

2. Getting Started

This chapter describes how to start using this machine.

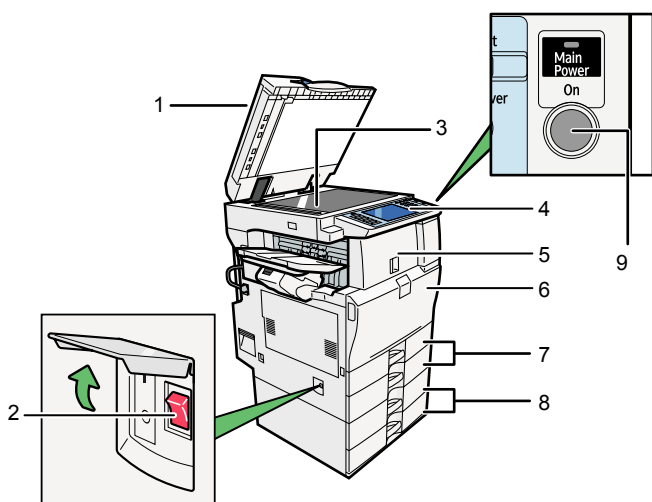
Guide to Components

This section introduces the names and functions of the components.

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★ 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.



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1. Auto Document Feeder (ADF)

If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one. This document feeder can be used for two-sided originals.

2. Main power switch

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

See "Turning On/Off the Power".

3. Exposure glass

Place originals here face down.

4. Control panel

See "Control Panel".

5. Internal Tray 1 / Finisher (optional)

Copied/printed paper and fax messages are delivered here.

(The illustration shows the finisher.)

6. Front cover

Open to access the inside of the machine.

7. Paper tray 1, 2

Load paper here.

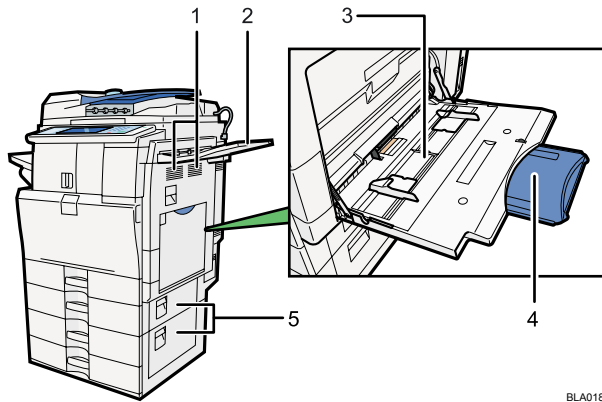
8. Lower paper trays (optional)

Load paper here.

9. 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".



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1. Ventilation holes

Prevent overheating.

2. Right tray (optional)

3. Bypass Tray

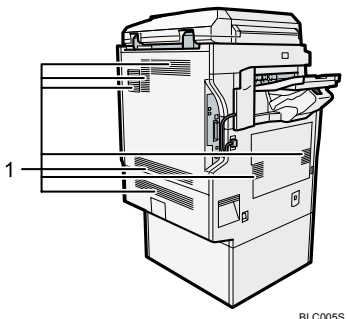
Use to copy or print onto OHP transparencies, adhesive labels, translucent paper, envelopes, and custom size paper.

4. Extender

Pull this extender out when loading sheets larger than A4 in the bypass tray.

5. Lower right cover

Open this cover when a paper jam occurs.



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1. Ventilation holes

Prevent overheating.

Reference

- p.46 "Options"
- p.49 "Control Panel"
- p.61 "Turning On/Off the Power"

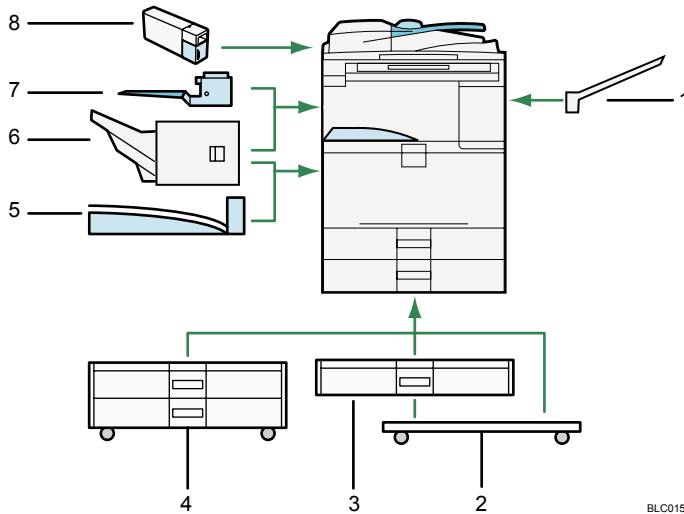
Options

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

External options

2

This section provides explanations about external options.



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1. Right tray

If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

2. Caster Table

To use the lower paper tray, attach the caster table.

3. Lower paper tray

Holds up to 500 sheets of paper.

4. Lower paper trays

Consists of two paper trays. Holds up to 1,000 sheets of paper. Each paper tray holds 500 sheets.

5. Internal shift tray

Sorts and stacks multiple sheets of paper.

6. Finisher

Sorts, stacks, and staples multiple sheets of paper.

Copies can be punched if the optional punch unit is installed on the finisher.

7. Internal tray 2 (1 bin tray)


If you select this as the output tray, copied/printed paper or fax messages are delivered here face down.

8. Media slot

With this media slot, you can save scan files on a removable memory device.

Internal options

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

- Fax unit
Allows you to use the facsimile function.
- Memory unit
You can add 512 MB of memory.
The memory unit is necessary if you want to install the VM card.
- HDD Encryption Unit
Allows you to encrypt data that is stored on the hard disk.
- VM card
With this card, you can install embedded software architecture applications.
- Browser Unit
You can use this function to display data from the server in HTML format on the machine's control panel. You can also use this function to send scan files from the control panel.
- PictBridge card
Allows you to directly print images taken with a PictBridge-compatible digital camera.
- IEEE 1284 Interface Board
Allows you to connect to an IEEE 1284 cable.
- Wireless LAN board
Allows you to install a wireless LAN interface.
- Bluetooth interface unit
Allows you to expand the interface.
- Gigabit Ethernet (1000BASE-T)
Allows you to communicate over 1000BASE-T.
- File Format Converter
Allows you to download documents from the Document Server stored by copier and printer functions.
See "Downloading Stored Documents with Web Image Monitor", Copy and Document Server Reference .
- Copy Data Security Unit

If a document containing embedded text for unauthorized copy guard is copied, protected pages are greyed out in the copy.

- DataOverWriteSecurity Unit

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

↓ Note

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- Only one of the following options can be installed on the machine at any one time: IEEE 1284 interface board, Wireless LAN board, Bluetooth interface unit.

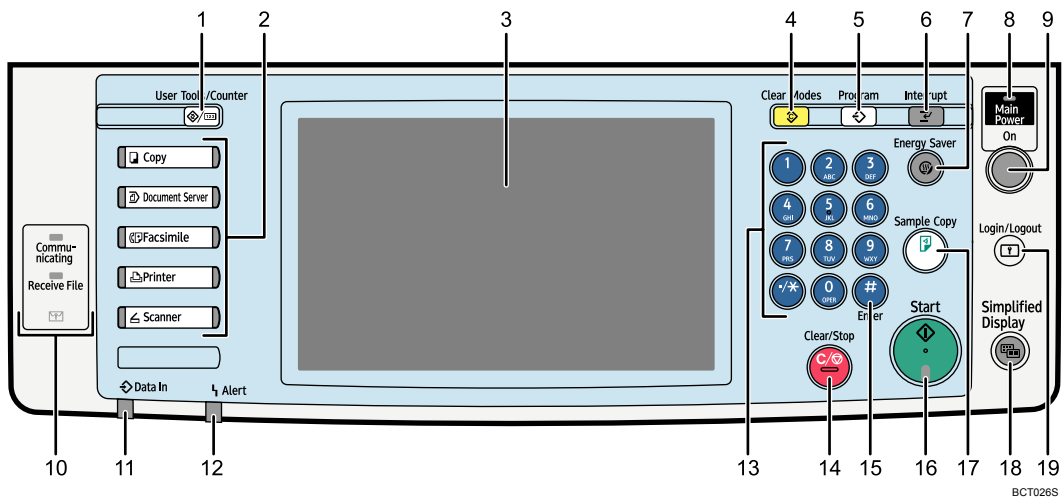
Control Panel

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


★ Important

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

This illustration shows the control panel of the machine with options fully installed.



1. [User Tools/Counter] key

- User Tools
Press to change the default and conditions to meet your requirements. See “Accessing User Tools”, Network and System Settings Guide .
- Counter
Press to check or print the counter value. See “Counter”.
- Inquiry
Press to find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See “Inquiry”.

2. Function keys

Press to display the operation screen of one of the following functions: copy, document server, facsimile, printer, or scanner.

The indicator of the selected function goes on. See “Changing Modes”.







3. Display panel

Displays keys for each function, operation status, or messages. See “Display Panel”.

4. [Clear Modes] key

Press to clear the current settings.

5. [Program] key (copier, Document Server, facsimile, and scanner mode)

- Press to register frequently used settings, or to recall registered settings (except Document Server mode). See “Registering Frequently Used Settings”, Copy and Document Server Reference , Facsimile Reference , and Scanner Reference .
- Press to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.
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 .

6. [Interrupt] key

Press to make interrupt copies. See “Interrupt Copy”, Copy and Document Server Reference .

7. [Energy Saver] key

Press to switch to and from Energy Saver mode. See “Saving Energy”.




8. Main power indicator

The main power indicator goes on when you turn on the main power switch.



9. Operation switch

Press to turn the power on (the operation switch indicator goes on). To turn the power off, press again (the operation switch indicator goes off). See “Turning On the Power”.

10. Communicating indicator, Receiving File indicator, Confidential File indicator

- Communicating indicator
Lights continuously during data transmission and reception.
- Receiving File indicator
Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.
See “Substitute Reception”, Facsimile Reference .
- Confidential File indicator
Lights continuously while personal box data is being received.
Blinks while Memory Lock file is being received.
See “Personal Boxes”, Facsimile Reference  and “Printing a File Received with Memory Lock”, Facsimile Reference .

11. Data In indicator (facsimile and printer mode)

Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Facsimile Reference  and Printer Reference .

12. Alert indicator

Lights continuously if an error has occurred.

13. Number keys

Use to enter the numbers for copies, fax numbers and data for the selected function.

14. [Clear/Stop] key

- Clear

Press to delete a number entered.

- Stop

Press to stop a job in progress, such as copying, scanning, faxing, or printing.


15. [#] key (Enter key)

Press to confirm values entered or items specified.

16. [Start] key

Press to start copying, printing, scanning, or sending.

17. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy and Document Server Reference .

18. [Simplified Display] key

Press this to switch to the Simplified Display.

19. [Login/Logout] key

Press this to log in or log out.

Reference

- p.52 "Display Panel"
- p.52 "Simplified Display"
- p.59 "Changing Modes"
- p.61 "Turning On/Off the Power"
- p.64 "Saving Energy"
- p.116 "Counter"
- p.118 "Inquiry"

Display Panel

The display panel shows machine status, error messages, and function menus.

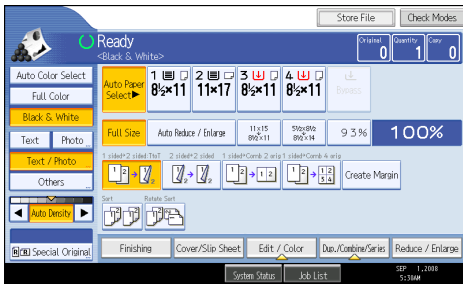
★ Important

- Don't apply strong impact or force to the screen. Or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

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

When you select or specify an item on the display panel, it is highlighted like **Auto Reduce / Enlarge**. Keys appearing as **Auto Reduce / Enlarge** cannot be used.

The copy display is set as the default screen when the machine is turned on.



↓ Note

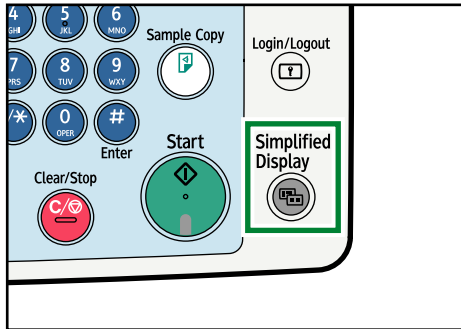
- The display panels shown in this manual's illustrations are taken from a machine on which all options are installed.

Simplified Display

This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.

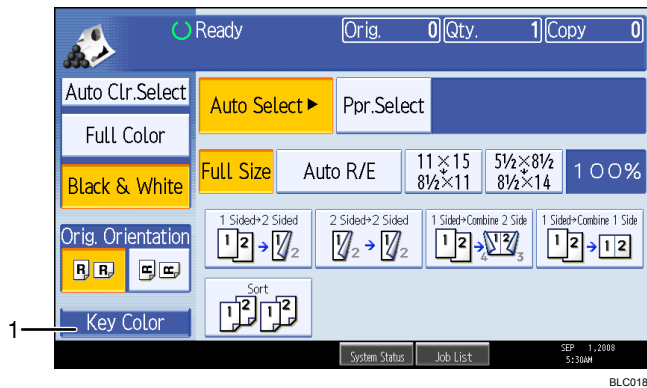


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Example of a simplified display

This illustration shows the copier function's simplified display.



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1. [Key Color]

Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.

↓ Note

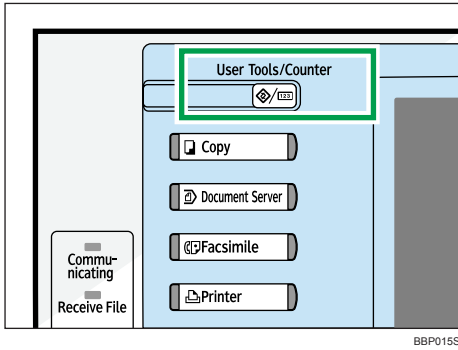
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Changing the Display Language

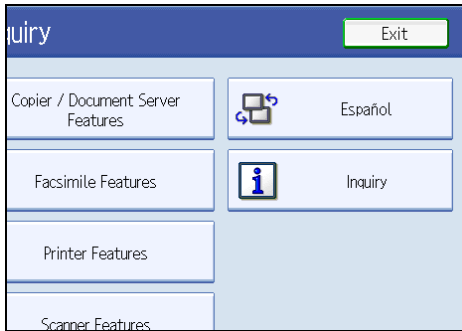
You can change the language used on the display. English is set as default.

The following procedure explains switching the language from English to Spanish.

1. Press the [User Tools/Counter] key.

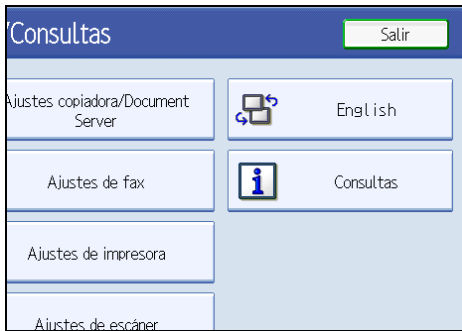


2. Press [Español].



The language is changed to Spanish.

3. Press [Salir].



The menu appears in Spanish.

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

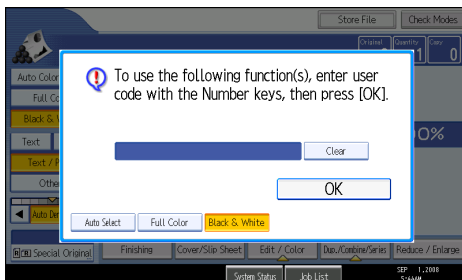
- If authentication fails, the "Authentication has failed." message appears. Check that the login user name and login password are correct.

User Code Authentication (Using the Control Panel)

This section explains the procedure for logging in to the machine using the control panel while User Code Authentication is active.

If User Code Authentication is active, a screen prompting you to enter a user code appears.

1. Enter a user code (up to eight digits), and then press [OK].



↓ Note

- To log off, do one of the following:
 - Press the operation switch.

- Press the [Energy Saver] key after jobs are completed.

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.

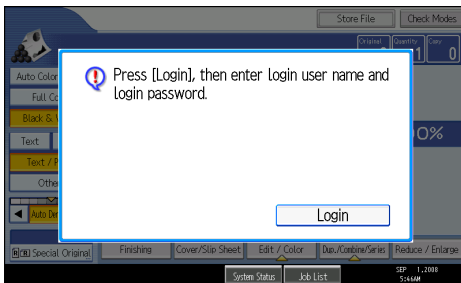
Note

- 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.

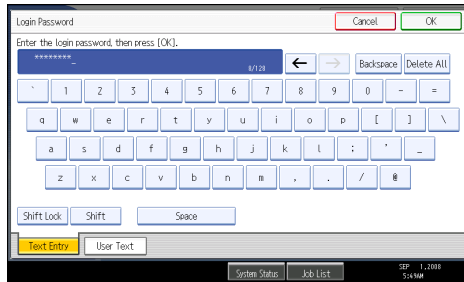
1. Press [Login].



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.

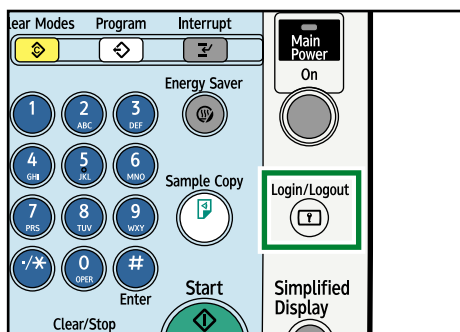
Logout (Using the Control Panel)

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

★ Important

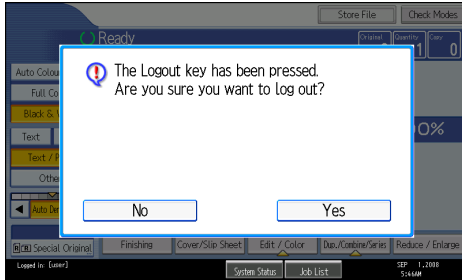
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

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.

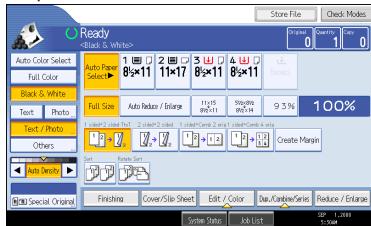
↓ Note

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

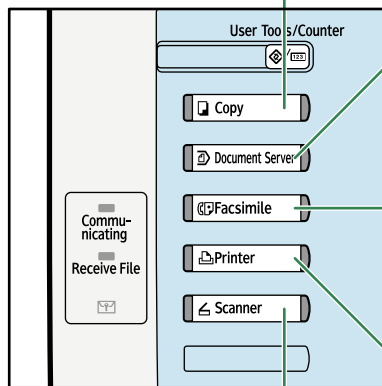
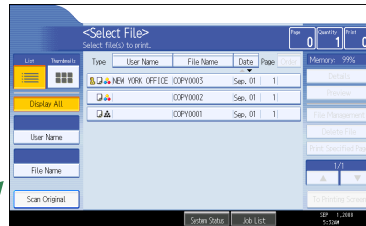
Changing Modes

This section explains how to change modes.

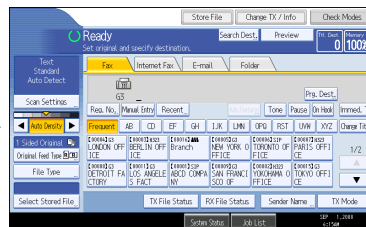
Copier



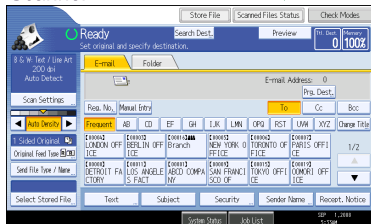
Document Server



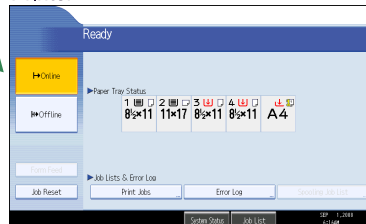
Facsimile



Scanner




Printer



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Note


- You cannot switch modes in any of the following situations:
 - When scanning a fax message for transmission
 - During immediate transmission
 - When accessing User Tools / Counter / Inquiry
 - During interrupt copying
 - During On-hook dialling for fax transmission
 - While scanning an original


- The copy display is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See “System Settings”, Network and System Settings Guide .

System Reset

2

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”, Network and System 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”, Network and System 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 (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", Network and System Settings Guide .

Turning On the Main Power

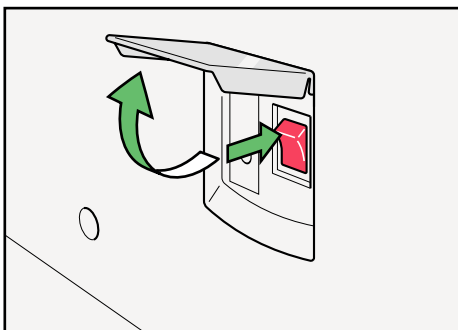
This section explains how to turn on the main power.

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.

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Open the main power switch cover, and turn on the main power switch.

The main power indicator goes on.



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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.

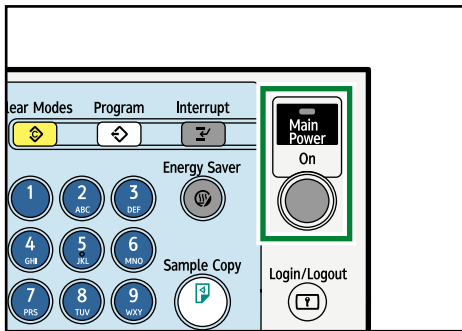
Turning On the Power

2

This section explains how to turn on the power.

1. Press the operation switch.

The operation switch indicator goes on.



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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.

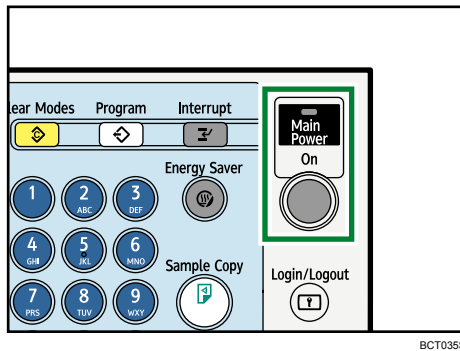
Turning Off the Power

This section explains how to turn off the power.

1. Make sure the power indicator is off.

2. 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.

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.
1. Make sure the operation switch indicator is not lit.
 2. Open the switch cover, and then turn off the main power switch.

The main power indicator goes out.

↓ Note

- When the main power switch is turned off while using the fax function, waiting fax and print jobs may be cancelled, and incoming fax documents not received. If you have to turn off this switch for some reason, make sure 100% is shown as available memory on the screen before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord.
- For details, see “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting .

Saving Energy

This section explains the machine's energy saving functions.

This machine has the following energy saving functions.

Energy Saver

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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", Network and System 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/Counter/Inquiry screen is displayed
 - When fixed warm-up is in progress
 - When data is being processed
 - When operations are suspended during printing
 - When the On-hook dialing function is in use
 - 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

3. Adding Paper

This chapter describes recommended paper sizes and types, and how to load paper into the paper tray.


Loading Paper

This section describes how to load paper into the paper tray.

CAUTION

- When loading paper, take care not to trap or injure your fingers.

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".
- To load paper in the bypass tray, see "Copying from the Bypass Tray", Copy and Document Server Reference .

Reference

- p.80 "Recommended Paper Sizes and Types"

Loading Paper into the Paper Trays

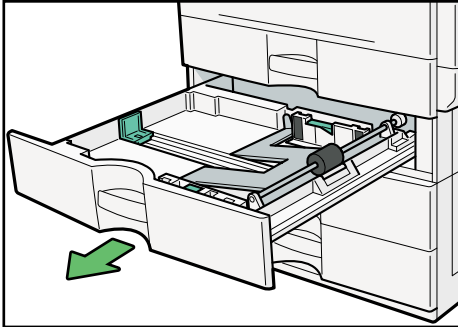
This section describes how to load paper into the paper trays.

Important

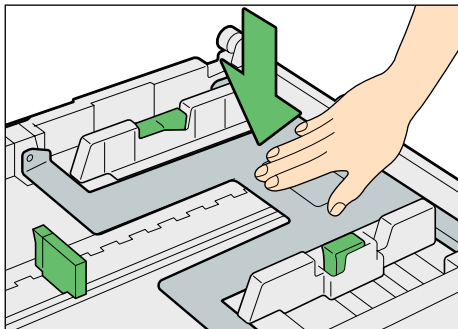
- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 250 sheets of paper. Do not stack paper over the limit mark.

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1. Carefully pull out the paper tray until it stops.

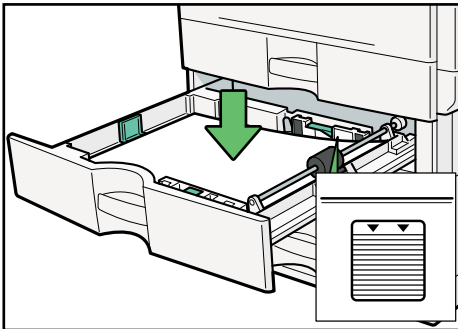


2. Press the metal plate down until it clicks.



3. Square the paper and load it print side up.

Do not stack paper over the limit mark.



4. Carefully push the paper tray fully in.

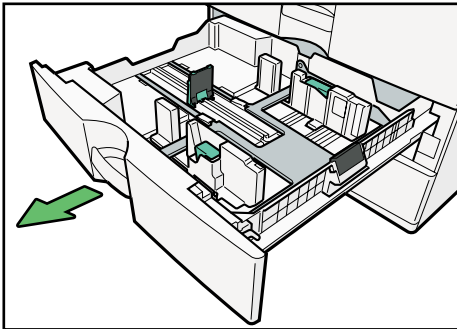
Loading Paper into the Optional Paper Trays

This section describes how to load paper into the optional paper trays.

★ Important

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- Each tray can hold up to 500 sheets of paper. Do not stack paper over the limit mark.

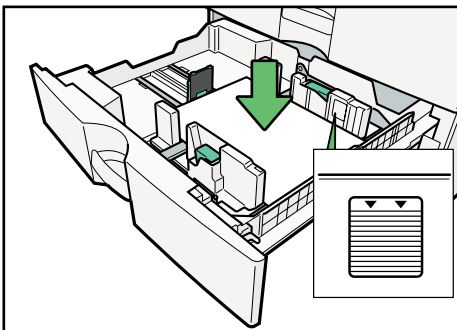
1. Carefully pull out the paper tray until it stops.



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2. Square the paper and load it print side up.

Do not stack paper over the limit mark.





BLA026S

3. Carefully push the paper tray fully in.



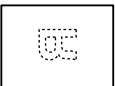


Orientation-Fixed Paper or Two-Sided Paper

This section describes loading paper that has a specified orientation and printing side (such as letterhead paper).

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not print correctly, depending on how the originals and paper are placed. Set [Letterhead Setting] to [Yes] in [Input / Output] under [Copier / Document Server Features], and then place the original and paper as shown below. For details about Letterhead Setting, see "Copier/Document




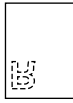



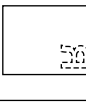
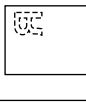

Server Features”, Copy and Document Server Reference . For details about printing with the printer function, see Printer Reference .

Original Orientation



Exposure glass		ADF	
	<ul style="list-style-type: none"> • copy  • scanner  		

3

Paper Orientation

Copy Mode		Paper Tray	Bypass Tray	
			When originals are placed on the exposure glass	When originals are placed on the ADF
	1 Sided		 *1	 *1
	2 Sided		—	—
	1 Sided		 *1	 *1
	2 Sided		—	—

*1 When the paper size is specified.


 :Shows the paper backside facing up.  :Shows the paper frontside facing up.

BLC009S

Changing the Paper Size

This section describes how to change the paper size.

↓ Note

- Be sure to select the paper size with User Tools. If you do not, misfeeds might occur. For details about Tray Paper Size, see "System Settings", Network and System General Settings Guide .
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types".

📖 Reference

- p.80 "Recommended Paper Sizes and Types"

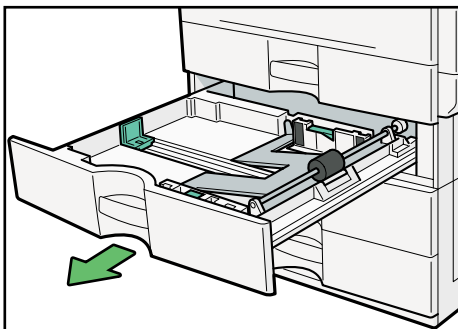
3

Changing the Paper Size in the Paper Trays

This section describes how to change the paper size in the paper trays.

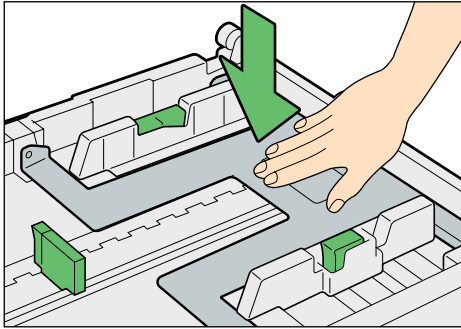
★ Important

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the right side.
 - Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

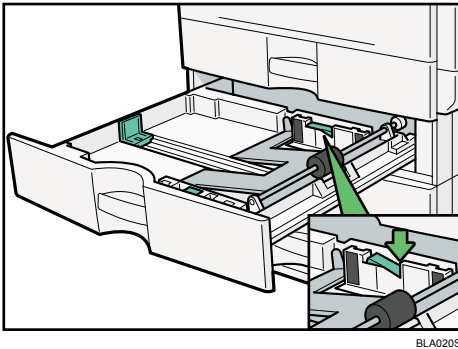


BLA019S

2. Press the metal plate down until it clicks.

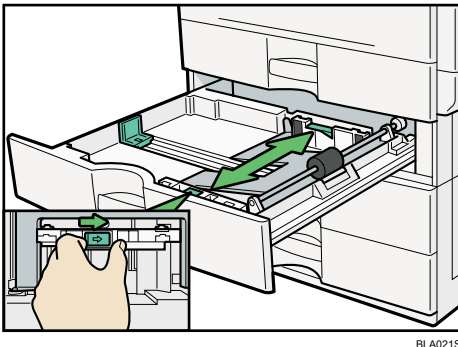


3. Remove paper if loaded.
4. Release the lock on the side fences.



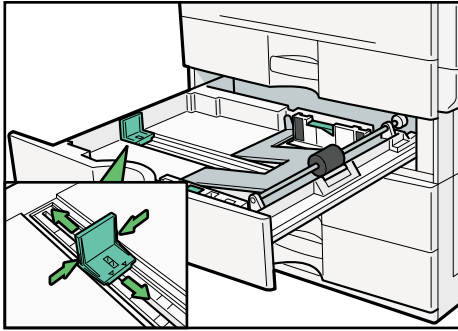
5. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.

Make sure there are no gaps between the paper and side fences.



6. Slide the end fence until it is aligned with the size of paper to you want to load.

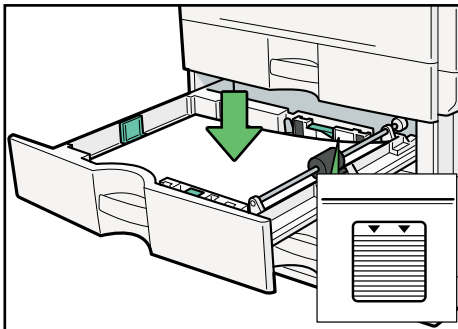
Make sure there are no gaps between the paper and end fence.



BLA022S

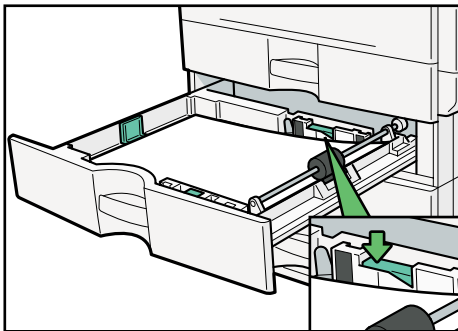
7. Square the paper and load it print side up.

Do not stack paper over the limit mark.



BLA023S

8. Re-lock the side fences again.



BLA043S

9. Carefully slide the paper tray fully in.

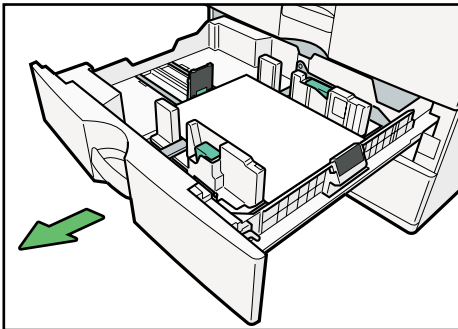
10. Check the size on the display.

Changing the Paper Size in the Optional Paper Trays

This section describes how to change the paper size in the optional paper trays.

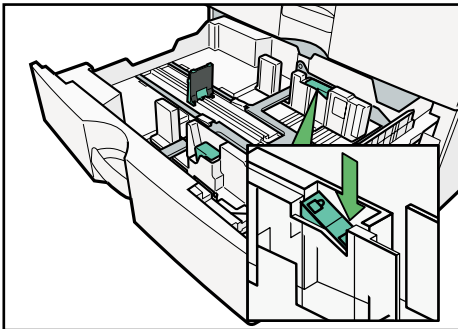
★ Important

- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check the paper edges are aligned with the right side.
 - Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



BLA034S

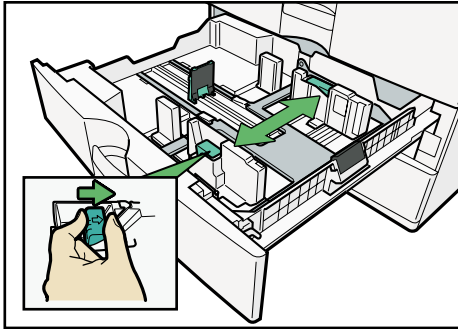
2. Remove paper if loaded.
3. Release the lock on the side fences.



BLA035S

4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.

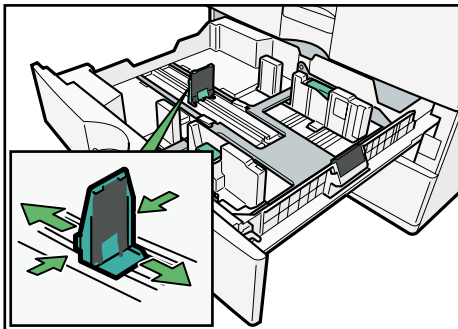
Make sure there are no gaps between the paper and side fences.



BLA036S

5. Slide the end fence until it is aligned with the size of paper to you want to load.

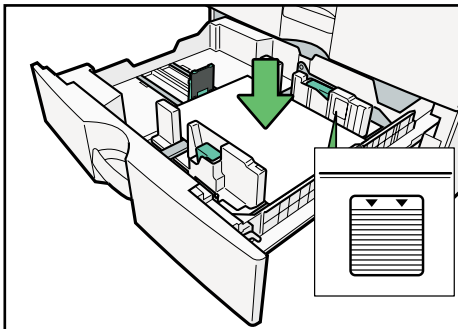
Make sure there are no gaps between the paper and end fence.



BLA037S

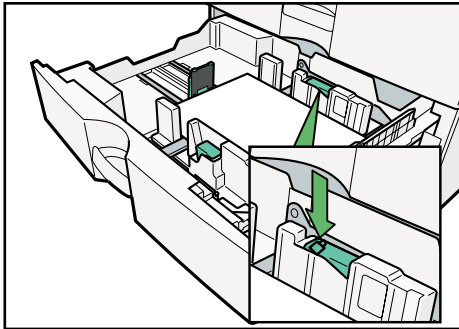
6. Square the paper and load it print side up.

Do not stack paper over the limit mark.



BLA026S

7. Re-lock the side fences again.



BLA044S

8. Carefully slide the paper tray fully in.

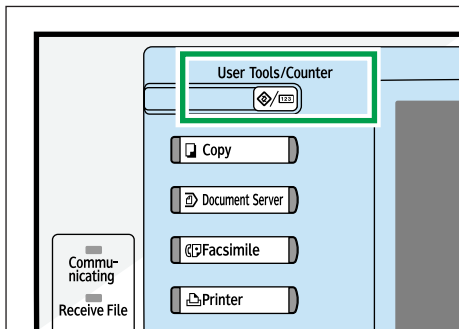
9. Check the size on the display.

3

Changing to a Size That Is Not Automatically Detected

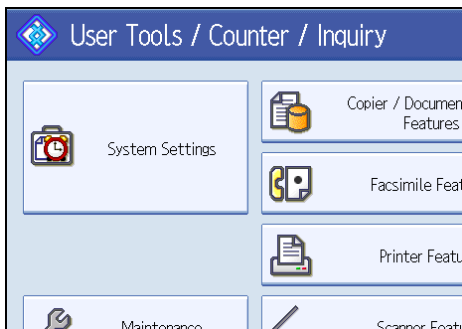
If you load a paper size that is not selected automatically, you need to specify the paper size with the control panel. This section describes how to load such paper.

1. Press the [User Tools / Counter] key.

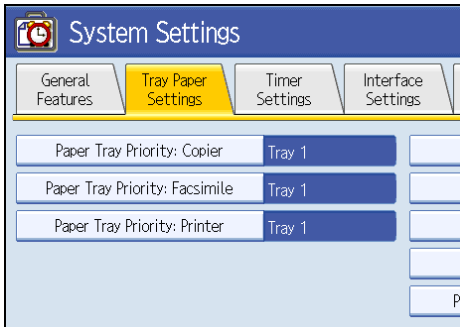


BBP015S

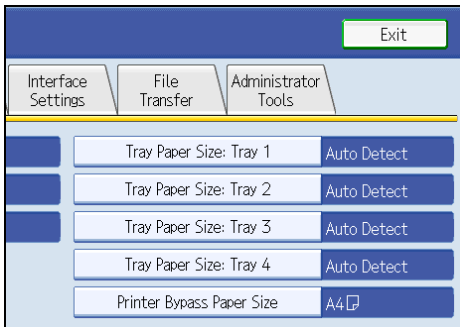
2. Press [System Settings].



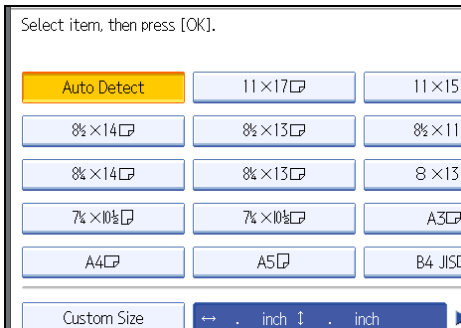
3. Press [Tray Paper Settings] tab.



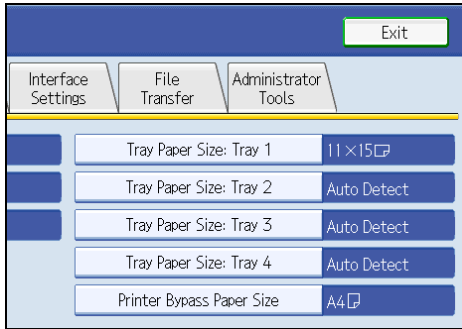
4. Select the tray for which you want to change the paper settings.



5. Select the loaded paper size and feed direction, and then press [OK].



The set paper size and feed direction is displayed.



3

6. Press the [User Tools / Counter] key.

The initial display is shown.

↓ **Note**

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types".
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 5. The setting is returned to "Auto Detect".

📖 **Reference**

- p.80 "Recommended Paper Sizes and Types"

Changing Paper Thickness Settings

Select [Plain Paper 1] or [Plain Paper 2] depending on the type of plain paper.

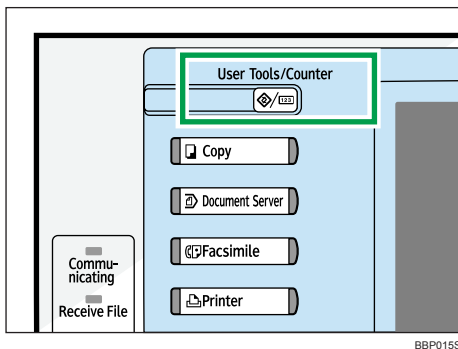
If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper.

The default setting is **Plain Paper 2**.

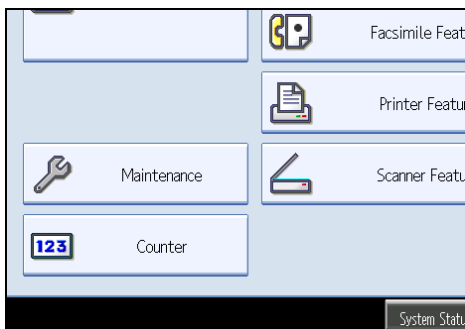
★ Important

- Select [Plain Paper 1] when paper weight is between 60 g/m² (16 lb.) and 74 g/m² (20 lb.).
- Select [Plain Paper 2] when paper weight is between 74.1 g/m² (20 lb.) and 90 g/m² (24 lb.).

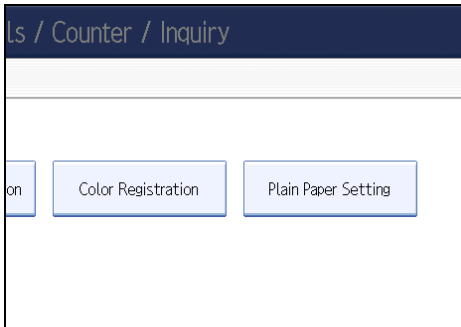
1. Press the [User Tools/Counter] key.



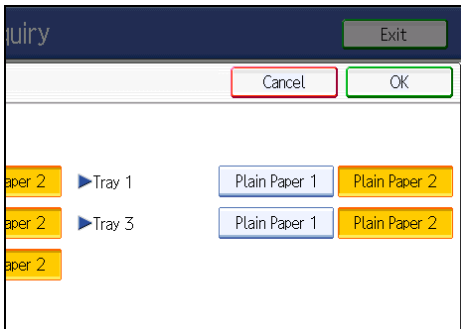
2. Press [Maintenance].



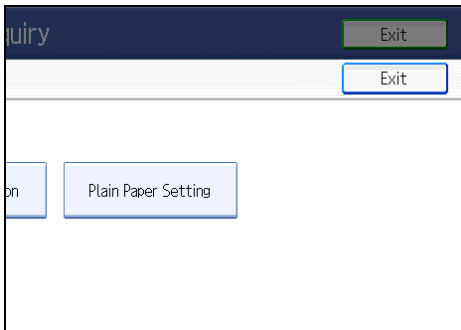
3. Press [Plain Paper Setting].



4. Select the plain paper type for each tray depending on the paper to be set and press [OK].



5. Press [Exit].



6. Press [Exit].

↓ Note

- If in System Settings, [Tray Paper Settings], you set "Paper Thickness" to [Plain Paper] for each tray's [Paper Type], you must then select [Maintenance], [Plain Paper Setting] and specify either [Plain Paper 1] or [Plain Paper 2], depending on the thickness of the loaded paper. In System Settings, [Tray Paper Settings], for each tray's [Paper Type] you can specify [Plain Paper], [Middle Thick], [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3]. For details about paper thickness, see "Recommended Paper Sizes and Types".

 **Reference**

- p.80 "Recommended Paper Sizes and Types"

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
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	*1 A3☐, A4☐☐, A5☐, B4☐, B5☐☐, 8 ¹ / ₂ × 11☐	*1 A4☐, A5☐, B5☐, 11 × 17☐, 8 ¹ / ₂ × 14☐, 8 ¹ / ₂ × 11☐☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐	*7 250 sheets
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	*2 11 × 17☐, 8 ¹ / ₂ × 14☐☐, 8 ¹ / ₂ × 13☐☐, 8 ¹ / ₂ × 11☐☐, 8 ¹ / ₄ × 14☐☐, 8 ¹ / ₄ × 13☐☐, 8 × 13☐☐, 8 × 10☐☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 8K☐☐, 16K☐☐, 11 × 15☐☐, 10 × 14☐☐	*2 A3☐, A4☐, B4☐, B5☐☐, 8 ¹ / ₂ × 13☐☐, 8 ¹ / ₄ × 14☐☐, 8 ¹ / ₄ × 13☐☐, 8 × 13☐☐, 8 × 10☐☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 8K☐☐, 16K☐☐, 11 × 15☐☐, 10 × 14☐☐	*7 250 sheets
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 256 g/m ² , 28 - 68 lb.	*5 Custom size Vertical: 182.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 7.17-11.69 inches Horizontal: 5.83-17.0 inches	*7 250 sheets

Tray 2

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 169 g/m ² , 28 - 45 lb.	*1 A3□, A4□□, A5□, B4□, B5□□, 8 ¹ / ₂ × 11□	*1 A4□, A5□, B5□, 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 11□□, 7 ¹ / ₄ × 10 ¹ / ₂ □	*7 250 sheets
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 169 g/m ² , 28 - 45 lb.	*2 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □□, 8K□, 16K□□, 11 × 15□, 10 × 14□	*2 A3□, A4□, B4□, B5□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□□, 11 × 15□, 10 × 14□	*7 250 sheets
60 - 105 g/m ² , 16 - 28 lb. Thick Paper 106 - 169 g/m ² , 28 - 45 lb.	*5 Custom size Vertical: 182.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 7.17-11.69 inches Horizontal: 5.83-17.0 inches	*7 250 sheets

Lower paper trays (optional)

Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb.	*1 A3□, A4□□, A5□□, B4□, B5□□	*1 A4□, B5□□, 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 11□□, 7 ¹ / ₄ × 10 ¹ / ₂ □	*7 500 sheets





Paper type and weight	Metric version	Inch version	Paper capacity
60 - 105 g/m ² , 16 - 28 lb.	*2 11 × 17□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₂ × 11□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□, 11 × 15□, 10 × 14□	*2 A3□, A4□, A5□, B4□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□, 11 × 15□, 10 × 14□	*7 500 sheets
60 - 105 g/m ² , 16 - 28 lb.	*5 Custom size Vertical: 140.0-297.0 mm Horizontal: 148.0-432.0 mm	*5 Custom size Vertical: 5.52-11.69 inches Horizontal: 5.83-17.0 inches	*7 500 sheets

Bypass tray

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 105 g/m ² , 14 - 28 lb.	*1 A3□, A4□, A5□	*1 11 × 17□, 8 ¹ / ₂ × 11□, 5 ¹ / ₂ × 8 ¹ / ₂ □	100 sheets
52 - 105 g/m ² , 14 - 28 lb.	*4 A6□, B4□, B5□, B6□, 11 × 17□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 5 ¹ / ₂ × 8 ¹ / ₂ □, 8K□, 16K□, 12 × 18□, 11 × 15□, 10 × 14□	*4 A3□, A4□, A5□, A6□, B4□, B5□, B6□, 8 ¹ / ₂ × 14□, 8 ¹ / ₂ × 13□, 8 ¹ / ₄ × 14□, 8 ¹ / ₄ × 13□, 8 × 13□, 8 × 10□, 7 ¹ / ₄ × 10 ¹ / ₂ □, 8K□, 16K□, 12 × 18□, 11 × 15□, 10 × 14□	100 sheets

Paper type and weight	Metric version	Inch version	Paper capacity
52 - 105 g/m ² , 14 - 28 lb.	*5 Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	*5 Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	100 sheets
Thick Paper *6 106 - 256 g/m ² , 28 - 68 lb.	*1 A3☐, A4☐☐, A5☐☐	*1 11 × 17☐, 8 ¹ / ₂ × 11☐☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐☐	*7
Thick Paper *6 106 - 256 g/m ² , 28 - 68 lb.	*4 A6☐, B4☐, B5☐☐, B6☐, 11 × 17☐, 8 ¹ / ₄ × 14☐, 8 ¹ / ₄ × 13☐, 8 × 13☐, 8 × 10☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 5 ¹ / ₂ × 8 ¹ / ₂ ☐, 8K☐, 16K☐☐, 12 × 18☐☐, 11 × 15☐☐, 10 × 14☐☐	*4 A3☐, A4☐☐, A5☐☐☐, A6☐, B4☐, B5☐☐☐, B6☐, 8 ¹ / ₂ × 14☐☐, 8 ¹ / ₂ × 13☐☐, 8 ¹ / ₄ × 14☐☐, 8 ¹ / ₄ × 13☐☐, 8 × 13☐☐, 8 × 10☐☐, 7 ¹ / ₄ × 10 ¹ / ₂ ☐☐, 8K☐☐, 16K☐☐, 12 × 18☐☐, 11 × 15☐☐, 10 × 14☐☐	*7
Thick Paper *6 106 - 256 g/m ² , 28 - 68 lb.	*5 Custom size Vertical: 90.0 - 305.0 mm Horizontal: 148.0 - 600.0 mm	*5 Custom size Vertical: 3.55 - 12.00 inches Horizontal: 5.83 - 23.62 inches	
OHP transparencies *8	A4	8 ¹ / ₂ × 11	*7 *9
Label paper (adhesive labels)	B4JIS☐, A4☐☐	B4JIS☐, A4☐☐	1 sheet
Envelope	Com10☐, Monarch☐, C5☐, C6☐, DL Env. ☐	Com10☐, Monarch☐, C5☐, C6☐, DL Env. ☐	



*1 The paper size is detected automatically.










- *2 Select the paper size in System Settings. For details about Tray Paper Size: Tray 2-4, see “System Settings”, Network and System Settings Guide .
- *3 Enter the paper size using the number keys in System Settings. For details about Tray Paper Size: Tray 2-4, see “System Settings”, Network and System Settings Guide .
- *4 Press the [#] key, and then select the paper size.
- *5 Press the [#] key, and then enter the paper size using the number keys.
- *6 If you want to copy onto thick (105 g/m², 28 lb. or heavier) paper, select [Thick Paper]. See “Copying from the Bypass Tray”, Copy and Document Server Reference .
- *7 When loading paper, make sure the stack height does not exceed the limit mark of the paper tray. See “Loading Paper”, Troubleshooting .
- *8 If you wish to copy onto OHP transparencies, select [OHP (Transparency)].
- *9 It is recommended to place one sheet at a time.

Paper Thickness

Paper Thickness	Metric version	Inch version
Thin Paper	52 - 59.9g/m ²	14 - 15.9 lb.
Plain Paper 1	60 - 74 g/m ²	16 - 20 lb.
Plain Paper 2	74.1 - 90 g/m ²	20 - 24 lb.
Middle Thick	90.1 - 105 g/m ²	24 - 28 lb.
Thick Paper 1	105.1 - 169 g/m ²	28 - 45 lb.
Thick Paper 2	169.1 - 210 g/m ²	45 - 56 lb.
Thick Paper 3	210.1 - 256 g/m ²	56 - 68 lb.

Note

- Certain types of paper produce noise when delivered. This noise does not indicate a problem and print quality is unaffected. (Glossy paper and OHP transparencies can produce noise when delivered.)
- When using translucent paper or label paper, make sure to select the appropriate paper type. For details about Paper Type: Bypass Tray, see “System Settings”, Network and System Settings Guide .
- When loading paper in the paper trays 1 - 2, and the lower paper trays, place the print side face up.
- When loading paper in the bypass tray, place the print side face down.
- When you use the bypass tray, it is recommended to set the paper direction to .
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

- To print on OHP transparencies, load OHP transparencies on the bypass tray, press the [#] key, and then set [Special Paper] to [OHP(Transparency)]. For details, see “Copying from the Bypass Tray” in Copy and Document Server Reference  and “Setting Paper on the Bypass Tray” in Printer Reference .
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Use A4  or 8 1/2 × 11  size transparencies, and specify their size. For details, see Copy and Document Server Reference  and Printer Reference .
- When you use OHP transparencies, fan them for each use.
- We recommend you load OHP transparencies and sheets of label paper and translucent paper one by one. This prevents them becoming jammed inside the machine.
- Also, be sure to remove printed OHP transparencies and sheets of translucent paper one by one as they are delivered. This prevents them sticking together.
- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.
- If multiple sheet feeding occurs, load sheets one by one.
- When you load label paper, set the paper direction to .
- Flatten out curled sheets before loading them.
- To print on envelopes from the bypass tray: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Envelope], and [Paper Thickness] to [Thick Paper 1].
- To print on coated paper from the bypass tray, Tray 1, or 2: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type] be sure to set [Paper Type] to [Coated Paper], and [Paper Thickness] to [Thick Paper 1].
- To print on high-gloss coated paper from the bypass tray, Tray 1, or 2: select System Settings, [Tray Paper Settings], and then, for each tray's [Paper Type], be sure to set [Paper Type] to [Coated Paper: Gloss].
- Before loading coated or glossy sheets, be sure to fan them thoroughly. If sheets feed in together, become jammed, or produce strange noises when delivered, load them one by one from the bypass tray.
- When copying or printing onto letterhead paper, the paper placing orientation is different depends on which function you are using. See “Orientation-fixed paper or two-sided paper”.
- 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 under Paper Type: Tray 1-4. See “System Settings”, Network and System Settings Guide . For the setting procedure of the Auto Tray Switching function, see “Copier/Document Server Features”, Copy and Document Server Reference .

- When copying or printing onto prepunched paper, the copy/print speed is slower than usual.
- The paper types you can select in System Settings are only general classifications. Copy quality for every kind of paper in a classification is not guaranteed. See "Unusable Paper" for more information.

Reference


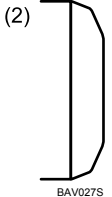
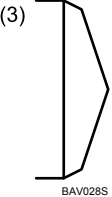
- p.91 "Unusable Paper"



Envelopes

This section describes loading envelopes.

★ Important

- This machine can print only on the envelopes listed below. Note that even the envelopes listed here can still become jammed if their flaps are too long or unusually shaped.

Envelope types	Supported
(1)  BAV026S	Supported
(2)  BAV027S	Supported
(3)  BAV028S	Supported

- To print on envelopes, load them on the bypass tray and be sure to specify the appropriate paper type.
See “Copying from the Bypass Tray”, Copy and Document Server Reference  and “Setting Paper on the Bypass Tray”, Printer Reference .
- Specifications for envelopes are as follows:

	Metric version	Inch version
Weight	72 - 90 g/m ²	19 - 24 lb.

	Metric version	Inch version
Recommended weight and size	80 g/m ² , 114 × 229 mm (C5/6) 80 g/m ² , 114 × 162 mm (C6) 95 g/m ² , 162 × 229 mm (C5)	24 lb., 4 ¹ / ₈ × 9 ¹ / ₂ (Com10)

Note

3

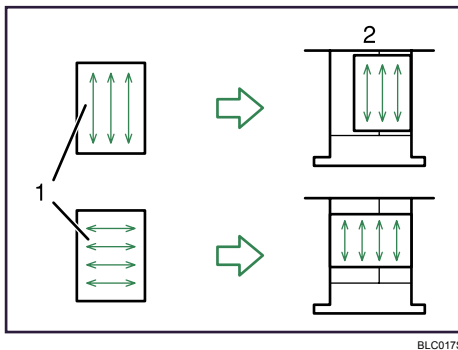
- Before loading envelopes, flatten their leading edges (the edge going into the printer) by running a pencil or ruler across them.
- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.
- Print quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- In a hot and humid environment, the envelope might be output creased or improper printing quality.

Thick Paper

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

When loading thick paper of 170 - 256 g/m² (45 - 68) in paper tray 1 or in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

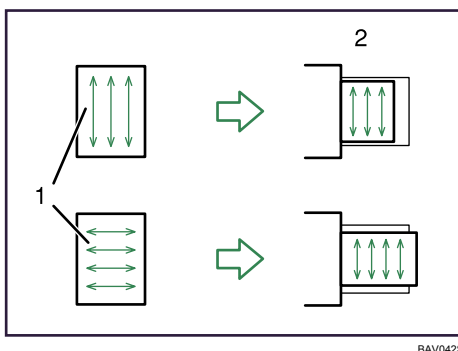
- Store all paper together in the same place - a room where the temperature is 20 - 25°C (68 - 77° F) and humidity is 30 - 65%.
- When loading thick sheets, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Smooth out any curls in the paper before loading it.
- Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them. If sheets continue to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper in paper tray 1, 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 tray 1

- When loading thick paper in the 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 bypass tray

 **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.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Unusable Paper

This section describes paper unusable on this machine.

CAUTION

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

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
- Certain types of OHP transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.
- Faults can occur if you copy or print onto sides that are already printed. Take care to copy or 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 copy or print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed onto by another machine. (Sheets can become jammed if they have been improperly stored.)

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.

4. Adding Toner and Staples

This chapter explains how to replenish toner and staples when they run out.

Adding Toner

This section describes how to add and store toner.

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.

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.

CAUTION

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

★ Important

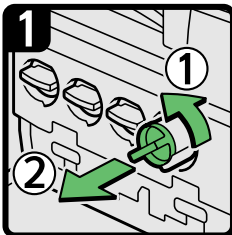
- Always add toner when the machine instructs you.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.
- Do not shake the removed toner cartridge. Remaining toner might scatter.

↓ Note

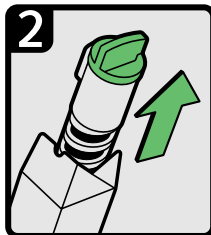
- If the message "🔔Check toner cartridge replacement(s)." appears, the toner has almost run out. Have a replacement toner cartridge at hand.
- You can check name of the required toner name and the replacement procedure using the "🔔Add Toner" screen.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings" Troubleshooting 📄 🗣️.
- You can add all four color toners in the same way.

Inserting Toner

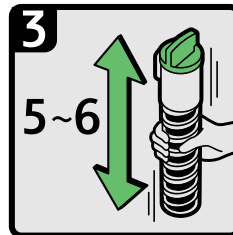
This section describes how to insert toner.



- Open the front cover of the machine.
- Pull out the toner cartridge slowly.



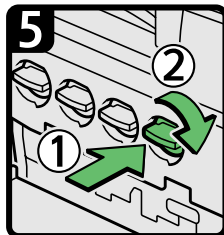
- Take out the new toner cartridge from the box.



- Hold the toner cartridge and shake it five or six times.



- Peel off the seal.



- Check the orientation of the toner cartridge and insert it carefully.
- Close the front cover of the machine.

BLC011S

Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

★ Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.

1. Make sure the machine is in facsimile or scanner mode.
2. Press [Exit], and then perform transmission operation.

The error message disappears.

↓ Note

- Any reports are not printed.
- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

Used Toner

Toner cannot be re-used.

Bring the stored used container to your sales representative or service representative for recycling through our recycling system. If you discard it on your own, treat it as general plastic waste material.

Adding Staples

This section describes what to do when staples need replacing.

⚠ CAUTION

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

★ Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

↓ Note

- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

4

Finisher

This section describes how to add staples to the finisher.



- Open the finisher cover.
- Pull out the cartridge.



- Remove the empty case by pulling it up.



- Insert the new case.



- Insert the cartridge.
- Close the finisher cover.

BLC013S

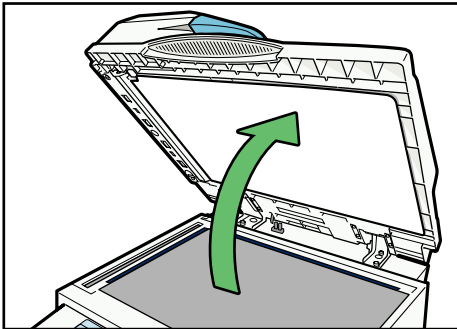
Replacing the Stamp Cartridge

If the transmission stamp becomes faint, replace the cartridge.

★ Important

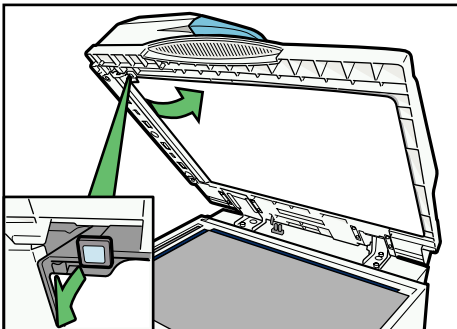
- This stamp cartridge is used for facsimile and scanner functions.
- Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.
- Be sure not to dirty your fingers with ink from the cartridge.
- Use the cartridge specified for this machine.

1. Open the ADF cover.



BBT007S

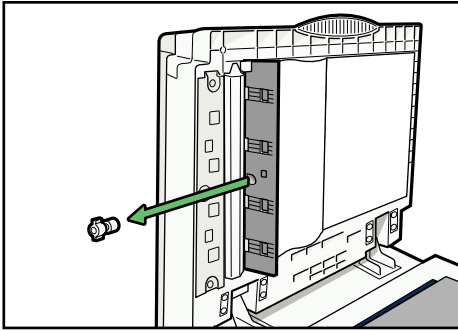
2. Open the stamp cover.



BBT008S

3. Pull out the old stamp cartridge.

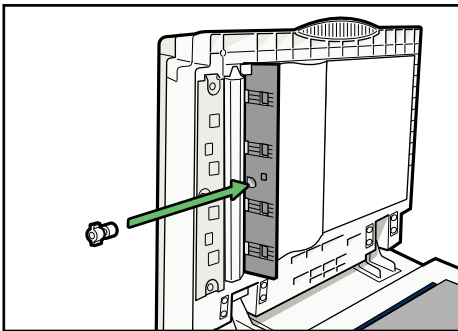
Tap the cartridge lock lever several times. The cartridge will eject. Then remove the cartridge, while pushing the lock lever.



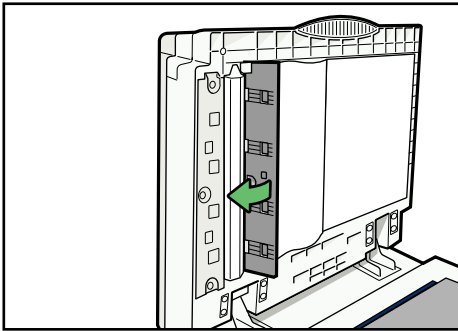
4. Insert the new stamp cartridge.

Insert the cartridge until the metal parts are no longer visible.

4



5. Press the stamp cover back in until it clicks.



6. Close the ADF cover.

5. Entering Text

This chapter 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:

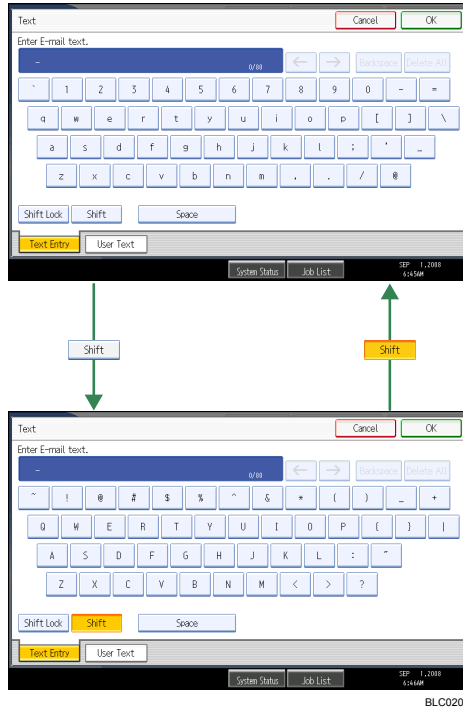
- Alphabetic characters
- Symbols
- Numerals

0123456789

Keys

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

You can change the entry screen using the keys below.



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.


Deleting characters

This section explains how to delete characters.

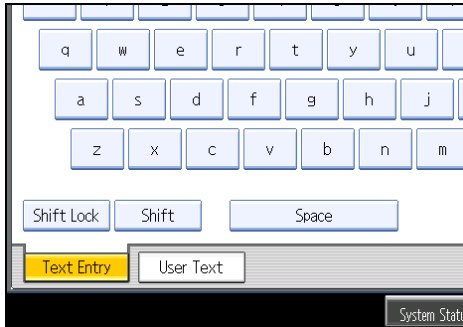
1. Press [Backspace] or [Delete All] to delete characters.

Adding user text

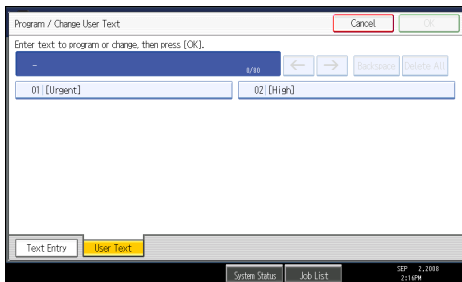
You can select and use a User Text that is registered in [Program / Change / Delete User Text].

For the registration procedure under Program / Change / Delete User Text, see “System Settings”, Network and System Settings Guide .

1. Press [User Text].



2. Select the User Text you want to use.



6. Operating Instructions

This chapter describes the Operating Instructions of this machine.

Installing Operating Instructions

The supplied 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 2000/XP/Vista, Windows Server 2003/2003 R2/2008
 - 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.
 - Hyperlinks might not work and referenced sections might not appear unless all the HTML manuals have been installed. To display referenced sections, be sure to install all the HTML manuals.
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

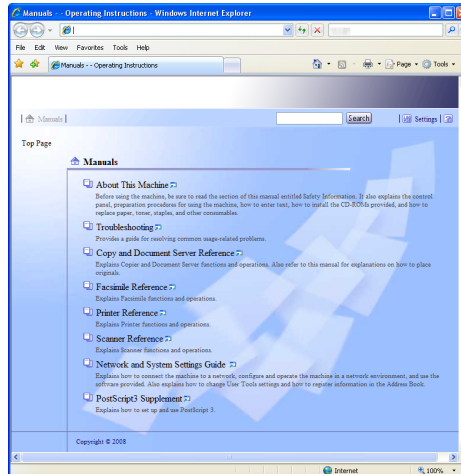
The PDF manuals are in the following folder on the CD-ROM:

MANUAL_PDF\ENGLISH

- 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.



6

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 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.

7. Remarks

This chapter describes how to maintain and operate the machine.

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.
- 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.
- The optional anti-humidity heater and optional anti-condensation heater warm the machine's interior to prevent it becoming too humid. These heaters keep the machine warm even if it is switched off.
- 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

- p.61 "Turning On/Off the Power"

Saving Color Copies

7

This section explains notes on saving color copies.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies 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.

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

This section describes precautions when moving the machine.

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

- 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.

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

- **Be careful when moving the machine. Take the following precautions:**
 - Turn off the main power. For details about how to turn the main power off, see "Turning On/Off the Power".
 - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
 - Close all covers and trays, including the front cover and bypass tray.
 - Keep the machine level and carry it carefully, taking care not to jolt or tip it. Rough handling may cause a malfunction or damage the hard disk or memory, resulting in loss of stored files.
 - Do not take off the holding stand.

- Protect the machine from strong shocks. Impact can damage the hard disk and cause stored files to be lost. As a precautionary measure, files should be copied to another computer.

 **Reference**

- p.61 "Turning On/Off the Power"

Optimum environmental conditions

This section describes precautions when locating the machine.

 **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**

- 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**

- 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.

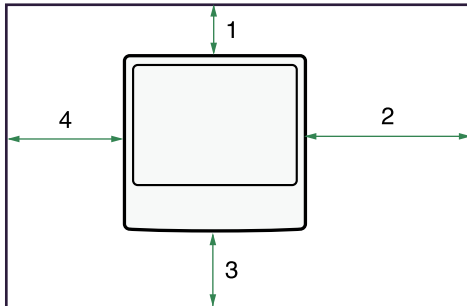
- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inch: both front to rear and left to right.
- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Access to the machine

Place the machine near the power source, providing the clearance areas shown.



BJB012S

1	Rear	10 cm (4 inches) or more
2	Right	90 cm (35.4 inches) or more
3	Front	40 cm (15.7 inches) or more
4	Left	10 cm (4 inches) or more

↓ Note

- For the required space when options are installed, contact your service representative.

7

Power Connection

This section describes power supply.

⚠ 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

- 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.

⚠ 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.
- 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.

Maintaining Your Machine

If the exposure glass, scanning glass, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

★ Important

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

How to maintain

Cleaning the machine: Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

Cleaning the Exposure Glass

This section describes how to clean the exposure glass and the scanning glass.

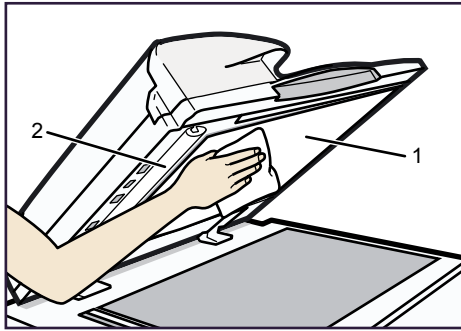


BJA048S

Clean 1 and 2.

Cleaning the Auto Document Feeder

This section describes how to clean the ADF.



BJA050S

Clean 1 and 2.

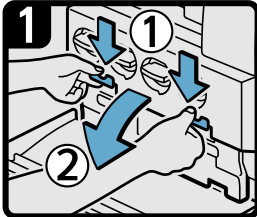
Cleaning the Dustproof Glass

The dustproof glass may require cleaning if white lines appear on the print side of the document.

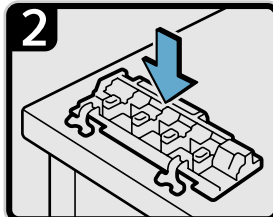
★ Important

- Do not insert the brush forcefully, or the machine might be damaged.

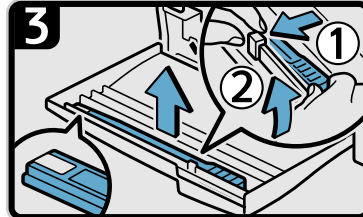
7



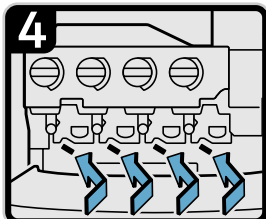
- Turn off the power switch, and then unplug the power cable.
- Open the front cover.
- Holding the grips (1), pull the cover out (2).



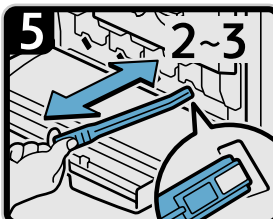
- Place the cover on a level surface.



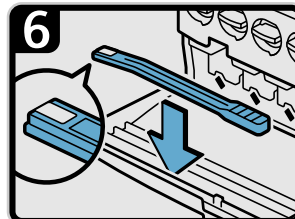
- Release the catch at the center of the cleaning brush (1) and keep hold of it to prevent it re-engaging, and then raise the cleaning brush grip (2).



- There are four holes for cleaning the dust proof glass.



- Slide the cleaning brush in and out slowly two to three times to clean all four areas.



- Return the cleaning brush to its original position behind the front cover.
- Reattach the cover removed in Step 2.
- Plug in the power cable, and then turn on the power switch.

BLC012S

 **Note**

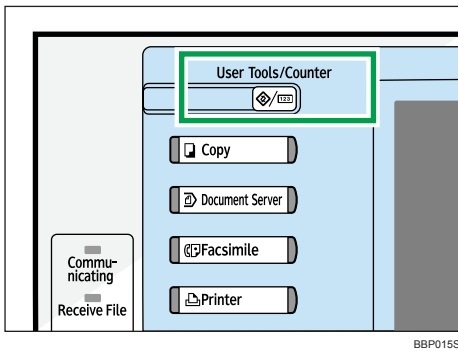
- Insert the cleaning brush with its white cloth facing down.

Counter

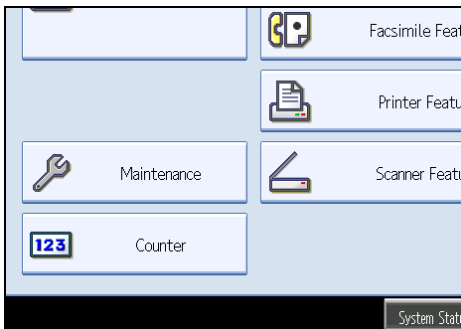
Displaying the Total Counter

You can display the total counter value used for all functions.

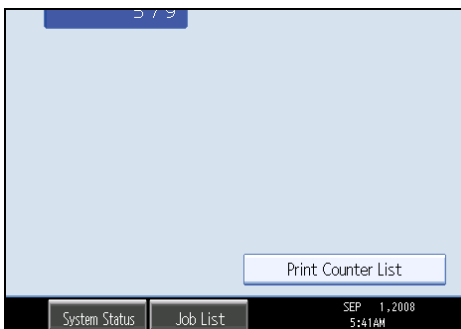
1. Press the [User Tools/Counter] key.



2. Press [Counter].



3. To print a counter list, press [Print Counter List].



4. Press the [Start] key.

A counter list prints out.

5. Press [Exit] twice.

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

Consumables

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

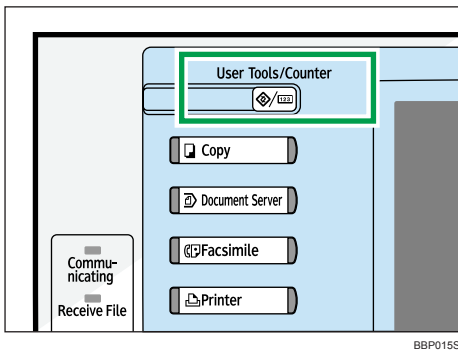
Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

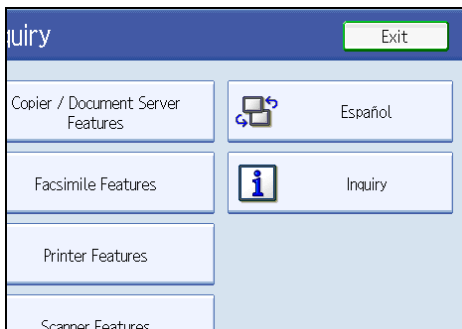
Sales Representative

- Telephone No.

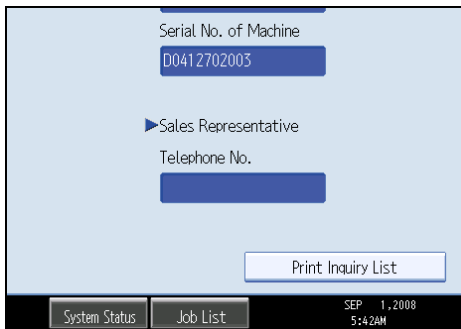
1. Press the [User Tools/Counter] key.



2. Press [Inquiry].



Inquiry information appears.

3. Press [Print Inquiry List].

Serial No. of Machine
D0412702003

▶ Sales Representative
Telephone No.

Print Inquiry List

System Status Job List SEP 1, 2008 5:42AM

4. Press the [Start] key.

Inquiry information prints out.

5. Press [Exit] twice.

8. Appendix

This chapter describes the provided software and utilities CD-ROMs, and specifications.

Software and Utilities Included on the CD-ROM

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

Two CD-ROMs come with this machine: "Printer Drivers and Utilities", and "Scanner Driver and Utilities".

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".


SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

Printer Utility for Mac

This utility allows users to download and manage a variety of fonts as well as manage printers. For details about this utility, see PostScript 3 Supplement .

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), the RPCS printer driver, 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 R2/2008 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	RPCS	PostScript 3
Windows 2000 ^{*1}	OK	OK	OK	OK
Windows XP ^{*2}	OK	OK	OK	OK
Windows Vista ^{*3}	OK	OK	OK	OK
Windows Server 2003 ^{*4}	OK	OK	OK	OK
Windows Server 2008 ^{*5}	OK	OK	OK	OK
Mac OS ^{*6}	—	—	—	OK
Mac OS X ^{*7}	—	—	—	OK

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*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 Microsoft Windows Server 2008 Standard/ Microsoft Windows Server 2008 Enterprise/ Microsoft Windows Server 2008 Datacenter

*6 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

*7 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.

RPCS printer driver

This printer driver allows the computer to communicate with the printer using a printer language. In addition to the conventional user interface, another preset user interface is provided.



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.
- For details, see “Preparing the Machine”, Printer Reference  and PostScript 3 Supplement .

TWAIN Driver

This section describes the file path and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File path

The driver is included in the following folder on the CD-ROM labeled “Scanner Driver and Utilities” provided with this machine:

`\DRIVERS\TWAIN`

System requirements

- Hardware
PC/AT-compatible machines that support the following operating system properly
- Operating system
Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008
- Display resolution
800 × 600 pixels, 256 colors or higher

LAN-Fax Driver

This section describes the file path and system requirements of the LAN-Fax driver.

★ Important

- You can install the LAN-Fax driver from the CD-ROM provided with this machine or download it from the supplier's Web site. If your operating system is Windows XP x64/Vista x64, or Windows Server 2003/2003 R2/2008 x64, you must download the LAN-Fax driver from the supplier's Web site. Select this machine and the operating system you are using, and then download it.

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folders on the CD-ROM labeled "Printer Drivers and Utilities":

`\DRIVERS\LAN-FAX\XP_VISTA`

System requirements

- Hardware
PC/AT-compatible
- Operating systems
Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008
- Display
VGA 640 × 480 pixels or more

↓ Note

- Before beginning installation, exit all other applications.

DeskTopBinder Lite

This section describes the file path and system requirements of DeskTopBinder Lite.

DeskTopBinder is to be installed on the client computers for integration and management of various kinds of files such as scan files, files created with applications, and existing scan files. This software allows you to use various functions for stored scan files such as viewing stored files. Also, with the ScanRouter delivery software, you can view the files stored in in-trays of the delivery server, or use other functions for stored files.

For details about the software installed with DeskTopBinder Lite, see "DeskTopBinder Lite", Scanner Reference ⑥.

File path

The software is included in the following folder on the CD-ROM labeled "Scanner Driver and Utilities" provided with this machine:

`\UTILITY\DESKV2`

System requirements

- Hardware
 - PC/AT-compatible machines that support the operating system properly
- Operating system
 - When installing all functions of DeskTopBinder:
 - Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition
 - When installing only SmartDeviceMonitor for Client:
 - Windows 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition

SmartDeviceMonitor for Admin

This section describes the file path and available functions of SmartDeviceMonitor for Admin.

SmartDeviceMonitor for Admin is an application that uses TCP/IP and IPX/SPX to monitor network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

File path

SmartDeviceMonitor for Admin is stored in the following folder in the CD-ROM labeled "Printer Drivers and Utilities":

\NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows 2000	TCP/IP provided with Windows 2000 IPX/SPX provided with Windows 2000 NetWare Client provided with Windows 2000 Novell Client provided with Windows 2000
Windows XP	TCP/IP provided with Windows XP IPX/SPX provided with Windows XP NetWare Client provided with Windows XP Novell Client provided with Windows XP
Windows Vista	TCP/IP provided with Windows Vista Novell Client provided with Windows Vista

Operating system	Protocol stack
Windows Server 2003	TCP/IP provided with Windows Server 2003 IPX/SPX provided with Windows Server 2003 NetWare Client provided with Windows Server 2003 Novell Client provided with Windows Server 2003
Windows Server 2008	TCP/IP provided with Windows Server 2008 Novell Client provided with Windows Server 2008

Available functions

SmartDeviceMonitor for Admin has the functions to check the followings:

- Printer supplies such as paper or toner
- Results of print jobs executed from the computer

↓ Note

- For details, see Network and System Settings Guide , and SmartDeviceMonitor for Admin Help.

DeskTopBinder-SmartDeviceMonitor for Client

8

This section describes the file path and system requirements of DeskTopBinder-SmartDeviceMonitor for Client.

DeskTopBinder-SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

File path


DeskTopBinder-SmartDeviceMonitor for Client is stored in the following folder on the CD-ROM labeled "Printer Drivers and Utilities":

`\NETWORK\DEVMON\CLIENT\DISK1`

Operating environment of the printer driver

- Applicable computer
Machines which properly work with the applicable OS below. PC/AT compatible machine.
- Applicable OS
Windows 2000/XP/Vista
Windows Server 2003/2003 R2/2008

↓ Note

- See "DeskTopBinder Lite", Scanner Reference  or Help of DeskTopBinder-SmartDeviceMonitor for Client.

- SmartDeviceMonitor for Client is also included in DeskTopBinder and DeskTopBinder Lite. See Help of DeskTopBinder-SmartDeviceMonitor for Client.

Specifications for the Main Unit

This section describes specifications for the main unit.

Configuration:

Desktop

Photosensitivity type:

OPC drum

Original scanning:

One-dimensional solid scanning system through CCD

Copy process:

Dry electrostatic transfer system

Development:

Dry two-component magnetic brush development system

Fusing:

Small diameter belt fusing system

Scan resolution:

- 600 dpi × 600 dpi

Copy/Print resolution:

- 600 dpi × 600 dpi
- 1200 dpi × 1200 dpi (for printer function only)

Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

Warm-up time (20°C, rated voltage):

- 30 seconds or less

Originals:

Sheet/book/objects

Maximum original size:

A3☐, 12 × 18☐

Copy paper size:

- Trays: A3☐ - A5☐, 11 × 17☐ - 8¹/₂ × 11☐☐, 8K (267 × 390 mm) ☐, 16K (195 × 267 mm) ☐☐

- Bypass: A3☐ - A6☐, 12 × 18☐ - 5¹/₂ × 8¹/₂☐, 8K (267 × 390 mm)☐, 16K (195 × 267 mm)☐☐
- Bypass (custom size): Vertical: 90.0 - 305.0 mm, 3.6 - 12.1 inches
Horizontal: 148.0 - 600.0 mm, 5.83 - 23.62 inches
- Duplex: A3☐ - A5☐☐, 11 × 17☐ - 5¹/₂ × 8¹/₂☐☐, 8K (267 × 390 mm)☐, 16K (195 × 267 mm)☐☐

Paper weight:

- Tray 1: 60.0 - 256.0 g/m², 16 lb. - 68 lb.
- Tray 2: 60.0 - 169.0 g/m², 16 lb. - 45 lb.
- Tray 3, 4: 60.0 - 105.0 g/m², 16 lb. - 28 lb.
- Bypass: 52.0 - 256.0 g/m², 14 lb. - 68 lb.
- Duplex: 60.0 - 105.0 g/m², 16 lb. - 28 lb.

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

Non-reproduction area (Copier):

- Leading edge: 4.2 ± 1.5 mm, 0.17 ± 0.06 inches
- Trailing edge: 3.25 ± 2.75 mm, 0.13 ± 0.11 inches
- Left and Right: 2.25 ± 1.75 mm, 0.09 ± 0.07 inches

First copy/print time:

- Color: 9.5 seconds or less
- B&W: 6.5 seconds or less

(A4☐, 8¹/₂ × 11☐, 100% reproduction, feeding from Tray 1, on the exposure glass)

Copying speed (Full Color / B&W):

- Type 1:
 - 20/20 copies/minute (A4☐, 8¹/₂ × 11☐)
- Type 2:
 - 25/25 copies/minute (A4☐, 8¹/₂ × 11☐)

Reproduction ratio:

Preset reproduction ratios:

- Enlargement

Metric version	Inch version
400%	400%
200%	200%

Metric version	Inch version
141%	155%
122%	129%
115%	121%

- Full size

Metric version	Inch version
100%	100%

- Reduction

Metric version	Inch version
93%	93%
82%	85%
75%	78%
71%	73%
65%	65%
50%	50%
25%	25%

Zoom: From 25 to 400% in increments of 1%

Maximum continuous copy run:

999 sheets

Paper capacity (80 g/m², 20 lb.):

- Tray 1, 2: 250 sheets
- Bypass tray: 100 sheets

Power Source:

120 V, 60 Hz, 12 A or more

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

Power consumption:

- Main unit only

	Type 1	Type 2
Warm-up	About 1.34 kW	About 1.34 kW
Stand-by	About 183 W	About 183 W
During printing	About 569 W	About 569 W
Maximum	About 1.34 kW	About 1.34 kW

- Complete system

	Type 1	Type 2
Warm-up	About 1.40 kW	About 1.40 kW
Stand-by	About 229 W	About 229 W
During printing	About 653 W	About 653 W
Maximum	About 1.40 kW	About 1.40 kW

- The complete system consists of the main unit, ADF, right tray, finisher, punch unit, lower paper trays, fax unit, memory unit (512 MB), memory unit (32 MB), Gigabit Ethernet, USB2.0/SD Slot, Copy Data Security Unit, DataOverWriteSecurity Unit, and Postscript3 unit.

Dimensions (W × D × H up to ADF):

587 × 655 × 845 mm, 23.1 × 25.8 × 33.3 inches

Space for main unit (W × D):

892 × 655 mm, 35.1 × 25.8 inches (including the bypass tray)

Noise emission:

- Sound power level:

	Type 1	Type 2
Stand-by	Less than 38.0 dB (A)	Less than 38.0 dB (A)
Copying	B/W: Less than 63.0 dB (A) Color: Less than 63.0 dB (A)	B/W: Less than 64.0 dB (A) Color: Less than 64.0 dB (A)

The machine consists of the main unit and ADF.

- Sound pressure level:

	Type 1	Type 2
Stand-by	Less than 32.0 dB (A)	Less than 32.0 dB (A)
Copying	B/W: Less than 48.0 dB (A) Color: Less than 50.0 dB (A)	B/W: Less than 51.0 dB (A) Color: Less than 51.0 dB (A)

The machine consists of the main unit, ADF and lower paper trays.

- 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.

Weight:

Approx. 100 kg, 220 lb.

Reference

- p.89 "Thick Paper"
- p.111 "Power Connection"

Document Server

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HDD (Document Server):

Approx. 8.5 GB

Maximum: 6,000 pages

(Total number of pages that can be accommodated stored with all functions combined)

Copier/Black and white mode/A4 original: 1,000

Copier/Full-color mode/A4 original: 250

Printer/Black and white/A4/600 dpi, 2 bits: about 6,000

Scanner/Full color/A4/200 dpi, 8 bits/JPEG: about 5,000

(Under the printer and scanner functions, the number of the pages that can be stored depends on the print image and original.)

Maximum number of stored documents:

Maximum: 2,000

(The maximum number of received faxes that can be stored is 400.)

Number of Pages Supported by Memory Sorting:

Maximum: 1,000 pages

Copier/Black-and-white mode/A4 original: about 1,000

Printer/Black and white/A4/600 dpi, 2 bits: about 1,000

(Under the printer function, the number of the pages that can be sorted depends on the print image.)









Specifications for Auto Document Feeder

This section describes specifications for ADF.


Mode:

ADF mode, Batch mode, SADF mode, Mixed Size mode, Custom Size originals mode

Original size:

- Metric version:
 - 1-sided originals: A3  - A5 
 - 2-sided originals: A3  - A5 
- Inch version:
 - 1-sided originals: 11 × 17  - 5¹/₂ × 8¹/₂ 
 - 2-sided originals: 11 × 17  - 5¹/₂ × 8¹/₂ 

Original weight:

- 1-sided originals: 40 - 128 g/m² (10 - 34 lb.)
- 2-sided originals: 52 - 105 g/m² (14 - 28 lb.) (64 - 105 g/m² (17-28 lb.) for 11 × 17 

Number of originals to be set:

50 sheets (80 g/m², 20 lb.)

Maximum power consumption:

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

Dimensions (W × D × H):

550 × 491 × 120 mm, 21.7 × 19.3 × 4.7 inches

Weight:

Approx. 10 kg, 22 lb.

 **Note**

- Specifications are subject to change without notice.

Specifications for Finisher (Optional)

This section describes specifications for finisher.

Paper size:

A3, B4 JIS (Japanese Industrial Standard), A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12 × 18, 11 × 17, 11 × 15, 10 × 14, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₂ × 5¹/₂, 8¹/₄ × 13, 8 × 13, 8 × 10, 7¹/₄ × 10¹/₂, 8K, 16K, custom size

Paper weight:

52 - 128 g/m², 14 - 34 lb.

Stack capacity (80 g/m², 20 lb.):

- 500 sheets: A4, 8¹/₂ × 11 or smaller
- 250 sheets: B4 JIS, 8¹/₂ × 14 or larger

Staple paper size:

A3, B4 JIS, A4, B5 JIS, B6, 11 × 17, 8¹/₂ × 14, 8¹/₄ × 14, 8¹/₂ × 13, 8¹/₂ × 11, 8¹/₄ × 13, 7¹/₄ × 10¹/₂, 8K, 16K

Staple paper weight:

52 - 128 g/m², 14 - 34 lb.

Staple capacity (80 g/m², 20 lb.):

- Without Mixed Size:
 - 50 sheets: A4, 8¹/₂ × 11 or smaller
 - 30 sheets: B4 JIS, 8¹/₂ × 14 or larger
- With Mixed Size:
 - 30 sheets: A3/A4, B4 JIS/B5 JIS, 11 × 17/8¹/₂ × 11

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

- A4, Letter (8¹/₂ × 11) or smaller: 2 -leaf binding...55 copies, 50 -leaf binding...9 copies
- B4, Legal (8¹/₂ × 14) or larger: 2 -leaf binding...33 copies, 30 -leaf binding...8 copies

Staple position:

3 positions (2 Staples, Top, Bottom)

Power consumption:

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

Dimensions (W × D × H):

535 × 525 × 205 mm, 21.1 × 20.7 × 8.1 inches

Weight:

Approx. 13 kg, 28.6 lb.

Specifications for Punch Kit (Optional)

This section describes specifications for the punch kit.

Paper size:

Punch unit type	Paper size
2 and 4 holes type: 2 holes	☐: A3, A4, B4 JIS, B5 JIS, 8K, 16K, 11 × 17, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 8 ¹ / ₂ × 13, 7 ¹ / ₄ × 10 ¹ / ₂
2 and 4 holes type: 2 holes	☐: A4, B5 JIS, 16K, 8 ¹ / ₂ × 11
2 and 4 holes type: 4 holes	☐: A3, 11 × 17
2 and 4 holes type: 4 holes	☐: A4, 8 ¹ / ₂ × 11
4 holes type: 4 holes (Wide)	☐: A3, A4, B4 JIS, B5 JIS, 11 × 17, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 11, 8 ¹ / ₂ × 13, 7 ¹ / ₄ × 10 ¹ / ₂
4 holes type: 4 holes (Wide)	☐: A4, B5 JIS, 8 ¹ / ₂ × 11
2 & 3 holes type: 2 holes	☐: A3, A4, 11 × 17, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8 ¹ / ₂ × 11, 7 ¹ / ₄ × 10 ¹ / ₂
2 & 3 holes type: 3 holes	☐: A3, 11 × 17
2 & 3 holes type: 3 holes	☐: A4, 8 ¹ / ₂ × 11

Paper weight:

52 - 128 g/m², 14 - 34 lb.

Power consumption:

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

Dimensions (W × D × H):

98 × 500 × 165 mm, 3.9 × 19.7 × 6.5 inches

Weight:

Approx. 3.2 kg, 7.1 lb.

Specifications for Shift Sort Tray (Optional)

This section describes specifications for the shift sort tray.

Paper capacity (80 g/m², 20 lb.):

- 250 sheets: A4, 8¹/₂ × 11 or smaller
- 125 sheets: B4 JIS, 8¹/₂ × 14 or larger

Power consumption:

Maximum 13 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

431 × 477.5 × 107 mm, 16.9 × 18.8 × 4.2 inches

Weight:

Approx. 2 kg, 4.5 lb.

Specifications for Internal Tray 2 (1 bin tray) (Optional)

This section describes specifications for the internal tray 2 (1 bin tray).

Number of bins:

1

Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 11 × 15, 10 × 14, 10 × 15, 8K, 16K, custom size

Paper weight:

60 - 105 g/m², 16 - 28 lb.

Paper capacity (80 g/m², 20 lb.):

100 sheets

Power consumption:

Approx. 1 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

429 × 497 × 113 mm, 16.9 × 19.6 × 4.4 inches

Weight:

Approx. 2 kg, 4.4 lb.

Specifications for Right Tray (Optional)

This section describes specifications for the shift sort tray.

Paper Size

A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8¹/₂ × 14, 8¹/₂ × 11, 5¹/₂ × 8¹/₂, 7¹/₄ × 10¹/₂, 8¹/₂ × 13, 8¹/₄ × 14, 8¹/₄ × 13, 8 × 13, 8 × 10, 11 × 15, 10 × 14, 10 × 15, 8K, 16K, custom size

Paper capacity (80 g/m², 20 lb.):

50 sheets

Power consumption:

Maximum 40 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

480 × 480 × 170 mm, 18.9 × 18.9 × 6.7 inches

Weight:

Approx. 2 kg, 4.5 lb.

Specifications for 1 Paper Tray Unit (Optional)

This section describes specifications for the lower paper tray.

Paper size:

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

Paper weight:

60 - 105 g/m², 16 - 28 lb.

Paper capacity (80 g/m², 20 lb.):

500 sheets × 1 tray

Power consumption:

Maximum 28 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

550 × 520 × 137 mm, 21.7 × 20.5 × 5.4 inches

Weight:

Approx. 12 kg, 26.4 lb.

Specifications for 2 Paper Tray Unit (Optional)

This section describes specifications for the lower paper trays.

Paper size:

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

Paper weight:

60 - 105 g/m², 16 - 28 lb.

Paper capacity (80 g/m², 20 lb.):

500 sheets × 2 trays

Power consumption:

Maximum 35 W (Power is supplied from the main unit.)

Dimensions (W × D × H):

550 × 520 × 271 mm, 21.7 × 20.5 × 10.7 inches

Weight:

Approx. 25 kg, 55.0 lb.

Specifications for IEEE 1284 Interface Board (Optional)

This section describes specifications for the IEEE 1284 interface board.

Transmission spec.:

IEEE 1284

Required cable:

Standard IEEE 1284 compliant Micro Centronics 36 pin cable

Specifications for Wireless LAN Board (Optional)

This section describes specifications for the wireless LAN board.

Transmission spec.:

- Based on IEEE 802.11a/b/g (wireless LAN)

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Data transfer speed:

Auto select from the following speed:

1 Mbps, 2 Mbps, 5.5 Mbps, 6 Mbps, 9 Mbps, 11 Mbps, 12 Mbps, 18 Mbps, 24 Mbps, 36 Mbps, 48 Mbps, 54 Mbps

Frequency range:

- IEEE 802.11a/b/g wireless LAN:
 - 2412 - 2472 MHz (1 - 13 channels)
 - 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)

Transmission mode:

- Ad hoc mode
- Infrastructure mode

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Note

- SmartDeviceMonitor and Web Image Monitor are supported.

Specifications for Bluetooth Interface Unit (Optional)

This section describes specifications for the Bluetooth interface unit.

Supported Profiles:

- SPP (Serial Port Profile)
- HCRP (Hardcopy Cable Replacement Profile)
- BIP (Basic Imaging Profile)

Frequency Range:

2.45 GHz ISM band

Data Transmission Speed:

723 kbps

Maximum Range:

10 m

Note

- The transmission speed is adjusted according to factors such as the distance and obstacles between the devices, radio signal condition and Bluetooth adaptor.

Specifications for Gigabit Ethernet (Optional)

This section describes specifications for the Gigabit Ethernet.

Interface Connector:

- Ethernet (10Base-T, 100Base-TX, 1000Base-T)

Data Transmission Speed:

- Ethernet: 1000 Mbps, 100 Mbps, 10 Mbps

Protocol:

TCP/IP, IPX/SPX, AppleTalk

Distance Between Devices:

- Ethernet: 100 m

Specifications for Other Options

This section describes specifications for other options.

Copy Data Security Unit

The Copy Data Security Unit deletes images and prints the gray ground color of the paper when the documents marked unauthorized are copied.

DataOverWriteSecurity Unit

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

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Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Advanced Server

- The product names of Windows XP are as follows:

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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® Enterprise

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

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Microsoft® Windows Server® 2003 Enterprise Edition

Microsoft® Windows Server® 2003 Web Edition

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