

SHARP®

DIGITAL MULTIFUNCTIONAL SYSTEM

User's Manual

MODEL: BP-20M22
BP-21M22
BP-20M24
BP-20M24L
BP-20M28
BP-20M31

Click to jump to the table of contents of the desired chapter.



BEFORE USING THE MACHINE

Functions of the machine and procedures for placing originals and loading paper



COPIER

Using the copy function



PRINTER

Using the printer function



SCANNER

Using the scan function



SYSTEM SETTINGS

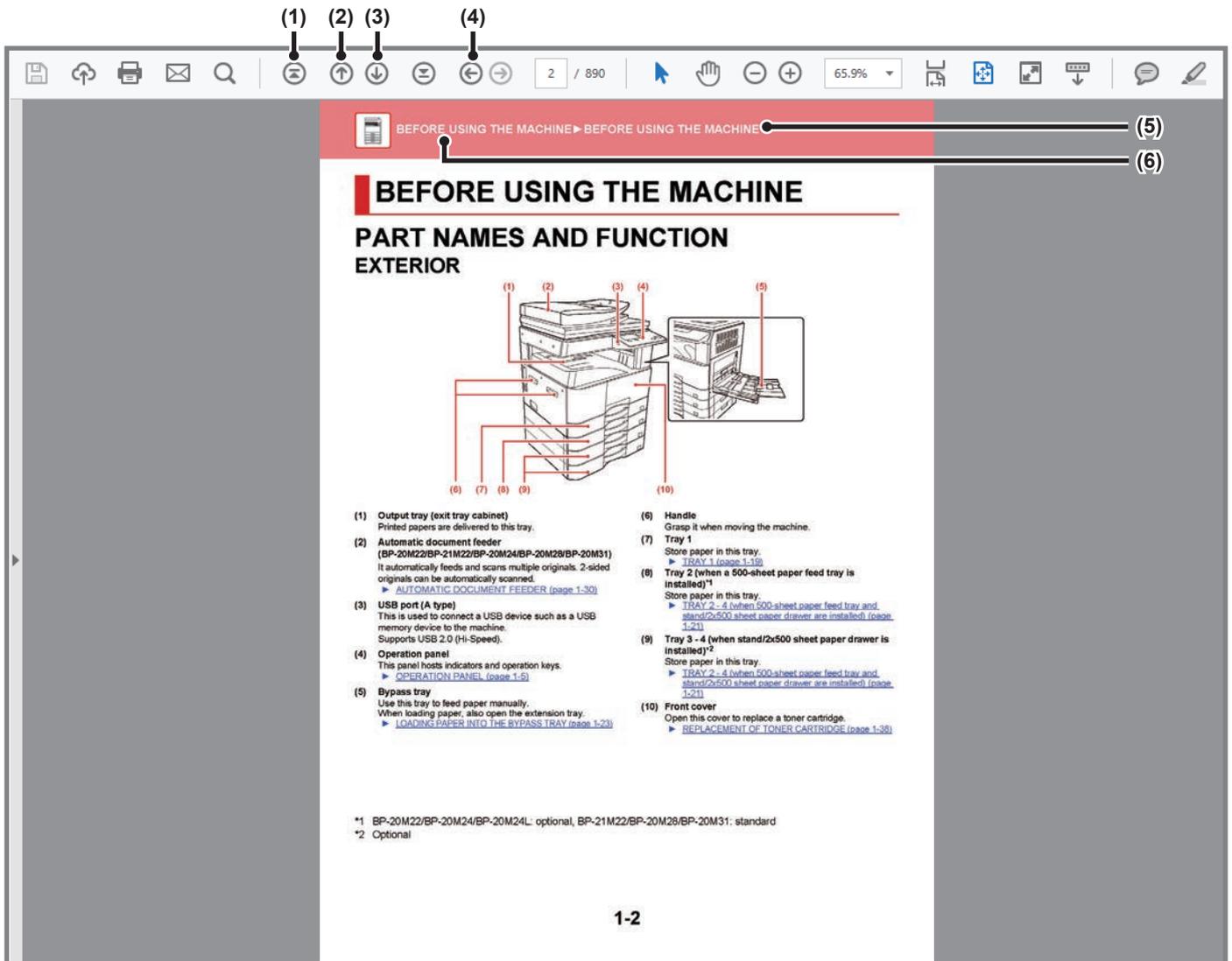
Configuring settings to make the machine easier to use



HOW TO USE THIS MANUAL

Click a button below to move to the page that you wish to view.

The following explanation assumes that Adobe Acrobat Reader is being used (Some buttons do not appear in the default state.).



(1) Return to top page button

If an operation does not proceed as expected, click this button to start over again.

(2) Back one page button

Displays the previous page.

(3) Forward one page button

Displays the next page.

(4) Return to previously displayed page button

Displays the page that was displayed before the current page.

(5) Title button

Displays the page of the title indicated by the button.

(6) Contents button

Displays the contents of each chapter.

For example, if the current page is part of the printer chapter, the table of contents of the printer chapter appears.



If a button does not appear, refer to Adobe Reader Help to display the button.

ABOUT OPERATION MANUAL

This manual explains how to use the BP-20M22/BP-21M22/BP-20M24/BP-20M24L/BP-20M28/BP-20M31 digital multifunctional system.

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows® 10. The screens may be different depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on macOS10.12 in the case of macOS. The screens may be different depending on the version of the operating system or the software application.
- Wherever model name xx-xxxx appears in this manual, please substitute your model name.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and display shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that 500-sheet paper feed tray and Stand/2x500 sheet paper drawer are installed on the BP-20M24 with automatic document feeder.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation that could result in death or serious personal injury. This alerts you to a situation that could result in personal injury or damage to properties.		This explains how to stop or correct an operation.
	This alerts you to a situation where there is a risk of machine damage or failure.		This describes a routine work relevant to setting mode.
	This supplements function or operation procedure.		



BEFORE USING THE MACHINE

BEFORE USING THE MACHINE

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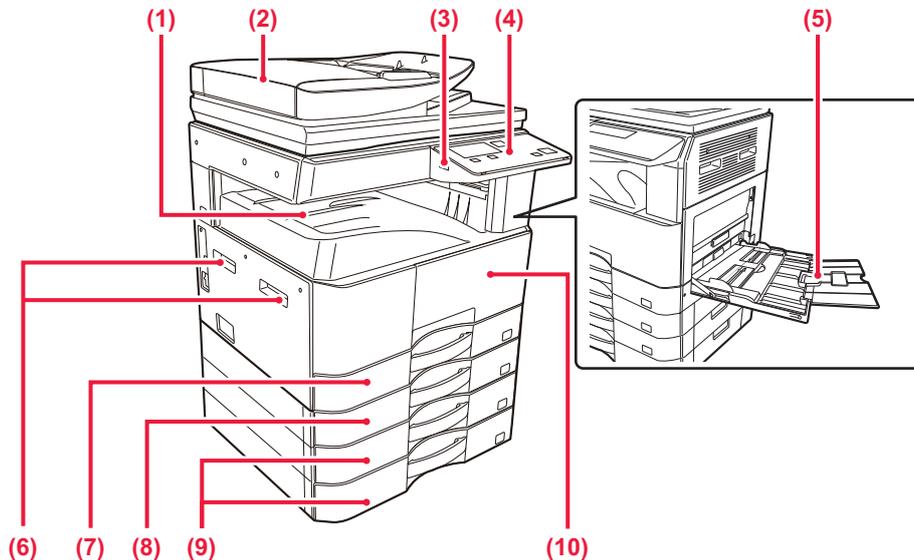
CHARACTER ENTRY

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BEFORE USING THE MACHINE

PART NAMES AND FUNCTION EXTERIOR



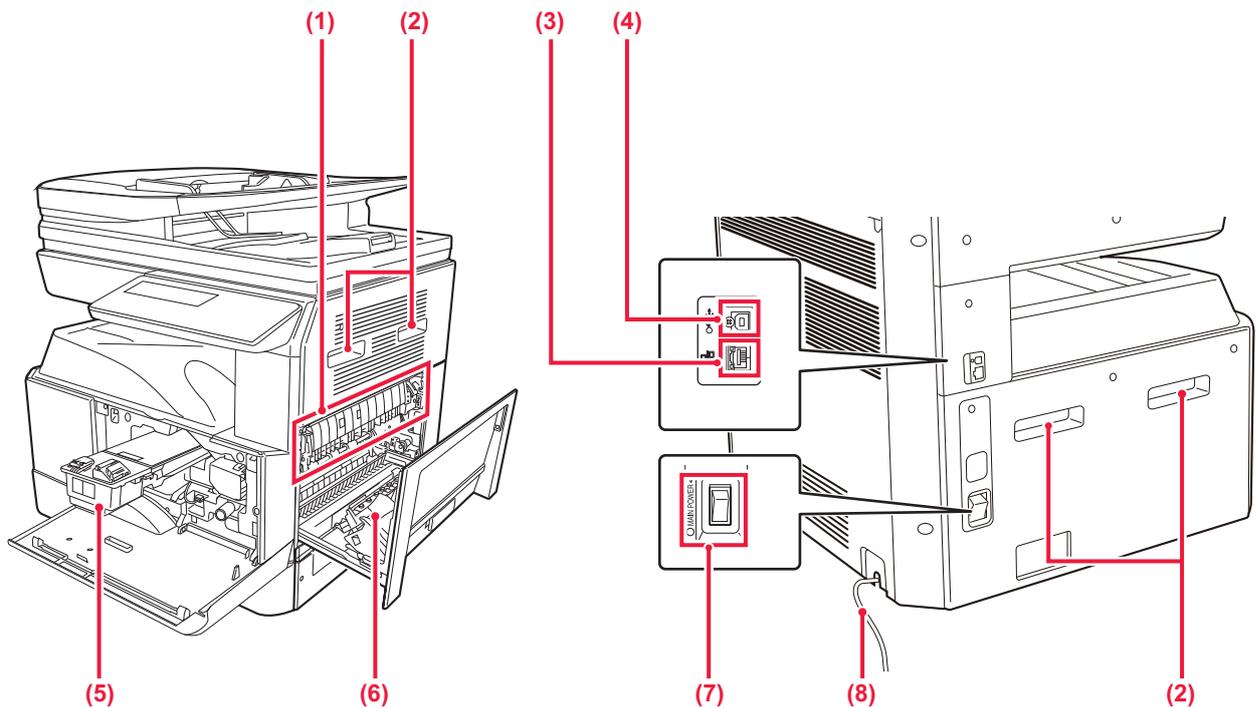
- (1) **Output tray (exit tray cabinet)**
Printed papers are delivered to this tray.
- (2) **Automatic document feeder**
(BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)
It automatically feeds and scans multiple originals. 2-sided originals can be automatically scanned.
► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)
- (3) **USB port (A type)**
This is used to connect a USB device such as a USB memory device to the machine.
Supports USB 2.0 (Hi-Speed).
- (4) **Operation panel**
This panel hosts indicators and operation keys.
► [OPERATION PANEL \(page 1-5\)](#)
- (5) **Bypass tray**
Use this tray to feed paper manually.
When loading paper, also open the extension tray.
► [LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)
- (6) **Handle**
Grasp it when moving the machine.
- (7) **Tray 1**
Store paper in this tray.
► [TRAY 1 \(page 1-19\)](#)
- (8) **Tray 2 (when a 500-sheet paper feed tray is installed)*1**
Store paper in this tray.
► [TRAY 2 - 4 \(when 500-sheet paper feed tray and stand/2x500 sheet paper drawer are installed\) \(page 1-21\)](#)
- (9) **Tray 3 - 4 (when stand/2x500 sheet paper drawer is installed)*2**
Store paper in this tray.
► [TRAY 2 - 4 \(when 500-sheet paper feed tray and stand/2x500 sheet paper drawer are installed\) \(page 1-21\)](#)
- (10) **Front cover**
Open this cover to replace a toner cartridge.
► [REPLACEMENT OF TONER CARTRIDGE \(page 1-38\)](#)

*1 BP-20M22/BP-20M24/BP-20M24L: optional, BP-21M22/BP-20M28/BP-20M31: standard

*2 Optional



INTERIOR, SIDE AND BACK



(1) Fusing unit

Heat is applied here to fuse the transferred image onto the paper.



The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

(2) Handle

Grasp it when moving the machine.

(3) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.

(4) USB port (B type)

The machine does not use this connector.

(5) Toner cartridge

This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.

► [REPLACEMENT OF TONER CARTRIDGE \(page 1-38\)](#)

(6) Side cover

Open this cover to remove a paper misfeed.

(7) The main power switch

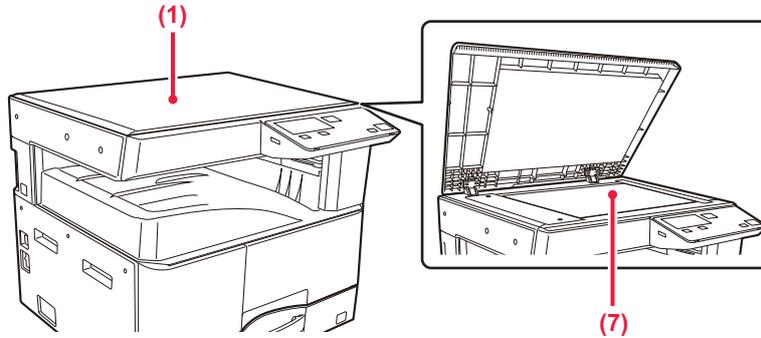
Use this switch to turn on the power for the machine.
► [TURNING ON THE POWER \(page 1-11\)](#)

(8) Power cord

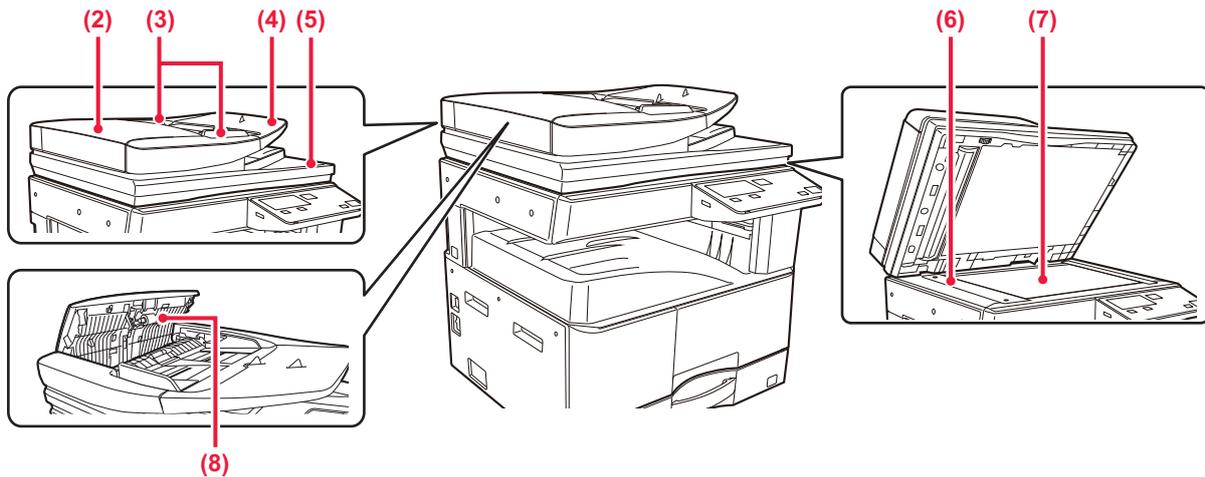


AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS

BP-20M24L



BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31



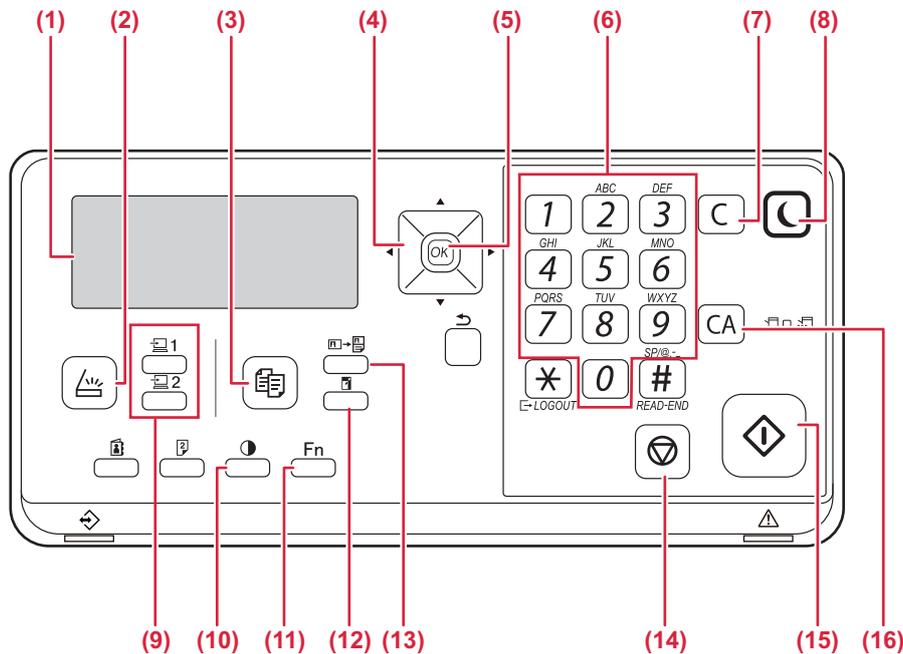
- | | |
|--|---|
| <p>(1) Document cover
Open to make copies from the document glass.</p> <p>(2) Document feeding cover
Open this cover to remove an original misfeed.
This cover is also opened to clean the paper feed roller.
► CLEANING THE PAPER FEED ROLLER (page 1-37)</p> <p>(3) Original guides
These guides help ensure that the original is scanned correctly.
Adjust the guides to the width of the original.</p> <p>(4) Document feeder tray
Place the original.
Place the original with the print side facing up.
► AUTOMATIC DOCUMENT FEEDER (page 1-30)</p> | <p>(5) Original exit tray
The original is discharged to this tray after scanning.</p> <p>(6) Scanning area
Originals placed in the automatic document feeder are scanned here.
► CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER (page 1-35)</p> <p>(7) Document glass
If you want to scan books or other thick originals that cannot be fed through the automatic document feeder, place them on this glass.
► DOCUMENT GLASS (page 1-32)</p> <p>(8) Paper feed roller
This roller rotates to automatically feed the original.</p> |
|--|---|



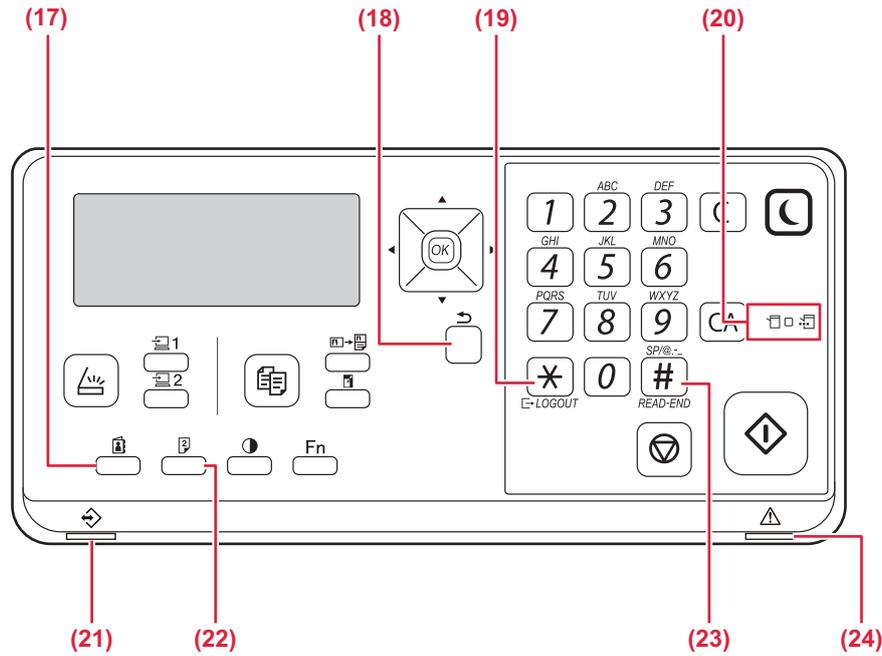
OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.

Depending on the country and region, display on the operation panel is divided into symbol type and English display type.



- (1) **Display**
Shows various messages.
► [DISPLAY \(page 1-8\)](#)
- (2) **[SCAN] key / indicator** ()
Press to select scan mode.
- (3) **[COPY] key / indicator** ()
Press to select copy mode.
To check the total number of pages output in copy and print modes hold down the [COPY] key () when the machine is in the standby state. The counts will appear while the key is held down.
The toner level is shown at the bottom of the screen.
- (4) **Arrow keys**
Press to move the highlighting (which indicates that an item is selected) in the display.
- (5) **[OK] key**
Press to enter the selected setting.
- (6) **Numeric keys**
Enter characters/numbers.
- (7) **[C] key**
Press to clear the set number of copies or stop a copy run.
- (8) **[ENERGY SAVE] key / indicator** ()
Press to enter the energy save mode.
- (9) **[PROGRAM 1 / PROGRAM 2] key** ()
Press to use the scanner settings already stored.
► [USING STORED SETTINGS \(PROGRAM\) \(page 4-19\)](#)
- (10) **[EXPOSURE] key** ()
Use to select the exposure mode.
► [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 2-8\)](#)
- (11) **[SPECIAL FUNCTION] key** ()
► Press to select Special Modes.
- (12) **[ZOOM] key** ()
Press to select a reduction or enlargement copy ratio.
► [ENLARGE/REDUCE \(page 2-10\)](#)
- (13) **[ID CARD COPY] key** ()
Enable ID Card Copy.
► [ID CARD COPY \(page 2-19\)](#)
- (14) **[STOP] key** ()
Press this key to stop a copy job or scanning of an original.
- (15) **[START] key / indicator**
Press this key to copy or scan an original.
- (16) **[CA] key**
Clears all selected settings and returns the machine to the default settings.



(17) [ADDRESS] key ()

Used to select destination address.

(18) [BACK] key ()

Press to return the display to the previous screen.

(19) [LOGOUT] key ()

Press this key to log out after you have logged in and used the machine.

(20) Printer mode indicators

• **DATA indicator ()**

Blinks when print data is being received. Lights steadily during printing.

(21) Data notification indicator

The indicator lights solidly or blinks to indicate the status of a job.

(22) [DUPLEX] key ()

Select the duplex copy/scan mode.

(23) [READ-END] key ()

When copying in sort mode from the document glass, press this key when you have finished scanning the original pages and are ready to start copying.

(24) Error indicator

Lights solidly or blinks to indicate the status of the error.



PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.

The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.

(As of January, 2022)

Product name	Product number	Description
500-sheet paper feed tray	BP-CS11	Additional tray. A maximum of 500 sheets of paper can be loaded into the tray. One paper feed tray can be installed.
Stand/2x500 sheet paper drawer	BP-DE11	Additional tray. A maximum of 500 sheets of paper can be loaded into the tray. One paper feed tray can be installed. (when 500-sheet paper feed tray is installed)
High stand	BP-DS12	This is an additional dedicated stand.
Low stand	BP-DS13	
PS3 expansion kit	MX-PK11	Enables the machine to be used as a Postscript compatible printer.
Wireless LAN Adaptor	MX-EB18	Adds the wireless LAN function to the machine.



Some options may not be available in some countries and regions.

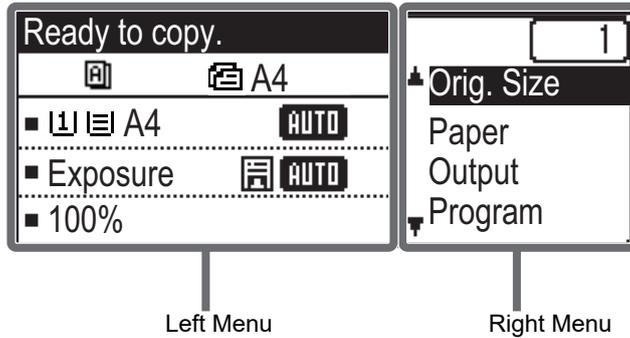


DISPLAY

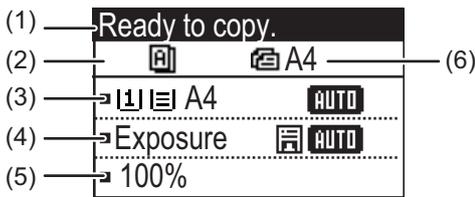
This section explains how to use the display.

LEFT MENU AND RIGHT MENU

The display on the machine has a right menu containing frequently used settings and a left menu for display of the settings and setting screens of each function.



Left Menu (Example: Copy mode)



(1) Message display

Messages are displayed regarding machine status and operation.

(2) Special function icon display

Icons of enabled Special Modes will appear.

	1-sided to 2-sided copy		2-Up copy
	2-sided to 2-sided copy		4-Up copy
	2-sided to 1-sided copy		Slow Scan Mode
	Sort		Card shot
	Rotate sort		ID card copy
	Suppress BG		Sharpness

(3) Paper size display

Displays the selected paper size.

(4) Exposure display

Indicates the selected exposure mode.

(5) Copy ratio display

Displays the copy ratio for reduction or enlargement.

(6) Original size display

When the original size is specified in "Orig. Size" in the right menu and the document is loaded in the automatic document feeder, this shows the specified size.

The following icons appear when the original is placed.

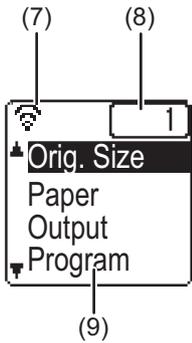
None: Document Glass

Automatic document feeder (one-sided scanning).

Automatic document feeder (two-sided scanning)



Right Menu



- (7) **Connection status display**
(Models with the wireless LAN function only)
Displayed when wireless LAN is on.

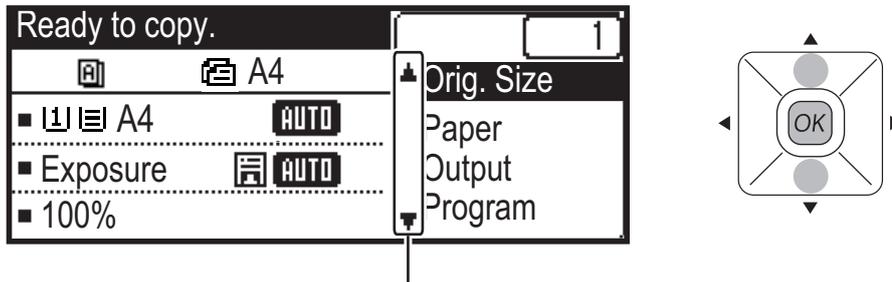
	Wireless infrastructure mode: Connecting
	Wireless infrastructure mode: Not connected
	Wired + wireless access point mode
	Connection failure of wireless LAN device inside machine

- (8) **Number of copies display**
Shows the number of copies set.
- (9) **Function display**
Shows the basic functions of each mode.

HOW TO USE THE DISPLAY

Selecting an item with the arrow keys (up/down)

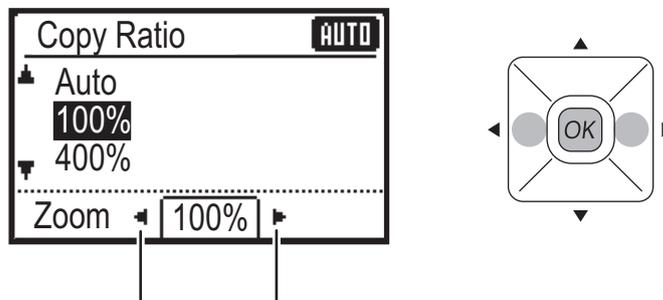
Use the up/down arrow keys (indicated in this manual by [▼] [▲]) to move to and select (highlight) a setting item in the selection screen. Press the [OK] key to display the screen of the selected setting item. Press [OK] in the setting screen to save your settings.



The [▼] [▲] icons appear in the selection screen of settings that use the up/down arrow keys.

Selecting an item with the arrow keys (left/right)

The left/right arrow keys (indicated in this manual by [◀] [▶]) are used to set the exposure and numbers in setting screens. Press the [OK] key to save your settings.



The [◀] [▶] icons appear in setting screens that use the left/right arrow keys.

Use the [BACK] key (↶) to return to the previous setting screen.





Data notification indicator and error indicator

The data notification indicator and the error indicator lights solidly or blinks to indicate the status of the machine.

	Error indicator (red)	Data notification indicator (green)	
		Pattern 1	Pattern 2
Solidly	Errors that do not stop machine operation, such as almost out of toner.	Job in progress, such as paper feeding or output.	Ready state or other state where jobs can be accepted.
Blinks	Errors that stop machine operation, such as misfeeds and out of toner.	-	
On/Blinking Priority	Blinking Priority	Blinking Priority	Blinking Priority



- **To set the status indicated by the data notification indicator**
Select [System Settings] (administrator) → [Device Control] → [Status Light Setting].
- **To set the error indication**
Select [System Settings] (administrator) → [Device Control] → [Error Light Setting].



TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine. The power switch is located on the left side of the machine.

Turning on the power

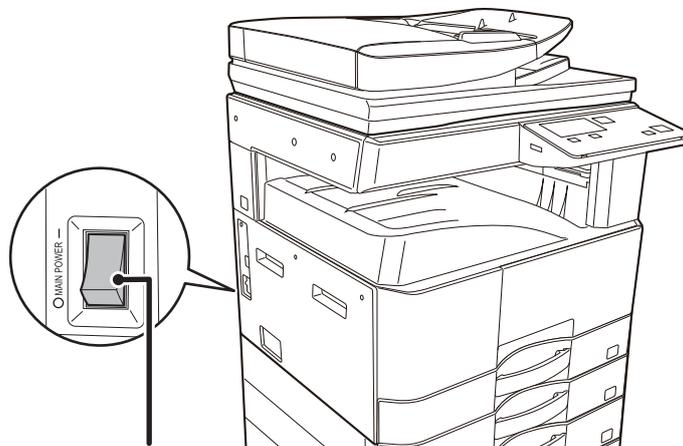
Turn the main power switch to the " | " position.

Turning off the power

Turn the main power switch to the "○" position.

Restart the machine

Turn the main power switch off and then on.



The main power switch

 Turn off the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

 Print and other functions cannot be used during a brief period of time after the power is turned on or after the machine is wakened from sleep mode. This time is required to allow the machine to prepare for normal printing, and is called the warmup time.



Eco

ECO FUNCTIONS OF THE MACHINE

These functions help save power consumption by managing operations of sections prone to high power consumption. The machine provides two power-saving modes.

Function	Description	Page
AUTO POWER SHUT-OFF MODE	If no operations take place, this mode will turn off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state. Although the power-saving rate is higher, the wakeup time is longer. When " ENTER AUTO POWER SHUT-OFF AFTER THE REMOTE JOB " is enabled, the machine returns to auto power shut-off mode after being wakened from auto power-shut off mode and printing a job.	1-12
PREHEAT MODE	This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Compared to Auto Power Shut-Off Mode, the power-saving rate is lower, but the wakeup time is shorter.	1-13

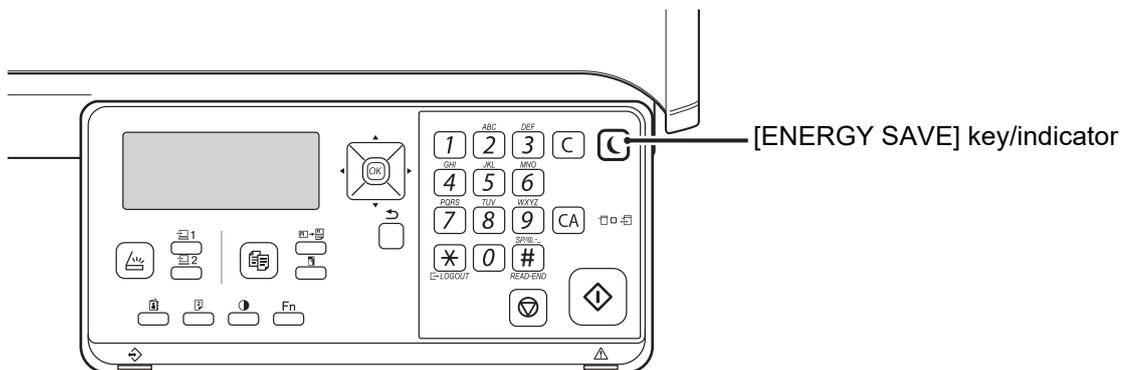
AUTO POWER SHUT-OFF MODE

This mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state.

Auto Power Shut-Off Timer will activate when the set duration of time elapses in waiting status without executing a job. Compared to preheat mode, the power-saving rate is considerably higher but the wakeup time is longer.

The [ENERGY SAVE] key (☾) blinks when the machine is in Auto Power Shut-Off Mode.

Auto Power Shut-Off Mode is also activated by pressing the [ENERGY SAVE] key (☾) while the [ENERGY SAVE] key (☾) is not blinking.



To set Auto Power Shut-Off Timer:

In "System Settings (administrator)", select [Energy Save] → [Auto Power Shut-Off Timer].



PREHEAT MODE

This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Preheat mode will activate when the set duration of time elapses in waiting status without executing a job. Compared to Auto Power Shut-Off Mode, the amount of energy saved is less and the wakeup time is shorter. In preheat mode the display turns off. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, or a print job is received.

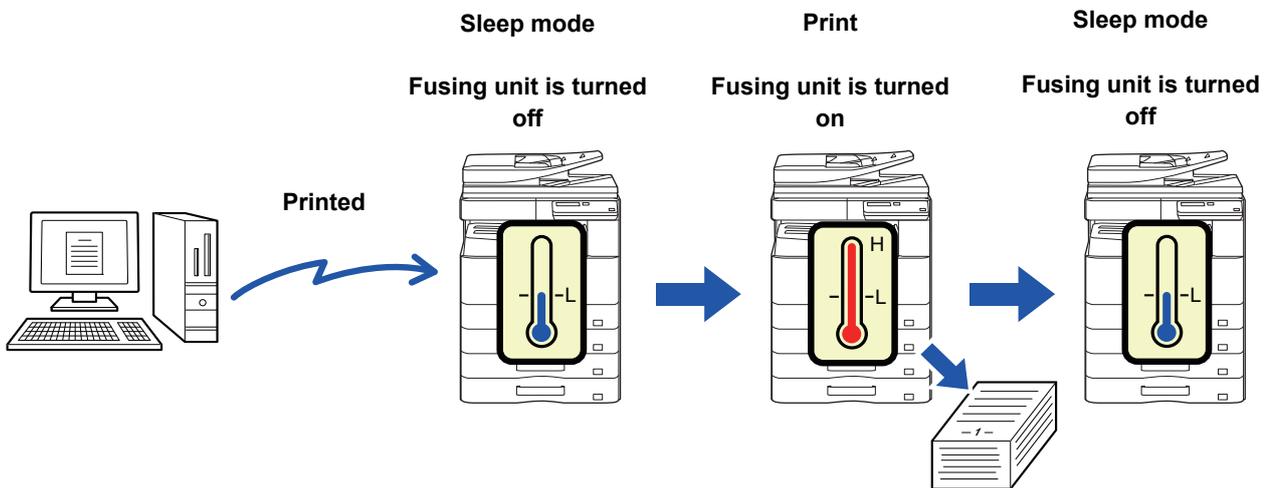


To set preheat mode:

In "System Settings (administrator)", select [Energy Save] → [Preheat Mode].

ENTER AUTO POWER SHUT-OFF AFTER THE REMOTE JOB

Printing in Auto Power Shut-Off Mode turns on the power, and then the machine returns to Auto Power Shut-Off Mode immediately after completing the print job.



To set "Enter Auto Power Shut-Off after the Remote Job":

In "System Settings (administrator)", select [Energy Save] → [Enter Auto Power Shut-Off after the Remote Job].



USER AUTHENTICATION MODE

When user authentication mode is enabled, a count is kept of the pages printed by each account. The page counts can be viewed in the display.

This function is enabled in the system settings. ([User Authentication \(page 5-12\)](#))

USING USER AUTHENTICATION MODE

When user authentication mode is turned on, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before performing a copy or scan operation.

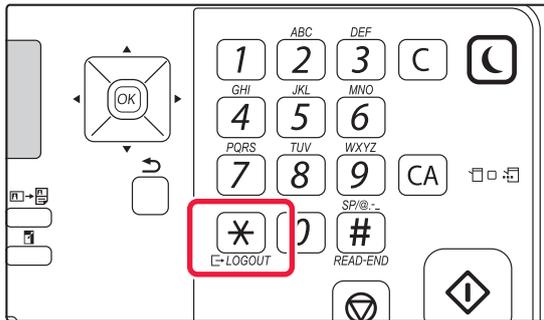


1

Enter your account number (five digits) with the numeric keys.

As the account number is entered, the hyphens (-) change to asterisks (*). If you enter an incorrect digit, press [C] key and re-enter the correct digit.

2



When the copy job is finished, press the [LOGOUT] key (*).



- When a valid account number is entered, the current count of the account will appear in the message display of the base screen. After 6 seconds (factory default setting), the base screen appears. ([page 1-8](#))

* In copy mode, the number of sheets remaining until the limit is reached is also shown if [Function Limit Setting \(page 5-12\)](#) is enabled in the system settings.

- If an invalid account number is entered in step 1, the account number entry screen reappears.
- When [A Warning when Login Fails \(page 5-12\)](#) in the system settings is enabled, a warning message will appear and operation will not be permitted for 1 minute if an invalid account number is entered 3 times in a row.

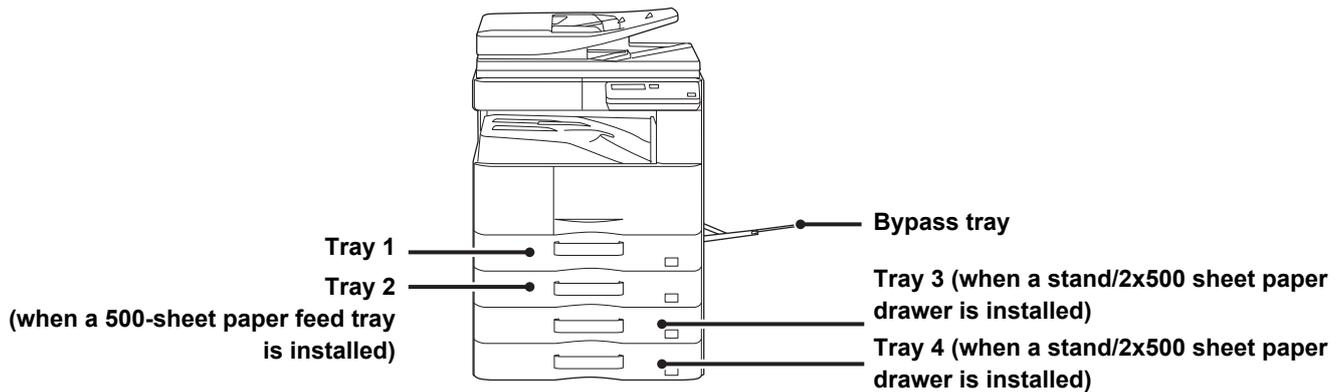
Copies: 000,000,000
Remaining: 000,000,222



LOADING PAPER

IMPORTANT POINTS ABOUT PAPER

NAMES AND LOCATIONS OF TRAYS



THE DEFINITION OF "R" IN PAPER SIZE

To indicate the landscape setting, "R" is added to the end of the name of a paper size enabled for both landscape and portrait settings.

Paper that can be set either in the portrait or landscape orientation		Paper that can only be set in the landscape orientation
A4, B5, 8-1/2" x 11"		A3, B4, 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13"
Paper set in the landscape orientation	Paper set in the portrait orientation	Can be placed only in the landscape orientation
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> A4R (8-1/2" x 11"R) </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> A4 (8-1/2" x 11") </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> A3 (11" x 17") </div>

APPLICABLE PAPER TYPES

This section describes paper types that can be used and those that cannot be used. All types of paper other than plain paper are referred to as special media.



- Various types of paper are commercially available, some of which cannot be used on the machine. Before using any paper, consult the dealer or nearest authorised service representative.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of Sharp standard paper. Before using any paper, consult the dealer or nearest authorised service representative.
- The use of non-recommended or non-usable paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check whether printing can be performed properly.



Useable paper

Specifications of plain paper, heavy paper and thin paper

Plain Paper*	Plain Paper 1	60 g/m ² to 89 g/m ² (16 lbs. bond to 24 lbs. bond)
	Plain Paper 2	90 g/m ² to 105 g/m ² (24 lbs. bond to 28 lbs. bond)
Heavy paper	Heavy paper 1	106 g/m ² to 176 g/m ² (28 lbs. bond to 65 lbs. cover)
	Heavy paper 2	177 g/m ² to 200 g/m ² (65 lbs. cover to 110 lbs. index)
Thin paper		55 g/m ² to 59 g/m ² (13 lbs. bond to 16 lbs. bond)

* If the paper that you normally use is Recycled, Pre-Punched, Pre-Printed, Letter Head, or Colour, set an appropriate paper weight in [System Settings (administrator)] → [Device Control] → [Paper Weight].



- The category of "Useable paper" is based on Sharp standard paper.
- If non-recommended paper is used, print quality may be affected even if a paper type setting that accords with the above paper divisions is selected. In that case, try setting the paper type to a type that is slightly heavier or slightly lighter than normal. For details, consult your dealer or nearest authorised service representative.
- For paper specifications, see the specifications in the "Start Guide".
- Recycled paper, coloured paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest authorised service representative.
- If the paper that was output is significantly curled, remove the paper from the cassette, turn the paper over so it is face down, and resume use.

Specifications of paper that can be used for two-sided printing

Paper Type	Plain, Recycled, Colour, Letter Head, Pre-Printed, Punched
Paper Size	A3, B4, A4, A4R, B5, B5R, A5R, 11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11R", 8-1/2" x 11", 5-1/2" x 8-1/2R", 8K, 16K, 16KR



Types of paper that can be set in each tray



- For detailed information on the sizes and types of paper that can be loaded into each tray of the machine, see "SPECIFICATIONS" in the "Start Guide".
- Recycled paper, coloured paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest authorised service representative.

	Tray 1	Tray 2 - 4 ^{*1}	Bypass tray
Plain Paper 1 ^{*2}	Permitted	Permitted	Permitted
Plain Paper 2 ^{*2}	Permitted	Permitted	Permitted
Heavy Paper 1 ^{*3}	-	Permitted	Permitted
Heavy Paper 2 ^{*3}	-	Permitted	Permitted
Thin Paper	-	-	Permitted
Pre-Printed	Permitted	Permitted	Permitted
Recycle Paper	Permitted	Permitted	Permitted
Letter Head	Permitted	Permitted	Permitted
Pre-Punched	Permitted	Permitted	Permitted
Colour	Permitted	Permitted	Permitted
Labels	-	-	Permitted
Glossy Paper	-	-	Permitted
Transparency	-	-	Permitted
Envelope	-	-	Permitted

*1 when 500-sheet paper feed tray and stand/2x500 sheet paper drawer are installed

*2 "Plain Paper 1" is plain paper 60 to 89 g/m² (16 to 24 lbs. bond), "Plain Paper 2" is plain paper 90 to 105 g/m² (24 to 28 lbs. bond).

*3 "Heavy Paper 1" is heavy paper up to 176 g/m² (65 lbs. cover), "Heavy Paper 2" is heavy paper up to 200 g/m² (110 lbs. index).

**Setting orientation of the print side**

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper or pre-punched set
Trays 1 - 4	Facing up	Facing down
Bypass	Facing down	Facing up

Paper that cannot be used

- Embossed paper
- Tab paper
- Special media for an ink jet printer
(fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 55 g/m² (15 lbs)
- Heavy paper as thick as 201 g/m² (110 lbs. index) over
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper whose print side or reverse side has been already printed on by another printer or multifunction device.
- Paper with a wave-like pattern due to moisture absorption
- Paper with creases
- Paper with dust

Non-recommended paper

- Iron-on transfer paper
- Perforated paper



TRAY 1

A maximum of 500 sheets (BP-20M22, BP-21M22 or BP-20M24: 250 sheets) of paper from size A5R to A3 (5-1/2" x 8-1/2"R to 11" x 17") can be loaded into tray 1.



If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "[TRAY SETTINGS \(page 1-28\)](#)". Incorrect setting affects automatic paper selection action. It may cause print failure, printing on paper of a wrong size or type or paper misfeeds.



Do not place heavy objects on the tray or press down on the tray.

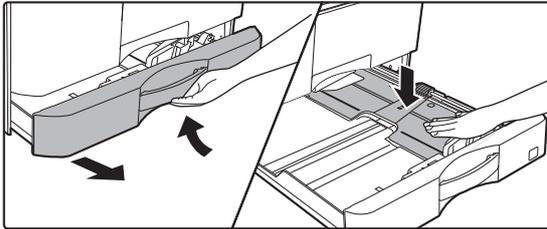


To set the paper type or size

Press the [SPECIAL FUNCTION] key (**Fn**) and set in [Paper Size Set] or [Paper Type Set].

► [TRAY SETTINGS \(page 1-28\)](#)

1

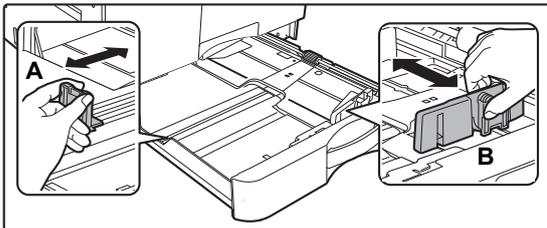


Pull out the paper tray.

Gently pull the tray out until it stops.

Push the centre of the pressure plate down until it locks into place.

2

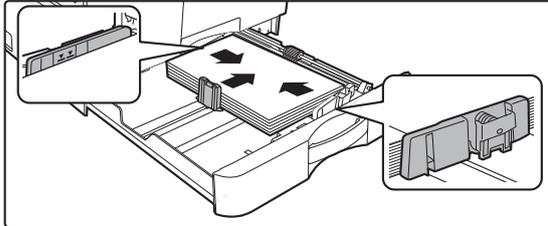
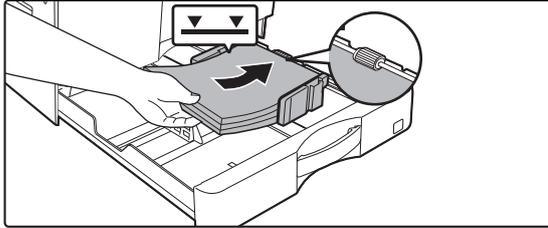


Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size.



3



Insert the paper into the tray.

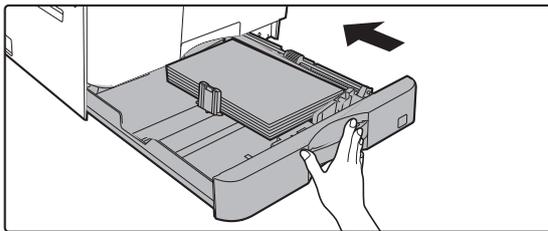
- Open the package of the paper and fan the paper well before loading it.
- Load the paper with the print side facing up. Make sure the stack of paper is straight before loading it.
- Place the paper under the roller on the right side of the tray.

- After loading the paper, close the guides to the paper width not to leave the gap from the guides A and B.
- Do not load the paper as shown below.



- The stack must not be higher than the indicator line.
- Do not add paper.

4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.



TRAY 2 - 4 (when 500-sheet paper feed tray and stand/2x500 sheet paper drawer are installed)

A maximum of 500 sheets of paper from size A5R to A3 (5-1/2" x 8-1/2"R to 11" x 17") can be loaded into trays 2 to 4.



- Depending on the county, region and model, tray 2 is installed by default.
- If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "[TRAY SETTINGS \(page 1-28\)](#)". Incorrect setting affects automatic paper selection action. It may cause print failure, printing on paper of a wrong size or type or paper misfeeds.



Do not place heavy objects on the tray or press down on the tray.

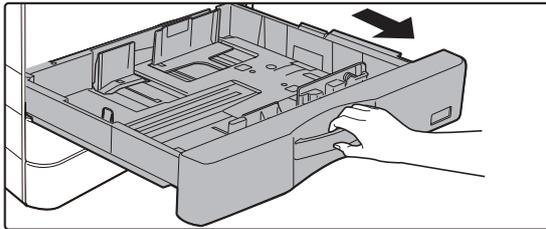


To set the paper type or size

Press the [SPECIAL FUNCTION] key (**Fn**) and set in [Paper Size Set] or [Paper Type Set].

► [TRAY SETTINGS \(page 1-28\)](#)

1

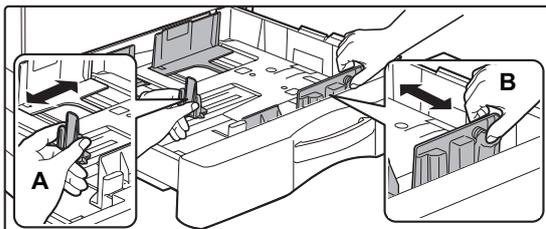


Pull out the paper tray.

Gently pull the tray out until it stops.

To load paper, go to step 3. To load a different size of paper, go to the next step.

2

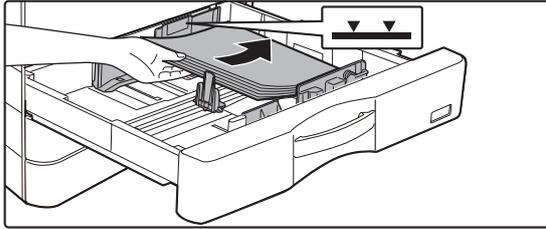


Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size.



3



Insert the paper into the tray.

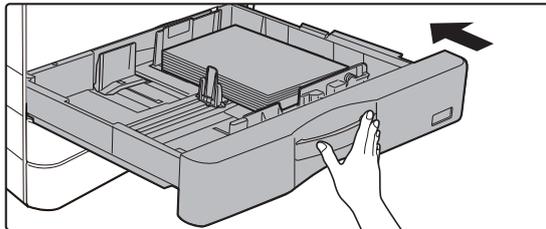
- Open the package of the paper and fan the paper well before loading it.
- Load the paper with the print side facing up. The stack must not be higher than the indicator line (Maximum of 500 sheets).



- If a paper misfeed occurs, turn the paper over and/or around, and reload.
- If the paper is curled, fix the curl before loading the paper.
- Adjust the divider plate so that there is no gap between the paper and divider plate.
- Do not add paper.
- Do not load the paper as shown below.



4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.



LOADING PAPER INTO THE BYPASS TRAY

Use the bypass tray for printing on plain paper, envelopes, label sheets, and other special media.

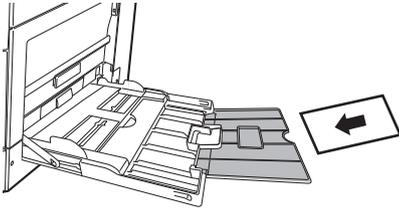
Up to 100 sheets of paper can be loaded (Heavy paper weighing between 106 g/m² to 200 g/m² (28 lbs. cover to 110 lbs. index): 30 sheets), and envelope (AB system: 10 sheets, Inch system: 5 sheets), transparency film: 40 sheets) for continuous printing, just like operation using other trays.



- When using plain paper other than Sharp standard paper or special media other than SHARP-recommended transparency film, glossy paper, or when printing on the reverse side of paper that has been printed on one side, load paper one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a misfeed may result. Loading more sheets than the specified number of sheets or the limit may cause paper misfeeds.
- After loading paper in the bypass tray, always check the paper type and size.

How to place the original

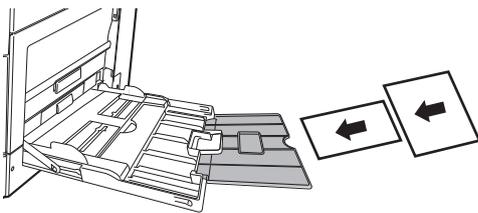
Load paper in landscape orientation.



Inserting transparency film



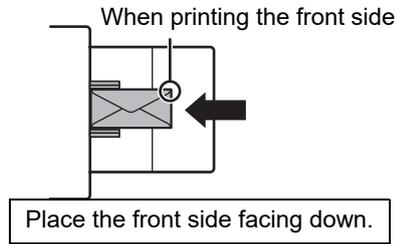
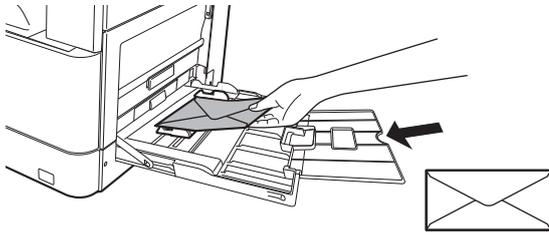
- Use SHARP-recommended transparency film.
- When loading multiple sheets of transparency film into the bypass tray, fan the sheets several times before loading.
- When printing on transparency film, remove each sheet of film as it is printed. If multiple sheets of film are allowed to stack on the output tray, the sheets may stick together or become curled.





Loading envelopes

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below. Only the front side of envelopes can be printed or copied on. Place the front side facing down. Fold the flap and make a sharp crease at the fold.



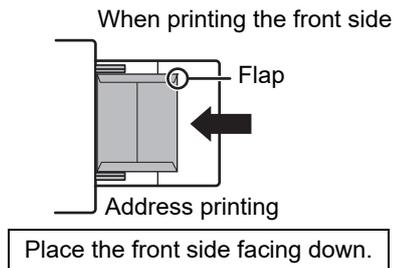
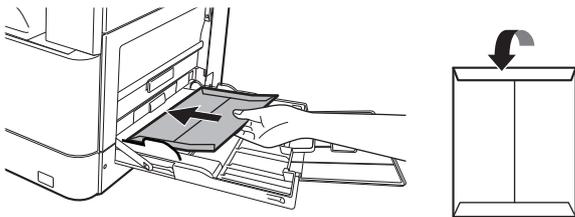
When placing DL

- Open the flap of the envelope.
- Place so that the flap is on the right.



When placing C4, C5, or C6

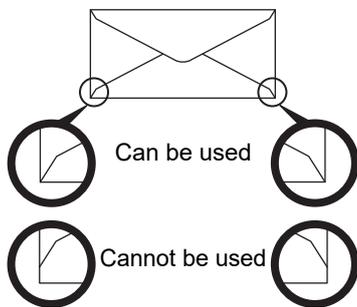
- Close the flap of the envelope.
- Place so that the flap is on the back side.





Important points when using envelopes

- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Some envelopes may cause misfeeds depending on flap size.
- Fold the flap of the envelope and make a sharp crease at the fold. A misfeed may occur if the flap is up.
- Do not use the following envelopes:
 - Those with a metal piece, a plastic hook or a ribbon hook
 - Those with a string for closing
 - Those with a window
 - Those with a lining
 - Those with an uneven surface, finished with titling or emboss
 - Duplex envelopes or those with adhesive or other synthetic material for sealing
 - Hand-made envelopes
 - Those containing air inside
 - Those damaged with a crease, fold mark or tear



- Envelopes with the corner gluing position on the back not aligned with the corner edge should not be used as it may cause creasing.
- Print quality is not guaranteed in the area 10 mm (13/32") around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.

Cautions when placing envelopes

- Removing curling
- Ensure these are flat, containing no air
- Ensure the four folded edges are pressed flat (for items with flaps, three edges)
- Align on a flat surface
- If multiple sheets of film are allowed to stack on the output tray, the sheets may stick together or become curled.

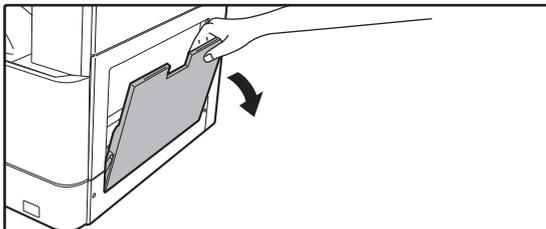


Important points when using label sheets

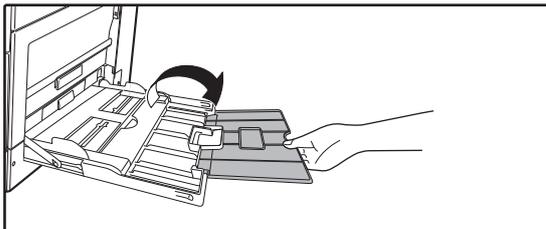
- For more information, consult the dealer or nearest authorised service representative.
- Some labels may have to be loaded into the bypass tray in the specified orientation. Follow such instructions. If a form is already printed on the labels, and the print images and the preprinted form do not line up, adjust the application or printer driver settings to rotate the print images.
- Do not use the following types of label sheets.
 - Label sheets without an adhesive copy or label copy
 - Label sheets with adhesive exposed
 - Label sheets with a specified feeding direction that is not supported by the machine
 - A label sheet that has already been fed or has some labels removed
 - Label sheets consisting of multiple sheets
 - Label sheets that do not support laser printing
 - Label sheets that cannot withstand heat
 - Label sheets that have perforations in the backing paper
 - Label sheets with slits in the backing paper
 - Non-standard label sheets
 - Label sheets with adhesive that has deteriorated due to prolonged storage or otherwise
 - Label sheets with cutouts that expose the backing paper
 - Curled or otherwise deformed label sheets
 - Torn or creased label sheets
 - Label sheets consisting of three sheets or more.

Loading paper

1



Open the bypass tray.

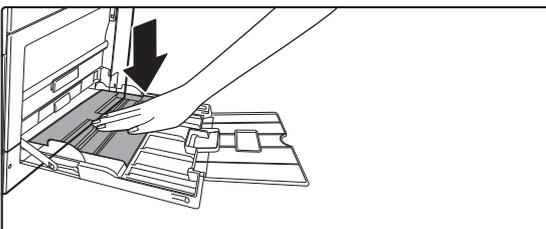


If you are loading paper of length greater than 250 mm (9-27/32"), open the extension tray.



Do not place heavy objects on the bypass tray or press down on the tray.

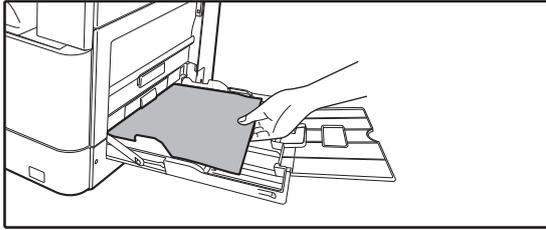
2



Push the centre of the pressure plate down until it locks into place.



3

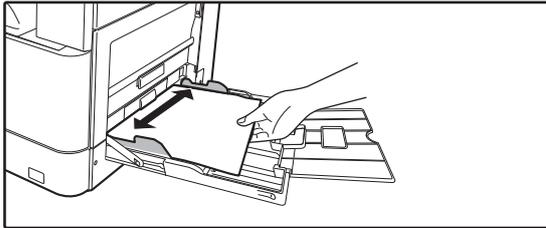


Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds.

The paper must not exceed the maximum number of sheets.

4



Set the bypass tray guides correctly to the width of the paper.

Adjust the bypass tray guides so that they slightly contact the loaded paper.



- Do not forcefully push in paper that you are loading. This may cause misfeeds.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.
- **How to close the bypass tray.**
Remove any paper remaining in the bypass tray, and press down the centre of the pressure plate until it locks. After you have locked the pressure plate, close the extension tray and then close the bypass tray.



TRAY SETTINGS

These programs are used to change the paper size and type setting of a tray, and auto tray switching.

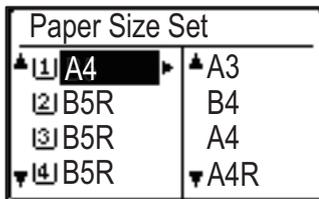
Changing the paper size setting of a tray

If the size of the loaded paper is different from the size shown in the display, follow the steps below to change the paper size setting of the tray.

The paper size setting cannot be changed during copying, printing or when a misfeed has occurred. However, if the machine is out of paper or out of toner, the paper size setting can be changed during copying and printing.

See [APPLICABLE PAPER TYPES \(page 1-15\)](#) for information on the specifications for the types and sizes of paper that can be loaded in the paper trays.

Press the [SPECIAL FUNCTION] key (Fn), and press the [▼] or [▲] key to select "Paper Size Set".



Press the [▼] or [▲] key to select the paper tray for which the paper size is being changed. Press the [▶] key and press the [▼][▲] keys to select the paper size. Press the [OK] key.



[1]: Shows tray "1".

[2]: Shows tray "2".

[3]: Shows tray "3".

[4]: Shows tray "4".

[Bypass Tray Icon]: Shows Bypass tray.

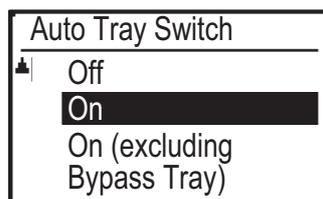
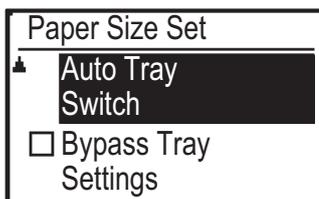
For the paper trays and tray numbers, see [Types of paper that can be set in each tray \(page 1-17\)](#).

Disabling (enabling) auto tray switching

When auto tray switching is enabled and paper runs out during copying or printing, the job will continue using paper from a different tray if that tray has the same size of paper in the same type. (This function does not operate when using the bypass tray.)

This function has been enabled at the factory. If you prefer to disable the function, follow the steps below.

Press the [SPECIAL FUNCTION] key (Fn), select "Paper Size Set", and press the [▼] key repeatedly until "Auto Tray Switch" appears.



If you select "On (excluding Bypass Tray)", paper in a tray other than the bypass tray will be used.

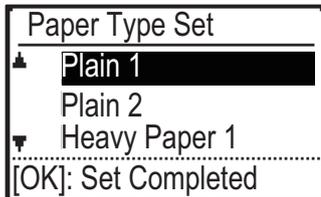


Changing the paper type of a tray

To change the paper type setting for a tray, follow the steps below.

Press the [SPECIAL FUNCTION] key (**Fn**), select "Paper Type Set", select the tray with the [▼] or [▲] key, and press the [OK] key. Select the desired paper type and press the [OK] key.

See [APPLICABLE PAPER TYPES \(page 1-15\)](#) for information on the specifications for the types and sizes of paper that can be loaded in the paper trays.





HOW TO PLACE THE ORIGINAL

SELECTING A PROCEDURE FOR PLACING THE ORIGINAL DEPENDING ON THE TYPE AND STATUS OF THE ORIGINAL

Place the original in the automatic document feeder. Depending the type and status of the original, use the document glass. Follow the instructions to select the method for placing the original.

To place it in the automatic document feeder, see "[AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)".

AUTOMATIC DOCUMENT FEEDER

This section explains how to place originals in the automatic document feeder.

The automatic document feeder function can be used when the BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31 is used.



- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or paste up glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.
- Do not use the following originals. Original misfeeds and smudges may result.
Transparency film or other transparent material for backup copy, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- The condition, material, shape, or fabrication method of some business cards may prevent correct feeding or scanning.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray. Specify the orientation of the original using [Orig.Size].





Allowed original sizes

Minimum original size	Maximum original size
<p>Standard size 210 mm (longitudinal) × 148 mm, or A5 5-1/2" (longitudinal) × 8-1/2" (transversal)</p> <p>Non-standard size (Minimum size that can be specified manually) 131 mm (longitudinal) × 140 mm (transversal) 5-1/8" (longitudinal) × 5-1/2" (transversal)</p>	<p>Standard size 297 mm (longitudinal) × 420 mm (transversal) or A3 11" (longitudinal) × 17" (transversal)</p> <p>Non-standard size (Maximum size that can be specified manually) Copy mode/Scanner mode: 297 mm (longitudinal) × 432 mm (transversal) 11-5/8" (longitudinal) × 17" (transversal)</p>

When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- COPIER: "[SPECIFYING THE SIZE OF THE ORIGINAL \(page 2-12\)](#)"
- SCANNER: "[BASIC TRANSMISSION PROCEDURE \(page 4-5\)](#)"

Allowed original weights

1-sided scanning: 50 to 128 g/m² (13 to 32 lbs Bond)

2-sided scanning: 50 to 105 g/m² (13 to 28 lbs Bond)

Thin paper(1-sided): 35 to 49 g/m² (9 to 13 lbs Bond)

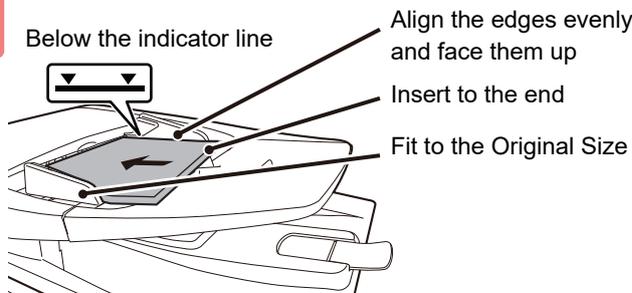
To scan an original from 35 g/m² to 49 g/m², use "Slow Scan Mode" in the Special Modes. Attempting to scan without using "Slow Scan Mode" may result in misfeeding of the original.

2-sided scanning of the original will not take place when "Slow Scan Mode" is enabled.

1

Make sure that there is no original on the document glass.

2



Place the original.

Up to 100 sheets can be inserted.

After scanning is finished on the automatic document feeder, remove originals from the original exit tray.



DOCUMENT GLASS

This section describes the steps for setting the original on the document glass.



- Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.
- Take care that your fingers are not pinched when closing the automatic document feeder.

Allowed original sizes

Maximum original size

Standard size

297 mm (longitudinal) x 420 mm (transversal) or A3
11" (longitudinal) x 17" (transversal)

Non-standard size

297 mm (longitudinal) x 432 mm (transversal)
11-5/8" (longitudinal) x 17" (transversal)

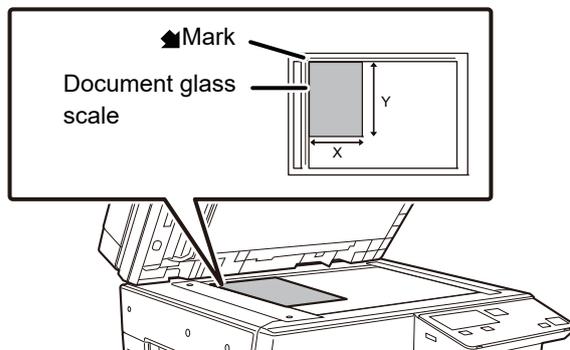
When the original is a non-standard size, see the appropriate explanation below for the mode you are using.

- COPIER: "[SPECIFYING THE SIZE OF THE ORIGINAL \(page 2-12\)](#)"
- SCANNER: "[BASIC TRANSMISSION PROCEDURE \(page 4-5\)](#)"

1

Open the automatic document feeder.

2



Load the paper with the print side facing down.

Place the original face down and align the top left corner of the original with back left (at the tip of the mark ) of the document glass.

3

Close the automatic document feeder.

After placing the original, close the automatic document feeder. If the unit is left open, parts outside of the original will be copied in black, causing excessive use of toner.



If originals have damp spots due to correction fluid, ink or paste up glue, wait until the originals are dry before making copies. Otherwise the interior of the machine or the document glass may be soiled.



Removing the document cover (BP-20M24L)

To copy large originals like newspapers, remove the document cover. To remove it, open the document cover and lift it at a slightly backward angle. To replace the cover, do the reverse.



The automatic document feeder (BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31) cannot be removed.



MAINTENANCE

This section explains how to check the total count or toner remaining, adjust the display contrast, clean the machine, and replace the toner cartridge.

CHECKING THE TOTAL OUTPUT COUNT AND TONER REMAINING

To check the total number of pages output in copy and print modes hold down the [COPY] key () when the machine is in the standby state. The counts will appear while the key is held down. The total output count can be used as a guideline for cleaning. When the total output count exceed "99,999,999", the counts return to "0". The toner level is shown at the bottom of the screen.

Total Count	57,600
Toner Remaining (%)	 100-75



- You can also check by pressing the [SPECIAL FUNCTION] key (Fn) and selecting "Total Count" in the function menu screen.
- Each two-sided sheet that is output is counted as two pages.
- Blank copies and blank prints are included in the count.
- If the last page of a two-sided printing job is blank, it is not included in the count.

ADJUSTING THE DISPLAY CONTRAST

The contrast of the display can be adjusted as explained below.

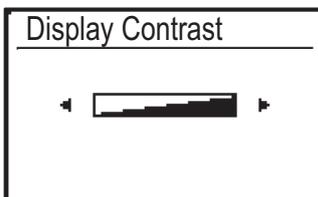
1

Press the [SPECIAL FUNCTION] key (Fn).

The "Special Function" screen will be appear.

2

Select "Display Contrast" with the [▼] or [▲] key.

3

Press the [OK] key.

The "Display Contrast" screen will be appear.

4

Adjust the contrast with the [◀] or [▶] key.

To reset the contrast to the default setting, press the [C] key.

5

Press the [OK] key.

You will return to the base screen.



REGULAR MAINTENANCE

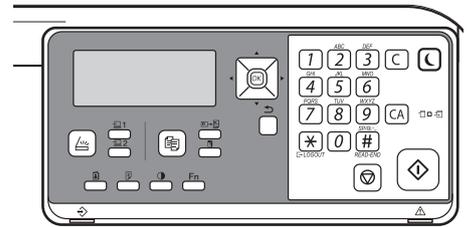
To ensure that the machine continues to provide top quality performance, periodically clean the machine.



Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.



- Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolour the housing.
- Use a soft cloth to gently wipe off dirt from the area on the operation panel with a mirror-like finish (shown at right). If you use a stiff cloth or rub hard, the surface may be damaged.
The area with a mirror-like finish is the area that is .



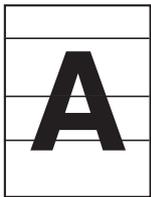
CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

If the document glass or document backplate sheet becomes dirty, the dirt will appear as dirty spots, coloured lines, or white lines in the scanned image. Keep these parts clean at all times.

Wipe the parts with a clean, soft cloth.

If necessary, moisten the cloth with water or a small amount of neutral detergent. After that, wipe with a clean dry cloth.

Examples of lines in the image

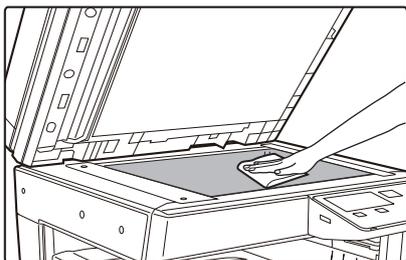


Black lines

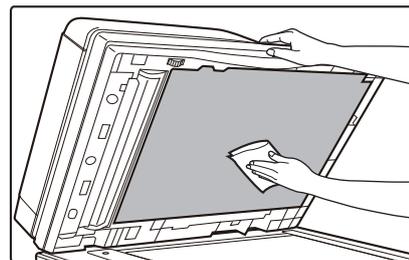


White lines

Document glass



Document backplate sheet

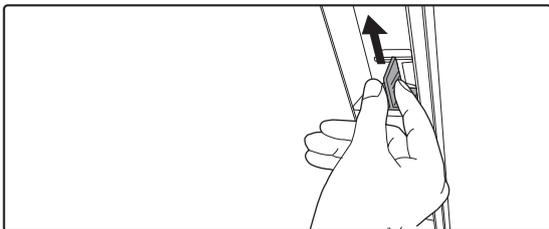




SCANNING AREA (BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

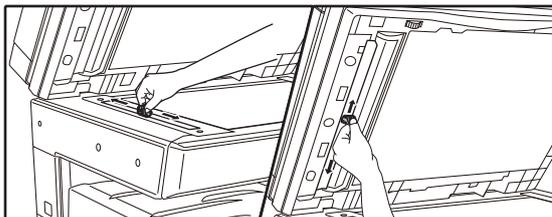
If black lines or white lines appear in images scanned using the automatic document feeder, clean the scanning area (the thin long glass next to the document glass).

1



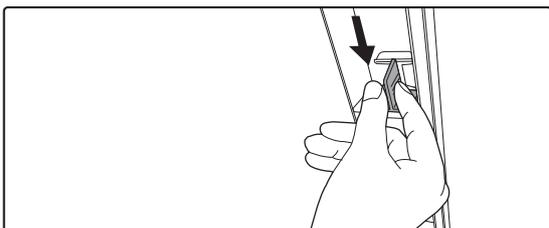
Open the automatic document feeder and remove the glass cleaner.

2



Clean the document scanning area on the document glass with the glass cleaner.

3

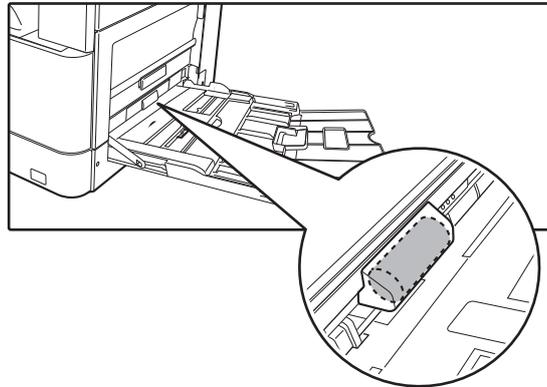


Replace the glass cleaner.



CLEANING THE BYPASS FEED ROLLER

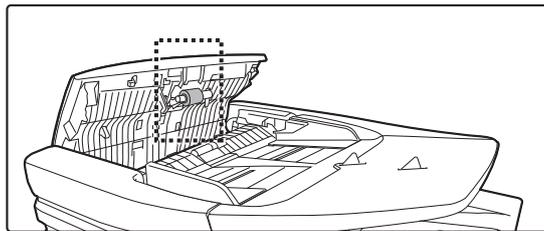
If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water.



CLEANING THE PAPER FEED ROLLER

(BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

If lines or other dirt appear on the scanned original when the automatic document feeder is used, wipe the surface of the roller with a clean soft cloth moistened with water.





REPLACEMENT OF TONER CARTRIDGE

Always replace the toner cartridge after the "Change the toner cartridge." message appears. You should keep one set of replacement toner cartridges on hand so that you can replace a toner cartridge immediately when toner runs out.

Replacement message

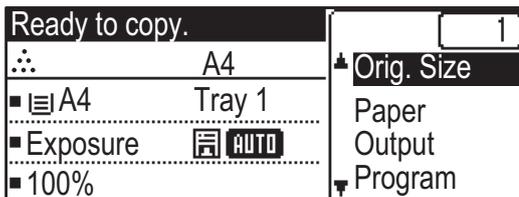
Toner Low.
(Do not replace cartridge
until requested.)

When this message appears, prepare a toner cartridge for replacement.



If you continue printing, the following message appears. When the message appears, prepare a toner cartridge for replacement and replace it. In this state, printing is possible. However, this message does not appear during printing.

Change the toner
cartridge.



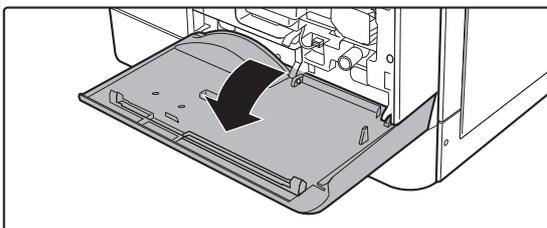
If you continue to use the machine, the following message will appear and the start indicator goes off when the toner runs out. Once the machine enters this state, printing can not be carried out until the toner cartridge is replaced. Replace the toner cartridge.

Change the toner
cartridge.



The above messages will disappear when you press any key on the operation panel.

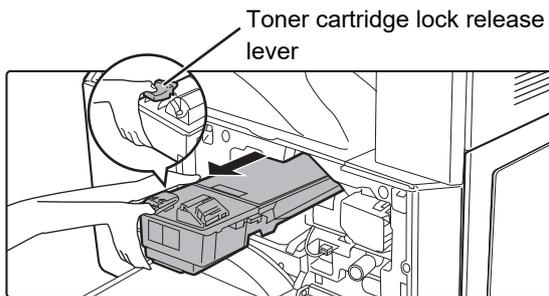
1



Open the front cover.



2



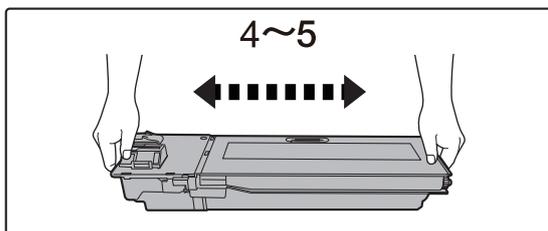
Pull the toner cartridge out while pressing the lock release lever.

When pulling out the toner cartridge, place your other hand on the indentation of the cartridge.



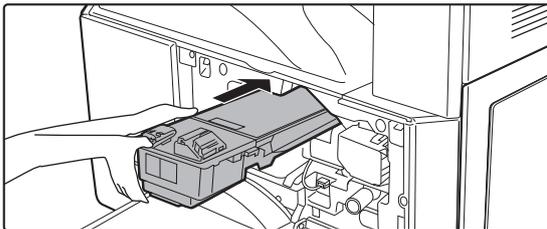
If the cartridge is pulled out abruptly, toner may spill out.

3



Take out a new toner cartridge from its package and shake it horizontally 4 or 5 times.

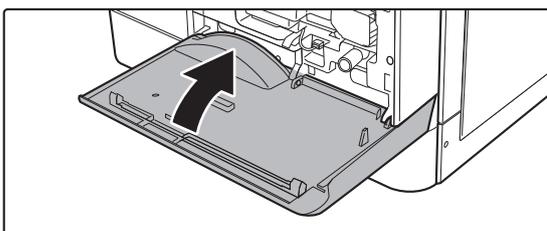
4



Insert the toner cartridge along the guides until it locks in place while pushing the lock release lever.

If there is any dirt or dust on the toner cartridge, remove it before installing the cartridge.

5



Close the front cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is occurring.



- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of reach of small children.
- If a toner cartridge is stored upright, the toner may harden and become unusable. Always store toner cartridges on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.



- Your service technician will collect used toner cartridges.
- To view the approximate amount of toner remaining (indicated in %), hold down the [COPY] key during printing or in standby mode. When the percentage falls to "25-0%", keep a toner cartridge for replacement purposes before toner runs out.



CHARACTER ENTRY

This section explains how to enter and edit characters for account names, program names, and search characters for the address list.

CHARACTERS THAT CAN BE ENTERED

Characters that can be entered for names

The following characters can be entered:

- Up to 36 characters can be entered for a name.
However, up to 18 characters can be entered for an account name or sender's name.
- Upper case alphabet, lower case alphabet, numbers, special characters, symbols.

Characters that can be used for search characters

The following characters can be used:

- Up to 10 characters can be entered for search characters.
- Upper case alphabet, lower case alphabet, numbers, special characters.



- Search characters are normally the first 10 characters of the name entered for a destination.
 - Search characters are used when storing and selecting the desired destination.
 - When a destination name includes a symbol, the symbol cannot be stored as a search character.
 - Search characters can be edited.
-



Characters are entered by pressing the numeric keys on the operation panel. The letters entered with each numeric key are shown below.



Characters that can be entered		
Key	Characters that can be entered for names	Characters that can be used for search characters
1	1 Space	1 Space
2	a b c 2 A B C	a b c 2 A B C
3	d e f 3 D E F	d e f 3 D E F
4	g h i 4 G H I	g h i 4 G H I
5	j k l 5 J K L	j k l 5 J K L
6	m n o 6 M N O	m n o 6 M N O
7	p q r s 7 P Q R S	p q r s 7 P Q R S
8	t u v 8 T U V	t u v 8 T U V
9	w x y z 9 W X Y Z	w x y z 9 W X Y Z
*	*}[?[?>=,;,:+)'(&%\$"!/_-.@#	
0	0	0
#	Use to enter special characters.	Use to enter special characters.



To enter two characters in succession that require the same key, press the [►] key to move the cursor after entering the first character.

Example: Entering "ab" (when directly entering an e-mail address)

Press the [2] key once, press the [►] key once to move the cursor, and then press the [2] key twice.



COPIER

BEFORE USING THE MACHINE AS A COPIER

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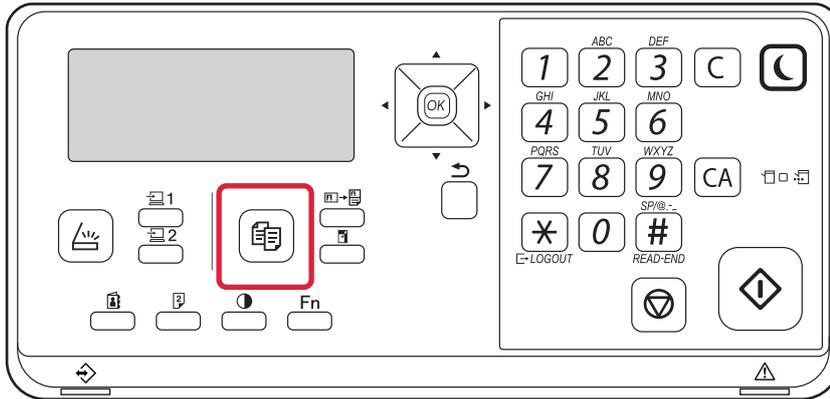
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BEFORE USING THE MACHINE AS A COPIER

COPY MODE

Press the [COPY] key () on the operation panel to change to copy mode.





COPYING SEQUENCE

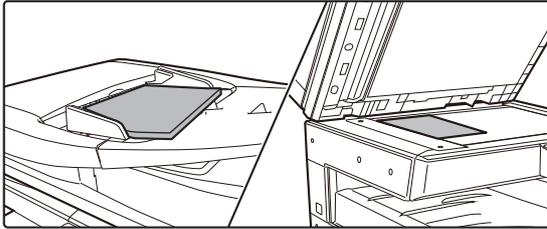
This section explains the basic procedure for copying. Select settings in the order shown below to ensure that the copy operation takes place smoothly.

For detailed procedures for selecting the settings, see the explanation of each setting in this chapter.

1

Switch to copy mode.

- [COPY MODE \(page 2-2\)](#)

2

Place the original.

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)
- [DOCUMENT GLASS \(page 1-32\)](#)

3

Select functions.

Specify the original scan size, exposure, resolution, etc.
If necessary, you can refer to the following functions for the setting.

- Paper Select ► [page 2-4](#)
- 2-Sided Copy ► [page 2-7](#)
- Exposure ► [page 2-8](#)
- Copy Ratio ► [page 2-10](#)
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- Slow Scan Mode ► [page 2-22](#)
- Card Shot ► [page 2-23](#)
- Sharpness ► [page 2-24](#)
- Suppress BG ► [page 2-25](#)

4

Press the [START] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



- To cancel all settings, press the [CA] key.
When the [CA] key is pressed, all settings selected to that point are cleared and you will return to the base screen.
- To cancel a copy job, press the [C] key or [CA] key. If you press the [C] key, the copy settings are retained. If you press the [CA] key, the settings are cancelled. If you press the [STOP] key (⏏) while copying is in progress, a confirmation screen appears asking if you want to cancel the copy job.



- **To make two or more sets of copies:**
Press the copies display key to specify the number of copies.

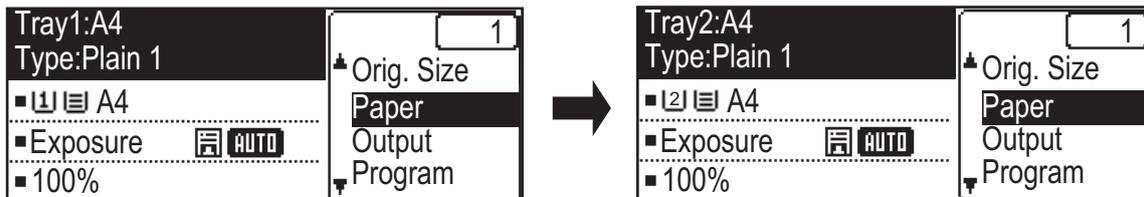


SELECTING THE PAPER TRAY FOR COPYING

To change the tray you want to use in order to use the bypass tray or tray 2 to 4 (if installed), select "Paper" in the right menu of the base screen of copy mode, and press the [OK] key.

Press the [OK] key to select the tray.

For detailed loading paper into the tray, see the [TRAY 1 \(page 1-19\)](#), [LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#).



- If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.
- **If the "Ready to copy." message does not appear in the base screen of copy mode**
If a list is being printed in the system settings, copying is not possible. Wait until list print finishes and then start copying.



- **Changing the default tray setting**
Change the default tray in [System Settings] → [Default Tray Set].
- **Enabling or disabling auto paper selection**
Select the setting in [System Settings] → [Copier] → [Auto PaperSelect].
When this setting is enabled, a tray with the same size of paper as the original will be automatically selected.



BASIC PROCEDURE FOR MAKING COPIES

COPYING

USING THE AUTOMATIC DOCUMENT FEEDER FOR COPYING

(BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

1

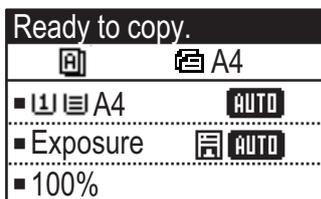
Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)



In the automatic document feeder, the size of the placed original is automatically detected.

2



Check the paper (tray) you want to use for copying, and press the keys for any other settings you want to select.

- Paper Select [► page 2-4](#)
- 2-Sided Copy [► page 2-7](#)
- Exposure [► page 2-8](#)
- Copy Ratio [► page 2-10](#)
- Original [► page 2-12](#)
- Output [► page 2-17](#)
- ID Card Copy [► page 2-19](#)
- N-Up [► page 2-20](#)
- Slow Scan Mode [► page 2-22](#)
- Card Shot [► page 2-23](#)
- Sharpness [► page 2-24](#)
- Suppress BG [► page 2-25](#)

3

Press the [START] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Press the number of copies key to specify the number of copies.



USING THE DOCUMENT GLASS FOR COPYING

1

Place the original on the document glass.

▶ [DOCUMENT GLASS \(page 1-32\)](#)

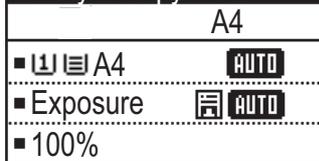


On the document glass, the size of the placed original is not automatically detected. To make a copy using the document glass, you must manually specify the size of the original.

▶ [SPECIFYING THE SIZE OF THE ORIGINAL \(page 2-12\)](#)

2

Ready to copy.



Check the paper (tray) you want to use for copying, and press the keys for any other settings you want to select.

- Paper Select ▶ [page 2-4](#)
- 2-Sided Copy ▶ [page 2-7](#)
- Exposure ▶ [page 2-8](#)
- Copy Ratio ▶ [page 2-10](#)
- Original ▶ [page 2-12](#)
- Output ▶ [page 2-17](#)
- ID Card Copy ▶ [page 2-19](#)
- N-Up ▶ [page 2-20](#)
- Card Shot ▶ [page 2-23](#)
- Sharpness ▶ [page 2-24](#)
- Suppress BG ▶ [page 2-25](#)

3

Press the [START] key to start copying.

When making only one set of copies, you do not need to specify the number of copies.



To make two or more sets of copies:

Press the number of copies key to specify the number of copies.

CANCELLING A COPY JOB

To cancel the copying, press [C] key or [CA] key. When [C] key is pressed the copy settings are maintained and when [CA] key is pressed the copy settings are all deleted.

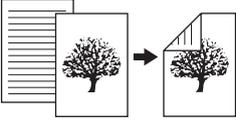
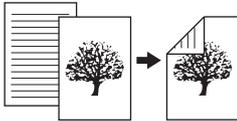
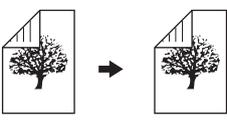
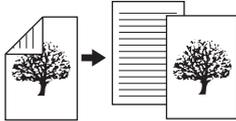
When [STOP] key (⏏) is pressed while the copy is in process, the confirmation screen whether or not to cancel the copying appears on the display.



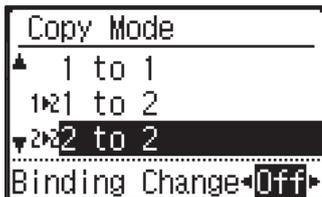
AUTOMATIC DUPLEX COPYING

The machine is capable of performing the following type of auto duplex copying. When copying, the machine will automatically turn over the originals and paper, allowing you to make 2-sided copies with ease.

The automatic document feeder function can be used when the BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31 is used.

	Original → Paper			Usable paper
Document glass	One-sided original → Two sides 			A3, B4, A4, A4R, B5, B5R, A5R, 8K, 16K, 16KR (11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"R)
Document feeder	One-sided original → Two sides 	Duplex original → Two sides 	Duplex original → One side 	A3, B4, A4, A4R, B5, B5R, A5R, 8K, 16K, 16KR (11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"R)

To change to the 2-sided copy screen, press the [DUPLEX] key () on the operation panel with the base screen of copy mode displayed.



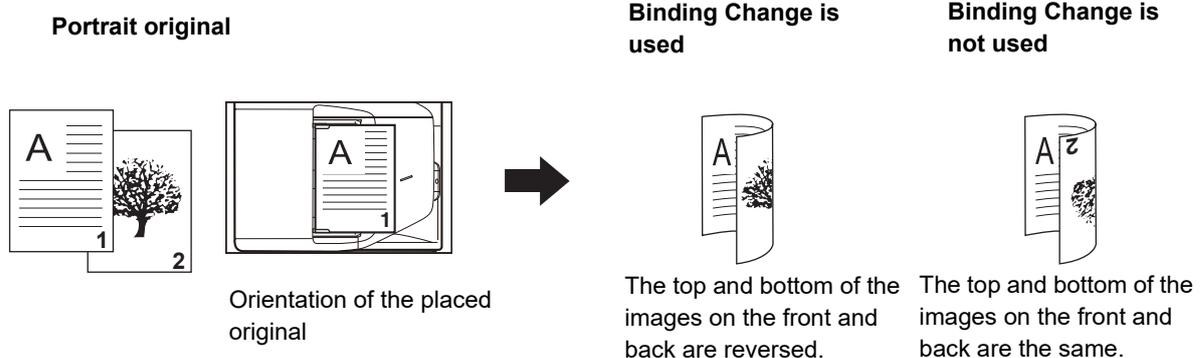
Select "1 to 2", "2 to 2", or "2 to 1" with the [▼][▲] keys and press the [OK] key.

When scanning the original on the document glass, press the [START] key after scanning the front side, turn the original over on the glass, and press the [START] key. Duplex copying starts.



The "2 to 2" and "2 to 1" copy mode cannot be used when the BP-20M24L is used.

To change the orientation of the copy image on the front and back sides of the paper, set "Binding Change" to "On" with the [◀][▶] keys.

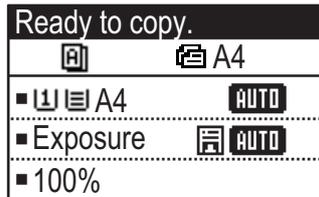




CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

AUTOMATIC ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

Automatic exposure adjustment operates by default to automatically adjust the exposure level and original type as appropriate for the original being copied. ([Auto] is displayed.)



To change the default exposure:

In "System Settings (administrator)", select [Copier] → [Default Exposure].

MANUAL ADJUSTMENT OF EXPOSURE AND ORIGINAL TYPE

This section explains how to select the original type depending on the original to be copied or manually adjust the exposure.



To change the default exposure:

In "System Settings (administrator)", select [Copier] → [Default Exposure].

1

Press the [Exposure] (⊙) key.

▶ [COPY MODE \(page 2-2\)](#)

2



Select the original type.

Select the original type with the [▼][▲] keys.

Three exposure modes are available: "Text", "Txt/Prt Photo" and "Photo".

Original image type select keys

- Text Use this mode for regular text documents.
- Txt/Prt Photo This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
- Photo Use this mode to copy photos.



3

Adjust the exposure of the selected original type.

Set "Auto" or "Manual" (5 levels) for the exposure. If needed, adjust the exposure with the [◀][▶] keys.



Guidelines for the exposure level when [Text] is selected for "Exposure/Original Type"

1 to 2: Dark originals such as a newspaper

3: Normal density originals

4 to 5: Originals written in pencil or light coloured text

4

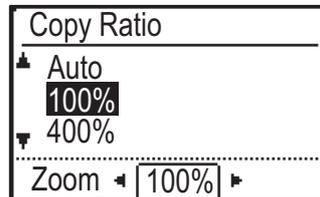
Press the [OK] key.



ENLARGE/REDUCE

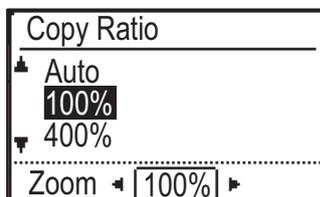
Place the original, and press the [ZOOM] key () on the operation panel to change to the ratio selection screen. Specifying a ratio from 25% to 400%: Preset ratios/zoom.

(When the document feeder is being used, the zoom copy ratio range is 25% to 200%.)

**1**

Press the [ZOOM] key () .

► [COPY MODE \(page 2-2\)](#)

2

Select the ratio.

Select the ratio with the [▼][▲] keys.

3

To set the ratio in increments of 1%, set a numerical value with the [◀][▶] keys.

4

Press the [OK] key.



AUTO RATIO SELECT

This section explains how to automatically select the appropriate ratio to meet the paper size when manually changing the paper tray to make a copy on paper that has a size different from the original.



For a non-standard size original, the size must be entered in order to use Auto Image.



To set Auto ratio select:

In "System Settings (administrator)", select [Copier] → [Auto Image].

1

Manually select the paper tray, and place the original.

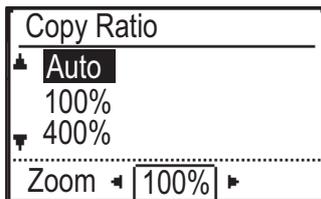
Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

- ▶ [SELECTING THE PAPER TRAY FOR COPYING \(page 2-4\)](#)
- ▶ [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)
- ▶ [DOCUMENT GLASS \(page 1-32\)](#)

2

Press the [Copy Ratio] key.

3



Select "Auto" with the [▼][▲] keys and press the [OK] key.

An enlargement/reduction ratio appropriate for the set original size and selected paper size is automatically selected.

The automatically selected ratio will appear in the ratio display.



SPECIFYING THE SIZE OF THE ORIGINAL

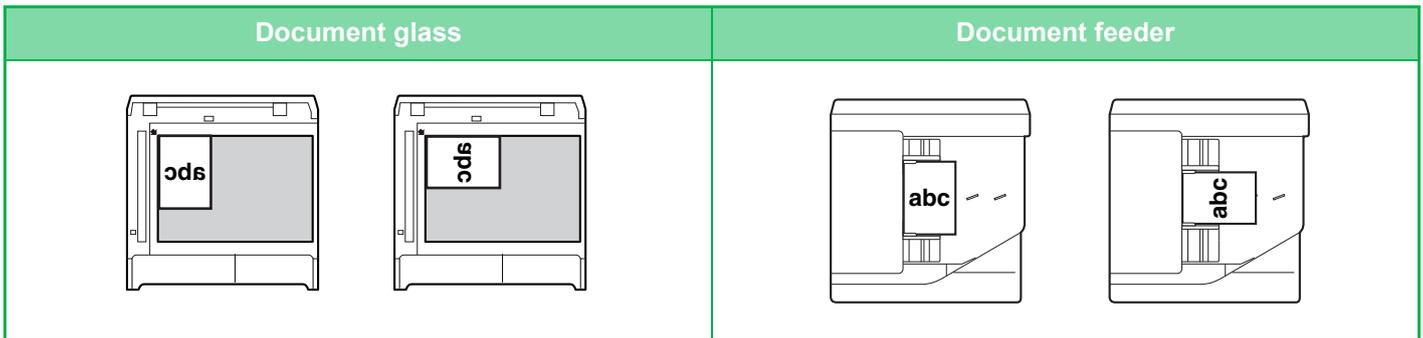
If you want to specify an original size other than the displayed size, select "Orig. Size" from the right menu.



- Set the orientation and size of the original before scanning the original.
- If you want to specify an original size other than the displayed size, select "Orig. Size" from the right menu.
- When "Not Specified" is selected in "Orig. Size Enter" in the system settings, the original is scanned according to the paper size of the selected tray.

Orientation of the original

Place the original as shown below.

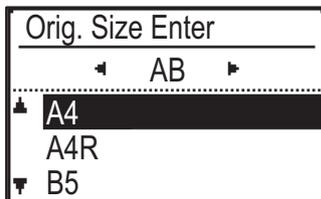


Specifying the size of the original

1

Select "Orig.Size" in the right menu of the base screen of copy mode and press the [OK] key.

2



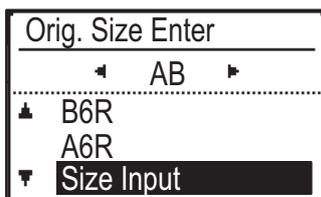
Select Inch or AB with the [◀][▶] keys.

3

Select the size with the [▼][▲] keys.

For a standard original size, select Original Size, press the [OK] key, and specify the original size. The set original size will appear in the Original Size field of the base screen. If you are using a special original size, go to step 4.

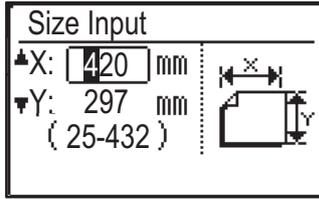
4



For a special paper size, select "Size Input" and press the [OK] key.



5



Specify the original size.

- (1) Select "X" (width) with the numeric keys or [▼] or [▲] key .
- (2) Enter the width with the numeric keys or [◀] or [▶] key, then do the same for the length (Y).
- (3) Press the [OK] key.

The original size is set. "Custom" appears in the original size field of the base screen.



MAKING COPIES USING THE BYPASS TRAY

In addition to plain paper, the bypass tray allows you to make copies on transparency film, envelopes, and other special media.



For detailed information on paper that can be loaded into the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-15\)](#)".
For precautions on loading paper into the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)".

SPECIFYING A TYPE AND SIZE OF PAPER LOADED ON BYPASS TRAY

1

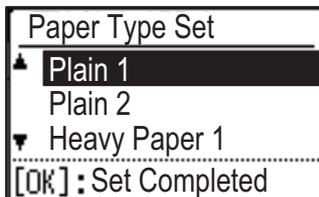
Load paper into the bypass tray.

When you load paper in the bypass tray, "Paper Type Set" is displayed.

If paper is already loaded in the bypass tray and you want to change the paper size or paper type, Press the [SPECIAL FUNCTION] key (Fn), select "Paper Size Set" or "Paper Type Set", and press the [OK] key.



- When "Bypass Tray Settings" in "Paper Size Set" is disabled, "Paper Type Set" is not displayed automatically.
- When "Disable Paper Size Set" is enabled in the system settings, "Paper Size Set" does not appear.

2

Select the type of paper to be used in the bypass tray.

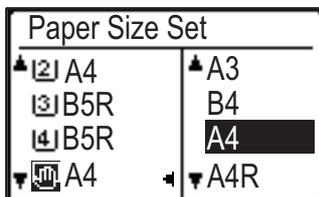
Select the paper type with the [▼][▲] keys. When finished, press the [OK] key.



To use an envelope

Select the envelope size to be used with the [▼][▲] keys, and press the [OK] key.

The envelope size is set. "Envelope" appears in the paper size field of the base screen.

3

Select the paper size used in the bypass tray.

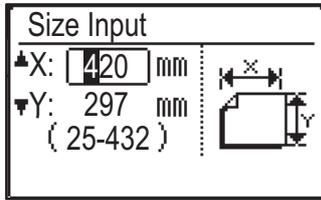
Select the paper size with the [▼][▲] keys. If the paper size is a standard size, select Paper Size, press the [OK] key, and specify the paper size.

The specified paper size appears in the paper size field of the base screen.

When pressing the [SPECIAL FUNCTION] key (Fn) to set "Paper Size Set", the display returns to the base screen by pressing the [OK] key.



To use a special paper size



- (1) Select "mm" or "inch" and press the [OK] key.
- (2) Select "X" (horizontal) or "Y" (vertical) with the [▼][▲] keys.
- (3) Specify the size of each with the numeric keys or [◀][▶] keys.

In "mm", you can specify the size in increments of 1 mm. In "inch", you can specify the size in increments of 1/8 inch.

Minimum size:

131 mm (longitudinal) x 140 mm (transversal)

5-1/8" (longitudinal) x 5-1/2" (transversal)

Maximum size:

297 mm (longitudinal) x 432 mm (transversal)

11-5/8" (longitudinal) x 17" (transversal)

- (4) Press the [OK] key.

The paper size is set. "Custom" appears in the paper size field of the base screen.

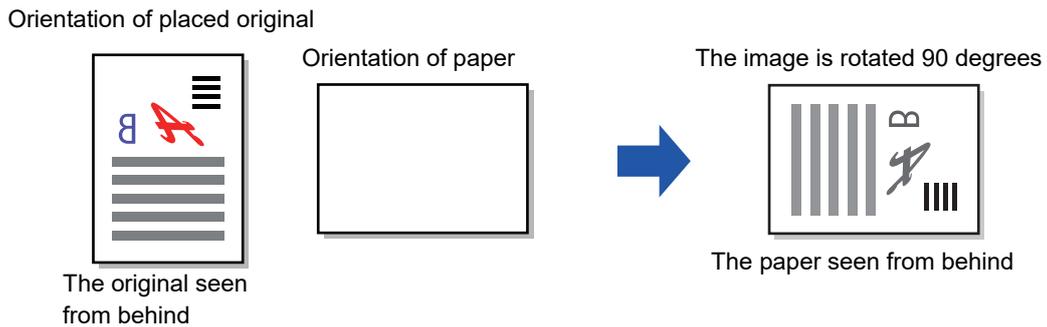


CONVENIENT COPY FUNCTIONS

OUTPUT

Automatic copy image rotation (Rotation Copy)

If the orientation is different between the original and paper, the original image will be automatically rotated 90 degrees to match the paper.



- To use this function, Auto PaperSelect or Auto Image must be enabled.
- This function cannot be used if you directly enter the original size or enable Card Shot.



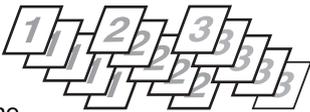
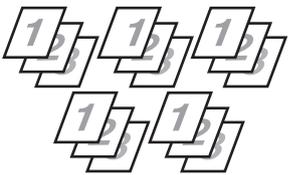
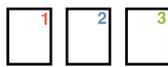
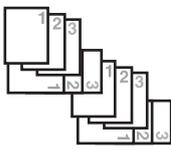
To cancel Rotation Copy:

In "System Settings (administrator)", select [Copier] → [RotationCopy Set].



SORT SETTING

- Groups the scanned original on a page basis, and outputs them. (No Sort)
- Sorts the scanned original on a set basis, and outputs them. (Sort)
- Sorts the scanned originals into sets, and changes the orientation (portrait/landscape). (Rotated Output)

Auto	Enables the sort mode when the original is placed in the automatic document feeder, and enables the group mode when the original is placed on the document glass.	
No Sort	Groups the scanned original on a set basis, and outputs them.	<p>Originals</p>  <p>When 5 is set for the number of copies</p> <p>Finished</p> 
Sort	Sort the scanned original on a page basis, and outputs them.	<p>Originals</p>  <p>When 5 is set for the number of copies</p> <p>Finished</p> 
Rotated Output	Sorts the scanned originals into sets, and changes the orientation (portrait/landscape).	<p>Originals</p>  <p>When 4 is set for the number of copies</p> <p>Finished</p> 

Paper for Rotated Output

Rotated Output can only be selected when the following three conditions are met.

- Load one of the supported paper sizes.
 - *The only paper sizes that can be used for Rotated Output are B5, B5R, A4, A4R, 8-1/2" x 11", 8-1/2" x 11"R.
- Load paper in different orientations (portrait and landscape) in at least two trays. Load the same size of paper.
- Load the same type of paper.

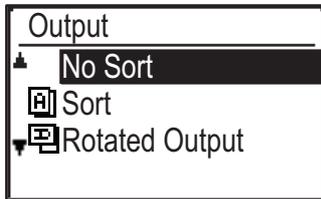
For example, load A4 size plain paper 1 vertically in tray 1, and load A4 size plain paper 1 horizontally in the bypass tray.



1

Select "Output" in the right menu of the base screen of copy mode and press the [OK] key.

2



Select "No Sort" or "Sort" or "Rotated Output" with the [▼] [▲] keys

3

Press the [OK] key.



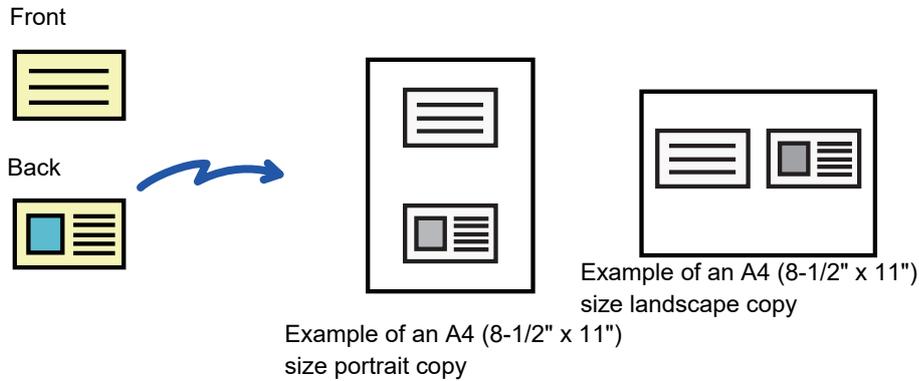
- If the memory becomes full while the originals are being scanned, "Memory is full." will appear in the display. To start copying the originals that have been scanned to that point, press the [START] key. To cancel the copy job, press the [CA] key.
- The auto select setting for the sort function of the automatic document feeder can be changed in "Sort Auto Select" in the system settings ([▶ page 5-18](#)).



ID CARD COPY

You can copy the front and back sides of ID card onto a page through this function.

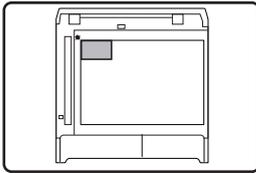
The layout of the ID card copy, set the "[ID Card Setting \(page 5-17\)](#)" of SYSTEM SETTINGS.



1

Press the [ID CARD COPY] key () on the operation panel.

2



Place the ID card on the upper left-hand corner of the document glass, and press the [START] key.

3

Turn the ID card over and press the [START] key.



- The ID card copy function cannot be used at the same time as the 2-sided copy, 2-Up/4-Up copy, sort copy, and card shot functions.
- Paper sizes that can be used with ID Card Copy are standard sizes.
- In ID card copy mode, scan area and scan number (1 page) cannot be changed. Scan area is:
X: 86 + 5 mm (1/4") (margin), Y: 54 + 5mm (1/4") (margin).
- Auto tray switch is invalid in ID card copy mode. Please select paper and tray manually.



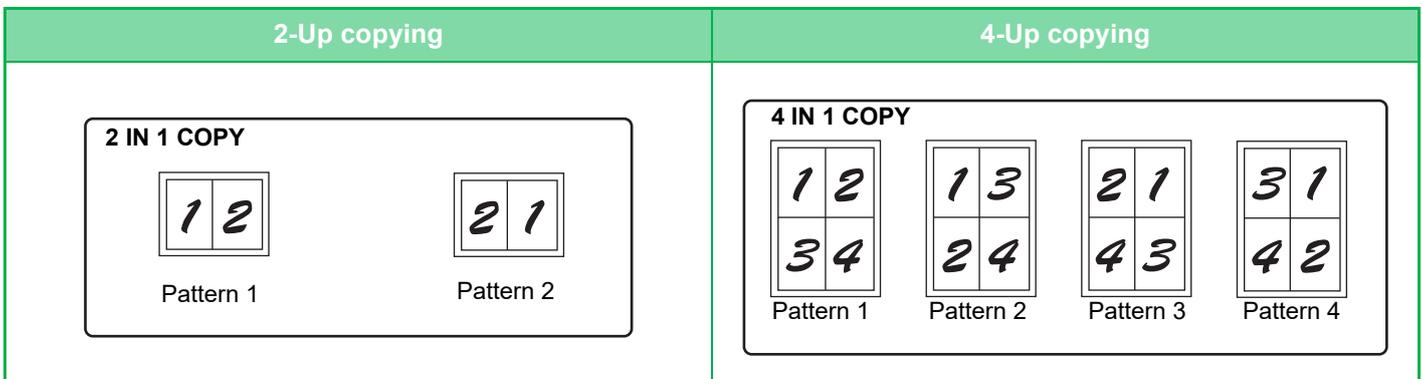
SPECIAL MODES

To display the Special Modes menu, press the [SPECIAL FUNCTION] key (Fn) with the base copy screen displayed, and press the [▼][▲] keys to select "Special Modes".

COPYING MULTIPLE ORIGINALS ONTO A SINGLE SHEET OF PAPER (2-Up / 4-Up COPY)

Multiple originals can be copied onto a single sheet of paper in a selected layout pattern.

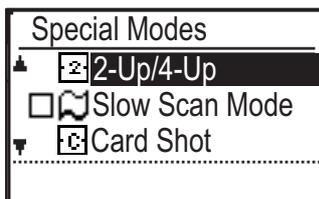
This function is convenient for compiling multi-page reference materials into a compact format, or for providing an overview of all pages of a document on a single page.



1

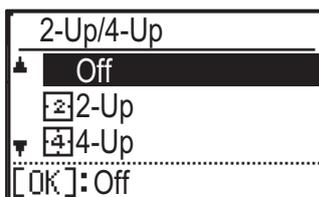
Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2



Select "2-Up/4-Up" with the [▼] [▲] keys and press the [OK] key.

3



Select "2-Up" or "4-Up" with the [▼] [▲] keys and press the [OK] key.

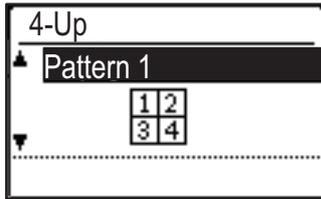


To cancel 2-Up/4-Up:

Select "OFF" with the [▼] [▲] and press the [OK] key.



4



Select the layout with the [▼][▲] keys and press the [OK] key.

See above for the layouts that can be selected.

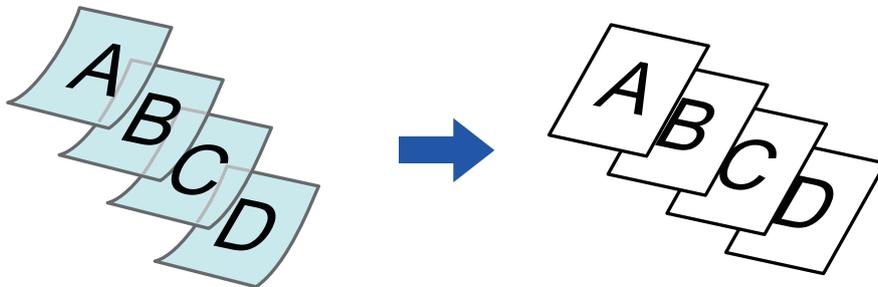


- 2-Up / 4-Up copy cannot be used in combination with the following functions. The function selected first will take precedence.
Card shot, ID card copy
- If ID card copy is set later, The function will be selected first.
- A special paper size cannot be used for 2-Up / 4-Up copy.
- An appropriate ratio setting will be automatically selected based on the original size, the paper size, and the selected number of images.
Certain combinations of original size, paper size, and number of images may result in images being cut off.
- 2-Up/4-Up copy cannot be used if the original size is not set.



SCANNING THIN ORIGINALS (SLOW SCAN MODE)

When you wish to scan thin originals using the automatic document feeder, you can use this function, which helps prevent thin originals from misfeeding.



This function can be used when the BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31 is used.



The "2-Sided→2-Sided" and "2-Sided→1-Sided" modes of automatic 2-sided copying cannot be used.

1

Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2

Select "Slow Scan Mode" with the [▼][▲] keys and press the [OK] key.

A checkmark appears on the icon.

After the settings are completed, press the [Back] key (↩).

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)



To cancel slow scan mode:

Select "Slow Scan Mode" to clear the checkmark.

3

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)



If the originals are inserted with too much force, they may crumple and misfeed.

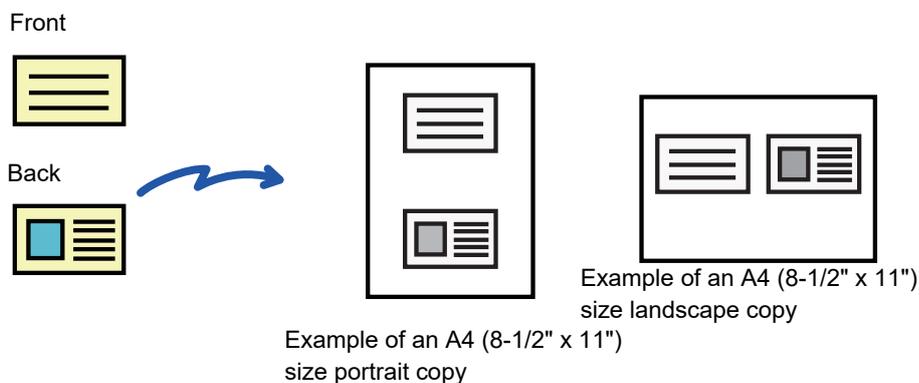
4

Press the [START] key to start copying.



COPYING BOTH SIDES OF A CARD AS A SINGLE PAGE (CARD SHOT)

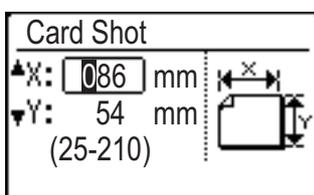
This function copies the front and reverse sides of a card on one sheet, not on separate sheets. This function is convenient for making copies for identification purposes and helps save paper.



1 Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2 Select "Card Shot" with the [▼] [▲] keys and press the [OK] key.

3



Specify the card size in the Card Shot screen.

Select horizontal (X) or vertical (Y) with the [▼][▲] keys, specify the dimension with the numeric keys or [◀][▶] keys, and press the [OK] key. Repeat for the other dimension.



To cancel Card Shot:
Press the [✖] key.

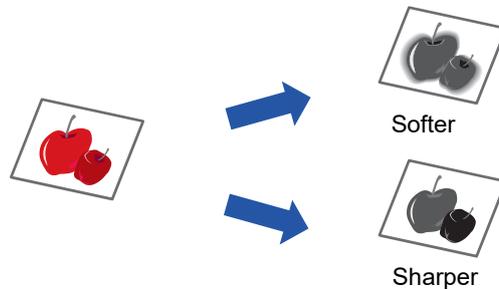


- The horizontal and vertical dimensions can each be set to value from 25 to 210 mm (1" to 8-1/2").
- The card shot function cannot be used in combination with 2-Up / 4-Up copy, and ID card copy.
- The default settings for the horizontal and vertical dimensions in this screen can be set in [Card Shot Default \(page 5-17\)](#) in the system settings.



ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS)

This function adjusts the sharpness to make a sharper or softer image.



Sharpness must be specified before scanning the original.

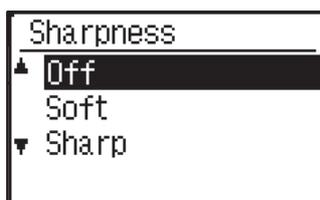
1

Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2

Select "Sharpness" with the [▼] [▲] keys and press the [OK] key.

3



Select "Off", "Soft", or "Sharp" with the [▼][▲] keys and press the [OK] key.



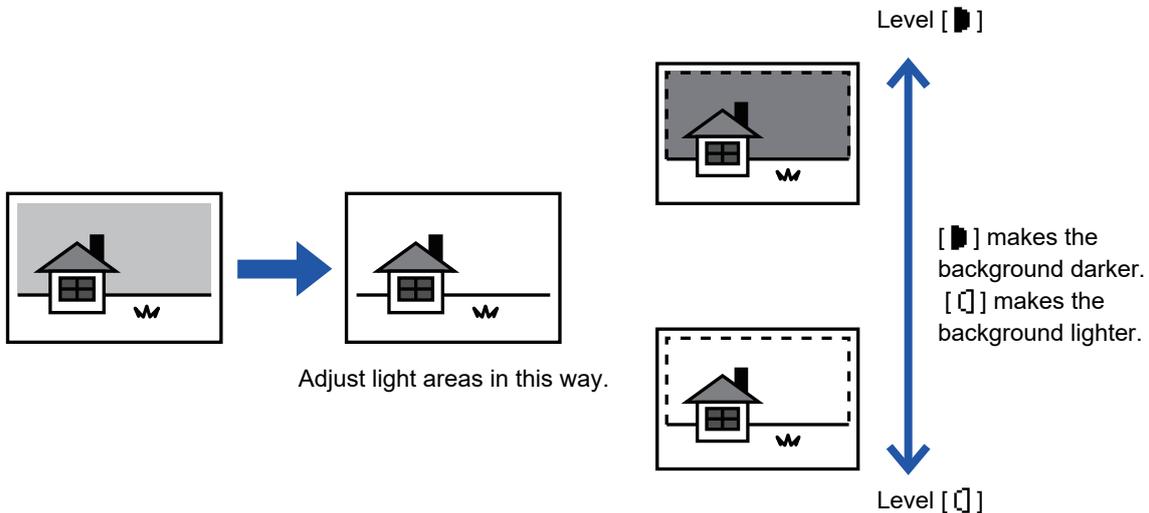
To cancel the sharpness setting:

Select "Off" with the [▼][▲] keys and press the [OK] key.



ADJUSTING THE BACKGROUND BY MAKING LIGHT AREAS OF THE ORIGINAL DARKER OR LIGHTER (SUPPRESS BG)

You can adjust the background by making light areas of the original darker or lighter.



You must select Background Adjustment before scanning the original.

1

Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2

Select "Suppress BG" with the [▼] [▲] keys and press the [OK] key.

3



Select level adjustment with the [▼] [▲] keys, and adjust with the [◀][▶] keys.

To select, change the level (3 levels are available) with the [◀][▶] keys and press the [OK] key.

■ : Only light backgrounds are suppressed.

□ : Light to dark backgrounds are suppressed.



To cancel the Background Adjustment setting:

Select "Off" with the [▼][▲] keys and press the [OK] key.



When Background Adjustment is selected, the copy exposure setting is not applied.

► [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE \(page 2-8\)](#)



PROGRAMS

FREQUENTLY USED SETTINGS (PROGRAMS)

A group of copy settings can be stored together as a program. A stored program can be easily invoked.

STORING A PROGRAM

The following copy settings can be stored:

Duplex, Zoom, Exposure, Resolution, Orig. Size Enter, Paper Select, Sort, 2-Up/4-Up, Slow Scan Mode, Card Shot, Sharpness, Background Adjustment

- 1 Press the [SPECIAL FUNCTION] key (Fn), select "Register Program" with the [▼][▲] keys, and press the [OK] key.

2



- 2 Select "Enter" with the [▼] [▲] keys and press the [OK] key.

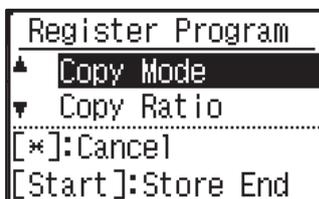
3



- 3 Select the number of the program you want to store with the [▼][▲] keys and press the [OK] key.

"No Store" appears in locations where a program has not been stored. "Program 1 - 3" appears in locations where a program is already stored.

4



- 4 Refer to the copy setting procedures to configure settings for the selected items.

A checkmark appears in front of each setting that you have selected. When you have finished selecting settings, press the [START] key.



If you want to remove an item that has been set (item with a checkmark) from the program, press the [LOGOUT] key (✳).

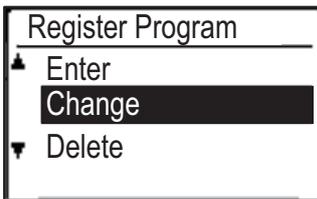


- Up to three programs can be stored.
- Some setting combinations are not possible.
(For example, 2-Up/4-Up and Card Shot)

CHANGING A PROGRAM

- 1 Press the [SPECIAL FUNCTION] key (Fn), select "Register Program" with the [▼][▲] keys, and press the [OK] key.

2



Select "Change" with the [▼] [▲] keys and press the [OK] key.

3

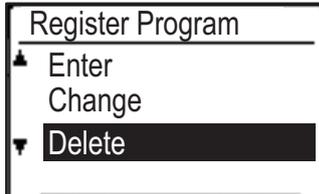
Select the number of the program you want to modify with the [▼] [▲] keys, and press [OK]. Modify the settings as explained in step 4 of [STORING A PROGRAM \(page 2-26\)](#), and resave the program.



DELETING A PROGRAM

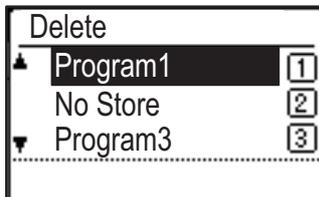
- 1 Press the [SPECIAL FUNCTION] key (Fn), select "Register Program" with the [▼][▲] keys, and press the [OK] key.

2



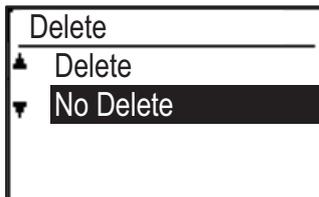
Select "Delete" with the [▼] [▲] keys and press the [OK] key.

3



Select the program you want to delete with the [▼][▲] keys and press the [OK] key.

4

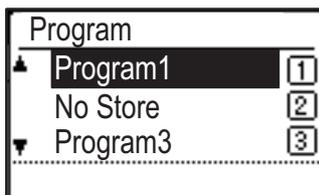


Select "Delete" with the [▼] [▲] keys and press the [OK] key.

USING A PROGRAM

- 1 Select "Program" in the right menu of the base screen of copy mode and press the [OK] key.

2



Select the number of the program you want to use with the [▼][▲] keys and press the [OK] key.

The settings in the selected program are applied to the copy job.



PRINTER

The explanations in this chapter are based on American English and the North American version of the software. Software for other countries and regions may vary slightly from the North American version.

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PRINTER DRIVER SPECIFICATIONS LIST 3-54



PRINTER FUNCTION OF THE MACHINE

To enable printing from your computer, a printer driver must be installed.
See the table below to determine which printer driver to use in your environment.

Windows environment

Printer driver type
PCL6 The machine support the Hewlett-Packard PCL6 printer control languages.
PS (On the PS3 expansion kit is required.) <ul style="list-style-type: none">• This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated, and enables the machine to be used as a PostScript® 3™ compatible printer.• If it is desired to use the Windows standard PS printer driver, the PPD driver must be used.



- To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.
- The User's Manual mainly uses PCL6 printer driver screens to explain how to print in a Windows environment. The printer driver screens may differ slightly depending on the printer driver you are using.

macOS Environment

Printer driver type
PS (On the PS3 expansion kit is required.) This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated, and enables the machine to be used as a PostScript® 3™ compatible printer.



- To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.
- The explanations of screens and procedures for use in a macOS environment generally assume that macOS 10.12 is being used and a PPD driver is installed. The screens may be different depending on the version of the operating system or the software application.



PRINTING IN A WINDOWS ENVIRONMENT

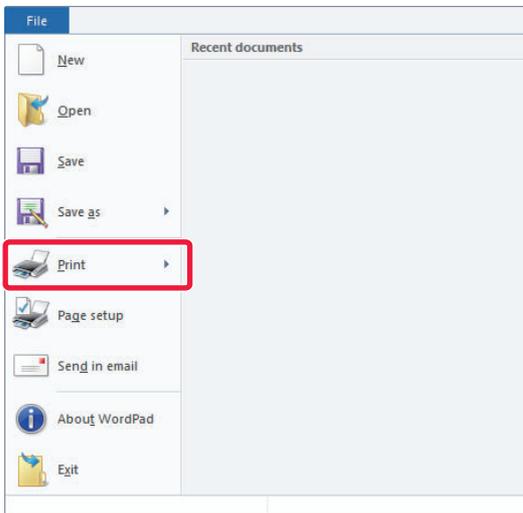
BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.



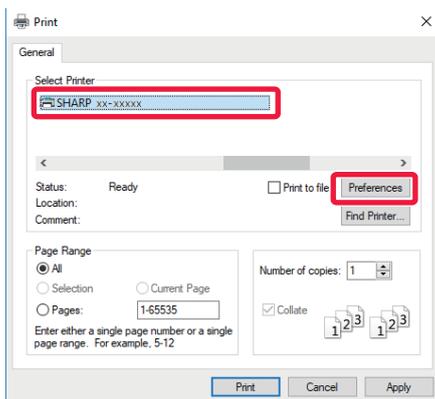
- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [xx-xxxxx]. ("xxxxx" is a sequence of characters that varies depending on the machine model.)

1



Select [Print] from the [File] menu of WordPad.

2

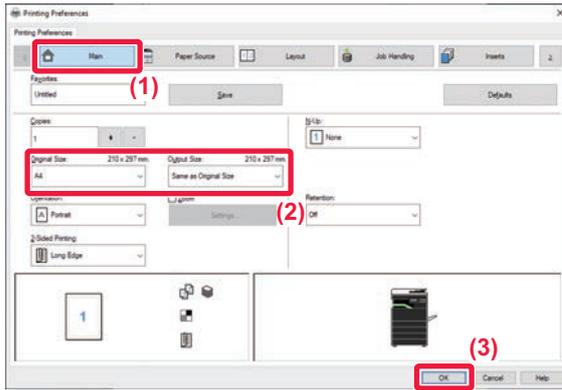


Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.



3



Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- You can register up to seven user-defined sizes in the menu. To store an original size, select [Custom Paper] or one of [User1] to [User7] from the menu, and click the [OK] button.
- To select settings on other tabs, click the desired tab and then select the settings.
- ▶ [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 3-6\)](#)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

4

Click the [Print] button.

Printing begins.



CANCELING A PRINT JOB FROM THE MACHINE

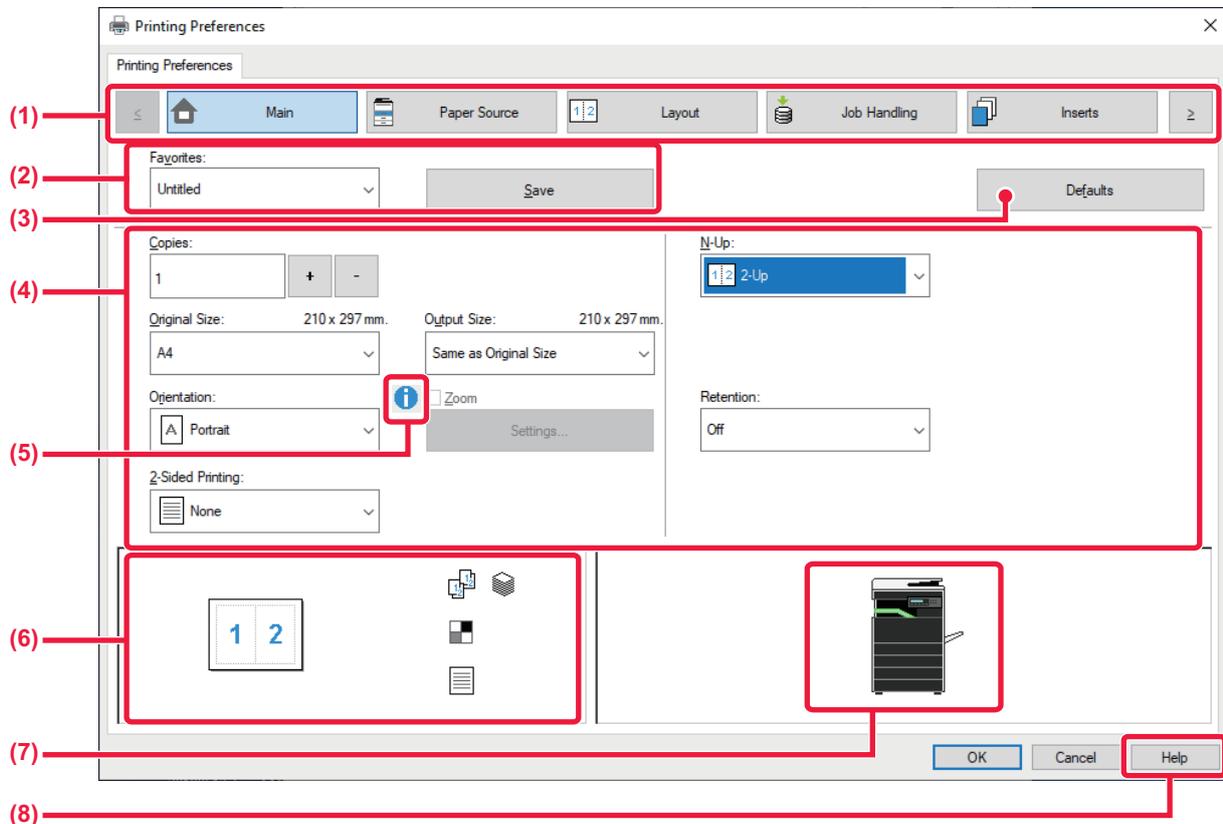
When [STOP] key (⏹) is pressed while showing "Printing" on the display after starting a print job, the confirmation screen whether or not to cancel the print job will appear. Then select "Yes" to cancel the printing.



PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP

The printer driver settings screen consists of 8 tabs. Click a tab to select the settings on that tab.

You can check information on each of the settings in the Help screen. Click the [Help] button at the bottom right of the screen.



(1) Tabs: Click **to change the tabs shown.**

- [Main]: Frequently used functions are grouped on this tab. The settings are also on other tabs, and each setting on this tab is linked to the corresponding setting on the other tab.
- [Paper Source]: Set the size and type of paper used for printing, and the paper tray.
- [Layout]: Select functions related to the layout such as two-sided printing and booklet.
- [Job Handling]: Set retention and user authentication.
- [Inserts]: Select cover insertion functions.
- [Stamp]: Select the watermark or stamp function.
- [Image Quality]: Select various image quality settings.
- [Detailed Settings]: Select tandem print and other detailed print settings.

(2) Favorites

Settings configured on each tab at the time of printing can be saved as Favorite.

▶ [FREQUENTLY USED FUNCTIONS \(page 3-10\)](#)

(3) [Defaults]

Return the settings on the currently selected tab to their default state.

(4) Setup Items

Displays the settings on each tab.

(5) Information icon()

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.



(6) Print image

This lets you visually check how the current settings affect the print image. Finishing settings is indicated by icons.

(7) Machine image

This shows the options that are installed on the machine, and the paper trays and output trays that are used.

(8) [Help] button

Displays the Help window of the printer driver.



- Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
- You can click the  button in the upper right corner of the settings screen and then click a setting to show Help for that setting in a sub-window.

SELECTING THE PAPER

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To check the most recent tray information, click the [Tray Status] button in the [Paper Source] tab.

The "Output Size" setting and the "Paper Tray" setting are related as follows:

• When "Paper Tray" is set to [Auto Select]

The tray that contains paper of the size and type selected in "Output Size" and "Paper Type" is automatically selected.

• When "Paper Tray" is set to any setting other than [Auto Select]

The specified tray is used for printing regardless of the "Output Size" setting.

When you have set "Paper Type" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.

• When "Paper Type" is set to [Auto Select]

A tray with plain paper or recycled paper of the size specified in "Output Size" is automatically selected. (The factory default setting is plain paper only.)

• When "Paper Type" is set to anything other than [Auto Select]

A tray with the specified type of paper and the size specified in "Output Size" is used for printing.



Special media such as envelopes can also be placed in the bypass tray.

For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)".



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (disabled by factory default) is enabled in "Web page", printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

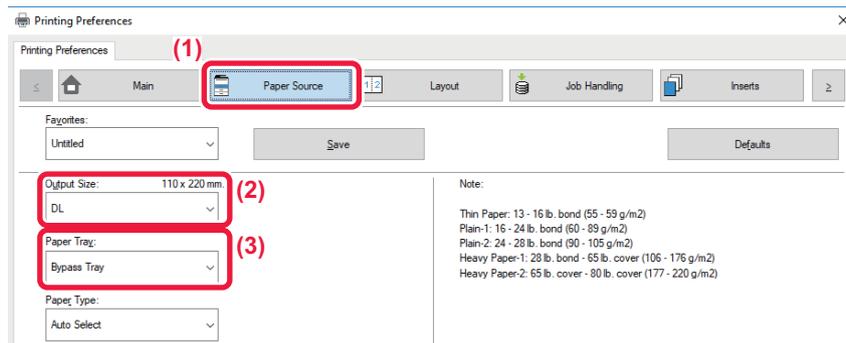


PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-15\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 3-7\)](#)".
- It is recommended that you carry out a test print to check the print result before using an envelope.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 3-30\)](#)".



(1) Click the [Paper Source] tab.

(2) Select the envelope size from the "Output Size" menu.

When [Output Size] is set to envelope, [Paper Type] is automatically set to [Envelope].

When "Original Size" is set to envelope on the [Main] tab and "Output Size" is set to [Same as Original Size], "Paper Type" is automatically set to [Envelope].

(3) Select [Bypass Tray] in "Paper Tray".

When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Selected Paper Type in Bypass Tray] (disabled by factory default) is enabled in "Web page", set the paper type of the bypass tray to [Envelope].



PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

Check with the administrator of the machine in advance for the user information (User Number) required to use the machine.



- If you have configured "Printing Policy" on the [Configuration] tab so that user authentication is always performed, users are required to be authenticated for each print job. This is done by entering authentication information in a dialog box that appears each time printing is performed.
- The machine's user authentication function cannot be used when the PPD driver* is installed and the Windows standard PS printer driver is used.
For this reason, the machine can be configured to prohibit users from executing printing unless their user information is stored in the machine.
 - * The PPD driver enables the machine to print using the Windows standard PS printer driver.
(On the PS3 expansion kit is required.)



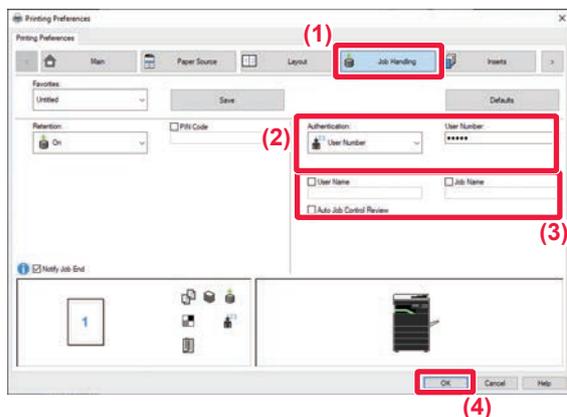
To prohibit printing by users whose user information is not stored in the machine:
In "System Settings (administrator)", select [User Control] → [Disable Print by Inv. User].

1

In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2

Enter your user information.

(1) Click the [Job Handling] tab.

(2) Enter your user information.

When authentication is performed by user number, select [User Number] and enter your 5 to 8 digit user number.

(3) Enter the user name and job name as necessary.

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the display of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 80 characters. The entered job name will appear as a file name on the display of the machine. If you do not enter a job name, the file name set in the application will appear.
- To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox.

(4) Click the [OK] button to execute printing.



FREQUENTLY USED FUNCTIONS

SAVING SETTINGS AT THE TIME OF PRINTING

Settings configured on each of the tabs at the time of printing can be saved as Favorite. Saving frequently used settings or complex settings under an assigned name makes it easy to select those settings the next time you need to use them. Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.



Deleting saved settings

In step 2 of "[USING SAVED SETTINGS \(page 3-11\)](#)", select the user settings that you want to delete and click the [Delete] button.

1

Select the machine's printer driver from the print window of the application, and click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

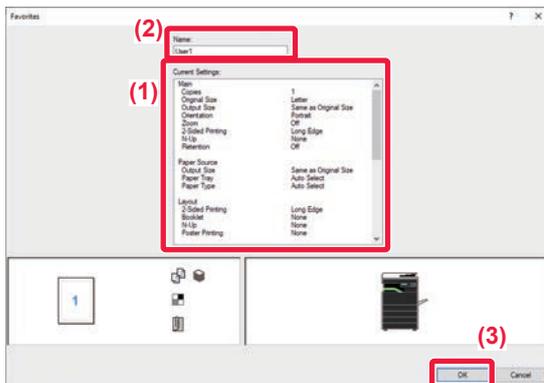
2



Register Print Settings.

- (1) Configure the print settings on each tab.
- (2) Click the [Save] button.

3



Check and save the settings.

- (1) Check the displayed settings.
- (2) Enter a name for the settings using up to 20 characters.
- (3) Click the [OK] button.



USING SAVED SETTINGS

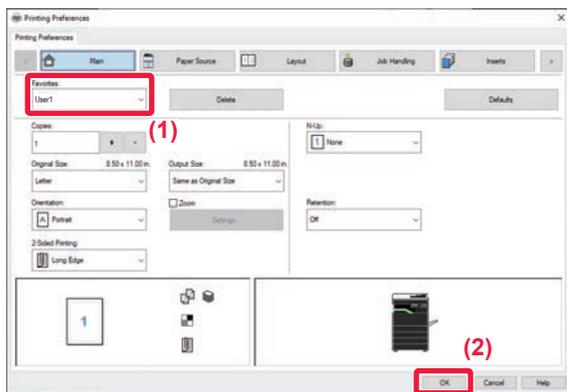
You can specify the saved favorites through just one click to apply frequently used settings or complicated settings to your printing.

- 1 Select the machine's printer driver from the print window of the application, and click the [Preferences] button.**



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2



Select favorite settings.

- (1) Select the favorite settings you want to use.**
- (2) Click the [OK] button.**

3

Start printing.

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

You can change the default settings of the printer driver.

Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

1

Click the [Start] button, select [Settings] → [Device] → [Devices and Printers].



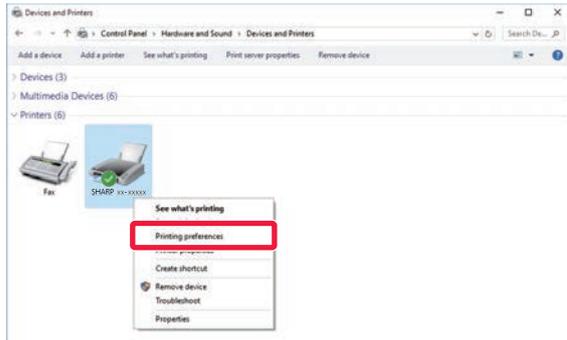
In Windows 11, Click the [Start] button, select [Settings] → [Bluetooth & devices] → [Printers & scanners].

In Windows 8.1/Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

In Windows 7/Windows Server 2008, click the [Start] button, select [Devices and Printers].



2



Right-click the printer driver icon of the machine and select [Printing preferences].

3

Configure the settings and click the [OK] button.

For explanations of the settings, see printer driver Help.



PRINTING IN A macOS ENVIRONMENT

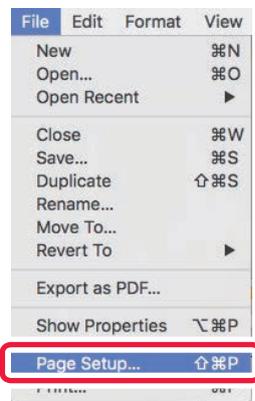
BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory application "TextEdit" in macOS.



- To install the printer driver and configure settings in a macOS environment, see the Software Setup Guide.
- The explanations of screens and procedures for use in a macOS environment generally assume that macOS 10.12 is being used and a PPD driver is installed. The screens may be different depending on the version of the operating system or the software application.
- The menu used to execute printing may vary depending on the application.

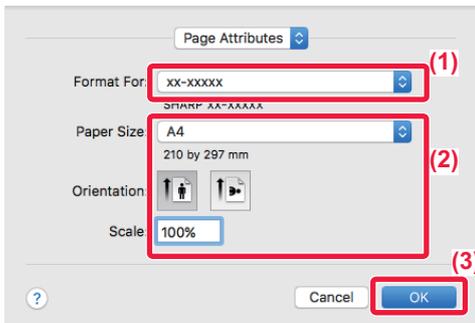
1



Select [Page Setup] from the [File] menu and select the printer.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

2



Select paper settings.

- (1) **Make sure that the correct printer is selected.**
- (2) **Select paper settings.**
Paper size, paper orientation, and enlarge/reduce settings can be selected.
- (3) **Click the [OK] button.**

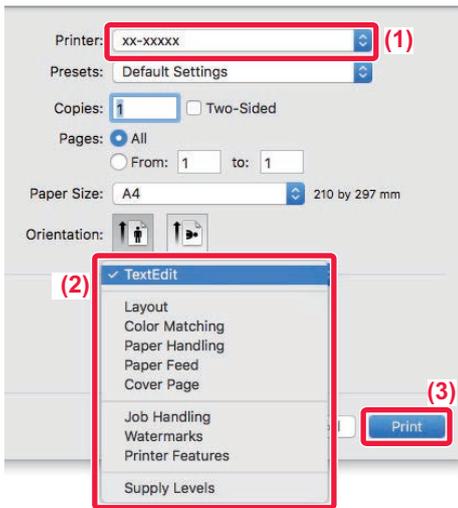
3



Select [Print] from the [File] menu.



4



Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select an item from the menu and configure the settings as needed.
- (3) Click the [Print] button.



CANCELING A PRINT JOB FROM THE MACHINE

When [STOP] key (⏹) is pressed while showing "Printing" on the display after starting a print job, the confirmation screen whether or not to cancel the print job will appear. Then select "Yes" to cancel the printing.

SELECTING THE PAPER

This section explains the [Paper Feed] settings in the print settings window.

- **When [Auto Select] is selected:**
A tray that is set for plain or recycled paper (only plain paper in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.
- **When a paper tray is specified:**
The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen. For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).
- **When a paper type is specified:**
A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.



Special media such as envelopes can also be placed in the bypass tray. For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)".



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (disabled by factory default) is enabled in "Web page", printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.



PRINTING ON ENVELOPES

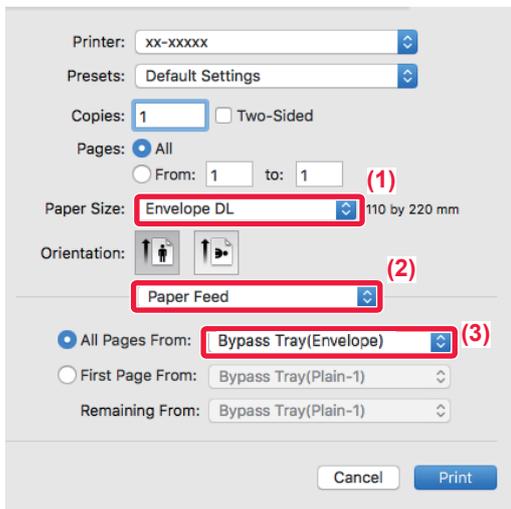
The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-15\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-23\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 3-14\)](#)".
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 3-30\)](#)".
- After printing, there may be creases in the envelope depending on the envelope type and format as well as on the printing environment. Before high-quantity printing, it is recommended that you conduct a test print.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

1



Select print settings.

- (1) Select the envelope size from the "Paper Size" menu.
- (2) Select [Paper Feed].
- (3) Select the [Bypass Tray (Envelope)] from the "All Pages From" menu.



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Selected Paper Type in Bypass Tray] (disabled by factory default) is enabled in "Web page", set the paper type of the bypass tray to [Envelope].



PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

Check with the administrator of the machine in advance for the user information (User Number) required to use the machine.

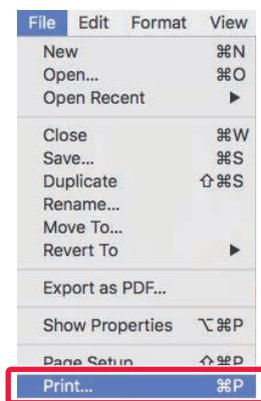


The menu used to execute printing may vary depending on the application.



To prohibit printing by users whose user information is not stored in the machine:
In "System Settings (administrator)", select [User Control] → [Disable Print by Inv. User].

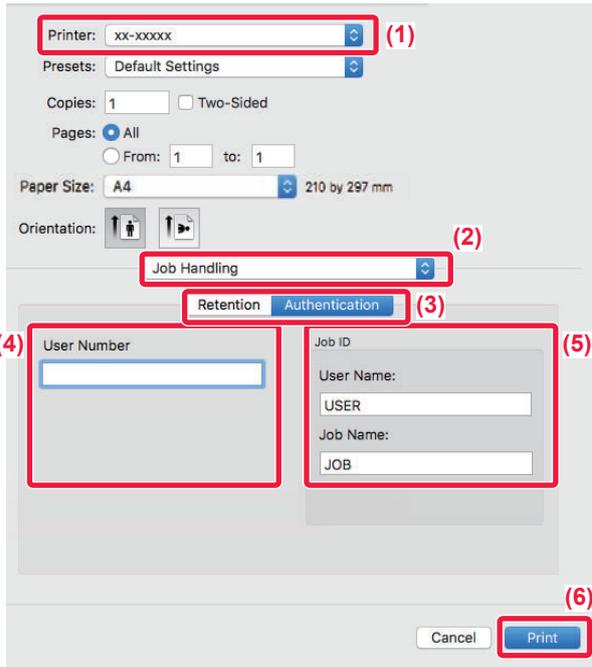
1



In the application, select [Print] from the [File] menu.



2



Enter your user information.

(1) **Make sure that the machine's printer name is selected.**

(2) **Select [Job Handling].**

(3) **Click the [Authentication] tab.**

(4) **Enter your user information.**

Enter your user number (5 to 8 digits) in "User Number".

(5) **Enter the user name and job name as necessary.**

• **User Name**

Enter your user name using up to 32 characters. The entered user name will appear on the display of the machine. If you do not enter a user name, your PC login name will appear.

• **Job Name**

Enter a job name using up to 80 characters. The entered job name will appear as a file name on the display of the machine. If you do not enter a job name, the file name set in the application will appear.

(6) **Click the [Print] button.**



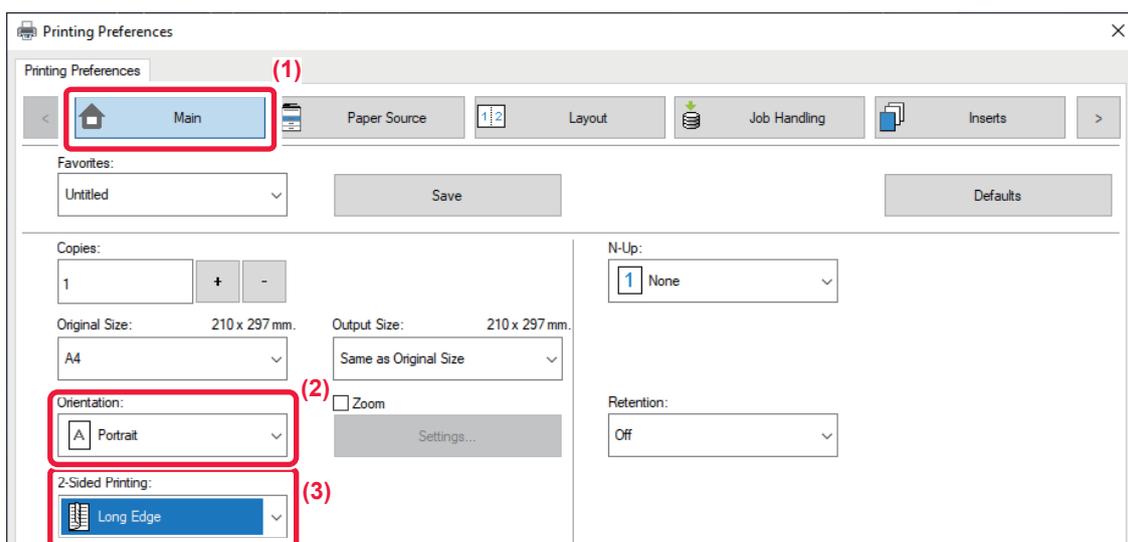
FREQUENTLY USED FUNCTIONS

2-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results	
Portrait	Long Edge 	Short Edge 
	Short Edge 	Long Edge 
	The pages are printed so that they can be bound at the left or right side.	The pages are printed so that they can be bound at the top.

Windows

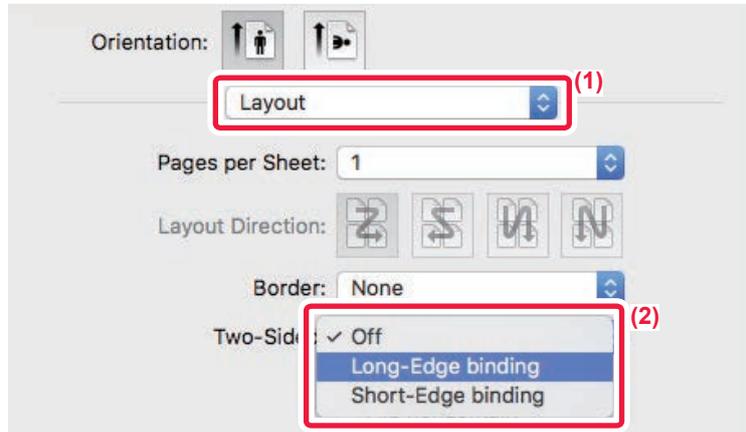


- (1) Click the [Main] tab.
- (2) Select the paper orientation.
- (3) Select [Long Edge] or [Short Edge].



If necessary, you can select the method of implementing 2-sided printing. Click the [Other Settings] button on the [Detailed Settings] tab, and select the mode from "Duplex Style".

macOS



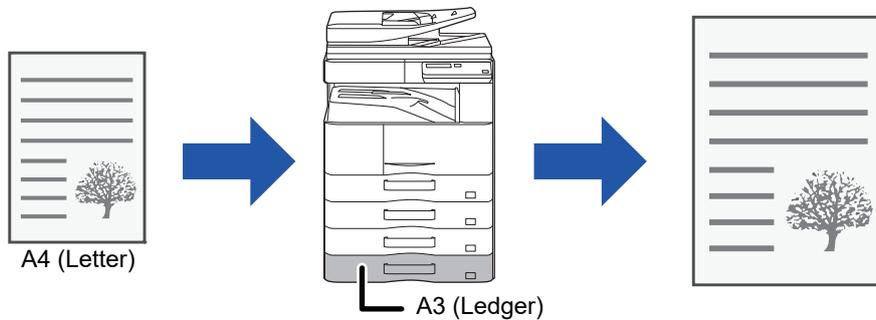
(1) Select [Layout].

(2) Select [Long-Edge binding] or [Short-Edge binding].



FITTING THE PRINT IMAGE TO THE PAPER

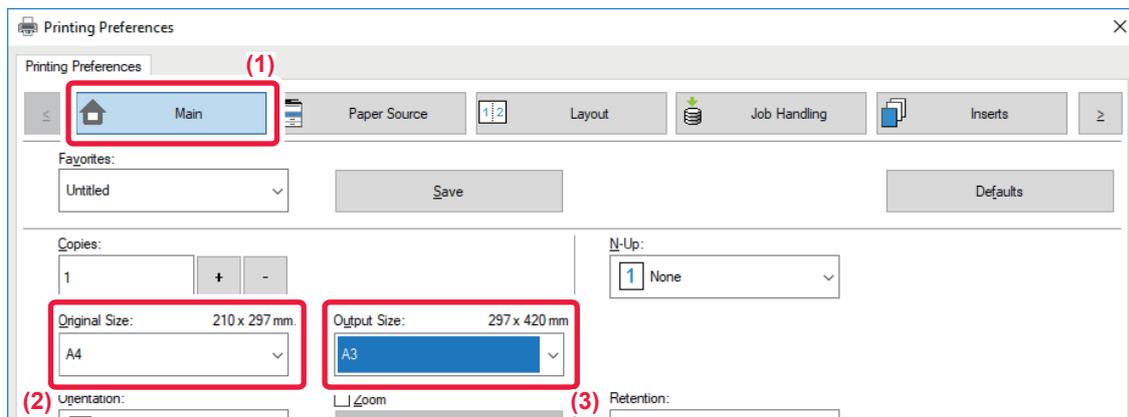
This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine. This function is convenient when enlarging an A4 or Letter size document to an A3 or Ledger size to make it easier to view, or when printing a document on paper that is different in size from the original document.



If A0, A1 or A2 size is selected in "Original Size", A4 (or Letter) is automatically selected in "Output Size".

The following example explains how to print an A4 (or Letter) size document on a A3 (or Ledger) size paper.

Windows

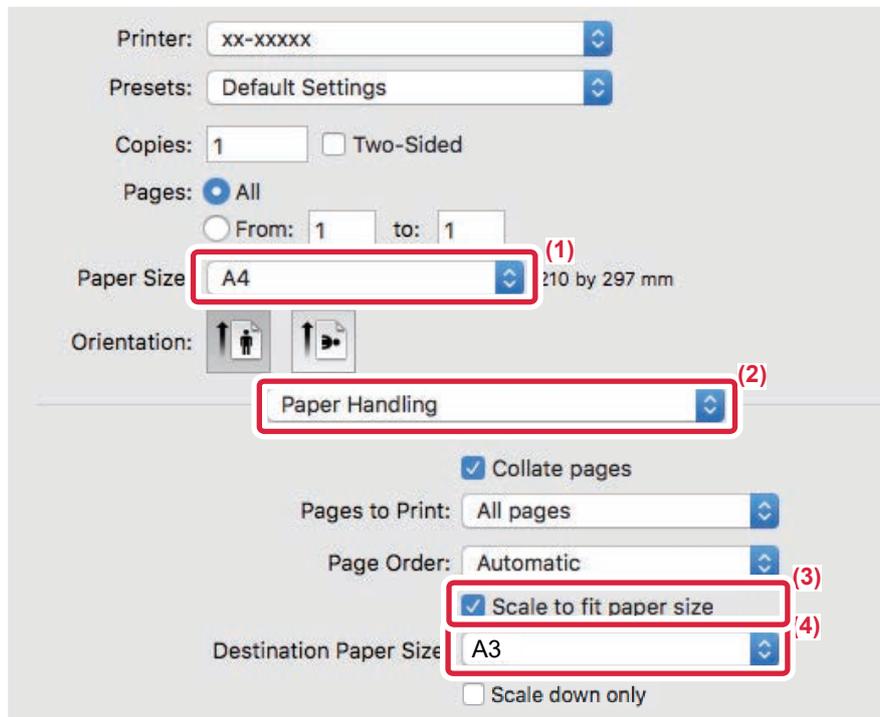


- (1) Click the [Main] tab.
- (2) Select the original size from [Original Size] (for example: A4).
- (3) Select the actual paper size to be used for printing from [Output Size] (for example: A3).

If the output size is larger than the original size, the printed image will be automatically enlarged.



macOS



- (1) Check the paper size for the print image (for example: A4).
- (2) Select [Paper Handling].
- (3) Select [Scale to fit paper size].
- (4) Select the actual paper size to be used for printing (for example: A3).



PRINTING MULTIPLE PAGES ON ONE PAGE

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

N-Up (Pages per sheet)	Print results		
	Left to Right	Right to Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				



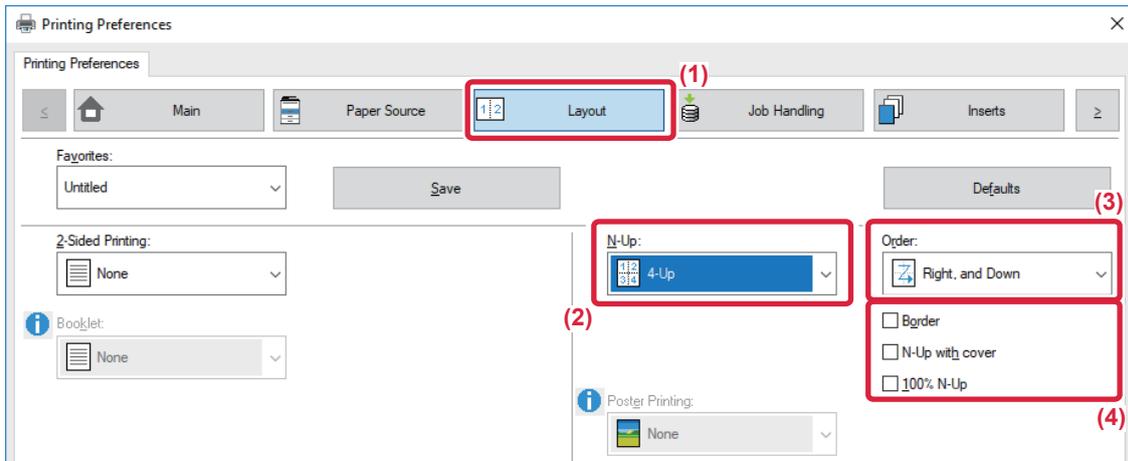
- [N-Up] that can be set on the [Layout] tab can also be set on the [Main] tab. ("Order" can only be set in the [Layout] tab.)
- Note the following when printing multiple pages on one sheet:
 - The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
 - In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.
 - In a macOS environment, the page orders are displayed as selections.
 - In a macOS environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16. Printing 8 pages on one sheet is not supported.



The function for printing only the first page normally can only be used in the PCL6 printer driver.

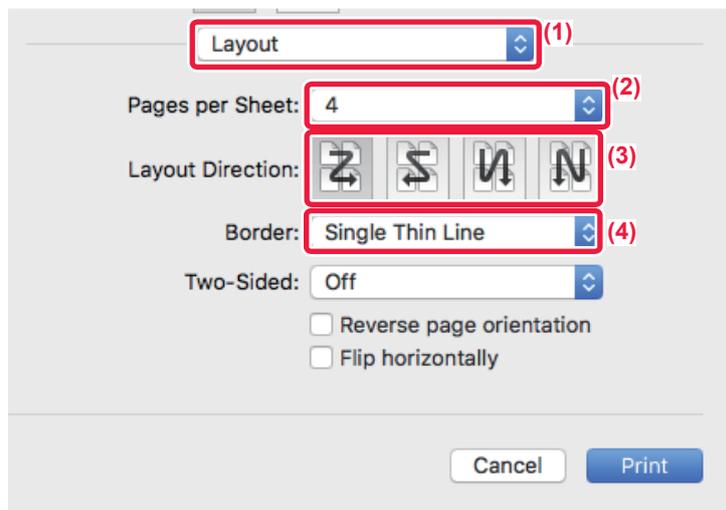


Windows



- (1) Click the [Layout] tab.
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, click the [Border] checkbox so that the checkmark appears.
 - To print the first page normally (as a cover), select the [N-Up with cover] checkbox (). (PCL6 only)
 - When [100% N-Up] is selected () for jobs such as N-Up copying of two A5 size pages onto one A4 sheet, the pages will be printed at the full size of the original. If you select [Border] at this time, only the border will be printed.

macOS



- (1) Select [Layout].
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, select the desired type of borderline.

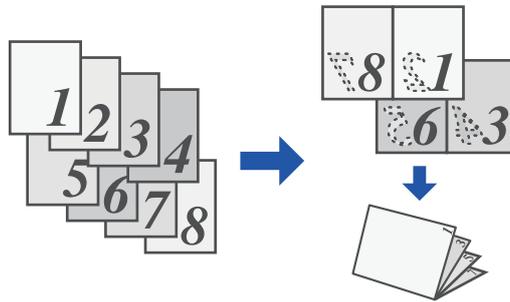


CONVENIENT PRINTING FUNCTIONS

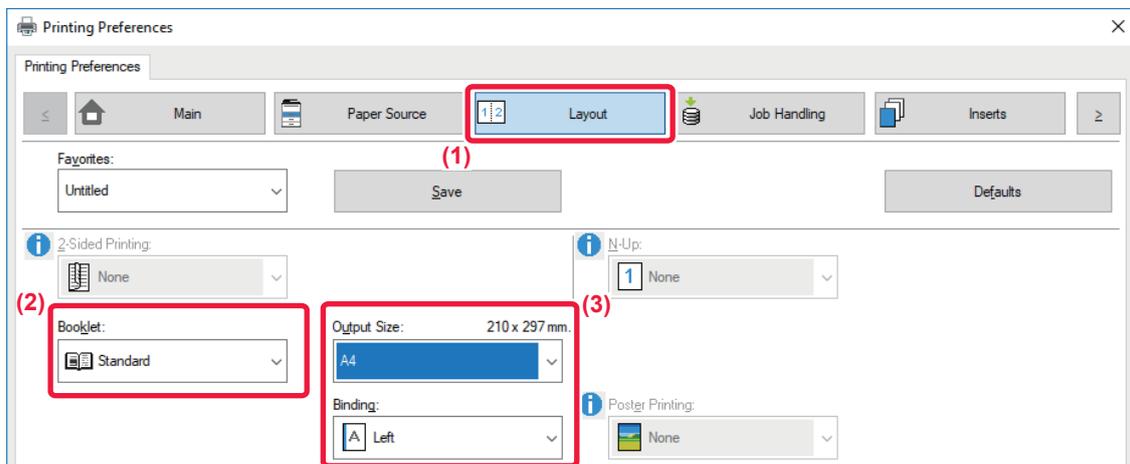
CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

CREATE A PAMPHLET (BOOKLET)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.



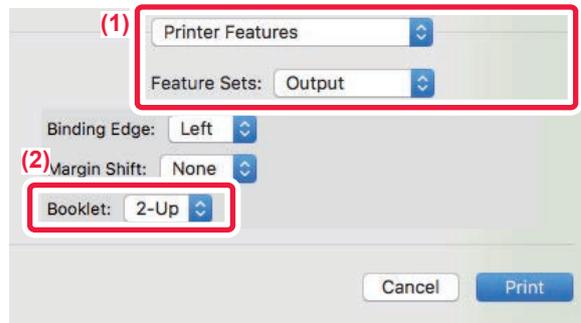
Windows



- (1) Click the [Layout] tab.
- (2) Select [Standard] in "Booklet".
The printed image will be enlarged or reduced to fit the paper selected in "Output Size".
- (3) Select the specified output size and the binding edge.



macOS

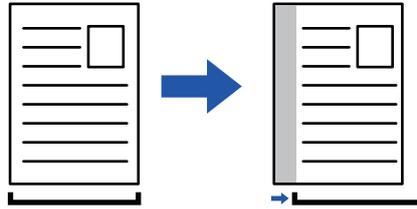


- (1) Select [Printer Features] and then select [Output].
- (2) Select [2-Up] or [Tiled].



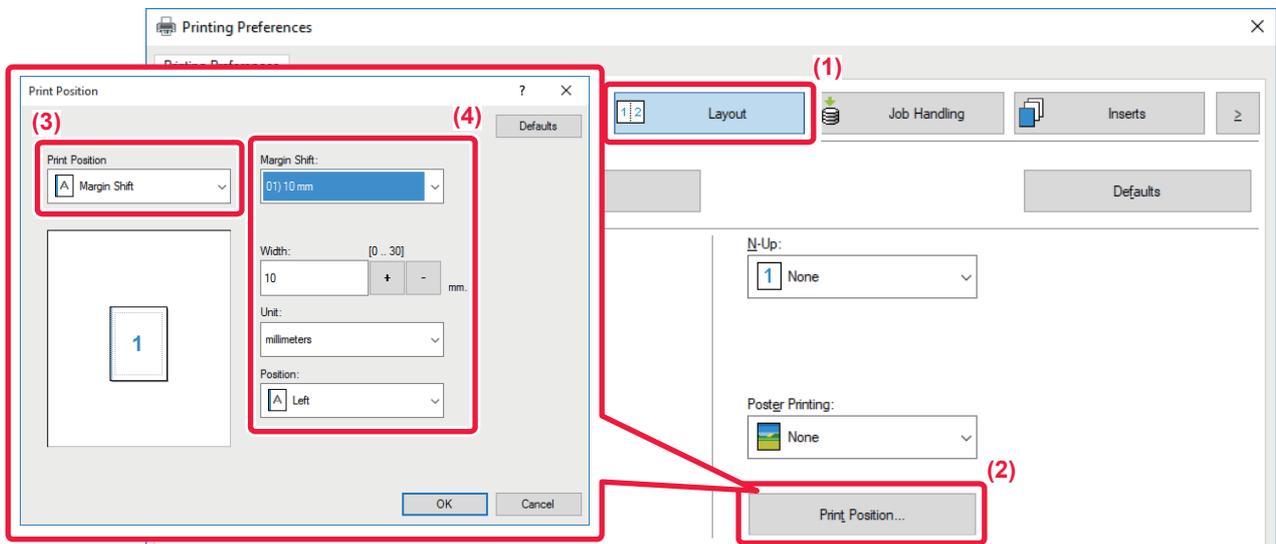
PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

This function shifts the print image to increase the margin at the left, the right, or the top of the paper.



By shifting the image, the part of the image that is outside the print area will not be printed.

Windows

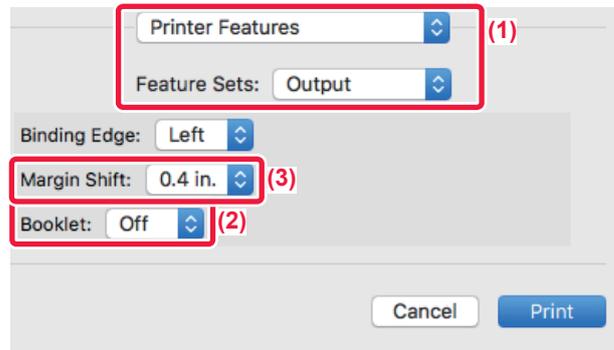


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Margin Shift].
- (4) Select the shift width.

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting and click + buttons or directly enter the number.



macOS



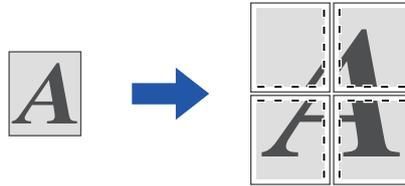
- (1) Select [Printer Features] and then select [Output].
- (2) Select "Binding Edge".
- (3) Select "Margin Shift".



CREATE A LARGE POSTER (POSTER PRINTING)

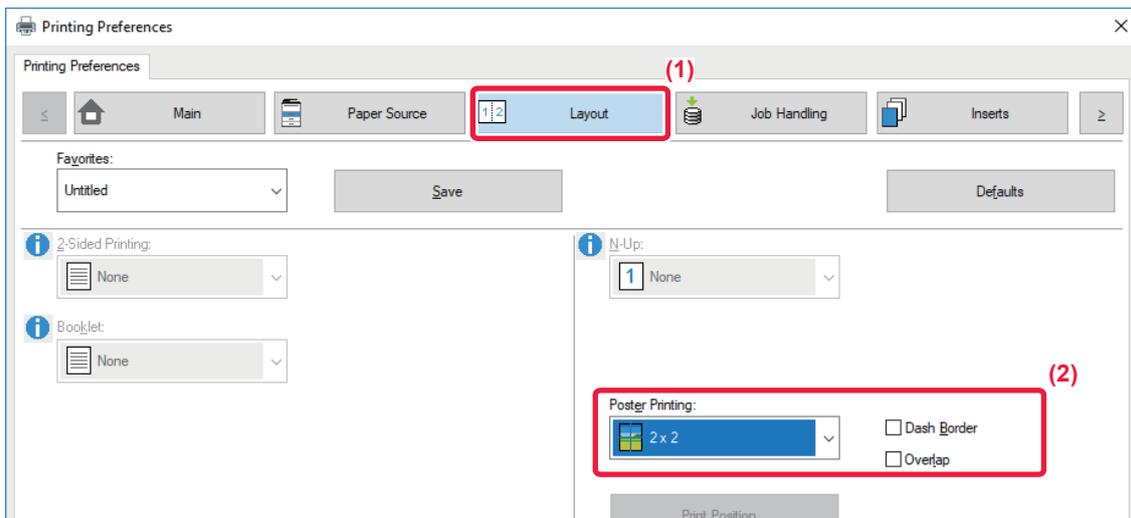
One page of print data is enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster.

To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed or overlapping edges can be created (overlap function).



This function is available in a Windows environment.

Windows



(1) Click the [Layout] tab.

(2) Select the number of sheets to be used in "Poster Printing".

If you wish to print borderlines and/or use the overlap function, click the corresponding checkboxes so that the appears.



FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

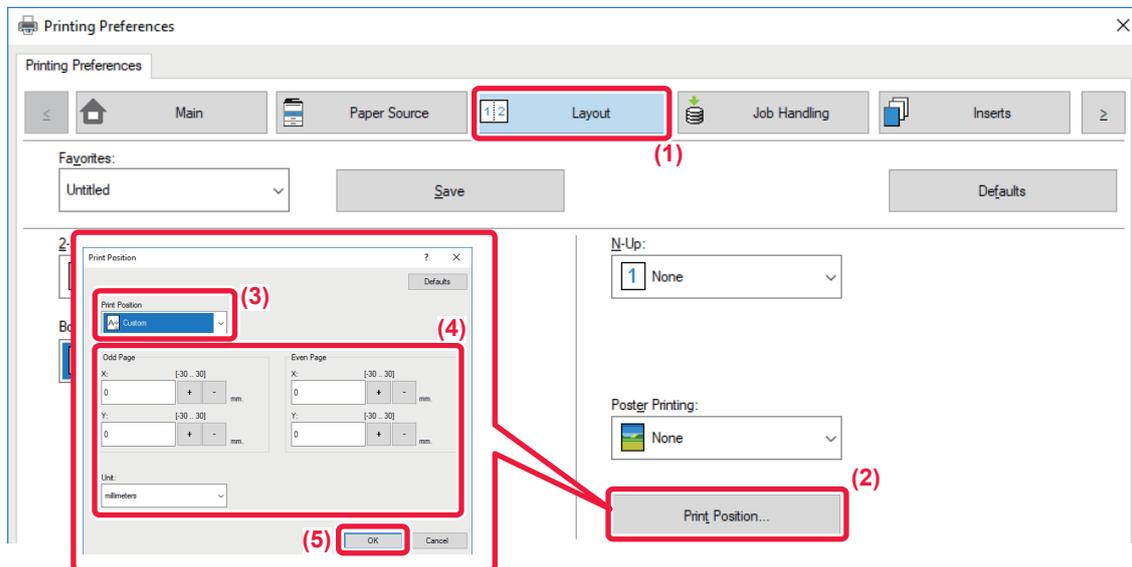
ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

This function sets different print positions (margins) separately for odd and even pages and prints the pages.



This function is available in a Windows environment.

Windows

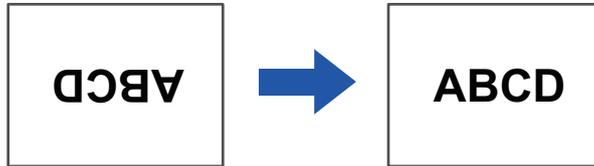


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Custom].
- (4) Set the amount of shifting of the print position for odd-numbered pages and even-numbered pages.
- (5) Click the [OK] button.

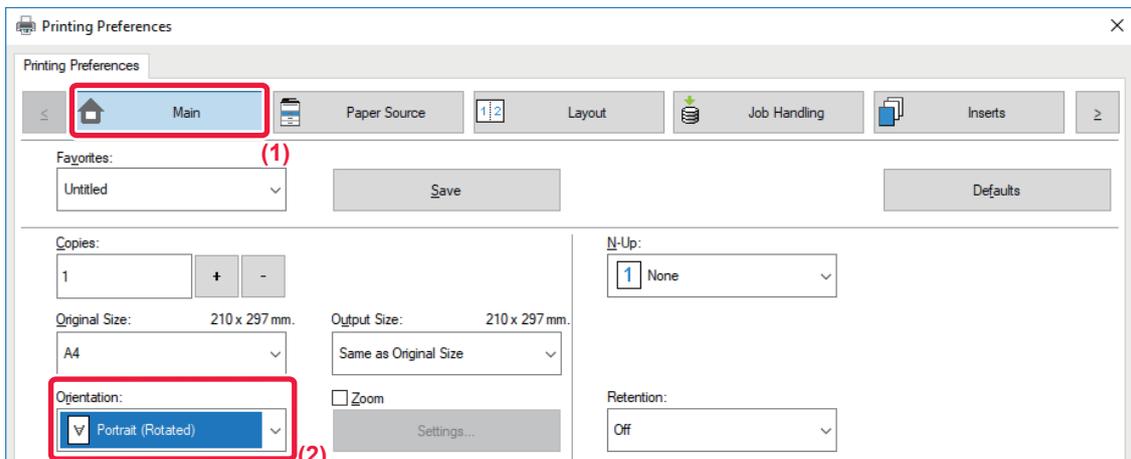


ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as envelopes or paper with punch holes).

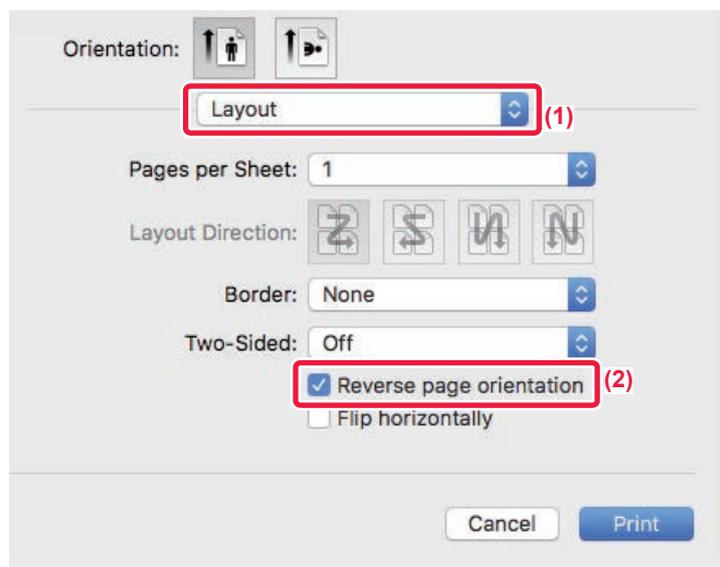


Windows



- (1) Click the [Main] tab.
- (2) Select [Portrait (Rotated)] or [Landscape (Rotated)] in "Orientation".

macOS



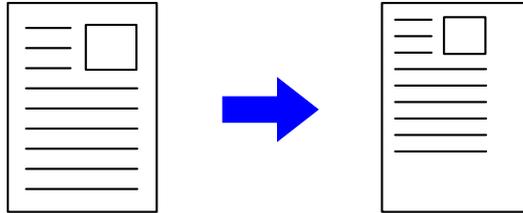
- (1) Select [Layout]
- (2) Select the [Reverse page orientation] checkbox so that appears.



ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

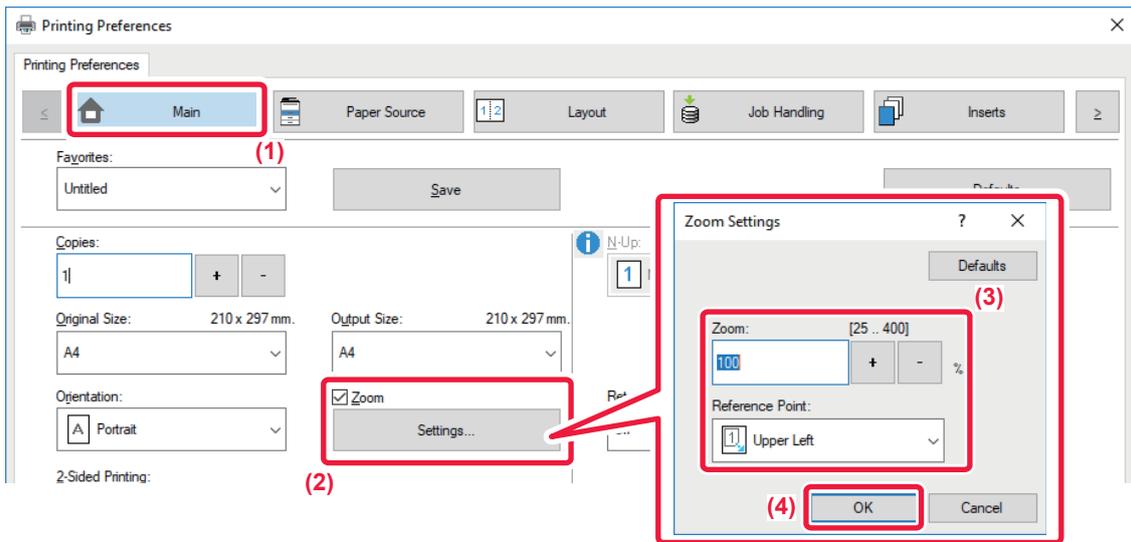
This function enlarges or reduces the image to a selected percentage.

This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.



When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportions of the image. (On the PS3 expansion kit is required.)

Windows



(1) Click the [Main] tab.

(2) Click the [Zoom] checkbox so that appears, and click the [Settings] button.

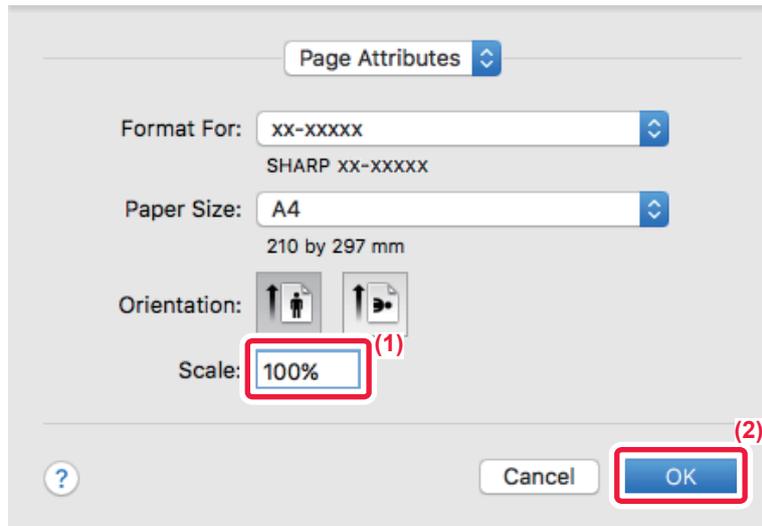
(3) Enter the percentage.

By clicking the button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

(4) Click the [OK] button.



macOS

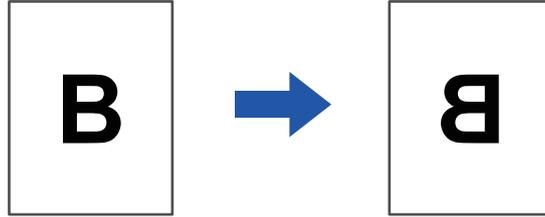


- (1) Select [Page Setup] from the [File] menu and enter the ratio (%).
- (2) Click the [OK] button.



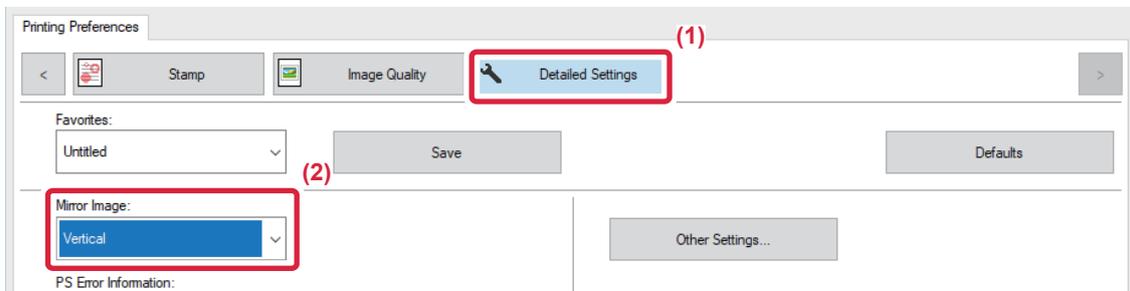
PRINT A MIRROR-IMAGE (MIRROR-IMAGE REVERSE/VISUAL EFFECTS)

The image is reversed to create a mirror image. This function is conveniently used to print a design for a woodblock print or other printing medium.



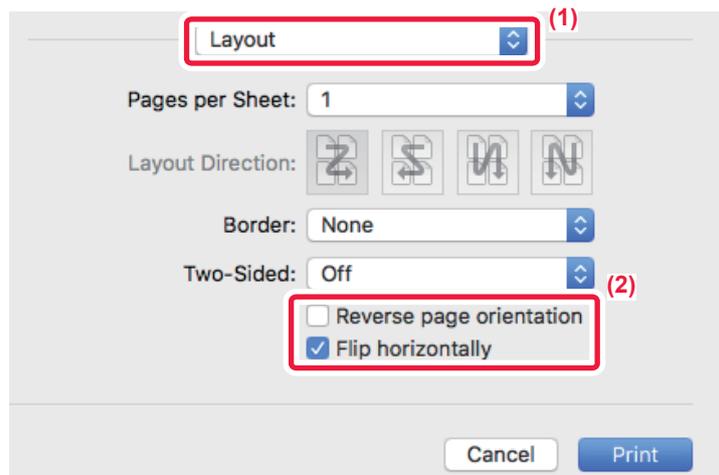
In a Windows environment, this function is only available when using the PS printer driver. (On the PS3 expansion kit is required.)

Windows



- (1) Click the [Detailed Settings] tab.
- (2) If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].

macOS



- (1) Select [Layout].
- (2) Select the [Flip horizontally] checkbox ().



IMAGE ADJUSTING FUNCTION

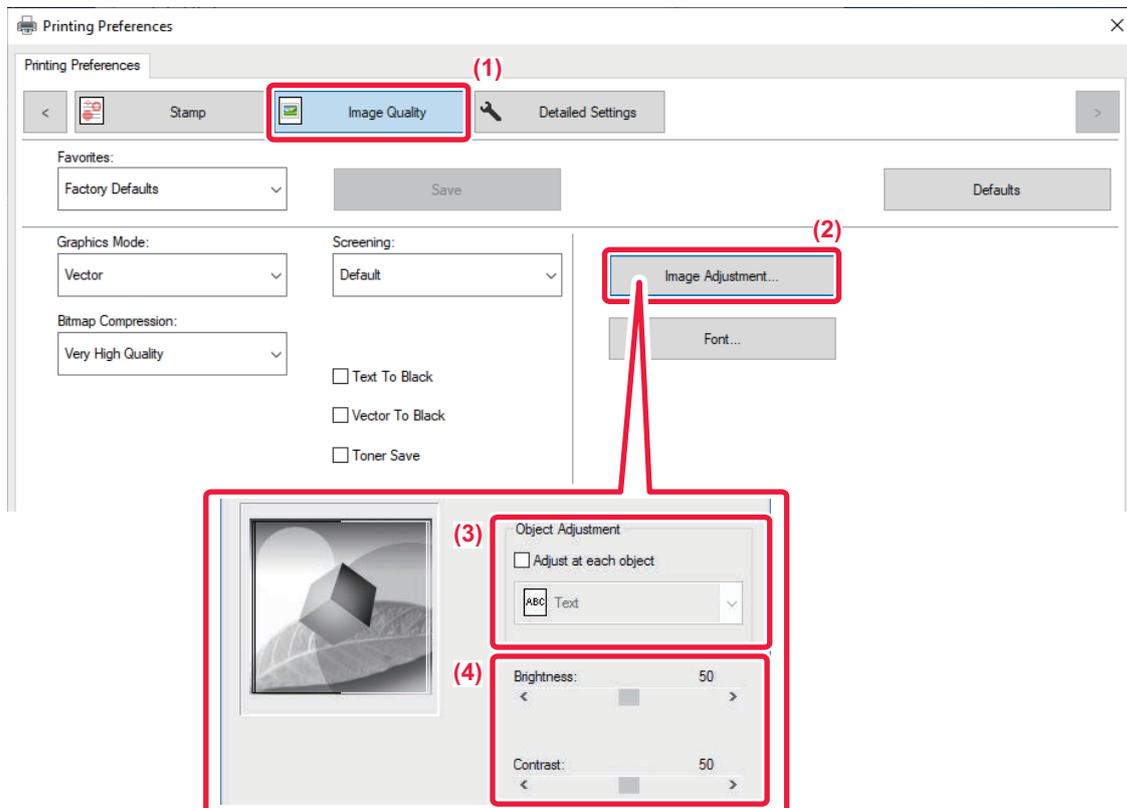
ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE (IMAGE ADJUSTMENT)

This function adjusts the brightness and contrast in the print settings when a photo or other image is printed. This function makes simple corrections even if image editing software is not installed on your computer.



This function is available in a Windows environment.

Windows

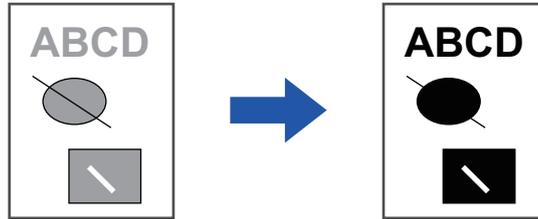


- (1) Click the [Image Quality] tab.
- (2) Click the [Image Adjustment] button.
- (3) To adjust objects (text, graphics, photos) individually, select the [Adjust at each object] checkbox () and select the object.
- (4) Drag the slide bar or click buttons to adjust the image.



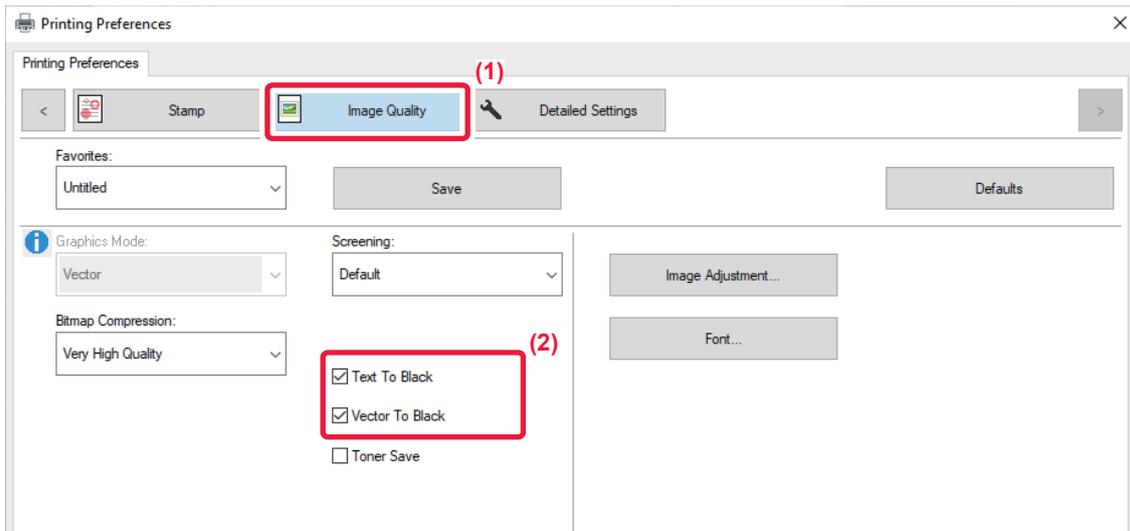
PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)

When printing a color image in grayscale, text and lines that are drawn in faint colors are printed in black. This function allows you to bring out color text and lines that are faint and difficult to see when printed in grayscale.



- Raster data such as bitmap images cannot be adjusted.
- This function is available in a Windows environment.

Windows



- (1) Click the [Image Quality] tab.
- (2) Select the [Text To Black] checkbox and/or the [Vector To Black] checkbox so that appears.
 - When [Text To Black] is selected, all text other than white text is printed in black.
 - When [Vector To Black] is selected, all vector graphics other than white lines and areas are printed in black.



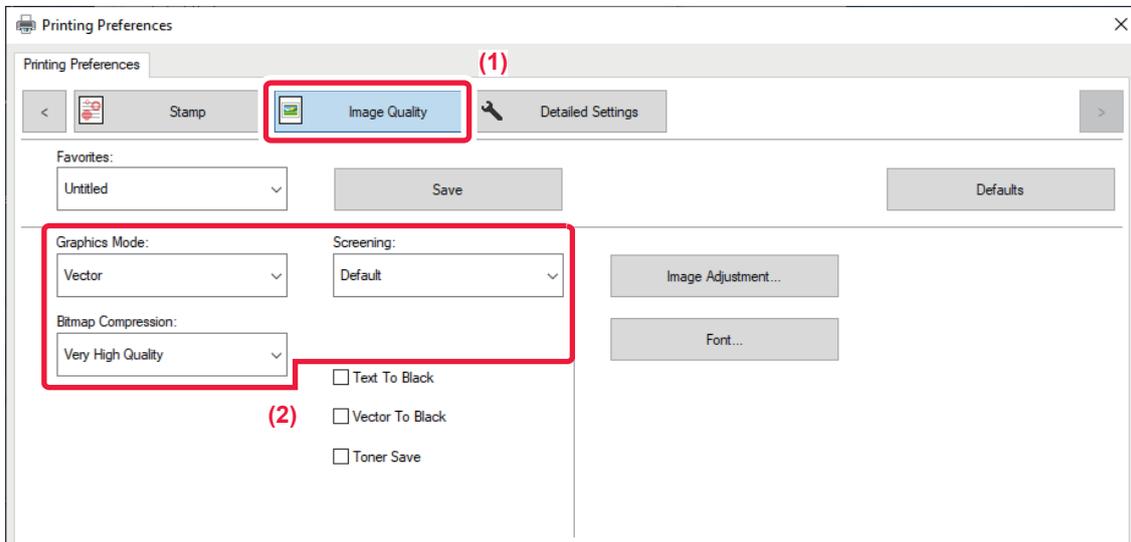
SELECTING IMAGE SETTINGS TO MATCH THE IMAGE TYPE

Preset settings are available in the machine's printer driver for various uses.

The following color management settings are available.

Graphics mode	Select the graphics mode from "Raster" or "Vector".
Bitmap compression	The data compression ratio of bitmap is set. If the ratio is higher, the image quality becomes lower.
Screening	Select the screening to modify the image to suit specific preferences, according to the appropriate image processing method.

Windows

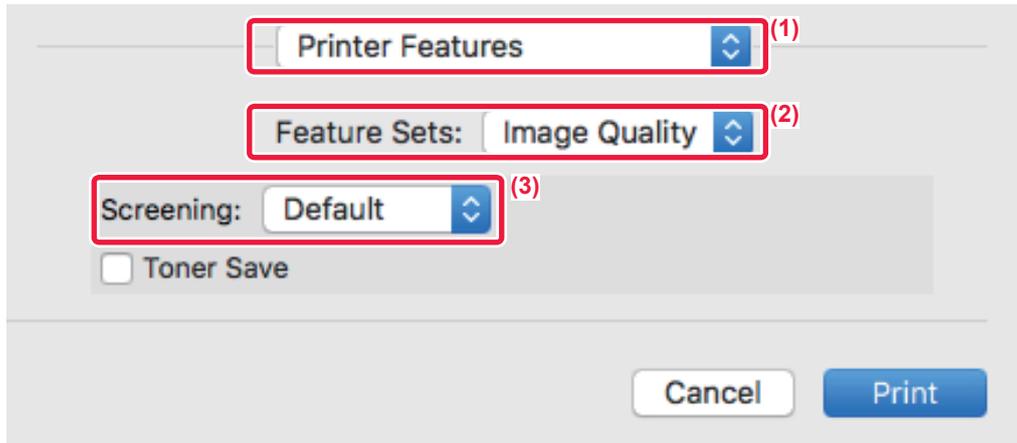


(1) Click the [Image Quality] tab.

(2) Specify the settings.



macOS



- (1) Select [Printer Features].
- (2) Click the [Image Quality] tab.
- (3) Specify the settings.

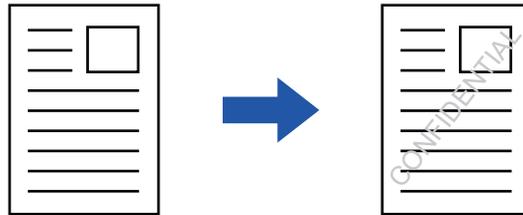


FUNCTIONS TO COMBINE TEXT AND IMAGES

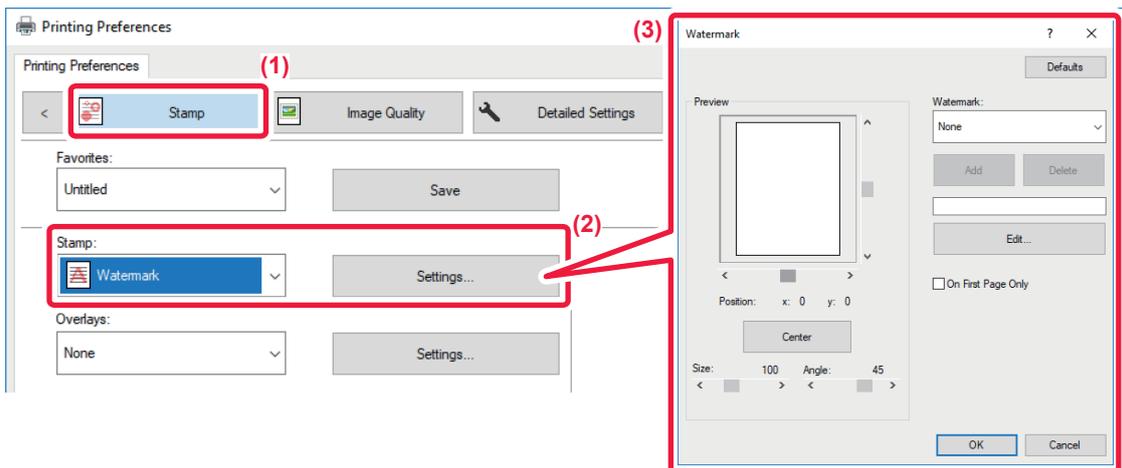
ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

This function adds faint shadow-like text as a watermark in the background of the printed image. The size and angle of the watermark text can be adjusted.

The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.



Windows



- (1) Click the [Stamp] tab.
- (2) Select [Watermark] from "Stamp" and click the [Settings] button.
- (3) Select the watermark to be used and click the [OK] button.

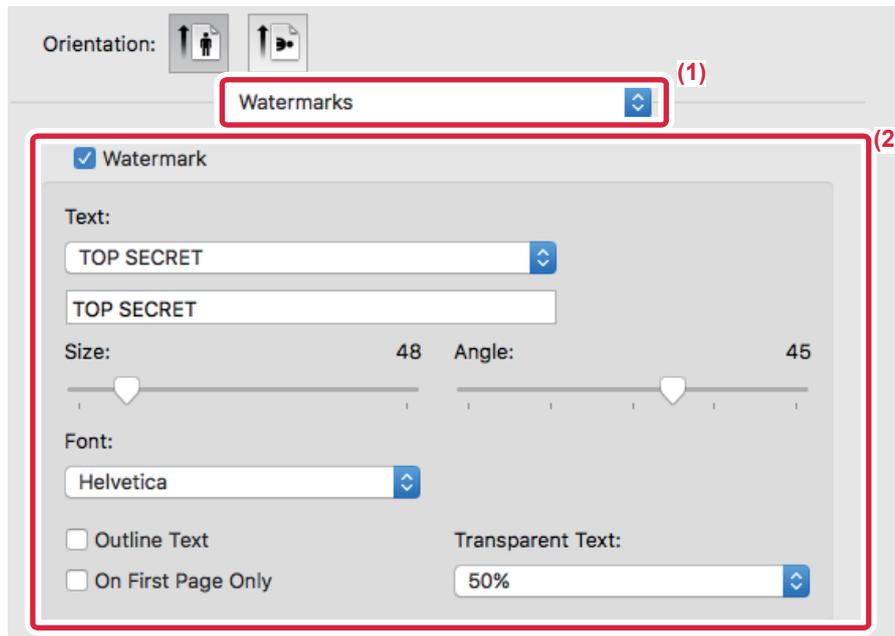
Click the [Edit] button to edit the font color and select other detailed settings.



If you want to create a new watermark, enter the text of the watermark in the text box and click the [Add] button.



macOS



(1) Select [Watermarks].

(2) Click the [Watermark] checkbox and configure watermark settings.

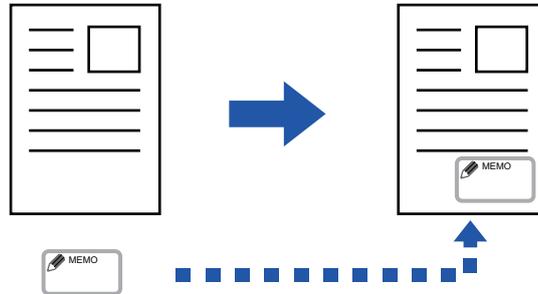
- Configure detailed watermark settings such as selection of the text.
- Adjust the size and angle of the text by dragging the slide bar .



PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)

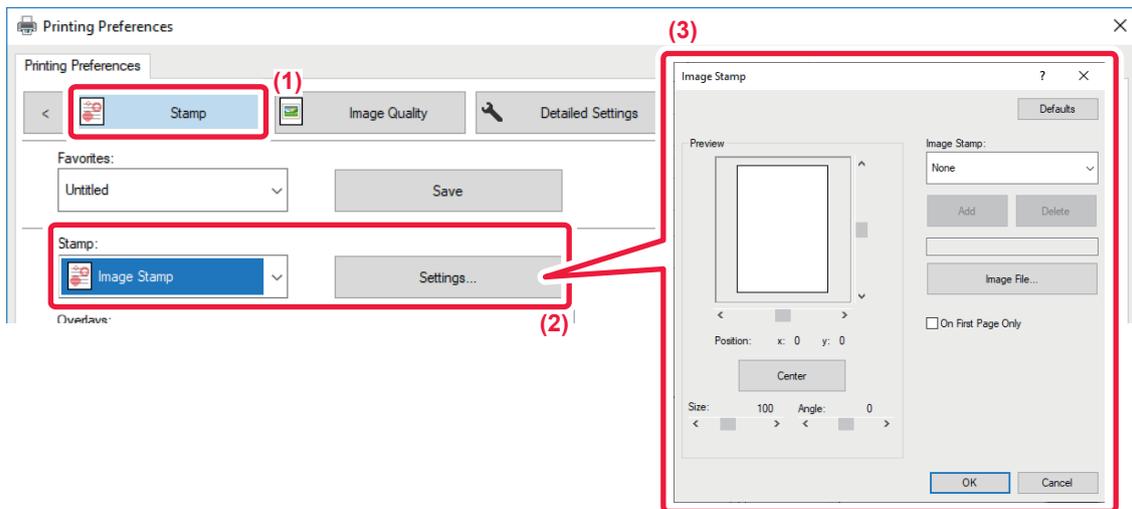
This function prints a bitmap or JPEG image stored on your PC over the print data.

This function prints a frequently used image or an icon of your own creation as if it is stamped on the print data. The size, position, and angle of the image can be adjusted.



This function is available in a Windows environment.

Windows



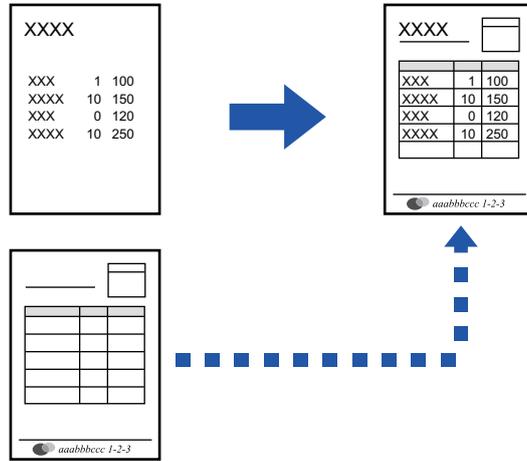
- (1) Click the [Stamp] tab.
- (2) Select [Image Stamp] from "Stamp" and click the [Settings] button.
- (3) Select the image stamp to be used, and click the [OK] button.
 - If an image stamp has already been stored, it can be selected from the menu.
 - If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.



OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

This function overlays data on a fixed form you have prepared.

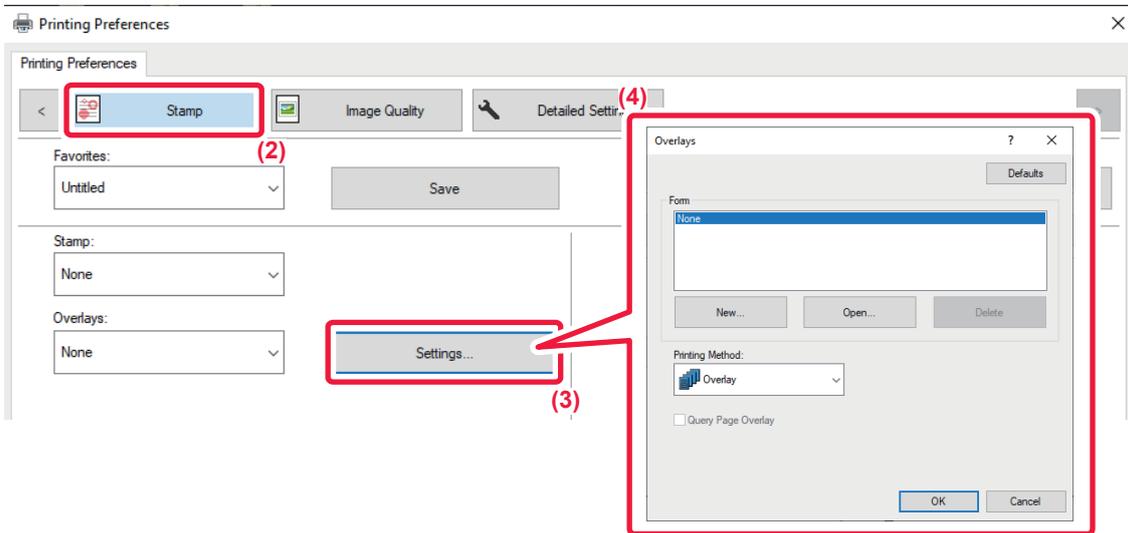
By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



This function is available in a Windows environment.

Windows

Creating an overlay file



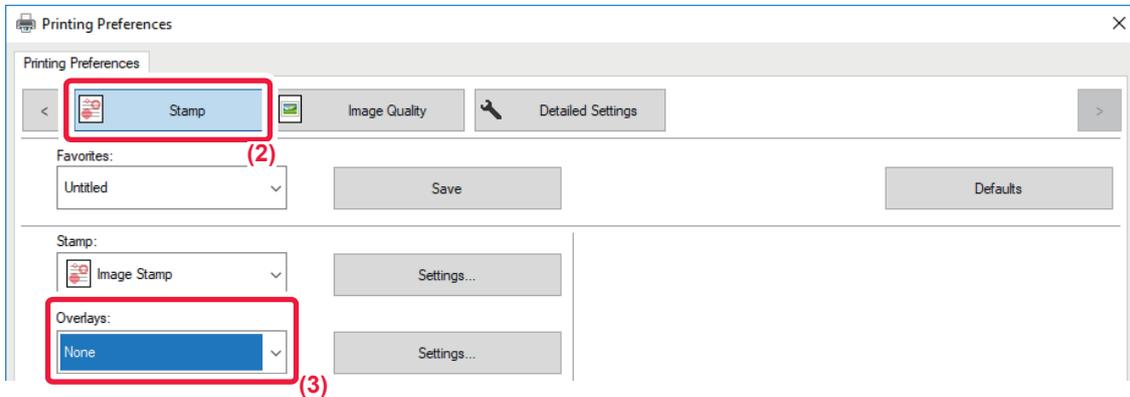
- (1) Open the driver properties window from the application that is used for creating overlay data.
- (2) Click the [Stamp] tab.
- (3) Click the [Settings] button.
- (4) Click the [New] button and specify the name and folder to be used for the overlay file that you wish to create.

The file will be created when the settings are completed and printing is started.



- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- When you click the [Open] button, the existing overlay file is registered.

Printing with an overlay file



(1) Open the driver properties window from the application that is used for printing with an overlay file.

(2) Click the [Stamp] tab.

(3) Select an overlay file.

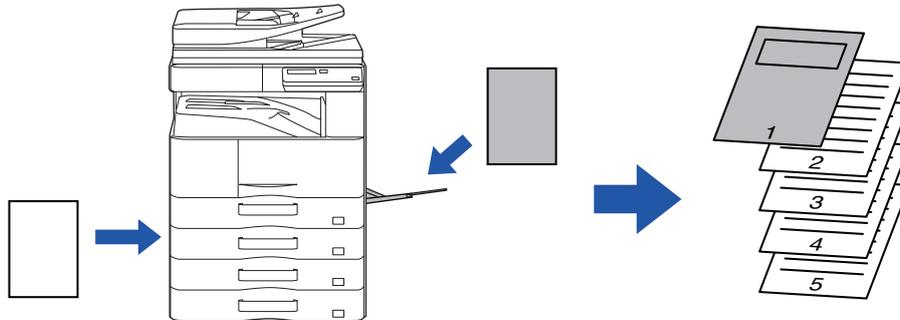
A previously created or stored overlay file can be selected from the menu.



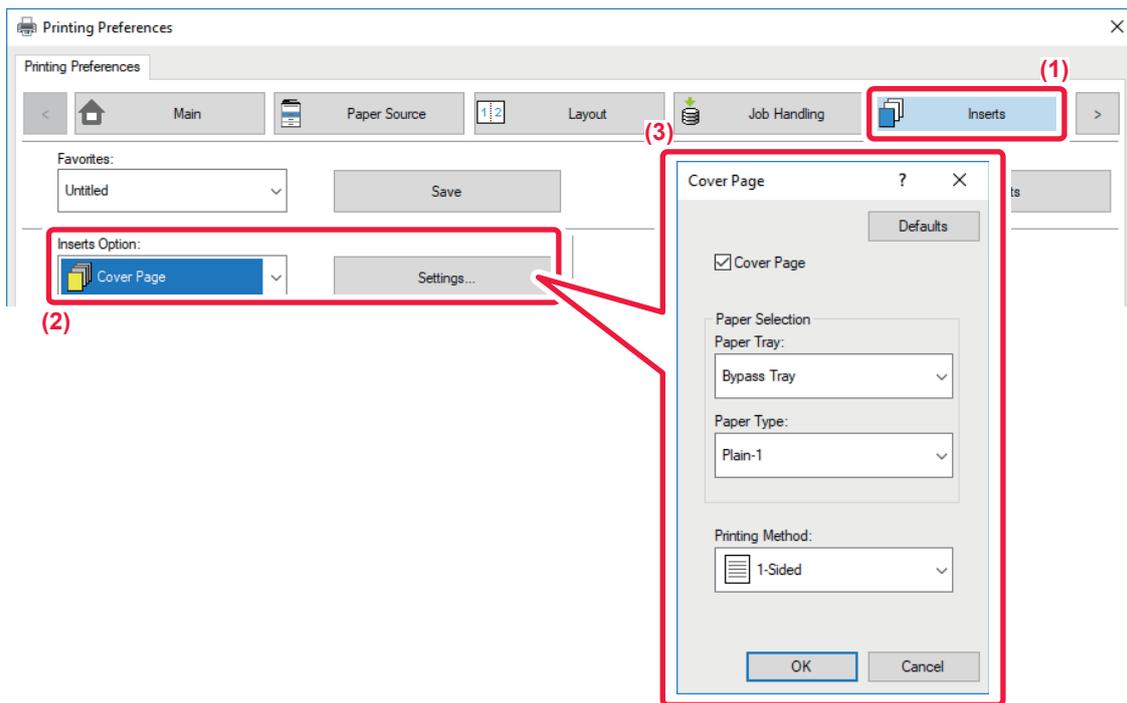
PRINT FUNCTIONS FOR SPECIAL PURPOSES

INSERTING COVERS (COVER PAGE)

The front cover of a document is printed on paper that is different from the other pages. Use this function when you wish to print only the front cover on heavy paper.



Windows



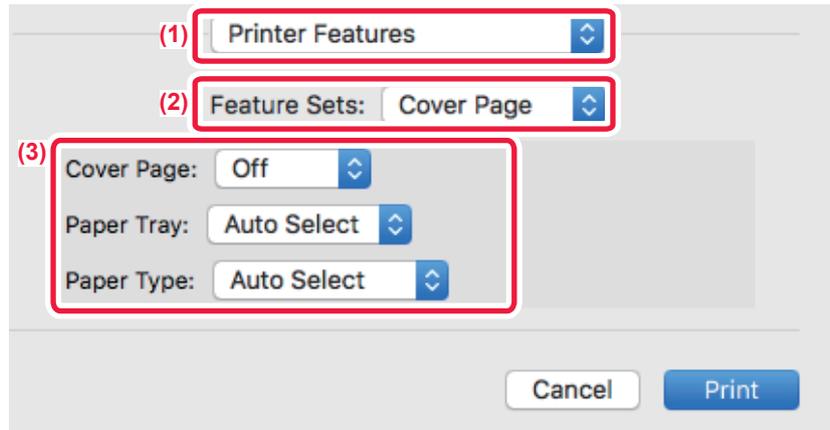
- (1) Click the [Inserts] tab.
- (2) Select [Cover Page] from [Inserts Option], and click the [Settings] button.
- (3) Select the paper insertion settings.
Enable [Cover Page], and select the paper tray and the paper type you will use.



When [Bypass Tray] is selected in "Paper Tray", be sure to select the "Paper Type" and load that type of paper in the bypass tray.



macOS



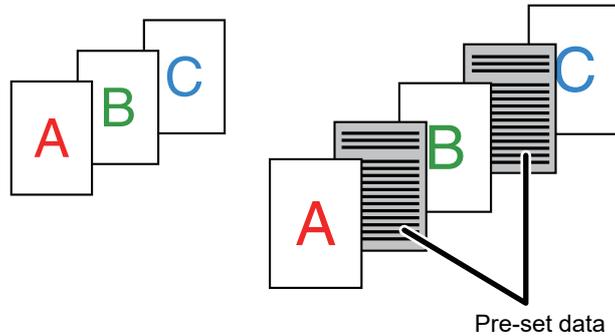
- (1) **Select [Printer Features].**
- (2) **Select [Cover Page].**
- (3) **Select the cover insertion settings.**
Select the print setting, paper tray, and paper type for the front cover.



INSERT PRESET DATA BEFORE OR AFTER EACH PAGE (PAGE INTERLEAVE)

This function inserts a preset data item into every page during printing.

You can easily create documents with opened page spread that is made up of text on the left-hand page and a memo space on the right-hand page.



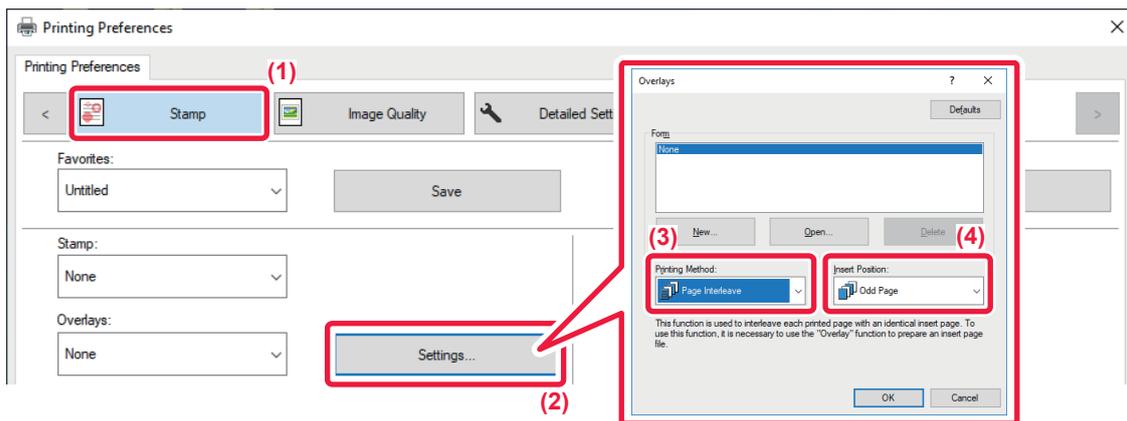
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

Windows



You have to create page data to be inserted in advance.

For the procedure for creating page data, see "[Creating an overlay file \(page 3-41\)](#)" in "[OVERLAY A FIXED FORM ON THE PRINT DATA \(OVERLAYS\) \(page 3-41\)](#)".



- (1) Click the [Stamp] tab.
- (2) Click the [Settings] button.
- (3) Select [Page Interleave] from the "Printing Method".
- (4) Set the overlay data to be inserted and set its insertion position.



CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES (USE DRIVER TO RENDER JPEGS)

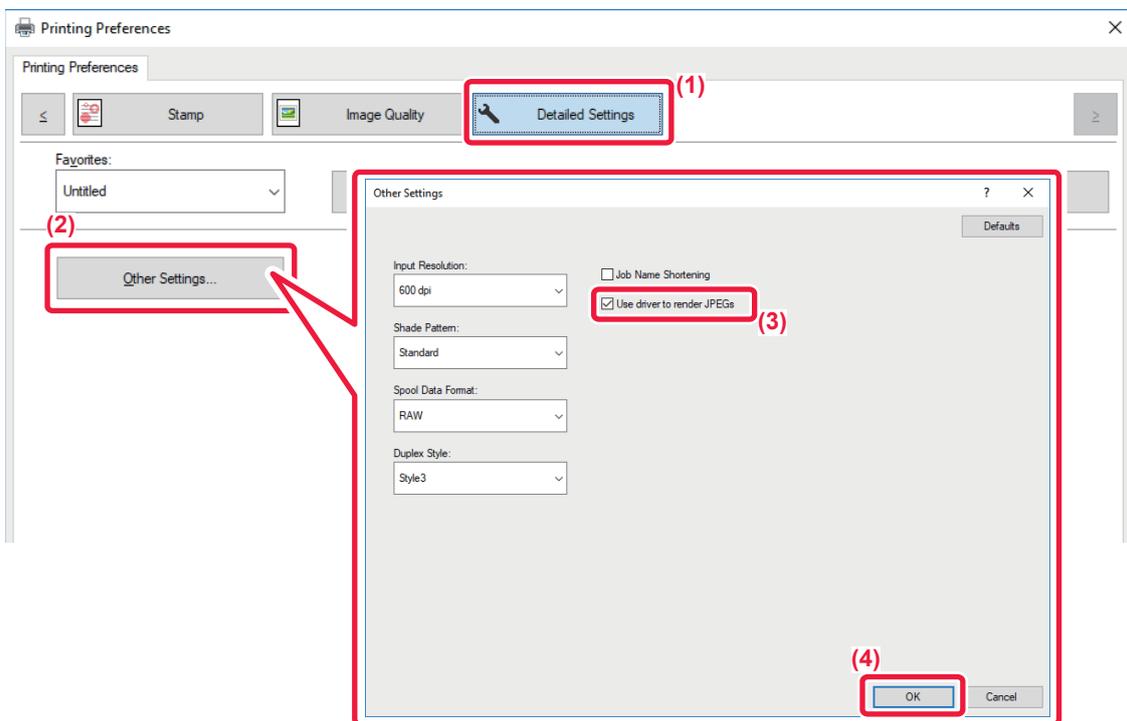
In some situations, a document containing a JPEG image may not be printed correctly. This can be solved by changing the way the JPEG image is rendered.

When you print an original containing JPEG images, this function allows you to select whether the images are rendered in the printer driver or the machine.



- This function is available in a Windows environment.
- When images are rendered in the printer driver, it may take time until the printing is completed.

Windows



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Click the [Use driver to render JPEGs] checkbox so that appears.
- (4) Click the [OK] button.

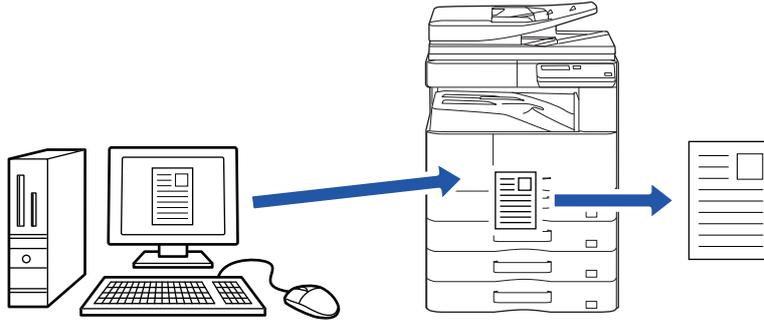


CONVENIENT PRINTER FUNCTIONS

SAVING AND USING PRINT FILES (RETENTION)

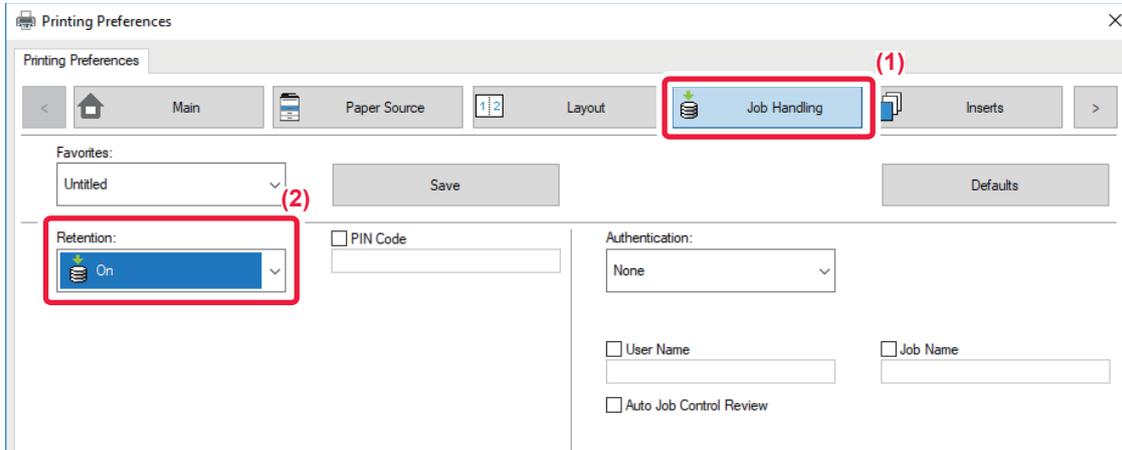
This function is used to store a print job as a file on the machine, allowing the job to be printed from the operation panel. When printing from a computer, a PIN code (4 to 8 digits) can be set to maintain the secrecy of information in a stored file.

When a PIN code is set, the PIN code must be entered to print a stored file from the machine.



- Print data that exceeds 200 MB cannot be saved.
- A maximum of 30 files can be saved.

Windows



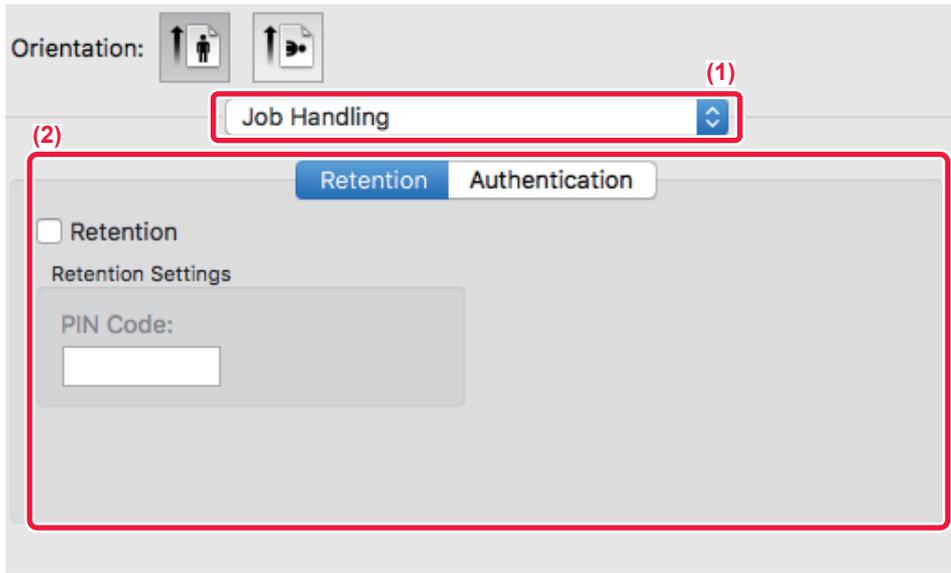
(1) Click the [Job Handling] tab.

(2) Select [On] in "Retention".

To enter a PIN code (4 to 8 digit number), click the [PIN Code] checkbox .



macOS



(1) Select [Job Handling].

(2) Select [Retention].

You have entered a PIN code (a 4 to 8-digit number).

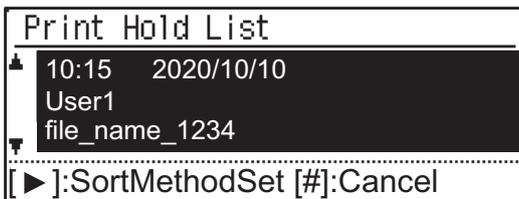
Printing a job stored by retention

When retention is performed, the display appears as follows:

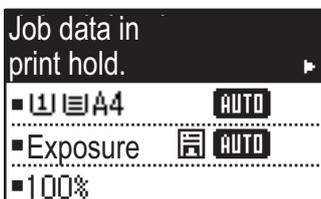
(1) Select the print job with the [▲][▼] keys.

If the screen appears as below, press the [▶] key to display Sort Method Setting.

▶ [Sort Method Setting \(page 3-49\)](#)



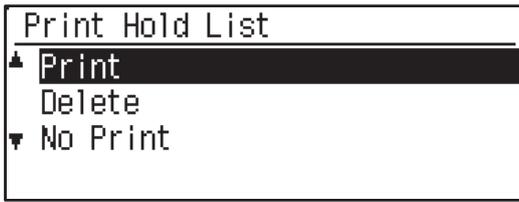
If the screen appears as below, press the [▶] key to display the list of print hold jobs.



(2) Press the [OK] key.



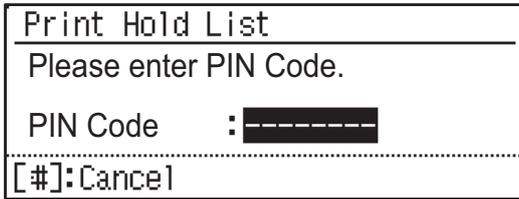
(3) Print or delete the print job with the [▲][▼] keys.



Select "Print" to print the job.
Select "Delete" to delete the job without printing it.
Selecting "No Print" returns you to step 1.

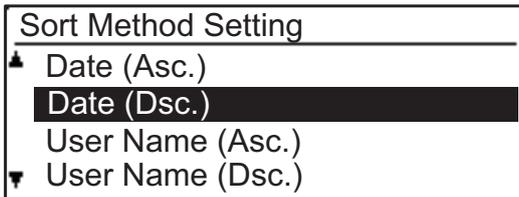
(4) Press the [OK] key.

The print job is printed or deleted. If a PIN code is set, the job will be printed or deleted after you enter the PIN code with the numeric keys and press the [OK] key.



Sort Method Setting

Set the sorting method used for the Print Hold List. Select from "Date (Asc.)", "Date (Dsc.)", "User Name (Asc.)", "User Name (Dsc.)", "File Name (Asc.)", or "File Name (Dsc.)".





PRINTING WITHOUT THE PRINTER DRIVER

EXTENSION OF PRINTABLE FILES

When you do not have the printer driver installed on your PC, or when the application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.

The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PS*	PDF*, Compact PDF*, PDF/A*, Compact PDF/A*	PNG
Extension	tiff, tif	jpeg, jpg, jpe, jif	pcl, prn, txt	ps, prn	pdf	png

* On the PS3 expansion kit is required.



- Some files may not print correctly even if shown in the above table.
- A PDF that has a password cannot be printed.



DIRECTLY PRINTING A FILE IN USB MEMORY

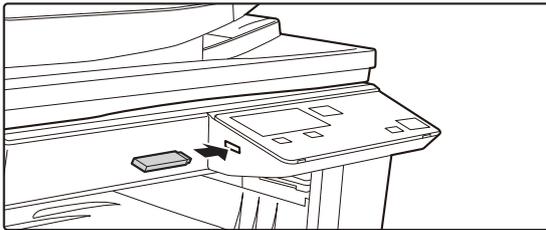
Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.

When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.



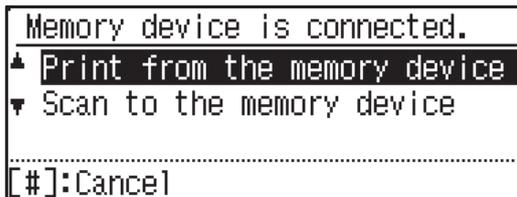
Use a FAT32 USB memory device with a capacity of no more than 32 GB.

1



Connect the USB memory device to the machine.

2



Select "Print from the memory device" with [▲] or [▼] key, and select the file that you wish to print.

A name with "/" to its left is the name of a folder in the USB memory. To display the files and folders in a folder, select the folder and press the [OK] key.



- A total of 100 files and folders can be displayed.
- Press the [READ-END] key (#) to move up one folder level.

3

Press the [OK] key.

4

Select "Print" with the [▲] or [▼] key and then press the [OK] key.

When forwarding of the selected file is completed, printing starts.

Print settings can be selected in the machine's Web page. However, if a file that includes print settings (PCL, PS) is selected, the file's print settings will be applied.

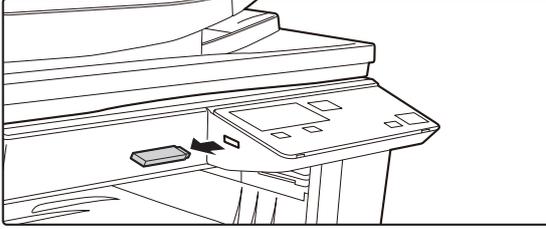


CANCELING A PRINT JOB FROM THE MACHINE

When [STOP] key (⏹) is pressed while showing "Printing" on the display after starting a print job, the confirmation screen whether or not to cancel the print job will appear. Then select "Yes" to cancel the printing.



5



Remove the USB memory device from the machine.



DIRECTLY PRINTING FROM A COMPUTER

FTP PRINT

You can print a file from your PC by simply uploading it to the FTP server of the machine.

Performing FTP print

Type the IP address of the machine into the server name field of FTP client application to connect to the machine. Drag and drop the file you want to print into the "lp" folder in the FTP server of the machine to automatically start printing.



• CANCELING A PRINT JOB FROM THE MACHINE

When [STOP] key (⏏) is pressed while showing "Printing" on the display after starting a print job, the confirmation screen whether or not to cancel the print job will appear. Then select "Yes" to cancel the printing.

- Print settings can be selected in the machine's Web page. However, if a file that includes print settings (PCL, PS) is selected, the file's print settings will be applied.
 - When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.
-



APPENDIX

PRINTER DRIVER SPECIFICATIONS LIST

For information on the setting items, refer to printer driver Help.

► [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 3-6\)](#)

Function			PCL6	PS	Windows PPD*1	macOS PPD*1
Tab (Windows)	Item	Page				
Main	Copies	-	1 - 999	1 - 999	1 - 999	1 - 999
	Collate	-	Yes	Yes	Yes	Yes
	Original Size	3-4	Yes	Yes	Yes	Yes
	Output Size	3-4	Yes	Yes	No	No
	Orientation	3-30	Yes	Yes	Yes	Yes
	Scale to fit Paper Size	3-20	No	No	No	Yes
	Zoom	3-31	Yes*2	Yes	Yes	Yes
	2-Sided	3-18	Yes	Yes	Yes	Yes
	N-Up	3-22	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
	Staple	-	No	No	No	No
	Document Filing	-	No	No	No	No
	Retention	3-47	Yes	Yes	No	Yes
Color Mode	-	No	No	No	No	
Paper Source	Output Size	3-4	Yes	Yes	No	No
	Paper Tray	3-7	Yes	Yes	Yes	Yes
	Paper Type	3-7	Yes	Yes	Yes	Yes
	Tray Status	3-7	Yes	Yes	No	No
Finishing	Staple	-	No	No	No	No
	Punch	-	No	No	No	No
	Fold	-	No	No	No	No
	Offset	-	No	No	No	No
	Output	-	No	No	No	No
	Separator Page	-	No	No	No	No



Function			PCL6	PS	Windows PPD*1	macOS PPD*1	
Tab (Windows)	Item	Page					
Layout	2-Sided		3-18	Yes	Yes	Yes	Yes
	Chapter Inserts		-	No	No	No	No
	Booklet		3-24	Yes	Yes	Yes	Yes
	N-Up	Page No.	3-22	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
		Repeat	-	No	No	No	No
		Order	3-22	Yes	Yes	Yes	Yes
		Border	3-22	Yes	Yes	Yes	Yes
		N-Up with cover	3-22	Yes	No	No	No
		100% N-Up	3-22	Yes	Yes	No	No
	Poster Printing		3-28	Yes	Yes	No	No
	Print Position	Margin Shift	3-26	10mm to 30mm (0 inch to 1.2 inch)	10mm to 30mm (0 inch to 1.2 inch)	Yes	Yes
Tab Shift		-	No	No	No	No	
Custom		3-29	Yes	Yes	No	No	
Job Handling	Print Release		-	No	No	No	No
	Document Filing		-	No	No	No	No
	Create PDF for PC Browsing		-	No	No	No	No
	Print and Send		-	No	No	No	No
	Notify Job End		-	Yes	Yes	No	No
	Retention		3-47	Yes	Yes	No	Yes
	Authentication		3-9	Yes	Yes	No	Yes
Inserts	Cover		3-43	Yes	Yes	No	Yes
	Transparency Inserts		-	No	No	No	No
	Carbon Copy		-	No	No	No	No
	Tab Paper		-	No	No	No	No
Stamp	Watermark		3-38	Yes	Yes	Yes	Yes
	Image Stamp		3-40	Yes	Yes	No	No
	Overlay		3-41	Yes	Yes	No	No
	Hidden Pattern		-	No	No	No	No
	Copies Stamp		-	No	No	No	No
Image Quality	Print Mode		-	No	No	No	No
	Graphics Mode		-	Yes	No	No	No
	Bitmap Compression		-	Yes	Yes	No	No
	Sharpness		-	No	No	No	No
	Screening		3-36	Yes	Yes	Yes	Yes
	Smoothing		-	No	No	No	No
	Text To Black		3-35	Yes	Yes	No	No



Function			PCL6	PS	Windows PPD*1	macOS PPD*1	
Tab (Windows)	Item	Page					
Image Quality	Vector To Black	3-35	Yes	Yes	No	No	
	Toner Save *3	-	Yes	Yes	Yes	Yes	
	Color Mode	-	No	No	No	No	
	Image Type	-	No	No	No	No	
	Advanced Color	-	No	No	No	No	
	Image Adjustment	3-34	Yes	Yes	No	No	
	Font	-	Yes	Yes	Yes	No	
	Line Width	-	No	No	No	No	
	Boldness Adjustment	-	No	No	No	No	
Detailed Settings	Mirror Image	3-33	No	Yes	Yes	Yes	
	PS Error Information	-	No	Yes	Yes	No	
	PS Pass-Through	-	No	Yes	No	No	
	Job Compression	-	No	Yes	No	No	
	Tandem Print	-	No	No	No	No	
	Disable Blank Page Print	-	No	No	No	No	
	Custom Image Registration	-	No	No	No	No	
	Other Settings						
	• Input Resolution	-	Yes	Yes	No	No	
	• Shade Pattern	-	Yes	No	No	No	
	• Spool Data Format	-	Yes	Yes	No	No	
	• Printable Area	-	No	No	No	No	
	• Rip Style	-	No	No	No	No	
	• Duplex Style	3-18	Yes	Yes	No	No	
	• CMYK Image Enhancement	-	No	No	No	No	
	• Job Name Shortening	-	Yes	Yes	No	No	
	• Use driver to render JPEGs	3-46	Yes	Yes	No	No	
	• Thicken Fine Lines	-	No	No	No	No	
	• Fine Text	-	No	No	No	No	
	• Fine Edge	-	No	No	No	No	
• Text/Line control	-	No	No	No	No		
• Text/Line knockout control	-	No	No	No	No		
• Photo Image	-	No	No	No	No		
• Image Enhancement	-	No	No	No	No		

*1 The specifications of each function in Windows PPD and macOS PPD vary depending on the operating system version and the application.

*2 The horizontal and vertical proportion cannot be set separately.

*3 This setting may not operate in some applications and operating systems.



SCANNER

BEFORE USING THE MACHINE AS A NETWORK SCANNER

ABOUT THE SCANNER FUNCTIONS 4-2

SCANNER SEQUENCE

THE BASE SCREEN OF SCANNER MODE 4-4

SENDING AN IMAGE 4-5

- BASIC TRANSMISSION PROCEDURE 4-5
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- ENABLING SCANNING MARGINS (VOID AREA) 4-15
- SCANNING A THIN ORIGINAL (SLOW SCAN MODE) 4-16
- ADJUSTING THE BACKGROUND BY MAKING LIGHT AREAS OF THE ORIGINAL DARKER OR LIGHTER (SUPPRESS BG) 4-17
- ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS) 4-18
- STORING AND EDITING/DELETING A PROGRAM 4-19
- USING STORED SETTINGS (PROGRAM) ... 4-19

SCANNING FROM YOUR COMPUTER (PC SCAN)

SCANNING FROM A TWAIN-COMPLIANT APPLICATION 4-20

SAVING IN USB MEMORY DEVICE

USB MEMORY SCAN 4-24

- USING THE USB MEMORY SCAN FUNCTION 4-24

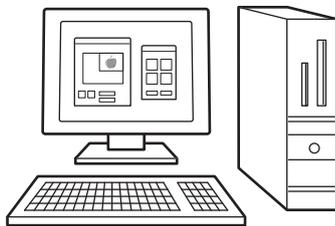


BEFORE USING THE MACHINE AS A NETWORK SCANNER

ABOUT THE SCANNER FUNCTIONS

With this machine a document or photo can be scanned into an image file. You can then send the data file to the file server or your computer using the inter-corporate network (Intranet) or the Internet. To send originals using the scanner function, specify the stored destination (delivery address information name) from the operation panel (display) of the machine.

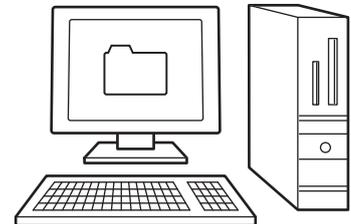
1. Scanning from a TWAIN-compliant application



2. Storing the scanned image to a USB flash memory



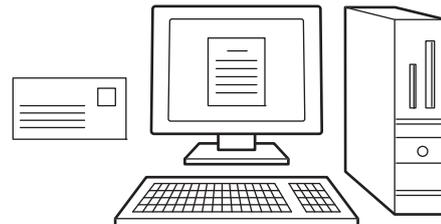
4. Sending the scanned data to a computer connected to the same network



3. Sending the scanned data to FTP server



5. Sending the scanned data by E-mail





Scanning from a TWAIN-compliant application

A TWAIN-compliant application on a computer connected to the same network as the machine is used to scan a document or image.

To use PC Scan, the scanner driver must be installed from the "Software CD-ROM" that accompanies the machine. For more information on scanning from a TWAIN-compliant application, see [SCANNING FROM YOUR COMPUTER \(PC SCAN\) \(page 4-20\)](#).

Storing the scanned image to a USB flash memory

The scanned image can be stored to a USB flash memory installed on the machine. This is called "USB Memory Scan" in this manual. For more information on USB Memory Scan, see [USB MEMORY SCAN \(page 4-24\)](#).

Sending the scanned data to FTP server

The scanned image can be sent to a memory storage device on a network (a designated directory on an FTP server). (This is called "Scan to FTP" in this manual.)

Sending the scanned data to a computer connected to the same network

The scanned file is sent to a shared folder on a Windows computer on the same network as the machine. (This is called "Scan to Network Folder" in this manual.)

The scanned file is sent to a specified folder on your computer. (This is called "Scan to Desktop" in this manual.) For information on Scan to Desktop, which is used to send a scanned file to a specified folder of your computer, consult your dealer.

Sending the scanned data by E-mail

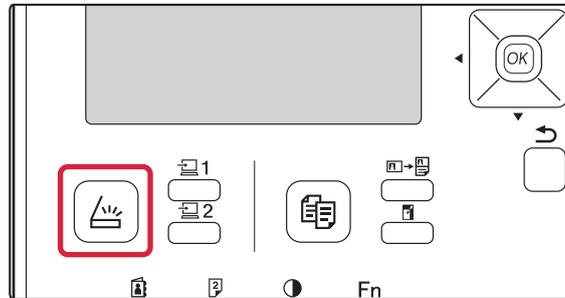
The scanned image can be sent to an e-mail recipient. (This is called "Scan to E-mail" in this manual.)



SCANNER SEQUENCE

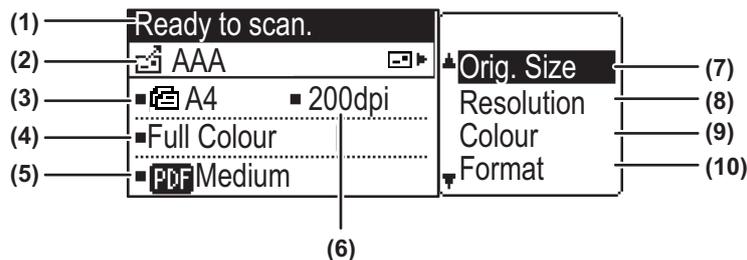
THE BASE SCREEN OF SCANNER MODE

The base screen of scan mode is displayed by pressing the [SCAN] key () from the base screen of copy mode.



If a screen appears asking you what type of connection you are using after you press the [SCAN] key (), select "Network" with the [▼] or [▲] key and press the [OK] key.

Base screen of scan mode



(1) Message display

Messages appear here to indicate the current status of the machine.

(2) Destination display

This shows the selected destination.

There are scanner transmission modes:

Scan to E-mail, Scan to Network Folder, Scan to FTP, Scan to Desktop, and USB Memory Scan.

This shows the currently selected destination and transmission mode.

(3) Original scanning mode / Original size display

Shows the currently selected original scanning mode and scanning size.

 : The document feeder has detected that an original has been placed (one-sided scanning in the document feeder)

 : Two-sided scanning in the document feeder.

None: Document glass

(4) Colour mode display

This shows the colour mode.

(5) File format display

This shows the image data file type and file method to be created.

(6) Resolution display

This shows the scanning resolution.

(7) Original size [▶ page 4-12](#)

This is used to set the size of the original to be transmitted.

(8) Resolution [▶ page 4-13](#)

This is used to select the scanning resolution.

(9) Colour [▶ page 4-13](#)

This is used to select the colour mode.

(10) Format [▶ page 4-13](#)

This is used to select the image data file type and file method to be created.



SENDING AN IMAGE

BASIC TRANSMISSION PROCEDURE

Using the document feeder

(BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

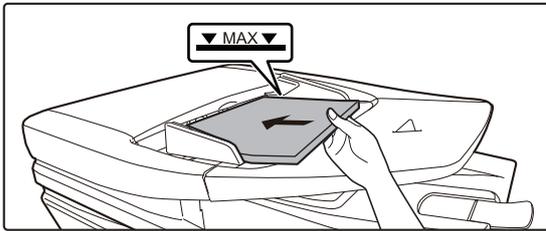
1

Make sure the machine is in scan mode.

When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not lit, press the [SCAN] key (). If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys.

► [User Authentication \(page 5-12\)](#)

2



Place the original.

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)

3

Check the original size.

To change the original size, change as explained in [STORING SCANNING SETTINGS \(page 4-12\)](#).

4

If needed, select the resolution setting.

► [SELECTING THE RESOLUTION \(page 4-13\)](#)

The initial factory setting is [200dpi].

5

If needed, select the colour mode setting.

► [SELECTING THE COLOUR MODE \(page 4-13\)](#)

The initial factory setting is [Full Colour].

6

If needed, select the format.

► [SELECTING THE FILE FORMAT \(page 4-14\)](#)

The initial factory setting

- Colour / Greyscale : PDF M
- B/W : PDF G4

7

Press the [ADDRESS] key ().



8

Select the destination selection method.

► [SELECTING A DESTINATION \(USING THE \[ADDRESS\] KEY\) \(page 4-9\)](#)

Select from the following three destination selection methods:

- [Address book \(page 4-9\)](#)
Select one of the stored destinations directly from the operation panel.
- [Address entry \(page 4-9\)](#)
Directly enter the e-mail address. (Only for Scan to E-mail.)
- [Address search \(page 4-10\)](#)
Access a directory data base on the Internet or your intranet and search for a destination e-mail address. During a global address search, multiple addresses can be entered to perform a broadcast transmission. When you have finished searching for the destination, you will return to the following base screen.



- Information on the destination can be stored in the Web page.
- The sender name is normally set to the name stored in "Reply E-mail Address" in "SMTP Setup" in the Web page.

9

Press the [START] key.

Scanning begins.

If scanning is completed normally, the following screen is appears briefly and then the display returns to the base screen.

**Cancelling transmission**

► [Cancelling transmission \(page 4-8\)](#)



If a misfeed occurs during scanning in scan mode, scanning will be cancelled and the data scanned will be deleted. Remove the misfed original and reload the originals from the beginning.

Using the document glass

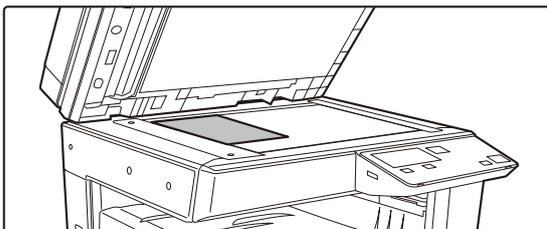
1

Make sure the machine is in scan mode.

When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not lit, press the [SCAN] key (). If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys.

► [User Authentication \(page 5-12\)](#)

2

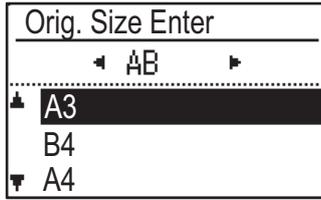
**Place the original.**

Place the original on the document glass.

► [DOCUMENT GLASS \(page 1-32\)](#)



3

**Specify the original size.**

Select the "Original Size" on the right menu.

The paper size can be selected

AB type:

A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, Not Specified

Inch type:

11" x 17" , 8-1/2" x 14" , 8-1/2" x 13-1/2" , 8-1/2" x 13-2/5" ,
8-1/2" x 13" , 8-1/2" x 11" , 8-1/2" x 11"R, 5-1/2" x 8-1/2" ,
5-1/2"x8-1/2"R, Not Specified

**Specify a frequently used original size.**

Select the setting in [System Settings] → [Scanner] → [New Default] → [Orig. Size Enter].

4

If needed, select the resolution setting.

► [SELECTING THE RESOLUTION \(page 4-13\)](#)

The initial factory setting is [200dpi].

5

If needed, select the format.

► [SELECTING THE FILE FORMAT \(page 4-14\)](#)

The initial factory setting

- Colour / Greyscale : PDF M
- B/W : PDF G4

6

If needed, select the colour mode setting.

► [SELECTING THE COLOUR MODE \(page 4-13\)](#)

The initial factory setting is [Full Colour].

7

Press the [ADDRESS] key (🔑).

8

Select the destination selection method.

► [SELECTING A DESTINATION \(USING THE \[ADDRESS\] KEY\) \(page 4-9\)](#)

Select from the following three destination selection methods:

- [Address book \(page 4-9\)](#)
Select one of the stored destinations directly from the operation panel.
- [Address entry \(page 4-9\)](#)
Directly enter the e-mail address. (Only for Scan to E-mail.)
- [Address search \(page 4-10\)](#)
Access a directory data base on the Internet or your intranet and search for a destination e-mail address.
During a global address search, multiple addresses can be entered to perform a broadcast transmission.
When you have finished searching for the destination, you will return to the following base screen.



- Information on the destination can be stored in the Web page.
- The sender name is normally set to the name stored in "Reply E-mail Address" in "SMTP Setup" in the Web page.



9

Press the [START] key.

Scanning begins.

10

If you have another page to scan, change pages and then press [START] key.

- Repeat this sequence until all pages have been scanned.
- If no action is taken for one minute (the [START] key is not pressed), scanning automatically ends and transmission begins.

11

When the final original page has been scanned, press the [READ-END] key (#).

Open the document feeder and remove the document. When the original is removed or any key operation is performed, the display returns to the base screen.

**Cancelling transmission**

- [Cancelling transmission \(page 4-8\)](#)

Cancelling transmission

- To cancel the transmission while "Reading" appears or before the [READ-END] key (#) is pressed, press the [C] or [CA] key.
- If the power is turned off or a power failure occurs while a document is being scanned in the document feeder, the machine will stop and a document misfeed will occur. After power is restored, refer to Troubleshooting to remove the original.
- When performing a Scan to E-mail transmission, note the following points:
Be careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send a large file or multiple images, try lowering the resolution or reducing the scanned original size.



SELECTING A DESTINATION (USING THE [ADDRESS] KEY)

A destination can be selected using one of three methods: Selecting from "ADDRESS BOOK", using "ADDRESS ENTRY", or "ADDRESS SEARCH".



- Multiple destination scan can be selected for a Scan to E-mail transmission. (E-mail and Group (E-mail) destinations can be selected at the maximum of 20 destinations, which will consequently allow broadcasting up to 300 individual destinations in total.)
- Only one destination can be selected for a Scan to Network, Scan to FTP or Scan to Desktop transmission.

Address book

1

Press the [ADDRESS] key (), and select the "Address Book".

2

Change tabs as needed with the [◀] or [▶] key and select the desired destination with the [▼] or [▲] key.

You can switch between information on the selected destination and the destination list by pressing the [READ-END] key (#).

3

Press the [LOGOUT] key (✖).

A checkmark appears by the selected destination. To cancel the selection, press the [LOGOUT] key (✖) once again to remove the checkmark. To select multiple destinations, repeat steps.

Address entry

1

Press the [ADDRESS] key (), and select "Address Entry" with the [▼] key, and press the [OK] key.

2

Enter the destination address.

3

Press the [OK] key.



Address search

1

Press the [ADDRESS] key () , and select "Global Address Search" with the [▼] key, and press the [OK] key.

2

Enter the search characters.

3

Select the desired destination with the [▼] or [▲] key.

4

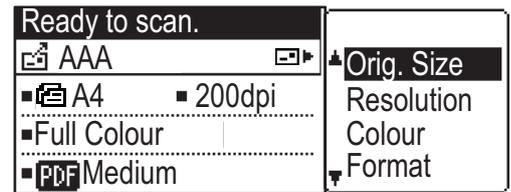
Press the [OK] key.



TRANSMITTING A TWO-SIDED ORIGINAL

The original field of the display shows the original scanning size.
The current original scan mode setting is indicated by an icon.

- : One-sided scanning in the document feeder.
 : Two-sided scanning in the document feeder.
 None: Document glass



This function can be used when the BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31 is used.
Follow these steps to automatically transmit a two-sided original.



Only the following two-sided document sizes can be used:

Standard sizes

AB Type:

A3, B4, A4, A4R, B5, B5R, A5, A5R, 8K, 16K, 16KR

Inch Type:

11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R

Non-standard sizes

AB sizes X: 140 to 432mm, Y: 131 to 297mm

Inch sizes X: 5-1/2 to 17 inches, Y: 5-1/8 to 11-5/8 inches

1

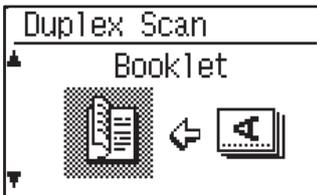
Place the original(s) in the document feeder tray, and check the original size.

For information on placing an original, see [HOW TO PLACE THE ORIGINAL \(page 1-30\)](#).

2

Press the [DUPLEX] key (), and Select "2-Sided" with the [▼] or [▲] key, and press the [OK] key.

3



Select "Portrait-Booklet", "Portrait-Tablet", "Landscape-Booklet", "Landscape-Tablet" with the [▼] or [▲] key, and press the [OK] key.

4

Press the [OK] key.

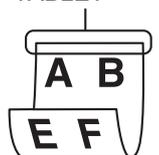


- Booklets and tablets Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Duplex scanning is cancelled when the transmission is completed, or when the [CA] key is pressed.
- Duplex scanning of two-sided originals is only possible when a Document feeder is used. Automatic scanning of both sides of an original is not possible when the document glass is used.
- The image of the back side of the original is rotated 180 degrees if needed at the time of transmission, and thus there is no need to change the orientation at the receiving machine.
- To cancel duplex scanning, select "1-Sided" in step 2 and then press the [OK] key.

BOOKLET



TABLET



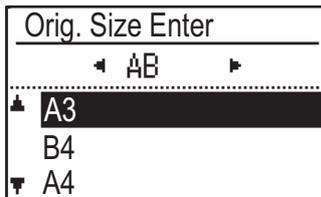


STORING SCANNING SETTINGS

Sets of scanning settings (scan size, resolution, file type, etc.) can be changed for use in various scanning applications.

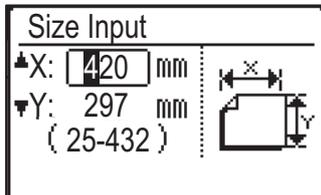
SETTING THE SCANNING SIZE

If you change the original size, follow the steps below to change the setting after you have placed the original in the document feeder or on the document glass ([▶ page 1-30](#)).

1

Select "Orig.Size" with the [▼] or [▲] key, and then select the original size.

To select an inch size, press the [▶] key.



The original scanning size can be set manually.

In the Inch original size selection screen, select [Size Input] and press the [OK] key to display the screen below.

Select the width (X) or the length (Y) with [▼] or [▲] key, and adjust in increments of 1 mm or 1/8" with the numeric keys or [◀] or [▶] key.

Input range

X: 140 to 432 mm / 5-1/2" to 17"*

Y: 131 to 297 mm / 5-1/8" to 11-5/8"

* X: 25 to 432 mm / 1" to 17"

Y: 25 to 297 mm / 1" to 11-5/8" when the document glass is used



To cancel a manual original size setting, press the [CA] key.

If it is not possible to select the actual original size, select a size that is larger than the actual original size.

If a smaller size is selected, part of the original will not be transmitted.



SELECTING THE RESOLUTION

The scanning resolution can be selected. After selecting scan mode and placing the original (steps 1 to 3 on [page 4-5](#)), perform the procedure below.

The factory default setting for the resolution is "200dpi".

If you need to change the resolution, follow these steps.

1

Select "Resolution" with the [▼] or [▲] key, and then select the resolution.

2

Press the [OK] key.



Resolution

- The default resolution setting is 200 dpi. For typical text documents, a resolution of 200 dpi or 300 dpi produces sufficiently legible image data. For this reason, the 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as an original that includes photographs or illustrations.
- When the original size is A4 or larger, the resolution of 600 dpi cannot be used.
- The default setting can be changed in the system settings. ([▶page 5-19](#))

SELECTING THE COLOUR MODE

The scanning colour can be selected.

The factory default setting for the resolution is "Full Colour".

If you need to change the colour mode, follow these steps.

1

Select "Colour" with the [▼] or [▲] key, and then select the colour mode.

2

Press the [OK] key.



The default setting can be changed in the system settings. ([▶page 5-19](#))



SELECTING THE FILE FORMAT

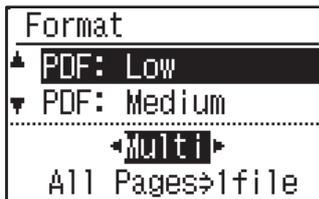
After selecting scan mode and placing the original (steps 1 to 3 on [page 4-5](#)), perform the procedure below.

The factory default settings are "PDF" for the file type and "Multi" for the file creation method (multiple scanned images are combined into one file).

If you need to change the file format, follow these steps.

1

Select "Format" with the [▼] or [▲] key, and select "Colour / Greyscale" or "B/W", and press the [OK] key.

2

Select the file type with the [▼] or [▲] key, and select the file creation method.

When "Single" is selected, a one-page file is created for the scanned image.

When "Multi" is selected, all scanned images can be combined into a single file.

3

Press the [OK] key.



- When the file type is set to "TIFF", the file creation method can only be select.
- To open the scanned image without using the software program in the accompanied CD-ROM, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above. If the recipient cannot open the image, try sending the image in a different format.

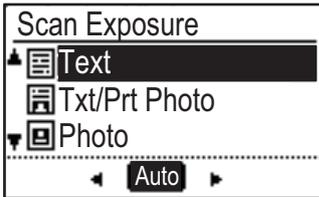


ADJUSTING THE SCANNING EXPOSURE

The exposure for an image can be adjusted. The larger the value, the darker the image. Select scan mode, place the original (steps 1 to 3 on [page 4-5](#)), and then follow the procedure below. The scanning exposure is set to "Txt/Prt Photo Auto" by factory default.

- 1 Press [EXPOSURE] key (ⓘ), and select "Text", "Txt/Prt Photo", or "Photo" for the original type with the [▼] or [▲] key.

2



- 2 Select, change the level (5 levels are available) with the [◀] [▶] keys.

3

- 3 Press the [OK] key.

ENABLING SCANNING MARGINS (VOID AREA)

When this function is enabled, margins (void areas that are not scanned) are created around the edges of the machine's maximum scanning area.

Select scan mode, place the original (steps 1 to 3 on [page 4-5](#)), and then follow the procedure below.

The factory default setting for the void area is "Off" (disabled).

If you need to change the void area setting, follow these steps.

Void area: 2.5 mm (7/64") from the top and bottom edges
3.0 mm (1/8") from the left and right edges

1

- 1 Press the [SPECIAL FUNCTION] key (Fn) to select "Void Area" with the [▼] or [▲] key and press the [OK] key.

2

- 2 Select "On" or "Off" with the [▼] or [▲] key.

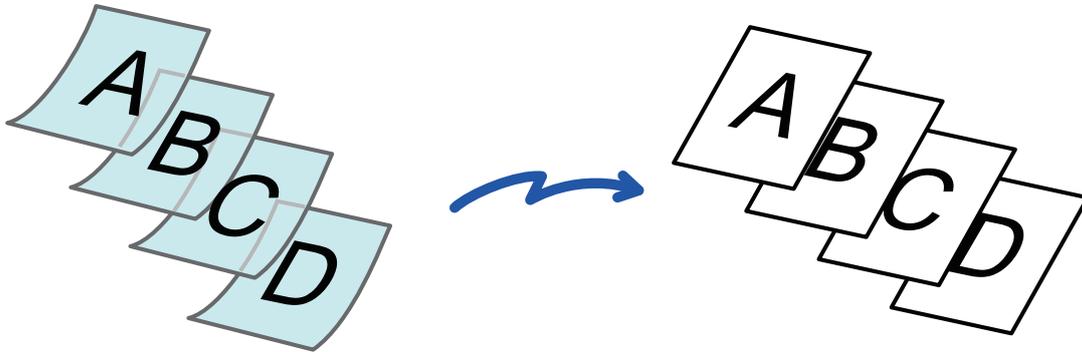
3

- 3 Press the [OK] key.



SCANNING A THIN ORIGINAL (SLOW SCAN MODE)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.

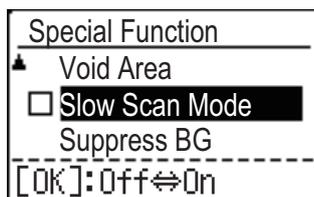


This function can be used when the BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31 is used.



When slow scan mode is selected, 2-sided scanning is not possible.

1



Press the [SPECIAL FUNCTION] key (Fn), select "Slow Scan Mode" with the [▼][▲] keys and press the [OK] key.

A checkmark appears on the icon.

After the settings are completed, press the [BACK] key (↵).



To cancel the slow scan Mode setting
Select "Slow Scan Mode" to uncheck it.

2

Place the original in the document feeder tray of the automatic document feeder.

Adjust the original guides slowly.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)



If the originals are inserted with too much force, they may crumple and misfeed.

3

Specify the destination.



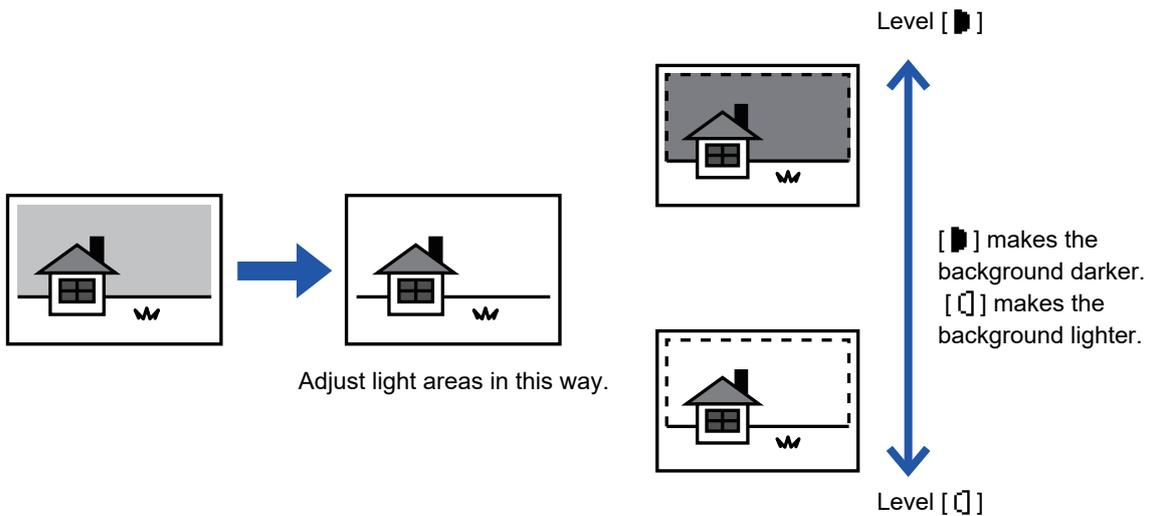
4

Press the [START] key to start scanning of the original.

A beep will sound to indicate that scanning and transmission have ended.

ADJUSTING THE BACKGROUND BY MAKING LIGHT AREAS OF THE ORIGINAL DARKER OR LIGHTER (SUPPRESS BG)

You can adjust the background by making light areas of the original darker or lighter.



You must select Background Adjustment before scanning the original.

1

Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2

Select "Suppress BG" with the [▼] [▲] keys and press the [OK] key.

3

Select level adjustment with the [▼] [▲] keys, and adjust with the [◀][▶] keys.

To select, change the level (3 levels are available) with the [◀][▶] keys and press the [OK] key.

■ : Only light backgrounds are suppressed.

□ : Light to dark backgrounds are suppressed.



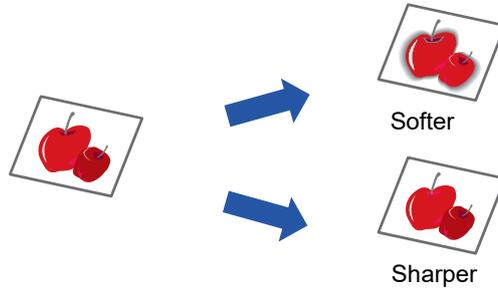
To cancel the Background Adjustment setting:

Select "Off" with the [▼][▲] keys and press the [OK] key.



ADJUSTING THE SHARPNESS OF AN IMAGE (SHARPNESS)

This function adjusts the sharpness to make a sharper or softer image.



Sharpness must be specified before scanning the original.

1

Press the [SPECIAL FUNCTION] key (Fn), select "Special Modes" with the [▼][▲] keys, and press the [OK] key.

2

Select "Sharpness" with the [▼] [▲] keys and press the [OK] key.

3

Select "Off", "Soft", or "Sharp" with the [▼][▲] keys and press the [OK] key.



To cancel the sharpness setting:

Select "Off" with the [▼][▲] keys and press the [OK] key.

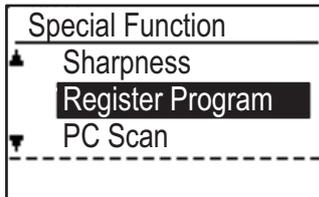


STORING AND EDITING/DELETING A PROGRAM

This function lets you store a transmission address and scanning settings. The address and settings can be called up when you scan a document, saving you the trouble of selecting the address and settings. Up to two programs can be stored for scanning.

- Address Setting • Original Size • Resolution • Colour Mode • Format • Exposure • Original scanning mode*
- Slow Scan Mode* can be stored in a program.

* This mode cannot be used when the BP-20M24L is used.

1

Press the [SPECIAL FUNCTION] key (Fn) and select "Register Program" with the [▼] or [▲] key, and press the [OK] key.

The original size is set to business card size (custom).

2

Select "Enter", "Change", "Delete", and press the [OK] key.

- Register program

(1) Select "No Store", and press the [OK] key.

(2) Select the program you want to store with the [▼] or [▲] key, and press the [OK] key.

Setting each screen will be displayed.

(3) Press the [OK] key to perform the required settings.

Return to step 2.

(4) Press the [START] key.

Programs are stored.

- Change program

(1) Select the program you want to change, and press the [OK] key.

Change the settings same operation as for registration.

- Delete program

(1) Select the program you want to delete, and press the [OK] key.

(2) Select "Delete", and press the [OK] key.

USING STORED SETTINGS (PROGRAM)

Press the [Program 1] or [Program 2] key (1 / 2). See [BASIC TRANSMISSION PROCEDURE \(page 4-5\)](#).



SCANNING FROM YOUR COMPUTER (PC SCAN)

SCANNING FROM A TWAIN-COMPLIANT APPLICATION

The machine supports the TWAIN standard, making it possible to scan from TWAIN-compliant applications. Scanning in PC scan mode is only possible when the scanner driver has been installed from the "Software CD-ROM" using the integrated installer. For the procedures for installing the scanner driver and configuring settings, see the Software Setup Guide.

1

```
PC Scan
-----
Do not remove the original.
IP Address:  0.  0.  0.  0
-----
[Back]: Exit
```

Place the original(s) that you wish to scan on the document glass/document feeder. Press the [SPECIAL FUNCTION] key (Fn), select "PC SCAN", and press the [OK] key.

2

After starting TWAIN-compliant application, click the "File" menu and select a menu to scan.



The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

3

Select "SHARP MFP TWAIN K", and click the "Select" button.



Depending on your system, "SHARP MFP TWAIN K 1.0 (32-32)" may appear in the above "Select Source" screen.

4

Select the menu to acquire an image from the application's "File" menu.

The scanner driver setup screen will appear.

► [Scanner driver settings \(page 4-22\)](#)



5



In the "Scanning Source" menu, select the location where you placed the original in Step 1.

If you placed a two-sided original in the document feeder, select "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" according to the binding position of the original.



If you selected "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" in the "Scanning Source" menu, select whether the orientation of the placed original is "Left edge is fed first" or "Top edge is fed first".

6

Click the "Preview" button.

The preview image will appear.



- If the angle of the image is not correct, reset the original, and click the "Preview" button again.
- If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. This rotates the preview image 90 degrees clockwise, allowing you to correct the orientation without resetting the original.
 - ▶ [Preview screen \(page 4-23\)](#)
- If you set multiple pages in the document feeder, the machine previews only the top page of the originals, and then sends it to the original exit area. Return the previewed original to the document feeder before starting the scanning job.

7

Specify the scanning area and set the scan preferences.

For information on specifying the scan area and setting the scan preferences, see scanner driver Help.

- ▶ [Scanner driver settings \(page 4-22\)](#)



Scanning a large area at high resolution results in a large quantity of data and a prolonged scanning time. It is recommended that you set appropriate scanning preferences for the type of original being scanned, i.e., Web page (monitor), Photo, FAX, or OCR.

8

When you are ready to begin scanning, click the "Scan" button.

Scanning begins and the image is acquired into the application that you are using.

In the application, assign a file name and save the file.



To cancel a scanning job after the "Scan" button has been clicked, press the [Esc] key on your keyboard or the [C] key or [CA] key on the operation panel.

9

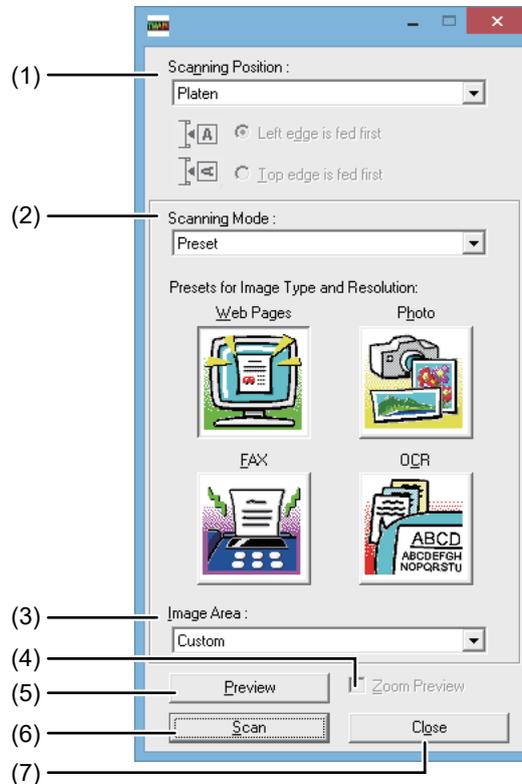
Press the [BACK] key (↵) on the operation panel.



Scanner driver settings

The scanner driver setup screen consists of the "Set-up screen", which lets you select scan settings, and the "Preview screen", which shows the scanned image. For details on the scan settings, click the "Help" button in the preview screen to display Help.

Set-up screen



(1) "Scanning Position" menu

("Scanning Source" in some regions)

Select the location where the original is placed. Selections are "Platen" (document glass), "SPF (Simplex)", "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)".

► [SCANNING FROM A TWAIN-COMPLIANT APPLICATION \(page 4-20\)](#)

(2) "Scanning Mode" menu

Select "Preset" or "Custom Settings" ("Standard" or "Professional" in some regions) for the scanning mode. The "Preset (or Standard)" screen lets you select the original type as well as monitor, photo, fax, or OCR according to the purpose of scanning.

If you wish to change the default settings for these four buttons, or select custom settings such as the image type and resolution before scanning, switch to the "Custom Settings (or Professional)" screen.

For details on the settings, click the "Help" button in the preview screen to display Help.

(3) "Image Area" menu

Set the scanning area. To scan the original size detected by the machine, select "Auto".

The scanning area can also be specified as desired in the preview window.

(4) "Zoom Preview" checkbox

When this is selected, the selected part of the preview image will be enlarged when the "Preview" button is clicked.

To return to the regular view, remove the checkmark. [Zoom Preview] cannot be used when [SPF] is selected in the "Scanning Position" menu.

(5) "Preview" button

Previews the document.

If [Preview] is cancelled by immediately pressing the [Esc] key on your keyboard, nothing will appear in the preview screen.

(6) "Scan" button ("Scanning" in some regions)

Click to scan an original using the selected settings.

Before clicking the "Scan" button, make sure the settings are correct.

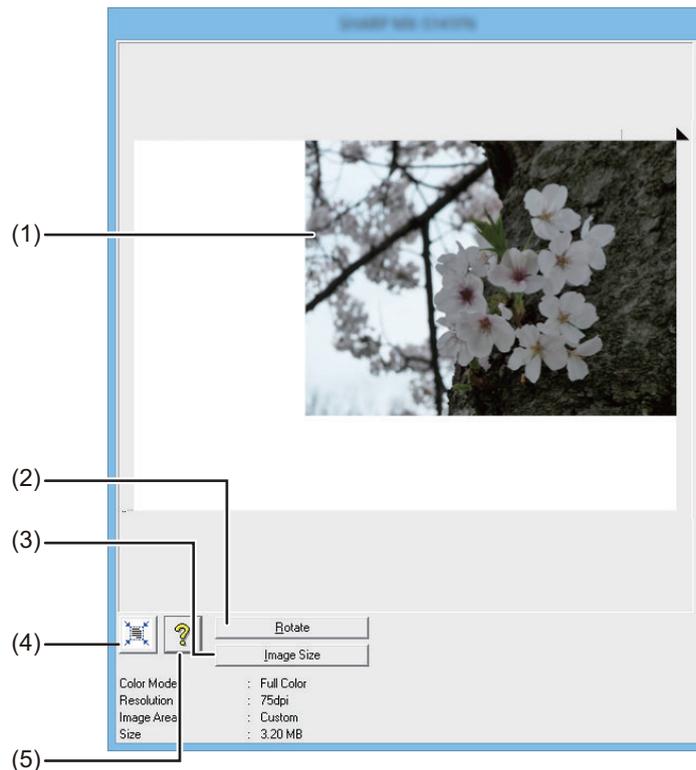
To cancel a scanning job after the "Scan" button is clicked, press the [Esc] key on your keyboard.

(7) "Close" button

Click to close the scanner driver setup screen.



Preview screen



(1) Preview screen

Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame.

(2) "Rotate" button

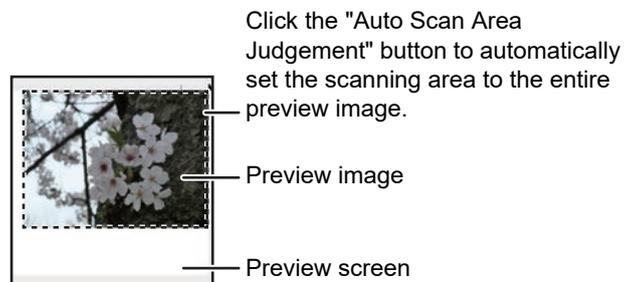
Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original. Upon scanning, the image file is created in the orientation shown in the preview screen.

(3) "Image Size" button

Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin.

(4) "Auto Scan Area Judgement" button

Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.



(5) "Help" button

Click to display the help file for the scanner driver.



SAVING IN USB MEMORY DEVICE

USB MEMORY SCAN

USING THE USB MEMORY SCAN FUNCTION

A scanned image can be sent (save) to a commercially available USB flash memory that has been connected to the machine.

Using the document feeder

(BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

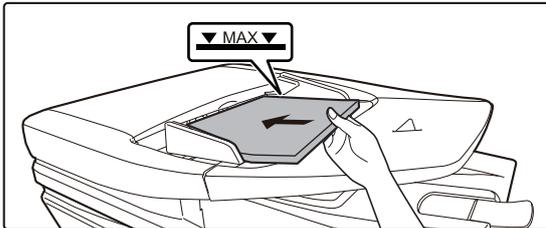
1

Make sure the machine is in scan mode.

When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not lit, press the [SCAN] key (). If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys.

► [User Authentication \(page 5-12\)](#)

2



Place the original.

Place the original in the document feeder tray of the automatic document feeder.

► [AUTOMATIC DOCUMENT FEEDER \(page 1-30\)](#)

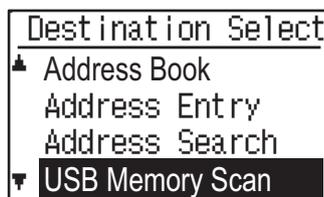


You cannot place originals in both the document feeder tray and on the document glass and send them in a single transmission.

3

Press the [ADDRESS] key ().

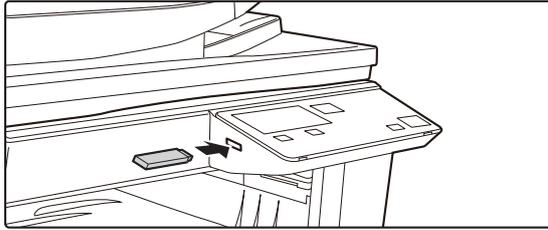
4



Select "USB Memory Scan" using the [▼] key, press the [OK] key.



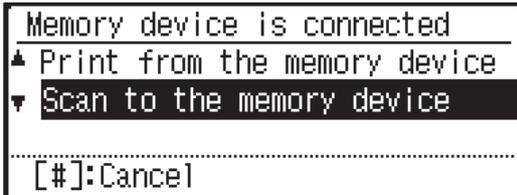
5



Connect the USB flash memory to the machine.



If a USB flash memory is inserted into the machine prior to step 4, the following screen will appear.



Instead of performing steps 3 and 4, you can select "Scan to the memory device" with the [▼] or [▲] key in the above screen and press the [OK] key to select the USB flash memory as the destination.

6

Press the [START] key.

Scanning begins.

If scanning is completed normally, "Complete." is appears briefly and then the display returns to the base screen.

Using the document glass

1

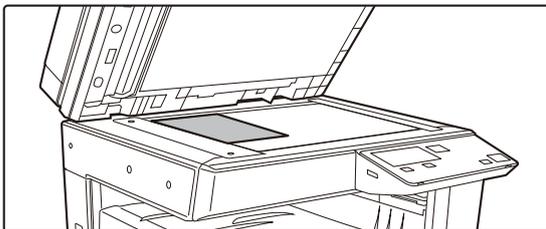
Make sure the machine is in scan mode.

When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not lit, press the [SCAN] key ().

If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys.

► [User Authentication \(page 5-12\)](#)

2



Place the original.

Place the original on the document glass.

► [DOCUMENT GLASS \(page 1-32\)](#)

3

Check the original size.

To change the original size, change as explained in [STORING SCANNING SETTINGS \(page 4-12\)](#).



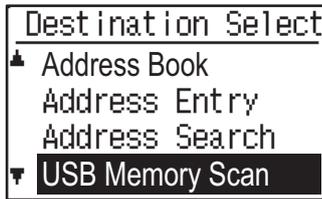
You cannot place originals in both the document feeder tray and on the document glass and send them in a single transmission.



4

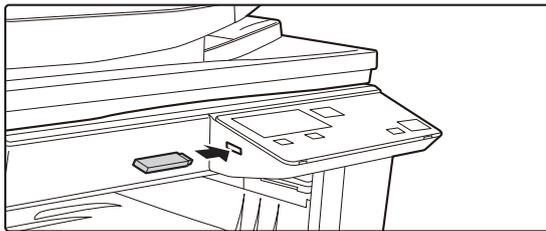
Press the [ADDRESS] key (🔑).

5



Select "USB Memory Scan" using the [▼] key, press the [OK] key.

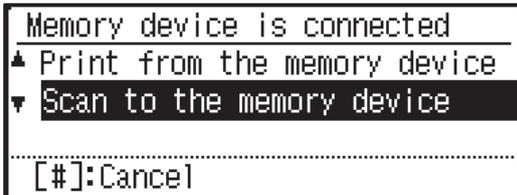
6



Connect the USB flash memory to the machine.



If a USB flash memory is inserted into the machine prior to step 4, the following screen will appear.



Instead of performing steps 3 and 4, you can select "Scan to the memory device" with the [▼] or [▲] key in the above screen and press the [OK] key to select the USB flash memory as the destination.

7

Press the [START] key.

Scanning begins.

8

If you have another page to scan, change pages and then press the [START] key.

- Repeat this sequence until all pages have been scanned.
- If no action is taken for one minute (the [START] key is not pressed), scanning automatically ends and transmission begins.

9

When the final original page has been scanned, press the [READ-END] key (#).

Open the document feeder and remove the document. When the original is removed or any key operation is performed, the display returns to the base screen.



SYSTEM SETTINGS

PURPOSE OF THE SYSTEM SETTINGS

PROGRAMS RELATED TO ALL FUNCTIONS OF THE MACHINE	5-2
PROGRAMMING AN ADMINISTRATOR PIN CODE	5-2
• PROGRAMMING AN ADMINISTRATOR PIN CODE	5-2

SYSTEM SETTINGS LIST

USING THE SYSTEM SETTINGS

SYSTEM SETTINGS

• Change Admin PIN	5-10
• Initial Setting	5-10
• Network	5-10
• User Control	5-12
• Device Control	5-13
• Operation Setting	5-14
• Energy Save	5-15
• List Print	5-16
• Security Settings	5-16
• Copier	5-17
• Printer	5-19
• Scanner	5-19



PURPOSE OF THE SYSTEM SETTINGS

The system settings are used by the administrator of the machine to enable or disable functions to suit the needs of your workplace.

PROGRAMS RELATED TO ALL FUNCTIONS OF THE MACHINE

These programs are used to enable user authentication mode, adjust power consumption, and manage peripheral devices.

When user authentication mode is enabled for a function, a valid account number must be entered in order to use the function. (If a valid account number is not entered, the function cannot be used.)

When user authentication mode is enabled for the printer function, an account number must be entered at the user's computer when the print command is selected. (Depending on the system settings, a job may be printed even if an incorrect account number is entered, and thus care must be taken when managing printer page counts.) If "Disable Print by Inv. User" is enabled in the system settings, printing will be prohibited if an invalid account number is entered.)

PROGRAMMING AN ADMINISTRATOR PIN CODE

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

Refer to the Start Guide for the factory default administrator PIN code.

To change the administrator PIN code, see "[PROGRAMMING AN ADMINISTRATOR PIN CODE \(page 5-2\)](#)".

PROGRAMMING AN ADMINISTRATOR PIN CODE

1

Press the [SPECIAL FUNCTION] key (Fn).

The special function screen will appear.

2

Select "System Settings" with the [▼] or [▲] key.

3

Press the [OK] key.

The administrator PIN code entry screen appears.



4

Use the numeric keys to enter the five-digit administrator PIN code.

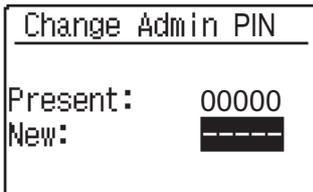
- If this is the first time you are programming the administrator PIN code, enter the factory default code. (Refer to the Start Guide)
- "*" appears for each digit that you enter.
- The special modes screen will appear with "Change Admin PIN" selected.

5

Press the [OK] key.

The administrator PIN code change screen appears.

6



Enter the new 5-digit administrator PIN code with the numeric keys.

Any 5 digits can be used for the administrator PIN code.

7

Press the [OK] key.

- The previously programmed administrator PIN code is replaced by the new administrator PIN code.
- Press the [CA] key to return to the base screen.



SYSTEM SETTINGS LIST

Programs for general use of the machine

Program name	Page
Change Admin PIN	
Change Admin PIN	5-10
Initial Setting	
Date & Time Set	5-10
Daylight Saving Time	5-10
Network	
Confirmation of Network	5-10
Connection Type	5-10
Wired settings	5-10
Wireless (Infrastructure)	5-11
Wireless (Access Point)	5-11
User Control	
User Authentication	5-12
User Registration	5-12
Function Limit Setting	5-12
Account Limit Setting	5-12
User Count Display	5-12
User Count Reset	5-12
A Warning when Login Fails	5-12
Disable Print by Inv. User	5-12
Device Control	
Document Feeder Detect Settings (BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)	5-13
Original Size Display Setting (BP-20M24L)	5-13
Paper Weight	5-14
Fusing Cleaning	5-14
Plain Paper Settings	5-14
Status Light Setting	5-14
Error Light Setting	5-14
Operation Setting	
Auto Clear	5-14
Disable Display Timeout	5-14
Language Setting	5-14
Message Time	5-15
Key Touch Sound	5-15
Keys Touch Sound At Initial Point	5-15
Key Press Time	5-15
Disable Auto Key Repeat	5-15
Disable Paper Size Set	5-15

Program name	Page
Energy Save	
Auto Power Shut-Off Timer	5-15
Preheat Mode	5-15
Enter Auto Power Shut-Off after the Remote Job	5-16
Toner Save Mode (Copy)	5-16
Toner Save Mode (Print)	5-16
Eco Scan Setting	5-16
Sleep Mode Power Level	5-16
List Print	
User Info. Print	5-16
Security Settings	
IPsec Settings	5-16
Enable Filter	5-16
Initialize Private Data and Data in Machine	5-17

Programs for Copy Mode

Program name	Page
Copier	
ID Card Setting	5-17
Card Shot Default	5-17
Orig. Size Enter	5-17
Default Tray Set	5-17
AutoSelect Tray Paper Supplied	5-17
Auto PaperSelect	5-18
Paper Type of Auto PaperSelect	5-18
Default Exposure	5-18
RotationCopy Set	5-18
Sort Auto Select	5-18
Auto Image	5-18
Limit Of Copies	5-18



Programs for Printer Mode

Program name	Page
Printer	
Notice Page	5-19
Delete All Print Hold Data	5-19

Programs for Scanner Mode

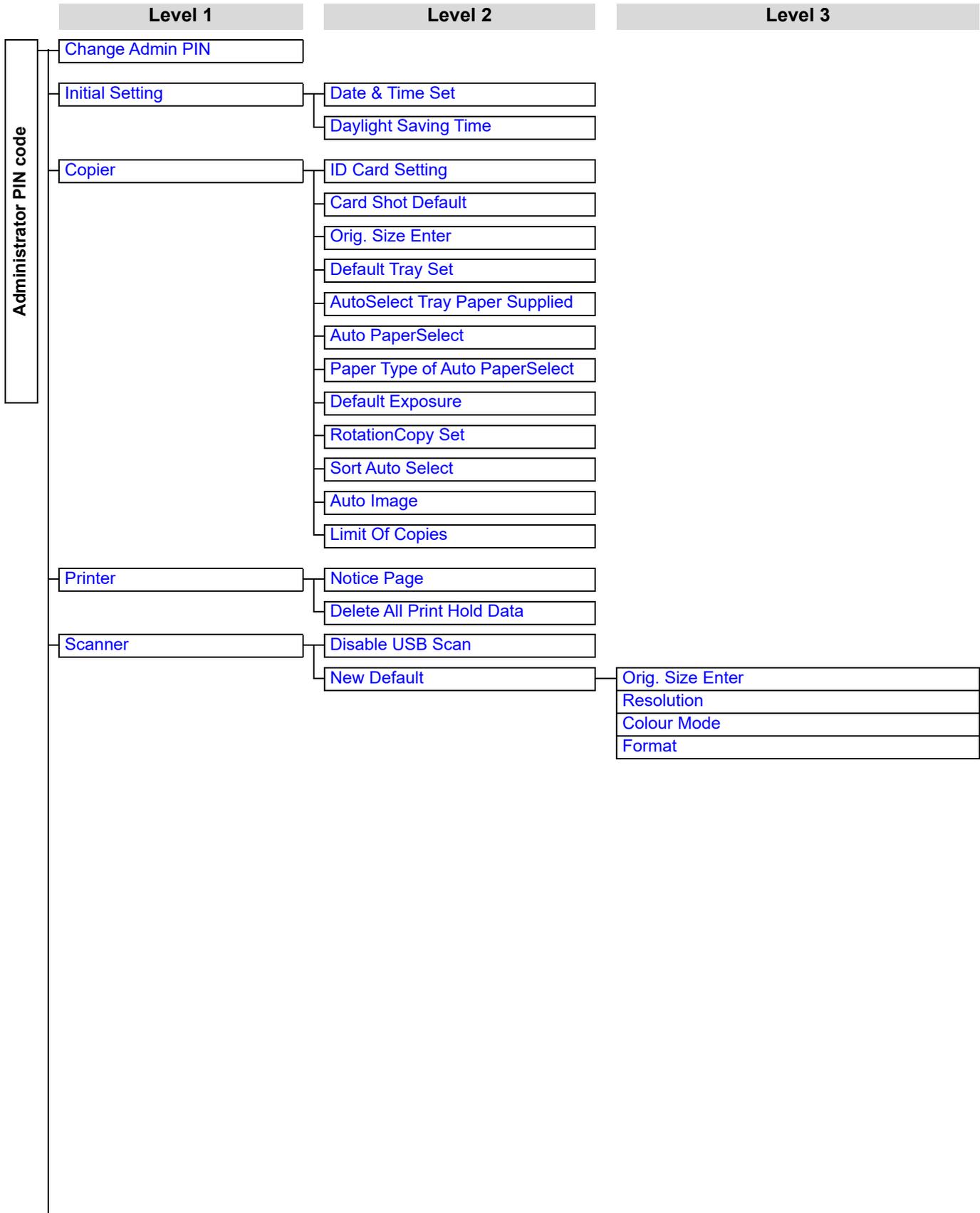
Program name	Page
Scanner	
Disable USB Scan	5-19
New Default	
Orig. Size Enter	5-19
Resolution	5-19
Colour Mode	5-19
Format	5-19



Administrator settings menu

The system settings are accessed via the following menu structure.

Refer to this menu when enabling or disabling the settings that are explained beginning on [SYSTEM SETTINGS \(page 5-10\)](#). Some settings contain an additional level of settings (a settings screen).





Level 1	Level 2	Level 3
Network	Confirmation of Network	
	Connection Type	Wired Wireless Infrastructure Wired + Wireless AP
	Wired settings	IPv4 Settings IPv6 Settings
	Wireless (Infrastructure)	Manual Input of SSID
	Wireless (Access Point)	Setting of SSID Security Settings Device IP Address Settings Channel Settings Sending Output Settings Bandwidth Settings IP Addr. Distribution Range
User Control	User Authentication	
	User Registration	
	Function Limit Setting	
	Account Limit Setting	
	User Count Display	
	User Count Reset	
	A Warning when Login Fails	
	Disable Print by Inv. User	
Device Control	Document Feeder Detect Settings (BP-20M22/BP-21M22/BP-20M24 /BP-20M28/BP-20M31) Original Size Display Setting (BP-20M24L)	
	Paper Weight	
	Fusing Cleaning	
	Plain Paper Settings	
	Status Light Setting	
	Error Light Setting	
Operation Setting	Auto Clear	
	Disable Display Timeout	
	Language Setting	
	Message Time	
	Key Touch Sound	
	Keys Touch Sound At Initial Point	
	Key Press Time	
	Disable Auto Key Repeat	
	Disable Paper Size Set	



Level 1	Level 2	Level 3
Energy Save	Auto Power Shut-Off Timer	
	Preheat Mode	
	Enter Auto Power Shut-Off after the Remote Job	
	Toner Save Mode (Copy)	
	Toner Save Mode (Print)	
	Eco Scan Setting	
	Sleep Mode Power Level	
List Print	User Info. Print	
Security Settings	IPsec Settings	
	Enable Filter	
	Initialize Private Data and Data in Machine	



USING THE SYSTEM SETTINGS

1 Press the [SPECIAL FUNCTION] key (Fn).

2 Select "System Settings" with the [▼] or [▲] key and press the [OK] key.

3

Enter admin
PIN Code.

Admin PIN Code:

Enter the administrator PIN code with the numeric keys.

- "X" appears for each digit that you enter.
- The mode selection screen appears.

4

Mode Select
▲ Change Admin PIN
Initial Setting
Copier
▼ Printer

Select the desired mode with the [▼] or [▲] key.

5

Press the [OK] key.

6

Select the desired setting with the [▼] or [▲] key.

7

Press the [OK] key and follow the instructions in the setting screen.

Several settings will have checkboxes in front of them. To enable a function (make a checkmark appear), press the [OK] key. To disable the setting, press the [OK] once again to remove the checkmark. To configure a setting that has a checkbox, go to step 8.

8

To use another setting for the same mode, select the desired setting with the [▼] or [▲] key.

To use a setting for a different mode, press the [BACK] key (↩) and select the desired mode. To exit the system settings, press the [CA] key.



SYSTEM SETTINGS

Change Admin PIN

Use this function to change administrator PIN code. To change the administrator PIN code, see "[PROGRAMMING AN ADMINISTRATOR PIN CODE \(page 5-2\)](#)".

Initial Setting

The default settings for operation of the machine can be configured. Select the [Initial Setting] to configure the settings.

Date & Time Set

Use this to set the date and time in the machine's built-in clock.

Daylight Saving Time

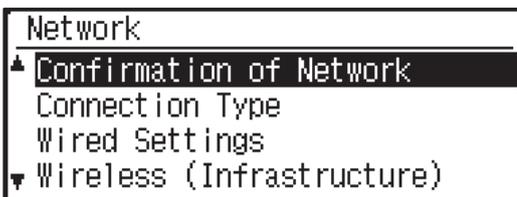
Enable daylight saving time.



This setting may not be available in countries and regions.

Network

Network settings are described below. Select the [Network] to configure the settings.



Confirmation of Network

Confirm network settings.

Connection Type

You can change the machine's network connection type.

Wired settings

IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine. The settings are shown below.

Enable DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

IPv4 Address

Enter the IP address of the machine.

Subnetmask

Enter the Subnetmask

Default Gateway

Enter the Default Gateway.

IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

The settings are shown below.

Enable IPv6 Protocol

Enable this setting.

Enable DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

Manual Address

Enter the IP address of the machine.

Prefix Length

Enter the prefix length (0 to 128).

Default Gateway

Enter the IP Gateway address.



- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.
- In an IPv6 environment, the machine can use LPD, Raw(9100), and IPP protocol.



Wireless (Infrastructure)

(This setting appears when a wireless LAN adaptor is installed.)

This sets connection using wireless infrastructure mode.

Manual Input of SSID

Enter up to 32 half-width characters for the SSID.

• Setting of Security Type

Select the security type.

(None, WEP, WPA/WPA2-mixed Personal, WPA2 Personal)

• Setting of Encrypt

Select the encryption method based on the "Setting of Security Type" setting.

(None, WEP, AES/TKIP, AES)

• Security Key Settings

Set the security key used for wireless connection.

WEP	5 half-width numeric digits, 10 hexadecimal (64 bit) digits, 13 half-width numeric digits, or 26 hexadecimal (128 bit) digits
WPA/WPA2 -mixed Personal	8 to 63 half-width numeric digits or 64 hexadecimal digits
WPA2 Personal	

Wireless (Access Point)

(This setting appears when a wireless LAN adaptor is installed.)

This sets connection using wireless access point mode.

Setting of SSID

Enter up to 32 half-width characters for the SSID.

Security Settings

• Setting of Security Type

Select the security type.

(None, WEP, WPA/WPA2-mixed Personal, WPA2 Personal)

• Setting of Encrypt

Select the encryption method based on the "Setting of Security Type" setting.

(None, WEP, AES/TKIP, AES)

• Security Key Settings

Set the security key used for wireless connection.

WEP	5 half-width numeric digits, 10 hexadecimal (64 bit) digits, 13 half-width numeric digits, or 26 hexadecimal (128 bit) digits
WPA/WPA2 -mixed Personal	8 to 63 half-width numeric digits or 64 hexadecimal digits
WPA2 Personal	

Device IP Address Settings

Set the IP address of the access point.

Channel Settings

Set the channel used for the access point.

Sending Output Settings

Set the transmission output of the access point.

Bandwidth Settings

Set the frequency band of the access point.

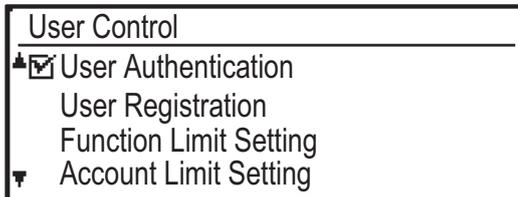
IP Addr. Distribution Range

Set the lease range and lease period of the IP address used for the access point.



User Control

User Control is used to configure settings for user authentication. Select the [User Control] to configure the settings.



User Authentication

These settings enable or disable user authentication and specify the authentication method.

When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied.

User Registration

Users can be added, deleted, and changed.



- When entering a user number, the [OK] key is not enabled until 5 digits have been entered.
- If the [C] key is pressed during entry of a user number, the displayed user number changes to "-----".

Function Limit Setting

Set functions that all users or a specific user can use.

- Copies
- Print/USB Memory Direct Print
- Scanner

Account Limit Setting

Copying and printing paper limits can be set for all users or specific users.

- Copies
- Printer

Set the paper limits for copying and printing.

User Count Display

This setting is used to display the page counts of each account in copy, print, and scan modes, and the usage limits for copy and print modes. Misfed pages are not included in the page counts.

For the network scanner function, the number of transmitted pages is displayed.

Switch to the page counts in other modes for the same account, as well as the page limits, with the [▲] or [▼] key.

To change to a different account number, press the [◀] or [▶] key.

User Count Reset

This setting is used to reset the copy, print, and scan page counts of an individual account, or all accounts, to zero.

A Warning when Login Fails

When this setting is enabled, the machine will not allow operation for one minute if an incorrect account number is entered three times in a row. During this time, "This operation is disabled. Please contact your administrator." will appear in the display.

This setting is only effective when "User Authentication" has been enabled for print mode.

Disable Print by Inv. User

When enabled, this setting cancels a print job if no account number is entered or an invalid account number is entered. This setting is only effective when "User Authentication" has been enabled for print mode.

The function is initially enabled (factory default setting).

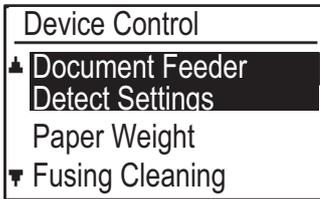


Pages printed by invalid account numbers are added to the page count of "Others" (account number).



Device Control

These settings are used to configure settings for hardware functions of the machine. To access one of these settings, select "Device Control" in the mode selection screen, select the desired setting in the device control screen, and press the [OK] key.

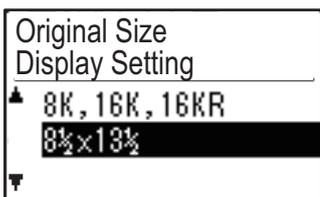


Document Feeder Detect Settings (BP-20M22/BP-21M22/BP-20M24/BP-20M28/BP-20M31)

One of the 8 groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Detectable original sizes
AB-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", A3, A4, A4R, A5, B4, B5, B5R
AB-2	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 330 mm (8-1/2"x13")
AB-3	A3, A4, A4R, A5, B4, 11"x17", 8-1/2"x11", 216 mm x 330 mm (8-1/2"x13"), 8K, 16K, 16KR
AB-4	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 340 mm (8-1/2"x13-2/5")
AB-5	A3, A4, A4R, A5, B4, B5, B5R, 11"x17", 8-1/2"x11", 216 mm x 343 mm (8-1/2"x13-1/2")
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, A4
Inch-2	11"x17", 216 mm x 330 mm (8-1/2"x13"), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", A3, A4
Inch-3	11"x17", 8-1/2"x13-2/5 (216 mm x 340 mm), 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2", A3, A4

Original Size Display Setting (BP-20M24L)



Set the original sizes that appear in the original size specification screen.



Paper Weight

The temperature of toner fusing is controlled according to the weight of the paper that is used.

Apply this setting to plain, recycled, punched, pre-printed, letter head, and colour.

Select from 60g/m² - 79g/m² and 80g/m² - 105g/m².



- Be sure to use only paper that is in the same weight range as the weight range set here. Do not mix in other standard paper that differs from the set range.
- When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see [TURNING ON THE POWER \(page 1-11\)](#).

Fusing Cleaning

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.



If improvement is not noticed after the first time you use the function, try executing the function again.

Plain Paper Settings

In this machine, paper type is divided between plain paper 1 and plain paper 2.

When printing on plain paper with a printer driver that is not compatible with plain paper 1 and plain paper 2, you can set which paper type to use for printing

Status Light Setting

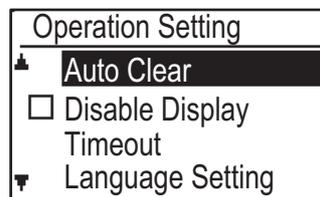
Set the operation of the data notification indicator on the machine. Select from "Pattern 1", "Pattern 2", or "Not Use". For explanations of the patterns, refer to [Data notification indicator and error indicator \(page 1-10\)](#).

Error Light Setting

Set the operation of the error indicator when an error occurs on the machine. Select whether the indicator lights or blinks depending on the error status, only blinks, or is not used.

Operation Setting

These settings are used to configure various settings related to the operation panel. To access one of these programs, select "Operation Setting" in the mode selection screen, select the desired setting in the operation setting screen, and press the [OK] key.



Auto Clear

This function returns the copy settings to the default settings if the operation panel is not used for the duration of time set with this setting following the end of a copy job. Time selections are "0 sec.", "10 sec.", "20 sec.", "60 sec.", "90 sec." and "120 sec."

The factory default setting is 60 seconds.

Select "Auto Clear" and press the [OK] key.

Select the desired time with the [◀] or [▶] key.

If you do not want auto clear to operate, select "0".



The Auto Clear function is disabled when scanned data is stored under the following status: When the last page has not been scanned during the 2-Up or 4-Up copy process (one page has been scanned for a two-page set or three pages have been scanned in a four-page set), or only one side has been scanned in the ID card copy process.

Disable Display Timeout

This setting is used to select whether or not the display will automatically return to the base screen if no keys are pressed on the operation panel for the time set in the above "Auto Clear" function setting in scan mode.

The factory default setting is automatic return to the base screen.

Language Setting

This setting is used to select the display language.



Message Time

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

Select from "Short (3 sec.)", "Normal (6 sec.)", or "Long (9 sec.)".

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

Key Touch Sound

This setting is used to set the length of the key touch sound that is heard each time a key is pressed.

The initial factory setting is "Short".

Select the desired length with the [▼] or [▲] key.

To turn the key touch sound off, select "Off".

Keys Touch Sound At Initial Point

This setting is used to select whether or not a beep will sound at preset base settings as you press a key to select a setting.

The factory default setting is no beep.

Key Press Time

This setting is used to set the duration of time that a key must be pressed to take effect.

A longer setting can be selected to prevent keys pressed accidentally from taking effect. Keep in mind, however, that when a longer setting is selected more care is required when pressing keys to ensure that the key input is registered.

The initial factory setting is "Minimum".

Disable Auto Key Repeat

This setting is used to stop a setting from changing continuously when the [▼] or [▲] key is held down, such as when setting the zoom ratio or the original size (auto key repeat will not operate). When this setting is enabled, a key must be pressed repeatedly instead of holding it down.

Auto key repeat is initially set to operate (factory default setting).

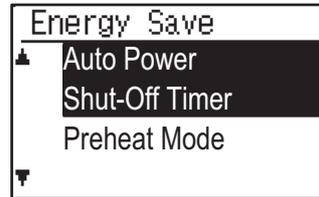
Disable Paper Size Set

This setting is used to disable "Paper Size Set" in the Special Modes menu. When disabled, "Paper Size Set" cannot be used when the [SPECIAL FUNCTION] key (Fn) is pressed, which prevents users other than the administrator from easily changing the paper size setting.

"Disable Paper Size Set" is initially disabled (factory default setting).

Energy Save

These settings are used to configure energy saving settings. To access one of these settings, select "Energy Save" in the mode selection screen, and select the desired setting in the energy save screen, and then press the [OK] key.



Auto Power Shut-Off Timer

This setting is used to set the duration of time until auto power shut-off mode activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution.

"1 to 60min." can be selected for the duration of time.

Select a setting that suits your work conditions.

The factory default setting is "11 min.".

Preheat Mode

This setting is used to set the duration of time until preheat mode, which automatically lowers the fusing unit temperature, activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution. "1 to 60min." can be selected for the duration of time. Select a setting that suits your work conditions.

The factory default setting is "1 min.".



Enter Auto Power Shut-Off after the Remote Job

This function works in Auto Power Shut-Off mode. When the machine completes a print job received from the PC, the machine immediately returns to the Auto Power Shut-Off mode.

Toner Save Mode (Copy)

Toner Save Mode (Print)

You can reduce the amount of toner used for copying/printing.



Toner Save Mode (Print) is only effective when the machine's printer driver is not used. When the printer driver is used, the printer driver setting takes precedence.

This function may not operate in some applications and operating systems.

Eco Scan Setting

This setting keeps the fusing unit off when you perform an operation that does not involve printing, such as sending a scanned document.

Copy (factory default setting: Disabled)

Scanner transmission (factory default setting: Enabled)

Sleep Mode Power Level

Low Power:

The machine switches to the power saving mode, but it takes some time to recover.

Fast Wake Up:

Compared with Low Power, the power value rises by a certain degree, but it results in faster recovery.

List Print

This is used to print lists and reports that are only for use by the administrator of the machine.

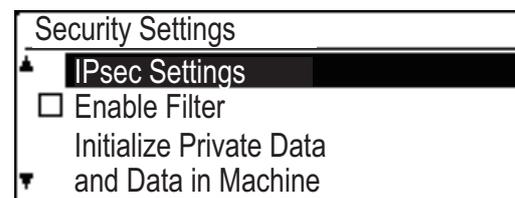
Select [List Print] to choose the list and the report you want to print.

User Info. Print	The user name, user number, paper used, paper limits, and function permission settings can be printed for each user.
------------------	--

Security Settings

The following settings are related to security.

Select the [Security Settings] to configure the settings.



IPsec Settings

IPsec can be used for data transmission/reception on a network.

Enable IPsec

Specify whether or not IPsec is used for transmission.

IKEv1 Settings

Configure the IKEv1 settings.

Pre-Shared Key

Enter the Pre-Shared Key to be used for IKEv1.

SA Lifetime (time)

Set the SA lifetime.

IKE Lifetime

Set the IKE lifetime.

Enable Filter

Enable the IP address filter or Mac address filter that is set in "Filter" in the Web pages.

When this setting is enabled on the machine, the setting in the device Web pages is also enabled.

The factory default setting is "Disabled".



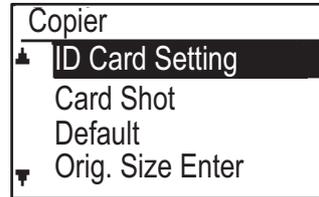
Initialize Private Data and Data in Machine

The system-set values can be restored to the factory default state after eliminating the data stored in the machine.

- Current values set for system settings
- Current values set for network settings
- User information > User registration information
- User information > Paper limits
- User information > Function usage restrictions
- User information > User counts (Excluding default users)
- Scanner addresses
- Groups
- User index (scanner)
- Programs
- Product key

Copier

These settings are used to enable various copy functions. To access one of these programs, select "Copier" in the mode selection screen, select the desired setting in the copy settings screen, and press the [OK] key.



ID Card Setting

The layout pattern for copying of the ID card can be changed during the ID card copy process. Refer to the illustration in [ID CARD COPY \(page 2-19\)](#) for the available layout patterns.

Card Shot Default

This setting is used to set the default dimensions that appear when the card shot size entry screen is displayed.

The factory default settings are 86 mm (3-3/8") for the width (X) and 54 mm (2-1/8") for the length (Y). Select X or Y and adjust the corresponding default value with the [◀] or [▶] key or use the [10] key to set a default value of each item.

Orig. Size Enter

Set the default original size for the document glass.

The paper size can be selected

AB type:

A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, Not Specified

Inch type:

11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2"x8-1/2"R, Not Specified

The factory default setting is "A4".

Default Tray Set

This setting is used to set which tray is selected by default.

Trays that appear for selection will vary depending on the optional trays that have been installed.

The factory default setting is "Tray 1".

AutoSelect Tray Paper Supplied

This setting automatically selects the tray in which paper was added.

The factory default setting is "Disabled".



Auto PaperSelect

Select the auto paper selection setting.

When [On] is set, auto paper selection applies to all trays. When [On (excluding Bypass Tray)] is set, auto paper selection applies to all trays except the bypass tray.

The factory default setting is "On".

Paper Type of Auto PaperSelect

Set the paper types to which auto paper selection applies.

- Plain paper 1 (factory default setting: enabled)
- Plain paper 2 (factory default setting: enabled)
- Recycled paper (factory default setting: disabled)

Default Exposure

This setting is used to select the original type and exposure mode that is initially selected when the [EXPOSURE] key (●) is pressed.

Three exposure modes are available: "Text", "Txt/Prt Photo" and "Photo".

Depending on the settings, set "Auto" or one of five levels for the exposure.

Select the original type with the [▼][▲] keys, adjust the exposure if needed with the [◀][▶] keys, and press the [OK] key.

RotationCopy Set

Set whether or not Rotation Copy is used.

The factory default setting is "ON".

Sort Auto Select

This setting is used to select the default output mode when the document feeder is used for copying.

The initial factory setting is "Sort".

Auto Image

Set whether or not Auto Image is performed when the paper tray (paper size) is manually selected.

The factory default setting is "Disabled".

Limit Of Copies

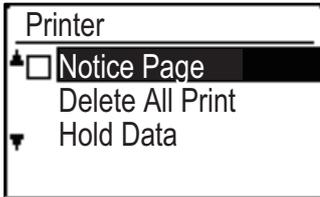
This setting is used to set the limit for the number of copies that can be set (and that can appear in the display) for one copy job.

The factory default setting is "999 copies".



Printer

Settings related to the printer function can be configured. Select the [Printer] to configure the settings.



Notice Page

Set whether a notice page is printed when printing does not take place due to an error such as memory full.

Delete All Print Hold Data

This function deletes all print hold data that is held in the machine.

The following data is excluded:

- A job that is currently being printed
- Print hold data that is in the process of being saved

Scanner

System settings for the scanner function are explained below.

Select the [Scanner] to configure the settings.

Disable USB Scan

Select whether or not scanning from a computer and scanning from the machine are disabled when a USB connection is used.

Default setting is "No" (disabled).

New Default

This is used to change the default settings for the original size, resolution, colour mode and format.

Orig. Size Enter

The paper size can be selected

AB type:

A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, Not Specified

Inch type:

11" x 17", 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2"x8-1/2"R, Not Specified

The factory default setting for the Orig. Size Enter is "Not Specified".

Resolution

The scanning resolution can be selected.

The factory default setting for the resolution is "200dpi".

Colour Mode

The colour mode can be selected.

The factory default setting for the resolution is "Full Colour".

Format

Set the default transmission format.

The factory default setting is "PDF Medium" for colour/greyscale, and "PDF G4" for black and white.

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