Canon

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C5255/C5250/C5240/C5240A/C5235A

Basic Operation Guide

After you finish reading this guide, store it in a safe place for future reference.

ENG

Flow of Basic Operations

2

How to Make a Copy

This section describes the flow of basic copy operations.

1 Placing Originals

Place the original on the feeder or the platen glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be copied face up.
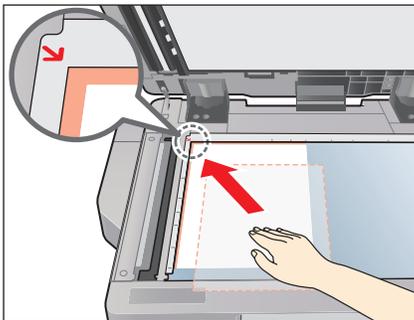
Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.

Gently close the feeder/platen cover.

2 Selecting Function

Select [Copy] from the Main Menu screen.

Press [Copy].

Copy Basic Features Screen is displayed.
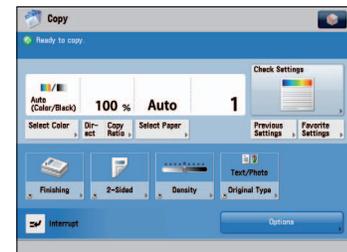
You can set various copying functions. For more information, see from p. 28 to p. 31 in this manual.
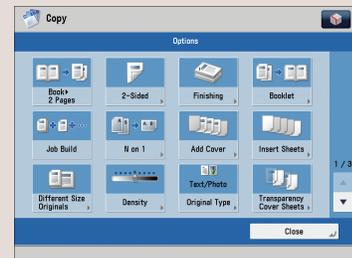
- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/ PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press (Log In/Out) to log out.

3

Setting the Number of Copies

Enter the number of copies.

Press the numeric keys to enter the desired copy quantity (1 to 999).

If you make a mistake when entering values, press ⓒ (Clear) → enter the correct value.

The specified copy quantity appears on the screen, as shown below.
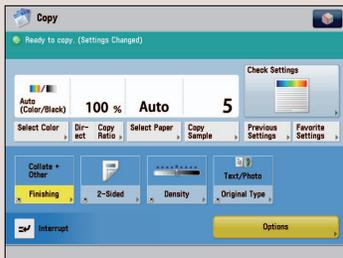
4

Start Copying

After specifying the settings, press ⊙ (Start)·

Press ⊙ (Start).

If the following screen appears, press ⊙ (Start) to scan the next original. After all of the originals are scanned, press [Start Copying].

When copying is complete, remove your originals.

Things You Can Do with the Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen. This section describes the functions you can use on the Copy Basic Features screen and the [Options] (1/3) screen. The [Options] screen is divided into three screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.
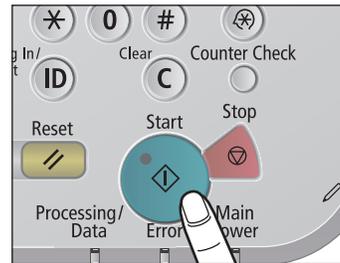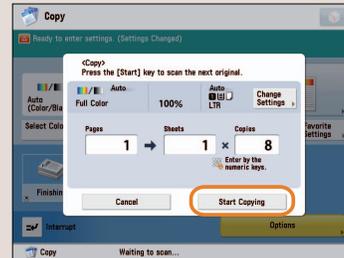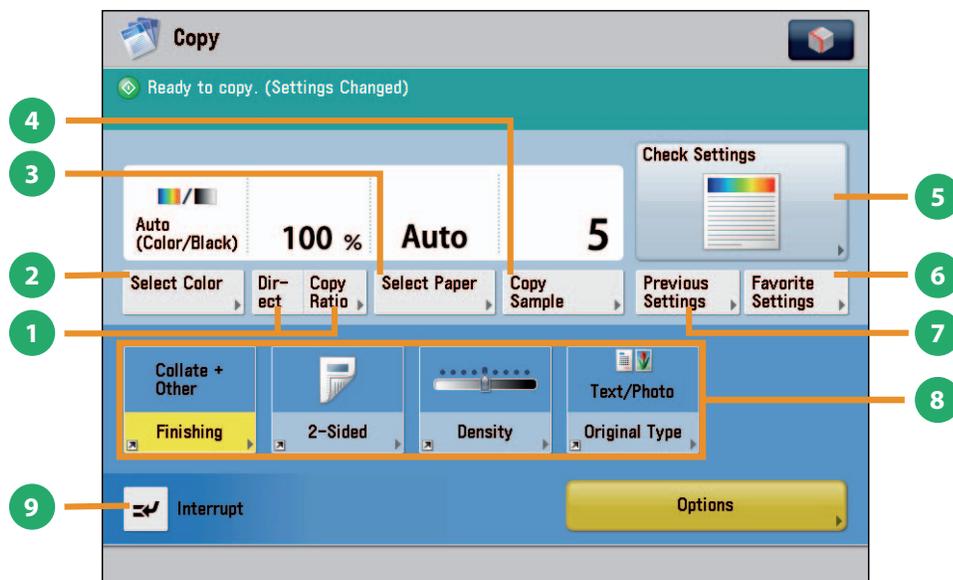

Regular Copy Basic Features Screen

1 **[Direct]/[Copy Ratio]**
You can specify the copy ratio for a copy job. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

2 **[Select Color]**
You can select the color mode for copying.

3 **[Select Paper]**
You can select the paper size/type and the paper source. You can also set the machine to automatically recognize the original size and the copy ratio, and then copy.

4 **[Copy Sample]**
You can check the copy result of one set before making multiple sets of copies. You can also copy a specified page.

5 **[Check Settings]**
You can check, edit, or clear the current copy settings.

6 **[Favorite Settings]**
You can register frequently used copy settings. You can recall the registered frequently used settings for future use.

7 **[Previous Settings]**
You can recall the three most recent copy jobs, and make copies using the recalled copy settings.

8 **Shortcuts to [Options]**
Press to select a [Options] mode. [Finishing], [2-Sided], [Density], and [Original Type] are set as default.

9 **[Interrupt]**
You can temporarily stop the current copy job and give priority to a rush copy.

Quickly Make Settings and Copy
You can set the settings on the Regular Copy Basic Features screen quickly by using the Express Copy Basic Features screen. For instructions on displaying the Express Copy Basic Features Screen, see e-Manual > Settings/Registration.

[Options] 1/3
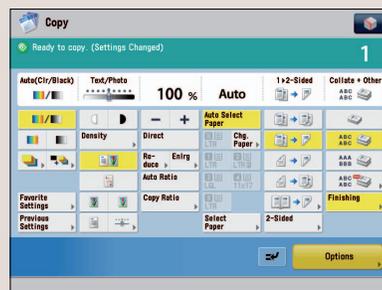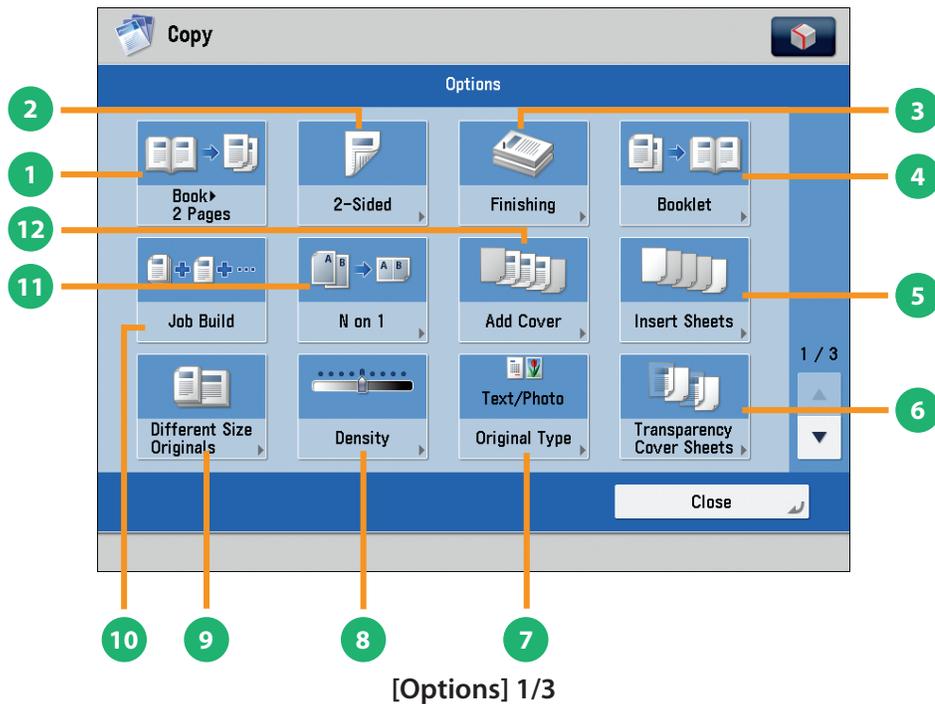
1 **[Book ▶ 2 Pages]**
You can copy facing pages in a book onto separate sheets of paper.

2 **[2-Sided]**
You can make one-sided copies from two-sided originals, or make two-sided copies of your originals.

3 **[Finishing]**
You can collate copies in page order or into groups of the same page.
You can staple the printed sheets.
* To staple printed sheets, optional products are required.

4 **[Booklet]**
You can layout the scanned documents to make a booklet. You can also print a cover sheet or make a saddle stitch booklet.
* To make a saddle stitch booklet, optional products are required.

5 **[Insert Sheets]**
Press to insert blank sheets or chapter pages between specified pages.

6 **[Transparency Cover Sheets]**
The machine automatically interleaves a sheet of paper between each transparency when copying onto transparencies.

7 **[Original Type]**
Image quality for scanning is adjusted according to the type of original, such as [Text/Photo], [Map], [Printed Image], [Photo Printout], or [Text].

8 **[Density]**
Change the exposure. You can press 　　　 to make the exposure darker or 　　　 to make the exposure lighter. You can set the machine to automatically adjust the exposure.

9 **[Different Size Originals]**
You can make copies of different size originals at the same time without separating the documents. If the paper setting is set to Auto, the machine automatically selects the appropriate paper size.

10 **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, copying is started.

11 **[N on 1]**
You can reduce multiple pages of the original to copy onto a single page. You can also change the order of the page layout.

12 **[Add Cover]**
You can add covers.

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Things You Can Do with the Copy Functions

This section describes the functions you can use on the [Options] (2/3 and 3/3) screen of the Copy function. The [Options] screen is divided into three screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.
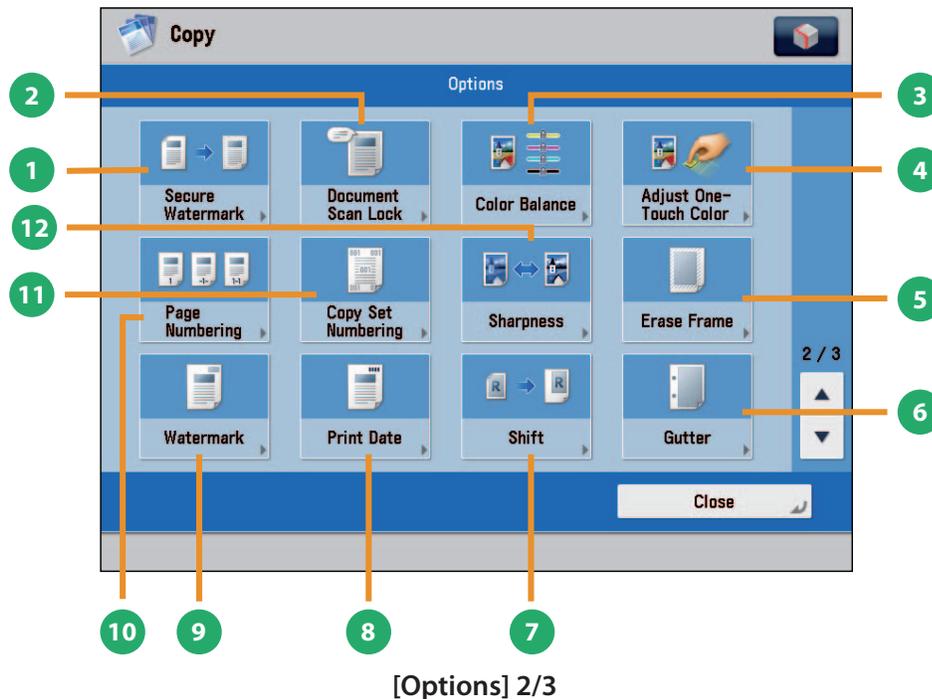
[Options] 2/3

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① **[Secure Watermark]**
You can embed hidden text, such as "CONFIDENTIAL" in the background of copies. The embedded text appears when the copies are printed, helping prevent unauthorized copying and information leakage.

② **[Document Scan Lock]**
You can embed tracking information in copies. This increases security by preventing unauthorized copies.

③ **[Color Balance]**
This mode enables you to make color balance adjustments.

④ **[Adjust One-Touch Color]**
This mode enables you to make fine adjustments to the image quality on copies.

⑤ **[Erase Frame]**
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

⑥ **[Gutter]**
This mode enables you to make copies with the entire original image shifted by a designated width to create a margin on the copies. You can set different width values for the each side of the paper.

⑦ **[Shift]**
This mode enables you to make copies with the entire image shifted to the center or a corner. You can use the numeric keys to specify the location.

⑧ **[Print Date]**
You can copy the date (day, month, and year) onto the output. You can specify the size, position, or direction of the date.

⑨ **[Watermark]**
This mode enables you to copy a watermark and user-defined text onto the output. You can specify the size, position, or direction of the watermark.

⑩ **[Page Numbering]**
You can copy with page numbers. You can also specify the size, position, or direction of the page number.
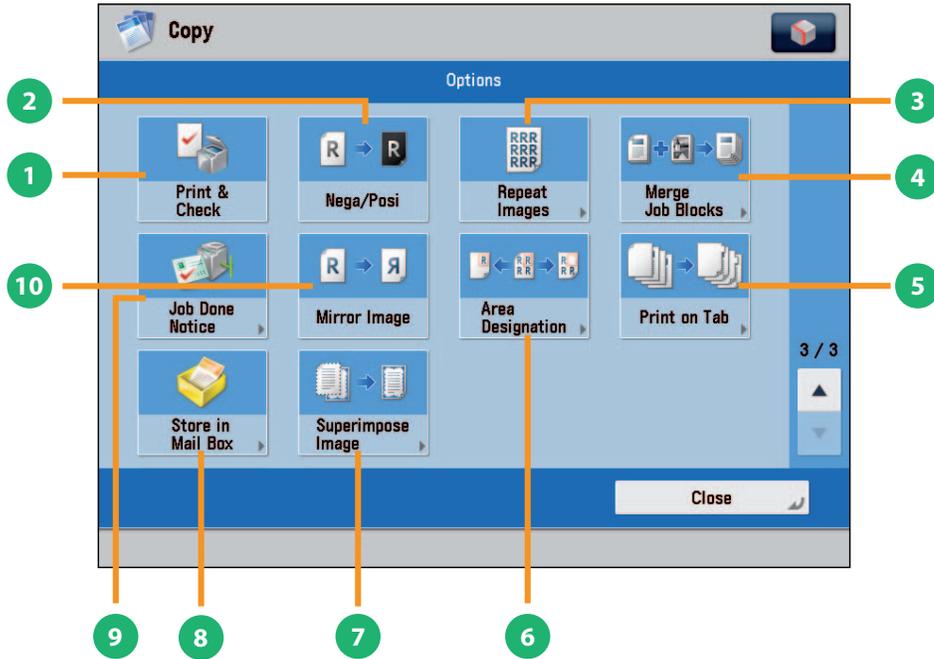
⑪ **[Copy Set Numbering]**
This mode enables you to print copy set numbers. You can specify the size, position, or direction of the copy set number.

⑫ **[Sharpness]**
This mode enables you to adjust image quality for copying. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

Functions with this mark require an optional product(s).

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[Options] 3/3

1 **[Print & Check]**
This mode enables you to confirm scanned images page by page before copying when you scan originals on the platen glass.

2 **[Nega/Posi]**
This mode enables you to copy the original image with the hues and gradations inverted.

3 **[Repeat Images]**
This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction.

4 **[Merge Job Blocks]**
This mode enables you to scan multiple batches of originals with different copy settings and copy them as one document.

5 **[Print on Tab]**
This mode enables you to copy onto the tabs on tab paper.

6 **[Area Designation]**
This mode enables you make copies of a designated area.

7 **[Superimpose Image]**
This mode superimposes an image (image form) previously scanned, registers it in the memory of the machine, and then places it on the image of the original.

8 **[Store in Mail Box]**
You can store the scanned originals in the User Inbox. The specified copy mode is also stored.

9 **[Job Done Notice]**
Press to have the machine notify the user through e-mail when the copy job is done.

10 **[Mirror Image]**
This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.

Sending a Fax

This section describes the flow of basic fax operations.
An optional product is required to use the Fax function.

1 Placing Originals

Place the original on the feeder or the platen glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be copied face up.
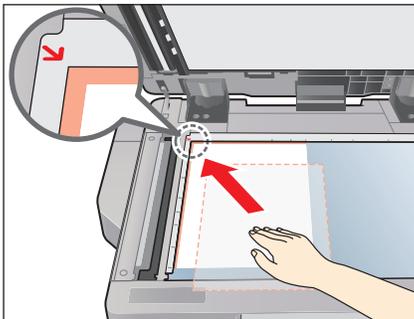
Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.
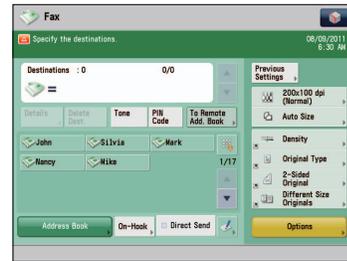
Gently close the feeder/platen cover.

2 Selecting Function

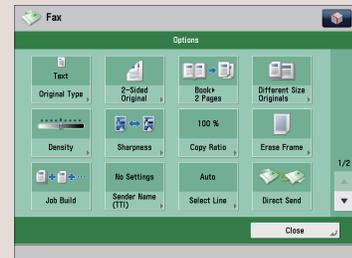**Select [Fax] from the Main Menu screen.**

Press [Fax].

Fax Basic Features screen is displayed.

You can set various facsimile functions. For more information, see from p. 34 to p. 37 in this manual.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press ⒾⒹ (Log In/Out) to log out.
- The send settings for the last send job may be retained.
  - To cancel the settings, press ⌀ (Reset).
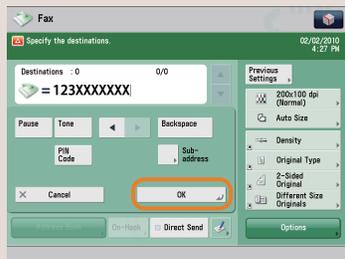 - The specified destinations are not retained.

3

Specify the destination.

Enter the fax number.

Enter the fax number using the numeric keys.

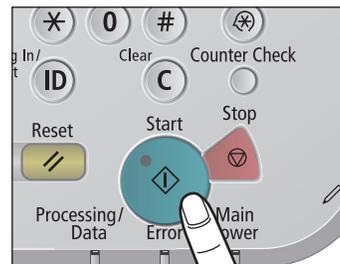If you want to enter two or more fax numbers, press [OK] → enter the next destination.

You can specify the destination using the one-touch buttons or [Address Book]. For more information on storing the destination, see e-Manual > Fax.

4

Start Sending the Fax

After specifying the settings, press ⊕ (Start).

Press ⊕ (Start).

If the following screen appears, press ⊕ (Start) to scan the next original. After all of the originals are scanned, press [Start Sending].
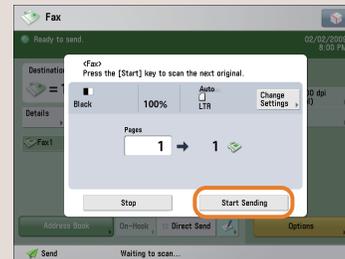
When sending is complete, remove your originals.

After a job is sent, the send settings may be retained except the specified destinations. To cancel the settings, press ⫽ (Reset). To send other jobs with the same settings, specify destinations for the jobs as the destination specified for the previous job is not retained.

Things You Can Do with the Fax Functions

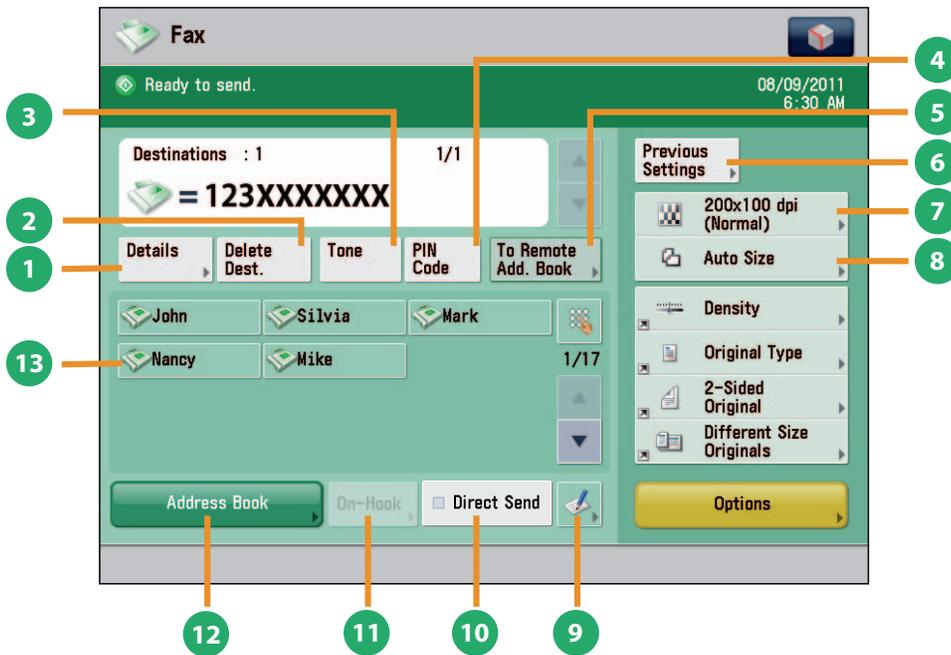To use the Fax functions, press [Fax] on the Main Menu screen. This section describes the main functions on the Fax Basic Features screen. An optional product is required to use the Fax function.

Fax Basic Features Screen

1 [Details]
You can check the detailed information for the destination selected from the Address Book. You can also change the new destination.

2 [Delete Dest.]
You can delete the displayed destination.

3 [Tone]
Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange) which accepts only tone signals. If you press [Tone], the letter <T> appears.

4 [PIN Code]
Press to enter the PIN (Personal Identification Number) code. You can press this key only if [Option] is selected for PIN code position. If [Prefix], [Suffix], or [Off] is selected for PIN code position, this key is grayed out.

5 [To Remote Add. Book]
You can specify destinations registered in the one-touch buttons of a server machine by accessing from a client machine on the network.

6 [Previous Settings]
You can recall the three most recent destinations or fax settings. You can send a fax using the recalled destination or settings.

7 Resolution
If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.

8 Scan Size
You can select the original scanning size. If you press [Auto], the machine automatically recognizes the size of the original when scanning.

9 Register One-Touch Button
Press to register destinations in one-touch buttons.

10 [Direct Send]
Check that the recipient can receive the facsimile, and then start scanning the originals. You can directly send without storing the original in the memory.

11 [On-Hook]
When using the fax information service, you can perform operation, such as entering number while listening to the automated audio response from the speaker of the machine.

12 [Address Book]
Press to select a destination from the Address Book. You can also register frequently used destinations in the Address Book.

13 One-Touch Buttons
Press to recall the destinations stored in a one-touch button.

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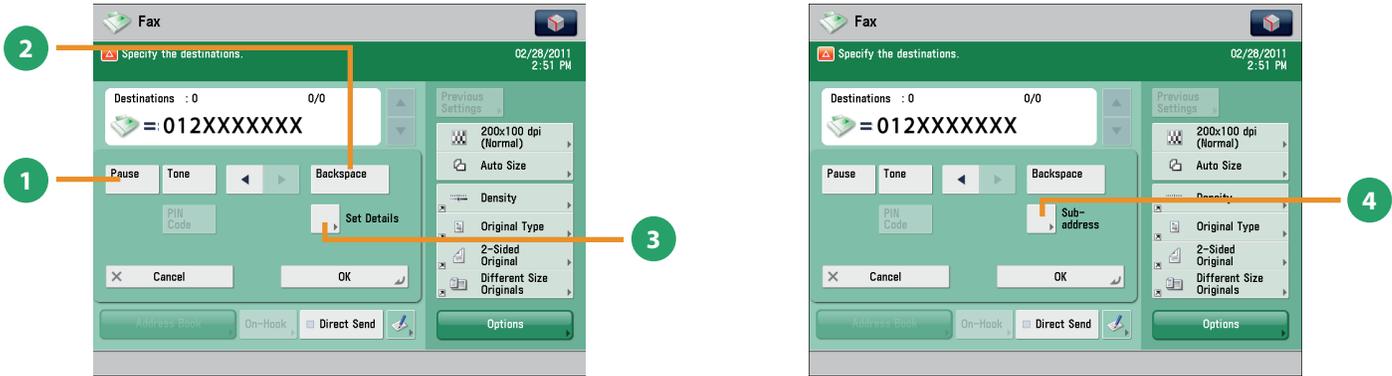
Screen for Specifying the Fax Destination

1 **[Pause]**
Press to insert a pause of several seconds in the fax number that you are dialing. If you insert a pause, the letter <p> appears between the numbers, and the letter <P> appears at the end of the number. When dialing an overseas number, insert a pause after the country code, and at the end of the telephone number.

2 **[Backspace]**
Press when you enter an incorrect number to delete the number before the cursor.

 Functions with this mark require an optional product(s).

3 **[Set Details]**
Displayed when multiple lines are set to be used. Press to set the subaddress and password, or to select the telephone line to use for transmission.

4 **[Subaddress]**
You can send or receive fax documents with increased security by attaching a subaddress and a password to your fax transactions.

Things You Can Do with the Fax Functions

This section describes the functions you can use on the [Options] (1/2 and 2/2) screen of the Fax function. The [Options] screen is divided into two screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen. An optional product is required to use the Fax function.
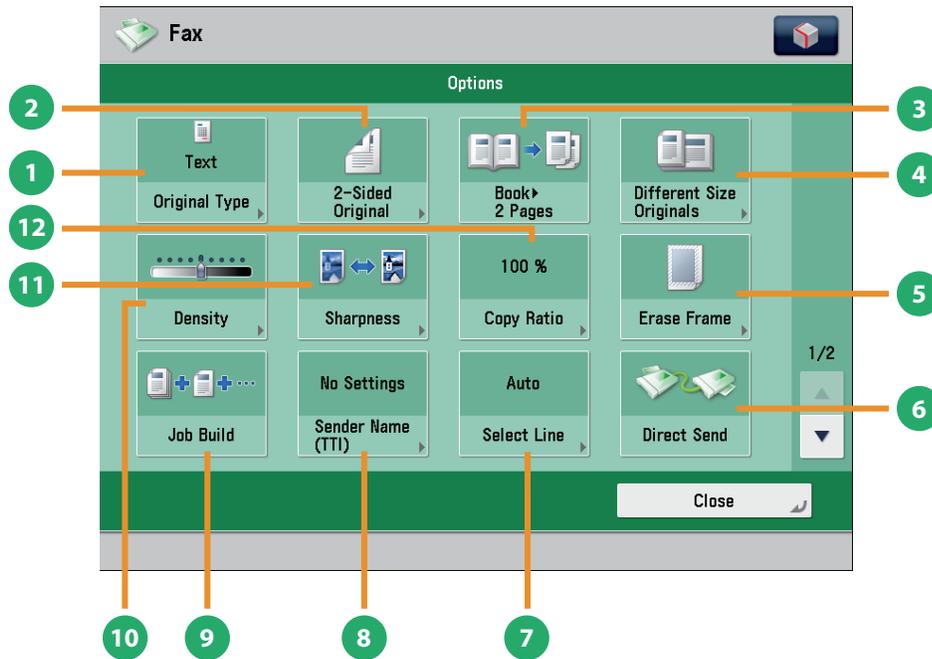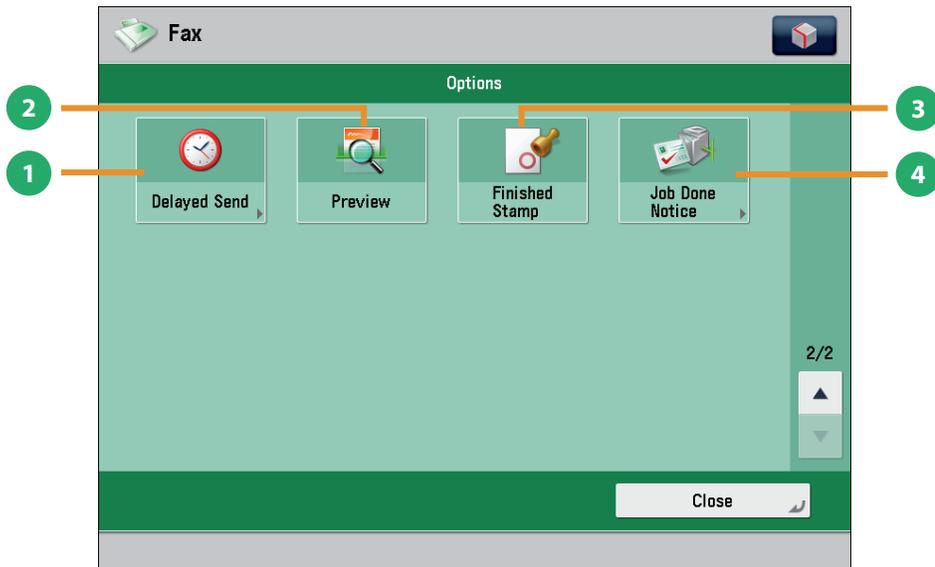

[Options] 1/2

① **[Original Type]**
Image quality for scanning is adjusted according to the type of original, such as [Text], [Map], or [Photo].

② **[2-Sided Original]**
Set to send two-sided originals. You can select [Book Type] or [Calendar Type].

③ **[Book▶2 Pages]**
You can scan facing pages, such as in a book one sheet at a time.

④ **[Different Size Originals]**
You can scan originals of different size fed together in one group.

⑤ **[Erase Frame]**
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

⑥ **[Direct Send]**
Check that the recipient can receive the facsimile, and then start scanning the originals. You can directly send without storing the original in the memory.

⑦ **[Select Line]**
You can select the telephone line to use for sending a facsimile.

⑧ **[Sender Name (TTI)]**
You can register a department name or personal name in advance, and show this on the destination fax machine.
* Set the Sender Name after specifying the destination.

⑨ **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, sending is started.

⑩ **[Density]**
Change the exposure. You can press ▶ to make the exposure darker or ◀ to make the exposure lighter. You can set the machine to automatically adjust the exposure.

⑪ **[Sharpness]**
This mode enables you to scan the originals with a sharper or softer contrast. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

⑫ **[Copy Ratio]**
Specify the desired zoom ratios. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

Functions with this mark require an optional product(s).

[Options] 2/2

1 **[Delayed Send]**
This mode enables you to store a send job in memory, and have it sent at a later time.

2 **[Preview]**
This mode enables you to preview the scanned data of your originals and to check the page count before sending a fax. You can also delete a specified page.

3 **[Finished Stamp]**
You can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned and sent originals.

4 **[Job Done Notice]**
Press to have the machine notify the user through e-mail when the fax job is done.

Sending Scanned Data (E-Mail/I-Fax/File Servers)

This section describes the flow of basic scan and send operations.

1 Placing Originals

Place the original on the feeder or the platen glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be copied face up.
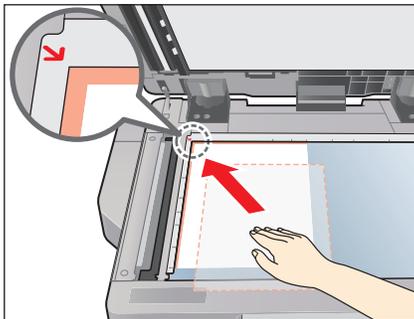

Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.
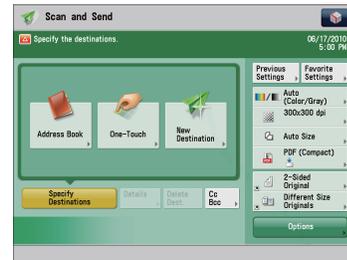

Gently close the feeder/platen cover.

2 Selecting Function

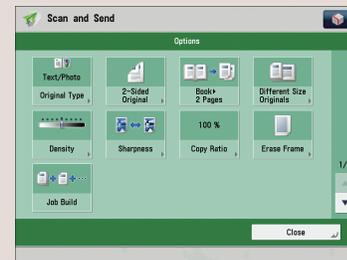**Select [Scan and Send] from the Main Menu screen.**

Press [Scan and Send].

Scan and Send Basic Features screen is displayed.

You can set various send functions. For more information, see from p. 40 to p. 43 in this manual.


- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press (ID) (Log In/Out) to log out.
- The send settings for the last send job may be retained.
  - To cancel the settings, press (Reset).
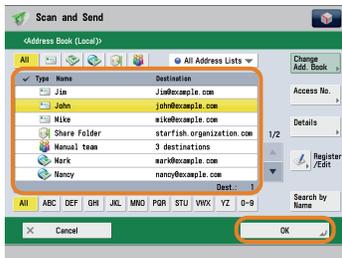 - The specified destinations are not retained.

3

Specify the Destination

Press [Address Book] → select destination → press [OK].

Press [Address Book].
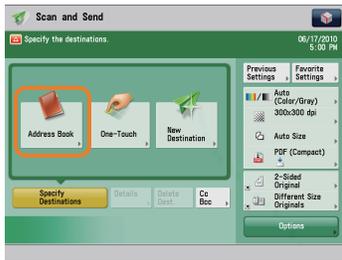
If you are sending to only one destination, select a destination. If you are sending to multiple destinations, select the destinations → press [OK].

For more information on storing the destination in the address book, see e-Manual > Scan and Send.
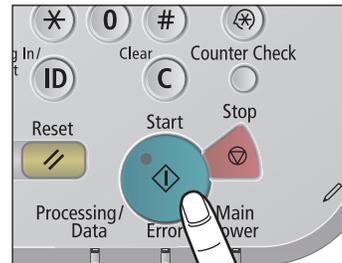
You can specify the destination using the one-touch buttons or frequently used settings. Also, if you want to send to a new destination not yet stored, press [New Destination] → enter the destination.

4

Start Sending

After specifying the settings, press ⊚ (Start).

Press ⊚ (Start).

If the following screen appears, press ⊚ (Start) to scan the next original. After all of the originals are scanned, press [Start Sending].
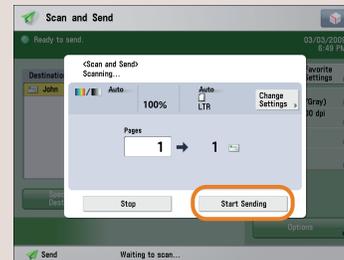
When sending is complete, remove your originals.

After a job is sent, the send settings may be retained except the specified destinations. To cancel the settings, press ⫽ (Reset). To send other jobs with the same settings, specify destinations for the jobs as the destination specified for the previous job is not retained.

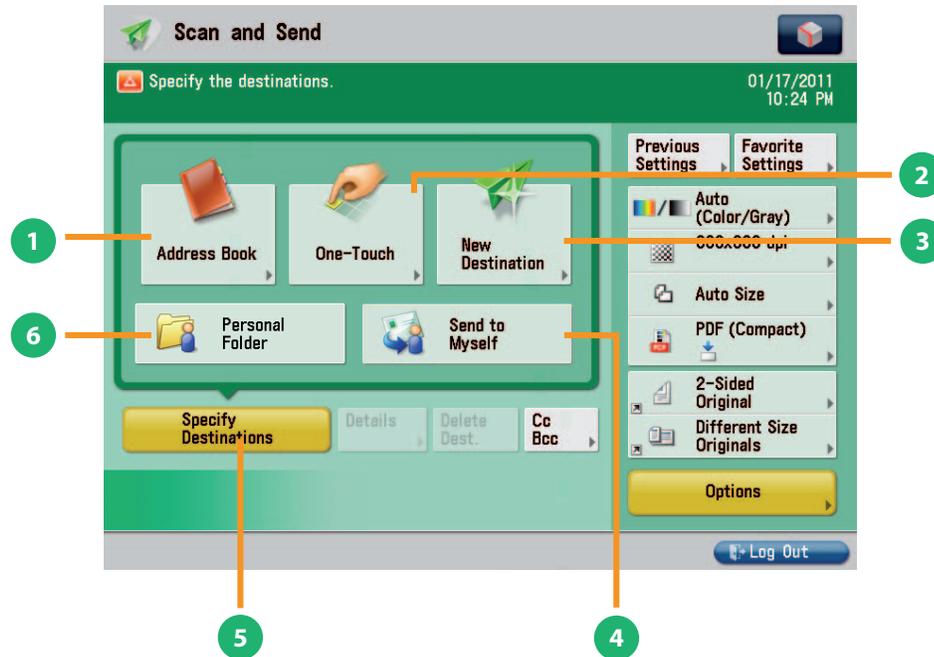# Things You Can Do with the Scan and Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen. This section describes the main functions on the Scan and Send Basic Features screen.

Scan and Send Basic Features Screen

1 **[Address Book]**
Press to select a destination from the Address Book. You can also register frequently used e-mail, I-fax, or file server destinations in the Local Address Book.

2 **[One-Touch]**
If a frequently used destination is stored in a one-touch button, you can specify the destination quickly. Press [To Remote Add. Book] to specify destinations registered in the one-touch buttons of a server machine by accessing from a client machine on the network.

3 **[New Destination]**
Press to specify a new destination not stored in the Address Book or one-touch buttons.

4 **[Send to Myself]**
You can specify your own e-mail address as the destination. The administrator can restrict general users to send e-mail only to their addresses.

5 **[Specify Destinations]**
Press to display the methods for specifying destinations or the destination list.

6 **[Personal Folder]**
You can specify your personal folder as the destination. You need to specify settings before using personal folders. The administrator can restrict destination for file transmission to the operator's personal folder.
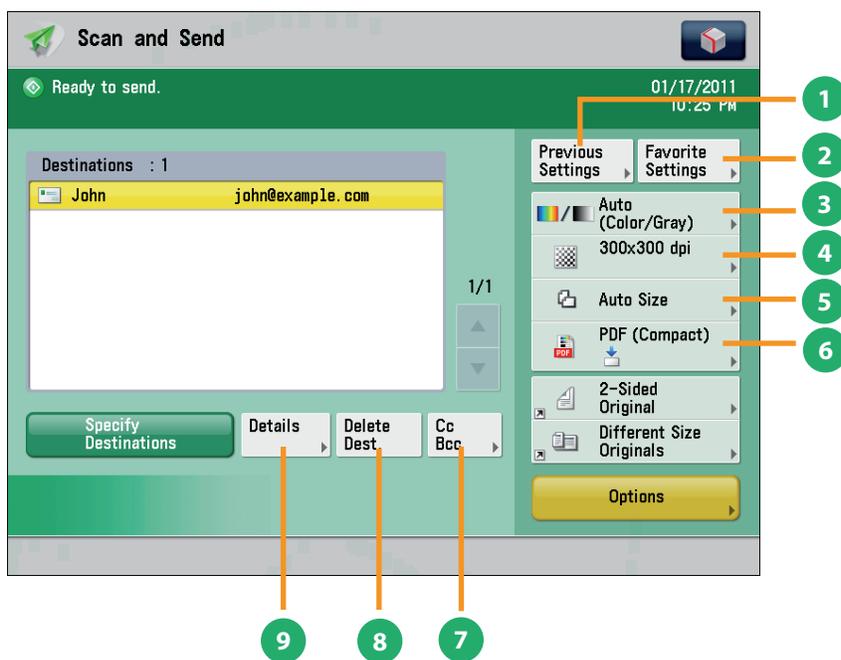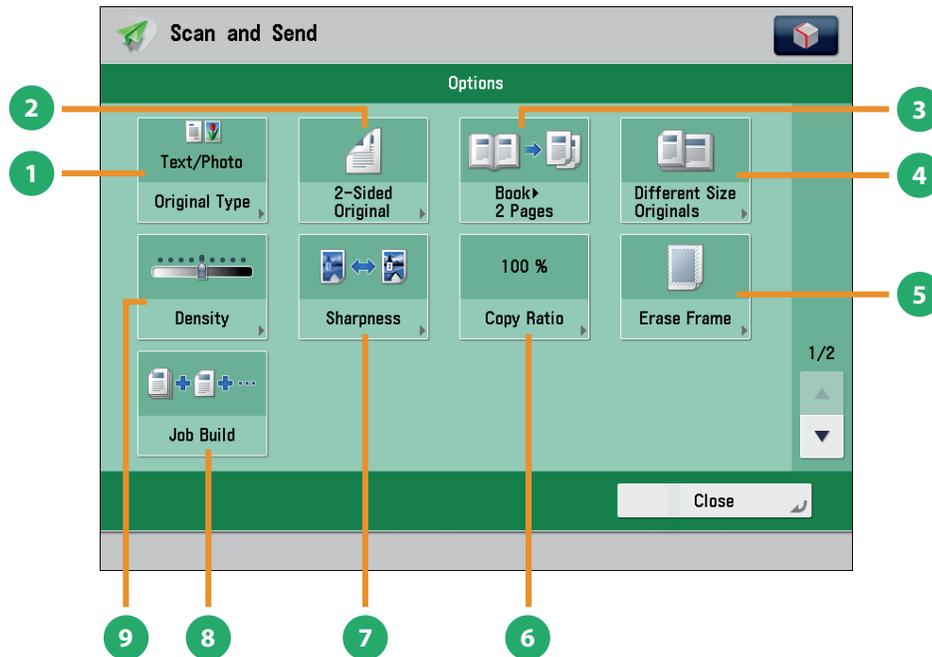
Scan and Send Basic Features Screen (Destination Set)

1 **[Previous Settings]**
You can recall the three most recent destinations or send settings. You can send using the recalled destination or settings.

2 **[Favorite Settings]**
You can register frequently used destination and settings. You can recall the registered frequently used settings for future use.

3 **[Select Color]**
You can select the Full Color, Grayscale, or Black-and-White mode. You can also set the machine to automatically select a color mode according to the original.

4 **[Resolution]**
If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.

5 **[Scan Size]**
You can select the original scanning size. If you press [Auto Size], the machine automatically recognizes the size of the original when scanning.

6 **[File Format]**
If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOXML (pptx, docx), JPEG, or TIFF.

7 **[Cc Bcc]**
In addition to the destination for the documents, you can specify e-mail address destinations for the Cc and Bcc addresses.

8 **[Delete Dest.]**
You can delete the selected destination from the destination list.

9 **[Details]**
You can check the detailed information for the destination selected from the destination list. You can also change the new destination.

Things You Can Do with the Scan and Send Functions

This section describes the functions you can use on the [Options] (1/2 and 2/2) screen of the Scan and Send function. The [Options] screen is divided into two screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.

[Options] 1/2

1 **[Original Type]**
Image quality for scanning is adjusted according to the type of original, such as [Text], [Map], or [Photo].

2 **[2-Sided Original]**
Set to send two-sided originals. You can select [Book Type] or [Calendar Type].

3 **[Book▶ 2 Pages]**
You can scan facing pages, such as in a book one sheet at a time.

4 **[Different Size Originals]**
You can scan originals of different size fed together in one group.

5 **[Erase Frame]**
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

6 **[Copy Ratio]**
Specify the desired zoom ratios. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

7 **[Sharpness]**
This mode enables you to scan the originals with a sharper or softer contrast. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

8 **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, sending is started.

9 **[Density]**
Change the exposure. You can press ▶ to make the exposure darker or ◀ to make the exposure lighter. You can set the machine to automatically adjust the exposure.
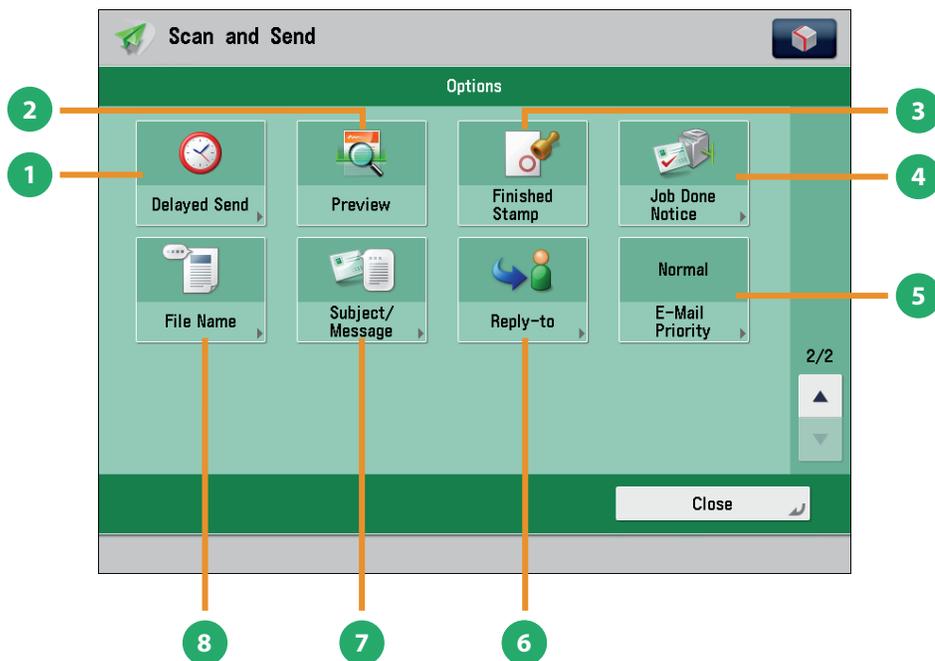
[Options] 2/2

1 **[Delayed Send]**
This mode enables you to store a send job in memory, and have it sent at a later time. You can specify from the current time to 23:59.

2 **[Preview]**
This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.

3 **[Finished Stamp]**
You can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned and sent originals.

4 **[Job Done Notice]**
Press to have the machine notify the user through e-mail when the send job is done.

5 **[E-Mail Priority]**
You can set a priority level when sending e-mail.

6 **[Reply-to]**
You can specify a reply-to address when sending an e-mail or I-fax.

7 **[Subject/Message]**
You can specify a subject and enter a message when sending an e-mail or I-fax. If you do not specify a subject, it will be specified automatically.

8 **[File Name]**
If you set PDF(OCR), XPS(OCR), or OOXML(OCR) as the file format, you can set [Auto (OCR)] to 'On' to automatically extract the first text block in the document for use as its filename.

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Storing Scanned Data

This section describes the flow of basic Scan and Store operations. It also describes an example of how to store scanned data in a mail box.

1 Placing Originals

Place the original on the feeder or the platen glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be copied face up.
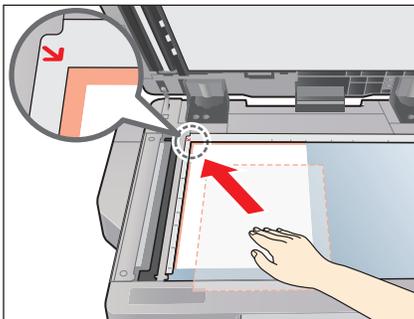
Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.
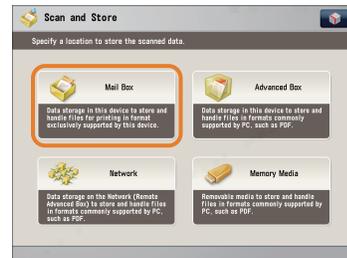
Gently close the feeder/platen cover.

2 Selecting Function

Select [Scan and Store] from the Main Menu screen.

Press [Scan and Store].

Select [Mail Box] from the screen where you can select the type of storage location.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/ PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press (ID) (Log In/Out) to log out.

3

Select Storage

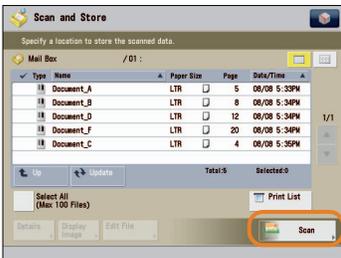**Specify the mail box that you want to store the file in.**

Select the desired mail box.
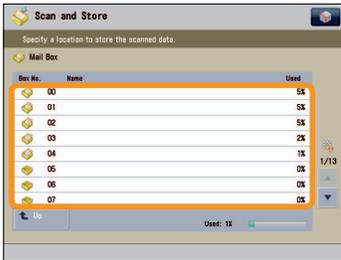
You may need to enter a PIN when specifying the mail box.

Press [Scan].

The Scan screen is displayed.

You can set various scan functions. For more information, see from p. 46 to p. 47 in this manual.
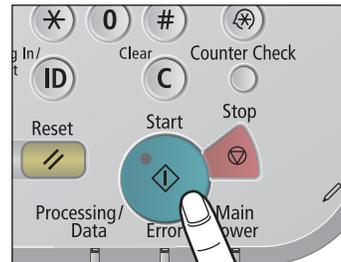

4

Start Scanning

**After specifying the settings, press ⊙ (Start).**

Press ⊙ (Start).

If the following screen appears, press ⊙ (Start) to scan the next original. After all of the originals are scanned, press [Start Storing].

When scanning is complete, remove your originals.

To scan the original and store it, press [Scan and Store] on the Main Menu screen. This section describes the functions you can use on the Scan and Store Basic Features screen and the [Options] screen. If you press [Scan] after selecting the storage location, the screen below appears.
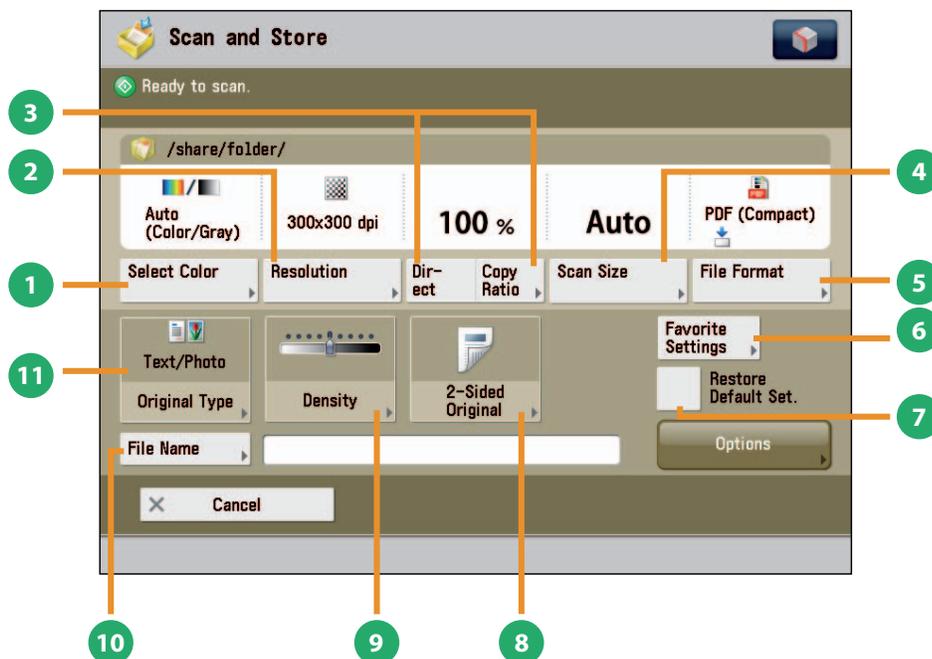
Scan Screen

1 **[Select Color]**
You can select the Full Color or Black mode. You can also set the machine to automatically select a color mode according to the original.

2 **[Resolution]**
If the resolution is high, you can store fine text and images clearly. If the resolution is low, the data size becomes smaller.

3 **[Direct]/[Copy Ratio]**
This mode enables you to change the copy ratio by enlarging/reducing a copy to a preset paper size, or by entering a value to specify a desired copy ratio.

4 **[Scan Size]**
You can select the original scanning size. If you press [Auto], the machine automatically recognizes the size of the original when scanning.

5 **[File Format]**
You can set a file format, such as a PDF format to the scanned document so that it can be accessed from your computer.

6 **[Favorite Settings]**
You can register frequently used scan settings. You can recall the registered frequently used settings for future use.

7 **[Restore Default Set.]**
This mode is useful if you want to clear all settings and reset the settings. All settings are cleared.

8 **[2-Sided Original]**
Set to scan two-sided originals. You can select [Book Type] or [Calendar Type].

9 **[Density]**
Change the exposure. You can press ▶ to make the exposure darker or ◀ to make the exposure lighter. You can set the machine to automatically adjust the exposure.

10 **[File Name]**
You can specify a file name for the data to be scanned.

11 **[Original Type]**
Image quality for scanning is adjusted according to the type of original, such as [Text/Photo], [Map], [Printed Image], [Photo Printout], or [Text].

The available functions may differ, depending on the storage location.
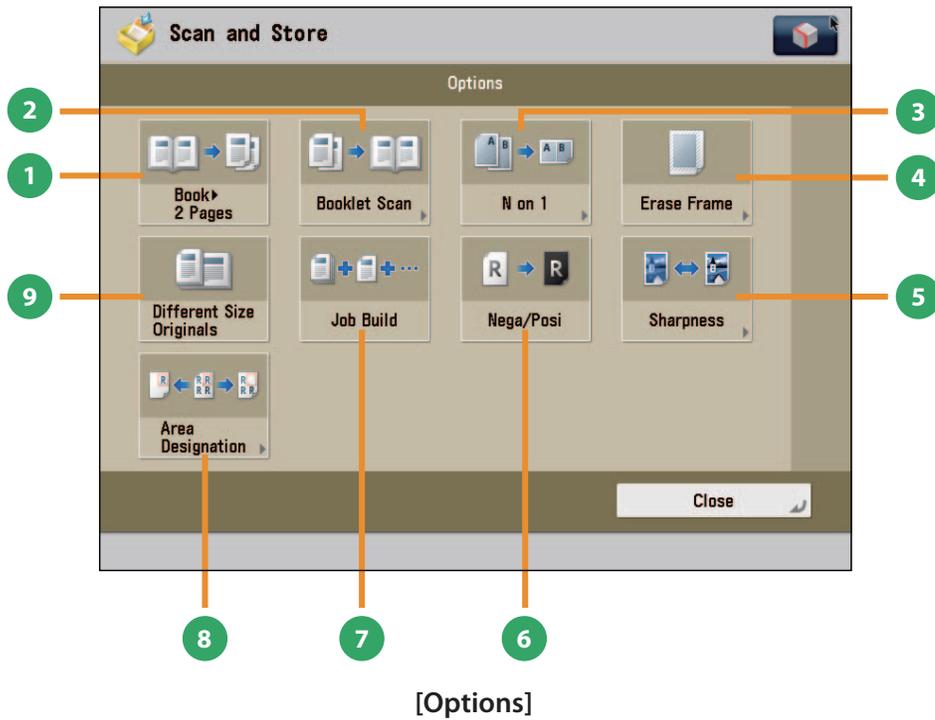
[Options]

① [Book ▶ 2 Pages]
You can scan facing pages, such as in a book one sheet at a time.

② [Booklet Scan]
You can scan with booklet settings.

③ [N on 1]
You can scan multiple pages of the original and reduce the size of the images to fit onto a single page. You can also change the order of the layout.

④ [Erase Frame]
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

⑤ [Sharpness]
This mode enables you to adjust image quality for copying. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

⑥ [Nega/Posi]
This mode enables you to scan and record the original image by inverting the hues and gradations.

⑦ [Job Build]
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, storing is started.

⑧ [Area Designation]
This mode enables you to frame areas to scan/copy, or areas to blank out in the scanned image.

⑨ [Different Size Originals]
You can scan originals of different size fed together in one group.

The available functions may differ, depending on the storage location.

Printing Stored Data

This section describes the flow of basic Access Stored Files operations. The procedure for printing files stored in a mail box is used here as an example.

1 Selecting Function

Select [Access Stored Files] from the Main Menu screen.
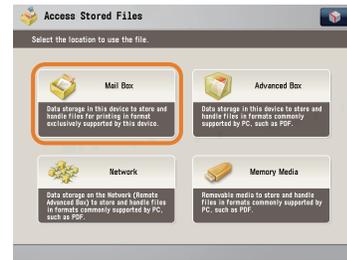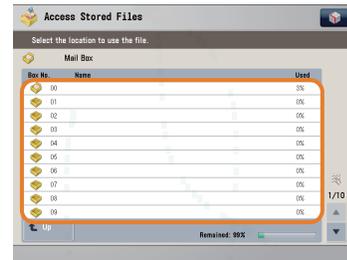
Press [Access Stored Files].

2 Select Storage

Specify the storage location for the file.

Select [Mail Box] from the Storage Selection screen.

Select the desired mail box.

You may need to enter a PIN when specifying the mail box.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press ⓘⓓ (Log In/Out) to log out.
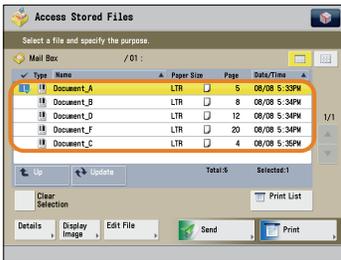
3

Select File

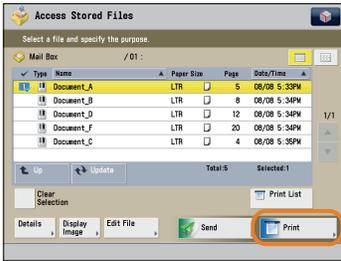**Select the file that you want to print → press [Print].**

Select the file to print.

Press [Print].

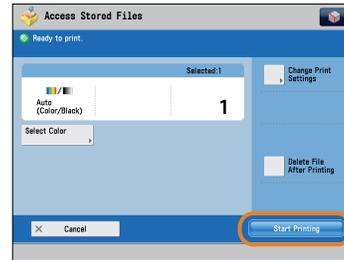The Print screen is displayed.

4

Start Printing

After specifying the settings, press [Start Printing].

Press [Start Printing].

You can set various print settings on the screen displayed when [Change Print Settings] is pressed. For more information, see from p. 53 to p. 55 in this manual.

When printing is complete, the display returns to the Mail Box Selection screen.

Sending Stored Data

This section describes the flow of basic Access Stored Files operations. The procedure for sending a file stored in a mail box is used here as an example.

1 Selecting Function

Select [Access Stored Files] from the Main Menu screen.
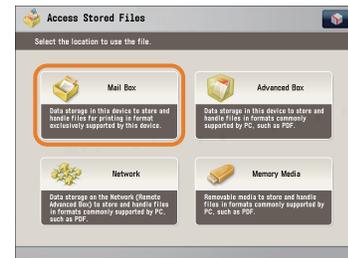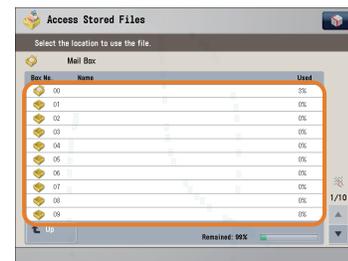
Press [Access Stored Files].

2 Select Storage

Select [Mail Box].

Select [Mail Box] from the Storage Selection screen.

Select the desired mail box.

You may need to enter a PIN when specifying the mail box.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service, such as Department ID Management or SSO-H has been set, press ⓘⒹ (Log In/Out) to log out.
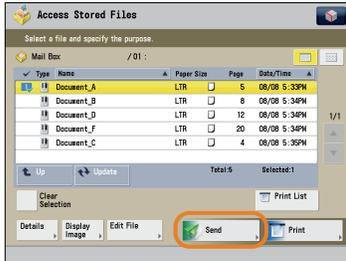
3

Select File

Select the file that you want to send → press [Send].

Select the file to send.
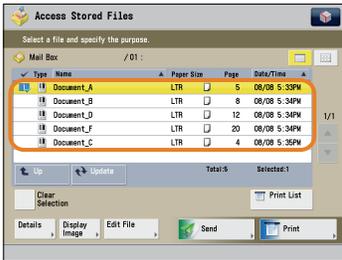
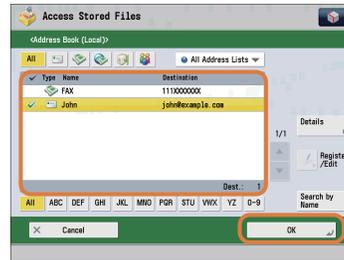
Press [Send].

4

Start Sending

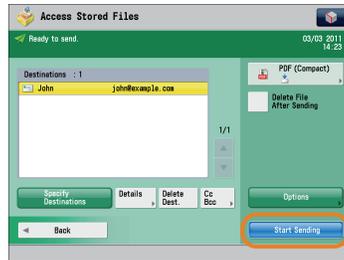Specify the destination → press [Start Sending].

Press [Address Book].

Select the destinations → press [OK].


Press [Start Sending].

You can set various send functions. For more information, see p. 56 to p. 57 in this manual.

Things You Can Do with the Access Stored Files Functions (File Operation)

To perform various operations on stored files, press [Access Stored Files] on the Main Menu screen. This section describes the functions you can use to edit files stored in a mail box. Select the file that you want to edit from the list of stored files, press [Edit File], and the following screen is displayed.
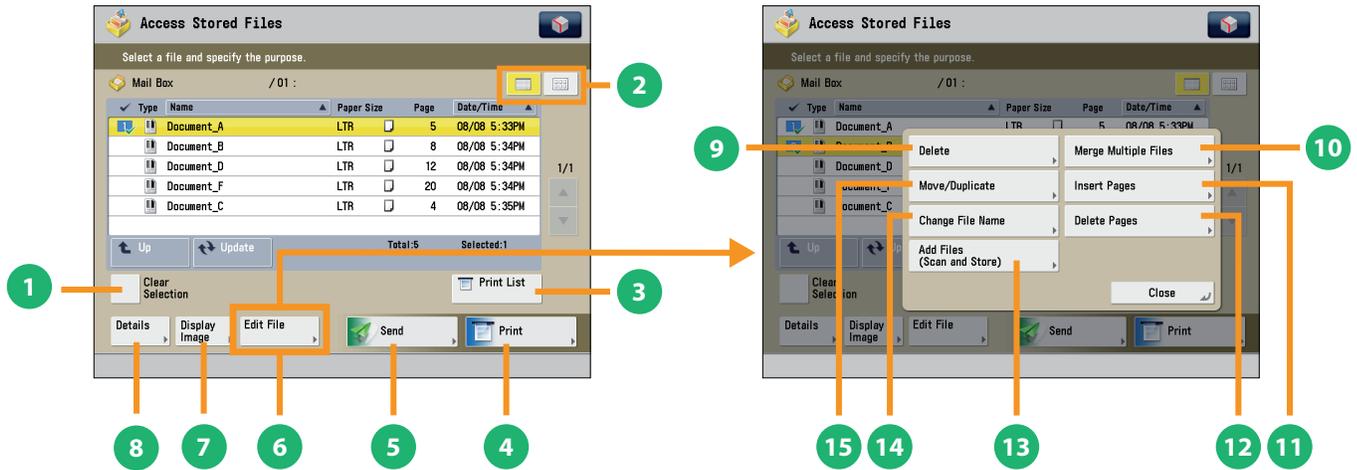
File Selection Screen

Edit File Screen

1 **[Clear Selection]**
Press to cancel the selection of a file. For a mail box, if you cancel a selection, this switches to [Select All (Max 100 Files)].

2 **List/Thumbnail**
Press to select view settings of the files stored in a mail box.

3 **[Print List]**
You can print a list of files stored in a mail box.

4 **[Print]**
Press to display the Print Settings screen.

5 **[Send]**
Press to send a file stored in the mail box.

6 **[Edit File]**
Press to display the menu for adding or deleting a file, or displaying the detailed information of a file.

7 **[Display Image]**
This mode enables you to preview the stored file and check the page count.

8 **[Details]**
You can check the detailed information of the stored file.

9 **[Delete]**
You can delete stored files. You can erase unnecessary files and arrange the storage location.

10 **[Merge Multiple Files]**
You can combine multiple files in the mail box into one file. Then you can print the combined files as one file.

11 **[Insert Pages]**
You can insert a specified file from the mail box in front of the specified page of another file from the same mail box.

12 **[Delete Pages]**
This mode enables you to erase specified page from a file that is stored in a mail box.

13 **[Add Files (Scan and Store)]**
You can scan the original and store the new file in the selected storage location.

14 **[Change File Name]**
You can change a file name.

15 **[Move/Duplicate]**
You can move or duplicate files stored in the mail box.

The available functions may differ, depending on the storage location.

Things You Can Do with the Access Stored Files Functions (Print)

This section describes the functions on the Print Settings screen that you can use when printing stored files. If you select the file that you want to print from the list of stored files and press [Print], the following screen is displayed.
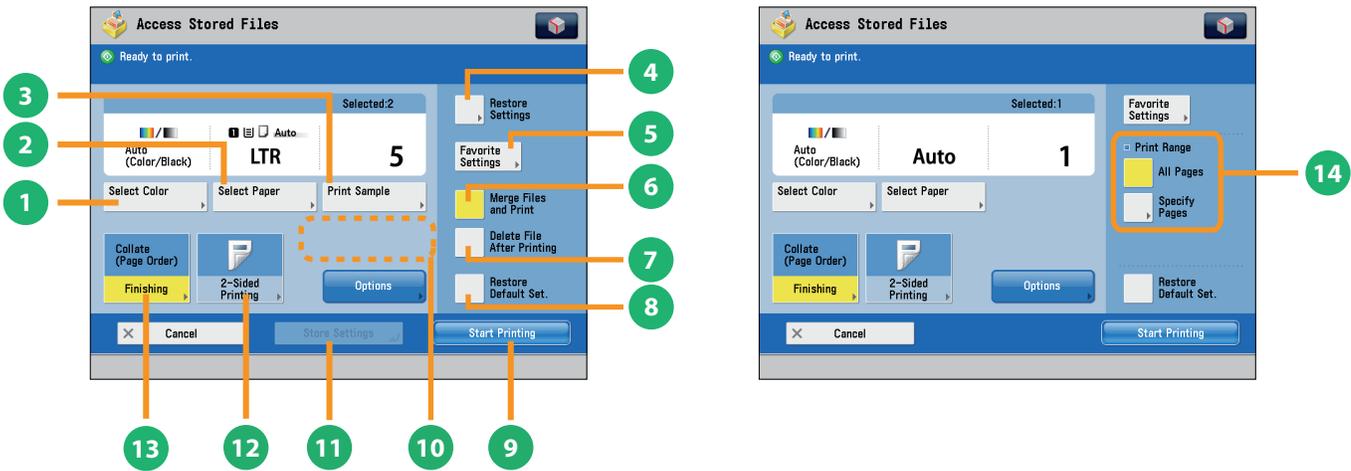

Print Screen

1 **[Select Color]**
You can select color mode for printing.

2 **[Select Paper]**
You can select the paper size/type and the paper source. You can also set the machine to automatically select the paper size to match the size of the stored original.

3 **[Print Sample]**
You can check the print result of one set before making multiple sets of prints. You can also print a specified page.

4 **[Restore Settings]/[Change Print Settings]**
You can change or restore the print settings.

5 **[Favorite Settings]**
This mode enables you to register frequently used print settings. You can recall the registered frequently used settings for future use.

6 **[Merge Files and Print]**
Press to merge multiple files and print as one file. This key is displayed only when multiple files are selected.

7 **[Delete File After Printing]**
Press to have a file automatically deleted after it is printed.

8 **[Restore Default Set.]**
Press to cancel all settings.

9 **[Start Printing]**
Press to start printing.

10 **[Change No. of Copies]**
Press to set the number of prints when multiple files are selected.
* Displayed only when print settings have not been changed.

11 **[Store Settings]**
Press to store the print settings.
* Displayed only when using the Mail Box. Cannot be used when multiple files are selected.

12 **[2-Sided Printing]**
This mode enables you to print successive pages of a stored file on both sides of a sheet of paper.

13 **[Finishing]**
You can collate prints in page order or into groups of the same page. You can staple the printed sheets.
* To staple printed sheets, optional products are required.

14 **Print Range**
You can set the print range using [All Pages] or [Specify Pages].

The available functions may differ, depending on the storage location.

Things You Can Do with the Access Stored Files Functions (Print)

This section describes the functions you can use on the [Options] (1/2 and 2/2) screen of the Access Stored Files function. The [Options] screen is divided into two screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.
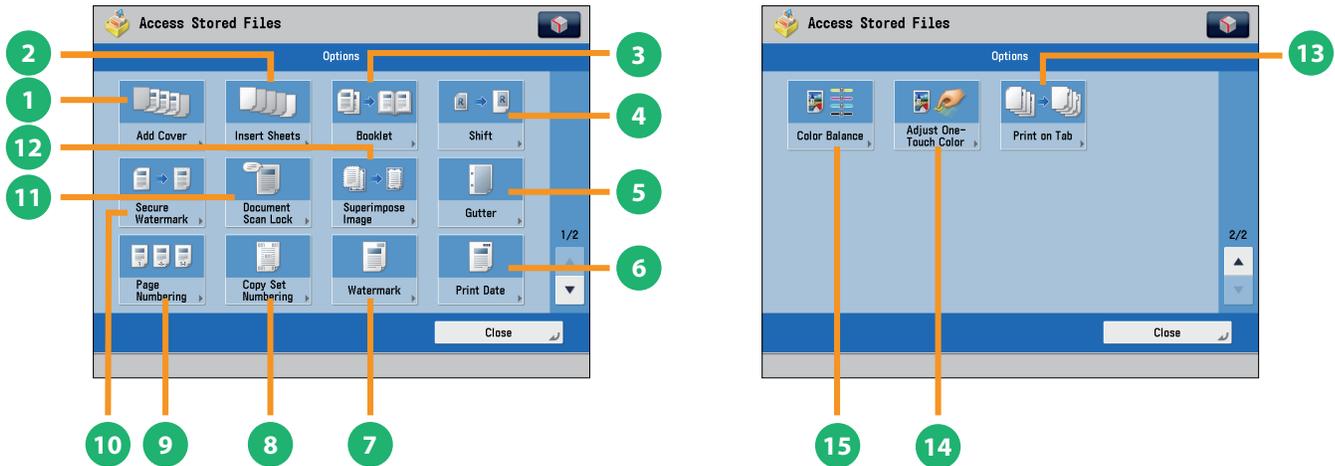

[Options] (Mail Box)

1 [Add Cover]
You can add covers.

2 [Insert Sheets]/[Job Separator]
Press to insert blank sheets or chapter pages between specified pages. When multiple files are selected, job separator sheets are inserted.

3 [Booklet]
You can layout the files to print a booklet. You can also print a cover sheet or make a saddle stitch booklet.
* To make a saddle stitch booklet, optional products are required.

4 [Shift]
You can shift the position of the image to print to the desired position.

5 [Gutter]
This mode enables you to print with the entire original image shifted by a designated width to create a margin on the prints. You can set different width values for the each side of the paper.

6 [Print Date]
This mode enables you to print the date onto the output. You can specify the size, position, or direction of the date.

7 [Watermark]
This mode enables you to print a watermark and user-defined text onto the output. You can specify the size, position, or direction.

8 [Copy Set Numbering]
This mode enables you to print copy set numbers. You can specify the size, position, or direction of the copy set number.

9 [Page Numbering]
You can print with page numbers. You can also specify the size, position, or direction of the page number.

10 [Secure Watermark]
You can embed hidden text, such as "CONFIDENTIAL" in the background of prints. The embedded text appears when the copies are printed, helping prevent unauthorized copying and information leakage.

11 [Document Scan Lock]
You can embed tracking information in prints. This increases security by preventing unauthorized copies.

12 [Superimpose Image]
This mode superimposes an image (image form) previously scanned, registers it in the memory of the machine, and then combines it with the file to print.

13 [Print on Tab]
Load tab paper in the multi-purpose tray or paper drawer 2, and you can print onto the tabs using the Print on Tab mode.

14 [Adjust One-Touch Color]
You can make prints by selecting the look of the image with just one touch of a key.

15 [Color Balance]
You can make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black. The color adjustments that you make can be stored and recalled for future use.

Functions with this mark require an optional product(s).

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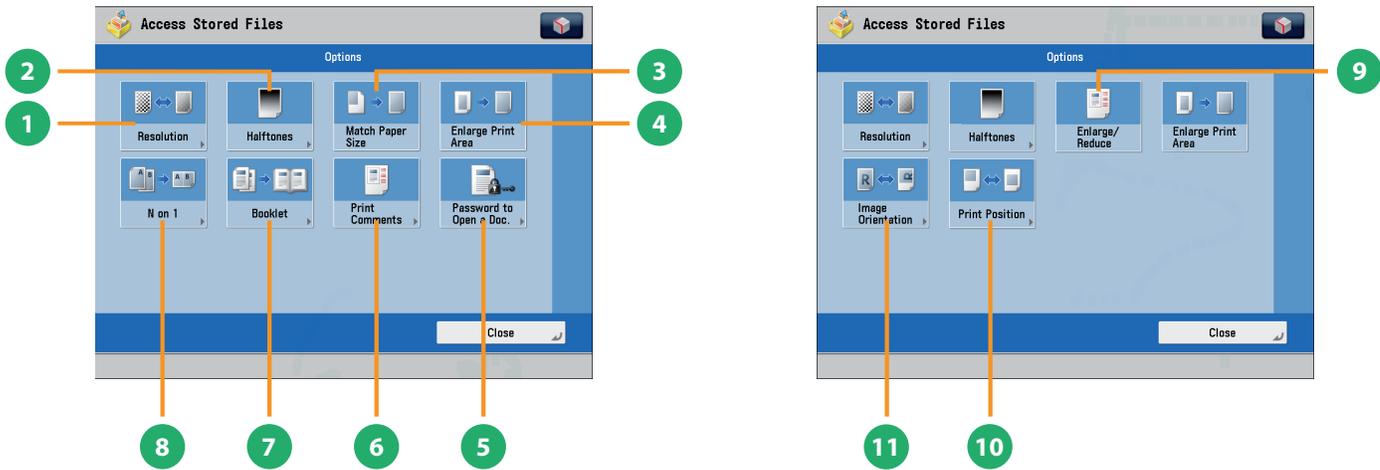
[Options]
(Advanced Box, the Advanced Box of Another Machine on the Same Network, Memory Media)

1 **[Resolution]**
If the resolution is high, you can print fine text and images clearly.

2 **[Halftones]**
You can select the adjustment methods to use when printing with halftones.

3 **[Match Paper Size]**
You can enlarge/reduce a file image to match the paper size.

4 **[Enlarge Print Area]**
You can set the blank borders at each side of the page to 0" (0 mm), and print all the way to the edges of the page.

5 **[Password to Open a Doc.]**
You can print password protected PDF files by entering the password required to open them.

6 **[Print Comments]**
You can print the PDF file and all the comments.

7 **[Booklet]**
This mode enables you to print documents in such a way that the prints are made into a booklet.
* To make a saddle stitch booklet, optional products are required.

8 **[N on 1]**
You can scan a file with multiple pages and reduce the size of the pages to print onto a single page. You can also specify the order in which to print.

9 **[Enlarge/Reduce]**
You can set the machine to enlarge or reduce data from JPEG or TIFF image files to fit the desired paper size.

10 **[Print Position]**
You can select whether to print JPEG and TIFF image data centrally or in the top left, or specify to set the print position automatically.

11 **[Image Orientation]**
You can set the machine to compare the size of JPEG and TIFF image data and automatically change the orientation of the image to fit the desired paper size, or you can specify the orientation of the image manually for printing.

The available functions may differ, depending on the file format.

Things You Can Do with the Access Stored Files Functions (Send)

This section describes things you can do when sending a file stored in a mail box, and the modes available on the [Options] screen. Select the file that you want to send from the list of stored files, press [Send], and the following screen is displayed. An optional product is required to use the Fax function.
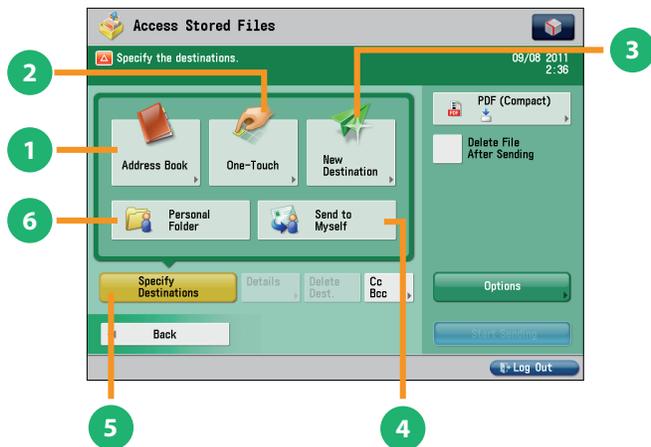

Send Basic Features Screen (Access Stored Files)
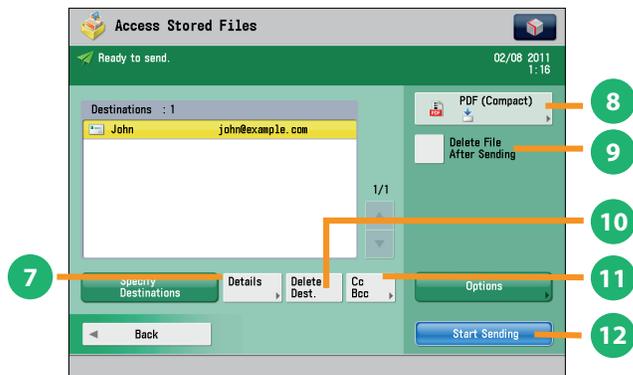
Screen for Specifying the Destination (Access Stored Files)

1 **[Address Book]**
Press to select a destination from the Address Book. You can also register frequently used e-mail, I-fax, file server, or fax destinations in the Local Address Book.

2 **[One-Touch]**
If a frequently used destination is stored in a one-touch button, you can specify the destination quickly. Press [To Remote Add. Book] to specify destinations registered in the one-touch buttons of a server machine by accessing from a client machine on the network.

3 **[New Destination]**
This mode enables you to specify a new destination not stored in the Address Book or one-touch buttons.

4 **[Send to Myself]**
You can specify your own e-mail address as the destination. The administrator can restrict general users to send e-mail only to their addresses.

5 **[Specify Destinations]**
Press to display the methods for specifying destinations or the destination list.

6 **[Personal Folder]**
You can specify your personal folder as the destination. You need to specify settings before using personal folders. The administrator can restrict destination for file transmission to the operator's personal folder.

7 **[Details]**
You can check the detailed information for the destination selected from the address list. You can also change a new destination.

8 **File Format**
If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOXML(pptx, docx), JPEG, or TIFF.

9 **[Delete File After Sending]**
Press to delete certain pages from a file.

10 **[Delete Dest.]**
Press to delete a destination displayed in the destination list.

11 **[Cc Bcc]**
Press to specify e-mail address destinations for the Cc and Bcc addresses.

12 **[Start Sending]**
Press to start sending.
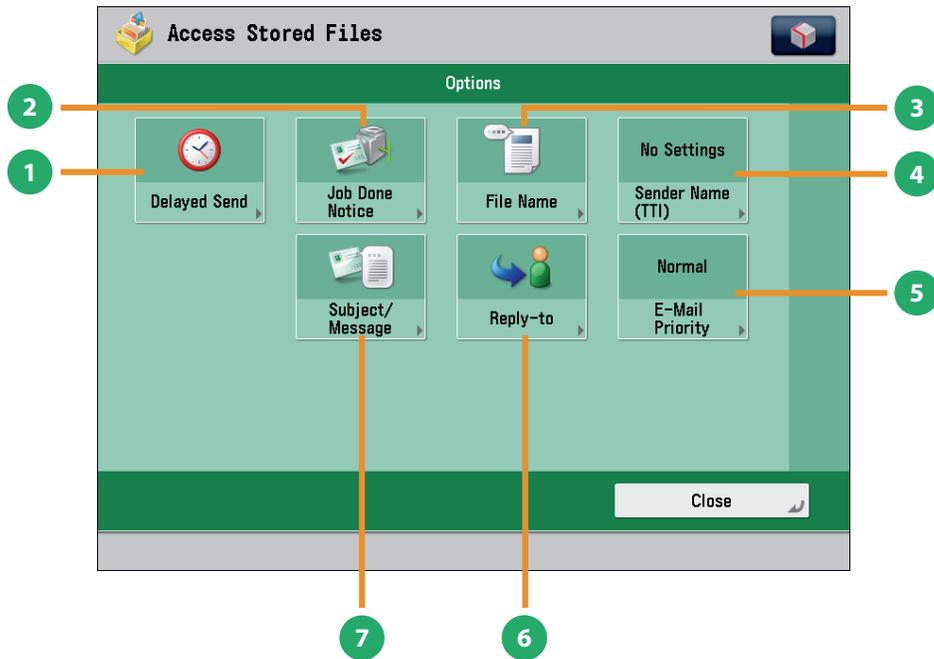
[Options]

1 **[Delayed Send]**
This mode enables you to store a send job in memory, and have it sent at a later time.

2 **[Job Done Notice]**
Press to have the machine notify the user through e-mail when the send job is done.

3 **[File Name]**
If you set PDF(OCR), XPS(OCR), or OOXML(OCR) as the file format, you can set [Auto (OCR)] to 'On' to automatically extract the first text block in the document for use as its file name.

4 **[Sender Name (TTI)]**
You can register a department name or personal name in advance, and show this on the destination fax machine.
*   Set the Sender Name after specifying the destination.

5 **[E-Mail Priority]**
You can set a priority level when sending e-mail.

6 **[Reply-to]**
You can specify a reply-to address when sending an e-mail or I-fax.

7 **[Subject/Message]**
You can specify a subject and enter a message when sending an e-mail or I-fax. If you do not specify a subject, it will be specified automatically.

# Operating the Machine from a Computer (Remote UI)

The Remote UI (User Interface) is preinstalled software in the machine that enables you to access the machine's functions by using your computer's Web browser. For example, the Remote UI enables you to access the machine to check job status, execute jobs, and specify various settings.
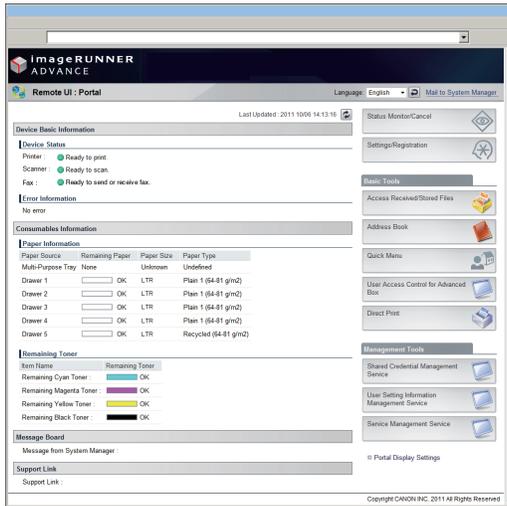
To be able to use the Remote UI, all you need is a Web browser and a network connection between your computer and the machine.

The Remote UI Is Useful in the Following Situations:

● **If you want to check the job status**

● **If you want to edit Address Book from your computer**

● **If you want to check the remaining amount of paper or toner from your seat**
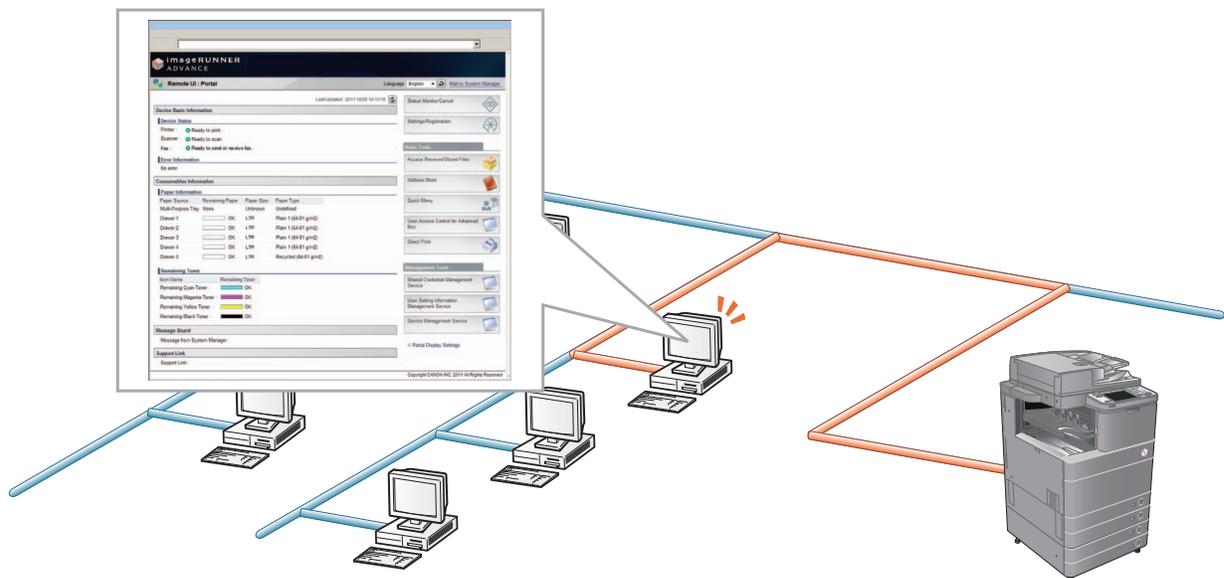
■ To enable the Remote UI:
- Log in as the administrator → specify the following settings.
    1. Press ⊙ (Settings/Registration).
    2. Press [Management Settings] → [License/Other] → [Remote UI].
    3. Press [On] → [OK].
    4. Turn OFF the main power of the machine, and then turn ON the main power again.
- The [Remote UI] setting is made effective only after turning the machine's main power OFF, and then ON. For instructions on turning ON/OFF the machine, see p.12, 13 in this manual.

1

Accessing the Remote UI from a Web Browser.
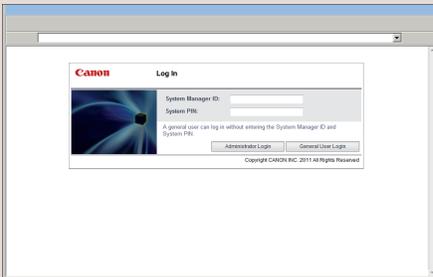
Access the Remote UI from a Web browser.

Enter the IP address of the machine in the address bar of the Web browser.

http://xxxxxxxxxxxx/

imageRUNNER
ADVANCE

Remote UI : Portal
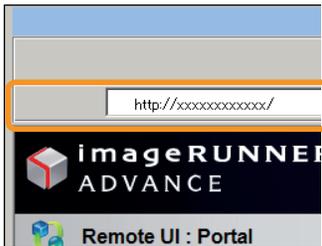
Press [ENTER] on the keyboard.

To login as the administrator, enter the System Manager ID and System PIN → click [Administrator Login].

To login as a general user, click [General User Login].

If the Log In screen is displayed, enter the user name and password → click [Log In].

If a login service, such as Department ID Management or SSO-H has been set, enter the appropriate login information.
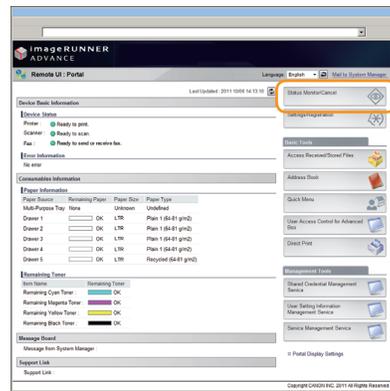
2

Checking the Job Status and Specifying the Settings
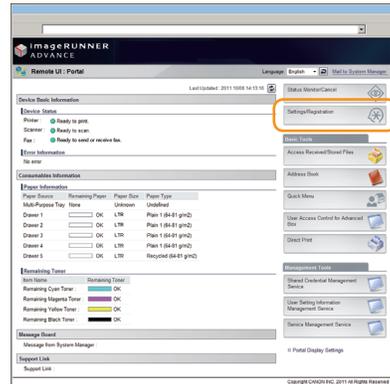
Check the job status and specify the settings.

To check the job status:

Click [Status Monitor/Cancel].

To specify the settings:

Click [Settings/Registration].

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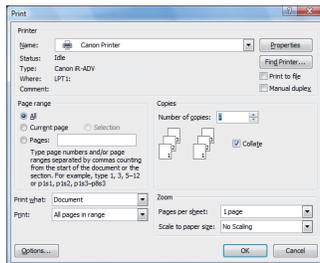
Printing from a Computer

If you install a printer driver in your computer, you can use the machine to print data created using application software. This section describes the flow of basic operations to print data from your computer.

1

Display Print Settings Screen

Select [Print] from the [File] menu.

2

Display Properties Screen of Printer Driver

Select the printer to use.

From the [File] menu in the application software, click [Print].

The print dialog box is displayed.

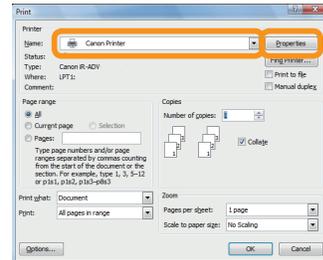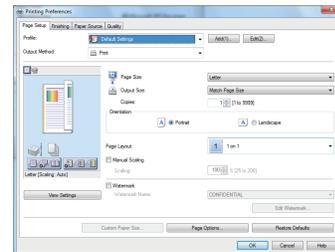Select the printer to use in [Printer] → click [Properties].

The properties screen of the printer driver appears.

The default setting for [Print Style] is [2-sided printing]. However, for some driver versions, [1-sided printing] is the default setting.

- Printing methods may differ, depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- The screens may differ, depending on the operating system, and the type and version of the printer driver you are using.

3

Specify Print Settings

Specify the print settings.

Specify the desired settings → click [OK].

To display detailed descriptions for each print setting, click [Help] on the bottom right of the Properties screen.
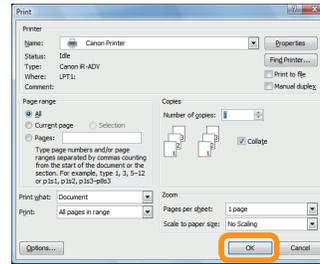

4

Start Printing

After specifying the settings, click [OK].

Click [OK].

When printing is complete, collect the output.

The print job status can be checked from the Remote UI. For more information, see p. 59 in this manual.

Flow of Basic Operations