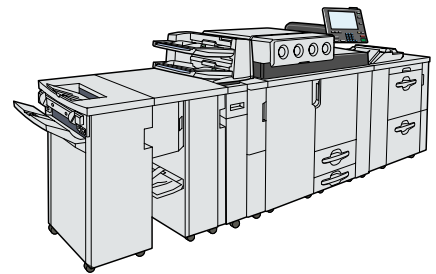




Pro C900

Operating Instructions About This Machine



-
- 1 Getting Started
 - 2 Entering Text
 - 3 Operating Instructions
 - 4 Appendix

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Note:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of IEC60825-1:2001 for class 1 laser product. This equipment contains multiple AlGaAs laser diodes, max. 111(rating 38) - milliwatt, 770 - 810 nanometer wavelength for each emitter.

The power intensity from the laser unit is 1.33 - milliwatt.

This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Note:

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

208-240V, 50/60Hz, 24A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see Troubleshooting.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.
- When using the machine's printer function, be sure to read the manual provided with the EFI Fiery controller, in addition to the manuals for this machine.

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Network Guide

Explains how to use the Ethernet interface to connect the machine to a network. This manual also contains explanations about configuring the machine for network use and operating it as a network device.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Network Guide	No	Yes	Yes
General Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
Information	No	Yes	No

What You Can Do with This Machine

This section introduces the features of this machine.

↓ Note

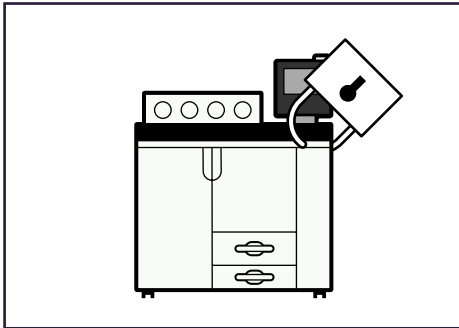
- For details about options, see "Options".

📖 Reference

- ["Options"](#)

Administrating the Machine/Protecting Documents (Security Functions)

You can prevent information leakage by managing the machine and protecting documents.



BKA001S

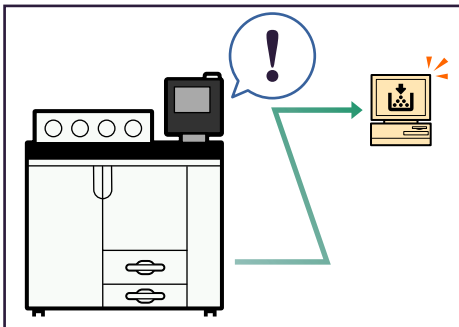
- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can erase the data on the hard disk to prevent the information from leaking out.

↓ Note

- See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference.

Monitoring the Machine Via Computer

You can change the machine's settings and monitor its status from a connected computer.



BKA002S

-
- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer.
 - Using Web Image Monitor, you can register information in the address book, specify the machine's settings, and check the machine's status with ease.
 - Using Web Image Monitor, you can check and specify the initial settings (system settings, printer features, network settings, security settings/certificate management, and E-mail Notification), control print jobs, display the print job journal, and protect the data in the machine using authentication.

Notice

Important

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Note to Users

Warning:

This device complies with Part 15 of the FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in the United States of America

Note:

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class A digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Regulatory Information

Note to users in the state of California

Perchlorate Material - special handling may apply,

See www.dtsc.ca.gov/hazardouswaste/perchlorate

How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

CAUTION

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys that appear on the machine's display panel.

[]

Indicates the names of keys on the machine's control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING**

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

 **WARNING**

- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

 **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

 **WARNING**

- Connect the machine only to the power source described in "Information" in the HTML manual or "Safety Information" (the printed manual). Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

-
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
 - If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
 - It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Handling the main machine

This section explains safety precautions about handling the main machine.

WARNING

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
 - You spill something into the machine.
 - You suspect that your machine needs service or repair.
 - The external housing of your machine has been damaged.

CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.
- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Do not allow paper clips, staples, or other small metallic object to fall inside the machine.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

WARNING

- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.

CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.
- During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the machine during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.

Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.
- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

CAUTION

- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or a machine failure.
- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

-
- When loading paper, take care not to trap or injure your fingers.
 - Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

For people using a pacemaker

This section explains safety precautions for people using a pacemaker.

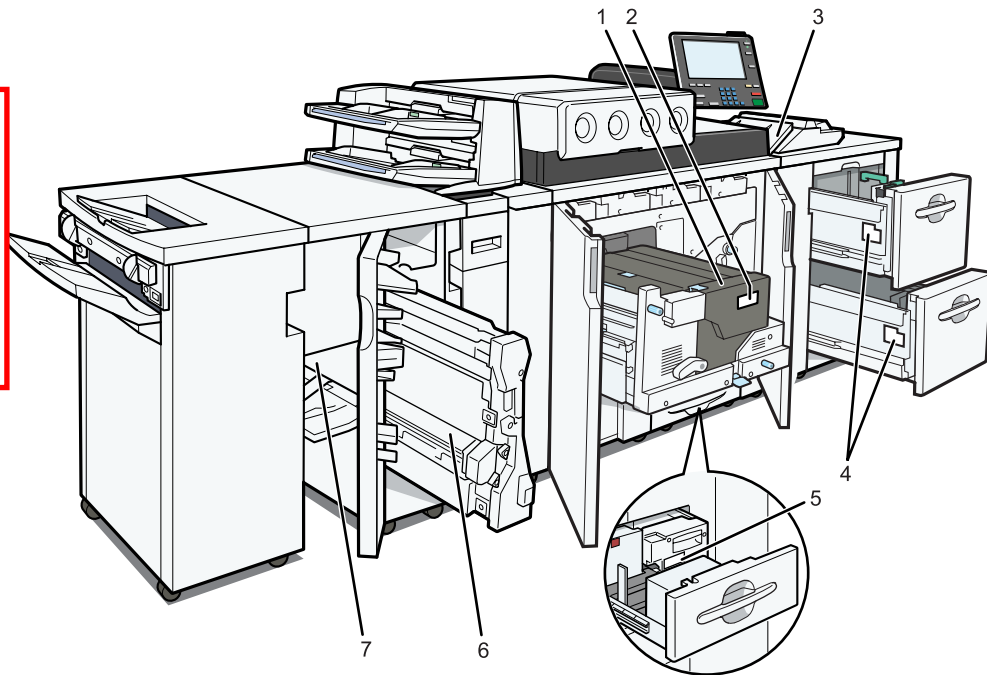
WARNING

- This machine generates a weak magnetic field that can interfere with pacemaker regulation. We advise people with pacemakers to consult a doctor and not to use this machine if they experience irregular pacemaker activity while near the machine.

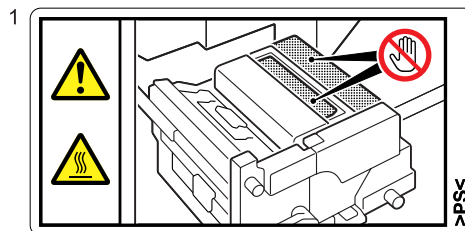
Positions of WARNING and CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

注意・警告デカルの
貼り付け箇所に間違
い、または追加・変
更等がありましたら
お知らせください。



BKA010S



BKA022S

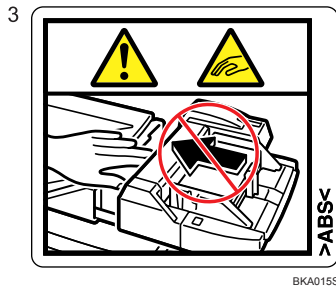
Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.



BKA023S

The paper tray weights approximately 30.5 kg (57.2 lb.).

Two people are required to move the fusing unit. Hold the inset grips located on both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.

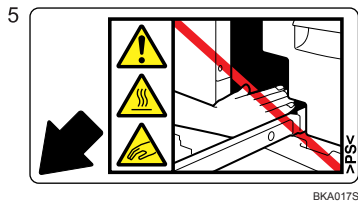


Keep your hands clear of the multi bypass tray (tray 7) when removing paper jam. You might trap your fingers if you do not.

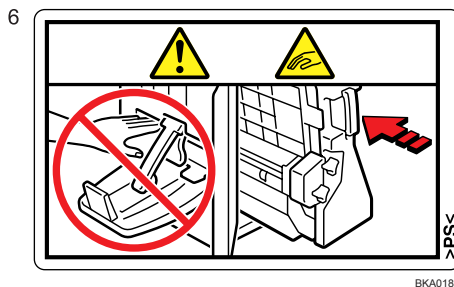


The paper tray weights approximately 25 kg (55.1 lb.).

Two people are required to move the paper tray. Hold the inset grips located on both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.



Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.

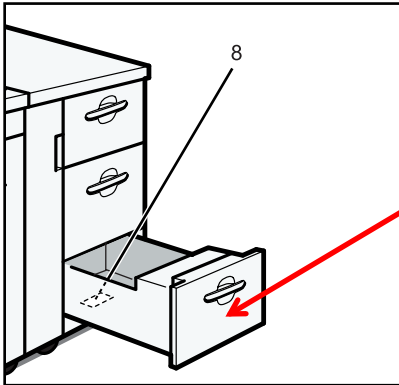


Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



BKA019S

Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



BKA013S

ALASKAのフロント部の形状は、BelliniC3のときから変更はございませんか。変更がなければ、イラストを修正します。



BKA021S

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

Energy Saving Functions

Low Power mode

This product automatically lowers its power consumption 15 minutes after the last print job has finished. Fax reception or printing is still possible in Low Power Mode, but if you wish to make copies press the [Energy Saver] key first.

Sleep mode

This product automatically lowers further its power consumption 90 minutes after it has shifted to Low Power mode. Printing is still possible in Sleep mode.

Specifications

		Machine
Low power mode	Power consumption	XXX W
Low power mode	Default interval	30 minutes
Low power mode	Recovery time	120 seconds or less
Sleep mode	Power consumption	130 W or less
Sleep mode	Default interval	90 minutes
Sleep mode	Recovery time	360 seconds

Note

- Figures for power consumption were obtained from testing performed prior to shipment.
- Using the Energy Saver Timer setting, you can change the length of time that the machine waits before it switches to Low Power mode. See "System Settings", General Settings Guide.
- Using the Auto Off Timer setting, you can change the length of time that the machine waits before it switches to Sleep mode.

Recycled Paper

We recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

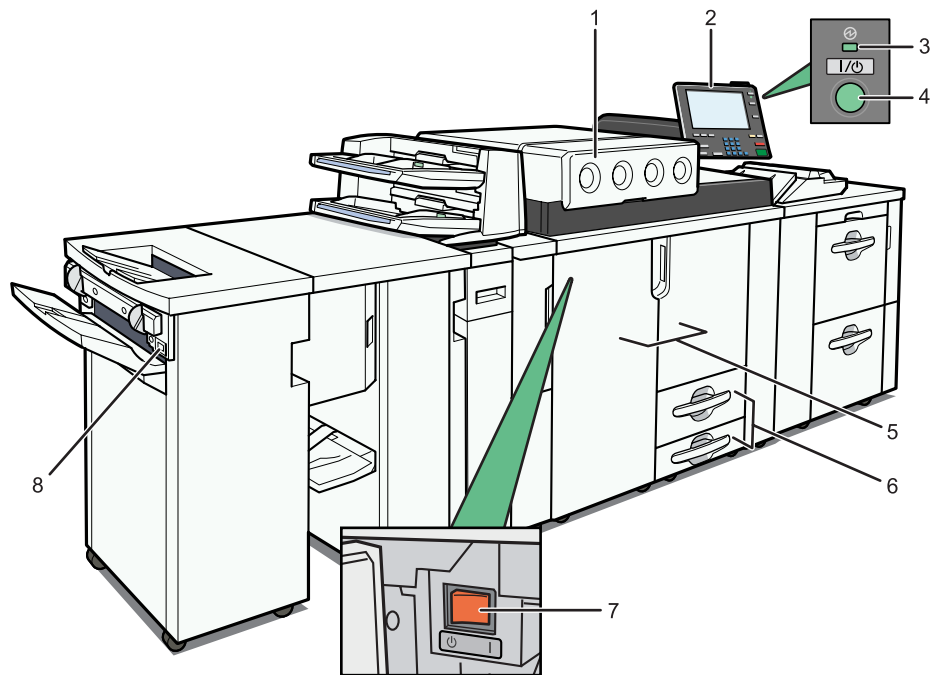
This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.

★ Important

- Do not obstruct the ventilation holes by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.



BKA009S

1. Toner cover

Open to change the toner container.

2. Control panel

See "Control Panel".

3. On indicator

This indicator lights when you press the operation switch.

4. Operation switch

Press to turn the power on (the operation switch indicator lights up). To turn the power off, press again (the operation switch indicator goes off).

See "Turning On/Off the Power".

5. Front cover (front right /left cover)

Open to access the inside of the machine.

6. Paper tray (tray 1, 2)

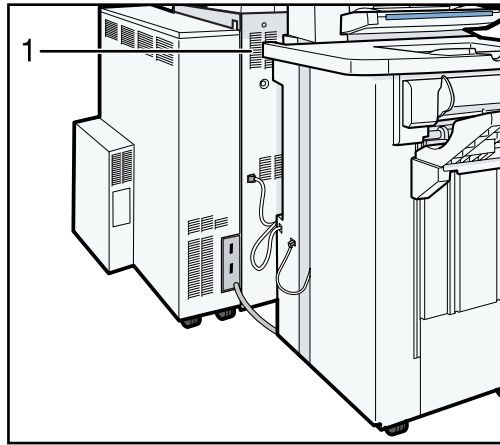
Load paper here.

7. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on.

8. Suspend/Resume switch

Press to momentarily stop copying. Pressing again resumes the stopped operation.



BKA008S

1. Ventilation holes

Prevent overheating.

Reference

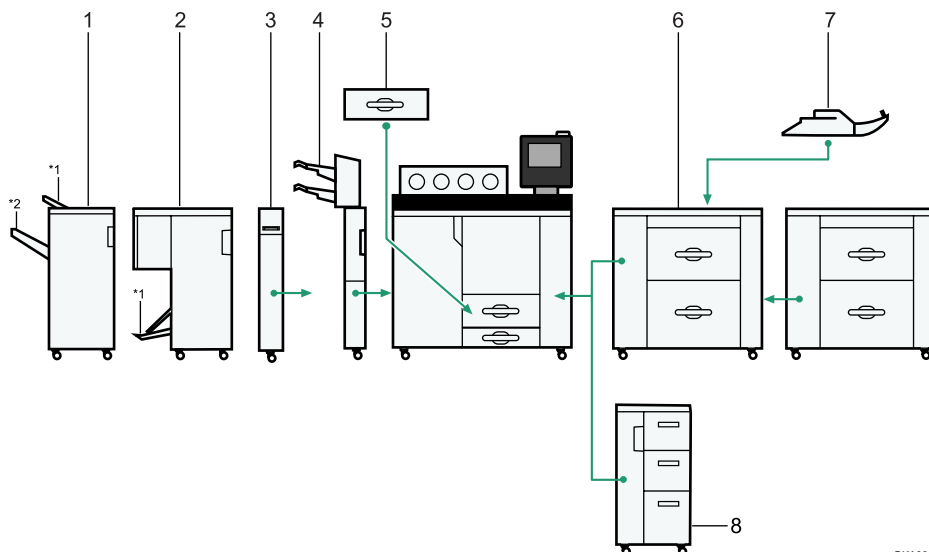
- ["Control Panel"](#)
- ["Turning On/Off the Power"](#)

Options

This section introduces the names and functions of main optional parts.

External options

This section provides explanations about external options.



BKA004S

1. Finisher

Sorts, stacks, staples, and punches multiple sheets of paper.

* 1: Finisher upper tray

* 2: Finisher shift tray

2. Booklet finisher

The saddle stitch function can staple the copies in the centre and fold them into booklets.

* 1: Finisher booklet tray

3. Z-folding unit

Makes two parallel folds on printed paper, one of which faces in and the other facing out.

4. Interposer

Inserts cover or slip sheets into printed paper.

5. A3/11" × 17" tray unit

You can load A3L or 11" × 17"L paper in tray 1 using this unit.

6. Wide large capacity tray (Wide LCT)

Holds 4,000 sheets of A3 or 11 × 17 sized paper. Use to print onto adhesive labels, tab sheets, envelopes, and custom size paper.

Up to two units.

7. Multi bypass tray (Tray 7)

Use when printing onto a thick paper, tab sheets, envelopes, and custom size paper.

8. Large capacity tray (LCT)

Holds 4,550 sheets of paper.

Internal options

This section describes the options that can be installed in the machine.

- DataOverWriteSecurity Unit

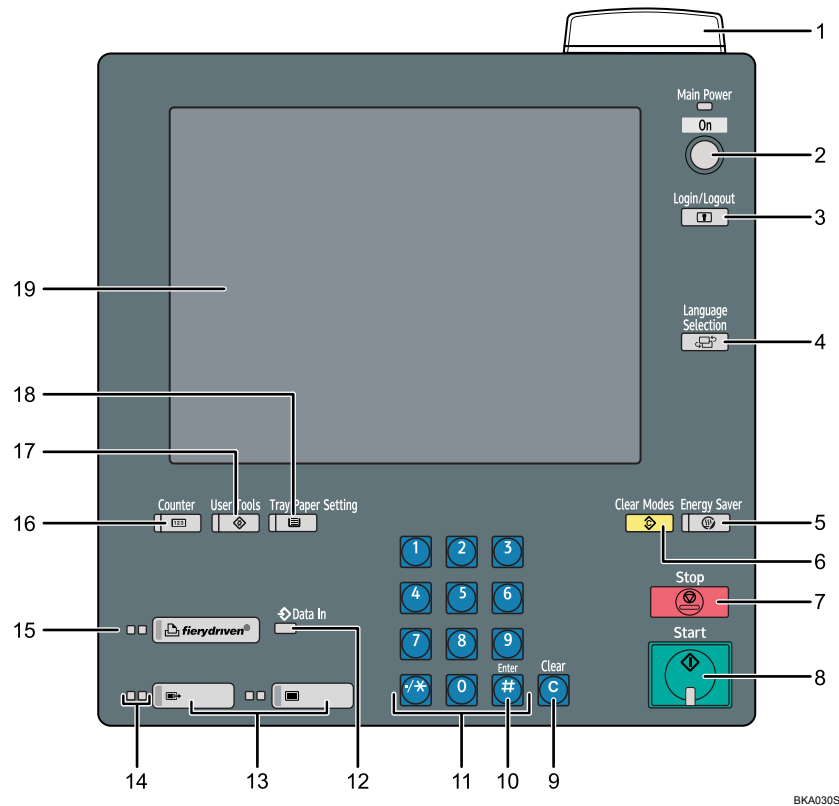
Allows you to erase data that is stored on the hard disk.

Control Panel

This section introduces the names and functions of the control panel's components.

★ Important

- Do not turn off the main power switch if the operation switch indicator is lit or flashing. Doing so may damage the hard disk.



1. Status indicator

Displays the machine's current status. By default, this indicator is off (unlit). You can select whether or not it is lit.

- Off: The power switch is turned off or printing is possible.
- Flashing red: Toner level is nearing empty.
- Lit red: Paper jam or other malfunction. If the status indicator is flashing red, a paper jam has occurred within the current job. Bring up the current job screen to resolve the jam.

2. Operation switch

Press to turn the power on (the On indicator will light up). To turn the power off, press this switch again (the On indicator goes off).

See "Turning On the Power".

3. [Login/Logout] key

Press to log in or out of the system.

4. [Language Selection] key

Press to change the language of the display.

5. [Energy Saver] key

Press to switch the machine into and out of Low Power mode.

See "Saving Energy".

6. [Clear Modes] key

Press to clear previously entered print job settings.

7. [Stop] key

Press to stop a job in progress.

8. [Start] key

Press to start printing.

9. [Clear] key

Press to delete an entered number.

10. [#] key (Enter key)

Press to enter a numerical value.

11. Number keys

Use to enter the numbers.

12. Data In indicator (printer mode)

Lights up when the printer is receiving data.

13. [Registered Program] key/[Other Function] key

Calls up registered functions.

14. Function status indicators

Show the status of the printer function.

- Green: active.
- Red: interrupted. Press the function key to change the display, and then follow the instructions that appear.

15. Function keys

Press to display the operation screen of a printer function.

16. [Counter] Key

Press to check or print the total number of copies made.

See "Counter", General Settings Guide.

17. [User Tools] key

Press to change the default settings and conditions to meet your requirements.

See "Accessing User Tools (System Settings)", General Settings Guide.

18. [Tray Paper Settings] key

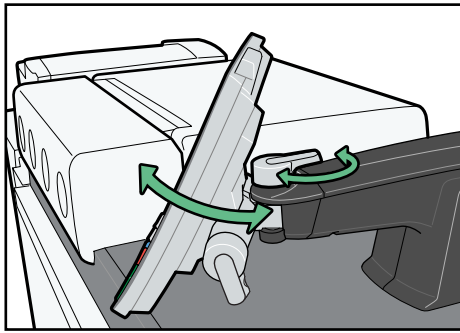
Specify settings for the tray to which prints are delivered.

19. Display panel

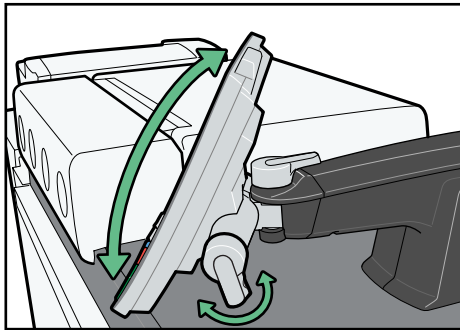
Shows function menus, error messages, and the machine's operation status.

Note

- You can adjust the angle of the control panel.



BKA011S



BKA012S

Reference

- ["Display Panel"](#)
- ["Turning On/Off the Power"](#)
- ["Saving Energy"](#)


Display Panel

The display panel shows function menus, error messages, and the machine's operation status.

★ Important

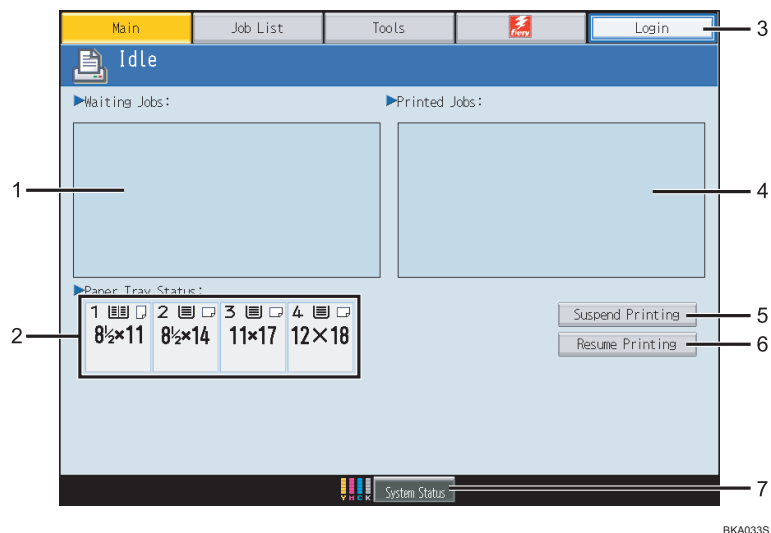
- Impact or pressure of more than 30 N (3 kgf) will damage the screen. (N = Newtons; kgf = kilogram force; 1 kgf = 9.8 N)

The function items displayed serve as selector keys. You can select an item by pressing it lightly.

When you select an item on the display panel, the item will appear highlighted as follows: 

Items or keys that are unavailable for selection appear grayed out as follows: 

By default, the printer screen is displayed after the machine is turned on.



1. Waiting Jobs:

Displays queued print jobs.

2. Paper Tray Status indicators

Displays paper tray settings.

3. Login

Press this key to log in, and then enter your login user name and password on the machine's control panel.

If authentication is specified, users and administrators must log in before they can use this machine.

4. Printed Jobs

Displays the current print job and earlier print jobs. Jobs in the list that are suspended are indicated by "Suspending", which appears to the left of the job name.

5. Suspend Printing

Displays suspended print jobs.

6. Resume Printing

Press this to resume suspended jobs.

7. System Status

Displays machine's system status.

See "Checking Machine Status and Settings", Troubleshooting.

When the Authentication Screen is Displayed

This section explains the authentication screen.

★ Important

- Ask the user administrator for the login user name, login password, and user code. For details about user authentication, contact your administrator.
- User code to enter on User Code Authentication is the numerical value registered in the address book as "login user name".

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own login user name and login password. If User Code Authentication is active, you cannot use the machine until you enter the user code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

↓ Note

- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

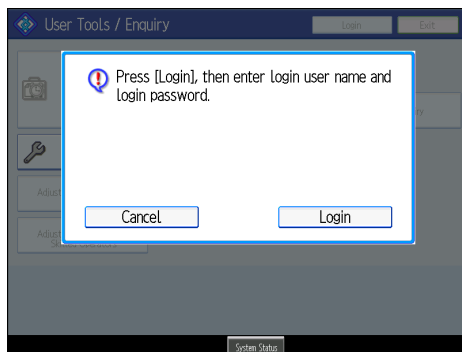
↓ Note

- When logged in through User Code Authentication, you do not have to log out.

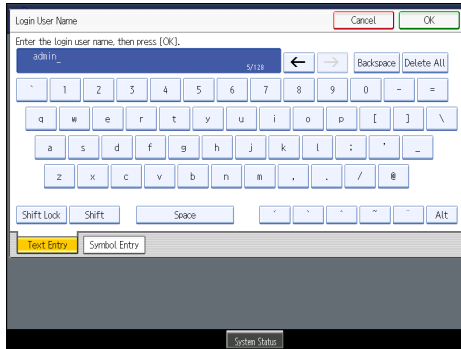
Login (Using the Control Panel)

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

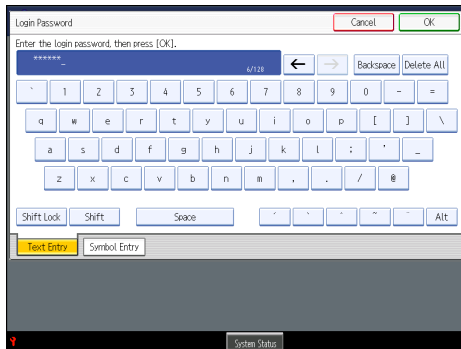
1. Press [Login].



2. Enter a login user name, and then press [OK].



3. Enter a login password, and then press [OK].



When the user is authenticated, the screen for the function you are using appears.

Note

- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

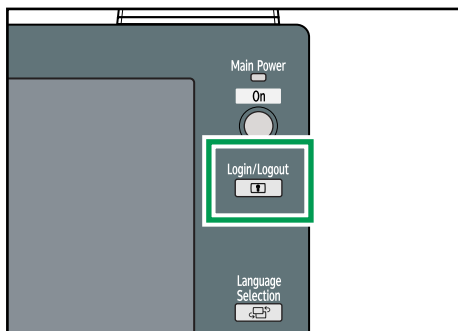
Logout (Using the Control Panel)

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

Important

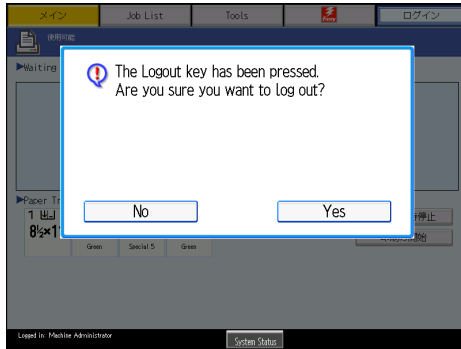
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press the [Login/Logout] key.



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2. Press [Yes].



Login (Using a Printer Driver)

This section explains the procedure for logging in to the machine using a printer driver.

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, make encryption settings in the printer properties of the printer driver, and then specify a login user name and password. For details, see the printer driver Help.

↓ Note

- When logged in using a printer driver, you do not have to log out.

Login (Using Web Image Monitor)

This section explains the procedure for logging in to the machine via Web Image Monitor.

1. Click [Login].
2. Enter a login user name and password, and then click [Login].

↓ Note

- For user code authentication, enter a user code in [User Name], and then click [OK].

Logout (Using Web Image Monitor)

This section explains the procedure for logging out the machine via Web Image Monitor.

1. Click [Logout] to log out.

↓ Note

- Delete the cache memory of a Web browser after logging out.

System Reset

This section explains System Reset.

After finishing a job, the machine waits a specified length of time and then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see "System Settings", General Settings Guide.

To change the length of time that the machine waits before restoring its settings to their default values, use the System Auto Reset Timer setting. See "System Settings", General Settings Guide.

Turning On/Off the Power

This section discusses how to turn on/off the power.

Power supply

This machine has two power switches: operation switch and main power switch.

- Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can make use of each function.

- Main power switch (internal left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off. When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

↓ Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. To specify the time that the machine waits before it enters Energy Saver mode and/or turns itself off, configure the Energy Saver Timer and/or Auto Off Timer setting, respectively. See "System Settings", General Settings Guide.

Turning On the Main Power

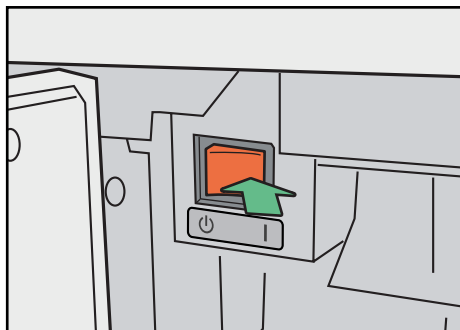
This section explains how to turn on the main power.

★ Important

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.
- After turning off the main power switch, wait for two minutes or more before turning it on again.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the front left cover.
3. Turn on the main power switch.

The main power indicator goes on.



4. Close the front left cover.

↓ Note

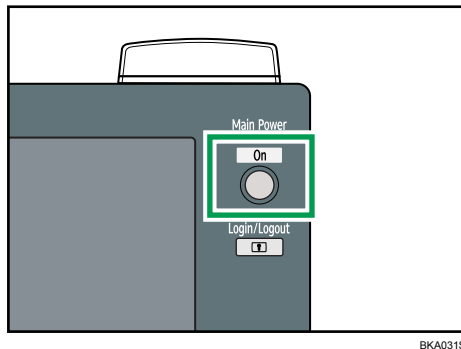
- After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Turning On the Power

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



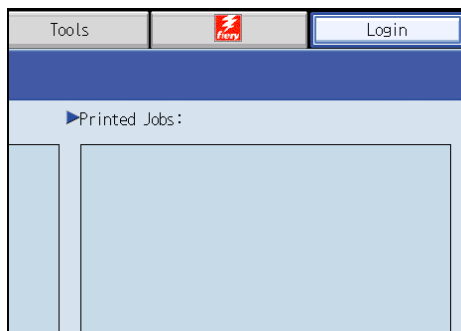
Note

- If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

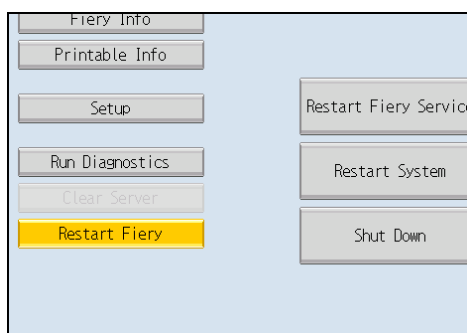
Turning Off the Power

This section explains how to turn off the power.

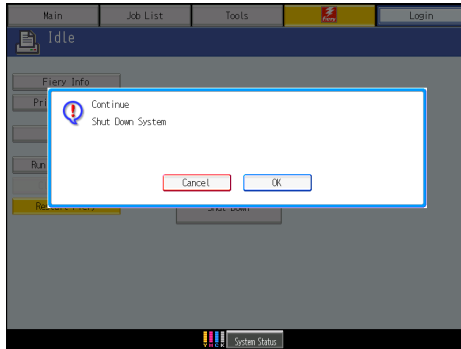
1. Press the [Fiery] tab.



2. Press [Restart Fiery], and then press [Shut Down].

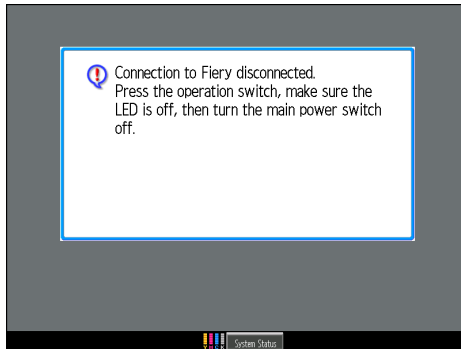


3. Press [OK].



4. The following message appears on the display panel. Press the operation switch.

The operation switch indicator goes off.



Note

- Even if you press the operation switch, the operation switch indicator does not go out, but blinks in the following cases:
 - During communication with external equipment.
 - When the hard disk is active.
 - When the internal cooling fan is active.

Turning Off the Main Power

This section explains how to turn off the main power.

Important

- Do not turn off the main power switch when the operation switch indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.
- Make sure to turn off the main power switch before pulling out the power plug. Not doing so may result in damage to the hard disk or memory.
- After turning off the main power switch, wait for two minutes or more before turning it on again.

1. Make sure the operation switch indicator is not lit.

2. Open the front left cover.

3. Turn off the main power switch.

The main power indicator goes out.

4. Close the front left cover.

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

If you do not use the machine for a certain period after an operation, or when you press the [Energy Saver] key, the display disappears and the machine goes into Energy Saver mode. When you press the [Energy Saver] key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed under Energy Saver Timer.

Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off".

You can change the Auto Off time under Auto Off Timer.

Note

- See "System Settings", General Settings Guide.
- The Energy Saver and Auto Off functions will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add Toner" message appears
 - When toner is being replenished
 - When the User Tools screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When a recipient is being registered in the address list or group dial list
 - When the Data In indicator is on or blinking
 - When the screen of stored document under the printer function is displayed
 - When the internal cooling fan is active

This section describes how to enter characters.

Entering Text

This section explains how to enter text.

When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, the entered character appears before that.

Available Characters

This section explains which characters are available.

You can enter the following characters:

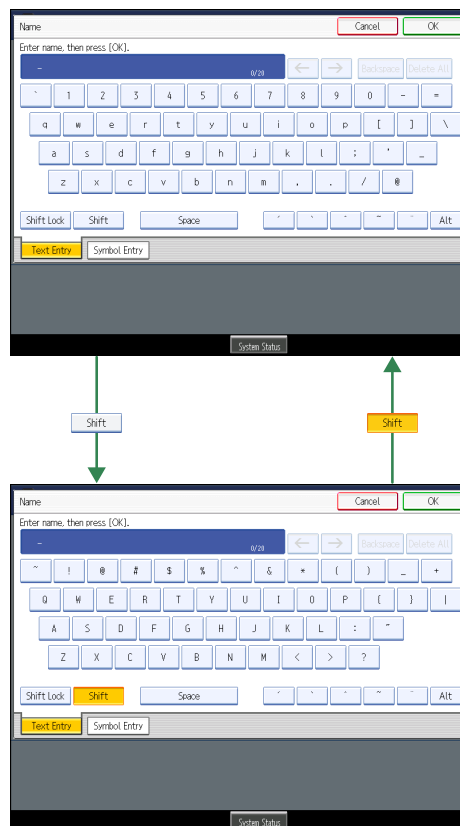
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

This section explains the entry screen and the keys displayed on it.

You can change the entry screen using the keys below.



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Note

- When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.
- You can also use the number keys to enter numbers, regardless of mode.

How to Enter Text

This section explains text entry more specifically.

Entering letters

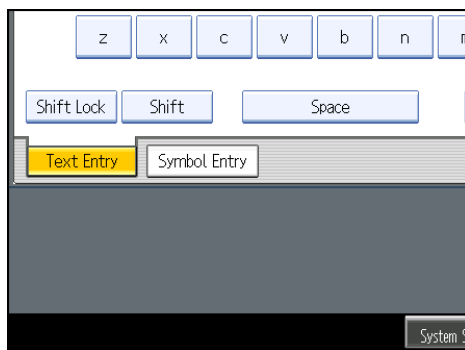
This section explains how to enter letters.

1. Press [Shift] to switch between uppercase and lowercase.
2. Press the letters you want to enter.

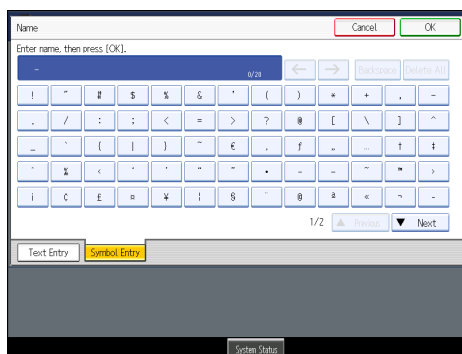
Entering symbols

This section explains how to enter symbols.

1. Press [Symbol Entry] to enter into the Symbol Entry mode.



2. Press the symbols you want to enter.



Deleting characters

This section explains how to delete characters.

-
1. Press [Backspace] or [Delete All] to delete characters.

This section describes the Operating Instructions of this machine.

Installing Operating Instructions

The supplied “Manuals” and “Manuals for Administrators” CD-ROMs contain HTML format manuals. For easy access, we recommend you install the manuals on a computer.

★ Important

- The “Manuals for Administrators” CD-ROM that includes Security Reference is for administrators of the machine.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows 95/98/Me/2000/XP/Vista, Windows Server 2003/2003 R2, Windows NT 4.0
 - Minimum display resolution: 800 × 600 pixels
- Recommended browsers:
 - Microsoft Internet Explorer 4.01 SP2 or later
 - Netscape 6.2 or later
- Non-recommended browsers can display the simplified manual only.
- HTML manuals can also be viewed on a Macintosh.

1. Select a language and a product, and then click [OK].
2. Click [Install manuals].

If you want to read manuals from the CD-ROM, click [Read HTML manuals] or [Read PDF manuals].
3. Install the manual you require according to the displayed instructions.
4. When installation is complete, click [Finish].
5. Click [Finish].

↓ Note

- If you cannot install a manual, copy the “MANUAL_HTML” folder to your computer's hard drive, and then run “Setup.exe”.
- To delete an installed manual, on the [Start] menu, click [Programs], then [Product Name], and then uninstall the data.
- If you are installing the manuals on a Macintosh, open the “Manuals.htm” file on the CD-ROM.

PDF Manuals

The supplied “Manuals” CD-ROM contains PDF manuals.

File path

The PDF manuals are in the following folder on the CD-ROM:

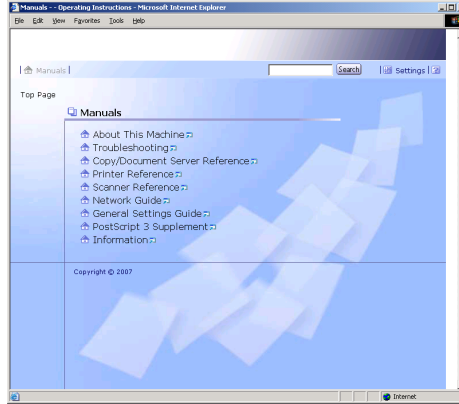
MANUAL_PDF\ENGLISH

↓ Note

- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.

How to Use the Operating Instructions

This section explains how to use manuals.



Opening from the Icon

This section explains how to open a manual using its desktop icon.

1. Double-click the icon on your desktop.



The browser opens and the manual appears.

Opening from the [Start] Menu

This section explains how to open a manual from the [Start] menu.

1. On the [Start] menu, point to [Programs] (Windows XP: [All Programs]), then [Product Name], and then click the manual you want to view.

The browser opens, and then the manual appears.

Note

- Depending on the settings made during installation, menu folder names may differ.

Opening from the CD-ROM

This section explains how to open a manual from the supplied “Manuals” and “Manuals for Administrators” CD-ROMs.

1. Click [Read HTML manuals].
2. Click the title of the manual you want to view.

The browser opens, and then the manual appears.

This section describes Dos and Don'ts, the provided software and utilities CD-ROMs, specifications, and paper.

Dos and Don'ts

The following items should be followed during use of this machine.

WARNING

- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

Important

- Do not turn the power off while the operation switch indicator is lit or blinking. Doing so may damage the hard disk.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the screen. See "Turning On/Off the Power".
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm - this is not a malfunction.
- The area around the ventilation holes might feel warm. This is caused by exhaust air and is not a malfunction.
- If the ambient temperature is high, the internal cooling fan will make noise when the machine is in standby mode. This noise does not indicate malfunction. Do not turn off the machine.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- If the machine is moved from a cold to a warm place, condensation may form inside it. After moving the machine, do not use it for at least an hour. The machine requires this time to adapt to its new environment.
- The machine will malfunction if its internal temperature becomes too high. Be sure not to block the intake and exhaust vents.
- Do not turn off the power while the machine is in operation. See "Turning On/Off the Power".
- Do not open the covers of the machine when it is in operation. If you do, misfeeds might occur.
- Do not move or tilt the machine when the power is on.
- Do not allow small objects such as paperclips to fall into or become stuck inside the machine.
- Do not knock the machine while it is operating (for instance, do not use the machine's surfaces to knock stacks of paper into square).
- Depending on the ambient temperature and humidity, steam may come from the exhaust vent behind the control panel during printing. This is water vapour from the paper, not a sign of malfunction.
- If condensation forms inside the machine as a result of temperature change, the machine may not print properly. To minimize this problem, use the optional anti-condensation heaters.
- Be sure to make a note of the registered machine settings in case they are lost due to accident or malfunction.
- The supplier shall not be liable for any loss or damage resulting from a failure of the machine, loss of settings, or use of the machine.

Reference

- ["Turning On/Off the Power"](#)

Saving Colour Prints

This section explains notes on saving colour prints.

- Like most prints, colour prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your prints by storing them in a binder in a dark, dry place.
- Toner may melt if a print and a half-dried print are put on top of each other.
- Toner may also melt when using solvent type adhesive agents for pasting prints.
- When folding prints, toner in the folds will come off.

-
- Toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
 - Toner may melt if prints are placed in places of extremely high temperatures, such as near heaters.

Software and Utilities Included on the CD-ROM

This section explains the software and utilities CD-ROMs provided with this machine.

“Printer Drivers and Utilities” CD-ROM come with this machine.

The following are included in these CD-ROMs:

Font Manager

For installing new screen fonts, or organizing and managing fonts already in the system. For details about Font Manager, see the manual on the CD-ROM labeled “Printer Drivers and Utilities”.

Note

- Some documentation about using the machine is included on the CD-ROM in PDF format. For details about using Adobe Acrobat Reader/Adobe Reader, see Adobe Acrobat Reader/Adobe Reader online Help.

Viewing the Contents of the CD-ROM

This section explains how to view the contents of the CD-ROMs.

1. Insert the CD-ROM into the CD-ROM drive.

The installer starts.

2. Click [Browse This CD-ROM].

Explorer starts and displays the contents of the CD-ROM.

Printer Drivers for This Machine

This section explains printer drivers for this machine.

Important

- You can install the PCL printer drivers (PCL 5c and PCL 6), and the Adobe PostScript printer drivers from the CD-ROM provided with this machine or download them from the supplier's Web site. If your operating system is Windows XP x64/Vista x64 or Windows Server 2003/2003 R2 x64, you must download the printer drivers from the supplier's Web site. Select this machine and the operating system you are using, and then download them.

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM labeled “Printer Drivers and Utilities”.

Printer Language	PCL 6	PCL 5c	PostScript 3
Windows 2000 ^{*1}	OK	OK	OK
Windows XP ^{*2}	OK	OK	OK
Windows Vista ^{*3}	OK	OK	OK
Windows Server 2003 ^{*4}	OK	OK	OK
Mac OS ^{*5}	—	—	OK
Mac OS X ^{*6}	—	—	OK

-
- *1 Microsoft Windows 2000 Professional/Microsoft Windows 2000 Server/Microsoft Windows 2000 Advanced Server
 - *2 Microsoft Windows XP Professional/Microsoft Windows XP Home Edition
 - *3 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic
 - *4 Microsoft Windows Server 2003 Standard Edition/Microsoft Windows Server 2003 Enterprise Edition/Microsoft Windows Server 2003 Web Edition/Microsoft Windows Server 2003 Datacenter Edition/Microsoft Windows Server 2003 R2 Standard Edition/Microsoft Windows Server 2003 R2 Enterprise Edition/Microsoft Windows Server 2003 R2 Datacenter Edition
 - *5 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
 - *6 Mac OS X 10.1 or later (Native mode)

PCL printer drivers

Two kinds of PCL printer driver (PCL 5c and PCL 6) are included. These drivers allow your computer to communicate with this machine via a printer language.

Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

PPD files

PPD files allow the printer driver to enable specific printer functions.

Note

- Some applications may require installation of the PCL 5c printer driver. In this case, you can install PCL 5c without having to install PCL 6.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Console

Photosensitivity type:

OPC drum

Print process:

Laser beam scanning & Electrophotographic printing

4 drums tandem method

Development:

Dry two-component magnetic brush development system

Fusing:

Oilless belt fusing

Resolution:

1200 dpi

Warm-up time (23°C, rated voltage):

360 seconds or less

Paper size:

- Tray 1: A4□, 8¹/₂ × 11□
- Tray 2: SRA3□ (320 × 450) - A5□, 12 × 18□ - 5¹/₂ × 8¹/₂□
- Duplex: SRA3□ (320 × 450) - A5□, 12 × 18□ - 5¹/₂ × 8¹/₂□

Paper weight:

- Trays: 60 - 220 g/m², 16 - 58.6 lb.
- Duplex: 60 - 220 g/m², 16 - 58.6 lb.

For details about and recommendations concerning thick paper, see "Thick Paper".

First print time:

Colour: 10 seconds or less

B&W: 10 seconds or less

(A4□, 8¹/₂ × 11□, 100% reproduction, feeding from Tray 1)

Printing speed (Full Colour / B&W):

90/90 prints/minute (A4□, 8¹/₂ × 11□)

Paper capacity (80 g/m², 20 lb.):

- Tray 1 (Tandem tray): 2,000 sheets (1,000 sheets × 2)
- Tray 2 (500-sheet tray): 500 sheets

Power consumption:

- Main unit only

Warm-up	xx kW
Stand-by	xx W
During printing	xx kW
Maximum	xx kW

- Complete system

Warm-up	5 kW
Stand-by	xx W
During printing	5 kW
Maximum	5 kW

Dimensions (W × D × H):

1,250 × 1,100 × 1,440 mm, 49.3 × 43.3 × 56.7 inches

Space for main unit (W × D):

3,250 × 2,900 mm, 128 × 114.2 inches

Noise emission:

- Sound power level:

Main unit only

Stand-by	Less than 60 dB (A)
Printing	Less than 76 dB (A)

Complete system

Stand-by	Less than 60 dB (A)
Printing	Less than 78 dB (A)

- Sound pressure level:

Main unit only

Stand-by	Less than 54 dB (A)
Printing	Less than 68 dB (A)

Complete system

Stand-by	Less than xx dB (A)
Printing	Less than xx dB (A)

Sound power level and sound pressure level are actual values measured in accordance with ISO 7779.

Sound power level and sound pressure level are measured from the position of the bystander.

The complete system consists of the main unit, finisher, Wide LCT × 2.

Weight:

Approx. 700 kg, 1653.5 lb.

Note

- For details about the machine's printer function, see the manual provided with the EFI Fiery controller.

Reference

- ["Thick Paper"](#)

Specifications for Booklet Finisher BK5000 (Optional)

To use the Booklet Finisher BK5000, the Finisher SR5000 is required.

Saddle stitch paper size:

A3, B4 JIS, A4, B5 JIS, 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Saddle stitch paper weight:

64 - 90 g/m², 17 - 28 lb.

Saddle stitch capacity (80 g/m², 20 lb.):

Max. 15 sheets

Stack capacity after Saddle stitching

- 30 sets (2–5 sheets) (80 g/m², 20 lb. Bond)
- 15 sets (6–10 sheets) (80 g/m², 20 lb. Bond)
- 10 sets (11–15 sheets) (80 g/m², 20 lb. Bond)

Saddle stitch position:

centre 2 position

Power consumption:

Approx. 100 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

600 × 730 × 980 mm, 23.6 × 28.7 × 38.6 inches

Weight:

Approx. 70 kg, 152.4 lb.

Specifications for Finisher SR5000 (100-Sheet-Staples) (Optional)

This section describes specifications for Finisher SR5000 (100-Sheet-Staples).

Finisher Upper Tray

This section describes specifications for the finisher upper tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

- Without Z-fold:
SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, custom size.
- With Z-fold:
A3, B4 JIS, A4, 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Paper weight:

- Without Z-fold:
60 - 216 g/m², 16 - 58 lb.
- With Z-fold:
64 - 80 g/m², 16 - 21 lb.

Stack capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 500 sheets: A4, B5 JIS, A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
 - 250 sheets: SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 8¹/₂ × 14
- With Z-fold:
 - 30 sheets

Finisher Shift Tray

This section describes specifications for the finisher shift tray of Finisher SR5000 (100-Sheet-Staples).

Paper size:

- Without Z-fold:
SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, custom size.
- With Z-fold:
A3, B4 JIS, A4, 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Paper weight:

- Without Z-fold:
60 - 300 g/m², 14 - 80 lb.
- With Z-fold:
64 - 80 g/m², 17 - 21 lb.

Stack capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 3,000 sheets: A4, B5 JIS, 8¹/₂ × 11
 - 1,500 sheets: A3, B4 JIS, A4, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11
 - 1,000 sheets: 12 × 18
 - 100 sheets: A5, 5¹/₂ × 8¹/₂
- With Z-fold:
 - 30 sheets

Staple paper size:

- Without Z-fold:
A3, B4 JIS, A4, B5 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 182 × 210, 210 × 340
- With Z-fold:
A3, B4 JIS, 11 × 17

Staple paper weight:

- Without Z-fold:
64 - 90 g/m², 17 - 28 lb.
- With Z-fold:
64 - 80 g/m², 17 - 20 lb.

Stack capacity (80 g/m², 20 lb.):

- Without Z-fold:
 - 50 sheets: A3, B4 JIS, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₄ × 14, 8 × 10
 - 100 sheets: A4, B5 JIS, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 13, 8 × 13, 7¹/₄ × 10¹/₂
- With Z-fold:
 - 10 sheets: A3, B4 JIS, 11 × 17

Stack capacity after stapling (80 g/m², 20 lb.):

- Without Mixed Size:
 - 2 - 9 sheets: 150 sets (A4, B5 JIS, 8¹/₂ × 11)
 - 10 - 100 sheets: 200 - 30 sets (A4, B5 JIS, 8¹/₂ × 11)
 - 2 - 9 sheets: 150 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)

-
- 10 - 50 sheets: 150 - 30 sets (A3, B4 JIS, 11 × 17, 8¹/₂ × 14)
 - With Mixed Size:
 - 2 - 50 sheets: 30 sets (A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11)

Staple position:

4 positions (Top, Top Slant, Bottom, 2 Staples)

Power consumption:

120 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

800 × 730 × 980 mm, 31.5 × 28.7 × 38.6 inches

Weight:

Approx. 75 kg, 165.4 lb.

Output Jogger

This section describes specifications for the output jogger.

Paper size:

A3, B4 JIS, A4, B5 JIS, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Power consumption:

16 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

108 × 452 × 130 mm, 4.3 × 17.8 × 5.2 inches

Weight:

Approx. 2 kg, 4.4 lb.

Specifications for Punch Unit (Finisher SR5000) (Optional)

To use the Punch Unit, the Finisher SR5000 is required.

Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	☑: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ^{1/2} × 14, 8 ^{1/2} × 11, 5 ^{1/2} × 8 ^{1/2} , 7 ^{1/4} × 10 ^{1/2} , 8 × 13, 8 ^{1/2} × 13, 8 ^{1/4} × 13
2 & 4 holes type: 2 holes	☐: A4, B5 JIS, 8 ^{1/2} × 11, 7 ^{1/4} × 10 ^{1/2}
2 & 4 holes type: 4 holes	☑: SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14
2 & 4 holes type: 4 holes	☐: A4, B5 JIS, 8 ^{1/2} × 11, 7 ^{1/4} × 10 ^{1/2}
4 holes type: 4 holes	☑: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ^{1/2} × 14, 8 ^{1/2} × 11, 5 ^{1/2} × 8 ^{1/2} , 7 ^{1/4} × 10 ^{1/2} , 8 × 13, 8 ^{1/2} × 13, 8 ^{1/4} × 13
4 holes type: 4 holes	☐: A4, B5 JIS, 8 ^{1/2} × 11, 7 ^{1/4} × 10 ^{1/2}
2 & 3 holes type: 2 holes	☑: SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 ^{1/2} × 14, 8 ^{1/2} × 11, 5 ^{1/2} × 8 ^{1/2} , 7 ^{1/4} × 10 ^{1/2} , 8 × 13, 8 ^{1/2} × 13, 8 ^{1/4} × 13
2 & 3 holes type: 2 holes	☐: A4, B5 JIS, 8 ^{1/2} × 11, 7 ^{1/4} × 10 ^{1/2}
2 & 3 holes type: 3 holes	☑: SRA3, A3, B4 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14
2 & 3 holes type: 3 holes	☐: A4, B5 JIS, 8 ^{1/2} × 11, 7 ^{1/4} × 10 ^{1/2}

Paper weight:

- 2 & 3 holes: 52 - 163 g/m², 14 - 43 lb.
- 4 holes: 52 - 128 g/m², 14 - 34 lb.

Dimensions (W × D × H):

463 × 105 × 100 mm, 18.3 × 4.2 × 4.0 inches

Weight:

Approx. 4.5 kg, 10 lb.

Specifications for Interposer (Optional)

This section describes specifications for the interposer. To use the interposer, the Finisher SR5000 is required.

Paper size:

- Width: A5 \square , 5 $\frac{1}{2}$ × 8 $\frac{1}{2}$ \square - 13 inches
- Length: A5 \square , 5 $\frac{1}{2}$ × 8 $\frac{1}{2}$ \square - 19.2 inches

Paper weight:

64 - 216 g/m², 20 lb. Bond - 80 lb. Cover

Paper capacity (80 g/m², 20 lb. Bond):

200 sheets × 2

Power consumption (Max):

Approx. 50 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

540 × 730 × 1270 mm, 21.3 × 28.7 × 50 inches

Weight:

Approx. 45 kg, 98.0 lb.

Specifications for Z-folding Unit (Optional)

This section describes specifications for the Z-folding unit. To use the Z-folding unit, the Finisher SR5000 is required.

Paper size:

A3, B4 JIS, A4, 12 × 18, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11

Paper weight:

- Without Z-fold:
52 - 300 g/m², 14 - 80 lb.
- With Z-fold:
64 - 80 g/m², 17 - 21 lb.

Power consumption:

Maximum 100 W (A separate power source is required.)

Dimensions (W × D × H):

177 × 620 × 960 mm, 6.9 × 24.4 × 37.8 inches

Weight:

Approx. 55 kg, 121.3 lb.

Specifications for Large Capacity Tray (LCT) (Optional)

This section describes specifications for the large capacity tray (LCT).

Paper size:

A4, B5 JIS, A5, 8 1/2 × 11, 8 1/2 × 5 1/2

Paper weight:

Tray 3, 4: 60 - 216 g/m², 16 lb. Bond - 80 lb. Cover, 110 lb. Index

Tray 5: 60 - 163 g/m², 16 lb. Bond - 60 lb. Cover

Paper capacity (80 g/m², 20 lb.):

Tray 3, 4: 1,000 sheets (80 g/m², 20 lb. Bond)

Tray 5: 2,550 sheets (80 g/m², 20 lb. Bond)

Total 4,550 sheets (80 g/m², 20 lb. Bond)

Power consumption:

Maximum 135 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

540 × 730 × 980 mm, 21.3 × 28.8 × 38.6 inches

Weight:

Approx. 88 kg, 194 lb.

Specifications for Wide Large Capacity Tray (Wide LCT) (Optional)

This section describes specifications for the wide large capacity tray (Wide LCT).

Paper size:

SRA3, A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, custom size

Paper weight:

60 - 300 g/m², 14 lb. Bond - 110 lb. Cover

Paper capacity (80 g/m², 20 lb.):

4,000 sheets

Power consumption:

Maximum 90 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

965 × 730 × 980 mm, 38 × 28.8 × 38.6 inches

Weight:

Approx. 200 kg, 441 lb.

Specifications for Multi Bypass Tray (Optional)

This section describes specifications for the multi bypass tray.

Paper size:

Width: 139.7 - 330.2 mm, 5.5 - 13 inches

Length: 182 - 487.7 mm, 7.17 - 19.2 inches

Paper weight:

60 - 216 g /m², 16 lb. Bond - 80 lb. Cover

Paper capacity (80 g/m², 20 lb. Bond):

500 sheets

Power consumption:

Maximum. 75 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

710 × 560 × 210 mm, 28 × 22.1 × 8.3 inches

Weight:

Approx. 18 kg, 39.7 lb.

Specifications for Other Options

This section describes specifications for other options.

A3 / 11 × 17 Tray Unit

You can load A3 or 11 × 17 paper in the tray 1 using this unit.

Tab Sheet Holder

You can use tab sheets with this holder.

DataOverWriteSecurity Unit

The DataOverWriteSecurity Unit automatically overwrites the data that remains on the hard disk.

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

★ Important

- If you use damp or curled paper, a staple clogging or paper jam may occur.

Tray 1

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	A4☐	8 1/2 × 11☐	1,000 sheets × 2

Tray 1 (A3/11 × 17 Tray Unit) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	A3☐	11 × 17☐	1,000 sheets

Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 220 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	*2 A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 12 × 18☐, 11 × 17☐, 8 1/2 × 14☐, 8 1/2 × 13☐, 8 1/4 × 13☐, 8 × 13☐, 8 1/2 × 11☐☐, 7 1/4 × 10 1/2☐☐, 5 1/2 × 8 1/2☐		500 sheets
	*3 SRA3☐ (320 × 450), 11 × 15☐, 11 × 14☐, 10 × 15 ☐, 10 × 14☐, 8 1/4 × 14☐, 8 × 10☐		
	*4 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182 - 458 mm	*4 Custom size Vertical: 5.5 - 13 inches Horizontal: 7.17 - 18.03 inches	

Large Capacity Tray (LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
Tray 3, 4: 60 - 216 g/m ² (16 - 57.5 lb.) Thin Paper - Thick Paper 2	*2 A4, A5, B5 JIS, 8 1/2 × 11, 5 1/2 × 8 1/2		Tray 3, 4: 1,000 sheets
Tray 5: 60 - 163 g/m ² (16 - 43.4 lb.) Thin Paper - Thick Paper 1	A4	8 1/2 × 11	Tray 5: 2,550 sheets
Tray 4: Label paper (adhesive labels)	B4 JIS, A4		20 sheets
Tray 3, 4: Tab sheets *5	A4, 8 1/2 × 11		1,000 sheets

Wide Large Capacity Tray (Wide LCT) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *10
Tray 3 - 6: 60 - 300 g/m ² (16 - 79.8 lb.) Thin Paper - Thick Paper 3	*2 A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2	*2 A3, B4 JIS, A4, B5 JIS, A5, 12 × 18, 11 × 17, 8 1/2 × 11, 8 × 13, 5 1/2 × 8 1/2	Tray 3 - 6: 2,000 sheets
	*3 SRA3 (320 × 450), B5 JIS, 8 1/2 × 14, 8 1/2 × 11, 8 1/2 × 13, 8 1/4 × 13, 10 1/2 × 7 1/4, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/4 × 14, 10 1/2 × 8	*3 SRA3 (320 × 450), A4, B5 JIS, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 13, 10 1/2 × 7 1/4, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/4 × 14, 10 1/2 × 8	
	*4 Custom size Vertical: 139.7 - 330.2 mm	*4 Custom size Vertical: 5.5 - 13 inches	

Paper type and weight	Metric version	Inch version	Paper capacity *10
	Horizontal: 182 - 487.7 mm	Horizontal: 7.17 - 19.2 inches	
Tray 3, 4: Label paper (adhesive labels)	B4 JIS, A4		20 sheets
Tray 3 - 6: Tab sheets *5	A4, 8 1/2 × 11, 8 1/2 × 14		1,000 sheets

Multi Bypass Tray (Tray 7) (optional)

Paper type and weight	Metric version	Inch version	Paper capacity *1
60 - 216 g/m ² (16 - 58.6 lb.) Thin Paper - Thick Paper 2	*2 A3, B4 JIS, A4, B5 JIS, A5, A6, 12 × 18, 11 × 17, 8 1/2 × 11, 5 1/2 × 8 1/2, 8 × 13	*2 A3, B4 JIS, A4, B5 JIS, A5, A6, 12 × 18, 11 × 17, 8 1/2 × 11, 5 1/2 × 8 1/2, 8 × 13	500 sheets
	*3 SRA3 (320 × 450), B5 JIS, 11 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2	*3 SRA3 (320 × 450), A4, B5 JIS, 11 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13, 8 1/4 × 14, 8 1/4 × 13, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2	
	*4 Custom size Vertical: 139.7 - 330.2 mm Horizontal: 182 - 487.7 mm	*4 Custom size Vertical: 5.5 - 13 inches Horizontal: 7.17 - 19.2 inches	
Tab sheets *5	A4, 8 1/2 × 11, 8 1/2 × 14		

*1 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. See "Loading Paper", Troubleshooting.

*2 The paper size is detected automatically.


*3 Select the paper size in Paper Tray Settings. See "Paper Tray Settings", General Settings Guide.

- *4 If you want to print onto custom size paper, select the size using the Tray Paper Setting function. See "Paper Tray Settings", General Settings Guide.
- *5 The optional tab sheet holder is required.

Paper Thickness

Paper Thickness	Metric version	Inch version (Bond paper)
Thin Paper	60 – 75 g/m ²	16 - 20 lb.
Plain Paper	76 - 100 g/m ²	20.1 - 26.6 lb.
Middle Thick	101 - 126 g/m ²	26.7 - 33.6 lb.
Thick Paper 1	127 - 156 g/m ²	33.7 - 41.5 lb.
Thick Paper 2	157 - 220 g/m ²	41.6 - 58.6 lb.
Thick Paper 3	221 - 300 g/m ²	58.7 - 79.8 lb.

Note

- When loading paper in the paper trays 1, 2, place the print side face down.
- When loading paper in the multi bypass tray, the large capacity tray (LCT) or the wide large capacity tray (Wide LCT), place the print side face up.
- When using tab sheets or label paper, make sure to select the appropriate paper type under Paper Tray Settings. See "Paper Tray Settings", General Settings Guide.
- The multi bypass tray can be installed if the wide large capacity tray (Wide LCT) is installed.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to .
- If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the paper type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. You can set the paper type of the paper trays. See "Paper Tray Settings", General Settings Guide.

Reference

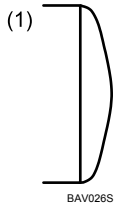
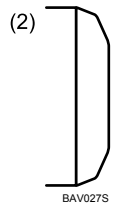

- ["Envelopes"](#)
- ["Thick Paper"](#)

Envelopes

This section describes loading envelopes.

★ Important

- Only envelopes (1) and (2) as shown below are supported.

Envelope types	Supported/Not supported
(1)  BAV026S	Supported *1
(2)  BAV027S	Supported *1
(3)  BAV028S	Not supported

*1 Misfeeds might also occur when using envelopes (1) and (2) depending on the length and shape of the flaps.

- To print on envelopes, load them on the Tray 1, 2, LCT, Wide LCT, and multi bypass tray, and be sure to specify the appropriate paper type.
- Specifications for envelopes are as follows:

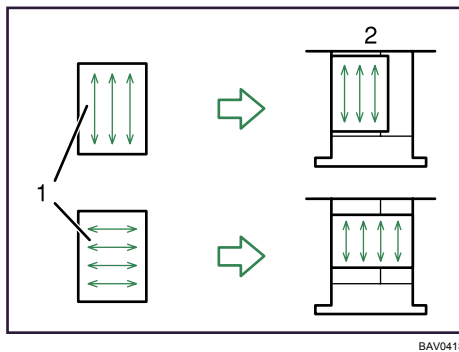
	Metric version	Inch version
Weight	60 - 220 g/m ²	16 - 58.6 lb.
Recommended weight and size	95 g/m ² , 162 × 229 mm (C5)	24 lb., 4 ¹ / ₈ × 9 ¹ / ₂ (Com10)

Thick Paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 127 - 220 g/m² (61 - 80 lb. Cover) in paper trays or in the multi bypass tray, or of 127 - 300 g/m² (104 - 110 lb. Cover) in the wide large capacity tray (Wide LCT), follow the recommendations below to prevent misfeeds and loss of image quality.

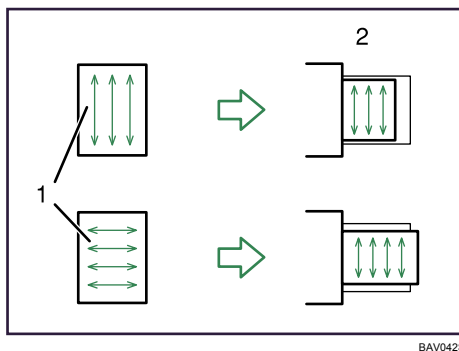
- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77°F) and humidity is 30 - 65%.
- Smooth out any curls in the paper before loading it.
- When loading thick paper in paper trays 1, 2, LCT, or Wide LCT, set the paper direction according to its grain, as shown in the following diagram.



1: Direction of paper grain

2: Direction in which to set thick paper in paper trays 1, 2, LCT, or Wide LCT

- When loading thick paper in the multi bypass tray, set the paper direction according to its grain, as shown in the following diagram.



1: Direction of paper grain

2: Direction in which to set thick paper in the multi bypass tray (tray 7)

↓ Note

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.

Important

- To prevent faults, do not use any of the following kinds of treated paper:
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed-edge paper
 - Colour OHP transparencies with easily melted coatings
- Faults can occur if you print onto sides that are already printed. Take care to print onto unprinted sides only.

Note

- To prevent misfeeds, do not use the following kinds of paper:
 - Bent, folded, or creased paper
 - Perforated paper
 - Slippery paper
 - Torn paper
 - Rough paper
 - Thin paper with little stiffness
 - Paper with a dusty surface
- If you print onto rough grain paper, the output image might be blurred.
- Do not reuse copy paper that has been already printed onto.

Paper Storage

This section describes how to store paper.

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
 - Do not store paper vertically.
- Under high temperature and humidity conditions, or low temperature and humidity conditions, store paper in plastic bags.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

⏻ means STAND BY.

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The proper names of the Windows operating systems are as follows:

- * The product name of Windows 95 is Microsoft® Windows® 95
- * The product name of Windows 98 is Microsoft® Windows® 98
- * The product name of Windows Me is Microsoft® Windows® Millennium Edition (Windows Me)
- * The product names of Windows 2000 are as follows:
 - Microsoft® Windows® 2000 Professional
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Advanced Server
- * The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
 - Microsoft® Windows® XP Tablet PC Edition
- * The product names of Windows Vista are as follows:
 - Microsoft® Windows Vista® Ultimate
 - Microsoft® Windows Vista® Business
 - Microsoft® Windows Vista® Home Premium
 - Microsoft® Windows Vista® Home Basic
 - Microsoft® Windows Vista® Enterprise
- * The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
 - Microsoft® Windows Server® 2003 Web Edition
 - Microsoft® Windows Server® 2003 Datacenter Edition
- * The product names of Windows Server 2003 R2 are as follows:
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 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
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