.	Contact your service representative.

## When using direct print from a memory storage device

Message	Cause	Solution
"Exceeded the limit value for total data size of the selected files. Cannot select more files."	<ul style="list-style-type: none"> <li>The size of the selected file exceeds 1 GB.</li> <li>The total size of the selected files exceeds 1 GB.</li> </ul>	<p>Files or groups of files larger than 1 GB cannot be printed.</p> <ul style="list-style-type: none"> <li>When the total size of the multiple files that are selected exceeds 1 GB, select files separately.</li> <li>When the size of the selected file exceeds 1 GB, print from a memory storage device using a function other than the Direct printing function.</li> </ul> <p>You can select up to 100 files at one time. You cannot select files of different formats at the same time.</p>
"Unable to access the specified memory storage device."	<ul style="list-style-type: none"> <li>An error occurred when the machine accessed the memory storage device or a file stored on the memory storage device.</li> <li>An error occurred when the user used the Direct printing function to print from a memory storage device.</li> </ul>	<p>Save the file to a different memory storage device, and then print again.</p>

## Messages Printed on the Error Logs or Reports When You Use the Printer Function

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

## When print jobs are canceled

Message	Cause	Solution
"Collate has been cancelled."	Collate was canceled.	<ul style="list-style-type: none"> <li>• Turn off the power, and then back on again.</li> <li>• Reduce the number of pages to print.</li> </ul> <p>If the message appears again, contact your service representative.</p>
"Exceeded the maximum unit count for Print Volume Use. This job has been cancelled."	The number of pages the user is permitted to print has been exceeded.	<ul style="list-style-type: none"> <li>• For details about print volume use limitation, see "Managing Print Volume per User", Security Guide.</li> <li>• Reduce the number of registered User codes.</li> </ul>
"Receiving data failed."	Data reception was aborted.	Resend the data.
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size, and then print the file again.
"The selected paper type is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper type is incorrect.	Specify the correct paper type, and then print the file again.

## When there is a problem with the print settings

Message	Cause	Solution
"Duplex has been cancelled."	Duplex printing was canceled.	Change the setting for "Apply 2 sided" in [Tray Paper Settings] to enable duplex printing for the paper tray. For details about setting "Apply 2 sided", see "Tray Paper Settings", Connecting the Machine/System Settings.

Message	Cause	Solution
"Exceeded max. pages. Collate is incomplete."	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.
"Print overrun."	Images were discarded while printing.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.

**When there is not enough memory**

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Decrease the number of files sent to the machine.

**When there is a problem with a parameter**

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Check the print settings.

**When the user lacks privileges to perform an operation**

Message	Cause	Solution
"No response from the server. Authentication has failed."	A timeout occurred while connection to the server was being established for LDAP authentication or Windows Authentication.	Check the status of the server.
"Address Book is currently in use by another function. Authentication has failed."	Another function is using Address Book, and authentication query is not possible.	Wait for a while and try again later.

Message	Cause	Solution
"Printing privileges have not been set for this document."	You have no privileges to print the PDF document you tried to print.	Contact the owner of the document.
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	For details about how to set permissions, see "Configuring User Authentication", Security Guide.

### When a user cannot be registered

Message	Cause	Solution
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about automatic registration of user information, see "Auto Registration to the Address Book", Security Guide.
"Information for user authentication is already registered for another user."	The user name for LDAP was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers), and so on.	For details about user authentication, see "Configuring User Authentication", Security Guide.

## When other errors occur

Message	Cause	Solution
"99: Error"	This data cannot be printed. The specified data is either corrupt or it cannot be printed from a memory storage device using the Direct printing function.	Check that the data is valid. For details about the kinds of data that can be printed from a memory storage device using the Direct printing function, see "Printable File Formats", Print.
"Command Error"	This data cannot be printed.	Check using the following procedure: <ul style="list-style-type: none"> <li>• Check if the communication between the computer and the machine is working correctly.</li> <li>• Check if the correct printer driver is being used.</li> <li>• Check if the machine's memory size is set correctly in the printer driver.</li> <li>• Check that the printer driver is the most up-to-date version available.</li> </ul>
"Error has occurred."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"Exceeded Max. Stored Files"	While printing a Locked Print file, the memory capacity was exceeded.	Delete unneeded files stored on the machine.
"Exceeded Max. Stored Pages"	While printing a Locked Print page, the memory capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"I/O buffer overflow."	An input buffer overflow occurred.	<ul style="list-style-type: none"> <li>• In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value.</li> <li>• Reduce the number of files being sent to the machine.</li> </ul>

Message	Cause	Solution
"Insufficient Memory"	A memory allocation error occurred.	<b>PCL 6</b> On the printer driver's [Detailed Settings] tab, click [Print Quality:Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list. In some cases, it will take a long time to complete a print job.

If printing does not start, contact your service representative.

 **Note**

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", Print.

# Messages Displayed When You Use the Scanner Function

## Messages Displayed on the Control Panel When You Use the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine from connecting to your computer.	<ul style="list-style-type: none"> <li>• Antivirus programs and firewalls can prevent client computers from establishing connection with this machine.</li> <li>• If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help.</li> <li>• To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.</li> </ul>
"Entered user code is not correct. Please re-enter."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.



Message	Cause	Solution
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission Function", Scan.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission Function", Scan.
"Original is being scanned by another function."	Another function of the machine is being used.	Cancel the job in progress. Press [Exit], and then press [Stop]. Follow the instructions in the message that appears and exit the function that is running.
"Scanner journal is full. Cannot send the scanned data. Delete scanner journals in Scanner Features."	"Print & Delete Scanner Journal" in [Scanner Features] is set to [Do not Print: Disable Send], and Scanner Journal is full.	Print or delete Scanner Journal. For details about Scanner Features, see "General Settings", Scan.
"Exceeded max. data capacity." "Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the scanning resolution, then reset n original(s)." ( "n" in the message represents a variable.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.

## When data transmission fails

Message	Cause	Solution
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	<ul style="list-style-type: none"> <li>• Check that the user name and password are correct.</li> <li>• Check that the ID and password for the destination folder are correct.</li> <li>• A password of 128 or more characters may not be recognized.</li> </ul>
"Exceeded max. email size. Sending email has been cancelled. Check [Max. Email Size] in Scanner Features."	The file size per page has reached the maximum e-mail size specified in [Scanner Features].	<p>Change the scanner features settings as follows:</p> <ul style="list-style-type: none"> <li>• Increase the e-mail size limit in [Max. Email Size].</li> <li>• Change the [Divide &amp; Send Email] setting to [Yes (per Page)] or [Yes (per Max. Size)]. For details about these settings, see "Send Settings", Scan.</li> </ul>
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Comm. Status/Print]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Comm. Status/Print]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network. For details about network error, contact your administrator.

### When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded the maximum page capacity.	Specify whether to send the data that has already been scanned.

### When documents cannot be stored on a memory storage device

Message	Cause	Solution
"Cannot write on the memory storage device because remaining free space is insufficient."	The memory storage device is full and scan data cannot be saved. Even if the memory storage device appears to have sufficient free space, data might not be saved if the maximum number of files that can be saved is exceeded.	<ul style="list-style-type: none"> <li>• Replace the memory storage device.</li> <li>• If the document is scanned as single-page or divided into multiple pages, data already written to the memory storage device is saved as is. Replace the memory storage device, and then press [Retry] to save the remaining data, or press [Cancel] to redo the scan.</li> </ul>
"Cannot write on the memory storage device because the device is write-protected."	The memory storage device is write-protected.	Unlock the write-protection on the memory storage device.

Message	Cause	Solution
<p>"Cannot write on the memory storage device. Check the memory storage device and machine settings."</p>	<p>The memory storage device is faulty, or the file name contains a character that cannot be used.</p>	<ul style="list-style-type: none"> <li>• Check to see if the memory storage device is defective.</li> <li>• Check the memory storage device. It might be unformatted, or its format might be incompatible with this machine.</li> <li>• Check the file name set at the time of scanning. For details about the characters that can be used in file names, see "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan.</li> </ul>
<p>"Exceeded max. page capacity per file. Press [Write] to write the scanned data to the memory storage device, or press [Cancel] to delete."</p>	<p>The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during the scanned data was written to the memory storage device.</p>	<p>Reduce the number of documents to be written to the memory storage device, and then try again.</p>
<p>"Memory is full. Press [Write] to write the current scanned data to the memory storage device, or press [Cancel] to delete."</p>	<p>The scan could not be completed because there was insufficient the memory storage device when the scanned data was saved to the memory storage device.</p>	<p>Specify whether or not to save the scanned document to the memory storage device.</p>

## Messages Displayed on the Client Computer

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when you use the TWAIN driver. If a message not described here appears, follow the instruction.

Message	Cause	Solution
"Any of Login User Name, Login Password or Driver Encryption Key is incorrect."	The entered login user name, password, or driver encryption key was invalid.	Check your login user name, login password, or driver encryption key, and then enter them correctly. For details about login user name, login password, and driver encryption key, see "Basic Authentication" or "Encrypting Transmitted Passwords", Security Guide.
"Authentication succeeded. However, the access privileges for scanner function has been denied."	The logged in user name does not have permissions for scanner function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Cannot add any more scanning mode."	The maximum number of registrable scan modes has been exceeded.	The maximum number of modes that can be stored is 100. Delete unneeded modes.
"Cannot specify any more scanning area."	The maximum number of registrable scan modes has been exceeded.	The maximum number of scanning areas that can be stored is 100. Delete unneeded scanning areas.
"Clear Misfeed(s) in ADF."	A paper misfeed has occurred inside the ADF.	<ul style="list-style-type: none"> <li>Remove the jammed originals, and then insert them again. For details about jammed paper, see "Removing Jammed Paper or Card", Troubleshooting.</li> <li>When a misfeed occurs, replace the jammed originals.</li> <li>Check whether the originals are suitable to be scanned by the machine.</li> </ul>

Message	Cause	Solution
"Error has occurred in the scanner driver."	An error has occurred in the driver.	<ul style="list-style-type: none"> <li>• Check whether the network cable is connected correctly to the client computer.</li> <li>• Check whether the Ethernet board of the client computer is recognized correctly by Windows.</li> <li>• Check whether the client computer can use the TCP/IP protocol.</li> </ul>
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	Check whether the scanning settings made with the application exceed the setting range of the machine.
"Fatal error has occurred in the scanner."	An unrecoverable machine error has occurred.	An unrecoverable machine error has occurred. Contact your service representative.
"Insufficient memory. Close all other applications, then restart scanning."	Memory is insufficient.	<ul style="list-style-type: none"> <li>• Close all the unnecessary applications running on the client computer.</li> <li>• Uninstall the TWAIN driver, and then reinstall it after restarting the computer.</li> </ul>

Message	Cause	Solution
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	<ul style="list-style-type: none"> <li>• Reset the scan size.</li> <li>• Lower the resolution.</li> <li>• Set with no compression. For details about the settings, see TWAIN driver Help.</li> </ul> <p>The problem may be due to the following:</p> <ul style="list-style-type: none"> <li>• Scanning cannot be performed if large values are set for brightness when halftone or high resolution is used. For details about the relationship between scan settings, see "Relationship between Resolution and Scan Size", Scan.</li> <li>• If a misfeed occurs, you might not scan an original. Remove the misfeed, and then scan the original again.</li> </ul>
"Invalid Winsock version. Please use version 1.1 or higher."	You are using an invalid version of Winsock.	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
"No response from the scanner."	The machine or client computer is not connected to the network correctly.	<ul style="list-style-type: none"> <li>• Check whether the machine or client computer is connected to the network correctly.</li> <li>• Disable the client computer's own firewall. For details about firewall, see Windows Help.</li> </ul>
"No response from the scanner."	The network is crowded.	Wait for a while, and then connect to the network again.

Message	Cause	Solution
"Scanner is in use for other function. Please wait."	A function of the machine other than the Scanner function is being used such as the Copier function.	<ul style="list-style-type: none"> <li>• Wait for a while, and then connect to the network again.</li> <li>• Cancel the job that is being processed. Press [Stop]. Follow the instructions in the message that appears and exit the function that is running.</li> </ul>
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not ready. Check the scanner and the options."	The ADF cover is open.	Check whether the ADF cover is closed.
"The name is already in use. Check the registered names."	You tried to register a name that is already in use.	Use another name.

### When there is a problem connecting to the scanner

Message	Cause	Solution
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	For details about an access mask, contact your administrator.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." (("XXX" and "YYY" indicate scanner names.)	The main power of the previously used scanner is not set to "On".	Check whether the main power of the scanner used for the previous scan is turned on.



Message	Cause	Solution
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ( "XXX" and "YYY" indicate scanner names.)	The machine is not connected to the network correctly.	<ul style="list-style-type: none"> <li>• Check that the previously used scanner is connected to the network correctly.</li> <li>• Cancel the personal firewall of the client computer. For details about firewall, see Windows Help.</li> <li>• Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Connecting the Machine/ System Settings.</li> <li>• Select the scanner used for the previous scan.</li> </ul>
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Scanner is not available. Check the scanner connection status."	The machine's power is off.	Turn on the power.
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	<ul style="list-style-type: none"> <li>• Check whether the machine is connected to the network correctly.</li> <li>• Cancel the personal firewall function of the client computer. For details about firewall, see Windows Help.</li> <li>• Use an application such as telnet to make sure SNMPv1 or SNMPv2 is set as the machine's protocol. For details about how to check this, see "Remote Maintenance Using telnet", Connecting the Machine/ System Settings.</li> </ul>

Message	Cause	Solution
"Scanner is not available. Check the scanner connection status."	Network communication is not available because the machine's IP address could not be obtained from the host name. If only "IPv6" is set to [Active], the IPv6 address might not be obtained.	<ul style="list-style-type: none"><li>• Check whether the machine's host name is specified in the Network Connection Tool. For the WIA driver, check the [Network Connection] tab in the properties.</li><li>• Use Web Image Monitor to set "LLMNR" of "IPv6" to [Active].</li></ul>

## When Other Messages Appear

Message	Cause	Solution
"Failed to read the PDF file."	There is a possibility that the PDF version is not supported by the browser's PDF viewer or an unsupported encryption level is specified.	With this machine's browser PDF files other than those whose versions and encryption levels are specified below cannot be viewed. <ul style="list-style-type: none"> <li>• PDF version: 1.3-1.7</li> <li>• PDF encryption level: 128Bit AES or 256Bit AES</li> </ul>
"Clean the scanning glass. (Located next to the exposure glass.)"	The scanning glass or scanning glass of the ADF is dirty.	Clean the scanning glass or scanning glass of the ADF. See "Maintaining Your Machine", Maintenance and Specifications.
"Currently printing at low speed due to low voltage power supply."	Printing has slowed down because the power supply voltage is low.	This is not a malfunction. You can continue printing although the printing speed is low.
"Internal cooling fan is active."	Large print runs will cause the machine's interior to heat up, triggering the cooling fan.	The fan will emit noise, but this is normal and the machine will be operable while the fan is running. The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.
"Printing was stopped due to the power supply being low voltage. Turn the main power switch off then on."	Printing has stopped because the power supply voltage is low.	Turn off the power, and then turn it on again.
"Self checking..."	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

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## When the ID Card Copy/Scan Cannot Be Used

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Message	Cause	Solution
"The original was misfed while being scanned."	A paper jam occurred in the ID Card Feeder or the original is not correctly set.	<ul style="list-style-type: none"><li>• Remove the jammed originals, and then insert them again. For details about jammed paper, see "Removing Jammed Paper", Troubleshooting.</li><li>• Insert the original correctly into the ID Card Feeder until it stops.</li><li>• Set the original correctly so that it is aligned straight in the feeder. If you set the original at an angle, the scanned image may be distorted or the originals may be damaged.</li></ul>

## When the Address Book Is Updated

Message	Cause	Solution
"Updating the destination list has failed. Try again?"	A network error has occurred.	<ul style="list-style-type: none"> <li>• Check whether the server is connected.</li> <li>• Antivirus programs and firewalls can prevent client computers from establishing connection with this machine.</li> <li>• If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help.</li> <li>• To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.</li> </ul>
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before operation is resumed. Operation is not possible while this message is displayed.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.

## When Data Cannot Be Sent Due to a Problem with the Destination

Message	Cause	Solution
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains either an e-mail destination and/or folder destination that is not supported by the specified transmission method.	In the message that appears at each transmission, press [Select].
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	For details about how to set SMTP authentication, see "File Transfer", Connecting the Machine/ System Settings.

## When Problems Occur While Logging In

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see "Basic Authentication", Security Guide.
"Authentication has failed."	The machine cannot perform authentication.	For details about authentication, see "Configuring User Authentication", Security Guide.

## When the User Lacks Privileges to Perform an Operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	Check your access permission for stored documents.

## When the LDAP Server Cannot Be Used

Message	Cause	Solution
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	<p>Try the operation again. If the message is still displayed, the network may be busy.</p> <p>Check the settings for LDAP server in [System Settings]. For details about settings for LDAP server, see "Programming the LDAP server", Connecting the Machine/ System Settings.</p>
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	<ul style="list-style-type: none"> <li>• Try the operation again. If the message is still displayed, the network may be busy.</li> <li>• Check that the correct settings for LDAP server are listed in [Administrator Tools] of [System Settings]. For details about LDAP server, see "Programming the LDAP server", Connecting the Machine/ System Settings.</li> </ul>
"LDAP server authentication has failed. Check the settings."	A network error has occurred and connection has failed.	Configure settings correctly for the user name and the password for LDAP server authentication.





# 10. Maintenance

This chapter describes how to clean this machine and how to update the machine's firmware.

## Maintaining Your Machine

### How to Clean the Machine

If the exposure glass or scanning glass is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

#### **WARNING**

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside this machine are high voltage components that are an electric shock hazard. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.

#### **CAUTION**

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.
- If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.

#### **Important**

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

#### Cleaning the Machine

Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

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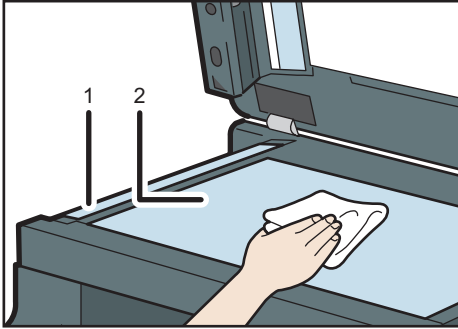
## Cleaning the Exposure Glass and Scanning Glass

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**★ Important**

- Do not close the ADF while hard objects are placed on the scanning glass. Doing so may damage the machine.

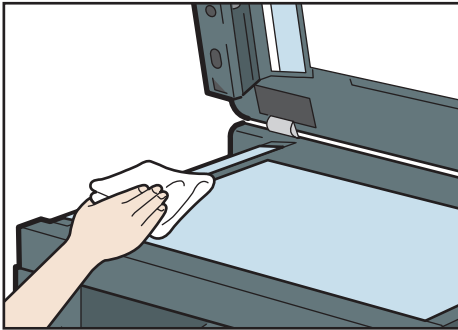
1. Wipe the exposure glass and the scanning glass.



DUP829

1. Scanning glass

2. Exposure glass



DUP830

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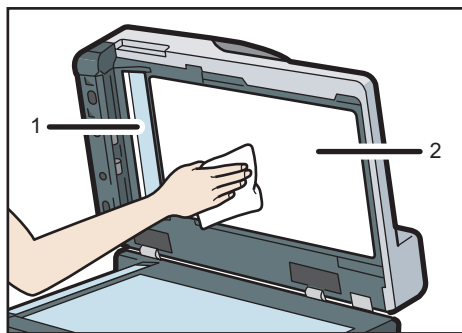
## Cleaning the Auto Document Feeder

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### Cleaning the Sheet and Scanning glass

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1. Wipe the sheet and scanning glass of the ADF.



DUP831

1. Scanning glass
2. Sheet

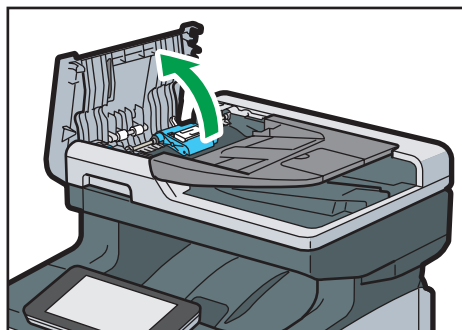
### Cleaning the Rollers and Friction Pad in the ADF

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If any of the rollers or friction pad in the ADF is dirty, a multi-feed or paper jam of the original might occur.

Use the following procedure to clean the rollers and friction pad in the ADF.

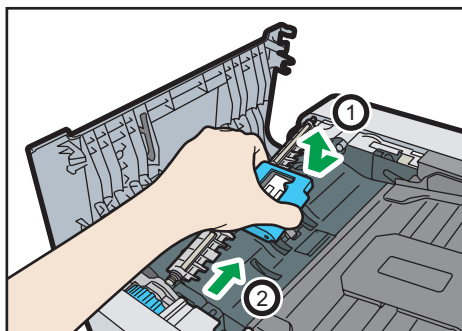
1. Turn off the machine and unplug the power cord.
2. Pull out the plug from the socket. Remove all the cables from the machine.
3. Open the ADF cover.



DUP150

#### 4. Remove the paper feed unit.

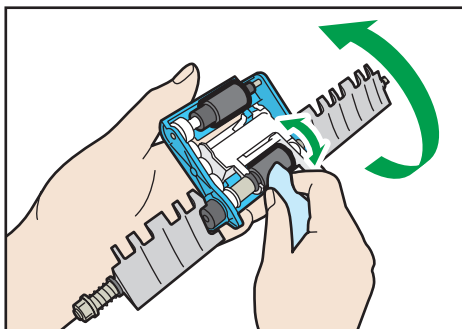
1. While holding the blue part of the paper feed unit, slide the unit toward the front side of the machine and pull out the shaft on the far side from the ADF.
2. Pull out the shaft on the near side, and then remove the paper feed unit from the ADF.



#### 5. Wipe the areas indicated in the illustrations below using a dry or damp cloth.

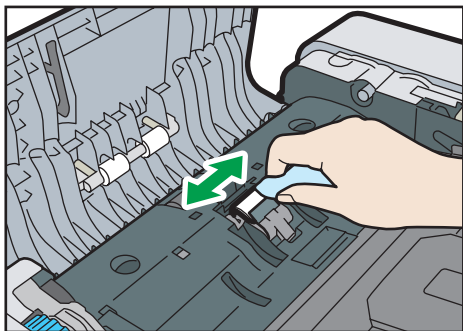
- Rollers in the paper feed unit (2 rollers)

After turning the paper feed unit upside down, wipe around each of two rollers with a damp and tightly wrung cloth while rotating the rollers, and then wipe the rollers with a dry cloth to remove any water.



- Friction pad

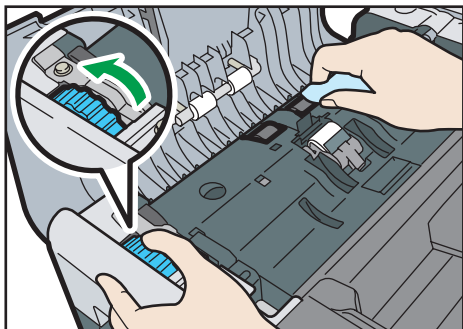
Use only a dry cloth to clean the friction pad.



DUP155

- Pull out roller (2 rollers in the ADF main body)

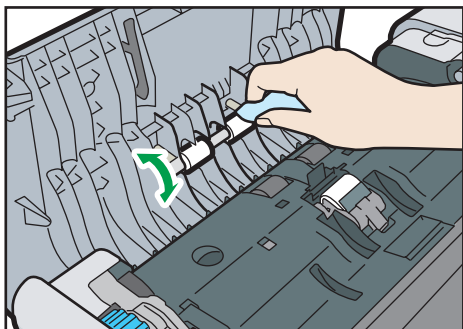
Turn the blue jammed paper removal dial to rotate the pull out rollers while holding a damp and tightly wrung cloth on the roller. Wipe around each roller while rotating them, and then wipe the rollers with a dry cloth to remove any water.



DUP156

- Pull out roller (2 rollers on the ADF cover)

Wipe around each of two pull out rollers with a damp and tightly wrung cloth by rotating the roller, and then wipe the rollers with a dry cloth to remove any water.

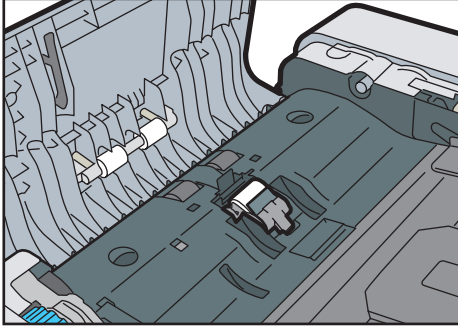


DUP157

## 6. Attach the paper feed unit.

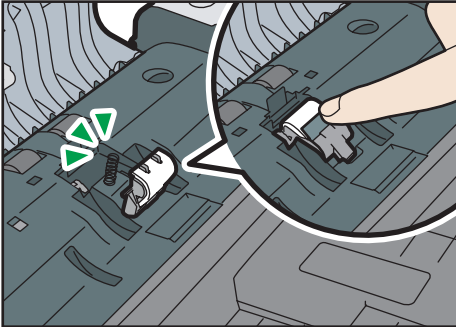
### ★ Important

- When attaching the paper feed unit to the machine, check that the friction pad is fixed in the correct position as indicated in the illustration.



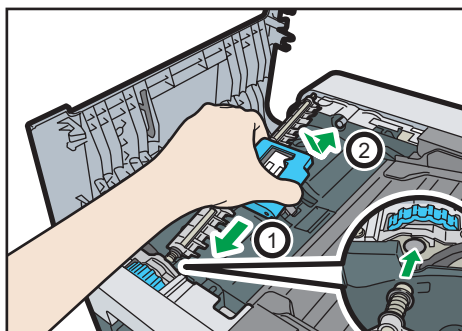
DUP878

- If the friction pad is fixed improperly as shown in the illustration below, press on the black part of the friction pad with your fingers until you hear a clicking sound to lock the pad in position, and then attach the paper feed unit.



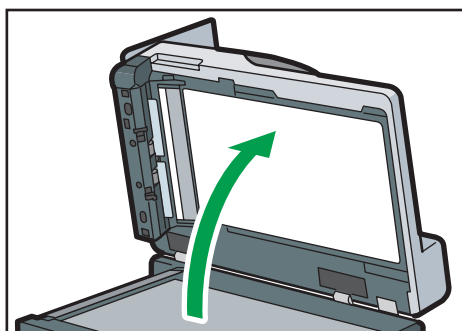
DUP879

1. While holding the blue part of the paper feed unit, insert the shaft on the near side of the unit into the bearing of the ADF.
2. Slide the paper feed unit toward the front side of the machine, and then insert the shaft on the far side of the unit into the bearing on the ADF.



DUP158

7. Lift the ADF.

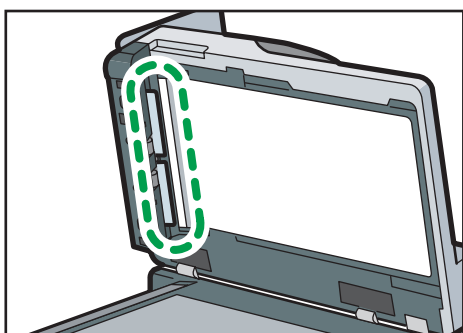


DUP159

8. Wipe the areas indicated in the illustrations below using a dry or damp cloth.

★ Important

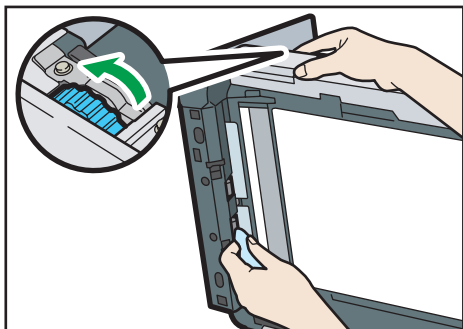
- Be careful not to bend or soil the transparent film indicated in the illustration when cleaning the machine.



DUP160

- Feed rollers (2 rollers)

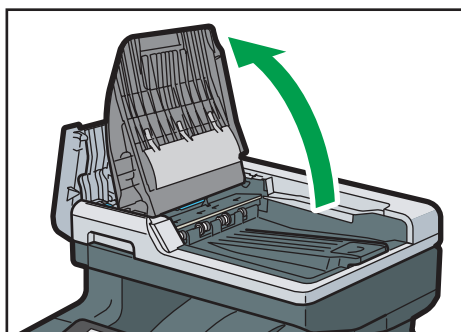
Turn the blue jammed paper removal dial to rotate the roller while holding a damp cloth on the feed roller. Wipe around each roller while rotating them, and then wipe the rollers with a dry cloth to remove any water.



DUP161

9. Lower the ADF.

10. Lift the Input tray for the ADF.

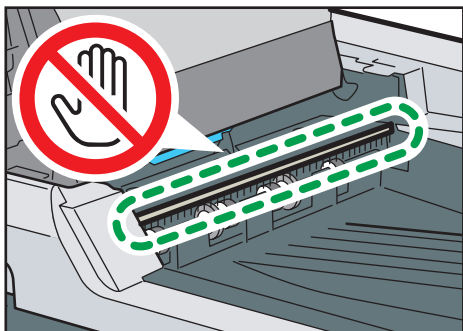


DUP151

11. Wipe the areas indicated in the illustrations below using a dry or damp cloth.

**★ Important**

- Do not touch the discharging brush indicated in the illustration when cleaning the machine.

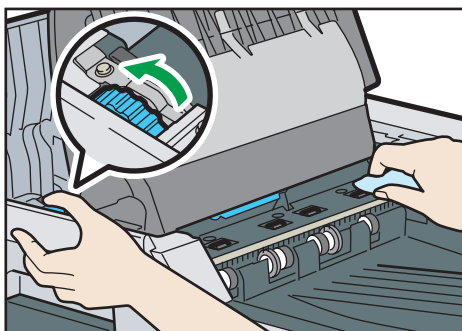


DUP163

- Output rollers (4 rollers on the upper side)

Turn the blue jammed paper removal dial to rotate the roller while holding a damp cloth on the output roller. Wipe around each of four rollers while rotating them, and then wipe the rollers with a dry cloth to remove any water.

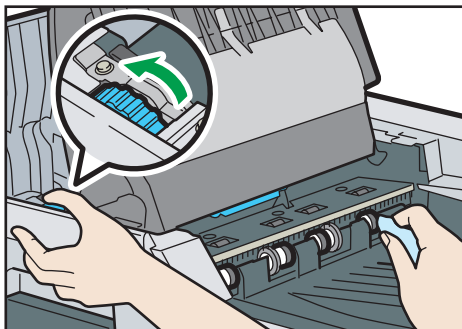




DUP164

- Output rollers (4 rollers on the lower side)

Turn the blue jammed paper removal dial to rotate the roller while holding a damp cloth on the output roller. Wipe around each of four rollers while rotating them, and then wipe the rollers with a dry cloth to remove any water.



DUP165

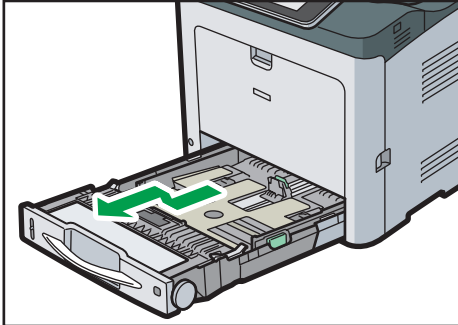
12. Lower the ADF input tray.
13. Close the ADF cover.
14. Firmly insert the plug of the power cord into the wall socket. Connect all the interface cables that were removed.
15. Turn the main power switch on.

## Cleaning the Paper Tray, Friction Pad, and the Paper Feed Roller

If the paper tray, friction pad, or paper feed roller is dirty, a multi-feed or misfeed might occur. Clean these parts by following the cleaning procedure for Tray 1 described below. The cleaning procedure is the same for the optional paper feed unit.

1. Turn off the machine and unplug the power cord.
2. Pull out the plug from the socket. Remove all the cables from the machine.

3. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the machine.

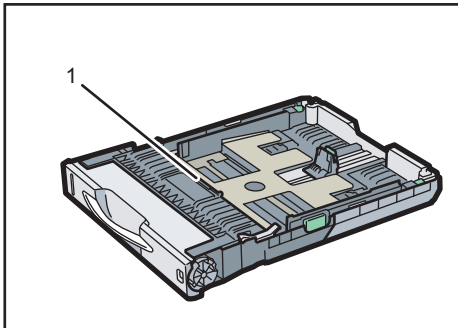


DUP102

Place the tray on a flat surface.

4. If there is paper in the tray, remove the paper.
5. Wipe the areas indicated in the illustrations below using a dry or damp cloth.

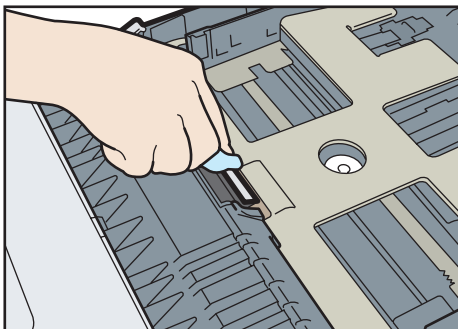
- Friction pad



C2V101

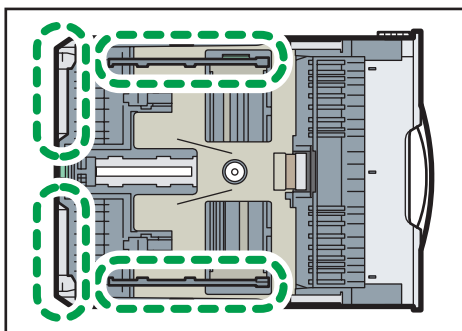
#### 1. Friction pad

Use only a dry cloth to clean the friction pad.



CSJ257

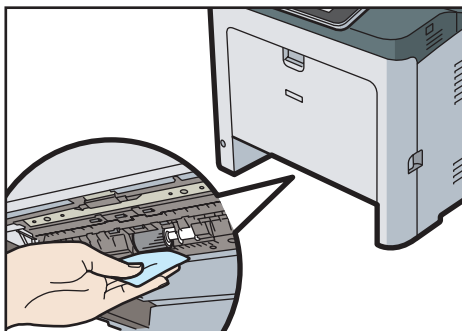
- Paper tray



CSJ259

- Paper feed roller

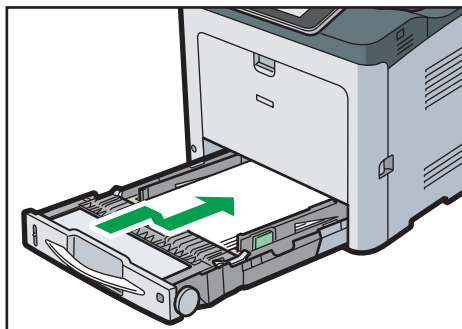
Wipe around the paper feed roller by turning it with a damp cloth. Then, wipe it with a dry cloth to remove any water.



DUP817

After that, wipe it with a dry cloth to remove the water.

6. Load the removed paper stack in the tray.
7. Lift the front side of the tray, and then slide it into the machine carefully until it stops.



DUP103

Do not slide the paper tray in forcefully. Otherwise, the front and side guides might move.

8. Firmly insert the plug of the power cord into the wall socket. Connect all the interface cables that were removed.
9. Turn the main power switch on.

## Cleaning the Registration Roller

When you use paper other than the standard types, specks of paper may stick on the registration roller, causing problems. Clean the registration roller if white dots appear on prints.

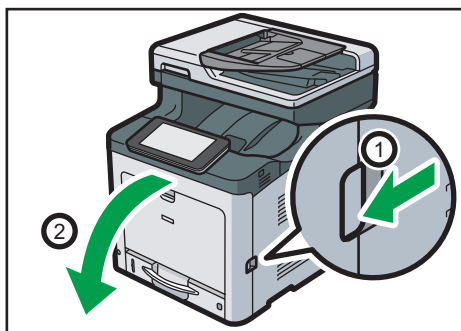
Clean the registration roller if printed paper becomes smeared after clearing a paper jam.

### ⚠ CAUTION

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

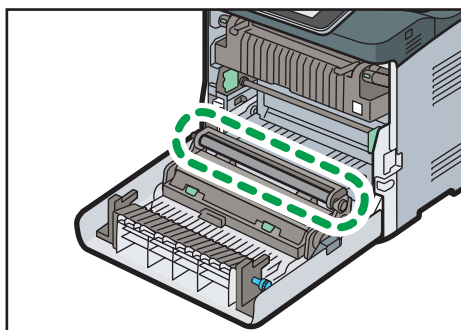
### ★ Important

- Do not use chemical cleaners or organic solvents such as thinners or benzene.
1. Turn off the main power switch and unplug the power cord.
  2. Pull out the plug from the socket. Remove all the cables from the machine.
  3. Pull the front cover open lever, and then open the front cover with both hands carefully.



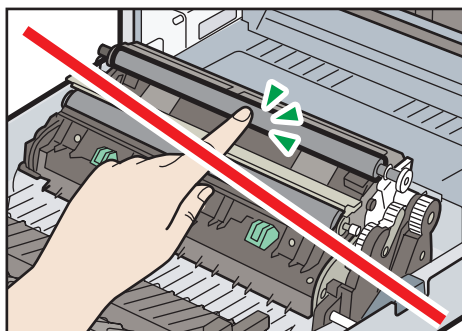
DUP818

The registration roller is set in the position shown by the illustration.



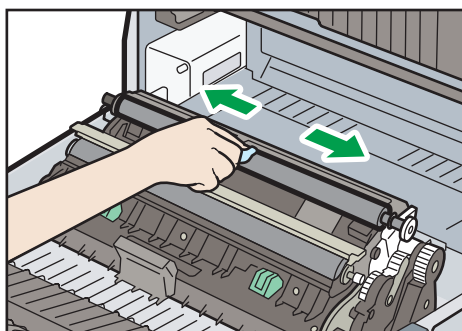
DUP819

Do not touch the registration roller.



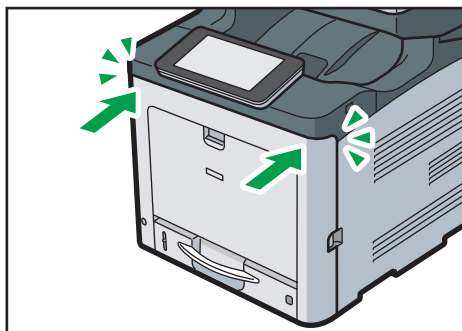
CSJ261

- Using a cloth, wipe the rubber registration roller.



CSJ262

- Close the front cover with both hands carefully.



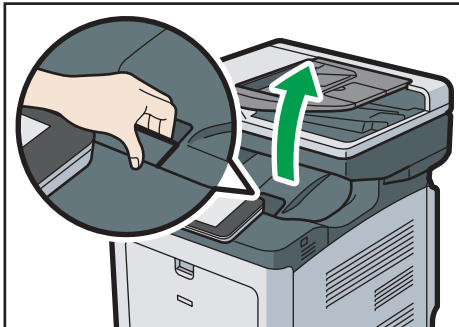
DUP820

- Firmly insert the plug of the power cord into the wall socket. Connect all the interface cables that were removed.
- Turn on the main power switch.

## Cleaning the LED Heads

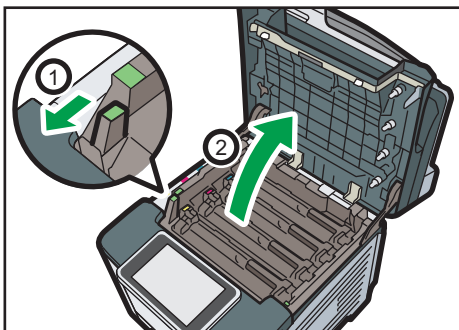
If the printed paper comes out with white lines or text is blurred, clean the LED head with an LED lens cleaner. An LED lens cleaner comes with the machine.

1. Turn off the machine and unplug the power cord.
2. Pull the top cover open lever upward to open the top cover.



DUP821

3. Pull the inner cover open lever to unlock the inner cover, and then fully open the inner cover.



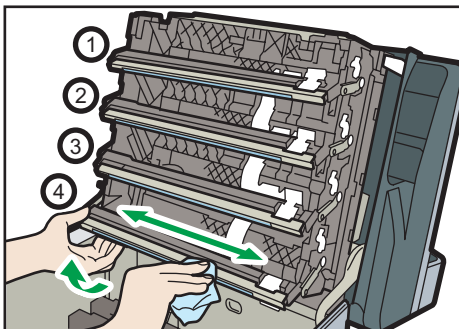
DUP822

4. Wipe the lens of the LED heads softly with an LED lens cleaner.

There are four LED heads.

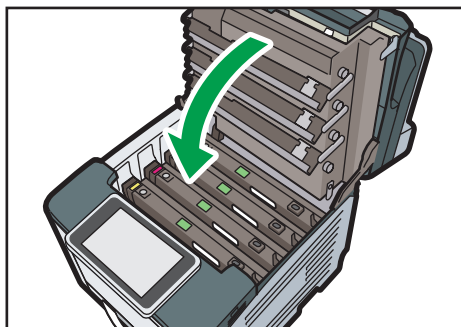
Raising the LED head at the bottom (4) with your hand makes it easier to clean it.

Be careful not to touch the LED lens surface with your fingers.



DUP832

5. Close the inner and top covers with both hands carefully.



DUP833

6. Securely insert the plug of the power cord into the wall socket. Connect all the interface cables that were removed.
7. Turn the main power switch on.

## Cleaning the Power Cord Plug

### **⚠ WARNING**

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

## CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

## Important

- Turn off the main power switch before unplugging the power cord. See page 50 "Turning off the main power".
- Fax files in memory are deleted an hour after you turn off the main power switch.

## Note

- After cleaning the power cord plug, make sure that the power cord is connected to the machine firmly, and then connect the plug to the wall outlet.



# Updating the Firmware

Check the version of the firmware. If it is not the latest version, update the firmware.

The procedure for updating the firmware is as follows:

**1. Download the latest firmware from the following URL.**

<http://www.ricoh.com/support/>

**Note**

- Click [Downloads] under "Office Products". Perform the subsequent procedure depending on your region.

**2. Update the firmware using Web Image Monitor.**

For details about updating the firmware in Web Image Monitor, see Firmware Update Guide.

On SP C361SFNw, you can download the latest firmware from the Application Site, and update the machine. For details, see "How to Use the Application Site (for SP C361SFNw)", Other Applications.



# 11. Information for This Machine

This chapter describes environmental precautions and regulations.

## Information on Environmental Regulations

### ENERGY STAR Program

#### ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.  
This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.


#### ↓ Note

- For details about the "default delay time", see page 193 "Energy Saving Functions".

### Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

#### Sleep mode

- If this machine remains idle for a specified period or when [Energy Save] () is pressed, it enters Sleep mode to further reduce its electrical consumption.

- The default delay time the machine waits before entering Sleep mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep mode.

### Specification

-  **Region A** (mainly Europe and Asia)

	Specification
Reduced electrical consumption in Sleep mode <sup>*1</sup>	1.5 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode <sup>*1</sup>	9.58 seconds
Duplex Function <sup>*2</sup>	Standard

<sup>\*1</sup> The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

<sup>\*2</sup> Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

-  **Region B** (mainly North America)

	Specification
Reduced electrical consumption in Sleep mode <sup>*1</sup>	1.4 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode <sup>*1</sup>	9.58 seconds
Duplex Function <sup>*2</sup>	Standard

<sup>\*1</sup> The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

<sup>\*2</sup> Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

### Note

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/System Settings.
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

## User Information on Electrical and Electronic Equipment Region **A** (mainly Europe)

### Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

### All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

### For Turkey only

AEEE Yönetmeliğine Uygundur.  
Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

#### Üretici:

Ricoh Company, Ltd.

8-13-1 Ginza,

Chuo-ku, Tokyo 104-8222 Japan

+81-36278-2111 (English only/Sadece İngilizce)

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## Note for the Battery and/or Accumulator Symbol (For EU countries only)

 Region **A** (mainly Europe)

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In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Contact your sales or service representative to change the battery.

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## Environmental Advice for Users Region **A** (mainly Europe)

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### Users in the EU, Switzerland and Norway

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#### Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

#### Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m<sup>2</sup> paper, which contains less raw materials and represents a significant resource reduction.

#### Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

#### Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

<https://www.rioh-return.com/>

## Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

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## Notes to users in the state of California (Notes to Users in USA) Region B (mainly North America)

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Perchlorate Material - special handling may apply. See: [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)





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