

Operating Instructions About This Machine



- 1 Getting Started
- 2 Entering Text
- 3 Appendix

Introduction

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

Important

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

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. Depending on which country you are in, certain units may be optional. 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 four AlGalnp laser diodes, 10 or 15-milliwatt, 770-810 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.

The following label is attached on the back side of the machine.

CLASS 1 LASER PRODUCT LASER KLASSE 1 PRODUKT

Caution:

Use of controls or adjustments 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.16 "Machine Types".)

- Type 1: 60 copies/minute (A4 □, 8¹/₂" × 11" □)
- Type 2: 70 copies/minute (A4 □, 8¹/₂" × 11" □)
- Type 3: 80 copies/minute (A4 □, 8¹/₂" × 11" □)

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 metric 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

220 - 240V, 50/60Hz, 10A or more

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

Manuals for This Machine

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

#Important

Media differ according to manual		Media	differ	according	to	manua
----------------------------------	--	-------	--------	-----------	----	-------

☐ The printed and electronic versions of a manual have the same contents .

☐ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

☐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

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

Copy/ Document Server Reference

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

❖ Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

General Settings Guide

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

❖ Security Reference

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

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

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

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

❖ PostScript 3 Supplement

Explains how to set up and use PostScript 3.

❖ UNIX Supplement

For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

Other manuals

- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- ☐ Manuals provided are specific to machine types.
- ☐ "PostScript 3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.
- ☐ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	the ScanRouter delivery software

^{*1} Optional

What You Can Do with This Machine

This section introduces the features of this machine.

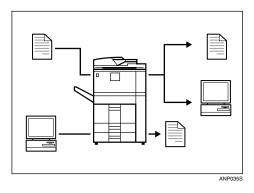
Note

☐ For details about options, see "Options".

Reference p.19 "Options"

Copier, Printer, Scanner, and Fax Functions

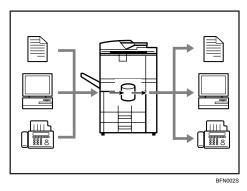
This machine provides copier, printer (optional), and scanner (optional) functions.



- You can make copies of originals. With a finisher (optional), you can sort and staple copies. See Copy/ Document Server Reference.
- You can print documents created in applications. See Printer Reference. You can print documents from Windows 2000/XP/Vista (TCP/IP, IPP), Windows Server 2003/2003 R2 (TCP/IP, IPP), NetWare, UNIX (TCP/IP), and Macintosh (AppleTalk) environments because the machine supports all these (multi-protocol).
- You can scan originals and send scan files to a computer. See Scanner Reference.
- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. For details, see Facsimile Reference.

Utilizing Stored Documents

You can store files of originals scanned by this machine, or files sent from other computers, onto the hard disk of the machine. You can print the stored documents, as well as change print settings and print multiple documents (Document Server).



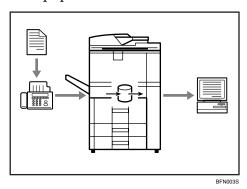
- With DeskTopBinder, you can search, check, print and delete stored documents from your computer.
- You can also retrieve stored documents scanned in scanner mode.
- You can retrieve documents scanned in copier mode, if the Printer/Scanner unit is installed.
 - For details, see Scanner Reference.
- With File Format Converter (optional), you can even download documents stored in copy and printer functions to your computer. See Network Guide.
- For more information about the machine's settings, see "Network Settings", General Settings Guide.
- For more information about Document Server in printer mode, see "Saving and Printing Using the Document Server", Printer Reference.
- For more information about Document Server in scanner mode, see "Storing Files Using the Scanner Function", Scanner Reference.
- For more information about Document Server, see "Storing Originals in the Document Server", Copy/Document Server Reference.
- For more information about DeskTopBinder, see DeskTopBinder manuals.
- For details about document server in fax mode, see "Storing a Document", Facsimile Reference.

Paperless Fax Transmission and Reception

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

Reception

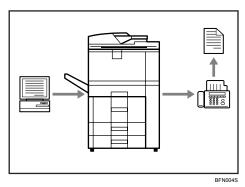
You can store received fax documents in electrical format without printing it onto paper.



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

Transmission

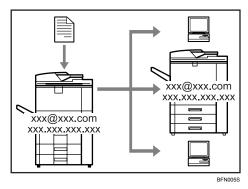
You can send a fax from your computer over the network (Ethernet or wireless LAN) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).



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

Fax Transmission and Reception Over the Internet

This machine supports Internet Fax and IP-Fax.



❖ Internet Fax

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

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

❖ IP-Fax

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

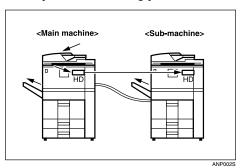
- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).
- This machine can receive documents sent via Internet Fax (IP-Fax Reception).
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Note

- ☐ For details about settings, see "Network Settings", General Settings Guide.
- ☐ For details about how to transmit and receive documents over the Internet, see "Transmission" and "Reception", Facsimile Reference.

Connecting Two Machines for Copying

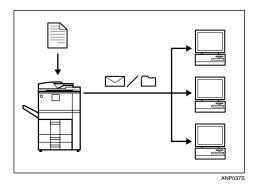
You can connect two machines together with Copy Connector (optional). When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so that copies can be made on both machines simultaneously (Connect Copy).



- You can complete large volume copy runs in shorter time. See "Connect Copy", Copy/Document Server Reference.
- Even if one machine runs out of paper, or stops because of a paper jam, the other machine can still continue to finish the job. See "Connect Copy", Copy/Document Server Reference.

Using the Scanner in a Network Environment

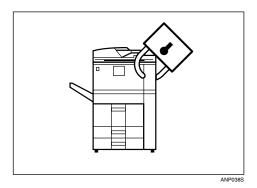
You can use a scanner over the network.



- You can send scanned documents to other network computers using e-mail (Sending stored scan file by e-mail). See "Sending Scan Files by E-mail", Scanner Reference.
- With the ScanRouter delivery software, you can store scanned documents in specified destinations on network computers (File storage). See Scanner Reference.
- You can send scanned documents to other network folders (Scan to Folder). See "Sending Scan Files to Folders", Scanner Reference.
- You can use this machine as a delivery scanner for the ScanRouter delivery application (Network delivery scanner). You can save scan files in the delivery server or send them to a folder in a computer on the same network. For details about the machine's settings, see "Network Settings", General Settings Guide. For details about how to use the function, see "When Using E-mail, Folder Sending, Storing or Network Delivery Function", Scanner Reference.

Administrating the Machine/Protecting Documents (Security Functions)

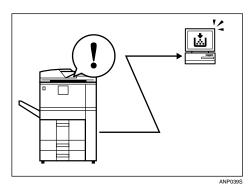
You can prevent information leakage by managing the machine and protecting documents.



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

Monitoring the Machine Via Computer

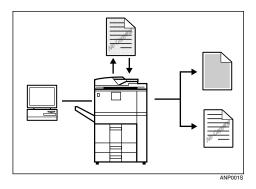
You can monitor machine status and change settings using a computer.



- Using SmartDeviceMonitor for Admin, SmartDeviceMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as checking on paper quantities, or misfeeds. See General Settings Guide.
- You can use a Web browser to make network settings. See General Settings Guide.
- You can also use a Web browser to register and manage items such as user codes, e-mail addresses, and folders in the Address Book.
 See the Web Image Monitor's Help.

Preventing an Unauthorized Copy

You can embed a pattern in the printed document to prevent it from being copied.



- Using the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security Unit (optional), protected pages are grayed out in the copy, preventing confidential information from being copied. In addition, the machine beeps to notify that unauthorized copying is being attempted.
 - If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.
 - See the printer driver Help and Printer Reference.
- Using the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied on this or other machines, the hidden text appears in the copy, discouraging such unauthorized copying.
 - For details, see the printer driver Help, Facsimile Reference, Printer Reference and Security Reference.

TABLE OF CONTENTS

Manuals for This Machine	
What You Can Do with This Machine	iii
Copier, Printer, Scanner, and Fax Functions	iii
Utilizing Stored Documents	iv
Paperless Fax Transmission and Reception	v
Fax Transmission and Reception Over the Internet	vi
Connecting Two Machines for Copying	vii
Using the Scanner in a Network Environment	
Administrating the Machine/Protecting Documents (Security Functions)	viii
Monitoring the Machine Via Computer	
Preventing an Unauthorized Copy	ix
Notice	1
Important	1
How to Read This Manual	2
Symbols	
Safety Information	
Safety During Operation	
Safety Precautions to be Followed	
Positions of AWARNING and ACAUTION labels	
User Information on Electrical & Electronic Equipment	
Users in the EU, Switzerland and Norway	
All Other Osers	
ENERGY STAR Program	
Energy Saving Functions	14
•	14
Energy Saving Functions Machine Types	14
Energy Saving Functions Machine Types	14 16
Energy Saving Functions Machine Types 1. Getting Started Guide to Components	14 16
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options	14 16 17
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel	14 16 17 19
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel	14171921
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel	14171921
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel	1417192123
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display	141719212323
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed	141719212323
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel)	14171921232525
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel)	1417192123252525
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver)	141721232525252627
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using a Printer Driver) Login (Using Web Image Monitor)	14171921232525252727
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver)	14171921232525252727
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using a Printer Driver) Login (Using Web Image Monitor)	14161721232525252525262728
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor)	14161721232525252627272828
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes	14161721232525252527272829
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset	1416172123252525252627282829
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power	14161719232525252525262728282929
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power Turning On the Main Power	1416171921232525252527272829293031
Energy Saving Functions Machine Types 1. Getting Started Guide to Components Options Control Panel Display Panel Simplified Display When the Authentication Screen is Displayed User Code Authentication (Using the Control Panel) User Code Authentication (Using a Printer Driver) Login (Using the Control Panel) Log Off (Using the Control Panel) Login (Using a Printer Driver) Login (Using Web Image Monitor) Log Off (Using Web Image Monitor) Changing Modes System Reset Turning On the Power Turning On the Power	14161721232525252727272829293031

2. Entering Text

Entering Text	35
Available Characters	
Keys	35
How to Enter Text	
2. A serie and alter	
3. Appendix	
Dos and Don'ts	39
Software and Utilities Included on the CD-ROM	40
Viewing the contents of the CD-ROM	40
Printer Drivers for This Machine	41
TWAIN Driver	42
LAN-Fax Driver	43
DeskTopBinder Lite	44
SmartDeviceMonitor for Admin	45
DeskTopBinder-SmartDeviceMonitor for Client	46
Copy Paper	47
Recommended Paper Sizes and Types	47
Unusable Paper	50
Paper Storage	51
Specifications for the Main Unit	52
Document Server	56
Auto Document Feeder	57
Specifications for Options	58
Mailbox	58
Booklet Finisher	59
3,000Sheet-50Sheet Staple Finisher	62
3,000Sheet-100Sheet Staple Finisher	64
Punch Unit (Booklet Finisher, 3,000Sheet-50Sheet Staple Finisher)	66
Punch Unit (3,000Sheet-100Sheet Staple Finisher)	67
Z-folding Unit	68
Copy Tray	
Large Capacity Tray (LCT)	
Interposer	69
Specifications for Others	70
INDEX	71

Notice

Important

Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

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

How to Read This Manual

Symbols

This manual uses the following symbols:

! WARNING:

Indicates important safety notes.

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

ACAUTION:

Indicates important safety notes.

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

#Important

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

Note

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

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

[]

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

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

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

↑ WARNING:

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

⚠ CAUTION:

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

Safety Precautions to be Followed

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

Environments where the machine can be used

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

⚠ WARNING:

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

A CAUTION:

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

Handling power cords and power plugs

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

↑ WARNING:

- Connect the machine to the power source specified on the inside front cover of this manual and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified on the inside front cover of this manual and extension cords are electric shock or fire hazards.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

A CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself.
 Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.

Handling the main machine

This section explains safety precautions about handling the main machine.

⚠ WARNING:

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

⚠ CAUTION:

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

Handling the machine's interior

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

⚠ WARNING:

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

A CAUTION:

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

Handling the machine's supplies

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

⚠ WARNING:

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.
- Dispose of the used toner container in accordance with the local regulations.

A CAUTION:

- To avoid fire or machine failure, do not use aluminum foil, carbon paper, or similar conductive paper.
- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- When loading paper, take care not to trap or injure your fingers.
- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.
- For 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.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

For people using a pacemaker

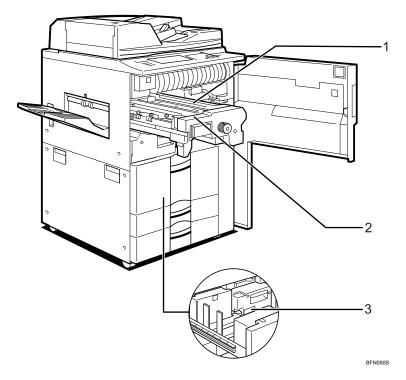
This section explains safety precautions for people using a pacemaker.

↑ WARNING:

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

Positions of AWARNING and ACAUTION labels

This machine has labels for <u>AWARNING</u> and <u>ACAUTION</u> at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.





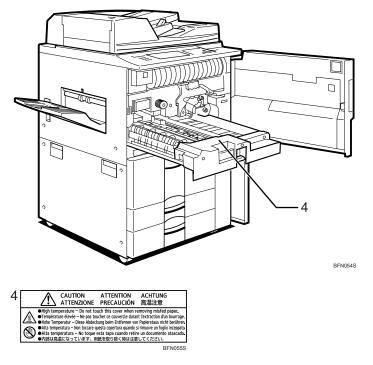
The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.



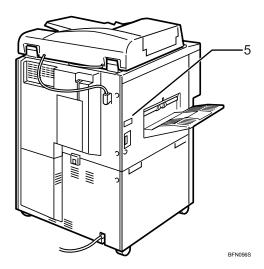
Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



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

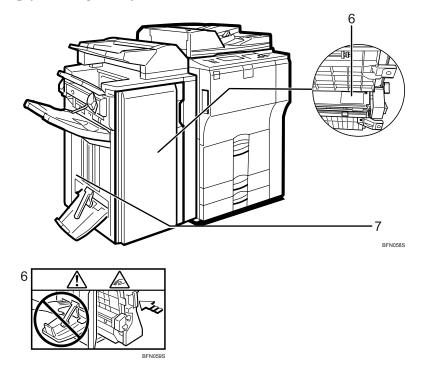


Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.





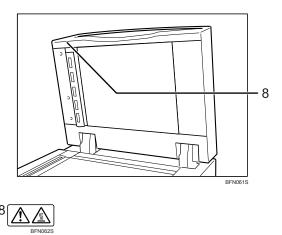
Keep your hands clear of the finisher tray when removing paper jam. You might trap your fingers if you do not.



Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.



Do not touch the paper exit section of the finisher. It could cause injury.



Do not touch! Surface may be very hot.

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

ENERGY STAR Program

❖ ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR $^{\tiny{\circledR}}$ Program.

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

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

It is an open program in which manufacturers participate voluntarily.

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

Note

☐ For the default delay time, see "Energy Saving Functions".

p.14 "Energy Saving Functions"

Energy Saving Functions

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

❖ Low Power Mode

- If this machine remains idle for a specified period, it automatically reduces its electrical consumption.
- The default period the machine waits before entering Low Power Mode is 1 minute. This default time can be changed.

❖ Off Mode (on machines with only the Copier function)

- If this machine remains idle for a specified period, it automatically turns off its power.
- The default delay time the machine waits before entering Off Mode is 1 minute (Type 1, 2) or 15 minutes 10 seconds (Type 3). This default time can be changed.

Sleep Mode (on machines with Facsimile, Printer, or Scanner functions)

- If this machine is already in Low Power Mode and remains idle for a specified period, it automatically enters Sleep Mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep Mode is 1 minute (Type 1, 2) or 15 minutes 10 seconds (Type 3). This default time can be changed. The machine can print jobs from computers and receive faxes while in Sleep Mode.

	Copier Only			Printer and Scanner Installed			
	Type 1	Type 2	Type 3	Type 1	Type 2	Type 3	
Electrical Consumption in Low Power Mode	158W	158W	144W	164W	164W	144W	
Time taken to switch to Low Power Mode	1 minute	1 minute	1 minute	1 minute	1 minute	1 minute	
Time taken to recover from Low Power Mode	10 seconds	10 seconds	10 seconds	10 seconds	10 seconds	10 seconds	
Electrical Consumption in Off Mode	4.7 W	4.7 W	4.7 W	-	-	-	
Time taken to switch to Off Mode	1 minute	1 minute	15 minutes 10 seconds	-	-	-	
Time taken to recover from Off Mode	30 seconds	30 seconds	60 seconds	-	-	-	
Electrical Consumption in Sleep Mode	-	-	-	21 W	21 W	21 W	
Time taken to switch to Sleep Mode	-	-	-	1 minute	1 minute	15 minutes 10 seconds	
Time taken to recover from Sleep Mode	-	-	-	30 seconds	30 seconds	60 seconds	

 $\hfill\Box$ The default settings can be changed. For details, see "Timer Settings", General Settings Guide.

"Timer Settings", General Settings Guide.

Machine Types

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

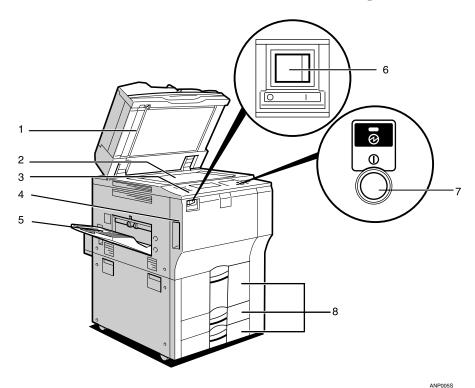
	Type 1	Type 2	Type 3
Copy speed	60 copies/minute; 120 copies/minute for connect copy $(A4 \ \square \ , 8^1/2" \times 11" \ \square)$	70 copies/minute; 140 copies/minute for connect copy $(A4 \ \square \ , 8^1/2" \times 11" \ \square)$	80 copies/minute; 160 copies/minute for connect copy $(A4 \ \square \ , 8^1/2" \times 11" \ \square)$

1. Getting Started

This section describes how to start using this machine.

Guide to Components

This section introduces the names and functions of the components.



1. Auto Document Feeder (ADF)

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

The front and back side of two-sided originals are scanned simultaneously.

2. Exposure glass

Place originals face down here.

3. Control panel

See "Control Panel".

4. Front cover

Open to access the inside of the machine.

5. Copy tray (optional)

Copied or printed paper is delivered here.

6. Main power switch

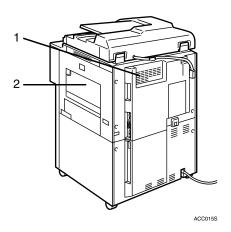
If the machine does not operate after turning on the operation switch, check if the main power switch is turned on.

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).

8. Paper tray (tray 1-3)

Load paper here.



1. Ventilation holes

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

p.21 "Control Panel"

2. Bypass tray

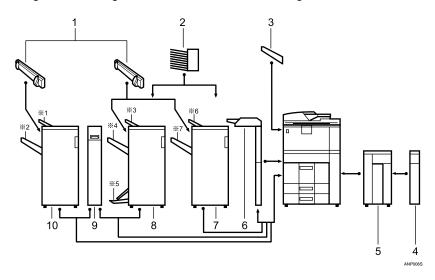
Use to print on OHP transparencies, label paper (adhesive labels), translucent paper, postcards and custom size paper.

Options

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

External Options

This section provides explanations about external options.



1. Output Jogger

Attached to 3,000Sheet-100Sheet Staple Finisher and Booklet finisher to tidy the printout.

2. Mailbox

Sorts printed paper.

*Mailbox trays 1-9

3. Copy tray

Copies are delivered here.

4. Extension unit

Attached to the LCT and holds 2500 sheets of B4 JIS or $8^{1}/2^{11} \times 14^{11}$ sized paper.

5. Large Capacity Tray (LCT)

Holds 4000 sheets of paper.

6. Interposer

Inserts cover or slip sheets into the copies.

7. 3,000Sheet-50Sheet Staple Finisher

Sorts, stacks, staples and punches copies.

*6: Finisher upper tray

*7: Finisher shift tray

8. Booklet Finisher

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

*3: Finisher upper tray

*4: Finisher shift tray

*5: Finisher booklet tray

9. Z-folding unit

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

10. 3,000Sheet-100Sheet Staple Finisher

Sorts, stacks, staples and punches copies.

*1: Finisher upper tray

*2: Finisher shift tray

Internal Options

This section provides explanations about internal options.

- Fax unit
 - Allows you to use the facsimile function.
- Printer/Scanner unit Allows you to use the printer and scanner functions.
- USB 2.0 Interface Board Allows you to connect a variety of external devices.
- IEEE 1284 Interface Board Connects to an IEEE 1284 cable.
- IEEE 802.11b Interface Unit Allows you to install a wireless LAN interface.
- File Format Converter
 Allows you to download documents from the Document Server stored by copier and printer functions. See "Downloading Stored Documents", Copy/Document Server Reference.
- Bluetooth Allows you to expand the interface.
- Copy Data Security Unit
 If a document containing embedded text for unauthorized copy guard is copied, protected pages are grayed out in the copy.
- DataOverWriteSecurity Unit Allows you to erase data on the hard disk.
- Copy Connector
 Allows you to connect copy function.
- Gigabit Ethernet (1000BASE-TX)
 Allows you to communicate with 1000BASE-TX.

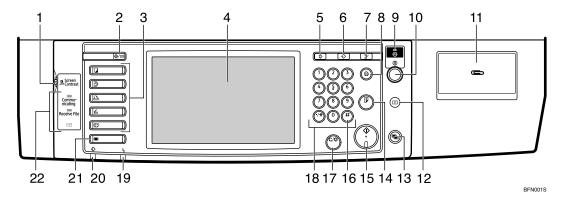
Note

- ☐ You cannot install two or more of the following options at the same time: IEEE 1284 Interface Board, IEEE 802.11b Interface Unit, Bluetooth.
- ☐ Remove the machine's Ethernet and USB ports before connecting a USB Gigabit Ethernet.

Control Panel

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

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. [User Tools/Counter] key

• User Tools

Press to change the default settings and conditions to meet your requirements. See "Accessing User Tools (System Settings)", General Settings Guide.

Counter

Press to check or print the total number of copies made. See "Counter", General Settings Guide.

Enquiry

Press to check where to contact for machine repairs and ordering toner. See "Enquiry", General Settings Guide.

3. Function keys

Press to display the operation screen of one of the following functions:

- Copy
- Document Server
- Printer
- Scanner
- Facsimile

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

4. Display panel

Shows the operation status, error messages, and function menus.

5. [Clear Modes] key

Press to clear previously entered copy job settings.

6. [Program] key (copier and scanner mode)

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

7. [Interrupt] key

Press to make interrupt copies during a copy run. See "Interrupt Copy", Copy/Document Server Reference.

8. [Energy Saver] key

Press to shift to and from Low Power mode. See "Saving Energy".

9. Main power indicator

The main power indicator lights up when the main power switch is turned on.

Do not turn off the power while the On indicator is blinking. Doing so may damage the hard disk.

10. 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 "Turning On the Power".

11. Paper clip tray

Holds paper clips or staples removed from documents.

12. [Login/Logout] key

Press to log in or log out of the system.

13. [Simplified Display] key

Press to go to the Simplified Display screen. See "Simple Display".

14. [Sample Copy] key

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

15. [Start] key

Press to start copying, or to scan or print documents stored on the Document Server.

16. [#] key (Enter key)

Press to enter a numerical value.

17. [Clear/Stop] key

- Clear Press to delete a number entered.
- Press to stop a job in progress.

₽ Reference

p.23 "Display Panel".

p.23 "Simplified Display".

p.29 "Changing Modes".

p.30 "Turning On the Power".

p.32 "Saving Energy".

18. Number keys

Use to enter the desired number of copies, or data for a selected function.

19. Alert indicator

Lights continuously if an error has occurred.

20. Data In indicator (facsimile and printer mode)

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

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

Calls up registered functions.

22. Communicating indicator, Receiving File indicator, Confidential File indicator

- Communicating indicator Lights continuously during data transmission and reception.
- Receiving File indicator Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.

See "Substitute Reception", Facsimile Reference.

 Confidential File indicator Lights continuously while personal box data is being received.

Blinks while Memory Lock file is being received.

See "Personal Boxes", Facsimile Reference and "Printing a File Received with Memory Lock", Facsimile Reference.

1

Display Panel

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

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

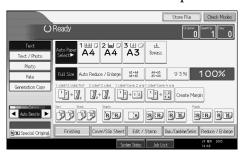
When you select or specify an item on the display panel, it is highlighted like Level Reys appearing as cannot be used.

#Important

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

By default the copying screen is displayed when you turn the power on.

The following display is of a machine with the options fully installed.

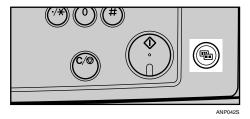


Simplified Display

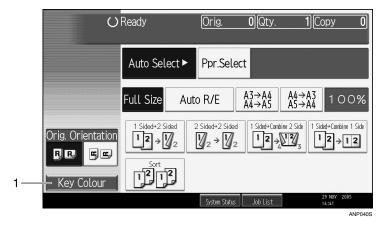
This section explains how to switch to the simplified display.

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

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



❖ Simplified Display



1. [Key Colour]

Press to change the key colour and increase the brightness of the display panel.

Note

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

When the Authentication Screen is Displayed

When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, the Authentication Screen appears on the screen. Unless a valid user name and password are entered, operations are not possible with the machine.

∰Important

- ☐ Consult the User Administrator about your login user name and login password. For details of the various types of user authentication, consult the respective administrators.
- ☐ When User Code Authentication is set, the screen for entering a user code is displayed instead.

Note

☐ "Authentication has failed." appears if the authentication failed. Check the login user name and login password.

User Code Authentication (Using the Control Panel)

When user authentication is set, the following screen appears:



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

Note

- \square To log off, do one of the following:
 - Press the Operation switch.
 - Press the [User Tools/Counter] key, press [System Settings], and then press the [User Tools/Counter] key.
 - Press the [Energy Saver] key after jobs are completed.

User Code Authentication (Using a Printer Driver)

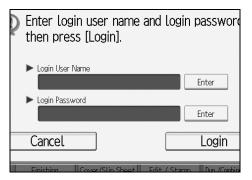
When user authentication is set, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

1

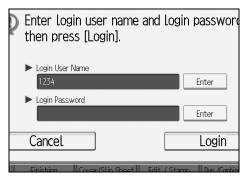
Login (Using the Control Panel)

Follow the procedure below to log on when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

1 Press [Enter] for [Login User Name].



- 2 Enter a login user name, and then press [OK].
- Press [Enter] for [Login Password].



- 4 Enter a login password, and then press [OK].
- Press [Login].

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

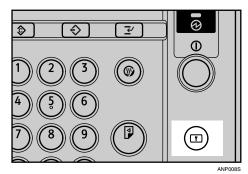


- ☐ "Authentication has failed." appears if the authentication failed. Check the login user name and login password.
- ☐ If user code authentication is enabled, a different screen appears. See "Authentication Information", General Settings Guide.

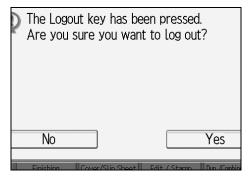
Log Off (Using the Control Panel)

Follow the procedure below to log off when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

1 Press the [Login/Logout] key.



Press [Yes].



Login (Using a Printer Driver)

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

Note

☐ When logged on using a printer driver, you do not have to log off.

1

Login (Using Web Image Monitor)

This section explains how to log onto the machine via Web Image Monitor.

- 1 Click [Login].
- 2 Enter a login user name and password, and then click [Login].
 - Note
 - ☐ For user code authentication, enter a user code in **[User Name]**, and then click **[OK]**.

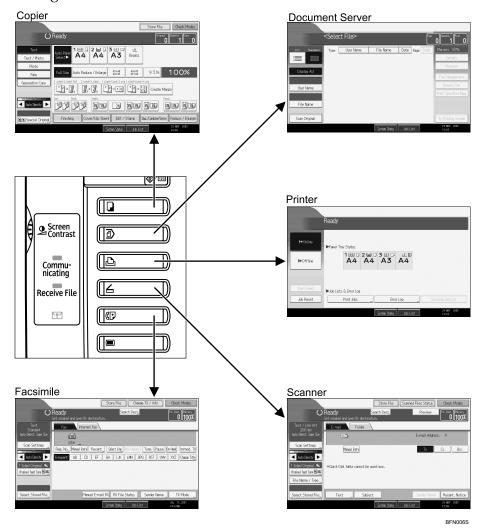
Log Off (Using Web Image Monitor)

- 1 Click [Logout] to log off.
 - Note
 - ☐ Delete the cache memory in the Web Image Monitor after logging off.

Changing Modes

Note

- ☐ You cannot switch modes during interrupt copying or initial setup.
- ☐ The copying screen is displayed as default after power on. You can change this default setting. For the setting procedure, see "General Features", General Settings Guide.



System Reset

The screen specified in "Function Priority" appears automatically or interrupt copying is cancelled, after a certain period of time has elapsed. This function is called "System Reset". See "General Features", General Settings Guide. You can change the System Reset time. See "Timer Settings", General Settings Guide.

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

Power supply

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

- Operation switch (right side of the control panel)
 Press to activate the machine. When the machine has finished warming up, you can make copies.
- Main power switch (left side of the machine)
 Turning off this switch will completely turn off power to the machine.

Note

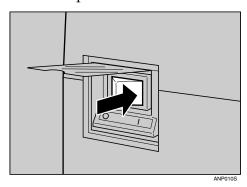
☐ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a certain period. See "Timer Settings", General Settings Guide.

Turning On the Main Power

Turn on the main power as follows:

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

The main power indicator turns on.



Note

- ☐ Do not turn off the main power immediately after it has been turned on. Otherwise it may result in damage to the hard disk or memory, leading to the malfunctioning of the machine.
- ☐ When the message "Functional problem detected. Press [Restart] after the current process. Repeat settings after the machine has restarted." is displayed, follow the instructions and press [Restart] at the bottom right-hand corner of the screen after the process is completed.

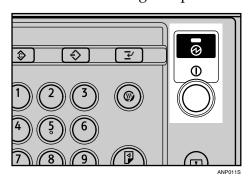
1

Turning On the Power

Turn on the power as follows:

1 Press the Operation switch.

The On indicator lights up.



Note

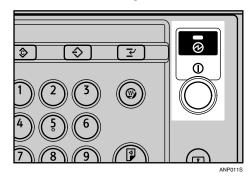
☐ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If not, turn it on.

Turning Off the Power

Turn off the power as follows:

1 Press the Operation switch.

The On indicator goes off.



Note

- ☐ In the following cases, the indicator will not go off but will instead blink when you press the operation switch:
 - During communication with external equipment.
 - When the hard disk is active.

Turning Off the Main Power

Turn off the main power as follows:

#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, leading to malfunction.
- ☐ Be sure to pull out the power cord only after you have turned off the main power switch. Not doing this may result in damage to the hard disk or memory.
- **1** Make sure the On indicator is not lit.
- **2** Open the switch cover, and turn off the main power switch.

The main power indicator goes off.

Note

- ☐ The On indicator does not go off, but blinks in direct dialing mode even if you press the Operation switch. When this happens, check the items below, and turn off the main power switch.
 - the computer is not controlling the machine.

Saving Energy

This machine has the following two energy saving functions.

Energy Saver

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

You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See "Timer Settings", General Settings Guide.

Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed without any operation. This function is called "Auto Off".

You can change the Auto Off time. See "Timer Settings", General Settings Guide.

Note

- ☐ The Auto Off Timer function will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the "Add Toner" message appears
 - When toner is being replenished
 - When the User Tools/Counter/Enquiry screen is displayed
 - When fixed warm-up is in progress
 - When the printer or other functions are active
 - When operations were suspended during printing
 - When the Data-In indicator is on or blinking
 - When the sample print or locked print screen is displayed
 - "Timer Settings", General Settings Guide

ď

2. Entering Text

This section describes how to enter characters.

Entering Text

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

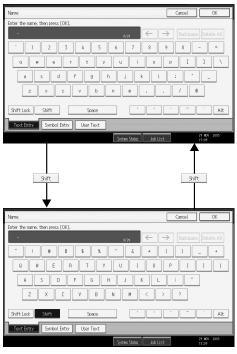
Available Characters

You can enter the following characters:

- Alphabetic characters
 ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals 0123456789

Keys

You can change the entry screen using the keys below.



ANP041S

Note

☐ When entering uppercase or lowercase letters continuously, use [Shift Lock] to lock the case.

How to Enter Text

You can enter text as described below.

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

Deleting Characters

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

Entering Symbols

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



2 Press the symbols you want to enter.



Selecting a User Text

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

For details about registering User Texts, see "General Features", General Settings Guide.

Press [User Text].



2 Select the User Text you want to use.



Reference

"General Features", General Settings Guide.

3. Appendix

This section describes Dos and Don'ts, key accessories, copy paper, and consumables.

Dos and Don'ts

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

⚠ WARNING:

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

A 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.
- Do not turn off the main power switch while the On indicator is lit or blinking. This may cause damage to the hard disk or memory.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After scanning originals continuously, the exposure glass may become warm—this is not a malfunction.
- 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.
- The area around the ventilation hole may become warm. This is caused by exhaust air and is not a malfunction.
- Do not turn off the power when the machine is in operation.
- 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 when it is in operation. If you do, misfeeds might occur.
- Do not move the machine when the power is on.
- If you operate the machine improperly or a failure occurs, 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 a failure of the machine, loss of settings, or use of the machine.

Reference

p.31 "Turning Off the Power" p.32 "Turning Off the Main Power"

Software and Utilities Included on the CD-ROM

CD-ROMs come with this machine: "Printer Drivers and Utilities", "Scanner/PostScript Drivers and Utilities", and "manual CD-ROMs". PS Driver is stored in "Scanner/PostScript Drivers and Utilities". In the "manual CD-ROMs", manuals are stored in PDF format.

The following are included in the separate CD-ROMs:

Font Manager

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

SmartDeviceMonitor for Admin

For the system administrator to manage network printers.

DeskTopBinder-SmartDeviceMonitor for Client

For users to manage their network print status.

Printer Utility for Mac

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

Ø	N	o	te
	Ν	o	te

- ☐ Documentation about using the machine is included on the CD-ROM in PDF format.
- ☐ SmartDeviceMonitor for Admin Help
- ☐ DeskTopBinder-SmartDeviceMonitor for Client Help

Viewing the contents of the CD-ROM

Follow the procedure below to view the contents of the CD-ROMs.

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

The installer starts.

2 Click [Browse This CD-ROM].

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

Printer Drivers for This Machine

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

Printer Language	PCL 6	PCL 5e	RPCS	PostScript 3
Windows 2000 *1	OK	OK	OK	OK *10
Windows XP *2	OK	OK	OK	OK *10
Windows Vista *3	OK	OK	OK	OK *10
Windows Server 2003 *4	OK	OK	OK	OK *10
Mac OS *5	-	-	-	OK *9
Mac OS X *6	-	-	-	OK *11

^{*1} Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

Microsoft Windows 2000 Advanced Server

*2 Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

Microsoft Windows XP Media Center Edition

Microsoft Windows XP Tablet PC Edition

*3 Microsoft Windows Vista Ultimate

Microsoft Windows Vista Enterprise

Microsoft Windows Vista Business

Microsoft Windows Vista Home Premium

Microsoft Windows Vista Home Basic

- *4 Microsoft Windows Server 2003 Standard Edition
 - Microsoft Windows Server 2003 Enterprise Edition

Microsoft Windows Server 2003 Web Edition

Microsoft Windows Server 2003 R2 Standard Edition

Microsoft Windows Server 2003 R2 Enterprise Edition

Microsoft Windows Server 2003 R2 Datacenter Edition

- *5 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
- *6 Mac OS X 10.1 or later (Native mode)
- *7 Requires Service Pack 4 or later.
- *8 Requires Service Pack 6 or later.
- *9 The Adobe PostScript 3 printer drivers and PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".
- *10 The PostScript Printer Description (PPD) files are included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".
- *11 The Adobe PostScript Printer Description (PPD) installer is included on the CD-ROM labeled "Scanner/PostScript Drivers and Utilities".

❖ PCL printer drivers

Two kinds of PCL printer driver (PCL 5e and PCL 6) are included on the CD-ROM that comes with this machine. These drivers allow your computer to communicate with this machine via a printer language.

❖ RPCS printer driver

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

Adobe PostScript Printer Drivers and PPD files

Adobe PostScript printer drivers and the PPD files are included on the CD-ROM provided with this machine. Adobe PostScript printer drivers allow the computer to communicate with the printer using a printer language. PPD files allow the printer driver to enable specific printer functions.

❖ PPD files

PPD files are included on the CD-ROM provided with this machine. PPD files allow the printer driver to enable specific printer functions.

Note

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

"Preparing the Machine", Printer Reference PostScript 3 Supplement

TWAIN Driver

This section describes the file path to and system requirements of the TWAIN driver. This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

❖ File path

The following drivers are included on the CD-ROM labeled "Scanner/Post-Script Drivers and Utilities" provided with this machine:

\DRIVERS\TWAIN

System requirements

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

LAN-Fax Driver

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

#Important

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

This driver is required to use LAN-Fax functions.

File path

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

\DRIVERS\LAN-FAX\XP_VISTA

System requirements

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

Note

☐ Before beginning installation, exit all other applications.

DeskTopBinder Lite

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

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

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

File path

The following drivers are included on the CD-ROM labeled "Scanner/Post-Script Drivers and Utilities" provided with this machine:

\UTILITY\DESKV2

System requirements

- Hardware PC/AT-compatible machines that support the operating system properly
- Operating system
 When installing all functions of DeskTopBinder.
 Microsoft Windows 2000 Professional SP1 or later /200

Microsoft Windows 2000 Professional SP1 or later/2000 Server SP1 or later/2000 Advanced Server SP1 or later/XP Professional/XP Home Edition/XP Media Center Edition/Tablet PC Edition/Vista Ultimate/Vista Enterprise/Vista Business/Vista Home Premium/Vista Home Basic, Microsoft Windows Server 2003 Standard Edition/Enterprise Edition/Web Edition/Datacenter Edition/2003 R2 Standard Edition/2003 R2 Enterprise Edition/2003 R2 Datacenter Edition.

When installing only SmartDeviceMonitor for Client

Microsoft Windows 2000 Professional SP1 or later/2000 Server SP1 or later/XP Professional/XP Home Edition/XP Media Center Edition/Tablet PC Edition/Vista Ultimate/Vista Enterprise/Vista Business/Vista Home Premium/Vista Home Basic, Microsoft Windows Server 2003 Standard Edition/Enterprise Edition/Web Edition/Datacenter Edition/2003 R2 Standard Edition/2003 R2 Enterprise Edition/2003 R2 Datacenter Edition.

SmartDeviceMonitor for Admin

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

❖ File path

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

NETWORK\DEVMON\ADMIN\DISK1

Operating system	Protocol stack
Windows 2000	TCP/IP provided with Windows 2000
	IPX/SPX provided with Windows 2000
	NetWare Client provided with Windows 2000
	Novell Client provided with Windows 2000 or Windows NT
Windows XP	TCP/IP provided with Windows XP
	IPX/SPX provided with Windows XP
	NetWare Client provided with Windows XP
	Novell Client provided with Windows XP
Windows Vista	TCP/IP provided with Windows Vista
	NetWare Client provided with Windows Vista
Windows Server 2003	TCP/IP provided with Windows Server 2003
	IPX/SPX provided with Windows Server 2003
	NetWare Client provided with Windows Server 2003
	Novell Client provided with Windows Server 2003

❖ Available functions

SmartDeviceMonitor for Admin has the following functions to check:

- printer supplies such as paper or toner;
- results of print jobs executed from the computer.

Note

☐ SmartDeviceMonitor for Admin Help

DeskTopBinder-SmartDeviceMonitor for Client

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

❖ File path

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

NETWORK\DEVMON\CLIENT\DISK1

Operating environment of the printer driver

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

Note

- ☐ See "DeskTopBinder Lite", Scanner Reference or Help of DeskTopBinder-SmartDeviceMonitor for Client.
- ☐ DeskTopBinder includes SmartDeviceMonitor for Client. See Help of Desk-TopBinder-SmartDeviceMonitor for Client.

Copy Paper

This section describes recommended paper sizes and types, unusable paper, and paper storage.

Recommended Paper Sizes and Types

The following table shows recommended types, sizes, and capacity of copy paper loadable in each tray.

∰Important

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

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity *9
Tray 1 *1	52.3-127.9 g/m ² (14-34 lb.)	$A4 \square , 8^1/_2" \times 11" \square$		1,550 sheets × 2
Tray 1 *1 (A3/11" × 17" Tray Unit (option))		A3D, B4 JISD, A4 DD, 14"D, 8 ¹ / ₂ " × 11" DD	.11" ×17"□, 8 ¹ / ₂ " ×	1,000 sheets
Tray 2, 3	52.3-127.9 g/m ² (14-34 lb.)	*3 A3□, A4□□, A5□□, 8¹/₂" × 13"□, 8¹/₄" × 13"□, B4 JIS□, B5 JIS□□, 11" × 17"□, 8¹/₂" × 14"□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□, 8" × 13"□, 7¹/₄" × 10¹/₂"□, 8K(267 × 390 mm)□, 16K(195 × 267 mm)□□ *4 11" × 15"□, 10" × 15"□, 8¹/₂" × 11"□, 5¹/₂" × 8¹/₂"□, 11" ×	*3 A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 8¹/2" × 13"□, 8¹/4" × 13"□, 11" × 17"□, 8¹/2" × 14"□, 8¹/2" × 8¹/2"□□, 8⁻/2" × 8¹/2"□□, 8⁻/4" × 10¹/2"□, 8K(267 × 390 mm)□, 16K(195 × 267 mm)□□ *4 11" × 15"□, 10" × 15"□, 8" × 10¹/2□, 11" × 14"□, 8¹/4" × 14"□,	550 sheets
		$14"\Box, 8^{1}/_{4}" \times 14"\Box, 8"$ $\times 10^{1}/_{2}\Box, 210 \times 340$ mm $\Box, 210 \times 182$ mm $\Box, 210 \times 170$ mm \Box Custom size	210 × 340 mm □, 210 × 182 mm □, 210 × 170 mm □	
		Vertical: 139.7-297 mm Horizontal: 139.7-432 mm	Vertical: 5.5"-11.7" Horizontal: 5.5"-17.0"	
	Tab sheets 163 g/m², 199 g/m²(90 lb. Index, 110 lb. Index) *2	A4 \square , $8^1/_2$ " × 11" \square , $8^1/_2$ only)	2" × 14" □ (90 lb. Index	500 sheets

Tray type	Paper type and weight	Metric version	Inch version	Paper capacity *9
Bypass Tray	52.3-216 g/m ² (14-57.6 lb.)	*3 A3D, A4D, A5D *5 B4 JISD, A4D, B5 JISD, A6D, B6 JISD, A6D, 11" × 17"D, 81/2" × 14"D, 81/2" × 13"D, 81/2" × 13"D, 81/4" × 13"D, 81/4" × 13"D, 81/4" × 101/2"DD, 11" × 15"DD, 11" × 14"D, 10" × 15"DD, 10" × 14"DD, 81/4" × 101/2"DDD, 81/4" × 101/2"DDD, 81/4" × 101/2"DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	$5^{1}/2" \times 8^{1}/2" \square$, $8^{1}/2" \times 13" \square$, $8^{1}/4" \times 13" \square$, $8" \times 13" \square$, $7^{1}/4" \times 10^{1}/2" \square$, $11" \times 15" \square$, $11" \times 14" \square$, $10" \times 15" \square$, $10" \times 14" \square$, $8^{1}/4" \times 14" \square$, $8" \times 10^{1}/2" \square$, $8" \times 10" \square$	100 sheets (52.3-105 g/m²(14- 28 lb.)) 30 sheets (105-157 g/m²(28- 41.7 lb.)) 20 sheets (157-216 g/m²(41.7 -57.6 lb.))
	Translucent pa-	Custom size Vertical: 100-305 mm Horizontal: 139.7-600 mm *11 A3D, B4 IISD, A4D, B5	Custom size Vertical: 4"-12" Horizontal: 5.5"-23.6" *11 IISD. A4D *5. B5 IISD *5	50 sheets
	per OHP transparencies *7	A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , A4 \square *5, B5 JIS \square *5 A4 \square , 81/2" × 11" \square , A4 \square *5, 81/2" × 11" \square *5		*10 50 sheets *10
	Label paper (adhesive labels)	B4 JIS□, A4□, A4□ *5		1 sheet
Large Capacity Tray (LCT) (option) *1	52.3-127.9 g/m ² (14-34 lb.)	B4 JISD *8, A4D *8, 8 ¹ / ₂ 8 ¹ / ₂ " × 11"D *8, A4D, B	·	4,000 sheets

^{*1} The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.

^{*2} The optional tab sheet holder is required.

^{*3} The paper size is detected automatically.

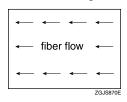
^{*4} Select the paper size in System Settings. See "Paper Tray Settings", General Settings

Press [Bypass], and the [#] key, and then select the paper size.

*6 Press [Bypass], and the [#] key, and then enter the paper size using the number

^{*7} If you wish to copy onto OHP transparencies or thick paper, select "OHP (Transparency)" or "Thick Paper".

- *8 The Extension unit (optional) is required to load B4 JIS or $8^{1}/_{2}$ " × 14" size paper. (2,500 sheets can be loaded in this tray.)
- When loading paper, make sure the stack height does not exceed the lower limit mark of the paper tray. The amount of paper that can be set is 10 mm/100 sheets approximately. *10 It is recommended to place one sheet at a time.
- *11 When using 3,000Sheet-100Sheet Staple Finisher, available custom size is 139.7-458 mm (5.5"-18.1").
- *12 When loading translucent paper, set the paper direction according to the grain.



Note

- ☐ When loading paper in the paper trays 1-3, place the copy side face down.
- ☐ When loading paper in the bypass tray or the Large Capacity Tray (LCT), place the copy side face down.
- ☐ When you use the bypass tray, it is recommended to set the copy paper direction to \square .
- ☐ Do not use paper for inkjet printers.
- ☐ When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to □. For details, see Copy/Document Server Reference.
- ☐ When you use OHP transparencies, fan them for each use.
- ☐ If multiple sheet feeding occurs, load sheets one by one.
- \square When you load label paper, set the paper direction to \square .
- \square 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 the Paper Type of one tray is recycled or special paper, the settings of the other trays must be the same for the Auto Tray Switching function to work.) This saves interrupting a copy run to replenish paper when making a large number of copies. See "General Features" and "Tray Paper Settings", General Settings Guide.
- \square If you want to use paper of thicker than 90 g/m², select [Thick Paper] in paper type setting (80 ppm models).

Unusable Paper

This section describes paper unusable on this machine.

riangle CAUTION:

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

∰Important

- ☐ Do not use any of the following kinds of paper or a fault might occur:
 - Paper for inkjet printers
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Paper with perforated lines
 - Hemmed paper
 - Envelopes
- ☐ Do not copy on the side of paper that has been already copied onto, or misfeed might occur or a fault might occur.

To prevent misfeeds, do not use the following kinds of paper:

- Bent, folded, or creased paper
- Perforated paper
- Slippery paper
- Torn paper
- Rough paper
- Thin paper with low stiffness
- Paper with a dusty surface

If you copy onto rough grain paper, the image might be blurred.

Paper Storage

This section describes how to store paper.

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

Specifications for the Main Unit

Configuration:

Console

❖ Photosensitivity type:

OPC drum

❖ Original scanning:

CCD-CIS

Copy process:

Dry electrostatic transfer system

❖ Development:

Dry two-component magnetic brush development system

❖ Fusing:

Heating roll pressure system

❖ Resolution:

- Scanning original: 600 dpi
- Printing: 1200 dpi

❖ Exposure glass:

Stationary original exposure type

Original reference position:

Rear left corner

❖ Warm-up time: (Type 1, 2)

30 seconds or less (20°C, 68°F)

❖ Warm-up time: (Type 3)

60 seconds or less (20°C, 68°F)

Originals:

Sheet/book/objects

❖ Maximum original size:

A3 \square , 11" × 17" \square , Long length: 1260 mm

Minimum original size:

B6 JIS, $5^1/2^{"} \times 8^1/2^{"}$ (when using the ADF)

Copy paper size:

- Trays: A3□ A5□□, 11" × 17"□ 5¹/₂" × 8¹/₂"□□, 8K (267 × 390 mm)□, 16K (195 × 267 mm)□□
- Bypass Tray: A3□, 11" × 17"□ A6□
- Bypass (custom size):

Vertical: 100 - 305 mm, 4" - 12"

Horizontal: 139.7 - 600 mm, 5.5" - 23.6"

• Duplex: A3 \square - A5 \square \square , 11" × 17" \square - 5¹/₂" × 8¹/₂" \square \square , 8K \square , 16K \square \square

❖ Copy paper weight:

- Paper tray: 52.3 127.9 g/m², 14 34 lb.
- Bypass tray: 52.3 157 g/m², 14 42 lb. 52.3 216 g/m², 14 57.6 lb. (Thick Paper mode)
- Duplex: 64 127.9 g/m², 17 34 lb.

❖ Non-reproduction area:

- Leading edge: 4 ± 2 mm
- Trailing edge: 2 ± 2 mm
- Left edge: 2 ± 1.5 mm
- Right edge: 0.5 mm

❖ First copy time: (Type 1)

• 4.2 seconds or less (A4 \square , $8^1/2$ " × 11" \square , 100% reproduction, feeding from tray 1, on the exposure glass)

First copy time: (Type 2, 3)

• 3.5 seconds or less (A4 \square , $8^1/_2$ " × 11" \square , 100% reproduction, feeding from tray 1, on the exposure glass)

❖ Copying speed: (Type 1)

- 33 copies/minute (A3□, 11" × 17"□)
- 60 copies/minute (A4 \square , $8^1/2$ " × 11" \square)

Copying speed: (Type 2)

- 36 copies/minute (A3□, 11" × 17"□)
- 70 copies/minute (A4 \square , $8^1/2$ " × 11" \square)

❖ Copying speed: (Type 3)

- 38 copies/minute (A3□, 11" × 17"□)
- 80 copies/minute (A4 \square , $8^1/2^{"} \times 11^{"} \square$)

❖ Reproduction ratio:

• Metric version:

• Enlargement: 400%, 200%, 141%, 122%, 115%

• Full Size: 100%

• Reduction: 93%, 82%, 75%, 71%, 65%, 50%, 25%

Inch version:

• Enlargement: 400%, 200%, 155%, 129%, 121%

• Full Size: 100%

• Reduction: 93%, 85%, 78%, 73%, 65%, 50%, 25%

Zoom: From 25 to 400% in 1% steps.

Maximum continuous copy run:

999 sets

Copy paper capacity:

• Tray 1 (Tandem tray) : 3,100 sheets (1,550 sheets \times 2) (80 g/m², 20 lb.)

• Tray 2 - 3 (550-sheet tray) : 550 sheets (80 g/m^2 , 20 lb.)

• Bypass tray: 100 sheets (69 g/m², 18 lb.)

❖ Power consumption:

• Mainframe only

	Type 1	Type 2	Type 3
Warm-up	about 1.39 kW	about 1.40 kW	about 1.40 kW
Stand-by	about 0.297 kW	about 0.297 kW	about 0.297 kW
During printing	about 1.66 kW	about 1.67 kW	about 1.67 kW
Maximum	about 1.66 kW	about 1.67 kW	about 1.67 kW

• Complete system *1

	Type 1	Type 2	Type 3
Warm-up	about 1.42 kW	about 1.43 kW	about 1.43 kW
Stand-by	about 0.344 kW	about 0.344 kW	about 0.344 kW
During printing	about 1.76 kW	about 1.77 kW	about 1.77 kW
Maximum	about 1.76 kW	about 1.77 kW	about 1.77 kW

^{*1} The Complete system consists of the mainframe, Booklet Finisher or 3,000 Sheet-100 Sheet Staple Finisher, large capacity tray (LCT) and interposer.

 $690 \times 790 \times 985(1165^{*1})$ mm, $27.2" \times 31.1" \times 38.8"(45.9"^{*1})$

^{*1} When the ADF is included

❖ Space for mainframe (W × D):

 $1,175 \times 790 \text{ mm}, 46.3" \times 31.1"$

❖ Noise emission *1:

- Sound Power Level:
 - Mainframe only

	Type 1	Type 2	Type 3
Stand-by	Less than 51 dB(A)	Less than 51 dB(A)	Less than 51 dB(A)
Copying	Less than 70 dB(A)	Less than 71 dB(A)	Less than 72 dB(A)

• Complete system *3

	Type 1	Type 2	Type 3
Stand-by	Less than 51 dB(A)	Less than 51 dB(A)	Less than 51 dB(A)
Copying	Less than 75 dB(A)	Less than 75 dB(A)	Less than 75 dB(A)

- Sound Pressure Level *2:
 - Mainframe only

	Type 1	Type 2	Type 3
Stand-by	Less than 45 dB(A)	Less than 45 dB(A)	Less than 45 dB(A)
Copying	Less than 64 dB(A)	Less than 65 dB(A)	Less than 66 dB(A)

• Complete system *3

	Type 1	Type 2	Type 3
Stand-by	Less than 45 dB(A)	Less than 45 dB(A)	Less than 45 dB(A)
Copying	Less than 69 dB(A)	Less than 69 dB(A)	Less than 69 dB(A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

❖ Weight:

Approx. 206 kg, 454 lb

^{*2} It is measured at the position of the bystander.

^{*3} The Complete system consists of the mainframe, Booklet Finisher or 3,000 Sheet-100 Sheet Staple Finisher, large capacity tray (LCT) and interposer.

Document Server

❖ HDD:

80 GB

❖ HDD (Document Server):

36.4 GB

❖ Capacity:

- Copy: Approx. 2,000 pages (ITUT-No.4 chart)
- Batch mode: Approx. 2,000 pages (ITUT-No.4 chart)
- Printer: Approx. 1,000 pages (600 dpi)
- Scanner: Approx. 2,000 pages (200 dpi/Text) (ITUT-No.4 chart) *1

Maximum number of stored documents:

3,000 documents

Maximum pages of stored documents:

10,000 pages

Maximum number of pages per document:

2,000 pages

❖ Capacity (Memory Sorting):

 $5 \text{ GB } (A4/8^{1}/_{2}" \times 11" : \text{Approx. 2,000 sheets at maximum})^{*2}$

❖ Capacity (Others):

7.2 GB

*1 Scanning Conditions: ITUT-No. 4 chart/200 dpi/Text/A4/MMR

*2 The capacity differs depending on the functions are used.

Auto Document Feeder

❖ Mode:

Batch (SADF) mode, Mixed Sizes mode, Paper Orientation mode

❖ Original size:

Metric version:

- A3□ B6 JIS□□ (1-sided originals)
- A3□ A5□□ (2-sided originals)

Inch version:

- $11" \times 17" \square 5^1/2" \times 8^1/2" \square \square$ (1-sided originals)
- $11" \times 17" \square 5^1/_2" \times 8^1/_2" \square \square$ (2-sided originals)

Original weight:

- 1-sided originals: 40 127.9 g/m² (11 34 lb.)
- 2-sided originals: 52 127.9 g/m² (14 34 lb.)

Number of originals to be set:

100 sheets (81.4 g/ m^2 , 22 lb.) or less than 12 mm, 0.4"

Maximum power consumption:

Less than 110W (power is supplied from the main unit)

❖ Dimensions (W×D×H)

 $680 \times 560 \times 180$ mm, $26.8" \times 22" \times 7.1"$

❖ Weight:

Approx. 18 kg, 39.7 lb.

Note

☐ Specifications are subject to change without notice.

Specifications for Options

Note

☐ Specifications are subject to change without notice.

Mailbox

❖ Number of trays:

9 trays

❖ Paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square \square *1, 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square , 5¹/₂" × 8¹/₂" \square \square *1

*1 These sizes cannot be detected automatically.

❖ Paper capacity:

100 sheets (80 g/m^2 , 20 lb.) per tray

❖ Paper weight:

 $52 - 127.9 \text{ g/m}^2$, 14 - 34 lb.

❖ Power consumption:

Approx. 48W (power is supplied from the main unit)

Dimensions (W \times D \times H):

 $540 \times 600 \times 660$ mm, $21.3" \times 23.6" \times 26"$

❖ Weight:

Approx. 15 kg, 33 lb.

Booklet Finisher

Finisher Upper Tray:

❖ Paper size:

Without Z-fold:

A3 \square , B4 JIS \square , A4 \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square

❖ Paper weight:

Without Z-fold:

 $52 - 163 \text{ g/m}^2$, 14 - 43 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21 lb.

Stack capacity:

Without Z-fold:

- 250 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , $8^1/_2$ " \times 11" \square \square , $5^1/_2$ " \times $8^1/_2$ " \square \square) (80 g/m², 20 lb.)
- 50 sheets (A3, B4 JIS, $8^1/_2$ " × 14") (80 g/m², 20 lb.) With Z-fold:
- 30 sheets (A3, B4 JIS) (80 g/m², 20 lb.)
- 20 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , $8^1/_2$ " \times 11" \square \square , $5^1/_2$ " \times $8^1/_2$ " \square \square) (80 g/m², 20 lb.)

Finisher Shift Tray:

❖ Paper size:

Without Z-fold:

With Z-fold:

A3 \square , B4 JIS \square , A4 \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square

❖ Paper weight:

Without Z-fold:

 $52 - 256 \text{ g/m}^2$, 14 - 68 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21 lb.

Stack capacity:

Without Z-fold:

- 2,000 sheets (A4 $\square \square$, $8^1/_2$ "×11" $\square \square$) (80 g/m², 20 lb.)
- 1,000 sheets (A3□, B4 JIS□, A4□, B5 JIS□□, 11"×17"□, 8¹/₂"×14"□, 8¹/₂"×11"□, 12"×18"□□) (80 g/m², 20 lb.)
- 500 sheets (A5 \square) (80 g/m², 20 lb.)
- 100 sheets (A5 \square , B6 JIS \square , A6 \square , 5 $^1/_2$ "×8 $^1/_2$ " \square) (80 g/m 2 , 20 lb.) With Z-fold:
- 30 sheets (A3, B4 JIS) (80 g/m², 20 lb.)
- 20 sheets (A4 □□, B5 JIS □□, A5 □□, B6 JIS□, A6□, 8¹/₂" × 11" □□, 5¹/₂" × 8¹/₂" □□) (80 g/m², 20 lb.)

❖ Staple paper size:

Without Z-fold:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square With Z-fold:

A3□, B4 JIS□, 11" × 17"□

Staple paper weight:

Without Z-fold:

 $64 - 90 \text{ g/m}^2$, 17 - 28 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21.3 lb.

❖ Staple capacity:

Without Mixed Size:

- 50 sheets (A4 \square \square , B5 JIS \square \square , $8^1/_2$ " × 11" \square \square) (80 g/m², 20 lb.)
- 30 sheets (A3 \square , B4 JIS \square , 11" × 17" \square , 8¹/₂" × 14" \square) (80 g/m², 20 lb.) With Mixed Size:
- 30 sheets (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11" × 17" \square , 8¹/₂" × 11" \square) (80 g/m², 20 lb.)

With Z-fold:

• 5 sheets (A3 \square , B4 JIS \square , 11"×17" \square) (80 g/m², 20 lb.)

Stack capacity after stapling

Without Mixed Size:

- 150-40 sets (13-50 sheets) (A4 \square , $8^1/_2$ "×11" \square) (80 g/m², 20 lb.)
- 150 sets (2-12 sheets) (A4 \square , $8^1/_2$ "×11" \square) (80 g/m², 20 lb.)
- 100-20 sets (10-50 sheets) (A4 \square , B5 \square , $8^{1}/_{2}$ "×11" \square) (80 g/m², 20 lb.)
- 100 sets (2-9 sheets) (A4 \square , B5 \square , $8^1/2"\times11"\square$) (80 g/m², 20 lb.)
- 100-33 sets (10-30 sheets) (other paper size) (80 g/m^2 , 20 lb.)
- 100 sets (2-9 sheets) (other paper size) (80 g/m^2 , 20 lb.)

With Mixed Size:

• 50 sets (2-30 sheets) (A3 \square / A4 \square , B4 JIS \square / B5 JIS \square , 11"×17" \square / 8¹/₂"×11" \square) (80 g/m², 20 lb.)

❖ Staple position:

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

Booklet Tray:

❖ Saddle stitch paper size:

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

❖ Saddle stitch paper weight:

 $64 - 90 \text{ g/m}^2$, 17 - 28 lb.

❖ Saddle stitch capacity:

1 set (15 sheets)

Stack capacity after Saddle stitching

- 30 sets (2-5 sheets) (A3\$\bigcup\$, B4 JIS\$\bigcup\$, A4\$\bigcup\$, B5 JIS\$\bigcup\$, 11"\times17"\$\bigcup\$, 8\$^1/2"\times14"\$\bigcup\$, 80 g/m², 20 lb.)
- 15 sets (6-10 sheets) (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11"×17" \square , 8¹/₂"×14" \square , 8¹/₂"×11" \square , 12"×18" \square) (80 g/m², 20 lb.)
- 10 sets (11-15 sheets) (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11"×17" \square , 8¹/₂"×14" \square , 8¹/₂"×11" \square , 12"×18" \square) (80 g/m², 20 lb.)

Saddle stitch position:

Centre 2 position

Power consumption:

Approx. 96W (power supplied from main unit)

Dimensions (W \times D \times H):

 $657 \times 613 \times 960$ mm, $25.8" \times 24.2" \times 37.8"$

❖ Weight:

Approx. 63 kg, 138.9 lb.

3,000Sheet-50Sheet Staple Finisher

Finisher Upper Tray:

❖ Paper size:

A3\$\to\$, B4\$ JIS\$\to\$, A4\$\tilde{\to}\$, B5\$ JIS\$\tilde{\to}\$, A5\$\tilde{\to}\$\to\$, B6\$ JIS\$\to\$, A6\$\to\$, 11" \times 17"\$\to\$, 11" \times 13"\$\to\$, 10" \times 15"\$\to\$, 10" \times 14"\$\to\$, $8^1/_2$ " \times 14"\$\to\$, $8^1/_2$ " \times 13"\$\to\$, $8^1/_2$ " \times 10"\$\to\$, $8^1/_4$ " \times 13"\$\to\$, $8^1/_4$ " \times 10"\$\to\$, $8^1/_4$ "\$\times 10"\$\to\$, $8^1/_4$ "\$\times 10"\$\to\$, $8^1/_4$ "\$\times 10"\$\to\$, $8^1/_4$ "\$\times 10"\$\to\$, $8^1/_4$ \$\times 10"\$\times 10"\$\t

❖ Paper weight:

 $52 - 163 \text{ g/m}^2$, 14 - 43 lb.

Stack capacity:

- 250 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , 8¹/₂" × 11" \square \square , 5¹/₂" × 8¹/₂" \square \square) (80 g/m², 20 lb.)
- 50 sheets (A3, B4 JIS, $8^1/2^{"} \times 14^{"}$) (80 g/m², 20 lb.)

Finisher Shift Tray:

❖ Paper size:

A3\$\to\$, B4\$ JIS\$\to\$, A4\$\tilde{\to}\$, B5\$ JIS\$\tilde{\to}\$, A5\$\tilde{\to}\$\to\$, B6\$ JIS\$\to\$, A6\$\to\$, 11" \times 17"\$\to\$, 11" \times 13"\$\to\$, 10" \times 14"\$\to\$, $8^1/_2$ " \times 14"\$\to\$, $8^1/_2$ " \times 13"\$\to\$, $8^1/_2$ " \times 13"\$\to\$, $8^1/_2$ "\$\times 10^1/_2\$\$\to\$, $8^1/_2$ \$\to\$, $8^1/_2$

❖ Paper weight:

 $52 - 256 \text{ g/m}^2$, 14 - 68 lb.

❖ Stack capacity:

- 3,000 sheets (A4 \square , $8^1/2$ "×11" \square) (80 g/m², 20 lb.)
- 1,500 sheets (A3, B4, JIS, A4, B5, JIS, 11"×17", 8¹/₂"×14", 8¹/₂"×11", 12"×18", (80 g/m², 20 lb.)
- 100 sheets (A5 \square , B6 JIS \square , A6 \square , 5¹/₂"×8¹/₂" \square \square) (80 g/m², 20 lb.)

Staple paper size:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square)

Staple paper weight:

 $64 - 157 \text{ g/m}^2$, 17 - 42 lb.

❖ Staple capacity:

Without Mixed Size:

- 50 sheets (A4 $\square \square$, B5 JIS $\square \square$, $8^1/2" \times 11" \square \square$) (80 g/m², 20 lb.)
- 30 sheets (A3 \square , B4 JIS \square , 11" × 17" \square , 8¹/₂" × 14" \square) (80 g/m², 20 lb.) With Mixed Size:
- 30 sheets (A3□, A4□, B4 JIS□, B5 JIS□, 11"×17"□ / 8¹/₂"×11"□) (80 g/m², 20 lb.)

Stack capacity after stapling

Without Mixed Size mode:

- 150-60 sets (20-50 sheets) (A4 \square , $8^1/2"\times11"$ \square) (80 g/m², 20 lb.)
- 150 sets (2-19 sheets) (A4 \square , $8^1/2"\times11"$ \square) (80 g/m², 20 lb.)
- 100-30 sets (15-50 sheets) (A4 \square , B5 \square \square , 8¹/₂"×11" \square) (80 g/m², 20 lb.)
- 100 sets (2-14 sheets) (A4 \square , B5 \square \square , 8¹/₂"×11" \square) (80 g/m², 20 lb.)
- 100-33 sets (15-30 sheets) (other size paper) (80 g/ m^2 , 20 lb.)
- 100 sets (2-14 sheets) (other size paper) (80 g/ m^2 , 20 lb.) With Mixed Size mode:

• 50 sets (2-30 sheets) (A4 □ / A3 □, B5 JIS □ / B4 JIS □, 8¹/₂" × 11" □ / 11" × 17" □) (80 g/m², 20 lb.)

❖ Staple position:

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

❖ Power consumption:

Approx. 96W (power supplied from main unit)

\clubsuit Dimensions (W × D × H):

 $657 \times 613 \times 960$ mm, $25.8" \times 24.2" \times 37.8"$

❖ Weight:

Approx. 54 kg, 119.1 lb.

3,000Sheet-100Sheet Staple Finisher

Finisher Upper Tray:

❖ Paper size:

Without Z-fold:

A3 □, B4 JIS □, A4 □ □, B5 JIS □ □, A5 □ □, B6 JIS □, 11" × 17" □, 11" × 14" □, 10" × 15" □, 10" × 14" □, $8^1/_2$ " × 14" □, $8^1/_2$ " × 13" □, $8^1/_2$ " × 11" □ □, $8^1/_4$ " × 14" □, $8^1/_4$ " × 13" □, 8^1 × 13" □, 8^1 × 10 $1/_2$ " □ □, $8^1/_4$ " × 10 $1/_2$ " □ □, $8^1/_4$ " × 10 $1/_2$ " □ □, 12" × 18" □ With Z-fold:
A3 □, B4 JIS □, A4 □, 11" × 17" □, $8^1/_2$ " × 14" □, $8^1/_2$ " × 11" □

❖ Paper weight:

Without Z-fold:

 $52 - 216 \text{ g/m}^2$, 14 - 58 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21 lb.

Stack capacity:

Without Z-fold:

- 500 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , $8^1/2" \times 11" \square$ \square , $5^1/2" \times 8^1/2" \square$) (80 g/m², 20 lb.)
- 250 sheets (A3, B4, JIS, 11" × 17", 8¹/₂" × 14", 12" × 18", 12" × 18", 20 lb.)

With Z-fold:

- 30 sheets (A3, B4 JIS) (80 g/m², 20 lb.)
- 20 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , $8^1/2" \times 11" \square$ \square , $5^1/2" \times 8^1/2" \square$) (80 g/m², 20 lb.)

Finisher Shift Tray:

❖ Paper size:

Without Z-fold:

A3\$\top, B4\$ JIS\$\top, A4\$\top, B5\$ JIS\$\top, A5\$\top, B6\$ JIS\$\top, 11" \times 17"\$\top, 11" \times 14"\$\top, 10" \times 15"\$\top, 10" \times 14"\$\top, 8\$^1/2" \times 14"\$\top, 8\$^1/2" \times 13"\$\top, 8" \times 10\$^1/2"\$\top, 8" \times 10\$^1/2"\$\top, 8" \times 10\$^1/2"\$\top, 8\$^1/2"\$\times 10\$^1/2"\$\top, 8\$^1/2"\$\times 10\$^1/2"\$\top, 8\$^1/2"\$\times 18\$\top, 8\$\times 10\$^1/2"\$\top, 12" \times 18\$\top, With Z-fold:

Paper weight:

Without Z-fold:

 $52 - 216 \text{ g/m}^2$, 14 - 58 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21 lb.

Stack capacity:

Without Z-fold:

- 3,000 sheets (A4 \square , B5 JIS \square , $8^1/2" \times 11" \square$) (80 g/m², 20 lb.)
- 1,500 sheets (A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square , 12" × 18" \square) (80 g/m², 20 lb.)
- 500 sheets (A5 \square , $5^1/2$ " \times $8^1/2$ " \square) (80 g/m², 20 lb.)
- 100 sheets $(A5\Box, 5^1/2" \times 8^1/2"\Box)$ $(80 \text{ g/m}^2, 20 \text{ lb.})$

With Z-fold:

- 30 sheets (A3, B4 JIS) (80 g/m², 20 lb.)
- 20 sheets (A4 \square \square , B5 JIS \square \square , A5 \square \square , B6 JIS \square , A6 \square , $8^1/2" \times 11" \square$ \square , $5^1/2" \times 8^1/2" \square$) (80 g/m², 20 lb.)

❖ Staple paper size:

Without Z-fold:

A3 \square , B4 JIS \square , A4 \square \square , B5 JIS \square \square , 11" × 17" \square , 11" × 14" \square , 10" × 15" \square , 10" × 14" \square , 8¹/₂" × 14" \square , 8¹/₂" × 13" \square , 8¹/₂" × 11" \square \square With Z-fold: A3 \square , B4 JIS \square , 11" × 17" \square

Staple paper weight:

Without Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 20 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 20 lb.

Staple capacity:

Without Z-fold:

- 100 sheets (A4 $\square \square$, B5 JIS $\square \square$, $8^1/_2$ " × 11" $\square \square$) (80 g/m², 20 lb.)
- 50 sheets (A3 \square , B4 JIS \square , 11" × 17" \square) (80 g/m², 20 lb.)

With Z-fold:

• 10 sheets (A3 \square , B4 JIS \square , 11" × 17" \square) (80 g/m², 20 lb.)

Stack capacity after stapling

- 200-30 sets (10-100 sheets) (A4 $\square \square$, B5 JIS $\square \square$, 81/2" × 11" $\square \square$)(80 g/m², 20 lb.)
- 150 sets (2-9 sheets) (A4 \square \square , B5 JIS \square \square , $8^1/_2$ " × 11" \square \square)(80 g/m², 20 lb.)
- 150-30 sets (10-50 sheets) (A3 \square , B4 JIS \square , 11" × 17" \square , 8¹/₂" × 14" \square)(80 g/m², 20 lb.)
- 150 sets (2-9 sheets) (A3\$\operatorname{\operatorname{\square}}\$, B4 JIS\$\operatorname{\operatorname{\square}}\$, 11" \times 17"\$\operatorname{\operatorname{\square}}\$, 8\$^1/2" \times 14"\$\operatorname{\operatorname{\square}}\$ (80 g/m², 20 lb.)

Staple position:

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

❖ Power consumption:

Approx. 100W (power supplied from main unit)

$\ \ \, \ \ \, \ \ \,$ Dimensions (W \times D \times H):

 $800 \times 730 \times 980$ mm, 31.5" $\times 28.7$ " $\times 38.6$ "

❖ Weight:

Approx. 65 kg, 143.3 lb.

Punch Unit (Booklet Finisher, 3,000Sheet-50Sheet Staple Finisher)

❖ Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	\Box : A3, B4, A4, B5, A5, 11" × 17", $8^1/_2$ "×14", $8^1/_2$ "×11", $5^1/_2$ " × $8^1/_2$ "
2 & 4 holes type: 2 holes	\square : A4, B5, A5, $8^{1}/_{2}$ " × 11", $5^{1}/_{2}$ " × $8^{1}/_{2}$ "
2 & 4 holes type: 4 holes	□: A3, B4, 11" × 17"
2 & 4 holes type: 4 holes	\square : A4, B5, $8^1/_2$ " × 11"
4 holes type: 4 holes	□: A3, B4, A4, B5, A5, 11"×17", 8 ¹ / ₂ "×14", 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
4 holes type: 4 holes	□: A4, B5, A5, 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
2 & 3 holes type: 2 holes	□: A3, B4, A4, B5, A5, 11"×17", 8 ¹ / ₂ "×14", 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
2 & 3 holes type: 2 holes	□ : A4, B5, A5, 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
2 & 3 holes type: 3 holes	□: A3, B4, 11"×17"
2 & 3 holes type: 3 holes	□ : A4, B5, 8 ¹ / ₂ "×11"

❖ Paper weight:

 $52 - 163 \text{ g/m}^2$, 14 lb. - 43 lb.

❖ Power consumption:

20W (power supplied from main unit.)

110 × 484 × 117 mm, 4.3" × 19" × 4.6"

❖ Weight:

Approx. 2.5 kg, 5.5 lb

Punch Unit (3,000Sheet-100Sheet Staple Finisher)

❖ Paper size:

Punch unit type	Paper size
2 & 4 holes type: 2 holes	□: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17", 8 ¹ / ₂ "×14", 8 ¹ / ₂ "×11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
2 & 4 holes type: 2 holes	\square : A4, B5 JIS, A5, $8^{1}/_{2}$ " × 11", $5^{1}/_{2}$ " × $8^{1}/_{2}$ "
2 & 4 holes type: 4 holes	□: A3, B4 JIS, 11" × 17"
2 & 4 holes type: 4 holes	\square : A4, B5 JIS, $8^1/_2$ " × 11"
4 holes type: 4 holes	□: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11"×17", 8 ¹ / ₂ "×14", 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
4 holes type: 4 holes	\square : A4, B5 JIS, A5, $8^{1}/_{2}$ "×11", $8^{1}/_{2}$ "×5 $^{1}/_{2}$ "
2 & 3 holes type: 2 holes	□: A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11"×17", 8 ¹ / ₂ "×14", 8 ¹ / ₂ "×11", 5 ¹ / ₂ "×8 ¹ / ₂ "
2 & 3 holes type: 2 holes	\square : A4, B5 JIS, A5, $8^{1}/_{2}$ "×11", $5^{1}/_{2}$ "× $8^{1}/_{2}$ "
2 & 3 holes type: 3 holes	□: A3, B4 JIS, 11"×17"
2 & 3 holes type: 3 holes	□: A4, B5 JIS, 8¹/₂"×11"

❖ Paper weight:

- 4 holes: 52 127.9 g/m², 14 lb. 34 lb.
- 2 & 3 holes: 52 163 g/m², 14 lb. 43 lb.

❖ Power consumption:

60W (power supplied from main unit)

$\ \ \, \ \ \, \ \ \,$ Dimensions (W \times D \times H):

- 4 holes: $85 \times 460 \times 100$ mm, $3.4" \times 18.2" \times 3.9"$
- 2 & 3 holes, 2 & 4 holes: $105 \times 463 \times 100$ mm, $4.1" \times 18.2" \times 3.9"$

❖ Weight:

- 4 holes: Approx. 3 kg, 6.7 lb
- 2 & 3 holes, 2 & 4 holes: Approx. 4 kg, 8.9 lb

Z-folding Unit

☐ To use the Z-folding unit, the Booklet Finisher or 3,000Sheet-100Sheet Staple Finisher is required.

❖ Paper size:

A3 \square , B4 JIS \square , A4 \square , 12" × 18" \square , 11" × 17" \square , 8 $^{1}/_{2}$ " × 14" \square , 8 $^{1}/_{2}$ " × 11" \square

❖ Paper weight:

Without Z-fold:

 $52 - 256 \text{ g/m}^2$, 14 - 68.3 lb.

With Z-fold:

 $64 - 80 \text{ g/m}^2$, 17 - 21 lb.

❖ Power consumption:

Maximum. 100W

\clubsuit Dimensions (W × D × H):

 $177 \times 620 \times 960$ mm, 6.9" $\times 24.4$ " $\times 37.8$ "

❖ Weight:

Approx. 55 kg, 121.3 lb

Copy Tray

❖ Paper capacity:

- A3, 11" × 17" : 250 sheets
- B4 JIS, $8^1/_2$ " × 14" : 500 sheets
- A4, $8^1/2'' \times 11'' : 500$ sheets
- B5 JIS, $5^1/2'' \times 8^1/2'' : 250$ sheets

$\ \ \, \ \ \, \ \ \,$ Dimensions (W \times D \times H):

 $390 \times 330 \times 130$ mm, $15.4" \times 13" \times 5.1"$

❖ Weight:

Approx. 650 g, 1.4 lb

Large Capacity Tray (LCT)

❖ Paper size:

A4 \square , B5 JIS \square , $8^1/_2$ " × 11" \square

❖ Paper weight:

 $52 - 127.9 \text{ g/m}^2$, 14 - 34 lb.

❖ Paper capacity:

 $4,000 \text{ sheets } (80 \text{ g/m}^2, 20 \text{ lb.})$

Power consumption

Maximum. 50 W (power supplied from main unit)

\diamondsuit Dimensions (W \times D \times H, option unit):

 $314 \times 458 \times 659$ mm, 12.4" $\times 18$ " $\times 25.9$ "

❖ Weight:

Approx. 20 kg, 44 lb.

Interposer

❖ Paper size:

A3
$$\square$$
, B4 JIS \square , A4 \square \square , B5 JIS \square \square , A5 \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square , 5¹/₂" × 8¹/₂" \square \square \square

❖ Paper weight:

 $64 - 216 \text{ g/m}^2$, 17 - 58 lb.

❖ Paper Capacity:

200 sheets $(80 \text{ g/m}^2, 20 \text{ lb.})$

❖ Power consumption (Max):

Approx. 48 W (power supplied from main unit)

\clubsuit Dimensions (W × D × H):

 $500 \times 620 \times 200$ mm, $19.7" \times 24.4" \times 7.9"$

❖ Weight:

Approx. 12 kg, 26.5 lb.

Specifications for Others

❖ A3/11" × 17" Tray Unit Type 1075 (option)

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

❖ B4 JIS/8¹/₂" × 14" Tray Unit (option)

You can load B4 JIS \square /A4 \square or $8^1/_2$ " × 14" \square paper in the large capacity tray (LCT) using this unit.

❖ Tab Sheet Holder (option)

You can use tab sheets with this holder.

Output Jogger (Booklet Finisher, 3,000Sheet-50Sheet Staple Finisher) (option)

You can tidy the printout with Booklet Finisher or 3,000Sheet-50Sheet Staple Finisher.

• Paper size:

A3
$$\square$$
, B4 \square , A4 \square \square , B5 \square , A5 \square \square , 11"×17" \square , 8¹/₂"×14" \square , 8¹/₂"×11 \square \square , 5¹/₂"×8¹/₂" \square

- Power consumption (Max):
 - 16 W (power supplied from main unit)
- Dimensions (W \times D \times H):
 - $108 \times 452 \times 130$ mm, $4.3" \times 17.8" \times 5.2"$
- Weight:

Approx. 2 kg, 4.4 lb.

Output Jogger (3,000Sheet-100Sheet Staple Finisher) (option)

You can tidy the printout with 3,000Sheet-100Sheet Staple Finisher.

• Paper size:

$$A3\Box$$
, $B4\Box$, $A4\Box$, $B5\Box$, $11"\times17"\Box$, $8^1/_2"\times11"\Box$

• Power consumption (Max):

7 W (power supplied from main unit)

- Dimensions (W × D × H):
 - 125×450×100 mm, 4.9"×17.8"×3.9"
- Weight:

Approx. 1.7 kg, 3.8 lb.

INDEX

3,000Sheet-100Sheet Staple Finisher, 19, 64 3,000Sheet-50Sheet Staple Finisher, 19, 62

Α

A3/11" × 17" Tray Unit, 70 Administrating the machine/ protecting documents, viii Alert indicator, 21 Auto Document Feeder, 57 Auto Document Feeder (ADF), 17 Auto off, 32

В

B4 JIS/81/2" × 14" Tray Unit, 70 Bluetooth, 20 Booklet Finisher, 19, 59 Bypass tray, 17

C

CAUTION labels, 8
CD-ROM, 40
Changing modes, 29
Character, 35, 36
Clear Modes key, 21
Clear/Stop key, 21
Components, 17
Connect Copy, vii
Control panel, 17, 21
Copier functions, iii
Copy connector, 20
Copy Data Security unit, 20
Copy paper, 47, 50, 51
Copy tray, 17, 19, 68

D

Data In indicator, 21
DataOverWriteSecurity unit, 20
Delete, 36
DeskTopBinder Lite, 44
DeskTopBinderSmartDeviceMonitor for Client, 46
Display, 23
Display panel, 21
Document Server, 56
Dos and don'ts, 39

Ε

Energy saver, 32
Energy Saver key, 21
Energy saving, 14, 32
Energy saving functions, 14
ENERGY STAR Program, 13
Enter, 35, 36
Entering symbols, 36
Entering text, 35, 36
Enter key (# key), 21
Entry screen, 35
Environments where
the machine can be used, 3
Exposure glass, 17
Extension unit, 19
External option, 19

F

Fax functions, iii
Fax unit, 20
File format converter, 20
For people using a pacemaker, 7
Front cover, 17
Function keys, 21

G

Gigabit ethernet (1000BASE-TX), 20

Н

Handling power cords and power plugs, 4 Handling the machine's interior, 6 Handling the machine's supplies, 6 Handling the main machine, 5 How to read this manual, 2

ı

IEEE 1284 interface board, 20
IEEE 802.11b interface unit, 20
Important, 1
Internal option, 20
Internet FAX, vi
Interposer, 19, 69
Interrupt key, 21
Invoke, 37
IP-Fax, vi

Key arrangement, 35

L

LAN-Fax driver, 43 Large Capacity Tray (LCT), 19, 69 Login, 25, 26, 27, 28 Login/Logout key, 21 Log off, 27, 28 Low Power mode, 14

M

Machine types, 16
Mailbox, 19, 58
Main power, 30, 32
Main power indicator, 21
Main power switch, 17
Manuals for this machine, i
Monitoring the machine via computer, viii

Ν

Name, 19 Names of the components, 17 Notice, 1 Number keys, 21

0

Off mode, 14 Operation switch, 17, 21 Option, 19, 20 Other Function key, 21 Output Jogger, 19, 70

Ρ

Paper, 47
Paper clip tray, 21
Paperless fax, v
Paper size, 47
Paper tray (tray 1-3), 17
Paper type, 47
Power, 30, 31
Preventing an unauthorized copy, ix
Printer drivers for this machine, 41
Printer functions, iii
Printer/Scanner unit, 20
Program key, 21
Punch unit, 66, 67

R

Registered Program key, 21

S

Safety during operation, 3 Safety information, 3 Safety precautions, 3 Sample Copy key, 21 Scanner functions, iii Screen contrast knob, 21 Security functions, viii Simplified Display, 23 Simplified Display key, 21 Sleep mode, 14 SmartDeviceMonitor for Admin, 45 Software, 40 Software on CD-ROM, 40 Specifications for options, 58 Specifications for others, 70 Specifications for the main unit, 52 Start key, 21 Storage, 51 Symbol entry, 36 Symbols, 2 System reset, 29

Т

Tab Sheet Holder, 70 Turn off, 30, 31, 32 Turn on, 30, 31 TWAIN driver, 42

U

Unusable, 50
USB 2.0 interface board, 20
User code authentication, 25
User information on electrical & electronic equipment, 12
User text, 37
User Tools/Counter key, 21
Using a printer driver, 25, 27
Using the control panel, 25, 26, 27
Using the facsimile, scanner in a network environment, vii
Using Web Image Monitor, 28
Utilizing stored documents, iv

٧

Ventilation holes, 17 Viewing the contents of the CD-ROM, 40

W

WARNING labels, 8 What you can do with this machine, iii

Ζ

Z-folding unit, 19,68

74 GB GB D052-7350

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

I means POWER ON.

O means POWER OFF.

Trademarks

Microsoft[®], Windows[®], Windows Server[®], and Windows VistaTM are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Acrobat, Adobe Type Manager, Flash, Macromedia, PageMaker, PostScript are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

PCL® is a registered trademark of Hewlett-Packard Company.

Monotype is a registered trademark of Monotype Imaging, Inc.

Apple, AppleTalk, EtherTalk, Bonjour, Macintosh, Mac OS, and True Type are registered trademarks of Apple Inc., registered in the U.S. and other countries.

IPS is a trademark or registered trademark of Zoran Corporation and/or its subsidiaries in the United States or other countries.

UNIX is a registered trademark of The Open Group.

The Bluetooth® word mark and logos are registered trademarks owned by the Bluetooth SIG, Inc. and any use of such marks by Ricoh Company, Ltd. is under license.

NetWare, IPX, IPX/SPX are either registered trademarks or trademarks of Novell, Inc.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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

The product name of Windows 2000 are as follows:

Microsoft® Windows® 2000 Professional

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Advanced Server

The product name of Windows XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Media Center Edition

Microsoft® Windows® XP Tablet PC Edition

The product name of Windows Vista are as follows:

Microsoft® Windows VistaTM Ultimate

Microsoft® Windows VistaTM Enterprise

Microsoft® Windows VistaTM Business

Microsoft® Windows VistaTM Home Premium

Microsoft® Windows VistaTM Home Basic

The product names of Windows Server 2003 are as follows:

Microsoft® Windows Server® 2003 Standard Edition

Microsoft® Windows Server® 2003 Enterprise Edition

Microsoft® Windows Server® 2003 Web Edition

Microsoft® Windows Server® 2003 Datacenter Edition

The product names of Windows Server 2003 R2 are as follows:

Microsoft® Windows Server® 2003 R2 Standard Edition

Microsoft® Windows Server® 2003 R2 Enterprise Edition

Microsoft® Windows Server® 2003 R2 Datacenter Edition



