

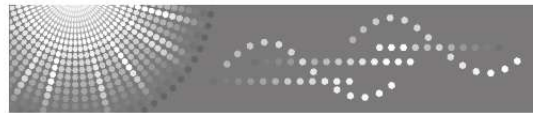


Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 3025. You'll find the answers to all your questions on the RICOH AFICIO 3025 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 3025
User guide RICOH AFICIO 3025
Operating instructions RICOH AFICIO 3025
Instructions for use RICOH AFICIO 3025
Instruction manual RICOH AFICIO 3025

Read This First



DSm725/DSm730
LD225/LD230
Aficio™ 3025/3030
IS 2225 / IS 2230

Operating Instructions
General Settings Guide



- 1 Getting Started
- 2 Combined Function Operations
- 3 Document Server
- 4 User Tools (System Settings)
- 5 Registering Addresses and Users for Facsimile/Scanner Functions
- 6 Troubleshooting
- 7 Remarks
- 8 Entering Text
- 9 Specifications

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.



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Manual abstract:

@@In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes: Some illustrations in this manual might be slightly different from the machine. 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. Caution: Use of controls or adjustments 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.14 "Machine Types".) · Type 1: DSm725/LD225/Aficio 3025/IS 2225 Type 2: DSm730/LD230/Aficio 3030/IS 2230 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.142 "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/Adobe Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions" · CD-ROM 2 "Scanner Driver and Document Management Utility" General Settings Guide (this manual) Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Security Reference This manual is for administrators of this machine.

It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Network Guide (PDF file - CD-ROM1) Provides information about configuring and operating the printer in a network environment or using software. This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model. 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 facsimile functions such as line settings and procedures for registering IDs. Printer Reference Describes system settings, operations, functions, and troubleshooting for the machine's printer function. i Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function.

Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility". · DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the [Setup] display when DeskTopBinder Lite is installed. · DeskTopBinder Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder 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 AHR002S 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.

· 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.35 "Using the Document Server". · With DeskTopBinder 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 ScanRouter Professional or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).



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

You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception). See Facsimile Reference <Basic Features> · You can send faxes by using data such as the IP address to specify the IP-Fax destination (IP-Fax Transmission). The transmitted files can be received using an Internet fax machine (IP-Fax Reception). See Facsimile Reference <Basic Features> AHR003S · 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) AHR004S · You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See Scanner Reference. · With ScanRouter delivery software, 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 AHR005S · You can protect documents from unauthorized access and stop them from being copied without permission. See Security Reference. · You can control the use of the machine, as well as prevent machine settings from being changed without authorization. See Security Reference. · By setting passwords, you can prevent unauthorized access via the network.

See Security Reference. · You can erase the data on the hard disk to prevent the information from leaking out. See the manual for the DataOverWriteSecurity Unit* and Security Reference. v Monitoring the Machine Via Computer Preventing an Unauthorized Copy AHR006S AHR023S You can monitor machine status and change settings using a computer. · Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web Image Monitor, 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 Image Monitor to make network settings. See Network Guide. · You can also use a Web Image Monitor to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web Image Monitor's Help.

· Using Web Image Monitor, you can receive e-mails notifying you when toner runs out or a paper misfeed occurs. See the Web Image Monitor Help. · Using Web Image Monitor, you can receive information on the machine status via e-mail. See the Web Image Monitor Help. · Using the printer driver, you can embed a pattern in the printed document.

If the document is copied on a machine with the Copy Data Security Unit(*), protected pages are grayed out in the copy, preventing confidential information from being copied. If the document is copied on a machine without the Copy Data Security Unit(*), the hidden text becomes conspicuous in the copy, showing that the copy is Unauthorized. See the printer driver Help. See Printer Reference. · Using the printer driver, you can embed text in the printed document for unauthorized copy prevention.

If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying. See the printer driver Help. See Printer Reference · If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit (*), the machine beeps to notify users that unauthorized copying is being attempted. See Security Reference. vi TABLE OF CONTENTS Manuals for This Machine

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· The product names of Windows® XP are as follows: Microsoft® Windows® XP Professional Microsoft® Windows® XP Home Edition · The product names
of Windows Server™ 2003 are as follows: Microsoft® Windows Server™ 2003 Standard Edition Microsoft® Windows Server™ 2003 Enterprise Edition
Microsoft® Windows Server™ 2003 Web Edition · The product names of Windows® NT are as follows: Microsoft® Windows NT® Server 4.0 Microsoft®
Windows NT® Workstation 4.0 Information about Installed Software expat · The software including controller, etc. (hereinafter "software") installed on this
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· RSA Security Inc. All rights reserved. 7 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. 8 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. R CAUTION: Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. R WARNING: · Connect the power cord directly into a wall outlet and do not 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. · Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of used toner containers in accordance with local regulations. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. · Connect the machine only to the power source described on the inside front cover of this manual. · Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire. · Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations. 9 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 containers out of 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. · If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment.

Consult a doctor if necessary. · If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary. · If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary. · Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water. · If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible. · Keep the machine away from humidity and dust.

Otherwise a fire or an electric shock might occur. · Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. · If you use the machine in a confined space, make sure there is a continuous air turnover. · The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper. · Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure. 10 Positions of Labels and Hallmarks for RWARNING and RCAUTION 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 11 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.



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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.57 "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. 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. 12 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 Sided1.2 W 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. 13 Machine Types This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover. Type 1 Copy speed 25 copies/minute (A4K, 81/2" × 11" K) Type 2 30 copies/minute (A4K, 81/2" × 11"K) 14 1. Getting Started Guide to Components AHR034S 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.119 "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.119 "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. 119 "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 AHR008S 1. 500-sheet finisher Sorts, stacks and staples copies. Note You cannot install two finishers simultaneously. Note You cannot install two finishers simultaneously. 7. Shift sort tray Sorts and stacks copies. 2.

Bridge unit Relays copies to the finisher. 8. Paper tray unit Consists of two paper trays. 3. Exposure glass cover Lower this cover over originals. 9. Large Capacity Tray (LCT) Holds up to 2000 sheets of paper. 4. ADF Load a stack of originals. They will feed in automatically.

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. 5. Internal tray 2 (1 bin tray) If you select this as the output tray, copies are delivered face down.

6. 1000-sheet finisher Sorts, stacks and staples copies. *1 : Finisher upper tray *2 : Finisher shift tray 11. Duplex unit Use to make two-sided copies. 12. Inter change unit Required when installing the internal tray 2 (1 bin tray) and duplex unit. 17 Getting Started Internal Options A 1 B C D E F G H I J K *1 *2

HDD Allows you to use the Document Server function. Fax unit Allows you to use the facsimile function. Printer/Scanner unit *1 Allows you to use the printer and scanner functions. IEEE 1394 interface board *2 Connects to an IEEE 1394 cable. Bluetooth *2 Allows you to expand the interface. File Format Converter *2 Allows you to download documents from the Document Server stored by copier and printer functions. See p.44 "Downloading Stored Documents". IEEE 802.

11b Wireless LAN Board *2 You can install a wireless LAN interface. IEEE 1284 Interface Board *2 Connects to an IEEE 1284 cable. User account enhance unit Allows you to increase the number of user codes.



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1 ZLFS280N 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.

50 "Accessing User Tools (System Settings)". · Counter Press to check or print the counter value. See p.145 "Counter". · Inquiry Press to check where to contact for machine repairs and ordering toner.

See p.144 "Inquiry" 2. Indicators Show errors and machine status. · d: Add Staple indicator. See p.133 "d Adding Staples". · D: Add Toner indicator. See p.122 "D Adding Toner". · B: Load Paper indicator.

See p.119 "B Loading Paper". · L: Service Call indicator · M: Open Cover indicator · x: Misfeed indicator. See p.125 "x Clearing Misfeeds". · m: Data In indicator. See "Control Panel", Printer Reference. · 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/facsimile/scanner mode) Press to register frequently used settings, or recall registered settings. 7.

{Clear Modes} key Press to clear previous copy job settings. 8. {Energy Saver} key Press to switch to and from Energy Saver mode. See p.25 "Energy Saver Mode". 19 Getting Started 9. {Interrupt} key (copier/scanner mode) Press to make interrupt copies during copying or scanning. See "Interrupt Copy", Copy Reference. key, {Pause/Redial} key, and {Tone} key 17. {Start Manual RX} key, {On Hook Dial} 1 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. Reference Facsimile Reference <Basic Features> and Facsimile Reference <Advanced Features> 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. 16. Number keys Use to enter the numbers for copies, fax numbers and data for the selected function. 20 Control Panel Display Panel The display panel shows machine status, error messages, and function menus. 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.

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 Common key operations The following keys are common to all screens: Key list [OK] [Cancel] [UPrev.] [TNext] [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 When the Authentication Screen is displayed 1 When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine. Note Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators. When User Code Authentication is set, the screen for entering a user code is displayed instead.

For details, see .p.72 "Authentication Information" Note When the entered login user name or login password is not correct, "Authentication has failed." appears. Check the login user name and password.

Log Off Important To prevent unauthorized users from using the machine, always log off when you have finished using the machine. A Press {User Tools / Counter}. A Press [Enter] for Login User Name. B Press [Logout]. B Enter a login user name, and then press [OK]. C Press [Enter] for Login Password. D Enter a login password, and then press [OK]. C Press [Yes]. D Press {User Tools / Counter}. E Press [Login].

When the user is authenticated, the screen for the function you are using appears. 22 Turning On the Power Turning On the Power This machine has two power switches. 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. 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.



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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. 57 "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. 1 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 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. firmly plugged into the wall outlet.

B Open the switch cover, and then ZFFH250E 23 Getting Started Turning Off the Power 1 A Make sure the exposure glass covB Press the operation switch. The On indicator goes out. er or the ADF is in the right position. 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. A Make sure the On indicator is not lit. B Open the switch cover, and then turn off the main power switch.

The main power indicator goes out. -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.

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 "Turning Off the Main Power/In the Event of Power Failure", 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. 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.

· If a file is waiting to be transmitted within the next minute using the "Send Later" facsimile function. 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. 24 Turning On the Power Saving Energy -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.58 "Panel Off Timer". -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.57 "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 screen of stored document under the printer function is displayed 1 25 Getting Started 1 26 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 27 Combined Function Operations The copying screen is displayed as default after power on. You can change this default setting. See p.51 "Function Priority". 2 AHR041S -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.58 "System Auto Reset Timer". 28 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.51 "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, 500sheet 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.52 "Output: Copier (copier)" · p.53 "Output: Document Server (Document Server)" · p.53 "Output: Facsimile (facsimile)" · p.53 "Output: Printer (printer)" 2 -Function Compatibility The chart shows Function Compatibility when print priority is set to "Interleave".

See p.51 "Print Priority". 1: 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.



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