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You can read the recommendations in the user guide, the technical guide or the installation guide for OKI MC560 MFP PLUS. You'll find the answers to all your questions on the OKI MC560 MFP PLUS in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual OKI MC560 MFP PLUS**  
**User guide OKI MC560 MFP PLUS**  
**Operating instructions OKI MC560 MFP PLUS**  
**Instructions for use OKI MC560 MFP PLUS**  
**Instruction manual OKI MC560 MFP PLUS**



User's Guide



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**Manual abstract:**

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... 233 Contents > 5 EMERGENCY FIRST AID Take care with toner powder: If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious. If inhaled, move the person to an open area for fresh air. Seek medical attention. If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention. Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

diagline\_symbol.eps Emergency first aid > 6 NOTES, CAUTIONS AND WARNINGS Note A note provides additional information to supplement the main text. CAUTION! A caution provides additional information which, if ignored, may result in equipment malfunction or damage. WARNING! A warning provides additional information which, if ignored, may result in a risk of personal injury. For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine Oki Printing Solutions toner cartridges. These can be identified by the Oki Printing Solutions trademark. Any other toner cartridge may not operate at all, even if it is described as "compatible", and if it does work, your product's performance and print quality may be degraded. Specifications subject to change without notice. All trademarks acknowledged. Notes, cautions and warnings > 7 INTRODUCTION Congratulations on choosing this Oki Printing Solutions Multi Function Product (MFP).

It is designed with advanced features, to give you clear, vibrant color prints and crisp black and white pages at high speed on a range of office print media. With this MFP, you can instantly scan paper-based documents and deliver the electronic image to various destinations including e-mail addresses, printers, ftp servers or someone else's computer on the network. This MFP also has a "walk-up" fax facility allowing you to send your documents to a destination fax number instantly. Your MFP includes these features: > Multi-level technology produces subtler tones and smoother gradations of color to lend photographic quality to your documents. Up to 20 pages per minute in full color for fast printing of high impact color presentations and other documents.  
Up to 10 copies per minute (at 300 dpi) in full color for fast copying.



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> Up to 32 pages per minute in black and white for fast and efficient printing of all general purpose documents not requiring color. Up to 16 copies per minute (at 300 dpi) in black and white for fast and efficient copying of all general purpose documents not requiring color. > > > > > 1200 x 600dpi (dots per inch) print resolution for high quality image production showing the finest detail. 600 x 600dpi (dots per inch) copy resolution.

Single Pass Color Digital LED technology for high speed processing of your printed pages. New Profile Assistant utility allows you to download ICC profiles to the hard disk (Hard Disk Drive required). Photo Enhance mode to improve printouts of photographic images (Windows PCL driver only). High speed USB 2.0 interface. > Introduction > 8 > Scan to E-mail - Connected to an Ethernet network and a SMTP server, this MFP allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes. Scan to FTP - Allows you to send scanned documents to a server or a personal computer's file folder over an intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), CIFS (Common Internet File System) protocol. The scan to filing feature removes the need for the mail server to handle large attachments. LDAP - Allows the end-user to access the corporate email address book securely, plus outbound emails automatically have the user's name in the "sent" field, thereby eliminating outbound anonymous emails for security reasons.

Multi-tasking - Supports scanning one job while printing another to ensure greater productivity. Digital Copying - An intuitive control panel, makes digital copying fast and easy. Network/PC Printing - When connected to a network, the MFP is able to perform network or PC printing (available in "Scan-to Mode"). Multiple Pages Sending - With the Auto Document Feeder (ADF), the MFP allows a stack of up to 50 page document(s) to be continuously scanned. Faxing - An intuitive control panel, makes direct faxing fast and easy. Advanced fax transmission and reception, including delayed transmissions, sending to multiple locations, confidential transmission and reception, and polling. Address Book/Phone Book/Profiles Managing - This provifeeder (shown closed). Used for feeding heavier paper stocks, envelopes and other special media. Also for manual feeding of single sheets when required. Automatic Document Feeder (ADF) Unit.

LCD Display. ADF Paper Tray. 2. 3. 7.

8. 9. 10. ADF Paper Support. 11.

Document Cover. 12. Control Panel. 4. 5. MFP Overview > 13 REAR VIEW This view shows the connection panel and the rear output MFP rear.eps stacker. 13. ON/OFF Power switch. 14.

USB interface. 15. AC power socket. 16. Rear, face up, 100 sheet stacker. 17. Network Connector. 18. Line connection. Socket for connecting the fax machine to the telephone line.

19. Tel cotructions to complete the setup tool installation. Getting started > 18 The MFP network setup tool can discover the devices over network connections. MFP setup.jpg 1.

2. To search and install, select File > Search All Devices... Click Search.

MFP setup search.jpg 3. Highlight the required search result and click Add. Getting started > 19 The MFP network setup tool allows you to configure your MFP. Refer to "Pre-configuration information" on page 29 for detailed instructions. PAPER RECOMMENDATIONS Your MFP will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. This section provides general advice on choice of media, and explains how to use each type. The best performance will be obtained when using standard 20 ~24 lb. (75~90g/m<sup>2</sup>) paper designed for use in copiers and laser printers. A suitable types are > > > **Hammermill® Laser Printer Radiant White, 24 lb.**

**US Bond (90 g/m<sup>2</sup>) Xerox® 4024, 20 lb. US Bond 20 lb. (75 g/m<sup>2</sup>) Oki® 52206101 Bright White Proofing Paper, 32 lb. US Bond (120 g/m<sup>2</sup>)** Use of heavily embossed or very rough textured paper is not recommended. Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process. Envelopes should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of MFP. Window envelopes are not suitable. > **Oki® Premium Envelopes (size #10) 52206301 (100 count) and 52206302 (500 count)** Transparencies should be of the type designed for use in copiers and laser printers. We strongly recommend Oki transparencies (Order No.

52205701). In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage. Getting started > 20 Labels should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may damage the printer due to the labels peeling off during the printing process.

Suitable types are: > > **Avery 5161 White Laser Label (Letter size) Avery 7162, 7664, 7666 White Laser Labels (size A4). Banner Paper > Oki® 52206002 (100 count) 8.5 x 35.4 inches (215.90 x 899.**

**16 mm) Oki® SynFlex™ Paper > > > Oki® 52205901 8.5 x 11 inches (215.90 x 279.40 mm) Waterproof and Tear-resistant Getting started > 21**

**CASSETTE TRAY** The cassette tray can handle paper weights of 17 lb. to 32 lb (64g/m<sup>2</sup> to 120g/m<sup>2</sup>). The cassette tray is ideal for printing A4/Letter documents of more than 1 page in length. **SIZE A6 DIMENSIONS 4.1339 x 5.8268 inches 105 x 148mm WEIGHT (G/M<sup>2</sup>) Light 17 - 20 lb 64-74g/m<sup>2</sup> Medium 20 - 28 lb. 75-104g/m<sup>2</sup> Heavy 28 - 32 lb.**

**105-120g/m<sup>2</sup> A5 5.8268 x 8.2677 inches 148 x 210mm B5 7.1653 x 10.1181 inches 182 x 257mm Executive 7.252 x 10.5 inches 184.2 x 266.7mm A4 8.2677 x 11.**

**6929 inches 210 x 297mm Letter 8.5 x 11 inches 215.9 x 279.4mm Legal 13in. 8.**

**5 x 13 inches 216 x 330mm Legal 13.5in. 8.5 x 13.5 inches 216 x 343mm Legal 14in.**

**8.5 x 14 inches 216 x 356mm** If you have identical paper stock loaded in the multi purpose tray, you can have the MFP automatically switch to the other tray when the current tray runs out of paper. When printing from Windows applications, this function is enabled in the driver settings. When printing from other systems, this function is enabled in the Print Menu. Getting started > 22 **MULTI PURPOSE TRAY** The multi purpose tray can handle the same media sizes as the cassette trays but in weights of 20 - 54 lb (75g/m<sup>2</sup> to 203g/m<sup>2</sup>). For very heavy paper stock, use the face up (rear) paper stacker. This ensures that the paper path through the MFP is almost straight. The multi purpose tray can feed paper widths as small as 4.



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1339 inches (105mm) and lengths up to 47.244 inches (1200mm) (banner printing).

For paper lengths exceeding 14 inches (356mm) (Legal 14in.) use paper stock between 24 lb and 34 lb. (90g/m<sup>2</sup> and 128g/m<sup>2</sup>) and the face up (rear) paper stacker. Use the multi purpose tray for printing on envelopes and transparencies. Up to 50 sheets of transparencies or 10 envelopes can be loaded at one time, subject to a maximum stacking depth of 0.3937 inches (10mm). Watermarked or headed paper should be loaded print side up and top edge into the MFP. **FACE DOWN STACKER** The face down stacker on the top of the MFP can hold up to 250 sheets of 20 lb (80g/m<sup>2</sup>) standard paper and can handle paper stocks up to 32 lb. (120g/m<sup>2</sup>). Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

**FACE UP STACKER** The face up stacker at the rear of the MFP should be opened and the tray extension pulled out when required for use. In this condition paper will exit via this path, regardless of driver settings. The face up stacker can hold up to 100 sheets of 20 lb (80g/m<sup>2</sup>) standard paper, and can handle stocks up to 54 lb (203g/m<sup>2</sup>). Always use this stacker and the multi purpose feeder for paper stocks heavier than 32 lb. (120g/m<sup>2</sup>).

Getting started > 23 **LOADING PAPER CASSETTE TRAY 1.** Remove the paper tray from the MFP. Pull out paper 2. Fan the paper to be loaded at the edges (1) and in the middle (2) to ensure that all sheets are properly separated, then tap the edges of the stack on a flat Fan Paper.eps surface to make it flush again (3).

1 2 3 Loading paper > 24 3. Load the paper (for letter headed paper load face down with top edge towards the front of the MFP). Paper 1 2 load.eps 4. Adjust the rear stopper (1) and paper guides (2) to the size of paper being used. To prevent paper jams: > Do not leave space between the paper and the guides and rear stopper. > Do not overfill the paper tray. Capacity depends on the type of paper stock. > Do not load damaged paper. > Do not load paper of different sizes or types at the same time.

> Do not pull the paper tray out during printing. Loading paper > 25 > Close the paper tray gently. **CAUTION!** Do not open or close the rear paper exit while printing as it may result in a paper jam. Face up stacker open.eps 3 4 5. For face down printing, make sure the face up (rear) stacker (3) is closed (the paper exits from the top of the MFP). Stacking capacity is approximately 250 sheets, depending on paper weight. For face up printing, make sure the face up (rear) stacker (3) is open and the paper support (4) is extended. Paper is stacked in reverse order and tray capacity is approximately 100 sheets, depending on paper weight. Always use the face up (rear) stacker for heavy paper (card stock, etc).

. 6. 7. Loading paper > 26 **MULTI PURPOSE TRAY 1.** Open the multi purpose tray and press gently down on the paper platform (1) to ensure it is latched down.

3 1 2 2. Load the paper and adjust the paper guides (2) to the size of paper being used. > When printing on headed paper load the paper into the multi purpose tray with pre-printed side up and top edge into the MFP. > Envelopes should be loaded face up with top edge to the left and short edge into the MFP. > Do not exceed the paper capacity of about 50 sheets or 10 envelopes.

Maximum stacking depth is 0.3937 inches (10mm). 3. Press the tray latch button (3) inwards to release the paper platform, so that the paper is lifted and gripped in place. Note Before closing the multi purpose tray, paper platform (1) must be latched down. 4. Set the correct paper size for the multi purpose tray in either the Media Menu (printer menu settings) or Print Menu (scanner menu settings). See "Configuration" on page 34 for details. Loading paper > 27 Note You only need to update one menu; the scanner and printer menus automatically synchronise to ensure the information is consistent. Loading paper > 28 **CONFIGURING YOUR MACHINE MINIMUM CONFIGURATION REQUIREMENTS** To make the best of this MFP, the following configuration is required: To send faxes: A PSTN telephone line connection.

To send e-mails: > > TCP/IP network. A SMTP and an optional POP3 server. To file document(s) via intranet > > FTP, HTTP, or CIFS Protocol environment. Windows 2000, Windows XP, HTTP or FTP server. **PRE-CONFIGURATION INFORMATION GENERAL** There are no factory default PIN or passwords, these should be set initially by the system administrator. **FAX SET UP** Your MFP has to be set up properly to allow faxing from the machine. The following parameters must be set before using the fax function: > > > Date and time Country code Station ID and number See "Initial set up" on page 64. for details. Configuring your machine > 29 **NETWORK SET UP** The MFP must also be set up properly on your network to perform scan to e-mail and scan to FTP functions. In order for other network devices to find the MFP on the network, the following network parameters have to be set.

1. 2. 3. 4. 5.

6. 7. 8. 9. DHCP enable: IP Address: .

Subnet mask:. Gateway IP:.. DNS server:.. SMTP server:.. SMTP port:25 POP3 server: . POP3 Port:110 . . . . .

. . . . . Explanation: 1. DHCP Enable: Choose Yes to obtain IP/subnet/gateway addresses automatically from DHCP server. After changing setting from Disable to Enable, switch scanner module power OFF then ON.

2. IP Address: The Internet Protocol (IP) address assigned to your machine by your network administrator. 3. Subnet Mask: The net mask address assigned by your network administrator. 4.

Gateway IP: The gateway IP address assigned by your network administrator. Configuring your machine > 30 5. SMTP Server: The IP address of your SMTP Mail Server assigned by your network administrator. 6. SMTP Port: The port number of your SMTP Mail Server.

7. DNS server: The IP address of DNS Server assigned by your network administrator. 8. POP3 Server: The IP address of your POP3 server. 9. POP3 Port The port number of your POP3 Server. Enter the DNS name, or IP and port number of your POP3 server if your mail server requires POP3 authentication, before sending e-mails from the machine. note You must also set up the "Define from" details to allow e-mail sending. Configuring your machine > 31 Note 1.

DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network-making IP address management an easier task for network administrators.

If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the MFP. 2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.



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The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address. 3. SMTP: (Simple Mail Transfer Protocol) is the main communication protocol used to send and receive e-mail on the Internet. 4.

DNS: (Domain Name System). The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for your SMTP or POP3 servers, such as Pegasus.com.tw instead of 120.

3.2.23. 5. POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on. INTERNET COMMUNICATION FEATURES Scan to e-mail The MFP allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment. When you send an e-mail to someone using this MFP it uses Simple Mail Transfer Protocol (SMTP) to transfer your Configuring your machine > 32 outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through the internet. Scan to FTP Via the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), or CIFS (Common Internet File System).

The MFP allows you to save scanned documents directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format. CIFS is the sharing system of Microsoft Windows. What is unique about this filing function is that it allows all corporate users to share one machine to send documents to each file folder on a designated server or individual computer. The following settings or destinations must be defined by the system administrator before the MFP can be used to distribute any scanned document(s) on the network. > Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses. Filing destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network. For more information on filing protocols refer to "Explanation of filing protocols" on page 61. Note 1. If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given. 2.

When installing the MFP for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date, once you are familiar with the operation and functionality. > Configuring your machine > 33 CONFIGURATION There are a number of configuration options available which allow you to change the scanner, fax and printer settings to suit your own needs. There are three methods of configuring your MFP: 1. 2.

From the MFP's web page. From the MFP's Management Utility (please refer to the user's manual of the Network Setup Tool on the CD-ROM supplied). note In order to maintain data integrity and ensure the MFP configuration is consistent, when you access a menu item via the MFP Network Setup Tool you are directed to the corresponding section of the MFP web page. 3. From the MFP scanner control panel.

For illustration purposes only, the configuration menu options shown are as accessed via the scanner control panel. Configuring your machine > 34 FROM THE WEB PAGE Type the IP address of the MFP in the URL field of your browser and then press Enter. The MFP web page appears. For example: webpage.jpg http://192.168.1.41 Note The Administrative Settings are blocked by a password. It is recommended that the system administrator creates a new one since the machine is shipped without a specific password. Configuring your machine > 35 FROM THE MANAGEMENT UTILITY If you have not already done so, install the MFP Network Setup Tool as described in "MFP network setup tool" on page 18.

MFP note The Administrative Settings are blocked by a password. It is recommended that the system administrator creates a new one since the machine is shipped without a specific password. Configuring your machine > 36 FROM THE SCANNER CONTROL PANEL Press Menu (1) on the scanner control panel. Use the UP and DOWN arrow keys (2) to navigate, OK (3) to select, and Return (4) to cancel the selection or exit the menu item. Control panel\_oda.jpg Configuring your machine > 37 Information menu ITEM Model Device name Scanner MAC address Printer Serial No. F/W version DESCRIPTION OR CHOICE Displays the model name. Displays the device name. Displays the scanner MAC address. Displays serial number. Displays firmware versions: 1.Printer CU version 2.Printer PU version 3.System F/W version 4.Scanner F/W version 5.

Web page version 6.Resource file version Configuring your machine > 38 Printer menu ITEM Tray 1 Paper Size Tray 2 Paper Size MP Paper Size DESCRIPTION OR CHOICE A4, A5, A6, B5, Legal, Legal 135, Legal 13, Letter, Executive, Custom. A4, A5, B5, Legal, Legal 135, Legal 13, Letter, Executive, Custom. A4, A5, A6, B5, Legal, Legal 135, Legal 13, Letter, Executive, Custom, COM9, COM10, Monarch, DL, C5. Light, Medium, Heavy. Light, Medium, Heavy. Medium, Heavy, Ultra Heavy. Plain, LTRhead, Bond, Recycled, Rough. Plain, LTRhead, Transparency, Bond, Recycled, CardStock, Rough. Plain, Letterhead, Transparency, Labels, Bond, Recycled, CardStock, Rough. Auto/Manual. Select to perform Density Adjustment. Select to perform Auto Color Registration. Tray 1 Media Weight Tray 2 Media Weight MP Media Weight Tray 1 Media Type Tray 2 Media Type MP Media Type Density Control Adjust Density\* Adjust Registration\*\* Menu options only available on the scanner control panel. Network settings ITEM IP Address Subnet Mask Gateway IP DNS Server DHCP Enable Device Name DESCRIPTION OR CHOICE The IP address of the MFP.

The IP address of your subnet mask. The IP address of your gateway. The IP address of your DNS server. ON/OFF. Select ON if you wish to enable DHCP. Displays the device name. Mail server Configuring your machine > 39 ITEM SMTP Server SMTP Port POP3 Server POP3 Port Authentication Method Login Name Password Def. Subject DESCRIPTION OR CHOICE The IP address of your SMTP server. The port number of your SMPT server. The IP address of your POP3 server.

The port number of your POP3 server. No, SMTP, POP3. User's choice. User's choice. Default text for the Subject field in e-mail messages from the MFP. Up to 64 characters are allowed. The default subject is used only when users did not enter anything in the Subject field in e-mail message from the MFP. Default From field in e-mail and fax messages from the MFP. Up to 64 characters are allowed. The limitation for the attachment to be sent from the MFP. Choice: 1MB, 3MB, 5MB, 10MB, 30MB, No limit.



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Def. From Scan Size Limit Configuring your machine > 40 Fax settings ITEM Phone Book DESCRIPTION OR CHOICE Edit speed dial! Edit group dial! Delete speed dial! Delete group dial! Delete All! Append phone #: OFF/On REPORTS: Activity Report Transmission Report Transmission Report Broadcast Report Cancel Fax Jobs Select to print activity report. Select to print transmission report. Yes / Error Only / No. Select to print broadcast report. Select to cancel fax jobs stored in the MFP's memory. SET UP FAX: Station ID Fit to page Detect dial tone\* Detect busy tone\* Re-dial\* Redial interval\* Ring response Dial prefix Manual receive ECM mode Speaker volume \* Id #: Enter MFP ID number. Station #: Enter MFP telephone number. Enable / Disable.

Enable / Disable. Enable / Disable. 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. 0, 1min, 2min, 3min, 4min, 5min, 6min. 1 ring, 5secs, 10secs, 15secs, 20secs. If connecting via a PBX line, enter the access number to obtain an external line. Enable / Disable. Enable / Disable. 0, 1, 2, 3. Country code dependant.

Configuring your machine > 41 Report print ITEM Menu Map Printer Demo Page MFP Usage report Supplies Status Report DESCRIPTION OR CHOICE Select to print menu map. Select to print a sample page. Select to print usage information. Select to print information on the consumables remaining. Management Note 1.

The Management selection is blocked by a password. Since the machine is shipped without a specific password, it is recommended that the administrator create a new password to ensure security. 2. Security settings by default are set to "Off". You can enable the following security settings: > Copy: restricts the use of the copy function only.

> Copy+Scan to: restricts the use of the copy and scan functions. > Fax: restricts the use of the fax function only. > Fax+Copy: restricts the use of the fax and copy functions. > Fax+Copy+Scan to: restricts the use of the fax, copy and scan functions. It is recommended that the administrator create a new 4 to 6 digit PIN. When the security feature is enabled the user will be prompted to enter the PIN. ITEM Date/Time Password DESCRIPTION OR CHOICE Enter the current date and time. Enter new password if the administrator wishes to change the password. (Up to 8 alphabetical or numerical digits are allowed to be entered in this field. When entering alphabetical digits, note that they are case-sensitive.

) Configuring your machine > 42 ITEM Add "To" Address DESCRIPTION OR CHOICE If "On" is selected, when finishing sending an e-mail, there will be a dialog box inquiring whether the user wishes to add the new e-mail address to the machine's address book. Choice: On, Off. Pin Setting Choice: Off, Copy, Copy + Scan to, Fax, Fax+Copy, Fax+Copy+Scan to. Note: The PIN ID input screen is indicated at the time of "PIN Setting=Enable". Enter four to six digits for your pin ID. A PIN ID under four digits will be denied. Power Save Power Save Time Enable / Disable. Select to enter power saving mode after the machine has stopped using for a specific period. Choice: 5, 15, 30, 60, 240 minutes. Default Mode Stand-by Timer Country Code\* Scan to, Copy, Fax. 20, 40, 30, 60, 120, 180 seconds. Select the country in which the MFP is situated. Choice: United States/Japan/International/Denmark/ Austria/Italian/Latin America/Great Britain/Germany/ Belgium/Greece/Mexico/Ireland/Hungary/Holland/ Australia/China/Norway/Czech Republic/France/New Zealand/Russia/Sweden/Poland/Portugal/Singapore/ Taiwan/. Language Default set to English. Language setting can be changed from the web page and MFP Network Setup Tool.

Scan to Log Report \* Select to print all the "Scan to" jobs. Additional country code options available from the web page and MFP Network Setup Tool.

SPECIFYING THE ADMINISTRATIVE SETTINGS Configuring your machine > 43 Note The settings can only be done through the web page or the Network Setup Tool. It can not be set up on the Control Panel. The Administrative settings are blocked by a password.

Since the machine is shipped without a specific password, it is recommended that the administrator create a new password to ensure security. ITEM Address Book Manager Profile Manager Phone Book Manager DESCRIPTION OR CHOICE Set up a list of e-mail addresses and groups to which to send your scanned images. Create profiles of the filing destinations in which the scanned image can be placed. Set up a list of fax numbers and groups to which to send your fax messages. Note: Phone Book Manager can also be accessed from the scanner control panel. PIN registration Create and delete PIN registrations assigning access rights for users. Configuring your machine > 44 CONTENTS OF EACH PRINTER MENU The printer control panel offers some additional menu options. Note The scanner retrieves the latest information from the printer, ensuring both menu sets are always synchronised. Press Enter (1) on the printer control panel. Use the + and - keys (2) to navigate, Enter (1) to select, and Back (3) to cancel the Op menu1.

eps selection or exit the menu item. 3 READY BACK ATTENTION MENU 2 1 ON LINE ENTER CANCEL Informationmenu ITEM Print Menu Map Print File List ACTION Execute Execute DESCRIPTION Prints complete menu listing with current MFP settings shown. Prints a list of overlays, macros, fonts and other files stored on the MFP's hard disk drive (if installed). Prints complete list of all internal PCL fonts plus those stored in ROM (slot 0), flash memory and in hard disk (if installed). Prints complete list of all internal PostScript emulation fonts. Prints complete list of all internal IBM ProPrinter III XL emulation fonts, including any downloaded to flash memory or hard disk. Prints complete list of all internal Epson FX emulation fonts, including any downloaded to flash memory or hard disk. Print PCL Font Execute Print PSE Font Print PPR Font Execute Execute Print FX Font Execute Configuring your machine > 45 ITEM Demo 1 Print Error Log Color Prof List ACTION Execute Execute Execute DESCRIPTION Prints demonstration page containing graphics and text in color and monochrome. Prints a list of errors encountered by the MFP. Prints a list of the resident color profiles.

Shutdown menu This menu only appears if the hard disk drive is installed. Note This item should always be selected before switching the printer off, to ensure that no hard disk data is lost. ITEM Shutdown Start ACTION Execute DESCRIPTION Performs controlled shutdown of the MFP, ensuring that all files on the internal hard disk are closed before power is turned off. Only power the MFP off when the display indicates that shutdown is complete. Configuring your machine > 46 Print menu ITEM Copies Duplex CHOICE 1-999 ON/OFF DESCRIPTION Enter the number of copies of a document to be printed from 1 to 999.

Turns the duplex (2-sided) printing function on or off if this feature is installed. Selects the default tray for paper feed, Tray 1 (upper), Tray 2 (lower, if installed) or MP Tray (multi purpose tray).



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If two trays contain identical paper, the MFP can switch to an alternative source when the current tray runs out in the middle of a print job. Determines tray sequence order when automatically switching. Paper Feed TRAY1 TRAY 2 MP TRAY ON/OFF Auto Tray Switch Tray Sequence DOWN UP PAPER FEED TRAY DO NOT USE WHEN MISMATCH MP Tray Usage If a document to be printed demands a paper size not installed in the selected tray, the MFP can automatically feed from the multi purpose tray instead.

If this function is not enabled, the MFP will stop and request the correct size of paper to be loaded. Determines whether the MFP check the size of paper loaded matches that required for the document sent to print. Sets the default resolution for printing (dots per inch). 600x1200DPI uses more memory and requires more time to process, but prints at a higher quality. Reduces the amount of toner used for imaging. Toner saving gives lighter prints but is more economical. Media Check ENABLE DISABLE 600x1200DPI 600DPI MLevel 600DPI Resolution Toner Save Mode OFF/ON Configuring your machine > 47 ITEM Mono-Print Speed CHOICE AUTO SPEED DESCRIPTION If the first page of a print job is black and white, the MFP runs at 32ppm (pages per minute). When a color page is detected the MFP slows down to 20ppm for the rest of that job. This setting operates in the same way as AUTO SPEED, except that the MFP runs at 32ppm until a color page is detected. To achieve this speed the MFP requires an additional 10 20 seconds to warm up and 30 60 seconds to cool down when switching to 20ppm for color pages.

This setting is therefore most appropriate when the majority of print jobs are entirely black and white. The MFP runs at 20ppm for all print jobs. This setting is most appropriate when the majority of print jobs are in color. The MFP automatically switches between 20ppm for each color page and 32ppm for each black and white page. When black and white pages are printed, the 3 color drums are automatically lifted to maximize their working life. This operation imposes delay each time the MFP switches between color and black and white printing. However, the 30 60 second cool down delay described for MONO 32ppm is avoided by limiting mono speed to 20ppm. This setting may be preferred for mostly black and white printing with some color pages, or where most print jobs are entirely color or entirely black and white. Selects default page orientation between portrait (tall) and landscape (wide). Sets the number of lines of text per page when raw text is received from systems other than Windows.

The default for A4 portrait is 65, and for Letter is 60. MONO 32PPM COLOR SPEED MIXED SPEED Orientation PORTRAIT LANDSCAPE 5-64-128 Lines Per Page Configuring your machine > 48 ITEM Edit Size CHOICE CASSETTE SIZE LETTER EXECUTIVE LEGAL14 LEGAL13.5 LEGAL13 A4 / A5 / A6 / B5 CUSTOM COM-9 ENVELOPE COM-10 ENVELOPE MONARCH ENV DL ENVELOPE C5 ENVELOPE DESCRIPTION Sets the size of the printable page area to match the size of paper in use. This is not the same as the physical paper size, which is always slightly larger. For dimensions of physical page sizes.

See "Paper recommendations" on page 20.. Media menu ITEM Tray1 Papersize CHOICE A4 / A5 / A6 / B5 LEGAL14 LEGAL13.5 LEGAL13 LETTER EXECUTIVE CUSTOM PLAIN LETTERHEAD BOND RECYCLED ROUGH DESCRIPTION Selects the size of paper loaded in Tray 1 (upper tray if both trays installed). For CUSTOM setting see X-DIMENSION and Y-DIMENSION later in this table.

Tray1 Mediatype Selects the type of media loaded in this tray. This will help the MFP to adjust its internal operating parameters, such as engine speed and fusing temperature, to better accommodate the media to be fed. For example, letterhead may benefit from a slightly lower fusing temperature to ensure that its ink does not offset. Configuring your machine > 49 ITEM Tray1 Mediaweight CHOICE Light 17-20 lb 64-74g/m<sup>2</sup> Medium 20 - 28 lb. 75-104g/m<sup>2</sup> Heavy 28 - 32 lb. 105-120g/m<sup>2</sup> DESCRIPTION Adjusts the MFP for the weight of paper stock loaded in this tray. Tray2 Papersize A4 / A5 / B5 / LEGAL14 LEGAL13.5 LEGAL13 LETTER EXECUTIVE CUSTOM PLAIN LETTERHEAD TRANSPARENCY BOND RECYCLED CARDSTOCK ROUGH Light 17-20 lb 64-74g/m<sup>2</sup> Medium 20 - 24 lb. 75-90g/m<sup>2</sup> Heavy 24 - 47 lb. 91-176g/m<sup>2</sup> Selects the size of paper loaded in Tray 2 (lower) if installed.

For CUSTOM setting see X-DIMENSION and YDIMENSION later in this table. Tray2 Mediatype Selects the type of media loaded in this tray (if installed).

Tray2 Mediaweight Adjusts the MFP for the weight of paper stock loaded in this tray (if installed). Configuring your machine > 50 ITEM MPT Papersize CHOICE A4 / A5 / A6 / B5 LEGAL14 LEGAL13.5 LEGAL13 LETTER EXECUTIVE CUSTOM COM-9 ENVELOPE COM-10 ENVELOPE MONARCH ENV DL ENVELOPE C5 ENVELOPE PLAIN LETTERHEAD TRANSPARENCY LABELS BOND RECYCLED CARD STOCK ROUGH Medium 20 - 24 lb. 75-90g/m<sup>2</sup> Heavy 24 - 32 lb. 91-120g/m<sup>2</sup> ULTRA HEAVY 32 - 54 lb. 121-203g/m<sup>2</sup> DESCRIPTION Selects the size of paper to be fed from the multi purpose tray. For CUSTOM setting see X-DIMENSION and YDIMENSION later in this table. MPT Mediatype Selects the type of media to be fed from the multi purpose tray so that the MFP can adjust its internal parameters to better accommodate the selected type of media.

MPT Mediaweight Selects the media weight to be fed from the multi purpose tray. Unit Of Measure X-Dimension MILLIMETER INCH 3.937 - 8.2677 8.5039 inches 100-210-216 MILLIMETER Selects the unit of measure for the next two items.

Selects the width of paper defined by the "CUSTOM" settings referred to in the foregoing PAPER SIZE settings. Y-Dimension 5.8268 - 11.6929 - 47.244 inches 148-297-1200 MILLIMETER Selects the length of paper defined by the "Custom" settings referred to in the foregoing PAPER SIZE settings.

Note that media of up to 1200mm in length can be fed from the multi purpose tray for banner printing. Configuring your machine > 51 Color menu ITEM ColorDensity Control CHOICE AUTO MANUAL DESCRIPTION If set to AUTO, image density will be automatically adjusted at power on, when a new image drum or toner cartridge is installed, and at intervals of 100, 300 and 500 drum counts. If a 500 drum count interval occurs during a print job it will occur at the end of that job, and will take up to 55 seconds. If set to manual, this adjustment will only be performed when initiated by the next menu item.

Selecting this will perform the auto density set up immediately. Selecting this item prints the color tuning pattern to help you adjust the color balance. Adjusts image density for each color component (cyan, magenta, yellow and black). Normal setting is 0. Adjust Density Color Tuning EXECUTE PRINT PATTERN C Highlight C Mid-Tone C Dark M Highlight M Mid-Tone M Dark Y Highlight Y Mid-Tone Y Dark K Highlight K Mid-Tone K Dark C Darkness M Darkness Y Darkness K Darkness Ajst Registration -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 -3~0~+3 EXECUTE Adjusts darkness of each color component (cyan, magenta, yellow and black).



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Normal setting is 0.

Performs automatic color registration adjustment. Normally this is done on power on and when the top cover is opened and then closed. This process accurately aligns the cyan, magenta and yellow images to the black image. Performs fine adjustment of image timing in relation to the black image component. C Reg Fine Ajst M Reg Fine Ajst Y Reg Fine Ajst -3~0~+3 -3~0~+3 -3~0~+3 Configuring your machine > 52 ITEM Ink Simulation CHOICE OFF SWOP EUROSACLE JAPAN LOW MEDIUM HIGH DISABLE ENABLE DESCRIPTION Selects from a range of industry standard color swatches. UCR CMY 100% Density When enabled, black areas are produced using 100% C, M, and Y instead of black. This results in a glossier finish. CMYK Conversion ON/OFF Configuring your machine > 53 System configuration menu ITEM Pow Save Time CHOICE 5 15 30 60 240 DESCRIPTION Adjusts the idling time before the printer automatically switches into power saving mode. In this mode power consumption is reduced to a low level required to just keep the printer operating and ready to receive data. When a job is sent the MFP will require a warm-up time of up to 1 minute before printing can begin.

This item selects which industry standard emulation your MFP should use. When set to AUTO, incoming data is examined and the correct emulation is automatically selected each time a print job is received. Selects PostScript data format for USB port. When ONLINE, non-critical warnings, such as requests for a different paper size, can be cleared by pressing the ON LINE button. When set to JOB, they are cleared when the print job resumes.

Determines whether or not the MFP will automatically recover from a memory overflow condition. Specifies how many seconds the MFP will wait for paper to be fed before cancelling the job. Specifies how many seconds the MFP will wait when received data pauses before forcing a page eject. In PostScript Emulation mode the job will be cancelled if timeout occurs. Specifies whether the MFP should continue printing even after a low toner condition is detected. Specifies whether the MFP should perform jam recovery after a paper jam has occurred. If ON, the MFP will attempt to print again any pages lost due to a paper jam once the jam has been cleared. Personality AUTO EMULATION PCL IBM PPR III XL EPSON FX PS3 EMULATION RAW ASCII ONLINE JOB USB PS Protocol Clrable Warning Auto Continue ON/OFF Manual Timeout OFF 30 sec 60 sec 5~40~300 OFF Wait Timeout Low Toner CONTINUE STOP ON/OFF Jam Recovery Configuring your machine > 54 ITEM Error Report CHOICE ON/OFF DESCRIPTION If ON, the MFP will print error details when a PostScript Emulation error occurs. PCL emulation ITEM Font Source CHOICE RESIDENT / RESIDENT 2 DESCRIPTION Specifies the location of the PCL default font. Normally this will be INTERNAL unless additional fonts are installed in the expansion ROM slot or additional fonts have been downloaded to RAM as permanent fonts. Sets the current default font number from the currently selected source, which could be internal (I), ROM slot (C) or downloaded (S). Point size of selected default font. PCL symbol set. If the font source and number are changed to one which does not support the selected symbol set, this must be changed to an available symbol set for that font. Sets the number of columns subject to Auto LF with A4 paper in PCL.

This is the value when Auto CR/LF Mode is set to OFF with the 10CPI character. Selects whether blank pages are printed or not. Selects whether a received carriage return character (0Dh) also causes a line feed. Selects whether a received line feed character (0Ah) also causes a carriage return. Sets the non-printable page area. NORMAL is PCL compatible. Font No. 10~189 Font Pitch Symbol Set 0.44 CPI~10.00 CPI~99.

99 CPI PC-8 A4 Print Width 78 COLUMN 80 COLUMN White Page Skip CR Function OFF/ON CR / CR+LF LF Function LF / LF+CR Print Margin NORMAL 1/5 INCH (5.08 mm) 1/6 INCH (4.24 mm) Configuring your machine > 55 ITEM True Black CHOICE OFF/ON DESCRIPTION Selects whether black image data is printed using black toner (ON) or 100% CMY (OFF). (Valid in PCL emulation mode only.) Pen Width Adjust Tray ID# MP Tray ON/OFF 1~4~59 PPR emulation ITEM Character Pitch Font Condense Character Set Symbol Set Letter 0 Style Zero Character Line Pitch White Page Skip CR Function CHOICE 10 CPI; 12 CPI; 17 CPI; 20 CPI; PROPORTIONAL 12CPI - 20CPI; 12CPI - 12CPI SET 1; SET 2 IBM 437 DISABLE ENABLE NORMAL SLASHED 6 LPI; 8 LPI OFF/ON CR / CR+LF DESCRIPTION Specifies character pitch in IBM PPR emulation.

Specifies 12CPI pitch for Condense Mode. Specifies a character set. Specifies a symbol set. Specifies the style that replaces 9BH with letter o and 9DH with a zero Sets the zero to be slashed or unslashed. Specifies the line spacing.

Selects whether blank pages are printed or not. Selects whether a received carriage return character (0Dh) also causes a line feed. Selects whether a received line feed character (0Ah) also causes a carriage return. Specifies the number of characters per line. LF Function LF / LF+CR Line Length 80 COLUMN / 136 COLUMN Configuring your machine > 56 ITEM Form Length CHOICE 11 Inch / 11.7 Inch / 12 Inch 279.40 / 297.18 / 204.80 millimeters DESCRIPTION Specifies the length of paper. TOF Position Left Margin Fit To Letter 0.

0 Inch - 1.0 Inch (0 - 25.4 mm) 0.0 Inch - 1.0 Inch (0 - 25.4 mm) DISABLE ENABLE Specifies the distance of print from the top edge of the paper. Specifies the distance of print from the left hand edge of the paper. Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines/279.40 millimeters), in the LETTER-size printable area. Sets the height of a character.

SAME: Regardless of CPI, same height DIFF: As CPI, character heights vary. Text Height SAME / DIFF FX emulation ITEM Character Pitch Character Set Symbol Set Letter 0 Style Zero Character Line Pitch White Page Skip CR Function CHOICE 10 CPI; 12 CPI; 17 CPI; 20 CPI; PROPORTIONAL SET 1 / SET 2 IBM 437 DISABLE ENABLE NORMAL SLASHED 6 LPI / 8 LPI OFF/ON CR / CR+LF DESCRIPTION Specifies character pitch in this emulation. Specifies a character set. Specifies a symbol set. Specifies the style that replaces 9BH with letter o and 9DH with a zero Sets the zero to be slashed or unslashed.

Specifies the line spacing. Selects whether blank pages are printed or not. Selects whether a received carriage return character (0Dh) also causes a line feed. Configuring your machine > 57 ITEM Line Length Form Length CHOICE 80 COLUMN / 136 COLUMN 11 inch / 11.7 inch / 12 inch 279.40 / 297.18 / 204.80 mm DESCRIPTION Specifies the number of characters per line. Specifies the length of paper. TOF Position 0.0 inch - 1.0 inch 0 - 25.4 mm Specifies the distance of print from the top edge of the paper. Specifies the distance of print from the left hand edge of the paper. Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area. Sets the height of a character.



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*SAME: Regardless of CPI, same height. DIFF: As CPI, character heights vary. Left Margin 0.0 inch - 1.0 inch 0 - 25.4 mm Fit To Letter DISABLE ENABLE Text Height SAME / DIFF Configuring your machine > 58 USB menu ITEM Soft Reset Speed Offline Receive Serial Number CHOICE ENABLE DISABLE 12 / 480 Mbps ENABLE DISABLE DESCRIPTION Enables or disables the SOFT RESET command. Selects the interface speed Maintenance menu ITEM Menu Reset Save Menu CHOICE EXECUTE EXECUTE DESCRIPTION Resets menus to default settings. Saves current menu settings as default values. At confirmation prompt, press ENTER to confirm save, or CANCEL to cancel. Enables or disables automatic power save mode.*

*Delay before entering this mode is set in the system configuration menu. Used for small adjustment when you experience faded print or light specks / streaking in monochrome printing on white paper. Select a higher value to reduce fading, or a lower value to reduce specks or streaking in high density print areas. As above, but for color printing. As above but for mono printing on transparencies.*

*As above but for color printing on transparencies. Power Save ENABLE DISABLE Paper Black Setting 2~0~+2 Paper Color Setting Transpr Black Setting Transpr Color Setting SMR Setting BG Setting 2~0~+2 2~0~+2 2~0~+2 3~0~+3 3~0~+3 Configuring your machine > 59 Usage menu ITEM Tray n Page Count MPT Page Count Color Page Count Mono Page Count K Drum Life Remaining C Drum Life Remaining M Drum Life Remaining Y Drum Life Remaining Belt Life Remaining Fuser Life Remaining K Toner C Toner M Toner Y Toner DESCRIPTION The total number of pages fed from tray n. The total number of pages fed from the multi purpose tray. The total number of pages printed in color. The total number of pages printed in monochrome.*

*Percentage of life remaining in these consumable items. Percentage of belt life remaining. Percentage of fuser life remaining. Cartridge size and current toner level. Job log menu Note Access to this menu is password restricted. ITEM Job Log CHOICE ENABLE DISABLE DESCRIPTION Prints a list of jobs carried out on this MFP. Configuring your machine > 60 EXPLANATION OF FILING PROTOCOLS FTP FTP stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol. Therefore, ensure you have a legal FTP account with the privilege of writing under the directory to save the files and password before using FTP to save documents.*

*To add a sub-directory from the MFP, you need to have the privilege of adding a new directory. HTTP use RFC 2616[HTTP 1.1] as their protocol, and the default Port is usually 80. If you are not using the HTTP port to save files, you must change the MFP HTTP Port to the port for the Web Server. Generally speaking, a Hyper Text Transfer Protocol (HTTP) Web Server will use an anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Therefore, if the HTTP Server does use an anonymous account for authentication when you use this MFP to save files, there is no need for setting any text in the field of Login name and Password for the MFP. On the other hand, if the HTTP server does not allow an anonymous account for authentication of connection to the web page, the user will be prompted to enter a user name and password first when connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the Login name and Password field for the MFP. Therefore, make sure of the mode that your Web Server allows before using HTTP for file saving. If anonymous access mode is not allowed, you must have a legal HTTP account and password.*

*Since this MFP will check whether the directory for file saving really exists before proceeding to file saving and writing after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in the Web Server; otherwise the MFP will not be able to write the file into the directory. Configuring your machine > 61 If you wish to use the MFP to save files, in addition to making some settings in Web Server, you will have to confirm that the account has writing privilege for connecting to the Web Server. If not, the MFP will not be able to "write" the scanned file in the file system. Setting IIS anonymous access: 1. 2.*

*3. 4. Start Internet service manager in "Control Panel". Select Default Web site and right click C:\inetpub\wwwroot\X cabinet. Select Properties. IIS anon1.jpg In the X cabinet dialog box, select the Directory security tab, and click Edit for "Anonymous Access and Authentication Control". Make sure "Anonymous Access" is selected in the "Authentication Methods" dialog box. Click Edit to open "Account for anonymous access". Note Make sure that the account stored in your computer system, in the "username" file, has sufficient privilege to access the file system. 5. Configuring your machine > 62 Setting IIS privileged access: 1. As in "Setting IIS anonymous access", start "Internet service manager" and select Default Web site. Right click C:\inetpub\wwwroot\X cabinet, and select Properties. Select the Directory tab on the Properties page.*

*Ensure the privileges for "Read", "Write" and "Directory Browsing" are selected. Note If the file management system on your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\inetpub\wwwroot\X cabinet\Files, you have to make sure the anonymous account has the correct privileges. You should make the following settings: 1. Select C:\inetpub\wwwroot\X cabinet\Files directory in Windows Explorer, and right click to select Properties. 2. Select the Security tab in the File dialog box, and then Everyone. 3. Select the privileges for Read and Execute, Folder Properties List, Read and Write. 2. After that every user has the privilege to manage all files in the directory for saving files.*

*Note 1. For security of the scanned files, "Everyone" should not be allowed to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended that you set the privilege of the directory for saving files to IIS anonymous account, or users and groups that can use that directory only. 2. Please note that HTTP cannot add a server sub-directory from this MFP.*

*Configuring your machine > 63 When using Apache as HTTP server, according to their documentation, it must have SCRIPT to run the HTTP PUT method. Although the document is attached with a Perl example, you will need to modify it before applying it, since this MFP uses Transfer-encoding of Chunked. In addition, the Apache will have to be set to accept this MFP.*



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For more information refer to the relevant Apache documentation. CIFS CIFS (Windows Network Share) is a file saving protocol generally used for "resource sharing" of a network in Microsoft Windows systems.

Set up the "shared directory" as per the network settings for sharing in MS Windows. Under the User level mode of Windows 2000, use the account and password with the privilege of "write" as the login name and Password for the MFP folder. SETTING THE FAX FACILITY INITIAL SET UP The following parameters must be set before using the fax function on your MFP: > > > Date and time Country code Station ID and number There are other parameters that can be adjusted to suit your personal preferences later if required, refer to fax set up table for details (See "Fax settings" on page 41.). To set fax parameters: 1. 2. 3. 4. Press the Menu button to prompt the menu settings screen. Using the UP arrow key, navigate to Management and press OK.

When prompted, enter the password and press OK. Press OK to select Date/Time. Configuring your machine > 64 5. 6. 7. 8. 9. 10. 11. 12. 13. Enter today's date and the correct time, then press OK to confirm. Using the UP arrow key, navigate to Country Code and press OK. Select the country in which the MFP is situated and press OK. Press Return to go back to the main menu settings screen.

Using the UP arrow key, navigate to Fax Settings and press OK. Using the UP arrow key, navigate to Setup Fax and press OK. Press OK to select Station ID. Enter the ID number and telephone number, then press OK to confirm. Press Return to update selections and exit the menu.

Note If connecting the machine through a private branch exchange (PBX) line, you must also specify a dial prefix to allow the machine to obtain an external line before dialling. Refer to "Connecting to a PBX" on page 68. ADVANCED SET UP Your machine offers a multitude of features which reduce the time required for manual operation and make fax communications more efficient. Adding a speed dial entry to the phone book The machine can hold up to 200 numbers in the phone book, the first 10 numbers will be assigned as "one-touch" speed dial entries. To add a new speed dial number to the phone book: 1. 2.

Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK. Configuring your machine > 65 3. 4.

5. 6. 7. 8. Press OK to select Phone Book. Press OK to select Edit Speed Dial!, then press OK. Using the UP/DOWN arrow keys, navigate to the desired speed dial entry location (index number), then press OK. Press OK, enter the name of the fax recipient using the alpha/numeric keypad, and press OK. Using the DOWN arrow key, navigate to the number field then press OK. Enter the new destination fax number and press OK.

Note 1. The maximum length of name is 32 characters. The maximum length of number is 32 digits. 2. If the destination fax number has an "extension number", press the Pause button to input a "-" between numbers.

The machine will insert a one second pause when dialling. Adding a group dial entry to the phone book The machine can hold up to 20 group dial settings, each group can have up to 50 entries. To add a new group dial number to the phone book: 1. 2. 3.

4. 5. 6. Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK. Press OK to select Phone Book. Using the DOWN arrow key, navigate to Edit Group Dial! then press OK. Using the UP/DOWN arrow keys, navigate to the desired group dial entry location (index number), then press OK. Press OK, enter the new group name using the alpha/ numeric keypad, and press OK. Note The maximum length of name is 32 characters.

Configuring your machine > 66 7. If multiple numbers are required, repeat step 6 to add other entries to the group. Note Each group can have a maximum of 50 entries. Deleting a speed dial entry from the phone book To delete a speed dial number from the phone book: 1. 2. 3. 4. 5. Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK.

Press OK to select Phone Book. Using the DOWN arrow key, navigate to Delete Speed Dial! then press OK. Using the UP/DOWN arrows keys, scroll through the speed dial entries and press OK to select the required fax number. This can be repeated if multiple deletions are required. The selected row(s) will be marked with an "\*".

6. Press Return to finish selecting and return to the previous screen. The LCD display will confirm the quantity of fax numbers selected. Press OK to confirm deletion, or press Stop to cancel the deletions. 7.

Deleting a group dial entry from the phone book To delete a group dial entry from the phone book: 1. 2. 3. 4. Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK. Press OK to select Phone Book. Using the DOWN arrow key, navigate to Delete Group Dial! then press OK. Configuring your machine > 67 5. Using the UP/DOWN arrows keys, scroll through the group dial entries and press OK to select the required group ID.

This can be repeated if multiple deletions are required. The selected row(s) will be marked with an "\*". 6. Press Return to finish selecting and return to the previous screen. The LCD display will confirm the quantity of group entries selected. Press OK to confirm deletion, or press Stop to cancel the deletions. 7.

Deleting all phone book entries To delete the entire contents of the phone book: 1. 2. 3.

4. 5. Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK. Press OK to select Phone Book.

Using the DOWN arrow key, navigate to Delete All! then press OK. At the prompt, select "Yes" to confirm deletions or "No" to cancel the operation.

Connecting to a PBX Private Branch Exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialling a telephone number, if a prefix (access) number is required to open an outside line, the line is connected to a PBX. If this MFP is going to be connected to a PBX, please make the following changes to enable it to recognise the prefix digits in the telephone numbers used to obtain access to the outside line.

After dialling the prefix digits, the MFP will wait until the outside line is available (secondary dial tone detected) before dialling the rest of the number. 1. 2. Press the Menu button on the control panel. Using the UP arrow key, navigate to Fax Settings and press OK. Configuring your machine > 68 3. 4. 5. 6. Using the UP arrow key, navigate to Setup Fax and press OK.

Using the UP arrow key, navigate to dial prefix and press OK. Enter your dialling prefix, then press OK to confirm. Press Return to go back to the main menu settings screen. Automatic redial You can set the fax to automatically redial if the initial fax transmission fails. The machine will redial on: > > > Line busy No answer Communication error To set auto-redial: 1.



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