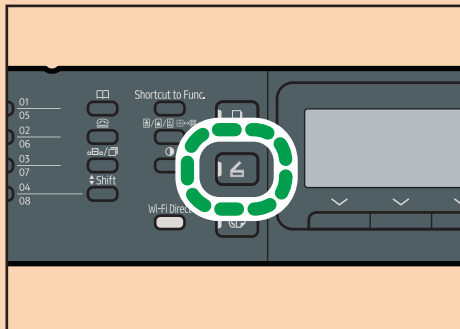


2. Press the [Scanner] key, and then press the [Address Book] key.



DSH149

Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under [Admin. Tools] is set to [Select Scanner Dest.]. For [Shortcut to Function], see page 189 "Administrator Settings".

3. Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.

If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 125 "Specifying the Scan Settings for Scanning".

5. Press the [Start] key.

Scanning starts and scanned documents will be stored in a shared folder.

↓ Note

- If the machine fails to transfer the file, confirm the following items.
 - Destination is registered to the Address Book correctly.
 - Set the security software or firewall of the destination computer to off and try the job again. For details about security software or the firewall settings, contact your network administrator.
 - If there is more than one destination computer, test the job with other computers. Compare the settings with the computer which succeeded to transfer the file. For details, contact your network administrator.
 - When there is not enough disk space on the destination computer, the machine may fail to transfer the file.

MF

Basic Operation of Scan to Folder

This section explains the preparations and procedures to send scanned documents to a folder on a client computer.

After doing the following procedures, you can send scanned documents from the machine to a shared folder on a client computer.



*1 only Windows

Note

- You can create the shared folder under Windows Vista or later, Windows Server 2003 or later, and Mac OS X 10.7 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.

Step 1: Printing the Check Sheet

Print out the following check sheet. Write, on the check sheet, the settings for the computer to which you will send documents.

For details about how to use the check sheet to make a list of the setting values, see page 102 "Step 2: Confirming the User Name and Computer Name" and page 104 "Step 3: Creating a Shared Folder on a Computer".

★ Important

- After registering scan destinations to the Address Book, discard the completed check sheet to prevent leakage of personal information.

Check Sheet

No.	Check Item (Entry Example)	Entry Column
[1]	Computer name (ex. YamadaPC)	
	Active settings of DHCP server ([Yes] or [No])	
	Computer's IP address (ex. 192.168.0.152)	
[2]	Domain Name/Working Group Name (ex. ABCD-NET)	USERDNSDOMAIN
		USERDOMAIN
	Computer's user name (ex. TYamada)	
[3]	Computer's login password (ex. Administrator)	
[4]	Computer's shared folder name (ex. scan)	

↓ Note

- Depending on the network environment, USERDNSDOMAIN or USERDOMAIN may not be displayed. Write the domain name or working group name in the check sheet.

Step 2: Confirming the User Name and Computer Name

Confirming the User Name and Computer Name When Running Microsoft Windows

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 active settings of the DHCP server, and the IPv4 address, and then write them in [1] on the check sheet.

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

The address displayed under [IPv4 Address] is the IPv4 address of the computer.

Active settings of DHCP server are displayed under [XXX].

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

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

5. Confirm the domain name/working group name and the user name, and then write them in [2] on the check sheet.

The user name is displayed under [USERNAME].

Confirm the computer's login password and write it in [3] on the check sheet.

Next, create a shared folder on a computer. For details about creating a shared folder, see page 104 "Step 3: Creating a Shared Folder on a Computer".

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Confirming the User Name and Computer Name When Running OS X

Confirm the user name and the name of the computer you will send scanned documents to. Confirm the values and then write them on the check sheet.

1. On the Apple menu, click [About This Mac].
2. Click [System Report...].
3. In the left pane, click [Software], and then confirm the computer name and user name under "System Software Overview:".

The computer name is displayed next to [Computer Name].

The user name is displayed next to [User Name].

On the check sheet, write the computer name in [1] and the user name in [2].

Next, create a shared folder on a computer. For details about creating a shared folder, see page 104 "Step 3: Creating a Shared Folder on a Computer".

Note

- Depending on the operating system or security settings, you might be able to specify a user name that does not have a password assigned. However, we recommend that you select a user name that has a password.
- To confirm the IP address on the Apple menu, click [System Preferences...], and then click [Network] on the System Preferences window. Then click [Ethernet]. The address displayed in the IP address field is the IP address of the computer.

Step 3: Creating a Shared Folder on a Computer**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. Write the folder name in [4] on the check sheet.
2. Right-click the folder, and then click [Properties].
3. On the [Sharing] tab, select [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...].

In the [Select Users or Groups] window, add groups or users to whom you want to grant access. In the following procedure, the procedure to give access privileges to users that you wrote on the check sheet is used as an example.

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 (the name you wrote in [2] on the check sheet), and then click [OK].
11. In the [Select Users or Groups] window, click [OK].

12. In the [Group or user names:] list, select a group or user (the name you wrote in [2] on the check sheet), 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] twice.

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, proceed to page 105 "Step 4: Specifying Access Privileges for the Created Shared Folder".

If not, proceed to page 106 "Step 5: Registering a Shared Folder in the Machine's Address Book".

Creating a Shared Folder on a Computer Running OS X

The following procedures explain how to create a shared folder on a computer running OS X, and how to confirm the computer's information. OS X 10.11 is used in these examples.

★ Important

- You must log in as an administrator to create a shared folder.

1. Create the folder that you want to send scan files to.

Write the folder name into [4] on the check sheet.

2. On the Apple menu, click [System Preferences...].

3. Click [Sharing].

4. Select the [File Sharing] check box.

5. Click [Options...].

6. Select the [Share files and folders using SMB] check box.

7. Select the account that will be used to access the shared folder.

8. If the [Authenticate] screen appears, enter the password for the account, click [OK], and then click [Done].

9. Under the [Shared Folders:] list, click [+].

10. Select the folder you have created, and then click [Add].

11. Make sure that the permissions for the user who will access this folder are set to [Read & Write].

Next, register scan destinations. For details about registering scan destinations, see page 106 "Step 5: Registering a Shared Folder in the Machine's Address Book".

Step 4: 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].

Next, register scan destinations. For details about registering scan destinations, see page 106 "Step 5: Registering a Shared Folder in the Machine's Address Book".

Note

- If you are creating a shared folder for the first time on this computer, you must enable the file sharing function. For details, see Windows Help.

Step 5: Registering a Shared Folder in the Machine's Address Book

Register scan destinations using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Quick Dial Destination] or [Scan Destination].
3. From the [Destination Type] list, select [Folder].
4. Register information as necessary.

The information you must register are the following items. For details, see page 93 "Registering Scan Destinations".

- Name
- Service Name
- File Format

5. Enter the administrator password if required.
6. Click [Apply].
7. Close the web browser.

Preparations for Scan to Folder are complete.

For details about sending scanned files to the destination you registered in the Address Book, see page 107 "Step 6: Send Scanned Files to a Shared Folder".

↓ Note

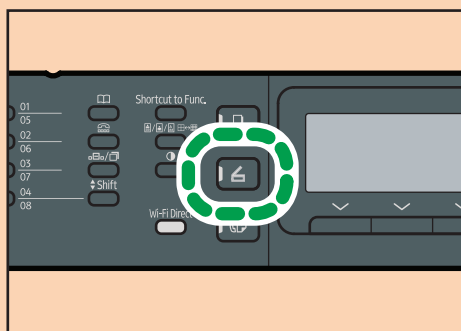
- If the machine fails to transfer the file, confirm the following items.
 - Destination is registered to the Address Book correctly.
 - Set the security software or firewall of the destination computer to off and try the job again. For details about security software or the firewall settings, contact your network administrator.
 - If there is more than one destination computer, test the job with other computers. Compare the settings with the computer which succeeded to transfer the file. For details, contact your network administrator.
 - When there is not enough disk space on the destination computer, the machine may fail to transfer the file.

Step 6: Send Scanned Files to a Shared Folder

Send scanned files to the shared folder registered in Step 5.

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
 - Register the scan destination in the Address Book using Web Image Monitor. For details, see page 93 "Registering Scan Destinations".
 - When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.
1. Place the original on the exposure glass or in the ADF. To place the original, see page 62 "Placing Originals".
 2. Press the [Scanner] key, and then press the [Address Book] key.



DSH149

Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under [Admin. Tools] is set to [Select Scanner Dest.]. For [Shortcut to Function], see page 189 "Administrator Settings".

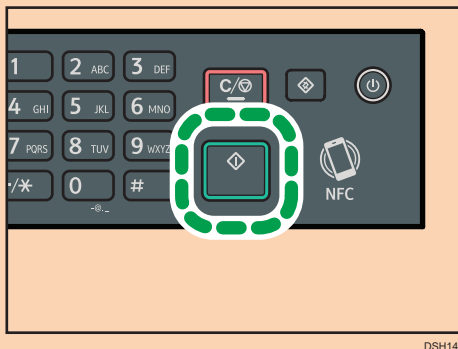
3. Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.

If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

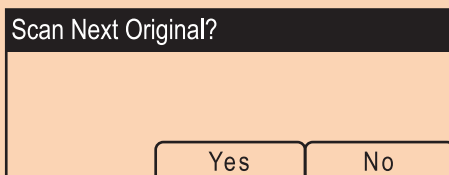
4. Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 125 "Specifying the Scan Settings for Scanning".

5. Press the [Start] key.



Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

6. If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.

7. When all originals have been scanned, press [No] to start sending the scanned file.

↓ Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- You can also specify a destination using the One Touch buttons, Pause/Redial key (only SP 221SF, SP 220SFNw, and SP 221SFNw). For details, see page 125 "Specifying the Scan Settings for Scanning".

MF Basic Operation of Scan to E-mail

This section explains the preparations and procedures to send scanned documents as a file attached to an e-mail.

After doing the following procedures, you can send scanned documents to the specified e-mail address.

1 ▶ 2 ▶ 3 本機にSMTPサーバーとDNSの情報を登録する



1 ▶ 2 ▶ 3 メールアドレスをアドレス帳に登録する



1 ▶ 2 ▶ 3 メールで送信する

Step 1: Configuring SMTP and DNS Settings

To send files via e-mail, SMTP and DNS settings must be configured properly.

For details about SMTP server information, contact your network administrator or your Internet service provider.

Configure SMTP and DNS information using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Network Settings].
3. Click the [SMTP] tab.
4. Register information as necessary.

For details, see page 214 "Configuring the Network Settings".

5. Click [Apply].
6. Close the web browser.

Next, register the destination e-mail address in the Address Book. For details, see page 109 "Step 2: Registering Destination E-mail Addresses in the Address Book".

Step 2: Registering Destination E-mail Addresses in the Address Book

Configure the destination information using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Quick Dial Destination] or [Scan Destination].
3. From the [Destination Type] list, select [E-mail Address].

4. Register information as necessary.

The information you must register are the following items. For details, see page 125 "Specifying the Scan Settings for Scanning".

- Name
- Destination E-mail Address
- Subject
- File Format

5. Enter the administrator password if required.**6. Click [Apply].****7. Close the web browser.**

Preparations for Scan to E-mail are complete.

For details about sending files to the registered destinations, see page 110 "Step 3: Sending Scanned Files by E-mail".

Step 3: Sending Scanned Files by E-mail

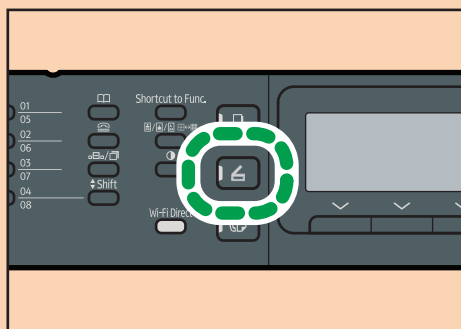
This section explains how to send scanned files to destinations registered in Step 2.

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- Register the scan destination in the Address Book using Web Image Monitor. For details, see page 93 "Registering Scan Destinations".
- When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.

1. Place the original on the exposure glass or in the ADF. To place the original, see page 62 "Placing Originals".

2. Press the [Scanner] key, and then press the [Address Book] key.



DSH149

Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under [Admin. Tools] is set to [Select Scanner Dest.]. For [Shortcut to Function], see page 189 "Administrator Settings".

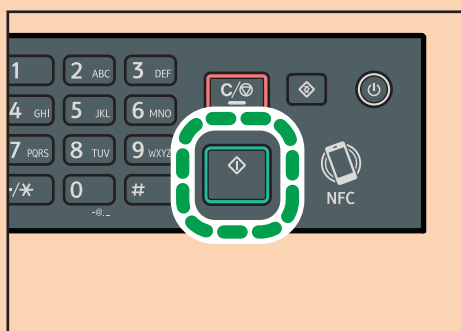
3. Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.

If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 125 "Specifying the Scan Settings for Scanning".

5. Press the [Start] key.



DSH147

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.

Scan Next Original?

Yes

No

If you see this screen, proceed to the next step.

6. **If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**
7. **When all originals have been scanned, press [No] to start sending the scanned file.**

↓ Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- You can also specify a destination using the One Touch buttons, Pause/Redial key (only SP 221SF, SP 220SFNw, and SP 221SFNw). For details, see page 116 "Specifying the Scan Destination Using the One Touch Buttons or [Pause/Redial] Key (only SP 221SF, SP 220SFNw, and SP 221SFNw)".

MF Basic Operation of Scan to FTP

This section explains the preparations and instructions to send scanned documents to an FTP server.

After doing the following procedures, you can send scanned documents to an FTP server.

1 ▶ 2 本機にFTPサーバーの情報を登録する



1 ▶ 2 FTPサーバーに送信する

Step 1: Configuring SMTP and DNS Settings

To send files to an FTP server, FTP server settings must be configured properly. For details about FTP servers, contact your network administrator.

Configure FTP server settings using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Quick Dial Destination] or [Scan Destination].
3. From the [Destination Type] list, select [FTP].
4. Register information as necessary.

The information you must register are the following items. For details, see page 93 "Registering Scan Destinations".

- Name
- Hostname or IP Address
- Subject
- File Format

5. Enter the administrator password if required.
6. Click [Apply].
7. Close the web browser.

Preparations for Scan to FTP are complete.

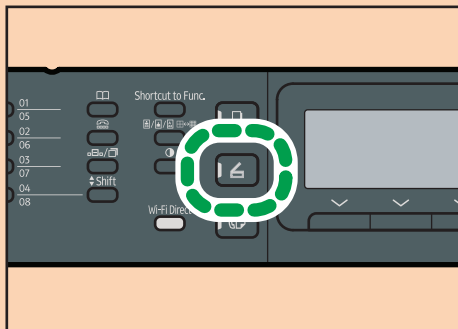
For details about sending files to the registered destinations, see page 113 "Step 2: Sending Scanned Files to an FTP Server".

Step 2: Sending Scanned Files to an FTP Server

This section explains how to send scanned files to destinations registered in Step 1.

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
 - Register the scan destination in the Address Book using Web Image Monitor. For details, see page 93 "Registering Scan Destinations".
 - When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.
1. Place the original on the exposure glass or in the ADF. To place the original, see page 62 "Placing Originals".
 2. Press the [Scanner] key, and then press the [Address Book] key.



DSH149

Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under [Admin. Tools] is set to [Select Scanner Dest.]. For [Shortcut to Function], see page 189 "Administrator Settings".

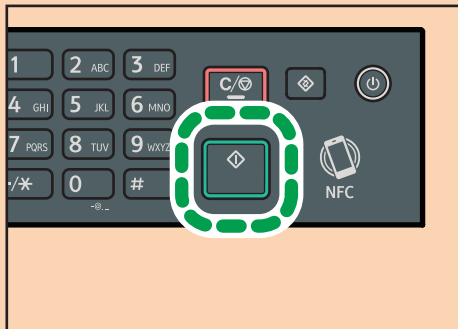
3. Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.

If you want to search for a specific entry by its name, enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. Search for the desired destination by pressing the [▲] or [▼] key to scroll the Address Book, and then press the [OK] key.

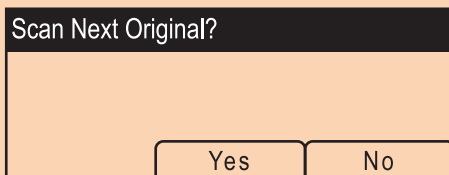
When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For scan settings, see page 125 "Specifying the Scan Settings for Scanning".

5. Press the [Start] key.



DSH147

Depending on the machine's settings, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

6. If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.
7. When all originals have been scanned, press [No] to start sending the scanned file.

↓ Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- You can also specify a destination using the One Touch buttons, Pause/Redial key (only SP 221SF, SP 220SFNw, and SP 221SFNw). For details, see page 116 "Specifying the Scan Destination Using the One Touch Buttons or [Pause/Redial] Key (only SP 221SF, SP 220SFNw, and SP 221SFNw)".

MF Specifying the Scan Destination Using the One Touch Buttons or [Pause/Redial] Key (only SP 221SF, SP 220SFNw, and SP 221SFNw)

This section describes how to specify a destination using the following keys:

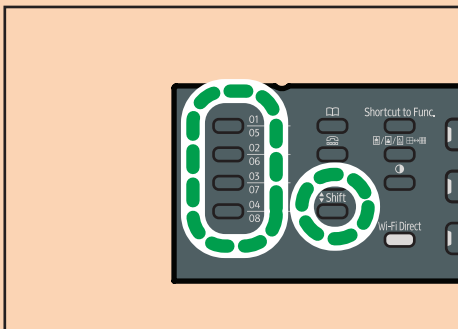
- One Touch buttons
Use these to specify destinations registered as Quick Dial entries.
- [Pause/Redial] key
Press this to specify the last used destination as the destination for the current job.

5

Using the One Touch buttons

Press the One Touch button to which the desired Quick Dial entry is registered.

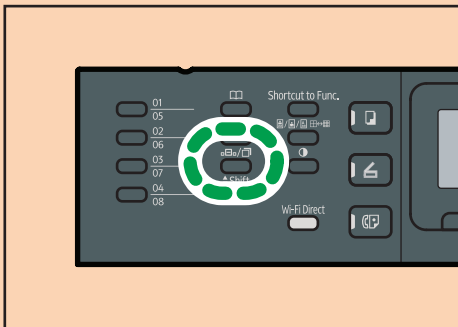
Press the [Shift] key to use the Quick Dial entries Nos. 5 to 8.



DSH200

Using the [Pause/Redial] key

Press the [Pause/Redial] key to select the last used destination.



DSH151

 Note

- When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings using the control panel. For details, see page 125 "Specifying the Scan Settings for Scanning".
- The [Pause/Redial] key is not effective for the first scan job after the machine is turned on.
- To select destinations not registered as Quick Dial entries, use the [Address Book] key. For specifying destinations using the [Address Book] key, see page 101 "Basic Operation of Scan to Folder".

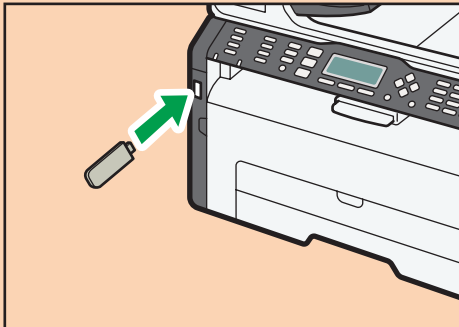
MF Basic Procedure for Saving Scan Files on a USB Flash Memory Device

This section explains basic operations of Scan to USB. Files are saved to the USB flash memory device inserted into the machine.

★ Important

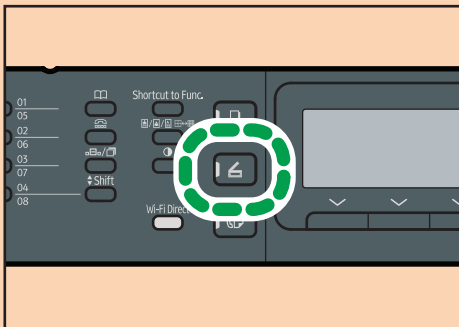
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- This machine does not support the use of external USB hubs.
- Not all types of USB flash memory devices are supported.
- When using Scan to USB, set [Save Scn Data to USB] to [Active]. For details, see page 189 "Administrator Settings".

1. Insert the USB flash memory device into the USB port.



DCT039

2. Press the [Scanner] key.



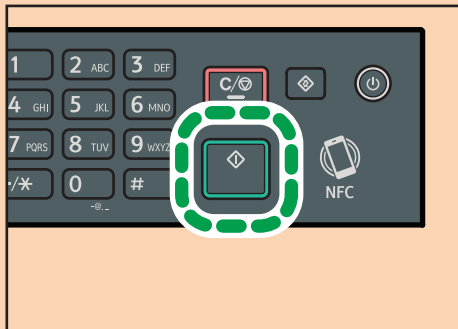
DSH149

A message indicating the machine is reading the device appears. Wait until [Save Scn Data to USB] appears on the display. The time before the message appears differs depending on the type of USB flash memory device.

3. Place the original on the exposure glass or in the ADF.

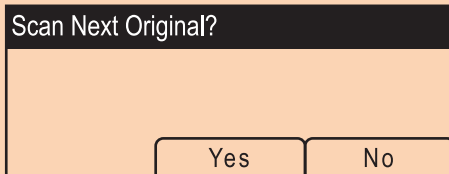
To place the original, see page 62 "Placing Originals".

Specify the scanning settings as necessary. For details of specifying the scanning settings, see page 125 "Specifying the Scan Settings for Scanning".

4. Press the [Start] key.

DSH147

If the [Limitless Scan] setting under [Scan Settings] is enabled, you may see the following screen on the display when scanning from the exposure glass.



If you see this screen, proceed to the next step.

5. If you have more originals to scan, place the next original on the exposure glass, and then press [Yes]. Repeat this step until all originals are scanned.**6. When all originals have been scanned, press [No] to start sending the scanned file.****7. Wait until "Ready" is displayed on the screen.**

Scanned files are saved in the root directory of the USB flash memory device.

8. Remove the USB flash memory device from the machine.**Note**

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

MF Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

TWAIN scanning is possible if a TWAIN-compatible application is running on your computer.

Using TWAIN scanner

This section describes the preparations for using the TWAIN scanner.

★ Important

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application must be installed.

To use the machine as a TWAIN scanner, first do the following:

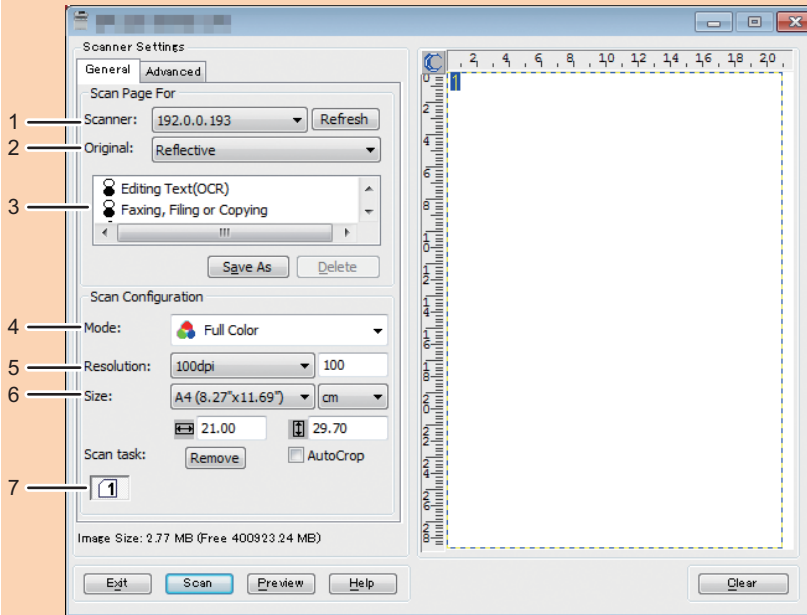
- Install the TWAIN driver.
- Install a TWAIN-compliant application.

TWAIN scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

1. Place the original on the exposure glass or in the ADF.
2. Open the properties dialog box for this machine using a TWAIN-compatible application.
3. Configure the scan settings as required, and then click [Scan].

Settings you can configure in the TWAIN dialog box



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1. Scanner:

Select the scanner you want to use. The scanner you select becomes the default scanner. Click [Refresh] to discover all available scanners connected via USB or the network.

2. Original:

Select [Reflective] to scan from the exposure glass, or [Automatic Document Feeder] to scan from the ADF.

3. Original type

According to your original, select a setting from the list of options detailed below, or select [Custom...] to configure your own scan settings. [Mode], [Resolution], and [Size] under [Scan Configuration] will change according to the original type setting you selected here.

- When using the exposure glass:
 - [Editing Text(OCR)]
 - [Faxing, Filing or Copying]
 - [Black and White Photo]
 - [Color Document-Fast]
 - [Color Document-Better Quality]
 - [Custom...]
- When using the ADF:
 - [ADF-Faster]
 - [ADF-Better]

[ADF - Gray]

[Custom...]

4. Mode:

Select from color, grayscale, or black-and-white.

5. Resolution:

Select a resolution from the list. If you select [User defined], enter a resolution value directly in the edit box. Note that increasing the resolution also increases the file size and scanning time.

Selectable resolutions vary depending on where the original is set.

- When using the exposure glass:
75, 100, 150, 200, 300, 400, 500, 600, 1200, 2400, 4800, 9600, 19200 dpi, User defined
- When using the ADF:
75, 100, 150, 200, 300, 400, 500, 600 dpi, User defined

6. Size:

Select the scanning size. If you select [User defined], enter the scanning size directly in the edit box. Also, you can change the scanning size with your mouse in the preview area. You can select the unit of measure from [cm], [inches], or [pixels]. Selectable resolutions vary depending on where the original is set. For details, see the TWAIN Help.

7. Scan task: (when using the exposure glass)

Displays up to 10 previously used scan areas. To remove a scan task, select the number of the task, and then click [Remove]. You can select [AutoCrop] to let the scanner automatically detect the size of your original.

Note

- If the scan data is larger than the memory capacity, an error message appears and scanning is canceled. If this happens, specify a lower resolution and scan the original again.

MF

Basic Operation for WIA Scanning

1. Place the original on the exposure glass or in the ADF.
2. On the [Start] menu on your computer, click [Devices and Printers].
3. Right-click the icon of the printer model you want to use, and then click [Start scan] to open the dialog box for the scan settings.
4. In the dialog box, configure the scan settings as required, and then click [Scan].
5. Click [Import].

Using SANE scanning

This driver allows you to scan images and edit them using SANE compatible software.

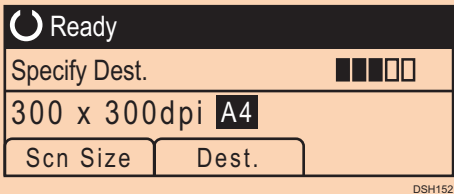
MF Specifying the Scan Settings for Scanning

When you specify a scan destination, the machine's scan settings change automatically according to the information registered for that destination in the Address Book. If necessary, you can change the scan settings for the current job using the control panel.

Specifying the Scanning Size According to the Size of the Original

This section describes how to specify the scanning size according to the size of the current original.

1. Press [Scn Size].



2. Press the [▲] or [▼] key to select the size of the original, and then press the [OK] key.

If you selected anything other than [Custom Size], you do not need to perform the remaining steps of the procedure.

3. Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.

4. Enter the width using the number keys, and then press the [OK] key.

To enter a decimal point, press [*].

5. Enter the length using the number keys, and then press the [OK] key.

To enter a decimal point, press [*].

Note

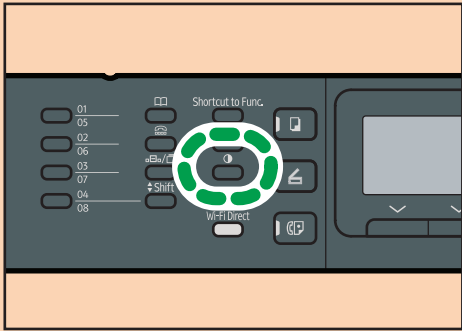
- You can change the machine's default [Scan Size] setting to always scan originals with a specific scanning size. For details, see page 172 "Scanner Features Settings".

Adjusting Image Density

This section describes how to adjust image density for the current job.

There are five image density levels. The higher the density level, the darker the scanned image.

1. Press the [Density] key.



2. Press the [◀] or [▶] key to select the desired density level, and then press the [OK] key.

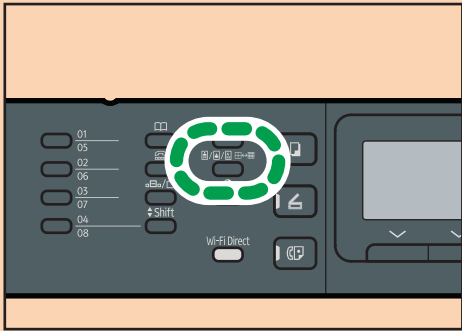
↓ Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For details, see page 172 "Scanner Features Settings".

Specifying Resolution

This section describes how to specify the scan resolution for the current job.
There are six resolution settings. The higher the resolution, the higher the quality but greater the file size.

1. Press the [Image Quality] key.



2. Press the [▲], [▼], [◀], or [▶] key to select the desired resolution, and then press the [OK] key.

↓ Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For details, see page 172 "Scanner Features Settings".

6. Sending and Receiving a Fax

MF This chapter describes how to use the fax function and specify settings.

MF This function is available for SP 221SF, SP 220SFNw, and SP 221SFNw.

MF What You Can Do with the Fax Function

Send faxes easily with the one touch buttons

By registering destinations, you can specify the destination easily by pressing a one touch button. Destinations can be specified by registering them as Speed Dial entries or using the redial function. Also you can send a fax to multiple destinations.

Forward received faxes to receive them wherever you are

By forwarding received faxes to an e-mail address or a folder, you can receive them anytime, anywhere you are and not need to file them.

Send faxes by data to save paper

By using a LAN-Fax Driver, you can send documents from your computer directly without printing them.

For details, see page 151 "Using the Fax Function from a Computer (LAN-Fax)".

MF

Fax Settings Workflow

This section explains the preparations and procedures to send fax documents to a folder on a client computer.

After doing the following procedures, you can send fax documents from the machine to a shared folder on a client computer.

- 1 Connect the machine to a telephone line.
- 2 Specify the telephone line type.
- 3 Select either an external line or an extension line.
- 4 Specify the number of the external line. ^{*1}
- 5 Set the date and time.
- 6 Specify the reception mode.

^{*1} Specify when using an extension line or a PBX.

Procedure	Reference
1	See Initial Guide for FAX.
2	
3	
4	
5	
6	See page page 129 "Types of Transmission and Reception Modes". For details about selecting the reception mode, see page 129 "Reception Mode Selection".

MF Types of Transmission and Reception Modes

This section explains the types of transmission and reception modes of the fax function and the way to select and configure them.

Transmission Mode Selection

The following explains the transmission modes of the fax function and how to select them.

Types of transmission modes

There are two types of transmission:

- Memory Transmission
- Immediate Transmission

Selecting the transmission mode

xxxxxxx

Description of transmission modes

- Memory Transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine.

In this mode, you can send a fax to multiple destinations. If the [Auto Redial] under [Fax TX Settings] is enabled, the machine redials the fax destination automatically when the line is busy or a transmission error occurs. The number of redial attempts is preset to two or three times, depending on the [Country] setting under [Admin. Tools], in five-minute intervals. For details, see page 174 "Fax Transmission Features Settings". You can disable [Auto Redial] under [Fax Features].

- Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously. This is convenient when you want to send an original quickly or when you want to check the destination you are sending to. The original is not stored in memory. You can only specify one destination. If fax is not received normally, an error message appears on the control panel.

Configuring the transmission mode

See page 138 "Selecting Transmission Mode".

Reception Mode Selection

The following explains the reception modes of the fax function and how to select them.

★ Important

- In FAX/TAD mode, the machine receives the fax automatically after the external telephone answering device rings the number of times specified in [Total No. of Rings (TAD)]. Set the external telephone answering device to ring before receiving a fax. For details about [Total No. of Rings (TAD)], see page 176 "Fax Features Settings".

Types of reception modes

There are three types of reception:

- Fax Only mode
- FAX/TEL Manual mode
- FAX/TAD mode

Selecting the reception mode

XXXXX

Description of reception modes

- Fax Only mode (auto reception)
 - When an external telephone is not connected
The machine automatically answers all incoming calls in fax reception mode.
 - When an external telephone is connected
The machine automatically answers all incoming calls in fax reception mode after the external telephone rings the number of times specified. It is convenient for those who only use telephones for outgoing calls.
- FAX/TAD mode (auto reception)
In this mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically. For details, see page 159 "Receiving a fax in FAX/TAD mode".
- FAX/TEL Manual mode (manual reception)
In this mode, you must answer calls with the handset or an external telephone. If a call is a fax call, you must start the fax reception manually. For details, see page 158 "Receiving a fax in FAX/TEL Manual mode".

Configuring the reception mode

See page 157 "Selecting Reception Mode".

↓ Note

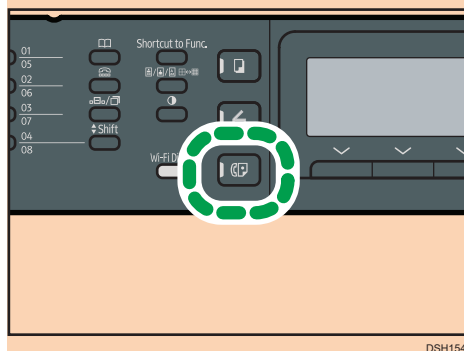
- An external telephone is required to use this machine as a telephone. For details about connecting an external telephone to the machine, see Setup Guide.

MF Fax Mode Screen

This section provides information about the screen in fax mode.

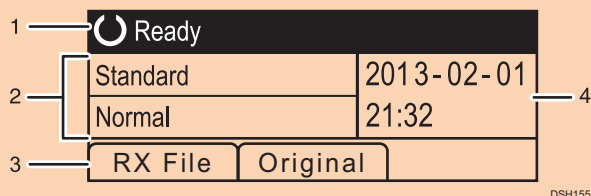
By default, the display shows the copier screen when the machine is turned on.

If the copy or scanner screen is shown on the display, press the [Facsimile] key on the control panel to switch to the fax screen.



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Screen in standby mode



DSH155

1. Current status or messages

Displays the current status or messages.

2. Current settings

Displays the current density and resolution settings.

3. Selection key items

Displays the functions you can use by pressing the corresponding selection keys.

4. Current date and time

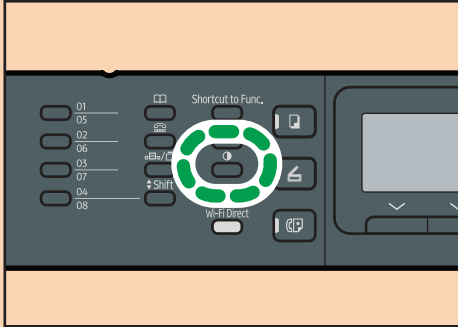
Shows the current date and time.

↓ Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 189 "Administrator Settings".
- The display format for time and date can be specified in [Set Date/Time] under [Admin. Tools]. For setting the date and time, see page 132 "Setting the Date and Time".

MF Setting the Date and Time

1. Press the [User Tools] key.



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2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Set Date/Time], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Set Date], and then press the [OK] key.
6. Press the [▲] or [▼] key to select the desired date format, and then press the [OK] key.
For the date and time display format, see page 189 "Administrator Settings".
7. Enter the current date using the number keys, and then press the [OK] key.
You can press the [◀] or [▶] key to move between fields.
8. Press the [▲] or [▼] key to select [Set Time], and then press the [OK] key.
9. Press the [▲] or [▼] key to select the desired time format, and then press the [OK] key.
10. Enter the current time using the number keys, and then press the [OK] key.
If you selected [12-hour Format], press the [▲] or [▼] key to select [AM] or [PM].
You can press the [◀] or [▶] key to move between fields.
11. Press the [User Tools] key to return to the initial screen.

↓ Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 189 "Administrator Settings".

MF Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel. For entering characters, see page 35 "Entering Characters".

The Address Book can also be edited using Web Image Monitor.

★ Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically. For details about creating backup files, see page 228 "Configuring the Administrator Settings".

The Address Book can contain up to 100 entries (8 Quick Dial entries and 100 Speed Dial entries).

Quick Dial entries

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button.

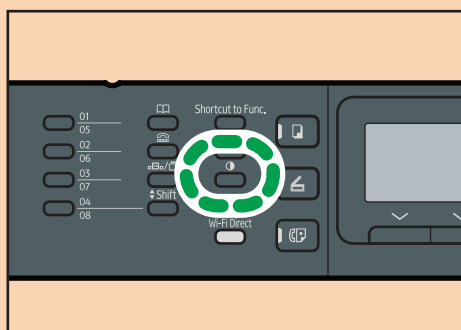
Speed Dial entries

Destinations registered as Speed Dial entries can be selected from the Address Book. Press the [Address Book] key, select [Search Address Book], and then select the desired entry using the [▲] or [▼] key.

6

Registering Fax Destinations Using the Control Panel

1. Press the [User Tools] key.



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2. Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.

5. Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 8) or Speed Dial number (1 to 100) using the number keys.

If a destination is already registered for the input number, the fax number and fax name registered for that number appear.

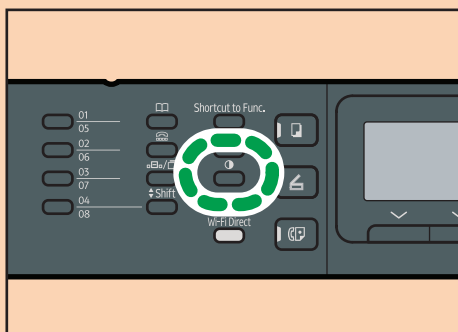
6. Press the [▲] or [▼] key to select [Fax No.], and then enter the fax number (up to 40 characters).
7. Press the [▲] or [▼] key to select [Name], and then enter the fax name (up to 20 characters).
8. Confirm the setting, and then press the [OK] key.
9. Press the [User Tools] key to return to the initial screen.

↓ Note

- For details about entering characters, see page 35 "Entering Characters".
- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Fax TX Settings]. For [Pause Time], see page 174 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "*" in the fax number. "*" switches the dialing mode from pulse to tone temporarily.
- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 189 "Administrator Settings".
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock]. For [Admin. Tools Lock], see page 189 "Administrator Settings".

Modifying or deleting fax destinations

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Address Book], and then press the [OK] key.

3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.

A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock]. For details about [Admin. Tools Lock], see page 189 "Administrator Settings".

4. Press the [▲] or [▼] key to select [Quick Dial Dest.] or [Fax Speed Dial Dest.], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [No.], and then enter the desired Quick Dial number (1 to 8 or Speed Dial number (1 to 100) using the number keys.

The fax number and fax name registered for that number appear.

6. Press the [▲] or [▼] key to select [Fax No.], and then modify the fax number (up to 40 characters).

If you want to delete the fax number, press the [◀] key until the current number is deleted.

7. Press the [▲] or [▼] key to select [Name], and then modify the fax name (up to 20 characters).

If you want to delete the fax name, press the [◀] key until the current name is deleted.

8. Confirm the setting, and then press the [OK] key.

9. Press the [User Tools] key to return to the initial screen.

↓ Note

- For details about entering characters, see page 35 "Entering Characters".
- A password for accessing the [Address Book] menu can be specified in [Admin. Tools Lock].

Registering Fax Destinations Using Web Image Monitor

1. Start the web browser and access the machine by entering its IP address.
2. Click [Quick Dial Destination] or [Fax Speed Dial Destination].
3. From the [Destination Type] list, select [Fax].
4. Select [Quick Dial Number] or [Speed Dial Number], and then select the registration number from the list.
5. Register information as necessary.
6. Enter the administrator password if required.
7. Click [Apply].
8. Close the web browser.

Fax destination settings

Program/Change Fax Destination

☒ Quick Dial Number

☐ Speed Dial Number

Name

Fax Number

Please enter Administrator Password.

Apply

Cancel

Item	Setting	Description
Quick Dial Number / Speed Dial Number	Required	Select the number to which you want to register Quick Dial or Speed Dial destination.
Name	Optional	Name of the destination. The name specified here will be shown on the screen when selecting a fax destination. Can contain up to 20 characters.
Fax Number	Required	Fax number of the destination. Can contain up to 40 characters. If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 189 "Administrator Settings".

 Note

- A fax number can contain 0 to 9, "P" (pause), "*****", "**#**", "-", and space.
- If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Fax TX Settings]. For [Pause Time], see page 174 "Fax Transmission Features Settings".
- For details about using Web Image Monitor, see page 201 "Configuring the Machine Using Utilities".
- To use tone services on a pulse-dialing line, insert "*****" in the fax number. "*****" switches the dialing mode from pulse to tone temporarily.

Modifying fax destinations

1. Start the web browser and access the machine by entering its IP address.

2. Click [Quick Dial Destination] or [Fax Speed Dial Destination].

If you modify the Speed Dial entry, proceed to Step 4.

3. Click [Fax Quick Dial Destination].**4. Select the entry to modify, and then click [Change].**

If you want to delete the entry, click [Delete].

5. Modify settings as necessary.

To delete the entry, confirm the entry you have selected.

6. Enter the administrator password if required.**7. Click [Apply].****8. Close the web browser.**

MF Sending a Fax

★ Important

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

Selecting Transmission Mode

There are two transmission modes: Memory Transmission and Immediate Transmission.

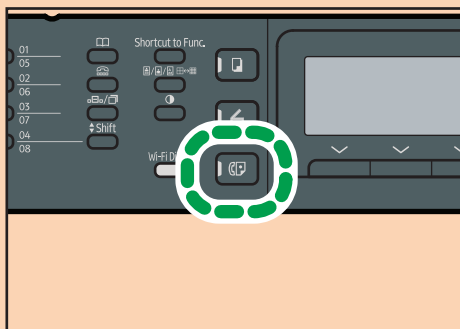
Memory Transmission

In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1. Press the [Facsimile] key, and then press the [◀] or [▶] key.



Alternatively, you can press the [Shortcut to Func.] key if [Shortcut to Function] under [Admin. Tools] is set to [Fax Immediate TX]. For [Shortcut to Function], see page 189 "Administrator Settings".

2. Press the [▲] or [▼] key to select [Immediate TX], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key.

For Memory Transmission, select [Off].

For Immediate Transmission, select [On] or [Next Fax Only].

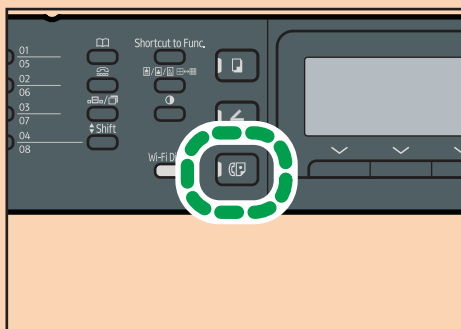
4. Press the [User Tools] key to return to the initial screen.

Basic Operation for Sending a Fax

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1. Press the [Facsimile] key.



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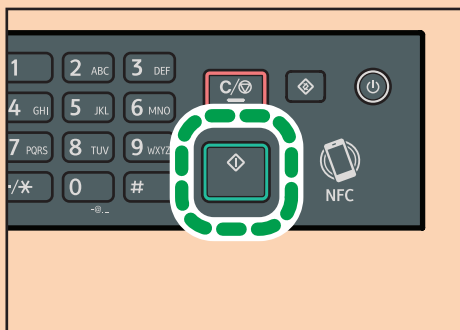
2. Place the original on the exposure glass or in the ADF. To place the originals, see page 62 "Placing Originals".

3. Enter the fax number (up to 40 characters) using the number keys, or specify a destination using the One Touch buttons or Speed Dial function.

For details about entering characters, see page 35 "Entering Characters". For details about specifying destinations using the One Touch buttons or Speed Dial function, see page 141 "Specifying the Fax Destination".

- If the machine is connected to the telephone network through a PBX, make sure to enter the outside line access number specified in [PBX Access Number] before the fax number. For [PBX Access Number], see page 189 "Administrator Settings".

4. Press the [Start] key.



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- Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. In this case, re-enter the number within 60

seconds, press [OK], and then press the [Start] key. If the fax numbers do not match, go back to Step 3. For [Fax Number Confirmation], see page 189 "Administrator Settings".

- When using the exposure glass in Memory Transmission mode, you will be prompted to place another original. In this case, proceed to the next step.

5. If you have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.

If you do not press [Yes] within 60 seconds, the machine will start to dial the destination.

6. When all originals have been scanned, press [No] or the [Start] key to start sending the fax.

Note

- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Fax TX Settings]. For [Pause Time], see page 174 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- You can specify multiple destinations and broadcast the fax you are sending. For sending a fax using the broadcast function, see page 141 "Specifying the Fax Destination".
- The machine prompts you to enter the fax number twice only when you dial the destination manually. Destinations specified using the One Touch buttons, Speed Dial function, or [Pause/Redial] key need not be confirmed.
- When in Memory Transmission mode, you can enable the [Auto Redial] setting under [Fax TX Settings] to set the machine to automatically redial the destination if the line is busy or an error occurs during transmission. For [Auto Redial], see page 174 "Fax Transmission Features Settings".
- When in Memory Transmission mode, the machine's memory may become full while scanning the originals. In this case, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again. For details about removing paper jammed in the ADF, see page 273 "Clearing Misfeeds".

Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Immediate Transmission mode

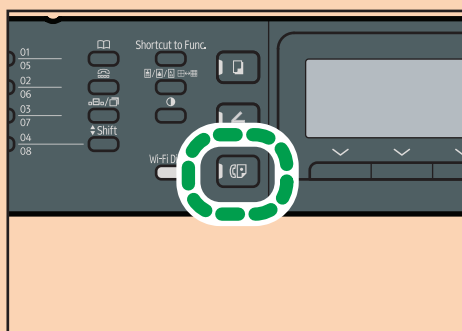
If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Memory Transmission mode

If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

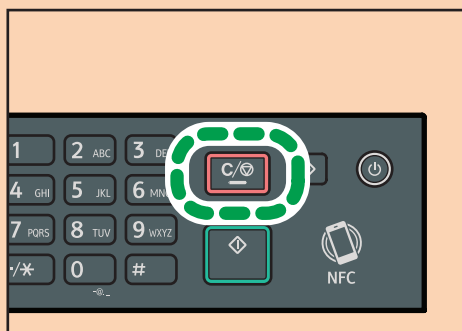
If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

1. Press the [Facsimile] key.



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2. Press the [Clear/Stop] key.



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Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal. For details about sending a fax using the broadcast function, see page 141 "Specifying the Fax Destination".

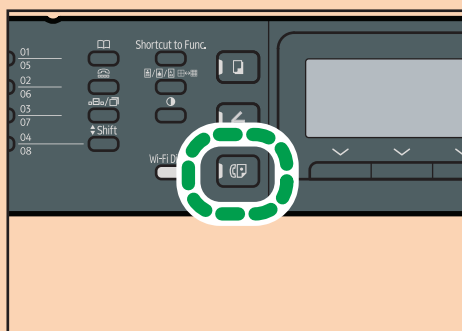
Specifying the Fax Destination

Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- One Touch buttons
- Speed Dial
- Broadcast function
- Redial function

Specifying the destination using the One Touch buttons

1. Press the [Facsimile] key.

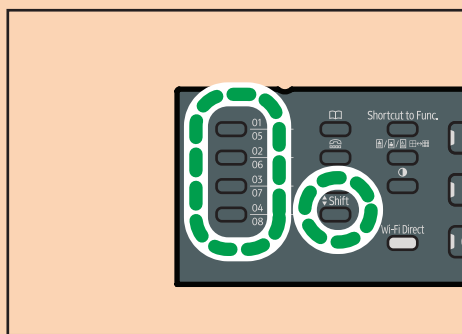


DSH154

2. Press the One Touch button to which the desired Quick Dial entry is registered.

For registering the Quick Dial entries, see page 133 "Registering Fax Destinations".

Press the [Shift] key if you want to use Quick Dial entries Nos. 5 to 8 before pressing a One Touch button.



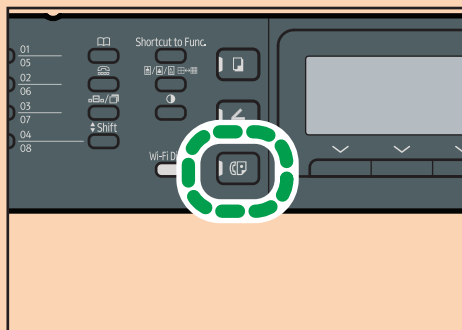
DSH200

↓ Note

- You can check the registered names and fax numbers by printing a report. For printing the Quick Dial list, see page 195 "Printing Lists/Reports".

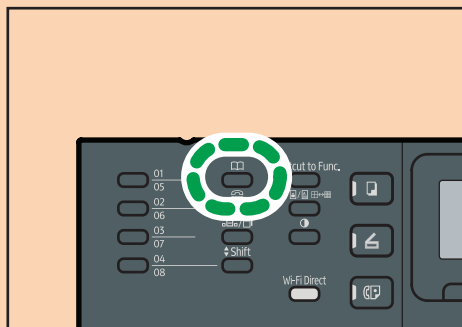
Specifying the destination using Speed Dial

1. Press the [Facsimile] key.



DSH154

2. Press the [Address Book] key.



DSH156

3. Press the [▲] or [▼] key to select [Search Address Book], and then press the [OK] key.

If you want to search for a specific entry by its registration number or name, use the following procedure:

- Searching by the registration number

Press the [Address Book] key again, enter the number using the number keys, and then press the [OK] key.

- Searching by the name

Enter the first letters of the name using the number keys, and then press the [OK] key. Each time you enter a character, the display changes to show the matching name.

4. Press the [▲] or [▼] key to select the desired Speed Dial entry, and then press the [OK] key.

For registering the Speed Dial entries, see page 133 "Registering Fax Destinations".

↓ Note

- The Address Book shows only the Speed Dial entries. Use the One Touch buttons to specify Quick Dial destinations.

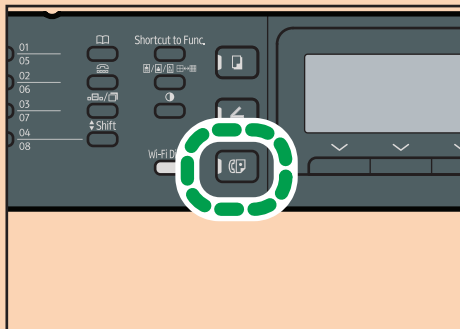
- You can check the registered names and fax numbers by printing a report. For printing the Speed Dial list, see page 195 "Printing Lists/Reports".

Specifying the destination using the broadcast function

You can send a fax to multiple destinations (up to 100 destinations) simultaneously.

Faxes are sent to destinations in the order they were specified.

1. Press the [Facsimile] key.



DSH154

2. Add a destination by using one of the following methods:

- To add a Quick Dial destination: press a corresponding One Touch button.
- To add a Speed Dial destination: press the [Address Book] key, select [Search Address Book], select a destination, and then press the [OK] key.
- To add a manually-specified destination: confirm that [No.key] is pressed, and then enter the destination fax number using the number keys.

3. Press the [OK] key.

Press [List] to see the list of destinations that have been added so far.

Go back to Step 2 to add further destinations.

Note

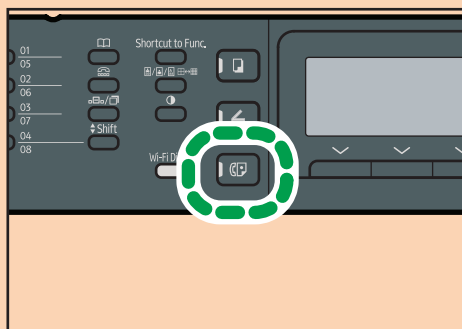
- While specifying multiple destinations, you can press the [Clear/Stop] key to clear all destinations.
- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- While broadcasting, pressing the [Clear/Stop] key cancels the fax to the current destination only.

Specifying the destination using the redial function

You can specify the last used destination as the destination for the current job.

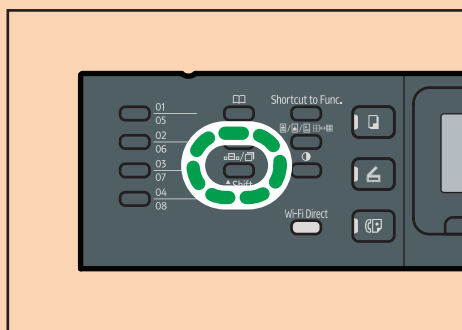
This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. Press the [Facsimile] key.



DSH154

2. Press the [Pause/Redial] key.



DSH151

Useful Sending Functions

You can check the status of the other party's machine easily before sending a fax by using the On Hook Dial function. Using an external telephone, you can talk and send a fax in one call.

You can check the status of the other party's machine easily before sending a fax by using the On Hook Dial function. Using the handset or an external telephone, you can talk and send a fax in one call.

The procedure differs depending on whether [Operation] is set to [Easy Mode] or [Advanced Mode] in [Fax Features].

Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

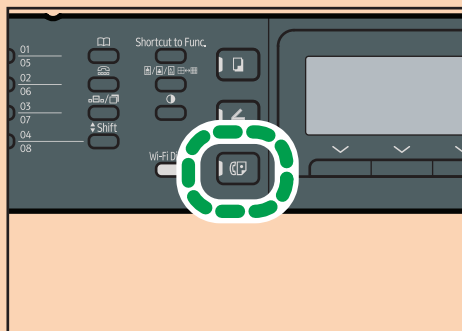
★ Important

- The On Hook Dial function cannot be used when [Fax Number Confirmation] under [Admin. Tools] is enabled.

1. Place the original.

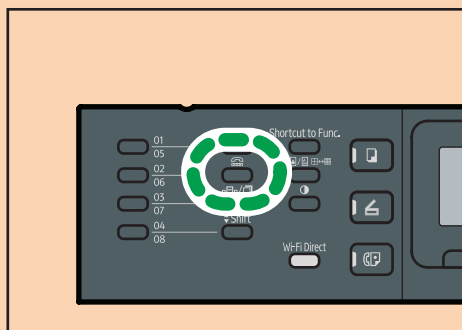
If [Operation] is set to [Easy Mode], you cannot send faxes using the exposure glass.

2. Press the [Facsimile] key.



DSH154

3. Press the [On Hook Dial] key.

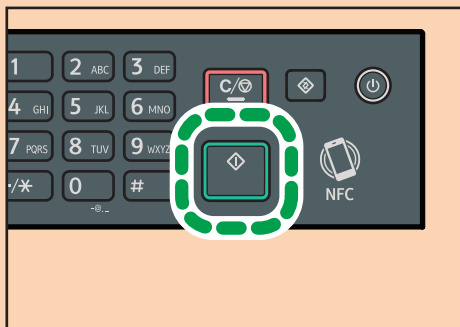


DSH157

"On Hook" appears on the screen.

4. Specify the destination using the number keys.

5. If you hear a high pitched tone, press the [Start] key.



DSH147

If [Operation] is set to [Easy Mode], Step 6 does not apply.

6. Press [TX], and then press the [Start] key.

↓ Note

- For details about selecting the transmission mode, see page 138 "Selecting Transmission Mode".
- For details about [Fax Number Confirmation], see page 189 "Administrator Settings".
- For details about [Operation], see page 176 "Fax Features Settings".

6

Sending a fax after a conversation

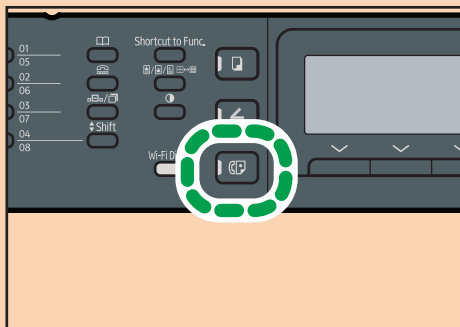
An external telephone allows you to send a fax after finishing your conversation without having to disconnect and redial. This function is useful when you want to ensure that the fax has been received.

The handset or an external telephone allows you to send a fax after finishing your conversation without having to disconnect and redial. This function is useful when you want to ensure that the fax has been received.

1. Place the original.

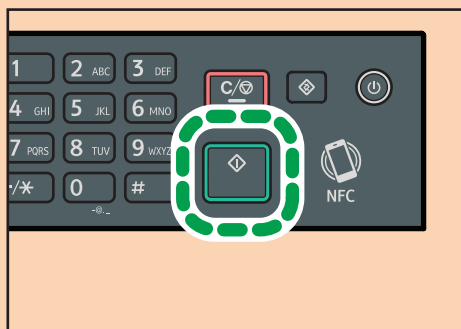
If [Operation] is set to [Easy Mode], you cannot send faxes using the exposure glass.

2. Press the [Facsimile] key.



DSH154

3. Pick up the handset.
4. Specify the destination using the external telephone.
5. Specify the destination using the external telephone or the machine's number keys if using the handset.
6. When the other party answers, ask them to press their fax start button.
7. If you hear a high pitched tone, press the [Start] key.



DSH147

6

If [Operation] is set to [Easy Mode], proceed to Step 8.

8. Press [TX], and then press the [Start] key.
9. Replace the handset.

↓ Note

- For details about [Operation], see page 176 "Fax Features Settings".

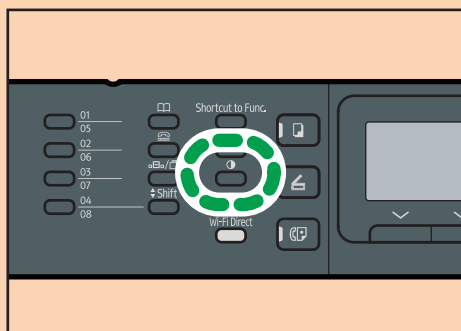
Specifying the Scan Settings for Faxing

Adjusting image density

This section describes how to adjust image density for the current job.

There are three image density levels. The darker the density level, the darker the printout.

1. Press the [Density] key.



DSH153

2. Press the [▲] or [▼] key to select the desired density level, and then press the [OK] key.

↓ Note

- You can change the machine's default [Density] setting to always scan with a specific density level. For [Density], see page 174 "Fax Transmission Features Settings".

Specifying the resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings:

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

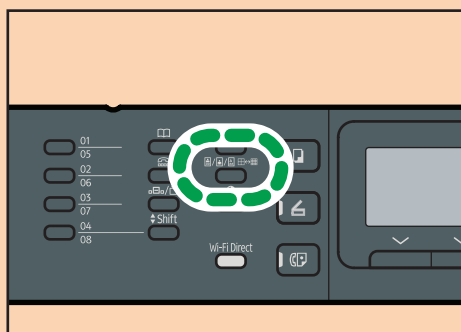
Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. Press the [Image Quality] key.



DSH148

1. Press the [▲] or [▼] key to select the desired resolution setting, and then press the [OK] key.

 Note

- You can change the machine's default [Resolution] setting to always scan with a specific resolution level. For [Resolution], see page 174 "Fax Transmission Features Settings".

MF Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select a destination from the LAN-Fax address book or enter a fax number manually. You can send faxes to up to 100 destinations at one time.

The procedure in this section is an example based on Windows 7.

★ Important

- Using LAN-Fax, you can send up to 10 pages (including the cover sheet) at a time.
- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the resolution or reduce the number of pages and try again.

1. Open the file you want to send.
2. On the [File] menu, click [Print...].
3. Select the LAN-Fax driver as the printer, and then click [Print].
4. Specify a destination.
 - To specify a destination from the LAN-Fax address book:
Select a destination from [User List:], and then click [Add to List].
Repeat this step to add more destinations.
 - To enter a fax number directly:
Click the [Specify Destination] tab, and enter a fax number (up to 40 digits) in [Fax Number:], and then click [Add to List].
Repeat this step to add more destinations.
5. To attach a cover sheet, click [Edit Cover Sheet] on the [Specify Destination] tab, and then select the [Attach a Cover Sheet] check box.
Edit the cover sheet as necessary, and then click [OK].
For details about editing a fax cover sheet, see page 156 "Editing a Fax Cover Sheet".
6. Click [Send].

Note

- For details, see the LAN-Fax driver help.
- A fax number can contain 0 to 9, "P" (pause), "*", "#", "-", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under [Fax TX Settings]. For [Pause Time], see page 174 "Fax Transmission Features Settings".
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the [Destination List:], and then click [Delete from List].
- You can register the fax number you entered in the [Specify Destination] tab in the LAN-Fax Address Book. Click [Save to Address Book] to open the dialog box for registering a destination.

Canceling a fax

6

You can cancel sending a fax using either the machine's control panel or your computer, depending on the status of the job.

Canceling while the machine is receiving a fax from the computer

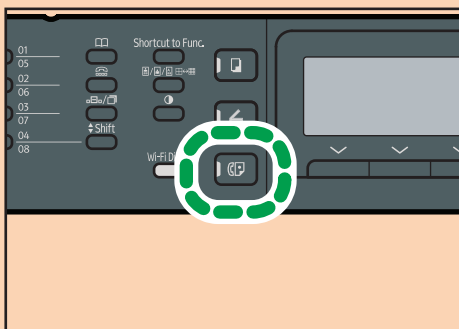
If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

1. Double-click the printer icon on the task bar of your computer.
2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].
3. Click [Yes].

Canceling while sending a fax

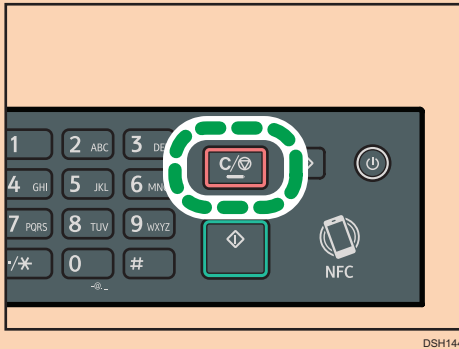
Cancel the fax using the control panel.

1. Press the [Facsimile] key.



DSH154

2. Press the [Clear/Stop] key.



Configuring Transmission Settings

This section describes how to configure transmission settings in the LAN-Fax driver's properties. Properties are set separately for each application.

1. On the [File] menu, click [Print...].
2. Select the LAN-Fax driver as the printer, and then click a button such as [Preferences].
LAN-Fax driver properties dialog box appears.
3. Click the [Setup] tab.
4. Configure settings as necessary, and then click [OK].
For details about the settings, see the LAN-Fax driver help.

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax address book. Configure the LAN-Fax address book on the computer. The LAN-Fax address book allows you to specify LAN-Fax destinations quickly and easily. The LAN-Fax address book can contain up to 1000 entries, including individual destinations and groups of destinations.

Opening the LAN-Fax address book

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the LAN-Fax driver icon, and then click [Printing Preferences].
3. Click the [Address Book] tab.

Registering destinations

1. Open the LAN-Fax address book, and then click [Add User].
2. Enter the destination information.
You must enter a contact name and fax number.
3. Click [OK].

Modifying destinations

1. Open the LAN-Fax address Book, select the destination you want to modify from the [User List:], and then click [Edit].
2. Modify information as necessary, and then click [OK].
Click [Save as new User] if you want to register a new destination with similar information. This is useful when you want to register a series of destinations that contain similar information. To close the dialog box without modifying the original destination, click [Cancel].

6

Registering groups

1. Open the LAN-Fax address Book, and then click [Add Group].
2. Enter the group name in [Group Name].
3. Select the destination you want to include in the group from [User List:], and then click [Add].
To delete a destination from a group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].
4. Click [OK].

Modifying groups

1. Open the LAN-Fax address Book, select the group you want to modify from the [User List:], and then click [Edit].
2. To add a destination to the group, select the destination you want to add from [User List:] and click [Add].
3. To delete a destination from the group, select the destination you want to delete from [List of Group Members:], and then click [Delete from List].
4. Click [OK].

Deleting individual destinations or groups

1. Open the LAN-Fax Address Book, select the destination you want to delete from [User List:], and then click [Delete].

A confirmation message appears.

2. Click [Yes].

Exporting/Importing LAN-Fax Address Book data

★ Important

- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.

Exporting LAN-Fax Address Book data

LAN-Fax Address Book data can be exported to a file in CSV (Comma Separated Values) format. Follow this procedure to export LAN-Fax Address Book data.

1. Open the LAN-Fax Address Book, and then click [Export].
2. Navigate to the location to save the LAN-Fax Address Book data, specify a name for the file, and then click [Save].

Importing LAN-Fax Address Book data

LAN-Fax Address Book data can be imported from files in CSV format. You can import address book data from other applications if the data is saved as a CSV file.

1. Open the LAN-Fax Address Book, and then click [Import].
2. Select the file containing the address book data, and then click [Open].

A dialog box for selecting the items to import appears.

3. For each field, select an appropriate item from the list.

Select [*empty*] for fields for which there is no data to import. Note that [*empty*] cannot be selected for [Name] and [Fax].

4. Click [OK].

For details about the settings, see the LAN-Fax driver help.

↓ Note

- CSV files are exported using Unicode encoding.
- LAN-Fax Address Book data can be imported from CSV files whose character encoding is Unicode or ASCII.
- Group data cannot be exported or imported.

- Up to 1000 destinations can be registered in the LAN-Fax Address Book. If this limit is exceeded during importing, the remaining destinations will not be imported.

Editing a Fax Cover Sheet

1. On the [File] menu, click [Print...].
2. Select the LAN-Fax driver as the printer, and then click [Print].
3. Click the [Specify Destination] tab, and then click [Edit Cover Sheet].
4. Configure settings as necessary, and then click [OK].

For details about the settings, see the LAN-Fax driver help.

MF Receiving a Fax

★ Important

- When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.
- The machine may not be able to receive faxes when the amount of free memory space is low.

↓ Note

- You can use an external telephone to use this machine as a telephone.
- You can use the handset or an external telephone to use this machine as a telephone.
- Only A4, Letter, or Legal size paper can be used for printing faxes.

Selecting Reception Mode

This section describes how to specify the reception mode.

For details about the types of the reception modes, see page 129 "Types of Transmission and Reception Modes".

The reception modes are as follows:

When using the machine only as a fax machine

Select the following mode when no handset, external telephone, or telephone answering device is connected:

- Fax Only mode (auto reception)

In this mode, the machine is used only as a fax machine and receives faxes automatically.

When using the machine with an external device

Select one of the following modes when the handset, external telephone, or telephone answering device is connected:

- FAX/TEL Manual mode (manual reception)

In this mode, you must answer calls with the handset or an external telephone. If a call is a fax call, you must start the fax reception manually.

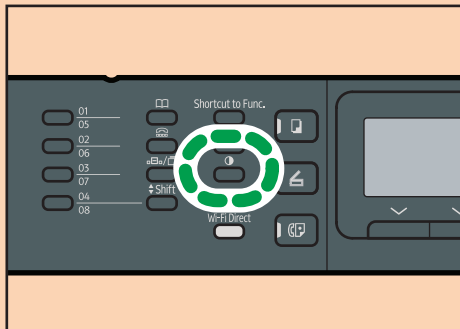
- Fax Only mode (auto reception)

In this mode, the machine automatically answers all incoming calls in fax reception mode.

- FAX/TAD mode (auto reception)

In this mode, you can use the machine with an external telephone answering device.

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Switch Reception Mode], and then press the [OK] key.
5. Press the [▲], [▼], [◀], or [▶] key to select the desired reception mode, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

↓ **Note**

- In FAX/TAD mode, the machine automatically starts to receive faxes after the external telephone answering device rings the number of times specified in [Total No. of Rings (TAD)] under [Fax Features]. Make sure to set the external telephone answering device to answer calls before the machine starts to receive faxes. For [Total No. of Rings (TAD)], see page 176 "Fax Features Settings".

Receiving a fax in FAX/TEL Manual mode

★ **Important**

- The procedure differs depending on whether [Operation] is set to [Easy Mode] or [Advanced Mode] in [Fax Features].
- To receive faxes, be sure to first remove any originals loaded in the ADF.

1. Pick up the handset to answer the call.

A normal telephone call starts.

2. When you hear a fax calling tone or no sound, press the [Facsimile] key, and then press the [Start] key.

If [Operation] is set to [Easy Mode], proceed to Step 5.

3. Press [RX].

4. Press the [Start] key.

5. Replace the handset.

↓ Note

- For details about [Operation], see page 176 "Fax Features Settings".

Receiving a fax in Fax Only mode

When the reception mode is set to Fax Only mode, the machine automatically answers all incoming calls in fax reception mode.

↓ Note

- You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Features]. For [Number of Rings], see page 176 "Fax Features Settings".
- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually. To receive the fax manually, see page 158 "Receiving a fax in FAX/TEL Manual mode".

Receiving a fax in FAX/TAD mode

When the reception mode is set to FAX/TAD mode, the external telephone answering device answers and records messages when the machine receives telephone calls. If the incoming call is a fax call, the machine receives the fax automatically.

1. When there is an incoming call, the external telephone answering device rings the number of times specified in [Total No. of Rings (TAD)] under [Fax Features].

For [Total No. of Rings (TAD)], see page 176 "Fax Features Settings".

If the external telephone answering device does not answer, the machine starts to receive the fax automatically.

2. If the external telephone answering device answers, the machine monitors silence on the line for 30 seconds (silence detection).

- If a fax calling tone or no sound is detected, the machine starts to receive the fax automatically.
- If a voice is detected, a normal telephone call starts. The external telephone answering device records messages.

↓ Note

- You can manually receive a fax during silence detection. To receive the fax manually, see page 158 "Receiving a fax in FAX/TEL Manual mode".
- Silence detection does not terminate for 30 seconds even if the external telephone answering device goes on-hook, unless you press the [Clear/Stop] key and disconnect the call.

Forwarding or Storing Faxes in Memory

To prevent unauthorized users from seeing sensitive faxes, you can set the machine to forward received faxes to a preset destination, or store them in memory without printing them out.

↓ Note

- The table below shows what happens after forwarding succeeds or fails depending on the machine's configuration.

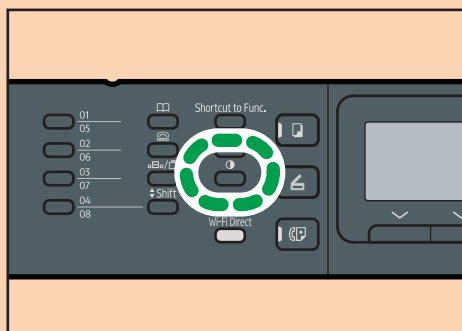
Forwarding	[Print Received File]	Results
Success	Automatic	The machine prints out the fax and deletes it from memory.
Success	Manual	The machine stores the fax in memory for later manual printing.
Failure	Automatic	The machine prints out a forwarding failure report, prints out the fax, and then deletes it from memory.
Failure	Manual	The machine prints out a forwarding failure report and stores the fax in memory for later manual printing.

- If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory. The remaining pages will start printing as soon as the problem is resolved.
- The number of forwarding attempts and the attempt interval time can be specified using Web Image Monitor. For details about the forwarding destination, forwarding trials and interval settings, see page 208 "Configuring the System Settings".

Forwarding settings

To specify the forwarding conditions for received faxes, configure the machine as follows:

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Reception File Setting], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Forward & Print], and then press the [OK] key.

To send e-mail notifications after faxes are forwarded, proceed to Step 6. If not, proceed to Step 8.

6. Press the [▲] or [▼] key to select [Notify Forward Status], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Active], and then press the [OK] key.
 - [Active]: Send an e-mail notification after forwarding. E-mail notification destination depends on how the forwarding destination is configured.
 - [Inactive]: An e-mail notification is not sent.

Specifying the forwarding destination using Web Image Monitor

1. Start the web browser and access the machine by entering its IP address.
2. Click [System Settings].
3. Click the [Fax] tab.
4. Specify the forwarding destination in [Forwarding Destination].
 - [E-mail Address]: Enter a destination e-mail address.
 - [Scan Destination]: Select a scan destination as a forwarding destination.
5. Click [OK].
6. Close the web browser.

For details about using Web Image Monitor, see page 202 "Using Web Image Monitor".

Configuring the storing conditions

To specify the storing conditions for received faxes, configure the machine as follows:

1. Press the [User Tools] key.
2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Reception File Setting], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [Print] or [Forward & Print], and then press the [OK] key.
6. Press the [▲] or [▼] key to select [Print Received File], and then press the [OK] key.
7. Press the [▲] or [▼] key to select [Automatic] or [Manual], and then press the [OK] key.
 - [Automatic]: Automatically print out the received faxes and delete from memory.
 - [Manual]: Store the received faxes in memory for later manual printing.

8. Press the [User Tools] key to return to the initial screen.

When the fax is successfully printed out, it will be deleted from memory.

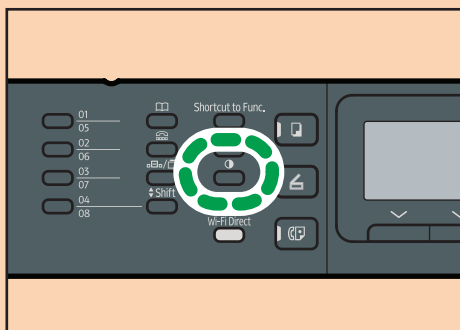
If the machine is unable to print out a fax due to machine errors such as an empty paper tray or a paper jam, the fax will remain in memory. The remaining pages will start printing as soon as the problem is resolved.

Printing Out Faxes Stored in Memory

This section explains how to print out received faxes stored in the machine's memory.

If the Data-In indicator is flashing, there is a fax in machine's memory. Follow the procedure below to print the fax.

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Reception Settings], and then press the [OK] key.
4. Press the [▲] or [▼] key to select [RX Store File], and then press the [OK] key.

5. Press the [▲] or [▼] key to select [Print Selected File], and then press the [OK] key.
6. Press the [▲] or [▼] key to select the print job, and then press the [OK] key.
7. Press the [OK] key.
8. Press the [User Tools] key to return to the initial screen.

MF

Lists/Reports Related to Fax

The lists and reports related to the fax function are as follow:

- Fax Journal
Prints a fax transmission and reception journal for the last 50 jobs.
- TX Status Report
Prints out the latest transmission result.
- TX/RX Standby File List
Prints a list of pending fax jobs remaining in the machine's memory.
- Power Failure Report
Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time.
- Fax Speed Dial List
Prints a list of Speed Dial entries.
- Quick Dial Dest. List
Prints a list of Quick Dial entries.



Note

- For more information on Fax Journal and TX Status Report, see page 176 "Fax Features Settings".

7. Configuring the Machine Using the Control Panel

MF This chapter describes how to configure the machine using the control panel.

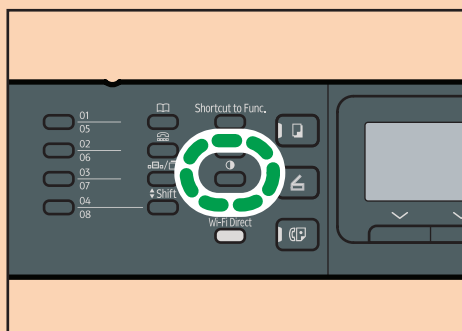
MF Basic Operation

There are two main ways to access the machine settings:

- Press the [User Tools] key to access the System or Network settings.
- Press the [◀] or [▶] key while in standby mode of each function to access the Copy, Scan, or Fax settings.

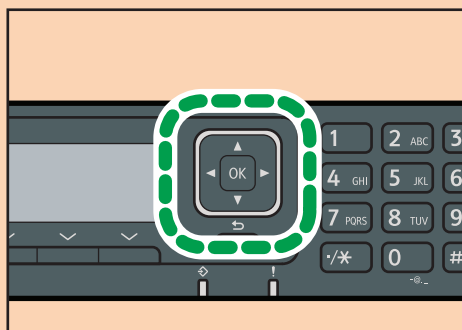
To check which category the function you want to configure belongs to, see page 167 "Menu Chart".

1. If you want to configure the machine's system settings, press the [User Tools] key.



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Otherwise, press the [◀] or [▶] key while "Ready" is displayed on the initial screen of the Copy, Scan, and Fax settings.



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2. Press the [▼] or [▲] key to select the settings you want to use.

For a list of available items, see page 167 "Menu Chart".

If you select [Address Book], [Network Settings], or [Admin. Tools] menu, you might be requested to enter a password. Enter the four-digit password, and then press the [OK] key. For details about the password, see [Admin. Tools Lock] on page 189 "Administrator Settings".

3. To confirm setting items and values displayed, press the [OK] key.

4. To go back to the previous item, press the [Back] key.

Note

- To return to the initial screen, press the [Back] key the same amount of times as the number of selected items, or press the [User Tools] key once.

Menu Chart

This section lists the parameters included in each menu.

For details about configuring the machine using Web Image Monitor, see page 201 "Configuring the Machine Using Utilities".

★ Important

- Some items can also be configured using Web Image Monitor.

Copier Features ([◀] [▶] key setting)

For details, see page 168 "Copier Features Settings".

Scan Settings ([◀] [▶] key setting)

For details, see page 172 "Scanner Features Settings".

Fax TX Settings ([◀] [▶] key setting)

For details, see page 174 "Fax Transmission Features Settings".

Fax Features ([User Tools] key setting)

For details, see page 176 "Fax Features Settings".

Address Book ([User Tools] key setting)

For details, see page 181 "Address Book Settings".

System Settings ([User Tools] key setting)

For details, see page 182 "System Settings".

Tray Paper Settings

For details, see page 187 "Tray Paper Settings".

WiFi Setup Wizard

For details, see Setup Guide.

Network Settings ([User Tools] key setting)

For details, see page 197 "Network Settings".

Print List/Report ([User Tools] key setting)

For details, see page 195 "Printing Lists/Reports".

Admin. Tools ([User Tools] key setting)

For details, see page 189 "Administrator Settings".

MF Copier Features Settings

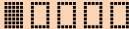
Item	Description	Value
Select Paper	Specifies the paper size used for printing copies. When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine checks the trays for the paper of the specified size in the order of priority as set in [Paper Tray Priority] under [Tray Paper Settings]. If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.	• Tray 1 • Bypass Tray Default: [Tray 1]
Sort	Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).	• Off • On Default: [Off]
Original Type	Specifies the content of originals, to optimize copy quality.	• Mixed Select this when the original contains both text and photographs or pictures. • Text Select this when the original contains only text and no photographs or pictures. • Photo Select this when the original contains photographs or pictures. Use this mode for the following types of original: • Photographs

Item	Description	Value
		- Pages that are entirely or mainly photographs or pictures, such as magazine pages. - Vou. Default: [Mixed]
Density	Specifies the image density for photocopying.	 (Lightest)     (Darkest) Default: 
Reduce/Enlarge	Specifies the percentage by which copies are enlarged or reduced.	 Region A 50% 71% (A4->A5) 82% (B5J->A5) 93% 100% 122% (A5->B5J) 141% (A5->A4) 200% 400%  Region B 50% 65% LT->HLT 78% LG->LT 93% 129% HLT->LT 155% HLT->LG 200% 400%

Item	Description	Value
		Zoom 25-400% Default: [100%]
Duplex/Combine	Specifies combined copying. Select a copy mode according to your original and how you want the copy outputs to appear. For more details, see page 82 "Making Combined/2-sided Copies". Note that enabling combined copying automatically disables ID card copying.	- Off 1Sd 2Orig->Comb 2on1 1Sd 1Sd 4Orig->Comb 4on1 1Sd 1 Sided Orig->2 Sided Copy 1Sd 4Orig->Comb 2on1 2Sd 1Sd 8Orig->Comb 4on1 2Sd
ID Card Settings	Specifies the ID Card Copy setting.	- ID Card Copy - Off - On Default: [Off] - ID Card Center Line Specify whether to draw a center line when making ID card copy. - Print - Do not Print Default: [Do not Print] - ID Card Size You can change the ID card copy scanning size. - Horizontal: 50 to 148mm (1.90 to 5.83 inches) - Vertical: 50 to 216mm (1.90 to 8.50 inches)

Item	Description	Value
		Default(horizontal × vertical): 57×88mm (2.24×3.46inches)

MF Scanner Features Settings

Item	Description	Value
Scan Size	Specifies the scanning size according to the size of the original.	$8\frac{1}{2} \times 5\frac{1}{2}$, $7\frac{1}{4} \times 10\frac{1}{2}$, A4, B5, A5, 16K, Custom Size  Region A Default: [A4]  Region B Default: [$8\frac{1}{2} \times 11$]
Scanning Mode	Specifies the scanning mode using the control panel.	- B&W The machine creates 1-bit black-and-white images. Images contain only black and white colors. - Color The machine creates 8-bit color images. Images are full color. - Gray Scale The machine creates 8-bit black-and-white images. Images contain black and white, and intermediate gray colors. Default: [B&W]
Max. E-mail Size	Specifies the maximum size of a file that can be sent by e-mail.	1 MB 2 MB 3 MB 4 MB 5 MB - No Limit Default: [1 MB]
Density	Specifies the image density for scanning originals.	 (Lightest)   

Item	Description	Value
		•  (Darkest) Default: 
Resolution	Specifies the resolution for scanning the original.	• 100 × 100dpi • 150 × 150dpi • 200 × 200dpi • 300 × 300dpi • 400 × 400dpi • 600 × 600dpi Default: [300 × 300dpi]
Compression (Color)	Specifies the color compression ratio for JPEG files. The lower the compression ratio, the higher the quality but greater the file size.	• Low • Medium • High Default: [Medium]
Limitless Scan	Sets the machine to request next originals when scanning with the exposure glass.	• Off • On Default: [Off]
File Type	Specifies whether to create a multi-page file containing all pages or separate single-page files when scanning multiple pages. Note that a scanned file can contain multiple pages only when the file format is PDF or TIFF. If the file format is JPEG, a single-page file is created for each scanned page.	• Multi-page • Single Page Default: [Multi-page]

MF Fax Transmission Features Settings

Item	Description	Value
Immediate TX	Sets the machine to send a fax immediately when the original is scanned.	- Off Select this when using Memory Transmission. - On Select this when using Immediate Transmission. - Next Fax Only Select this when using Immediate Transmission for the next transmission only. Default: [Off]
Resolution	Specifies the resolution to use for scanning originals.	- Standard Select this when the original is a printed or typewritten document with normal-sized characters. - Detail Select this when the original is a document with small print. - Photo Select this when the original contains images such as photographs or shaded drawings. Default: [Standard]
Density	Specifies the image density to use for scanning originals.	- Light - Normal - Dark Default: [Normal]
Pause Time	Specifies the length of pause time when a pause is inserted between the digits of a fax number.	1 to 15 seconds Default: 3 seconds

Item	Description	Value
Auto Redial	Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs, if the machine is in Memory Transmission mode. The number of redial attempts is preset to two or three times, depending on the [Country] setting under [Admin. Tools], in five-minute intervals.	• Off • On Default: [On]
Print Fax Header	Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and fax number of the machine, job ID, and page information.	• Off • On Default: [On]

MF

Fax Features Settings

Reception Settings

Specifies the settings for receiving a fax.

Item	Description	Value
Switch Reception Mode	Specifies the reception mode.	- Fax Only The machine automatically answers all incoming calls in fax reception mode. - FAX/TEL(Mnl.) The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes. - FAX/TAD The machine receives faxes automatically when a fax call is received. Otherwise, the connected telephone answering device answers the call. Default: [Fax Only]
Auto Reduction	Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper. Note that the machine only reduces the size down to 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.	- Off - On Default: [On] Default may be [Off] depending on the [Country] setting under [Admin. Tools].
Total No. of Rings (TAD)	Specifies the number of times the external telephone answering device rings before the machine starts to receive faxes in FAX/TAD mode.	1 to 20 times, in increments of 1 Default: 5 times

Item	Description	Value
Number of Rings	Specifies the number of times the machine rings before it starts to receive faxes in Fax Only mode.	3 to 5 times 1 to 3 times Default: 3 times
RX Store File	You can print or delete received faxes.	• Print Selected File You can select and print received faxes. • Delete Selected File You can select and delete received faxes. • Delete All Files
Reception File Setting	Sets the machine to store received faxes into memory for printing or forward them to a preset destination. Use Web Image Monitor to specify the forwarding destination (for details, see page 208 "Configuring the System Settings").	• Print • Forward & Print Default: [Print]
Print Received File	Sets the machine to automatically print the faxes received into memory or store them for later manual printing.	• Manual • Automatic Default: [Automatic]
Notify Forward Status	Sets the machine to send e-mail notifications after faxes are forwarded. The e-mail notification destination depends on how the forwarding destination is configured using Web Image Monitor (for details, see page 208 "Configuring the System Settings").	• Inactive • Active Default: [Inactive]

Delete TX Standby File

Deletes unsent fax jobs remaining in the machine's memory. The machine can store up to 5 unsent fax jobs. This function is only performed when selected.

Item	Description	Value
Delete Selected File	To delete a fax job, select the desired job, and then press the [OK] key. Pressing the [Back] key exits to the previous level of the menu tree without deleting the fax job.	
Delete All Files	To delete the fax jobs, press the [OK] key. Pressing the [Back] key exits to the previous level of the menu tree without deleting the fax job.	

Communication Settings

Item	Description	Value
ECM Transmission	Sets the machine to automatically resend parts of the data that are lost during transmission.	- Off - On Default: [On]
ECM Reception	Sets the machine to automatically receive parts of the data that are lost during reception.	- Off - On Default: [On]
Dial Tone Detect	Sets the machine to detect a dial tone before the machine begins to dial the destination automatically. (Default may be [Not Detect] depending on the [Country] setting under [Admin. Tools].)	- Detect - Not Detect Default: [Detect]
Transmission Speed	Specifies the transmission speed for the fax modem.	33.6 Kbps 14.4 Kbps 9.6 Kbps 7.2 Kbps 4.8 Kbps 2.4 Kbps Default: [33.6 Kbps]

Item	Description	Value
Reception Speed	Specifies the reception speed for the fax modem.	• 33.6 Kbps • 14.4 Kbps • 9.6 Kbps • 7.2 Kbps • 4.8 Kbps • 2.4 Kbps Default: [33.6 Kbps]

Report Print Settings

Item	Description	Value
Print TX Status Report	Sets the machine to print a transmission report automatically after a fax transmission. When the machine is in Immediate Transmission mode, the image of the original will not be reproduced on the report, even if [Error Only (Image Attached)] or [Every TX (Image Attached)] is selected. Note that if a memory error occurs for LAN-Fax transmission, a transmission report will always be printed regardless of this setting. The transmission report will be printed on A4 or Letter size paper.	• Error Only Prints a report when a transmission error occurs. • Error Only (Image Attached) Prints a report with an image of the original when transmission error occurs. • Every TX Prints a report for every fax transmission. • Every TX (Image Attached) Prints a report with an image of the original for every fax transmission. • Do not Print Default: [Every TX (Image Attached)]
Print Fax Journal	Sets the machine to print a fax journal automatically for every 50 fax jobs (both sent and received). The fax journal will be printed on A4 or Letter size paper.	• Auto Print • Do not Auto Print Default: [Auto Print]

Operation

Item	Description	Value
Operation	You can simplify the procedure for sending and receiving faxes by disabling the use of the exposure glass. If originals are loaded in the ADF, you can fax them using the ADF in either mode by pressing the [Start] key.	• Easy Mode If you select [Easy Mode], you can receive faxes by pressing the [Start] key. The exposure glass cannot be used in this mode. • Advanced Mode If you select [Advanced Mode], you can specify whether to send or receive faxes after pressing the [Start] key. Default: [Advanced Mode] Default: [Easy Mode]

Switch FaxMode By HandSet

Item	Description	Value
Switch FaxMode By HandSet	Set whether the machine switches to fax mode after the handset is lifted.	• Off • On Default: [On]

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Address Book Settings

Item	Description	Value
Quick Dial Dest.	Specifies the fax number and name for Quick Dial entries. You can register up to 8 Quick Dial entries.	- No. Specifies the Quick Dial number. - Fax No. Specifies the fax number for Quick Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "✳", "#", and space. - Name Specifies the name for Quick Dial entries. The name can contain up to 20 characters.
Fax Speed Dial Dest.	Specifies the fax number and name for Speed Dial entries. You can register up to 100 Speed Dial entries.	- No. Specifies the Speed Dial number. - Fax No. Specifies the fax number for Speed Dial entries. The fax number can contain up to 40 characters, including 0 to 9, pause, "✳", "#", and space. - Name Specifies the name for Speed Dial entries. The name can contain up to 20 characters.

MF System Settings

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Item	Description	Value
Panel Key Sound	Specifies the volume of the beep that sounds when a key is pressed.	• Off • Low • Middle • High Default: [Low]
On Hook Mode	Specifies the volume of the sound from the speaker during on hook mode.	• Off • Low • Middle • High Default: [Middle]
Job End Tone	Specifies the volume of the beep that sounds when a job is complete.	• Off • Low • Middle • High Default: [Middle]
Job Error Tone	Specifies the volume of the beep that sounds when a fax transmission error occurs.	• Off • Low • Middle • High Default: [Middle]
Alarm Volume	Specifies the volume of the alarm that sounds when an operation error occurs.	• Off • Low • Middle • High Default: [Middle]

I/O Timeout

Item	Description	Value
USB	Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via USB. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.	• 15 sec. • 60 sec. • 300 sec. Default: [60 sec.]
Network	Specifies how many seconds the machine waits for print data, if the data is interrupted while it is being sent from the computer via network. If the machine does not receive any more data within the time specified here, the machine only prints the data it has received. If printing is frequently interrupted by data from other ports, increase the timeout period.	• 15 sec. • 60 sec. • 300 sec. Default: [15 sec.]
Fixed USB Port	Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection.	• Off You must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection. • On The same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model. Default: [Off]

Auto Continue

Item	Description	Value
Auto Continue	Sets the machine to ignore an error with paper size or type and continue printing. The printing stops temporarily when an error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.	• Off • On Default: [Off]

Toner Saving

Item	Description	Value
Toner Saving	Sets the machine to print using a reduced amount of toner (for prints made by the copier function only).	• Off • On Default: [Off]

7**Toner End Option Settings (only SP 221SF, SP 220SFNw, and SP 221SFNw)**

Item	Description	Value
Toner End Option Settings	This setting is used to monitor the toner level.	• Continue Printing The machine no longer monitors the toner level. Even when the toner runs out, printing will continue and no messages will be displayed. • Stop Printing Monitoring the toner level is enabled. The remaining toner level can be checked in the control panel and on Web Image Monitor. Default: [Stop Printing]

Supplies Status

Displays information about consumables. To replace the print cartridge, contact your sales or service representative.

Item	Description	Value
Print Cart.	Displays the remaining amount of supplies.	• ■■■■■■ (New) • ■■■■■□ • ■■■■□□ • ■■■□□□ • ■□□□□□ • □□□□□□ (Needs replacing)

Printer Registration

Adjust the registration of each tray if necessary. You can adjust the registration value between -15 and +15 (that is, -1.5 and +1.5 mm, in 0.1 mm increments).

Default: 0 for all parameters

Item	Description
Horiz.: Tray 1	Select this to adjust the tray 1 registration horizontally.
Vert.: Tray 1	Select this to adjust the tray 1 registration vertically.
Horiz.: Bypass Tray	Select this to adjust the bypass tray registration horizontally.
Vert.: Bypass Tray	Select this to adjust the bypass tray registration vertically.

Low Humidity Mode

Item	Description	Value
Low Humidity Mode	If the machine is used in a room where humidity level is low, black lines of a few millimeters thick may appear on printouts with 75-millimeter spaces in between. Selecting [On] for this setting may prevent these lines from appearing (wait for about one day until this setting becomes effective). Note that when this setting is enabled, the machine automatically performs self-maintenance in every 10 minutes.	• Off • On Default: [Off]

Image Density

Item	Description	Value
Image Density	Adjusts the density of images on prints.	-3 to +3 Default: 0

Fuser Unit Amelioration Mode

Item	Description	Value
Fuser Unit Amelrtn, Mode	If the toner is not transferred properly, causing the paper to be stained, select [On] to improve transferability.	• Off • On Default: [Off]

MF Tray Paper Settings

Item	Description	Value
Paper Type: Tray 1	Specifies the paper type for tray 1.	• Plain Paper • Recycled Paper • Thick Paper 1 • Thin Paper • Letterhead • Preprinted Paper • Prepunched Paper • Bond Paper • Cardstock • Color Paper Default: [Plain Paper]
Paper Type: Bypass Tray	Specifies the paper type for bypass tray.	• Plain Paper • Recycled Paper • Thick Paper 1 • Thin Paper • Letterhead • Preprinted Paper • Prepunched Paper • Bond Paper • Cardstock • Color Paper Default: [Plain Paper]
Paper Size: Tray 1		A4, 8 1/2 × 11, B5 JIS, B6 JIS, A5 LEF, A5 SEF, A6, 8 1/2 × 14, 8 1/2 × 13, 8.5 × 13.4, 8.5 × 13.6, 16K, 8.11 × 13.3, 5 1/2 × 8 1/2, Custom Size  Region A Default: A4  Region B

Item	Description	Value
		Default: [8 1/2 × 11]
Paper Size: Bypass Tray		A4, 8 1/2 × 11, B5 JIS, B6 JIS, A5 LEF, A5 SEF, A6, 8 1/2 × 14, 8 1/2 × 13, 8.5 × 13.4, 8.5 × 13.6, 16K, 8.11 × 13.3, 5 1/2 × 8 1/2, Custom Size  Region A Default: [A4]  Region B Default: [8 1/2 × 11]
Size Mismatch Detection	Sets the machine to report an error if the paper size does not match the print job's settings.	• On • Off Default: [On]

MF Administrator Settings

Item	Description	Value
Set Date/Time	Sets the date and time of the machine's internal clock. (Default may differ depending on the [Country] setting under [Admin. Tools].)	• Set Date Specifies the date of the machine's internal clock. Only dates that correspond with the year and month can be set. Incompatible dates will be refused. Default date format: [Year/Month/Day] • Date format: Month/Day/Year, Day/Month/Year, or Year/Month/Day Year: 2000 to 2099 Month: 1 to 12 Day: 1 to 31 • Set Time Sets the time of the machine's internal clock. Default time format: [24-hour Format] • Time format: 12-hour Format, 24-hour Format AM/PM stamp: AM, PM (for 12-hour Format) Hour: 0 to 23 (for 24-hour Format), or 1 to 12 (for 12-hour Format) Minute: 0 to 59
Program Fax Information	Specifies the fax name and fax number of the machine.	• Number: Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+". • Name: Specifies the fax name of the machine using up to 20 alphanumeric characters and symbols.
Dial/Push Phone	Specifies the line type of the telephone line.	• Push Phone • Dial Phone (10PPS)

Item	Description	Value
	To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause failures in fax transmissions. [Dial Phone (20PPS)] may not appear depending on the country setting of the machine.	Dial Phone (20PPS) Default: [Push Phone]
PSTN / PBX	Sets the machine to connect to the public switched telephone network (PSTN) or a private branch exchange (PBX).	- PSTN - PBX Default: [PSTN]
PBX Access Number	Specifies the dial number to access the outside line when the machine is connected to a PBX. Make sure that this setting matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.	0 to 999 Default: 9
Function Priority	Specifies the mode that is activated when the power is turned on, or if the time specified for [System Auto Reset Timer] elapses without activity while the initial screen of the current mode is displayed.	- Copier - Facsimile - Scanner Default: [Copier]
System Auto Reset Timer	Sets the machine to return to the mode specified in [Function Priority].	- On (30 sec., 1 min., 2 min., 3 min., 5 min., 10 min.) - Off Default: [On] (30 seconds)

Item	Description	Value
Energy Saver Mode	Sets the machine to enter Energy Saver mode, Energy Saver mode 1 or Energy Saver mode 2, to reduce power consumption. The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [Copy] or [Start] key is pressed.	• EnergySaverMode 1 The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2. Default: [Off] • Off • On • EnergySaverMode 2 The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1. • On (1 to 240 minutes) • 30sec. • Off Default: [30sec.] • Europe • On (1 to 20 minutes) • 30sec. • Off • Countries other than European countries • On (1 to 240 minutes) • 30sec. • Off
Language	Specifies the language used on the screen and in reports. The default value for this setting is the language you	• English • German • French

Item	Description	Value
	have specified during the Initial Setup, which is required after turning on the machine for the first time.	• Italian • Spanish • Dutch • Swedish • Norwegian • Danish • Finnish • Portuguese • Czech • Hungarian • Polish • Japanese • Simplified Chinese • Russian • Brazilian Portuguese • Turkey • Arabic • Kazakhstan
Area (only SP 221S and SP 220SNw for Europe)	By selecting the area in which the machine is being used, you can narrow down the choice of display language and other settings. You can also specify this setting during the initial setup after turning the power on for the first time.	• Europe • Asia • Oceania • Americas • Africa Default: [Europe]
Country	Selects the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.	Algeria, Argentina, Australia, Austria, Belgium, Bolivia, Brazil, Bulgaria, Canada, Chile, China, Colombia, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, Ecuador, Egypt, El Salvador, Estonia, Finland, France, Germany, Greece, Guam, Guatemala, Honduras, Hong Kong, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Kuwait,

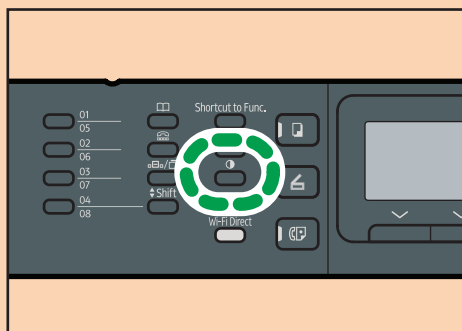
Item	Description	Value
	Make sure to select the country code correctly. Selecting a wrong country code may cause failures in fax transmissions. The default value for this setting is the country code you have specified during the Initial Setup, which is required after turning on the machine for the first time.	Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Montenegro, Morocco, Netherlands, New Zealand, Nicaragua, Nigeria, Norway, Oman, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Puerto Rico, Romania, Russia, Saudi Arabia, Senegal, Serbia, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Taiwan, Thailand, Trinidad and Tobago, Tunisia, Turkey, UAE, UK, Uruguay, USA, Venezuela, Vietnam, Virgin Islands, Yemen
Reset Settings	Be sure not to clear the settings by mistake.	• Reset All Settings Resets the machine's settings to their defaults except the following: • Language settings • Country settings • Network settings • Fax destinations • Reset Network Settings Resets the network settings to their defaults. Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the settings. • Clear Address Book Clears the fax Quick Dial/Speed Dial destinations. Press [Yes] to execute. Press [No] to exit to the previous level of the menu tree without clearing the destinations.
Shortcut to Function	Assigns one of the following functions to the [Shortcut to Func.] key on the control panel.	• ID Card Copy Mode • Fax Immediate TX • Select Scanner Dest. Default: [ID Card Copy Mode]
Admin. Tools Lock	Specifies a four-digit password for accessing the	• On (0000 to 9999) • Off

Item	Description	Value
	[Address Book], [Network Settings], and [Admin. Tools] menus. Do not forget this password.	Default: [Off]
IPsec	Selects whether to enable or disable IPsec. This function appears only when a password is specified under [Admin. Tools Lock].	• Inactive • Active Default: [Inactive]
Fax Number Confirmation	Sets the machine to require a fax number to be entered twice when specifying a destination manually. When this function is enabled, you cannot use the On Hook Dial function. This function appears only when a password is specified under [Admin. Tools Lock].	• On • Off Default: [Off]
Save Scn Data To USB	Specify whether to enable or disable Scan to USB. This function appears only when a password is specified under [Admin. Tools Lock].	• Inactive • Active Default: [Inactive]

MF Printing Lists/Reports

Printing the Configuration Page

1. Press the [User Tools] key.



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2. Press the [▲] or [▼] key to select [Print List/Report], and then press the [OK] key.
3. Press the [▲] or [▼] key to select [Configuration Page], and then press the [OK] key.
4. Press [OK] in the confirmation screen.

7

Types of Lists/Reports

Note

- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

Configuration Page

Prints general information and the current configurations of the machine.

Fax Journal

Prints a fax transmission and reception journal for the last 50 jobs.

TX/RX Standby File List

Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.

Quick Dial Dest. List

Prints a list of scan and fax Quick Dial entries.

Fax Speed Dial Dest. List

Prints a list of Speed Dial entries.

- Sort by Speed Dial No.

Prints the list with the entries sorted by Speed Dial registration number.

- Sort by Name

Prints the list with the entries sorted by name.

Scanner Dest. List

Prints a list of scan destinations.

Scanner Journal

Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.

Maintenance Page

Prints the maintenance page.

MF

Network Settings

★ Important

- Depending on the settings you change, the machine might need to be restarted.
- Depending on the model you are using, some items might not appear.

Ethernet

Item	Description	Value
MAC Address	Displays the machine's MAC address.	–
Ethernet Speed	Displays the current Ethernet speed setting.	• 100Mbps Full Duplex • 100Mbps Half Duplex • 10Mbps Full Duplex • 10Mbps Half Duplex • Ethernet Unavailable Appears when a network cable is not connected.
Set Ethernet Speed	Specifies the speed for Ethernet communication. Select a speed that matches your network environment. For most networks, the default setting is the optimum setting.	• Auto Select • 100Mbps Full Duplex • 100Mbps Half Duplex • 10Mbps Full Duplex • 10Mbps Half Duplex Default: [Auto Select]

Wi-Fi

Item	Description	Value
Wi-Fi Enable	Select whether to enable or disable Wireless LAN. If [Disable] is set, [Wi-Fi Status], [MAC Address], [Current Connection], [Setup Wizard], and [WPS] are not displayed.	• Disable • Enable Default: [Disable]
Wi-Fi Status	Displays the current connection status.	–
MAC Address	Displays the machine's MAC address.	–

Item	Description	Value
Current Connection	Displays detailed information about the connection, such as the SSID and the wireless signal strength.	–
Input SSID	Displays the procedure for manually connecting to a wireless LAN. It leads you step-by-step through configuring the settings for connecting with a wireless LAN.	–
WPS	Connects with one touch using WPS (Wi-Fi Protected Setup). For details, see Wi-Fi Settings Guide.	• PBC • PIN
WiFi Direct	Enables devices to communicate directly with each other without using a central access point.	–

IPv4 Configuration

Item	Description	Value
DHCP	Sets the machine to receive its IPv4 address, subnet mask, and default gateway address automatically from a DHCP server.	• Inactive • Active Default: [Active]
IP Address	Specifies the machine's IPv4 address when DHCP is not used. Use this menu to check the current IP address when DHCP is used.	Default: XXX.XXX.XXX.XXX The numbers represented by "X" vary according to your network environment.
Subnet Mask	Specifies the machine's subnet mask when DHCP is not used. Use this menu to check the current subnet mask when DHCP is used.	Default: XXX.XXX.XXX.XXX The numbers represented by "X" vary according to your network environment.
Gateway Address	Specifies the machine's default gateway address when DHCP is not used.	Default: XXX.XXX.XXX.XXX The numbers represented by "X" vary according to your network environment.

Item	Description	Value
	Use this menu to check the current default gateway address when DHCP is used.	
IP Address Method	Displays the IP address acquisition method.	• IP Not Ready • DHCP • Manual Config. • Default IP
Wifi Direct IP Address	Displays the IP address of Wi-Fi Direct.	–

IPv6 Configuration

Item	Description	Value
IPv6	Select whether to enable or disable IPv6.	• Inactive • Active Default: [Inactive]
DHCP	Sets the machine to receive its IPv6 address from a DHCP server.	• Inactive • Active Default: [Active]
IP Address (DHCP)	Displays the IPv6 address obtained from a DHCP server.	–
Manual Config. Address	Specifies the machine's IPv6 settings.	• Manual Config. Address Specifies the machine's IPv6 address when DHCP is not used. Can contain up to 46 characters. For details about entering characters, see page 35 "Entering Characters". • Prefix Length Specifies the prefix length, using a value between 0 and 128. • Gateway Address

Item	Description	Value
		Specifies the IPv6 address of the default gateway. Can contain up to 46 characters. For details about entering characters, see page 35 "Entering Characters".
Stateless Address	Displays the IPv6 stateless addresses obtained from a Router Advertisement.	• Stateless Address 1 • Stateless Address 2 • Stateless Address 3 • Stateless Address 4
Link-local Address	Displays the IPv6 link local address.	–

 Note

- Contact your network administrator for information about the network configuration.

8. Configuring the Machine Using Utilities

This chapter describes how to configure the machine using utilities.

Available Setting Functions Using Web Image Monitor and Smart Organizing Monitor

Use Web Image Monitor or Smart Organizing Monitor to change the configuration of the machine from a computer.

The operations that are available for Web Image Monitor and Smart Organizing Monitor are as follows:

Available operations	Web Image Monitor	Smart Organizing Monitor
Checking the system settings	Available	Available
Configuring the paper settings	Available	Available
Adjusting the sound volume	Available	Unavailable
Configuring the paper for copying	Available	Unavailable
MF Configuring fax settings	MF Available	MF Unavailable
Configuring toner saving	Available	Unavailable
Configuring the interface settings	Available	Available
MF Configuring the shortcut to function settings	MF Available	MF Unavailable
Registering destinations	Available	Unavailable
Checking the network settings	Available	Available
Configuring the IPsec settings	Available	Unavailable
Configuring the Energy Saver Mode	Available	Available
Configuring the administrator settings	Available	Unavailable
Printing lists/reports	Available	Available

MF

Using Web Image Monitor

★ Important

- Some items might not appear, depending on the model type you are using.
- Some items can also be configured using the control panel.

Supported web browsers

- Internet Explorer 6 or later
- Firefox 3.0 or later
- Safari 4.0 or later

↓ Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP or wireless LAN settings. For details, see page 214 "Configuring the Network Settings".

MF Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

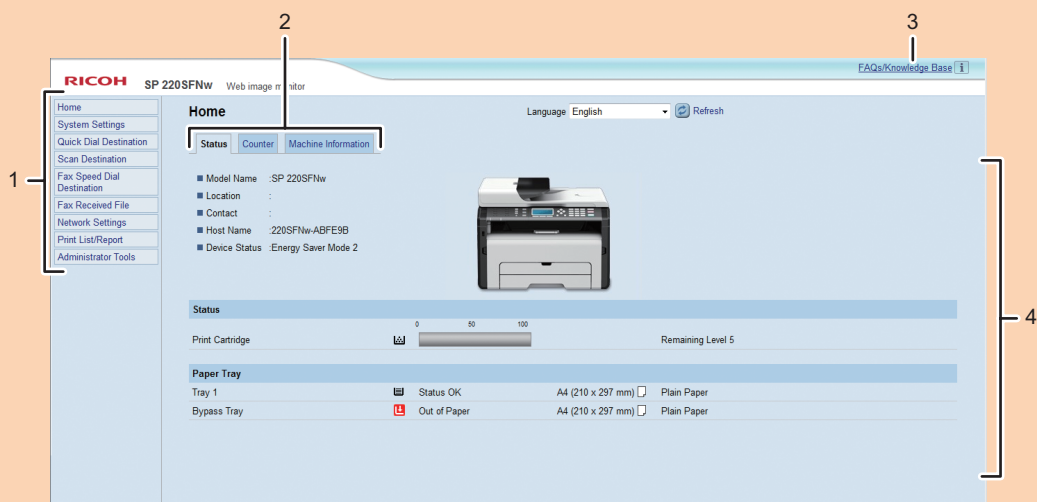
1. Launch the web browser.
2. In the web browser's address bar, enter "http://(machine's IP address)/" to access the machine.

If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



DSH133

1. Menu area

Clicking a menu shows its contents in the main area.

2. Tab area

Contains tabs for switching between information and settings you want to see or configure.

3. FAQs/Knowledge Base

Provides answers to frequently asked questions and other useful information about using this machine.

An Internet connection is required to view this information.

4. Main area

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

Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the web browser's [Refresh] button to refresh the entire browser screen.

Note

- If you use an older version of a supported web browser or the web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the web browser is clicked. If this happens, click the refresh button of the web browser.
- The FAQs (Frequently Asked Questions)/Knowledge Base are not available in certain languages.

Changing the Interface Language

Select the desired interface language from the [Language] list.

MF

Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

Status Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Device Status	Shows the current messages on the machine's display.

Status

Item	Description
Print Cartridge	Shows the amount of toner remaining.

Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of tray 1.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.



Note

- If a non-genuine print cartridge is installed, toner life cannot be reliably indicated.

Counter Tab

Page Counter

Item	Description
Printer	Shows the following for pages printed using the printer function: • Total number of pages printed using the printer function, and lists/reports printed from the [List/Test Print] menu under [Printer Features] • Number of color pages (always shows 0) • Number of black-and-white pages printed using the printer function
Scanner	Shows the following for pages scanned using the scanner function: • Total number of pages • Number of color pages • Number of black-and-white pages
Copier	Shows the following for pages printed using the copier function: • Total number of pages • Number of color pages (always shows 0) • Number of black-and-white pages
Fax (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Shows the following for public telephone line faxes: • Total number of pages sent and received • Number of pages sent • Number of pages received

Print Counter

Item	Description
Page Total	Shows the total number of all prints from the machine: • Pages printed using the printer, copy, and fax functions • Lists/Reports printed from the [Print List/Report] menu • Lists/Reports printed from the [List/Test Print] menu under [Printer Features]

Machine Information Tab**Machine Information**

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
Machine ID	Shows the identification number of the machine.
Fax Card (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Shows that a fax card is installed.
Total Memory	Shows the total memory installed on the machine.

MF Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Sound Volume Adjustment] (only SP 221SF, SP 220SFNw, and SP 221SFNw), [Tray Paper Settings], [Copier], [Fax], [Priority Tray], [Toner Management], [Interface], and [Shortcut to Function].

Sound Volume Adjustment Tab (only SP 221SF, SP 220SFNw, and SP 221SFNw)

Sound Volume Adjustment

Item	Description
Panel Key Sound	Select the volume of the beep that sounds when a key is pressed from [Off], [Low], [Middle], or [High].
On Hook Mode	Select the volume of the sound from the speaker during on hook mode from [Off], [Low], [Middle], or [High].
Job End Tone	Select the volume of the beep that sounds when a job is complete from [Off], [Low], [Middle], or [High].
Job Error Tone	Select the volume of the beep that sounds when a fax transmission error occurs from [Off], [Low], [Middle], or [High].
Alarm Volume	Select the volume of the alarm that sounds when an operation error occurs from [Off], [Low], [Middle], or [High].

Tray Paper Settings Tab

Tray 1

Item	Description
Paper Size	Select the paper size for tray 1 from the following: A4 (210 × 297 mm), Letter (8.5 × 11), B5 (182 × 257 mm), B6 (128 × 182 mm), A5 (210 × 148 mm), A5 (148 × 210 mm), A6 (105 × 148 mm), Legal (8.5 × 14), Foolscap/Folio (8.5 × 13), Indian Legal(8.5 × 13.6), 16K (195 × 267 mm), Mexican Oficio (8.5 × 13.4), Australian-FOOLSCAP(8.11 × 13.3), Half Letter-S (5.5 × 8.5), Custom Size
Paper Type	Select the paper type for tray 1 from the following:

Item	Description
	Plain Paper, Recycled Paper, Thick Paper 1 (100 to 130g/m ²), Thin Paper (52 to 64g/m ²), Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock, Color Paper

Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4 (210 × 297 mm), Letter (8.5 × 11), B5 (182 × 257 mm), B6 (128 × 182 mm), A5 (210 × 148 mm), A5 (148 × 210 mm), A6 (105 × 148 mm), Legal (8.5 × 14), Foolscap/Folio (8.5 × 13), Mexican Oficio (8.5 × 13.4), Indian Legal (8.5 × 13.6), 16K (195 × 267 mm), Australian-FOOLSCAP (8.11 × 13.3), Half Letter-S (5.5 × 8.5), Custom Size
Paper Type	Select the paper type for the bypass tray from the following: Plain Paper, Recycled Paper, Thick Paper 1 (100 to 130g/m ²), Thin Paper (52 to 64g/m ²), Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock, Color Paper

Size Mismatch Detection

Item	Description
Size Mismatch Detection	Select whether to set the machine to report an error if the paper size does not match the print job's settings.

Copier Tab

Select Paper

Item	Description
Select Paper	Select the paper size used for printing copies from the following: [Tray 1] or [Bypass Tray]. When a tray is selected, the machine prints from that tray only. When a paper size is selected, the machine checks the trays for the paper of the specified size in the order of priority as set in [Copier] in the [Priority Tray] page.

Item	Description
	If multiple trays contain valid paper, the first tray the machine finds will be used for printing; when that tray runs out of paper, the machine automatically switches to the next tray to continue printing.
Separation Line	Specify whether to print a line in the middle of the printed paper when making ID card copy or combined copy.

Fax Tab (only SP 221SF, SP 220SFNw, and SP 221SFNw)

Fax Received File Processing

Item	Description
Received File Processing	Select whether received faxes are stored into the machine's memory for printing or forwarded to a destination specified for [Forwarding Destination].
Print Automatically	Select whether the faxes received into the machine's memory are printed automatically or stored for later manual printing.
Notify Forward Status	Select whether e-mail notifications are sent after forwarding faxes or not. Email notification destination depends on how [Forwarding Destination] is specified. • If specified with [E-mail Address]: the notification will be sent to the administrator e-mail address specified in [Administrator E-mail Address] in the [Administrator] page. • If specified with [Scan Destination]: the notification will be sent to the notification destination specified for the selected scan destination. Note that if a destination e-mail address is not specified, no notification will be sent even if this setting is enabled.
Forwarding Destination	Specifies the forwarding destination. • [E-mail Address]: Enter a destination e-mail address. Can contain up to 64 characters. • [Scan Destination]: Select a scan destination as a forwarding destination.
Number of Trials of Forwarding (time)	Specifies how many times the machine attempts to forward a fax (1 to 255 times).

Item	Description
Interval of Forwarding Trial (min.)	Specifies how many minutes the machine waits between forwarding attempts (1 to 255 minutes).

Toner Management Tab

Toner Management

Item	Description
Toner Saving	Enable this setting to print using a reduced amount of toner when printing out copies.
Supply End Option	If [Continue printing] is selected, refill toner will be available.

Interface Tab

Interface

Item	Description
Fixed USB Port	Specifies whether the same printer/LAN-Fax driver can be used for multiple machines or not under USB connection. If this setting is enabled, the same printer/LAN-Fax driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model. If disabled, you must install the printer/LAN-Fax driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.

Shortcut to Function Tab

Shortcut to Function

Item	Description
Shortcut to Function Settings	Assigns one of the following functions to the [Shortcut to Func.] key on the control panel. • [ID Card Copy Mode] • [Fax Immediate TX]

Item	Description
	• [Select Scanner Destination]

MF Registering Destinations

Scan and fax destinations can be registered using Web Image Monitor.

A maximum of 100 scan destinations and 100 fax destinations (8 Quick Dial and 100 Speed Dial destinations) can be registered. See the scan and fax sections for more information on registering destinations.

For details about registering scan destinations, see page 93 "Registering Scan Destinations".

For details about registering fax destinations using Web Image Monitor, see page 213 "Registering Destinations".

MF Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMP], [SMTP], [POP3], [Wireless], and [Google Cloud].

★ Important

- Depending on the settings you change, the machine might need to be restarted.
- Depending on the model you are using, some items might not appear.

Network Status Tab

General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.
Active Interface	Shows the active communication method.
Wi-Fi Direct IP Address (only SP 220SNw, SP 221SNw, SP 220SFNw, and SP 221SFNw)	Shows the IP address of Wi-Fi Direct.

TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine.
Subnet Mask	Enter the subnet mask of the network.

Item	Description
Gateway	Enter the IPv4 address of the network gateway.

IPv6 Configuration Tab

IPv6

Item	Description
IPv6	Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment. In this case, use the control panel to disable [IPv6] under [Network Settings]. When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.

IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

Network Application Tab**Scanner Send Setting**

Item	Description
E-mail	Select to enable the Scan to E-mail feature.
Max. E-mail Size	Select the maximum size of scan files that can be attached to an e-mail message (1 to 5 MB, or no limit).
FTP	Select to enable the Scan to FTP feature.
Folder	Select to enable the Scan to Folder feature.

Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port No.	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 5222, 5353, 6006, 28900, 29102, 53550 and 49999 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).
Airprint (only SP 220SNw, SP 220SFNw, and SP 221SFNw)	Select to enable network printing using Airprint .

mDNS Setting

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

DNS Tab**DNS**

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto-Obtain (DHCP)], [Primary DNS Server], [Secondary DNS Server], and [Domain Name] below become unavailable.
Primary DNS Server	Enter the IPv4 address of the primary DNS.
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically. When set to [Auto-Obtain (DHCP)], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], and [IPv6 Domain Name] below become unavailable.
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

Auto E-mail Notification Tab**E-mail Notification 1 / E-mail Notification 2**

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Replace Print Cartridge Soon	Select to send an alert e-mail to the specified address if toner becomes low.
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Replace Print Cartridge	Select to send an alert e-mail to the specified address if toner runs out.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

8

SNMP Tab**SNMP**

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.

Item	Description
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.
Community	
Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.
System	
Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.
SMTP Tab	
SMTP	
Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP/POP3 server. Can contain up to 64 characters.
Port No.	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.

Item	Description
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).
Time Zone	Select a time zone according to your geographic location. Selecting a different time zone may cause transmission date and time to be incorrect for email sent by the Scan to E-mail function, even when the machine's clock is set correctly.

POP3 Tab

POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

Wireless Tab (only SP 220SNw, SP 221SNw, SP 220SFNw, and SP 221SFNw)**Wireless LAN Status**

Item	Description
Wireless LAN Status	Displays the status of the connection to the wireless LAN.
MAC Address	Displays the MAC address.
Communication Mode	Displays the communication mode that the machine is connecting in.
SSID	Displays the SSID of the access point that the machine is connected to.
Wireless Signal Status	Displays the strength of the wireless signal that is being received.
Wireless	Specifies whether or not to use the wireless LAN.

Wireless LAN Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters. When you click [Scan List], a list of available access points is displayed. You can select the SSID from the list.
Communication Mode	Select the mode to connect in. If the machine will be connected to a wireless router or access point, select [Infrastructure].
Authentication	Select an authentication method.
Encryption	Select an encryption method.
WPA Passphrase	If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for [Authentication], enter the WPA encryption key.
WEP Key Length	If [WEP] is selected for [Authentication], select 64 bits or 128 bits for the length of the encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.
WEP Key Format	Select a format for entering the WEP key.
WEP Key	Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key. See the following:

Item	Description
	- WEP key length: [64bits], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f) - WEP key length: [64bits], Format: [ASCII] WEP key max length: 5 characters (ASCII characters) - WEP key length: [128bits], Format: [Hexadecimal] WEP key max length: 26 characters (0-9, A-F, a-f) - WEP key length: [128bits], Format: [ASCII] WEP key max length: 13 characters (ASCII characters)

Note

- If you are configuring the connection settings manually, check the SSID, authentication method, or encryption key of the access point or wireless router in advance.

Wi-Fi Direct Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters.

8

Google Cloud Tab

Google Cloud

Item	Description
Google Cloud Print	Select whether to enable [Google Cloud Print]. When disabled, [Local Discovery] and [Timeout (Seconds)] below cannot be configured.
Registration Status	Displays the status of Google Cloud Print registration.
Registration Account	Displays the Account (email address) of Google Cloud Print registration.
Local Discovery	Select whether to enable local discovery.
Timeout (Seconds)	Enter the number of seconds the machine waits before considering an XMPP operation to have timed out.

MF

Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

★ Important

- This function is available only when an administrator password is specified.

IPsec Global Settings Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following: [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec. [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

↓ Note

- For details about which ICMP message types will be bypassed when setting [All ICMP Bypass] to [Inactive], see Web Image Monitor Help.

IPsec Policy List Tab

Item	Description
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length

Item	Description
Action	Displays the action of the IPsec policy as "Allow", "Drop", or "Require Security".
Status	Displays the status of the IPsec policy as "Active" or "Inactive".

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	Specify how the IP packets are processed from the following: • [Allow]: IP packets are both sent and received without IPsec applied to them. • [Drop]: IP packets are discarded. • [Require Security]: IPsec is applied to IP packets that are both sent and received. If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings	
Item	Description
Encapsulation Type	Specify the encapsulation type from the following: [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices. [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).
Security Protocol	Select the security protocol from the following: [AH]: Establishes secure communication that supports authentication only. [ESP]: Establishes secure communication that supports both authentication and data encryption. [ESP&AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].
Authentication Algorithm for AH	Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Encryption Algorithm for ESP	Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following: [None], [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm for ESP	Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following: [MD5], [SHA1]
Life Time	Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried. If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation. To specify the life time of the SA as a time period, enter a number of seconds. To specify the life time of the SA as a data volume, enter a number of KBs.

Item	Description
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).
IKE Settings	
Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).



Printing Lists/Reports

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.

Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Fax Journal	Prints a fax transmission and reception journal for the last 50 jobs. For details about automatic fax journal printing, see page 176 "Fax Features Settings".
Fax TX/RX Standby File List	Prints a list of fax jobs remaining in the machine's memory to be printed, sent, or forwarded.
Quick Dial Destination List	Prints a list of Quick Dial entries.
Fax Speed Dial Destination List	Prints a list of Speed Dial entries.
Scanner Destination List	Prints a list of scan destinations.
Scanner Journal	Prints a scanner journal for the last 100 Scan to E-mail, Scan to FTP, and Scan to Folder transmissions.
Maintenance Page	Prints the maintenance page.



Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4 or Letter size paper. Load one of these sizes of paper into the tray before printing reports.

MF

Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings.

This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], [Set Date/Time], and [Energy Saver Mode].

Administrator Tab

Administrator Settings

Item	Description
Change Password (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Check this to configure the administrator password.
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.
Change E-mail Address (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Check this to configure the administrator e-mail address.
Administrator E-mail Address (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Enter the administrator e-mail address. If the machine's e-mail address is not configured in the [SMTP] page, this address will be used as the sender's address of e-mails sent from this machine, such as notification e-mails. Can contain up to 64 characters.

Rest Settings Tab

Reset Settings

Item	Description
Reset Network Settings	Select to restore the following settings to their defaults: • Settings under [Network Settings] • Settings under the [Administrator] tab of [Administrator Tools]

Item	Description
Reset Menu Settings	Select to restore the settings other than the following to their defaults: • Network settings • Scan destinations • User restriction settings • Fax destinations • IPsec settings • [Printer Registration], [Low Humidity Mode], and [Image Density] settings under [System Settings] of the control panel setting menu
Clear Scan Destination	Select to clear the scan destinations.
Clear Address Book (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Select to clear the fax destinations.
Reset IPsec Settings	Select to clear the IPsec settings.

 Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

Backup Setting Tab

 Important

- When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.

Backup Setting

Item	Description
Back up Network Settings	Backs up the following settings to a file: • Settings under [Network Settings] • Settings under the [Administrator] tab of [Administrator Tools] Note that, however, [Max. E-mail Size] setting under [Network Application] will not be backed up here; it will be backed up by [Back up Menu Settings] instead.

Item	Description
Back up Menu Settings	Backs up the settings other than the following to a file: • Network settings • Scan destinations • User restriction settings • Fax destinations • IPsec settings • [Printer Registration], [Low Humidity Mode], and [Image Density] settings under [System Settings] of the control panel setting menu
Back up Scan Destination	Backs up scan destinations to a file.
Back up Address Book (only SP 221SF, SP 220SFNw, and SP 221SFNw)	Backs up fax destinations to a file.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. Select the radio button for the type of data you wish to back up.
2. Enter the administrator password if required.
3. Click [OK].
4. Click [Save] in the confirmation dialog box.
5. Navigate to the location to save the backup file.
6. Specify a name for the file, and click [Save].

Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

Restore Setting Tab

Important

- When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.

Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. Click [Browse...].
2. Navigate to the directory containing the backup file to restore.
3. Select the backup file, and click [Open].
4. Enter the administrator password if required.
5. Click [OK].

**Note**

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

Set Date/Time Tab**Set Date**

Item	Description
Year	Enter the current year (2000 to 2099).
Month	Enter the current month (1 to 12).
Day	Enter the current day (1 to 31).
Date Format	Select the date format from [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD].

Set Time

Item	Description
Time Format	Select 24- or 12-hour time format.
Time (AM/PM)	Select [AM] or [PM] if 12-hour time format is selected.
hour (0-23)	Enter the current hour if 24-hour time format is selected (0-23).
hour (1-12)	Enter the current hour if 12-hour time format is selected (1-12).

Item	Description
min. (0-59)	Enter the current minute (0-59).

Energy Saver Mode Tab

Energy Saver Mode

Item	Description
Energy Saver Mode 1	Select [Active] to set the machine to enter Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.
Energy Saver Mode 2	- Europe Select [30 sec] or specify the period of time (1-20min) for the machine to enter Energy Saver mode 2. - Countries other than European countries Select [30 sec] or specify the period of time (1-240min) for the machine to enter Energy Saver mode 2. The machine consumes less power in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

↓ Note

- The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when the [Copy] or [Start] key is pressed.

P Using Web Image Monitor

★ Important

- Some items might not appear, depending on the model type you are using.

Available operations

The following operations can be remotely performed using Web Image Monitor on a computer:

- Displaying the printer's status or settings
- Configuring the printer's settings
- Configuring the network settings
- Configuring the IPsec settings
- Printing reports
- Setting the administrator password
- Resetting the printer's configuration to the factory default
- Creating backup files of the printer's configuration
- Restoring the printer's configuration from backup files

Recommended web browsers

- Internet Explorer 6 or later
- Firefox 3.0 or later
- Safari 3.0 or later

Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

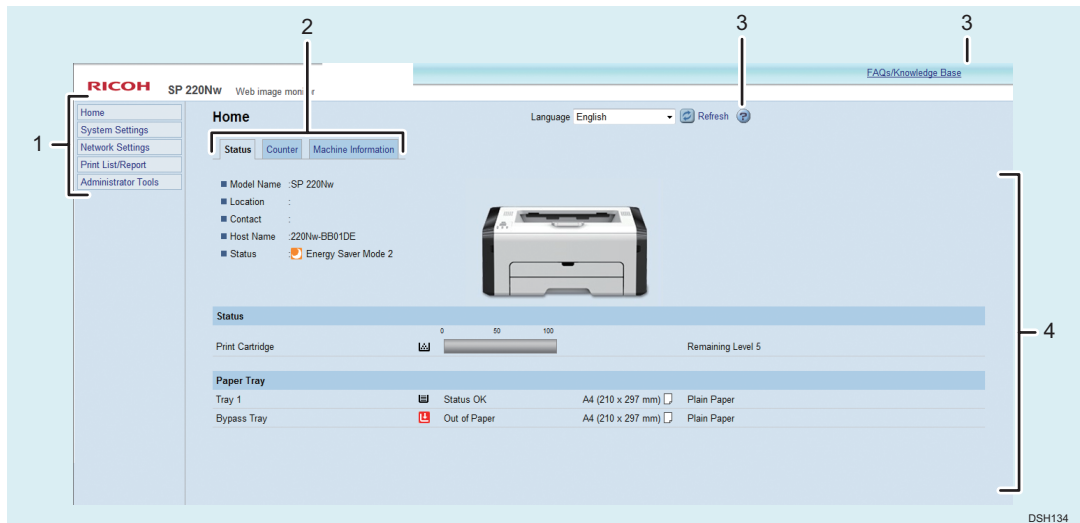
- 1. Launch the web browser.**
- 2. In the web browser's address bar, enter "http://(machine's IP address)/" to access the machine.**

If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

The top page of Web Image Monitor appears.

Top page

Every Web Image Monitor page is divided into the following areas:



1. Menu area

If you select menu, its content will be shown on the work area, or the sub area.

2. Tab area

Contains menus for the Status and Counter modes and tabs for switching between them.

3. Help

If you click this icon, help index page opens.

4. Main area

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

Printer information in the main area is not automatically updated. Click [Refresh] at the upper right in the main area to update the printer information. Click the web browser's [Refresh] button to refresh the entire browser screen.

Note

- If you use an older version of a supported web browser or the web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the web browser settings as necessary. For details about the settings, contact your administrator.
- The previous page may not appear even if the back button of the web browser is clicked. If this happens, click the refresh button of the web browser.

Changing the Interface Language

Select the desired interface language from the [Language] list.

Installing the Help Source File

Follow the procedure below to install the help.

1. Copy the [WIMHELP] folder on the CD-ROM to your computer's hard drive.
The example procedures explain how to copy the [WIMHELP] folder to the C:\tmp\WIMHELP directory.
2. Access Web Image Monitor, and then click [Help Source File Setting] on the [Administrator Tools] page.
3. In the text box, enter "C:\tmp\WIMHELP\".
4. Enter the administrator password if required.
5. Click [OK].

Displaying Help

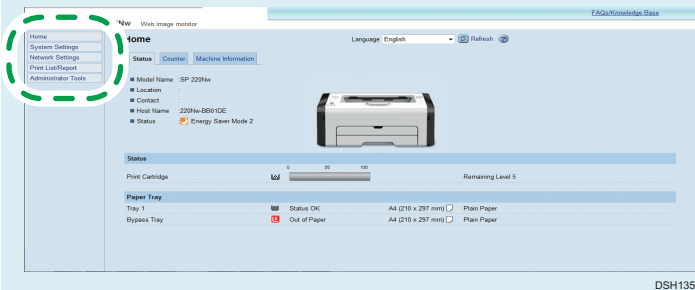
To use Help for the first time, you need to install its source file from the CD-ROM provided with this printer.

Note

- By clicking , the Help icon in the header area, the contents of Help appear.
- By clicking , the Help icon in the main area, Help for the setting items in the main area appears.

Menu

This section explains the items in the web browser menu.



Home

Check the current system information.

System Settings

Configure machine settings.

Network Settings

Configure network settings.

IPsec Settings

Configure IPsec settings.

Print List/Report

Print a list/report related to the printer.

Administrator Tools

Configure administrator settings.

Home

[Status] tab

Click the [Status] tab on the main page to display system information, paper tray status and toner levels.

[Counter] tab

Click the [Counter] tab on the main page to check the counter information.

- [Print Counter]
Displays the total number of pages printed.

[Machine Information] tab

Displays information about the machine such as the version of the firmware and the total amount of memory.

System Settings

[Tray Paper Settings] tab

You can configure tray paper settings.

- [Tray 1]
Select the paper size and paper type for Tray 1.
- [Bypass Tray]
Select the paper size and paper type for the bypass tray.
- [Bypass Tray Setting Priority]
Select how print jobs using the bypass tray are handled.
- [Size mismatch detection]
Select whether to set the machine to report an error if the paper size does not match the print job's settings.

[Toner Management] tab (only SP 221S, SP 220SNw, and SP 221SNw)

- [Supply End Option]

If [Continue Printing] is selected, refill toner will be available.

[Interface] tab

- [Fixed USB Port]

Specifies whether the same printer driver can be used for multiple machines or not under USB connection.

Network Settings**[Network Status] tab**

- [General Status]

You can check [Ethernet Speed], [IPP Printer Name], [Network Version], [Ethernet MAC Address], [Active Interface], and [Wi-Fi Direct IP Address] (only SP 220Nw and SP 221Nw).

- [TCP/IP Status]

You can specify [DHCP], [IP Address], [Subnet Mask], and [Gateway] for IPv4.

[IPv6 Configuration] tab

- [IPv6]

Select whether to enable or disable IPv6.

- [IPv6 Address]

You can specify [DHCP], [Stateless Address], [Link-local Address], [Manual Configuration Address] for IPv6.

[Network Application] tab

- [Network Print Setting]

Specify whether or not to print using [IPP], [FTP], [RAW], [LPR], or [Airprint].

- [mDNS Setting]

Specify whether to enable Multicast DNS.

[DNS] tab

- [DNS]

You can specify [DNS Method], [Primary DNS Server], [Secondary DNS Server], [Domain Name], [IPv6 DNS Method], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], [IPv6 Domain Name], [DNS Resolve Priority], [DNS Timeout (seconds)], and [Host Name].

[Auto E-mail Notification] tab

The settings on this tab are for sending a notification e-mail when the machine's status changes. You can specify up to two recipients.

- [Display Name]
Enter a sender name for notification e-mail.
- [E-mail Address]
Enter the address of the recipient of the alert email.
- [Paper Misfeed]/[Out of Paper]/[Replace Print Cartridge Soon]/[Call Service]/[Replace Print Cartridge]/[Cover Open]
Select which items to send notifications about.

[SNMP] tab

- [SNMP]
Select whether to enable the machine to use SNMP services.
- [Trap]
You can specify [Target Trap], [SNMP Management Host 1], and [SNMP Management Host 2].
- [Community]
You can specify [Get Community] and [Trap Community].
- [System]
Enter [Location] and [Contact] that are displayed on the top page.

[SMTP] tab

You can specify [Primary SMTP Server], [Port No.], [Authentication Method], [User Name], [Password], [Device E-mail Address], and [Server Timeout (seconds)].

[POP3] tab

You can specify [POP3 Server], [User Account], [User Password], and [Authentication].

[Wireless] tab (only SP 220Nw and SP 221Nw)

- [Wireless LAN Status]
The status of the following items is displayed:
[Wireless LAN Status], [MAC Address], [Communication Mode], [SSID], [Wireless Signal Status], and [Wireless].
- [Wireless LAN Settings]
 - [SSID]
Enter the SSID name. Can contain 32 characters.
When you click [Scan List], a list of access points that is currently available is displayed. You can select the SSID name from the list.
 - [Communication Mode]
Select Infrastructure mode.

- [Authentication]

Select an authentication method.

- [Encryption]

Select an encryption method.

- [None]

When it is ON, communication will not be secured by encryption.

- [WEP]

When it is ON, communication will be encrypted in WEP (Wired Equivalent Privacy).

Specify [WEP Key Length], [WEP Transmit Key ID], and [WEP Key Format] and enter [WEP Key]. The following table shows the number and types of characters you can enter, depending on the key settings.

	WEP key length is 64 bits		WEP key length is 128 bits	
	WEP format is Hex	WEP format is ASCII	WEP format is Hex	WEP format is ASCII
WEP key max length	10 characters	5 characters	26 characters	13 characters
WEP key valid characters	0–9, A–F, a–f	0x20–0x7e	0–9, A–F, a–f	0x20–0x7e

- [WPA2-PSK]

When this is selected, communication will be encrypted with WPA2 (Wi-Fi Protected Access 2). Enter a value in [WPA Passphrase] that contains from 8 to 64 characters.

- [Mixed Mode WPA/WPA2]

When this is selected, communication will be encrypted with WPA (Wi-Fi Protected Access) or WPA2 (Wi-Fi Protected Access 2). Enter a value in [WPA Passphrase] that contains from 8 to 64 characters.

- [Wi-Fi Direct Settings]

- [SSID]

Enter the SSID name. Can contain 32 characters.

[Google Cloud] tab (only SP 220Nw and SP 221Nw)

- [Google Cloud Print]

Select whether to enable [Google Cloud Print]. When disabled, [Local Discovery] and [Timeout (Seconds)] below cannot be configured.

- [Registration Status]
Displays the status of Google Cloud Print registration.
- [Registration Account]
Displays the Account (email address) of Google Cloud Print registration.
- [Local Discovery]
Select whether to enable local discovery.
- [Timeout (seconds)]
Enter the number of seconds the machine waits before considering an XMPP operation to have timed out.

IPsec Settings

★ Important

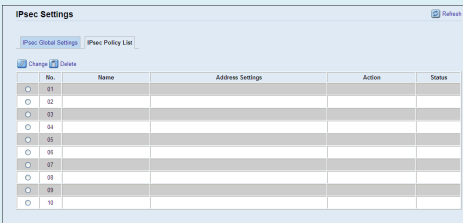
- This function is available only when an administrator password is specified.

[IPsec Global Settings] tab

- [IPsec Function]
Select whether to enable or disable IPsec.
- [Default Policy]
Select whether to allow for the default IPsec policy.
- [Broadcast and Multicast Bypass]
Select the services that you do not want to apply IPsec from the following:
[DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
- [All ICMP Bypass]
Select whether to apply IPsec to ICMP packets (IPv4 and IPv6).

[IPsec Policy List] tab

Click the [IPsec Policy List] tab on the IP security settings page to display the list of registered IPsec policies.



No.	Name	Address Settings	Action	Status
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

IP Policy Settings

- [No.]
Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List.
- [Activity]
Select whether to enable or disable the policy.
- [Name]
Enter the name of the policy. Can contain up to 16 characters.
- [Address Type]
Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
- [Local Address]
Displays the IP address of this printer.
- [Remote Address]
Enter the IPv4 or IPv6 address of the device with which to communicate.
Can contain up to 39 characters.
- [Prefix Length]
Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
- [Action]
Specify how the IP packets are processed from the following:
 - [Allow]
IP packets are both sent and received without IPsec applied to them.
 - [Drop]
IP packets are discarded.
 - [Require Security]
IPsec is applied to IP packets that are both sent and received.

If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].

IPsec Settings

- [Encapsulation Type]
Specify the encapsulation type from the following:
 - [Transport]

Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices.

- [Tunnel]

Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).

- [Security Protocol]

Select the security protocol from the following:

- [AH]

Establishes secure communication that supports authentication only.

- [ESP]

Establishes secure communication that supports both authentication and data encryption.

- [ESP&AH]

Establishes secure communication that supports both data encryption and authentication of packets, including packet headers.

Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].

- [Authentication Algorithm for AH]

Specify the authentication algorithm to be applied when [AH] or [ESP&AH] is selected for [Security Protocol] from the following:

[MD5], [SHA1]

- [Encryption Algorithm for ESP]

Specify the encryption algorithm to be applied when [ESP] or [ESP&AH] is selected for [Security Protocol] from the following:

[None], [DES], [3DES], [AES-128], [AES-192], [AES-256]

- [Authentication Algorithm for ESP]

Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following:

[MD5], [SHA1]

- [Life Time]

Specify the life time of the IPsec SA (Security Association) as a time period or data volume.

The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried.

- [Key Perfect Forward Secrecy]

Select whether to enable or disable PFS (Perfect Forward Secrecy).

IKE Settings

- [IKE Version]
Displays the IKE version.
- [Encryption Algorithm]
Specify the encryption algorithm from the following:
[DES], [3DES], [AES-128], [AES-192], [AES-256]
- [Authentication Algorithm]
Specify the authentication algorithm from the following:
[MD5], [SHA1]
- [IKE Life Time]
Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
- [IKE Diffie-Hellman Group]
Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following:
[DH1], [DH2]
- [Pre-Shared Key]
Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
- [Key Perfect Forward Secrecy]
Select whether to enable or disable PFS (Perfect Forward Secrecy).

Print List/Report

Print List/Report

- [Test Page]
Prints a test page for checking the printing condition.
- [Maintenance Page]
Prints the maintenance page.

Administrator Tools

Administrator Settings

- [New Password]
Enter the new administrator password. Can contain up to 16 characters.

- [Confirm New Password]

Enter the same password again, to confirm.

Reset Settings

- [Reset Network Settings]

Select to restore network settings to their defaults.

- [Reset Menu Settings]

Select to restore settings that are not related to the network.

- [Reset IPsec Settings]

Select to clear the IP security settings.

Note

- [Reset IPsec Settings] appears only when a password is specified in [Administrator].

Backup Setting

Create backup files containing the printer's configuration settings. If necessary, these backup files can be used to restore previous configurations.

- [Back up Network Settings]

Backs up the network settings.

- [Back up Menu Settings]

Backs up settings that are not related to the network.

- [Back up IPsec Settings]

Backs up the IP security settings to a file.

Note

- [Back up IPsec Settings] appears only when a password is specified in [Administrator].

Follow the procedure below to create configuration backup files.

1. Select the radio button for the type of data you wish to back up.
2. Enter the administrator password if required.
3. Click [OK].
4. Select [Save] or [Save as] from the dropdown list at the bottom of the Window.
5. The backup file is stored in the default folder if choosing [Save]. Navigate to the location to save the backup file if choosing [Save as] and proceed to the next step.
6. Specify a name for the file, and click [Save].

Restore Setting

Restore the printer's settings from a previously created backup file.

- [File to Restore]

Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. Click [Browse...].
2. Navigate to the directory containing the backup file to restore.
3. Select the backup file, and click [Open].
4. Enter the administrator password if required.
5. Click [OK].
6. Reboot the printer if you are requested to do so.

Help Source File Setting

- [Help Source File]

Enter the help source file path.

Using Smart Organizing Monitor

The state and status information of the machine can be checked using Smart Organizing Monitor.

Displaying Smart Organizing Monitor Dialog

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.
5. Click [OK].

MF Checking the Status Information

8

1. Image area
Displays the status of this machine with an icon.

2. Status area

- Status Tab
- Printer Name

DSH159

- **Print Cartridge**

Displays the following messages to indicate remaining toner levels: Remaining Level 1 to 5, "Almost Empty" and "Empty".

- **Input Tray**

You can check the following information about the input trays.

[Input Tray], [Status], [Paper Size], [Paper Type]

Displays the type of the paper loaded into each input tray.

- **System**

Displays the system information about the printer, such as the model name, system version, and memory size.

- **Counter**

Displays information about the counters.

- **Network**

Displays network details such as the printer's IP address and network-related comments.

- **Job Log Tab**

Displays the job log information.

- **User Tools Tab**

Click to print test pages or maintenance pages, or to configure settings of the machine.

3. Message area

Displays the status of this machine with a message.

For details about error messages, see page 271 "Error and Status Messages Appear on Smart Organizing Monitor".

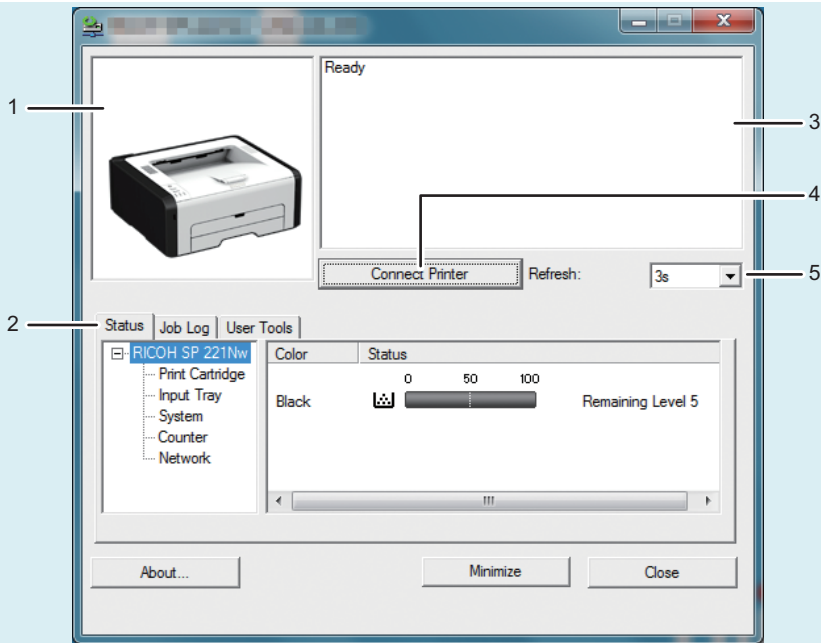
4. [Connect Printer] button

Click to select a printer driver.

5. [Refresh:]

Specify the automatic update of the display.

P Checking the Status Information



DSH160

1. Image area

Displays the status of this machine with an icon.

2. Status area

- Status Tab

- Printer Name
- Print Cartridge

Displays the following messages to indicate remaining toner levels: Remaining Level 1 to 5, "Almost Empty" and "Empty".

- Input Tray

You can check the following information about the input trays.

[Input Tray], [Status], [Paper Size], [Paper Type]

Displays the type of the paper loaded into each input tray.

- System

Displays the system information about the printer, such as the model name, system version, and memory size.

- Counter

Displays information about the counters.

- Network

Displays network details such as the printer's IP address and network-related comments.

- Job Log Tab

Displays the job log information.

- User Tools Tab

Click to print test pages or maintenance pages, or to configure settings of the machine.

3. Message area

Displays the status of this machine with a message.

For details about error messages, see page 271 "Error and Status Messages Appear on Smart Organizing Monitor".

4. [Connect Printer] button

Click to select a printer driver.

5. [Refresh:]

Specify the automatic update of the display.

Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. If the machine you are using is not selected, input the IP address of the machine manually or click [Search Network Printer] to search the machine via the network.
5. Click [OK].
6. On the [User Tools] tab, click [Printer Configuration].
7. Enter the access code.
The default access code is "Admin".
8. Change the settings if necessary.
9. Click [OK].
10. Click [Close].

Access Code

The configurable functions depend on the authority of the access code you enter.

- Administrator
All tabs in the [Printer Configuration] dialog box are available.
- General users
Only the [Paper Input] tab is available.

Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

Paper Input tab

- You can change paper size and other paper settings.

Maintenance tab

- You can adjust print starting positions.

System tab

- You can set basic functions required to use the printer. The printer can be used on factory-set defaults, but the configuration can be changed depending on the condition of the user.
- The changed condition holds even if the printer is turned off.
- The access code can be changed on this tab.

IPv6, Network 1, Network 2 and Network 3 tabs

- You can set configurations about network connection and communication.
- The following operations are possible on these tabs:
 - Checking the printer name, active protocol, and other printer information
 - Making interface settings, including the timeout setting and protocol settings
 - Checking or making TCP/IP settings
 - Checking or making SMTP and SNMP settings
 - Checking or making Alert settings

Wireless tab

- You can set configurations about wireless LAN network connection and communication.
- The following operations are possible on the tab:
 - Checking the wireless LAN status
 - Connecting wireless LAN manually
 - Connecting with one touch using WPS

Configuring the IPv6 Settings

This section explains how to configure the IPv6 settings using Smart Organizing Monitor.

IPv6 automatic settings

★ Important

- A router with DHCP functionality or a DHCP server that is supported by IPv6 is required.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. Click the [User Tools] tab.
5. Click [Printer Configuration].
6. Enter the access code, and then click [OK].
7. Click the [IPv6] tab.
8. Select [Enable] in [IPv6 DHCP:], and then click [OK].
9. Turn off the machine, and then disconnect the USB cable from the machine.
10. Connect the machine to the router or the hub using the Ethernet cable.
11. Follow Steps 1 to 3, and then start Smart Organizing Monitor.
12. Click [Connect Printer].
13. Click [Search Network Printer].
A list of printers currently connecting to the network appears.
14. Select your printer, and then click [OK].
15. If the printer information appears after a while, the connection is established successfully.
If nothing appears on the screen in about two minutes, repeat this procedure.
16. The network settings are complete.
The next step is to install the printer driver from the provided CD-ROM. For details, see Setup Guide.

IPv6 manual settings

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. Click the [User Tools] tab.
5. Click [Printer Configuration].
6. Enter the access code, and then click [OK].

The default access code is "Admin". Enter "Admin" if it has not been changed. Case is significant.

7. Click the [IPv6] tab.
8. Select [Disable] in [IPv6 DHCP:], and then click [OK].
9. Enter values in [Manual address:], [Prefix length:], and [Gateway:], and then click [OK].
10. Turn off the machine, and then disconnect the USB cable from the machine.
11. Connect the machine to the router or the hub using the Ethernet cable.
12. Follow Steps 1 to 3, and then start Smart Organizing Monitor.
13. Click [Connect Printer].
14. Click [Search Network Printer].

A list of printers currently connecting to the network appears.
15. Select your printer, and then click [OK].
16. If the printer information appears after a while, the connection is established successfully.

If nothing appears on the screen in about two minutes, repeat this procedure.
17. The network settings are complete.

The next step is to install the printer driver from the provided CD-ROM. For details, see Setup Guide.

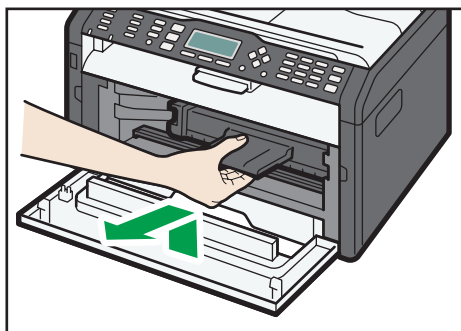
9. Maintaining the Machine

This chapter describes how to replace supplies and how to clean the machine.

Replacing the Print Cartridge

★ Important

- **MF** If "Replacement Required: Print Cartridge" is displayed in the control panel, replace the print cartridge by following the procedure described below. However, this message will not be displayed if [Toner End Option] has been set to [Continue Printing]. Replace the print cartridge if the printed image becomes pale or blurred.
 - Store print cartridges in a cool dark place.
 - Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
 - For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
 - The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.
1. Open the front cover, and then carefully lower it.
 2. Carefully pull out the print cartridge horizontally, holding its center.

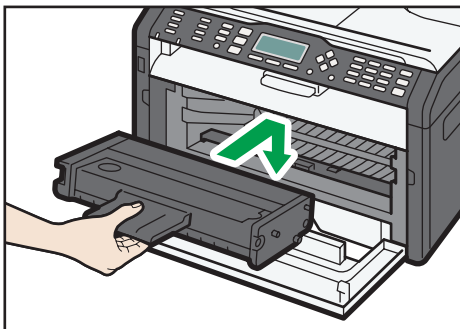


DCT024

3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
4. Hold the print cartridge and shake it from side to side five or six times.

Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

6. Carefully push up the front cover until it closes.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

★ Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

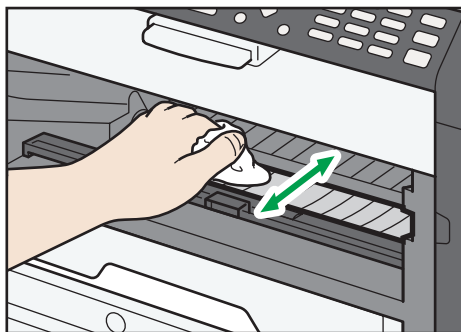
Cleaning the Inside of the Machine

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.



DCT024

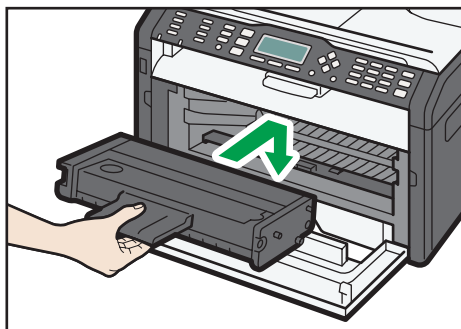
3. Use a cloth to wipe the inside of the machine toward and away from yourself.



DCT040

Wipe carefully so as not to touch any protrusions inside the machine.

4. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

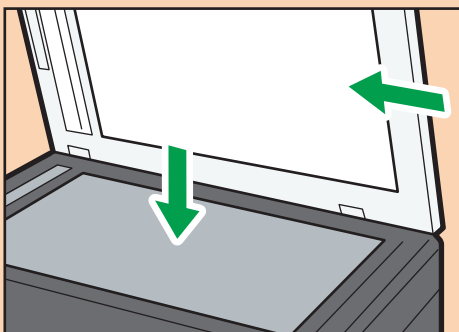
5. Carefully push up the front cover until it closes.

MF Cleaning the Exposure Glass

1. Lift the exposure glass cover.

Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged.

2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



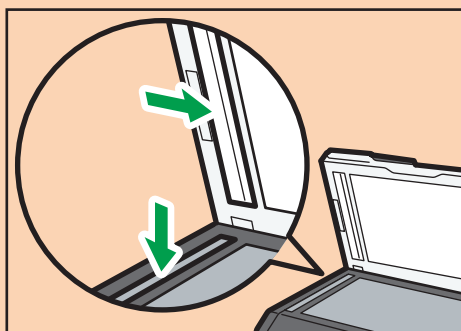
DCT008

MF Cleaning the Auto Document Feeder (When Using SP 221SF, SP 220SNw, SP 221SNw, SP 220SFNw, and SP 221SFNw)

1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



DCT009

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

★ Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**
- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

Ventilation

When you use this machine in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the machine so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m³/hr/person.

New machine smell

When a machine is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.

1. Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.

2. MF Return the scanning unit inside the machine to its original position using [Scanner Carriage] under [System Settings].

MF For details about Scanner Carriage, see page 182 "System Settings".

3. Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.

 Note

- To move the machine over a long distance, pack it well and empty all the paper trays. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

10. Troubleshooting

This chapter provides solutions for error messages and other problems.

MF Error and Status Messages on the Screen

Messages are listed in alphabetical order in the table below.

"X" indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes, paper types, or tray names.

Message	Causes	Solutions
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large.	• The paper tray was empty. Load paper in the paper tray. See page 41 "Loading Paper". • The paper tray did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [System Settings] accordingly. • A cover or tray was open. Close the cover or tray. • There was a paper jam. Remove the jammed paper. See page 273 "Clearing Misfeeds". • A print cartridge was empty. Replace the print cartridge. See page 273 "Clearing Misfeeds" and page 253 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to resend the document in parts as several smaller individual faxes, or to send at a lower resolution.
ADF Cover Open Close ADF Cover	The ADF cover is open.	• Close the cover completely.
ADF Orig. Misfeed Open ADF Cover	An original has been jammed inside the ADF.	• Remove jammed originals, and then place them again. See page 273

Message	Causes	Solutions
and remove paper.		"Clearing Misfeeds" and page 280 "Paper Feed Problems". • Check the originals are suitable for scanning. See page 62 "Placing Originals".
Available: IDCard Copy A4 or 8 1/2 x 11	ID card copy could not be performed because the tray does not contain the valid size paper, which are A4 or Letter size.	• Set the machine to print copies using the A4 or Letter size paper in the [Select Paper] setting. See page 168 "Copier Features Settings". • Specify the A4 or Letter size paper for the tray selected for printing copies. See page 187 "Tray Paper Settings".
Busy	Fax transmission could not be completed because the destination's line was busy.	Wait for a while and send the fax again.
Cannot Copy This Setting Comb.: 2 on 1 / 4 on 1	Combined copying could not be performed because the tray does not contain the valid size paper, which are A4, Letter, or Legal size.	• Set the machine to print copies using the A4, Letter, or Legal size paper in the [Select Paper] setting. See page 168 "Copier Features Settings". • Specify the A4, Letter, or Legal size paper for the tray selected for printing copies. See page 187 "Tray Paper Settings".
Cannot copy. Set original to ADF.	Combined copying could not be performed because the originals were not placed in the ADF.	• Use the ADF, even when copying a single sheet. • If you need to use the exposure glass, turn off combined copying in [Duplex/Combine] under [Copier Features], and then try again. See page 168 "Copier Features Settings".
Check Paper Size	The paper size set for the document differs from the size of the paper in the indicated tray.	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.
Check Paper Type	The paper type set for the document differs from the type	Press [FormFeed] to begin printing, or press [JobReset] to cancel the job.

Message	Causes	Solutions
	of the paper in the indicated tray.	
Connection Failed	The line could not be connected correctly.	• Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company.
Cover open	A cover is open.	Close the cover completely.
Dest. is not Programmed	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See page 93 "Registering Scan Destinations".
Dial Failed	The fax could not be sent.	• Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code.
Exceeded Max.E-mail Size	The scan file exceeds the size limit for files that can be sent through e-mail.	• Configure [Resolution] under [Scan Settings] to reduce the scanning resolution. See page 172 "Scanner Features Settings". • Configure [Max. E-mail Size] under [Scan Settings] to increase the allowed size. See page 172 "Scanner Features Settings".
Fax Job Memory Overflow	The number of fax jobs in memory (unsent or unprinted	Wait until pending jobs have been transmitted or printed.

Message	Causes	Solutions
	faxes) has reached maximum, so new jobs cannot be stored.	
I-Fax POP3 fails	Connection to the POP3 server failed.	• Confirm that the network cable is properly connected to the machine. • Confirm that the network settings such as IP address, DNS, and POP3 settings have been configured properly (make sure that no double-byte character is used). See page 214 "Configuring the Network Settings".
Indep.Sply.Prt.Cart.	A non-supported print cartridge is installed.	Remove and replace it with a print cartridge specified by an authorized dealer.
Internal Misfeed	Paper has been jammed in the machine.	Remove the jammed paper. See page 273 "Clearing Misfeeds".
Memory Almost Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.
Memory Overflow	The data is too large or complex to print.	• Select [600 × 600 dpi] in [Resolution] under [Printer Features] to reduce the size of data. See page xx "Printer Features Settings". • If using the PCL6 printer driver, set [Resolution] in [Print Quality] to [600 × 600 dpi].
Memory Overflow	• The machine's memory reached capacity while scanning the first page of the original to store a fax job in memory before transmission.	Resend the fax in parts as several smaller individual faxes, or send at a lower resolution.

Message	Causes	Solutions
	The machine's memory reached capacity while storing a fax in memory in Memory Transmission mode.	
Memory Overflow TX Cancel	Memory has reached capacity while scanning the second or later pages of the original when trying to send a fax in Memory Transmission mode.	Press [TX] to send only the pages that have been scanned in memory, or press [Cancel] to cancel.
Misfeed: BypassTray	Paper has been jammed in the bypass tray.	Remove the jammed paper. See page 273 "Clearing Misfeeds".
Misfeed: Dup. Unit Remove Paper	Paper has been jammed in the duplex unit.	Remove the jammed paper. See page 273 "Clearing Misfeeds".
Misfeed: Stnd. Tray	Paper has been jammed in the paper exit area.	Remove the jammed paper. See page 273 "Clearing Misfeeds".
Misfeed: Tray 1	Paper has been jammed in the tray 1 paper input area.	Remove the jammed paper. See page 273 "Clearing Misfeeds".
Net Communication Error	Connection with the server was lost while sending or receiving data.	Contact the network administrator.
Network is not Ready	A scanned file could not be sent because the machine has not received IP address information from the DHCP server completely.	Wait until the machine receives the IP address information completely, and then try the operation again.
On Hook or Stop key	The machine has been off-hook for an extended period of time.	Put down the handset phone or press the [Clear/Stop] key.
Out of Paper: X	The indicated tray has run out of paper.	Load paper to the indicated tray. See page 41 "Loading Paper".
Please Restart Machine	The machine needs to be restarted.	Turn off the power, and then turn it back on.

Message	Causes	Solutions
Print Cart. Set Error	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See page 253 "Replacing the Print Cartridge".
Remove Paper: Bypass Tray	The machine failed to proceed with the print job, because tray 1 was specified as the input tray but paper was set in the bypass tray.	Remove paper from the bypass tray.
Replace Required Soon: Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Replacement Required: Fusing Unit	The fusing unit is no longer usable, and must be replaced.	Contact your sales or service representative.
Replacement Required: Paper Feed Roller	The paper feed roller is no longer usable, and must be replaced.	Contact your sales or service representative.
Replacement Required: Print Cartridge	The machine has run out of toner.	Replace the print cartridge. See page 253 "Replacing the Print Cartridge".
Replacement Required: Transfer Roller	The transfer roller is no longer usable, and must be replaced.	Contact your sales or service representative.
RX Comm. Error	A reception error occurred, and the fax could not be received correctly.	If possible, contact the sender of the fax and ask them to resend it.
Scan (NW) Disconnected	A scanned file could not be sent because the Ethernet cable was not connected properly.	Reconnect the Ethernet cable properly, and then try the operation again.
Scan (USB) Disconnected	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.

Message	Causes	Solutions
Server Connection Failed	A scanned file could not be sent because the destination could not be reached.	Confirm that the destination is registered correctly, and then try the operation again.
Server Response Error	An error occurred in communication with the server before beginning transmission.	Confirm that the destination is registered correctly, and then try the operation again. If the problem could not be solved, contact the network administrator.
Service call - X	A fatal hardware error has occurred, and the machine cannot function.	Contact your sales or service representative.
Set Correct Paper	The paper tray does not contain A4, Letter, or Legal size paper.	While the message is displayed, press the [OK] key. A menu for changing the paper size of the current tray appears. Load A4/Letter/ Legal size paper in the tray, and then select the corresponding paper size using [▲] or [▼] key and press the [OK] key. The machine will then print out the fax. Note that the paper size setting for the tray under [Tray Paper Settings] will be changed. See page 187 "Tray Paper Settings".
Set Original to ADF Cannot use exposure glass with set. in [Scan Size].	Scanning could not be performed because the originals were not placed in the ADF, even though the machine is set to scan originals larger than A4/Letter size.	• Use the ADF, even when scanning A4/Letter or smaller size originals. • If you need to use the exposure glass, set A4/Letter or smaller size in [Scan Size] under [Scan Settings], and then try again. See page 125 "Specifying the Scan Settings for Scanning".
Sort Copy was Cancelled	The machine's memory reached capacity while originals were being scanned from the ADF to perform sort copying.	Press [Exit] to print the originals that were successfully scanned into memory. Then, copy again the originals left in the ADF.

Message	Causes	Solutions
TX Comm. Error	A transmission error occurred, and the fax could not be transmitted correctly.	If the [Auto Redial] setting is enabled, the machine will redial the number and try again. If all attempts fail, or if the machine is in Immediate Transmission mode, the fax will not be transmitted. Try the operation again.

(P) Error and Status Indicate on the Control Panel

The LED on the operation panel indicates the machine status, including any errors.

LED			Status	Solution
Toner/ Paper End	Alert	Power		
-	-	On	The power is on.	The status is normal.
Flashing	-	On	The print cartridge is almost empty.	Replace the print cartridge before it becomes empty.
On	-	On	- The print cartridge is empty. - The print cartridge is not set correctly. - The tray has run out of paper.	- Replace the print cartridge. - Set the print cartridge again correctly. - Load paper into the tray.
-	Flashing	On	A paper jam has occurred in the machine.	Use Web Image Monitor or Smart Organizing Monitor to determine where the paper jam is, and then remove the jammed paper. See page 273 "Clearing Misfeeds" and page 280 "Paper Feed Problems".
-	On	On	- The size of paper to print on and the size of the paper loaded in the tray do not match. - A cover is open.	- Use Web Image Monitor or Smart Organizing Monitor to check the paper size settings, and then change either the size of paper to print on or the size of paper loaded in the tray. - Confirm that all the covers are closed completely.

LED			Status	Solution
Toner/ Paper End	Alert	Power		
-	On	On	Another type of error has occurred.	Use Web Image Monitor or Smart Organizing Monitor to check the error, and then take appropriate measures. See page 233 "Using Web Image Monitor" or page 246 "Using Smart Organizing Monitor".
On	On	On	A malfunction has occurred.	Contact your sales or service representative.

Error and Status Messages Appear on Smart Organizing Monitor

"X" represents a displayed message that varies according to the situation.

Message	Causes	Solutions
No Response from I/O Device Check the cable, power cord, and main switch.	- The power cable of the machine is not plugged in. - The power of the machine is not turned ON. - The USB cable is not connected.	- Check the printer power cord. - Check the printer power switch is on. - Check the USB cable is properly connected.
Tray Not Detected or No Paper The indicated paper source tray is not set properly, or no paper loaded. Check the indicated tray.	- Tray 1 has run out of paper. - The bypass tray has run out of paper.	- Load paper into Tray 1. See page 41 "Loading Paper". - Load paper into the bypass tray. See page 41 "Loading Paper".
Paper Misfeed X	A paper jam has occurred in the machine.	Remove the jammed paper. See page 273 "Clearing Misfeeds" and page 280 "Paper Feed Problems".
Print Cartridge is near empty.	The print cartridge is almost empty.	Prepare a new print cartridge.
No Toner Toner has almost run out. Shortly printing becomes not available. Please keep Print Cartridge handy.	The machine has run out of the toner.	Replace the print cartridge. See page 253 "Replacing the Print Cartridge".
Printing has been interrupted because	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution] to reduce the size of data. For details, see the printer driver Help.

Message	Causes	Solutions
of the memory overflow.		
Waste Toner full No printing is available. Open the indicated cover, and then replace Print Cartridge.	The waste toner bottle is full.	Replace the print cartridge.

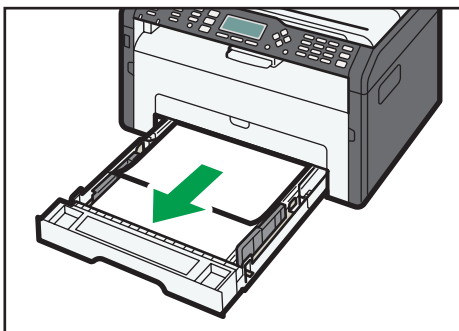
Clearing Misfeeds

★ Important

- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.
- The jammed paper may be ejected automatically when opening and then closing the front cover or when turning the power off and then back on.

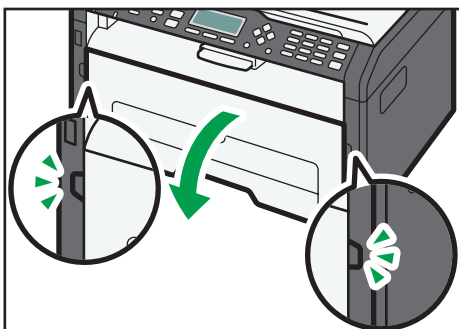
Removing Jammed Paper from Tray 1

1. Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



DCT012

2. Carefully slide Tray 1 back in until it stops.
3. Open the front cover, and then carefully lower it.



DCT027

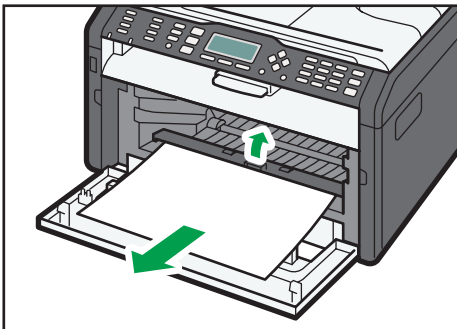
4. Carefully pull out the print cartridge horizontally, holding its center.



DCT024

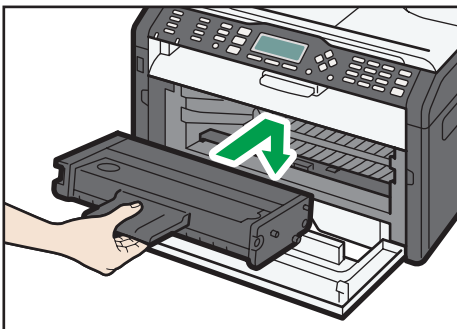
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. Lifting the guide plate, remove the jammed paper carefully.



DCT025

6. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

7. Carefully push up the front cover until it closes.



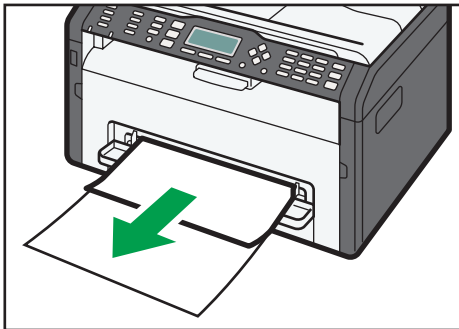
DCT028

If the error display continues to appear, perform the procedure described in page 276 "Opening the Rear Cover to Remove Jammed Paper".

Removing Jammed Paper from the Bypass Tray

★ Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.
1. If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



DCT015

2. Close the bypass tray.
3. Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".

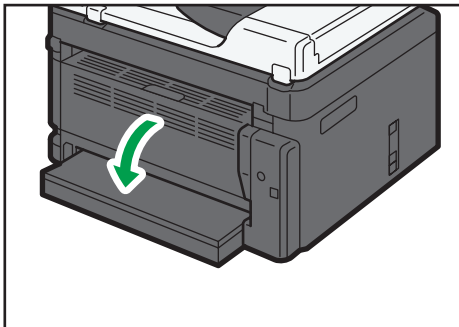
If the error display continues to appear, perform the procedure described in page 276 "Opening the Rear Cover to Remove Jammed Paper".

Opening the Rear Cover to Remove Jammed Paper

★ Important

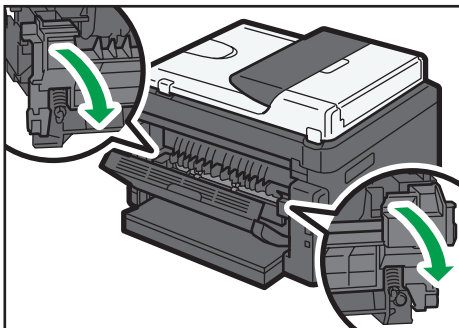
- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

1. Open the rear cover.



DCT022

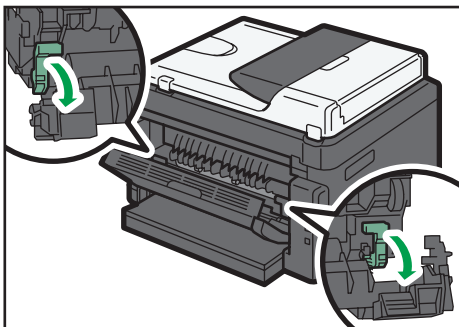
2. Open the fusing cover.



DCT035

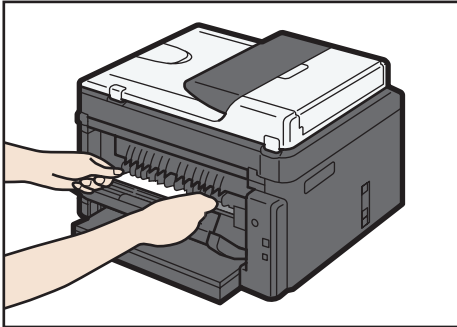
10

1. Push the levers on the sides down with your thumbs.



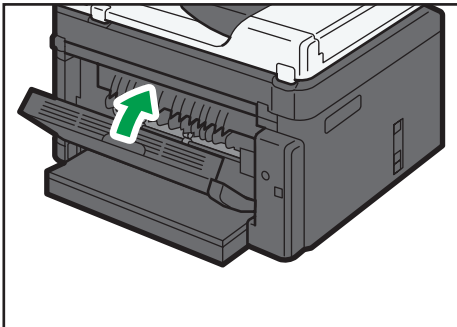
DCT036

2. Remove the jammed paper carefully.



DCT068

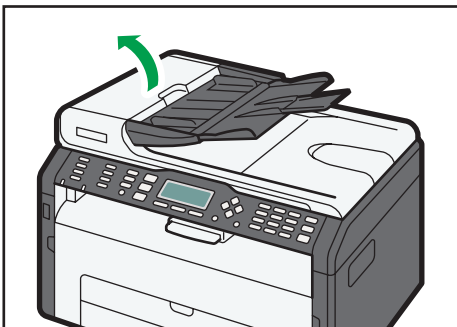
3. Push the levers on the sides up with your thumbs.
4. Close the fusing cover.
5. Close the rear cover.



DCT023

Removing Scanning Jams

1. Open the ADF cover.



DCT019

2. Gently pull the jammed original to remove it. Be careful not to pull the original too hard, as it may tear.



DCT021

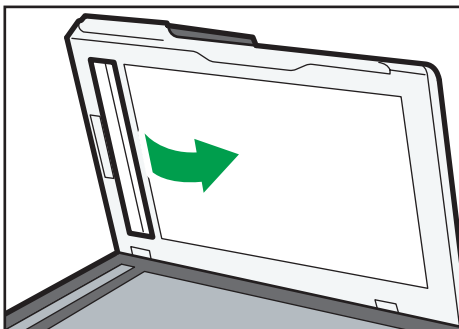
3. Close the ADF cover.



DCT020

4. Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



DCT010

5. Close the ADF.

When You Cannot Print Test Page

Possible cause	Solution
The power cord, a USB cable, or a network cable is not connected correctly.	Make sure that the power cord, USB cable, and network cable are connected correctly. Also confirm that they are not damaged.
The port connection is not established correctly.	1. On the [Start] menu, click [Devices and Printers]. 2. Right-click the icon of the machine, and then click [Printer properties]. 3. Click the [Ports] tab, and then make sure that the port is set as a USB or network printer.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See page 55 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See page 41 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it back in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large solid areas, which consume a lot of toner. • Use supported types of paper. See page 55 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See page 55 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. See page 55 "Supported Paper". • Paper is too thin. See page 55 "Supported Paper".

Problem	Solution
	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the paper tray. • If the paper curl is severe, take prints from the output tray more frequently. • Paper is damp. Use paper that has been stored properly. See page 55 "Supported Paper".
Images are printed diagonally to the pages.  CER091	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See page 55 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 55 "Supported Paper".
A non-genuine print cartridge is being used.	Refilled or non-genuine print cartridge reduces print quality and can cause malfunctions. Use genuine print cartridge only.
An old print cartridge is being used.	Print cartridge should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See page 253 "Maintaining the Machine", and clean the machine as required.
Humidity level surrounding the machine may be too low.	Using the machine in a room where humidity level is too low may cause black lines of a few millimeters thick to appear on printouts with 75-millimeter spaces in between. In this case, set [Low Humidity Mode] to [On]. MF For details about how to configure the settings, see page 182 "System Settings". P For details about how to configure the settings, see page 246 "Using Smart Organizing Monitor" and the Smart Organizing Monitor Help.

Checking the Printer Driver Settings

Problem	Solution
The printed image is smudged.	On the printer driver's [Paper] tab, select [Bypass Tray] in the "Input Tray:" list. In the "Paper Type:" list, select a proper paper type.
Images smudge when rubbed. (Toner is not fixed.)	On the printer driver's [Paper] tab, select a proper paper type in the "Paper Type:" list.
When printing graphics, the output and the screen are different.	To print accurately, specify the printer driver setting to print without using the graphics command. For details about specifying the printer driver setting, see the printer driver Help.
Images are cut off, or excess is printed.	Use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. For details about the reduction function, see the printer driver Help.
Photo images are coarse.	Use the application's or printer driver's settings to specify a higher resolution. For details about the printer driver's settings, see the printer driver Help.
A solid line is printed as a dashed line or appears blurred.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help.
Fine lines are fuzzy, of inconsistent thickness, or do not appear.	Change the dithering settings on the printer driver. For details about the dithering settings, see the printer driver Help. If the problem persists, specify the settings of the application in which the image was created to change the thickness of the lines.

Printer Problems

This section describes printing problems and possible solutions.

When You Cannot Print Properly

Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Set I/O Timeout to a larger value than the current settings.
There is a considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to be processed. • To speed up printing, reduce the printing resolution using the printer driver. For details, see the printer driver Help. • The machine is calibrating color. Wait for a while.
Documents are not printed properly when using a certain application, or image data is not printed properly. Some characters are printed faintly or not printed.	Change the print quality settings.
It takes too long to complete the print job.	• Photographs and other data intensive pages take a long time to be processed so simply wait when printing such data. • Changing the settings with printer driver may help to speed up printing. See the printer driver Help.

Problem	Solution
	• The data is so large or complex that it takes a long time to be processed. • If "Processing..." is displayed on the screen, the machine is receiving data. Wait for a while. • The printer is adjusting the color registration. Wait for a while.
A printed image is different from the image on the computer's display.	• When you use some functions, such as enlargement and reduction, the layout of the image might be different from that displayed in the computer display. • Check that the page layout settings are properly configured in the application. • Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. For details, see the printer driver Help.
Images are cut off, or excess pages are printed.	If you are using paper whose size is smaller than the paper size selected in the application, use the same size paper selected in the application. If you cannot load paper of the correct size, use the reduction function to reduce the image, and then print. See the printer driver Help.

When You Cannot Print Clearly

Problem	Solution
The whole printout is blurred.	• The paper being used may be damp. Use paper that has been stored properly. See page 55 "Supported Paper". • If you enable [Toner Saving] under [System Settings], printing is generally less dense. • The print cartridge is almost empty. If "Replacement Required: Print Cartridge" appears on the screen, replace the indicated print cartridge. • Condensation may have occurred. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.

Problem	Solution
Toner smears appear on the print side of the page.	- The paper setting may not be correct. For example, although you are using thick paper, the setting for thick paper may not be specified. Check the printer driver's paper settings. See the printer driver Help. - Check that the paper is not curled or bent. Flatten out the paper before loading it. See page 55 "Supported Paper".
Horizontal lines appear on the printed paper.	- Impact can cause lines to appear on printed paper and other malfunctions. Protect the printer from impact at all times, especially while it is printing. - If lines appear on prints, turn the printer off, wait a few moments, and then turn it back on again. Then, perform the print job again.
Photo images are coarse.	Some applications lower the resolution for making prints.
The backs of printed sheets are blemished.	- When removing a jammed sheet, the inside of the printer may have become dirty. Print several sheets until they come out clean. - If document size is larger than paper size, e.g. A4 document on B5 paper, the back of the next printed sheet may become dirty.
Fine dot patterns do not print.	Change the [Dithering] setting in the printer driver's dialog box. See the printer driver Help.
If rubbed with your finger, the print smears.	The setting of the paper may not be correct. For example, although thick paper is used, the setting for thick paper may not be specified. - Check the paper settings of this printer. See page 41 "Loading Paper". - Check the paper settings of the printer driver. See the printer driver Help.

When Paper is Not Fed or Ejected Properly

Problem	Solution
Prints do not stack properly.	The paper being used may be damp. Use paper that has been stored properly. See page 55 "Supported Paper".
The printed paper is curled.	If you enable [Toner Saving] under [System Settings], printing is generally less dense.
Prints fall in front of the machine when they are output.	Raise the stop fence. See "Loading Paper", Quick Installation Guide.
Prints do not stack properly.	• Paper is damp. Use paper that has been stored properly. See page 55 "Supported Paper". • Raise the stop fence. See "Unpacking", Quick Installation Guide.

MF Copier Problems

When You Cannot Make Clear Copies

Problem	Solution
The printed copy is blank.	The original is not placed correctly. When using the exposure glass, place originals copy side down. When using the ADF, place them copy side up. See page 62 "Placing Originals".
The wrong original was copied.	If copying from the exposure glass, make sure that there are no originals in the ADF.
Copied pages do not look the same as the originals.	Select the correct scan mode according to the type of original. See page 89 "Specifying the Scan Settings for Copying".
Black spots appear when photocopying a photographic print.	The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.
A moire pattern is produced. 	The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Mixed] may eliminate the moire pattern. See page 168 "Copier Features Settings".
The printed copy is dirty.	- Image density is too high. - Adjust the image density. See page 89 "Specifying the Scan Settings for Copying". - Toner on the printed surface is not dry. - Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. - The exposure glass or ADF is dirty. See page 253 "Maintaining the Machine". - Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.

Problem	Solution
When copying from the exposure glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass.

When You Cannot Make Copies as Wanted

Problem	Solution
Photocopied pages are not in correct order.	On the control panel, change the [Sort] setting under [Copier Features] to collate pages as you require. For details about [Sort], see page 168 "Copier Features Settings".
Copied pages are too dark or too light.	Adjust the image density. See page 89 "Specifying the Scan Settings for Copying".

MF Scanner Problems

When You Cannot Browse the Network to Send a Scan File

Problem	Solution
The following machine settings may not be correct: • IP address • Subnet Mask	Check the settings. See page 197 "Network Settings".

When Scanning Is Not Done As Expected

Problem	Solution
The machine does not start scanning.	The ADF or its cover is open. Close the ADF or its cover.
The scanned image is dirty.	• The exposure glass or ADF is dirty. See page 253 "Maintaining the Machine". • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.
The scanned image is distorted or out of position.	The original was moved during scanning. Do not move the original during scanning.
The scanned image is upside down.	The original was placed upside down. Place the original in the correct orientation. See page 62 "Placing Originals".
The scanned image is blank.	The original was placed with the front and back reversed. When using the exposure glass, place originals copy side down. When using the ADF, place originals copy side up. See page 62 "Placing Originals".
The scanned image is too dark or too light.	Adjust the image density. See page 125 "Specifying the Scan Settings for Scanning".

MF

Fax Problems

When You Cannot Send or Receive Fax Messages As Wanted

Transmission/Reception

Problem	Cause	Solution
Both transmission and reception are impossible.	The modular cord may be disconnected.	Make sure the modular cord is correctly connected. For details about connecting the modular cord, see Setup Guide.

Transmission

Problem	Cause	Solution
Document appears blank at the other end.	The original was placed upside down.	Set the original correctly. For details about how to set originals, see page 62 "Placing Originals".
xxx	xxx	xxx

Reception

Problem	Cause	Solution
The Data In indicator lights up and the received document is not printed.	The machine cannot print because it is out of paper or toner.	• Load paper into the tray. • Add toner.
xxx	xxx	xxx

Printing

Problem	Cause	Solution
Print is slanted.	The tray's side fences might not be locked.	Make sure the side fences are locked. For details about how to set the side fences, see page 41 "Loading Paper".
xxx	xxx	xxx

Others

Problem	Cause	Solution
All fax documents stored in memory have been lost. Those documents include ones stored through Memory Transmission/Reception, Memory Lock, or Substitute Reception.	When about one hour passes after the machine is turned off, all fax documents stored in memory are lost.	If any documents have been lost for this reason, a Power Failure Report is automatically printed when the machine is turned on. If fax documents stored for Memory Transmission have been lost, check the destinations and resend the documents. If fax documents received through Memory, Memory Lock or Substitute Reception have been lost, ask the senders to resend the documents. For details about the Power Failure Report, see page 164 "Lists/Reports Related to Fax".
xxx	xxx	xxx

When an error code appears on the fax journal or transmission status report

The table below describes the meaning of error codes that appear under "Results" on the fax journal or transmission status report, and what to do when a particular error code appears.

"X" indicates a number in an error code that appear differently depending on a specific situation.

Error Code	Solution
1XXX11	An original has been jammed inside the ADF while sending a fax in Immediate Transmission mode. - Remove jammed originals, and then place them again. See page 273 "Clearing Misfeeds" and page 280 "Paper Feed Problems". - Check the originals are suitable for scanning. See page 62 "Placing Originals".
1XXX21	The line could not be connected correctly. Confirm that the telephone line is properly connected to the machine.

Error Code	Solution
	• Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
1XXX22 to 1XXX23	Dial fails when trying to send faxes. • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [Pause/Redial] key after, for example, the area code. • Confirm that [PSTN / PBX] under [Admin. Tools] is set properly for your connection method to the telephone network. See page 189 "Administrator Settings".
1XXX32 to 1XXX84	An error occurred while sending a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.
2XXX14	The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large. • The paper tray was empty. Load paper in the paper tray. See page 41 "Loading Paper". • The paper tray did not contain A4, Letter, or Legal size paper. Load valid size paper in the tray, and configure the paper size settings under [Tray Paper Settings] accordingly. • A cover or tray was open. Close the cover or tray.

Error Code	Solution
	• There was a paper jam. Remove the jammed paper. See page 273 "Clearing Misfeeds" and page 280 "Paper Feed Problems". • A print cartridge was empty. Replace the print cartridge. See page 253 "Replacing the Print Cartridge". • The received fax was too large. Ask the sender to re-send the document in parts as several smaller individual faxes, or to send at a lower resolution.
2XXX32 to 2XXX84	An error occurred while receiving a fax. • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative.

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	- Make sure that the power plug is firmly inserted into the wall outlet. - Make sure that the wall outlet is not defective by connecting another working device.
MF An error message is shown on the machine's screen.	MF An error has occurred.	MF See page 261 "Error and Status Messages on the Screen".
P The red indicator is lit or flashing.	P An error has occurred.	P See page 269 "Error and Status Indicate on the Control Panel".
MF Pages do not print.	MF The machine is warming up or receiving data.	MF Wait until "Printing..." appears on the screen. If "Processing..." is displayed on the screen, the machine is receiving data.
P Pages do not print.	P The machine is receiving data.	P If the Data In indicator is flashing, the machine is receiving data. Wait for a while.
Pages are not printed.	The interface cable is not connected correctly.	- Reconnect the cable. - Check that the interface cable is the correct type.
Strange noise is heard.	The supplies are not properly installed.	Confirm that the supplies are properly installed.
MF The volume of the sounds produced by the machine is too loud.	MF The volume is set to the high level.	MF Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 182 "System Settings".

Problem	Possible cause	Solution
MF The volume of the sounds produced by the machine is too quiet.	MF The volume is muted or set to the low level.	MF Adjust the volume of the beep, ring, speaker, and alarm sounds. For details, see page 182 "System Settings".

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

11. Appendix

This chapter describes the machine specifications and consumables.

Functions and Network Settings Available in an IPv6 Environment

The functions and network settings of this machine that are available in an IPv6 environment differ from those available in an IPv4 environment. Make sure the functions you use are supported in an IPv6 environment, and then configure the necessary network settings.

MF For details about specifying the IPv6 settings, see page 197 "Network Settings".

P For details about specifying the IPv6 settings, see page 246 "Using Smart Organizing Monitor".

Available Functions

FTP Printing

Prints documents via FTP using the EPRT and EPSV commands. Windows Vista/7/8 and an FTP application that supports IPv6 are required to use these commands.

Printer

Prints documents using the printer driver.

MF Scan to FTP

MF Delivers files that have been scanned using the control panel to an FTP server.

MF Scan to E-mail

MF Sends files scanned using the control panel via e-mail.

MF Scan to Folder

MF Sends files scanned using the control panel to a shared folder on a computer on the network.

MF Network TWAIN Server

MF Controls the scanning function from a computer on the network, and delivers scanned data to the computer directly. This function is available only to computers that have a TWAIN-supporting application. The IP address of the multi-cast group supported by IPv6 is ff12::fb88:1.

MF LAN-Fax

MF Sends a document created in an application as a fax and without printing it.

Web Image Monitor

Allows you to check the machine's status and configure its settings using a web browser.

Configuration Page

Prints a configuration page that shows you the machine's configuration, IP address, and other details.

Transmission Using IPsec

For securer communications, this machine supports the IPsec protocol. When applied, IPsec encrypts data packets at the network layer using shared key encryption. The machine uses encryption key exchange to create a shared key for both sender and receiver. To achieve even higher security, you can also renew the shared key on a validity period basis.

★ Important

- IPsec is not applied to data obtained through DHCP, DNS, or WINS.
- IPsec compatible operating systems are Windows XP SP2, Windows Vista/7, Windows Server 2003/2003 R2/2008/2008 R2, Red Hat Enterprise Linux WS 4.0, and Solaris 10. However, some setting items are not supported depending on the operating system. Make sure the IPsec settings you specify are consistent with the operating system's IPsec settings.
- **MF** If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec under [Admin. Tools] on the control panel, and then access Web Image Monitor.
- **P** If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec on the [Network 2] tab under [Printer Configuration] using Smart Organizing Monitor, and then access Web Image Monitor.
- **MF** For details about specifying the IPsec settings using Web Image Monitor, see page 223 "Configuring the IPsec Settings".
- **P** For details about specifying the IPsec settings using Web Image Monitor, see page 233 "Using Web Image Monitor".
- **MF** For details about enabling and disabling IPsec using the control panel, see page 189 "Administrator Settings".
- **P** For details about enabling and disabling IPsec using Smart Organizing Monitor, see the Smart Organizing Monitor Help.

Encryption and Authentication by IPsec

IPsec consists of two main functions: the encryption function, which ensures the confidentiality of data, and the authentication function, which verifies the sender of the data and the data's integrity. This machine's IPsec function supports two security protocols: the ESP protocol, which enables both of the IPsec functions at the same time, and the AH protocol, which enables only the authentication function.

ESP Protocol

The ESP protocol provides secure transmission through both encryption and authentication. This protocol does not provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol

The AH protocol provides secure transmission through authentication of packets only, including headers.

- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

AH Protocol + ESP Protocol

When combined, the ESP and AH protocols provide secure transmission through both encryption and authentication. These protocols provide header authentication.

- For successful encryption, both the sender and receiver must specify the same encryption algorithm and encryption key. The encryption algorithm and encryption key are specified automatically.
- For successful authentication, the sender and receiver must specify the same authentication algorithm and authentication key. The authentication algorithm and authentication key are specified automatically.

Note

- Some operating systems use the term "Compliance" in place of "Authentication".

Security Association

This machine uses encryption key exchange as the key setting method. With this method, agreements such as the IPsec algorithm and key must be specified for both sender and receiver. Such agreements form what is known as an SA (Security Association). IPsec communication is possible only if the receiver's and sender's SA settings are identical.

The SA settings are auto configured on both parties' machines. However, before the IPsec SA can be established, the ISAKMP SA (Phase 1) settings must be auto configured. When this is done, the IPsec SA (Phase 2) settings, which allow actual IPsec transmission, will be auto configured.

Also, for further security, the SA can be periodically auto updated by applying a validity period (time limit) for its settings. This machine only supports IKEv1 for encryption key exchange.

Multiple settings can be configured in the SA.

Settings 1-10

You can configure ten separate sets of SA details (such as different shared keys and IPsec algorithms).

IPsec policies are searched through one by one, starting at [No.1].

Encryption Key Exchange Settings Configuration Flow

This section explains the procedure for specifying encryption key exchange settings.

Machine	PC
1. Set the IPsec settings on Web Image Monitor.	1. Set the same IPsec settings as the machine on PC.
2. Enable IPsec settings.	2. Enable IPsec settings.
3. Confirm IPsec transmission.	

Note

- After configuring IPsec, you can use "ping" command to check if the connection is established correctly. Because the response is slow during initial key exchange, it may take some time to confirm that transmission has been established.
- MF** If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec on the control panel, and then access Web Image Monitor.
- P** If you cannot access Web Image Monitor due to IPsec configuration problems, disable IPsec on the [Network 2] tab under [Printer Configuration] using Smart Organizing Monitor, and then access Web Image Monitor.
- MF** For details about disabling IPsec using the control panel, see page 189 "Administrator Settings".
- P** For details about enabling and disabling IPsec using Smart Organizing Monitor, see the Smart Organizing Monitor Help.

Specifying Encryption Key Exchange Settings

1. Start the web browser and access the machine by entering its IP address.
2. Click [IPsec Settings].
3. Click the [IPsec Policy List] tab.
4. Select the number of the setting you want to modify in the list, and then click [Change].
5. Modify the IPsec related settings as necessary.
6. Enter the administrator password, and then click [Apply].
7. Click the [IPsec Global Settings] tab, and then select [Active] in [IPsec Function].
8. If necessary, specify [Default Policy], [Broadcast and Multicast Bypass], and [All ICMP Bypass] also.
9. Enter the administrator password, and then click [Apply].

Specifying IPsec Settings on the Computer

Specify exactly the same settings for IPsec SA settings on your computer as are specified for the IPsec Settings on the machine. Setting methods differ according to the computer's operating system. The following procedure is based on Windows 7 in an IPv4 environment as an example.

1. On the [Start] menu, click [Control Panel], [System and Security], and then click [Administrative Tools].
2. Double-click [Local Security Policy], and then click [IP Security Policies on Local Computer].
3. In the "Action" menu, click [Create IP Security Policy...].

The IP Security Policy Wizard appears.

4. Click [Next].
5. Enter a security policy name in "Name", and then click [Next].
6. Clear the "Activate the default response rule (earlier versions of Windows only)." check box, and then click [Next].
7. Select "Edit properties", and then click [Finish].
8. In the "General" tab, click [Settings...].
9. In "Authenticate and generate a new key after every", enter the same validity period (in minutes) that is specified on the machine in [IKE Life Time], and then click [Methods...].
10. Confirm that the Encryption Algorithm ("Encryption"), Hash Algorithm ("Integrity"), and IKE Diffie-Hellman Group ("Diffie-Hellman Group") settings in "Security method preference order" all match those specified on the machine in [IKE Settings].
If the settings are not displayed, click [Add...].

11. Click [OK] twice.

12. Click [Add...] in the "Rules" tab.

The Security Rule Wizard appears.

13. Click [Next].
14. Select "This rule does not specify a tunnel", and then click [Next].
15. Select the type of network for IPsec, and then click [Next].
16. Click [Add...] in the IP Filter List.
17. In [Name], enter an IP Filter name, and then click [Add...].

The IP Filter Wizard appears.

18. Click [Next].

19. In [Description:], enter a name or a detailed explanation of the IP filter, and then click [Next].

You may click [Next] and proceed to the next step without entering any information in this field.

20. Select "My IP Address" in "Source address", and then click [Next].
21. Select "A specific IP Address or Subnet" in "Destination address", enter the machine's IP address, and then click [Next].
22. For the IPsec protocol type, select "Any", and then click [Next].
23. Click [Finish], and then click [OK].
24. Select the IP filter that you have just created, and then click [Next].
25. Click [Add...] in the Filter Action.

The Filter Action Wizard appears.

26. Click [Next].
27. In [Name], enter a Filter Action name, and then click [Next].
28. Select "Negotiate security", and then click [Next].
29. Select one of options for computers allowed to communicate with, and then click [Next].
30. Select "Custom" and click [Settings...].
31. When [ESP] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data integrity and encryption (ESP)], and configure the following settings:

Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for ESP] specified on the machine.

Set the value of [Encryption algorithm] to the same value as the [Encryption Algorithm for ESP] specified on the machine.

32. When [AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:

Set the value of [Integrity algorithm] to the same value as the [Authentication Algorithm for AH] specified on the machine.

Clear the [Data integrity and encryption (ESP)] check box.

33. When [ESP&AH] is selected for the machine in [Security Protocol] under [IPsec Settings], select [Data and address integrity without encryption (AH)], and configure the following settings:

Set the value of [Integrity algorithm] under [Data and address integrity without encryption (AH)] to the same value as [Authentication Algorithm for AH] specified on the machine.

Set the value of [Encryption algorithm] under [Data integrity and encryption (ESP)] to the same value as [Encryption Algorithm for ESP] specified on the machine.

34. In the Session key settings, select "Generate a new key every", and enter the same validity period (in seconds or Kbytes) as that specified for [Life Time] on the machine.

35. Click [OK], and then click [Next].

36. Click [Finish].

If you are using IPv6 under Windows Vista or a newer version of Windows, you must repeat this procedure from Step 12 and specify ICMPv6 as an exception. When you reach Step 22, select [58] as the protocol number for the "Other" target protocol type, and then set [Negotiate security] to [Permit].

37. Select the filter action that you have just created, and then click [Next].

38. Select one of options for an authentication method, and then click [Next].

39. Click [Finish], and then click [OK] twice.

The new IP security policy (IPsec settings) is specified.

40. Select the security policy that you have just created, right click on it, and then click [Assign].

IPsec settings on the computer are enabled.

↓ Note

- To disable the computer's IPsec settings, select the security policy, right click, and then click [Unassign].

MF Enabling and Disabling IPsec Using the Control Panel

★ Important

- This function is available only when an administrator password is specified.
1. Press the [User Tools] key.
 2. Press the [▲] or [▼] key to select [Admin. Tools].
 3. Enter a password, enter the password using the number keys, and then press the [OK] key.
 4. Press the [▲] or [▼] key to select [IPsec], and then press the [OK] key.
 5. Press the [▲] or [▼] key to select [Active] or [Inactive], and then press the [OK] key.
 6. Press the [User Tools] key to return to the initial screen.

↓ Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock]. For details about [Admin. Tools Lock], see page 189 "Administrator Settings".
- You can press the [Back] key to exit to the previous level of the menu tree.

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- When operating the machine for the first time, use the print cartridge supplied with this machine. If this cartridge is not initially used, the following problems may occur:
 - **MF** "Replace Required Soon:" "Print Cartridge" will be displayed before the toner runs out.
 - **MF** "Replacement Required:" "Print Cartridge" will be displayed when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
 - **P** Toner/Paper End indicator will flash before the toner runs out.
 - **P** Toner/Paper End indicator will light up when the toner runs out, but instead the printed image suddenly becomes pale or blurred.
- **MF** The lifetime of the photo conductor, which is built into the print cartridge, is taken into account in displaying "Replace Required Soon:" "Print Cartridge". If the photo conductor stops working before the toner runs out, "Replace Required Soon:" "Print Cartridge" may be displayed.
- **P** The lifetime of the photo conductor, which is built into the print cartridge, is taken into account when Toner/Paper End indicator flashes. If the photo conductor stops working before the toner runs out, Toner/Paper End indicator may flash.
- **MF** To continue printing after "Replacement Required: Print Cartridge" is displayed, set [Toner End Option] to [Continue Printing]. However, since any trouble caused by using this setup is outside of the scope of the manufacturer's warranty, this setup should be used with care. For details about [Toner End Option], see page 182 "System Settings".
- **MF** If [Toner End Option] is first set to [Continue Printing] and then to [Stop Printing], be sure to use a new print cartridge. If a used print cartridge is installed, there will be a discrepancy between the remaining toner level displayed and the actual remaining toner, and accordingly, "Replacement Required: Print Cartridge" will not be displayed at the appropriate timing.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Item	Description
Configuration	Desktop
Print process	Laser electrostatic transfer
MF Maximum paper size for scanning using the exposure glass	MF 216 mm × 297 mm (8.5 × 11.7 inches)
MF Maximum paper size for scanning using the ADF	MF 216 mm × 356 mm (8.5 × 14 inches)
Maximum paper size for printing	216 mm × 356 mm (8.5 × 14 inches)
Warm-up time	MF 30 seconds or less (23 °C, 71.6 °F)
	P 26 seconds or less (23 °C, 71.6 °F)
Paper sizes	A4, 8¹/₂ × 11, B5 JIS, B6 JIS, A5 LEF, A5 SEF, A6, 8¹/₂ × 14, 8¹/₂ × 13, 8.5 × 13.4, 8.5 × 13.6, 16K, 8.11 × 13.3, 5¹/₂ × 8¹/₂ The following paper sizes are supported as custom paper sizes: - Approximately 100-216 mm (3.54-8.50 inches) in width - Approximately 148-356 mm (5.51-14.02 inches) in length
Paper type	Plain paper (65-99 g/m² (17-27 lb.)), Recycled paper (75-90 g/m² (20-24 lb.)), Thin paper (52-64 g/m² (14-16 lb.)), Thick paper 1 (100-130 g/m² (27-35 lb.)), Color paper (75-90 g/m² (20-24 lb.)), Preprinted paper (75-90 g/m² (20-24 lb.)), Prepunched paper (75-90 g/m² (20-24 lb.)), Letterhead (100-130 g/m² (27-35 lb.)), Bond paper (105-160 g/m² (28-43 lb.)), Cardstock (100-130 g/m² (27-35 lb.))

Item	Description
Paper output capacity (80 g/m ² , 20 lb)	50 sheets
Paper input capacity (80 g/m ² , 20 lb)	- Tray 1 150 sheets - Bypass tray 1 sheet
MF ADF capacity (80 g/m ² , 20 lb)	MF 35 sheets
Memory	128 MB
Power requirements	 Region A 220-240 V, 4 A, 50/60 Hz  Region B 120 V, 7 A, 60 Hz
Power consumption	P Maximum power consumption P 880 W P Energy Saver mode 1 P 50 W or less P Energy Saver mode 2 P 3.8 W or less MF Maximum power consumption MF 895 W MF Energy Saver mode 1 MF 50 W or less MF Energy Saver mode 2 MF 5.0 W or less
MF Machine dimensions (Width × Depth × Height)	MF SP 221S MF 405 × 392 × 395 mm (15.9 × 15.4 × 15.5 inches) MF SP 220SNw and SP 221SNw MF 405 × 392 × 346 mm (15.9 × 15.4 × 13.6 inches) MF SP 221SF, SP 220SFNw, and SP 221SFNw

Item	Description
	(MF) 405 × 392 × 405 mm (15.9 × 15.4 × 15.9 inches)
(P) Machine dimensions (Width × Depth × Height)	(P) 376 × 392 × 262 mm (14.8 × 15.4 × 10.3 inches)
(MF) Weight (machine body with consumables)	(MF) SP 221S, SP 220SNw, and SP 221SNw (MF) 18.0 kg (40 lb.) or less (MF) SP 221SF, SP 220SFNw, and SP 221SFNw (MF) 20.0 kg (45 lb.) or less
(P) Weight (machine body with consumables)	(P) 12.5 kg (28 lb.) or less

Printer Function Specifications

Item	Description
Printing speed	23 pages per minute (A4)
Resolution	600 × 600 dpi (maximum: 1200 × 1200 dpi)
First print speed	8 seconds or less
Interface	- Ethernet (10BASE-T, 100BASE-TX) - USB 2.0 - Wi-Fi (only SP 220Nw, SP 221Nw, SP 220SNw, SP 221SNw, SP 220SFNw, SP 221SFNw)
Printer language	GDI
Fonts	80 fonts

(MF) Copier Function Specifications

Item	Description
Maximum resolution (scanning and printing)	Exposure glass Scanning: 600 × 600 dpi

Item	Description
	Printing: 600 × 600 dpi ADF Scanning: 600 × 300 dpi Printing: 600 × 600 dpi
First copy speed (A4, at 23 °C, 71.6 °F)	13 seconds or less
Multiple copy speed	23 pages per minute
Reproduction ratio	- Fixed ratio  Region A 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%  Region B 50%, 65%, 78%, 93%, 129%, 155%, 200%, 400% - Zoom ratio 25% to 400%
Copy quantity	99

MF Scanner Function Specifications

Item	Description
Maximum scanning area (horizontal × vertical)	- Exposure glass 216 × 297 mm (8.5 × 11.7 inches) - ADF 216 × 356 mm (8.5 × 14 inches)
Maximum resolution when scanning from the control panel (Scan to E-mail, Scan to FTP, Scan to Folder, Scan to USB)	600 × 600 dpi
Maximum resolution when scanning from a computer (TWAIN)	- Exposure glass 600 × 600 dpi - ADF

Item	Description
	600 × 300 dpi
Maximum resolution when scanning from a computer (WIA)	600 × 600 dpi
ADF throughput	- Black and white: 147 mm per second - Color: 49 mm per second
Interface	Ethernet (10BASE-T, 100BASE-TX), USB 2.0, Wi-Fi (only SP 220Nw, SP 221Nw, SP 220SNw, SP 221SNw, SP 220SFNw, SP 221SFNw)

MF Fax Function Specifications

Item	Description
Access line	- Public switched telephone networks (PSTN) - Private branch exchange (PBX)
Transmission mode	ITU-T Group 3 (G3)
Scan line density	8 dots per mm × 3.85 line per mm (200 × 100 dpi) 8 dots per mm × 7.7 line per mm (200 × 200 dpi)
Transmission time	3 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)
Transfer rate	33.6 kbps to 2400 bps (auto shift down system)
Data compression methods	MH, MR, MMR
Memory capacity	100 sheets (8 dots per mm × 3.85 line per mm, MMR, ITU-T # 1 chart)
Address book	- Speed dial 100 items - Quick dial 8 items

Item	Description
	• Number of redials for Fax 1

Consumables

 CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

Print Cartridge

Print cartridge	Average printable number of pages per cartridge ^{*1}
Black	Type1: • 2,000 pages Type2: • 12,000 pages

^{*1} The printable number of pages is based on pages that are compliant with ISO/IEC 19752 and the image density set as the factory default. ISO/IEC 19752 is an international standard on measurement of printable pages, set by the International Organization for Standardization.

 Note

- For information about consumables, see our website (<http://www.ricoh.com/>).
- If print cartridges are not changed when necessary, printing will become impossible. For easy replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges (consumables) are not covered by warranty. However, if there is a problem, contact the store where they were purchased.
- When you first use this machine, use the print cartridges packaged with the machine.
- The supplied print cartridges are good for approximately 1,000 pages.
- This machine routinely performs cleaning and uses toner during this operation to maintain quality.
- To prevent a cleaning malfunction, you may need to replace a print cartridge even if it is not empty.

Information for This Machine

User Information on Electrical & Electronic Equipment Region **A** (mainly Europe and Asia)

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 Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.

Note for the Battery and/or Accumulator Symbol (For EU countries only)



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.

Environmental Advice for Users Region **A** (mainly Europe)

Users in the EU, Switzerland and Norway

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/m² 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.ricoh-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.

Notice To Wireless LAN Interface Users Region A (mainly Europe)



Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 2014/53/EU.

The CE Declaration of Conformity is available by accessing the URL: http://www.ricoh.com/products/ce_doc/

and selecting the product applicable.

Operating frequency band: 2400 - 2483.5 MHz

maximum radio-frequency power: less than 20.0 dBm

As this equipment with the radiating part is not intended to be used in close proximity to the human body, it is recommended to use at least 20cm apart from the user.

NOTICE TO USERS (NEW ZEALAND)

XX

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

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

Devices connected to the telephone port may lose their memory if this fax machine is on line for extended periods. To prevent this, such devices should have the facility for battery or similar backup of memory.

This device may be subject to ringing or bell tinkle when certain other devices are connected to the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

Notes to users in the state of California (Notes to Users in USA)

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

Notes to users in the United States of America

Part 15 of the FCC Rules

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment has very low levels of RF energy that it is deemed to comply without maximum permissive exposure evaluation (MPE). But it is desirable that it should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Declaration of Conformity

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Part 68 of the FCC Rules regarding Facsimile Unit

1. This equipment complies with Part 68 of the FCC rules and requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXXX. If requested, this number must be provided to the telephone company.
2. This equipment uses the RJ11C USOC jack.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for detail.
4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the

local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
7. If trouble is experienced with this equipment, for repair or warranty information, please contact Ricoh Americas Corporation Customer Support Department at 1-800-FASTFIX. If this device is causing problems with your telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
8. In the event of operation problems (document jam, copy jam, communication error indication), see the manual provided with this machine for instruction on resolving the problem.
9. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: Follow the FAX HEADER programming procedure in the Programming chapter of the operating instructions to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine.

Notes to Canadian Users of Wireless Devices

This device complies with Industry Canada's licence-exempt RSSs.

Operation is subject to the following two conditions:

- (1) This device may not cause interference; and
- (2) This device must accept any interference, including interference that may cause undesired operation of the device.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Remarques à l'attention des utilisateurs canadiens d'appareils sans fil

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le radiateur et le corps humain.(à l'exception des extrémités : mains, poignets, pieds et chevilles)

Notes to Canadian Users

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

Remarques à l'attention des utilisateurs canadiens

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq.

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment



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 multifunction devices. Energy Star standards and logos are internationally uniform.

Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2. If the machine has been idle for a certain period of time, the machine automatically enters Energy Saver mode.

The machine recovers from Energy Saver mode when it receives a print job, prints a received fax, or when any key is pressed.

Energy Saver mode 1

The machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver mode 1 than from power-off state or Energy Saver mode 2, but power consumption is higher in Energy Saver mode 1 than in Energy Saver mode 2.

Energy Saver mode 2

The machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. Power consumption is lower in Energy Saver mode 2 than in Energy Saver mode 1, but it takes longer to recover from Energy Saver mode 2 than from Energy Saver mode 1.

Specifications

Energy Saver mode 1	Power Consumption ^{*1}	MF 50 W or less P 50 W or less
	Recovery Time ^{*1}	10 seconds or less
Energy Saver mode 2	Power Consumption ^{*1}	MF 5.0 W or less P 3.8 W or less
	Default Interval	30 seconds
	Recovery Time ^{*1}	20 seconds or less
Duplex Function ^{*2}		MF Standard P -

*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

*2 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.

MF For details about Energy Saver modes, see page 189 "Administrator Settings".

P For details about Energy Saver modes, see the Smart Organizing Monitor Help.

↓ Note

- Even if Energy Saver mode 2 is enabled, the machine will not enter Energy Saver mode 2 for two hours if Low Humidity Mode is enabled. However, the machine will enter Energy Saver mode 1 as normal (even when Energy Saver mode 1 is not enabled).
- **MF** For details about Low Humidity Mode, see page 182 "System Settings".
- **P** For details about Energy Saver modes, see the Smart Organizing Monitor Help.

Copyright Information about Installed Applications

expat

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Copyright (c) 2001, 2002 Expat maintainers.

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JPEG LIBRARY

- The software installed on this product is based in part on the work of the Independent JPEG Group.

OpenLDAP 2.1

<http://www.openldap.org/software/download>

The OpenLDAP Public License

Version 2.8, 17 August 2003

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