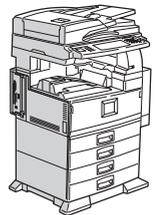


---

**4035/4045**  
3532/4532  
LD035/LD045  
**Aficio™ 2035/2045**

**Operating Instructions**  
**General Settings Guide**



- 
- 1** Getting Started
  - 2** Combined Function Operations
  - 3** Document Server
  - 4** User Tools (System Settings)
  - 5** Troubleshooting
  - 6** Remarks
  - 7** Entering Text
  - 8** Security
  - 9** Specifications

## Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.



### Notes:

Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer.



### Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected ) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

### Warning:

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

### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.13 "Machine Types".)

- Type 1: 4035/3532/LD035 AG/Aficio 2035
- Type 2: 4045/4532/LD045 AG/Aficio 2045

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

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

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

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

### Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.124 "Power Connection".

# Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

## **Note**

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- Two CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions for Printer/Scanner"
  - CD-ROM 2 "Scanner Driver & Document Management Utilities"

## ❖ **General Settings Guide (this manual)**

Provides an overview of the machine.

It also describes System Settings (such as paper trays and user codes settings), Document Server functions, and troubleshooting.

## ❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

## ❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

## ❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

## ❖ **Facsimile Reference <Advanced Features>**

Describes advanced functions and settings for key operators.

## ❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

## ❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

## ❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

### ❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)  
Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)  
Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)  
Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

### ❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)  
Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)  
Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

### ❖ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

# What You Can Do with This Machine

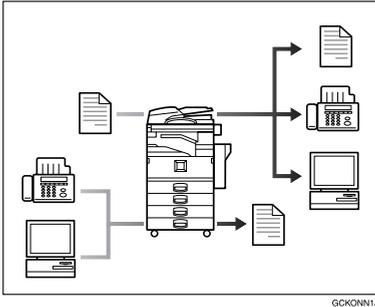
The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

Products marked with \* are optional. For details about optional products, see p.17 “Options” or contact your local dealer.

---

## Copier, Facsimile, Printer, and Scanner Functions

---



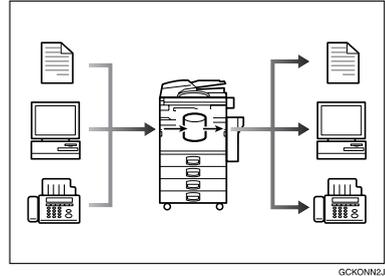
This machine provides copier, facsimile\*, printer\*, and scanner\* functions.

- You can make copies of originals. With a finisher\*, you can sort and staple copies. See *Copy Reference*.
- You can send originals by fax and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.
- You can print documents created in computer applications. See *Printer Reference*.
- You can scan originals and send the scan data to a computer. See *Scanner Reference*.

---

## Utilizing Stored Documents

---



GOKONN2J

- You can store the data from the originals scanned by this machine, or data sent from other computers on the machine's hard disk. You can print or fax stored documents as required. You can also change print settings or print multiple documents (Document Server). See p.35 “Using the Document Server”.
- With DeskTopBinder V2 Professional\*/Lite, you can search, check, print, and delete stored documents using your computer. See *Network Guide*.

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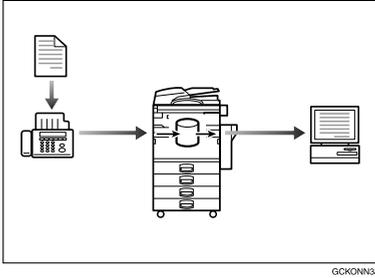
## Paperless Fax Transmission and Reception

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### Reception

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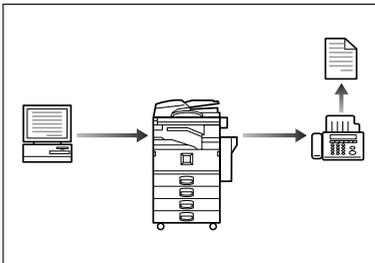
GCKONN3J

- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder V2 Professional\*/Lite or a Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See *Facsimile Reference* <Advanced Features>.

---

### Transmission

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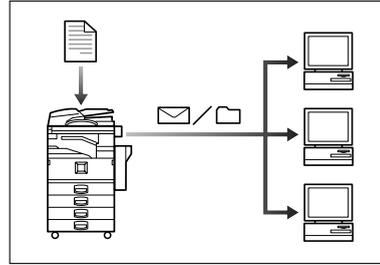
GCKONN4J

- You can send documents created in computer applications to another party's fax machine directly, without performing a print job (LAN-Fax). See *Facsimile Reference* <Advanced Features>.

---

## Using the Scanner in a Network Environment

---



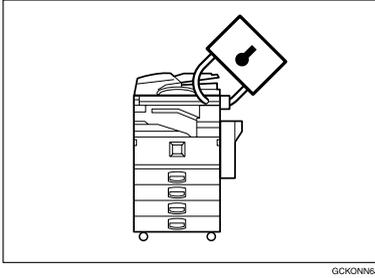
GCKONN5J

- You can send scanned documents to other network computers using e-mail (Sending stored scan data by e-mail). See *Scanner Reference*.
- With ScanRouter V2 Professional\*/Lite, you can store scanned documents in specified destinations of network computers (File storage). See *Scanner Reference*.

---

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

---



The security functions protect the documents from being copied without permission or unauthorized access through the network. See p.131 “Security”.

### ◆ Security Functions

- Protecting stored documents (setting passwords)
- Protecting data remaining in memory
- Protecting against illegitimate access through phone lines
- Authenticating administrator (setting the key operator code). See p.59 “Key Operator Code”.

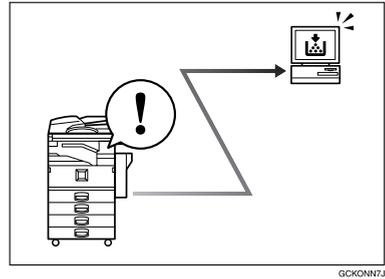
### ◆ Extended Security Function

By setting a password, documents will be protected from illegitimate accesses. See p.65 “Extended Security”.

---

## Monitoring the Machine Using a Computer

---



You can monitor machine status and change settings using a computer.

- Using SmartNetMonitor for Admin, SmartNetMonitor for Client, or a Web browser, you can use a computer to check the machine status such as if the machine is running out of paper or paper has misfed. See *Network Guide*.
- You can also use a Web browser to make network settings. See *Network Guide*.

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# Notice

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## Notice To Wireless LAN Interface (option) Users

---

### Notes to users in the United States of America

#### Notice:

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

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

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

#### Warning

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

### Note to users in Canada

#### Note:

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

Operation is subject to the following two conditions:

(1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

IEEE 802.11b Interface Kit Type B:

This device complies with RSS-210 of Industry Canada.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (EIRP) is not more than that required for successful communication.

This device has been designed to operate with an antenna having a maximum gain of [0.45] dBi. Antenna having a higher gain is strictly prohibited per regulations of Industry Canada. The required antenna impedance is [50] ohms.

## **Remarque concernant les utilisateurs au Canada**

### **Avertissement:**

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

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes: (1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

### IEEE 802.11b Interface Kit Type B:

Ce dispositif est conforme à la norme CNR-210 d'Industrie Canada.

L'expression «IC:» avant le numéro d'homologation/enregistrement signifie seulement que les spécifications techniques d'Industrie Canada ont été respectées.

Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

Afin de réduire le risque d'interférence aux autres utilisateurs, le type d'antenne et son gain doivent être choisis de façon à ce que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne soit pas supérieure au niveau requis pour obtenir une communication satisfaisante.

Ce dispositif a été conçu pour fonctionner avec une antenne ayant un gain maximal de [0.45] dBi. Une antenne ayant un gain plus élevé est strictement interdite par les règlements d'Industrie Canada. L'impédance d'antenne requise est [50] ohms.

# Copyrights and Trademarks

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## Trademarks

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Acrobat® is a registered trademark of Adobe Systems Incorporated.

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## Information about Installed Software

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### expat

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- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:  
<http://expat.sourceforge.net/>

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A full source code can be found at <http://www.netbsd.org/>.

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## Sablotron

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a) The application software installed on this product includes the Sablotron software Version 0.82 (hereinafter, “Sablotron 0.82”), with modifications made by the product manufacturer. The original code of the Sablotron 0.82 is provided by Ginger Alliance Ltd., the initial developer, and the modified code of the Sablotron 0.82 has been derived from such original code provided by Ginger Alliance Ltd.

b) The product manufacturer provides warranty and support to the application software of this product including the Sablotron 0.82 as modified, and the product manufacturer makes Ginger Alliance Ltd., the initial developer of the Sablotron 0.82, free from these obligations.

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d) The source code of the modified code of the Sablotron 0.82 is available at: <http://support-download.com/services/device/sablot/notice082.html>

e) The source code of the Sablotron software is available at: <http://www.ginger-all.com>

f) MPL 1.1 is available at: <http://www.mozilla.org/MPL/MPL-1.1.html>

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## Authors Name List

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- This product includes software developed by Jonathan Stone for the NetBSD Project.
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- This product includes software developed by Frank van der Linden for the NetBSD Project.
- This product includes software developed for the NetBSD Project by Frank van der Linden
- This product includes software developed for the NetBSD Project by Jason R. Thorpe.
- The software was developed by the University of California, Berkeley.
- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

---

## **JPEG LIBRARY**

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- The software installed on this product is based in part on the work of the Independent JPEG Group.

# How to Read this Manual

---

## Symbols

---

In this manual, the following symbols are used:

### **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

### **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve bodily injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

\* The statements above are notes for your safety.

### **Important**

If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

### **Preparation**

This symbol indicates prior knowledge or preparations are required before operation.

### **Note**

This symbol indicates precautions for operation or actions to take following mal-operation.

### **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

### **Reference**

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

[   ]

Keys built into the machine's control panel.

# Safety Information

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

---

## Safety During Operation

---

In this manual, the following important symbols are used:

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

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

---

**⚠ WARNING:**

---

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
  - **You spill something into the machine.**
  - **You suspect that your machine needs service or repair.**
  - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**

---

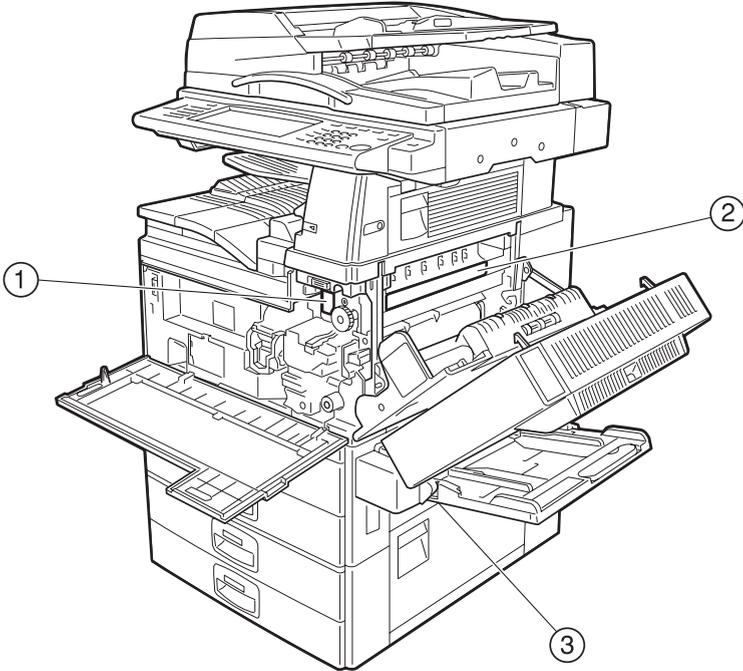
**⚠ CAUTION:**

---

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*

# Positions of Labels and Hallmarks for ⚠️WARNING and ⚠️CAUTION

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



②

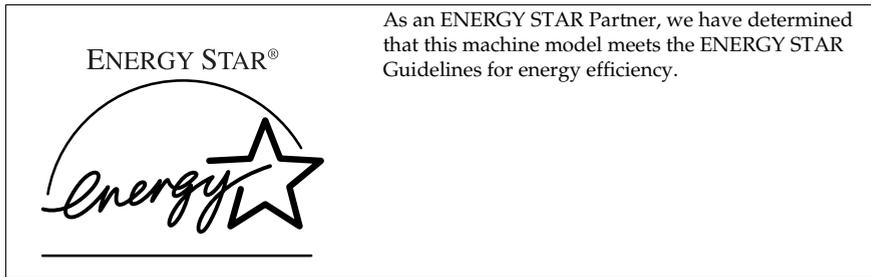
<p>CAUTION ATTENTION 注意 ACHTUNG ATTENZIONE PRECAUCION</p>		<ul style="list-style-type: none"> <li>• High temperature. Be careful of hot parts when clearing paper jams.</li> <li>• Temperature leve. Attention aux pices chaudes en supprimant un boursoage papier.</li> <li>• Vorsicht hohe Temperaturen! Achten Sie auf heisse Gerteteile, wenn Sie einen Paperstau beheben.</li> <li>• Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta.</li> <li>• Alta temperatura. Tenga cuidado con las partes calientas cuando elimine los atascamientos de papel.</li> <li>• 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。&gt;P.7&lt;</li> </ul>
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③

<p>⚠️</p> <p>注意 CAUTION ATTENTION</p>	<p>ここを持たないでください。 Please do not lift the machine here. Ne pas soulever la machine par ici.</p>	<p>ACHTUNG ATTENZIONE ATENCIÓN</p>	<p>Bitte das Gerät nicht an dieser Stelle anheben. Per Favore Non Silevare La Macchina Da Questo Punto. Por favor no levante la máquina por aquí.</p>
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# ENERGY STAR Program

The machine model which meets the Guidelines is Type 2.



The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

## ❖ Low-Power mode and Off mode or Sleep mode

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called “Off mode” with a single function copying machine and “Sleep mode” with a multiple function machine equipped with optional facsimile and printing functions.

- Off mode: Equivalent to the condition when the operation switch is turned off.
- Sleep mode: Equivalent to the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of followings:

- Turn on the operation switch.
- Place an original in the Auto Document Feeder (ADF).
- Lift and lower the ADF.

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see p.57 “Auto Off Timer”.

The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-Power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-Power mode and Off mode or Sleep mode. In this manual, the Off mode is called the Auto Off mode.

### ❖ Duplex Priority

The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals→ two-sided copies) is selected preferentially when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or the machine resets automatically.

### 🔍 Reference

To change the settings of the Duplex Priority mode, see “Duplex Mode Priority” in “General Features 2/4”, *Copy Reference*.

## Specifications

		Copier only		Fax, printer and scanner installed	
		Type 1	Type 2	Type 1	Type 2
Low Power Mode, Off Mode	Power consumption	4.5 W	4.5 W	—	
	Default interval	1 minute		—	
	Recovery time	10 seconds or less	15 seconds or less	—	
Low-Power mode, Sleep mode	Power consumption	—		8 W	8 W
	Default interval	—		1 minute	
	Recovery time	—		10 seconds or less	15 seconds or less

Duplex priority	One-sided→Two-sided
-----------------	---------------------

### ❖ Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

# Machine Types

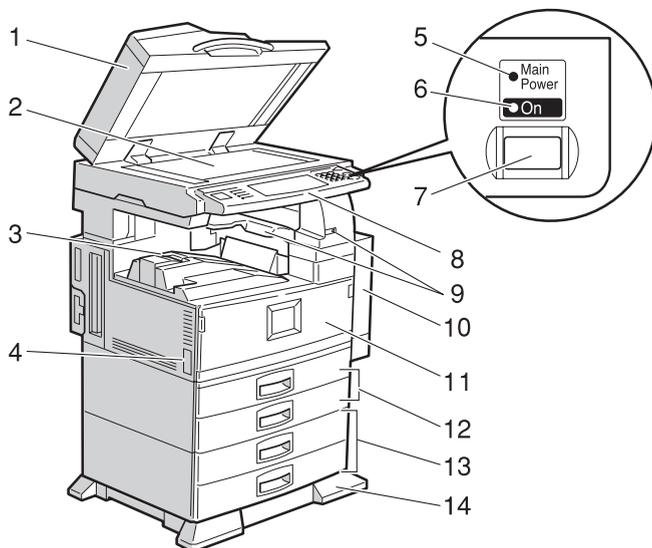
This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover of this manual.

	Type 1	Type 2
Copy speed	35 copies/minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )	45 copies/minute (A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  )



# 1. Getting Started

## Guide to Components



ZCAH030A

### 1. Auto Document Feeder (ADF)

Load a stack of originals here. They will be fed automatically, one by one.

### 2. Exposure glass

Place originals face down here for copying.

### 3. Internal tray

Copied, printed paper or fax messages are delivered here.

### 4. Main power switch

If the machine does not operate after turning on the operation switch, check the main power switch is turned on. See p.22 "Turning On the Power".

### 5. Main power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

### 6. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

### 7. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off). See p.22 "Turning On the Power".

### 8. Control panel

See p.19 "Control Panel".

### 9. Internal tray 2 (1 bin tray) (optional)

The indicator is lit when paper is output to internal tray 2 (1 bin tray). If internal tray 2 has not been installed, the indicator does not light.

### 10. Duplex unit (unit for two-sided copies) (optional)

**11. Front cover**

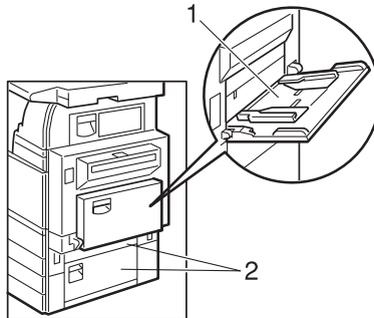
Open to access the inside of the machine.

**12. Paper tray (upper: Tray 1, lower: Tray 2)**

Load paper here.

**13. Paper tray unit (optional <upper: Tray 3, lower: Tray 4>)**

**14. Holding stand (optional)**



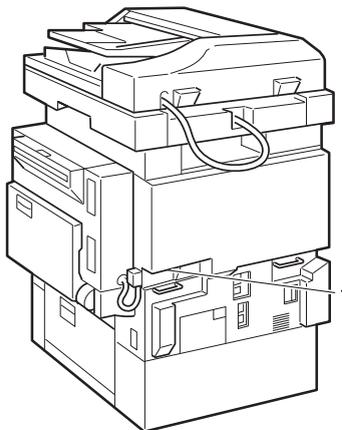
ZDSH020J

**1. Bypass tray**

Use when copying onto OHP transparencies, adhesive labels, translucent paper, postcards, and custom size paper.

**2. Right side cover**

Open this when a paper jam occurs.



ZCAH100E

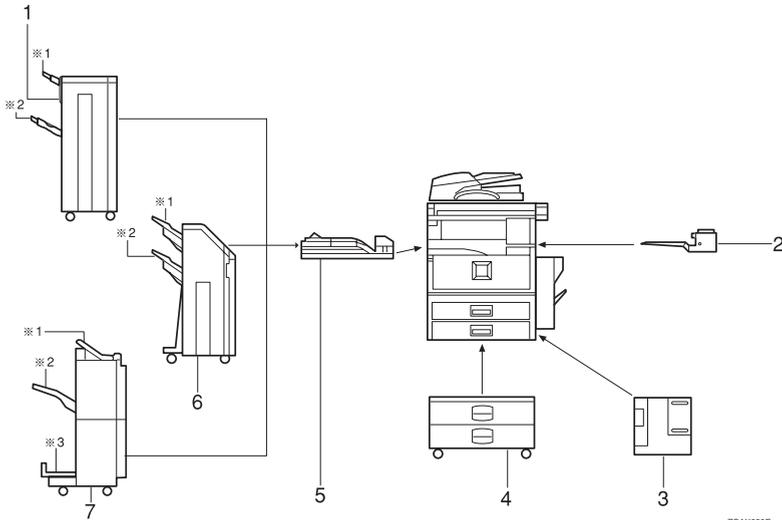
**1. Ventilation holes**

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

# Options

## External Options

1



ZCAX030E

### 1. 1000-Sheet finisher

Sorts, stacks, and staples copies.

\*1: Finisher upper tray

\*2: Finisher shift tray

### 2. Internal tray 2 (1 bin tray)

If you select this as the output tray, copied paper will be delivered here face down.

### 3. Large Capacity Tray (LCT)

Holds 1,500 sheets of paper.

### 4. Paper tray unit

Consists of two paper trays.

### 5. Bridge unit

Relays copies to the finisher.

### 6. 2 Tray finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

\*1: Finisher shift tray 1

\*2: Finisher shift tray 2

### 7. Booklet finisher

Sorts, stacks, and staples copies. The saddle stitch function can staple the copies in the center and folds them like a booklet.

\*1: Finisher upper tray

\*2: Finisher shift tray

\*3: Finisher booklet tray

## Internal Options

---

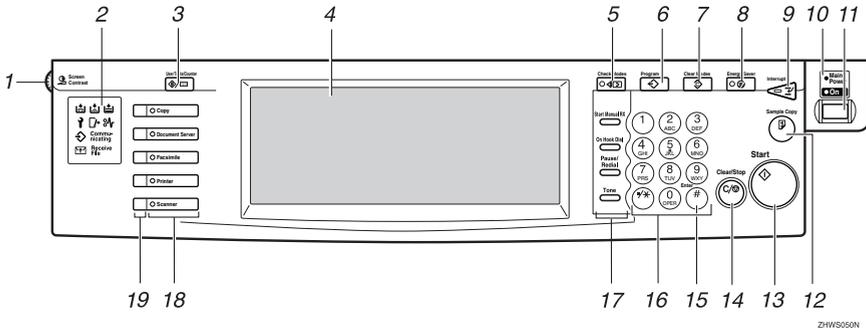
1

- Fax unit  
Allows you to use the facsimile function.
- Printer/Scanner unit  
Allows you to use the printer and scanner functions.
- IEEE 1394 interface board  
Connects to an IEEE 1394 cable.
- Wireless LAN board  
You can install a wireless LAN interface.

# Control Panel

## Note

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



## 1. Screen contrast knob

Adjusts the brightness of the display panel.

## 2. Indicators

Show errors and machine status.

- : Add Staple indicator. See p.111 “Adding Staples”.
- : Add Toner indicator. See p.95 “Adding Toner”.
- : Load Paper indicator. See p.92 “Loading Paper”.
- : Service Call indicator
- : Open Cover indicator
- : Misfeed indicator. See p.98 “Clearing Misfeeds”.
- : Data In indicator. See “Control Panel”, *Printer Reference 1*.
- Communicating: Communicating indicator. See “Control Panel”, *Facsimile Reference <Basic Features>*.
- : Confidential File indicator. See “Control Panel”, *Facsimile Reference <Basic Features>*.
- Receiving File: Receiving File indicator. See “Control Panel”, *Facsimile Reference <Basic Features>*.

## 3. [User Tools/Counter] key

- User Tools  
Press to change the default and conditions to meet your requirements. See p.50 “Accessing User Tools (System Settings)”.
- Counter  
Press to check or print the counter value. See p.128 “Counter”.

## 4. Display panel

Shows operation status, error messages, and function menus.

## 5. [Check Modes] key

Press to check settings.

## 6. [Program] key (copier/facsimile mode)

Press to register frequently used settings, or to recall registered settings.

## 7. [Clear Modes] key

Press to clear previously entered copy job settings.

## 8. [Energy Saver] key

Press to switch to and from Energy Saver mode. See p.26 “Energy Saver Mode”.

**9. [Interrupt] key (copier mode)**

Press to make interrupt copies during a copy run. See “Interrupt Copy”, *Copy Reference*.

**10. Main power indicator and power indicator**

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

The power indicator lights when the power is on.

**Important**

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

**11. Operation switch**

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

**12. [Sample Copy] key**

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets.

**13. [Start] key**

Press to start copying, scanning, or printing documents stored in the Document Server.

**14. [Clear/Stop] key**

- Clear  
Press to delete a number entered.
- Stop  
Press to stop a job such as scanning, faxing, or printing in progress.

**15. [#] key**

Press to enter a value.

**16. Number keys**

Use to enter the desired number of copies, fax numbers and data for selected modes.

**17. [Start Manual RX] key, [On Hook Dial] key, [Pause/Redial] key, and [Tone] key****Reference**

*Facsimile Reference <Basic Features>*  
and *Facsimile Reference <Advanced Features>*

**18. Function keys**

Press to select the following functions:

- Copier
- Document Server
- Facsimile
- Printer
- Scanner

**19. Function status indicator**

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

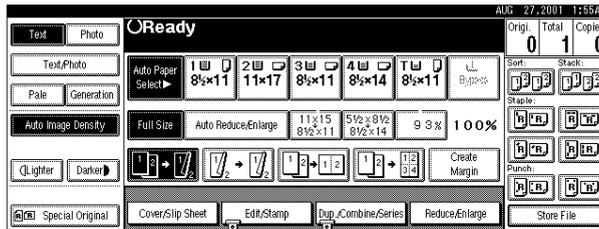
## Display Panel

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

### Important

- A force or impact of more than 30 N (about 3 kgf) might damage the display panel.

The copying screen is displayed as default following power on.



ZCAS130N

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 . Keys appearing as  cannot be used.

## Common key operations

The following keys are common for all screens:

### ◆ Key list

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display.
[▲Prev.],[▼Next]	Moves to the previous display or the next display when all the functions cannot be shown on one display.
[OK] [Yes]	Closes the message display.
[Clear]	Clears entered values and does not change the display.
[Exit]	Returns to the previous display.

# Turning On the Power

1

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **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 programmed in memory may be lost if you turn off this switch. Only use this switch when necessary.

 **Note**

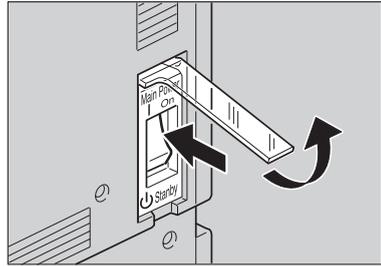
- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.57 “Auto Off Timer” and p.57 “Panel Off Timer” .

---

## Turning On the Main Power

---

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover and turn on the main power switch to make the main power indicator go on.



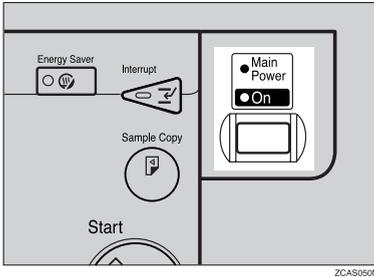
ZD5H040J

 **Important**

- ❑ Do not turn off the main power switch immediately after it has been turned on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

## Turning On the Power

- 1 Press the operation switch to make the On indicator go on.



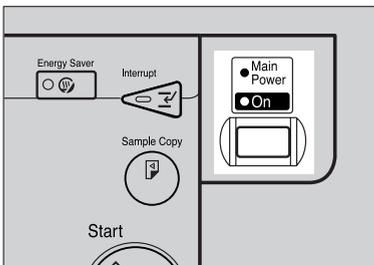
ZCAS050N

### Note

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

## Turning Off the Power

- 1 Make sure that the ADF is in the right position.
- 2 Press the operation switch to make the On indicator go off.



ZCAS050N

### Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
  - When the ADF is open.
  - When communication is in progress with external equipment.
  - When the hard disk is operating.

## Turning Off the Main Power

### Important

- Do not turn off the main power switch when the On indicator is lit or blinking. Failure to observe this may result in damage to the hard disk or memory.
  - Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.
- 1 Make sure that the On indicator is off.
  - 2 Open the switch cover and turn off the main power switch to make the main power indicator go off.

1



 **When the facsimile unit (optional) is installed**

When the main power switch is turned off while using the facsimile function, waiting fax jobs and print jobs may be canceled, and incoming fax documents cannot be received. When you have to turn off this switch for some reason, follow the procedures below.

 **Important**

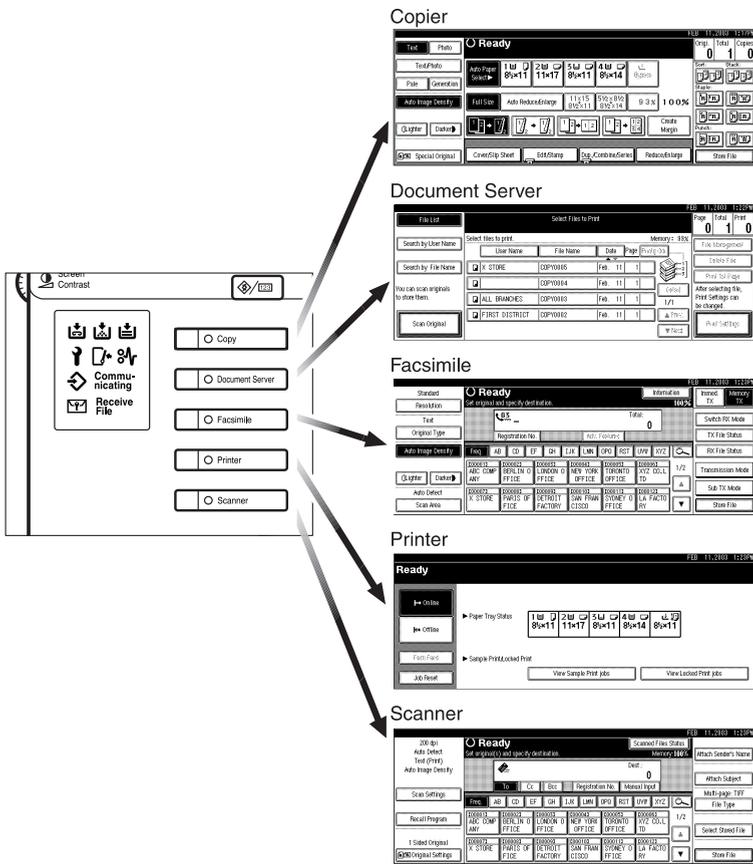
- Make sure that 100% is shown on the display before you turn the main power switch off or unplug the power cord. Fax files programmed in memory will be deleted an hour after you turn the main power switch off or unplug the power cord. See "Power Failure Report", *Facsimile Reference <Basic Features>*.
- The On indicator does not go off and blinks in dial-in mode even if you press the operation switch. In this case, check the items below, and turn the main power switch off.
  - When the computer is controlling the machine.
  - When the machine is receiving fax.

# 2. Combined Function Operations

## Changing Modes

**Note**

- You cannot switch modes in any of the following situations:
  - When scanning in a fax message for transmission
  - During immediate transmission
  - When accessing User Tools
  - During interrupt copying
  - During On hook dialing for fax transmission
  - While scanning an original
- The copying screen is displayed as default following power on. You can change the default. See p.51 “Function Priority”.



## Saving Energy

2

### Energy Saver Mode

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

#### Note

- 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. See p.57 "Panel Off Timer".

### System Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "System Reset".

#### Note

- You can change the System Reset time. See p.57 "System Auto Reset Timer".

### Auto Off

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

#### Note

- You can change the Auto Off time. See p.57 "Auto Off Timer".
- The Auto Off Timer function will not operate in the following cases:
  - When a warning message is displayed
  - When the service call message is displayed
  - When paper is jammed
  - When the cover is open
  - When the "Add Toner" message is displayed
  - When the toner is being replenished
  - When the User Tools/Counter screen is displayed
  - When fixed warm-up is in progress

- When the facsimile, printer, or other functions are operating
  - When operations have been 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 sample print or confidential print screen is displayed
- 

## Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents stored in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.



### Note

- See p.51 "Print Priority" for setting function priority. As default, the display function is set to first priority.
- When the optional 1000-Sheet finisher, 2 Tray finisher or booklet finisher is installed on the machine, you can specify the output tray to which documents are to be delivered. For more information about how to specify the output tray for each function, see the following descriptions:
  - p.52 "Output: Copier (copier)"
  - p.53 "Output: Document Server (Document Server)"
  - p.53 "Output: Facsimile (facsimile)"
  - p.53 "Output: Printer (printer)"

### ❖ What you can do with the multi-access function

The multi-access function enables you to do the operations below.

- Copying during fax transmission  
You can copy originals while sending documents by fax.
  - ① Set documents for sending by fax, enter the fax number, and then press the **[Start]** key.
  - ② Press the **[Copy]** key.  
The copy screen appears. At the top of the screen, the destination name and fax number appear.
  - ③ Set originals, and then press the **[Start]** key.
- Receiving print data while printing a document stored in the Document Server  
The machine can receive print data while copying or printing a document stored in the Document Server. Received data will be printed when the printer function is enabled.
  - ① Select the document to be printed on the Document Server screen, and then press the **[Start]** key.

- ② When the machine receives the print data, the data-in indicator blinks. When printing the document is finished, the machine starts printing the print data.

## Sample operations

The chart below shows the sample operations of when the print priority is set to "Interleave". See p.51 "Print Priority".

△: Simultaneous operations are available.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.

○: Operation is enabled when the **[Interrupt]** key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Mode after you select		Copier		Facsimile			Printer																
		Operations for Copying	Interrupt Copying	Transmission	Reception	Print	Scanner	Document Server															
Copier	Operations for Copying	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
	Stapling	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
	Sort	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
Interrupt Copying	Operations for Copying	○	○	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×					
	Stapling	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
	Sort	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○					
Mode before you select		Operations for Copying	Stapling	Sort	Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server		
		△	△	△	○	●	●	△	●	△	△	△	△	△	●	●	●	●	△	△	△	△	
		*1	*1	*1	5	3	3	3	3	△	△	△	△	→	●	3	●	3	*4	*4	△	△	△
		△	△	△	○	●	●	△	●	△	△	△	△	△	●	●	●	●	△	△	△	△	△
		*1	*1	*1	○	3	3	3	3	△	△	△	△	△	2	3	3	3	3	△	△	△	△

		Mode after you select		Copier		Interrupt Copying		Facsimile				Printer		Scanner		Document Server		DeskTopBinder V2 Professional/Lite				
				Operations for Copying	Stapling	Sort	Operations for Copying	Copying	Transmission Operation/Manual Reception Operation	Transmission	Reception	Print	Scanner	Document Server	DeskTopBinder V2 Professional/Lite							
		Mode before you select																				
Facsimile	Transmission	Transmission Operation/Manual Reception Operation	●	●	●	○	○	×	×	×	×	×	×	×	×	×	×	×	△	△		
		Scanning an Original for Memory Transmission	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	△	△	
		Memory Transmission	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	→	
	Reception	Immediate Transmission	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	△	→	
		Memory Reception	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	
		Printing Received Data	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	
Printer	Print	Data Reception	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△		
		Sort Print	△	△	△	○	○	△	△	△	△	△	△	△	→	→	△	△	△	△		
		Stapling	△	→	△	○	○ <sup>*5</sup>	△	△	△	△	△	△	△	→	→	△	△	△	△		
Scanner	Operations for Scanning	●	●	●	○	○	●	●	○	●	△	△	△	△	△	×	×	●	●	●	△	△
	Scanning	×	×	×	×	×	×	×	×	×	×	△	△	△	△	×	×	×	×	×	△	△
Document Server	Operations for Document Server	●	●	●	○	○	●	●	△	●	△	△	△	△	△	●	●	×	×	×	△	△
	Scanning a Document to Store in Document Server	●	×	×	○	○	●	×	×	×	△	△	△	△	△	●	×	×	×	×	△	△
	Printing from Document Server	●	△ <sup>*4</sup>	△	○	○	△	△	△	△	△	△	△	△	△	△	△	△ <sup>*6</sup>	△ <sup>*6</sup>	△ <sup>*6</sup>	△	△
DeskTopBinder V2 Professional/Lite	Printing from Document Server	△	△ <sup>*4</sup>	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△
	Sending a Facsimile from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×

- \*1 Simultaneous operations are only possible once the preceding job documents are all scanned and **[Next Job]** appears.
- \*2 You can scan a document once the preceding job documents are all scanned.
- \*3 Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.
- \*4 During stapling, printing automatically starts after the current job.
- \*5 Stapling is not available.
- \*6 Simultaneous operations become available after you press **[Next Job]**.
- \*7 During parallel reception, any subsequent job is suspended until reception is completed.

**Limitation**

- Stapling cannot be used at the same time for multiple functions.

**Note**

- A machine with the 1000-Sheet finisher installed, that is printing with the stapling operation on paper larger than A4 (8<sup>1</sup>/<sub>2</sub>" × 11" ) size starts the subsequent job (for which the finisher shift tray is specified as the output tray) only after the current print job finishes.
- While printing is in progress, scanning a document using another function may take more time.



2

# 3. Document Server

## Relationship between the Document Server and Other Modes

The following table describes the relationship between the Document Server and other modes.

Mode	Where to store documents	Displaying a list	Printing stored documents	Sending documents
Copier	Copier/Document Server	enabled	enabled	disabled
Printer	Personal computer	enabled	enabled	disabled
Facsimile	Facsimile	enabled	enabled	enabled <sup>*1</sup>
Scanner	Scanner	disabled <sup>*2</sup>	disabled	enabled <sup>*3</sup>

<sup>\*1</sup> You can send stored documents from facsimile mode. See “Sending a Stored File”, *Facsimile Reference <Advanced Features>*.

<sup>\*2</sup> You can display stored documents from scanner mode. See “Viewing a List of Stored Files”, *Scanner Reference*

<sup>\*3</sup> You can send stored documents from scanner mode. See “Delivering or Sending Stored Files”, *Scanner Reference*.

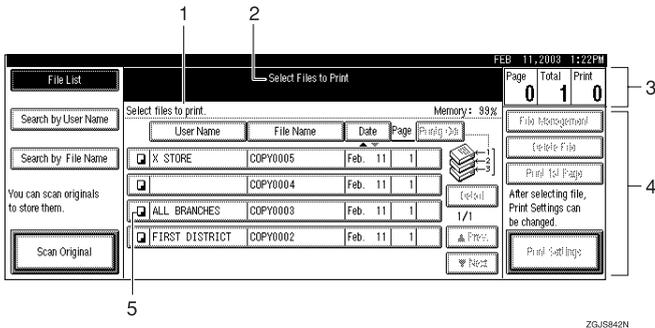
### Note

The following table shows the capacity of the Document Server.

	Number of pages for each file	Number of files	Number of pages in total
Copier	1,000 pages	3,000 files	9,000 pages
Printer			
Scanner			
Facsimile			

# Document Server Display

## ❖ Document Server Main Display



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**1. Operating status and messages appear.**

**2. The title of the currently selected screen appears.**

**3. The numbers of originals, copies, and printed pages appear.**

**4. The operation keys appear.**

**5. The modes in which the documents were stored are displayed.**

The icons below show the operation modes when documents have been stored in the Document Server.

Mode	Copier	Facsimile	Printer	Scanner
Icon				--

# Using the Document Server

## Storing Data

### ◆ File name

The stored documents will automatically be named as "COPY0001", "COPY0002". You can change assigned file names.

### ◆ User name

You can register a user name to distinguish the person or department that stored the documents. To assign it, you can register the user name by using the name assigned to the user code or by entering the name.

### 🔍 Reference

For more information about the user codes, see p.67 "User Code".

### ◆ Password

You can set a password for the stored documents, and use it to prevent others from printing the stored documents. When a password is set for the documents, **1** is added to the documents.

### 🔍 Reference

To store documents in a mode other than Document Server mode, see References for the respective modes.

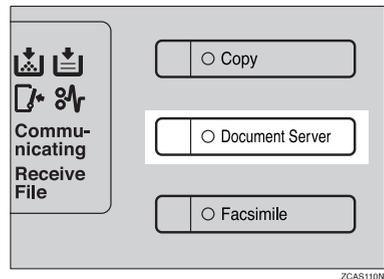
### ⚠ Important

- ❑ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.

### 📌 Note

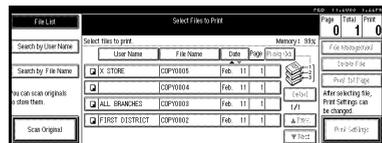
- ❑ Data stored in the Document Server is set to be deleted after 3 days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically. See p.64 "Auto Delete File".
- ❑ If you do not want the stored data to be deleted automatically, select **[No]** in Auto Delete File before storing your document. If you select **[Yes]** afterwards, the data stored after that will be deleted automatically.

### 1 Press the **[Document Server]** key.



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### 2 Press **[Scan Original]**.



### 3 Enter a file name, user name, or password if necessary.

### 📌 Note

- ❑ If you do not register a file name, one is automatically assigned.

**Reference**

p.36 “To register or change the user name”

p.37 “To change the file name”

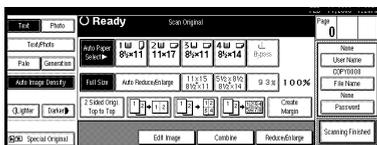
p.37 “To set or change the password”

**4 Place originals either on the exposure glass or in the ADF.**

**Reference**

For more information about the types of originals that can be placed and how to place them, see *Copy Reference*.

**5 Make any desired settings.**



**Reference**

For details, see *Copy Reference*.

**6 Press the [Start] key.**

The document is stored in the Document Server.

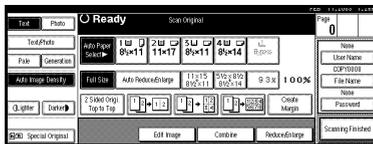
**Note**

- ❑ To stop scanning, press the **[Clear/Stop]** key. To resume the paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.
- ❑ When a password is stored, **1** appears on the left side of the file name.
- ❑ The stored documents are displayed on the Select Files to Print display. If this display does not appear, press **[Scanning Finished]**.

**To register or change the user name**

**1 Bring up the Scan Original display.**

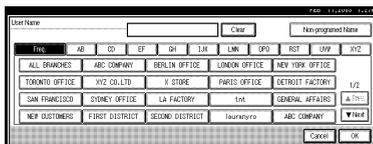
**2 Press [User Name].**



If user names have already been registered, the Change User Name display appears. To use an unregistered user name, press **[Non-programmed Name]**.

If the user names registered are used

**1 Select a registered user name from the list, and then press [OK].**



To change your user name to an unregistered user name, proceed to the next step.

**Reference**

p.67 “Registering a New User Code”

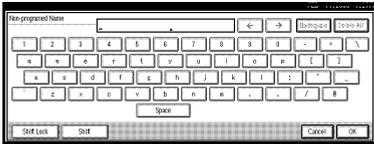
If unregistered user names are used

- 1 To enter an unregistered user name, press [Non-programmed Name].
- 2 Enter the new user name, and then press [OK].

 **Reference**  
p.129 "Entering Text".

If no user name has been registered

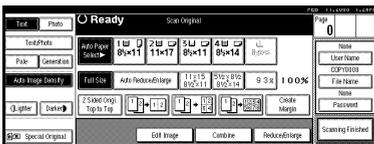
- 1 Enter the new user name, and then press [OK].



 **Reference**  
p.129 "Entering Text".

## To change the file name

- 1 Bring up the Scan Original display.
- 2 Press [File Name].



The Change File Name display appears.

- 3 Press [Delete All] to delete the old file name.

 **Note**

- You can also use [Backspace] to delete unnecessary characters.

- 4 Enter a new file name, and then press [OK].

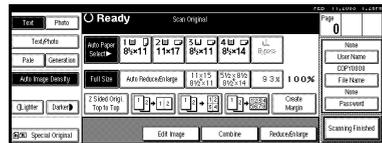
 **Note**

- A string of up to 20 characters can be entered as a file name. Note that only 15 characters of each file name are displayed in the document list.

 **Reference**  
p.129 "Entering Text"

## To set or change the password

- 1 Bring up the Scan Original display.
- 2 Press [Password].

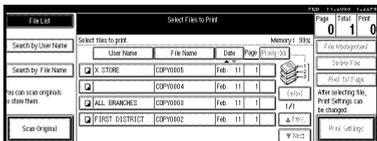


- 3 Enter the password using the number keys (4 digits), and then press [OK] or the [#] key.

3

## Changing the File Name, User Name, or Password

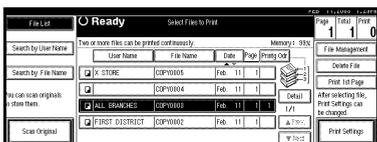
- 1 Press the **[Document Server]** key.
- 2 Select the document for which the user name, file name, or password is to be changed.



### Note

- If a password has already been set for the document, enter the password, and then press **[OK]**.

- 3 Press **[File Management]**.
- 4 Press **[Change File Name]**, **[Change User Name]**, or **[Change Password]**.



- 5 Enter the new file name, user name, or password using the letter keys or number keys, and then press **[OK]**.

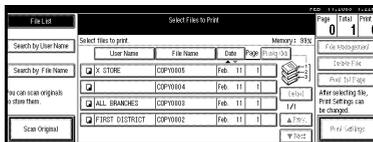
### Reference

- p.36 "To register or change the user name"
- p.37 "To change the file name"
- p.37 "To set or change the password"

- 6 Press **[OK]**.

## Selecting a Document

- 1 Press the **[Document Server]** key.
- 2 Select a document to be printed.



### Note

- If a password has been set for the document, enter the password, and then press **[OK]**.
- You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.39 "Searching for Stored Documents".
- You can sort document names in the list by user name, file name, or date. To sort the documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- If you cannot determine the contents of a document by file name, you can print just the first page of the document for checking purposes. See p.42 "Print first page".
- To cancel document selection, press the highlighted line for the selected document.

- 3 To print multiple documents, repeat step 2 in the order of documents to be printed.

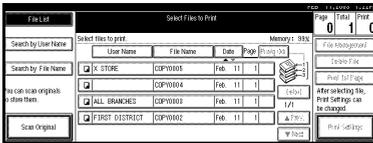
### Note

- You can select up to 30 documents.
- If the sizes or resolution of selected documents are not the same, the documents may not be printed.

- ❑ If you wish to change the order of printing, cancel the selection, and select documents again in the desired order.
- ❑ If you press the **[Clear Modes]** key, selection of all documents will be canceled.
- ❑ If you press **[Printg Odr]**, the documents will be displayed in the order of printing.

## To check the details of stored documents

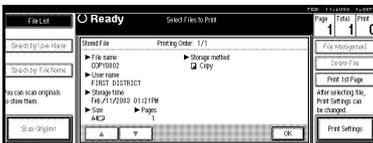
- 1** Select the document for which you want detailed information.



### Note

- ❑ If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

- 2** Press **[Detail]**.



Detailed information about the document is displayed.

### Note

- ❑ If you have selected several documents, use **[▲]** and **[▼]** to view the details of each.
- ❑ Press **[OK]**. The Select Files to Print display appears.

## Searching for Stored Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored in the Document Server. You can also list the stored documents in the order you prefer.

### Note

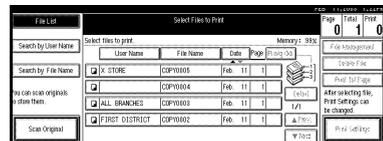
- ❑ If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search for and rearrange the documents using your computer.

### Reference

For more information, see the DeskTopBinder V2 Professional/Lite manuals or **[Help]** menu.

## To search by file name

- 1** Press the **[Document Server]** key.
- 2** Press **[Search by File Name]**.



- 3** Enter the file name using the letter keys, and then press **[OK]**.

Only the files beginning with the name entered appear in the Select Files to Print display.

### Reference

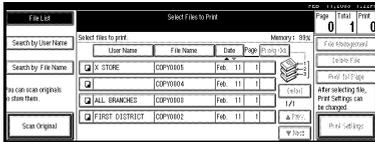
p.129 "Entering Text".

### Note

- ❑ To display all the files stored in the Document Server, press **[File List]**.

## To search by user name

- 1 Press the **[Document Server]** key.
- 2 Press **[Search by User Name]**.

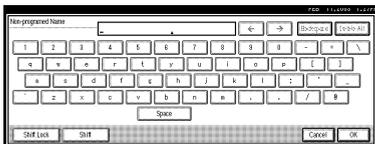


- 3 To specify a registered user name, select the user name from the displayed list, and then press **[OK]**.

### Note

- To specify an unregistered user name, follow the procedure below.

- 4 To specify an unregistered user name, press **[Non-programmed Name]**. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then press **[OK]**.



### Reference

p.129 "Entering Text"

- 5 Press **[OK]**.

Only the files beginning with the name entered appear in the Select Files to Print display.

### Note

- To display all the files stored in the Document Server, press **[File List]**.

## Printing Stored Documents

### Note

- You can print stored documents from a network computer using a Web browser. For details about how to start the Web browser, see *Network Guide*.

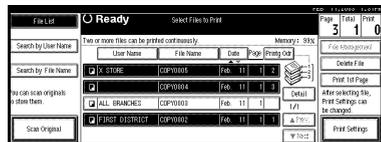
- 1 Press the line for the document you want to print.

### Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.
- You can print multiple documents. See p.38 "Selecting a Document" .

- 2 If you need to change print settings, press **[Print Settings]**.

The Print Settings display appears. User names, file names, and print order of documents appear.



### Note

- Print settings made for printing in copier or printer mode are stored after printing and applied to the next printing. Print settings made in facsimile mode, however, are not stored.
- If you select multiple documents, print settings remain in the first document, but they do not remain in other documents.

- ❑ Print setting items are listed below. For more information about print results according to each setting, see *Copy Reference*.

#### ◆ Binding format

- Two-sided copy top to top
- Two-sided copy top to bottom
- Booklet
- Magazine

#### ◆ Cover handling

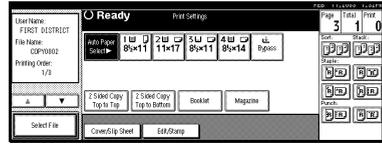
- Cover/Slip sheet
- Edit/Stamp

#### ◆ Finish

- Sort
- Stack
- Staple
- Punch (optional)

- ❑ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.42 "Sample copy" .
- ❑ When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.
- ❑ When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.
- ❑ If you select multiple files, you can confirm the file names or print order of the files selected in step 1 by scrolling through the list with [▼] and [▲].
- ❑ Press [Select File] to return to the Select Files to Print display.
- ❑ The Stamp function is not available for documents stored in facsimile mode.

### 3 Enter the required number of prints using the number keys.



#### Note

- ❑ Up to 999 can be entered.

### 4 Press the [Start] key.

The machine starts printing.

### Stop printing

#### 1 Press the [Clear/Stop] key.

#### 2 Press [Stop].

### Changing the number of copies during printing

#### Limitation

- ❑ The number of copies can only be changed when the Sort function is selected in the print settings.

#### 1 Press the [Clear/Stop] key.

#### 2 Press [Change Quantity].

#### 3 Use the number keys to enter a new number of copies.

#### 4 Press the [#] key.

#### 5 Press [Continue].

Printing restarts.

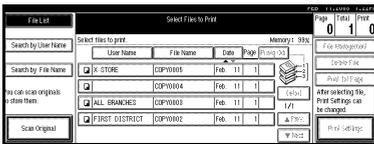
## Sample copy

If you print multiple sets using the Sort function, you can check the print order or the print settings are correct by printing only the first set using the **[Sample Copy]** key.

### Limitation

- This function can be used only when the Sort function is selected.

## 1 Select the document to be printed.



### Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.
- You can search for a document by user or file name using **[Search by User Name]** or **[Search by File Name]** respectively. See p.39 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press the highlighted line for the selected document.

## 2 Press the **[Sample Copy]** key.

The first set is printed out.

## 3 Press **[Continue]**.

Printing restarts.

### Note

- Press **[Suspend]** to cancel printing and return to the Print Settings menu to change settings.

## Print first page

You can print the first page of the document selected in the Select Files to Print display to check content.

If more than one document is selected, the first page of each is printed.

## 1 Select the document to be printed.

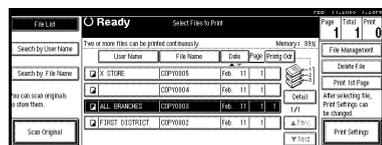
### Note

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

### Note

- You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. See p.39 “Searching for Stored Documents”.
- You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.
- To cancel a document selection, press the highlighted line for the selected document.

## 2 Press **[Print 1st Page]**.



## 3 Press the **[Start]** key.

## Deleting Stored Documents

### Important

- You can store up to 3,000 documents in the Document Server. No more documents can be stored when there are 3,000 documents in the Document Server. You should delete unnecessary documents.

### Note

- You can delete all the stored documents at once with User Tools. See p.64 “Delete All Files”.
- You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see *Network Guide*.

**1** Press the **[Document Server]** key.

**2** Select the document to be deleted.

### Note

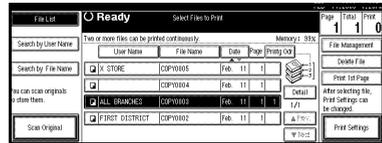
- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then press **[OK]**.

### Note

- You can delete multiple documents at once. See p.38 “Selecting a Document”.
- You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. See p.39 “Searching for Stored Documents”.
- You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

- If you cannot find the document using the name, you can print the first page of a document to check its contents. See p.42 “Print first page”.
- Press the selected line again to cancel the print job.

**3** Press **[Delete File]**.



**4** Press **[Delete]** to delete the document.

## Viewing Stored Documents on a Web Browser

### Reference

**[Help]** menu on the Web browser.

**1** Start a Web browser.

**2** Enter “http:// (the IP address of this machine) /” in the **[Address]** box.

The top page appears on the Web browser.

**3** Click **[Document Server]**.

The Document Server File List appears.

### Note

- The Document Server File List can be displayed without thumbnails. Click **[Details]**.

**4** Click the **Properties** icon of the document you want to check.

The information of that document appears.

- 5 Confirm the content of the document.

 **Note**

- To enlarge the preview of the document, click **[Enlarge Image]**.

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## Downloading Stored Documents

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3

 **Limitation**

- You cannot download documents stored in copier or printer mode.

- 1 Start a Web browser.

- 2 Enter "http:// (the IP address of this machine) /" in the **[Address]** box.

The top page appears on the Web browser.

- 3 Click **[Document Server]**.

The Document Server File List appears.

 **Note**

- The Document Server File List can be displayed without thumbnails. Click **[Details]**.

- 4 Click the **Properties** icon of the document you want to download.

- 5 Select **[PDF]**, **[JPEG]**, or **[Multi-page TIFF]** as the file format by clicking one of the icons.

# Settings for the Document Server

## ❖ Copier/Document Server Features. See "General Features 4/4", *Copy Reference*.

Items		Default
Copy Settings	Document Server Storage Key: F1	2 Sided Original Top to top
	Document Server Storage Key: F2	1 Sided → 1 Sided Combine
	Document Server Storage Key: F3	1 Sided → 1 Sided Combine: 4 Originals
	Document Server Storage Key: F4	1 Sided → 1 Sided Combine: 8 Originals
	Document Server Storage Key: F5	Create Margin

## ❖ System Settings. See p.51 "General Features", p.54 "Tray Paper Settings", p.57 "Timer Settings", and p.59 "Key Operator Tools".

	Items	Default
General Features	Warm Up Notice	ON
	Copy Count Display	Up
	Output: Document Server	Internal tray 1
Tray Paper Settings	Paper Tray Priority: Copier	Tray 1
	Cover Sheet Tray	OFF
	Slip Sheet Tray	OFF
Timer Settings	Copier/Document Server Auto Reset Timer	60 seconds
Key Operator Tools	Auto Delete File	Yes after 3 day(s)
	Delete All Files	--
	Password Management for Stored Files	Do not Unlock

3

# 4. User Tools (System Settings)

## User Tools Menu (System Settings)

### Reference

For details about Interface Settings and File Transfer, see “User Tools Menu (System Settings)”, *Network Guide*.

### ◆ General Features. See p.51 “General Features”.

	Default
Panel Tone	ON
Warm Up Notice	ON
Copy Count Display	Up
Function Priority	Copier
Print Priority	Display
Function Reset Timer	3 seconds
Output: Copier	Internal tray 1
Output: Document Server	Internal tray 1
Output: Facsimile	Internal tray 2
Output: Printer	Internal tray 1
Prepare Stapling	--

### ◆ Tray Paper Settings. See p.54 “Tray Paper Settings”.

	Default
Paper Tray Priority: Copier	Tray 1
Paper Tray Priority: Facsimile	Tray 1
Paper Tray Priority: Printer	Tray 1
Tray Paper Size: Tray 1	--
Tray Paper Size: Tray 2	--
Tray Paper Size: Tray 3	--
Tray Paper Size: Tray 4	--
Paper Type: Bypass tray	No display
Paper Type: Tray 1	No display / 2 Sided copy / Auto Paper Selection
Paper Type: Tray 2	No display / 2 Sided copy / Auto Paper Selection

	Default
Paper Type: Tray 3	No display / 2 Sided copy / Auto Paper Selection
Paper Type: Tray 4	No display / 2 Sided copy / Auto Paper Selection
Paper Type: LCT	No display / 2 Sided copy / Auto Paper Selection
Cover Sheet Tray	OFF
Slip Sheet Tray	OFF

◆ **Timer Settings. See p.57 “Timer Settings”.**

	Default
Auto Off Timer	1 minute(s)
Panel Off Timer	1 minute(s)
System Auto Reset Timer	60 seconds
Copier/Document Server Auto Reset Timer	60 seconds
Facsimile Auto Reset Timer	30 seconds
Scanner Auto Reset Timer	60 seconds
Set Date	--
Set Time	--

◆ **Interface Settings**

See “User Tools Menu (System Settings)”, *Network Guide*.

◆ **File Transfer**

See “User Tools Menu (System Settings)”, *Network Guide*.

◆ **Key Operator Tools**

	Default
User Code Management	OFF
Key Counter Management	All OFF
External Charge Unit Management	--
Key Operator Code	OFF
Display/Print Counter	--
Display/Clear/Print Counter per User Code	--
Print Address Book: Destination List	--
Address Book Management	--
Address Book: Program/Change/Delete Group	--

	<b>Default</b>
Address Book: Program/Change/Delete Transfer Request	--
Address Book: Change Order	--
Address Book: Edit Title	--
Address Book: Select Title	Title 1
Auto Delete File	After 3 day(s)
Delete All Files	--
Password Management for Stored Files	Do not Unlock
Key Operator's E-mail Address	--
Machine E-mail Address	--
AOF (Always ON)	ON
Extended Security	Off

## Accessing User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default.

### Note

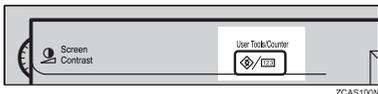
- Operations for system settings differ from normal operations. After using User Tools, be sure to exit. See p.50 “Exiting from User Tools”.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** or **[Clear Modes]** key is pressed.

## Changing Settings

### Note

- If a key operator code has been set, the key operator code entry dialog box appears. Enter the key operator code, and then press **[OK]**. See p.59 “Key Operator Code”.

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



- 2** Press **[System Settings]**.

- 3** Select the desired menu and press the desired key.

### Reference

p.47 “User Tools Menu (System Settings)”

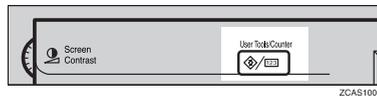
- 4** Change settings by following instructions on the display panel, and then press **[OK]**.

### Note

- To cancel changes made to settings and return to the main function menu, press the **[User Tools/Counter]** key.

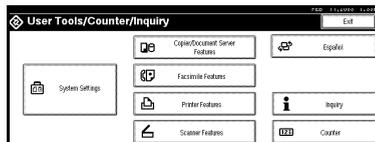
## Exiting from User Tools

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



### Note

- You can also exit from User Tools by pressing **[Exit]**.



# Settings You Can Change with User Tools

## Reference

To access User Tools, see p.50 “Accessing User Tools (System Settings)”.

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## General Features

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### ❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

#### Note

Default: *ON*

### ❖ Warm Up Notice (copier/Document Server)

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

#### Note

If the Panel Tone setting is “OFF”, the beeper does not sound, whatever the Warm Up Notice setting.

Default: *ON*

### ❖ Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

#### Note

Default: *Up (count up)*

### ❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

#### Note

Default: *Copier*

### ❖ Print Priority

Print priority is given to the mode selected.

#### Reference

p.28 “Multi-Access”

#### Note

Default: *Display mode*

When “Interleave” is selected, the current print job will be interrupted after a maximum of five sheets.

- ❑ When the optional internal tray 2, 1000-Sheet finisher, 2 Tray finisher or booklet finisher is installed on the machine, you can specify an output tray to which documents are delivered. For more information about how to specify an output tray for each function, see the following descriptions:
  - p.52 "Output: Copier (copier)"
  - p.53 "Output: Document Server (Document Server)"
  - p.53 "Output: Facsimile (facsimile)"
  - p.53 "Output: Printer (printer)"

#### ❖ Function Reset Timer

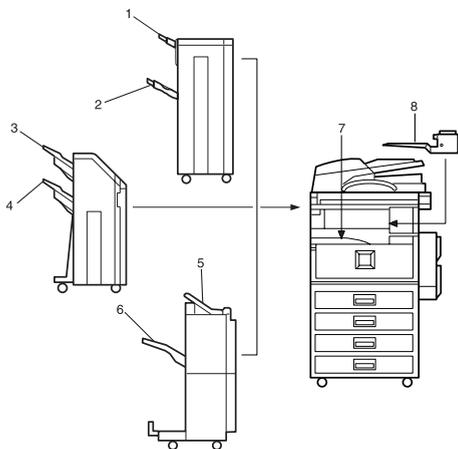
You can set the length of time the machine waits before changing modes when using the multi-access function (see p.28 "Multi-Access"). This is useful if you make many copies and you have to change settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job.

#### Note

- ❑ Default: *Set Time*
- ❑ The Function Reset Timer setting is ignored if "Interleave" is set for Print Priority (see p.51 "Print Priority").
- ❑ When you select "Set Time", enter the time (3–30 seconds in 1 second increments) with the number keys.
- ❑ The default time is 3 seconds.

#### ❖ Output: Copier (copier)

You can specify a tray to which documents are delivered.



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**1. Finisher upper tray**

**2. Finisher shift tray**

**3. Finisher shift tray 1**

**4. Finisher shift tray 2**

**5. Finisher upper tray****7. Internal tray 1****6. Finisher shift tray****8. Internal tray 2** **Note**

- Default: *Internal tray 1*

**❖ Output: Document Server (Document Server)**

You can specify a tray to which documents are delivered.

 **Note**

- Default: *Internal tray 1*
- For details about output trays, see p.52 “Output: Copier (copier)”.

**❖ Output: Facsimile (facsimile)**

You can specify a tray to which documents are delivered.

 **Note**

- Default: *Internal tray 2*
- For details about output trays, see p.52 “Output: Copier (copier)”.

**❖ Output: Printer (printer)**

You can specify a tray to which documents are delivered.

 **Note**

- Default: *Internal tray 1*
- The output trays set on the printer driver have priority over the output tray specified above.
- For details about output trays, see the illustration on p.52 “Output: Copier (copier)”.

**❖ Prepare Stapling**

When the booklet finisher is installed, perform a stapling test (five to seven times) after replacing staples for saddle stitching, or removing jammed staples.

 **Note**

- The display for this setting appears only when the booklet finisher is installed. See p.115 “Using “Prepare Stapling” in User Tools to initialize the staple unit”.

## Output tray settings

### Limitation

- You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
- When the 1000-Sheet finisher, 2 Tray finisher or booklet finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the finisher shift tray, finisher shift tray 1 or finisher shift tray 2 regardless of the output tray specified.

## Tray Paper Settings

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### ❖ Paper Tray Priority: Copier (copier/Document Server)

You can specify the tray to supply paper for output.

#### Note

- Default: *Tray 1*

### ❖ Paper Tray Priority: Facsimile (facsimile)

You can specify the tray to supply paper for output.

#### Note

- Default: *Tray 1*

### ❖ Paper Tray Priority: Printer (printer)

You can specify the tray to supply paper for output.

#### Note

- Default: *Tray 1*

### ❖ Tray Paper Size: Tray 1–4

Select the size of the copy paper set in the paper tray.

- The paper sizes you can set for Tray 1 to Tray 4 are as follows:
  - A3 , B4 JIS (Japanese Industrial Standard) , A4 , A4 , B5 JIS , B5 JIS , A5 
  - 11"×17" , 8<sup>1</sup>/<sub>2</sub>"×14" , 8<sup>1</sup>/<sub>2</sub>"×13" , 8<sup>1</sup>/<sub>2</sub>"×11" , 8<sup>1</sup>/<sub>2</sub>"×11" , 8<sup>1</sup>/<sub>4</sub>"×13" , 8<sup>1</sup>/<sub>4</sub>"×14" , 11"×14" , 8"×13" , 7<sup>1</sup>/<sub>4</sub>"×10<sup>1</sup>/<sub>2</sub>" , 8"×10<sup>1</sup>/<sub>2</sub>" , 8"×10<sup>1</sup>/<sub>2</sub>" , 5<sup>1</sup>/<sub>2</sub>"×8<sup>1</sup>/<sub>2</sub>" 

### Important

- If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

 **Note**

- The tray fence for the optional LCT is fixed. If you need to change the paper size, contact your service representative.
- If the paper size set for the dial in the paper tray is different to the paper size for this setting, the paper size of the dial has priority.
- If you load paper in the paper tray that is not available on the paper size dial, set the dial to "✖".

 **Reference**

p.108 "Changing the Paper Size"

**◆ Paper Type: Bypass tray**

Sets the display so you can see what type of paper is loaded in the bypass tray.

- The paper types you can set for the bypass tray are as follows:
  - recycled paper, special paper, color paper, letterhead, label paper, punched paper, bond paper, cardstock, thick paper, OHP

 **Note**

- Default: *No display*

**◆ Paper Type: Tray 1-4**

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

- The paper types you can set are as follows:
  - recycled paper, special paper, color paper, letterhead, preprinted paper, punched paper, bond paper, cardstock

 **Note**

- Default:
  - Paper Type: *No display*
  - Copying Method: *2 Sided Copy*
  - Apply Auto Paper Select: *Yes*
- When paper of the same type and size are loaded in two different paper trays and you want to specify one as 2 Sided Copy and one as 1 Sided Copy, specify the upper one as 2 Sided Copy. If one of the trays is specified as the default in Paper Tray Priority, assign 2 Sided Copy to that tray.
- A  is displayed next to the paper tray if [No] is selected in Auto Paper Select.

 **Limitation**

- [Auto Paper Select] can only be selected for the copier function if [No display] and [Recycled paper] are selected. If [No] is selected, Auto Paper Select will not be valid for the tray.

### ❖ Cover Sheet Tray

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

#### Note

- Default:
  - Tray to program: *NONE*
- The functions that use the cover sheet tray setting are the front cover function and front/back cover function.
- When [At Mode Selected] is selected, the cover sheet tray settings are only displayed when the cover function or slip sheet function is selected.
- When [Full Time] is selected, the cover sheet tray is always displayed.
- You can make the Copying Method in Duplex setting only when [At Mode Selected] is selected.

#### Reference

"Covers", *Copy Reference*

### ❖ Slip Sheet Tray

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

#### Note

- Default:
  - Tray to program: *NONE*
- When [At Mode Selected] is selected, the slip sheet tray settings are only displayed when the cover function or slip sheet function is selected.

#### Reference

"Slip Sheets", *Copy Reference*

## Timer Settings

### ❖ Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has passed following job completion. This function is called "Auto Off".

The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

#### Note

- Default: *1 minute(s)*
- The time can be set from 10 seconds to 240 minutes using the number keys.
- When in "Off mode" or "Sleep mode", the machine can be ready for use within 10 seconds (Type 1), and 15 seconds (Type 2) respectively.
- Auto Off may not work when errors are displayed.

### ❖ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

#### Note

- Default: *1 minute(s)*
- Enter a time interval between 10 seconds and 999 seconds using the number keys.

### ❖ System Auto Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval. See p.51 "Function Priority".

#### Note

- Default: *Yes, 60 seconds*
- The time can be set from 10 to 999 seconds in 1 second increments using the number keys.

### ❖ Copier/Document Server Auto Reset Timer (copier/Document Server)

Specifies the time to elapse before copier and Document Server modes reset.

#### Note

- If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
- Default: *Yes, 60 seconds*
- The time can be set from 10 to 999 seconds using the number keys.

❖ **Facsimile Auto Reset Timer (facsimile)**

Specifies the time to elapse before the facsimile mode is reset.

 **Note**

- Default: *30 seconds*
- The time can be set from 30 to 999 seconds using the number keys.

❖ **Scanner Auto Reset Timer (scanner)**

Specifies the time to elapse before the scanner mode resets.

 **Note**

- If **[No]** is selected, the machine will not automatically switch to the user code entry screen.
- Default: *Yes, 60 seconds*
- The time can be set from 10 to 999 seconds using the number keys.

❖ **Set Date**

Set the date for the copier's internal clock using the number keys.

 **Note**

- To change between year, month, and day, press **[←]** and **[→]**.

❖ **Set Time**

Set the time for the copier's internal clock using the number keys.

 **Note**

- To change between hours, minutes and seconds, press **[←]** and **[→]**.
- Enter the time using the 24-hour format (in 1 second increments).

## Key Operator Tools

The key operator must set the following items. For settings or more information, contact the key operator.

The key operator is recommended to program an access code when performing the settings. See p.59 “Key Operator Code”.

### ◆ User Code Management

Allows you to control who uses the machine by setting codes for users.

User codes must be registered for user code management. See p.67 “User Code”.

#### Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*
- By using Auto Program for the printer, you can keep a print log for each user code entered from the driver.

### ◆ Key Counter Management

Use the key counter to specify whether users are limited or not.

#### Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

### ◆ External Charge Unit Management

Use the external charge unit to limit the user's charge and to manage the use.

#### Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

### ◆ Key Operator Code

This specifies whether or not to use passwords (max. 8 digits) to control use of the Key Operator Tools settings for access codes.

#### Note

- Default: *OFF*
- If you select [ON], enter the access code (max. 8 digits) with the number keys, and then select [Partial] or [All Initial Settings] to set the access limit.
  - If you selected [Partial]
 

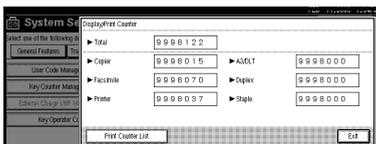
An access code is only required for Timer Setting, Key Operator Tools for the initial system settings and for Key Operator Tools for the initial fax settings. [Menu Protect] can be set for [Maintenance] in the initial printer settings. If you set [Menu Protect], you can set the key operator code for part of the initial printer settings. See "Printer Features Parameters", *Printer Reference*.

- If you selected [All Initial Settings]  
An access code will be required to access all items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- If you select [All Initial Settings], you will need to enter an access code to access the Key Operator Code display.

◆ **Display/Print Counter**

Allows you to view and print the number of prints.

- Display/Print Counter  
Displays the number of prints for each function (Total, Copier, Facsimile, Printer, A3/DLT, Duplex and Staple).
- Print Counter List  
Prints out a list of the number of prints for each function.
- To print the counter list
  - ① Press the **[User Tools/Counter]** key.
  - ② Press **[System Settings]**.
  - ③ Press **[Key Operator Tools]**.
  - ④ Press **[Display/Print Counter]**.
  - ⑤ Press **[Print Counter List]**.



- ⑥ Press the **[Start]** key.
- ⑦ Press **[Exit]**.

◆ **Display/Clear/Print Counter per User Code**

Allows you to view and print the numbers of prints accessed with user codes and to set the values to 0.

**Note**

- Press **[▲]** and **[▼]** to show all the numbers of prints.
- The number of prints may differ from the counter value in Display/Print Counter.
  - Print counter per user code  
Prints the number of prints for each of the user codes.
  - Clear counter per user code  
Sets the number of prints for each of the user codes to 0.

 **Note**

- ❑ Print list for each user code, see p.71 “Printing the Number of Prints for Each User Code”.
  - Print counter for all user codes  
Prints the number of prints for all the user codes.
  - Clear counter for all user codes  
Sets the number of prints for all the user codes to 0.

**◆ Print Address Book: Destination List**

You can print the destination list registered in the address book.

- Print in Title 1 Order  
Prints the address book in Title 1 order.
- Print in Title 2 Order  
Prints the address book in Title 2 order.
- Print in Title 3 Order  
Prints the address book in Title 3 order.
- Print Group Dial List  
Prints the group address book.

① Select the print format.

② To print the list on two-sided pages, select **[Print on 2 Sides]**.

**◆ Address Book Management**

You can add, change, or delete the following:

- User codes
- Destinations used in facsimile and scanner mode  
For details about these operations, see p.67 “User Code”, p.73 “Fax Destination”, and p.78 “E-mail Destination”.
- **[Program/Change]**  
This registers new user codes. You can register and change the items below:
  - User name  
User (destination) name, key name, registration number, title selection
  - User code  
User code, available functions
  - Fax  
Facsimile number, international TX mode, fax header, label insertion
  - E-mail  
E-mail address, sender registration, sender's password, enter password
- **[Delete]**  
Deletes a user.

 **Note**

- You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.
- You can also register user codes from SmartNetMonitor for Admin (printer option required).
- You can also register user codes from the Web browser.

◆ **Address Book: Program/Change/Delete Group**

You can register multiple users in a group.

Then you can easily control registered users for each group.

For details about operations, see p.82 “Registering Destinations to a Group”.

• **[Program/Change]**

This registers new groups, or changes the group name, key name, title selection, or registration number.

• **[Delete]**

Deletes a group.

 **Note**

- You can register up to 100 groups.

◆ **Address Book: Program/Change/Delete Transfer Request**

You can register the fax destinations when using Transfer Request function in facsimile mode.

For details about operations, see p.85 “Registering the Transfer Request”.

• **[Program/Change]**

This registers new transfer requests and receiving stations, or changes the transfer request name, key name, title selection, or registration number.

• **[Delete]**

Deletes a transfer request.

 **Note**

- You can register up to 100 transfer requests.

◆ **Address Book: Change Order**

Changes the order of registered users (destinations).

 **Note**

- You can rearrange the order of items on the same page, but you cannot move items to another page. For example, you cannot move an item from “PLANNING” ([OPQ]) to “DAILY” ([CD]).

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

② Press **[System Settings]**.

③ Press **[Key Operator Tools]**, and then press **[▼Next]**.

- ④ Press **[Address Book: Change Order]**.

System Settings		
Select one of the following default settings:		
General Features	Tray/Paper Settings	Timer Settings
Interface Settings	File Transfer	Key Operator Tools
Address Book: Management	Address Book: Select Title	Title 1
Address Book: Program/Change/Delete Group	Auto Delete File	After 3 day(s)
Address Book: Program/Change/Delete Transfer Request	Delete All Files	
Address Book: Change Order	Password Management for Shared Files	
Address Book: Edit Title		2/0 ▲ Previous ▼ Next

- ⑤ Press the user (destination) key to be moved.

Address Book: Change Order												
Select user (destination) or enter No. with Number keys to move.												
[Input field]												
All Users	FAC	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Switch Title
By User Code	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	Programmed 1/3 08/21/10
By Fax Destination	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▲
By E-mail Address	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▼

### Note

- You can select a user with the number keys.

- ⑥ Press the user destination key that is in the place you want to move to.

Address Book: Change Order												
Select user (destination) or enter No. with Number keys to specify where to move to.												
[Input field]												
All Users	FAC	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Switch Title
By User Code	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	Programmed 1/3 08/21/10
By Fax Destination	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▲
By E-mail Address	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▼

The user (destination) selected in step ⑤ moves to the place selected in step ⑥, and keys for other users will also shift.

Address Book: Change Order												
Moved.												
[Input field]												
All Users	FAC	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	Switch Title
By User Code	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	Programmed 1/3 08/21/10
By Fax Destination	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▲
By E-mail Address	00000	00001	00002	00003	00004	00005	00006	00007	00008	00009	00010	▼

### Note

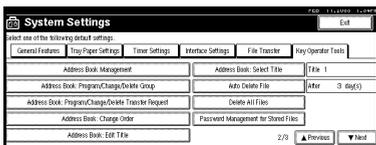
- You can select a user using the number keys.

## ◆ Address Book: Edit Title

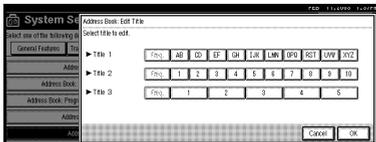
You can edit the title to find a desired user easily.

- Press the **[User Tools/Counter]** key.
- Press **[System Settings]**.
- Press **[Key Operator Tools]**, and then press **[▼Next]**.

- ④ Press **[Address Book: Edit Title]**.



- ⑤ Press the title key to be changed.



- ⑥ Enter the new name, and then press **[OK]**.

- ⑦ Press **[Exit]**.

#### ◆ **Address Book: Select Title**

Specifies the title to select a user.

##### **Note**

- Default: *Title 1*

#### ◆ **Auto Delete File**

Specifies whether documents stored in the Document Server are to be deleted or not after a specified period of time.

##### **Note**

- Default: *Yes After 3 day(s)*
- If you select [Yes], the documents stored hereafter will be deleted after a specified period.
- If you select [No], documents will not be deleted automatically.
- If you select [Yes], enter a number of days within the range of 1-180 (in 1 day increments).
- The factory default is 3 days, which means documents will be deleted 3 days (72 hours) after they are stored.

#### ◆ **Delete All Files**

All documents stored in the Document Server will be deleted.

##### **Note**

- Even if a password has been set, all documents will be deleted.
- A confirmation message appears. To delete all documents, select **[OK]**.

### ❖ Password Management for Stored Files

- Unlocking a locked document  
When a document is locked due to entering a wrong password, this function unlocks the document to allow access.
- Temporarily disabling document security  
Documents having a password can temporarily be accessed without entering the password.

#### Note

- Default : *Do not Unlock*
- Only when you forget the password, select **[Unlock]**. After you access the document, be sure to select **[Do not Unlock]**.

#### Reference

- p.133 "Unlocking a Locked Document"
- p.133 "Temporarily Disabling Document Security"

### ❖ Key Operator's E-mail Address

By registering the operator's e-mail address, you can send an e-mail if problems arise. Specifies whether or not to use this function.

#### Note

- Default: *blank*

### ❖ Machine E-mail Address

Specify whether or not to use this function.

#### Note

- Default: *blank*

### ❖ AOF (Always ON)

Specifies whether or not to use Auto Off.

#### Note

- Default: *ON*

### ❖ Extended Security

Specify whether or not to use security function.

#### Note

- Default : *Off*
- You have to set the six-digit key operator code to set Extended Security. See p.59 "Key Operator Code".
- When the Extended Security function is on, a security mark  appears on the left side of the date, at the upper right of the display panel.

#### Reference

For details about security, see p.131 "Security".

# Address Book

You can register the following items in the Address Book.

## ◆ User Code

By registering user codes, you can limit users to particular functions and check their use of each function.

The items you can register are as follows:

- User code
- Available functions

### Reference

p.67 "User Code"

## ◆ Fax destination

You can send documents read in facsimile mode by fax.

The items you can register are as follows:

- Facsimile number
- Fax header
- Label insertion
- International TX mode

### Reference

p.73 "Fax Destination"

## ◆ E-mail destination

You can send documents scanned in scanner mode by e-mail.

The items you can register are as follows:

- E-mail address
- Sender registration
- Sender's password
- Enter password

### Reference

p.78 "E-mail Destination"

# User Code

By registering user codes, you can limit users to the following functions and check their use of each function.

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

## Note

- The number of copies for the document stored in the Document Server in facsimile mode is counted for each user code. So you can check the usage of each user.
- The number of copies scanned in scanner mode is counted for each user code. So you can check the usage of each user.
- To register the user code of the printer driver automatically, select **[Auto Program]** for the printer in User Code Management. If you use the user code set in User Tools, select **[ON]**. Set the user codes registered in User Tools for the printer driver. See p.59 “User Code Management”.

## Reference

For details about setting the user codes for the printer driver, see *Printer Reference* or the Help file of the printer driver.

## Important

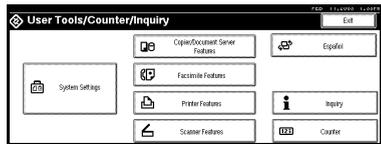
- The functions associated with each user code are the same. If you change or delete user codes, management data and limits of that code will become invalid.

## Registering a New User Code

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



- 2** Press **[System Settings]**.



- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address Book Management]**.

- 5** Press **[New Program]**.

## Note

- To assign a user code to a registered user, press the user key whose user code is to be registered, or enter the registered number using the number keys.

- 6** Set the user information.

## Note

- To register a user code to a registered user, skip to step **7**.

To register the user name and key name

- 1** Press **[Change]** on the right of the user name or key name.

The user name or key name entry dialog box appears.

- 2 Enter the user name or key name, and then press [OK].

**Note**

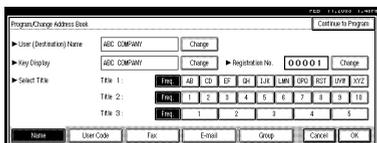
- You can use the same user name as that assigned to the documents in Document Server mode. In this case, entry of the user code is not required. p.33 “Document Server”

**Reference**

p.129 “Entering Text”

To select the title

- 1 Press the key for the classification you want to use under Select Title.

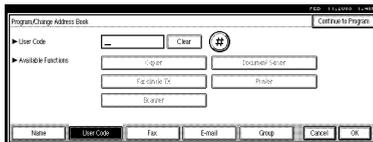


**Note**

- The keys you can select are as follows:
  - [Freq]... Added to the page that is displayed first.
  - [AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ], [1] to [10]... Added to the list of items in the title selected.
- You can select Freq. page and one more page in each title.

- 7 Press [User Code].

- 8 Enter the user code using the number keys, and then press [#].

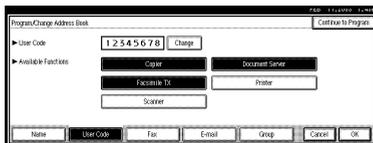


**Note**

- If you make a mistake, press [Clear] or the [Clear/Stop] key, and then enter the code again.

- 9 Select the functions to be used with the user code from Available Functions.

- 10 To continue registering user codes, press [Continue to Program], and then repeat procedures from step 6.



- 11 Press [OK].

- 12 Press [Exit].

- 13 Press the [User Tools/Counter] key.

## Changing a User Code

### Note

- Even if you change a user code, the counter value will not be cleared.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.

- 5** Select the registered user code you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

### Note

- If you press , you can search the user by user name/index, user code, fax destination or e-mail address.

- 6** Enter the new information for the item you want to change.

To change the user (destination) name or key name

- 1** Press **[Change]** on the right of the user (destination) name or key name.
- 2** Enter the user (destination) name, and then press **[OK]**.

### Reference

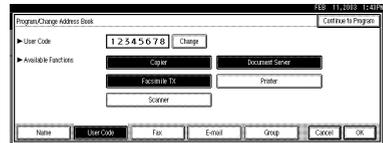
p.129 "Entering Text"

To change the title

- 1** Press the key for the classification you want to use from **Select Title**.

## Changing the user code

- 1** Press **[User Code]**.
- 2** Press **[Change]**, and then enter the new user code using the number keys.



- 3** Press **[#]**.

To change the available functions

- 1** Press **[User Code]**.
- 2** Press the key to select the functions to be enabled.

### Note

- Press the key to make it highlighted, and the function will be enabled.

- 7** Press **[OK]**.
- 8** Press **[Exit]**.
- 9** Press the **[User Tools/Counter]** key.

## Deleting a User Code

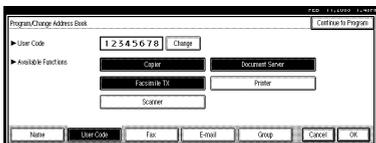
### Important

- This operation also deletes user codes registered for multiple functions. User control with the deleted user code will be disabled.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.

### To delete the user code

- 1** Select a user (destination) whose code is to be deleted.  
Press the user (destination) key, or enter the registered number using the number keys.
- 2** Press **[User Code]**.
- 3** Press **[Change]** to delete the user code, and then press **[#]**.



- 4** Press **[OK]**.

### To delete a user (destination)

- 1** Press **[Delete]**.
- 2** Select the user (destination) you want to delete.  
Press the user (destination) key, or enter the registered number using the number keys.

### Note

- If you press , you can search the user by user name/index, user code, fax destination or e-mail address.

- 3** Press **[Yes]** in the confirmation screen.

- 5** Press **[Exit]**.

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

## Displaying the Number of Prints for Each User Code

You can check the number of prints under each function's user code.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**.
- 4** Press **[Display/Clear/Print Counter per User Code]**.
- 5** Select **[Print Counter]**, **[Transmission Counter]** or **[Scanner Counter]**.

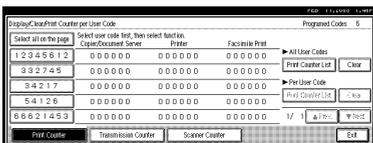
The individual function counters for each user code are displayed.

## Printing the Number of Prints for Each User Code

You can print out the number of prints for each user code using [Print Counter], [Transmission Counter] or [Scanner Counter]. Also, you can print a combination of them.

To print the number of prints for each user code

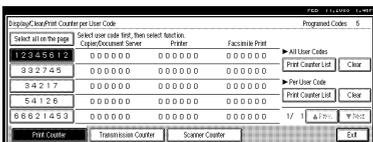
- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools].
- 4 Press [Display/Clear/Print Counter per User Code].
- 5 Select a user code from the left side of the display.



### Note

- Press [Select all on the page] if you want to select all user codes on the page.

- 6 Press [Print Counter List] under Per User Code.



### Note

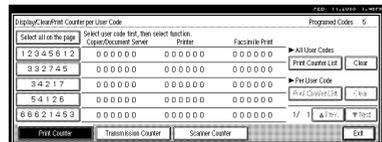
- Enter the user code, and then press [#] if the user code is registered.

- 7 Select the function usage you want to print from [Print Counter], [Transmission Counter] and [Scanner Counter].

- 8 Press [Print].

To print the number of prints for all user codes

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Key Operator Tools].
- 4 Press [Display/Clear/Print Counter per User Code].
- 5 Press [Print Counter List] under All User Codes.



### Note

- Enter the user code, and then press [#] if the user code is registered.

- 6 Select the function usage you want to print from [Print Counter], [Transmission Counter] and [Scanner Counter].

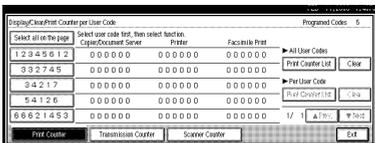
- 7 Press [Print].

## Clearing the Number of Prints

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**.
- 4 Press **[Display/Clear/Print Counter per User Code]**.
- 5 Select the user code to clear.

To clear the number of prints for a specific user code

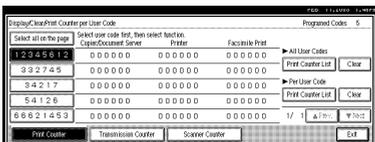
- 1 Select a user code from the left side of the display.



### Note

- Press **[Select all on the page]** if you want to select all user codes on the page.

- 2 Press **[Clear]** under Per User Codes.

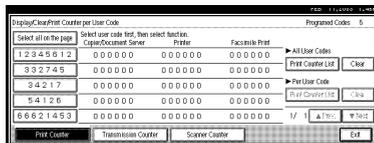


- 3 Select the function usage you want to clear from **[Print Counter]**, **[Transmission Counter]** and **[Scanner Counter]**.

- 4 Press **[OK]**.

To clear the number of prints for all user codes

- 1 Press **[Clear]** under All User Codes.



- 2 Select the function usage you want to clear from **[Print Counter]**, **[Transmission Counter]** and **[Scanner Counter]**.

- 3 Press **[OK]**.

# Fax Destination

By registering a fax destination, you do not need to enter the fax numbers each time, and can send documents read in facsimile mode by fax.

- It is easy to select the fax destination if you register a “User (destination) name” and “Key name” for the fax destination.
- You can register a fax destination as a group.

You can program the following items in a fax destination:

## ◆ Facsimile number

Register the destination's facsimile number. You can enter a facsimile number using up to 254 digits. You cannot omit any number.

You can also set a SEP/SUB/PWD/SID code (20 digits maximum for each).

## ◆ Line

When the optional extra G3 interface unit is installed, you can select the line type per destination.

## ◆ Fax header

You can select to print the fax header on fax messages that the other party receives. The factory default is 1st Name. See *Facsimile Reference <Advanced Features>*.

## ◆ Label insertion

With this function you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by “To”. You can also select to stamp a standard message on the second and third lines after that.

## ✎ Note

- You can program a standard message other than those registered in the machine. See “Programming, Changing, and Deleting Standard Messages”, *Facsimile Reference <Advanced Features>*.

## ◆ International TX mode

When setting the International TX mode to “ON”, the machine transmits more carefully by lowering transmission speed. However, communication time will increase.

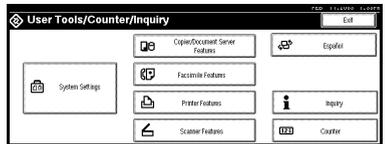
4

## Registering a Fax Destination

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



- 2 Press **[System Settings]**.



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

- 5 Press **[New Program]**.

## ✎ Note

- To register a fax destination to a registered user, press the user key you want to register, or enter the registered number using the number keys.

## 6 Set the user's information.

### Note

- To register a fax destination to a registered user, skip to step 7.

To register the user (destination) name and key name

### 1 Press [Change] under User (Destination) Name or Key Display.

The user (destination) name or key name entry dialog box appears.

### 2 Enter the user (destination) name or key name, and then press [OK].

### Note

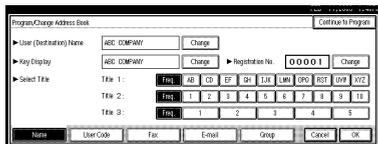
- You can use the user name when selecting a destination to send a fax to.
- You can register the user code following the user name. For details, see p.67 "User Code".

### Reference

p.129 "Entering Text"

To select the title

### 1 To classify the user with the title, press the title key under Select Title.



### Note

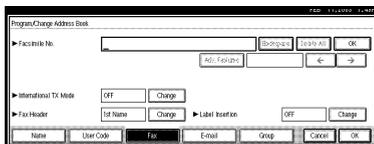
- The keys you can select are as follows:

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the title selected.

- You can select Freq. page and one more page in each title.

## 7 Press [Fax].

## 8 Enter the facsimile number with the number keys, and then press [OK].



To select the line

### 1 Press [Select Line].

### 2 Select the line, and then press [OK].

To program a SUB Code

### 1 Press [Adv. Features], and then select [SUB Code].

### 2 Press [Change] under TX SUB Code.

### 3 Enter a SUB Code with the number keys, and then press [OK].

### 4 To enter a password, press [Change] under Password (SID).

### 5 Enter a password using the number keys, and then press [OK].

### 6 Press [OK].

---

### To program a SEP Code

---

- ❶ Press **[Adv. Features]**, and then select **[SEP Code]**.
- ❷ Press **[Change]** under **RX SEP Code**.
- ❸ Enter a SEP Code with the number keys, and then press **[OK]**.
- ❹ To enter a password, press **[Change]** under **Password (PWD)**.
- ❺ Enter a password using the number keys, and then press **[OK]**.
- ❻ Press **[OK]**.

---

### Setting the International TX mode

---

- ❶ Press **[Change]** under **International TX Mode**.
- ❷ Select **[OFF]** or **[ON]**, and then press **[OK]**.

---

### To select the fax header

---

 **Note**

- You can register the fax header name in Program Fax Information under the system settings of Facsimile Features. See *Facsimile Reference <Advanced Features>*.

- ❶ Press **[Change]** under **Fax Header**.
- ❷ Select **[1st Name]** or **[2nd Name]**, and then press **[OK]**.

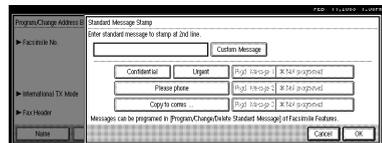
---

### Setting label insertion

---

When Label Insertion is set ON, the receiver's name and standard messages will be printed on the fax message when it is received at the other end.

- ❶ Press **[Change]** under **Label Insertion**.
- ❷ Select **[ON]**.
- ❸ Press **[Change]** under **Line 2**.
- ❹ Select a standard message to print on the second line. To stamp a customized message, press **[Custom Message]**.



- ❺ Enter the message, and then press **[OK]**.

 **Reference**

p.129 "Entering Text"

- ❻ Press **[OK]**.
- ❼ Press **[Change]** under **Line 3**.
- ❽ Select a standard message, and then press **[OK]**.
- ❾ Press **[OK]**.
- ❿ Press **[OK]**.

 **Note**

- When a group is registered, you can add this fax destination to the group. See p.82 "Registering Destinations to a Group".

## Changing a Registered Fax Destination

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user of the registered fax destination you want to change.

Press the user key you want to change, or enter the registered number using the number keys.

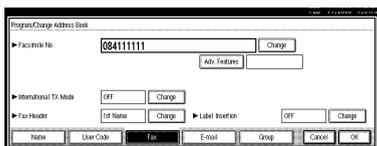
### Note

- If you press , you can search the user by user name/index, user code, fax destination or e-mail address.

- 6** Press **[Fax]**.
- 7** Enter the items.

To change the fax number

- 1** Press **[Change]** under Facsimile No.



- 2** Enter the new facsimile number using the number keys, and then press **[OK]**.

To change the line

- 1** Press **[Select Line]**.
- 2** Select the line type.
- 3** Press **[OK]**.

To change the SUB Code

- 1** Press **[Adv. Features]**.
- 2** Press **[Change]** under TX SUB Code.
- 3** Enter the new SUB Code, and then press **[OK]**.
- 4** To change the password, press **[Change]** under Password (SID).
- 5** Enter the new password, and then press **[OK]**.
- 6** Press **[OK]**.

To change the SEP Code

- 1** Press **[Adv. Features]**.
- 2** Press **[Change]** under RX SEP Code.
- 3** Enter the new SEP Code, and then press **[OK]**.
- 4** To change the password, press **[Change]** under Password (PWD).
- 5** Enter the new password, and then press **[OK]**.
- 6** Press **[OK]**.

To change the fax header

- 1** Press **[Change]** under Fax Header.
- 2** Select the fax header, and then press **[OK]**.

---

### To change the label insertion

---

- 1 Press **[Change]** under Label Insertion.
- 2 Press **[Change]** under Line 2.
- 3 Select the new standard message, or press **[Custom Message]** to enter the new message.
- 4 Press **[OK]**.
- 5 Press **[Change]** under Line 3.
- 6 Select the new standard message, and then press **[OK]**.
- 7 Press **[OK]**.

- 8 Press **[OK]**.

 **Note**

- To change the user name, see p.69 "To change the user (destination) name or key name"

---

## Deleting a Registered Fax Destination

---

 **Note**

- If you delete a destination which is the specified delivery destination, for example, messages to its programmed Personal Box cannot be delivered. Be sure to check the settings in the facsimile function before deleting any destinations.

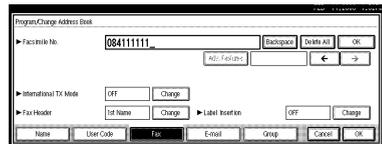
- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address Book Management]**.

---

### To delete only the fax number

---

- 1 Select the user of the fax destination you want to delete.  
Press the user key you want to delete or enter the registered number using the number keys.
- 2 Press **[Fax]**.
- 3 Press **[Change]** under Facsimile No.
- 4 Press **[Delete All]**, and then press **[OK]**.



- 5 Press **[OK]**.

---

### To delete all user information

---

- 1 Press **[Delete]**.
- 2 Select the user you want to delete.  
Press the user key you want to delete or enter the registered number using the number keys.
- 3 Press **[Yes]**.
- 5 Press **[Exit]**.  
 **Note**  
 If you want to delete the user codes together, see p.70 "Deleting a User Code".
- 6 Press the **[User Tools/Counter]** key.

## E-mail Destination

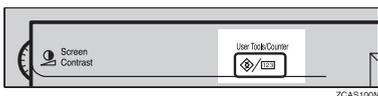
By registering an e-mail destination, you do not need to enter the e-mail address each time, and can send scanned documents by e-mail.

- It is easy to select the e-mail destination if you register “User (destination) name” and “Key name” for the e-mail destination.
- You can register an e-mail destination as a group.
- You can use the e-mail address as the Sender's address. In this case, you can set a password in order to prevent use by other people.

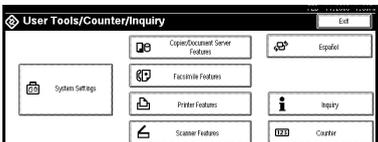
4

### Registering an E-mail Destination

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



- 2 Press **[System Settings]**.



- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4 Press **[Address Book Management]**.

- 5 Press **[New Program]**.

#### Note

- To register an e-mail address to a registered user, press the user key you want to register, or enter the registered number using the number keys.

- 6 Set the user's information.

#### Note

- To register an e-mail address to a registered user, skip to step 7.

To register the user (destination) name and key name

- 1 Press **[Change]** under **User (Destination) Name or Key Display**.

The user (destination) name or key name entry dialog box appears.

- 2 Enter the user (destination) name or key name, and then press **[OK]**.

#### Note

- You can use the user name when selecting an address to send an e-mail to.
- You can register the user code following the user name. For details, see p.67 “User Code”.

#### Reference

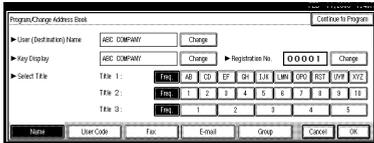
p.129 “Entering Text”

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## To select the title

---

- 1 To classify the user with the title, press the title key under Select Title.

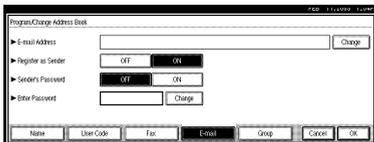


### Note

- The keys you can select are as follows:
  - [Freq]... Added to the page that is displayed first.
  - [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the title selected.
- You can select Freq. page and one more page in each title.

- 7 Press [E-mail].

- 8 Press [Change] under E-mail Address.



- 9 Enter the e-mail address.

### Note

- You can use the e-mail address as the Sender's address. In this case, you can set a password in order to prevent use by other people.

---

## Entering the e-mail address

---

- 1 Enter the e-mail address.



- 2 Press [OK].

---

## Using as a sender

---

You can use the e-mail address as the Sender's address.

- 1 Press [ON] under Register as Sender.

---

## Setting a password

---

You can set a password in order to prevent use by other people.

- 1 Press [ON] under Sender's Password.
- 2 Press [Change] under Enter Password.
- 3 Enter the password using the number keys, and then press [#].

- 10 Press [OK].

### Note

- When a group is registered, other e-mail destinations can be added to the group (see p.83 "Registering Destinations to a Group").

## Changing a Registered E-mail Destination

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.
- 5** Select the user of the registered e-mail address you want to change.  
Press the user key you want to change, or enter the registered number using the number keys.

### Note

- If you press **[Search]**, you can search the user by user name/index, user code, fax destination or e-mail address.

- 6** Press **[E-mail]**.
- 7** Enter the items.

To change the e-mail address

- 1** Press **[Change]** under **E-mail Address**.

- 2** Enter the e-mail address, and then press **[OK]**.



### Reference

p.129 "Entering Text"

To change the password

- 1** Press **[Change]** under **Enter Password**.
- 2** Enter the new password using the number keys, and then press **[#]**.
- 3** Press **[OK]**.

### Note

- To change the user name, see p.69 "To change the user (destination) name or key name".

## Deleting a Registered E-mail Destination

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address Book Management]**.

To delete only the e-mail address

- 1** Select the user of the e-mail address you want to delete.  
Press the user key you want to delete or enter the registered number using the number keys.
- 2** Press **[E-mail]**.
- 3** Press **[Change]** under **E-mail Address**.
- 4** Press **[Delete All]**, and then press **[OK]**.
- 5** Press **[OK]**.

---

### To delete all user information

---

- 1 Press **[Delete]**.
- 2 Select the user you want to delete.

Press the user key you want to delete or enter the registered number using the number keys.

- 3 Press **[Yes]**.
- 5 Press **[Exit]**.

## Registering Destinations to a Group

If you register destinations to a group, you can easily control registered fax and e-mail destinations for each group.

To divide destinations into groups, the groups must be registered beforehand.

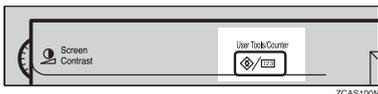
### Note

- Messages cannot be transmitted simultaneously to fax destinations and e-mail addresses registered in a group.

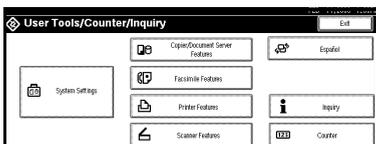
4

## Registering a New Group

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



- 2** Press **[System Settings]**.

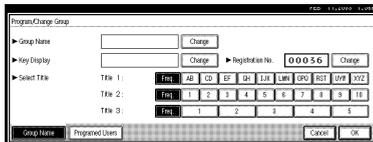


- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.

- 4** Press **[Address book: Program/Change/Delete Group]**.

- 5** Press **[New Program]**.

- 6** Press **[Change]** under **Group Name**.



- 7** Enter the group name, and then press **[OK]**.

The Key Display name is automatically set.

### Reference

p.129 "Entering Text"

- 8** Press the desired title key under **Select Title** if necessary.

### Note

- The keys you can select are as follows:

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the title selected.

- You can select Freq. page and one more page in each title.

- 9** When you want to change the key name, press **[Change]** under **Key Display**. Enter the key name, and then press **[OK]**.

- 10** Press **[OK]**.

## Registering Destinations to a Group

You can register destinations to a group.

When registering new e-mail destinations, you can also register groups at the same time.

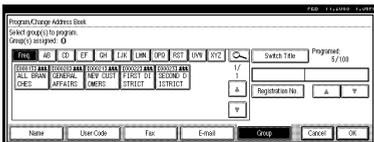
- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address Book Management]**.
- 5 Select the user (destination) to register in a group.

Press the user (destination) key or enter the registered number using the number keys.

### Note

- If you press , you can search the user by user name/index, user code, fax destination or e-mail address.

- 6 Press **[Group]**.
- 7 Select a group to which you want to register the destinations.



### Note

- If you press , you can search the group by entering the group name.

- 8 Press **[OK]**.

## Deleting a Destination from a Group

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address Book Management]**.
- 5 Select the user (destination) to delete from a group.  
Press the user (destination) key which you want to delete or enter the registered number using the number keys.
- 6 Press **[Group]**.
- 7 Press the highlighted group key.



The user is deleted.

- 8 Press **[OK]**.

## Displaying the Destinations Registered in Groups

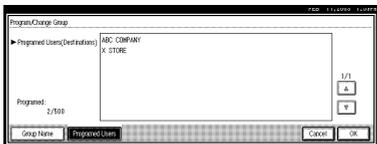
You can confirm the user (destination) of each group.

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4 Press **[Address book: Program/Change/Delete Group]**.

**5** Select the group where the data you want to confirm is registered.

**6** Press [Programed Users].

All the user names (e-mail destinations) are displayed.



Press [OK].

4

## Changing a Group Name

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

**2** Press [System Settings].

**3** Press [Key Operator Tools], and then press [▼Next].

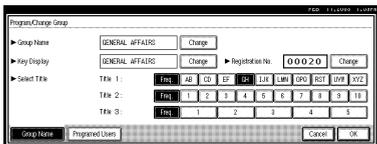
**4** Press [Address book: Program/Change/Delete Group].

**5** Press the group key you want to change.

**6** Enter the items.

To change group name and key name.

**1** Press [Change] under Group Name or Key Display.



**2** Enter the new group name or key name, and then press [OK].

To change the title

**1** Press the desired title key under Select Title.

To change the registration number

**1** Press [Change] under Registration No.

**2** Enter the new registration number using the number keys.

**3** Press [#].

**7** Press [OK].

## Deleting a Group

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

**2** Press [System Settings].

**3** Press [Key Operator Tools], and then press [▼Next].

**4** Press [Address book: Program/Change/Delete Group].

**5** Press [Delete].

**6** Press the group key you want to delete.

**7** Press [Yes].

# Registering the Transfer Request

This section describes how to register the Transfer Station and Receiving Station used in the facsimile function's Transfer Request.

## Note

- Before you can use Transfer Request, you must program the Polling ID and set the Transfer Report. See “Programming a Polling ID” and “Transfer Report”, *Facsimile Reference <Advanced Features>*.

## ◆ Transfer Station

This is the machine that receives the Transfer Request to forward incoming messages to another destination.

## ◆ Receiving Station

This is the machine that receives messages from the Transfer Station.

## ● Limitation

- The Transfer Stations you specify must be machines of the same make as this and have the Transfer Station function.
- You cannot use Transfer Request without programming the fax number of the Requesting Party in Quick Dial or Speed Dial.

## Note

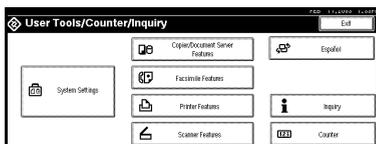
- Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

## Registering a Transfer Station/Receiving Station

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



- 2** Press **[System Settings]**.



- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address book: Program/Change/Delete Transfer Request]**.
- 5** Press **[New Program]**.
- 6** Set the Transfer Request's information.

To register the Transfer Request name and key name

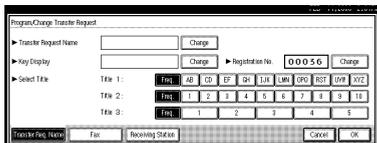
- 1** Press **[Change]** under **Transfer Request Name or Key Display**.  
The user (destination) name or key name entry dialog box appears.
- 2** Enter the **Transfer Request name or key name**, and then press **[OK]**.

## Reference

p.129 “Entering Text”

## To select the title

- 1 To classify the Transfer Request name with the title, press the title key under Select Title.



### Note

- The keys you can select are as follows:

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]... Added to the list of items in the title selected.

- You can select Freq. page and one more page in each title.

- 7 Press [Fax].

- 8 Enter the Transfer Station's information. See steps 8 and 9 on p.73 "Registering a Fax Destination".

- 9 Press [Receiving Station].

- 10 Specify Receiving Stations.

### Note

- When specifying Receiving Stations, use the numbers stored in Quick Dial keys, Speed Dials or Groups in the Transfer Station.

## Quick Dial

- 1 Press [#Quick Dial].
- 2 Enter the number stored in the Quick Dial of the Transfer Station using the number keys.

For example, to select the number stored in Quick Dial 01 of the Transfer Station, enter **[0][1]**.

- 3 If you want to specify an additional Receiving Station, press [Add].

## Speed Dial

- 1 Press [#\*Speed Dial].
- 2 Enter the Speed Dial code using the number keys.

For example, to select the number stored in Speed Dial 12 of the Transfer Station, enter **[1][2]**.

- 3 If you want to specify an additional Receiving Station, press [Add].

## Group Dial

- 1 Press [#\*Group Dial].
- 2 Enter the Group number using the number keys.

For example, to select the number stored in Group 04 of the Transfer Station, enter **[0][4]**.

- 3 If you want to specify an additional Receiving Station, press [Add].

- 11 When you have specified all the Receiving Stations, press [OK].

- 12 Press [Exit].

---

## Changing a Registered Transfer Station/Receiving Station

---

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address book: Program/Change/Delete Transfer Request]**.
- 5** Select the user of the registered Transfer Station/Receiving Station you want to change.

Press the user (destination) key or enter the registered number using the number keys.

### Note

- If you press , you can search the user by Transfer Request name, fax destination or e-mail address.

- 6** Enter the items.

---

To change Transfer Request name and key name

---

- 1** Press **[Change]** under Transfer Request Name or Key Display.
- 2** Enter the new Transfer Request name or key name, and then press **[OK]**.

---

To change the title

---

- 1** Press the desired title key under **Select Title**.

---

To change the Transfer Station

---

- 1** Press **[Fax]**.
- 2** Change the Transfer Station's information. See steps **7** and **8** on p.76 "Changing a Registered Fax Destination".

---

To change the Receiving Station

---

- 1** Press **[Receiving Station]**.
- 2** Select the Receiving Station you want to change.
- 3** Press **[Clear]** to clear the number, and then enter the new number using the number keys.

- 7** Press **[OK]**.

- 8** Press **[Exit]**.

---

## Deleting a Registered Transfer Station/Receiving Station

---

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Press **[Key Operator Tools]**, and then press **[▼Next]**.
- 4** Press **[Address book: Program/Change/Delete Transfer Request]**.
- 5** Press **[Delete]**.
- 6** Select the Transfer Request you want to delete.

Press the Transfer Request key or enter the registered number using the number keys.

- 7** Press **[Yes]**.

- 8** Press **[Exit]**.

4

# 5. Troubleshooting

## If Your Machine Does Not Operate as You Want

The following chart contains explanations for the common messages. If other messages appear, follow the instructions as they are displayed.

### Note

- If you cannot make copies as you want because of the paper type, paper size or paper capacity, use appropriate paper. See p.149 “Copy Paper”

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### General

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Problem	Causes	Solutions
“Please wait.” appears	This message appears when you turn on the operation switch or change the toner bottle.	Wait for the machine to get ready.
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Energy Saver mode.	Press the <b>[Energy Saver]</b> key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.
Memory is full.	The number of scanned pages, the number of files, or capacity of the hard disk is exceeded.	Press <b>[Delete File]</b> to delete unnecessary documents.
The function status indicator is red.	The function associated with the red indicator has been interrupted.	Press the function key corresponding to the indicator. Follow the instructions displayed in the control panel.
The user code entry dialog box is displayed.	Users are restricted by user management.	Enter the user code (up to 8 digits), and then press <b>[#]</b> .

Problem	Causes	Solutions
The main power indicator continues blinking and does not turn off when pressed.	This occurs in the following cases: <ul style="list-style-type: none"> <li>• The ADF is open.</li> <li>• The machine is in communication with external equipment.</li> <li>• The hard disk is in operation.</li> </ul>	Close the ADF, and check if the machine is in communication with a computer.
The original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into Tray 1-4 with the print side up, and into the LCT or bypass tray with the print side down. See p.94 "Orientation-Fixed Paper or Two-Sided Paper".
Misfeeds occur frequently.	The tray's side guides may not be locked.	Check that the side guides are locked. p.108 "Changing the Paper Size".
	The tray's end guide may not be set properly.	Check that the end guide is set properly. See p.108 "Changing the Paper Size".
	You may have loaded paper whose size does not match with the paper size selector.	When you use paper of a size that cannot be detected automatically, use Tray Paper Settings to set the paper size. See p.54 "Tray Paper Size: Tray 1-4" and p.149 "Copy Paper".
An error message remains, even if misfed paper is removed.	When a misfeed message appears, it remains until you open and close the cover, as required.	Clear misfed paper and open and close the front cover. See p.98 "Clearing Misfeeds".
Cannot print in duplex mode.	You cannot use the paper in the bypass tray for duplex printing.	For duplex printing, select Tray 1-4 in copier mode or with the printer driver.
	[1 Sided Copy] is selected for Paper Type: Tray 1-4.	Select [2 Sided Copy] for Paper Type: Tray 1-4. See p.55 "Paper Type: Tray 1-4"
You forgot your key operator code	—	Contact your service representative.

## Document Server

Problem	Solutions
"Scanned pages exceeded max. number. Do you want to store the scanned pages as a file?" appears.	The number of scanned pages exceeds the capacity per file of the Document Server. If you want to store scanned pages as a file, press <b>[Store File]</b> . The scanned data is stored as a file in the Document Server. If you do not want any scanned pages to be stored, press <b>[No]</b> . The scanned data will be cleared.
You forgot your password.	You can access the password-protected files temporarily. Press <b>[Unlock]</b> in Password Management for Stored Files in User Tools. See p.133 "Temporarily Disabling Document Security" . You can delete all the stored documents at once with User Tools. See p.64 "Delete All Files" . Make sure that no important documents are stored in the Document Server before deleting all stored documents.
You cannot find out what is stored in a file.	Check the date or time column in the Document Server: Select Files to Print display.
	Check the contents of the document by printing the first page of it. Press the line for the desired document in the Document Server: Select Files to Print display, and then press <b>[Print 1st Page]</b> followed by the <b>[Start]</b> key.
Memory becomes full frequently.	<ul style="list-style-type: none"> <li>• Press <b>[Delete File]</b> to delete selected documents, thereby increasing available memory.</li> <li>• Delete documents stored in scanner function. See <i>Scanner Reference</i>.</li> </ul>
You want to check print quality before making a large print run.	Check print quality by printing out only the first set using the <b>[Sample Copy]</b> key.
"Cannot copy. Original is being scanned by other functions." appears.	The copier function is in use. To cancel the job in process, first press <b>[Exit]</b> , and then press the <b>[Copy]</b> key. Next press the <b>[Clear/Stop]</b> key. When the message " <b>[Stop]</b> key was pressed. Stop printing?" appears, press <b>[Stop]</b> .

## Loading Paper

### Reference

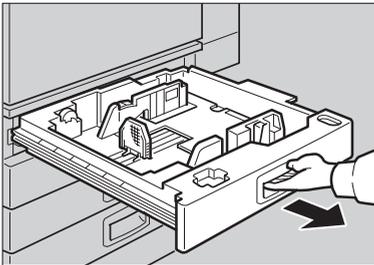
For paper types and sizes, see p.149 "Copy Paper".

## Loading Paper into Paper Tray

### Note

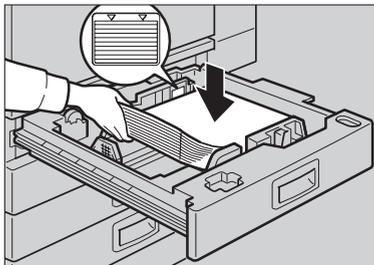
- You can change the paper size, see p.108 "Changing the Paper Size".

- 1** Pull out the paper tray slowly until it stops.



ZDSY100J

- 2** Square the paper and load it into the tray.



HHWY04GE

### Important

- Check that the top of the stack is not higher than the limit mark inside the tray.
- Make sure that the paper stack is flush with the right side fence.

### Note

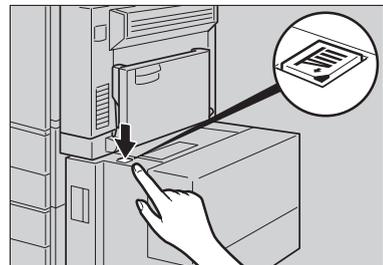
- Shuffle the paper before setting it in the tray.
- Straighten the paper, if curled or warped, before placing it in the tray.

- 3** Push the paper tray in until it stops.

## Loading Paper into Large Capacity Tray (optional)

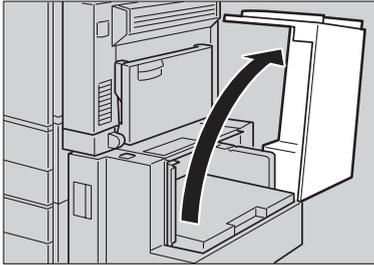
- 1** Press the key if it is not lit.

The key blinks while the bottom plate is moving down.



ZDS0080J

- 2** When the key stops blinking and lights up, open the top cover.

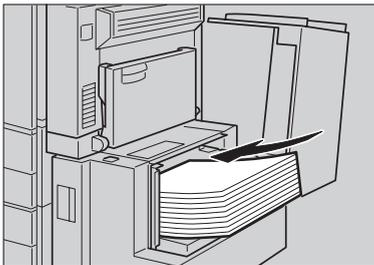


ZDSC0046J

**Note**

- Make sure no paper sheet is involved in the paper feeding side of the LCT. Remove the sheet, if any.

- 3** Load paper into the tray along the edge on the left.



ZDSC0056J

**Note**

- The tray contains up to 1,500 sheets.

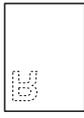
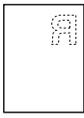
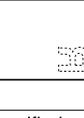
**Important**

- Make sure that the paper stack is flush with the left side fence.
- Check the top of the stack is not higher than the limit mark inside the tray.

- 4** Close the top cover.

## Orientation-Fixed Paper or Two-Sided Paper

The orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Select [Letterhead Setting] in system settings, and then place the original and paper as shown below. See *Copy Reference*. When printing with the printer function, the placing orientation is the same.

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				When originals are placed on the exposure glass	When originals are placed on the ADF
Exposure Glass 	1 Sided			 *1	 *1
	ADF			—	—
Exposure Glass 	1 Sided		—	 *1	 *1
	ADF		—	—	—

\*1 When the paper size is specified.

 : Shows the paper  
frontside facing up.

 : Shows the paper  
backside facing up.

# Adding Toner

When  is displayed, it is time to add 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:**

- *Do not squeeze the toner bottle strongly or crush. Otherwise, it may cause toner to be spilled and stain clothes or floor.*

## **Important**

- If you use toner other than the recommended type, a fault might occur.
- When adding toner, do not turn off the operation switch.
- Always add toner after the machine instructs you.
- Do not install and remove the toner bottles over and over. This could result in a toner leak.
- Do not shake the removed toner bottle. The remaining toner might scatter.

## **Note**

- You can still make about 90 copies after the messages " Toner is almost empty." and "Replace Toner Bottle." appear, but replace toner early to prevent poor copy quality.

## **Reference**

For toner storage, see p.122 "Toner Storage".

# Removing Toner



ZHWT060E



ZHWT070E



ZHWT080E

- 1: Open the front cover of the machine.
- 2: Lift the green lever.

- 3: Push the green lever, and then gently pull out the holder.

- 4: Press the toner bottle backward to raise its head, and then gently pull out the bottle.

5

# Inserting Toner



ZHWT010E

- 1: Hold a new bottle horizontally and shake it five or six times.

 **Note**

- Do not remove the black cap when shaking.



ZHWT020E

- 2: Remove the black cap.

 **Note**

- Do not remove the inner cap.



ZHWT030E

- 3: Put the toner bottle on the holder, and then press its head forward.



ZHWT040E

- 4: Push the green lever until it clicks.



ZHWT050E

- 5: Put down the green lever.
- 6: Close the front cover of the machine.

## Clearing Misfeeds

### **CAUTION:**

- *The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.*

### **Important**

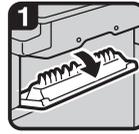
- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

### **Note**

- More than one misfeed areas may be indicated. In such cases, check every applicable area. See the following charts: A, B, C, D, E, P, U, R, Y, Z
- There is a sticker explaining how to remove misfed paper inside the front cover, or inside the finisher.



■ When E is lit



1. Open the cover.



2. Remove misfed paper.  
3. Close the cover.

■ When D is lit



1. Open the right cover of the bridge unit to the left.



2. Remove misfed paper.  
3. Close the cover.



4. If you cannot remove misfed paper, open the bottom covers of the bridge unit.



5. Remove misfed paper.  
6. Close the covers.

■ When B is lit



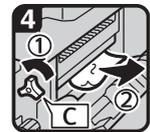
1. Open the duplex unit.



2. Push up the lever and open the cover.



3. Turn knob B counterclockwise and remove misfed paper.



4. Turn knob C counterclockwise and remove misfed paper.  
5. Close the duplex unit.

■ When A is lit



1. Open the duplex unit.



2. Push up the lever and open the cover.

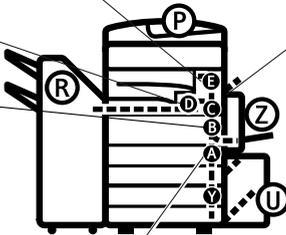


3. Push handle A2 to the left and remove misfed paper.

■ When C is lit

1. Open the duplex unit.  
2. Open the front cover.
3. Push up the lever and open the cover.
4. Turn knob C clockwise or counterclockwise and remove misfed paper.
5. If you cannot remove misfed paper from the machine's side, remove it from the right side.
6. When paper is jammed in knob C, turn knob C clockwise to remove misfed paper.
7. If you cannot remove misfed paper, turn knob C counterclockwise to remove misfed paper.  
**If you still cannot remove misfed paper  
Contact your service representative.**
8. Close the cover.
9. Close the duplex unit and front cover.

5



4. If you cannot remove misfed paper, open the cover.  
If your machine is equipped with the large capacity tray, slide it to the right.
5. Turn knob A1 downward.
6. Push handle A2 to the left and remove misfed paper.
7. Open the bypass tray and remove misfed paper.

You can make an enlarged copy of this page and stick it on wall.

ZHWX010J

■ When R is lit

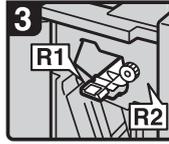
1000-Sheet finisher



1. Open the upper cover.



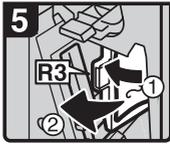
2. Remove misfed paper.



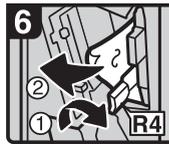
3. Open the front cover.



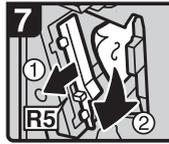
4. Hold up lever R1 and turn knob R2 to remove misfed paper.



5. If you cannot remove misfed paper, open lever R3 to the left and remove misfed paper.

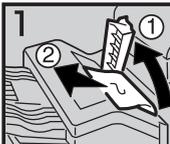


6. Hold down lever R4 and remove misfed paper.

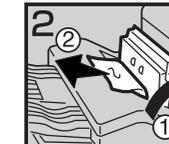


7. Pull lever R5 and remove misfed paper.  
8. Close the front cover.

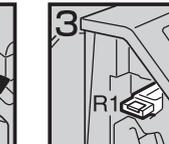
2 Tray finisher



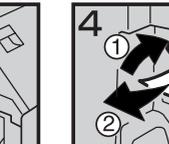
1. Open the upper cover.  
2. Remove misfed paper.



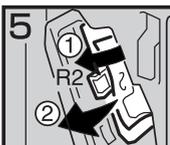
3. If you cannot remove misfed paper, open the side cover and remove misfed paper.



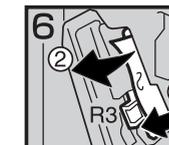
4. Open the front cover.



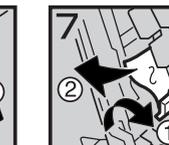
5. Hold up lever R1 and remove misfed paper.



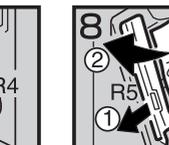
6. Hold down lever R2 and remove misfed paper.



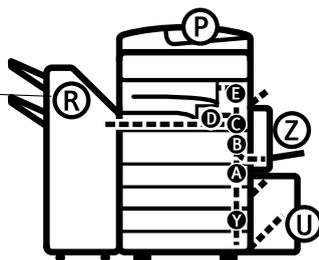
7. If you cannot remove misfed paper, hold down lever R3 and remove misfed paper.



8. Hold down lever R4 and remove misfed paper.



9. Pull lever R5 and remove misfed paper.  
10. Close the front cover.



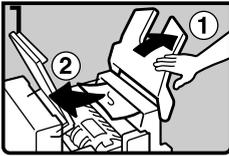
You can make an enlarged copy of this page and stick it on wall.

ZHVX020J

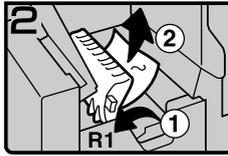
■ When R is lit

Booklet finisher

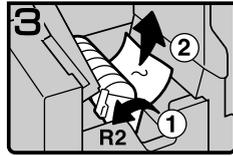
If R1 or R2 is lit



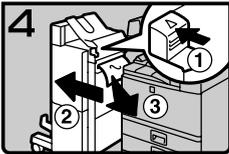
1. Lift the finisher upper tray, and then open the upper cover.
2. Remove misfed paper.



3. If you cannot remove misfed paper, hold up lever R1 and remove misfed paper.

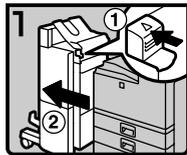


4. Hold up lever R2 and remove misfed paper.
5. Lower the finisher proof tray, and then close the upper cover.

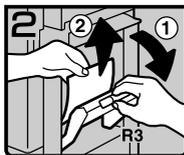


6. While pushing the release lever, remove the finisher.
7. Remove misfed paper.
8. Return the release lever until it clicks, and then attach the finisher.

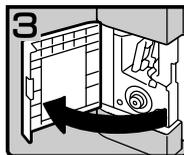
If R3, R4 or R5 is lit



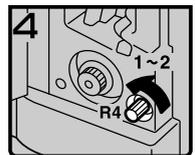
1. While pushing the release lever, remove the finisher.



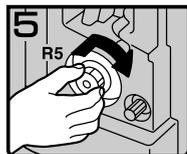
2. Hold up lever R3 and remove misfed paper.



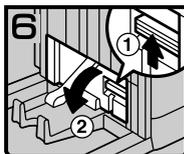
3. If you cannot remove misfed paper, open the lower front cover.



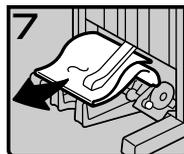
4. Turn knob R4 counterclockwise.
- Note  
 □ Depending on the location of misfed paper, knob R4 might not turn.



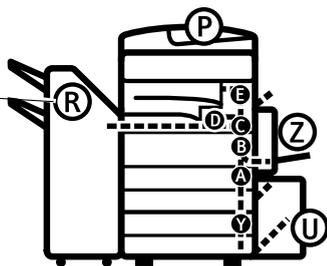
5. While pushing knob R5, turn it clockwise.



6. Hold up the lever on the upper right of the booklet tray, and open the cover.



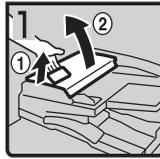
7. Remove misfed paper.
8. Close the cover.



You can make an enlarged copy of this page and stick it on wall.

ZH4X030J

■ When P is Lit



1. Lift the lever ① and open the upper cover ②.



2. Lift the lever.



3. Remove misfed original.



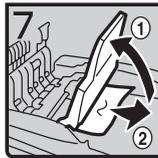
4. If you cannot remove the misfed original, turn the dial ① clockwise and remove the misfed original ②.



5. Open the cover.



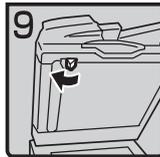
6. Remove the misfed original and close the cover.



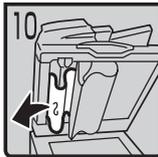
7. If you cannot remove the misfed original, hold up the tray and remove the original.



8. Close the upper cover. 9. Lift the document feeder and check the sticker.



10. Slide blue lever to the left.

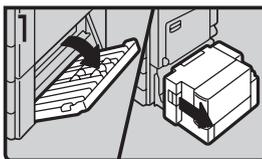


11. Pull the cover and remove the misfed original.



12. Push center of the cover and close until it clicks.

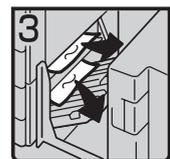
■ When Y is Lit



1. Open the right cover of the paper tray unit. If your machine is equipped with the large capacity tray, slide it to the right and open the right cover of the paper tray unit.



2. Remove misfed paper.

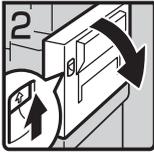


3. Close the right cover of the paper tray unit. If your machine is equipped with the large capacity tray, set it back.

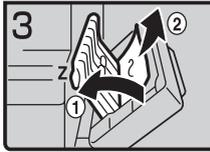
■ When Z is Lit



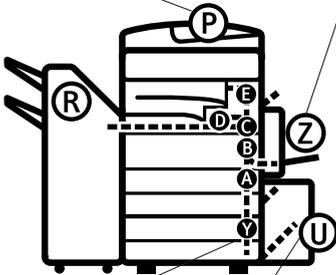
1. Open the side cover of duplex unit and remove misfed paper.



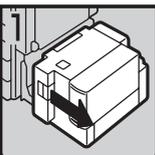
2. If you cannot remove misfed paper, open the duplex unit.



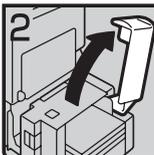
3. If you cannot find misfed paper, open cover Z and remove misfed paper.  
4. Close the duplex unit.



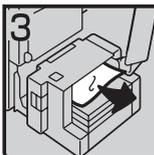
■ When U is Lit



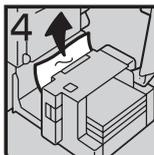
1. Slide the large capacity tray to the right.



2. Open the top cover of the large capacity tray.



3. Remove misfed paper.



4. If you cannot remove the misfed paper, try to remove the misfed paper from the left side of the large capacity tray.  
5. Close the top cover and return the Large Capacity Tray(LCT).

You can make an enlarged copy of this page and stick it on wall.

# Changing the Paper Size

## Preparation

Be sure to select the paper size with User Tools. Otherwise, mis-feeds might occur. See p.54 "Tray Paper Size: Tray 1-4".

## Important

❑ If you want to change the paper size set in the LCT, contact your service representative.

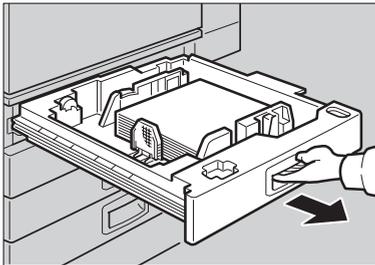
## Reference

For paper sizes and types, see p.149 "Copy Paper".

5

## Changing the Paper Size of the Paper Tray

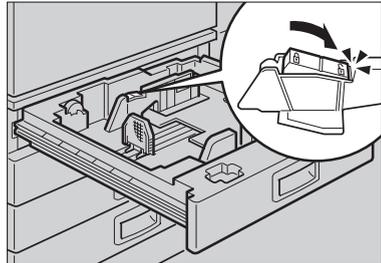
**1** Make sure that the paper tray is not being used. Then pull out the paper tray slowly.



ZDSY130J

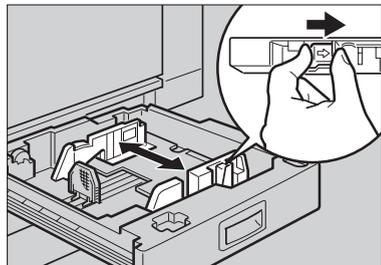
**2** If paper is loaded in the tray, remove it.

**3** Release the side lever to the "unlocked" position.



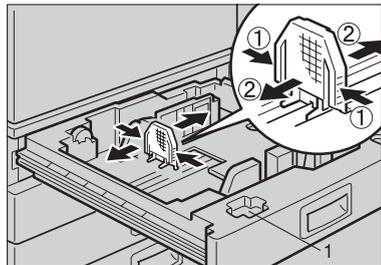
HWY010E

**4** While pressing the release lever, adjust the side fences.



HWY020E

**5** Adjust the back fence to the new paper size.

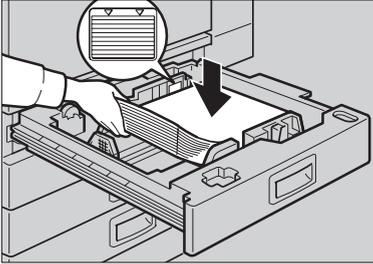


HWY030E

## Note

❑ For 11" × 17" paper, put the back fence inside 1.

- 6** Square the paper and load it into the tray.



HWY040E

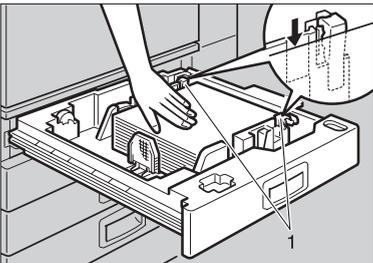
### Important

- Check that the top of the stack is not higher than the limit mark inside the tray.
- Make sure that the paper stack is flushed with the right side fence.

### Note

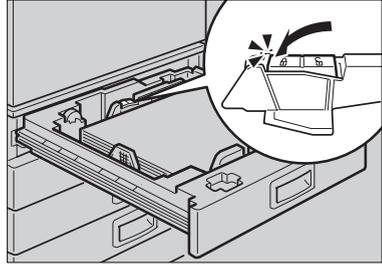
- Shuffle the paper before loading it into the tray.
- Straighten the paper, if curled or warped, before placing it in the tray.

- 7** After loading, make sure that on either side, the paper does not catch (on 1). Push down the paper stack.



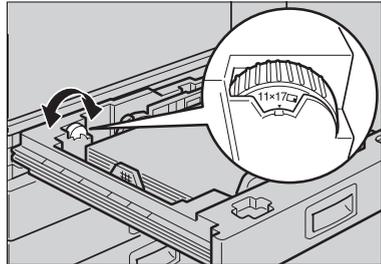
ZHWY060E

- 8** Lock the side lever.



HWY050E

- 9** Adjust the tray size with the paper size selector to the new paper size.



ZDSY180N

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To adjust the paper size to one not available with the paper size selector

- 1** Set the paper size selector to the ✖ mark on the left.
- 2** Press the [User Tools/Counter] key.
- 3** Press [System Settings].
- 4** Press [Tray Paper Settings].
- 5** Press [Tray Paper Size:Tray 1], [Tray Paper Size:Tray 2], [Tray Paper Size:Tray 3] or [Tray Paper Size:Tray 4].
- 6** Select your desired size, and then press [OK].

- 7 Press **[Exit]** or press the **[User Tools/Counter]** key to exit User Tools.

 **Reference**

p.54 "Tray Paper Size: Tray 1-4"

- 10 Gently push the paper tray in until it stops.
- 11 Check the paper size displayed on the display panel.

# Adding Staples

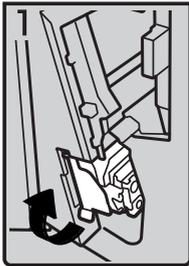
## Important

- ❑ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

## Reference

For the type of finisher, see p.17 “External Options”.

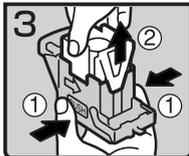
## 1000-Sheet finisher



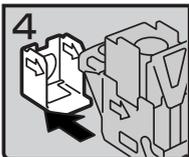
ZGJS801E



ZGJS802E



ZGJS803E



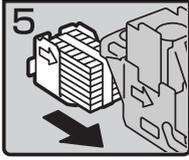
ZGJS804E

- 1: Open the front cover of the finisher and pull out the staple unit.

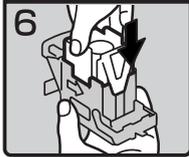
- 2: Hold the green lever and pull out the cartridge gently.

- 3: Hold both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.

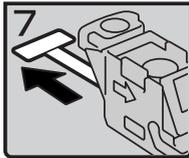
- 5: Take out the empty refill in the direction of the arrow.



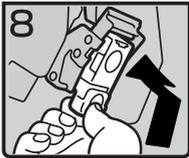
ZGJS805E



ZGJS806E



ZGJS807E



ZGJS808E

- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.

- 7: Push down the upper unit into the cartridge gently.

- 8: Pull out the ribbon.

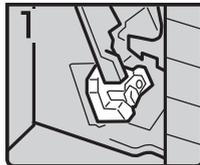
- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Push back the staple unit and close the front cover of the finisher.

5

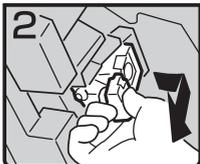
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## 2 Tray finisher

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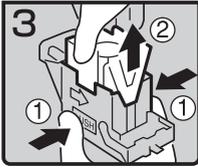
ZCAJ031E



ZCAJ040E

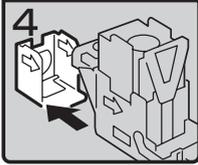
- 1: Open the front cover of the finisher.

- 2: Hold the green lever and pull out the cartridge gently.



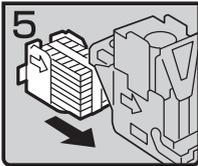
ZCAJ050E

- 3: Hold the both sides of the cartridge.
- 4: Pull up the upper unit of the cartridge.



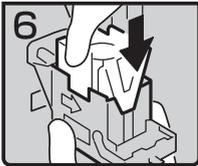
ZCAJ060E

- 5: Take out the empty refill in the arrow direction.



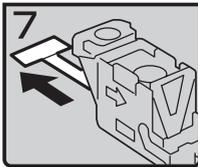
ZCAJ070E

- 6: Align the arrows on the new refill and the cartridge, and then push in the refill until it clicks.



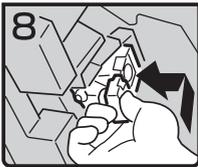
ZCAJ080E

- 7: Hold down the upper unit to the cartridge gently.



ZCAJ090E

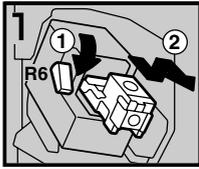
- 8: Pull out the ribbon.



ZCAJ100E

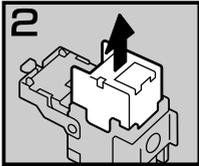
- 9: Hold the green lever and reinstall the cartridge until it clicks.
- 10: Close the front cover of the finisher.

## Booklet Finisher



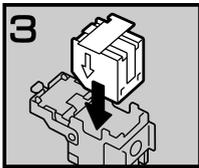
ZBQP020E

- 1: Open the front cover of the finisher.
- 2: Pull lever R6 down, and then pull out the cartridge while lifting the cartridge.



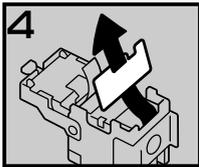
ZBQP030E

- 3: Take out the empty refill in the arrow direction.



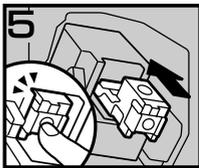
ZBQP040E

- 4: Set the new refill.



ZBQP050E

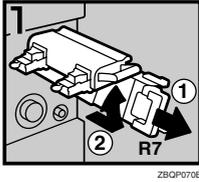
- 5: Pull out the ribbon.



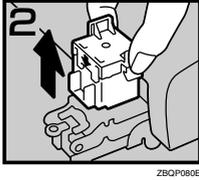
ZBQP060E

- 6: Push in the cartridge until it clicks.
- 7: Close the front cover of the finisher.

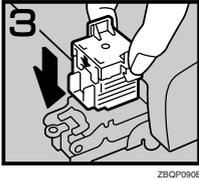
## Staple unit for saddle stitch function



- 1: Open the front bottom cover of the finisher.
- 2: Pull lever R7 and fully pull out the staple unit.
- 3: Lift the lever of the staple unit while pulling it.



- 4: Take out the empty cartridge.



- 5: Set the new cartridge.
- 6: Bring the staple unit back into place.
- 7: Close the front bottom cover of the finisher.

5

### ❖ Using “Prepare Stapling” in User Tools to initialize the staple unit

When the booklet finisher is installed, make sure to initialize the staple unit for the saddle stitch function with User Tools after adding staples or removed jammed staples. If you do not do this, copies may not be stapled and misfeeds may occur.

#### Reference

p.53 “Prepare Stapling”

- ① Press the **[User Tools/Counter]** key.
- ② Press **[System Settings]**.
- ③ Press **[Prepare Stapling]** on the menu of General Features 2/2.
- ④ Press **[OK]**.  
The machine staples five to seven times without ejecting staples.
- ⑤ Press **[Exit]**.
- ⑥ Press **[Exit]**.

## Removing Jammed Staples

### Note

- Staples might jam due to curled copy paper. In such cases, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When the booklet finisher is installed, after removing jammed staples, staples will not be ejected the first few times you try to use the stapler.

### Reference

For the type of finisher, see p.17 “External Options”.

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### 1000-Sheet finisher

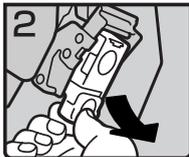
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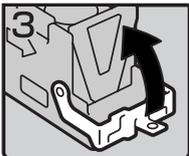
ZGJS801E

- 1: Open the front cover of the finisher, and then pull out the staple unit.



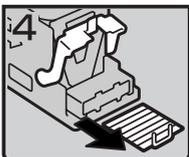
ZGJS802E

- 2: Hold the green lever and pull out the cartridge gently.



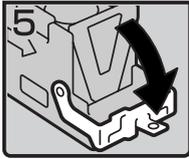
ZGJS813E

- 3: Open the face plate of the cartridge.



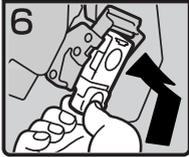
ZGJS814E

- 4: Remove jammed staples.



ZGJSB15E

- 5: Pull down the face plate of the cartridge until it clicks.

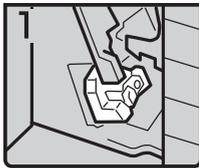


ZGJSB64E

- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Push back the staple unit and close the front cover of the finisher.

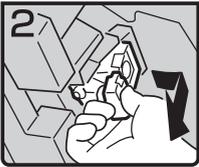
## 2 Tray finisher

5



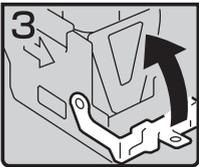
ZCAJ031E

- 1: Open the front cover of the finisher.



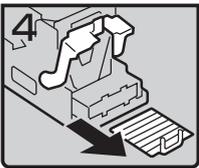
ZCAJ040E

- 2: Hold the green lever and pull out the cartridge gently.



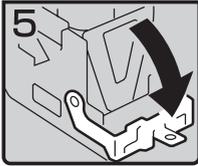
ZCAJ110E

- 3: Pull up the knob of the cartridge.



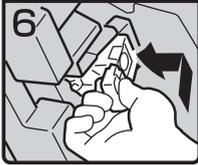
ZCAJ120E

- 4: Take out all staples slid from the cartridge.



ZCAJ130E

- 5: Pull down the knob of the cartridge until it clicks.



ZCAJ140E

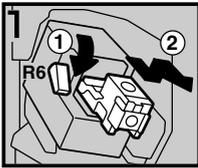
- 6: Hold the green lever and reinstall the cartridge until it clicks.
- 7: Close the front cover of the finisher.

---

## Booklet Finisher

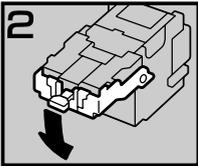
---

5



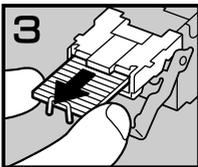
ZBQP100E

- 1: Open the front cover of the finisher.
- 2: Pull lever R6 down, and then pull out the cartridge while lifting the cartridge.



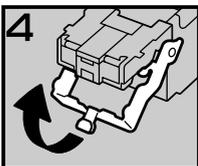
ZBQP110E

- 3: Pull down the knob of the cartridge.



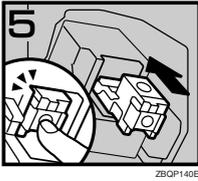
ZBQP120E

- 4: Take out all staples slid from the cartridge.



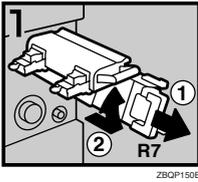
ZBQP130E

- 5: Set the knob of the cartridge back into place.

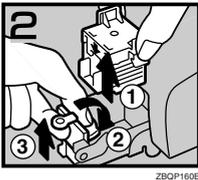


- 6: Push in the cartridge until it clicks.
- 7: Close the front cover of the finisher.

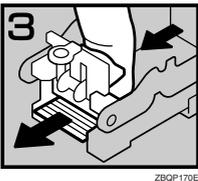
## Staple unit for saddle stitch function



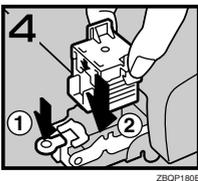
- 1: Open the front bottom cover of the finisher.
- 2: Pull lever R7 and fully pull out the staple unit.
- 3: Lift the lever of the staple unit while pulling it.



- 4: Take out the cartridge.
- 5: Pull the blue knob down, and then lift the knob of the face plate.



- 6: Remove all jammed staples.



- 7: Bring the face plate back into place by pushing it.
- 8: Push the cartridge.
- 9: Bring the staple unit back into place, and then close the front bottom cover of the finisher.

### Reference

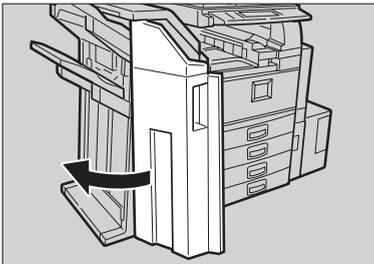
Initialize the staple unit for the saddle stitch function after removing jammed staples. See p.115 "Using "Prepare Stapling" in User Tools to initialize the staple unit".

## Removing Punch Waste

 **Note**

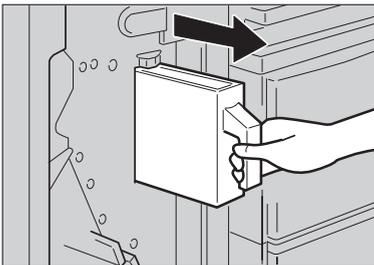
- While “Punch Receptacle Full” is displayed, you cannot use the Punch function.

**1** Open the front cover of the 2 Tray finisher.



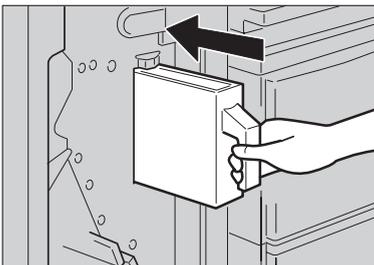
ZDS0010J

**2** Pull out the punch waste box, and then remove punch waste.



ZDS0020J

**3** Reinstall the punch waste box.



ZDS0030J

 **Note**

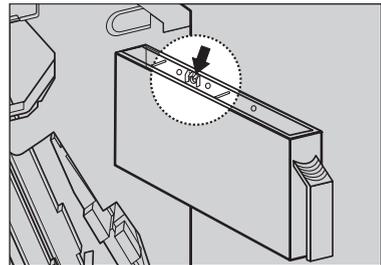
- If you do not, “Punch Receptacle Full” is still displayed.

**4** Close the front cover of the 2 Tray finisher.

“Punch Receptacle Full” disappears.

 **Note**

- If the message is still displayed, reinstall the punch waste box.
- The message “Punch Receptacle Full” may appear even when the punch waste box is not yet full. If this happens, the position of the punch waste box (indicated by the arrow as shown) may be blocked by punch waste. Remove the punch waste.



ZHVP010J

## Do's and Don'ts

### **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 power indicator is lit or blinking. The hard disk may malfunction.
- If you want to unplug the power cord or turn off the main power switch, make sure that the remaining memory space indicates 100% on the display. See p.23 “Turning Off the Power” and “Turning Off the Main Power”.
- 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.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not being used and in stand-by mode, you may detect noise inside it. This is generated by the process of image stabilization and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside due to rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs with the machine, settings might be lost. Be sure to make a note of your machine settings.
- The supplier shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

# Toner

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## Handling Toner

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 **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:**

- *Do not squeeze the toner bottle strongly or crush. Otherwise, it may cause toner to be spilled and stain clothes or floor.*

 **Important**

- If you use toner other than the recommended type, a fault might occur.

 **Reference**

If you want to add toner, see p.95 “ Adding Toner”.

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## Toner Storage

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When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

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## Used Toner

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 **Note**

- Toner cannot be re-used.

# Where to Put Your Machine

## Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect performance.

### Optimum environmental conditions

#### **⚠ 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:**

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- 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 inches both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

## Environments to avoid

- Locations exposed to direct sunlight or 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 might cause condensation within the machine.)
- Locations close to machines generating ammonia such as a diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

## Moving

### 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

- If you move the machine, you must be careful. Keep the following in mind:
  - Turn off the main power. See p.23 "Turning Off the Main 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 and causing fire or electric shock.
  - Close all covers and trays including the front cover and bypass tray.

### Limitation

- Carefully move the machine. If you do not, the machine might be damaged or a stored file might be deleted.
- Do not take off the holding stand.
- Protect the machine from strong shock. This could damage the hard disk and cause stored files to be deleted. As a precautionary measure, files should be copied to another computer.

## Power Connection

### WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

### CAUTION:

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

### CAUTION:

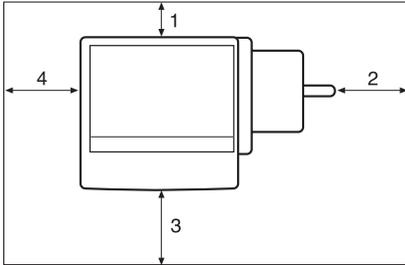
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main power switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet should be installed near the equipment and should be easily accessible.

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## Access to the Machine

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



TSPS060E

1. Rear: more than 10 cm (4")
2. Right: more than 10 cm (4")
3. Front: more than 75 cm (29.6")
4. Left: more than 10 cm (4")

 **Note**

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

## Maintaining Your Machine

If the exposure glass, or Auto Document Feeder belt is dirty, you might not be able to make clean copies. Clean these parts when you find them dirty.

### ❖ Cleaning the machine

Wipe the machine with a soft, damp cloth, and then wipe it with a dry cloth to remove the water.

### ⚠ Important

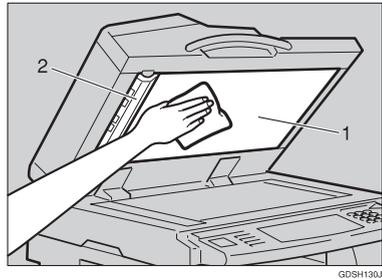
- Do not use chemical cleaner or organic solvents, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Other parts should be cleaned by your service representative.

## Cleaning the Exposure Glass



Clean 1 and 2.

## Cleaning the Auto Document Feeder



Clean 1 and 2.

## Changing the Photoconductor Unit (PCU)

Only use the photoconductor unit made for this machine. Follow the procedure below to change the unit.

### ⚠ Important

- Be sure to unplug the power cord from the outlet before changing the photoconductor unit.
- ➊ Open the front door, duplex unit, and then transfer unit right cover.
  - ➋ Push the development unit to the left, and then pull the photoconductor unit out.
  - ➌ Remove the harness clamps on the charge unit and cleaning unit of the new photoconductor unit.
  - ➍ Push the development unit to the left, and then install the new photoconductor unit.

### 🔧 Note

- If the copy result is still not satisfactory after replacing the photoconductor unit, contact your service representative.

# Other Functions

## Inquiry

The inquiry function lets you confirm the telephone numbers to contact for repairs or to order toner. Be sure to contact your service engineer to verify the following:

### ❖ Consumables

- Telephone No. to order
- Toner
- Staple
- Staple (Center)
- TX Stamp Name

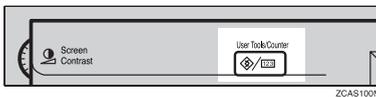
### ❖ Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

### ❖ Sales Representative

- Telephone No.

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



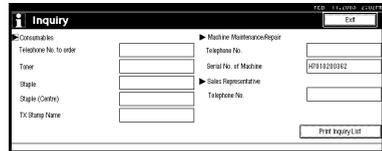
### 2 Press **[Inquiry]**.



Inquiry information is displayed.

## Printing inquiry information

### 1 Press **[Print Inquiry List]**.



### 2 Press the **[Start]** key.

Inquiry information is printed.

### 3 Press **[Exit]**.

### 4 Press **[Exit]**.

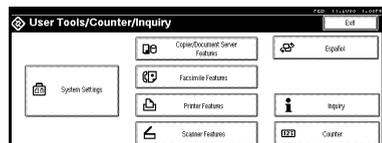
## Changing the Language

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

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



### 2 Press **[Español]**.



The language is changed to Spanish.

### 3 Press **[Exit]**.

The menu appears in French.

# Counter

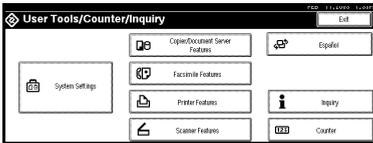
## Displaying the Total Counter

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

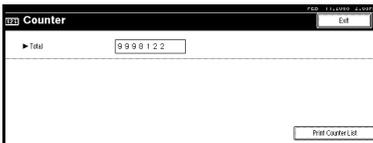
- 1 Press the **[User Tools/Counter]** key.



- 2 Press **[Counter]**.



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



- 4 Press the **[Start]** key.

A counter list is printed.

# 7. Entering Text

## Entering Text

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before that character.

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### Available Characters

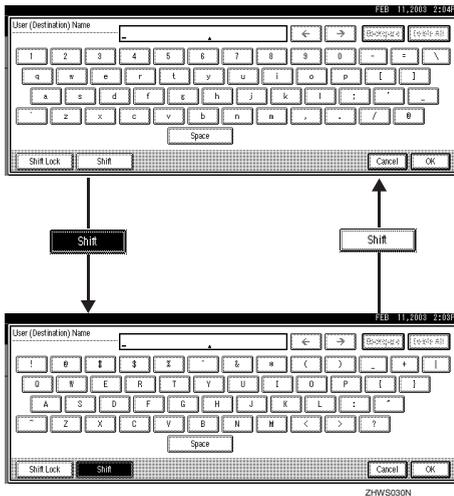
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- Alphabetic characters  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals  
0123456789

---

### Keys

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#### Note

- ❑ When entering uppercase or lowercase letters continuously, use **[Shift Lock]** to lock the case.

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## How to Enter Text

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### Entering letters

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

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### Deleting characters

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

## Security

Confidential information is always at risk of being copied without permission or subject to unauthorized access through the network. To protect documents from these types of risks, not only can passwords be set, but also the Extended Security function can be used to strengthen security.

For those who require ample document protection, we recommend that the Extended Security function be used.

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### Primary Security Functions

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❖ **Protecting Stored Documents**

Protects documents with a password when using Document Server or Locked Print. Furthermore, the Extended Security function can protect against a password-guessing attack. See p.131 “Extended Security Function”.

❖ **Protecting Image Data Remaining in Memory**

Protects image data remaining in memory. When a copying or printing job is completed or a job is cancelled, the data is secure.

❖ **Protecting against Illegitimate Access through Phone Lines**

Rejects all calls other than from a facsimile.

❖ **Authenticating Administrator**

Protects essential functions for administrating document security with an access code. See p.59 “Key Operator Code”.

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### Extended Security Function

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By setting a password, operations with documents such as printing, deleting, or delivering can be restricted to authorized users and access denied to others. However, a password is breakable. When the Extended Security function is used, entering the wrong password 10 times will lock a document, protecting it from illegitimate accesses.

For unlocking documents, see p.133 “Unlocking a Locked Document”.

The documents that can be protected by the Extended Security function are as follows. All documents must be set with a password to be protected by this function.

### ❖ Documents stored in the Document Server by the following functions

- Document Server mode
- Copier function
- Fax transmission
- Scanner function
- Printer driver

### ❖ Documents stored from the printer driver using Lock Print function

#### Reference

For information about Document Server, see p.33 “Document Server”.

For information about Locked Print, see “Locked Print”, *Printer Reference*, or the printer driver Help.

#### Note

- Once a document has been locked, it will not accept even the correct password until it is unlocked.
- When Extended Security function is on, settings for the delivery server cannot be changed. Turn the function off when changing the settings.

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## Setting Extended Security

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### Preparation

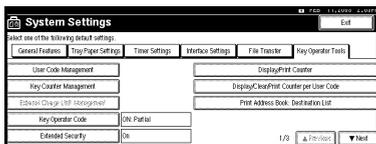
The Extended Security setting is not available unless the access code set in the Key Operator Code settings of the System Settings is six or more digits. See p.59 “Key Operator Code”.

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

**2** On the display panel, press **[System Settings]**, and then press **[Key Operator Tools]**.

**3** Press **[Extended Security]**. Press **[On]**, and then **[OK]**.

The Extended Security function is enabled and the security mark  appears at the upper right of the display panel.



**4** Press the **[User Tools/Counter]** key to finish.

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## Unlocking a Locked Document

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Unlock a document that was locked due to entering the wrong password multiple times and make it available for authorized users to access again.

- 1 Press the **[User Tools/Counter]** key.
  - 2 On the display panel, press **[System Settings]**, and then press **[Password Management for Stored Files]**.
  - 3 Press **[OK]** under **Unlock Files**.  
The document is unlocked.
  - 4 Press the **[User Tools/Counter]** key to finish.
- 

## Temporarily Disabling Document Security

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In the event you forget a password, document protection can be temporarily disabled, making documents available for operations such as setting new passwords or deleting.

### Important

- After operations are complete, be sure to press **[Do not Unlock]** under **Temporarily Unlock Files**, making the document protected by password again.

### Note

- For a document stored using **Locked Print**, only document deletion is available while protection is disabled.

- 1 Press the **[User Tools/Counter]** key.
- 2 On the display panel, press **[System Settings]**, and then press **[Password Management for Stored Files]**.
- 3 Press **[Unlock]** under **Temporarily Unlock Files**.  
 **Note**
  - Protection can be disabled for only three minutes. Access the document, set a new password, and perform any other necessary operations to the document within that time. Documents will automatically return to the password-protected condition after three minutes.
- 4 Press the **[User Tools/Counter]** key to finish.

# Operating Environment and Notes

Security for this machine is assured on the premises that the machine is used under the following conditions:

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## Operating Environment

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- The condition of the machine is normal. (For example, it is not damaged, modified, or lacking components.)
- When the machine is connected to a network, the machine is protected from illegitimate access including unauthorized packet sniffing.
- The machine is managed by an administrator with thorough knowledge of the machine and capable of providing the proper conditions under which users can use the machine safely.

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## For Administrator

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- This machine does not protect against illegitimate actions on the network. To avoid any risks on the network, further security is required.
- Security of this machine cannot be assured if any hardware component is detached or replaced with an inappropriate component. If these things have the possibility of occurring, other security measures are necessary.
- Regularly check that the Extended Security function is on. While the machine is in this mode, the security mark  is displayed at the upper right of the display panel. Be sure to check it particularly after the machine is moved or a power failure occurs. See p.132 "Setting Extended Security".
- Avoid using a single number or consecutive numbers for an access code such as "00000000" or "12345678". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- Remote document management using SmartNetMonitor for Admin is not available when the Extended Security function is on.
- User code is a function to help manage the use of the machine. It is not to protect confidential documents from others. See p.66 "Sender's password".
- As for using the delivery function, the security of this machine can assure only the protection of documents having a password set and stored in the Document Server. Be sure to select the destination correctly when delivering documents.

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## For User

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- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a safe place.
- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234". Since the numbers like this are easy to guess, using them will not provide the appropriate level of security.
- A document accessed with a correct password remains selected even after operations are completed and can be accessed by other users. To avoid this, be sure to press the **【Clear Modes】** key to cancel the selection of the document.
- The user name that is used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- Before scanning documents using the scanner function, make sure that all other operations are completed.



# 9. Specifications

## Mainframe

❖ **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:**

Heating roll pressure system

❖ **Resolution:**

600 dpi

❖ **Exposure glass:**

Stationary original exposure type

❖ **Original reference position:**

Rear left corner

❖ **Warm-up time:**

From the main power switch

- Type 1: Less than 15 seconds (20°C) (When Facsimile or Printer is installed: Less than 18 seconds (20°C))

- Type 2: Less than 20 seconds (20°C)

From the operation switch

- Type 1: Less than 10 seconds (20°C)

- Type 2: Less than 15 seconds (20°C)

❖ **Originals:**

Sheet/book/objects

❖ **Maximum original size:**

A3☐, 11" × 17"☐

❖ **Copy paper size:**

- Trays: A3☐ – A5☐, 11" × 17"☐ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐
- Bypass: A3☐ – A6☐, 11" × 17"☐ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐
- Bypass (custom size):  
Vertical: 100 – 297 mm, 4.0" – 11.7"  
Horizontal: 148 – 600 mm, 5.9" – 23.6"
- Duplex: A3☐ – A5☐, 11" × 17"☐ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐ (impossible on A5☐, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" ☐)
- LCT: A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐

❖ **Copy paper weight:**

- Paper tray 1, 2: 64 – 105 g/m<sup>2</sup>, 17 – 28 lb.
- Bypass tray: 52 – 163 g/m<sup>2</sup>, 14 – 43.6 lb.
- Duplex: 64 – 105 g/m<sup>2</sup>, 17 – 28 lb.

❖ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm
- Trailing edge: Less than 2 ± 2 mm
- Left edge: Less than 2 ± 1.5 mm
- Right edge: Less than 2 + 2.5/-1.5 mm

❖ **First copy time:**

- Type 1: 4.5 seconds or less  
(face up feed, 8<sup>1</sup>/<sub>2</sub>" × 11"☐, 100%, feeding from tray 1, on the exposure glass, Text-Photo mode, Auto Image Density)
- Type 2: 3.6 seconds or less  
(face down feed, 8<sup>1</sup>/<sub>2</sub>" × 11"☐, 100%, feeding from tray 1, on the exposure glass, Text-Photo mode, Auto Image Density)

❖ **Copying speed: (Type 1)**

- 19 copies/minute (A3☐, 11" × 17"☐)
- 35 copies/minute (A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐)

❖ **Copying speed: (Type 2)**

- 22 copies/minute (A3☐, 11" × 17"☐)
- 45 copies/minute (A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐)

❖ **Reproduction ratio:**

Preset reproduction ratios:

	<b>Metric version</b>	<b>Inch version</b>
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Zoom: From 25 to 400% in 1% steps.

❖ **Maximum continuous copy run:**

999 sheets

❖ **Copy paper capacity:**

- Tray 1, 2: 550 sheets (72 g/m<sup>2</sup>, 19 lb.)
- Bypass tray: 50 sheets (72 g/m<sup>2</sup>, 19 lb.)

❖ **Power consumption:**

- Mainframe only

	<b>Type 1</b>	<b>Type 2</b>
Warm-up	about 1.25 kw	about 1.25 kw
Stand-by	about 0.139 kw	about 0.17 kw
During printing	about 1.2 kw	about 1.2 kw
Maximum	less than 1.44 kw	less than 1.44 kw

- Complete system <sup>\*1</sup>

	Type 1	Type 2
Warm-up	about 1.3 kw	about 1.3 kw
Stand-by	about 0.17 kw	about 0.195 kw
During printing	about 1.4 kw	about 1.4 kw
Maximum	less than 1.44 kw	less than 1.44 kw

<sup>\*1</sup> The complete system consists of the mainframe, finisher and large capacity tray (LCT).

◆ **Dimensions (W × D × H up to exposure glass):**

Type 1, 2: 670 × 650 × 720 mm, 26.4" × 25.6" × 28.3"

◆ **Space for mainframe (W × D):**

Type 1, 2: 980 × 650 mm, 38.6" × 25.6" (Bypass tray extender is used for large size paper)

◆ **Noise emission <sup>\*1</sup>:**

Sound power level:

- Mainframe only

	Type 1	Type 2
Stand-by	Less than 42 dB (A)	Less than 42 dB (A)
Copying	Less than 69 dB (A)	Less than 69 dB (A)

- Complete system <sup>\*3</sup>

	Type 1	Type 2
Stand-by	Less than 42 dB (A)	Less than 42 dB (A)
Copying	Less than 73 dB (A)	Less than 74 dB (A)

Sound pressure level <sup>\*2</sup>

- Mainframe only

	Type 1	Type 2
Stand-by	Less than 37 dB (A)	Less than 37 dB (A)
Copying	Less than 54 dB (A)	Less than 55 dB (A)

- Complete system <sup>\*3</sup>

	Type 1	Type 2
Stand-by	Less than 37 dB (A)	Less than 37 dB (A)
Copying	Less than 59 dB (A)	Less than 60 dB (A)

<sup>\*1</sup> The above measurements made in accordance with ISO 7779 are actual value.

<sup>\*2</sup> It is measured at the position of the bystander.

<sup>\*3</sup> The Complete System consists of the mainframe, Auto Document Feeder, finisher and large capacity tray (LCT).

❖ **Weight:**

Type 1, 2: Approx. 79 kg, 174.2 lb.

❖ **HDD:**

20 GB or more

- Capacity for Document Server  
7.6 GB
- Capacity for memory sorting  
5.3 GB
- Capacity for others  
7.1 GB or more

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## Auto Document Feeder

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❖ **Mode:**

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

❖ **Original size:**

- A3  – B6 JIS   (2 sided original are impossible for B6 JIS  )
- 11" × 17"  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  

❖ **Original weight:**

- One-sided originals: 40–128 g/m<sup>2</sup> (11–34 lb.)
- Two-sided originals: 52–105 g/m<sup>2</sup> (14–28 lb.) (duplex)

❖ **Maximum number of originals:**

80 sheets (80 g/m<sup>2</sup>, 20 lb.) or less than 11 mm, 0.43"

❖ **Maximum power consumption:**

Less than 60 W (power is supplied from the mainframe)

❖ **Dimensions (WxDxH):**

570 × 518 × 150 mm, 22.4" × 20.4" × 5.9"

❖ **Weight:**

Approx. 12 kg, 26.5 lb.

 **Note**

- Specifications are subject to change without notice.

# Options

## 1000-Sheet finisher

Finisher Upper Tray:

### ❖ Paper size:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 12" × 18", 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 10<sup>1</sup>/<sub>2</sub>" × 7<sup>1</sup>/<sub>4</sub>", 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>2</sub>" × 11", 8" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"

### ❖ Paper weight:

64–105 g/m<sup>2</sup>, 17.0–28 lb.

### ❖ Stack capacity:

- 250 sheets (A4 or smaller) (80 g/m<sup>2</sup>, 20 lb.)
- 50 sheets (B4 JIS or larger) (80 g/m<sup>2</sup>, 20 lb.)

Finisher Shift Tray:

### ❖ Paper size:

A3, B4 JIS, A4, B5 JIS, A5, 12" × 18", 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 10<sup>1</sup>/<sub>2</sub>" × 7<sup>1</sup>/<sub>4</sub>", 8" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"

### ❖ Paper weight:

60 – 163 g/m<sup>2</sup>, 16.0 – 43.6 lb.

### ❖ Stack capacity:

- 1,000 sheets (A4 or smaller) (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (B4 JIS or larger) (80 g/m<sup>2</sup>, 20 lb.)

### ❖ Staple capacity:

- 50 sheets (A4 or smaller) (80 g/m<sup>2</sup>, 20 lb.)
- 30 sheets (B4 JIS or larger) (80 g/m<sup>2</sup>, 20 lb.)

### ❖ Staple paper size:

A3, B4 JIS, A4, B5 JIS, 12" × 18", 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11", 10<sup>1</sup>/<sub>2</sub>" × 7<sup>1</sup>/<sub>4</sub>", 8" × 13", 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13"

### ❖ Staple paper weight:

52–128 g/m<sup>2</sup>, 14–34 lb.

### ❖ Staple position:

- 1 staple – 2 positions
- 2 staples – 2 positions

❖ **Power consumption:**

Less than 50 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

520 × 520 × 790 mm, 20.5" × 20.5" × 31.1" (including trays)

❖ **Weight:**

Approx. 25 kg, 55.2 lb.

## 2 Tray finisher

Finisher Shift Tray 1:

❖ **Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"

❖ **Paper weight:**

52 – 157 g/m<sup>2</sup>, 14 – 42 lb.

❖ **Stack capacity:**

- 500 sheets (A4, B5 JIS, A5, 8<sup>1</sup>/<sub>2</sub>" × 11") (80 g/m<sup>2</sup>, 20 lb.)
- 250 sheets (A3, B4 JIS, 8<sup>1</sup>/<sub>2</sub>" × 14", 11" × 17") (80 g/m<sup>2</sup>, 20 lb.)
- 100 sheets (A5, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>") (80 g/m<sup>2</sup>, 20 lb.)

Finisher Shift Tray 2:

❖ **Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"

❖ **Paper weight:**

52 – 157 g/m<sup>2</sup>, 14 – 42 lb.

❖ **Stack capacity:**

No Staple:

- 2,000 sheets (A4, 8<sup>1</sup>/<sub>2</sub>" × 11") (80 g/m<sup>2</sup>, 20 lb.)
- 750 sheets (A3, B4 JIS, A4, B5 JIS, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11") (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (A5) (80 g/m<sup>2</sup>, 20 lb.)
- 100 sheets (A5, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>") (80 g/m<sup>2</sup>, 20 lb.)

Staple:

- 1,500 sheets (A4, 8<sup>1</sup>/<sub>2</sub>" × 11") (80 g/m<sup>2</sup>, 20 lb.)
- 750 sheets (A3, B4 JIS, A4, B5 JIS, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 11") (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (A5) (80 g/m<sup>2</sup>, 20 lb.)
- 100 sheets (A5, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>") (80 g/m<sup>2</sup>, 20 lb.)

❖ **Staple capacity:**

- 50 sheets (A4 , B5 JIS , 8<sup>1</sup>/<sub>2</sub>" × 11" ) (80 g/m<sup>2</sup>, 20 lb.)
- 30 sheets (A3 , B4 JIS , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 14" ) (80 g/m<sup>2</sup>, 20 lb.)

❖ **Staple paper size:**

A3 , B4 JIS , A4 , B5 JIS , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 14" , 8<sup>1</sup>/<sub>2</sub>" × 11" 

❖ **Staple paper weight:**

64 – 90 g/m<sup>2</sup>, 17 – 24 lb.

❖ **Staple position:**

- 1 staple – 3 positions
- 2 staples – 1 position

❖ **Power consumption:**

Less than 50 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

520 × 520 × 790 mm, 20.5" × 20.5" × 31.1" (including trays)

❖ **Weight:**

Approx. 25 kg, 55.2 lb.

## Punch Kit

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❖ **Paper size**

- 2 holes: A3 , A5 , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 14"  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" 
- 3 holes: A3 , B4 JIS , A4 , B5 JIS , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 11" 
- 4 holes:
  - Metric version: A3 , B4 JIS , A4 , B5 JIS , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 11" 
  - Narrow 2 × 2 version: A3 , A5 , 11" × 17" , 8<sup>1</sup>/<sub>2</sub>" × 14"  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" 

❖ **Paper weight:**

- 4 holes: 52 – 163 g/m<sup>2</sup>, 14 lb. – 43 lb.
- 2 or 3 holes: 52 – 163 g/m<sup>2</sup>, 14 lb. – 43 lb.

❖ **Power consumption:**

26.4 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**

142 × 456 × 92 mm, 55.9" × 179.5" × 36.2"

❖ **Weight:**

Approx. 2.9 kg, 6.4 lb

 **Note**

□ Specifications are subject to change without notice.

## Booklet Finisher

Finisher Upper Tray:

❖ **Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□, A6□, 11" × 17"□, 11" × 15"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□□, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□

❖ **Paper weight:**

64 – 80 g/m<sup>2</sup>, 17 – 20 lb.

❖ **Stack capacity:**

- 150 sheets

Finisher Shift Tray:

❖ **Paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□□

❖ **Paper weight:**

60 – 128 g/m<sup>2</sup>, 16 – 34 lb.

❖ **Stack capacity:**

No Staple:

- 1,000 sheets (A4□, B5 JIS□□, A5□, 8<sup>1</sup>/<sub>2</sub>" × 11"□) (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (A3□, B4 JIS□, A4□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□) (80 g/m<sup>2</sup>, 20 lb.)

Staple:

- 750 sheets (A4□, B5 JIS□□, A5□, 8<sup>1</sup>/<sub>2</sub>" × 11"□) (80 g/m<sup>2</sup>, 20 lb.)
- 500 sheets (A3□, B4 JIS□, A4□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□) (80 g/m<sup>2</sup>, 20 lb.)

❖ **Staple capacity:**

- 50 sheets (A4□, B5 JIS□, 8<sup>1</sup>/<sub>2</sub>" × 11"□, 7<sup>1</sup>/<sub>4</sub>" × 10<sup>1</sup>/<sub>2</sub>"□) (80 g/m<sup>2</sup>, 20 lb.)
- 30 sheets (A3□, B4 JIS□, A4□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□, 8<sup>1</sup>/<sub>2</sub>" × 13"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□) (80 g/m<sup>2</sup>, 20 lb.)

❖ **Staple paper size:**

A3□, B4 JIS□, A4□□, B5 JIS□□, 11" × 17"□, 8<sup>1</sup>/<sub>2</sub>" × 14"□, 8<sup>1</sup>/<sub>2</sub>" × 11"□□

❖ **Staple paper weight:**

64 – 80 g/m<sup>2</sup>, 17 – 20 lb.

❖ **Staple position:**

- 1 staple – 2 positions
- 2 staples – 2 positions

❖ **Saddle stitch**

- Paper size:  
A3, B4 JIS, A4, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 11" (80 g/m<sup>2</sup>, 20 lb.)
- Saddle stitching capacity: 15 sheets
- Stack capacity:  
2–5 sheets: 25 sets  
6–10 sheets: 15 sets  
11–15 sheets: 10 sets
- Folding: Center folding
- Paper weight:  
Plain paper: 64 – 80 g/m<sup>2</sup>, 17 – 20 lb.  
Cover sheet (one sheet): 64 – 128 g/m<sup>2</sup>, 17 – 34 lb.
- Position: 1 position

❖ **Power consumption:**

Less than 55 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

689 × 603 × 1,055 mm, 27.1" × 23.7" × 41.5"

❖ **Weight:**

Approx. 50 kg, 110.2 lb. (mainframe only)

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## Bridge Unit

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❖ **Dimensions:**

413 × 435 × 126 mm, 16.3" × 17.1" × 5.0"

❖ **Weight:**

3.6 kg, 7.9 lb.

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## Internal Tray 2 (1 bin tray)

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❖ **Number of bins:**

1

❖ **Paper size:**

A3☐, B4 JIS☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8<sup>1</sup>/<sub>2</sub>" × 14"☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐☐, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"☐

❖ **Paper capacity:**

125 sheets (80 g/m<sup>2</sup>, 20 lb.)

❖ **Copy paper weight:**

60 – 105 g/m<sup>2</sup> (16 – 28 lb.)

❖ **Maximum power consumption:**

Less than 15 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H):**

470 × 565 × 140 mm, 18.5" × 22.2" × 5.5"

❖ **Weight:**

Approx. 4 kg, 8.8 lb.

 **Note**

☐ Specifications are subject to change without notice.

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## Large Capacity Tray (LCT)

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❖ **Paper size:**

A4☐, 8<sup>1</sup>/<sub>2</sub>" × 11"☐

❖ **Paper weight:**

75 – 105 g/m<sup>2</sup>, 20 – 28 lb.

❖ **Paper capacity:**

1,500 sheets (80 g/m<sup>2</sup>, 20 lb.)

❖ **Power consumption:**

Maximum 40 W (power is supplied from the mainframe)

❖ **Dimensions (W × D × H, option unit):**

390 × 500 × 390 mm, 15.4" × 19.7" × 15.4"

❖ **Weight:**

Approx. 17 kg, 37.5 lb.



**Note**

Specifications are subject to change without notice.

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## Paper Tray Unit

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❖ **Copy paper weight:**

64–105 g/m<sup>2</sup> (17–28 lb.)

❖ **Paper size:**

A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 14", 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>2</sub>" × 11", 8<sup>1</sup>/<sub>4</sub>" × 13", 8" × 13", 7<sup>1</sup>/<sub>4</sub>" × 10<sup>1</sup>/<sub>2</sub>", 8<sup>1</sup>/<sub>4</sub>" × 14", 11" × 14", 8" × 10<sup>1</sup>/<sub>2</sub>", 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"

❖ **Maximum power consumption:**

Less than 50 W (power is supplied from the mainframe)

❖ **Paper capacity:**

550 sheets (72 g/m<sup>2</sup>, 19 lb.) × 2 trays

❖ **Dimensions (W × D × H):**

540 × 650 × 270 mm, 21.3" × 25.6" × 10.6"

❖ **Weight:**

Approx. 25 kg, 55.2 lb.



**Note**

Specifications are subject to change without notice.

# Copy Paper

## Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Tray 1, 2 Paper tray unit (optional)	64-105 g/m <sup>2</sup> (17-28 lb.)	A3☐, A4☐☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐		550 sheets *5
		*1 A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "☐, 8" × 13"☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐, 8 <sup>1</sup> / <sub>4</sub> " × 13"☐, 8 <sup>1</sup> / <sub>4</sub> " × 14"☐, 11" × 14"☐, 8" × 10 <sup>1</sup> / <sub>2</sub> "☐☐		
Bypass tray *1	Standard paper 60-90.2 g/m <sup>2</sup> (16-24 lb.)	A3☐, A4☐☐, A5☐☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐	50 sheets
		*1 B4 JIS☐, B5 JIS☐☐, B6 JIS☐, A6☐, Postcard☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐, 8 <sup>1</sup> / <sub>4</sub> " × 13"☐, 8 <sup>1</sup> / <sub>4</sub> " × 14"☐, 11" × 14"☐, 11" × 15"☐, 10" × 14"☐, 10" × 15"☐, 8" × 10"☐☐, 8" × 10 <sup>1</sup> / <sub>2</sub> "☐☐	*1 B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐, A6☐, Postcard☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 7 <sup>1</sup> / <sub>4</sub> " × 10 <sup>1</sup> / <sub>2</sub> "☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐, 8 <sup>1</sup> / <sub>4</sub> " × 13"☐, 11" × 14"☐, 11" × 15"☐, 10" × 14"☐, 10" × 15"☐, 8" × 10"☐☐, 8" × 10 <sup>1</sup> / <sub>2</sub> "☐☐	
		Custom size *8 Vertical: 100-297 mm Horizontal: 148-600 mm *9	Custom size *8 Vertical: 3.9"-11.6" Horizontal: 5.8"-23.4" *9	
	Thin paper *5 52-59 g/m <sup>2</sup> (14-16 lb.)	A3☐, A4☐☐, A5☐☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐	50 sheets
Custom size *8 Vertical: 100-297 mm Horizontal: 148-600 mm *9		Custom size *8 Vertical: 3.9"-11.6" Horizontal: 5.8"-23.4" *9		
Thick paper *3 *5 *7 91-163 g/m <sup>2</sup> (24-43.5 lb.)	A3☐, A4☐☐, A5☐☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐	25 sheets	
	*8 Custom size Vertical: 100-297 mm Horizontal: 148-600 mm *9	*8 Custom size Vertical: 3.9"-11.6" Horizontal: 5.8"-23.4" *9		
Translucent paper *4 *5	A3☐, A4☐☐, A5☐☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐	40 sheets	

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity
Bypass tray <sup>*1</sup>	OHP transparencies <sup>*3 *4</sup>	A4 	8 <sup>1</sup> / <sub>2</sub> " × 11" 	20 sheets
	Label paper (adhesive labels)	A3  , A4  , A5  , 8" × 13" 	A3  , 11" × 17"  , 8 <sup>1</sup> / <sub>2</sub> " × 11"  , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	1 sheet
Large Capacity Tray (LCT) (optional) <sup>*5 *6</sup>	75-105 g/m <sup>2</sup> (20-28 lb.)	A4  , 8 <sup>1</sup> / <sub>2</sub> " × 11" 		1500 sheets

<sup>\*1</sup> See p.109 "To adjust the paper size to one not available with the paper size selector"

<sup>\*2</sup> When copying onto custom size paper, you need to specify vertical and horizontal dimensions. See "Copying from the Bypass Tray", *Copy Reference*.

<sup>\*3</sup> Select [**OHP Sheet**] or [**Thick Paper**] in the display panel. See "Copying from the Bypass Tray", *Copy Reference*.

<sup>\*4</sup> It is recommended to place one sheet at a time. See "Copying from the Bypass Tray", *Copy Reference*.

<sup>\*5</sup> When loading paper, make sure that the top of the stack is not higher than the limit mark of the paper tray.

<sup>\*6</sup> The paper tray fence is immovable. If you want to change the size of paper placed in this tray, contact your service representative.

<sup>\*7</sup> If you want to use thick (128–163 g/m<sup>2</sup>, 34 lb.–43.5 lb.) paper, select [**Thick Paper**] on the display panel. See "Copying from the Bypass Tray", *Copy Reference*.

<sup>\*8</sup> With paper longer than 433 mm, misfeeds, jams and creasing may occur. Make sure that paper is placed correctly so that it is fed straight.

<sup>\*9</sup> The horizontal size is 148–432 mm (5.8"–17") when the booklet finisher is installed.

### Important

If you use damp or curled paper, a misfeed may occur.

### Note

- Load paper into the Tray 1-4 with the print side up.
- Place paper in the LCT and bypass tray with the print side down.
- When using the bypass tray, it is recommended to set the paper orientation to .
- When loading OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper orientation to  and select A4 , 8<sup>1</sup>/<sub>2</sub>" × 11"  as paper size.
- When using OHP transparencies, shuffle them for each use. If you store the sheets in the tray, they may adhere and may cause feeding problems.
- When copying onto OHP transparencies, remove copied sheets one by one.
- If multiple-sheet jams occur, load the paper sheet by sheet.
- Postcards should be fed using the bypass tray. Select [**Thick Paper**] on the display panel. See "Copying from the Bypass Tray", *Copy Reference*.

- When copying onto letterhead paper, the paper placing orientation is different depends on which function you are using. See p.94 “Orientation-Fixed Paper or Two-Sided Paper”.
- If you load paper of the same size in the same direction 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 one tray has recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) This saves interrupting a copy run to replenish paper when making a large number of copies. See “General Features 1/4 Auto Tray Switching”, *Copy Reference* and p.54 “Tray Paper Size: Tray 1–4”.
- The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See p.151 “Non-recommended Paper” for more information.

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## Non-recommended Paper

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### CAUTION:

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

### Important

- To prevent faults, do not use any of the following kinds of paper:
  - Paper for inkjet printers
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Colored OHP transparencies
  - Paper with perforated lines
  - Hemmed-edge paper
- Do not use paper that is meant for an inkjet printer, or it may stick to the Fusing Unit and cause a paper misfeed.
- Do not copy onto a side that already has copy on, or a fault might occur.

### Note

- To prevent misfeeds, do not use the following kinds of paper:
  - Bent, folded, or creased paper
  - Torn paper
  - Slippery paper

- Perforated paper
  - Rough paper
  - Thin paper with little stiffness
  - Paper with a dusty surface
- If you copy onto rough grain paper, the image might be blurred.

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## Paper Storage

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 **Note**

- 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 a vinyl bag.

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MEMO

MEMO

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

**I** means **POWER ON.**

**⏻** means **STAND BY.**

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