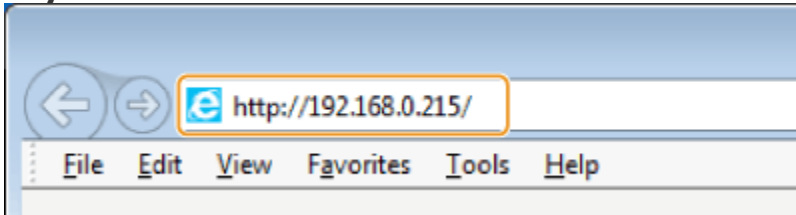# Starting the Remote UI

1

Start the Web browser.

2

Enter the IP address of the machine, and press the [ENTER] key on the computer keyboard.

Enter "http://<IP address of the machine>/" in the address input field.

When using an IPv6 address, enclose the IP address portion in brackets ([ ])
(**Example:** http://[fe80:2e9e:fcff:fe4e:dbce]/).

NOTE

If the Remote UI does not start

If the login screen is not displayed in step 3 of this procedure, clear the Web browser's cache and enter the IP address again.

If a message related to security is displayed

A warning message may be displayed if the Remote UI communication is encrypted. If there are no problems with the certificate or TLS settings, you can continue using the Web browser.

3

Log in to the Remote UI.

Enter a registered user name and password in [User Name] and [Password], select the login destination in [Login Destination], and click [Log In].

If [Log In (Guest)] is displayed, unregistered users can click this button and log in as general users.

NOTE

With some user authentication settings, the Remote UI may skip the login screen and display the main screen (portal page) directly. **Remote UI Screen**

4

Check that the Remote UI portal page is displayed. **Remote UI Screen**

IMPORTANT

When using the Remote UI to operate the machine, do not use the Web browser's [Back] button. The page may not change properly if you use the [Back] button.

Remote UI Screen

The portal page shown below is displayed when you log in to the Remote UI. This section describes the items displayed on the portal page and the basic operations.

> **IMPORTANT**
>
> Some display items and functions are only available if you log in with Administrator privileges.
>
> If multiple users are operating the Remote UI at the same time or the control panel of the machine is being operated at the same time as the Remote UI, the last operation that is performed is effective.

1 Device information

The current machine status is displayed, along with information about errors, consumables, etc.

2 Display language

You can switch the language that is displayed on the Remote UI screen.

3 [Log Out]

Log out from the Remote UI and return to the login page.

4 [E-Mail to System Manager]

Create an e-mail message to send to the administrator. The administrator's e-mail address can be set in [Settings/Registration] ▶ [User Management] ▶ [System Manager/Contact Person Information Settings].

5 [Status Monitor/Cancel]

You can check the status of jobs or cancel processing. You can also check detailed information about the amount of remaining toner and paper, etc.**Checking the Status and Logs**

6 [Settings/Registration]

You can change the machine settings. You can save the setting details to a computer, or import them from a computer to the machine. **Importing/Exporting the Setting Data**

NOTE

You can use either the control panel or the Remote UI to change most machine settings, but some settings can only be changed using one or the other.

7 [Basic Tools]

You can perform operations such as printing documents or registering/editing destinations.

Managing Stored Files

Directly Printing Files without Opening Them

Registering Destinations via the Remote UI

8 [Management Tools]

You can perform management for items such as MEAP applications (**MEAP**) or user setting information (**Deleting User Setting Information**).

9 [Portal Display Settings]

You can change the order in which the [Basic Tools] and [Management Tools] buttons are displayed on the portal page.

10 Messages/support

Messages from the administrator are displayed, along with links to machine support information. **Displaying Messages from the Administrator**