

Multifunction Device Quick Operation Manual



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1-1. < IC Card Authentication Method >

Authenticate by holding the IC card (staff ID/student ID) over the multifunction device.

IC card authentication is mandatory when using the functions.



When IC card authentication is successful, the user name is displayed in the upper left corner of the LCD screen.



1-2.< Menu Screen >

Various functions are displayed on the menu screen.



● About the Buttons in the Menu

① 『 Copy 』 ⇒ This is the Copy function button.

② 『 Fax 』 ⇒ This is the Fax function button.

Displayed only on devices with fax functionality.

③ 『 FUJIFILM IWpro Print 』

⇒ When you hold your IC card over the reader, the print jobs for each user will be displayed.

④ 『 Send Email 』

⇒ Scan data is sent to the specified email address
Frequently used email addresses can be registered in the "Address Book."

⑤ 『 ? 』

⇒ The help function is displayed. The language can be switched between Japanese and English

1-3.< Language Switch>

1. Press the "Language Switch" button on the menu screen.



2. Select the language on the screen.

3. Press "OK"



2-1.< How to Print from a Web Browser>

1. Access the site

From your PC or smartphone browser, enter the following URL to connect.

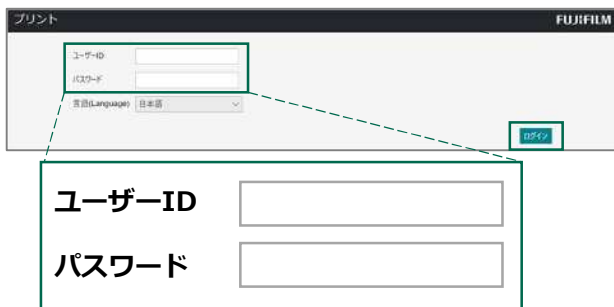
<https://print.fbiwpro.fujifilm.com/guestweb/>

※ You can also connect using the QR code.



2. Enter User ID and Password

The FUJIFILM iWpro Print login screen will appear.
Enter your User ID and Password, then press "Login."



プリント FUJIFILM

ユーザーID
パスワード
言語(Language) 日本語


ログイン

ユーザーID
パスワード

3. Select File

Press "Select" for the file and choose the file to upload.

You can also upload files by dragging and dropping them into the drop area.



プリント

ファイルアップロード

ファイル

コメント

追加で印刷

印刷

印刷の指定

印刷番号


印刷

印刷

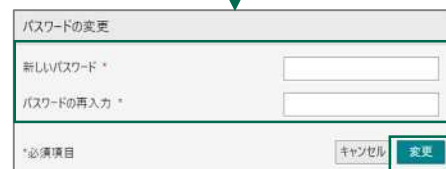
2-1.< How to Print from a Web Browser>

4. Setting a PIN

Press "Change" for the PIN and enter a 4-digit numeric password.



Please make sure to note down your PIN



Review the contents and press "Upload."



5. Confirm the Print Reservation Number

Confirm that the file has been uploaded.

Make a note of the "Print Reservation Number."

Please note that if you close this screen, you will no longer be able to view the print reservation number.



ファイル名	03_企画書_03.pdf	有効期限	2023/12/14 10:57
プリント予約番号	KMRXR6W	ページ数	5
カラーモード	自動 (無印で変更可)	サイズ(KB)	307
類別	共通		
まとめて印刷	しない		

▲ 注意
この画面を閉じるとプリント予約番号を確認できなくなります。プリント予約番号を覚えておいてください。

2-2.< How to Print Large Files>

By accessing the multifunction device via a browser through Internet Service without using IVpro Print, you can send files to the device and print them via the web browser.

- **Supported File Formats**

PDF、PostScript、JPEG、TIFF、XPS、DocuWorks

- **Individual Limits for Each File Format**

Depending on the file format and feature settings of the print data, the size limit ranges from approximately 1.2 to 3.6 GB.

- **Display Information**

The display of My Page may take some time depending on the network environment and communication conditions.

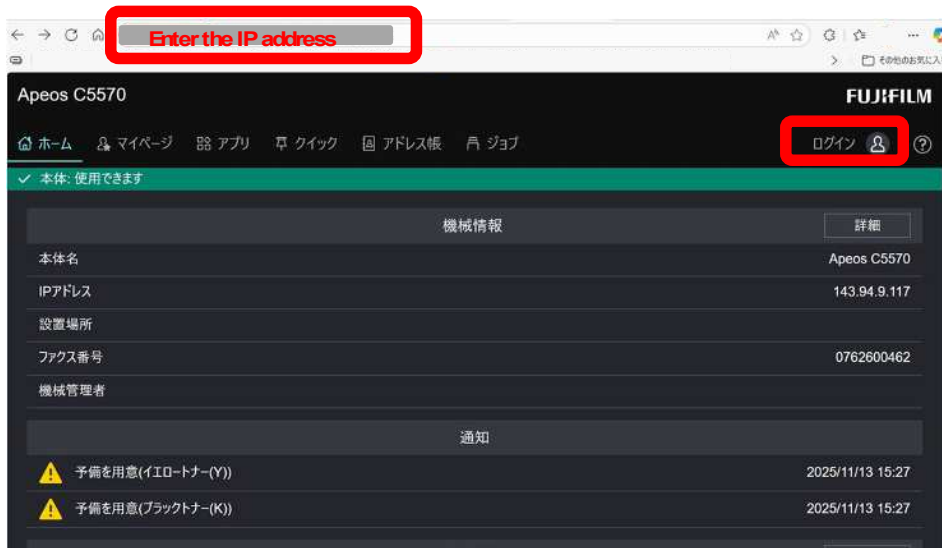
- **When the Limit is Exceeded**

For large multi-page document files that cannot be printed even with Internet Service, it may be possible to print by splitting the pages to be printed.

(Example: If a 100-page document cannot be printed, try splitting it into pages 1-50 and 51-100 for printing.)

2-2. < How to Print Large Files >

- In your browser, enter the IP address of the multifunction device you want to print to and connect to Internet Service. Click "Login."



2. Enter your User ID and Password, then log in.



2-2. < How to Print Large Files >

3. On the logged-in screen, click the "My Page" tab.



2-2. < How to Print Large Files >

4. Once the My Page is displayed, scroll down to the bottom of the screen.

※ By bookmarking this page, you can skip the home page display from next time onward.

(See below)



Supplement: When Accessing from a Bookmar

Once the My Page is displayed, scroll down to the bottom of the screen.

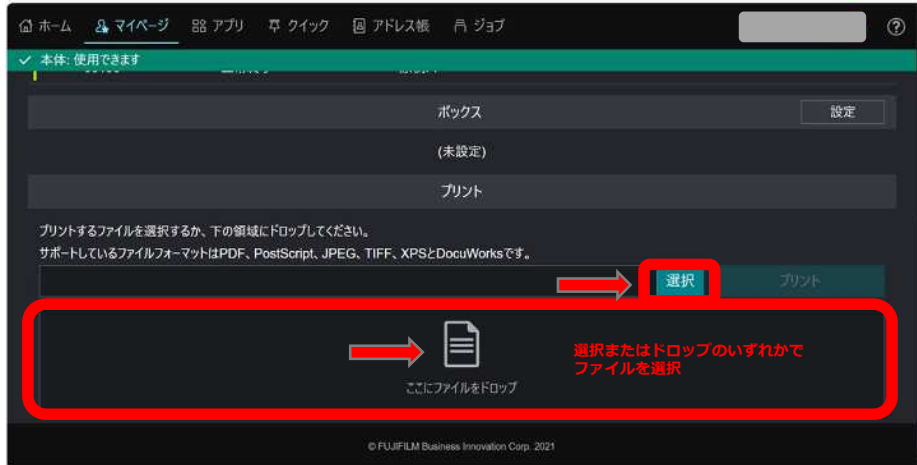
※ By bookmarking this page, you can skip the home page display from next time onward.

(Refer to the next page)



2-2. < How to Print Large Files >

5. Select the file to print or drop the file.



Supplement: Image of File Drop



2-2. < How to Print Large Files >

6. When the selected file name appears in the print area, click "Print."



7. Once the selected file name is displayed in the print area, click "Print."



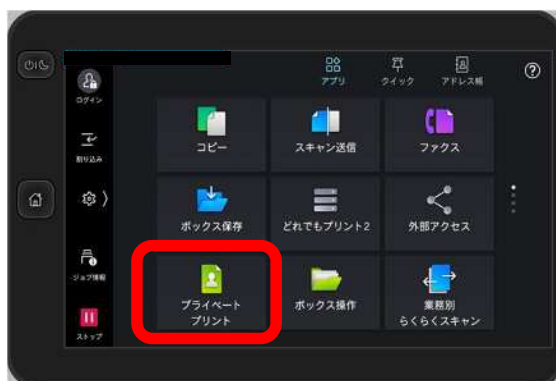
2-2. < How to Print Large Files >

8. Authenticate using a card on the multifunction device.



9. Authenticate using a card on the multifunction device and select "Private Print" from the operation panel.

The file name you sent for printing will be displayed. Select it and print.



2-3. How to Print Using the Print Tool Initial Setup. Installing Print Tool

Note

- Download the installer from the help screen of [Print].

- 1. Log on to the computer as a user of the Administrators group.**
- 2. Exit all running applications.**
- 3. Decompress the downloaded file.**
- 4. Double-click [ffcl DPRNPrinter_AP.msi] or [ffcl DPRNPrinter_AP_x64.msi] to start the installer.**
- 5. Click [Next].**
- 6. Confirm the displayed information, select [I accept the terms in the license agreement], and click [Next].**
- 7. Click [Next].**

Note

- To change the installation folder, click [Change] and select a folder.

- 8. Select whether to set the printer as the default printer, then click [Next].**
- 9. Click [Install].**
- 10. Click [Finish].**



2-3. How to Print Using the Print Tool

Uploading Individual Files

1. Open the file to upload and execute printing.
2. When the print settings screen is displayed, select [FUJIFILM IWpro Print Tool] from the names in [Printer].

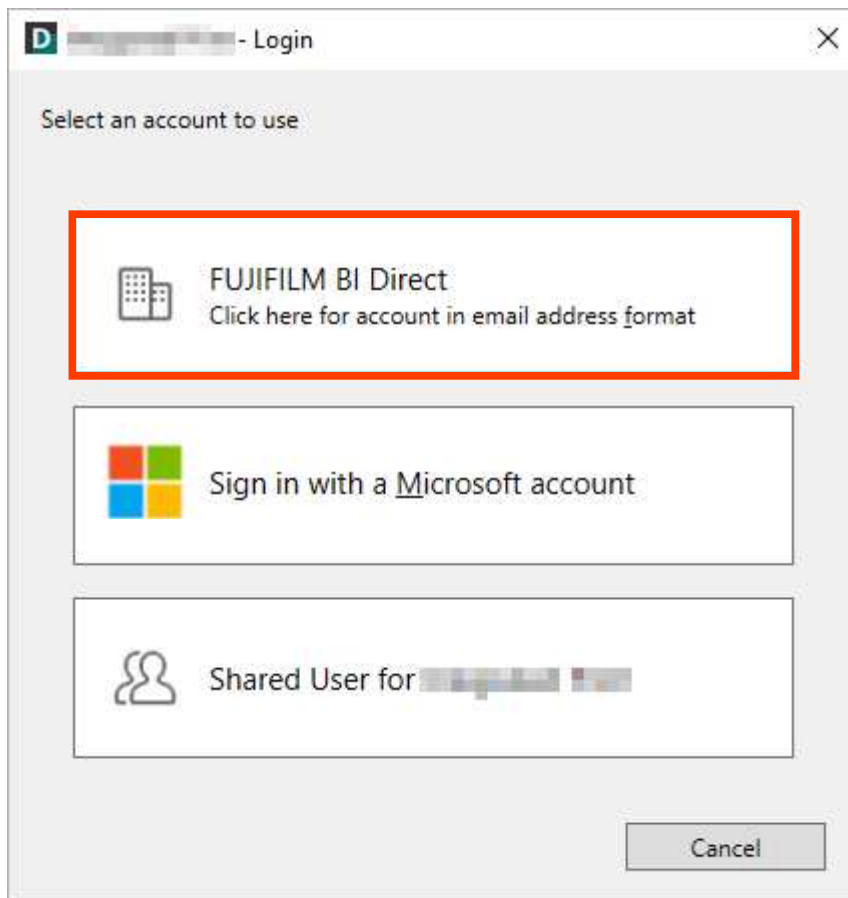
Note

- Settings such as the paper orientation and paper size are configured in [Printer properties].

3. Click [OK] or [Print], etc.
4. Log in to Print Tool.

This screen is displayed in applications installed to the PC, etc.
It enables you to select an account for logging in.

•When using FUJIFILM IWpro Print, etc., this screen is displayed if you are not logged in to FUJIFILM BI Direct after the print tool installed in the PC is started.

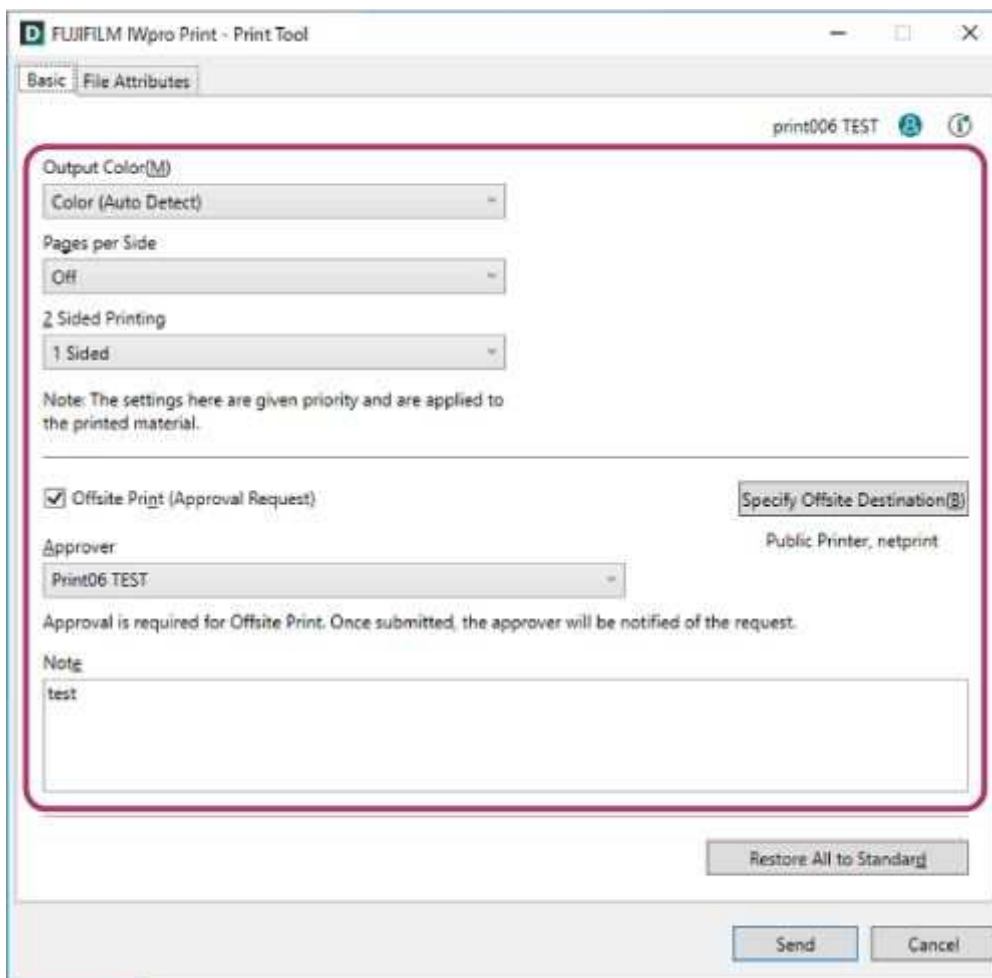


If you check "Automatically log in from next time," this step will be skipped from the second time onward.

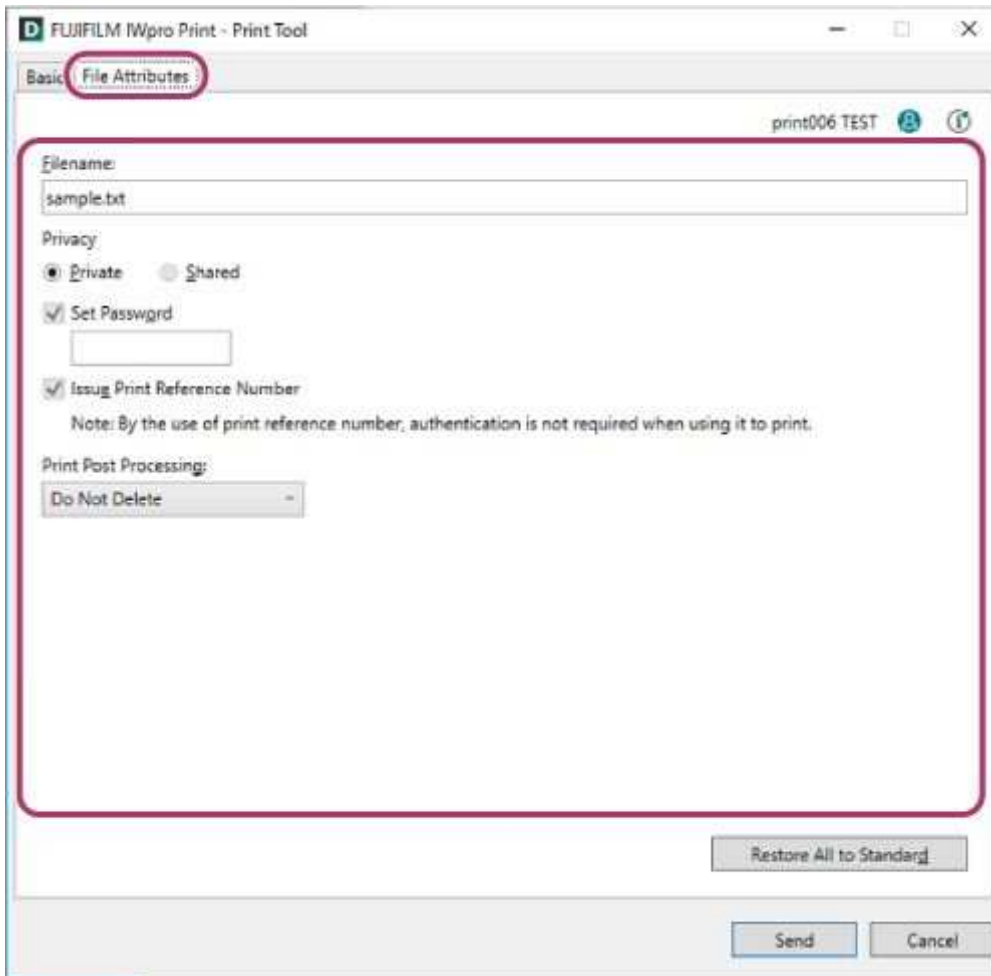
The FUJIFILM IWpro Print login screen appears.
Enter your User ID and Password, then press "Login".



5. On the [Basic] screen, configure the various items as required.



6. Click the [File Attributes] tab, and configure each item on the [File Attributes] screen as required.



7. When the settings are complete, click [Send].

To stop sending, click [Cancel].

When the file upload is complete, the screen indicating that sending is complete is displayed.

To send information such as the print reference number via e-mail, click [Send Message Content by Email].

To download and check the uploaded file, click [Check Print Job].

Note

- [Check Print Job] is displayed when you are using the "FUJIFILM IWpro Print Tool for netprint/Public Print".

2-3. How to Print Using the Print Tool

Printing Files from a Device

Note

- When printing with the alternate mode enabled, perform the operation from [Private Charge Print] on the control panel of the device. For information on private charge printing, see the manual of your device.

1. Tap [FUJIFILM IWpro Print] on the control panel of the device.

2. Authenticate using a card on the multifunction device.

3. On the job list screen, select the file to print.

Note

- To print a job that has been printed before, tap [Print from History] and select the file.
- If you selected a file with a passcode, the [Enter Passcode] screen is displayed. Enter the passcode (four digits), and tap [OK].
- If the login user belongs to multiple tenants and the tenants the user belongs to are set as linked tenants, all the jobs executed on the devices of each tenant are displayed. However, older versions of FUJIFILM IWpro Print do not display the jobs of other tenants. In that case, upgrade FUJIFILM IWpro Print or use a linked tenant or offsite printing.

4. To check a preview before printing, tap [⋮] then tap a thumbnail to display the [Preview] screen.

5. To check the document information before printing, tap [⋮] > [Document Information] to display the [Document Information] screen.

6. To change the print settings, tap [⋮] > [Change Settings], and configure each item on the [Change Settings] screen as required.

7. Tap [Print].



3-1.< How to Operate the Scanner>

1. Perform IC card authentication.
2. Set the original document.
3. Press the "Send Email" button.



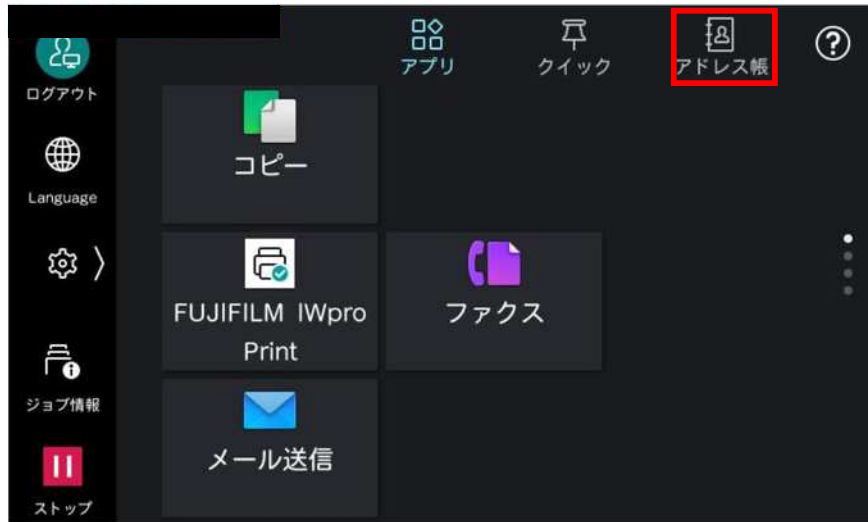
4. The recipient is set to each user's (authenticated user's) registered address. Press the "Function List" button to change settings such as color mode, output file format, and resolution.



5. Press the "Start" button to begin scanning.

3-2. < Address Book Registration: How to Register a New Email Address >

1. Press the "Address Book" button.



2. Press the "Add" button.



3-2. < Address Book Registration: How to Register a New Email Address >

3. Press the button for the displayed item and enter the information.



4. Press the "OK" button to complete the registration.

4-1. <Press the "OK" button to complete the registration>

1. Perform IC card authentication.
2. Set the original document.
3. Press the "Copy" button.
Adjust the magnification, paper selection, color mode, duplex, and other settings as desired.



4. If you want to set stapling/punching, please press the "Sort/Staple/Punch" button.

※ This applies only to multifunction devices with stapling/punching functions.

5. Press the "Start" button to begin copying.

5-1. < How to Operate the Fax >

1. Perform IC card authentication.
2. Set the original document.
3. Press the "Fax" button.



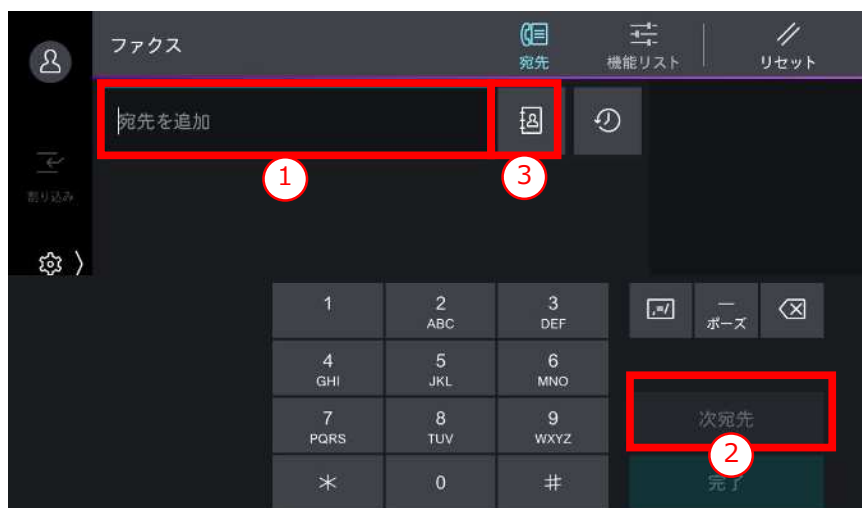
4. ① Press "Add Recipient," and a numeric keypad will appear.
Enter the fax number.

For broadcasting (sending to multiple recipients)

- ② Press "Next Recipient" to continue entering fax numbers for broadcasting.
For calls requiring an outside line, enter 0 followed by the fax number
(e.g., 0-076...).

Speed Dial Registration

- ③ Select from the "Address Book." In the same way, multiple recipients can be selected.



5-1. < How to Operate the Fax >

5. If necessary, press the "Function List" to make changes.
6. Press the "Start" button to begin sending.



6-1. < Maintenance / Consumables Inquiry Card > Weekdays from 9:00 AM to 5:30 PM


Remote maintenance inspections, usually called the EP-BB service, are performed. Consumables are automatically delivered to the designated device.

For emergency maintenance or service requests, please call the toll-free number listed on the maintenance card attached to the multifunction device. Please have the "Model Name" and "Machine Number" ready.

FUJIFILM 保守カード

fujifilm.com/fb/069114

- 機械の修理 / 点検依頼
- 機械の操作方法 / トラブル
- 用紙 / 消耗品のご注文
- 使用済品の回収依頼 など



EP-BB | トナーは自動配送につき、お客様からのご連絡は不要です。

機械名

機械番号

メーター連絡票に記載されている機種コード

- 電話でのお問い合わせ / ご用命

保守 / 操作	0120-069-114
用紙 / 消耗品	0120-010-691

6-2. < Consumable Replacement >

Please replace the toner and toner collection bottle (waste toner bottle) yourself.

複合機簡易操作マニュアル

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