KONICA MINOLTA

Giving Shape to Ideas

bizhub 423/363/283/223

User's Guide

Advanced Function Operations (i-Option)

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1 Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes the overview and usage of functions available by registering an optional license kit to this machine, and functions available by connecting it to an application. To use each function effectively, please read this User's Guide.

1.1.1 User's guides

Printed manual	Overview
[Quick Guide Copy/Print/Fax/Scan/Box Operations]	This manual describes operating procedures and the functions that are most frequently used in order to enable you to begin using this machine immediately. This manual contains notes and precautions that should be followed to ensure safe usage of this machine. Please be sure to read this manual before using this machine. This manual describes details on trademarks and copyrights. • Trademarks and copyrights

User's guide DVD manuals	Overview
[User's Guide Copy Operations]	This manual describes details on copy mode operations and the settings of this machine. • Specifications of originals and copy paper • Copy function • Maintaining this machine • Troubleshooting
[User's Guide Enlarge Display Operations]	This manual describes details on operating procedures of the enlarge display mode. • Copy function • Scanning function • G3 fax function • Network fax function
[User's Guide Print Operations]	This manual describes details on printer functions. • Printer function • Setting the printer driver
[User's Guide Box Operations]	This manual describes details on user box functions. • Saving data in user boxes • Retrieving data from user boxes • Transferring and printing data from user boxes
[User's Guide Network Scan/Fax/Network Fax Operations]	This manual describes details on transmitting scanned data. • E-mail TX, FTP TX, SMB TX, Save in User Box, WebDAV TX, Web Services • G3 fax • IP Address Fax, Internet Fax
[User's Guide Fax Driver Operations]	This manual describes details on the fax driver function that transmits faxes directly from a computer. • PC-FAX
[User's Guide Network Administrator]	This manual describes details on setting methods for each function using the network connection. • Network settings • Settings using **PageScope Web Connection**

User's guide DVD manuals	Overview
[User's Guide Advanced Function Operations]	This manual describes details on functions that become available by registering the optional license kit and by connecting to an application. • Web browser function • Image panel • PDF Processing Function • Searchable PDF • My panel and My address functions

1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, simple troubleshooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform troubleshooting operation. Limit your troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact our service representative.

1.2 Use conditions

Enabling **i-Option LK-101 v2** allows you to access the Internet from the **Control Panel** of the MFP.

Users will bear a responsibility for contents accessed, downloaded, and uploaded using Web Browser in the MFP, and other communicated contents. Users shall conform to the company rules and laws of the country where this machine is used.

Konica Minolta Business Technologies, Inc. and its group businesses will not bear any responsibility for use of the Internet by users.

1.3 Conventions used in this manual

1.3.1 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

To use this machine safely

⚠ WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

⚠ CAUTION

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents.
Follow the instructions to avoid property damage.

Procedural instruction

✔ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

➔ This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

➔ This symbol indicates transition of the **Control Panel** to access a desired menu item.

This symbol indicates a desired page.

Reference
This symbol indicates a reference.

View the reference as required.

Key symbols

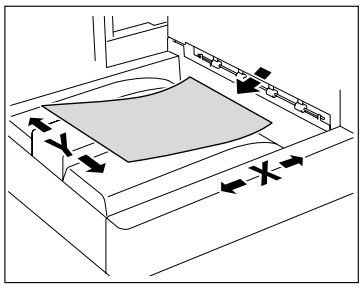
[ ]
Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

Bold text
This presents a key name, part name, product name or option name on the control panel.

1.3.2 Original and paper indications

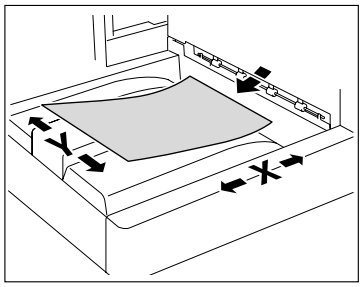
Original and paper sizes

The following explains the indication for originals and paper described in this manual.
When indicating the original or paper size, the Y side represents the width and the X side the length.

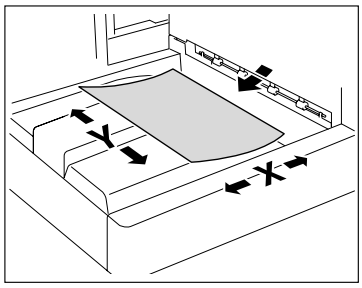


Original and paper indications

▭ indicates the paper size with the length (X) being longer than the width (Y).



▯ indicates the paper size with the length (X) being shorter than the width (Y).



2 Overview

2 Overview

2.1 Overview of each function

The following describes the overview of each function.

Reference

- To use the advanced function, an optional **Upgrade Kit UK-203** is required.
- A **Hard Disk** must be installed in the MFP in order to use the advanced function.
- For details on the license kit registration and enabling functions on MFPs, refer to the [Quick Guide Copy/Print/Fax/Scan/Box Operations].
- To connect the function to the application, enable it at the application side. For details on enabling the function, refer to the manual for the corresponding application.

2.1.1 Supported function table

The following table shows the supported functions for the license kits and applications.

	Web Browser	Image panel	PDF processing	Searchable PDF
i-Option LK-101 v2	○	○	–	–
i-Option LK-102	–	–	○	–
i-Option LK-105	–	–	–	○

	My Panel	My Address
PageScope My Panel Manager	○	○

2.1.2 Key layout after the function is expanded

Adding the Web Browser function, Image Panel function or My Panel function changes the usage of the **User Box**, **Fax/Scan**, and **Copy** keys on the **Control Panel**.

- The **User Box** key functions as an **Application Menu**, and the **Fax/Scan** and **Copy** keys function as application keys.
- Press **Application Menu** to display the [Application Menu], which allows you to switch to the added function.
- To fit the use status, the function to be assigned to the application key can be changed.

For details, refer to page 3-3.

2.1.3 Functions available with expanded functions

The following describes the overview of each function. For details, refer to the reference described below.

Function	Overview	Reference
Web Browser	This function can be used by registering **i-Option LK-101 v2** in the MFP. By using the **Control Panel** of the MFP connected to the network, you can access to the Internet or intranet and display or print the contents. Also, through a Web browser, you can operate **PageScope Web Connection** of the MFP connected to the network and use documents saved in User Boxes.	p. 4-3 p. 5-3
Image Panel	This function can be used by registering **i-Option LK-101 v2** in the MFP. Image Panel is a new intuitive and easy-to-understand panel interface. This panel helps you easily image the entire operation flow from loading to sending a document. You can add photo data to the one-touch destinations using **PageScope Web Connection**. The registered photo data is applied to the address list of Image Panel.	p. 6-3
PDF processing	This function can be used by registering **i-Option LK-102** in the MFP. Performs password- or digital ID-based encryption of PDF, adds a digital signature, and configures property settings when distributing documents in the PDF format using the scan or User Box function.	p. 7-3
Searchable PDF	This function is available when **i-Option LK-105** is registered with the MFP. You can create a text searchable PDF file by pasting transparent text data on the area of a document in which characters are recognized through an OCR process. You can create a searchable PDF file when saving or sending an original in the PDF format using the scan or User Box functions.	p. 8-3
My Panel	This function is used in connection with the **PageScope My Panel Manager**. Available by centrally managing the environment of the **Control Panel** customized by the user depending on the application (My Panel), and then obtaining My Panel on the MFP selected by the user.	p. 9-3
My Address	This function is used in connection with the **PageScope My Panel Manager**. Available by centrally managing the personal address book (My Address Book) by the server, and then obtaining My Address Book on the MFP selected by the user.	p. 10-3

Reference

- When the accounting management device is installed in the MFP, Image Panel cannot be used.

3 Assigning Application Keys

3 Assigning Application Keys

3.1 Overview

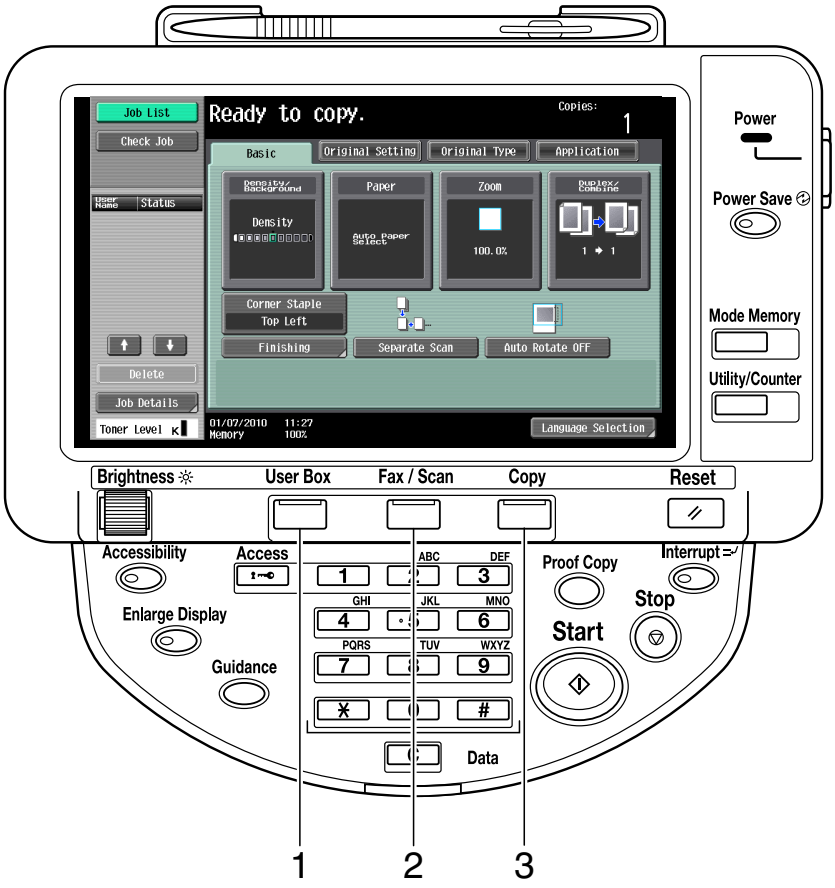
The following describes the key layout and [Application Menu] of the **Control Panel**.

3.1.1 Key layout after the function is expanded

Adding the Web Browser function, Image Panel function or My Panel function allows **User Box** to function as **Application Menu**, and **Fax/Scan** and **Copy** as application keys.

Reference

- The Web Browser and Image Panel functions can be used by registering **i-Option LK-101 v2** in the MFP.
- The My Panel function is used in connection with the **PageScope My Panel Manager**.



No.	Name	Description
1	Application menu	Press this key to display the [Application Menu]. You cannot assign a different function to this key. If a function is added, attach a **Application Menu** sticker (included in the **Upgrade Kit UK-203**) to change the key name on the **Control Panel**. For details, refer to page 3-4.
2	Application key 1	The fax/scan function is assigned by default. The administrator can assign a different function to this key. If the function assigned to the key is changed, attach a sticker describing the new function (included in the **Upgrade Kit UK-203**) to change the key name on the **Control Panel**. For details on assigning a function, refer to page 3-5.

No.	Name	Description
3	Application key 2	The copy function is assigned by default. The administrator can assign a different function to this key. If the function assigned to the key is changed, attach a sticker describing the new function (included in the **Upgrade Kit UK-203**) to change the key name on the **Control Panel**. For details on assigning a function, refer to page 3-5.

3.1.2 [Application Menu]

Press **Application Menu** to display the [Application Menu].

To use a function not assigned to the application key 1 or 2, you can switch functions to a desired one from the [Application Menu].

3.2 Customizing the application keys 1 and 2

To fit the use status, the function to be assigned to the application keys 1 and 2 can be changed.

3.2.1 [Application Key Settings]

To assign a function to the application keys 1 and 2, use [Application Key Settings].

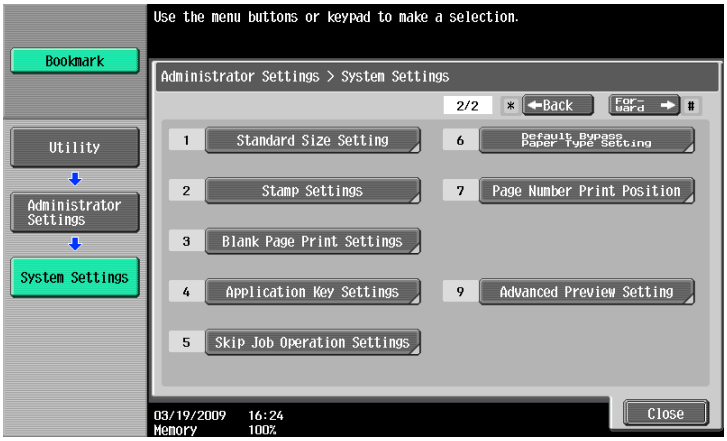
1 Press **Utility/Counter** to display [Utility].

2 Press [Administrator Settings].

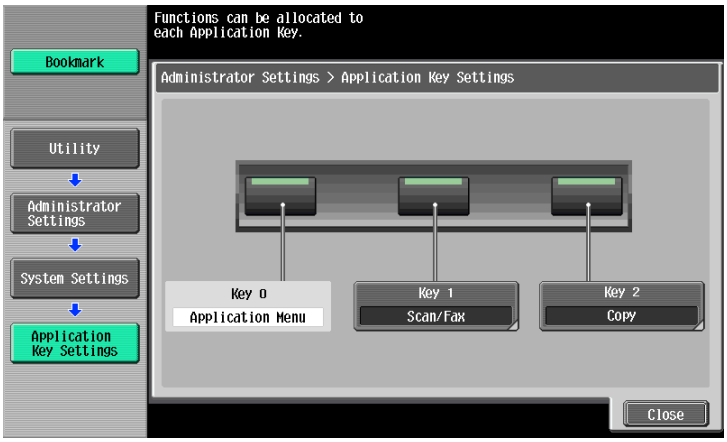
3 Enter the administrator password, and then press [OK].

4 Press [System Settings].

5 In [System Settings] (2/2), press [Application Key Settings].



6 Select an application key ([Key 1] or [Key 2]) to which you assign a function.



7 Select a function to be assigned.

8 Press [OK].

The function is assigned to the application key.

4 Web Browser Function

4 Web Browser Function

4.1 Overview

The Web Browser function prints, displays, and saves contents on the Internet or intranet by accessing them from the **Control Panel** of the MFP connected to the network.

Reference

- This function can be used on the MFP with **i-Option LK-101 v2** registered.

4.1.1 Available operations with the Web Browser function

The Web Browser function allows you to perform the following operations.

- Displaying and printing Web contents on the Internet or intranet.
- Displaying, printing, and saving a document file on the Internet or intranet.
- Uploading a scanned document file or a document file saved in a User Box to a server on the Internet or intranet.
- Sharing documents in the User Box of MFPs on the network using **PageScope Web Connection**.
- When the My Panel function is available, you can personalize the user operation environment of the Web browser by linking the Web browser with My Panel.

Reference

*For details on using **PageScope Web Connection** from the **Control Panel**, refer to page 5-3.*

For details on My Panel, refer to page 9-3.

4.1.2 Specifications

Specifications for Web Browser

The following shows the major specifications of the Web Browser installed in the MFP.

Item	Specifications
Browser engine	NetFront
Supported protocols	HTTP (HTTP/0.9, 1.0, 1.1), HTTPS, TCP/IP
Supported markup language	HTML 4.01, XHTML 1.1/Basic
Supported style sheet	Part of CSS1 and 2
Supported script language	Part of JavaScript 1.5, ECMAScript 3rd Edition, Ajax (limited to the scope supported by JavaScript)
Supported DOM	Part of Level 1 and 2
Supported format	JPEG, BMP, PNG, GIF, animation GIF, PDF, Flash 7.0 and earlier
Supported SSL/TLS versions	SSL 2.0, SSL 3.0, TLS 1.0
Supported character codes	Japanese (Shift_JIS), Japanese (ISO-2022-JP), Japanese (EUC-JP), Chinese Simplified (GB2312), Chinese Traditional (Big5), Western European (ISO-8859-1), Unicode (UTF-8)
Display mode	Normal, Just-Fit Rendering, Smart-Fit Rendering
PDF viewer	Adobe® Reader® LE
Flash player	Adobe® Flash® Player 7

Restrictions on Flash Player

There are following restrictions on the Flash Player installed in Web Browser.

- The function to generate an event by key operations is not supported.
- The functions to paste or obtain data such as character strings from the clipboard are not supported.
- The context menu is not supported.
- The print function of Flash is not supported.
- The functions to execute JavaScript from Flash or operate Flash from JavaScript are not supported.
- The screen without a window (pop-up) is not supported.
- The favorite function of Flash is not supported.
- The function to communicate data in real time using the Flash Media Server is not supported.
- The XMLSocket-based communication function is not supported.

4.2 Displaying Web Browser

In [Application Menu], press [Web Browser]. The page specified as the home is displayed.

Reference

- If a login user is using the Web browser linked to My Panel and the user presses [Web Browser], the Web browser setting and information related to the user is downloaded to the MFP from the server. If the user has specified a personal home page, that page is displayed.
- When the Web browser starts, you can specify whether to display the home page or the last page that was visited. For details, refer to page 4-17.

Reference

For details on the [Application Menu], refer to page 3-4.

For details on My Panel, refer to page 9-3.

4.3 Configuring settings to enable use of the Web browser

If you do not want to allow use of the Web browser in the MFP, you can restrict its use without disabling the license kit. Also, you can restrict use of the Web browser for each user.

4.3.1 Restricting the use of the Web browser in the MFP

If you do not want to allow use of the Web browser, you can restrict its use without disabling the license kit.

[Web Browser Setting]

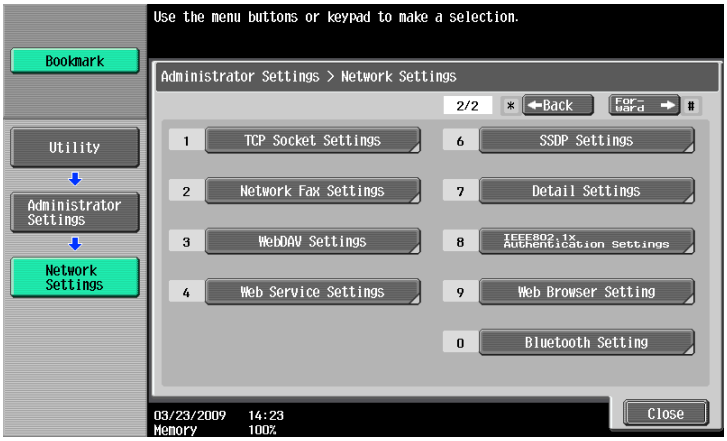
1 Press **Utility/Counter** to display [Utility].

2 Press [Administrator Settings].

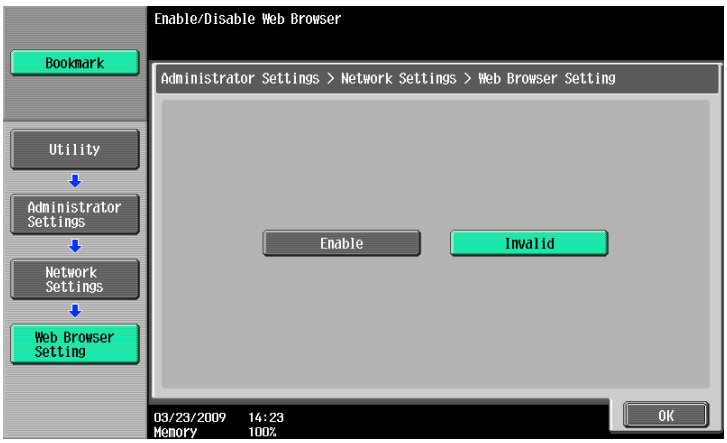
3 Enter the administrator password, and then press [OK].

4 Press [Network Settings].

5 In [Network Settings] (2/2), press [Web Browser Setting].



6 Select [Invalid], and then press [OK].



Reference

- If [Web Browser Setting] is set to [Invalid], [Web Browser] is hidden in the [Application Menu].

4.3.2 Restricting the use of Web browser for each user

If user management is performed in the MFP, you can restrict use of the Web browser for each user.

[Function Permission]

1 Press **Utility/Counter** to display [Utility].

2 Press [Administrator Settings].

3 Enter the administrator password, and then press [OK].

4 Press [User Authentication/ Account Track].

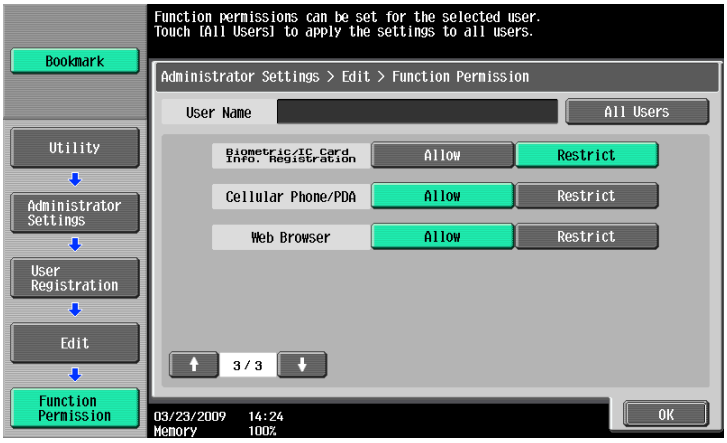
5 In [User Authentication Settings], press [User Registration].

6 Select the user you want to restrict use of the Web browser, and press [Edit].

➔ If you want to restrict public users to use the Web browser, press [↑] and select [Public].

7 Press [Function Permission].

8 In [Function Permission] (3/3), specify [Web Browser] to [Restrict], and press [OK].



Reference

- This setting is not available if [Invalid] is specified in [Administrator Settings]▸▸[Network Settings]▸▸[Web Browser Setting].
- Configuring the function permission of the public user is available when public user access is allowed in [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[General Settings]▸▸[Public User Access].
- If users are managed in the external server, you can configure the default settings for function permissions to users who log in to the MFP using external server authentication for the first time. To configure it, select [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[User Authentication Settings]▸▸[Administrative Settings]▸▸[Default Function Permission]▸▸[Web Browser]. For details on [Default Function Permission], refer to the [User's Guide Network Administrator].

4.3.3 Restricting the use of local contents

If the Web browser is used through the use of an application that interacts with the Web browser, you can access the files (pre-installed contents, image files, help files, etc.) saved in the HDD of the MFP from the Web browser.

The administrator can restrict the use of files saved in the HDD of the MFP from the Web browser as required.

Reference

- For details on the application that interacts with the Web browser, contact your service representative.

[Web browser contents access]

1 Press **Utility/Counter** to display [Utility].

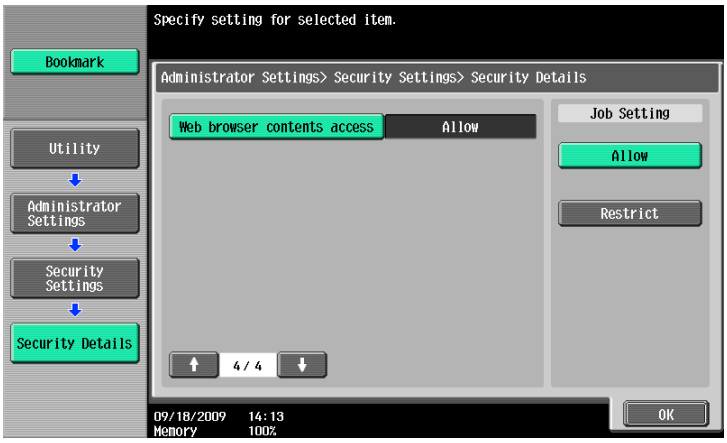
2 Press [Administrator Settings].

3 Enter the administrator password, and then press [OK].

4 Press [Security Settings].

5 Press [Security Details].

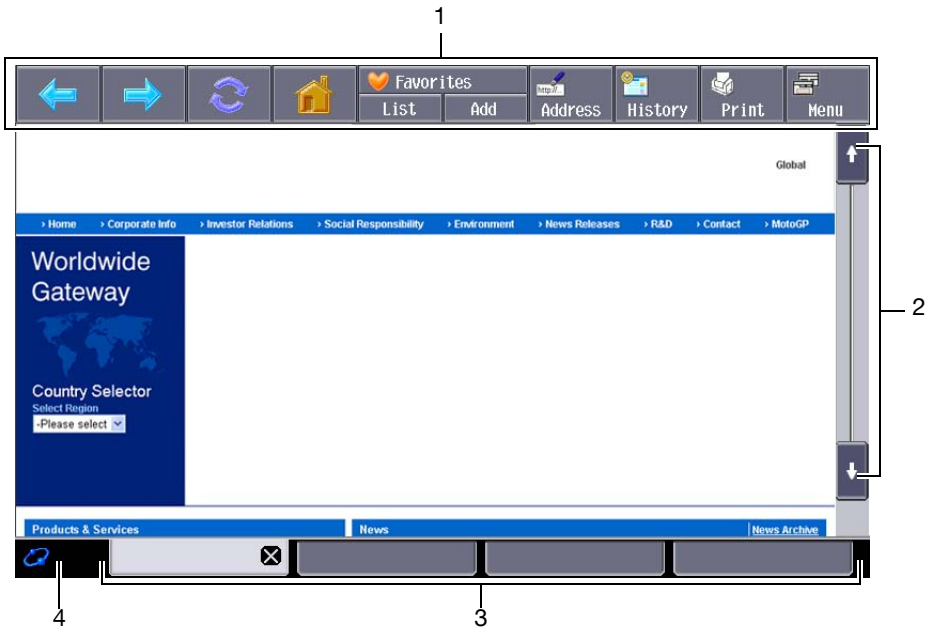
6 In [Security Details] (4/4), specify [Web browser contents access] to [Restrict], and press [OK].



4.4 Basic operation

4.4.1 Screen components

The Web browser screen has the following components.



No.	Name	Description
1	Toolbar	Operates Web Browser or configure the Web Browser settings. It is always displayed on the Web Browser screen. For details, refer to page 4-12.
2	Scroll bar	Appears on the right of the screen when all display contents are not displayed vertically in one screen. Appears at the bottom of the screen when all display contents are not displayed horizontally in one screen.
3	Window	When multiple windows are displayed, you can switch the window using the tab located at the bottom of the screen. Press [×] in the active tab to close the window.
4	Icon	The icon that represents the connection status appears when loading contents. If the optional local connection kit is installed in the MFP, the speaker icon is displayed.

Reference

- When the optional local connection kit is installed in the MFP, sound from Web pages or Flash contents can be output through the speaker in the local connection kit. The speaker volume can be adjustable using the speaker icon. For details, refer to page 4-11.

4.4.2 Operating instructions

Operate Web Browser mainly on the **Touch Panel**. You can perform some of the operations from the **Keypad** of the **Control Panel**.

Reference

- Using the **Stylus Pen** to operate the **Touch Panel** provides operating comfort.

Operation using the Touch Panel

Operate Web Browser mainly on the **Touch Panel**.

- To select an item, press a desired item.
- If a link is provided in the contents, press the link to jump to it.
- If you need to enter characters, press the entry form in the dialog box or contents. The keyboard screen appears. To enter characters, use the keyboard screen.
- To scroll the screen, press [↑], [↓], [←], or [→] on the scroll bar.

Operation using the Keypad

You can use the **Keypad** in the **Control Panel** to enter numeric values or select items in the list.

4.4.3 How to enter text

If you need to enter characters, press the entry form in the dialog box or contents. The keyboard screen appears.

Entering text

Press the character you want to enter in the keyboard screen.

- To enter uppercase letters or symbols, press [Shift].
- You can also enter numbers using the **Keypad**.

Reference

- To change a character in the entered text, press [←] or [→] to move the cursor to the character to be changed, press [Delete], and then enter the desired letter or number.
- To delete all characters entered, press **C** (clear) in the **Control Panel**.
- To revert to the setting when the keyboard was displayed, press [Undo].
- Some buttons may not appear, depending on the characters being entered.
- When entering character codes on multiple lines is allowed, the linefeed button appears.

4.4.4 Screen display mode

There are three types of display modes for the Web Browser screen.

[Normal]

This is the display mode same as that for the normal Web Browser. Content is not adjusted to the screen size. Scroll the screen horizontally and vertically when browsing it.

(The default is set to [Normal].)

[Just-Fit Rendering]

The content layout is maintained and a page is displayed by reducing its width to fit the screen. Scroll the screen horizontally and vertically when browsing it.

[Smart-Fit Rendering]

The table is divided and laid out vertically to fit the width of the screen. Scroll the screen horizontally and vertically when browsing it. The layout may be changed depending on the page to be displayed.

Reference

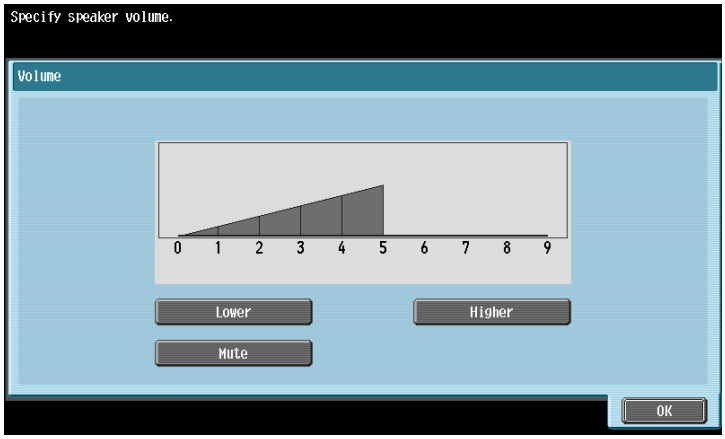
For details on changing the display mode, refer to page 4-16.

4.4.5 Specifying speaker volume

When the optional local connection kit is installed in the MFP, sound from Web pages or Flash contents can be output through the speaker in the local connection kit.

If a speaker is connected to the MFP, the speaker icon is displayed at the bottom left of the Web browser. Press the speaker icon to display the Volume screen where you can control the speaker volume.

- To increase the volume one level, press [Higher], or the **#** key on the **Control Panel**.
- To reduce the volume one level, press [Lower], or the ***** key on the **Control Panel**.
- Pressing [Mute] outputs no sound. In addition, the speaker icon changes to the speaker mute icon.



4.5 Toolbar

The toolbar on the top of the Web Browser screen allows you to perform various operations and configure various settings.

4.5.1 Description of the toolbar

The following shows the functions of the buttons on the toolbar.

Icon	Name	Description
	Back	Brings you back to the previous page.
	Next	Brings you to the next page.
	Reload/Abort	Reloads the currently displayed page to update the contents. If you press this button while loading a page, the loading stops.
	Home	Displays the page registered as the home. By default, "http://www.konicaminolta.com/" is registered. For details on changing the home page, refer to page 4-16.
	[Favorites] - [List]	Displays the list of registered favorites. For details, refer to page 4-13.
	[Favorites] - [Add]	Adds the URL of the currently displayed page to the favorites. Adding a URL to the favorites requires the administrator authority. For details, refer to page 4-13.
	[Address]	Brings you to the screen to enter a URL. For details, refer to page 4-14.
	[History]	Displays the list of pages displayed up till then. For details, refer to page 4-14.
	[Print]	Prints the currently displayed contents. For details, refer to page 4-15.
	[Menu]	Configure the Web browser settings. There are two types of menus; one for the user and one for the administrator. For details, refer to page 4-15.

4.5.2 [Favorites] - [List]

Press [List] to display the list of the registered favorites using the thumbnails. Selecting a favorite allows you to access the corresponding URL.

Reference

- If the user is using the Web browser linked to My Panel, the list of favorites for the user who is managed in the server is displayed.

List of favorites

Item	Description
[List View]/[Thumbnail View]	Switches the favorites display between the list display and thumbnail view.
[Address View]/[Title View]	Switches the display of favorites between the address view and title view.
[Delete All]	Deletes all registered favorites. Deleting the favorites requires the administrator authority.
[Close]	Closes the list of favorites.

Press to display the list of operations available for the item. From this list, select the desired operation. The following shows the available operations.

Item	Description
[Open New Window]	Opens the selected favorite with a new window.
[Edit]	Edits the title and address of the selected favorite. Editing the favorites requires the administrator authority.
[Up]	Brings you above the selected favorite. Use this button when the list of favorites is displayed in the list view.
[Down]	Brings you below the selected favorite. Use this button when the list of favorites is displayed in the list view.
[Delete]	Deletes the selected favorite. Deleting the favorites requires the administrator authority.
[Close]	Closes this screen.

4.5.3 [Favorites] - [Add]

(Adding a URL to the favorites requires the administrator authority.)

Pressing [Add] prompts you to enter the administrator password. Enter the administrator password and press [OK]. The registration screen appears. Check the contents and press [OK]. The URL of the displayed page is added to the favorites. The MFP can hold up to 100 favorites.

- To register the thumbnail images of the page to be added to the favorites, select the [Register Thumbnail] check box on the registration screen.
- It is registered with the title previously given to the contents. To change the title, press the entry form for the title on the registration screen, and then change the title.

Reference

- For users using the Web browser by linking to My Panel, administrator authority is not required. My Panel can hold up to 20 favorites for each user.

4.5.4 [Address]

Press [Address] to display the screen for entering the address.

Press the entry form to display the keyboard screen. Enter the URL of the page to be displayed, and press [OK] or [Open New Window].

Press [Input History] to display the list of input history. You can reference the past inputs. The MFP can hold up to 100 input history records.

Reference

- If you display the screen for entering the address, you see the URL of the page being displayed. To delete the URL currently shown, display the keyboard screen and press [Delete]. Press **C** (clear) in the **Control Panel** to delete all data entries.
- If the user is using the Web browser linked to My Panel, the list of input history records for the user who is managed in the server is displayed. My Panel can hold up to 20 input history records for each user.

4.5.5 [History]

Press [History] to display the display history screen. From the list of display history, select a page to be displayed again. The MFP can hold up to 100 display history records.

Reference

- If the user is using the Web browser linked to My Panel, the list of display history records for the user who is managed in the server is displayed. My Panel can hold up to 20 display history records for each user.

[Display History]

Item	Description
[Address View]/[Title View]	Switches the display history between the address view and title view.
[Delete All]	Deletes all registered entries in the display history. Deleting the display history requires the administrator authority.
[Close]	Closes the list of display history.

Press to display the list of operations available for the item. From this list, select the desired operation. The following shows the available operations.

Item	Description
[Open New Window]	Loads the selected display history with a new window.
[Delete]	Deletes the selected display history. Deleting the display history requires the administrator authority.
[Close]	Closes this screen.

4.5.6 [Print]

Press [Print] to display the Print screen.

Configure the print settings, and then press [Start] or the **Start** key on the control panel. The displayed contents are printed.

Item	Description
[Paper]	Select the size of paper for printing.
[Simplex/Duplex]	Select whether to print in 2-sided mode.
[Stamp Settings]	Specify whether to print the [Title], [URL], [Date/Time], and [Page Number].
[Finishing]	Configure settings for collating, grouping, offsetting. stapling, hole punching, folding, or binding.

Reference

- If you attempt to print a Web page or JPEG or other image that takes up a large amount of memory, a scan error may occur and printing will be disabled.
- The setting value of [Finishing] varies depending on which options are installed.

– The Staple settings are available only if the optional finisher is installed.
– The Punch settings are available only if the punch kit is installed on the optional finisher.
– The Fold and Center Staple & Fold functions can be used when a saddle stitcher is installed on the optional finisher.

4.5.7 [Menu]

Press [Menu] to configure the Web Browser settings. There are two types of menus; one for the user and one for the administrator.

For details, refer to page 4-16.

4.6 Configuring the Web Browser settings

Pressing [Menu] in the tool bar displays the menu for the user. Users can only view the Web browser operation settings and information.

The administrator of the MFP can configure the operating environment and security settings in addition to the Web browser operation settings. To display the administrator menu, press [Administrator] in the menu screen, and enter the administrator password.

4.6.1 [Page Operation]

In the [Page Operation] tab, configure the settings for page operation.

Item	Description
[Use for Home Page]*	Registers the displayed page as the home page.
[Page Memo]	Displays the page saved as a page memo. Selecting the page memo from the list displays the corresponding page. Press to display the list of operations available for the item. From this list, select the desired operation.
[Save as Page Memo]	Saves the displayed page as it is.
[Zoom Display]	Press [Zoom Display] to display the key to enlarge or reduce the page display size. Press the key to adjust the page display size.

Reference

- Items with * are displayed only for the administrator menu.
- [Use for Home Page] is displayed for users using the Web browser by linking to My Panel.

4.6.2 [Display]

In the [Display] tab, configure settings for displaying contents. The administrator of the MFP can configure the settings to hide or display images and animations, enable or disable JavaScript, and make detailed setting related to the contents display.

Item	Description
[Display Mode]	Select the display mode for Web Browser from [Normal], [Just-Fit Rendering], and [Smart-Fit Rendering]. For details, refer to page 4-11.
[Encoding]	Specify the encode type to be used when displaying contents.
[Detail Settings]	Configure settings for displaying contents. <For administrator> • [Image]: Select this check box to display images. • [Animation]: Select this check box to display animation GIF. • [Table]: Select this check box to recognize the table in HTML and adjust the layout. • [JavaScript]: Select this check box to enable JavaScript in contents. • [CSS]: Select this check box to enable CSS in contents. • [Ward Wrap]: Select this check box to enable the word wrap in contents. • [Line Boundary Char. Check]: Select this check box to enable the line boundary character check in contents. • [Rapid-Render]: Select this check box to enable the Rapid-Render function. • [Pop-Up Window]: Select this check box to allow displaying the pop-up window. • [Offline Permission]: Select this check box to allow the use of the contents off-line. • [Auto Flash Playback]: Select this check box to automatically play a Flash content. <For user> • [Enable Offline Display]: Select this check box to enable viewing of the contents off-line. Displayed when [Offline Permission] is allowed by the administrator.
[Color Selection Setting]	Select a color for the selected item ([Green], [Blue], [Yellow], or [Orange]).

4.6.3 [Manage windows]

In the [Manage windows] tab, operate the window. Up to five windows can be opened.

Item	Description
[Create new window]	Displays the contents of the URL registered as the home page with a new window.
[Open in new window]	Displays the link destination page with a new window.
[Close active window]	Closes the active window.
[Close other windows]	Closes all windows. This is not selectable when only one window is open.

4.6.4 [Settings]

The [Settings] tab allows you to check and reset the Web browser information. The administrator of the MFP can configure the operating environment and security settings of the Web browser.

Item	Description
[Startup Settings]*	Specify whether to display the page registered as the home page or the last page being displayed when you exited Web Browser previously, at the startup of Web Browser.
[Security]*	Configure SSL or TLS setting, or display a root certificate or CA certificate.
[Cookies]*	Configure settings to receive and delete cookies. This menu is also used to delete all cookies saved in the MFP.
[Cache]*	Configure settings to use and delete caches. This menu is also used to delete all caches saved in the MFP.
[Proxy]*	Configure the settings for use of proxy. To use the proxy, register the address and port for the proxy server. If proxy authentication is required, register the ID and password for use in proxy authentication.
[Authentication Information]*	Specify the timing to delete the authentication information you have entered in the contents. This menu is also used to delete all authentication information saved in the MFP.
[Access Log]*	Check for access history of all users. You can check the [ID], [User Name], [URL] and [Access].
[Web Browser Information]	Displays Web Browser information.
[Reset]	Restart the Web browser.

Reference

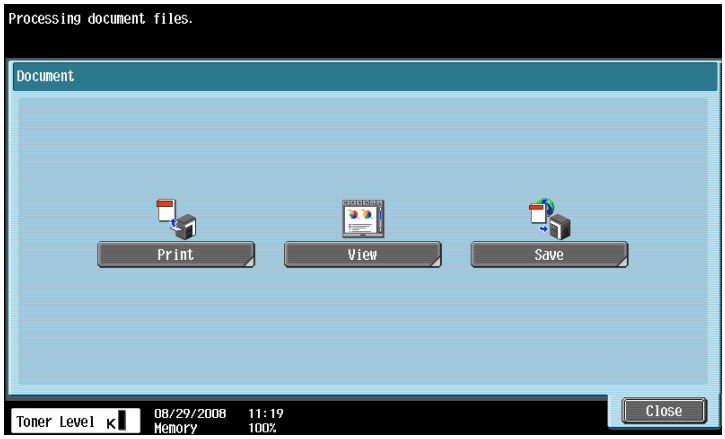
- Items with * are displayed only for the administrator menu.
- The following settings are available for users using the Web browser by linking to My Panel.
  - [Startup Settings]
  - Setting for deleting [Cookies]
  - Setting for deleting [Authentication Information]
- My Panel can hold up to 20 items of cookies and authentication information for each user.

4.7 Printing, displaying, or saving a document file

If a link to a document file is provided in the displayed contents, you can print, display, or save the document file.

- The PDF and XPS formats are supported for the document files.
- You cannot display an XPS file.

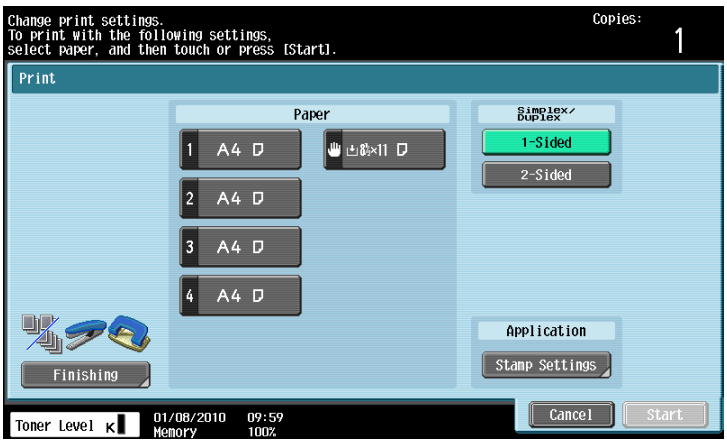
Press the link to the document file in the contents to display the top screen of the document file.



4.7.1 Printing a document file

Press [Print] to display the Print screen.

Configure the print settings, and then press [Start] or the **Start** key on the control panel. The document file is downloaded and printed.



Item	Description
[Paper]	Select the size of paper for printing.
[Simplex/Duplex]	Select whether to print in 2-sided mode.
[Stamp Settings]	Press this button to specify whether to print a [Date/Time] and [Page Number].
[Finishing]	Configure settings for collating, grouping, offsetting. stapling, hole punching, folding, or binding.

Reference

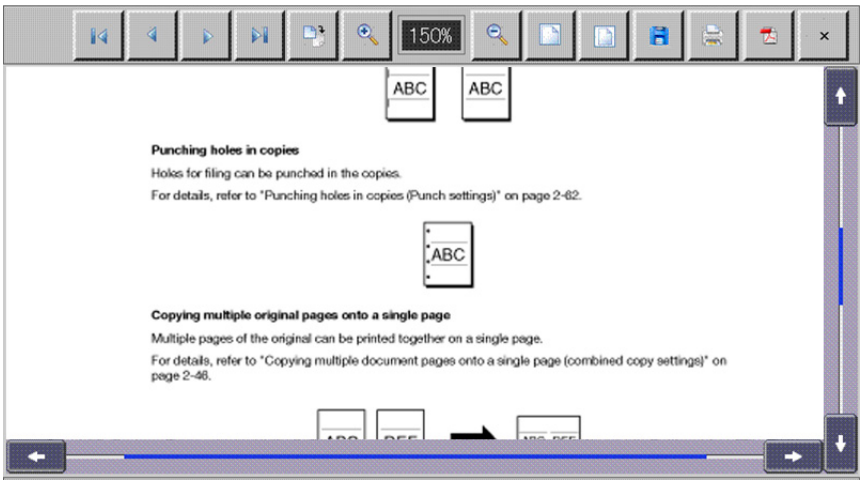
- If you attempt to print a document file that takes up a large amount of memory, a scan error may occur and printing will be disabled.
- If the downloaded PDF is encrypted, it is saved in the Encryption PDF User Box without being printed.
- The setting value of [Finishing] varies depending on which options are installed.

– The Staple settings are available only if the optional finisher is installed.
– The Punch settings are available only if the punch kit is installed on the optional finisher.
– The Fold and Center Staple & Fold functions can be used when a saddle stitcher is installed on the optional finisher.

4.7.2 Displaying a document file

Press [View] to display the link destination PDF file.

The toolbar on the top of the screen allows you to enlarge, reduce, print, or save the PDF file.



Key	Description
	Brings you back to the top page.
	Brings you back to the previous page.
	Brings you to the next page.
	Brings you to the last page.
	Rotates the display 90 degrees clockwise.
	Increases the zoom ratio.
	Reduces the zoom ratio.
	Displays according to the width of the display area.
	Displays the entire page.
	Select the User Box to save the document file.
	Configure the print settings, and print the document file.
	Displays the splash window (displayed momentarily when the software activates).
	Closes the screen.

4.7.3 Saving a document file

Press [Save]. The User Box selection screen is displayed.

Select the User Box to save the file, press [OK], and then [Start] or **Start**. Then the document file is saved in the User Box.

Reference

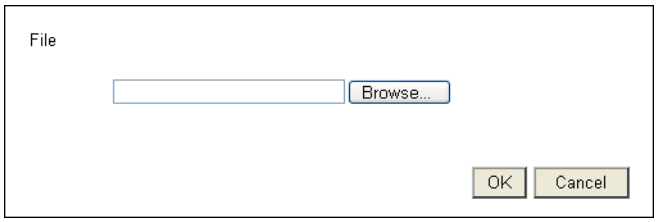
- To save a document file to a User Box, you must register the User Box in the MFP in advance. For details, refer to the [User's Guide Box Operations].
- When printing a document file (full color) that was saved in a User Box from the Web browser, you cannot specify [Zoom] or [Combine].

4.8 Uploading a document file

If document files are shared on the server, you can upload a scanned document file or a document file in a User Box to the server using a Web Browser.

This section explains how to upload a document file, using the following upload site as an example.

Example



Item	Description
[Browse]	Press this button to select a document file to be uploaded. "type" is set to "file" in the Input tag of HTML.
[OK]	Press this button to upload a document file. "type" is set to "submit" in the Input tag of HTML.

4.8.1 Restrictions

Note that there are following restrictions to use this function.

- PDF, TIFF, or XPS is the type of a document file that can be uploaded. A document cannot be divided to upload.
- Multiple document files cannot be uploaded at the same time.
- The user cannot manually edit the file name text box.
- If you perform one of the following operations after selecting a document file to be uploaded, the job is deleted together with the selected document file.

– The System Auto Reset function has been started.
– The Web browser has been closed.
– The upload site has been updated by operating the toolbar of the Web browser.
– The Web browser has been restarted.
– The user has logged out during login processing.
– The sub power switch has been turned off.
– **Reset** has been pressed to reset the panel.

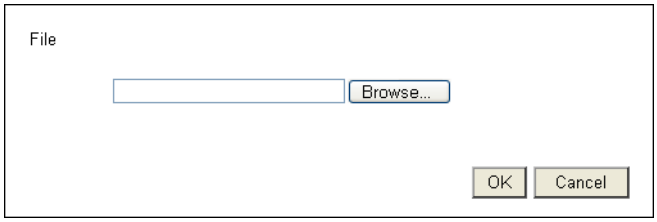
4.8.2 Uploading a scanned document file

The following explains the procedure to upload a scanned document file.

Reference

- This procedure is not available for users who are disabled from scanning data.
- The file format cannot be set to JPEG when scanning an original to be uploaded.

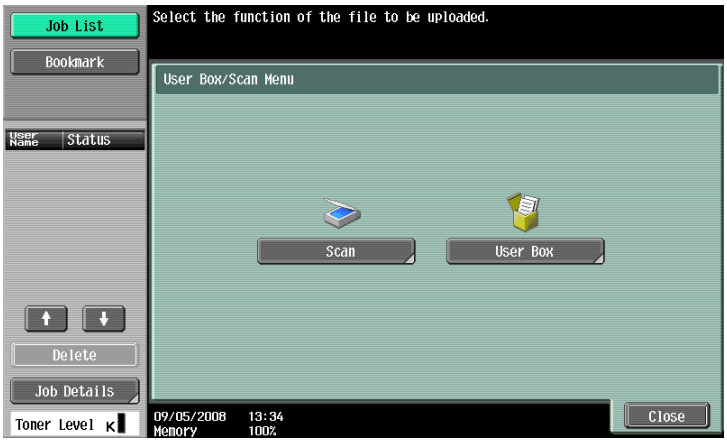
1 Display the upload site using the Web browser of the MFP.



2 Press the button to select a document file to be uploaded.

➔ In this example, press [Browse].

3 Press [Scan].



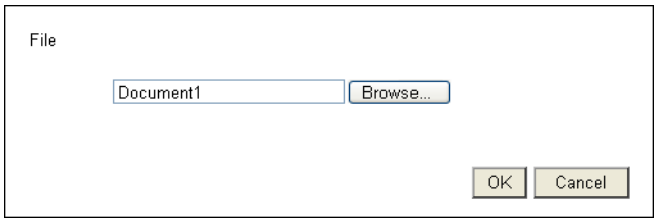
4 Place the original to be uploaded on the MFP.

5 Configure the scan settings, and press [Start] or the **Start** key.

➔ If **Proof Copy** is selected, you can check finishing.
After scanning is completed, the file name is displayed in the text box.

6 Press the button to start uploading.

➔ In this example, press [OK].



Uploading of a document file then starts.

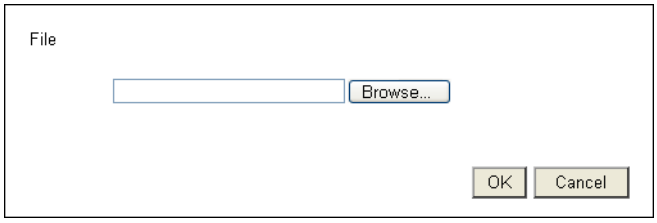
4.8.3 Uploading a document file in a User Box

The following explains the procedure to upload a document file retrieved from a User Box.

Reference

- This procedure is not available for users who are disabled from accessing the saved documents.
- Before uploading a document file in a User Box, create a User Box to save the document file in.
- Only the Public User Box and Personal User Box can be selected.
- The file format cannot be set to JPEG when selecting a document file to be uploaded from a User Box. When selecting a JPEG document file saved in a User Box, the file format is changed to PDF. If necessary, specify the appropriate file format before uploading a document file.
- When uploading a document file saved in a User Box while Page Separation is enabled, Page Separation is canceled and changed to Multi Page.

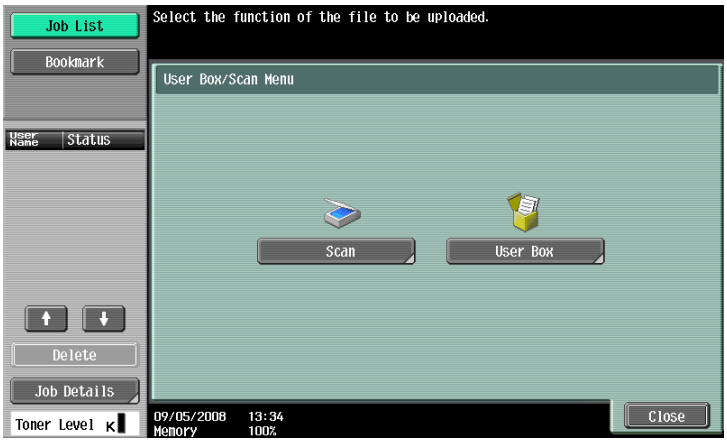
1 Display the upload site using the Web browser of the MFP.



2 Press the button to select a document file to be uploaded.

➔ In this example, press [Browse].

3 Press the [User Box] key.



4 Select a desired User Box, and press [Use Document].

5 Select a document file to be uploaded, and press [File Settings].

➔ Select multiple document files and press [Combine]; they can be combined as one file. The combination order can be changed as required.

➔ Select a document file and press [Document Details] to check the date and time the document file was saved and to preview the image.

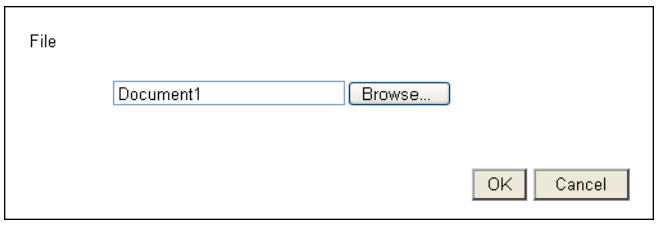
6 Configure the file setting, and press [Start] or the **Start** key.

➔ Press [Application] to configure the stamp or page number print setting.

The file name appears in the text box.

7 Press the button to start uploading.

➔ In this example, press [OK].



Uploading of a document file then starts.

5 PageScope Web Connection (Web Browser Function)

5 PageScope Web Connection (Web Browser Function)

5.1 Using PageScope Web Connection

PageScope Web Connection is a device management utility that is supported by the HTTP server built in this machine. To use this utility, directly access the MFP connected to the network using Web Browser.

To use this utility using Web Browser installed in the MFP, only the User Box function is available.

This chapter describes how to use documents in the User Box of the MFP on the network by operating **PageScope Web Connection** using the Web Browser installed in the MFP.

Reference

- This function can be used on the MFP with **i-Option LK-101 v2** registered.
- **i-Option LK-101 v2** must be registered also in the MFP access destination.
- For details on using the Web Browser installed in the MFP, refer to page 4-3.
- To operate **PageScope Web Connection** from a Web browser of your computer, you can use various functions such as the status check, setting change, and network setting functions of the MFP. For details, refer to the [User's Guide Network Administrator].

5.1.1 Prior check

The most recent information may not appear in **PageScope Web Connection** screens because older versions of pages are saved in the cache for the Web browser. In addition, problems may occur when the cache is used.

When using **PageScope Web Connection**, disable the cache for the Web browser.

Reference

- Changing the cache settings requires the administrator authority.

1 Press [Menu] on the toolbar of the Web browser.

2 Press [Administrator].

3 Enter the administrator password, and then press [OK].

4 Press the [Settings] tab, and then select [Cache].

5 Clear the [Use cache] check box, and then press [OK].

5.1.2 How to access

Start the Web browser, and then specify the IP address of the MFP to be accessed.

1 Press [Address] on the toolbar of the Web browser.

2 Press the entry form to display the keyboard screen.

3 Enter the IP address of the MFP to be accessed, and then press [OK].

4 Press [OK] or [Open New Window].

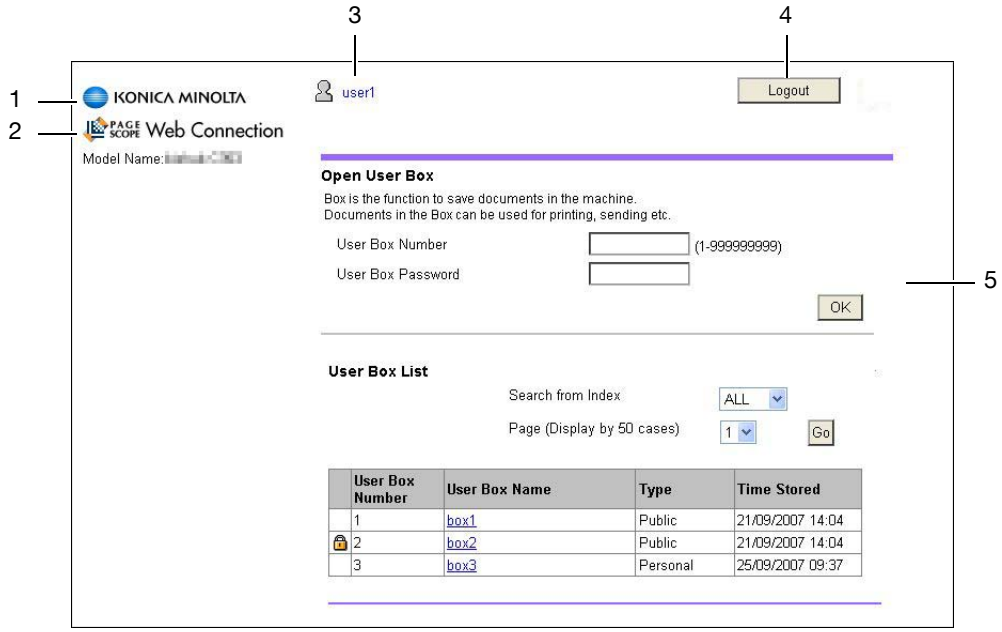
The **PageScope Web Connection** screen appears.

Reference

- If you have specified to not receive cookies for Web browser settings, **PageScope Web Connection** screen does not appear. For details on configuring cookie settings, refer to page 4-17.
- If you display the screen for entering the address, you see the URL of the page being displayed. To delete the URL currently shown, display the keyboard screen and press [Delete]. Press **C** (clear) in the **Control Panel** to delete all URL entries.

5.2 Screen components

The **PageScope Web Connection** screen is constructed as shown below.



No.	Name	Description
1	KONICA MINOLTA logo	Press the logo to go to the KONICA MINOLTA Web site (http://www.konicaminolta.com/).
2	**PageScope Web Connection** logo	Press the logo to display the version information for **PageScope Web Connection**.
3	Login user name	Displays the icon of the current mode and the name of the user who is logged on (public, registered user, or account).
4	[Logout]	Press this button to log out from the current mode.
5	Contents display	Displays the contents of **PageScope Web Connection**.

5.3 Logging in and logging out

If you have specified to perform User Authentication or Account Track on the MFP, the login screen appears after displaying **PageScope Web Connection**.

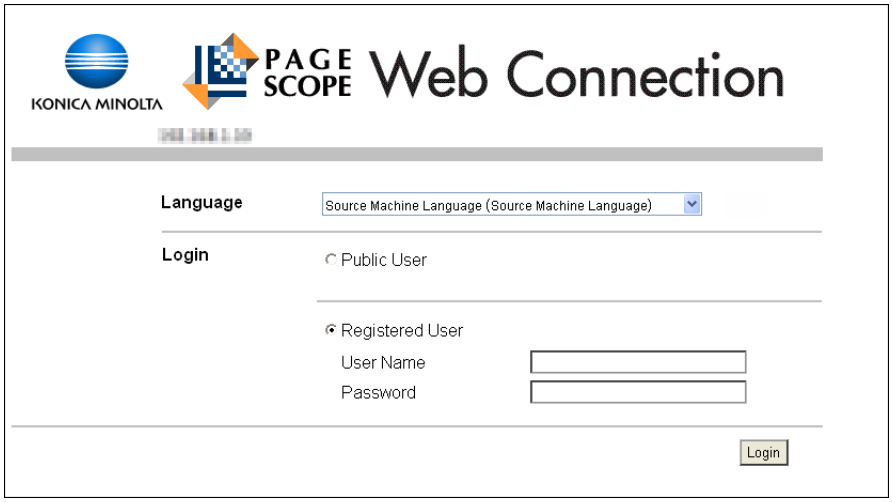
Reference

- If you have not specified to perform User Authentication or Account Track, the screen displayed when you logged in as a public user appears.
- To use **PageScope Web Connection** using the Web Browser installed in the MFP, its administrator mode is not available.

5.3.1 Login

Select whether to log in as a public user or registered user. If External Server Authentication is selected, select an external authentication server.

Enter the required information, and press [Login]. Select a display language if necessary.

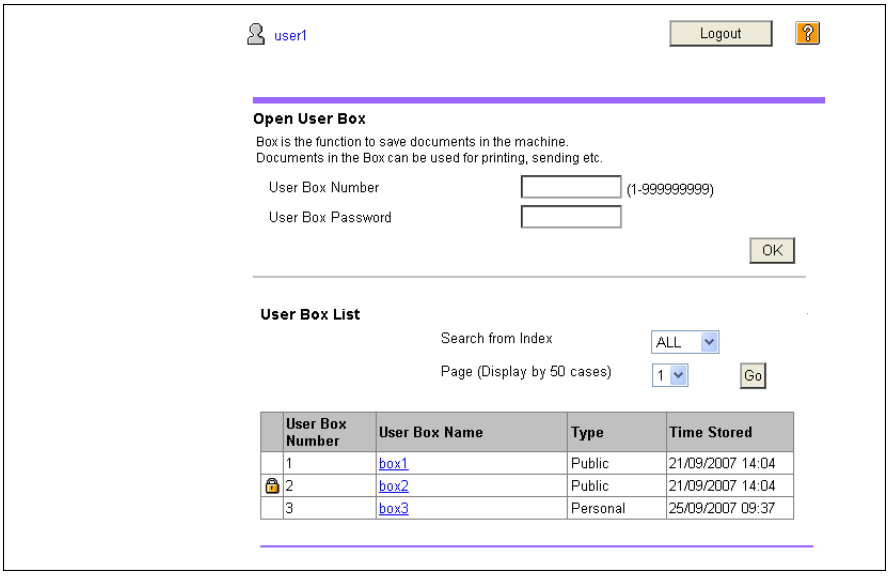


Reference

- The User Boxes that can be accessed vary depending on the logged in user or account track.

5.3.2 Logout

Press [Logout] on the upper right of the screen to display a logout confirmation screen. Press [OK]. The login screen appears again.



5.4 Using the User Box function

To use **PageScope Web Connection** using the Web Browser installed in the MFP, the following operations are available as the User Box function.

- Operating documents in the User Box on the MFP being used or a different MFP connected to the network.
- Using the Public, Personal, and Group User Boxes as User Box Types.
- Displaying, printing, and deleting a document in the User Box.

5.4.1 Open User Box

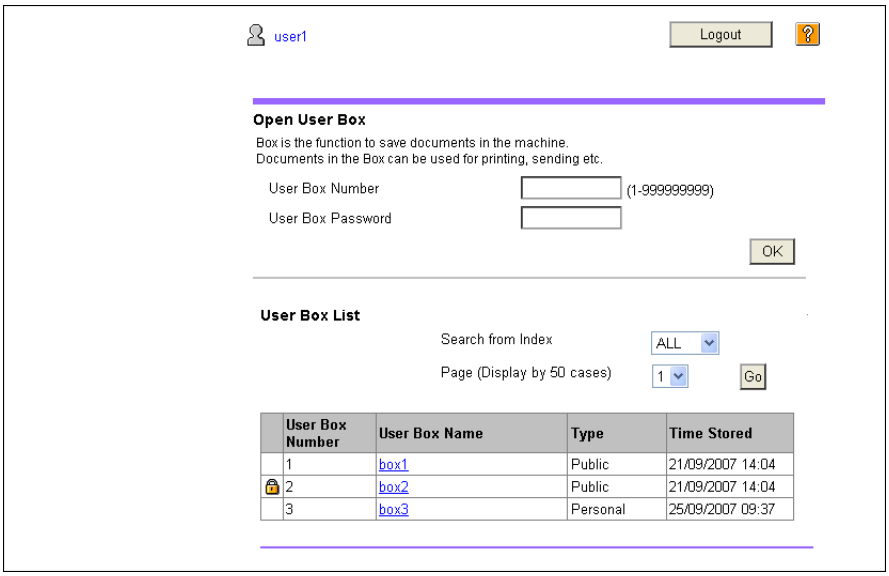
Logging in using **PageScope Web Connection** displays the list of User Boxes (Public, Personal, and Group User Boxes) registered in the accessed MFP.

[Open User Box]

Select a desired User Box name ([User Box Name]) at User Box List. Alternatively, directly enter a User Box number ([User Box Number]) and User Box password ([User Box Password]), and then press [OK].

Reference

- When you select a User Box name ([User Box Name]) with a password specified in [User Box List], a screen for entering the password appears.



[Open User Box]

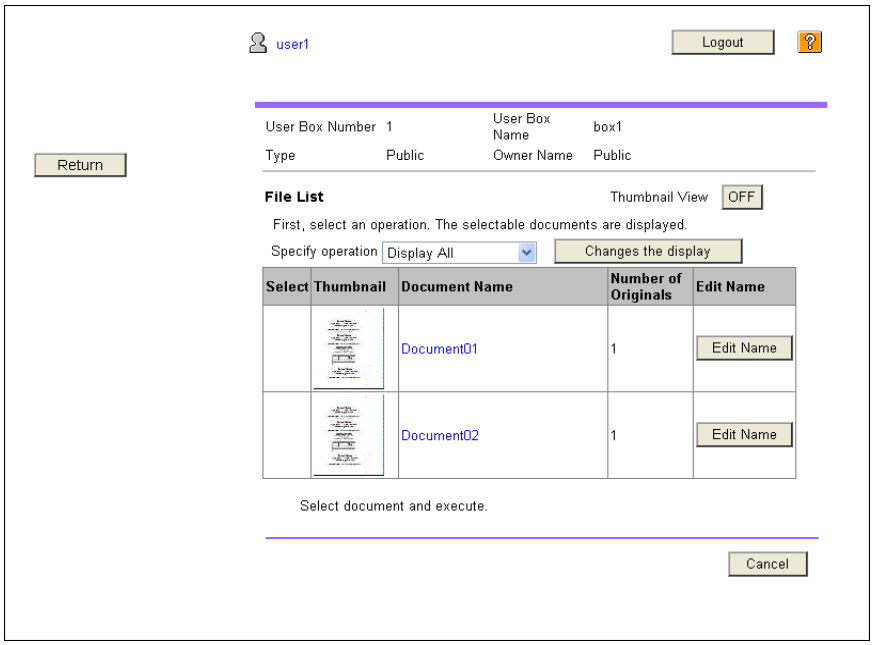
Item	Description
[User Box Number]	Enter the User Box number to be opened.
[User Box Password]	If a password is set to the target User Box, enter the password.

[User Box List]

Item	Description
[Search from Index]	Switch the index display according to the indexes selected when creating a User Box.
[Page (Display by 50 cases)]	When this machine contains 50 or more User Boxes, specify the desired page to change the display.
User Box List	Displays the [User Box Number], [User Box Name], [Type] and [Time Stored]. A key icon appears beside User Boxes where a password has been specified.

[File List]

Select a User Box in [Open User Box]. The basic information of the User Box is displayed with a list of the documents saved in the User Box.



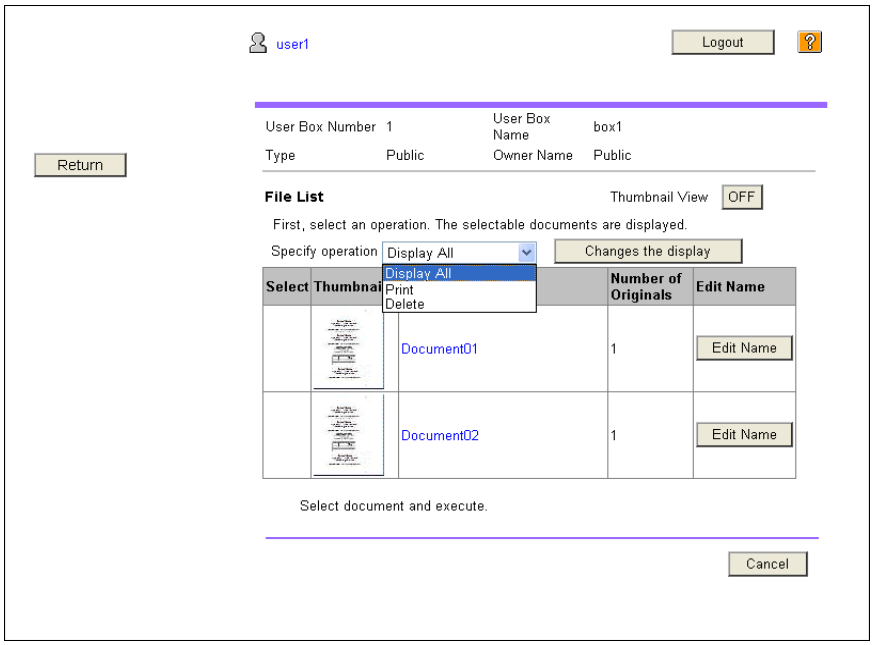
Item	Description
[Thumbnail View]	Specify whether to view the thumbnail images of the document. Set to [OFF] for list display.
[Specify operation]	Select an operation. For details, refer to page 5-8.
[Changes the display]	Press this button to display the [Select] check box beside all documents with which the selected operation can be performed.
[Select]	Displays a check box beside all documents with which the selected operation can be performed.
[Thumbnail]	Displays thumbnail images of the document.
[Document Name]	Displays the name of the document.
[Number of Originals]	Displays the number of originals in a document.
[Edit Name]	Press this button to change the document name.

5.4.2 Document operations

A selected document can be printed or deleted.

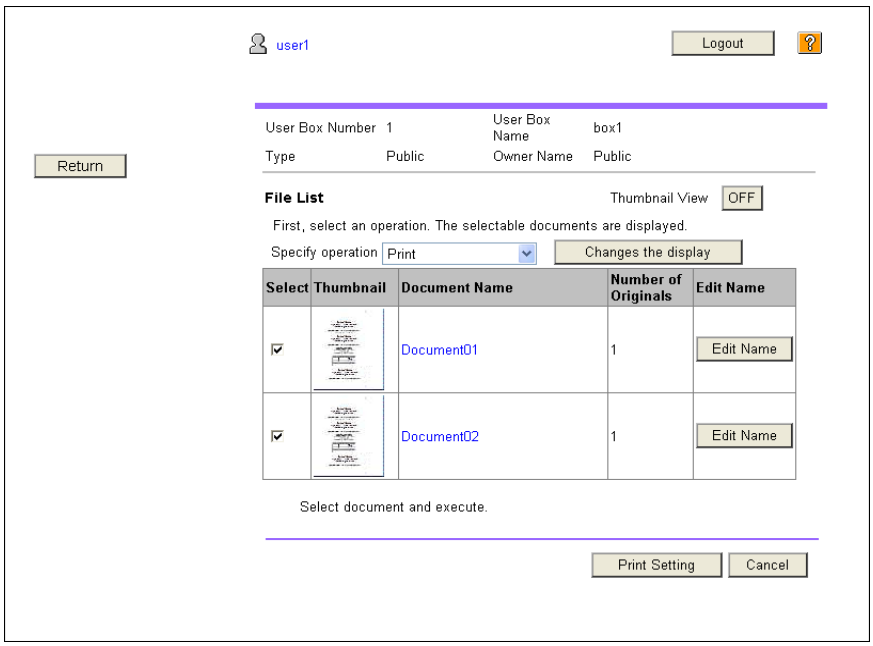
Printing a document

1 Select [Print] from [Specify operation], and then press [Changes the display].



A check box appears beside all printable documents.

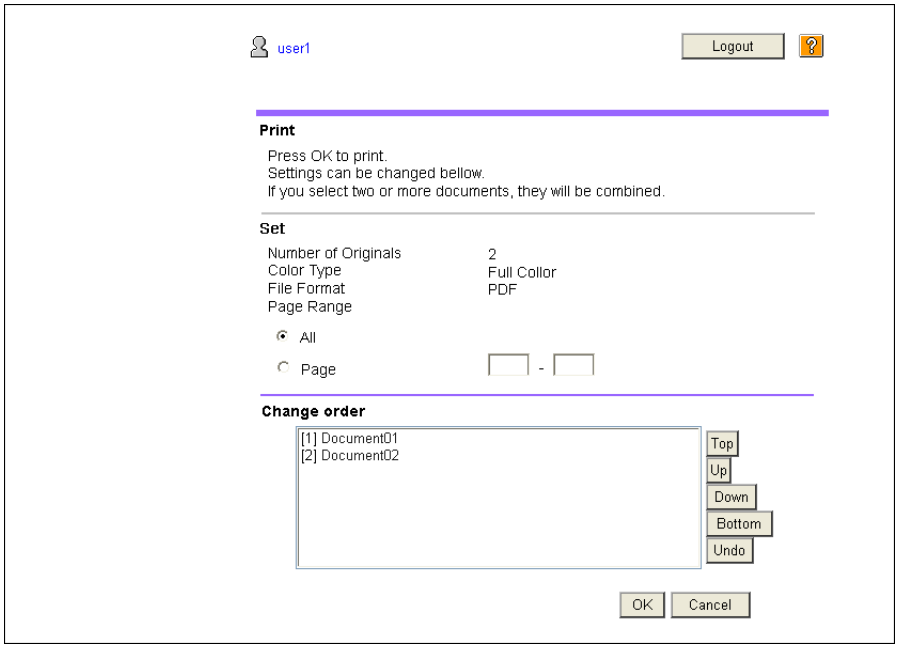
2 Select the check box for the document to be printed, and then press [Print Setting].



3 Configure necessary settings, and then press [OK].

➔ In [Page Range], select whether to print all pages of the selected document or to print by specifying a page range.

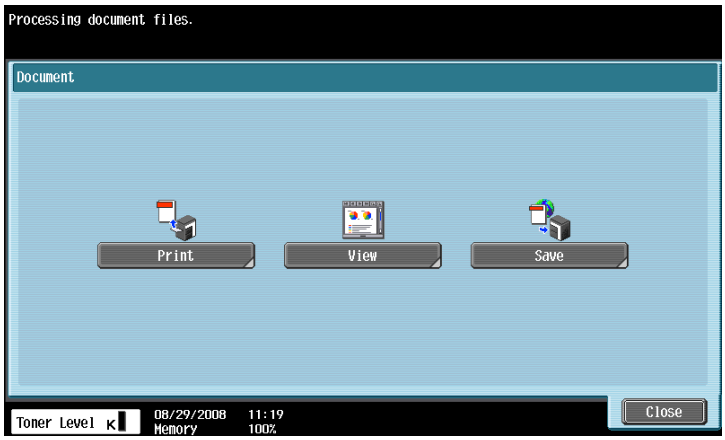
➔ In [Change order], you can change the print order when printing multiple documents.



4 Press [Open File].

5 Press [Print].

➔ If [View] is pressed, a PDF file appears. To print the displayed PDF file, press .



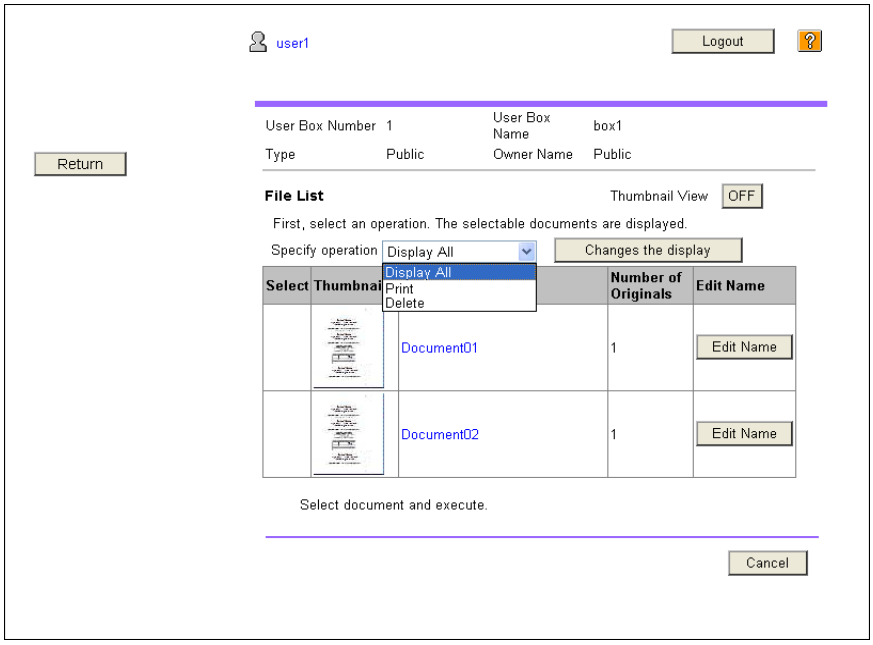
6 Configure print settings, and then press [Start] or the **Start** key on the control panel.

Reference

- If the [Function Version] of the destination MFP is not [Version 3], press [Open File] in Step 4 to display the PDF file on the panel. To print the displayed PDF file, press . To check the function version of the MFP, select [Device Information] in [Utility].

Deleting a document

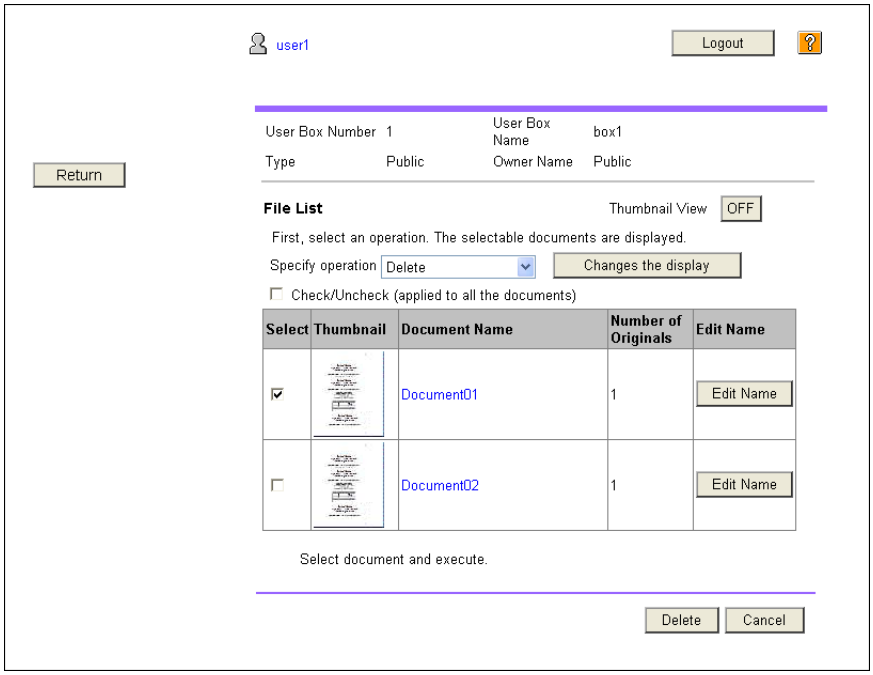
1 Select [Delete] from [Specify operation], and then press [Changes the display].



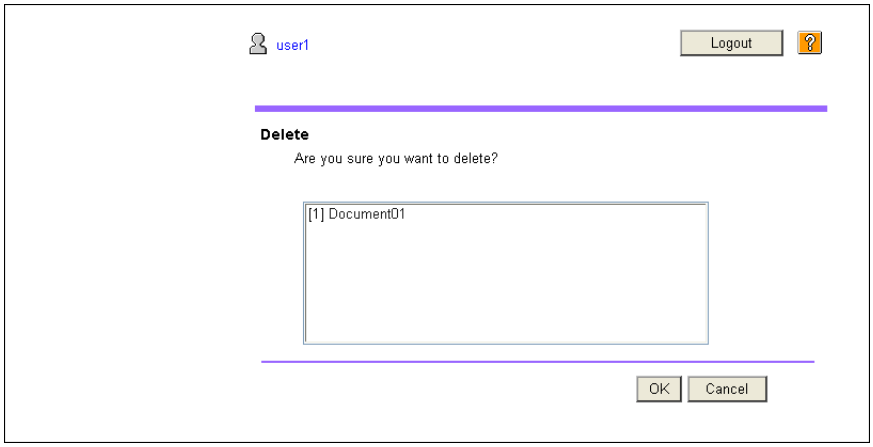
A check box appears beside the documents that can be deleted.

2 Select the check box for the document to be deleted, and then press [Delete].

➔ Select the [Check/Uncheck (applied to all the documents)] check box to select all documents.



3 Check the document name to be deleted, and then press [OK].



The document is deleted.

6 Image Panel

6 Image Panel

6.1 Overview

Image Panel is a new intuitive and easy-to-understand panel interface.

Reference

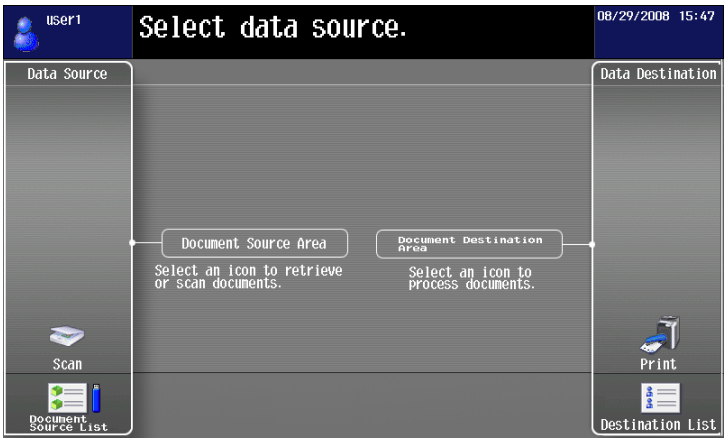
- This function can be used on the MFP with **i-Option LK-101 v2** registered.
- If [User Authentication/ Account Track] ►► [Scan to Authorized Folder Settings] is set to [Limit] in [Administrator Settings], Image Panel cannot be used.

Features

Image Panel divides the operation workflow into three processes, "reading a document", "editing a document", and "specifying a destination", which can be operated on one screen. This allows you to easily understand the entire operation workflow and operation in progress.

Image Panel focuses on operability. Therefore, the functions available in Image Panel are limited compared with the conventional panel.

When the My Panel and My Address function are available, you can customize the Image Panel screen as a user-specific screen.



Reference

For details on the My Panel function, refer to page 9-3.

For details on the My Address function, refer to page 10-3.

6.2 Displaying the Image Panel

In [Application Menu], press [Image Panel] to display the Image Panel top screen.

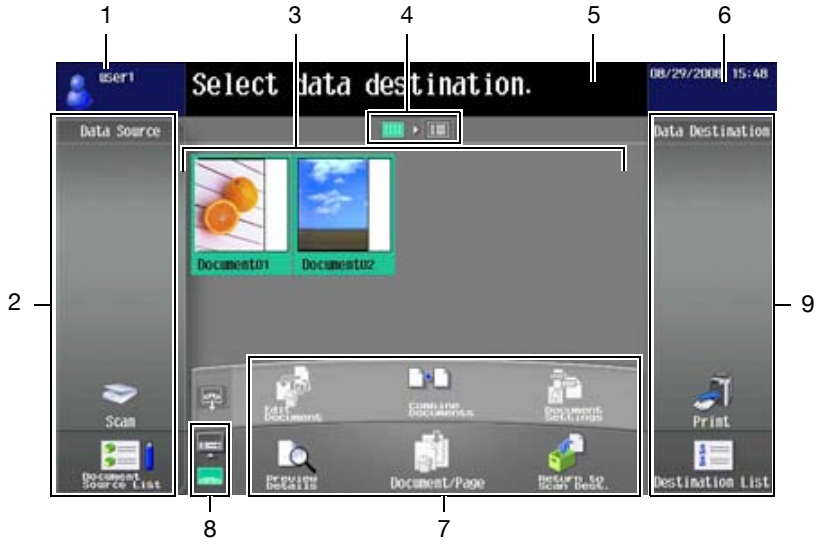
Reference

For details on the [Application Menu], refer to page 3-4.

6.3 Operating Image Panel

6.3.1 Screen components

The Image Panel screen consists of the following.



No.	Name	Description
1	Login Information area	Displays the user name and icon of the user who is currently logged in.
2	Read Data area	Scan a document, retrieve a document from a User Box or external memory, and send data from a cellular phone or PDA.
3	Desktop area	Documents read in the Read Data area are displayed in a thumbnail view or list view.
4	List Display/Thumbnail View switching	Switches the desktop area display between the list display and thumbnail view.
5	Message area	Displays an auxiliary message such as operating instructions.
6	Status area	Displays the date and current time. If an alert occurs, an alert icon appears.
7	Edit tool area	Edit the page, combine and change settings of the document after it is scanned.
8	Send Tray/Edit Tool display switching	Switches the display between the send tray and edit tool display. For details on the send tray, refer to page 6-17.
9	Document Destination area	Specify a destination of the read document from [Print] or [Destination List].

6.3.2 General operation

The following describes the operation flow from document reading processing to sending processing by showing operations of Image Panel in order of "reading a document", "editing a document", and "specifying a destination".

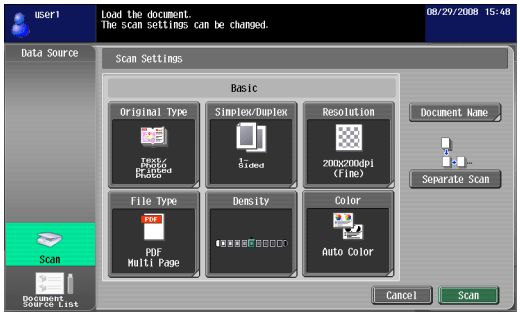
Reference

- You can specify a destination first, and then read a document.

In the Read Data area, read or retrieve a document.

- To scan a document, place the document, and then press [Scan]. Configure the scan settings as needed, and then start to read the document. For details, refer to page 6-8.
- To use a document saved in a User Box, select the User Box from [Document Source List], and select the document you want to retrieve. For details, refer to page 6-9.
- To use a document saved in an external memory, select [External Memory] from [Document Source List], and select the document you want to retrieve. For details, refer to page 6-10.
- To use data saved in a cellular phone or PDA, select [Mobile] from [Document Source List]. For details, refer to page 6-11.

Select [Scan]



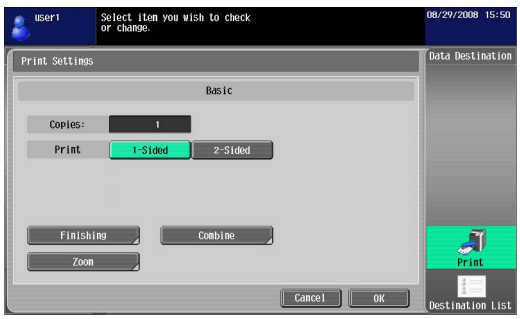
Select [Document Source List].

In the Edit Tool area, edit the read document. For details, refer to page 6-12.

In the Document Destination area, specify a destination of the read document.

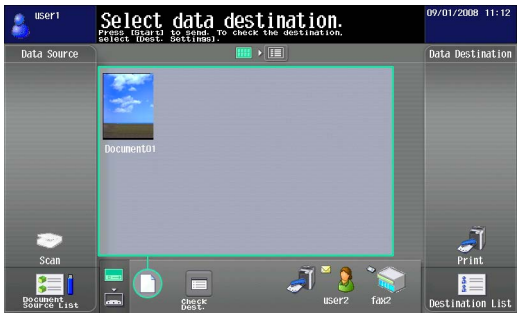
- To print, press [Print]. For details, refer to page 6-15.
- To send the document, select a destination from [Destination List]. For details, refer to page 6-16.
- To save data in an external memory, press [External Memory] in the Destination List screen. For details, refer to page 6-16.

Select [Print].



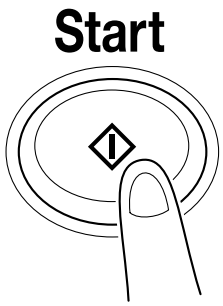
Select [Destination List]

If you specify an address, the send tray appears. For details, refer to page 6-17.



Press **Start** to send the document.

- To send data from a cellular phone or PDA, press **Start** to display a PIN code. Enter the PIN code in the cellular phone or PDA to send data to the MFP. Data is sent to the specified destination. For details, refer to page 6-18.



6.3.3 Reading a document

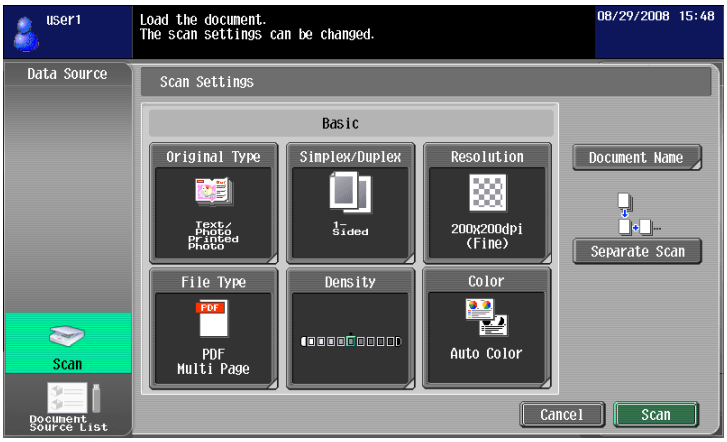
Scan a document, retrieve a document from a User Box or external memory, and send data from a cellular phone or PDA.

Scanning a document

Press [Scan] to display the Scan Settings screen. Configure the scan settings as needed, and then press [Scan].

Reference

- Only one document can be scanned.



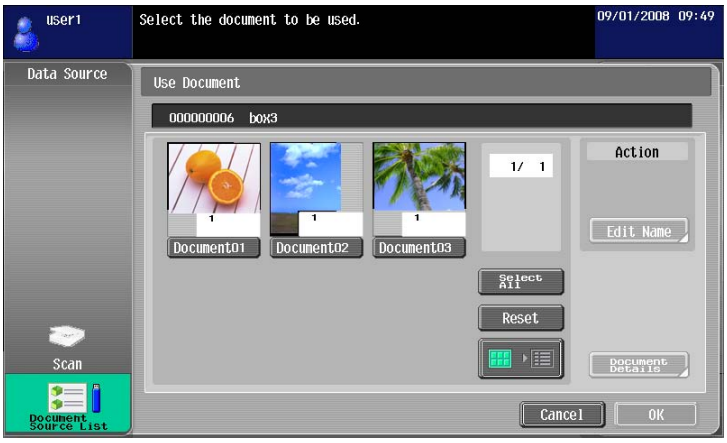
Item	Description
[Original Type]	Select the image quality from [Text], [Text/Photo], [Photo], [Dot Matrix Original] and [Copied Paper] according to the contents of the original to be scanned.
[Simplex/Duplex]	Select either to scan a 1-sided original or 2-sided original.
[Resolution]	Select the scan resolution from [200 × 100dpi (Standard)], [200 × 200dpi (Fine)], [300 × 300dpi], [400 × 400dpi (Super Fine)] and [600 × 600dpi (Ultra Fine)].
[File Type]	Select a file type from [PDF], [Compact PDF], [TIFF], [JPEG], [XPS] and [Compact XPS]. Select whether to save the whole scanned pages as one file, or to divide a file in specified number of pages in order to save data. You cannot select [Multi Page] if [JPEG] is selected for file type. To send divided files by attaching them to an E-mail, specify [E-mail Attachment Method]. Select [All Files Sent as one (1) E-mail] to attach all divided files to one E-mail message. Select [One (1) File per E-Mail] to send E-mail messages for each divided file. Selecting [Compact PDF] for file type allows you to specify [Outline PDF]. If **i-Option LK-102** is registered in the MFP, selecting [PDF]or [Compact PDF] for file type allows you to specify [Encryption] and [PDF Document Properties]. For details on the function, refer to page 7-3. If **i-Option LK-105** is registered in the MFP, selecting [PDF]or [Compact PDF] for the file type allows you to specify [Searchable PDF]. For details on the function, refer to page 8-3.
[Density]	Adjust the density for scanning.
[Color]	Select the scan color from [Auto Color], [Full Color], [Gray Scale] and [Black].
[Document Name]	Specify the document name.
[Separate Scan]	Press this button to divide scanning of the document into several times. It is useful for the following cases. • When the number of pages of a document is too many, and it cannot be loaded into the ADF • When placing the originals on the original glass • When 1-sided originals and 2-sided originals are mixed

Retrieving from User Box

Select a User Box from [Document Source List] to display the Use Document screen. Select a document to be retrieved, and then press [OK].

Reference

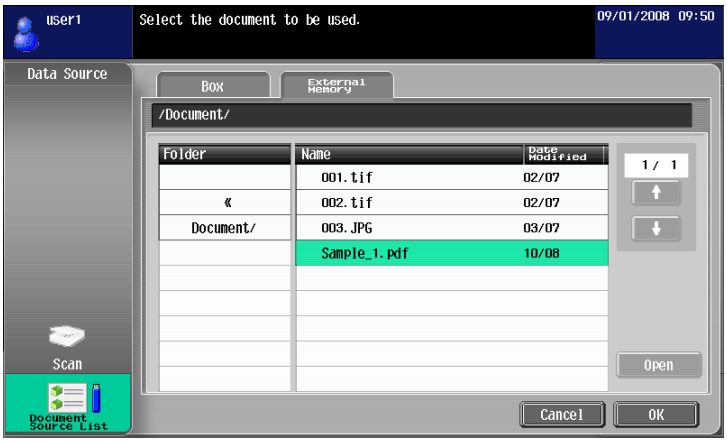
- If a password has been specified for the selected User Box, the password input screen appears. Enter the password.
- Only one User Box can be selected.
- Up to 10 documents can be retrieved from a User Box at one time.
- If a User Box is specified as a destination, you cannot retrieve more than one document.
- You cannot specify the User Box, from which you retrieved the document, as the destination.



Item	Description
[Edit Name]	Press this button to change the name of the selected document.
[Document Details]	Press this button to check the detailed information or preview image of the selected document.

Retrieving a document from an external memory

Select [External Memory] from [Document Source List] to display the list of documents saved in the external memory. Select a document to be retrieved, and then press [OK].

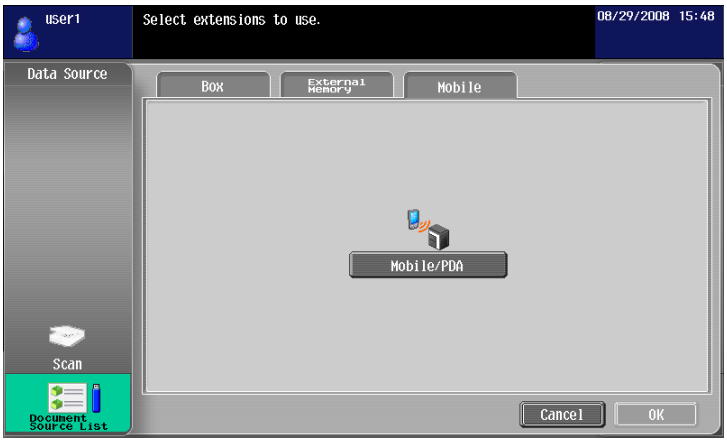


Reference

- To retrieve a document from an external memory, you must configure the following settings in the MFP depending on the purpose of the document to be used.
  - To print a retrieved document, in [Administrator Settings]▸▸[System Settings]▸▸[User Box Settings]▸▸[External Memory Function Settings], set [Print Document] to [ON]. To additionally perform user authentication, in [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[User Authentication Settings]▸▸[User Registration], set [Function Permission]▸▸[Print] to [Allow] for each user.
  - To save a retrieved document in a User Box, in [Administrator Settings]▸▸[System Settings]▸▸[User Box Settings]▸▸[External Memory Function Settings], set [External Memory Document Scan] to [ON]. To additionally perform user authentication, in [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[User Authentication Settings]▸▸[User Registration], set [Function Permission]▸▸[External Memory Document Scan] to [Allow] for each user.
- The available file formats are PDF, TIFF, JPEG, and XPS.
- Up to 200 documents can be retrieved from an external memory.
- To open a folder, select the one you want to open, and then press [Open].
- You cannot specify a JPEG document together with any other format at the same time.
- If a document has been retrieved from an external memory, you cannot read the document using [Scan] or [Document Source List].
- You can only specify either [Print] or a User Box as a destination of a document retrieved from an external memory. Also, you can specify only one User Box as a destination. To save a document in a User Box, you must create a User Box and register the User Box in the address book in advance.
- If other than User Box is specified as a destination, you cannot select [External Memory].

Using data saved in a cellular phone or PDA

Select [Mobile] from [Document Source List]. Selecting [Mobile/PDA] and pressing [OK] displays the cellular phone icon on the desktop area.



<Specification of communication with a cellular phone or PDA>

Item	Specifications
Communication protocol	Bluetooth Ver. 2.0 + EDR
Supporting profile	OPP/BPP/SPP
Supporting file type	PDF/CPDF/XPS/CXPS/TIFF/JPEG/XHTML/RepliGo
Supporting XHTML file	Character code: UTF-8, Shift-JIS, ISO-8859 Extension of link file: JPEG, JPG, PNG

Reference

- To connect the MFP to a cellular phone or PDA, install the optional **Local Interface Kit EK-605** in the MFP. Additionally, configure the following settings in the MFP.
  - Set [Administrator Settings]▸▸[Network Settings]▸▸[Bluetooth Setting] to [Enable]. Also, set [Administrator Settings]▸▸[System Connection]▸▸[Cellular Phone/PDA Setting] to [Allow].
  - To perform user authentication, in [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[User Authentication Settings]▸▸[User Registration], set [Function Permission]▸▸[Cellular Phone/PDA] to [Allow] for each user.
- If [Mobile/PDA] is selected, you cannot read a document using [Scan] or [Document Source List].
- You can only specify either [Print] or a User Box as a destination for sending data from a cellular phone or PDA. Also, you can specify only one User Box as a destination. To save a document in a User Box, you must create a User Box and register the User Box in the address book in advance.
- If other than [Print] or a User Box is specified as a destination, you cannot select [Mobile].
- This machine supports RepliGo version 2.1.0.9.
- To print an XHTML file, since a linked file is retrieved using the WebDAV client function, you must configure the following settings in the MFP in advance.
  - Set [Administrator Settings]▸▸[Network Settings]▸▸[WebDAV Settings]▸▸[WebDAV Client Settings] to [ON].
  - To connect via a proxy, register a proxy server in [Proxy Server Address] of [WebDAV Client Settings]. Additionally, set [User Settings]▸▸[Cellular Phone/PDA Setting]▸▸[Proxy Server Use] to [Yes].
  - In [User Settings]▸▸[Cellular Phone/PDA Setting]▸▸[Link File Error Notification], specify the operation for the machine to execute when it is unable to retrieve the linked file.

Reference

For details on how to send data from a cellular phone or PDA, refer to page 6-18.

The function to connect the MFP to a cellular phone or PDA is available even if the license kit is not registered. For details, refer to the [User's Guide Box Operations] and [User's Guide Print Operations].

6.3.4 Editing the document

Edit the read document.

Reference

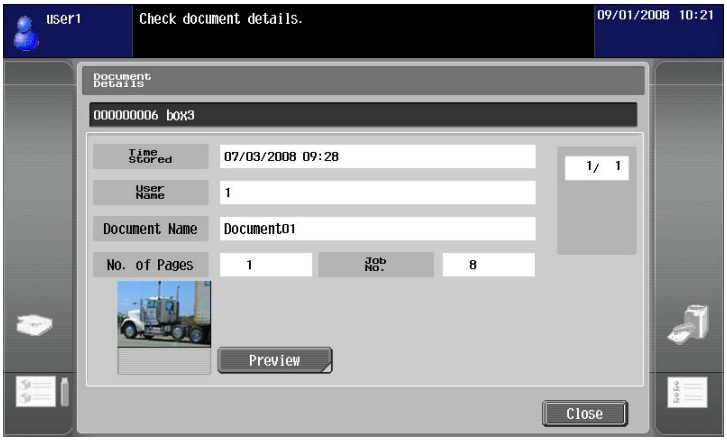
- When using data saved in a cellular phone or PDA, you cannot check the preview image or edit the data.

[Preview]

Press this button to check the detailed information or preview image of the selected document.

Reference

- For a document retrieved from an external memory, the [Preview] function is not available.
- For a combined document, the preview function is available only for the first document.



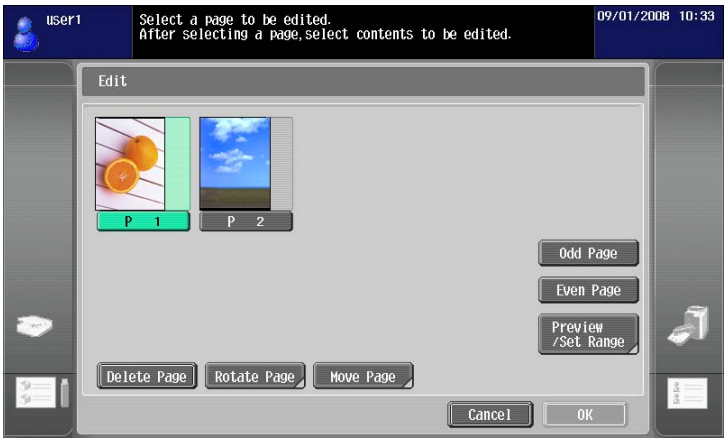
[Document/Page] - [Edit Document]

Edit the pages of a selected document.

You can rotate the page that has been scanned in the wrong direction, or delete an unnecessary page. For a document consisting of multiple pages, you can move pages to change the page order. Also, you can preview the pages to check the page content.

Reference

- If you have selected multiple documents, the edit page function is not available.
- If you have selected a combined document, the edit page function is not available.

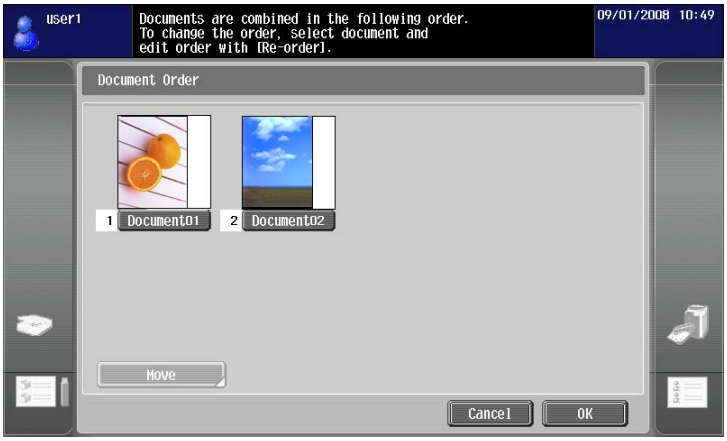


Item	Description
[Odd Page]	Press this button to select the odd page.
[Even Page]	Press this button to select the even page.
[Preview /Set Range]	Press this button to preview the page.
[Delete Page]	Press this button to delete the selected page.

Item	Description
[Rotate Page]	Press this button to rotate the selected page. The allowable rotation angles are left 90 degrees, right 90 degrees, and 180 degrees.
[Move Page]	Press this button to change the order by moving the selected page. While checking the thumbnail images, you can select the moving position.

[Document/Page] - [Combine Documents]

Combine selected multiple documents. You can use [Move] to change the combination order.



Reference

- You can only select either [Print] or [Destination List] as a destination of a combined document.
- Up to 10 documents can be combined at one time.
- You cannot combine a scanned document with a document retrieved from a User Box.

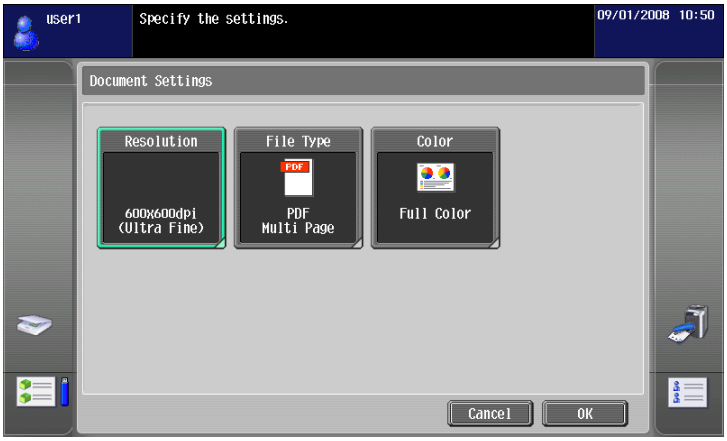
[Document/Page] - [Document Settings]

Configure settings for sending the selected document.

You can change the resolution of the document, file type, and color setting.

Reference

- If you have selected multiple documents, the document setting function is not available.
- If you have selected a document retrieved from an external memory, the document setting function is not available.



Item	Description
[Resolution]	Select the scan resolution from [Settings when saving], [200 × 100dpi (Standard)], [200 × 200dpi (Fine)], [300 × 300dpi], [400 × 400dpi (Super Fine)] and [600 × 600dpi (Ultra Fine)].
[File Type]	Select the file format for sending data from [PDF], [Compact PDF], [TIFF], [JPEG], [XPS] and [Compact XPS]. Select whether to save the whole scanned pages as one file, or to divide a file in specified number of pages in order to save data. You cannot select [Multi Page] if [JPEG] is selected for file type. To send divided files by attaching them to an E-mail, specify [E-mail Attachment Method]. Select [All Files Sent as one (1) E-mail] to attach all divided files to one E-mail message. Select [One (1) File per E-Mail] to send E-mail messages for each divided file. Selecting [Compact PDF] for file type allows you to specify [Outline PDF]. If **i-Option LK-102** is registered in the MFP, selecting [PDF]or [Compact PDF] for file type allows you to specify [Encryption] and [PDF Document Properties]. For details on the function, refer to page 7-3. If **i-Option LK-105** is registered in the MFP, selecting [PDF]or [Compact PDF] for the file type allows you to specify [Searchable PDF]. For details on the function, refer to page 8-3.
[Color]	Select the scan color for sending data from [Use Existing Color Setting], [Full Color], [Gray Scale] and [Black].

[Return to Scan Dest.]

Press [Return to Scan Dest.] to restore the selected document to the source location.

- The scanned document is deleted from the MFP.
- The document retrieved from a User Box is restored to the source User Box.

6.3.5 Specifying a destination

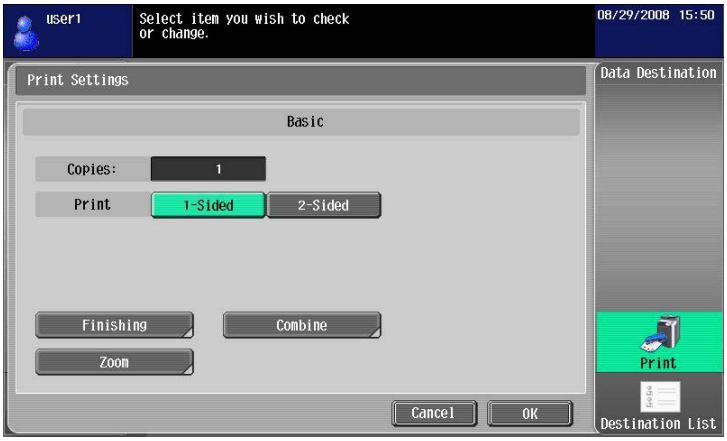
Specify a destination of the read document.

Printing

Press [Print] to print data directly from the MFP. Configure the print settings, and then press [OK].

Reference

- If you have scanned multiple documents, the print setting function will not be available.
- When you print a combined document, [Combine] and [Zoom] are not available.
- When printing a document with an embedded password using the password copy function, you cannot specify [Combine] or [Zoom]. For details on the password copy function, refer to the [User's Guide Copy Operations].
- When you print a document that has been retrieved from an external memory, [Combine] and [Zoom] are not available.
- When you print a document of JPEG, XPS, or Compact XPS format that has been retrieved from an external memory, [2-Sided] is not available. Also, Staple and Punch are not available for the [Finishing] setting.
- When printing data saved in a cellular phone or PDA, you can only check the print settings. To change print settings, select [User Settings]▸▸[Cellular Phone/PDA Setting]▸▸[Print].



Item	Description
[Copies:]	Specify the number of copies to be printed using the **Keypad**.
[Print]	Select whether to print in 2-sided mode.
[Finishing]	Press this button to configure settings for collating, grouping, stapling, or hole punching.
[Combine]	Press this button to specify whether to combine pages. Multiple pages of a document can be combined and printed on a single page.
[Zoom]	Press this button to specify a zoom ratio for the document.
[Continuous Print]	This function is available when printing combined documents in the 2-sided print mode. Multiple document are printed continuously when they are combined. When printing in 2-Sided mode, and the document ends on the front side of a sheet of paper, select whether to start printing of the next document on the back side of the sheet or on the front side of a new sheet.

Reference

- The setting value of [Finishing] varies depending on which option is installed.
  - The Staple settings are available only if the optional finisher is installed.
  - The Punch settings are available only if the punch kit is installed on the optional finisher.
- [Continuous Print] is displayed when multiple documents are combined using the editing tool, and then [Print] is selected as a destination.

Specifying destinations

From [Destination List], select an address to which you want to send a document.

Press the [Search] tab to reference one-touch destinations registered in the main unit. Press the [Group] tab to reference the group list registered in the main unit.

Reference

- If you have read multiple documents, the User Box function will not be available.
- If My address function is available, pressing [My Address] allows you to view My Address Book. For details on the My Address function, refer to page 10-3.
- If you have specified an address, you can check the send tray by pressing [Verify Address Tray/ Remote Address Setting].
- E-mail addresses for which a certificate is registered are displayed with a key icon.
- You can only specify User Boxes as an address book destination of a document retrieved from an external memory or a document saved in a cellular phone or PDA.

Saving a document in an external memory

Select [External Memory] from [Destination List], and press [OK].

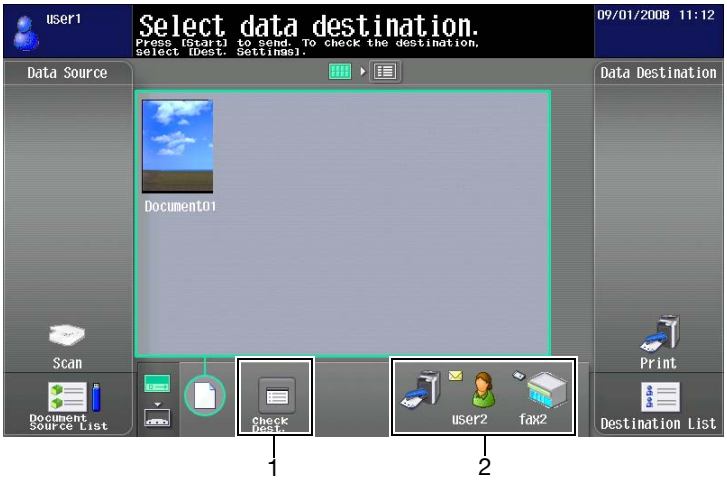
Reference

- To save data in an external memory, in [Administrator Settings]▸▸[System Settings]▸▸[User Box Settings]▸▸[External Memory Function Settings], set [Save Document] to [ON]. To additionally perform user authentication, in [Administrator Settings]▸▸[User Authentication/ Account Track]▸▸[User Authentication Settings]▸▸[User Registration], set [Function Permission]▸▸[Save to External Memory] to [Allow] for each user.
- If [Print] or a destination is specified as a destination, you cannot select [External Memory].

6.3.6 Checking the send tray

Send Tray

If you specify an address, the send tray appears. The send tray displays the icon for the destination you have specified.

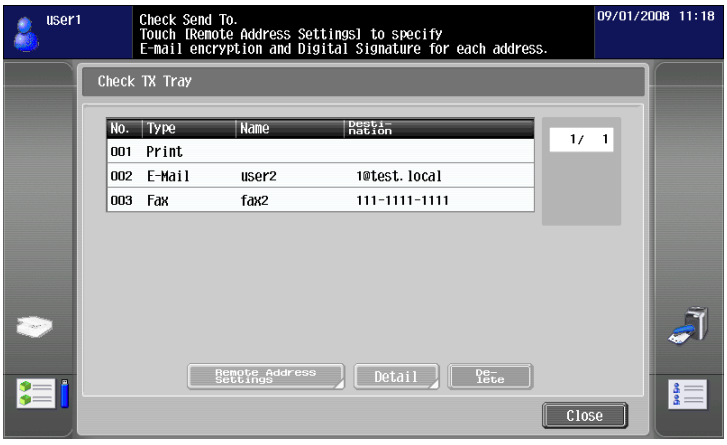


No.	Name	Description
1	Dest. Settings icon	Press the Dest. Settings icon to display the Check Send To screen, where you can check the list of specified destinations.
2	Destination icon	Displays the icons for destinations. Press the icon for the desired destination to display the Check Send To screen, where you can check the detail information of the destination.

[Check TX Tray]

Press the icon of the send tray to display the Check Send To screen, where you can check the list of specified destinations.

If an E-mail address is specified as a destination, you can specify settings for the E-mail encryption and digital signature attachment.



Item	Description
[Remote Address Settings]	Press this button to configure settings for E-mail encryption based on S/MIME and digital signature attachment. This setting is available when [ON] is selected for [S/MIME Communication Settings] of [Administrator Settings], and E-mail is selected.
[Detail]	Press this button to check the detailed information of the address.

Item	Description
[Delete]	Press this button to delete the selected address.

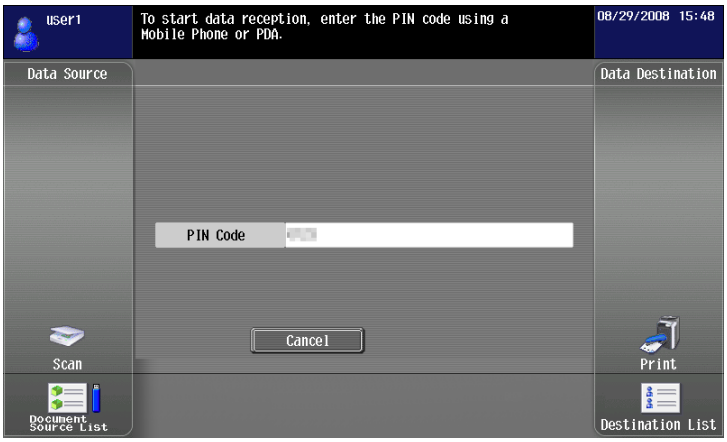
Reference

- To encrypt an E-mail message and attach a digital signature using S/MIME, set [Administrator Settings]▸▸[Network Settings]▸▸[E-Mail Settings]▸▸[S/MIME Communication Settings] to [ON].
- To encrypt an E-mail, a certificate must be registered in the E-mail address.
- To attach a digital signature to an E-mail message, the device certificate must be registered in the MFP. Also, set [Administrator Settings]▸▸[Network Settings]▸▸[E-Mail Settings]▸▸[S/MIME Communication Settings]▸▸[Digital Signature] to [Always add signature] or [Select when sending]. For details, refer to the [User's Guide Network Administrator].

6.3.7 Sending data from a cellular phone or PDA

Selecting a destination and pressing **Start** displays the PIN code on the **Control Panel**.

Specify the data you want to use and the MFP to send data in the cellular phone or PDA. Then enter the PIN code to send data to the MFP.



Reference

- You can only specify either [Print] or a User Box as a destination for sending data from a cellular phone or PDA. Also, you can specify only one User Box as a destination. To save a document in a User Box, you must create a User Box and register the User Box in the address book in advance.
  - For details on how to create a User Box, refer to the [User's Guide Box Operations].
  - For details on how to register a destination to the address book, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].
- For the operation of a cellular phone or PDA, refer to the operation manual of the cellular phone or PDA.
- The communication speed may be reduced or communication may be interrupted by obstacles, signal quality, magnetic field or static electricity.
- Documents and image data may not be sent correctly depending on the security setting of the cellular phone or PDA.

6.4 Registering a photo in the address book

From the Web browser on your computer, you can use **PageScope Web Connection** to add photo data to registered one-touch destinations.

The registered photo data is applied to the [Destination List] of Image Panel.

Reference

*For details on **PageScope Web Connection**, refer to the [User's Guide Network Administrator].*

6.4.1 Specifications of photo data

The specifications for registerable photo data are as shown below.

Item	Specifications
File Type	BMP format, 24-bit color, uncompressed
Image size	48 × 48 pixels
Data size	6,966 bytes

Reference

- Photo data is not enlarged or reduced during photo data registration process.

6.4.2 Registering photo data

Register photo data by operating **PageScope Web Connection** from the Web browser on your computer.

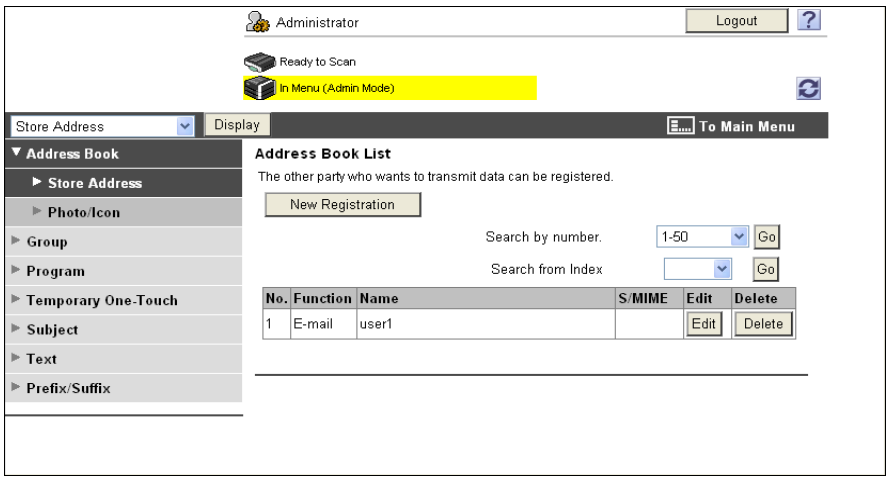
Reference

- To add photo data to the address book, you must register one-touch destinations in advance.
- When the My Address function is available, you can add photo data to one-touch destinations in My Address Book.
- Photo data can be registered in My Address Book only when you log in as a registered user.

1 Log in to the user mode or administrator mode.

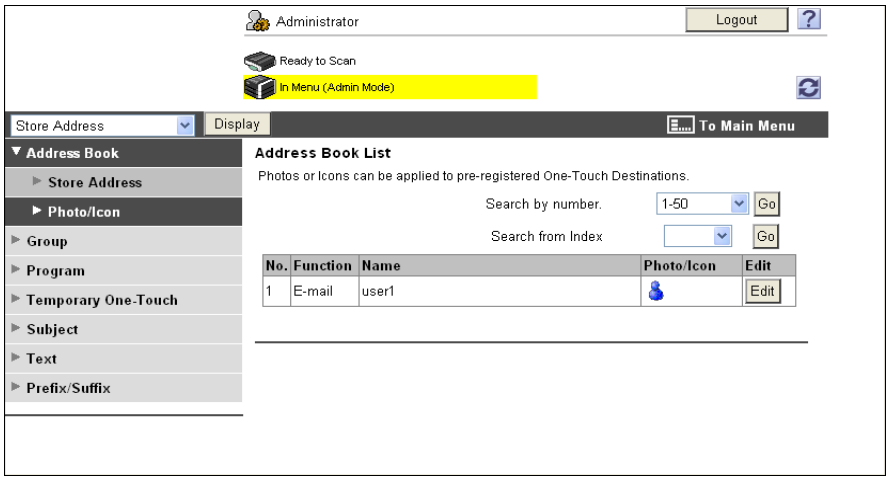
2 Select [Store Address].

3 Select [Photo/Icon].

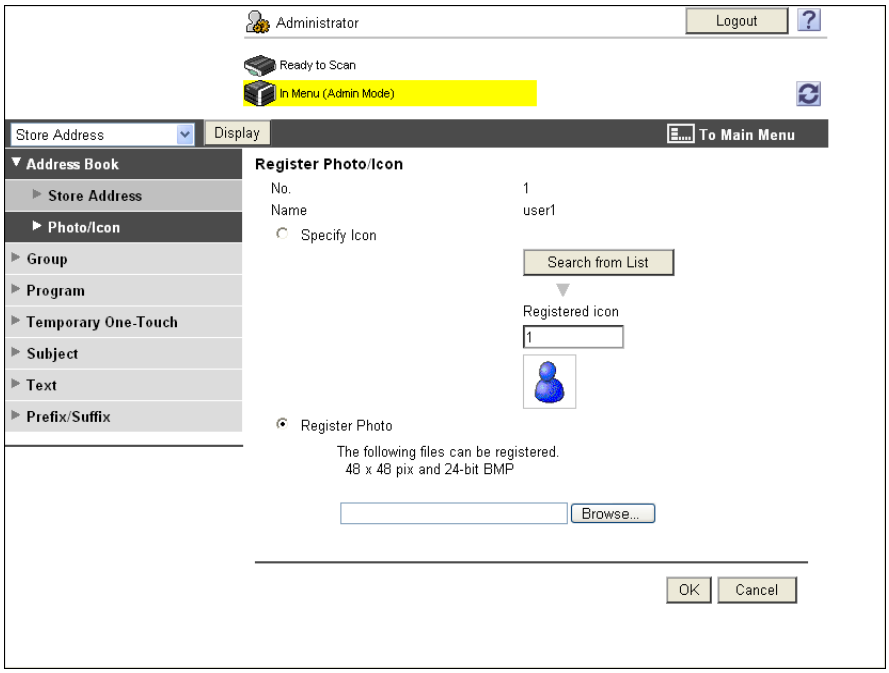


4 Select the one-touch destination to which you want to add photo data, and then click [Edit].

➔ When the photo data is registered, [Photo/Icon] is displayed in [Photo].



5 Select [Register Photo].



6 Click [Browse], and then specify the folder where the photo data you want to add is saved.

7 Press [OK].

The photo data is added to the one-touch destination.

6.5 Customizing Image Panel

When the My Panel and My Address function are available, you can customize the Image Panel screen as a user-specific screen.

To customize the Image Panel screen, the following conditions are required.

- The My Panel and My Address functions are available on the MFP.
- Perform user authentication, and then log in as a registered user.

Reference

For details on the My Panel function, refer to page 9-3.

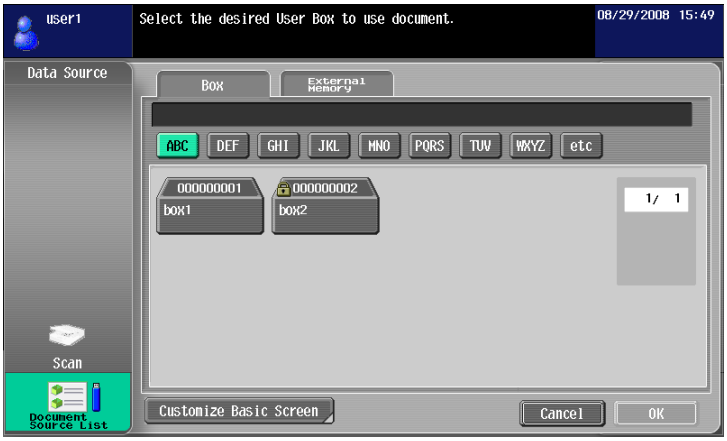
For details on the My Address function, refer to page 10-3.

6.5.1 Customizing the Read Data area

Shortcut icons for frequently used User Boxes can be registered in the Read Data area.

1 In [Data Source], press [Document Source List].

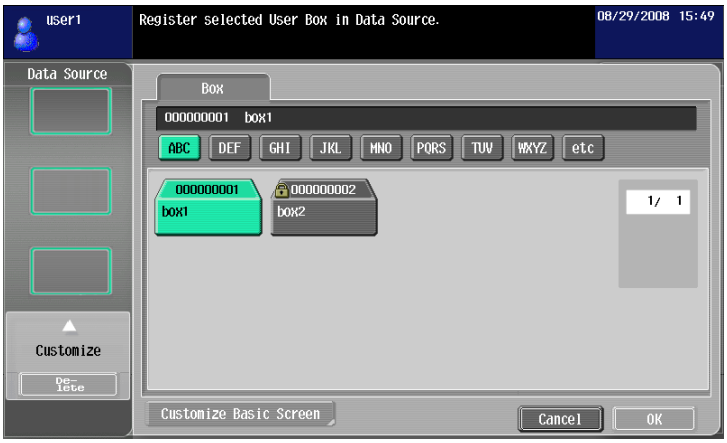
2 Press [Customize Basic Screen].



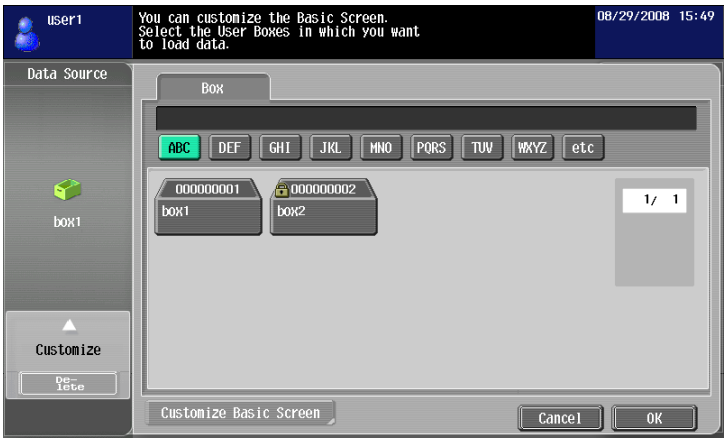
3 Select the User Box you want to register in the basic screen, and select the location in the Read Data area.

➔ If you have selected a location that is already registered in the basic screen, the data is overwritten.

➔ You cannot register a User Box that is already registered in the basic screen to another location in the basic screen.



4 Press [OK].



A shortcut icon is registered.

6.5.2 Customizing the Document Destination area

Shortcut icons for frequently used destinations can be registered in the Document Destination area.

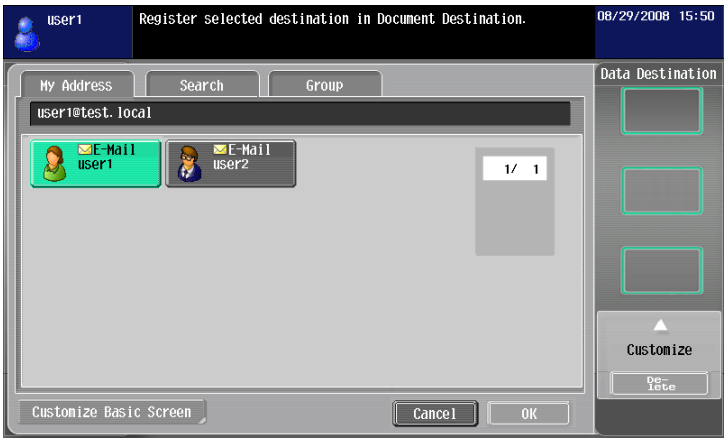
1 Press [Destination List] in the [Data Destination] area.

2 Press [Customize Basic Screen].

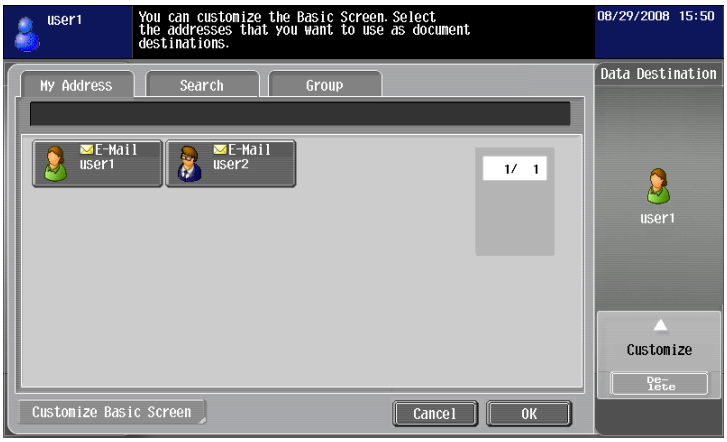
3 Select the destination you want to register in the basic screen, and select the location in the Document Destination area.

➔ If you have selected a location that is already registered in the basic screen, the data is overwritten.

➔ You cannot register a destination that is already registered in the basic screen to another location in the basic screen.



4 Press [OK].

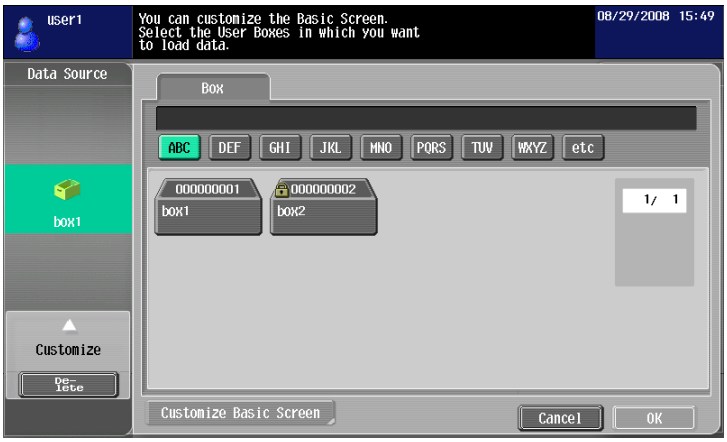


A shortcut icon is registered.

6.5.3 Deleting a registered shortcut icon

1 Press [Customize Basic Screen].

2 Select an icon you want to delete.



3 Press [Delete].

4 Press [OK].

The shortcut icon is deleted.

7 PDF Processing Function

7 PDF Processing Function

7.1 Overview

The PDF processing function allows you to specify the security level for distributing a scanned document and a document saved in a User Box, such as by encrypting a document or adding a digital signature as required.

Reference

- This function can be used on the MFP with **i-Option LK-102** registered.

Available operations with the PDF processing function

The PDF processing function allows you to perform the following operations.

- Configuring the PDF document property settings when distributing it with the scan or User Box function (p. 7-4).
- Encrypting a PDF document using a password or digital ID (public key) when distributing it with the scan or User Box function (p. 7-5).
- Adding a digital signature when distributing an encrypted PDF document (p. 7-5).
- An AES-encrypted PDF document can be printed using the direct print mode (p. 7-8).

Reference

For details on the scan function, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

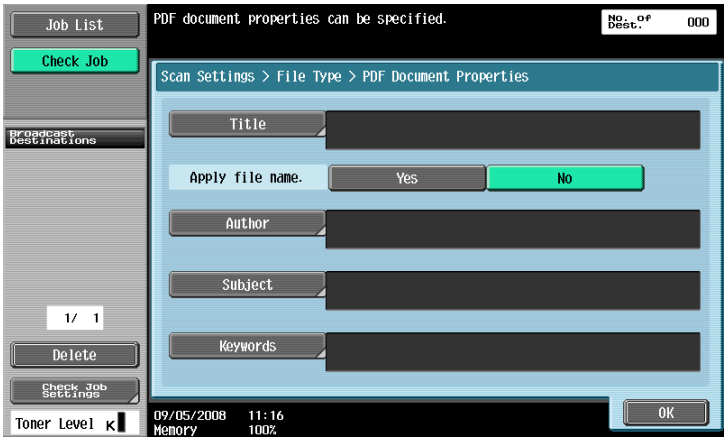
For details on User Box functions, refer to the [User's Guide Box Operations].

7.2 PDF document properties

Selecting [PDF] or [Compact PDF] as a file type when distributing a scanned document or document saved in a User Box allows you to configure the PDF document property settings.

Reference

- When saving a document in a User Box using [Save Document] of the User Box function, you cannot configure the PDF document property settings.
- When sending a document in a User Box in the PDF format to other device using **PageScope Web Connection**, you can configure the PDF document property settings.



Item	Description
[Title]	If [No] is selected for [Apply file name.], specify the title of the PDF document (up to 64 characters).
[Apply file name.]	Specify whether to apply the file name as the name of the PDF document.
[Author]	Enter the author of the PDF document (up to 64 characters). When user authentication is performed, the login name is entered as the author name.
[Subject]	Enter the sub-title of the PDF document (up to 64 characters).
[Keywords]	Enter the keywords of the PDF document (up to 64 characters).

7.3 Encrypting PDF document and adding digital signature

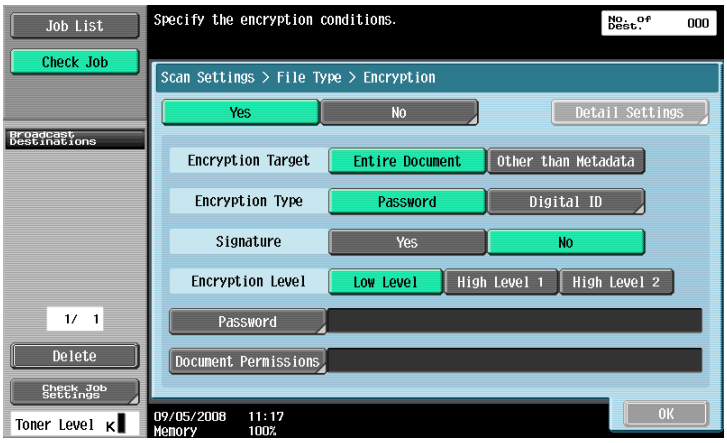
Selecting [PDF] or [Compact PDF] as a file type when distributing a scanned document or document saved in a User Box allows you to enhance security for the PDF document by encrypting it using a password or the digital ID of a user (public key).

When a device certificate is registered in the MFP, a PDF document can be distributed with a digital signature added. Adding a digital signature certifies the author (MFP) of the sent document and guarantees that the document has not been modified after being signed.

Reference

- Using **PageScope Web Connection**, you can encrypt and add a digital signature to send a document in a User Box to another device in the PDF format.
- To add a digital signature, it is necessary to encrypt the PDF document using a password or digital ID.

7.3.1 Password-based encryption



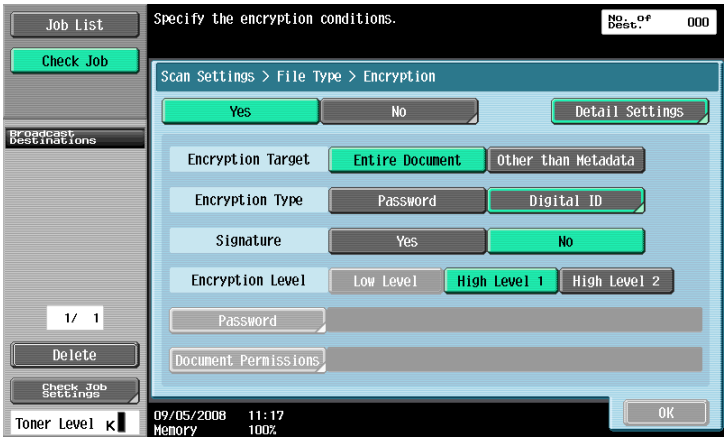
To encrypt a document using a password, configure the following settings.

Item	Description
[Encryption Target]	Select an encryption target. Selecting [Other than Metadata] excludes the item specified in [PDF Document Properties] from the encryption target. Selecting [Other than Metadata] does not allow you to select [Low Level] for Encryption Level.
[Encryption Type]	Select [Password].
[Signature]	When a device certificate has been registered in the MFP, specify whether to add a digital signature. For details on registering a device certificate in the MFP, refer to the [User's Guide Network Administrator].
[Encryption Level]	Select an encryption level. • [Low Level]: RC4 encoding method (40-bit key length), supported by Acrobat 3.0 or later • [High Level 1]: RC4 encoding method (128-bit key length), supported by Acrobat 5.0 or later • [High Level 2]: AES encoding method (128-bit key length), supported by Acrobat 7.0 or later
[Password]	Enter the password required to open a PDF document. Enter the password twice for confirmation.
[Document Permissions]	Enter the password required to change the document permissions. Enter the password twice for confirmation. You cannot use the same password as that specified in [Password]. After you have configured document permissions, press [Detail Settings] to configure the detailed permission settings. The set values vary depending on the encryption level.

[Detail Settings]

Item	Description
[Printing Allowed]	Specify whether to permit printing of a PDF document. [Low Resolution] is selectable when [High Level 1] or [High Level 2] is selected for Encryption Level.
[Enable copying of text, images and other content]	Specify whether to enable copying of text, images and other content.
[Changes Allowed]	Specify the permission level related to making changes to a PDF document. • Select [Inserting, deleting and rotating pages] to insert, delete or rotate the page. Configure this setting for encryption at a higher security level. • Select [Filling in form fields and signing.] to enter information in the form and add a digital signature. Configure this setting for encryption at a higher security level. • Select [Commenting, filling in form fields and signing] to add comments, enter information in the form and add a digital signature. • Select [Page layout, filling in form fields and signing.] to insert, delete or rotate the page, enter information in the form and add a digital signature. Configure this setting for encryption at a lower security level. • Select [Any except extracting pages] to edit a document, create the form field and enter information to it, add comments, and add a digital signature.

7.3.2 Digital ID-based encryption



To encrypt a document using the digital ID of a user, configure the following settings.

Item	Description
[Encryption Target]	Select an encryption target. Selecting [Other than Metadata] excludes the item specified in [PDF Document Properties] from the encryption target.
[Encryption Type]	Select [Digital ID]. Select [Digital ID] to display the screen for selecting destinations. The screen for selecting an address displays a list of E-mail addresses with registered digital IDs for S/MIME sending. Specify a digital ID to be used for encryption by selecting an E-mail address. Selecting [Same as destination] uses the digital ID of the address; you do not need to specify a digital ID on this screen. Specification of the digital ID is independent of specification of an address; therefore, you need to specify an address separately.
[Signature]	When a device certificate has been registered in the MFP, specify whether to add a digital signature. For details on registering a device certificate in the MFP, refer to the [User's Guide Network Administrator].

Item	Description
[Encryption Level]	Select an encryption level. To encrypt a document using a digital ID, you cannot select [Low Level] for Encryption Level. • [High Level 1]: RC4 encoding method (128-bit key length), supported by Acrobat 5.0 or later • [High Level 2]: AES encoding method (128-bit key length), supported by Acrobat 7.0 or later

[Detail Settings]

Item	Description
[Printing Allowed]	Specify whether to permit printing of a PDF document.
[Enable copying of text, images and other content]	Specify whether to enable copying of text, images and other content.
[Changes Allowed]	Specify the permission level related to making changes to a PDF document. • Select [Inserting, deleting and rotating pages] to insert, delete or rotate the page. Configure this setting for encryption at a higher security level. • Select [Filling in form fields and signing.] to enter information in the form and add a digital signature. Configure this setting for encryption at a higher security level. • Select [Commenting, filling in form fields and signing] to add comments, enter information in the form and add a digital signature. • Select [Any except extracting pages] to edit a document, create the form field and enter information to it, add comments, and add a digital signature.

Reference

- Digital ID-based encryption requires registering the certificate of a user in an E-mail address in advance. For details on registering the certificate of a user in an E-mail address, refer to the [User's Guide Network Administrator].
- You can specify up to 100 digital IDs.
- The specifiable digital ID depends on the apply level of a user.
- When saving a PDF document in a User Box, you cannot encrypt it using a digital ID.
- When encrypting a PDF document and creating a searchable PDF document at the same time, the following settings are not available if [Adjust Rotation] is set to [Adjust] in the searchable PDF setting. [Adjust Rotation] is set to [Adjust] by default. Change the setting as necessary.

– [Encryption Type]: [Digital ID]
– [Encryption Level]: [High Level 2]
– [Encryption Target]: [Other than Metadata]
– [Signature]: [Yes]

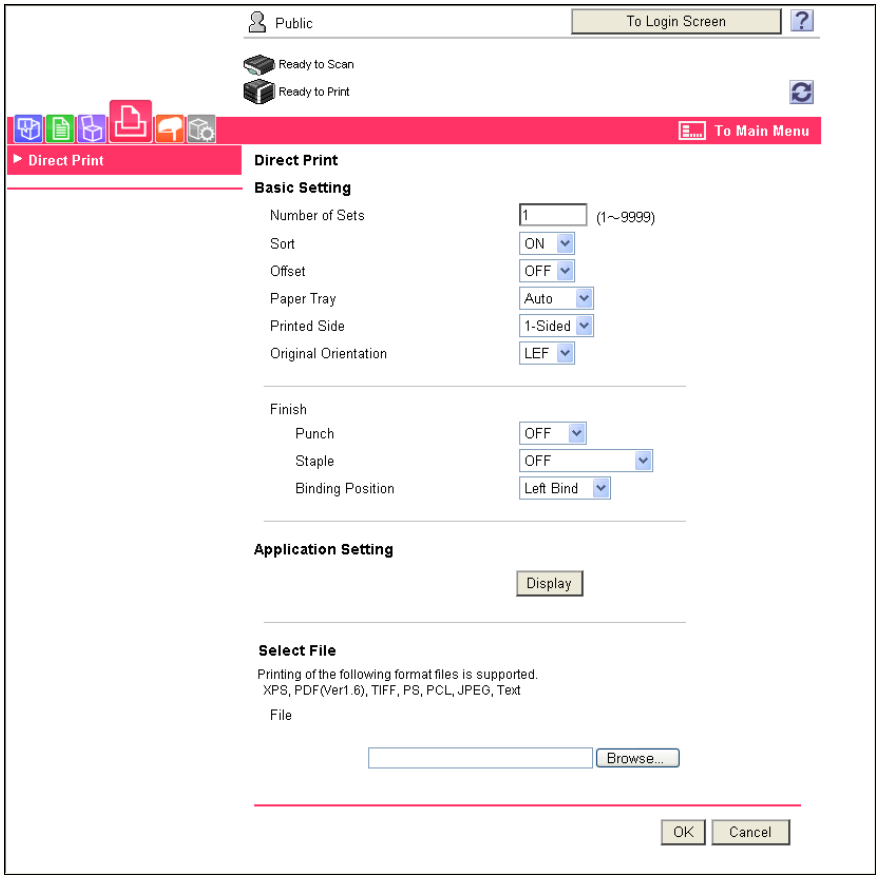
- For details on the searchable PDF function, refer to page 8-3.

7.4 Direct Print

An AES-encrypted PDF document can be printed in the direct print mode.

User **PageScope Web Connection** to print documents in the direct print mode. Log in as a public user or registered user, and then select [Direct Print].

Click [Browse] to locate the file, and then click [OK].



Reference

*For details on **PageScope Web Connection**, refer to the [User's Guide Print Operations].*

8 Searchable PDF function

8 Searchable PDF function

8.1 Overview

Searchable PDF refers to a function that creates a text searchable PDF file by pasting transparent text data on the area of a document in which characters are recognized through an OCR process.

You can create a searchable PDF file when saving or sending an original in the PDF or compact PDF format using the scan or User Box function. The searchable PDF function supports multiple languages. When creating a searchable PDF file, select an appropriate language according to the original for correct OCR processing. Also, you can improve the accuracy of OCR processing by automatically correcting the page direction.

If you want to manage paper-based documents in electronic format, it will be convenient to use the searchable PDF function to convert documents into a text-searchable PDF file.

Reference

- This function is available when **i-Option LK-105** is registered with the MFP.
- For details on the scan function, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].
- For details on User Box functions, refer to the [User's Guide Box Operations].

Precautions when creating searchable PDF files

Depending on the original condition, there may be some problems recognizing the text, the text may become garbled, or other problems may arise.

Example

- The characters that the MFP does not support will not be correctly recognized.
- If any language different from that used in the original is selected when creating a searchable PDF file, text will not be correctly recognized.
- If the page direction is not set to be corrected automatically, and the direction of the specified original does not match the direction of the text, text will not be correctly recognized.

Reference

For details on the setting to automatically correct the page direction, refer to page 8-5.

Recognizable character size

		Japanese	European language	Asian language
Resolution	200 dpi	12 pt to 142 pt	9 pt to 142 pt	20 pt to 142 pt
	300 dpi	8 pt to 96 pt	6 pt to 96 pt	12 pt to 96 pt

Reference

- When creating a searchable PDF file, a resolution over 300 dpi cannot be specified for scanning.

8.2 Configuring the OCR operation setting

Before creating a searchable PDF file, you can specify whether to give priority to accuracy or speed for OCR processing.

[OCR Operation Setting]

1 Press **Utility/Counter**.

2 Press [User Settings].

3 Press [Scan/Fax Settings].

4 In [Scan/Fax Settings] (2/2), press [OCR Operation Setting].

5 Select the OCR operation, and press [OK].

➔ [Prioritize Quality]: Give priority to recognition accuracy of an original text. Also, inclination of the original is adjusted automatically.

➔ [Prioritize Speed]: Give priority to OCR processing speed. Inclination of the original is not adjusted.

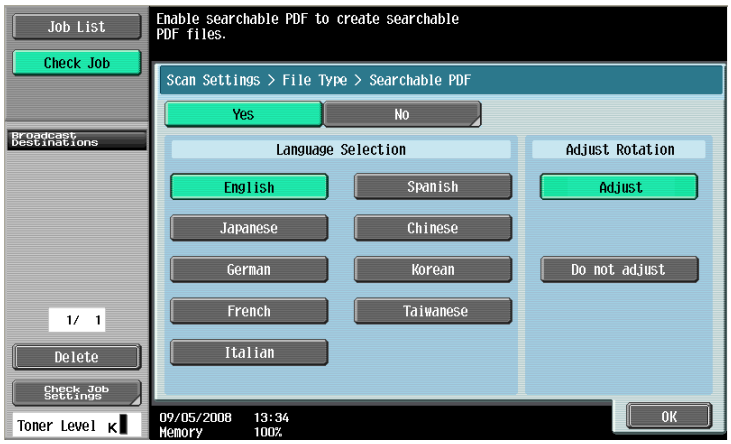
8.3 Configuring the searchable PDF setting

You can create a searchable PDF file by selecting [PDF] or [Compact PDF] for file type when saving or sending an original in the PDF format using the Scan and User Box functions.

Reference

For details on how to specify the file type when using the Scan function, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

For details on how to specify the file type when using the User Box function, refer to the [User's Guide Box Operations].



Item	Description
[Language Selection]	Select a language to use to create a searchable PDF file. Text will not be correctly recognized unless an appropriate language is selected according to the original.
[Adjust Rotation]	Specify whether to automatically rotate each page to correct it according to the text direction detected through an OCR process. If the page direction is not corrected automatically, and the direction of the specified original does not match the direction of the text, text will not be correctly recognized.

Reference

- If [Compact PDF] is selected for [File Type] to create a searchable PDF file, the OCR processing speed may be faster than when [PDF] is selected.
- When creating a searchable PDF file, [Resolution] cannot be set to [400 × 400dpi (Super Fine)] or [600 × 600dpi (Ultra Fine)].
- To create a searchable PDF file and encrypt a PDF file at the same time, if any of the following settings are specified, [Adjust Rotation] cannot be set to [Adjust] in the PDF encryption setting.

– [Encryption Type]: [Digital ID]
– [Encryption Level]: [High Level 2]
– [Encryption Target]: [Other than Metadata]
– [Signature]: [Yes]

- For details on how to encrypt a PDF file, refer to page 7-5.
- For [Japanese], [Chinese], [Korean] and [Taiwanese], the text direction (vertical or horizontal writing) is recognized automatically. However, for [Chinese], [Korean] and [Taiwanese], if both vertical and horizontal text directions are used on the same page, the original is processed based on one or the other.
- Downloading or sending a document configured as a searchable PDF file and saved in a User Box using **PageScope Web Connection** causes the searchable PDF setting to be canceled and a text search to be disabled.

9 My Panel Function

9 My Panel Function

9.1 Overview

The My Panel function allows the user to centrally manage the environment of the **Control Panel** customized by the user according to the application (My Panel), and to obtain My Panel on the MFP selected by the user.

Using My Panel provides the same operationality on multiple MFPs in network environment.

Reference

*This function is used in connection with the **PageScope My Panel Manager**. For details on enabling the function, refer to the **PageScope My Panel Manager** manual.*

*You can also configure My Panel settings using the **PageScope My Panel Manager**. For details, refer to the **PageScope My Panel Manager** manual.*

9.1.1 Available operations with My Panel

My Panel allows you to personalize the **Control Panel** so that frequently-used functions are preferentially displayed.

Also, if the Web browser or Image Panel is available, by linking it with **PageScope My Panel Manager**, you can manage the Web browser settings and information for each user, and personalize the Image Panel screen.

Customizable items

My Panel allows you to customize the following items.

- Specification of a language displayed on the **Control Panel**
- Specification of a measurement unit to be displayed when entering numbers
- Initial display settings for the basic screen of the Copy function and registration of short-cut keys and setting value keys to be arranged in the basic screen
- Initial display settings for the basic screen of the fax/scan function and registration of shortcut keys
- Initial display settings for the basic screen of the User Box function and registration of shortcut keys
- Specification of the color of selected buttons of the **Control Panel**
- Display of the My Panel main menu
- Display of the initial screen of the **Control Panel**

Functions available by linking to the Web browser

You can personalize the operation environment of the Web browser by linking the Web browser with My Panel. My Panel allows you to manage the following settings and information for each user.

- Home page
- Favorites
- Display history of contents
- URL input history
- Cookie
- Authentication information

Reference

Register a home page and favorites using the Web browser. Display history, input history, cookies, authentication information are automatically stored in the server as the user uses the Web browser. For details on how to use the Web browser, refer to page 4-3.

*You can edit the registration information of a home page and favorites using **PageScope My Panel Manager**. For details, refer to the **PageScope My Panel Manager** manual.*

Functions available with Image Panel

By linking the Image Panel with My Panel or My Address Book, you can register shortcuts for the document source and destination in the basic screen of Image Panel to personalize the operation environment of Image Panel. Also, you can refer to My Address Book to specify a destination to send data to.

Reference

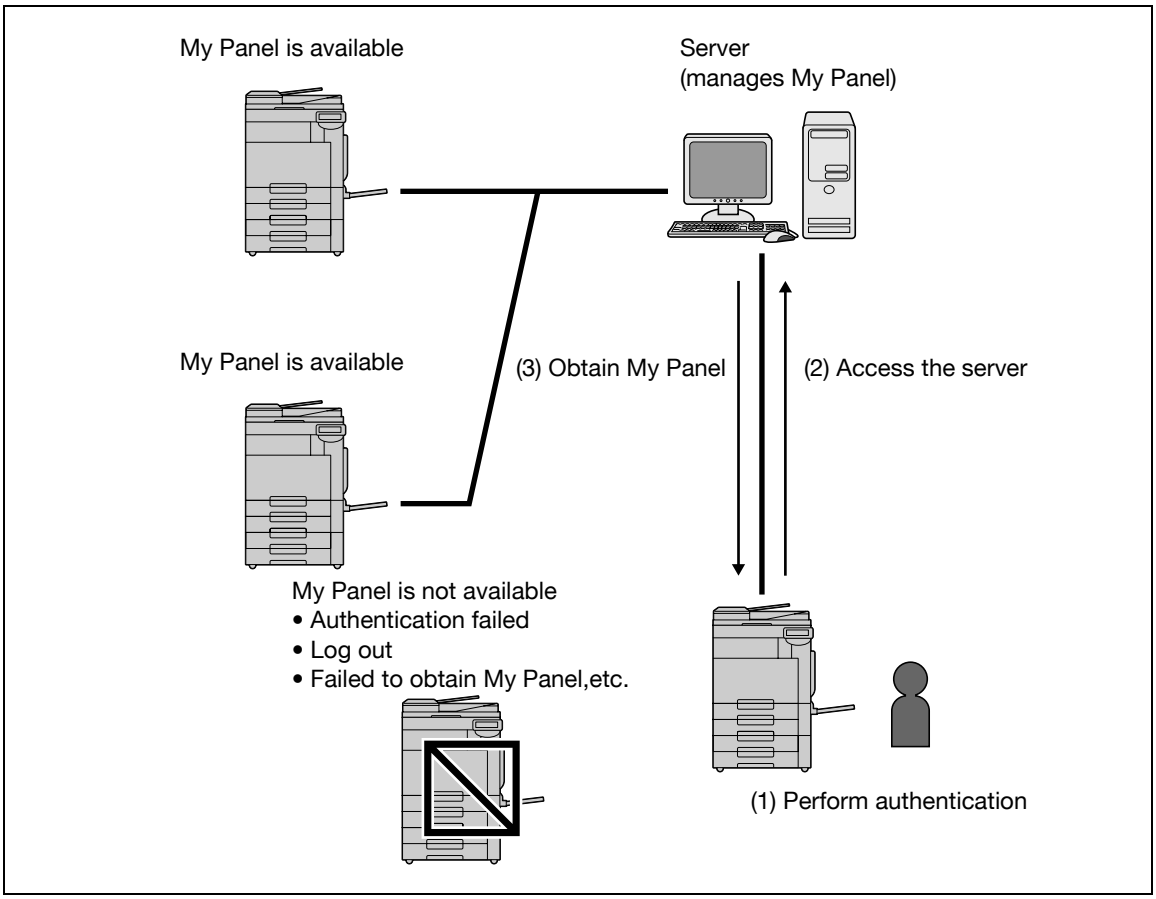
For details on customizing the Image Panel screen, refer to page 6-22.

For details on the My Address function, refer to page 10-3.

9.1.2 My Panel acquisition procedure

Perform user authentication on the selected MFP. If the user authentication is succeeded, the MFP automatically accesses the server to obtain My Panel of the user who is logged in.

The user can use My Panel while logged in to the MFP. My Panel is not available after the user logs out.



9.1.3 Restrictions on using the My Panel function

The following are restrictions on the use of My Panel.

- Registering, editing and deleting My Panel are available only for the user who owns the My Panel. The administrator of the MFP cannot operate My Panel.
- When you access My Panel for the first time, the language, measurement unit and color selection settings comply with the settings in the MFP.
- When you access My Panel for the first time, the main menu of My Panel is displayed in the initial screen.
- Only the setting memory (copy program and fax/scan program) registered on the MFP you use is available.
- Depending on the functions or option installation status of the MFP on which My Panel is used, the operating environment specified as My Panel may not be available.
- When registering, editing, or deleting My panel, an error may occur depending on the connection status to the server. If an error occurs, check the network connection.

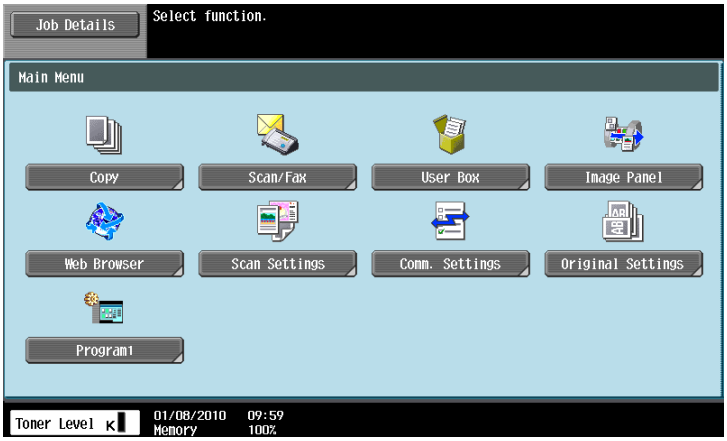
9.2 Displaying My Panel

9.2.1 Main Menu

Main Menu appears first when displaying My Panel.

In Main Menu, you can freely lay out frequently used functions and shortcut keys to the setting memory. In Main Menu, 12 types of shortcut keys can be registered.

For details on configuring settings for Main Menu, refer to page 9-15.



9.2.2 Displaying Main Menu

When using the My Panel function, you can change the initial screen to be displayed after user authentication is succeeded. To display Main Menu for My Panel from a different initial screen, use the [Application Menu].

In [Application Menu], press [My Panel] to display Main Menu of My Panel.

Reference

The initial screen displayed after user authentication is succeeded can be changed in [My Panel Settings] Settings. For details, refer to page 9-16.

For details on the [Application Menu], refer to page 3-4.

9.3 Customizing My Panel

Customize My Panel in [My Panel Settings] of [Utility].

9.3.1 [My Panel Settings]

Customizable items are as follows.

Item	Description
[Language Setting]	Select a language to be used on My Panel. For details, refer to page 9-8.
[Measurement Unit Settings]	Select a measurement unit to be used when displaying values on My Panel. For details, refer to page 9-8.
[Copier Settings]	Specify the initial display settings for the basic screen of the Copy function and register short-cut keys and setting value keys to be arranged in the basic screen. For details, refer to page 9-9.
[Scan/Fax Settings]	Initial display settings for the basic screen of the fax/scan function and registration of shortcut keys For details, refer to page 9-11.
[User Box Settings]	Configure initial display settings for the basic screen of the User Box function and register shortcut keys. For details, refer to page 9-13.
[Color Selection Settings]	Select a color for the selected buttons on My Panel. For details, refer to page 9-14.
[Main Menu Settings]	Register the main menu buttons on the Main Menu screen of My Panel. For details, refer to page 9-15.
[Initial Screen Settings]	Specify the initial screen to be displayed after user authentication is succeeded. For details, refer to page 9-16.

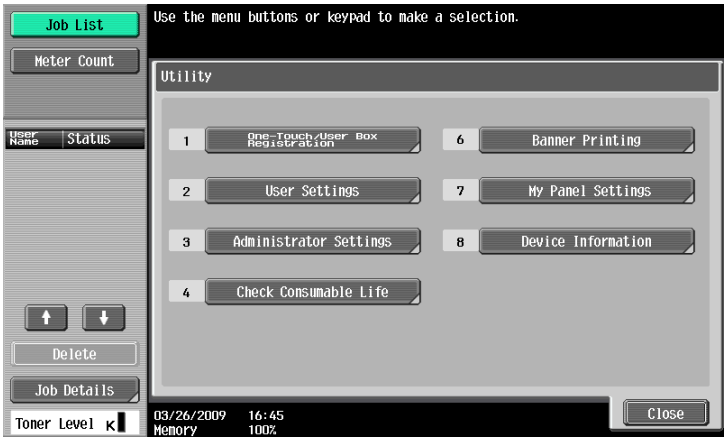
9.3.2 Displaying [My Panel Settings]

When the My Panel function is available, [My Panel Settings] appears in [Utility].

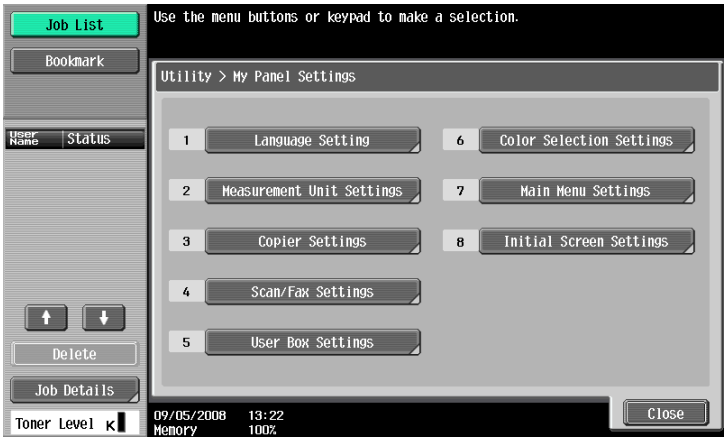
1 Log in as a registered user.

2 Press **Utility/Counter**.

3 Press [My Panel Settings].



The My Panel Settings screen appears.

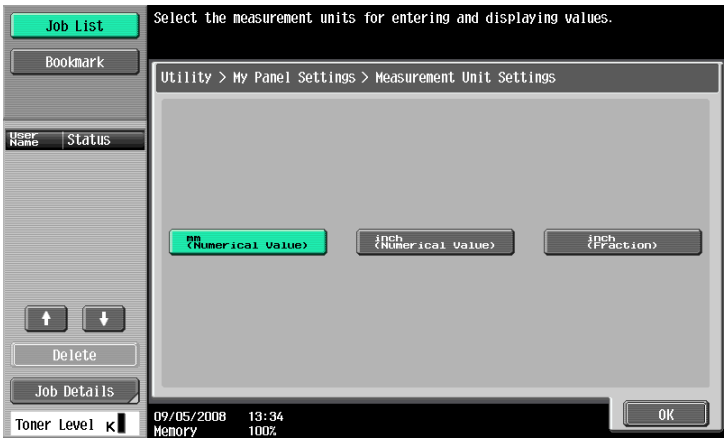


9.3.3 [Language Setting]

Select a language to be used on My Panel from the languages available on the MFP.

9.3.4 [Measurement Unit Settings]

Select a length unit to be used on My Panel.



9.3.5 [Copier Settings]

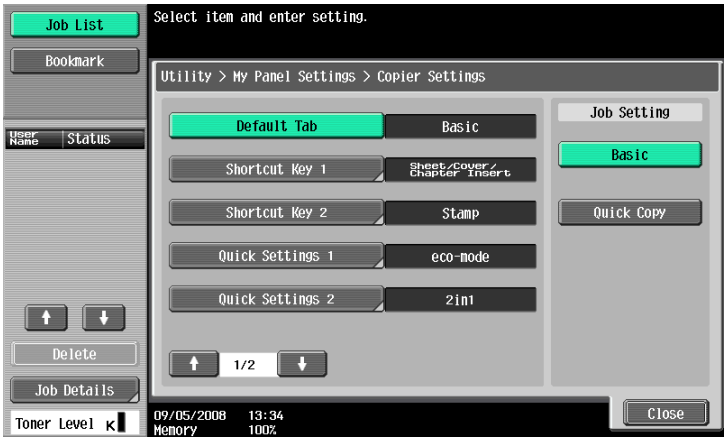
Specify the initial display settings for the basic screen of the Copy function and register short-cut keys and setting value keys to be arranged in the basic screen.

[Default Tab]

Configure the default display settings for the basic screen in the copy mode.

[Basic] displays normal basic display.

[Quick Copy] displays the setting items of basic settings screen in a single screen. It can be used to specify multiple setting at one time.



[Shortcut Key 1] - [Shortcut Key 2]

Lay out shortcut keys for frequently used copy application functions on the basic screen.

Up to two shortcut keys can be laid out.

Even if you log in to another model and register a function in [Shortcut Key 1] and/or [Shortcut Key 2], [OFF] is displayed for this machine when that function is not available with this machine. (Example: [Density], [Background Removal])

In addition, displaying a page with which to register a function in [Shortcut Key 1] and/or [Shortcut Key 2] when that function is not available causes [OFF] to be selected. If [OK] is selected, [OFF] is set for [Shortcut Key 1] and [Shortcut Key 2].

As a result, shortcut keys are not displayed even if you log in to another model.

[Quick Settings 1] - [Quick Settings 4]

Arrange the setting values of the Copy function and copy program keys in the basic screen.

By arranging the frequently-used setting values and copy program keys in the basic screen, you can configure the copy settings easily only by pressing the key. You can arrange up to four keys.

Even if you log in to another model and register a function in [Quick Settings 1] - [Quick Settings 4], [OFF] is displayed for this machine when that function is not available with this machine. (Example: [Color])

Displaying a page with which to register a function in [Quick Settings 1] - [Quick Settings 4] when that function is not available causes [OFF] to be selected. If [OK] is selected, [OFF] is set for [Quick Settings 1] and [Quick Settings 4].

As a result, quick setting keys are not displayed even if you log in to another model.

Reference

To arrange a copy program in the basic screen, you must register the copy program in advance. For details on how to register a copy program, refer to the [User's Guide Copy Operations].

[Default Tab Density Settings]

Place the key to adjust the copy density on the basic screen.

Reference

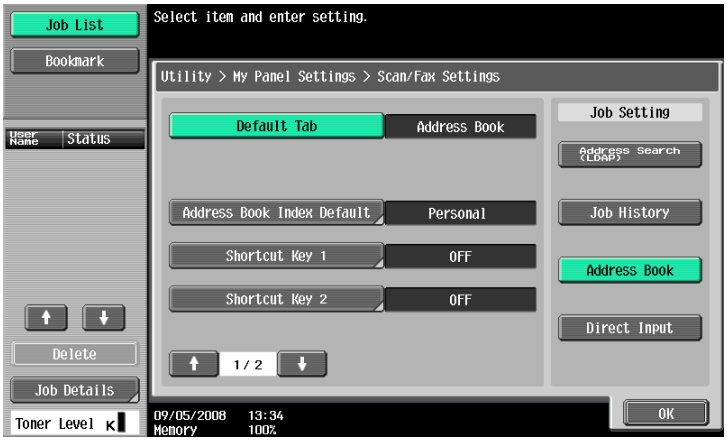
- When placing the density adjustment key on the basic screen, [Quick Settings 3] and [Quick Settings 4] are not available.

9.3.6 [Scan/Fax Settings]

Configure initial display settings for the basic screen of the fax/scan function and register shortcut keys.

[Default Tab]

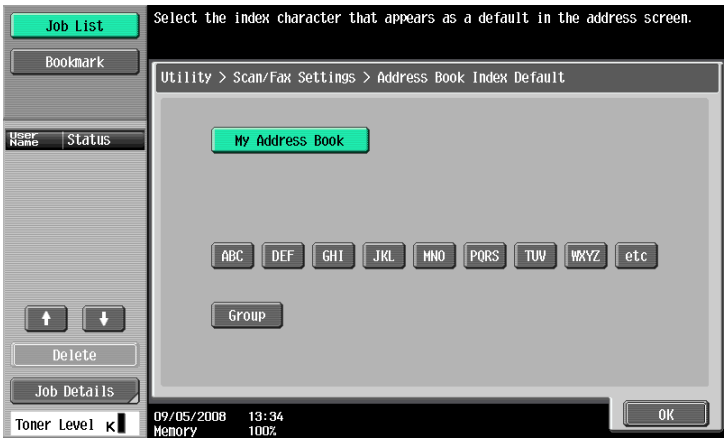
Configure initial display settings for the basic screen in the fax/scan function.



[Address Book Index Default]

To use the public address book, specify the type of an index to be displayed initially in [Address Book].

By default, [My Address Book] is selected.



Reference

For details on the My Address function, refer to page 10-3.

[Shortcut Key 1] - [Shortcut Key 2]

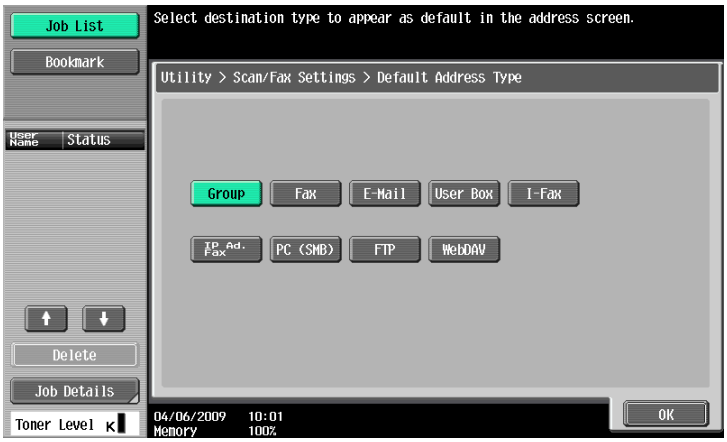
Lay out shortcut keys for frequently used fax/scan application functions on the basic screen. Up to two shortcut keys can be laid out.

[Default Address Book]

Configure settings for the default screen of [Address Book].

[Default Address Type]

When displaying an address book by address type, specify an address type to be displayed by default.

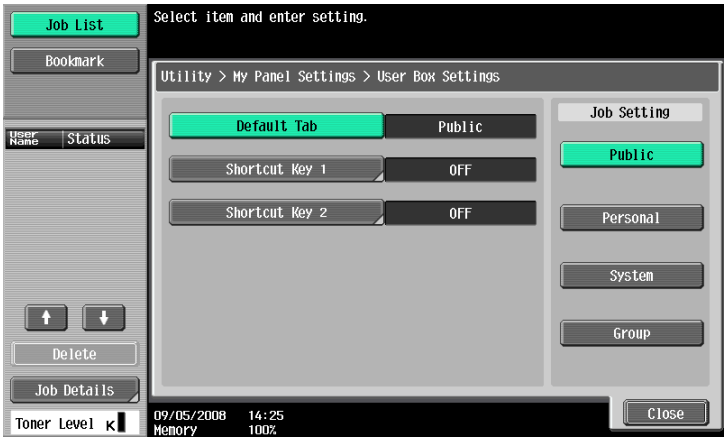


9.3.7 [User Box Settings]

Configure initial display settings for the basic screen of the User Box function and register shortcut keys.

[Default Tab]

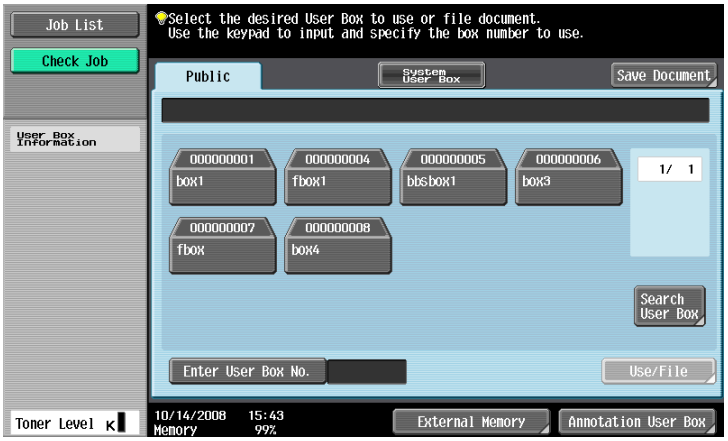
Configure the default display settings for the basic screen (after **User Box** is pressed on the **Control Panel**) in the User Box mode.



[Shortcut Key 1] - [Shortcut Key 2]

Lay out shortcut keys for User Boxes frequently used when using a User Box document on the basic screen.

Up to two shortcut keys can be laid out.



9.3.8 [Color Selection Settings]

Select a color for the selected buttons on My Panel.

9.3.9 [Main Menu Settings]

Customize the main menu of My Panel.

You can freely lay out frequently used functions and shortcut keys to the setting memory (copy programs and fax/scan programs) in Main Menu.

Main menu button

The shortcut key displayed in Main Menu is called the main menu button, and up to 12 types can be registered.

To register the set memory (copy programs and fax/scan programs) as main menu buttons, press [Icon] to select icons for the setting memory to be displayed on Main Menu.

Registering a main menu button

[Function], [Copy Function Settings], [Scan/Fax Function Settings], [Copy Program Settings], and [Scan/Fax Program Settings] can be assigned as main menu buttons.

Item	Description
[Function]	Registers a shortcut key to each of [Copy], [Scan/Fax], [User Box], [Image Panel], and [Web Browser] functions. Shortcut key for the Web Browser or Image Panel functions can be registered in Main Menu only when its function is enabled.
[Copy Function Settings]	Register shortcut keys in Copy Function Settings for each of [Paper Setting], [Zoom], [Duplex/Combine], and [Finishing].
[Scan/Fax Function Settings]	Register shortcut keys in Scan/Fax Function Settings for each of [Scan Settings], [Original Settings] and [Comm. Settings].
[Copy Program Settings]	Register a shortcut key to the copier setting memory (copy program) registered in the MFP. Press [Icon] in the Main Menu Settings screen. You can select setting memory icons to be displayed on Main Menu. The shortcut key for the setting memory is available only on the MFP with the setting memory registered. For details on registering the copier setting memory (copy program), refer to the [User's Guide Copy Operations].
[Scan/Fax Program Settings]	Register a shortcut key to the fax/scan setting memory (fax/scan program) registered in the MFP. Press [Icon] in the Main Menu Settings screen. You can select setting memory icons to be displayed on Main Menu. The shortcut key for the setting memory is available only on the MFP with the setting memory registered. For details on registering the fax/scan setting memory (fax/scan program), refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

9.3.10 [Initial Screen Settings]

Specify the initial screen to be displayed after user authentication is succeeded. By default, the My Panel main menu is displayed as the initial screen.

Reference

- Shortcut key for the Web Browser or Image Panel functions can be registered in the initial screen only when its function is enabled.

10 My Address function

10 My Address function

10.1 Overview

The My Address function allows the user to centrally manage the personal address book (My Address Book) on the server, and to obtain My Address Book on the MFP selected by the user.

Using My Address Book allows you to use the same address book on multiple MFPs in your network environment without registering addresses individually on each MFP.

Reference

*This function is used in connection with the **PageScope My Panel Manager**. For details on enabling the function, refer to the **PageScope My Panel Manager** manual.*

*You can also add entries to My Address Book using **PageScope My Panel Manager**. For details, refer to the **PageScope My Panel Manager** manual.*

10.1.1 Classification of address books

When the My Address function is available, you can use the following two kinds of address books.

Public address book

Public address book refers to an address book accessible to anyone registered in the main unit of the MFP selected by the user.

The public address book is provided with the following features.

- In the public address book. one-touch destinations, groups, and programs can be registered.
- Since the public address book is registered in the main unit of the MFP, available destinations depend on the selected MFP.
- The user or administrator can register, edit, or delete the public address book.
- If registration and editing of destinations by a user is restricted by the administrator, registration or editing of the public address book is not possible.

My Address Book

My Address Book refers to a server-managed address book accessible only to the user.

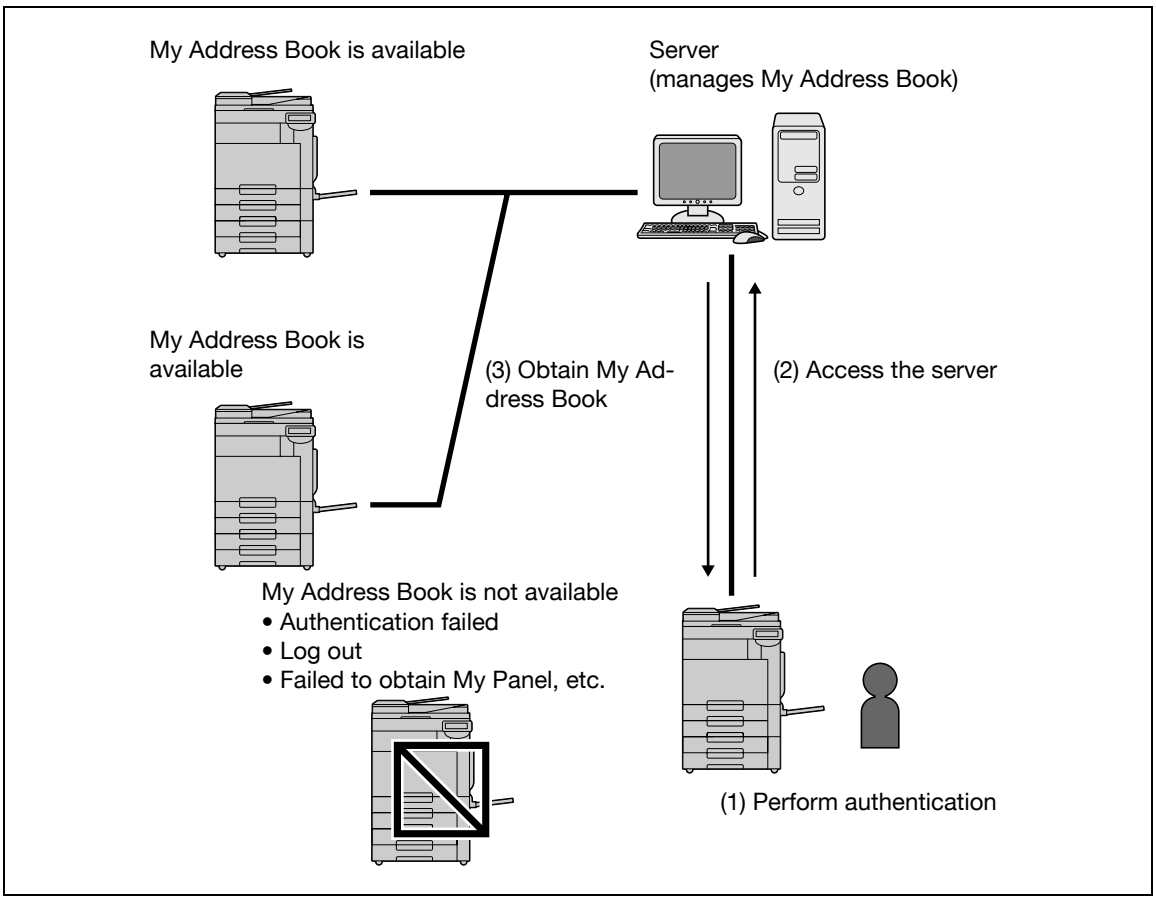
My Address Book is provided with the following features.

- In My Address Book, one-touch destinations and groups can be registered.
- Since the My Address function is obtained from the server on the MFP selected by the user, it is available on any MFP in which the My Address function is available.
- Only the specified user can register, edit or delete My Panel.

10.1.2 My Address Book acquisition procedure

Perform user authentication on the selected MFP. If the user authentication is succeeded, the MFP automatically accesses the server to obtain My Address Book of the user who is logged in.

The user can use My Address Book while logged in to the MFP. My Address Book is not available after the user logs out.



10.1.3 Restrictions on using the My Address function

There are following restrictions on My Address Book.

- Only the user who owns My Address Book can register, edit or delete My Address Book. The administrator of the MFP cannot operate My Address Book.
- My Address Book can contain up to 100 one-touch destinations and up to 10 groups (up to 100 one-touch destinations per group).
- If the number of registered destinations in My Address Book exceeds the maximum value, a new destination cannot be registered.
- Program cannot be registered in My Address Book.
- Destination search by index is not possible in My Address Book.
- User Box is available only on the MFPs with registered destinations.
- Depending on the MFP settings or options installed in the MFP on which My Address Book is used, sending that has been specified in the address book may not be performed.
- When registering, editing, or deleting My address book, an error may occur depending on the connection status to the server. If an error occurs, check the network connection.

10.2 Registering and editing a destination

Register frequently used personal addresses in My Address Book. Addresses can be registered using any of the following methods.

- Using the **Control Panel** of the MFP
- Using **PageScope Web Connection** from a computer on the network
- Using the **PageScope My Panel Manager**

In My Address Book, one-touch destinations and groups can be registered. This section describes how to register addresses from the **Control Panel** of the MFP.

10.2.1 Address Book

Frequently used fax numbers and E-mail addresses, and registered User Boxes can be registered as one-touch destinations. Up to 100 one-touch destinations can be registered in My Address Book.

1 Log in as a registered user.

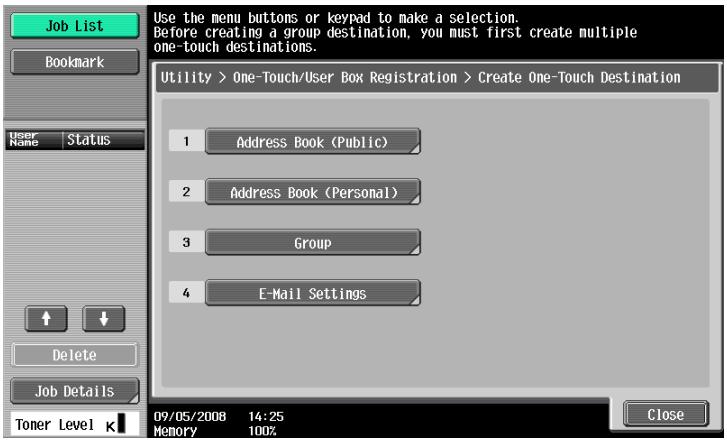
2 Press **Utility/Counter**.

3 Press [One-Touch/User Box Registration].

4 Press [Create One-Touch Destination].

5 Press [Address Book (Personal)].

➔ To add one-touch destinations to the shared address book, press [Address Book (Public)].



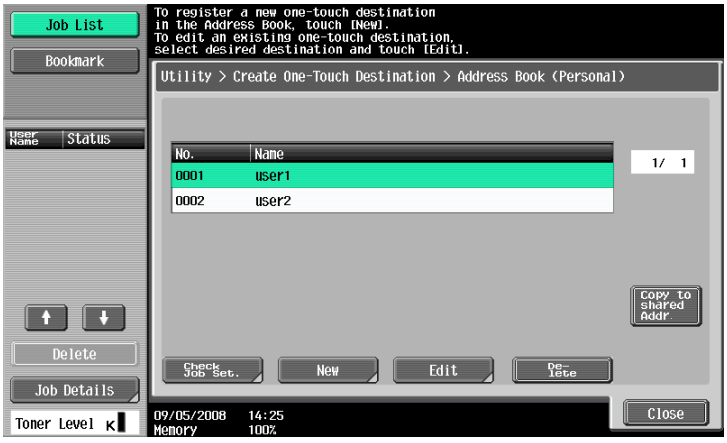
A list of personal one-touch destinations appears.

6 Press [New].

➔ To edit a registered destination, select the destination, and then press [Edit].

➔ To delete a registered address, select the destination, and then press [Delete].

➔ To check a registered address, select the address, and then press [Check Job Set.].



7 Select the type of address to be registered, and then configure settings for required items.

Reference

For details of the address book entries, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

10.2.2 Group

Multiple one-touch destinations in My Address Book can be grouped, and registered as a group. In My Address Book, up to 10 groups (up to 100 one-touch destinations per group) can be registered.

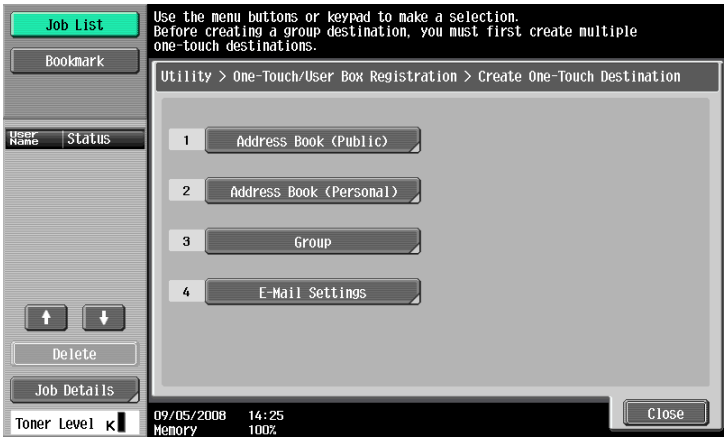
1 Log in as a registered user.

2 Press **Utility/Counter**.

3 Press [One-Touch/User Box Registration].

4 Press [Create One-Touch Destination].

5 Press [Group].



A list of groups appears.

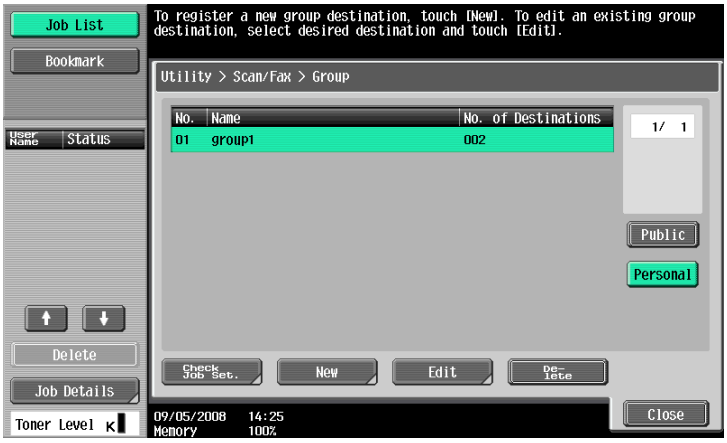
6 Press [Personal], and then press [New].

➔ To edit a registered group, select the group, and then press [Edit].

➔ To delete a registered group, select the group, and then press [Delete].

➔ To check a registered group, select the group, and then press [Check Job Set.].

➔ Press [Public] to display the public groups.



7 Check that a personal group is selected as a registration destination, and then configure settings for required items.

➔ Select [Select Group]. The addresses registered in My Address Book are displayed. Select one-touch destination to be grouped.

Reference

For details on registration contents of the group, refer to the [User's Guide Network Scan/Fax/Network Fax Operations].

10.3 Copying destinations between address books

Registered one-touch destinations can be copied between the public address book and My Address Book.

Reference

- Groups cannot be copied between the public address book and My Address Book.

10.3.1 Copying destinations from the public address book to My Address Book

Addresses registered in the public address book can be copied to My Address Book.

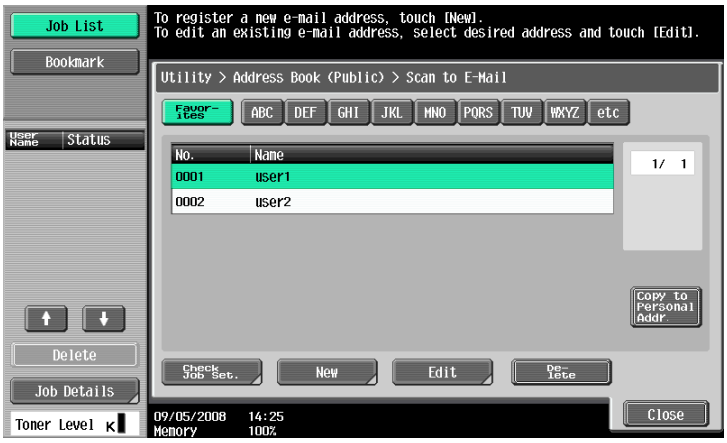
1 Display [Create One-Touch Destination].

2 Press [Address Book (Public)].

3 Select the type of address to be copied.

A list of registered address books of the selected address type appears.

4 Select an address to be copied, and then press [Copy to Personal Addr.].



5 Select [Yes] on the confirmation screen, and then press [OK].

The selected address is copied.

10.3.2 Copying destinations from My Address Book to the public address book

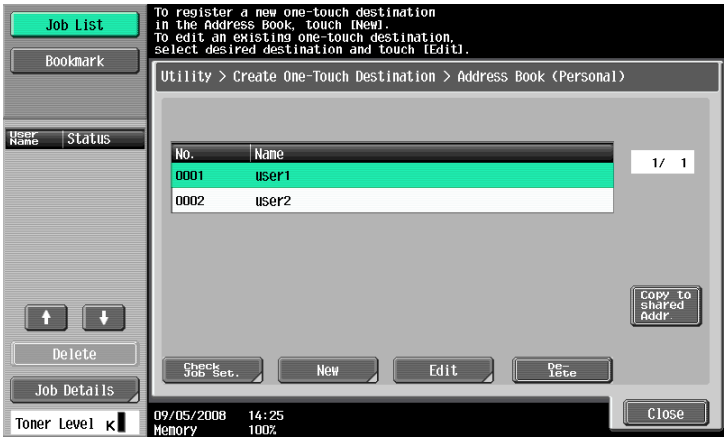
Destinations registered in My Address Book can be copied to the public address book.

1 Display [Create One-Touch Destination].

2 Press [Address Book (Personal)].

A list of personal one-touch destinations appears.

3 Select an address to be copied, and then press [Copy to Shared Addr.].



4 Select [Yes] on the confirmation screen, and then press [OK].

The selected address is copied.

10.4 Using My Address Book when sending a document

Use My Address Book to specify a destination when sending a document using the Scan/Fax functions, or sending a document in a User Box.

10.4.1 Specifying destinations

When the My Address function is available, the following screen appears when specifying an address.

Addresses registered in My Address Book appears by address type. Select the desired destination.

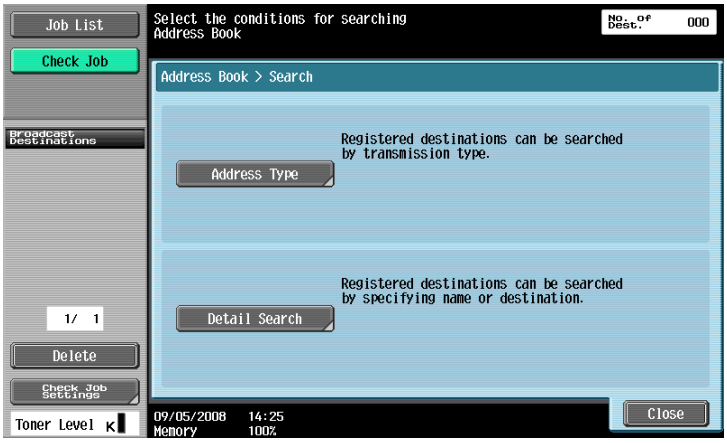
To select an address registered in the public address book, press [Public].

10.4.2 Searching for destinations

If a desired address is not found, you can search for it. In the screen for specifying a destination, press [Search].

To search for destinations based on the registered address type, press [Address Type].

To search for destinations based on the name and a part of registration contents, press [Detail Search].



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11 Index

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