

Operation Guide

PA4500ci

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2Z2KDENU000



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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.

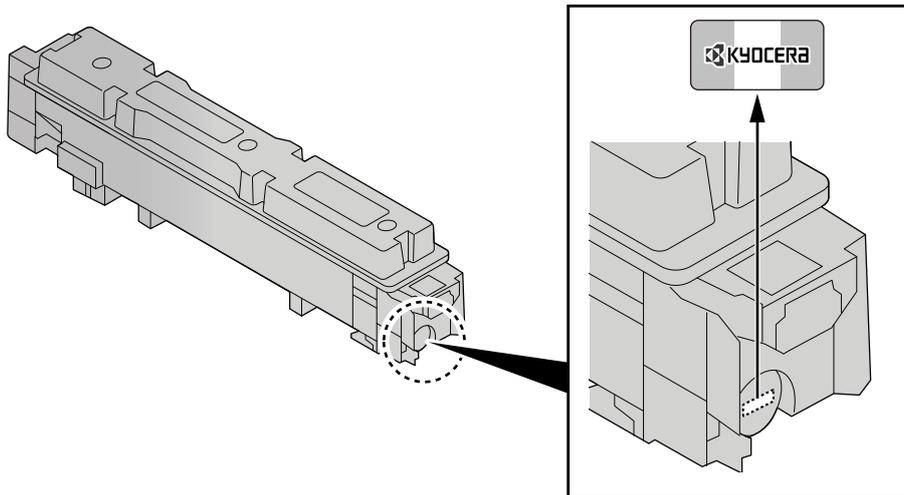
The product illustrations, screens, settings, etc., in this guide may differ depending on the machine you are using.

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.

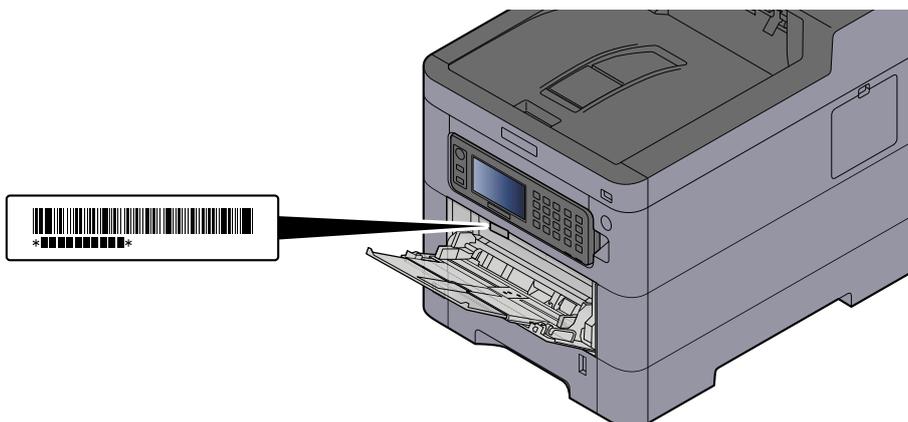
We will not be liable for any damages caused by the use of third party supplies in this machine.

A label is affixed to our genuine supplies, as shown below.



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.

Machine Features

The machine is equipped with many useful functions.

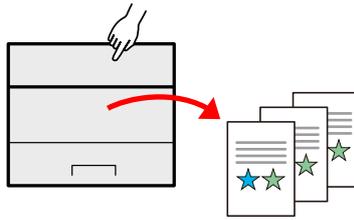
➔ [Using Various Functions \(page 179\)](#)

Here are some examples.

Optimize your office workflow

Save frequently used documents in the machine (Custom Box)

You can save the frequently used document in the machine and print it when needed.

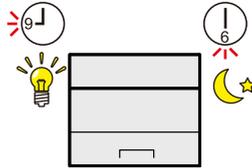


➔ [Using Document Boxes \(page 165\)](#)

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. You can set appropriate Energy Saver Recovery Level depending on the operation. In addition, the machine can automatically be switched into Sleep and recovered at a specified time for each day of the week.



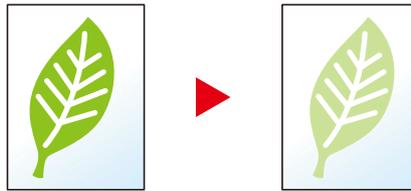
→ [Energy Saver function \(page 67\)](#)

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.

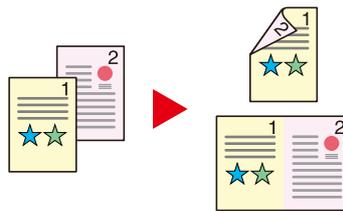
Use this function when a high-quality print is not required.



→ [EcoPrint \(page 184\)](#)

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.



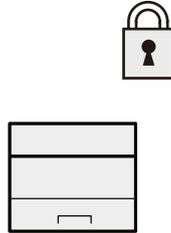
→ [Duplex \(page 183\)](#)

Strengthen security

Protect data on the SSD (Encryption / Overwrite)

You can overwrite the unnecessary data that remains on the SSD automatically.

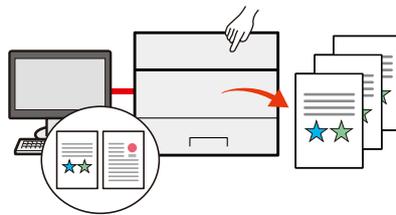
To prevent an external leakage, the machine is able to encrypt data before writing it to the SSD.



➔ [Data Security \(page 261\)](#)

Prevent loss of finished documents (Private Print)

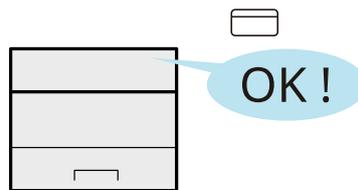
Temporarily saving print jobs in the main unit document box and outputting them when in front of the device can prevent documents from being taken by others.



➔ [Printing Documents from Private Print Box \(page 136\)](#)

Log in by ID card (Card Authentication)

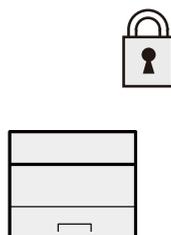
You can log in simply by touching an ID card. You don't need to enter your user name and password.



➔ [Card Authentication Kit\(B\) AC <IC card authentication kit \(Activate\)> \(page 403\)](#)

Strengthen security (Settings for Administrator)

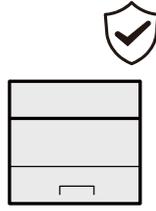
Various functions are available for administrators to strengthen security.



➔ [Strengthening the Security \(page 89\)](#)

Prevent the execution of malware (Allowlisting)

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

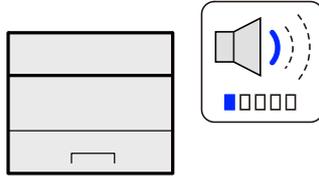


➔ [Allowlisting \(page 265\)](#)

Use functions more efficiently

Make the machine quiet (Quiet Mode)

You can make the machine quiet by reducing its running noise. You can configure this mode by job.

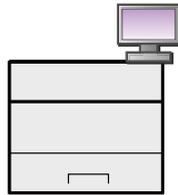


➔ [Quiet Mode \(page 182\)](#)

Expand functions as necessary(Application)

The functionality of the machine can be expanded by installing applications.

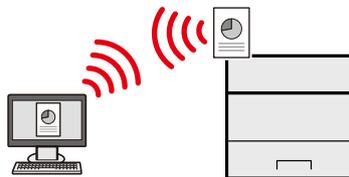
Applications that help you perform your daily work more efficiently are available.



➔ [Using Applications \(page 158\)](#)

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.

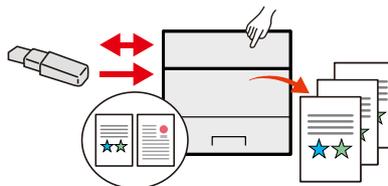


➔ [Configuring the Wireless Network \(page 57\)](#)

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.

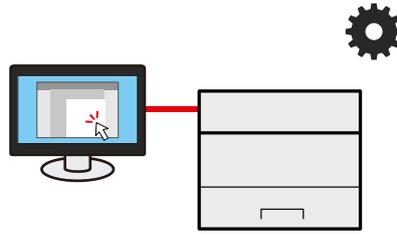


➔ [Using Removable USB Drive \(page 177\)](#)

Perform remote operation (Command Center RX)

You can access to the machine remotely to print data.

Administrators can configure the machine behavior or management settings.



→ [Command Center RX \(page 91\)](#)

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 (<https://kyocera.info/>). To view the guides on a computer, Adobe Reader Version 8.0 or later needs to be installed.

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

<p>Start using the machine quickly</p>	<p>Quick Guide</p> <p>Describes frequently-used operations and what to do when problems occur.</p> <p>This printed guide is provided together with the machine.</p>
<p>For safe use of the machine</p>	<p>Safety Guide</p> <p>Provides safety and cautionary information for installation environment and use of the machine. Be sure to read this guide before using the machine.</p> <p>This printed guide is provided together with the machine.</p> <p>Safety Guide (PA4500ci)</p> <p>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.</p> <p>This printed guide is provided together with the machine.</p>
<p>Use the machine to its fullest</p>	<p>Operation Guide (this guide)</p> <p>Explains paper loading, basic operations, and various default settings.</p>
<p>Use the ID card</p>	<p>Card Authentication Kit (B) Operation Guide</p> <p>Explains how to perform authentication using the ID card.</p>
<p>Strengthen security</p>	<p>Data Encryption/Overwrite Operation Guide</p> <p>Explains how to introduce and use the Data Encryption/Overwrite Function, and how to overwrite and encrypt data.</p>
<p>Easily register machine information and configure settings</p>	<p>Command Center RX User Guide</p> <p>Explains how to access the machine from a Web browser on your computer to check and change settings.</p>
<p>Print data from a computer</p>	<p>Printer Driver User Guide</p> <p>Explains how to install the printer driver and use the printer function.</p>
<p>Monitor the machine and printers on the network</p>	<p>KYOCERA Net Viewer User Guide</p> <p>Explains how to monitor your network printing system (the machine) with KYOCERA Net Viewer.</p>
<p>Print without using the printer driver</p>	<p>PRESCRIBE Commands Command Reference</p> <p>Describes the native printer language (PRESCRIBE commands).</p> <p>PRESCRIBE Commands Technical Reference</p> <p>Describes the PRESCRIBE command functions and control for each type of emulation.</p>

Directly print a PDF file	KYOCERA Net Direct Print 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.

About the Operation Guide (this Guide)

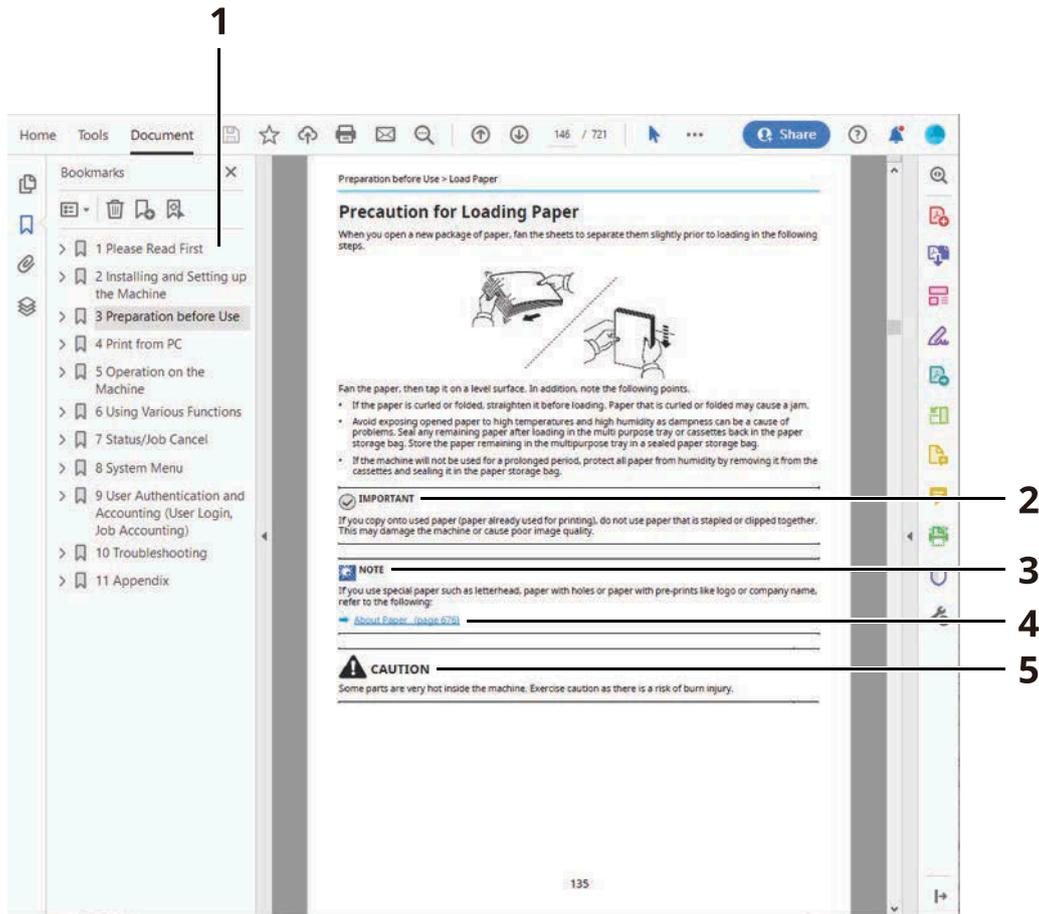
Structure of the guide

The Operation Guide contains the following chapters.

Chapter	Contents
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.
System Menu	Explains System 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 of the keys on the touch panel is as follows:

Actual procedure

- 1 Select the [System Menu / Counter] key.
- 2 Select [Common Settings].
- 3 Select [Buzzer].

Procedure indicated in this guide

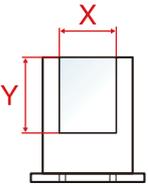
[System Menu / Counter] key > [Common Settings] > [Buzzer]

Size of Paper

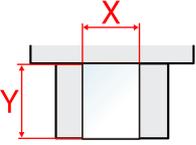
Paper sizes such as A5 and Statement can be used in both the horizontal and vertical orientations. To distinguish the orientations when these sizes are used, "R" is added to sizes used in the horizontal orientation.

Set the paper in vertical orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A5-R, Statement-R

When loading in the multipurpose tray

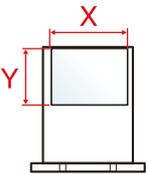
Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A5-R, Statement-R

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

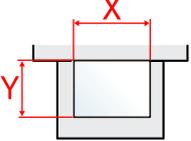
➔ [Specifications \(page 419\)](#)

Set the paper in horizontal orientation

When loading in a cassette

Setting Position (X=Width, Y=Length)	Icon on the touch panel	Indicated size in this Guide
		A5, Statement

When loading in the multipurpose tray

Setting Position (X=Width, Y=Length)	Icon on the touch panel	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.

→ [Specifications \(page 419\)](#)

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]

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 and waste toner box to your dealer or service representative. The collected toner container and waste toner box 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.

SAFETY OF LASER BEAM (USA)

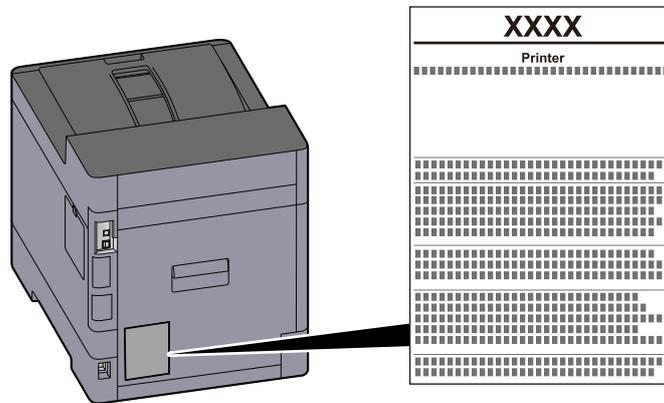
Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

The position of the rating label is show below.



Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.

警告 该产品为3B类激光产品, 打开盖子后会有激光辐射, 请避免光束照射。 경고 CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告 该产品为3B类雷射产品, 打开盖子后会有雷射辐射, 请避免光束照射。 警告 ここを開くとクラス3Bのレーザー放射が出る。ビームの被ばくを避けること。
CAUTION CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
WARNUNG LASERSTRAHLUNG KLASSE 3B. WENN ABDECKUNG GEÖFFNET NICHT DEM STRAHL AUSSETZEN.
AVERTISSEMENT CLASSE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
AVVERTIMENTO CLASSE 3B LASER RADIAZIONE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
VAROITUS RADIACÃO DE LASER CLASSE 3B QUANDO ABERTO EVITAR EXPOSIÇÃO DIRETA NO FEIXE.
ADVERTENCIA CLASE 3B RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.



Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

Compliance and Conformity

Hereby, KYOCERA Document Solutions Inc. declares that the radio equipment type PA4500ci is in compliance with Directive 2014/53/EU.

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

Module name, Option	Software Ver.	Frequency band in which the radio equipment operates:	Maximum radio-frequency power transmitted in the frequency band in which the radio equipment operates:
IB-51 (option)	2.2.6	2.4 GHz	100 mW
IB-37 (option)	1.0	2.4 GHz	100 mW
		5 GHz	50 mW - 1 W
IB-38 (option)	1.0	2.4 GHz	100 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 20 cm 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 and EU.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

Other precautions (for users in California, the United States)

Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Warranty (the United States and Canada)

PA4500ci COLOR PRINTER LIMITED WARRANTY

KYOCERA Document Solutions America, Inc. and KYOCERA Document Solutions Canada, Ltd. (both referred to as "KYOCERA") warrant the Customer's new color printer, and the new accessories installed with the initial installation of the printer, against any defects in material and workmanship for a period of one year, or 300,000 copies/prints from date of installation, whichever first occurs. In the event the printer or an accessory is found to be defective within the warranty period, KYOCERA's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. KYOCERA shall have no obligation to furnish labor.

This warranty is valid only for the original retail purchaser (referred to as the "Customer") of a new KYOCERA printer in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the Customer must immediately notify the Authorized KYOCERA Dealer from whom the product was purchased. If the KYOCERA Dealer is not able to provide service, write to KYOCERA at the address below for the name and address of the Authorized KYOCERA Dealer in your area, or check KYOCERA's website at <https://www.kyoceradocumentsolutions.com> for KYOCERA Document Solutions America, Inc. or <https://www.kyoceradocumentsolutions.ca> for KYOCERA Document Solutions Canada, Ltd.

This warranty does not cover printers or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine KYOCERA brand parts or supplies, (c) have been installed or serviced by a technician not employed by KYOCERA or an Authorized KYOCERA Dealer, or (d) have had the serial number modified, altered, or removed.

This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person, is authorized to extend the time period or expand this warranty on behalf of KYOCERA.

THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE OF, OR INABILITY TO USE, THE MFP.

KYOCERA Document Solutions America, Inc.

225 Sand Road, P.O. Box 40008
Fairfield, New Jersey 07004-0008, USA

KYOCERA Document Solutions Canada, Ltd.

6120 Kestrel Rd., Mississauga, ON L5T 1S8,
Canada

Wireless Connection (Mexico only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

La operación de este equipo está sujeta a las siguientes dos condiciones:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

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.

Limited Use of This Product (If equipped)

- 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.

Sólo México (Mexico only)

Este equipo utiliza el módulo de interfaz de red inalámbrica modelo LBWA1ZZ1CA para conectarse a las redes Inalámbricas.

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For the Open Source Software license, go into the following URL and select Country > Product Name > OS > Language and then, refer to the "OSS_Notice" from the manual tab in the Download.

<https://kyocera.info/>

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.

→ [Sleep \(page 67\)](#)

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.

→ [Duplex \(page 183\)](#)

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/m² 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

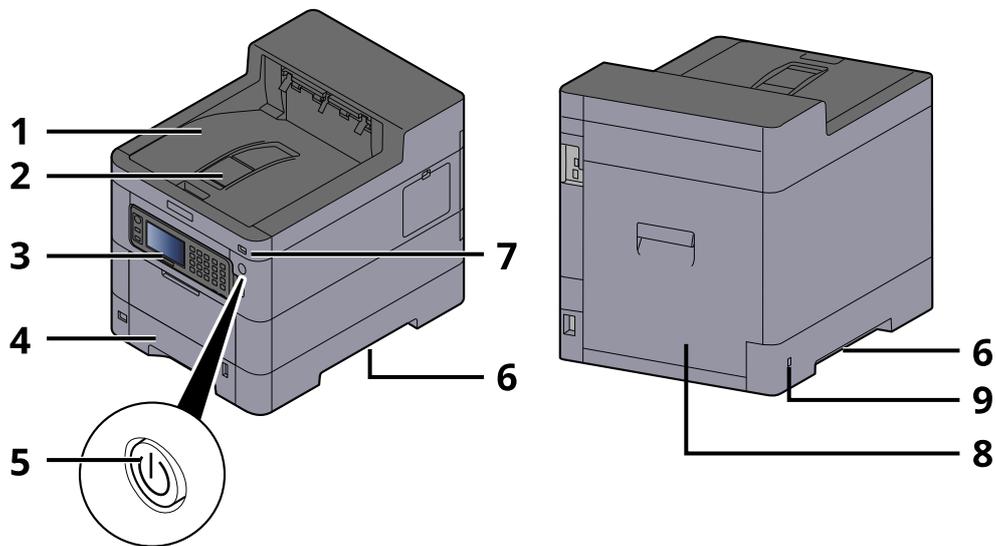


We participate in the ENERGY STAR[®] Program. We provide the products that comply with ENERGY STAR standards to the market.

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.

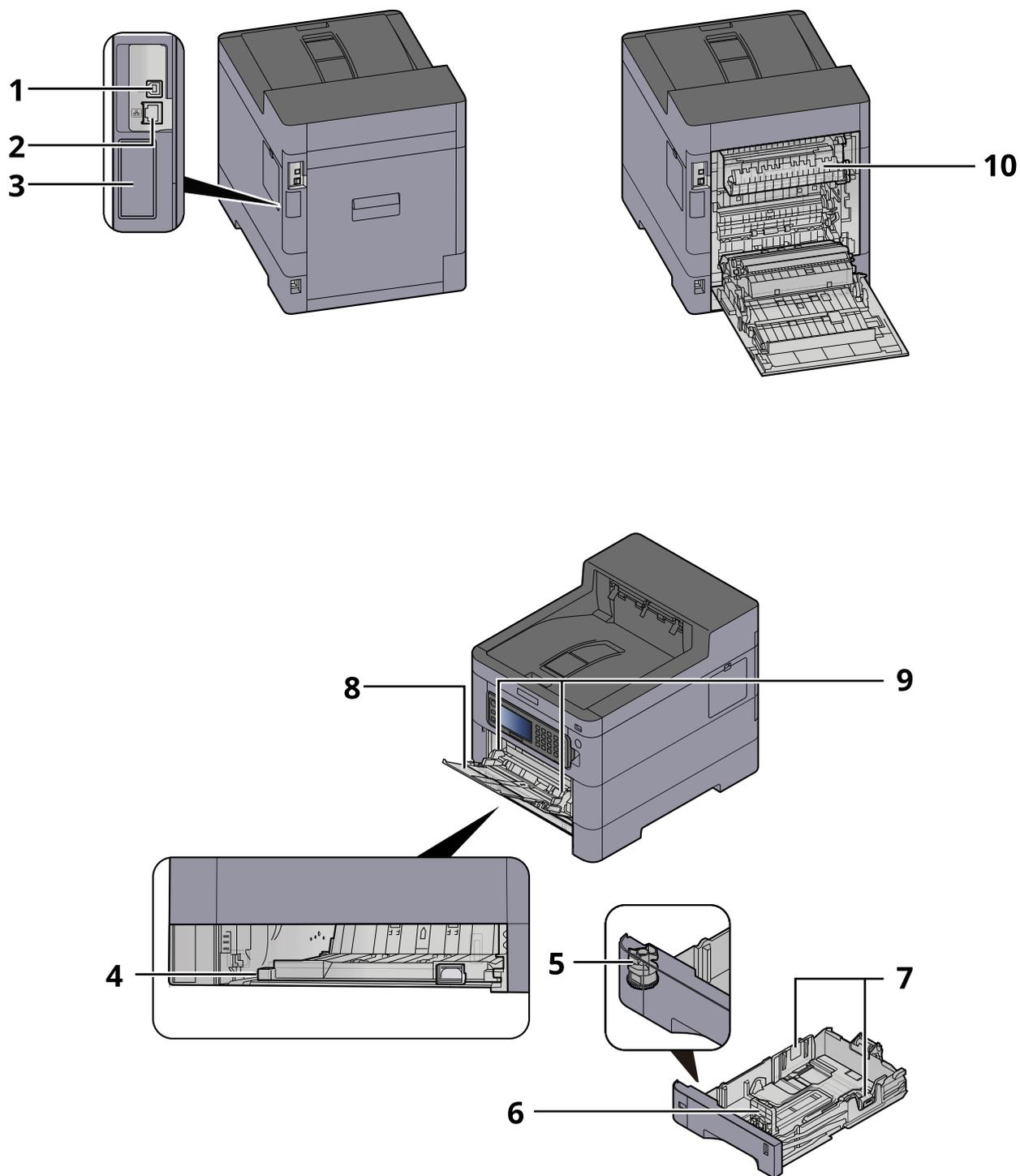
2 Installing and Setting up the Machine

Part Names (Machine Exterior)



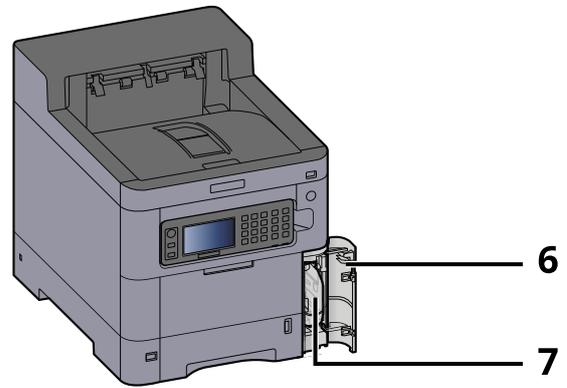
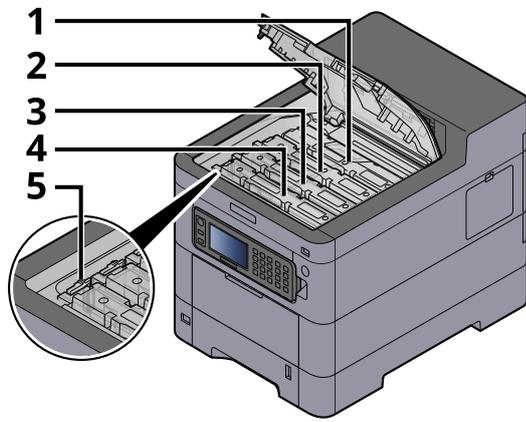
- 1 Upper tray
- 2 Eject stopper
- 3 Operation panel
- 4 Cassette 1
- 5 Power Switch
- 6 Conveying handle
- 7 USB Memory slot
- 8 Rear cover 1
- 9 Anti-theft slot

Part Names (Connectors/Interior)



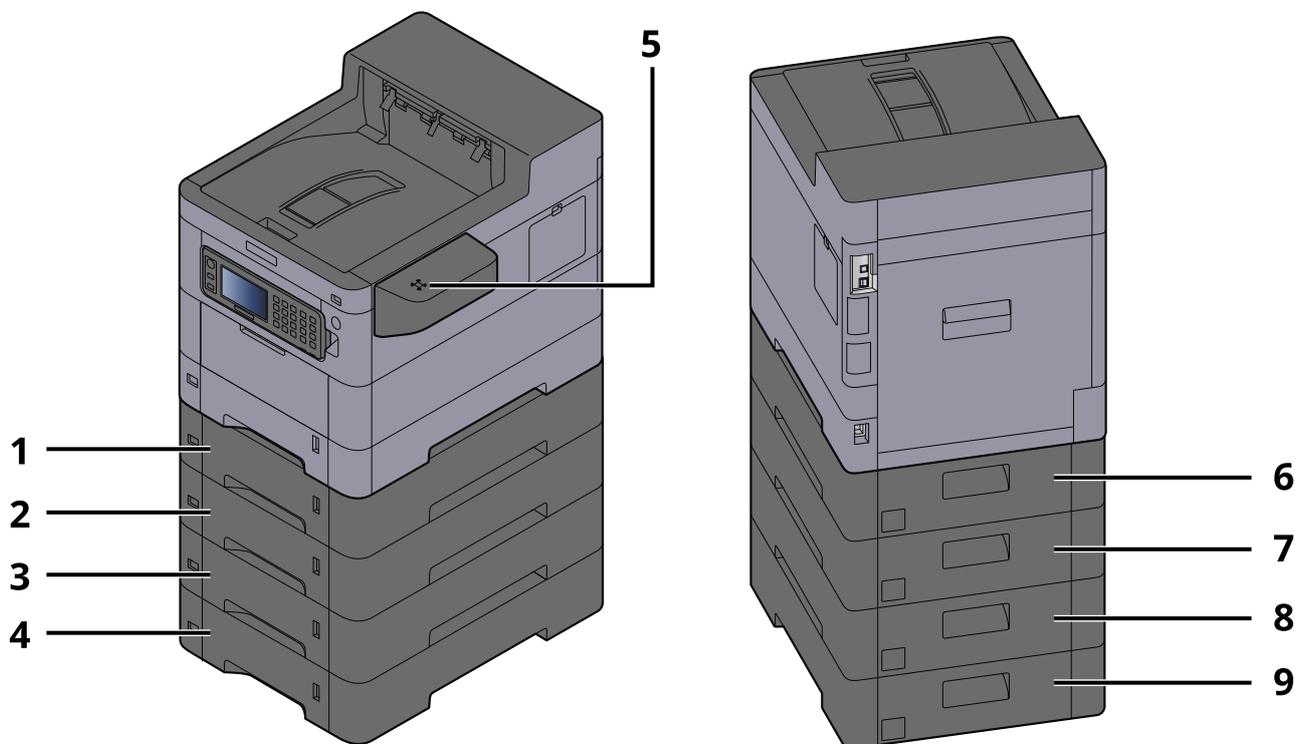
- 1 USB interface connector
- 2 Network interface connector
- 3 Optional interface slot
- 4 Conveying cover
- 5 Size dial

- 6 Paper length guide
- 7 Paper width guide
- 8 Multipurpose Tray
- 9 Paper guide
- 10 Fuser cover



- 1 Toner container (Black)
- 2 Toner container (Cyan)
- 3 Toner container (Magenta)
- 4 Toner container (Yellow)
- 5 Toner container lock lever
- 6 Waste toner cover
- 7 Waste toner box

Part Names (With Optional Equipments Attached)

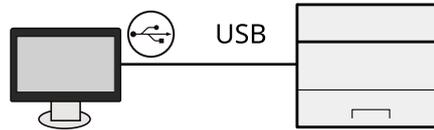


- 1 Cassette 2
- 2 Cassette 3
- 3 Cassette 4
- 4 Cassette 5
- 5 Card reader
- 6 Rear cover 2
- 7 Rear cover 3
- 8 Rear cover 4
- 9 Rear cover 5

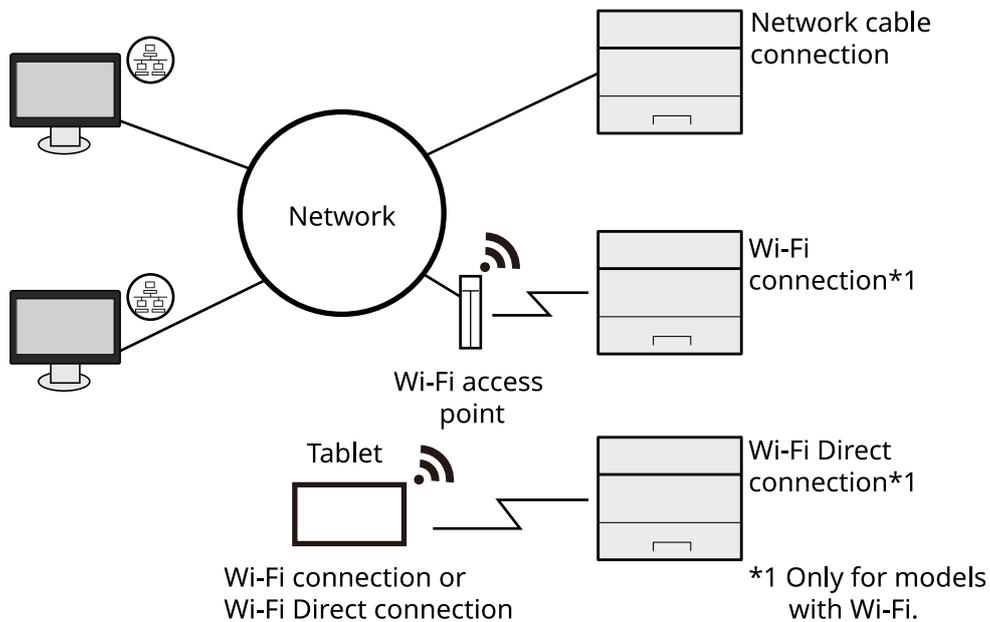
Connecting the Machine and Other Devices

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

When Connecting the Machine to the PC via USB



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



 **NOTE**

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

➔ [Configuring the Wireless Network \(page 57\)](#)

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

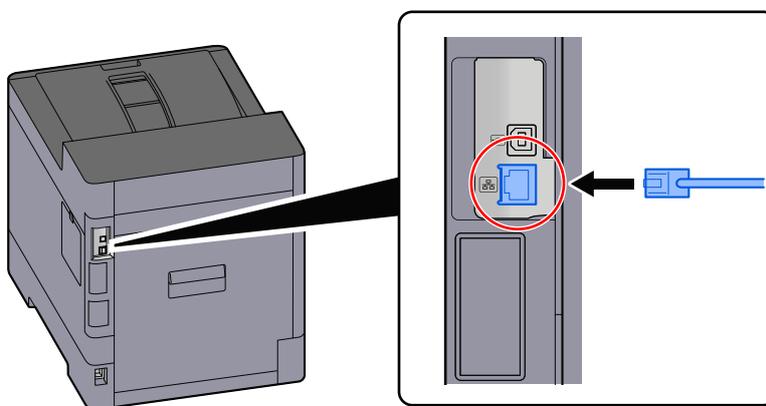
✔ IMPORTANT

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

➔ [Power off \(page 40\)](#)

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 \(page 55\)](#)

Connecting USB Cable

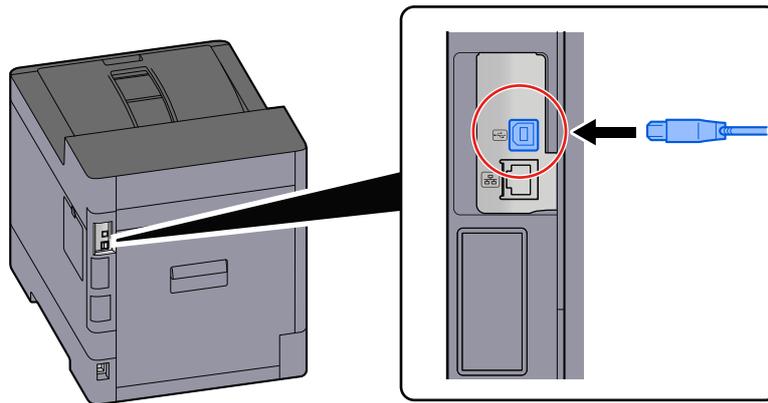
 **IMPORTANT**

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

→ [Power off \(page 40\)](#)

1 Connect the cable to the machine.

- 1 Connect the USB cable to the USB interface connector.



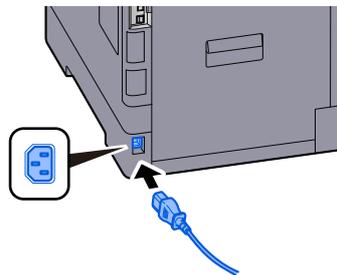
- 2 Connect the other end of the cable to the PC.

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.



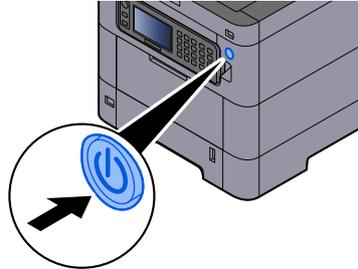
 **IMPORTANT**

Only use the power cable that comes with the machine.

Power On/Off

Power on

- 1 Turn the power switch on.

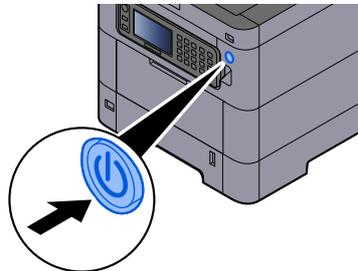


 **IMPORTANT**

When turning off the power switch, do not turn on the power switch again immediately. 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**

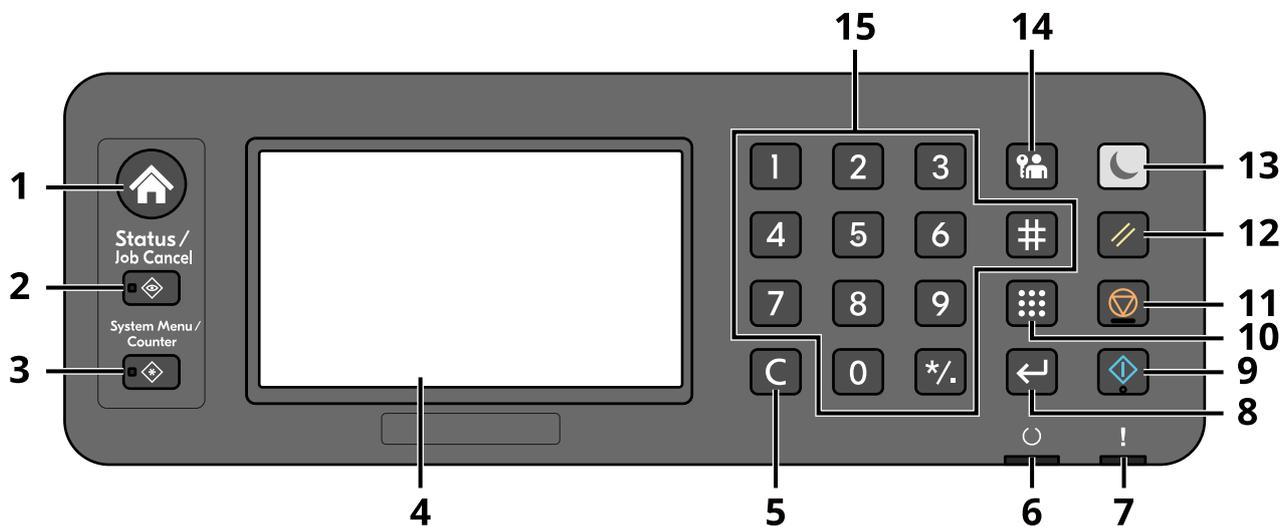
If this machine will be left unused for an extended period (e.g. overnight), turn it off at the power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution.

 **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 [Home] key
Displays the Home screen.
- 2 [Status / Job Cancel] key
Display the Status/Job Cancel screen.
- 3 [System Menu / Counter] key
Display the System Menu/Counter screen.
- 4 Touch panel
This is a touch panel. Touch this key to make each settings.
- 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 [Attention] indicator
Lights or blinks when an error occurs and a job is stopped.
- 8 [Enter] key
Confirm the numeric key input and the contents of the function that is set. It is linked with the [OK] on the touch panel.
- 9 [Start] key
Start Printing of the document for the JOB BOX or the User BOX, or start processing the setting operation.
- 10 [Quick No. Search] key
Search the Document Box by the Box number.

11 [Stop] key

Cancel or pause the job in progress

12 [Reset] key

Return settings to the default condition.

13 [Energy Saver] key / [Energy Saver] lamp

Make this main unit into the Sleep Mode condition. Recovers from the Sleep Mode in case of the sleep mode condition. The lamp lights at the sleep mode.

14 [Logout] key

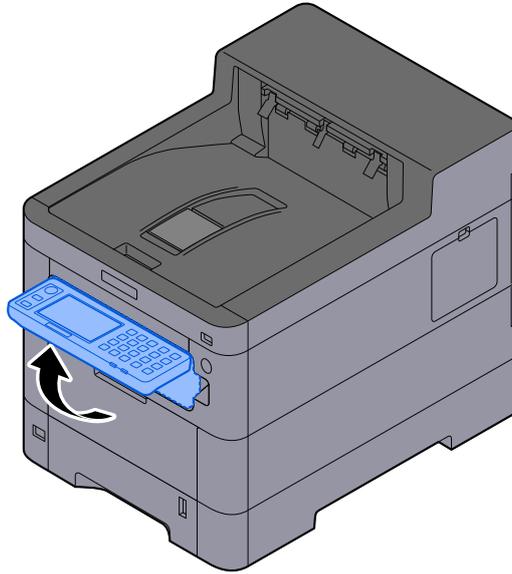
Finish (Log out) the operation of each user.

15 The numeric key

Input the number or the symbol.

Adjusting the Operation Panel Angle

The angle of the operation panel can be adjusted.

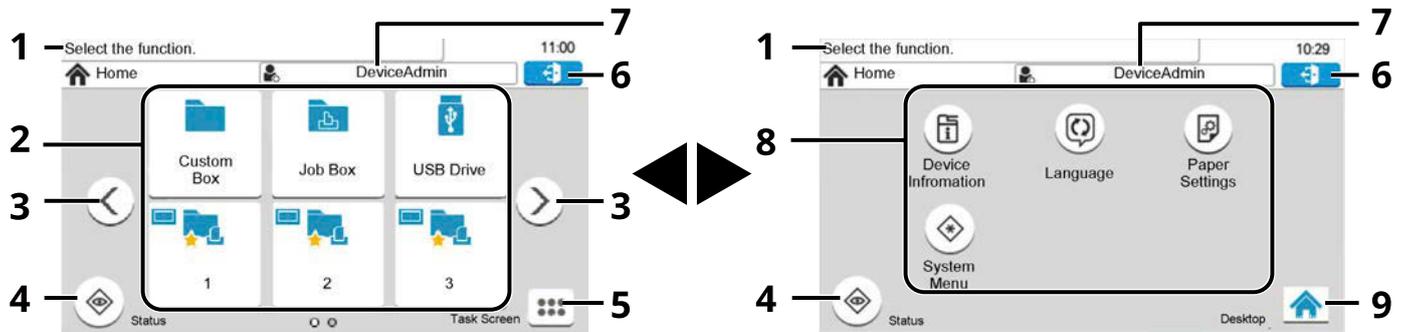


Touch Panel

Home screen

This screen is displayed by selecting the [Home] key on the operation panel. Touching an icon will display the corresponding screen. You can change the icons to display on the Home screen as well as its background.

➔ [Editing the Home Screen \(page 45\)](#)



The appearance may differ from your actual screen, depending on your configuration and option settings.

1 Message

Displays messages for the current status.

2 Desktop

Displays function icons. Also displays registered favorite features. Icons that are not displayed on the first page will appear by changing the page.

3 Screen-switching keys

Use these buttons to switch between desktop pages. Displayed when there are multiple pages.

4 [Status]

Displays the Status screen. If an error occurs, the icon will show "!". Once the error clears, the display will return to normal.

5 [Task Screen]

Displays the Task screen.

6 [Logout]

Perform logout. Displayed when user login administration is enabled.

7 Login User Name

Displays the logged in user name. Displayed when user login administration is enabled. Select "Login user name" to display the logged in user information.

8 Task Screen

Displays task icons.

9 [Desktop]

Displays the desktop.

Editing the Home Screen

You can change the background of the Home screen as well as which icons are displayed.

1 Display the screen.

[System Menu / Counter] key > [Home]



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 Configure the function.

The following settings can be configured.

Customize Desktop

Specify the function icons to display on the desktop. Displays function icons including the installed applications and the functions that can be used when options are installed.

Select [+] to display the screen for selecting the functions to display. Select [Menu] > [Narrow Down] to narrow down the functions by application and favorites. Select the function to display and [OK].

Select an icon and [Previous] or [After] to change the display position of the selected icon on the Desktop.

To delete an icon from the desktop, select the desired one and select [Delete].

Task Screen Settings

Specify which function icons will be displayed on the task screen. Six icons can be displayed.

Wallpaper

Configure the wallpaper of the Home screen.

Value: Images 1 to 8

Available Functions to Display on Desktop

Function	Icon	Description
Custom Box ^{*1*2}		Displays the Custom Box screen. ➔ What is Custom Box? (page 165)
Job Box ^{*1}		Displays the Job Box screen. ➔ Printing Data Saved in the Printer (page 135)
USB Drive ^{*1}		Displays the USB Drive screen. ➔ Using Removable USB Drive (page 177)
Favorites	—	Calls up the registered favorite. The icon will change according to the function of the favorite. ➔ Recalling Frequently Used Functions (Favorites) (page 153)
Application Name ^{*3}	—	Displays the selected applications. ➔ Using Applications (page 158)

*1 Selected at the time of shipment from factory.

*2 Displayed when the optional SSD is installed.

*3 The icon of the application appears.

Available Functions to Display on Task Screen

Function	Icon	Description
Status/Job Cancel ^{*1}		Displays the Status/Job Cancel screen.
Device Information		Displays the Device Information screen. Check the system and network information, and information on the options that are used. It is also possible to print various reports and lists. ➔ Display for Device Information (page 48)
Language		Displays the Language setting screen in System Menu. ➔ Language (page 206)
Paper Settings		Displays the Paper setting screen in System Menu. ➔ Cassette/MP Tray Settings (page 211)
Wi-Fi Direct ^{*2}		Wi-Fi Direct is set and a list of information relating to the machine that can use the network appears. ➔ Setting Wi-Fi Direct (page 64)

Function	Icon	Description
System Menu		Displays the System Menu screen. ➔ Operation Method (page 201)
Favorites		Displays the favorite list screen. ➔ Recalling Frequently Used Functions (Favorites) (page 153)
Network		Displays the Network setting screen in System Menu. ➔ Network (page 234)

*1 Selected at the time of shipment from factory.

*2 Displayed when the optional Wireless Network Interface Kit is installed.

Display for Device Information

Shows device Information. It is possible to check the status of the system and network, the status of consumables such as toner and paper and the situation of the options being used. It is also possible to print various reports and lists.

1 [Home] key > [Task Screen] > [Device Information]

2 Check the device Information.

[Identification/Wired Network]

You can check ID information such as the model name, serial number, host name and location, and the IP address of the wired network.

[Wi-Fi]

You can check the status of Wi-Fi connection, such as the device name, network name and IP address. Displayed when the optional Wireless Network Interface Kit is installed.

[Software Version/Capability/Security]

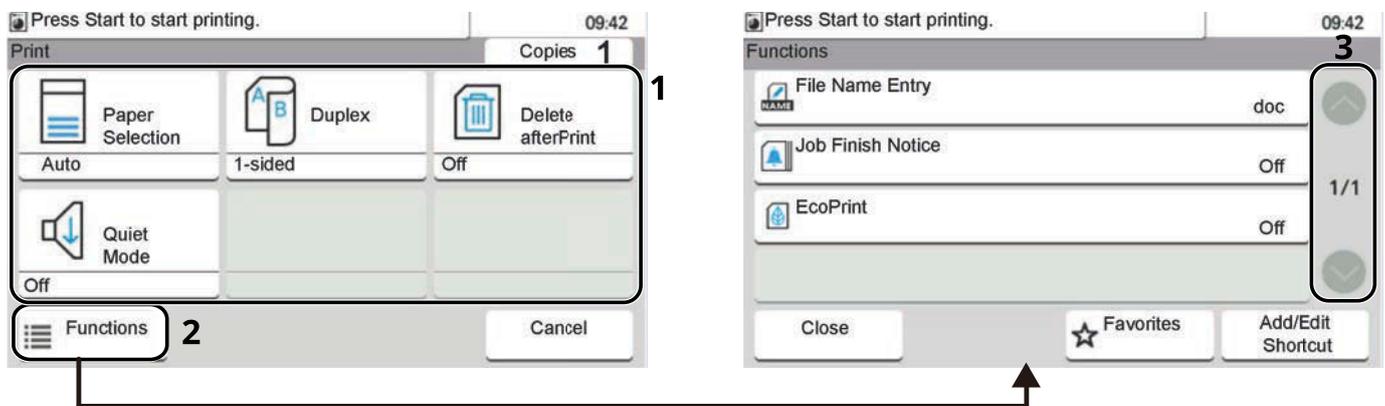
You can check the software version, performance, and security of this machine.

[Option]

You can check information on the options that are used.

Display Setting Screen

The following procedure is an example of the Custom Box screen.



- 1 Displays information about functions.
- 2 Select [Functions] to display other functions.
- 3 Select [^] or [v] to scroll up and down.

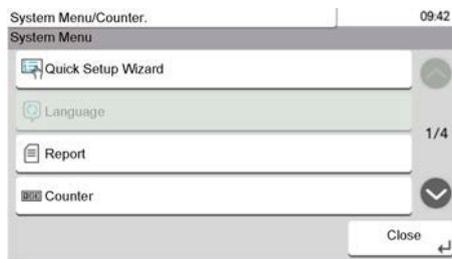
Display of Keys That Cannot Be Set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a nonselectable state.

Normal



Grayed out



In the following cases, the key is grayed out and cannot be selected.

- Cannot be used in combination with a feature that is already selected.

Normal



Hidden



Cannot be used because an option is not installed.

Example) The [Custom Box] is not displayed when an SSD is not installed.

NOTE

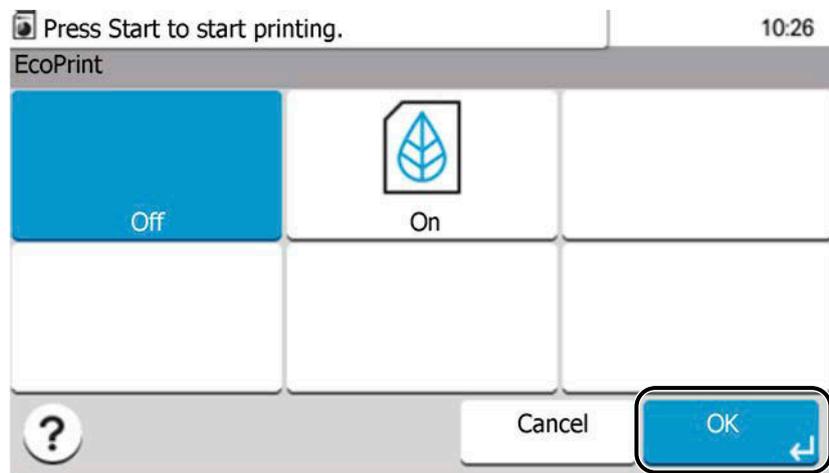
- If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, select the [Reset] key and try again.
- If the key is still grayed out after the [Reset] key is selected, it is possible that you are prohibited from using the function by user login administration. Check with the administrator of the machine.

Enter Key and Search Key

This section explains how to use the [Enter] key and [Quick No. Search] key on the operation panel.

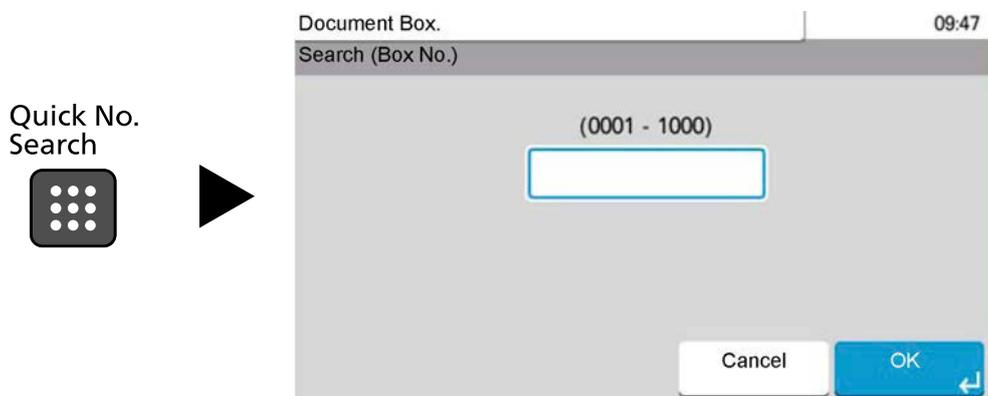
Using the [Enter] key (↵)

The [Enter] key has the same function as keys such as the [OK ↵] and [Close ↵] keys that have an Enter symbol (↵) on them.



Using the [Search] key (⋮)

The [Search] key is used in cases such as when searching the Custom Box by number.



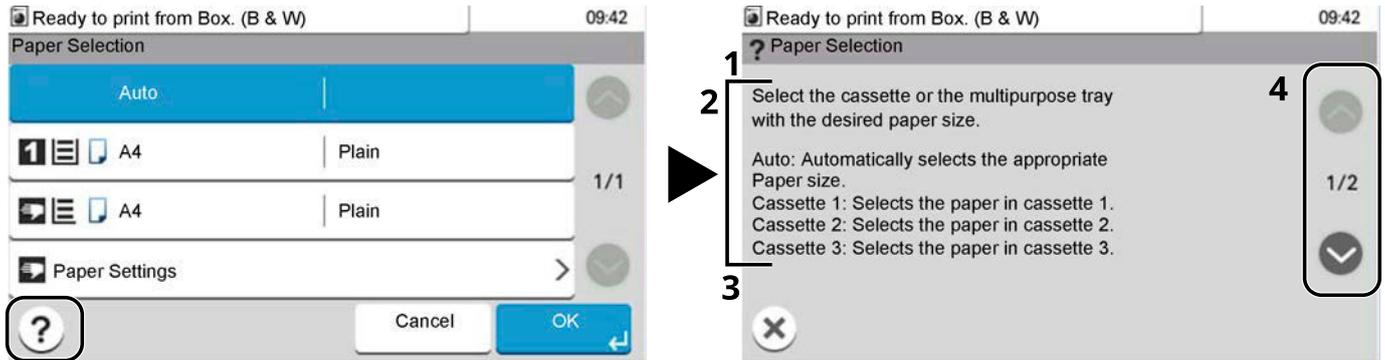
Help Screen

If [?] (Help) is displayed on the touch panel, select [?] (Help) to display the Help screen for each function. You can check information about functions and machine operation on the Help screen.

Example) Checking the Help screen for Paper Selection

1 Display the Paper Selection screen.

→ [How to use Custom Box \(page 168\)](#)



- 1 Help titles
- 2 Displays information about functions and machine operation.
- 3 Closes the Help screen and returns to the original screen.
- 4 If you cannot see all of the explanation, scroll up or down.

Login/Logout

Login

1 Enter the login user name and login password to login.

If this screen is displayed during operations, enter the login user name and login password.

The screenshot shows a login dialog box with the title "Enter login user name and password." and a time display of "16:15". The dialog contains three main input areas: a dropdown menu labeled "Login to" with "Local" selected (callout 1), a text input field for "Login User Name" (callout 2), and a text input field for "Login Password" (callout 3). To the right of the "Login User Name" and "Login Password" fields are buttons labeled "Keyboard". At the bottom right is a blue "Login" button with a right arrow.

1 If the user authentication method is set to [Network Authentication], the authentication destination is displayed. Select [Local] or [Network] for the authentication destination.

2 Enter the login user name.

NOTE

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

3 Enter the login password.

➔ [Character Entry Method \(page 407\)](#)

NOTE

If you do not know your login Password, please contact your Administrator.

4 Select [PIN Login] or [ID Card Login] as the login method.

➔ [User Authentication and Accounting \(User Login, Job Accounting\) \(page 271\)](#)

5 Check the Wi-Fi Direct environment.

2 Select [Login].

Logout

1 Select the [Logout] key.

The login user name/login password entry screen is returned.



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 System Menu. Before using this machine, configure such settings as date and time, network configuration, and energy saving functions as needed.

NOTE

For settings that are configurable from System Menu, refer to the following:

➔ [System Menu \(page 200\)](#)

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:
 - ➔ [Date/Timer/Energy Saver \(page 266\)](#)
 - The correct time can be periodically set by obtaining the time from the network time server.
 - ➔ **Command Center RX User Guide**
-

1 Display the screen.

[System Menu / Counter] key > [Date/Timer/Energy Saver]

2 Configure the settings.

Select and set [Time Zone] > [Date/Time] > [Date Format] in this order.

[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.

[Date/Time]

Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set on the machine will be displayed on the header.

Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), Hour (0 to 23), Minute (0 to 59), Second (0 to 59)

[Date Format]

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

Value: [MM/DD/YYYY], [DD/MM/YYYY], [YYYY/MM/DD]

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 or Optional Network to configure the network in details from System menu. ➔ [Wired Network Settings] (page 242) ➔ Optional NIC (page 253)
Configuring Connections on the Web Page	For the equipped network interface, the connection can be set by using Command Center RX. For the IB-50, the connection can be set on the dedicated Web page. ➔ Command Center RX User Guide ➔ IB-50 Operation Guide
Setting the Connection by Using the Setup Utility of IB-50	This is the setup tool included in the CD of IB-50. You can use it on Windows. ➔ IB-50 Operation Guide



NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-50) and a Wireless Network Interface Kit (IB-37/IB-38/IB-51), select the desired setting on [Primary Network (Client)].

➔ [Primary Network \(Client\) \(page 257\)](#)

For other network settings, refer to the following:

➔ [Network \(page 234\)](#)

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.

[System Menu / Counter] key > [System/Network] > [Network] > [Wired Network Settings] > [TCP/IP Settings] > [IPv4 Settings]

2 Configure the settings.

- When using DHCP server
 - [DHCP]: Use
- When setting the static IP address
 - [DHCP]: Not use
 - [Auto-IP]: Not use
 - [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 [DHCP] setting set to [Off].
 - When using the DNS server with IP address that is not assigned by DHCP automatically.

Select [Auto (DHCP)] or [Manual]. If you selected [Manual], enter the [Primary Server] and [Secondary Server].

IMPORTANT

After changing the setting, restart the network from System Menu, or turn the machine OFF and then ON.

➔ [\[Restart Network\] \(page 252\)](#)

NOTE

Ask your network administrator for the IP address in advance, and have it ready when you configure this setting.

Configuring the Wireless Network

When the optional Wireless Network Interface Kit (IB-37, IB-38, or IB-51) is installed on the machine and the connection settings are configured, it is possible to print in a wireless network (wireless LAN) environment.

➔ [IB-37/IB-38 <Wireless network interface \(USB: 5GHz/2.4GHz\)> \(page 403\)](#)

➔ [IB-51 <Wireless network interface \(KUIO: 2.4GHz\)> \(page 403\)](#)

The configuration methods are as follows:

Configuration Method	Description
Configuring the Connection from the Operation Panel on This Machine	Use Wi-Fi Settings or Wireless Network to configure the network in details from System menu. ➔ [Wi-Fi Settings] (page 236) ➔ [Setup] (page 254)
Setting the Connection by Using the Wi-Fi Setup Tool	This is a tool that can be downloaded from Download Center (https://kyocera.info/). You can configure the connection according to the instructions provided by the wizard. ➔ Wired Connection with LAN Cable Using Wi-Fi Setup Tool (page 58)
Setting the Connection by Using the Setup Utility of IB-51	This is the setup tool included in the CD of IB-51. You can use it on both Windows and Mac OS. ➔ IB-51 Operation Guide
Configuring Connections on the Web Page	For the IB-37/IB-38, the connection can be set on the Command Center RX. ➔ Command Center RX User Guide
	For the IB-51, the connection can be set on the dedicated Web page. ➔ IB-51 Operation Guide

NOTE

When you want to switch to the network interface other than Wired (default) after installing an optional Network Interface Kit (IB-50) and a Wireless Network Interface Kit (IB-37/IB-38/IB-51), select the desired setting on [Primary Network (Client)].

➔ [Primary Network \(Client\) \(page 257\)](#)

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.

→ [\[Wi-Fi Settings\] \(page 236\)](#)

→ [\[Setup\] \(page 254\)](#)

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.

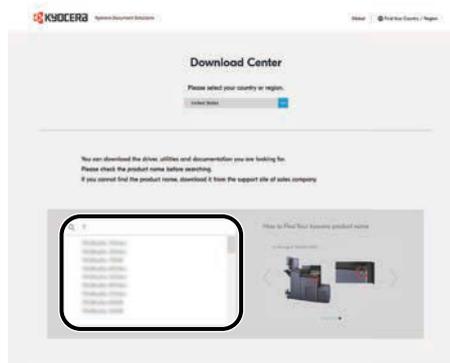
2 Launch the Wi-Fi Setup Tool.

1 Launch your Web browser.

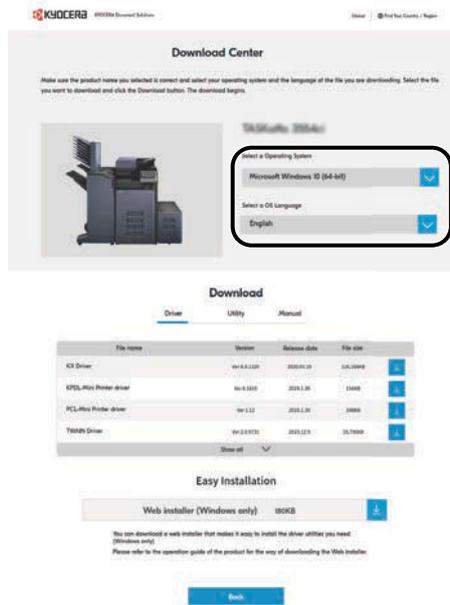
2 Enter "<https://kyocera.info/>" into the browser's address bar or location bar.



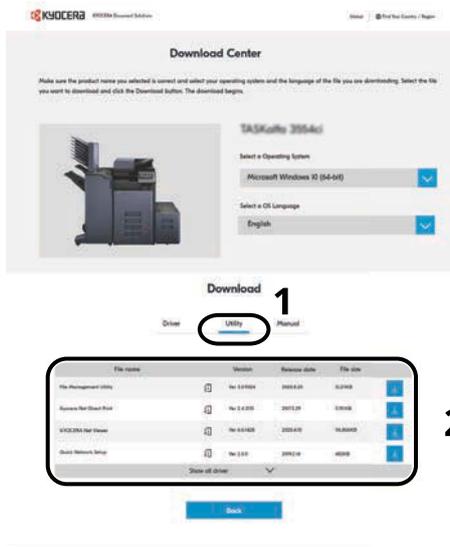
3 Enter and search the product name, and select this product from the candidate list.



- 4 Change the selected operating system and its language setting as needed.



- 5 Utility tab > [Wi-Fi Setup Tool]
 The Wi-Fi Setup Tool will be downloaded.



- 6 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] (Allow).

3 Configure the settings.

1 [Do not use automatic configuration] > [Next] > [Next]

2 [Use LAN cable] > [Next] > [Next]

3 [Easy 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 machine is not detected, select [Advanced setup] > [Next]. Select [Express] or [Custom] as device discovery method and specify the IP address or host name to search the machine.
-

4 Select the machine > [Next]

5 Select [Use the device settings.] on [Authentication mode], and enter the administrator's login user name and password.

6 Configure the communication settings > [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.

→ [\[Wi-Fi Settings\] \(page 236\)](#)

1 Display the screen.

[System Menu / Counter] key > [System/Network] > [Network] > [Wi-Fi Direct Settings] > [Wi-Fi Direct]

2 Configure the settings.

[Wi-Fi Direct]:[On] > [Close]

3 Restart the network.

[System Menu / Counter] key > [System/Network] > [Network] > [Restart Network] > [Yes]

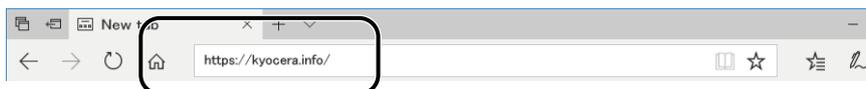
4 Connect a computer or a mobile device with the machine.

→ [Setting Wi-Fi Direct \(page 64\)](#)

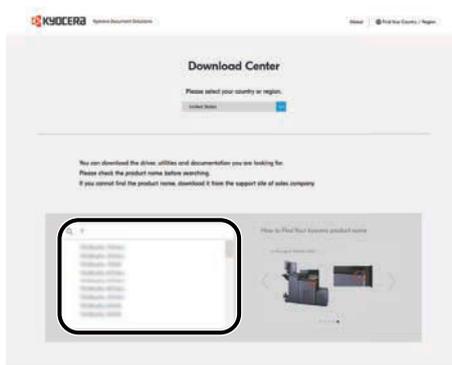
5 Launch the Wi-Fi Setup Tool.

1 Launch your Web browser.

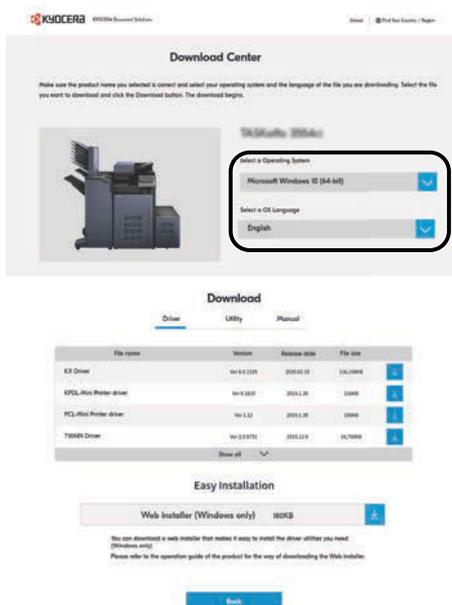
2 Enter "<https://kyocera.info/>" into the browser's address bar or location bar.



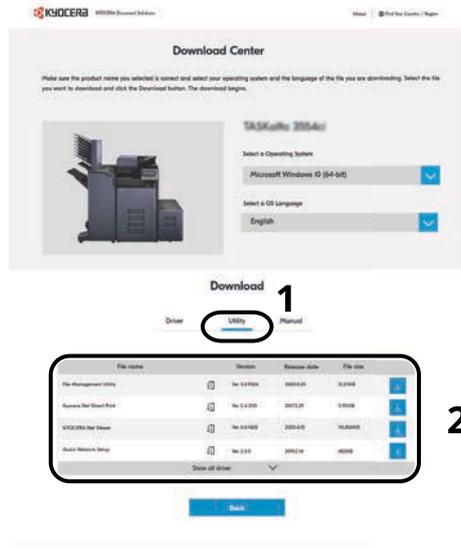
- 3 Enter and search the product name, and select this product from the candidate list.



- 4 Change the selected operating system and its language setting as needed.



- 5 Utility tab > [Wi-Fi Setup Tool] 
The Wi-Fi Setup Tool will be downloaded.



- 6 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] (Allow).

6 Configure the settings.

- 1 [Do not use automatic configuration] > [Next] > [Next]
- 2 [Wi-Fi Direct] > [Next] > [Next]
- 3 [Advanced setup] > [Next]

Select [Express] or [Custom] as the device discovery method. You can specify an IP address or hostname as the discovery method.
- 4 Select the machine > [Next]
- 5 Select [Use the device settings.] on [Authentication mode], and enter the administrator's login user name and password.
- 6 Configure the communication settings > [Next]
- 7 Change the settings of access point as necessary > [Next]

The network is configured.

Setting Wi-Fi Direct

When the Optional Wireless Network Interface Kit (IB-37/IB-38) is installed on the machine and the connection settings are configured, this enables you to print from 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.

[System Menu / Counter] key > [System/Network] > [Network] > [Wi-Fi Direct Settings] > [Wi-Fi Direct]

2 Configure the settings.

[Wi-Fi Direct]:[On] > [Close]

3 Restart the network.

[System Menu / Counter] key > [System/Network] > [Network] > [Restart Network] > [Yes]

4 Specify the machine name from the computer or mobile device.

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

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.

[System Menu / Counter] key > [System/Network] > [Network] > [Wi-Fi Direct Settings] > [Wi-Fi Direct]

2 Configure the settings.

[Wi-Fi Direct]: [On] > [Close]

3 Restart the network.

[System Menu / Counter] key > [System/Network] > [Network] > [Restart Network] > [Yes]

4 [Home] key > [Task Screen] > [Wi-Fi Direct]

5 Note the network name (SSID), IP address, and password of "Wi-Fi Direct"

6 Configure the mobile device.

1 [Settings] > [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 > [Connect]

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

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.

[System Menu / Counter] key > [System/Network] > [Network] > [Wi-Fi Direct Settings] > [Wi-Fi Direct]

2 Configure the settings.

[Wi-Fi Direct]: [On] > [Close]

3 Restart the network.

[System Menu / Counter] key > [System/Network] > [Network] > [Restart Network] > [Yes]

4 [Home] key > [Task Screen] > [Wi-Fi Direct]

5 Press the push button on the computer or mobile device and select "Wi-Fi Direct" [Push Button Setup] > [OK] on the screen of operation panel.

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



IMPORTANT

You can connect up to 10 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 mobile devices
 - Disconnecting all devices from the network on the operation panel
Select [Home] key > [Task Screen] > [Wi-Fi Direct] > [List of Connected Devices] > [Disconnect].
 - Configuring auto disconnecting time from the System menu
➔ [\[Wi-Fi Direct Settings\] \(page 235\)](#)
 - Configuring auto disconnecting time from the Command Center RX
➔ **Command Center 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



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

In addition, the machine wakes up when the following operations are performed:

- Select any key on the operation panel.
- Touch the touch panel.

Recovery time from Sleep Mode is as follows.

6.0 seconds or less

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

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time.

The amount of time before entering Sleep is as follows.

- 1 minutes (default setting)

To change the preset sleep time, refer to the following:

➔ [Configuring Settings Quick Setup Wizard \(page 71\)](#)

Sleep Level (Energy Saver)

Sleep can be switched to two modes: Energy Saver mode and Quick Recovery mode. The default setting is Energy Saver mode.

NOTE

- Use the Energy Saver mode under normal circumstances. Use the Quick Recovery mode only when the computer does not recognize USB-connected devices. Note that this will consume more power.
 - Energy Saver mode cannot be set when the optional Network Interface Kit is installed.
-

For more information on Sleep Level, refer to the following:

➔ [Configuring Settings Quick Setup Wizard \(page 71\)](#)

Energy Saver Recovery Level

This machine can reduce power consumption when recovering from Energy Saver Mode. For Energy Saver Recovery Level, [Full Recovery], [Normal Recovery] or [Power Saving Recovery] can be selected. The factory default is [Normal Recovery].

For more information on Energy Saver Mode settings, refer to the following:

➔ [Configuring Settings Quick Setup Wizard \(page 71\)](#)

➔ [Energy Saver Recovery Level \(page 267\)](#)

Weekly Timer Settings

Set the machine to automatically sleep and wake up at times specified for each day.

For more information on Weekly Timer Settings, refer to the following:

➔ [Configuring Settings Quick Setup Wizard \(page 71\)](#)

Quick Setup Wizard

The following settings can be configured in a wizard-style screen.

Paper setup

Configure the paper used for printing.

Items	Contents
Cassette	Paper size (Cassette 1 to Cassette 5) Paper type (Cassette 1 to Cassette 5)
Multipurpose Tray	Paper size Paper Type

Energy Saver Setup

Configures sleep mode and low power mode.

Items	Contents
Sleep Mode	Sleep Timer Sleep Level
Recovery Mode	Energy Saver Recovery Level
Weekly Timer	Weekly Timer Settings Schedule ^{*1} Retry ^{*1} Retry Times ^{*1} Retry Interval ^{*1}

*1 This item appears when [Weekly Timer] is set to [On].

Network Setup

Configures network settings.

Items	Contents
Network	Network Selection Wi-fi ^{*2} DHCP ^{*3} IP Address ^{*4} Subnet Mask ^{*4} Default Gateway ^{*4}

*1 This function is displayed when the optional Wireless Network Interface Kit (IB-37/IB-38) is installed.

*2 This function is displayed when Network Selection is set to [Wi-Fi].

*3 This function is displayed when Network Selection is set to [Wired Network].

*4 This function is not displayed when DHCP is set to [On].

Security Setup

Specify the security level by Security Quick Setup.

Notification Setup

Set whether the panel notifies that the replacement time for consumables is approaching.

Configuring Settings Quick Setup Wizard

 **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.

[System Menu / Counter] key > [Quick Setup Wizard]

2 Select a function.

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

 **NOTE**

If you experience difficulty configuring the settings, refer to the following:

➔ [Help Screen \(page 51\)](#)

[End]

Exits the wizard. Settings configured so far are applied.

[<< Previous]

Returns to the previous item.

[Skip >>]

Advances to the next item without setting the current item.

[Next >]

Advances to the next screen.

[< Back]

Returns to the previous screen.

[Complete]

Register the settings and exit the wizard.

Installing Software

To use printer function, download and install the required software from Download Center (<https://kyocera.info/>).

Published Software (Windows)

Software	Description	Recommended software
KX DRIVER	This driver enables files on a computer to be printed by the machine. Multiple page description languages (PCL XL, KPD, 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.	○
KPD mini-driver/PCL minidriver	This is a Microsoft MiniDriver that supports PCL and KPD. There are some restrictions on the machine features and option features that can be used with this driver.	—
KYOCERA Net Viewer	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.	○
KYOCERA Net Direct Print	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.	—

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

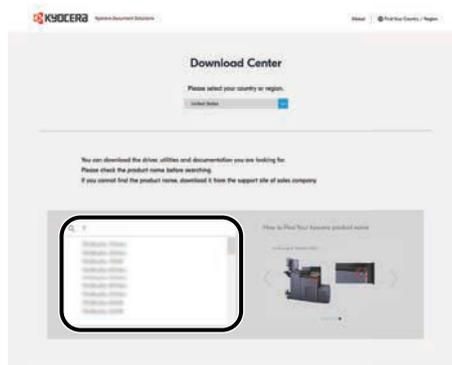
Download and install a software from our website.

1 Download a software from the website.

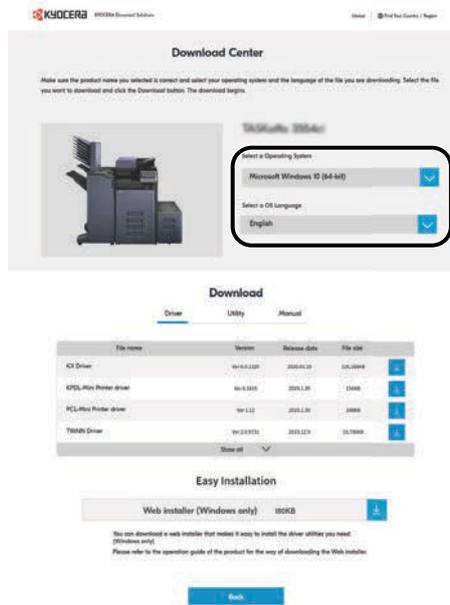
- 1 Launch your Web browser.
- 2 Enter "<https://kyocera.info/>" into the browser's address bar or location bar.



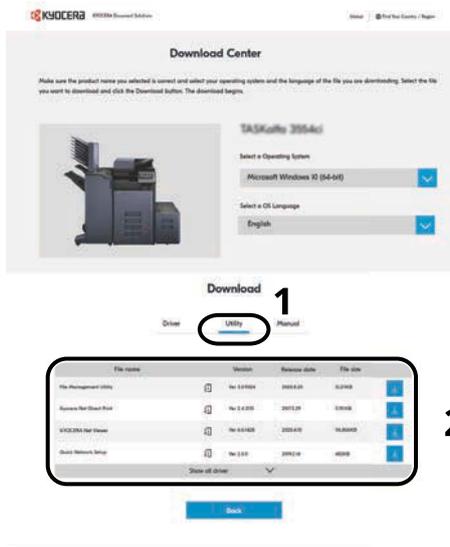
- 3 Enter and search the product name, and select this product from the candidate list.



- 4 Change the selected operating system and its language setting as needed.



- 5 Driver tab or Utility tab >  of the software you want to download.
An installer of the selected software will be downloaded.



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] (Allow).

Using the web installer

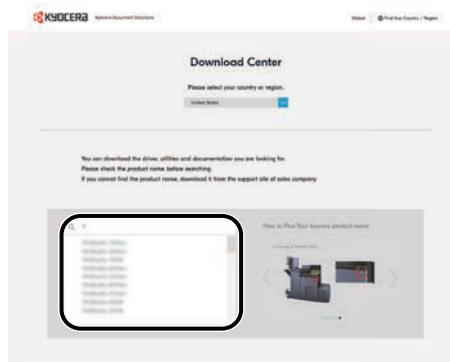
Install a software by using a web installer downloaded from our website.

1 Download a software from the website.

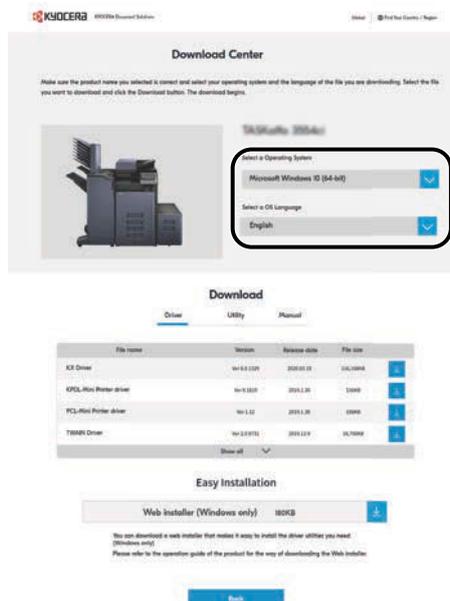
- 1 Launch your Web browser.
- 2 Enter "<https://kyocera.info/>" into the browser's address bar or location bar.



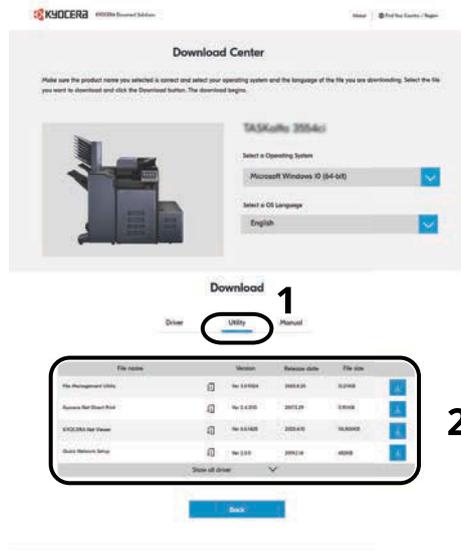
- 3 Enter and search the product name, and select this product from the candidate list.



- 4 Change the selected operating system and its language setting as needed.



- Utility tab >  of "Web installer".
A web installer will be downloaded.



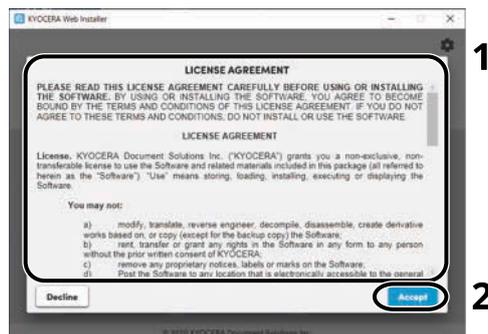
2 Double-click the downloaded installer to launch.



NOTE

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

3 Display the screen.



- 1 Read the license agreement.
- 2 Click [Accept] if there is no problem.

4 Click [Install].



5 Select a model and click [Next].



NOTE

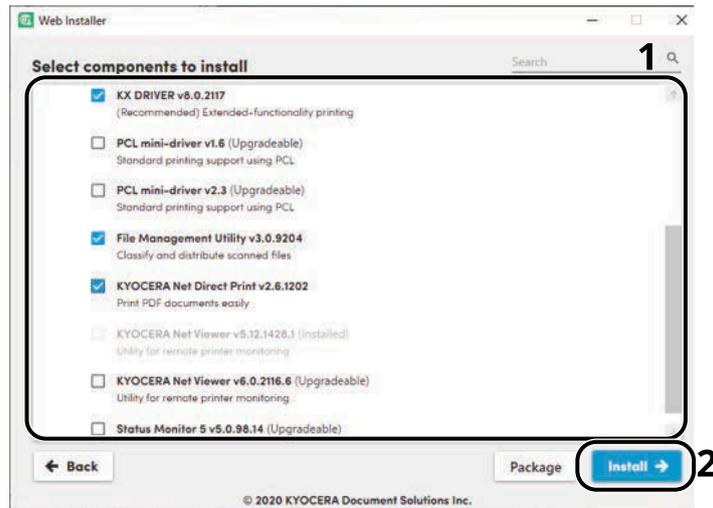
- The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable.
- If a desired device is not displayed, select [Add custom device] to directly select the device you want to use.

6 Install the software.

- 1 Select software you want to install.

NOTE

Software recommended to install have in their checkboxes by default. Change as required.

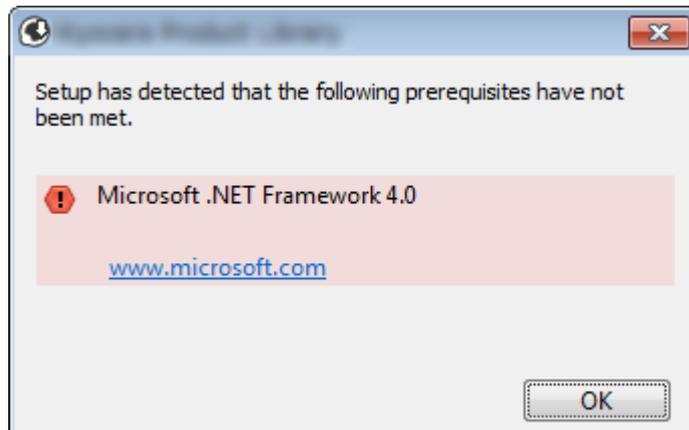


2 Click [Install].

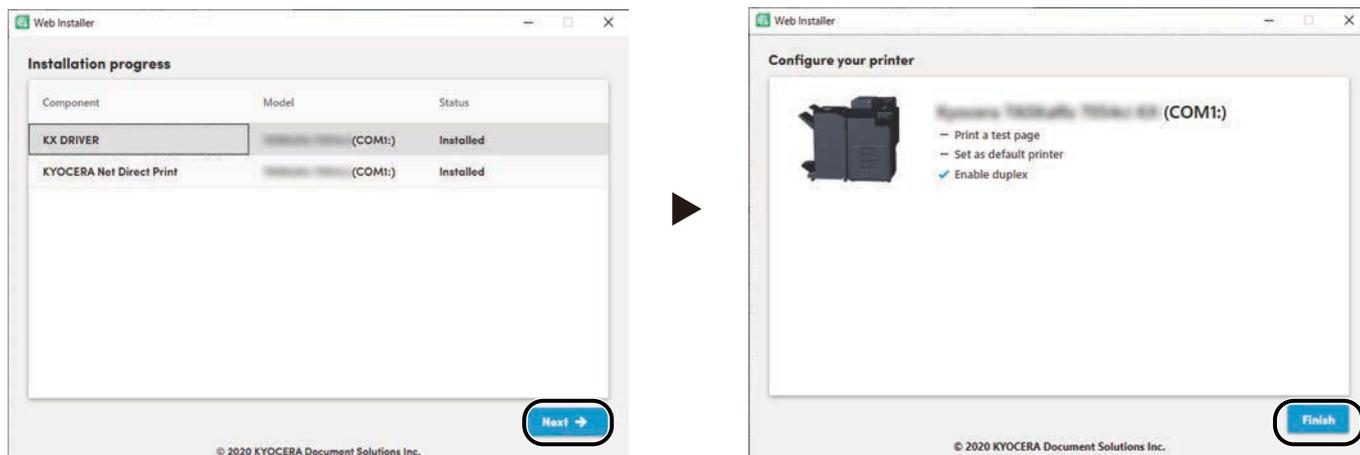
When [Install] is clicked, a screen which asks for cooperation for data collection may appear. Select one of the answer choices and click [OK].

 **NOTE**

- If the Windows security window appears, click [Install this driver software anyway].
- To install Status Monitor for Windows 8.1, it is necessary to install Microsoft.NET Framework 4.0 beforehand.



7 Finish the installation.



Click [Next] > [Finish] to finish the installation wizard.

If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

5 Finish uninstalling.

Click [Finish].

Restart the system for the uninstall to take effect.

Installing Software on a Mac OS Computer

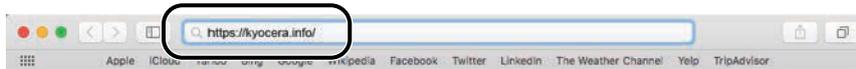
A printer driver can be installed for a Macintosh computer.

NOTE

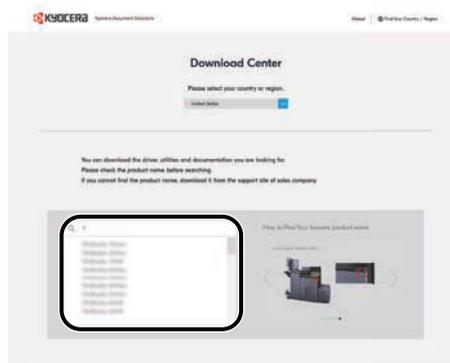
- Installation on Mac OS must be done by a user logged on with administrator privileges.
- When installing for a Mac, set the machine's emulation to [KPD/L] or [KPD/L (Auto)].
 - ➔ [Printer \(page 229\)](#)
- If connecting by Bonjour, enable Bonjour in the machine's network settings.
 - ➔ [\[Bonjour\] \(page 245\)](#)
- 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.

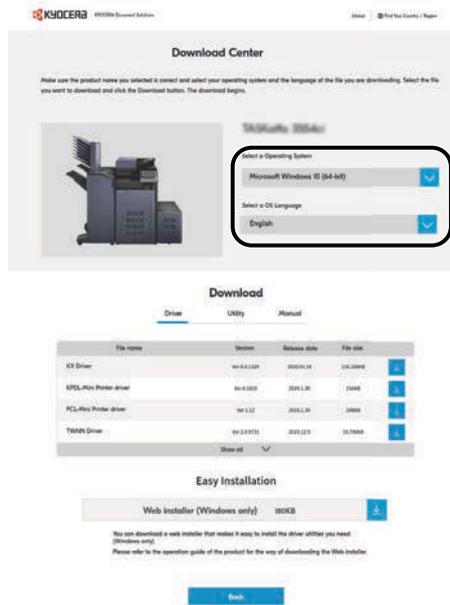
- 1 Launch your Web browser.
- 2 Enter "<https://kyocera.info/>" into the address bar.



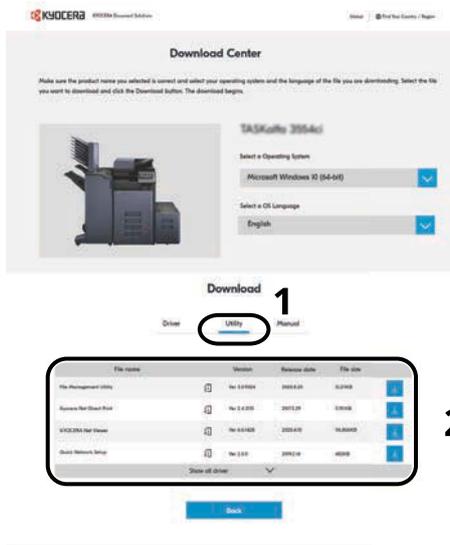
- 3 Enter and search the product name, and select this product from the candidate list.



- 4 Change the selected operating system and its language setting as needed.

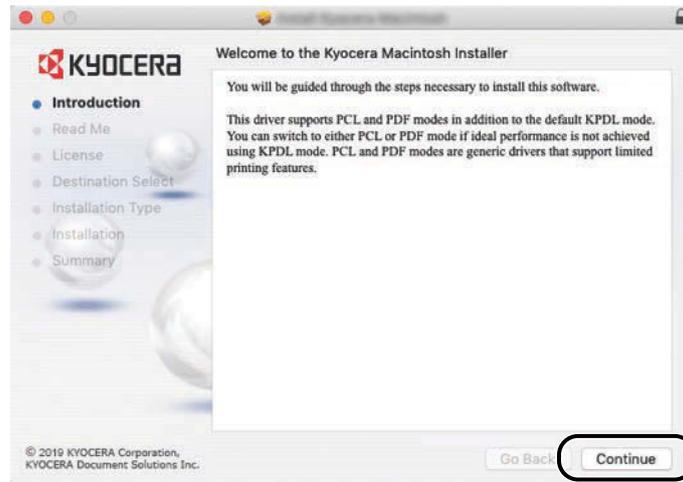


- 5 Driver tab > "Mac Printer Driver (x.x and later)" 
An installer of the selected software will be downloaded.



2 Install the Printer Driver.

Double click to launch the downloaded installer.

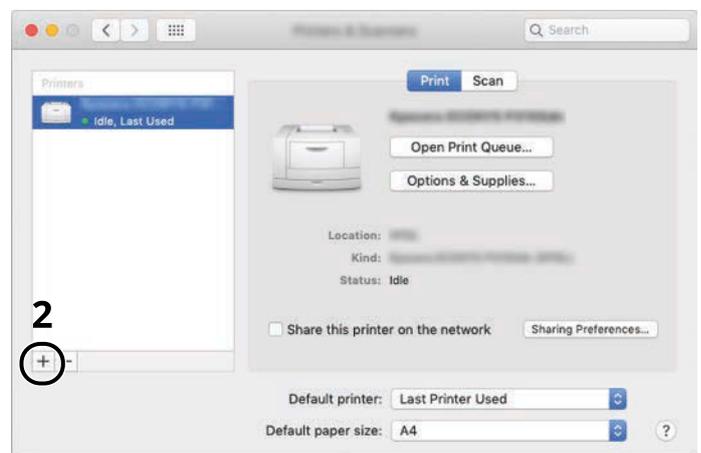
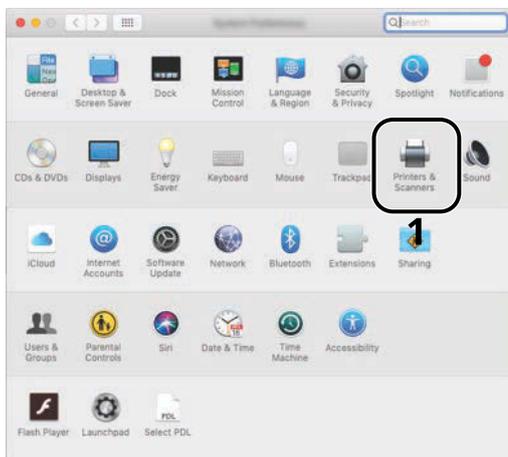


Install the printer driver as directed by the instructions in the installation software. This completes the printer driver installation.

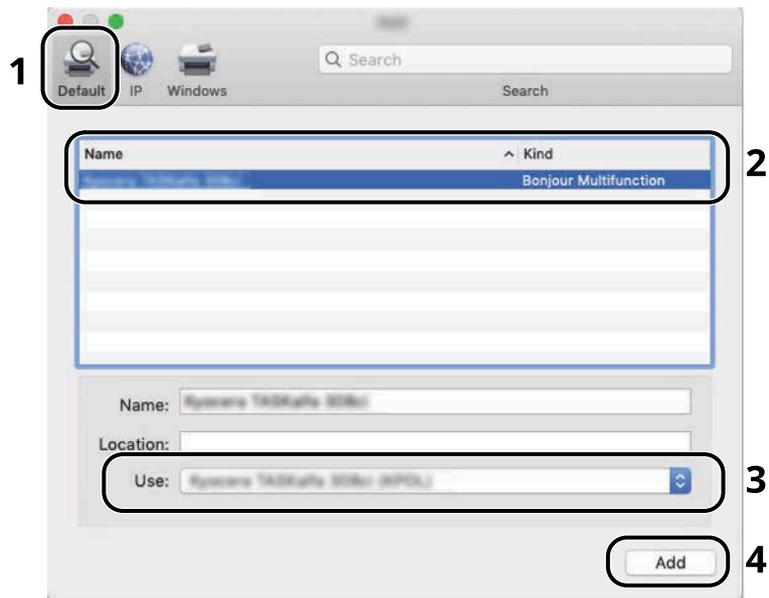
If a USB connection is used, the machine is automatically recognized and connected. If an IP connection is used, the settings below are required.

3 Configure the printer.

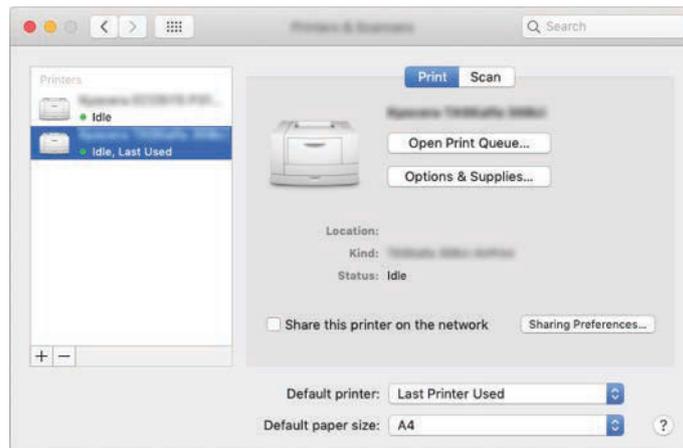
- 1 Open System Preferences and add the printer.



- 2 Select [Default] and click the item that appears in "Name" and then select the driver in Use.



The selected machine is added.



 **NOTE**

When using an IP connection, click the IP icon for an IP connection and then enter the host name or IP address. The number entered in "Address" will automatically appear in "Name". Change as required.

3 Select the options equipped with the machine.



Checking the Counter

Check the number of sheets printed and scanned.

1 Display the screen.

[System Menu / Counter] key > [Counter]

2 Check the counter

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 \(page 259\)](#)

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

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	4500
Login Password	4500

Administrator

User Name	Admin
Login User Name	Admin
Login Password	xxxxxxxxxx (Serial Number) ➔ Checking the Equipment's Serial Number (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.

➔ [Changing User Properties for Local Users \(Admin, DeviceAdmin, PowerUser\) \(page 277\)](#)

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 \(User Login, Job Accounting\) \(page 271\)](#)

NOTE

This product has an optional security chip called TPM (UG-50) (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 \(page 272\)](#)
- Authentication Security
 - ➔ [Authentication Security \(page 274\)](#)
- Auto Panel Reset
- ID Card Settings

The optional IC Card Authentication Kit is required.

➔ [ID Card Settings \(page 285\)](#)

Restrict the basic functions that can be used

- Local Authorization
 - ➔ [Changing User Properties for Network Users \(page 278\)](#)

Prevent another user from handling the documents stored in the machine

- Custom Box
 - Requires the optional SSD.
 - ➔ [What is Custom Box? \(page 165\)](#)

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

- Remote Printing
 - ➔ [Remote Printing \(page 221\)](#)

Prevent the data stored in the machine from being leaked

- Data Overwrite
Requires the optional SSD.
It is necessary to activate the Data Security Function.
➔ **Data Encryption / Overwrite Operation Guide**
- Encryption
Requires the optional SSD.
It is necessary to activate the Data Security Function.
➔ **Data Encryption / Overwrite Operation Guide**

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

- Data Sanitization
➔ [Data Sanitization \(page 261\)](#)

Protect the transmission from interception and wiretapping

- IPP over TLS
➔ [IPP over TLS \(page 248\)](#)
- HTTPS
➔ [HTTPS \(page 248\)](#)
- SMTP Security
➔ [SMTP \(E-mail TX\) \(page 246\)](#)
- POP3 Security
➔ [POP3 \(E-mail RX\) \(page 246\)](#)
- Enhanced WSD (TLS)
➔ [Enhanced WSD over TLS \(page 249\)](#)
- IPSec
➔ [\[IPSec\] \(page 245\)](#)
- SNMPv3
➔ [SNMPv3 \(page 247\)](#)

Verify the software in the machine

- Software Verification
➔ [Software Verification \(page 262\)](#)

Preventing from execution of the unauthorized programs

- Allowlisting
➔ [Allowlisting \(page 265\)](#)

Command Center RX

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

➔ Command Center RX User Guide

NOTE

To fully access the features of the Command Center 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 on the navigation menu.

Settings that the administrator and general users can configure in Command Center RX are as follows.

Setting	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
Document Box	Add or delete document boxes, or delete documents within a document box. The logged in user may not be able to configure some settings, depending on the privilege of the user.	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

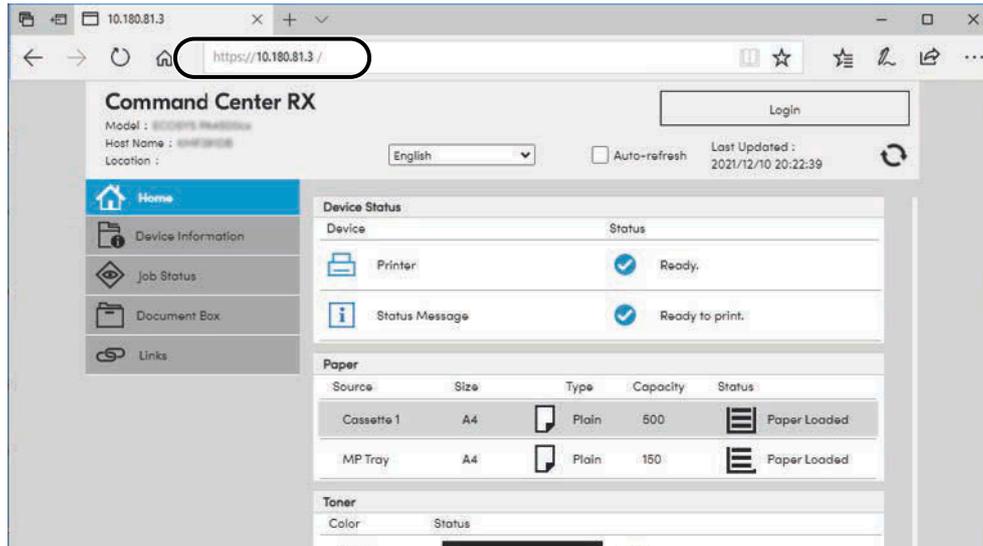
Accessing Command Center RX

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.

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 Command Center RX as well as their current status.



NOTE

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

➔ **Command Center 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.



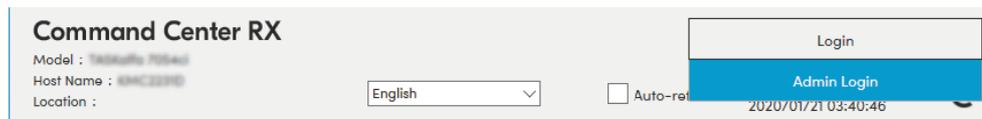
NOTE

To fully access the features of the Command Center 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 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.
[Task Screen] in the home screen > [Device Information] > [Identification/Wired Network]
- 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

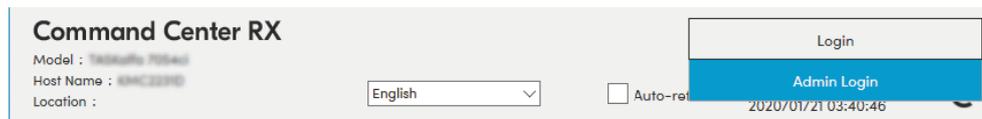
For details on settings related to certificates, refer to the following:

- ➔ [Command Center RX User Guide](#)
-

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.
[Task Screen] in the home screen > [Device Information] > [Identification/Wired Network]
- 3 Log in with administrator privileges.



- 4 Click [System] from the [Device Settings] menu.

2 Specify the host name.

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".

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

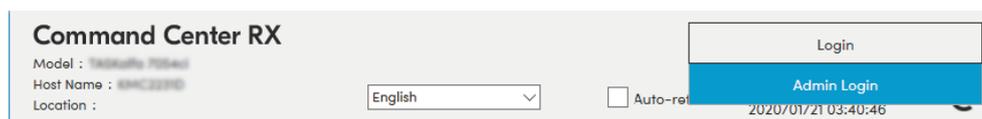
"E-mail Size Limit" in "E-mail Send Settings"

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.
[Task Screen] in the home screen > [Device Information] > [Identification/Wired Network]
- 3 Log in with administrator privileges.



- 4 Click [Protocol] from the [Network Settings] menu.

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.

Click [E-mail] from the [Function Settings] menu.

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 default port number is 25.

[SMTP Server Timeout]

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

[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.

➔ [Command Center 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.

[Sender Address]

Specify the sender address for when the machine sends E-mails, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. 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.

[Function Default]

Change the function default settings in [Customize Status Display] page.

5 Click [Submit].

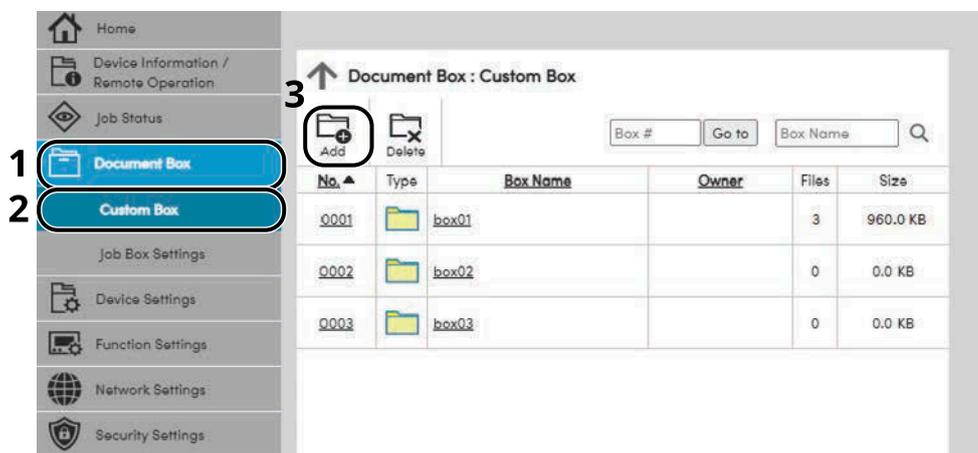
Creating a New Custom Box

NOTE

An optional SSD is required to use the Custom Box.

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.
[Task Screen] in the home screen > [Device Information] > [Identification/Wired Network]
- 3 In the [Document Box] menu, click [Custom Box].



- 4 Click [Add].

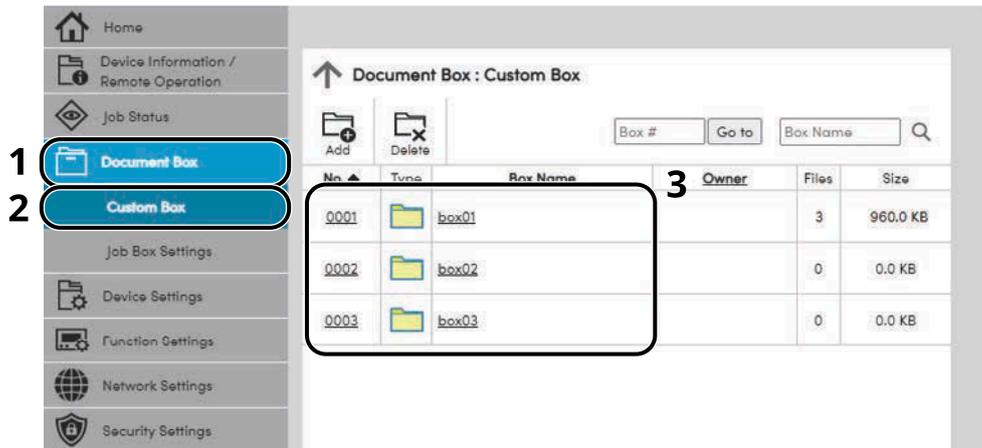
2 Configure the Custom Box.

- 1 Enter the box details.
Enter the information for the custom box you want to register. For details on the fields to populate, refer to the following:
➔ **Command Center RX User Guide**
- 2 Click [Submit].

Printing a Document Stored in a Custom Box

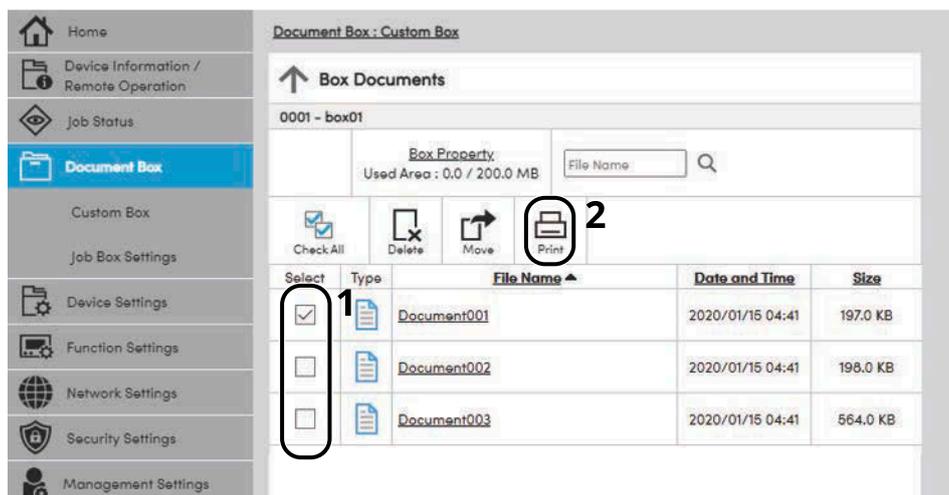
1 Display the screen.

- 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.
[Task Screen] in the home screen > [Device Information] > [Identification/Wired Network]
- 3 In the [Document Box] menu, click [Custom Box].



- 4 Click the number or name of the Custom Box in which the document is stored.

2 Print the document.



- 1 Select the document you wish to print.
Select the checkbox of the document to be printed.

- 2 Click [Print].
- 3 Configure settings for printing, click [Print].

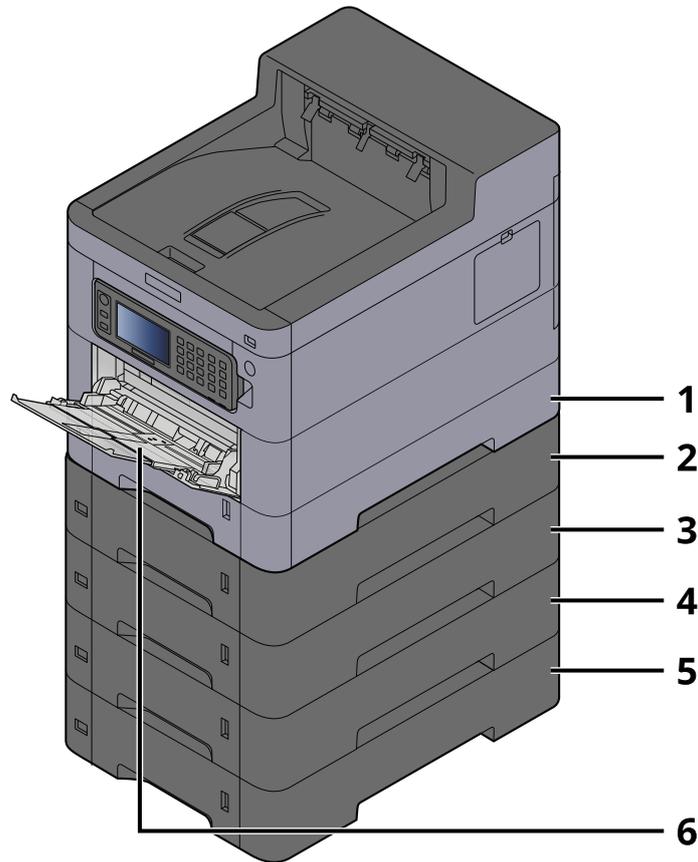
3 Preparation before Use

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.



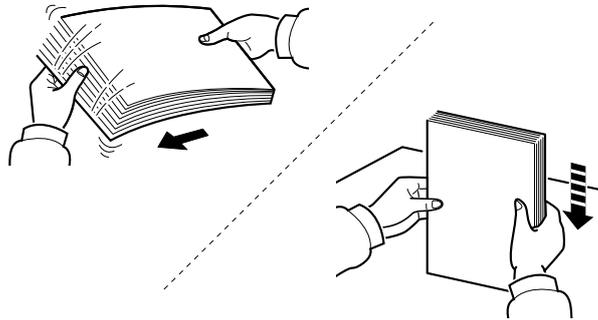
- 1 Cassette 1
➔ [Loading in the Cassettes \(page 105\)](#)
- 2 Cassette 2
➔ [Loading in the Cassettes \(page 105\)](#)
- 3 Cassette 3
➔ [Loading in the Cassettes \(page 105\)](#)
- 4 Cassette 4
➔ [Loading in the Cassettes \(page 105\)](#)
- 5 Cassette 5
➔ [Loading in the Cassettes \(page 105\)](#)
- 6 MultipurposeTray
➔ [Loading Paper in the Multipurpose Tray \(page 109\)](#)

 **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.)
 - Use paper made for color printing if you want higher-quality color prints.
-

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 after loading in the multipurpose tray or cassettes back 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 \(page 410\)](#)

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	550 sheets (75 g/m ²)
Cassette 2 to 5	550 sheets (Plain paper: 75 g/m ²)

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

→ [Choosing the Appropriate Paper \(page 411\)](#)



NOTE

A5 and A6 paper cannot be loaded in cassettes 2 to 5. (A5-R size can be set)

For the paper type setting, refer to the following:

→ [\[Media Type Settings\] \(page 215\)](#)

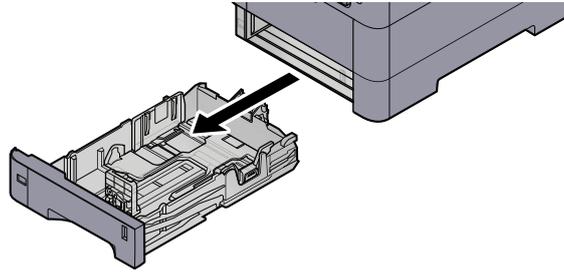


IMPORTANT

- Cassettes 1 to 5 can hold 60 to 220 g/m² of paper.
- If you are using a paper weight of 106 g/m² 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.



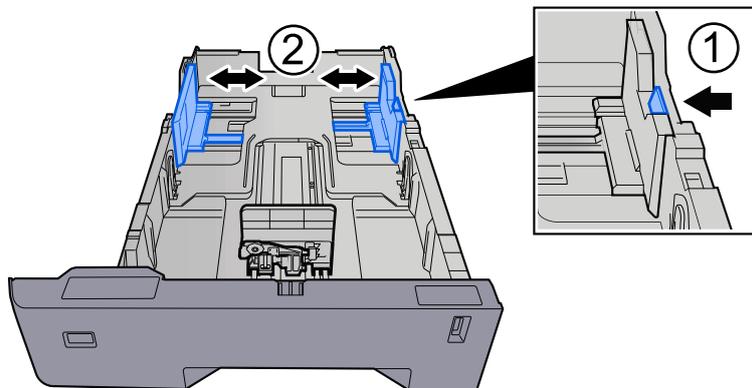
 **NOTE**

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

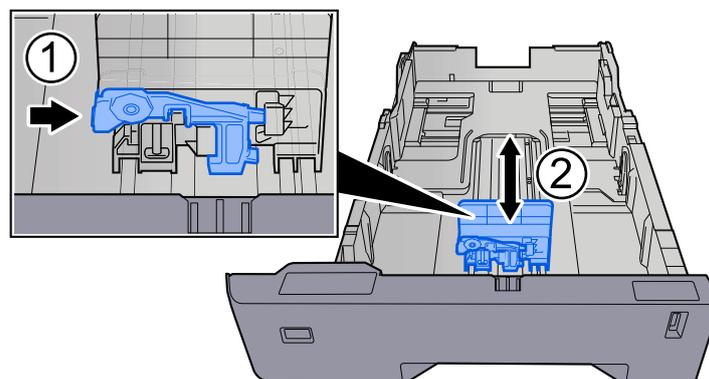
- 2 Adjust the cassette size.

- 1 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.

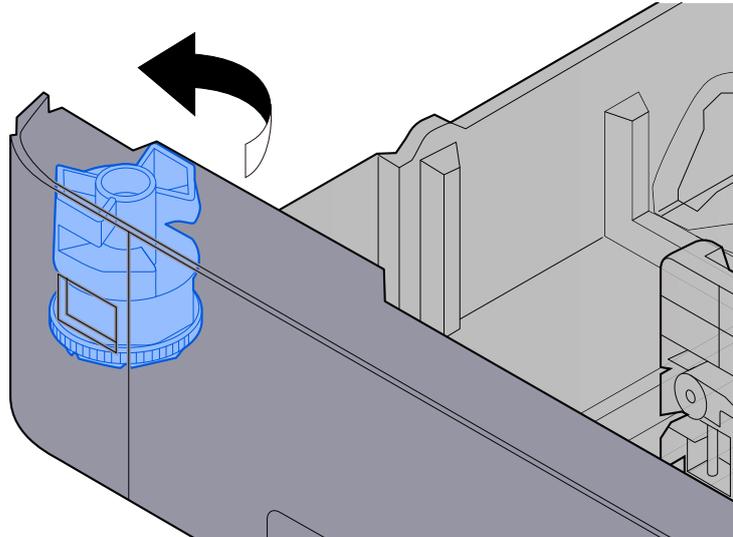
Paper sizes are marked on the cassette.



- 2 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.



- 3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



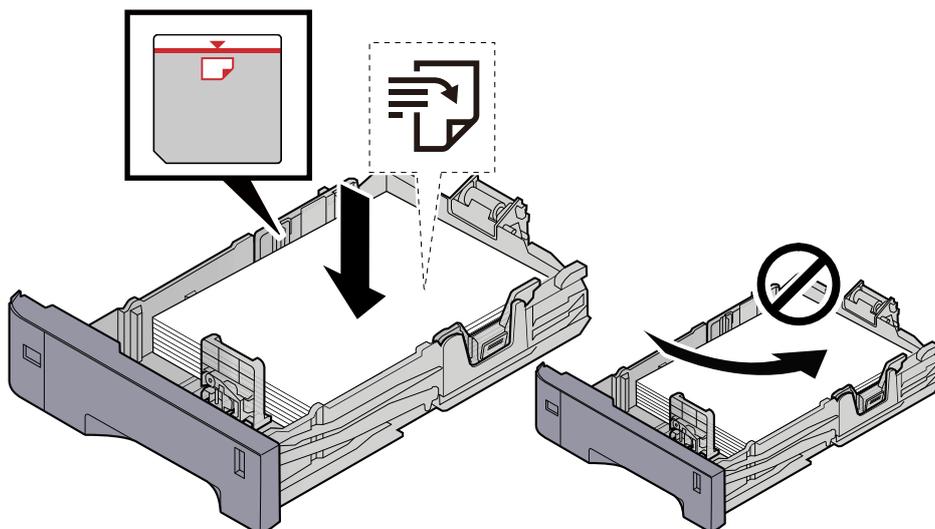
NOTE

Set the size dial to Other if you wish to use paper that is other than the Standard Size. In this case, it is necessary to set the paper size from the operation panel.

→ [Specifying Paper Size and Media Type \(page 112\)](#)

3 Load paper.

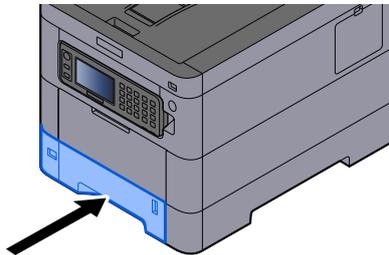
- 1 Fan the paper, then tap it on a level surface to avoid paper jams or skewed printing.
- 2 Load the paper in the cassette.



 **IMPORTANT**

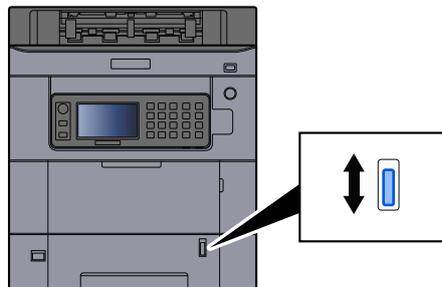
- Load the paper with the print side facing up.
 - After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
➔ [Precaution for Loading Paper \(page 103\)](#)
 - Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
 - Ensure that the loaded paper does not exceed the level indicator (see illustration above).
 - 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.



 **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 Specify the type of paper loaded in the cassette using the operation panel.

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

Paper Specifications available in the Multipurpose Tray

Up to 100 sheets of normal paper (64 g/m²) can be added to the multipurpose tray.

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

➔ [Choosing the Appropriate Paper \(page 411\)](#)

For the paper type setting, refer to the following:

➔ [\[Media Type Settings\] \(page 215\)](#)

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/m² 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.

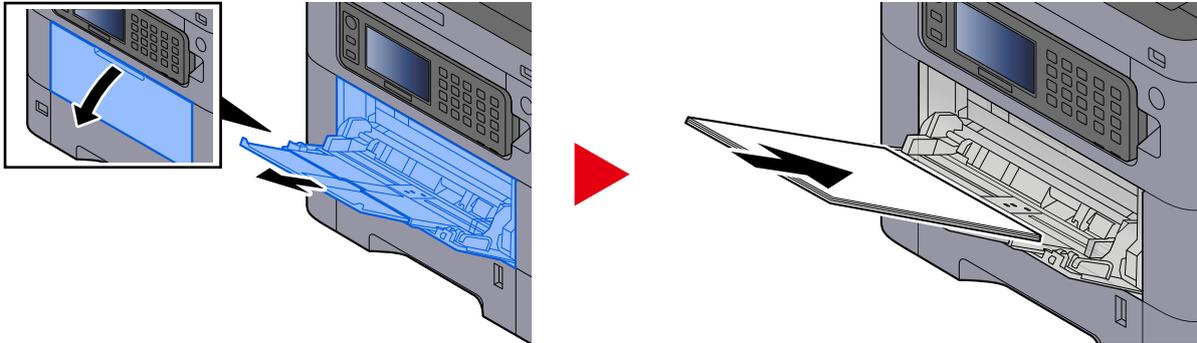
- Plain paper (64 g/m²), recycled paper, and colored paper: 100 sheets
 - Thick paper (209 g/m²): 15 sheets
 - Thick paper (157 g/m²): 30 sheets
 - Thick paper (104.7 g/m²): 50 sheets
 - Hagaki (Cardstock): 30 sheets
 - Envelope DL, Envelope C5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Youkei 4, Youkei 2: 5 sheets
 - Coated: 30 sheets
-

NOTE

- When you load custom size paper, enter the paper size by referring to the following:
➔ [Multipurpose Tray Settings \(page 212\)](#)
-

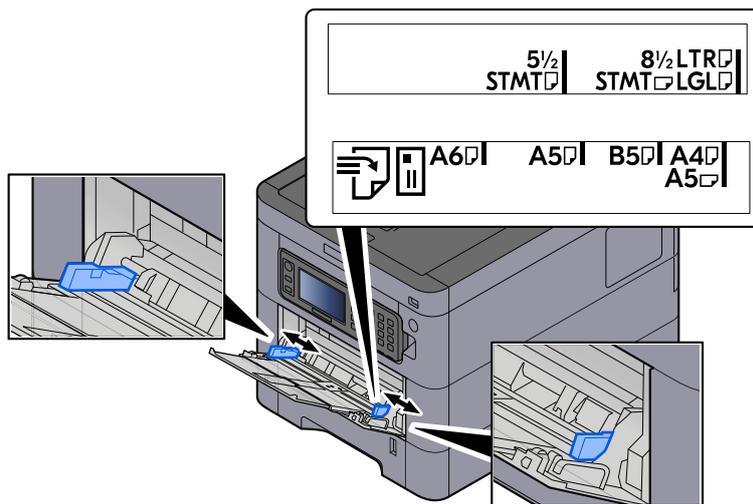
Loading Paper in the Multipurpose Tray

1 Open the multipurpose tray.

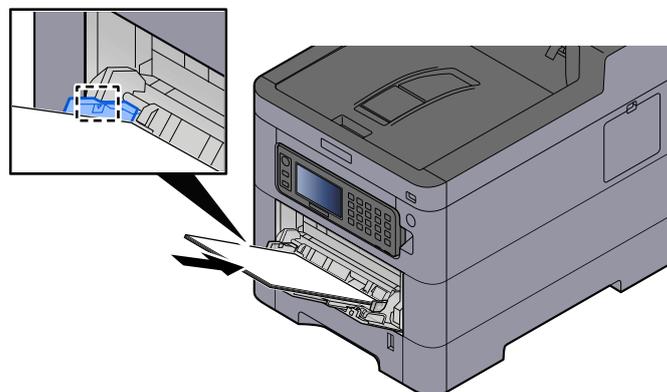


2 Adjust the multipurpose tray size.

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 \(page 103\)](#)

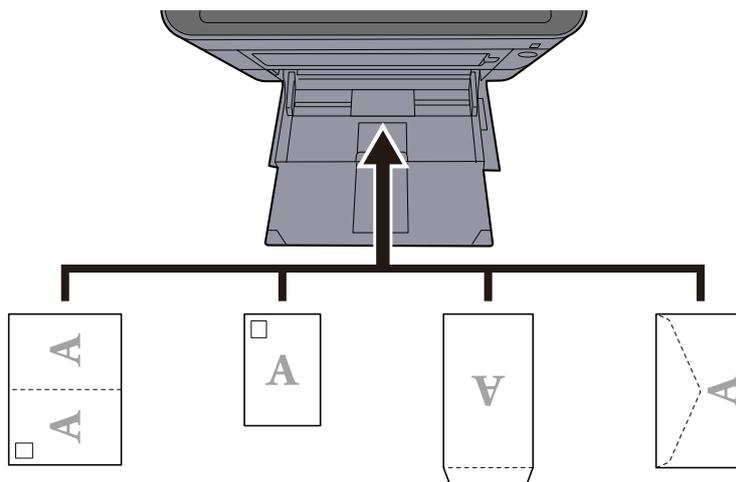
✔ **IMPORTANT**

- 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.

➔ **Printer Driver User Guide**

Example: When printing the address.



✔ **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:

➔ [Multipurpose Tray Settings \(page 212\)](#)

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

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

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 5) 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 setting.

Cassette Paper Size and Media Type

[Paper Size]

Item	Description
[Metric]	<p>Select from the Metric series standard size.</p> <p>Value (Cassette 1) [A4], [A5-R], [A5], [A6], [B5], [B6], [Folio], [216.0mm×340.0mm]</p> <p>Value (Cassette 2 to 5) [A4], [A5-R], [A6], [B5], [Folio], [216.0mm×340.0mm]</p>
[Inch]	<p>Select from the Inch series standard size.</p> <p>Value (Cassette 1) [Letter], [Legal], [Statement-R], [Statement], [Executive], [OficioII]</p> <p>Value (Cassette 2 to 5) [Letter], [Legal], [Statement-R], [Executive], [OficioII]</p>
[Others]	<p>Select from special standard sizes and custom sizes. Used when the size dial of the cassette is set to "Other".</p> <p>Value (Cassette 1) [16K], [ISO B5], [Custom]</p> <p>Value (Cassette 2 to 5) [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Youkei 2], [Youkei 4], [Nagagata 3], [Nagagata 4], [Younaga 3], [Custom]</p>

[Media Type]

Value (Cassette 1)

[Plain], [Transparency], [Rough], [Vellum], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom]

Value (Cassette 2 to 5)

[Plain], [Rough], [Vellum], [Labels], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom]

Multipurpose Tray Paper Size and Media Type

[Paper Size]

Setting	Description
[Metric]	Select from the Metric series standard size. Value [A4], [A5], [A5-R], [A6], [B5], [B6], [Folio], [216.0 mm×340.0 mm]
[Inch]	Select from the Inch series standard size. Value [Letter], [Legal], [Statement], [Statement-R], [Executive], [OficioII]
[Others]	Select from special standard sizes and custom sizes. Value [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Cardstock], [Oufukuhagaki], [Youkei 4], [Youkei 2], [Nagagata 3], [Nagagata 4], [Younaga 3], [Custom]

Media Type

Value

[Plain], [Rough], [Vellum], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom]

To change to a media type other than "Plain," refer to the following.

➔ [\[Media Type Settings\] \(page 215\)](#)

When a paper weight that cannot be loaded in the cassette is set for a media type, that media type does not appear.

Paper setup

1 Display the screen.

[System Menu / Counter] key > [Quick Setup Wizard]

2 Select a function.

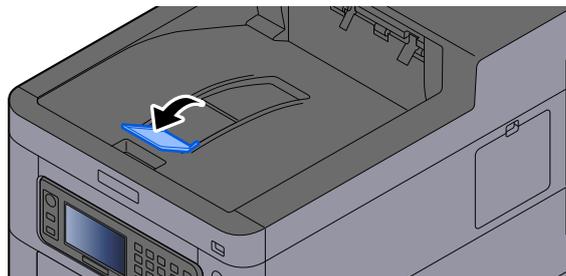
Select [Paper Setup].

3 Configure the settings.

Start the wizard. Follow the instructions on the screen to configure settings.

Paper Stopper

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

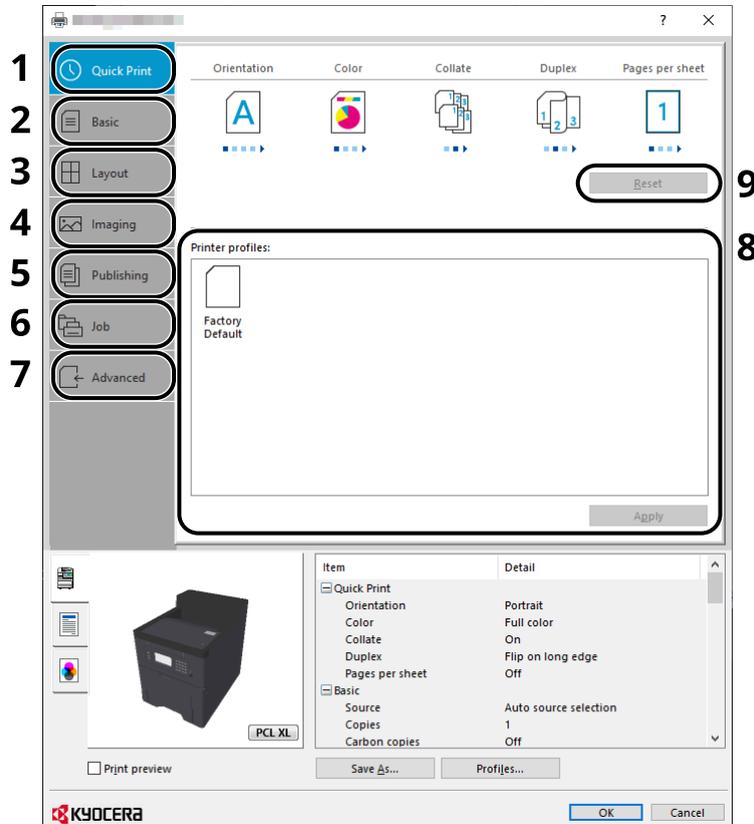


4 Print from PC

Printer Driver Print Settings Screen

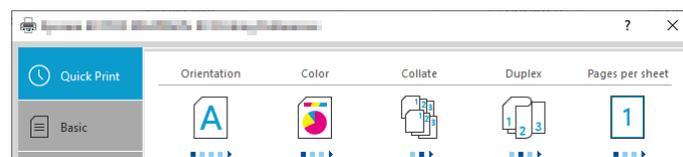
The printer driver print settings screen allows you to configure a variety of print-related settings.

➔ **Printer 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.

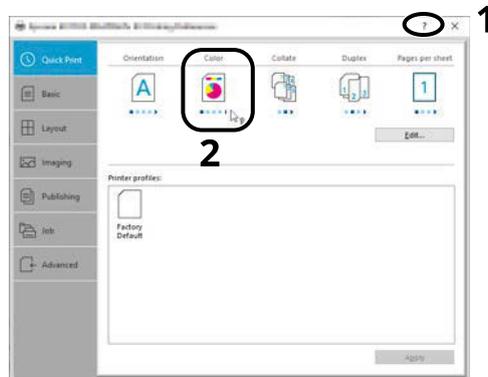
9 [Reset]

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 in the upper right corner of the screen.



- 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 10)

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:

➔ Printer Driver User Guide

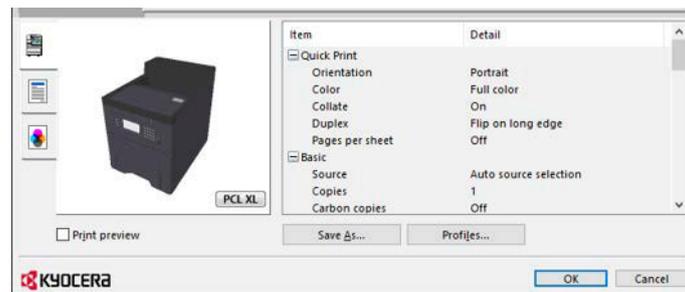
- 1** Click [Start] button on the Windows and then select → [Windows System Tools], → [Control Panel], and → [Devices and Printers].
- 2** Right-click the printer driver icon of the machine, and click the [Printer properties] menu of the printer driver.
- 3** Click the [Basic] button on the [General] tab.
- 4** Select the default settings and click the [OK] button.

Printing from PC

This section provides the printing method using the KX DRIVER.

NOTE

- To print the document from applications, install the printer driver downloaded from Download Center (<https://kyocera.info/>) on your computer.
- 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 \(page 109\)](#)

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.

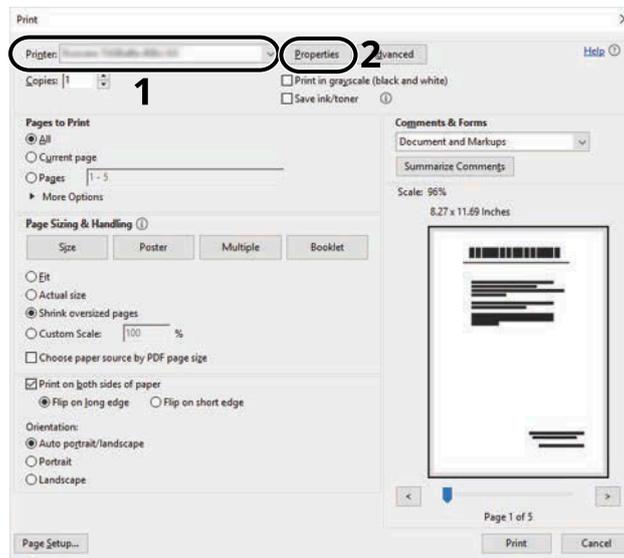
➔ [Cassette/MP Tray Settings \(page 211\)](#)

1 Display the screen.

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

2 Configure the settings.

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



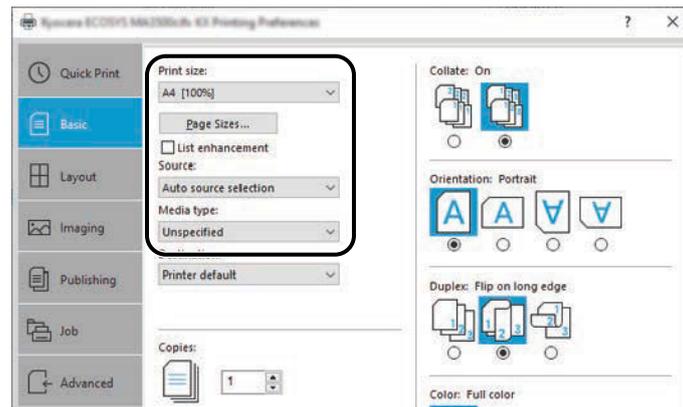
2 Select the [Basic] tab.

3 Click "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.

➔ [Printing on Non-standard Sized Paper \(page 124\)](#)

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



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

3 Start printing.

Click the [OK] button.

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.

→ [Cassette/MP Tray Settings \(page 211\)](#)

1 Display the screen.

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

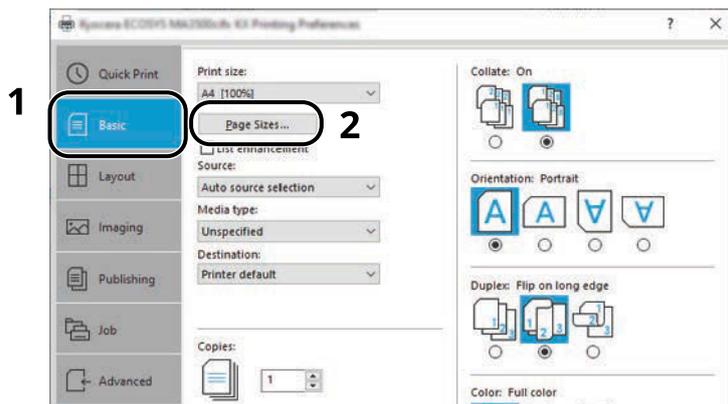
NOTE

- For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].
- For Windows 8.1, select [Settings] in the Charms Bar on Desktop → [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 [Preferences] button on the [General] tab.

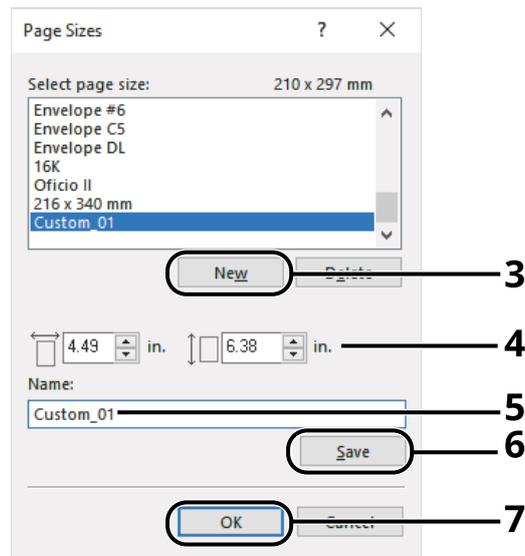
2 Register the group.

- 1 Click the [Basic] tab.

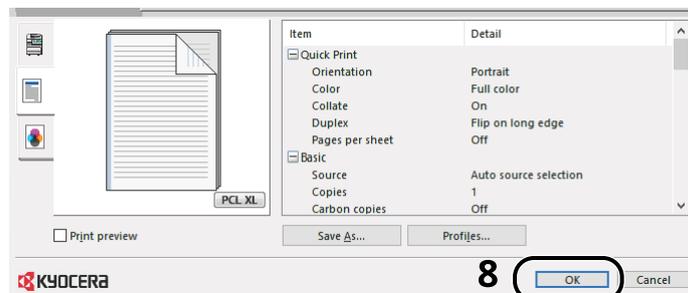


- 2 Click the [Page Size...] button.

- 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.
- 8 Click the [OK] button.

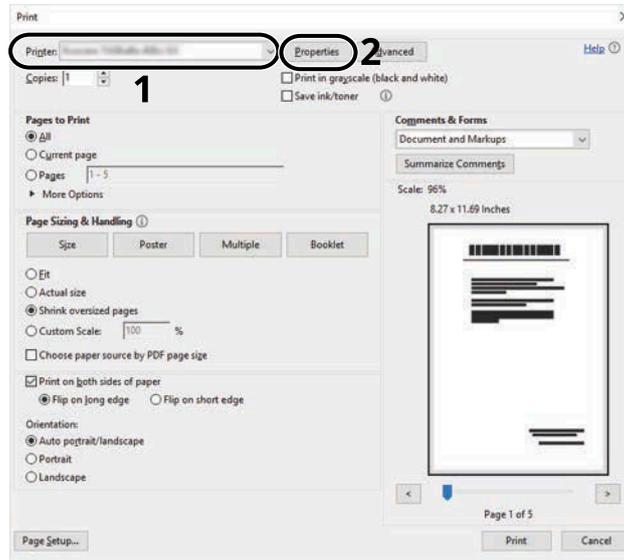


3 Display the print settings screen.

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

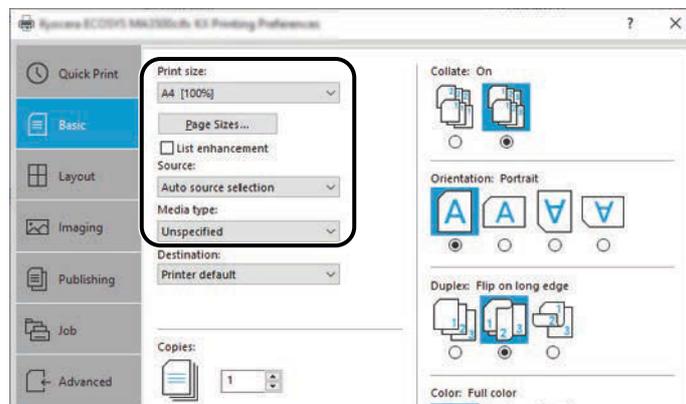
4 Select the paper size and type of non-standard size paper.

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



- 2 Select the [Basic] tab.

- 3 Click "Print size" menu and select the paper size registered in step 2.



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

NOTE

If you loaded a postcard or envelope, select [Cardstock] or [Envelope] in the "Media type" menu.

- 4 Select the paper source in the "Source" menu.
- 5 Click [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 of this Machine]` and start Command Center RX.

2 Display the screen.

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

3 Configure the settings.

- 1 Enter "Printer Name" in "Basic".
-

NOTE

Set the proxy if required.

➔ [Command Center RX User Guide](#)

- 2 Click [Register] in "Universal Print".
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 Command Center 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 [Printers].
Registered printers are displayed.
- 10 Check the box for this machine and click [Share].
The "Shares printers" screen is displayed.
- 11 Select the users you want to share this machine with from the "Select member(s)" menu and click the [Share Printer] button.



NOTE

Enable [Allow access to everyone in my organization] 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].
- 2 Confirm that the Azure administrator account name is displayed in [Work or school account], 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 & scanners].

3 Configure the function.

- 1 Click [Add a printer or scanner].
- 2 Select the shared printer and click [Add device].
The shared printer is registered.

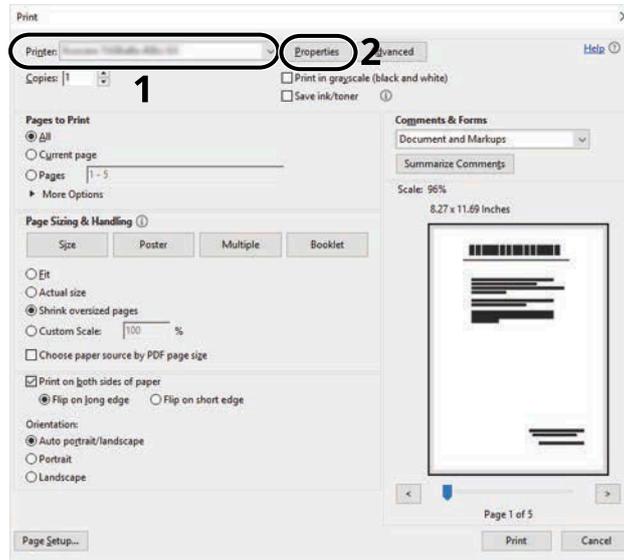
Print the Job

1 Display the screen.

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

2 Configure the settings.

- 1 Select a registered shared printer from the [Printer] menu and click the [Properties] 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.

Printing on Banner Paper

If you specify a paper size with a length of 488.1 mm or more (19.22" or more) and a maximum of 1,220 mm (48.03"), it will be treated as banner printing.

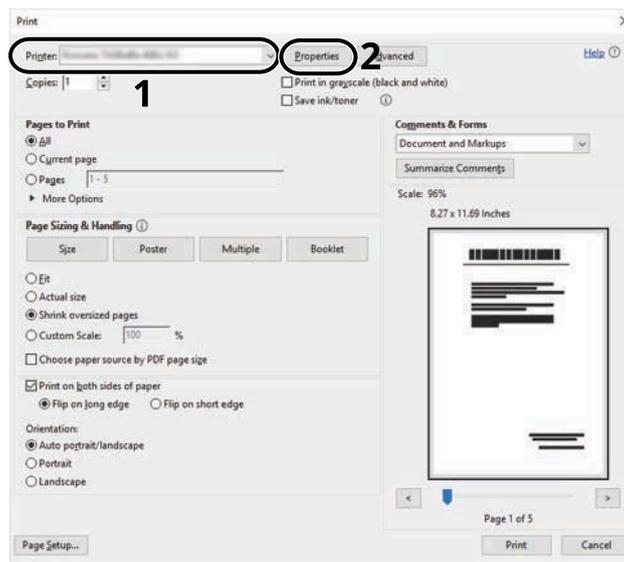
Maximum Loading Capacity	1 sheet (Multipurpose Tray)
Paper Width	210 mm to 216 mm (8.26" to 8.5")
Paper Length	488.1 mm to 1,220 mm (19.22" to 48.03")
Supported Paper Thickness	136 to 163 g/m ²
Media Type	Heavy 2

1 Display the screen.

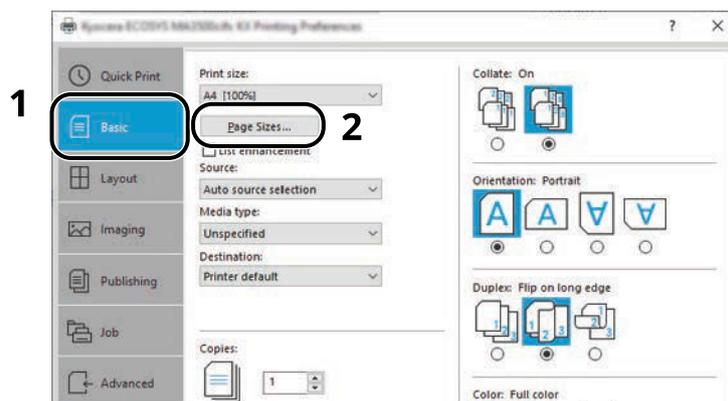
Click [File] and select [Print] in the application.

2 Display the screen for registering the original size.

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

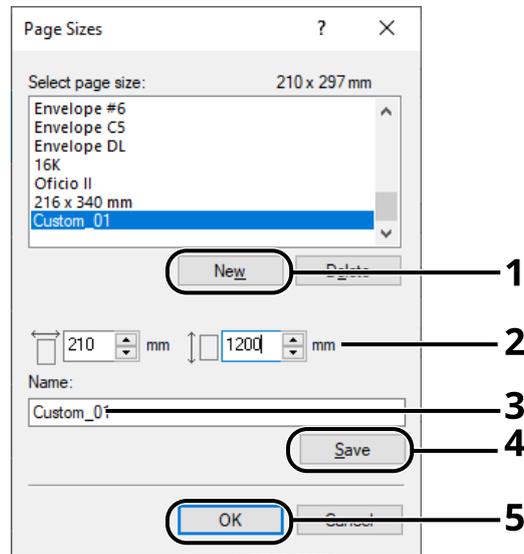


2 Select the [Basic] tab.



- 3 Select [Paper Size].

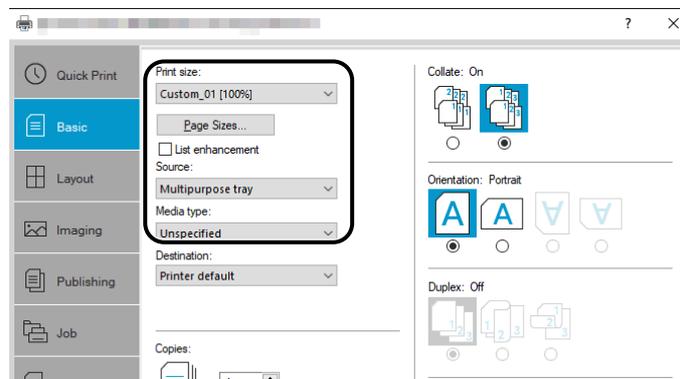
3 Register the original size.



- 1 Click the [New] button.
- 2 Enter the length (488.1 mm or more) and width of the custom paper to be registered.
- 3 Enter the name of the paper.
- 4 Click the [Add] button.
- 5 Click the [OK] button.

4 Specify the print size.

- 1 Select the paper size registered in the "Print Size" menu.



- 2 In the "Print Size" menu, select [Multipurpose Tray].
- 3 In the "Media Type" menu, select [Plain].

- 4 Click the [OK] button.

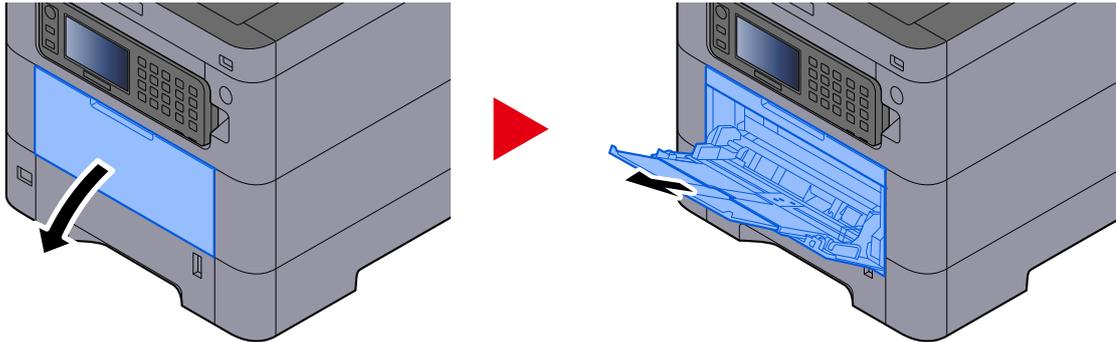


NOTE

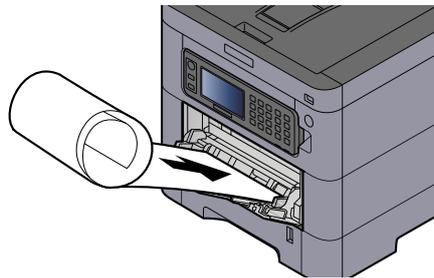
For banner printing, the resolution is 600 dpi.

5 Load paper

- 1 Open the multipurpose tray and pull out the multipurpose tray extension.



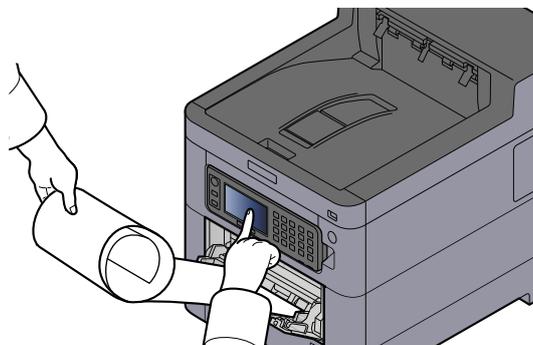
- 2 Load the banner sheets.



6 Print

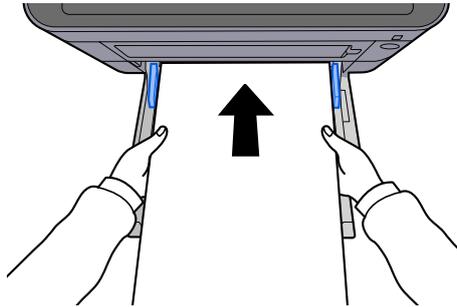
Click the [OK] button.

When printing is executed, a message will be displayed on the operation panel of the machine. Load the paper in the multipurpose Tray and select [Continue] while supporting it so that it will not fall.



✔ **IMPORTANT**

- After selecting [Continue], support the paper with both hands so that the paper feeds correctly.



- After printing starts, catch the paper when it is output so that it does not fall out of the tray. When using the inner tray as the output location, do not stand up the stopper.

Set whether the confirmation screen appears before each sheet is printed when printing multiple sheets.

➔ [Message Banner Print \(page 222\)](#)

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 \(page 164\)](#)

-
- 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 Command Center RX.

➔ [Command Center 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. If you configure settings in the [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
 - ➔ [Printing Documents from Private Print Box \(page 136\)](#)
- Stored Job Box
 - ➔ [Printing Document from Stored Job Box \(page 138\)](#)
- Quick Copy Box
 - ➔ [Printing Document from Quick Copy Box \(page 140\)](#)
- Proof and Hold Box
 - ➔ [Printing Document from Proof and Hold Box \(page 142\)](#)
- PIN Print Box
 - ➔ [Printing Documents from PIN Print Box \(page 143\)](#)
- Universal Print Box
 - ➔ [Printing the Documents Stored in the Universal Print Box \(page 145\)](#)

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 [Properties] button.

The Properties dialog box displays.

4 Click the [Job] tab and select the [Job storage (e-MPS)] check box to set the function.



NOTE

An optional SSD is required to use the Stored Job Box and the Quick Copy Box.

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

- ➔ **Printer 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 [Home] key > [Job Box]
- 2 Select [Private Print/Stored Job].
- 3 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Enter the password.
- 3 Specify the number of copies to print as desired.
- 4 Select [OK].

Printing starts. Upon completion of printing, the Private Print job is automatically deleted.

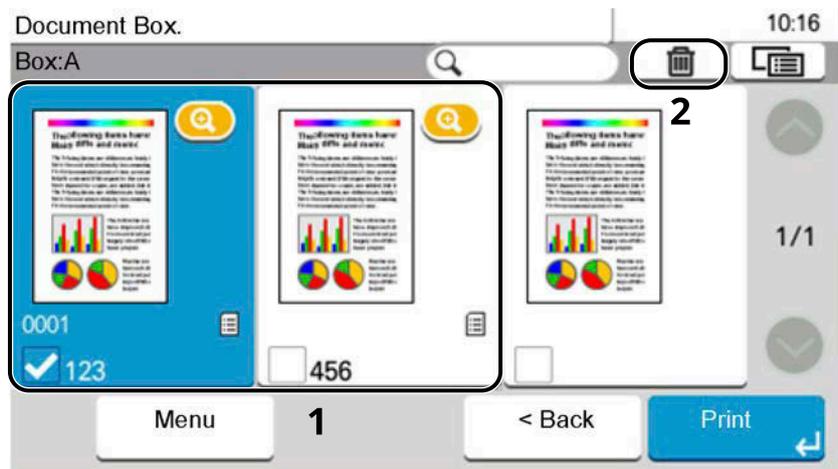
Deleting the Documents Stored in the Private Print Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [Private Print/Stored Job].
- 3 Select the creator of the document.

2 Delete the document.

- 1 Select the document to delete > [Menu] > [Delete]



- 2 Enter the password.
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 [Home] key > [Job Box]
- 2 Select [Private Print/Stored Job].
- 3 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Enter the password.
- 3 Specify the number of copies to print as desired.
- 4 Select [Print].
Printing starts.



NOTE

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

Simple Job Printing

When you save a print job performed via user login to the Stored Job Box, logging in with an IC 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 IC Card Authentication Kit is required. For details on user login administration for printing, refer to the following:

- ➔ [Adding a User \(Local User List\) \(page 276\)](#)
- ➔ [Managing the Users that Print on This Machine from a PC \(page 280\)](#)

For IC card settings, refer to the following:

- ➔ [ID Card Settings \(page 285\)](#)

For Simple Job Printing settings, refer to the following:

- ➔ [Simple Job Printing \(page 286\)](#)

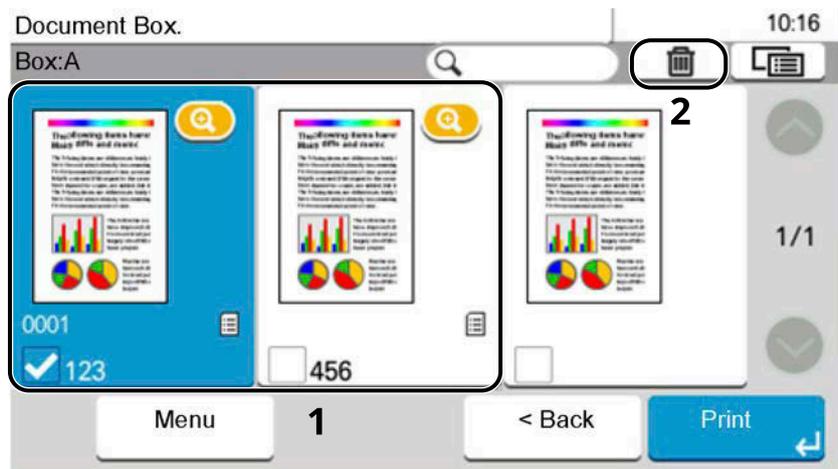
Deleting the Documents Stored in the Stored Job Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [Private Print/Stored Job].
- 3 Select the creator of the document.

2 Delete the document.

- 1 Select the document to delete > [Menu] > [Delete]



- 2 If the document is protected by a password, enter the password.
The document is deleted.

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.



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.

➔ [Quick Copy Job Retention \(page 225\)](#)

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [Quick Copy/Proof and Hold].
- 3 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Specify the number of copies to print as desired.
- 3 Select [Start Print].

Printing starts.

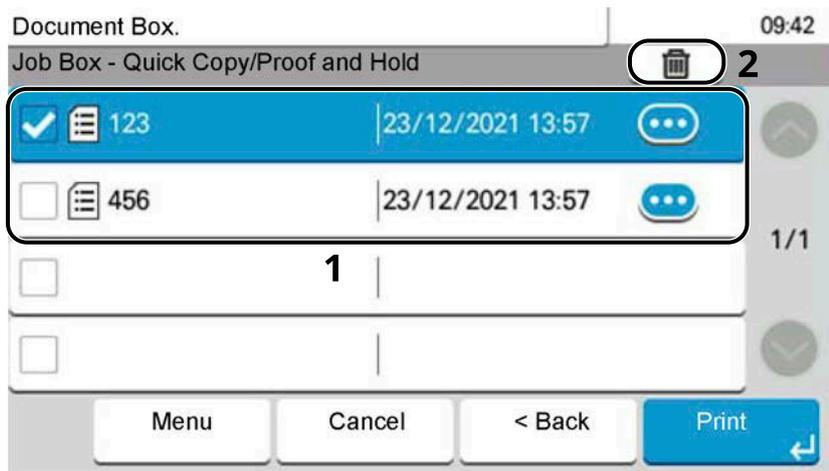
Deleting the Documents Stored in the Quick Copy Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [Quick Copy/Proof and Hold].
- 3 Select the creator of the document.

2 Delete the document.

Select the document to delete > [Menu] > [Delete]



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 [Home] key > [Job Box]
- 2 Select [Quick Copy/Proof and Hold].
- 3 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Specify the number of copies to print as desired.
- 3 Select [Start Print].

Printing starts.

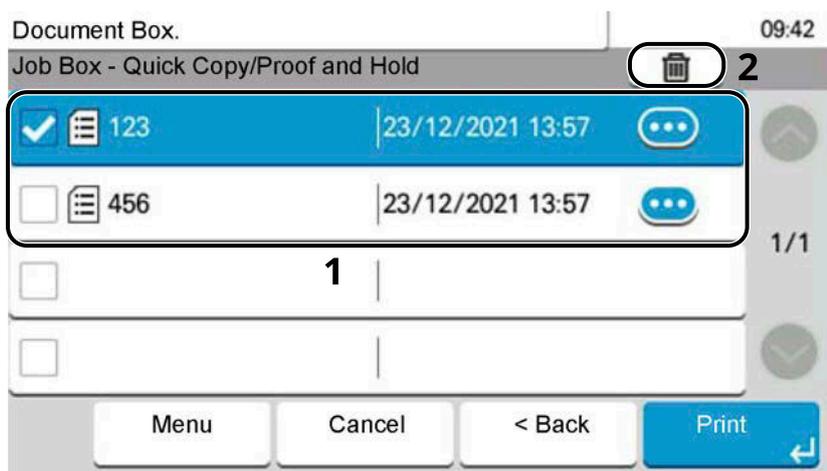
Deleting the Documents Stored in the Proof and Hold Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [Quick Copy/Proof and Hold].
- 3 Select the creator of the document.

2 Delete the document.

Select the document to delete > [Menu] > [Delete]



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 [Home] key > [Job Box]
- 2 Select [PIN Print].
- 3 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
 - 2 Enter the PIN code.
 - 3 Select [Start Print].
- Printing starts.

Deleting the Documents Stored in the PIN Print Box

1 Display the screen.

- 1 [Home] key > [Job Box]
- 2 Select [PIN Print].
- 3 Select the creator of the document.

2 Delete the document.

- Select the document to delete > [Menu] > [Delete]
- 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 \(page 127\)](#)
- To use the Universal Print box, you need a Windows 11 and Microsoft 365 license and an Azure Active Directory account.

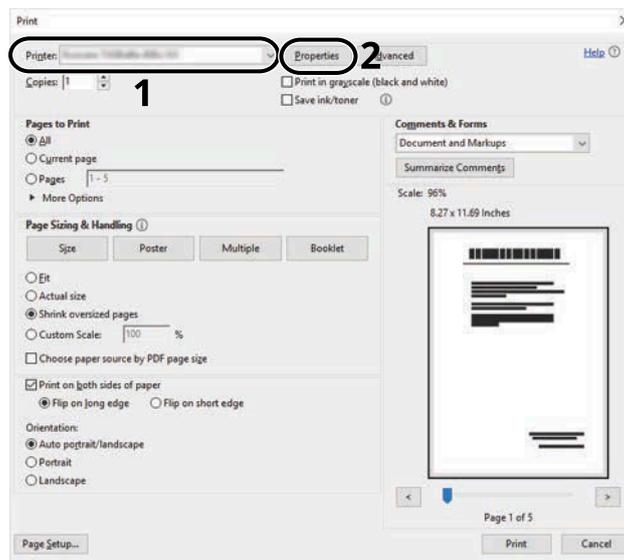
Storing a Job in the Universal Print Box

1 Display the screen.

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

2 Configure the settings.

- 1 Select a registered shared printer from the "Printer" menu and click the [Properties] button.



- 2 Select [Advanced settings].

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

- 4 Click [OK] button > [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 Select [Universal Print] in the Home screen.
- 2 Select the creator of the document.

2 Print the document.

- 1 Select the document to print > [Print]
- 2 Enter the PIN code.
- 3 Select [Start Print].

Printing starts.

Upon completion of printing, the Universal Print data is automatically deleted.

Deleting the Documents Stored in the Universal Print Box

1 Display the screen.

- 1 Select [Universal Print] in the Home screen.
- 2 Select the creator of the document.

2 Delete the document.

Select the document to delete > [Menu] > [Delete]

The document is deleted.

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.

- KX DRIVER is installed.
- Either [Enhanced WSD] or [Enhanced WSD over TLS] is enabled.

➔ [\[Protocol Settings\] \(page 246\)](#)

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

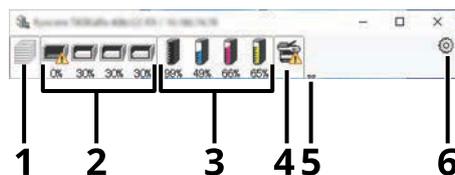
Click the settings icon and select Exit in the menu to exit the Status Monitor.

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.

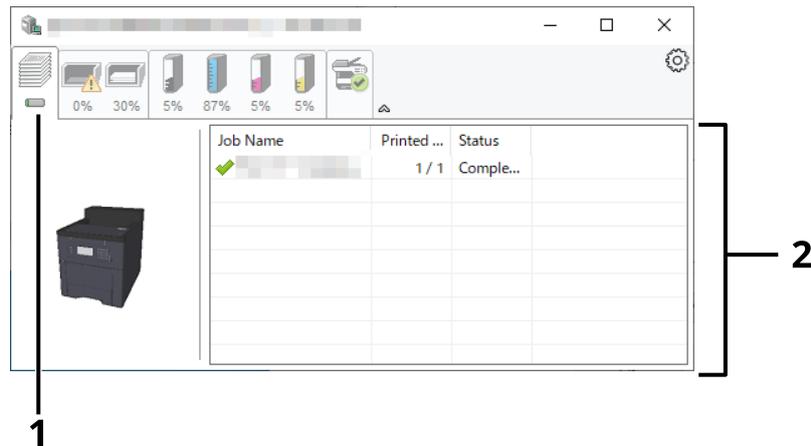


- 1 Printing progress tab
- 2 Paper tray status tab
- 3 Toner Status Tab
- 4 Alert tab
- 5 Expand button
- 6 Settings icon

Detailed information is displayed by clicking on each icon tab.

Printing progress tab

The status of the print jobs is displayed.



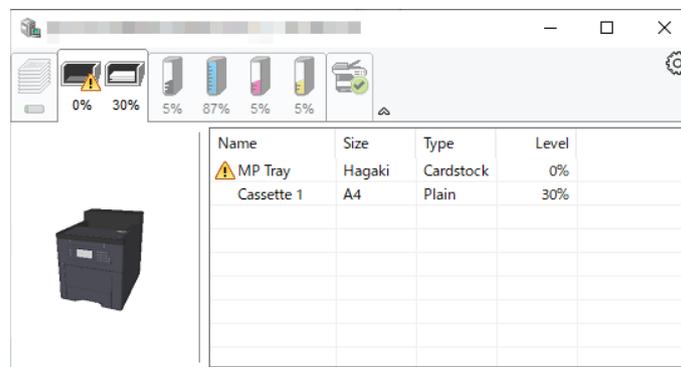
1 Status icon

2 Job list

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

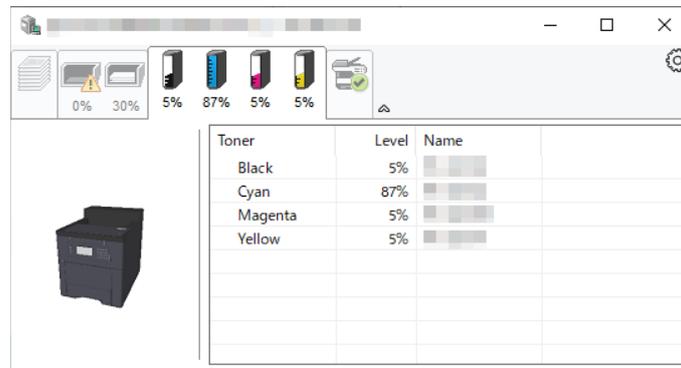
Paper tray status tab

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.



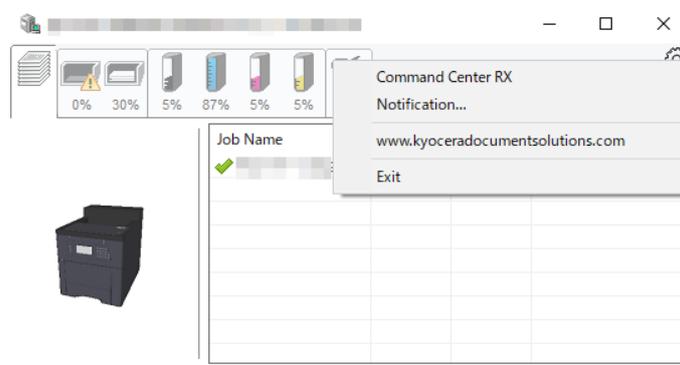
Alert tab

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.



[Command Center RX]

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

➔ [Command Center RX User Guide](#)

[Notification...]

This sets the display of the Status Monitor.

➔ [Status Monitor Notification Settings \(page 150\)](#)

[www.kyoceradocumentsolutions.com]

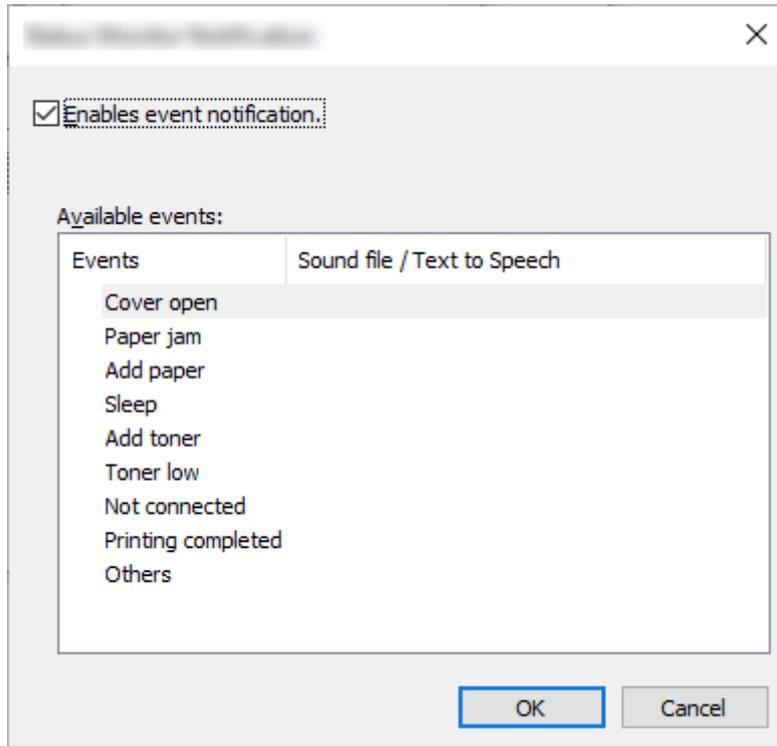
Open our website.

[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.

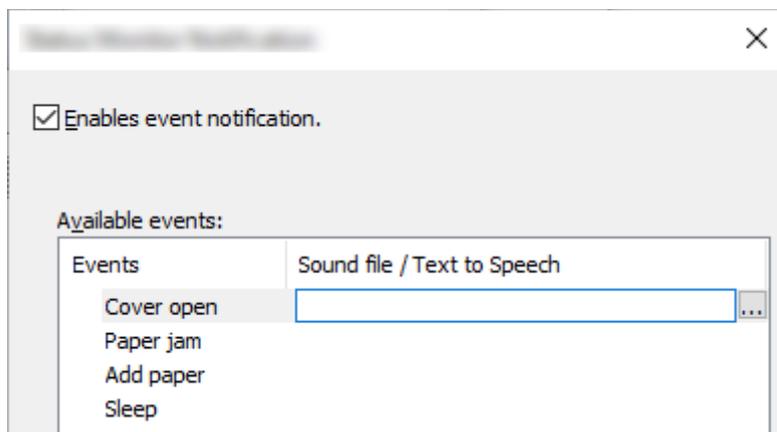
1 Select "Enable event notification".

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 "Sound file / Text to Speech" column.

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

Recalling Frequently Used Functions (Favorites)

When printing from the Custom Box, you can add frequently used functions to Favorites and recall them easily. Favorites are registered by selecting from two types of recalling methods.

- Wizard Mode (Selection Dialog): Recall the registered settings in order and configure while confirming or modifying them.
- Program Mode: When you select a key registered as a favorite, the setting is recalled immediately.

NOTE

Up to 20 functions combining copying and sending can be registered in the favorites.

Register Favorites (Wizard Mode)

1 Display the screen.

Select [Custom Box] in the Home screen.

2 Register the favorite.

- 1 Select Custom Box and select [Next].
- 2 Select the document you wish to print and select [Print].
- 3 Set the functions.
- 4 Select [Functions] > [Favorites].
- 5 [Menu] > [Add]
- 6 Select [Wizard].
- 7 Select the function to recall > [Next]
The selected item is displayed in the wizard.
- 8 Enter the favorite name > [Next]
➔ [Character Entry Method \(page 407\)](#)
- 9 Confirm the entry. You can change or add information as necessary.

[Name]

Enter the name displayed on the Favorites screen (up to 32 characters).

[Job Type]

Type of the selected job is displayed.

[No.]

Enter the number of the favorite.

If you set "00" as the number, the favorite is registered under the lowest available number.

If user login administration is enabled, you can only modify functions by logging in with administrator privileges.

[Owner]

Shows the user.

Displayed when the user login administration is enabled.

[Box Selection]

Sets the Custom Box to be registered.

[Permission]

Specifies whether favorites should be shared with other users.

Displayed when the user login administration is enabled.

[Functions]

Select the function to display in the wizard.

[Function Type]

Selects the method used to recall favorites

10 Select [Save].

The favorite is registered.

11 "Do you want to add a new function to the home screen?" is displayed. To display a registered favorite on the Home screen, select [Yes], specify the position to display the icon, and select [Save].

Register Favorites (Program Mode)

When selecting the program mode, first configure the Custom Box printing settings to be registered.

1 Display the screen.

Select [Custom Box] in the Home screen.

2 Configure the printing function to be registered in the program.

1 Select Custom Box and select [Next].

2 Select the document you wish to print and select [Print].

3 Set the functions.

4 Select [Functions] > [Favorites].

3 Register the favorite.

1 [Menu] > [Add]

2 Select [Program].

3 Enter the favorite name > [Next]

➔ [Character Entry Method \(page 407\)](#)

4 Confirm the entry. You can change or add information as necessary.

[Name]

Enter the name displayed on the Favorites screen (up to 32 characters).

[Job Type]

Type of the selected job is displayed.

[No.]

Enter the number of the favorite.

If you set "00" as the number, the favorite is registered under the lowest available number.

If user login administration is enabled, you can only modify functions by logging in with administrator privileges.

[Owner]

Shows the user.

Displayed when the user login administration is enabled.

[Box Selection]

Sets the Custom Box to be registered.

[Permission]

Specifies whether favorites should be shared with other users.

Displayed when the user login administration is enabled.

[Functions]

Select the function to display in the wizard.

[Function Type]

Selects the method used to recall favorites

5 Select [Save].

The favorite is registered.

6 "Do you want to add a new function to the home screen?" is displayed. To display a registered favorite on the Home screen, select [Yes], specify the position to display the icon, and select [Save].

Recalling Favorites (Wizard Mode)

1 Recall the favorite.

Select the icon of a favorite. Or, select Favorites from Printing Functions in the Custom Box.

2 Execute the favorite.

- 1 Select the document you wish to print and select [Next].
- 2 A series of screens will appear, so configure settings and then select [Next].
Once the settings are complete, a confirmation screen will be displayed.



NOTE

If you need to change the settings, select [⏪ Back] and change the settings.

- 3 Press the [Start] key.

Recalling Favorites (Program Mode)

1 Recall the favorite.

Select the icon of a favorite. Or, select Favorites from Printing Functions in the Custom Box.

2 Execute the favorite.

- 1 Press the [Start] key.

Editing Favorites

You can modify the favorite number, favorite name and sharing settings.

If there is no [Favorites] on the Task screen, register [Favorites].

➔ [Editing the Home Screen \(page 45\)](#)

1 Display the screen.

Select [Favorites] on the Task screen.

2 Edit the favorite.

- 1 [Menu] > [Edit]
- 2 Select the favorite you want to modify.
- 3 You can modify the favorite name, favorite number, box selection, and sharing settings.
 - ➔ [Register Favorites \(Wizard Mode\) \(page 153\)](#)
 - ➔ [Register Favorites \(Program Mode\) \(page 154\)](#)
- 4 [Save] > [Yes]

Deleting Favorites

If there is no [Favorites] on the Task screen, register [Favorites].

→ [Editing the Home Screen \(page 45\)](#)

1 Display the screen.

Select [Favorites] on the Task screen.

2 Deleting Favorites

1 [Menu] > [Delete]

2 Select the favorite you want to delete.

3 Select [Yes].

Using Applications

The functionality of the machine can be expanded by installing applications.

Applications that help you perform your daily more efficiently such as a scan feature and an authentication feature are available.

For details, contact your sales representative or dealer.

Installing Applications

To use applications, first install the application in the machine and then activate the application.

NOTE

You can install up to 16 applications and up to 5 licenses on this machine. If you want to add another application, uninstall one of the applications that are already installed.

1 Display the screen.

[System Menu/Counter] key > [Application] > [Application]

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 Install an application.

- 1 Select [+].
 - 2 Insert the USB drive containing the application to be installed into the USB Memory Slot.
-

NOTE

If "USB Drive is recognized. Displaying files." is displayed, select [No].

- 3 Select the application to be installed > [Install]

You can view detailed information on the selected application by selecting  (information icon).

- 4 Select [Yes] on the confirmation screen.

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

NOTE

- To install another application, repeat steps 2-3 and 2-4.
 - To remove the USB drive, select [Remove USB Drive], and remove the USB Drive after "USB Drive can be safely removed." is displayed.
-

Activating Applications

1 Display the screen.

[System Menu / Counter] key > [Application] > [Application]



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 > [Activate]

You can view detailed information on the selected application by selecting  (information icon).

3 Select [Yes] in the confirmation screen.



IMPORTANT

- If you change the date/time while using the trial version of an application, you will no longer be able to use the application.
 - Icons of activated application are displayed in the Home screen.
-

4 Select the application icon in the Home screen.

Select the application icon.

The application will start up.

Deactivating Applications

1 Display the screen.

[System Menu/Counter] key > [Application] > [Application]



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 Deactivate the application.

1 Select the application you wish to deactivate, [Menu] > [Deactivate]

2 Select [Yes].



NOTE

- Select [x] on the screen if you want to exit the application running.
 - The procedure for exiting some applications may differ.
-

Uninstalling Applications

1 Display the screen.

[System Menu/Counter] key > [Application] > [Application]



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 Delete the application.

1 Select the application you want to delete > 

You can view detailed information on the selected application by selecting  (information icon).

2 Select [Yes].

Registering Shortcuts

You can register shortcuts for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. Shortcuts can register two document box settings each.

Registering Shortcuts

Shortcut registration is performed in the function list screen. The procedure for registering a shortcut is explained below.

1 Display the screen.

In the Document Box screen select [Functions] > [Add/Edit] in this order.

2 Register the shortcut.

1 Select [Add].

2 Select a shortcut number.

Shared Shortcut 1, 2

These are shortcuts that can be used by all users of this machine. If user login administration is enabled, shortcuts can be registered only when logged in with administrator privileges.



NOTE

Selecting a shortcut number that is already registered enables you to replace it with a new shortcut.

3 Select a setting to register.

4 Enter the shortcut name > [Next]

Names should be not more than 24 characters.

➔ [Character Entry Method \(page 407\)](#)

5 Select [Save].

The shortcut is registered.

Editing Shortcuts

1 Display the screen.

In the Document Box screen select [Functions] > [Add/Edit] in this order.

2 Edit the shortcut.

- 1 Select [Edit].
- 2 Select the shortcut key you want to edit.
- 3 Select [No.] or [Name]
- 4 Change the Settings > [OK]
- 5 [Save] > [Yes]

Deleting Shortcuts

1 Display the screen.

In the Document Box screen select [Functions] > [Add/Edit] in this order.

2 Delete the shortcut.

- 1 Select [Delete].
- 2 Select the shortcut you want to delete.
- 3 Select [Yes].

Canceling Jobs

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

1 Select the [Stop] key while printing.

2 Cancel a job.

The job is canceled.

When there is a job printing or on standby, canceling job screen appears. The current print job is temporarily interrupted.

Select the job you wish to cancel > [Delete] > [Yes]



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:

- Custom Box
- Job Box
- USB Drive Box

What is Custom Box?

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Creating a new Custom Box
- Printing Document in a Custom Box
- Editing Documents in a Custom Box
- Deleting Documents in Custom Box

NOTE

- An optional SSD is required to use a Custom Box.
 - ➔ [HD-17/HD-18/HD-19 <SSD> \(page 403\)](#)
- The operation on Custom Box can also be performed from Command Center RX.
 - ➔ **Command Center RX User Guide**

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

- You can set up the machine so that temporary documents in job boxes are automatically deleted.
- 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 \(page 135\)](#)

What is USB Drive Box?

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

Basic Operation for Document Box

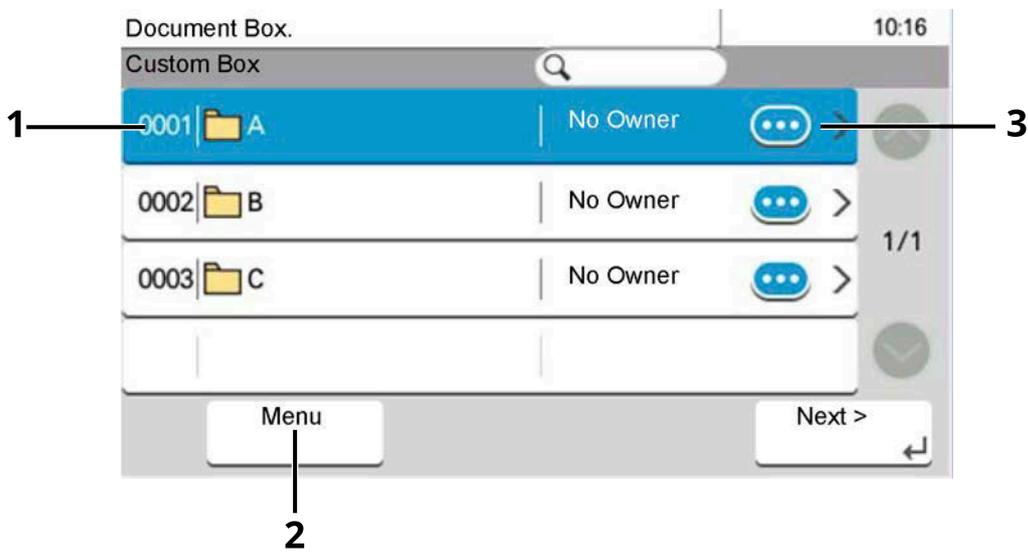
This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

 **NOTE**

In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to the following:

→ [Editing Custom Box \(page 171\)](#)

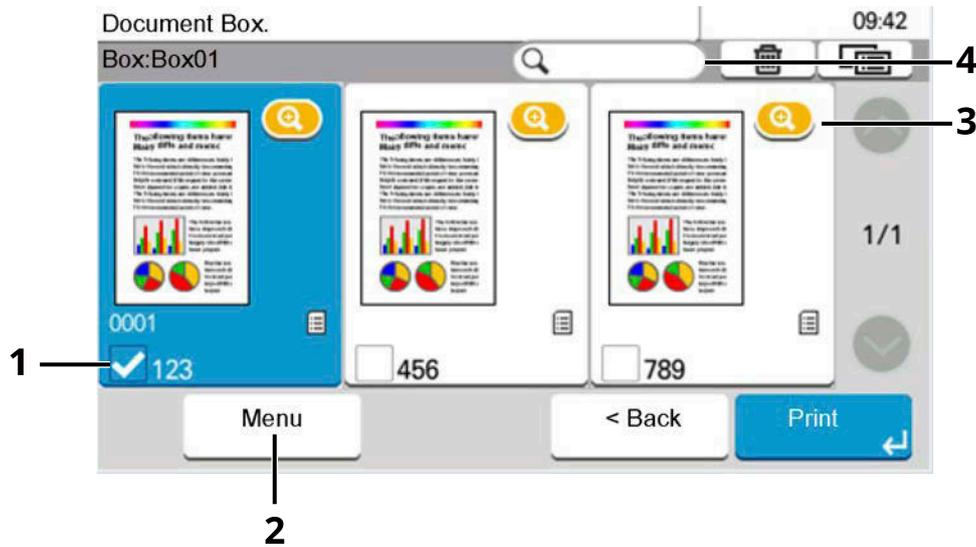
Box List



- 1 This is a custom box. Select it to open it.
- 2 Selecting the menu enables you to search for a Document Box (Box Name/Box Number), change the display order (Box Name/Box Number/Owner), register a new box, and modify or delete a box.
- 3 Displays the details for the selected box.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.



- 1 Selecting documents by checking checkboxes.
- 2 Selecting [Menu] enables you to print, move, search (Document Name), edit, delete, select all/deselect all and change the display order.
- 3 Display the details for the selected document.
- 4 A document can be searched for by Name.

NOTE

- You can select multiple documents by pressing the respective document checkboxes.
- Selecting [] switches to list display.

How to use Custom Box

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box.

The following operations are possible:

- Create a new Box
- Store documents
- Print documents
- Edit documents
- Delete the document.

 **NOTE**

The operation on Custom Box can also be performed from Command Center RX.

[➔ Command Center RX User Guide](#)

Creating a New Custom Box

NOTE

- An optional SSD is required to use the Custom box.
 - 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.
 - If user login administration is enabled, log in with administrator privileges to perform the following operations. They cannot be performed with user privileges.
 - Creating a box
 - Deleting a box of which owner is another user.
-

1 Display the screen.

Select [Custom Box] in the Home screen.

[Menu] > [Add]

2 Register the Custom Box.

- 1 Enter the box name > [Next]
-

NOTE

Names should be not more than 32 characters.

For details on entering characters, refer to the following:

➔ [Character Entry Method \(page 407\)](#)

[Box Name]

Enter a box name consisting of up to 32 characters.

➔ [Character Entry Method \(page 407\)](#)

[Box No.]

Enter the box number by selecting [+], [-], or numeric keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.

[Owner]

Set the owner of the box. Select the owner from the user list that appears.

Displayed when the user login administration is enabled.

[Permission]

Select whether to share the box.

Not displayed when "Owner" is set to [No Owner].

[Box Password]

User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password]. This can be set if [Shared] is selected in Permission.

[Usage Restriction]

The usage for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by selecting [+], [-], or numeric keys. The upper limit varies depending on the number of custom boxes that have been created, you can enter a limit between 1 and 30,000 (MB).

[Auto File Deletion]

Automatically deletes stored documents after a set period of time. Select [On] to enable automatic deletion and then use [+], [-], or numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 (day(s)). To disable automatic file deletion, select [Off].

[Free Space]

Displays the free space on the box.

[Overwrite Setting]

Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, select [Permit]. To retain old documents, select [Prohibit].

[Delete After Printing]

Automatically delete a document from the box once printing is complete. To delete the document, select [On]. To retain the document, select [Off].

- 2 Select [Save].

The Custom Box is created.

Editing Custom Box

1 Display the screen.

Select [Custom Box] in the Home screen.

2 Edit the custom box.

1 [Menu] > [Edit]

2 Select the box to edit.



NOTE

- When you have logged in as a user, you can only edit a box whose owner is set to that user.
 - When you have logged in as administrator, you can edit all boxes.
-

When user login administration is enabled, the settings that can be changed varies depending on the privileges of the logged in user.

The settings that can be changed when the privilege is "Administrator" are as follows.

- Box Name
- Box No.
- Owner
- Permission
- Usage Restriction
- Auto File Deletion
- Free Space
- Overwrite Setting
- Delete After Printing

The settings that can be changed when the privilege is "User" are as follows.

- Box Name
- Box Password
- Usage Restriction
- Auto File Deletion
- Overwrite Setting
- Delete After Printing

For details on each item, refer to the following:

➔ [Creating a New Custom Box \(page 169\)](#)

Deleting Custom Box

1 Display the screen.

Select [Custom Box] in the Home screen.

2 Delete the box.

1 [Menu] > [Delete]

2 Select the box to delete.

3 Select [Yes].



NOTE

- When you have logged in as a user, you can only delete a box whose owner is set to that user.
 - When you have logged in as administrator, you can edit all boxes.
 - If a custom box is protected by a password, enter the correct password.
-

Storing Documents to a Custom Box

Custom box stores the print data which is sent from a PC. For the operation of the printing from the PC, refer to the following:

➔ **Printer Driver User Guide**

Printing Document in a Custom Box

1 Display the screen.

Select [Custom Box] > box in the Home screen.



NOTE

If a custom box is protected by a password, enter the correct password.

2 Print.

- 1 Select the document in the list that you want to print by selecting the checkbox.
The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

- 2 Select [Print].
- 3 Set the paper selection, duplex printing, etc., as desired.
For the features that can be set, refer to the following:
➔ [Custom Box \(Print\) \(page 180\)](#)
- 4 Press the [Start] key.
Printing of the selected document begins.

Moving Documents in Custom Box

1 Display the screen.

Select [Custom Box] > box in the Home screen.



NOTE

If a custom box is protected by a password, enter the correct password.

2 Copy the documents.

1 Select the document in the list that you want to move by selecting the checkbox.

The document is marked with a checkmark.



NOTE

To deselect, select the checkbox again and remove the checkmark.

2 [Menu] > [Move to Another Custom Box]

3 Select the destination.

4 [Select Current Folder] > [Yes]

The selected document is moved.



NOTE

If the custom box to which the document is to be moved is protected by a password, enter the correct password.

Deleting Documents in Custom Box

1 Display the screen.

- 1 Select [Custom Box] > box in the Home screen.

2 Delete the document.

- 1 Select the document in the list that you want to delete by selecting the checkbox.
The document is marked with a checkmark.



NOTE

- [🗑️] is disabled until a document is selected.
 - To deselect, select the checkbox again and remove the checkmark.
-

- 2 🗑️ > [Yes]

The document is deleted.

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

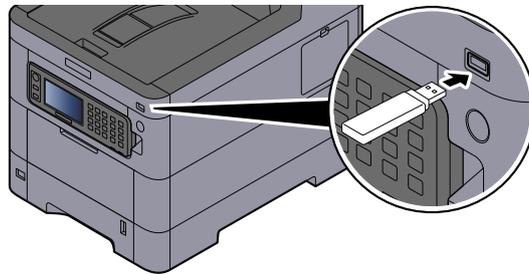
Printing Documents Stored in Removable USB Drive

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 Memory Slot.
-

1 Plug the USB drive.

- 1 Plug the USB drive into the USB memory Slot.



When the machine recognizes the USB drive, the message "USB Drive is recognized. Displaying files." appears.

- 2 Select [Continue].

Displays the USB drive operation screen.

NOTE

If the message does not appear, select [USB Drive] on the Home screen.

2 Print the document.

- 1 Select the folder containing the file to be printed.



NOTE

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

- 2 Select the file to be printed > [Print]
- 3 Change the number of copies, duplex printing, etc. as desired.
For the features that can be set, refer to the following:
➔ [USB Drive \(Printing Documents\) \(page 181\)](#)
- 4 Press the [Start] key.
Printing of the selected file begins.

Check the USB Drive Information

- 1 In the USB Drive screen, select [Menu] > [USB Drive Information].
- 2 Once you confirm the information, select [End].

Removing USB Drive



IMPORTANT

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

- 1 **Display the screen.**
[Home] key > [USB Drive]
- 2 **[Menu] > [Remove Memory]**
When "USB Drive can be safely removed." is displayed, select [OK] then remove the USB drive.



NOTE

USB drive can also be removed via Device Information.

➔ [Device Information \(page 198\)](#)

Tapping the USB drive icon shown at the top of the touch panel and selecting [Remove USB Drive] allows you to safely remove the USB drive.

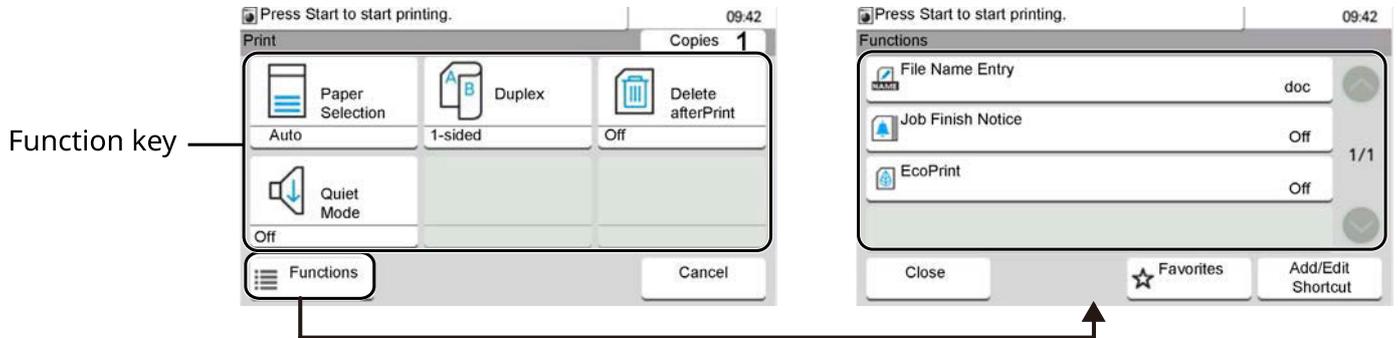
➔ [Home screen \(page 44\)](#)

6 Using Various Functions

About Functions Available on the Machine

This machine provides the various functions available.

Custom Box (Print)

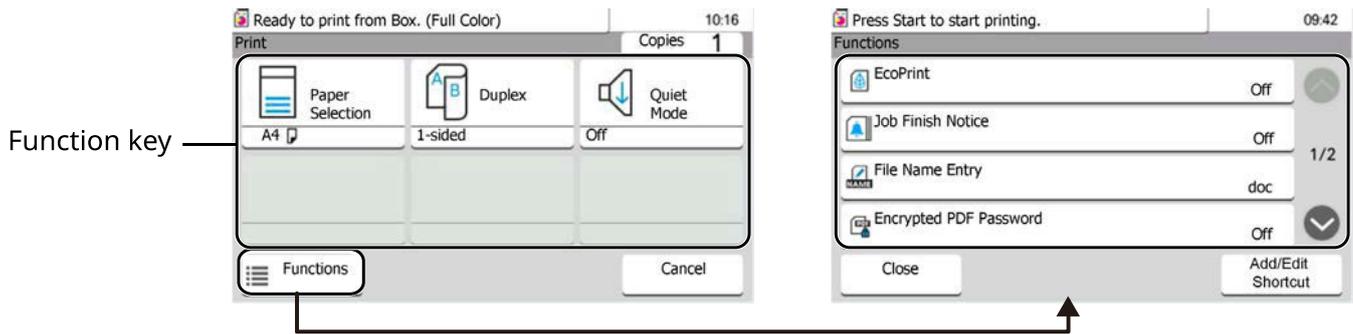


Functions

Configure the settings for paper selection and duplex printing when printing from the USB drive.

Function	Description
[Quiet Mode]	The operating sound of the machine can be suppressed. ➔ Quiet Mode (page 182)
[2-sided]	Print a document to 1-side or 2-sided sheets. ➔ Duplex (page 183)
[EcoPrint]	EcoPrint saves toner when printing. ➔ EcoPrint (page 184)
[File Name Entry]	Name a document. ➔ File Name Entry (page 185)
[Job Finish Notice]	Sends E-mail notice when a job is complete. ➔ Job Finish Notice (page 186)
[Delete After Printing]	Automatically deletes a document from the box once printing is complete. ➔ Delete after Printed (page 187)

USB Drive (Printing Documents)



Functions

Configure the settings for paper selection and duplex printing when printing from the USB drive.

Function	Description
[Quiet Mode]	The operating sound of the machine can be suppressed. ➔ Quiet Mode (page 182)
[2-sided]	Print a document to 1-side or 2-sides. ➔ Duplex (page 183)
[EcoPrint]	EcoPrint saves toner when printing. ➔ EcoPrint (page 184)
[File Name Entry]	Adds a file name in the document. ➔ File Name Entry (page 185)
[Job Finish Notice]	Sends E-mail notice when a job is complete. ➔ Job Finish Notice (page 186)
[Encrypted PDF Password]	Enter the preassigned password to print the PDF data. ➔ Encrypted PDF Password (page 188)
[JPEG/TIFF Print]	Select the image size when printing JPEG or TIFF files. ➔ JPEG/TIFF Print (page 189)
[XPS Fit to Page]	Reduces or enlarges the image size to fit to the selected paper size when printing XPS file. ➔ XPS Fit to Page (page 190)

Quiet Mode

The operating sound of the machine can be suppressed. Set Quiet Mode if you are concerned about the operating sound.

You can configure each function to use Quiet Mode.

Value: [Off]/[On]

NOTE

In Quiet Mode, the processing speed will be slower than normal. Not available when [Prohibit] is selected in [Specify Each Job].

➔ [Quiet Mode Settings \(page 269\)](#)

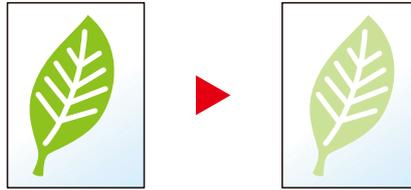
Duplex

Select binding orientation for duplex mode.

Item	Description
[1-sided]	Disables the function.
[2-sided] 	Prints on both sides so that the correct orientation is achieved when binding the paper on the left or right.
[2-sided] 	Prints on both sides so that the correct orientation is achieved when binding the paper at the top.

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

Adds a file name in the 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).

To add a date and time, select [Date and Time]. To add a job number, select [Job No.]. To add both, select [Job No. & Date and Time] or [Date and Time & Job No.].

Job Finish 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:
 - ➔ [Command Center RX \(page 91\)](#)
- E-mail can be sent to a single destination.

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

Delete after Printed

Automatically deletes a document from the box once printing is complete.

(Value: [Off]/[On])

Encrypted PDF Password

Enter the preassigned password to print the PDF data.

Enter the password, and select [OK].

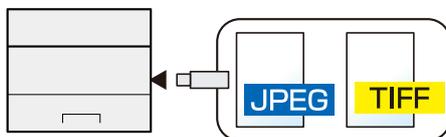
 **NOTE**

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

→ [Character Entry Method \(page 407\)](#)

JPEG/TIFF Print

Select the image size when printing JPEG or TIFF files.

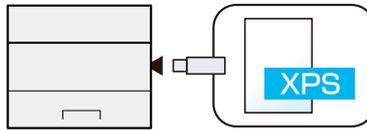


Item	Description
[Paper Size]	Fits the image size to the selected paper size.
[Image Resolution]	Prints at resolution of the actual image.
[Print Resolution]	Fits the image size to the print resolution.

XPS Fit to Page

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

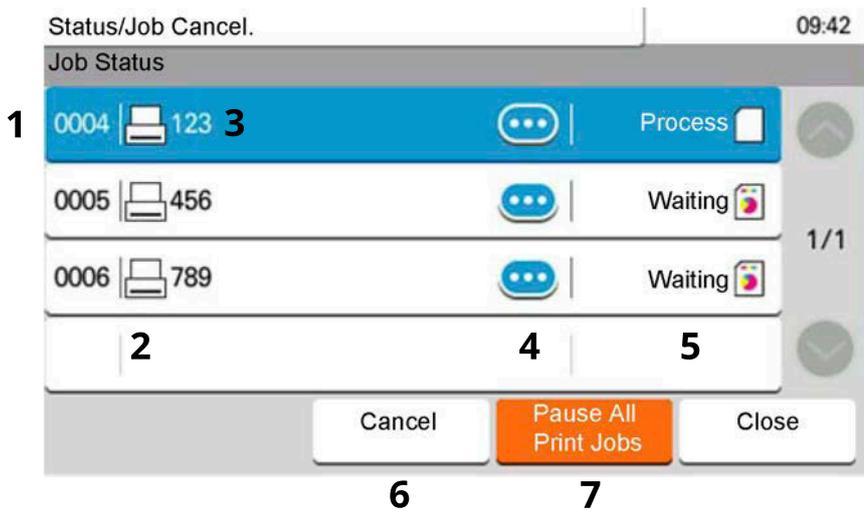
- 1 Display the screen.**
Select the [Status / Job Cancel] key.
- 2 Select [Job Status].**



NOTE

- You can show the job statuses of all users, or only the statuses of your own jobs.
 - ➔ [Display Status/Log \(page 220\)](#)
- This setting can also be changed from Command Center RX. For details, refer to the following:
 - ➔ **Command Center RX User Guide**

Print Job Status Screen



- 1 No.
Job acceptance number
- 2 Type
Icons that indicate the job type
 - Printer job
 - Job from Document Box
 - Data from USB Drive
 - Report/List
- 3 Job Name
Job Name or file name

4  (information icon)

Select the key of the job whose detailed information you want to display.

➔ [Checking Detailed Information of Jobs \(page 194\)](#)

You can select  (information icon) in "Copies" in the detailed information screen to change the number of copies that are printed.

5 Status

Status of job

(Number of sheets printed)/(Total number of sheets): Printing

[Processing]: The status before starting to print

[Waiting]: Print Waiting

[Pause]: Pausing print job or error

[Canceling]: Canceling the job

6 [Canceled]

Select the job you want to cancel from the list, and select this key.

7 [Pause All]

The current print job is temporarily suspended. Select again to resume printing.

Checking Detailed Information of Jobs

NOTE

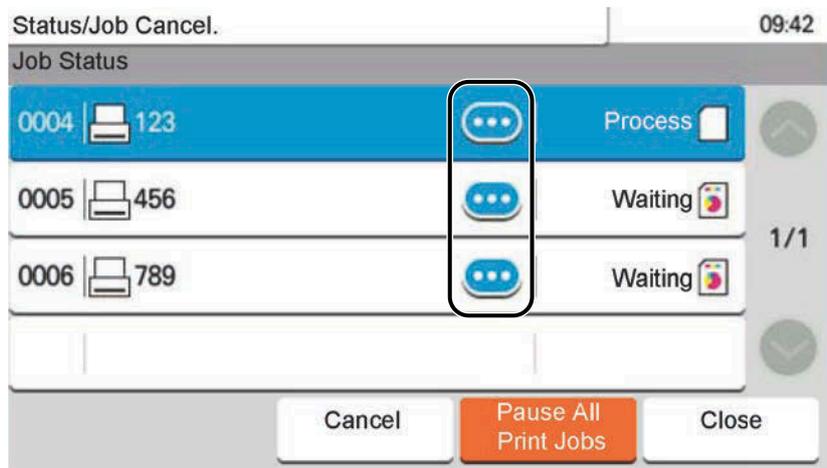
A user logged in with user privileges will be able to check only the jobs of the logged in user. A user logged in with administrator privileges can check all jobs.

1 Display the screen.

→ [Displaying Status Screens \(page 192\)](#)

2 Check the information.

1 Select  (information icon) for the job for which you wish to display detailed information.



Detailed information of the selected job is displayed.

To check the information of the next/previous page, select [\wedge] or [\vee]. To view more detailed information, select a white item.

In Sending Jobs, you can check the destination by selecting [Status/Destination].

2 After checking, select [End].

Checking Job History

 **NOTE**

- Job history is also available by Command Center RX or KYOCERA Net Viewer from the computer. For details, refer to the following:
 - ➔ **Command Center RX User Guide**
 - ➔ **KYOCERA Net Viewer User Guide**
- You can show the job log of all users, or only your own job log.
 - ➔ [Display Status/Log \(page 220\)](#)
- This setting can also be changed from Command Center RX. For details, refer to the following:
 - ➔ **Command Center RX User Guide**

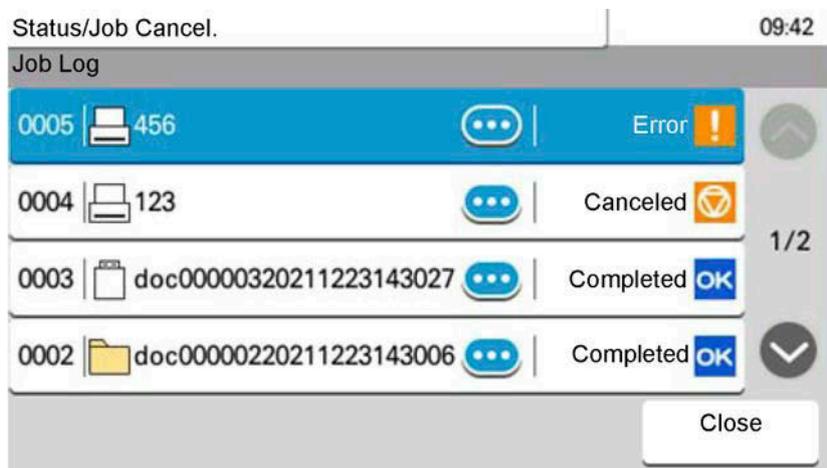
Displaying Job History Screen

- 1 Display the screen.**
 - 1 Select the [Status / Job Cancel] key.

- 2 Select [Job Log].**

- 3 Check the information.**

Print Job History Screen



- 1 No.
Job acceptance number
- 2 Type
Icons that indicate the job type
 -  Printer job
 -  Job from Document Box
 -  Data from USB Drive
 -  Report/List

3 Job Name

Job Name or file name

4 ⓘ (information icon)

Select the key of the job whose detailed information you want to display.

➔ [Checking Detailed Information of Jobs \(page 194\)](#)

You can select ⓘ (information icon) in "Copies" in the detailed information screen to change the number of copies that are printed.

5 Results

Job results

[OK]: The Job is completed.

[Error]: Error has occurred.

[Canceled]: The job has been canceled.

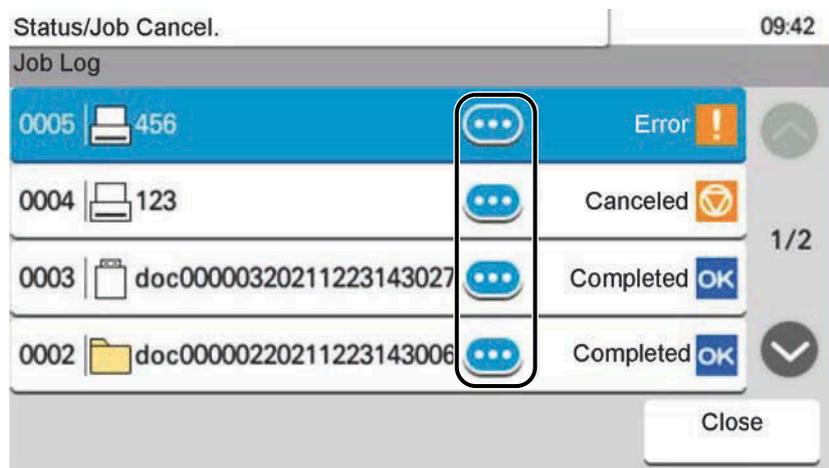
Checking the Detailed Information of Histories

1 Display the screen.

➔ [Displaying Job History Screen \(page 195\)](#)

2 Check the information.

1 Select ⓘ (information icon) for the job you want to check.



Detailed information of the selected job is displayed.

To check the information of the next/previous page, select [^] or [v]. To view more detailed information, select a white item.

In Sending Jobs, you can check the destination by selecting [Status/Destination].

2 After checking, select [End].

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.

➔ [Send Log History \(page 209\)](#)

Job Operation

Pause and Resumption of Jobs

Pause/resume all printing jobs in printing/waiting.

1 Display the screen.

- 1 Select the [Status/Job Cancel] key.

2 Select [Pause All] on the printing jobs status screen.

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All].

Canceling of Jobs

A job in printing/waiting status can be canceled.

1 Display the screen.

- 1 Select the [Status/Job Cancel] keys.

2 Select the job to be canceled from the list, and select [Canceled].

3 Select [Yes] in the confirmation screen.

Device Information

Configure the devices/lines installed or connected to this machine or check their status.

1 Display the screen.

- 1 Select the [Status/Job Cancel] key.
- 2 Select the item to check.

2 Check the information.

The items you can check are described below.

[Printer]

Error information such as paper jam, out of toner, or out of paper, and status such as waiting and printing are displayed.

[USB Drive]

The usage/total capacity/free space of the external media connected to this machine is displayed.

Select [Menu] > [Format] if you wish to format external media.

When [Format] is selected, all data in the external media is deleted.

Select [Remove] to safely remove the external media.

[Keyboard]

Displays the status of the USB keyboard and Bluetooth keyboard.

[Network Connection Status]

Displays the state of the network connection.

[Wi-Fi]

Displays the Wi-Fi connection status and the network name (SSID) of the machine.

[Wi-Fi Direct]

Displays the Wi-Fi Direct connection status.

[Option Network Connection Status]

Displays the connection status for the optional Network Interface Kit or Wireless Network Interface Kit.

[SSD]

The status of the optional SSD is displayed.

Checking the Remaining Amount of Toner and Paper, and the Condition of the Unit

On the touch panel, you can check the presence of toner and paper, as well as the remaining life of the unit.

1 Display the screen.

- 1 Select the [Status/Job Cancel] key.
- 2 Select the item to check.

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.

Unit Condition

Displays the time remaining on the Developer Unit and the Cassette.

8 System Menu

Operation Method

Configure settings related to overall machine operation. Change the default settings as appropriate for how you use the machine.

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.
- If function default settings have been changed, the [Reset] key can be selected in each function screen to immediately change the settings.

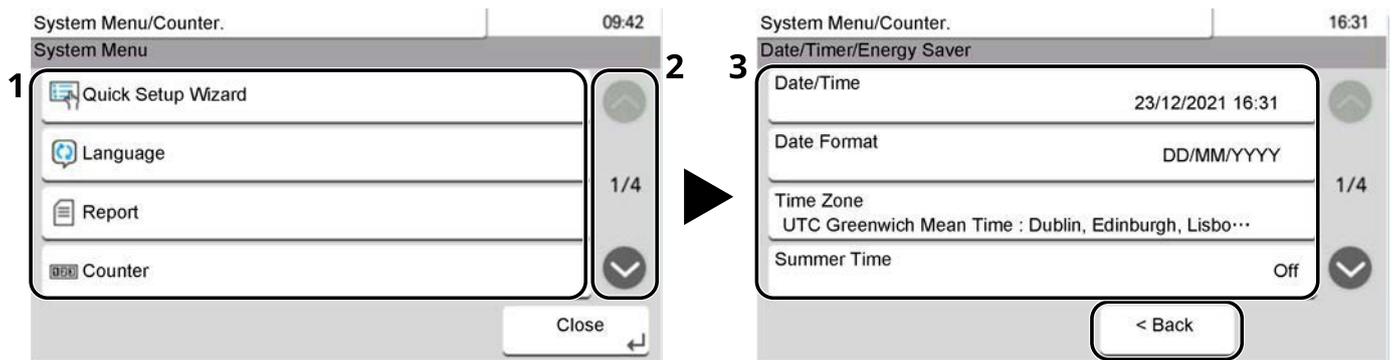
For details of the System Menu, refer to the following:

➔ [System Menu Settings \(page 203\)](#)

1 Display the screen.

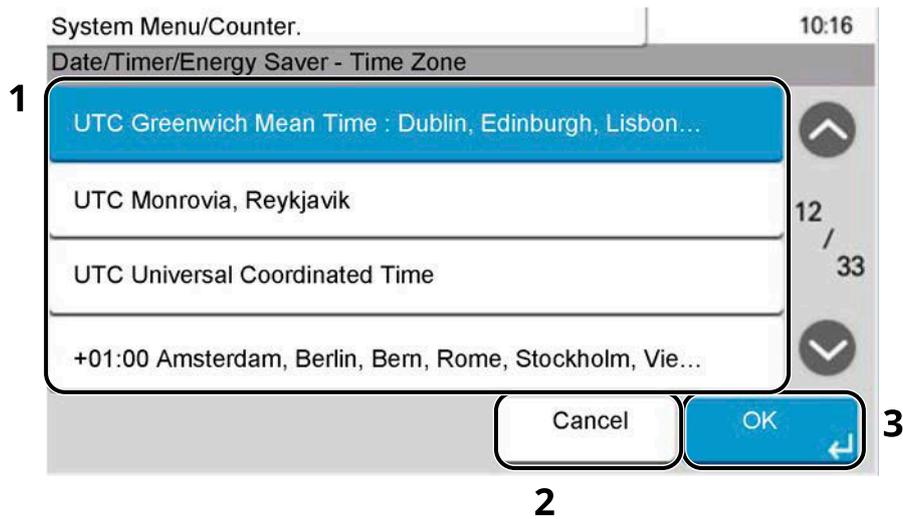
- 1 Select the [System Menu / Counter] key.

2 Select a function.



- 1 Displays the System Menu items.
- 2 Scrolls up and down when the list of values cannot be displayed in its entirety on a single screen.
- 3 Displays setting items.
Select the key of a function to display the setting screen.
- 4 Returns to the previous screen.

3 Configure the function.



- 1 Enter a setting by selecting it.
- 2 Returns to the previous screen without making any changes.
- 3 Accepts the settings and exits.

System Menu Settings

This section explains the functions that can be configured in System Menu. To configure the settings, select the item in System Menu and select the setting item. For details, see the table below.

Item	Description
[Quick Setup Wizard]	Set the cassette, energy saving, and network in a wizard format. ➔ Quick Setup Wizard (page 69)
[Language]	Set the language to use for the touch panel display. ➔ Language (page 206)
[Report]	Print various reports to check the machine settings and status. ➔ Print Report (page 207)
[Send Log History]	Print various reports to check the machine settings and status. ➔ Send Log History (page 209)
[Counter]	Check the number of sheets printed and scanned. ➔ Checking the Counter (page 87)
[User Property]	Refers to the information of the currently logged-in user and changes some information. ➔ User Property (page 210)
[Cassette 1] to [Cassette 5]	Set paper size and media type for Cassettes 1 to 5. ➔ Cassette 1 to Cassette 5 Settings (page 211)
[Multipurpose Tray]	Set multipurpose tray paper size and media type. ➔ Multipurpose Tray Settings (page 212)
[Default Screen]	Select the screen appearing right after start-up (default screen). ➔ Default Screen (page 213)
[Buzzer]	Set options for buzzer sound during the machine operations. ➔ Buzzer (page 213)
[Paper Settings]	Configure the paper settings. ➔ Paper Settings (page 213)
[Function Defaults]	Function Defaults are the values automatically set after the power is turned on and the warm-up is completed or the [Reset] key is selected. Set the defaults for available settings for this machine. Setting the frequently-used values as defaults makes subsequent jobs easier. ➔ Function Defaults (page 217)
[Error Handling]	Select whether to cancel or continue the job when error has occurred. ➔ Error Handling (page 218)
[Color Toner Empty Action]	Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out. ➔ Color Toner Empty Action (page 218)
[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 218)

Item	Description
[Time for Maintenance Alert]	Set the timing at which the administrator will be notified of the period remaining before the upcoming scheduled inspection. ➔ Time for Maintenance Alert (page 220)
[Keyboard Layout]	Change the layout of the touch panel keyboard used to enter characters. ➔ Keyboard Layout (page 220)
[Optional Keyboard Type]	Select the type of USB keyboard that you want to use. ➔ Optional Keyboard Type (page 220)
[Display Status/Log]	Set the display of Job Status/Jobs History. ➔ Display Status/Log (page 220)
[Remote Printing]	Configures settings for remote printing. ➔ Remote Printing (page 221)
[Direct Printing from Web]	Set the permission for printing. ➔ Direct Printing from Web (page 221)
[Message Banner Print]	Set whether the confirmation screen appears before each sheet is printed when printing multiple banner sheets. ➔ Message Banner Print (page 222)
[Pause/Resume of All Print Jobs]	Set permission or prohibition. ➔ Pause/Resume of All Print Jobs (page 222)
[Home]	Configure settings for Home screen. ➔ Home (page 223)
[Document Box]	Configure settings for Custom Box and Job Box. ➔ Document Box (page 224)
[Application]	Configure the application settings. ➔ Application (page 226)
[Internet]	Set the proxy for connection to the Internet from an Internet application. ➔ Internet (page 227)
[User Login/Job Accounting]	Configures settings related to User Login Administration/Job Accounting. For details on user login administration, refer to the following: ➔ Enable User Login Administration (page 273) For details on job accounting, refer to the following: ➔ Enabling Job Accounting (page 289)
[Printer]	Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine. ➔ Printer (page 229)
[Network]	Configures network settings. ➔ Network (page 234)

Item	Description
[Optional NIC]	Configure settings for the optional Network Interface Kit or Wireless Network Interface Kit. ➔ Optional NIC (page 253)
[Primary Network (Client)]	Select the network interface to be used when connecting the transmission function in which this machine operates as a client device. ➔ Primary Network (Client) (page 257)
[Interface Block Setting]	This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces. ➔ Interface Block Setting (page 258)
[Bluetooth Settings]	Set Bluetooth keyboard. ➔ Bluetooth Settings (page 258)
[Security Level]	The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu. ➔ Security Level (page 259)
[Restart]	You can restart the CPU without turning the power switch off. Execute this when the operation of this machine is unstable (similar to restarting the computer). ➔ Restart (page 259)
[RAM Disk Setting]	Create a RAM disk and set its capacity. ➔ RAM Disk Setting (page 260)
[Data Security]	Configure settings related to data stored in SSD or memory. ➔ Data Security (page 261)
[Optional Function]	You can use the optional applications installed on this machine. ➔ Optional Function (page 262)
[Administrator Authentication on Firmware Update]	Set whether to request approval from the administrator when updating the firmware. ➔ Administrator Authentication on Firmware Update (page 263)
[Administrator Authentication on Data Import/Export]	Set whether to request approval from the administrator when importing/exporting data. ➔ Administrator Authentication on Data Import/Export (page 263)
[Allowlisting]	Configure settings to prevent malware from running and prevent software tampering. ➔ Allowlisting (page 265)
[Date/Timer/Energy Saver]	Configures settings related to the date and time. ➔ Date/Timer/Energy Saver (page 266)
[Adjustment/Maintenance]	Adjust printing quality and conduct machine maintenance. ➔ Adjustment/Maintenance (page 269)

Language

[System Menu / Counter] key > [Language]

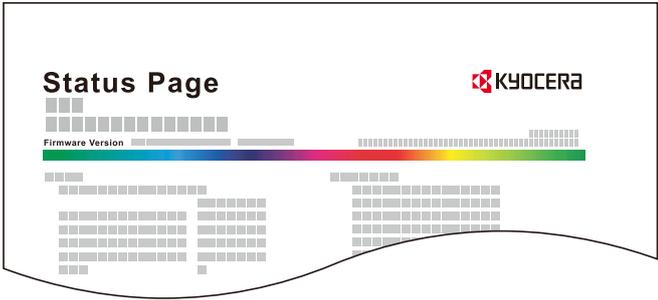
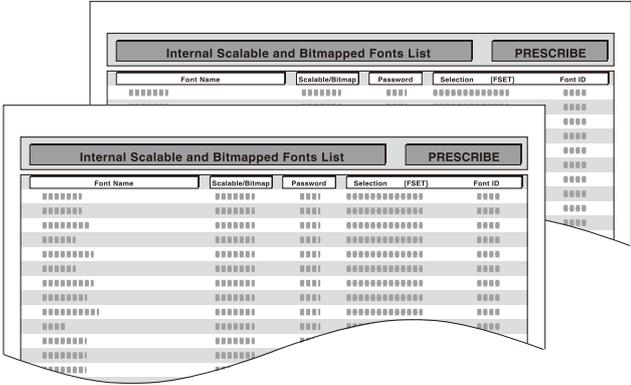
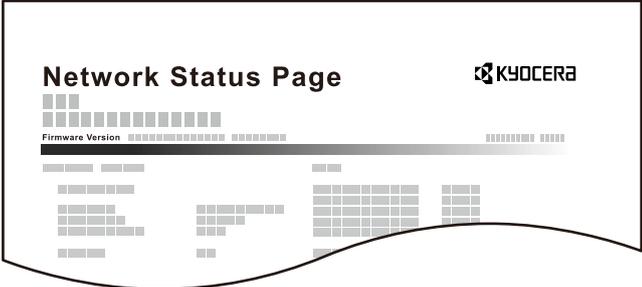
Item	Description
[Language]	Set the language to use for the touch panel display.

Report

Print reports to check the machine settings, status, and history. Settings for printing reports can also be configured.

Print Report

[System Menu / Counter] key > [Report] > [Print Report]

Item	Description
[Configuration List]	Print the system settings as the list.
[Status Page]	<p>Prints the status page. You can check information such as the current settings, available memory, and installed optional devices.</p> 
[Font List]	<p>Prints the font list. You can check the fonts installed in this machine with a sample.</p> 
[Network Status]	<p>Prints the Network status page. You can check information such as the firmware version, network address, and network protocol of the network interface.</p> 

Item	Description
[Service Status]	Prints the service status. More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.
[Print Accounting Report]	<p>If job accounting is enabled, the total pages counted of all relevant accounts can be printed as an accounting report.</p> <div data-bbox="703 450 1361 748" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> </div> <p>➔ Print Accounting Report (page 300)</p>
[Optional Network Status]	<p>Prints the Optional Network status page. You can check information such as the firmware version, network address, and network protocol of the optional network interface.</p> <hr/> <p> NOTE</p> <p>This function is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.</p> <hr/>
[Data Sanitization Report]	Prints the data sanitization report.

Send Log History

[System Menu / Counter] key > [Report] > [Send Log History]



For details on the Log History, refer to the following:

→ [History Management \(page 209\)](#)

[Send Log History]

Item	Description
[Send Log History]	You can also send the log history to the specified destinations manually.
[Auto Sending]	<p>This function automatically sends the log history to the specified destinations whenever a set number of jobs has been logged. Value: [Off], [On]</p> <hr/> <p> NOTE If [On] is selected, specify the number of job histories. The setting range is 1 to 16.</p>
[Destination]	Set the destination to which log histories are sent. Only E-mail address can be set.
[Job Log Subject]	<p>Set the subject automatically entered when sending log histories by E-mail. Value: Up to 256 characters</p>
[Personal Information]	<p>Select whether to include personal information in the job log. Value: [Include], [Exclude]</p>

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
- Information on users logged in (or users who attempted to log in)
- Event results (Success/Failure)

User Property

[System Menu / Counter] key > [User Property]

Refers to the information of the currently logged-in user and changes some information.

➔ [Enable User Login Administration \(page 273\)](#)

Cassette/MP Tray Settings

Cassette 1 to Cassette 5 Settings

[System Menu / Counter] key > [Cassette/MP Tray Settings] > [Cassette 1] to [Cassette 5]

NOTE

[Cassette 2] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (550-sheet)

[Cassette 3]: Paper Feeder (550-sheet)

[Cassette 4]: Paper Feeder (550-sheet)

[Cassette 5]: Paper Feeder (550-sheet)

[Paper Size]

Item	Description
[Metric]	<p>Select from the Metric series standard size.</p> <p>Value (Cassette 1) [A4], [A5-R], [A5], [A6], [B5], [B6], [Folio], [216.0mm×340.0mm]</p> <p>Value (Cassette 2 to 5) [A4], [A5-R], [A6], [B5], [Folio], [216.0mm×340.0mm]</p>
[Inch]	<p>Select from the Inch series standard size.</p> <p>Value (Cassette 1) [Letter], [Legal], [Statement-R], [Statement], [Executive], [OficioII]</p> <p>Value (Cassette 2 to 5) [Letter], [Legal], [Statement-R], [Executive], [OficioII]</p>
[Others]	<p>Select from special standard sizes and custom sizes. Used when the size dial of the cassette is set to "Other".</p> <p>Value (Cassette 1) [16K], [ISO B5], [Custom]</p> <p>Value (Cassette 2 to 5) [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Youkei 2], [Youkei 4], [Nagagata 3], [Nagagata 4], [Younaga 3], [Custom]</p>

[Media Type]

Value (Cassette 1)

[Plain], [Transparency], [Rough], [Vellum], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Thick], [High Quality], [Custom]

Value (Cassette 2 to 5)

[Plain], [Rough], [Vellum], [Labels], [Recycled], [Preprinted], [Bond], [Color], [Prepunched], [Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom]

Multipurpose Tray Settings

[System Menu / Counter] key > [Cassette/MP Tray Settings] > [Multipurpose Tray]

[Paper Size]

Setting	Description
[Metric]	Select from the Metric series standard size. Value [A4], [A5], [A5-R], [A6], [B5], [B6], [Folio], [216.0 mm×340.0 mm]
[Inch]	Select from the Inch series standard size. Value [Letter], [Legal], [Statement], [Statement-R], [Executive], [OficioII]
[Others]	Select from special standard sizes and custom sizes. Value [16K], [ISO B5], [Envelope #10], [Envelope #9], [Envelope #6], [Envelope Monarch], [Envelope DL], [Envelope C5], [Cardstock], [Oufukuhagaki], [Youkei 4], [Youkei 2], [Nagagata 3], [Nagagata 4], [Younaga 3], [Custom]

[Media Type]

Select the media type.

Value

[Plain], [Rough], [Vellum], [Labels], [Recycled], [Preprinted], [Bond], [Cardstock], [Color], [Prepunched],

[Letterhead], [Envelope], [Thick], [Coated], [High Quality], [Custom]

Common Settings

[System Menu / Counter] key > [Common Settings]

Configure overall machine operation.

Default Screen

Select the screen appearing right after start-up (default screen).

Value: [Home], [Custom Box], [Job Box], [USB Drive], [Favorites], [Status]

Buzzer

[System Menu / Counter] key > [Common Settings] > [Buzzer]

Set options for buzzer sound during the machine operations.

Item	Description
[Key Confirmation]	Emit a sound when the operation panel and touch panel keys are selected. Value: [Off], [On]
[Job Finish]	Emit a sound when a print job is normally completed. Value: [Off], [On]
[Ready]	Emit a sound when the warm-up is completed. Value: [Off], [On]
[Warning]	Emit a sound when errors occur. Value: [Off], [On]
[Optional Keyboard]	Emit a sound to confirm key presses with a sound. Value: [Off], [On]

Paper Settings

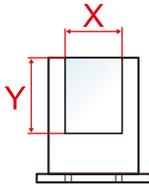
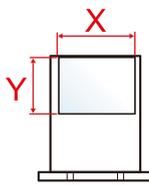
[System Menu / Counter] key > [Common Settings] > [Paper Settings]

Configure the paper and paper source settings.

[Custom Paper Size]

[System Menu / Counter] key > [Common Settings] > [Paper Settings] > [Custom Paper Size]

Set up frequently-used custom paper size. Register one custom size for each paper source. The registered size is displayed when the paper size is selected.

Item	Description
<p>[Cassette 1 Size]</p>	<p>Register the custom size used for cassette 1. Used when the size dial of the cassette is set to "Other". Value</p> <p>Metric X: 105 to 216 mm (in 1 mm increments) Y: 140 to 356 mm (in 1 mm increments)</p> <p>Inch X: 4.13 to 8.50" (in 0.01" increments) Y: 5.50 to 14.02" (in 0.01" increments)</p> <p>X=Width, Y=Length</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Vertical</p>  </div> <div style="text-align: center;"> <p>Horizontal</p>  </div> </div>
<p>[Cassette 2] to [Cassette 5] size</p>	<p>Register the custom size to be used in Cassettes 2 to 5. Used when the size dial of the cassette is set to "Other". Value</p> <p>Metric X: 92 to 216 mm (in 1 mm increments) Y: 162 to 356 mm (in 1 mm increments)</p> <p>Inch X: 3.62 to 8.50" (in 0.01" increments) Y: 6.38 to 14.02" (in 0.01" increments)</p> <p>X=Width, Y=Length</p>

[Media Type Settings]

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
Extra Heavy ^{*1}	Transparencies

*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.

[Duplex]

Item	Description
[Permit]	Duplex printing allowed.
[Prohibit]	Duplex printing not allowed.

[Name]

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 \(page 407\)](#)

[Default Paper Source]

Select the default paper source.

Value: [Cassette 1] to [Cassette 5]

NOTE

[Cassette 2] to [Cassette 5] are displayed when the following optional paper feeder is installed.

[Cassette 2]: Paper Feeder (550-sheet)

[Cassette 3]: Paper Feeder (550-sheet)

[Cassette 4]: Paper Feeder (550-sheet)

[Cassette 5]: Paper Feeder (550-sheet)

[Special Paper Action]

When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

If [Adjust Print Direction] is selected, load paper according to the steps below.

Example: copying on Letterhead



Value: [Adjust Print Direction], [Speed Priority]

[Show Paper Setup Message]

[System Menu / Counter] key > [Common Settings] > [Paper Settings] > [Show Paper Setup Message]

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 5]	Value: [Off], [On]
[Multipurpose Tray]	 NOTE [Cassette 2] to [Cassette 5] are displayed when the following optional paper feeder is installed. [Cassette 2]: Paper Feeder (550-sheet) [Cassette 3]: Paper Feeder (550-sheet) [Cassette 4]: Paper Feeder (550-sheet) [Cassette 5]: Paper Feeder (550-sheet)

Function Defaults

[System Menu / Counter] key > [Common Settings] > [Function Defaults]

Item	Description
[EcoPrint]	Select the EcoPrint default. Value: [Off], [On]
[File Name Entry]	Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set. Value File Name: Up to 32 characters can be entered. Additional information: [None], [Date and Time], [Job No.], [Job No. & Date and Time], [Date and Time & Job No.]
[JPEG/TIFF Print]	Select the image size (resolution) when printing JPEG or TIFF file. Value: [Paper Size], [Image Resolution], [Print Resolution]
[XPS Fit to Page]	Set the default value for the XPS fit to page function. Value: [Off], [On]

Error Handling

[System Menu / Counter] key > [Common Settings] > [Error Handling]

Item	Description
[Duplexing Error]	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.
[Wrong Size Paper Loaded]	Set what to do when it is detected that the multipurpose tray paper size setting does not match the actual paper size that is fed. Value [Ignore]: The setting is ignored and the job is printed. [Display Error]: Message to cancel printing is displayed.
[Paper Mismatch Error]	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 [Ignore]: The setting is ignored and the job is printed. [Display Error]: Message to cancel printing is displayed.

Color Toner Empty Action

[System Menu / Counter] key > [Common Settings] > [Color Toner Empty Action]

Select whether printing is prohibited or the Print in Black and White setting is used for printing once the color toner runs out.

Value: [Stop printing], [Print in Black & White]



NOTE

This setting is not valid when the optional Fiery Controller is installed.

Low Toner Alert

[System Menu / Counter] key > [Common Settings] > [Low Toner Alert]

Item	Description
[Notify via Operation Panel]	Set whether to display the alert on the operation panel when the toner is low. Value: [Off], [On]

Item	Description
[Low Toner Alert]	<p data-bbox="576 226 1485 353">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).</p> <p data-bbox="576 360 791 394">Value: [Off], [On]</p> <hr data-bbox="576 421 1485 423"/> <p data-bbox="576 439 708 472"> NOTE</p> <p data-bbox="576 501 1485 566">If [On] is selected, set the amount of remaining toner to alert. The setting range is 5 to 100% (in 1% increments).</p> <hr data-bbox="576 584 1485 586"/>

Time for Maintenance Alert

[System Menu / Counter] key > [Common Settings] > [Time for Maintenance Alert]

Item	Description
[Notify via Operation Panel]	Set whether or not to display on the operation panel when a periodic inspection is near. Value: [Off], [Display Status], [Display Status and Error]
[Notify Externally (for administration use)]	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]
	 NOTE If [On] is selected, set the alert timing. The setting range is 5 to 100% (in 1% increments).

Keyboard Layout

[System Menu / Counter] key > [Common Settings] > [Keyboard Layout]

Item	Description
[Keyboard Layout]	Change the layout of the touch panel keyboard used to enter characters. Value: [QWERTY], [QWERTZ], [AZERTY]

Optional Keyboard Type

[System Menu / Counter] key > [Common Settings] > [Optional Keyboard Type]

Item	Description
[Optional Keyboard Type]	Select the type of optional keyboard that you want to use. Value: [US-English], [US-English with Euro], [French], [German], [UK-English]

Display Status/Log

[System Menu / Counter] key > [Common Settings] > [Display Status/Log]

Set the display of Job Status/Job History.

Item	Description
[Display Jobs Detail Status]	Value: [Show All], [My Jobs Only], [Hide All]
[Display Jobs Log]	Value: [Show All], [My Jobs Only], [Hide All]

Remote Printing

[System Menu / Counter] key > [Common Settings] > [Remote Printing]

Select whether to prohibit printing that is performed without operating the machine.

When [Prohibit] is selected, a document that has been stored in the document box from the printer driver can be printed from the machine. This prevents another person from seeing that document.

Value: [Permit], , [Prohibit]

Direct Printing from Web

[System Menu / Counter] key > [Common Settings] > [Direct Printing from Web]

Set whether to allow Direct Printing from Command Center RX.

Value: [Not Allowed], [Permit]

➔ **Command Center RX User Guide**

Message Banner Print

[System Menu / Counter] key > [Common Settings] > [Message Banner Print]

Set whether the confirmation screen appears before each sheet is printed when printing banner sheet.

Value: [Off], [On]

Pause/Resume of All Print Jobs

[System Menu / Counter] key > [Common Settings] > [Pause/Resume of All Print Jobs]

Value: [Permit], [Prohibit]

Home

[System Menu / Counter] key > [Home]

Configure settings for Home screen.

➔ [Editing the Home Screen \(page 45\)](#)

Document Box

Custom Box

[System Menu / Counter] key > [Document Box] > [Custom Box]

Item	Description
[Add/Edit]	➔ Creating a New Custom Box (page 169)
[Default Setting]	Select [Auto File Deletion Time] to set the time to automatically delete stored documents.

Job Box

[System Menu / Counter] key > [Document Box] > [Job Box]

Item	Description
[Quick Copy Job Retention]	<p>To maintain free space in the box, you can set the maximum number of stored jobs. Value: number between 0 and 300</p> <hr/> <p> NOTE When 0 is set, Quick Copy cannot be used.</p> <hr/>
[Deletion of Job Retention]	<p>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]</p> <hr/> <p> 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.</p> <hr/>
[Deletion of PIN Print at Power Off]	<p>Set whether or not the jobs stored in the PIN Print Box is deleted when the power is turned off. Value: [Off], [On]</p>
[Destination]	<p>Set the save destination of the Job Box. Displayed when the optional SSD and an SD card are installed. Value: [SSD], [SD Card]</p>

Application

[System Menu / Counter] key > [Application]

Configure the application settings.

➔ [Using Applications \(page 158\)](#)

➔ [Overview of the Applications \(page 405\)](#)

Internet

[Proxy]

[System Menu / Counter] key > [Internet] > [Proxy]

Item	Description
[Proxy]	Set the proxy for connection to the Internet from an application. Value: [Off], [On]
[Use Same Proxy]	Select whether to use the same proxy across different protocols. Value: [Off]/[On]
[HTTP Proxy Server]	Set a proxy server (HTTP). Value: (Enter the proxy address and port number.)
[HTTPS ProxyServer]	Set a proxy server (HTTPS). This setup is available when "Use Same Proxy" is set to [Off]. Value: (Enter the proxy address and port number.)
[No Proxy Domains]	Set domains for which no proxy is used. Value: (Enter the domain name.)

User Login/Job Accounting

[System Menu / Counter] key > [User Login/Job Accounting]

Configures settings related to machine management.

➔ [Overview of User Login Administration \(page 272\)](#)

➔ [Overview of Job Accounting \(page 288\)](#)

➔ [Unknown User Settings \(page 303\)](#)

Printer

[System Menu / Counter] key > [Printer]

Item	Description
[Emulation]	<p>Select the emulation for operating this machine by commands oriented to other types of printers. Value: PCL6, KPDL, KPDL (Auto)</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • When you have selected [KPDL(Auto)], set "Emulation - Alt Emulation", too. • When you have selected [KPDL] or [KPDL(Auto)], set "Emulation - KPDL Error Report", too. <hr/> <p>[Emulation - KPDL Error Report]</p> <p>When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. Value: [Off], [On]</p>
[Color Setting]	<p>You can choose whether reports are printed in color or black and white. Value: [Color], [Black & White]</p>
[EcoPrint]	<p>EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem. Value: [Off], [On]</p>
[Override A4/Letter]	<p>Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. Value</p> <p>[Off]</p> <p>A4 and Letter are not regarded as the same in size.</p> <p>[On]</p> <p>A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.</p>
[Duplex]	<p>Select binding orientation for duplex mode. Value: [1-sided], [2-sided Bind LongEdge], [2-sided Bind ShortEdge]</p>
[Copies]	<p>Set the default number of copies, from 1 to 999. Value: 1 to 999 copies</p>
[Reduced Print]	<p>Configure settings for reducing the print data and printing (reduced printing). Set the paper size before reduction and reduction ratio.</p> <hr/> <p> NOTE</p> <p>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.</p> <hr/>

Item	Description
[Orientation]	Set the default orientation, [Portrait] or [Landscape]. Value: [Portrait], [Landscape]
[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]
[Form Feed 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)
[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]
[Job Name]	Set whether the job name set in the printer driver is displayed. Value: [Off], [On] <hr/>  NOTE If you select [On], select from [Job Name], [Job No. & Job Name] or [Job Name & Job No.] to use as the job name. <hr/>
[User Name]	Set whether the user name set in the printer driver is displayed. Value: [Off], [On]
[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 [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.

Item	Description
[Paper Feed Mode]	<p>While printing from the computer, select how to feed paper when the paper source and type are specified.</p> <p>Value</p> <p>[Auto] Search the paper source that matches the selected paper size and type.</p> <p>[Fixed] Print on paper loaded in the specified paper source.</p>
[Auto Cassette Change]	<p>Select the following actions when the paper runs out in the paper source while printing.</p> <p>Value: [Off], [On]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • When selecting [Off], the machine displays "Add the following paper in cassette #." (# is a cassette number) or "Add the following paper in the multipurpose 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 [Paper Selection]. • When selecting [On], the machine continues printing automatically when the other cassette contains the same paper as the currently-used cassette. <hr/>
[Resolution]	<p>Set the resolution used for printing.</p> <p>Value: 600 dpi, 1200 dpi</p> <hr/> <p> NOTE</p> <p>Settings that are received from the printer driver have priority over the operation panel settings.</p> <hr/>
[KIR]	<p>Select the default KIR (smoothing) setting.</p> <p>Value: [Off], [On]</p>
[Gloss Mode]	<p>Gloss Mode increases the effect of glossiness in printing. However, printing takes longer time.</p> <p>Value: [Off], [On]</p> <hr/> <p> IMPORTANT</p> <p>This function is not available when [Labels] or [Transparency] is selected as the paper type setting.</p> <p>➔ Cassette/MP Tray Settings (page 211)</p> <p>Depending on the paper used, printing in gloss mode may cause curl in paper. To reduce curl, try using thicker paper.</p> <hr/>

Item	Description
[Printing Job Terminator]	<p>You can select the condition which regarded as a job termination if the print job could not be processed until the end due to your environment and the other reason.</p> <p>Value</p> <p>[EOJ (End of Job)] The command recognized as a termination of the job data is regarded as one job until it is detected.</p> <p>[End of Network Session] The data included in a network session at network connection is regarded as one job.</p> <p>[UEL (Universal Exit Language)] The UEL included in the termination of the job data is regarded as one job until it is detected.</p>

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%

Source size	Target size (reduction ratio)
B5	100%
	A5-R
	98%
A4	100%
	Letter
	B5
	A5-R
	98%
B4	B5
	A4
A3	A4
SF(Stock Form)(A4)	A4

System/Network

Network

[System Menu / Counter] key > [System/Network] > [Network]

[Host Name]

Item	Description
[Host Name]	Check the host name of the machine. Host name can be changed from Command Center RX. ➔ Changing Device Information (page 94)

[Wi-Fi Direct Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

Item	Description
[Wi-Fi Direct]	Select whether to use Wi-Fi Direct. Value: [Off], [On]
[Device Name]	Specify the device name.  NOTE <ul style="list-style-type: none"> 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][TCP/IP Settings] (page 242)  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 <ul style="list-style-type: none"> If you select [On], set the waiting time for automatic disconnection. This function is displayed when [Wi-Fi Direct] 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] is set to [On].
[Frequency Band]	Set the frequency band to be used. Specify when using IB-37/IB-38. Value: [2.4 GHz], [5 GHz]

Item	Description
[Password]	<p>Select whether the Wi-Fi Direct password is automatically generated or created manually.</p> <p>When [Auto] is selected, the Persistent Group setting changes to [On].</p> <p>Value: [Auto], [Manual]</p> <hr/> <p> NOTE</p> <p>If [Manual] is selected, set a password (8 or more characters).</p> <hr/>

[Wi-Fi Settings]

Set Wi-Fi Direct.

NOTE

This function is displayed when the Wireless Network Interface Kit (IB-37 or IB-38) is installed.

The Wireless Network Interface Kit is an option for some models. Contact your dealer or our sales or service representatives for detail.

[Wi-Fi]

Item	Description
[Wi-Fi]	<p>Select whether to use Wi-Fi.</p> <p>Value: [Off], [On]</p>

[Connect (Select Network)]

Displays access points to which the machine can connect.

[WEP Key Index]

Item	Description
[WEP Key Index]	<p>Select the key index of the access point.</p> <p>Value: 0 to 3</p>

[Connect (by Other)]

[Push Button Method]

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 Code Method (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.

[Custom Setup]

The detailed settings for wireless LAN can be changed.

Item	Description
[NW Name (SSID)]	Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects. <hr/>  NOTE Up to 32 characters can be entered.
[Network Authentication]	Select network authentication type. Value: [Open], [WPA2/WPA-PSK], [WPA2-PSK], [WPA2/WPA-EAP], [WPA2-EAP], [WPA3-SAE/WPA2-PSK], [WPA3-SAE], [WPA3/WPA2-EAP], [WPA3-EAP]

Item	Description
[Encryption]	<p>Select encryption method. The setting values vary depending on the Network Authentication setting.</p> <p>Open Value: [Disable], [WEP]</p> <hr/> <p> NOTE If you selected [WEP], set the WEP key (up to 26 characters) and WEP Key Index (0 to 3).</p> <hr/> <p>WPA2/WPA-PSK Value: [AES], [Auto], [Preshared Key] (up to 64 characters)</p> <p>WPA2-PSK Value: [Preshared Key] (up to 64 characters)</p> <p>WPA2/WPA-EAP Value: [AES], [Auto]</p> <p>WPA2-EAP Value: —</p> <p>WPA3-SAE/WPA2-PSK Value: [Preshared Key] (up to 64 characters)</p> <p>WPA3-SAE Value: [Preshared Key] (up to 64 characters)</p> <p>WPA3/WPA2-EAP Value: —</p> <p>WPA3-EAP Value: —</p>

[TCP/IP Settings][TCP/IP Settings]**[TCP/IP]**

Select whether to use TCP/IP Protocol.

Value: [Off], [On]

[IPv4 Settings]

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: ###.###.###.### <hr/>  NOTE When DHCP is set to [On], the value cannot be entered.
[Subnet Mask]	Set the IP subnet mask. Value: ###.###.###.### <hr/>  NOTE When DHCP is set to [On], the value cannot be entered.
[Default Gateway]	Set the IP gateway address. Value: ###.###.###.### <hr/>  NOTE When DHCP is set to [On], the value cannot be entered.
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual] <hr/>  NOTE When [Manual] is selected, enter the DNS server IP address in the Primary and Secondary fields provided.
[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 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6]	<p>Select whether to use IPv6. Value: [Off], [On]</p> <hr/> <p> NOTE</p> <p>Selecting [On] displays IP address in [IP Address (Link Local)/Prefix Length] after restarting the network.</p>
[Manual Settings]	<p>Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value</p> <p>[IP Address (Manual)] 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).</p> <p>[Prefix Length] 0 to 128</p> <p>[Default Gateway] 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • To enter [Default Gateway], set [RA (Stateless)] to [Off].
[RA (Stateless)]	<p>Select whether to use RA (Stateless). Value: [Off], [On]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • Selecting [On] displays IP address in [IP Address (Stateless)/Prefix Length] after restarting the network.

Item	Description
[DHCP]	<p>Select whether to use the DHCP (IPv6) server. Value: [On], [Off]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • Selecting [On] displays IP address in [IP Address (Stateful)/Prefix Length] after restarting the network.
[DNS Server]	<p>Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual]</p> <hr/> <p> NOTE</p> <p>When [Manual] is selected, enter the DNS server IP address in the Primary and Secondary fields provided.</p>
[DNS over TLS]	<p>Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]</p>

 **IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

[Connection Status]

Displays the status and name of the connected network.

[Wired Network Settings]

Configure wired network settings.

[TCP/IP Settings][TCP/IP Settings]

[TCP/IP]

Select whether to use TCP/IP Protocol.

Value: [Off], [On]

[IPv4 Settings]

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.
[DNS Server]	Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual]  NOTE When [Manual] is selected, enter the DNS server IP address in the Primary and Secondary fields provided.

Item	Description
[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 Settings]

Set up TCP/IP (IPv6) to connect to the network. This setting is available when [TCP/IP] is [On].

Item	Description
[IPv6]	<p>Select whether to use IPv6. Value: [Off], [On]</p> <hr/> <p> NOTE</p> <p>Selecting [On] displays IP address in [IP Address (Link Local)/Prefix Length] after restarting the network.</p>
[Manual Settings]	<p>Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). Value</p> <p>[IP Address (Manual)] 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).</p> <p>[Prefix Length] 0 to 128</p> <p>[Default Gateway] 128-bits address is expressed in eight groups consisting of four-digit hexadecimal digits. The groups are separated by colon (:).</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • To enter [Default Gateway], set [RA (Stateless)] to [Off].

Item	Description
[RA (Stateless)]	<p>Select whether to use RA (Stateless). Value: [Off], [On]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • Selecting [On] displays IP address in [IP Address (Stateless)/Prefix Length] after restarting the network.
[DHCP]	<p>Select whether to use the DHCP (IPv6) server. Value: [On], [Off]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • This function is displayed when [IPv6] is set to [On]. • Selecting [On] displays IP address in [IP Address (Stateful)/Prefix Length] after restarting the network.
[DNS Server]	<p>Set the IP address of DNS (Domain Name System) server. Value: [Auto (DHCP)], [Manual]</p> <hr/> <p> NOTE</p> <p>When [Manual] is selected, enter the DNS server IP address in the Primary and Secondary fields provided.</p>
[DNS over TLS]	<p>Set whether to connect to a DNS server during communication protected by TLS. Value: [Off], [On], [Auto]</p>

 **IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

[LAN Interface]

Item	Description
[LAN Interface]	<p>Specify the settings for the LAN interface to be used. Value: [Auto], [10Base-Half], [10Base-Full], [100Base-Half], [100Base-Full], [1000BASE-T]</p>

 **IMPORTANT**

After changing the setting, restart the network or turn the machine OFF and then ON.

[Bonjour]

Item	Description
[Protocol Settings]	Select whether to use Bonjour. Value: [Off], [On]
[Available Network]	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
[IP Filter (IPv4)]	Configure the IP Filter Setting. IP Filter is a function to restrict the access to the machine by the IP address and protocol. The IP address or network address of permitted hosts is set from Command Center RX. Not setting the IP Filter will allow access from all hosts. Value: [Off], [On] ➔ Command Center RX User Guide

[IP Filter (IPv6)]

Item	Description
[IP Filter (IPv6)]	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 Command Center RX. Not setting the IP Filter will allow access from all hosts. Value: [Off], [On] ➔ Command Center RX User Guide

[IPSec]

Item	Description
[IPSec]	Set whether or not you use the IPSec. Value: [Off], [On]

[Protocol Settings]

Configures protocol settings.

[NetBEUI]

Item	Description
[Protocol Settings]	Set whether to send documents using NetBEUI.* ¹ Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[LPD]

Item	Description
[Protocol Settings]	Set whether to send documents using LPD.* ¹ Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[SMTP (E-mail TX)]

Item	Description
[Protocol Settings]	Select whether to send E-mail using SMTP. Value: [Off], [On]

[POP3 (E-mail RX)]

Item	Description
[Protocol Settings]	Select whether to receive E-mail using POP3. Value: [Off], [On]

[FTP Server (Reception)]

Item	Description
[Protocol Settings]	Set whether to send documents using FTP.* ¹ Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[WSD Print]

Item	Description
[Protocol Settings]	Set whether to use our proprietary web services. The setting will be changed after restarting the device or network. Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[LDAP]

Item	Description
[Protocol Settings]	Select whether to use LDAP. Value: [Off], [On]

[SNMP]

Item	Description
[Protocol Settings]	Select whether to communicate using SNMP.*1 Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[SNMPv3]

Item	Description
[Protocol Settings]	Set whether to communicate using SNMPv3.*1 Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[HTTP]

Item	Description
[Protocol Settings]	Set whether to communicate using HTTP.*1 Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[HTTPS]

Item	Description
[Protocol Settings]	Select whether to communicate using HTTPS. ^{*1*2} Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[IPP]

Item	Description
[Protocol Settings]	Set whether to send documents using IPP. To use this, select [On] for this setting, and select [Off] for [TLS] in the [Security Settings]. Then select [Not Secure (IPPS & IPP)] in the security settings from Command Center RX. The default port number is 631. Value: [Off], [On], 1 to 32767 (Port Number)
[Available Network]	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
[Protocol Settings]	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 Settings]. The default port number is 443. ^{*1*2} 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.
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[RAW Port]

Item	Description
[Protocol Settings]	Set whether to receive documents using the Raw Port. ^{*1} Value: [Off], [On]
[Available Network]	Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]

[ThinPrint]

Item	Settings
[Protocol Settings]	<p>Set whether to use ThinPrint. To use, select [On] in these settings. The default port number is 4000.*1*2 Value: [Off], [On], [1] to [32767] (Port Number)</p> <hr/> <p> NOTE This feature does not appear if the optional ThinPrint Option is not running.</p> <hr/>
[ThinPrint over TLS]	<p>To use ThinPrint over TLS, select [On] for this setting, and for [TLS] in the [Security Settings], select [On]. Value: [Off], [On]</p> <hr/> <p> NOTE If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine.</p> <hr/>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]</p>

[Enhanced WSD]

Item	Description
[Protocol Settings]	<p>Set whether to use our proprietary web services.*1 Value: [Off], [On]</p>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]</p>

[Enhanced WSD over TLS]

Item	Description
[Protocol Settings]	<p>Set whether to use our proprietary Web service on TLS.*1*2 Value: [Off], [On]</p>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired. Value: [Disable], [Enable]</p>

[VNC (RFB) over TLS]

Item	Description
[Protocol Settings]	<p>Set when using a remote operation protected by TLS by starting up a VNC Viewer other than ours (example: Real VNC). The default port number is 9063.*1*2</p> <p>Value: [Off], [On], 1 to 32767 (Port Number)</p> <hr/> <p> NOTE</p> <p>If the setting is [On], a TLS certificate is required. The factory certificate is the certificate owned by the machine.</p> <p>➔ Command Center RX User Guide</p> <hr/>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.</p> <p>Value: [Disable], [Enable]</p>

[VNC (RFB)]

Item	Description
[Protocol Settings]	<p>Set when using a remote operation by starting up a VNC Viewer other than ours (example: Real VNC). The default port number is 9062.*1</p> <p>Value: [Off], [On], 1 to 32767 (Port Number)</p>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.</p> <p>Value: [Disable], [Enable]</p>

[Enhanced VNC (RFB) over TLS]

Item	Description
[Protocol Settings]	<p>Start Command Center RX and set for using TLS-protected remote operation. The default port number is 9061.*1*2</p> <p>Value: [Off], [On], 1 to 32767 (Port Number)</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • 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. <p>➔ Command Center RX User Guide</p> <hr/>
[Available Network]	<p>Set whether to enable this function for each network of Wi-Fi Direct, Wi-Fi and wired.</p> <p>Value: [Disable], [Enable]</p>

*1 The setting will be changed after restarting the device or network.

*2 In [Security] set [TLS] to [On].

→ [\[Security Quick Setup\] \(page 251\)](#)

 **IMPORTANT**

Depending on the protocol, it may be necessary to restart the network or turn the power off/on after changing the settings.

[Security Settings]

Configures security settings.

[Security Quick Setup]

Item	Description
[Security Quick Setup]	<p>Select security settings from levels 1 to 3 that are close to your environment, and change (customize) the functions as needed. Value</p> <p>[Level 1] The factory default setting.</p> <p>[Level 2] The security function of the network will change.</p> <p>[Level 3] All functions that protect the machine are enabled, and functions that do not protect the machine are disabled.</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> This function can be set only when logged in with administrator privileges. → Log in as Machine Administrator or Administrator (page 88) Restart the device or network after selecting a level for the settings to take effect. → [Restart Network] (page 254) If you change the security settings after selecting a level, the security quick setups will show as "Custom". For more information on each security level setting, refer to the following: → Security Quick Setup Function List (page 424)
[TLS]	<p>Set whether to use TLS for communication. Value: [Off], [On]</p>

[Ping]

Item	Description
[Ping]	<p>Check if you can communicate with the destination by entering the host name or IP address of the destination.</p> <hr/> <p> NOTE</p> <p>This function is not displayed when [Primary Network (Client)] is specified in [Optional NIC].</p> <p>➔ Primary Network (Client) (page 257)</p> <p>➔ Ping Timeout (page 268)</p>

[Restart Network]

Item	Description
[Restart Network]	Restarts the network.

[Proxy]

[System Menu / Counter] key > [Internet] > [Proxy]

Item	Description
[Proxy]	Set the proxy for connection to the Internet from an application. Value: [Off], [On]
[Use Same Proxy]	Select whether to use the same proxy across different protocols. Value: [Off]/[On]
[HTTP Proxy Server]	Set a proxy server (HTTP). Value: (Enter the proxy address and port number.)
[HTTPS ProxyServer]	Set a proxy server (HTTPS). This setup is available when "Use Same Proxy" is set to [Off]. Value: (Enter the proxy address and port number.)
[No Proxy Domains]	Set domains for which no proxy is used. Value: (Enter the domain name.)

Optional NIC

Configure settings for the optional Network Interface Kit.

 **NOTE**

This Menu is displayed when the optional Network Interface Kit or Wireless Network Interface Kit is installed.

[Basic]

[System Menu / Counter] key > [System/Network] > [Network] > [Optional NIC]

 **NOTE**

This function will be displayed when the optional Network Interface Kit (IB-50) is installed.

Host Name

Check the host name of the machine. Host name can be changed from Command Center RX.

➔ [Changing Device Information \(page 94\)](#)

[TCP/IP Settings]

For the setting values, refer to the following:

➔ [\[TCP/IP Settings\]\[TCP/IP Settings\] \(page 242\)](#)

➔ [\[Bonjour\] \(page 245\)](#)

➔ [\[IPSec\] \(page 245\)](#)

[LAN Interface]

Select the LAN interface. The setting will be changed after restarting the device or the machine's network.

Value: [Auto], [10Base-Half], [10Base-Full], [100Base-Half], [100Base-Full], [1000BASE-T]

[MAC Address Filter]

Set whether to use MAC Address Filter.

➔ **Network Interface Kit Operation Guide**

Value: [Off], [On]

[Restart Network]

Item	Description
[Restart Network]	Restarts the network.

[Setup]

[System Menu / Counter] key > [System/Network] > [Wireless Network]

Configure settings for the optional Wireless Network Interface Kit.

**NOTE**

This function will be displayed when the optional Wireless Network Interface Kit (IB-51) is installed.

[Connection Status]

If you have the optional Wireless Network Interface Kit installed, you can check the status of your wireless LAN.

[Quick Setup]

Item	Description
[Available Network]	Select access points to which the machine can be connected, enter the Preshared Key and start a connection.

Item	Description
[Push Button Method]	<p>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.</p> <hr/> <p> NOTE</p> <p>The push button method supports only the WPS.</p>
[PIN Code Method (Device)]	<p>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.</p>
[PIN Code Method (Terminal)]	<p>Starts connection using the access point's PIN code. Enter the PIN code of the access point.</p>
[Custom Setup]	<p>The detailed settings for wireless LAN can be changed.</p>

[Custom Setup]

Item	Description
[Network Name (SSID)]	<p>Set the SSID (Service Set Identifier) of the wireless LAN to which the machine connects.</p> <hr/> <p> NOTE</p> <p>Up to 32 characters can be entered.</p>
[Connection Mode]	<p>Set Connection Mode. Value: [Ad Hoc], [Infrastructure]</p> <hr/> <p> NOTE</p> <p>[Ad Hoc]</p> <p>Communicates directly with the device without going through the access point. It cannot be connected to more than one device.</p> <p>[Infrastructure]</p> <p>Communicates via the access point.</p>
[Channel]	<p>Performs channel configuration. Use [-][+] or the numeric keys to set the value. Value: 1 to 11</p>
[Network Authentication]	<p>Select network authentication type. If you want to select another authentication method, access the web page from your computer and set it. Value: [Open], [Shared], [WPA-PSK]*1 Not displayed when [Ad Hoc] is specified in [Connection Mode]., [WPA2-PSK]*1 Not displayed when [Ad Hoc] is specified in [Connection Mode]. *1 Not displayed when [Ad Hoc] is specified in [Connection Mode].</p>

Item	Description
[Encryption]	<p>Select encryption method. If you selected a setting other than [Disable], enter the WEP key or preshared key. The setting values vary depending on the Network Authentication setting. Select [Data Encryption].</p> <ul style="list-style-type: none"> If the network authentication type is [Open] or [Shared] Value: [Disable], [WEP] If the network authentication type is [WPA-PSK] or [WPA2-PSK] Value: [TKIP]*2, [AES], [Auto]*2, [Preshared Key] <p>*2 Not displayed when [WPA2-PSK] is specified in [Network Authentication].</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> If you selected [WEP], enter the WEP key. Up to 26 characters can be entered. If you selected [TKIP], [AES], or [Auto], enter the pre-shared key. 8 to 64 characters can be entered.

[Basic]

Host Name

Check the host name of the machine. Host name can be changed from Command Center RX.

➔ [Changing Device Information \(page 94\)](#)

TCP/IP Settings

For the setting values, refer to the following:

➔ [\[TCP/IP Settings\]\[TCP/IP Settings\] \(page 242\)](#)

➔ [\[Bonjour\] \(page 245\)](#)

➔ [\[IPSec\] \(page 245\)](#)

MAC Address Filter

Set whether to use MAC Address Filter.

➔ **Network Interface Kit Operation Guide**

Value: [Off], [On]

Restart Network

Item	Description
[Restart Network]	Restart the network.

Primary Network (Client)

[System Menu / Counter] key > [System/Network] > [Primary Network (Client)]

Item	Description
[Primary Network]	<p>Select the network interface to be used when connecting this machine as a client device.</p> <p>Value: [Wi-Fi], [Wired], [Optional Network]</p> <ul style="list-style-type: none">• [Wi-Fi] is displayed when the optional Wireless Network Interface Kit (IB-37/IB-38) is installed.• [Optional NIC] is displayed when the optional Network Interface Kit (IB-50) or Wireless Interface Kit (IB-51) is installed.

Interface Block Setting

[System Menu / Counter] key > [System/Network] > [Interface Block Setting]

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

Item	Description
[USB Host]	This locks and protects the USB port (USB host). Value: [Unblock], [Block]
[USB Device]	This locks and protects the USB interface connector (USB Device). Value: [Unblock], [Block]
[USB Drive]	This locks and protects the USB memory slot. Value: [Unblock], [Block]
	<hr/>  NOTE This function can be configured when the USB host is set to [Unblock]. <hr/>
[Optional Interface]	This locks and protects the optional interface slots. Value: [Unblock], [Block]

Bluetooth Settings

[System Menu / Counter] key > [System/Network] > [Bluetooth Settings]

Item	Description
[Bluetooth]	Bluetooth keyboard is used. Value: [Off], [On]
[Search Device]	Select a keyboard.

Security Level

[System Menu / Counter] key > [System/Network] > [Security Level]

Item	Description
[Security Level]	<p>Specify the security level. Value</p> <p>[High] This is the security setting we recommend. Normally use this setting.</p> <p>[Low] Used during maintenance. Do not use normally.</p> <p>[Very High] In addition to the [High] state, disables changing of machine settings with external commands.</p> <hr/> <p> NOTE This function can be set only when logging in with the authority of the device administrator.</p> <p>➔ Log in as Machine Administrator or Administrator (page 88)</p>

Restart

[System Menu / Counter] key > [System/Network] > [Restart]

Item	Description
[Restart]	You can restart the device without turning the power switch off. Execute this when the operation of this machine is unstable (similar to restarting the computer).

RAM Disk Setting

[System Menu / Counter] key > [System/Network] > [RAM Disk Setting]

 **NOTE**

This function is not displayed when the optional SSD is installed.

Item	Description
[RAM Disk Setting]	<p>Create a RAM disk and set its capacity. You can print print data from the job box by creating a RAM disk.</p> <p>Value [RAM Disk Setting]: [Off], [On] [RAM Disk Size]: Setting range varies depending on size of onboard memory and optional memory usage.</p> <hr/> <p> IMPORTANT After changing the setting, restart the system or turn the machine OFF and then ON.</p> <hr/>

Data Security

[System Menu / Counter] key > [System/Network] > [Data Security]

Configure settings related to data stored in SSD or memory.

[SSD Initialization]

Change the security feature settings.

NOTE

- This feature appears when an optional SSD is installed and the optional security kit is running.
- To change security feature settings, you must enter a security password. The factory default value is 000000.

Item	Description
[Security Password]	<p>Customize the security password so that only the administrator can use the Data Encryption/Overwrite.</p> <p>Enter a new security password 6 to 16 alphanumeric characters and symbols.</p> <p>Enter the password again for confirmation.</p> <hr/> <p> IMPORTANT</p> <p>Avoid any easy-to-guess numbers for the security password (e.g. 11111111 or 12345678).</p>
[System Initialization]	<p>You can completely erase the contents of the SSD. Do so when you want to stop using the machine.</p> <hr/> <p> IMPORTANT</p> <p>If the power switch is turned off during initialization, the SSD may be damaged and the initialization may not complete.</p> <hr/> <p> NOTE</p> <p>If you accidentally turn the power switch off during initialization, turn the power switch on again. Initialization automatically restarts.</p>

[Data Sanitization]

This function returns the following information stored in the machine to the factory default.

- Favorite Data
- System Settings
- Data in the Custom Box
- 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 "Data Sanitization Report" and check that security data has definitely been erased.
→ [Report \(page 207\)](#)
- You cannot cancel a process in the middle.
- Disconnect any modular or network cables before performing this operation.
- Before executing this function, set all [Interface Block Setting] to [Unblock].
→ [Interface Block Setting \(page 258\)](#)
- 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.
[Reserve a Sanitization Time]	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. Value: Year (2000 to 2035), Month (1 to 12), Day (1 to 31), and Hour (0 to 23).
[Device Use After Sanitization]	After data sanitization, the usage of this machine will be restricted. If [Prohibit] is selected, machine operation is disabled. Value: [Permit], [Prohibit]

[Software Verification]

Verify the software in the machine.

Select [Start] to run the verification. If you experience any abnormalities in software verification, contact your service representative.

Optional Function

[System Menu / Counter] key > [System/Network] > [Optional Function]

Item	Description
[Optional Function]	You can use the optional applications installed on this machine.

Remote Services Settings

[System Menu / Counter] key > [System/Network] > [Remote Services Settings]

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.

Remote Operation

Configures remote operation settings.

[System Menu / Counter] key > [System/Network] > [Remote Operation]

Item	Description
[Remote Operation]	Set whether to use Remote Operation. Value: [Off], [On (Unavailable for VNC compatible software)] If you select [On (Unavailable for VNC compatible software)], set the restriction.
[Usage Authority]	Set usage authority. Value [Off]: Users with no administrator privileges can perform remote operation. [Use Password]: Enter the password for remote operation. [Administrator Only]: Only administrators can perform remote operations.  NOTE • If you selected [Administrator Only], remote operation from VNC software is not possible.

Administrator Authentication on Firmware Update

[System Menu / Counter] key > [System/Network] > [Administrator Authentication on Firmware Update]

Item	Description
[Administrator Authentication on Firmware Update]	Request approval from the administrator when updating the firmware. Value: [Off], [On]

Administrator Authentication on Data Import/Export

[System Menu / Counter] key > [System/Network] > [Administrator Authentication on Data Import/Export]

Item	Description
[Administrator Authentication on Data Import/Export]	Request approval from the administrator when importing/exporting data. Value: [Off], [On]

Allowlisting

[System Menu / Counter] key > [System/Network] > [Allowlisting]

Item	Description
[Allowlisting]	<p>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]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none">• 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 Command Center RX > "Management Settings: Notification/Report" > [Recipient 1 E-mail Address] to [Recipient 3 E-mail Address] and [Notify when Malicious Program is Detected] is set to [On].

Date/Timer/Energy Saver

[System Menu / Counter] key > [Date/Timer/Energy Saver]

Configures settings related to the date and time.

Item	Description
[Date/Time]	<p>Set the date and time for the location where you use the machine. If you perform Send as Email, the date and time set here will be displayed on the header.</p> <p>Value: [Year] (2000 to 2035), [Month] (1 to 12), [Day] (1 to 31), [Hour] (0 to 23), [Minute] (0 to 59), [Second] (0 to 59)</p> <p>➔ Setting Date and Time (page 54)</p> <hr/> <p> NOTE</p> <p>If you change the date/time while using the trial version of an application, you will no longer be able to use the application.</p>
[Date Format]	<p>Select the display format of year, month, and date. The year is displayed in Western notation.</p> <p>Value: [Month/Day/Year], [Day/Month/Year], [Year/Month/Day]</p>
[Time Zone]	<p>Set the time difference from GMT. Choose the nearest listed location from the list.</p> <p>If you select a region that utilizes summer time, configure settings for summer time.</p> <p>➔ Setting Date and Time (page 54)</p>
[Auto Panel Reset]	<p>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.</p> <p>Value: [Off], [On]</p> <hr/> <p> NOTE</p> <p>For setting the time until the panel is automatically reset, refer to the following:</p> <p>➔ Panel Reset Timer (page 266)</p>
[Panel Reset Timer]	<p>If you select On for Auto Panel Reset, you can set the amount of time to wait before Auto Panel Reset after Operation.</p> <p>Value: 5 to 495 seconds (in 5 second increments)</p> <hr/> <p> NOTE</p> <p>This function is displayed when [Auto Panel Reset] is set to [On].</p>

Item	Description
[Sleep Level]	<p>Select the sleep level. Set the Energy Saver mode to reduce power consumption even more than normal Sleep mode. Value: [Quick Recovery], [Energy Saver]</p> <hr/> <p> NOTE</p> <p>This function will not be displayed when the optional Network Interface Kit or Fiery controller is installed.</p> <hr/> <p>[Energy Saver]</p> <p>Select whether to use the Energy Saver mode for the following functions individually:</p> <ul style="list-style-type: none"> • ID Card Reader Displayed when the optional Card Authentication Kit is activated. • Application Startup Value: [Off], [On] <hr/> <p> NOTE</p> <p>When the machine has entered sleep mode with Energy Saver setting, the ID card cannot be recognized.</p>
[Sleep Timer]	<p>Set amount of time before entering Sleep. Value: 1 to 120 minutes (1 minute increments) ➔ Sleep (page 67)</p>
[Energy Saver Recovery Level]	<p>Select the method of recovery from energy saver. Value</p> <p>[Full Recovery]</p> <p>This mode enables the use of all functions immediately. However, this mode saves less energy.</p> <p>[Normal Recovery]</p> <p>In this mode, you can select the method from the following: enabling the use of all functions immediately or enabling the use of desired functions only. If you want to use all functions immediately, select the [Energy Saver] key to execute recovery.</p> <p>[Power Saving Recovery]</p> <p>This mode enables the use of the functions that you wish to use only. This is the most energy-efficient mode.</p>

Item	Description
[Weekly Timer Settings]	<p>Configure settings for switching the machine into Sleep mode and waking it automatically at a specified time for each day of the week.</p> <p>[Weekly Timer] Select whether to use Weekly Timer. Value: [Off], [On]</p> <p>[Schedule] Specify the time for each day of the week at which the machine enters Sleep mode and recovers.</p> <p>[Retry] Set the number of retry to switch the machine into Sleep mode. Value: [Limited Retries], [Unlimited Retries]</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • If [Limited Retries] is selected, set the number of retries. The setting range is 0 to 10. • If [Unlimited Retries] is selected, retry is performed until the machine enters Sleep mode. <hr/> <p>[Retry Interval] Set the retry interval. Use [-] / [+] to enter a number. Value: 10 to 60 seconds (in 10 second increments)</p>
[Auto Error Clear]	<p>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]</p> <hr/> <p> NOTE</p> <p>If you select [On] for Auto Error Clear, set the amount of time (Auto Error Clear Time) to wait before automatically clearing errors. The setting range is 5 to 495 seconds (in 5 second increments).</p>
[Ping Timeout]	<p>Set the time until timeout occurs when "Network Settings" is executed in [Ping]. Value: 1 to 30 seconds (in 1 second increments)</p>

Adjustment/Maintenance

[System Menu / Counter] key > [Adjustment/Maintenance]

Adjust printing quality and conduct machine maintenance.

[Quiet Mode Settings]

The operating sound of the machine can be suppressed.

Value	Description
[Quiet Mode]	Set the quiet mode. Set this when the operating noise is disturbing. Value: [Off], [On]
[Specify for Each Job]	You can set the quiet mode for each job. Here, set whether to allow the setting for each job. Value: [Permit], [Prohibit]

[Toner Save Level (EcoPrint)]

Select the default Toner Save Level (EcoPrint).

Value: 1 to 5

Raising the level reduces toner consumption, but image quality falls.

[Display Brightness]

Set the brightness of the touch panel.

Value: 1 (Darker), 2, 3, 4, 5 (Brighter)

[Color Registration]

When first installing the machine or moving it to a new location, color drift during printing may occur. Use this function to correct the color position of each of cyan, magenta and yellow to resolve color drift.

➔ [Color Registration Procedure \(page 382\)](#)

[Image Adjustment]

You can select the one you need from drum refresh, development refresh, laser scan cleaning, and calibration and execute it continuously.

[Drum Refresh]

Remove image blur and white dots from the printout. It takes about 1 minute and 20 seconds. The time required may vary depending on the usage environment.

[Developer Refresh]

Adjust the printed image that is too light or incomplete, even though there is enough toner.

[Laser Scanner Cleaning]

Remove vertical white lines from the printout.

[Calibration]

Calibrate the device to ensure correct toner overlapping and consistency with the original tone.

➔ [Perform image adjustment \(page 381\)](#)

 **NOTE**

- Drum refresh cannot be performed while printing. Execute drum refresh after the printing is done.
- Waiting time may be longer when the toner is refilled during developer refresh.
- When correct toner overlapping is not ensured even after performing calibration, refer to the following:

➔ [Color Registration Procedure \(page 382\)](#)

[Service Settings]

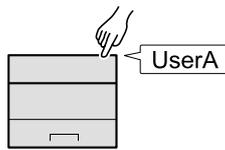
Perform the maintenance and inspection of the machine. This menu is primarily used by service personnel for maintenance work.

9 User Authentication and Accounting (User Login, Job Accounting)

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 \(page 273\)](#)
- 2 Set the user
 - ➔ [Setting User Login Administration \(page 274\)](#)
- 3 Enter the login user name and password and execute the job
 - ➔ [Login \(page 52\)](#)



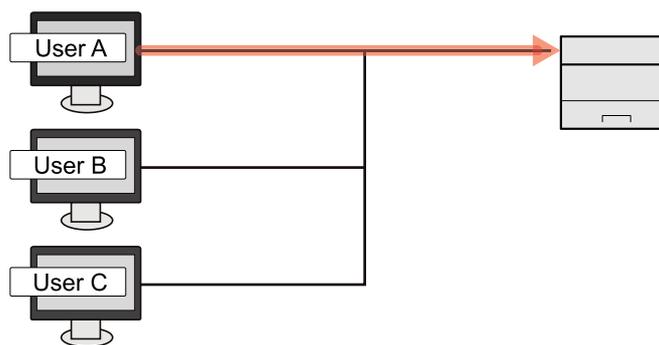
Managing the Job Account from PC

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 \(page 280\)](#)



Enable User Login Administration

This enables user login administration.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 [User Login] from "User Login Settings".

2 Configure the settings.

- Select [Off] to disable user login administration.
- If [Network Authentication] is selected, set [User Login - Network Authentication].
→ [Server Settings \(page 281\)](#)



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.

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 [System Menu / Counter] key > [User Login/Job Accounting]



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 [User Login Settings] > [Authentication Security] > [User Account Lockout Settings]

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 of Retries until Locked]: 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. You can select either [Remote Login Only] or [All]. Remote Login Only locks out all operations from outside the operation panel.

[Locked out Users List]

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 [System Menu / Counter] key > [User Login/Job Accounting]



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 [User Login Settings] > [Authentication Security] > [Password Policy Settings]

2 Configure the settings.

Configurable items are as follows:

[Password Policy]

Select whether or not password policy is enabled.

Value: [Off], [On]

[Minimum Password Length]

Set the minimum password length of characters for password.

Value: [Off], [On] (1 to 64 characters)

[Password Complexity]

Set the password complexity.

Value

[Reject cmn PW and 3 consecutive same chars]: [Off], [On]

[At least one uppercase letter (A-Z)]: [Off], [On]

[At least one lowercase letter (a-z)]: [Off], [On]

[At least one number (0-9)]: [Off], [On]

[At least one symbol]: [Off], [On]

[Maximum Password Age]

Set the maximum password age.

value: [Off], [On] (1 to 180 days)

[Policy Violated User 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 [System Menu/Counter] key > [User Login/Job Accounting]



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 [Add/Edit Local User] from "User Login Setting".

2 Register the user.

- 1 [Menu] > [Add]

[Login User Name]

Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.

- 2 Select [Next].

3 Enter the user information.

- 1 Select [System Administration Permissions], and select the items for which the user has setting privileges.
 - Paper Settings
 - User/Job Account Information
 - Basic Network Settings
 - Basic Device Settings
 - Advanced Device/Network

- 2 Select [Next].

4 Confirm the entry.

The registered user information is as below. Change the delay as required.

- [User Name]
The User Name is "Power User". This cannot be changed.
- [Login User Name]
- [Login Password]
Overwrite the initial password.
- [Access Level]
This is "User". This cannot be changed.
- [System Administration Permissions]
 - Paper Settings
 - User/Job Account Information

- Basic Network Settings
- Basic Device Settings
- Advanced Device/Network
- [Account ID]
This is displayed while setting job accounting.

5 Select [Save].

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 [System Menu / Counter] key > [User Login/Job Accounting]

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 [Local User List] from [User Login Settings].

2 Change the user properties

- 1 Select for the user whose properties you wish to change.
- 2 Configure the settings.
[User Name], [Account ID], and [Access Level] cannot be changed.
 - [Login User Name]
 - [Login Password]
 - [System Administration Permissions]

You can make changes only when you log in with [Administrator] privileges. The user properties to be changed are for PowerUser.

- 3 Select [OK].

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.

➔ [Configure Network User Rights \(page 283\)](#)

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 [System Menu / Counter] key > [User Login/Job Accounting]
-

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 [Local User List] from [User Login Settings].

2 Change the user properties

- 1 Select for the user whose properties you wish to change.
- 2 Configure the settings.

[Login User Name], [Login Password], [Domain Name], [Account ID], [The last modified date] cannot be changed.

- [User Name]

Enter this if you cannot acquire information from the authentication server.

- [Access Level]
- [System Administration Permissions]
- [ID Card Info.]
- [Local Authorization]

[Printer]

Select whether or not use of the print function of the printer is prohibited. Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

[Printer (Full Color)]

Select whether or not use of the print function (color) of the printer is prohibited. Applicable print functions are as follows:

- Print from Box
- Print from USB Drive
- Print Report
- Print from PC

[Duplex Restriction]

Select whether only duplex printing is allowed.

[EcoPrint Restriction]

Specify whether only EcoPrint is allowed.

[Storing in Box]

Select whether or not to reject usage of storing in the document boxes.

Displayed when the optional SSD is installed.

3 Select [Save].

The user information is changed.

Deleting a User

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 [Local User List] from "User Login Settings".

2 Deleting a user.

- 1 Select the user to delete.
- 2 [Menu] > [Delete]

The selected user will be deleted.



NOTE

The default user with machine administrator rights cannot be deleted.

➔ [Administrator Privileges Overview \(page 88\)](#)

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 Tool] → [Control Panel] → [Devices and Printers].



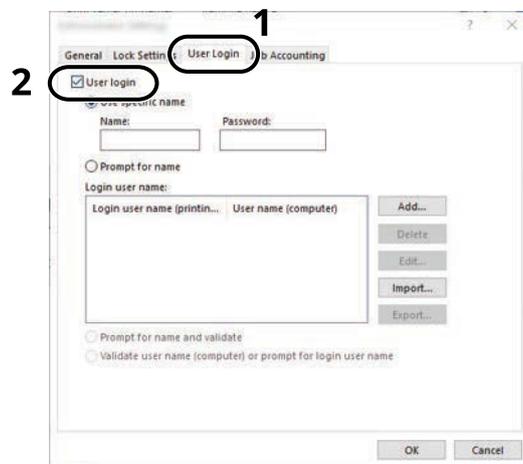
NOTE

- For Windows 11, select the [Start] button → [All apps] → [Windows Tools] → [Control Panel] → [Devices and Printers].
- For Windows 8.1, select [Settings] in the Charms Bar on Desktop → [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 [Administrator] on the [Device Settings] tab.

2 Configure the settings.

- 1 Select [User Login] on 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 and 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 names list" 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" 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:

- ➔ **Printer Driver User Guide**
-

Server Settings

Set the server type when network authentication is enabled.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]

**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 "User Login Settings" [User Login] > [Network Authentication].

2 Configure the settings.

- 1 Select [NTLM], [Kerberos] or [Ext.] as the [Server Type] and select [OK].
When [NTLM] or [Kerberos] is selected, you can configure multiple authentication servers.
- 2 Enter the [Default 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 Select [Default Domain] and enter the domain name for the Authentication Server, and select [End].
If domain name is not set, enter a domain name. Select the number and then select [Menu]. Select [Edit] and enter a domain name. Select [OK], [Close], [End] to register the Default 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
-

3 Select [Save].

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

For local user information, refer to the following:

→ [Adding a User \(Local User List\) \(page 276\)](#)

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]

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 [Network User Authority] from [User Login Settings].

2 Configure the settings.

Set "Give Local User Authority" [On] to configure the settings.

[User Full Action]

Configure the action when the number of users is exceeded when granting local user rights.

Value: [Do Not Add New User], [Delete Old User]

[Authority When Offline]

Set the expiration date for local user rights that have been granted and that do not require network authentication.

Value: [Always Enabled], [Specify Enabled Period] (up to 180 days)

[Local Authorization Defaults]

Set the default local user rights that are granted.

[Printer]

Value: [Off], [Reject Usage]

[Printer (Full Color)]

Value: [Off], [Reject Usage]

[Duplex Restriction]

Value: [Off], [Permit 2-sided Only]

[EcoPrint Restriction]

Value: [Off], [Permit EcoPrint Only]

[Storing in Box]

Value: [Off], [Reject Usage]

Displayed when the optional SSD is installed.

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, [Network Authentication] must be selected for the user authentication method in [User Login Settings]. In addition, set [LDAP] to [On] in [Protocol Settings].

→ [Enable User Login Administration \(page 273\)](#)

→ [\[Protocol Settings\] \(page 246\)](#)

1 Display the screen

- 1 [System Menu / Counter] key > [User Login/Job Accounting]
-

 **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 [Obtain NW User Property] from [User Login Settings].

2 Configure the settings.

Set [Obtain NW User Property] to [On] to configure the settings.

[Authentication 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 [Network Authentication].

3 Select [OK].

ID Card Settings

If ID card authentication is enabled, select the authentication type.

NOTE

This functions appears when the Card Authentication kit is activated.

→ [Card Authentication Kit\(B\) AC <IC card authentication kit \(Activate\)> \(page 403\)](#)

Keyboard Login

When ID card authentication is enabled, select whether or not login by keyboard is allowed.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]

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 [Keyboard Login] from "ID Card Settings".

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 not displayed when server type from "Network Authentication" is set to [NTLM] or [Kerberos].

1 Display the screen

- 1 [System Menu / Counter] key > [User Login/Job Accounting]

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 [Additional Authentication] from "ID Card Settings".

2 Configure the settings.

- 1 Select [Off], [Use Password], or [Use PIN].



NOTE

[Use PIN] is displayed only when using PIN Code Authorization.

→ [PIN Login \(page 287\)](#)

Simple Job Printing

Displays a list of print jobs saved to the Stored Job Box when logging in with an IC card via user login.



NOTE

For details on Simple Job Printing, refer to the following:

→ [Simple Job Printing \(page 138\)](#)

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 [Quick Job Printing] from "User Login Settings".

2 Configure the settings.

Set "Display List on Login" to [On] to configure the settings.

[Logout after Printing]

Select whether or not to automatically log out after printing.

[Skip PIN and Copies Confirmation]

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 [Ext.] must be selected for server type.

➔ [Enable User Login Administration \(page 273\)](#)

➔ [Server Settings \(page 281\)](#)

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]
-

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 [PIN Login] from "User Login Settings".

2 Configure the function.

- 1 Select [Off] or [On]

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 \(page 52\)](#)

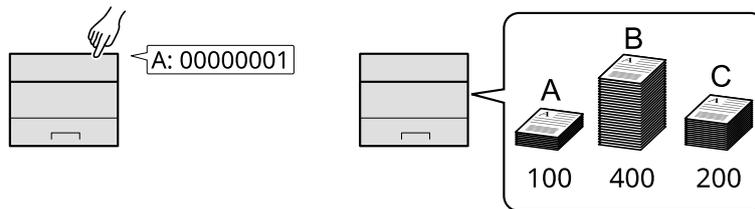
Logout

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.

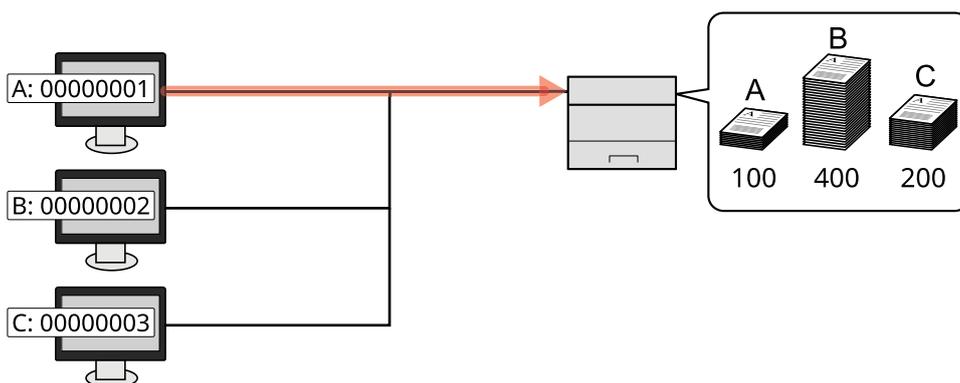
- 1 Enable job accounting
 - ➔ [Enabling Job Accounting \(page 289\)](#)
- 2 Setting an account.
 - ➔ [Job Accounting \(Local\) \(page 291\)](#)
- 3 Enter the assigned account ID when performing the job.
 - ➔ [Login \(page 301\)](#)
- 4 Count the number of pages printed.



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.
 - ➔ [Job Accounting for Printing \(page 295\)](#)
- 2 Execute printing.
- 3 Count the number of pages printed.



Enabling Job Accounting

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 "Job Accounting Settings" [Job Accounting].

2 Configure the settings.

Select [Off] to disable 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 [System Menu / Counter] key > [User Login/Job Accounting]



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 "Job Accounting Settings" [Job Accounting].

2 Configure the settings.

- 1 Select [Local] or [Network].

Job Accounting (Local)

You can add, change and delete an account and set the restriction for each account.

Adding an Account

Up to 100 individual accounts can be added.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 "Job Accounting Settings" [Accounting List].

2 Enter the account ID.

- 1 Select [Menu] > [Add].

[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 [Next]

A new account is added on the Account List.

This can prohibit printing or restrict the number of sheets to load.

➔ [Restricting the Use of the Machine \(page 292\)](#)

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.

Restriction Items

Item	Description
[Print (Total)]	Limits the total number of sheets used for printing.
[Print (Color)]	Limits the total number of pages used for color printing.

Applying Restriction

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.
[Reject Usage]	Restriction is applied.

Editing an Account

1 Display the screen.

- [System Menu / Counter] key > [User Login/Job Accounting]



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.

- Select "Job Accounting Settings" > [Accounting List].

2 Edit an account.

- Select the account ID for the account you wish to edit.
- [Menu] > [Edit]
Change the account information.
- Select [Save].
The account information is changed.

Deleting an Account

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]
-



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 "Job Accounting Settings" > [Accounting List].

2 Deleting

- 1 Select the account name you wish to delete.
- 2 [Menu] > [Delete]
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 [Start] button in Windows, select → [Windows System Tools], → [Control Panel]→ [Devices and Printers].



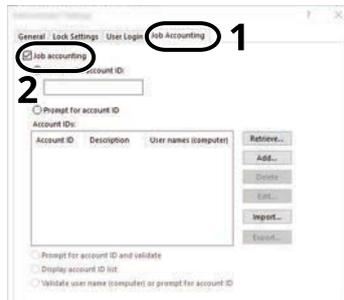
NOTE

- For Windows 11, select the [Start] button → [All apps]→ [Windows Tools]→ [Control Panel]→ [Devices and Printers].
- For Windows 8.1, select [Settings] in the Charms Bar on Desktop → [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 [Administrator] on the [Device Settings] tab.

2 Configure the settings.

- 1 Select [Job accounting] on 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:

➔ **Printer Driver User Guide**

Configuring Job Accounting

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are performed for each account or for the total of all accounts. A new count can also be started after resetting the count data which was stored for a certain period of time.

The items that can be referenced are as follows:

Item	Description
[Printed Pages]	<p>Displays the number of pages used in printing for each of the following item.</p> <p>[Total] The number of pages used for color printing, black and white printing, and the total for both is displayed.</p> <p>[Full Color] The number of pages used for color printing is displayed.</p> <p>[Black & White] The number of pages used for black and white printing is displayed.</p> <p>[by Combine] Shows the number of pages used in [None] (None), [2 in 1], [4 in 1] and the total for all three.</p> <p>[by Duplex] Shows the number of pages used in [1-sided], [2-sided], and the total for both.</p>
[Counter]	<p>Resets the counter. Select [Reset] in the confirmation screen.</p>

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 [System Menu / Counter] key > [User Login/Job Accounting]



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 "Job Accounting Settings" > [Each Job Accounting].

2 Check the number of pages.

- 1 Select the account.
- 2 Check the count.
Select [Counter] to reset the counter.
- 3 Confirm the count and select [End].

Counting the Number of Pages for All Accounts

This counts the number of pages for each account. In addition, you can reset the counts for all accounts at the same time.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 "Job Accounting Settings" > [Total Job Accounting].

2 Check the number of pages.

- 1 Check the count.
Select [Counter] to reset the counter.
- 2 Confirm the count and select [Close].

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 [System Menu / Counter] key > [User Login/Job Accounting]



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.

3 Print.

1 "Job Accounting Settings" [Print Accounting Report] > [Yes]

Accounting 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 [C] (Clear) 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 [Check], you can refer to the number of pages printed.
-

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.

➔ [Adding a User \(Local User List\) \(page 276\)](#)

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 job currently underway will continue but the subsequent job will be rejected.

1 Display the screen.

- 1 [System Menu/Counter] key > [User Login/Job Accounting]



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 [Job Accounting Settings] > [Default Setting] > [Apply Limit]

2 Configure the function.

- 1 Select [Immediately] or [Subsequently].

Counter Limit Default

Sets the restriction on the number of sheets used for printing.

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]



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 [Default Setting] > [Default Counter Limit]

2 Configure the settings.

Print Restriction (Total)

1 to 9,999,999

Print Restriction (Full Color)

1 to 9,999,999

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 [System Menu / Counter] key > [User Login/Job Accounting]

**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 "Unknown User Settings" [Unknown ID Job].

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.

This function is displayed when [Unknown ID Job] is set to [Permit].

➔ [Unknown ID Job \(page 303\)](#)

1 Display the screen.

- 1 [System Menu / Counter] key > [User Login/Job Accounting]

**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 "Unknown User Settings" [User Property].

2 Enter the user information.

- 1 Enter the user information > [OK]

[User Name]

Enter the name displayed on the user list (up to 32 characters).

[Account ID]

Register an account for a user whose ID is unknown.

➔ [Overview of Job Accounting \(page 288\)](#)



NOTE

Select [Menu] or [Search(ID)] to sort the account list.

[Authorization Rules]

Set usage authority.

The following restriction items are available:

[Printer]

Select whether or not to reject usage of print functions for the printer.

Applicable print functions are as follows:

- Print from PC

[Printer (Full Color)]

Select whether or not use of the print function (color) of the printer is prohibited.

Applicable print functions are as follows:

- Print from PC

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.

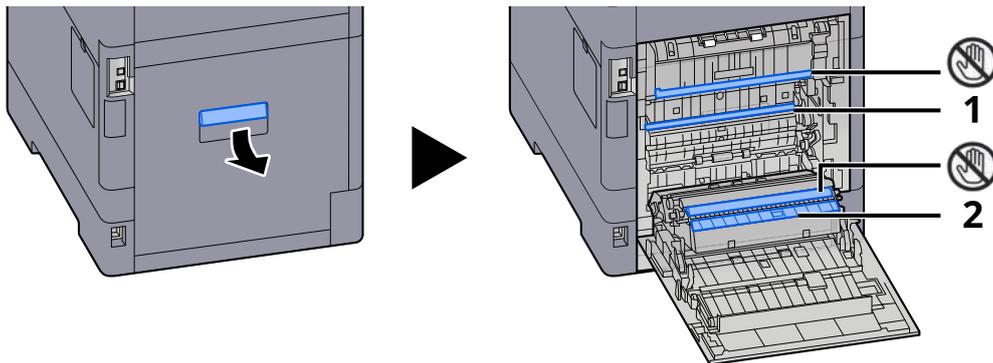
Cleaning Paper Transfer Unit

The paper transfer unit should be cleaned each time the toner container and waste toner box are replaced. To maintain optimum print quality, it is also recommended that the inside of the machine be cleaned once a month as well as when the toner container is replaced.

Print problems such as soiling of the reverse side of printed pages may occur if the paper transfer unit becomes dirty.

CAUTION

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.



Wipe away the paper dust on paper 1 and dirt on paper 2 using a soft, dry cloth.

IMPORTANT

Be careful not to touch the  part during cleaning. It may deteriorate the print quality.

Replacing the Toner Container

When toner is empty, the following message will be displayed. Replace the toner container.

"Toner [C][M][Y][K] are empty."

When toner runs low, the following message will be displayed. Make sure you have a new toner container available for replacement.

"Toner [C][M][Y][K] is low. (Replace when empty.)"

NOTE

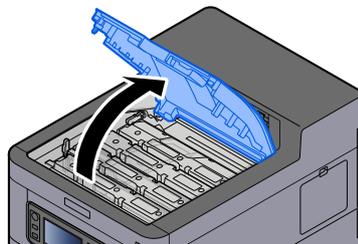
- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
 - The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling 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.

Installation procedures of the toner container is same for every color. Here, we'll explain the procedures for the yellow toner container, as an example.

1 Open the top cover.

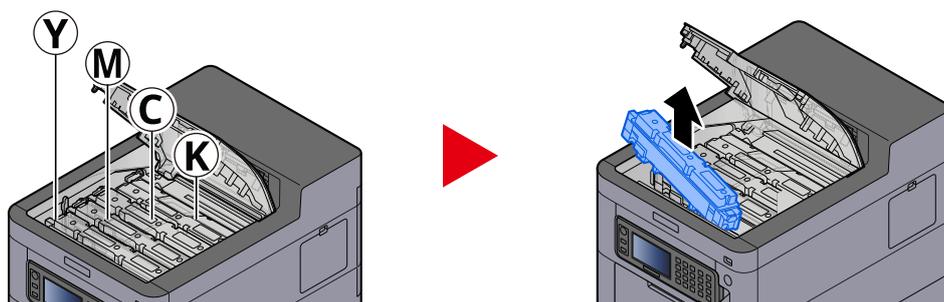


The Toner Container Lock of the empty toner container is unlocked.

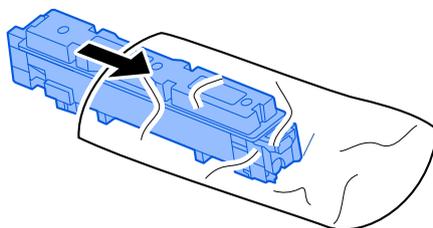
NOTE

If the toner container is locked, select [Unlock toner container] and release the toner container lock.

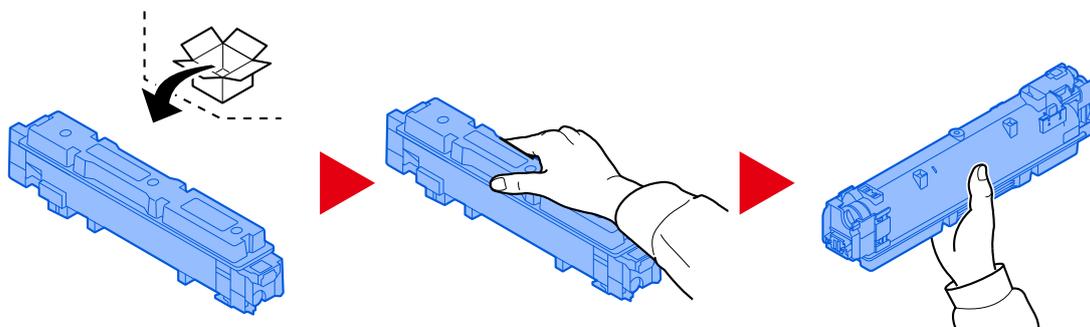
2 Remove the toner container.



3 Put used toner container into the plastic waste bag.

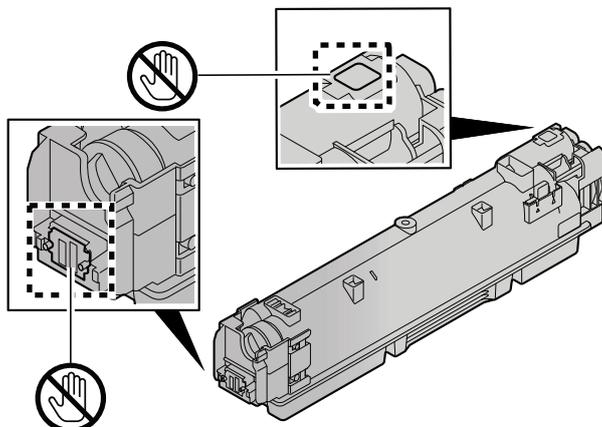


4 Remove the new toner container from the box.

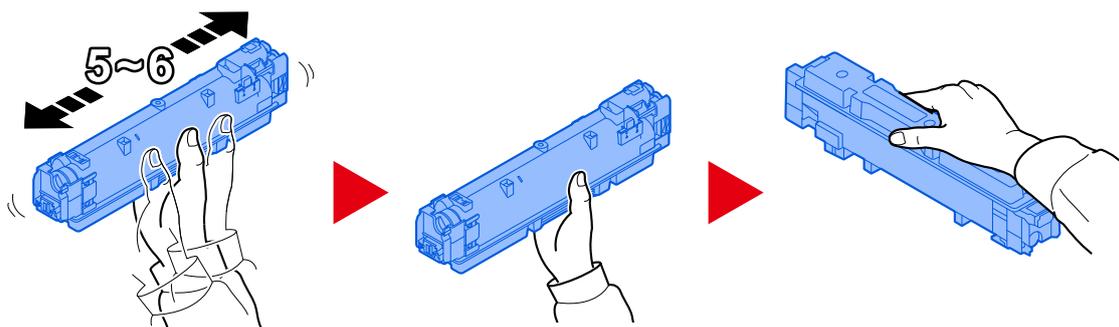


✔ **IMPORTANT**

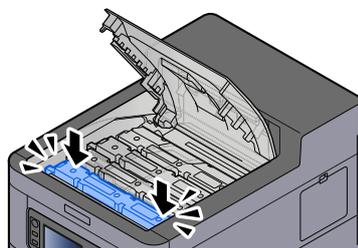
Do not touch the points shown below.



5 Shake the toner container.



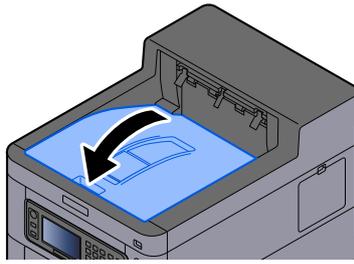
6 Install the toner container.



✔ **IMPORTANT**

Insert the toner container all the way.

7 Close the front cover.



NOTE

- If the toner container cover or 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.
-

Replacing the Waste Toner Box

When the waste toner box is full, the following message will be displayed.

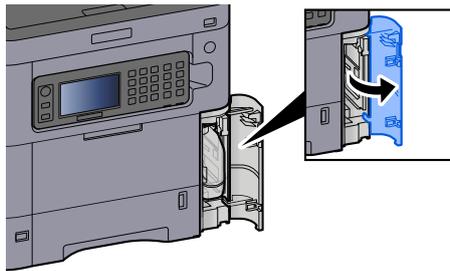
"Waste toner box is full."



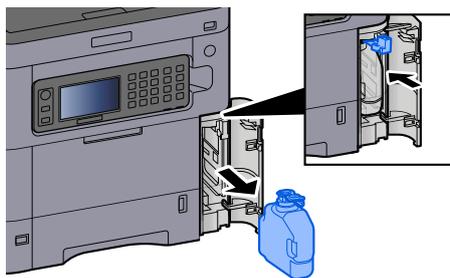
CAUTION

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

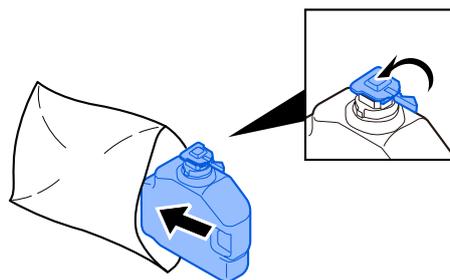
1 Open the Waste Toner Cover



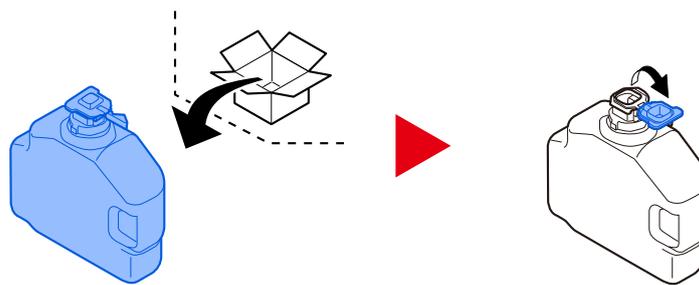
2 Remove the Waste Toner Box.



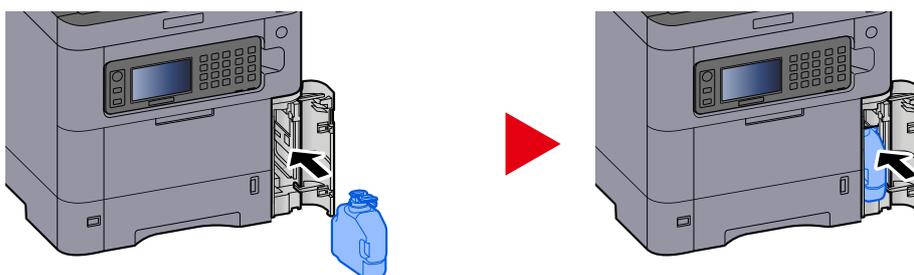
3 Put used Waste Toner Box into the plastic waste bag.



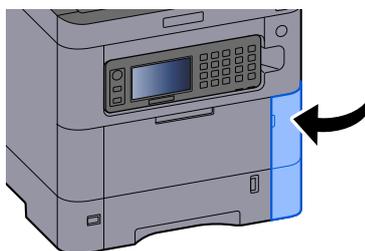
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the Waste Toner Cover



 **NOTE**

Return the exhausted waste toner box to your dealer or service representative. The collected waste toner box 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:

→ [Checking the Equipment's Serial Number \(page 2\)](#)

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 [System Menu / Counter] key > [Date/Timer/Energy Saver] > [Auto Panel Reset]**
- 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.

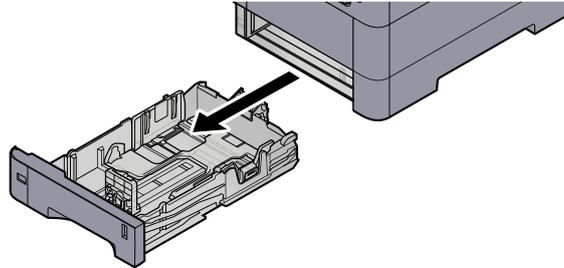
Paper often jams

Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.



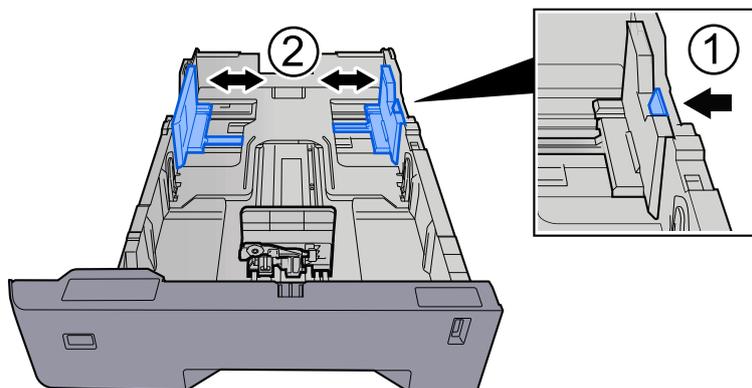
NOTE

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

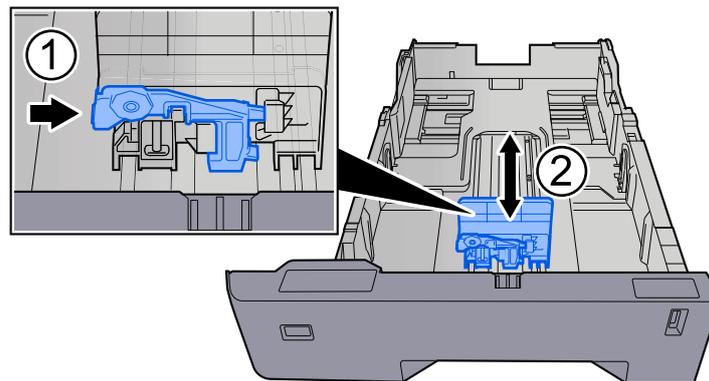
2 Adjust the cassette size.

- 1 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.

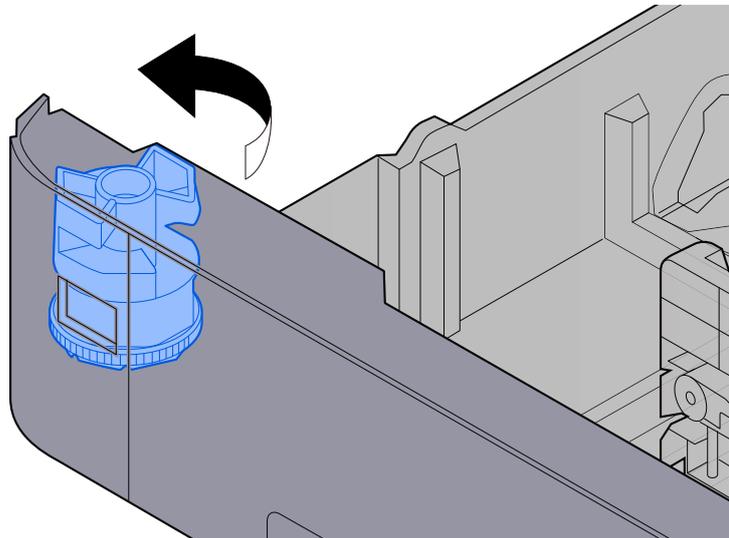
Paper sizes are marked on the cassette.



- 2 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.



- 3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



NOTE

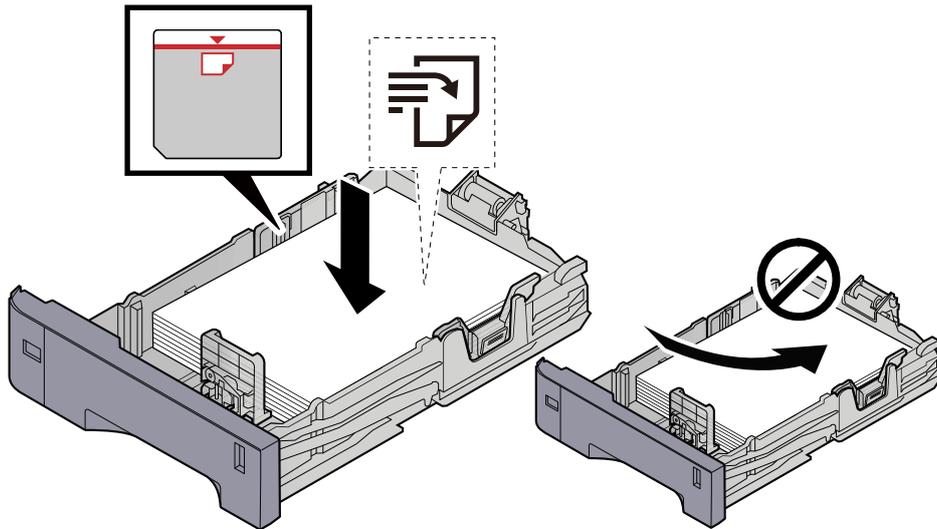
Set the size dial to Other if you wish to use paper that is other than the Standard Size. In this case, it is necessary to set the paper size from the operation panel.

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

3 Load paper.

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

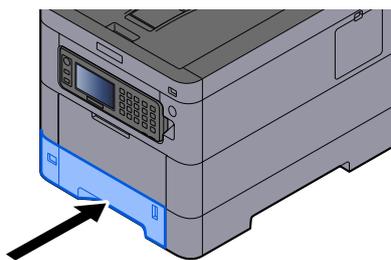
2 Load the paper in the cassette.



✔ **IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
➔ [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

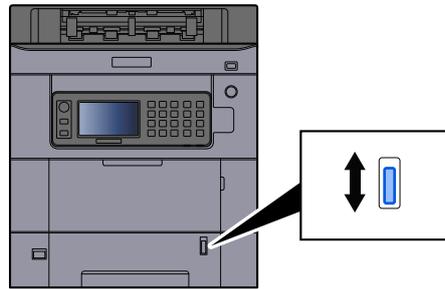
4 Gently push the cassette back in.





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.

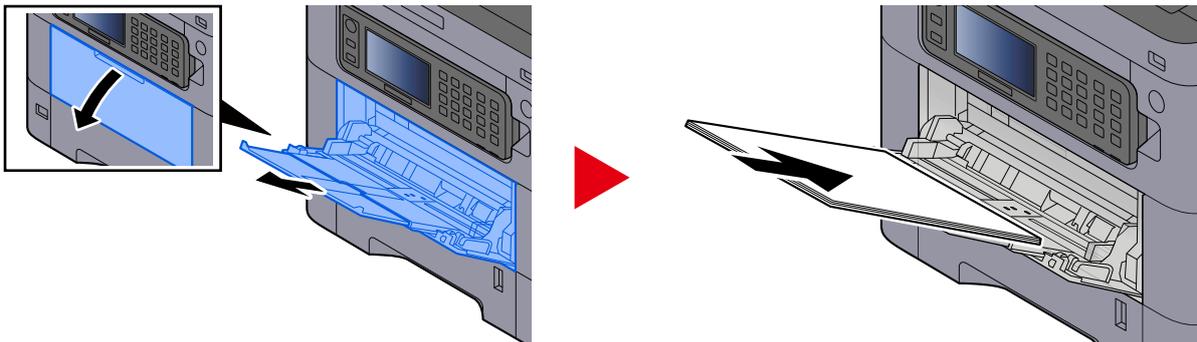


5 Specify the type of paper loaded in the cassette using the operation panel.

→ [Specifying Paper Size and Media Type \(page 112\)](#)

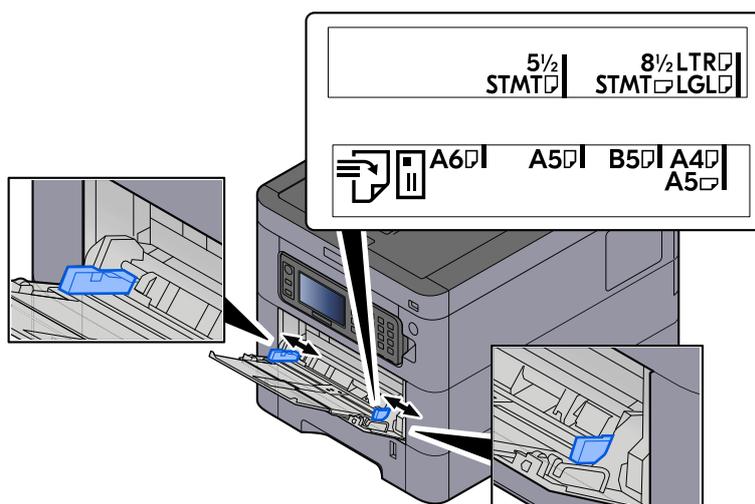
When loading paper in the multipurpose tray

1 Open the multipurpose tray.

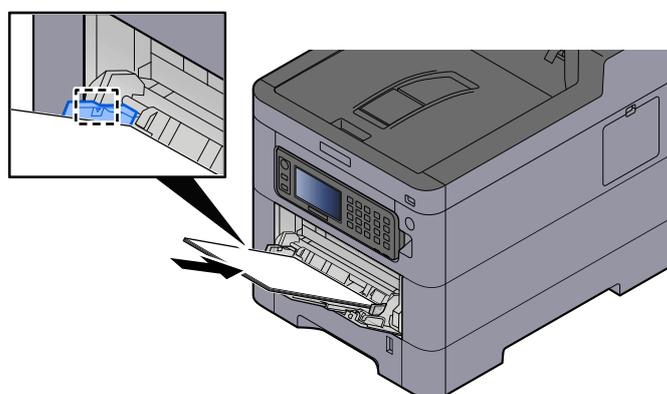


2 Adjust the multipurpose tray size.

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 \(page 103\)](#)

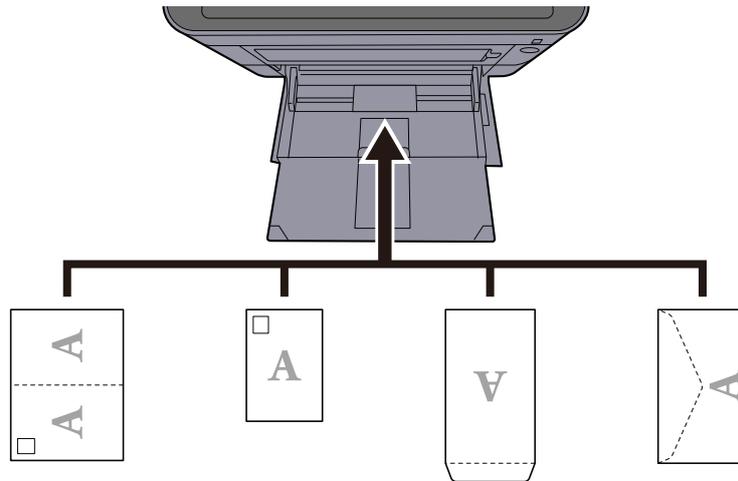
✔ IMPORTANT

- 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.

➔ [Printer Driver User Guide](#)

Example: When printing the address.



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:

➔ [Multipurpose Tray Settings \(page 212\)](#)

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

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

Remove the paper from the multipurpose tray once and change the loading direction by rotating the paper 180 degrees.

➔ [Precaution for Loading Paper \(page 103\)](#)

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 \(page 103\)](#)

Is the paper curled, folded or wrinkled?

Replace the paper with new paper.

➔ [Precaution for Loading Paper \(page 103\)](#)

Are there any loose scraps or jammed paper in the machine?

Remove the jammed paper.

➔ [Clearing Paper Jams \(page 387\)](#)

Two or more sheets are overlaps when ejected (multi feeding)

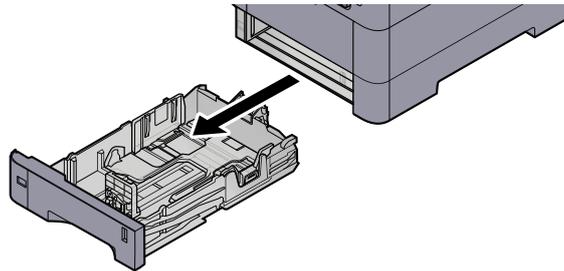
ABC
123

Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.



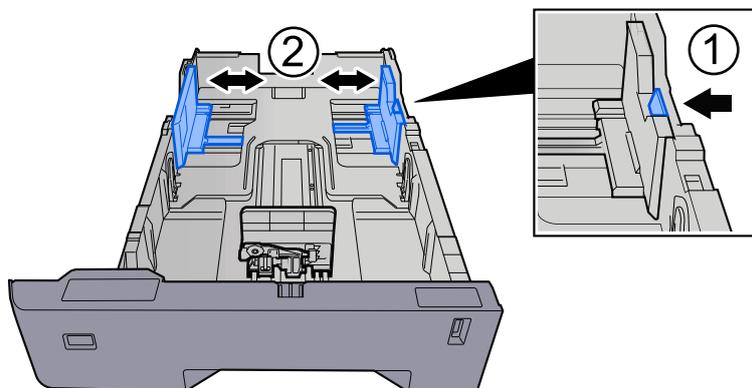
NOTE

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

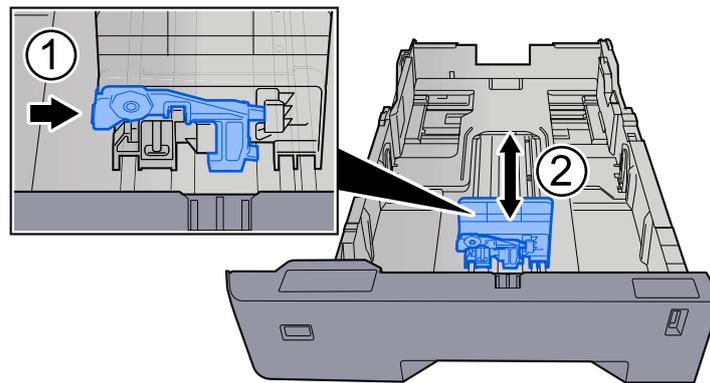
2 Adjust the cassette size.

- 1 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.

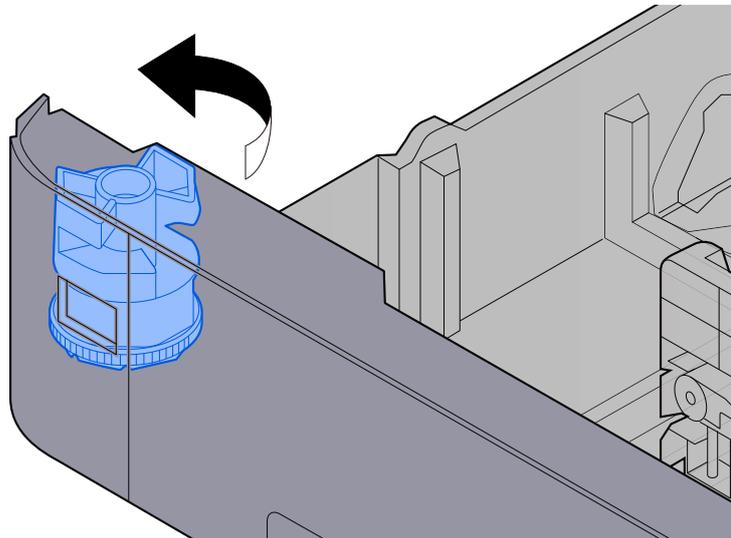
Paper sizes are marked on the cassette.



- 2 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.



- 3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



NOTE

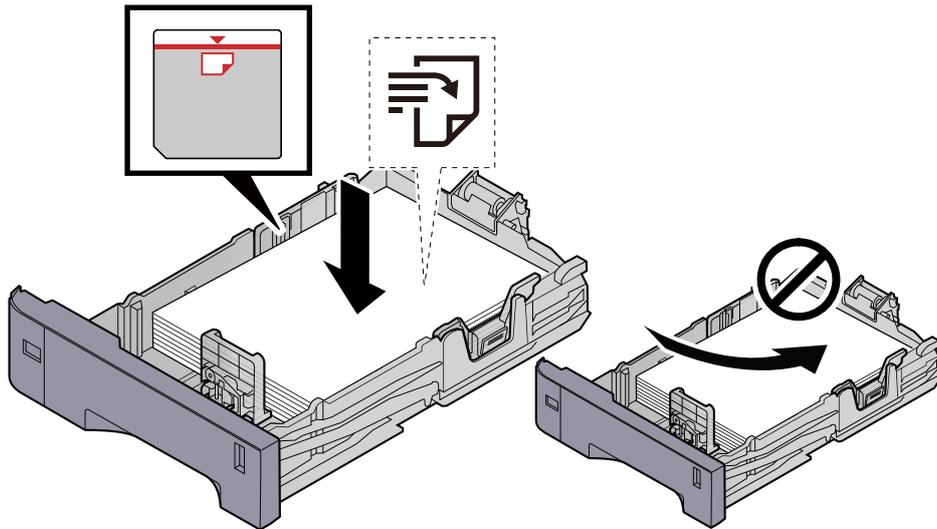
Set the size dial to Other if you wish to use paper that is other than the Standard Size. In this case, it is necessary to set the paper size from the operation panel.

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

3 Load paper.

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

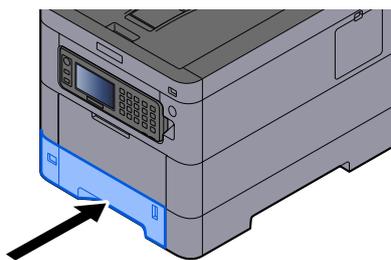
2 Load the paper in the cassette.



✔ **IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
➔ [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

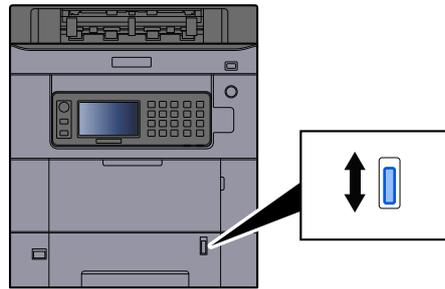
4 Gently push the cassette back in.





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.

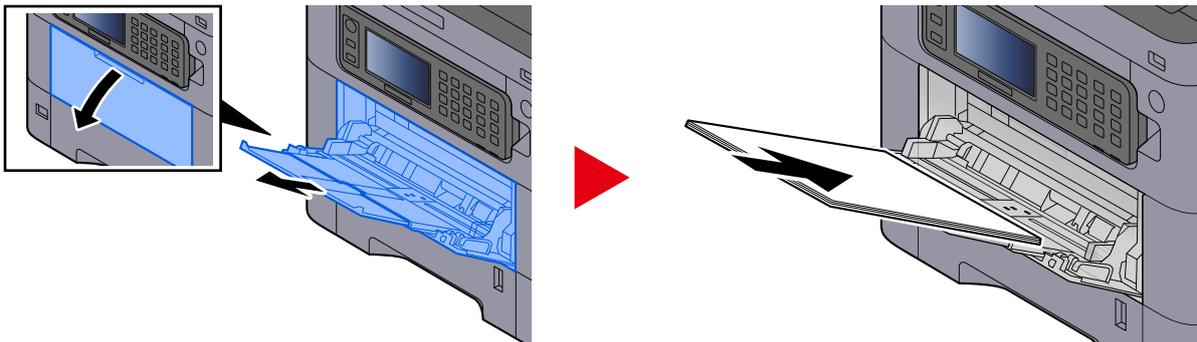


5 Specify the type of paper loaded in the cassette using the operation panel.

→ [Specifying Paper Size and Media Type \(page 112\)](#)

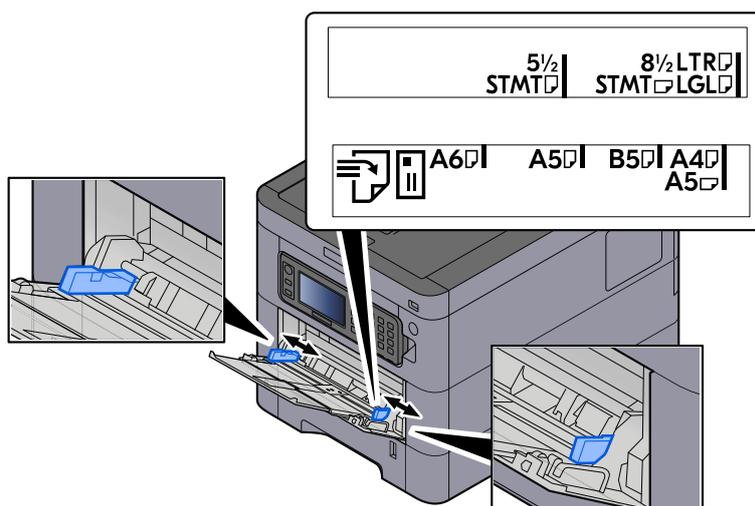
When loading paper in the multipurpose tray

1 Open the multipurpose tray.

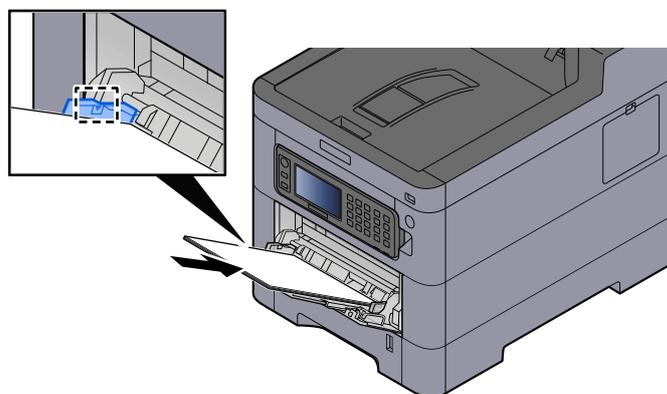


2 Adjust the multipurpose tray size.

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 \(page 103\)](#)

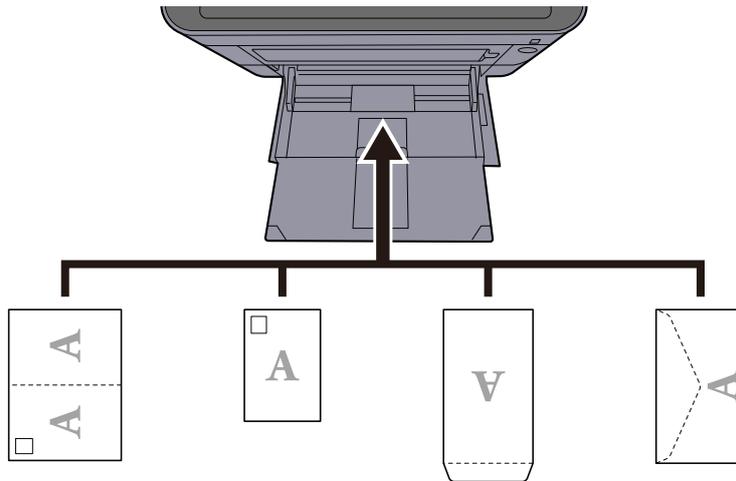
✔ IMPORTANT

- 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.

➔ [Printer Driver User Guide](#)

Example: When printing the address.



✓ 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

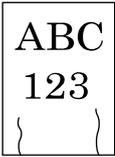
When you load envelopes in the multipurpose tray, select the envelope type by referring to the following:

➔ [Multipurpose Tray Settings \(page 212\)](#)

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

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

Printouts are wrinkled

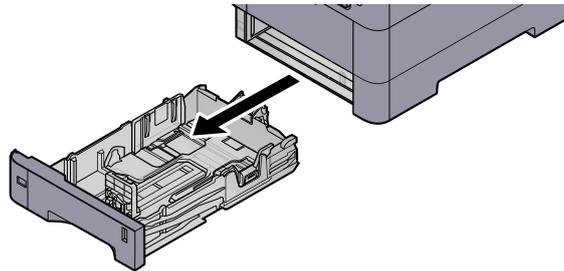


Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.



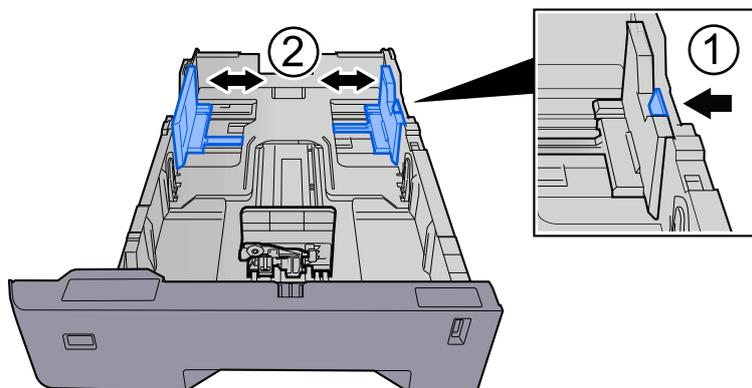
NOTE

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

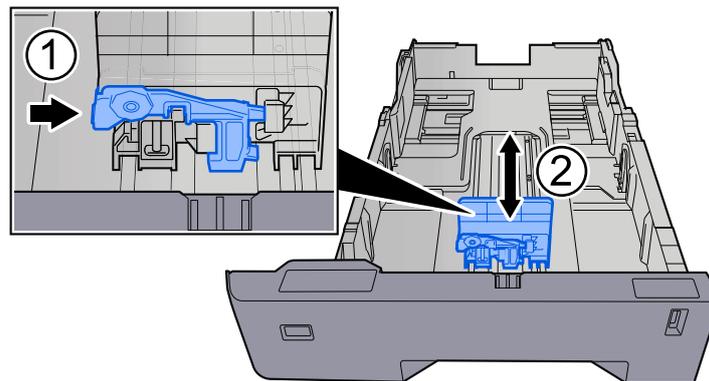
2 Adjust the cassette size.

- 1 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.

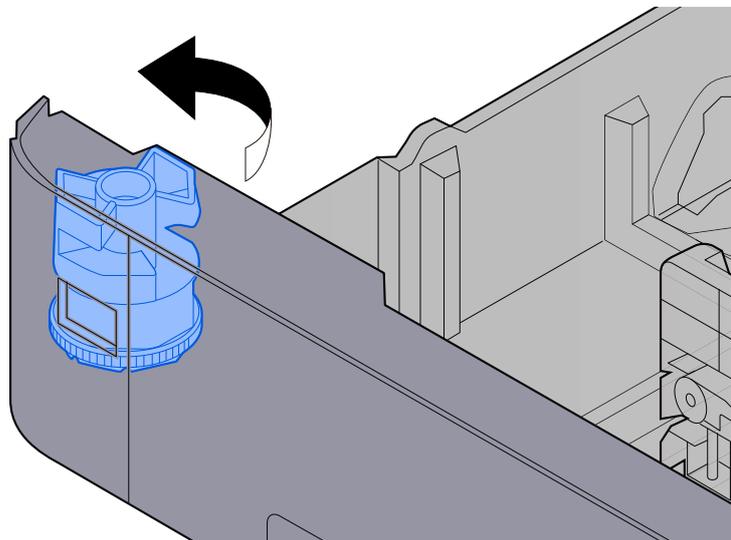
Paper sizes are marked on the cassette.



- 2 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.



- 3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



NOTE

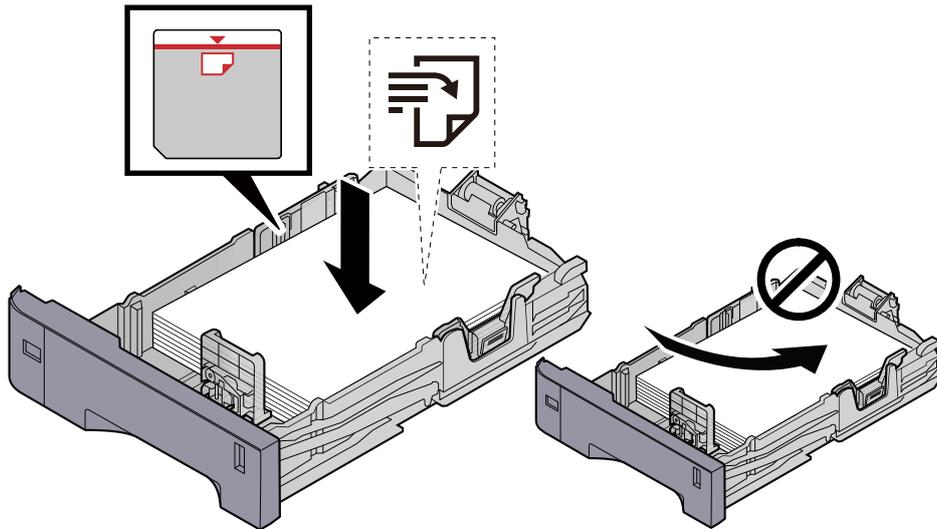
Set the size dial to Other if you wish to use paper that is other than the Standard Size. In this case, it is necessary to set the paper size from the operation panel.

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

3 Load paper.

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

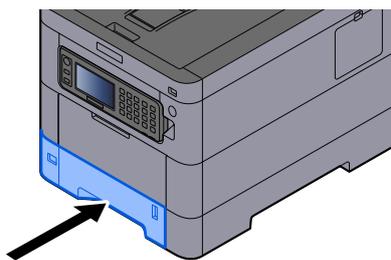
2 Load the paper in the cassette.



✔ **IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
➔ [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

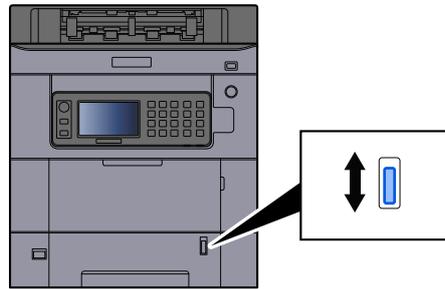
4 Gently push the cassette back in.





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.

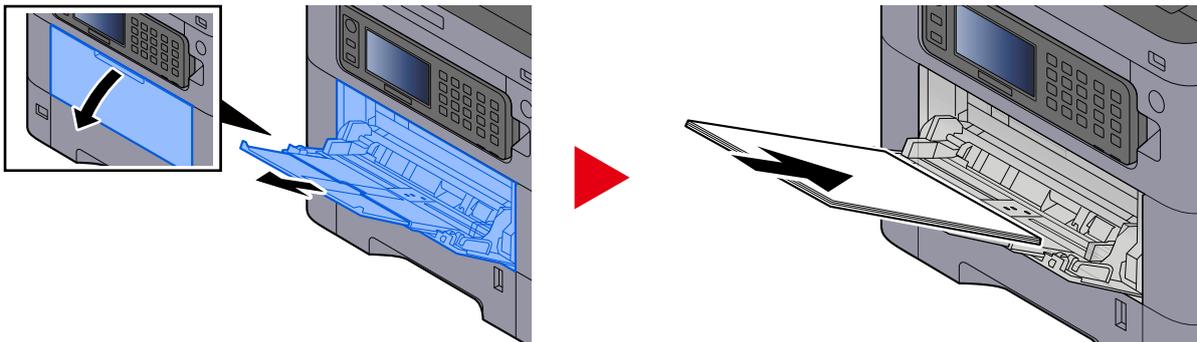


5 Specify the type of paper loaded in the cassette using the operation panel.

→ [Specifying Paper Size and Media Type \(page 112\)](#)

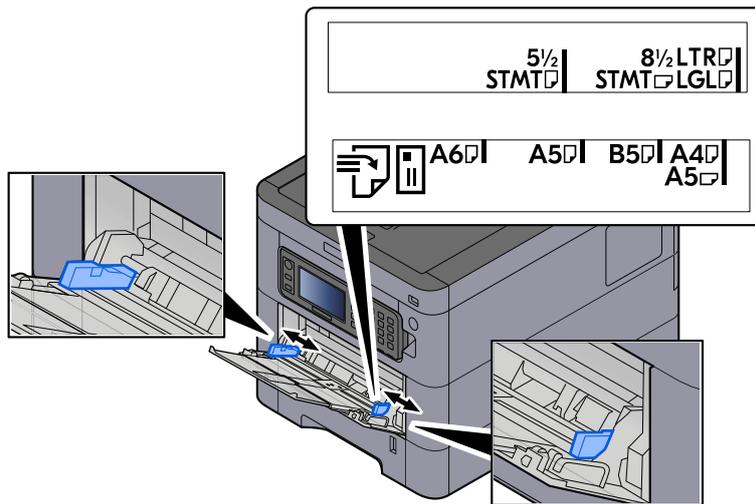
When loading paper in the multipurpose tray

1 Open the multipurpose tray.

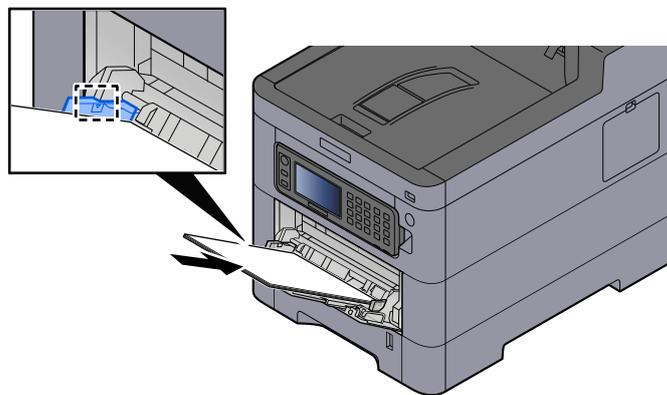


2 Adjust the multipurpose tray size.

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 \(page 103\)](#)

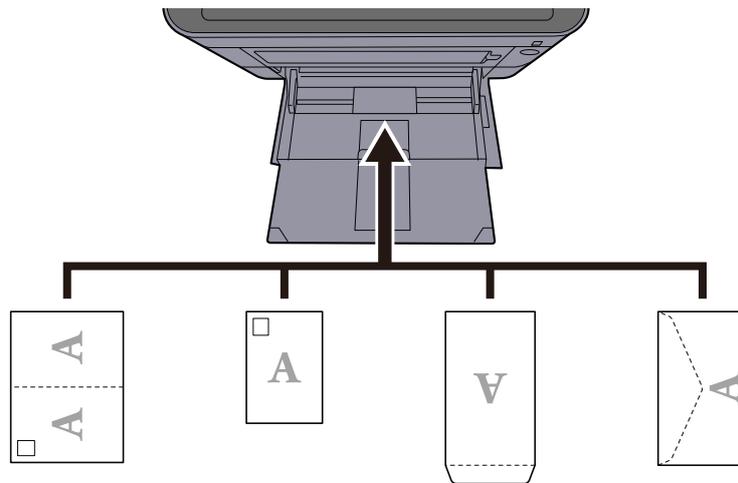
✔ IMPORTANT

- 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.

➔ [Printer Driver User Guide](#)

Example: When printing the address.



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:

➔ [Multipurpose Tray Settings \(page 212\)](#)

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

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

Remove the paper from the cassette once and change the loading direction by rotating the paper 180 degrees.

➔ [Precaution for Loading Paper \(page 103\)](#)

Is the paper damp?

Replace the paper with new paper.

➔ [Precaution for Loading Paper \(page 103\)](#)

Printouts are curled

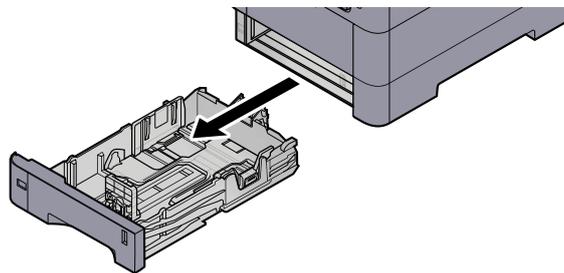


Is the paper loaded correctly?

Load the paper correctly.

When loading paper in a cassette

1 Pull the cassette completely out of the machine.



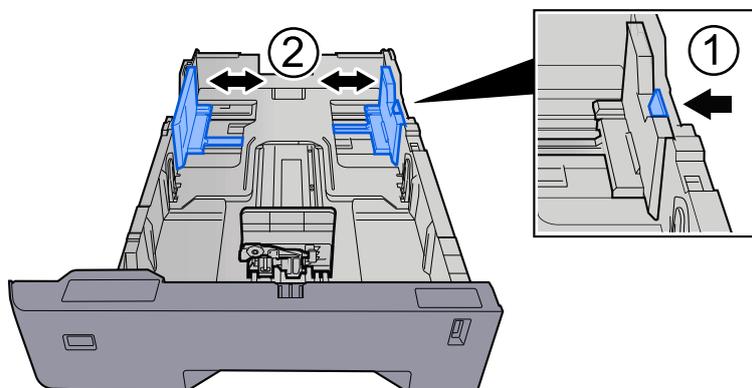
NOTE

When pulling the cassette out of the machine, ensure it is supported and does not fall out.

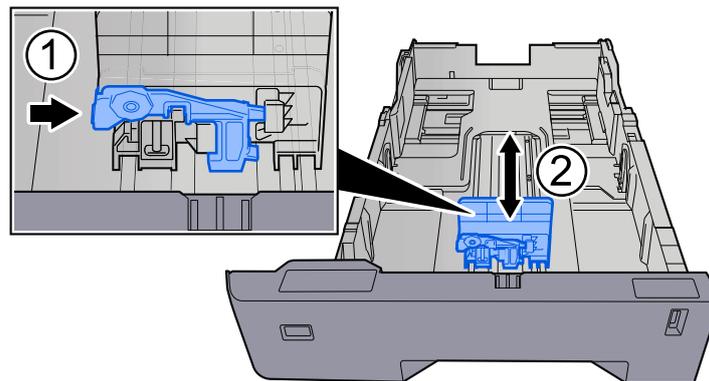
2 Adjust the cassette size.

- 1 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.

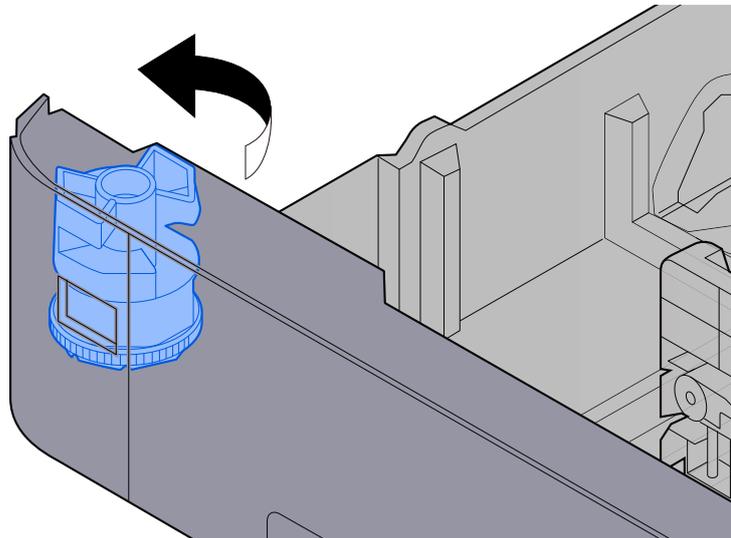
Paper sizes are marked on the cassette.



- 2 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.



- 3 Turn the size dial so that the size of the paper you are going to use appears in the paper size window.



NOTE

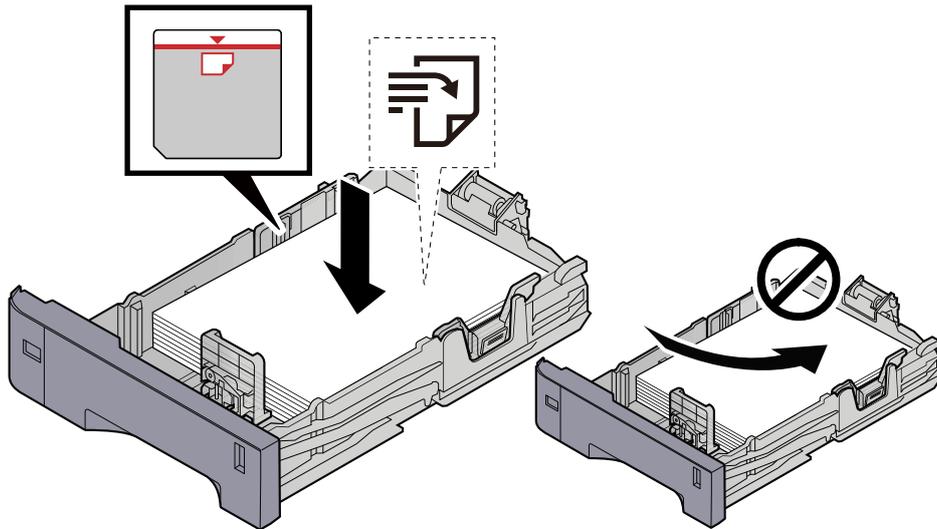
Set the size dial to Other if you wish to use paper that is other than the Standard Size. In this case, it is necessary to set the paper size from the operation panel.

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

3 Load paper.

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

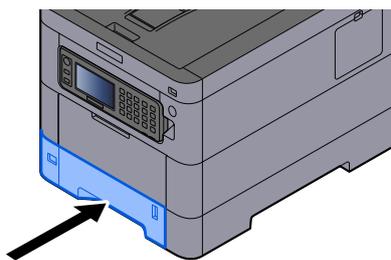
2 Load the paper in the cassette.



✓ **IMPORTANT**

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
➔ [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

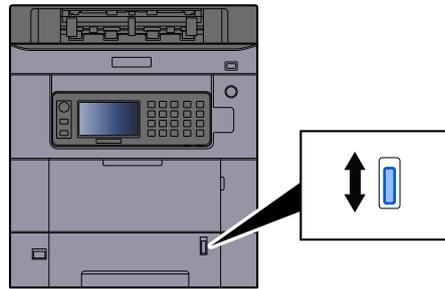
4 Gently push the cassette back in.





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.

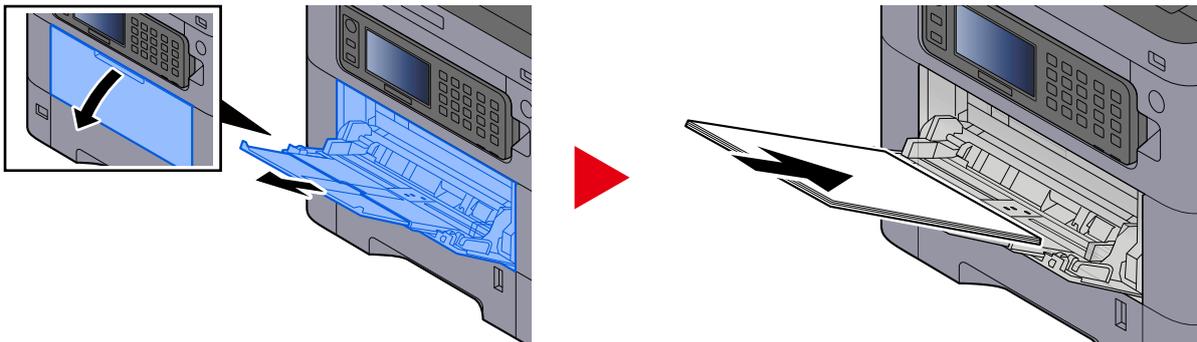


5 Specify the type of paper loaded in the cassette using the operation panel.

→ [Specifying Paper Size and Media Type \(page 112\)](#)

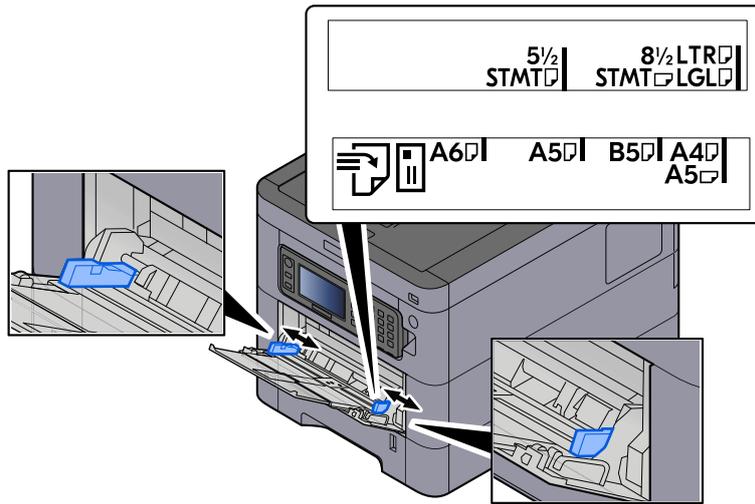
When loading paper in the multipurpose tray

1 Open the multipurpose tray.

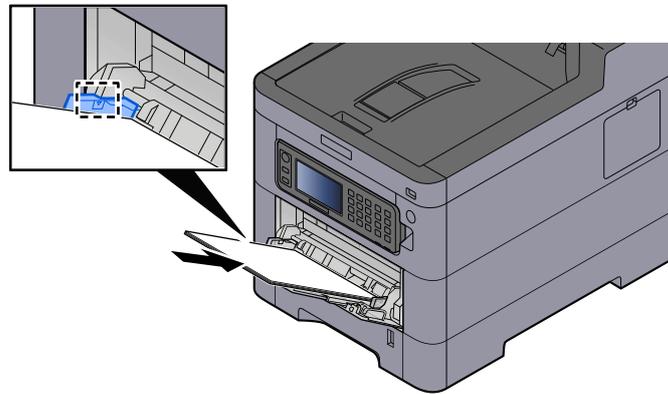


2 Adjust the multipurpose tray size.

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 \(page 103\)](#)

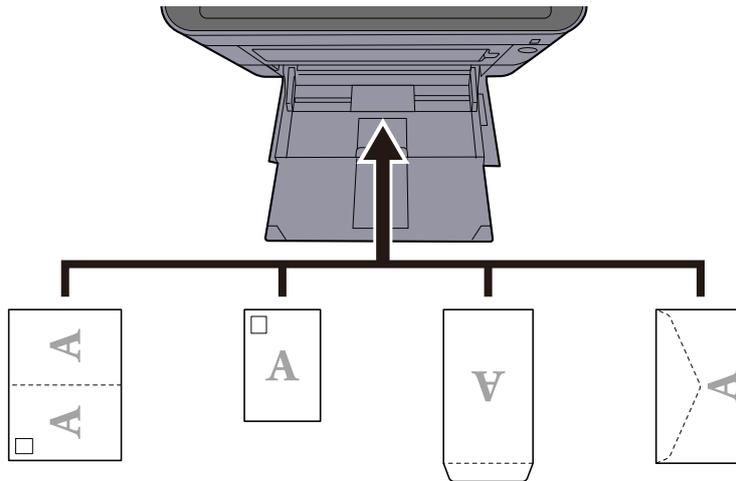
✔ IMPORTANT

- 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.

➔ [Printer Driver User Guide](#)

Example: When printing the address.



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:

➔ [Multipurpose Tray Settings \(page 212\)](#)

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

➔ [Specifying Paper Size and Media Type \(page 112\)](#)

Remove the paper from the cassette once and reload the paper upside-down or change the loading direction by rotating the paper 180 degrees.

➔ [Precaution for Loading Paper \(page 103\)](#)

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 Command Center 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 Command Center RX, click [Network Settings] > [Protocols], and in [Other Protocols], set "SNMPv3" to [On].
- 4** In Command Center RX, click [Management Settings] > [SNMP], and set "SNMPv3".
- 5** Access the [Control Panel], then select [Devices and Printers], [Add a printer], and [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

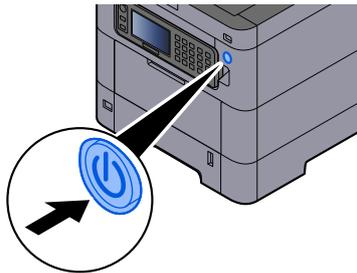
Is the machine plugged in?

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

When turning off the power switch, do not turn on the power switch again immediately. 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

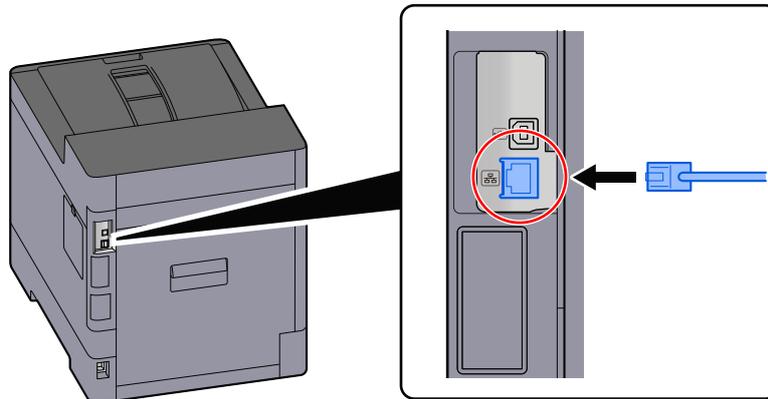
✔ IMPORTANT

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

➔ [Power off \(page 40\)](#)

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 \(page 55\)](#)

Connect a USB cable to the machine.

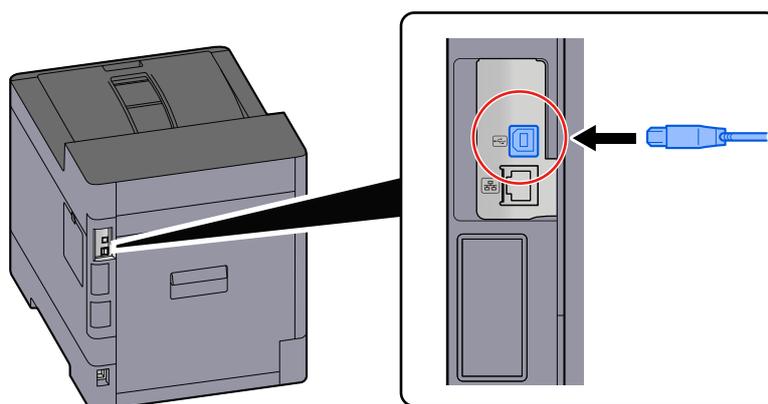
✔ IMPORTANT

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

- [Power off \(page 40\)](#)

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.

1 Display the screen.

- 1 Select the [Status/Job Cancel] key.

2 Select [Pause All] on the printing jobs status screen.

Printing is paused.

When resuming the printing of jobs that have been paused, select [Resume All].

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 [System Menu / Counter] key > [System/Network] > [Primary Network (Client)]

Select Wi-Fi, Wired or Optional Network as the network to use without restrictions.

2 [System Menu / Counter] key > [System/Network] > [Network] > [Protocol Settings]

Please [Enable] either [Wired Network] or [Wi-Fi] and [Disable] the other.

➔ [\[Protocol Settings\] \(page 246\)](#)

3 In Command Center RX, change the settings for name resolution of NetBEUI, DNS, etc., or change the network environment settings.

➔ [Command Center 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]

[System Menu / Counter] key > [System/Network] > [Network] > [Interface Block Setting]

Is the USB drive broken?

Use another USB drive.

[Auto-IP] set to [On], but the Link-local IP address cannot be acquired.

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 [System Menu / Counter] key > [System/Network] > [Network] > [Wired Network Settings] > [TCP/IP Settings] > [IPv4 Settings]
- 2 Enter "0.0.0.0" in IP Address.
➔ [TCP/IP \(IPv4\) setting \(page 56\)](#)

The machine is emitting steam in the area around the paper ejection slot

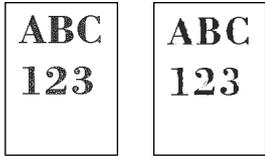
Is the temperature in the room where the machine is running low? Or was damp paper used?

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.

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 **[System Menu / Counter] key > [Common Settings] > [Paper Settings] > [Media Type Settings]**
- 2 **Check the weight (paper thickness) for the media type and change it to the correct value.**
→ [\[Media Type Settings\] \(page 215\)](#)

Have you set EcoPrint?

Set [EcoPrint] to [Off].

- 1 **[System Menu / Counter] key > [Printer]**
- 2 **[EcoPrint] > [Off]**

Calibration needs to be performed.

- 1 **Display the screen.**
 - 1 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]
- 2 **Perform the calibration.**
 - 1 Select [Calibration] and set [Perform].
 - 2 Select [Start].
Calibration begins.

Developer refresh needs to be performed.

1 Display the screen.

- 1 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the Developer Refresh.

- 1 Select [Developer Refresh] and set [Perform].
- 2 Select [Start].

Developer Refresh begins.



NOTE

Waiting time may be longer when the toner is refilled during developer refresh.

Laser scanner cleaning needs to be performed.

1 Display the screen.

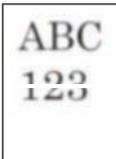
- [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the laser scanner cleaning.

- 1 Select [Laser Scanner Cleaning] and set [Perform].
- 2 Select [Start].

Laser Scanner Cleaning begins.

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 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the Drum Refresh.

1 Select [Drum Refresh] and set [Perform].

2 Select [Start].

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 \(page 105\)](#)

The altitude is 1000 m or higher and irregular horizontal white lines appear in the image.



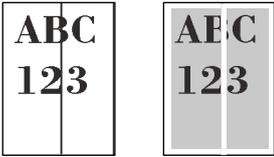
- 1 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > [Service Settings] > [Altitude Adjustment] , and set to an elevation one level higher than the current setting.

The altitude is 1000 m or higher and dots appear in the image.



- 1 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > [Service Settings] > [Altitude Adjustment] , and set to an elevation one level higher than the current setting.

Printed images have vertical lines



Laser scanner cleaning needs to be performed.

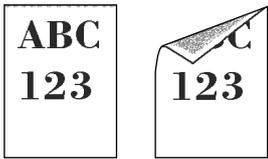
1 Display the screen.

- 1 [Menu] key > [▲][▼] key > [Adjust/Maint.] > [OK] key > [▲][▼] key > [Image Adjustment] > [OK] key

2 Perform the Laser Scanner Cleaning.

- 1 Select [LSU], then select [Start].
Laser Scanner Cleaning begins.

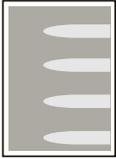
Dirt on the top edge or back of the paper



Is the inside of the machine dirty?

Open the Rear Cover 1, and if the inside of the Machine is dirty with toner or the like, wipe it off with a soft, dry cloth.

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 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the Drum Refresh.

- 1 Select [Drum Refresh] and set [Perform].
- 2 Select [Start].

Drum Refresh begins.

Developer refresh needs to be performed.

1 Display the screen.

- 1 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the Developer Refresh.

- 1 Select [Developer Refresh] and set [Perform].
- 2 Select [Start].

Developer Refresh begins.



NOTE

Waiting time may be longer when the toner is refilled during developer refresh.

A lighter version of the previous image remains and is repeatedly printed



The GS settings need to be adjusted.

1 Configure the settings for GS.

- 1 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > [Service Settings] > [GS].
Increase the value one level from the current value.
- 2 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment].
Perform only calibration.
- 3 Print a document and confirm the image quality.
Increase the value until the image is improved.



NOTE

If there is still no improvement, return the setting to the original value.

2 If white dots appear in the improved image, decrease the value by one level.

3 If the white background of the improved image appears colored, proceed to the next step. If there is no unnecessary coloring, finish editing.

4 Configure the settings for MC.

- 1 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > [Service Settings] > [MC].
Increase the value one level from the current value.
- 2 Select the [System Menu / Counter] key > [Adjustment/Maintenance] > "Image Adjustment" [Image Adjustment].
Perform only calibration.
- 3 Print the document and confirm the image quality.
Increase the value until the image is improved.



NOTE

If there is still no improvement, return the setting to the original value.

5 If white dots or color dots appear in the improved image, decrease the value by one level.

Color Printing Trouble

Color drift occur



Calibration needs to be performed.

1 Display the screen.

1 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the calibration.

1 Select [Calibration] and set [Perform].

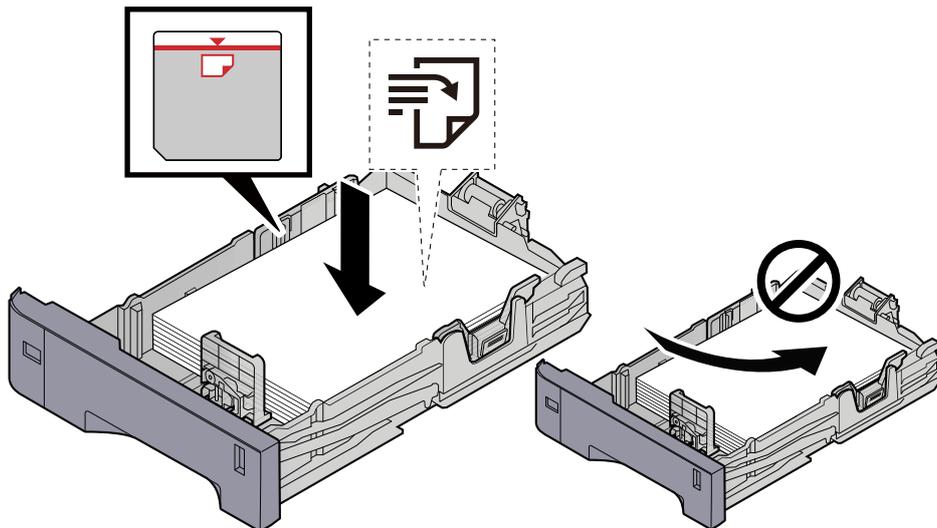
2 Select [Start].

Calibration begins.

Color registration needs to be performed.

If standard registration does not resolve the problem or to perform more detailed settings, use the detailed registration.

1 Load paper.



✓ IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
 → [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

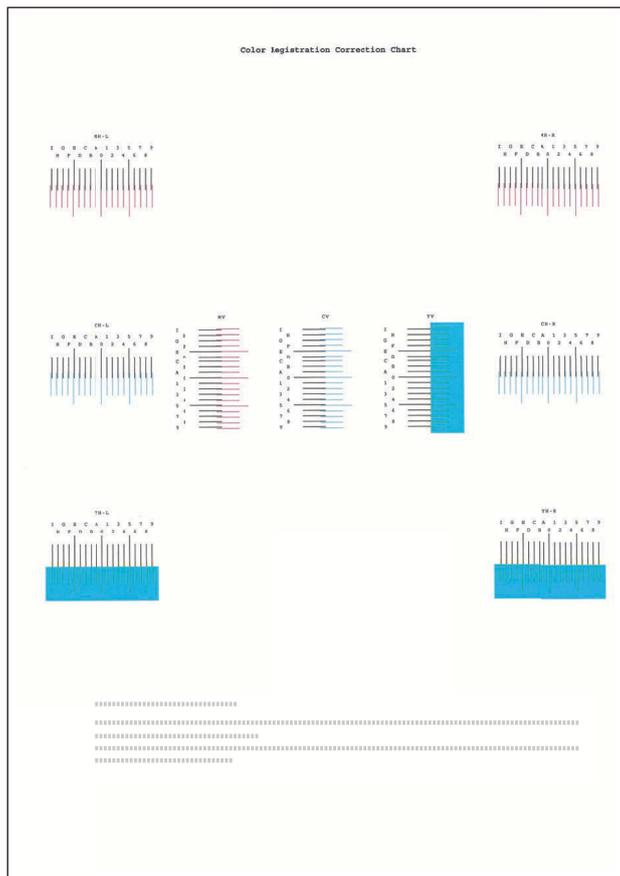
[System Menu / Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Normal]

3 Print the chart.

Select [Print Chart].

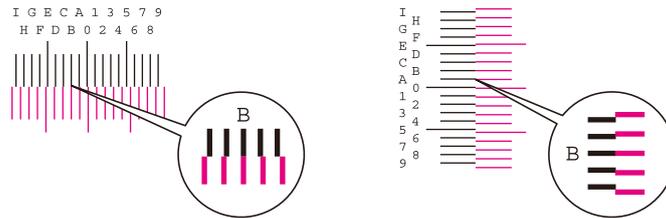
A chart is printed. Three types of charts are printed on a single sheet of paper for the three colors M (Magenta), C (Cyan), and Y (Yellow): HL (Left), V (Center), and HR (Right).

Chart Example



4 Enter the appropriate value.

- 1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.



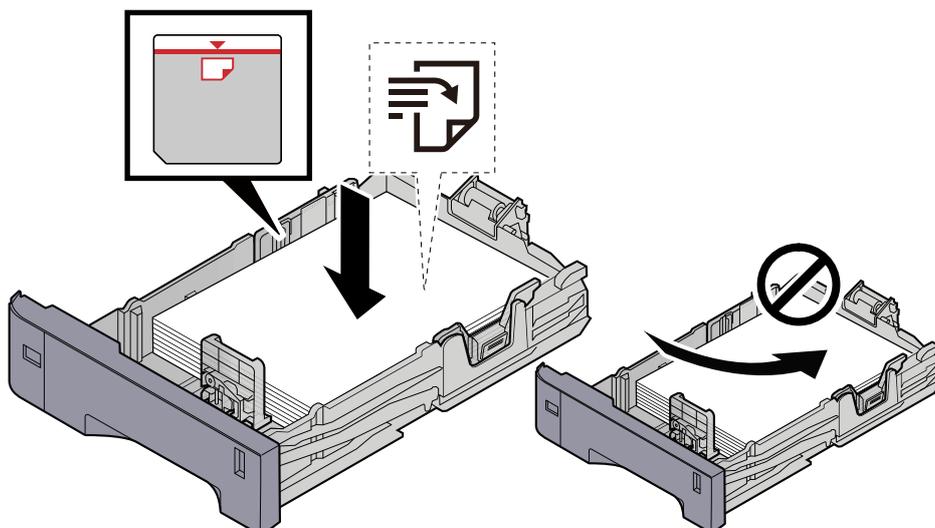
From charts H-L and H-R, read the values from HL and HR.

From chart V, read the values from V.

- 2 Select [Registration].
- 3 Select the chart to be corrected.
- 4 Select [+] or [-] to enter values read from the chart.
Select [+] to advance the value from 0 to 9. Select [-] to go in the opposite direction.
When [-] is selected, the value changes from 0 to alphabetic letters, going from A to I. Select [+] to go in the opposite direction.
It is not possible to enter values with the numeric keypad.
- 5 Repeat steps 3 and 4 to enter the registration values for each chart.
- 6 Select [Start] after all content has been entered. Color registration begins.
- 7 Select [OK] after color registration is complete.

Color registration (detailed correction) needs to be performed.

- 1 Load paper.



✓ IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
 → [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

[System Menu / Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Detail]

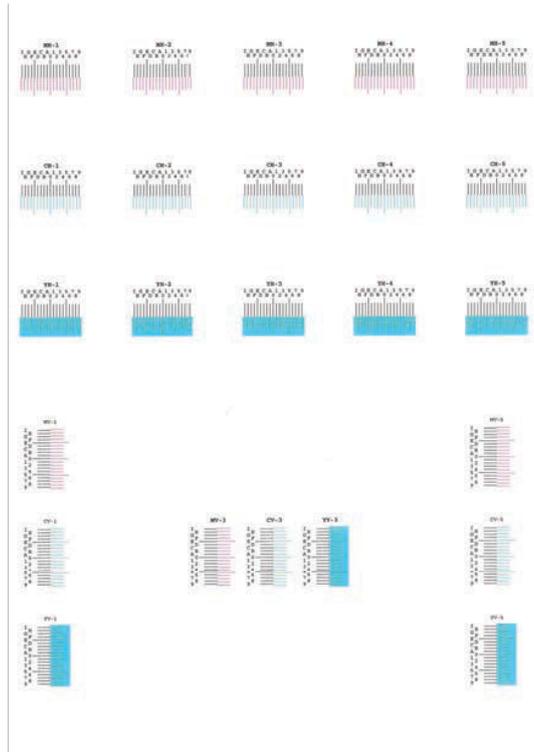
3 Print the chart.

Select [Print Chart].

A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 (top) and V-1/3/5 (bottom) are printed.

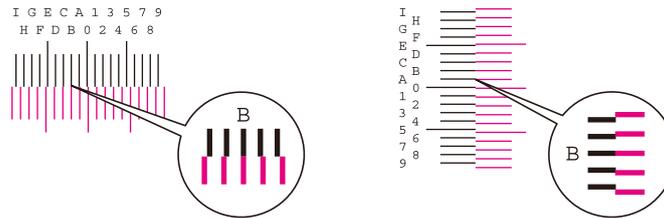
After printing, return to the Color Printing Position Correction Details menu.

Chart Example



4 Enter the appropriate value.

- 1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.



From charts H-1 to H-5, read the values from H-1 to H-5.

From charts V-1 to V-5, read only the values from V-3 (center).

- 2 Select [Registration].
- 3 Select the chart to be corrected.
- 4 Select [+] or [-] to enter values read from the chart.
Select the [+] key to advance the value from 0 to 9. Select [-] to go in the opposite direction.
When [-] is selected, the value changes from 0 to alphabetic letters, going from A to I. Select [+] to go in the opposite direction.
It is not possible to enter values with the numeric keypad.
- 5 Repeat steps 3 and 4 to enter the registration values for each chart.
- 6 Select [Start] after all content has been entered. Color registration begins.
- 7 Select [OK] after color registration is complete.

Colors appear different than you anticipated

Is color copy paper set in the paper source?

Set the color copy paper.

Color adjustment needs to be performed.

1 Display the screen.

- 1 [System Menu / Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Perform the calibration.

- 1 Select [Calibration] and set [Perform].

- 2 Select [Start].

Calibration begins.

Is the color adjustment appropriate?

Adjust the color with the printer driver.

➔ [Printer Driver User Guide](#)

The color toner is empty

If you want to continue printing in black and white, follow these steps:

Black and white printing is possible temporarily.

- 1 **[System Menu / Counter] key > [Common Settings] > [Color Toner Empty Action]**
- 2 **[Color Toner Empty Action] > [Print in Black & White]**



NOTE

This setting is not valid when the optional Fiery Controller is installed.

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 Command Center RX using Google Chrome.



NOTE

To execute Remote Operation using other browsers, refer to the following:

- ➔ **Command Center RX User Guide**

1 Display the screen

- 1 [System Menu / Counter] key > [System/Network] > [Network] > [Protocol Settings]
 - 2 Set [Enhanced VNC (RFB) over TLS] to [On]
- ➔ [\[Protocol Settings\] \(page 246\)](#)



NOTE

You can configure the protocol settings using Command Center RX.

- ➔ **Command Center RX User Guide**

2 Configure settings for remote operation.

- 1 [System Menu / Counter] key > [System/Network] > [Remote Operation] > [On (Unavailable for VNC compatible software)]
- 2 Select from [Off], [Use Password], [Administrator Only]
When you select [Use Password], enter the password in "Password" and "Confirm Password", then select [OK].
→ [Remote Operation \(page 263\)](#)

NOTE

You can configure settings for remote operation using Command Center RX.

→ [Command Center RX User Guide](#)

3 Restart the machine.

→ [Restart \(page 259\)](#)

4 Start up the browser.

Specify https: // [Host name of this Machine] and start Command Center RX.

→ [Accessing Command Center RX \(page 91\)](#)

5 [Device Information / Remote Operation] > [Remote Operation]

6 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 [System Menu / Counter] key > [System/Network] > [Network] > [Protocol Settings]

2 Set "Enhanced VNC (RFB)" to On.

→ [\[Protocol Settings\] \(page 246\)](#)



NOTE

- If "VNC (RFB) over TLS" is set to On, the communication is encrypted.
- You can configure the protocol settings using Command Center RX.

➔ **Command Center 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.

➔ [\[Protocol Settings\] \(page 246\)](#)

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 the following paper in cassette 1." is displayed

Is the indicated paper source out of paper?

Load paper.

To print with paper from another paper source, select [Paper Size]. To print with the selected paper, select [Continue].

To cancel, select [Cancel].

"Add the following paper in the multipurpose tray." is displayed

Has the paper run out in the displayed paper source?

- Load paper.
 - ➔ [Loading in the Cassettes \(page 105\)](#)
 - ➔ [Loading Paper in the Multipurpose Tray \(page 109\)](#)
- Select paper from another source.
- Select [Continue] to change the paper and print.

"Box limit exceeded." is displayed

Is [End] displayed on the screen?

Jobs cannot be saved because the specified box is full. The job will be canceled.

Select [End].

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:

➔ [Auto Error Clear \(page 268\)](#)

"Performing Calibration..." is displayed

The machine is in adjustment mode to maintain its quality. Please wait.

"Cannot connect to Authentication Server." 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 \(page 54\)](#)

Is it properly registered with the authentication server?

- Enable User Login Administration.
 - ➔ [Enable User Login Administration \(page 273\)](#)
- 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 \(page 55\)](#)

 **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 Error Clear \(page 268\)](#)

"Cannot connect to 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.

➔ [\[Wi-Fi Direct Settings\] \(page 235\)](#)

➔ [\[Wi-Fi Settings\] \(page 236\)](#)

"Cannot duplex print on this paper size." is displayed

Have you selected a size or type of paper that cannot be duplex printed?

To print with paper from another paper source, select [Paper Size]. To print with the selected paper, select [Continue].

To cancel, select [Cancel].

"Cannot perform remote printing." is displayed

Remote printing is prohibited.

The job is canceled. Select [End].

"Cannot print the specified number of copies." is displayed

Only one copy is available.

- Select [Continue] to continue printing.
- Select [Cancel] to cancel the job.

"Cannot process this job." is displayed

Restricted by the authorization settings.

The job is canceled. Select [End].

Restricted by the job accounting.

The job is canceled. Select [End].

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 Error Clear \(page 268\)](#)

"Cannot read data in this ID card." is displayed

In registration process, the ID card information was not read correctly.

Hold the IC card over the IC card reader again. If the same message is displayed again, the IC card may not be compatible with this product. Replace it with another IC card.

"Cannot recognize the ID card reader." is displayed

- Check if the USB connector of your IC card reader is correctly connected to the main unit.
- If [USB Host] in [Interface Block Setting] is set to [Block], change it to [Unblock].

"The following parts have been failure." is displayed

Follow the displayed instructions.

"Check the toner container." is displayed

Open the top cover and take out the toner container. Shake the toner container well and set it again.

"Color toner is empty." is displayed

Replace with the toner container specified by us.

NOTE

If there is still black toner left even after color toner has run out and "Color Toner Empty Action" is set to [Print in Black & White], black and white printing is possible temporarily.

"Activation error." is displayed

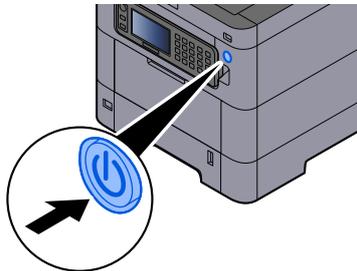
Failed to activate the application.

Contact administrator.

Extended authentication is disabled.

Turn the power switch off and then on again. If the error persists, contact administrator.

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.
-

"Failed to specify Job Accounting." is displayed

Failed to specify Job Accounting when processing the job externally.

The job is canceled. Select [End].

 **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 Error Clear \(page 268\)](#)

"Failed to store job retention data." is displayed

The job is canceled. Select [End].

"Incorrect account ID." is displayed

The account ID was incorrect when processing the job externally.

The job is canceled. Select [End].

"Job Accounting restriction exceeded." 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 [End].

"KPDL error." is displayed

PostScript error has occurred.

The job is canceled. Select [End].



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 Error Clear \(page 268\)](#)

"Machine failure." 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 [End]. The job is canceled. When insufficient memory occurred frequently, contact your dealer or service representative.



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 Error Clear \(page 268\)](#)

"Paper jam." 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 \(page 387\)](#)

"Performing Drum Refresh..." is displayed

The machine is in adjustment mode to maintain quality.

Please wait.

"Regulating the temperature..." is displayed

The machine is in adjustment mode to maintain quality.

Please wait.

"Running security function..." is displayed

The security function is running.

Please wait.

"SSD error." is displayed

An error has occurred on the SSD.

The job is canceled. Select [End].

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 still persists, the SSD is damaged. Execute [System Initialization].
- 04: Insufficient space remaining on SSD. Move data or delete unneeded data.



NOTE

Please note that the data stored on the SSD will be deleted when system initialization is performed.

"System error." is displayed

System error has occurred.

Follow the instruction displayed on the screen.

"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 [Auto Disconnect] of this unit to disconnect the devices.

➔ [\[Wi-Fi Direct Settings\] \(page 235\)](#)

"The password does not meet password policy." is displayed

Has your password expired?

Change the login password. The job is canceled. Select [End].

➔ [Password Policy Settings \(page 275\)](#)

Have your password policy requirements changed (password length, strings of characters to use, etc.)?

Check your password policy requirements and change the login password.

The job is canceled. Select [End].

➔ [Password Policy Settings \(page 275\)](#)

"Launching has been canceled because it may be a malicious program." is displayed

Execution was aborted due to a possible malware program.

The names of applications for which malware has been detected are displayed.

Please contact the administrator.

"RAM disk error." is displayed

A RAM disk error has occurred.

The job is canceled. Select [End].

The following error code is possible:

04: There is not enough free space on the RAM disk. If the optional RAM disk is installed, increase the RAM disk size by using [RAM Disk Setting] in the System Menu.

➔ [RAM Disk Setting \(page 260\)](#)

"Toner [C][M][Y][K] are empty." is displayed

Replace the toner container to our specified toner container.

NOTE

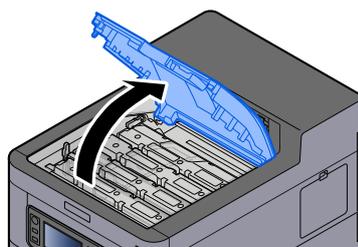
If there is still black toner left even after color toner has run out and "Color Toner Empty Action" is set to [Print in Black & White], black and white printing is possible temporarily.

CAUTION

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

Installation procedures of the toner container is same for every color. Here, we'll explain the procedures for the yellow toner container, as an example.

1 Open the top cover.

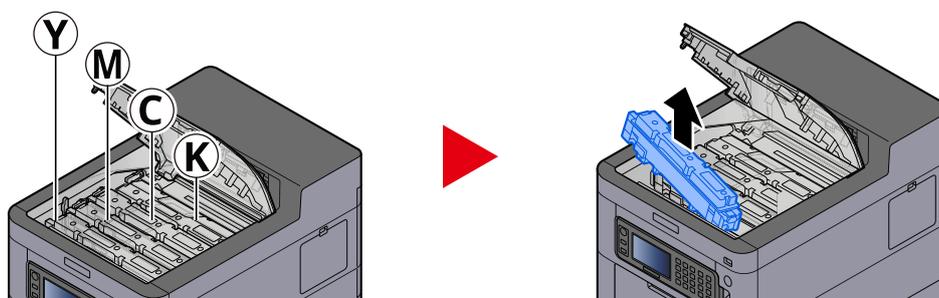


The toner container lock is released for the empty toner container.

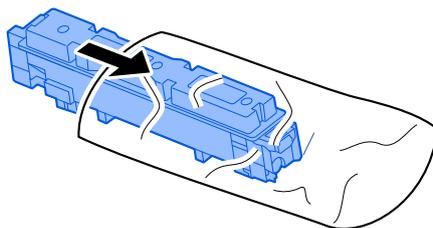
NOTE

If the toner container is locked, select [Unlock toner container] and release the toner container lock.

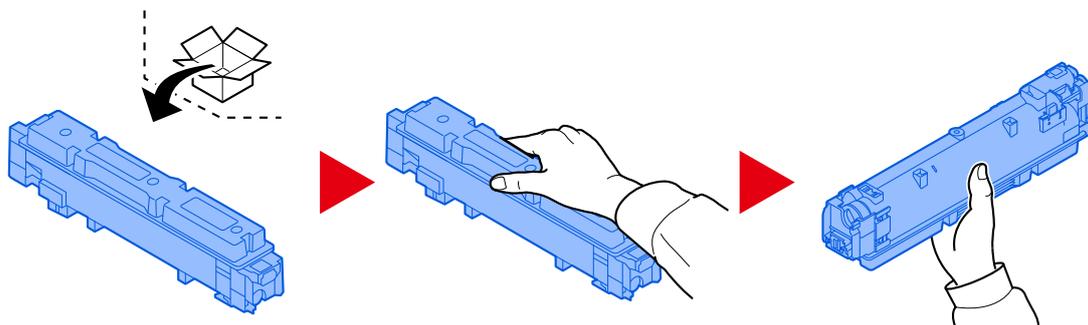
2 Remove the toner container.



3 Put used toner container into the plastic waste bag.

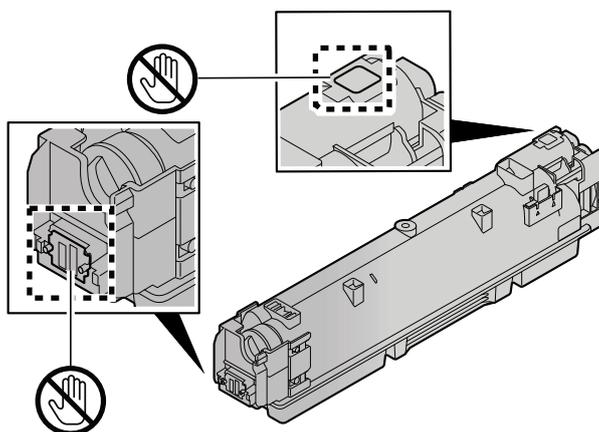


4 Remove the new toner container from the box.

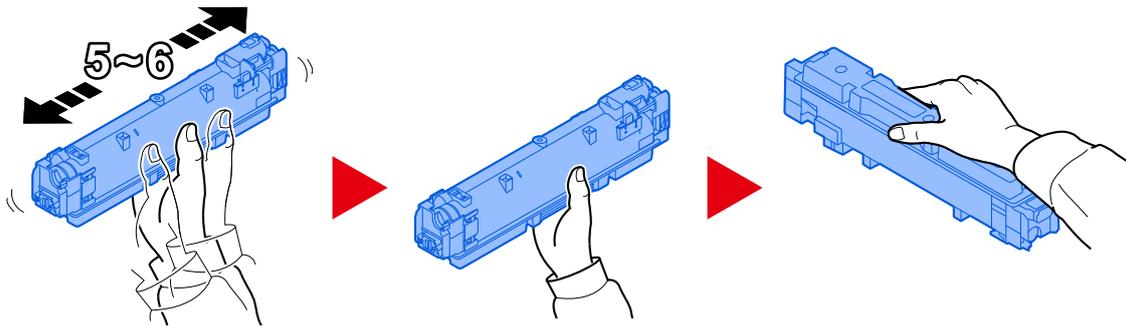


✔ IMPORTANT

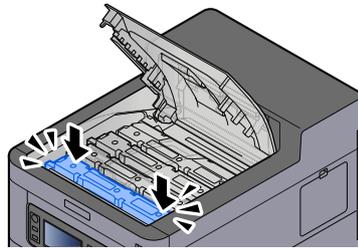
Do not touch the points shown below.



5 Shake the toner container.



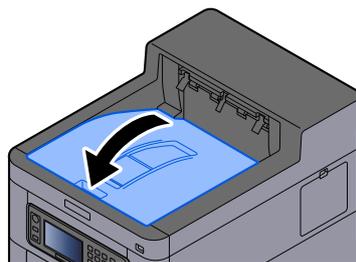
6 Install the toner container.



✔ IMPORTANT

Insert the toner container all the way.

7 Close the top cover.



💡 NOTE

- If the toner container cover or 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. [C][M][Y][K]" is displayed

It is almost time to replace the toner container.

Obtain a new toner container.

"Time for maintenance of imaging units soon." is displayed

Contact your service representative

The maintenance kit needs to be replaced at every 300,000 pages of printing.

"Time for maintenance soon. (Cassette:#)" is displayed

Contact your service representative.

After replacing the parts, follow the steps below:

- 1 [System Menu / Counter]key > [Adjustment/Maintenance] > [Service Settings]> [Maintenance (Cassette 1)] to [Maintenance (Cassette 5)]

"Time for maintenance of imaging units." is displayed

Contact your service representative

The maintenance kit needs to be replaced at every 300,000 pages of printing.

"Time for maintenance. (Cassette:#)" is displayed

Contact your service representative.

After replacing the parts, follow the steps below:

- 1 [System Menu / Counter]key > [Adjustment/Maintenance] > [Service Settings]> [Maintenance (Cassette 1)] to [Maintenance (Cassette 5)]

"Time for maintenance. (MP Tray)" is displayed

Contact your service representative

"Toner type mismatch." is displayed

Does the type of toner you have match the model?

Please install correct toner.

"USB Drive error." is displayed

Is the USB drive write-protected?

An error occurred in the USB drive. The job is canceled. Select [End].

The following error code is displayed:

01: Connect a writeable USB drive.

An error occurred in the USB drive.

The job is canceled. Select [End].

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 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:

➔ [Auto Error Clear \(page 268\)](#)

"High temperature. Adjust room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Low temperature. Adjust room temp." is displayed

Print quality may be deteriorated. Adjust the temperature and the humidity of your room.

"Waste toner box is full." is displayed

Is the waste toner box full?

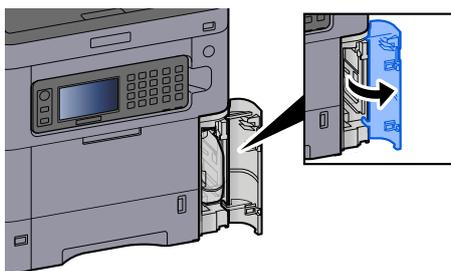
The waste toner box needs to be replaced.



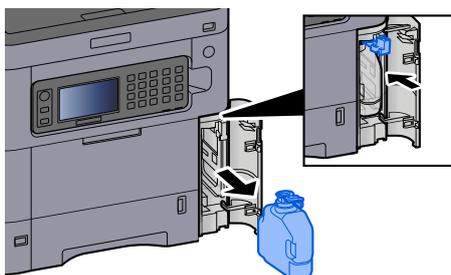
CAUTION

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

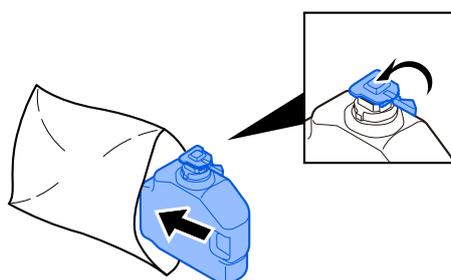
1 Open the Waste Toner Cover



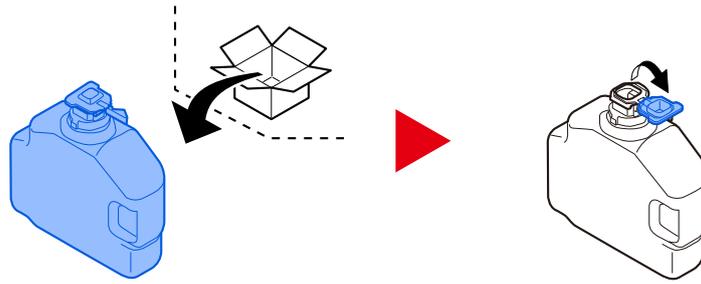
2 Remove the Waste Toner Box.



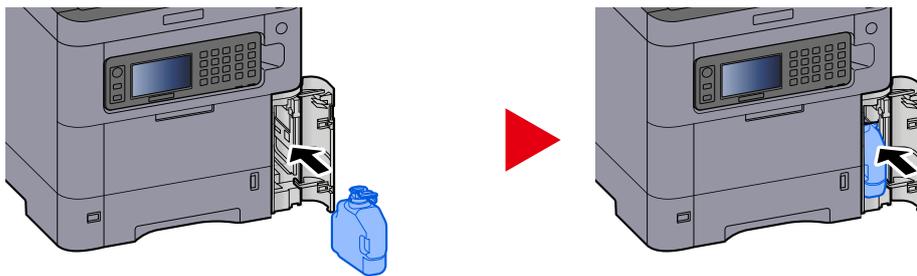
3 Put used Waste Toner Box into the plastic waste bag.



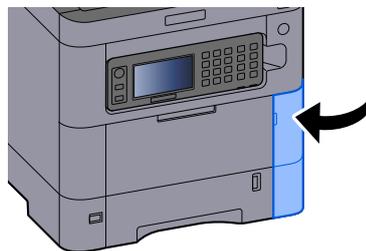
4 Remove the new Waste Toner Box.



5 Install the Waste Toner Box.



6 Close the Waste Toner Cover



NOTE

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

"You cannot use this box." is displayed

You do not have permission to use the specified box.

The job is canceled. Select [End].

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 item you can carry out.

Item	Description
[Color Registration]	Correct the color position to resolve color drift. → Color Registration Procedure (page 382)
[Image Adjustment]	<p>[Drum Refresh] Remove image blur and white dots from the printout. It takes about 1 minute and 20 seconds. The time required may vary depending on the usage environment.</p> <p>[Developer Refresh] Adjust the printed image that is too light or incomplete, even though there is enough toner.</p> <p>[Laser Scanner Cleaning] Remove vertical white lines from the printout.</p> <p>[Calibration] Calibrate the device to ensure correct toner overlapping and consistency with the original tone. → Perform image adjustment (page 381)</p> <hr/> <p> NOTE</p> <ul style="list-style-type: none"> • Drum refresh cannot be performed while printing. Execute drum refresh after the printing is done. • Waiting time may be longer when the toner is refilled during developer refresh. • When correct toner overlapping is not ensured even after performing calibration, refer to the following: → Color Registration Procedure (page 382)

Perform image adjustment

1 Display the screen.

[System Menu/Counter] key > [Adjustment/Maintenance] > [Image Adjustment]

2 Execute.

- 1 Select [Perform] for functions to be executed. Select [Skip] for functions not to be executed.

- 2 Select [Start] to execute.

If you select multiple items, they will start in sequence.

Color Registration Procedure

Correct the color position to resolve color drift. If standard registration does not resolve the problem or to perform more detailed settings, use the detailed registration.

NOTE

When performing color registration, check that A4 paper is loaded in the cassette.

IMPORTANT

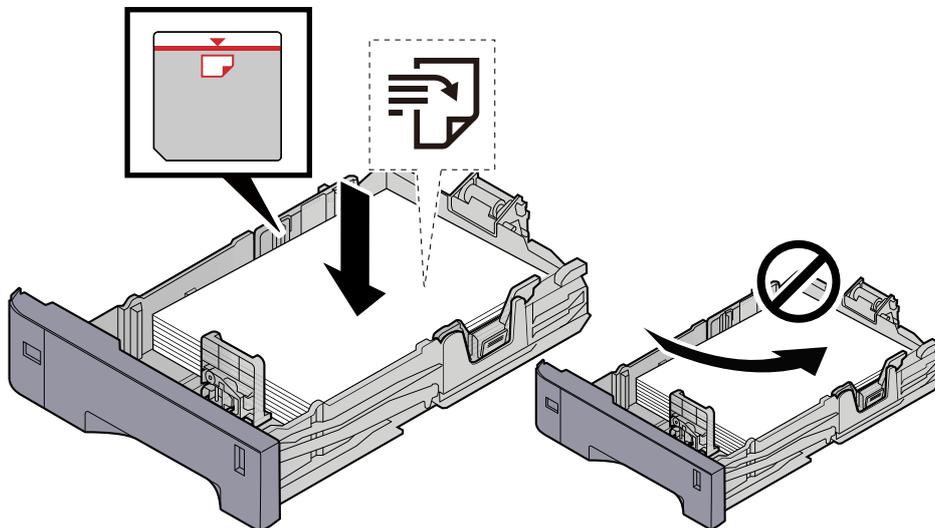
Before performing color registration, be sure to perform Image Adjustment. If color drift remains, perform color registration. By performing color registration without performing Image Adjustment, the color drift will be resolved once, however, it may cause the serious color drift later.

See the table below regarding Image Adjustment.

➔ [Perform image adjustment \(page 381\)](#)

Performing Color Registration Procedure (Standard Registration)

- 1 Load paper.



✓ IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
 ➔ [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

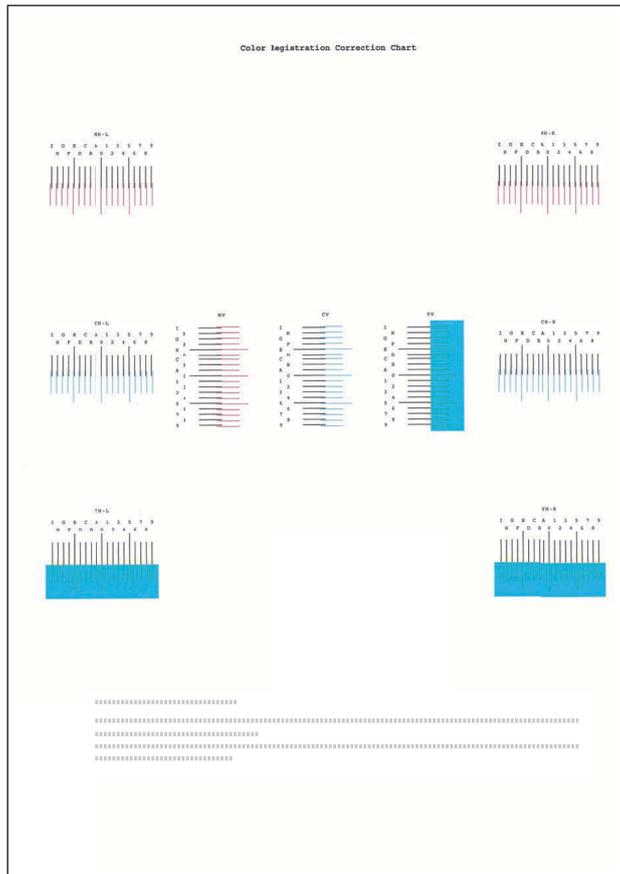
[System Menu / Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Normal]

3 Print the chart.

Select [Print Chart].

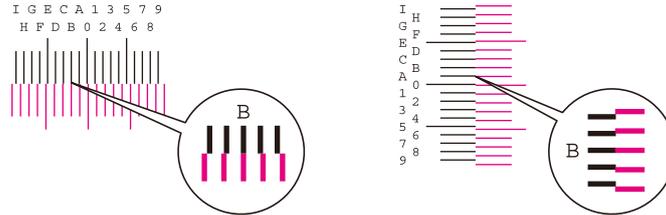
A chart is printed. Three types of charts are printed on a single sheet of paper for the three colors M (Magenta), C (Cyan), and Y (Yellow): HL (Left), V (Center), and HR (Right).

Chart Example



4 Enter the appropriate value.

- 1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.



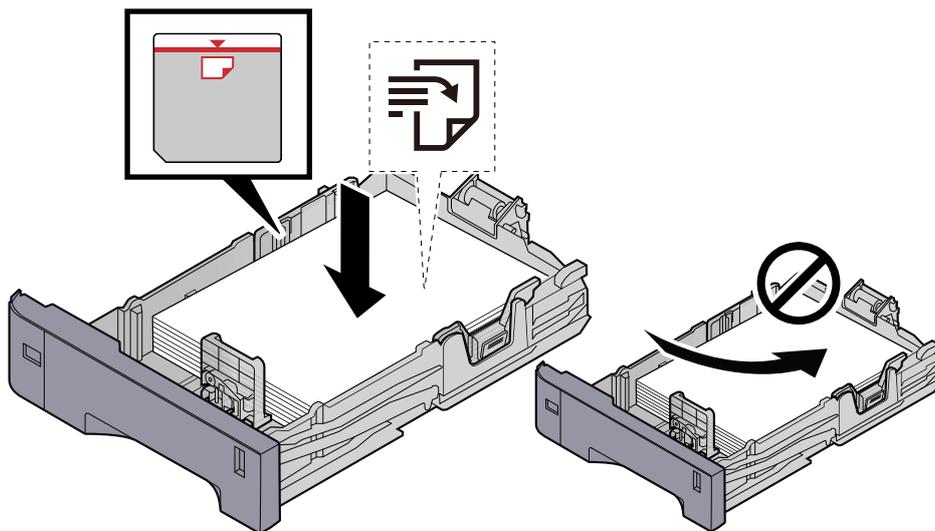
From charts H-L and H-R, read the values from HL and HR.

From chart V, read the values from V.

- 2 Select [Registration].
- 3 Select the chart to be corrected.
- 4 Select [+] or [-] to enter values read from the chart.
Select [+] to advance the value from 0 to 9. Select [-] to go in the opposite direction.
When [-] is selected, the value changes from 0 to alphabetic letters, going from A to I. Select [+] to go in the opposite direction.
It is not possible to enter values with the numeric keypad.
- 5 Repeat steps 3 and 4 to enter the registration values for each chart.
- 6 Select [Start] after all content has been entered. Color registration begins.
- 7 Select [OK] after color registration is complete.

Performing Color Registration Procedure (Detailed Registration)

- 1 Load paper.



✓ IMPORTANT

- Load the paper with the print side facing up.
- After removing new paper from its packaging, fan out the paper before loading it in the cassettes.
 → [Precaution for Loading Paper \(page 103\)](#)
- 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 (see illustration above).
- If paper is loaded without adjusting the paper length guide and paper width guide, the paper may skew or become jammed.

2 Display the screen.

[System Menu / Counter] key > [Adjustment/Maintenance] > [Color Registration] > [Detail]

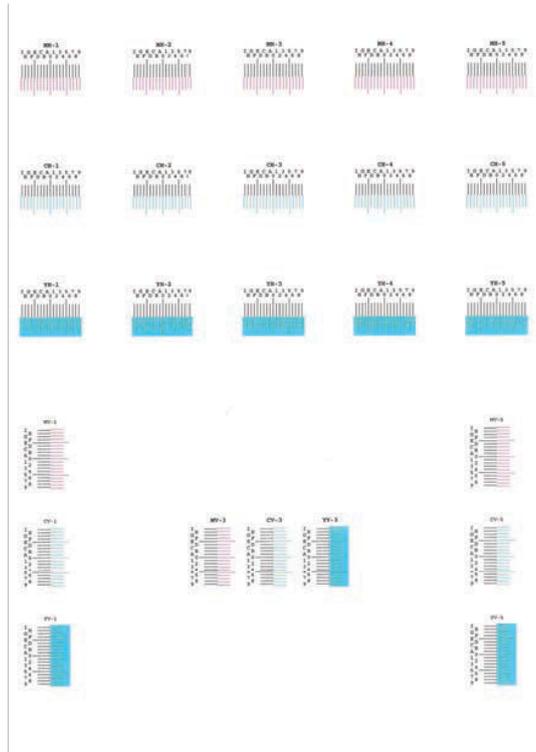
3 Print the chart.

Select [Print Chart].

A chart is printed. On the chart, for each of M (magenta), C (cyan) and Y (yellow), charts for H-1 to 5 (top) and V-1/3/5 (bottom) are printed.

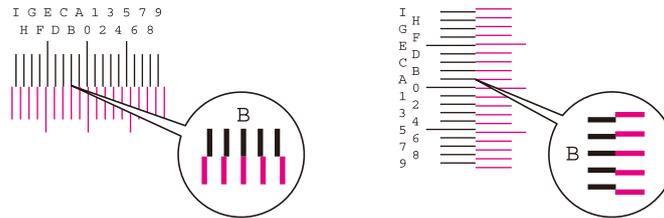
After printing, return to the Color Printing Position Correction Details menu.

Chart Example



4 Enter the appropriate value.

- 1 Find the location on each chart where 2 lines most closely match. If this is the 0 position, registration for that color is not required. For the illustration, B is the appropriate value.



From charts H-1 to H-5, read the values from H-1 to H-5.

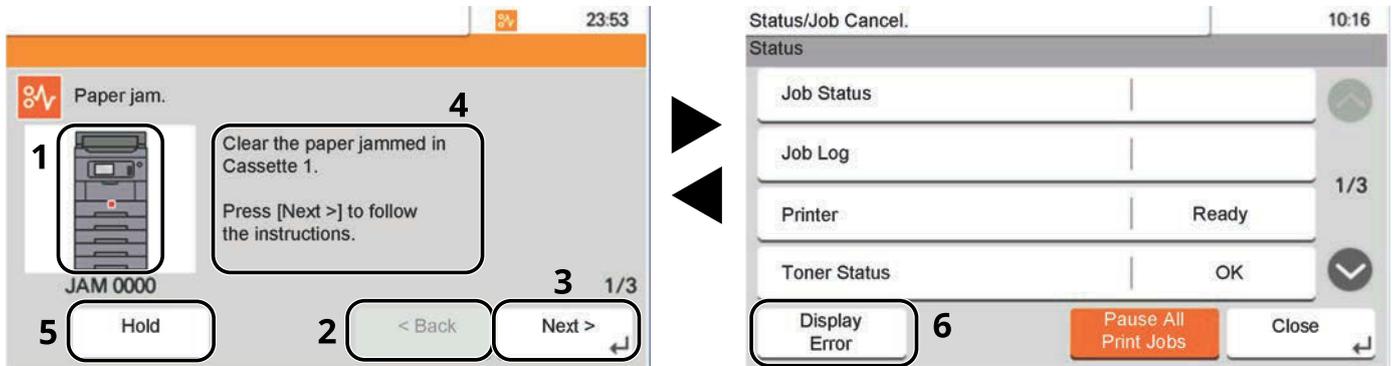
From charts V-1 to V-5, read only the values from V-3 (center).

- 2 Select [Registration].
- 3 Select the chart to be corrected.
- 4 Select [+] or [-] to enter values read from the chart.
 Select the [+] key to advance the value from 0 to 9. Select [-] to go in the opposite direction.
 When [-] is selected, the value changes from 0 to alphabetic letters, going from A to I. Select [+] to go in the opposite direction.
 It is not possible to enter values with the numeric keypad.
- 5 Repeat steps 3 and 4 to enter the registration values for each chart.
- 6 Select [Start] after all content has been entered. Color registration begins.
- 7 Select [OK] after color registration is complete.

Clearing Paper Jams

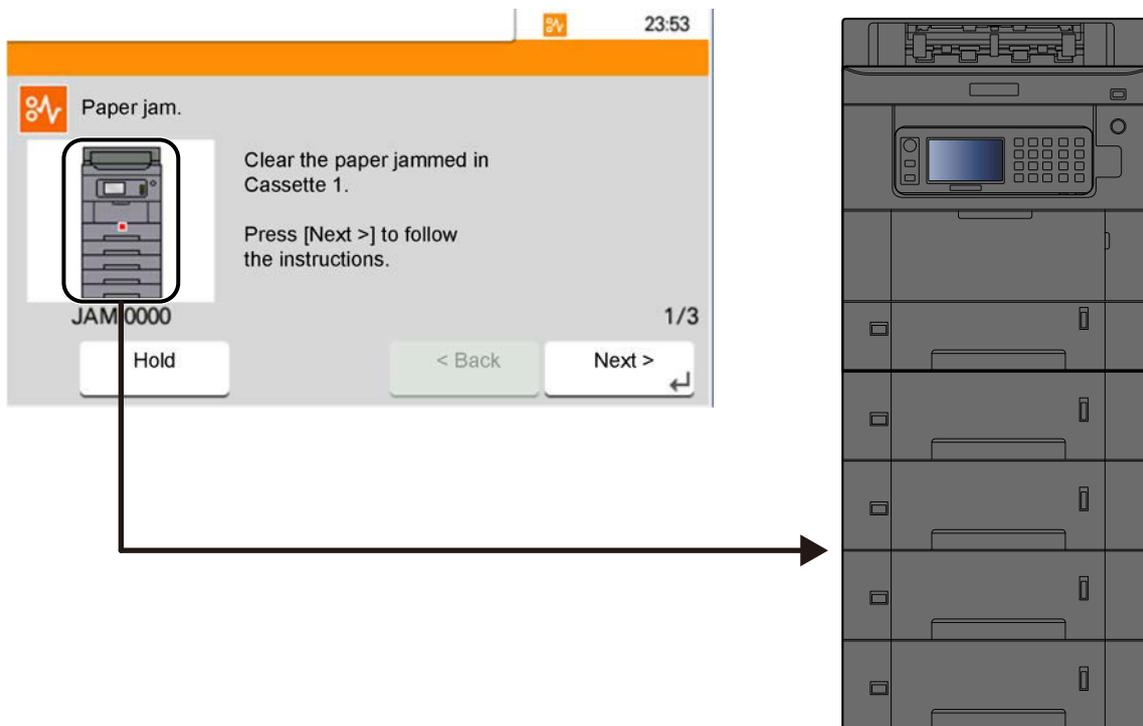
If a paper jam occurs, the touch panel will display "Paper jam." and the machine will stop.

Jam Location Indicators



- 1 Shows the location of a paper jam.
- 2 Returns to the previous step.
- 3 Advances to the next step.
- 4 Shows the removal procedure.
- 5 Select [Hold] to display the status screen and check the status of jobs.
- 6 Select [Display Error] to return to paper jam guidance.

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	Multipurpose Tray ➔ Remove any jammed paper in the Multipurpose Tray (page 389)
B	Cassette 1 to 5 ➔ Remove paper jams from Cassette 1 to Cassette 5 (page 392)
C	Rear Cover 1 (Feed) ➔ Remove the paper jammed in the Rear Cover 1 (Feed) (page 394)
D	Rear Cover 2 ➔ Remove the paper jammed in the Rear Cover 2 (page 395)
E	Rear Cover 3 ➔ Remove the paper jammed in the Rear Cover 3 (page 396)
F	Rear Cover 1 ➔ Remove the paper jammed in the Rear Cover 1 (page 397)
G	Duplex Unit ➔ Remove any jammed paper in Duplex Unit (page 399)

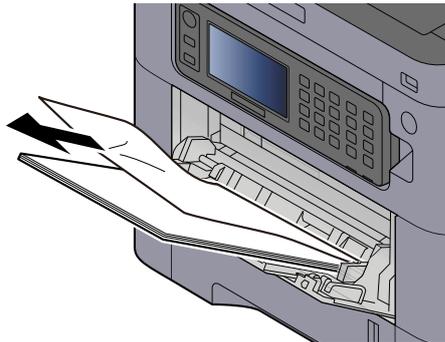
After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Remove any jammed paper in the Multipurpose Tray

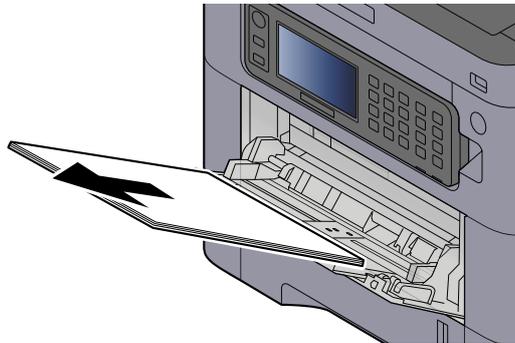
CAUTION

- 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.

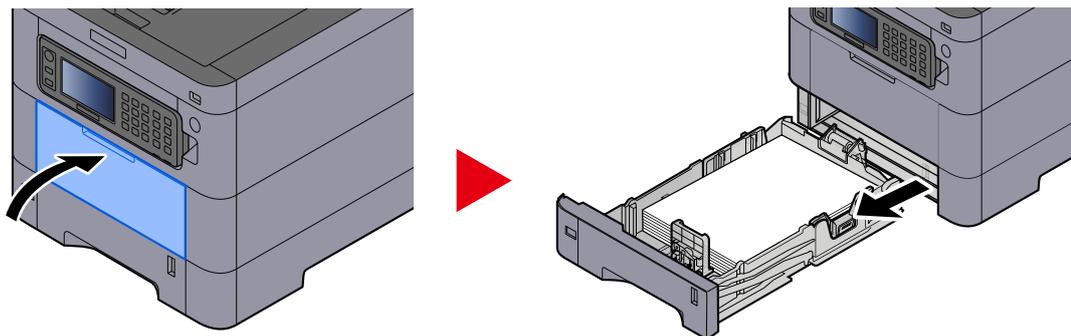
1 Remove any jammed paper.



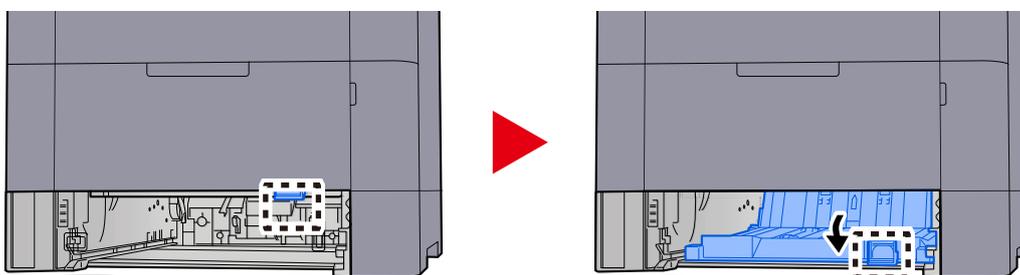
2 Remove all the paper.



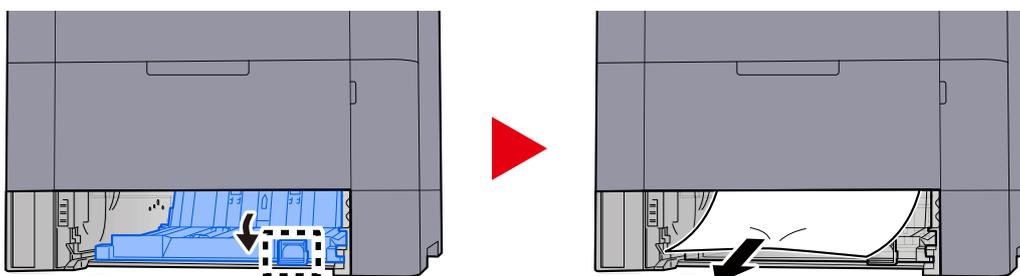
3 Close the multipurpose tray and pull out cassette 1.



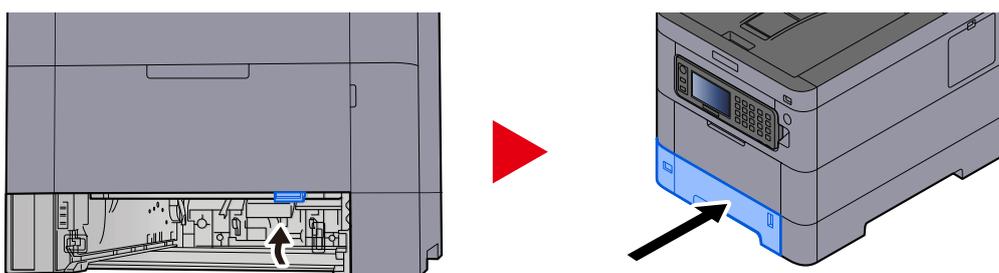
4 Open the feed cover.



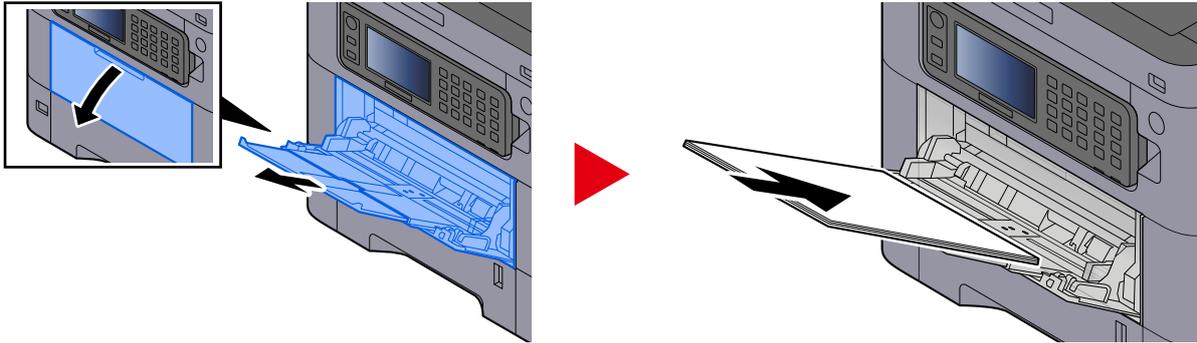
5 Remove any jammed paper.



6 Return the feed cover to its original position and return cassette 1 to its original position.



7 Open the multipurpose tray and reload the paper.



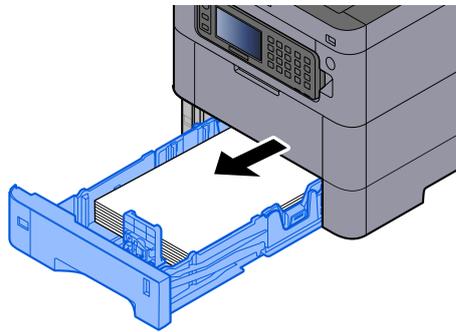
Remove paper jams from Cassette 1 to Cassette 5

The procedure for handling paper jams in cassette 1 to cassette 5 is the same. Cassette 1 is used as an example here.

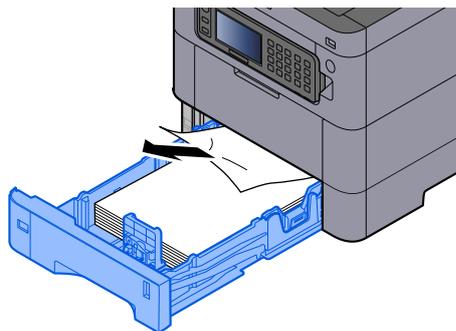
CAUTION

- 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.

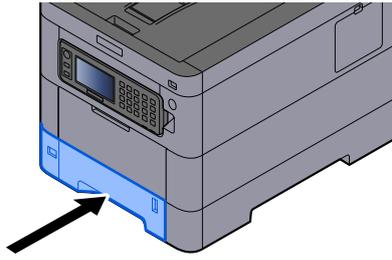
1 Pull Cassette 1 out toward you until it stops.



2 Remove any jammed paper.

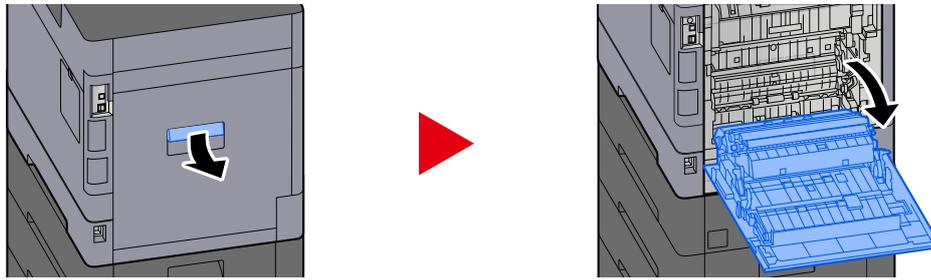


3 Push Cassette 1 back in.



Remove the paper jammed in the Rear Cover 1 (Feed)

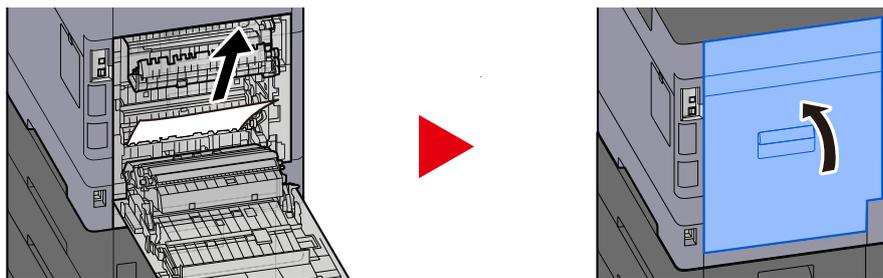
- 1 Open the Rear Cover 1.



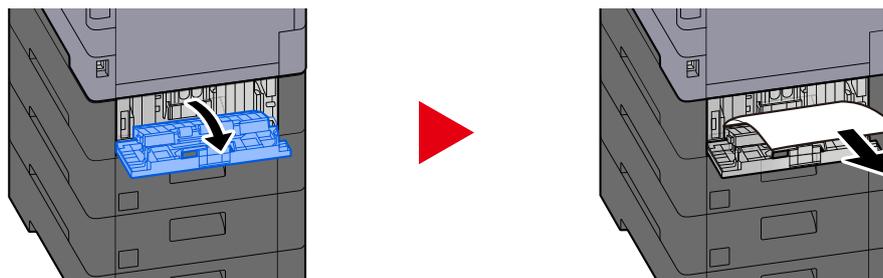
CAUTION

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

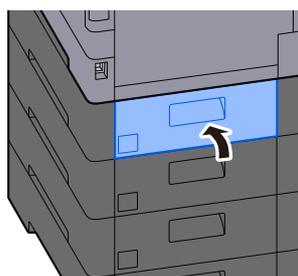
- 2 Remove the jammed paper and return the Rear Cover 1 to its original position.



- 3 Open the Rear Cover 2 and remove the jammed paper.

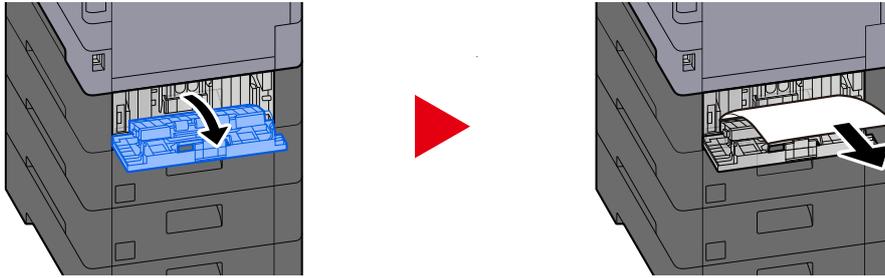


- 4 Return the Rear Cover 2 to the original position.



Remove the paper jammed in the Rear Cover 2

- 1 Open the Rear Cover 2 and remove the jammed paper.

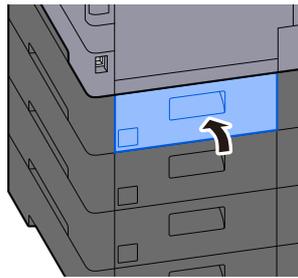


 **NOTE**

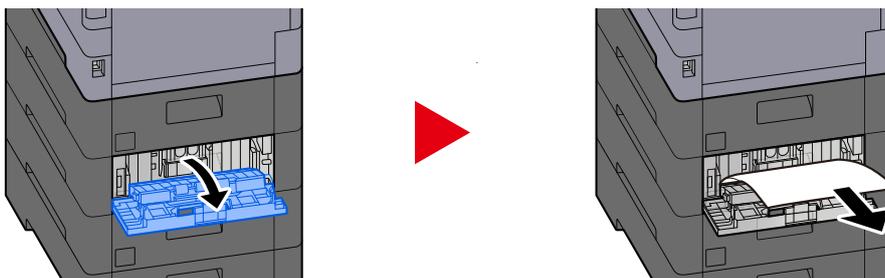
If you cannot remove the paper, do not force it out.

➔ [Remove the paper jammed in the Rear Cover 1 \(Feed\) \(page 394\)](#)

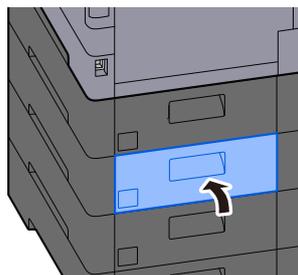
- 2 Return the Rear Cover 2 to the original position.



- 3 Open the Rear Cover 3 and remove the jammed paper.

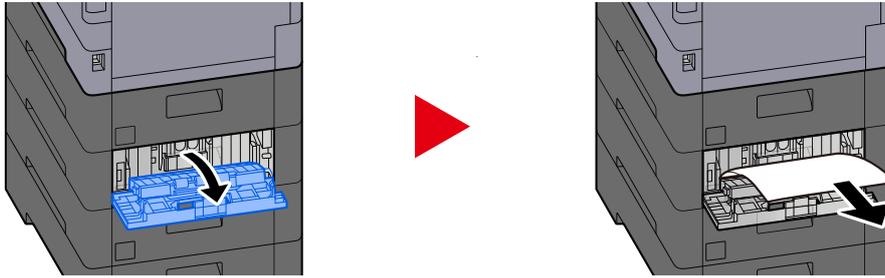


- 4 Return the Rear Cover 3 to the original position.



Remove the paper jammed in the Rear Cover 3

- 1 Open the Rear Cover 3 and remove the jammed paper.

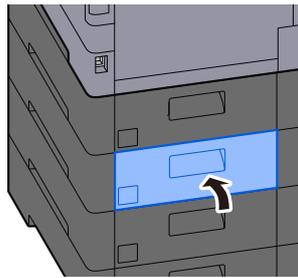


NOTE

If you cannot remove the paper, do not force it out.

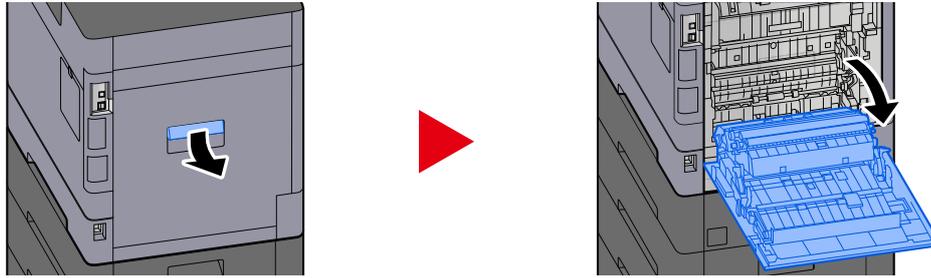
➔ [Remove the paper jammed in the Rear Cover 1 \(Feed\) \(page 394\)](#)

- 2 Return the Rear Cover 3 to the original position.



Remove the paper jammed in the Rear Cover 1

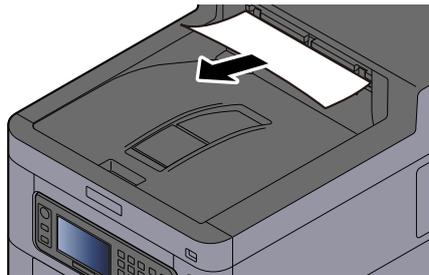
1 Open the Rear Cover 1



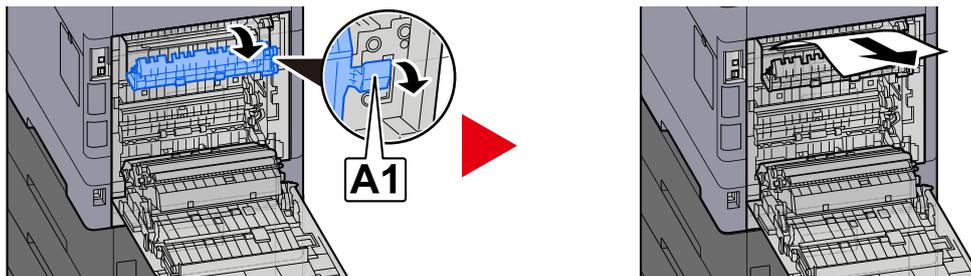
CAUTION

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

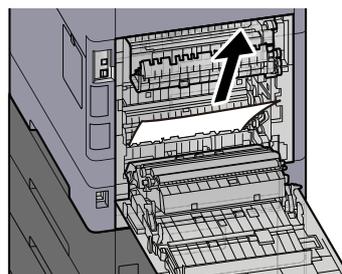
2 Remove any jammed paper.



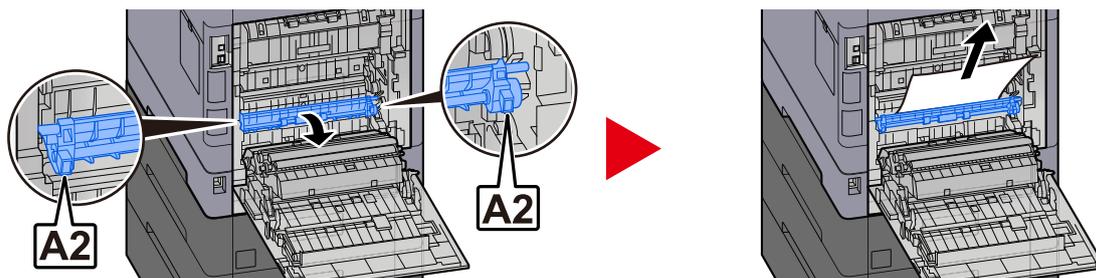
3 Open cover A1 and remove the jammed paper



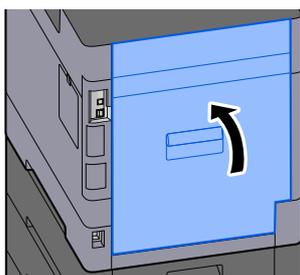
4 Remove any jammed paper.



5 Open cover A2 and remove the jammed paper

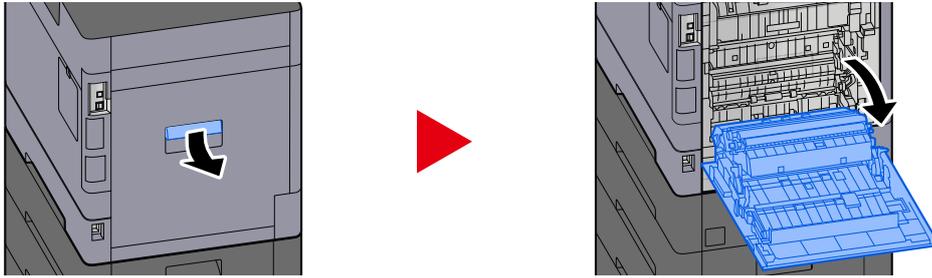


6 Return the rear cover 1 to the original position.



Remove any jammed paper in Duplex Unit

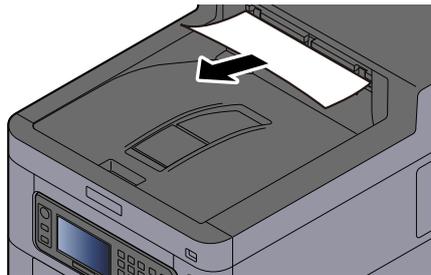
1 Open the Rear Cover 1



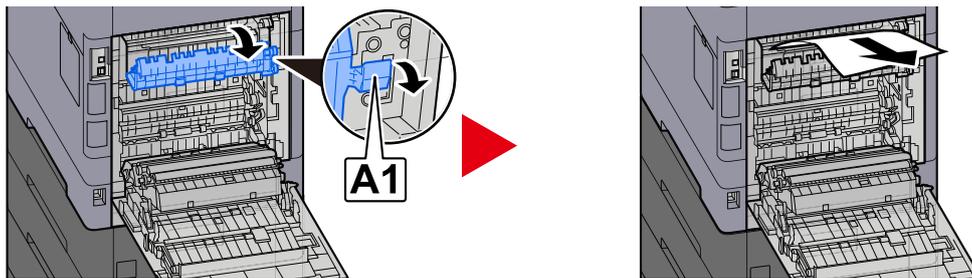
CAUTION

Some parts are very hot inside the machine. Exercise caution as there is a risk of burn injury.

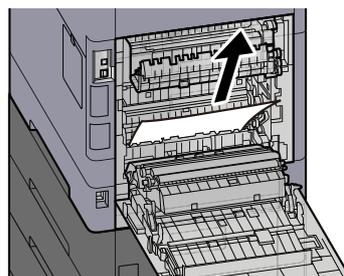
2 Remove any jammed paper.



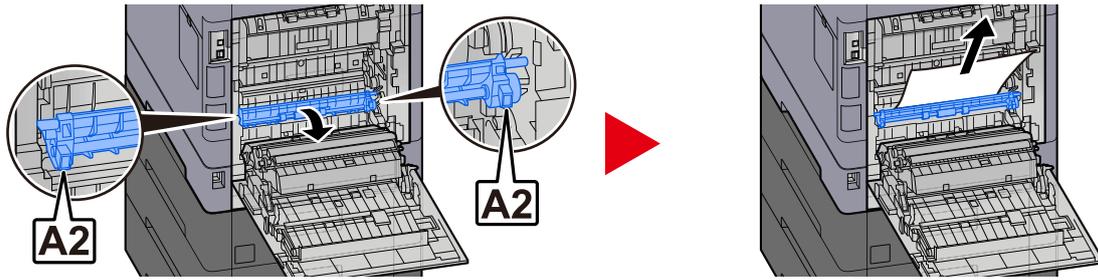
3 Open cover A1 and remove the jammed paper



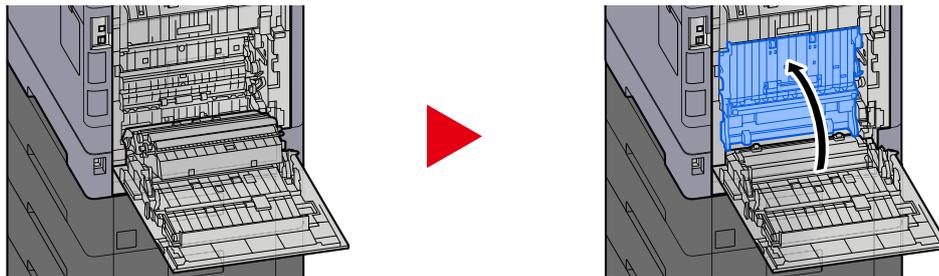
4 Remove any jammed paper.



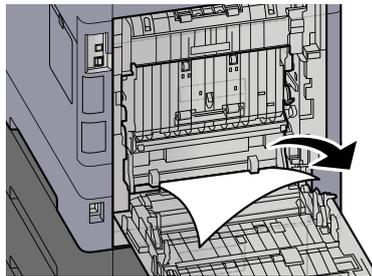
5 Open cover A2 and remove the jammed paper



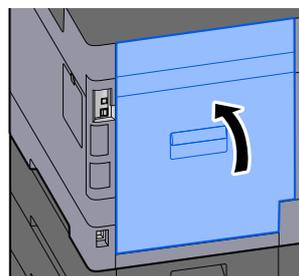
6 Return the Unit A3 to the original position



7 Remove any jammed paper.



8 Return the rear cover 1 to the original position.

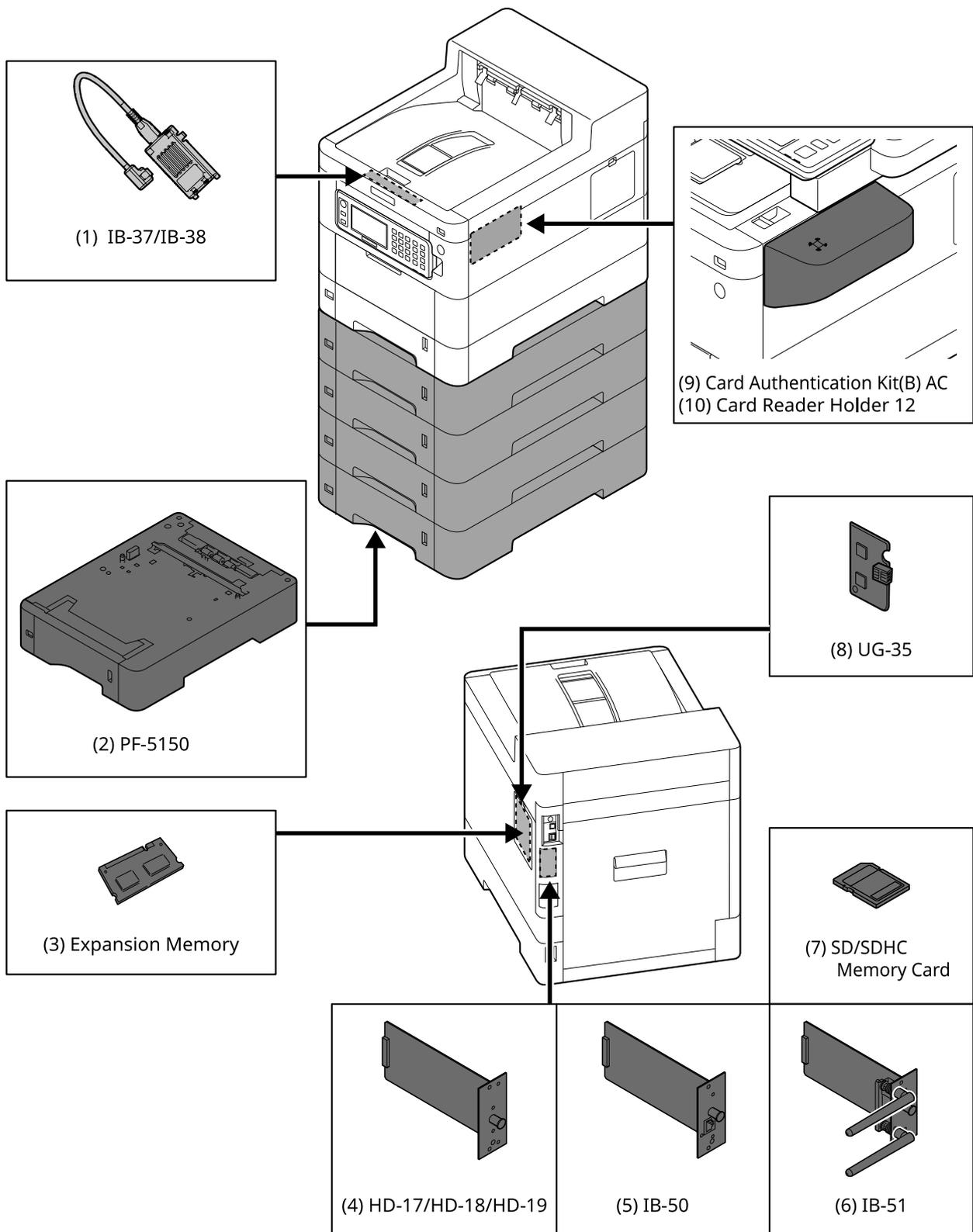


11 Appendix

Optional Equipment

Option configuration

The following enhancements are available for this model.



1 IB-37/IB-38 <Wireless network interface (USB: 5GHz/2.4GHz)>

A wireless network interface card that supports the wireless network (Wireless LAN) specifications IEEE802.11n (max. 65Mbps) and 11g/b. In addition, network printing is available without using the wireless LAN router since Wi-Fi Direct is supported.

2 PF-5150 <Paper feeder>

It is possible to add 4 drawers that is same as the cassette of the main unit.

The way of loading paper is same as the standard cassette.

3 Expansion memory

By adding the memory, it will be possible to perform more multiple jobs at the same time. By installing the optional expansion memory, the memory can be expanded to 3,072MB as a maximum.

4 HD-17/HD-18/HD-19 <SSD>

SSD is for storing printing data. When printing the multiple prints, there are advantages such as the high speed printing with the electronic sort function. And also, it is possible to use the document box function.

5 IB-50 <Network interface>

The network interface kit is the high speed interface supported to the communication speed of 1 giga bit/sec. Since TCP/IP, NetBEUI protocol are supported, it is possible make the network printing under the various environment such as Windows, Macintosh, UNIX, etc..

➔ **IB-50 Operation Guide**

6 IB-51 <Wireless network interface (KUIO: 2.4GHz)>

A wireless LAN network interface card that supports the wireless LAN specifications IEEE802.11n (max. 300Mbps) and 11g/b. It is possible to set for various OS and network protocol with bundled utilities.

➔ **IB-51 Operation Guide**

7 SD/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.

8 UG-35 <Trusted Platform Module>

It is possible to protect the confidential information safely with this option. The encryption key used for the encrypted confidential information is stored in the exclusive storing area of the TPM chip. Since it is not possible to scan in this storing area from the outside of the TPM, the confidential information can protect safely.

9 Card Authentication Kit(B) AC <IC card authentication kit (Activate)>

It is possible to make the user authentication with IC card. In order to perform the user authentication with IC card, IC card information has to be registered to the local user list in advance.

Refer to the following for the method of the registration.

➔ **IC CARD AUTHENTICATION KIT (B) OPERATION GUIDE**

10 Card Reader Holder 12 <Card reader attachment plate>

In order to install Card reader, it is possible to use it as a installation space.

Software option

1 UG-33 AC <ThinPrint expansion kit (Activate)>

It is possible print the print data directly even without the print driver.

2 USB Keyboard

A USB keyboard can be used to enter information into the text fields on the operation panel. A special mount is also available to install the keyboard on the machine. Please contact your dealer or service representative for information on keyboards that are compatible with your machine before you purchase one.

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.

- Data Security Kit
- ThinPrint Option
This can be used on a trial basis for a limited time.
- Card Authentication Kit
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

1 Display the screen.

[System Menu / Counter] key > [System/Network] > [Optional Function]

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 > [Activate]

You can view detailed information on the selected application by selecting  (information icon).

3 [Official] > Enter the license key > [OK]

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to step 4.

To use the application as a trial, select [Trial] without entering the license key.

NOTE

- If you start the Security Kit or ThinPrint Option and enter the license key, you need to turn the power OFF/ON.
 - Icons of activated application are displayed in the Home screen.
-

Checking Details of Application

1 Display the screen.

[System Menu / Counter] key > [System/Network] > [Optional Function]



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  (information icon) for the application whose detailed information you want to check.

The detail information are available on the selected application.

The items that can be referenced are as follows:

- Function Name
- License
- Remaining Trial Counts
- Expiration Date of Trial
- Status



NOTE

To extend the trial period, select [Extend].

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

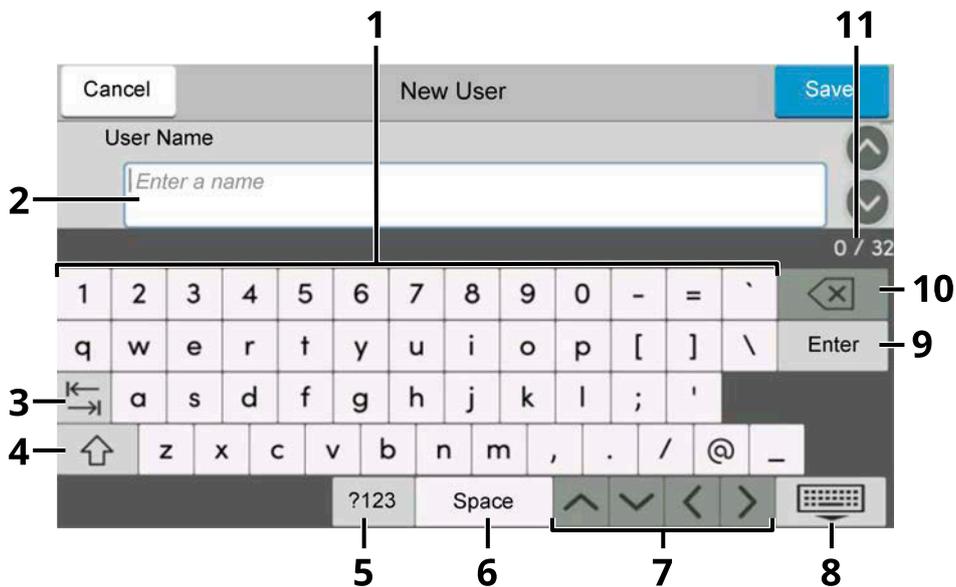
NOTE

Keyboard Layout

"QWERTY", "QWERTZ" and "AZERTY" are available as keyboard layouts the same as a PC keyboard. Select the [System Menu / Counter] key, [DeviceSettings], [Keyboard] and then [Keyboard Layout] to choose the desired layout. "QWERTY" layout is used here as an example. You may use another layout following the same steps.

Entry Screens

Lower-case Letter Entry Screen



- 1 Keyboard
Select the character to enter.
- 2 Input box
Enter characters in the selected box.
- 3 Tab key
Select to move to the next input box.
- 4 Shift key
Select to switch between upper case and lower case.
- 5 ?123 / Character
Select the characters that are entered.
- 6 Space key
Select to insert a space.

7 Cursor key

Select to move the cursor on the display.

8 Close key

Select to close the entry screen.

9 Enter key

Select to finalize entry and return to the screen before the entry.

10 Backspace key

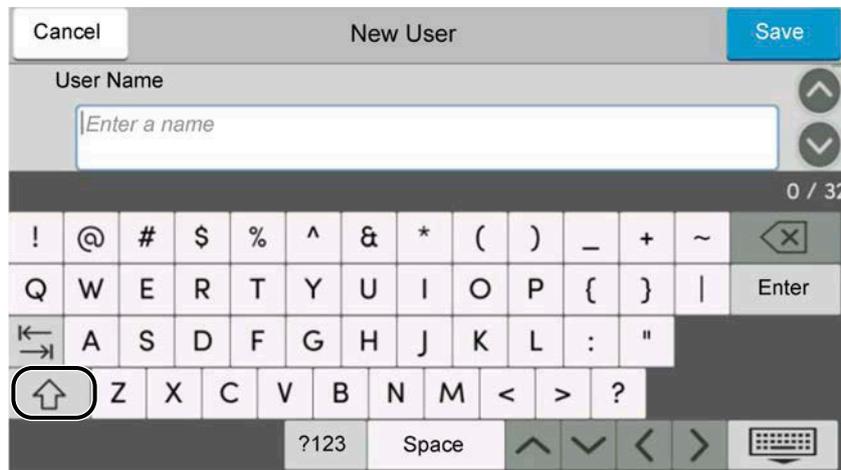
Select to delete a character to the left of the cursor.

11 Input / Limit display

Displays maximum number of characters and the number of characters entered.

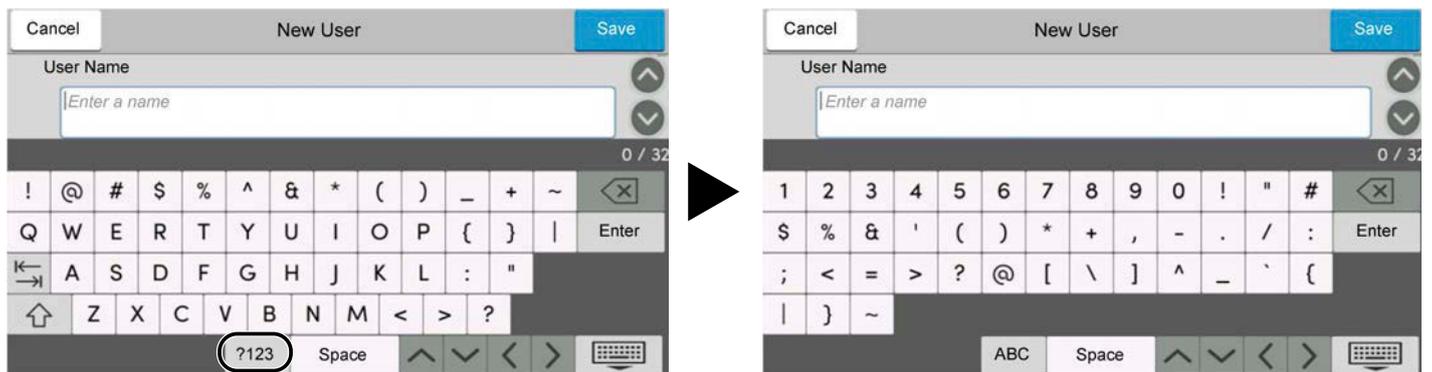
Upper-case Letter Entry Screen

Select the Shift key.



Number/Symbol Entry Screen

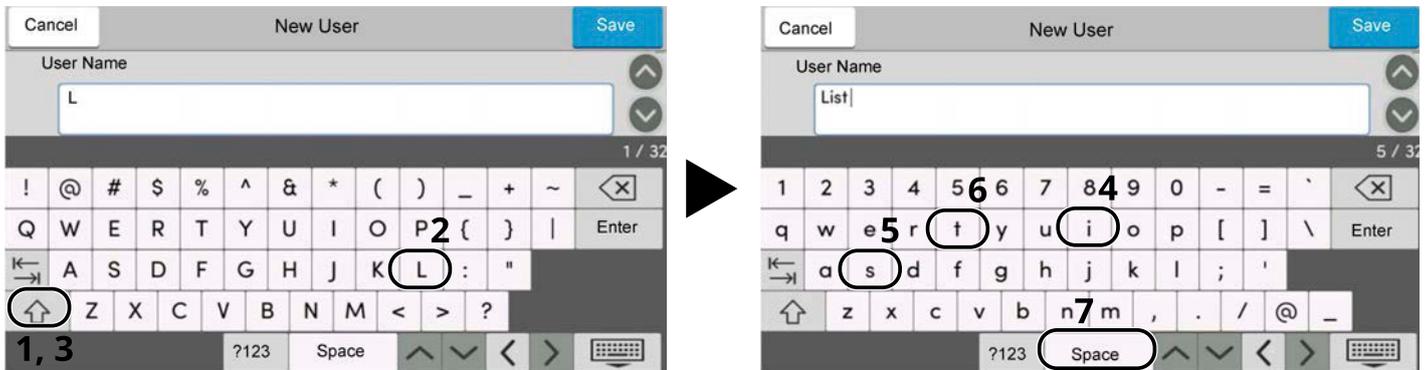
Select ?123.



Entering Characters

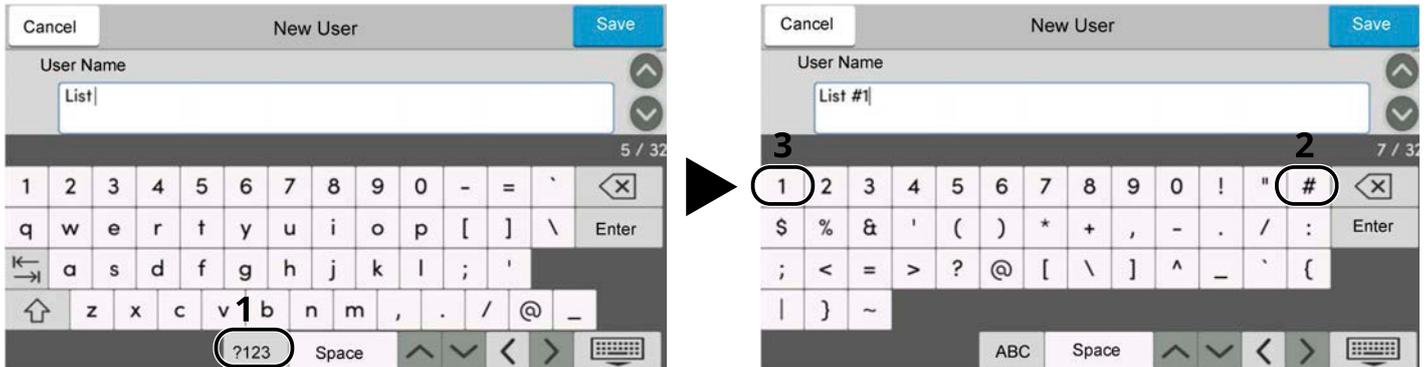
Follow the steps below to enter 'List #1' for an example

1 Enter 'List', (space).



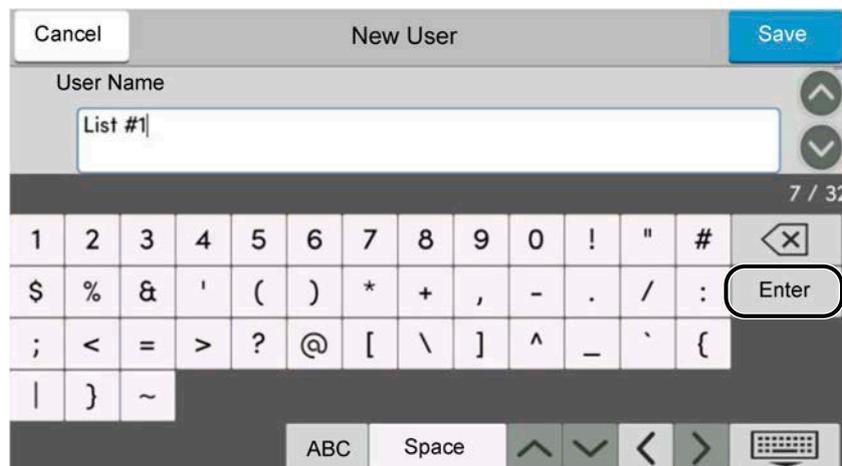
To switch between upper case and lower case, select the Shift key.

2 Enter '#' and '1'.



To enter numbers or symbols, select #123.

3 Check that the entry is correct.



Check that the entry is correct. Select enter.

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:

→ [Specifications \(page 419\)](#)

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.

Criteria	Specifications
Weight	Cassettes: 60 to 220 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 $90^\circ \pm 0.2^\circ$.

Paper Size	Cassette 1	Cassette to 5	Multipurpose Tray
Envelope Monarch (3-7/8 × 7-1/2")	Paper of this size cannot be set	Paper of this size can 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	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	Paper of this size can be set

Paper Size	Cassette 1	Cassette to 5	Multipurpose Tray
Envelope C5 (162 × 229 mm)	Paper of this size cannot be set	Paper of this size can 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	Paper of this size can be set
Letter	Paper of this size can be set	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 of this size can be set
A4 (297 × 210 mm)	Paper of this size can be set	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	Paper of this size can be set
A5-R	Paper of this size can be set	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 cannot be set	Paper of this size can be set
A6 (148 × 105 mm)	Paper of this size can be set	Paper of this size cannot be set	Paper of this size can be set
B6 (182 × 128 mm)	Paper of this size can be set	Paper of this size can 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	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	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	Paper of this size can be set
Hagaki (Cardstock) (100 × 148 mm)	Paper of this size cannot be set	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 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	Paper of this size can be set
216 × 340 mm	Paper of this size can be set	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	Paper of this size can be set
Statement-R	Paper of this size can be set	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 cannot 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	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	Paper of this size can be set

Paper Size	Cassette 1	Cassette to 5	Multipurpose Tray
Youkei 2 (114 × 162 mm)	Paper of this size cannot be set	Paper of this size can 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	Paper of this size can be set
Nagagata 4	Paper of this size cannot be set	Paper of this size can 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	Paper of this size can be set
Size Input	Cassette 1: 105 × 148 to 216 × 356 mm Cassette 2 to 5: 92 × 162 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°

To avoid trouble, be sure to load transparencies in portrait orientation (i.e., the longer edge facing the machine). 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.

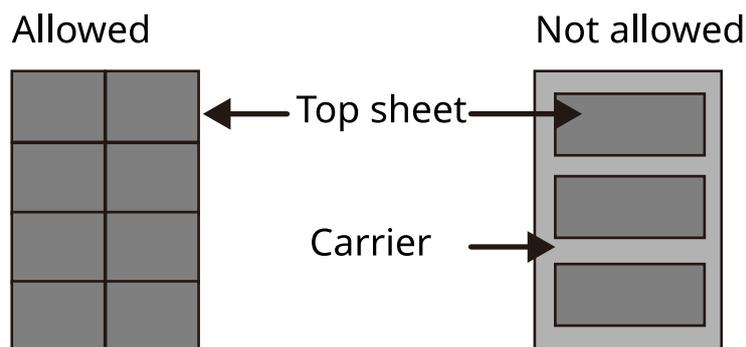
When printing onto labels, you must be liable for the print quality and possible trouble.



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.

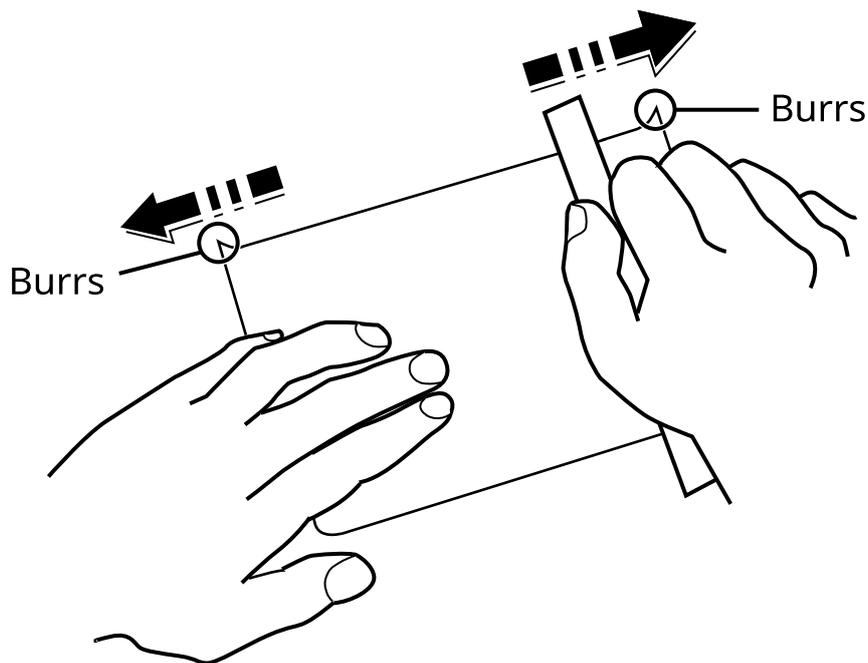
Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



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.

➔ [Basic Paper Specifications \(page 410\)](#)

In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications

➔ [Basic Paper Specifications \(page 410\)](#)

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.

➔ [Basic Paper Specifications \(page 410\)](#)

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
Paper Type (Cassette)	Plain, Transparency (OHP film), Preprinted, Bond, Recycled, Thin, Letterhead, Color, Prepunched, Thick, High Quality, Custom (Duplex: Same as Simplex except for OHP films.)
Paper Type (Multipurpose Tray)	Plain, Preprinted, Bond, Recycled, Thin, Letterhead, Color, Prepunched, Thick, High Quality, Label, Envelope, Hagaki (Cardstock), Coated, Custom
Paper Size (Cassette)	A4, A5, A5-R, A6, B5, B6, Letter, Legal, 216×340 mm, Executive, Oficio II, 16K, Statement, Statement-R, Folio, ISO B5, Custom (105×140 to 216×356 mm)
Paper Size (Multipurpose Tray)	A4, A5, A5-R, A6, B5, B6, Letter, Legal, 216 × 340 mm, Executive, Oficio II, 16K, Statement, Statement-R, Folio, ISO B5, Envelope Monarch, Envelope #10, Envelope DL, Envelope C5, Envelope #9, Envelope #6 3/4, Hagaki (Cardstock), Oufukuhagaki (Return postcard), Yougata 2, Yougata 4, Nagagata 3, Nagagata 4, Yougata 3, Custom (70×140 to 216×356 mm)
Warm-up Time (23°C/73.4°F, 60%)	20 seconds or less (from power ON)
Warm-up Time (23°C/73.4°F, 60%)	6 seconds or less (from sleep)
Paper Capacity (Cassette)	550 sheets (75 g/m ²) Up to upper limit height line in the cassette.
Paper Capacity (Multipurpose Tray)	100 sheets (75 g/m ²)
Output Tray Capacity (Inner tray)	500 sheets (80 g/m ²)
Image Write System	Semiconductor laser and electrophotography
Image Memory	Standard: 1024 MB (On-Board) Maximum: 3072 MB (+2048 MB DIMM)
Interface (Standard)	<ul style="list-style-type: none"> • USB Interface Connector: 1 (Super-Speed USB) • Network interface: 1 (10 BASE-T, 100 BASE-TX (TCP/IP, Net BEUI)) • USB Port: 1 (Hi-Speed USB)
Interface (Option)	eKUIO:1

Item	Specifications
Operating Environment (Temperature)	10 to 32.5C°
Operating Environment (Humidity)	10 to 80%
Operating Environment (Altitude)	3,500 m/11,482 ft maximum
Operating Environment (Brightness)	1,500 lux maximum
Dimension (W × D × H)	394 × 533 × 455 mm / 15.51" × 20.98" × 17.91"
Weight (without toner container)	33 kg / 68.34 lb
Space Required (W × D) (when using multipurpose tray)	394 × 725 mm / 15.51" × 28.54"
Power Source	120 V AC, 60 Hz: 9.9 A
The power consumption of the product in networked standby (If all network ports are connected.)	The information is available at the website below. https://www.kyoceradocumentsolutions.eu/en/about-us/our-brand/environmental-policy.html
Options	➔ Option configuration (page 402)

Printer Function

Print Speed

Paper Size	Black & White	Color
A4	45 sheets/min	45 sheets/min
Letter/Statement-R/A5-R	47 sheets/min	47 sheets/min
B5	15 sheets/min	15 sheets/min
A5/Statement	60 sheets/min	60 sheets/min
A6	30 sheets/min	30 sheets/min
Legal	38 sheets/min	38 sheets/min

Others

Item	Description
First Print Time (A4, feed from Cassette)	<p>Black & White 5.1 seconds or less</p> <p>Color 6.2 seconds or less</p>
Resolution	<ul style="list-style-type: none"> • Equivalent of 9600 dpi × 600 dpi • Equivalent of 1200 dpi × Equivalent of 1200 dpi
Operating System	<ul style="list-style-type: none"> • Windows 8.1 • Windows 10 • Windows 11 • Windows Server 2012/R2 • Windows Server 2016 • Mac OS X v10.9 or higher
Interface	<ul style="list-style-type: none"> • USB Interface Connector: 1 (Super-Speed USB) • Network interface: 1 (10 BASE-T/100 BASE-TX/1000 BASE-T) • Optional Interface (Option): 1 (For IB-50/IB-51 mounting) • Wireless LAN (Option): 1 (For IB-37/IB-38 mounting)
Page Description Language	PRESCRIBE
Emulation	<ul style="list-style-type: none"> • PCL6 (PCL5c/PCL-XL) • KPDL3 AES • PDF Direct Print • XPS

Paper Feeder (550-sheet)

Setting	Specifications
Paper Supply Method	Friction roller feeder Capacity 550 sheets (75 g/m ²) × up to 4 cassettes
Paper Size	A4, A5-R, B5, Letter, Legal, B6, Folio, 216 × 340 mm, Statement-R, Executive, Oficio II, 16K, ISO B5, Envelope #10, Envelope #9, Envelope #6 3/4, Envelope Monarch, Envelope DL, Envelope C5, Youkei 4, Youkei 2, Custom (92 × 162 to 216 × 356 mm)
Supported Paper	Paper thickness: 60 to 220 g/m ² Media types: Plain, Preprinted, Bond, Recycled, Thin, Letterhead, Color, Prepunched, Thick, High Quality, Custom, Label, Envelope, Coated
Dimensions (W × D × H)	394 × 532 × 116 mm / 15.51" × 20.94" × 4.56"
Weight	4.4 kg / 9.70 lb

Backing up your data

If the SSD or 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 KYOCERA Net Viewer.
 - ➔ [Backing up your data using KYOCERA Net Viewer \(page 423\)](#)
- Take a backup using Command Center RX.
 - ➔ [Backing up your data using Command Center RX \(page 423\)](#)

Backing up your data using KYOCERA Net Viewer

Use KYOCERA Net Viewer to regularly back up the data below that is saved on the machine.

- System Settings
- Network Settings
- User List
- Document Box Settings (Except for the file in the Custom Box)

Backing up your data using Command Center RX

Use Command Center RX to regularly back up data saved in the Document Box to your PC.

1 Display the screen.

- 1
- 2 Launch your Web browser.

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 [Selected Files].
- 3 Specify the [Image Quality] 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 Command Center 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)

HTTPS 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)

Clientside Settings

The setting item which can be set or configured from Command Center 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 Command Center 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 Command Center 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 Command Center 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 Command Center 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 Command Center 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 Command Center 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 Command Center 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)

Send Protocols: SMTP (E-mail TX)

The setting item which can be set or configured from Command Center 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 Command Center 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

NetBEUI

Level 1	Level 2	Level 3
On	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 [Level 2] or [Level 3] in "Security Quick Setup", this setting will disappear.

WSD Print

Level 1	Level 2	Level 3
On	Off	Off

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

Optional Interface

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)

For the Kyocera contact, see the link in the group directory.

<https://www.kyoceradocumentsolutions.com/company/directory.html>