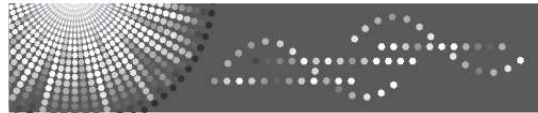




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 3010. You'll find the answers to all your questions on the RICOH AFICIO MP 3010 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 MP 3010
User guide RICOH AFICIO MP 3010
Operating instructions RICOH AFICIO MP 3010
Instructions for use RICOH AFICIO MP 3010
Instruction manual RICOH AFICIO MP 3010



MP 2510/3010
MP 2510/3010
Aficio® MP 2510/3010
IS 2425/IS 2430

Operating Instructions General Settings Guide



- 1 Connecting the Machine
- 2 System Settings
- 3 Copier / Document Server Features
- 4 Facsimile Features
- 5 Printer Features
- 6 Scanner Features
- 7 Registering Addresses and Users for Facsimile/Scanner Functions
- 8 Other User Tools
- 9 Appendix

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 "About This Machine" 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. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

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. · · Type 1: MP 2510/Aficio MP 2510/IS 2425 Type 2: MP 3010/Aficio MP 3010/IS 2430 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. Manuals for This Machine Refer to the manuals that are relevant to what you want to do with the machine. Important Media differ according to manual.

The printed and electronic versions of a manual have the same contents. Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files. Depending on which country you are in, there may also be hml manuals. To view these manuals, a Web browser must be installed. About This

Machine Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings, and Address Book procedures such as registering

fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine. Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables. Security Reference This manual is for administrators of the machine. It explains 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. Copy/ Document Server Reference Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference Explains Facsimile functions and operations. Printer Reference Explains Printer functions and operations. Scanner Reference Explains

Scanner functions and operations. i Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided. This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations,

and information about operating systems that are supported might also differ slightly from those of this machine. Other manuals · Quick Reference Copy

Guide · Quick Reference Fax Guide · Quick Reference Printer Guide · Quick Reference Scanner Guide · PostScript3 Supplement · UNIX Supplement · Manuals for DeskTopBinder Lite DeskTopBinder Lite Setup Guide DeskTopBinder Introduction Guide Auto Document Link Guide Note Manuals provided

are specific to machine types. For "UNIX Supplement", please visit our Web site or consult an authorized dealer. "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine. Product name DeskTopBinder Lite and

DeskTopBinder Professional ScanRouter EX Professional* and ScanRouter EX Enterprise* *Optional General name DeskTopBinder the ScanRouter*

delivery software ii TABLE OF CONTENTS Manuals for This Machine .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....i How to Read This Manual

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I Symbols

.....

.....

.....

.....

.....

.....
.....
.....
.....

.....
.....
.....

...4 Menu Protect.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...4.1. Connecting the Machine Connecting to the Interfaces .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....5 Connecting to the Ethernet Interface

.....
.....
.....

.....
.....
.....
.....

.....
.....

..6 Connecting to the USB Interface...

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....8 Connecting to the IEEE 1284 Interface...

.....
.....
.....

.....
.....
.....
.....

.....
.....

..9 Connecting to the IEEE 802.11b (Wireless LAN) Interface..

.....

.....
.....
.....

.....10 Network Settings....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....13 Settings Required to Use the Printer/LAN-Fax

.....
.....
.....

.....
.....
.....
.....

13 Settings Required to Use Internet Fax

.....
.....
.....

.....
.....
.....
.....

.....15 Settings Required to Use E-mail Function .

.....
.....
.....

.....
.....
.....
.....

..19 Settings Required to Use Scan to Folder Function ...

.....

.....
.....
.....
.....

..22 Settings Required to Use the Network Delivery Scanner.....

.....
.....

...24 Settings Required to Use Network TWAIN Scanner ..

.....
.....

.....
.....
.....

.26 Settings Required to Use Document Server

.....
.....

.....
.....
.....

.28 Using Utilities to Make Network Settings

.....
.....

.....
.....
.....

.....30 Connecting the Machine to a Telephone Line and Telephone

.....
.....

38 Connecting the Telephone Line

.....
.....

.....
.....
.....

.....
.....

....38 Selecting the Line Type.

.....
.....
.....
.....

.....
.....
.....
.....

.38 2. System Settings General Features.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

39 Output tray settings

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....41 Tray Paper Settings ..

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.42 Timer Settings

.....
.....
.....

.....
.....
.....
.....

.....
.....

.....
.....
.....
.....
.....
...45 Interface Settings.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

47 Network

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....47 Parallel Interface

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....50 IEEE 802.11b .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....
.....51 Print List

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....52 File Transfer

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....53 Administrator Tools....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....60 Program / Change / Delete LDAP Server .

.....
.....
.....
.....

.....
.....
.....

.....
..67 Programming the LDAP server ..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...68 iii 3. Copier / Document Server Features General Features.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
..73 Reproduction Ratio...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

.77 Edit

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.79 Stamp
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
..84 Background Numbering ...

.....
.....

.....
.....
.....

.....
.....
.....

.....
...84 Preset Stamp ..

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

84 User Stamp

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

85 Date Stamp

.....
.....
.....

.....
.....
.....

.....
.....
.....

86 Page Numbering

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..87 Input/Output

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....88 Settings for the Document Server...

.....
.....
.....

.....
.....

.....
.....
.....

.....114 Storing, Changing, and Deleting an Auto Document ...

.....
.....
.....

..... 115 Storing and Changing an Auto Document.

.....
.....
.....
.....
.....

.....115 Deleting an Auto Document

.....
.....
.....
.....
.....
.....
.....
.....

.....117 Programming Changing and Deleting a Scan Size.

.....
.....
.....
.....
.....

.....118 Deleting a Scan Size.....

.....
.....
.....
.....
.....
.....
.....

.....119 Forwarding

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....

..... 120 Programming an End Receiver .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....121 Quitting the Forwarding Function ...

.....
.....
.....
.....

.....
.....
.....
.....

.....

..122 Forwarding Mark ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..122 Parameter Settings

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.... 123 Changing the User Parameters.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

... 181 Managing names in the Address Book

.....
.....
.....

.....
.....
.....

.....184 Sending fax by Quick Dial .

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....184 Sending e-mail by Quick Dial

.....
.....
.....

.....
.....
.....

.....
.....
.....

.184 Sending scanned files to a shared folder directly....

.....
.....
.....

.....185 Preventing unauthorized user access to shared folders from the machine ...

.....

...185 Managing users and machine usage ..

.....
.....
.....
.....
.....
.....
.....
.....

.....185 Registering Names ...

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 186 Registering Names.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....186 Changing a Registered Name....

.....
.....
.....
.....
.....
.....
.....
.....

.....188 Deleting a Registered Name

.....
.....
.....
.....
.....
.....
.....

.....
.....
...189 Authentication Information ..
.....

.....
.....
.....

.....
.....
.....

..... 190 Registering a User Code...
.....
.....

.....
.....
.....

.....
.....
.....

.....191 Changing a User Code.....
.....
.....

.....
.....
.....

.....
.....
.....

.....192 Deleting a User Code....
.....
.....

.....
.....
.....

.....
.....
.....

.....193 Displaying the Counter for Each User.
.....
.....

.....
.....

.....
.....
.....

.....
.....
.....
.....
.....
..194 Printing the Counter for Each User ...
.....

.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....195 Printing the Counter for All Users.

.....
.....
.....
.....

.....
.....
.....
.....

.....
....196 Clearing the Number of Prints.
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....197 Fax Destination

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
..198 Fax Destination ...
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

....200 IP-Fax Destination.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..206 v E-mail Destination.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

..... 211 Registering an E-mail Destination....

.....
.....
.....

.....
.....
.....

.....
.....
.....

211 Changing an E-mail Destination.



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<http://yourpdfguides.com/dref/3756436>

.....
.....
.....
.....
.....
.....
.....
.....

.....213 *Deleting an E-mail Destination...*

.....
.....
.....
.....
.....
.....
.....
.....

.....214 *Registering Folders*

.....
.....
.....
.....
.....
.....
.....
.....

..... 215 *Using SMB to Connect...*

.....
.....
.....
.....
.....
.....
.....
.....

.....215 *Using FTP to Connect..*

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....

221 Using NCP to Connect

.....
.....
.....

.....
.....
.....

.....
.....
.....

.227 Registering Names to a Group

.....
.....
.....

.....
.....
.....

.... 233 Registering a Group .

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

....233 Registering Names to a Group.

.....
.....

.....
.....

.....
.....
.....

.....234 Adding a Group to Another Group ..

.....
.....
.....

.....
.....

.....
.....

.235 Displaying Names Registered in a Group

.....
.....
.....
.....

...236 Removing a Name from a Group

.....
.....
.....
.....

.....237 Deleting a Group Within Another Group ..

.....
.....
.....

.....
.....
.....
.....

..238 Changing a Group Name ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....239 Deleting a Group .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....240 Registering a Protection Code .
.....

.....
.....
.....

.....
.....
.....

.. 241 Registering a Protection Code to a Single User.....
.....
.....
.....

.....
.....
.....

.....241 Registering a Protection Code to a Group User.....
.....
.....
.....

.....
.....
.....

...242 Registering the Transfer Request ..
.....
.....
.....

.....
.....
.....

..... 244 Registering a Transfer Station / Receiving Station
.....
.....
.....

.....
.....
.....

.....245 Changing a Transfer Station / Receiving Station .
.....
.....
.....

.....
.....
.....

.....248 Deleting a Transfer Station / Receiving Station
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....
.....
..... 256 Counter .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

257 Displaying the Total Counter.....

.....
.....
.....
.....

.....
.....
.....
.....

..257 9. Appendix Copyrights ..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....259 expat .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....
.....259 NetBSD ...

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....
.....
.....260 Sablotron.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....262 JPEG LIBRARY..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....262 SASL

.....
.....

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..263 MD4.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..264 MD5.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..264 Samba(Ver 3.0.4).....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...265 RSA BSAFE®

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

...265 Open SSL..

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....266 Open LDAP .

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....271 INDEX..

.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....

273 vi How to Read This Manual Symbols This manual uses the following symbols: Indicates important safety notes. Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you can find further relevant information. [] Indicates the names of keys that appear on the machine's display panel. { } Indicates the names of keys on the machine's control panel. 1 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 like . Keys appearing as cannot be used.

Important A force or impact of more than 30 N (about 3 kgf) will damage the display panel. To display the following screen, press the {User Tools/Counter} key to display the User Tools menu, and then press [System Settings]. Using the System Settings menu screen as an example, this section explains how to use the machine's display panel. ARM002S 1. The menu tabs for various settings appear. To display the setting you want to specify or change, press the appropriate menu tab. 2. A list of settings appears. To specify or change a setting, press the appropriate key in the list. 3.

Press this to quit the User Tools menu. 2 Accessing User Tools This section describes how to access User Tools menu. User Tools allow you to change or set defaults. Note Operations for system settings differ from normal operations. Always quit User Tools when you have finished.

Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the {Energy Saver} or {Clear Modes} key is pressed. Default settings are shown in bold type. Reference p.4 "Quitting User Tools" Changing Default Settings This section describes how to change the settings of User Tools. Important If Administrator Authentication Management is specified, contact your administrator.

A Press the {User Tools/Counter} key. B Select the menu. To change the System Settings, press [System Settings]. To change the Copier / Document Server Features, press [Copier / Document Server Features]. To change the Facsimile Features, press [Facsimile Features]. To change the Printer Features, press [Printer Features]. To change the Scanner Features, press [Scanner Features]. To change the language used on the display, press [Français]. To check the telephone numbers to contact for repairs, or to order consumables, press [Inquiry]. To check the counter, press [Counter].

3 C Select the user tool you want to change. D Change settings by following instructions on the display, and then press [OK]. Note To cancel changes made to settings and return to the initial display, press the {User Tools/Counter} key. Reference p.39 "System Settings" p.73 "Copier / Document Server Features" p.91 "Facsimile Features" p.161 "Printer Features" p.173 "Scanner Features" p.255 "Other User Tools" Quitting User Tools This section describes how to end User Tools.

A Press the {User Tools/Counter} key. Note You can also quit User Tools by pressing [Exit]. Menu Protect Using Menu Protect, you can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus. · Copier / Document Server Features · Facsimile Features · Printer Features · Scanner Features For details, consult your administrator.

4 1. Connecting the Machine This chapter describes how to connect the machine to the network and specify the network settings. Connecting to the Interfaces This section describes how to identify the machine's interface and connect the machine according to the network environment. ARM001S 1. IEEE 1284 port (optional) Port for connecting the IEEE 1284 interface cable 4.

Wireless LAN port (optional) Port for using the wireless LAN 2. USB2.0 port Port for connecting the USB2.0 interface cable 3. 10BASE-T/100BASE-TX port Port for connecting the 10BASE-T or 100BASE-TX cable Note You cannot install two or more of the options below: IEEE 802.11b wireless LAN board, IEEE 1284 Interface Board, Bluetooth, file format converter. 5 Connecting the Machine Connecting to the Ethernet Interface 1 This section describes how to connect 10BASE-T or 100BASE-TX cable to the Ethernet interface. Important If the main power switch is on, turn it off. A A ferrite core for the Ethernet cable is supplied with this machine. Make a loop in the cable about 9cm (3.

5 inch) (1) from the machine end of the cable. Attach the ferrite core. AEV047S B Make sure the main power switch of the machine is off. C Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port. AJO006S 6 Connecting to the Interfaces D Connect the other end of the Ethernet cable to a network connection device such as a hub. E Turn on the main power switch of the machine. 1 AME005S A B Indicator (green) Lights up green when the machine is connected correctly to the network.



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[Network] [DNS Configuration] [Specify] "DNS Server 1-3" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting.

[Network] [DDNS Configuration] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [Domain Name] [Auto-Obtain (DHCP)] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [Domain Name] [Specify] [Domain Name] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [WINS Configuration] [On] "Primary WINS Server" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [WINS Configuration] [On] "Secondary WINS Server" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting.

[Network] [WINS Configuration] [On] "Scope ID" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. 1 31 Connecting the Machine 1 [Network] [WINS Configuration] [Off] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [Effective Protocol] "TCP / IP" · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: You can specify the TCP/IP settings if SmartDeviceMonitor for Admin is communicating with the machine using IPX/SPX. · telnet: Can be used for specifying the setting. [Network] [Effective Protocol] "NetWare" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: You can specify the IPX/SPX settings if SmartDeviceMonitor for Admin is communicating with the machine using TCP/IP. · telnet: Can be used for specifying the setting. [Network] [Effective Protocol] "SMB" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Can be used for specifying the setting. · telnet: Can be used for specifying the setting.

[Network] [Effective Protocol] "AppleTalk" · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Can be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [NCP Delivery Protocol] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Can be used for specifying the setting. · telnet: Cannot be used for specifying the setting. [Network] [NW Frame Type] [Auto Select] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [NW Frame Type] [Ethernet II] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. 32 Network Settings [Network] [NW Frame Type] [Ethernet 802.2] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.

· telnet: Can be used for specifying the setting. [Network] [NW Frame Type] [Ethernet 802.3] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [NW Frame Type] [Ethernet SNAP] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [SMB Computer Name] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [SMB Work Group] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [Ethernet Speed] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Cannot be used for specifying the setting. [Network] [LAN Type] [Ethernet] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting.

[Network] [LAN Type] [IEEE 802.11b] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. 1 33 Connecting the Machine 1 [Network] [Ping Command] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Cannot be used for specifying the setting. [Network] [Permit SNMP V3 Communication] [Encryption Only] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting.

[Network] [Permit SNMP V3 Communication] [Encryption / Clear Text] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. · telnet: Can be used for specifying the setting. [Network] [Permit SSL / TLS Communication] [Ciphertext Only] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.



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·telnet: Cannot be used for specifying the setting. [Network] [Permit SSL / TLS Communication] [Ciphertext Priority] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [Network] [Permit SSL / TLS Communication] [Ciphertext / Clear Text] · Web Image Monitor: Cannot be used for specifying the setting.

· SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [Network] [Host Name] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Can be used for specifying the setting. ·telnet: Can be used for specifying the setting.

[Network] [Machine Name] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting. 34 Network Settings [IEEE 802.11b] [Communication Mode] · Web Image Monitor: Can be used for specifying the setting.

· SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting. [IEEE 802.11b] [SSID Setting] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting. [IEEE 802.11b] [Channel] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting.

[IEEE 802.11b] [WEP (Encryption) Setting] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting. [IEEE 802.11b] [Transmission Speed] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Can be used for specifying the setting. [File Transfer] [SMTP Server] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.

·telnet: Cannot be used for specifying the setting. [File Transfer] [SMTP Authentication] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [POP before SMTP] · Web Image Monitor: Can be used for specifying the setting.

· SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. 1 35 Connecting the Machine 1 [File Transfer] [Reception Protocol] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting.

[File Transfer] [POP3 / IMAP4 Settings] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [Administrator's E-mail Address] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [E-mail Communication Port] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [E-mail Reception Interval] · Web Image Monitor: Can be used for specifying the setting.

· SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [Max. Reception E-mail Size] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [E-mail Storage in Server] · Web Image Monitor: Can be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [Default User Name / Password (Send)] · Web Image Monitor: Can be used for specifying the setting.

· SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. 36 Network Settings [File Transfer] [Fax E-mail Account] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting.

[File Transfer] [Scanner Recall Interval Time] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting. ·telnet: Cannot be used for specifying the setting. [File Transfer] [Number of Scanner Recalls] · Web Image Monitor: Cannot be used for specifying the setting. · SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.

·telnet: Cannot be used for specifying the setting. 1 37 Connecting the Machine Connecting the Machine to a Telephone Line and Telephone 1 This section describes how to connect the machine to the telephone lines and select the line type. Connecting the Telephone Line This section describes how to connect the machine to the telephone lines. To connect the machine to a telephone line, use a snap-in modular type connector. Important Make sure the connector is the correct type before you start. ARM003S 1. External telephone connector 2. G3 (analog) line interface connector 3. Extra G3 line interface connector

Selecting the Line Type This section describes how to select the line type. Select the line type to which the machine is connected.

There are two types: tone and pulse dial. Select the line type using Administrator Tools. Note This function is not available in some regions. Reference p.108 "Select Dial / Push Phone" 38 2. System Settings This chapter describes user tools in the System Settings menu. For details on how to access System Settings, see "Accessing User tools (System Settings)". General Features This section describes the user tools in the General Features menu under System Settings.



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