Sindoh
Unmistakable

D330E Series

USER MANUAL/Accessibility

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.

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1 Enlarging the Panel Display for Operations (Enlarge Display)

1.1 Enlarge Display Function

Switching to Enlarge Display mode

When you tap [Enlarge Display] in the side menu on the classic-style screen, you can enlarge text on the screen of this machine.

This function configures a screen layout focused on commonly used functions, enabling a user who has difficulty viewing the normal screen to easily perform operations. To return to the normal screen, tap [Enlarge Display] again.
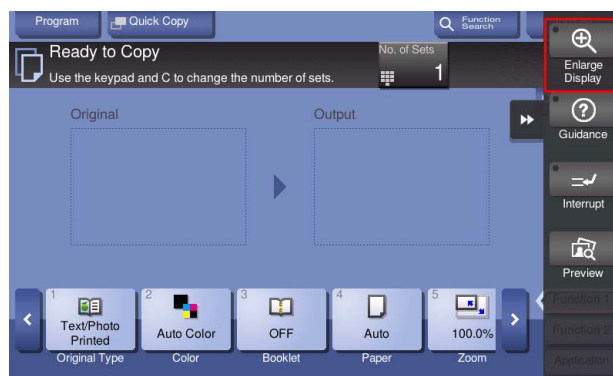
📖**Reference**
Configuring Enlarge Display operations (page 2-9)

Inverting the screen display color (page 2-8)

Related setting (for the administrator)
● [Enlarge Display Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

About main menu of Enlarge Display

When you tap the home key (⌂) during Enlarge Display mode, the main menu is displayed. You can change from the main menu to each function or setting screen.
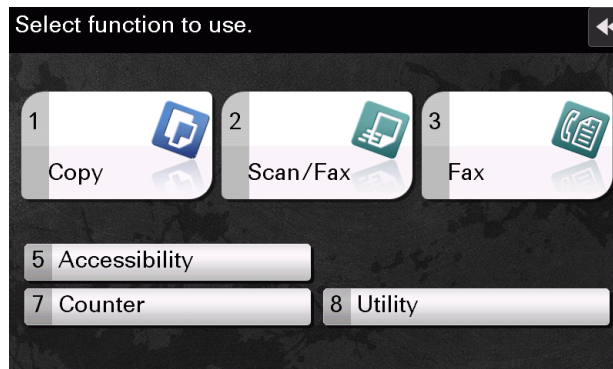
Name	Description
[Copy]	Displays the main screen in copy mode. For details, refer to page 1-8.

Name	Description
[Scan/Fax]	Displays the main screen in scan/fax mode. For details, refer to page 1-25.
[Fax]	Displays the main screen in fax mode. The fax mode only provides fax functions of the functions that are available in the scan/fax mode. This mode enables you to quickly recall the target function when using a fax. The fax mode has the following features. • Only fax destinations are displayed on the screen to enable destinations to be selected from the address book. Other types of destinations such as E-mail TX destinations are omitted from the list, so it is easy to find target fax destinations. • Only fax functions are displayed on the main screen or Application Setting screen. This makes it easier to search for fax setting functions. This manual describes fax operation procedures in the scan/fax mode.
[Accessibility]	Specify accessibility options of the operating environment such as the adjustment of the **Touch Panel** or a change of the keying sounds. For details, refer to page 2-2.
[Language]	Temporarily changes the language to be displayed on the panel. This option is displayed when [Temporary Change Language Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
[Counter]	Displays information that is obtained by adding up the total number of pages printed on this machine by function. For details, refer to "User's Guide[Maintenance]/[Checking Counters]".
[Utility]	Configure settings of this machine or check the use status of this machine.

Viewing icons in Enlarge Display mode

The following icons are displayed in Enlarge Display mode.
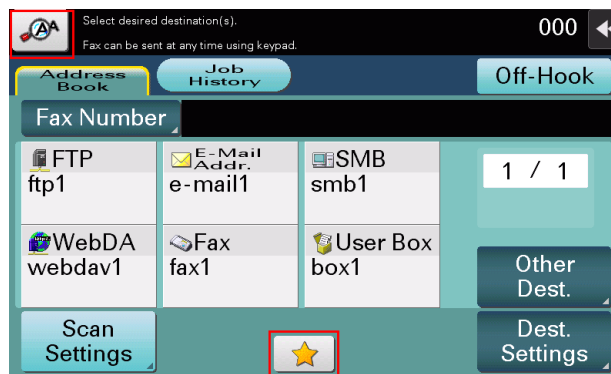
Icon	Description
	Tap this icon to enlarge the message currently displayed.
	Indicates that there is a message related to a print error. Tap the icon to check the message and correct the error.
	Indicates that there are messages related to consumables replacement or device maintenance. Tap this icon to check the message and perform the relevant replacement or maintenance procedure.

Icon	Description
	Tap this icon to recall the scan/fax program.

1.2   Logging in to This Machine

When user authentication is enabled:

When user authentication is enabled on this machine, the login screen is displayed. Enter the user name and the password, and perform user authentication.

✔   The contents of the login screen may vary depending on the authentication setting of this machine.

✔   If Public User Access (unregistered users) is enabled, you can tap [Public User Access] on the login screen to operate this machine without authentication.

1   Tap [User Name] or its entry area to enter the user name, and tap [OK].

2   Tap [Password] or its entry area to enter the password, and tap [OK].

3   When [Server Name] is displayed, tap [Server Name] or its entry area, and select a server to be authenticated.

➜   The default authentication server is selected by default.

4   When [Operation Rights] is displayed, select the login user's operation privileges.

➜   To log in as a registered user, select [User].

➜   To log in as an administrator, select [Administrator].

➜   To log in as a User Box administrator, select [User Box Administrator].

5   Tap [Login].

When authentication succeeds, you can operate this machine. The user name is displayed on the screen during login.
If the login screen for account track is displayed, perform account track after this. For details on the account track operation, refer to page 1-6.

6   When the target operation is completed, select the Access key (🔑) to log out.

➜   If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

7 Select [Yes] on the logout confirmation screen, and tap [OK].

Tips

- If you select [Administrator] or [User Box Administrator] in [Operation Rights] to log in, it cancels the functional restrictions and the maximum number of printed sheets that are set to the registered user.
- When [Administrator] is selected in [Operation Rights] to log in, administrator settings can be displayed without entering the administrator password.

Related setting (for the administrator)

- [Administrative Setting] - [User Name List] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

When account track is enabled:

When account track is enabled on this machine, the login screen is displayed. Enter the account name and the password to perform account track.

✔ The contents of the login screen may vary depending on the authentication setting of this machine.

1 Tap [Account Name] or its entry area to enter the account name, and tap [OK].

➜ When performing account track only using the password, tap [Password] or its entry area, and enter the password.
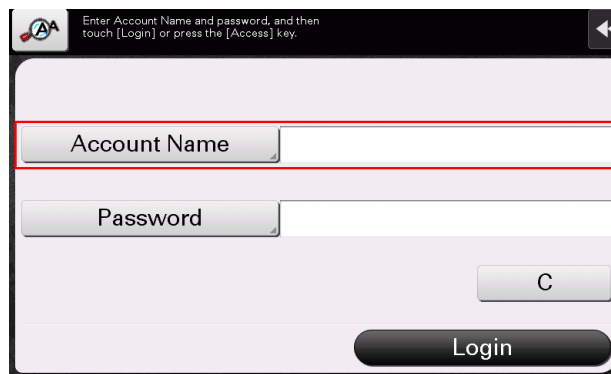
2 Tap [Password] or its entry area to enter the password, and tap [OK].
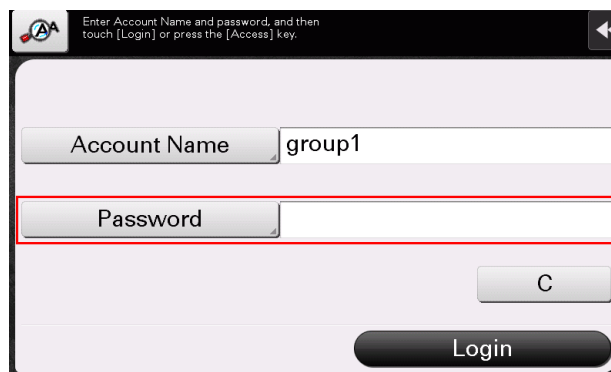
3 Tap [Login].

When authentication succeeds, you can operate this machine. The account name is displayed on the screen during the log in process. When user authentication and account track are enabled together, the user name is displayed on the screen.

4 When the target operation is completed, select the Access key (⊞) to log out.

→ If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

5 Select [Yes] on the logout confirmation screen, and tap [OK].

Related setting (for the administrator)

- [User/Account Common Setting] - [Logout Confirmation Display Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

1.3   Using the Copy Function

1.3.1   Making a Copy

Copying (basic operation flow)

This section describes the basic procedure to make a copy in Enlarge Display mode.

1   Load the original.
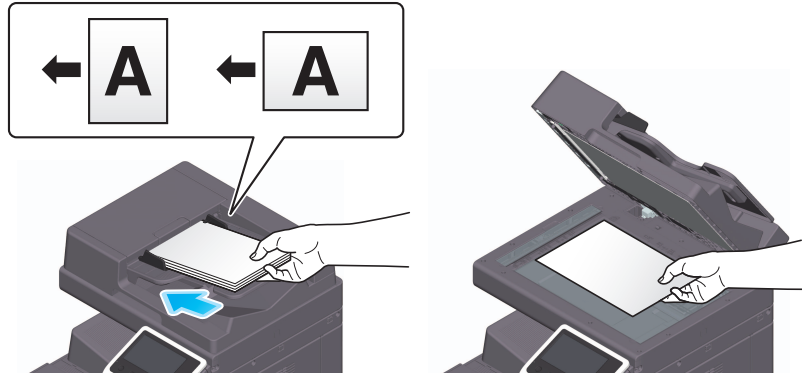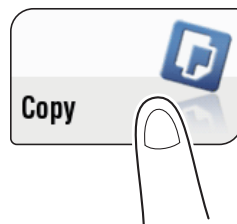
2   Tap [Copy] on the main menu of classic style.

3   Tap [Enlarge Display] in the side menu.
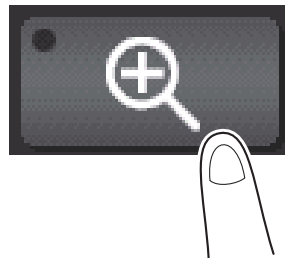
4   If necessary, configure copy settings.

➔ When specifying finishing for a copy job, refer to page 1-12.

➔ When specifying the original to be copied, refer to page 1-20.
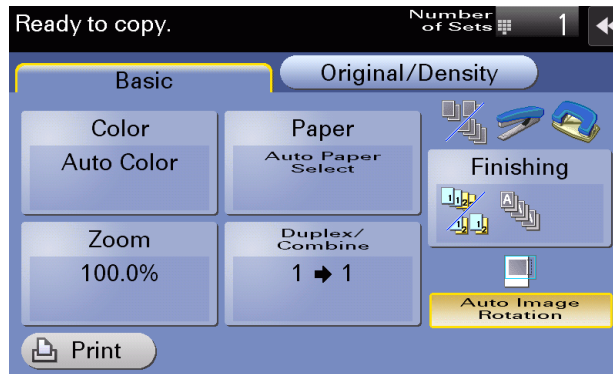
5   If necessary, specify the number of copies using the keypad.

➔ Tapping [No. of Sets] displays the keypad.

➔ To change the number of copies, tap [C] (Clear).

6   Use the Start key to start copying.

➔ To cancel copy, use the Stop key to stop copying. A list of the currently stopped jobs is displayed. Select the target job from the list, and delete it.

➔ If [Ready to accept another job.] is displayed during printing, you can scan the next original.
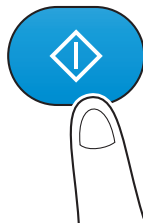
📖**Reference**
Configuring Enlarge Display operations (page 2-9)

Making a trial printing (Proof copy)

Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of miscopies from occurring.

1   Load the original.
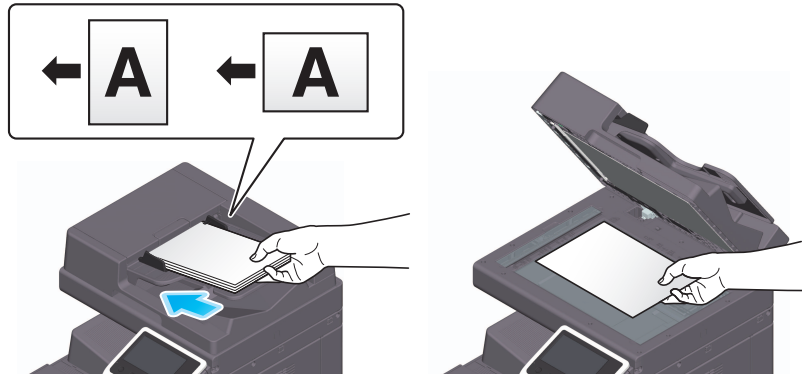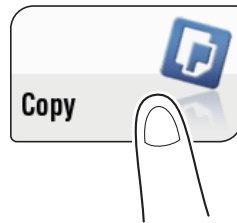
2   Tap [Copy] on the main menu of classic style.

3   Tap [Enlarge Display] in the side menu.
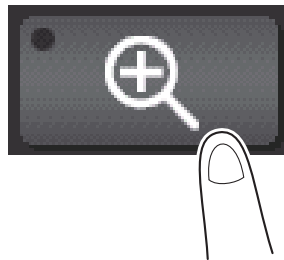
4   If necessary, configure copy settings.

➔ When specifying finishing for a copy job, refer to page 1-12.

➔ When specifying the original to be copied, refer to page 1-20.
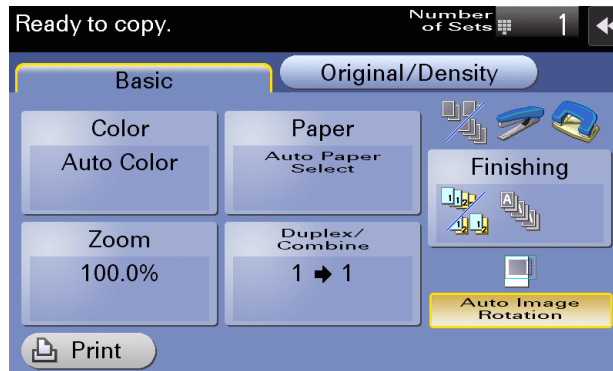
5   Enter the number of copies using the keypad.

➔ Tapping [No. of Sets] displays the keypad.

➔ To change the number of copies, tap [C] (Clear).

6   Tap [Print].
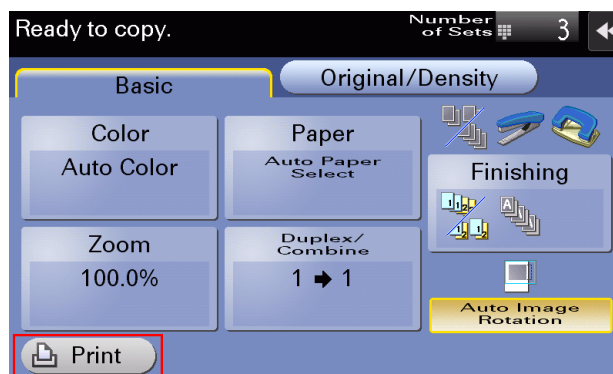
➔ If the original is loaded into the **ADF**, one copy is made. Proceed to step 10.

➔ If the original is loaded on the **Original Glass**, proceed to step 7.

7   Load the next original, and use the Start key to start scanning.

8   After all originals have been scanned, tap [Finish].
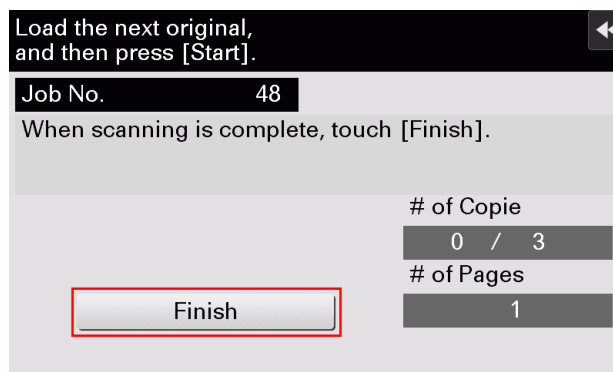
9   Use the Start key to start copying.

Copying begins for only one copy.

10 Check the proof copy.

11 When making the remaining copies, tap [Print].

Printing stopped.

Job No. 48
To print the rest out, touch [Print].

# of Copie
1 / 3
Total # of Pages
3

Print
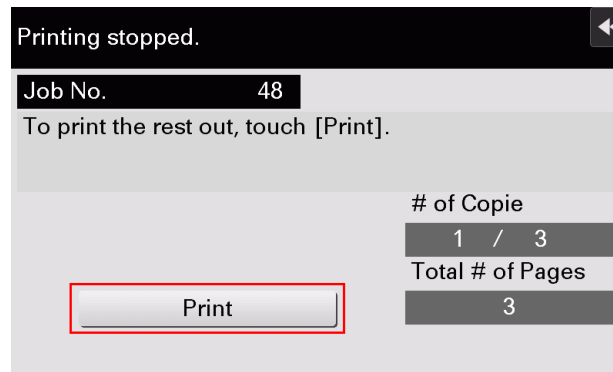
Copying begins for the remaining copies.

1.3.2 Copy Settings ([Basic])

Selecting a copy color ([Color])

Select a copy color.

1   Tap [Basic] - [Color].

Ready to copy.   Number of Sets ▦ 1

Color

Auto Color	2 Color
Full Color	2 Color (Photo Priority)
Black	Single Color

Print   Main Menu   OK

Setting	Description
[Auto Color]	Automatically selects [Full Color] or [Black] to suit the color of the scanned original when copying.
[2 Color]	Copies an original, which primarily consists of text, in the specified two colors. In the scanned original, an area judged to be color is copied with the specified color, and an area judged to be black is copied in black.
[2 Color (Photo Priority)]	Copies an original, which primarily consists of photos, in the specified two colors. In the scanned original, an area judged to be color is copied with the specified color, and an area judged to be black is copied in black.
[Full Color]	Makes a copy in full color regardless of whether the scanned original is in color or in black and white.
[Black]	Makes a copy in black and white regardless of whether the scanned original is in color or in black and white.
[Single Color]	Makes a copy in the specified single color. This will produce a lower cost color copy than one printed in full color. The original is copied by converting the color differences (apparent color densities) and the gradation levels into density differences of the single color.

Specifying the paper tray ([Paper])

This machine selects paper automatically based on the size of the detected original when making a copy. If necessary, you can specify a paper type or size different from that of the original to make a copy.

You can also change the size and type of paper loaded into a paper tray.

1 Tap [Basic] - [Paper].

Setting	Description
[Auto]	Automatically selects paper fitting the size of the original when making a copy.
Paper Tray	Specifies the paper loaded in the paper tray when making a copy. The displayed contents vary depending on the options installed on this machine.
[Change Settings]	If necessary, change the size and type settings of the paper loaded in the selected paper tray. • [Paper Type]: Select the type of the paper loaded into the selected paper tray. • [Paper Size]: Select the size of the paper loaded into the selected paper tray. Selecting [Auto Detect] automatically detects the size of the loaded paper.

When very few sheets of paper remain in the paper tray, the icon indicating remaining paper quantities appears.

Icon	Description
	Indicates that very little paper remains in the paper tray.
	Indicates that there is no paper in the paper tray.

When paper other than plain paper or recycled paper is loaded into the paper tray, the icon indicating the paper type appears.

Icon	Paper Type
	Single Side Only
	Special Paper
	Thick 1
	Thick 1+

Icon	Paper Type
	Thick 2
	Thick 3
	Transparency
	Letterhead
	Colored Paper
	Envelopes
	Index paper
	User Paper 1
	User Paper 2
	User Paper 3
	User Paper 4
	User Paper 5
	User Paper 6
	Plain paper (Duplex 2nd Side)
	Thick 1 (Duplex 2nd Side)
	Thick 1+ (Duplex 2nd Side)

Icon	Paper Type
	Thick 2 (Duplex 2nd Side)
	Thick 3 (Duplex 2nd Side)
	User Paper 1 (Duplex 2nd Side)
	User Paper 2 (Duplex 2nd Side)
	User Paper 3 (Duplex 2nd Side)
	User Paper 4 (Duplex 2nd Side)
	User Paper 5 (Duplex 2nd Side)
	User Paper 6 (Duplex 2nd Side)

Tips
- User paper is a special paper of which the weight and media adjustment settings are registered. For details, contact your service representative.

Enlarging or reducing an original image ([Zoom])

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

You can specify the zoom ratio by automatically specifying it according to the size of the original and the paper size, by selecting from the registered zoom ratios, or by manually entering an arbitrary zoom ratio.

1   Tap [Basic] - [Zoom].
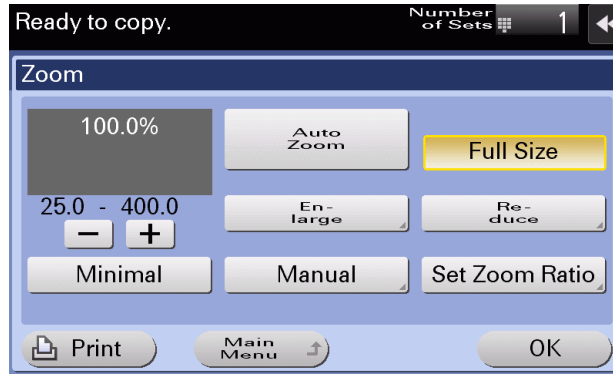
Setting	Description
[Auto]	Automatically makes a copy with the optimal zoom ratio to match the image of the original with the paper size. This is convenient because you do not need to specify the zoom ratio.
[x 1.0]	Copies an image in the original with the same size as for the original (x1.0).
[Enlarge]	Select a preset zoom when enlarging a standard-size original onto a standard-size piece of paper for copying.
[Reduce]	Select a preset zoom when reducing a standard-size original onto a standard-size piece of paper for copying.
[Minimal]	Places an original image in the center after slightly reducing the original size when copying. Select this option when copying the entire original image, including its edges.
[Manual]	Manually specify the zoom ratios that are different in the vertical and horizontal directions.
[Set Zoom Ratio]	Makes a copy at the registered zoom ratio.

Using the Duplex/Combine function ([Duplex/Combine])

Copies an original onto both sides of paper. A two-page original is reduced and copied on the same side of a single sheet of paper.

1 Tap [Basic] - [Duplex/Combine].

Setting	Description
[Original > Copy]	Select a combination of original scanning side (Simplex/Duplex) and original printing side (Simplex/Duplex). To scan a 2-sided original, specify whether to set the original to Top Bind or Left Bind/Right Bind in [Original Binding Pos.]. To make a 2-sided copy, specify whether to set a copy to Top Bind or Left Bind/Right Bind in [Output Bind Direction].
[Combine]	Select whether to reduce and copy a two-page original on the same side of a single sheet of paper.
[Original Direction]	Specify the orientation of the loaded original.
[Original Binding Pos.]	Select the original binding position when loading a 2-sided original. • [Auto]: The binding position of the original is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Top]: Select this option when the binding position is set to the top of the original. • [Left Bind]: Select this option when the binding position is set to the left of the original. • [Right Bind]: Select this option when the binding position is set to the right of the original.
[Output Bind Direction]	Select the binding position when printing onto both sides of sheets of paper. • [Auto]: The binding position of a copy is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. • [Top]: Select this option when setting the binding position to the top of a copy. • [Left Bind]: Select this option when setting the binding position to the left of a copy. • [Right Bind]: Select this option when setting the binding position to the right of a copy.

Setting copy finishing ([Finishing])

Specify how to feed out copied sheets of paper.

1   Tap [Basic] - [Finishing].

Setting	Description
[Group/Sort]	Select the output method when making multiple copies. • [Auto]: Automatically switches Group and Sort depending on the number of sheets of the loaded original and the number of copies. If you load originals of multiple pages and specify multiple copies, the mode is automatically switched to Sort in order to process output. If other conditions are set, output processing is carried out in Group mode. • [Collate (By Set)]: Feeds out copies separately one by one, for example: "12345", "12345", and "12345". • [Group]: Feeds out copies separately page by page like "111", "222", "333", "444", and "555".
[Offset]	Select [Yes] when sorting by copies or by page to feed out paper. If [Offset] is specified while the **Finisher** or **Job Separator** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them. If the **Finisher** or **Job Separator** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when [Offset] is specified while the following conditions are satisfied. • 8-1/2 × 11, A4, or B5 paper is used • Loading paper of the same size and type in the ▭ and ▯ directions • Specifying Auto Paper for the paper size setting
[Staple/Punch]	[Staple]: Select a binding position to staple sheets. • [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position and original loading direction. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of the loaded original. [Punch]: Select binding positions when punching sheets. • [Position Setting]: Select the punch position and original loading direction. If [Auto] is specified for the punch position, the punch position is determined automatically based on the direction of the loaded original.
[Fold/Bind]	Select how to fold or bind paper. • [Half-Fold]: Feeds out a copied sheet by folding it in two. • [Center Staple & Fold]: Staples and feeds out a copied sheet by folding it in two. • [Tri-Fold]: Feeds out a copied sheet by folding it in three.

Tips

● The option is required to use [Staple/Punch] or [Fold/Bind]. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Rotating the original image to suit the paper orientation ([Auto Image Rotation])

In general use, this machine automatically rotates the original image according to the paper direction to make a copy. Turning [Auto Image Rotation] OFF as needed enables you to make a copy without rotating the original image. This function is available when you want to copy only a part of the original.

1   Tap [Basic] - [Auto Image Rotation].
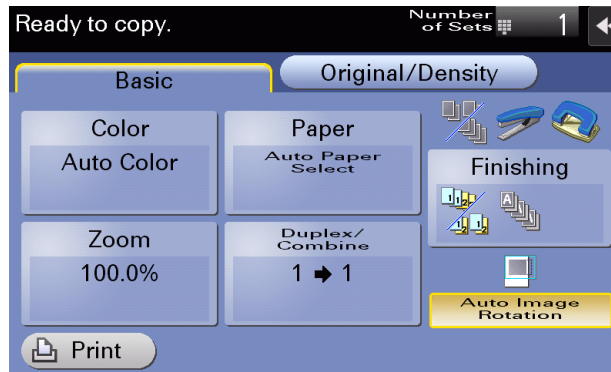
1.3.3   Copy Settings ([Original/Density])

Specifying the original binding position ([Binding Position])

Specify the binding position to suit the orientation of the target original.

1   Tap [Original/Density] - [Binding Position].

Setting	Description
[Auto]	Automatically configures the binding position of the original. • When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. • When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Top]	Select this option when the binding position is set to the top of the original.
[Left]	Select this option when the binding position is set to the left of the original.
[Right]	Select this option when the binding position is set to the right of the original.

Selecting the appropriate image quality level for the original ([Original Type])

Select the optimum settings for the original to copy it at the optimum image quality.

1 Tap [Original/Density] - [Original Type].

Ready to copy.

Original Type

Text	Map
Dot Matrix Original	Copied Paper
Text/Photo Printed Photo	Photo

Print   Main Menu   OK

Setting	Description
[Text]	Copies an original, which consists primarily of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to-read images.
[Map]	Copies an original that has a colored background such as a map or that has been drawn by pencil or colored thin line, at the optimum level of image quality. A sharp copy image is produced.
[Dot Matrix Original]	Copies an original, that primarily consists of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Copies the original, which is output with an even density from the copier or printer, at the optimum image quality level.
[Text/Photo]	Copies the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character and reproduces smoother photos. • [Photo Paper]: Select this option to scan an original that contains photos printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.
[Photo]	Copies an original consisting only of photos at the optimum image quality level. • [Photo Paper]: Select this option to scan an original printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.

Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.

1   Tap [Original/Density] - [Original Direction], and specify the original loading direction.
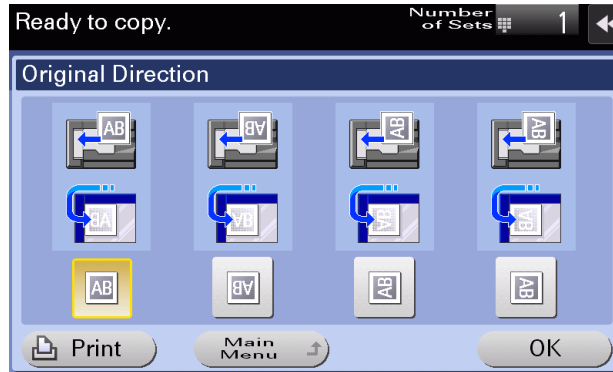
Adjusting the copy density ([Density])

Adjust the density of a copy image.

1   Tap [Original/Density] - [Density] to adjust the density.
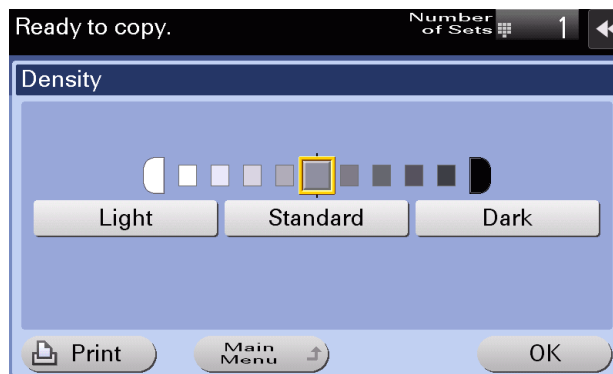
Adjusting the background density of the original to be scanned ([Background Removal])

Adjust the density of the background area when copying originals with colored background (newsprints, re-cycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.

1 Tap [Original/Density] - [Background Removal].

Setting	Description
[Background Removal]	Copies a thin 2-sided original or an original with a colored background, at the optimum image quality level. • [Bleed Removal]: Select this option to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. • [Paper Discoloration Adj]: Select this option to scan an original with a colored background such as a map.
[Bkgd. Removal Level]	Adjusts the density of the background color for an original with a colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is copied at the optimal background density level.

Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.

NOTICE
*Load all the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.*

1 Tap [Original/Density] - [Mixed Original].
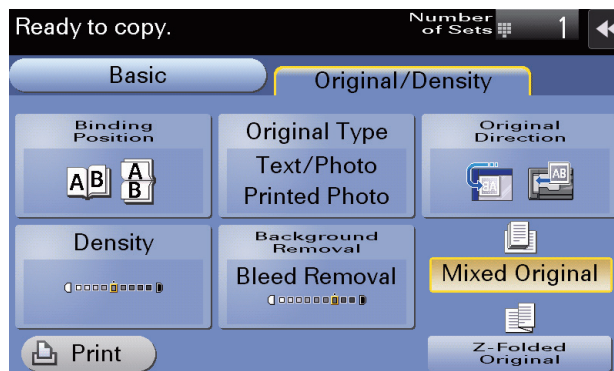
Scanning originals with folds ([Z-Folded Original])

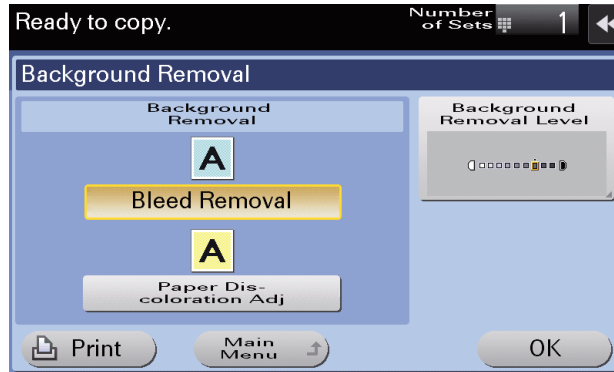If a folded original is loaded into the **ADF**, the original size may not be able be detected accurately. When [Z-Folded Original] is specified, the original size can be accurately detected even for the folded original sheets.

NOTICE
*Unfold the folded original sheets before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.*

1   Tap [Original/Density] - [Z-Folded Original].
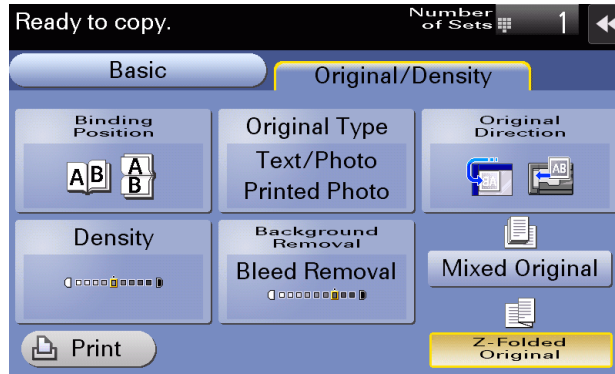
1.4   Using the Scan/Fax Function

1.4.1   Sending

Sending (Basic operation flow)

This section describes how to perform the scan/fax transmission when using the Enlarge Display function.

1   Load the original.
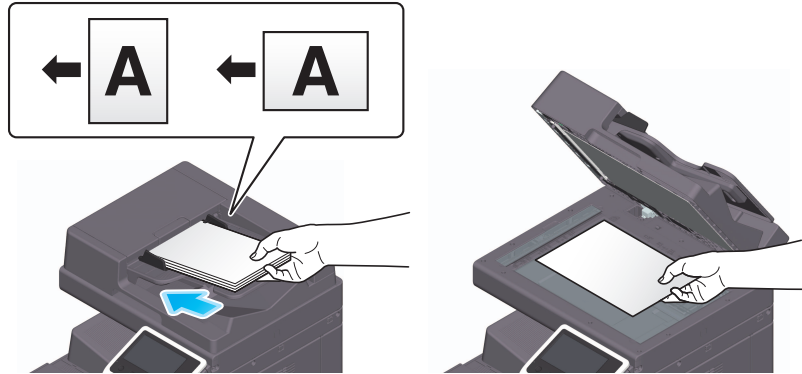
2   Tap [Scan/Fax] on the main menu of classic style.

3   Tap [Enlarge Display] in the side menu.
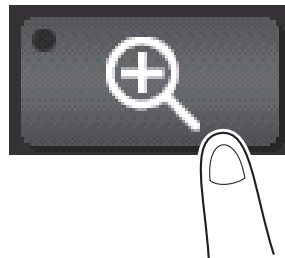
4 Specify the destination.

➜ For details on how to specify a destination, refer to page 1-29.

➜ If [Dest. Settings] is tapped, you can view the list of the selected destinations.
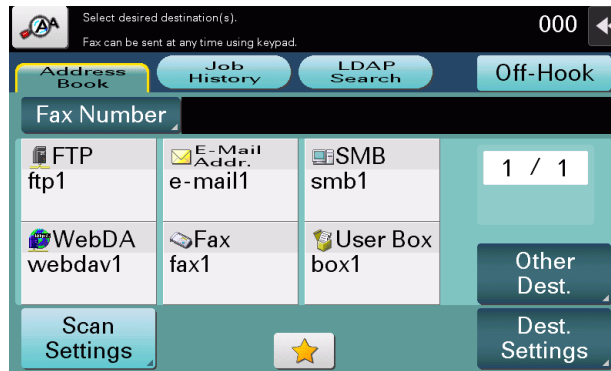
5 When necessary, tap [Scan Settings] to configure option settings of the scan transmission.

➜ For details on option settings, refer to page 1-31.
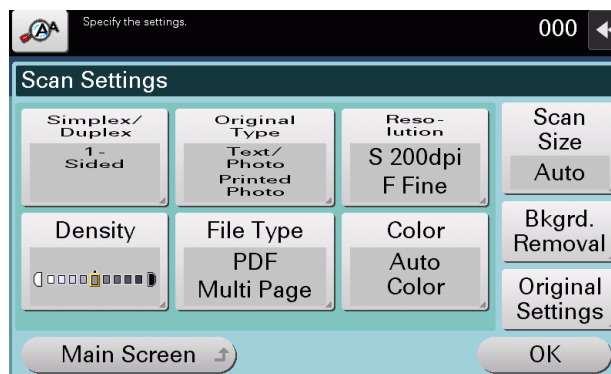
6 Use the Start key to start transmission.

➜ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.
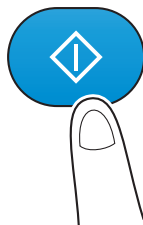
📖**Reference**

Configuring Enlarge Display operations (page 2-9)

Sending after recalling the scan/fax program

The scan/fax program contains a combination of commonly-used settings as one recall key. For transmission, recall the scan/fax program with a single touch of a button on the main screen of Enlarge Display.

✔   The scan/fax program must be registered on the normal screen in advance. For details on the registration procedure, refer to "User's Guide[Scan Operations]/[Using Scan Sending Functions in Classic Style]".

1   Load the original.
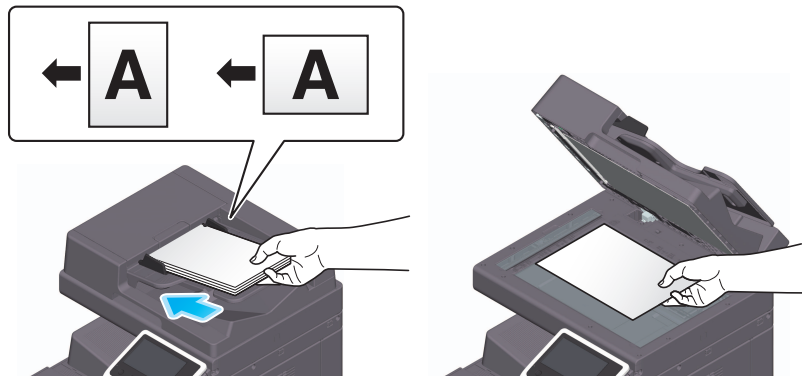
2   Tap [Scan/Fax] on the main menu of classic style.

3   Tap [Enlarge Display] in the side menu.
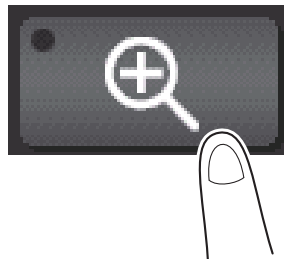
4   Tap the icon to recall the program.
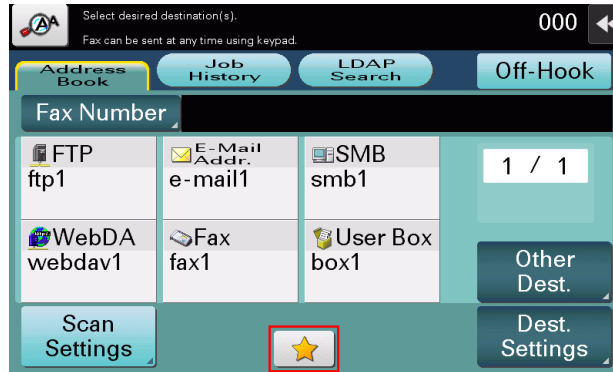
5   Select the program you want to recall, and tap [OK].

The registered content of a program is applied.
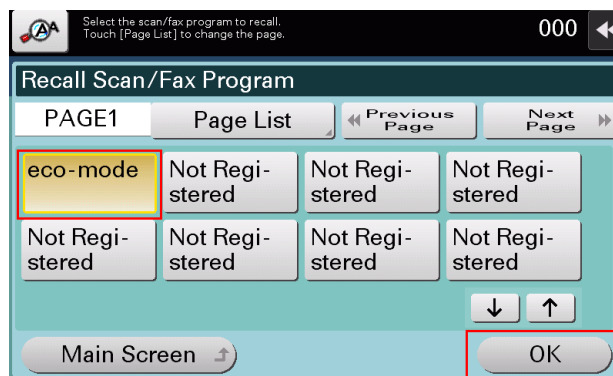
6   Specify a destination if no destination is registered in Program.

➜ For details on how to specify a destination, refer to page 1-29.

7   Use the Start key to start transmission.
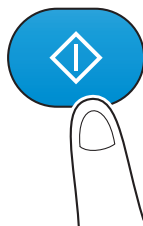
1.4.2 Specifying a Destination

Using Address Book

[Address Book] displays a list of destinations registered on this machine. Specify the desired destination from the destinations registered on this machine.
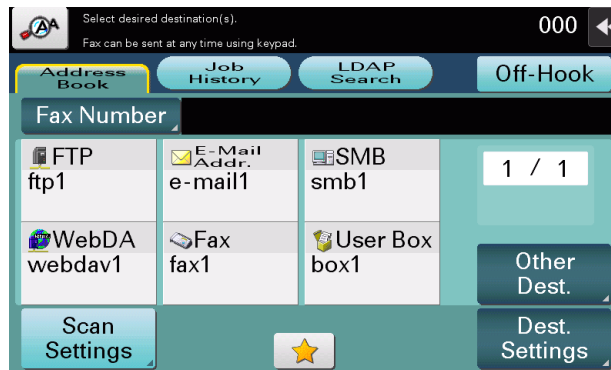
Tips

● Tapping [Other Dest.] filters destinations based on the type of the registered destinations.

Using Job History

Tapping [Job History] displays a list of transmission logs. Specify the target destination from the previous five job histories.
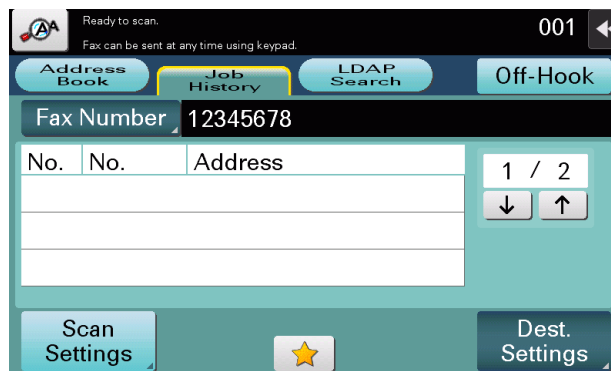
Tips

● If a registered destination or a User Box is edited or if the Main Power Switch is turned off or on, the log information is deleted.

Specifying the target from the destinations registered in the LDAP server (LDAP Search)

Tapping [LDAP Search] displays the destination search screen. If the LDAP server or the Active Directory of Windows Server is used for user management, you can search for (LDAP Search) destination information registered in the server and specify the desired destination.

✔ A presetting is required to use LDAP search. For details on the setting procedure, refer to "User's Guide[Web Management Tool]/[Configuring the Scan Transmission Environment]".

1 Tap [LDAP Search] - [Search] or [Advanced Search].

➜ When using a single keyword for searching, select [Search].

➜ When combining search words by category for searching, select [Advanced Search].

2 Enter the search word, and tap [Start Search].

➜ When selecting [Search]:

➜ When selecting [Advanced Search]:
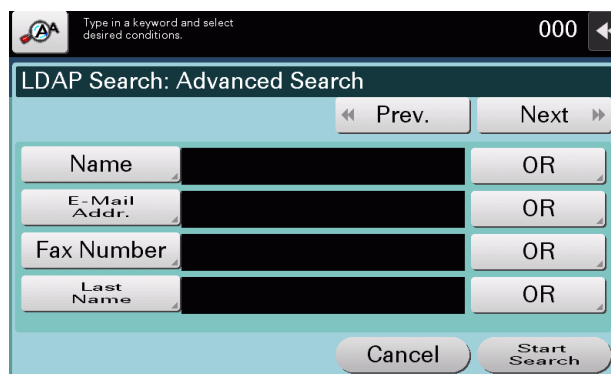
3 Specify the target destination from the search result.

Directly entering the destination

Tapping [Fax Number] displays the fax number entry screen. Directly enter destination information.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Tips

● Tapping [Enter Registered No.] enables you to specify a destination with a registered number.

1.4.3   Scan/Fax Transmission Option Settings

Scanning a 2-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back sides of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.

1   Tap [Scan Settings] - [Simplex/Duplex].
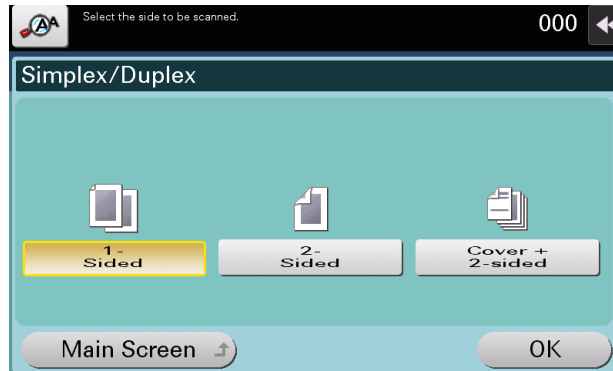
Setting	Description
[1-Sided]	Scans one side of an original.
[2-Sided]	Scans both sides of an original.
[Cover + 2-sided]	Scans only one side for the first page in the original, and scan both sides of the remaining pages.

Tips

- To scan a 2-sided original, specify the correct original loading direction. For details, refer to page 1-37.

Selecting the appropriate image quality level for the original ([Original Type])

Select the optimum settings for the original to scan it in the optimum image quality.

1 Tap [Scan Settings] - [Original Type].

Setting	Description
[Text]	Scans an original that consists primarily of text at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to-read images.
[Dot Matrix Original]	Scans an original, which consists primarily of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.
[Copied Paper]	Scans an original, which is output with an even density from the copier or printer, at the optimum level of image quality.
[Text/Photo]	Scans an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of each character and reproduces smoother photos. • [Photo Paper]: Select this option to scan an original that contains photos printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.
[Photo]	Scans an original consisting of only photos at the optimum image quality level. • [Photo Paper]: Select this option to scan an original printed on photographic paper. • [Printed Photo]: Select this option to scan the printed original such as a brochure or catalog.
[Contract]	Reduces the file size when scanning the original such as a contract or bar code in black and white. If [Contract] is selected, [Color] is synchronously changed to [Black]. This option is available when the file type is set to TIFF, PDF, or XPS.

Specifying the resolution to scan the original ([Resolution])

Select a resolution to use to scan the original.

1 Tap [Scan Settings] - [Resolution].

Setting	Description
[Scan Resolution]	Select the resolution of the original for scan transmission. When using Scan to E-mail, SMB Send, FTP Send, WebDAV Send, or Save in User Box, select the following resolution to scan an original. • [200 × 200 dpi]: Select this option to scan a standard original. • [300 × 300 dpi]: Select this option to scan a standard original at a higher resolution. • [400 × 400 dpi]: Select this option to scan an original containing small characters and drawings. • [600 × 600 dpi]: Select this option to convert an original into a file of the maximum size. Select this option to scan an original such as a full color photo with a fine image quality level.
[Fax Resolution]	Select the resolution of the original for sending a fax. When using fax transmission, Internet fax transmission, or IP address fax transmission, select the following resolution to scan an original. • [Normal]: Select this option to scan originals that do not require a fine level of image quality, or when you want to send a large number of originals quickly. • [Fine]: Select this option to scan a standard original. • [Super Fine]: Select this option to scan originals containing small characters or drawings. • [Ultra Fine]: Select this option to scan originals that require a fine level of image quality.

Tips

● The finer the scan resolution is, the larger the data volume becomes, resulting in longer transmission time. To send data as an E-mail attachment or to a server, make sure that the data volume does not exceed the limit.

Adjusting the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.

1 Tap [Scan Settings] - [Density] to adjust the density to scan the original.
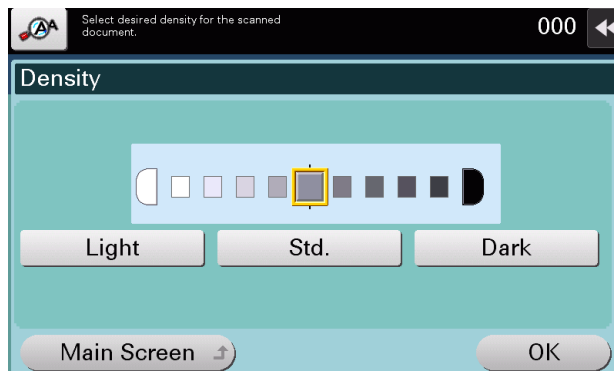
Specifying the file type of the scanned original ([File Type])

The available file types are PDF, TIFF, JPEG, XPS, PPTX, DOCX, XLSX, and other types. You should use the password encrypted PDF file format to store important original data.

1   Tap [Scan Settings] - [File Type].

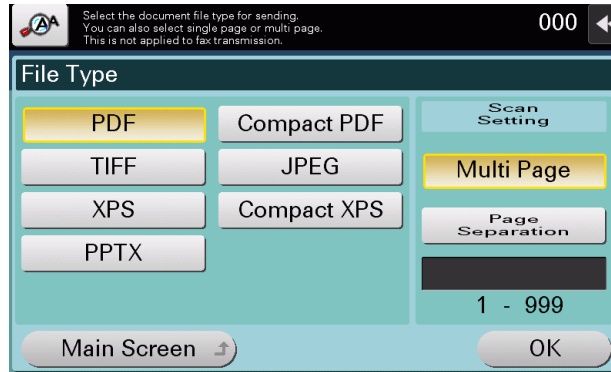| Setting	Description
[File Type]	Select the file type to be saved from the following: • [PDF]: A type available in most operating systems, which enables you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Saves a file with a smaller size than normal PDF format. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one kind of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file format widely used in digital cameras. Suitable for saving photo data. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: Extension of an XML-base file that is applied in Windows. You can install the XPS viewer to view or print data even if the source application is not provided. • [Compact XPS]: Saves a file with a smaller size than normal XPS format. • [PPTX]: Extension of an XML-base file that is created using PowerPoint of Microsoft Office. • [DOCX]: Extension of an XML-base file that is created using Word of Microsoft Office. • [XLSX]: Extension of an XML-base file that is created using Excel of Microsoft Office.
[Scan Setting]	Select a filing page unit when an original consists of multiple pages. • [Multi Page]: Converts all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Divides a file into a specified number of pages for transmission using E-mail, SMB, or FTP transmission. For example, if you enter "2" to scan 10 original pages, the original is divided into five separate files. The specified number of pages is stored and the pages are saved as a single file ([Multi Page]) in a User Box. Pages are converted as a single file by the specified number of pages.

Tips

- To specify DOCX or XLSX for the file type, the option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Selecting the color mode to scan the original ([Color])

Select a color mode for scanning originals.

1 Tap [Scan Settings] - [Color].
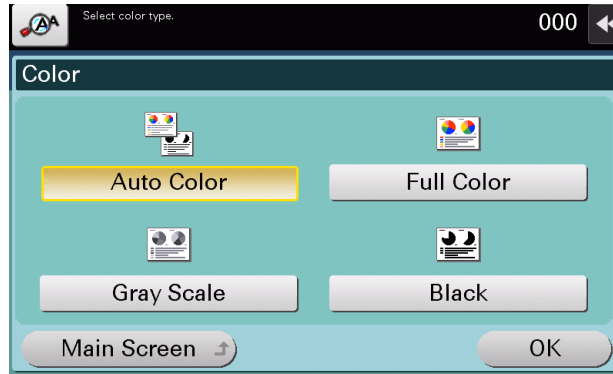
Setting	Description
[Auto Color]	Automatically determines [Full Color] or [Gray Scale] to fit the original color when scanning the original.
[Full Color]	Scans in full color regardless of whether the original is in color or in black and white. Select this option to scan originals of other than black and white and scanning color photos.
[Gray Scale]	Scans in gray scale regardless of whether the original is in color or in black and white. Select this option to scan originals with many halftones, such as black and white photos.
[Black]	Scans an original in black or white without using gray scales. Select this option to scan originals with distinct black and white areas, such as line drawings.

Specifying the original size ([Scan Size])

Select the size of the original to be scanned.

1 Tap [Scan Settings] - [Scan Size].
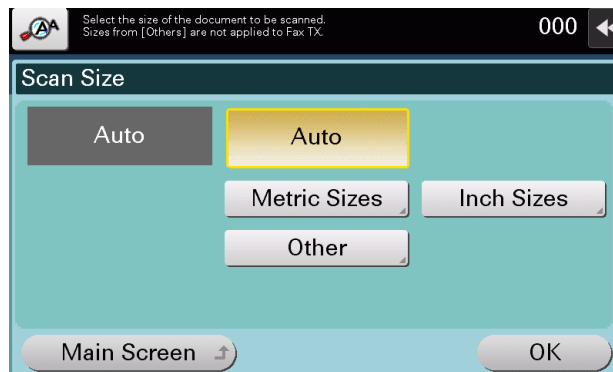
Setting	Description
[Auto]	Automatically selects the size to fit the original when scanning.
[Metric Sizes]	Select a standard metric size.
[Inch Sizes]	Select a standard inch size.
[Other]	Select this option to scan a postcard (4 × 6, or A6 Card) or an original other than an inch- or metric-size original. Tapping [Other] enables you to select each standard size.

Adjusting the background density of the original to be scanned ([Bkgrd. Removal])

You can adjust the density of the background area when printing originals with colored background (newspapers, recycle paper, etc.), or originals that are so thin that text or images on the back would be scanned.

1   Tap [Scan Settings] - [Bkgrd. Removal].

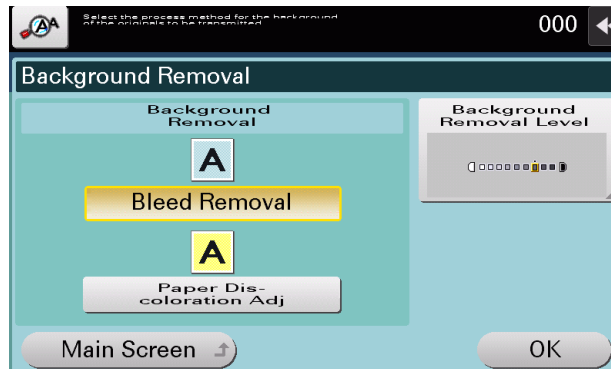| Setting	Description
[Background Removal]	Scans a 2-sided original made of thin paper or an original with the colored background, with the optimum image quality. • [Bleed Removal]: Select this option to prevent bleeding of the back of the paper when printing a 2-sided original that is so thin that the contents of the back side would be scanned. • [Paper Discoloration Adj]: Select this option to scan an original with a colored background such as a map.
[Bkgd. Removal Level]	Adjusts the density of the background color for an original with a colored background. Selecting [Auto] automatically determines the density of the background color, and scans an original at the optimum background density level.

Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.

1   Tap [Scan Settings] - [Original Settings] - [Original Direction] to specify the original loading direction.

Specifying the original binding position ([Binding Position])

Specify the binding position to suit the orientation of the target original.

1 Tap [Scan Settings] - [Original Settings] - [Binding Position].

Setting	Description
[Auto]	Automatically configures the binding position of the original. • When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. • When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top]	Select this option when the binding position is set to the top of the original.

2

Setting Accessibility Functions of Operating Environment ([Accessibility])

2   Setting Accessibility Functions of Operating Environment ([Accessibility])

2.1   About [Accessibility]

In [Accessibility] of [Utility], you can specify accessibility options of the operating environment such as the adjustment of the **Touch Panel** or a change of the keying sounds.

The following settings are available in [Accessibility].

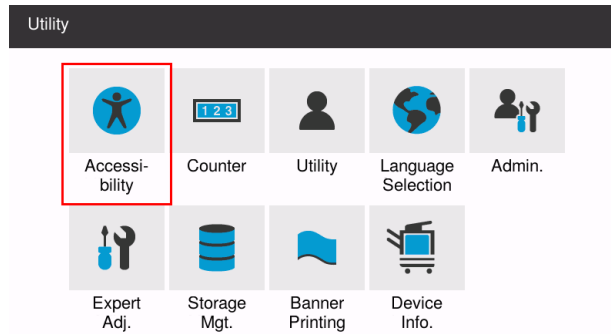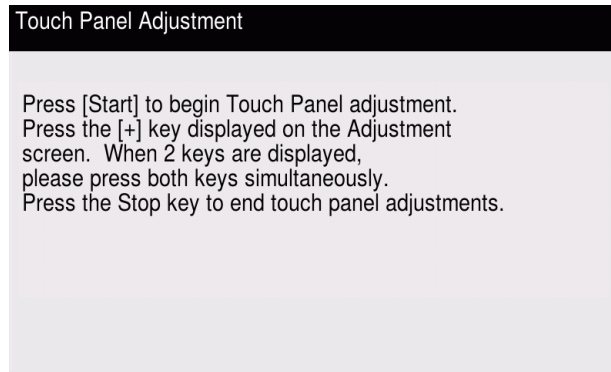| Setting	Description
[Touch Panel Adjustment]	Adjust a position to tap the **Touch Panel**. For details, refer to page 2-4.
[Brightness Adjustment]	Adjust the brightness level of the **Touch Panel**. For details, refer to page 2-4.
[Key Repeat Start/Interval Time]	Change the time from pressing a key to starting a key repeat, and the interval to enter successive characters. For details, refer to page 2-11.
[Default Enlarge Display Settings]	Change the default settings (when the power is turned on, or the Reset key is operated) in Enlarge Display mode. You can change the default setting by selecting Current Setting after the setting of each function is changed. For details, refer to page 2-9.
[System Auto Reset Confirmation]	Select whether to display a confirmation screen and check cancellation of the Enlarge Display mode when the system auto reset function has worked. When displaying the screen, select the length of time to display the screen. For details, refer to page 2-10.
[Auto Reset Confirmation]	Select whether to display a confirmation screen and check resetting of setting values when the auto reset function has worked. When displaying the screen, select the length of time to display the screen. For details, refer to page 2-11.
[Enlarge Display Mode Confirmation]	Select whether to display the confirmation screen when changing to the Enlarge Display mode. For details, refer to page 2-9.
[Message Display Time]	Change the time to display a message on the screen of this machine. For details, refer to page 2-8.
[Color Reversal Screen Display Setting]	Inverts the color to display the screen. For details, refer to page 2-8.
[Sound Setting]	Specify sounds such as keying sounds or warning sounds to notify the status of this machine. For details, refer to page 2-6.
[Voice Guidance Settings]	Change the volume and replay speed of the voice guidance. For details, refer to "User's Guide[Advanced Function Operations]/[Using Voice Guidance for Panel Operation (Voice Guidance)]". This setting is displayed when [Voice Guidance Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.

Setting	Description
[Double tap setting]	Specify whether continuous tapping of the same key is detected as a double-tap operation. For details, refer to page 2-4.

2.2   Adjusting the Touch Panel

Adjusting a position to tap the Touch Panel

If a **Touch Panel** key does not respond normally when tapped, the tap position may not be detected properly.

1   Tap [Accessibility] - [Touch Panel Adjustment].

2   Press the **Start** key.

> Touch Panel Adjustment
>
> Press [Start] to begin Touch Panel adjustment.
> Press the [+] key displayed on the Adjustment
> screen. When 2 keys are displayed,
> please press both keys simultaneously.
> Press the Stop key to end touch panel adjustments.

3   Tap [+] on the screen.

➔   If two [+] buttons are displayed, tap the second [+] while holding down the first [+].

➔   To stop the adjustment, press the **Stop** key.

Tap [+] 10 times, then start adjusting a position gap.

Re-operate the screen that did not respond properly before adjustment, and check that the keying position is adjusted correctly.
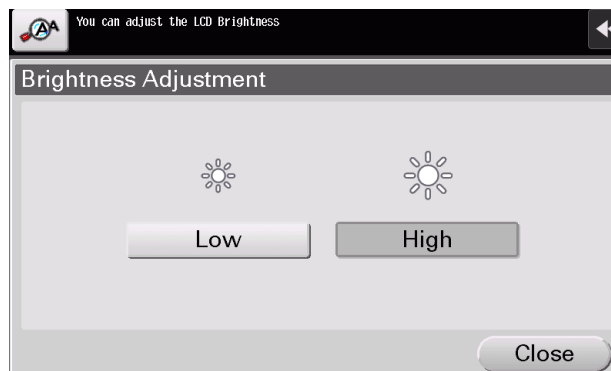
Tips

●   After this procedure, if a keying error recurs, contact your service representative.

Adjusting the brightness of the Touch Panel

Adjust the brightness level of the **Touch Panel**.

1   Tap [Accessibility] - [Brightness Adjustment], and also select [Low] or [High] to adjust the brightness.

> You can adjust the LCD Brightness
>
> Brightness Adjustment
>
> Low   High
>
> Close

Continuous-tapping setting

Specify whether continuous tapping of the same key is detected as a double-tap operation.
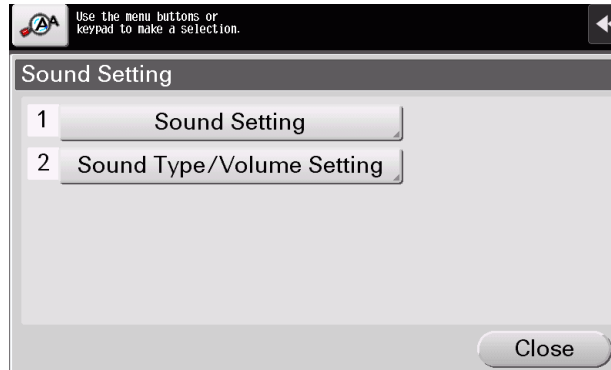
1   Tap [Accessibility] - [Double tap setting].

Setting	Description
[Double Tap]	Detects continuous tapping of the same key as a double-tap operation. You can change the double-tap detection interval at five levels (default: [Standard]). Double-tap the box at the right of the screen enables you to check the current setting.
[Tap detection Limitation]	Inhibits the system from detecting the second and subsequent selections in the specified interval when the same key is tapped continuously. When a user continuously touches a key in an involuntary manner, the system prevents it from being mistakenly detected as a double-tap operation. Specify the interval to detect the second and subsequent taps (default: [0.1] sec.).

2.3   Configuring Keying Sound and Message Display

Configuring keying and warning sounds

Specify sounds such as keying sounds or warning sounds to notify the status of this machine.

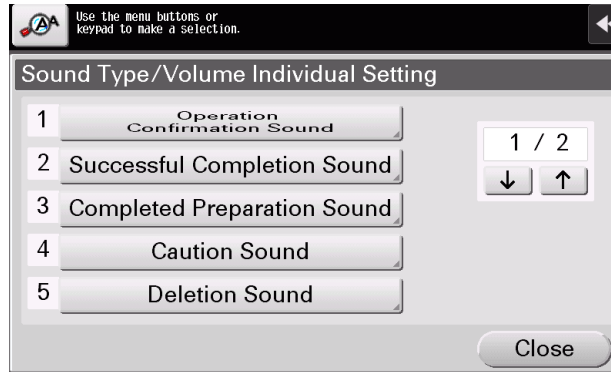**1**   Select [Accessibility] - [Sound Setting], and specify sounds.

Setting	Description
[Sound Setting]	Select whether to respectively output the [Confirmation Sound], [Successful Completion Sound], [Completed Preparation Sound], [Caution Sound], [Deletion Sound], and [Authentication Sound] (default: [On]). If [All Sounds] is set to [Off], none of these sounds will be output.
[Sound Type/Volume Setting]	Specify the sound type and volume for each of [Operation Confirmation Sound], [Successful Completion Sound], [Completed Preparation Sound], [Caution Sound], [Deletion Sound], and [Authentication Sound]. When [Batch Setting] is selected, all the sound type and volume will be set at once. When [Individual Setting] is selected, all the sound type and volume will be set separately.

2   Tap [Sound Type/Volume Setting], and set the sound type and volume.
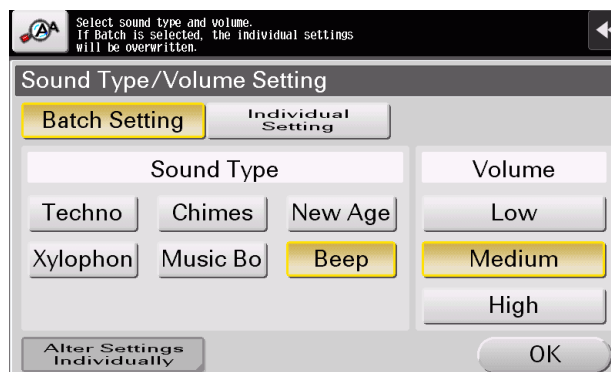
3   To individually set the sound type and volume, tap [Individual Setting] - [Alter Settings Individually].

Setting	Description
[Operation Confirmation Sound]	Select whether to output the following operation confirmation sounds (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]). • [Input Confirmation Sound]: A sound produced when a key is selected to enter a character. • [Invalid Sound]: A sound produced when a selected key is invalid. • [Basic Sound]: A sound produced when the default value item is selected for an option subject to rotational switching. • [Window Pop-Up Sound]: A sound produced when Island Window or Balloon Window is opened. • [Keyboard Operation Sound]: A sound produced when the keyboard screen or the Keypad is operated.
[Successful Completion Sound]	Select whether to output the following operation confirmation sounds (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]). • [Operation Complete Sound]: A sound produced when an operation has ended normally. • [Transmission Complete Sound]: A sound produced when a communication has ended normally. • [Print Job Complete Sound]: A sound produced when printing in PC is normally completed. • [Fax RX Print Complete Sound]: A sound produced when printing for received Fax is normally completed.
[Completed Preparation Sound]	Select whether to output the completed preparation sound when this machine is placed into the ready state (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]).
[Caution Sound]	Select whether to output the following caution sounds (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]). • [Low Caution Sound (Level 1)]: A sound produced when a message is displayed on the screen of this machine to indicate that the replacement time is nearing for consumables or replacement parts. • [Low Caution Sound (Level 2)]: A sound produced when the user has made a mistake while operating this machine. • [Low Caution Sound (Level 3)]: A sound produced when an error, which can be dealt with by referring to messages or manuals has occurred. • [Severe Caution Sound]: A sound produced when a consumables setting failure or a service engineer action failure has occurred.
[Deletion Sound]	Select whether to output the deletion sound when a document or job is deleted (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]).
[Authentication Sound]	Select whether to output the authentication sound depending on the results of authentication when login is performed (default: [On]). Also, select the sound type, and adjust the volume (default: [Beep] or [Medium]). • [Authentication Successful Sound]: A sound produced when user authentication or account track has succeeded by tapping [Login] on the login screen. • [Authentication Failure Sound]: A sound produced when user authentication or account track has failed by tapping [Login] on the login screen.

Setting	Description
[Device Sound]	Output when the screen of this machine is remote-controlled from a mobile terminal using You can specify the mobile terminal output sound from the list of terminal sound files.

Changing the message display time

Change the time to display a message on the screen of this machine.

1   Select [Accessibility] - [Message Display Time], and select [3 seconds] or [5 seconds] (default: [3 seconds]).
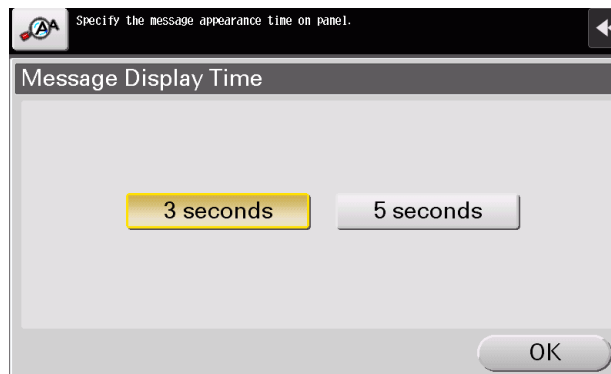
Inverting the screen display color

Inverting the screen display color provides a screen view that is friendly to aged or users with weak eyesight.

1   Select [Accessibility] - [Color Reversal Screen Display Setting], then select whether to invert the screen display color (default: [OFF]).
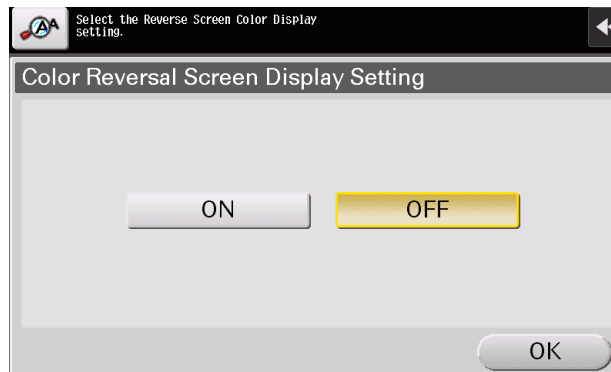
2.4 Configuring Enlarge Display Operations

Changing the default in the Enlarge Display mode

Change the default settings (when the power is turned on, or the Reset key is operated) in Enlarge Display mode. You can change the default setting by selecting [Current Setting] after the setting of each function is changed (default: [Factory Default]).

1 For Enlarge Display, change settings in the copy or scan/fax mode.

➔ The default values in the both modes cannot be changed by one operation.

2 Tap [Accessibility] - [Default Enlarge Display Settings].

3 Select a mode to change settings.

➔ Select the mode that was displayed before tapping [Accessibility].

4 Select [Current Setting], and tap [OK].

➔ To return to the factory default settings, select [Factory Default].
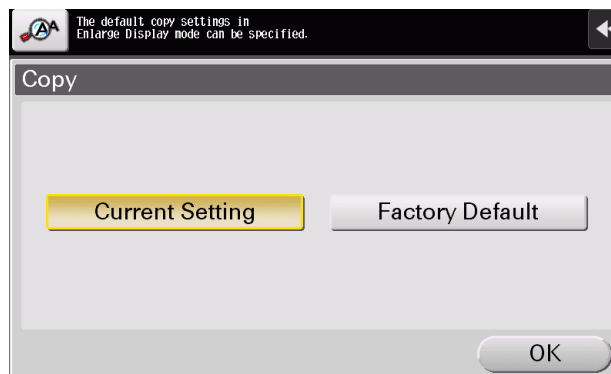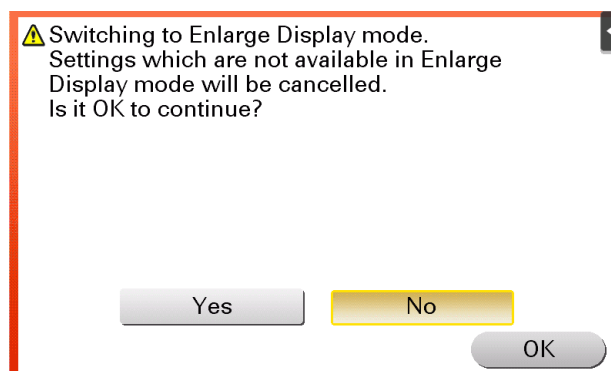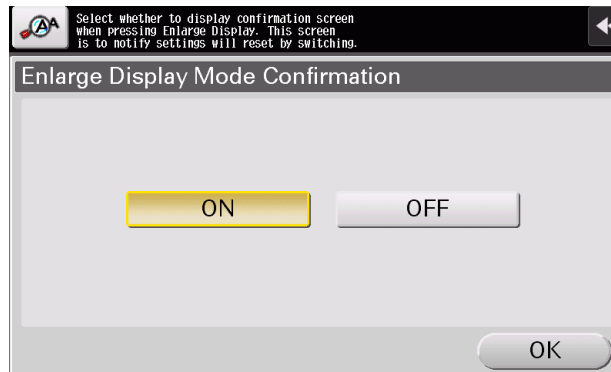

Tips

● The default setting in the fax mode remains unchanged even if the default settings in the scan/fax mode are modified.

Displaying the confirmation screen when changing to the Enlarge Display mode

Changing to Enlarge Display cancels the settings configured on the normal screen. When necessary, you can display the screen to check whether to cancel the settings configured on the normal screen and change to the Enlarge Display mode.

1 Select [Accessibility] - [Enlarge Display Mode Confirmation], and select whether to check a change to the Enlarge Display mode by displaying the screen (default: [OFF]).


Tips

- The confirmation screen is not displayed when the display is changed to the normal screen.

Displaying the confirmation screen when canceling the Enlarge Display mode

If this machine is not operated in the Enlarge Display mode for a while, the Enlarge Display mode is canceled automatically. When necessary, you can display the screen to check whether to cancel the Enlarge Display mode.
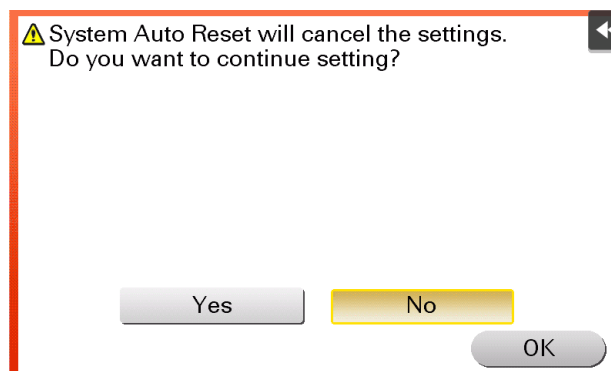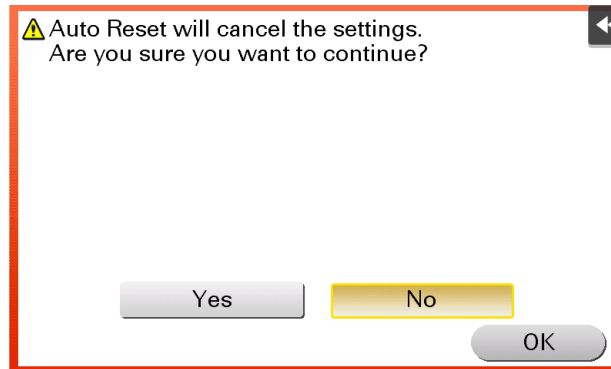

1 Select [Accessibility] - [System Auto Reset Confirmation], and select whether to check a cancellation of the Enlarge Display mode by displaying the screen (default: [No]). When displaying the screen, select the length of time to display the screen.
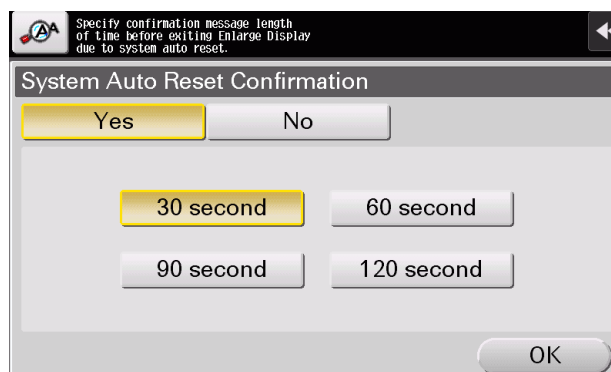
Displaying the confirmation screen when resetting settings

If this machine is not operated for a while, settings are reset automatically. When necessary, you can display the screen to check whether to reset settings.

1   Select [Accessibility] - [Auto Reset Confirmation], and select whether to display the confirmation screen that enables or disables resetting of the settings. (default: [No]). When displaying the screen, select the length of time to display the screen.
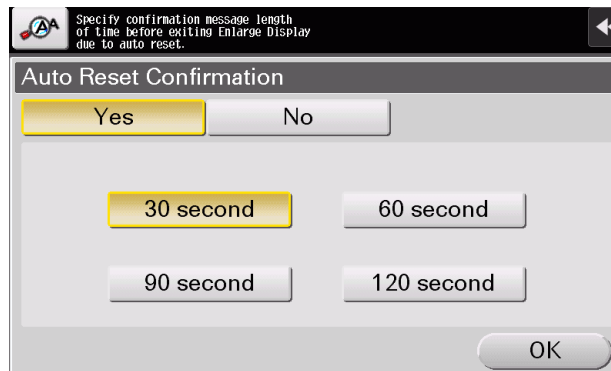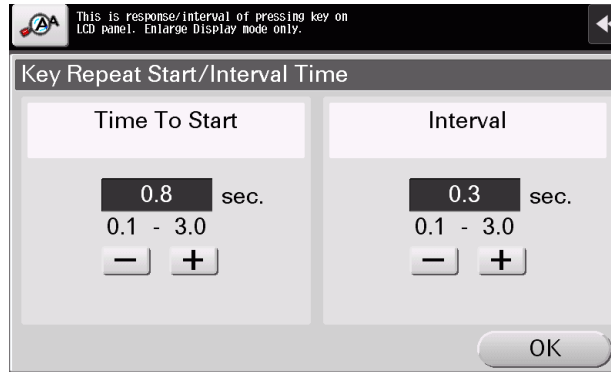

Adjusting the time to hold down a key

In the Enlarge Display mode, pressing a key enters one character, and holding down a key starts entering successive characters. This is referred to as a key repeat.

When necessary, change the time from pressing a key to starting a key repeat, and the interval to enter successive characters.

1   Tap [Accessibility] - [Key Repeat Start/Interval Time].

| Setting	Description
[Time To Start]	Change the time to start entering successive characters when holding down a key. [0.8 sec] is specified by default.
[Interval]	Change the interval to hold down a key and enter successive characters. [0.3 sec] is specified by default.

3 Other Accessibility Functions

3   Other Accessibility Functions

3.1   Using Voice Guidance for Panel Operation (Voice Guidance)

The voice guidance is useful to explain screens, keys, and key operations, which helps the user carry out operations or prevent incorrect operations from being carried out. This function also helps people who have difficulty viewing the screen to carry out operations more smoothly via voice guidance.

For details on the voice guidance, refer to "User's Guide[Advanced Function Operations]/[Using Voice Guidance for Panel Operation (Voice Guidance)]".
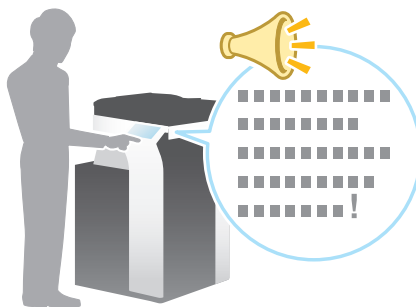
Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Notice to users

Type	Notice
• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.
※ This device is in the Class B items.

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