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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-C1020MFP. You'll find the answers to all your questions on the KYOCERA FS-C1020MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KYOCERA FS-C1020MFP
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User Guide

FS-C1020MFP



 KYOCERA



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Manual abstract:

Configuring the Machine Using Web Browser You can check the machine's status or change its settings by accessing the machine directly using Web Browser.

Troubleshooting This chapter provides a guide for solving problems in operating the machine. Maintenance This chapter describes how to maintain the machine. Appendix Copyright © 2009 Contents Top Page > Guide to the Machine Settings Guide to the Machine Introduction Trademarks Disclaimer Manuals for This Machine Machine Types How to Read This Manual Symbols Notes Web Browser Feature Highlights Using the Machine as a Printer Connecting via USB Connecting via a network Printing confidential documents Using the Machine as a Copier Making enlarged or reduced copies Copying multiple pages onto a single sheet of paper Copying both sides of an ID card onto one side of paper Making 2-sided copies Sorting the output paper Using the Machine as a Scanner Scanning from a computer Sending scanned files via e-mail Sending scanned files to an FTP server Sending scanned files to a computer's shared folder Using the Machine as a Fax Machine Using as a fax machine Using the machine with an external telephone Sending faxes from a computer (LAN-Fax) Guide to Components Exterior: Front View Exterior: Rear View Interior Control Panel Top Copyright © 2009 Contents Top Page > Getting Started Settings Getting Started Installing the Machine Where to Put the Machine Unpacking Turning the Power on Initial Setup Changing Operation Modes Saving Energy Multi-Access Connecting the Machine Connecting with USB Cable Connecting with Network Cable Reading the LED lamps Connecting to a Telephone Line Configuring the Machine Configuring the IP Address Settings Setting the machine to receive an IP address automatically Assigning the machine's IP address manually Configuring Telephone Network Settings Selecting the telephone line type Selecting the telephone network connection type Setting the outside line access number Sharing the Printer on a Network Installing Options Installing the Paper Feed Unit (Tray 2) Installing the Memory Unit (DDR-SDRAM Module) Paper and Other Media Supported Paper for Each Tray Specifications of Paper Types Unsupported Types of Paper Paper Storage Precautions Printable Area Loading Paper Loading Paper in Tray 1 Loading Legal size paper Loading envelopes Loading Paper in the Optional Paper Feed Unit Loading Paper in the Bypass Tray Specifying Paper Type and Paper Size Specifying the paper type Specifying the standard paper size Specifying a custom paper size Placing Originals About Originals Recommended size of originals Types of originals not supported by the Auto Document Feeder Unscannable image area Placing Originals Placing originals on the exposure glass Placing originals in the Auto Document Feeder Entering Characters Value Input Mode Fax Number Input Mode Text Input Mode Restricting Machine Functions According to User Enabling the User Restriction Settings Modifying user entries Deleting user entries When a Message Requesting a User ID Appears Top Copyright © 2009 Contents Top Page > Using the Printer Function Settings Using the Printer Function Configuring Option Settings for the Printer Conditions for Bidirectional Communication If Bidirectional Communication is Disabled Windows Mac OS X Accessing the Printer Properties Accessing the Printer Properties from the [Printers and Faxes] Window Accessing the Printer Properties from an Application Windows Mac OS X Basic Operation in Printer Mode If a Paper Mismatch Occurs Continuing printing using mismatched paper Resetting the print job Canceling a Print Job Canceling a print job before printing has started Canceling a print job while printing Printing Confidential Documents Storing a Locked Print file Printing a Locked Print file Deleting a Locked Print file Checking which Locked Print File Jobs Have Been Canceled Using Various Print Functions Print Quality Functions Print Output Functions Top Copyright © 2009 Contents Top Page > Using the Copier Function Settings Using the Copier Function The Screen in Copier Mode Basic Operation in Copier Mode Canceling a Copy Making Enlarged or Reduced Copies Combining Multiple Pages Copying Two or Four Pages onto One Sheet Copying Both Sides of an ID Card onto One Side of Paper Making 2-sided Copies Specifying Scan Settings Adjusting Image Density Selecting the Document Type According to Original Top Copyright © 2009 Contents Top Page > Using the Scanner Function Settings Using the Scanner Function The Screen in Scanner Mode Registering Scan Destinations Modifying Scan Destinations Deleting Scan Destinations Scanning Using the Control Panel Basic Operation for Sending Scanned Files Specifying the scan destination Specifying the Scan Settings Specifying the scanning size according to the size of the original Adjusting image density Specifying resolution Scanning from a Computer Settings you can configure in the TWAIN dialog box Top Copyright © 2009 Contents Top Page > Using the Fax Function Settings Using the Fax Function The Screen in Fax Mode Setting the Date and Time Registering Fax Destinations Registering Fax Destinations Using the Control Panel Modifying fax destinations Deleting fax destinations Registering Fax Destinations Using Web Browser Modifying fax destinations 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Fax in Fax Only Mode Receiving a Fax in FAX/TEL Mode Receiving a Fax in FAX/TAD Mode Top Copyright © 2009 Contents Top Page > Configuring the Machine Using the Control Panel Settings Configuring the Machine Using the Control Panel Basic Operation Using the Menu Screen Menu Chart Copy Settings Changing Copy Settings Copy Setting Parameters Scanner Settings Changing Scanner Settings Scanner Setting Parameters Fax Transmission Settings Changing Fax Transmission Settings Fax Transmission Setting Parameters Fax System Settings Changing Fax System Settings Fax System Setting Parameters Fax Directory Settings Registering Fax Destinations in Fax Quick Dial/Speed Dial Fax Directory Parameters Machine Settings Changing Machine Settings Machine Setting Parameters Network Settings Changing Network Settings Network Setting Parameters Reports Print Printing the Configuration Page Types of Report Reading the Configuration Page Reading the Activity Report Reading the Memory List Reading the Scan 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Copyright © 2009 Contents Top Page > Maintenance Settings Maintenance Cleaning Cautions to Take When Cleaning Cleaning the Toner Density Sensor Cleaning the Friction Pad and Paper Feed Roller Cleaning the Registration Roller Cleaning the Exposure Glass Cleaning the Auto Document Feeder Moving the Machine Moving

over a Short Distance Moving over a Long Distance Disposal If the Machine is Not Going to Be Used for a Long Time Preparing the Machine for a Long Period of Inactivity Using the Machine Again After It Has Been Inactive for a Long Period Consumables Print Cartridges Waste Toner Bottle Top Copyright © 2009 Contents Top Page > Appendix Settings Appendix Specifications of the Machine General Function Specifications Printer Function Specifications Copier Function Specifications Scanner Function Specifications Fax Function Specifications Specifications of Options Paper Feed Unit Memory Unit Electromagnetic Interference Information about Installed Software expat JPEG LIBRARY Top Copyright © 2009 Contents Top Page > All Titles Settings Guide to the Machine Introduction Trademarks Disclaimer Manuals for This Machine Machine Types How to Read This Manual Symbols Notes Web Browser Feature Highlights Using the Machine as a Printer Connecting via USB Connecting via a network Printing confidential documents Using the Machine as a Copier Making enlarged or reduced copies Copying multiple pages onto a single sheet of paper Copying both sides of an ID card onto one side of paper Making 2-sided copies Sorting the output paper Using the Machine as a Scanner Scanning from a computer Sending scanned files via e-mail Sending scanned files to an FTP server Sending scanned files to a computer's shared folder Using the Machine as a Fax Machine Using as a fax machine Using the machine with an external telephone Sending faxes from a computer (LAN-Fax) Guide to Components Exterior: Front View Exterior: Rear View Interior Control Panel Getting Started Installing the Machine Where to Put the Machine Unpacking Turning the Power on Initial Setup Changing Operation Modes Saving Energy Multi-Access Connecting the Machine Connecting with USB Cable Connecting with Network Cable Reading the LED lamps Connecting to a Telephone Line Configuring the Machine Configuring groups Modifying groups Deleting individual destinations or groups Exporting/Importing LAN-Fax Address Book data Basic Operation for Sending Faxes from a Computer Canceling a fax Configuring Transmission Settings Settings you can configure in the LAN-Fax driver's properties Receiving a Fax Selecting Reception Mode Receiving a Fax in Manual Mode Receiving a Fax in Fax Only Mode Receiving a Fax in FAX/TEL Mode Receiving a Fax in FAX/TAD Mode Configuring the Machine Using the Control Panel Basic Operation Using the Menu Screen Menu Chart Copy Settings Changing Copy Settings Copy Setting Parameters Scanner Settings Changing Scanner Settings Scanner Setting Parameters Fax Transmission Settings Changing Fax Transmission Settings Fax Transmission Setting Parameters Fax System Settings Changing Fax System Settings Fax System Setting Parameters Fax Directory Settings Registering Fax Destinations in Fax Quick Dial/Speed Dial Fax Directory Parameters Machine Settings Changing Machine Settings Machine Setting Parameters Network explanations of likely causes of paper misfeeds, damage to originals, or loss of data.



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Be sure to read these explanations. Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you can find further relevant information. [] Indicates the names of keys and buttons. Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Introduction Introduction Thank you very much for choosing this product. This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine. @@@@PCL® is a registered trademark of Hewlett-Packard Company. Apple, AppleTalk, EtherTalk, Macintosh, Mac OS, and True Type are trademarks of Apple Computer, Inc.

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The proper names of the Windows operating systems are as follows: The product names of Windows 2000 are as follows: Microsoft® Windows® 2000 Professional Microsoft® Windows® 2000 Server Microsoft® Windows® 2000 Advanced Server The product names of Windows XP are as follows: Microsoft® Windows® XP Professional Microsoft® Windows® XP Home Edition The product names of Windows Vista are as follows: Microsoft® Windows Vista® Ultimate Microsoft® Windows Vista® Enterprise Microsoft® Windows Vista® Business Microsoft® Windows Vista® Home Premium Microsoft® Windows Vista® Home Basic The product names of Windows Server 2003 are as follows: Microsoft® Windows Server® 2003 Standard Edition Microsoft® Windows Server® 2003 Enterprise Edition Microsoft® Windows Server® 2003 Web Edition Microsoft® Windows Server® 2003 Datacenter Edition The product names of Windows Server 2003 R2 are as follows: Microsoft® Windows Server® 2003 R2 Standard Edition Microsoft® Windows Server® 2003 R2 Enterprise Edition Microsoft® Windows Server® 2003 R2 Web Edition The product names of Windows Server 2008 are as follows: Microsoft® Windows Server® 2008 Standard Microsoft® Windows Server® 2008 Enterprise Microsoft® Windows Server® 2008 Datacenter Microsoft® Windows Server® 2008 Standard without Hyper-V™ Microsoft® Windows Server® 2008 Enterprise without Hyper-V™ Microsoft® Windows Server® 2008 Datacenter without Hyper-V™ PostScript 3 in this manual stands for "Adobe PostScript 3 Emulation". Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Introduction > Disclaimer Disclaimer 1. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. 2. This manual may not be reproduced in whole or in part, modified, quoted, or reprinted without permission. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Manuals for This Machine Manuals for This Machine Read the relevant manual for your purposes. Safety Information Provides information on safe usage of this machine. To avoid injury and prevent damage to the machine, be sure to read this. Quick Installation Guide Contains procedures for removing the machine from its box and connecting it to a computer. Driver Installation Guide Provides information about installing drivers and software to use this machine.

Scanning and Faxing Guide Provides information about installation and operation for using the machine's scanner and fax functions. Details not covered in this manual can be found in User Guide. User Guide Provides information about general operation and covers the topics listed below. Installing options Suitable paper types Procedures to use the printer, copier, scanner, and fax functions Configuring the machine Troubleshooting problems and fixing paper jams Replacing consumables Checking the status of the machine using Web Browser Information about maintenance This manual is stored in the CD-ROM supplied with the machine. Quick Guide Provides information about troubleshooting and basic operations for making photocopies, scanning, and sending faxes. This manual is stored in the CD-ROM supplied with the machine. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Machine Types Machine Types Model types The and the machine. symbol is used for information that is relevant only to the 120 V model machine, symbol is used for information that is relevant only to the 220 to 240 V model Checking the model of your machine To identify the model of your machine, do the following: Check the label on the rear of your machine for the voltage rating. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > How to Read This Manual How to Read This Manual Related topics Symbols Notes Web Browser Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > How to Read This Manual > Symbols Symbols This manual uses the following symbols: Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you can find further relevant information. [] Indicates the names of keys that appear on the machine's display panel. [] Indicates the names of keys on the machine's control panel.

Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > How to Read This Manual > Notes Notes Contents of this manual are subject to change without prior notice. Two kinds of size notation are employed in this manual. Some illustrations in this manual might be slightly different from the machine. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > How to Read This Manual > Web Browser Web Browser Web Browser in this manual represents COMMAND CENTER.



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Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights Feature Highlights This section provides information about basic usage and some useful functions of the machine.

Certain functions require special machine configuration. Related topics Using the Machine as a Printer Using the Machine as a Copier Using the Machine as a Scanner Using the Machine as a Fax Machine Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Printer Using the Machine as a Printer To use this machine as a printer, two types of connection method are available: USB connection Network connection Related topics Connecting via USB Connecting via a network Printing confidential documents Top Previous

Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Printer > Connecting via USB Connecting via USB You can connect this machine directly to a computer using a USB cable. Preparation for printing via USB To use this machine as a printer via USB connection: 1. Connect the machine to a computer using a USB cable, and install the printer driver on the computer. For details, see Connecting with USB Cable and Driver Installation Guide. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Printer > Connecting via a network Connecting via a network You can connect this machine to a network and use it as a network printer. Preparation for printing via a network To use this machine as a printer via network connection: 1. Connect the machine to a network. For details, see Connecting with Network Cable . 2.

Configure the machine for network connection. For details, see Configuring the IP Address Settings . 3. Install the printer driver on a computer. For details, see Driver Installation Guide. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Printer > Printing confidential documents Printing confidential documents If you use the Locked Print function, you can password protect your print job. This means that your job is printed only after you enter the password using the machine's control panel. This function prevents unauthorized users seeing sensitive documents at the printer. This function is only available when using the PCL printer driver, and printing from a computer running a Windows operating system. Printing confidential documents 1.

Use the printer driver to send a print job as a Locked Print file from a computer. For details, see Storing a Locked Print file . 2. Enter the password using the control panel to print the file. For details, see Printing a Locked Print file .

Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier Using the Machine as a Copier This section describes some useful functions of this machine when used as a copier. Related topics Making enlarged or reduced copies Copying multiple pages onto a single sheet of paper Copying both sides of an ID card onto one side of paper Making 2-sided copies Sorting the output paper Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier > Making enlarged or reduced copies Making enlarged or reduced copies This machine has preset ratios for scaling originals, to make it easy to convert documents between different standard sizes. Preparation for making enlarged or reduced copies To always enlarge or reduce copies: 1.

Configure the machine's default [Reduce/Enlarge] setting. For details, see Copy Settings .

To use this function for the current job only: 1. Configure the setting using the [Reduce/Enlarge] key before starting the current job. For details, see Making Enlarged or Reduced Copies . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier > Copying multiple pages onto a single sheet of paper Copying multiple pages onto a single sheet of paper You can copy multiple pages of an original onto a single sheet of paper. This function is only available when the original is set in the ADF, not when it is set on the exposure glass. You can either set this machine to always make photocopies in 2-in-1 or 4-in-1 mode, or use this function only when necessary. Preparation for copying multiple images To always make photocopies in 2-in-1 or 4-in-1 mode: 1. Configure the machine's default [Reduce/Enlarge] setting. For details, see Copy Settings . To use this function for the current job only: 1.

Configure the setting using the [Reduce/Enlarge] key before starting the current job. For details, see Copying Two or Four Pages onto One Sheet . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier > Copying both sides of an ID card onto one side of paper Copying both sides of an ID card onto one side of paper You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper. This function is only available when the original is set on the exposure glass, not when it is set in the ADF. You can either set this machine to always make photocopies in ID card copy mode, or use this function only when necessary. Preparation for copying an ID card To always make photocopies in ID card copy mode: 1. Configure the machine's default [Reduce/Enlarge] setting. For details, see Copy Settings . To use this function for the current job only: 1. Configure the setting using the [Reduce/Enlarge] key before starting the current job.

For details, see Copying Both Sides of an ID Card onto One Side of Paper . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier > Making 2-sided copies Making 2-sided copies You can make 2-sided copies by copying single-sided documents onto the front and back sides of the paper. This function is only available when the original is set in the ADF, not when it is set on the exposure glass. Change the machine's default setting to apply 2-sided copying.



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Preparation for making 2-sided copies 1.

Configure the [Duplex Copy] setting under copy settings. For details, see Making 2-sided Copies . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Copier > Sorting the output paper Sorting the output paper When making multiple copies of multiple pages, you can configure the machine to sort the output pages into sets. This function is only available when the original is set in the ADF, not when it is set on the exposure glass. Preparation for sorting the output paper 1.

Enable the [Sort] setting under copy settings. For details, see Copy Settings . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Scanner Using the Machine as a Scanner There are two scanning methods: scanning from the computer (TWAIN scanning) and scanning using the control panel. Scanning from the computer TWAIN scanning allows you to operate the machine from your computer and scan originals into your computer directly. TWAIN scanning can be performed using a TWAIN-compliant application. TWAIN scanning is available with both USB and network connections. Scanning using the control panel Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder). Scanning using the control panel is available with network connection only. The machine supports WIA scanning, an additional method of scanning originals from your computer, for USB connection. WIA scanning is possible if your computer is running Windows operating system and a WIA-compatible application.

For more information, see the manual for your application. Related topics Scanning from a computer Sending scanned files via e-mail Sending scanned files to an FTP server Sending scanned files to a computer's shared folder Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Scanner > Scanning from a computer Scanning from a computer You can operate the machine from your computer and scan originals into your computer directly. Preparation for scanning from a computer with USB connection 1. Connect the machine to the computer using a USB cable, and install the scanner driver on the computer. For details, see Connecting with USB Cable and Driver Installation Guide. 2. If a TWAIN-compliant application is not installed on the computer, install a TWAIN-compliant application. Preparation for scanning from a computer with network connection 1. Connect the machine to the network. For details, see Connecting with Network Cable .

2. Configure the IP address, subnet mask, and gateway address using the control panel. For details, see Configuring the IP Address Settings . 3. Install the scanner driver on the computer.

For details, see Driver Installation Guide. 4. If a TWAIN-compliant application is not installed on the computer, install a TWAIN-compliant application. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Scanner > Sending scanned files via e-mail Sending scanned files via e-mail You can send scanned files via e-mail using the control panel. Preparation for sending scanned files via e-mail 1.

Connect the machine to the network. For details, see Connecting with Network Cable . 2. Configure the IP address, subnet mask, and gateway address using the control panel. For details, see Configuring the IP Address Settings . 3. Configure the DNS and SMTP settings using Web Browser. For details, see Configuring the DNS Settings and Configuring the SMTP Settings . 4. Register the destinations to the Address Book using Web Browser.

For details, see Registering Scan Destinations . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Scanner > Sending scanned files to an FTP server Sending scanned files to an FTP server You can send scanned files to an FTP server using the control panel. Preparation for sending scanned files to an FTP server 1. Connect the machine to the network. For details, see Connecting with Network Cable . 2. Configure the IP address, subnet mask, and gateway address using the control panel. For details, see Configuring the IP Address Settings . 3. Register the destinations to the Address Book using Web Browser.

For details, see Registering Scan Destinations . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Scanner > Sending scanned files to a computer's shared folder Sending scanned files to a computer's shared folder You can send scanned files to the shared folder of a computer on a network using the control panel. Preparation for sending scanned files to a computer's shared folder 1. Connect the machine to the network. For details, see Connecting with Network Cable .

2. Configure the IP address, subnet mask, and gateway address using the control panel. For details, see Configuring the IP Address Settings . 3. Create a destination folder on the computer's hard disk drive, and configure it as a shared folder.

For details, see your operating system's documentation. 4. Register the destinations to the Address Book using Web Browser. For details, see Registering Scan Destinations . If you are using the Scan to Folder function on a network that uses Active Directory, you must specify the server name and domain name in the DNS settings. For details about the DNS settings, see Configuring the DNS Settings . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Fax Machine Using the Machine as a Fax Machine This section describes basic procedures for using this machine as a fax machine. Related topics Using as a fax machine Using the machine with an external telephone Sending faxes from a computer (LAN-Fax) Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Fax Machine > Using as a fax machine Using as a fax machine Preparation for using as a fax machine 1. Connect the machine to the telephone line. For details, see Connecting to a Telephone Line .

2. Configure the telephone network settings.



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For details, see *Configuring Telephone Network Settings* . 3. Configure the time and date. For details, see *Setting the Date and Time* . 4. Register the destinations to the Address Book using the control panel or Web Browser. For details, see *Registering Fax Destinations* . Make sure to register the user fax number and user name during Initial Setup.

For details, see *Initial Setup* . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Fax Machine > Using the machine with an external telephone Using the machine with an external telephone You can use this machine as a fax machine and also use the same telephone line for voice calls. Preparation for using the machine with an external telephone 1. Connect an external telephone to the machine. For details, see *Connecting to a Telephone Line* .

2. Select the fax reception mode. For details, see *Receiving a Fax* . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Feature Highlights > Using the Machine as a Fax Machine > Sending faxes from a computer (LAN-Fax) Sending faxes from a computer (LAN-Fax) You can send a document directly from a computer through this machine to another fax machine, without printing the document. This function is supported by Windows 2000/XP/Vista and Windows Server 2003/2003 R2/2008.

Mac OS X does not support this function. Preparation for sending faxes from a computer connected via USB 1. Connect the machine to a computer using a USB cable. For details, see *Connecting with USB Cable* . 2. Install the LAN-Fax driver on the computer. For details, see *Driver Installation Guide* . 3. Register LAN-Fax destinations in the LAN-Fax Address Book. For details, see *Configuring the LAN-Fax Address Book* .

Preparation for sending faxes from a computer connected via network 1. Connect the machine to the network. For details, see *Connecting with Network Cable* . 2. Specify the network settings, such as the machine's IP address. For details, see *Configuring the IP Address Settings* . 3. Install the LAN-Fax driver on the computer. For details, see *Driver Installation Guide* . 4.

Register LAN-Fax destinations in the LAN-Fax Address Book. For details, see *Configuring the LAN-Fax Address Book* . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Guide to Components Guide to Components This section lists the names and functions of the parts of this machine. Related topics Exterior: Front View Exterior: Rear View Interior Control Panel Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Guide to Components > Exterior: Front View Exterior: Front View 1. ADF (Auto document feeder) Cover Open this cover to remove originals jammed in the ADF.

2. Input Tray for the ADF Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper. 3. Output Tray for the ADF Originals scanned with the ADF are output here. 4. Extender for the ADF Trays Extend these when placing paper longer than A4 in the input tray for ADF. 5. Top Cover Open this cover to replace the print cartridges. 6. Tray 1 This tray can hold up to 250 sheets of plain paper. 7. Tray 2 (option) This tray can hold up to 500 sheets of plain paper. 8.

Bypass Tray Load paper here sheet by sheet. 9. Front Cover Open this cover to replace the waste toner bottle or remove jammed paper. 10. Control Panel Contains a screen and keys for machine control. 11. Output Tray Printed paper is output here. Up to 150 sheets of plain paper can be stacked here. 12. Exposure Glass Place originals here sheet by sheet.

13. Cover for the Exposure Glass Open this cover to place originals on the exposure glass. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Guide to Components > Exterior: Rear View Exterior: Rear View 1. Button for Sliding the ADF Press to slide the ADF towards the rear of the machine and hold it in that position, if paper output to the output tray is difficult to retrieve. 2.

Memory Cover Remove this cover to install the optional memory unit. 3. Power Switch Use this switch to turn the power on or off. 4. Power Socket For connecting the power cord to the machine.

5. Rear Cover Remove this cover when loading paper longer than A4 in tray 1. 6. Cable Cover Remove this cover when connecting cables to the machine. 7. Ethernet Port For connecting the machine to the network using a network interface cable. 8. G3 (analog) Line Interface Connector For connecting a telephone line. 9. External Telephone Connector For connecting an external telephone.

10. USB Port For connecting a USB cable. 11. Stop Fences Raise this fence to prevent paper falling off when printing a large amount of paper at a time. The fence can be adjusted at the A4/Letter or Legal size position. Slide the ADF as shown below. Slide the ADF only when the ADF is closed. Be careful not to trap your fingers when sliding. Raise the fence as shown below to prevent A4- or Letter-size prints from falling off. Raise the fence as shown below to prevent Legal-size prints from falling off.

Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Guide to Components > Interior Interior 1. Print Cartridges Load from the machine rear, in the order of cyan (C), magenta (M), yellow (Y), and black (K). Messages appear on the screen when print cartridges need to be replaced, or new ones need to be prepared. 2. Waste Toner Bottle Collects excess toner during printing.

Messages appear on the screen when the waste toner bottle needs to be replaced, or a new one needs to be prepared. 3. Transfer Unit Remove this unit when replacing the waste toner bottle. For details about the messages that appear on the screen when consumables need to be replaced, see *Error and Status Messages on the Screen* . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Guide to the Machine > Guide to Components >

Control Panel Control Panel This section describes the names and usage of the parts of the control panel.

The actual control panel may look different from the illustration below, depending on the country of use. 1. One Touch Buttons Press to select a scan or fax destination using entries registered as Quick Dial in the Address Book. 2. [On Hook Dial] key Press to use on-hook dialing to check the destination's status when sending a fax. 3. [Address book] key Press to specify destinations from the entries in the Address Book when sending a fax or scanned file. 4. [User Tools] key Press to display the menu for configuring the machine's system settings.



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[Image Quality] key Press to select scan quality for the current job. r r r Copier mode: select Text, Photo, or Mixed. Scanner mode: select the resolution. Fax mode: select Standard, Fine, or Photo. 6. Screen Displays current status and messages. 7. Menu keys Press any of these four keys to display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax). r [] key Press to exit to the previous level of the menu tree. r [] [] keys Press to scroll through the current level of the menu tree.

When entering characters, press the [] or [] key to move the cursor left or right, respectively. [OK] key r Press to confirm settings or enter the next level of the menu tree. 8. [Clear/Stop] key r r r While the machine is processing a job: press to cancel the current job. While configuring the machine: press to cancel the current setting and return to standby mode.

While in standby mode: press to cancel temporary settings such as image density or resolution. 9. [B&W Start] key Press to scan or copy in black and white, or start sending a fax. 10. [Color Start] key Press to scan or copy in color.

11. Number keys Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names. 12. [Copy] key Press to switch to copier mode. The key stays lit while the machine is in copier mode. 13. [Facsimile] key Press to switch to fax mode. The key stays lit while the machine is in fax mode. 14. [Scanner] key Press to switch to scanner mode.

The key stays lit while the machine is in scanner mode. 15. [Density] key Press to adjust image density for the current job. r r r Copier mode: select from 5 levels of density. Scanner mode: select from 5 levels of density. Fax mode: select from 3 levels of density. 16. [Reduce/Enlarge] key r r r Copier mode: press to specify the reduction or enlargement ratio for the current job. Scanner mode: press to specify the scanning size according to the current original. 17.

[Pause/Redial] key r Pause Press to insert a pause in a fax number. The pause is indicated by "P". Redial Press to display the last used scan or fax destination. r 18. [Shift] key Press if you want to use Quick Dial entries Nos.

11 to 20 when specifying a scan or fax destination. The backlight of the screen is turned off when the machine is in Energy Saver mode. When the machine is processing a job, you cannot display the menu for configuring the machine. You can confirm the machine's status by checking messages on the screen. If you see messages such as "Printing", "Mono Copying", "Color Copying", or "Processing", wait until the current job is finished.

A sticker for control panel keys and a name sheet for One Touch buttons may be included, depending on the country of use. If included, apply the stickers appropriate for your language to the control panel. Note that if the control panel is covered with a protective sheet, be sure to remove it before applying the stickers. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine Installing the Machine This section describes steps required to install the machine and prepare it for use. Related topics Where to Put the Machine Unpacking Turning the Power on Initial Setup Changing Operation Modes Saving Energy Multi-Access Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Where to Put the Machine Where to Put the Machine The machine's location should be carefully chosen because environmental conditions greatly affect its performance. The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury. Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

The wall outlet shall be installed near the machine and shall be easily accessible. Connect the machine to the power source specified in this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in this manual and extension cords are electric shock or fire hazards. Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards. Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard. Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose. Keep the machine away from humidity and dust.

Otherwise a fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard.

Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard. Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily. Machine is not suitable for desk work environments, so place the machine in another room.

When new, electrical devices containing volatile materials will normally release emissions into the air of their vicinity. For this reason, for the first few days after installation of a new device, strong ventilation inside the room where it is placed is necessary. Space Required for Installation The recommended (minimum) space requirements are as follows: Optimum Environmental Conditions Permissible and recommended temperature and humidity ranges are as follows: White area: Permissible Range Gray area: Recommended Range To avoid build up of ozone, be sure to locate this machine in a large, well ventilated room that has an air turnover of more than 30 m³/hr/person. When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated. Environments to Avoid Areas exposed to direct sunlight or strong light Dusty areas Areas with corrosive gases Areas that are excessively cold, hot, or humid Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners Areas directly exposed to radiant heat from heaters Locations near air conditioners, heaters, or humidifiers Locations near other electronic equipment Locations subject to frequent strong vibration Power Source Connect the power cord to a power source of the following specification: : 120 V, 50/60 Hz, 11 A or more (when fully equipped) : 220-240 V, 50/60 Hz, 6 A or more (when fully equipped) Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Unpacking Unpacking To protect it from shock and vibration during transit, this machine comes packaged in cushioning foam and secured with tape.



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Remove these protective materials after bringing the machine to where it will be installed. Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.

Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns of a fire. Keep toner (used or unused) and toner containers out of reach of children. If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary. If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary. If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary. When moving the machine, use the inset grips on both sides.

The machine will break or cause injury if dropped. Removed tape is dirty. Be careful not to let it touch your hands or clothes. Leave the protective materials in place while moving the machine. Lower the machine slowly and carefully to prevent trapping your hands.

Do not grip on the tray area when lifting the machine. Do not allow paper clips, staples, or other small objects to fall inside the machine. Keep uncovered print cartridges away from direct sunlight. Do not touch the print cartridge's photo conductor unit. Do not touch the ID chip on the side of the print cartridge (the white area in the illustration below).

Remove the plastic bag. Lift the machine with another person using the inset grips on both sides of the machine. Remove the protective materials attached on the machine's exterior. Do not remove tapes going into the inside of the machine. The actual machine may come with protective materials attached in different positions. Make sure to check the machine's exterior for all protective materials, and remove them completely. Open the ADF cover. Move the blue lever slightly to the machine rear, and then raise it to unlock the paper feed roller. Lift the paper feed roller slightly to remove it. Pull the protective sheet to remove it.

With the roller part facing downwards, insert the tip of the paper feed roller into the opening of the ADF. Return the paper feed roller to its original position.

Lower the blue lever to lock the paper feed roller. Close the ADF cover. Pull the opening lever on the front cover, and then carefully lower the front cover. Lower the blue fusing unit levers. Holding each orange tape near its joint, pull both tapes gently upward and remove them from the machine at the same time. Using both hands, carefully push up the front cover until it closes. Pull up the top cover open lever, and then open the top cover carefully. Make sure that the ADF is closed.

Remove the protection tapes. Lift out print cartridges and shake them from side to side. The black print cartridge comes with a protection sheet that you must remove before shaking. Carefully lift out the print cartridge vertically, holding its center. Place the black print cartridge on a flat surface and remove the protection sheet before shaking.

Shake each print cartridge from side to side five or six times. Check the toner color and corresponding location, and then carefully insert the print cartridge vertically. Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Turning the Power on Turning the Power on This section describes how to turn on the machine.

Plug and unplug the power cable with dry hands, or an electric shock could occur. Make sure that the power cord is plugged securely into the wall outlet before turning the power on. Make sure that the power is off when plugging or unplugging the power cord. Do not turn off the power switch until initializing is completed. Doing so results in malfunction. Plug in the power cord. Turn the power switch to " On". The [Copy] key on the control panel lights up. Depending on the [Default Mode] setting under [Admin Settings], the [Facsimile] key may light up instead of the [Copy] key. The machine may make a noise while initializing.

This noise does not indicate a malfunction. To turn off the power, turn the power switch to " Off". For details about [Default Mode], see Administrator Settings . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Initial Setup Initial Setup When you turn on the machine for the first time, a menu for configuring the settings described below will appear on the display. This section describes how to complete the Initial Setup. : The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Also, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States. Make sure to select the correct code for the country of use. Selecting the wrong country code may cause failures in fax transmissions.

Display language The language selected here is used for the display. User fax number The number entered here is used as the fax number of the machine. The user fax number can contain 0 to 9, space, and "+". User name The name entered here is used as the name of the fax sender. Country code The country code selected here is used for configuring the time and date display formats, and the settings related to fax transmissions with appropriate default values for the country of use.

Press the [] keys to select the required language, and then press the [OK] key. Enter the user fax number (up to 20 characters) using the number keys, and then press the [OK] key. To enter two 0s successively, press the [] key after the first 0. You must enter at least one character, even if you are not using a fax function. Enter the user name (up to 20 characters) using the number keys, and then press the [OK] key.

Press the [] keys to select the required country code, and then press the [OK] key. You can change the settings configured during the Initial Setup later under [Admin Settings]. In addition, you can set the machine's time and date under [Admin Settings]. When the [Transmitter Header] setting under fax transmission settings is turned on, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send.

For details about entering characters, see Entering Characters For details about [Admin Settings], see Administrator Settings .



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.. For details about [Transmitter Header], see Fax Transmission Settings Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Changing Operation Modes Changing Operation Modes You can switch between copier, scanner, and fax modes by pressing the corresponding keys. Copier mode Press the [Copy] key to activate copier mode. While in copier mode, the [Copy] key lights up.

Scanner mode Press the [Scanner] key to activate scanner mode. While in scanner mode, the [Scanner] key lights up. Fax mode Press the [Facsimile] key to activate fax mode. While in fax mode, the [Facsimile] key lights up. Function Priority By default, copy mode is selected when the machine is turned on, or if the preset [Auto Clear] time passes with no operation while the initial screen of the current mode is displayed. You can change the selected mode using [Default Mode] under [Admin Settings]. For details about [Auto Clear] or [Default Mode], see Administrator Settings . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Saving Energy 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 the [Copy], [Color Start], or [B&W Start] key is pressed.

Energy Saver mode 1 If [EnergySaverMode1] under [Admin Settings] is enabled, the machine enters Energy Saver mode 1 if the machine has been idle for about 30 seconds. When the machine is in Energy Saver mode 1, the backlight of the screen is turned off and "EnergySaverMode1" appears on the screen. 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 If [EnergySaverMode2] under [Admin Settings] is enabled, the machine enters Energy Saver mode 2 after the period of time specified for this setting is passed. When the machine is in Energy Saver mode 2, the backlight of the screen is turned off and "EnergySaverMode2" appears on the screen.

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. If the machine is in Energy Saver mode 2 for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance. For details about [Power Saver], see Administrator Settings . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Installing the Machine > Multi-Access Multi-Access This machine can perform multiple jobs using different functions, such as copying and faxing, at the same time. Performing multiple functions simultaneously is called "Multi-Access".

The following table shows the functions that can be performed simultaneously. Current job Job that you want to execute simultaneously Fax memory transmission Fax memory reception Receiving a print job from a computer (the actual printing starts after copying is finished) Copy Fax memory transmission Fax memory reception Immediate fax printing Printing a fax received in the machine's memory Print*1 Scan Fax memory reception Fax memory transmission Immediate fax transmission*2 Storing a document to be faxed into the machine's memory before transmission*2 Scan*2 Print Copy Scan Print Storing a document to be faxed into the machine's memory before transmission Printing a fax received in the machine's memory Fax memory transmission (sending a fax that has already been stored in the machine's memory) Copy Scan Print Storing a document to be faxed into the machine's memory before transmission Printing a fax received in the machine's memory Fax memory reception (storing a received fax into the machine's memory) Fax memory transmission Fax memory reception Immediate fax printing Printing a fax received in the machine's memory Print*1 Storing a document to be faxed into the machine's memory before transmission Immediate fax transmission (scanning an original and sending it simultaneously) Printing a fax received in the machine's memory Print*1 Fax memory reception Fax memory transmission Fax immediate transmission Scan*3 Storing a document to be faxed into the machine's memory before transmission Printing a fax received in the machine's memory Scan*3 Storing a document to be faxed into the machine's memory before transmission Immediate fax printing (receiving a fax and printing it simultaneously) *1 Printing starts after scanning is finished if [Gradation] is set to [Standard] or [Fine] (PCL printer driver), or [Print Quality] in [Printer Features] is set to [High Quality] or [Best Quality] (PostScript 3 printer driver). Scanning is not possible if [Gradation] is set to [Standard] or [Fine] (PCL printer driver), or [Print Quality] in [Printer Features] is set to [High Quality] or [Best Quality] (PostScript 3 printer driver). *3 Fax printing may take longer than normal if you scan using the control panel at the same time, especially when scanning multiple pages using the exposure glass. *2 If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Connecting the Machine Connecting the Machine This section describes connecting the machine to a computer and a telephone line. Related topics Connecting with USB Cable Connecting with Network Cable Connecting to a Telephone Line Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Connecting the Machine > Connecting with USB Cable Connecting with USB Cable USB 2.0 interface cable is not supplied. Obtain a USB cable that is correct for the computer you are using.

Remove the cable cover. Connect the square-shaped connector of the USB 2.0 cable to the USB port. Connect the opposite end's flat connector to your computer's USB interface or USB hub. Attach the cable cover. For details about installing printer drivers for USB connection, see Driver Installation Guide.



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Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Connecting the Machine > Connecting with Network Cable Connecting with Network Cable Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock. Follow the procedure below to connect the machine to a computer through a network. Prepare the hub and other network devices before connecting the 10BASE-T or 100BASE-TX cable to the machine's Ethernet port.

Use shielded Ethernet cable. Unshielded cables create electromagnetic interference that could cause malfunctions. The Ethernet cable is not supplied with this machine. Select your cable according to the network environment. Remove the cable cover.

Connect the Ethernet cable to the Ethernet port. Connect the other end of the cable to the network (e.g., a network hub). Attach the cable cover.

For details about network environment settings, see Configuring the IP Address Settings . For details about installing printer drivers for network connection, see Driver Installation Guide. Related topics Reading the LED lamps Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Connecting the Machine > Connecting with Network Cable > Reading the LED lamps Reading the LED lamps 1. Yellow: Flashes when 100BASE-TX or 10BASE-T is being used. 2. Green: Lights up when the machine is properly connected to the network. Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Connecting the Machine > Connecting to a Telephone Line Connecting to a Telephone Line You can connect the machine to the public switched telephone network (PSTN) directly or through a private branch exchange (PBX). Also, you can connect an external telephone to use the same telephone line for voice calls. : To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

: Pour réduire le risque d'incendie, utilisez uniquement des No. 26 AWG ou plus grand cordon de télécommunication. : By law in the United States, you must program your phone number identification (your fax number) into your machine before you can connect to the public phone system. Make sure the connector is the correct type before you start. Remove the cable cover. Connect a telephone line cord to LINE. If using an external telephone, connect the telephone to TEL. Pass the telephone line cord through the opening in the cable cover. Hook the tabs of the cable cover into the openings of the machine. Attach the cable cover in place.

After connecting the machine to the telephone line, configure the telephone network settings and fax reception mode. If your telephone has functions that are not compatible with this machine, those functions will not be usable. Confirm that you have registered user fax number and user name during Initial Setup. You can check the registered information in [User Settings] under [Admin Settings]. For details about registering fax sender information, see Administrator Settings .

For details about configuring the telephone network settings, see Configuring Telephone Network Settings For details about configuring fax reception mode, see Selecting Reception Mode For details about [User Settings], see Administrator Settings . . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Configuring the Machine Configuring the Machine This section describes configuring the settings required to use the machine on a network and as a fax machine. Related topics Configuring the IP Address Settings Configuring Telephone Network Settings Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Configuring the Machine > Configuring the IP Address Settings Configuring the IP Address Settings The procedure for configuring network settings differs depending on whether IP address information is assigned automatically by the network (DHCP), or manually.

Related topics Setting the machine to receive an IP address automatically Assigning the machine's IP address manually Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Configuring the Machine > Configuring the IP Address Settings > Setting the machine to receive an IP address automatically Setting the machine to receive an IP address automatically A DHCP server is required on the network for the machine to receive an IP address automatically. Press the [User Tools] key. Press the [] keys to select [Network Settings], and then press the [OK] key. @@Press the [] keys to select [IP Configuration], and then press the [OK] key. Press the [] keys to select [DHCP Activated], and then press the [OK] key. Press the [] keys to select [On], and then press the [OK] key. @@Press the [Clear/Stop] key to return to the initial screen. If you are requested to reboot the machine, turn off the machine, and then turn it back on. Print the configuration page to confirm the setting. The IP address setting will appear under "TCP/IP" on the configuration page.

You can press the [] key to exit to the previous level of the menu tree. A password for accessing the [Network Settings] menu can be specified in [Admin Menu Lock]. If your network environment requires a specific transmission speed that is not automatically detected, set the transmission speed in [LINK Setting] under [Network Settings]. When [DHCP Activated] is enabled, manually configured IP address settings are not used. For details about turning the machine on and off, see Turning the Power on . . For details about printing configuration page, see Printing the Configuration Page For details about [Admin Menu Lock], see Administrator Settings For details about [LINK Setting], see Network Settings . . Top Previous Next Copyright © 2009 Contents Previous Next Settings Top Page > Getting Started > Configuring the Machine > Configuring the IP Address Settings > Assigning the machine's IP address manually Assigning the machine's IP address manually The IP address assigned to the machine must not be used by any other device on the same network. Press the [User Tools] key.

Press the [] keys to select [Network Settings], and then press the [OK] key. @@Press the [] keys to select [IP Configuration], and then press the [OK] key. Press the [] keys to select [DHCP Activated], and then press the [OK] key.



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