P-4021DW
P-4021DN
P-3523DW

Operation Guide

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1 Please Read First

Preface

Thank you for purchasing this machine.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance, and take simple troubleshooting measures as needed so that the machine can always be used in the optimum condition.

Please read this Operation Guide before using the machine.

The product illustrations, screens, settings, etc., in this guide may differ depending on the machine you are using.

We recommend the use of our genuine toner containers, which have passed rigorous quality control testing, to maintain quality.

The use of non-genuine toner containers may cause failure.

We will not be liable for any damages caused by the use of third party supplies in this machine.

Checking the Equipment's Serial Number

The equipment's serial number is printed in the location shown in the figure.
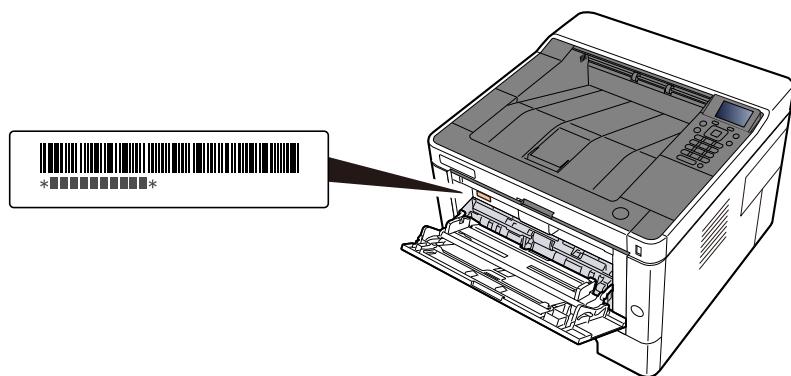
You'll need the equipment's serial number when contacting your Service Representative. Please check the number before contacting your service representative.

Location of factory-set initial login password
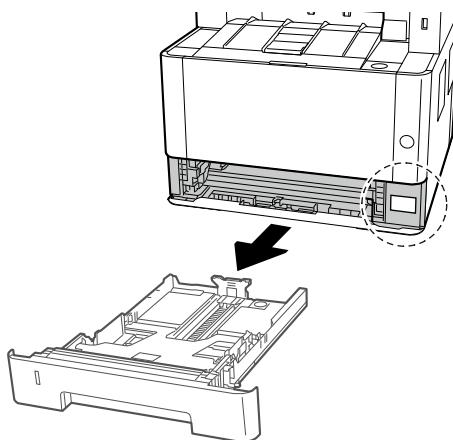
Change the login password to one of your choice for security reasons.

Machine Features

The machine is equipped with many useful functions.

➡

Here are some examples.

Save energy and cost

Save energy as needed (Energy Saver function)

The machine is equipped with Energy Saver function that automatically switches the machine into Sleep Mode.

➡
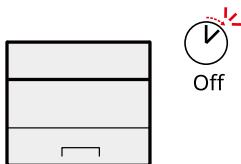
Printing with reduced toner consumption (EcoPrint)

You can save toner consumption with this function.

When you only need to check the printed content, such as a trial print run or documents for internal confirmation, use this function to save toner.

Use this function when a high-quality print is not required.

➡
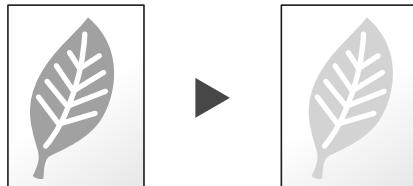
Reduce paper use (Paper Saving Printing)

You can print originals on both sides of the paper. You can also print multiple originals onto one sheet.

➡
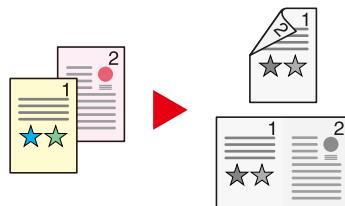
Strengthen security

Prevent loss of finished documents (Private Print)

Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.
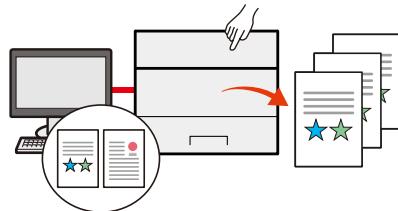
➡ Printing Documents from Private Print Box (page 129)

Log in by ID card (Card Authentication)

You can log in simply by touching an ID card. You don't need to enter your user name and password.
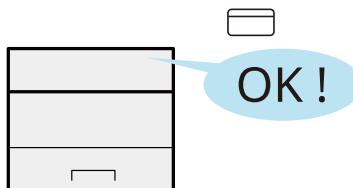
➡ Overview of the Applications (page 441)

Strengthen security (Settings for Administrator)

Various functions are available for administrators to strengthen security.
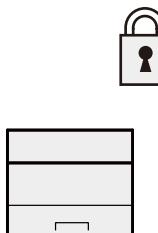
➡ Strengthening the Security (page 82)

Prevent the execution of malware (Allowlisting)

Prevent malware from running and prevent software tampering and maintain system reliability.

4
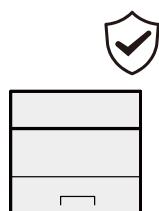
Use functions more efficiently

Make the machine quiet (Quiet Mode)

You can make the machine quiet by reducing its running noise. You can switch ON/OFF with one touch.
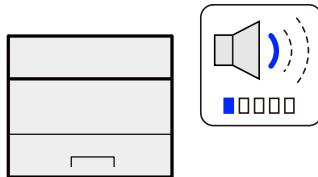
➡ [Silent Mode] (page 186)

Install the machine without concerning the network cables (Wireless Network)

If there is a wireless LAN environment, it is possible to install the unit without worrying about the network wiring. In addition, Wi-Fi Direct, etc. are supported.
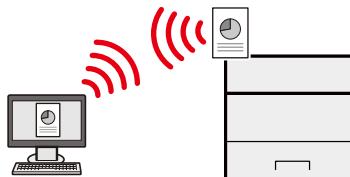
➡ Configuring the Wireless Network (page 56)

Use USB drive(USB Drive)

It is useful when you need to print documents outside your office or you cannot print documents from your PC.

You can print the document from the USB drive by plugging it directly into the machine.
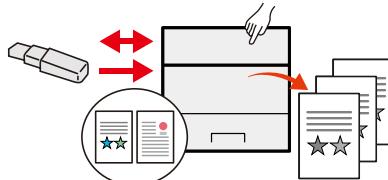
➡ Using Removable USB Drive (page 157)

Perform remote operation (Embedded Web Server RX)

You can access to the machine remotely to print, send or download data.

You can access to the machine remotely to print data.

Administrators can configure the machine behavior or management settings.
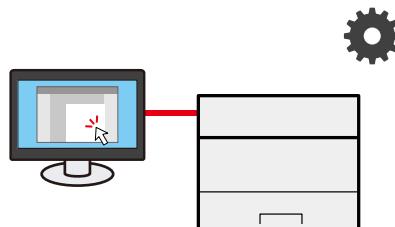
➡ What is Embedded Web Server RX (page 84)

Guides Provided with the Machine

The following guides are provided with the machine. Refer to each guide as needed. The guides can be downloaded from the Download Center. To view the guides on a computer, Adobe Reader Version 8.0 or later needs to be installed.

Triumph-Alder

EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

The contents of the guides are subject to change without notice for the purpose of improvement of machine performance.

To set up the machine:	**Setup Guide**
	Explains the setup procedure to follow in order to print with this machine.
Start using the machine quickly	**Quick Guide**
	Describes frequently-used operations and what to do when problems occur.
	This printed guide is provided together with the machine.
For safe use of the machine	**Safety Guide**
	Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine.
	This printed guide is provided together with the machine.
	Safety Guide (P-4021DNP-4021DW/P-3523DW)
	Indicates the space required for machine installation, and describes the cautionary labels and other safety information. Be sure to read this guide before using the machine.
	This printed guide is provided together with the machine.
Use the machine to its fullest	**Operation Guide (this guide)**
	Explains paper loading, basic operations, and various default settings.
Easily register machine information and configure settings	**Embedded Web Server RX User Guide**
	Explains how to access the machine from a Web browser on your computer to check and change settings.

Print data from a computer	**Printing System Driver User Guide**
	Explains how to install the printer driver and use the printer function.
	MAC Driver Setup Guide
	Explains how to install the Mac printer driver and use the printer function (print panel).
Monitor the machine and printers on the network	**NETWORK PRINT MONITOR User Guide**
	Explains how to monitor your network printing system (the machine) with NETWORK PRINT MONITOR.
Print without using the printer driver	**PRESCRIBE Commands Command Reference**
	Describes the native printer language (PRESCRIBE commands).
	PRESCRIBE Commands Technical Reference
	Describes the PRESCRIBE command functions and control for each type of emulation.
Directly print a PDF file	**Network Tool for Direct Printing Operation Guide**
	Explains how to print PDF files without launching Adobe Acrobat or Reader.
Adjust the printing position	**Maintenance Menu User Guide**
	Explains how to configure print settings.
Scan and print through the cloud service	**Cloud Access User Guide**
	This section explains how to install Cloud Access and setting procedures for linking with the cloud service.

About the Operation Guide (this Guide)

Structure of the guide

The Operation Guide contains the following chapters.

Chapter	Description
Please Read First	Provides precautions regarding use of the machine and trademark information.
Installing and Setting up the Machine	Explains part names, cable connections, installation of the software, login, logout, and other matters related to administration of the machine.
Preparation before Use	Explains preparations and settings that are required in order to use the machine, such as how to load paper.
Print from PC	Explains the basic printing method.
Operation on the Machine	Explains the basic procedures for using document boxes.
Using Various Functions	Explains convenient functions that are available on the machine.
Status/Job Cancel	Explains how to check the status of a job and the job history, and how to cancel jobs being printed or waiting to print. Also explains how to check paper and toner levels, and how to check the device status.
Item	Explains Menu and how it relates to the operation of the machine.
User Authentication and Accounting (User Login, Job Accounting)	Explains user login and job accounting.
Troubleshooting	Explains what to do when toner runs out, an error is displayed, or a paper jam or other problem occurs.
Appendix	Describes convenient options that are available for the machine. Provides information on media types and paper sizes, and gives a glossary of terms. Explains how to enter characters, and lists the specifications of the machine.

Conventions Used in This Guide

Adobe Reader is used as an example in the explanations below.
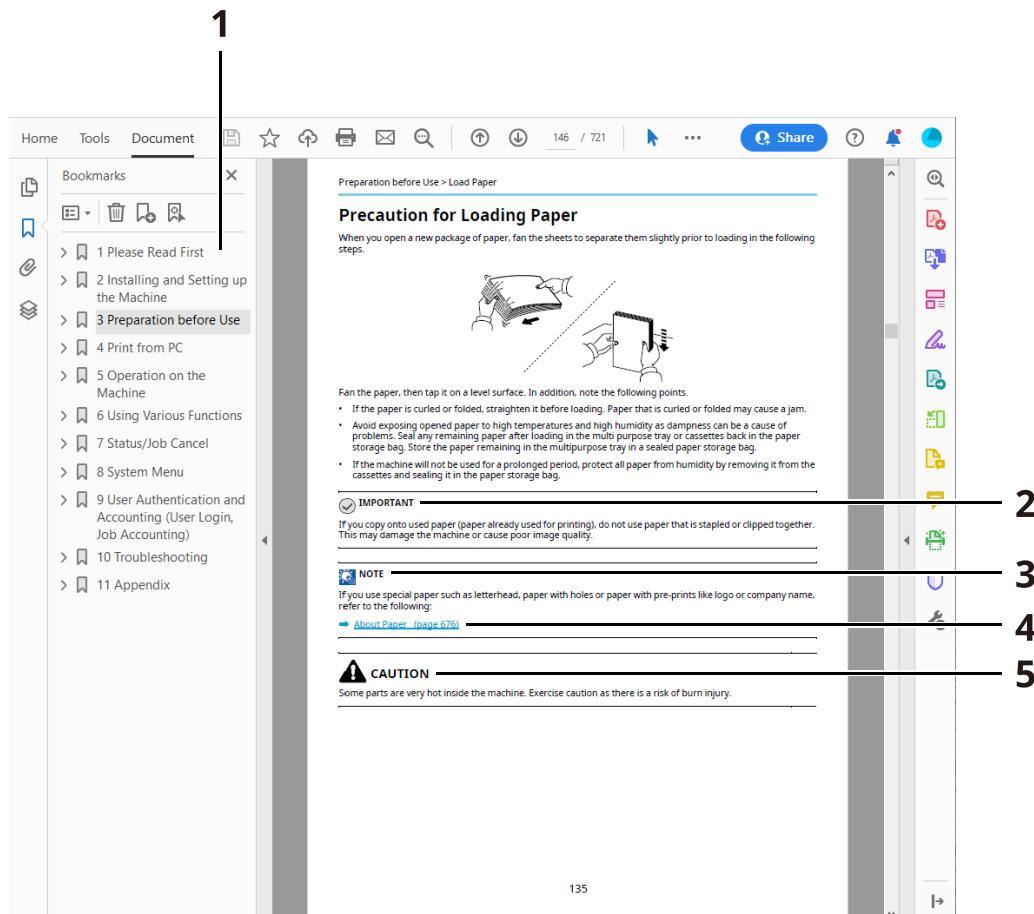
1 Click an item in the Table of Contents to jump to the corresponding page.

2 Indicates operational requirements and restrictions to operate the machine correctly, and avoid damage to the machine or property.

3 Indicates supplemental explanations and reference information for operations.

4 Click the underlined text to jump to the corresponding page.

5 Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

NOTE

The items that appear in Adobe Reader vary depending on how it is used. If the Table of Contents or tools do not appear, refer to Adobe Reader Help.

Certain items are indicated in this guide by the conventions described below.

Convention	Description
[ ]	Indicates keys and buttons.
" "	Indicates a message.

Conventions Used in Procedures for Operating the Machine

In this Operation Guide, continuous operation is shown with > in sequence, as below:

Actual procedure

1 Select the [Menu] key

2 Press the [▲] or [▼] key and select [Device Common]

3 Select the [OK] key

Procedure indicated in this guide
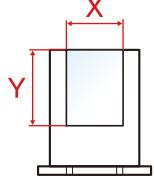
[Menu] key > [▲][▼] keys > [Device Common] > [OK] key

Size of Paper
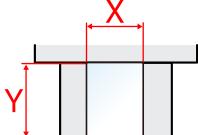
Paper sizes such as A5 and Statement can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation.

Set the paper in vertical orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Indicated size in this Guide
	A5-R, Statement-R

When loading in the multipurpose tray
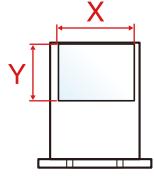
Setting Position (X=Width, Y=Length)	Indicated size in this Guide
	A5-R, Statement-R

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

➡
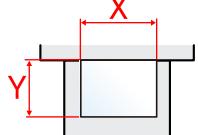
Set the paper in horizontal orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Indicated size in this Guide
	A5, Statement

When loading in the multipurpose tray

Setting Position (X=Width, Y=Length)	Indicated size in this Guide
	A5, Statement

Paper sizes that can be used vary depending on the function and paper feeder unit. For details, refer to the following.

➡

Notice

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

⚠ **WARNING:**

Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

⚠ **CAUTION:**

Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

⚠ [General warning]

⚠ [Warning of high temperature]

The ⊘ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

⊘ [Warning of prohibited action]

⊘ [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

❗ [Alert of required action]

🔌 [Remove the power plug from the outlet]

⏚ [Always connect the machine to an outlet with a ground connection]

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Environment

The service environmental conditions are as follows:

Temperature	10 to 32.5°C/50 to 90.5°F But humidity should be 70% or less when temperature is 90.5 °F (32.5 °C).
Humidity	10 to 80% But temperature should be 86 °F (30 °C) or less when humidity is 80%.

Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health.

If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant.

To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Precautions for Use

Cautions when handling consumables

⚠️ CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Keep parts which contain toner out of the reach of children.

If toner happens to spill from parts which contain toner, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.

- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.

- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy parts which contain toner.

Other precautions

Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40 °C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multipurpose (MP) Tray, return it to its original package and reseal it.

Compliance and Conformity

We hereby declare that this product complies with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

Triumph-Alder

EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

Software Ver.	Frequency Range	Output Power (e.i.r.p)
1.0	2400 - 2483.5 MHz	< 100 mW
1.0	5150 - 5250 MHz	< 50 mW
1.0	5250 - 5725 MHz	< 100 mW
1.0	5725 - 5850 MHz	< 10 mW

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

- The use of a non-shielded interface cable with the referenced device is prohibited.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions; (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

IMPORTANT NOTE:

Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

Industry Canada statement:

This device contains licence-exempt transmitter(s) / receiver(s) that complies with Innovation, Science and Economic Development Canada's licence-exempt RSS (s). Operation is subject to the following two conditions:

1 This device may not cause interference.

2 This device must accept any interference, including interference that may cause undesired operation of the device.

The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other transmitter.

Industry Canada ICES-003 Compliance Label: CAN ICES-3B/NMB-3B

* The above statements are valid only in the United States of America and Canada.

NOTE — Use shielded interface cables.

Caution:

The device for operation in the band 5150-5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems;

Operations in the 5.25-5.35GHz band are restricted to indoor usage only.

Radiation Exposure Statement:

This equipment complies with Canada radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body. * These above statements are valid in the United States of America, Canada.

Wireless Connection

For European Countries

Frequency Range	Output Power (e.i.r.p)
2400 - 2483.5 MHz	< 100 mW
5150 - 5250 MHz	< 50 mW
5250 - 5725 MHz	< 100 mW
5725 - 5850 MHz	< 10 mW

NOTE

5150 - 5350MHz is limited to indoor use in below countries

AT	BE	BG	CZ	DK
EE	FR	DE	IS	IE
IT	EL	ES	CY	LV
LI	LT	LU	HU	MT
NL	NO	PL	PT	RO
SI	SK	TR	FI	SE
CH	HR	UK	UK(NI)	

Security Precautions when Using Wireless LAN (If equipped)

Wireless LAN allows information to be exchanged between wireless access points instead of using a network cable, which offers the advantage that a WLAN connection can be established freely within an area in which radio waves can be transmitted.

On the other hand, the following problems may occur if security settings are not configured, because radio waves can pass through obstacles (including walls) and reach everywhere within a certain area.

Secretly Viewing Communication Contents

A third person with malicious objectives may intentionally monitor radio waves and gain unauthorized access to the following communication contents.

- Personal information including ID, passwords, and credit card numbers
- Contents of email messages

Illegal Intrusion

A third party with malicious intent may gain unauthorized access to personal or company networks and conduct the following illegal actions.

- Extracting personal and confidential information (information leak)
- Entering into communication while impersonating a specific person and distributing unauthorized information (spoofing)
- Modifying and retransmitting intercepted communications (falsification)
- Transmitting computer viruses and destroying data and systems (destruction)

Wireless LAN cards and wireless access points contain built-in security mechanisms to address these problems and to reduce the possibility of these problems occurring by configuring the security settings of wireless LAN products when the product is used.

We recommend that customers take responsibility and use their judgment when configuring the security settings and that they ensure that they fully understand the problems that can occur when the product is used without configuring the security settings.

See the booklet "Instructions for Setting Security on Our Products" for important security tips.

Limited Use of This Product

- Radio waves transmitted from this product may affect medical equipment. When using this product in a medical institution or in the vicinity of medical instruments, either use this product according to the instructions and precautions provided by the administrator of the institution or those provided on the medical instruments.

- Radio waves transmitted from this product may affect automatic control equipment including automatic doors and fire alarms. When using this product in the vicinity of the automatic control equipment, use this product according to the instructions and precautions provided on the automatic control equipment.

- If this product is used in devices that are directly related to service including airplanes, trains, ships, and automobiles or this product is used in applications requiring high reliability and safety to function and in devices requiring accuracy including those used in disaster prevention and crime prevention and those used for various safety purposes, please use this product after considering the safety design of the entire system including adoption of a failsafe design and redundancy design for reliability and safety maintenance of the entire system. This product is not intended for use in applications requiring high reliability and safety including aerospace instruments, trunk communication equipment, nuclear power control equipment, and medical equipment; hence, the decision as to whether to use this product in these applications needs to be fully considered and determined.

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Triumph-Alder

EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

Energy Saving Control Function

To reduce power consumption when idle, the device comes equipped with a power management function that automatically shifts to "Sleep" to minimize power consumption after a certain period of time has passed since the device was last used.

➡

Automatic 2-Sided Print Function

This device includes 2-sided printing as a standard function. For example, by printing two 1-sided originals onto a single sheet of paper as a 2-sided print, it is possible to lower the amount of paper used.

➡ 2-Sided (page 169)

Printing in duplex mode reduces paper consumption and contributes to the conservation of forest resources. Duplex mode also reduces the amount of paper that must be purchased, and thereby reduces cost. It is recommended that machines capable of duplex printing be set to use duplex mode by default.

Resource Saving - Paper

For the preservation and sustainable use of forest resources, it is recommended that recycled as well as virgin paper certified under environmental stewardship initiatives or carrying recognized ecolabels, which meet EN 12281:2002* or an equivalent quality standard, be used.

This machine also supports printing on 64 g/m^2 paper. Using such paper containing less raw materials can lead to further saving of forest resources.

* : EN12281:2002 "Printing and business paper - Requirements for copy paper for dry toner imaging processes"

Contact your dealer or service representative for recommended paper types.

Environmental benefits of "Power Management"

To reduce power consumption when idle, this machine is equipped with a power management function that automatically activates energy-saving mode when the machine is idle for a certain period of time.

Although it takes the machine a slight amount of time to return to READY mode when in energy-saving mode, a significant reduction in energy consumption is possible. It is recommended that the machine be used with the activation time for energy-saving mode set to the default setting.

ENERGY STAR Program

We participate in the ENERGY STAR® Program. We provide the products that comply with ENERGY STAR standards to the market.

ENERGY STAR is an energy efficiency program with the goal of developing and promoting the use of products with high energy efficiency in order to help prevent global warming. By purchasing the products that comply with ENERGY STAR, customers can help reduce emissions of greenhouse gases during product use and cut energy-related costs.

Precautions for security when using wireless LAN

Wireless LAN has the advantage that it allows free LAN connections within the range of radio waves because it uses radio waves to exchange information between a PC and a wireless access point, not using a network cable.

On the other hand, radio waves can reach any location though obstacles (such as walls) within a certain range, so if you do not perform security setting, the following problems may occur.

Eavesdropping of communications

A malicious third party may intentionally intercept radio waves and eavesdrops the following types of communications.

- Personal information such as an ID, password, or credit card number

- Contents of emails

Illegal access

A malicious third party may gain access to your personal or company network without your permission and perform the following illegal actions.

- Extract personal or confidential information (information leakage)

- Impersonate a certain person and spread false information (impersonation)

- Change and transmit the contents of intercepted communications (alteration)

- Spread computer viruses to destroy data and systems (destruction)

Wireless LAN cards and wireless access points originally have security mechanisms to deal with these problems, so by configuring the security settings of your wireless LAN products and using them, the chances of these problems occurring can be reduced.

We recommend that you configure security settings and use the product at your own discretion and responsibility, after gaining a thorough understanding of the problems that may occur if the product is used without security settings.

2 Installing and Setting up the Machine

Part Names (Machine Exterior)

1 Upper tray

2 Eject stopper

3 Cassette 1

4 Main switch

5 Front cover open button

6 Operation panel

7 Rear cover

8 Anti-theft slot

Part Names (Connectors/Interior)
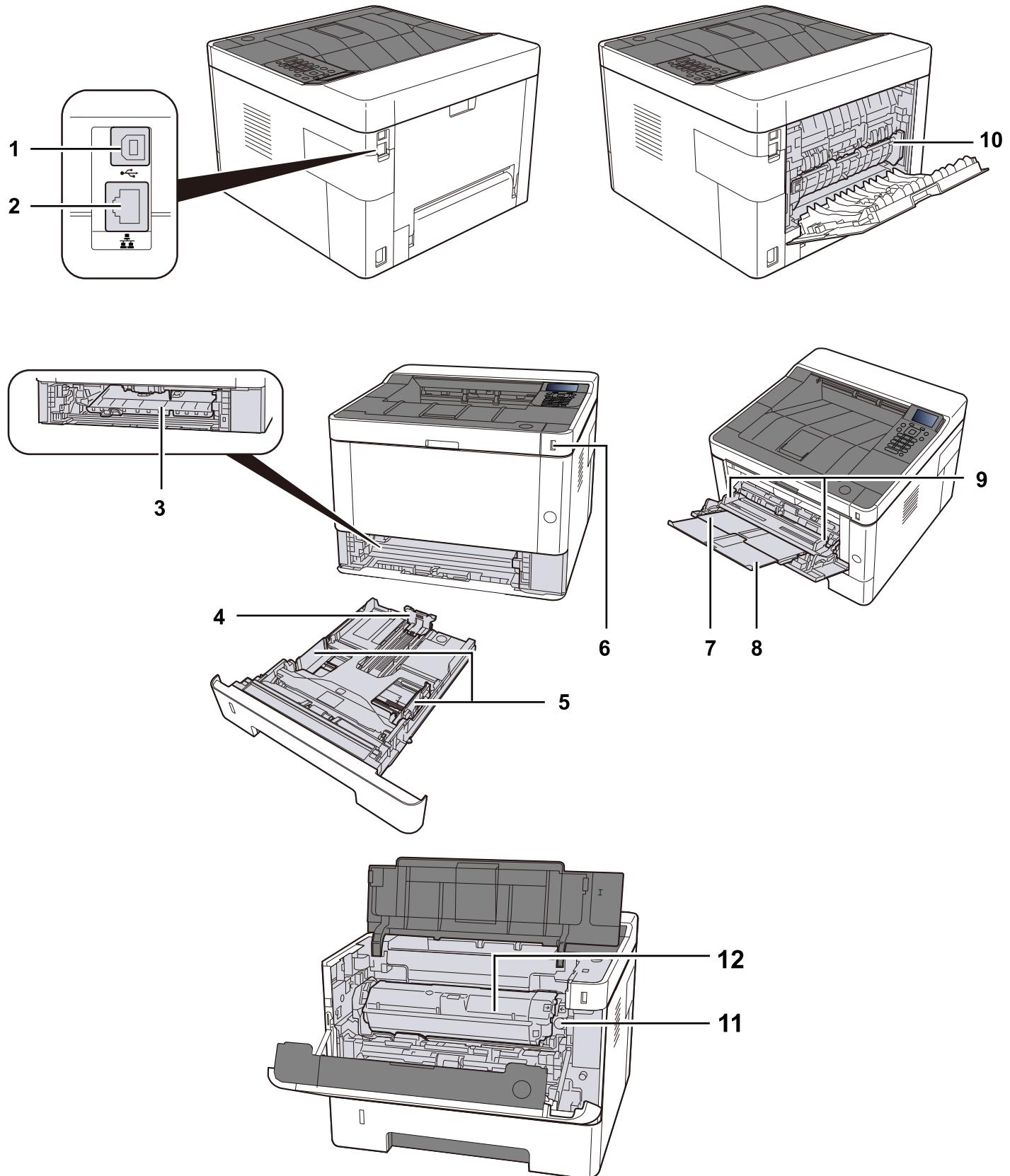
 1 USB interface connector

 2 Network interface connector

 3 Conveying cover

 4 Paper length guide

 5 Paper width guide

 6 USB Memory slot

 7 MP Tray

 8 MP support tray

 9 Paper guide

10 Fuser cover

11 Toner container Release Button

12 Toner container

Part Names (With Optional Equipments Attached)
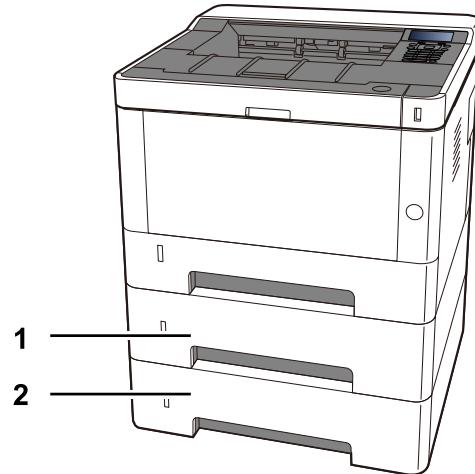
1 Cassette 2

2 Cassette 3

How to hold the device

When carrying the device, be careful where you hold it.

✅ **IMPORTANT**

When carrying the machine, hold the bottom left and right sides of the machine as shown in the illustration. There is a risk of damage if you do not hold it correctly.
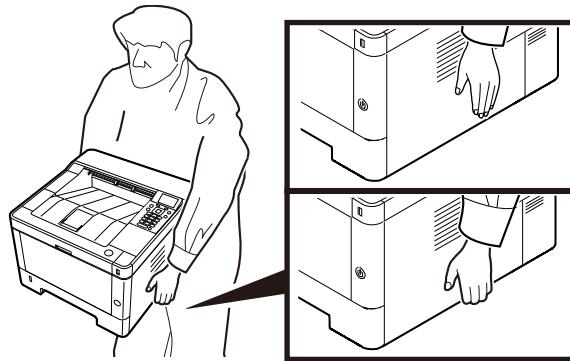
Connecting the Machine and Other Devices

Prepare the cables necessary to suit the environment and purpose of the machine use.

When Connecting the Machine to the PC via USB

USB

When Connecting the Machine to the PC or Tablet by network cable, Wi-Fi, or Wi-Fi direct

Network

Network cable connection

Wi-Fi connection*1

Wi-Fi access point

Tablet

Wi-Fi Direct connection*1

Wi-Fi connection or Wi-Fi Direct connection

*1 Only for models with Wi-Fi.
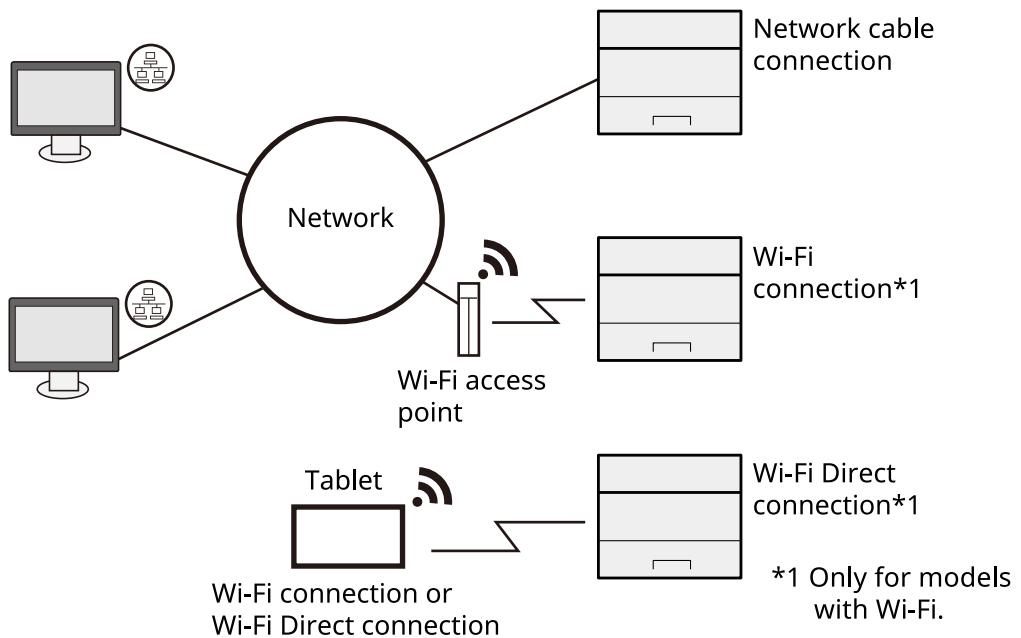
NOTE

If you are using wireless LAN, refer to the following.

➡

Cables that Can Be Used

When a network cable is used to connect the machine

Function	Necessary Cable
Printer	LAN cable (10BASE-T, 100BASE-TX, 1000BASE-T)

When a USB cable is used to connect the machine

Function	Necessary Cable
Printer	USB 2.0 compatible cable (Hi-Speed USB compliant, max. 5.0 m, shielded)

✅ **IMPORTANT**

Using a cable other than a USB 2.0 compatible cable may cause failure.

Connecting Cables

Connecting LAN Cable

✅ **IMPORTANT**

If the power is on, turn the power switch off.

➡

---

1 **Connect the cable to the machine.**

    1 Connect the LAN cable to the network interface connector.

    2 Connect the other end of the cable to the hub.

2 **Power on the machine and configure the network.**

➡
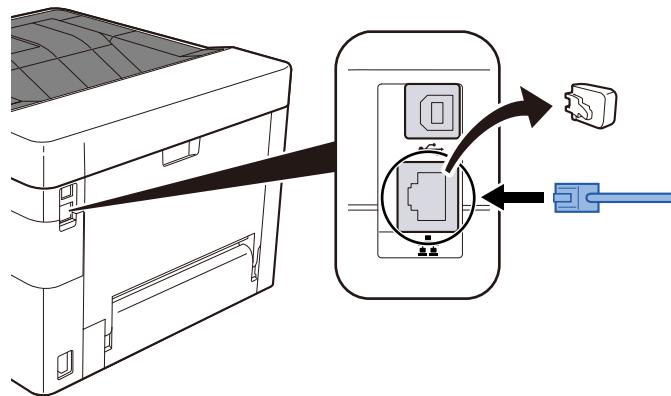
Connecting USB Cable

✅ **IMPORTANT**

If the power is on, turn the power switch off.

➡

---

1 Connect the cable to the machine.

   1 Connect the USB cable to the USB interface connector.

   2 Connect the other end of the cable to the PC.

2 Power on the machine.

Connecting the Power Cable

1 **Connect the cable to the machine.**

Connect one end of the supplied power cable to the machine and the other end to a power outlet.
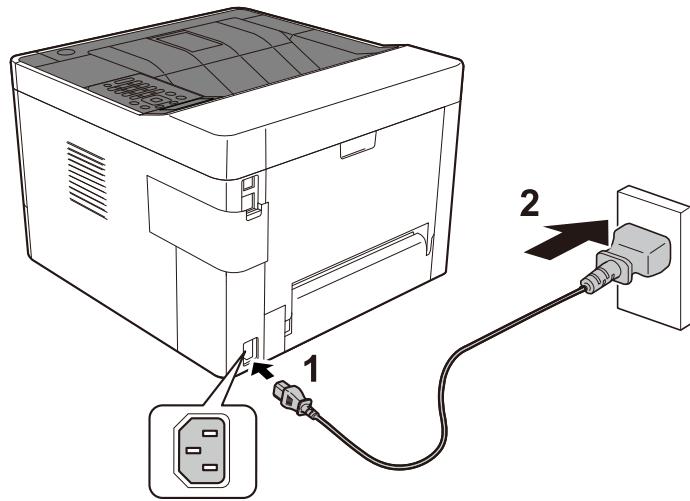
⊘ IMPORTANT

Only use the power cable that comes with the machine.

Power On/Off

Power on

1   **Turn the power switch on.**
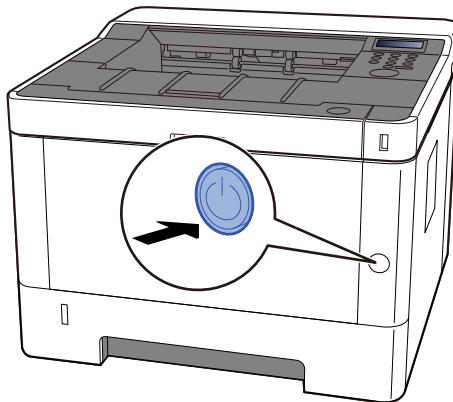
✅ **IMPORTANT**

Wait more than 5 seconds, and then turn on the power switch.

Power off

1 **Turn the power switch off.**
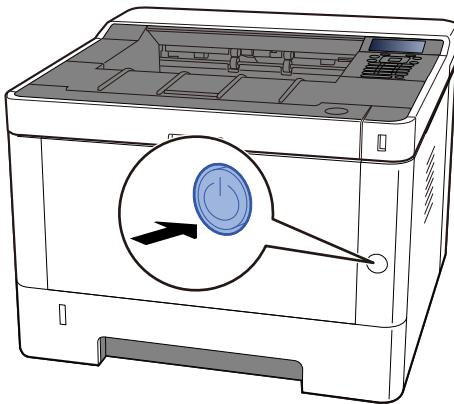
The confirmation message for power supply off is displayed.

It takes approximately 3 minutes for power off.

⚠ CAUTION

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

✓ IMPORTANT

- Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Using the Operation Panel

Operation Panel Keys
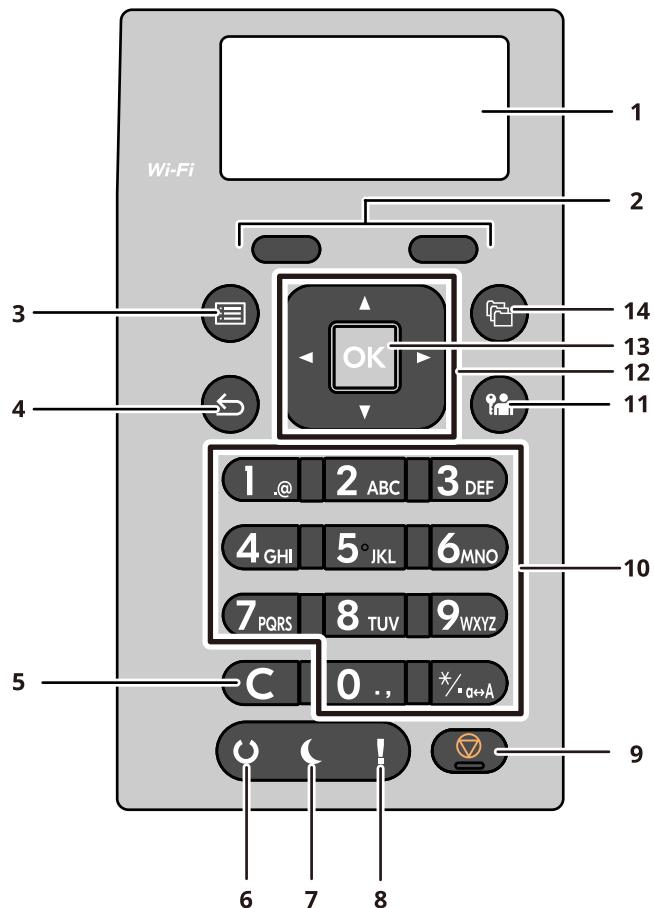
1 Message display

   Display the setting items or the error message.

2 Selection keys

   Select the menu that displayed under the LDC panel.

3 [Menu] key

   Display the Menu screen.

4 [Back] key

   Return to the previous screen.

5 [Clear] key

   Delete the value or the letter inputted.

6 [Ready] indicator

   Lights when printing is possible. Blinks when processing the print or the error occurred.

7 [Energy Saver] indicator

   Lights up when the device is in sleep mode condition.

8 [Attention] indicator

   Lights or blinks when an error occurs and a job is stopped.

9 [Cancel] key

   Cancel or pause the job in progress

10 Numeric keys

Input the number or the symbol.

11 [Logout] key

Finish (Log out) the operation of each user.

12 [Arrow] key

Increase/decrease the numerical value at the LCD panel, or select the menu. Also used to move the cursor during character input.

13 [OK] key

Confirm the function or the menu inputted, or the numerical value.

14 [Document Box/USB] key

Display the Document Box screen.

Using the Operation Panel

Here, using the setting menu as an example, operation of the operation panel will be explained.

Selecting the [Menu] key will display the setting menu.

Displays the direction of arrow keys that are useable on the displayed screen.

When you select the [▲] or [▼] key, the selected item moves by one line.

When you select the [◄] or [►] key, the selected item moves to page increments.
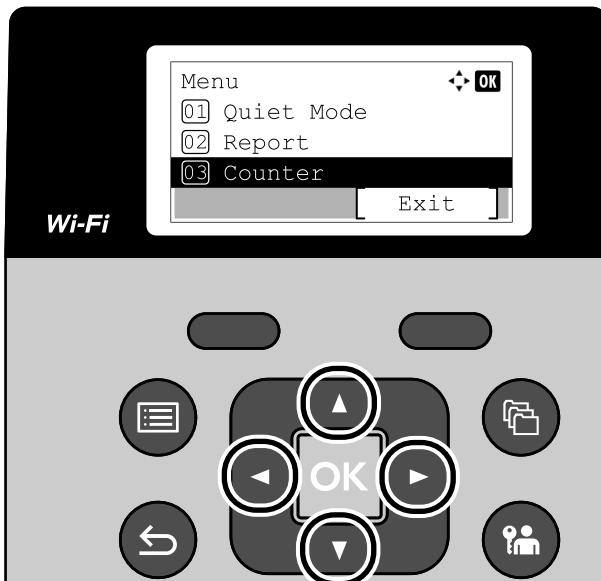
When [OK] is displayed, selecting the [OK] key will confirm the selection.

Selecting the [Back] key will return to the previous level in the menu.

* is displayed at the beginning of the selected item.

When [Exit] is displayed, selecting [Exit] will return to the normal screen from the Setting Menu screen.

46

Help Screen

If you have difficulty operating the machine, you can check how to operate it using the touch panel.

When is displayed, select to display the Help screen. The Help screen shows the machine operation..
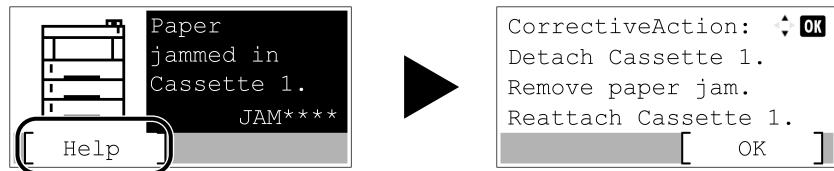
Login/Logout

Login

1 **Enter the login user name.**

    1 If the login screen is displayed during operations, select a [Login User Name] and press the [OK] key.

```
Login User Name:      ⇕ OK

Login Password:

[   Menu   ] [   Login   ]
```
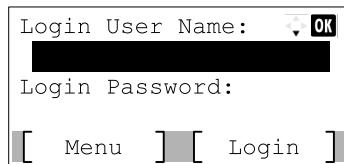
> **NOTE**
>
> If the user authentication method is set to [Netwk Authentic.], [Menu] is displayed. Selecting [Menu] and then [Login Type] allows either [Local Authentic.] or [Netwk Authentic.] to be selected as the authentication destination. Selecting [Menu] and then [Domain] allows a registered domain to be selected.

    2 Using the numeric keypad, enter and select the key.

> **NOTE**
>
> If you do not know your login User Name, please contact your Administrator.

2 **Enter the password.**

    1 Select [Login Password], and select the key.

3 **Select .**

Log in by ID card

1 **When ID card authentication is enabled and user management is set, "Use ID card to login." appears when the machine is used.**

2 **Hold the Login card over the ID card reader to log in.**

✅ **IMPORTANT**

- Hold the ID card 10 mm or closer to the ID card reader to read the ID card.

- Do not stack more than one ID card for reading.

🔅 **NOTE**

If you have set [Additional Authentication] to [Use Password], enter your login password after authenticating with your ID card.

Refer to the following for the setting method.

➡

Log in using a keyboard

If ID card authentication is enabled, you can log in without using an ID card by entering your login username and password.

NOTE

You can allow or prevent logins. Refer to the following for the setting method.

➡ Key Login (page 292)

---

1 **Select [Key Login] on the ID card login screen.**

2 **Enter the login username and select the [OK] key.**

3 **Select [Login Password] with the [▼] key.**

4 **Select the [OK] key.**

5 **Enter the login password and select the [OK] key.**

6 **Enter the login user name and password and select [Login].**

NOTE

To return to the ID card login screen, select [Menu] > [▼] > [ID Card Login] > [OK] key, in that order.

Logout

1 **Select the [Lockout] key**

You will return to the login user name/login password entry screen.

> **NOTE**
>
> Users are automatically logged out in the following circumstances:
> - When the machine enters the sleep state.
> - When the auto panel reset function is activated.

Default Settings of the Machine

The default settings of the machine can be changed in [Menu]. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For items that can be set with [Menu], refer to the following:

➡

Setting Date and Time

Follow the steps below to set the local date and time at the place of installation. When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE

- To make changes after this initial configuration, refer to the following:

  ➡

- The correct time can be periodically set by obtaining the time from the network time server.

  ➡ **Embedded Web Server RX User Guide**

---

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Device Common] > [OK] key > [▲] [▼] key > [Date Setting] > [OK] key

2   Configure the settings

Select [Date] > [Time] > [Date Format] > [Time Zone]

[Date]

Set the date for the location where you use the machine.

Value: Year (2000-2035), Month (1-12), Day (1-31)

[Time]

Set the time for the location where you use the machine.

Value: Hour (0-23), Minute (0-59), Second (0-59)

[Date Format]

Select the display format of year, month, and date. The year is displayed in Western notation.

Value: [Month/Day/Year], [Day/Month/Year], [Year/Month/Day]

[Time Zone]

Set the time difference from GMT. Choose the nearest listed location from the list. If you select a region that utilizes summer time, configure settings for summer time.

💡 NOTE

Use the [▲] or [▼] key to enter numbers.

When you select the [◀] or [▶] key, the input position moves to the left or right and is highlighted.

53

Network Setup

Configuring the Wired Network

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), NetBEUI, and IPSec. It enables network printing on the Windows, Mac, UNIX and other platforms. The configuration methods are as follows:

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Wired Network Settings to configure the network in details from the menu. ➡ [Wired Netwk. Set] (page 218)
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Embedded Web Server RX. ➡ **Embedded Web Server RX User Guide**

NOTE

When you want to switch to the network interface other than Wired, select the desired setting on [Primary Network].

For other network settings, refer to the following:

TCP/IP (IPv4) setting

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

1 Display the screen

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Wired Netwk. Set] > [OK] key > [▲][▼] keys > [▲][TCP/IP Settings] > [OK] key > [▲][▼] keys > [IPv4 Setting] > [OK] key

NOTE

- For Windows 11, select the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers], in that order.

2 **Configure the settings**

- When using DHCP server

    - [DHCP]: Configure the settings

- When setting the static IP address

    - [DHCP]: Off

    - [Auto-IP]: Off

    - [IP Address]: Enter the address.

    - [Subnet Mask]: Enter the subnet mask in decimal representation (0 to 255).

    - [Default Gateway]: Enter the address.

- When using the Auto-IP

    Enter "0.0.0.0" in IP Address.

- When setting the DNS server

    In the following cases, set the IP address of DNS (Domain Name System) server.

    - When using the host name with setting set to .

    - When using the DNS server with IP address that is not assigned by DHCP automatically.

Select or . If you selected , enter the and .

> ✅ **IMPORTANT**
>
> After changing the setting, turn the machine OFF and then ON.
>
> ➡ Restart Network (page 233)
>
> Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

Configuring the Wireless Network

When Wi-Fi settings are configured, it is possible to print or send in a wireless network (wireless LAN) environment.

The configuration methods are as follows:

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Wi-Fi Settings when configuring connection settings from the menu. ➡ Wi-Fi Settings (page 210)
Using the Wi-Fi Setup Tool	This is a tool that can be downloaded from Download Center. You can configure the connection according to the instructions provided by the wizard. **Triumph-Alder** EN: https://www.triumph-adler.com/ta-en-de/customer-service/download-centre DE: https://www.triumph-adler.com/ta-de-de/kundendienst/download-center **UTAX** EN: https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre DE: https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center ➡ Wired Connection with LAN Cable Using Wi-Fi Setup Tool (page 57)
Configuring Connections on the Web Page	➡ **Embedded Web Server RX User Guide**

Configuration Method	Description
Using the Printer Setup Tool	This is a tool that can be downloaded from Download Center and from digital content distribution services. You can configure the connection according to the instructions provided by the wizard. **Triumph-Alder** EN: https://www.triumph-adler.com/ta-en-de/customer-service/download-centre DE: https://www.triumph-adler.com/ta-de-de/kundendienst/download-center **UTAX** EN: https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre DE: https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

NOTE

When you want to switch to the network interface other than Wired, select the desired setting on [Primary Network].

➡

Wired Connection with LAN Cable Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally. To use a wired LAN cable directly connected to the machine, the Auto-IP (Link-local) address will be assigned to the machine and the computer. This machine applies Auto-IP as the default settings.

NOTE

Configure the settings on the operation panel if your computer supports WPS.

1 Connect the machine with a computer.

1 Connect the machine with a computer via LAN cable when the machine is powered on.

2 Turn on the computer.

IP addresses (link local addresses) of the machine and computer are generated automatically.

2   Launch the Wi-Fi Setup Tool.

1   Launch your Web browser.

2   Enter URL into the browser's address bar or location bar.

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EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

3   Double-click the downloaded installer to launch.

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.
- If the user account management window appears, click [Yes].

---

3   Configure the settings

1   [Do not user WPS] > [Next] > [Next]

2   [LAN Cable] > [Next] > [Next]

3   [Quick Setup] > [Next]

The machine is detected.

📀 NOTE

- Only one machine can be searched using Wi-Fi Setup Tool. It may take times to search the machine.
- If the device is not detected, select [Detail Settings] > [Next]. You can specify an IP address or hostname as the detection method by selecting either [Express] or [Custom] from the detection methods of the machine.

---

4   Select the machine > [Next]

5   Select [Use device settings] from [Authentication mode] and enter [Login User Name] and [Login Password] > [Next]

Enter the administrator login user name and login password.

6   Configure the communication settings and click [Next].

7   Change the settings of access point as necessary > [Next]

The network is configured.

Wireless LAN Connection by Wi-Fi Direct Using Wi-Fi Setup Tool

To send the Wi-Fi settings configured in the Wi-Fi Setup Tool to the machine, connect the computer or mobile device with the machine locally.

To use Wi-Fi Direct, confirm that the Wi-Fi Direct is enabled (Wi-Fi Direct is set to ON) and Restart Network from the operation panel, before your computer will be connected to this machine with Wi-Fi Direct.

📖 **NOTE**

Configure the settings on the operation panel if your computer supports WPS.

---

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Wi-Fi Direct Set] > [OK] key > [▲][▼] keys > [Wi-Fi Direct] > [OK] key

2 **Configure the settings**

[▲][▼] keys > [On] > [OK] key

3 **Restart the network.**

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Restart Network] > [OK] key > [Yes]

4 **Connect a computer or a mobile device with the machine.**

➡ Setting Wi-Fi Direct (page 62)

5 **Launch the Wi-Fi Setup Tool.**

1 Launch your Web browser.

2 Enter URL into the browser's address bar or location bar.

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EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

3 Double-click the downloaded installer to launch.

> **🔍 NOTE**
>
> - Installation on Windows must be done by a user logged on with administrator privileges.
> - If the user account management window appears, click [Yes].

---

6 Configure the settings

1 [Do not use WPS] > [Next] > [Next]

2 [Wi-Fi Direct] > [Next] > [Next]

3 [Detail Settings] > [Next]

Select either [Express] or [Custom] from the detection methods of the machine. You can specify an IP address or hostname as the discovery method.

4 Select the machine > [Next]

5 Select [Use Device Settings.] from [Authentication Mode] and enter [Login User Name] and [Login Password] > [Next]

Enter administrator's Login User Name and Login Password.

6 Configure the communication settings and click [Next].

7 Change the settings of access point as necessary > [Next]

The network is configured.

Setting Wi-Fi Direct

After configuring the connection settings, you will be able to print in the Wi-Fi Direct environment. The configuration methods are as follows:

- Configuring the connection from the operation panel on this machine
- Configuring the connection by using push button

Connecting to Computers or Mobile Devices that Support Wi-Fi Direct

1 Display the screen

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Wi-Fi Direct Set] > [OK] key > [▲][▼] keys > [Wi-Fi Direct] > [OK] key

2 Configure the settings

[▲][▼] keys > [On] > [OK] key

3 Restart the network.

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] key > [Restart Network] > [OK] key > [Yes]

4 Specify the machine from the computer or mobile device.

If a confirmation message appears on the operation panel of the machine, select .

The network between this machine and the computer or mobile device is configured.

Connecting to Computers or Mobile Devices Unsupported Wi-Fi Direct

Here, we'll explain the procedures for connecting to iOS mobile devices.

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Wi-Fi Direct Set] > [OK] key >
[▲][▼] keys > [Wi-Fi Direct] > [OK] key

2 **Configure the settings**

[▲][▼] keys > > [OK] key

3 **Restart the network.**

[Menu] key > [▲][▼] key > > [OK] key > [▲][▼] key > > [OK] key >

4 **[Status][▲][▼] > [OK] key > [▲][▼] keys > [Detail Setting] > [OK] key**

5 **Use the [◀][▶] keys to check the network name (SSID), password, and IP address, and note them.**

6 **Configure the mobile device.**

1 [Setting] > [Wi-Fi]

2 Select the network name (SSID) appeared in step 5 from the list.

3 Enter the password that was provided in step 5 > [Connected]

The network between this machine and the computer or mobile device is configured.

63

Configuring the connection by using push button

When your computer or mobile device does not support Wi-Fi Direct but supports WPS, you can configure the network using push button.

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Network] > [OK] key > [▲][▼] keys > [Wi-Fi Direct Set] > [OK] key > [▲][▼] keys > [Wi-Fi Direct] > [OK] key

2 **Configure the settings**

[▲][▼] keys > [Enable] > [OK] key

3 **Restart the network.**

[Menu] key > [▲][▼] key > [Network] > [OK] key > [▲][▼] key > [Restart Network] > [OK] key > [Yes]

4 **[Status] > [▲][▼] key > [Wi-Fi Direct] > [OK] key > [PushButton Setup] > [OK] key**

5 **Press the push button on the computer or mobile device to be connected > [Next]**

The network between this machine and the computer or mobile device is configured.

⊘ **IMPORTANT**

You can connect up to ten mobile devices at the same time using Wi-Fi Direct setting. When the devices that support Wi-Fi Direct are connected, if you want to connect other device, disconnect the already connected devices from the network. The disconnection methods are as follows:

- Disconnect the network from the computer or handheld computer

- Disconnecting all devices from the network on the operation panel

  Select [Status] > [▲][▼] key > [Wi-Fi Direct] > [OK] key > [ConnectionStatus] > [OK] key > [Menu] > [Disconnect All] > [OK] key in this order.

- Configuring auto disconnecting time from the menu

  ➡ [Wi-Fi Direct Set] (page 208)

- Configuring auto disconnecting time from the Embedded Web Server RX

  ➡ **Embedded Web Server RX User Guide**

Energy Saver function

If a certain period of time elapses after the machine is last used, the machine automatically enters Sleep to minimize power consumption.

Sleep

Panel and all indicators on the operation panel will go out to save a maximum amount of power except the Energy Saver indicator. This status is referred to as Sleep.

If print data is received during Sleep, the machine automatically wakes up and starts printing.

In addition, the machine wakes up when any key is pressed.

Recovery time from Sleep Mode is as follows.

10 seconds or less

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Function that automatically switches the machine into Sleep if left idle for a preset time. Switch time has a factory default of 1 minute.

When using this machine, select any key.

You will be able to use again within 10 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

The procedure for specifying the switch time for the sleep function is explained below.

1 Display the screen

[Menu] key > [▲][▼] keys > [Device Common] > [OK] key > [▲][▼] keys > [Timer Setting] > [OK] key > [▲][▼] keys > [Sleep Timer] > [OK] key

2 Configure the settings

1 Input the sleep time.

NOTE

The time can be set between 1 and 120 minutes.

Select the [▲] or [▼] key and enter a value.

---

2 Select the [OK] key.

Power Off Rule

The Power Off Rule is used to stop the power from automatically turning off.

For more information on Power Off Rule settings, refer to the following:

Power Off Timer

If the machine is not used while in sleep mode, the power automatically turns off.

The factory setting for the time until the power turns off: 20 minutes.

Status (Sleep Level Set.)

You can set whether sleep mode operates for each function. When the machine enters sleep mode, the ID card cannot be recognized.

For more information on Status, refer to the following:

➡

Use the quiet mode.

The operating sound of the machine can be suppressed. Set Quiet Mode if you are concerned about the operating sound. If [Quiet Mode] is selected, the [Quiet Mode] key will light and quiet mode will be set.

 NOTE

In Quiet Mode, the processing speed will be slower than normal.

Power Off Timer (models for Europe)

If the machine is not used while in sleep mode, the power automatically turns off. The Power Off Timer is used to set the time until the power turns off.

The factory setting for the time until the power turns off: 20 minutes

Installing Software

To use printer function, download and install the required software from Download Center.

Triumph-Alder

EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

Published Software (Windows)

Software	Description	Recommended software
Printing System Driver	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPDL, etc.) are supported by a single driver. This printer driver allows you to take full advantage of the features of the machine. Use this driver to create PDF files.	◯
KPDL mini-driver/PCL minidriver	This is a Microsoft MiniDriver that supports PCL and KPDL. There are some restrictions on the machine features and option features that can be used with this driver.	—
NETWORK PRINT MONITOR	This is a utility that enables monitoring of the machine on the network.	—
Status Monitor 5	This is a utility that monitors the printer status and provides an ongoing reporting function.	◯
Network Tool for Direct Printing	This makes it possible to print a PDF file without starting Adobe Acrobat/Reader.	—
FONTS	These are display fonts that enable the machine's built-in fonts to be used in a software application.	◯
Quick Network Setup Tool	A tool to configure the network (wired LAN) settings of the machine.	—
Wi-Fi Setup Tool	A tool to configure the wireless network (wireless LAN) settings of the machine.	—
Cloud Access	Software that enables the use of cloud services from this product.	—
Cloud Access Client	Software that enables the use of cloud services from this product. Follow the guidance on the screen to install the software.	—

NOTE

- Installation on Windows must be done by a user logged on with administrator privileges.

Installing Software in Windows

Downloading and installing from the website

Download and install a software from our website.

1 **Download a software from the website.**

    1 Launch your Web browser.

    2 Enter URL to the browser's address bar or location bar.

    Triumph-Alder

        EN:

        https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

        DE:

        https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

    UTAX

        EN:

        https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

        DE:

        https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center
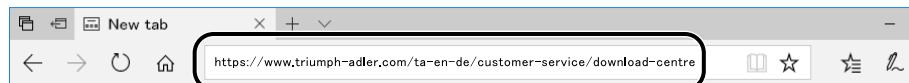
2 **Double-click the downloaded installer to launch.**

Follow the guidance on the screen to install the software.

> **NOTE**
>
> - Installation on Windows must be done by a user logged on with administrator privileges.
> - If the user account management window appears, click [Yes].

Installing Software on a Mac OS Computer

A printer driver can be installed for a Macintosh computer.

![NOTE icon] NOTE

- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When installing for a Mac, set the machine's emulation to [KPDL] or [KPDL (Aoto)].

  ➡ Print Settings (page 200)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.

  ➡ [Bonjour] (page 223)
- In the Authenticate screen, enter the name and password used to log in to the operating system.
- When printing via AirPrint, you do not have to install the software.

---

1 Download a software from the website.

1 Launch your Web browser.

2 Enter URL into the address bar.

Triumph-Alder

EN:

https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

DE:

https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

UTAX

EN:

https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

DE:

https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center
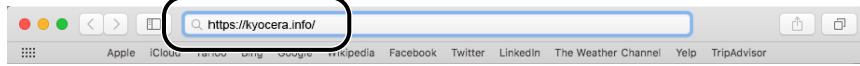
2 Install an application.

Double-click the downloaded installer to launch.
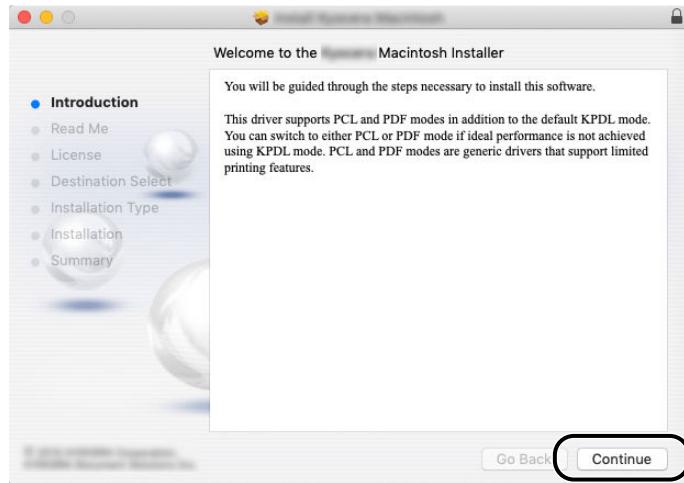
Install the printer driver as directed by the instructions in the installation software. This completes the printer driver installation.

If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

3 Configure the settings

1 Open System Preferences and add the printer.
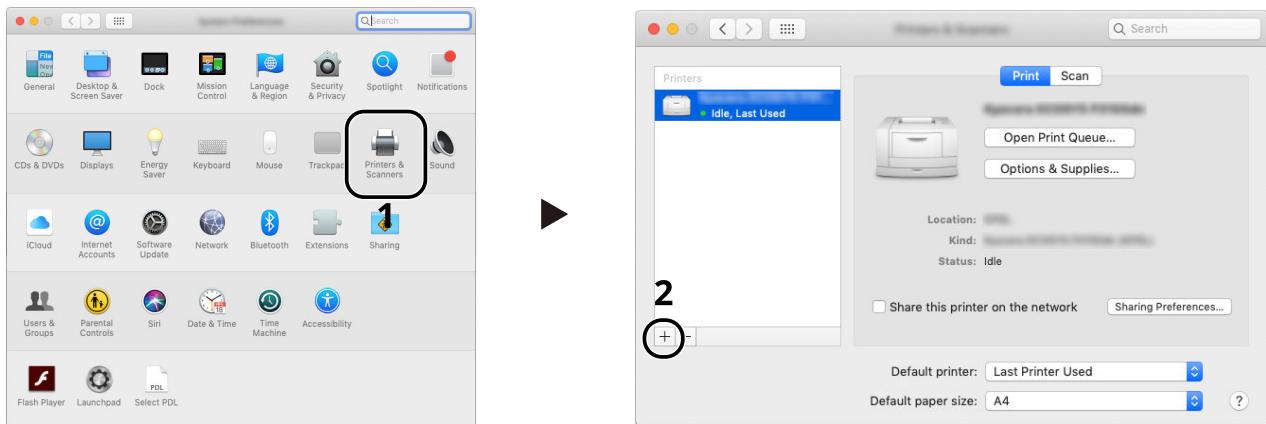
2 Select [Default], click the item that appears in "Name", and then select the driver.
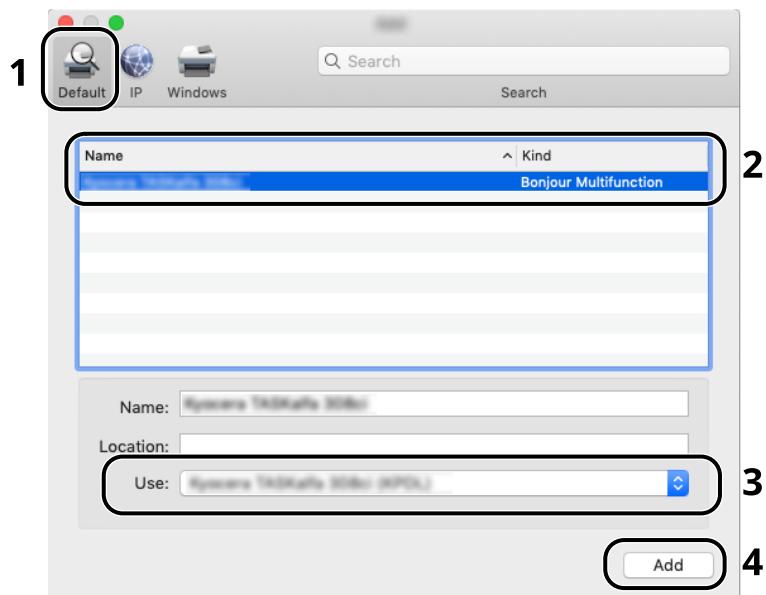
The selected machine is added.

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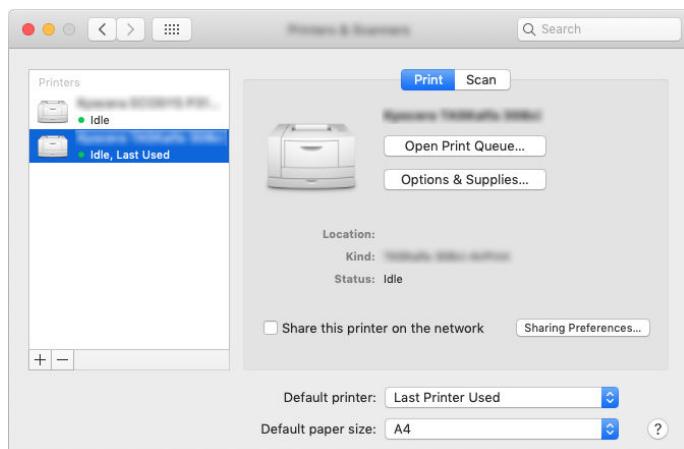
> **NOTE**
>
> When using an IP address, select the [IP] and then enter the host name or IP address. "Name" is automatically filled in with the number entered in "Address". Change the settings as required.

3 Select the options equipped with the machine.

Check the counter

Check the number of sheets printed and scanned.

1   **Display the screen**

[Menu] key > [▲][▼] keys > [Counter] > [OK] key

2   **Check the counter**

Select the item you wish to check, and select the [OK] key.

Additional Preparations for the Administrator

Administrator Privileges Overview

This machine is shipped with two default users registered one with Machine Administrator privileges, and another with Administrator privileges. The user with Machine Administrator privileges and the user with Administrator privileges can configure important settings for the machine. The differences in the privileges are as follows:

User with Machine Administrator privileges

This user can configure the product's network settings, security settings such as user registration, and the machine's security level.

➡ [Security Level (page 262)](#)

User with Administrator privileges

This user can configure the product's network settings, and security settings such as user registration. This user cannot set the machine's security level.

Log in as Machine Administrator or Administrator

NOTE

The user with Machine Administrator privileges or the user with Administrator privileges must log in to configure important settings for the product, such as network settings and security settings. The factory default login user name and login password are set as shown below.

Machine Administrator

User Name	DeviceAdmin

Login user name	**P-4021DW/P-4021DN**
	
	    4000
	
	P-3523DW
	
	    3500
	➡ Default Settings of the Machine (page 52)

Login Password	Check the label on the main unit for the factory-set initial login password. ➡ Location of factory-set initial login password (page 2)

Administrator

User Name	Admin
Login user name	Admin
Login Password	Check the label on the main unit for the factory-set initial login password. ➡ Location of factory-set initial login password (page 2)

IMPORTANT

To ensure security, be sure to change the factory default user name, login user name, and login password. Also, change your password regularly.

Three incorrect entries will lock you out. Re-enter your password after a few moments.

Strengthening the Security

This machine is shipped with two default users registered one with Machine Administrator rights, and another with Administrator rights. Logging in as this user will allow you to configure all settings; therefore, please change the login user name and password.

In addition, this machine is equipped with user authentication function, which can be configured to limit the access to this machine to only those who have a registered login name and password. For details, refer to the following:

➡ User Authentication and Accounting (User Login, Job Accounting) (page 274)

> **NOTE**
>
> This product has an optional security chip called TPM (Trusted Platform Module). The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

Restrict the users of the machine

- User Login

  ➡ Overview of User Login Administration (page 275)

- Authentication Security

  ➡ Authentication Security (page 277)

- Auto Panel Reset

  ➡ [PanelReset Timer] (page 245)

- ID Card Settings

  The optional Card Authentication Kit(B) AC is required.

  ➡ ID Card Settings (page 292)

Output the document stored in the machine at the time when user operates the device via operation panel

- Remote Printing

  ➡ Remote Operation (page 235)

Completely delete the data on the machine before disposing of the machine

- DataSanitization

  ➡ Data Security (page 263)

Protect the transmission from interception and wiretapping

- IPP over TLS

  ➡ [IPP over TLS] (page 226)

- HTTPS

  ➡ [HTTPS] (page 226)

- SMTP Security

  ➡ [SMTP] (page 225)

- POP3

  ➡ [POP3] (page 225)

- EnhancedWSD(TLS)

  ➡ [EnhancedWSD(TLS)] (page 228)

- IPSec

  ➡ [IPSec] (page 223)

- SNMPv3

  ➡ [SNMPv3] (page 224)

Verify the software in the machine

- Software Verification

  ➡ [SW Verification] (page 263)

Preventing from execution of the unauthorized programs

- Allowlisting

  ➡ Allowlisting (page 268)

What is Embedded Web Server RX

If the machine is connected to the network, you can configure various settings using Embedded Web Server RX. This section explains how to access Embedded Web Server RX, and how to change security settings and the host name.

➡ **Embedded Web Server RX User Guide**

NOTE

To fully access the features of the Embedded Web Server RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, and Settings/Registration on the navigation menu.

Settings that the administrator and general users can configure in Embedded Web Server RX are as follows.

Item	Description	Administrator	General User
Device Information/ Remote Operation	The machine's structure can be checked.	Yes	Yes
Job Status	Displays all device information, including print and scan jobs, storing jobs, scheduled jobs, and job log history.	Yes	Yes
Device Settings	Configure the advanced settings of the machine.	Yes	No
Function Settings	Configure the advanced function settings.	Yes	No
Network Settings	Configure the network advanced settings.	Yes	No
Security Settings	Configure the security advanced settings.	Yes	No
Management Settings	Configure the advanced management settings.	Yes	No

Accessing Embedded Web Server RX

1 **Display the screen**

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [Status] > [▲][▼] keys >[Network] > [OK] key > [▲][▼] key > [IP Address]

Example: https://10.180.81.1 (in the case of /IP address)

https://MFP001 (if the host name is MFP001)
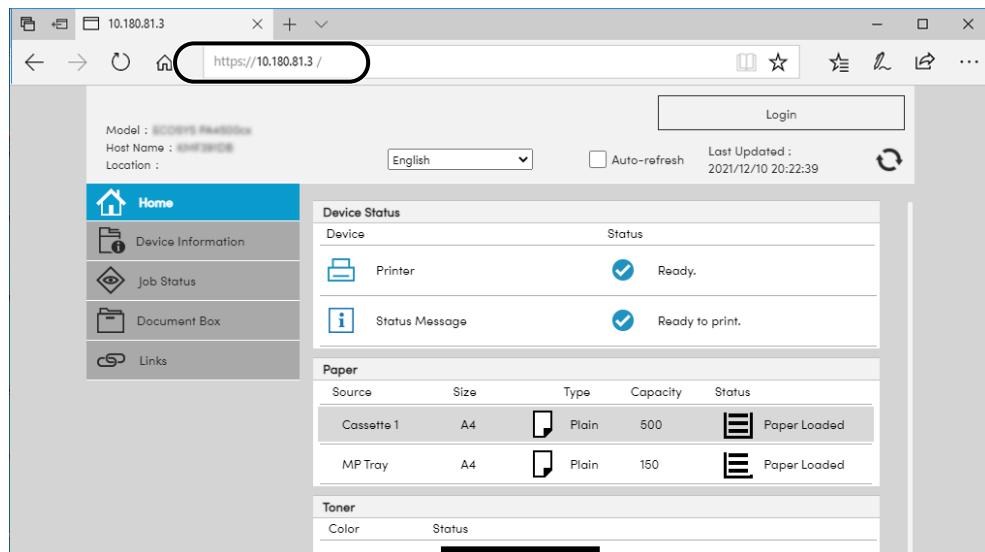
The web page displays basic information about the machine and Embedded Web Server RX as well as their current status.

NOTE

If "There is a problem with this website's security certificate" is displayed, configure the certificate.

➡ **Embedded Web Server RX User Guide**

You can also continue the operation without configuring the certificate.

---

2 **Configure the settings**

Select a category from the navigation bar on the left of the screen.

NOTE

To fully access the features of the Embedded Web Server RX pages, you must enter the user name and password and log in. Entering the predefined administrator password allows the user to access all pages, including Document Box, and Settings/Registration on the navigation menu.

Changing Security Settings

1 Display the screen

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [Status] > [▲][▼] keys >[Network] > [OK] key > [▲][▼] key > [IP Address]

3 Log in with administrator privileges.
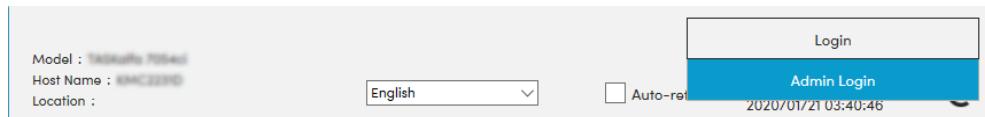
4 Click [Security Settings].

2 Configure the settings

From the [Security Settings] menu, select the setting you want to configure.

> 📖 **NOTE**
>
> For details on settings related to certificates, refer to the following:
>
> ➡ **Embedded Web Server RX User Guide**

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Changing Device Information

1 Display the screen

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [Status] > [▲][▼] keys >[Network] > [OK] key > [▲][▼] key > [IP Address]

3 Log in with administrator privileges.
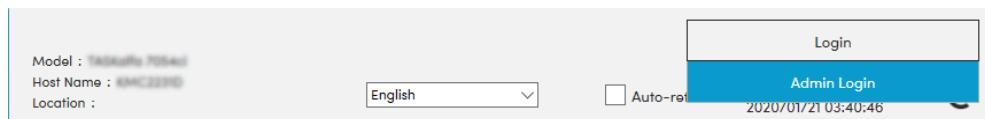
4 From the [Device Settings] menu, click [System].
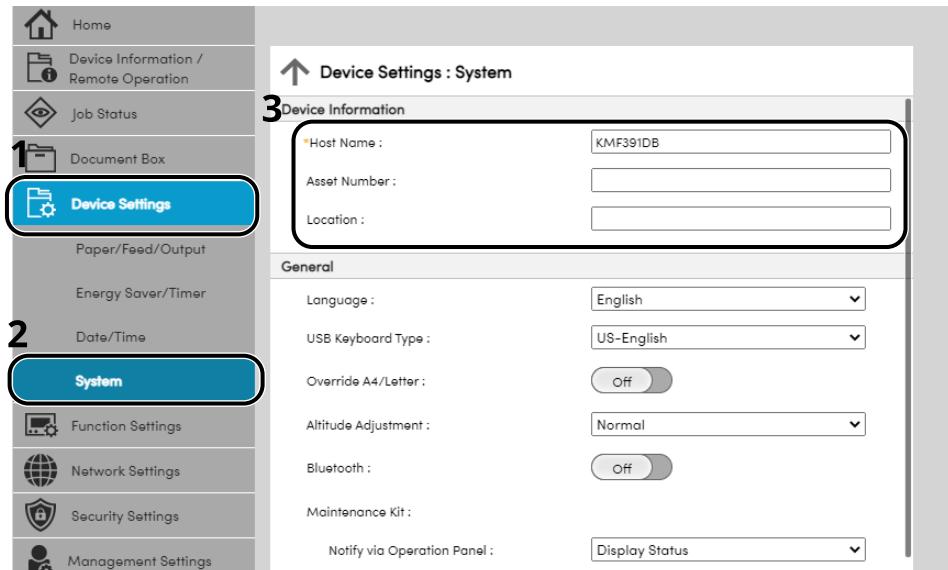
2 Configure the settings

Enter the device information, and then click [Submit].

IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON. To restart the network interface card, click [Reset] in the [Management Settings] menu, and then click [Restart Network] in "Restart".

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SMTP and E-mail Settings

By configuring the SMTP settings, it is possible to send the images scanned by the machine as E-mail attachments and to send E-mail notices when jobs have been completed. To use this function, this machine must be connected to a mail server using the SMTP protocol.

In addition, configure the following.

SMTP settings

"SMTP Protocol" and "SMTP Server Name" in "SMTP"

The sender address when the machine sends E-mails

"Sender Address" in "E-mail Send Settings"

The setting to limit the size of E-mails

"E-mail Size Limit" in "E-mail Send Settings"

The procedure for specifying the SMTP settings is explained below.

1 **Display the screen**

Display the SMTP Protocol screen.

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [Status] > [▲][▼] keys >[Network] > [OK] key > [▲][▼] key > [IP Address]

3 Log in with administrator privileges.
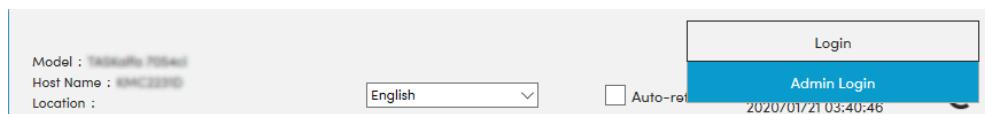
4 From the [Network Settings] menu, click [Protocol].

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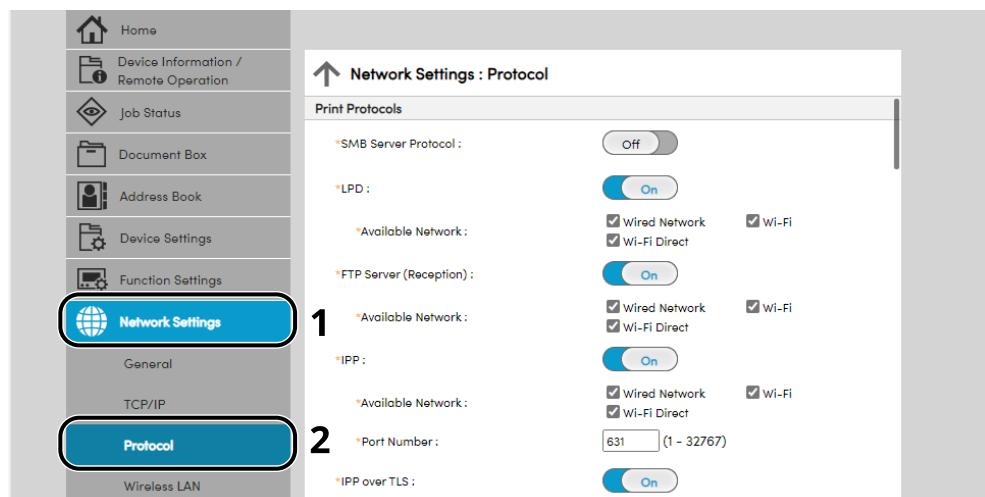
2 Configure the settings

Set "SMTP (E-mail TX)" to [On] in the "Send Protocols".
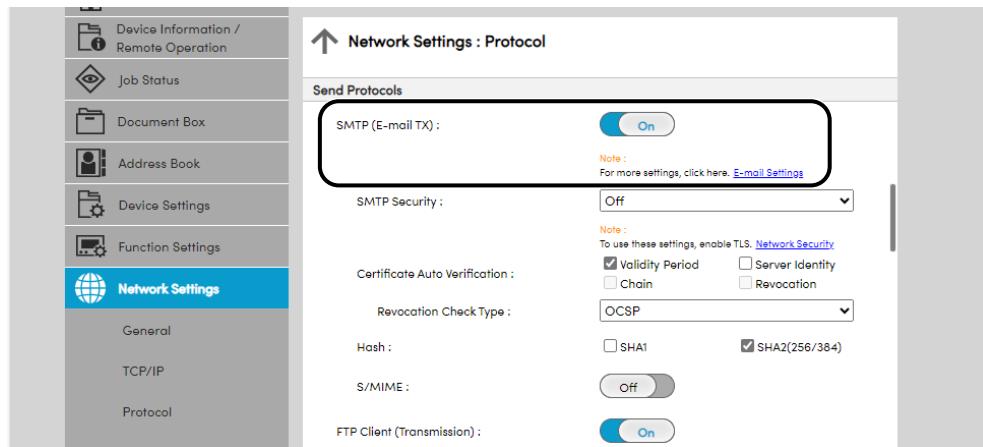
3 Display the screen

Display the E-mail Settings screen.

From the [Function Settings] menu, click [E-mail].
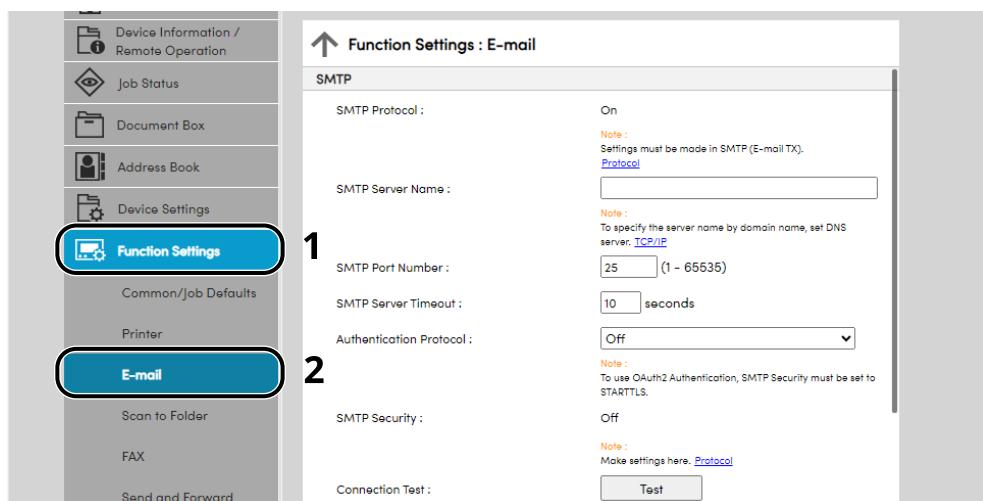
4 Configure the settings

Enter "SMTP" and "E-mail Send Settings" items.

SMTP

Set to send e-mail from the machine.

[SMTP Protocol]

Displays the SMTP protocol settings. Check that [SMTP Protocol] is set to [On]. If [Off] is set, click [Protocols] and set the SMTP protocol to [On].

[SMTP Server Name]

Enter the host name or IP address of the SMTP server. Be sure to enter the items.

[SMTP Port Number]

Specify the port number to be used for SMTP. The factory default port number is 25.

[SMTP Server Timeout]

Set the amount of time to wait before time-out in seconds.

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[Authentication Protocol]

To use SMTP authentication, enter the user information for authentication.

[Connection Test]

Tests to confirm the proper operation under the settings without sending an email.

[Domain Restrictions]

To restrict the domains, click the [Domain List] and enter the domain names of addresses to be allowed or rejected. Restriction can also be specified by e-mail address.

POP3

You don't need to set the items when you only use the function of sending e-mail from the machine. Set the items if you want to enable the function of receiving e-mail on the machine.

➡ **Embedded Web Server RX User Guide**

E-mail Send Settings

[E-mail Size Limit]

Enter the maximum size of E-mail that can be sent in kilobytes. When E-mail size is greater than this value, an error message appears and E-mail sending is canceled. Use this setting if you have set E-mail Size Limit for SMTP server. If not, enter a value of 0 (zero) to enable E-mail sending regardless of the size limit. Entering 0 will allow for the sending of E-mail regardless of E-mail size limits.

[Sender Address]

Specify the sender address for when the machine sends E-mails. Non-delivery report may be sent back to the sender address specified here. It is recommended that you specify an e-mail address that can be received by the device administrator. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 256 characters. Be sure to enter the items.

[Signature]

Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.

[SMTP Authentication and Sender Address]

Select the information source (quotation destination) for the login user name, password, and sender address used for SMTP authentication and email sending. Select [Use Device Setting] or [Use Login User Information].

[Function Default]

Change the function default settings in [Common/Job Defaults] page.

5 **Click [Submit].**

3 Preparation before Use

Load paper

Loading Paper

Load paper in the cassettes and multipurpose tray.

For the paper load methods for each cassette, refer to the page below.
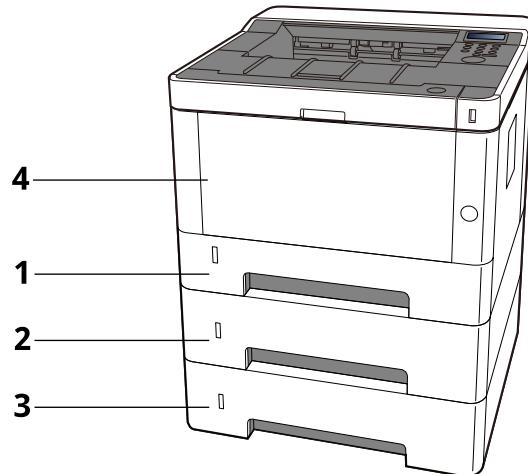
1 Cassette 1

➡

2 Cassette 2

➡

3 Cassette 3

➡

4 MultipurposeTray

➡

> **NOTE**
>
> - The number of sheets that can be held varies depending on your environment and paper type (thickness).
>
> - Do not use inkjet printer paper or paper with special coatings. (Doing so may lead to failures such as paper jams.)

Precaution for Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.
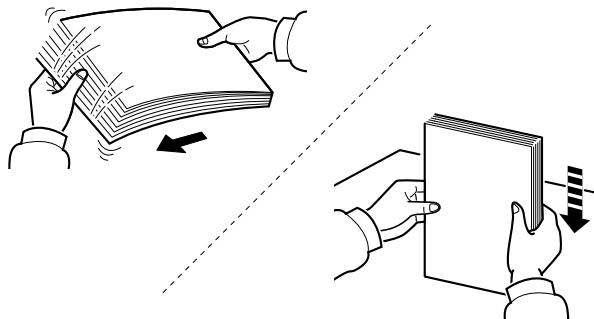
Fan the paper, then tap it on a level surface. In addition, note the following points.

- If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.
- Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper in the cassettes back in the paper storage bag. Seal any remaining paper after loading in the multipurpose tray in the paper storage bag.
- If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

✅ **IMPORTANT**

If you copy onto used paper (paper already used for printing), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

📝 **NOTE**

If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to the following:

➡ About Paper (page 452)

Paper Specifications available in the Cassettes

The cassettes can hold plain paper, recycled paper or color paper. The number of sheets that can be loaded in each cassette is shown below.

Cassette	Capacity
Cassette 1 to 3	250 sheets (Plain paper: 80 g/m^2)

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 453)

For the paper type setting, refer to the following:

➡ [Media Type Set.] (page 196)

✅ **IMPORTANT**

- Cassettes 1 to 3 can hold 80 to 163 g/m^2 of paper.

- If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

Loading in the Cassettes

1 **Pull the cassette completely out of the machine.**

> 📖 **NOTE**

If the baseplate is rising, push the baseplate until it locks.

2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.

Paper sizes are marked on the cassette.

> ✅ **IMPORTANT**

When using Folio, Oficio II, or Legal

2 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.

3 Load paper

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

2 Load the paper in the cassette.

✅ **IMPORTANT**

- Load the paper with the print side facing down.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 93)

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

---

4 **Gently push the cassette back in.**

✓ **IMPORTANT**

Push all cassettes all the way in. If they are not pushed all the way in, they may cause a jam.

📖 **NOTE**

There is a paper gauge on the right side of the front of the cassette. The display changes up and down to match the remaining amount of paper.

5 **Select the paper size and paper type from [Menu].**

➡ Specifying the Cassette Paper Size and Media Type (page 104)

Paper Specifications available in the Multipurpose Tray

Up to 100 sheets of Plain paper (80 g/m^2) can be added to the multipurpose tray.

For details of the supported paper sizes, refer to the following:

➡ Choosing the Appropriate Paper (page 453)

For the paper type setting, refer to the following:

➡ [Media Type Set.] (page 196)

Be sure to use the multipurpose tray when you print on any special paper.

✓ **IMPORTANT**

If you are using a paper weight of 106 g/m^2 or more, set the media type to Thick and set the weight of the paper you are using.

The capacity of the multipurpose tray is as follows.

- Plain paper (80 g/m^2): 100 sheets

- Thick paper (209 g/m ^{2}): 5 sheets

- Thick paper (157 g/m ^{2}): 5 sheets

- Thick paper (104.7 g/m ^{2}): 70 sheets

- Hagaki (Cardstock): 15 sheets

- Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2: 55 sheets

- Transparencies: 1 sheets

📝 **NOTE**

- When you load custom size paper, enter the paper size by referring to the following:

  ➡ Paper Specifications available in the Multipurpose Tray (page 99)

- When using special paper such as transparency or thick paper, set the media type.

➡ MP Tray Set. (page 194)

Loading Paper in the Multipurpose Tray

1 **Open the multipurpose tray.**

2 **Adjust the multipurpose tray size.**

Paper sizes are marked on the multipurpose tray.

3 Load paper

Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 93)

✅ **IMPORTANT**

- When loading the paper, keep the print side facing up.

- Curled paper must be uncurled before use.

- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printing System Driver User Guide**

 Example: When printing the address.

- Oufuku hagaki (Return postcard)
- Hagaki (Cardstock)
- Vertical envelope (open opening)
- Horizontal envelope (close opening)

✅ IMPORTANT

- Use unfolded Oufuku hagaki (Return postcard).
- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

🔍 NOTE

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ MP Tray Set. (page 194)

---

4 **Specify the type of paper loaded in the multipurpose tray using the operation panel.**

➡ Specifying Paper Size and Media Type (page 103)

Specifying Paper Size and Media Type

The default paper size setting for cassette 1, for the multipurpose tray and for the optional paper feeder (cassettes 2 to 3) is "A4", and the default media type setting is "Plain". To change the type of paper to be used in cassettes, specify the paper size and media type.

Cassette Paper Size and Media Type

Item	Description
[Media Type]	**Value (Cassette 1 to 3)** [Plain], [Preprinted], [Bond], [Recycled], [Vellum], [Rough], [Letterhead], [Color], [Prepunched], [Thick], [High Quality], [CUSTOM 1] to [CUSTOM 8] To change to a media type other than "Plain," refer to the following. ➡ [Media Type Set.] (page 196) When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.
[Paper Size]	Select the paper size. **Value (Cassette 1 to 3)** [Executive], [Letter], [Legal], [A4], [B5], [A5-R], [A5], [A6], [ISO B5], [Custom], [Oficio II], [216x340mm], [16K], [Statement-R], [Folio]
[Custom PaperSize]	Register the custom size used for Cassette 1 to Cassette 3. It is used when [Paper Size] is set to [Custom]. Value Cassette1: **[mm]** X: 105 to 216 mm (in 1 mm increments) Y: 148 to 356 mm (in 1mm increments) **[inch]** X: 4.13 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments) X=Length, Y=Width **Vertical** **Horizontal**

Specifying the Cassette Paper Size and Media Type

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Paper Settings] > [OK] key > [▲][▼] keys > [Cassette 1 Set.] to [Cassette 3 Set.] > [OK] key

> **NOTE**
>
> [Cassette 2 Set.] to [Cassette 3 Set.] are displayed when the optional paper feeder is installed.

2 **Specify the paper size**

1 [▲][▼] keys > [Paper Size] > [OK] key

2 Select the paper size, and select the [OK] key.

If [Custom] is selected, set the paper width and length with the following procedure.

3 [▲][▼] keys > [Custom PaperSize] > [OK] key > [▲][▼] keys > [Measurement] > [OK] key

4 Select the paper size increments, and select the [OK] key.

5 [▲][▼] keys > [Size Entry(Y)] > [OK] key

6 Input the paper length (Y) and select [OK] key.

> **NOTE**
>
> Use the numeric keypad or select the [▲] or [▼] key and enter a number.

7 [▲][▼] keys > [Size Entry(X)] > [OK] key

8 Input the paper length (X) and select [OK] key.

> **NOTE**
>
> Use the numeric keypad or select the [▲] or [▼] key and enter a number.

9 Select the [Back] key.

3 **Specifying Media Type**

1 [▲][▼] keys > [Media Type] > [OK] key

2 Select the media type, and select the [OK] key.

Multipurpose Tray Paper Size and Media Type

Item	Description
[Paper Size]	Select the paper size. Value: [Envelope Monarch], [Envelope #10], [Envelope DL], [Envelope C5], [Executive], [Letter], [Legal], [A4], [B5], [A5-R], [A5], [A6], [B6], [Envelope #9], [Envelope #6], [ISO B5], [Custom], [Cardstock], [Oufuku], [Oficio II], [216x340mm], [16K], [Statement-R], [Folio], [Youkei 2], [Youkei 4], [Nagagata 3], [Nagagata 4], [Younaga 3]
[Media Type]	Select the media type. Value: [Plain], [Transparency], [Preprinted], [Labels], [Bond], [Recycled], [Vellum], [Rough], [Letterhead], [Color], [Prepunched], [Envelope], [Cardstock], [Thick], [High Quality], [CUSTOM 1] to [CUSTOM 8] To change to a media type other than "Plain," refer to the following. ➡ [Media Type Set.] (page 196)

Specifying Multipurpose Tray Paper Size and Media Type

Set the size of paper and media type used in the multipurpose tray.

1 **Display the screen**

[Menu] key > [▲][▼] keys > [Paper Settings] > [OK] key > [▲][▼] keys > [MP Tray Set.] > [OK] key

2 **Specify the paper size**

1 [▲][▼] keys > [Paper Size] > [OK] key

2 Select the paper size, and select the [OK] key.

3 Select the [Back] key.

3 **Specifying Media Type**

1 [▲][▼] keys > [Media Type] > [OK] key

2 Select the media type, and select the [OK] key.

Paper Stopper

When using paper A4/Letter or larger, open the paper stopper shown in the figure.
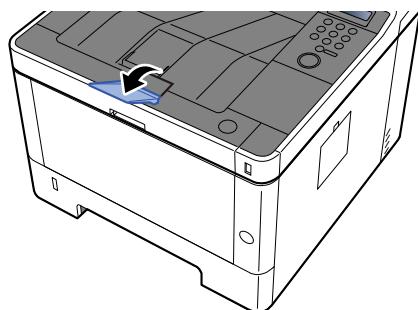
4 Print from PC

Printer Driver Print Settings Screen

The printer driver print settings screen allows you to configure a variety of print-related settings.

➡ **Printing System Driver User Guide**
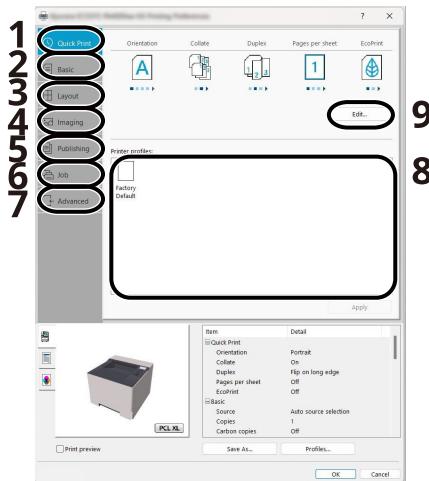
1 [Quick Print] tab

Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings.
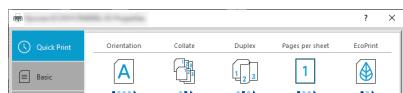
2 [Basic] tab

This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing.

3 [Layout] tab

This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling.

4 [Imaging] tab

This tab lets you configure settings related to the quality of the print results.

5 [Publishing] tab

This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film.

6 [Job] tab

This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see.

7 [Advanced] tab

This tab lets you configure settings for adding text pages or watermarks to print data.

8 [Profiles]

Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.

9 [Factory Default]

Click to revert settings to their initial values.

Displaying the Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.

1 **Click the [?] button.**
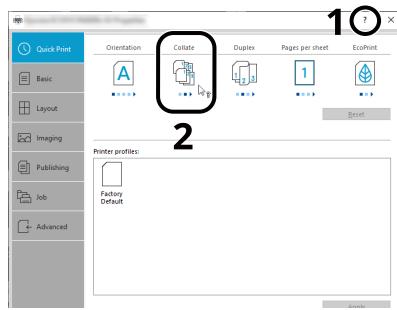
2 **Click the item you want to know about.**

> 💡 **NOTE**
>
> The Help appears, even when you click the item you want to know about and press the [F1] key on your keyboard.

Changing the Default Printer Driver Settings (Windows Sever 2016 and later)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printing System Driver User Guide**

1 **Click the Windows [Start] button→ [Windows System] → [Control Panel] → [Devices and Printer].**

2 **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**

3 **Click the [Preference] button on the [General] tab.**

4 **Select the default settings and click the [OK] button.**

Changing the Default Printer Driver Settings (Windows 11)

The default printer driver settings can be changed. By selecting frequently used settings, you can omit steps when printing. For the settings, refer to the following:

➡ **Printing System Driver User Guide**

1 **Click the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].**

2 **Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.**

3 **Click the [Preference] button on the [General] tab.**

4 **Select the default settings and click the [OK] button.**

Printing from PC

This section provides the printing method using the Printing System Driver.

NOTE

- To print the document from applications, install the printer driver downloaded from Download Center on your computer.

  Triumph-Alder

  EN:

  https://www.triumph-adler.com/ta-en-de/customer-service/download-centre

  DE:

  https://www.triumph-adler.com/ta-de-de/kundendienst/download-center

  UTAX

  EN:

  https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre

  DE:

  https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center

- In some environments, the current settings are displayed at the bottom of the printer driver.
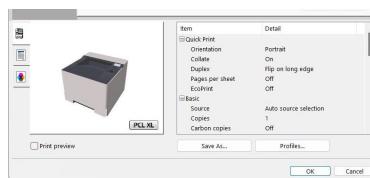
- When printing the cardstock or envelopes, load the cardstock or envelopes in the multipurpose tray before performing the following procedure.

  ➡ Loading Paper in the Multipurpose Tray (page 100)

Printing on Standard Sized Paper

If you loaded a paper size that is included in the print sizes of the machine, select the paper size in the [Basic] tab of the print settings screen of the printer driver.

NOTE

Specify the paper size and media type to print from the operation panel.

---

1 **Display the screen**

Click [File] and select [Print].

2 **Configure the settings**

1 Select the machine from the "Printer" menu and click the [Properties] button.
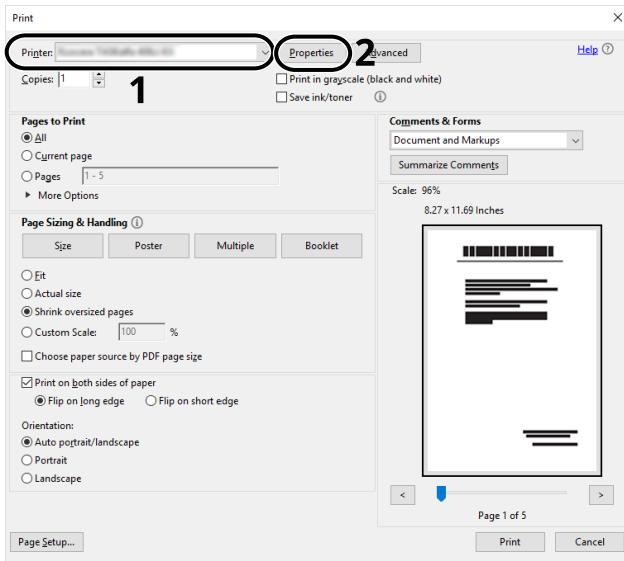
2 Select the [Basic] tab.

3 Click the "Print size" menu and select the paper size to use for printing.

To load the paper of size that is not included in print sizes of the machine such as cardstock or envelopes, the paper size needs to be registered.

➡

To print on the special paper such as thick paper or transparency, click the "Media type" menu and select the media type.

4 Click the [OK] button to return to the Print dialog box.

3 **Start printing.**

Click the [OK] button.

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Printing on Non-standard Sized Paper

If you loaded a paper size that is not included in the print sizes of the machine, register the paper size in the [Basic] tab of the print settings screen of the printer driver.

The registered size can be selected from the "Print size" menu.

NOTE

Specify the paper size and media type to print from the operation panel.

➡ Paper Settings (page 194)

---

1 Display the screen

1 Select the Windows [Start] button → [Windows System] → [Control Panel] → [Devices and Printers].

NOTE

For Windows 11, select the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].

---

2 Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.

3 Click [Basic] in [General].

2   **Register the paper size.**

1   Click the [Preference] tab.
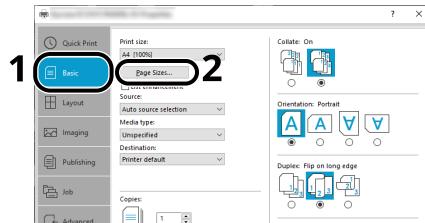
2   Click the [Paper Sizes] button.

3   Click the [New] button.
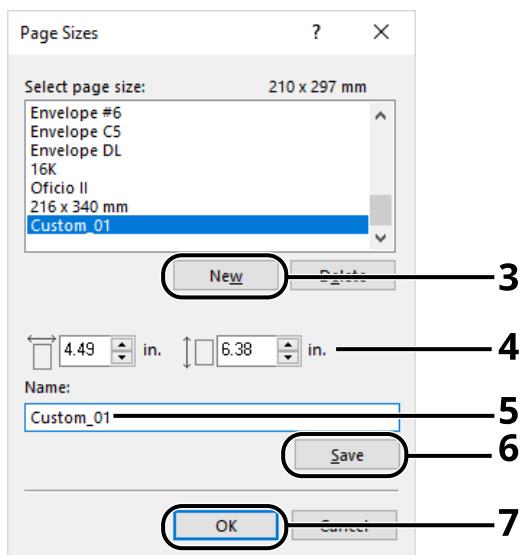
4   Enter the paper size.

5   Enter the name of the paper.

6   Click the [Save] button.

7   Click the [OK] button.

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8 Click the [OK] button.
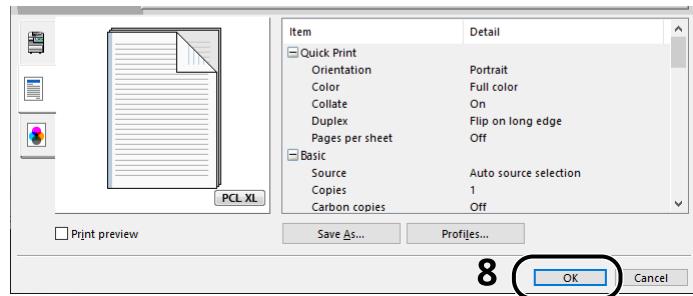
3 **Display the print settings screen.**

Click [File] and select [Print].

4 **Select the paper size and type of non-standard size paper.**

1 Select the machine from the "Printer" menu and click the [Properties] button.

2 Select the [Basic] tab.

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3 Click "Paper size" menu and select the paper size registered in step 2.
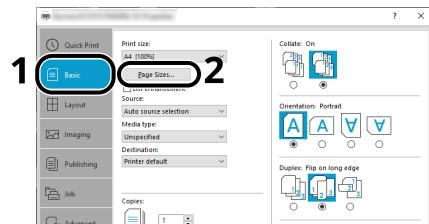
To print on the special paper such as thick paper or transparency, click the [Media type] menu and select the media type.

> **NOTE**
>
> If you loaded a postcard or envelope, select [Hagaki] or [Envelope] in the "Media type" menu.

4 Select the paper source in the "Source" menu.

5 Click the [OK] button to return to the Print dialog box.

5 Start printing.

Click the [OK] button.

Printing with Universal Print

Jobs can be printed via the cloud by using the cloud service [Universal Print] provided by Microsoft Corporation.
Users authorized in the Azure Active Directory can print to Universal Print ready printers from anywhere.

NOTE

- A Microsoft 365 license and an Azure Active Directory account are necessary in order to use Universal Print. If you do not have one, please obtain these licenses and accounts.
- In order to use Universal Print, the following prerequisites need to be met:
  - A Universal Print-eligible license must be assigned to the user account used
  - Printer Administrator or Global Administrator privileges must be assigned to all administrators

---

Registering the Machine to Universal Print

1 **Start up the browser.**

Specify https: // [Host name] and start Embedded Web Server RX.

2 **Display the screen**

[Functions] > [Printer] > "Universal Print Settings" > [Settings]

3 **Configure the settings**

1 Enter "Remote Printer Name" of "Basic".

NOTE

Set the proxy if required.

➡ **Embedded Web Server RX User Guide**

---

2 Click "Universal Print" in [Register].

A Microsoft URL and an access code are displayed.

3 Click the URL and enter the access code obtained in Step 2 > [Next]

4 Log in as Azure administrator.

NOTE

Credential is required only when you register for the first time. Click [Approve].

---

5 Close the Microsoft web page and return to the Embedded Web Server RX screen.

6 Click [OK].

Returns to the Universal Print Settings screen.

> **NOTE**
>
> Once registration is complete, [Register] in "Universal Print" will change to [Unregister], and the expiration date of certificate will be shown. Click [Refresh] if the display remains unchanged.

7 Click [Edit] in "Universal Print Preferences" and copy the unregister URL.

8 Open a new tab in the browser and past the URL.

You will be redirected to the Universal Print web page.

9 Click [Printer].

Registered printers are displayed.

10 Check the box for this machine and click [Sharing].

The "Share printer" screen is displayed.

11 Select the users you want to share this machine with from the "Select menber"menu and click the [Share this printer] button.

> **NOTE**
>
> Enable [Allow to access all menber] to share this machine with all users in your organization.

12 Close the Universal Print web page.

Registering a Shared Printer to a Computer

To use Universal Print, it is necessary to add a shared printer registered with Universal Print to the computer.

1 Login

1 Select the Windows Start button → [Settings] → [Accounts] → [Access work or school], in that order.

2 Confirm that the Azure administrator account name is displayed in [Access work or school], and click it.

> **NOTE**
>
> If the Azure administrator account name is not displayed, click [+] (Connect), and use the Azure administrator account name and password to log in.

2 Display the screen

Select [Home] → [Devices] → [Printers and scanners], in that order.

3 Configure the settings

1 Click [Adding Printer or Scanner in Windows].

2 Select the shared printer and click [Add device].

The shared printer is registered.

Print the Job

1 Display the screen

Select [File] and click [Print].

2 Configure the settings

1 Select a registered shared printer from the [Printer]menu and click the [Properteis] button.
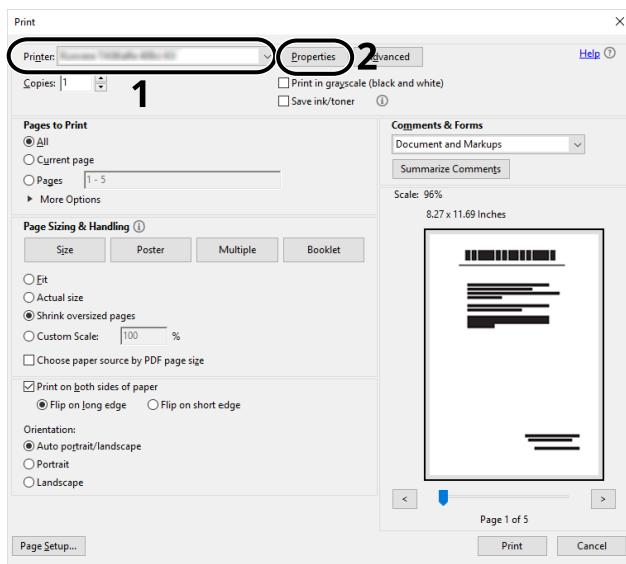
2 Set the paper size, printer function, etc., as desired.

3 Click [OK] button to return to the Print dialog box.

3 Start printing.

Click the [OK] button.

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Canceling Printing from a Computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

NOTE

When canceling printing from this machine, refer to the following:

➡ Canceling Jobs (page 154)

1 **Double-click the printer icon ( ) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.**

2 **Click the file for which you wish to cancel printing and select [Cancel] from the "Document" menu.**

Printing from the Mobile Device

This machine supports the AirPrint and Mopria. According to the supported OS and application, you can print the job from any mobile device or computer without installing a printer driver.

Printing by AirPrint

AirPrint is a printing function that is included standard in iOS 4.2 and later products, and Mac OS X 10.7 and later products. To use the AirPrint, make sure that the AirPrint setting is enabled in the Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

Printing by Mopria

Mopria is a standard on printing function included in Android 4.4 or later products. Mopria Print Service needs to be installed and enabled in advance. For details on how to use, refer to a Web site of Mopria Alliance.

Printing with Wi-Fi Direct

Wi-Fi Direct is a wireless LAN standard that Wi-Fi Alliance has been established. This is one of the functions of the wireless LAN, without a wireless LAN access point or wireless LAN router, between devices can communicate directly on a peer to peer basis.

The printing procedure by the Wi-Fi Direct is the same as that from the normal mobile devices.

When you use a printer name or Bonjour name on the port settings of the printer property, you can print the job by specifying the name at Wi-Fi Direct connection. When you use an IP address for the port, specify the IP address of this machine.

Printing Data Saved in the Printer

You can save the print job into the Job Box of this device and print it as necessary.

An SD/SDHC Memory Card is required to use the Stored Job Box and the Quick Copy Box.

(✓) IMPORTANT

SD/SDHC memory cards store unencrypted data. Please be careful when storing sensitive documents.

NOTE

When using the Job Box with an SD/SDHC memory card, set [RAM Disk Mode]to [Off].

If you configure settings in the [Store job] tab of the printer driver and then print, the print job will be saved in the Job Box (memory) and printing can be executed at the machine.

To print the job in Job Box, specify the Job Box from a computer and sending the print job, then specify a file within a Box and printing it, using the operation panel.

You can print the documents from the following boxes.

- Private Print Box

   ➡

- Stored Job Box

   ➡

- Quick Copy Box

   ➡

- Proof and Hold Box

   ➡

- PIN Print Box

   ➡

- Universal Print Box

   ➡

Specifying the Job Box from a Computer and Storing the Job

1 **Click [File] and select [Print] in the application.**

The Print dialog box displays.

2 **Click the [▼] button of the Name to select the machine from the list.**

3 **Click the [Propertites] button.**

The Properties dialog box displays.

4 **Click the [Job storage] tab and select the [Job enhancement] check box to set the function.**

![NOTE icon] **NOTE**

For information on how to use the printer driver software, refer to the following:

➡ **Printing System Driver User Guide**

Printing Documents from Private Print Box

In Private Printing, you can specify that a job is not to be printed until you operate the machine. When sending the job from the application software, specify a password in the printer driver. The job is released for printing by entering the password on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the power switch is turned off.

1 Display the screen

1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Private/Stored] > [OK] key

2 Select the creator of the document > [OK] key

2 Print the document.

1 Select the document to print and > [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Print] > [OK] key

3 Enter the password > [OK] key

> **NOTE**
>
> - If the document is protected by a password, the password entry screen will be displayed. Enter the password with the numeric keypad.
>
> - If you have forgotten your password, select [Auth.] > [OK] and contact your administrator. The log in screen is displayed. If the login is successful, the print screen will appear, so please specify the number of copies and select the [OK] key.

---

4 Enter "the number of copies to print" and the [OK] key

Printing starts.

Upon completion of printing, the Private/Stored job data is automatically deleted.

Deleting the Documents Stored in the Private Print Box

1 Display the screen

1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Private/Stored] > [OK] key

2 Select the creator of the document > [OK] key

2 Delete the document.

1 Select the document to delete and [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Delete] > [OK] key

3 Enter the password > [OK] key > [Yes]

💡 NOTE

- If the document is protected by a password, the password entry screen will be displayed. Enter the password with the numeric keypad.

- If you have forgotten your password, select [Auth.] > [OK] and contact your administrator. The log in screen is displayed. If the login is successful, the delete screen will appear, so please select [Yes].

The document is deleted.

Printing Document from Stored Job Box

In Stored Job, the print data sent from the application is saved to the machine. You can set up a password as necessary. If you set up a password, enter the password when printing. Print data will be stored in the Stored Job Box after printing. This will allow printing of the same print data repeatedly.

1 **Display the screen**

    1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Private/Stored] > [OK] key

    2 Select the creator of the document > [OK] key

2 **Print the document.**

    1 Select the document to print and > [Select] > [OK] key

    Select a document and a checkmark will appear on the right side of the selected document.

    If you select [All Files], all documents will be marked with a checkmark on their right side.

    When all documents are checked, all check marks are removed.

    If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

    2 [▲][▼] keys > [Print] > [OK] key

    3 Enter the number of copies to print and the [OK] key

    Printing starts.

> **NOTE**
>
> - If the document is protected by a password, the password entry screen will be displayed. Enter the password with the numeric keypad.
>
> - If you have forgotten your password, select [Auth.] > [OK] and contact your administrator. The log in screen is displayed. If the login is successful, the print screen will appear, so please specify the number of copies and select the [OK] key.

Simple Job Printing

When you save a print job performed via user login to the Stored Job Box, logging in with an ID card at the time of printing displays a list of your print jobs in the Stored Job Box. When you run the print job, printing starts immediately.

User login administration that uses the optional Card Authenticatiton Kit(B) AC is required. For details on user login administration for printing, refer to the following:

➡

➡

For ID card settings, refer to the following:

➡

For Simple Job Printing settings, refer to the following:

➡

Deleting the Documents Stored in the Stored Job Box

1 **Display the screen**

1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Private/Stored] > [OK] key

2 Select the creator of the document > [OK] key

2 **Delete the document.**

1 Select the document to delete and [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Delete] > [OK] key > [Yes]

The document is deleted.

> **NOTE**
>
> - If the document is protected by a password, the password entry screen will be displayed. Enter the password with the numeric keypad.
>
> - If you have forgotten your password, select [Auth.] > [OK] and contact your administrator. The log in screen is displayed. If the login is successful, the delete screen will appear, so please select [Yes].

Printing Document from Quick Copy Box

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the touch panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the operation panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE

- When the number of jobs reaches the limit, the oldest job will be overwritten by the new one.
- To maintain free space on the hard disk, you can set the maximum number of stored jobs.

  ➡ Configure the Job Box (page 142)

---

1 **Display the screen**

1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Quick/Proof] > [OK] key

2 Select the creator of the document > [OK] key

2 **Print the document.**

1 Select the document to print and > [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Print] > [OK] key

3 Enter the number of copies to print and the [OK] key

Printing starts.

Deleting the Documents Stored in the Quick Copy Box

1 **Display the screen**

 1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Quick/Proof] > [OK] key

 2 Select the creator of the document > [OK] key

2 **Delete the document.**

 1 Select the document to delete and [Select] > [OK] key

 Select a document and a checkmark will appear on the right side of the selected document.

 If you select [All Files], all documents will be marked with a checkmark on their right side.

 When all documents are checked, all check marks are removed.

 If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

 2 [▲][▼] keys > [Delete] > [OK] key > [Yes]

 The document is deleted.

Printing Document from Proof and Hold Box

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the touch panel. You can change the number of copies to print.

1 Display the screen

    1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Quick/Proof] > [OK] key

    2 Select the creator [Select] of the document > [OK] key

2 Print the document.

    1 Select the document to print and > [Select] > [OK] key

    Select a document and a checkmark will appear on the right side of the selected document.

    If you select [All Files], all documents will be marked with a checkmark on their right side.

    When all documents are checked, all check marks are removed.

    If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

    2 [▲][▼] keys > [Print] > [OK] key

    3 Enter the number of copies to print and the [OK] key

    Printing starts.

Deleting the Documents Stored in the Proof and Hold Box

1 **Display the screen**

1 [Document Box] key > [▲][▼] keys > [Job Box] > [OK] key > [▲][▼] keys > [Quick/Proof] > [OK] key

2 Select the creator of the document > [OK] key

2 **Delete the document.**

1 Select the document to delete and [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Delete] > [OK] key > [Yes]

The document is deleted.

Printing Documents from PIN Print Box

This PIN Print Box holds printing when printing is executed from applications that use the IPP protocol, such as AirPrint and Mopria. A pending print job can be output by entering the PIN code that was set at the time of printing.

1 Display the screen

1 [Document Box] key > [▲][▼] keys > [PIN Print] > [OK] key

2 Select the creator of the document, and select the [OK] key.

2 Print the document.

1 Select the document to print and > [Select] > [OK] key

2 [▲][▼] keys > [Print] > [OK] key

3 Enter the PIN code to print, and select the [OK] key

Printing starts.

Upon completion of printing, the PIN Print job is automatically deleted.

Deleting the Documents Stored in the PIN Print Box

1 Display the screen

1 [Document Box] key > [▲][▼] keys > [PIN Print] > [OK] key

2 Select the creator of the document, and select the [OK] key.

2 Delete the document.

1 Select the document to delete and [Select] > [OK] key

2 [▲][▼] keys > [Delete] > [OK] key

3 Enter the PIN code to print, and [OK] key > [Yes]

The document is deleted.

Printing Document from Universal Print Box

For added security, Universal Print can set a PIN code for the printing jobs. Jobs with a PIN code will be saved in the cloud without being printed. By entering the PIN code from the operation panel, jobs from this machine can be printed.

> **NOTE**
>
> - To use Universal Print, this machine must be registered as a shared printer.
>
>   ➡ Registering the Machine to Universal Print (page 119)
>
> - To use the Universal Print box, you need a Windows 11 and Microsoft 365 license and an Azure Active Directory account.

Storing a Job in the Universal Print Box

1 Display the screen

Click [File] and select [Print].

2 Configure the settings

1 Select a registered shared printer from the "Printer"menu and click the [Properties] button.
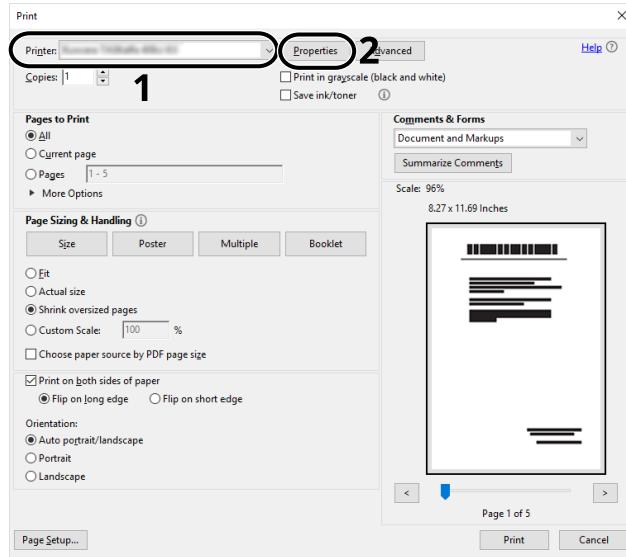
2 Click [Advanced settings].

3 Set [PIN-protetcted printing] to [On], and set a PIN code (4 digits) as the [PIN-protected printing PIN].

4 Select the [OK] button > the [OK] button to return to the Print dialog box.

3 Start printing.

Click the [OK] button.

Printing the Documents Stored in the Universal Print Box

1 **Display the screen**

   1 [Document Box] key > [▲][▼] keys > [Universal Print] > [OK] key

   2 Select the creator of the document, and select the [OK] key.

2 **Print the document.**

   1 Select the document to print and [Select] > [OK] key

     Select a document and a checkmark will appear on the right side of the selected document.

     If you select [All Files], all documents will be marked with a checkmark on their right side.

     When all documents are checked, all check marks are removed.

     If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

   2 [▲][▼] keys > [Print] > [OK] key

   3 Enter the PIN code > [OK] key> [Yes]

     Printing starts.

Deleting the Documents Stored in the Universal Print Box

1 **Display the screen**

1 [Document Box] key > [▲][▼] keys > [Universal Print] > [OK] key

2 Select the creator of the document, and select the [OK] key.

2 **Delete the document.**

1 Select the document to delete and [Select] > [OK] key

Select a document and a checkmark will appear on the right side of the selected document.

If you select [All Files], all documents will be marked with a checkmark on their right side.

When all documents are checked, all check marks are removed.

If you select a document marked with a checkmark and once again select [Select], the selection will be cleared.

2 [▲][▼] keys > [Print] > [OK] key

3 Enter the PIN code > [OK] key> [Yes]

The document is deleted.

Configure the Job Box

Configure settings for Job Box.

1 **Display the screen**

[Document Box] key > [▲][▼] key > [Job Box] > [OK] key > [Job Box Setting] > [OK] key

2 **Configure the settings**

Configurable items are as follows:

[Quick Copy Jobs]

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Value: number between 0 and 300

> **NOTE**
>
> When 0 is set, Quick Copy cannot be used.

[JobRet. Deletion]

This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

Value: [Off], [1 hour], [4 hours], [1 day], [1 week]

> **NOTE**
>
> This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the power switch is turned off.

[Storage Media]

Set the save destination of the Job Box.

Displayed when the optional SD card is installed.

Value: [SD Card]

Monitoring the Printer Status (Status Monitor)

The Status Monitor monitors the printer status and provides an ongoing reporting function.

NOTE

When you activate Status Monitor, check the status below.

- Printing System Driver is installed.

- Either [Enhanced WSD] or [EnhancedWSD(TLS)] is enabled.

  ➡ ProtocolSettings (page 223)

Accessing the Status Monitor

The Status Monitor also starts up when printing is started.

Exiting the Status Monitor

Use either of the methods listed below to exit the Status Monitor.

Exit manually

Click the settings icon and select Exit in the menu to exit the Status Monitor.

Exit automatically

The Status Monitor automatically shuts down after 7 minutes if it is not being used.

Quick View State

The status of the printer is displayed using icons. Detailed information is displayed when the Expand button is clicked.
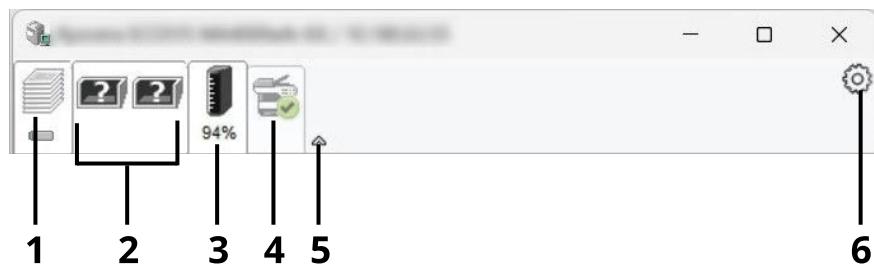
1 Printing progress tab

2 Paper tray status tab

3 Toner Status Tab

4 Alert tab

5 Expand button

6 Settings icon

Detailed information is displayed by clicking on each icon tab.

Printing progress tab

The status of the print jobs is displayed.
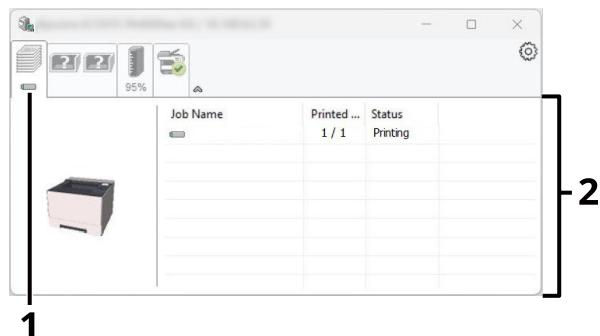
1 Status icon

2 Job list

Select a job on the job list and it can be canceled using the menu displayed with a right-click.

Paper tray status tab

Information is displayed about the paper in the printer and about the amount of paper remaining.
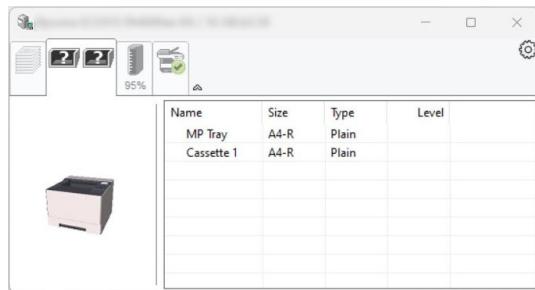
Toner Status Tab

The amount of toner remaining is displayed.
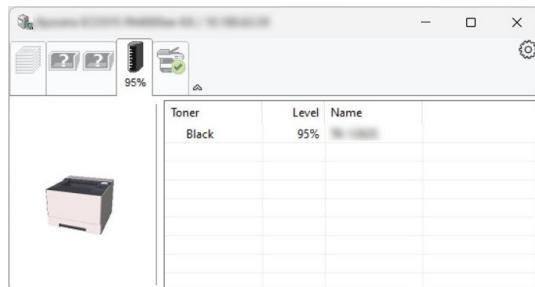
Alert tab

If an error occurs, a notice is displayed using a 3D image and a message.
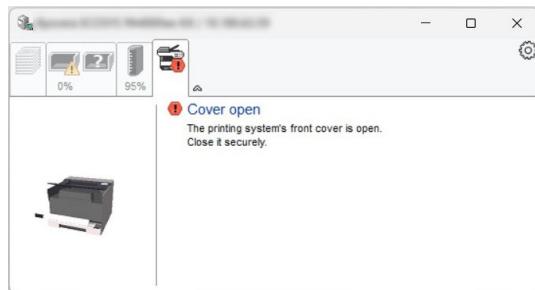
Status Monitor Context Menu

The following menu is displayed when the settings icon is clicked.
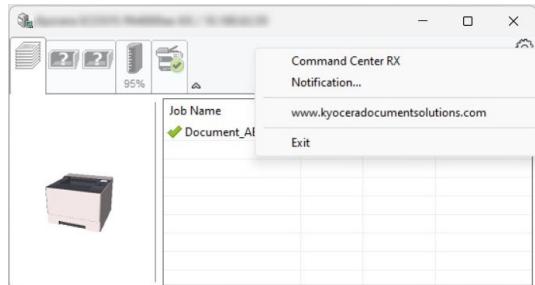
Embedded Web Server RX

If the printer is connected to a TCP/IP network and has its own IP address, use a web browser to access the Embedded Web Server RX to modify or confirm the network settings. This menu is not displayed when using USB connection.

➡️ **Embedded Web Server RX User Guide**

[Notification...]

This sets the display of the Status Monitor.

➡️ Status Monitor Notification Settings (page 151)

[Exit]

Exits the Status Monitor.

Status Monitor Notification Settings

The Status Monitor settings and event list details are displayed.
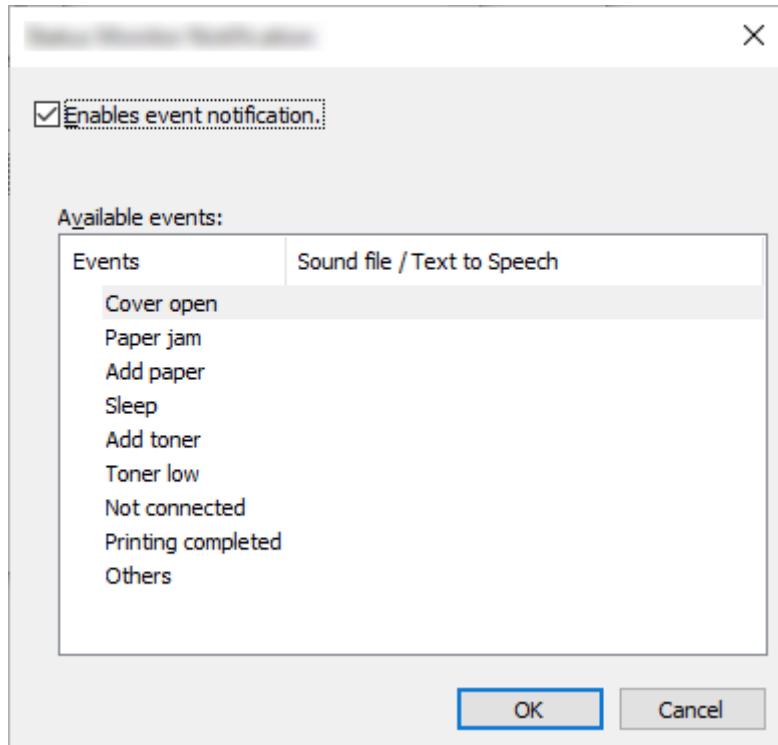
Select whether notification is performed when an error in the event list occurs.

1 **Select "Enable event notification".**

If this setting is set to Off, then the Status Monitor will not start up even when printing is executed.

2 **Select an event to use with the text to speech function in Available events.**

3 **Click the "Sound file / Text to Speech" field.**

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Click the browse (...) button to notify the event by sound file.
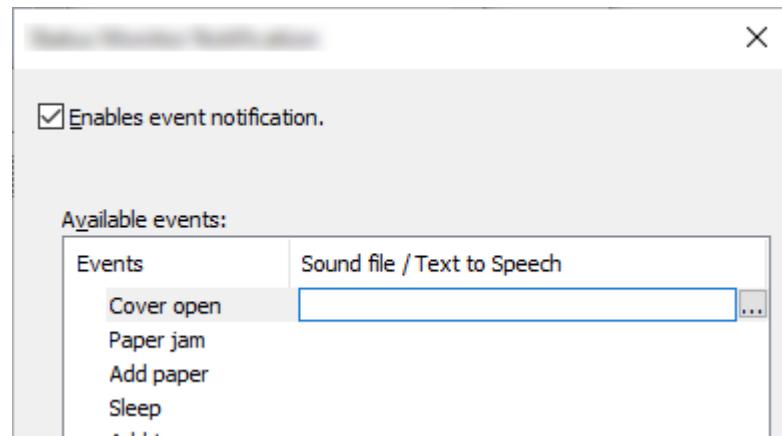
NOTE

The available file format is WAV.

When customizing the message texts to read on the screen aloud, enter the texts in the text box.

5 Operation on the Machine

Canceling Jobs

You can cancel jobs by pressing the [Cancel] key.

1 **Confirm that [Processing.] is displayed on the message display, then select the [Cancel] key.**

[Job Cancel List] appears, and the current job names are displayed.

2 **Cancel a job.**

1 Select the job to cancel, and select the [OK] key.

2 Select [Yes].

The job is canceled.

NOTE

If the job is canceled and [Canceling...] is displayed, printing will be stopped after the page currently being printed is output.

Using Document Boxes

Document Box is a function for saving print data from a computer and sharing it with multiple users. The following types of document boxes are available:

- Job Box
- USB Drive Box

What is Job Box?

Job Box is a generic name for the "Private Print/Stored Job Box", "Quick Copy/Proof and Hold Box", and "PIN Print Box".

These Job Boxes cannot be created or deleted by a user.

NOTE

- An SD/SDHC Memory Card is required to use the Stored Job Box and the Quick Copy Box.
- You can set up the machine so that temporary documents in job boxes are automatically deleted.
  ➡ Configure the Job Box (page 142)
- For details on operating the "Private Print/Job Hold Box", "Quick Copy/Proof and Hold Box", or "PIN Print Box", refer to the following:
  ➡ Printing Data Saved in the Printer (page 127)

IMPORTANT

SD/SDHC memory cards store unencrypted data. Please be careful when storing sensitive documents.

What is USB Drive Box?

A USB drive can be connected to the USB drive slot on the machine to print a saved file. You can print data directly from the USB drive without a PC.

Using Removable USB Drive

Plugging USB drive directly into the machine enables you to quickly and easily print the files stored in the USB drive without having to use a computer.

The following file types can be printed:

- PDF file (Version 1.7/2.0 or older)
- TIFF file (TIFF V6/TTN2 format)
- JPEG file
- XPS file
- OpenXPS file
- Encrypted PDF file

Printing Documents Stored in Removable USB Drive

NOTE

- PDF files you wish to print should have an extension (.pdf).
- Use USB drive properly formatted by this machine.
- Plug the USB drive directly into the USB Drive Slot.

1 Insert the USB drive

Insert the USB drive into the USB memory slot.

NOTE

If the USB drive screen is not displayed, display the USB drive screen.

[Menu] key > [▲][▼] keys > [USB Drive] > [OK] key
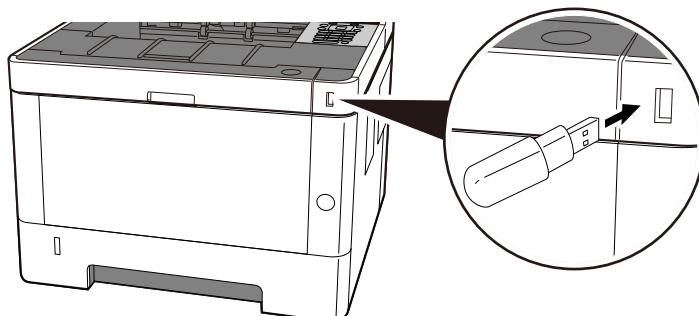
2 Print the document.

1 [▲][▼] keys > [Print File] > [OK] key

2 Select the folder containing the file to be printed and select the [OK] key.

🔵 **NOTE**

- 1,000 documents can be displayed.
- To return to a higher level folder, select the [Back] key.

---

3 Select the document you wish to print and select [OK] key.

🔵 **NOTE**

Selecting [Detail] will display the details for the selected folder or document.

---

4 Change the number of copies, duplex printing, etc. as desired.

For the functions that can be set, refer to the following:

➡ USB Drive (Printing Documents) (page 168)

5 Select the [OK] key.

Printing of the selected document begins.

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Removing USB Drive

⊘ IMPORTANT

Be sure to follow the proper procedure to avoid damaging the data or USB drive.

---

1   Display the screen

[Menu] key > [▲][▼] keys > [USB Drive] > [OK] key

2   Select Remove.

[▲][▼] keys > [Remove USB Drive] > [OK] key

3   Removing USB Drive

Cloud Linkage Function

Use Cloud Access to link the cloud service (Google Drive) this machine. You can save scanned documents to a folder in the cloud service and print files in the cloud service.

Access the cloud service in advance, upload the file you want to print, and create a destination folder.

This section explains procedures for individual users who do not need administrator rights to use the cloud integration function as an example. The action is as follows:

1   **Set up files and folders in a cloud service.**

2   **Install Cloud Access.**

3   **Set Cloud Access user account (authentification information).**

4   **Link with the cloud service.**

5   **Scan and print through the cloud service.**

NOTE

For procedures for users who require administrator privileges to use the cloud linkage function, refer to the following:

➡ **Cloud Access User Guide**

Set up files and folders in a cloud service.

Before using the cloud linkage function, please do the following preparations in the cloud service:

1   **Upload the file you want to print.**

2   **Create a destination folder.**

Installing Cloud Access

✅ IMPORTANT

Depending on the usage environment, the installation may take some time to complete. Do not force a termination during the installation.

---

1 **Downloading Installer**

➡ [Downloading and installing from the website (page 74)](#)

2 **Click the installer.**

The installer will start up.

3 **Select the setup language > [OK]**

4 **Scroll and confirm the license agreement and select [Accept] > [Next].**

5 **Select [Next] in the "Information" screen.**

The "Information" screen displays additional components that will be installed on the computer.

6 **Select [Next] without checking [Manage settings as an admininstrator.].**

🔍 NOTE

To manage Cloud Access as an administrator for your organization or team, select this setting.

➡ **Cloud Access User Guide**

---

7 **Select [Install].**

Installation of the application begins.

8 **Select [Restart computer now], then select [Finish].**

Set Cloud Access user account (authorization information).

Set the Cloud Access user authorization information to link with the cloud.

1 **Double-click the Cloud Access icon.**

The browser launches and the Cloud Access setup screen appears.

> 🗄 **NOTE**
>
> You can also display the setup screen by entering the following URL in a browser.
> https://cloudaccessapp.com:11022/

2 **Select [Start].**

3 **Set Cloud Access account (authorization information).**

Enter the following information:

- User Name
- Name
- E-mail Address
- Password

> 🗄 **NOTE**
>
> Enter a new security password of 8 or more characters and symbols. You can include symbols.

4 **Select [Generate PIN].**

A 6-digit PIN code will be generated, so please write it down.

5 **Select a question from the [Security Question] drop-down list and enter your answer.**

This information is used to verify the user identity and recover the password.

> 🗄 **NOTE**
>
> [Security Question] is only applicable for non-administrator.

6 **Select [Next].**

Advances to the proxy setting screen.

7 **Enter the address and port of the proxy server > [Next]**

Check it from your browser. If you do not know them, please contact your provider.

> **NOTE**
>
> The same username and password as those set in the previous step are displayed.

---

8 **Confirm the printer that you want to link with the cloud service, and select [Connect].**

9 **Select [Finish] and then "Sign in".**

Linkage with the Cloud Service

Link Cloud Access account with the cloud service and set up the folders and files you want to use.

1   **Select [Add] in the "Linked Cloud Service Acount" screen.**

2   **Select [Google Drive] in the "Select your cloud service" screen.**

3   **Select [Connect to Google].**

4   **On the "Sign in" screen, select the user (e-mail address) of the cloud service.**

5   **Enter the password > [Next] > [Continue]**

Go to the screen to link with the cloud service to be used.

6   **Select [Set up folders and files].**

7   **Select [Add folder].**

8   **Select the destination folder for scanned data created on the cloud service > [Select] > [Next]**

9   **Select the file you want to print from the files uploaded to the cloud service > [Select]**

NOTE

- Printable file formats are JPEG, PDF, and TIFF.
- To print multiple files, select them while pressing and holding [Shift].

---

10   **Confirm that printable files are displayed > [Finish]**

NOTE

You can add, edit, and delete scanned folders and printable files. Select [Home], and then select [Setup] of the email address. Select "Scan Destinations" and "Printable Files" tabs, set them, and then select [Save].

This completes the operation of the cloud service linkage in Cloud Access. Next, use the operation panel to link this machine with the could service via the Cloud Access and perform scan/print operations.

Print using the cloud service

Print a file on the cloud service

1 **Display the screen**

1 [Menu] key > [▲][▼] keys > [Device Common] > [OK] key > [▲][▼] keys > [CloudAccessSet] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲][▼] key > [Cloud Access] > [OK] key > [▲][▼] keys > [Cloud] > [OK] key > [▲][▼] key > [On] > [OK] key

3 [▲][▼] keys > [Connection List] > [OK] key > [▲][▼] keys > [Off] > [OK] key > [Exit]

2 **Log in to the cloud service from this machine**

1 [Document Box] key > [▲][▼] keys > [Cloud] > [OK] key

Connection List is displayed.

2 [▲][▼] keys > Select a connection name from Connection List > [OK] > [OK]

3 Enter your user ID and password to connect to Cloud Access > [Login]

> **NOTE**
>
> You can also select [Menu] > [▲][▼] keys > [PIN Login] and enter the PIN code created when you set up Cloud Access account.

3 **Print a file in Google Drive**

1 [▲][▼] keys > [GoogleDrive] > [OK] > [OK] key

The search screen is displayed.

> **NOTE**
>
> You can also display the search screen by selecting [GoogleDrive] > [Menu] > [▲][▼] keys > [Open] > [OK] key > [OK] key, in that order.

2 [▲][▼] keys > Select [All] or [Folder] > [OK] key

3 Enter the file name to be printed on the search screen > [OK] key

> **NOTE**
>
> Entering a part of the name and selecting the [OK] key displays the applicable folder.

4 Select file to print > [Menu] > [▲][▼] keys > [Print] > [OK]

5 Specify the number of copies to print.

6 [Function] key > Set the 2-Sided Print Function as needed > [OK] key > [OK] key

7 [▲][▼] keys > Select a paper source

4   Press the [OK] key.

6 Using Various Functions

About Functions Available on the Machine

This machine provides the various functions available.

USB Drive (Printing Documents)

Functions

If you select [Function] when printing from a USB drive, you can configure settings such as [2-sided] and [EcoPrint].

Function	Description
[2-sided]	Print a document to 1-side or 2-sides. ➡ 2-Sided (page 169)
[EcoPrint]	EcoPrint saves toner when printing. ➡ EcoPrint (page 170)
[File Name Entry]	Name a document. ➡ File Name Entry (page 171)
[JobFinish Notice]	Sends E-mail notice when a job is complete. ➡ JobFinish Notice (page 172)
[Encryption]	Enter the password you set to print the PDF data. ➡ Encrypted PDF (page 173)
[TIFF/JPEG Size]	Select the image size when printing JPEG or TIFF files. ➡ TIFF/JPEG size (page 174)
[XPS FitTo Page]	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. ➡ XPS print area setting (page 175)

2-Sided

Select binding orientation for duplex mode.

Value	Description
[Off][Bind Long Edge], [Bind Short Edge]	Off [Bind Long Edge]: Images on the second sides are not rotated. [Bind Short Edge]: Images on the second sides are rotated 180 degrees. Print can be bound on the top edge, facing the same orientation when turning the pages.

Sample image

[Duplex] > [Bind Long Edge]

[Duplex] > [Bind Short Edge]

EcoPrint

EcoPrint saves toner when printing. Use this function for test prints or any other occasion when high quality print is not required.
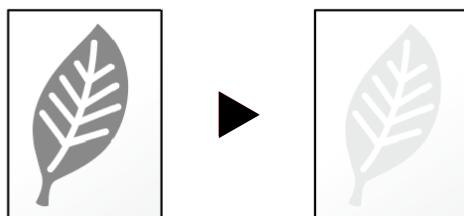
Value: [Off], [On]

File Name Entry

Name a document.

Additional information such as job number and date and time can also be set. You can check a job history or job status using the file name, date and time, or job number specified here.

Enter the file name (up to 32 characters) and select the [OK] key.

To add a date and time, select and then select the [OK] key. To add a job number, select and then select the [OK] key. To add both, select or and then select the [OK] key.

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JobFinish Notice

Sends E-mail notice when a job is complete.

It can also be set up to send a notice when a job is interrupted.

Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE

- PC should be configured in advance so that E-mail can be used. For details, refer to the following:
  ➡ What is Embedded Web Server RX (page 84)
- E-mail can be sent to a single destination.

Item	Description
[Off]	Disables the function.
[Finished only]	Enter E-mail address directly. Enter the E-mail address (up to 128 characters) and select the [OK] Key.
[Fin.+Interrupted]	Enter E-mail address directly. Enter the E-mail address (up to 128 characters) and select the [OK] Key.

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Encrypted PDF

Enter the password you set to print the PDF data.

Enter the password and select the [OK] key.

NOTE

For details on entering the password, refer to the following:

Character Entry Method

TIFF/JPEG size

Select the image size when printing JPEG or TIFF files.
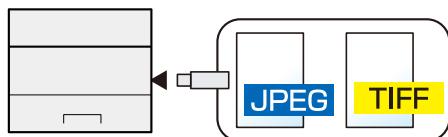
Item	Description
[Paper Size]	Fits the image size to the selected paper size.
[Image Resolution]	Prints at resolution of the actual image.
[Print Resolution]	Fits the image size to the print resolution.

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XPS print area setting

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

(Values [Off]/[On])
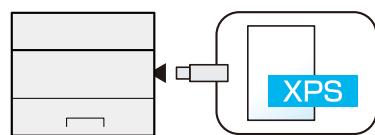
7 Status/Job Cancel

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Displaying Status Screens

1 **Display the screen**

Select [Status] while the printer is waiting or printing.

[▲][▼] keys > [Job Status] > [OK] key

2 **Select the job you want to check.**

Select the job to check, and select [OK] key or [Detail].

💡 **NOTE**

- You can show the job statuses of all users, or only the statuses of your own jobs.

  ➡ [Disp. Status/Log] (page 248)

- This setting can also be changed from Embedded Web Server RX. For details, refer to the following:

  ➡ **Embedded Web Server RX User Guide**

---

3 **Check the information.**

Select the [▶] key to display the next page. Select the [◀] key to return to the previous page.

[Job Name]

When the job name cannot be displayed because the job name is too long, selecting [Detail] will display the entire job name. Selecting the [OK] key will return to the original screen.

[Status]

[Processing.]: The status before starting to print

[Waiting]: Print Waiting

[Pause]: Pausing print job or error

[Canceling]: Canceling the job

[-----]: The job has finished.

[Job Type]

[Printer]: Printer job

[Report]: Printing Report/List

[USB]: Printing data from USB Drive

[Accepted Time]

Accepted time of job

[User Name]

User Name for the executed job

[Printed Pages]

Number of printed pages

177

Number of printed pages/Total number of printed pages

Checking Job History

🔆 **NOTE**

- Job history is also available by Embedded Web Server RX or NETWORK PRINT MONITOR from the computer. For details, refer to the following:
  - ➡ **Embedded Web Server RX User Guide**
  - ➡ **NETWORK PRINT MONITOR User Guide**
- You can show the job log of all users, or only your own job log.
- This setting can also be changed from Embedded Web Server RX. For details, refer to the following:
  - ➡ **Embedded Web Server RX User Guide**

Displaying Job History Screen

1 **Display the screen**

Select [Status] while the printer is waiting or printing.

[▲][▼] keys > [Job Log] > [OK] key

2 **Select the job you want to check.**

Select the job to check, and select [OK] key or [Detail]. An icon showing the result of the job is displayed to the right of each job.

▪ᴋ : The job finished normally.

⚠ : Job error

⊟ : Job cancelled

Checking the Detailed Information of Histories

1 **Display the screen**

➡ [Displaying Job History Screen (page 179)](#)

2 **Check the information.**

[Job Name]

When the job name cannot be displayed because the job name is too long, selecting [Detail] will display the entire job name. Selecting the [OK] key will return to the original screen.

[Result]

[OK]: The Job is completed.

[Error]: Error has occurred.

[Cancel]: The job has been canceled.

[Job Type]

[Printer]: Printer job

[Report]: Printing Report/List

[USB]: Printing data from USB Drive

[Accepted Time]

Accepted time of job

[User Name]

User Name for the executed job

[Printed Pages]

Number of printed pages

Number of printed pages/Total number of printed pages

Sending the Log History

You can send the log history by E-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

Device Information

Configure the devices/lines installed or connected to this machine or check their status.

1 **Display the screen**

   1 Select [Status] while the printer is waiting or printing.

2 **Check the information.**

Select the item to check. Select the [OK] key to display the status of the selected device.

[Rmt. Op. Status]

You can check the situation of remote operation. To end remote operation, select [Disconnect].

[Job Status]

You can check the job status.

[Job Log]

You can check the job history.

[Keyboard]

Displays the status of the USB keyboard and Bluetooth keyboard.

[Network]

Displays the state of the network connection.

Value: [Status], [Host Name], [IP Address(IPv4)], [IP Address(IPv6)], [MAC Address]

[Wi-Fi]

Displays the Wi-Fi connection status and the network name (SSID) of the machine.

Value: [Status], [Host Name], [IP Address(IPv4)], [IP Address(IPv6)], [Netwk Name(SSID)], [MAC Address]

[Wi-Fi Direct]

Displays the Wi-Fi direct connection status and the network name (SSID) of the machine.

Value: [PushButton Setup], [Detail Info], [ConnectionStatus]

Select [▲][▼] keys > [PushButton Setup] > [OK] key and execute the push button of the device you want to connect to start the connection with the machine.

Select [▲][▼] keys > [Detail Info] > [OK] key to display the information for devices connected via Wi-Fi direct.

Select [▲][▼] keys > [ConnectionStatus] > [OK] key > [Menu]> [▲][▼] keys > [ConnectedDevices] > [OK] key to display a list of connected devices.

Select [▲][▼] keys > [ConnectionStatus] > [OK] key > [Menu]key > [▲][▼] keys > [Disconnect All] > [OK] key to terminate all connections.

[Unit Condition]

You can check the remaining life of the drum unit and the cassette.

Value: [Imaging units], [MP Tray], [Cassette 1] to [Cassette 3]

Checking the Remaining Amount of Toner (Paper/Supplies)

Check the remaining amount of toner, and paper on the LCD panel.

1 **Display the screen**

To check the remaining amount of toner, select [Toner] while the printer is waiting.

Selecting [Paper] will return to the Paper Status screen.

2 **Check the information.**

The items you can check are described below.

Toner Status

The amount of toner remaining is shown in levels.

Paper Status

You can check the size and remaining amount of paper in each paper source. The amount of paper remaining is shown in levels.

8　Menu

Menu Operation Method

Configure settings related to overall machine operation. System Menu is operated as follows:

➡️

🔖 NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

Menu items

This section explains the functions that can be configured in menu. To configure the settings, select the item in Menu and select the setting item. For details on each function, see the table below.

[Silent Mode]

[Off], [On]

[Report]

Print reports to check the machine settings and status.

[Report Print], [Job Log]

➡ Report (page 189)

[Counter]

Check the number of pages printed.

➡ Check the counter (page 79)

[Paper Settings]

Configure the paper settings.

➡ Paper Settings (page 194)

[Print Settings]

Configures settings for printing.

➡ Print Settings (page 200)

[Network]

Configures network settings.

➡ [Network Setting] (page 206)

[Device Common]

Configure overall machine operation.

➡ Device Common (page 236)

Item	Description
[Language]	Set the language to use for the LCD panel display. ➡ Language (page 236)
[Date Setting]	Configures settings related to the date and time. ➡ Date Setting (page 237)
[Buzzer]	Set options for buzzer sound during the machine operations. ➡ Buzzer (page 238)
[RAM Disk Setting]	Create a RAM disk and set its capacity. ➡ RAM Disk Setting (page 239)

Item	Description
[Format SSD]	Format the SSD. ➡ Format SSD (page 240)
[Format SD Card]	Format the SD card. ➡ SD card format (page 241)
[Display Bright.]	Set the brightness of the LCD panel. ➡ Display Bright. (page 242)
[Error Handling]	Select whether to cancel or continue the job when error has occurred. ➡ Error Handling (page 244)
[Timer Setting]	Configures settings related to the time. ➡ Timer Setting (page 245)
[Disp. Status/Log]	Set the display of Job Status/Jobs History. ➡ Disp. Status/Log (page 248)
[Keyboard Type]	Select the keyboard type. ➡ Keyboard Type (page 250)
[Bluetooth Set.]	Set Bluetooth keyboard. ➡ Bluetooth Set. (page 251)
[Low Toner Alert]	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. ➡ Low Toner Alert (page 252)
[Remote Printing]	Select whether to prohibit printing that is performed without operating the machine. ➡ Remote Printing (page 253)
[Direct PRN (Web)]	Set whether to allow Direct Printing from Embedded Web Server RX. ➡ Direct PRN (Web) (page 254)
[MaintenanceAlert]	Set the timing at which the administrator will be notified of the period remaining before the upcoming scheduled inspection when it is near. ➡ MaintenanceAlert (page 255)
[Managed by Admin]	Yes, No
[FW Update Tool]	Permitted, Prohibited

[Security]

Configures security settings.

➡ Security (page 259)

Item	Description
[Network Security]	Security features can be set to protect operation of the machine and data. ➡ Network Security (page 259)
[I/F Block Set.]	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. ➡ I/F Block Set. (page 261)

Item	Description
[Security Level]	Specify the security level. ➡ Security Level (page 262)
[Data Security]	Configure settings related to data stored in SSD or memory. ➡ Data Security (page 263)
[Manual FW Update]	Set whether to allow firmware updates. ➡ Manual FW Update (page 264)
[Rem. Print Jobs]	Security priority, printing priority
[Secure Boot]	Firmware (Off, On), Status
[RuntimeIntegrity]	Disabled (default fixed)
[Allowlisting]	Configure settings to prevent malware from running and prevent software tampering. ➡ Allowlisting (page 268)

[User/Job Account]

Configures settings related to machine management.

For details on user login administration, refer to the following:

➡ Enable User Login Administration (page 276)

For details on job accounting, refer to the following:

➡ Enable job accounting (page 298)

[Application]

Configure the application settings.

➡ Application (page 270)

[Adjust/Maint.]

Adjust printing quality and conduct machine maintenance.

➡ Adjust/Maint. (page 271)

[Op Functions]

You can use the optional applications installed on this machine.

➡ Op Functions (page 272)

[Device Info.]

Shows Device Information.
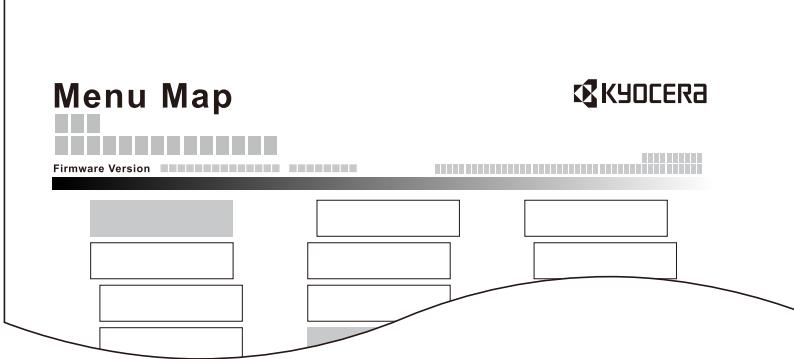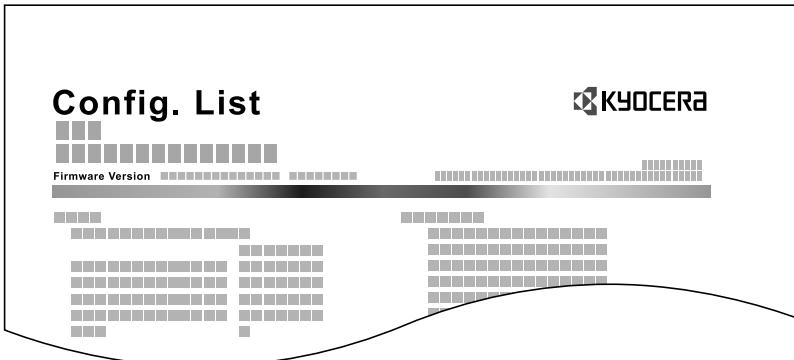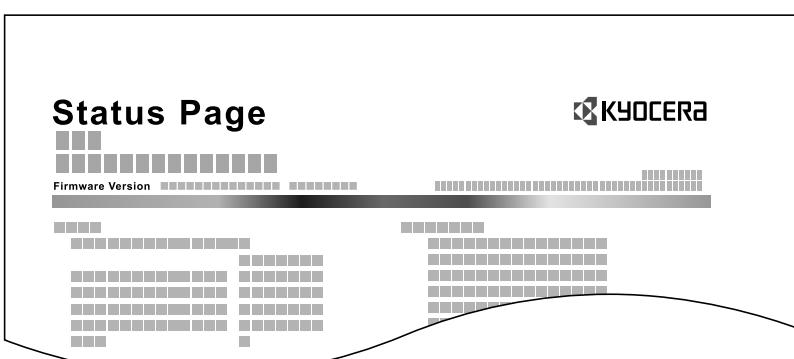
➡ Device Info. (page 273)

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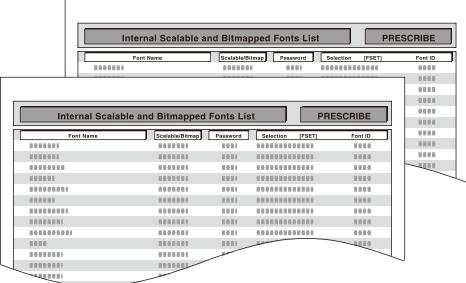
Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Report Print

[Menu] key > [▲] [▼] keys > [Report] > [OK] key > [▲] [▼] keys > [Report Print] > [OK] key

Item	Description
[Menu Map]	Prints the Menu Map. The machine's settings can be checked.
[Configuration List]	Print the system settings as the list.
[Status Page]	Prints the status page. You can check information such as the current settings, available memory, and installed optional equipment.

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Item	Description
[Font List]	Prints the font list. You can check the fonts installed in this machine with a sample.
[RAM File List]	You can print a list of the files on the RAM disk. 💡 **NOTE** This function is displayed when [RAM Disk Mode] is set to [On].
SD Card FileList[DataSanitization]	You can print a list of the files on the SD card. 💡 **NOTE** Displayed when the SD card is installed.

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Job Log

[Menu] key > [▲] [▼] keys > [Report] > [OK] key > [▲] [▼] keys > [Job Log] > [OK] key

NOTE

For details on the Log History, refer to the following:

➡

Item	Description
[Auto Sending]	This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value [Off/On]:[Off], [On] [Jobs]: Specify the number of job histories to be sent automatically. **NOTE** If [On] is selected, specify the number of job histories to be sent automatically. The setting range is 1 to 16.
[Send History]	You can also send the log history to the specified destinations manually.
[Destination]	Check or set the destination to which log histories are sent. Value [Confirmation]: Set the destination to which log histories are sent. [Address Entry]: Set the destination to which log histories are sent. Only E-mail address can be set.
[Subject]	Set the subject automatically entered when sending log histories by E-mail. Value: Up to 60 characters
[Personal Info.]	Select whether to include personal information in the job log. Value: [Include], [Exclude]

History Management

It is possible to perform Log Management for the following logs on this machine.

Jobs Log

Log subject

Print job completion

Checking job status/Changing of jobs/Canceling of jobs

Log information

Event occurrence date and time

Event type

Event results (Success/Failure)

Counter

[Menu] key > [▲][▼] keys > [Counter] > [OK] key

Value: [by Paper Size], [by Combine], [by Duplex]

Paper Settings

[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key

Configure the paper and paper source settings.

MP Tray Set.

[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key > [▲] [▼] keys > [MP Tray Set.] > [OK] key

Item	Description
[Paper Size]	Select the paper size. Value: [Envelope Monarch], [Envelope #10], [Envelope DL], [Envelope C5], [Executive], [Letter], [Legal], [A4], [B5], [A5-R], [A5], [A6], [B6], [Envelope #9], [Envelope #6], [ISO B5], [Custom], [Cardstock], [Oufuku], [Oficio II], [216x340mm], [16K], [Statement-R], [Folio], [Youkei 2], [Youkei 4], [Nagagata 3], [Nagagata 4], [Younaga 3]
[Media Type]	Select the media type. Value: [Plain], [Transparency], [Preprinted], [Labels], [Bond], [Recycled], [Vellum], [Rough], [Letterhead], [Color], [Prepunched], [Envelope], [Cardstock], [Thick], [High Quality], [CUSTOM 1] to [CUSTOM 8] To change to a media type other than "Plain," refer to the following. ➡ [Media Type Set.] (page 196)

Cassette 1 Set. to Cassette 3 Set.
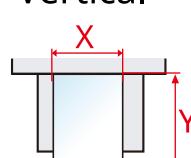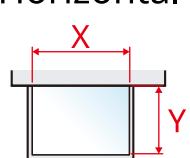
[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key > [Cassette 1 Set.] to [Cassette 3 Set.] > [OK] key

---

🔔 **NOTE**

[Cassette 2] to [Cassette 3] are displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (250-sheet)

[Cassette 3]: Paper Feeder (250-sheet)

Item	Description
[Media Type]	**Value (Cassette 1 to 3)** [Plain], [Preprinted], [Bond], [Recycled], [Vellum], [Rough], [Letterhead], [Color], [Prepunched], [Thick], [High Quality], [CUSTOM 1] to [CUSTOM 8] To change to a media type other than "Plain," refer to the following. ➡ [Media Type Set.] (page 196) When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.
[Paper Size]	Select the paper size. **Value (Cassette 1 to 3)** [Executive], [Letter], [Legal], [A4], [B5], [A5-R], [A5], [A6], [ISO B5], [Custom], [Oficio II], [216x340mm], [16K], [Statement-R], [Folio]
[Custom PaperSize]	Register the custom size used for Cassette 1 to Cassette 3. It is used when [Paper Size] is set to [Custom]. Value Cassette1: **[mm]** X: 105 to 216 mm (in 1 mm increments) Y: 148 to 356 mm (in 1mm increments) **[inch]** X: 4.13 to 8.50" (in 0.01" increments) Y: 5.83 to 14.02" (in 0.01" increments) X=Length, Y=Width

[Media Type Set.]

[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key > [Media Type Set.] > [OK] key

Select weight for each media type.

The following media type and paper weight combinations are available.

Paper Weight	Weight (g/m^2) and Media Type
Light	52 g/m^2 to 59 g/m^2
Normal 1	60 g/m^2 to 74 g/m^2
Normal 2	75 g/m^2 to 90 g/m^2
Normal 3	91 g/m^2 to 105 g/m^2
Heavy 1*1	106 g/m^2 to 135 g/m^2
Heavy 2*1	136 g/m^2 to 163 g/m^2
Heavy 3*1	164 g/m^2 to 220 g/m^2

*1 The processing speed will be slower than normal.

Each media type's default weight is indicated.

Media Type	Default
[Plain]	[Normal 1]
[Vellum]	[Normal 1]
[Labels]	[Heavy 1]
[Recycled]	[Normal 1]
[Preprinted]	[Normal 2]
[Bond]	[Normal 3]
[Cardstock]	[Heavy 3]
[Color]	[Normal 1]
[Prepunched]	[Normal 1]
[Letterhead]	[Normal 2]
[Envelope]	[Heavy 2]
[Thick]	[Heavy 2]
[Coated]	[Normal 3]
[High Quality]	[Normal 1]
[Custom 1] to [Custom 8]	[Normal 1]

For [Custom 1] to [Custom 8], settings for duplex printing and media type name can be changed.

[2-sided]

Item	Description
[Permit]	Duplex printing allowed.

Item	Description
[Prohibit]	Duplex printing not allowed.

[Name Entry]

Change names for Custom 1-8. Names should be not more than 16 characters. Selecting media type at multipurpose tray, the name after change will be displayed.

Character Entry Method

Reset Type Adj.

[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key > [Reset Type Adj.] > [OK] key

Reset all attribute settings related to media type set in Media Type Setting.

[Menu] key > [▲] [▼] keys > [Paper Settings] > [OK] key > [Paper Setup Msg] > [OK] key

Set whether to display the confirmation screen for the paper setting when a new paper is set for each cassette.

Item	Description
[Cassette 1] to [Cassette 3] [MP Tray]	Value: [Off], [On] 🔅 **NOTE** [Cassette 2] to [Cassette 3] are displayed when the following optional paper feeder is installed. [Cassette 2]: Paper Feeder (250-sheet) [Cassette 3]: Paper Feeder (250-sheet)

Print Settings

[Menu] key > [▲] [▼] keys > [Print Settings] > [OK] key

[Paper Source]

Select the default paper source.

Value: [Cassette 1] to [Cassette 3], [MP Tray]

NOTE

[Cassette 2] to [Cassette 3] are displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (250-sheet)

[Cassette 3]: Paper Feeder (250-sheet)

[Auto Cass.Change]

Select the following actions when the paper runs out in the paper source while printing.

Value: [Off], [On]

NOTE

- When selecting [Off], the machine displays "Load paper in cassette #." (# is a cassette number) or "Load paper in MP tray.", and stops printing.

- When you load the paper in the cassette displayed in the message, printing resumes.

- If you wish to print from another cassette, select the desired paper source with [Alt.].

- When selecting [On], the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette.

[MP Tray Priority]

If paper is set in the MP Tray then it is possible for priority to be given to that MP tray in the paper feed.

Value	Description
[Off]	The printer driver settings are followed.
[Auto Feed]	If Auto is selected in the printer driver and there is paper in the MP tray then the paper feed will be from the MP tray.
[Always]	If there is paper in the MP tray then the paper feed will be from the MP tray regardless of what is set in the printer driver.

[Paper Feed Mode]

While printing from the computer, select how to feed paper when the paper source and type are specified.

Value	Description
[Auto]	Search the paper source that matches the selected paper size and type.
[Fixed]	Print on paper loaded in the specified paper source.

[2-sided]

Select binding orientation for duplex mode.

Value: [Off], [Bind Long Edge], [Bind Short Edge]

[Override A4/LTR]

Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing.

Value	Description
[Off]	A4 and Letter are not regarded as the same in size.
[On]	A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.

[Emulation Set.]

Set this when using the emulation built into this machine.

Select the emulation for operating this machine by commands oriented to other types of printers.

Value: [PCL6], [KPDL], [KPDL(Auto)]

📝 NOTE

- When you have selected [KPDL(Auto)], set [Alt. Emulation], too.
- When you have selected [KPDL] or [KPDL(Auto)], set [KPDL Error Rpt.], too.

[KPDL Error Rpt.]

When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output.

Value: [Off], [On]

[Alt. Emulation]

If you select [KPDL(Auto)] as the emulation mode, you can automatically switch between KPDL and another emulation mode (alternative emulation) depending on the data to be printed.

Value: [PCL6]

[ANK Font]

Set the default font (ANK font). In addition to the printer's built-in fonts, if you have downloaded fonts to the printer's memory or have fonts on the SD card, you can set them as the default fonts.

[Font Type]

Set the font type.

Value: Standard, Option

NOTE

Option is displayed when the optional SD card is installed.

[Font ID]

Set the font ID.

[Courier]

Sets the thickness of the Courier font.

Value: Standard, Thick

[Letter Gothic]

Set the thickness of the Letter Gothic font.

Value: Standard, Thick

[Size]

Sets the size of the ANK font that is set as the default font.

Value: 4.00 – 999.75 (0.25 point unit)

NOTE

If the default font is set to a monospace font, this function is not displayed and the character pitch setting is displayed.

[Pitch]

Set the character pitch of the font.

Value: 0.44 – 99.99 (0.01 point unit)

[Kanji Font]

Set the initial font (Kanji font).

In addition to the printer's built-in fonts, if you have downloaded fonts to the printer's memory or have fonts on the SD card, you can set them as the default fonts.

[Font Type]

Set the font type.

🔆 NOTE

[Option] is displayed when an optional SD card is installed.

[Font ID]

Set the font ID.

[Code Set]

Set the character code set. The character code set available for selection depends on the currently selected font.

[Print Quality]

Set the printing quality.

	Value
[KIR]	This machine is equipped with a smoothing function. Smoothing produces a smooth print at 9600 dpi (600 dpi x 15 shades) x 600 dpi. Value: [Off], [On]
[EcoPrint]	EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: [Off], [On]
[EcoPrint SaveLvl]	Select the default Toner Save Level (EcoPrint). Value: 1 (low), 2, 3, 4, 5 (high) Raising the level reduces toner consumption, but image quality falls.
[Print Resolution]	Set the resolution used for printing. Value: Fine1200, Fast1200, 600 dpi, 300 dpi --- **🔆 NOTE** Settings that are received from the printer driver have priority over the operation panel settings. ---
[Print Density]	Print density Make the overall print density darker or lighter. Adjustment can be made in 5 levels. Value: 1 Light, 2 to 4, 5 Dark

[Page Setting]

Value	Description
[Copies]	Set the default number of copies, from 1 to 999. Value: 1 to 999 copies

Value	Description
[Reduced Print]	Configure settings for reducing the print data and printing (reduced printing). Set the paper size before reduction and reduction ratio. ➡ About reduced print settings (page 205) ⓘ **NOTE** In reduced printing, unlike the print result of 1x size, the line width of characters may not be constant, or lines may be seen in figures, images, patterns, etc. Also, thin lines may not be printed. Also, if you print the barcode in reduced size, it may not be readable.
[Orientation]	Set the default orientation, [Portrait] or [Landscape]. Value: [Portrait], [Landscape]
[LF Action]	Set the line feed action when the machine receives the line feed code (character code 0AH). Value: [LF Only], [LF and CR], [Ignore LF]
[CR Action]	Set the character return action when the machine receives the character return code (character code 0DH). Value: [CR Only], [LF and CR], [Ignore CR]
[Wide A4]	Turn this to [On] to increase the maximum number of characters that can be printed in a line for an A4 page (78 characters at 10 pitch) and Letter size page (80 characters at 10 pitch). This setting is only effective in PCL6 emulation. Value: [Off], [On]
[XPS FitTo Page]	Set the default value for the XPS fit to page function. Value: [Off], [On]
[TIFF/JPEG Size]	Select the image size (resolution) when printing JPEG or TIFF file. Value: [Paper Size], [Image Resolution], [Print Resolution]
[File Name Entry]	Set an automatically entered name (default) for jobs. Value File Name: Up to 32 characters can be entered. Additional information: [Not Installed], [Date], [Job No.], [Job No. + Date], [Date + Job No.]

[User Name]

Set whether the user name set in the printer driver is displayed.

Value: [Off], [On]

[Job Name]

Set whether the job name set in the printer driver is displayed.

Value: [Off], [Job Name], [Job No.+Job Name], [Job Name+Job No.]

[Job Terminator]

You can select the condition which is regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason.

Value	Description
[EOJ]	The command recognized as a termination of the job data is regarded as one job until it is detected.
[End of Session]	The data included in a network session at network connection is regarded as one job.
[UEL]	The UEL included in the termination of the job data is regarded as one job until it is detected.

About reduced print settings

The reduced print is displayed as follows.

Source size

Paper size before reduction. It must be the same as the paper size set for the print data.

Target size (reduction ratio)

The paper size or reduction ratio after reduction. It is displayed in paper size or magnification.

Source size	Target size (reduction ratio)
Cassette size	100% 98%
Ledger	Letter
Legal	100% 98%
Letter	100% A4 98%
Oficio II	100%
Folio	100%
16K	100%
A5-R	100% 98%
B5	100% A5 98%
A4	100% Letter B5 A5 98%
B4	B5 A4
A3	A4
SF(Stock Form)(A4)	A4

[Network Setting]

Configure the machine system.

[Menu] key > [▲] [▼] keys > [Network] > [OK] key

Configures network settings.

Host Name

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Host Name] > [OK] key

Item	Description
[Host Name]	Check the host name of the machine. Host name can be changed from Embedded Web Server RX. ➡ Changing Device Information (page 87)

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Wi-Fi Easy Setup

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Wi-Fi Easy Setup] > [OK] key

Set up Wi-Fi using your mobile device.

Follow the instructions on the screen.

[No]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Wi-Fi Easy Setup] > [OK] key

Set up Wi-Fi using your mobile device.

[Wi-Fi Direct Set]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [Wi-Fi Direct Set] > [OK] key

Set Wi-Fi Direct.

Item	Description
[Wi-Fi Direct]	Select whether to use Wi-Fi Direct. Value: [Off], [On]
[Device Name]	Specify the device name. **NOTE** • Up to 32 characters can be entered. • This function is displayed when [Wi-Fi Direct] is set to [On].
[IP Address]	Check the IP address of the machine. ➡ [TCP/IP Settings] (page 218) **NOTE** This function is displayed when [Wi-Fi Direct] is set to [On].
[Auto Disconnect]	Automatically disconnect devices connected through Wi-Fi Direct. Value: [Off], [On] **NOTE** • If you select [On], set the waiting time for automatic disconnection. • This function is displayed when [Wi-Fi Direct Set] is set to [On].
[Persistent Group]	Set whether Wi-Fi Direct connection as Persistent Group (information for the connection is kept even if the power is turned off). Value: [Off], [On] **NOTE** This function is displayed when [Wi-Fi Direct Set] is set to [On].

Item	Description
[Password]	Select whether the Wi-Fi Direct password is automatically generated or created manually. Value: [Auto], [Manual] --- 🔷 **NOTE** If [Manual] is selected, set a password (8 or more characters). ---
[Frequency Band]	Set the frequency band to be used. Value: [2.4GHz], [5GHz]

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Wi-Fi Settings

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [Wi-Fi Settings] > [OK] key

Set Wi-Fi Direct.

[Wi-Fi]

Item	Description
[Wi-Fi]	Set whether to use Wi-Fi. Value: [Off], [On] 🔅 **NOTE** If you select [On], restart your network for the setting to take effect.

[Connect-SelectNW]

Select access points to which the machine can be connected, enter the Preshared Key and start a connection.

Item	Description
[AvailableNetwork]	Select connectable access points, select the [OK] key, and enter the WEP key or the pre-shared key to connect. 🔅 **NOTE** • Select [Reload] and the computer list will be reloaded. • If the access point security setting is WEP, select [Menu] and set [WEP Key Index].

[Connect-by Other]

[Push Button]

If the access point supports the push button method, wireless settings can be configured using the push button. This setting executes push button, and the connection is started by pressing the push button on the access point.

NOTE

The push button method supports only the WPS.

[PIN (Device)]

Starts connection using the machine's PIN code. Enter the PIN code into the access point. The PIN code of the machine is automatically generated.

Value: [Yes], [No]

[Custom Setup]

The detailed settings for wireless LAN can be changed.

Item	Description
[Netwk Name(SSID)]	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. --- **NOTE** Up to 32 characters can be entered. ---
[Netwk Authentic.]	Select network authentication type. Value: [Open], [WPA2/WPA-PSK], [WPA2-PSK], [WPA2/WPA-EAP], [WPA2-EAP], [WPA3SAE/WPA2PSK], [WPA3-SAE], [WPA3/WPA2-EAP], [WPA3-EAP]

Item	Description
[Encryption]	Select encryption method. The setting values vary depending on the Network Authentication setting. Open Value: [Disable], [WEP] --- 💡 **NOTE** If you selected [WEP], set the WEP key (up to 26 characters) and WEP Key Index (0 to 3). --- WPA2/WPA-PSK Value: [AES], [Auto], [Preshared Key] (up to 64 characters) WPA2/PSK Value: [Preshared Key] (up to 64 characters) WPA2/WPA-EAP Value: [AES], [Auto] WPA2/EAP Value: --- WPA3-SAE/WPA2-PSK Value: [Preshared Key] WPA3-SAE Value: [Preshared Key] WPA3/WPA2-EAP Value: --- WPA3-EAP Value: ---

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TCP/IP Settings

[TCP/IP]

Select whether to use TCP/IP Protocol.

Value: [Off], [On]

[IPv4 Setting]

Set up TCP/IP (IPv4) to connect to the network.

This setting is available when [TCP/IP] is [On].

Item	Description
[DHCP]	Select whether to use the DHCP (IPv4) server. Value: [Off], [On]
[Auto-IP]	Select whether to use Auto-IP. Value: [Off], [On]
[IP Address]	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
[Subnet Mask]	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
[Default Gateway]	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual] --- 💡 **NOTE** When [ManualManual] is selected, enter the DNS server IP address into and .
[DNS over TLS]	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

✓ **IMPORTANT**

- When setting the Auto-IP, enter "0.0.0.0" in IP Address.
- After changing the setting, restart the network or turn the machine OFF and then ON.

[IPv6 Setting]

Set up TCP/IP (IPv6) to connect to the network.

This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6 SettingIPv6 Setting]	Select whether to use IPv6. Value: [Off], [On] --- 💡 **NOTE** Selecting [On] displays IP address in [Link Local] after restarting the network.

Item	Description
[Manual Settings]	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **[IP AddressIP Address]** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **[Prefix Length]** 0 to 128 **[Default Gateway]** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). --- **NOTE** • This function is displayed when [IPv6 Setting] is set to [On]. • To enter [Default Gateway], set [RA(Stateless)] to [Off].
[RA (Stateless)]	Select whether to use RA (Stateless). Value: [Off], [On] --- **NOTE** • This function is displayed when [IPv6 Setting] is set to [On]. • Selecting [On] displays [IP Address 1] - [IP Address 5] to after restarting the network.
[DHCPv6 Settings]	Select whether to use the DHCP (IPv6) server. Value: [Off], [On] --- **NOTE** • Selecting [On] displays IP address in [IP Address] after restarting the network.
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)Auto (DHCP)], [Manual] --- **NOTE** When [Manual] is selected, enter the DNS server IP address into [Primary Server] and [Secondary Server].

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Item	Description
[DNS over TLS]	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

⊘ IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

[ConnectionStatus]

Displays the status and name of the connected network.

[Wired Netwk. Set]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [Wired Netwk. Set] > [OK] key

Configure wired network settings.

[TCP/IP Settings]

[TCP/IP]

Select whether to use TCP/IP Protocol.

Value: [Off], [On]

[IPv4 Setting]

Set up TCP/IP (IPv4) to connect to the network.

This setting is available when [TCP/IP] is [On].

Item	Description
[DHCP]	Select whether to use the DHCP (IPv4) server. Value: [Off], [On]
[Auto-IP]	Select whether to use Auto-IP. Value: [Off], [On]
[IP Address]	Set the IP address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
[Subnet Mask]	Set the IP subnet mask. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.
[Default Gateway]	Set the IP gateway address. Value: ###.###.###.### **NOTE** When DHCP is set to [On], the value cannot be entered.

Item	Description
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual] **NOTE** When [ManualManual] is selected, enter the DNS server IP address into and .
[DNS over TLS]	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

IMPORTANT

- When setting the Auto-IP, enter "0.0.0.0" in IP Address.
- After changing the setting, restart the network or turn the machine OFF and then ON.

[IPv6 Setting]

Set up TCP/IP (IPv6) to connect to the network.

This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6 SettingIPv6 Setting]	Select whether to use IPv6. Value: [Off], [On] **NOTE** Selecting [On] displays IP address in [Link Local] after restarting the network.

Item	Description
[Manual Settings]	Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value **[IP AddressIP Address]** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). **[Prefix Length]** 0 to 128 **[Default Gateway]** 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:). --- **NOTE** • This function is displayed when [IPv6 Setting] is set to [On]. • To enter [Default Gateway], set [RA(Stateless)] to [Off].
[RA (Stateless)]	Select whether to use RA (Stateless). Value: [Off], [On] --- **NOTE** • This function is displayed when [IPv6 Setting] is set to [On]. • Selecting [On] displays [IP Address 1] - [IP Address 5] to after restarting the network.
[DHCPv6 Settings]	Select whether to use the DHCP (IPv6) server. Value: [Off], [On] --- **NOTE** • Selecting [On] displays IP address in [IP Address] after restarting the network.
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)Auto (DHCP)], [Manual] --- **NOTE** When [Manual] is selected, enter the DNS server IP address into [Primary Server] and [Secondary Server].

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Item	Description
[DNS over TLS]	Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]

✓ IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

[LAN Interface]

Item	Description
[LAN Interface]	Specify the settings for the LAN interface to be used. Value: [Auto], [10Base-Half], [10Base-Full], [100Base-Half], [100Base-Full], [1000Base-T]

✓ IMPORTANT

After changing the setting, restart the network or turn the machine OFF and then ON.

ProtocolSettings

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [ProtocolSettings] > [OK] key

Configures protocol settings.

[Bonjour]

Item	Description
[Off/On]	Select whether to use Bonjour. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[IP Filter (IPv4)]

Item	Description
[Off/On]	Configure the IP Filter Setting. IP filter is a function used to restrict the access to the machine by setting the IP address and protocol. The IP address or network address of permitted hosts is set from Embedded Web Server RX. Not setting the IP Filter will allow access from all hosts. Value: [Off], [On] ➡ Accessing Embedded Web Server RX (page 85)

[IP Filter (IPv6)]

Item	Description
[Off/On]	Configure the IP Filter Setting. IP filter is a function used to restrict the access to the machine by setting the IP address and protocol. The IP address or network address of permitted hosts is set from Embedded Web Server RX. Not setting the IP Filter will allow access from all hosts. Value: [Off], [On] ➡ Accessing Embedded Web Server RX (page 85)

[IPSec]

Item	Description
[Off/On]	Set whether or not to use the IPSec. Value: [Off], [On]

[SNMPv3]

Item	Description
[Off/On]	Set whether to communicate using SNMPv3. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[FTP(Server)]

Item	Description
[Off/On]	Set whether to send documents using FTP. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[SMB(Server)]

Item	Description
[Off/On]	Set whether to send documents using SMB. Value: [Off], [On]
[SMBv1]	Set whether to send documents using SMBv1. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[SNMP]

Item	Description
[Off/On]	Select whether to communicate using SNMP. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[SMTP]

Item	Description
[Off/On]	Select whether to send E-mail using SMTP. Value: [Off], [On]

[POP3]

Item	Description
[Off/On]	Select whether to receive E-mail using POP3. Value: [Off], [On]

[RAW Port]

Item	Description
[Off/On]	Set whether to receive documents using the Raw Port. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[LPD]

Item	Description
[Off/On]	Set whether to send documents using LPD. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[IPP]

Item	Description
[Off/On]	Set whether to send documents using IPP. To use this, select [On] for this setting, and select [Off] for [TLS] in the [Security]. Then select [Secure Only (IPPS)] in the security settings from Embedded Web Server RX. The factory default port number is 631. Value: [Off], [On], 1 to 32767 (Port Number)
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[IPP over TLS]

Item	Settings
[Off/On]	Sets whether to receive documents using TLS-protected IPP. To use this, select [On] in these settings, and select [On] for [TLS] in the [Security]. The factory default port number is 443.[*1] The setting will be changed after restarting the device or network. Value: [Off], [On], 1 to 32767 (Port Number) --- 🔍 **NOTE** If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine. ---
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[HTTP]

Item	Description
[Off/On]	Select whether to communicate using HTTP. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[HTTPS]

Item	Description
[Off/On]	Set whether to communicate using HTTPS.[*1] The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[LDAP]

Item	Description
[Off/On]	Select whether to use LDAP. Value: [Off], [On]

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[ThinPrint]

Item	Settings
[Off/On]	Set whether to use ThinPrint. To use this, select [On] in these settings. The factory default port number is 4000.[*1] The setting will be changed after restarting the device or network. Value: [Off], [On] 🔔 **NOTE** This feature does not appear if the optional ThinPrint Option is not running.
[ThinPrintOverTLS]	To use ThinPrint over TLS, select [On] for this setting, and for [TLS] in the [Security], select [On]. Value: [Off], [On] 🔔 **NOTE** If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine.
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[WSD-PRINT]

Item	Description
[Off/On]	Set whether to use our proprietary web services. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[Enhanced WSD]

Item	Description
[Off/On]	Set whether to use our proprietary web services. The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[EnhancedWSD(TLS)]

Item	Description
[Off/On]	Set whether to use our proprietary Web service on TLS.[1] The setting will be changed after restarting the device or network. Value: [Off], [On]
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[REST]

Item	Description
[Off/On]	Select whether to communicate using REST. To use this, select [On] in these settings. The factory default port number is 9080. [1] The setting will be changed after restarting the device or network. Value: [Off], [On], 1 to 32767 (Port Number)
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[REST over TLS]

Item	Description
[Off/On]	Select whether to communicate using REST protected by SSL. To use it, select [On] in these settings. The factory default port number is 9081. [1] Value: Value: Off, On, 1 to 32767 (Port Number) --- **NOTE** When the setting is [On], SSL certificate is required. The factory certificate is the certificate owned by the machine. ➡ Accessing Embedded Web Server RX (page 85) ---
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[VNC(RFB)overTLS]

Item	Description
[Off/On]	Set when using a remote operation protected by TLS by starting up a VNC Viewer other than ours (example: Real VNC). The factory default port number is 9063.[*1]
	The setting will be changed after restarting the device or network.
	Value: [Off], [On], 1 to 32767 (Port Number)
	NOTE
	If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine.
	➡ Accessing Embedded Web Server RX (page 85)
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.
	Value: [Disable], [Enable]

[VNC (RFB)]

Item	Description
[Off/On]	Set when using a remote operation by starting up a VNC Viewer other than ours (example: Real VNC). The factory default port number is 9062.
	The setting will be changed after restarting the device or network.
	Value: [Off], [On], 1 to 32767 (Port Number)
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.
	Value: [Disable], [Enable]

[EnhncdVNC ov TLS]

Item	Description
[Off/On]	Start Embedded Web Server RX and set for using TLS-protected remote operation. The factory default port number is 9061.[*1]
	The setting will be changed after restarting the device or network.
	Value: [Off], [On], 1 to 32767 (Port Number)
	NOTE
	• The factory default setting is [On].
	• If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine.
	➡ Accessing Embedded Web Server RX (page 85)

Item	Description
[AvailableNetwork]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

*1 In [Security] set [TLS Setting] to [On].

➡

✅ **IMPORTANT**

Depending on the protocol, it may be necessary to restart the network or turn the power off/on after changing the settings.

Primary Network

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Primary Network] > [OK] key

Item	Description
[Primary Network]	Select the network interface to be used when connecting this machine as a client device. Value: [Wi-Fi], [Wired Network]

[Ping]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Ping] > [OK] key

Item	Description
[Ping]	Check if you can communicate with the destination by entering the host name or IP address of the destination.

Restart Network

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Restart Network] > [OK] key

Item	Description
[Restart Network]	Restarts the network.

Remote Serv.Set.[Remote Serv.Set.]

[Menu] key > [▲] [▼] keys > "Network" > [OK] key > [▲] [▼] keys > [Remote Serv.Set.] > [OK] key

When the trouble occurs on this product, it is possible to explain the operational procedure and the troubleshooting method through the internet from our sales office by accessing the operation panel screen of this product while operating the screen.

NOTE

When using the remote service settings, it is necessary to make a contract with our company. Please contact our sales office or our authorized dealer (purchase source) for the details.

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Remote Operation

Configures remote operation settings.

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Remote Operation] > [OK] key

Item	Description
[Off/On]	Set whether to use Remote Operation. Value: [Off], [On]
[Use Restriction]	Set usage authority. Value [Off]: Users with no administrator privileges can perform remote operation. [Use Password]: Enter the password for remote operation. [Admin. Only]: Only administrators can perform remote operations. **NOTE** • This setting is available when [Off/On] is [On]. • If you selected [Admin. Only], remote operation from VNC software is not possible.
[VNC Comp. Soft]	Display whether VNC compatible software can be used.

Device Common

Configure overall machine operation.

Language

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Language] > [OK] key

Item	Description
[Language]	Set the language to use for the LCD panel display.

Date Setting

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Date Setting] > [OK] key

Item	Description
[Date]	Set the date for the location where you use the machine. Value: [Year] (2000 to 2035), [Month] (1 to 12), [Day] (1 to 31) ➡ Setting Date and Time (page 52) --- 🔧 **NOTE** If you change the date while using the trial version of an option or application, you will no longer be able to use the option or application.
[Time]	Set the time for the location where you use the machine. Value: [Hour] (0 to 23), [min.] (0 to 59), [sec.] (0 to 59) ➡ Setting Date and Time (page 52) --- 🔧 **NOTE** If you change the time while using the trial version of an option or application, you will no longer be able to use the option or application.
[Date Format]	Select the display format of year, month, and date. The year is displayed in Western notation. Value: [Month/Day/Year], [Day/Month/Year], [Year/Month/Day]
[Time Zone]	Set the time difference from GMT. Choose the nearest listed location from the list. ➡ Setting Date and Time (page 52)
[Summer Time]	If you select a region that utilizes summer time, configure settings for summer time. ➡ Setting Date and Time (page 52)

Buzzer

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Buzzer] > [OK] key

Set options for buzzer sound during the machine operations.

Item	Description
[Key Confirmation]	Emit a sound when the operation panel keys are selected. Value: [Off], [On], [User Op Only]
[Job Finish]	Emit a sound when a print job is normally completed. Value: [Off], [On]
[Ready Buzzer]	Emit a sound when the warm-up is completed. Value: [Off], [On]
[Warning]	Emit a sound when errors occur. Value: [Off], [On]
[Keyboard Confirm]	Emit a sound to confirm key presses with a sound. Value: [Off], [On]

RAM Disk Setting

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [RAM Disk Setting] > [OK] key

Create a RAM disk and set its capacity.

You can print print data from the job box by creating a RAM disk.

Value

[RAM Disk Mode]:[Off], [On]

[RAM Disk Size]: Setting range varies depending on size of onboard memory and optional memory usage.

✓ **IMPORTANT**

After changing the setting, restart the system or turn the machine OFF and then ON.

Format SSD

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Format SSD] > [OK] key

Format the SSD.

Formatting an SSD is necessary when first installing an optional SSD to the machine.

✓ IMPORTANT

Formatting an SSD will erase all of its data.

📀 NOTE

This setting will not be displayed when the optional security kit is installed.

SD card format

key > [▲] [▼] keys > [Common Settings] > [OK] key > [▲] [▼] keys > [Format SD Card] > [OK] key

Format the SD card.

To use an SD memory card, you must first use the machine to format the SD memory card.

✓ IMPORTANT

- Formatting an SD card will erase all of its data.
- If installing an application, the application may be deleted so do not format the SD card.

Display Bright.

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Display Bright.] > [OK] key

Set the brightness of the message display.

Value: Darker -2, Darker -1, Normal 0, Lighter +1, Lighter +2

Disp. Backlight

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Disp. Backlight] > [OK] key

Set the backlight of the message display.

Value: [On], [Off], [Touched]

Error Handling

[Menu] key > [▲] [▼] keys > [Common Settings] > [OK] key > [▲] [▼] keys > [Error Handling] > [OK] key

Item	Description
[DuplexPaperError]	Set what to do when duplex printing is not possible for the selected paper sizes and media types. Value [1-sided]: Printed in 1-sided. [Display Error]: Message to cancel printing is displayed.
[Paper Mismatch]	Set what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multipurpose tray. Value [Continue]: The setting is ignored and the job is printed. [Display Error]: Message to cancel printing is displayed.

Timer Setting

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Timer Setting] > [OK] key

[Auto Panel Reset]

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting. Select to use Auto Panel Reset or not.

Value: [Off], [On]

NOTE

For setting the time until the panel is automatically reset, refer to the following:

➡

[PanelReset Timer]

If you select On for Auto Panel Reset, you can set the amount of time to wait before Auto Panel Reset.

Value: 5 to 495 seconds (in 5 second increments)

NOTE

This function is displayed when [Auto Panel Reset] is set to [On].

[Sleep Level Set.]

Select the sleep level.

Item	Description
[Status]	Select whether to use Energy Saver for the following functions individually: • [Card Reader] Displayed when the optional Card Authentication Kit is activated. • [Application] Value: [On], [On] --- **NOTE** When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.

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[Sleep Timer]

Set amount of time before entering Sleep.

Value: 1 to 120 minutes (1 minute increments)

➡ [Sleep (page 65)](#)

[Power Off Rule]

Select whether or not the machine enters Power Off mode for the following function.

Select [On] to set the Power Off mode.

- Network
- USB Cable
- USB Host
- NIC

  (Displayed when the optional Network Interface Kit is installed.)

Value: [Off], [On]

> 💡 **NOTE**
>
> Even when any of the functions is set to [On], if [NIC] is set to [Off] the machine does not enter Power Off Mode.
>
> Even when [Network] or [USB Cable] is set to [Off], if the machine does not communicate with the other devices, the machine will enter Power Off Mode.

[Power Off Timer]

Select whether to turn off the power automatically after a period of inactivity.

Value: [20 minutes] [1 hour], [2 hours], [3 hours], [4 hours], [5 hours], [6 hours], [9 hours], [12 hours], [1 day], [2 days], [3 days], [4 days], [5 days], [6 days], [1 week]

[Auto Err. Clear]

If an error occurs during processing, processing stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.

Value: [On], [Off]

[Err. Clear Timer]

If you selected Auto Error Clear, set the amount of time to wait before automatically resuming printing.

Value: 5 to 495 seconds (in 5 second increments)

> 💡 **NOTE**
>
> This function is displayed when [Auto Err. Clear] is set to [On].

[FormFeed TimeOut]

Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.

Value: 5 to 495 seconds (in 5 second increments)

[Ping Timeout]

Set the time until timeout occurs when "Network Setting" is executed in [Ping].

Value: 1 to 30 seconds (in 1 second increments)

Disp. Status/Log

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Disp. Status/Log] > [OK] key

[Disp. Status/Log]

Set the display of Job Status/Jobs History.

Item	Description
[JobsDetailStatus]	Value: [Show All], [My Jobs Only], [Hide All]
[Job Log]	Value: [Show All], [My Jobs Only], [Hide All]

Keyboard Lang.

[System Menu/Counter] key > [▲] [▼] keys > [Common Settings] > [OK] key [▲] [▼] keys > [Keyboard Lang.] > [OK] key Set the number of copies.

Value: [FollowDisp.Lang.], [English]

Keyboard Type

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Keyboard Type] > [OK] key

Item	Description
[Keyboard]	Select the keyboard type. Value: [US], [Europe US], [France], [Germany], [UK-English]

Bluetooth Set.

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Bluetooth Set.] > [OK] key

[Bluetooth Set.]

Item	Description
[Off/On]	Bluetooth keyboard is used. Value: [Off], [On]
[Search Device]	Select a keyboard.

Low Toner Alert

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Low Toner Alert] > [OK] key

Item	Description
[Notify via Panel]	Set whether to display the alert on the operation panel when the toner is low. Value: [Off], [On]
[NotifyExternally]	Set the amount of remaining toner to notify the administrator when to order a toner when the toner is running low. This notification is used for Event Reports, Status Monitors, and SNMPTraps (such as Printing Equipment Management Systems). Value [Off/On]: [Off], [On] [Toner Level]: 5% to 100% 💡 **NOTE** If [On] is selected in [Off/On], set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).

Remote Printing

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Remote Printing] > [OK] key

Select whether to prohibit printing that is performed without operating the machine.

Value: [Allowed], [Not Allowed]

Direct PRN (Web)

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Direct PRN (Web)] > [OK] key

Set whether to allow Direct Printing from Embedded Web Server RX.

Value: [Not Allowed], [Allowed]

➡ [Accessing Embedded Web Server RX (page 85)](#)

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MaintenanceAlert

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [MaintenanceAlert] > [OK] key

Item	Description
[Notify via Panel]	Set whether or not to display on the operation panel when a periodic inspection is near. Value: [Off], [Display Status]
[NotifyExternally]	Set the timing at which the administrator will be notified of the period remaining before the upcoming scheduled inspection when it is near. This notification is used for Event Reports, Status Monitors, and SNMPTraps (such as Printing Equipment Management Systems). Value [Off/On]: [Off], [On] [When to Notify] > 5% to 100% --- 🔅 **NOTE** If [On] is selected in [Off/On], set the alert timing for the notification of impending periodic inspection. The setting range is 5 to 100% (in 1% increments).

Managed by Admin

If you are the same user of this machine as the administrator, such as at home or in a small office, you will be able to use functions that require logging in as an administrator without logging in.

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Managed by Admin] > [OK] key

Value: [Yes], [No]

FW Update Tool

Set whether to allow firmware updates using the firmware update tool.

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [FW Update Tool] > [OK] key

Value: [Permit], [Prohibit]

CloudAccessSet.

[Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Cloud Access] > [OK] key

[Cloud]

You can configure Cloud.

Value: [Off], [On]

[Connection List]

If you chose [On] in [Cloud], sets the limit for operations from the connection list.

Value: [Admin. Only], [Off]

Security

Configures security settings.

Network Security

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Network Security] > [OK] key

[SecurityQuickSet]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [SecurityQuickSet] > [OK] key

Item	Description
[SecurityQuickSet]	Select security settings from levels 1 to 3 that are close to your environment, and change (customize) the functions as needed. Value **[Level 1]** The factory default setting. **[Level 2]** The security function of the network will change. **[Level 3]** All functions that protect the machine are enabled, and functions that do not protect the machine are disabled. --- 🔅 **NOTE** • This function can be set only when logged in with administrator privileges. ➡ Log in as Machine Administrator or Administrator (page 81) • Restart the device or network after selecting a level for the settings to take effect. ➡ [Restart] (page 271) • If you change the security settings after selecting a level, the security quick setups will show as . • For more information on each security level setting, refer to the following: ➡ Security Quick Setup Function List (page 472)

[TLS Setting]

[Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [TLS Setting] > [OK] key > [TLS] > [OK] key

Item	Description
[TLS]	Set whether to use TLS for communication. Value: [Off] [Off]

I/F Block Set.

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [I/F Block Set.] > [OK] key

Item	Description
[USB Host]	Block and protect the USB port and USB port (USB Host). Value: [Unblock], [Block]
[USB Device]	Block and protect the USB interface connector (USB Device). Value: [Unblock], [Block]
[USB Drive]	Block and protect the USB memory slot. Value: [Unblock], [Block] **NOTE** This function can be configured when the USB host is set to [Unblock].

IMPORTANT

After changing the setting, restart the system or turn the machine OFF and then ON.

Security Level

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Security Level] > [OK] key

Item	Description

[Security Level]	Specify the security level.
	
	Value
	
	[High]
	
	    This is the security setting we recommend. Normally use this setting.
	
	[Low]
	
	    Used during maintenance. Do not use normally.
	
	[Very High]
	
	    In addition to the [High] state, disables changing of machine settings with external commands.
	
	--- 	
	
	NOTE
	
	This function can be set only when logging in with the authority of the device administrator.
	
	➡ Log in as Machine Administrator or Administrator (page 81)

Data Security

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Data Security] > [OK] key

Configure settings related to data stored in memory.

[DataSanitization]

This function returns the following information stored in the machine to the factory default.

- System Settings
- Optional applications

⚠ CAUTION

Job box data saved in applications or SD cards cannot be deleted. If you want to erase this, you need to format the SD card.

🗄 NOTE

- Print [DataSanitization] and check that security data has definitely been erased.
  ➡ Report (page 189)
- You cannot cancel a process in the middle.
- Disconnect any modular or network cables before performing this operation.
- Before executing this function, set all [I/F Block Set.] to [Unblock].
  ➡ I/F Block Set. (page 261)
- Do not turn off the power during data sanitization. If the power is turned off during erasing, erasing will be performed automatically after the power is turned on, but complete operation cannot be guaranteed.

Item	Settings
[Run Immediately]	Execute security data sanitization.
[Schedule]	The address information and image data in the machine will be completely erased at the specified time. Value: [On], [Off] If you select [On], set the date and time for complete erasure. Year (2000 to 2035), Month (1 to 12), Day (1 to 31), and Hour (0 to 23).
[Device Use]	After data sanitization, the usage of this machine will be restricted. If [Prohibit] is selected, machine operation is disabled. Value: [Permit], [Prohibit]

[SW Verification]

Verify the software in the machine.

Value: [Start], [Check Values]

Select [Start] to run the verification. If you experience any abnormalities in software verification, contact your service representative.

Manual FW Update

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Manual FW Update] > [OK] key

Item	Description
[Manual FW Update]	Set whether to allow manual firmware updates. Value: [Not Allowed], [Allowed]

Rem. Print Jobs

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Rem. Print Jobs] > [OK] key

These settings are for print jobs that require security considerations, such as passwords.

If you select [Cancel], any user attempts to log out will be aborted, including any jobs waiting to print.

Value: [Cancel], [Continue]

Secure Boot

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Secure Boot] > [OK] key

Secure boot is a function that detects tampering with the BIOS or firmware when starting the machine. It verifies the electronic signature given to the BIOS or firmware, and stops the execution of the BIOS or firmware if tampering is detected.

Item	Description
[Firmware]	[Off], [On]
[Status]	Display whether Secure Boot is working. Select [Detail] to display the status of [BIOS] and [Firmware]. The display switches between [◀] and [▶].

✅ **IMPORTANT**

If tampering is detected and secure boot fails, the panel screen will turn white after 1 minute.

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RuntimeIntegrity

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [RuntimeIntegrity] > [OK] key

The consistency results are displayed.

Allowlisting

[Menu] key > [▲] [▼] keys > [Security] > [OK] key > [▲] [▼] keys > [Allowlisting] > [OK] key

Item	Description
[Allowlisting]	In case if the unauthorized program or the program that has tampered are installed, the stored data or the contents of the communication in this program might be stolen. Once this function is activated, execution of the unauthorized software or the tampering of the software can be prevented, and possible to maintain the reliability of the system. Value: [Off], [On] 🔘 **NOTE** • After setting it to [On], you need to shutdown and restart the machine. • Enabling this feature slows the machine start-up. • If malware is detected, an event report can be used as a way to understand its content. The Event reports can be enable by the Embedded Web Server RX > "Notification/Report" > [Recipient 1 E-mail Address] to [Recipient 3 E-mail Address] and [Notify when Malicious Program is Detected] is set to [On].

User/Job Account

[Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

Configures settings related to machine management.

➡ [Overview of User Login Administration (page 275)](#)

➡ [Overview of Job Accounting (page 297)](#)

➡ [Unknown User Settings (page 312)](#)

Application

[Menu] key > [▲] [▼] keys > [Application] > [OK] key

Configure the application settings.

📖 NOTE

Selecting the [Menu] allows the following selections.

Item	Description
[Add]	Up to 16 applications can be registered. --- **📖 NOTE** You can select the application by selecting [Select]. Select the [Menu] to connect to the USB device. ---
[Activate]	The application will start up.
[Stopped]	Deactivating Applications
[Detail]	Checking Details of Application
[Delete]	Delete the application.

Adjust/Maint.

Adjust printing quality and conduct machine maintenance.

[Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key

[Restart]

You can restart the device without turning the power switch off. Use this to deal with any unstable operation by the machine (this is the same as a computer restart).

[Service Setting]

Perform the maintenance and inspection of the machine. This menu is primarily used by service personnel for maintenance work.

Op Functions

[Menu] key > [▲] [▼] keys > [Op Functions] > [OK] key

You can use the optional applications installed on this machine.

➡

Device Info.

[Menu] key > [▲] [▼] keys > [Device Info.] > [OK] key

[Software]

Check the version of the system and engine software of this machine.

Item	Description
[Version]	Selecting [Version] displays the system and engine software of this machine. Value: [System], [Engine]

[Option]

You can check the version of the options installed on this machine.

Item	Description
[UG-50]	The status of [Option] (enabled or disabled) is displayed. Selecting [Detail] displays the version information about [Option] Value: [Version], [ManufacturerName], [ManufacturerVer]

9 User Authentication and Accounting (User Login, Job Accounting)

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Overview of User Login Administration

User login administration specifies how the user access is administered on this machine. Enter a correct login user name and password for user authentication to login.

1 Enable User Login Administration

➡ Enable User Login Administration (page 276)

2 Set the user

➡ Setting User Login Administration (page 277)

3 Enter the login user name and password and execute the job

➡ Login (page 48)
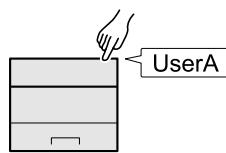
Managing the Job Account from PC

In addition to the above settings, the following are necessary to manage the job account from PC.

To Manage the Users to Print from PCs

Printer driver settings are necessary to manage the users that print on the machine from PCs.

➡ Managing the Users that Print on This Machine from a PC (page 285)
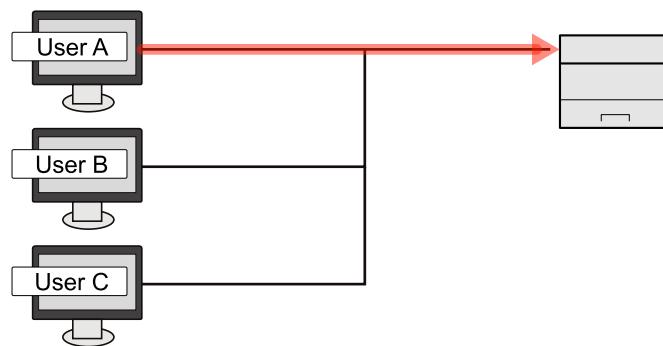
Enable User Login Administration

This enables user login administration.

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> 🔲 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] key > [User Login Set.] > [OK] key > [▲] [▼] keys > [User Login] > [OK] key > [▲] [▼] keys > [Login Type] > [OK] key

2 **Configure the settings**

- Select [Off] to disable user login administration.
- If [Netwk Authentic.] is selected, set [Netwk Auth. Set.].

  ➡

> 🔲 **NOTE**
>
> If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.

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Setting User Login Administration

This registers, alters and deletes users and configures the settings for User Login Administration.

Authentication Security

If user authentication is enabled, configure the user authentication settings.

User Account Lockout Setting

You can prohibit the use of a user account if an incorrect password is entered repeatedly to login with that account.

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [Account Lockout] > [OK] key

2 **Configure the settings.**

Configurable items are as follows:

[Lockout]

Select whether or not account lockout policy is enabled.

Value: [Off], [On]

[Lockout Policy]

Specify the conditions and the extent to which the account lockout is applied.

Value

[Number ofRetries]: Specify how many login retries are allowed until the account is locked out. (1 to 10 times)

[Lockout Duration]: Specify how long the account is to be locked out until it is unlocked. (1 to 60 minutes)

[Lockout Target]: Specify the extent to which the account lockout is applied. Select from [Remote Only] and [All]. Remote Login Only locks out all operations from outside the operation panel.

[Locked Out Users]

Displays a list of locked out users. You can unlock a user by selecting the user in the list, and selecting [Unlock].

NOTE

This function is displayed when account lockout policy is enabled.

Password Policy Settings

You can prohibit the setting and use of passwords that do not comply with the password policy. Setting the Password Policy makes it more difficult to break the password.

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> 📝 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [Password Policy] > [OK] key

2 **Configure the settings.**

Configurable items are as follows:

[Password Policy]

Select whether or not password policy is enabled.

Value: [Off], [On]

[Min. PW Length]

Set the minimum password length of characters for password.

Value: [Off], [On] (1 to 64 characters)

[PW Complexity]

Set the password complexity.

Value

[Reject common PW]:Off, On

[Include uc ltr.]:Off, On

[Include lc ltr.]:Off, On

[Include number]:Off, On

[Include symbol]:Off, On

[Maximum PW Age]

Set the maximum password age.

Value: [Off], [On] (1 to 180 days)

[Violator List]

List of users who do not meet password policy requirements.

Adding a User (Local User List)

You can add 1 user (including the default login user name).

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key

> **📀 NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Local User List] > [OK] key

2 Register the user.

1 [Menu] > [▲] [▼] keys > > [Add User] > [OK] key

[Login User Name]

Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.

[New Password]

Enter the password to login (up to 64 characters). Enter the password again and select the [OK] key.

2 Select the [OK] key.

The User Name is "Power User".

3 Enter the user information.

[▲] [▼] keys > [Detail]

[User Name]

"Power User" will be displayed. This cannot be edited.

[Furigana]

"Power User" will be displayed. This cannot be edited.

[Login User Name]

The contents registered in step 2 will be displayed This can be changed from [Edit].

[Login Password]

The contents registered in step 2 will be displayed This can be changed from [Edit].

[Access Level]

User access privileges are [User].

[Permit SysAdmin]

Select the privileges that can be set from the following.

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- User/Job Account Information
- Basic Network Settings
- Advanced Device/Network

4 Select the [OK] key

The user information is configured.

Changing User Properties for Local Users (Admin, DeviceAdmin, PowerUser)

Types of user properties that could be changed may be different depending on user access privilege.

NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

1 Display the screen

1 [Menu] > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [Local User List] > [OK] key

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Change the user properties

1

Select the user whose properties you wish to change >[Menu] key > [▲] [▼] keys > [Detail/Edit] > [OK] key

2 Configure the settings.

[User Name], [Account ID], and [Access Level] cannot be changed.

- [Login User Name][*1]
- [Login Password]
- [Permit SysAdmin][*1]

*1 You can change only when you log in with machine administrator authority.

3 Select the [OK] key.

The user information is changed.

Changing User Properties for Network Users

Edit the network user properties that were registered with settings concerning the granting of local user rights.

➡

🔆 NOTE

To change the user information of the machine administrator, you must log in with machine administrator authority. You can only view user information if you log in as a regular user.

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [Local User List] > [OK] key

---

🔆 NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 Change the user properties

1 Select the user whose properties you wish to change.

[Menu] key > [▲] [▼] keys > [Detail/Edit] > [OK] key

2 Configure the settings.

[User Name], [Login User Name] cannot be changed.

- [Account ID]*1

  Set the Account ID registered in Job Accounting Setting.

- [Access Level]*1

- [Permit SysAdmin]

- [ID Card Info.]

  This cannot be set.

- [Local Authentic.]

  Print Restrict.

  Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:

  Value: [Off], [Reject Usage]

  - Print from USB Drive

  - Print Report

  - Print from PC

Duplex Restrict.[Duplex Restrict.]

Select whether only duplex printing is allowed.

Value: [Off], [2-sided Only]

CombineRestrict.

Specify whether only Combine is allowed.

Value: [Off], [2in1 & 4in1 Only], [4in1 Only]

[EcoPrint Restr.]

Specify whether only EcoPrint is allowed.

Value: [Off], [EcoPrint Only]

- [Date Modified]

  This cannot be changed.

*1 You can change only when you log in with machine administrator authority.

3 Select the [OK] key.

The user information is changed.

Deleting a user.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [Local User List] > [OK] key

> 📝 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 Deleting a user.

1 Select the user to delete.

2 [Menu] > [▲] [▼] keys > [Delete] > [OK] key

Managing the Users that Print on This Machine from a PC

To manage the users that print on this machine from a PC, the following settings are necessary in the printer driver. Instructions are based on interface elements as they appear in Windows 10.

1 Display the screen

1 Select the Windows [Start] button → [Windows System] → [Control Panel] → [Devices and Printers].

> 🔧 **NOTE**
>
> For Windows 11, select the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers], in that order.

---

2 Right-click the printer driver icon of the machine, and click the [Printer Properties] menu of the printer driver.

3 Click [Administrator Settings] in the [Device Settings] tab.

2 Configure the settings

1 Select [User login] in the [User login] tab.
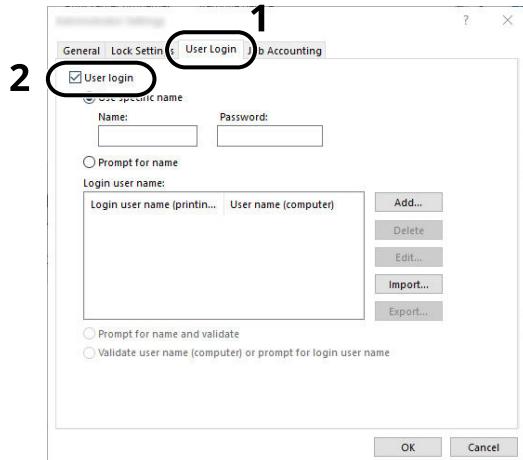
2 Set the User Login Administration.

[Use specific Login User Name]

This option can be used to specify a user name and password to use the same User login for every print job. If this option is selected, the user does not have to type the name and password for each print job.

[Prompt for name]

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password must be entered each time a printing is attempted.

[Prompt for name andd validate]

A screen for entering the user name and password will be displayed when attempting a printing. The user name and password stored in the "Login user name" needs to be entered. The user name and password must be entered each time a printing is attempted.

[Validate user name (computer) or prompt for login user name]

When printing, the Windows user name is searched in the "Login user names list" and printing is possible if the name is registered. If the name is not registered, the printing will be canceled for users with only user authority. If the user has administrator privileges, the screen to enter the user name and password will appear.

3 Click [OK].

NOTE

For other settings of job accounting, refer to the following:
➡ **Printing System Driver User Guide**

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [User Login Set.] > [OK] key > [User Login] > [OK] key > [▲] [▼] keys > [Netwk Auth. Set.] > [OK] key > [▲] [▼] keys > [Server Type] > [OK] key

2 Configure the settings

1 Select [NTLM], [Kerberos] or [Ext.] as the server type, and select the [OK] key.

When [NTLM] or [Kerberos] is selected, you can configure multiple authentication servers.

2 Enter the host name (64 characters or less) for the Authentication Server, and select the [OK] key.

When selecting [Ext.] as the server type, enter the port number.

3 Enter the domain name for the Authentication Server, and select the [OK] key.

If domain name is not set, select "----------------" and select [Menu]. Select [Edit], select the [OK] key, and enter the domain name (up to 256 characters). Select the [OK] key to register the Default Domain Name. To edit or delete the registered domain name, select the registered domain name, and then select [Menu].

If necessary, set the [Primary Server] and [Secondary Server] in the same way as you entered the [Domain Name].

> **NOTE**
>
> - Up to 10 domain names can be registered.
> - If the login user name and password are rejected, check the following settings.
>   - Network Authentication setting of the machine
>   - User property of the Authentication Server
>   - Date and time setting of the machine and the Authentication Server

Configure Network User Rights

Select whether or not to grant local user rights to network users. If this setting is applied, when a network user logs in, the logged in network user's information is registered as a local user. By setting the account name on the registered local user information, network users can coordinate with job accounting. Displays the "Domain Name" in the user information for local users with rights.

NOTE

- This setting is valid when the server type is [NTLM].

- For local user information, refer to the following:

➡

---

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [User Login] > [OK] key > [▲] [▼] keys > [NW User Auth.] > [OK] key

2 Configure the settings

Set [Give Authority] to [On] to configure the settings.

Select the [▶] key to display the next page. Select the [◀] key to return to the previous page.

"User Full Action"

Configure the action when the number of users is exceeded when granting local user rights.

Value: [Do Not Add New], [Delete Old User]

"Offline Auth"

Set the expiration date for local user rights that have been granted and that do not require network authentication.

Value: [Always Enabled], [Enabled Period]

If you set , also set the period. (1 to 180 days)

"Local Auth. Def."

Set the default local user rights that are granted.

[Print Restrict.]

Value: [Off], [Reject Usage]

[Printer]

Value: [Off], [Reject Usage]

[Duplex Restrict.]

Value: [Off], [2-sided Only]

[EcoPrint Restr.]

Value: [Off], [EcoPrint Only]

Obtain NW User Property

Set the required information to obtain the network user property from the LDAP server.

📷 **NOTE**

To obtain the network user property from the LDAP server, [User Login Set.] must be selected for the user authentication method in [Netwk Authentic.]. In addition, set [ProtocolSettings] to [LDAP] in [On].

➡ <u>Enable User Login Administration (page 276)</u>

➡ <u>ProtocolSettings (page 223)</u>

---

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

📷 **NOTE**

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys > [NW User Property] > [OK] key

2 Configure the settings

Set [Off/On] to [On] and configure [Authentic. Type].

[Authentic. Type][*1]

Set the authentication method. Select [Simple] or [SASL]. After changing the setting, restart the system or turn the power OFF and then ON.

*1 Appears when the server type is set to "Kerberos" in [Netwk Authentic.].

3 Select [OK].

Card Authentication Kit Settings

The Card Authentication Kit(B) AC allows user authentication using an ID card.

✅ IMPORTANT

The deployment procedure requires a license key. The license key is issued when the "machine number" of the machine and the "product ID" written on the license certificate of this product are registered on the website specified by the distributor.

To use an ID card for network authentication, you must install aQrate on the network authentication server. Register a user from the server and enter the ID number of the ID card. For details, refer to aQrate Install Manual.

⚠️ CAUTION

This product is an inductive read/write communication equipment which has received the type designation from the Minister for Internal Affairs and Communications based on the Radio Law. Do not use in areas where radio wave usage is restricted. People with implantable medical devices (such as cardiac pacemakers) should use this device at a distance of at least 22 cm from the implanted site. (In general, studies have shown that wireless card "contactless ID card" systems and RFID "electronic tag" devices may have an effect on implantable medical devices.) For details, please visit the Ministry of Internal Affairs and Communications website.

Enabling the Card Authentication Kit(B) AC

To perform user authentication using an ID card, you must enable the ID card Authentication Kit.

➡

Set the user login administration

If you enable user login administration on the machine itself, you must set up user login administration for the printer driver in order to print from the computer.

➡ **Printing System Driver User Guide**

➡

ID Card Settings

If ID card authentication is enabled, select the authentication type.

> **NOTE**
>
> This functions appears when the Card Authentication kit is activated.
>
> ➡ Option configuration (page 439)

Key Login

When ID card authentication is enabled, select whether or not login by numeric keypad is allowed.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys [ID Card Settings] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Key Login] > [OK] key

2 Configure the settings

1 Select [Permit] or [Prohibit].

Additional Authentication

Select whether or not to require password entry after authenticating by ID card.

NOTE

This function is displayed when "User Login" is enabled.

---

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key > [▲] [▼] keys [ID Card Settings] > [OK] key

---

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [Additional Auth.] > [OK] key

2 Configure the settings

1 Select [Off], [Use Password], or .

NOTE

[Use PIN] is displayed only when using PIN Code Authorization.

➡ PIN Login (page 295)

Simple Job Printing

Displays a list of print jobs saved to the Stored Job Box when logging in with an ID card via user login.

> 💡 **NOTE**
>
> For details on Simple Job Printing, refer to the following:
> ➡ Simple Job Printing (page 131)

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key

> 💡 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [QuickJobPrinting] > [OK] key

2 Configure the settings

Set "DispListOnLogin" to [On] to configure the settings.

[LogoutAfterPrint]

Select whether or not to automatically log out after printing.

[Skip PIN&Copies]

Select whether or not to skip entering the PIN code and confirming the number of copies when printing when a PIN code is set.

PIN Login

> **NOTE**
>
> When using PIN Code Authorization, the network authentication must be enabled and must be selected for server type.
>
> ➡ Enable User Login Administration (page 276)
>
> ➡ Server Settings (page 287)

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [User Login Set.] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys [PIN Login] > [OK] key

2 Configure the settings

1 Select [Off] or [On].

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Using User Login Administration

This section explains procedures while setting job accounting.

Login/Logout

If user login administration is enabled, the login user name and login password entry screen appears each time you use this machine. Use the procedure below to login and logout.

Login

If the login user name entry screen appears during operations, log in by referring to the following:

➡ Login (page 48)

Logout

When the operation is complete, select the [Logout] key. You will return to the login user name/login password entry screen.

Overview of Job Accounting

Job accounting manages the print count accumulated by individual accounts by assigning an ID to each account.

1 Enable job accounting

➡

2 Setting an account.

➡

3 Enter the assigned account ID when performing the job.

➡

4 Count the number of pages printed.
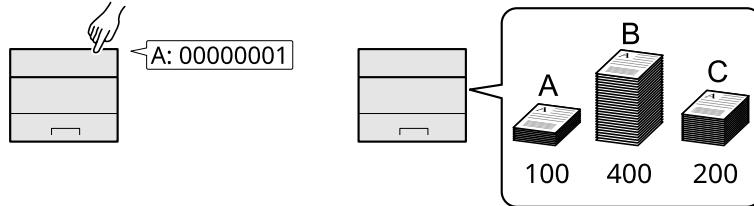
To Manage the Number of Sheets Used on Jobs Printed from a PC

To manage the number of jobs to be printed from the PC on the network, you need to configure settings by using the printer driver on the PC.

1 Set Job Accounting for the PC on the network by using the printer driver.

➡

2 Execute printing.

3 Count the number of pages printed.
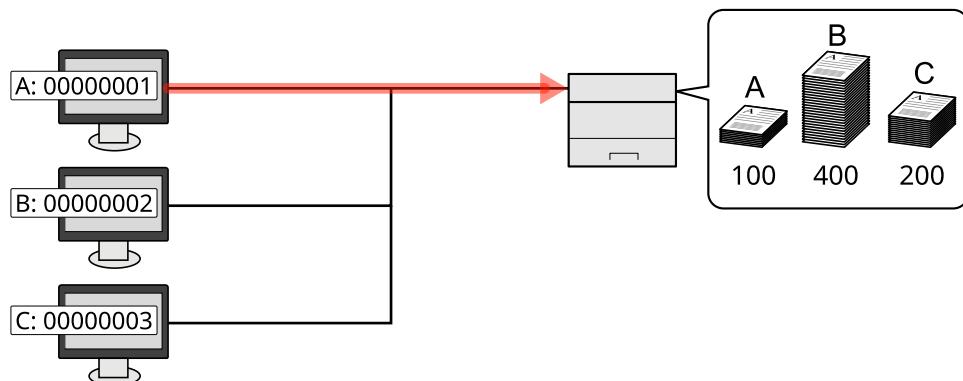
Enable job accounting

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Job Accounting] > [OK] key

2 Configure the settings

Select [On] to enable job accounting.

> **NOTE**
>
> When the display returns to System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Job Accounting

Set the Job Accounting method.

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> 📝 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [AccountingAccess] > [OK] key

2 **Configure the settings**

1 Select [Local], or [Network].

Set the Job Accounting(Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 100100 individual accounts can be added.

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> 🔹 **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Account.(Local)] > [OK] key > [▲] [▼] keys > [Account. List] > [OK] key

2 **Enter the account ID.**

1 Enter [Add] > [Account ID]

[Account ID]

Enter the account ID as many as eight digits (between 0 and 99999999).

> 🔹 **NOTE**
>
> Any "Account ID" that has already registered cannot be used. Enter any other account ID.

2 Select the [OK] key.

A new account is added on the Account List.

This can prohibit printing or restrict the number of sheets to load.

➡

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Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

Usage Restriction Items

"Copy/Printer Count Method" is "Individual"

Item	Description
[Print Restrict.]	Limits the number of sheets used for printing.

"Copy/Printer Count Method" is "Total"

Item	Description

Applying Usage Restriction

Usage restriction can be applied in the following modes:

Item	Description
[Off]	No restriction is applied.
[Counter Limit]	Restricts the print counter in one-page increments up to 9,999,999 copies. If you select [Counter Limit], the [Limit Pages] screen will be displayed after you select the [OK] key. Select the numeric keypad, enter the limit number of pages, and select the [OK] key.
[Reject Usage]	Restriction is applied.

Editing an Account

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Account.(Local)] > [OK] key > [▲] [▼] keys > [Account. List] > [OK] key

2 **Edit an account**

1 Select the account you want to change account information for and select the [OK] key.

2 [▲] [▼] keys > [Detail/Edit] > [OK] key

3 Select the item you wish to change, and select the [OK] key.

4 Change account information by referring to procedure 2 for "Adding an Account" and "Restricting the Use of the Machine."

➡

➡

5 Select the [Back] key.

6 [▲] [▼] keys > [Exit] > [OK] key

The account information is changed.

Deleting an Account

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Account.(Local)] > [OK] key > [▲] [▼] keys > [Account. List] > [OK] key

2 **Deleting**

1 Select the account to delete and select [OK] key.

2 [▲] [▼] keys > [Delete] > [OK] key > [Yes]

The account is deleted.

Job Accounting for Printing

To manage the number of pages used for jobs to be printed from the PC, you need to configure the following settings by using the printer driver. Instructions are based on interface elements as they appear in Windows 10.

1 Display the screen

1 Select the Windows [Start] button → [Windows Tools] → [Control Panel] → [Devices and Printers].

> 🔍 **NOTE**
>
> For Windows 11, select the Windows [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers], in that order.

2 Right-click the printer driver icon of the machine, and click the [Printer Properties] menu of the printer driver.

3 Click [Administrator] in the [Device Settings] tab.

2 Configure the settings

1 Select [Job Accounting] in the [Job Accounting] tab.
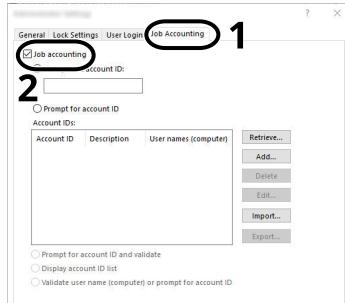
2 Set the Job Accounting.

[Use Specific Account ID]

Enter the Account ID. Printing will be performed using the entered Account ID. If this option is selected, the user does not have to enter the Account ID for each print job.

[Prompt for account ID]

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID must be entered each time a printing is attempted.

[Prompt for account ID and validate]

A screen for entering the Account ID will be displayed when attempting a printing. The Account ID stored in the Account ID list needs to be entered. The Account ID must be entered each time a printing is attempted.

[Display account ID list]

The Account ID list is displayed when printing. The Account ID to be used needs to be selected from the list.

[Validate user name (computer) or prompt for account ID]

When printing, the Windows user name is searched in the "Account IDs" and printing is possible if the name is registered. If the Account ID is not registered, the screen for entering the Account ID will appear.

3 Click [OK].

> ### ⓘ NOTE
>
> For other settings of job accounting, refer to the following:
>
> ➡ **Printing System Driver User Guide**

Configuring Job Accounting

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

The number of sheets used is counted according to the following items.

Item	Description
[Printed Pages]	Displays the number of pages used in printing for each of the following item. The total number of pages used is displayed. The number of pages used for printing without Combine. The number of pages used for Combine (2 in 1) printing is displayed. The number of pages used for Combine printing (4 in 1) is displayed. The number of pages used for one-sided printing is displayed. The number of pages used for two-sided printing is displayed.
[Counter Reset]	Resets the counter. Select [Yes] on the confirmation screen.

Counting the Number of Pages for Each Account

This counts the number of pages for each account and resets the counts by account. When checking Each Job Accounting, select the account for which you want to check the count.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Account.(Local)] > [OK] key > [▲] [▼] keys > [Each Job Account] > [OK] key

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 **Check the number of pages.**

1 Select the account. > [OK] key > [▲] [▼] keys > [Printed Pages] > [OK] key

2 Check the count.

Select [Counter Reset] > [Yes] to reset the counter.

3 Confirm the count and select the [OK] key.

Print Accounting Report

The total pages counted of all relevant accounts can be printed as an accounting report.

1 **Prepare paper.**

Check that A4 or Letter paper is loaded in the cassette.

2 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key > [▲] [▼] keys > [Job Account.Set.] > [OK] key

---

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [Account. Report] > [OK] key

3 **Execute printing.**

1 [▲] [▼] keys > [Account. Report] > [OK] key > [Yes]

Account. Report is printed.

Reports have different formats depending on how the count of printers is administered. If count by paper size is being performed, then the report will be printed per size.

Using Job Accounting

This section explains procedures while setting job accounting.

Login

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

1   Enter the account ID using the numeric keys > [Login]

> 🔲 **NOTE**
>
>   - If you entered a wrong character, select [Clear] key and enter the account ID again.
>
>   - If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.
>
>   - By selecting , you can refer to the number of pages printed and the number of pages scanned.

If user login administration is enabled, the screen to enter the login user name and password appears instead of the screen to enter the account ID. Enter a login user name and password to login. If the user has already registered the account information, the account ID entry would be skipped.

➡

2   Proceed to complete the rest of the steps.

Logout

1 When the operation is complete, select the [Logout] key. Return to the Enter
Account ID screen.

Apply Limit

This specifies how the machine behaves when the counter has reached the limit of restriction. The action is as follows:

Item	Description
[Immediately]	Job stops when the counter reaches its limit.
[Subsequently]	The print or scan job currently underway will continue but the subsequent job will be rejected.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> **🔆 NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Job Account.Set.] > [OK] key > [▲] [▼] keys > [Apply Limit] > [OK] key

2 Configure the settings

1 Select [Immediately], > key [OK]

Unknown User Settings

Unknown ID Job

This specifies the behavior for handling the jobs sent with unknown or unsent login user names or User ID. If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [User/Job Account] > [OK] key

> **⊗ NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 [▲] [▼] keys > [Unknown User] > [OK] key > [▲] [▼] keys > [Unknown ID Job] > [OK] key

2 Configure the settings

Select [Reject] or [Permit].

[Permit]

The job is permitted to be printed.

[Reject]

The job is rejected (not printed).

Registering Information for a User whose ID is Unknown

If you register user information for a user whose ID is unknown, you can check information on the Job Status or Job History screens. In addition, you can restrict available functions.

NOTE

This function is displayed when [Unknown ID Job] is set to [Permit].

➡ Unknown ID Job (page 312)

---

1 Display the screen

1 Menu key > [▲] [▼] keys > [User/Job Account] > [OK] key

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

---

2 [▲] [▼] keys > [Unknown User] > [OK] key > [▲] [▼] keys > [User Property] > [OK] key

2 Enter the user information.

1 [Change] > Select target department > [OK] key

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10 Troubleshooting

Regular Maintenance

Cleaning

Clean the machine regularly to ensure optimum printing quality.

⚠ **CAUTION**

For safety, always unplug the power cord before cleaning the machine.

Clean the inside of the main unit

To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned when the toner container is replaced and when vertical streaks appear.

1 **Open the top cover.**
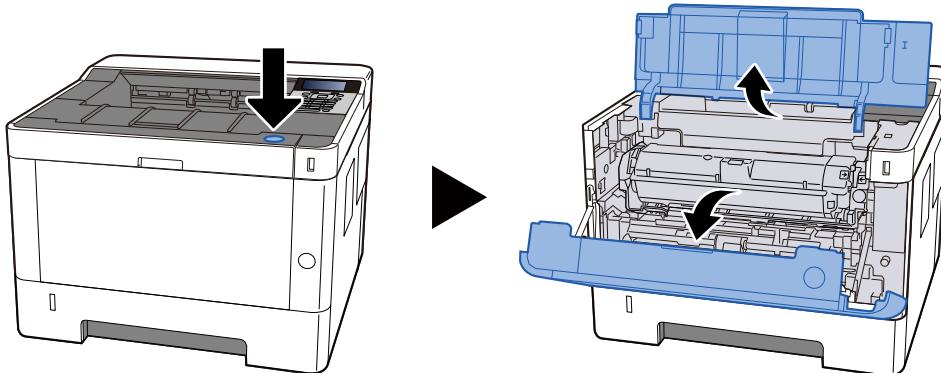
2 **Remove the toner container and developer unit**
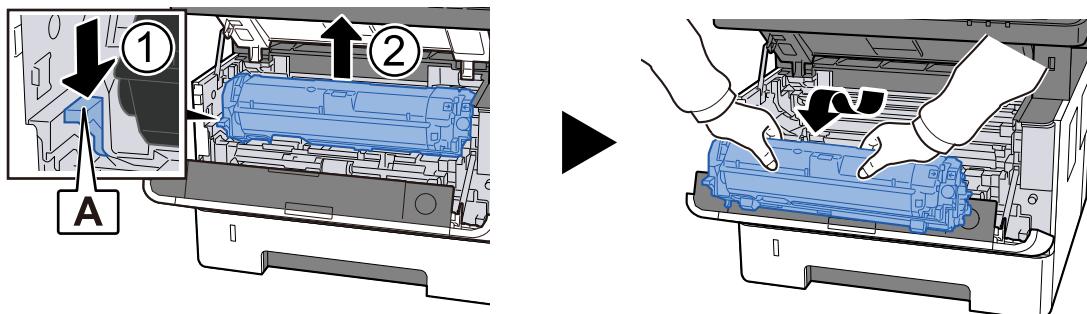
> ✅ **IMPORTANT**
>
> Do not touch the developing roller or subject it to impact. Print quality will deteriorate.

3 **Place the toner container and developer unit on a level, clean surface.**
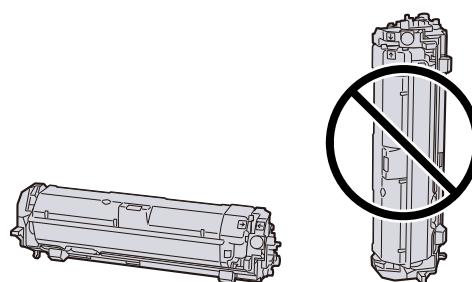
> ✅ **IMPORTANT**
>
> Do not place the toner container and developer unit upright.

4   **Remove the drum unit**
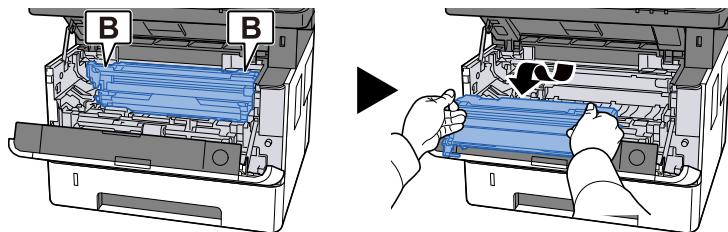
✅ **IMPORTANT**

Do not touch the drum part or subject it to impact. Also, if exposed to direct sunlight or strong light, print quality will deteriorate.

5   **Place the removed drum unit on a level, clean surface.**
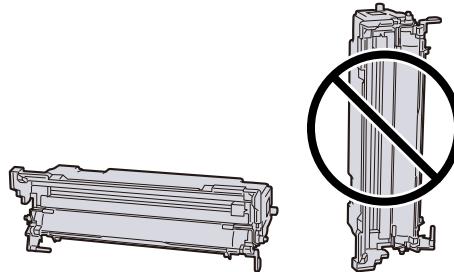
✅ **IMPORTANT**

Do not stand the drum unit upright.

6   **Use a soft, dry cloth to wipe off any paper dust or dirt from the metal resist rollers.**

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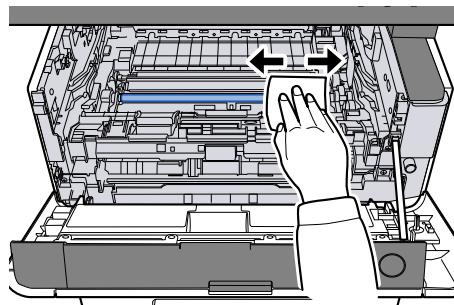
7   **Slide the charger cleaner knob on the upper side of the drum unit left and right 2 or 3 times.**
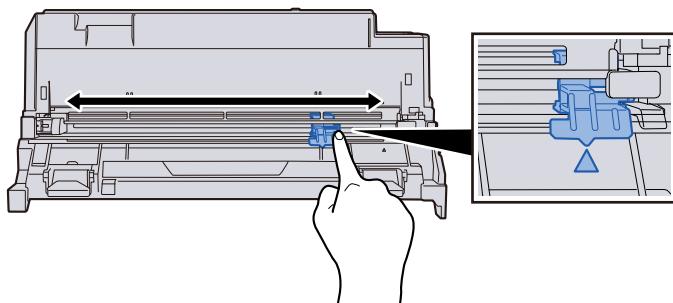
> ✅ **IMPORTANT**
>
> When cleaning the charger wire for the first time, remove the tape that secures the charger cleaner knob.
>
> After cleaning, return the charger cleaner knob to its original position (CLEANER HOME POSITION)

8   **Return the drum unit**
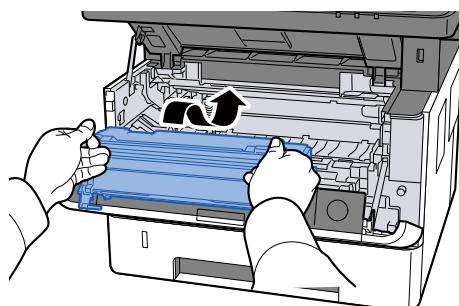
9   **Return the toner container and drum unit**
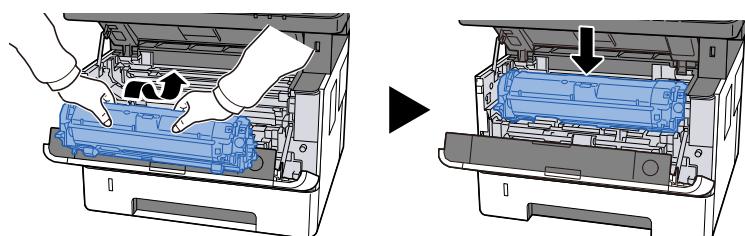
10 **Close the top cover.**
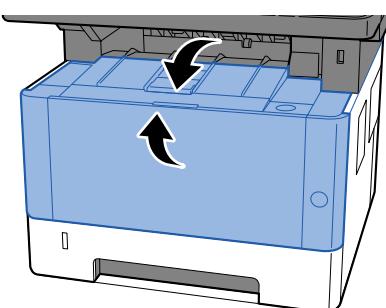
Replacing the Toner Container

When toner is empty, the following message will be displayed. Replace the toner container.

"Replace toner. "

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner is low. (Replace when empty.)"

The number of pages that can be printed with one toner container depends on the print data (how much toner is used). Compliant with JIS X 6932 (ISO/IEC 19798), when the EcoPrint mode is turned [Off], the average number of printable pages of the toner container is as follows: (When printing with A4.)

Model name	Toner container name	Toner yield (number of prints)
P-4021DW/P-4021DN	PK-1013	10,000 pages
P-3523DW	PK-1015	3,000 pages

The average number of printable sheets of the toner container that comes with this machine is in the table below.

Model	Toner container yield (number of prints)
P-4021DW/P-4021DN	3,600 sheets
P-3523DW	1,000 sheets

NOTE

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.

- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

⚠ CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

1 **Open the top cover.**
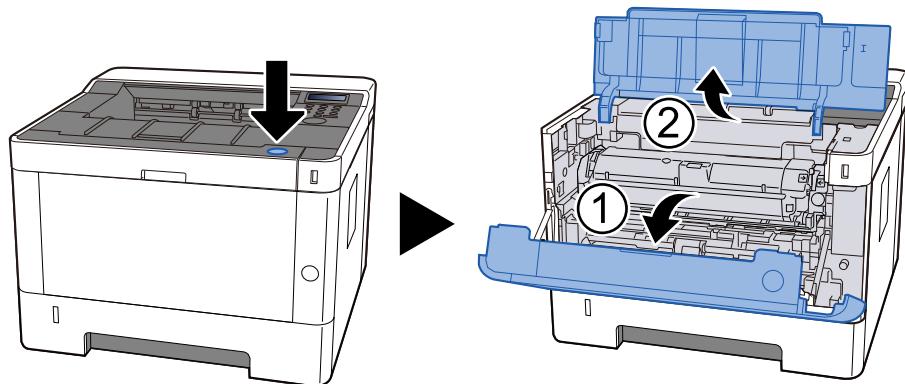
2 **unlock**
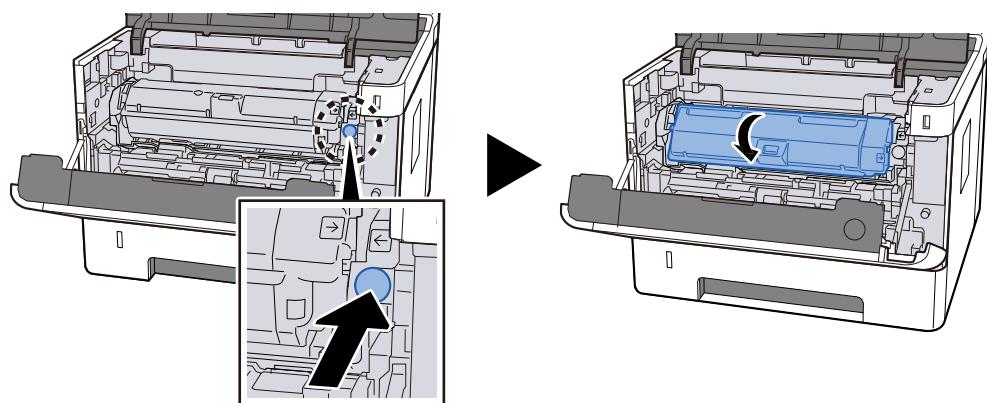
3 **Remove the toner container.**
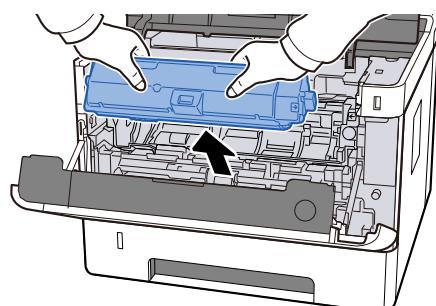
4 **Put used toner container into the plastic waste bag.**
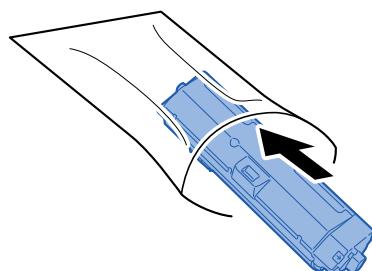
5 **Remove the new toner container from the box.**
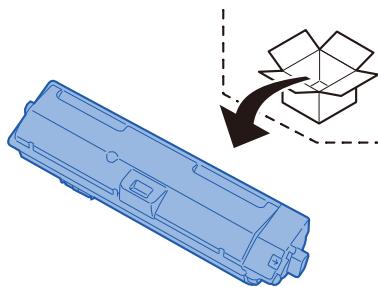
> **✓ IMPORTANT**
>
> Do not touch the points shown below.
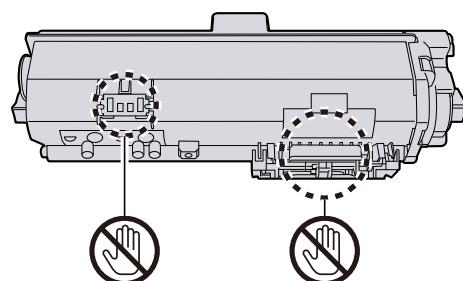
6 **Shake the toner container.**
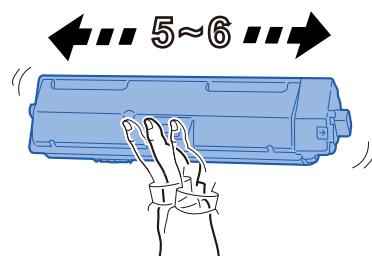
7 **Install the toner container.**
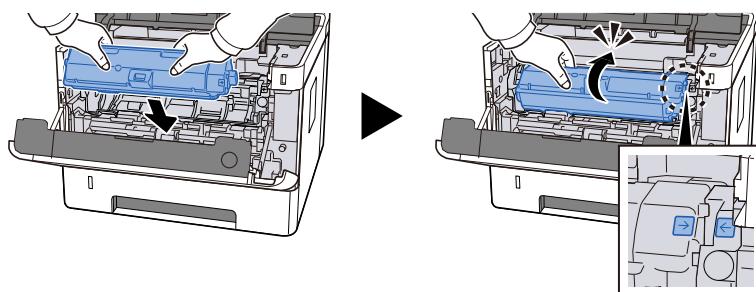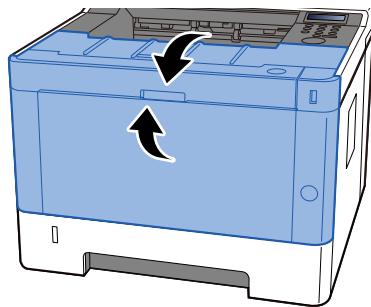
8   **Close the top cover.**

> 💡 **NOTE**
>
> - If the front cover does not close, check that the new toner container is installed correctly.
>
> - Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

Troubleshooting

Solving Malfunctions

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. The table below provides general guidelines for problem solving. If the problem persists, contact your service representative.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Preface (page 2)

Machine Operation Trouble

The application does not start up

Is the auto panel reset setting time set too short?

Check the set time for auto panel reset.

1 [Menu] key > [▲] [▼] keys > [Device Common] > [OK] key > [▲] [▼] keys > [Timer Setting] > [OK] key > [▲] [▼] keys > [PanelReset Timer] > [OK] key

2 **Set the panel reset time to 30 seconds or more**

It can be set in the range of 5 to 495 seconds (in 5 second increments).

The screen does not respond when the power switch is turned on

Is the machine plugged in?

1 **Plug in the power cord that comes with this machine to an outlet.**

Make sure the power plug is securely plugged in.

Paper often jams

Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 **Pull the cassette completely out of the machine.**

> ![NOTE icon] **NOTE**
>
> If the baseplate is rising, push the baseplate until it locks.
>
>

2   Adjust the cassette size.

1   Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.

Paper sizes are marked on the cassette.

> ✅ **IMPORTANT**
>
> When using Folio, Oficio II, or Legal

2   Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.

3 **Load paper**

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

2 Load the paper in the cassette.

✓ **IMPORTANT**

- Load the paper with the print side facing down.

- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 93)

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.

- Ensure that the loaded paper does not exceed the level indicator.

- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

4 **Gently push the cassette back in.**

⊘ **IMPORTANT**

Push all cassettes all the way in. If they are not pushed all the way in, they may cause a jam.

💡 **NOTE**

There is a paper gauge on the right side of the front of the cassette. The display changes up and down to match the remaining amount of paper.

Remove the paper from the cassette once if there is no improvement, turn it over and reload it, or change the loading direction by rotating the paper 180 degrees.

➡

When loading paper in the multipurpose tray

1 **Open the multipurpose tray.**

2 **Adjust the multipurpose tray size.**

Paper sizes are marked on the multipurpose tray.

3 **Load paper**

Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 93)

✅ **IMPORTANT**

- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in

the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printing System Driver User Guide**

 Example: When printing the address.

- Oufuku hagaki (Return postcard)

- Hagaki (Cardstock)

- Vertical envelope (open opening)

- Horizontal envelope (close opening)

✓ **IMPORTANT**

- Use unfolded Oufuku hagaki (Return postcard).

- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

🔵 **NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ MP Tray Set. (page 194)

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4 **Specify the type of paper loaded in the multipurpose tray using the operation panel.**

➡ Specifying Paper Size and Media Type (page 103)

Is the paper of the supported type? Is it in good condition?

Remove the paper from the cassette, turn it over, and then reload it.

➡ Precaution for Loading Paper (page 93)

Is the paper curled, folded or wrinkled?

Replace the paper with new paper.

➡ Precaution for Loading Paper (page 93)

Are there any loose scraps or jammed paper in the machine?

Remove the jammed paper.

➡ Clearing Paper Jams (page 425)

Two or more sheets are overlaps when ejected (multi feeding)

ABC
123

Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.

> 💡 **NOTE**
>
> If the baseplate is rising, push the baseplate until it locks.

2 **Adjust the cassette size.**

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.

Paper sizes are marked on the cassette.

> ✓ **IMPORTANT**

When using Folio, Oficio II, or Legal

2 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.

3 **Load paper**

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

2 Load the paper in the cassette.

✅ **IMPORTANT**

- Load the paper with the print side facing down.

- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 93)

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.

- Ensure that the loaded paper does not exceed the level indicator.

- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

---

4 **Gently push the cassette back in.**

✅ **IMPORTANT**

Push all cassettes all the way in. If they are not pushed all the way in, they may cause a jam.

💡 **NOTE**

There is a paper gauge on the right side of the front of the cassette. The display changes up and down to match the remaining amount of paper.

Remove the paper from the cassette once if there is no improvement, turn it over and reload it, or change the loading direction by rotating the paper 180 degrees.

➡

When loading paper in the multipurpose tray

1 Open the multipurpose tray.

2 Adjust the multipurpose tray size.

Paper sizes are marked on the multipurpose tray.

3 Load paper

Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 93)

✅ **IMPORTANT**

- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in

the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printing System Driver User Guide**

Example: When printing the address.

- Oufuku hagaki (Return postcard)

- Hagaki (Cardstock)

- Vertical envelope (open opening)

- Horizontal envelope (close opening)

✅ **IMPORTANT**

- Use unfolded Oufuku hagaki (Return postcard).

- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

📝 **NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ MP Tray Set. (page 194)

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4 **Specify the type of paper loaded in the multipurpose tray using the operation panel.**

➡ Specifying Paper Size and Media Type (page 103)

Is the paper damp?

Replace the paper with new paper.

➡ [Precaution for Loading Paper (page 93)](#)

Printouts are wrinkled

Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.

> **NOTE**
>
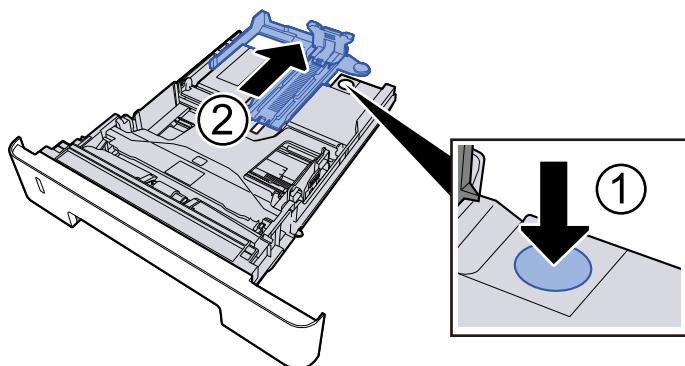> If the baseplate is rising, push the baseplate until it locks.
>
>

2 Adjust the cassette size.

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.

Paper sizes are marked on the cassette.

> ✅ **IMPORTANT**
>
> When using Folio, Oficio II, or Legal

2 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.

3 Load paper

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

2 Load the paper in the cassette.

✓ **IMPORTANT**

- Load the paper with the print side facing down.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ [Precaution for Loading Paper (page 93)](#)

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator.
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

---

4 **Gently push the cassette back in.**

✅ **IMPORTANT**

Push all cassettes all the way in. If they are not pushed all the way in, they may cause a jam.

💡 **NOTE**

There is a paper gauge on the right side of the front of the cassette. The display changes up and down to match the remaining amount of paper.
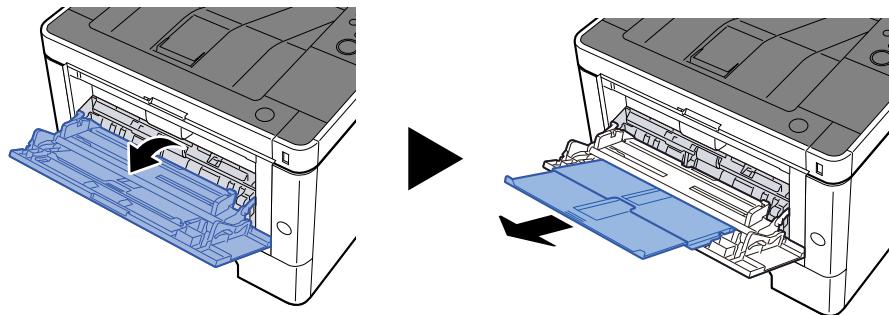

Remove the paper from the cassette once if there is no improvement, turn it over and reload it, or change the loading direction by rotating the paper 180 degrees.

➡️

When loading paper in the multipurpose tray

1 **Open the multipurpose tray.**

2 **Adjust the multipurpose tray size.**

Paper sizes are marked on the multipurpose tray.

3 **Load paper**

Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 93)

✅ **IMPORTANT**

- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in
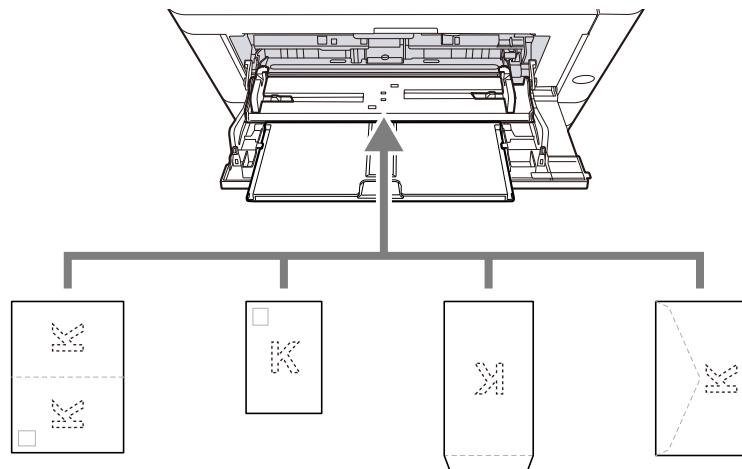
the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printing System Driver User Guide**

Example: When printing the address.

- Oufuku hagaki (Return postcard)

- Hagaki (Cardstock)

- Vertical envelope (open opening)

- Horizontal envelope (close opening)

✅ **IMPORTANT**

- Use unfolded Oufuku hagaki (Return postcard).

- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

📝 **NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ MP Tray Set. (page 194)

4 **Specify the type of paper loaded in the multipurpose tray using the operation panel.**

➡ Specifying Paper Size and Media Type (page 103)

Is the paper damp?

Replace the paper with new paper.

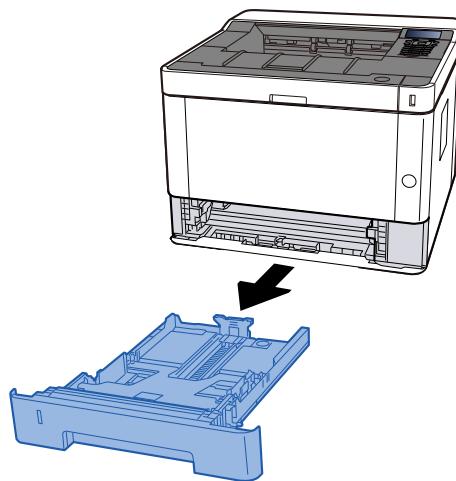➡ [Precaution for Loading Paper (page 93)](#)

Printouts are curled

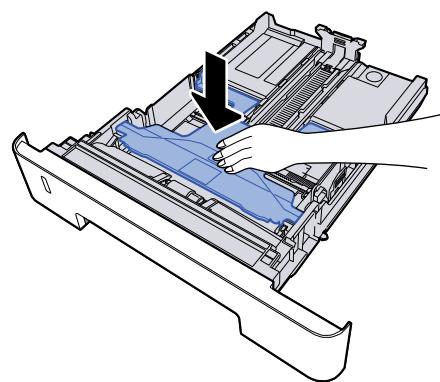**Is the paper loaded correctly?**

Load the paper correctly.

When loading paper in a cassette
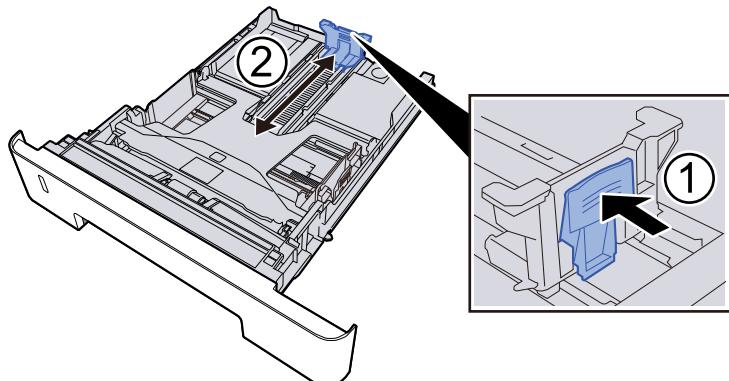
1 **Pull the cassette completely out of the machine.**

> 📖 **NOTE**
>
> If the baseplate is rising, push the baseplate until it locks.
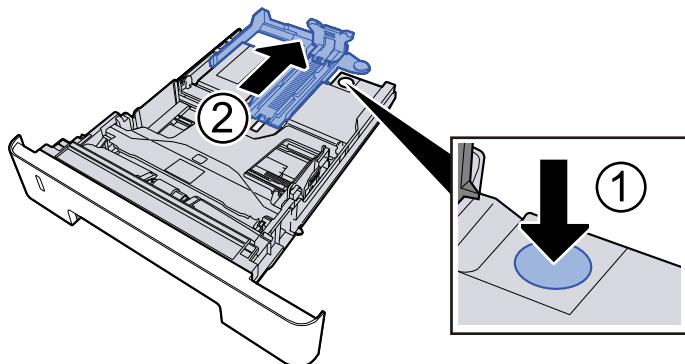>
>

2 **Adjust the cassette size.**

1 Adjust the paper length guide to the paper size required. Press the paper length adjusting tab and slide the guides to the paper size required.
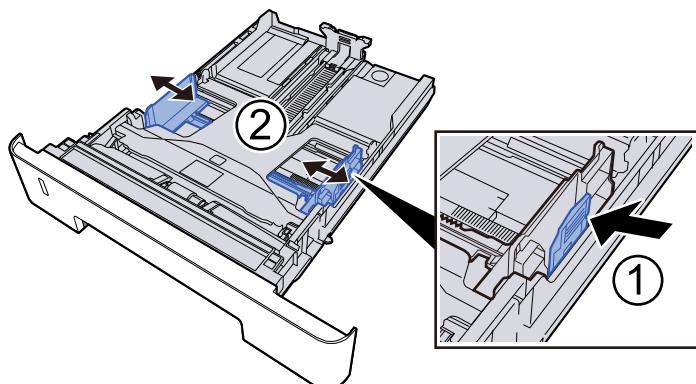
Paper sizes are marked on the cassette.

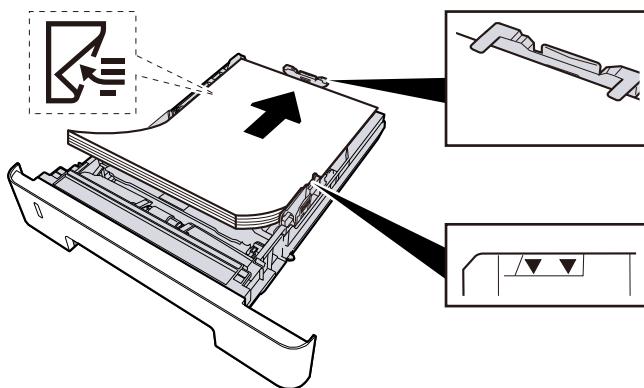✓ **IMPORTANT**

When using Folio, Oficio II, or Legal

2 Adjust the position of the paper width guides located on the left and right sides of the cassette. Press the paper width adjusting tab and slide the guides to the paper size required.
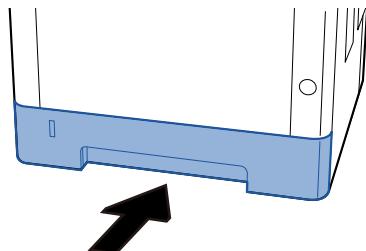
3 **Load paper**

1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.

2 Load the paper in the cassette.

✅ **IMPORTANT**

- Load the paper with the print side facing down.

- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.

  ➡ Precaution for Loading Paper (page 93)

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.

- Ensure that the loaded paper does not exceed the level indicator.

- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

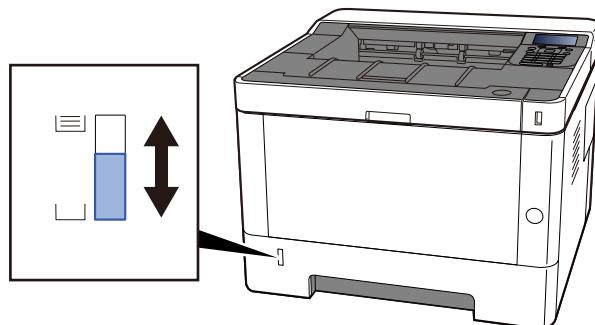**4**   **Gently push the cassette back in.**

✅ **IMPORTANT**

Push all cassettes all the way in. If they are not pushed all the way in, they may cause a jam.

📖 **NOTE**

There is a paper gauge on the right side of the front of the cassette. The display changes up and down to match the remaining amount of paper.
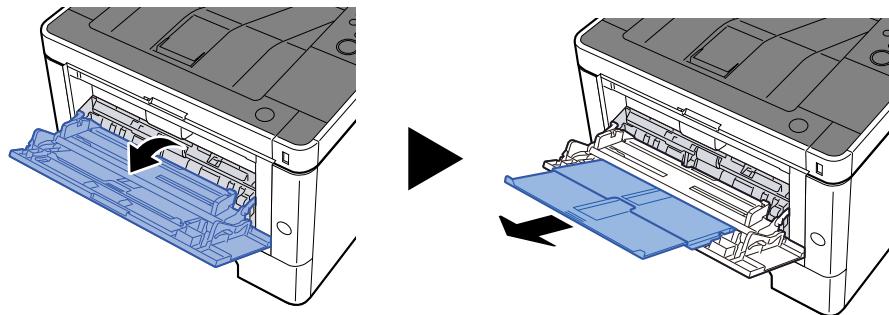

Remove the paper from the cassette once if there is no improvement, turn it over and reload it, or change the loading direction by rotating the paper 180 degrees.
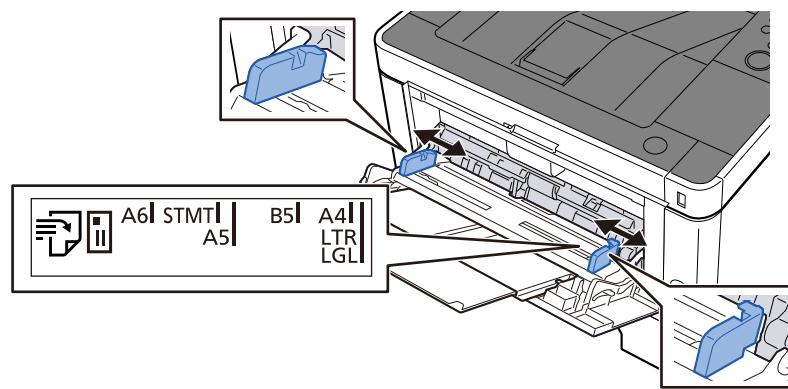
➡

When loading paper in the multipurpose tray

1 **Open the multipurpose tray.**

2 **Adjust the multipurpose tray size.**

Paper sizes are marked on the multipurpose tray.

3 **Load paper**

Insert the paper along the paper width guides into the tray until it stops.

After removing new paper from its packaging, fan the paper before loading it in the multipurpose tray.

➡ Precaution for Loading Paper (page 93)

✓ **IMPORTANT**

- When loading the paper, keep the print side facing up.
- Curled paper must be uncurled before use.
- When loading paper into the multipurpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in

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the multipurpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.
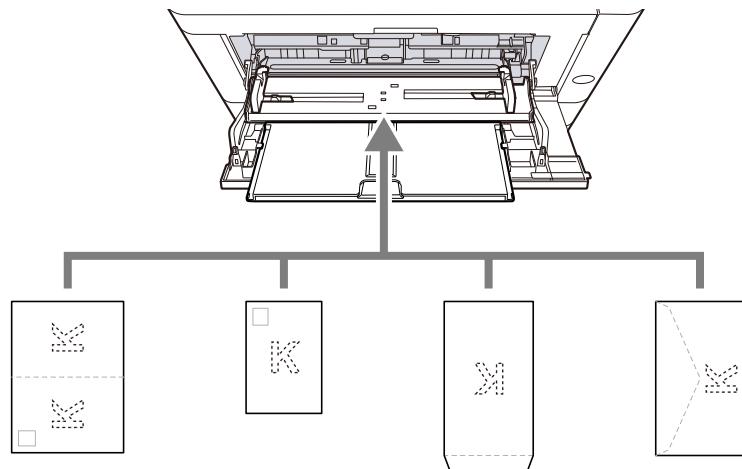
- If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.

- Ensure that the loaded paper does not exceed the load limits.

When you load envelopes or cardstock in the multipurpose tray, load the paper with the print side facing up. For the procedure for printing, refer to the Printer Driver User Guide.

➡ **Printing System Driver User Guide**

Example: When printing the address.

- Oufuku hagaki (Return postcard)

- Hagaki (Cardstock)

- Vertical envelope (open opening)

- Horizontal envelope (close opening)

✅ **IMPORTANT**

- Use unfolded Oufuku hagaki (Return postcard).

- How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

📝 **NOTE**

When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➡ MP Tray Set. (page 194)

4 **Specify the type of paper loaded in the multipurpose tray using the operation panel.**

➡ Specifying Paper Size and Media Type (page 103)

Is the paper damp?

Replace the paper with new paper.

Printer driver cannot be installed

Is the driver installed with the host name while Wi-Fi or Wi-Fi Direct function is available?

Specify the IP address instead of the host name.

➡ [Installing Software (page 72)](#)

Is Level 3 selected in Security Quick Setup?

1 **Acquire a root certificate for SSL communication from a trusted root certification authority. In Embedded Web Server RX, click [Security Settings] > [Certificates], and register the root certificate in [Root Certificate 1] to [Root Certificate 5].**

2 **After installing the certificate, restart the PC.**

3 **In Embedded Web Server RX, click [Network Settings] > [Protocols], and in [Other Protocols], set "SNMPv3" to [On].**

4 **In Embedded Web Server RX, click [Management Settings] > [SNMP], and set "SNMPv3".**

5 **Access [Control Panel], and click [Devices and Printers], [Add a printer], [The printer that I want isn't listed].**

6 **Check [Select a shared printer by name] and enter the address of the printer.**

E.g.: https://hostname:443/printers/lp1

7 **Select the desired printer and specify the printer driver.**
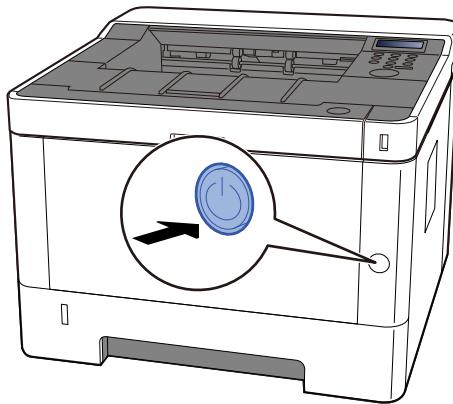
Cannot start printing

Is the machine plugged in?

Plug the power cord into an AC outlet.

Is the power turned on?

Turn the power switch on.

1 **Turn the power switch on.**

⊘ IMPORTANT

Wait more than 5 seconds, and then turn on the power switch.

Are the USB cable and network cable connected?

Make sure to connect the USB cable and network cable securely.

Connect the network cable

⊘ IMPORTANT

If the power is on, turn the power switch off.

➡ Power off (page 42)

---

1 **Connect the cable to the machine.**

    1 Connect the LAN cable to the network interface connector.

    2 Connect the other end of the cable to the hub.

2 **Power on the machine and configure the network.**

    ➡ Network Setup (page 54)

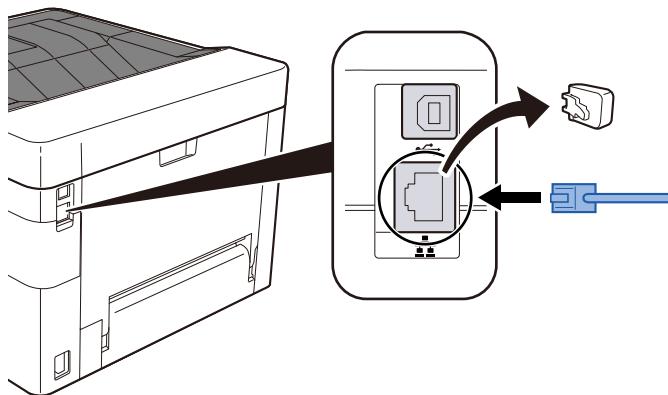Connect a USB cable to the machine.

⊘ IMPORTANT

If the power is on, turn the power switch off.

➡ Power off (page 42)

---

1 **Connect the cable to the machine.**

    1 Connect the USB cable to the USB interface connector.

    2 Connect the other end of the cable to the PC.

2 **Power on the machine.**

Is the print job paused?

Resume printing.

Are there a mixture of inaccessible addresses?

If you have configured wired and Wi-Fi networks with name resolution, you may have a mix of IP addresses (private addresses) on the other inaccessible network.

⊘ IMPORTANT

Only one host name and one domain name can be used on this machine. Please consider this limitation when setting the network operation.

1 **In Embedded Web Server RX, change the settings for name resolution of NetBEUI, DNS, etc., or change the network environment settings.**

➡ **Embedded Web Server RX User Guide**

Cannot print with USB drive / Does not recognize USB drive

Is the USB drive connected to the machine firmly?

Connect the USB drive firmly to the machine.

Are USB host settings set to [Block]?

1 **Change the USB host setting to [Unblock]**

Is the USB drive broken?

Use another USB drive.

While [Auto-IP] is already set to [On], the IP address is not assigned automatically

Is a value other than "0.0.0.0" entered for the link local address of TCP/IP(v4)?

1 **Enter "0.0.0.0" in IP Address of TCP/IP(v4).**

1 [Menu] key> [▲][▼] keys > [Network] >[OK] key > [▲][▼] keys > [Wired Netwk. Set] > [OK] key > [▲][▼] keys > [TCP/IP Settings] > [OK] key> [▲][▼] keys > [IPv4 Setting][OK] key

2 Enter "0.0.0.0" in IP Address.

➡ TCP/IP (IPv4) setting (page 54)

The machine is emitting steam in the area around the paper ejection slot

Is the temperature in the room where the machine is running low? Or was damp paper used?

Depending on the machine's printing environment and the condition of the paper, the moist contained in the paper may evaporate due to the heat generated during printing, and the water vapor emitted may look like smoke.

There is no problem, and you can continue printing. If the steam concerns you, raise the room temperature or replace the paper with a new dryer paper.
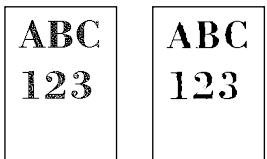
Even after replacing the toner container, the message to replace the toner container does not disappear

Corrective Actions

Make sure the rear cover, and other covers are closed.

Printed Image Trouble

Printouts are totally too light

Is the paper damp?

Replace the paper with new paper.

Is the media type set correctly?

Check if the media type setting is correct.

1 **[Menu] key > [▲] [▼] keys > [Print Settings] > [OK] key > [▲] [▼] keys > [Print Quality] > [OK] key > key**

2 **[▲] [▼] keys > Select the print density > [OK] key**

➡ [Media Type Set.] (page 196)

Have you set EcoPrint?

Set [EcoPrint] to [Off].

1 **[Menu] key > [▲] [▼] keys > [Print Settings] > [OK] key > [▲] [▼] keys > [Print Quality] > [OK] key**

2 **[EcoPrint] > [Off] [OK] keys**

Drum refresh needs to be performed.

1 **Display the screen**

　1 [Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Service Setting] > [OK] key > [▲][▼] keys > [Drum] > [OK] key

2 **Perform the Drum Refresh.**

　1 Select [Yes].

　Drum Refresh begins.

Are the developer unit and drum unit installed properly?

Install the developing unit and drum unit correctly.

➡ [Clean the inside of the main unit (page 316)](#)

Did you shake the toner container well?

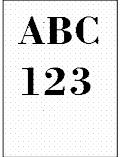Shake the toner container from side to side several times.

➡ [Even after replacing the toner container, the message to replace the toner container does not disappear (page 361)](#)

Is the paper damp?

Replace the paper with new paper.

➡ [Load paper (page 92)](#)

The white part of the image looks entirely gray

Have you changed the density?

Select appropriate density level.

1 **[Menu] key > [▲] [▼] keys > [□□□□] > [OK] key > [▲] [▼] keys > [□□□□] > [OK] key > [▲] [▼] keys > [□□□□] > [OK] key**

2 **[▲] [▼] keys > Select the print density > [OK] key**

➡ [Media Type Set.] (page 196)

Drum refresh needs to be performed.

1 **Display the screen**

   1 [Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Service Setting] > [OK] key > [▲][▼] keys > [Drum] > [OK] key

2 **Perform the Drum Refresh.**

   1 Select [Yes].

   Drum Refresh begins.

Black dots appear on the white background of the image

ABC
123

Drum refresh needs to be performed.

1 Display the screen

1 [Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Service Setting] > [OK] key > [▲][▼] keys > [Drum] > [OK] key

2 Perform the Drum Refresh.

1 Select [Yes].

Drum Refresh begins.

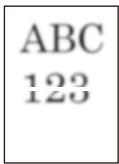**MC needs to be performed.**

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > [Service Setting] > [OK] key > [▲] [▼] keys > [MC] > [OK] key

2 Execute

1 Select [Yes].

Increase the setting value. When making adjustments, increase the current value by one level at a time. If the effect does not appear even after increasing the setting by one level, increase the setting by one more level. If the effect does not appear, reduce the original value by one level at a time. If the effect does not appear even after reducing the value by one level, try reducing the value by one more level. If the effect still does not appear, please change the value back to its original value.

Printed images are fuzzy or cut off

Are you using the machine in a place with high humidity or drastic temperature and humidity fluctuations?

Use the machine in an environment with appropriate humidity.

Drum refresh needs to be performed.

1 **Display the screen**

    1 [Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Service Setting] > [OK] key > [▲][▼] keys > [Drum Refresh] > [OK] key

2 **Perform the Drum Refresh.**

    1 Select [Yes].

    Drum Refresh begins.

Printed images are shifted

Is the paper loaded correctly?

Adjust the paper length guide and width guide of the cassette to fit the paper size.

➡ [Loading in the Cassettes (page 95)](#)

Irregular horizontal lines appear in the image

MC needs to be performed.

1 Display the screen

1 [Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > [Service Setting] > [OK] key > [▲] [▼] keys > [MC] > [OK] key

2 Execute

1 Select [Yes].

Increase the setting value. When making adjustments, increase the current value by one level at a time. If the effect does not appear even after increasing the setting by one level, increase the setting by one more level. If the effect does not appear, reduce the original value by one level at a time. If the effect does not appear even after reducing the value by one level, try reducing the value by one more level. If the effect still does not appear, please change the value back to its original value.

The usage environment is at a high altitude of 1000m or higher, and irregular horizontal white lines appear on the image.


1. **Select [Menu] key > [▲] [▼] keys > > [OK] key > [▲] [▼] keys > Service settings > [OK] key > [▲] [▼] keys > [Altitude Adj.] > [OK] key and set the altitude one level higher than the current setting.**

The usage environment is at a high altitude of 1000m or higher, and black dots appear in the image.

ABC
123

1 **Select [Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > Service settings > [OK] key > [▲] [▼] keys > [Altitude Adj.] > [OK] key and set the altitude one level higher than the current setting.**

Dirt on the top edge or back of the paper
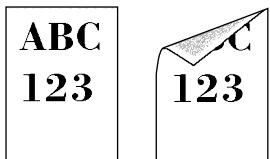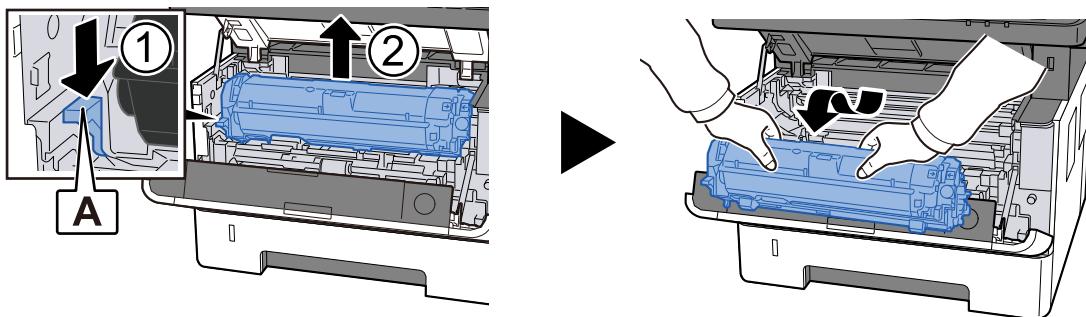

Is the inside of the machine dirty?

To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned when the toner container is replaced and when vertical streaks appear.

1 Open the top cover.
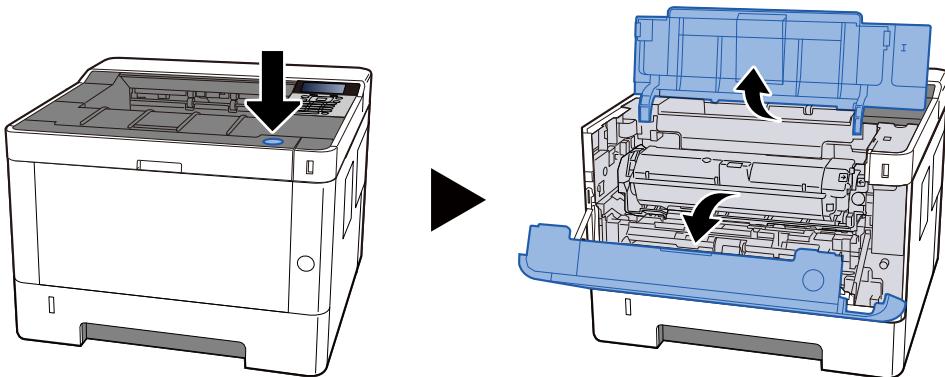
2 Remove Developer unit.

> ✓ **IMPORTANT**
>
> Do not touch the developing roller or subject it to impact. Print quality will deteriorate.

3 **Place the removed Developer unit on a clean, level surface.**
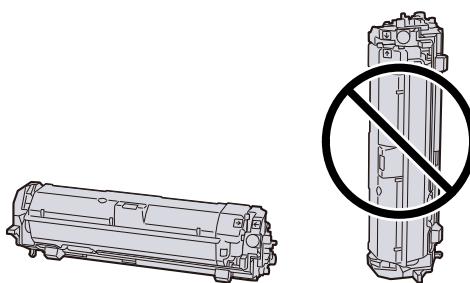
> 💡 **NOTE**
>
> Do not stand the Developer unit upright.

4 **Remove Drum unit**
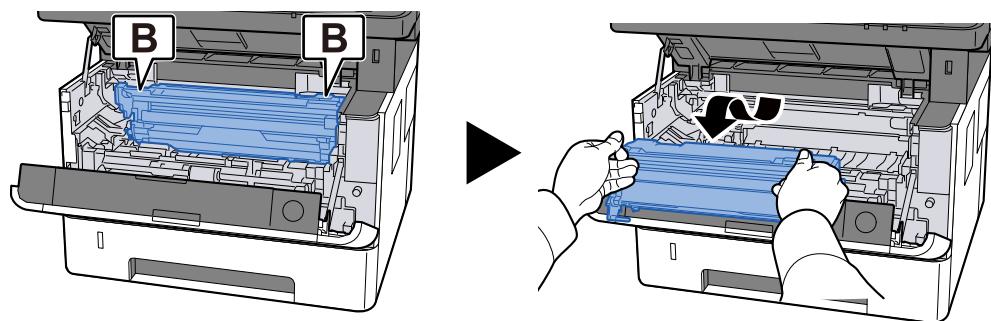
> 💡 **NOTE**
>
> Do not touch the drum part or subject it to impact. Also, if exposed to direct sunlight or strong light, print quality will deteriorate.

5 **Place the removed Drum unit on a clean, level surface.**
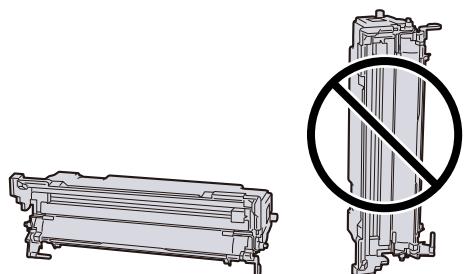
> 💡 **NOTE**
>
> Do not stand the Drum unit upright.

6 Wipe away the paper dust and dirt on Registration roller (metal) using a soft, dry cloth.
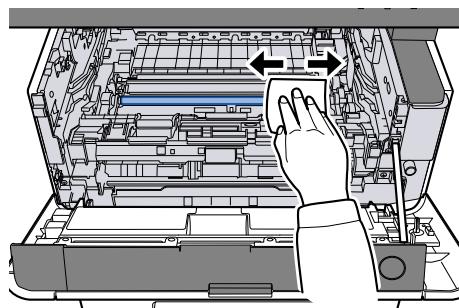
7 Slide the upper charger cleaner knob of the Drum unit to the left and right two or three times.
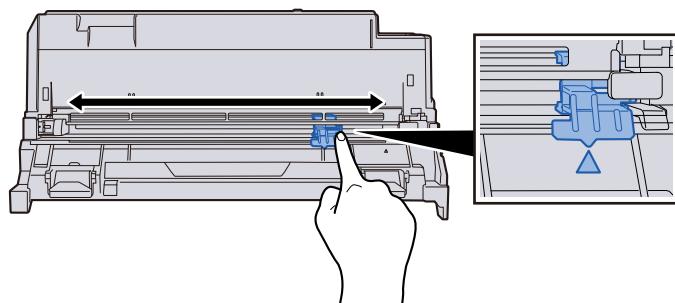
> 📝 **NOTE**
>
> - When cleaning the charger wire for the first time, remove the tape that secures the charger cleaner knob.
>
> - After cleaning, return the charger cleaner knob to its original position (CLEANER HOME POSITION)

8 Return the Drum unit.
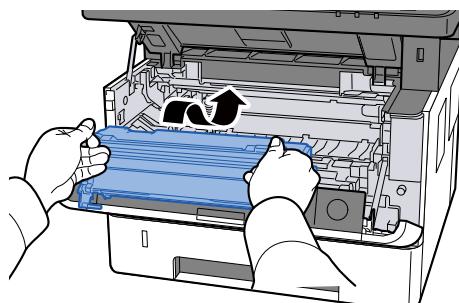
9 Return the Developer unit.
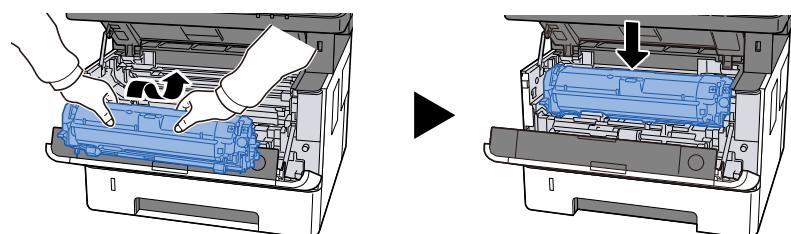
10 **Close the top cover.**
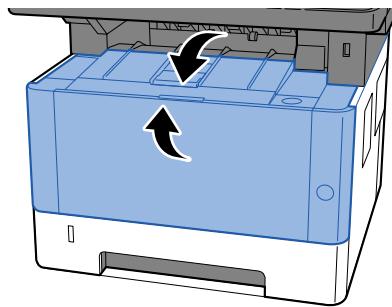
Part of the image is periodically faint or shows white lines
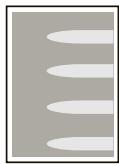
Is the Rear Cover 1 tightly closed?

Open the Rear Cover 1 and close it again.

Drum refresh needs to be performed.

1 **Display the screen**

    1 [Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Service Setting] > [OK] key > [▲][▼] keys > [Drum Refresh] > [OK] key

2 **Perform the Drum Refresh.**

    1 Select [Yes].

    Drum Refresh begins.

Lower the MC value.

1 **Display the screen**

    1 [Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > [Service Setting] > [OK] key

2 **Select a value larger than the current value by selecting [▲] [▼] keys > [MC] > [▲] [▼] keys**

3 **Print and check the image quality**

    Increase the value until it improves.

    NOTE

    If no improvement is seen, return to the original value.

A lighter version of the previous image remains and is repeatedly printed
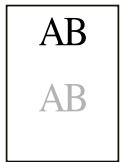
AB
AB

Is the media type set correctly?

Check if the media type setting is correct.

1 **[Menu] key > [▲] [▼] keys > [▯▯▯▯] > [OK] key > [▯▯▯▯▯▯▯] > [OK] key**

2 **Check the weight (paper thickness) for the paper type and change it to the correct value**

Increase the value of MC.

1 **Display the screen**

   1 [Menu] key > [▲] [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > [Service Setting] > [OK] key

2 **Select a value larger than the current value by selecting [▲] [▼] keys > [MC] > [▲] [▼] keys.**

3 **Print and check the image quality**

   Increase the value until it improves.

> 💡 **NOTE**
>
> If no improvement is seen, return to the original value.

Remote Operation

This function enables the system administrator to explain how to operate the panel and troubleshoot to user, by accessing operation panel of the machine at remote using browser and VNC software.

Executing Remote Operation from Browser

The supported Browser is as follows. We recommend the latest version of browser to use Remote Operation.

- Google Chrome (Version 21.0 or later)
- Microsoft Edge
- Mozilla Firefox (Version 14.0 or later)
- Safari (Version 5.0 or later)

This section describes the procedure for performing remote operations from Embedded Web Server RX using Google Chrome.

NOTE

To execute Remote Operation using other browsers, refer to the following:

➡ **Embedded Web Server RX User Guide**

---

1 Display the screen

1 [Menu]> key [Network Setting] > [OK] key > [▲] [▼] > [OK] key

2 Set [EnhancdVNC ov TLS]

➡ <u>ProtocolSettings (page 223)</u>

NOTE

You can configure the protocol settings using Embedded Web Server RX.

➡ **Embedded Web Server RX User Guide**

---

3 **Configure settings for remote operation.**

1 [Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [Remote Operation] > [OK] key > [▲] [▼] keys > [Off/On] > [OK] key > [▲] [▼] keys > [On] > [OK] key

2 [▲] [▼] key > [Use Restriction] > [OK] key > [▲] [▼] keys > [Off], select [Use Password] or [Admin. Only] > [OK] key

When you select [Use Password], enter the password in "New Password" and [Confirm Password], then select [OK].

➡ Remote Operation (page 235)

> **NOTE**
>
> You can configure settings for remote operation using Embedded Web Server RX.
>
> ➡ **Embedded Web Server RX User Guide**

4 **Restart the machine.**

➡ [Restart] (page 271)

5 **Start up the browser.**

Specify https: // [Host name of this Machine] and start Embedded Web Server RX.

➡ Accessing Embedded Web Server RX (page 85)

6 **[Device Information / Remote Operation] > [Remote Operation]**

7 **Click [Start].**

> **NOTE**
>
> - If the user is logged in to the device, the permission confirmation screen will be displayed on the operation panel. Select [Yes].
>
> - If pop-up blocking of the browser occurs during connection of the Remote Operation, select Always allow pop-ups from https:// [host name], and click [Completed]. Perform [Start] after waiting 1 minute or more.

When the Remote Operation is started up, the operation panel screen will be displayed on the system administrator's or user's PC screen.

Executing Remote Operation from VNC Software

1 **Display the screen**

1 [Menu] key > [▲] [▼] keys > [Network] > [OK] key > [▲] [▼] keys > [OK] key > [▲] [▼] keys [VNC (RFB)] > [OK] key [▲] [▼] keys

2 **[▲] [▼] keys > [On] > [OK] key**

> 💡 **NOTE**
>
> - If "VNC (RFB) over TLS" is set to On, the communication is encrypted.
> - You can configure the protocol settings using Embedded Web Server RX.
>   ➡ **Embedded Web Server RX User Guide**

3 **Startup the remote operation.**

1 Start up the VNC software.

2 Enter the following format separated by a colon to start up the remote operation.

"IP address: port number"

> 💡 **NOTE**
>
> When setting "VNC (RFB)" to On in step 2, the default port number is 9062. When "VNC (RFB) over TLS" is set to On, the default port number is 9063.
>
> ➡ ProtocolSettings (page 223)

Responding to Messages

If the touch panel or the computer displays any of these messages, follow the corresponding procedure.

NOTE

When contacting us, the serial number will be necessary. To check the serial number, refer to the following:

➡ Checking the Equipment's Serial Number (page 2)

"Access point was not detected." is displayed.

Check if the access point has been set correctly.

"Add paper in casset.1" is displayed.

Has the paper run out in the displayed paper source?

Replenish the paper.

➡ [Loading in the Cassettes (page 95)](#)

To print on paper from another paper source, select [Alt.]. To print on the selected paper, select the [OK] or [Continue] key.

Select [Cancel] to cancel the job.

"Load paper in MP tray." is displayed.

Does the paper source paper size setting not match the actual paper size that is fed?

There is no paper in the multipurpose tray that matches the print data. Set the paper. Select [OK] to resume printing.

To print with paper from another paper source, select [Paper]. Select the paper source from [Paper Selection] and then select the [OK] key.

Select [Cancel] to cancel the job.

"Box limit exceeded." is displayed.

Jobs cannot be saved because the specified box is full. The job is canceled.

Print or delete the original in the box, and then try again.

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 244)

"Performing >>###" is displayed.

The machine is in adjustment mode to maintain quality. Please wait.

"Can not connect to Authentication Sever." is displayed.

Does the machine time match the server's time?

- Set the machine time to match the server's time

  ➡ Setting Date and Time (page 52)

Is it properly registered with the authentication server?

- Enable User Login Administration.

  ➡ Enable User Login Administration (page 276)

- Set the network authentication server.

  - Check the connection status with the server.

  - Confirm that the computer name and password for the authentication server are correct.

Is the machine connected to the network correctly?

➡ Connecting LAN Cable (page 38)

➡ Network Setup (page 54)

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 244)

"Cannot connect to the server." is displayed.

Check the connection status with the server.

"Cannot connect." is displayed.

Wi-Fi or Wi-Fi Direct connection could not be completed.

Select [OK]. Returns to the previous screen.

Check the settings and signal conditions.

➡ [Wi-Fi Direct Set] (page 208)

"Cannot duplex print on this paper." is displayed.

Have you selected a size or type of paper that cannot be duplex printed?

To print on paper from another paper source, select [Paper]. Select the paper source from [Paper Selection] and then select the [OK] key.

Select [OK] key to cancel duplex printing and continue printing.

Select [Cancel] to cancel the job.

"Print overrun" is displayed

The job was paused because print processing is taking a long time.

Select [Continue] to restart the job.

To cancel the job, select [Cancel].

"Cannot perform remote printing. Job is canceled." is displayed.

Remote printing is prohibited.

The job is canceled. Select [OK].

"No multi copies. Press [OK]." is displayed.

Only one copy is available.

- Select [Continue] to continue printing.
- Select [Canceled] to cancel the job.

"Cannot execute this job. Restricted by Authorization settings." is displayed.

Restricted by the authorization settings.

The job is canceled. Select [OK].

Restricted by the job accounting.

The job is canceled. Select [OK].

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Auto Err. Clear (page 246)

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 244)

"Cannot read data in this ID Card." is displayed.

In registration process, the ID card information was not read correctly.

Hold the ID card over the ID card reader again. If the same message is displayed again, the ID card may not be compatible with this product. Replace it with another ID card.

"Cannot recognize." is displayed.

Check if your ID card is registered.

"Cannot recognize ID card." is displayed.

- Check if the USB connector of your ID card reader is correctly connected to the main unit.
- If [USB Host] in [I/F Block Set.] is set to [Block], change it to [Unblock].

"Cannot use the cassette below due to a failure." is displayed.

To continue as is, select [OK]. If repair is completed, select [Next].

"Shake the toner container." is displayed.

Open the top cover and take out the toner container. Shake the toner container well and set it again.

"Account error. Press [OK]." is displayed.

Failed to specify Job Accounting when processing the job externally.

The job is canceled. Select [OK].

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡️ Error Handling (page 244)

"Job not stored. Press [OK]." is displayed.

The job is canceled. Select [OK].

"Incorrect account ID. Press [OK]." is displayed.

The account ID was incorrect when processing the job externally.

The job is canceled. Select [OK].

"Job Accounting restriction exceeded. Press [OK]." is displayed.

Is the acceptable printing count restricted by Job Accounting exceeded?

The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more.

The job is canceled. Select [OK].

"KPDL error. Press [OK]." is displayed.

PostScript error has occurred.

The job is canceled. Select [OK].

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 244)

"Machine failure. Call service." is displayed.

Internal error has occurred.

Make a note of the error code displayed on the screen and contact service representative.

"Memory is full." is displayed.

The memory is full and the job cannot be continued.

Select [OK]. This job is [Cancel]. When insufficient memory occurred frequently, contact your dealer or service representative.

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡ Error Handling (page 244)

"Paper jammed in #." is displayed.

A paper jam has occurred.

If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the screen. Leave the machine on and follow the instructions to remove the jammed paper.

➡ [Jam Location Indicators (page 425)](#)

"Refreshing drum... Please wait." is displayed.

The machine is in adjustment mode to maintain quality.

Please wait.

"Please wait. Regulating the temperature..." is displayed.

The machine is in adjustment mode to maintain quality.

Please wait.

"Overwriting." is displayed.

The security function is running.

Please wait.

"Error occurred. Turn the power switch off and on." is displayed.

error has occurred.

"The device cannot be connected because allowed connections would be exceeded." is displayed.

Are you connecting more than the maximum number of Wi-Fi Direct connections?

Disconnect the devices that you are not using, or set the [Disconnect Timer] of this unit to disconnect the devices.

➡ [Wi-Fi Direct Set] (page 208)

"MaliciousPRG detected Delete the program. Contact the admin." is displayed.

Execution was aborted due to a possible malware program.

Please contact the administrator.

"RAM disk error. Press [OK]." is displayed.

A RAM disk error has occurred.

The job is canceled. Select [OK].

➡

"Replace MK." is displayed.

Contact your service representative

The maintenance kit needs to be replaced.

The maintenance kit needs to be replaced at every 100,000 pages of printing.

"RAM disk error. Press [OK]." is displayed.

Contact your service representative

After replacing the parts, follow the steps below:

1 **[Menu] key > [▲][▼] keys > [Adjust/Maint.] > [OK] key > [▲][▼] keys > [Maint(Cass1)] to [Maintenance (Cassette 3)] > [OK] key**
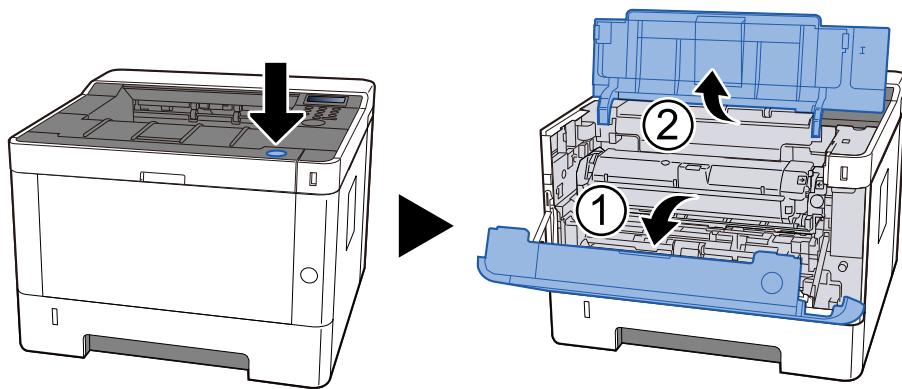
"Replace toner." is displayed.

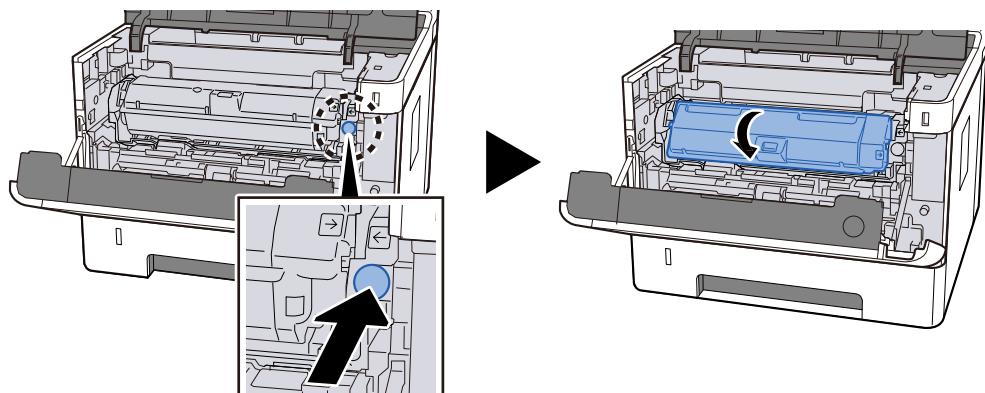Replace the toner container to our specified toner container.

⚠ CAUTION

Do not attempt to incinerate parts which contain toner. Dangerous sparks may cause burns.

Here, we'll explain the procedures for replacing the toner container.

1 **Open the top cover.**

2 **unlock**

3 **Remove the toner container.**

415
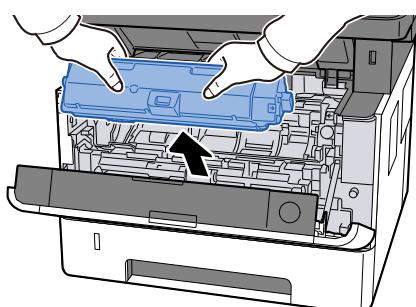
4 **Put the toner container into the toner container collection bag.**
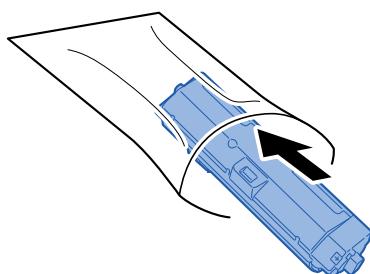
5 **Remove the new toner container from the box.**

✅ **IMPORTANT**

Do not touch the points shown below.

---
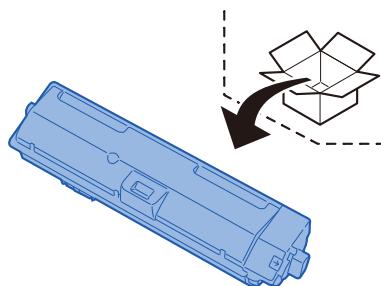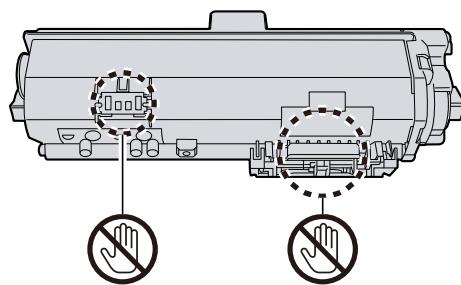
6 **Shake the toner container 5 to 6 times.**
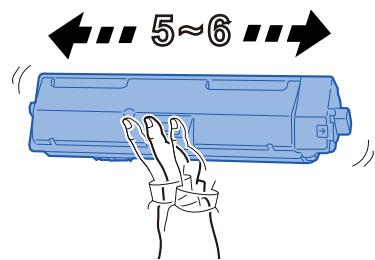
7 **Install the toner container.**
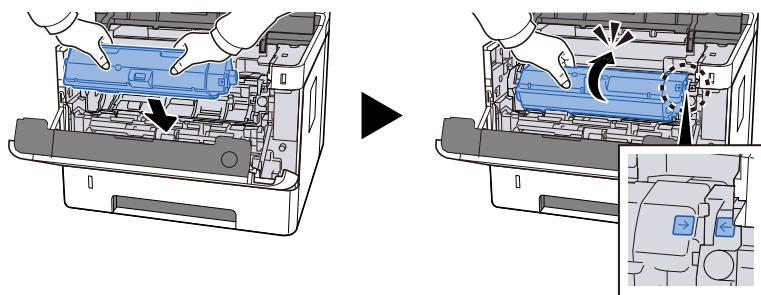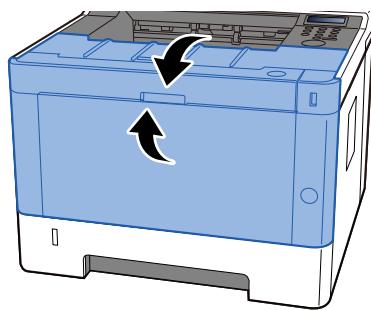
8 **Close the top cover.**

> **NOTE**
>
> - If the front cover does not close, check that the new toner container is installed correctly.
> - Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

"Toner is low." is displayed.

It is almost time to replace the toner container.

Obtain a new toner container.

"Toner type mismatch." is displayed.

Does the type of toner you have match the model?

"USB Drive error. Press [OK]." is displayed.

Is the USB drive write-protected?

An error occurred in the USB drive. The job is canceled. Select [OK].

The following error code is displayed:

01: Connect a writeable USB drive.

An error occurred in the USB drive.

The job is canceled. Select [OK].

The following error code is displayed:

01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON.

If the error still occurs, divide the file into smaller files. If the error persists, the USB drive is not compatible with the machine. Use the USB drive formatted by this machine. If the USB drive cannot be formatted, it is damaged. Connect a compatible USB drive.

NOTE

If Auto Error Clear is set to [On], the process will resume automatically after a set period of time. For details, refer to the following:

➡

"High temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Low temperature." is displayed.

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

Adjustment/Maintenance

Overview of Adjustment/Maintenance

If there is an image problem and the message to run adjustment or maintenance menu appears, run Adjustment/ Maintenance in the system menu.

The table below lists the primary items you can carry out.

Item	Description
[Drum]	Remove image blur and white dots from the printout.
[Altitude Adj.]	Set this if irregular horizontal white streaks or black dots appear in images when using the machine at a high altitude of 1000 m or higher. Select the altitude that corresponds to the usage environment. If the problem persists, please select an altitude one step higher than the current setting.
[MC]	Set this when the following problems occur with images. • The white part of the image looks entirely gray • Black dots appear on the white background of the image • Irregular horizontal lines appear in the image • Part of the image is periodically faint or shows white lines • A lighter version of the previous image remains and is repeatedly printed

Perform image adjustment

1 **Display the screen**

[Menu] key > [▲] [▼] keys > [Adjust/Maint.] > [OK] key > [▲] [▼] keys > [Service Setting] [OK] keys >

2 **Execute**

1 Select the item to execute.

2 For [Drum Are you sure?], select [Yes]. For [Altitude Adj.] or [MC], change the setting and select the [OK] key.

Clearing Paper Jams

If a paper jam occurs, the LCD panel will display and the machine will stop.

Jam Location Indicators
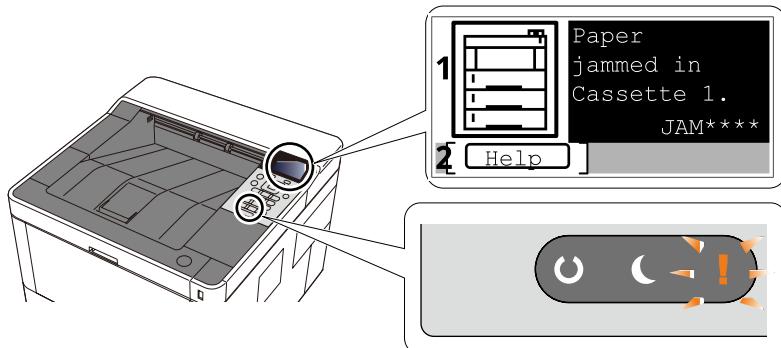
1 Shows the location of a paper jam.

2 Shows the Help screen. The Help screen shows the procedure to clear the jam.

> **NOTE**
>
> For the Help screen, refer to the following:
>
> ➡ Help Screen (page 47)

If a paper jam occurs, the location of the jam will be displayed on the touch panel as well as the clearing instructions.
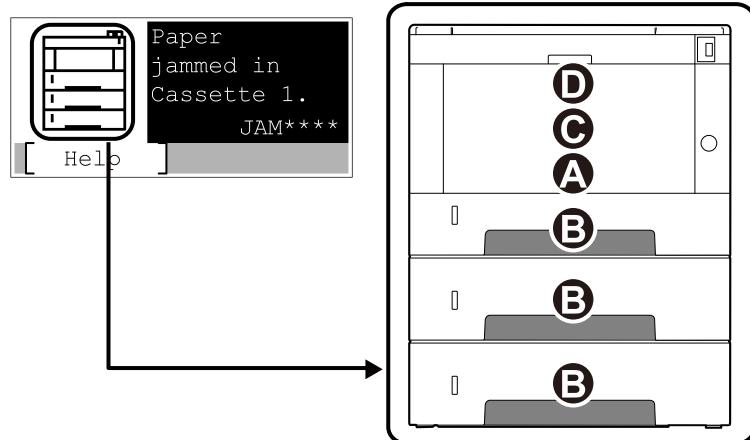
Paper Jam Location Indicator	Paper Jam Location
A	MultipurposeTray ➡ Remove any jammed paper in the Multipurpose Tray (page 427)
B	Cassette 1 to 3 ➡ Remove paper jams from Cassette 1 to Cassette 3 (page 428)
C	Inside the machine ➡ Remove the paper jammed inside the machine (page 430)

Paper Jam Location Indicator	Paper Jam Location
D	Rear Cover and Duplex Unit ➡ Remove any jammed paper in Rear Cover and Duplex Unit (page 435)

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Remove any jammed paper in the Multipurpose Tray

⚠ CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

1 Remove any jammed paper.
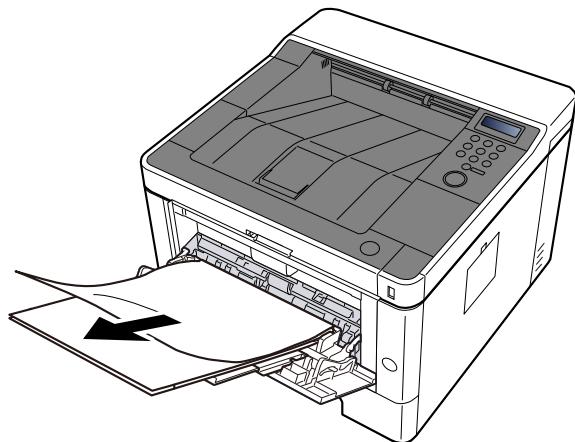
2 Remove all the paper.

3 Reload the paper
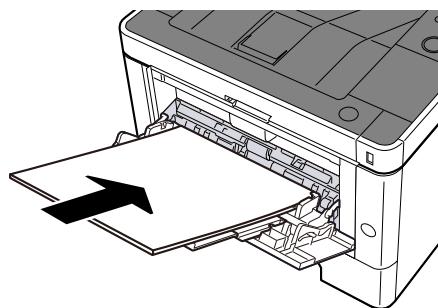
Remove paper jams from Cassette 1 to Cassette 3

The procedure for handling paper jams in cassette 1 to cassette 3 is the same. Cassette 1 is used as an example here.

⚠ CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.

---

1 **Pull Cassette 1 out toward you until it stops.**
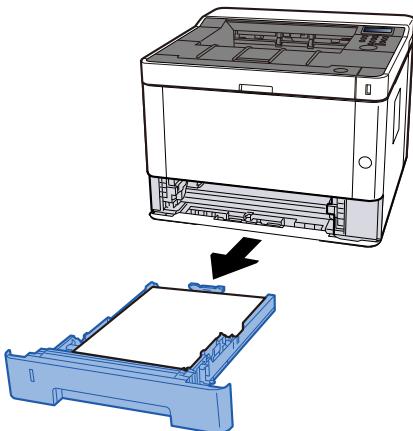
2 **Remove any jammed paper.**
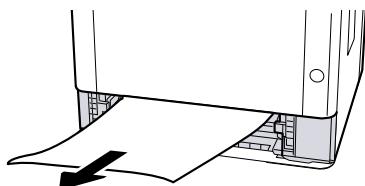
3 **Push Cassette 1 back in.**
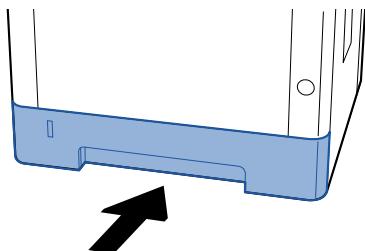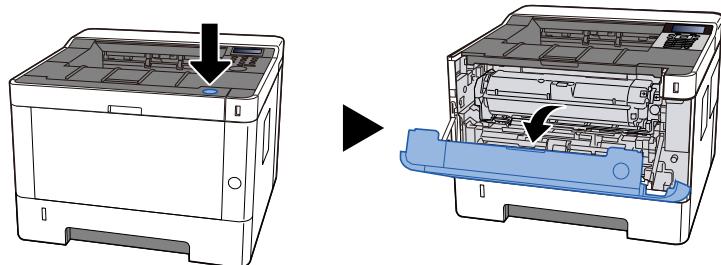
4 **Open the top cover.**

5 **Close the top cover.**
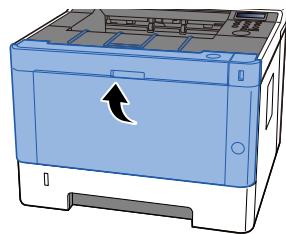
Remove the paper jammed inside the machine

⚠ CAUTION

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
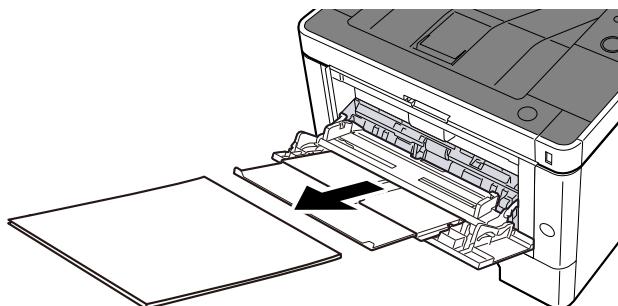
1 **Pull Cassette 1 out toward you until it stops.**
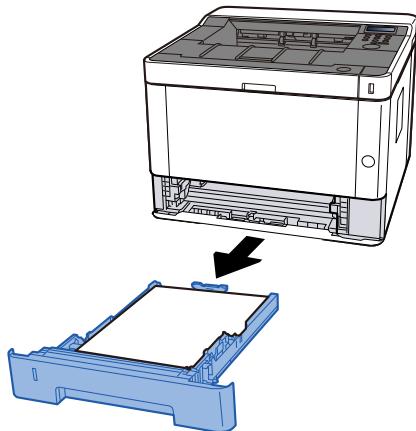
2 **Remove any jammed paper.**
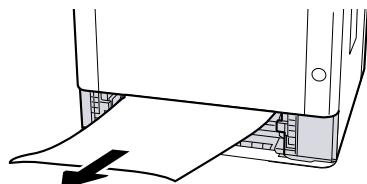
3 **Push Cassette 1 back in.**
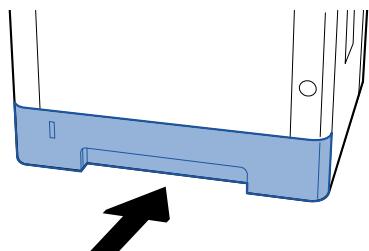
4 **Open the top cover.**
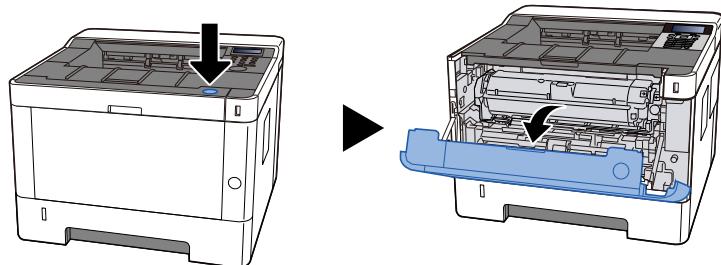
5 **Remove the toner container and developer unit**
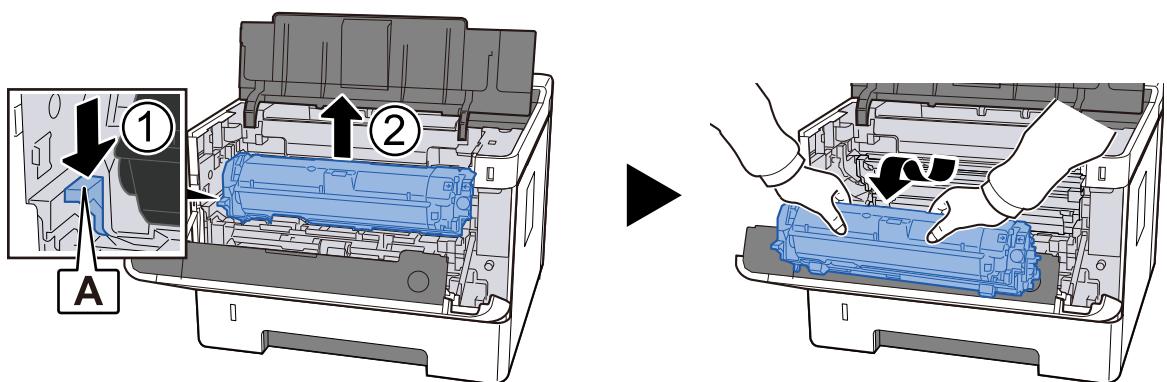
✓ IMPORTANT

Do not touch the developing roller or subject it to impact. Print quality will deteriorate.

6 **Place the removed toner container and developer unit on a clean, level surface.**
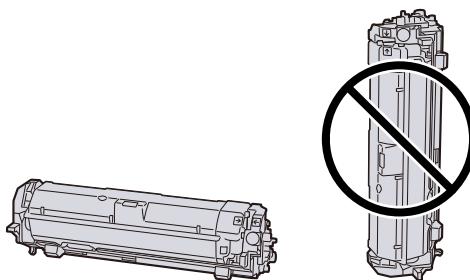
✅ **IMPORTANT**

Do not place the toner container and developer unit upright.

7 **Take out the drum unit**
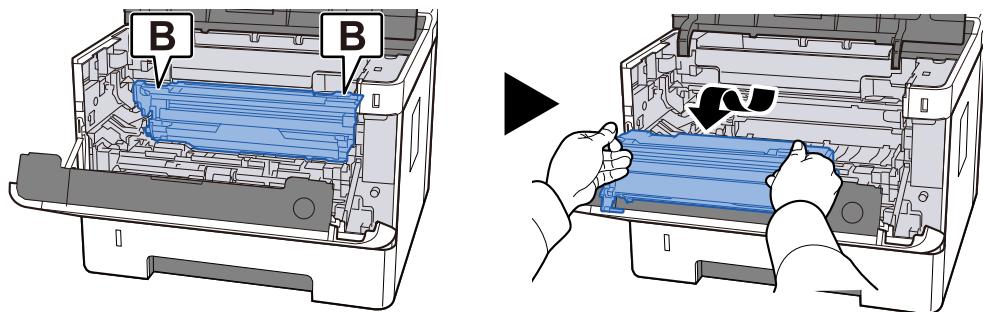
✅ **IMPORTANT**

- When removing the drum unit, some parts are very hot. Exercise caution as there is a risk of burn injury.

- Do not touch the drum part or subject it to impact. Also, if exposed to direct sunlight or strong light, print quality will deteriorate.

8 **Place the removed drum unit on a clean, level surface.**
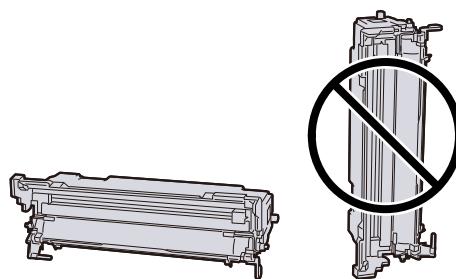
> **✓ IMPORTANT**
> Do not stand the drum unit upright.

9 **Open feed cover C.**

C
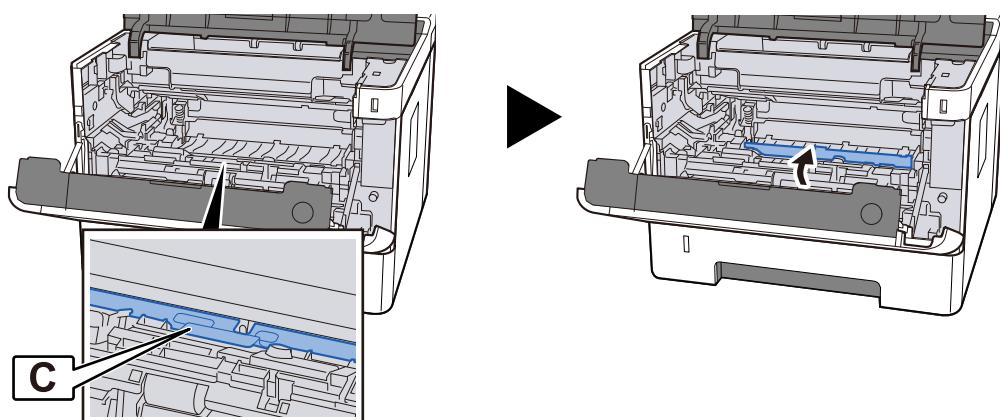
10 **Remove any jammed paper.**
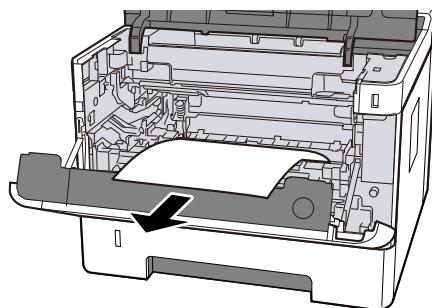
11 **Close feed cover C.**
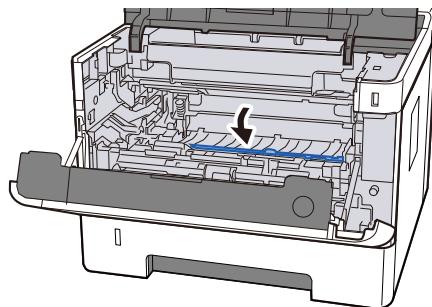
12 **Return the drum unit**
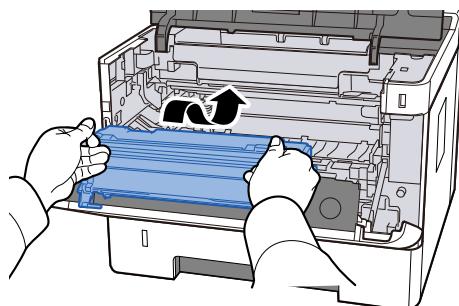
13 **Return the toner container and developer unit**
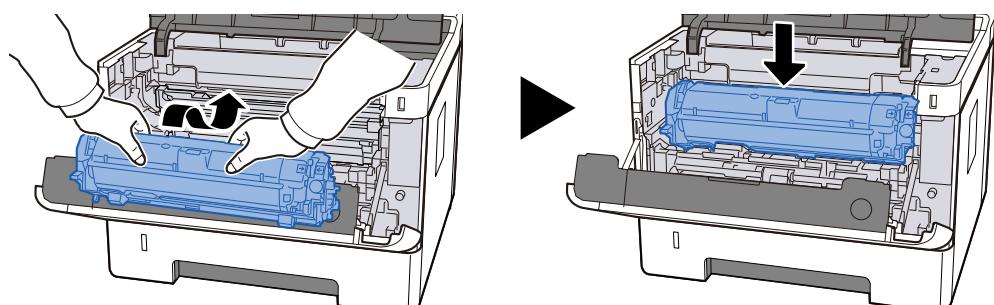
14 **Close the top cover.**
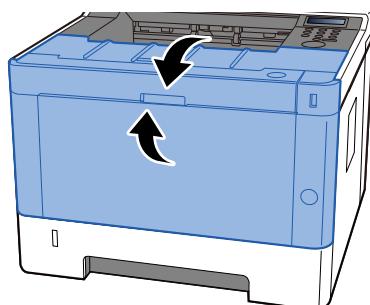
Remove any jammed paper in Rear Cover and Duplex Unit

> ✅ **IMPORTANT**
>
> Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

1 **Open the rear cover.**
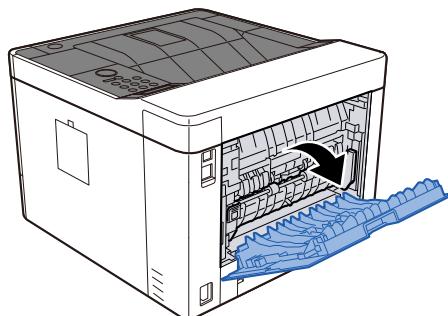
2 **Remove any jammed paper.**
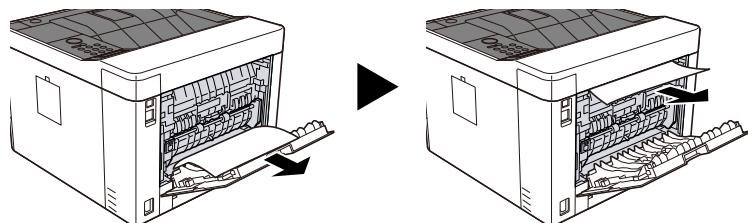
3 **Open the fixed cover D.**
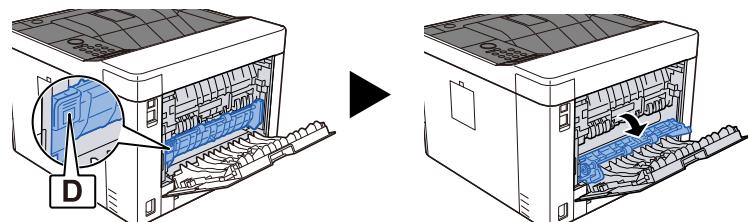
4 **Remove any jammed paper.**
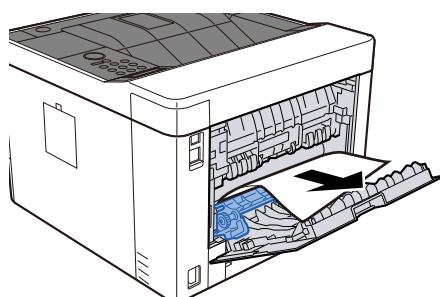
5 Pull Cassette 1 out toward you until it stops
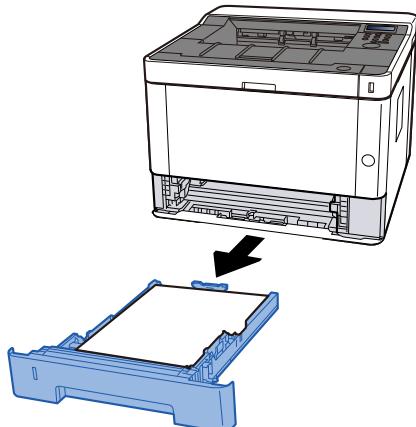
6 Open the feed cover.
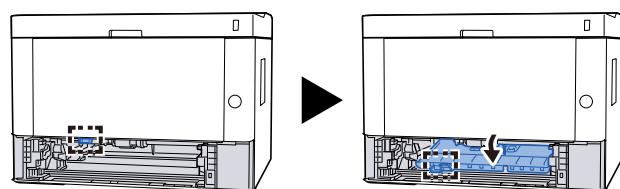
7 Remove any jammed paper.
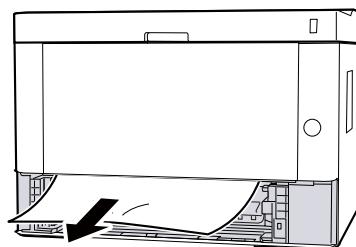
8 Return the feed cover to the original position.
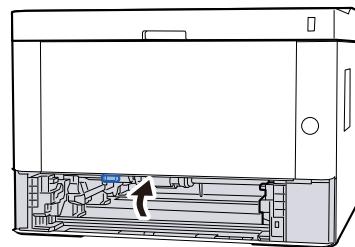
9 **Push Cassette 1 back in.**
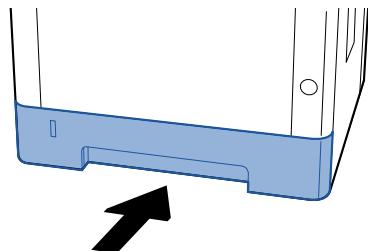
10 **Return the Rear Cover to the original position.**
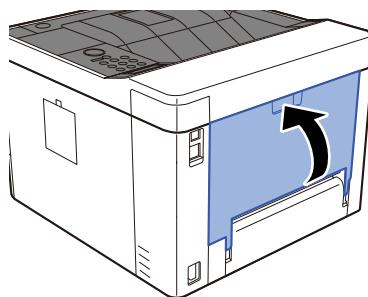
11 **Open the top cover.**
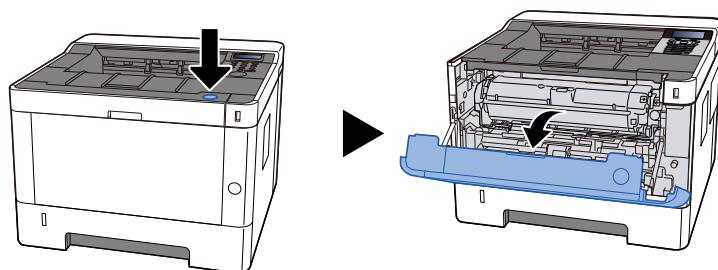
12 **Close the top cover.**
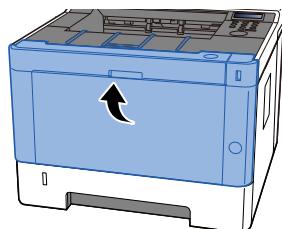
11 Appendix

Optional Equipment

Option configuration

The following enhancements are available for this model.

(1) Card Authentication Kit(B) AC

(2) PF-1100

(3) UG-50

(4) SD Memory Card
SDHC Memory Card

Software option
(A) UG-33 AC
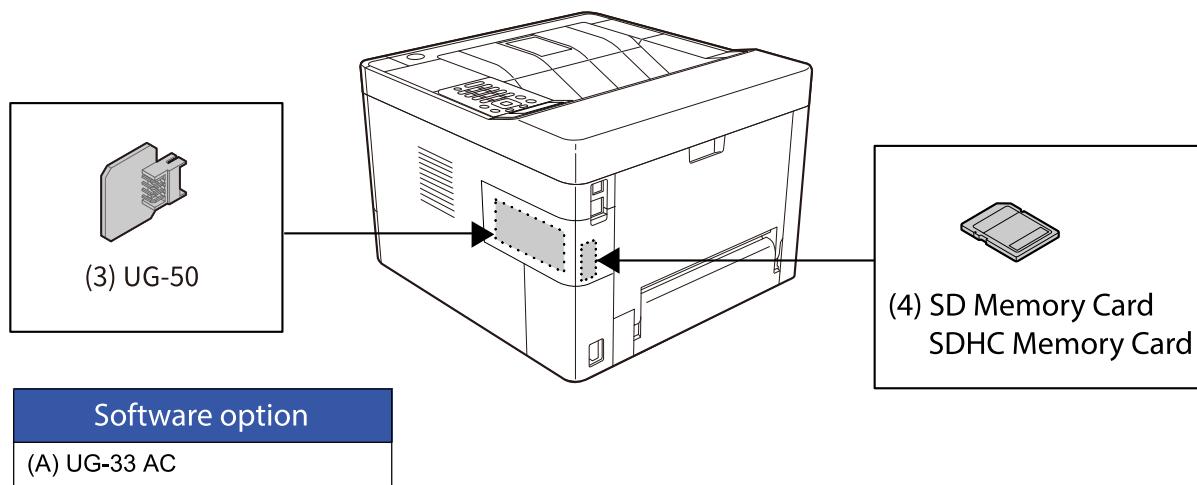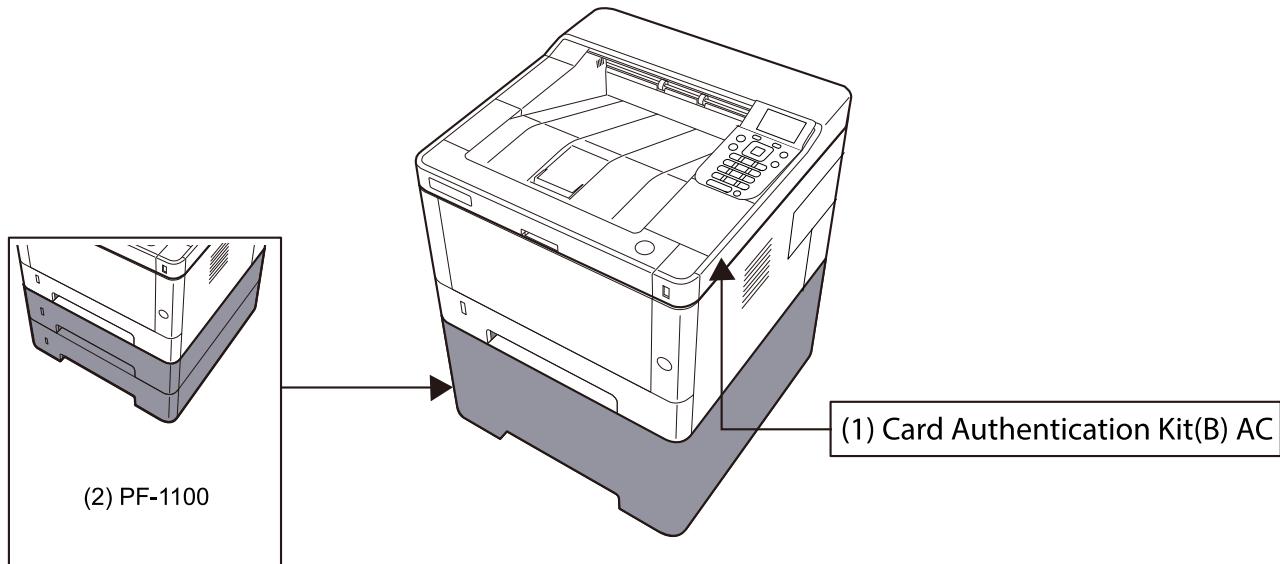
1 Card Authentication Kit(B) AC <Card authentication kit (Activate)>

It is possible to make the user authentication with ID card. In order to perform the user authentication with ID card, ID card information has to be registered to the local user list in advance.

2 PF-1100 <Paper Feeder>

It is possible to add 2 drawers that is same as the cassette of the main unit.

The way of loading paper is same as the standard cassette.

3 UG-50 < Trusted Platform Module>

You can secure sensitive information with this option. The encryption key used to encrypt confidential information on this machine is stored in a dedicated storage area on the TPM chip. Since this storage area cannot be read from outside the TPM, confidential information can be safely protected.

4 SD Memory Card/SDHC Memory Card

SD/SDHC memory card is the micro-chip card that the option font, macro, form, etc. can be written. Insert SDHC memory card (Max. 32GB) and SD memory card (Max. 2GB) into the memory card slot.

NOTE

If removing the TPM chip after the data encryption function is enabled, the machine will stop working.

Software option

A. UG-33 AC <ThinPrint expansion kit (Activate)>

It is possible print the print data directly even without the print driver.

Reading the SD/SDHC Memory Card

Once inserted in the machine's slot, the contents of the SD/SDHC memory card can be read from the operation panel or automatically when you power on or reset the machine.

Overview of the Applications

The applications listed below are installed on this machine.

- ThinPrint expansion kit (Activate)ThinPrint expansion kit (Activate)

  This can be used on a trial basis for a limited time.

- Authentication kit (Activate)

  This can be used on a trial basis for a limited time.

NOTE

- Restrictions such as the number of times the application can be used during the trial period differ depending on the application.
- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.

Starting Application Use

The procedure for starting use of the application is as follows.

1 **[Menu] key > [▲][▼] keys > [Op Functions] > [OK] key**

NOTE

If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 **Select the desired application and select the [OK] key.**

3 **[▲][▼] keys > [License On] > [OK] key**

NOTE

You can view detailed information on the selected application by selecting [Detail].

4 **[▲][▼] keys > [Official] > [OK] key**

To use the application as a trial, select [Trial] without entering the license key.

5 **Enter the license key > [OK] key**

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 6.

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6 **Select [Yes].**

> **NOTE**
>
> If you start the ThinPrint Option and enter the license key, you need to turn the power OFF/ON.

Checking Details of Application

The procedure for checking details of the application is as follows.

1 **[Menu] key > [▲][▼] keys > [Op Functions] > [OK] key**

> **NOTE**
>
> If the user authentication screen appears, log in with a user who has the privilege to configure this setting. If you do not know your login user name or password, please contact your administrator.

2 **Select the desired application and select the [OK] key.**

3 **[▲][▼] keys > [Detail] > [OK] key**

You can reference detailed information for the selected application. Select the [▶] key to display the next page. Select the [◀] key to return to the previous page.

The items that can be referenced are as follows:

- Function Name
- Start Usage
- Trial Count
- Expiration Date
- Status

> **NOTE**
>
> To extend the trial period, perform the following procedure.
>
> [◀][▶] key > [Date of Trial] > [Extend] > [Yes]

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Character Entry Method

The text entry screen used for entry of things like names is explained below.

Key used

Use the keys below to enter text.
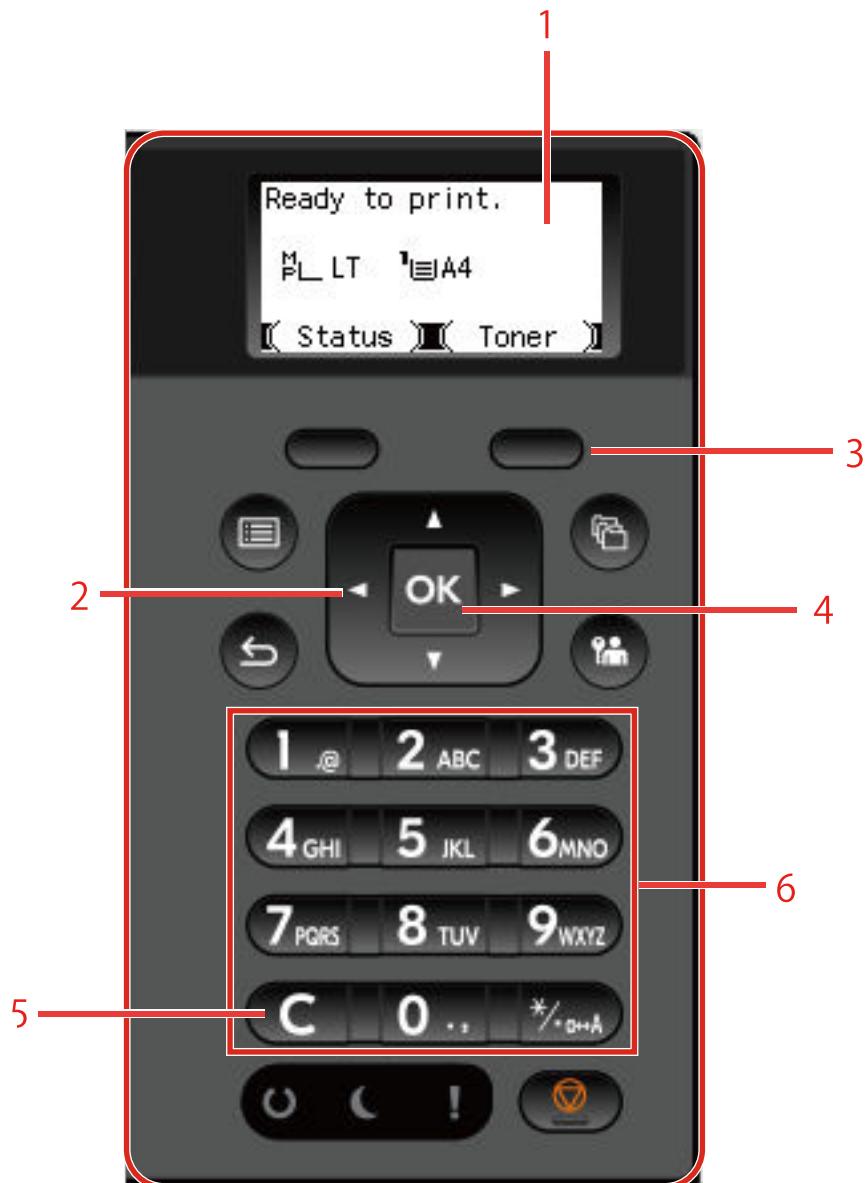
1 Message display

The entered text is displayed.

2 Arrow key

Select when moving the cursor of the text display portion or when selecting text from the text list.

3 Right selection key

Select if you are going to select the type for entered text. Only enabled when the key tab is displayed on the LCD panel.

4 [OK] key

Confirm the entered text.

5 [Clear] key

Delete a character at the cursor position. Or, if the cursor is at the end of a line, delete the character to the left of the cursor.

6 Numeric Keypad

Select if entering text, values or symbols.

Selecting Type of Characters

To enter characters, the following three types are available:

Types	Description
ABC	To enter alphabets.
123	To enter numerals.
Symbols	To enter symbols.

In a character entry screen, select [Text] to select the type of characters you want to enter.
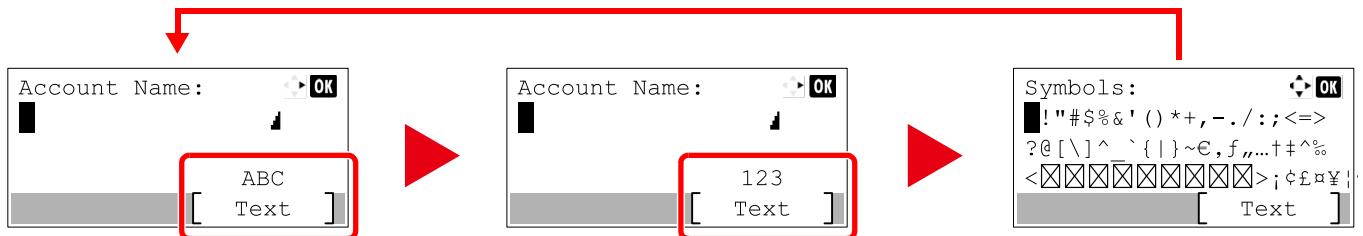
Each time you select [Text], the character type switches as follows: [ABC], [123], [Symbols]

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Characters That Can be Entered Using the Numeric Keys

The following table lists the characters that can be entered using the numeric keys.

Enter key	Characters (Each press of a key changes the character in the order from left to right.)
1 .@	. @ - _ /: ~ 1 (Repeats from the first character on the left) 1 (During number entry)
2 ABC	a b c A B C 2 (Repeats from the first character on the left) 2 (During number entry)
	d e f D E F 3 (Repeats from the first character on the left) 3 (During number entry)
4 GHI	g h i G H I 4 (Repeats from the first character on the left) 4 (During number entry)
3 DEF 5 JKL	j k l J K L 5 (Repeats from the first character on the left) 5 (During number entry)
6 MNO	m n o M N O 6 (Repeats from the first character on the left) 6 (During number entry)
7 PQRS	p q r s P Q R S 7 (Repeats from the first character on the left) 7 (During number entry)
8 TUV	t u v T U V 8 (Repeats from the first character on the left) 8 (During number entry)
9 WXYZ	w x y z W X Y Z 9 (Repeats from the first character on the left) 9 (During number entry)
0 .,	. , - _ '!? (space) 0 (Repeats from the first character on the left) 0 (During number entry)
*/. a↔A	Select to change the character in the cursor position between upper case and lower case. "*" or "." (During number entry)

Entering Symbols

Symbols can be entered.

1 **Select the [#] key. Displays the symbol list.**

```
Symbols:            ◆ OK
█!"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<‹'"'•––˜™>¡¢£¤¥¦§¨©ª
[       Text      ]
```
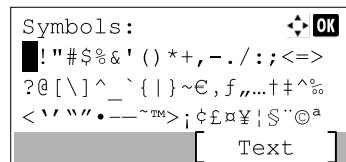
2 **Select the [▲][▼][▶][◀] key to move the cursor and select the symbol to be entered.**

```
Symbols:            ◆ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<‹'"'•––˜™>¡¢£¤¥¦§¨©ª
[       Text      ]
```
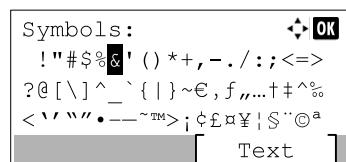
3 **Select the [OK] key. The selected symbol is entered.**

```
Account Name:       ◆ OK
R&█                  ◢

                ABC
[       Text      ]
```

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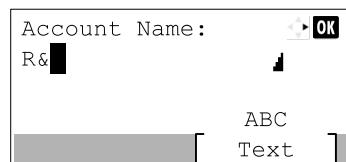
Entering Characters

Follow the steps shown below to enter "R&D" for example.

1 **Select the [7] key three times. [r] is entered.**

```
Account Name:        ‹ OK
r                        ◢
                        ABC
                    [   Text   ]
```
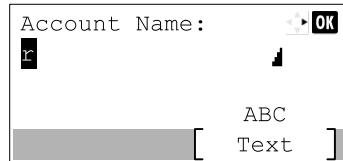
2 **Select the [*/.] key. [r] changes to [R].**

```
Account Name:        ‹ OK
R                        ◢
                        ABC
                    [   Text   ]
```
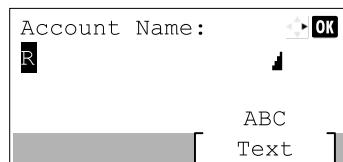
3 **Select the [▶] key. The cursor moves to the right.**

```
Account Name:        ‹ OK
R                        ◢
                        ABC
                    [   Text   ]
```
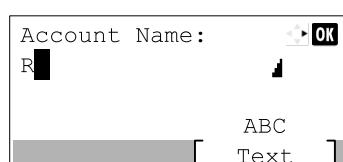
4 **Select the [#] key. Displays the symbol list.**

```
Symbols:             ‹ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<'''"•——™>¡¢£¤¥¦§¨©ª
                    [   Text   ]
```
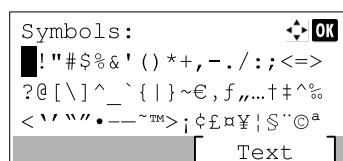
5 **Select the [▲] or [▼] key to move the cursor and select [&].**

```
Symbols:             ‹ OK
 !"#$%&'()*+,-./:;<=>
?@[\]^_`{|}~€,ƒ„…†‡^‰
<'''"•——™>¡¢£¤¥¦§¨©ª
                    [   Text   ]
```
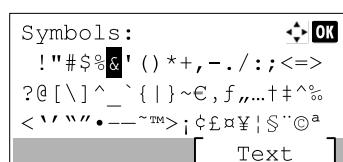
6 **Select the [OK] key. [&] is entered.**

```
Account Name:        ‹ OK
R&                       ◢
                        ABC
                    [   Text   ]
```

449
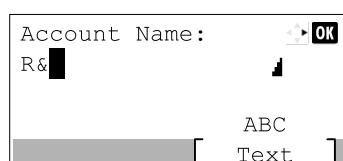
7 **Select the [3] key four times. [D] is entered.**

```
Account Name:      ⬦OK
R&D              ◢

                   ABC
              [  Text  ]
```

8 **Select the [▶] key.**

```
Account Name:      ⬦OK
R&D              ◢

                   ABC
              [  Text  ]
```
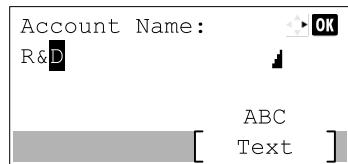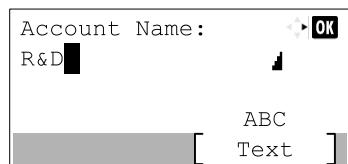
In the login operation settings, select and enter[Text]

The login screen displayed when user management is enabled may require different input methods depending on the settings.

For the procedure for configuring login operation settings, refer to the following:

1 **Select the [▲] [▼] [▶] [◀] key to move the cursor and select the character to be entered.**

```
Login User Name:    ⬍ OK
█
 abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
            [ Complete ]
```
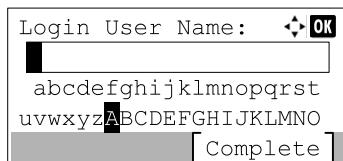
2 **Select the [OK] key. The selected character is entered.**

```
Login User Name:    ⬍ OK
A
 abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
            [ Complete ]
```
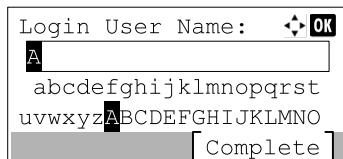
You can go back one character by selecting the [Clear] key.

3 **When the entry is complete, select [Complete].**

```
Login User Name:    ⬍ OK
Admin
 abcdefghijklmnopqrst
uvwxyzABCDEFGHIJKLMNO
            [ Complete ]
```
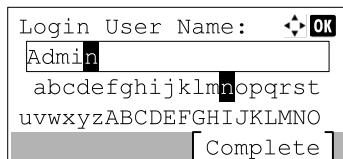
About Paper

This section explains the paper sizes and types that can be used in the paper source.

For details on the sizes, types, and number of sheets of paper that can be loaded in each paper tray, refer to the following:

➡

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine.

Item	Specifications
Weight	Cassettes: 60 to 163 g/m^2
	Multipurpose tray: 60 to 220 g/m^2
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture Content	4 to 6%
Pulp content	80% or more

NOTE

Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Using such paper can cause poor print quality. In addition, poor paper feeding can cause paper jams and shorten the life of the machine. Use paper with a smooth and even surface. However, do not use paper that has been surface-treated, such as coating, as it may damage the drum and fusing unit.

Ingredients

Do not use paper such as paper that has been coated or surface-treated or paper that contains plastic or carbon. Those types of paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use standard paper that contains at least 80% pulp. Be sure to use standard paper with 20% or less of the paper content consisting of cotton or other fibers.

Smoothness

The paper surface should be smooth, but it must be uncoated. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams. Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area.

In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper.

Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic chargeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the box to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity:

The density of the paper fibers.

Stiffness:

Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl:

Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity:

During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness:

Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality:

Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging:

Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

Specially treated paper:

We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Paper Sizes that can be Used with This Machine

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Paper Size	Cassette 1 to 3	MultipurposeTray
Envelope Monarch (3-7/8 × 7-1/2")	Paper of this size cannot be set	Paper of this size can be set
Envelope #10 (4-1/8 × 9-1/2")	Paper of this size cannot be set	Paper of this size can be set
Envelope DL (110 × 220 mm)	Paper of this size cannot be set	Paper of this size can be set
Envelope C5 (162 × 229 mm)	Paper of this size cannot be set	Paper of this size can be set
Executive (7-1/4 × 10-1/2")	Paper of this size can be set	Paper of this size can be set
Letter	Paper of this size can be set	Paper of this size can be set
Legal	Paper of this size can be set	Paper of this size can be set

Paper Size	Cassette 1 to 3	MultipurposeTray
A4 (297 × 210 mm)	Paper of this size can be set	Paper of this size can be set
B5 (257 × 182 mm)	Paper of this size can be set	Paper of this size can be set
A5-R	Paper of this size can be set	Paper of this size can be set
A5 (210 × 148 mm)	Paper of this size can be set	Paper of this size can be set
A6 (148 × 105 mm)	Paper of this size can be set	Paper of this size can be set
B6 (182 × 128 mm)	Paper of this size cannot be set	Paper of this size can be set
Envelope #9 (3-7/8 × 8-7/8")	Paper of this size cannot be set	Paper of this size can be set
Envelope #6 (3-5/8 × 6-1/2")	Paper of this size cannot be set	Paper of this size can be set
ISO B5 (176 × 250 mm)	Paper of this size can be set	Paper of this size can be set
Hagaki (Cardstock) (100 × 148 mm)	Paper of this size cannot be set	Paper of this size can be set
Oufuku hagaki (Return postcard) (148 × 200 mm)	Paper of this size cannot be set	Paper of this size can be set
Oficio II	Paper of this size can be set	Paper of this size can be set
216 × 340 mm	Paper of this size can be set	Paper of this size can be set
16K (273 × 197 mm)	Paper of this size can be set	Paper of this size can be set
Statement	Paper of this size can be set	Paper of this size can be set
Folio (210 × 330 mm)	Paper of this size can be set	Paper of this size can be set
Youkei 4 (105 × 235 mm)	Paper of this size cannot be set	Paper of this size can be set
Youkei 2 (114 × 162 mm)	Paper of this size cannot be set	Paper of this size can be set
Nagagata 3	Paper of this size cannot be set	Paper of this size can be set
Nagagata 4	Paper of this size cannot be set	Paper of this size can be set
Yougata 3	Paper of this size cannot be set	Paper of this size can be set
Size Input	Cassette: 105×148 to 216×356 mm Multipurpose Tray: 70 × 148 to 216 × 356 mm	

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprint
- Bond paper
- Recycled paper
- Thin paper
- Letterhead
- Colored Paper
- Prepunched paper
- Envelopes
- Hagaki (Cardstock)
- Thick Paper
- Labels
- Coated Paper
- High-quality paper

When using these paper and media, choose those that are designed specifically for copiers or page printers (such as laser printers). Use the multipurpose tray for thick paper, envelopes, cardstocks, and label paper.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multipurpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

Heat resistance	Must withstand at least 190°C
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Labels

Be sure to feed labels from the multipurpose tray

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

When printing onto labels, you must be liable for the print quality and possible trouble.

Top sheet
Adhesive
Carrier sheet

Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.

Allowed · Not allowed

Top sheet

Carrier
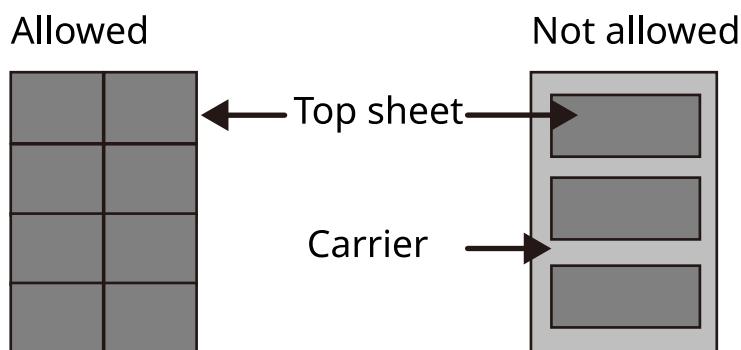
Use label paper that conforms to the following specifications.

Top sheet weight	44 to 74 g/m^2
Basis weight(overall paper weight)	104 to 151 g/m^2
Top sheet thickness	0.086 to 0.107 mm
Overall paper thickness	0.115 to 0.145 mm
Moisture Content	4 to 6 % (composite)

Hagaki (Cardstock)
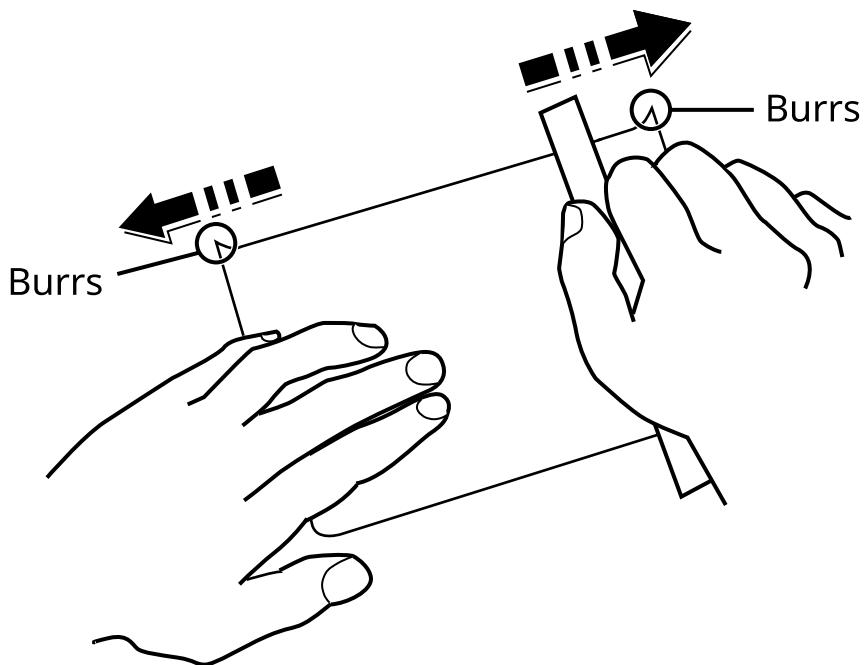
Before loading Hagaki (Cardstock) into the multipurpose tray, fan them and align the edges. If the Hagaki (Cardstock) paper is curled, straighten it before loading. Printing onto curled Hagaki (Cardstock) may cause jams.

Use unfolded Oufuku hagaki (Return postcard) (available at post offices). Some Hagaki (Cardstock) may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki (Cardstock) on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Envelopes should be fed from the MP tray with the print-side down or the cassette and the optional paper feeder with the print-side up.

NOTE

Do not load paper above the load limits located on the paper width guide of the cassette and the optional paper feeder.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

- Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.

- Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

- If paper jams occur, load fewer envelopes at once.

Thick Paper

Before loading thick paper, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki (Cardstock) by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

NOTE

If the paper is not supplied correctly even after it is smoothed, load the paper with the leading edge raised a few millimeters.

Colored Paper

Colored paper must conform to the specifications.

➡

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprint

Preprinted paper must conform to the specifications

➡

The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled paper

Recycled paper must conform to the specifications; however, its whiteness may be considered separately.

➡

NOTE

Before purchasing recycled paper in volume, try testing a sample to ensure satisfactory print quality.

Coated Paper

Coated paper is created by treating the surface of the base paper with a coating that provides higher printing quality than plain paper. Coated paper is used for particularly high quality printing.

The surface of high-quality or medium-quality paper is coated with special agents that improve ink adhesion by making the paper surface smoother. These agents are used either to coat both sides of the paper or just one side. The coated side appears slightly glossy.

⊘ IMPORTANT

When printing on coated paper in very humid environments, ensure that the paper is kept dry as moisture may cause sheets to stick together when they are fed into the machine. If printing in very humid environments, set coated paper for one sheet each.

Specifications

✓ **IMPORTANT**

Specifications are subject to change without notice.

Machine

Item	Specifications
Type	Desktop
Printing Method	Electrophotography by semiconductor laser
Paper Weight (Cassette)	60 to 163 g/m^2
Paper Weight (Multipurpose Tray)	60 to 220 g/m^2, 209.5 g/m^2 (Postal card)
Paper Type (Cassette)	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, Thick, High Quality, Custom 1 to 8(Duplex printing is same as single-sided)
Paper Type (Multipurpose Tray)	Plain, Transparency, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick Paper, High Quality, Custom 1 to 8
Paper Size (Cassette)	A4, A5-R, A5, A6, B5, Letter, Legal, Folio, 216 x 340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Custom (105 x 148 to 216 x 356 mm)
Paper Size (Multipurpose Tray)	A4, A5-R, A5, A6, B5, Letter, Legal, Folio, 216 × 340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, postcard, return postcard, Yougata 4, Yougata 2, Nagagata 3, Nagagata 4, Younaga 3, Custom (70 × 148 to 216 × 356 mm)
Print image width	Full surface 4.2 mm
Warm-up Time (23°C/73.4°F, 60%)	15 seconds or less (from power ON)
Paper Capacity (Cassette)	250 sheets (80 g/m^2)
Paper Capacity (Multipurpose Tray)	100 sheets (80 g/m^2)
Output Tray Capacity (Upper tray)	250 sheets (80 g/m^2)
Image Write System	Semiconductor laser and electrophotography
Memory	512MB
Interface	• Hi-Speed USB: 1 • Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) • 1 (Hi-Speed USB) • Wireless LAN compatible
Operating Environment (Temperature)	10 to 32.5 °C
Operating Environment (Humidity)	10 to 80 %
Operating Environment (Altitude)	3,500 m/11,482 ft maximum

Item	Specifications
Operating Environment (Brightness)	1,500 lux maximum
Dimension (W × D × H)	375 x 393 x 272 mm
Weight (without toner container)	14 kg
Space Required (W × D) (when using multipurpose tray)	375 x 577 mm
Power Source	AC220-240 V, 50/60Hz, 4.1 A
The power consumption in networked standby. The power consumption in off mode. The power consumption of the product in networked standby (If all network ports are connected.)	The information is available at the website below. **Triumph-Alder** EN: https://www.triumph-adler.com/ta-en-de/customer-service/download-centre DE: https://www.triumph-adler.com/ta-de-de/kundendienst/download-center **UTAX** EN: https://www.utax.com/en-de/hardware/office-printer-and-mfp/download-centre DE: https://www.utax.com/de-de/hardware/buerodrucker-und-mfp/download-center
Options	➡ Option configuration (page 439)

Printer Function

Print Speed

Paper Size	P-4021DW/P-4021DN	P-3523DW
A4	40 sheets/min	35 sheets/min
LetterR	42 sheets/min	37 sheets/min
B5R	9.5 sheets/min[*1]	9.5 sheets/min[*1]
A5R	9.5 sheets/min[*2]	9.5 sheets/min[*2]
A6R	11 sheets/min[*3]	11 sheets/min[*3]
Legal	34 sheets/min	30 sheets/min
A5	65 sheets/min	65 sheets/min
16K	8.5 sheets/min[*4]	8.5 sheets/min[*4]

* 1: 15 sheets / min for the 4th, 8.5 sheets / min. for the 5th page and after

* 2: 15 sheets / min for the 5th, 8.5 sheets / min. for the 6th page and after

* 3: 19 sheets / min for the 6th, 8.5 sheets / min. for the 7th page and after

* 4: 12.5 sheets / min for the 4th, 7.5 sheets / min. for the 5th and after

Others

Item	Specifications
First Print Time (A4, feed from Cassette)	6.4 seconds or less
Resolution	600 × 600 dpi
Operating System	• Windows 10 • Windows 11 • Windows Server 2016 • Windows Server 2019 • Windows Server 2022 • Mac OS X v10.9 or higher
Interface	• Hi-Speed USB: 1 • Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) • Wireless LAN: 1 (For wireless network model)
Page Description Language	PRESCRIBE
Emulation	• PCL6 (PCL-XL, PCL5c) • KPDL3 (Postscript3 compatible) • XPS • OpenXPS • PDF

Paper Feeder (300 250 sheet x 2)

Item	Specifications
Paper Supply Method	Friction roller feeder Capacity 250 sheets (80 g/m^2) × up to 2 cassettes
Paper Size	A4, A5-R, A5, A6, B5, Letter, Legal, Folio, 216 x 340 mm, Statement, Executive, Oficio II, 16K, B5 (ISO), Custom (105 x 148 to 216 x 356 mm)
Supported Paper	Paper thickness: 60 to 163 g/m^2 Paper Type: Plain Paper, Recycled Paper, Preprint, Bond Paper, Color Paper, Punched Paper, Letterhead, Thick Paper, Fine Paper, Custom
Dimensions (W × D × H)	375 × 392 × 272 mm / 14.76" × 15.43" × 10.71"
Weight	2.9kg / 6.39lb

Backing up your data

If the memory of this machine installed in the machine failed for any reason, the files in the box and various settings saved there will be deleted and cannot be restored. To prevent erasing data, make regular backups as follows.

- Take a backup using NETWORK PRINT MONITOR.

  ➡

Backing up your data using NETWORK PRINT MONITOR

Use NETWORK PRINT MONITOR to regularly back up the data below that is saved on the machine.

- System Settings
- Network Settings
- User List

Backing up your data using Embedded Web Server RX

Use Embedded Web Server RX to regularly back up data saved in the Document Box to your PC.

1 Display the screen

1 Launch your Web browser.

2 In the address or location bar, enter the machine's IP address or the host name.

Click in the following order to check the machine's IP address and the host name.

In the home screen [Status] > [▲][▼] keys >[Network] > [OK] key > [▲][▼] key > [IP Address]

Click the number or name of the Custom Box in which the document is stored.

2 Download Document

1 Select the document data you want to download to your PC.

Only the data of one document can be downloaded at a time.

2 Click the [Download] icon. The selected document is displayed in [Print Settings].

3 Specify the [(1 - 999)] and [File Format] as needed.

4 Click [Download].

Security Quick Setup Function List

The functions configured in each level of Security Quick Setup are as follows. After selecting the security level, configure the security function according to your operating environment.

TLS

Level 1	Level 2	Level 3
On	On	On

Serverside Settings

The setting item which can be set or configured from Embedded Web Server RX.

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305

Hash

level 1	level 2	level 3
SHA1, SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

IPP Security

Level 1	Level 2	Level 3
Secure Only (IPPS)	Secure Only (IPPS)	Secure Only (IPPS)

HTTP Security

Level 1	Level 2	Level 3
Secure Only (HTTPS)	Secure Only (HTTPS)	Secure Only (HTTPS)

Enhanced WSD Security

Level 1	Level 2	Level 3
Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)	Secure Only (Enhanced WSD over TLS)

eSCL Security

Level 1	Level 2	Level 3
Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)	Secure Only (eSCL over TLS)

Clientside Settings

The setting item which can be set or configured from Embedded Web Server RX.

TLS Version

Level 1	Level 2	Level 3
TLS1.2, TLS1.3	TLS1.2, TLS1.3	TLS1.2, TLS1.3

Effective Encryption

Level 1	Level 2	Level 3
3DES, AES, AES-GCM, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305	AES-GCM, AES, CHACHA20/POLY1305

Hash

level 1	level 2	level 3
SHA1, SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

IPv4 Settings (Wired Network)

The setting item which can be set or configured from Embedded Web Server RX.

DNS over TLS

level 1	level 2	level 3
Off	Auto	On

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

IPv4 Settings (Wireless Network)

The setting item which can be set or configured from Embedded Web Server RX.

DNS over TLS

level 1	level 2	level 3
Off	Auto	On

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

IPv6 Settings (Wired Network)

The setting item which can be set or configured from Embedded Web Server RX.

DNS over TLS

level 1	level 2	level 3
Off	Auto	On

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

IPv6 Settings (Wireless Network)

The setting item which can be set or configured from Embedded Web Server RX.

DNS over TLS

level 1	level 2	level 3
Off	Auto	On

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

Other Protocols: HTTP (Client)

The setting item which can be set or configured from Embedded Web Server RX.

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

Other Protocols: SOAP

The setting item which can be set or configured from Embedded Web Server RX.

Use Default Settings

Level 1	Level 2	Level 3
On	On	On

Other Protocols: LDAP

The setting item which can be set or configured from Embedded Web Server RX.

Use Default Settings

Level 1	Level 2	Level 3
Off	Expiration Date	Expiration Date

Send Protocols: SMTP (E-mail TX)

The setting item which can be set or configured from Embedded Web Server RX.

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

Email: POP3 User Settings

The setting item which can be set or configured from Embedded Web Server RX.

Certificate Auto Verification

level 1	level 2	level 3
Expiration Date	Expiration Date	Expiration Date

Hash

level 1	level 2	level 3
SHA-2(256/384)	SHA-2(256/384)	SHA-2(256/384)

Print protocols

SMB Server Protocol

level 1	level 2	level 3
Off	Off	Off

LPD

Level 1	Level 2	Level 3
On	On	Off

FTP (Receiving)

Level 1	Level 2	Level 3
On	Off	Off

IPP

Level 1	Level 2	Level 3
On	Off	Off

IPP over TLS

Level 1	Level 2	Level 3
On	On	On

Raw

Level 1	Level 2	Level 3
On	On	Off

ThinPrint

Level 1	Level 2	Level 3
On	Off	Off

ThinPrint over TLS

Level 1	Level 2	Level 3
On	—*1	—*1

*1 If you select or in , this setting will disappear.

WSD Print

Level 1	Level 2	Level 3
On	Off	Off

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POP (E-mail RX)

Level 1	Level 2	Level 3
Off	Off	Off

Other Protocols

SNMPv1/v2c

Level 1	Level 2	Level 3
On	On	Off

SNMPv3

Level 1	Level 2	Level 3
Off	Off	Off

HTTP

Level 1	Level 2	Level 3
On	Off	Off

HTTPS

Level 1	Level 2	Level 3
On	On	On

Enhanced WSD

Level 1	Level 2	Level 3
On	Off	Off

Enhanced WSD (TLS)

Level 1	Level 2	Level 3
On	On	On

LDAP

Level 1	Level 2	Level 3
Off	Off	Off

LLTD

Level 1	Level 2	Level 3
Off	Off	Off

VNC (RFB)

Level 1	Level 2	Level 3
Off	Off	Off

VNC (RFB) over TLS

Level 1	Level 2	Level 3
Off	Off	Off

Enhanced VNC (RFB) over TLS

Level 1	Level 2	Level 3
On	Off	Off

TCP/IP: Bonjour Settings

Bonjour

Level 1	Level 2	Level 3
On	On	Off

Network Settings

Wi-Fi Direct Settings

Level 1	Level 2	Level 3
Off	Off	Off

Connectivity

Bluetooth Settings

Level 1	Level 2	Level 3
Off	Off	Off

Interface Block Setting

USB Host

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Device

Level 1	Level 2	Level 3
Unblock	Unblock	Block

USB Drive

Level 1	Level 2	Level 3
Unblock	Unblock	Block

Energy Saver/Timer

Auto Panel Reset

Level 1	Level 2	Level 3
On	On	On

User Account Lockout Setting

Lockout

level 1	level 2	level 3
Off	Off	On

Job Status/Job Logs Settings

Display Jobs Detail Status

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator

Display Jobs Log

Level 1	Level 2	Level 3
Show All	Show All	Hide All (Display only when Administrator

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