

MODEL

**AR-M256**  
**AR-M316**

## DIGITAL MULTIFUNCTIONAL SYSTEM

### KEY OPERATOR'S GUIDE

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**The key operator code is initially set to "00000" at the factory.**

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# PURPOSE OF THE KEY OPERATOR PROGRAMS

The key operator programs are used by the key operator (administrator of the machine) to customize certain features of the machine to better meet the needs of users.

This guide explains key operator programs that are common to all functions of the multifunction system (copy function, fax function, printer function, and network scanner function), as well as programs that are specific to the copy function, printer function, and network scanner function. Programs that are specific to the fax function are explained in the following manual:

- Fax function ..... "AR-FX7 Operation manual" (Chapter 8)

In order to access the key operator programs, the key operator code must be entered.

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# PROGRAMMING A KEY OPERATOR CODE

The key operator code is a 5-digit number that must be entered in order to access the key operator programs. The key operator (administrator of the machine) should change the default key operator code that was set at the factory to a new 5-digit number. Be sure to remember the new key operator code, as it must be entered each time the key operator programs are subsequently used. (Only one key operator code can be programmed.)

To change the key operator code, see "USING THE KEY OPERATOR PROGRAMS" on the following page.

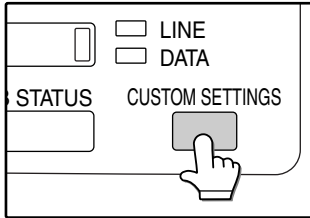
**The key operator code is initially set to "00000" at the factory.**

# USING THE KEY OPERATOR PROGRAMS

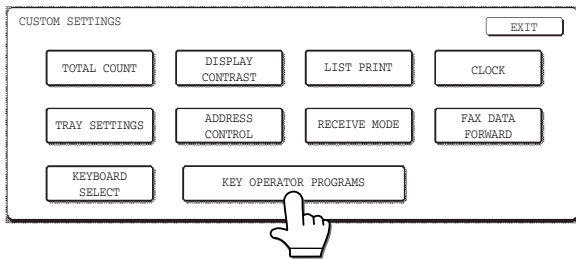


When using the key operator programs for the first time, change the factory default key operator code to a new code. (Step 3 to step 5)

## 1 Press the [CUSTOM SETTINGS] key.



## 2 Touch the [KEY OPERATOR PROGRAMS] key.

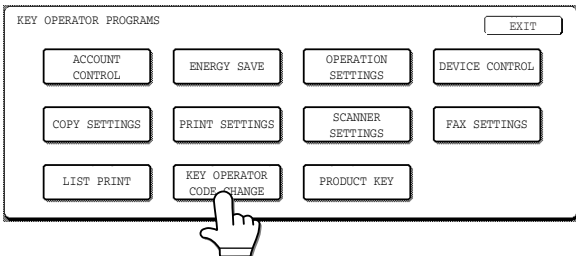


## 3 Use the numeric keys to enter the five-digit key operator code.



Each time a digit is entered, the dash (-) that indicates the digit will change to an asterisk (\*). The factory default setting for the key operator code is 00000.

## 4 Touch a key to select the desired category of key operator programs.

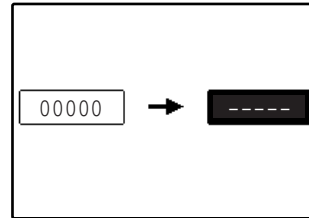


### Example:

To change the key operator code, touch the [KEY OPERATOR CODE CHANGE] key.

- Each time you need to configure a program, use this procedure to select the program.
- In the following steps, the setting screen for the selected program appears. Refer to the explanation of the program to select the desired setting (the explanations of the programs begin on page 8).

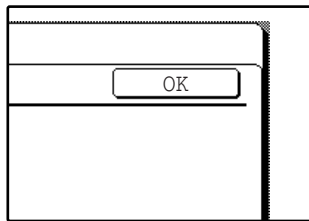
## 5 Use the numeric keys to enter the new 5-digit key operator code.



Use a number for the key operator code that has not been programmed as an account number for auditing mode (a number that has been programmed as an account number cannot

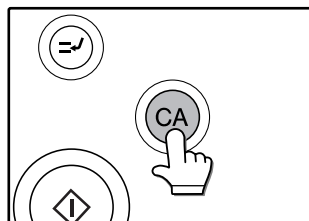
be used). The entered number will be the new key operator code. Be sure to remember this number.

## 6 Touch the [OK] key. You will return to the screen of step 4.



This completes the procedure for changing the key operator code. If you wish to configure another program, touch the key of the desired program in the screen of step 4.

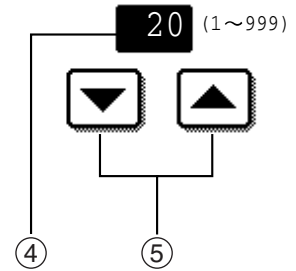
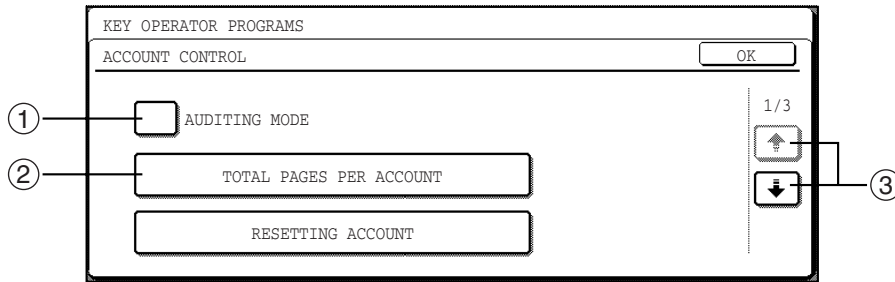
## 7 Press the [CLEAR ALL] key (CA) to exit the program.



## KEYS USED IN KEY OPERATOR PROGRAMS

Example: Auditing mode

The following keys appear in screens that require the entry of numerical values.



- ① When a checkbox () appears in front of a setting, a checkmark () will appear when the checkbox is touched. This indicates that the setting is enabled. If a checkbox with a checkmark () is touched, the checkmark is cleared () and the setting is disabled.
- ② When a key that appears in the form  is touched, the setting screen of that key will appear.
- ③ If the settings continue on the following screen(s), touch the  and  keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.
- ④ The currently set numerical value is displayed.
- ⑤ Numerical values can be set by touching the  and  keys.

# KEY OPERATOR PROGRAM LIST



The key operator programs that can be accessed depend on the optional equipment that is installed.

## GENERAL PROGRAMS

Program name	Factory default settings	Page
<b>ACCOUNT CONTROL</b>		
AUDITING MODE	Disabled	8
TOTAL PAGES PER ACCOUNT	—	8
RESETTING ACCOUNT	—	8
ACCOUNT NUMBER CONTROL	—	9
ACCOUNT LIMIT SETTING	—	9
ACCOUNT NUMBER SECURITY	Disabled	9
CANCEL JOBS OF INVALID ACCOUNTS *4	Disabled	9
<b>ENERGY SAVE</b>		
AUTO POWER SHUT-OFF	Enabled	10
AUTO POWER SHUT-OFF TIMER	60 (min.)	10
PREHEAT MODE SETTING	15 (min.)	10
TONER SAVE MODE	Disabled	10
<b>OPERATION SETTINGS</b>		
AUTO CLEAR SETTING	60 (sec)	11
MESSAGE TIME SETTING	6 (sec)	11
KEYS TOUCH SOUND	<ul style="list-style-type: none"> <li>• KEYS TOUCH SOUND: Short</li> <li>• KEYS TOUCH SOUND AT INITIAL POINT: Disabled</li> </ul>	11
TOUCH KEY OPERATION SETTING	<ul style="list-style-type: none"> <li>• Time to entry: 0.0 (sec)</li> <li>• DISABLE AUTO KEY REPEAT: Disabled</li> </ul>	11
DISABLE INTERRUPT PRINT JOB	Disabled	11
STREAM FEEDING MODE	Disabled	12
DISPLAY LANGUAGE SETTING	ENGLISH	12
DISABLE DISPLAY TIMEOUT	Disabled	12
DISABLING OF TRAY SETTINGS	Disabled	12
DISABLING OF CLOCK ADJUSTMENT	Disabled	12

Program name	Factory default settings	Page
<b>DEVICE CONTROL</b>		
DISABLING OF DOCUMENT FEEDER	Disabled	12
DISABLING OF DUPLEX	Disabled	12
DISABLING OF STAPLER *2	Disabled	12
OUTPUT TRAYS *3	PATTERN 1	13
OFFSET FUNCTION SETTING	Enabled	13
MEMORY FOR PRINTER	<ul style="list-style-type: none"> <li>• 50%</li> <li>• MEMORY AREA FOR PRINT HOLD *4 : 30%</li> </ul>	13
DISABLING OF CENTRE TRAY COUNTING	Disabled	13
RETURN FROM COPY MODE TIMING	60 (sec)	13
MIX SIZE ORIGINAL FEEDING MODE	Disabled	13
SECURITY SETTINGS	—	13
<b>KEY OPERATOR CODE CHANGE</b>	<b>00000</b>	14
<b>PRODUCT KEY *4</b>		
PS3 EXPANSION KIT *4	—	14
NETWORK SCANNER EXPANSION KIT *5	—	14
E-MAIL ALERT AND STATUS *4	—	14
SERIAL NUMBER	—	14

## PROGRAMS FOR COPY MODE

Program name	Factory default settings	Page
<b>COPY SETTINGS</b>		
INITIAL STATUS SETTINGS	—	15
ROTATION COPY SETTING	Enabled	15
EXPOSURE ADJUSTMENT	<ul style="list-style-type: none"> <li>• Document glass: 3</li> <li>• Document feeder: 3 *2</li> </ul>	15
AUTO PAPER SELECTION SETTING	PLAIN PAPER	15
SETTING A MAXIMUM NUMBER OF COPIES	999	15
SORT AUTO SELECT	Enabled	15
DISABLING DELETION OF JOB PROGRAMS	Disabled	15
CARD SHOT SETTINGS	—	15

## PROGRAMS FOR PRINT MODE

Program name	Factory default settings	Page
<b>PRINT SETTINGS</b>		
<b>DEFAULT SETTINGS</b>		
PROHIBIT NOTICE PAGE PRINTING	Disabled	16
PRINT DENSITY LEVEL	3	16
PROHIBIT TEST PAGE PRINTING *4	Disabled	16
ROTATED PRINT	Enabled	16
FORCED OUTPUT OF PRINT	Disabled	16
EXCLUDE BYPASS-TRAY FROM ATS	Enabled	16
DISABLE DEFAULT SETTING CHANGES *4	Disabled	16
<b>INTERFACE SETTINGS</b>		
HEXADECIMAL DUMP MODE *4	Disabled	17
I/O TIMEOUT	180 (sec) 60 (sec) *4	17
PARALLEL PORT EMULATION SWITCHING *4	AUTO	17
USB PORT EMULATION SWITCHING *4	PCL	17
NETWORK PORT EMULATION SWITCHING *4	AUTO	17
PORT SWITCHING METHOD *4	SWITCH AT END OF JOB	18
ENABLE PARALLEL PORT *4	Enabled	18
ENABLE USB PORT *4	Enabled	18
ENABLE NETWORK PORT *4	Enabled	18
ENABLE ECP *4	Disabled	18
<b>NETWORK SETTINGS *4</b>		
IP ADDRESS SETTING	DHCP: Enabled	18
ENABLE TCP/IP	Enabled	18
ENABLE NetWare	Enabled	18
ENABLE EtherTalk	Enabled	19
ENABLE NetBEUI	Enabled	19
RESET THE NIC	—	19
<b>INITIALISE AND/OR STORE SETTINGS *4</b>		
RESTORE FACTORY DEFAULTS	—	19
STORE CURRENT CONFIGURATION	—	19
RESTORE CONFIGURATION	—	19

## PROGRAMS FOR NETWORK SCANNER MODE

Program name	Factory default settings	Page
<b>SCANNER SETTINGS *1</b>		
INITIAL FILE FORMAT SETTING	<ul style="list-style-type: none"> <li>File type: TIFF</li> <li>Compression mode: G4</li> <li>Number of pages per file: All</li> </ul>	20
INITIAL QUALITY SETTING	<ul style="list-style-type: none"> <li>Original image type: Text/Photo</li> <li>Exposure: Auto</li> </ul>	20
INITIAL RESOLUTION SETTING	300 dpi	20
DEFAULT DISPLAY SETTINGS	CONDITION SETTINGS	20
THE NUMBER OF DIRECT ADDRESS / SENDER KEYS DISPLAYED SETTING	8 (keys)	20

\*1 Appears when the scanner function is enabled.

\*2 Appears when a FINISHER is installed.

\*3 Can be enabled when the printer or fax function is enabled and a JOB SEPARATOR TRAY KIT or FINISHER is installed.

\*4 Appears when the PRINTER EXPANSION KIT is installed.

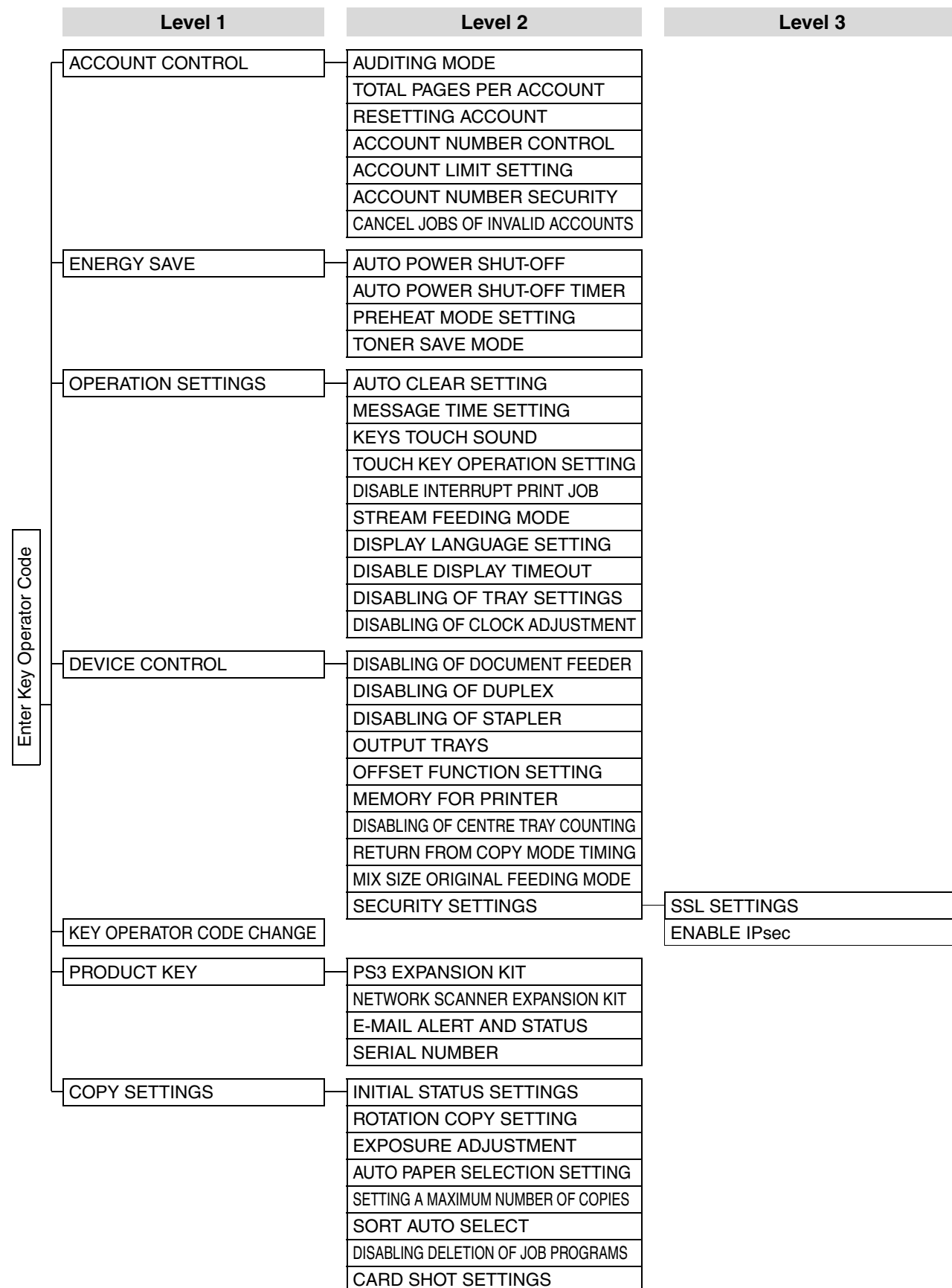
\*5 Appears when the PRINTER EXPANSION KIT and EXPANSION MEMORY are installed.

# KEY OPERATOR PROGRAM MENU

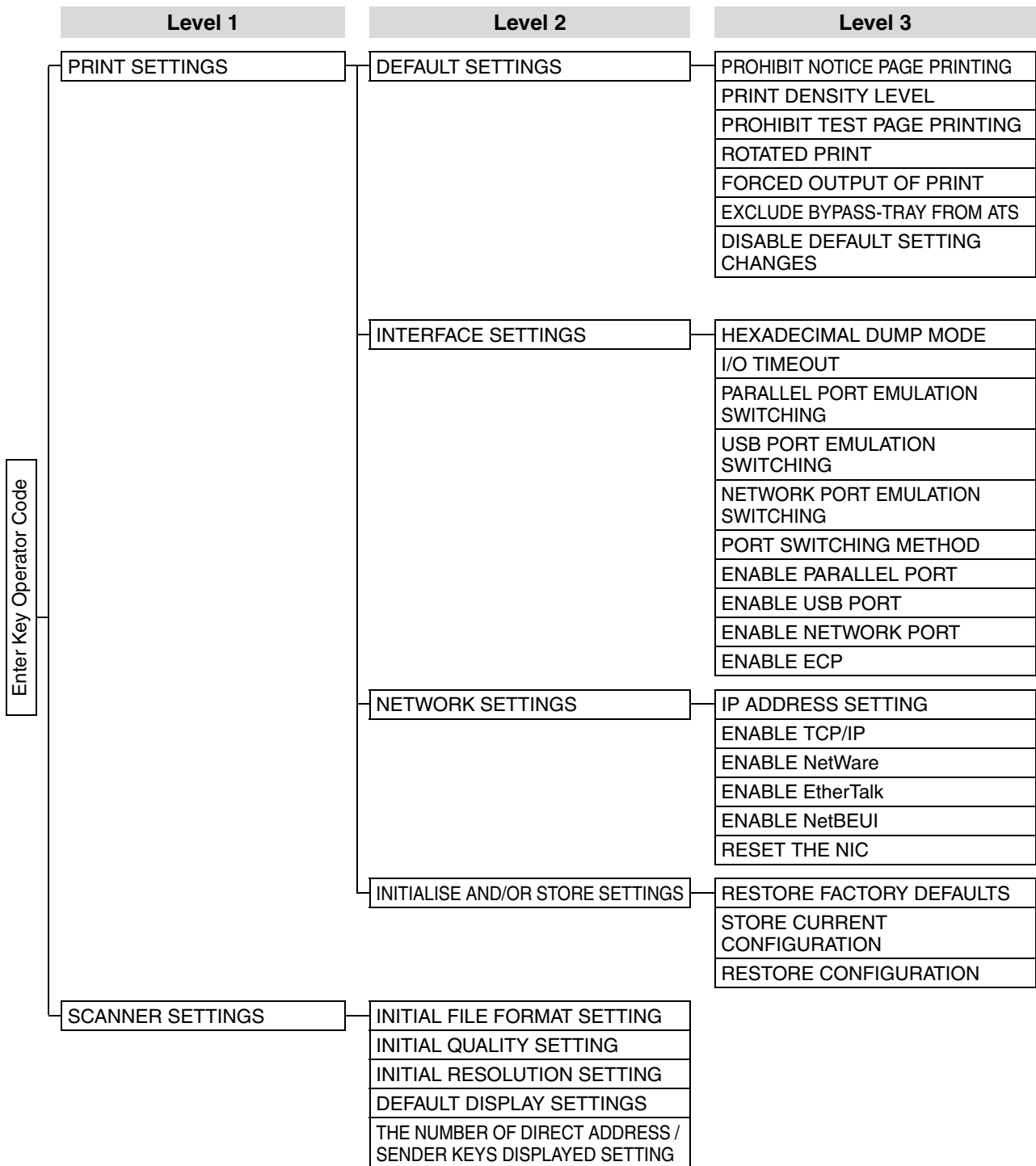
The key operator programs are arranged in the following menu.

Refer to this menu when enabling or disabling the settings that are explained beginning on page 8.

\* Some programs contain an additional level of settings (setting screen).



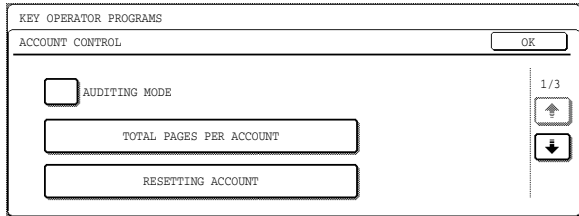




# GENERAL PROGRAMS

This chapter explains key operator programs that are common to all functions of the multifunction system (copy function, fax function, printer function, and network scanner function).

## ACCOUNT CONTROL



"ACCOUNT CONTROL" consists of the following programs.

- AUDITING MODE
- TOTAL PAGES PER ACCOUNT
- RESETTING ACCOUNT
- ACCOUNT NUMBER CONTROL
- ACCOUNT LIMIT SETTING
- ACCOUNT NUMBER SECURITY
- CANCEL JOBS OF INVALID ACCOUNTS \*

\* Appears when the PRINTER EXPANSION KIT is installed.

### AUDITING MODE

When AUDITING MODE is enabled, a count is kept of the pages printed by each account (up to 100 accounts can be established). The page counts can be viewed in the display. This program is initially disabled (factory default setting).



After enabling "AUDITING MODE", program account numbers using "ACCOUNT NUMBER CONTROL".

When using the copy function, fax function, or network scanner function, an account number must be entered to scan an original.

## TOTAL PAGES PER ACCOUNT

This program is used to display the page counts of each account. Misfed pages are not included in the page counts. When the fax and network scanner functions are used, the fax and network scanner page counts show the number of pages transmitted.

Touch the [TOTAL PAGES PER ACCOUNT] key to display the page count screen.

ACCOUNT NUMBER	COPIES (LIMIT)	PRINTS	SCAN	FAX SEND	
11111	123,456 (150,000)	123,456	123,456	123,456	1/2
22222	123,456 (150,000)	123,456	123,456	123,456	↑
33333	123,456 (150,000)	123,456	123,456	123,456	↓
44444	123,456 (150,000)	123,456	123,456	123,456	

## RESETTING ACCOUNT

This program is used to reset the page counts of each account to zero.

When the fax and network scanner functions are used, this program resets the fax and network scanner page counts to zero.

Touch the [RESETTING ACCOUNT] key to display the account reset screen.

ACCOUNT NUMBER	COPIES (LIMIT)	PRINTS	SCAN	FAX SEND	
11111	123,456 (150,000)	123,456	123,456	123,456	1/2
22222	123,456 (150,000)	123,456	123,456	123,456	↑
33333	123,456 (150,000)	123,456	123,456	123,456	↓
44444	123,456 (150,000)	123,456	123,456	123,456	

### ● Resetting a single account

Touch the key of the account that you wish to reset, and then select [YES] in the confirmation screen. If the account that you wish to reset does not appear, touch the ↑ key or ↓ key until the account appears. When finished, touch the [OK] key.

### ● Resetting all accounts

Touch the [RESET] key and then select [YES]. When finished, touch the [OK] key.

## ACCOUNT NUMBER CONTROL

This program is used to store, delete, and change account numbers for AUDITING MODE. A maximum of 100 account numbers can be stored.

### ● Storing a new account number

To store a new account number, touch the [ENTER] key and then use the numeric keys to enter a 5-digit account number. Touch the [ENTER] key to store the number. After storing the account number, you can continue storing other account numbers. Note that the same number as the key operator code cannot be stored.

### ● Deleting an account number

To delete an account number, touch the [DELETE] key and then select whether you wish to delete a single account number or all account numbers. To delete a single account number, use the numeric keys to enter the account number that you wish to delete and then touch the [ENTER] key. To delete all account numbers, touch the [DELETE] key and then touch [YES] in the screen that appears to confirm the deletion.

### ● Changing an account number

To change an account number, touch the [CHANGE] key and use the numeric keys to enter the account number that you wish to change. Enter the new account number and then touch the [ENTER] key. After changing the account number, you can continue changing other account numbers. If you make a mistake while entering the account number that you wish to change and enter a number that is not in use, an alarm will sound and the display will change to hyphens (-).

## ACCOUNT LIMIT SETTING

A limit for the number of copies that can be made can be set for a single account or for all accounts at once. The maximum limit that can be entered is 999,999. Touch the [ACCOUNT LIMIT SETTING] key to display the account limit setting screen.

### ● Setting a limit for a single account

Use the numeric keys to enter the number of the account for which you wish to set a limit, and then enter the limit. When finished, touch the [ENTER] key.

If you enter an account number that already has a limit, the limit will appear in the display. To change the limit, press the [CLEAR] key ( $\square$ ) (the display will change to hyphens (-)) and then enter the new limit.

If you touch the [ENTER] key while the display shows hyphens (-) for the limit, the limit set for the account will be cancelled. When you have finished setting a limit for one account, you can continue setting limits for other accounts.

When finished, touch the [OK] key to exit.

### ● Setting a limit for all accounts

Touch the [LIMIT] key. [ALL] will appear in the account number entry screen.

Enter a limit for all accounts in the same way as explained above for a single account.

When finished, touch the [OK] key to exit.

## ACCOUNT NUMBER SECURITY

This program is used to display an alarm and prohibit entry of account numbers for one minute if an incorrect account number is entered three times in a row when "AUDITING MODE" is enabled. (This prevents unauthorised people from attempting to guess an account number.)

This program is initially disabled (factory default setting).

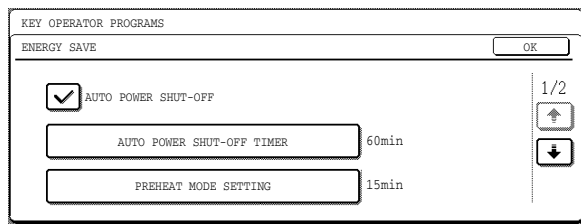
## CANCEL JOBS OF INVALID ACCOUNTS

This program is used to control use of the printer function when "AUDITING MODE" is enabled. When this program is enabled, the machine will not print a print job if the operator enters an invalid account number at the computer or fails to enter an account number.

When the program is disabled, print jobs received without the entry of a valid account number will be printed and the number of pages will be included in the [OTHERS] count.

This program is initially disabled (factory default setting).

## ENERGY SAVE



"ENERGY SAVE" provides the following four programs to reduce your power costs. From an environmental perspective, this also helps conserve natural resources and reduce pollution.

- AUTO POWER SHUT-OFF
- AUTO POWER SHUT-OFF TIMER
- PREHEAT MODE SETTING
- TONER SAVE MODE

### AUTO POWER SHUT-OFF

If the machine is not used for the amount of time set in "AUTO POWER SHUT-OFF TIMER", AUTO POWER SHUT-OFF will activate and switch the machine to a standby state that conserves the maximum amount of energy. This program can be used to prevent AUTO POWER SHUT-OFF from operating. When this is done, the "AUTO POWER SHUT-OFF TIMER" setting is disabled. Use this program when circumstances require that AUTO POWER SHUT-OFF be disabled. This program is initially enabled (factory default setting).



**Rather than disabling the auto power shut-off feature, we suggest that you first try lengthening the time set in "AUTO POWER SHUT-OFF TIMER" In most cases a suitable timer setting will allow work to proceed with minimal delay and still enable you to enjoy the benefits of power conservation.**

### AUTO POWER SHUT-OFF TIMER

This program is used to set the amount of time after which "AUTO POWER SHUT-OFF" activates when the machine is not used.

This function allows you to reduce power costs, and at the same time helps conserve natural resources and reduce pollution.

The time can be set to as long as 240 minutes in increments of one minute.

The factory default setting is "60" (min.).



- Select a suitable time according to your pattern of use of the machine.
- If "AUTO POWER SHUT-OFF" is disabled, the time setting is also disabled.

### PREHEAT MODE SETTING

If the printer is not used for the length of time set with this program after printing is finished, it will enter preheat mode. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the most suitable setting to match your pattern of use of the printer.

The time can be set to as long as 240 minutes in increments of one minute. (Preheat mode cannot be disabled.)

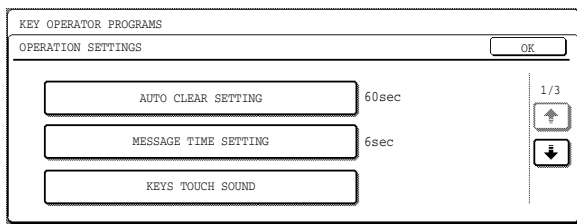
The factory default setting is "15" (min.).

### TONER SAVE MODE

The toner save mode will reduce toner consumption by approximately 10% in the automatic, text, and text/photo exposure modes. Copies will be lighter but still adequate for general use. Selection of this mode has no effect on the photo and super photo modes.

This program is initially disabled (factory default setting).

# OPERATION SETTINGS



The "OPERATION SETTINGS" are related to basic operation of the machine and consist of the following programs:

- AUTO CLEAR SETTING
- MESSAGE TIME SETTING
- KEYS TOUCH SOUND
- TOUCH KEY OPERATION SETTING
- DISABLE INTERRUPT PRINT JOB
- STREAM FEEDING MODE
- DISPLAY LANGUAGE SETTING
- DISABLE DISPLAY TIMEOUT
- DISABLING OF TRAY SETTINGS
- DISABLING OF CLOCK ADJUSTMENT

## AUTO CLEAR SETTING

If no action is taken for a certain length of time when viewing information on finished jobs, jobs in progress, or stored jobs, the auto clear function activates and returns the display to the initial screen of copy mode or the job status screen. AUTO CLEAR SETTING is used to set the amount of time that must elapse for the auto clear function to activate. The time can be set from 10 seconds to 240 seconds in increments of 10 seconds, or the auto clear function can be disabled. (This setting only operates in copy mode and network scanner mode.)

The factory default setting is "60" (sec.).

## MESSAGE TIME SETTING

This program is used to set the length of time that messages appear in the display (this applies to messages that appear for a certain length of time and then automatically disappear.)

The time can be set to as long as 12 seconds in increments of one second.

The factory default setting is "6" (sec.).

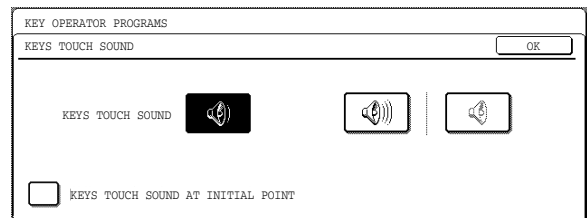
## KEYS TOUCH SOUND

This program is used to select whether or not a beep is sounded when a key is touched, and if sounded, what type of beep.

The program is also used to select whether or not a special key touch beep is sounded at the initial point of a setting.

The factory default settings are as follows:

- KEYS TOUCH SOUND: Short
- KEYS TOUCH SOUND AT INITIAL POINT: Disabled



- key .... Touch this key to select a short beep volume. A single short beep indicates a valid key, and a double short beep indicates an invalid key.
- key .... Touch this key to select a long beep volume. A single long beep indicates a valid key, and a double long beep indicates an invalid key.
- key .... Touch this key to disable key touch beeps.

Select the [KEYS TOUCH SOUND AT INITIAL POINT] checkbox to have three long beeps sound (when the beep volume is set to long) or three short beeps sound (when the beep volume is set to short) when the initial point of a setting is reached while selecting basic settings. The initial point settings are as follows:

Mode	Initial point (set from initial screen)
Copy mode	Ratio: 100% Exposure: 3
Fax mode	Exposure: 3
Network scanner mode	Exposure setting: 3

## TOUCH KEY OPERATION SETTING

These programs are used to set the length of time that must elapse until a setting is entered after a key is touched, and to disable key repeat.

The setting entry time can be set from 0.0 seconds to 2.0 seconds in increments of 0.5 seconds.

When [DISABLE AUTO KEY REPEAT] is enabled, only one touch is registered if key is touched continuously.

The factory default settings are as follows:

- Time to entry: 0.0 (sec.)
- DISABLE AUTO KEY REPEAT: Disabled

## DISABLE INTERRUPT PRINT JOB

(When the printer function is enabled)

Enable this program if you wish to prevent pausing of printing for interrupt copy jobs.

This program is initially disabled (factory default setting).

## STREAM FEEDING MODE

(When an RSPF is installed)

Use this program to enable stream feeding mode. When this mode is enabled and originals are scanned from the RSPF, an original can be added to the RSPF within 5 seconds after the previous original is fed, and be automatically scanned using the settings of the previous original. This function can be used with the copy function and the scanner function.

This program is initially disabled (factory default setting).

## DISPLAY LANGUAGE SETTING

This program is used to change the language used in the display.

The factory default setting is "ENGLISH".

## DISABLE DISPLAY TIMEOUT

When this program is disabled, the display will close the screen that is currently open and return to the initial screen if no keys are touched for 60 seconds.

When the program is enabled, the display will not close the screen that is currently open.

This program is initially disabled (factory default setting).

## DISABLING OF TRAY SETTINGS

This program can be enabled to prohibit changes to the paper tray settings in the user settings.

Note that bypass tray settings will still be possible.

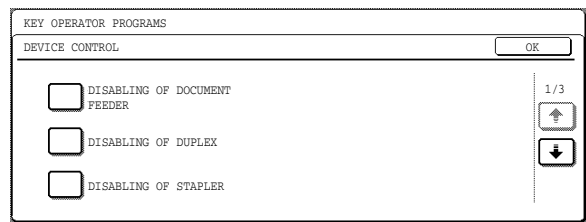
This program is initially disabled (factory default setting).

## DISABLING OF CLOCK ADJUSTMENT

This program can be enabled to prohibit adjustment of the "CLOCK" setting in the custom settings.

This program is initially disabled (factory default setting).

## DEVICE CONTROL



Use these programs when a peripheral device on the machine has failed or when you wish to temporarily disable a device. The programs can also be used to change the function setting of a device as required by your conditions of use.

"DEVICE CONTROL" consists of the following programs:

- DISABLING OF DOCUMENT FEEDER
- DISABLING OF DUPLEX
- DISABLING OF STAPLER
- OUTPUT TRAYS
- OFFSET FUNCTION SETTING
- MEMORY FOR PRINTER
- DISABLING OF CENTRE TRAY COUNTING
- RETURN FROM COPY MODE TIMING
- MIX SIZE ORIGINAL FEEDING MODE
- SECURITY SETTINGS

## DISABLING OF DOCUMENT FEEDER

(When an RSPF is installed)

Use this program when the RSPF is not operational or you wish to disable the automatic feeding function. (Originals can still be scanned using the document glass.)

This program is initially disabled (factory default setting).

## DISABLING OF DUPLEX

Use this program when you wish to disable the two-sided printing function or the function has failed. When this program is enabled, only one-sided printing is possible. This program is initially disabled (factory default setting).

## DISABLING OF STAPLER

(When a FINISHER is installed)

Use this program to disable stapling.

When this program is enabled, stapling does not take place. This program is initially disabled (factory default setting).

## OUTPUT TRAYS

(When the printer or fax function is enabled and a **JOB SEPARATOR TRAY KIT** or **FINISHER** is installed)

This program is used to select the respective output trays for the copy, printer, and fax functions.

The factory default setting is "PATTERN 1".

**Example:** When a **FINISHER** is installed

\* Settings that can be selected vary depending on the options that are installed.

Settings	Description
PATTERN 1	Copy: Offset tray Printer: Centre tray Fax: Top tray
PATTERN 2	Copy: Centre tray Printer: Offset tray Fax: Top tray
PATTERN 3 (When the fax function is enabled)	Copy: Centre tray Printer: Offset tray Fax: Centre tray
PATTERN 4 (When the fax function is enabled)	Copy: Offset tray Printer: Centre tray Fax: Centre tray

## OFFSET FUNCTION SETTING

This program is used to enable or disable the offset functions of the centre tray and offset tray (when a **FINISHER** is installed).

This program is initially enabled (factory default setting).

## MEMORY FOR PRINTER

This program is used to set the amount of IMC memory that is allocated to the printer function. The amount of memory can be set from 30% to 70% in increments of 10%.

The factory default settings are as follows:

- 50 (%)
- THE MEMORY AREA FOR PRINT HOLD: 30 (%)

### ● Memory allocated to print hold (When the **PRINTER EXPANSION KIT** is installed)

To set the amount of memory allocated to print hold, touch the [THE MEMORY AREA FOR PRINT HOLD] key. The amount of memory can be set from 30% to 70% in increments of 10%. If 0% is selected, the print hold function cannot be used.

## DISABLING OF CENTRE TRAY COUNTING

This program is used to disable counting of pages delivered to the centre tray.

When this program is enabled, centre tray full detection does not take place.

This program is initially disabled (factory default setting).

## RETURN FROM COPY MODE TIMING

(When the printer function or fax function is enabled)

This program is used to set the amount of time that must elapse after a copy job is finished before the printer or fax function resumes operation. The amount of time can be set from 1 second to 60 seconds in increments of 1 second.

The factory default setting is "60" (sec.).

## MIX SIZE ORIGINAL FEEDING MODE

(When an **RSPF** is installed)

When this program is enabled, originals of mixed length (the widths must be the same) can be scanned in copy mode and each original copied onto the corresponding length of paper.

This program is initially disabled (factory default setting).

## SECURITY SETTINGS

The following settings are related to security. Touch the [SECURITY SETTINGS] key to configure the settings.

When any of these settings are changed, you must exit the administrator settings, turn off the main switch, wait a brief interval, and then turn the main switch back on to make the new settings take effect.

### ● SSL SETTINGS

SSL can be used for data transmission over a network.

SSL is a protocol that enables the encryption of information communicated over a network.

Encrypting data makes it possible to transmit and receive sensitive information safely.

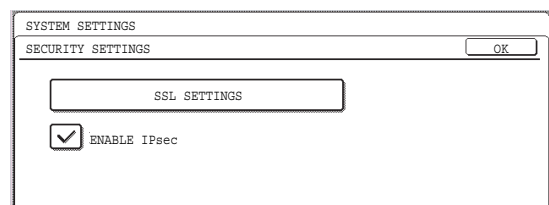
- HTTPS: Apply SSL encryption to HTTP communication.
- IPP-SSL: Apply SSL encryption to IPP communication.

### ● ENABLE IPsec

IPsec can be used for data transmission/reception on a network. When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.

This setting is only used to enable or disable IPsec; detailed IPsec settings are configured in the Web pages.

Some Web page settings may not allow connection to the machine, or the settings may not allow printing, scanning, or Web page display. In this case, deselect [ENABLE IPsec] in this screen and change the Web page settings.



## KEY OPERATOR CODE CHANGE

This program is used to change the key operator code that must be entered to configure the key operator programs. When the machine is first used, the key operator (administrator of the machine) should change the key operator code that was set at the factory to the desired 5-digit code. (A number that has been programmed as an account number cannot be used.) Only one key operator code can be programmed. The factory default setting for the key operator code is **00000**.

## PRODUCT KEY (When the PRINTER EXPANSION KIT is installed)

The screenshot shows a window titled "KEY OPERATOR PROGRAMS" with a sub-header "PRODUCT KEY" and an "OK" button in the top right corner. Below the header, there are four buttons arranged in a 2x2 grid: "PS3 EXPANSION KIT", "NETWORK SCANNER EXPANSION KIT", "E-MAIL ALERT AND STATUS", and "SERIAL NUMBER".

Use these programs to enter the product keys for the following options.

### PS3 EXPANSION KIT (When the PRINTER EXPANSION KIT is installed)

This program is used to enter the product key that enables the machine to be used as a PostScript printer. Ask your dealer for the product key.

### NETWORK SCANNER EXPANSION KIT (When the PRINTER EXPANSION KIT and EXPANSION MEMORY are installed)

This program is used to enter the product key for the network scanner function. Ask your dealer for the product key.

### E-MAIL ALERT AND STATUS (When the PRINTER EXPANSION KIT is installed)

This program is used to enter the product key for E-MAIL ALERT AND STATUS, which enables customer product support via a network system. Ask your dealer for the product key.

### SERIAL NUMBER

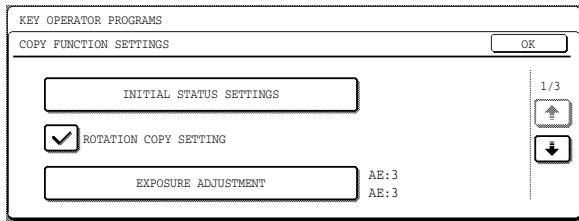
Use this program to display the serial number of the machine. The serial number is required when obtaining product keys for PS3 EXPANSION KIT, NETWORK SCANNER EXPANSION KIT and the E-MAIL ALERT AND STATUS.



# PROGRAMS FOR COPY MODE

This chapter explains the key operator programs that are used for copy mode.

## COPY SETTINGS



"COPY SETTINGS" consists of the following programs:

- INITIAL STATUS SETTINGS
- ROTATION COPY SETTING
- EXPOSURE ADJUSTMENT
- AUTO PAPER SELECTION SETTING
- SETTING A MAXIMUM NUMBER OF COPIES
- SORT AUTO SELECT
- DISABLING DELETION OF JOB PROGRAMS
- CARD SHOT SETTINGS

### INITIAL STATUS SETTINGS

The copy settings revert to the default settings when the power switch is turned on, when the [CLEAR ALL] key (Ⓢ) is pressed, or when the auto clear time elapses. This program is used to change the default settings, or return changed default settings to the initial factory default settings.

Defaults for the following copy settings can be changed:

- Paper tray
- Exposure mode
- Copy ratio
- Duplex function
- Post-processing functions\* (non-sort, sort, staple sort, and group)

\*Settings for the post-processing functions vary depending on whether or not a FINISHER is installed.



If this program is used to change the default setting for the duplex function to other than "one-sided" → "one-sided" and the RSPF fails or is disabled, the setting will revert to "one-sided" → "one-sided".

- \* DISABLING OF DOCUMENT FEEDER (p.12)
- DISABLING OF DUPLEX (p.12)

### ROTATION COPY SETTING

When this program is enabled, the original image is automatically rotated 90 degrees in the event that the original and the paper are in different orientations. (Rotation can only take place when auto paper selection and automatic ratio selection are used.) This program is initially enabled (factory default setting).

### EXPOSURE ADJUSTMENT

This program is used to adjust the exposure level when "Auto" is used for the copy exposure.

The auto exposure level can be set separately for the document glass and RSPF.

[1] is the lightest level and [5] is the darkest level.

The factory default settings are as follows:

- Document glass: 3
- Document feeder: 3

### AUTO PAPER SELECTION SETTING

This program is used to select the paper type\* that is used when the automatic paper selection function operates. "PLAIN PAPER" or "PLAIN AND RECYCLE PAPER" can be selected. Auto paper selection can also be disabled with this program.

The factory default setting is "PLAIN PAPER".

\* The paper type set for each tray in the tray settings of the user settings. (See "CUSTOM SETTINGS" in the operation manual for copier.)

### SETTING A MAXIMUM NUMBER OF COPIES

This program is used to set the maximum number of copies that are allowed per original.

Any number from 1 to 999 can be set for the maximum.

The factory default setting is "999".

### SORT AUTO SELECT

(When an RSPF is installed)

This program can be used to disable automatic selection of the sort function.

This program is initially enabled (factory default setting).

### DISABLING DELETION OF JOB PROGRAMS

This program is used to prevent copy settings stored in job programs from being changed or deleted.

This program is initially disabled (factory default setting).

### CARD SHOT SETTINGS

This program is used to set the initial original card size for the card shot function. Entry of the X dimension (width) is initially selected. Touch the keys to enter the Y dimension (length) in the same way. To have "FIT TO PAGE" be initially selected when the card shot screen is opened, touch the [FIT TO PAGE] key.

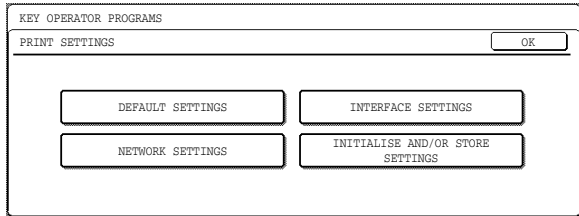
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# PROGRAMS FOR PRINT MODE

This chapter explains key operator programs that are used for the printer function. These programs can only be configured on models that have the printer function.

## PRINT SETTINGS



### DEFAULT SETTINGS

These programs allow you to change certain default settings for the printer function.

The "DEFAULT SETTINGS" consist of the following programs:

- PROHIBIT NOTICE PAGE PRINTING
- PRINT DENSITY LEVEL
- PROHIBIT TEST PAGE PRINTING
- ROTATED PRINT
- FORCED OUTPUT OF PRINT
- EXCLUDE BYPASS-TRAY FROM ATS
- DISABLE DEFAULT SETTING CHANGES

### PROHIBIT NOTICE PAGE PRINTING

This program is used to prohibit the printing of notice pages. For an explanation of notice pages, see "If a Notice Page is printed" in the online manual for printer. This program is initially disabled (factory default setting).

### PRINT DENSITY LEVEL

The print density can be set to one of five different levels. [1] is the lightest level and [5] is the darkest level.

The factory default setting is "3".

### PROHIBIT TEST PAGE PRINTING

**(When the PRINTER EXPANSION KIT is installed)**

This program is used to prohibit the printing of test pages.

When the program is enabled, a test page cannot be printed from the user settings. (See the operation manual for copier)

This program is initially disabled (factory default setting).

### ROTATED PRINT

This program is used to enable or disable rotation of the print image when an A4R, B5R, or 8-1/2 x 11R (Letter R) document is being printed but there is no paper loaded in that orientation.

This program is initially enabled (factory default setting).

### FORCED OUTPUT OF PRINT

This program is used to enable or disable automatic printing on a different size of paper when no paper trays have the selected size of paper.

This program is initially disabled (factory default setting).

### EXCLUDE BYPASS-TRAY FROM ATS

This program is used to exclude paper in the bypass tray when automatic paper selection is used.

This program is initially enabled (factory default setting).

### DISABLE DEFAULT SETTING CHANGES

**(When the PRINTER EXPANSION KIT is installed)**

This program is used to prevent the configuration setting defaults from being changed.

This program is initially disabled (factory default setting).



## PORT SWITCHING METHOD

(When the PRINTER EXPANSION KIT is installed)

This program is used to set the method for switching printer ports.

The machine can use the following three printer ports:

- Parallel port
- USB port
- Network port

The factory default setting is "SWITCH AT END OF JOB".

Selections	Description
SWITCH AT END OF JOB	Automatic printer port selection at the end of each print job.
SWITCH AFTER I/O TIMEOUT	Automatic printer port selection if the time set in "I/O TIMEOUT" elapses.

## ENABLE PARALLEL PORT

(When the PRINTER EXPANSION KIT is installed)

This program is used to enable or disable printing via the parallel port.

This program is initially enabled (factory default setting).

## ENABLE USB PORT

(When the PRINTER EXPANSION KIT is installed)

This program is used to enable or disable printing via the USB port.

This program is initially enabled (factory default setting).

## ENABLE NETWORK PORT

(When the PRINTER EXPANSION KIT is installed)

This program is used to enable or disable printing via the network port.

This program is initially enabled (factory default setting).

## ENABLE ECP

(When the PRINTER EXPANSION KIT is installed)

Enable this program when you wish to use ECP mode on the parallel port.

This program is initially disabled (factory default setting).

## NETWORK SETTINGS

(When the PRINTER EXPANSION KIT is installed)

The NETWORK SETTINGS are used when the machine is used as a network printer. The "NETWORK SETTINGS" consist of the following programs:

- IP ADDRESS SETTING
- ENABLE TCP/IP
- ENABLE NetWare
- ENABLE EtherTalk
- ENABLE NetBEUI
- RESET THE NIC



**Consult your network administrator before configuring the NETWORK SETTINGS.**



- After changing the settings, you must turn off the machine's power switch, wait briefly, and then turn the switch back on in order to make the changes take effect.
- Some programs in the following are marked by "\*\*1". This indicates that a message will appear at the end of the setting procedure asking you to confirm execution of the new setting. If needed, you can cancel the new setting by touching the [NO] key.

## IP ADDRESS SETTING

This program is used to set the IP address (IP address, Subnet Mask, and Gateway) of the machine when TCP/IP protocol is used on the network.

When "DHCP" is selected, the machine will obtain an IP address automatically. This is the factory default setting. When the machine is used on a TCP/IP network, be sure to enable the "ENABLE TCP/IP" program.



**When DHCP is used, the IP address assigned to the machine may automatically be changed on occasion. If this happens, printing will not be possible.**



This setting is only effective in a network environment that uses Ipv4 TCP/IP protocol. To set an IP address on a Ipv6 TCP/IP network, use the Web pages. In an IPv6 environment, the machine can use LPD or IPP protocol.

## ENABLE TCP/IP

This program must be enabled to use the machine on a TCP/IP network. "IP ADDRESS SETTING" must also be configured.

This program is initially enabled (factory default setting).

## ENABLE NetWare

This program must be enabled to use the machine on a network that uses NetWare protocol.

This program is initially enabled (factory default setting).

**ENABLE EtherTalk**

This program must be enabled to use the machine on a network that uses EtherTalk protocol.  
This program is initially enabled (factory default setting).

**ENABLE NetBEUI**

This program must be enabled to use the machine on a network that uses NetBEUI protocol.  
This program is initially enabled (factory default setting).

**RESET THE NIC <sup>\*1</sup>**

This program is used to restore all network settings to the factory default settings.

**INITIALISE AND/OR STORE SETTINGS**  
(When the **PRINTER EXPANSION KIT** is installed)

These programs are used to return the configuration settings (See the online manual for network printer) and the "PRINT SETTINGS" (p.16) to the factory default settings. The programs are also used to store the current settings and to restore stored settings. "INITIALISE AND/OR STORE SETTINGS" consists of the following programs:

- RESTORE FACTORY DEFAULTS
- STORE CURRENT CONFIGURATION
- RESTORE CONFIGURATION



Some programs in the following are marked by "<sup>\*1</sup>". This indicates that a message will appear at the end of the setting procedure asking you to confirm execution of the new setting. If needed, you can cancel the new setting by touching the [NO] key.

**RESTORE FACTORY DEFAULTS <sup>\*1</sup>**

This program is used to return the configuration settings (see the online manual for network printer) and the "PRINT SETTINGS" (p.16) to the factory default settings. If you need a record of the current settings before restoring the factory defaults, use "Data list print" in the user settings to print a list of the current settings. (See "CUSTOM SETTINGS" in the operation manual for copier.)

**STORE CURRENT CONFIGURATION <sup>\*1</sup>**

This program is used to store the current configuration settings (see online manual for network printer) and "PRINT SETTINGS" (p.16). The stored settings will not be erased even if the power is turned off. To restore the stored settings, use the "RESTORE CONFIGURATION" program.

**RESTORE CONFIGURATION <sup>\*1</sup>**

This program is used to restore settings that were stored using the "STORE CURRENT CONFIGURATION" program.  
The current settings will change to the restored settings.



If any of the "NETWORK SETTINGS" (p.18) were changed before execution of this program, you must turn off the machine's power switch, wait briefly, and then turn the switch back on in order to make the settings take effect.

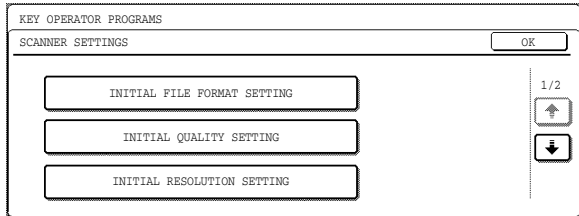
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# PROGRAMS FOR NETWORK SCANNER MODE

This chapter explains key operator programs that are used for the network scanner function. These programs can only be configured on models that have the network scanner function.

## SCANNER SETTINGS



The "SCANNER SETTINGS" consist of the following programs:

- INITIAL FILE FORMAT SETTING
- INITIAL QUALITY SETTING
- INITIAL RESOLUTION SETTING
- DEFAULT DISPLAY SETTINGS
- THE NUMBER OF DIRECT ADDRESS / SENDER KEYS DISPLAYED SETTING

### INITIAL FILE FORMAT SETTING

Use this program to change the default file format (file type, compression mode, and number of pages per file) that is used when sending an image by Scan to E-mail, Scan to Desktop, or Scan to FTP.

The factory default settings are as follows:

- File type: TIFF
- Compression mode: G4
- Number of pages per file: All

### INITIAL QUALITY SETTING

This program is used to set the default original type and exposure level for network scanner mode.

For information on these settings, see the operation manual for network scanner.

The factory default settings are as follows:

- Original image type: Text/Photo
- Exposure: Auto

### INITIAL RESOLUTION SETTING

This program is used to set the default resolution for network scanner mode.

The factory default setting is "300" (dpi).

### DEFAULT DISPLAY SETTINGS

Use this program to select the initial screen that appears when the [SCAN] key is pressed to switch to network scanner mode, or when the [CLEAR ALL] key (CA) is pressed in scanner mode.

Three selections are available for the initial screen:

- CONDITION SETTINGS
- ADDRESS BOOK (ABC)
- ADDRESS BOOK (GROUP)

The factory default setting is "CONDITION SETTINGS".

### THE NUMBER OF DIRECT ADDRESS / SENDER KEYS DISPLAYED SETTING

This program is used to select the number of one-touch keys that are displayed in the address book screen and sender selection screen. Selections are [6], [8], and [12].

The factory default setting is "8" (keys).



**Note**

Each displayed one-touch key name can be up to 18 characters long when the number of displayed one-touch keys is 6 or 8. Each name can only be 10 characters long when the number of displayed one-touch keys is 12.



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