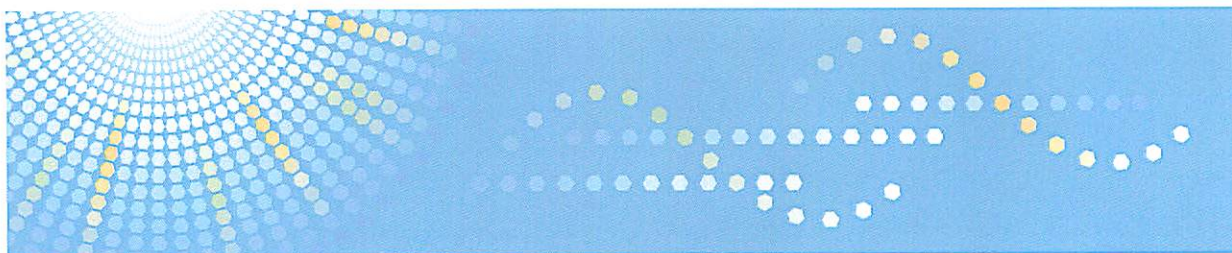
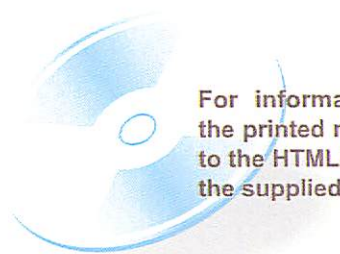


**Read This First**



*C9020/C9025*  
MP C2050/C2550  
*LD520C/LD525C*  
Aficio™ MP C2050/C2550

## Operating Instructions About This Machine



For information not in  
the printed manual, refer  
to the HTML/PDF files on  
the supplied CD-ROM.



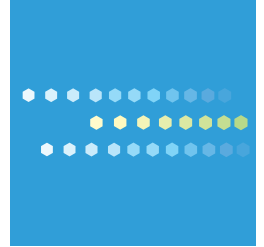
- 1 Simple Search
- 2 Getting Started
- 3 Adding Paper
- 4 Adding Toner and Staples
- 5 Entering Text
- 6 Operating Instructions
- 7 Remarks
- 8 Appendix


Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.





**Operating Instructions About This Machine**
































Type for C9020/MP C2050/LD520C/Aficio MP C2050  
Type for C9025/MP C2550/LD525C/Aficio MP C2550  
Printed in China  
EN  D041-7601



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# Documentation for This Machine

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Troubleshooting .....	 
Copy and Document Server Reference .....	
Using the various copier functions .....	
Using the Document Server functions .....	
Changing the default settings of the copier and Document Server functions, and related information .....	
Facsimile Reference .....	
Sending and receiving faxes .....	
Using the fax function through a computer .....	
Changing the default settings of the fax function, and related information .....	
Printer Reference .....	
Installing the driver for the printer function .....	
Changing the default settings of the printer function, and related information .....	
Scanner Reference .....	
Sending scan files .....	
Storing scan files .....	
Changing the default settings of the scanner function, and related information .....	
Network and System Settings Guide .....	
Connecting to a network .....	
Registering addresses for fax/scanner functions .....	
Changing the default settings of the system, and related information .....	
Security Reference .....	
PostScript 3 Supplement .....	
Quick Reference Copy Guide .....	
Quick Reference Printer Guide .....	
Quick Reference Fax Guide .....	
Quick Reference Scanner Guide .....	

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# Manuals for This Machine

Read this manual carefully before you use 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.

## About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, staples, and other consumables.

## Troubleshooting

Provides a guide for resolving common usage-related problems.

## Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

## Facsimile Reference

Explains Facsimile functions and operations.

## Printer Reference

Explains Printer functions and operations.

## Scanner Reference

Explains Scanner functions and operations.

## Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

## 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.

### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

### Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

#### Note

- Manuals provided are specific to machine types.
- For “UNIX Supplement”, please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional <sup>*1</sup>	DeskTopBinder
ScanRouter EX Professional <sup>*1</sup> and ScanRouter EX Enterprise <sup>*1</sup>	the ScanRouter delivery software

\*1 Optional

---

## Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
About This Machine	Yes	Yes	Yes
Troubleshooting	Yes	Yes	Yes
Copy and Document Server Reference	No	Yes	Yes
Facsimile Reference	No	Yes	Yes
Printer Reference	No	Yes	Yes
Scanner Reference	No	Yes	Yes
Network and System Settings Guide	No	Yes	Yes
Security Reference	No	Yes	Yes
PostScript 3 Supplement	No	Yes	Yes

---

# What You Can Do with This Machine

This section introduces the features of this machine.

## ↓ Note

- For details about options, see "Options".

## 📖 Reference

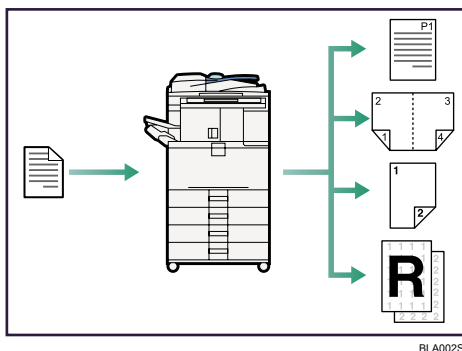
- p.46 "Options"

---

## Using This Machine as a Copier

---

You can make copies of originals.



- You can make copies in full color. You can switch the color copy mode depending on the type of originals used and the desired finish.
- You can print stamps on copies. Stamps can include background numbers, scanned images, dates, and page numbers.
- You can adjust the color tones and image quality of your copies.
- You can reduce or enlarge the copy image. With Auto Reduce/Enlarge, the machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select. If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper.
- Copier functions such as Duplex, Combine, Booklet, and Magazine allow you to save on paper by copying multiple pages onto single sheets.
- You can copy onto various types of paper such as envelopes, and OHP transparencies.
- The optional finisher allows you to sort, staple, and punch holes in your copies.

## 📖 Reference

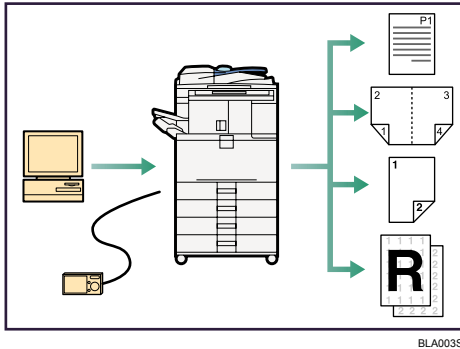
- See Copy and Document Server Reference 📖.

---

## Using This Machine as a Printer

---

You can print documents created in applications.



- This machine supports network and local connections.
- You can send PDF files directly to the machine for printing, without having to open a PDF application.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.
- The optional finisher allows you to collate, staple, and punch holes in your prints.
- With the optional PictBridge card installed, you can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to print the photographs stored on the camera using the camera's own interface.

### Reference

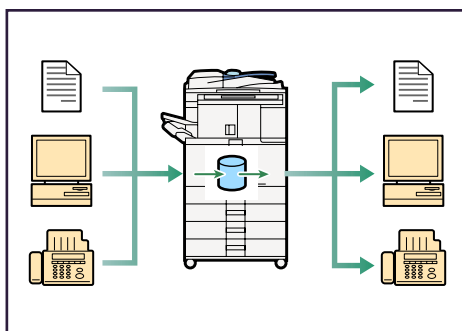
- See Printer Reference .

---

## Utilizing Stored Documents

---






You can store files scanned in copier, printer, or scanner mode on the machine's hard disk. With DeskTopBinder or Web Image Monitor, you can use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).



BLA004S

- You can also retrieve stored documents scanned in scanner mode.
- Using File Format Converter (optional), you can download documents stored in copier, Document Server, or printer mode to your computer.

### Reference

- For details about machine's settings, see "Network Settings Required to Use Document Server", Network and System Settings Guide .
- For details about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference .
- For details about Document Server in fax mode, see "Storing a Document", Facsimile Reference .
- For details about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference .
- For details about Document Server, see "Document Server", Copy and Document Server Reference .
- For details about DeskTopBinder, see DeskTopBinder manuals.

---

## Paperless Fax Transmission and Reception

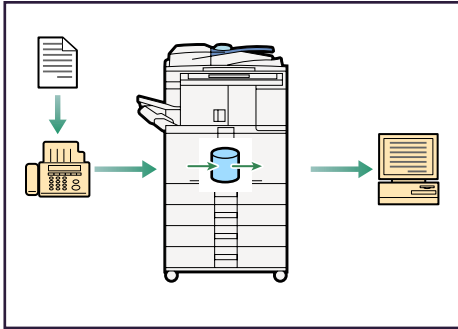
---

You can store received fax messages on the machine's hard disk, instead of printing them onto paper.


### Reception

You can store received fax documents in electrical format without printing it onto paper.



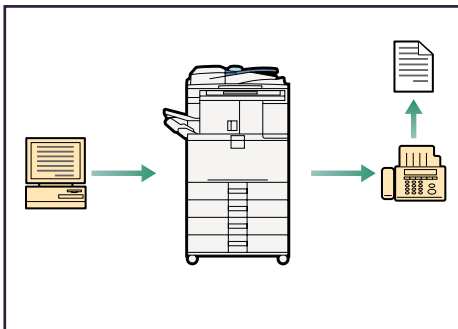


BLA005S



- You can use DeskTopBinder or a Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See “Confirming/Printing/Deleting Received and Stored Documents”, Facsimile Reference .

### Transmission

You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).



BLA006S

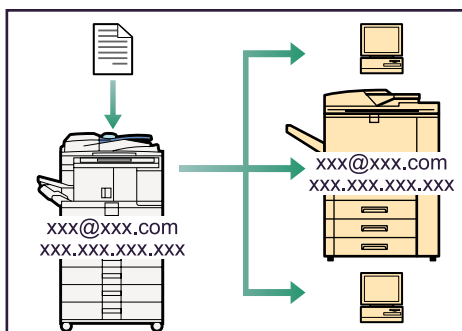
- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.
- For details about the machine's settings, see “Network Settings Required to Use the Printer/LAN-Fax”, Network and System Settings Guide .
- For details about how to use the function, see “Fax via Computer”, Facsimile Reference .

---

## Fax Transmission and Reception Over the Internet

---

You can send and receive faxes over your LAN and the Internet.



BLA007S

## E-mail Transmission

This machine converts scanned document images to e-mail format, and transmits and receives this data over the Internet.


- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax and E-Mail Transmission).
- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).
- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

## IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

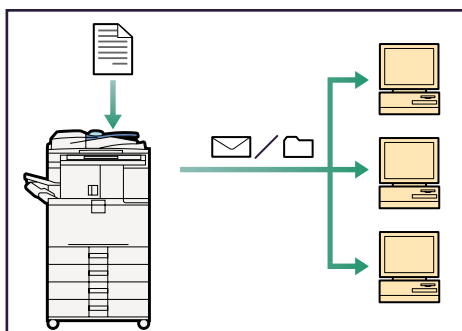
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

### Reference

- For details about settings, see “Network Settings Required to Use Internet Fax”, Network & System General Settings.
- For details about how to transmit and receive documents over the Internet, see “Transmission” and “Reception”, Facsimile Reference .

## Using the Facsimile and the Scanner in a Network Environment

You can use a facsimile and a scanner over the network.

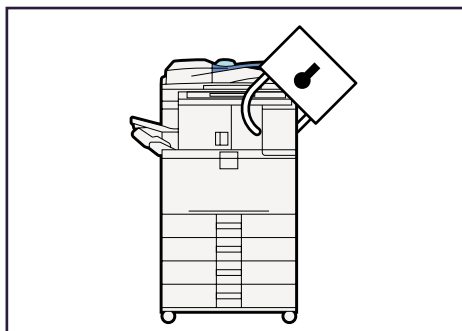


BLA008S

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail). See “Specifying a Destination”, Facsimile Reference and “Sending Scan Files by E-mail”, Scanner Reference .
- You can send scan files directly to folders (Sending scan files by Scan to Folder). See “Specifying a Destination”, Facsimile Reference and “Sending Scan Files to Folder”, Scanner Reference .
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see “Network Settings Required to Use the Network Delivery Scanner”, Network and System Settings Guide . For details about how to use the function, see “Delivering Scan Files”, Scanner Reference .

## Adminstrating the Machine/Protecting Documents (Security Functions)

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




BLA009S

- 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.

### Reference

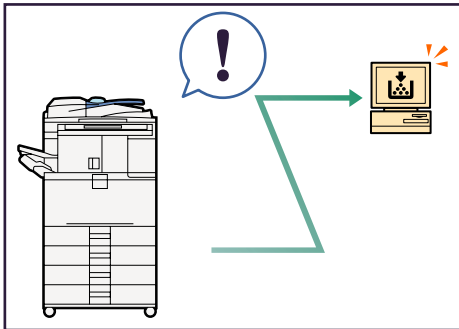
- See the manual for the DataOverWriteSecurity Unit (optional), and Security Reference .

---

## Monitoring the Machine Via Computer

---

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



BLA010S

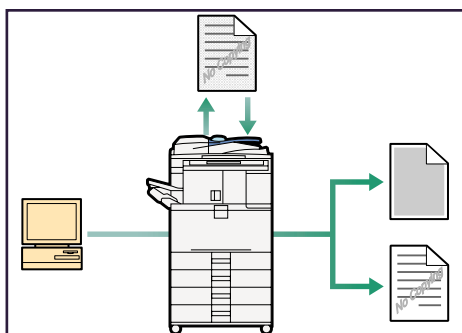
- Web Image Monitor lets you configure and operate the machine using a Web browser on a computer. You can also install SmartDeviceMonitor for Admin on a computer to configure and operate the machine.
- Using Web Image Monitor, you can register information in the address book, specify the machine's settings, 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.
- You can also use SmartDeviceMonitor for Admin to register information in the address book.

---

## Preventing an Unauthorized Copy

---

You can print embedded pattern on paper to prevent them from being copied.



BLC001S

- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. Protected fax messages are grayed out before being transmitted or stored. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security Unit, the machine beeps to notify users that unauthorized copying is being attempted.

If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.

- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying.

### Reference

- See the printer driver Help, Facsimile Reference , Printer Reference , and Security Reference .

---

# Notice

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## Important

---

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.

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.

---

# How to Read This Manual

---

## Symbols

---

This manual uses the following symbols:

 **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.



Indicates instructions in book form.



Indicates instructions in sheet form.



Indicates instructions stored in a file on a provided CD-ROM.

---

## Name of Major Item

---

Major item of this machine is referred to as follows in this manual:

- Auto document feeder → ADF

---

## Notes

---

Contents of this manual are subject to change without prior notice.

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

---

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

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.



---

# 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.

 **CAUTION**

- 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 this machine only to a power source that matches the specifications shown in “Specifications for the Main Unit” in this manual and do not use an extension cord.
- Use of this machine with extension cords and power sources other than those that match the specifications shown constitutes an electric shock and fire hazard.

### **WARNING**

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

### **WARNING**

- 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.
- 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.

### **CAUTION**

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

### **CAUTION**

- 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.

---

## 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.

## **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.

## **CAUTION**

- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

## **CAUTION**

- 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.

## **CAUTION**

- 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.

## **CAUTION**

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not look into the lamp. It can damage your eyes.
- 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.

### **CAUTION**

- 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.
- When loading paper, take care not to trap or injure your fingers.
- During operation, rollers for transporting the paper and originals revolve. A safety device has been 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

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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.

### **WARNING**

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

### **WARNING**

- 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.

---

## **WARNING**

- Keep the waste oil bottle away from flames. There is a risk of fire or burns.

## **CAUTION**

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.

## **CAUTION**

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

## **CAUTION**

- Keep toner (used or unused) and toner containers out of reach of children.

## **CAUTION**

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

## **CAUTION**

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

## **CAUTION**

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

## **CAUTION**

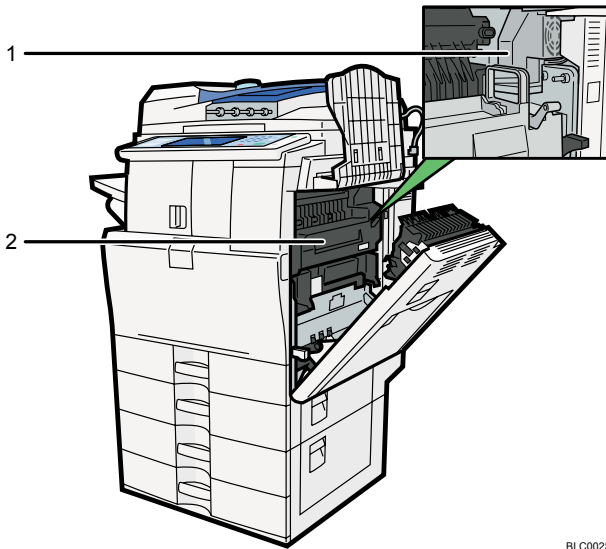
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

# Safety Labels of This Machine

This section explains the machine's safety information labels.

## 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.



BLC002S

1



BLA061S

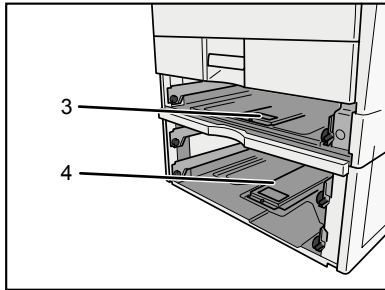
High temperature. Be careful of hot parts when clearing paper jams.

2

		<b>120°C</b>		<b>CAUTION ACHTUNG ATTENTION ATTENZIONE PRECAUCIÓN</b> 注意高温 高温注意 고온주의 高温注意
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BLA046S

High temperature. Be careful of hot parts when clearing paper jams.



BLC003S

3



BLA029S

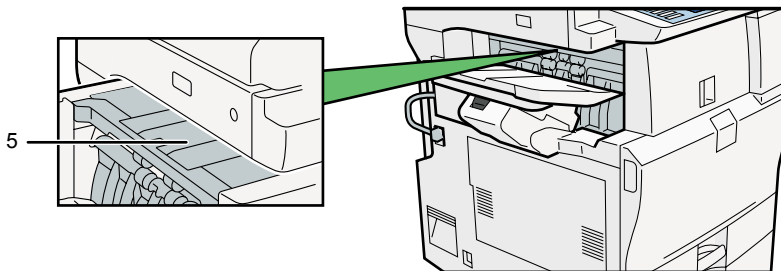
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

4



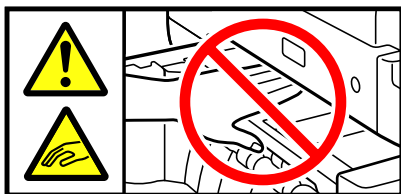
BLA030S

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.



BLC014S

5



BLA041S

When closing the finisher, keep hands clear of the finisher's upper surface.

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## Power Switch Symbols

---

The meanings of the symbols for the switches on this machine are as follows:

- I: POWER ON.
- O: POWER OFF.
- ⏻: STANDBY.



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# ENERGY STAR Program

## ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.  
This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

### ↓ Note

- For details about the "default delay time", see "Energy Saving Functions".

### 📖 Reference

- p.30 "Energy Saving Functions"

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# Energy Saving Functions


To reduce its power consumption, this machine has the following functions:

## Sleep Mode

- If this machine remains idle for a specified period, it automatically enters Sleep Mode to reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode for type 1 is 20 minutes. This default time can be changed.
- The default delay time the machine waits before entering Sleep Mode for type 2 is 30 minutes. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep Mode.

	Type 1	Type 2
Reduced Electrical Consumption by Sleep Mode	5.4 W	5.4 W
Time of Switch into Sleep Mode	20 minutes	30 minutes
Time of Switch out from Sleep Mode	30 seconds or less	30 seconds or less

### Reference

- For details about how to change the default interval, see “Timer Settings”, Network and System Settings Guide .

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# Laws and Regulations

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## Legal Prohibition

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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.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

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## Laser Safety

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CDRH Regulations

This equipment complies with requirements of 21 CFR Subchapter J for class 1 laser products. This equipment contains four AlGaInP laser diodes, 9-milliwatt, 648-663 nanometer wavelength for each emitter. 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.

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## FCC Rules and IC Rules

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**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.

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## Notes to users in the United States of America

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### FCC Rules

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#### Declaration of Conformity

This device complies with Part 15 of the FCC 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.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- C9020/MP C2050/LD520C/Aficio MP C2050
- C9025/MP C2550/LD525C/Aficio MP C2550

#### Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

#### Caution:

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

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**Notes on lamp(s)inside this machine**

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LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

**Note to users in the state of California**

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Perchlorate Material - special handling may apply, See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

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## Machine Types

The model names of the machines do not appear in the following pages.

Check the type of your machine before reading this manual.

- Type 1: MP C9020/MP C2050/LD520C/Aficio MP C2050
- Type 2: MP C9025/MP C2550/LD525C/Aficio MP C2550

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

# 1. Simple Search

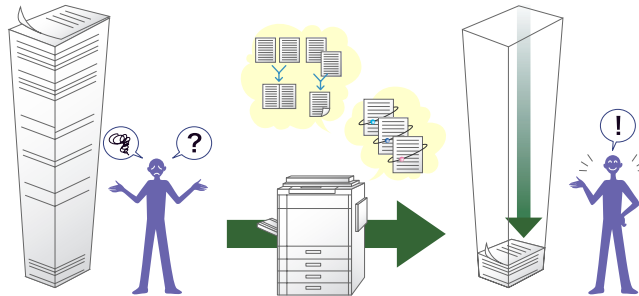
You can search for a procedure either by keyword or by what you want to do.

## Searching by what you want to do

You can search for a procedure by what you want to do.

### I want to save my paper document!

You can find explanations of the functions and procedures that you can use to save your paper document easily.




BLA048S

#### Printing multi-page documents on both sides of sheets (Duplex Copy)


⇒ See "Duplex", Copy and Document Server Reference .

#### Printing multi-page documents and received faxes on a single sheet (Combine (Copier/Fax))


⇒ See "Combined Copying", Copy and Document Server Reference .

⇒ See "Combine Two Originals", Facsimile Reference .

#### Printing received faxes on both sides of sheets (Two-Sided Print)

⇒ See "Two-Sided Printing", Facsimile Reference .

#### Converting received faxes to electronic formats (Paperless Fax)

⇒ See "Confirming/Printing/Deleting Received and Stored Documents", Facsimile Reference .

#### Sending files from the computer without printing them (LAN-Fax)

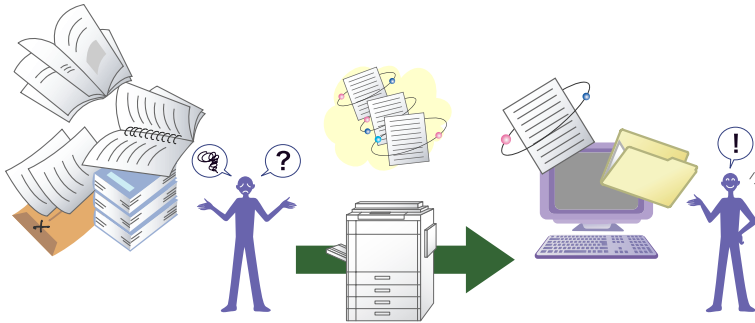
⇒ See "Sending Fax Documents from Computers", Facsimile Reference .

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## I want to convert documents to electronic formats easily!


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You can find explanations of the functions and procedures that you can use convert documents to electronic formats easily.




BLA050S

### **Sending scan files**

⇒ See “Basic Procedure for Sending Scan Files by E-mail”, Scanner Reference .

### **Sending the URL of the folder in which scan files are stored**

⇒ See “Sending the URL by E-mail”, Scanner Reference .

### **Storing scan files in a shared folder**

⇒ See “Basic Procedure When Using Scan to Folder”, Scanner Reference .


### **Storing scan files on media**

⇒ See “Basic Procedure for Saving Scan Files on a Removable Memory Device”, Scanner Reference .

### **Converting transmitted faxes to electronic formats and sending them to a computer**

⇒ See “Folder Transmission”, Facsimile Reference .

### **Managing and using documents converted to electronic formats (Document Server)**

⇒ See “Relationships between Document Server and Other Functions”, Copy and Document Server Reference .

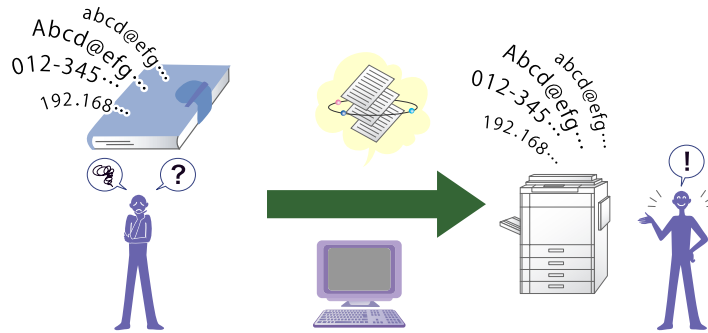
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## I want to register destinations!

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You can find explanations of the functions and procedures that you can use to register destinations easily.





BLA049S

### Using the control panel to register destinations in the address book

- ⇒ See “Registering Entered Destinations to the Address Book”, Facsimile Reference
- ⇒ See “Registering a Directly-Entered Destination in the Address Book”, Scanner Reference

### Using Web Image Monitor to registering destinations from a computer

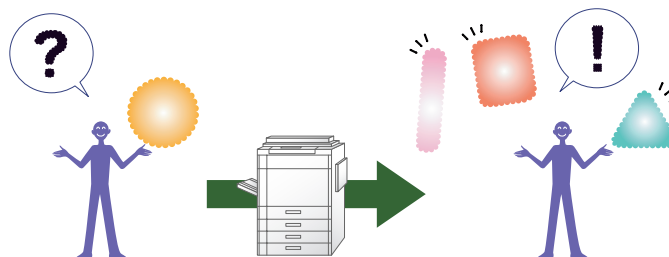
- ⇒ See “To add new receiver”, Facsimile Reference

### Downloading destinations registered in the machine to the LAN-Fax driver destination list

- ⇒ See “Using the Machine's Address Book as the LAN-Fax Destination List”, Facsimile Reference

## I want to operate the machine more effectively!

You can find explanations of the functions and procedures that you can use to operate the machine more effectively.






BLA051S

### Registering and using frequently-used settings (Program)

- ⇒ See “Registering Frequently Used Settings”, Copy and Document Server Reference
- ⇒ See “Registering Frequently Used Settings”, Facsimile Reference
- ⇒ See “Registering Frequently Used Settings”, Scanner Reference

### **Registering frequently-used settings as initial settings (Program as Defaults (Copier/Fax/Scanner))**

- ⇒ See “Changing the Default Functions of the Copy's Initial Display”, Copy and Document Server Reference .
- ⇒ See “Changing the Default Functions of the Fax's Initial Display”, Facsimile Reference .
- ⇒ See “Changing the Default Functions of the Scanner's Initial Display”, Scanner Reference .

# Searching by Keyword

You can search for a procedure by keyword.

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## Paper

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### I want to load paper.

⇒ p.65 "Loading Paper"

### I want to change the paper size.

⇒ p.69 "Changing the Paper Size"

### I want to know what the paper specifications are.

⇒ p.80 "Recommended Paper Sizes and Types"

### The paper has jammed.

⇒ See "Removing Jammed Paper", Troubleshooting  .

### I want to change the initial paper settings.

⇒ See "Tray Paper Settings", Network and System Settings Guide .

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## Register/Change/Delete


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### I want to register a fax number.


⇒ See "Registering a Fax Destination", Network and System Settings Guide .

⇒ See "Programming Destinations in the Address Book", Facsimile Reference .

### I want to register an IP-Fax number.

⇒ See "Registering an IP-Fax Destination", Network and System Settings Guide .


### I want to register an e-mail address.

⇒ See "Registering an E-mail Destination", Network and System Settings Guide .


### I want to register an SMB folder.

⇒ See "Registering an SMB Folder", Network and System Settings Guide .


### I want to register multiple addresses as a group.

⇒ See "Registering Names to a Group", Network and System Settings Guide .

### I want to register frequently-used copy functions.

⇒ See "Registering Frequently Used Settings", Copy and Document Server Reference .

**I want to copy the contents of the machine's address book to the LAN-Fax address book.**

⇒ See "Using the Machine's Address Book as the LAN-Fax Destination List", Facsimile Reference .

## 1

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## Color

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**I want to scan a color original (Normal Color Scan)**

⇒ See "Specifying the File Type", Scanner Reference .

**I want to minimize the amount of storage required when scanning color originals (High Compression PDF)**

⇒ See "Specifying the File Type", Scanner Reference .

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## Check

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**I want to display the fax transmission status.**

⇒ See "Confirming on Display", Facsimile Reference .


**I want to print a report of the fax transmission status.**

⇒ See "Confirming by Report", Facsimile Reference .


**I want to check which destinations the machine failed to send faxes to.**

⇒ See "Communication Failure Report", Facsimile Reference .

**I want to check which files have been sent by memory transmission.**

⇒ See "Communication Result Report (Memory Transmission)", Facsimile Reference .

**I want to check which files are stored in the Document Server.**

⇒ See "Checking the Details of a Stored Document", Copy and Document Server Reference .

**I want to check which faxes have been received.**

⇒ See "Checking the Reception Result (Reception File Status)", Facsimile Reference .


**I want to view the received faxes that are stored in the machine.**

⇒ See "Confirming Received and Stored Documents", Facsimile Reference .

**To avoid sending faxes to wrong destinations, I want to check fax transmission details before sending.**

⇒ See "Preventing Transmission to the Wrong Destination", Facsimile Reference .


**I want to check the settings for scanning and sending files before sending a scan file.**

⇒ See "Check Modes", Scanner Reference .

**I want to check the scan image before sending it.**

⇒ See "Preview", Scanner Reference .

**I want to view the transmission result.**

⇒ See "Scanned Files Status", Scanner Reference .

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## Install

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**I want to install the printer driver so I can use the SmartDeviceMonitor for Client port.**

⇒ See "Using the Smart Device Monitor for Client Port", Printer Reference .

**I want to install the printer driver so I can use the Standard TCP/IP port.**

⇒ See "Using the Standard TCP/IP Port", Printer Reference .

**I want to install the printer driver so I can use a Windows Network Printer.**

⇒ See "Using as a Windows Network Printer", Printer Reference .

**I want to install the printer driver so I can use the machine by USB.**

⇒ See "Installing the Printer Driver Using USB", Printer Reference .

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## Envelope

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**I want to copy onto envelopes.**

⇒ See "Copying onto Envelopes", Copy and Document Server Reference .

**I want to print onto envelopes.**

⇒ See "Setting Envelopes Using the Control Panel", Printer Reference .

