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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 2027. You'll find the answers to all your questions on the RICOH AFICIO 2027 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO 2027
User guide RICOH AFICIO 2027
Operating instructions RICOH AFICIO 2027
Instructions for use RICOH AFICIO 2027
Instruction manual RICOH AFICIO 2027

DSm622/DSm627
LD122/LD127
Aficio™ 2022/2027

Operating Instructions
General Settings Guide



-
- 1 Getting Started
 - 2 Combined Function Operations
 - 3 Document Server
 - 4 User Tools (System Settings)
 - 5 Troubleshooting
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 - 7 Entering Text
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For safe and correct use of this machine, please be sure to read the Safety Information in this manual before you use it.



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Manual abstract:

@@@Certain options might not be available in some countries. For details, please contact your local dealer. Laser Safety: This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter.

Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following label is attached on the back side of the machine. Warning: Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Notes: The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

(For details, see P.13 "Machine Types".) · · · Type 1: DS622/LD122/Aficio 2022 Type 2: DS627/LD127/Aficio 2027 Type 3: not available Certain types might not be available in some countries. For details, please contact your local dealer. Two kinds of size notation are employed in this manual.

With this machine refer to the metric version. For good copy quality, the supplier recommends that you use genuine toner from the supplier. The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source 220 - 240V, 50/60Hz, 7A or more Please be sure to connect the power cord to a power source as above. For details about power source, see P.

132 "Power Connection". Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note Manuals provided are specific to machine type. Adobe Acrobat Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions for Printer/Scanner" · CD-ROM 2 "Scanner Driver & Document Management Utilities" General Settings Guide (this manual) Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Network Guide (PDF file - CD-ROM1) Describes procedures for configuring the machine and computers in a network environment. Copy Reference Describes operations, functions, and troubleshooting for the machine's copier function.

Facsimile Reference <Basic Features> Describes operations, functions, and troubleshooting for the machine's facsimile function. Facsimile Reference

<Advanced Features> Describes advanced functions and settings for key operators. Printer Reference 1 Describes system settings and operations for the machine's printer function. Printer Reference 2 (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's printer function. Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. i Manuals for

DeskTopBinder V2 Lite DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". ·

DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the [Setup] display when DeskTopBinder V2 Lite is installed. · DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the [Start] menu when

DeskTopBinder V2 Lite is installed.

· Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the [Start] menu when DeskTopBinder V2 Lite is installed. Manuals for ScanRouter V2 Lite ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities". · ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the [Setup] display when ScanRouter V2 Lite is installed.

· ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2) Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the [Start] menu when ScanRouter V2 Lite is installed. Other manuals · PS3 Supplement (PDF file - CD-ROM1) · Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.) ii What You Can Do with This Machine The following

introduces the functions of this machine, and the relevant manuals containing detailed information about them. Products marked with * are optional.

For details about optional products, see p.154 "Options", or contact your local dealer. Copier, Facsimile, Printer, and Scanner Functions Utilizing Stored Documents GCKONN2J GCKONN1J This machine provides copier, facsimile*, printer*, and scanner* functions. · You can make copies of originals. With a finisher*, you can sort and staple copies. See Copy Reference. · You can send originals by fax and receive faxes from other parties. See Facsimile Reference <Basic Features> , and Facsimile Reference <Advanced Features>. · You can print documents created using applications. See Printer Reference 1, Printer Reference 2.

· You can scan originals and send the scan file to a computer. See Scanner Reference. · You can store file from originals scanned by this machine, or file sent from other computers, into the machine's hard disk. You can print and fax stored documents as required. You can also change print settings and print multiple documents (Document Server). See p.33 "Using the Document Server". · With DeskTopBinder V2 Professional*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With File Format Converter*, you can even download documents stored in copy and printer functions to your computer.

See Network Guide. iii Paperless Fax Transmission and Reception Reception Fax Transmission and Reception Through the Internet GCKONN9J GCKONN3J

· You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder V2 Professional*/Lite Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents).



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See Facsimile Reference <Advanced Features>. You can send fax documents through e-mail by specifying the recipient's email address (Internet Fax Transmission).

You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). See Facsimile Reference <Basic Features> Transmission GCKONN4J · You can send documents created using applications to another party's fax machine directly, without performing a print job (LAN-Fax). See Facsimile Reference <Advanced Features>. iv Using the Scanner in a Network Environment Administrating the Machine/Protecting Documents (Security Functions) GCKONN5J · You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See Scanner Reference.

· With ScanRouter V2 Professional*/Lite, you can save scanned documents in specified destinations on network computers (File storage). See Scanner Reference. · You can send scanned documents to other network folders (Scan to Folder). See Scanner Reference GCKONN6J The security functions protect documents from being copied without permission or unauthorized access via the network. See p.143 "Security". Security Functions · Protecting stored documents (setting passwords) · Protecting file remaining in memory · Protecting against unauthorized access via phone line · Authenticating administrator (setting the key operator code). See p.58 "Key Operator Code". Extended Security Function By setting a password, documents are protected against unauthorized access.

See p.58 "Extended Security". v Monitoring the Machine Via Computer GCKONN7J You can monitor machine status and change settings using a computer. · Using SmartNetMonitor for Admin, SmartNetMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See Network Guide. · You can also use a Web browser to make network settings. See Network Guide. · You can also use a Web browser to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web browser's Help. vi TABLE OF CONTENTS Manuals for This Machine .

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It is provided "as is" without express or implied warranty of any kind. These notices must be retained in any copies of any part of this documentation and/or software. 6 How to Read This Manual Symbols This manual uses the following symbols: R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following these instructions under this symbol. Be sure to read these instructions, all of which are included in the Safety Information section in the General Settings Guide. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage not involving bodily injury, if you misuse the machine by not following these instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide. * The above statements are for your safety. Important If this instruction is not followed, paper might be misfed, originals damaged, or data lost. Be sure to read this. Preparation This symbol indicates the prior knowledge or preparation required before operation.

Note This symbol indicates precautions for operation, or actions to take following mal-operation. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used. Reference This symbol indicates where further relevant information can be found. [] Keys that appear on the machine's display panel. { } Keys built into the machine's control panel.

7 Safety Information When using this machine, the following safety precautions should always be followed. Safety During Operation In this manual, the following important symbols are used: R WARNING: Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. R CAUTION: R WARNING: · Connect the power cord directly into a wall outlet and never use an extension cord. · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

· To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair. · The external housing of your machine has been damaged.



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· Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of the used toner bottle in accordance with the local regulations. 8 R CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Unplug the power cord from the wall outlet before you move the machine.

While moving the machine, you should take care that the power cord will not be damaged under the machine. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner bottle out of the reach of children. · For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur. 9 Positions of Labels and Hallmarks for RWARNING and RCAUTION R This machine has labels for RWARNING and RCAUTION at the positions shown below.

For safety, please follow the instructions and handle the machine as indicated. ZLEH010J 10 ENERGY STAR Program As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency. The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming. When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model. This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

Low-Power mode and Off mode or Sleep mode This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" on a single function copying machine, and "Sleep mode" on a multiple function machine equipped with optional facsimile and printing functions. · Off mode: Same as the condition when the operation switch is turned off. · Sleep mode: Same as the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of the following: · Turn on the operation switch. · Place an original in the Auto Document Feeder (ADF). · Lift and lower the exposure glass cover or the ADF. The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see p.56 "Auto Off Timer". The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-power mode and Off mode or Sleep mode.

In this manual, the Off mode is called the Auto Off mode. 11 Duplex Priority The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the {Energy Saver} key is pressed, or the machine resets } automatically. Reference To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in "General Features 2/4", Copy Reference. Specifications Low- Power mode, Off Mode Power consumption Default interval Recovery time Duplex Priority 1 Sided1 Sided 7W 1 minute 10 seconds or less Recycled Paper In accordance with the ENERGY STAR Program, we recommend use of environmentally friendly recycled paper. Please contact your sales representative for recommended paper. 12 Machine Types This machine comes in three models which vary in copy speed. To ascertain which model you have, see the inside front cover. Type 1 Copy speed 22 copies/minute (A4K, 81/2" × 11"K) Type 2 27 copies/minute (A4K, 81/2" × 11"K) Type 3 32 copies/minute (A4K, 81/2" × 11"K) 13 14 1.

Getting Started Guide to Components 1. Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional) Lower the exposure glass cover over originals placed on the exposure glass. If you have the ADF, load a stack of originals here. They will be fed automatically, one by one. (The illustration shows the ADF.

) 5. Main power switch If the machine does not operate after turning on the operation switch, check the main power switch is turned on. If it is off, turn it on. 6. Main power indicator This indicator lights when the main power switch is turned on, and goes off when the switch is turned off.

2. Exposure glass Place originals face down. 7. On indicator This indicator lights when the operation switch is turned on, and goes off when the switch is turned off. 3. Internal tray Copied, printed paper or fax messages are delivered here. 8. Operation switch Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off). 4.

Ventilation holes Prevents overheating. Do not obstruct the ventilation holes by placing anything near it or leaning objects against it. If the machine overheats, a fault might occur. 15 Getting Started 9. Control panel See p.19 "Control Panel". 12. Front cover Open to access the inside of the machine. 10. Remove Paper Indicator 13.

Paper tray Load paper. See p.108 "B Loading Paper". 1 The indicator lights when paper is delivered to the internal tray 2 (1 bin tray). When paper is removed from the internal tray 2, the indicator goes off.

14. Paper tray 2 Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and custom size paper. See p.108 "B Loading Paper". Note Internal tray 2 (1 bin tray) is optional.

11. Duplex unit (Unit for two-sided copies) (optional) Makes two-sided copies. See p.17 "External Options" 15. Paper tray unit (optional) Load paper. See p.108 "B Loading Paper", p.17 "External Options". 1. Bypass tray (optional) See p.

17 "External Options" 2. Paper tray cover Open this cover to remove jammed paper. 3. Lower right cover Open this cover to remove jammed paper. 16 Guide to Components External Options 1 1.



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500-sheet finisher *1 Sorts, stacks and staples copies. 8. Paper tray unit Consists of two paper trays. 2. Bridge unit Relays copies to the finisher. 9. Large Capacity Tray (LCT) Holds up to 2000 sheets of paper. 3. Exposure glass cover Lower this cover over originals. 10. Bypass tray Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and custom size paper. See "Copying from the Bypass tray", Copy Reference. 4. ADF Load a stack of originals. They will feed in automatically.

5. Internal tray 2 (1 bin tray) If you select this as the output tray, copies are delivered face down. 11. Duplex unit Use to make two-sided copies. 6. 1000-sheet finisher *1 Sorts, stacks and staples copies. *1 : Finisher upper tray *2 : Finisher shift tray 12. Inter change unit Required when installing the internal tray 2 (1 bin tray) and duplex unit. 7. Shift sort tray Sorts and stacks copies.

17 Getting Started Internal Options A 1 B C D E F G H I HDD Allows you to use the Document Server function. Fax unit Allows you to use the facsimile function. Printer/Scanner unit *2 Allows you to use the printer and scanner functions. IEEE 1394 interface board *3 Connects to an IEEE 1394 cable. Bluetooth *3 Allows you to expand the interface. File Format Converter *3 Allows you to download documents from the Document Server stored by copier and printer functions. See p.42 "Downloading Stored Documents". IEEE 802.1b Wireless LAN Board *3 You can install a wireless LAN interface. USB 2.0 Interface Board *3 Allows you to connect a variety of external devices. User account enhance unit Allows you to increase the number of user codes. Note You can install only one interface board from items D to H. *1 *2 *3 You cannot install two finishers simultaneously. The 128 MB memory and network board are included. You cannot install two or more of the options below: IEEE 1394 interface board, IEEE 802.1b wireless LAN board, USB 2.0 Interface Board, Bluetooth, file format converter. 18 Control Panel Control Panel This illustration shows the control panel of a machine that has all options fully installed.

1 ZLFS390A 1. Screen contrast knob Adjusts display panel brightness. 3. {User Tools/Counter} key } · User Tools Press to change defaults and conditions to meet your requirements. See p.48 "Accessing User Tools (System Settings)". · Counter Press to check or print the counter value. See p.139 "Counter". · Inquiry Press to check where to contact for machine repairs and ordering toner.

See p.138 "Inquiry" 2. Indicators Show errors and machine status. · d: Add Staple indicator. See p.123 "d Adding Staples". · D: Add Toner indicator. See p.111 "D Adding Toner". · B: Load Paper indicator.

See p.108 "B Loading Paper". · L: Service Call indicator · M: Open Cover indicator · x: Misfeed indicator. See p.114 "x Clearing Misfeeds". · m: Data In indicator. See "Control Panel", Printer Reference 1. · Communicating: Communicating indicator. See "Control Panel", Facsimile Reference <Basic Features>. · i: Confidential File indicator.

See "Control Panel", Facsimile Reference <Basic Features>. · Receiving File: Receiving File indicator. See "Control Panel", Facsimile Reference <Basic Features>. 4. Display panel Displays operation status, error messages, and function menus. 5. {Check Modes} key } Press to check settings. 6. { Program } key (copier/facsimi) le/scanner mode) Press to register frequently used settings, or recall registered settings. 7. {Clear Modes} key } Press to clear previous copy job settings. 19 Getting Started 8. {Energy Saver} key } Press to switch to and from Energy Saver mode. See p.24 "Energy Saver Mode". 16. Number keys Use to enter the numbers for copies, fax numbers and data for the selected function. 1 9. { Interrupt } key (copier/scanner } mode) Press to make interrupt copies during copying or scanning. See "Interrupt Copy", Copy Reference.

17. {Start Manual RX} key, {On Hook Di} al} key, { Pause/Redial} key, and } } {Tone} key } Reference Facsimile Reference <Basic Features> and Facsimile Reference <Advanced Features> 10. Main power indicator and On indicator The main power indicator goes on when you turn on the main power switch. The On indicator lights when the power is on. 18.

Function keys Press to select one of the following functions: · Copy: · Document Server: · Facsimile: · Printer: · Scanner: Important Do not turn off the main power switch while the power indicator is lit or blinking. Doing so may damage the hard disk. 11. Operation switch Press to turn the power on (the On indicator goes on). To turn the power off, press again (the On indicator goes off).

19. Function status indicators. These show the status of the above functions: · Yellow: selected. · Green: active. · Red: interrupted. 12. {Sample Copy} key } Press to make a single set of copies or prints to check print quality before making multiple sets. 13. {Start} key } Press to start copying. Start scanning or printing documents stored using the Document Server function.

14. {Clear/Stop} key } · Clear Press to delete a number entered. · Stop Press to stop a job in progress, such as scanning, faxing, or printing. 15. {#} key } Press to enter after a numerical value. 20 Control Panel Display Panel The display panel shows machine status, error messages, and function menus. Important A force or impact of more than 30 N (about 3 kgf) will damage the display panel. The copying screen is displayed as default after power on. The following display shows a machine with options fully installed. 1 The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them. When you select or specify an item on the display panel, it is highlighted thus . Keys appearing as cannot be used. Common key operations The following keys are common to all screens: Key list [OK] [Cancel] [UPrev.] [TNext] U T [OK] [Yes] [Clear] [Exit] Acknowledges a selected function or entered values, and then returns to the previous display. Deletes a selected function or entered values, and then returns to the previous display. Moves to the previous or next display when all items cannot be shown on the same display. Closes displayed messages. Cancels entered values but does not change the settings. Returns to the previous display.

21 Getting Started Turning On the Power This machine has two power switches. 1 Operation switch (right side of the control panel) Press to activate the machine. When the machine has finished warming up, you can make copies. Main power switch (left side of the machine) Turning off this switch makes the main power indicator on the right side of the control panel go off.



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When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary. Note This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.56 "Auto Off Timer".

Important Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions. Turning On the Power A Press the operation switch. The On indicator goes on. Turning On the Main Power A Make sure that the power cord is firmly plugged into the wall outlet. turn on the main power switch. The main power indicator goes on. Note If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on. B Open the switch cover, and then ZFFH250E 22 Turning On the Power Turning Off the Power A Make sure the On indicator is not lit.

A Make sure the exposure glass cover is closed. Press the operation switch. The On indicator goes out. If the ADF is in the right position. B Open the switch cover, and then turn off the main power switch. The main power indicator goes out.

1 -When the fax unit (optional) is installed When the main power switch is turned off while using the facsimile function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, follow the procedure below. Note Even if you press the operation switch, the indicator does not go out, the blinks in the following cases: · When the exposure glass cover or ADF is open. · During communication with external equipment. · When the hard disk is active.

Important Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Power Failure Report", Facsimile Reference <Advanced Features>. The On indicator does not go out, but blinks in dial-in mode even if you press the operation switch. When this happens, check the explanations below, and turn off the main power switch. · The computer is not controlling the machine. · The machine is not receiving a fax. Turning Off the Main Power **Important** Do not turn off the main power switch when the On indicator is lit or blinking. Doing so may result in damage to the hard disk or memory. Be sure to turn off the main power switch before pulling out the power plug.

Not doing this may result in damage to the hard disk or memory. 23 Getting Started Saving Energy -Auto Off The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off". Note You can change the Auto Off time. See p.56 "Auto Off Timer". The Auto Off Timer function will not operate in the following cases: · When a warning message appears · When the service call message appears · When paper is jammed · When the cover is open · When the "Add Toner" message appears · When toner is being replenished · When the User Tools/Counter screen is displayed · When fixed warm-up is in progress · When the facsimile, printer, or other functions are active · When operations were suspended during printing · When the handset is in use · When the On-hook dialing function is in use · When a recipient is being registered in the address list or group dial list · When the Data In indicator is on or blinking · When the sample print or locked print screen is displayed 1 - Energy Saver Mode If you do not use the machine for a certain period after an operation, or when you press the { Energy Saver } key, the display disappears and the machine goes into Energy Saver mode. When you press the {Energy Saver} key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode. Note You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See p.56 "Panel Off Timer". 24 2. Combined Function Operations Changing Modes Note You cannot switch modes in any of the following situations: · When scanning in a fax message for transmission · During immediate transmission · When accessing User Tools · During interrupt copying · During On hook dialing for fax transmission · While scanning an original 25 Combined Function Operations The copying screen is displayed as default after power on. You can change this default setting.

See p.49 "Function Priority". 2 ZLFS350A - System Reset The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset". Note You can change the System Reset time.

See p.56 "System Auto Reset Timer". 26 Multi-Access Multi-Access You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing". This allows you to handle jobs efficiently, regardless of how the machine is being used. For example: · While making copies, you can scan documents to store in the Document Server. · While printing documents stored in the Document Server, the machine can receive print data. · You can make copies while receiving fax data. · While printing print data, you can make operations for copying. Note See p.

50 "Print Priority" for setting function priority. As default, [Display mode] is set to first priority. When the Internal Tray 2 (1 bin tray), Shift Sort Tray, 500-sheet finisher, or 1000sheet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about how to specify the output tray for each function, see the following descriptions: · p.51 "Output: Copier (copier)" · p.51 "Output: Document Server (Document Server)" · p.51 "Output: Facsimile (facsimile)" · p.51 "Output: Printer (printer)" 2 - Function Compatibility The chart shows Function Compatibility when print priority is set to "Interleave". See p.50 "Print Priority".

! : Simultaneous operations are possible. \$: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done. : Operation is enabled when the {Interrupt} key is pressed to interrupt the preceding operation. : Operation is performed automatically once the preceding operation ends.



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You can specify the period after which stored data is automatically deleted. See p.63 "Auto Delete File". If you do not want stored data to be automatically deleted, select [No] in Auto Delete File before storing a document. If you select [Yes] later, data stored after will be automatically deleted.

3 } A Press the {Document Server} key. Password You can set a password for stored documents, and use it to prevent others printing them. When a password is set for the documents, appears next to the documents. Reference To store documents without using Document Server function, see the manuals for those modes. Important Data stored in the machine might be lost if some kind of failure occurs. The manufacture shall not be responsible for any damage resulting from loss of data. ZLFH360N B Press [Scan Original]. 33 Document Server C Enter a user name, file name, or password if necessary. Note If you do not enter a file name, one is automatically assigned. Reference p.

34 "To register or change a user name" If you placed originals on the exposure glass, press [Scanning Finished] after all the originals have been scanned. The Select Files to Print display appears. To register or change a user name A Press [Scan Original]. The scan original display appears. 3 p.

35 "To change a file name" p.35 "To set or change a password" B Press [User Name]. D Place originals either on the exposure glass or in the ADF. Reference For information about types of originals and how to place them, see Copy Reference. E Make any required settings.

If user names are already registered, the Change User Name display appears. To use an unregistered user name, press [Non-programmed Name]. When no user name are registered in the Address Book, the User (Destination) Name entry display appears. Reference p.68 "User Codes" Reference For details, see Copy Reference. F Press the {Start} key. } The document is stored in the Document Server. Note To stop scanning, press the { Clear/Stop} key. To restart a } paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press the [Stop] key.

When a password is set, appears on the left side of the file name. When using a registered user name in the Address Book A Select a registered user name from the list, and then press [OK]. To change your user name to an unregistered user name, proceed to the next step. Reference p.68 "Registering a New User Code" 34 Using the Document Server When using an unregistered user name in the Address Book A To enter an unregistered user name, press [Non-programmed Name]. B Enter a new user name, and then press [OK]. Reference p.141 "Entering Text" D Enter a new file name, and then press [OK]. Note Up

to 20 characters can be entered as a file name. Note that only 16 characters of each file name appear in the document list. Reference p.141 "Entering Text" 3 When no user name has been registered in the Address Book A Enter a new user name, and then press [OK]. To set or

change a password A Press [Scan Original]. The Scan Original display appears. B Press [Password]. Reference p.141 "Entering Text" C Enter To change a file name a password using the number keys (four digits), and then press the {#} key. } its) for

verification, and then press the {#} key. } A Press [Scan Original]. The Scan Original display appears. D Reenter the password (four digE Press [OK]. B Press [File Name]. The Change File Name display appears. C Press [Delete All] to delete the old file

name. Note You can also use [Backspace] to delete unnecessary characters. 35 Document Server Changing a Stored Document's File Name, User Name, or Password Selecting a Document A Press the {Document Server} key. } B Select the document with the user A Press the {Document Server} key. } B Select a document you want to print. 3 name, file name, or password you want to change. Note If a password is already set for the document, enter that password, and then press [OK].

C Press [File Management]. D Press [Change User Name], [Change File Name], or [Change Password]. E Enter the new user name, file name, or password using the letter keys or number keys, and then press [OK]. Reference p.34 "To register or change a user name" Note If a password is already set for the document, enter that password, and then press [OK]. You can search for the document using [Search by User Name] or [Search by File Name] at the left top of the display. See p.37 "Searching for Stored Documents". You can sort document names in the list by user name, file name, or date. To sort documents, press [User Name], [File Name], or [Date].

If you cannot determine document c on te nt from t he file name, you can print just the first page of the document for checking purposes. See p.40 "Printing first page". To cancel document selection, press it again. p.

35 "To change a file name" p.35 "To set or change a password" F Press [OK]. 36 Using the Document Server C To print multiple documents, repeat step B in the order you want to print. Note You can select up to 30 documents. If the sizes or resolution of selected documents are not the same, it may not be possible to print them.

If you want to change the printing order, cancel the selection, and select documents again, this time in the order you want. If you press the {Clear Modes} } key, selection of all documents will be canceled. If you press [Printg Odr], the documents in print order. Note If you selected several documents, use [U] and [T] to view U T the details of each. Press [OK]. The Select Files to Print display reappears. Searching for Stored Documents You can use either [Search by File Name] or [Search by User Name] to search for documents stored in the Document Server. You can also list stored documents in a preferred order. Note

If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search for and rearrange documents using your computer. Reference Manuals for DeskTopBinder V2 Professional/Lite or Help 3 To check the details of stored documents A Select a document to display its detailed information.

To search by file name Note If a password is already set for the document, enter that password, and then press [OK]. A Press the {Document Server} key. } B Press [Search by File Name]. B Press [Detail]. Detailed information about the document appears. 37 Document Server C Enter the file name using the letter keys, and then press [OK]. Only files beginning with the name entered appear in the Select Files to Print display. Reference p.141 "Entering Text". Note To display all files stored in the Document Server, press [File List].

E Press [OK]. Only files beginning with the name entered appear in the Select Files to Print display.



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